



Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: June 13, 2023
Re: City Manager's Report

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

City Manager's Report

Administration/Municipal Court/Public Works/Recreation

Employment Positions:

The City is accepting applications for temporary placement of public works laborer position. The position will provide temporary assistance for the completion of public works tasks in the interim of the assessment of the staffing needs for the public works department.

The City is accepting applications for the position of Beach Monitor for the 2023 Beach Season.

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 has been completed and the Administration is awaiting update from CPL regarding next phase.**

COURTHOUSE/PUBLIC SAFETY FACILITY RENOVATIONS

- Requests for proposal have been received and are being reviewed by the Administration. Council should expect consideration of the proposals during the 06/27/2023 meeting.

INTERIM CONTRACT AND PUBLIC WORKS SERVICES

- **The Administration is set to meet on-site with contractors on 06/14/2023. The contractors will be charged with assisting in the maintenance an upkeep of the City's public spaces near and around the lake area. The contract may also include maintenance of other city facilities as needed.**

- **Interim placement of a public works laborer position has been presented to Mayor Hammet for consideration. Applications for the position are being received.**

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

The City is awaiting response from the DeKalb County's American Rescue Plan (ARP) Review Committee regarding the proposal submitted to Commissioner Cochran-Johnson's Office on 04/27/2023. Approval of the proposal is expected to result in approximately \$58,000 for the park.

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. Other operational priorities have warranted a delay in planning, however both Chief Green and I consider the initiative of high importance and look forward to its programming.

Administrative Matters

Final adoption of the 2023 millage rate is set for consideration during the June 27th, 2023 meeting of Mayor and Council. Three (3) public hearings have been scheduled to receive public comment regarding. The hearings are scheduled for June 20th, 2023 at 11am and 6pm and June 27th, 2023 at 7pm.

The Administration has begun review of an ordinance draft related to the amendment of the City's Lake, Parks, and Recreational Facilities Code. Preliminary draft of the attached is presented for Council review. The Administration asks that Council consider an official consideration of and discussion on the matter during the 06/27/2023 meeting of Council. Please be advised that the preliminary draft serves to provide language that revises existing Code provisions about the lake and park areas. Council will need to consider and present any additional amendments surrounding use, access, process, and operational procedures pertaining to the subject areas.

City Committees:

Stewards of Environmental Education and Design

I met with SEED Chair Jennifer Bridges and Council Member Brandy Hall on Monday June 5, 2023 to discuss the administrative and operational aspects of SEED. One of the topics of discussion centered around the group acting as the champion of environment related activities such as maintenance plans for the City's gardens and environmentally sensitive spaces, facilitating clean-up and educational activities that speak to environmental

stewardship. There was conversation around how the organization and the city staff and operations can collaborate in the service provision of maintaining the City's environmental infrastructure.

Financials and Audits:

FY2022 Budget Reconciliation and FY2022 Audit Preparation

The Administration Office has worked to prepare financials and reports for the 2022 audit. The City entered into a letter of engagement with James Whitaker, PC to conduct the 2022 audit and the Administration delivered its financials, documents, and reports to Mr. Whitaker on June 7, 2023.

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 two (2) alcohol license renewals and one (1) new alcohol license for the 2023 year.

Policy/Procedures Drafts:

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

Required Reporting:

The City's 2022 SPLOST Expenditure Report is due to be published by the Administration by June 30th, 2023.

Education and Training:

City Manager Thornton has been accepted into the Public Finance Leadership Academy as presented by the University of Georgia's Carl Vinson Institute of Government.

Other City Matters:

Townhall:

Mayor and Council will meet to conduct a Townhall on Wednesday, June 21st, 2023.

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.

2023 Pride Lake Event

I have met with Mr. Thomas Torrent in preparation of the 2023 Pride Lake Event. Application for the event is set to come before Council on 06/27/2023.

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