

Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Administrator
Date: March 14, 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