Managers' Report May 15, 2017

Hurricane Matthew FEMA Updates:

- FEMA reimbursements are submitted
- **"Senior Official Workshop for All-Hazards Preparedness" held in Camden County on April 21st, 2017. This all day workshop provided training for governmental and senior team leaders. Last report on this training.**

Work Sessions:

- Work session on May 18, 2017 at 3:30 PM for Mill site and Airport. This will be followed at 5:00PM on the same day by a Special Meeting of Council on the items discussed in the work session.
- Need to schedule an appeals hearing: Mounts variance decision. Possibly Wednesday May 24th at 9:00AM.
- Sea Rise study has been moved to the presentation section of the May 15, 2017 regular meeting. A motion for Council to consider adoption of the final report is on the regular meeting under new business.
  - Final report is attached

StMarys_Plan_03_06_2017_JME.pdf

City Clerk:

- Council work requests
- Day to Day issues
- Open Records

Personnel:

- Police Officer Positions open.
  - Two candidates are in the Savannah academy.
- One position in the Water Department.
- Working with Directors on 2018 Safety Grant application.

Police

- Grant was awarded for Body Cameras on 16th of June. All communities have accepted the grant and cameras have been purchased. No cost amendment to purchase additional items, cameras came in under budget, as approved. Training and Public outreach programs are underway.
- Continuing to emphasize Community Policing.
- GDOT looking at option of a possible Hawk Light pedestrian crossing at the Middle School.

Finance

- Advanced Disposal notified the City of the CPI adjustment to the Trash Disposal 18 in order to realize the savings in FY 18 and 19. Additional information will be provided as we move forward with this process.
- 2018 Budget Calendar-Draft. Please let me know if you have any conflicts with the proposed City Council dates.

Budget call FY2018.doc

- Bond Refunding update as of May 13. 2017:
  - PSA and the St. Marys City Council have completed all necessary steps for refinancing this bond issue. Anticipate closing on June 1, 2017.
- May 1, 2017 update is attached, Final Pricing 5.1.17. This shows the benefit of a private offering verses a public. Private means that a large bank or pension fund purchases the entire offering.

Update - Refunding Discussion 2.10.17.pdf | Update - Refunding Discussion 3.9.17.pdf | St Mary's - Debt Service Schedule 2.83 | Final Pricing 5.1.17.ppt

Community Development

- Cumberland Harbor Development has submitted for a Boating Infrastructure Grant for the dock installation. Last report on this issue.
- City Master/Visioning Plan Committee has completed its work and the final document is under final review and will be provided to the Planning Committee for a recommendation to Mayor and City Council. I want to thank all those that participated in this 18 month process.
  - Budget Ordinance is on the May 15 agenda as the work is being mostly completed in this year. This is to fund the payments on the contract. There is no increase in the awarded contract amount.

- Public review sessions on revised land development and zoning ordinances are being held. These will be reviewed by the Planning Commission with a recommendation provided to the Mayor and Council for consideration of adoption of the revised ordinances.
- FEMA: The new flood map is expected to become effective in July 2017.
- Projects/Businesses:
    - Barnett Southern six month project is underway. Approved meeting of March 6, 2017.

- Newspaper Kiosks: Mr. Canning raised this question. This will be addressed under the Streetscape project working in cooperation with the publishers and proper review of proposed design by HPC.

Fire Department

- Emergency Management Action plans are being updated for the City.
- Chief Horton and Chief Hatch serve on the Radio review Committee.
    - Issues involve VHS verses 700/800 MHZ system. Federal government is moving public safety agencies to the 700/800 MHZ range from the VHF range. Update provided meeting of March 6, 2017.
        - Barrow County Article submitted under separate correspondence dated 3/13/17
    - 911 meeting held at the police station at 1:00PM on May 1 to review MHZ proposal.
    - Working on St. Marys preliminary costs for review and looking at grant option.
    - Working with County 911 Committee.
- Applied for Emergency readiness grant funding for generators at the end of May 2016. We have had the preliminary application accepted and have submitted the full application for consideration. We have been asked for additional information.

Public Works

- Bobby Marr is continuing to look into the cause of the water main break that occurred on Friday, April 29, 2017.
- Water Meter Testing: All large meters tested under this program, which failed due to back flow preventer issues, have had the back flow preventers replaced. Awarded second grant for professional services to complete flow testing.

- Ready Street Drainage Project: Corps of Engineers Permitting will be looking at the outfall structure under a National permit.
    - DNR should be ready to put this project out for public notice.
- T-Project on Gateway Center:
    - Contractor is on site and is working on the project. Project awarded at the November 21 City Council meeting. Swindell Construction was the apparent low bidder with a base bid of $191,991.15.
        - Working to look at putting in Arbor structure at the gateway with minimal cost to City.
        - A new supply of bricks has been delivered to the site.
- Intersection of Haddock and St. Marys Rd. – LMIG contract awarded and final improvements have started. Work is substantially complete at Haddock and St. Marys Road. Line striping will be completed when the asphalt has settled.
- Pavilion Dock Project: Project is complete and the City has filed for the grant reimbursement. Last report on this item.
- Gateway Redevelopment Project: Contract for developer is on the May 15, 2017 Council meeting for consideration by Mayor and Council.
- Police Department Emergency Generator gas tank due to be received and installed. The tank is in transit according to the manufacturer.
- Trolley Building – Gutters to be installed. Trolley used in the Madi Gras Parade and is now back in the Trolley building.
- HODAG: Douglas Drive
    - Developed budget for Easements, Legal, Engineering complete.
    - Attorney has sent letters to homeowners based on surveys and appraisals. We are providing additional contact information as needed.
        - Two of six easements have been obtained. Mr. Moore is following up on remaining properties.
        - All surveys of the properties have been updated.
- LMIG Projects for July 1, 2016 through June 30, 2017 have been substantially completed. Last report on this item.
- Solid Waste Disposal Contract: Under review by Manager and Staff in order to provide a recommendation concerning the option to renew for an additional five (5) years. **Anticipate recommendation to Council in June of 2017.**
- Orange Hall: Working on developing recommendations as tasked by Mayor and Council at the meeting of February 6, 2017.
    - Top floor and basement of Orange Hall have been closed to visitors due to safety concerns with the railing and staircase.

- Tharpe Engineering Group completed assessment and recommendation for repairs. Draft report has been received and is under review. Copy provided under separate correspondence on May 1, 2017.
- I will be holding a meeting on Saturday, May 20 from 10:00AM to Noon to obtain public input. Estimated time frame for final report to Council is June 2017.

- City Hall: Architectural and engineering design is underway, approved meeting of December 5, 2016. This is to meet ADA, safety and security standards with construction funds to be proposed in the 2017/18 budget. Project moved to 2019 Capital budget due to emergent repairs at Orange Hall.
- Clear Wells: Three in the City. Working on repair and maintenance program. GEFA funding application has been submitted for this project.
- **GDOT State Transportation Improvement Plan Projects (St. Marys):** Projects applied for by St. Marys or can be initiated by the State. Contacted GDOT Regional office for updates this week and they have advised that they will check on the current status of all the projects.
  - Colerain Road widening project from West of I 95 to East of Kings Bay Road to start in 2017 (Project #0007414) $27,713,546. Clearing of areas to be worked is to be 50% complete in June 2017. The City's utilities are included as part of the project.
  - SR Spur 40- RRX Warning Device (Project 0009346) $159,181.
  - St. Marys Ready Street to Waterfront Multi-Use Trail Phase III (Project 0010580) $250,000. (City Request). Project is under construction.
    - May apply for Phase IV as a CIG application in September, 2017.
  - Improved lighting at the intersection (Project PI0015194)
    - Joint request submitted by Kingsland and St. Marys in April 2016.
    - Preliminary engineering funds ($250,000) are programmed now.
    - Construction funding ($2M) programmed in FY 2019.
    - Fully executed agreement between GDOT and City attached.

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- Interstate 95 Exit 1 Improvement Requests from City to GDOT (City Request)

  - GDOT is negotiating with the consultant for the first task order, which is the traffic study and some surveying. (Update from Bradford Saxon, District Engineer, 9/6/16)

Grant Opportunities/Applications:

- NOAA Community Base Marine Debris Removal Grant: Jeff Adams. Will resubmit in October to obtain funding to remove sunken boats. Usually due by November 2nd. GDOT Roadside Enhancement and Beautification Grant: Bobby Marr: Need to look at for Route 40 and Spur 40.
- Coastal Regional Commission: $17,800 awarded to the City and PSA towards construction of a bathroom facility at the Tabby Ruins. Construction is underway and is being coordinated by Messrs. Brunson and Marr. City has installed water line, assisted in septic tank installation and will install meter.
- BIG Grant – September 26, 2017. DNR, City Staff, Engineer for the Gilman Dock.
    - DNR Permit being addressed. Consideration for Maritime Engineer to complete permit work approved meeting of March 6, 2017.
    - Big Grant $100,000K or less is a smaller version of the BIG grant and would require a 1 to 1 match. Application time frame is September 2017.
- DNR Clean and Resilient Facility Grant: Next application will be for the Gateway Dock which will be submitted if the BIG Grant is awarded.
- DOD OEA – Applications accepted cyclically. Awarded funding for the Master Visioning Plan in the amount of $75,000.00. Submitted application for funding for future repurposing of the Airport site.
- Section 319 Water Quality Grant: Recommended for award by Georgia DNR Environmental Protection Division ($382,333). This would include green areas, rain gardens, some storm water (improve storm water discharge quality), and permeable pavers.
    - Section 319 Grant - SHRIMP Project.msg
    -
        - Submit by October 31, 2016. Completed
        - Notice of Award Spring 2017. EPD recommendation of award Letter 5/2/17
        - Funding available Fall 2017
        - Construction estimated start date of March 2017
- Bullet Proof Vest Grant: 2016 award is $2,749.75.

Main Street/Economic Development

- Street/Sidewalk and Storm water Mitigation Project (Streetscape) moving forward:
    - Funding Sources:

        - LMIG $400,000
        - Section 319 Water Quality Grant $382,333 (Recommend for Award)

Section 319 Grant - SHRIMP Project.msg

        - General Fund $600,000 (May be low interest loans)
            - Allows for matching funds for grants and allowance for non-grant items.
        - Waste Fund $50,000 (Trash and Recycling Cans)
        - Private Donations (Brick and bench campaign)
    - Second open house, charrette format, held 6:00 PM to 8:00 PM in the Main Street Offices February 7, 2017.
    - Concept plan and elements approved meeting of 4/17/17. Will have a 75% review. Engineering planning will be restarted as requested by DNR/EPD.
    - Mid October 2017 for storm water permits (tentative).
    - Construction estimated for March 2018.
- TAD: All documentation was submitted to the State Department of Revenue. No further action required for approval or filing. Working on application process.
    - Notification of assessed value of the District based on 2016 Digest information has been received. Estimated funding amount $12,000.
    - Ms. Brown is working with the County Finance Officer and Tax Assessor on the proper transfer of these funds.
- Wayfinding: GDOT has approved the permit for the signs and City has picked up the permits. Coordinating bid process with County, Kingsland and Woodbine through Mr. Harper**. All five signs have been ordered from Dalton. Bobby Marr will begin planning for installation of the signs; they will be installed with concrete footers for the sign posts.**
- Weed Street Sewer Plant: Traveled to New Smyrna Beach, Florida, to visit a STEM/Discovery Center on July 14 and 15th. Councilmembers Reilly and Williams were in attendance along with representatives from Georgia Southern University. This is one option for a future use of the Weed Street site.
- VA Center: Will be relocating from its current site to the Kings Bay Shopping Center. Interior work is underway. Economic development incentives approved at the April 3, 2017 Council meeting.
- Sweetwater Park: PSA working on Improvements.

- Tidal Clock: Draft Design is attached. This is being purchased and installed though the DDA with funds raised by the Rustapalooza event.

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Maritime Matters:

- City Maritime Facilities: Maritime engineer contract awarded at the November 21 meeting to Ball Maritime Group, LLC out of Savannah to review City owned maritime docking facilities including buoys and docks. We are looking to understand current conditions, acceptable mooring of vessels and planning for future repairs and needs. Both underwater and above surface inspections have been completed and the report has been submitted and is under review by staff. Draft copy of report sent under separate cover.
  - Working with DNR to develop funding options for this work.

Docks:

1. **MEETING STREET DOCK**: This is a DNR facility. They will extend the aluminum at North River boat ramp to accommodate more vessels for temporary service dock usage. Project is supposed to start soon but no hard date has been set. They are applying for a permit and work estimated to begin in August of 2017.

2. **WHEELER STREET DOCK**: The DNR permit for this City dock and ramp is ONLY for launching and retrieving boats. There are to be no boats attached to this dock unless they are launching or retrieving. This is strictly enforced since the USCG uses this dock for their access to the water.

   a. Working with DNR on possible submission of a CIG Grant for engineering and design costs for boat ramp improvements.

3. **DNR PIER and DOCK**: This is the dock directly behind the bait/snack shop that is also known as the kayak dock which connects to the "fireworks" dock. DNR is planning on providing two kayak cradles for easier access, see attached PDF. DNR has them ready to go but are checking to see if a permit modification is required.

   kayak launch.pdf

   Records indicate that the "fireworks" dock is owned by the City and predates the

DNR/kayak dock. When the DNR/kayak dock was permitted, the "fireworks" dock was attached to the end of the floating portion of the DNR/kayak dock.

At present, the DNR dock is a 30 minute dock and the connecting fireworks dock is a 6 hour limit with no overnight docking.

4. **GILMAN/GATEWAY DOCK**: The DNR dock permit is active. It is a 72 hour limit, no live-aboard dock. It has a fixed and floating portion. Working on a Boating Infrastructure Grant. Awaiting estimate from maritime engineer to resubmit permit application for redesigning dock prior and obtaining permit prior to Boating Infrastructure Grant (BIG) application.
    a. Boat dock plans are ready for permit will be ready for submission to the DNR after meeting with DNR officials. Permit will be for entire project but this would be a three phase project.

    Gateway Pier Update 5-10-17.pptx

    b. Will apply for BIG Grant in September 2017.

5. **PAVILION DOCK**: This dock wraps around the existing pavilion.

6. **FISHING DOCK**: This dock is owned and maintained by DNR. This dock is for fishing only, with no provision for the docking of boats.

7. **NORRIS MARSH WALK**: This structure is City owned and for observing the marsh and no physical changes are anticipated.

8. **LANG'S PIERS/DOCKS**: These are privately owned and the City has no authority over their operation. We do inspect to ensure they meet the minimum of the Building Maintenance Code.

9. **NPS DOCKS**: These are owned and operated by the National Park Service for the Cumberland Island ferries and the NPS work boats.

10. **BUOYS**: These are city owned and permitted in Florida. They are currently at the Point Peter Waste Water Facility.

Administration:

- Cumberland Harbor Public Improvement Close Out – Last report on this item as follow-up reports will be part of the financial statements and audit reports.

Cumberland Harbor Lift Stations.msg

- Senior Center: A request for a change in the bylaws of the SAC has been received by the Senior Center Coordinator. I have requested a red lined version so that Council can readily see the current status of the bylaws and the changes proposed.
- St. Marys Airport: The City was advised by Representative Carter's office that "The National Defense Appropriation Act" was signed by the president. The act included the funding for closing the airport for aviation use. The Navy is working on the appraisal, environmental study and survey of the property. Mr. Adams and I are working on a plan to present to Mayor and Council for repurposing the property.
    - DOD has completed Title review and City is owner in fee simple of the property.
    - The survey and appraisal work will begin in March 21st or 22nd, 2017.
        - Surveyors for the DOD were at the site on March 30th and 31st and will be returning week of April 10.
    - Costs to the City at this time that I foresee are staff time and attorney review costs. I will develop an estimated cost once I have more information. I would anticipate that a majority of costs will be covered by the DOD.
    - Letter sent to the Airport Authority notifying them of the closing date, July 14, 2017 at 11:59PM. This included notice of end of lease agreement on the same date and time as it has been continuing on a month to month basis. Notice of closing date posted at the Airport terminal.
    - RFP for assistance in identifying highest and best use for the Airport property has been advertised. RFP deadline is April 1, 2017. Since this is an Industrial site, zoned AI, the DASM would be the Authority overseeing this project with final recommendations to Mayor and Council.
    - Work session of the City Council scheduled May 18th at 3:30 PM to review and provide feedback on:
        - Easement items from the DOD once received by City.
        - Agreement between the City, DOD, FAA, GDOT once received by City.
- St. Marys Railroad: Mr. Paul Pleasant is offering a training opportunity for the City Council to learn about the RR and its operations. He can provide this at any time, but during the daytime is best as this will be done as part of a riding tour of the rail line.
- St. Marys Service Memorial: This idea was presented by Council Member Nutter and will be placed on the next Council meeting for discussion. This should be a private/public partnership led by a volunteer group strongly motivated and committed to this project. I have met with MOAA and the Eagles. Eagles have agreed to be the fiduciary group for this project. Mr. Marr and I met with the Masons on March 9 and they want to participate.
- IT update report provided by e-mail on May 2, 2017
- County Letter regarding Hotel and Motel tax program. Staff has sent a letter requesting further information. No formal reply as of the date of this report.

Respectfully submitted,

John J. Holman, ICMA-CM
City Manager