

Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: May 9, 2023
Re: City Manager's Report

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

City Manager's Report

Administration/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 (Parks/Stormwater/Recreation)

On May 5, 2023 the City received letter reporting the result and findings of stormwater management program compliance inspection conducted by the Environmental Protection Division (EDP) on February 21, 2023. The purpose of the inspection was to evaluate the City's implementation and administration of the program. EPD reported that "based on the [compliance audit] discussion and field inspections, it appears the City is properly administering the stormwater program". EPD letter and full report are kept on file at City Hall.

The most recent MS4 data collection period ended on 04/30/2023. The Administration, Clark Patterson Lee (Environmental Engineers), and Public Works are working to compile data for the required reporting. Data is due to the Engineers on Tuesday, May 16th, 2023.

Current City Projects:

INNER BERM BRIDGES

- 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 was conducted on Wednesday, April 26, 2023 from 8am-5pm.**

- **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 was held on Tuesday, May 2, 2023 at 2pm. One construction contractor, one architect/engineer, and one audio/visual engineer attended the meeting.**

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 TBD.

05/04/2023 The water main work has continued slow but steady [being that] the weather has been favorable, finally. The contractor will complete the crossing and fire hydrant installation at the Rowland/Popular and Rockbridge this week. They plan on starting the crossing at the Family Dollar next week. The Prime contractor has come through and corrected the traffic control.

Poplar Park

I completed Statement of Work (COVID-19) and proposal 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. The proposal was submitted to Commissioner Cochran-Johnson's Office on 04/27/2023 for review by the DeKalb County ARP Review Committee.**

Community Policing Initiative:

Chief Green and I met on Monday, May 1, 2023 to discuss scheduling and programming for the rededication event. Event details are forthcoming.

Administrative Matters

I attended the 2023 DeKalb County Tax Commissioner's Millage Rate Adoption webinar on Friday, April 28, 2023. The City is expecting to receive the 2023 preliminary tax digest and consolidation and valuation reports from the Tax Assessor's Office during the week of May 22nd, 2023. I plan to submit roll back calculations and associated budget scenario to Council in advance of the May 30th meeting of Council. During the May 30th meeting the Administration is asking Council to be prepared to adopt a tentative millage rate for advertising purposed. A proposed timeline for public hearing(s) and final adoption of the 2023 millage rate will be presented to Council on May 30th.

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.

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

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:

None.

Other City Matters:

Townhall:

Mayor and Administration are asking Council consideration for scheduling of the next Townhall on Tuesday, June 20th or Wednesday, June 21st, 2023.

Pine Lakefest 2023

Administration (Manager and City Attorney) conducted a 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 scheduled for the 05/30/2023 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