

**CITY OF PINE LAKE, GEORGIA
REGULAR SESSION AGENDA
COUNCIL CHAMBERS
APRIL 25, 2023 @ 7:00PM
459 PINE DRIVE, PINE LAKE, GA 30072**

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

**MAYOR
MELANIE HAMMET**

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem
Tracey Brantley
Nivea Castro
Brandy Hall
Augusta Woods

ADMINISTRATIVE STAFF

ChaQuias Miller-Thornton
City Manager

Sarai Y'Hudah-Green
Chief of Police

Missye Varner
Administrative Coordinator

Susan Moore
City Attorney

CITY OF PINE LAKE
425 ALLGOOD ROAD
P.O. BOX 1325
PINE LAKE, GA 30072

404-999-4901

www.pinelakgega.net

Call to Order

Announcements/Communication

Adoption of Agenda of the Day

Adoption of the Minutes

- Regular Meeting – April 11, 2023

Public Comments – 3 minutes each please

Old Business

New Business

1. Swearing in of Police Department Reserve Officers
2. Council's Confirmation of Stephanie Kohler's Appointment to the Municipal Arts Panel – Mayor Melanie Hammet
3. Alcohol Privilege License Application – Mango'[s Caribbean Restaurant, 4634 Rockbridge Road, Pine Lake, GA – Matthew Nelson, applicant and owner
4. Update and Request for Funding – Juneteenth 2023 – Mayor pro tem Jean Bordeaux and Councilmember Augusta Woods, presenters
5. Public Finance Leadership Academy – Support for City Manager Thornton's Program Application – Program Tuition/Exp - \$3,090
6. Resolution R-10-2023 – FY2023 Budget Amendment

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
APRIL 11, 2023 at 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 Mayor Melanie Hammet called the meeting to order at 7:00pm. Present: Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux and Council members Brandy Hall, Augusta Woods, Tracey Brantley and Nivea Castro. City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y’Hudah-Green, Administrative Coordinator Missye Varner and City Attorney Susan Moore were also present.

Announcements/Communication

Mayor Hammet communicated that the Easter Egg Hunt and PLAIN Breakfast held on April 8th was a great success and was well attended with approximately 30-50 of the resident children.

Mayor Hammet communicated that on April 8th the Pine Lake Lounge had a packed house with attendance by the Mayor herself, and special guests State Rep. Viola Davis-Johnson, City of Avondale Estates Mayor Jonathan Elmore, Commissioner Steve Bradshaw and likely commissioner candidate Gabrielle Rodgers. A great time was had by everyone that attended.

Mayor Pro tem Bordeaux announced that on April 13th at 6:30pm there will be a Juneteenth Planning Meeting at the Club House to prepare for the second annual Juneteenth celebration and welcomed all to attend and to bring their creative ideas.

Special Presentation – Eloise and Craig Luke

Eloise and Craig Luke of neighboring Roland Road presented to the City a beautifully framed photograph of the beach/lake taken by Eloise Luke. The couple stated that the photograph was being gifted to the city to enjoy as much as they had for years.

Adoption of Agenda of the Day

Council Member Hall motioned to adopt the agenda, seconded by Council Member Woods, the adoption of the agenda passed unanimously.

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
APRIL 11, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Adoption of the Minutes

- Regular Meeting – March 28, 2023

Mayor pro tem Bordeaux motioned to adopt the agenda, seconded by Council Member Woods, the adoption of the agenda passed unanimously.

Public Comments – 3 minutes each please

There were no public comments at this time.

Old Business

There was not any Old Business.

New Business

1. Consent of Council to Announce Intent to Take Action – Propose Increase of Mayor and Council Salary

City Manager Miller-Thornton presented and answered questions related to the process for Council to take action on a proposed increase for Mayor and Council salaries. The process, per Georgia law, includes advertisement in the legal organ of the Council's intent to take action. If action is taken that increases the salaries of Mayor and Council, the act will not take effect until 2024.

Council Member Castro motioned to approve the Consent of Council to Announce Intent to Take Action – Proposed Increase of Mayor and Council Salary, seconded by Mayor pro tem Bordeaux, the approval of the consent passed unanimously.

2. Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance – \$35,271

City Manager Miller-Thornton presented the Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance – \$35,271 terms for the years of 2023-2024. Council Member Brantley motioned to approve the renewal terms of Georgia Interlocal Risk Management Agency- GMA Property & Liability Self Insurance, seconded by Mayor pro tem Bordeaux, the approval passed unanimously.

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3. Resolution R-09-2023 – Budget Amendment – General Fund FY 2023 and Capital Projects Fund FY 2023

City Manager Miller-Thornton provided explanation of the proposed budget amendment. Council Member Hall motioned to adopt Resolution R-09-2023 – Budget Amendment – General Fund FY 2023 and Capital Projects Fund FY 2023; seconded by Council Member Woods, the adoption of the resolution passed unanimously.

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

There were no public comments at this time.

Staff Reports

Administration

City Manager Miller-Thornton presented the following department reports within the City Manager's report.

Municipal Court

Employment Position:

- Job description for the position of City Clerk/Court Clerk has been drafted. As approved by Council, the position will continue to be a hybrid administrative position that services Administration, Court and Police department administrative functions. The salary increase is proposed for the position.
- \$35,048 was allocated for salaries/wages at FY2023 budget adoption suspecting full year fulfillment of the position. Anticipating a June 2023 placement for the City Clerk/Court Clerk position, only \$28,160 will be required for funding of salary/wages for the position.

Public Works

- The Administration has researched purchasing options for purchase of a new or used leaf machine. The suggestion is that the asset be acquired with

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American Rescue Plan Act funds. The item was discussed during the 03/25/2023 Council retreat. The Admin Office has begun receiving cost proposals for the equipment. Public work is currently reviewing the proposals for requested equipment options.

- Public works continues to conduct leaf pick-up on and around the City's streets and is working towards completing the requirements for this year's MS4 report. The report period ends 04/30/2023.

Current City Projects:

- Ongoing: On 03/28/2023 Council approved proposal for Clark Patterson Lee to conduct bid document and construction plan composition and construction administration for rebuilding the inner berm bridges. Soil test and drilling is scheduled for April 22, 2023 from 8am-5pm. The next step is for the Administration Office to coordinate with Clark Patterson Lee regarding bid document dates.

Poplar Park

Statement of Work (COVID-19) is being composed for submittal to Commissioner Lorraine Cochran-Johnson's Office in expectation of funding for the development of Poplar Park. Report submittal to the Commissioner's office is anticipated by week's end.

Administrative Matters
Applications/Licenses:

The Administration has processed 24 business license renewals and 2 alcohol license renewals for the 2023 year.

Council is scheduled to hear alcohol privilege license application for Mangos Caribbean restaurant on April 25th, 2023. The item will be heard during the regular meeting of Mayor and Council.

Policy/Procedures Drafts:

Personnel Policy draft is nearing completion. The Administration Office will present process for review and re-write of the personnel policy handbook on 04/11/2023.

Required Reporting:

My office is preparing required report under American Rescue Plan Act provisions. The report is due April 30th, 2023.

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Education and Training:

As of 04/04/2023 City Manager Miller-Thornton has completed the GMA human resource certification program.

Public Safety

- Chief Green presented and participated in discussion of the Agency Activity Reports generated by Courtware Rare Element Solutions software for the Police Department. These resourceful reports will be distributed at council meetings quarterly.
- Chief Green stated that congratulations are in order to Pine Lake Police Departments Cpl. Jason Cooper. The Pine Lake Police Department received a “Good Letter” on March 12, 2023, from DeKalb County Sheriff’s Department regarding an incident Cpl. Cooper assisted the county in. The commendation letter was in reference to his assistance in safely apprehending a suspect that was in a stolen vehicle attempting to flee. The subject had a concealed handgun in his pants where he was reaching for during the arrest.
- Chief Green reported that the new officers will be sworn in at the April 25th City Council meeting.

Copies of the Administration/Public Works/Court and Public Safety reports are on file in City Hall for reviewing. Please email missyevarner@pinelakega.net to request a copy or call 404-999-4931 to schedule an appointment to review the copy on file.

Reports/Comments

Mayor

Mayor Hammet inquired about a solution to restrict the open carry law for weapons. There was discussion and City Attorney Moore stated that the State of Georgia Legislature has taken away much of the authority for cities to govern restrictions and laws and that she will conduct research on the matter.

City Council

There were not any City Council comments.

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Information for “The Pine Lake News” eblast.

Congratulations to Pine Lake Police Department’s Corporal Jason Cooper.

The Pine Lake Police Department received a “Good Letter” on March 12, 2023, regarding Corporal Jason Cooper's assistance in an incident in DeKalb County. The commendation letter described his assistance in safely apprehending a suspect that was in a stolen vehicle attempting to flee. The subject had a concealed handgun and reached for it during the arrest. Thank you, Officer Cooper, Job well done! #TeamWork #EveryoneGoesHome

Special Thanks to Neighbors of Pine Lake, Eloise and Craig Luke

Mr. and Mrs. Luke presented the City of Pine Lake with a beautiful original photograph of our lake taken by Mrs. Luke. The Luke’s reside nearby on Rowland Road and enjoy walking around Pine Lake. The photograph has been hanging in their home, but after making some décor changes, they decided that it was time that someone else enjoyed it.

We feel so lucky and honored that they decided to give the photograph to the city. You will be able to see the photograph when you attend Council Meetings and other events in the Council Chambers.

Pollination Celebration April 23rd from 1:00 PM to 5:00 PM

The Municipal Arts Panel (MAP) and Stewards for Environmental Education and Design (SEED) join forces once again with a Pollination Celebration. The event will take place on the park side of the Beach House and will include a nature walk, live music, food and drink, plant sale, seed exchange, education, information and so much more. Come and join your neighbors in welcoming all Spring pollinators to Pine Lake.

Project to Restore the Two Bridges on the Inner Berm

The first step for this project will commence on Saturday April 22nd. Between 8:00 AM and 5:00 PM soil testing will be taking place at the site of the two bridges. There will be drilling for soil samples and there may be some noise associated with the project.

Food Assistance Available to Pine Lake Neighbors

PLAIN’s Neighbor to Neighbor (N2N) program assists Pine Lake neighbors in need. If you or someone you know is food insecure or needs other assistance, please call 404 491-0774 and leave a message. A volunteer will call back to discuss needs and help

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available. All contacts are kept confidential.

Adjournment Council Member Woods motioned to adjourn at 8:00 pm; seconded by Mayor pro tem Bordeaux and passed unanimously.

Missye Varner, Administrative Coordinator

DRAFT



Memo

DATE: April 21, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton
RE: Swearing-in of Reserve Public Safety Officers

Police Chief Y-Hudah-Green will publicly present/introduce new public safety officers to Council for Mayor Hammet to administer the oath of office for reserve officer duty.

Please join us in welcoming these officers as community partners in our City's public safety efforts.

Thank you,
CMThornton



Memo

DATE: April 21, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton
RE: Council's Confirmation of the Appointment of Stephanie Kohler to the Pine Lake Municipal Arts Panel

Mayor Melanie Hammet has selected Stephanie Kohler to be a member of the Municipal Arts Panel – a standing committee of the City of Pine Lake. In accordance with Charter Section 2.43, "All standing committees shall be appointed by a majority vote of the council."

Confirmation of Council's appointment of Stephanie Kohler to the Municipal Arts Panel is scheduled for the 4/25/2023 meeting of Mayor and Council.

Thank you,
CMThornton



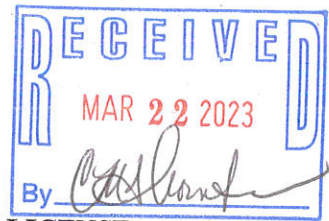
Memo

DATE: April 21, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton
RE: Alcohol Privilege License Application – Mangos Caribbean Restaurant – 4634
Rockbridge Road

Matthew Nelson (owner) has presented alcoholic beverages privilege license application to the City of Pine Lake for Mayor and Council consideration. Application is scheduled to be heard by Council during the public meeting to be held on Tuesday, April 25th, 2023. Attached, please find redacted copy of the license application for Council review. Required notice has been published in the local news organ as evidenced by the attached publishers affidavit. Any required documentation that is not presently on file with the City is expected to be received in advance of the hearing date and is noted within page 7 of the application.

Please do contact the Administration Office if you should have any questions regarding this matter.

Thank you,
CMThornton



**APPLICATION FOR ALCOHOLIC BEVERAGE PRIVILEGE LICENSE
CITY OF PINE LAKE, GEORGIA**

INSTRUCTIONS: Read through entire application before answering any questions. Every question must be answered fully and correctly. If the space provided is not sufficient, answer the questions on another sheet of paper and indicate that a separate sheet is attached. If a particular question does not apply to you, then answer "N/A" and if necessary explain why the question is not applicable to you. Do not leave any questions blank. When the form is completed, it must be dated, signed and verified under oath by the applicant and filed with the City Clerk of the City of Pine Lake, Georgia together with all supporting documents, and a certified check or cash for Three Hundred Fifty Dollars and No/100 (\$350.00) which is non-refundable.

1. Type of establishment:
(Check one)

- Restaurant
- Retail Package Sales

2. Type of license applied for:
(Check one).

- Retailer dealers: Building size
4,000 sq. feet or less –
beer and wine package sales \$ 500.00
- Retail dealers: Building size
greater than 4,000 sq. feet –
beer and wine package sales \$1,000.00
- Wholesale dealer, beer or wine \$ 200.00
- Restaurant, retail consumption
malt beverages and wine only \$ 500.00
- Private club, retail consumption,
malt beverages and wine only \$ 500.00
- Restaurant, private club, retail consumption,
distilled spirits, malt beverages and wine \$2,800.00
- Brew Pub \$1,000.00
- Catering permit/Temporary Permit \$ 50.00

- Brown Bag Establishment License \$ 50.00
- Bed and Breakfasts \$ 50.00
- Sunday Sales Permits for consumption on Premises \$ 200.00
- Sunday Sales Permits \$ 200.00
- Employee Permits \$ 50.00
- Distilled Spirits \$ 5,000.00

3. Type of ownership:

- Individual
- Partnership
- Close Corporation
- Corporation
- Limited Liability Company
- Limited Partnership

(a) If individual, full name and legal residence of owner:

NAME _____ SOCIAL SECURITY # _____

STREET ADDRESS _____ MAILING ADDRESS (If different) _____

CITY, STATE, ZIP CODE _____ CITY, STATE, ZIP CODE _____

Is this individual a U.S. Citizen? _____

If not give permanent alien registration # _____ and attach copy of green card.

N/A

[] (b) If partnership, partnership name _____
Name, address & social security number of general partner(s):

Name, social security number, per cent interest and legal address of all partners:

_____ N/A

Are all of these stockholders U.S. Citizens? _____

If not give permanent alien registration # _____ and attach copy of green card.

[] (c) If close corporation, corporate name _____ N/A

STREET ADDRESS _____ MAILING ADDRESS (If Different) _____

CITY, STATE, ZIP CODE _____ CITY, STATE, ZIP CODE _____

NAME, SOCIAL SECURITY NUMBER, PER CENT INTEREST AND LEGAL ADDRESS OF ALL STOCKHOLDERS:

Are all of these stockholders U.S. Citizens? _____

If not give permanent alien registration # _____ and attach copy of green card.

[] (d) If corporation, corporate name N/A

STREET ADDRESS _____ MAILING ADDRESS (If Different) _____

CITY, STATE, ZIP CODE _____ CITY, STATE, ZIP CODE _____

NAME OF REGISTERED AGENT FOR SERVICE OF PROCESS FOR THE CORPORATION _____

STREET ADDRESS _____ MAILING ADDRESS (If Different) _____

[] (e) If Limited Liability Company, name MANGOS PINELAKE LLC
Address of principal place of business 4634 Rockbridge Rd
Stone Mountain GA 30083

NAME, ADDRESS & SOCIAL SECURITY NUMBER OF MANAGING MEMBER(S):
Matthew Nelson [REDACTED]

NAME, SOCIAL SECURITY NUMBER, PER CENT INTEREST AND LEGAL ADDRESS OF ALL MEMBERS:

Are all of the partners U.S. Citizens? yes

If not give permanent alien registration # _____ and attach copy of green card.

NAME OF REGISTERED AGENT FOR SERVICE OF PROCESS FOR THE LIMITED LIABILITY COMPANY:

NAME _____

STREET ADDRESS _____ MAILING ADDRESS (If Different) _____

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

[] (f) If Limited Partnership, name N/A
Address of principal place of business _____

NAME, ADDRESS & SOCIAL SECURITY NUMBER OF GENERAL PARTNER(S):

NAME, SOCIAL SECURITY NUMBER, PER CENT INTEREST AND LEGAL ADDRESS OF LIMITED PARTNERS:

Are all of the partners U.S. Citizens? _____
If not give permanent alien registration # _____ and attach copy of green card.

NAME, OF REGISTERED AGENT FOR SERVICE OF PROCESS FOR THE LIMITED PARTNERSHIP

NAME

STREET ADDRESS

MAILING ADDRESS (If Different)

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

4. NAME OF LICENSEE:

Matthew Nelson
NAME


MAILING ADDRESS (If Different)


CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

Is the licensee a U.S. Citizen? Yes

If not give licensee permanent alien registration # _____ and attach copy of green card.

5. NAME OF LICENSE REPRESENTATIVE (Required)

Matthew Nelson
NAME NAME
[REDACTED]
STREET ADDRESS MAILING ADDRESS
[REDACTED]
CITY, STATE, ZIP CODE CITY, STATE, ZIP CODE

Is the license representative a U.S. Citizen? yes

If not give license representative permanent alien registration # _____ and attach copy of green card.

6. a. Is the above address the licensee's legal and bona fide place of domicile? yes
b. Is the above address the license representative's legal and bona fide place of domicile? yes

7. NAME AND LOCATION OF BUSINESS FOR WHICH APPLICATION IS MADE:

Mangos Caribbean Restaurant
NAME OF BUSINESS
4634 Rockbridge Rd
STREET ADDRESS
Stone Mountain GA 30083
CITY, STATE, ZIP CODE

8. DO YOU CURRENTLY HOLD OR HAVE HELD WITHIN THE LAST 10-YEARS ANY OTHER ALCOHOL BEVERAGE LICENSE OTHER THAN ONE ISSUED BY PINE LAKE? IF SO, WHERE AND IF CURRENT PROVIDE THE LICENSE NUMBER AND ISSUING AUTHORITY. YES

9. HAVE YOU RECEIVED, READ, AND UNDERSTAND THE CITY OF PINE LAKE BEVERAGE LICENSE ORDINANCE?

Matthew Nelson
LICENSEE

LICENSE REPRESENTATIVE

10. AS REQUIRED BY THE ALCOHOLIC BEVERAGE LICENSE ORDINANCE OF THE CITY OF PINE LAKE, HAVE YOU INCLUDED THE FOLLOWING WITH THIS APPLICATION?

*Need
B/H 25th
April*

a. A completed State of Georgia Department of Alcohol Unit form ATT-17 (if required).

b. An affidavit of each person whose name appears on an application for a license swearing that said person has not within 5 years prior to the date of application been convicted of nor entered a plea of nolo contendere to any felony, misdemeanor, or charge related to the sale, manufacture, distribution, taxability, possession or use of alcoholic beverages or illegal drugs including the offense of driving a motor vehicle under the influence of alcohol or drugs, has not entered a guilty plea, or been convicted of a felony or a misdemeanor or a crime opposed to decency and morality. (Does not include the registered agent for service of a corporation, or LLC unless such person is a covered stockholder, member, partner, limited partner, licensee or license representative).

Lease agreement received. ~~not~~

c. A copy of a deed showing the applicant to be the owner of the premises for which the license is sought or a copy of a lease showing any interest the owner of the premises has in the business for which the license is sought.

d. Consent form releasing driver history and criminal background history of each person listed herein and proof of U.S. Citizenship or alien status.

e. 5-Year driver history which can be obtained from the Georgia State Patrol Office.

f. For those applicants, who, within the last five year period, have resided or do reside in a state other than Georgia, the applicant must furnish a certified copy of a driver history and criminal background history from the state or state in which he/she has resided or resides to the Chief of Police of Pine Lake.

g. If the same person is serving as the licensee and the license representative, he/she shall submit an affidavit certifying that he/she is at least twenty-one (21) years of age, a resident of DeKalb County and a manager of the business.

h. If the licensee is not the license representative, an affidavit from the license representative certifying that he/she is at least twenty-one (21) years of age, a resident of DeKalb County and a manager of the business.

Received ~~not~~

i. If applicable, have you received a DeKalb County Health Department Food Service Permit and any other state or federal permits, etc. required for a food service establishment. If so, attach a copy of the permit.

j. A certificate from the Pine Lake Chief of Police certifying that each person named in the application has been investigated and found not to have within 5 years prior to the date of application been convicted of nor entered a plea of nolo contendere to any felony, misdemeanor, or charge related to the sale, manufacture, distribution, taxability, possession or use of alcoholic beverages or illegal drugs including the offense of driving a motor vehicle under the influence of alcohol or drugs, has not entered a guilty plea, or been convicted of a felony or a misdemeanor or a crime opposed to decency and morality.

k. Application processing fee of Three Hundred Fifty Dollars and No/100 (\$350.00).

VERIFICATION OF LICENSEE

STATE OF GEORGIA, Dekalb COUNTY.

I, Matthew Nelson, Licensee, do hereby swear subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

Matthew Nelson
Applicant/Licensee Signature (Full Name in Ink)

I hereby certify that Matthew Nelson signed his/her name to the foregoing application after stating to me that he/she knew and understood all statements and answers made therein, and, under oath administered by me, has sworn that said statements and answers are true.

This 22 day of March, 19 2023

Wilma Johnson Varner
NOTARY PUBLIC
My Commission Expires: CLAYTON COUNTY, GEORGIA
[AFFIX SEAL] **MY COMMISSION EXPIRES AUGUST 28, 2024**

VERIFICATION OF LICENSE REPRESENTATIVE

STATE OF GEORGIA, Dekalb COUNTY.

I, Matthew Nelson, License Representative, do hereby swear subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions this application are true, and no false or fraudulent statement or answer is made herein to procure the granting of such license.

Matthew Nelson
License Representative (Full Name in Ink)

I hereby certify that Matthew Nelson signed his/her name to the foregoing application after stating to me that he/she knew and understood all statements and answers made therein, and, under oath administered by me, has sworn that said statements and answers are true.

This 22 day of March, 19 2023

Wilma Johnson Varner
NOTARY PUBLIC
My Commission Expires: CLAYTON COUNTY, GEORGIA
[AFFIX SEAL] **MY COMMISSION EXPIRES AUGUST 28, 2024**

AFFIDAVIT OF LICENSEE/LICENSE REPRESENTATIVE
(ON PREMISE CONSUMPTION ONLY)

STATE OF GEORGIA, DeKalb COUNTY

The undersigned licensee hereby certifies that he/she (is not) (is) serving as licensee and the license representative of Mangos Caribbean Restaurant; that he/she is at least twenty one (21) years of age, (is not) (is) a resident of DeKalb County, and (is not) (is) a manager of the business.

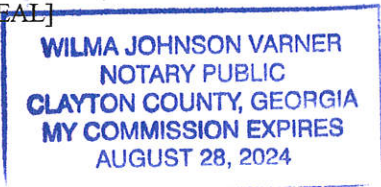
[Signature]

Sworn to and subscribed before me, this
23rd day of March,
2023

[Signature]
NOTARY PUBLIC

MY COMMISSION EXPIRES:

[SEAL]



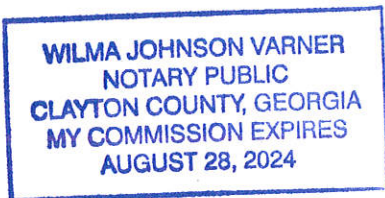
The undersigned license representative hereby certifies that he/she is serving as the license representative of Matthew Mangos Caribbean Restaurant; that he/she is at least twenty one (21) years of age, is a resident of DeKalb County, and is a manager of the business.

Sworn to and subscribed before me, this
23rd day of March,
2023

NOTARY PUBLIC

My Commission Expires: _____

[SEAL]



CONSENT FORM

I hereby authorize THE CITY OF PINE LAKE to receive any criminal history record information pertaining to me which may be in the files of any state and local criminal justice agency in Georgia.

Matthew Joseph Nelson
Full Name Printed

[Redacted]
Address

M
Sex

Black
Race

[Redacted]
Date of Birth

[Redacted]
Social Security #

U.S. Citizen Yes No
(Attach proof, if applicable)

[Signature]
Signature

NOTICE

Criminal justice agencies which disseminate criminal history records to private individuals and to public and private agencies shall advise all requestors that, if an employment or licensing decision adverse to the record subject is made, the record subject must be informed by the individual or agency making the adverse decision of all information pertinent to that decision. This disclosure must include information that a criminal history record check was made, the specific contents of the record, and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision is a misdemeanor. This disclosure requirement applies to criminal justice agencies when such agencies make employment or licensing decisions adverse to record subjects.

[Signature]
NOTARY PUBLIC **WILMA JOHNSON VARNER**
NOTARY PUBLIC
CLAYTON COUNTY, GEORGIA
MY COMMISSION EXPIRES
AUGUST 28, 2024

March 23/2023
DATE

AFFIDAVIT

5-YEAR BACKGROUND HISTORY

I, Matthew Nelson, do hereby swear that I have not within 5 years prior to the date of this application been convicted or nor entered a plea of nolo contendere to any felony, misdemeanor, or charge related to the sale, manufacture, distribution, taxability, possession or use of alcoholic beverages or illegal drugs including the offense of driving a motor vehicle under the influence of alcohol or drug, has not entered a guilty plea, or been convicted of a felony or a misdemeanor of a crime opposed to decency and morality.

Matthew Nelson
Applicants Signature

VERIFICATION

STATE OF GEORGIA, DeKalb COUNTY.

I, Matthew Nelson, Licensee, do hereby subject to criminal penalties for false swearing, that the statements made by me in this affidavit are true.

Matthew Nelson
Applicant's Signature (Full Name in Ink)

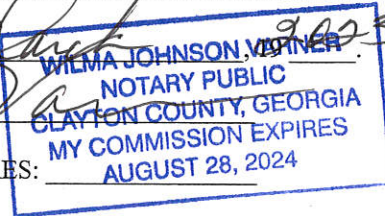
I hereby certify that Matthew Nelson signed his/her name to the
(Full Name of Applicant)
foregoing affidavit after stating to me that he/she knew and understood all statements made therein, and, under oath administered by me, has sworn that said statements are true.

This 23rd day of March

Wilma Johnson
NOTARY PUBLIC

MY COMMISSION EXPIRES:

[SEAL]



Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed more than ten (10) employees¹.

*** If you select Section 1(A), please fill out Section 2 and then execute below.

(B) On January 1st of the below-signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Matthews Pinelake
Name of Private Employer

Federal Work Authorization User Identification Number

~~3/22/23~~ 2/2/22 _____
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on 23rd March 2023 in Pinelake (city), GA (state).

Matthew J Nels
Signature of Authorized Officer or Agent

Matthew J Nels
Printed Name and Title of Authorized Officer or Agent

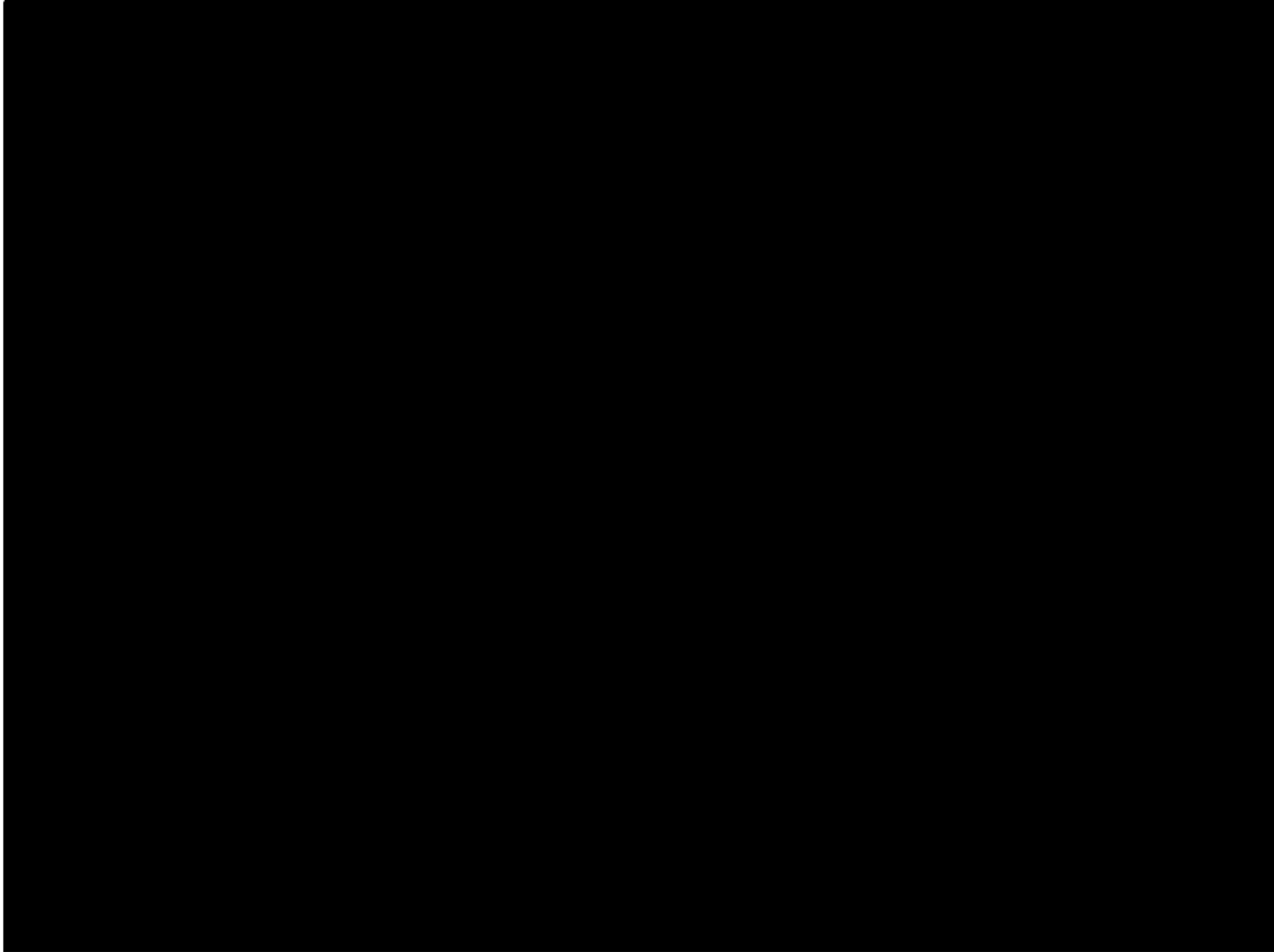
SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 23rd DAY OF March, 2023

Wilma Johnson Varner
NOTARY PUBLIC
My Commission Expires AUGUST 28, 2024
CLAYTON COUNTY, GEORGIA
MY COMMISSION EXPIRES

¹ To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

Missye Varner

From: Mangos Caribbean Restaurant <mangoscaribbeanrestaurant@gmail.com>
Sent: Wednesday, November 10, 2021 3:25 PM
To: Missye Varner
Subject: Drivers license



39326		350.00		3/23/23	Mangos Pine Lake	2023 Alcohol fee	7mV
BANK TRANSIT NO.	\$ CHECKS	\$ CASH	CODE	DATE	NAME	DESCRIPTION	RECEIVED BY

IF **(ENCIRCLED)** INDICATES CASH RETURNED FOR ADJUSTMENT TO NET AMOUNT OF ACTUAL PAYMENT

City of Pine Lake
P.O. BOX 1325
PINE LAKE, GEORGIA 30072
404 - 999-4901
www.pinelakega.net

59326

↑
INVALID WITHOUT SIGNATURE

- 1 () FRANCHISE TAX
- 2 () INSURANCE COMPANY TAX (BUSINESS LICENSE)
- 3 () INTANGIBLE TAX
- 4 () REAL ESTATE TRANSFER TAX
- 5 () OCCUPATIONAL TAX (BUSINESS LICENSE)

- 6 (X) ALCOHOL BEVERAGE LICENSE TAX
- 7 () ALCOHOL BEVERAGE SALES EXCISE TAX
- 8 () VARIANCE APPLICATION FEE
- 9 () BUILDING PERMIT FEE
- 10 () CERTIFICATE OF OCCUPANCY FEE (CO)

- 11 () BUILDING RENTAL FEE
- 12 () BUILDING CLEANING FEE
- 13 () TRASH PICK-UP FEE
- 14 () PARK CARD FEE
- 15 () MISC.

RETAIN THIS RECEIPT FOR YOUR RECORDS

[Signature]

SIGNATURE

PUBLISHER'S AFFIDAVIT

The Champion Newspaper
PO Box 1347
Decatur, GA 30031-1347

Phone: (404) 373-7779
Fax: (404) 371-1359

CITY OF PINE LAKE
P.O. BOX 1325
PINE LAKE, GA 30072

STATE OF GEORGIA
COUNTY OF DEKALB

Personally appeared before me, the undersigned, a Notary Public within and for said county and state, Carolyn J. Glenn, Publisher of The Champion Newspaper, published at Decatur, County of DeKalb, State of Georgia, and being the official organ for the publication of legal advertisements for said county, who being duly sworn, states on oath that the report of Mangos Caribbean Restaurant, 4634 Rockbridge Road was published in said newspaper on the following date(s):

04/06/23, 04/13/23

CAROLYN J. G AROLYN J. GLENN, PUBLISHER GLENN, PUBLISHER

Sworn to and subscribed before me this 04/14/23.

Notary Public

My commission expires August 01, 2026

THE OFFICIAL LEGAL ORGAN OF DEKALB COUNTY





Memo

DATE: April 21, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton
RE: Juneteenth 2023 Update and Request for Event Funding

Mayor pro tem Jean Bordeaux and Councilwoman Augusta Woods will present an update on program planning for the Juneteenth 2023 Event. They will also present request for \$300.00 in event funding for Council consideration.

Please refer to proposed Resolution R-10-2023 – FY2023 Budget Amendment

Thank you,
CMThornton



Memo

To: Mayor and City Council
From: ChaQuias Thornton, City Manager
Date: April 20, 2023
Re: Public Finance Leadership Academy

New Business – April 25, 2023 Regular Council Meeting

Please see the attached flyer for information regarding the new program offered by the University of Georgia's Carl Vinson Institute of Government and the Georgia Government Finance Officer's Association. The new program, entitled The Public Finance Leadership Academy (PFLA) is an innovative professional development program that combines the latest in leadership and financial management training. The program also focuses on the legal framework and human interactions that are often not considered in financial management scenarios.

As a Certified Finance Officer and a member of the Government Finance Officers Association that has operated within the confines of small city budgets and limited resources, I understand the importance of achieving financial excellence in public finance. This achievement helps to enhance a manager's ability to approach challenging financial situations in innovative ways that reach well beyond the normal line-item budget and cash flow analysis measures that become the norm. For example, in one of the latest continuing education trainings offered by the Georgia Finance Officers Association, I was able to learn about the necessity of program and priority-based budgeting as an alternative to line-item based budgeting. I have begun implementation of that concept into this year's budget proposal for a different, and more efficient, need-based approach to recommending budget appropriations.

Additionally, the approach to strategic planning scenarios must be coupled with administrative and operational skills as well as treasury management related skills. Most strategic planning scenarios will require "dollar sign" data and advanced fiscal management analysis to aid in the successful implementation of such planning. Programs like the one offered by the PFLA offer such data gathering and analytical training.

Prerequisite for the program:

Successful completion of the Level II Finance Officer Certification or completion of Level I with progress towards Level II; alternatively, candidates who hold certain financial professional designations: Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Public Finance Officer (CPFO) will be eligible for consideration without meeting the Level I and Level II requirement.

I have completed and currently maintain Level I and Level II Finance Officer Certifications through the University of Georgia's Carl Vinson Institute of Government in cooperation with the Association of County

Commissioners of Georgia and the Georgia Municipal Association. I would therefore qualify for application to the program.

The program is scheduled to run from October 2023 through May 2024.

Application:

Application, essay, and letter of recommendation/support from City are required for consideration for program acceptance. Application deadline is September 1, 2023. No application fee is assessed.

Request:

I am asking that Mayor and Council consider funding program tuition and expenses for my participation in the PFLA program.

- Program cost is \$2,799 and offers up to 91.90 CPE credit hours. A required number of CPEs are necessary to maintain the current finance officer certifications that I hold. Completion of the courses offered in the PFLA program can count towards CPE requirements for maintaining current certifications.
- Travel cost is dependent upon the number of in-person course sessions attended during the program. Four of the 12 sessions are mandatory in-person attendance and eight of the sessions are a hybrid option. The following is presented as an estimate of the expense for mandatory in-person sessions only:

- 109.6 miles/session x \$0.655/mile IRS rate = \$71.79 x 1 sessions = \$71.79
 - 46.2 miles/session x \$0.655/mile IRS rate = \$30.27 x 3 sessions = \$90.81
- \$162.60

Program/travel funding of \$2,962 can be expensed with no increase in allocation to the current year's budget. Please reference proposed Resolution R-10-2023.

Do feel free to present any questions or concerns regarding.

Thank you,
CMThornton



Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA



Public Finance Leadership Academy

Announcing a new signature program offered in partnership between the Institute and GGFOA. The Public Finance Leadership Academy (PFLA) will equip new and emerging public sector financial management leaders with the knowledge they need to successfully manage and communicate at all levels of government.

Participants in this 6-month cohort program will work with a robust slate of experts diverse in background, talents and expertise.

Developing Tomorrow's Leaders Today

PFLA is an innovative professional development program that combines the latest in leadership and financial management training. Program curriculum is both timely and relevant, providing a unique focus on how legal frameworks and human interactions come to play in working across diverse levels of public organizations.



INNOVATIVE
and specialized
professional
development program



TARGETED
for new and developing
public leaders



TIMELY
and relevant
curriculum content



COMPREHENSIVE
and challenging
certificate track

Building on a Foundation of Success

For years, the Georgia Government Finance Officers Association and the Carl Vinson Institute of Government have partnered to bring professional development opportunities to finance professionals across the State of Georgia as a means of promoting excellence in public finance.

The Level I and Level II Finance Officer Certification programs provide foundational knowledge and technical skills in a number of areas that are critical to the financial management of local governments or authorities.

Our new Public Finance Leadership Academy builds upon these foundational steps, offering a distinguished training experience that combines technical know-how with leadership prowess. The result is the latest expertise in government finance and leadership.

To download a PFLA application, please visit
<https://cviog.uga.edu/resources/documents/training-and-education/pfla-application.pdf>

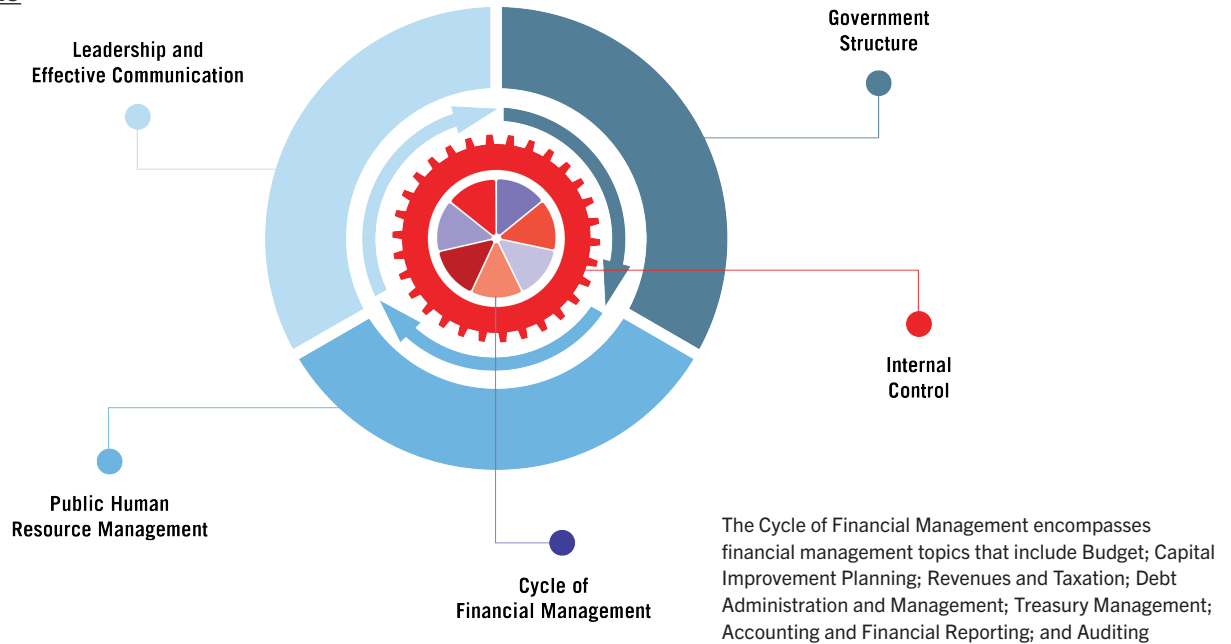
THE DEADLINE TO APPLY IS SEPTEMBER 1, 2023!

Please check out our new program, the Public Finance Leadership Academy, at <https://cviog.uga.edu/pfla>

A SPECIALIZED CURRICULUM

Focus Areas emphasize next-level skills in navigating government functions and services and offer participants the opportunity to apply the interrelated components of internal control to mitigate risks inherent in the cycle of financial management. Advanced leadership analysis and training is woven into each piece of the curriculum.

PROGRAM FOCUS AREAS



PROGRAM OVERVIEW

To earn a Public Finance Leadership Academy certificate, participants must complete 82 program hours through a variety of instructional activities covering the program's core curriculum.

PREREQUISITE: Successful completion of the Level II Finance Officer Certification or completion of Level I with progress towards Level II; alternatively, candidates who hold certain financial professional designations: Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Public Finance Officer (CPFO) will be eligible for consideration without meeting the Level I and Level II requirement.

ASSESSMENTS: pre and post assessment; and a Capstone project. The Capstone project is intended to demonstrate the participant's ability to apply the skills and knowledge acquired during the program as well as provide a direct benefit to their government.

CLASS SIZE: a cohort of up to 15 participants

INSTRUCTIONAL DELIVERY: a blended approach offering virtual-live, face-to-face, and hybrid learning experiences; customize your training experience to meet your needs. Our UGA classrooms are equipped with cameras and technology that will provide remote participants the opportunity to interact with the instructor and their peers as if they were in the classroom on campus.

RECOGNITION: Upon successful completion of the program, participants will receive a certificate of achievement issued by the Carl Vinson Institute of Government and the Georgia Government Finance Officers Association.

COST: \$2,799

2023–2024 PFLA COHORT SCHEDULE

A detailed list of sessions is available at <https://cviog.uga.edu/training-and-education/financial-training/pfla-curriculum.html>.

October 16	PFLA Kick-Off (UGA-Athens)
October 17–18	Leadership and Effective Communication
November 9	Government Structure and Operations/ Internal Control
December 4	Public Human Resource Management
January 18	Treasury Management and Cash Flow Forecasting
February 7	Advanced Debt Issuance
February 15	Economic Development
March 5	Budgeting for Long-Term Sustainability
March 13	Millage Rate Process
April 3	Data Visualization and Creating Dashboards
April 17–18	Preparing the Annual Comprehensive Financial Report
May 2	Preparing for the Audit
May 3	PFLA Graduation

Cohort participants will kick off this year's program in Athens with a 3-day/2-night stay at the University of Georgia Center for Continuing Education & Hotel; this stay is included in the registration fee of \$2,799. On day one cohort participants will arrive in Athens the afternoon of October 16, 2023, to begin their journey. Later that evening, participants will have an opportunity to network and get to know their peers before enjoying a banquet-style dinner with an action packed agenda and featured keynote speaker. Days two and three will be devoted to a discussion on the topic, "Leadership and Effective Communication." Participants will depart from the Georgia Center at 4:00pm on October 18.

Public Finance Leadership Academy Curriculum

Prerequisites: Successful completion of the Level II Finance Officer Certification or completion of Level I with progress towards Level II; alternatively, candidates who hold certain financial professional designations: Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Public Finance Officer (CPFO) will be eligible for consideration without meeting the Level I and Level II requirement

Who Should Attend? This course is for local government accounting and financial reporting professionals and others responsible for oversight and administration of a local government's finances.

Advance Preparation: None

Program Level: Advanced

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Hours
<p>Leadership & Effective Communication</p> <p>October 17-18, 2023</p> <p>UGA Athens</p>	<p>This session will convey the importance of self-awareness and effectively communicating at all levels of government and with the public. Participants will complete an assessment instrument to learn more about their respective leadership style.</p>	<p>At the end of this session the participant will be able to: discuss how self-awareness is important when leading a work team, explain benefits of collaboration, process improvement, and group team building, describe the importance of political perception and awareness including financial versus political decisions, and recognize public values and policy choices</p>	<p>Personal Development</p>	<p>13.2 CPE, 1. CEU, 12 Co. Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Contact Hours
<p>Government Structure & Operations</p> <p>November 9, 2023</p> <p>9 a.m. - Noon</p> <p>UGA Gwinnett*</p>	<p>This session will review the structure of government in Georgia, open meetings open records requirements, ethics, and contracts.</p>	<p>At the end of this session the participant will be able to: describe the structure of Georgia local government, recall open meetings open records requirements, discuss the importance of contracts, and recognize the importance of ethics in all government interactions.</p>	<p>Specialized Knowledge - Technical</p>	<p>3.6 CPE, .3 CEU, 3.6 Contact Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/C Hours
<p>Internal Control</p> <p>November 9, 2023</p> <p>1 p.m. - 4 p.m.</p> <p>UGA Gwinnett*</p>	<p>This session will cover the five interrelated components of internal control to various scenarios as a means of identifying and mitigating risks in operations and financial reporting. Participants will learn how to effectively communicate to the governing body their fiduciary responsibility and oversight role.</p>	<p>At the end of this session, the participant will be able to: Identify the five components of internal control, apply the five components to various transaction cycles to mitigate risks inherent in these cycles, discuss the importance of well-developed job descriptions in strengthening the control environment, discuss how the development of policies and procedures mitigate risks and emulate best practices, discuss cyber security and its threat to internal control, and discuss how to design an on-boarding process to educate elected officials about their "ultimate" fiduciary responsibility for internal control.</p>	<p>Auditing – Technical</p>	<p>7.9 CPE, .7 CEU Contact Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Contact Hours
<p>Public Human Resource Management</p> <p>December 14, 2023</p> <p>Hybrid</p>	<p>This session will cover the functions of public human resource management and the legal standards that govern such functions.</p>	<p>At the end of this session the participant will be able to: describe the importance of human resource management and demonstrate how to navigate predefined human resource situations</p>	<p>Personnel/ Human Resources</p>	<p>6.6 CPE, .6 CEU Contact Hours</p>
<p>Treasury Management and Cash Flow Forecasting</p> <p>January 18, 2024</p> <p>Hybrid</p>	<p>This session will provide an overview of the components of a cash and investment policy and advanced treasury management concepts.</p>	<p>At the end of this session, the participant will be able to: recall the essential components of a cash and investment policy, discuss the importance of cash flow forecasting, recall the steps involved in preparing a cash flow forecast, and prepare a cash flow forecast</p>	<p>Finance- Technical</p>	<p>3.6 CPE, .3 CEU Contact Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Contact Hours
<p>Advanced Debt Issuance</p> <p>February 7, 2024</p> <p>Hybrid</p>	<p>This session will introduce the participant to advanced concepts related to the issuance and management of public debt. Participants will explore the components of a debt policy as well as best practices in issuing and managing public debt. Participants will assemble a financing team for a mock public bond issue and learn to navigate: the process, bond and other disclosure documents, and their fiduciary responsibilities.</p>	<p>At the end of this session the participant will be able to: identify purposes for which debt may be issued, discuss roles and responsibilities of the various individuals involved in the issuance of public debt, differentiate between the different types of public debt instruments, execute a financing plan for a public project, examine bond and disclosure documents used in a public financing, and recall continuing disclosure requirements</p>	<p>Finance – Technical</p>	<p>6.6 CPE, .6 CEU, 6.6 Contact Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Contact Hours
<p>Economic Development</p> <p>February 15, 2024</p> <p>Hybrid</p>	<p>This course will introduce the participant to the fundamentals of economic development. Participants will explore the different types of development authorities in Georgia and learn the basics of financing economic development and deal structuring.</p>	<p>At the end of this session, the participant will be able to: Identify the different types of development authorities in Georgia; recall the basics of financing economic development and deal structuring; discuss how to analyze the costs and benefits of a potential economic development project; tax incentives (abatements), and contractual debt obligations (intergovernmental agreements)</p>	<p>Economics - Technical</p>	<p>6.6 CPE, .6 CEU, 6.6 Contact Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Contact Hours
<p>Budgeting for Long-Term Sustainability</p> <p>March 5, 2024</p> <p>Hybrid</p>	<p>As financial stewards, public finance professionals know that budget decisions made today impact a local government's financial health well into the future. This session provides an overview of the interrelationship between short-term budgeting, capital budgeting, fiscal policies, and strategic planning as a means to promote long-term financial sustainability. Participants will also learn how to use key financial indicators to assess a government's overall financial health.</p>	<p>At the end of this session, the participant will be able to: discuss what sustainability means in a budgeting context, recall strategies for increasing long-term efficiencies, discuss the interconnectedness of long-range plans with fiscal sustainability, evaluate the financial condition of a government, and analyze fiscal policies that promote sustainability.</p>	<p>Finance-Technical</p>	<p>6.6 CPE, .6 CEU Contact Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Contact Hours
<p>Millage Rate Process</p> <p>March 13, 2024</p> <p>Hybrid</p>	<p>This session provides an overview of the millage rate process in Georgia. Participants will learn about laws applicable to tax digest valuation and setting millage rates, calculating rollbacks and recall the key players in the property tax process.</p>	<p>At the end of this session, the participant will be able to: recite definitions of key terminology, recall the key players in the property tax process, discuss three different views of property taxes, calculate property tax based on digest and millage rate values, discuss required elements of a digest submission package, and calculate required rollbacks for local option sales tax (LOST) and Insurance Premium Taxes</p>	<p>Finance-Technical</p>	<p>6.6 CPE, .6 CEU, 6 Contact Hours</p>
<p>Data Visualization & Creating Dashboards</p> <p>April 3, 2024</p> <p>Hybrid</p>	<p>This session will prepare participants to tell the story of their government's finances through the use of dashboards and other visualization techniques.</p>	<p>At the end of this session, the participant will be able to: recount the tools available for data visualization, discuss data visualization options for communicating various kinds of financial data.</p>	<p>Finance-Technical</p>	<p>3.6 CPE, 3 CEU, 3 Contact Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/C Hours
<p>Preparing the Annual Comprehensive Financial Report (ACFR)</p> <p>April 17-18, 2024</p> <p>Hybrid</p>	<p>The session will provide an overview of a government's externally issued financial statements. Participants will learn about the financial reporting entity and take a deep dive into the introductory, financial and statistical sections of the Comprehensive Annual Financial Report.</p>	<p>At the end of this session, the participant will be able to: recognize unique accounting transactions associated with governmental accounting (e.g., fiduciary activities, leases, pensions & OPEB, subscription-based internet technology agreements, and post-closure care liabilities, recognize what constitutes the reporting entity and methods of presenting component units, recall what is included within each section of the Comprehensive Annual Financial Report, and perform a reconciliation from the fund financial statements to the government-wide financial statements.</p>	<p>Accounting-Governmental</p>	<p>13.2 CPE, 1. CEU, 12 Co. Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Contact Hours
<p>Preparing for the Audit</p> <p>May 2, 2024</p> <p>UGA Gwinnett*</p>	<p>This course will provide an overview of auditor and auditee responsibilities that will help financial statement preparers take responsibility for their government's financial statements, issue the statements in a timely manner, and achieve better audit results.</p>	<p>At the end of this session, you should be able to discuss your entity's responsibilities relating to: identification and acceptance of an external auditor; implementation, maintenance and documentation of internal controls over financial reporting; preparation, review, approval, and acceptance of the financial statements; specific audit procedures performed by the auditor and the need for assistance by entity personnel; and audit-close-out and reporting requirements.</p>	<p>Auditing - Technical</p>	<p>6.6 CPE, .6 CEU, 6.6 Contact Hours</p>

Session Name	Overview	Learning Objectives	Field of Study	CPE/CEU/Contact Hours
Capstone project	The Capstone project is intended to demonstrate the participant's ability to apply the skills and knowledge acquired during the program as well as provide a direct benefit to their government.	At the end of the project, participants will be able to: apply concepts learned in the program to assist with resolving an issue facing their local government.	Finance-Technical	7.2 CPE, .6 CEU, 8.2 Contact Hours
Totals				82 Contact Hours 8.2 CEU 91.90 CPE

Dates

PFLA will run from October 2023 through May 2024.

View a detailed list of sessions.

Date	Location	Session Name
October 16, 2023	UGA Athens	PFLA Kick-Off
October 17–18, 2023	UGA Athens	Leadership & Effective Communication
November 9, 2023	UGA Gwinnett*	Government Structure & Operations/Internal Control
December 14, 2023	Hybrid	Public Human Resource Management
January 18, 2024	Hybrid	Treasury Management & Cash Flow Forecasting
February 7, 2024	Hybrid	Advanced Debt Issuance
February 15, 2024	Hybrid	Economic Development
March 5, 2024	Hybrid	Budgeting for Long-Term Sustainability
March 13, 2024	Hybrid	Millage Rate Process
April 3, 2024	Hybrid	Data Visualization & Creating Dashboards
April 17–18, 2024	Hybrid	Preparing the Annual Comprehensive Financial Report (AC
May 2, 2024	UGA Gwinnett*	Preparing for the Audit
May 3, 2024	UGA Gwinnett	PFLA Graduation



Memo

DATE: April 21, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton
RE: FY2023 Budget Amendment

Please see the attached FY2023 Budget Amendment (Resolution R-10-2023), as proposed. The budgetary amendments are presented to account for the following:

Expense Increase

Funding for tuition and travel expense cost for Public Finance Leadership Academy 011.523700 – Education and Training	\$2,962
Funding for Juneteenth 2023 event cost - 011.531108 – Juneteenth Event	<u>\$300</u>
Total Increase	\$3,262

Expenditure Decrease

Decrease in funding for extended absence of accountant 011.521290	(\$361)
Decrease in funding for non-placement of court clerk position 012.511200 – Regular – Full-time	(\$2,696)
012.512300 – FICA	(\$167)
012.512300 – Medicare	<u>(\$ 38)</u>
Total Decrease	(3,262)

As proposed, total increase of \$3,262 is offset by total decrease of (\$3,262), with a net increase in FY2023 budget of \$0.

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

Thank you,
CMThornton

RESOLUTION #R-10-2023

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 13, 2023; and

WHEREAS, it is necessary to amend such budget now;

THEREFORE, be is 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 _____, 2023.

GENERAL FUND REVENUES					
		LINE ITEM DESCRIPTION	Increase	Decrease	
		Fund Balance Allocation			
			0.00	0.00	-
GENERAL FUND EXPENDITURES					
		LINE ITEM DESCRIPTION			
ADMINISTRATION					
	523700	Education and Training	2,962.00		
	531108	Juneteenth Event	300.00		
	521290	Professional Services (reduction in pay for accountant)		361.00	
COURT					
	511200	Regular Full-time (Jan/Feb cost for non-placement/clerk)		2,696.00	
	512200	FICA		167.00	
	512300	Medicare		38.00	
POLICE					
	511200	Regular Full-time (Jan cost for non-placement/clerk)			
	512200	FICA			
	512300	Medicare			
			3,262.00	3,262.00	-
		Sum Total			-

Melanie Hammet
Mayor

ChaQuias M. Thornton
City Manager/Acting City Clerk