

2011

City Manager Report

Keith Barker

Report of monthly activities of City Manager and all Departments presented to the Clarkston Mayor and City Council



MEMORANDUM

TO: Mayor and City Council

FROM: Keith Barker, City Manager

DATE: September 6, 2011

SUBJECT: **City Manager Report**

Internal Staff/Council Meetings Held

- Met with Council woman Jean Brown to discuss development of a community gardens and/or gardens in the park policy
- Met with Councilman Adam White and Council woman Joan Swaney to review results of an employee satisfaction survey within the Clarkston Police Department and to discuss an action plan to address the issues uncovered by the survey
- Met with Captain Chris Hudson and City Clerk Tracy Ashby to discuss overtime/comp time policy changes
- Met with Chief Court Clerk, Shirley Green and Captain Chris Hudson regarding copy machine contract renewal
- Met with Vice Mayor Warren Hadlock to discuss Friendship Forrest grant/project status
- Met with Council woman Jean Brown and Landscape Architect, Lamar Adam regarding possible plantings along CSX Right-of-Way
- Met with Representatives from Interactive Defense System to view demonstration of a new public safety officer/citizen/community information sharing platform
- Met with Code Enforcement Officer Shelly Sheppard to discuss activity reports and areas of the City that need special attention
- Met with Finance Officer, Juliette White, City Clerk, Tracy Ashby and Captain Christine Hudson to discuss vendor selection for provision of payroll/ accounting system
- Conducted "ride around" with Code Enforcement to conduct onsite inspections of identified problem areas
- Met with Public Safety management team to discuss reverting back to eight (8) hour shifts to provide additional number of officers patrolling the city
- Met with Court Clerk, Shirley Green to discuss various court operations issues
- Met with Code Enforcement and Maintenance staff to discuss changes to our process for handling yard waste
- Recurring meeting with Mayor Ransom (2)

- Recurring meeting with Chief Tony Scipio (2)
- Recurring meeting with City Clerk, Tracy Ashby (2)
- Recurring meeting with Maintenance Supervisor, Corey Ford (2)
- Recurring meeting with Chief Court Clerk, Shirley Green (2)

Onsite Meetings Held with Consultants/Vendors

- Met with Todd Williams, Curbside Recycling, presented used cooking oil recycling proposal to the City Council for approval
- Met with Larry Kaiser, Collaborative Infrastructure, Inc., to discuss infrastructure needs identified to date
- Met with Larry Kaiser, Collaborative Infrastructure, Inc., to determine interior and exterior color selections for Milam Pool e
- Met with Phil Davis, FLEX H.R. to review and provide guidance for the development of a new Employee Handbook
- Met with roof contractor on site at Women’s Club regarding possible leak in roof
- Met with City Auditor , Josh Carroll to respond to questions regarding the City’s financial policies and procedures
- Met with Michelle Alexander, Pond & Company to discuss City’s building permit process
- Met with Todd Bryant, Bryant Wharton to discuss enhancements to the City’s employee benefits. Explored the benefits of transitioning to Health Savings Accounts for employees
- Met with Larry Kaiser, Collaborative Infrastructure, Inc., to determine interior and exterior furniture selections for Milam Pool
- Met with Catherin Fox, FOX Environmental, LLC, to discuss continuation of the NPDES Phase I Program Activities, and the City of Clarkston NPDES MS4 Storm water Management Plan. City Manager will review and determine appropriate scope of work consistent with prioritized list of public works activities.
- Met with Milam Park Pool project team; construction manager, designer, general contractor, pool subcontractor and DeKalb Development Department representative for bi-monthly project team meeting.
- Met with City Auditor , Josh Carroll to review initial findings and management report

Miscellaneous Onsite Meetings Held

- Met with Georgia Department of Transportation Project Manager, Melvin Waldrop to discuss history of the Federal Earmark program funds awarded to Clarkston in 2005. Discussed options to move this project forward
- Met with Sam Kennedy, Atlanta Youth Tennis Association and Mayor Ransom regarding training and programming for youths at the newly refurbished Milam Park Tennis courts

- Met with private citizen Luay Muhamed to answer questions and provide information regarding City Property he is interested in purchasing
- Met with Robert Lamutt, General Manager of English Oakes Apartments and Code Enforcement Officer Shelley Sheppard to discuss code enforcement issues the property needed to address
- Met with Mayor Emanuel Ransom and Chris Morris, Director DeKalb Community Development regarding City's request for additional CDBG funding for pool construction
- Met with Mayor Emanuel Ransom and a private developer to discuss possible purchase/development in Clarkston
- Met with AJC Reporter, Rosalind Bentley and Chief Tony Scipio to provide information/statistics in preparation of an article being written regarding Clarkston
- Met with Les Limpkin, TransCom Services, Greg Skelly, Vigilant Video and Chief Tony Scipio to demonstrate a Digital License Plate Recognition system
- Conference call with Derold McIver, VP Community Development,- BB&T to begin exploring development opportunities for Clarkston
- Conference Call with Burrell Bud, Georgia Forestry Commission to explore grant opportunities
- Met with Jeremy Lewis, Executive Director, Clarkston Community Foundation and McKenzie Wren, Executive Director, Clarkston Community Center and Facilitator, Martha Talbot, for final planning for the second stakeholder meeting to discuss developing and collaborative approach to recreation activities planning and use of facilities in Clarkston. Next Stakeholder meeting is scheduled for August, 26, 2011
- Met with Jeremy Lewis, Executive Director, Clarkston Community Foundation and McKenzie Wren, Executive Director, Clarkston Community to discuss plans for an Early Childhood Learning Center
- Attended Council Regular Meeting on August,2, 2011
- Attended Council Works Session Meeting on August,30, 2011

Offsite Meetings Attended

- Met with Dave Pelton, Patrice Keeter, DeKalb County Transportation to discuss Federal Earmark programs and miscellaneous transportation projects and funding alternatives
- Attended every other month meeting with City Managers of all DeKalb municipalities to share information and provide mutual technical assistance
- Attended "Common Place" demonstration. "Common Place" is a community based information sharing platform that launches in September
- Coordinated and held Recreation Roundtable group meeting to discuss field use policies within the City of Clarkston and develop strategies for removing obstacles for public use

General Activities

- Researched history of and developed implementation strategy for the \$4.5 million Streetscape Enhancement project
- Coordinating move from current vehicle maintenance vendor to DeKalb County vehicle maintenance, this move will eliminate considerable down time and save up to 30% on hourly labor costs
- Coordinated Fire Safety Training performed by DeKalb County Fire and Rescue, Fire Safety and Prevention Unit
- Police Department working on implementation of Electronic Ticketing
- Police Department will launch the Interactive Defense System platform in September
- City Manager continues to review all Personnel and H.R. processes and procedures. Leading development of new Employee Handbook and development of an action plan which will address all critical H.R. issues
- City Manager continues review of all City services and associated contracts. Due diligence audits for all services have begun or are scheduled and will continue through September
- City Manager continues to provide oversight of all project activities associated with the Milam park pool project
- Direct supervision of maintenance/sanitation crew in lieu of filling vacant City Engineer position
- Coordinating activities associated with the development of a true youth tennis program at Milam Park Tennis Courts
- Staff continues to cut all rail road rights of way within and leading into City of Clarkston, along East Ponce de Leon and Church Streets.
- Conducted City Manager “Friday Ride Around” – the City Manager rides to all parts of the City looking at the general condition of the community, specific areas of concern that needs addressing and for the purpose of engaging the citizens in dialogue regarding crime, service delivery issues, appearance, etc...
- Responded to various requests for services
- Responded to various requests for information
- General supervisory and leadership activities

Police/Courts Activities

- Total citations written for August 2011 – 691
- Total incident reports written for August 2011 – 200
- Total fees collected for Background Checks and Report Copies August 2011 - \$2,110.00
- Total funds and fees collected for Traffic Citations August 2011- \$76,992.00

- Total funds collected for the month of August 2011 - \$79,102.00
- Total funds collected Year to Date (January–August 2011) - \$622,293.00 (\$750,000.00 FY 2011)
- Technology fund for month of August 2011 - \$3,653.00
- Technology fund Year to Date (March – August 2011) - \$15,773.00

**Please note that this total does not include probation payments for the month of August 2011.