



Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: September 12, 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 Administration has placed the second public works position. **Nicholas Poe has over ten years of municipal public works experience.**

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.**

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 City expects cost estimates for design by September 15, 2023.**

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. **Further action is pending.**

ENVIRONMENTAL INFRASTRUCTURE MAINTENANCE

Creation of standard operating procedures manual and survey of infrastructure – ongoing.

ECONOMIC DEVELOPMENT STRATEGY

- The City Manager's office presented proposal to the Georgia State University Andrew Young School of Policy Studies on August 15th 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 is awaiting follow-up regarding.**

Rockbridge Road (DeKalb County SPLOST Project):

New update will be provided in report given by Chief Y'hudah-Green

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

- **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 for the purchase of a leaf vacuum and a new police interceptor is set to close of a Project Account on Friday of this week. This methods is decided when delivery date of items may conflict with the city's ability to retain a favorable rate.**

- The city has received delivery of the police vehicle as of 08/31/2023 but the leaf loader has an estimated two weeks before delivery. Merchant's Statement of Origin are required to close a traditional lease and these documents are not released to the city until delivery/payment of item. Therefore the city will close to a Project Account that will reimburse the city as items are received, paid for, and relative documentation submitted. No terms of the lease, as approved by Council, will change in this scenario. 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
		Total Asset Amount	123,185.00

- **GOVERNMENT 101 SERIES**

The City Manager's (Administration) Office has been working towards presentation of the next series of OUR PINE LAKE Government 101 public engagement sessions. The first session in this series is "Getting to Know Our City's Budget Document". As the City Council and Administration prepare for the budget season (for the purpose of considering adoption of the FY2024 budget), this session will focus on the Local Government Budget Process and other relevant topics associated with budget preparation, adoption, and monitoring. **The session is scheduled for Thursday, September 14th, 2023 at 6:30pm at the Pine Lake Clubhouse.**

- 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 11th, 2023. **The Manager's and Accounting Offices have completed phase I of software implementation and are moving forward with phase II 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
Moirra 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. Audit is due to the Department of Audits and Accounts by December 31, 2023.

Moratorium Preparation/Lake Health and Maintenance:

- Current moratorium is set to expire on September 21, 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.**

Applications/Licenses:

Policy/Procedures Drafts:

1st Amended Draft of the City of Pine Lake Police Department Reserve Officer policy has been presented to the Manager's Office for review. 1st round of edits were presented to Chief Green for review and consideration. The 2nd round of edits are now under 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 16th.

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