

# Memorandum

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Manager  
**Date:** October 31, 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:*

#### 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.**

##### **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.**

### **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. 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. The Administration Office is gathering and providing documentation to the professor regarding wetlands construction, previous agency permitting, etc.**

### **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.
  - **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.**

### **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.

- **Complete road closure is scheduled from 7pm Friday, November 3<sup>rd</sup>, 2023 through 5am Monday, November 6<sup>th</sup>, 2023. The Rockbridge Road closure will extend from Allgood Road to Rowland Road.**
- **Grading, forming, and pouring of all sidewalks is scheduled to be completed by the middle of the week of 10/30/2023. All storm drains structures are also scheduled to be completed by the end of next week of 10/30/2023. The contractor will be doing roadway grading in the new eastbound lane prior to the weekend's closure.**

## 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 has been received.**

## 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.
- 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.
  - **We are now engaging in phase II – Data Conversion. This phase is expected to last for the next several weeks. The required data has been transmitted 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 being 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 30<sup>th</sup>, 2023 removing leaves from the roadway. Leaf removal will follow an established schedule by street, and the Administration Office will continue working to devise and to implement the best alternative plan for leaf collection”.

**City Committees: None.**

### ***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  
Moiria Nelligan

Candidates for Council are:

Nivea Castro – Incumbent  
Jeff Goldberg  
Thomas Torrent

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.

**NOTE:** I have a meeting 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). 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 was set to expire on December 31, 2025.

#### ***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.**

**A financial report summary for the 2023 fiscal year will be presented to the City Council no later than the November 27<sup>th</sup>, 2023 regular meeting of Mayor and Council.**

#### **Lake Health and Maintenance:**

- Final draft form of Ordinance 2023-04 – Lake, Parks, and Recreation policy was heard by Council for on 09/26/2023. Official presentation of first read was conducted on 10/10/2023. **Second read and adoption of the ordinance is scheduled for 10/31/2023.**

#### **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 is Tuesday, November 27<sup>th</sup>, 2023.**
- **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.

**Education and Training:**

City Manager Thornton attended the Kick-off event and first financial leadership academy course for the Public Finance Leadership Academy on October 16<sup>th</sup> through 18<sup>th</sup>, 2023. 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:***

The Fall 2023 Mayor and Council Retreat is scheduled for Saturday, November 11<sup>th</sup>, 2023 from 9am to 2pm. Details regarding the meeting location are scheduled to be published within the week.

**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