

Memorandum

TO: Mayor and City Council
FROM: City Manager ChaQuias M. Thornton
DATE: July 09, 2024
RE: City Manager's Report

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

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.

Fully executed contract was returned to Clark Patterson Lee on 06/26/2024. I have not received word on the expected mobilization date and will provide update as information becomes available.

COURTHOUSE/PUBLIC SAFETY FACILITY RENOVATIONS

- The City's engineers (Clark Patterson Lee) are working with TSW (architectural design) to finalize construction plans. CPL has been engaged to compose the contract form, and qualifications/bid package for solicitation of bids for construction.
- Sub-contractor with the City's 3rd-party IT Specialist (VC3) has provided proposal for audio visual upgrades and security upgrades for the space.

ENVIRONMENTAL INFRASTRUCTURE MAINTENANCE

DAM PROJECT

STORMWATER MAINTENANCE

Draft intergovernmental agreement from DeKalb County regarding an additional \$2million in SPLOST II funding allocation has been presented to the cities' attorneys. In current draft form, it is proposed that the cities will receive monies in one lump sum. City Attorney Moore and I have reviewed the draft form and are awaiting next steps. 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. The Administration will continue to provide updates regarding.

MUNICIPAL STORMWATER SYSTEM REPORTING (MS4)

The 2024 Phase I Large MS4 Permit for Pine Lake has been reissued with an effective date of Tuesday, June 11, 2024. The permit will be posted on the Georgia Environmental Protection Division, Watershed Protection Branch Permit and Public Comments Clearinghouse: <https://epd.georgia.gov/forms-permits/watershed-protection-branch-forms-permits/watershed-protection-branch-permit-and> as well as the Municipal Stormwater webpage: <https://epd.georgia.gov/watershed-protection-branch/stormwater/municipal-stormwater>.

ECONOMIC DEVELOPMENT STRATEGY

SB562 was passed by the Georgia General Assembly and was subsequently signed by the Governor. The application and implementation of Economic Development Strategies are ongoing. These strategies include:

- Zoning Ordinance and Map Amendment relative to SB592 – Annexation of Property
 - **Second Read of the Ordinances for Map Amendment is set for 07/09/2024**
- Urban Redevelopment Plan Composition, Review and Adoption
- Re-activate the City's DDA
 - **Scheduled to come before the City Council for discussion during the August work session on 08/13/2024**
- Enterprise Zone Application for Designation
- Opportunity Zone Application for Designation
 - **City to consider engaging Economic/Community Development consultant for assistance with applications and URP review.**

Poplar Park

The city continues to await agreement funding in the amount of \$53,250.

Mural Project

The city continues to await DeKalb County District 4 funding in the amount of \$20,000 - awarded for completion of the City's mural project. DeKalb County Commissioner Steve Bradshaw facilitated securing the award from the County.

Administrative Matters

Financials and Audits:

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

Applications/Licenses:

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 – **Done – In Administrative Office Review**
- 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:

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