Managers’ Report January 2, 2018

Work Sessions/Public Hearings:

- Public Hearing for OPS Pizza Kitchen & Café’, Inc. applying for a Beer and Wine License 17:45 on January 2, 2018
- Work Session to be set up on Zoning Ordinances will be scheduled in January 2018.

Hurricane IRMA: City is working on scopes of work for necessary repairs. Preparing submissions for reimbursement from FEMA/GEMA and Insurance.

Mitigation projects under discussion.

Working with DNR on proper procedures for notification to owners, release of boats, and salvage of any boats remaining. The City will follow state statutes. FEMA considers the boats as debris from the storm.

City Clerk:

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

Personnel:

- Police Officer Positions open.
  - One cadet will be at the academy in January 2018 with graduation date proposed for March 2018.
- Positions open in Public Works and Water Department.
  - Water Operator Positions Advertised
- Planner Position interviews and advertisement are ongoing.
- Code Enforcement position has been advertised.
  - Police Department is responding to Code Enforcement issues during our transition period. Mr. Adams provides them with the necessary information working through and with Chief Hatch.
- 2018 Safety and Wellness Grant awarded in the amount of $11,809.
- Senior Center Roof: Mr. Marr reviewed with Hospital Authority on September 12, 2017 and repairs will be funded by Hospital Authority as per the Authority meeting of September 19. They will also fund painting of the inside of the building. Bobby Marr has recused himself, with my approval, from this project as
the award was not made in accordance with the City’s purchasing policy. The Authority awarded based on a different criteria from the City’s policy.

**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. Discussed with GDOT during STIP meeting and they are 50% completed on the study.

**Finance**

- Audit is underway.
- Working with County on Payment of TAD funds to City of St. Marys.
- Developing revenue and expenditure line items for Insurance and FEMA/GEMA reimbursements.
  - Spreadsheet detailing costs and revenues offsetting same is under review.

**Community Development**

- Projects/Businesses:
  - No concept plan from Wildlife Defense Systems has been received for issuance of any permits. Notification of this standard requirement has been made a number of times.
- Villages at Winding River Phase II: Site work has begun.
- Planning Commission is having a Special Meeting on Thursday, January 4, to review various subdivision submissions.
- 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.
- Proposal will be made in February 2018 in line with the 2017 retreat presentation.
- Applied for Emergency readiness grant funding for generators at the end of May 2016. Update that was due by the end of December 2017 has been extended through January 2018.
- Multi-Jurisdictional Hazard Mitigation Grant: County has applied for a grant to update the Multi-Jurisdictional Hazard Mitigation Plan for the County. Chief Horton has been assigned to assist in this effort
- Applied for National Emergency Grant Workforce Funding: Provides additional personnel for up to one year to help deal with additional work caused by Hurricane IRMA.

Public Works

- Water Meter Testing: Awarded second grant for professional services to complete flow testing. Mr. Marr is working to complete this project.
- Gateway Project: Haddock and St. Marys Road Preliminary Schedule:
  - Development of Bid Package (Engineering) August 2017
  - Solicit Engineering forms for bids September 2017
  - Council Consider Award of Engineering Contract November 2017
    - Mr. Marr and I will meet with the engineers to review the reasons for the cost increase in this project engineering costs after December 4 Council meeting.
  - Engineering Design/Permitting January 2018-March 2018
- Ready Street Drainage Project: Permit has been received from DNR and Army Corps of Engineers. The City is advertising for bids.
- Gateway Redevelopment Project: Contract awarded May 15, 2017 Council meeting and starts July 1, 2017. Mr. Glaze of CDP or his representative provides updates at the Gateway meetings.
- HODAG: Douglas Drive
  - Developed budget for Easements, Legal, Engineering complete.
  - All six easements have been acquired.
  - Anticipate bidding no later than February 2018.
- Orange Hall: Recommendation for award of engineering contract approved at the July 3, 2017 Council meeting.
  - Orange Hall is closed until all work is completed.
  - Additional testing underway to ensure plans and specifications include necessary work. **Revised cost estimates approved meeting of December 18.** Staff wants to make sure we identify the work to be done as fully as possible to minimize any construction change orders.
    - Mr. Marr is identifying location for storage of furniture and artifacts. **Anticipate removal early February 2018.**
- Orange Hall Committee: Securing Intellectual Property Rights to web names
- 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, engineering contract awarded meeting of July 3, 2017. Project should be out to bids no later than February 2018.
- **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.
  - Motion for STIP approved meeting of July 3, 2017 and presented at the STIP meeting of July 11 by Mr. Marr, Mayor Morrissey and I. Local projects have been included as GDOT may have alternative funding sources.
  - Colerain Road widening project from West of I95 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 August 2017. The City’s utilities are included as part of the project.
  - SR Spur 40- RRX Warning Device (Project 0009346) $159,181. This was reviewed in the STIP meeting of July 11, 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. This was reviewed in the STIP meeting of July 11, 2017.
- Fully executed agreement between GDOT and City attached.

- Interstate 95 Exit 1 Improvement Requests from City to GDOT (City Request)
  - This was reviewed in the STIP meeting of July 11, 2017.

**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.
- LMIG: Notice of grant for 2018 grant year in the amount of $220,328.30 was received from GDOT. These funds are programmed for the SHRIMP project. City match will be $72,709.00. This was approved at the August 7th, 2017 Council meeting.
- LMIG 2017 Local Maintenance & Improvement Grant for Off-System Safety Program: Grant in the amount of $25,000, over and above the normal LMIG Grant has been awarded to the City. City matches with 30%. Safety projects, street markings, submitted as part of grant application. Approved meeting of August 21, 2017.
- EDA Grant: Submitting through CRC to help with costs to restore and improve St. Marys Public Maritime facilities. All necessary information has been forwarded to CRC.
- Coastal Regional Commission: Submitted 2017 application on July 28, 2017. City has been notified it has been conditionally awarded, $18,500. This is a multi-use path widening project from Point Peter Road and Osborne to Sweetwater Park. City will need to match with $13,500 for materials.
- BIG Grant – September 26, 2017. DNR, City Staff, Engineer for the Gilman Dock.
  - Grant submitted for DNR review and comments on August 3, 2017. Final submission has been made. Current condition of waterfront after
hurricane IRMA has been added as supplementary information to the application. This is a very competitive grant.

- Big Grant $100,000 or less is a smaller version of the BIG grant and would require a 1 to 1 match. Application time frame will be at a future date.
- CIG: 2017 Grant has been submitted.
- DNR Clean and Resilient Facility Grant: Next application will be for the Gateway Dock which will be submitted if the BIG Grant is awarded. Insurance will cover the cost of repair to clean-up facility at the Pavilion dock.
- DOD OEA – Application prepared and submitted for Airport repurposing and grant has been awarded.
- 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. Grant amount amended to $397,133.00. This is a Davis Bacon project.

- Fully executed grant contract received on 9/19/2017. We will now move forward with engineering for 75% review by Mayor and Council. Anticipate January, 2018 work session.
- Construction estimated start date of April/May 2018
- Grant contract has been fully executed September 2017.
- Staff meeting with consultants held November 9 to review all grant requirements, preliminary schedule and update story boards.
- Bullet Proof Vest Grant: 2016 award is $2,749.75.

Main Street/Economic Development

- Sidewalk Hydro Road Improvement Maintenance Project (SHRIMP) moving forward:
  - Funding Sources:
    - LMIG $400,000
    - Section 319 Water Quality Grant $397,133
    - 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)
  ▪ FEMA mitigation funds may be available for St. Marys and Read Street repairs due to Hurricane IRMA. Staff is working on this.
  ▪ Private Donations (Brick and bench campaign)
    o Concept plan and elements approved meeting of 4/17/17. Will have a 75% review at a work session in February 2018. Engineering planning will be restarted as requested by DNR/EPD.
    o Storm water permits after engineering completed.
    o Construction estimated for third or fourth week of April 2018.
  ▪ TAD: All documentation was submitted to the State Department of Revenue. No further action required for approval or filing. Working on application process.
    o Notification of assessed value of the District based on 2016 Digest information has been received. Estimated funding amount $12,000.
    o Ms. Brown is working with the County Finance Officer and Tax Assessor on the proper transfer of these funds.
  ▪ Wayfinding: Mr. Marr will provide a schedule for installation of the signs. Looking to purchase an additional sign for Rte. 40 and St. Marys Road exit. This would make a total of six signs. Awaiting delivery of break-away connectors to be in compliance with GDOT permit.
  ▪ 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.
  ▪ Sweetwater Park: PSA working on Improvements. Cost of these improvements being used as a match for the CSR 2017 Trail grant application.

Maritime Matters:

• Docks: A full update on the City’s marine facilities will be provided as information is received and projects move forward. Funding will be a combination of insurance, FEMA/GEMA, 404 and 406 mitigation funding and finally City general funds. A short review was conducted at the start of the 2017 retreat.

  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 was delayed due to Hurricane IRMA. The dock and boat ramp are fully operational.
1. **WHEELEER STREET DOCK/Boat Ramp**: Out of service for the foreseeable future, estimated repair time is June/July 2018. The maritime engineer is preparing plans and specifications for repair and betterments. Copy of the proposed facilities is attached. Bids will be advertised in the next few weeks. Maritime Engineer working on permits with DNR and Army Corps.

2. **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. The fireworks dock is being redesigned, proposed design attached, as it was completely destroyed by Hurricane Irma, estimated repair time line is June/July 2018. Bids will include the Wheeler Street Boat Ramp. Maritime Engineer working on permits with DNR and Army Corps.

3. The DNR dock has been inspected and is open for public use.

4. **GILMAN/GATEWAY DOCK**:
   a. Long Term: Boat dock plan permit requests have been submitted and are under review by DNR. Permit is moving forward at DNR.

5. **PAVILION DOCK**: The pavilion was reinspected after recent car accident. The pavilion is open to the Public.
   a. The pavilion dock was destroyed and plans for repair and betterments are underway. Once ready they will be forwarded to Mayor and Council for review and comment. This will need to be coordinated with the proposed repair to the Lang’s East Marina once they are proposed.

6. **FISHING DOCK**: This dock is owned and maintained by DNR. This dock was damaged due to Hurricane IRMA. Checking with DNR on schedule for repair.
7. **NORRIS MARSH WALK**: This structure is City owned and for observing the marsh and no physical changes are anticipated. This suffered damage due to Hurricane IRMA. *Quotes for repairs will be advertised this week.*

8. **LANG’S PIERS/DOCKS**: These are privately owned and the City has no authority over their operation. They suffered catastrophic damage from Hurricane IRMA. Meeting with owner to see what the plans are for the future.

9. **NPS DOCKS**: These are owned and operated by the National Park Service for the Cumberland Island ferries and the NPS work boats. Anticipate repair time frame is December 2018.

10. **BUOYS**: These are city owned and permitted in Florida. They are currently at the Point Peter Waste Water Facility. Submitted for repair and reinstallation. Need to meet with Florida State maritime agency.

Administration:

- IT Strategic Planning: Part of the award of contract to NEOS included developing a five year plan for improving the municipalities IT systems. This project has started. Update provided at 2017 Retreat.

- IT Gilman Park Hot Spot: Bids have been received and are under review by Nicole Goebel and NEOS. Anticipate recommendation by second meeting of January.

- St. Marys Airport: The former City of St. Marys airport is now closed in accordance with “The National Defense Appropriation Act.”
  - Public Works has completed work on the FAA and GDOT actions required: post-closing. Last report on this item.
  - FAA Notice of Release is attached. The City has no further requirements or financial obligations relating to the airport closure. [Last Report on this item.](SKM_C654e17120115_070.pdf)

- 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.

- Solar Power: Hannah Solar appreciates the City Councils approval of the non-binding letter of intent on July 12, 2017. They will submit two applications on behalf of the City to meet the REDI application process to Georgia Power. City of St. Mary's application has been submitted.

- Mill Site: Working on Economic Incentive package with JDA including CID.
  - CID approved at the December 4, 2017 Council meeting.
- Storm Water Enterprise Fund: Council requested that RFQ/RFP be developed for review. Staff has met and is developing this documentation for Mayor and Council review. Discussed at the 2017 retreat.
- Festival/Event Approvals Alcohol or Street Closing:

Respectfully submitted,

John J. Holman, ICMA-CM
City Manager.