Managers’ Report  

February 20, 2018

Work Sessions:

- Work Session to be set up on Zoning Ordinances will be scheduled in February/March 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.

Contracts for consideration February 20, 2018:

- Tree Removal Oak Grove Cemetery – Allison Monument Company
- Vegetative Storm Debris Removal – Kyle Ward Tree Service

City Clerk:

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

Personnel:

- Police Officer Positions open.
  - One cadet will is in the academy with a proposed graduation date of March 23, 2018.
- Positions open in Public Works and Water Department.
  - Water Operator Positions and Laborer Advertised
- Planner Position interviews complete.
- GIS/Social Media position-Conditional offer made and accepted.
- Code Enforcement position interviews complete.
  - 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.
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.
  - Hawk Beacon signal for pedestrian crossing permit application received from GDOT and will be on the March 5th meeting for consideration by Council.
  - New police canine and handler team scheduled to be certified in April 2018.

Finance

- Audit is underway.
- Developing revenue and expenditure line items for insurance and FEMA/GEMA reimbursements.
  - Received initial check from insurance in the amount of $1,000,000

Budget: 2019

- Draft budget, 2019-2021, provided at the retreat. A budget review schedule will be provided shortly for Council’s consideration.

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.
- Development Areas and Site Plans:
  - Moekel Place
  - Fox Run
  - Inlet Reach
  - Mariner
- Osprey Cove PUD Amendment: Application has been withdrawn by the applicant.
- 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 delayed to March 2018 (Hurricane Matthew Mitigation Funding).
- 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.
- SCBA’s have been ordered.
  - Approved by City Council at meeting of February 5, 2018. Resolution require for lease purchase is on the Special meeting of February 20, 2018.

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 April 2018
  - 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, 2017 Council meeting.
- Engineering Design/Permitting  
  - Ready Street Drainage Project: Permit has been received from DNR and Army Corps of Engineers and we are preparing advertising for bids. Request for contract with Thomas and Hutton Engineers on the Special Meeting
  - Gateway Redevelopment Project: Contract awarded May 15, 2017 Council meeting and started 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 being developed based on results of the testing; destructive and non-destructive. Change order for additional testing is on the December 18 meeting. 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 after the late February or early March 2018.
  - 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 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 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)
  ▪ Scheduled for discussion with GDOT at the Atlanta Fly In.
  ▪ 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)
  ▪ Scheduled for discussion with GDOT at the Atlanta Fly In.
  ▪ 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.
- DNR Permit has been signed off. This information has been added to the grant package.
- 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. Looking at funding boat ramp engineering plans and specifications for rehabilitating the boat ramp on Wheeler Street.

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.

DOD OEA: Second application prepared and submitted for Airport (MEDS) repurposing and grant has been awarded. Project is underway.

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 Ready Street repairs due to Hurricane IRMA. Staff is working on this.
    - Private Donations (Brick and bench campaign)
  - Concept plan and elements approved meeting of 4/17/17. Will have a 75% review at a work session in Marcy 2018. Engineering planning will be restarted as requested by DNR/EPD.
    - Charrette scheduled for March 6, 2018 from 5:00PM to 7:00PM in the Main Street Office.
      - Shrimp Project
      - Boat Launch and Old Fireworks Dock
  - Storm water permits after engineering completed.
  - 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.

- Wayfinding: Mr. Marr has received the final parts, they were back ordered, and will provide a schedule for installation of the signs.

- 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 delayed due to Hurricane IRMA. The dock and boat ramp are fully operational.

1. **WHEELER 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 include Fireworks Dock.

Charrette scheduled for March 6, 2018 at 5:00PM to 7:00PM in the Main Street Office.

2. **DNR PIER and DOCK:** Pier and dock are open. This will be impacted by the old Fireworks dock redesign. Schedule is for estimated completion of work July 2018.

Charrette scheduled for March 6, 2018 at 5:00PM to 7:00PM in the Main Street Office.

3. **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 as noted in update documentation shown in CESAS support attachment.

4. **PAVILION DOCK**:  
   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.

5. **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.

6. **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 and we plans for repairs have been developed and are attached.

   ![C-105 Proposed Upgrades & Repairs.p](image)

   Public Works will be completing the repairs.

7. **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.

8. **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.

9. **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 March.

○ St. Marys Airport: The former City of St. Marys airport is now closed in accordance with "The National Defense Appropriation Act."
  - FAA Notice of Release is attached. The City has no further requirements or financial obligations relating to the airport closure.

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○ 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. Marys application has been submitted.

  9.21.17 - St. Mary's REDI Update.docx

○ Mill Site: Working on Economic Incentive package with JDA including CID.
  - CID approved at the December 4, 2017 Council meeting. Passed by State House and is now being considered by the State Senate.

○ 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:
  - South East Georgia Leadership Conference at Gilman Park March 22, 2018 (Alcohol)
  - Color Run March 17th at 8:00AM which will start and finish at the Gateway Property.
  - Rustapalooza scheduled for April 7 through April 8, 2018.
  - Annual Autism 5K on April 14, 2018 at 6:00AM starting and finishing at Gilman Park.

○ Retreat: 2018 Retreat to be tentatively scheduled for November 15 and 16, 2018.
Respectfully submitted,

John J. Holman, ICMA-CM
City Manager