

Memorandum

TO: Mayor and City Council
FROM: City Manager ChaQuias M. Thornton
DATE: February 27, 2024
RE: City Manager's Report

NOTE: **Bold text** information is new or updated information.

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 has been assembled and advertisement is posted for the receipt of project bids at:

The Pedestrian Bridge Replacement invitation to bid is posted on the Georgia Procurement Registry at:
<https://ssl.doas.state.ga.us/gpr/>

Under:

Event ID: PE-66498-NONST-2024-000000001 (PEDESTRIAN BRIDGE REPLACEMENT - PROJECT BID NO. PW 2024-001)

The announcement can also be found on the city's website at:
<https://pinelakega.net/PublicWorks.aspx>

The engineer has reported that there has been significant interest in the project with over 3 pages of requests for bid package.

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 design firm presented during the 10/10/2023 session of Council to 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 February 2024.
- **Quote for bid package, construction form, and qualifications/bid package review has been requested for composition of the front end bid documents.**

DAM PROJECT

Invitation to bid for the Dam Repair Project was published in the City's local news organ (The DeKalb Champion) and on the Georgia Procurement website on June 29th, 2023. Bids were 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.

December 2023 meeting with City Engineer has resulted in a plan to contact environmental specialists firms (one of which was involved in construction of the dam and wetlands systems). The idea is to consult with a firm regarding current condition and plan for future maintenance.

ECONOMIC DEVELOPMENT STRATEGY

- The City Manager's office presented proposal to the Georgia State University Andrew Young School of Policy Studies 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. 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.**
 - **The City is also planning to engage the Department of Community Affairs and other offices, agencies, and persons to help for formulate sections of the plan.**
 - **The City Manager requests Council consideration of the formation of a Downtown Development Authority. As the city considers its ability to accumulate quality growth in the form of mixed-used developments – in an effort to enhance the City's commercial and professional environments – it is important to develop a body whose focus is on guidelines and**

standards that encourage, protect and enhance quality growth – specifically in the commercial corridor.

Rockbridge Road (DeKalb County SPLOST Project):

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

Poplar Park

The City Council approved DeKalb County’s sub-award agreement for the Poplar Park Project on 01/09/2024. Agreement has been executed and submitted back to the appropriate offices at DeKalb. The city awaits agreement funding in the amount of \$53,250. Mayor Hall is expected to present her nomination of Poplar Park Ad Hoc Committee Appointees during the regular meeting on 01/30/2024.

Meeting was held between the City Manager’s Office and Chair of the Ad Hoc Poplar Park Planning Committee Chairperson Augusta Woods to discuss administrative/meeting protocol for the group and purpose of the committee.

Mural Project

Communication is continued 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. The City is awaiting next steps.

Administrative Matters

- Financial Software – Data conversion for core financials has been accomplished. The 2023 and 2024 budget have been uploaded and 2023 trial balances and balance sheet data is balanced as of 12/31/2024. The payables and bank reconciliations module implementation has also been accomplished. City Manager’s office is working through requisition/purchase order module implementation and cash receipts implementation this week. Transition to Support meeting was held on 01/25/2024 to prepare for the conclusion of software implementation and for the commencement of independent use of the product.
- The Administration Office (Finance) is working (live) within the new system and are continuing to track financials within both the Quikbooks and the ERP Pro 10 system to ensure adequate process of information (specifically pertaining to the upcoming FY2023 audit).

Public Works Matters

- Leaf loader – On 01/10/2024 I received correspondence that manufacture of the leaf loader would be complete in about a week. The city is currently awaiting delivery notification.
 - The new leaf vacuum was delivered on 02/20/2024 and the Manager’s office is working to adequate human capital to set a weekend pickup day.

Stormwater/Environmental Matters

- **Clark Patterson Lee has completed stormwater pipe inspections to satisfy the City’s MS4 (Municipal Stormwater System) requirements for this audit reporting period.**
- **Stormwater training will be held for public works and compliance staff in March 2024.**
- **Variance application for proposed development at 662 Oak Hill Circle was denied by the DeKalb County Zoning Appeals Board.**
- **Clark Patterson Lee has been engaged to review a variance application for potential impact to city property.**

Elections:

The City’s special called election will be held 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 is set to expire on December 31, 2025. The City Council has appointed the DeKalb

BORE to conduct the election.

Two candidates have qualified for the election. They are:

Tom Ramsey

Tommie Storms

Thank you to Shirley Kinsey and to Matthew Collins for service on the Vote Review and Duplication Panels for the election.

The 2024 Newly Elected Officials Institute is scheduled for February 28-March 1, 2024 (Athens, GA. All newly elected officials are required to complete the training. **Both newly elected Councilpersons Goldberg and Torrent are registered for the training.**

Financials and Audits:

The Administration Office has begun preparation for the FY2023 audit. Audit onsite visit date is to be determined.

The Administration Office is currently preparing for its annual Worker's Compensation audit.

Applications/Licenses:

The Manager's Office has completed application for its 2024-25 Georgia Inter Risk Management Association's general liability and casualty insurance policy (to include cyber liability and site pollution incident coverages).

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**
 - **Draft policy is in review with Administration and Zoning Offices**
- Composition of an Administrative Standard Operating Procedure's Manual for Licensing and Permitting
- **Communications Policy (To include media management and retention provisions)**

Required Reporting:

Education and Training:

City Committees:

- **I would like to work towards scheduling meetings with the chairpersons and any appropriate officers of any of the official committees of the City. Committees are to include SEED, MAPS and the newly formed Poplar Park Planning Committee.**

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