

# Memorandum

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Administrator  
**Date:** February 28, 2023  
**Re:** City Manager's Report

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NOTE: Highlighted information is new or updated information.

The Administration has received Local Maintenance Improvement Grant (LMIG) payment in the amount of \$11,382.27. The Council approved allocation of the funds towards completion of the Oak Road project. The City's match is \$3,414.68 (30%).

On 02/28/2023 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 (3) resumes have been received for the Municipal Court Clerk position and interview sessions will begin as early as tomorrow 03/01/2023. Ms. Faye Brantley (Court Clerk – Contract) has been asked to be present during the interview sessions. 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.
- **MS4 inspection was conducted by the Environmental Protection Division on February 21<sup>st</sup>, 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.**

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

### **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 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.
- 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 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**

**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 6<sup>th</sup>, 2023.**

#### **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 16<sup>th</sup>, 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. The visit has not yet been scheduled.

### *Applications/Licenses:*

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

### ***Policy/Procedures Drafts:***

**Financial Policies and Procedures Manual Draft was initially presented to Council for review as 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.**

### *Required Reporting:*

No report.

### ***Other City Matters***

**Council retreat is tentatively scheduled nearing the end of March or the first of April 2023. 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 that the reason the boxes 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.**

### **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