



# XXXX XXXX NEWS

A Newsletter for the City of St. Marys Employees

Volume I, Issue I

February 2008

**Special points of interest:**

- DDA needs Volunteers
- Insurance Policy Tips
- GCIC for Municipal Court
- Aquatic Center Hiring for Upcoming Season
- Employee of the Month

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## Manager's Corner



**Bill Shanahan,  
City Manager**

Greetings Fellow Co-workers. I get to write the first Manager's Corner. I think the best thing to do is talk about this news letter. This news letter is a direct response to the City Survey conducted in January 2008. One of the major issues identified was communication between all of our employees throughout the city. So, while we are implementing other programs that ensure that all of you are briefed on the goings on within departments, we also wanted to put together something that would not only provide information but also be fun. (This News Letter will be both in hard copy and on the City Web Page.)

Any City Employee can have articles put in the "XXXXX XXXX News." All you have to do is forward it to Lori Whitlow, my Administrative Assistant, and we will do our best to get it in. You have first bragging rights!!!! Let us know what you are doing. Oh, by the way, XXXX XXXX News is not the actual name for this news letter. We need your help!!!! Please forward what you think the name should be. (Explanations of why it should be named that would be appreciated.) We will let you know what name it is during the second publication.

Types of things we will publish are as follows: What is going on in the Department, Up-coming events, Up-coming training, and Department and Personnel accomplishments. This is your news letter, so let us know what you want to see.

One final thing, this Manager's Corner is not just for me to spout off every couple of months. (I know that makes you happy. Ha Ha) What will happen is that each time we publish the "XXXX XXXX News," we will have another Manager (Department Heads and Supervisors) talking about what is going on in their Departments. On final thing, in order for this to be a success, we need your input. We need to know what is going on, what you like, and what you don't like.

XOXOXO

## City of St. Marys Cookie Contest



The City of St. Marys will be participating in the upcoming Georgia Cities Week Celebration. One of our activities is going to be our first Annual Cookie Contest. All employees are invited to participate in the event by submitting your recipes by Wednesday, April 9, 2008. You will be bringing in your cookies based on the submitted recipe on April 23, 2008, where a panel of six judges will be tasting these scrumptious treats, in order to decide who out of our city employees bakes the best bunch of cookies. It will be a fun and exciting day with lots of cookies left after the contest for the employees to sample with milk and coffee. The top three winners will receive an award of recognition at the contest. We are looking forward to some fun and interesting takes on what a good cookie is made of, so get those recipes picked out and prepare for the challenge!

## In House Training Events

- In the future editions of this newsletter, this section will be designated for the training classes that will be up and coming.
- We will be looking for responses from all departments regarding these announcements, in order to establish how many people and materials will be needed when a class is being tentatively scheduled.

## ? Of the Month Contest

We will give one clue only to the question. You must submit your answer to lori.whitlow@tds.net and please put ? Of the Month in the subject line. If you do not have access to email, please call Lori at 510-4041.

### Who is Uncle Fluffy?

**Clue: He is an employee of the City.  
(Please note: It is not supposed to be easy.)**



The 6-pak Golf Cart provided for the use of allowing visitors to see the sites.

### Downtown Concierge

To enhance the visitor experience and encourage merchant, restaurant and lodging patronage, the St. Marys Downtown Development Authority has created a concierge program to greet and assist visitors. The new Downtown Concierge 6-pak golf cart will be manned by volunteers and armed with menus and information about the area. Our goal is to aid visitors and capture the business from the Cumberland Island Visitors who embark and disembark at the St. Marys waterfront.

Volunteers for the "Downtown Concierge" will be the face of St. Marys and much more importantly the first impression of our fair city. So, if this interest you please feel free to contact the Downtown Development Director, Alyce Thornhill at (912) 882-8111 or email alyce@stmarysdda.com. Let's put our best foot forward and have visitors saying, "Cumberland Island, isn't that near St. Marys?"

### Aquatic Center Prepares for Open Season

St. Marys Aquatic Center is now accepting applications for summer employment. Pick up an application at the Aquatic Center or Human Resources. Positions include: Certified Lifeguards, Guest Services staff (includes Supervisors, cashiers, food service, Party Pals, retail, and receptionists). Must be 15 years old, and successfully complete drug testing and background checks. For more information, contact Jane Drake at 673-8118.



INSURANCE

### Do you know what an EOB is?

EOB stands for Explanation of Benefits. Each time you see a dentist, physician or go to the hospital, a claim is sent to the insurance company. Each claim generates an EOB, which explains to the employee if the claim will be paid, the amount paid or in some cases will ask for additional information to process the claim. Please read your EOB's carefully. If you are unsure about the explanation, feel free to give HR a call

(510-4030 or 510-4036) and we will be more than happy to assist you. Please keep in mind that if the insurance company is requesting additional information, you only have 30 days to respond! Also, did you know you can access your medical and dental claims via the web? For more information, please see Donna or Connie in the Human Resources Department.



### A Message from the Municipal Court Administrator

St. Marys Municipal Court would like to welcome Deborah W-Reed, the new Court Services Technician to City Hall. Court Administrator, Shavon Gibbs would like to congratulate St. Marys Municipal Court on being the first and only site in Camden County with the new web based GCIC procedures access. The new access is the future of the Georgia Bureau of Investigation 's connections and is in conjunction with the Georgia Technology Authority. Please note that the Court Schedule is posted in the lobby of City Hall, as well as on the City of St. Marys Website.

### Senior Center's Valentine's Day Event

Rindy Howell would like to announce that the Senior Center of the City of St. Marys is happy to be preparing for the Vintage Valentine's Party. This event is to honor Camden County's Senior Citizens. Everyone is welcome and there is absolutely no admission charge! The party is scheduled for February 15, 2008 5:30 - 8:00 p.m. at St. Marys Middle School Cafeteria. There will be music, food and lots of fun.

Special Stars: Mary Rose Cannistraro, Councilman Greg Bird, Dick Myers as Perry Como, Frank Lithwin as Frank Sinatra, and other surprise guests. Come on out and show your support for our Seniors and enjoy!!!

Transportation will be provided for seniors. Call 673-6075 by February 12th to reserve transportation.



Come out and help us celebrate with us! Food, music and dancing for all!!!

## New Council Members

On Monday, January 14, 2008, the City Council of St. Marys welcomed aboard three new members. The position for Post 1 was filled by Greg Bird. Post 2 position was filled by Deborah Hase, previously the Mayor of the City of St. Marys. The last position was for Post 3, which Chuck Trader filled. The Council Meeting began by bringing the new members into office by oath and then it was business as usual. The Mayor and Council quickly and efficiently moved through the Agenda and completed their first meeting for the year of 2008. We would like to make sure that all employees know that they are welcome to attend the City Council Meetings on their own time. There is much information discussed during these meetings, which greatly affects each of the individual departments. If you have never attended a meetings, you may want to plan to attend one in the future.

## Building and Planning Update

Michele Wood is working diligently to inventory all of the addresses within the City of St. Marys. This work is in advance of the Census 2010 effort. An accurate address data base will be critical in determining the population of the City for future planning.

Bilal Muhammad just completed a course in Savannah updating his skills in ordinance enforcement. Bilal is the City Marshall for the City of St.

## A Message from IT

The City of St. Marys has been growing and changing a lot over the recent months, but especially in the technological areas. There have been many updates and conversions, which have required a great deal of patience from the employees. These changes have required patience and an open mind to new methods of processing work; and we in the IT Department would like to take a moment to say thank you for being understanding, during the transitions. In the upcoming months, we hope to be having

classes in-house, which will allow for training on software that we may not all be accustomed to using. This will allow us to access where the trouble areas really are with these new products. For now, please bear with us and ask questions when you need to know something, we will be happy to assist you.

## St. Marys Police Department

On January 31, 2008 the St. Marys Police Department Special Response Team (SRT) assisted the Camden County Sheriff's Office Drug Task Force in serving a high risk search warrant. The warrant was the result of an investigation involving the sale and distribution of cocaine and marijuana, and the subjects of the investigation were known to be armed. Due to the training of the SRT members the operation was a success, with no

injuries. Three adults were arrested, and a substantial amount of marijuana was located. The SRT received many highly favorable compliments from the Task Force deputies, who acknowledged that the training, planning and efforts of the SRT members were very impressive and professional.



Saturdays from  
10:00 AM to 2:00 PM  
206 Osborne Street  
(Tribune and Georgian  
Parking Lot)  
For more information visit  
[www.smcmarket.com](http://www.smcmarket.com)

## Employee of the Month Program

The City of St. Marys is happy to announce a new recognition program, which will allow Department Heads to nominate their own employees for the Employee of the Month Award. The program will kick off during the month of February as we determine who the winner will be for the month of January. The employee chosen will receive a certificate, as well as his or her picture will be posted in City Hall and on the City's website. We are happy to recognize hard work and a positive attitude, so let's give credit where credit is due! Good Luck to all !!!

## CITY OF ST. MARYS



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If you have information for this newsletter, please contact Lori Whitlow, Administrative Assistant to the City Manager, at 510-4041.

### Vision Statement

The City of St. Marys vision is to create a community of excellence governed by the principles of responsibility, fiscal soundness, accessibility and service to the public, in an atmosphere rich in historic and cultural significance, while retaining its natural beauty, charm, resources, and unique appearance; a community that attracts and maintains active and supportive citizens, with an enhanced quality of life and economic opportunity for all.

### Mission Statement

The mission of the City of St. Marys is to provide the most responsive and progressive public services, within the resources provided, so that our citizens can enjoy the best possible quality of life.

### Notice from the St. Marys Welcome Center

**St. Marys Stamping Convention / Creative Palette** will be taking place February 22, 2008 thru February 24, 2008. The event will take place in the unique shops of the Historic District. Everyone is invited to experience the true feeling of Southern Hospitality as you meander throughout the various historic buildings, boutiques, B&B's and the Orange Hall House Museum.

**Bicentennial of First Presbyterian Church in St. Marys** will be taking place on April 18, 2008 .

**Crawfish Festival** is scheduled for April 25, 2008 and April 26, 2008 in Woodbine, Georgia.

**Daughters of the Society of the War of 1812 Point Peter Historical Marker Dedication** This event will take place on Saturday, May 10, 10:00am – 12:30pm A Historic Marker will be dedicated at Point Peter by the Daughters of the Society of the War of 1812. A reception will follow at Orange Hall at 11:30 am. The public is invited to attend the dedication.

**St Marys 4th of July Celebration** will take place in Downtown St. Marys on July 4, 2008.