

Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: February 14, 2023
Re: City Manager's Report

Municipal Court

Employment Position:

Two (2) resumes have been received to-date for the Municipal Court Clerk 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. Two (2) resumes have been received to-date.

Public Works

Our public works department is currently:

- Leaf collection is continuing on the City's streets. Beaver, Ridge, Ivy, Park, and Spruce have been recently completed. 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.
- MS4 inspection has been scheduled by the Environmental Protection Division for the 3rd week in February. The Administration Office and Public Works met with Amanda Corr (City's environmental engineer – Clark Patterson Lee) on Friday February 3 to discuss expectation for the inspection, MS4 annual reporting requirements, and storm water system maintenance duties. Currently the city is in year 4 of the 5 year MS4 permit period.

Current City Projects:

- Demolition of the gazebo and nearby bridge solicitation packet is composed, and inquiries have been received regarding the project scope. No formal proposals have been submitted. Safebuilt will be conducting all of the inspections.

- The demotion/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 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.
 - ClarkPatterson Lee is working to communicate with Georgia Soil and Water Conservation Commission regarding plan review for the Dam project. CPL expects an update next week (week of 02/20/2023).

Rockbridge Road (DeKalb County SPLOST Project):

Project Update

No current 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

Financials and Audits:

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.

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.

Applications/Licenses:

The Administration has processed 16 business license renewals for the 2023 year.

Policy/Procedures Drafts:

Financial Policies and Procedures Manual Draft has been presented to Council for review as of 11/29/2022. Associated financial policies amendment drafts have completed legal review and are being presented to Council on 02/14/2023.

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

Required Reporting:

The following applications have been submitted:

Local Maintenance Improvement Grant Application – submitted 01/31/2023 - in processing

GIRMA Liability and Casualty Insurance Application – submitted 02/06/2023 – in processing

Other City Matters

State of the City has been scheduled for 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. The Administration is asking Council to consider setting a definitive date for the retreat.

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. The Administration received response to the draft from P.L.A.I.N. representatives on 02/02/2023 and will provide legal review of the response within this week.

Memorial Drive Corridor:

City Manager Thornton serves on the Memorial Drive Corridor Committee. Several initiatives have been implemented for future rebranding/redevelopment of the Memorial Drive Corridor. These initiatives include efforts toward event boosting, trails and recreation, film, arts, music and entertainment, and tactical urbanism. Meeting is being scheduled to set goals for the initiatives to be carried out or continued in 2023.

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