

# Memorandum

**TO:** Mayor and City Council  
**FROM:** City Manager ChaQuias M. Thornton  
**DATE:** May 14, 2024  
**RE:** City Manager's Report

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

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

The City of Pine Lake has entered a Professional Services Agreement with Mr. Bernard Kendrick for special projects management responsibilities related to Public Works. Mr. Kendrick joins us with over 25 years of management experience in the public and private sectors. He holds certifications in such areas as public works management, flood plain management, wastewater collections operations and maintenance, facilities management and has a background in engineering. Some of the service deliverables for the Special Projects Management position are, but are not limited to:

- Assessment of street infrastructure for maintenance prioritization including compiling of conditions list and creation of maintenance schedule(s);
- Assessment of stormwater infrastructure including compiling of conditions list and creation of maintenance schedule(s);
- Assessment of environmental and recreational infrastructure (lake/wetlands/parks) including compiling of conditions list and creation of maintenance schedule(s);
- Assessment and scheduling of public works duties and tasks (regular operating) including drafting comprehensive Public Works Standard Operating Procedures (regular operations and maintenance) customized for the City;
- Formulation of vendors list and contacts for public works;
- Assisting Administration in administering public works projects as assigned from assessment of project scope to project completion;
- Plan, schedule, and assign work duties that are under the Public Works department's purview including instructing and training in correct methods and procedures as necessary and examining work for completion;

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.

**The City and the Administration appreciate and welcome the inquiries that have been presented regarding the project. Information regarding the project can be reviewed at City Hall and a form of communication is being drafted to provide project information on the city's website.**

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

- **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. Awaiting response for a "construction set" of plans from TSW, as requested by the City's engineers.**
- **Sub-contractor with the City's 3<sup>rd</sup>-party IT Specialist (VC3) has provided proposal for audio visual upgrades and security upgrades for the space.**

#### **ENVIRONMENTAL INFRASTRUCTURE MAINTENANCE**

##### **DAM PROJECT**

##### **STOMEWATER MAINTENANCE**

**The City is awaiting draft intergovernmental agreement from DeKalb County regarding an additional \$2million in SPLOST II funding allocation. The monies are intended for project completion that has mutual benefit for City and County systems. The City's dam maintenance project and other stormwater related projects were identified as projects to fulfill the intended purpose of the funding. Currently, the agreement is under review by DeKalb County legal offices. The Administration will continue to provide updates regarding.**

##### **MUNICIPAL STORMWATER SYSTEM REPORTING (MS4)**

- **Clark Patterson Lee has completed stormwater pipe inspections to satisfy the City's MS4 (Municipal Stormwater System) requirements for this audit reporting period. The Environmental engineer assigned to the City is continuing to gather information from the Administration and Public Works Departments and Offices for fulfillment of the required reports.**

#### **ECONOMIC DEVELOPMENT STRATEGY**

**SB562 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. 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).**

**Zoning Map Amendments to incorporate the properties annexed under SB562 has been initiated by the Administration (City Manager). Public notice has been**

submitted to the local news organ and is set to run during the 05/16/2024 publication. The amendments are set to run the following course:

**05/28/2024** – presentation of Ordinance 2024-03 and 2024-04 to amend the official zoning map of the City to incorporate the annexed parcels into the City limits of Pine Lake and to assign Commercial (C), Village Commercial (VC) subarea designation to the properties.

**06/25/2024** – hearing to received public input on the zoning map amendments

**06/25/2024** – 1<sup>st</sup> reading of Ordinances 2024-03 and 2024-05

**07/09/2024** – 2<sup>nd</sup> reading and adoption of Ordinances 2024-03 and 2024-04

### **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 continue to await agreement funding in the amount of \$53,250.**

### **Mural Project**

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**

#### **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 continued 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.**

#### **Elections:**

**May 21, 2024** – General Primary/Non Partisan elections will be held. The City's polling place will be the Clubhouse Facility located at 470 E Clubhouse Drive. Early voting ends Friday, May 17, 2024.

#### **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. The onsite audit visit is scheduled for Wednesday 05/15/2024.

I am still working to complete a set of financials for the 1<sup>st</sup> quarter of 2024, with expenditure analysis to-date. Once report and analysis are finalized, I will forward the report to Council. I ask that Council will consider allowing presentation of the completed report during the next

regular session of Council.

**Applications/Licenses:**

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:**

**Education and Training:**

I have completed the University of Georgia's Carl Vinson Institute of Government's Public Finance Leadership Academy as of 05/03/2024. Completion of the program resulted in 91 credit hours in the areas of Advanced Debt Management, Consolidation of Fund Level and Government Wide Financial Statements, Treasury Management, Internal Control, Economic Development Strategies and Funding Options, and a portfolio of other financial leadership topics. I thank the City for its investments that lead to not only my enrollment in but to my successful completion of the Academy.

**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