

CITY OF PINE LAKE
AGENDA
March 14, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

Call to Order

Announcements/Communication

Adoption of Agenda of the Day

Adoption of the Minutes

- Regular Meeting – February 28, 2023

Public Comments – 3 minutes each please

Old Business

New Business

1. Resolution R-06-2023 – Recognition of Chief Sarai Y’hudah-Green
2. Resolution R-07-2023 – Adoption of the 2022 DeKalb Countywide Hazard Mitigation Plan
3. Designation of Official City Liaisons to the DeKalb (GA) Emergency Management Agency Contact List
4. Plan and Preparation - Beach and Lake Opening 2023
5. Structure Demolition – Gazebo and Nearby Bridge – 4580 Lakeshore Drive – Project No. Pine Lake PW2023-01 – Proposal Award

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

Staff Reports

Administration
Public Safety
Public Works

Reports/Comments

Mayor
City Council

Information for “The Pine Lake News” eblast.

Adjournment

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
February 28, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

Call to Order Mayor Melanie Hammet called the meeting to order at 7:00pm.

Present: Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux and Council members Augusta Woods, Brandy Hall, Tracey Brantley and Nivea Castro. City Manager ChaQuias Miller-Thornton and Chief of Police Sarai Y'Hudah-Green. Administrative Coordinator Missye Varner and City Attorney Susan Moore were not present.

Announcements/Communication

Mayor Hammet:

- Gave a recap of the February 29, 2023 subcommittee meeting held at the State Capitol regarding HB 517.
- Communicated that she is excited about the potential partnerships with Blueprint Church for use of the church facility spaces.
- Gave thanks to City Council and others for a successful State of the City event held on February 23, 2023.

Adoption of Agenda of the Day

The agenda was amended with the following amendment:

Replace Old Business item 1 with:

Ordinance Amendment – Ordinance 2023-01- Amendment of ARTICLE II – PURCHASING, Section 26-26. – Purchasing procedures and Section 26-27. - Formal bids - Second Read

Make formerly Old Business item 1, Old business item 2:

Financial Policies and Procedures Manual

Mayor pro tem Bordeaux motioned to adopt the amended agenda, seconded by Council member Castro, the adoption of the amended agenda passed unanimously.

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COUNCIL MEETING MINUTES
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Adoption of the Minutes

- Regular Meeting – February 14, 2023

Council member Hall motioned to adopt the minutes of the regular meeting of Mayor and Council held 02/14/2023; Council member Woods seconded; the adoption of the minutes passed unanimously.

Public Comments – 3 minutes each please

There were no public comments.

Old Business

1. Ordinance Amendment – Ordinance 2023-01- Amendment of ARTICLE II – PURCHASING, Section 26-26. – Purchasing procedures and Section 26-27. -Formal bids – Second Read

Second read was recited by Council member Hall. Council member Hall motioned to adopt Ordinance Amendment - Ordinance 2023-01 - Amendment of ARTICLE II – PURCHASING, Section 26-26. – Purchasing procedures and Section 26-27. - Formal bids, seconded by Mayor pro tem Bordeaux; second read and adoption of Ordinance Amendment - Ordinance 2023-01 passed unanimously.

2. Financial Policies and Procedures Manual

Council member Hall motioned to adopt the Financial Policies and Procedures Manual; seconded by Council member Castro, the adoption of the Financial Policies and Procedures Manual passed unanimously.

New Business

1. Memorandum of Understanding (MOU) between the City of Pine Lake, Georgia and Pine Lake Association of Involved Neighbors, LLC

Mayor pro tem Bordeaux motioned to adopt the Memorandum of Understanding (MOU) between the City of Pine Lake, Georgia and Pine Lake Association of Involved Neighbors, LLC, seconded by Council member Brantley; the approval of the Memorandum of Understanding passed unanimously.

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2. Resolution R-05-2023 –Revised- FY2022 Budget Amendment

Council Member Brantley motioned to adopt Resolution R-05-2023 –Revised- FY2022 Budget Amendment; seconded by Council Member Hall, the adoption of the resolution passed unanimously.

Public Comments – 3 minutes each please

There were no public comments.

Staff Reports

City Manager Miller-Thornton reported:

Administration:

The administration received \$11,382.27 for Local Maintenance Improvement Grant (LMIG). The Council approved allocation of the funds towards completion of the Oak Road project.

On February 28th the Administration Office received Georgia Power Franchise payment in the amount of \$25, 215. 85. The payment is \$870.55 more than tax received in 2022.

Municipal Court:

Employment Position:

Three resumes have been received for the Municipal Court Clerk p position and interview sessions will begin on March 1, 2023. Ms. Faye Brantley (Court Clerk – Contracted) has been asked to be present during the interview sessions.

Public Works:

MS4 inspection was conducted by Environmental Protection Division (EPD) on February 21, 2023. Inspection findings were satisfactory. Follow-up documentation and reports were submitted to EPD within a week of the inspection. Follow-up with local business establishments is ongoing.

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Stormwater Training will be held on Wednesday, March 1, 2023. The session will be conducted by City Environmental Engineer Amanda Corr Russell of Clark Patterson Lee (CPL).

Current City Projects:

Demolition of the gazebo and nearby bridge solicitation packet is composed, and inquiries have been received regarding the project scope. To date no formal proposals have been submitted.

The demolition/rebuild of the inner berm bridges solicitation packets is being informed by the City's environmental engineer CPL. CPL will coordinate EPD to determine if any permissions will need to be granted based on any potential or anticipated impact on the lake waters. The Administration is awaiting proposal for the scope of work, to be presented by CPL.

The Administration office has been engaging with CPL regarding the Dam and Oak Road projects for the City.

Rockbridge Road (DeKalb County SPLOST Project):

Project Update

On February 24, 2023 the water line crew continues to make progress with installation although underground utilities and the weather subject the project to delays. Next regular meeting of the City Administration and DeKalb County Project Management is scheduled for March 6th, 2023.

Administrative Matters:

Policy/Procedures Drafts:

Financial Policies and Procedures Manual Draft was initially presented to Council for review s of 11/29/2022. Associated financial policies code amendments and a supplemental credit and purchasing card policy were approved by Council on 02/28/2023. Final draft form of the Manual is up for Council consideration for approval on 02.28.2023.

Personnel Policy draft is nearing completion. The Administration Office expects presentation to Council in March 2023.

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Other City Matters:

Council retreat is tentatively scheduled nearing the end of March or the first of April 2023. A Town Hall will follow. The Administration is asking Council to consider setting a definitive date for the retreat.

Pine Lake Post Office personnel have advised the Administration Office that the reason the outside collection boxes are taped and closed because of extreme vandalism and robbery and that many checks were stolen, manipulated, and/or cashed that perhaps belonged to Pine Lake citizens. Post office personnel are not sure when or if the boxes will reopen and stated that the decision to reopen lies with the district manager.

Chief Y'hudah-Green - Public Safety Report:

The Police Department will conduct employee interviews the week of March 13th.

The much needed golf cart has been received as part of our code compliance reboot initiative. The department continues to expand its online footprint and communication within the active Police Department Page. The page consists of implementing seasonal public safety strategies to address seasonal crime trends.

The Police Department advises that out of an abundance of caution the exterior Postal boxes have been closed due to uptick in theft and fraud complaints to the PLPD and US Postal Service.

Police also noted an uptick in entering autos and recommended securing vehicles and checking security cameras for any suspicious activity.

Copies of the Administration, Public Works and Public Safety reports are on file in City Hall for reviewing. Please email missyevarner@pinelakega.net to request a copy or call 404-999-4931 to schedule an appointment to review the copy on file.

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Reports/Comments

Mayor

There were no Mayoral comments.

City Council

There were no Council comments.

Information for “The Pine Lake News” eblast.

State of the City Well Attended

Mayor Melanie Hammet presented her report on The State of the City in the Beach House on Thursday February 23rd. It was standing room only with over 60 residents in attendance.

The mayor started out by singing her ode to our “Little Bitty City”. She then spent much of the next hour describing various events and accomplishments, acknowledging all the folks both in and out of the room for their important roles.

She finished up encouraging residents to “take a shift” when elections are held in November for three open positions (mayor and two council seats). If you are interested, the qualification period will be in August. Additional information is available at City Hall and in future issues of this News Brief.

Many thanks to City Manager ChaQuias Thornton, Chief Green, Missye Varner, and the public works crew for putting it all together. Very special thanks to all the attendees who came out on a rainy night to hear how the city is doing.

Mardi Gras Parade & Potluck March 4th, 10:00 AM - 1:00 PM

PLAIN is hosting a potluck Mardi Gras Brunch and a post-brunch parade. Brunch will be a potluck – with beverages provided by PLAIN. The parade will leave from the beach house at noon sharp!

\$6 for PLAIN members | \$7 for non-members | \$4 for children | FREE if you join PLAIN or bring food for the potluck | \$1 off if you bring your own plates & utensils!

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Post Office Halts Use of Drive-up Mail Collection Boxes

The use of the two outside mailboxes at the Post Office has been suspended due to vandalism and possible theft from the boxes. There is a collection box inside the Post Office lobby that is open 24 hrs.

Food Assistance Available to Pine Lake Neighbors

PLAIN's Neighbor to Neighbor (N2N) program supports community activities, assists Pine Lake residents in need and supports Rockbridge Elementary School. [More Information.](#)

The Pine Lake Food Pantry is an important part of N2N. If you or someone you know is food insecure and needs assistance, please call 404 491-0774 and leave a message. A Pantry volunteer will call back to set up service. All contacts are kept confidential.

Huge thanks to all who contribute food and cash to the N2N program. Contributions can be made at the PLAIN Saturday events. You prove that Pine Lake cares!

April 23rd Save the Date.

MAP and SEED will join together to welcome Spring with the annual, **Pollination Celebration** on Sunday April 23rd. Details to follow.

Adjournment

Council Member Hall motioned to adjourn; seconded by Council Member Woods and passed unanimously at 7:49 pm.

Missye Varner, Administrative Coordinator



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Manager

Date: March 10, 2023

Re: Resolution – Recognition of Chief Green

New Business Item 1

Employee recognition is the open acknowledgment and praise of employee behavior and/or achievement. It is a depiction of the values of the organization and a tangible show of the value of employees to the organization.

The attached resolution – as proposed – serves to formally recognize Police Chief Sarai Y’hudah-Green especially for her long-standing service to the community of Pine Lake, but also for her appointment to the position of Chief of Police deeming her the first Afro-American female municipal police chief to be appointed in the history of both Pine Lake and DeKalb County, GA.

Please see the attached resolution for a summary of Chief Green’s accomplishments, contributions, and service to both public safety and to the community.

Resolution R-06-2023

A RESOLUTION IN RECOGNITION OF CITY OF PINE LAKE GEORGIA POLICE CHIEF SARAI Y'HUDAH-GREEN

WHEREAS, the City of Pine Lake, Georgia (the City) was incorporated in 1937;
and

WHEREAS, the City's Charter provides for the Council appointment of a chief of police that is responsible for the direct enforcement of all city ordinances and laws as defined by the city Charter and the State of Georgia; and

WHEREAS, the first Chief of Police for Pine Lake was appointed on February 8th, 1938; and

WHEREAS, after serving three years with the Pine Lake Police Department, Chief Y-Hudah-Green was appointed Pine Lake's Chief of Police on March 23rd, 2003; and

WHEREAS, Chief Y'hudah-Green's appointment deemed her the first African-American female to hold the position of a municipal Chief of Police in both Pine Lake and in DeKalb County, Georgia; and

WHEREAS, since her appoint as chief of police, Chief Y'hudah-Green has completed over 800 credit hours of education and training in the law enforcement leadership and management capacity, including a May 26th, 2022 completion of the University of Georgia's Certified Public Managers Program; and

WHEREAS, Chief Y'hudah-Green was one of the original municipal signers of the 2003 DeKalb County Seniors and Law Enforcement (S.A.L.T.) Council resolution, committing to work together and independently to reduce and minimize the criminal abuse of seniors throughout DeKalb County, and has developed a local subsidiary of the program within the City of Pine Lake; and

WHEREAS, Chief Y'hudah-Green actively serves as treasurer of the DeKalb County Chiefs' Association, working with the organization to support DeKalb County Law Enforcement Agencies and the communities they serve; having served as past Association President in 2009, and Association Treasurer since 2010; and

WHEREAS, Chief Y'hudah-Green is regarded by the citizens of the Pine Lake community and by its local government officials as a person of integrity and dedication to the sound principles of law enforcement from a community policing perspective; and

NOW THEREFORE BE IT RESOLVED, that the _____
does formally recognize Police Chief Sarai Y’hudah-Green as Pine Lake’s and DeKalb
County’s first African-American female police chief and does extend its utmost
appreciation to Chief Y’hudah-Green for her dedicated service to Law Enforcement and
Police Service within the City and DeKalb County, and further, that this resolution be
duly recorded this _____ day of the month of _____ in the year
2023.

Melanie Hammet, Mayor

Jean Bordeaux, Mayor pro tem

Tracey Brantley, Council Member

Nivea Castro, Council Member

Brandy Hall, Council Member

Augusta Woods, Council Member

ATTEST:

ChaQuias M. Thornton
City Manager/Acting City Clerk



Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: March 6, 2023
Re: Pre-Disaster Hazard Mitigation Plan Adoption – New Business Item 2
Designation of Official City Liaisons as DEMA Contacts – New Business Item 3

New Business Item 2

The 2022 DeKalb Countywide Hazard Mitigation Plan has been adopted by the County and approved by the appropriate federal agency. The plan services to produce the following outcomes:

- Reduce loss of life and decrease property losses due to the occurrence of natural disasters within the planning area; and
- Provide the framework and coordination to encourage government, and both public and private sector organizations at all levels, to undertake mitigation to minimize potential disasters and to employ mitigation strategies in the recovery following disasters

Next step is for jurisdictions within DeKalb to adopt the plan by resolution. Formal adoption and implementation of a federally approved hazard mitigation plan (HMP) offers several benefits to the City, such as:

- aiding the City in identifying problems and possible solutions ahead of natural disasters, and
- positioning the City to be eligible for and to potentially obtain pre- and/or post disaster hazard mitigation funding from the Federal Emergency Management Agency (FEMA). **(i.e. potential funding for the City's Potable Water Supply initiative)**

Implementation of the plan is activated through partnership with the DeKalb Emergency Management Agency (DEMA) which coordinates the response of local agencies in an emergency, ensuring that the most appropriate resources are available to respond to impacted areas I a time of a disaster.

Please see link below for the plan (in draft form) as provided for on the County's Hazard Mitigation Plan site. **Resolution draft for proposed adoption of the plan is forthcoming and will be up for consideration of Council approval during the 03/14/2023 regular meeting of Mayor and Council.**
https://www.dekalbcountyga.gov/sites/default/files/Dekalb%20County%20Plan%20-%20Ready%20for%20Public%20Comment%20PDF%2009.22.2022%20%20pdf--DRAFT_0.pdf

Please contact me if you should have any questions or concerns regarding this matter. You can also address hazard mitigation plan concerns/questions to Chief Sarai Y'hudah-Green.

New Business Item 3

During the 03/14/2023 meeting I will be asking that the Council formally appoint Chief Green, City Environmental Engineer Amanda Corr-Russell, and myself as official City contacts for future Hazard Mitigation Plan review and other plans under the custodianship of the DeKalb Emergency Management Association (DEMA).

Please see that attached contacts as suggested.

Please do contact me if you should have questions, comments or concerns regarding the information contained within this memorandum or within the resolution as proposed.

Thank you,

CMThornton

RESOLUTION #R-07-2023

**A RESOLUTION OF THE PINE LAKE CITY COUNCIL
PURSUANT TO THE DISASTER MITIGATION ACT OF 2000
AUTHORIZING ADOPTION OF THE DEKALB COUNTY GEORGIA
PRE-DISASTER HAZARD MITIGATION PLAN**

WHEREAS, the City of Pine Lake understands the need to update a multi-jurisdictional hazard mitigation plan in order for the City to comprehend its vulnerability to natural and man-made hazards, and the actions needed to reduce or eliminate those risks; and

WHEREAS, the City of Pine Lake realizes the periodic update of such a plan is vital to the protection, health, safety and welfare of its citizens as well as its visitors; and

WHEREAS, DeKalb County and its municipal governments are required to complete a Pre-Disaster Mitigation Plan by the Disaster Mitigation Act of 2000; and

WHEREAS, under the provisions of the Disaster Mitigation Act of 2000, local governments that complete Pre-Disaster Hazard Mitigation Plans will remain eligible for Federal mitigation funding; and

WHEREAS, DeKalb County and its municipal governments have completed a Pre-Disaster Hazard Mitigation Plan that fulfills the Federal requirements of the Disaster Mitigation Act of 2000.

NOW THEREFORE, be it resolved that the Pine Lake City Council formally adopts this Pre-Disaster Hazard Mitigation Plan.

SO RESOLVED this ____ day of March, 2023.

Melanie Hammet, Mayor

Jean Bordeaux, Mayor Pro-Tem

Tracey Brantley, Council Member

Nivea Castro, Council Member

Brandy Hall, Council Member

Augusta Woods, Council Member

Attest:

ChaQuias M. Thornton
City Manager, Acting City Clerk

PLAN	CONTACTS
County Emergency Operations Plan	City Manager Chief of Police
Hazard Mitigation Plan	Chief of Police City Manager
Continuity of Operations	City Manager Chief of Police
Homeland Security Threat and Hazard Identification and Risk Assessment	Chief of Police City Manager
Georgia EPD Safe Dams Program	City Environmental Engineer Chief of Police
Georgia Safe Schools Program	Chief of Police
Emergency Planning and Community Right-to-Know Act	Chief of Police City Environmental Engineer
County Emergency Shelter Plans	City Manager Chief of Police
Family Assistance/Reunification Plans	Chief of Police City Manager



Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: March 6, 2023
Re: Plans and Preparation - Beach and Lake Opening 2023

New Business Item 4

As we near beginning of the 2023 Lake Opening/Swim Season, Council is asked to confirm or to provide its updates/modifications to operations for the beach and lake area during the 2023 season.

As a reminder, the following parameters were adopted for the most recent season:

2022 Season
June 2nd through September 26th Season
Morning Session: Dawn – 12:00 Noon
Afternoon Session: 3:00 PM – Dusk
Beach Monitors in the afternoons on Fridays, Saturdays, and Sundays
One port-a-john provided
Limited capacity - 100 persons (increased from 75 persons)

Consideration of this matter is listed as Item 4 on the upcoming 03/14/2023 regular agenda of Mayor and Council.

Please let me know if you should have any questions regarding.

CMThornton



Memo

To: Mayor and City Council

From: ChaQuias Thornton, City Administrator

Date: March 9, 2023

Re: Structure Demolition – Gazebo and Nearby Bridge – 4580 Lakeshore Drive – Project No. Pine Lake PW2023-01 – Proposal Award

New Business Item 5

Attached please find copy of Request for Proposal for Project No. Pine Lake PW2023-01 – Structure Demolition – Gazebo and Nearby Bridge.

Most recent posting of the proposal provides for a proposal submittal date through 03/13/2023 for contractors interested in presenting proposal for the project. Immediately following the deadline for submittal, the information for proposals will be sent to Council for review. City Manager's recommendation will also accompany the proposal(s) information.

Proposal award is on the 03/14/2023 regular meeting agenda of Council, should Council be ready to proceed with award of the proposal at that time.

Please do contact me if you should have questions, comments or concerns regarding this matter.

Thank you,

CMThornton

Project No. Pine Lake PW2023-01

Request for Proposals

**Structure Demolition, Clean-up, and
Site Stabilization at Project Completion**

for

**Gazebo Structure and Small Bridge Structure
Located At 4580 Lakeshore Drive
Pine Lake, Georgia 30072**

Owner:

City of Pine Lake
425 Allgood Road
Stone Mountain, GA 30083

P. O. Box 1325
Pine Lake, Georgia 30072

Project Description

This Request For Proposals (RFP) is for the demolition of a gazebo structure located at 4580 Lakeshore Drive, Pine Lake, Ga 30072.

Scope of Work

The Scope of Work shall include all labor, transport, and materials to complete the demolition and disposal of structures, demolition of site features for the gazebo structure and the small, nearby bridge structure located at the following address:

1. 4580 Lakeshore Drive, Pine Lake, Ga 30072

Demolish structural components and cinderblock footings. Demo all of the cinderblock footings to below grade with the exception of one, which will remain with the electrical service attached. Identify any structural components that may be good for use in the next phase of construction. If they are in good condition, consult prior to completing the demo. Complete demolition of the nearby, small bridge. Complete site stabilization at completion of demolition to include seed and sodding of disrupted.

Photos of the gazebo structure are attached.

NOTICE TO BIDDERS

The City of Pine Lake will receive proposals until **3:00 pm, March 13th, 2023** for the gazebo and small bridge structure demolition at 4580 Lakeshore Drive, Pine Lake, GA in the City Hall 425 Allgood Road, Stone Mountain, GA 30083, or via email submittal at chaquiasmthornton@pinelakega.net after which time all proposals will be reviewed for recommendation and/or report to Council.

This work includes structure demolition and site clean-up.

The proposals must be delivered by the deadline to the **City Manager's Office** of Pine Lake City Hall, (425 Allgood Road, Stone Mountain, GA 30083 or chaquiasmthornton@pinelakega.net and shall be marked: **"Structure Demolition at 4580 Lakeshore Drive"**

The bidder must submit three (3) copies of their proposal with one marked original, if delivered via hard-copy submittal.

No pre-bid conference is scheduled on-site. However, any questions regarding proposals, bids and/or misunderstandings that may arise from this proposal should be submitted, in writing, and should be directed to ChaQuias M. Thornton, at 404-999-4932 or at chaquiasmthornton@pinelakega.net, **no later than 12:00 noon on March 10th, 2023.**

The Contractor must ensure that employees and applicants for employment are not discriminated against because of their gender, race, color, genetic information, religion, national origin, political affiliation, age, handicapped status, sexual orientation, sexual preference, or gender identity and expression.

Proposals will be considered only from experienced and well-equipped contractors. Prior to beginning construction, the successful bidder will be required to provide a complete Agreement package and a certificate of insurance. The City reserves the right to reject any or all proposals or to waive informalities in the bidding.

Proposals may be held by the City for a period not to exceed sixty (60) days from the date that proposals are due for the purpose of reviewing the proposals and investigating the stability of the bidders and their demonstrated ability to perform satisfactorily, prior to awarding the contract(s).







Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: March 10, 2023
Re: City Manager's Report

NOTE: **Bold text** information is new or updated information.

Municipal Court

Employment Position:

Interview sessions have begun for the position of Municipal Court Clerk. A training proposal is also being composed that summarizes the level of training that is anticipated to be needed upon any potential hire of either applicant. The Administration Office advertised the hybrid, full-time Court/Police/Administration position, as approved by Council via adoption of the FY2023 budget.

Public Works

Our public works department is currently:

- The Admin continues to research purchasing options for purchase of a new or used leaf machine. The suggestion is that the asset be acquired with American Rescue Plan Act funds. Additional information is anticipated to be given to Council during the 03/25/2023 Council retreat.
- Completing inventory with-in and clean-up of the shop area.

The Administration received letter from the Georgia Department of Natural Resources, dated 02/27/2023, and confirming that the City's 2021-2022 Phase I MS4s Annual Report has been accepted by the Environmental Protection Division. The Administration extends "thank you" to Amanda Corr-Russell (Clark Patterson Lee – City Environmental Engineer) for compiling, informing, and issuing report response and Public Works, Chief Green, and the Administration Office for assistance in informing the report

Current City Projects:

- **Demolition of the gazebo and nearby bridge solicitation packet was posted for public view and was submitted to contractors in hopes of receiving proposals for**

completion of the project. Summary of proposal(s) received and City Manager recommendation will be presented to Council following the closing date and time for proposal acceptance. The closing date/time is March 13th, 2023 at 3:00pm. Safebuilt will be conducting all of the inspections.

- Ongoing: The demolition/rebuild of the inner berm bridges solicitation packets is being informed by the City's environmental engineer (CPL). CPL is to coordinate with the Environmental Protection Division to determine if any permissions will need to be granted based on any potential or anticipated impact on the lake waters. The Administration is awaiting proposal for the scope of work, to be presented by CPL. **At 03/07/2023 CPL provided update that CPL is waiting for a survey and geotechnical services proposal from its subcontractors on the project scope.**
- The Administration office has been engaging with the City's engineer of record (Clark Patterson Lee) regarding the Dam and Oak Road projects for the City.
 - The invitation to bid for the Oak Road project was published on 12/08/2022 and sealed bids are due on 01/31/2023. No bids for the Oak Road project were received prior to the 2pm deadline on 01/31/2023. Council will need to discuss next steps for the project.
 - **Clark Patterson Lee has been working to communicate with Georgia Soil and Water Conservation Commission (GSWCC) regarding plan review for the Dam project. Update received on 03/07/2023 is as follows:**
 - **CPL made a submittal to GSWCC on 03/06/2023 and GSWCC received the plans resubmittal on 03/07/2023. CPL and the City are awaiting GSWCC review.**
 - **CPL has received approval for the plans from GA Environmental Protection Division (EPD).**
 - **CPL and the City are awaiting feedback from the environmental specialist on whether we will need an extension for the Army Corps of Engineers (ACOE) permit.**

Rockbridge Road (DeKalb County SPLOST Project):

Project History

02/24/2023 The water line crew continues to make progress with installation although underground utilities and the weather subject the project to delays. Next regular meeting of the City Administration and DeKalb County Project Management is scheduled for March 6th, 2023.

Installation of the 24" pipe was completed on 01/09/2023. When the project has reached a time for installation of 8" pipe installation and tie-ins, businesses and stakeholders in the affected area will be given 48-72 hours notice. Agreement for lighting installation has been entered into by DeKalb County and Georgia Power. After conduit for the lighting has been installed, sidewalk, curbing and asphalt placement can be accomplished.

Construction signs have been placed at the project limits on Rockbridge. Project piping was delivered on October 17, 2022, and project mobilization began immediately following. Mayor Hammet, Chief Green and I continue to regularly meet (every two weeks) with the project managers to discuss details of the project. A community meeting was held on Thursday, November 9, 2022. The purpose of the meeting was to provide information regarding the project and to address local residents and business owners' questions and concerns about the project. An

additional meeting is tentatively scheduled for mid-February 2023. Additional details are forthcoming.

On November 16th, 2022, DeKalb County Commissioner Lorraine Cochran-Johnson informed Mayor and the streetlights slated for the South side of Rockbridge Road, between Allgood and Rolland, are on the way towards consideration by the Board of Commissioners. The item moved out of PWI Committee with a recommended \$92,000 necessary to cover the purchase and installation.

Administrative Matters

Internal Communications – Retention of Information

The retention of employees is important to an organization, and so is the retention of information when an employee transitions out of the organization. Both are especially true with top level/management level employees. My office is preparing to present to Council information and plan suggestions that will service to protect the retention of information held by employees of the City.

Financials and Audits:

FY2022 Budget Reconciliation and FY2022 Audit Preparation

The Administration Office continues to work to prepare financials and reports for the 2022 audit. The City has entered into a letter of engagement with James Whitaker, PC to conduct the 2022 audit. Audit dates have not yet been scheduled. The scheduled date(s) will consider current, extended 6-10 week leave of the City's Accounting Clerk.

Workers Compensation Audit

The Administration Office has received notice from GMA's Workers Compensation Audit division to conduct the City's annual workers comp audit. We are working to compile all requested documentation in anticipation of the audit visit. The visit has not yet been scheduled.

Applications/Licenses:

The Administration has processed 19 business license renewals and 2 alcohol license renewals for the 2023 year.

Policy/Procedures Drafts:

Personnel Policy draft is nearing completion. The Administration Office expects presentation to Council in March 2023.

Required Reporting:

No report.

Other City Matters

Council retreat is scheduled for Saturday, March 25th, 2023. I would like to thank Council for beginning to submit its suggested retreat topics. The Administration Office asked that March 10th, 2023 be the cutoff for receipt of discussion topics, in an attempt to adequately prepare the retreat agenda for the discussion of topics.

Conclusion

Please do feel free to contact me with any questions or concerns regarding the information reported within this memorandum, and for any matter for which the Administrator's office would be inclined to and/or charged to service.

Thank you,
CMThornton