



Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: June 27, 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 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

- Requests for proposal have been received and are being reviewed by the Administration
- **Council is set to consider proposals for architectural design of the renovations to the Courthouse Facility on 06/27/2023.**

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.

INTERIM CONTRACT AND PUBLIC WORKS SERVICES

- **Contractors have begun/completed maintenance of the grounds on around the trails along the dam, and eastern and western wetland areas and the lake area adjacent to Lakeshore.**

ENVIRONMENTAL INFRASTRUCTURE MAINTENANCE

- **Site inspection of the City's eastern wetlands was conducted by the City's Environmental Engineer during the week of June 7. At that time it was noted that flow of waters in the area was at operational level. However, evidence of the emission of the odor of sewage was found to be attributed to improperly sealed sewerage system junction boxes. It was the documented determination of the City Engineer that the swarm of mosquitoes is an effect of the open junction boxes. Noting a public health concern, DeKalb County Watershed and the City's DeKalb County Commission representative (Commissioner Bradshaw) have been contacted regarding the matter.**
- **The City Administration is working to collaborate with Georgia Southern University on a practicum project for assessment of the City's environmental infrastructure (lake, dam, and wetlands). The project proposes assessment of the infrastructure, draft of a plan to maintain such infrastructure (including findings related to skills and knowledge necessary to successfully fulfill operations and maintenance of such infrastructure.**

Rockbridge Road (DeKalb County SPLOST Project):

Update

DeKalb County and the SPLOST Project Management Team are working to conduct a July 2023 town hall for the purpose of providing update to Pine Lake citizens and stakeholders.

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.

05/04/2023 The water main work has continued slow but steady [being that] the weather has been favorable, finally. The contractor will complete the crossing and fire hydrant installation at the Rowland/Popular and Rockbridge this week. They plan on starting the crossing at the Family Dollar next week. The Prime contractor has come through and corrected the traffic control.

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:

Chief Green and I met on Monday, May 1, 2023 to discuss scheduling and programming for the rededication event. Event details are forthcoming. 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 is set for consideration during the June 27th, 2023 meeting of Mayor and Council. Three (3) public hearings have been scheduled to receive public comment regarding. The hearings are scheduled for June 20th, 2023 at 11am and 6pm and June 27th, 2023 at 7pm.**

- 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 is scheduled to present initial draft to Council on 06/27/2023 as the Council begins to consider policy amendments. Please be advised that 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.
- **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.

City Committees:

- **Stewards of Environmental Education and Design**
SEED is scheduled to have a meeting on June 28th, 2023 at the Pine Lake Clubhouse, 7pm, 470 Clubhouse.

Financials and Audits:

FY2022 Budget Reconciliation and FY2022 Audit Preparation

The Administration Office has worked to prepare financials and reports for the 2022 audit. The City entered into a letter of engagement with James Whitaker, PC to conduct the 2022 audit and the Administration delivered its financials, documents, and reports to Mr. Whitaker on June 7, 2023.

Workers Compensation Audit

The Administration Office has received notice from GMA's Workers Compensation Audit division to conduct the City's annual workers comp audit. We are working to compile all requested documentation in anticipation of the audit visit. The visit has not yet been scheduled.

Applications/Licenses:

The Administration has processed 28 business license renewals and two (2) alcohol license renewals and one (1) new alcohol license for the 2023 year.

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.

Required Reporting:

The City's 2022 SPLOST Expenditure Report is set to publish in the City's local news organ (The DeKalb Champion) on June 29th, 2023.

Education and Training:

City Manager recently attended the Georgia Municipal Association conference. There was an opportunity presented to converse with Bee Nguyen, representative of Senator Warnock's office, about collaborating with the senate office to identify and apply for federal funding for repair and maintenance of the City's dam and wetlands infrastructure.

Other City Matters:

2023 SPLOST

Tentative deadline for DeKalb cities to pass resolution regarding project referendum for the 2023 Special Purpose Local Option Sales Tax (SPLOST) is Labor Day 2023. DeKalb and its municipalities are expected to settle on the population/calculation formula for the cities by July 1, 2023. The referendum is scheduled for the November 2023 general election ballot and the Georgia legislature has passed a bill that has removed the percentage and specific nature of project restrictions that were attached to the 2017 SPLOST. Council should begin considering the nature of projects that it would like to include in its referendum. SPLOST is an optional one percent county sales tax used to fund capital outlay projects proposed by the county and participating qualified municipal governments. In general, county and municipal governments may not use SPLOST proceeds for operating expenses or maintenance of a SPLOST project or any other county or municipal facility or service.

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

Thank you,
CMThornton