

CITY OF PINE LAKE
AGENDA
July 13, 2021
7:00 PM
Council Chambers
459 Pine Drive Pine Lake, GA

Call to Order

Announcements/Communication

Adoption of Agenda

CONSENT AGENDA

Adoption of the Minutes of the public hearing held at 10:00am and the public hearing and regular meeting held at 7:00pm on June 29, 2021.

WORK SESSION

Larry Genn and Jeff Mueller with CPL will provide a status up-date on the Dam and Wetlands repair and maintenance project and the Oak Drive and intersection repair project.

NEW BUSINESS

Amendment to Oak Drive and Intersection Improvement Project Budget.

Recommend approval of an amendment in the amount of \$3,200 to the Oak Drive and Intersection Improvement project budget for geotechnical services to provide an evaluation and report regarding a rock outcropping in front of 487 Oak Drive.

Approval of Quote to Prune Trees in the Poplar Street Right-of-Way.

Recommend approval of the proposal from Boutte Tree, Inc., in the amount of \$1,600 to prune trees in the Poplar Street right-of-way.

Approval of a Quote from CENTRALSQUARE Technologies for Asyst Accounting software.

Recommend approval of a quote from CENTRALSQUARE Technologies for Asyst accounting software.

REPORTS AND OTHER BUSINESS

Public Comments

Staff

Mayor and City Council

Information for "The Pine Lake News" eblast.

Adjournment

**CITY OF PINE LAKE
SPECIAL CALLED MEETING
MINUTES
June 29, 2021
10:00 AM
VIA ZOOM**

Call to Order at 10:00AM pm by Mayor Melanie Hammet. Present – Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux, and Council members Tracey Brantley, Brandy Hall, Brandy Beavers and Augusta Woods. Also, present were Acting City Administrator Peggy Merriss, Administrative Coordinator Missye Varner and Chief Sarai Y’Hudah-Green. City Attorney Susan Moore was not in attendance.

PUBLIC HEARING

The City Council of the City of Pine Lake, GA has tentatively adopted a millage rate of 19.909 mills for maintenance and operations and debt service which will require an increase in property taxes of 13.29% for fiscal year 2021. This millage rate generates revenue necessary to fund the City of Pine Lake’s general operations, capital improvements and debt service budget for fiscal 2021. This is the same millage rate adopted for the previous fiscal year 2020.

Mayor Melanie Hammet opened the public hearing by announcing that Acting City Administrator Merriss would make a presentation regarding the proposed 2021 Millage Rate.

Ms. Merriss stated that the presentation would be an overview introduction for the public hearing and that the process of setting the millage rate begins when the city obtains the tax digest information from the DeKalb Board of Tax Assessors in May of each year. She also pointed out how the formula for how the millage rollback rate is calculated and that said is governed by state law. Ms. Merriss stated that at the June 8th City Council Meeting the adoption of a tentative millage rate of 19.909 was approved to begin the process of establishing the final millage rate for 2021.

Acting Administrator Merriss explained the 2021 real property tax digest reassessment and stated that the City’s real estate tax base generated the most revenue for the City. Ms. Merriss also discussed changes in the digest and growth.

The millage rollback rate and the calculation of the rollback rate also

was a topic of the presentation and Ms. Merriss explained in depth how it was determined.

The next topic of discussion was the Five-Year History advertisement. Ms. Merriss explained how it is calculated and that it must be published in The Champion along with separate advertisement for three public hearings. Ms. Merriss concluded the presentation by presenting a list of considerations for Council, including using fund balance this year to balance the budget; unbudgeted costs for the opening of the beach; increased costs for property and liability insurance cost; reimbursable unemployment unbudgeted costs; the increased cost of gasoline; funding for repairs and maintenance to the dam and the wetlands; unbudgeted capital cost for stabilizing and renovating the gazabo and for maintenance and repair of the tennis court and also the consideration of potential staff compensation increases.

Mayor Hammet opened the hearing to the public and Council for comments and questions.

PUBLIC COMMENTS

Jeff Goldberg, longtime resident of Ridge Drive commented that he was intrigued by the appraisal inequalities and said that that the majority of the tax base comes from the residents and that it was getting unaffordable over the years.

Mr. Goldberg stated that he has concerns as to why funding for the dam and wetlands repairs was not in the budget and why they were not maintained better in the past.

Mayor Hammet stated that the dam and wetlands are heavily affected by what happened outside the City. he Mayor also talked about ways that the City could cut cost and continue to have amenities and the up-keep, and that the city has almost become unaffordable.

Mayor Pro tem Bordeaux talked about the dam and wetlands as it related to repairs and soil erosion due to environmental changes and that the stormwater utility does not bring in a lot of money and that many of the repairs have to come out of the general fund. She also stated that years ago grants took care of many of the expenses and that the repairs are an expensive proposition. Mayor Pro tem Bordeaux also said that keeping the trees out of the dam does not prevent

erosion and that there needs to be yearly maintenance although Public Works staff perform a great deal of the maintenance; however, a lot of people object to cutting trees when it is necessary as part of the needed maintenance.

Mr. Goldberg thanked the Mayor and City Council for all of their work on setting the millage rate and all that they do.

Mr. Goldberg talked about tax equality and asked what could be done for all properties in the City to receive somewhat equal values and stated that Pine Lake has the highest millage rate in the State of Georgia. Mr. Goldberg requested advocacy for City residents with the appraiser's office from city officials.

Acting City Administrator Merriss stated that she would contact Calvin Hicks, with the DeKalb County Tax Appraiser's Office and request for an explanation and for more attention on Pine Lake. Ms. Merriss also said that providing regular reports of renovations, building permits and providing the best information to the Tax Appraiser's Office will enable clarity to find out how to get values more relative.

Resident Holley Mitchell commented that it is hard for individuals to address disparities or to get anything fixed and she asked Mayor and Council if they could get with the DeKalb County. Ms. Mitchell also inquired as to why vacant lot prices had gone down.

Council member Beavers commented that she agrees with Mr. Goldberg and encouraged members of Council to keep an open mind as it relates to the list of considerations and to create solutions instead of raising the millage rate. Ms. Beavers also stated that the millage rate would be the largest net increase within the last five years and that there are many residents that have been struggling financially. She also requested that council dig deeper to assist the residents.

Mayor Pro tem Bordeaux thanked residents Holley Mitchell and Jean Vidoksy for the impressive tax spread sheet provided and that it is appreciated.

Adjournment - On a motion by Council member Brantley, second by Mayor Pro tem Bordeaux and all Council members present voting "aye," the public hearing was adjourned at 10:59am.

Note:

The presentation is available on the City's website at www.pinelakega.net. Scroll to the Home Page/Front Page News/Tax Hearings and click on the link.

Missye Varner, Administrative Coordinator

REF

CITY OF PINE LAKE
CITY COUNCIL MEETING MINUTES
June 29, 2021
7:00 PM
VIA ZOOM

Call to Order at 7:01 PM by Mayor Melanie Hammet. Present – Mayor Melanie Hammet, Mayor pro tem Jean Bordeaux, and Council members Tracey Brantley, Brandy Hall, Brandy Beavers and Augusta Woods. Also, present were Acting City Administrator Peggy Merriss, Administrative Coordinator Missye Varner and Chief Sarai Y’Hudah-Green. City Attorney Susan Moore was not in attendance.

Announcements/Communication

Mayor Hammet announced that on Wednesday, June 30th at 7:00PM there will be an important community meeting. This Public Information Meeting will be held via Zoom by a development group seeking re-zoning for a parcel on the north side of Memorial Drive. This development is proposing to build in an environmentally fragile area that contains several natural springs and streams that feed into Snapfinger Creek. This is especially important for Pine Lake, as this existing green space is vital to runoff mitigation for our lake and wetlands.

For Zoom meeting ID information visit www.pinelakega.net ; Quick Links/What’s New.

Adoption of Agenda

Mayor Hammet amended the agenda by moving the Public Hearing before the Consent Agenda. On a motion by Mayor pro tem Jean Bordeaux, second by Council member Hall and all council members present voting “aye,” the agenda as amended was adopted.

PUBLIC HEARING

The City Council of the City of Pine Lake, GA has tentatively adopted a millage rate of 19.909 mills for maintenance and operations and debt service which will require an increase in property taxes of 13.29% for fiscal year 2021. This millage rate generates revenue necessary to fund the City of Pine Lake’s general operations, capital improvements and debt service budget for fiscal 2021. This is the same millage rate adopted for the previous fiscal year 2020.

Mayor Melanie Hammet opened the public hearing by announcing that Acting City Administrator Merriss would make a presentation regarding the proposed 2021 Millage Rate.

Ms. Merriss stated that the presentation would be an overview introduction for the public hearing and that the process of setting the millage rate begins when the city obtains the tax digest information from the DeKalb County Board of Tax Assessors in May of each year. She also pointed out how the formula for the millage rollback rate is calculated and that it is dictated by state law. Ms. Merriss stated that at the June 8th City Council Meeting the adoption of a tentative millage rate of 19.909 was approved to begin the process of establishing the final millage rate for 2021.

Acting Administrator Merriss explained the outcome of the 2021 real property tax digest reassessment and stated that the City's real estate tax base generated the most revenue for the City. Ms. Merriss also discussed changes in the digest and growth. The millage rollback rate and the calculation of the rollback rate were also topics of the presentation and Ms. Merriss explained in depth how the rate is determined.

The next topic of discussion was the Five-Year History advertisement. Ms. Merriss explained how the information presented in the advertisement is calculated and that it must be published with The Champion along with separate advertisement for three public hearings. Ms. Merriss concluded the presentation by presenting a list of considerations for Council, including using fund balance this year to balance the budget; unbudgeted costs for the opening of the beach; increased costs for property and liability insurance cost; reimbursable unemployment unbudgeted costs; the increased cost of gasoline; funding for repairs and maintenance to the dam and the wetlands; unbudgeted capital cost for stabilizing and renovating the gazabo and for maintenance and repair of the tennis court and also the consideration of potential staff compensation increases.

Mayor Hammet opened the hearing to the public and Council for comments and questions.

PUBLIC COMMENTS

Resident Calvin Burgamy commented on the proposed multi-unit development proposed for Memorial Drive and North Hairston Drive. Mr. Burgamy also asked about the proposed millage rate and how the city would fair budget wise and asked if there was a 14% increase for the millage rate for this year.

Acting City Administrator Merriss responded to Mr. Burgamy and explained the difference between setting the millage rate and the roll back rate. Ms. Merriss

also added that there could be approximately an additional \$80,000 for the City budget if the 19.909 millage rate was adopted.

Mayor Pro tem Bordeaux provided additional information to Mr. Burgamy on rollback rates and assessment rates relating to setting the millage rate and commented that for the past two years the millage rate had been the rollback rate. Mr. Burgamy asked if the millage rate was arbitrary with Ms. Merriss replying to the City Council had discretion in setting the rate but that it was not arbitrary.

Resident Stephanie Urriola, comment was how will the city account for the additional 80k be spent and what is the consideration for lowering the millage rate.

Mayor Hammet replied that revenues would be spent according to City needs and priorities and referred her to the considerations list from the presentation. She also stated that spending will be considered for budgeted line items. Acting City Administrator said that the city could also utilize reserve funding as well.

Resident Holley Mitchell provided comments to clarify the questions that Mr. Burgamy proposed about the millage rate, and she also inquired if the decision could be made tonight for setting the millage rate. Mayor Hammet clarified that the city was not a profit-making enterprise. Mayor Hammet confirmed that the millage rate would be set later in the meeting as part of the regular agenda.

Resident Amy Colburn asked for consideration to set the millage rate somewhere between 17.05 and 19.909 and not to make a large increase. Ms. Colburn also asked if the city was still getting funding from the Federal government for COVID-19. Acting City Administrator replied that the city was scheduled to receive funding from the American Rescue Plan Act in the amount of \$140,000 for this year and next year and that one of the allowable uses was to cover lost revenues during the COVID pandemic. Ms. Merriss noted that the City Council would make the decision as how the funding was used.

Resident Matthew Collins commented that 2020 was a terrible year and requested City Council honor taxpayer protection by adopting the rollback rate. Mr. Collins also stated that that this would be a way to help neighbors financially.

Resident Jeff Goldberg commented that he wanted to clarify that when the millage rate stays the same it does not mean that taxes do not increase because in the past his taxes had increased even with a millage rate rollback.

Resident Stephanie Urriola stated that she seconded the comment that Matthew Collins made.

Resident Calvin Burgamy commented that he agreed with Mr. Collins and asked about an infrastructure bill that was about to be passed and could that help the budget when that time comes.

Mayor Hammet opened the Public Hearing session to City Council for discussion.

Councilmember Brantley commented that she wanted to clarify that the City Council discussion does not affect or control the millage rate for DeKalb County or the DeKalb County Board of Education and that they do a similar process of setting their millage rates.

Mayor Pro tem Bordeaux stated that the City needs to give the residents some relief because the City is getting funding from the Federal government. Ms.

Bordeaux suggested that instead of a 14% increase in the millage rate that the Council consider lowering the millage rate to an overall increase of 11%. She also stated that the residents need to understand that the City budget is limited and that specific maintenance projects will need to be put off until a later time.

Mayor Pro tem recommended setting the millage rate at 19.324 which would result in an estimated \$61,000 increase instead of an \$80,000 increase.

Mayor Hammet closed the Public Hearing section of the agenda and re-opened the regular meeting agenda.

On a motion by Council member Hall, second by Council member Brantley and all Council members present voting "aye," the Public Hearing was closed, and the regularly scheduled meeting convened.

CONSENT AGENDA

Adoption of the Minutes of the regular meeting of June 8, 2021, and the Special Called Meeting of June 22, 2021.

On a motion by Mayor pro tem Jean Bordeaux, second by Council member Woods and all council members voting "aye," the consent agenda was adopted.

OLD BUSINESS

Adoption of 2021 Millage Rate

Mayor pro tem Jean Bordeaux suggested setting the millage rate at 19.324 instead of the 19.909 millage rate which would be an 11% increase.

Council member Hall inquired if they could trim the considerations list more and suggested prioritizing the list and funding. Ms. Merriss stated that would be at the discretion of City Council. Mayor Hammet recommended that City Council give a thorough look for best usage of funds for the list of considerations and to present them at a future meeting.

Council member Beavers inquired if the city has funding from the stormwater fund for the dam and wetlands repairs and suggested utilizing the capital improvement fund for the repairs for the gazebo and the tennis court.

Mayor pro tem Jean Bordeaux talked about the stormwater fund balance and that there is not a large amount in the fund. She also said that the City will need funding for various stormwater projects needing repairs.

Council member Woods indicated support for adopting the 19.324 millage rate with an 11% increase for the millage rate which would help the citizens.

Council member Brantley commented that she has concerns as it relates to tapping into the reserve accounts and that this could go on for years and that it is a reality that property taxes and millage rates have to increase at some time.

Mayor pro tem Bordeaux commented that she agrees with Council member Brantley and that a 11.18% increase seems reasonable because there will be some funding from the Federal government and that the City cannot afford to go with the rollback rate for 2021.

Council member Beavers commented that she agrees with the Council discussion, but that consideration should be given for looking at adopting a millage rate that would be in the middle between the current rate and the roll-back rate. She indicated support for adopting a millage rate of 18.72 in an effort to help the residents.

Mayor Hammet stated that this was her 14th millage rate hearing and that it is not pleasant when discussing increasing taxes. She added that the City has expensive amenities and that 2020 was a hard year. The Mayor asked City Council to keep the City financially stable and not to put it in fiscal jeopardy.

On a motion by Mayor pro tem Bordeaux, second by Council member Hall and Mayor pro tem Bordeaux and Council members Hall and Woods voting "aye," and Council members Brantley and Beavers voting "no," the final 2021 millage rate was set at 19.324 mills.

NEW BUSINESS

Approval of Quote to Remove Three Trees

Recommend approval of the proposal from AKA Tree Removal Service LLC to remove three trees.

On a motion by Council member Woods, seconded by Mayor pro tem Bordeaux, and all council members voting "aye," the quote from AKA Tree Removal Service LLC not to exceed \$5,500 to remove three trees was approved.

Council member Hall inquired if 25 to 30 feet of the tree trunks could remain as a bird habitat. Acting City Administrator Merriss will research the request.

Returning to In-person Council Meetings.

Discussion regarding returning to in-person council meetings.

Acting City Administrator Merriss shared that Governor Brian Kemp did not extend the COVID-19 Public Health State of Emergency past July 1, 2021. Part of the provisions of the state of emergency order allowed state, county and local governments to meet virtually via electronic platforms such as Zoom. The effect is that the Council meetings will need to return to in-person beginning with the first meeting in July scheduled for July 13, 2021. The City Council Meetings resume being held at 459 Pine Drive at 7:00PM in the Council Chamber/Court House. The in-person meetings are on the second and last Tuesday of each month.

Ms. Merriss will consult with the City Attorney regarding mask requirements and the number of persons allowed to attend the in-person meeting.

Reopening Club House and Beach House

Discussion regarding reopening the Club House and Beach House.

Council member Woods inquired about when the City would return to renting facilities. Mayor Pro tem Bordeaux stated that there needs to be an application process and a review of revenue and expenses so that rental rates can be

established. Council member Hall recommended only opening the facilities for community meetings because there is still a pandemic going on as it relates to crowds and that in the past rentals did not break even with revenues.

Acting City Administrator Merriss stated that rentals need to be in the positive for generating revenue and that the City would need to charge a cost that covered expenses plus provide some revenue. Ms. Merriss also said that the City should not be at renting the facilities at a loss and should be above a financial break-even point. She will have rental rate information available for a future meeting in August.

Council member Woods commented that the City facilities are special because of the views such as the lake and the beach and that this should be a positive financial venture.

Council member Brantley stated that prices were raised and adopted in 2019. Mayor Hammet commented that more work needs to be done on this agenda item.

Mayor Pro tem Bordeaux advised that prices were raised and adopted in 2018 and that she could provide a revision to the existing rental facilities policy.

On a motion by Council member Woods, second by Council member Hall, and all council members voting "aye," permission for P.L.A.I.N. to utilize the Beach House for their monthly meeting was approved but other uses and rentals of the Club House and Beach House was deferred to a later date.

REPORTS AND OTHER BUSINESS

Public Comments

Resident Stephanie Urriola thanked the Mayor, City Council and Acting City Administrator and for their work and commented that the process was very interesting. Ms. Urriola also said that she has lived in Pine Lake for a while and that this was her first meeting.

Resident Holley Mitchell inquired how to contact the DeKalb County Chief Tax Assessor and Mayor Hammet requested her to email her request to Acting City Administrator Merriss for assistance.

Staff

There were no staff reports.

Mayor and City Council

Mayor Hammet thanked the residents for working through the millage rate process with the governing body. She also thanked them for attending the Zoom Meeting and for their comments.

Council member Beavers thanked Mayor and City Council, the staff and residents for participating in the meeting.

Mayor Pro tem Bordeaux thanked the residents for attending the meeting and encouraged all to attend the upcoming face to face City Council Meetings.

Information for "The Pine Lake News" eblast:

Wednesday June 30 Important Community Meeting

A Public Information Meeting will be held via Zoom by a development group seeking re-zoning for a parcel on the north side of Memorial Drive. This development is proposing to build in an environmentally fragile area that contains several natural springs and streams that feed into Snapfinger Creek. This is especially important for Pine Lake, as this existing green space is vital to runoff mitigation for our lake and wetlands.

Council sets millage rate for 2021

Pine Lake City Council has set the 2021 millage rate at 19.324 compared to the 2020 rate of 19.909. This rate, applied to the 2021 property digest results in an 11% increase in revenue for the City.

City Hall will be closed July 5th.

City Offices will be closed on Monday July 5th in observance of Independence Day. Have a safe and enjoyable 4th of July weekend.

City Council Meetings move back to the Council Chamber.

The COVID State of Emergency declared by Governor Kemp will expire at midnight on July 1, 2021. Part of the emergency order was the waiver that allowed municipalities to meet virtually rather than in-person. Therefore, starting with the July 13th meeting we will be back in the Council Chambers/Courthouse located at the corner of Clubhouse and Pine. (See additional Info at the end of this Brief.) We encourage everyone to follow CDC guidelines for masks in indoor spaces.

Lake and Beach will open July 8, 2021.

Just a reminder that the Lake and Beach will open for the 2021 season on Thursday, July 8, 2021. The beach will be open from Thursday to Monday each week. There will be two sessions each day: Morning from 7:00 AM to 11:00 AM and Afternoon from 4:00 PM – 8:00 PM, with a limit on capacity of 75. The season will close on August 30th.

Comprehensive Plan - A small number of follow-up questions are now on the Comp Plan website.

A short follow-up survey has been posted on the Comp Plan Website and will be available through mid-July. Thanks to everyone for the strong participation on the original survey, a total of 85 people participated making 902 responses and giving 222 comments. No one ever said that Pine Lakers had nothing to say.

Pine Lake City Council Meetings

Are the second and last Tuesday of each month at 7:00 PM in the Council Chamber/Courthouse at 459 Pine Drive.

Adjournment: On a motion by Mayor Pro tem Bordeaux, second by Council member Woods and all Council members voting "aye," the meeting was adjourned at 8:55pm.

Missye Varner, Administrative Coordinator

Note:

The 2021 Millage Rate presentation is available on the City's website at www.pinelakega.net. Scroll to the Home Page/Front Page News/Tax Hearings and click on the link.



Memo

From: Peggy Merriss, Acting City Administrator *Peggy Merriss*
Date: July 8, 2021
Re: Amendment to Oak Drive and Intersections Improvement Budget

The purpose of this memorandum is to recommend approval of an amendment to the Oak Drive and Intersections Improvement budget in the amount of \$3,200 to provide geotechnical services for an evaluation and report of the rock outcropping in front of 487 Oak Drive.

The services include:

1. A site reconnaissance by a geotechnical engineer noting the location and type of rock.
2. Coordination with grading contractors to develop an opinion of the probable cost estimate related to rock excavation.
3. Preparation of a report outlining observations and cost estimates related to working with the rock.

Funds are available in the 2021 SPLOST budget to cover the cost.



Memo

From: Peggy Merriss, Acting City Administrator

A handwritten signature in black ink that reads "Peggy Merriss".

Date: July 8, 2021

Re: Tree Pruning Proposals

The purpose of this memorandum is to recommend approval of the proposal from Boutte Tree, Inc. in the amount of \$1,600 for pruning trees along the Poplar Road right-of-way as described in their proposal.

Chief Green has indicated that she has received a number of complaints and concerns regarding the overgrowth narrowing the street on the already narrow roadway. She has notified the property owner of the obstruction and is attempting to have them remedy the situation.

However, if the property owner is unresponsive, in order to limit the City's liability, we would like to have a contractor already approved for the work to prune the area in the right-of-way.

Chief Green and I are available to answer questions and provide additional information.

Funds are available in the 2021 budget to cover the cost.



2158 Bolton Road NW, Atlanta, GA 30318
 Phone 404-799-5472 Fax 404-334-3288

PROPOSAL



Job Name: Martinez 20210701

July 01, 2021

Customer

Raoul Martinez

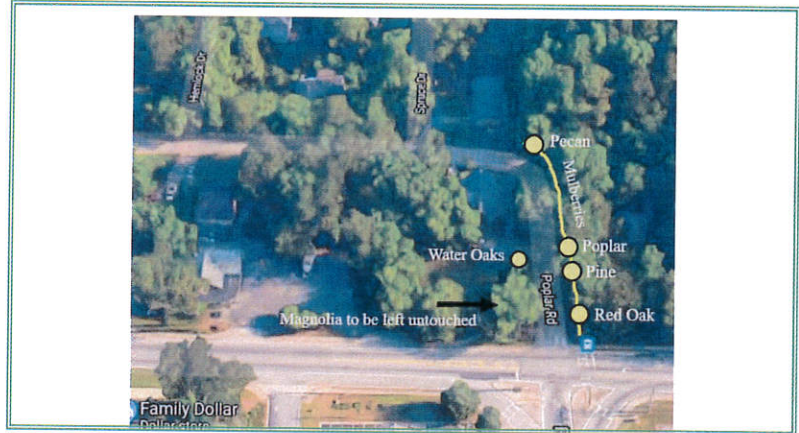
Po Box 1325
 Pine Lake, GA 30072
 404-308-5631 raoul cell

Proposed By:

Phil Sehenuk In-House

Site Address:

4580 Lakeshore Drive
 Pine Lake, 30072 30072



#	Item	Description	Cost
1	Trees	<p>Prune the following trees as specified:</p> <p>We will be pruning the trees along the edge of Poplar Rd between Rockbridge Rd SW and Spruce Dr.</p> <p>The objective is to provide 20' of vertical clearance between the road and the lowest limbs to improve vehicle/truck access to the neighborhood.</p> <p>On the East side of the street we will be pruning the following trees: Red Oak: Target cuts 3" Pine: One low 3.5" limb Poplar: One 2" limb Various Mulberries: As needed for clearance including heading cuts when necessary Pecan: Three limbs 3-5" in diameter</p> <p>On the West side of the street will be pruning two Water Oaks: Target cuts: 2-3"</p> <p>The Magnolia on the West side of the street near Rockbridge Rd will be left untouched</p> <p>Haul away tree debris.</p>	\$1,600.00

Customer Initials: _____

Total: \$1,600.00

Final Total: \$1,600.00

(Boutte Tree, Inc. can accept Visa, Mastercard, or Amex with a 3% Processing Fee)

Signature

**All work is in accordance with National Standards ANSI A300 standards for proper Tree Care Operations,
ANSI Z133.1 Safety Standards and ISA Best Management Practices**



AKA Tree Service LLC
 4104 W White Rd.
 Oakwood, GA 30566

Proposal #5128

Created: 06/29/2021

From: Justin

Proposal For

Raoul Martinez

463 Clubhouse Dr, Pine Lake, GA 30072

mobile: 404-308-5631

raoulmartinez@pinelakega.net

Location

463 Clubhouse Dr

Pine Lake, GA 30072

463 Clubhouse Dr 30072

Terms
 30 Day Net

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
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1) Tree Pruning

*Bucket truck needed.

* Do NOT prune the Magnolia.

1

\$ 1,650.00

\$ 1,650.00

Scope of clearance work is from street intersection corner down to road curve to include tree just past the sewer.

Cut, Trim, and Raise overhanging limbs for approximately 25' clearance above road on both sides.

Cut and trim brush for 4' of clearance into side of road with natural area.

All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.

SUBTOTAL	\$ 1,650.00
SALES TAX	\$ 0.00
TOTAL	\$ 1,650.00

Signature

x

Date:

Please sign here to accept the terms and conditions

Sales Reps

Justin

Office: 404-713-4305

Mobile: 678-997-9044

justin.c@akatreeservice.com

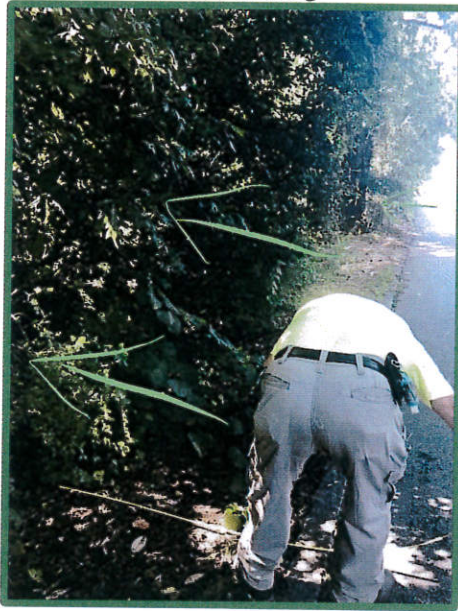
Photos



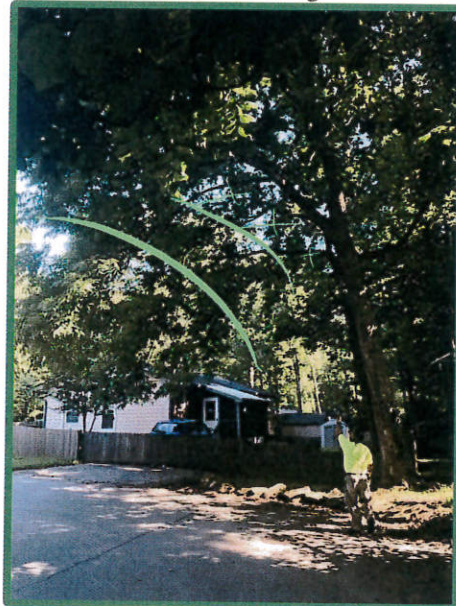
AKA Tree Service LLC
4104 W White Rd.
Oakwood, GA 30566

Proposal #5128
Created: 06/29/2021
From: Justin

1) Tree Pruning



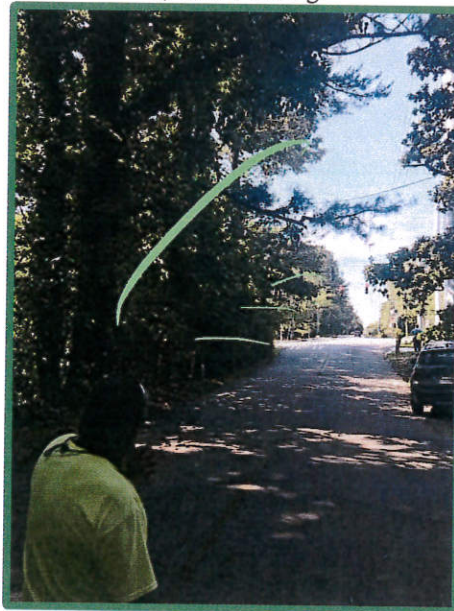
1) Tree Pruning



1) Tree Pruning



1) Tree Pruning





AKA Tree Service LLC
4104 W White Rd.
Oakwood, GA 30566

Proposal #5128
Created: 06/29/2021
From: Justin

1) Tree Pruning



1) Tree Pruning



INVOICE

Murueta's Tree Services

Carlos Murueta
1400 Ashbrook Dr. Lawrenceville, GA 30043
678-462-6962

BILL TO

Raoul Martinez
425 Allgood Road Stone Mountain, GA 30083

INVOICE

101

INVOICE DATE

07/02/2021

DESCRIPTION	AMOUNT
Trim Poplar Road - 4 feet back 25 feet high and cleanup	7,000.00
TOTAL	\$7,000.00

Thank you |



Memo

From: Peggy Merriss, Acting City Administrator

Date: July 8, 2021

Re: Approval of a Quote for Accounting Software

The purpose of this memorandum is to recommend approval of a quote from CENTRALSQUARE Technologies for purchase of licenses and software for the Asyst accounting software to replace the current QuickBooks.

The City has been using QuickBooks for its accounting function for a number of years. QuickBooks is designed as a small business accounting platform for the private sector and does not provide the typical governmental fund accounting needed by local governments.

The City has consistently had reportable findings in its annual audits that can only be addressed by moving from a private sector-based accounting software like QuickBooks to an accounting software that is designed to serve governmental needs.

In the past the City has looked at various accounting software packages, but the purchase and on-going costs were prohibitive for the City's budget as the software was generally designed for much larger organizations, so it exceeded the City's needs and also was dependent on having more accounting and technology employees on staff to implement and maintain the programs.

In the last few years, more accounting systems have come on-line that are designed for smaller local governments based on a module menu where organizations can select only the accounting services they need resulting in significant cost savings and more user-friendly applications.

Research on obtaining a new system started in March 2021 and resulted in the identification of three possible software packages to include Asyst (CENTRALSQUARE Technologies), Black Mountain Software and PUBLIQ Software. Hands-on demonstrations via zoom meetings with each company were done with the City's Accountant, Pat Smith and the Acting City Administrator. Each company also provided a quote for the services identified by the City and provided a list of current customers in Georgia and surrounding states, with particular emphasis on small cities.

After the demonstrations, Ms. Smith and I felt that the Asyst product had the best fit for the City of Pine Lake. It was easily intuitive to use, had drop-down menus that mirrored other current software used by the City, had the modules and reports that the City needed and generally seemed to be the easiest to use. References were contacted and were very pleased with the use of the software, the reporting features and the support and customer service of the company.

The cost of the software is very economical and fits within the City's budget. The one-time license fee for one base administrator module plus one license for the multi-checking module and two licenses each for the General Ledger, Accounts Payable and the Budget modules is \$2,960. The training and implementation and project management is a one-time cost of \$2,535. The annual license fee is \$890. The total start-up cost is \$6,385. After the first year (12 calendar months), the City would only pay the annual license fee. The software will reside on the City's server at City Hall.

If approved, pre-implementation activities will begin with the scheduled goal of full implementation as of October 1, 2021.

This will be a significant upgrade for the City's financial systems and will provide a full fund accounting platform that will be consistent with financial requirements and will address on-going repeat findings from the City's audit. It has flexibility and additional modules can be added in the future as needed by the City. It is also fiscally responsible, and the costs are affordable within the City's resources.

Approval for entering into an agreement with CENTRALSQUARE Technologies for implementation of the Asyst software is recommended.

Why Consider Asyst?

Local governments everywhere are looking for ways to maximize their budget dollar and asking staff to do more. Providing the right tools helps save valuable time, reduce errors and provide better financial information. The key is to provide an affordable, integrated software – one that is designed for local government and understands the demand on smaller offices.

Asyst offers integration with true fund accounting modules with functionality such as being able to support unlimited funds and distributions, reversing transactions with an audit trail, and the ability to drill down to the detail. No other vendor, at such an affordable level, can provide integration to so many modules – finance, utility billing, general government and eCommerce so you can begin with areas that are critical today and add modules as needed.

Technologically current – CentralSquare - USTI continues to enhance the Asyst software based on feedback from over 1000 municipal customers nationwide. Features like document linking is standard. Downloading to Excel, Word, emailing reports are all easily done with Asyst. Plus integrated on-line ePay, eBill for customer service and time/cost saving and eCheck to pay vendors electronically are some of the options available and can be added whenever that functionality is needed.

Software is part of the consideration – what kind of services to help with the transition and implementation plays another part. Our staff has the experience to make your transition a smooth one. We offer implementation services that include project management to help keep the implementation on track, remote assistance in getting your software tables set up and training you need to get the most out of your software. Our implementation services include web interaction and telephone communication, is designed to provide continuous guidance and training as the customer completes data entry to setup and use each application in the shortest time. The Annual support fees includes unlimited calls, emails and connects within the software to our Customer Support HELPLINE service to make sure you have your questions answered as you move forward.

Please let me know if there's any additional information I can provide.

Barbara Barnes, toll free is 800-456-8784 x 3805, barbara.barnes@centralsquare.com.

Note:

This preliminary quotation is confidential and for information purposes only. All orders are subject to a finalized quotation and a customer software license contract.



Preliminary Quote for Pine Lake, GA

April 19, 2021

	Number of Licenses	License Fee	Annual Maintenance
asyst:Administrator (1)	1	\$ 465	\$ 140

(1) Required as the base module for all **asyst** applications.

asyst:Financials

asyst:General Ledger	2	\$ 700	\$ 270
asyst:Accounts Payable	2	\$ 700	\$ 270
asyst:Budget Xlence	2	\$ 700	\$ 270
asyst:AP Multi-Checking	1	\$ 395	\$ 119

Totals

\$ 2,960	\$ 889
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NOTE: This Is an informational quote only and subject to final quote. Licenses are one time fees and the maintenance/support is renewed annually. This quote is for the software to reside on-premise. (a hosted version is also available).

	Total
Training and Implementation	
Project Management	\$ 585
Remote training and implementation	\$ 1,950

Training amounts based on historical implementation averages and covers modules listed above. These services are invoiced as services rendered.

Implementation and Training Services

Training and implementation services offered includes a combination of live remote one-on-one set up assistance and training with a CentralSquare Support Rep and by the customer watching pre-recorded on-demand videos. All training videos will be reviewed in a live follow up session to ensure customer's success. We help through project management to identify target dates, schedule appropriate trainings and tasks to help keep implementation progressing smoothly.

Conversions and Programming

CentralSquare can provide an estimate for any additional customization or conversion services. In order to provide a quote for a conversion, USTI would require the record layout of your existing system with sample data in a comma delimited file format.



Software Support

CentralSquare - Customer Support Agreement is a renewable annual contract, which provides a number of important services designed to assure that your **USTI** software will run as intended and that it will improve continuously as long as you have an active Customer Support Agreement – including:

- Unlimited calls to our toll free Customer Support HELPLINE service
- Unlimited e-mail question submissions to Customer Support HELPLINE service
- Automatic support call logging feature while working in **asyst**
- Remote Electronic Support using our proprietary Internet-based service to allow us to view, train, or make corrections on your software without the requirement to send a technician on site.
- Support On-Line: A complete Internet based web site that allows downloads of product updates, virus alerts, support call logging, FAQ's, and more.
- All Software Upgrades, Enhancements and Maintenance corrections to the software as released. Product enhancements are driven by customer requests and **USTI** is continually enhancing our software. Customers are notified via e-mail of the latest enhancements and fixes.
- NO requirement to purchase another version or upgrade while current on annual support
- Unlimited access to on-line training videos

Optional Modules:

Asyst offers integration with over 30 different modules. Each module can be added as needs or demands of the City change. Other modules that may be of interest:

Additional Financial modules for consideration:

Report Designer – for easy ad hoc reporting

Fixed Assets – to track tangible capital assets

Cash Control – handles all cash receipts transactions and provide a single view for monthly reconciliation

Payroll

Purchase Orders

Cash Receipts to take payments for licensed Asyst modules or miscellaneous payments and issue combined receipt

Additional General Government modules for consideration:

Code Enforcement

Building Permits

Cemetery

Business License

Animal License

Land Management and Master Directory modules for a single database of names/addresses

Tax Billing

Utility Billing

Municipal Courts