

**CITY OF PINE LAKE
AGENDA
November 8, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

NOTE: All attendees are reminded to silence cellular phones and other devices that may cause interruption of the session proceedings.

Call to Order

Announcements/Communication

Adoption of Agenda of the Day

Adoption of the Minutes

- Regular Meeting – October 25, 2022

Public Comments – 3 minutes each please

OLD BUSINESS

NEW BUSINESS

1. Personnel Policy Amendment
2. Resolution 12-2022 - FY2022 Budget Amendment
3. Facility Use Agreement for Polling Precincts – The City of Pine Lake and DeKalb County Board of Registration and Elections

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

Staff Reports

Administration
Public Safety
Public Works

Reports/Comments

Mayor
City Council

Information for “The Pine Lake News” eblast.

Adjournment

CITY OF PINE LAKE
COUNCIL MEETING MINUTES
October 25, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

Call to Order – Mayor pro tem Jean Bordeaux called the meeting to order at 7:00 pm.

Present: Mayor pro tem Jean Bordeaux and Council members Tracey Brantley, Nivea Castro, and Brandy Hall. City Administrator ChaQuias Miller-Thornton and Chief of Police Sarai Y’Hudah-Green were also present. Mayor Melanie Hammet, Council Member Augusta Woods, and City Attorney Susan Moore were not present.

Announcements/Communication

None.

Adoption of Agenda of the Day

Council Member Castro motioned to adopt the agenda, seconded by Council member Brantley; the adoption of the amended agenda passed unanimously.

Adoption of the Minutes

- Public Meeting – September 27, 2022
Council Member Castro motioned to adopt the minutes, seconded by Council member Hall; the adoption of the minutes passed unanimously.
- Regular Meeting – September 27, 2022
Council Member Castro motioned to adopt the minutes, seconded by Council member Hall; the adoption of the minutes passed unanimously.

Public Comments – 3 minutes each please

There were not any public comments.

OLD BUSINESS

None.

NEW BUSINESS

None.

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
October 25, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

A member of the public expressed that the 2022 Lake Fest event was a great success.

Staff Reports

Administration

City Administrator Thornton reported on the vacant employment positions for Municipal Court Clerk and Public Works Supervisor and provided update on current city projects and the DeKalb County Rockbridge Road Project. Ms. Thornton also reported on miscellaneous administrative matters such as financial software training, and policy & procedures drafts.

Copies of the Administrative Report are on file in City Hall for reviewing. Please email missyeverner@pinelakega.net to request copy or call 404-999-4931 to schedule an appointment to review the copy on file.

Public Safety

Chief Y’Hudah-Green rendered report for the Police Department. She reported that LakeFest went well, the Police Department facility’s interior paint project has been completed, and that she is continuing to work on Code Compliance- creating a new normal.

Public Works

Public Works report was included in the City Administrator’s report.

Reports/Comments

Mayor

There was no mayoral report or comment.

City Council

There were no City Council reports or comments.

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
October 25, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Information for “The Pine Lake News” eblast.

DeKalb County's Program Management Team and the City of Pine Lake will host a Community Meeting, Wednesday, November 9, 2022, at 6:30 p.m. at the Clubhouse, located at 470 Clubhouse Drive, Pine Lake, Ga. 30072 to discuss the Rockbridge Road Construction Project.

Mid-term elections will be held on November 8, 2023. The voting location for Pine Lake residents is the Clubhouse on Clubhouse Drive.

The City is accepting resume/applications for the positions of Municipal Court Clerk (part-time) and Public Works Supervisor (full-time).

Adjournment:

motioned to adjourn; seconded by Council Member Hall and the meeting was adjourned at 7:42pm.

ChaQuias M. Thornton, City Administrator/Clerk

Memo

DATE: November 2, 2022
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Administrator
RE: Personnel Policy Amendment

The City of Pine Lake Employee Handbook, as revised on 10/14/2013, provides the following regarding **RESIGNATION AND TERMINATION:**

“Employees who voluntarily resign from employment are expected to give two weeks notice. Employees who do not provide two weeks written notice of their intent to resign and employees with less than three months of satisfactory service with the City will not receive payment for accrued unused personal leave. Employees who are terminated will receive payment for up to 30 days of accrued unused personal leave”.*

*240 hour equivalent

Personal (vacation) leave is paid leave that is available to regular full-time employees only. Employee Handbook provisions that govern personal leave are found in the **PERSONAL LEAVE / VACATION** section of the handbook. This section provides for the following:

“A total of 10 days (80 hrs) may be accrued and carried over to the next year, but must be used by July 1”.

*“Payment in lieu of personal leave is authorized only when an employee is separated from the City employment, provided that the employee has completed at least three months of satisfactory service. Payment for accrued personal leave upon separation shall be limited to 5 days**”.*

**This section provides for a limited 5 day payout upon separation (40 hour equivalent), which is different from the 30 days (240 hour equivalent) that is stated in the resignation and termination section of the policy. There is no definition given for the term separation. Additionally, under the current provisions, only 10 days (80 hours equivalent) can be carried over from year to year, however the allotment for final payout is up to 30 days (240 hours equivalent).

Therefore, the Administrator presents the following proposed amendments to the current policy, to provide clarity of process for payment of personal leave at an employee’s separation from the City. Separation is to include, but may not be limited to, resignation, termination, down-sizing, and reduction in force.

SEE NEXT PAGE FOR PROPOSED AMENDMENTS, AS PRESENTED

PERSONAL LEAVE / VACATION

Personal leave is paid leave that is available to regular full-time employees only.

All regular full-time City employees begin earning personal leave days upon the first day of employment. An employee's personal leave accrual is computed on a bi-weekly basis from the employee's date of employment. ~~A total of 10 days (80 hours) may be accrued and carried over to the next year, but must be used by July 1.~~ A total of up to 30 days (240 hours) may be accrued and carried over to the next year.

Employee accrual of personal leave, including carried over hours, is capped at a total of 240 hours.

Full-time employees will accrue personal leave in accordance with this schedule:

Years of Service	Personal Leave Days
0 – 12 months	5 (accrued @ 1.54 hours x pay period)
1 year up to 4 years	10 (accrued @ 3.10 hours x pay period)
4 years up to 14 years	15 (accrued @ 4.62 hours x pay period)
15 years or more	20 (accrued @ 6.16 hours x pay period)

Requests for planned personal leave must be made in writing and will be granted in accordance with the preference of the employee when possible; however, planned leave must be taken at the convenience of the department, and the department head's decision is necessary as to when planned leave shall or shall not be taken. In the case of unplanned absences for illness, emergency, etc. the employee is required to notify their immediate supervisor as soon as possible of the absence and the projected length of absence.

All department heads' planned personal leave shall be submitted in writing to the Director of Administration for approval. The Mayor will approve the Director of Administration's request for leave. Personal leave cannot be taken in increments of less than one ~~quarter hour~~ half hour. Part-time employees are not eligible for paid personal leave.

Payment in lieu of personal leave is authorized only when an employee is separated from the City employment, provided that the employee has completed at least three months of satisfactory service. ~~Payment for accrued personal leave upon separation shall be limited to 5 days.~~ Payment for accrued personal leave upon separation shall be limited to 30 days (240 hours).

RESIGNATION AND TERMINATION

~~Employees who voluntarily resign from employment are expected to give two weeks' notice. Employees who do not provide two weeks written notice of their intent to resign and employees with less than three months of satisfactory service with the City will not receive payment for accrued unused personal leave. Employees who are terminated will receive payment for accrued unused personal leave. Employees who are terminated will not be eligible for re-hire. Employees who are terminated due to down-sizing or reduction in force are eligible to receive 30 days of accrued, unused personal leave, including sick leave, and are eligible for re-hire.~~ An employee may resign by submitting a written resignation to the department head stating the reasons for resigning and the effective date. Notice of resignation should be provided to the department head as far in advance as possible, but a minimum of two (2) weeks' notice is required for an employee to resign in good standing unless the department head agrees in writing to accept a shorter notice because of extenuating circumstances. Employees whose employment is not terminated in good standing, will not be eligible for rehire. Employees who are terminated due to down-sizing or reduction in force are eligible for rehire.



Memo

DATE: November 4, 2022
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Administrator
RE: FY2022 Budget Amendment

Please see the attached FY2022 Budget Amendment (Resolution 12-2022), as proposed. The following amendments are presented to account for actual and estimated expenditures as encumbered and/or expected to be encumbered for the 2022 fiscal year.

Administration	<u>Increase</u>	<u>Decrease</u>
511100 Regular Full-time Employee 5.65% increase per employee to offset value of employee benefits paid in most previous employee group plan. Due to change in benefits plan the City is no longer eligible to pay alternative plan premium for employees who opt out of the City's plan due to alternative plan eligibility.	428.00	
512200 FICA Contributions	28.00	
512300 Medicare Contributions Associated employer taxes for proposed 5.65% increase	7.00	
512100 Group Insurance Administration positions of the City (Administrator, Administrative Coordinator, Municipal Court Clerk) are not currently participating in the City's plan and therefore no expense is expected to be incurred.		19,430.00
512101 Personal Services/Employee Benefits Other Employee health benefits costs have been incurred for an employee in lieu of participation in the City's health benefits plan.	1,575.00	
521220 Auditor Fees Budgeted cost for auditing services was \$21,000. Actual cost was \$19,500.		1,500.00
521241 Permitting & Inspection Actual cost incurred is higher than estimation at time of FY2022 budget adoption. A number plan reviews and inspection have been necessary over the amount of such services anticipated. \$6,800 was budgeted, and \$7774 has been incurred YTD.	2,565.00	
523200 Telephone, Internet - Other Actual cost incurred is higher than estimation at the time of FY2022 budget adoption. \$6,500 was budgeted, \$7,928 has been incurred YTD.	1,430.00	
523300 Advertising Actual cost incurred is higher than estimation at the time of FY2022 budget adoption. \$2,000 was budgeted, \$2,053 has been incurred YTD. Additional advertisement costs are anticipated before YE, as required by local, state, and or federal law.	1,000.00	

523600 Dues and Fees 833.00
 Actual cost incurred is higher than estimation at the time of FY2022 budget adoption. \$1,500 was budgeted, \$2,333 has been incurred YTD. Additional costs incurred have been for dues and fees payable for the 2021 DeKalb Chamber Fees, City Administrator/Clerk notary fees, and GMA Clerk's Training Fee.

Court

511300 Regular - Part-time 5,788.00
 512200 FICA Contributions 363.00
 512300 Medicare Contributions 90.00
 Reduction in cost due to vacancy in Municipal Court Clerk position.

521250 Public Defender Fees 3,000.00
 Actual cost incurred is higher than estimation at the time of FY2022 budget adoption. \$1,300 was budgeted, \$3,850 has been incurred YTD.

521290 Other Professional Services 1,655.00
 Actual cost incurred is higher than estimation at the time of FY2022 budget adoption. \$8,000.00 was budgeted and \$8,158 has been incurred YTD. These services include Contracted Court Services Clerks, Court Translation Services, and Cleaning Services.

523500 Travel 500.00
 523700 Education and Training 480.00
 Reduction in cost due to vacancy in Municipal Court Clerk position.

531100 Office Supplies 307.00

Police

511200 Regular - Full-time 1,750.00
 512200 Regular part-time 153.00
 512200 FICA Contributions 114.00
 512300 Medicare Contributions 26.00

5.65% increase per employee to offset value of employee benefits paid in most previous employee group plan. Due to change in benefits plan the City is no longer eligible to pay alternative plan premium for employees who opt out of the City's plan due to alternative plan eligibility. Plus associated employer taxes.

512100 Group Insurance 6,699.00
 Reduction in costs due to change in plan type.

522200 Automobile Repair and Maintenance 7,300.00
 Actual cost incurred is higher than FY2022 budget estimation at adoption. \$8,300 was budgeted, and \$13,562 has been incurred to-date. An additional \$2000 has been presented as an estimate for repair of the thermostat and coolant system in the Dodge charger.

Public Works

511200	Regular Full-time	339.00
512200	FICA Contributions	22.00
512300	Medicare Contributions	5.00

5.65% increase per employee to offset value of employee benefits paid in most previous employee group plan. Due to change in benefits plan the City is no longer eligible to pay alternative plan premium for employees who opt out of the City's plan due to alternative plan eligibility. Plus associated employer taxes.

521290	Other Professional Services	1,327.00
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Actual cost incurred is higher than estimation at the time of FY2022 budget adoption. \$1,560 was budgeted and \$2,500 has been incurred YTD. These services include Cleaning Services and Pole Light Installation.

522240	Grounds Maintenance	1,200.00
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Actual cost incurred is higher than estimation at the time of FY2022 budget adoption. \$2,500 was budgeted and \$3,700 has been incurred YTD. Overage is for the completion and fulfillment of the third party contract to maintain the Lakeshore area, the inner berm and the back berm (dam) areas of the lake.

531230	Electricity	1,045.00
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Actual cost incurred is higher than estimation at the time of FY2022 budget adoption. \$500.00 was budgeted and \$1,329 has been incurred YTD.

**The Administration is conducting additional analysis to determine if inflation of cost, increase in use, or some other or combination of reasons that expenditures for utilities and services have increased.

Overall, the proposed budget amendment presents in overall increase in expenditures of \$26,109 and a total decrease in expenditures of \$34,850, for a total net decrease of \$8,741. The total net decrease in expenditures is offset by an equivalent amount of decrease in general fund allocation needed to balance the FY2022 budget. Therefore, the amendment presents a return to General Fund Balance of \$8,741.

Please let me know if you should have any questions/concerns regarding the information provided within this correspondence.

Thank you,
CMThornton

RESOLUTION #R-12-2022

A Resolution of the Mayor and City Council of Pine Lake, Georgia

WHEREAS, the FY2022 local budget for the City of Pine Lake, Georgia was adopted in December 2021; and

WHEREAS, it is necessary to amend such budget now;

THEREFORE, be it resolved by the Mayor and City Council of the City of Pine Lake, Georgia, that the following amendment to the general fund budget be made this _____ day of _____, 2022

REVENUES					
		LINE ITEM DESCRIPTION	Increase	Decrease	
		Fund Reserve Allocation (To Fund Balance)		8,741.00	
		Total Revenue	-	8,741.00	(8,741.00)
EXPENDITURES					
DEPT		LINE ITEM DESCRIPTION			
Administration					
	511200	Regular Full-time	428.00		
	512100	Group Insurance		19,430.00	
	512200	FICA Contributions	28.00		
	512300	Medicare Contributions	7.00		
	512101	Personal Services/Employee Benefits Other	1,575.00		
	521220	Auditor Fees		1,500.00	
	521241	Permitting & Inspection	2,565.00		
	523200	Telephone, Internet - Other	1,430.00		
	523300	Advertising	1,000.00		
	523600	Dues and Fees	833.00		
Court					
	511300	Regular - Part-time		5,788.00	
	512200	FICA Contributions		363.00	
	512300	Medicare Contributions		90.00	
	521250	Public Defender Fees	3,000.00		
	521290	Other Professional Services	1,655.00		
	523500	Travel		500.00	
	523700	Education and Training		480.00	
	531100	Office Supplies	307.00		
Police					
	511200	Regular - Full-time	1,750.00		
	512200	Regular part-time	153.00		
	512200	FICA Contributions	114.00		
	512300	Medicare Contributions	26.00		
	512100	Group Insurance		6,699.00	
	522200	Automobile Repair and Maintenance	7,300.00		
Public Works					
	511200	Regular Full-time	339.00		
	512200	FICA Contributions	22.00		
	512300	Medicare Contributions	5.00		
	521290	Other Professional Services	1,327.00		
	522240	Grounds Maintenance	1,200.00		
	531230	Electricity	1,045.00		
		Total Expenditures	26,109.00	34,850.00	(8,741.00)
			Sum Total Rev/Exp		
					-

Melanie Hammet, Mayor

ChaQuias M. Thornton, City Admin/City Clerk

KEISHA L. SMITH
DIRECTOR
VOTER REGISTRATION & ELECTIONS
(404) 298-4020
FAX (404) 298-4038



BOARD MEMBERS
NANCY JESTER
ANTHONY LEWIS
SUSAN MOTTER
DELE LOWMAN SMITH
KARLI SWIFT

Board of Registration and Elections
4380 Memorial Drive, Suite 300
Decatur, Georgia 30032

Dear Valued Community Partners:

Elections are the foundation of our democracy. The DeKalb County Voter Registration and Elections (VRE) office is proud of our work to ensure that elections are transparent, fair, and efficient. In this indirect democracy, elections play the most critical role in shaping our communities. Individuals can exercise their franchise and select and elect the representatives of their choice. This is because of partnerships with organizations like yours that allow us to utilize your facility to ensure our voters have access to polling locations strategically placed around our great county. For that, we say thank you.

I have enclosed the Facility Use Agreement for the Polling Precinct for the upcoming election on Tuesday, November 8, 2022, and the run-off election on December 6, 2022.

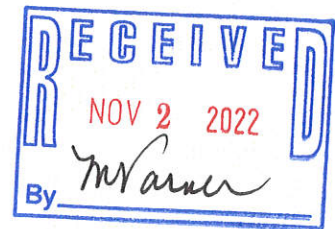
We are thrilled that you joined us in this partnership to provide a valuable service to our community. Please complete and return the signed contract to our office by fax at (404)298.4038 or email ElectionCommunication@dekalbcountyga.gov. I will sign and return the fully executed agreement to you for your files upon receipt. We appreciate your immediate response to this request.

If you have any questions, don't hesitate to contact Twyla Hart, VRE Registration & Elections Manager, at (404) 298-4020 or tihart@dekalbcountyga.gov.

Sincerely,

A handwritten signature in cursive script that reads 'Keisha L. Smith'.

Keisha L. Smith, MPA
Executive Director
Voter Registration & Elections | DeKalb County



FACILITY USE AGREEMENT FOR POLLING PRECINCTS

THIS AGREEMENT, made as of the 25th day of **October 2022**, by and between **THE CLUB HOUSE (“Owner”)** and DEKALB COUNTY BOARD OF REGISTRATION AND ELECTIONS (hereinafter referred to as “the **Board**”) shall constitute the terms and conditions under which Owner shall provide space for use by the Board, as provided herein. Owner is the owner of a facility located at , **300 CLUB HOUSE DR, PINE LAKE, GA 30072**(the “**Premises**”). NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, Owner grants to the Board the revocable right to temporarily occupy and use the Premises, and the parties hereby agree as follows:

DRAFT

ARTICLE I. CONTRACT TERM

The term of this Agreement (“**Term**”) shall commence on **October 17, 2022** (“**Commencement Date**”) and includes all elections specified herein through **December 31, 2022**, unless otherwise terminated by the Board pursuant to this Agreement. This Agreement shall terminate 30 days after the last election for which Owner indicates availability.

Owner is hereby notified of all election dates and the corresponding early voting periods for the current election cycle, including the dates of a potential runoff and/or special election(s), Owner has indicated its availability as a polling precinct for the following (check all that apply):

Election Type	Early Voting Period	Confirmation
Special Election		<input type="checkbox"/> Available
Special Election Runoff		<input type="checkbox"/> Available
General Primary/Nonpartisan General/Special Election		<input type="checkbox"/> Available
General Primary/Nonpartisan General/Special Election Runoff		<input type="checkbox"/> Available
General/Special Election		<input type="checkbox"/> Available
General/Special Election Runoff		<input type="checkbox"/> Available

Election Type	Date of Election	Confirmation
Special Election		<input type="checkbox"/> Available
Special Election Runoff		<input type="checkbox"/> Available
General Primary/Nonpartisan General/Special Election		<input type="checkbox"/> Available
General Primary/Nonpartisan General/Special Election Runoff		<input type="checkbox"/> Available
General/Special Election	November 8, 2022	<input type="checkbox"/> Available
General/Special Election Runoff	December 6, 2022	<input type="checkbox"/> Available

ARTICLE II. PAYMENT

The Board agrees to pay Owner, without further demand or notice, a nominal fee in the amount of [N/A], payable upon execution of the Agreement.

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ARTICLE III. SCOPE OF WORK

- A. Delivery of Equipment.** Owner and the Board shall schedule delivery of equipment at an agreed upon time. Voting equipment is usually delivered one week prior to the date of the election. The equipment must be placed in a secure storage space. In the event delivery of equipment cannot be scheduled during the week prior to the Monday before the date of the election, or the previously agreed upon delivery date requires rescheduling, Owner shall communicate with the Board to arrange for Monday delivery.
- B. Delivery of Premises.** Generally, Owner will deliver Premises to the Board at an agreed upon time to set up the equipment and prepare for the election; however, the Poll Manager shall have access to the Premises *no later than the Monday prior to the date of the election*. The Poll Manager will be the point of contact and is responsible for making these arrangements with Owner. The equipment and supplies shall remain undisturbed in the Premises until after the election is completed, and thereafter should be retrieved within 14

business days. For Election Day, Poll Manager shall have access to the Premises *no later than 5:45 a.m.* on election morning in order to prepare to open the polling location *at precisely 7:00 a.m.*, and will have possession until the poll closes and all post-election work is completed. Owner shall provide Poll Manager with contact information for Owner or Owner's representative who can provide after-hours access to the premises on Election Day if such access becomes necessary. Additionally, Poll Manager and poll workers shall have access to a telephone and internet/Wi-Fi services at the facility before and after normal operating hours of the Premises, to make and receive calls as necessary in the event cell phone service is not available.

- C. **Insurance.** Poll Workers are insured by DeKalb County; however, DeKalb County is not liable for any injuries to the public pursuant to this Agreement. To the extent Owner finds it necessary to purchase a rider to their policy for any additional coverage, Owner must provide the cost in writing to the Board, or the Board Designee, before execution of this Agreement.

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- D. **Miscellaneous.** The Board will reimburse Owner for reasonable expenses involved in use of the facility as a polling place. This expense may include, but is not limited to, the cost of janitorial services, utilities, and any damage caused to the premises in an amount not to exceed one thousand (\$1,000.00) dollars. Reimbursement is conditioned upon review of any cost estimates, receipts, invoices or other supporting documentation which must be provided to the Board.
- E. **Use of Premises.** Use of the Premises shall be limited to providing early voting and/or election day voting for citizens, including any post-election operations as necessary. The Board may make, at the Board's expense, reasonable and temporary alterations as

necessary to adapt the Premises for the conduct of early voting and to ensure voting equipment is secured and protected from unauthorized access. Any additions installed in or placed upon the Premises shall remain the property of the Board, and will be removed by the Board within 14 business days of the conclusion of the specified election(s) in the Term. To the extent Owner maintains video surveillance of the Premises, Owner agrees to provide copies of any surveillance footage maintained on the Premises captured during early voting and/or election day voting upon request by the Board. Owner reserves the right to establish rules for use of the Premises (i.e., no smoking, etc.) to be provided in writing upon execution of this Agreement. The Board does not assume any responsibility for the conduct of the public in attendance or any damage to the Premises caused by the public.

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- F. **Surrender of Premises.** Upon the expiration of the Term or earlier termination, the Board shall surrender the Premises to Owner in a neat, clean and orderly condition. The Board shall remove any and all signs and other equipment or property belonging to the DeKalb County Department of Voter Registration and Elections within 14 business days of the conclusion of the specified election(s) in the Term.

ARTICLE V. OTHER STIPULATIONS

- G. **Lease Extension.** The Board will have the option to extend the Agreement for a total of (2) twelve-month periods by giving the Owner written notice prior to the date of the last election for which the Owner indicated availability.
- H. **Right to Terminate.** At any time during or prior to the Term, The Board may in its sole discretion and without cause or reason, terminate this Agreement upon one (1) day prior

notice to Owner, at which time this Agreement shall cease and terminate, and the Board shall vacate the Premises on or before the termination date set forth in the notice to terminate.

I. Georgia Laws Govern. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Georgia.

J. Venue. This Agreement shall be deemed to have been made and performed in DeKalb County, Georgia. For the purpose of venue, all suits or causes of action arising out of this Agreement shall be brought in the courts of DeKalb County, Georgia.

K. Status as Lessor. The relationship between Owner and The Board shall be that of lessor and lessee.

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L. Sole Agreement. This Agreement constitutes the sole agreement between the parties. No representations oral or written nor incorporated herein shall be binding upon the parties. No amendment or modifications of this Agreement shall be enforceable unless approval by action of The Board.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three counterparts, each to be considered as an original by their authorized representative, on the day and date hereinabove written.

DEKALB COUNTY BOARD OF REGISTRATION & ELECTIONS

Signature

By: Keisha L. Smith
Title: Executive Director
Date: October 17, 2022

OWNER

Signature 

By: _____
Title:
Date: