

City Manager's Report

Accomplishments: Office of the City Manager

From September 15th to October 9th, the City Manager's Office has focused on advancing economic development recruitment, overseen major planning and development initiatives, and managed capital and infrastructure issues. Our behind-the-scenes work included reviewing asset-management systems, evaluating operational technology improvements, coordinating interdepartmental operations, and moving several strategic City initiatives toward implementation and approval. We have also supported several Council-directed community events and initiatives.

Executive Summary

Our work over the past three weeks has largely centered on:

- Economic development and business recruitment
- Development and redevelopment approvals
- Comprehensive Plan adoption
- Capital project and infrastructure oversight
- Technology modernization and operational efficiency
- Procurement and financial management
- Council agenda preparation and governance
- Public Works operations and asset management
- Human resources and organizational development

Major Accomplishments

Economic Development & Business Recruitment

Our office actively supported business recruitment and expansion efforts by facilitating introductions and site-selection discussions for prospective employers and manufacturers considering Jonesboro. Most notably, you personally connected [Barbara Casey Lane](#) and the leadership of a proposed [Iconic Cheesecakes](#) manufacturing operation regarding industrial space and expansion opportunities in Jonesboro. The company is evaluating a production and distribution facility that could ultimately require 15,000–20,000+ square feet. Other economic development activities included:

- Supporting film-location recruitment and site tours for the Apple TV production
- Coordinating commercial site evaluations and property access discussions.
- Supporting new business openings through zoning verification and occupancy review processes.

Comprehensive Plan Completion

The City's Comprehensive Plan is nearing final adoption.

Staff report that:

- Atlanta Regional Commission review comments have been addressed.
- The revised plan has been transmitted for final approval.
- Adoption documents and resolutions are being prepared for Council action, pending DCA approval of the submitted plan.

This represents one of the City's most significant planning initiatives currently underway.

Pavement Condition Index Project

A major milestone was achieved in the City's PCI Street Survey project. I reviewed and approved an "Asset Data Dictionary" submitted by [Johan Haan](#) and ICC-IMS, authorizing the project team to begin implementation after data collection.

This project supports:

- Public asset inventory management.
- Infrastructure tracking.
- Long-term capital planning.
- Improved maintenance operations.

Technology & Operational Modernization

You continued evaluating several technology modernization initiatives, including:

Tyler Technologies Optimization

The City Manager's Office and Finance reviewed Tyler ERP modules, service utilization, and subscription costs and evaluated reducing a Content Manager subscription from Enterprise to Standard to reduce annual expenses.

DocuSign Evaluation

You initiated exploration of DocuSign for:

- Contract lifecycle management.
- Digital signatures.
- Workflow automation.
- Check-request approvals.
- Document repository functions.

Council Chamber Technology

You continued evaluating Council meeting technology upgrades, including conference microphone systems and meeting-room audio enhancements.

Public Works Asset Review

Significant work occurred around Public Works operations and equipment management. A detailed review of was completed and updated lists were assembled for leadership review:

- Vehicle inventories.
 - Heavy equipment.
 - Facility maintenance needs.
 - Repair requirements.
 - Operational readiness.
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Active Projects

1. Foxtrail Development Agreement

The Foxtrail residential development agreement remains under legal and administrative review.

Current activity includes:

- Revisions to developer obligations.
 - Road dedication requirements.
 - Subdivision standards.
 - Enforcement provisions.
 - Council-requested conditions.
 - Final attorney review before Council consideration.
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2. Comprehensive Plan Adoption

Status: Final Review and Adoption Stage

Remaining work includes:

- Final DCA approval.
 - Resolution adoption.
 - Council approval process.
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3. FY24 SPLOST Audit Closeout

Leadership discussions indicate efforts are underway to finalize FY24 SPLOST documentation and secure formal Council action required for audit completion. The item has been scheduled for the October 13 Council meeting.

4. Recruitment

Communications & Marketing

The City is continuing discussions regarding the communications position. Coordination is underway with a selected candidate, and leadership meetings are being scheduled to advance the hiring process.

Public Works Director

The City is finalizing discussions regarding the Public Works Director position. The Mayor will propose a candidate for Council's consideration.

5. Economic Development Prospect Pipeline

Several business-development projects remain in motion, including:

- Iconic Cheesecakes manufacturing recruitment.
 - Industrial site evaluations.
 - Film-industry recruitment efforts.
 - New business permitting and occupancy approvals.
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6. Council and Development Agenda Preparation

Numerous land-use and development matters are being prepared for Council action, including:

- Foxtrail Development Agreement.
- Comprehensive Plan Adoption.
- Tara Boulevard development conditions.
- South Main Street project approvals.
- Design Review Commission activities.
- Sanitation RFP decision

7. Facility and Infrastructure Maintenance

The City Center HVAC system experienced multiple operational issues affecting cooling in portions of the building. Service calls were initiated and a technician was scheduled to investigate and resolve the problem. Online access has been restored, and our service provider has proposed several long-term solutions.

Emerging Priorities

Based on email traffic, the priorities demanding management attention over the next several weeks appear to be:

1. Comprehensive Plan adoption and DCA approval.
2. SPLOST 21 budget reconciliation for FY24 Audit
3. FY24 audit closeout
4. FY25 Audit start
5. RFP 26-02: Employee & Climate Survey scoring
6. Supporting Legal & Finance with MRJ invoices resolution.
7. Hiring Process & Employee Recruitment.
8. Public Works scheduling & priorities
 1. Public Works fleet and equipment replacement planning.
 2. 90 day plan for incoming Director
9. Economic development recruitment opportunities, including manufacturing and film prospects.
10. Procurement, document management, and workflow modernization initiatives.
11. Roadway striping estimates for upcoming work