



# Memorandum

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Manager  
**Date:** September 26, 2023  
**Re:** City Manager's Report

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

## City Manager's Report

### Administration/Municipal Court/Public Works/Recreation/Personnel

#### *Employment Positions:*

**A Terminal Agency Coordinator (TAC) – PT position is being advertised for the police department. The employment opportunity can be found on the City's website, posted on the message boards of the city's departments, and on the Georgia Local Government Access Marketplace (GLGA) website.**

#### 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 received of a full set of plan drawings and specifications on September 8, 2023. Plans are in review and the Administration is awaiting composition of a project estimate. Funding identification and bid date determination are forthcoming.**

##### **COURTHOUSE/PUBLIC SAFETY FACILITY RENOVATIONS**

- Council approved architectural/design proposal for TSW for the presentation of current condition and design options for renovation of the courthouse facility. Design focus will be accessibility, connectivity, and technological improvements – to include audio/visual equipment and remote access capabilities.
  - The Administration and Public Safety Offices joined TSW during the firm's sight visit on 07/21/2023. The purpose of the visit was to gain project perspective and to conduct inspection of the space to fulfill composition of current condition of the space and to begin shaping design options for the space. **The Administration has received design options, alternate drawings and**

**options, and cost estimate for renovation of the space. The documents are currently in administrative review and will be presented to Council for consideration. It is expected that the design firm will be present during the next session of Council to review design options with the Governing Body.**

### **DAM PROJECT**

Invitation to bid for the Dam Repair Project is set to publish in the City's local news organ (The DeKalb Champion) and on the Georgia Procurement website on June 29<sup>th</sup>, 2023. Bids are due on July 31<sup>st</sup>, 2023. Work required under the Contract would include repair & restabilization of approximately 145 lf section of Pine Lake Dam adjacent to Snapfinger Creek. Nine (9) bid inquiries were received by the City's engineers. However, no formal bid submittals were received by the bid closing date. **Further action is pending.**

### **ENVIRONMENTAL INFRASTRUCTURE MAINTENANCE**

Creation of standard operating procedures manual and survey of infrastructure – ongoing. A local area university is also being engaged for the initiative.

### **ECONOMIC DEVELOPMENT STRATEGY**

- The City Manager's office presented proposal to the Georgia State University Andrew Young School of Policy Studies on August 15<sup>th</sup> for assistance with the City's urban redevelopment plan. This plan will accompany the City's enterprise and opportunity zone applications for economic development strategy implementation within the City's commercial corridor. By Friday of next week (9/1) students will rank the projects in order of preference, and teams of 3-5 students will be formed based on the rankings and skill sets of students. If selected, the city will be notified by 9/5 with the names of your student team, the project advisor, and next steps for meeting to kick-off the project. **The Admin Office has been contacted about the potential for the project to be a second semester project for AYS students.**

### **Rockbridge Road (DeKalb County SPLOST Project):**

#### **New updates will be provided in report given by Chief Y'hudah-Green**

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 has been working with the County Operating Officer on a potential means of restitution for the affected businesses in the project corridor. Next meeting of the Pine Lake Administration and the DeKalb County SPLOST management team is TBD.

### **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.

### **Administrative Matters**

- **Several new and renovation style builds/construction projects are happening around the city. If you should have any questions regarding any construction project or any associated activity, please contact Missye Varner at City Hall or for compliance related issues contact Chief Y'hudah-Green.**
- **GMA lease (Project Account) for the purchase of a leaf vacuum and a new police interceptor closed on Friday, September 15<sup>th</sup>, 2023. Reimbursement of \$56,600 the new Ford Explorer police vehicle was received on Tuesday, September 19<sup>th</sup>, 2023. Leaf machine delivery is expected within the next few weeks.**

**As a note, total value of the lease purchase is \$123,185.**

Asset No.	Vehicle/Equipment	Amount	
2023-1	Xtreme Tow-behind Leaf Vacuum Truck	64,500.00	
	Hydraulic Parking Jack	2,385.00	
			66,885.00
2023-2	2023 Ford Interceptor	44,400.00	
	Equipment	11,900.00	
			56,300.00
		<b>Total Asset Amount</b>	<b>123,185.00</b>

- **GOVERNMENT 101 SERIES**

**Thank you to all citizens who attended the first session of this year’s Government 101 Series - “Getting to Know Our City’s Budget Document”. – held on September 14, 2023 The session focused on the Local Government Budget Process and other relevant topics associated with budget preparation, adoption, and monitoring.**

- Financial Software – City Manager Thornton has connected with Tyler Technologies to begin implementation of the conversion from QuickBooks to InCode Financial Software. The new software will allow for the necessary fund accounting that is required for local governments. The first implementation meeting was scheduled for Friday, August 11<sup>th</sup>, 2023. The Manager’s and Accounting Offices have completed phase I of software implementation and **we are now engaging in phase II – Data Conversion. This phase is expected to last for the next several weeks.**

**City Committees:**

***Elections:***

On November 7, 2023, a municipal general election will be held in the CITY OF PINE LAKE. Candidates who are elected in said election shall serve for a term of four years.

Candidates for Mayor are:

- Brandy Hall
- Moira Nelligan

Candidates for Council are:

- Nivea Castro – Incumbent
- Jeff Goldberg
- Thomas Torrent

The last day to register to be eligible to vote in this general election is October 10, 2023.

The general election will be held in the regular polling place, City of Pine Lake Clubhouse, 470 Clubhouse Drive, Pine Lake, Georgia 30072. The polls will open at 7:00 AM and close at 7:00 PM.

**I have received questions and requests from candidates for information regarding processes, operations, and the administration of city affairs. Please be so kind as to continue presenting your questions in written submittal to my email. I welcome them.**

***Financials and Audits:***

**FY2022 Budget Reconciliation and FY2022 Audit Preparation**

Preparation of the FY2022 audit report is ongoing. The final site visit is scheduled for this week. Audit is due to the Department of Audits and Accounts by December 31, 2023.

**Moratorium Preparation/Lake Health and Maintenance:**

- The Fishing Moratorium expired on September 21, 2023.
- **Final draft form of Ordinance 2023-04 – Lake, Parks, and Recreation policy is set to be heard by Council for potential first reading on 09/26/2023.**

***Applications/Licenses:***

*One alcohol license application has been submitted for the Family Dollar location.*

***Policy/Procedures Drafts:***

**1<sup>st</sup> Amended Draft of the City of Pine Lake Police Department Reserve Officer policy has been presented to the Manager's Office for review. 1<sup>st</sup> round of edits were presented to Chief Green for review and consideration. The 2<sup>nd</sup> round of edits have been presented to the city attorney for legal review. After legal review and composition of final draft form, the document will be ready for presentation to Council and roll-out to membership staff.**

**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. The Administration Office has begun review of the Police Department's Reserve Officer Policy and Attorney Moore is working on policy regarding second jobs for public safety officers.

Short-term rental (land use policy). The Administration Office and Legal are working on draft language for short-term rentals. Currently there is no language in the City's Code to regulate such use and therefore, such use that is not expressly stated in the Code is considered by the Administration Office to be prohibited. Initial considerations of short-term language have been presented to the Administration Office by legal and are currently in review for future presentation to Council in draft form.

***Required Reporting:***

**Education and Training:**

Kick-off for the upcoming cohort of the Public Finance Leadership Academy is scheduled for October 16<sup>th</sup>.

***Other City Matters:***

**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 manager's office would be inclined to and/or charged to service.

Thank you,  
CMThornton