



Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: April 11, 2023
Re: City Manager's Report

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

City Manager's Report

Municipal Court

Employment Position:

Job description for the position of City Clerk/Court Clerk has been drafted. Please see the attached. As, approved by Council, The position will continue to be a hybrid administrative position that services Administration, Court and Police department administrative functions. Salary increase is proposed for the position.

Vacant Court/PD/Admin Clerk

Administration	8,762.00
Court	17,524.00
Police	<u>8,762.00</u>
	35,048.00

Vacant City Clerk w/Court Clerk Function

Administration	20,592.00
Court	20,592.00
Police	<u>4,576.00</u>
	45,760.00

\$35,048 was allocated for salaries/wages at FY2023 budget adoption suspecting full year fulfillment of the position. Anticipating a June 2023 placement for the City Clerk/Court Clerk position, only \$28,160 will be required for funding of salary/wages for the position.

Public Works

- The Admin has researched 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. The Admin Office has begun receiving cost proposals for the equipment. Public work is currently reviewing the proposals for requested equipment options.
- Public works continues to conduct leaf pick-up on and around the City's streets and is working towards completing the requirements for this year's MS4 report. The report period ends 04/30/2023.

Current City Projects:

- Ongoing: **On 03/28/203 Council approved proposal for Clark Patterson Lee to conduct bid document and construction plan composition and construction administration for rebuild of the inner berm bridges. Soil test and drilling is scheduled for April 22, 2023 from 8am-5pm.**
- 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):

Project History

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.

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.

Poplar Park

Statement of Work (COVID-19) is being composed for submittal to Commissioner Lorraine Cochran-Johnson's Office in expectation of funding for the development of Poplar Park. Report submittal to the Commissioner's office is anticipated by week's end.

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 24 business license renewals and 2 alcohol license renewals for the 2023 year.

Council is scheduled to hear alcohol privilege license application for Mangos Caribbean restaurant on April 25th, 2023. The item will be heard during the regular meeting of Mayor and Council.

Policy/Procedures Drafts:

Personnel Policy draft is nearing completion. The Administration Office will present process for review and re-write of the personnel policy handbook on 04/11/2023.

Required Reporting:

My office is preparing required report under American Rescue Plan Act provisions. The report is due April 30th, 2023.

Education and Training:

As of 04/04/2023 I have completed the GMA human resource certification program.

Other City Matters:

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, Woods and **Hall**.

DeKalb Municipal Association meeting is scheduled for Thursday, April 20th, 2023 at 6:00pm. Email has been forwarded to Mayor and Council regarding registration.

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