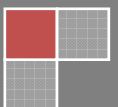


2011

# 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: June 7, 2011

SUBJECT: **City Manager Report**

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### **Internal Staff/Council Meetings Held**

- Met with all Department Heads for introductions and orientation activities. Provided staff with City Manager job description, discussed personal vision, discussed Council/Manager form of government and responded to questions
- Met with Mayor to conduct city ride around, point out possible action items and conduct other orientation activities
- Met with Vice Mayor, participated in Friendship Forest Nature Preserve site visit and conducted other orientation activities
- Met with Maintenance/Public Works crew for introductions and orientation activities. Provided staff with City Manager job description, discussed personal vision, discussed Council/Manager form of government and responded to questions
- Met with City Clerk and Finance Officer for introductions and orientation activities. Provided list of items/information needed to each for reference/research purposes
- Met with Court Clerk's staff for introductions and orientation. Provided staff with City Manager job description, discussed personal vision, discussed Council/Manager form of government and responded to questions
- Met with Code Enforcement Officer and conducted community ride around. Observed specific and general code enforcement issues prevalent in the community and identified process and procedures that will need further review and discussion. Also took this opportunity to introduce myself to several residents and to hold brief discussions regarding various city issues

- Met with Police Department officers for introductions and orientation activities. Provided staff with City Manager job description, discussed personal vision, discussed Council/Manager form of government and responded to questions
- Met with all Clarkston Police Department reserve officers for introductions and orientation activities
- Met with Shirley Green, Court Clerk, for introductions and orientation activities. Discussed bi-monthly meeting schedule and format of activity reports
- Met with Public Works Supervisor, Corey Ford to discuss recurring meeting schedule and to obtain orientation/information regarding scope, type and frequency of Public Works services provided
- Met with Captain Chris Hudson and City I.T. consultant Dudley Wells to discuss Police I.T. proposal
- Met with Council woman Jean Brown for introductions and orientation activities
- Met with Vice-Mayor Warren Hadlock to discuss draft city ordinances
- Met with Councilman Adam White to discuss various city projects

### **Onsite Meetings Held with Consultants/Vendors**

- Met with Milam Park Pool Project Manager for introductions and to discuss project team meeting schedule and frequency. Discussed Project Manager reporting format
- Met with Catherin Fox, FOX Environmental, LLC, to discuss scope of NPDES Phase I Program Activities, and development of City of Clarkston NPDES MS4 Storm water Management Plan
- Met with Milam Park Pool project team; construction manager, designer, general contractor, pool subcontractor and DeKalb Development Department representative for first bi-monthly project team meeting. Topics discussed included, reconsideration of previous value engineering decisions, proper placement of electrical outlets/circuit details of the concession building and landscaping options.
- Met with consultant Catherin Fox, FOX Environmental, LLC, to review and discuss finalization of the NPDS Phase I Program Activities document and the NPDES MS4 Storm water Management Plan. Both documents were finalized and ready for transmittal in order to meet the May 31, 2011 deadline.

- Met with Rick Smith, ALT, to discuss telecommunications proposal

### **Miscellaneous Onsite Meetings Held**

- Met with Mr. Bobby Wright, Chair, Planning & Zoning Review Board for introductions and orientation. Discussed the Planning and Zoning process in Clarkston
- Met with Mr. Perrin, International Bible College, to discuss code enforcement compliance issues
- Met with Luke Howe, Assistant to the Mayor, City of Doraville, to discuss issues common to small municipalities and to determine mutual assistance opportunities
- Met with Alan Parker and conducted site visit of Milam Park to discuss baseball field conditions and possible time line for repair
- Met with India Pullin, Executive Director, Step Up in Georgia, for introductions. Discussed city wide issues, previous grant writing activities and upcoming International Festival activities
- Met with Michelle Ramirez, Decatur YMCA, to discuss use of soccer field and tennis courts for summer youth programs and opportunities for mutual aid

### **Offsite Meetings Attended**

- Attended Atlanta Regional Commission LCI information session with Councilman Dean Moore and Councilwoman Jean Brown
- Spoke at the Clarkston Business Association meeting at the request of Rosemarie Nelson. Provided the attendees with information regarding my background and answered questions regarding the Council/Manager form of government
- Attended Annexation Discussion meeting with Mayor Ransom hosted by Avondale Estates. Purpose of the meeting was to explore opportunities for coordination among all municipalities within DeKalb County, regarding annexation efforts and discussions with DeKalb County government. Each municipality in attendance presented their future plans for possible annexation and the group discussed how the cities would proceed. It was agreed that a combined map, indicating all possible annexation areas, would be produced for discussion with the DeKalb County CEO, Board of Commissioners and staff
- Met with representatives of MLT Creative to discuss possible assistance with development of a new web site for the city and city branding

- Attended DeKalb Municipal Association meeting. Discussed DeKalb County and City of Clarkston Tax Digest information
- Attended the Clarkston Development Foundation meeting held at the Clarkston Community Center
- Attended meet and greet for Internationally renowned African drum performers/instructors held at Clarkston Community Center

## **General Activities**

- Conducted preliminary review of proposed NPDES Phase I Program Activities document, and the draft City of Clarkston NPDES MS4 Storm water Management Plan. Comments, questions and suggested changes were discussed with the consultant. Appropriate changes made and transmitted within required time frame
- Conducted review of Pitney Bowes contract for City Council meeting
- Conduct review of Clarkston portion of the DeKalb Hazard Mitigation Plan, and made change recommendations. Discussed amendment process with Lt. Craig Medlin, DeKalb County Police Department
- Coordinated City Hall grounds beautification project. Staff cleaned and weeded all tree and shrub beds, replaced all with new mulch and pine straw, trimmed all shrubs and trees, cut grass and placed one truck load of mulch at bed in back of City Hall property
- Staff cut all rail road rights- of -way leading into City of Clarkston, along East Ponce de Leon and Church Streets. Coordinated with DeKalb County and arranged for them to cut the portions in the unincorporated sections
- Coordinated City of Clarkston Gateway clean ups. Staff cleaned and weeded all shrub beds and applied fresh mulch and pine straw. Trimmed grass surrounding the signs