

Memorandum

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: August 29, 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 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 remainder of 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 anticipating the receipt of a full set of plan drawings and specifications by Friday, September 8th, 2023.**

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 Administration and Public Safety Offices joined TSW during the firm's sight visit on 07/21/2023. The purpose of the visit was to gain project perspective and to conduct inspection of the space to fulfill composition of current condition of the space and to begin shaping design options for the space. **The City expects cost estimates for design by September 15, 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. **Nine (9) bid inquiries were received by the City's engineers. However, no formal bid submittals were received by the bid closing date.**

INTERIM CONTRACT AND PUBLIC WORKS SERVICES

- **Contractors continue to be engaged to complete grounds maintenance projects around the city to aid in the public works function in the interim shortage of public works staff. Contractors have been used to intermittently maintain the dam, wetlands, Lakeshore Drive, inner berm, and city hall spaces of the city.**

ENVIRONMENTAL INFRASTRUCTURE MAINTENANCE

Creation of standard operating procedures manual and survey of infrastructure – ongoing.

ECONOMIC DEVELOPMENT STRATEGY

- **The City Manager's office presented proposal to the Georgia State University Andrew Young School of Policy Studies on August 15th 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. By Friday of next week (9/1) students will rank the projects in order of preference, and teams of 3-5 students will be formed based on the rankings and skill sets of students. If selected, the city will be notified by 9/5 with the names of your student team, the project advisor, and next steps for meeting to kick-off the project.**

Rockbridge Road (DeKalb County SPLOST Project):

New update will be provided in report given by Chief Y'hudah-Green

Update 07/18/2023

Both the 8" and 24" water mains have been installed. The 8" lines have been successfully pressure tested and service line connections are continuing for the businesses along the line.

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.

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:

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 was set at 16.481 mils. The Administration Office has received the certified tax digest for the City's 2023 assessment of real and personal property and public utilities. I have worked to complete analysis of the digest in comparison to the 2023 budget and will present necessary budget adjustments to Council during the 08/29/2023 regular meeting of Council.**

Adjustments are in line with those presented during consideration of 2023 millage rate adoption. Preliminary analysis reveals that the approved digest is \$8,000 more than the preliminary digest, with the difference being in the value of exemptions.

- **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. As the City Council and Administration prepares for the budget season (for the purpose of considering adoption of the FY2024 budget), the next session will include the topic of Local Government Budget Process and Getting to Know Your City's Budget Document. **Tentative date is scheduled for Thursday, September 14th, 2023. Please be on the lookout for session invite/flyer.**
- **Financial Software – City Manager Thornton has connected with Tyler Technologies to begin implementation of the conversion from QuickBooks to InCode Financial Software. The new software will allow for the necessary fund accounting that is required for local governments. The first implementation meeting was scheduled for Friday, August 11th, 2023. The Manager's and Accounting Offices have completed phase I of software implementation and will move forward with phase II conversion during the next few weeks.**

City Committees:

- **Stewards of Environmental Education and Design**
SEED expects to present a report to Council during the 08/29/2023 meeting of Council regarding lake health and maintenance.

Elections:

On November 7, 2023, a municipal general election will be held in the CITY OF PINE LAKE. Candidates who are elected in said election shall serve for a term of four years.

Seats up for election are:

Mayoral Seat – Currently held by Mayor Melanie Hammet
Councilmember Seat – Currently held by Tracey Brantley
Councilmember Seat – Currently held by Nivea Castro

Notices of candidacy and the appropriate affidavits were filed in the office of the Election Superintendent (City Manager/Acting City Clerk) at City Hall, 425 Allgood Road, Stone Mountain, Georgia during the qualifying period that began at 8:30 a.m. on the 21st day of August 2023 and closed at 4:30 p.m. on the 23rd day of August 2023. Five persons qualified for office – two (2) for the position of Mayor and three (3) for the position of Council.

Candidates for Mayor are:

Brandy Hall
Moira Nelligan

Candidates for Council are:

**Nivea Castro – Incumbent
Jeff Goldberg
Thomas Torrent**

The last day to register to be eligible to vote in this general election is October 10, 2023.

The general election will be held in the regular polling place, City of Pine Lake Clubhouse, 470 Clubhouse Drive, Pine Lake, Georgia 30072. The polls will open at 7:00 AM and close at 7:00 PM.

Financials and Audits:

FY2022 Budget Reconciliation and FY2022 Audit Preparation

Preparation of the FY2022 audit report is ongoing.

Moratorium Preparation/Lake Health and Maintenance:

- **“No Fishing – Temporary Moratorium Enforced” signs were installed around the lake area on Friday, July 14th, 2023.**
- 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 was presented initial draft to Council on 06/27/2023. The Council was asked to begin considering policy amendments. 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. The Administration Office has asked that Council begin considering language regarding exclusive use (beyond normal recreational use) of the lake area’s land.**
- **New trash receptacles have been placed around the Lake and Park areas.**

Applications/Licenses:

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. The Administration Office has begun review of the Police Department’s Reserve Officer Policy and Attorney Moore is working on policy regarding second jobs for public safety officers.

Short-term rental (land use policy). The Administration Office and Legal are working on draft language for short-term rentals. Currently there is no language in the City’s Code to regulate such use and therefore, such use that is not expressly stated in the Code is considered by the Administration Office to be prohibited. Initial considerations of short-term language have been presented to the Administration Office by legal and are currently in review for future presentation to Council in draft form.

Required Reporting:

The Manager's office has completed renewal of the City's SAM's – Federal Award System registration. All required documentation has been presented to the County Elections Office and the applicable state offices relevant to local qualifying and upcoming elections reporting.

Education and Training:

Asst. City Clerk and Court Clerk Ned Dagenhard has completed the required Terminal Agency Coordinator certification.

Other City Matters:

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