

Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: April 25, 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 (with Court Clerk function) was presented to Council and the employment opportunity has been posted on the Georgia Local Government Access (GLGA) Marketplace webpage as well as the City's webpage. The position has also been posted in all departments of the City and on the City's message boards. The salary for the position has been posted as "commensurate based on experience". Resumes are being accepted through May 15, 2023.

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 works is currently reviewing the proposals for requested equipment options. The anticipated cost of equipment is approximately \$80,000. Funding option proposal is set to be presented to Council in May 2023.

Current City Projects:

- Ongoing: On 03/28/2023 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 has been rescheduled from Saturday, April 22nd to Wednesday, April 26, 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.**
 - **COURTHOUSE/PUBLIC SAFETY FACILITY RENOVATIONS**
 - **Request for proposal has been posted on the Georgia Procurement Registry and on the City's website for renovation of the courthouse facility. The RFP and project related Inquiry and Response documents can be found at:**
<https://pinelakega.net/PublicWorks.aspx>
 - **RFP are scheduled to be received through Thursday, May 18, 2023 at 4pm.**
 - **Pre-bid meeting is scheduled for Tuesday, May 2, 2023 at 2pm.**

Rockbridge Road (DeKalb County SPLOST Project):

Update

DeKalb County has added an extended scope of work for the replacement of water utility infrastructure on both the eastern and western ends of the project. Mayor Hammet can offer additional information regarding. Next meeting of the Pine Lake Administration and the DeKalb County SPLOST management team is scheduled for Monday, May 1, 2023.

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. **Meeting was held with Mayor Hammet and Councilmember Hall on Wednesday morning, May 19, 2023 to acquire visual and time-lined scope of improvements for the park. Report submittal to the Commissioner's office is anticipated by this week's end.**

Community Policing Initiative:

Chief Green and I are scheduled to meet on Monday, May 1, 2023 to discuss scheduling for the rededication event.

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 26 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 is still be drafted for Council review. As reported during the most recent meeting of Council, the draft policy updates will be presented in sections.

Required Reporting:

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

Education and Training:

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.

Pine Lakefest 2023

Administration (Manager and City Attorney) conducted meeting with Lakefest, Inc. on Tuesday, April 25, 2023 to finalize draft of proposed MOU between the City and Lakefest, Inc. for the 2023 Pine Lakefest event. Draft of the document is tentatively scheduled for the 05/09/2023 regular meeting agenda for Council consideration of the proposed terms.

2023 SPLOST

Tentative deadline for DeKalb cities to pass resolution regarding project referendum for the 2023 Special Purpose Local Option Sales Tax (SPLOST) is Labor Day 2023. DeKalb and its municipalities are expected to settle on the population/calculation formula for the cities by July 1, 2023. The referendum is scheduled for the November 2023 general election ballot and the Georgia legislature has passed a bill that has removed the percentage and specific nature of project restrictions that were attached to the 2017 SPLOST. Council should begin considering the nature of projects that it would like to include in its referendum. SPLOST is an optional one percent county sales tax used to fund capital outlay projects proposed by the county and participating qualified municipal governments. In general, county and municipal governments may not use SPLOST proceeds for operating expenses or maintenance of a SPLOST project or any other county or municipal facility or service.

Public Works Bidding Exemption

HB 193 raised the general exemption for public works bidding contract from \$100,000 to \$250,000. Currently, the City's exemption threshold is \$100,000.

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