



# Memorandum

**TO:** Mayor and City Council  
**FROM:** City Manager ChaQuias M. Thornton  
**DATE:** April 30, 2024  
**RE:** City Manager's Report

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

NOTE: This document was not presented in conjunction with a meeting of Council but, is provided as periodic update of the Administration Office of the City.

**Administration/Municipal Court/Public Works/Recreation/Personnel *Employment Positions:***

**The City is posted announcement soliciting application for a Seasonal/Temporary Beach Monitor**

**Current City Projects:**

## **INNER BERM BRIDGES**

**One sole bid was received for the Inner Berm Bridges project. Council has accepted the bid and has awarded bid to Cline Corp. in the amount of \$275,000. Collective funding options will include set aside General Fund allocations (original American Rescue Plan Act dollars), unrestricted General Fund Balance allocations, and Special Purpose Local Options Sales Tax II (SPLOST II) allocations.**

## **COURTHOUSE/PUBLIC SAFETY FACILITY RENOVATIONS**

- Next step is the composition of bid packet for the solicitation of bids for renovation contractors. Bid solicitation will be advertised in February 2024.
- **The City's engineers (Clark Patterson Lee) are finalizing construction contract form, and qualifications/bid package for solicitation of bids for construction of the design presented to the City by the architectural design firm TSW.**
- **Sub-contractor with the City's 3<sup>rd</sup>-party IT Specialist (VC3) is providing proposal for audio visual upgrades for the space.**

## **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 29<sup>th</sup>, 2023. Bids were 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. 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.

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.

**The City is exploring services to complete assessment of infrastructure and composition of standard operating manuals for the City's lake/parks/wetlands infrastructure and for standard maintenance and operations for regularly occurring public works functions.**

### **ECONOMIC DEVELOPMENT STRATEGY**

The City Manager requested 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.

**SB592 has been passed by the Georgia General Assembly and it is anticipated that the bill will be signed by the Governor by July 1, 2024. The application and implementation of Economic Development Strategies are ongoing. These strategies include;**

- **Enterprise Zone Application for Designation**
- **Opportunity Zone Application for Designation**
- **Urban Redevelopment Plan Adoption**
- **Zoning Ordinance and Map Amendment relative to SB592 – Annexation of Property**

**During the Spring Retreat on 04/27/2024 Council and Administration discussed the process to activate its Downtown Development Authority. City Attorney Susan Moore is to present memorandum to Council on the local authority and function the DDA. Council has discussed a plan to appoint members and to focus efforts of the DDA on the development, redevelopment, and revitalization of the City's commercial district (Rockbridge Commercial Corridor).**

### **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 of the Poplar Park Planning Ad Hoc Committee (Chairperson Augusta Woods) have commenced to discuss the programming for the Park. The City is still awaiting receipt of the \$52,500 funding awarded from the DeKalb County District 7 funding source. DeKalb Commissioner Lorraine Cochran-Johnson facilitated securing the award from the County.**

### **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.

**In the week of 04/22/2024 the City Manager's office submitted invoice to the DeKalb County District 4 funding source for \$20,000 in awarded allocation for completion of the City's mural project. DeKalb County Commissioner Steve Bradshaw facilitated securing the award from the County.**

### **Administrative Matters**

**The City Manager worked to submit American Rescue Plan Act reporting to the Federal Treasury on 04/6/2024. Reporting was due on 04/30/2024.**

**FY2023 Financial Audit is underway. The Administration has presented records to the City's Auditor for review and opinion.**

### **Public Works Matters**

**3<sup>rd</sup> party contractors have been engaged and utilized to assist with growing season maintenance of the city's lake, wetlands, and administrative properties. The lake and other properties are on rotating schedule to be maintained by City staff and contractors. The eastern and western wetlands have been scheduled for maintenance.**

**The sheep grazing activities on the outer dam and inner berm areas are significantly complete. It is expected that the areas will be returned to public use within the next week.**

**The truck used to tow the leaf machine is scheduled for maintenance and is expected to return to use soon.**

### **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 was 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.

### **Elections:**

### **Financials and Audits:**

**FY2023 Financial Audit is underway. The Administration has presented records to the City's Auditor for review and opinion, and is engaging in ongoing administration of the audit process.**

**The Administration Office has prepared for its annual Worker's Compensation audit and it awaiting a date scheduling for the onsite audit visit..**

**Applications/Licenses:**

Local alcohol license has been revoked for one commercial establishment. There are two (2) alcohol license renewals under pending review. The Administration continues to process local business license (Occupation Tax Certificate) renewals for the 2024 year. Any licenses renewed after May 1 are considered suspended and are being assessed a 10% penalty for renewal.

**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**
  - **Anticipated May and June scheduling for Council review.**
- Composition of an Administrative Standard Operating Procedure's Manual for Licensing and Permitting
- **Communications Policy (To include media management and retention provisions)**
  - **Council has reviewed draft of the Social Media Policy and has issued directive to first begin review and update of the City's website. The website serves as the official media outlet for the City.**

**Required Reporting:**

The City Manager worked to submit American Rescue Plan Act reporting to the Federal Treasury on 04/6/2024. Reporting was due on 04/30/2024.

**Education and Training:**

All newly elected officials have completed the mandated Newly Elected Training. Asst. City Clerk Ned Dagenhard has completed his initial mandated New Municipal Clerk's Training session – as mandated.

**City Committees:**

- Council has consented to the review of all City committees.

**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