

## City Manager (Administration) Report for January 14, 2025

Good evening Mayor Pro Tem, Council Members, Colleagues, and Neighbors,

The informal unpublished administration report for my first official City Council meeting as City Manager does not set a precedence for the future as future reports will be written and transmitted ahead of presentation.

In some ways, this inaugural informal presentation is fitting to speak with you after my first two weeks on the job.

Tonight's report is perhaps more of a City Manager personal report than the more traditional and future comprehensive Administration report.

I'd like to share some early observations:

First, it has been a delightful learning and listening experience getting to meet with each member of the governing body and getting to know members of the staff team and there's more of the same to come.

You have shared healthy discourse and pointed out other resources for my edification.

I haven't absorbed nearly all of it but I've gotten started and I'm quite intrigued and excited of my role in helping Pine Lake come closer to its full potential on behalf of this most deserving community.

A most valuable resource pointed out to me and discussed by most of you was the Retreat session and report held by the City Council this past fall on October 25, 2024.

I've had a chance to read, review, and already use as a reference document the "Retreat Report."

At a minimum, your meeting of the minds (through I'm sure some tough discussions) serves for me as a blueprint of your guidance, direction, and priorities to build better community.

It also clearly mirrors some of the discussion topics and points made during this meeting.

I'd like to briefly highlight some of your consensus and conclude my remarks with a syllabus of the immediately influenced administrative strategy ahead.

I will tell you that there's hardly a strategic action, priority, or goal that doesn't have "communication" as an underlying theme.

As captured by the Georgia Municipal Association (GMA) Facilitator for the Retreat, you discussed, among others, 3 top Strategic Action Items:

1. Develop an internal process for how information is placed on the agenda.
2. Revamp the project management outline to capture monthly updates.
3. Determine a point person that disseminates city information.

Collectively, you took a listing of each of your individual strategic priorities and narrowed them to a top five from the master listing with "Communications" rising to the top of the list:

As summarized: "Clear, transparent, and timely communication on issues, topics of discussion, and the status of ongoing projects and programs."

Finally, you outlined 4 Goals with an action statement, objectives, responsible parties, and timetable.

You have given this new City Manager and the administration a blueprint for delivering.

I am appreciative and accountable to deliver on your priorities.

And now the Syllabus that I mentioned for the administrative "course" so to speak.

I am currently holding initial meetings with individual members of the staff whether City employees or contracted partners.

Together, we form the administrative team and regardless of discipline we must work from the same playbook in order to meet the Council's priorities.

We will be coming together regularly as the Pine Lake Community Building Team (CBT) to prepare strategically and deliver effectively including an inaugural meeting most likely to be held in February to review the strategic direction and priorities of the City Council.

Now I must tell you that it is important that your strategic priorities line up with the budget so I consider it as an opportunity to help finalize amendments of the current 2025 budget and in developing the 2026 Budget.

Within the first quarter of my tenure, the CBT and I will develop and present at least monthly a Strategic Performance Report (SPR) that is comprehensive, substantive while concise, easy to read, and illustrative of the challenges, opportunities, regress, and progress on the priorities and issues important to the Pine Lake governing body and our neighbors.

I believe this information will be the fuel for the "communications" priorities and outlets that you previously discussed last fall and as recently as this evening.

Thank you and I am happy to be here.

NOTICE OF ABSENCE LAST WEEK OF THIS MONTH

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