

**CITY OF PINE LAKE, GEORGIA
REGULAR MEETING AGENDA
APRIL 29, 2025 @ 6:00PM
COURTHOUSE & COUNCIL CHAMBERS
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.

CALL TO ORDER – REGULAR MEETING

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

PUBLIC COMMENTS – 3 minutes each please

CONSENT AGENDA

1. Adoption of the Minutes
 - March 25, 2025 – Regular Meeting
 - March 28, 2025 – City Council Spring Planning Retreat
 - April 9, 2025 – Work Session
2. Resolution 2025-15, Appointment of Acting City Clerk
3. Resolution 2025-16, Establishment of Separate Bank Account for DeKalb Intergovernmental Agreement, Additional \$2,000,000 SPLOST Funds
4. Resolution 2025-17, Georgia Interlocal Risk Management Agency (GIRMA) Insurance Renewal

NEW BUSINESS

1. Resolution 2025-18, HB 581 / HB 92 Estimated Roll Back Tax Rate
2. Resolution 2025-19, Fiscal Year (FY) 2025 Budget "Modifications" Amendment
3. Resolution 2025-20, Community Service Agreement
4. Resolution 2025-28, Engineer Contractual Award
5. Resolution 2025-21, Tennis Court Rehabilitation Project Award
6. Resolution 2025-22, Holiday Lighting
7. Resolution 2025-23, *The Americans with Disabilities Act* (ADA) Remediation Project
8. Resolution 2025-24, Facility Roof Replacements Project
9. Resolution 2025-25, Snapfinger Creek Tree Removal
10. Resolution 2025-26, Rehabilitation/Remediation of 462 Clubhouse Drive, AKA "Old City Hall"
11. Resolution 2025-27, Equipment Purchases, Public Works Department
12. Resolution 2025-29, Position Classification and Pay Plan Study

PUBLIC COMMENTS – 3 minutes each please

REPORTS AND OTHER BUSINESS

- Mayor
- City Council

Information for "The Pine Lake News" eblast.

EXECUTIVE SESSION

ADJOURNMENT

MAYOR

Brandy Hall

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem
Jeff Goldberg
Tom Ramsey
Thomas Torrent
Augusta Woods

CITY OF PINE LAKE
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PINE LAKE, GA 30072

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**CITY OF PINE LAKE
REGULAR MEETING MINUTES
March 25th, 2025 at 6:00 PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order: Mayor Hall called the Regular Meeting to order at 6:00PM.

Present: Mayor Brandy Hall, Mayor pro tem Bordeaux, Council Members Jeff Goldberg, Thomas Torrent, Tom Ramsey, and Augusta Woods. Also present were City Manager Stanley Hawthorne, Chief of Police Sarai Y'hudah-Green, City Attorney Chris Balch, Public Works Director Bernard Kendrick, Finance Director Danny Lamonte, and Assistant City Clerk Ned Dagenhard.

Announcements and Communications

Mayor Hall expressed excitement toward the upcoming March 28th City Council Planning Retreat.

Council Member Ramsey thanked Public Works Director Kendrick for the new lights at the Beach House, adding complements to the appearance.

Mayor pro tem Bordeaux announced the third installment of the Women's History Month *Our History is Now* program occurred the previous weekend. Mayor pro tem Bordeaux stated that the event had been successful and well-attended, adding that the final installment would take place Friday, March 28th at 7:30PM.

Adoption of the Agenda of the Day

Council Member Torrent moved to adopt the Agenda of the Day; Council Member Goldberg seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE
REGULAR MEETING MINUTES
March 25th, 2025 at 6:00 PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA**

Consent Agenda

1. Minutes – Adoption

- **February 25, 2025 – Regular Meeting**
- **March 11, 2025 – Work Session**

2. Resolution R-2025-12, Pedestrian Bridge/Berm Restoration Project, Additional Work Authorization

3. Resolution R-2025-13, Adoption of Community Garden Fee Schedule

Council Member Ramsey moved to adopt the Consent Agenda; Mayor pro tem Bordeaux seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

New Business

1. Resolution R-2025-14, Amended Fiscal Year (FY) 2024 Annual Budget

Council Member Woods moved to approve Resolution R-2025-14; Council Member Torrent seconded.

City Manager Hawthorne asked Finance Director Lamonte to present an overview of the budget amendment.

Mr. Lamonte fielded various questions and comments from City Council, focused around elaborations on line item titles, as well as the concept of a fund balance.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE
REGULAR MEETING MINUTES
March 25th, 2025 at 6:00 PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA**

Reports and Other Comments

Mayor

Mayor Hall presented no additional comments.

City Council

Council Member Torrent inquired about the dilapidated benches near the playground area, posing the question of removal to Public Works Director Kendrick. The Public Works Director responded that he had previously grouped this task with a greater rehabilitation of the playground and recreation area, but added that he would prioritize removal of the benches. Council Member Goldberg offered his support of this prioritization, adding that the playground area is the most utilized feature in the recreation area.

Council Member Goldberg stated that he had met with the area manager for Georgia Power, relating to their tree-pruning initiative, to which the City and residents were recently notified. The Council Member continued that the conversation revealed an opportunity for residents to communicate directly with Georgia Power regarding specific tree issues on their respective properties. Detailed directions, Mr. Goldberg said, would be included in the City's newsletter. Finally, Mr. Goldberg stated that in collaboration with Council Member Woods, Georgia Power had been invited to the May 4th "Pollination Celebration."

Council Member Ramsey offered kudos to Chief Green for facilitating a presentation in conjunction with the DeKalb County Police Department on scam awareness.

Adjournment

Council Member Torrent moved for adjournment at 6:35PM.

Ned Dagenhard
City Clerk or Delegate

**CITY OF PINE LAKE
CITY COUNCIL RETREAT MINUTES
March 28th, 2025 at 9:00 AM
Shades of Green Permaculture
2835 Washington Street, Avondale Estates, GA 30002**

Call to Order: Mayor Hall called the Regular Meeting to order at 9:11AM.

Present: Mayor Brandy Hall, Mayor pro tem Bordeaux, Council Members Jeff Goldberg, Thomas Torrent, Tom Ramsey, and Augusta Woods. Also present were City Manager Stanley Hawthorne, City Attorney Chris Balch, and Assistant City Clerk Ned Dagenhard.

Adoption of the Agenda of the Day

Council Member Ramsey moved to adopt the Agenda of the Day; Mayor pro tem Bordeaux seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

New Business/Discussion Topics

1. Planning Retreat Report Update from October 25, 2024

a. Retreat Report, October 25, 2024

b. Strategic Action Items Update

c. Strategic Priorities Update

A discussion took place, wherein the Governing Authority, City Manager Hawthorne, and City Attorney Balch “checked-in” on those priorities outlined during the October 25, 2024 City Council Retreat. Topics included project management; communication between the Governing Authority and staff; and development of the City’s commercial corridor. No action was taken by City Council.

**CITY OF PINE LAKE
CITY COUNCIL RETREAT MINUTES
March 28th, 2025 at 9:00 AM
Shades of Green Permaculture
2835 Washington Street, Avondale Estates, GA 30002**

2. Council Project List Strategy

a. Moving into the New Year, Input

Council Members discussed a simplified approach to capital project timeline updates, functional code compliance with respect to the Pine Lake naturalist ethos vis a vis vegetation management, as well as putting together a “comprehensive master plan,” with the goal of clearly communicating cooperative opportunities to DeKalb County and other local stakeholders.

3. Map Out Town Hall Meetings Strategy

a. “What is a Town Hall Meeting” Article

b. “How to Run a Town Hall Meeting” Article

As an introduction to the topic of community outreach, Council Member Goldberg led an exercise, asking each attendee to answer the question, “what brought you to Pine Lake?”

The Governing Authority was presented with a brief overview and history of town hall meetings.

The discussion then segued into information priorities, as an outline for issue-based town halls. The Governing Authority also discussed the merit of open-ended town halls versus subject-oriented town halls.

A consensus was observed by City Council regarding the holding of *two (2) town hall meetings in 2025: one to be issue-specific, and one to be a general Q&A.*

No other action was taken by City Council.

4. Roles of City Officers, Per New Charter

a. City Charter

City Attorney Balch gave a PowerPoint presentation covering municipal government, the Council-Manager form of government, aspects of the City Charter reflecting the Mayor’s authority during meetings, and City Council authority over Department Directors.

No action was taken by City Council.

**CITY OF PINE LAKE
CITY COUNCIL RETREAT MINUTES
March 28th, 2025 at 9:00 AM
Shades of Green Permaculture
2835 Washington Street, Avondale Estates, GA 30002**

Adjournment

Council Member Woods moved for adjournment at 3:15PM.

Ned Dagenhard
City Clerk or Delegate

**CITY OF PINE LAKE
WORK SESSION MINUTES
April 8, 2025 at 6:00 PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order: Mayor Hall called the Regular Meeting to order at 6:00PM.

Present: Mayor Brandy Hall, Mayor pro tem Bordeaux, Council Members Jeff Goldberg, Thomas Torrent, and Augusta Woods. Also present were City Manager Stanley Hawthorne, Chief of Police Sarai Y'hudah-Green, City Attorney Chris Balch, Public Works Director Bernard Kendrick, and Assistant City Clerk Ned Dagenhard. Council Member Tom Ramsey and Finance Director Danny Lamonte were not in attendance.

Announcements and Communications

Mayor Hall thanked staff and City Council for a “great retreat.” The Mayor continued that discussion topics included strategic priorities and scheduling of town hall meetings.

Mayor pro tem Bordeaux announced that Thursday, April 10th she would be attending a DeKalb Mayor’s Retreat in Mayor Hall’s stead, adding that she felt such a meeting between City and County representatives was positive.

Adoption of the Agenda of the Day

Council Member Woods moved to adopt the Agenda of the Day; Council Member Torrent seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE
WORK SESSION MINUTES
April 8, 2025 at 6:00 PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA**

New Business

1. Audio/Visual Equipment – Issues Related to Live-stream Audio, Potential Solutions

Assistant City Clerk Dagenhard summarized an ongoing issue related to volume during City Council meeting live-streams. Mr. Dagenhard then invited a representative from *Quality Communications*, the City's audio/visual (A/V) technology provider, to speak to the City Council and public about available corrective measures.

The representative from *Quality Communications* presented various solutions, with ranging levels of cost. A tiered list of quotes, the representative added, was currently in development for Administration and City Council review.

No action was taken by City Council.

2. Community Service Through Georgia Department of Community Supervision

Chief Green presented a program, in partnership with the Georgia Department of Community Affairs, that would allow individuals performing court-mandated community service to assist the Pine Lake Public Works Department with grounds maintenance.

Chief Green fielded questions from City Council regarding supervision of program participants.

A consensus of City Council was observed, regarding allowing staff to proceed with preparation of the program and any actionable documents.

No other action was taken by City Council.

CITY OF PINE LAKE
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3. Tennis Court Rehabilitation Project

Public Works Director Kendrick recapitulated the work performed thus far to develop a scope of work regarding rehabilitation of the Tennis Court complex. Mr. Kendrick referenced solicitation of services for both fence repair and court resurfacing, with the Director's recommendation being to separate the work and award to separate, niche vendors: *Ergeon* and *Advanced Athletic*, respectively.

Mr. Kendrick fielded questions from City Council regarding lighting, parking, and *Americans with Disabilities Act* (ADA) compliance. Multiple Council Members voiced their preference that ADA-compliance be included in the initial project scope, rather than as part of a separate City-wide remediation effort.

No action was taken by City Council.

4. Preliminary Capital Improvement Program (CIP)

Public Works Director Kendrick presented a 6-year Capital Improvement Program, identifying five (5) sources of funding: Special Purpose Local Option Sales Tax (SPLOST) 1 and 2, Local Maintenance Improvement Grant(s) (LMIG), Community Development Block Grant(s) (CDBG), and the interlocal agreement with DeKalb County for an additional \$2,000,000 in SPLOST funds (AKA *SPLOST \$2mil*).

Additionally, Mr. Kendrick outlined more than thirty (30) potential projects, ranging from vegetation management to dam repair. Mr. Kendrick engaged in lengthy discussion with the Governing Authority regarding the many proposed initiatives. The Mayor and Council thanked the Public Works Director for developing a list Mayor Hall dubbed, "really comprehensive."

No action was taken by City Council.

**CITY OF PINE LAKE
WORK SESSION MINUTES
April 8, 2025 at 6:00 PM
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5. Fiscal Year (FY) 2025 Budget Modifications (see: *Strategic Performance Report (SPR)*, April)

City Manager Hawthorne introduced discussion of amendments to the FY2025 Annual Budget, commending the City for achieve an unassigned fund balance of 57.6% at the close of FY2023 (the most recently completed audit year).

Mr. Hawthorne, Chief Green, and Assistant City Clerk Dagenhard each outlined various budget modification recommendations. Areas discussed included *Equipment* improvements for the Police Department (body cameras), as well as *Professional Services* in Administration (Zoning Consultant, Environmental Engineering Services) and Court (Public Defender, Ad hoc Judge, Language Translator Services). Additionally, modifications were recommended for *Legal Expenses* to account for greater utilization of the City Attorney position.

Mr. Hawthorne asked that Mr. Kendrick's presentation of a Capital Improvement Plan be entered as his contribution, since it too reflected budget modification recommendations.

No action was taken by City Council.

Reports and Other Business

Mayor

Mayor Hall presented no further comments.

City Council

Council Member Torrent offered kudos to staff and the City Manager, stating that morale appeared to be high. Council Member Torrent also announced that a Beach House garden cleanup facilitated by the Stewards of Environmental Education and Design (S.E.E.D.) was scheduled for April 17th from 6:00-7:30PM.

Council Member Goldberg stated that he had spent "quite a bit of time" at City Hall over the past few months, and echoed Council Member Torrents comment on high morale, adding that there is a "noticeable feeling when you walk in the door." The Council Member commended the development of monthly Strategic Performance Reports, and advocated for better educating residents on the upcoming projects, as well as the status of the western wetland intake pipe and overall lake/wetland management.

**CITY OF PINE LAKE
WORK SESSION MINUTES
April 8, 2025 at 6:00 PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA**

Executive Session

Council Member Torrent motioned to enter Executive Session for the *purpose of discussing personnel* at 8:09PM; Mayor pro tem Bordeaux seconded.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

Mayor pro tem Bordeaux motioned to re-enter Work Session at 8:44PM; Council Member Torrent seconded.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

Adjournment

A motion for adjournment was made at 8:45PM.

Ned Dagenhard
City Clerk or Delegate



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager

DATE: April 29, 2025

TITLE: Appointment of Acting City Clerk

RECOMMENDATION

Approve resolution appointing Mr. Ned Dagenhard, Assistant City Clerk, as Acting City Clerk of Pine Lake.

BACKGROUND

Section 3.13 of the City's Charter provides "The city council shall appoint a city clerk who shall not be a member of the city council. The city clerk shall be the custodian of the official city seal; maintain city council records required by this charter; and perform such other duties as may be required by the city council and as are imposed upon that officer by state law. Except as otherwise provided in this charter or by law, the city clerk shall not be subject to termination or removal by the mayor or the city council acting alone, but only upon the majority vote of the mayor and a concurring majority of the city council sitting at a regularly scheduled meeting of the city council. In the event that an appointment is not made to the city clerk position, the city manager shall serve as city clerk.

The City Council held a Planning Retreat on October 25, 2024 and reported four strategic priorities – goals. Goal #1 was to make a final decision about the City Manager's position and to hire a full-time City Clerk. During his tenure of employment with the City of Pine Lake, Mr. Ned Dagenhard has served as Assistant City Clerk and has made commendable strides in learning, training, and gaining experience for advancement to Acting City Clerk and as a candidate to become City Clerk.

State law (O.C.G.A. sections 36-1-24 and 36-45-20) requires anyone hired as of April 1, 1992, holding the title of "clerk" or performing the duties of a municipal/county clerk pursuant to the local charter, ordinance, or code shall attend a 15-hour mandated orientation training. The training consists of a basic overview of clerks' job duties and required functions. Mr. Dagenhard completed this 15-hour course in February of 2024.

Through the University of Georgia Carl Vinson Institute of Government/Georgia Clerks Education Institute (GCEI), Assistant City Clerk Dagenhard has completed to date a total of 57 hours. Upon

reaching 100 hours, he will receive a certification as a “Georgia Certified Clerk (GCC).” Mr. Dagenhard is on target to meet that threshold by December 2025.

It is noteworthy that the 100-hour curriculum is not legally required for those holding the title of City Clerk, as is often a point of confusion. Rather, that is the purpose of the 15-hour mandatory training.

RESOURCE IMPACT

There is no immediate fiscal impact beyond previously budgeted resources.

ATTACHMENTS

Resolution

City Clerk Certification, Requirements, etc.

**A RESOLUTION OF THE CITY OF PINE LAKE TO APPOINT NED DAGENHARD AS
ACTING CITY CLERK, TO AUTHORIZE THE CORRECTION OF SCRIVENER'S
ERRORS, AND FOR OTHER PURPOSES**

WHEREAS, Section 3.13 of the Charter of the City of Pine Lake places the appointment authority of the City Clerk in the City Council; and

WHEREAS, Mr. Ned Dagenhard completed the required 15 hours of orientation required by State law to perform the duties of City Clerk in February of 2024; and

WHEREAS, Mr. Ned Dagenhard is currently working to obtain his certification as a Georgia Certified Clerk, from the Carl Vinson Institute at the University of Georgia, and expects to complete those studies by December 31, 2025; and

WHEREAS, Mr. Dagenhard has also been working for the City of Pine Lake as Assistant City Clerk under the supervision and management of the City Manager, who is the City Clerk in the absence of an appointment of that role by the Mayor and Council; and

WHEREAS, Mr. Dagenhard's performance as City Clerk has exceeded expectations since his appointment as Assistant City Clerk; and

WHEREAS, After careful consideration and upon the recommendation of the City Manager and the City Attorney, the Mayor and City Council expressly find that Mr. Dagenhard has the qualities and has demonstrated the initiative and dedication to duties to serve in the Role of Acting City Clerk;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, in an open and public meeting, that it appoints MR NED DAGENHARD as Acting City Clerk for the City of Pine Lake, and

BE IT FURTHER RESOLVED, that his resolution is effective immediately upon the Mayor's signature and the Acting City Clerk is authorized, in consultation with the City Attorney, to make any changes or modifications to this Resolution as may be necessary to give full effect to the intent of the City Council.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk


CHRISTOPHER D. BALCH
City Attorney

City Clerk Certification, Requirements, Etc.

From Ned Dagenhard <neddagenhard@pinelakega.net>

Date Wed 4/9/2025 3:12 PM

To Stanley Hawthorne <stanleyhawthorne@pinelakega.net>

 2 attachments (403 KB)

Transcript, GCEI - Ned Dagenhard.pdf; 2025 GUIDELINES -FINAL.edited (1)_202503111243139367.pdf;

Good afternoon sir,

As requested, this email contains information related to State requirements for those holding the title of "City Clerk," my ongoing education through the UGA Carl Vinson Institute of Government/Georgia Clerks Education Institute (GCEI), and my interest in pursuing membership with the International Institute of Municipal Clerks (IIMC).

- State law (O.C.G.A. sections 36-1-24 and 36-45-20) requires anyone hired as of April 1, 1992, holding the title of "clerk" or performing the duties of a municipal/county clerk pursuant to the local charter, ordinance, or code **shall attend a 15-hour mandated orientation training**. The training consists of a basic overview of clerks' job duties and required functions. **I completed this 15-hour course in February of 2024.**
- Please the attached transcript from GCEI, which references the ten (10) courses I have completed to date, for a total of (57) hours. Once I reach (100) hours, I will receive a certification as a "Georgia Certified Clerk (GCC)". I anticipate meeting this threshold by December of this year.
 - ***Note: The (100) hour curriculum is not legally required for those holding the title of City Clerk, as is often a point of confusion. Rather, that is the purpose of the 15-hour mandatory training.*** Additionally, I can attest to the fact that I am regularly one of only a handful of students who does not hold the title of City Clerk, though I am further in my curriculum than many of my classmates.
- I have also attached some information regarding membership with the IIMC. This is an international organization, offering continued training opportunities, as well as certification as a Certified Municipal Clerk (CMC) once I reach (80) education "points." Since I hold a Bachelors in Public Policy (representing (20) education "points"), I will become CMC-eligible once I reach (80) hours of course work (representing (40) education "points"). I anticipate meeting this threshold by September of this year. [Here is a link to more information regarding CMC certification.](#)

Please let me know if you have any questions or requests for further documentation.

Ned Dagenhard

Assistant City Clerk

City of Pine Lake

P.O. Box 1325

Pine Lake, GA 30072

(404) 999-4931



**Carl Vinson
Institute of Government**
UNIVERSITY OF GEORGIA

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TRANSCRIPT OF RECORD

Page 1 of 1

MAIL TO:

NED DAGENHARD
P.O. BOX 1325
PINE LAKE, GA 30072
USA

DATE: 09 APR 2025
PARTICIPANT NAME: NED DAGENHARD
STUDENT ID: X553853
SCHOOL ID:

COURSE NUMBER	TITLE	START DATE	END DATE	GRADE	HOURS	CEUS
0222	MANDATED TRAINING FOR NEW CLERKS	04 Feb 2024	04 Feb 2024	Successful Completion	15.0	1.50
0227	PROFESSIONAL SKILLS DEVELOPMENT 101 - BUSINESS WRITING	09 Sep 2024	09 Sep 2024	Successful Completion	6.0	0.60
0226	MILLAGE RATE PROCESS	10 Sep 2024	10 Sep 2024	Credit Achieved	6.0	0.60
0253	PROFESSIONAL SKILLS DEVELOPMENT 204 - GROUP DYNAMICS AND REACTING TO CHANGE	10 Oct 2024	10 Oct 2024	Successful Completion	6.0	0.60
0229	RECORDS MANAGEMENT 102 - TECHNIQUES	11 Oct 2024	11 Oct 2024	Successful Completion	3.0	0.30
0230	RECORDS MANAGEMENT 103 - TECHNOLOGY	11 Oct 2024	11 Oct 2024	Successful Completion	3.0	0.30
0224	MEETING MANAGEMENT 102 - PROCEDURES	03 Feb 2025	03 Feb 2025	Successful Completion	3.0	0.30
0225	MEETING MANAGEMENT 103 - OPEN MEETINGS	03 Feb 2025	03 Feb 2025	Successful Completion	3.0	0.30
0221	GOVERNMENT 102	04 Feb 2025	04 Feb 2025	Successful Completion	6.0	0.60
0239	PAYROLL ADMINISTRATION	27 Mar 2025	27 Mar 2025	Successful Completion	6.0	0.60

***** END OF TRANSCRIPT*****

Thank you for choosing The University of Georgia Public Service and Outreach Units for your Continuing Education needs.

INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS EDUCATION GUIDELINES

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PREAMBLE

The International Institute of Municipal Clerks (IIMC) serves the needs of Municipal Clerks, City Secretaries, Treasurers, Recorders, and other allied associations worldwide. IIMC's primary goals are to promote education and training, professional development, certification, public service, mutual assistance and goodwill, and skill development.

EDUCATIONAL PHILOSOPHY

The primary purpose of the International Institute of Municipal Clerks (IIMC) is to provide education and professional development programs and opportunities for its members. IIMC recognizes that education and professional development are essential to every member, and those needs are diverse worldwide. The educational philosophy of "No Clerk Left Behind" remains at the forefront as IIMC offers extensive educational programs and courses through a variety of methods, including universities and institutes, IIMC-approved institutes, state/provincial/national associations, international study, and online classes, publications, networking opportunities, and annual conferences. IIMC values its affiliations with Municipal Clerk associations and sponsoring educational institutions. IIMC provides members with certifications earned through participation in educational programs and involvement in various professional development activities. These certifications include the Certified Municipal Clerk (CMC) designation and the Master Municipal Clerk (MMC) designation. The educational programs and certifications offered through IIMC empower its members to achieve academic and professional success.

IIMC promotes life-long learning, skill development, and public service to foster a spirit of mutual assistance and goodwill among Municipal Clerks around the globe. We continually strive to promote and lead professional and personal development practices to create opportunities for our diverse membership. In partnership with our national and international institutes and our state/local and provincial associations, we support learning opportunities that enrich our members' knowledge, skills, and abilities, thus creating pathways to certification. Certified professionals can continue their development through participation in programs offered at the state/local/provincial, and national levels even after they achieve the desired certification. This commitment to life-long learning enables the members to keep current with evolving practices in the profession and remain effective in their municipalities.

IIMC MEMBERSHIP CLASSIFICATIONS

- Full Member/Additional Full Member - Individuals who serve a legislative government body (LGB) in an administrative capacity with management responsibilities and perform at least four of the eight core clerk duties. These members may earn both IIMC designations.
- Associate member* - Does not qualify for full membership and cannot become a Certified Municipal Clerk or a Master Municipal Clerk. They may, however, attend conferences and courses as they desire.
- Retired Members - These members may earn both IIMC designations.

**If a Full Member, who is fully admitted and engaged in the certification process, finds themselves unable to meet the criteria of a Full Member, they can transfer to Associate Member status. If the newly transitioned Associate Member wishes, they can continue to complete their current certification.*

Membership must be current for IIMC to recognize a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation.

CERTIFIED MUNICIPAL CLERK (CMC) DESIGNATION

The Certified Municipal Clerk program can enhance the job performance of the Clerks in small and large municipalities. To earn the CMC designation, a Municipal Clerk must attend extensive education programs, and the CMC designation also requires relevant experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning and state/provincial/national associations. The CMC program has been assisting clerks in excelling since 1970.

Members will earn all points according to the provisions of the IIMC Education Guidelines.

The following are the requirements for obtaining the CMC designation:

1. Be a Full/Additional Full/Retired Member.
2. Be an active member of IIMC for two years.
3. Complete and submit the Enrollment Form to be reviewed as an eligible CMC candidate and the full non-refundable certification fee.
4. Submit the Application for CMC Designation accompanied by supporting documentation for each item listed.
5. The CMC Designation requires sixty (60) education and fifty (50) experience points.

CMC CERTIFICATION

The Certified Municipal Clerk (CMC) is the first of two professional designations offered by IIMC. The CMC program prepares participants to meet the basic challenges of the complex role of the Municipal Clerk.

PREREQUISITES

The CMC is a prerequisite to the MMC. Points earned before achieving the CMC designation will not apply towards the MMC designation. The only exception to this rule is a college degree not previously applied.

A member may begin accruing MMC-eligible items while their CMC application is pending review. However, if the assessment determines that the member's final CMC application is deficient, the assessor will only review and apply any items accrued in the interim toward the CMC application.

Credit earned while a CMC designee awaits the fulfilment of the two-year IIMC membership requirement for receiving the CMC designation will be eligible to be reviewed for MMC credit.

CMC EDUCATION POINT REQUIREMENTS

Sixty (60) Education Points Required (Regions I-IX)

Options for obtaining the sixty (60) Education points required may come from any combination of the following categories:

Option	Eligible Points
1) Completion of an IIMC-approved Institute or Academy program	1 point per 2 educational hours (120 hours = 60 points)
2) A bachelor's degree or higher in Public Administration or a related field*	20 points
3) A bachelor's degree or higher in an unrelated field*	10 points
4) An associate degree	5 points
5) Completion of a State/ National/ Provincial education program approved through the IIMC course review process	1 point per 4 educational hours with a completed learning assessment
6) IIMC Annual Conference**	1 point per 1 educational session with a completed learning assessment
7) IIMC Athenian Leadership Dialogue***	3 points each with completed learning assessment, 18 points maximum
8) IIMC Online programs	1 point per 2 educational hours
9) IIMC Study Abroad Program	Points vary by program

* Copies of official transcripts are required.

**Members may use IIMC Annual Conference educational hours for either education or experience points.

*** Members may apply a maximum of 18 points to the CMC designation.

Excess education points will be applied to experience by the IIMC Education Department during the designation application review period.

IIMC awards at least 0.5 education points. Members must meet minimum time requirements based on the stated point conversion.

CMC EXPERIENCE POINT REQUIREMENTS

Fifty (50) Experience Points Required (Regions I-IX)

Options for obtaining the fifty (50) experience points required may come from any combination of the following categories:

Option	Eligible Points
1) Full-time Municipal Clerk* positions qualifying for Full/Additional Full Membership	4 points per year**, maximum 40 points
2) Part-time Municipal Clerk* positions qualifying for Full/Additional Full Membership	2 points per year**, maximum 40 points
3) Other full-time positions in local government before becoming a Municipal Clerk*	2 points per year**, maximum 30 points
4) Administrative positions in federal, state, or provincial government	1 point per year**, maximum 30 points
5) Administrative positions in business***	1 point per year**, maximum 30 points
6) IIMC Annual Conferences****	1 point per 1 educational session with a completed learning assessment
7) Attendance at an IIMC regional meeting, municipal clerks association conference, municipal league conference, or other municipal clerk-related conferences	1 point per 4 verifiable hours***** or 1 day of educational attendance
8) Completion of a State / National / Provincial education program approved through the IIMC Course Review Process	1 point per 4 educational hours with a completed learning assessment
9) Other applicable programs	1 point per 6 educational hours
10) IIMC Study Abroad Program	Points vary by program
11) Applicable business or vocational school programs	1 point per 10 educational hours
12) Applicable college or university courses not applied toward education	1 point per applicable credit unit
13) IIMC, IIMC Foundation, or Municipal Clerks Association Committee service	1 point per year**

*See IIMC Membership Classifications.

**Employment and Committee service may be reviewed in six-month increments and will be re-evaluated with each application submission.

***In the case of applicable self-employment, the applicant must submit a copy of their business license and tax return for each year of employment they seek credit for in addition to a first-hand letter outlining the nature of the business and the duties performed.

****Members may use IIMC Annual Conference educational hours for either education or experience points. *****Verifiable hours are educational hours the hosting organization verifies and reflects in the supporting documentation.

Sample Course Subjects for the Certified Municipal Clerk (CMC) Program

The following is an example of course subjects for the education component of the CMC designation. It indicates the subject matters within the context of IIMC core educational requirements for the CMC designation. The courses must fulfill the requirements of the IIMC Education Guidelines.

IIMC emphasizes that, at a minimum, all courses shall be related to the job of the participating clerk and shall include a presentation by an educator with appropriate credentials or by an expert in the field. From time to time, the Education Department may update, revise, and change courses as needed.

A. Public Administration and Organization

- Introduction to Public Administration
- Public Management
- Social and Political Systems
- Local Government
- Public Organizations
- Introduction to Fiscal Management
- Accounting for Municipalities
- Budgeting for Municipalities
- Financial Management
- Introduction to Law
- Introduction to Information Technology
- Records Management I
- Records Management II
- The Planning Process
- The Municipal Clerk Profession
- Introduction to Project Management
- Meeting Administration
- Agendas and Minutes
- Administrative Law
- Environmental Policy and Management
- Public Sector Economics
- Knowledge Management
- Organizational Management
- The American Municipality

B. Social and Interpersonal Issues

- Personal and Group Behavior
- Introduction to Communication
- Written Communication I
- Written Communication II
- Presentation Skills
- Community Development
- Teambuilding and Group Dynamics
- Principles of Ethics
- Comparative Clerkship
- Leadership
- Media Relations Project Management
- Project Risk Management
- Research Skills
- Public Organizations
- Public Personnel Management
- Strategic Planning for Not-for-Profit and Government Entities
- Sustainable Economic and Community Development
- Technical Writing
- Technology in the Clerk's Office/Information management Technology

C. Electives

- Election Administration
- Emergency Management
- Employment Law/HR Management
- State Mandated Education

IIMC will also accept state---or provincial-specific education and training related to the clerk's job as an elective. In addition, IIMC will take other courses relevant to the Municipal Clerk profession and in compliance.

MASTER MUNICIPAL CLERK (MMC) DESIGNATION

The Master Municipal (MMC) is the second of two professional designations offered by IIMC. To qualify for entrance into the MMC program, an applicant must hold the CMC designation. The MMC program prepares participants to meet the challenges of the complex role of the Municipal Clerk. Through advanced continuing education programs, participants receive further development to perform more complex municipal duties. The certification requirements include an extensive and advanced educational component and a professional contribution component. MMC applicants must demonstrate their active pursuit of educational and professional activities and have remained informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

The educational requirements for the MMC are more advanced and complex than those of the CMC program. The topics and course descriptions may sound like those of the CMC courses; however, the breadth and depth of the MMC courses are more academically advanced. The IIMC Education Department is always a resource that assists in determining the education level of any course. Members must earn all points according to the provisions outlined in the requirements in this document.

The following are the requirements for obtaining the MMC designation:

1. Hold a CMC designation in good standing.
2. Be a Full/Additional Full/Retired Member
3. Complete the Application for MMC admission to determine MMC eligibility and the non-refundable certification fee.
4. Submit the Application for MMC Designation accompanied by supporting documentation for each item listed.
5. The MMC Designation requires sixty (60) advanced education and forty (40) professional contribution points.
6. IIMC DOES NOT accept any points earned or dated before the CMC designation toward the MMC in progress. For example, no materials dated before March 2008 will count toward the MMC in progress if the applicant obtained their CMC designation in March 2008. A college degree not previously applied is the only exception to this rule.

MMC ADVANCED EDUCATION POINT REQUIREMENTS

Sixty (60) Advanced Education Points Required **(Regions I-IX)**

Options for obtaining the sixty (60) advanced education points required may come from any combination of the following categories:

Option	Eligible Points
1) Completion of an IIMC-approved Academy program	1 point per 2 educational hours (120 hours = 60 points)
2) A bachelor's degree or higher in Public Administration or a related field*	20 points
3) A bachelor's degree or higher in an unrelated field*	10 points
4) An associate degree	5 points
5) Completion of a State / National / Provincial	1 point per 4 educational hours

education program approved through the IIMC Course Review Process	with a completed learning assessment
6) IIMC Annual Conference**	1 point per 2 educational hours
7) Athenian Leadership Society Dialogues***	3 points each with completed learning assessment, 18 points maximum
8) IIMC online education programs	1 point per 2 educational hours
9) IIMC Study Abroad Program	Points vary by program
10) Other applicable programs	1 point per 6 educational hours with a completed learning assessment

* Copies of official transcripts are required.

**Members may use IIMC Annual Conference educational hours for either education or experience points.

*** Members may apply a maximum of 18 points to the MMC designation.

The IIMC Education Department will apply excess advanced education points to professional contributions, as referenced in #5 of the MMC requirements noted above.

A member may begin accruing MMC-eligible items while their final CMC application is pending review. However, if the assessment determines that the member's CMC application is deficient, the assessor will only review and apply any items accrued in the interim toward the CMC application.

MMC PROFESSIONAL CONTRIBUTION POINT REQUIREMENTS

Forty (40) Professional Contribution Points Required (Regions I-IX)

Options for obtaining the forty (40) professional contribution points required may come from any combination of the following categories:

Option	Eligible Points
1) IIMC Board Member or IIMC Foundation Board of Directors	2 points per year of service
2) Chairperson of IIMC, IIMC Foundation, or Municipal Clerks Association Committee	2 points per year of service
3) An officer or trustee of a municipal clerk association or subdivision	2 points per year of service
4) IIMC Board Member, IIMC foundation, or municipal clerk association committee member	1 point per year of service
5) An officer in a related professional association	1 point per year of service
6) Attendance at an IIMC regional meeting, municipal clerk association conference, municipal league conference, or other municipal clerk-related conferences	1 point per 4 verifiable hours* or 1 day of educational attendance
7) IIMC Annual Conference**	1 point per 1 educational session with a completed learning assessment
8) Instructor, facilitator, or trainer for one of the following organizations: <ul style="list-style-type: none"> • An IIMC-approved Institute/Academy • A State/Provincial/National Association Education Program 	Points per educational hour taught plus prep time***:

• Applicable education programs	1 point per 2 hours 1 point per 4 hours 1 point per 6 hours
9) Unique on-the-job performance or achievements outside daily duties that benefit the profession or municipality****	1 point per 8 hours, with a 12-point maximum
10) Personal accomplishments of educational benefit to the profession	1 point per accomplishment
11) Applicable college or university courses not applied toward education *****	1 point per applicable credit unit
12) Other applicable programs	1 point per 6 educational hours

*Verifiable hours are educational hours the hosting organization verifies and reflects in the supporting documentation.

** Members may use IIMC Annual Conference educational hours for either education or experience points.

***In addition to verification of the teaching time provided by the hosting organization, the time spent preparing for the presentation is eligible to be reviewed for credit. A first-hand letter outlining the preparation and the number of hours dedicated to said preparation is required.

****The municipality or organization where the service occurred must verify the unique on-the-job performance.

***** Members must complete courses after obtaining the CMC designation.

SAMPLE COURSE SUBJECTS FOR THE MUNICIPAL CLERK ACADEMY (MMC) PROGRAM

The following is an example of course subjects for the education component of the MMC designation. It indicates the subject matter required (Public Administration and elective courses) for the MMC designation. The courses must fulfill the requirements of the IIMC Education Guidelines. The educational requirements for MMC are more rigorous and much higher than those for the CMC program. The subject matters may be similar to those of the CMC courses; however, the breadth and depth of the MMC courses shall be more academically advanced.

IIMC emphasizes that, at a minimum, all courses shall be related to the job of the participating clerk and shall include a presentation by an educator with appropriate credentials or by an expert in the field. A brief bio will suffice as evidence of the appropriateness of the credentials or expertise. From time to time, the Education Department may update, revise, and change courses as needed.

A. Public Administration

- Public Administration and Society
- Environmental Policy and Management
- Local Government Administration
- Comparative Administrative Systems
- Administrative Law
- Budgeting/Accounting for Municipalities
- Public Sector Economics
- Public Financial Management I
- Public Financial Management II
- Sustainable Economic and Community Development
- The American Municipality
- Project Management I
- Project Management II
- Project Risk Management
- Technology in the Clerk's Office/Information Technology Management

- Knowledge Management
- Strategic Planning for Not-for-profit and Governmental entities
- Public Personnel Management
- Advanced Records Management
- Community Power, Leadership, and Administration
- Organizational Change in Public Service
- Technical Writing and Communication in Public Service I
- Technical Writing and Communication in Public Service II
- Ethics as Core Strategy for Social Responsibility/Values
- Advanced Agendas and Minutes
- Communication
- Community, Power, and Leadership
- Leadership, Organization, and Management
- Media Relations
- Meeting Administration
- Personal and Group Behavior
- Public Organizations
- Research Skills
- Revenue and Fiscal Management
- Strategic Planning for Not-for-Profit and Governmental Entities
- Election Administration
- Emergency Management
- Employment Law/HR Management

B. Electives

- IIMC accepts state/provincial/national specific education and training directly related to the clerk's job as electives.

CMC INTERNATIONAL EDUCATION HOUR REQUIREMENTS

One Hundred and Twenty (120) Education Hours Required (Regions X-XI)

The one hundred and twenty (120) Education hours required may come from a combination of any of the following categories:

Option	Eligible Hours
1) A bachelor's degree or higher in Public Administration or a related field*	60 hours
2) A bachelor's degree or higher in an unrelated field*	10 hours
3) An associate degree	15 hours
4) Completion of an International education program approved through the IIMC course review process	10 hours
5) Attendance at an Annual Conference, IIMC regional meeting, municipal clerks' association conference, municipal league conference, or other municipal clerk-related conferences	10 hours per conference
6) IIMC Approved Online programs	5 hours (20 hours max)
7) Applicable college or university course	5 hours (20 hours max)

credits not applied toward a degree	
8) Applicable business or vocational school programs	5 hours (max)

* Official transcripts are required.

Excess education points will be applied to experience by the IIMC Education Department during the designation application review period.

CMC INTERNATIONAL EXPERIENCE HOUR REQUIREMENTS

One Hundred (100) Experience Hours Required (Regions X-XI)

The one hundred (100) experience hours required may come from any combination of the following categories:

Option	Eligible Points
1) Full-time Municipal Clerk* positions qualifying for Full/Additional Full Membership	10 hours per year (40hrs. maximum)
2) Part-time Municipal Clerk* positions qualifying for Full/Additional Full Membership	2 hours per year (30 hrs. maximum)
3) Other full-time positions in local government before becoming a Municipal Clerk*	2 hours per year (30 hrs. maximum)
4) Administrative positions in federal, state, or provincial government	2 hours per year (30 hrs. maximum)
5) Administrative positions in business	2 hours (30 hrs. maximum)
6) IIMC Annual Conferences	20 hours per year
7) Completion of an International education program approved through the IIMC Course Review Process	40 hours per year
8) IIMC committee member, IIMC Foundation, or Municipal Clerks Association Committee service	6 hours per year (12 hrs. maximum)
9) IIMC Athenian Leadership Dialogue	36 hours per year

MMC INTERNATIONAL EDUCATION HOUR REQUIREMENTS

One Hundred and Twenty (120) Education Hours Required (Regions X-XI)

The one hundred and twenty (120) Education hours required may come from a combination of any of the following categories:

Option	Eligible Hours
11) A bachelor's degree or higher in Public Administration or a related field*	60 hours
12) A bachelor's degree or higher in an unrelated field*	10 hours
13) An associate degree	15 hours
14) Completion of an International education program approved through the IIMC course review process	10 hours

15) Attendance at an Annual Conference, IIMC regional meeting, municipal clerks' association conference, municipal league conference, or other municipal clerk-related conferences	10 hours
16) IIMC Approved Online programs	5 hours
17) Applicable college or university course credits not applied toward a degree	5 hours
18) Applicable business or vocational school programs	5 hours

* Official transcripts are required.

Excess education points will be applied to experience by the IIMC Education Department during the designation application review period.

MMC INTERNATIONAL PROFESSIONAL CONTRIBUTION HOUR REQUIREMENTS

Eighty (80) Professional Contribution Hours Required (Regions X-XI)

Obtaining the eighty (80) professional contribution hours required may come from a combination of any of the following categories:

Option	Eligible Points
1) Member of the IIMC Board or IIMC Foundation Board of Directors	2 hours per year (6 hrs. maximum)
2) Chairperson of IIMC, IIMC Foundation, or Municipal Clerks Association Committee	2 hours per year of service
3) An officer or trustee of a municipal clerk association or subdivision	2 hours per year of service
4) IIMC committee member, IIMC foundation, or municipal clerk association committee member	1 hour per year of service
5) An officer in a related professional association	1 hour per year of service
6) IIMC Annual Conference***	20 hours per year
7) Instructor, facilitator, or trainer for one of the following organizations: <ul style="list-style-type: none"> An IIMC-approved Institute/Academy An International Association Education Program Applicable education programs* 	20 hours per year
8) Unique on-the-job performance or achievements outside daily duties that benefit the profession or municipality**	20 hours per year
9) Personal accomplishments of educational benefit to the profession	8 hours per accomplishment

*Verifiable hours are educational hours the hosting organization verifies and reflects in the supporting documentation.

**In addition to verification of the teaching time provided by the hosting organization, the time spent preparing for the presentation is eligible to be reviewed for credit. A first-hand letter outlining the preparation and the number of hours dedicated to said preparation is required. The municipality or organization where the service occurred must verify the unique on-the-job performance.

***With appropriate certificates of completion **except "attendance only"** certificates.

EDUCATION PLUS PROGRAM (EPP)

The Education PLUS Program is designed as an **ADDITION** to the current education programs (CMC and MMC) and is **NOT** a designation. Members **MUST** possess an MMC in good standing to apply. The EPP program requires members to commit to lifelong education. The certification requirements include an extensive and advanced educational component and a professional contribution component. EPP applicants must demonstrate their active pursuit of educational and professional activities and remain informed of current socio-political, cultural, and economic issues that affect local governments and municipalities.

The educational requirements for the EPP are advanced and complex, like those of the MMC program. The breadth and depth of the EPP courses are academically advanced. The IIMC Education Department is always a resource that assists in determining the education level of any course. Members must earn all points according to the provisions outlined in the requirements in this document.

Educational Hours Tracking System

The Education Plus Program (EPP) will use an "hour" basis tracking system rather than a "point" basis in contrast to the CMC and MMC designations. The EPP Program consists of a **two-year** scheduled enrollment cycle with 15 hours to be completed each year. The scheduled enrollment cycles begin on the first of the month and stop at the end of the scheduled month. Each cycle should contain the following:

- 4 hours – **Mandatory** ethics training - **first cycle only**
- 4 hours – **Mandatory** diversity, equity, and inclusivity training (e.g., ADA, veterans (VA), seniors, multi-generational, etc.) OR technological training – **first cycle only**
- hours of advanced education may be any combination of the below categories. The following is an example of course subjects for the education component of the EPP Program. All courses must fulfill the requirements of the IIMC Education Guidelines.

1) IIMC Approved Academy Program
2) Applicable College/University-Based Courses
3) State/National/Provincial Association Programs approved with Course Review
4) IIMCEducation (Annual Conference, Athenian Dialogues, Webinars, Online Learning, IIMC Symposium)
5) Other Applicable Advanced Training Programs - Municipal Leadership Programs, University-based certificate programs and courses, Certified Public Manager Programs, etc.
6) Elective - "community engagement" options may include writing an article for IIMC News Digest, facilitating an education session for IIMC's annual conference, Institutes, and Academies, or online professional development component *

***Subject to approval before participation.**

The following are the requirements for enrolling in the EPP Program:

- 1) Hold an MMC designation in good standing.
- 2) Be an active Full, Additional Full, or Retired Member of IIMC.
- 3) Commit to completing 30 hours per two-year cycle (NO "saving" hours for future cycles or allocating hours before enrollment into the program).
- 4) Submit the EPP application with all supporting documents **after** completing the first 2-year cycle. Members must submit **all required documentation on the scheduled completion date**. No incremental submissions will be accepted.

CMC, MMC, AND EPP SUPPORTING DOCUMENTATION

Members must include supporting documentation with each application for each designation and the Education PLUS Program.

Supporting documentation contains:

- The name of the applicant
- The date of the work
- The title/description/or nature of the work
- The date, location, and hours of attendance
- Any other pertinent information

Examples of Acceptable Materials:

- A certificate of completion, transcript, or letter of verification from the hosting organization
- A letter of reference from the Human Resources Department verifying the duration, scope, and nature of employment/unique service.
- A certificate of attendance from a State/Provincial/National Association, complete with hours of attendance.
- A copy of official college transcripts

Note: If you need clarification on what kind of supporting documentation is acceptable, please contact the IIMC Education Department.

IIMC cannot accept the following:

- A first-person letter, except in the case outlined in these guidelines.
- A document from a relative or spouse of the applicant
- Incomplete documentation
- PowerPoint presentations, pamphlets, or workbooks

Once received, IIMC cannot send, mail, copy, or otherwise disseminate applications or supporting documentation. Members are required to keep the originals for their records and send IIMC copies.

ATHENIAN LEADERSHIP SOCIETY POLICY

Dialogues are conversations that go beyond the usual knowledge recall and application process familiar to municipal clerks in training seminars. They are unique because they explore leadership principles and practice, drawing on the insights from a book all participants have read.

Dialogues are conversations in which clerks share their experience and understanding of the author's ideas and their relevance to their public leadership role.

The premise of the Athenian Dialogue Society is that clerks are leaders in profound yet subtle ways. Leadership here differs from the transactional vending machine citizens seem to believe about public management. The participants' interest and involvement, as well as the author's specific focus and emphasis, require that the facilitator moves with purpose using the language of meaning, feeling, and power. Participants devote a full day (6 hours) to a Dialogue and experience intellectual enrichment.

Clerk leadership is more transformational. Clerks' contribution to municipal leadership changes colleagues' and citizens' perceptions of the government's role and purpose.

Athenian dialogues are IIMC programs that IIMC-approved institutes may offer state/national/provincial clerk associations. To be recognized by IIMC, all dialogues must undergo a pre-approval process with the education department.

IIMC-approved institutes and state/provincial/national associations are responsible for procuring an Athenian Dialogue. This responsibility includes hiring a facilitator and negotiating the contract, setting fees to cover costs, and marketing the dialogue. Institute directors who are approved Athenian Dialogue facilitators may contract to conduct dialogues, and participants must purchase their books. In this format, Athenian Dialogues remain an IIMC program; however, all logistics of the dialogue are the responsibility of the hosting organization.

ATHENIAN FACILITATOR FORMAT AND GUIDELINES FOR ATHENIAN DIALOGUES

Facilitators must conduct all 6-hour Athenian Dialogues live to ensure that the book's content and meaning and its key points are thoroughly dissected and discussed. All Dialogues must be pre-approved by the Education Department.

The ideal Dialogue Facilitator should comprehend and dissect the essential leadership knowledge contained in and dispersed throughout an approved book. This knowledge must then be conveyed primarily through discussion, as opposed to lecture alone, eliciting input from each participant on the relevance and applicability of the principles and skills gleaned. The facilitator must build a "bridge" between the ideas in the selected book and the leadership concepts and principles relevant to the role of a Municipal Clerk.

A Facilitator must be an excellent communicator. They should be able to listen and ask pertinent, thoughtful questions actively. They must be skilled at keeping the conversation going, able to summarize participants' unique contributions, and able to go beyond the pages of a single book to shed new light on the insights contained therein. They should be aware that some dialogues will require additional research.

Requirements for IIMC Members

- Must hold an MMC Designation in good standing
- Must be an IIMC member for at least five years
- Must complete the 6-hour mentoring program
- Must be inducted into the Athenian Leadership Society as a Fellow
- Instead of the Fellow requirement, an IIMC member who has attended a minimum of 3 Dialogues AND also meets one of the following criteria:
 - The facilitator applicant has served as an adjunct instructor, lecturer, or similar position at a college, university, or other institutions of higher learning. Such a position must be verified in writing by the college or university and submitted to IIMC during the application process.
 - The facilitator applicant has presented programs at Institutes or Academies, State/National/Provincial Association level education programs, or IIMC Annual Conferences. Such experience must be verified in writing by the Institute Director or State Association Board of Directors and submitted to IIMC during the application process.
- Must have experience facilitating or teaching adult education programs.
- Must submit the Athenian Facilitator Application form, a bio that supports the requirements, any supporting documentation showing facilitation experience, and the "Mentor-Mentee Agreement."
- Must Participate in IIMC-approved and required Athenian Facilitator Training before hosting their first dialogue.

Athenian Leadership Society Paul Craig Fellow requirements

If you are interested in becoming an Athenian Leadership Society Paul Craig Fellow, you must:

- Be an IIMC member in good standing
- Submit the Athenian Leadership Society Membership Application and the required \$15 enrollment fee to IIMC
- Complete 10 Dialogues (**participants are responsible for maintaining their attendance records**)
- Submit the Athenian Leadership Society Fellow Application and include 10 Dialogue Certificates/Transcripts
- IIMC verifies attendance and notifies applicants when inducted as a Fellow
- New Athenian Paul Craig Fellow Inductees receive recognition at the IIMC Annual Conference

Requirements for Professionals and Academics

- Working knowledge of the municipal clerk profession.
- Must understand the Athenian Dialogue program and its requirements.
- Must complete the 6-hour mentoring program.
- Must submit the Athenian Facilitator Application form, a bio that supports the requirements, any supporting documentation showing facilitation experience, and the "Mentor-Mentee Agreement."
- Must Participate in IIMC-approved and required Athenian Facilitator Training before their first dialogue.

INSTITUTE AND STATE/PROVINCIAL/NATIONAL ASSOCIATION DIALOGUES

If an Institute or Association is interested in creating a Dialogue, they must:

- Procure their facilitator at a cost negotiated between the facilitator and the hosting organization. The cost to participate can be determined by the hosting organization depending on the facilitator and room rental, keeping costs at a minimum and eliminating the 10 participants minimum required by IIMC.
- Participants must purchase their book and **read** it before attending the dialogue.
- Dialogues must be 6.0 educational hours in length.
- Seek pre-approval from IIMC for the facilitator and book if this is a new Dialogue or a new Facilitator.
 - For a new book, send the book title and author name to the Education Department for review with a brief paragraph describing how the leadership lessons within the book are related to the duties of a municipal clerk. New facilitators must go through the Facilitator application process outlined in this policy.
 - Suppose the facilitator and book are not new to the program. In that case, the hosting organization must inform IIMC of the dialogue's logistics by submitting a copy of the Dialogue registration form/flyer/brochure, the facilitator's proposed agenda, and a copy of the learning assessment tool.
- Each participant seeking IIMC education points must complete and submit an assessment. The hosting organization/facilitator will then review and distribute a certificate of completion stating the book title, date, location, and the number of points signed by either the hosting organization or facilitator. Should an attendee already hold the MMC designation or opt not to complete the assessment, a certificate of completion will still be issued as above with the statement "Attendance Only – No Learning Assessment" to replace the number of points listed. **IIMC is not responsible**

for keeping track of Dialogue attendance.

- A list of approved books is available on the IIMC website, www.iimc.com.
- Athenian Leadership Dialogues earn 3 points each with a completed assessment.

IIMC ANNUAL CONFERENCE DIALOGUES

- IIMC will procure its facilitator at a cost negotiated between the parties. Depending on the facilitator and room rental, IIMC can determine the cost of participation, which will assist in minimizing dialogue costs.
- IIMC will also select and assign books to facilitators contracted to perform the Dialogues.
- Participants must purchase their books and **read the entire book** before attending the dialogue.
- Dialogues must be 6.0 educational hours in length.
- Facilitators will rotate, with no facilitator presenting for successive years.
- IIMC members taking a Dialogue at the Annual Conference must complete an assessment to earn IIMC education points. Should an attendee already hold the MMC designation or opt not to complete the assessment, IIMC will issue proof of completion for attendance credit.
- The facilitator will review all assessments and provide IIMC with a list of attendees who satisfactorily completed them. IIMC will issue proof of attendance and points earned on the Annual Conference transcripts.
- Facilitators must send copies of their Dialogue agenda and assessment to IIMC before the Dialogue date for its permanent files and review.

VIRTUAL ATHENIAN DIALOGUES

As of May 8, 2021, the IIMC Board of Directors approved Athenian Leadership Society Dialogues conducted online indefinitely when hosted by an IIMC-approved Institute, State/Provincial/National Association, or IIMC itself. The following guidelines are for all Dialogues completed virtually:

- All Dialogues must be 6.0 educational hours; however, Virtual Dialogues may be split into alternate formats, such as two 3-hour or three 2-hour time blocks. They may also be separated over multiple days if desired.
- As with in-person dialogues, Virtual Dialogues must also be pre-approved by IIMC and follow the pre-approval process outlined above. Hosting organizations must also follow the guidelines for selecting an approved Facilitator and book.
- Hosting organizations must require a camera and microphone when utilizing an online meeting platform (such as Zoom, Go-To-Meeting, WebEx, etc.). The facilitator and participant must have a stable camera and audio connection for the entire session duration, and participants without an audio or camera connection are removable from the session.
- IIMC recommends that hosting organizations recruit a technology volunteer to handle all technical issues and work one-on-one with the participants so the facilitator may be left to focus on facilitating.
- The hosting organization determines the cost of participating in a virtual dialogue based on the Facilitator and technology expenses incurred.
- IIMC recommends limiting Virtual Dialogue attendance to 24 attendees for maximum engagement.
- Participants must purchase and read their book before attending the virtual dialogue.
- Attendee participation and engagement are required. Facilitators may utilize polling features,

breakout rooms, chat boxes, hand raising, and any other features the selected technology platform offers. Attendees must limit outside distractions to allow for an effective learning environment and be fully present during the session. IIMC recommends an executed agreement between the attendee and hosting organization/facilitator outlining expectations for the program. Failure to meet reasonable expectations will result in zero credit, and the facilitator can give credit at their discretion.

- Assessment and certificate requirements remain the same for virtual dialogues as they are for in-person dialogues. Hosting organizations and facilitators are responsible for assessment review and certificate distribution.

EDUCATIONAL PARTNERSHIPS

To achieve its educational goals, the International Institute of Municipal Clerks (IIMC) partners with over 40 universities and colleges and selects affiliates in cooperation with State/Provincial/National Associations and IIMC staff. This triangular partnership has contributed to the success and longevity of the quality of education delivered to IIMC members for many decades. IIMC combines its resources with the resources of its two partners at the local and institutional levels to achieve greater efficiency, effectiveness, and relevance for its members.

IIMC also partners with various education providers to supplement the work done by our institute and Association partners.

Each educational provider has a set of guidelines they follow when planning educational programs.

State/National/Provincial Associations

State/National/Provincial Associations can offer education programs independently from an IIMC Approved Institute. These included single-day education events and multiple-day educational conferences. Associations may also serve as the hosting organization for an IIMC Regional meeting. Association-level programming must go through the Course Review Process to be assessed for certification credit and are eligible for 1 CMC education or 1 MMC advanced education point per 4 educational hours offered.

[List of State/National/Provincial Associations](#)

IIMC Approved Institutes

An Institute is a university-based program that has undergone a rigorous pre-approval process with IIMC staff, the Education & Professional Development Committee, and the IIMC Board of Directors. These entities offer a clerk-specific curriculum and partner with the local Clerks association to offer educational opportunities relevant to CMC and MMC Designations. The CMC Institute and MMC Academy programs are eligible for 1 CMC education or 1 MMC advanced education point per 2 educational hours offered.

[List of approved Institutes](#)

Additional Educational Providers

IIMC partners with numerous organizations that offer educational opportunities relevant to the Municipal Clerk profession. The courses/programs these organizations provide, including a learning assessment, can be reviewed for 1 CMC experience or 1 MMC advanced education point per 6 educational hours. Courses/programs that do not include a learning assessment will earn 1 CMC experience or 1 MMC professional contribution point.

ADDITIONAL INFORMATION APPLICABLE TO ALL EDUCATIONAL PARTNERS

ACCEPTABLE COURSES WITH EMBEDDED TECHNOLOGY

Coursework should always be connected to the profession to support the achievement of a municipal clerk credential. Courses providing instruction on specific functions of the Municipal Clerk utilizing software as a *supplemental* tool are permitted and encouraged.

Such courses include but are not limited to:

- Budgeting, data analysis, or record-keeping with Excel as a tool to assist in creation and maintenance.
- Presentation skills utilizing PowerPoint (or similar visual presentation programs).
- Social media, using Facebook, Instagram, and LinkedIn as marketing tools.

When not incorporated into the study of its application to municipal clerk duties and responsibilities, courses focusing on a particular software or app are not permitted, nor will they count in point calculation.

Examples of unacceptable courses are but are not limited to:

- How to use Outlook, Excel, Word, vendor products, and data analytic apps
- How to send emails
- How to create spreadsheets
- Basic word processing applications
- Vendor product usage
- Creating a database

WELLNESS COURSES

Wellness content is relevant to the municipal clerk profession and a good topic for CMC and MMC credit when it relates to or enhances the profession. With a renewed focus on mindfulness, life balance, and stress reduction in the workplace, courses that assist clerks in achieving these goals are acceptable. Some courses include meditation, mindset, and creating life balance. Exercise classes, physical self-defense, martial arts, and cooking or nutrition are prohibited.

CONTACT HOUR DEFINITION

IIMC reviews clerk-related programs for credit based on in-class contact hours. In alignment with standard higher education academic policy, IIMC defines a "contact hour" as 50 minutes of instruction for every hour of the class or workshop.

The following is the board-approved scale in both the review of certification applications, IIMC-approved Institute programs, state/national/provincial educational programs, and other applicable programs:

- *1 contact hour* = 60 total minutes, which is 50 minutes of instruction, with up to 10 minutes of break time*
- *2 contact hours* = 120 total minutes, which is equal to 100 minutes of education, with up to 20 minutes of break time*
- *3 contact hours* = 180 total minutes, which is equivalent to 150 minutes of instruction, with up to 30 minutes of break time*

*NOTE: Breaks can occur in one instance, as one break, or divided into two or more intervals, depending on total contact time.

LEARNING ASSESSMENTS

IIMC requires learning assessments to accompany any program eligible for CMC education or MMC advanced education credit, including programs offered by IIMC-approved institutes and academies, state/national/provincial association programs, IIMC annual conference programs, IIMC-approved Athenian Leadership Dialogues, IIMC-approved online education programs, and other relevant education programs.

Assessments may be incorporated into the learning session or completed after the education program at the discretion of the hosting organization. The assessment tool, measuring the participants' knowledge/skills/experience, will be selected and designed by the instructors in conjunction with the hosting organization. The assessment tool may include but is not limited to a test or quiz, essay, practicum, Knowledge Transfer Action Plan, Capstone Project, or similar mechanisms.

The instructors or hosting organization will review the assessment results before a certificate of completion or supporting documentation may be awarded.

Note: Learning Assessments are not session/program evaluations.

CERTIFICATES OF COMPLETION/PROOF OF ATTENDANCE

IIMC Educational Partners are required to provide attendees with supporting documentation verifying attendance, such as a certificate of completion, transcript, verification letters, etc., after the conclusion of each program. This documentation is given only to those who have verified attendance for all sessions and completed the mandatory learning assessment.

The certificate of completion must include the following:

- Participants name
- Program/Event title
- Date of completion
- Number of hours attended
- Signature or contact information of the host representing the organization (Institute Director, Education Chair, Program Coordinator, etc.)

ONLINE LEARNING

Two distinct online learning types exist. They are online-designed courses and web-based seminars (webinars).

Online-designed Courses: A course is online when the method of instruction is delivered 100% via the Web, allowing students to interact frequently with fellow students, instructor(s), and content. These courses include an in-depth exploration of the topic and a reasonable amount of outside work. Online courses must also include a learning assessment approved by the institute director or sponsoring organization to be eligible for CMC education or MMC advanced education points. Online courses that *do not* contain a learning assessment will *only* be eligible for CMC experience or MMC professional contribution points.

Webinars: A webinar may be a workshop or class whose host facilitates the course in real time or records it for viewing later.

There are ***two*** types of online/webinar facilitation and delivery methods:

- 1) **Interactive (synchronous)** – These are real-time online courses/webinars in which participants interact with a facilitator, other participants, and content. Participants may ask questions and

participate in discussions. To be given credit by IIMC, these webinars must include a learning assessment approved by the Institute Director, Director of Professional Development, or sponsoring organization.

- 2) **Non-Interactive (asynchronous)** -These are recorded online courses/webinars in which participants view content at their own pace without real-time interaction with an instructor or participants. To receive credit from IIMC, these online courses/webinars must include a learning assessment approved by the Institute Director, Director of Professional Development, or sponsoring organization.

Members may earn all 60 CMC education points required for CMC certification through online learning (including offerings by institutes, academies, pre-approved state, provincial, or national association programs, and IIMC programs).

Members may earn all 60 advanced education points required for MMC certification through online learning (including offerings by institutes, academies, pre-approved state, provincial, or national association programs, IIMC programs, and programs from other outside entities, i.e., Fred Pryor Seminars, Career Track, National Seminar Training, Ed2Go, and FEMA).

THE COURSE REVIEW PROCESS

State/provincial/national associations and IIMC regions providing education programs or hosting an IIMC region meeting and wishing to receive education points must go through the course review process. Pre-approved courses earn 1 CMC education or 1 MMC advanced education point per 4 educational hours with a completed assessment. IIMC does not offer blanket approvals to any association or region. Each education event must be pre-approved.

IIMC does not award less than 0.5 CMC or MMC points. To meet this requirement, associations must offer a minimum of a combined 2 hours of educational content. This content can be a standalone 2-hour session or a combination of individual sessions that total 2+ hours.

MMC credit requires educational content to be at an intermediate or advanced level. The content's rigor, not the topic or title, determines the CMC and MMC coursework.

Institute programs do not require course review, and institute directors cannot "sign off" on State/Provincial/National Association programs or Region Meetings.

IIMC's website provides additional information on the course review submission process [here](#).

IIMC-APPROVED INSTITUTES

THE GUIDELINES FOR CREATING A NEW INSTITUTE

The Institute Director provides an institute program encompassing CMC and MMC programs. Creating an IIMC-approved Institute starts with the state/provincial/national association. To establish an IIMC-approved institute, each state/provincial/national association should form an education committee consisting of the following:

- At least five (5) clerks, one of whom will be the state/provincial/national education chair.
- All members of the Education Committee must be active or retired participating members of both IIMC and their State/Provincial/National Association.

- The Education Committee should have at least two (2) members who are actively pursuing their CMC designation and who will attend the institute.
- At least two (2) members pursuing their MMC designation must attend the institute.
- Institutes may recruit members from the state/provincial/national association's at-large membership who are interested in education programs.

The Education Committee seeks and obtains the sponsorship of an accredited university or an accredited four-year college, enter into an agreement in which the university or college shall sponsor and host the institute, and finally, the Dean, Associate Dean, or higher sign the agreement with the university or college and follow the Education Guidelines of IIMC in establishing and managing the institute. The signing and execution of the contract are a part of the prerequisites for IIMC approval of the institute and its programs. Part of the agreement includes selecting an institute director.

According to the university sponsorship agreement, the Institute Director shall be the university's representative in executing that agreement and shall serve as the institute's educational and administrative leader. University sponsorship is of paramount importance to the partnership. Only accredited universities and four-year colleges sponsor, administer, and conduct certification for IIMC-approved institutes.

Higher learning institutions' full faith and reputation must support the profession's credentials. Universities and colleges provide independent environments that ensure program quality and stability, research capabilities, and the educational resources and support needed to deliver a first-rate education.

The State/Provincial/National Education Committee and the Institute Director shall jointly write a comprehensive proposal based on the requirements of the IIMC Education Guidelines. The proposal will encompass the institute's structure, mission, goals and objectives, and educational programs. The Institute Director shall serve as the point person in writing the proposal for creating an Institute as stipulated by the IIMC Education Guidelines.

Proposal Requirements

The state/provincial/national education committee and the Institute Director who wishes to form a new institute shall write a proposal, which shall include the following:

1. Executive Summary
2. Introduction and Mission
3. Institute Purpose and Goals
4. Include a copy of an agreement of sponsorship with an accredited university or an accredited four-year college in which the university or college agrees to design, deliver, and manage all aspects of the institute and its programs according to the IIMC Education Guidelines. A university official at the level of Dean or higher shall sign this agreement.
5. Include a brief bio of the institute director
6. Include a list of instructors and their areas of expertise
7. List the Institute's Programs
8. Program Description
9. Program Objectives
10. Program Outcomes
11. A copy of the Program Assessment Method. IIMC requires assessments for all institute and academy programs. Assessments include essays, quizzes, short-answer questions, KTAP, etc.
12. Teaching and Learning Methods
13. A Copy of the Teaching and Course Evaluation Forms
14. Program Schedule and Arrangements
15. Proposed Curricula for the Institute Programs
16. Curriculum Schedule Year-by-Year for Each Program
17. List of host organizations

18. Include a copy of the proposed CMC institute and MMC academy certificates (must include the number of institute/academy hours).
19. Include a copy of the institute budget report or a statement of the financial health of the institute (a letter from the institute director/state education chair attesting to the economic well-being of the institute will suffice)
20. Include supplementary materials, program descriptions, and other supporting documentation the association or institution believes will strengthen the application and enhance the program's quality and value to Municipal Clerks. IIMC may request a sample proposal

The Institute Director must submit the proposal, a filing fee of \$300, and a cover letter to the Director of Professional Development for review and approval. The Director of Professional Development will notify the State/Provincial/National Education Committee Chair, the Education and Professional Development Committee, and the Regional Director (s) of the results. If deficiencies or more information are needed, the Director of Professional Development will address them with the state/provincial/national institute director.

UNSPONSORED INSTITUTES/COMMUNITY COLLEGES

Only accredited colleges or universities sponsor all institutes as of January 1, 2004, with limited exceptions.

An accredited community college may only be approached as a potential partner if the state/provincial/national association has exhausted all options to partner with an accredited 4-year college, university, or other approved IIMC Institute. To be considered a joint institute, it must be IIMC-approved, be reasonably close, and offer convenient travel options to clerks in the state without an institute.

State/Provincial/National Associations will be required to provide IIMC's Director of Professional Development with the following information for review and consideration:

- A document that chronologically details the steps taken to partner with other approved IIMC state institutes and justification as to why this is not a viable option.
- A letter stating the details of the journey to obtain sponsorship and justification for partnering with a community college.
- Documentation of unsuccessful partnership attempts with multiple 4-year colleges or universities within their state or province if more than one 4-year college or university exists. Examples of this documentation may include but are not limited to the dissolution of existing sponsorship agreements or letters or emails of denial and rejected RFPs.
- A letter from the potential sponsoring community college detailing the terms of sponsorship might include financial and administrative support as well as possible revenue expectations.

Once approved, a review of the Community Colleges partnership must occur after three but at most five years. The review must include attempts to re-engage with an accredited 4-year college or university or with other approved IIMC Institutes. The state/provincial/national association must submit all documentation detailing the course of action to IIMC's Director of Professional Development.

IIMC decides on sponsorship and presents the decision to the Board of Directors after reviewing all materials.

CHANGE OF UNIVERSITY SPONSORSHIP

IIMC requires a new program proposal when a college/university sponsorship or affiliation change occurs, and there is a filing fee for this.

INSTITUTE DIRECTOR

An Institute program is a program that the institute director solely provides, and it encompasses both the CMC and MMC programs. Once the Institute Director has collaborated with the State/Provincial/National Education Committee regarding possible topics and speakers, they are responsible for all aspects of the Institute program (selection of topics and speakers, contracts, fees, etc.).

If replacing the institute director, the state/provincial/national association education chair shall send IIMC the bio and contact information of their replacement no later than two months from the appointment date.

INSTITUTE ANNUAL REPORT REQUIREMENTS

Each year, institutes are required to submit the following information in the form of an Annual Report to the IIMC Director of Professional Development. The Annual Report assists IIMC's Education Department in maintaining a record of education courses and future education on the horizon. It provides quality assurance and enables IIMC to identify changes, if any. The annual report helps ensure members receive the best in education.

The annual report is due to the director of professional development via email by December 31 each year. Please visit <https://www.iimc.com/146/IIMC-Approved-Institutes> to learn more about this process. IIMC also recommends the Institute Director send a copy of this report to the State/Provincial/National Education Chair and their Regional Director (s) for their review.

The report should include the following:

1. A brief cover letter explaining an evaluation of the programs, areas needing improvement, and future educational offerings.
2. Titles, descriptions, and schedules of CMC and MMC courses offered (an institute brochure providing this same information is sufficient).
3. Institute and Academy level courses should be distinguished and identified.

The Institute Director will forward the Annual Report to the Education Department for review and comments. IIMC will review it to confirm compliance with the IIMC Education Guidelines and the requirements regarding the level and rigor of courses (CMC versus MMC).

NONCOMPLIANCE

The Director of Professional Development may determine that an Institute's course offerings for CMC designation or MMC designation are not in compliance with the provisions of the IIMC Education Guidelines. The following steps will take place:

1. The Director of Professional Development will bring the noncompliance issue to the attention of the Institute Director and collaboratively work toward a solution.
2. The Director of Professional Development will resolve the issue of noncompliance regarding the institute director within 30 days by contacting the executive director, state/provincial/national education chair, and regional directors.
3. A teleconference occurs with the Director of Professional Development, Executive Director, Institute Director(s), State/Provincial/National President and Education Chair(s), Institute Director Liaisons, and Board Liaisons of the Education and Professional Development Committee for noncompliance. If still unresolved, The Director of Professional Development will conduct a second teleconference with the same parties, and the Director of Professional Development shall schedule such teleconferences.


If unresolved within thirty days of the second teleconference, the Director of Professional Development will make a judgment regarding the extent of noncompliance and the appropriate course of action and inform the Institute Director and the State/Provincial/National_Education Chair. The written communication from the Director of Professional Development shall specify the nature of noncompliance with the Education Guidelines and offer recommendations to bring the institute into compliance.

The Institute Director, in collaboration with the State/Provincial/National Education Chair(s) and Regional Director(s), may respond to the decision by contacting the Director of Professional Development in writing. Continued noncompliance may result in revoking the institute's approval by the Director of Professional Development.



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: New Bank Account for Intergovernmental Capital Outlay Funds

RECOMMENDATION

Approval of the resolution to open a new bank account for the DeKalb County Intergovernmental Capital Outlay funds as specified in the final Small Cities Intergovernmental Agreement.

BACKGROUND

DeKalb County executed a Small Cities Intergovernmental Agreement in October 2024, granting additional funds of \$2,000,000 to Pine Lake for specified capital outlay projects. The City received the funds and is ready to commence related capital outlay projects. These additional funds will give us additional resources to complete a lot of the much-needed capital outlay projects for the City of Pine Lake.

RESOURCE IMPACT

Costs are minimal for establishing a new bank account.

ATTACHMENTS

Resolution
Small Cities Intergovernmental Agreement

A RESOLUTION AUTHORIZING THE CREATION OF A SEPARATE AND DEFINED ACCOUNT DEDICATED TO THE RECEIPT AND DISBURSEMENT OF PROCEEDS FOR CAPITAL AND INFRASTRUCTURE PROJECTS PURSUANT TO AN INTERGOVERNMENTAL AGREEMENT WITH DEKALB COUNTY AND OTHER MUNICIPALITIES FROM THE SPECIAL PURPOSE LOCAL OPTION SALES TAX AUTHORIZED IN 2023 FOR THE CITY OF PINE LAKE

WHEREAS, The City is a party to an Intergovernmental Agreement (“IGA”) with DeKalb County and the other qualified municipalities within DeKalb County related to the distribution and use of proceeds from 2023 Special Purpose Local Option Sales Tax (“SPLOST II”); and

WHEREAS, The City is also party to a second IGA with DeKalb County and the other qualified small municipalities of DeKalb County for the distribution of additional funds from SPLOST II specifically designated for Capital Outlay Projects; and

WHEREAS, Georgia law and the IGA require that proceeds from SPLOST II allocated by the County for Capital Outlay Projects in the participating cities be kept and maintained in a separate account, without co-mingling to be used only for the authorized Capital Outlay Projects as approved by the voters in the referendum, O.C.G.A. § 48-8-115(b)(1)(F); and

WHEREAS, Generally Accepted Accounting Practices further requires guarding against commingling funds between authorized purposes.

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the City Manager, or his designee, is authorized to establish and maintain a separate and distinct bank account, to be titled Small Cities Intergovernmental Agreement Fund, in an accredited and insured financial institution, authorized to do business in the State of Georgia, and physically located in DeKalb County, for the purposes of keeping separate and apart all funds received or spent as part of the Capital Outlay Project IGA for SPLOST II, thereby complying with the City’s obligations under the IGA and in accordance with State law and Generally Accepted Accounting Practices.

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

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Assistant City Clerk

CHRISTOPHER D. BALCH
City Attorney

**INTERGOVERNMENTAL AGREEMENT
FOR CAPITAL OUTLAY PROJECTS LOCATED IN THE CITIES OF
AVONDALE ESTATES, LITHONIA, PINE LAKE, AND STONE MOUNTAIN, GEORGIA**

THIS AGREEMENT is made and entered into this _____ day of _____, 2024 by and between **DEKALB COUNTY**, a political subdivision of the State of Georgia (hereinafter the "County"), and the Cities of **AVONDALE ESTATES, LITHONIA, PINE LAKE, and STONE MOUNTAIN**, each a municipal corporation of the State of Georgia (collectively hereinafter the "Municipalities").

WITNESSETH:

WHEREAS, the parties to this Agreement consist of the County and the Municipalities; and

WHEREAS, the County and the Municipalities desire to work together to complete capital outlay projects that significantly improve the health, safety, and welfare of all taxpayers and residents of DeKalb County and the Municipalities; and

WHEREAS, some of these projects include stormwater maintenance, resurfacing of roads, streets or repairs to bridges, or the improvement of recreational facilities within the Municipalities which are open to the public and draw significant use from the unincorporated area of the County; and

WHEREAS, the County and the Municipalities agree that these stormwater, road and recreation projects serve a public purpose from which the County and the Municipalities, their residents and the surrounding areas will derive substantial benefit; and

WHEREAS, the projects will improve infrastructure within the County, provide continuing recreational opportunities and benefits, promote tourism and economic development, and bring other substantial benefits to the County and the Municipalities; and

WHEREAS, the capital outlay, infrastructure improvement projects identified herein shall directly benefit the citizens of the respective Municipalities, unincorporated DeKalb County, and ultimately benefit all citizens of DeKalb County; and

WHEREAS, the County and the Municipalities are authorized to enter into this Agreement by Georgia law, specifically including the following: Article IX, Section II, Paragraph II; Article IX, Section III, Paragraph I; and Article IX, Section IV, Paragraph II of the Constitution of the State of Georgia.

NOW, THEREFORE, in consideration of the mutual promises and understandings made in this Agreement, and for other good and valuable consideration, the County and the Municipalities consent and agree to the above recitals and as follows:

Section 1. Projects

A. Each Municipality, acting on its own behalf and as an agent of the County, shall undertake the capital outlay and infrastructure improvement projects (hereinafter referred to as the "Projects") as described in detail for each Municipality in Attachment A, which is attached hereto and made part of this Agreement.

B. All physical assets and Projects within the Municipalities improved pursuant to this Agreement shall remain the property and responsibility of the Municipalities. In completing the Projects and performing the work required by this Agreement, the County and Municipalities shall comply in all applicable respects with all applicable federal, state and local law including but not limited to O.C.G.A. §§ 48-8-109.1 et seq. and 48-8-110 et seq. and all provisions of this Agreement shall be construed in light of the applicable provisions found in O.C.G.A. §§ 48-8-109.1 et seq. and 48-8-110 et seq. The Municipalities agree to promptly proceed with the acquisition, construction, equipping, installation, and execution of the Project(s) specified in Attachment A and this Agreement, as defined and authorized under O.C.G.A. §§ 48-8-109.1 et seq. and 48-8-110 et seq. that are approved for such purposes.

C. The Municipalities shall undertake and oversee the letting of all contracts and the construction of all improvements pursuant to this Agreement in accordance with applicable state law. The Municipalities shall be responsible for entering into all contracts and securing all permits necessary for the projects. Each Municipality hereby expressly acknowledges and agrees that the County shall bear no liability or responsibility for projects undertaken pursuant to this Agreement. The Municipalities shall maintain thorough and accurate records concerning their receipt and expenditure of all funds paid by the County to each Municipality. Those records shall include but not be limited to the following: any document which shows the progress of work and the completion of each Project; procurement documents, contracts, construction documents, and corresponding itemized invoices and proof of payment. Upon written request, the Municipalities shall make such contracts, other construction documents, and all related documents available to the County.

D. The Municipalities shall create and maintain any record required by federal or state law to ensure that the funds paid by the County to the City are used in full compliance with any applicable law. Such records shall be provided by the Municipality to the County promptly upon written request from the County's Chief Executive Officer or designee to the Mayor of the respective Municipality. If any Municipality obtains or has insurance to cover any or all claims related to this Agreement or the Project(s) identified in this Agreement, the Municipality agrees to add the County as an additional insured on all such insurance obtained or maintained during the Term of this Agreement. Evidence of all such insurance coverage and additional insured status shall be provided by the Mayor of the respective Municipality or designee to the County's Chief Executive Officer or designee within thirty (30) days of issuance of such insurance coverage.

Section 2. Representations and Mutual Covenants

A. County Representations. The County, on its own behalf, makes the following representations and warranties which may be specifically relied upon by all parties as a basis for entering this Agreement. The County is a political subdivision duly created and organized under the Constitution of the State of Georgia. The governing authority of the County is duly authorized to execute, deliver and perform this Agreement. This Agreement is a valid, binding, and enforceable obligation of the County.

B. Municipality Representations. The Municipalities, on its own behalf, makes the following representations and warranties, which may be specifically relied upon by all parties as a basis for entering this Agreement. Each Municipality is a municipal corporation duly created and organized under the laws of the State of Georgia. The governing authority of each Municipality is duly authorized to execute, deliver and perform this Agreement. This Agreement is a valid, binding, and enforceable obligation of the respective Municipality. Each Municipality is a qualified Municipality as defined in O.C.G.A. § 48-8-110 (4). Each Municipality is located entirely within the geographic boundaries of the SPLOST II special tax district created in the County. Each project funded through this Agreement shall be maintained as a public facility and in public ownership by the respective Municipality for the use and benefit of all residents of DeKalb County.

Section 3. Effective Date and Term of this Agreement

This Agreement shall commence upon the date of its execution and shall terminate upon the later of:

- A. The expenditure by the County and the Municipalities of the last dollar of money collected from the SPLOST II after the expiration of the SPLOST II (see reference to the corresponding IGA in Section 7 below); or
- B. The completion of projects described in Attachment A for the respective Municipality; or
- C. As otherwise amended by the parties hereafter.

Each Municipality shall provide an annual report to the County describing the project status and expenditures for that Municipality's projects described in Attachment A during the preceding twelve (12) month period. Said annual report shall contain a statement reflecting the amount of funds remaining. When a respective Municipality has expended all of its funds described in Section 5 below, that Municipality shall issue a "Notice of Completion" and proof of completion to the County and all other Municipalities. As used in this section "proof of completion" means a certificate signed by the respective Municipality's city manager affirming that all funds received pursuant to this Agreement have been expended by the respective Municipality in compliance with this Agreement. Should the County's Chief Executive Officer or his or her designee fail to object to the "Notice of Completion" within 120-days of receipt of same, this Agreement shall automatically terminate as to that Municipality; provided that this Agreement shall remain in full force and effect as to each remaining Municipality.

Section 4. Separate Account; No Commingling; Audit.

The Municipalities shall each create a special fund to be designated as the Avondale Estates, Lithonia, Pine Lake, and Stone Mountain Intergovernmental Agreement Capital Outlay/Infrastructure Improvement Fund, respectively, at a bank with an office or branch physically located within DeKalb County which shall act as a depository and custodian of the payment received by the Municipalities directly from the County pursuant to this Intergovernmental Agreement upon such terms and conditions as may be acceptable to the Municipalities. All payments pursuant to this Agreement shall be used exclusively for the purposes detailed in this Agreement and shall not be commingled with other funds of the Municipalities.

During the term of this Agreement, the distribution and use of all payments deposited in the Avondale Estates, Lithonia, Pine Lake, and Stone Mountain Intergovernmental Agreement Capital Outlay/Infrastructure Improvement Funds shall be audited by the Municipalities' auditor in accordance with applicable state law and shall be available to the County's auditor. The County and each Municipality shall be responsible for the cost of their respective audits. During the term of this Agreement, the distribution and use of all proceeds deposited in the Avondale Estates, Lithonia, Pine Lake, and Stone Mountain Intergovernmental Agreement Capital Outlay/Infrastructure Improvement Fund shall be audited in accordance with O.C.G.A. § 48-8-121 (a)(2) by the Municipalities' auditor for the Municipalities project(s). Each Municipality shall be responsible for the cost of their respective audit and shall provide copies of the audit to the County and Executive Assistant within thirty (30) days of receipt of the audit.

Section 5. Procedure for Disbursement of Project Payments

Not later than December 31, 2024, the County shall pay the Municipalities that have fully executed this Agreement \$2,000,000.00 each for the Projects. The County's payment of \$2,000,000.00 to each Municipality shall be used solely to complete the Project(s) described in Attachment A and said Project(s) shall be completed by the termination date of this Agreement.

Section 6. Notices

All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given when hand delivered or sent by registered or certified United States mail, postage prepaid to the following addresses. The parties agree to give each other non-binding duplicate email notice. Future changes in address shall be effective upon written notice being given by a Municipality to the County Executive Assistant or by the County to a Municipality via certified first-class U.S. mail, return receipt requested.

DeKalb County:

Chief Operating Officer/Executive Assistant
1300 Commerce Drive, 6th Floor
Decatur, Georgia 30030

With a copy to:
County Attorney
1300 Commerce Drive, 5th Floor
Decatur, Georgia 30030

City of Avondale Estates:

Patrick Bryant
City Manager
21 N. Avondale Plz.
Avondale Estates, Georgia 30002

With a copy to:

Stephen Quinn
Wilson, Morton & Downs LLC
125 Clairmont Avenue, Ste. 420
Decatur, Georgia 30030

City of Pine Lake:

ChaQuias Miller-Thornton
City Manager
P.O. Box 1325
Pine Lake, Georgia 30072

City of Lithonia:

Donald DeJarnette
City Administrator
6920 Main Street
Lithonia, Georgia 30058

With a copy to:

Winston A. Denmark, Esq.
Denmark Ashby LLC
100 Hartsfield Centre, Suite #400
Atlanta, Georgia 30354

City of Stone Mountain:

Shawn Edmondson
City Manager
875 Main Street
Stone Mountain, Georgia 30083

With copy to:

Susan Moore
2367 North Decatur Road
Decatur, Georgia 30033

With copy to:

Jeffrey M. Strickland
Jarrard & Davis, LLP
222 Webb Street
Cumming, GA 30040

Section 7. Entire Agreement

This Agreement, together with the applicable provisions of the Intergovernmental Agreement for the Use and Distribution of Proceeds from the One Percent Special Purpose Local Option Sales Tax, dated August 24, 2023, between the parties hereto (“SPLOST II IGA”), constitutes all of the understandings and agreements existing between the County and the Municipalities with respect to the projects to be performed by the Municipalities for the benefit of the County. With the exception of the SPLOST II IGA, this Agreement supersedes all prior agreements, negotiations and communications of whatever type, whether written or oral, between the parties hereto with respect to the projects. No representation oral or written not incorporated in this Agreement shall be binding upon the County or the Municipalities.

Section 8. Amendments

This Agreement shall not be amended or modified except by agreement in writing executed by the County and the Municipalities.

Section 9. Severability, Non-Waiver, Applicable Law, and Enforceability

If a court of competent jurisdiction renders. any provision of this Agreement (or portion of a provision) to be invalid or otherwise unenforceable, that provision or portion of the provision will be severed and the remainder of this Agreement will continue in full force and effect as if the invalid provision or portion of the provision were not part of this Agreement. No action taken pursuant to this Agreement should be deemed to constitute a waiver of compliance with any representation, warranty, covenant or agreement contained in this Agreement and will not operate or be construed as a waiver of any subsequent breach, whether of a similar or dissimilar nature. This Agreement is governed by the laws of the State of Georgia without regard to conflicts of law principles thereof. Should any provision of this Agreement require judicial interpretation, it is agreed that the arbitrator or court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent prepared the same, it being agreed that the agents of all parties have participated in the preparation hereof.

Section 10. Dispute Resolution

A. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

B. Claims shall be heard by a single arbitrator, unless the claim amount exceeds \$500,000, in which case the dispute shall be heard by a panel of three arbitrators. Where the claim is to be heard by single arbitrator, the arbitrator shall be selected pursuant to the list process provided for in the Commercial Arbitration Rules unless the parties to the arbitration are able to select an arbitrator independently by mutual agreement. The arbitrator shall be a lawyer with at least ten (10) years of active practice in commercial law and/or local government law. Where the claim is to be heard by a panel of three arbitrators, selection shall occur as follows. Within fifteen (15) days after the commencement of arbitration, the Municipalities shall select one person to act as arbitrator and the County shall select one person to act as an arbitrator. The two selected arbitrators shall then select a third arbitrator within ten (10) days of their appointment. If the arbitrators selected by the parties are unable or fail to agree upon the third arbitrator, the third arbitrator shall be selected by the American Arbitration Association. This third arbitrator shall be a former judge in the State or Superior Courts of Georgia or a former federal district judge.

C. The arbitration shall be governed by the laws of the State of Georgia. The standard provisions of the Commercial Rules shall apply. Arbitrators will have the authority to allocate the costs of the arbitration process among the parties but will only have the authority to allocate attorneys' fees if a particular law permits them to do so, specifically including O.C.G.A. § 9-15-14. The award of the arbitrators shall be accompanied by a written opinion that includes express findings of fact and conclusions of law.

Section 11. No Consent to Breach

No consent or waiver, express or implied, by any party to this Agreement, to any breach of any covenant, condition or duty of another party shall be construed as a consent to or waiver of any future breach of the same.

Section 12. Counterparts

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

(remainder of this page intentionally left blank)

(signature pages follow)

10/10/24

IN WITNESS WHEREOF, the County and the Municipalities acting through its duly authorized agents have caused this Agreement to be signed, sealed and delivered for final execution by the County on the date indicated herein.

DEKALB COUNTY, GEORGIA

_____(SEAL)
MICHAEL L. THURMOND
Chief Executive Officer

ATTEST:

BARBARA SANDERS-NORWOOD, CCC
Clerk to the Board of Commissioners
and Chief Executive Officer

APPROVED AS TO SUBSTANCE:

**APPROVED AS TO FORM AND
LEGAL VALIDITY:**

ZACHARY L. WILLIAMS
Chief Operating Officer

VIVIANE H. ERNSTES
County Attorney

10/10/24

**CITY OF AVONDALE ESTATES,
GEORGIA**

Attest:

_____(SEAL)

Mayor Jonathan Elmore

Municipal Clerk

APPROVED AS TO SUBSTANCE:

**APPROVED AS TO FORM AND
LEGAL VALIDITY:**

City Manager Patrick Bryant

City Attorney Stephen Quinn

10/10/24

CITY OF LITHONIA, GEORGIA

Attest:

_____(SEAL)

Mayor Shameka Reynolds

Municipal Clerk Ashley Waters

APPROVED AS TO SUBSTANCE:

**APPROVED AS TO FORM
AND LEGAL VALIDITY:**

City Manager Donald Dejarnette

City Attorney Winston A. Denmark

10/10/24

CITY OF PINE LAKE, GEORGIA

Attest:

_____(SEAL)

Mayor

Municipal Clerk

APPROVED AS TO SUBSTANCE:

**APPROVED AS TO FORM
AND LEGAL VALIDITY:**

City Manager

City Attorney

10/10/24

**CITY OF STONE MOUNTAIN,
GEORGIA**

Attest:

_____(SEAL)
Beverly Jones,
Mayor

Shawn Edmondson,
Municipal Clerk

APPROVED AS TO SUBSTANCE:

**APPROVED AS TO FORM
AND LEGAL VALIDITY:**

Shawn Edmondson,
City Manager

Jeff M. Strickland,
City Attorney

ATTACHMENT A**AVONDALE ESTATES:**

The Municipality, acting on its own behalf and as an agent of the County, shall undertake the reconstruction, repair and capital improvement of its stormwater infrastructure within the Municipality to improve stormwater collection and management in the Municipality and in surrounding “downstream” unincorporated areas of the County.

LITHONIA:

The Municipality, acting on its own behalf and as an agent of the County, shall undertake reconstruction, repair and capital improvement projects **within the Municipality** at its greenspace, park, amphitheater and other recreational facilities, which are available for use and are used by residents of both the Municipality and the County and which improvements will contribute to tourism and economic development within the Municipality and in the surrounding unincorporated areas of the County. The Municipality may also undertake projects to improve new underground Stormwater projects, sidewalks, paving projects, curbing projects **within the Municipality** that are made publicly available for use by all residents of the County and that contribute to tourism and economic development within the County.

PINE LAKE:

The Municipality, acting on its own behalf and as an agent of the County, shall undertake the reconstruction and repair of the dam at Pine Lake and capital improvements to the adjacent lake, wetlands and greenspace as well as road, street and bridge projects, to improve stormwater collection and management in the unincorporated area of the County and in the Municipality. The Municipality may also undertake projects to improve recreational facilities, such as the lake, dam, wetlands, parks and greenspace, that are made publicly available for use by all residents of the County and that contribute to tourism and economic development within the County.


STONE MOUNTAIN:

The Municipality, acting on its own behalf and as an agent of the County, shall undertake the reconstruction, repair and capital improvement of its stormwater facility infrastructure to improve stormwater collection and management in the Municipality and in the surrounding unincorporated areas of the County. The Municipality may also undertake reconstruction, repair and capital improvement projects at its greenspace, parks and other recreational facilities which are available for use and are used by residents of both the Municipality and the County and which improvements will contribute to tourism and economic development within the Municipality and in the surrounding unincorporated areas of the County.



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: Georgia Interlocal Risk Management Agency (GIRMA) Insurance Renewal

RECOMMENDATION

Approve resolution for renewal terms of property and liability coverage for the period of May 1, 2025 to May 1, 2026 with the Georgia Interlocal Risk Management Agency (GIRMA).

BACKGROUND

Authorized by a 1986 law, an interlocal risk management agency may be created “for the development and administration of an interlocal risk management program and one or more group self-insurance funds.” OCGA § 36-85-1(7). Chapter 85 of Title 36 of the Georgia Code authorizes municipalities and counties to jointly purchase insurance or jointly operate self-insurance programs. Ga. L.1986, p. 1496. GIRMA of the Georgia Municipal Association operates a self-insurance program in which the City of Pine Lake participates. A group self-insurance fund is “a pool of public moneys established by an interlocal risk management agency from contributions of its members in order to pool the risks of general liability, motor vehicle liability, property damage, or any combination of such risks.” OCGA § 36-85-1(6). Administration of these funds includes “the processing and defense of claims brought against members of the agency.” OCGA § 36-85-1(8).

Renewal terms, as proposed for the 2025-2026 coverage period, have been presented to the City for property and liability self-insurance. The policy plan offers protections for the following categories of acts, operations, and property: general liability and law enforcement liability; public officials/errors and omissions liability; automobile liability and physical damage including uninsured motorist; crime/fidelity; property; equipment breakdown; and cyber.

As in years past, GIRMA is distributing a renewal credit based on the loss experience and total contributions of each individual member. GIRMA’s target change to the billed contribution for every member is an 8 percent rate increase. The City’s invoiced cost is \$44,635, a 7.3 percent increase over the current year. Excess cyber coverage is the same as last year, a premium of \$1560.

A minimum payment of 25 percent is due upon receipt of the invoice or no later than 30 days from the renewal date notice of April 15, 2025.

RESOURCE IMPACT

The City's invoiced cost is \$44,635, a 7.3 percent increase over the current year. Excess cyber coverage is the same as last year, a premium of \$1560.

ATTACHMENTS

Resolution

GIRMA Georgia Municipal Association (GMA) Property & Liability Self-Insurance Program

**A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR
INSURANCE SERVICES WITH THE GEORGIA INTERLOCAL RISK
MANAGEMENT AGENCY FOR THE PERIOD MAY 1, 2025 TO MAY 1, 2026**

WHEREAS, The City of Pine Lake is a member of the Georgia Interlocal Risk Management Agency (“GIRMA”), a risk pool offered by the Georgia Municipal Association; and

WHEREAS, GIRMA is authorized by O.C.G.A. § 36-85-7; and

WHEREAS, GIRMA is a risk management pool whereby municipalities across the state pool funds to provide for defense of covered actions and indemnity for appropriate losses within the terms of the coverage agreement; and

WHEREAS, Policy costs are kept below market rates in most instances; and

WHEREAS, For the Policy Term of May 1, 2025 to May 1, 2026, the cost of coverage is \$44,635 and an additional \$1560 for cyber coverage; and

WHEREAS, Because GIRMA is an authorized intergovernmental risk management pool, bids or proposals are not required.

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the City authorizes the participation in GIRMA for the period May 1, 2025 to May 1, 2026, that the Mayor is authorized to execute any agreement, contract or policy giving effect to the purchase of this coverage and protection for the City..

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29h day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Assistant City Clerk

CHRISTOPHER D. BALCH
City Attorney

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

CONTRIBUTION PAYMENT TERMS

CITY OF PINE LAKE

RLFC# PI1

INVOICE NUMBER	360477
EFFECTIVE DATE	05/01/2025
INVOICE AMOUNT	\$44,635
PROPOSAL NUMBER	RPI1-PR2025-1

PAYMENT TERMS:

- OPTION 1: Full Amount Due on Binding
- OPTION 2: 50% Down – Balance due in 30 days
- OPTION 3: 25% Down – Balance due in 4 monthly installments. The entire contribution must be paid within 6 months of the effective date.

Checks should be made payable to **GIRMA**. Please sign and return with your check to:

Georgia Interlocal Risk Management Agency
P.O. Box 105377
Atlanta, Georgia 30348

Please sign and date on the lines below that you have read and accept the limits and deductibles outlined in the renewal terms. Please return the signed invoice with your initial payment to the GIRMA address above.

Authorized Signature

Date

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
City of Pine Lake (PI1)	Effective Date	05/01/2025
GENERAL LIABILITY		
Grants Administered	\$0	
GROSS OPERATING EXPENDITURES	\$1,536	
PARK ACREAGE	\$0	
HOUSING AUTHORITIES - UNITS	\$0	
PUBLIC UTILITIES - CABLE / TELECOM	\$0	
PUBLIC UTILITIES - ELECTRIC	\$0	
PUBLIC UTILITIES - GAS	\$0	
PUBLIC UTILITIES - SEWER	\$0	
PUBLIC UTILITIES - WATER	\$0	
REFUSE COLLECTION	\$0	
SCHOOLS - ALL OTHER STUDENTS	\$0	
SCHOOLS - TRADE OR VOCATIONAL STUDENTS	\$0	
WATER RELATED ACTIVITIES - # BEACHES, LAKES, POOLS	\$0	
GENERAL LIABILITY TOTALS		\$1,536

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown		Contribution Total
AUTOMOBILE LIABILITY	Number of Vehicles	Contrib Per Vehicle	Total Contribution
Trucks - Van, Pickups, Light Trucks	0	\$0.00	\$0.00
Trucks - Medium Weight	2	\$428.53	\$857.06
Trucks - Heavy Weight	0	\$0.00	\$0.00
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00
Trucks - Garbage	0	\$0.00	\$0.00
Trucks - Fire Trucks	0	\$0.00	\$0.00
Private Passenger - Fire Cars	0	\$0.00	\$0.00
Private Passenger - Police Cars	6	\$2,895.50	\$17,373.00
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00
Trailers - Semi Trailers	0	\$0.00	\$0.00
Trailers - Trailers	2	\$107.13	\$214.26
Buses - Public Transit Buses	0	\$0.00	\$0.00
Buses - School Buses	0	\$0.00	\$0.00
Motorcycles	0	\$0.00	\$0.00
AUTO LIABILITY TOTALS	10		\$18,444

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
AUTOMOBILE PHYSICAL DAMAGE	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	0	\$0.00	\$0.00	
Trucks - Medium Weight	2	\$237.83	\$475.66	
Trucks - Heavy Weight	0	\$0.00	\$0.00	
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	0	\$0.00	\$0.00	
Private Passenger - Fire Cars	0	\$0.00	\$0.00	
Private Passenger - Police Cars	6	\$887.92	\$5,327.52	
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	2	\$59.46	\$118.92	
Buses - Public Transit Buses	0	\$0.00	\$0.00	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
PHYSICAL DAMAGE TOTALS	10			\$5,922

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
UNINSURED MOTORIST LIABILITY		\$116
LAW ENFORCEMENT LIABILITY	\$1,879.60 per officer	\$9,398
PUBLIC OFFICIALS LIABILITY		\$4,793
PROPERTY (including Mobile Equipment and Boiler & Machinery)	Values / Rates	\$9,455
Total Insured Value	\$2,935,551	
Rate per \$100 of Value	\$0.3221	
POLICE ANIMALS	\$0	\$0
CRIME	\$26.08 per employee	\$313
TOTAL CONTRIBUTION*		\$49,977

* Figures may be off by \$1 due to rounding

Excess Cyber Coverage Comparison		
Named Insured: City of Pine Lake		
Effective Dates	Expiring (CFC) 5/1/2024-5/1/2025	Renewal (TMHCC) 5/1/2025-5/1/2026
Third Party Liability Insuring Agreements		
Multimedia Liability	1,000,000	1,000,000
Security and Privacy Liability	1,000,000	1,000,000
Privacy Regulatory Defense and Penalties	1,000,000	1,000,000
PCI DSS Liability	1,000,000	1,000,000
First Party Insuring Agreements		
Breach Event Costs	1,000,000	1,000,000
BrandGuard	N/A	1,000,000
System Failure	1,000,000	1,000,000
Cyber Extortion	1,000,000	1,000,000
Dependent System Failure	1,000,000	\$1,000,000 / \$10,000 Deductible
Cyber Crime	\$250,000	\$250,000
Maximum Aggregate Limit of Liability	\$1,000,000	\$1,000,000
Deductible	\$2,500	\$0
Premium	1,500	1,500
Surplus Lines Tax	60	60
Total Premium	1,560	1,560

GIRMA Changes to Coverage Document effective May 1, 2025

1. Added an exclusion to the EXCLUSIONS section of Automobile Liability coverage section, pg. 38, II.B.7, as follows:

7. In the case of a Named Member that is a regional commission established pursuant to Title 50, Chapter 8 of the Georgia Code, or any predecessor provision, to any claim arising out of or in any way connected with use of a Covered Automobile to transport persons who are not employees of the Named Member for hire or under any contract between the Named Member and a third-party to provide transportation services.

2. Amend the definition of MOBILE EQUIPMENT under the PROPERTY COVERAGE SECTION DEFINITIONS, pg. 21, II.E as follows:

E. MOBILE EQUIPMENT

The term "Mobile Equipment" shall mean bulldozers, farm machinery, forklifts, vehicles which travel on crawler treads, road resurfacing equipment, graders, scrapers, rollers, street sweepers, all-terrain vehicles and any machinery or equipment attached permanently thereto.

3. Added the following language to the GENERAL CONDITIONS APPLICABLE TO THE CASUALTY COVERAGE SECTIONS, pg. 15, III.E:

E. SUPPLEMENTARY PAYMENTS

GIRMA will pay, with respect to any claim GIRMA investigates or settles, or any suit against a Member that GIRMA defends:

1. All expenses GIRMA incurs.
2. All reasonable expenses incurred by the Member at GIRMA's request to assist in the investigation and defense of the suit.
3. All court costs taxed against the Member in the suit. However, these payments do not include attorneys' fees or attorneys' expenses taxed against the Member.
4. Prejudgment interest awarded against the Member on that part of the judgment GIRMA pays. If GIRMA makes an offer to pay the Limit of Liability, it will not pay any prejudgment interest based on that period of time after the offer.
5. All interest on the full amount of any judgment that accrues after entry of the judgment and before GIRMA has paid, offered to pay, or deposited in court the part of the judgment that is within the applicable Limit of Liability.

The payments described in (1) through (5) above will not reduce the Limit of Liability.

4. Amended the Deductible clause under the GENERAL CONDITIONS APPLICABLE TO THE ENTIRE COVERAGE AGREEMENT, pg. 9, I.G, as follows:

G. DEDUCTIBLE

The obligation of GIRMA to pay for covered loss, covered damages and defense costs on behalf of the Member shall apply only to the amount of covered loss, covered damages, defense costs, and supplementary payments in excess of the applicable _____ deductible amount shown in Declarations III. The deductible amount so stated applies on a per Occurrence or Wrongful Act basis, as applicable. The terms of the Coverage Agreement, including those with respect to GIRMA's rights and duties for the defense of suits, apply irrespective of the application of the deductible amount. GIRMA may pay any part or all of the deductible amount to effect a settlement or defend any claim or suit, and upon notification of the action, the Named Member shall promptly reimburse GIRMA for such part of the deductible amount as has been paid by GIRMA. If a deductible amount is changed (e.g., upon May 1 renewal), the change will apply with respect to Occurrences and Wrongful Acts happening on or after the effective date of the change.

5. Added language to the definition of NAMED MEMBER under GENERAL COVERAGE DECLARATIONS, pg. 2, VI, as follows:

VI. NAMED MEMBER

The entity indicated on Page 1 of this Coverage Agreement that has entered into this contract with GIRMA and, with respect to the Property Coverage Section (p18) and the Crime Coverage Section (p45), any Authority, Board, or Commission meeting definition of VII.D below.


6. Added language to the GENERAL EXCLUSIONS APPLICABLE TO THE PROPERTY COVERAGE SECTIONS, pg. 4, II.F., as follows:

E. loss or damage to personal property caused by processing, renovating, repairing, failure to repair, or faulty workmanship thereon, or loss or damage to real property caused by faulty workmanship thereon, unless fire or explosion ensues, and then only for direct loss or damage caused by such ensuing fire or explosion;



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: HB 581 / HB 92 Estimated Roll-Back Tax Rate

RECOMMENDATION

Approve resolution setting an estimated roll-back tax rate, a requirement of HB 581 / HB 92.

BACKGROUND

During the 2025/26 Legislative Session, the General Assembly adopted House Bill 92 (“HB 92”) which the Governor has signed into law with immediate effect. Georgia House Bill (HB) 92 was designed as an amendment to HB 581, which established a statewide floating homestead exemption and property tax reforms. HB 92 was signed, enacted, and adopted into law on April 1, 2025. It made various changes to Georgia’s property tax laws, including updating requirements for tax bills and assessment notices. It also altered opt-out and opt-in provisions for local governments related to HB 581.

HB 92 is “AN ACT To amend Title 48 of the Official Code of Georgia Annotated, relating to revenue and taxation, so as to provide for the contents of property tax bills; to revise a state-wide base year homestead exemption; to clarify that a surviving spouse does not need to reapply for such exemption; to provide for procedures to elect to opt out and rescind an election to opt out of such exemption; to provide for an additional period to apply for a homestead exemption in certain circumstances; to provide for the contents of annual notices of assessment; to provide for forms for such notices; to provide for requirements for calculating and certifying estimated roll-back rates; to revise definitions; to exempt from local taxes the sale or use of construction materials used in certain capital outlay projects for educational purposes; to provide that such exemption only applies to projects for local school systems that have in effect certain homestead exemptions from property taxation; to provide for conditions and limitations; to provide for payment, collection, and refunds; to provide for an automatic repeal; to provide for the maximum amount of local sales and use taxes that may be imposed; to revise provisions related to a special district sales and use tax; to provide for conditions under which such tax may be imposed; to provide for clarifications; to provide for related matters; to provide for an effective date and applicability; to repeal conflicting laws; and for other purposes.

This bill makes several modifications to Georgia's revenue and taxation laws, with key provisions focused on homestead exemptions, property tax assessments, and local sales taxes. Specifically, the bill postpones the date by which local governing authorities can opt out of the base year homestead exemption to March 1, 2025, and provides a mechanism for local governments to rescind their opt-out election. The bill clarifies that a surviving spouse does not need to reapply for the homestead exemption and allows property owners an additional opportunity to file for exemption in cases of reassessment. It also introduces new requirements for property tax bills, including mandatory notices when millage rates exceed estimated roll-back rates and when a local government has opted out of homestead exemptions. Additionally, the bill modifies regulations around local sales and use taxes, creating a new exemption for construction materials used in educational capital outlay projects for school systems with certain homestead exemptions in place, and adjusts the maximum allowable local sales tax rates. The bill includes provisions for calculating and certifying estimated roll-back rates, updates definitions, and provides specific conditions and limitations for tax implementations, with most provisions becoming applicable for tax years beginning on or after January 1, 2025.

For establishing the estimated roll-back rate, the taxing authority, according to the Georgia Municipal Association, may provide any estimated millage rate they choose, including providing the previous year's millage rate.

RESOURCE IMPACT

There is no fiscal impact associated with the ministerial requirement of the resolution.

ATTACHMENTS

Resolution

Georgia Municipal Association City Managers Community thread on HB 581 Preliminary Millage Rate

**A RESOLUTION AUTHORIZING AN AMENDMENT
TO THE FISCAL YEAR 2025 BUDGET**

WHEREAS, During the 2025/26 Legislative Session, the General Assembly adopted House Bill 92 (“HB 92”) which the Governor has signed into law with immediate effect; and

WHEREAS, The Bill as approved by the Governor requires each taxing authority (which includes municipal corporations like the City of Pine Lake) to establish by May 1, 2025 a Rollback Millage Rate for application to taxable values of real property for 2025 real and personal property taxes; and

WHEREAS, The City Council for the City of Pine Lake has previously expressed its intent, following a series of public hearings at which no opposition was voiced by any citizen of Pine Lake, to opt out of the state wide ad valorem tax scheme passed by the Legislature and approved by voters in 2024; and

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the estimated Rollback Rate for ad valorem tax purposes for calendar year 2025 is certified by the City, based on current available information and without the benefit of the release of a certified Tax Digest by the DeKalb County Board of Tax Assessors, to be 19.4 mills.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk

CHRISTOPHER D. BALCH
City Attorney

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HB 581 Preliminary Millage Rate



SD

Sharyn Dickerson 21 days ago

All, Our County Tax Commissioner has advised us that we need to get the estimated (aka: preliminary) ...

1. HB 581 Preliminary Millage Rate

0 Recommend

SD

[Sharyn Dickerson](#)[Actions](#) ▼

Posted 21 days ago

[Reply](#) ▼

All,

Our County Tax Commissioner has advised us that we need to get the estimated (aka: preliminary) rollback to her by April 18 so the property appraiser's office can get that on the NOAs (notice of assessments) before they mail them out the first of May. It is my understanding that HB581 removes the estimated taxes on the NOA but adds the estimated rollback rate.

Has anyone else received a similar request? If so, are you asking your Council to vote on the "preliminary" rollback rate or administratively providing the estimate to your Tax Commissioner?

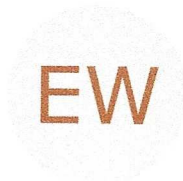
Thanks in advance for your responses!

Sharyn Dickerson
City Manager
City of Watkinsville
Watkinsville GA

2. RE: HB 581 Preliminary Millage Rate

0

Recommend



Emily Woodmaster

Actions ▼

Posted 21 days ago

Reply ▼

Good Morning,

We were asked for the same thing.

I intend to discuss it out our work session this next week.

Thanks,

Emily Woodmaster

Chief Administrative Officer

City of Baldwin, GA

P.O. Box 247, Baldwin, Ga. 30511

Office: (706) 778-6341 ext.107

Cell: (470) 208-9842

Fax: (706) 778-7970

➤ Original Message

3. RE: HB 581 Preliminary Millage Rate

0

Recommend



Tim Young

Actions ▼

Posted 21 days ago

Reply ▼

In Fulton County we were asked to provide preliminary rollback rates to the assessor's office by the beginning of March. The County's assessment notices are mailed in June. In Hapeville we did have council "approve" the preliminary rollback rate. We discussed and had the vote in February

Tim Young, City Manager

Direct 770-462-2988



➤ Original Message

4. RE: HB 581 Preliminary Millage Rate

0

Recommend



Logan Propes

Actions ▼

Posted 21 days ago

Reply ▼

Due to timing of getting proper preliminary assessments ready from the County and to avoid extraordinary confusion to the public we are not amending estimated rollbacks for the notice of assessment. They are going to use the PY figures as plug in and note it is just an estimate, which is about all we'd be able to do anyway. They actually prefer we do not send them anything right now and let them estimate it. It's a big mess for everyone.

Logan Propes
City Administrator
City of Monroe
Monroe GA

► Original Message

5. RE: HB 581 Preliminary Millage Rate

0

Recommend



Cleatus Phillips

Actions ▼

Posted 21 days ago

Reply ▼

Once the estimate goes out, we'll be crucified if we change it when setting the millage rate. We've been thinking about just using last years millage rate as the estimate. Our tax assessor is going to provide an estimate roll back based on an estimated digest, but that's scary!

› Original Message

6. RE: HB 581 Preliminary Millage Rate

0

Recommend



Edward Guzman

Actions ▼

Posted 20 days ago

Reply ▼

We're in the same boat. We're being told we need to set something soon, but as Cleatus mentioned, we will get killed if the estimate is changed. Especially in an election year.

What has me confused is that I've noticed our County actually went *higher* than what their millage was last year with their estimated rollback rate.

Edward Guzman
City Manager
p. 770-748-3220 ext. 3039
eguzman@cedartowngeorgia.gov
City of Cedartown, Georgia

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► Original Message

7. RE: HB 581 Preliminary Millage Rate

0

Recommend



Tim Young

Actions ▼

Posted 20 days ago

Reply ▼

That's not entirely surprising. It may be a short sighted strategy or overly conservative. It's easier and more palatable to estimate high and then come in lower for the actual. If your county normally keeps it millage the "same", even with digest increases, then they would have to increase the millage to get the same funds.

Tim Young, CPA

City Manager

City of Hapeville

Direct 770-462-2988

Mobile 678-613-6478

› Original Message

8. RE: HB 581 Preliminary Millage Rate

0

Recommend



Cleatus Phillips

Actions ▼

Posted 20 days ago

Reply ▼

I'm sure Larry or the GMA team will chime in on the subject after the session is over today

Get [Outlook for iOS](#)

› Original Message

9. RE: HB 581 Preliminary Millage Rate

0

Recommend

LHLarry Hanson

Actions ▼

Posted 20 days ago

Reply ▼

Good afternoon City Managers.

We are at the Gold Dome and will be until midnight. However I did want to take a minute and try and provide some clarity to the conversation.

HB 581 changed the information regarding the levying authority's millage rate that appears on the assessment notice. Under prior law, the previous year's millage rate was used and an estimated tax liability based on the assessment value and that millage rate was provided.

HB 581 was designed to provide greater flexibility to local governments and avoid often inaccurate information to taxpayers. While the estimated rollback was developed to consider a potential rollback of inflationary increases in the digest, the number provided is completely within the control of the local government.

A city may provide any estimated millage rate they choose, including providing the previous year's millage rate. If the millage rate provided is not ultimately exceeded by the official millage rate, no disclaimer appears on the tax bill. A city may provide any preview of the millage rate they choose, and nothing prevents the city from being conservative in this number and eventually adopting a lower rate.

So if the city wants to use the pre 581 system, all the city has to do is use last year's millage rate. But if the city wants to modify that number in order to be more accurate, the city now has that option. While it's a new system, it actually gives the cities more flexibility.

► Original Message

10. RE: HB 581 Preliminary Millage Rate

0

Recommend



Cleatus Phillips

Actions ▼

Posted 18 days ago

Reply ▼

Larry,

I agree with you, but our local Tax Commissioner is saying that Tax Commissioners are getting guidance to fill out the PT32 form with preliminary tax digest figures and provide it to the local tax authorities for setting the estimated rollback rate.

Cleatus



Cleatus Phillips

City Manager

► Original Message


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COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: Fiscal Year (FY) 2025 Budget “Modifications” Amendment

RECOMMENDATION

Approve resolution amending the Fiscal Year 2025 Budget for the General Fund, Small Cities Intergovernmental Capital Outlay Fund, Special Purpose Local Option Sales Tax (SPLOST) I Fund, and SPLOST II Fund.

BACKGROUND

GENERAL FUND

The General Fund is the chief operating fund of the City supporting the bulk of services and operations as authorized by the charter such as public safety, development, parks and recreation, roads and streets, inspections and engineering services, and various general administrative services on behalf of the residents of the City. Correspondingly, those services require a supporting revenue base. For the Fiscal Year 2025 Adopted Budget, taxes accounted for 87 percent of revenues for the General Fund. Fines and forfeitures, primarily for court related revenues, make up the next highest percentage at just over 8 percent. These two categories represent 95 percent of the total revenue budget.

The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. The association’s more than 20,000 members are federal, state/provincial, and local finance officials deeply involved in planning, financing, and implementing thousands of governmental operations in each of their jurisdictions. GFOA’s mission is to advance excellence in public finance. GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months [16.6%] of regular general fund operating revenues or regular general fund operating expenditures. At the end of Fiscal Year 2023, Pine Lake’s General Fund had an unassigned fund balance of \$660,646 representing 57.6% of total general fund expenditures.

The following General Fund budget expenditures (E) totaling \$312,670 (as detailed in the April 2025 Strategic Performance Report) are recommended as modifications to the Fiscal Year 2025 original budget: (1E) Position classification and pay plan - \$125,000; (2E) Accounting services - \$87,750; (3E)

Code compliance program - \$50,000; (4E) Legal expenses - \$38,000; (5E) Zoning mechanics - \$4320; (6E) Public defender - \$3600; (7E) Court interpreters - \$3000; and (8E) one-year heating, ventilating, and air conditioning plan - \$1000.

Recommended funding sources or adjusted revenues (R) total \$312,670 consisting of (1R) Due from payables from the SPLOST I Fund - \$255,465; (2R) Ad valorem taxes - \$35,705; (3R) Personal property taxes - \$13,000; and (4R) Court fines and forfeitures - \$8500.

SMALL CITIES INTERGOVERNMENTAL CAPITAL OUTLAY FUND (SCICO)

In 2024, DeKalb County and the City of Pine Lake (along with other small cities in the county) executed an intergovernmental agreement for capital outlay projects located in the cities of Avondale Estates, Lithonia, Pine Lake, and Stone Mountain. The County's payment of \$2,000,000 to each Municipality shall be used solely to complete projects described in the agreement.

Specific to Pine Lake, the City agreed to undertake the reconstruction and repair of the dam at Pine Lake and capital improvements to the adjacent lake, wetlands and greenspace as well as road, street and bridge projects to improve stormwater collection and management in the unincorporated area of the County and in the Municipality.

Pine Lake may also undertake projects to improve recreational facilities, such as the lake, dam, wetlands, parks and greenspace that are made publicly available for use by all residents of the County and that contribute to tourism and economic development within the County.

The following SCICO Fund project expenditures (P) totaling \$782,760 (as detailed in the April 2025 Strategic Performance Report) are recommended as modifications to the Fiscal Year 2025 original budget: (1P) Street paving and improvements - \$317,760; (2P) Allgood Road property renovations; (3P) Americans with Disabilities Act program - \$55,000; (4P) Generators - \$50,000; (5P) Holiday lighting - \$50,000; (6P) Wetlands design - \$45,000; (7P) Municipal Separate Storm Sewer System MS4 reporting and land development - \$30,000; (8P) Tennis court rehabilitation - \$30,000; (9P) Monument signage - \$30,000; (10P) Tributary 16 channel improvements - \$25,000; (11P) Street sweeping project - \$25,000; (12P) Green space master plan - \$25,000; and (13P) Pole banners - \$5000.

SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST) I

DeKalb County Special Purpose Local Option Sales Tax will support county-wide improvements that promote a high quality of life for all residents. It is a one-cent sales tax that provides funding exclusively for capital projects – roads, buildings, vehicles and major equipment, and other long-lived improvements. SPLOST I was adopted by voters in a referendum in November 2017 and will run from 2018 until 2024. DeKalb County and the cities adopted an intergovernmental agreement, which created a distribution formula based on the population of each city. Over the six-year period, Pine Lake was projected to receive \$687,704. Funds remaining available to Pine Lake equal approximately \$65,000.

The following SPLOST I Fund project expenditures (P) totaling \$65,000 (as detailed in the April 2025 Strategic Performance Report) are recommended as modifications to the Fiscal Year 2025 original budget: (1E) Police vehicle - \$45,000; and (2E) Body-worn and vehicle dashboard cameras - \$20,000.

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
PO Box 1325 • Pine Lake, GA 30072 • 404-999-4932
www.pinelakega.net

SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST) II

The Special Purpose Local Option Sales Tax (SPLOST) was enacted by the General Assembly in 1985. The SPLOST was conceived and enacted as a county tax for funding capital projects. It is not a municipal tax. As a county tax, it can only be initiated by the county governing authority.

Pine Lake projects to be funded from the City of Pine Lake's share of the proceeds may include (a) roads, streets, bridges, bicycle paths and sidewalks, improvements of surface-water drainage from roads, streets, bridges and sidewalks, and other stormwater capital outlay projects; (b) recreational facilities including but not limited to parks, lakes, dams, trails, and acquisition of land; (c) public safety facility renovations and equipment; and (d) public works facility renovations.

The following SPLOST II Fund project expenditures (P) totaling \$260,000 (as detailed in the April 2025 Strategic Performance Report) are recommended as modifications to the Fiscal Year 2025 original budget: (1P) Old City Hall building renovations - \$98,000; (2P) Skid steer - \$55,000; (3P) Roof replacements - \$44,100; (4P) Public Works truck - \$29,000; (5P) Tree canopy management - \$25,000; and (6P) Utility vehicle - \$8,900.

RESOURCE IMPACT

Budget impacts are as follows: General Fund \$336,670, SPLOST I \$65,000, SPLOST II \$260,000, and Small Cities Intergovernmental Capital Outlay \$782,760.

ATTACHMENTS

Resolution

Exhibit A: FY 2025 Budget "Modifications" Amendments by Fund

Strategic Performance Report Special Edition: Budget Modifications April 2025

**A RESOLUTION AUTHORIZING AN AMENDMENT
TO THE FISCAL YEAR 2025 BUDGET**

WHEREAS, The Charter of the City of Pine Lake requires the City to prepare and pass a balanced budget; and

WHEREAS, The City passed a Resolution on or about December 17, 2024 approving a budget for Fiscal Year 2025; and

WHEREAS, The Fiscal Year 2025 budget requires amendments to account for actual expenditures anticipated for the Fiscal Year; and

WHEREAS, In order to comply with the terms and conditions of the Charter as well as Generally Accepted Accounting Practices, the Amendment approved by this Resolution is required;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the Amended Fiscal Year 2025 Annual Budget for the City of Pine Lake (attached as Exhibit A, Budget Modifications) is hereby APPROVED and made a part of the spending plan for Fiscal Year 2025.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk

CHRISTOPHER D. BALCH
City Attorney

Exhibit A

FY 2025 Budget Modifications- General Fund

	Current	Requested Increase	Recurring Expenses
Code Compliance Program	\$0	\$50,000	N
Zoning Mechanics	\$3,600	\$4,320	Y
Accounting Services - Municipal Central	\$0	\$87,750	Y
Position Classification & Pay Plan	\$0	\$125,000	Y
Legal Expenses	\$22,000	\$38,000	Y
Public Defender	\$0	\$3,600	Y
Court Interpreters	\$0	\$3,000	Y
1 Yr HVAC Agreement	\$0	\$1,000	Y

Total Expenditure Increase: \$312,670

Funding Sources

	Current	Requested Increase
Ad Valorem Tax Revenue	\$790,595	\$35,705
Personal Property Tax Revenue	\$27,000	\$13,000
Fines & Forfeitures	\$94,950	\$8,500
Total Revenue Increases		\$57,205

Due From SPLOST I Fund **\$255,465**

Total Revenue & Fund Balance: \$312,670

Exhibit A

FY 2025 Budget Modifications- Small Cities Intergovernmental Capital Outlay Fund

	<u>Requested Increase</u>	Recurring Expenses	
Wetlands Design	\$45,000	N	
Tributary 16 Channel Improvements	\$25,000	N	
MS4 Reporting and Land Development	\$30,000	N	
Street Sweeping Project	\$25,000	Y	
Tennis Court Rehab	\$30,000	N	
Monument Signage	\$30,000	N	
Pole Banners	\$5,000	N	
Generators	\$50,000	N	
Street Paving and Improvements	\$317,760	N	
Green Space Master Plan	\$25,000	N	
Allgood Road Property Renovations	\$95,000	N	
Holiday Lighting	\$50,000	N	
ADA Program	\$55,000	N	
		Total Exp	\$782,760

Revenue (Funding Source)

SPLOST proceeds already received	Available funding:	\$782,760
----------------------------------	--------------------	------------------

***** We have already received the total of \$2,000,000 allocated to us. Funds were received in January 2025.

Exhibit A

FY 2025 Budget Modifications- SPLOST I Fund

		<u>Recurring Expense</u>	
Police Vehicle - SPLOST I	\$45,000	N	
Body & Dash Cameras -SPLOST I	\$20,000	N	
		Total Expenditures	\$65,000
Funding Sources:			
SPLOST I Balance	\$65,000		
		Total Funds Available	\$65,000

Exhibit A

FY 2025 Budget Modifications- SPLOST II Fund

			Recurring Expenses	
Public Works Truck	\$0	\$29,000	N	
Utility Vehicle	\$0	\$8,900	N	
Skid Steer	\$0	\$55,000	N	
Tree Canopy Management		\$25,000	N	
Building Renovations- Old City Hall	\$0	\$98,000	N	
Roof replacements		<u>\$44,100</u>	N	
			Total Expenditures	\$260,000

Funding Sources

SPLOST II BALANCE 2024	\$140,000	
SPLOST II Collections 2025	\$120,000	
	Total Available funding	\$260,000



STRATEGIC PERFORMANCE REPORT

SPECIAL EDITION: BUDGET MODIFICATIONS

APRIL 2025



Honorable Mayor and Council Members,

I am pleased to submit for your review and consideration a special edition of the Strategic Performance Report with this third installment entirely devoted to budget modifications of the Fiscal Year 2025 Adopted Budget. I'd like to begin with a financial review of the City's General Fund.

GENERAL FUND FINANCIAL REVIEW

As we prepare for the first quarter review and amendment of the Fiscal Year 2025 Adopted Budget, it has been important for me to conduct a deeper dive into the City's financial [funds] structure, policies and net position. I refer to it as my financial thesis only begun and far from finished. As I am incrementally writing and sharing my thesis, I hope it will assist in guiding budget recommendations, deliberations, and tough decisions ahead balancing critical needs of the community with limited financial resources including the upcoming annual setting of the property tax millage rate.

The General Fund is the chief operating fund of the City supporting the bulk of services and operations as authorized by the charter such as public safety, development, parks and recreation, roads and streets, inspections and engineering services, and various general administrative services on behalf of the residents of the City.

Correspondingly, those services require a supporting revenue base. For the Fiscal Year 2025 Adopted Budget, taxes accounted for 87 percent of revenues for the General Fund. Fines and forfeitures, primarily for court related revenues, make up the next highest percentage at just over 8 percent. These two categories represent 95 percent of the total revenue budget.

Fund Balance Policy: Best Practices

The Government Finance Officers Association (GFOA), founded in 1906, represents public finance officials throughout the United States and Canada. The association's more than 20,000 members are federal, state/provincial, and local finance officials deeply involved in planning, financing, and implementing thousands of governmental operations in each of their jurisdictions. GFOA's mission is to advance excellence in public finance.

For its members, it has established "Best Practices" for various financial policies and procedures including "Fund Balance Guidelines for the General Fund." Governments should establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for generally accepted accounting principles (GAAP) and budgetary purposes.

GAAP financial statements report up to five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent (presented in descending order from most constraining to least constraining): *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*. The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed unrestricted fund balance.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (for example, revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance in the general fund.

The adequacy of unrestricted fund balance in the general fund should take into account each government's own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent on a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance.

GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two month [16.6%] of regular general fund operating revenues or regular general fund operating expenditures.

City of Pine Lake Fund Balance (General Fund)

At the end of Fiscal Year 2023, the General Fund had an unassigned fund balance of \$660,646 while the total fund balance totaled \$675,843. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 57.6% of the total general fund expenditures, while total fund balance represents 58.9% of that same amount.



BUDGET MODIFICATIONS

For this important exercise, Department Directors are expected to assess functional responsibilities for improving services on behalf of Pine Lake's constituents. This exercise for Fiscal Year 2025 is abbreviated to only those most urgent issues that were not approved as part of the adopted budget.

Departmental expertise and insight as well as best practices' benchmarking are critical to determining appropriate resources and processes for building better community. Budget modification requests must be justified by meeting at least one of the following criteria: service improvement; revenue generating; program mandated; cost reduction; or a workload change.

After identifying the basis of justification above, departments composed a narrative for each budget modification similar to topics developed for the normal strategic performance report: a topical title followed by description that is concise in nature and accented with an image for more relatable reading.

Budget modifications apply to revenue projections as well as staffing, operating, and capital expenditure requests for Fiscal Year 2025.

Taxes



The original 2025 budgeted revenue for real estate ad valorem taxes is \$790,595 based on the 2024 adopted millage rate of 19.4 mills and modest increase to the City's overall value of taxable real and personal property value projected at \$46,041,056. The actual collection in 2024 was \$802,264. Factoring a status quo millage rate and three percent valuation increase, it is recommended that the budgeted ad valorem tax revenue for 2025 is modified to \$826,300.

The original 2024 budgeted revenue for personal property taxes was 29,000; actual receipts totaled \$46,450. For 2023, actual receipts totaled 34,821. For 2025, revenue for personal property taxes is budgeted at \$27,000; a budget modification to \$40,000 is recommended.

Fines and Forfeitures



Revenue categories include court receipts, probation, and court-assessed add-on fees. 2023 collections totaled \$85,266 while 2024 collections jumped to \$110,492. A budget modification to \$103,450 is recommended to the 2025 original projection of \$94,950.

Position Classification and Pay Plan Implementation



Section 3.16 of the City Charter provides “The city manager shall be responsible for the preparation of a position classification and pay plan which shall be submitted to the city council for approval.” The study and approval phases will develop, implement, and maintain an equitable classification and pay system that accurately reflects the work performed by City employees and ensures that they are equitably compensated for their services. Market surveys, along with analysis, will be conducted by a third-party expert. A budget modification of \$125,000 is recommended.

Community Development Services



As documented in the Planning Retreat Report from October 2024, the City Council identified four strategic priorities (goals). The fourth goal calls for the revamping of city codes and ordinances with an emphasis on code enforcement on a city-wide basis. Objectives include implementing a robust plan to pursue code enforcement on an immediate basis; define the types of codes desired and focus on updates; research other cities and their code enforcement practices; review downtown boundaries and define a comprehensive plan for conditions, standards, and expectations; and share the vision with the public and downtown businesses to gain input and support.

As the City Council has requested a Special Work Session for June 2025 to discuss their priorities and preferences of a bona fide code compliance and/or enforcement program to be developed with an expectation of sufficient resources to implement, a budget modification placeholder of \$50,000 is recommended for future contracted services.

Administration (composed by Ned Dagenhard)

Other Professional Services

The Administrative “Front Desk” Office facilitates the review of many facets of the City of Pine Lake’s operations. One of the larger areas under the purview of this office involves a series of reviews and inspections required for any development, from residential patio installations to commercial new builds on undeveloped lots. While structural developments require review from our building inspection authority (AKA “Building Official”), *SafeBuilt*, the more complex and prolific reviews and inspections are required by areas of our Municipal code, that of the State of Georgia, and even the Federal Government: Zoning Compliance; and Erosion, Sedimentation, and Pollution Control (“ES&PC”). The field expert contractors assigned to these respective categories are Bill Johnston (*Zoning Mechanics*) and Amanda Corr Russell (*Clark Patterson Lee*).

Not only do these areas require legwork by our contractors, they require the expertise and certification these individuals bear. The law surrounding enforcement of a local zoning ordinance reflects back to the legal foundations of the Country as it relates to private property.



In turn, ES&PC answers to the State of Georgia, as Pine Lake is rife with State-regulated waterways. Additionally, the State Environmental Protection Division and Federal *Clean Water Act* empower the ES&PC “best management practices” enforced by Amanda. In other words, these are both highly consequential but often unnoticed functions of our local government.

Improving Efficiency and Effectiveness



Under previous highly centralized management of planning and permitting, Bill Johnston (our Zoning Administrator) often took on an advisory role. Whether or not that system functioned is moot; it is clear in hindsight it was not sustainable. If Pine Lake sees a future of robust development, maintaining and enhancing community character and abiding its ethos of environmentalism and sustainability, as well as the law, these contractors need to be fully utilized. En lieu of this, a budget

modification of the line item out of which these two contractors—*Zoning Mechanics* and *Clark Patterson Lee*—are paid requires an increase.

It does not appear the any funds have been budgeted to account for the routine inspections performed by *Clark Patterson Lee* and required by the State of Georgia. This line-item adjustment will require a contract with an engineering firm, negotiated fee based on the routine requirement, that will hopefully result in an **increase of no more than approximately \$24,000** (which takes the low-end round number average of monthly invoices received by *Clark Patterson Lee* in fiscal year (FY) 2025 multiplied out for the year).



The current budgeted amount for *Zoning Mechanics* is \$3,600. A review of FY2025 invoices received found this to be insufficient by about 55%. The average invoice received by *Zoning Mechanics* is \$660. Multiplied out for the year, this results in an approximate total across the year of \$7,920, requiring an **increase of approximately \$4,320**.

Lining It All Up

In addition to accounting for additional utilization of our planning contractors, appropriation is also required for another consequential department paid out of the *Other Professional Services* Administrative line item: our Finance Director, Danny Lamonte (*Municipal Central*). Danny himself has predicted that his current 30-hour weekly dedication to Pine Lake will likely be eligible for reduction following this massive undertaking—implementation of the City's FY2025 Budget modification. As we enter the second quarter of the fiscal year, Danny predicts he will be able to sufficiently meet his contractual obligations in 20 hours weekly. This requires that **an additional \$87,750** be added to the *Other Professional Services* line item.

To recapitulate, **the recommended total budget increase for other professional services is \$116,070.**

Legal Expenses



My second recommendation involves increasing the line item for *Legal Expenses*, as the current budgeted amount will likely be exhausted by next month. This would result in increasing this line item from \$22,000 to approximately \$60,000. As the City desires to ensure lawful compliance in facilitation of commercial development, capital improvements, code enforcement, and the inevitable updates to its ordinance likely required by all of these ventures, this increase in utilization appears to be imperative.

Court (composed by Stephanie Capers)



Constitutional Rights of Defendants in Municipal Court

A municipal court must ensure that defendants are able to exercise a number of different constitutional rights. If the defendant is unable to exercise one of these Rights, the municipal court and the city could be subject to lawsuits.

Public Defenders

A public defender is an attorney who is paid by public funds to represent indigent people in criminal cases.

The municipal court shall have a procedure and forms consistent with state law to determine indigence and to appoint counsel to defendants who apply and qualify for appointed counsel. (RULE 21 of the Uniform Rules of Municipal Court).

Attorney Ansley Sluss has been approved for 12 court sessions at a rate of \$300.00 per session, a budget amendment is therefore requested for a total annual cost of \$3600 for 2025.

Interpreters

Municipal courts are required by law to provide interpreters and other language services to any defendant who has limited English proficiency and to those who are deaf or hard of hearing at no cost to the defendant. (RULE 14 of the Uniform Rules of Municipal Court).

An estimate of 1 interpreter for 12 court sessions at an average invoice of \$250 would result in a request for a budget amendment of at least \$3000 for 2025.

Police (composed by Sarai Y'Hudah-Green)**Body-worn Cameras**

Body-worn cameras and dash cameras are critical tools for improving transparency and accountability in law enforcement activities. These cameras serve as objective records of interactions between officers and the public, which can provide essential evidence for investigations, support public trust, and enhance officer safety.

Currently, the Pine Lake agency is facing challenges with outdated equipment or insufficient coverage. After assessing the needs, it is determined that the purchase of a body cameras system is necessary to maintain the efficiency and effectiveness of our operations.

The proposed budget adjustment will cover the costs of purchasing the required cameras, ongoing maintenance, software for storage and data management, and training for staff on proper usage and legal compliance.

The adjustment will be funded by funds made available by the Special Purpose Local Option Sales Tax (SPLOST I) Program. The investment is expected to result in increased accountability, safety, or operational efficiency. The budget modification request is \$20,000.

Police Patrol Vehicle

The Pine Lake Police Department has a current fleet of six vehicles (1- unmarked chiefs vehicle and 5-patrol vehicles). We recently decommissioned and surplused two that are pending sale via govedeals. The fleet vehicles that remain are the 2021, Dodge Charger, the 2014 Dodge Charger/donated by Sandy Springs Police Department PD and the 2014 Ford Explorer also donated by the Sandy Springs PD. These vehicles also need significant work (one of which is currently at the dealership pending repair for the lifters and the heating and cooling system). It is

especially important to ensure that each vehicle is in good working condition, since they are essential for the department's operations.

It is cost prohibitive to continue repairing vehicles in poor condition. A new patrol vehicle will significantly cut the cost of maintenance and repair. Additionally, time is of the essence as the cost of these vehicles have risen 2 thousand dollars since initial research for a new vehicle. There is also concern with the current market and the impact of newly imposed tariffs on imports.

The purchase of a new patrol vehicle for the Police Department could use the funds available from the SPLOST Program. The budget modification is \$45,000.

Public Works (composed by Bernard Kendrick)

BUDGET MODIFICATIONS



Public Works Equipment Replacement

Public works departments are responsible for maintaining critical infrastructure, including roads, water systems, and public buildings. Proper equipment ensures these services remain functional and efficient.

Equipment reliability ensures public safety by keeping roads clear and reducing hazards, proper management of trucks and maintenance equipment prevent health risks and environmental concerns. Up-to-date equipment ensures compliance with local, state, and federal regulations.

Investing in modern, reliable equipment reduces downtime, repair costs, and inefficiencies associated with outdated machinery. Newer equipment often has better fuel efficiency, lower emissions, and lower operational costs. Automated or technologically advanced equipment increases productivity.

As cities grow, public works departments need additional or upgraded equipment to handle increased demand for services. Investment in equipment supports economic development by ensuring roads, utilities, and public spaces are maintained.

2025 Mid-Size Truck

A mid-size truck is a practical and cost-effective solution for various operational needs. Below are key justifications for acquiring one:

Versatility & Functionality, Cost Efficiency, Improved Accessibility & Maneuverability, Sufficient Towing & Payload Capacity, Employee Productivity & Safety, Sustainability & Fleet Efficiency

BUDGET IMPACT \$30,000

Club Car Utility Vehicle

A utility club cart is a versatile, cost-effective vehicle used for transportation and light-duty hauling in various operational environments. Below are key justifications for its acquisition:

Cost Efficiency, Fuel Savings – Available in electric or gas-powered models, Improved Mobility & Accessibility, Off-Road Capability, Versatile Utility & Hauling Capacity, and reduces reliance on larger trucks for short-distance hauling, freeing up heavier vehicles for more demanding tasks, Increased Productivity & Employee Efficiency, Safety & Environmental Benefits, Electric Models Reduce Emissions, augments Security & Patrols, Hospitality & Events.

Conclusion

A utility club cart enhances efficiency, reduces costs, and improves operational effectiveness, making it a smart investment for our operations.

BUDGET IMPACT \$12,000

Mid-Size Skid Steer

A skid steer is a highly versatile, compact piece of equipment used across various industries, including construction, landscaping, agriculture, and public works. Its ability to handle multiple tasks with interchangeable attachments makes it a valuable investment.

A skid steer offers the following operational justifications

Versatility & Multi-Functionality, Interchangeable Attachments, All-Terrain Capability:

Designed to operate on various terrains, including mud, gravel, and snow, Compact Size &

Maneuverability, Cost Efficiency & Return on Investment, Reduces the Need for Multiple

Machines, Lower Maintenance Costs, Fuel Efficiency, Increased Productivity & Labor Savings

Faster Job Completion, Safety & Accessibility

Improved Stability: Designed for safe operation on uneven surfaces.

Conclusion

A skid steer is a cost-effective, versatile, and highly efficient piece of equipment that enhances productivity and reduces operational costs. Its ability to perform multiple tasks with minimal labor makes it an essential asset for many industries.

BUDGET IMPACT \$55,000

1 Year HVAC Maintenance Agreement

An HVAC maintenance agreement is a service contract between the city and a HVAC service provider that ensures regular maintenance of heating, ventilation, and air conditioning systems. The value of such an agreement lies in its benefits, which include:

Cost Savings

- Prevents Expensive Repairs: Regular maintenance helps identify and address small issues before they turn into costly repairs.
- Increases Energy Efficiency: A well-maintained system runs more efficiently, reducing energy bills.
- Discounted Service Rates: Many agreements offer discounts on repairs and parts, saving money over time.

Extended Equipment Lifespan

- Routine servicing reduces wear and tear, prolonging the life of HVAC units and delaying costly replacements.

Improved System Performance

- Proper maintenance ensures optimal heating and cooling performance, maintaining comfort levels throughout the year.
- Reduces system downtime and unexpected failures.

Priority Service & Convenience

- Many agreements include priority scheduling, and ensuring faster service when issues arise.
- Eliminates the hassle of remembering maintenance schedules, as service providers handle scheduling.

Compliance & Warranty Protection

- Some HVAC manufacturers require routine maintenance to keep warranties valid.

- Ensures compliance with safety and environmental regulations.

Better Air Quality & Safety

- Clean filters and ducts help improve indoor air quality, reducing allergens and pollutants.
- Regular inspections detect potential safety hazards, such as gas leaks or carbon monoxide issues.

Conclusion

An HVAC maintenance agreement provides long-term cost savings, system reliability, and peace of mind. For businesses and homeowners alike, it ensures HVAC systems operate efficiently and safely year-round.

BUDGET IMPACT \$1,000

Community Investment Projects (CIP) (composed by Bernard Kendrick)

2025 CAPITAL WORK PLAN BUDGET MODIFICATIONS

PINE LAKE DAM DESIGN

PINE LAKE DESIGN

PINE LAKE WETLANDS DESIGN



Comprehensive project to modify the existing Army Corp of Engineers Nationwide 3 permit. This project will integrate all aspects of the system to fully address the functionality from headwaters to discharge.

BUDGET IMPACT \$45,000

TREE CANOPY MANAGEMENT



A Tree Canopy Management Program is a structured approach to maintaining and enhancing urban and natural forest canopies. It ensures the long-term health, sustainability, and benefits of trees in a given area. The key elements of such a program include:

Canopy Assessment & Inventory

Tree inventory to document species, health, and location.

Prioritizing areas for canopy expansion, maintenance, and preservation.

Tree Maintenance & Health Care

Enforcing tree protection ordinances and regulations.

Community Engagement & Education

BUDGET IMPACT \$25,000

AMERICAN WITH DISABILITIES ACT (ADA) CONCERNS



An Americans with Disabilities Act (ADA) Program ensures compliance with the ADA and promotes accessibility, inclusion, and equal opportunities for individuals with disabilities. The key elements of an effective ADA program as it pertains to Pine Lake include:

- Establishing a clear organizational commitment to ADA compliance.
- Defining accessibility policies and procedures.
- Conducting a thorough assessment of facilities and impacted resources.
- Identifying barriers to access in physical locations
- Documenting findings and creating a corrective action plan.
- Developing a transition plan to address identified accessibility issues.
- Setting priorities, timelines, and funding strategies for improvements.
- Ensuring ongoing updates as accessibility needs evolve.
- Ongoing Monitoring & Program Updates
- Regularly reviewing and updating ADA policies and procedures.
- Keeping up with legal updates and best practices in accessibility.
- Engaging with people with disabilities for feedback and continuous improvement.

BUDGET IMPACTS \$25,000

STREET PAVING AND IMPROVEMENTS



Resurfacing and repairing existing roadways within the city limits of Pine Lake

BUDGET IMPACTS \$317,760

TRIBUTARY 16 CHANNEL IMPROVEMENTS



Provide for a preliminary investigation by procuring an Alta Survey. An Alta Survey is a comprehensive land survey that provides detailed information about a property beyond what a typical boundary survey would show. The survey includes information on property boundaries, improvements, easements, encroachments, and other features that could impact the property's use or value. It also includes information on zoning regulations, flood zones, and topographic features of the land. All of this information is compiled into a report that can be used by buyers and lenders to make informed decisions about the property

BUDGET IMPACT \$25,000

STREET SWEEPING PROJECT



Project will provide for an intensive removal of compacted sediments that reside within the curb areas of all citywide streets. The compacted sediments will be removed so as not to further impact deposition of the storm sewer system and adjacent drainage ways.

BUDGET IMPACT \$25,000

MS4 REPORTING AND LAND DEVELOPMENT



Project will provide continued support of the Municipal Separate Storm Sewer Permit reporting and additional inspections of land disturbance activities within the city limits

BUDGET IMPACT \$30,000

TENNIS COURT REHABILITATION PROJECT



This project supports the rehabilitation and upgrade of the existing tennis facility into a combination tennis/pickleball court.

BUDGET IMPACT \$30,000

MONUMENT SIGNAGE



This project upgrades the locational signage used for wayfinding and branding

BUDGET IMPACT \$30,000

POLE BANNERS



Pole banners are vertical banners typically attached to poles along streets, parks, or other public areas. They are designed to be eye-catching and are often used for various purposes. Here are the primary uses for pole banners: Event Promotion, Branding and Business Advertising, Seasonal or Holiday Decorations, Wayfinding and Directional Signage, Public Awareness & Advocacy Campaigns, Community or Neighborhood Identity, Sponsorship & Partner Advertising, Street and City Beautification

Cities use pole banners to enhance public spaces and make streets look more welcoming, often in downtown areas or tourist destinations. They can showcase local art, culture, or architecture, contributing to a visually appealing environment.

BUDGET IMPACT \$5,000

GENERATORS



This project will construct emergency generators at the Clubhouse and Courthouse for emergency declarations.

BUDGET IMPACT \$50,000

ROOF REPLACEMENTS AND REPAIRS



This project will replace roofs, gutters, and insulation of all city owned buildings.

BUDGET IMPACTS \$50,000

BUILDING RENOVATIONS-OLD CITY HALL



This project will renovate and upgrade the existing building to accommodate public works and the municipal court services operations. This project will also provide additional climate-controlled storage for records retention.

BUDGET IMPACT \$90,000

Very truly yours,

Stanley D Hawthorne

City Manager

stanleyhawthorne@pinelakega.net

404.999.4901





COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager

DATE: April 29, 2025

TITLE: Community Service Agreement

RECOMMENDATION

Approval of resolution for the City of Pine Lake to partner with the Georgia Department of Community Supervision for individuals to fulfill court mandated community service.

BACKGROUND

The City of Pine Lake's Police and Public Works Departments are proud to once again offer meaningful opportunities for individuals to fulfill court mandated community service partnering with the Georgia Department of Community Supervision. The program benefits not only the respective governmental agencies and local community, but also the individuals who volunteer their time.

Community service provides volunteers with the unique chance to contribute to local development while gaining valuable learning experience and a sense of purpose through social duty. It also fosters civic engagement and can even offer career building opportunities. The program showcases firsthand how volunteering can create positive impacts both for individuals and for the community at large.

The City eagerly anticipates collaborating with volunteers to tackle various pending projects across the city or for personal growth and community improvement such as park cleanups and beautification - volunteers can help maintain and enhance public parks, including planting flowers, cleaning up litter, or building community gardens. Another opportunity is public space maintenance, in which volunteers assist in maintaining sidewalks, roadways, and street signage, helping to ensure a safe and welcoming environment.

RESOURCE IMPACT

There are no cost impacts outside of budgeted resources for operations and projects.

ATTACHMENTS

Resolution
Department of Community Supervision Community Service Agency Agreement
Community Service Announcement

A RESOLUTION APPROVING THE EXECUTION OF AN AGREEMENT WITH THE GEORGIA DEPARTMENT OF COMMUNITY SUPERVISION DESIGNATING PINE LAKE AS A COMMUNITY SERVICE PARTNER, AUTHORIZING THE CHIEF OF POLICE TO SIGN THE AGREEMENT AS THE RESPONSIBLE CITY OFFICIAL FOR SUPERVISION OF THE COMMUNITY SERVICE WORKERS, AUTHORIZING THE CORRECTION OF SCRIVENER’S ERRORS, AND FOR OTHER PURPOSES

WHEREAS, The City has been designated a Community Service Partner by the Georgia Department of Community Supervision (“the Department”); and

WHEREAS, The Department provides an opportunity for persons to contribute to local development while gaining valuable learning experiences and a sense of purpose through social duty; and

WHEREAS, The Mayor and Council find that this program will contribute to the health, safety, and welfare of the City by providing labor for projects in the City for which the City has struggled to find resources; and

WHEREAS, The Chief of Police brought this program to the Council’s attention at its work session on April 8, 2025;; and

WHEREAS, there is no cost to the City for participating in this program but there is a benefit to the City by freeing allocated resources for other purposes once these tasks are performed by volunteers;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the City’s participation in this Program is approved;

BE IT FURTHER RESOLVED, that the Chief of Police is expressly authorized to sign the agreement for the City and that any previous execution of the Agreement is ratified by this Resolution..

BE IT FURTHER RESOLVED, that the Acting City Clerk, in consultation with the City Attorney is authorized to correct any scrivener’s errors detected after the Resolution is approved by the Council.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 25th day of March, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD

CHRISTOPHER D. BALCH

Assistant City Clerk

City Attorney



DEPARTMENT OF COMMUNITY SUPERVISION COMMUNITY SERVICE AGENCY AGREEMENT

FIELD OPERATIONS FORM Version 002 04-91-2021

STATE OF GEORGIA COUNTY OF DEKALB

For purposes of this Agreement, AUTHORITY means PINE LAKE POLICE DEPT. (Agency), its employees, agents, and officials, and SARAI GREEN (name of supervisor), including his/her successors in office.

1. The AUTHORITY understands probationers covenant as described in the Georgia Department of Community Supervision Community Service Agreement. The supervisee covenant, agree and promise the following:
 - a. To perform community service in a proper and workmanlike manner.
 - b. To assume liability for any bodily and personal injury received as a result of performing this community service.
 - c. To notify AUTHORITY and DCS designee promptly of any disability or handicap which interferes with performance of assigned community service hours.
 - d. Understands that failure to perform community service hours as directed may result in revocation of probation.
2. For and in consideration of community service rendered through individuals supervised by the Department of Community Supervision, the AUTHORITY understands, covenants, agrees, and promises the following:
 - a. To report any supervisee violation of a Court Order or Work Agreement promptly to the DCS designee.
 - b. To provide all proper and adequate work supervision for the offenders and to assure that duties or tasks assigned to them are not hazardous or conspicuously unsafe.
 - c. To assure that supervisees are treated in a fair manner by all employees of the AUTHORITY.
 - d. To provide all necessary required reports concerning community service performance to the DCS designee.

- e. Awareness that AUTHORITY violation of any Court Order of Work Agreement will result in AUTHORITY losing eligibility to participate in the Community Service Program.
 - f. To report in writing, any change in job description so that a Revised Letter of Application can be completed. The "Revised Letter of Application" must be submitted to the Judge of record or CCSO or designee for approval prior to the supervisee performing new duties. If denied by the Judge, the agency must adhere to this ruling. Failure to do so will result in removal of the agency from active service.
3. The AUTHORITY approves of and enters into this Agreement by the signing of this document by the undersigned authorized agent.

IN WITNESS WHEREOF, AGENT OF AUTHORITY HAS HERETO SET HIS/HER HAND on this

the _____ day of _____, 20_____.

Signed in the presence of:

Renata N. Dunn, MPA
DCS Designee

Agent of Authority

Announcement:

The city of Pine Lake Police and Public Works Department are proud to once again offer meaningful opportunities for individuals to fulfill court mandated community service partnering with the Georgia Department of Community Supervision. We aim to create a program that benefits not only the agency, but also the individuals who volunteer their time.

Community service provides volunteers with the unique chance to contribute to local development while gaining valuable learning experience and a sense of purpose through social duty. It also fosters civic engagement and can even offer career building opportunities. We have been firsthand. We have seen firsthand how volunteering can create positive impacts both for individuals and for the community at large.

We eagerly anticipate collaborating with our volunteers to tackle various pending projects across the city or for personal growth and community improvement.





COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager

DATE: April 29, 2025

TITLE: Engineer Contractual Award

RECOMMENDATION

Approve resolution awarding the Request for Proposal (RFP) solicitation of on-call engineering services to AECOM.

BACKGROUND

The City of Pine Lake advertised a Request for Proposals (RFP) for on-call engineering services for support of design and construction of capital investment municipal projects in March of 2025. Three (3) full-service engineering firms responded and were interviewed to determine compatibility for the required services Pine Lake needs.

The evaluation panel consisting of City Manager, Assistant City Clerk serving as Purchasing Agent, and Public Works Director conducted interviews of the three (3) firms after reviewing the comprehensive written proposals. The three (3) firms that submitted written proposals were AECOM, Rochester DCCM, and River 2 Tap. All firms have a local presence and could serve the City's needs.

It was determined that AECOM could best serve the City's needs at this time, as was unanimously recommended by the panel. The presentation put forth by AECOM represented the most compelling outline of services needed by the City, both day-to-day and in relation to specific projects. The evaluation panel recommends approval of AECOM to provide on-call engineering services for the City of Pine Lake.

RESOURCE IMPACT

Subject to project assignments; exhibit of cost proposal hourly rates is attached.

ATTACHMENTS

Resolution
Engineering Services Score Sheet
Cost Proposal Exhibit

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
PO Box 1325 • Pine Lake, GA 30072 • 404-999-4901
www.pinelakega.net

**A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH
AECOM FOR ON-CALL CITYWIDE ENGINEERING SERVICES**

WHEREAS, The City issued a Request for Proposals for this project and seeking sealed bids from interested contractors; and

WHEREAS, The City conducted interviews with all responding firms; and

WHEREAS, The Review Panel determined that all responding firms had a local presence and would meet the City's needs; and

WHEREAS, After further discussion, the Panel determined AECOM was the best qualified and most responsive to the City's needs; and

WHEREAS, The Review Panel unanimously recommended AECOM for on-call Citywide Engineering Services to the City Council;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the Mayor is authorized to execute a contract with AECOM for on-call Citywide Engineering Services with the Costs of services as shown in Exhibit A to this Resolution and with the terms and conditions as approved by the City attorney and the Contractor.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

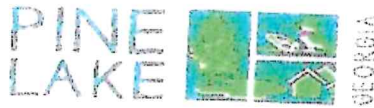
BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk

CHRISTOPHER D. BALCH
City Attorney



Procurement Division
Individual Scoring Sheet * Evaluation Committee Meeting
RFP Engineering Services 2025

Proposer - Evaluation Criteria	Scoring Value Max. Points	AECOM	RIVER 2 TAP	Rochester DCCM
Approach	0 - 30	25	20	15
Project Personnel Experience	0 - 25	25	20	15
Project Experience	0 - 25	25	20	15
Cost Proposal	0 - 20	10	10	10

Name (Print) _____

Name (Signature): _____

B.K.J.C.

COST PROPOSAL

*** Please list below any other fee in which you would like to include in your Cost Proposal

OTHER SERVICES/FEES	HOURLY BILLING RATE
Principal	347 /hour
Sr. Engineer	253 /hour
Design Lead Engineer	237 /hour
Permitting Lead	229 /hour
Project Manager	226 /hour
GIS Services Lead	216 /hour
Permitting Coordinator	191 /hour
CAD Manager	183 /hour
Engineer IV	212 /hour
Engineer III	189 /hour
Engineer II	135 /hour
Engineer I	105 /hour
Senior Landscape Architect	234 /hour
Landscape Architect	189 /hour
Senior Hydraulic Modeler / W & WW Planner	223 /hour
Junior Hydraulic Modeler / W & WW Planner	120 /hour
Sr. Scientist/Geologist	193 /hour
Scientist/Geologist III	165 /hour
Scientist/Geologist II	124 /hour
Grant Writer	181 /hour

COST PROPOSAL


*** Please list below any other fee in which you would like to include in your Cost Proposal

OTHER SERVICES/FEES	HOURLY BILLING RATE
Construction Manager	234 /hour
Construction inspector-3	165 /hour
Construction inspector-2	135 /hour
Construction inspector-1	105 /hour
Total Hourly Other Services/Fees	/hour



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: Tennis Court Rehabilitation Project Award

RECOMMENDATION

Approve resolution accepting the submittal of Advanced Athletic Surfaces LLC in the amount of \$16,380 for the rehabilitation and upgrade of the existing tennis court to a hybrid tennis/pickleball facility; and accepting the submittal of Ergeron Fencing in the amount of \$13,437 to replace the existing facility fencing.

BACKGROUND

The existing tennis court has been in disrepair for some time. Residents have expressed a desire to repair and rehabilitate the court to enhance recreational opportunities. Residents also desire to transform the existing tennis court to be able to accommodate pickleball as an additional alternative.

Quotes from two surface specialty companies were received for rehabilitation. Advanced Athletic Surfaces, LLC submittal was determined to be the most comprehensive. Advanced Athletic Surfaces LLC plans to install two pickleball courts and one regulation tennis court. This portion of the total project costs will be \$16,380. Quotes from two fencing vendors were received. Ergeron Fencing was determined to be the most responsive submittal. This portion of the total fencing project cost will be \$13,437.

RESOURCE IMPACT

The total project cost will be \$29,817.

ATTACHMENTS

Resolution
Cost matrix

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF QUOTES FROM
QUALIFIED VENDORS AND THE EXECUTION OF CONTRACT DOCUMENTS FOR
CAPITAL IMPROVEMENTS TO THE CITY'S TENNIS FACILITIES**

WHEREAS, The City obtained quotes for resurfacing and modification to the Tennis Courts, which have been in a state of disrepair for some time, to create a hybrid Tennis/Pickleball Court; and

WHEREAS, The City also obtained quotes for replacing the existing fencing surrounding the facility; and

WHEREAS, The Lowest Competitive Quote for resurfacing came from Advanced Athletic Surfaces, LLC in the amount of \$16,380; and

WHEREAS, The Lowest Competitive Quote for fencing replacement and repair came from Ergeron Fencing in the amount of \$13,437; and

WHEREAS, The total project cost is not to exceed \$29,817.00; and

WHEREAS, Funding for this work will be allocated by a separate action of the Governing Authority in an appropriate budget amendment; and

WHEREAS, The Contractors are ready willing and able to begin work;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the projects and costs detailed above are approved and that the Mayor is authorized to execute any and all necessary documents with Advanced Athletic Surfaces, LLC and Ergeron Fencing in a total project amount of \$29,817.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL

Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD

Acting City Clerk

CHRISTOPHER D. BALCH

City Attorney

**CITY OF PINE LAKE
TENNIS COURT COST MATRIX**

	TENNIS COURT RESTORATION	TENNIS COURT ONLY	PICKLE BALL ONLY	TENNIS/PICKLEBA LL HYBRID	FENCE REPAIR	TOTAL COSTS
	COURT RENEW	\$ 17,072.00	NO BID	NO BID	NO BID	\$17,072.00
	MATCH POINT TENNIS	\$ 13,000.00	\$15,500.00	\$13,750.00	NO BID	
	ADVANCED ATHLETIC SURFACES, LLC	NO BID	NO BID	\$16,380.00	\$9,870.00	\$26,250.00
	HOMES BEST FRIEND	NO BID	NO BID	NO BID	\$15,121.00	\$15,121.00
	ERGERON				\$13,437.00	\$13,437.00



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: Holiday Lighting

RECOMMENDATION

Approve resolution accepting the submittal of Lori's Lighted D'Lites in an amount not to exceed \$25,000 for festive non-denominational holiday lighting; accepting the submittal of Brannon Signs and Lights in the amount of \$7,000 for the replacement of 20 utility pole receptacles and photocell upgrades; and accepting the submittal of Comfort Air of Atlanta (Electrical Contractor) in the amount of \$10,500 for the replacement of the ground electrical system located around the Beach House/ Inner Berm area.

BACKGROUND

During the January 2025 City Council Meeting, staff provided an assessment of the current condition of the City's holiday lighting and the necessary electrical upgrades to ensure compliance. All of the existing lighting is beyond its useful life, out of compliance, and not subject relevant.

Staff researched the availability of holiday lighting and ascertained that most of the holiday lights were manufactured overseas, and procurement would become difficult. Staff has identified a Florida-based supplier and manufacturer for specialty lighting and would like this vendor to be considered as a sole source.

This vendor will craft lighting specific to our community and provide a volume-based discount. May 1, 2025 is the manufacturer's deadline for orders to be returned by a November delivery date.

The electrical upgrades are necessary to support the new lighting and non-working condition of the current poles and ground receptacles.

RESOURCE IMPACT

The full cost of the project is estimated to be \$42,500.

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF QUOTES FROM
QUALIFIED VENDORS AND THE EXECUTION OF CONTRACT DOCUMENTS FOR
PURCHASE OF AND INSTALLATION OF UPGRADES TO THE CITY'S
ELECTRICAL INFRASTRUCTURE AND PURCHASE OF NEW HOLIDAY LIGHTING**

WHEREAS, The Mayor and Council received a report from the Public Works Director on the state of the Holiday Lights utilized by the City during the Winter Holidays Season; and

WHEREAS, The Public Works Director reported that the current inventory of lights were beyond their useful life and that the electrical infrastructure (to include receptacles on utility poles, photocell upgrades, and ground electrical system) surrounding the Clubhouse was no longer in compliance with applicable codes and required replacement; and

WHEREAS, The Mayor and City Council determine from the information provided to them by the City manager that there is a sole source as defined by State law at O.C.G.A. § 36-91-2 for the lighting materials, which is Lori's Lighted D'Lites; and

WHEREAS, The Project costs break down as follows:

Holiday Lighting Purchase	\$25,000
Light/Utility Pole Repars	\$ 7,000
Electrical ground lighting replacement	\$10,500; and

WHEREAS, Funding for this work will be allocated by a separate action of the Governing Authority in an appropriate budget amendment; and

WHEREAS, The Contractors are ready willing and able to begin work and time is of the essence;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the projects and costs detailed above are approved and that the Mayor is authorized to execute any and all necessary documents with Lori's Lighted D'Lites, Brannon Signs and Lights, and Comfort Air of Atlanta to complete this acquisition and installation in a total amount not to exceed \$42,500.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk

CHRISTOPHER D. BALCH
City Attorney

Lori's Lighted D'Lites
If you can Dream it, Gene can build it!

QUOTE

25202 US Highway 301 N, Lawtey, FL 32058
904-782-3701 Toll Free 1-877-647-4906
yardarts@lorislighreddlites.com

INVOICE # CPL001
Date: 04/16/2025

To:
Bernard Kendrick
Publix Works Director
City of Pine Lake
San Francisco, CA 54321404-999-4901

Expiration Date: 04/30/2025

Salesperson	Job	Payment terms	Due date
Lori Gowens	City Holiday Lights	50% Deposit at time placed	TBD

Qty	Description	Unit price	Line total
2	Moon and Star Arch	\$ 1475	\$ 2950
10	5' Tall Pole Mount Outline Deer	\$ 200	\$ 2000
5	6' Tall Pole Mount Candy Cane with Bow	\$ 350	\$ 1750
2	Happy New Year (Clearance) Yard Mount Signs	\$ 262.50	\$ 525
2	Seasons Greetings Yard Mount Signs	\$ 320	\$ 640
2	X-Large 4 Car Christmas Train	\$ 3205	\$ 6410
5	6' Tall Pole Mount Snowman with Hat	\$ 240	\$ 1200
5	6' Tall Pole Mount Basic Candy Cane	\$ 150	\$ 750
2	Santa in Sleigh with 4 Leaping Deer	\$ 940	\$ 1880
5	5' Tall Pole Mount Frog with Santa Hat	\$ 320	\$ 1600
5	5' Tall Pole Mount Puppy	\$ 400	\$ 2000
1	Custom Ground Mount 10' Tall Pine Lake Georgia Sign	\$ 3675	\$ 3675
Subtotal			\$ 25,380.
POLE MOUNTS WILL HAVE REQUIRED MOUNT TO ATTACH TO EXISTING MOUNT ON POLES. AN EXAMPLE WILL BE PROVIDED WITH PROPER MEASUREMENTS.			Discount (\$ 2,380)
ALL FRAMES WILL BE LIT WITH LED M5 MINI LIGHTS. DELIVERY WILL BE SCHEDULED ONCE CUSTOM PIECES COMPLETED			Total \$ 23,000.

Quotation prepared by: Lori Gowens

This is a quotation on the goods named, subject to the conditions noted below: Based on information provided, all sales are final, deposit (non-refundable) of 50% required once order placed.

To accept this quotation, sign here and return: _____

Thank you for your business!

Branam Signs & Lighting

Quote/Invo

60 ft. Boom Truck for all your Service Needs

Date 4.22.2025
P.O.#

117 Creekview Drive, Woodstock, GA 30188
Phone 770-289-3463
joebranam@comcast.net
branamsigns@comcast.net

To:	City of Pine lake
-----	-------------------

QTY	Item #	Description	Unit Price	Discount	Lin Tot
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Repair AND or Replace 20 recepticals on
light poles

Replae photo Cells AS needed

Material Hardware

Bucket Truck

Labor

Travel

7,000⁰⁰

Less Deposit

5,000⁰⁰

BALANCE
Due ON completion

2,000⁰⁰

Quotation prepared by:

TOTAL

To accept this quotation, sign here and return:

THANK YOU FOR YOUR BUSINESS!

COMFORT AIR OF ATLANTA INC.

QUALITY AND SERVICE
State Licensed - Insured

HEATING & AIR CONDITIONING - ELECTRICAL - LIGHT PLUMBING
SALE - SERVICE - INSTALLATION

PROPOSAL

Proposal No: 01
Sheet No: 01

State License No. CN211080/ER101870/MP210242

Date: 04/24/2025

Name: City of Pine Lake

Address: Pine Lake Beach

City: Pine Lake

Zip: 30072

Phone: (470) 503-1652

Email: pwsupervisor@pinelakega.net

Work to be performed at
Street:

City:

*Estimated costs for the update and replacement of existing ground fault electrical systems located in and around the Beach house and inner berm area.

\$Parts and labor: \$10,500.00

Note: In the event that additional repairs beyond the scope of this proposal are identified during the course of the project, these repairs will be addressed separately and may incur additional costs. A revised estimate for these repairs will be provided for your approval before any further work is undertaken.

All parts as recorded are warranted as per the manufacturer's specifications. The labor warranty is for 12 months. All materials are warranted to be as specified and above work to be performed in accordance with the drawings (if applicable) and specifications for the above work and completed in substantial workmanlike manner for the sum of (see above) with payments to be made as follows, 50% down and 50% upon completion.




Respectfully submitted:

Comfort Air of Atlanta Inc.

Note: We may withdraw this
proposal if not accepted
within 7 days of above date.

.....
I have the authority to order the above work and do so order as outlined above. It is agreed that the Contractor will retain title to any equipment or material furnished until final and complete payment is made and if settlement is not made as agreed, the Contractor shall have the right to remove same and the Contractor will be held harmless for any damages resulting from the removal thereof. I, further agree to pay the Contractor 15% of any sum due as attorney's fees if collected through an attorney.

Date: _____

Signature: _____

4618 Rockbridge Rd Stn Mnt, GA 30083

* TEL. (404) 296-6190 (404) 296-6118 atlc@bellsouth.net

COMFORT AIR OF ATLANTA INC.

QUALITY AND SERVICE
State Licensed - Insured

HEATING & AIR CONDITIONING - ELECTRICAL - LIGHT PLUMBING
SALE - SERVICE - INSTALLATION

4618 Rockbridge Rd Stn Mnt, GA 30083

* TEL. (404) 296-6190 (404) 296-6118 atlc@bellsouth.net

PINE
LAKE




GEORGIA



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: The Americans with Disabilities Act (ADA) Remediation Project

RECOMMENDATION

Approve resolution authorizing the Public Works Director's proposal for repairs, rehabilitation, and ADA-compliant upgrades to public facilities with a budget not exceeding \$55,000.

BACKGROUND

Some City areas or facilities require repairs, rehabilitation, or ADA-compliant measures constructed to ensure accessibility for individuals with disabilities in public accommodations, commercial facilities, and government buildings. ADA compliance in construction involves designing and building structures to meet specific accessibility standards, ensuring spaces are usable by everyone including individuals with disabilities.

The Public Works Director through the Purchasing Agent will procure building materials, rental equipment, and contract labor for the purposes of implementation of designated upgrades. The staff plans to procure building materials valued at \$35,000, equipment rentals totaling \$10,000, and contract labor costs amounting to \$10,000.

Proposed Projects

Ramp construction for the entrance to tennis/pickleball court area
Eastern and Western Wetlands trail enhancement
Pine Lake Police Department service counter
Pine Lake City Hall service counter
Hard surface/soft surface interfaces
Accessibility path to playground area
Renovation of Pine Lake Beach boardwalk for wheelchair accessibility
Construction of short ramp for playground area access
Lakeshore Drive/Picnic Area Ramp for family area accessibility
Rockbridge Road/Aberdeen Drive sidewalk ramp
Beach House picnic area ramp
Additional issues as noted with city-maintained areas

RESOURCE IMPACT

The project's maximum cost will be \$55,000.

ATTACHMENTS

Resolution
ADA remediation map

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
PO Box 1325 • Pine Lake, GA 30072 • 404-999-4932
www.pinelakega.net

**A RESOLUTION AUTHORIZING THE ALLOCATION OF FUNDS FROM THE CITY'S
CAPITAL IMPROVEMENT PROJECT DESIGNATED FUND TO COMPLETE
UPGRADES AND IMPROVEMENTS TO CITY FACILITIES TO COMPLY WITH
FEDERAL STATUTES**

WHEREAS, The City has a number of facilities that impede the ability of persons with disabilities to access the facility; and

WHEREAS, Title II of the Americans with Disabilities Act requires all public facilities be accessible, to the extent reasonably possible, to all citizens regardless of age, infirmity, or disability; and

WHEREAS, The Public Works Department has determined that the projects necessary at this time can reasonably and cost-effectively be performed in-house; and

WHEREAS, Funding for this work will be allocated by a separate action of the Governing Authority in an appropriate budget amendment;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the City Manager is directed to allocate not more than \$55,000 for use by the Department of Public Works to be utilized to address barriers to access throughout the City as shown on the Remediation Map provided to Council in support of this Resolution, and attached hereto as Exhibit A.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk

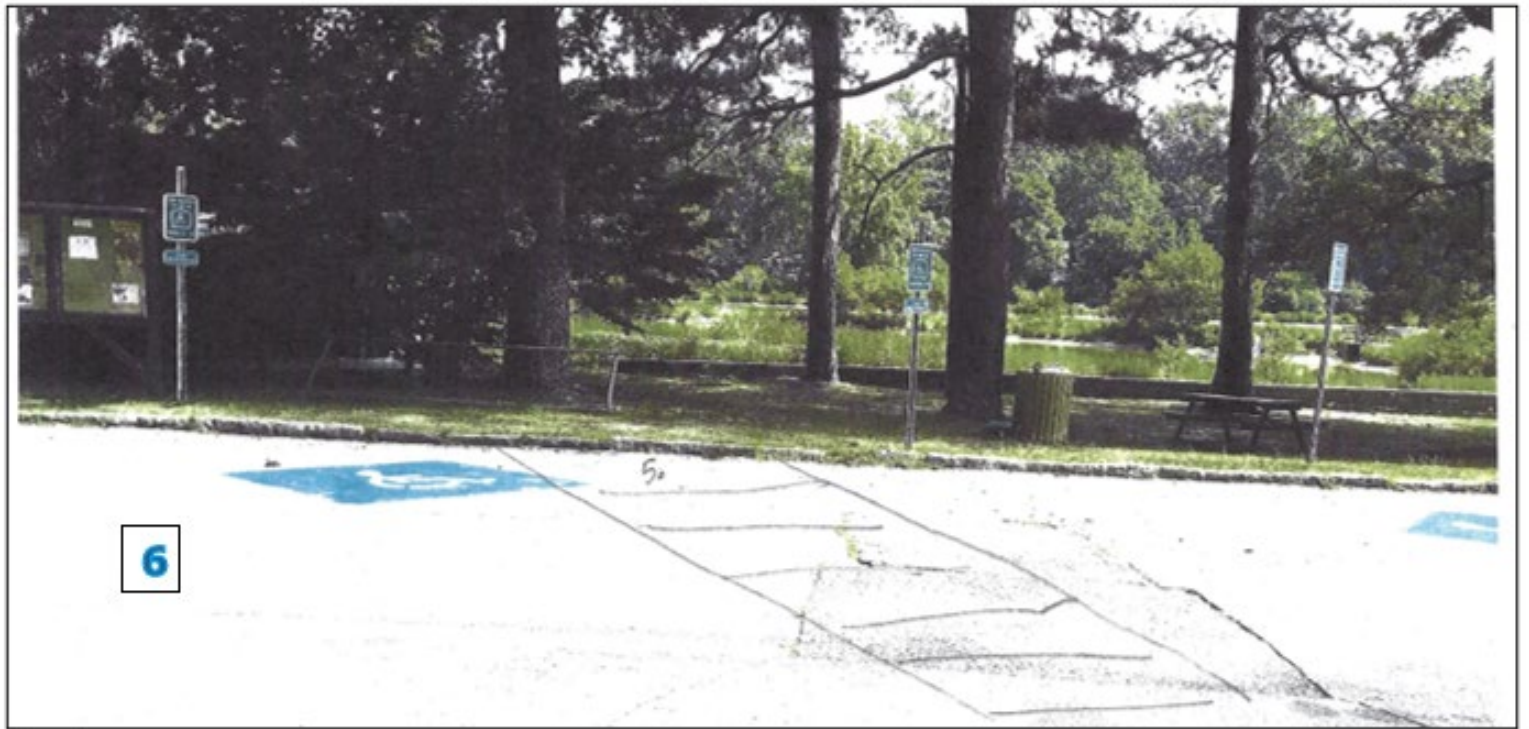
CHRISTOPHER D. BALCH
City Attorney

ADA remediation List - Pine Lake Parks (Draft 07-22-2024)



	Issue	Notes
1.	The blacktop ramp up to the tennis court entrance has worn away.	Include in tennis court resurfacing project.
2.	Western wetlands trail has not been maintained with crush and run.	Needs crusher run.
3.	Accessible route along wall to playground and picnic area has not been maintained and entrance is now potentially blocked.	Needs crusher run.
4.	The ramp to beach is too steep and has drop-off to sand mat.	
5.	We have talked about having access to this gathering area to the right of the beach house by adding a ramp to the grass from the beach house porch.	
6.	It would also probably be very helpful to have a curb ramp in the access aisle between two accessible parking spots as well.	
7.	Before bridges were unusable to the general public, they became unusable to wheelchairs due to the erosion at the bridges - several inches above the ground.	Include in bridge project.
8.	Eastern wetlands train has not been maintained with crush and run. Large pieces of gravel have been used in parts making it almost impossible to use with a wheelchair. Ridge end of the trail at the cutoff to Spruce	Needs crusher run.

ADA remediation List - Pine Lake Parks (Draft 07-22-2024)



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager

DATE: April 29, 2025

TITLE: Facility Roof Replacements Project

RECOMMENDATION

Approve resolution to replace roofs on various facilities by Homes Best Friend for \$44,720 and to insulate facilities by Robinsons Insulation Company LLC for \$5,940.

BACKGROUND

ROOF REPLACEMENTS AND REPAIRS



This project will replace roofs, gutters, and insulation of all city owned buildings. Of three quotes received, Homes Best Friend's proposal was the lowest and most responsive. Homes Best Friend recently completed the roofing replacement project for the Courthouse located at 459 Pine Drive.

Robinsons Insulation Company, LLC was the only proposal received for insulation services. Robinsons Insulation Company, LLC recently completed the insulation replacement for the Courthouse located at 459 Pine Drive.

RESOURCE IMPACT

The total project cost is \$50,660.

ATTACHMENTS

Resolution
Quotes

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF QUOTES FROM
QUALIFIED VENDORS AND THE EXECUTION OF CONTRACT DOCUMENTS FOR
CAPITAL IMPROVEMENTS TO CITY FACILITIES**

WHEREAS, The City obtained quotes for roofing projects at City owned facilities from qualified contractors; and

WHEREAS, The City also obtained a quote for one insulation project at a city facility that came in below the \$10,000 threshold to obtain competitive pricing; and

WHEREAS, The lowest competitive quote for the roofing projects came from Home's Best Friend which had previously performed successfully on similar work for the City; and

WHEREAS, Funding for this work will be allocated by a separate action of the Governing Authority in an appropriate budget amendment; and

WHEREAS, The Contractors are ready willing and able to begin work;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the proposed contract with Home's Best Friend is approved and the the Mayor is authorized to execute any and all necessary documents with Homes Best Friend, Inc., for roofing work at 470 Clubhouse Circle, 463Clubhouse Circle, 462 Clubhouse Circle, and 425 Allgood Road in a total amount not to exceed \$44,720.

BE IT FURTHER RESOLVED, that the proposed contract with Robinsons Insulation Company, LLC, is approved and the Mayor is further authorized to execute any and all necessary documents with Robinsons Insulation Company, LLC, in an amount not to exceed \$5,940.00 for insulation services at City facilities.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk

CHRISTOPHER D. BALCH
City Attorney

VENDOR	TOTAL	470 CLUBHOUSE CIRCLE	462 CLUBHOUSE DRIVE	425 ALLGOOD ROAD	463 CLUBHOUSE DRIVE
		CLUBHOUSE	OLD CITY HALL	CITY HALL	PUBLIC WORKS
TRUE ROOFING	\$46,550.00	\$15,250.00	\$7,800.00	\$13,750.00	\$9,750.00
HOMES BEST FRIEND	\$44,720.00	\$13,475.00	\$7,345.00	\$14,445.00	\$9,455.00
FRASER ROOFING	\$52,300.00	\$14,900.00	\$6,950.00	\$19,450.00	\$11,000.00
In House Estimate	\$176,727.00	\$31,412.00	\$23,619.00	\$33,400.00	\$32,211.00
REOMMENDED					

New payment request from Robinsons Insulation Company LLC. - invoice 1006

1 message

Robinsons Insulation Company LLC. <quickbooks@notification.intuit.com>
Reply-To: jgthemovement73@gmail.com
To: Kendrickvb36@gmail.com

Tue, Apr 15, 2025 at 12:34 PM

Your invoice is ready!

Total \$5,940.00

BALANCE DUE

\$5,940.00

We appreciate your business. Please find your invoice details here. Feel free to contact us if you have any questions.

Have a great day!
Robinsons Insulation Company LLC.

[View details](#)

Robinsons Insulation Company LLC.

4925 Manor Drive sw
Stone Mountain, Georgia 30087

jgthemovement73@gmail.com
+1 (678) 287-6382



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager

DATE: April 29, 2025

TITLE: Snapfinger Creek Tree Removal

RECOMMENDATION

Approve the resolution accepting the submittal of Avalon Tree Services in the amount of \$4,000 for the removal of a storm damaged tree from the Snapfinger Creek floodway.

BACKGROUND

The existing tree came down during the Tropical Storm Helene event. Staff previously pursued DeKalb County for removing the obstruction as we believed that the floodway was maintained by DeKalb County, but subsequent investigation revealed that the City has the primary responsibility for maintenance of this creek segment.

Staff requested quotes for the tree removal from 3 vendors. Only 2 responsive quotes were received and considered for recommendation. Avalon Tree Services is the most responsive and lowest bidder.

RESOURCE IMPACT

The total project cost is \$4,000.

ATTACHMENTS

Resolution
Quote matrix

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
PO Box 1325 • Pine Lake, GA 30072 • 404-999-4932
www.pinelakega.net

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A CONTRACT WITH
AVALON TREE SERVICES TO REMOVE A STORM DAMAGED TREE FROM THE
SNAPFINGER CREEK FLOODWAY**

WHEREAS, During Hurricane Helene's progress through Georgia in October 2024, a tree was toppled within the Snapfinger Creek Floodway; and

WHEREAS, The City sought quotes for services from 3 vendors and only received 2 responsive quotes; and

WHEREAS, The low quote for the services to remove the dead tree is from Avalon Tree Services in the amount of \$4,000; and

WHEREAS, The tree constitutes a threat to the health, safety, and welfare of the Citizens of Pine Lake and needs to be removed; and

WHEREAS, Funding for this work will be allocated by a separate action of the Governing Authority in an appropriate budget amendment; and

WHEREAS, The Contractor is ready willing and able to begin work and time is of the essence;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the quote from Avalon Tree Services is accepted and the Mayor is authorized to execute any and all documents necessary to have this project completed..

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk


CHRISTOPHER D. BALCH
City Attorney

[illegible][illegible]



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: Rehabilitation and Remediation of 462 Clubhouse Drive "Old City Hall"

RECOMMENDATION

Approval of the resolution awarding contractual services to various vendors for the rehabilitation and remediation of Old City Hall located at 462 Clubhouse Drive.

BACKGROUND

Staff presented a condition assessment of the existing city owned facility previously. The building conditions continue to deteriorate. Recently extreme microbial issues have caused the administration to shutter the building from public use. It is the intention and recommendation of the administration to rehabilitate the approximate 775 square feet and repurpose the space as the Court Services Annex and for Public Works Administration. After acquiring architectural plans, the plan is to add 400 square feet for records management and nonprofit storage. The work will be accomplished with various vendors (listed below), some of which successfully renovated the Courthouse property at 459 Pine Drive:

BELFOR Property Restoration in the amount of \$9,091 for building remediation
Comfort Air of Atlanta in the amount of \$14,500 for plumbing and HVAC upgrades
Homes Best Friend LLC in the amount of \$7,345 for roofing replacement (separately appropriated for funding under the Facility Roof Replacement Project).
L. Brown Enterprises LLC in the amount of \$40,000 for interior and exterior updates
Jared Insulation Company LLC in the amount of \$27,430.00 for crawlspace encapsulation and attic insulation

RESOURCE IMPACT

The total cost for rehabilitation and remediation will be \$98,225 less the \$7,345 roofing portion allocated for funding under the Facility Roof Replacement Project.

ATTACHMENTS

Resolution
Vendors Quote Matrix

A RESOLUTION AUTHORIZING THE REMEDIATION AND RENOVATION OF THE PUBLIC BUILDING LOCATED AT 462 CLUBHOUSE DRIVE, APPROVAL OF VENDORS FOR THE WORK NECESSARY TO RENOVATE AND RENDER THE BUILDING USABLE, TO AUTHORIZE THE MAYOR TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS, AND FOR OTHER PURPOSES

WHEREAS, The City owns the land and building located at 462 Clubhouse Drive, in the City of Pine Lake; and

WHEREAS, The Charter of the City of Pine Lake authorizes the ownership and maintenance of real and personal property for the public's use at sections 1.12(18) and (19); and

WHEREAS, The City Council has been provided with a report on, and asked questions about the current state of the building and the need for immediate action to make the structure safe for use by citizens and the general public; and

WHEREAS, In addition to its current use for storage, approximately 775 feet of the building will be repurposed as offices for Court Services and as the office and control space for the Department of Public Works; and

WHEREAS, the Vendors selected for the work have previously been employed by the City for the transformation of 459 Pine Drive property owned by the City and have by that work demonstrated the quality of their work and the responsiveness of their role as a vendor for the City of Pine Lake.

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the following vendors are approved at the specific amounts shown for their portion of the project:

<u>Contractor</u>	<u>Task</u>	<u>Cost</u>
BELFOR Property Restoration	Building Remediation	\$ 9,091.00
Comfort Air of Atlanta	Plumbing and HVAC	\$14,350.00
Homes Best Friend, LLC	Roof replacement	\$ 7,345.00*
L. Brown Enterprises, LLC	Interior/Exterior Updates	\$40,000.00
Jared Insulation Company, LLC	Crawlspace encapsulation	\$27,430.00

and,

BE IT FURTHER RESOLVED that the City Manager, in consultation with the City Attorney, is directed to cause appropriate contracts to be drawn and prepared for execution by the vendors above and the City to have the work anticipated by this Resolution promptly and professionally performed,

BE IT FURTHER RESOLVED that the total project cost approved by the Governing Authority is not to exceed \$98,225.00 notwithstanding approvals of other Resolutions for work

* Approved by Resolution Approving contracts for Qualified Vendors for Capital Projects, Resolution number 2024-____.

associated with this address or the particular allocated funds per vendor identified and listed above,
and

BE IT FURTHER RESOLVED that the Mayor is expressly authorized to execute any and all necessary documents to give effect and purpose to this Resolution without further action by the City Council,

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:


NED DAGENHARD
Acting City Clerk

CHRISTOPHER D. BALCH
City Attorney

[illegible]



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members
FROM: Stanley D Hawthorne, City Manager 
DATE: April 29, 2025
TITLE: Equipment Purchases, Public Works Department

RECOMMENDATION

Approve resolution accepting submittal of Wade Ford in an amount not to exceed \$30,115 for the purchase of a 2025 Ford Maverick; and approve the submittal of Specialty Car Company in the amount of \$8,890 for the purchase of a 2021 Club Car Caryall utility vehicle.

BACKGROUND

Staff presented a condition assessment of the existing Public Works service vehicles. The existing equipment is maintenance intensive and hinders operational efficiency. The purchase of the proposed equipment will enhance operational capabilities.

Quotes were received through the State contract for vehicle purchases. Two (2) quotes were received for the acquisition of the 2025 Ford Maverick (Allan Vigil and Wade Ford). The vehicle offered by Wade Ford is available immediately. The total for this vehicle purchase will be \$30,115.

Quotes were requested for the utility vehicle; however, only one responsive submission was received from Specialty Car Company. The equipment is available immediately. The total for this equipment purchase will be \$8,890.

RESOURCE IMPACT

The cost impact for both vehicles is \$39,005.

ATTACHMENTS

Resolution
Buyer's orders

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF QUOTES FROM
QUALIFIED VENDORS AND THE EXECUTION OF CONTRACT DOCUMENTS FOR
PURCHASE OF PUBLIC WORKS SERVICE VEHICLES**

WHEREAS, The Mayor and Council received a report from the Public Works Director on the state of the vehicles available for use by the Public Works Department to carry out its tasks; and

WHEREAS, The Public Works Director reported the current vehicles required substantial maintenance and impede operational efficiency; and

WHEREAS, The City received quotes through the State contract for vehicle purchase that passes the purchasing power of the State of Georgia down to local governments in an effort to control and reduce costs for vehicle purchases; and

WHEREAS, The low quote for the purchase of a 2025 Ford Maverick (a compact pickup truck) is \$30,115 from Wade Ford.

WHEREAS, The sole quote for the purchase of a pre-owned Club Car Carryall utility vehicle is \$8,890 from Specialty Car Company.

WHEREAS, Funding for this work will be allocated by a separate action of the Governing Authority in an appropriate budget amendment; and

WHEREAS, The Contractors are ready willing and able to begin work and time is of the essence;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the purchases and costs described above are approved and authorized and the Mayor is expressly authorized to execute any and all documents necessary to give effect to these purchases by the City.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Acting City Clerk

CHRISTOPHER D. BALCH
City Attorney



**WADE FORD
FLEET SALES DIVISION**

3860 South Cobb Drive, Smyrna, GA 30080
DIRECT LINE- JAKE M. KELLEY- 1(229) 322-9702
CURRENT STATE CONTRACT HOLDER FOR GA THROUGH 2026!



CUSTOMER- AGENCY • CITY OF PINE LAKE	PHYSICAL ADDRESS- 425 Allgood Road Stone Mountain, GA 30083	DATE- 4-17-2025	INVOICE / QUOTE #
TITLE NAME AND ADDRESS- CITY OF PINE LAKE 425 Allgood Road Stone Mountain, GA 30083	FLEET CODE / STATE / ZIP- • PINE LAKE GA 30083	CUSTOMER NUMBER-	Pinelk141725

QTY.	COLOR	YEAR/ ODO	MAKE/ MODEL	New	STOCK #	PRICE PER UNIT	SALES: GOV/FLEET
1	CARBONIZED GREY	2025	FORD MAVERICK FWD WITH CUSTOMER- STATEDED SPECS	NEW	SRA41931	\$30,115.00	Jake M. Kelley

DEPARTMENT: CITY OF PINELAKE GA

PHONE CONTACT-
VEHICLE(S) LISTED ABOVE
EMAIL- pwsupervisor@pinelakega.net

Delivery included!



PRICE OF CAR
FREIGHT AND
HANDLING
OPTIONAL EQUIP.
ACCESS.
LICENSE AND TITLE



NO ADDED FEES
GPC APPLIED
PER UNIT
ACTIVE STATE CONTRACT
HOLDER
NO TAX (GOV)
\$30,115.00

TOTAL -

PLEASE FEEL FREE TO
CALL OR EMAIL WITH
ANY QUESTIONS OR
CONCERNS-

JAKE M. KELLEY
NATIONAL GOVERNMENT
FLEET SALES DIRECTOR
WADE FORD- SMYRNA
229-322-9702
jakekelley@lithia.com

2025 MAVERICK

MAVERICK

100A

PRICE- \$30,115.00

VIN: 3FTTW8A30SRA41931

Stock ID: SRA41931



Exterior Color
CARBONIZED GRAY METALLIC



Interior Color
EBONY
CLOTH



42 City / 35 Hwy
EPA Estimated MPG

Power & Handling

2.5L HYBRID ENGINE
POWER-SPLIT ELECTRIC CVT

Exterior Features

- CARGO BOX TIE DOWN HOOKS
- DAYTIME RUNNING LAMPS
- DOOR HANDLES - BLACK
- EASY FUEL® CAPLESS FILLER
- FLEXBED STORAGE SYSTEM
- GRILLE - BLACK MESH
- HEADLAMPS-LED AUTO HI-BEAM
- HEADLAMPS-LED AUTO ON/OFF
- LED REFLECTOR HEADLAMPS
- MANUAL LOCKING TAILGATE
- WIPERS- INTERMITTENT

Interior Features

- 1-TOUCH DOWN DRIVER WINDOW
- 2ND ROW BENCH FLIP-UP W/
- UNDER-SEAT STORAGE
- 8.0" PRODUCTIVITY SCREEN
- CLOTH BENCH REAR SEAT
- CRUISE CONTROL
- DUAL USB
- MANUAL A/C, SINGLE ZONE
- POWER LOCKS AND WINDOWS
- POWERPOINTS - 12V
- ROTARY GEAR SHIFT DIAL
- TILT/TELESCOPE STR COLUMN
- VINYL SOFT CONSOLE LID

Functional

- 4-WHEEL ANTILOCK BRAKE SYS
- BATTERY SAVER FEATURE
- ELECTRIC PARKING BRAKE
- ELECTRONIC PWR ASST STEER
- FORDPASS CONNECT 5GWI-FI
- HOTSPOT TELEMATICS MODEM
- PRE-COLLISION ASSIST W/AEB
- REAR VIEW CAMERA
- REMOTE KEYLESS ENTRY
- SELECTABLE DRIVE MODES
- SYNC®4 W/EVR & 13.2" SCRN

Safety/Security

- AIRBAGS - SAFETY CANOPY®
- BELT-MINDER CHIME
- LATCH CHILD SAFETY SYSTEM
- SECURILOCK® ANTI-THEFT SYS
- TIRE PRESSURE MONIT SYS

Warranty

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 8YR/100,000 HYBRID UNIQUE
- -COMPONENTS IF EQUIPPED

Options

- 2025 MODEL YEAR
- CARBONIZED GRAY METALLIC
- BLACK ONYX-MED DK SLATE TRIM
- XL TRIM
- 2.5L HYBRID ENGINE
- CONTINUOUSLY VARIABLE TRANS
- JOB #2 ORDER
- 2K TRAILER HITCH RECEIVER
- FLR LNRS WITHOUT CARPETED MATS
- FORD CO-PILOT360
- REAR PARKING SENSORS
- BEDLINER - SPRAY-IN
- 50 STATE EMISSIONS
- BLT/D&P FRT/1&2 ROW/D KNE BAG
- EQUIPMENT GROUP 100A
- 121.0" WHEELBASE
- BLACK PAINTED ROOF DELETE
- EATC AIR CONDITIONER
- SIRIUS SATELLITE RADIO
- 17" STEEL WHEEL
- CLOTH
- EBONY

THIS TRUCK HAS REQUESTED OPTIONS.
SKIP THE ORDER AND BUILD TIME. TAKE DELIVERY
WITHIN 3-5 DAYS.

Dealer Add-ons

DELIVERY TO CUSTOMER- NO ADDITIONAL COST

QUOTATION

SPECIALTY CAR COMPANY

Reference No: **D041625-9**

1545 Mountain Ind Blvd Stone Mountain GA 30083 * 770-446-3444 * Fax 770-662-8677

Bill To: GA - Pine Lake Office
462 Clubhouse Drive
Pine Lake GA 30072

Date of Quote: 4/16/2025
Sales Person: Daniel Hedges
Cell: 770-315-5034

Ship To: GA - Pine Lake Office
462 Clubhouse Drive
Pine Lake GA 30072

Email: pwsupervisor@pinelakega.net
Phone: 470-503-1652
Contact Bernard Kendrick

WE ARE PLEASED TO SUBMIT THE FOLLOWING QUOTATION:

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION PRICE
1	2021 Club Car Carryall 500 Gasoline - Used 14 EFI Overhead Cam Engine - Gasoline Cargo Box Classic Blue Color Front Body Grey Seats Standard Wheels & Tires 12 Volt Power Point Four Wheel Braking Halogen Headlights Canopy Top Standard Fold Down Windshield Wheel Covers Aluminum Frame	\$ 8,795.00	\$ 8,795.00
NOTE:	Ninety (90) Day Limited Warranty Limited Warranty: Parts And Labor Except Tires And Abuse Service Call Fee NOT Included	Sales Total	\$ 8,795.00
		Delivery	\$ 95.00
		Sub Total	\$ 8,890.00
		Sale Tax	Exempt
		Total	\$ 8,890.00

TERMS
Collect On Delivery

F.O.B.
Atlanta, GA

Approx. Delivery Date
1 - 2 weeks

SHIPPED VIA
SCC Truck

Prices quoted are those in effect at the time of quotation and are guaranteed subject to acceptance within **/30 days. Applicable state or local taxes are not included. All credit terms must be approved by SPECIALTY CAR COMPANY prior to delivery. Customer to submit required credit information for credit approval. Delivery lead time of N/A to N/A normally required.


Accepted By: _____
Company: _____
Title: _____
Date: _____

Specialty Car Company
Daniel Hedges
Sales Manager
Thank you for your interest!



COUNCIL AGENDA MEMORANDUM (CAM)

TO: Honorable Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager 

DATE: April 29, 2025

TITLE: Position Classification and Pay Plan Study Award

RECOMMENDATION

Approve resolution accepting "Classification & Compensation Study" proposal for services offered by the Carl Vinson Institute of Government, University of Georgia, at a fixed fee of \$11,811 and authorizing execution of a Memorandum of Agreement.

BACKGROUND

Section 3.16 of the City Charter provides "The city manager shall be responsible for the preparation of a position classification and pay plan which shall be submitted to the city council for approval."

deed

Must have to define roles and responsibilities



Job title &
description



Job qualifications
& requirements



List of
responsibilities



Who the position
reports to



From my continuing education and assessment of organizational requirements, the status of employee pay, and classification is an urgent priority. My previously shared assessment is that the City of Pine Lake has a small but mighty and dedicated workforce who in general have taken on multiple assignments as part of their regular duties to keep the City minimally operationalized. My concerns are exacerbated by potential internal and external market equity issues that will need to be scientifically assessed with swift redress of findings, if any.

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
PO Box 1325 • Pine Lake, GA 30072 • 404-999-4932
www.pinelakega.net



As a share of the budget modification recommended to fund the Position Classification and Pay Plan Implementation in the Fiscal Year 2025 Budget Amendment, I look forward to meeting this requirement of Charter Section 3.16.

RESOURCE IMPACT

The cost of the proposed study is \$11,811.

ATTACHMENTS

Resolution

Carl Vinson Institute of Government Proposal for Services

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
PO Box 1325 • Pine Lake, GA 30072 • 404-999-4932
www.pinelakega.net

A RESOLUTION OF THE MAYOR AND CITY COUNCIL FOR THE CITY OF PINE LAKE TO APPROVE THE ESTABLISHMENT OF A PAY AND CLASSIFICATION STUDY FOR THE EMPLOYEES OF THE CITY OF PINE LAKE, TO APPROVE A CONTRACT WITH THE CARL VINSON INSTITUTE OF GOVERNMENT FROM THE UNIVERSITY OF GEORGIA TO PERFORM THE STUDY, TO APPROVE THE CONTRACT AMOUNT, TO AUTHORIZE THE MAYOR TO SIGN AND EXECUTE ANY RELEVANT DOCUMENTS, AND FOR OTHER PURPOSES

WHEREAS, the Charter of the City of Pine Lake at § 3.16 provides for the creation and classification of employees to perform the necessary tasks of the City under the direction and control of the City Manager; and

WHEREAS, the City of Pine Lake does not currently have a pay and classification system that allows for systematic and regulated management, job duties and responsibilities, compensation, and benefits; and

WHEREAS, as the City progresses in its goal of maintaining and having appropriate institutional controls and regulations, a pay and classification system is a necessary step in that evolution;

WHEREAS, the City Manager has determined that in his professional opinion having a professionally prepared and objective pay and classification system is an urgent priority for the City;

WHEREAS, on the Council's agenda for the same meeting as this item appears, is a budget amendment that funds the cost of the Study approved by this Resolution; ;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, in an open and public meeting, as follows:

1. A Pay and Classification study is hereby expressly authorized;
2. The City Manager, with the assistance of the City Attorney, will caused to be prepared a contract with the Carl Vinson Institute for the performance of the Pay and Classification Study authorized by this Resolution;
3. The maximum amount of the services for this Study shall be \$11,811;
4. The Mayor is expressly authorized to execute any and all documents necessary to give effect to this Resolution.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 29th day of April, 2025.

BRANDY HALL
Mayor

ATTEST:

NED DAGENHARD
Acting City Clerk

APPROVED AS TO FORM:

CHRISTOPHER D. BALCH
City Attorney



Carl Vinson Institute of Government UNIVERSITY OF GEORGIA

PROPOSAL FOR SERVICES

City of Pine Lake

Classification & Compensation Study

April 21, 2025

Background and Purpose:

This proposal is responsive to the City of Pine Lake's request to have the Carl Vinson Institute of Government (Institute of Government) develop a new classification and compensation plan for full-time and permanent part-time positions covered under the City's personnel plan.

General Understanding:

The City of Pine Lake is located in Dekalb County. The City employs 12 full-time employees in Administration, Police, Public Works, and Recreation. The City also has 3 regular part-time employees. This study will utilize published survey data rather than a custom survey.

Scope of Work:

The scope of work proposed here will derive from information from data sources provided by the City of Pine Lake. The Institute of Government and the City of Pine Lake will cooperate in guiding project evolution and direction. Institute of Government faculty and staff will take several steps or phases to develop a new job classification system and compensation plan for all positions covered under the City's personnel plan. **Elected officials, contract, and temporary positions will not be included in the project.**

The following summarizes the tasks to be undertaken:

1. The Institute of Government will conduct videoconference work plan meetings with the City Manager from the City of Pine Lake. The work plan meetings will involve reviewing



Carl Vinson Institute of Government UNIVERSITY OF GEORGIA

PROPOSAL FOR SERVICES

the City's existing classification and compensation information, developing project strategies, and scheduling project activities.

2. Institute of Government faculty and staff will conduct project orientation meetings with employees from the City of Pine Lake. The orientation meetings will describe in detail the activities that will be required to successfully develop the classification and compensation plan for all full-time and permanent part-time positions covered under the City's personnel plan.
 - Orientation Meeting #1 – Videoconference orientation meeting with supervisory employees. The purpose of the orientation meeting is to discuss the developed study work plan, study methodology, and distribute study documents.
 - Orientation Meeting #2 – Videoconference orientation meeting with non-supervisory employees. The purpose of the orientation meeting is to discuss the developed study work plan, study methodology, and distribute study documents.
3. The Institute of Government will develop a detailed position description questionnaire to be distributed by the City Manager after the video conference orientation sessions. It will be distributed to each incumbent employee in a full-time and permanent part-time position.
4. The Institute of Government will determine the number of job analysis discussions and interviews that will need to be conducted to ensure adequate data for generating data for generating new position description and job classifications. A minimum of 20% of the City of Pine Lake's full-time and permanent part-time employees will be interviewed for this phase of the project. The interviews will be conducted via telephone or video conferencing. The information collected from the interviews and the position description questionnaire will be utilized to generate a new job description and job classifications for each identified full-time position.



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5. The Institute of Government will develop new job descriptions for all identified full-time positions in the City of Pine Lake. Job descriptions will be developed by collecting employee job activity data through a detailed questionnaire and job analysis discussions and interviews. The Institute of Government will facilitate a verification process with supervisory employees to confirm the accuracy and completeness of the developed position descriptions.
6. Institute of Government faculty and staff will develop a new classification system for all identified full-time and permanent part-time positions covered under the City's personnel plan. Classifications will be evaluated with a point factor comparison job evaluation system and/or market-based pricing techniques as a method to internally rank positions.
7. Institute of Government faculty and staff will collect published wage survey data covering public and private organizations. It is believed that published survey data will be derived from the Bureau of Labor Statistics of the U.S. Department of Labor (BLS), International City/City Management Association (ICMA), and the state of Georgia's Department of Community Affairs (DCA).
8. Institute of Government faculty and staff will analyze and format the collected salary survey data for use in establishing competitive pay levels and developing a recommended compensation plan. The compensation plan will include pay steps or pay bands for each position (excluding positions held by elected officials, contract employees, and temporary employees). Furthermore, the Institute of Government will provide the associated costs for implementing the compensation plan at the employee, departmental, City-wide level.
9. The Institute of Government will develop compensation administration strategies in partnership with the City Manager to address pay compression issues. Pay compression occurs when employee salaries group closely together regardless of length or quality of



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service to the organization). It is anticipated the strategies to address pay compression will focus on one or a combination of all the following factors: length of service; time in current position; and current salary relative to the proposed salary range minimum, mid-point, and maximum.

10. The Institute of Government will develop and submit a final written report outlining the new classification and compensation plan to the City Manager.
11. The Institute of Government will present report findings and the final classification and compensation plan to the City Manager and City Council.
12. Institute of Government faculty and staff will train the City Manager in each component of the study to ensure the successful implementation and maintenance of the recommended classification and compensation plan.

Deliverables:

1. A written summary analysis of the salary data gathered for the project.
2. A written report outlining the recommended classification and compensation plan will be produced.
3. A new job description for all the identified positions in the City of Pine Lake.
4. A written report outlining compensation administration strategies to address organizational pay compression issues.
5. Institute of Government faculty and staff will make a presentation to the Mayor and City Council outlining the final report recommendations.

Project Timeline:

The Carl Vinson Institute of Government will commence activities related to the classification and compensation project on Monday, June 2, 2025. Initial activities include video conference work plan meetings and orientation sessions with the City Manager and city employees. During these meetings and sessions, the Carl Vinson Institute of Government will discuss the project methodology and timeline.

In partnership with the City Manager, the Institute of Government will identify full-time and permanent part-time employees required to complete a position description questionnaire. The City Manager will distribute review forms to City employees after the video conference orientation sessions. Each City employee will be responsible for completing a form for their position and have completed materials submitted to the City Manager and/or designee.

The next phase of the study will involve job analysis discussions with the City Manager and City employees to review their completed questionnaires and discuss classification and compensation information for their supervisory area(s).

After collecting all the job activity data, the next elements of the project will involve developing new job descriptions, evaluating positions, collecting and analyzing a variety of benefits and salary survey data, and developing a new classification and compensation plan.

The final steps in the project will involve reviewing the preliminary results with the City Manager. The final report findings will be presented to the Mayor and City Council. A preliminary cost estimate and report will be submitted for review by September 30, 2025, and a final report submitted by October 31, 2025.

The Carl Vinson Institute of Government will remain available to assist with implementation and training related to the project until December 31, 2025.

****Please note that the timeline presented in this proposal is subject to timely response in each project phase. Client's timely response(s) to information requests and scheduling of project meetings can help with project progression. The final timeline (including start date) will be finalized at the time of a signed agreement.**

Cost:

A fixed fee of \$11,811 would be required to fund the project. The Institute of Government is willing to adjust the scope of work and costs accordingly to meet the City's needs. This proposal will be valid for 60 days from the date of issuance (April 21, 2025) and honored upon acceptance within that timeframe thereafter pursuant to execution of a contract.

Upon receipt of invoices City of Pine Lake will pay the University of Georgia's Carl Vinson Institute of Government a fixed of cost being due on February 28, 2026. The invoice will be directed to Stanley D. Hawthorne, City Manager, P.O. Box 1325, Pine Lake, GA 30072, telephone number: 404-999-4901.

BIOGRAPHIES OF ASSIGNED STAFF

Dan Lasseter – Human Resources Unit Manager

Mr. Lasseter oversees the work of the Human Resources Unit at the Institute of Government. His work includes providing 360-degree leadership assessments for high-level management positions in governmental and nonprofit organizations. Executive searches for high-level leadership positions in public sector organizations by screening and vetting potential candidates, as well as providing onsite consultation during the candidate interview process. He is closely involved with employment testing for public safety agencies, which includes job analysis, job knowledge test development and assessment center design and administration. Additionally, he manages the certification program for the Georgia Local Government Personnel Association. Dan is active in the American Society for Public Administration and serves on the society's national council, representing the southeastern United States, and serves on the board of directors of the Southeastern Conference for Public Administration.

Sam Trager – Project Manager

Mr. Trager will serve as project manager for this assignment. His responsibilities include assisting governments with Compensation and Classification studies. He works with cities, counties, and various agencies to ensure pay plans are internally equitable and externally competitive in order to aid in the recruitment and retention of employees. Additionally, Sam assists with a variety of Human Resources related projects.

Sam has over 30 years of local government human resources experience. Prior to joining the Institute of Government, Sam served as Human Resources Director for the City of Milton, Georgia with full responsibility for Compensation and Benefits, Recruitment and Retention, Employee Relations, Payroll and HRIS, and Safety and Risk Management. Also, Sam has served as the Director of Human Resources for Hall County, GA and Compensation and Benefits Manager for both Athens-Clarke County and Gainesville-Hall County, GA. He has also worked in public sector executive search for several years.

Martina Tryman – Research Professional

As a Research Professional, Ms. Tryman assists with various projects within the Government Services & Research unit. Martina supports the research, design, and implementation of classification and compensation studies for state and local government agencies. Martina aids with research, development, implementation, and evaluation of job analysis, employee interviews, salary surveys, writing job descriptions, data management and analysis support. She also helps with administrative duties related to classification and compensation analysis.

Prior to her current role, Martina worked within the Human Resources unit as a Program Coordinator. Before joining the Carl Vinson Institute of Government, Martina worked with the UGA Office of Alumni Relations where she provided support to the executive director and the UGA Alumni Association Board of Directors. Before joining the Office of Alumni Relations, Martina worked in the private sector at a telemarketing company as a quality analyst and account administrator. In addition, she's worked at the

John C. Stennis Institute of Government at Mississippi State University on various research projects including salary and phone surveys.

CAPABILITIES OF THE VINSON INSTITUTE:

The mission of the Institute of Government is to improve governance and the lives of people in Georgia. In carrying out this mission, the Institute can call on the wide-ranging knowledge base of the University of Georgia as well as on over 90 years of direct service experience in providing technical assistance, training, research, and policy analysis to local and state governments in Georgia. The Institute of Government is among the most highly-rated university-based organizations designed specifically to span the gap between best practices research and the existing practice of government. The Institute of Government has developed expertise in numerous areas of public policy, public management, training, and human services and resource development. Most importantly for the purposes of this proposal, the Institute of Government's Government Services and Research (GSR) Division has tremendous experience with assisting local governments with human resource management technical assistance projects.

An Institute of Government representative will oversee the project. The Institute of Government has a considerable amount of expertise working with local governments and public sector organizations in the areas of position classification and compensation, job descriptions, salary and employee benefits surveys, executive searches, and general human resource management.

The Institute of Government focuses on providing customized research projects based upon the unique and specific needs of each local government. We have several experts in this arena that can be called upon to provide additional technical support. We stand ready to meet your applied research and training needs! For additional information please contact:

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770.283.0732

Or

Martina Tryman
matryman@uga.edu