

Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: November 28, 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/Personnel

Employment Positions:

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. Plans are in review and the Administration is awaiting composition of a project estimate. Funding identification and bid date determination are forthcoming. **Bid packet is being composed for solicitation of contractors for the project. Bid solicitation will be advertised in December 2023.**

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.
 - The design firm presented during the 10/10/2023 session of Council to the review design and alternate options with the Governing Body.

Council approved the design with administrative determination of deductive alternates.

- **Next step is the composition of bid packet for the solicitation of bids for renovation contractors. Bid solicitation will be advertised in January 2024.**

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. A local area university is also being engaged for the initiative. The City Manager's Office conducted meeting with Clair Chan of Georgia Cities and a professor of Kennesaw State University to discuss the project scope. The City Manager's Office has been notified that master's program students at KSU have selected the City's environmental assets survey (wetlands/lake) as a practicum project. **After reviewing documentation presented to the KSU practicum about the wetlands construction, previous agency permitting, etc., the lead professor advised the Administration Office the establishment of a maintenance program for the infrastructure is beyond the scope of the practicum's expertise. The Mayor, Council and administration have worked to attain plans and other documents for review by the City's current engineers of record. The City will continue to chart a course forward in the successful completion of a plan for maintenance and upkeep of the City's wetlands.**

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 has been contacted about the potential for the project to be a second semester project for AYS students.
 - Information has been gathered for properties located within the commercial development area. This information will be used for plan documents and legislative processes relative to economic development initiatives proposed for implementation within the commercial corridor. **Process is ongoing.**

Rockbridge Road (DeKalb County SPLOST Project):

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

The City Manger received a proposed traffic reroute plan on 10/0/2023 and reviewed the same with Chief Green on 10/10/2023. Both the Manager and Chief of Police offices are working with DeKalb County and the project contractor to determine option for the reroute of traffic from Rockbridge Road to aid in a more timely completion of the project. The Rockbridge Road closure extended from Allgood Road to Rowland Road and paving was completed during the weekend of 11/03/2023 through 11/06/2023. **Installation of decorative lighting and repair of the concrete wall below the plaza are anticipated to be forthcoming.**

Poplar Park

Approval of the proposal submitted by the City has been received. The City has submitted invoice to Commissioner Lorraine Cochran-Johnson in the amount of \$53,250 and expect to receive the award by year end.

Mural Project

Mayor Hammet continues communication with Commissioner Steve Bradshaw's office regarding funding for the Murals Project. My office presented statement of work/proposal to the Commissioner's office on 10/04/2023. Mayor Hammet was notified that the proposal goes before the DeKalb County Board of Commissioners for consideration of approval on 12/10/2023.

Administrative Matters

- 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.
 - **We are now engaging in phase II – Data Conversion. This phase is expected to last for the next several weeks. We continue to present required data to Tyler Technology and we have penned a tentative GO LIVE schedule. The schedule for implementation will include the completion of data conversion, training for front office and applicable department staff, validation of data and reports, GO LIVE period and project closeout. We are tentatively scheduled to GO LIVE at the beginning of January 2024.**
 - **I am conducting account access processes for the City Accountant I to complete configuration training relative to software security, general ledger, reconciliation, accounts payable, and purchasing processes. Administration, Court and Police Department staff are set up for training on front office use of the e software applications.**

Public Works Matters

I received word from the leaf loader manufacturer that delivery "is currently delayed due to a unexpected parts shortage at the factory." The dealer has advised that he is "trying everything he can to move this unit forward, but ...it looks like an end of November/early December completion."

- In the interim, I have conversed with Public Works regarding an alternative for leaf collection until the unit has arrived. Public Works began on Lakeshore on Monday, October 30th, 2023 removing leaves from the roadway. **Leaf removal will follow an established schedule by street, and the Administration/Public Works Department will continue working to devise and to implement the best alternative plan for leaf collection. This plan includes continuing work to identify commercial contractors for leaf collection.**

City Committees: None.

Elections:

Meeting was scheduled with the DeKalb County Elections Supervisor during the week of November 13, 2023 to discuss scheduling for the process to hold the City's special called election in conjunction with the March 12, 2023 Presidential Preference Primary (PPP).

Page 3 of 5

This meeting was rescheduled by the BORE office and the most recent discussion with the Elections Supervisor was held today, 11/28/2023. The election will be held for the open position of Council that was previously held by Mrs. Brandy Hall. The seat is being filled for the remainder of the vacant seat's term which is set to expire on December 31, 2025. Council consideration of a Call for Special Municipal Election has been requested for 11/28/2023 along with Council consideration of a resolution appointing the DeKalb BORE to conduct the election. The qualifying period is tentatively set for Monday, January 8th through Wednesday, January 10th, 2024 pending the BORE's confirmation of the ballot proofing deadline. Final and official dates will be published with the call for election no later than December 7th, 2023.

The 2024 Newly Elected Officials Institute is scheduled for February 28-March 1, 2024 (Athens, GA) or March 20-22, 2024 (Tifton, GA). All newly elected officials are required to complete the training.

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. **The City Manager is working on preliminary audit report data in conjunction with the City's independent auditor. Next step is finalization of the preliminary report data, completion of Management's Discussion and Analysis, and scheduling of the presentation of the audit report to the City Council.**

Following the 11/22/2023 receipt of the latest draft of audit data, a financial report summary for the 2023 fiscal year is expected to be presented to Council during the December 12, 2023 regular session.

Applications/Licenses:

- One alcohol license application has been submitted for the Family Dollar location. Scheduling of the item for public hearing will take place after all other prerequisites for the application and public notice are adhered to. **The tentative date for public hearing on the matter has been moved from 11/28/2023 to 12/12/2023 upon request of the applicant.**
- **Notices for 2024 Occupational Tax (Business License) Renewals and 2024 Alcohol Privilege License Renewals have been mailed by the Administration Office. Current 2023 licenses are due to expire on 12/31/2023.**

Policy/Procedures Drafts (in process):

- Amendment of the City of Pine Lake Police Department Reserve Officer Policy
- Amendment of the City of Pine Lake Personnel Policy
- Composition of a Short-term Rental (land use) Policy
- **Composition of an Administrative Standard Operating Procedure's Manual for Licensing and Permitting**

Required Reporting: My office has begun report preparation for the Immigrations/Contractor/Licensing reports required by the Georgia Department of Community Affairs. My office has also completed elections reporting and has begun the FY2023 year-end reporting process.

Education and Training:

I have completed two sessions of the Public Finance Leadership Academy to-date. The Academy is provided by the University of Georgia's Carl Vinson Institute of Government and the Georgia Government Finance Officers' Association.

Other City Matters: None

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