

Memorandum

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

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

Municipal Court

Employment Position:

Interview sessions have been completed for the position of Municipal Court Clerk. Due to the lack of qualified candidates, and the extensive training scenario that will be required if currently filled, The Administration is considering restructuring of the job description to include duties of the City Clerk's function. Hopefully, the restructuring will allow for a pool of candidates that are equipped with Administrative and/or Court services experience. Restructuring of the job scenario is anticipated to present increased salaries and benefits costs for the position. My office will work to present cost and position analysis to Council during the 04/11/2023 meeting.

Public Works

- 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. The item was discussed during the 03/25/2023 Council retreat. Proposal information is expected to be presented to Council in April 2023.
- Completing inventory with-in and clean-up of the shop area.

Current City Projects:

- **Demolition of the gazebo and nearby bridge has been completed as of 03/28/2023. Site inspection conducted following.**
- **Ongoing: City Engineers Clark Patterson Lee have provided cost proposal for bid document and construction plan composition and construction administration for rebuild of the inner berm bridges. Consideration of the proposal is on the agenda for the 03/25/2023 meeting of Council. The proposal includes a scope of work for surveys and geotechnical services.**
- 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.

- OAK ROAD:
 - 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.
- DAM PROJECT:
 - **Clark Patterson Lee has informed the Administration Office on 03/27/2023 that the plans have received Georgia Soil and Water Conservation Commission (GSWCC) approval.**
 - **CPL has received approval for the plans from GA Environmental Protection Division (EPD).**
 - **As of 03/24/2023, the Regulatory Division of the US Army Corps of Engineers has completed necessary coordination with other federal and state agencies and no adverse comments regarding the proposed work were received. The Division has determined that the proposed scope of work is authorized in accordance with applicable sections of the Nationwide Permits (NWP) program.**
 - **Next step is for the Administration Office to coordinate with Clark Patterson Lee regarding bid document dates.**

Rockbridge Road (DeKalb County SPLOST Project):

03/20/2023 was the last and most recent meeting of Pine Lake Administration and the DeKalb County SPLOST Project Management Team. Waterline improvements continue. Mayor Hammet has requested a sequence of project activities through to completion. Mayor Hammet has scheduled a construction site walkthrough in April 2023.

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.

Community Policing Initiative:

Mayor Hammet, Chief Green, and City Manager Thornton have discussed the rededication event and Chief Green and I will work to schedule a date for the event. The event will serve as the government and the community's pledge to a community-oriented collaboration between local law enforcement and the people that they serve.

Administrative Matters

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 22 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 of first draft to Council on April 11, 2023.

Required Reporting:

No report.

Other City Matters

Council retreat was held Saturday, March 25th, 2023. I would like to thank Council and Chief Green for a very productive retreat. Summary report is being composed and will be presented to Council in advance of the April 11th, 2023 meeting of Council.

The following members of Council have been registered for the State of the DeKalb County to be held on April 26th, 2023: Mayor Hammet and Councilmembers Castro and Woods.

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