

Memorandum

To: Mayor and City Council
From: ChaQuias Thornton
Date: January 31, 2023
Re: City Manager's Report

Municipal Court

Employment Position:

The Administration Office has advertised the hybrid, full-time Court/Police/Administration position, as approved by Council via adoption of the FY2023 budget. It is believed that the transition of the position to a full-time position will make the position more favorable for placement, while also addressing service for needs for three (3) city departments. The position has been listed on the Georgia Local Government Access Marketplace, the city's website, and the Georgia Clerk's Cooperative site. No resumes have been received to-date.

Public Works

Our public works department is currently:

- Leaf collection has begun. Street scheduling will continue to be published as community information on the Neighborhood Watch Facebook page. Public Works will also work to notify our neighbors (door-to-door) of days that leaf collection will be done on their streets. The Admin has been researching purchasing options for purchase of a new or used machine.
- Demolition of the gazebo and nearby bridge solicitation packet is composed, and inquiries have been received regarding the project scope. The demotion/rebuild of the inner berm bridges solicitation packets is being informed by the City's environmental engineer. It has been determined that the projects will be solicited separately because of nature of the bridges project, and any potential impact on the lake and its waters. Environmental Engineer and Building Official have been consulted in the matter.
- MS4 inspection has been scheduled by the Environmental Protection Division for the 3rd week in February. The Administration Office and Public Works are meeting with the City's environmental engineer this week to discuss expectation for the inspection and MS4 annual reporting requirements and duties.

Current City Projects:

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 was published on 12/08/2022 and sealed bids are due on 01/31/2023. No bids for the Oak Road project have been received as of the bid deadline at 2pm today.

Two inquiries have been received regarding demolition of the gazebo structure. No formal proposals have been submitted. Safebuilt will be conducting all of the inspections.

Rockbridge Road (DeKalb County SPLOST Project):

Project Update

Project History

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

FY2022 Budget Reconciliation and FY2022 Audit Preparation:

Revision of the FY2022 Budgets may continue to be presented to Council in the form of resolutions through 60 days beyond the 2022 year-end, and as the Administration works 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.

Policy/Procedures Drafts:

Financial Policies and Procedures Manual Draft has been presented to Council for review as of 11/29/2022. Associated financial policies amendments are currently being drafted for legal review and then presentation to Council. My office continues to work on a draft update to the City's Personnel Policy and Procedures and expects presentation to Council in February 2023.

Required Reporting:

The following applications are set to be submitted this week:

Local Maintenance Improvement Grant Application
GIRMA Liability and Casualty Insurance Application

The Administration continues the following:
Programmatic Reporting for CARES

Other City Matters

State of the City is being scheduled for the last week in February 2023. Mayor and Council are asked to let me know each of your availability to attend the event on Thursday, February 23, 2023, 7pm, at the Beach House.

Council retreat is tentatively scheduled nearing the end or just after the 1st quarter of 2023. Town Hall will follow.

Draft Memorandum of Understanding between the City and P.L.A.I.N. has been completed and submitted to P.L.A.I.N. representatives for review. Thank you to Mayor pro tem Jean Bordeaux, Council Member Tracey Brantley for working the Administration Office (myself and City Attorney Susan Moore) on the draft document.

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