

**CITY OF PINE LAKE  
AGENDA  
May 31, 2022, 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

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**Call to Order**

**Announcements/Communication**

**Adoption of Agenda**

**Adoption of the Minutes of the regular meeting of May 10, 2022 and the special called meeting of May 24, 2022**

**Public Comments**

**OLD BUSINESS**

A. None.

**NEW BUSINESS**

- A. Microbial Testing Agreement – Speed Laboratory, Inc. - \$66 per week
- B. Facility Rental – Beach House/Clubhouse
- C. Resolution R-5-2022 – A Resolution to Renew the Service Delivery Strategy for the City of Pine Lake and DeKalb County, Ga.
- D. Adoption of a Tentative 2022 Millage Rate

**REPORTS AND OTHER BUSINESS**

**Public Comments**

**Staff**

**Mayor**

**City Council**

**Information for “The Pine Lake News” eblast.**

**Adjournment**

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
May 10, 2022, 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order** **Call to Order** - Mayor Melanie Hammet called the meeting to order at 7:02 pm.

Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Brandy Beavers, Tracey Brantley, Brandy Hall and Augusta Woods. City Administrator ChaQuias Miller-Thornton, City Attorney Susan Moore, Chief of Police Y'Hudah-Green and Administrative Coordinator Missye Varner were also present.

**Announcements/Communication**

Mayor Hammet welcomed and thanked the attendees and requested Administrative Coordinator Varner to advise on the posting of agendas, summary action agendas and the approved minutes. Ms. Varner explained when and how the items are posted throughout the city and on the website.

Mayor pro tem Bordeaux thanked everyone in attendance and read her "Thoughts About The Beach 2022." The transcript is on file in City Hall for reviewing. Please email [missyevartner@pinelakga.net](mailto:missyevartner@pinelakga.net) to request copy or call at 404-999-4931 to schedule an appointment to review the copy on file.

**Adoption of Agenda**

On a motion by Council Member Brantley; second by Mayor Pro tem Bordeaux; and all present voting "aye," the agenda was approved.

**Adoption of the Minutes of the regular meeting of April 26, 2022.**

On a motion by Council Member Woods; second by Mayor Pro tem Bordeaux; and all present voting "aye", the minutes were adopted.

**Public Comments**

Copies of the Public Comments are on file in City Hall for reviewing. Please email [missyevartner@pinelakga.net](mailto:missyevartner@pinelakga.net) to request copy or call at 404-999-4931 to schedule an appointment to review the copy on file.

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
May 10, 2022, 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**OLD BUSINESS**

- A. Council consideration of terms for beach and lake reopening – for approval.

On a motion by Council Member Hall to approve the beach and lake reopening for seven days a week as following:

- June 2<sup>nd</sup> through September 26<sup>th</sup> Season
- Morning Session: 6:00 AM – 12:00 Noon
- Afternoon Session: 3:00 PM – 9:00 PM

The motion was seconded by Mayor Pro tem Bordeaux. The motion carried with Mayor pro tem Bordeaux, and Council Members Brantley, Hall and Woods voting “aye” and Council Member Beavers voting “nay.”

**NEW BUSINESS**

- A. Resolution R-04-2022 - A Resolution of the Mayor and City Council of Pine Lake, Georgia, Establishing Juneteenth as an Annual Holiday

On a motion by Council Member Woods; second by Council Member Brantley; and all present voting “aye,” Resolution R-04-2022 was approved.

- B. Appointment of Tim McLeod to Stewards of Environmental Education and Design (SEED)

Mayor Hammet appointed and thanked Tim McLeod for accepting the appointment to SEED.

**Reports and Other Business**

**Public Comments**

Copies of the Public Comments are on file in City Hall for reviewing. Please email [missyevarner@pinelakga.net](mailto:missyevarner@pinelakga.net) to request copy or call at 404-999-4931 to schedule an appointment to review the copy on file.

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
May 10, 2022, 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Staff**

City Administration Miller-Thornton announced the Water Conservation Artwork Contest for citizen engagement surrounding water conservation. The contest is for children (K-12) residing in Pine Lake. Contest information will be posted on the City's website, at City Facilities, and will be provided through the local eblast.

**Mayor**

Mayor Hammet commented that City Council has worked extremely hard tonight and thanked them for their diligence in collaboration for final results. The Mayor also stated that she and City Council really care about the city.

City Administrator Miller-Thornton commented that she was impressed with the collaboration and compromise represented and that it worked out beautifully. Ms. Miller-Thornton also said that the City should be proud that Chief Green, the mayor, and the council did a such a great job as it relates to the opening of the beach/lake.

**City Council**

Council Member Beavers commented that seven days means a lot to all as it relates to the opening of the beach/lake and appreciates that all was brought to the table. Ms. Beavers also thanked everyone for their work and input.

Mayor Pro tem Bordeaux commented that Council Member Beavers had done a lot of work and respected their differences. Ms. Bordeaux also stated that she appreciated all the work that Council Member Beavers had done.

**Information for "The Pine Lake News" eblast:**

**Swimming Hours Determined by Council**

Swimming will be open daily from June 2nd through September 26th, with the following hours:

Morning Session: 6:00 AM – 12:00 Noon  
Afternoon Session: 3:00 PM – 9:00 PM

**CITY OF PINE LAKE  
COUNCIL MEETING MINUTES  
May 10, 2022, 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Resolution to Make Juneteenth an annual holiday in the City of Pine Lake**

The Mayor and Council, believe that the celebration of Juneteenth within the Pine Lake community is an appropriate opportunity to renew our solidarity and commitment to antiracism, to educate ourselves about the legacy of slavery and inequity, and to reaffirm our commitment to our 2016 Safe Harbor resolution.

We thank Council member Augusta Woods for proposing this thoughtful resolution.

**Appointment of Tim McLeod to SEED**

The mayor has appointed Tim McLeod to Seed (Stewards of Environmental Education and Design). Tim is an epidemiologist who specializes in public engagement so he will fit right in with this dynamic group.

**Water Conservation Art Contest for kids K -12**

Will begin May 15th, stay tuned for more info.

**Town Hall Meeting Scheduled for May 25th, 2022**

On May 25th we will resume in-person Town Hall meetings. The meeting will be held at 7:00 PM in the Beach House. Topics to be discussed are being determined. If you have a subject that you would like to be discussed, send an email to [info@pinelakega.net](mailto:info@pinelakega.net).

**Adjournment**

On a motion by Council Member Brantley; second by Council Member Beavers; and all present voting “aye,” the meeting was adjourned at 9:27pm.

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Missye Varner, Administrative Coordinator

**CITY OF PINE LAKE  
SPECIAL CALLED MEETING MINUTES  
May 24, 2022, 7:00 PM  
Council Chambers  
459 Pine Drive, Pine Lake, GA**

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**Call to Order** - Mayor Melanie Hammet called the meeting to order at 7:00 pm.

Present: Mayor Hammet, Mayor pro tem Jean Bordeaux and Council members Brandy Beavers, Tracey Brantley, and Augusta Woods. City Administrator ChaQuias Miller-Thornton. Council Member Brandy Hall, City Attorney Susan Moore, Chief of Police Y’Hudah-Green and Administrative Coordinator Missye Varner were not present.

**Adoption of Agenda**

On a motion by Mayor Pro tem Bordeaux; second by Council Member Brantley and all present voting “aye,” the agenda was approved.

**NEW BUSINESS**

- A. Council consideration of the modification of terms for beach and lake reopening – hours of use – for approval.

From Current

- Morning Session: 6:00 AM – 12:00 Noon
- Afternoon Session: 3:00 PM – 9:00 PM

To

- Morning Session: Dawn – 12:00 Noon
- Afternoon Session: 3:00 PM – Dusk

On a motion by Council Member Brantley, second by Council Member Woods and all present voting “aye,” the modification of terms for beach and lake reopening hours of use was approved.

**Adjournment**

On a motion by Council Member Woods, seconded by Mayor Pro tem Bordeaux; and all present voting “aye,” the meeting was adjourned at 7:02 pm.

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Missye Varner, Administrative Coordinator



# Memo

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Administrator  
**Date:** May 27, 2022  
**Re:** Facility Rentals

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New Business! – 05/31/2022 Regular Meeting of Mayor and Council

According to the meeting minutes of the February 22, 2022 – as approved:

“On a motion by Mayor Pro tem Bordeaux; second by Council Member Brantley and all voting “aye”, beginning April 1, 2022, the Club House and Beach House will be open to Pine Lake residents for community-wide events only at no charge with a two-week notice provided to the City. Rentals will be considered at a later date.”

Several residents and stakeholders have inquired about use of the facilities.

The item will be brought forward in discussion on Tuesday, May 31, 2022.

Thank you,

CMThornton



# Memo

**To:** Mayor and City Council

**From:** ChaQuias Thornton, City Administrator

**Date:** May 27, 2022

**Re:** Microbial Testing Agreement – Speed Laboratory, Inc. - \$66 per week

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New Business Item A. – 05/31/2022 Regular Meeting of Mayor and Council

Please see the attached Microbial Testing agreement as presented to the City by Speed Laboratory, Inc. The agreement, if approved by Council, will provide for weekly testing of fecal coliform in the lake. As represented by Public Works Supervisor Raoul Martinez, the testing company has the ability to provide specified and clear lab results within the time needed for weekly posting of the results.

Thank you,

CMThornton



4405 International Blvd, B-104  
Norcross GA  
770-932-0280  
[SLI@speedlaboratory.net](mailto:SLI@speedlaboratory.net)

Reference #: SLI-Quote-20220520P  
Date Prepared: May 20, 2022

ChaQuias M Thornton  
City of Pine Lake  
P.O. Box 1325  
425 Allgood Circle Pine  
Lake GA 30072 US

### Microbial Testing

Analysis	Price/Sample
Faecal Coliform in water	\$66
<b>Total</b>	<b>\$66</b>

There will be an additional cost of 3% for waste removal.

#### *Turnaround Time*

Turnaround time for Suitability is 2-3 business days.  
We look forward providing you quality service you deserve.

#### *Payment Schedule*

Payment terms for City of Pine Lake will be prepayment until credit is established.

For Credit Card payments add 3.5% to the total for the processing fee.



4405 International Blvd, B-104  
Norcross GA  
770-932-0280  
[SLI@speedlaboratory.net](mailto:SLI@speedlaboratory.net)

Reference #: SLI-Quote-20220520P  
Date Prepared: May 20, 2022

***Please return the signed copy to Speed Laboratory:***

*Project work will be initiated upon the receipt of a fully signed and executed copy of this proposal by Speed Laboratory. The signed copy of this proposal signifies acceptance of the proposal and attached terms and conditions. This proposal will serve as a legally binding contract. Speed Laboratory reserves the right to not proceed with initiation of the project work until payment is received.*

***Prepared by:***

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***William Reid***  
***Speed Laboratory, Inc.***

***Date***

***Accepted by:***

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***(Authorized Signature)***  
***City of Pine Lake***

***Date***

***Speed Laboratory Analytical Services Proposal No.: 20220520P***



4405 International Blvd, B-104  
Norcross GA  
770-932-0280  
[SLI@speedlaboratory.net](mailto:SLI@speedlaboratory.net)

Reference #: SLI-Quote-20220520P  
Date Prepared: May 20, 2022

## Terms & Conditions

- 1- Sponsor acknowledges that Speed Laboratory, Inc. Performs various pharmaceutical product development activities.
- 2- Sample not destroyed in course of project execution remain the property of the Sponsor and retained for a period ending 30 days after completion of the scope of the service. After that time, sample will be automatically destroyed unless otherwise notified in writing to speed Laboratory.
- 3- Unless otherwise specified therein in writing, nothing contained in any report issued by Speed Laboratory shall be deemed to imply or mean that Speed Laboratory conducts any quality control program for the sponsor to whom the report is issued.
- 4- Reports issued by Speed Laboratory are for the exclusive use of the Sponsor to whom they are addressed. Repots and the name Speed Laboratory, or its seals or insignias, are not to be used or on behalf of Sponsor under any circumstance for any purpose whatsoever, including but not limited to use in advertising, publicity material or in any other manner without Speed Laboratory prior written approval.
- 5- Speed Laboratory shall retain copies of reports and all original protocols and raw data for period of Seven years, after which such information may be destroyed or returned to Sponsor at their expense.
- 6- Speed Laboratory reserve the right to subcontract Services to other Laboratory. If subcontracting is necessary, sample will be sent only to cGMP compliant laboratory meeting Speed laboratory qualification requirement.
- 7- Speed Laboratory reserves the right to refuse specific samples based on laboratory or personnel capability, or safety concerns.

## Liability

- 1- Speed Laboratory is not insurer or a guarantor. Speed Laboratory represents that the Services shall be performed within the limits mutually agreed to, in writing, and in a manner consistent with the level of care and skill ordinarily exercised by providers of similar service under similar circumstances. No other representation or warranties, express or implied are included or intended in this agreement, or any report, pinion or document related to the Services provided hereunder.
- 2- For the safety of Speed Laboratory Personnel, Sponsor must advice Speed Laboratory if samples are Known or suspected to contain hazardous substance. Material Safety Data Sheets must be provided if available.
- 3- Sponsor understands and agrees that Speed Laboratory, in entering into this contract and by performing Services, does not assume, abridge, abrogate or undertake to discharge any duty or responsibility of Sponsor to any other party or parties. No one other than Sponsor shall have any right to rely on any reports issued by Speed Laboratory. Sponsor agree, in consideration of Speed Laboratory undertaking to perform the Services hereunder, to protect, defend, indemnify, save harmless and exonerate speed Laboratory from any and all claims, damages, including lot profits, expenses, including attorney's fees, either direct or consequence of the performance of services and/per the performance of the samples tested hereunder.
- 4- Sponsors agrees that if Speed Laboratory should be found liable for any losses or damages attributable to the Services in any respect, Speed Laboratory liability shall in no event exceed the amount of the fee paid by Sponsor for such Services and Sponsor's sole remedy at law or in equity shall be the right to recover up to such amount. Sponsor acknowledges and agrees that in no event will Speed Laboratory be liable for consequential or incidental damages or expenses, including, but not limited to lost profits.
- 5- Whenever performance by either party is delayed or prevented by war, insurrection, fire or other casualty, strikes or embargos, shortage of transportation facilities or any other similar or dissimilar causes, beyond the control of such party, such delay or prevention shall be of the causative factor.



4405 International Blvd, B-104  
Norcross GA  
770-932-0280  
[SLI@speedlaboratory.net](mailto:SLI@speedlaboratory.net)

Reference #: SLI-Quote-20220520P  
Date Prepared: May 20, 2022

### **Payment**

- 1- Sponsor agrees to make advance payment and balance payments as shown on this proposal.
- 2- In the event that payment is not received within 10 days of the payment date, Sponsor agrees to pay a late payment charge on the unpaid balance equal to 3.0% per month. Signature of proposal signifies a personal guarantee on behalf of signatory person for any and all monies such that in the event that Sponsor does not pay in full for monies owed then Speed Laboratory reserves the right to pursue payment in full from the signatory person whom authorized the work.
- 3- All costs associated with compliance with any subpoena(s) for document testimony in court of law, fees associated with collection of non-payment for services rendered, or for any other purpose relating to Services performed by Speed Laboratory for Sponsor, shall be paid by Sponsor. Sponsor shall also pay Speed Laboratory then existing standard fee for consulting, deposition and trial testimony and all expenses related thereto.
- 4- In the event that any monies not paid in full within the terms of the proposal and the terms and condition stated here within then Speed Laboratory retains rights to any developed technologies and/or products related to the non-payment.

### **Miscellaneous**

- 1- This agreement and any and all claims and disputes hereunder or related thereto shall be governed by the internal Laws of the state of Georgia. Speed Laboratory and Sponsor agree that exclusive jurisdiction and venue for any and all such claims and disputes shall be in Gwinnett County, Georgia.
- 2- In the event that Speed Laboratory prevails in any dispute or claim, Sponsor agrees that Sponsor will pay any and all expenses, including attorney's fees, reasonable incurred in the prosecution or defense of such claim or dispute.
- 3- The terms and conditions contained herein, together with Speed Laboratory quotation and offer of Services to Sponsor, and Sponsor's acceptance of such offer, Shall constitute the entire agreement between Speed Laboratory and Sponsor. Any conflicting terms contained in any order or acceptance submitted by Sponsor shall be null and Void.

Effective May 1, 2009



# Memo

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Administrator  
**Date:** May 27, 2022  
**Re:** Service Delivery Strategy Update – Resolution – R-5-2022

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New Business Item C. – 05/31/2022 Regular Meeting of Mayor and Council

As presented in the 04/26/2022 City Administrator's report, the Administration Office has received correspondence from the DeKalb County Planning and Sustainability Department that DeKalb County is undertaking the development and adoption of its 2050 Unified Plan. This effort will combine two traditional comprehensive planning documents. (The Comprehensive Land Use Plan and The Comprehensive Transportation Plan) The Georgia Department of Community Affairs (DCA), Community & Economic Development Division has advised DeKalb County staff that DeKalb County's Service Delivery Strategy must be updated as a part of the 2050 Unified Plan effort.

Please see attached, the following documents for review:

- Fact Sheet – Provides a summary of what the Service Delivery Strategy Agreement is.
- SDS Summary Matrix – This is the 2019 summary of services for your review.
- Acknowledgement Form (attached) – This is a tool designed to get quick responses to help update SDS information. If a change to a service has occurred, use the "Acknowledgement Form" to record your responses.
- Resolution Draft (attached) – This final draft form of the document. Each city council must approve the strategy through resolution in order to obtain approval of the strategy by Georgia Department of Community Affairs (DCA).

Please do not hesitate to contact me if you should have questions or concerns regarding the information that is provided within this memorandum.

Thank you,

CMThornton



# DeKalb County Service Delivery Strategy (SDS)

## What is it?

In accordance to the State of Georgia's Service Delivery Strategy law, local governments are encouraged to keep their Service Delivery Strategy (SDS) accurate and up-to-date. The purpose of the SDS is to provide an action plan for the County, supported by ordinances and intergovernmental agreements, to resolve land use conflicts. Counties and their municipalities are required to periodically amend/revise the existing SDS so it will always be current and reflect the locally preferred delivery arrangements.

## Why Update the SDS?

Local governments must review and revise, if necessary, their approved Strategy under the following six conditions:

1. Comprehensive Plan Update
2. Service Changes
3. Revenue Changes
4. Local Government Changes
5. Expirations
6. Revisions

## The Process

1. Negotiation
2. Agreement of Services
3. Draft Service Delivery Strategy (SDS)
4. SDS Review and Adoption
5. Submit SDS to GA Department of Community Affairs (DCA)
6. Official Review and Edit
7. SDS Verification
8. Valid Qualified Local Government Status





**DeKalb County Service Delivery Strategy 2019**

**Summary of Services in DeKalb County Cities**

Planning & Related	Atlanta	Avondale Estates	Brookhaven	Chamblee	Clarkston	Decatur	Doraville	Dunwoody	Lithonia	Pine Lake	Stone Mountain	Tucker	Stonecrest	DeKalb County
Planning / Zoning	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Business & Alcohol License	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Community Development - CDBG	D	D	DC	DC	DC	DC	DC	N/A	DC	N/A	DC	DC	DC	D
Economic Development	D	D	D	D	D	D/A	D/A	D	D	N/A	D	A	D	A
Code Enforcement/Beautification	D	D	D	D	D	D	D	D	D	N/A	D	D	D	D
Public Housing	A	N/A	N/A	N/A	A	A	A	N/A	A	N/A	A	A	A	A
Public Works	Atlanta	Avondale Estates	Brookhaven	Chamblee	Clarkston	Decatur	Doraville	Dunwoody	Lithonia	Pine Lake	Stone Mountain	Tucker	Stonecrest	DeKalb County
Water Treatment / Water Distribution	DC	These services are provided by DeKalb County as an enterprise fund paid for by users fees. There is no fee differential between customers living in incorporated cities and unincorporated DeKalb County.												D
Wastewater Collection & Treatment	DC													D
Sanitation	Atlanta	Avondale Estates	Brookhaven	Chamblee	Clarkston	Decatur	Doraville	Dunwoody	Lithonia	Pine Lake	Stone Mountain	Tucker	Stonecrest	DeKalb County
Refuse Collection	D	D	DC	D	D	D	D	DC	DC	DC	DC	DC	DC	D
Landfill	DC	DC	DC	DC	DC	DC	DC	DC	DC	DC	DC	DC	DC	D
Recycling Programs	D	D	DC	D	D	D	D	DC	D/DC	DC	DC	DC	DC	D
Roads & Drainage	Atlanta	Avondale Estates	Brookhaven	Chamblee	Clarkston	Decatur	Doraville	Dunwoody	Lithonia	Pine Lake	Stone Mountain	Tucker	Stonecrest	DeKalb County
Street Construction	D	D	D	D	D	D	D	D	D	D	D	D/DC	D/DC	D
Street Maintenance	D	D	D	D	D	D	D	D	D	D	D	DC	DC	D
Street Cleaning	D	D	D	D	D	D	D	D	D	D	D	DC	DC	D
Traffic Signaling	D	DC	D	D	D	DC	DC	D	DC	DC	DC	DC	DC	D
Street Signage	D	D	D	D	D	D	D	D	D	D	D	DC	DC	D
Storm Water	D	D	D	D	D	D	D	D	D	D	D	DC	DC	D
Cemetery	D	D	DC	DC	DC	D	DC	DC	DC	DC	D	DC	DC	D
Transportation	Atlanta	Avondale Estates	Brookhaven	Chamblee	Clarkston	Decatur	Doraville	Dunwoody	Lithonia	Pine Lake	Stone Mountain	Tucker	Stonecrest	DeKalb County
Development Permit Reviews	D	D	D	D	D	D	D	D	D	DC	D	D	D	D
Utility Encroachment Permitting	D	D	D	D	DC	D	D	D	DC	DC	D	DC	DC	D
Transportation Planning	D	D	D	D	D	D	D	D	D	D	D	DC	DC	D
Traffic Calming Program	D	D	D	D	D	D	D	D	DC	DC	DC	DC	DC	D
TC - Design and Petition ONLY!	D	D	D	D	D	D	DC	D	DC	DC	D	DC	DC	D
Airport	D	DC	DC	DC	DC	DC	DC	DC	DC	DC	DC	DC	DC	D
Leisure Services	Atlanta	Avondale Estates	Brookhaven	Chamblee	Clarkston	Decatur	Doraville	Dunwoody	Lithonia	Pine Lake	Stone Mountain	Tucker	Stonecrest	DeKalb County
Parks	D	D	D	D	D	D	D	D	D/DC	D	D	D	D	D
Recreation Programs	D	D	D	D	D	D	D	D	DC	D	D	D	D	D
Libraries	DC	DC	DC	DC	DC	DC	D/DC	DC	DC	DC	DC	DC	DC	D
Health and Social Services	Atlanta	Avondale Estates	Brookhaven	Chamblee	Clarkston	Decatur	Doraville	Dunwoody	Lithonia	Pine Lake	Stone Mountain	Tucker	Stonecrest	DeKalb County
Physical Health / Environmental Health	N/A	These services are provided by DeKalb County and paid for by general funds. There is no fee differential between customers living in incorporated cities and unincorporated DeKalb County.												D
Hospital	N/A													D
Mental Health / Substance Abuse	N/A													D
Welfare	N/A													D
Senior Services	N/A													D

**D:** Direct (Jurisdiction provides its own service)  
**DC:** DeKalb County (The County is the sole provider of service)  
**A:** Authority

 Service Categories / Cities (Groups of like services)  
 Sub-Categories / Cities (More detailed services that require additional grouping)

**RESOLUTION R-05-2022**

**A RESOLUTION TO RENEW THE SERVICE DELIVERY STRATEGY  
FOR THE CITY OF PINE LAKE AND DEKALB COUNTY,  
AND FOR OTHER PURPOSES.**

**WHEREAS**, O.C.G.A. § 36-70-20 *et seq.* requires Georgia counties and municipalities to adopt a local government service delivery strategy; and

**WHEREAS**, DeKalb County has worked with the cities located wholly or partially within DeKalb County, including the City of Pine Lake, to develop a service delivery strategy; and

**WHEREAS**, O.C.G.A. § 36-70-25(b) provides that approval of a service delivery strategy shall be accomplished by adoption of a resolution;

- (1) By the DeKalb County governing authority;
- (2) By the governing authority of municipalities within DeKalb County which have a population of 9,000 or greater within the county;
- (3) By the municipality which serves as the DeKalb County site if not included in paragraph (2) of this subsection; and
- (4) By no less than 50% of the remaining municipalities within DeKalb County which contain at least 500 persons within the county if not included in paragraph (2) or (3) of this subsection; and

**WHEREAS**, DeKalb County and the City of Pine Lake have reviewed and revised the previously adopted service delivery strategy and now seek to adopt the service delivery strategy attached hereto.

**NOW, THEREFORE, BE IT RESOLVED**, by the governing authority of the City of Pine Lake, Georgia, that the City of Pine Lake adopts as its service delivery strategy the documents attached hereto marked Attachment A and entitled the “Service Delivery Strategy for DeKalb County.” Such strategy shall remain in force and effect until October 31, 2026 unless the City of Pine Lake is authorized by law to terminate such strategy and elects to do so. The Mayor of the City of Pine Lake is authorized to execute all necessary documents so long as they substantially comply with this Resolution.

**BE IT FURTHER RESOLVED** that any and all resolution or any part thereof in conflict with this Resolution are hereby repealed. This Resolution shall be effective immediately upon its adoption and execution.

**ADOPTED** by the Council of the City of Pine Lake, this 31<sup>st</sup> day of May, 2022.

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Melanie Hammet  
Mayor , City of Pine Lake, Georgia

ATTEST:

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ChaQuias M. Thornton, City Admin/City Clerk



# Memo

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Administrator  
**Date:** May 27, 2022  
**Re:** Ad Valorem Tax/Millage Rate 2022

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New Business Item D. – 05/31/2022 Regular Meeting of Mayor and Council

On May 25, 2022, DeKalb County Tax Assessors Office released preliminary Consolidation and Revaluation Reports to the DeKalb cities as of 05/17/2022. Based on computation of the millage rate using relative digest data, the Administration makes the following recommendation:

The Revaluation Report submitted by the County as of 05/20/2022 represents a 11.31% increase in real property value and a 5.45% increase in personal property value for 2022. These percentages represent a change in real property tax digest of \$3,611,472, from \$31,938,672 in 2021 to \$35,550,144 in 2022, and a change in personal property digest of \$20,549, from \$377,102 in 2021 to \$397,651 in 2022. \$3,402,592 of this change represents the reassessment (revaluation) of existing real property.

In 2021 Pine Lake adopted a mil rate of 19.324. The mil rate that will render the same amount of revenue in 2022 as billed in 2021, based on current year's valuation of property, is calculated at 17.468 mils. This rate is known as the roll back rate. The following table shown on page 2 provides the estimated revenue versus budget scenario based on the 05/17/2022 consolidated values at the current mil of 19.324, the roll back rate of 17.468, and a rate of 18.215.

Description	5/20/2022					
Taxable Real Property	35,550,144					
Exempt Veterans	0					
Exempt Widows of Veterans	0					
Exempt Seniors	0					
Appeals Differential Value	-					
Real Property Digest	35,550,144					
<b>Taxable Public Utility</b>						
Taxable Public Utility	404,227					
<b>Taxable Motor Vehicle</b>						
Taxable Motor Vehicle	100,300					
<b>Taxable Personal Property Value</b>						
Taxable Personal Property Value	397,651					
Estimated Adjustments	-					
Adjusted Value	397,651					
		<b>Rev As Billed</b>	<b>Revenue</b>	<b>Rev As Billed</b>	<b>Revenue</b>	
	<b>Taxable Digest</b>	<b>19.324 mils</b>	<b>at Collection Rate</b>	<b>17.468 mils</b>	<b>at Collection Rate</b>	<b>Budget</b>
Estimated Taxable RE Digest	35,550,144	686,971	638,883	620,990	577,521	585,000
Taxable Public Utility	404,227	7,811	3,000	7,061	3,000	3,000
Taxable Motor Vehicle	100,300	1,938	1,938	1,752	1,752	2,000
Taxable PP Value	397,651	7,684	7,590	6,946	6,861	7,000
Estimated Adjustments	(1,016,634)	(19,645)	(18,466)	(17,759)	(16,693)	
Adjusted Value - Gross Digest	35,435,688	684,759	632,945	618,990	572,441	597,000
<b>RE Property Rev over/under Budget</b>		87,759	35,945	21,990	(24,559)	

During adoption of the 2022 budget, total tax revenue for ad valorem style taxes (current year) was budgeted at \$597,000. Estimated collection of revenue as billed at the current mil assessment of 19.324 is 632,945 (\$35,945 more than budgeted). Estimated collection of revenue as billed at the roll back rate of 17.468 mils is \$572,441 (\$24,559 less than budgeted).

**As shown in the table below, a mil rate of 18.215 is needed to maintain current year ad valorem tax revenue as budgeted.**

		<b>Rev As Billed</b>	<b>Revenue</b>	<b>Budget</b>
		<b>18.215 mils</b>	<b>at Collection Rate</b>	
Estimated Taxable RE Digest	35,550,144	647,546	602,218	585,000
Taxable Public Utility	404,227	7,363	3,000	3,000
Taxable Motor Vehicle	100,300	1,827	1,837	2,000
Taxable PP Value	397,651	7,243	7,155	7,000
Estimated Adj. - Exemptions M&O	(1,016,634)	(18,518)	(17,222)	
Adjusted Value - Gross Digest	35,435,688	645,460	596,988	597,000
<b>RE Property Rev over/under Budget</b>		48,460	(12)	

A tentative millage rate of 18.215, will be an increase of 0.747 over the roll back rate of 17.468. A tax increase at 18.215 for a home with a fair market value of \$225,000 is approximately \$74.70. A tax increase at 18.215 for a non-homestead property with a fair market value of \$100,000 is approximately \$37.35.

Any rate advertised at an amount more than the roll back rate of 17.468 mils must be advertised as a tax increase. Percentage increase for all of the rate scenarios shown above are depicted on the attached Computation of Millage Rate Rollback and Percentage Increase in Property Tax forms.

The Administration is requesting Council consideration of the rate at which the City will advertise as

its tentative (preliminary) mil rate for the 2022 tax year. The final rate is not set to be adopted until June 28<sup>th</sup>, 2022. Please see the tentative timeline for adoption of the 2022 millage rate attached. Timeline is shown for two scenarios – 1) Property Tax Increase with 3 Public Hearings Required and 2) No Property Tax Increase with 1 Public Hearing.

Please do not hesitate to contact me if you should have questions or concerns regarding the information that is provided within this memorandum.

Thank you,

CMThornton

**PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2022**

COUNTY: **002 -DEKALB** TAXING JURISDICTION: **Pine Lake**

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2021 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2022 DIGEST
REAL	31,938,672	3,402,592	208,880	35,550,144
PERSONAL	776,990		24,888	801,878
MOTOR VEHICLES	120,180		(19,880)	100,300
MOBILE HOMES	0		0	0
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		0	0
GROSS DIGEST	32,835,842	3,402,592	213,888	36,452,322
EXEMPTIONS	1,015,624		1,010	1,016,634
NET DIGEST	31,820,218	3,402,592	212,878	35,435,688
	(PYD)	(RVA)	(NAG)	(CYD)

2021 MILLAGE RATE: 19.324

2022 MILLAGE RATE:

**CALCULATION OF ROLLBACK RATE**

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2021 Net Digest	PYD	31,820,218	
Net Value Added-Reassessment of Existing Real Property	RVA	3,402,592	
Other Net Changes to Taxable Digest	NAG	212,878	
2022 Net Digest	CYD	35,435,688	(PYD+RVA+NAG)
2021 Millage Rate	PYM	19.324	PYM
Millage Equivalent of Reassessed Value Added	ME	1.856	(RVA/CYD) * PYM
Rollback Millage Rate for 2022	<b>RR - ROLLBACK RATE</b>	<b>17.468</b>	PYM - ME

**CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES**

If the 2022 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	17.468
	2022 Millage Rate	17.468
	<b>Percentage Tax Increase</b>	<b>0.00%</b>

**CERTIFICATIONS**

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

-----  
Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the total net assessed value and exemption amounts for the applicable tax years.

-----  
Tax Collector or Tax Commissioner Date



I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2022 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2022 is \_\_\_\_\_

**CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION**

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2022 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2022 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

-----  
Responsible Party Title Date

**PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2022**

COUNTY: **002 -DEKALB** TAXING JURISDICTION: **Pine Lake**

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2021 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2022 DIGEST
REAL	31,938,672	3,402,592	208,880	35,550,144
PERSONAL	776,990		24,888	801,878
MOTOR VEHICLES	120,180		(19,880)	100,300
MOBILE HOMES	0		0	0
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		0	0
GROSS DIGEST	32,835,842	3,402,592	213,888	36,452,322
EXEMPTIONS	1,015,624		1,010	1,016,634
NET DIGEST	31,820,218	3,402,592	212,878	35,435,688
	(PYD)	(RVA)	(NAG)	(CYD)

2021 MILLAGE RATE: 19.324

2022 MILLAGE RATE:

**CALCULATION OF ROLLBACK RATE**

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2021 Net Digest	PYD	31,820,218	
Net Value Added-Reassessment of Existing Real Property	RVA	3,402,592	
Other Net Changes to Taxable Digest	NAG	212,878	
2022 Net Digest	CYD	35,435,688	
2021 Millage Rate	PYM	19.324	PYM
Millage Equivalent of Reassessed Value Added	ME	1.856	(RVA/CYD) * PYM
Rollback Millage Rate for 2022	<b>RR - ROLLBACK RATE</b>	<b>17.468</b>	PYM - ME

**CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES**

If the 2022 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)

Rollback Millage Rate	17.468
2022 Millage Rate	19.324
<b>Percentage Tax Increase</b>	<b>10.63%</b>

**CERTIFICATIONS**

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

----- Chairman Board of Tax Assessors Date -----

I hereby certify that the values shown above are an accurate representation of the digest values and exemption amounts for the applicable tax years.

----- Tax Collector or Tax Commissioner Date -----

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2022 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2022 is \_\_\_\_\_

**CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION**

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2022 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2022 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

----- Responsible Party Title Date -----



**PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2022**

COUNTY: **002 -DEKALB** TAXING JURISDICTION: **Pine Lake**

ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW

DESCRIPTION	2021 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2022 DIGEST
REAL	31,938,672	3,402,592	208,880	35,550,144
PERSONAL	776,990		24,888	801,878
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MOBILE HOMES	0		0	0
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		0	0
GROSS DIGEST	32,835,842	3,402,592	213,888	36,452,322
EXEMPTIONS	1,015,624		1,010	1,016,634
NET DIGEST	31,820,218	3,402,592	212,878	35,435,688
	(PYD)	(RVA)	(NAG)	(CYD)

2021 MILLAGE RATE: 19.324

2022 MILLAGE RATE:

**CALCULATION OF ROLLBACK RATE**

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2021 Net Digest	PYD	31,820,218	
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Millage Equivalent of Reassessed Value Added	ME	1.856	(RVA/CYD) * PYM
Rollback Millage Rate for 2022	<b>RR - ROLLBACK RATE</b>	<b>17.468</b>	PYM - ME

**CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES**

If the 2022 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)

Rollback Millage Rate	17.468
2022 Millage Rate	18.215
<b>Percentage Tax Increase</b>	<b>4.28%</b>

**CERTIFICATIONS**

I hereby certify that the amount indicated above is an accurate accounting of the total net assessed value added by the reassessment of existing real property for the tax year for which this rollback millage rate is being computed.

Chairman, Board of Tax Assessors Date

I hereby certify that the values shown above are an accurate representation of the millage rates and exemption amounts for the applicable tax years.

Tax Collector or County Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2022 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2022 is \_\_\_\_\_

**CHECK THE APPROPRIATE PARAGRAPH BELOW THAT APPLIES TO THIS TAXING JURISDICTION**

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2022 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2022 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

Responsible Party

Title

Date



## Timeline for the Proposed Millage Rate Adoption 2022 – 1 Hearing

### Tuesday:

June 2<sup>nd</sup>

Submit ads to Champion for publication June 9<sup>th</sup> edition:

- 1) Notice of Property Tax Increase – Includes one public hearing date w/1 hearing time  
**One public hearing date Tuesday,  
June 28<sup>th</sup>, 2022 at 7:00pm**
- 2) Press Release – Issued the Media – Notice of Property Tax Increase

### Thursday:

June 9<sup>th</sup>

Ads run in the Champion

- 1) Notice of Property Tax Increase – Includes one public hearing date w/1 hearing time  
**one public hearing date Tuesday,  
June 28<sup>th</sup>, 2022 at 7:00pm**
- 2) Media has press release

### Monday:

June 13<sup>th</sup>

- 1) Notice of Property Tax Increase w/Notice of Public Hearing – Publish on Website

### Thursday:

June 16<sup>th</sup>

Ad runs in the Champion:

- 1) Notice of Property Tax Increase w/notice of Public Hearing on Tuesday, June 28<sup>th</sup>, @ 7pm
- 2) 5-year history – **Must run 7 days prior to adoption of final millage rate**  
(Notice of Property Tax Increase and 5-year History can run as one ad)
- 3) Press Release – Issued to Media – Notice of Property Tax Increase - Public Hearing

### Tuesday:

June 28<sup>th</sup>

Public Hearing Held @ 7pm

### Tuesday:

June 28<sup>th</sup>

Adoption of Millage Rate – Regular Council Meeting following Public Hearing

## Timeline for the Proposed Millage Rate Adoption 2022 – 3 Hearings

### Tuesday:

**June 2<sup>nd</sup>**

Submit ads to Champion for publication June 9<sup>th</sup> edition:

- 1) Notice of Property Tax Increase – Includes one public hearing date w/2 hearing times  
**Tuesday, June 21<sup>st</sup>, 2022 at 11:00am and 6:00pm and one public hearing date Tuesday, June 28<sup>th</sup>, 2022 at 7:00pm**
- 2) Press Release – Issued the Media – Notice of Property Tax Increase

### Thursday:

**June 9<sup>th</sup>**

Ads run in the Champion

- 1) Notice of Property Tax Increase – Includes one public hearing date w/2 hearing times  
**Tuesday, June 21<sup>st</sup>, 2022 at 11:00am and 6:00pm and one public hearing date Tuesday, June 28<sup>th</sup>, 2022 at 7:00pm**
- 2) Media has press release

### Thursday:

**June 9<sup>th</sup>**

Submit ad to Champion for publication June 16<sup>th</sup> edition:

- 1) Notice of Property Tax Increase w/notice of 3<sup>rd</sup> Public Hearing on Tuesday, June 28<sup>th</sup>, 2022 at 7:00pm
- 2) 5-year history – Must run 7 days prior to adoption of final millage rate (Notice of Property Tax Increase and 5-year History can run as one ad)
- 3) Press Release – Issued to Media – Notice of Property Tax Increase w/Notice of 3<sup>rd</sup> Public Hearing

### Monday:

**June 13<sup>th</sup>**

- 1) Notice of Property Tax Increase w/Notice of 1<sup>st</sup> and 2<sup>nd</sup> Public Hearings – Publish on Website

### Thursday:

**June 16<sup>th</sup>**

Ad runs in the Champion:

- 1) Notice of Property Tax Increase w/notice of 3<sup>rd</sup> Public Hearing on Tuesday, June 28<sup>th</sup>, @ 7pm
- 2) 5-year history – **Must run 7 days prior to adoption of final millage rate** (Notice of Property Tax Increase and 5-year History can run as one ad)
- 3) Press Release – Issued to Media – Notice of Property Tax Increase - 3<sup>rd</sup> Public Hearing
- 4) Notice of Property Tax Increase – Publish on Website – 3<sup>rd</sup> Hearing

### Tuesday:

**June 21<sup>st</sup>**

1<sup>st</sup> and 2<sup>nd</sup> Public Hearings Held @ 11:00am and 6:00pm

(TWO OF THE THREE HEARINGS MUST BE HELD AT LEAST FIVE DAYS APART)

### Tuesday:

**June 28<sup>th</sup>**

3<sup>rd</sup> Public Hearing Held @ 7pm

### Tuesday:

**June 28<sup>th</sup>**

Adoption of Millage Rate – Regular Council Meeting following Public Hearing