



Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: August 8, 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 remainder of 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

- 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.
 - **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 City expects presentation of design options in approximately 30 days.**

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 29th, 2023. Bids are due on July 31st, 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.**

INTERIM CONTRACT AND PUBLIC WORKS SERVICES

- **Contractors continue to be engaged to complete grounds maintenance projects around the city to aid in the public works function in the interim shortage of public works staff.**

ENVIRONMENTAL INFRASTRUCTURE MAINTENANCE

- On July 7th, 2023 DeKalb County Watershed Director Hayes reported that lids for all 10 junction boxes in the eastern wetlands would be replaced beginning 07/08/2023. There is also maintenance being scheduled for repair/raising of two sewer nodes that are currently at or below grade. City Manager Thornton has contacted the City's environmental engineer regarding the upcoming maintenance project and the Manager's Office will keep Council and the public abreast of the project progress. An expectation of City monitoring during the project repair phase has been presented to the County. City monitoring will include weekly inspection of the project city with focus on erosion/sedimentation and method and measure of land disturbance. The City Council will be engaged before the project commences to gain approval for project start. No proposed project dates have been presented to-date.
- **The City's Administration office is working to complete proposal to the Georgia State University Andrew Young School of Policy Studies 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.**

Rockbridge Road (DeKalb County SPLOST Project):

Update 07/18/2023

Both the 8" and 24" water mains have been installed. The 8" lines have been successfully pressure tested and service line connections are continuing for the businesses along the line.

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.

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:

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 was set at 16.481 mils. The Administration Office has received the certified tax digest for the City's 2023 assessment of real and personal property and public utilities. I am working to complete analysis of the digest in comparison to the 2023 budget and will present necessary b/udget adjustments to Council during the 08/29/2023 regular meeting of Council. Preliminary analysis reveals that the approved digest is \$8,000 more than the preliminary digest, with the difference being in the value of exemptions. I will also work to complete an analysis of appeals for the year.**
- **GOVERNMENT 101 SERIES**
The City Manager's (Administration) Office is gearing up to present the next series of OUR PINE LAKE Government 101 public engagement sessions. The series program is continuing to be formulated but, we ask citizens and stakeholders to be on the look out for information regarding this opportunity to learn more about local government processes such as budgeting, taxation, service provision, etc. As the City Council and Administration prepares for the budget season (for the purpose of considering adoption of the FY2024 budget), the next session will include the topic of Local Government Budget Process and Getting to Know Your City's Budget Document. **Tentative date is scheduled for Thursday, September 14th, 2023.**
- **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 is scheduled for Friday, August 11th, 2023.**

City Committees:

- **Stewards of Environmental Education and Design**
SEED held its most recent regular meeting on Thursday, 07/27/2023 at 6pm at the Clubhouse. (470 Clubhouse Drive, Pine Lake). The committee is currently working on a plan for establishing data points to measure the amount of fishing related debris at the lake. The group is also researching what other fishing areas are doing to manage use and to control debris around those areas. SEED expects to present a report to Council during the 08/29/2023 meeting of Council.

Elections:

On the 7th day of November 2023, a municipal general election will be held in the CITY OF PINE LAKE, for the purpose of electing a Mayor and two (2) Council Members. Candidates who are elected in said election shall serve for a term of four years. Persons eligible to become candidates for said elections shall have been a resident of the city for the period of 12 continuous months immediately prior to the date of the election and be a qualified elector in the city.

Seats up for election are:

**Mayoral Seat – Currently held by Mayor Melanie Hammet
Councilmember Seat – Currently held by Tracey Brantley
Councilmember Seat – Currently held by Nivea Castro**

Pursuant to O.C.G.A. §21-2-131(a)(1), the qualifying fees for each position were approved by Pine Lake Council consent on January 16th, 2023. The qualifying fee for Mayor is \$108. The qualifying fee for Council member is \$18.

Each candidate will file notice of his or her candidacy and the appropriate affidavit in the office of the Election Superintendent (City Clerk) at City Hall, 425 Allgood Road, Stone Mountain, Georgia. Qualifying shall open at 8:30 a.m. on the 21st day of August 2023 and shall close at 4:30 p.m. on the 23rd day of August 2023.

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.

Qualifying packets are available at City Hall.

Financials and Audits:

FY2022 Budget Reconciliation and FY2022 Audit Preparation

Preparation of the FY2022 audit report is ongoing.

Moratorium Preparation/Lake Health and Maintenance:

- **“No Fishing – Temporary Moratorium Enforced” signs were installed around the lake area on Friday, July 14th, 2023.**
- The Administration has begun review of an ordinance draft related to the amendment of the City’s Lake, Parks, and Recreational Facilities Code. The Administration was presented initial draft to Council on 06/27/2023. The Council was asked to begin considering policy amendments. 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. The Administration Office has asked that Council begin considering language regarding exclusive use (beyond normal recreational use) of the lake area’s land.**
- **Trashcans were delivered on Friday, July 28th, 2023.**

Applications/Licenses:

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. **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:

None.

Education and Training:

None.

The City Manager's office has scheduled city employees for a Workplace Harassment and Discrimination webinar in September of 2023. As recommended by Local Government Risk Management Services, this training is to be completed at least every 1.5 years. In addition to reducing risks in the workplace, training credits can often be used to receive discounts/premiums on city insurance policies and can sometimes create eligibility opportunities for workplace safety and workforce related grants.

Other City Matters:

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

Thank you,
CMThornton