

CITY OF PINE LAKE
AGENDA
December 13, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA

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

Call to Order

Announcements/Communication

Adoption of Agenda of the Day

Adoption of the Minutes

- Regular Meeting – November 29, 2022
- Executive Session – November 29, 2022

Public Hearing – To receive public comment on the FY2023 Budgets, as proposed.

Public Comments – 3 minutes each please

Old Business

1. Resolution R-14-2022 - Revised (to-date) FY2022 and Proposed FY2023 Budgets
2. Charter Amendment – Ordinance 2022-04 – Second Read and First Adoption
3. Ordinance Amendment – Ordinance 2022-05 – Second Read and Adoption
4. Proposed Financial Policies and Procedures Manual

New Business

1. Resolution R-15-2022 - Confirmation of November 29, 2022 Executive Session
2. Water Storage Tanks – Potable Water Reservoirs
3. Executive Session to Discuss Personnel
4. Employment Agreement between the City of Pine Lake and City Administrator ChaQuias Miller Thornton

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

Staff Reports

Administration
Public Safety
Public Works

Reports/Comments

Mayor
City Council

Information for “The Pine Lake News” eblast.

Adjournment

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
November 29, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

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

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

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

Announcements/Communication

Mayor Hammet:

- Welcomed new employee Public Works Supervisor Cornelius Moore to the meeting and stated that the City is happy to have him. Mr. Moore began his employment with the city on November 21st.
- Talked about the mass murder in Colorado Springs, Colorado and stated that is thinking of them with apathy and compassion.
- Announced that on December 10th there will be a Variety Show at the Beach House during the Pine Lake Lounge event.

Council Member Brantley announced that the Lighting of the Lake and Cookie Exchange is scheduled for December 3rd from 6:00 PM – 7:30 PM at the Beach House.

Mayor pro tem Bordeaux announced that there will be a Christmas Pageant at Rockbridge Road Elementary School on December 15th at 5:30 PM.

Adoption of Agenda of the Day

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

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
November 29, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Adoption of the Minutes

- Regular Meeting – November 8, 2022

Mayor pro tem Bordeaux motioned to adopt the minutes, seconded by Council member Castro; the adoption of the minutes passed unanimously.

Public Comments – 3 minutes each please

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

OLD BUSINESS

There was not any Old Business at this time.

NEW BUSINESS

1. Resolution 13-2022 - FY2022 Budget Amendment

Council member Woods motioned to approve Resolution 13-2022 - FY2022 Budget Amendment- A Resolution to Amend the FY2022 Budget, seconded by Council Member Castro; Resolution 13-2022 - FY2022 passed unanimously.

2. Presentation of Revised (to-date) FY2022 and Proposed FY2023 Budgets

City Administrator Miller-Thornton presented the Revised (to-date) FY2022 and Proposed FY2023 Budgets with discussion followed by Mayor and Council. The Revised (to-date) FY2022 and Proposed FY2023 Budgets will be presented to Council (with recommended changes) at the December 13th Public Hearing and Council Meeting for the vote.

3. Charter Amendment – Ordinance 2022-04 – Introduction and Formal First Read

City Administrator Miller-Thornton presented the Charter Amendment – Ordinance 2022-04. Council entertained the first read of the Ordinance, with the preamble being recited by Councilmember Brandy Hall. The item will move forward for entertainment of

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
November 29, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

the second read and consideration of first adoption at the next regular meeting of Mayor and Council on December 13, 2022.

4. Ordinance Amendment – Ordinance 2022-05 – Introduction and Formal First Read

City Administrator Miller-Thornton presented Ordinance Amendment – Ordinance 2022-05. Council entertained the first read with the preamble being recited by Councilmember Brandy Hall. There was no other action taken on this item.

5. Proposed Financial Policies and Procedures Manual

City Administrator Miller-Thornton presented the Proposed Financial Policies and Procedures Manual. There was no action taken on this item and will be placed on the December 13th agenda for the vote.

6. Executive Session to Discuss Personnel

As Chair of the meeting, Mayor Hammet instructed that Executive Session would be considered after public comments, reports from staff and Council, and presentation of items for the news brief.

REPORTS AND OTHER BUSINESS

Public Comments – 3 minutes each please

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

Staff Reports

Administration
Public Safety
Public Works

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

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
November 29, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Reports/Comments

Mayor

There was not a mayoral report or comment.

City Council

There were not any City Council Reports.

Information for “The Pine Lake News” eblast.

Welcome Our New Public Works Supervisor

Please join the Mayor and Council in welcoming Mr. Cornelius Moore to the Pine Lake City services team! He brings to the position numerous years of public works experience having served with DeKalb County, the City of Chamblee, and the City of Lithonia. He is also a certified Storm Water Inspector. Mr. Moore has expressed his excitement about the opportunity to serve the Pine Lake community. His employment began November 21, 2022.

Mr. Moore has hit the ground running, spending his first week with Public Works staff member, DeAndre Hodges, assessing workload and prioritizing duties. Here are the top items:

- Composing a schedule for the operation of the leaf truck. The Administrative office is soliciting community service assistance and it is anticipated the PW will begin clearing/ gathering leaves on or around the first full week of December.
- Assessing our damaged streets with the corner of Spring and Poplar at the top of the list for repairs.
- Demolition of the gazebo and review and replacement of the garbage receptacles.
- Assessment of the bridges on the inner berm. Solicitation for repair/rebuild of the bridges is being composed by the Admin Office.

2023 Budget reviewed by Council

The Mayor and City Administrator presented the initial draft of the 2023 budget to Council. The current draft is available in the [November 29th Agenda Packet](#) on the City website. Draft will be available for public review at City Hall (Office of the Administrator/Clerk) beginning December 1, 2022. Public hearing and final adoption of

**CITY OF PINE LAKE
COUNCIL MEETING MINUTES
November 29, 2022, 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

the proposed budget is scheduled for the December 13th regular Council meeting.

Saturday December 3rd, 2022 – Lighting of the Lake

Join us at the Beach house on Saturday, December 3 between 6 and 7:30, for the Lighting of the Lake and PLAIN Cookie Exchange. The Pine Lake Singfishers (community choir) will perform a few songs and lead us in some holiday carol classics.

For the cookie exchange piece, bring 2-3 dozen homemade cookies to the beach house kitchen, and give them directly to a volunteer there (if you just set them down and walk away, we don't know who to give a plate of cookies to at the end!). We'll put some of them out for general consumption, and the rest will be distributed among all of those who also brought cookies. At the end of the evening, retrieve your cookie platter and a bag of assorted homemade cookies!

Runoff election December 6th 7:00 AM to 7:00 PM

The runoff election will be held at the Clubhouse December 6th 7:00 am to 7:00 pm. Advance voting continues through Friday, Dec. 2 with 16 locations in DeKalb, open from 7:00 a.m. to 7:00 p.m. For additional information www.DeKalbVotes.com

On a motion by Council member Brantley; second by Mayor pro tem Bordeaux; and all voting “aye”, the Council convened regular session and entered into Executive Session at 8:00pm for the purpose of personnel matters.

Executive Session as adjourned at 8.51pm and Council reconvened the regular session.

On a motion by Mayor pro tem Bordeaux; second by Councilmember Hall; and all voting “aye”, the Council approved Employment Agreement between the City of Pine Lake and ChaQuias Miller Thornton.

Adjournment

Upon a motion by Council member Hall to adjourn the November 29th regular meeting of Council, seconded by Jean Bordeaux, and all voting “aye”, the meeting adjourned at 8:54pm.

**CITY OF PINE LAKE
EXECUTIVE SESSION MINUTES
November 29, 2022
8:00**

Call to Order – Mayor Melanie Hammet called the meeting to order at 8:02am.

Present: Mayor Hammet, Mayor pro tem Bordeaux, Council members Brantley, Castro, Hall and Woods. City Administrator ChaQuias Thornton and City Attorney Susan Moore were also present.

Mayor and Council discussed the proposed terms for renewal of the Employment Agreement between the City of Pine Lake and City Administrator ChaQuias Miller Thornton.

City Administrator Thornton was excused from chambers.

Mayor and Council and City Attorney Moore continued discussion of the Agreement.

City Administrator Thornton re-entered the session.

On a motion by Council member Hall; seconded by Councilmember Castro and all voting “aye”, the meeting was adjourned at 8.51pm.

ChaQuias M. Thornton, City Administrator

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Mayor and Council of the City of Pine Lake will hold a Public Hearing on the 2023 Proposed Budgets on Tuesday, December 13, 2022. The public hearing will begin at 7:00PM and will be held at the Council Chambers, 459 Pine Drive, Pine Lake GA. Final adoption of the budget is scheduled for the regular Council Meeting, immediately following the public hearing on December 13, 2022. All interested persons are invited to attend. The proposed budget will be available for public review at City Hall and on the website beginning December 1, 2021.

RESOLUTION NO. R-14-2022**A RESOLUTION OF THE MAYOR AND CITY COUNCIL
ADOPTING THE PROPOSED 2023 BUDGETS**

WHEREAS, the Charter of the City of Pine Lake provides that the City Council by resolution shall adopt the final operating, budget for the ensuing fiscal year not later than December 27 of each year; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Pine Lake, Georgia that the budget of revenues and expenditures for the various funds of the City for the year 2023, a copy of which is attached to this resolution as Exhibit 1 – FY2023 Budgets Proposal, is hereby adopted. The aforesaid copy of the budget of revenues and expenditures for the fiscal year 2023, labeled Exhibit 1 – FY2023 Budgets Proposal, is incorporated by reference into this resolution and expressly made a part hereof.

Effective: January 1, 2023

Adopted: December 13, 2022

Melanie Hammet, Mayor

ATTEST:

ChaQuias M. Thornton, City Administrator/Acting Clerk

EXHIBIT 1					
CITY OF PINE LAKE - FY2023 BUDGETS PROPOSAL					
GENERAL FUND SUMMARY					
REVENUES	2022 Approved Budget		2022 Revised Budget		2023 Proposed Budget
Taxes	796,000		795,064		799,069
Licenses & Permits	10,700		12,000		14,225
Intergovernmental	-		-		11,382
Charges for Services	43,560		43,560		72,392
Fines and Forfeitures	64,000		77,200		76,800
Investment Income	1,000		1,000		1,000
Private Grants	-		5,000		-
Miscellaneous Revenue	3,300		3,300		3,000
Other Financing Sources	-		-		-
TOTAL CURRENT REVENUE	918,560		937,124		977,868
Transfers To	77,230		77,230		77,230
From Fund Balance	56,520		31,340		46,786
To Fund Balance	-		-		-
TOTAL GENERAL FUND REVENUE	897,850		891,234		947,424
EXPENDITURES					
Personal Srvcs/Employee Benefits	540,810		516,068		549,152
Purchased/Contracted Services	233,850		298,068		312,982
Supplies	59,240		60,517		63,290
Capital Outlays	6,050		1,050		7,000
Payments to Others	-		15,531		15,000
TOTAL GENERAL FUND EXPENDITURES	897,850		891,234		947,424
Over/Deficit					(0)

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

GENERAL FUND REVENUES	2022 Approved Budget	2022 Revised Budget	2023 Proposed Budget
31 - TAXES			
311000 - GENERAL PROPERTY TAXES			
311100 - CURRENT YEAR TAXES			
311101 - ADVAL TAX-RESIDENTIAL	585,000	585,000	595,819
311110 - UTILITIES - CURRENT	3,000	3,000	3,000
Total 311100 - CURRENT YEAR TAXES	588,000	588,000	598,819
311200 - PRIOR YEARS TAXES			
311201 - ADVAL PRIOR-RESIDENTIAL	45,000	45,000	45,000
311210 - UTILITIES - PRIOR YEARS	7,000	7,000	7,000
Total 311200 - PRIOR YEARS TAXES	52,000	52,000	52,000
311300 - PERSONAL PROPERTY-CURRENT YEAR			
311301 - MOTOR VEHICLE TAX	13,000	13,000	16,000
311302 - INTANGIBLE TAX	20,000	20,000	9,000
311300 - PERS. PROP. CY - Other	7,000	7,000	7,000
Total 311300 - PERS. PROP. CURRENT YEAR	40,000	40,000	32,000
OTHER			
311400 - PERSONAL PROPERTY-PRIOR YEARS	100	100	100
311600 - REAL ESTATE TRANSFER TAX	5,000	5,000	5,000
311700 - FRANCHISE TAXES	34,000	34,000	34,000
319000 - PENALTY & INT-DELINQUENT TAX	3,200	3,200	3,200
Total - OTHER	42,300	42,300	42,300
Total 311000 - GENERAL PROPERTY TAXES	722,300	722,300	725,119

314000 · SELECTIVE SALES AND USE TAXES

314200 · ALCOHOL BEVERAGE TAX	5,000	5,000	5,000
314205 · ENERGY EXISE TAX	700	700	700
Total 314000 · SELECTIVE SALES AND USE TAXES	5,700	5,700	5,700

316000 · BUSINESS TAXES

316100 · BUSINESS AND OCCUPATION TAX	7,000	7,000	7,250
316200 · INSURANCE PREMIUM TAX	61,000	60,064	61,000
316000 · BUSINESS TAXES - Other	0	0	0
Total 316000 · BUSINESS TAXES	68,000	67,064	68,250

Total 31 · TAXES	796,000	795,064	799,069
-------------------------	----------------	----------------	----------------

32 · LICENSES AND PERMITS**321000 · BUSINESS LICENSES AND PERMITS**

321100 · ALCOHOL BEVERAGE LICENSE	1,000	5,300	5,500
321000 · BUS. LICENSES & PERMITS - Other	0	0	0
Total 321000 · BUSINESS LICENSES AND PERMITS	1,000	5,300	5,500

322000 · NON-BUSINESS LICENSES & PERMITS

322100 · BUILDING PERMITS	8,000	5,000	6,000
322200 · CERTIFICATE OF OCCUPANCY	500	500	325
322300 · SIGN PERMIT	100	100	200
322400 · TREE PERMIT	300	300	200
322500 · FENCE PERMIT	300	300	300
322600 · PUBLIC SPACE PERMIT	500	500	1,700
322700 · FILM PERMITS	0	0	0

Total 322000 · NON-BUSINESS LICENSES & PERMI	9,700	6,700	8,725
Total 32 · LICENSES AND PERMITS	10,700	12,000	14,225

33 · INTERGOVERNMENTAL

331000 · INTERGOVERNMENTAL			
334005 · LMIG	0	0	11,382
337200 · CARES ACT & RELATED REVENUE	0	0	0
Total 33100 · INTERGOVERNMENTAL	0	0	11,382
Total 33 · INTERGOVERNMENTAL	0	0	11,382

34 · CHARGES FOR SERVICES

342000 · PUBLIC SAFETY			
342100 · BACKGROUND CHECKS	10	10	40
342101 · ACCIDENT REPORTS	300	300	220
Total 342000 · PUBLIC SAFETY	310	310	260
344000 · UTILITIES & SANITATION			
344100 · SANITATION - CURRENT	38,600	38,600	38,600
344110 · SANITATION - PRIOR YEAR	2,150	2,150	2,150
Total 344000 · UTILITIES & SANITATION	40,750	40,750	40,750
345000 · HEALTH AND FAMILY SERVICES			
345100 · BUILDING RENTALS	2,500	2,500	20,000
Total 345000 · HEALTH AND FAMILY SERVICES	2,500	2,500	20,000
Total 34 · CHARGES FOR SERVICES	43,560	43,560	72,392

35 · FINES AND FORFEITURES

351000 · FINES			
351100 · COURT RECEIPTS	43,000	43,000	43,000
351200 · PROBATION	21,000	21,000	21,300
351300 · COURT ASSESSED ADD-ONS	0	13,200	12,500
Total 351000 · FINES	64,000	77,200	76,800
Total 35 · FINES AND FORFEITURES	64,000	77,200	76,800

36 · INVESTMENT INCOME

361000 · INTEREST INCOME	1,000	1,000	1,000
Total 36 · INVESTMENT INCOME	1,000	1,000	1,000

37 · PRIVATE GRANTS			
371000 · PRIVATE GRANT	0	5,000	0
Total 37 · PRIVATE GRANT	0	5,000	0
38 · MISCELLANEOUS REVENUE			
381000 · MISCELLANEOUS INCOME	3,300	3,300	3,000
382000 · FUNDS CARRIED FORWARD	0	0	0
Total 38 · MISCELLANEOUS REVENUE	3,300	3,300	3,000
39 · OTHER FINANCING SOURCES			
392000 · BORROWED FUNDS			
392300 · SALE OF ASSETS	0	0	0
Total 392000 · BORROWED FUNDS	0	0	0
Total 39 · OTHER FINANCING SOURCES	0	0	0
TOTAL CURRENT REVENUES	918,560	937,124	977,868
61 · TRANSFERS			
611001 · TRANSFER TO DDA	77,230	77,230	77,230
611006 · TRANSFER TO DEBT SERVICE	0	0	0
Total 61 · TRANSFERS	77,230	77,230	77,230
FROM FUND BALANCE	56,520	31,340	46,786
TO FUND BALANCE	-	-	-
TOTAL GENERAL FUND REVENUES	897,850	891,234	947,424

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

GENERAL FUND EXPENSES	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
51 - PERSONAL SRVCS/EMPLOYEE BENEFIT			
511000 - SALARIES AND WAGES			
511200 - REGULAR - FULL-TIME	332,950	335,467	391,515
511300 - REGULAR - PART-TIME	40,500	37,656	30,219
511400 - MAYOR SALARY	3,600	3,600	3,600
511500 - COUNCIL SALARIES	3,000	3,000	3,000
511600 - OVERTIME	1,750	1,750	1,550
Total 511000 - SALARIES AND WAGES	381,800	381,473	429,884
512000 - EMPLOYEE BENEFITS			
512100 - GROUP INSURANCE	98,770	72,641	51,021
512101 - EMPLOYEE BENEFITS/OTHER	0	1,575	4,050
512200 - FICA CONTRIBUTIONS	23,810	23,933	24,506
512300 - MEDICARE	5,590	5,606	5,731
512400 - RETIREMENT	16,290	16,290	19,200
512600 - WORKERS' COMPENSATION	14,550	14,550	14,760
512700 - UNEMPLOYMENT INSURANCE	0	0	0
Total 512000 - EMPLOYEE BENEFITS	159,010	134,595	119,269
Total 51 - PERSONAL SRVCS/EMPLOYEE BENEFIT	540,810	516,068	549,152

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

GENERAL FUND EXPENSES	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
52 · PURCHASES/CONTRACTED SERVICES			
521000 · PROFESSIONAL & TECHNICAL SRVCS			
521100 · OFFICE & ADMINISTRATIVE			
521110 · PAYROLL SERVICE	3,400	3,400	3,500
521120 · COUNTY COLLECTION FEES	1,200	1,200	1,200
521140 · OTHER ADMIN. SERVICES	1,700	1,700	0
Total 521100 · OFFICE & ADMINISTRATIVE	6,300	6,300	4,700
521200 · PROFESSIONAL			
521210 · LEGAL EXPENSES	25,500	23,000	24,900
521220 · AUDITOR FEES	21,000	19,500	21,000
521230 · MUNICIPAL CODE	4,000	4,000	4,000
521240 · JUDGE'S FEES	13,800	13,800	13,800
521241 · PERMITTING & INSPECTION	6,800	9,365	8,500
521250 · PUBLIC DEFENDER FEES	1,300	300	1,300
521290 · OTHER PROFESSIONAL SERVICES	37,160	39,242	27,000
Total 521200 · PROFESSIONAL	109,560	109,207	100,500
521400 · OTHER CONTRACTED SERVICES			
521499 · TECHNOLOGY	18,850	24,590	18,850
Total 521400 · OTHER CONTRACTED SERVICES	18,850	24,590	18,850
Total 521000 · PROFESSIONAL & TECHNICAL SRVCS	134,710	140,097	124,050

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

GENERAL FUND EXPENSES	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
522000 · PROPERTY SERVICES			
522100 · CLEANING SERVICES	12,200	12,200	22,900
522200 · REPAIRS AND MAINTENANCE			
522210 · EQUIPMENT REPAIR & MNT.	11,900	7,350	12,400
522211 · COMPUTER REP. & MNT.	1,000	1,000	400
522212 · COPIER MAINTENANCE	650	650	650
522210 · EQUIPMENT REPAIR & MNT.	13,550	9,000	13,450
522200 · REPAIRS & MAINTENANCE	13,550	9,000	13,450
522220 · AUTOMOBILE REP. & MNT.	10,050	17,350	16,750
522230 · BUILDING REP. & MNT.	4,000	4,000	4,000
522240 · GROUNDS MAINTENANCE	2,500	3,700	2,500
522250 · STREET MAINTENANCE & REPAIRS	2,250	2,250	14,797
522300 · RENTALS - EQUIPMENT			
522320 · EQUIPMENT LEASE	650	650	800
Total 522300 · RENTALS - EQUIPMENT	650	650	800
Total 522000 · PROPERTY SERVICES	45,200	49,150	77,797

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

GENERAL FUND EXPENSES	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
523000 · OTHER PURCHASED SERVICES			
523100 · INSURANCE			
523101 · GIRMA - LIABILITY INS.	33,450	33,450	33,850
523110 · CLAIMS & JUDGEMENTS	11,000	6,000	11,000
Total 523100 · INSURANCE	44,450	39,450	44,850
531105 · SPECIAL PROGRAMS	1,580	1,580	1,580
523200 · TELEPHONE, INTERNET	20,360	21,590	20,810
523300 · ADVERTISING	2,000	3,000	3,000
523400 · PRINTING AND BINDING	1,450	848	1,000
523500 · TRAVEL	3,400	1,900	3,500
523555 · MEETINGS HOSTED BY CITY	200	200	200
523600 · DUES AND FEES	1,750	2,583	2,795
523610 · COURT APPEARANCE FEES	3,000	3,000	3,000
523700 · EDUCATION AND TRAINING	3,800	3,320	3,800
523800 · TRASH/DUMPSTER	0	0	0
523830 · LANDFILL	1,200	1,200	1,200
523900 · OTHER			
523901 · PRE-EMPLOYMENT / DRUG TESTING	450	0	450
523910 · COURTWARE	9,450	9,450	8,000
523920 · MAYOR EXPENSES	1,500	1,500	1,500
523940 · MEETINGS EXPENSE	650	650	450
Total 523900 · OTHER	2,150	2,150	1,950
Total 523000 · OTHER PURCHASED SERVICES	84,140	90,271	96,135
524000 · CONTRACT LABOR	15,000	18,550	15,000

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

GENERAL FUND EXPENSES	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
Total 52 · PURCHASES/CONTRACTED SERVICES	233,850	298,068	312,982
53 · SUPPLIES			
531000 · SUPPLIES			
531100 · GENERAL SUPPLIES & MATERIALS			
531100 · OFFICE SUPPLIES	2,600	3,332	3,925
531103 · POSTAGE	960	960	960
531104 · CUSTODIAL SUPPLIES	800	800	850
531109 · AMMUNITION	350	350	375
531110 · COMPUTER SUPPLIES	0	0	0
531111 · COMPUTER SOFTWARE	1,840	1,840	1,840
531150 · SIGNS	1,600	600	1,500
Total 531100 · GENERAL SUPPLIES & MATERIALS	6,550	7,882	9,450
531200 · UTILITIES / ENERGY			
531210 · WATER/SEWER	740	740	740
531220 · NATURAL GAS	7,100	7,100	6,800
531230 · ELECTRICITY	8,200	9,245	9,200
531231 · STREET LIGHTS	11,650	11,650	11,650
531270 · GASOLINE	11,300	11,300	11,300
Total 531200 · UTILITIES / ENERGY	38,990	40,035	39,690
531600 · SMALL EQUIPMENT	2,900	2,900	2,900
531700 · OTHER SUPPLIES	2,250	2,250	2,250
531800 · UNIFORMS	1,100	1,100	1,550

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

GENERAL FUND EXPENSES	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
531900 · OTHER GENERAL OPERATING EXP			
531902 · STORMWATER FEES	2,850	2,850	2,850
531922 · COVID-19 EXPENSES	0	0	0
531900 · OTHER GENERAL OPER. EXP - OTHER	4,600	3,500	4,600
Total 531900 · OTHER GENERAL OPERATING EXP	7,450	6,350	7,450
Total 531000 · SUPPLIES	59,240	60,517	63,290
Total 53 · SUPPLIES	59,240	60,517	63,290
54 · CAPITAL OUTLAYS			
542000 · MACHINERY & EQUIPMENT			
542100 · MACHINERY	0	0	0
542400 · COMPUTERS	2,000	0	4,000
542500 · EQUIPMENT	4,050	1,050	3,000
Total 542000 · MACHINERY & EQUIPMENT	6,050	1,050	7,000
Total 54 · CAPITAL OUTLAYS	6,050	1,050	7,000
57 · PAYMENTS TO OTHERS			
572100 · PAYMENTS TO AGENCIES/OFFSETS		13,200	12,500
573100 · BOND REFUNDS		2,331	2,500
Total 57 · TOTAL PAYMENTS TO OTHERS	0	15,531	15,000
EXPENSES TOTAL	897,850	891,234	947,424

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

Expense	ADMINISTRATION	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
51 - PERSONAL SRVCS/EMPLOYEE BENEFIT				
511000 - SALARIES AND WAGES				
	511200 - REGULAR - FULL-TIME	123,770	124,198	143,902
	511300 - REGULAR - PART-TIME	500	500	0
	511400 - MAYOR SALARY	3,600	3,600	3,600
	511500 - COUNCIL SALARIES	3,000	3,000	3,000
	511600 - OVERTIME	500	500	300
Total 511000 - SALARIES AND WAGES		131,370	131,798	150,802
512000 - EMPLOYEE BENEFITS				
	512100 - GROUP INSURANCE	19,430	0	2,159
	512101 - EMPLOYEE BENEFITS/OTHER	0	1,575	0
	512200 - FICA CONTRIBUTIONS	8,630	8,658	9,350
	512300 - MEDICARE	2,020	2,027	2,187
	512400 - RETIREMENT	5,820	5,820	7,195
	512600 - WORKERS' COMPENSATION	700	700	700
	512700 - UNEMPLOYMENT INSURANCE	0	0	0
Total 512000 - EMPLOYEE BENEFITS		36,600	18,780	21,590
Total 51 - PERSONAL SRVCS/EMPLOYEE BENEFIT		167,970	150,578	172,392

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

Expense	ADMINISTRATION	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
52 - PURCHASES/CONTRACTED SERVICES				
521000 - PROFESSIONAL & TECHNICAL SRVCS				
521100 - OFFICE & ADMINISTRATIVE				
	521110 - PAYROLL SERVICE	3,400	3,400	3,500
	521120 - COUNTY COLLECTION FEES	1,200	1,200	1,200
	521140 - OTHER ADMIN. SERVICES	1,700	1,700	0
Total 521100 - OFFICE & ADMINISTRATIVE		6,300	6,300	4,700
521200 - PROFESSIONAL				
	521210 - LEGAL EXPENSES	18,000	15,500	16,000
	521220 - AUDITOR FEES	21,000	19,500	21,000
	521230 - MUNICIPAL CODE	4,000	4,000	4,000
	521241 - PERMITTING & INSPECTION	6,800	9,365	8,500
	521290 - OTHER PROFESSIONAL SERVICES	26,500	26,500	18,000
Total 521200 - PROFESSIONAL		76,300	74,865	67,500
521400 - OTHER CONTRACTED SERVICES				
	521499 - Technology	12,000	16,800	12,000
Total 521400 - OTHER CONTRACTED SERVICES		12,000	16,800	12,000
Total 521000 - PROFESSIONAL & TECHNICAL SRVCS		94,600	97,965	84,200

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

Expense	ADMINISTRATION	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
	522000 · PROPERTY SERVICES			
	522100 · CLEANING SERVICES	0	0	7,500
	522200 · REPAIRS AND MAINTENANCE			
	522210 · EQUIPMENT REPAIR & MAINTENANCE	1,200	1,200	700
	522211 · COMPUTER REP. & MNT.	850	850	250
	522212 · COPIER MAINTENANCE	200	200	200
	522210 · EQUIPMENT REPAIR & MNT.	2,250	2,250	1,150
	Total 522200 · REPAIRS AND MAINTENANCE	2,250	2,250	1,150
	Total 522000 · PROPERTY SERVICES	2,250	2,250	8,650
	523000 · OTHER PURCHASED SERVICES			
	523100 · INSURANCE			
	523101 · GIRMA - LIABILITY INSURANCE	10,300	10,300	10,300
	523110 · CLAIMS & JUDGEMENTS	5,000	0	5,000
	Total 523100 · INSURANCE	15,300	10,300	15,300
	531105 · SPECIAL PROGRAMS	1,500	1,500	1,500
	523200 · TELEPHONE, INTERNET	6,500	9,730	9,450
	523300 · ADVERTISING	2,000	3,000	3,000
	523400 · PRINTING AND BINDING	900	100	450
	523500 · TRAVEL	1,500	500	1,500
	523555 · MEETINGS HOSTED BY CITY	200	200	200
	523600 · DUES AND FEES	1,500	2,333	2,500
	523700 · EDUCATION AND TRAINING	2,000	2,000	2,000
	523900 · OTHER			
	523920 · MAYOR EXPENSES	1,500	1,500	1,500
	523940 · MEETINGS EXPENSE	500	500	300
	Total 523900 · OTHER	2,000	2,000	1,800
	Total 523000 · OTHER PURCHASED SERVICES	33,400	31,663	37,700
	Total 52 · PURCHASES/CONTRACTED SERVICES	130,250	131,878	130,550

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

Expense	ADMINISTRATION	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
53 - SUPPLIES				
531000 - SUPPLIES				
531100 - GENERAL SUPPLIES & MATERIALS				
	531100 - OFFICE SUPPLIES	1,500	1,925	2,500
	531103 - POSTAGE	650	650	650
	531104 - CUSTODIAL SUPPLIES	300	300	250
	531111 - COMPUTER SOFTWARE	1,600	1,600	1,600
	Total 531100 - GENERAL SUPPLIES & MATERIALS	4,050	4,475	5,000
531200 - UTILITIES / ENERGY				
	531210 - WATER/SEWER	240	240	240
	531220 - NATURAL GAS	2,000	2,000	2,000
	531230 - ELECTRICITY	1,700	1,700	1,700
	Total 531200 - UTILITIES / ENERGY	3,940	3,940	3,940
	531600 - SMALL EQUIPMENT	600	600	600
	531700 - OTHER SUPPLIES	600	600	600
531900 - OTHER GENERAL OPERATING EXP				
	531902 - STORMWATER FEES	2,850	2,850	2,850
	531922 - COVID-19 EXPENSES	0	0	0
	531900 - OTHER GENERAL OPER. EXP - OTHER	1,000	1,000	1,000
	Total 531900 - OTHER GENERAL OPERATING EXP	3,850	3,850	3,850
	Total 531000 - SUPPLIES	13,040	13,465	13,990
Total 53 - SUPPLIES		13,040	13,465	13,990

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

Expense	ADMINISTRATION	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
54 - CAPITAL OUTLAYS				
	542000 - MACHINERY & EQUIPMENT			
	542400 - COMPUTERS	2,000	0	2,000
	542500 - EQUIPMENT	3,000	0	3,000
	Total 542000 - MACHINERY & EQUIPMENT	5,000	0	5,000
Total 54 - CAPITAL OUTLAYS		5,000	0	5,000
ADMIN EXPENSES TOTAL		316,260	295,921	321,932

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES	Court	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
51 - PERSONAL SRVCS/EMPLOYEE BENEFIT				
511000 - SALARIES AND WAGES				
	511200 - REGULAR - FULL-TIME	0	0	17,524
	511300 - REGULAR - PART-TIME	17,500	11,712	0
Total 511000 - SALARIES AND WAGES		17,500	11,712	17,524
512000 - EMPLOYEE BENEFITS				
	512100 - GROUP INSURANCE	0	0	4,317
	512101 - EMPLOYEE BENEFITS/OTHER	0	0	675
	512200 - FICA CONTRIBUTIONS	1,090	727	0
	512300 - MEDICARE	260	170	0
	512400 - RETIREMENT	0	0	438
	512600 - WORKERS' COMPENSATION	170	170	340
	512700 - UNEMPLOYMENT INSURANCE	0	0	0
Total 512000 - EMPLOYEE BENEFITS		1,520	1,067	5,770
Total 51 - PERSONAL SRVCS/EMPLOYEE BENEFIT		19,020	12,779	23,294

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES	Court	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
52 - PURCHASES/CONTRACTED SERVICES				
521000 - PROFESSIONAL & TECHNICAL SRVCS				
521200 - PROFESSIONAL				
	521210 - LEGAL EXPENSES	7,000	7,000	8,400
	521240 - JUDGE'S FEES	13,800	13,800	13,800
	521250 - PUBLIC DEFENDER FEES	1,300	300	1,300
	521290 - OTHER PROFESSIONAL SERVICES	8,000	9,655	8,000
	Total 521200 - PROFESSIONAL	30,100	30,755	31,500
521400 - OTHER CONTRACTED SERVICES				
	521499 - TECHNOLOGY	3,000	3,000	3,000
	Total 521400 - OTHER CONTRACTED SERVICES	3,000	3,000	3,000
	Total 521000 - PROFESSIONAL & TECHNICAL SRVCS	33,100	33,755	34,500
522000 - PROPERTY SERVICES				
	522100 - CLEANING SERVICES	0	0	2,600
522200 - REPAIRS AND MAINTENANCE				
	522210 - EQUIPMENT REPAIR & MAINTENANCE	1,000	0	1,000
	522211 - COMPUTER REP. & MNT.	150	150	150
	522212 - COPIER MAINTENANCE	200	200	200
	522210 - EQUIPMENT REPAIR & MAINTENANCE	1,350	350	1,350
	Total 522200 - REPAIRS AND MAINTENANCE	1,350	350	1,350
	Total 522000 - PROPERTY SERVICES	1,350	350	3,950

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES	Court	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
523000 · OTHER PURCHASED SERVICES				
	523200 · TELEPHONE, INTERNET	500	500	500
	523400 · PRINTING AND BINDING	250	250	250
	523500 · TRAVEL	1,000	500	1,000
	523600 · DUES AND FEES	100	100	100
	523610 · COURT APPEARANCE FEES	3,000	3,000	3,000
	523700 · EDUCATION AND TRAINING	1,200	720	1,200
	523900 · OTHER	0	0	0
	523910 · COURTSWARE	9,450	9,450	8,000
	523940 · MEETINGS EXPENSE	150	150	150
	Total 523900 · OTHER	9,600	9,600	8,150
	Total 523000 · OTHER PURCHASED SERVICES	15,650	14,670	14,200
Total 52 · PURCHASES/CONTRACTED SERVICES		50,100	48,775	52,650

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES	Court	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
53 - SUPPLIES				
531000 - SUPPLIES				
531100 - GENERAL SUPPLIES & MATERIALS				
	531100 - OFFICE SUPPLIES	600	907	925
	531103 - POSTAGE	250	250	250
	TOTAL 531100 - GENERAL SUPPLIES & MATERIALS	850	1,157	1,175
	531600 - SMALL EQUIPMENT	250	250	250
531900 - OTHER GENERAL OPERATING EXP				
	531900 - OTHER GENERAL OPERATING EXP	300	300	300
	Total 531900 - OTHER GENERAL OPERATING EXP	300	300	300
	Total 531000 - SUPPLIES	1,400	1,707	1,725
	Total 53 - SUPPLIES	1,400	1,707	1,725
54 - CAPITAL OUTLAYS				
	541000 - PROPERTY	0	0	0
	541100 - SITES	0	0	0
	Total 541000 - PROPERTY	0	0	0
	542000 - MACHINERY & EQUIPMENT			
	542100 - MACHINERY			
	542400 - COMPUTERS	0	0	2,000
	542500 - EQUIPMENT	0	0	0
	Total 542000 - MACHINERY & EQUIPMENT	0	0	2,000
	Total 54 - CAPITAL OUTLAYS	0	0	2,000

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES	Court	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
57 - PAYMENTS TO OTHERS				
	572100 · PAYMENTS TO AGENCIES/OFFSETS		13,200	12,500
	573100 · BOND REFUNDS		2,331	2,500
Total 57 · TOTAL PAYMENTS TO OTHERS			15,531	15,000
COURT EXPENSES TOTAL		70,520	78,792	94,669

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PRO

EXPENSES	Police	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
51 - PERSONAL SRVCS/EMPLOYEE BENEFIT				
511000 - SALARIES AND WAGES				
	511200 - REGULAR - FULL-TIME	160,660	162,410	179,378
	511300 - REGULAR - PART-TIME	15,000	15,153	17,094
	511600 - OVERTIME	500	500	500
Total 511000 - SALARIES AND WAGES		176,160	178,063	196,972
512000 - EMPLOYEE BENEFITS				
	512100 - GROUP INSURANCE	70,520	63,821	39,835
	512101 - EMPLOYEE BENEFITS/OTHER	0	0	2,700
	512200 - FICA CONTRIBUTIONS	10,770	10,884	11,152
	512300 - MEDICARE	2,520	2,546	2,608
	512400 - RETIREMENT	8,040	8,040	8,994
	512600 - WORKERS' COMPENSATION	10,600	10,600	10,640
	512700 - UNEMPLOYMENT INSURANCE	0	0	0
Total 512000 - EMPLOYEE BENEFITS		102,450	95,891	75,930
Total 51 - PERSONAL SRVCS/EMPLOYEE BENEFIT		278,610	273,954	272,902

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PRO

EXPENSES	Police	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
52 · PURCHASES/CONTRACTED SERVICES				
521000 · PROFESSIONAL & TECHNICAL SRVCS				
521200 · PROFESSIONAL				
	521210 · LEGAL EXPENSES	500	500	500
	521290 · OTHER PROFESSIONAL SERVICES	1,100	200	0
	Total 521200 · PROFESSIONAL	1,600	700	500
521400 · OTHER CONTRACTED SERVICES				
	521499 · TECHNOLOGY	3,850	4,790	3,850
	Total 521400 · OTHER CONTRACTED SERVICES	3,850	4,790	3,850
	Total 521000 · PROFESSIONAL & TECHNICAL SRVCS	5,450	5,490	4,350
522000 · PROPERTY SERVICES				
	522100 · CLEANING SERVICES	0	0	1,200
522200 · REPAIRS AND MAINTENANCE				
	522210 · EQUIPMENT REPAIR & MNT.	0	0	1,000
	522211 · COMPUTER REP. & MNT.	0	0	0
	522212 · COPIER MAINTENANCE	250	250	250
	Total 522210 · EQUIPMENT REPAIR & MNT.	250	250	1,250
	Total 522200 · REPAIRS AND MAINTENANCE	250	250	1,250
	522220 · AUTOMOBILE REP. & MNT.	8,300	15,600	15,000
	522230 · BUILDING REP. & MNT.	500	500	500
	Total 522000 · PROPERTY SERVICES	9,050	16,350	17,950

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES	Police	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
523000 · OTHER PURCHASED SERVICES				
523100 · INSURANCE				
	523101 · GIRMA - LIABILITY INS.	18,200	18,200	18,600
	523110 · CLAIMS & JUDGEMENTS	5,000	5,000	5,000
	Total 523100 · INSURANCE	23,200	23,200	23,600
	531105 · SPECIAL PROGRAMS	80	80	80
	523200 · TELEPHONE, INTERNET	9,000	7,000	6,500
	523400 · PRINTING AND BINDING	300	498	300
	523500 · TRAVEL	900	900	1,000
	523600 · DUES AND FEES	150	150	195
	523700 · EDUCATION AND TRAINING	600	600	600
523900 · OTHER				
	523901 · PRE-EMPLOYMENT / DRUG TESTING	450	0	450
	Total 523900 · OTHER	450	0	450
	Total 523000 · OTHER PURCHASED SERVICES	34,680	32,428	32,725
Total 52 · PURCHASES/CONTRACTED SERVICES		49,180	54,268	55,025

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PRO

EXPENSES	Police	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
53 · SUPPLIES				
531000 · SUPPLIES				
531100 · GENERAL SUPPLIES & MATERIALS				
	531100 · OFFICE SUPPLIES	500	500	500
	531103 · POSTAGE	60	60	60
	531109 · AMMUNITION	350	350	375
	531111 · COMPUTER SOFTWARE	240	240	240
Total 531100 · GENERAL SUPPLIES& MATERIALS		1,150	1,150	1,175
531200 · UTILITIES / ENERGY				
	531210 · WATER/SEWER	300	300	300
	531220 · NATURAL GAS	1,800	1,800	1,800
	531230 · ELECTRICITY	2,500	2,500	2,500
	531270 · GASOLINE	8,800	8,800	8,800
Total 531200 · UTILITIES / ENERGY		13,400	13,400	13,400
	531600 · SMALL EQUIPMENT	350	350	350
	531700 · OTHER SUPPLIES	250	250	250
	531800 · UNIFORMS	700	700	1,150
	531900 · OTHER GENERAL OPERATING EXP			
	531900 · OTHER GEN. OPER. EXP	500	500	500
Total 531900 · OTHER GENERAL OPER. EXP		500	500	500
Total 531000 · SUPPLIES		16,350	16,350	16,825
Total 53 · SUPPLIES		16,350	16,350	16,825

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PRO

EXPENSES	Police	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
54 · CAPITAL OUTLAYS				
542000 · MACHINERY & EQUIPMENT				
	542500 · EQUIPMENT	1,050	1,050	0
	Total 542000 · MACHINERY & EQUIPMENT	1,050	1,050	0
Total 54 · CAPITAL OUTLAYS		1,050	1,050	0
POLICE EXPENSES TOTAL		345,190	345,622	344,752

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES Public Works	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
51 - PERSONAL SRVCS/EMPLOYEE BENEFIT			
511000 - SALARIES AND WAGES			
511200 - REGULAR - FULL-TIME	48,520	48,859	50,710
511300 - REGULAR - PART-TIME	1,000	1,000	0
511600 - OVERTIME	750	750	750
Total 511000 - SALARIES AND WAGES	50,270	50,609	51,460
512000 - EMPLOYEE BENEFITS			
512100 - GROUP INSURANCE	8,820	8,820	4,710
512101 - EMPLOYEE BENEFITS/OTHER	0	0	675
512200 - FICA CONTRIBUTIONS	3,010	3,032	3,191
512300 - MEDICARE	710	715	746
512400 - RETIREMENT	2,430	2,430	2,573
512600 - WORKERS' COMPENSATION	3,000	3,000	3,000
512700 - UNEMPLOYMENT INSURANCE	0	0	0
Total 512000 - EMPLOYEE BENEFITS	17,970	17,997	14,894
Total 51 - PERSONAL SRVCS/EMPLOYEE BENEFIT	68,240	68,606	66,355

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES Public Works	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
52 · PURCHASES/CONTRACTED SERVICES			
521000 · PROFESSIONAL & TECHNICAL SRVCS			
521200 · PROFESSIONAL			
521290 · OTHER PROFESSIONAL SERVICES	1,560	2,887	1,000
Total 521200 · PROFESSIONAL	<u>1,560</u>	<u>2,887</u>	<u>1,000</u>
Total 521000 · PROFESSIONAL & TECHNICAL SRVCS	<u>1,560</u>	<u>2,887</u>	<u>1,000</u>
522000 · PROPERTY SERVICES			
522100 · CLEANING SERVICES	0	0	2,000
522200 · REPAIRS AND MAINTENANCE			
522210 · EQUIPMENT REPAIR & MAINTENANCE	9,500	5,950	9,500
522210 · EQUIPMENT R&M -OTHER	9,500	5,950	9,500
TOTAL 522200 · REPAIRS AND MAINTENANCE	<u>9,500</u>	<u>5,950</u>	<u>9,500</u>
522220 · AUTOMOBILE REPAIR/MAINTENANCE	1,750	1,750	1,750
522230 · BUILDING REPAIRS & MAINTENANCE	2,500	2,500	2,500
522240 · GROUNDS MAINTENANCE	2,500	3,700	2,500
522250 · STREET MAINTENANCE & REPAIRS	<u>2,250</u>	<u>2,250</u>	<u>14,797</u>
522300 · RENTALS - EQUIPMENT			
522320 · EQUIPMENT LEASE	0	0	0
Total 522300 · RENTALS - EQUIPMENT	<u>0</u>	<u>0</u>	<u>0</u>
Total 522000 · PROPERTY SERVICES	<u>18,500</u>	<u>16,150</u>	<u>33,047</u>

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES	Public Works	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
523000 · OTHER PURCHASED SERVICES				
523100 · INSURANCE				
	523101 · GIRMA - LIABILITY INSURANCE	3,700	3,700	3,700
	523110 · CLAIMS & JUDGEMENTS	1,000	1,000	1,000
Total 523100 · INSURANCE		4,700	4,700	4,700
	531105 · SPECIAL PROGRAMS	0	0	0
	523200 · TELEPHONE, INTERNET	960	960	960
	523830 · LANDFILL	1,200	1,200	1,200
Total 523000 · OTHER PURCHASED SERVICES		6,860	6,860	6,860
	524000 · CONTRACT LABOR	15,000	18,550	15,000
Total 52 · PURCHASES/CONTRACTED SERVICES		41,920	44,447	55,907

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES Public Works	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
53 - SUPPLIES			
531000 - SUPPLIES			
531100 - GENERAL SUPPLIES& MATERIALS			
531104 - CUSTODIAL SUPPLIES	200	200	200
531150 - SIGNS	1,000	0	1,000
Total 531100 - GENERAL SUPPLIES & MATERIALS	1,200	200	1,200
531200 - UTILITIES / ENERGY			
531230 - ELECTRICITY	500	1,545	1,500
531231 - STREET LIGHTS	11,650	11,650	11,650
531270 - GASOLINE	2,500	2,500	2,500
Total 531200 - UTILITIES / ENERGY	14,650	15,695	15,650
531600 - SMALL EQUIPMENT	1,500	1,500	1,500
531700 - OTHER SUPPLIES	1,250	1,250	1,250
531800 - UNIFORMS	400	400	400
531900 - OTHER GENERAL OPERATING EXP			
531900 - OTHER GENERAL OPERATING EXP	1,500	1,500	1,500
Total 531900 - OTHER GENERAL OPERATING EXP	1,500	1,500	1,500
Total 531000 - SUPPLIES	20,500	20,545	21,500
Total 53 - SUPPLIES	20,500	20,545	21,500

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES Public Works	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
54 · CAPITAL OUTLAYS			
542000 · MACHINERY & EQUIPMENT			
542500 · EQUIPMENT	0	0	0
<u>Total 542000 · MACHINERY & EQUIPMENT</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Total 54 · CAPITAL OUTLAYS</u>	<u>0</u>	<u>0</u>	<u>0</u>
PUBLIC WORKS EXPENSES TOTAL	130,660	133,598	143,762

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES Recreation	Approved 2022 Budget	Revised 2022 Budget	Proposed Budget 2023
51 · PERSONAL SRVCS/EMPLOYEE BENEFIT			
511000 · SALARIES AND WAGES			
511200 · REGULAR - FULL-TIME	0	0	0
511300 · REGULAR - PART-TIME	6,500	9,291	13,125
511600 · OVERTIME	0	0	0
Total 511000 · SALARIES AND WAGES	6,500	9,291	13,125
512000 · EMPLOYEE BENEFITS			
512101 · EMPLOYEE BENEFITS/OTHER		0	0
512200 · FICA CONTRIBUTIONS	310	632	814
512300 · MEDICARE	80	148	190
512600 · WORKERS' COMPENSATION	80	80	80
512700 · UNEMPLOYMENT INSURANCE	0	0	
Total 512000 · EMPLOYEE BENEFITS	470	860	1,084
Total 51 · PERSONAL SRVCS/EMPLOYEE BENEFIT	6,970	10,151	14,209
52 · PURCHASES/CONTRACTED SERVICES			
522000 · PROPERTY SERVICES			
522100 · CLEANING SERVICES	12,200	12,200	12,200
522200 · REPAIRS AND MAINTENANCE			
522210 · EQUIPMENT REPAIR & MAINTENANCE	200	200	200
Total 52200 · REPAIRS AND MAINTENANCE	200	200	200
522230 · BUILDING REPAIRS & MAINTENANCE	1,000	1,000	1,000

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

EXPENSES Recreation	Approved 2022 Budget	Revised 2022 Budget	Proposed Budget 2023
522300 · RENTALS - EQUIPMENT			
522320 · EQUIPMENT LEASE	650	650	800
Total 522300 · RENTALS - EQUIPMENT	650	650	800
Total 522000 · PROPERTY SERVICES	14,050	14,050	14,200
523000 · OTHER PURCHASED SERVICES			
523100 · INSURANCE			
523101 · GIRMA - LIABILITY INSURANCE	1,250	1,250	1,250
Total 523100 · INSURANCE	1,250	1,250	1,250
523200 · TELEPHONE, INTERNET	3,400	3,400	3,400
523500 · TRAVEL	0	0	0
Total 523000 · OTHER PURCHASED SERVICES	4,650	4,650	4,650
Total 52 · PURCHASES/CONTRACTED SERVICES	18,700	18,700	18,850

CITY OF PINE LAKE, GA - FY2023 BUDGETS - AS PROPOSED

	Approved 2022 Budget	Revised 2022 Budget	Proposed Budget 2023
EXPENSES Recreation			
53 - SUPPLIES			
531000 - SUPPLIES			
531100 - GENERAL SUPPLIES & MATERIALS			
531104 - CUSTODIAL SUPPLIES	300	300	400
531150 - SIGNS	600	600	500
Total 531100 - GENERAL SUPPLIES & MATERIALS	900	900	900
531200 - UTILITIES / ENERGY			
531210 - WATER/SEWER	200	200	200
531220 - NATURAL GAS	3,300	3,300	3,000
531230 - ELECTRICITY	3,500	3,500	3,500
Total 531200 - UTILITIES / ENERGY	7,000	7,000	6,700
531600 - SMALL EQUIPMENT	200	200	200
531700 - OTHER SUPPLIES	150	150	150
531900 - OTHER GENERAL OPERATING EXP			
531900 - OTHER GENERAL OPERATING EXP	1,300	200	1,300
Total 531900 - OTHER GENERAL OPERATING EXP	0	200	1,300
Total 531000 - SUPPLIES	9,550	8,450	9,250
Total 53 - SUPPLIES	9,550	8,450	9,250
RECREATION EXPENSES TOTAL	35,220	37,301	42,309

Stormwater	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
REVENUES			
34 · CHARGES FOR SERVICES			
344000 · UTILITIES			
344140 · STORMWATER - CURRENT	60,000	60,000	60,000
344150 · STORMWATER - PRIOR YEARS	5,550	5,550	5,550
Total 344000 · UTILITIES & SANITATION	65,550	65,550	65,550
Total 34 · CHARGES FOR SERVICES	65,550	65,550	65,550
36 · INVESTMENT INCOME			
361000 · INTEREST INCOME	0	0	10
Total 36 · INVESTMENT INCOME	0	0	10
TOTAL CURRENT REVENUES	65,550	65,550	65,560
TO NET POSITION	410	-410	5,024
TOTAL STORMWATER FUND REVENUE	65,140	65,140	60,536
NET POSITION ENDING	178,646	178,646	183,670

EXPENSES**51 · PERSONAL SRVCS/EMPLOYEE BENEFIT****511000 · SALARIES AND WAGES****511200 · REGULAR - FULL-TIME**

17,320

17,320

16,890

Total 511000 · SALARIES AND WAGES

17,320

17,320

16,890

512000 · EMPLOYEE BENEFITS**512100 · GROUP INSURANCE**

8,820

8,820

4,710

512200 · FICA CONTRIBUTIONS

1,080

1,080

1,047

512300 · MEDICARE

250

250

245

512400 · RETIREMENT

870

870

844

512600 · WORKERS' COMPENSATION

1,800

1,800

1,800

Total 512000 · EMPLOYEE BENEFITS

12,820

12,820

8,646

Total 51 · PERSONAL SRVCS/EMPLOYEE BENEFIT**30,140****30,140****25,536****52 · PURCHASES/CONTRACTED SERVICES****521000 · PROFESSIONAL & TECHNICAL SRVCS****521200 · PROFESSIONAL****521290 · OTHER PROFESSIONAL SERVICES**

35,000

35,000

35,000

Total 521200 · PROFESSIONAL

35,000

35,000

35,000

Total 521000 · PROFESSIONAL & TECHNICAL SRVCS

35,000

35,000

35,000

Total 52 · PURCHASES/CONTRACTED SERVICES**35,000****35,000****35,000****53 · SUPPLIES****531900 · OTHER GENERAL OPERATING EXP****531900 · OTHER GENERAL OPERATING EXP**

0

0

0

Total 531900 · OTHER GENERAL OPERATING EXP

0

0

0

Total 531000 · SUPPLIES

0

0

0

54 · CAPITAL OUTLAYS

541000 · PROPERTY			
541200 · SITE IMPROVEMENTS	0	0	0
Total 541000 · PROPERTY	0	0	0
Total 54 · CAPITAL OUTLAYS	0	0	0

56 · DEPRECIATION

551000 · DEPRECIATION	1,050	1,050	1,050
Total 56 · DEPRECIATION	1,050	1,050	1,050
STORM WATER EXPENSES TOTAL	65,140	65,140	60,536

Downtown Development Authority Bond	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
61 · TRANSFERS			
611006 · TRANSFER FROM GENERAL FUND	77,230	77,230	77,230
Total 61 · TRANSFERS	77,230	77,230	77,230
Expense			
58 · DEBT SERVICE			
581000 · PRINCIPAL			
581301 · BOND PAYMENT - DDA	56,790	56,790	56,840
Total 581000 · PRINCIPAL	56,790	56,790	56,840
582000 · INTEREST			
582301 · INTEREST EXPENSE - DDA BOND	20,440	20,440	20,390
Total 582000 · INTEREST	20,440	20,440	20,390
Total 58 · DEBT SERVICE	77,230	77,230	77,230
DDA Bond Total Expense	77,230	77,230	77,230

Debt Service	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
61 · TRANSFERS			
611006 · TRANSFER FROM GENERAL FUND	0	0	0
Total 61 · TRANSFERS	0	0	0
Expense			
58 · DEBT SERVICE			
581000 · PRINCIPAL			
581310 · CAPITAL LEASE PRINCIPAL	0	0	0
Total 581000 · PRINCIPAL	0	0	0
582000 · INTEREST			
582302 · INTEREST EXPENSE OTHER	0	0	0
Total 582000 · INTEREST	0	0	0
Total 58 · DEBT SERVICE	0	0	0
Debt Service Total Expense	0	0	0

Capital	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
Revenues			
36 · INTEREST REVENUE			
361000 · INTEREST	0	0	0
Total 36 · INTEREST REVENUE	0	0	0
38 · MISCELLANEOUS REVENUE			
381000 · MISCELLANEOUS INCOME	0	0	0
Total 38 · MISCELLANEOUS REVENUE	0	0	0
TOTAL REVENUES	0	0	0
TO FUND BALANCE	-20,000	-20,000	-20,000
FUND BALANCE - ENDING	23,799	23,799	3,799
Expense			
54 · CAPITAL OUTLAYS			
541000 · PROPERTY			
541100 · SITES	0	0	0
541200 · SITE IMPROVEMENTS	20,000	20,000	20,000
Total 541000 · PROPERTY	20,000	20,000	20,000
542000 · MACHINERY & EQUIPMENT			
542100 · MACHINERY	0	0	0
542200 · VEHICLES	0	0	0
Total 542000 · MACHINERY & EQUIPMENT	0	0	0
Total 54 · CAPITAL OUTLAYS	20,000	20,000	20,000
Capital Total Expense	20,000	20,000	20,000

SPLOST	Actual 2021 Budget	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
Revenues				
31 · TAXES				
313000 · GENERAL SALES AND USE TAXES				
313900 · SPLOST	128,638	125,000	125,000	125,000
Total 313000 · GENERAL SALES AND USE TAXES	128,638	125,000	125,000	125,000
Total 31 · TAXES	128,638	125,000	125,000	125,000
33 · INTERGOVERNMENTAL REVENUES				
334000 · STATE GOVERNMENT GRANTS				
334005 · LMIG Program	9,934	9,900	9,900	0
Total 334000 · STATE GOVERNMENT GRANTS	9,934	9,900	9,900	0
Total 33 · INTERGOVERNMENTAL REVENUES	9,934	9,900	9,900	0
Total Revenues	138,572	134,900	134,900	125,000
TO FUND BALANCE	65,332	-245,100	-245,100	-226,599
ENDING FUND BALANCE	316,799	71,699	71,699	-154,900

Expense

52 · PURCHASES/CONTRACTED SERVICES**521000 · PROFESSIONAL & TECHNICAL SRVCS**

521401 · CONTRACTED SERVICES	25,204	15,000	15,000	11,599
Total 521000 · PROFESSIONAL & TECH. SRVCS	25,204	15,000	15,000	11,599

522000 · PROPERTY SERVICES**522200 · REPAIRS AND MAINTENANCE**

522230 · BUILDING REPAIRS & MAINTENANCE	48,036			
522250 · STREET MAINTENANCE & REPAIRS	0	320,000	320,000	320,000
Total 522200 · REPAIRS AND MAINTENANCE	48,036	320,000	320,000	320,000
Total 522000 · PROPERTY SERVICES	48,036	320,000	320,000	320,000

Total 52 · PURCHASES/CONTRACTED SERVICES	73,240	335,000	335,000	331,599
---	---------------	----------------	----------------	----------------

53 · SUPPLIES**531000 · SUPPLIES**

531900 · OTHER GENERAL OPERATING EXP	0	0	0	0
Total 531000 · SUPPLIES	0	0	0	0
Total 53 · SUPPLIES	0	0	0	0

54 · CAPITAL OUTLAYS**541000 · PROPERTY**

541300 · BUILDINGS & BUILDING IMPROV.	0	0	0	0
Total 541000 · PROPERTY	0	0	0	0

542000 · MACHINERY & EQUIPMENT

542200 · VEHICLES/EQUIPMENT	0	45,000	45,000	20,000
542000 · MACHINERY & EQUIPMENT	0	45,000	45,000	20,000

Total 54 · CAPITAL OUTLAYS	0	45,000	45,000	20,000
-----------------------------------	----------	---------------	---------------	---------------

SPLOST Total Expense	73,240	380,000	380,000	351,599
-----------------------------	---------------	----------------	----------------	----------------

ARPA Fund	<u>Actual 2021 Budget</u>	<u>Approved 2022 Budget</u>	<u>Revised 2022 Budget</u>	<u>Proposed 2023 Budget</u>
Revenues				
33 - INTERGOVERNMENTAL REVENUES				
332000 - FEDERAL GOVERNMENT TRANSFERS				
332100 - ARPA FISCAL RECOVERY FUNDS				
	140,785	140,786	140,785	0
Total 332000 - FEDERAL GOVERNMENT TRANSFERS	<u>140,785</u>	<u>140,786</u>	<u>140,785</u>	<u>0</u>
Total 33 - INTERGOVERNMENTAL REVENUES	<u>140,785</u>	<u>140,786</u>	<u>140,785</u>	<u>0</u>
Total Revenues	<u>140,785</u>	<u>140,786</u>	<u>140,785</u>	<u>0</u>
TO FUND BALANCE	<u>140,785</u>	<u>140,786</u>	<u>140,785</u>	<u>0</u>
ENDING FUND BALANCE	<u>140,785</u>	<u>281,571</u>	<u>281,570</u>	<u>281,570</u>

Expense

52 · PURCHASES/CONTRACTED SERVICES**521000 · PROFESSIONAL & TECHNICAL SRVCS****521401 · CONTRACTED SERVICES**

0 0 0 0

Total 521000 · PROFESSIONAL & TECH. SRVCS

0 0 0 0

Total 52 · PURCHASES/CONTRACTED SERVICES**0 0 0 0****53 · SUPPLIES****531000 · SUPPLIES****531900 · OTHER GENERAL OPERATING EXP**

0 0 0 0

Total 531000 · SUPPLIES

0 0 0 0

Total 53 · SUPPLIES**0 0 0 0****54 · CAPITAL OUTLAYS****541000 · PROPERTY****541300 · BUILDINGS & BUILDING IMPROV.**

0 0 0 0

Total 541000 · PROPERTY

0 0 0 0

542000 · MACHINERY & EQUIPMENT**542200 · VEHICLES**

0 0 0 0

542000 · MACHINERY & EQUIPMENT

0 0 0 0

Total 54 · CAPITAL OUTLAYS**0 0 0 0****61 · TRANSFERS****611009 · TRANSFER TO GENERAL FUND**

0 0 0 0

Total 61 · TRANSFERS**0 0 0 0****ARPA Total Expense****0 0 0 0**

McAllister Fund	Actual 2021 Budget	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
Revenues				
36 · INTEREST REVENUE				
361000 · INTEREST	9	0	0	0
Total 36 · INTEREST REVENUE	9	0	0	0
Total Revenues	9	0	0	0
To Fund Balance	0		-7,525	0
Ending Fund Balance	93,968	93,968	86,443	86,443
Expense				
53- SUPPLIES				
531900 · GRANT EXPENSES	0	0	7,525	0
TOTAL 53- SUPPLIES	0	0	7,525	0
Total Expense	0	0	7,525	0

	Actual 2021 Budget	Approved 2022 Budget	Revised 2022 Budget	Proposed 2023 Budget
Confiscated Assets				
From Fund Balance	0	500	500	500
Fund Balance Ending	3,439	2,939	2,939	2,439
Expense				
53- SUPPLIES				
53190 - GRANT EXPENSES	0	500	500	500
TOTAL 53- SUPPLIES	0	500	500	500
Total Expense	0	500	500	500



Memo

DATE: December 8, 2022
TO: Pine Lake Community
FROM: ChaQuias Thornton, City Administrator
RE: Proposed Charter Change

During the regular meeting of Council on Tuesday, December 13, 2022, Mayor and Council will entertain Second Read and First Adoption of Ordinance 2022-04 – Amending the Charter of the City of Pine Lake.

Mayor Hammet and the Pine Lake City Council hosted a town hall meeting on Tuesday, November 15, 2022 (Beach House, 4580 Lakeshore Dr.) to discuss a proposed charter amendment (in the form of Ordinance 2022-04). Terrell Jacobs – Municipal Services Consultant at Georgia Municipal Association served as facilitator and Pine Lake's GMA District Representative Michael McPherson also attended the meeting and offered comments. Draft Ordinance 2022-04 will be formally introduced for first read during the November 29, 2022 regular meeting of Mayor and Council. The purpose of the proposed change is to:

1. Change the title of the Director of Administration to City Manager
2. Clarify charter language on the Administrative Duties of the Mayor and the City Manager
3. Clarify the power of the Mayor pro tem to vote as a member of Council when temporarily serving in the absence of the Mayor
4. Clarify actions to be take by resolution rather than ordinance
5. Remove certain municipal court fees

Proposed changes are eligible for amendment under "Home Rule". Through "Home rule" charter amendments, cities may amend their charters without need of the Georgia General Assembly as long as they don't violate federal or state law. Specifically, state law does not allow for "home rule" charter amendments that affect the composition and form of the municipal governing authority, the procedure for election and appointment of elected officials, actions defining any criminal offense, and actions adopting a form of taxation beyond that authorized by state law, among other restrictions. **Through amendments approved by the mayor and council, home rule allows cities to substantially self-govern.** These kinds of ordinance changes require that the city adopt the ordinance at two regular consecutive meetings not less than seven days or more than 60 days apart. The law also requires that cities publish the ordinance for three weeks within a period of 60 days immediately before the ordinance's final adoption.

The attached public notice is set to be published in the City's legal news organ of record (The Champion Newspaper) on 11/17/2022, 11/24/2022, and 12/01/2022. Dates of introduction, consideration, and adoptions of the ordinance are included in the notice.

If formally and sufficiently adopted by the Mayor and Council, the charter amendment will not take effect until a copy of the amendment and an affidavit from the county's legal organ attesting to the publication of the notice have been filed with the Georgia Secretary of State. This an additional information on City Charters can be found at <https://www.gacities.com/Resources/GMA-Handbooks-Publications/City-Clerk-Handbook/City-Charters.aspx> .

Please do present any questions or comments that you may have regarding this matter.

57

CMThornton

PUBLIC NOTICE**NOTICE OF PROPOSED AMENDMENT TO THE CHARTER OF THE
CITY OF PINE LAKE, GEORGIA**

Notice is hereby given that an Ordinance 2022-04 will be introduced to amend the Charter of the City of Pine Lake, Georgia, with said Ordinance being captioned as follows:

ORDINANCE AMENDING THE CHARTER OF THE CITY OF PINE LAKE TO CHANGE TITLE OF DIRECTOR OF ADMINISTRATION TO CITY MANAGER; TO CLARIFY INCONSISTENT CHARTER LANGUAGE ON ADMINISTRATIVE DUTIES OF MAYOR AND OF CITY MANAGER; TO CLARIFY THE POWER OF THE MAYOR PRO TEM TO VOTE AS A MEMBER OF COUNCIL WHEN TEMPORARILY SERVING AS MAYOR; TO CLARIFY ACTIONS TO BE TAKEN BY RESOLUTION RATHER THAN ORDINANCE; TO REMOVE CERTAIN MUNICIPAL COURT FEES; TO PROVIDE FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

Date of initial introduction and formal first read of the proposed Ordinance 2022-04 is scheduled for **Tuesday, November 29, 2022 at 7:00pm**. Second read and 1st adoption of the Ordinance is scheduled for **Tuesday, December 13, 2022 at 7:00pm**. Final adoption of the Ordinance is scheduled for **Tuesday, January 10, 2023 at 7:00pm**. All stated meetings are regularly scheduled meetings of Mayor and Council and are to be held at **459 Pine Drive, Pine Lake, GA 30072**.

A copy of the proposed Ordinance and Charter Amendment is on file in the Office of the City Clerk of the City of Pine Lake for the purposes of examination and inspection by the public and is available upon request. Copy can also be found on the City of Pine Lake website at www.pinelakega.net.

ORDINANCE 2022-04

ORDINANCE AMENDING THE CHARTER OF THE CITY OF PINE LAKE TO CHANGE TITLE OF DIRECTOR OF ADMINISTRATION TO CITY MANAGER; TO CLARIFY INCONSISTENT CHARTER LANGUAGE ON ADMINISTRATIVE DUTIES OF MAYOR AND OF CITY MANAGER; TO CLARIFY THE POWER OF THE MAYOR PRO TEM TO VOTE AS A MEMBER OF COUNCIL WHEN TEMPORARILY SERVING AS MAYOR; TO CLARIFY ACTIONS TO BE TAKEN BY RESOLUTION RATHER THAN ORDINANCE; TO REMOVE CERTAIN MUNICIPAL COURT FEES; TO PROVIDE FOR SEVERABILITY, AN EFFECTIVE DATE AND FOR OTHER PURPOSES

Whereas, the Georgia General Assembly has provided municipalities the power to amend their charters pursuant to Code section 36-35-3(b)(1) subject to certain limitations set forth in Code section 36-35-6; and

Whereas, the City Council of the City of Pine Lake has determined it to be in the best interests of the City to clarify and change certain provisions of its Charter allowed and permitted by State Law; and

Whereas, current provisions of the City's Charter assign some of the same administrative duties to the mayor and the director of administration and the City Council has determined it to be in the best interests of the City to clarify responsibility for these duties; and

Whereas, the changes herein are not intended to substantively and materially alter the duties or responsibilities specifically given to a particular elective official by the Charter; and

Whereas, the changes herein are not intended to and do not alter any of the executive powers of the mayor or the veto power of the mayor; and

Whereas, the City Council of the City of Pine Lake has determined to change the job title of the director of administration to city manager; and

Whereas, the City Council of the City of Pine Lake has determined to clarify the power of the mayor pro tempore to vote as a member of the city council when temporarily serving as mayor; and

Whereas, the City Council has determined to repeal certain municipal court fees enumerated in the City's Charter; and

Whereas, at the time of final adoption, a notice containing a synopsis of this proposed Charter amendment shall have been published in the official organ of the county once a week for three weeks within a period 60 days immediately preceding its final adoption; and

Whereas, a copy of this Charter amendment is on file in the office of the city clerk and in the office of the Clerk of Superior Court of DeKalb County, Georgia; and

Whereas, in accordance with Code section 36-35-5, a copy of this Charter amendment, a copy of the required notice of publication, and an affidavit of a duly authorized representative of the newspaper in which the notice was published, to the effect that the notice has been published as provided in this chapter, will be filed with the Secretary of State and in the office of the Clerk of Superior Court of DeKalb County, Georgia;

Now, therefore, the Mayor and City Council of the City of Pine Lake hereby ordain as set forth herein:

SECTION 1.

Article II, Section 2.28 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 2.28 Chief executive officer.

The mayor shall be the chief executive of this city. Except as provided to other city officials, the mayor shall possess all of the executive and administrative power granted to the city under the Constitution and laws of the State of Georgia, and all the executive and administrative powers contained in this Charter.”

SECTION 2.

Article II, Section 2.29 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 2.29 Powers and duties of mayor.

As the chief executive of this city, the mayor shall:

- (1) Preside at council meetings and see that all laws and ordinances of the city are faithfully executed;
- (2) Appoint and remove all officers, department heads and employees of the city, except as otherwise provided in this Charter;
- (3) ~~Except as provided to the city manager in this Charter, exercise~~ Exercise supervision over all executive ~~and administrative~~ work of the city ~~and provide for the coordination of administrative activities~~;
- (4) ~~Prepare and submit~~ Provide advice to the city manager on preparation and submission to the city council of a recommended operating budget and recommended capital budget;
- (5) ~~Submit~~ Review prior to submission to the city council at least once a year a statement covering the financial conditions of the city, and from time to time such other information as the city council may request;
- (6) Call special meetings of the city council as provided for in section 2.19(b);
- (7) Recommend to the city council such measures relative to the affairs of the city, improvement of the government, and promotion of the welfare of its inhabitants as he may deem expedient;

- (8) Approve or disapprove ordinances as provided in section 2.31;
- (9) Require any department or agency of the city to submit written reports whenever he deems it expedient; and
- (10) Perform such other duties as may be required by law, this Charter, or ordinance.
- ~~(11) The mayor shall provide council with an organizational chart that identifies all directors and the departments of city government that have been legally activated."~~

SECTION 3.

Article II, Section 2.32 is amended by inserting at the end thereof the following sentence:

“When the mayor pro tempore is temporarily serving as mayor and is presiding at meetings of the city council, the mayor pro tempore shall retain the right to vote as a member of the city council.”

SECTION 4.

Article III, Section 3.10 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 3.10 Administrative and service departments.

- (a) Except as otherwise provided in this Charter, the City Council by ordinance shall prescribe the functions or duties and establish, abolish, or alter all non-elective offices as necessary for proper administration of the government.
- (b) Except as otherwise provided by this Charter or by law, the directors of departments and other appointed officers of the city shall be appointed solely on the basis of their respective administrative and professional qualifications.
- (c) All appointive officers and directors of departments shall receive such compensation as prescribed by the budget adopted by the city council ~~ordinance~~.
- (d) There shall be a director of each department. Each director shall be subject to the direction of the city manager and shall be responsible for the administration, the affairs, and the operation of the director’s department. The city manager may serve as director of a department. An individual may serve as director of more than one department.
- (e) All directors under the supervision of the city manager ~~mayor~~ shall be ~~nominated~~ recommended by the city manager for nomination by the mayor with confirmation of appointment by the city council. The mayor may reject candidates recommended by the city manager to serve as director. The city manager may recommend to the mayor the suspension or removal of directors under the city manager’s supervision. The ~~Upon mayor approval, may suspend or remove directors under his supervision but~~ such action shall not be effective for ten calendar days following the mayor giving written notice of such action and the reasons thereof to the director involved and to the city council. The director involved may appeal to the city council during the ten-day notice period. After a

hearing on the tenth day from date of notice, the council may override the mayor's action by a vote of four councilmembers. The following administrative officers shall not be considered "directors" whom the mayor may suspend or remove under this section: city attorney, ~~director of administration~~ city manager and city clerk; the foregoing administrative officers shall only be subject to removal as otherwise allowed under this Charter by law. Acting directors may serve until a quorum of the city council affirmatively requests a permanent director to be appointed, subject to regular city council approval.

- (f) The mayor may temporarily suspend any director or ~~other~~ direct reports for ethics violations. Permanent suspension or termination of select employees is provided for in other provisions of this section. Unless specifically otherwise addressed, the mayor has full authority to suspend or terminate direct reports.”

SECTION 5.

Article III, Section 3.11 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 3.11 Boards, commissions and authorities.

- (a) The city council shall create by ordinance or resolution such boards, commissions and authorities to fulfill any investigative, quasi-judicial or quasi-legislative function the city council deems necessary, and shall by ordinance or resolution establish the composition, period of existence duties and powers thereof.
- (b) All members of boards, commissions and authorities of the city shall be appointed by the city council for such terms of office and in such manner as shall be provided by ordinance or resolution, except where other appointing authority, terms of office or manner of appointment is prescribed by this Charter or by law.
- (c) The city council, by ordinance or resolution, may provide for the compensation and reimbursement for actual and necessary expenses of the members of any board, commission or authority.
- (d) Except as otherwise provided by charter, by ordinance or by other law, no member of any board, commission or authority shall hold any elective office in the city.
- (e) Any vacancy on a board, commission, or authority of the city shall be filled for the unexpired term in the manner prescribed for [the original appointment, except as otherwise provided by this Charter, by ordinance or by other law.
- (f) No member of a board, commission or authority shall assume office until ~~he~~ such member has executed and filed with the clerk of the city an oath obligating ~~himself~~ to perform faithfully and impartially the duties of his office, such oath to be prescribed by ordinance and administered by the mayor.
- (g) Any member of a board, commission or authority may be removed from office for cause by a vote of three members of the city council.
- (h) Except as otherwise provided by this Charter or by law, each board, commission or authority of the city shall elect one of its members as ~~chairman~~ and one member as vice-~~chairman~~, and may elect as its secretary one of its members or may appoint as secretary an employee of the city. Each board, commission or authority of the city

government may establish such bylaws, rules and regulations, not inconsistent with this Charter, an ordinance of the city, or law, as it deems appropriate and necessary for the fulfillment of its duties or the conduct of its affairs. Copies of such bylaws, rules and regulations shall be filed with the clerk of the city.”

SECTION 6.

Article III, Section 3.13 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 3.13. ~~Director of Administration.~~ City manager.

- (a) The mayor shall appoint a ~~director of administration~~ city manager, subject to confirmation by the city council., The mayor and city council shall fix the city manager’s compensation. The city manager shall be appointed solely on the basis of that person’s administrative, executive, and professional qualifications. who shall be responsible for the operation and supervision of departments providing administrative services as defined by ordinance; shall perform the general duties of treasurer, accountant and fiscal officer; shall be responsible for the collection of all taxes, licenses, fees and other monies belonging to the city and subject to the provisions of this Charter and the ordinances of the city; and to enforce all laws of Georgia relating to the collection of delinquent taxes and sale or foreclosure for nonpayment of taxes by the city. In addition, the director of administrative services shall be responsible for the maintenance of municipal court records and collection of fines as established by ordinance and state laws and shall perform such other duties as required. Except as otherwise provided by this Charter or by law, the direction [director] of administration city manager shall not be subject to termination or removal by the mayor or the city council acting alone, but only upon the joint action of the mayor and a majority vote of the city council at a regularly scheduled meeting.

~~The director of administration shall solicit bids and proposals for city auditing services once every three years and shall review those bids and make a recommendation to the mayor and council for the purposes of the appointment of the city auditor.~~

~~The director of administration shall solicit bids and proposals for legal services by a qualified municipal attorney at least once every five years [and] shall review those bids and make recommendation to the mayor and council for the purposes of the appointment of a city attorney.~~

- (b) The city manager shall be the chief administrative officer of the city. The city manager shall report to the mayor and be responsible to the city council for the administration of all city affairs placed in the city manager’s charge by or under this charter. As the chief administrative officer, the city manager shall:

- (1) Direct and supervise the administration and operation of all departments, offices, and agencies of the city, except as otherwise provided by this charter or by law;
- (2) Shall serve as the director of administration;
- (3) Attend all city council meetings, except for closed meetings held for the purposes of deliberating on the appointment, discipline, or removal of the city manager or held for the purpose of receiving legal advice regarding the city manager, and have the right to take part in discussion, but the city manager may not vote;
- (4) Perform the general duties of treasurer, accountant, and fiscal officer;
- (5) See that all laws, provisions of this charter, and acts of the city council, subject to enforcement by the city manager or by officers subject to the city manager's direction and supervision, are faithfully executed;
- (6) Prepare and submit to the city council a recommended operating budget and recommended capital budget;
- (7) Submit to the city council and make available to the public, at least annually, a statement covering the financial condition of the city and a report on the administrative activities of the city as of the end of each fiscal year;
- (8) Make such other reports as the city council may require concerning the operations of the city departments, offices, and agencies subject to the city manager's direction and supervision;
- (9) Keep the city council advised as to the financial condition and future needs of the city, and make such recommendations to the city council concerning the affairs of the city as the city manager deems desirable; ~~and~~
- (10) Provide council with an organizational chart that identifies all directors and the departments of city government that have been legally activated;
- (11) Be responsible for the administration of court service operations, maintenance of municipal court records and collection of fines as established by ordinance and state law; and
- (12) Perform other such duties as are specified in this charter or as may be required by the city council."

SECTION 7.

Article III, Section 3.14 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 3.14 City clerk.

The mayor shall appoint a city clerk who shall not be a member of the city council, said appointment being subject to confirmation by 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 joint action 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.”

SECTION 8.

Article III, Section 3.15 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“3.15 Administrative affairs.

- (a) The mayor shall acknowledge the city ~~manager’s administrator’s~~ recommendation of an auditor, ~~pursuant to the Charter, article III, section 13(b)~~ and make the appointment, or provide a written rejection of the recommendation, within ten days of the recommendation. The mayor's appointment of an auditor shall be subject to confirmation of the city council. The auditor shall be responsible for auditing and annual revenues and expenditures pursuant to state and federal law.
- (b) The city manager shall solicit bids and proposals for city auditing service once every three years and shall review those bids and make a recommendation to the mayor and council for the purposes of the appointment of the city auditor.
- (c) The city manager shall solicit bids and proposals for legal services by a qualified municipal attorney at least once every five years and shall review those bids and make a recommendation to the mayor and council for the purpose of the appointment of the city attorney.”

SECTION 9.

Article III, Section 3.17 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 3.17 Position classification and pay plans.

The mayor shall be responsible for ~~the preparation of~~ reviewing a position classification and pay plan ~~prepared by the city manager~~, which shall be submitted to the city council for approval. Such plan may apply to all employees of the city and any of its agencies, departments, boards, commissions or authorities. When a pay plan has been adopted, the city council shall not increase or decrease the salary range applicable to any position except by amendment of such pay plan. For purposes of this section, all elected and appointed city officials are not city employees.”

SECTION 10.

Article III, Section 3.18 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 3.18 Personnel policies.

The city council shall adopt rules and regulations consistent with this Charter concerning:

- ~~(1) The method of employee selection and probationary periods of employment; and~~
- ~~(2) The administration of a position classification and pay plan, methods of promotion and applications of services ratings thereto, and transfer of employees within the classification plan; and~~
- ~~(3)~~ (1) Hours of work, vacation, sick leave and other leaves of absence, overtime pay and the order and manner in which layoffs shall be effected; and
- ~~(4)~~ (2) Such dismissal hearings as due process may require; and
- ~~(5)~~ (3) Such other personnel policies and notices as may be necessary to provide for the adequate and systematic handling of personnel affairs.”

SECTION 11.

Article IV, Section 4.13.is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“4.13 Jurisdiction; powers.

- (a) The municipal court shall try and punish violations of this Charter, all city ordinances and such other violations as provided by law.
- (b) The municipal court shall have authority to punish those in its presence for contempt, provided that such punishment shall not exceed \$200.00 or ten days in jail.
- (c) The municipal court may fix punishment for offenses within its sole jurisdiction not exceeding a fine of \$1,000.00 or imprisonment for six months or both such fine and imprisonment or may fix punishment by fine, imprisonment or alternative sentencing as now or hereafter provided by law and may impose any punishment up to the maximums specified by general law for offenses with its concurrent jurisdiction. The jailer of DeKalb County is required to receive all such prisoners delivered to him by the municipal court.
- (d) The municipal court shall have authority to establish a schedule of fees to defray the cost of operation and shall be entitled to reimbursement of the actual cost of meals, transportation and caretaking of prisoners bound over to superior courts for violations of state law.
 - ~~(a) The municipal court shall add twelve dollars (\$12.00) to the amount of every fine assessed for all traffic and vehicle violations or violations of the city codes and ordinances.~~
 - ~~(b) Twelve dollars (\$12.00) from every fine collected shall be allocated to pay for fuel costs for the police department.~~
- (e)The municipal court shall have authority to establish bail and recognizances to ensure the presence of those charged with violations before said court and shall have

discretionary authority to accept cash or personal or real property as surety for the appearance of persons charged with violations. Whenever any person shall give bail for ~~his~~ appearance and shall fail to appear at the time fixed for trial, ~~his~~ such person's bond shall be forfeited by the judge presiding at such time, and an execution issued thereon by serving the defendant and his sureties with a rule nisi at least two days before a hearing on the rule nisi. In the event that cash or property is accepted in lieu of bond for security for the appearance of a defendant at trial and if such defendant fails to appear at the time and place fixed for trial, the cash so deposited shall be on order of the judge declared forfeited to the city, or the property so deposited shall have lien against it for the value forfeited, which lien shall be enforceable in the same manner and to the same extent as a lien for city property taxes.

(f) The municipal court shall have the same authority as superior courts to compel the production of evidence in the possession of any party; to enforce obedience to its orders, judgments and sentences; and to administer such oaths as are necessary.

(g) The municipal court shall have the authority to bind prisoners over to the appropriate court when it appears by probable cause that state law has been violated.

(h) Each judge of the municipal court may compel the presence of all parties necessary to a proper disposal of each case by the issuance of summonses, subpoenas and warrants which may be served as executed by any officer as authorized by this Charter or by law.

(i) Each judge of the municipal court shall be authorized to issue warrants for the arrest of persons charged with offenses against any ordinance of the city, and each judge of the municipal court shall have the same authority as a magistrate of the state to issue warrants for offenses against state laws committed within the city.

(j) The municipal court is specifically vested with all the jurisdiction and powers throughout the geographic area of this city granted by law to municipal courts and particularly by such laws as authorize the abatement of nuisances and prosecution of traffic violations.

(k) The chief municipal court judge shall perform such other duties as required for proper administration of the municipal court."

SECTION 12.

Article VI, Section 6.24 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

"Section 6.24 Operating budget.

On or before a date fixed by the city council but not later than 45 days prior to the beginning of each fiscal year, the ~~mayor~~ city manager shall submit to the mayor and city council a proposed

operating budget for the ensuing fiscal year. The budget shall be accompanied by a message from the ~~mayor~~ city manager containing a statement of the general fiscal policies of the city, the important features of the budget, explanations of major changes recommended for the next fiscal year, a general summary of the budget, and such other comments and information as ~~he~~ the city manager may deem pertinent. The operating budget, the capital improvement budget, the budget message, and all supporting documents shall be filed in the office of the city clerk and shall be open to public inspection.”

SECTION 13.

Article VI, Section 6.25(a) is amended by deleting said subsection in its entirety and inserting in lieu thereof the following:

“(a) The city council may amend the operating budget proposed by the ~~mayor~~ city manager, except that the budget as finally amended and adopted must provide all expenditures required by state law or by other provisions of this Charter and for all debt service requirements for the ensuing fiscal year. The total appropriations from any fund shall not exceed the estimated fund balance, reserves, and revenues.”

SECTION 14.

Article VI, Section 6.27 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 6.27 Changes in appropriation.

The city council by ~~ordinance~~ resolution may make changes in the appropriations contained in the current operating budget at any regular meeting or special or emergency meeting called for such purposes, but any additional appropriations may be made only from an existing unexpended surplus.”

SECTION 15.

Article VI, Section 6.28(a) is amended by deleting said subsection in its entirety and inserting in lieu thereof the following:

“Section 6.28 Capital improvement budget.

- (a) On or before a date fixed by the city council but not later than 45 days prior to the beginning of each fiscal year, the ~~mayor~~ city manager shall submit to the mayor and city council a proposed capital improvement budget with ~~his~~ recommendations as to the means of financing the improvements proposed for the ensuing fiscal year. The city council shall have the power to accept, with or without amendments, or reject the proposed program and proposed means of financing. The city council shall not

authorize an expenditure for the construction of any building, structure, work or improvement unless the appropriations for such project are included in the capital improvement budget, except to meet a public emergency as provided in section 2.24 of this Charter.”

SECTION 16.

Article VI, Section 6.31 is amended by deleting said section in its entirety and inserting in lieu thereof the following:

“Section 6.31 Centralized purchasing.

The city council shall by ordinance or resolution prescribe the procedures for a system of centralized purchasing for the city.”

SECTION 17.

In the event any portion of this ordinance amending the Charter shall be declared or adjudged invalid or unconstitutional for any reason, it is the intention of the City Council of the City of Pine Lake that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this ordinance which shall remain in full force and effect as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of this ordinance.

SECTION 18.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 19.

This ordinance shall be effective upon successful compliance with the requirements of O.C.G.A. § 36-35-5 or January 11, 2023, whichever occurs later.

So Ordained upon second adoption date below.

First Adoption: _____

Second Adoption: _____

MAYOR AND CITY COUNCIL OF PINE LAKE, GEORGIA

Melanie Hammet, Mayor

Jean Bordeaux, Mayor Pro Tempore

ATTEST:

ChaQuias Miller Thornton, City Admin./City Clerk

Approved as to Form:

Susan J. Moore, City Attorney

Tracey Brantley

Nivea Castro

Brandy Hall

Augusta Woods

CITY OF PINE LAKE, GEORGIA

ORDINANCE 2022-05

ORDINANCE AMENDING CHAPTER 2 – ADMINISTRATION, DIVISION 2. – MEETINGS, SECTION 2-73 OF THE PINE LAKE GEORGIA CODE OF ORDINANCES TO SET THE ORDER OF BUSINESS FOR COUNCIL MEETINGS; TO PROVIDE FOR SEVERABILITY, CODIFICATION, AN EFFECTIVE DATE AND FOR OTHER PURPOSES

Whereas, regular meetings of the city council are held at the city hall or at such other place as may be designated, on the second Tuesday and last Tuesday of each month at 7:00 p.m; and

Whereas, Section 2-73 of the Pine Lake Code of Ordinance provides for the order of business for council meetings; and

Whereas, it is the desire of the Mayor and Council to conduct the order of business in an alternative manner; and

Now, therefore, be it ordained by the Mayor and City Council of the City of Pine Lake as set forth herein:

1. That Chapter 2 – ADMINISTRATION, DIVISION 2. – Meetings, Section 2-73. Order of Business be deleted in its entirety; and
2. That Chapter 2 – ADMINISTRATION, DIVISION 2. – Meetings, Section 2-73. Order of Business be replaced with the following:

CHAPTER 2 – ADMINISTRATION

DIVISION 2. - Meetings

Sec. 2-73. Order of business.

- (a) The order of business for council meetings shall be as follows:
- (1) Call to order;
 - 3) Announcements and communication;
 - (4) Adoption of the agenda;
 - (5) Adoption of the minutes;
 - (6) Public comment;
 - (7) Unfinished business;
 - (8) New business;
 - (9) Public comment;

- (10) Reports of departments;
 - (11) Reports of mayor and council;
 - (12) Other communication;
 - (13) Adjournment.
- (b) If the city council directs any matter to be the special business of a future meeting, that matter shall have precedence over all other business at that future meeting.
- (c) No proposition shall be entertained by the city council until it has been seconded, and every proposition shall, when required by the mayor or any member, be reduced to writing.

First Read _____, 2022

Second Read _____, 2022

MAYOR AND CITY COUNCIL OF PINE LAKE, GA

Melanie Hammet, Mayor

ATTEST:

ChaQuias M. Thornton, City Admin/City Clerk

[SEAL]

Approved as to form:

Susan J. Moore, City Attorney

Financial Policies and Procedures Manual

City of Pine Lake, GA

I. Purpose and Objective

The City of Pine Lake has a responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan for the provision of public services. Sound financial policies are necessary to carry out these objectives responsibly and efficiently.

The broad purpose of the following financial policies is to enable the City of Pine Lake to achieve and maintain a long-term positive financial condition. The key values of the City's financial management include fiscal integrity, prudence, planning, accountability, honesty, and openness. Specifically, the purpose is to provide guidelines for planning, directing, and maintaining day-to-day financial affairs. The following policies are administered in accordance with Federal, State and local laws and ordinances. In the event of an actual conflict, Federal, State and local laws and ordinances shall control.

The City of Pine Lake's financial policies set forth below are the basic framework for its overall financial management.

II. Operating Budget

A. Preparation

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The "operating budget" is the City's annual financial operating plan. The annual budget includes the operating departments of the general fund, the SPLOST and capital improvement funds, an enterprise fund and other approved funds that may be established as needed. The budget encompasses a fiscal year that begins on January 1 and ends on December 31. The budget is prepared by the City **Administrator** with the cooperation of City staff, on a basis that is consistent with generally accepted accounting principles.

1. Proposed Budget – A proposed budget shall be prepared annually by the City **Administrator** with participation of staff consistent with provisions of the City Charter and state budget laws. The proposed budget will be transmitted to the Mayor and Council for its review, in accordance with City Charter provisions, and with sufficient time given to address policy and fiscal issues.

- a. The budget shall include (1) revenues, (2) personnel costs, (3) operating and maintenance supply costs, (4) general services costs, and (5) capital and other (non-capital) costs.
 - b. The budget review process shall include at least one public hearing. At the time the proposed budget is transmitted to members of the Mayor and Council by the City **Administrator**, a copy will be made available for public inspection at City Hall, advertised in a local newspaper of general circulation and posted on the City's website. No earlier than seven days after the proposed budget is transmitted to the Mayor and Council and at least seven days in advance of budget adoption, a public hearing will be held to give the public an opportunity to comment on the proposed budget. Notice of public hearing must be advertised at least seven days in advance of the public hearing.
 - c. The Mayor and Council, by December 27 of each year, will adopt an annual budget for the ensuing fiscal year at a public meeting. The annual budget shall be advertised at least one week prior to the meeting.
2. Adoption – The budget shall be adopted by the approval of a budget resolution that specifies the anticipated revenues by appropriate categories and the proposed expenditure by appropriate categories for each fund covered by the budget. Amendments to the budget must be approved by resolution. The budget shall be adopted at the fund level, which is the legal level of budgetary control. The current year's budget may be adjusted to reflect changes in local economy, changes in priorities or services needs, receipt of unbudgeted revenues and for unanticipated expenditures.

B. Balanced Budget

The operating budget will be balanced with anticipated revenues, including appropriated assigned fund balance equal to proposed expenditures. All funds within the budget shall also be balanced.

C. Reporting

Periodic financial reports will be prepared by the City **Administrator** or her/his designee. These reports will enable the City **Administrator** to monitor and control the budget. Summary financial and budgetary reports should be presented by the City Administrator to the Mayor and Council at least quarterly or upon request.

D. Control and Accountability

Each Department Head is responsible for ensuring that department expenditures do not exceed budgeted funds. Departments cannot exceed appropriations described in the budget without approval of the Mayor and Council. Failure to achieve budgetary control will be evaluated and investigated by the City **Administrator**.

E. Budget Transfers

Contingent upon remaining within the confines of the total department budget, each Department Head has the authority to recommend inter-departmental budget transfers to the City **Administrator**. Funds within departmental budget line items can be transferred by action of the City **Administrator**.

III. Capital Budget Policies and Capital Improvement Plan

A. Scope

A capital projects plan will be developed and updated annually. A five-year Capital Improvement Program will assist in the planning, acquisition, and financing of capital projects.

Capital outlay is generally defined as an individual item with an estimated minimum cost of \$5,000 with a life expectancy of more than two years but less than 10 years.

A major capital project is generally defined as a non-recurring capital expenditure that has an expected useful life of more than 10 years and an estimated total cost of \$25,000 or more. Examples include parks improvements, streetscapes, computer systems, trucks, loaders, and expansion of facilities.

Major capital projects will be budgeted in the Capital Improvement Fund reflecting all available resources. With the involvement of responsible staff, the City Administrator will prepare the capital budget annually. The City's capital budget will be adopted with the operating budget.

B. Control

All capital outlay expenditures must be approved as part of each department budget or in the Capital Improvement Fund. Before committing to a budgeted capital outlay expenditure, the City **Administrator** or designee must verify fund availability. All major capital projects must be reviewed by the City **Administrator** and presented to and approved by the Mayor and Council.

C. Program Planning

The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Program (CIP). During the annual budget process, major capital projects are placed in the capital improvement fund, the SPLOST fund, the Stormwater Utility fund, or any other such fund

adequately and appropriately established by Mayor and Council to account for capital projects revenue and expenses. Other capital outlay is placed in a departmental operating budget.

Citywide capital improvements are assessed and prioritized based on the City's objectives and goals, the City's comprehensive work plan, the Mayor and Council's work plan and availability of funding.

D. Timing

During each fiscal year, the City Administrator will work with City staff to schedule the appropriate timing of capital purchases to ensure the availability of funds.

E. Reporting

Periodic financial reports will be provided to enable the City Administrator to monitor and control the capital budget and to enable the staff to manage their capital budgets.

IV. Fund Balance Policy

A. Definition.

Fund balance is the cumulative difference between revenues and expenditures at the end of the City's fiscal year. The practice of conservative revenue estimates and carefully monitored expenditures may result in a fund balance. The City intends to maintain an unreserved unassigned fund balance in the general fund between thirty-three and fifty percent of the operating budget or an amount equal to 4-6 months' operating expenses. The City does not budget for contingencies and therefore, must rely on the fund balance for emergency expenditures. In some years, the City may budget to use fund balance for one-time expenditures while remaining within the acceptable level for fund balance. Fund balance may not be used to support long-term, recurring operating expenditures.

1. If fund balance is used to support one-time capital and one-time non-operating expenditures, the Mayor and Council must appropriate the funds.
2. If, at the end of the fiscal year, the fund balance falls below the targeted range, City staff will present a plan to the Mayor and Council for aligning the fund balance with the policy.

B. Fund Balance Classifications.

In accordance with the Governmental Accounting Standards Board (GASB) Statement 54, the City recognizes the following five classifications of fund balance for financial reporting purposes:

1. Nonspendable – non-cash assets such as inventories or prepaid items.
2. Restricted – funds legally restricted for specific purposes, such as grant funds.

3. Committed – amounts that can only be used for specific purposes pursuant to a formal vote of the Mayor and Council.
4. Assigned – amounts intended to be used for specific purposes. The Mayor and Council can choose to delegate this authority.
5. Unassigned – residual spendable fund balance after subtracting all above amounts and are available for any legal purpose.

C. Spending Prioritizations.

1. When an expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid from restricted funds.
2. When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:
 - a. Committed, b. Assigned, and c. Unassigned.

D. **Committed Fund Balance.** The Mayor and Council may commit fund balance by a formal vote prior to the government's fiscal year-end for that fiscal year. Future modification or rescission of committed funds must likewise be accomplished by a formal vote of the Mayor and Council prior to fiscal year-end.

E. **Special Revenue Funds.** Pursuant to the requirements of Accounting Statement 54 of the Governmental Accounting Standards Board (GASB), the Mayor and Council will commit- all the revenue received by Special Revenue funds for the exclusive use of respective program's operating expenditures:

F. **Assigned Fund Balance.** The Mayor and Council expressly delegates to the City Administrator the authority under this policy to assign funds for particular purposes.

V. Accounting, Audits, and Financial Reporting

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds to provide effective means of ensuring that overall City goals and objective are met.

A. Accounting Records and Reporting

The City will maintain its accounting records in accordance with state and federal laws and regulations and in a manner to facilitate an efficient audit process. The City will report its financial condition and results of operations in accordance with state regulations and Generally Accepted Accounting Principles (GAAP) described in Governmental Accounting, Auditing, and Financial Reporting (GAAFR). The City's accounts shall be kept in such a

manner as to show fully the financial conditions of the City. In addition, the books shall be open to the public during business hours.

The City will maintain a Chart of Accounts that complies with requirements of the State of Georgia and is in accordance with generally accepted accounting principles.

B. Auditing

1. An independent auditor or auditing firm will annually perform the City's financial audit. The auditor must be a Certified Public Accountant (CPA) that can demonstrate that s/he has the capability to conduct the City's audit in accordance with generally accepted auditing standards.
2. Upon direction from the Mayor and City Council, and inline with Charter provisions of the City, the City **Administrator** should periodically solicit proposals for professional independent auditor services.
3. A copy of the audit will be sent to the State Auditor who will respond with comments regarding compliance. Results of the annual audit shall be provided to the Mayor and Council in a timely manner.

C. Simplified Fund Structure

The City will attempt to minimize the number of funds. Funds will be categorized in accordance with generally accepted accounting principles (GAAP) for reporting purposes.

E. Financial Reporting

Internal financial reports will be prepared that are sufficient to plan, monitor, and control the City's financial affairs. Monthly accounting reports are meant to transmit information regarding the financial situation of the City. These regular reports are made available to the Mayor and Council, City Administrator, and staff as necessary.

VI. Revenues

A. Characteristics

The City shall strive for the following characteristics in its revenue structure:

1. Simplicity – The City shall strive to maintain a simple revenue structure to reduce compliance costs for the taxpayer and/or service recipient. A corresponding decrease in the City's cost of collection and a reduction in avoidance to pay should result.

2. Equity – The City shall make every effort to maintain equity in its revenue system. The City shall seek to minimize subsidization between entities, funds, service, customer classes, and utilities.
3. Adequacy – The City shall require that a balance in the revenue system be achieved. The revenue structure’s base shall have the characteristics of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.
4. Administration – The benefits of a revenue source shall exceed the cost of levying and collecting that revenue. The price of collection shall be reviewed periodically for effectiveness as a part of the indirect cost of service analysis.
5. Diversification and Stability – The City shall strive to maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any single revenue source. The revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns.
6. Conservative Estimates – Revenues will be estimated realistically and prudently. Revenues of a volatile nature will be estimated conservatively. Conservative revenue estimates based on prior year collections may be used for revenue projections.

B. Issues

The following considerations and issues will guide the City in its revenue policies concerning specific sources of funds:

1. Non-Recurring Revenues – One-time or non-recurring revenues shall not be used to finance current ongoing operations. Non-recurring revenues should be used only for non-recurring expenditures and will not be used for budget balancing purposes.
2. Property Tax Revenues – All real and business personal property located within the City shall be valued at 40% of the fair market value for any given year based on the current appraisal supplied to the City by the DeKalb County Board of Tax Assessors.
3. User-Based Fees and Service Charges – For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset by a fee where possible. There will be an annual review of fees and charges to ensure that the fees provide adequate coverage of cost. The Mayor and Council shall set schedules of fees and charges.

4. Intergovernmental Revenues (Federal/State/Local) – These revenue sources will be expended only for the intended purpose of grant aid. It must be clearly understood that operational requirements set up because of a grant or aid could be discontinued once the term and conditions of the project have terminated.
5. Revenue Monitoring – Revenues received shall be compared to budgeted revenues. The City Administrator or designee will investigate significant variances.

VII. Purchasing

A. Intent

The purpose of this policy is to provide guidance for the procurement of goods and services in compliance with procurement provisions of the City and the State of Georgia. The goal of this policy is to establish, foster, and maintain the following principles:

1. To consider the best interests of the City in all transactions;
2. To purchase without prejudice, seeking to obtain the maximum value for each dollar expenditure with maximum quality standards; and,
3. To subscribe to and work for honesty and truth in buying.

B. Vendors

The City will make every effort to obtain high quality goods and services at the best possible price. All procurement procedures will be conducted in a fair and impartial manner with avoidance of any impropriety. All qualified vendors have access to City business. No bidder will be arbitrarily or capriciously excluded. It is the intent of the City that competition be sought to the greatest practical degree. The conditions of the contract shall be made clear in advance of the competition. Specifications shall reflect the needs of the City.

1. Solicitation of Vendors and Submission of Bids

When a single purchase for a good is (to the extent that it exists):

- a. \$500-\$2,000 a minimum of three email or fax quotations is required. Results of quotations and awards to be recorded and filed.
- b. \$2,000 up to \$3,500 a minimum of three written quotations is required to be submitted. Results of quotations and award to be recorded and filed.
- c. \$3,500 up to \$10,000 a minimum of three written quotations is required to be submitted. City Council is to award the bid.

- d. Above \$10,000 requires solicitation of advertised formal sealed bids. City Administrator is to make recommendation to City Council who awards the bid.

Each department must attempt to obtain a minimum of three bids from different sources. If three sources are not possible, the seeker of the bid must attempt to obtain as many vendors as possible. Each purchase recommendation shall document the competitive bidding process with records of the vendor and bids received.

The City **Administrator** has full authority to determine and obtain professional and contractual services as provided for in the approved budget and shall document the process. When possible and practical, competitive quotes for professional and contractual services should be obtained. If competitive quotes are not possible, the City **Administrator** must document the competitive quote process with records of the vendor and the quotes received.

2. Interest of City Officials in Expenditure of Public Funds

No official of the City of Pine Lake will be interested directly or indirectly in any transaction with, sale to, work for, or contract of the City or any department of government or service involving the expenditure of public funds in violation of the City's "Ethics Ordinance" without reporting such conflict to the Mayor and City Council and receiving approval. The City shall not use a vendor who is a member of the immediate family of a Mayor or Council member, City Attorney, City **Administrator**, or City staff.

3. Request for Proposal

It is suggested that, whenever practical and appropriate, a Request For Proposal (RFP) process be used for procuring products and services. The RFP should specify the service, evaluation criteria, and terms and conditions required by the City. Large purchases should be advertised in the legal organ and other venues as time and advertising funds allow.

4. Award of Bids

Bids are awarded to the lowest responsive and responsible bidder. A responsive bid is one that conforms in all material respects to the need of the City. Responsible means a bidder who has the capability to perform the requirements. City Administrator is to make recommendation to City Council who awards the bid.

5. Local Bidder Preference

If all other relevant factors are met, the City **Administrator** is authorized to negotiate with and select a local vendor if the local vendor's bid is within 10% of the lowest offer. A current City of Pine Lake business license is required to be considered as a local vendor.
6. Equal Opportunity

The City of Pine Lake will provide an equal opportunity for all businesses to participate in City contracts regardless of sex, race, color, religion, national origin, political affiliation, age, disability, sexual orientation, sexual identification, or -gender identification. The City will seek to ensure that the opportunity to participate in the purchasing process, including bidding, negotiations and contract awards is open to minority-owned and operated firms. The City will not knowingly conduct business with contractors that discriminate or permit discrimination against persons because of sex, race, color, religion, national origin, political affiliation, age, disability, sexual orientation, sexual identification, or gender identification.
7. Contractors to provide drug-free workplace

Successful bidders must certify that they and their subcontractors provide a drug-free workplace for their employees.
8. Ineligible Vendors

Any person, firm, or corporation who is in arrears to the City for taxes or fees, will not be qualified to bid on any purchase until their account has been cleared. No requisition will be approved for such vendors.
9. State Contracts

The City is authorized to use state contracts in lieu of issuing bids to vendors or buying locally when it is to the economic advantage of the City or deemed appropriate by the City **Administrator**. The state contract price may be used to establish the maximum price for a good or service.
10. Cooperative Purchasing.

The City is authorized to use government cooperative purchasing agreements as approved by the Mayor and Council in lieu of issuing bids to vendors or buying locally when it is to the economic advantage of the City of deemed appropriate by the City **Administrator**.
11. Back-up Policy and Emergency Purchases

The City should strive to decrease dependency on single-source vendors to achieve maximum efficiency in its purchases. To achieve the City's fiscal independence, it is strongly suggested that each department have back-up vendors for each recurring and/or large purchase.

In cases of emergency, a contract outside the scope of the approved budget may be awarded upon recommendation of the City **Administrator** and approval of the Mayor without competitive bidding, but the procurement shall be made with as much competition as the circumstances allow (i.e., informal quotes). An emergency is defined as a threat to life or property, or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the City **Administrator**.

C. Purchasing Authority

1. Purchasing of Goods

The City Administrator shall the authority to purchase non-budgeted, individual goods costing less than \$2,500 each as long as costs remain within the approved budget. Effort will be made to solicit a minimum of three competitive prices for items. To the extent that an emergency condition exists, or an item is supplied by only one source, the City **Administrator** shall make the appropriate notation on the purchase order.

2. Monitoring of Purchases

The City **Administrator** will monitor purchases to assure compliance with City policy.

D. Purchase Order (PO)

A “Purchase Order” (PO) cannot be issued unless sufficient funds are available in the budget, in compliance with City policy.

The following is the established City procedure for use of purchase orders:

1. An item or service is required and sufficient funds exist in the approved budget to cover the cost of the item or service.
2. A PO is requested from the City **Administrator** or designee. The City Administrator certifies that funds are available to cover the cost of the purchase, prepares the PO and issues approval.
3. The item or service is ordered by a department.
4. The item or service is received and verified by the department.
5. The department provides documentation of the purchase, or the City is invoiced by a vendor for the required item or service.
6. The invoice and PO are reviewed and authorized by the City **Administrator**.
7. Payment to the vendor is generated.

E. Petty Cash

Petty cash is used to make small cash disbursements for those purchases that must be made quickly and without prior notice on a contingency basis.

Each department may have a petty cash expense account. Petty Cash is incurred as an expense for each department. The petty cash account must be replenished by a Purchase Order (PO) for the individual department. Petty Cash is monitored at least twice a year (but may be done more frequently) to verify account balances.

The following is the City's procedure for petty cash:

1. Petty cash request form is completed. The Petty Cash request form contains details of the request and documented account numbers.
2. The City **Administrator** or designee approves the petty cash request.
3. The requesting party then receives petty cash.
4. Once the purchase is made, a receipt must be obtained.
5. The receipt is then attached to the request form and returned to the petty cash box.

On a regular basis, but no less than twice a year (but may be done more frequently), a PO must be issued for the department's purchases to replenish and balance the cash box.

F. City Credit Cards

1. General

For the purpose of this policy, the term 'credit card' equates to 'financial transaction card' as defined by O.C.G.A. § 16-9-30.

The City **Administrator** will be issued a city credit card. Per City **Administrator** recommendation and approval by Mayor and Council, management level employees may be issued a city credit card. The credit card is to be used for **City business only** to purchase goods, services, or for specific expenditures incurred under approved conditions. All purchases utilizing a city credit card must be in accordance with city policy and state law. The cardholder or designee is the only person authorized use the credit card.

Before being issued a city credit card under this policy and state law, all authorized cardholders shall sign and accept an agreement with the city that the cardholder will use the city credit card only in accordance with the policies of the city.

2. Regulations of Use

The established monthly credit card limit for the City Administrator is \$10,000. The City Administrator is authorized to approve credit limits not to exceed \$1,000 for management level employees whose use has been approved by Mayor and City Council.

City credit cards may not be used for the following:

- a. Any purchases for personal use.
- b. Cash refunds or advances.
- c. Items specifically restricted by this policy, unless a special exemption is granted by the Mayor.
- d. Purchases or transactions in violation of purchasing policy, transactional limits or state law.

City credit cards may be used for official city business to purchase goods and/or services that are not prohibited by this policy or state law.

3. Roles and Responsibilities

The City Administrator is designated as the administrator of the city's credit cards. The administrator's responsibilities shall include, but not be limited to:

- a. Serve as liaison between the city's cardholders and the issuer(s) of such cards.
- b. Maintain the cardholder agreement for all cardholders.
- c. Provide instruction, training, and assistance to cardholders.
- d. Upon receipt of information indicating fraudulent use or lost/stolen cards, report such incident to the appropriate parties, including the issuer, in a timely manner.
- e. Conduct monthly review and audit of credit card transactions.
- f. Recommend the credit card issuer and system for documenting credit card transactions by cardholders.
- g. Make available for public inspection those documents related to purchases using city credit cards in accordance with O.C.G.A. § 36-80-24.

The credit card holder is responsible for documentation and safekeeping of the credit card during the employee's issuance. A receipt for each transaction must be obtained by the employee when a purchase is made using the City credit card. This receipt shall be dated, and a description of the service or item purchased, and account codes shall be written on the back of every receipt or otherwise

documented during the monthly statement reconciliation process. Each month, the credit card holder must submit on a timely basis documentation of credit card purchases with the credit card statement. Late submittal of credit card documentation may result in credit card privileges being cancelled.

The same standards for credit cards of receipts, documentation, reconciliation, and cancellation shall apply to membership/store cards offered by merchants such as warehouse clubs and hardware stores when an organizational account is maintained by the City.

4. Violations

Violation of the city's credit card policy or state law regarding the use of government-issued credit cards may result in suspension or revocation of city credit card privileges. Violation of the city's credit card policy may constitute a violation of the city's Personnel Rules and Regulations and the cardholder may be subject to disciplinary action including, but not limited to, reprimand, suspension, demotion, or termination.

Nothing in this ordinance shall preclude the City from referring misuse of a credit card for criminal prosecution.

If a cardholder inadvertently makes a transaction in violation of city policy, the cardholder must report the transaction to the card administrator or in the case of the City Administrator to the Mayor, within five business days of receipt of the card transaction statement. The cardholder will be responsible for immediately reimbursing the City the full amount of the unacceptable transaction.

G. **Expense Reimbursements**

Receipts for City business related expenses requiring reimbursement from the City of Pine Lake must be submitted to the City Administrator with an expense reimbursement form within 60 days of the date the expense was incurred. Each receipt shall be dated and contain a description of the service or item purchased and account codes shall be written on the back of every receipt. The appropriate departmental supervisor must approve each expense reimbursement form and forward it to the City Administrator for final approval. Failure to submit the required documentation will result in forfeiture of the reimbursement.

H. **Travel Expenses**

When City business travel requires advance payment to the employee for estimated travel expenses, a travel expense/reimbursement form shall be submitted to the accounting office no less than two weeks before the travel date. Within 60 days of the final day of travel, all receipts with dates and a description

of the service or item purchased will be submitted to the City **Administrator**, or if for the City **Administrator**, to the Mayor for verification purposes. If documented expenses exceed the travel advance, a reimbursement will be provided to the employee. If documented expenses are less than the travel advance, the employee will provide the City with the difference between the advance and actual expenses. Failure to provide the appropriate documentation will result in the advance being reported as income on the employee's W-2 and may result in disciplinary action or criminal prosecution.

VIII. Grants

A. Scope

The purpose of this policy is to provide direction in the application, acceptance and administration of funds awarded through grants to the City from other local governments, the state or federal government, non-profit agencies, philanthropic organizations and the private sector.

B. Application and Acceptance of Grants.

1. The Mayor and Council must approve the application of and acceptance of any grants.
2. The merits of a particular program will be assessed as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary increment. Therefore, no grant will be accepted that will incur management and reporting costs greater than the grant amount.

C. Grant Administration.

1. Prior to the receipt or expenditure of grant revenues, the City **Administrator** must be provided with the following information prior to receiving grant revenues or making purchases against the grant:
 - a. Copy of grant application
 - b. Notification of grant award
 - c. Financial reporting and accounting requirements including separate account codes and/or bank accounts.
 - d. Schedule of grant payments
2. Each department is responsible for the management of its grant funds and periodic reporting.

IX. Fixed Assets

Keeping an accurate record of the City's fixed assets is important for a myriad of reasons. Some of the most important reasons that the City needs to keep a good record of fixed assets are: for financial statement information, for insurable values, for control and accountability, for maintenance scheduling and cost analysis, for estimating and accounting for depreciation, for preparation of capital and operating budgets, and for debt management.

A. Fixed Asset Criteria

A fixed asset is defined as a financial resource meeting all the following criteria:

1. It is tangible in nature.
2. It has a useful life of greater than one year.
3. It is not a repair part or supply item.
4. It has a value equal to, or greater than, the capitalization threshold of \$5,000.

B. General Policy

1. **Responsibility.**
The City **Administrator** or her/his designee is ultimately responsible for the proper recording, acquisition, transfer, and disposal of all City assets. City property may not be acquired, transferred, or disposed of without first providing proper documentation. A fixed asset information form must accompany each step.

2. Recording of Fixed Assets

Unless otherwise approved by the City **Administrator**, all recordable fixed assets must be recorded within thirty calendar days after receipt and acceptance of the asset.

Assets will be capitalized at acquisition cost, including expenses incurred in preparing the asset for use.

Donated assets shall be recorded at fair market value as determined by the City **Administrator** or designee. Fair market value may be defined as, but is not limited to, an average of documented prices for equivalent items from three separate vendors.

The City will recognize acquisition costs based on individual unit prices. Assets should not be grouped. For example, in acquiring equipment, if three personal computers (PC) were acquired simultaneously at \$2,000 each, this would not be an asset of \$6,000 consisting of 3 PCs. Instead, it would be three separate acquisitions of \$2,000 and would not be considered a fixed asset.

For equipment purchases, title is considered to pass at the date the equipment is received. Similarly, for donated assets, title is considered to pass when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset.

Constructed assets are transferred from the construction in progress account to the related building, improvements other than buildings, or equipment accounts when they become operational. Constructed buildings, for example, are assumed to be operational when an authorization to occupy the building is issued, regardless of whether final payments have been made on all the construction contracts.

3. Acquisition of Fixed Assets

There are various methods by which assets can be acquired. The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:

- New purchases
- Donations
- Transfers from other City departments
- City surplus
- Internal/external construction
- Lease purchases
- Trade-in
- Forfeiture or condemnation

4. Lease Purchases

Assets may be lease-purchased through installment purchases (an agreement in which title passes to the City) or through lease financing arrangements (an agreement in which title may or may not pass).

5. Transfer of Fixed Assets

An asset transfer between departments usually represents the sale of an item by one department to another and may be treated as a new purchase. A transfer between related departments under the same control, may, if desired, be treated as a transfer rather than sale. That is, the asset is recorded under the new Department with original acquired date and

funding amount. Transfers of assets requires the approval of the City Administrator.

A fixed asset form must be sent to the City **Administrator** for all transfers.

6. Sale of Fixed Assets, Non-Fixed Assets, and Confiscated Goods

The City is interested in full realization of the value of goods it purchases and therefore must assure that all surplus is disposed to the economic advantage of the City, in compliance with City policy.

Sale of fixed assets and other surplus goods must be to the highest, responsible bidder and must be conducted by sealed bid or by auction, including online auctions or the use of contracted auction services.

Public Works or the designated contractor is responsible for receiving, storing, and safeguarding all auction materials before, during, and after the auction.

7. Reporting

The City **Administrator** will periodically issue a request for surplus goods available for auction. Staff will submit a description form for each auction item. This form will include at minimum a description of the item, serial number, fixed assets number, estimate of value, date of sale, and amount of sale. Large quantities of similar items may be reported on one form, unless it is a Fixed Asset.

The original fixed asset form and the description form in the same file after a fixed asset has been declared surplus.

8. Disposing of goods. .

a. Advertising

Prior to any auction, the City will provide a list of surplus items that are available for use by city departments. Departments will have ten (10) working days from the distribution of the list to request a transfer of the item to their department. Items will be distributed on a first-come, first-served basis. If the item is not claimed for departmental transfer within ten working days it will be auctioned to the highest, responsible bidder.

The auction must be publicized in accordance with O.C.G. A. § 36-37-6 and other applicable state laws.

At the conclusion of an auction a list of unsold items will be published on the City's web site for donation to non-profit organizations on a first-come, first-served basis.

b. Conflict of Interest.

Members of the public may participate as buyers at public sales, in sealed bids, and auctions. Mayor or Council members or an employee whether full-time, part-time or temporary, of the City of Pine Lake, member of the employee's household and/or the employee's immediate family, or any person acting on the employee's behalf may not participate in public sales if the employee has had any role in declaring the item surplus, processing the item or related paperwork, or offering it for sale.

c. Posting items for sale.

The City Administrator or her/his designee will be responsible for managing electronic City seller accounts, such as eBay, GovDeals and posting items for bid. S/he will determine the most efficient communication and listing procedures..

d. Estimating the value of items for sale.

Department heads or their designees are responsible for providing an estimate of the value of fixed assets and confiscated goods designated for auction. Pricing of an item will be determined by reviewing the same or similar items for sale on an electronic auction service. Vehicle estimates will be determined by using Kelly's Blue Book or a similar source. A reserve amount is required for all vehicle sales and estimates over \$500 dollars. Before listing an item for auction the estimated value or reserve amount must be approved by City **Administrator**.

e. Collection of purchased items.

The buyer is responsible for pick-up and all shipping costs incurred. Vehicles will not be shipped but require pick-up at a location designated by the city Administrator.

f. Forms of Payment.

The City will accept cash, money orders, and cashier checks.

g. Public Safety items.

The sale of certain Public Safety items requires a release form for public and/or non-emergency use. The Police Chief is responsible for ensuring the proper disposal according to state and federal laws regarding these items. A signed release form from the buyer acknowledging proper use is required at the time of pick-up. The release form will be kept with the description form.

9. Recording of the sale

The date of sale, amount of sale, and signature of the buyer will be recorded on the item description form.

The City Administrator or her/his designee will compare the submitted description forms to the record of sale provided by electronic auction service. A report will be prepared by the accounting office including at minimum the list of items sold, the sale price, the buyer contact information, and listing fees paid.

Revenues from the sale of confiscated goods will be issued to the Police Department. Revenues from the sale of all other goods will be issued to the appropriate fund.

Procedures for the recording of the sale will be in accordance with GAAP.

10. Disposal of Fixed Assets, Non-Fixed Assets, and Confiscated Goods

When an asset is disposed of, its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal information, remains on file in hardcopy form for three years, after which time it is purged from the system according to general accepted accounting principles. This preserves an audit trail for disposed items and facilitates departmental comparisons between actual or historical useful life information with useful life guidelines. Such comparisons permit a more precise definition of an asset's useful life than those provided by the Internal Revenue Service (IRS), or other guidelines initially used.

A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the agency. Assets no longer in use, which remain in the possession of the department, are considered surplus property and not a disposal.

Fixed assets may be disposed of in any one of seven ways:

- a. Sale or trade-in
- b. Abandonment/Retirement
- c. Lost or stolen
- d. Transfer
- e. Disassembled (taking parts and employing them for like uses within the department, such as is often the practice in computer or vehicle maintenance).
- f. Casualty loss

g. Donation to a 501 (c3) non-profit organization

The city should try to obtain the highest value out of the disposed item. If another city department does not need the item, then it should be put up for auction or sealed bid. If the item is not suitable for sale or does not meet reserve requirements, then it can be donated to a non-profit organization.

Only when the asset is no longer in possession of the department, due to one of the seven reasons listed above, is disposal action appropriate.

Assets are “abandoned” or “retired” when there is no longer any use for them in the Department, they are of no use to any other City department, they cannot be repaired, transferred, cannibalized, sold, or traded in. Meaning that, there is no safe and appropriate use for the abandoned goods to the City or for others.

Stolen items must be reported to Pine Lake Police and a police report filed. A copy of this report must accompany the disposal record.

Casualty losses must be documented within 24 hours of loss and reported to the City’s Administrative Coordinator immediately for follow-up with the City’s insurance carrier.

Disassembled items are considered surplus and are disposed of by noting the disassembly on the disposal record. Ideally, this method will allow departments to look at disassembled items on the disposal report and assess what surplus parts may be available. Departments will send documentation of items cannibalized to the City Administrator and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund.

All assets no longer in the possession of the department, due to one of these six qualifying conditions and after submission of all appropriate documentation to the City Administrator, will be removed from the master departmental asset file and considered disposed.

Department management is responsible for reviewing disposal reports, evaluating causes and trends leading to disposals, and implementing procedures to more effectively manage and control disposals when the dispositions represent problems, inefficiencies, and/or the incurrence of unnecessary cost.

C. Disposal of Items of De Minimus Value

In accordance with O.G.G.A. § 36-37-6(b), the City may dispose of property with an estimated value of \$500 or less without advertisement or the acceptance of bids. The City Administrator or her/his designee is

authorized to approve the disposal of property with an individual value not exceeding \$500 in such manner as s/he judges appropriate. Such disposal may include recycling or transfer to a waste collection site in addition to any of the options described in section B (10) of this policy. In such cases, the department will document the property to be disposed of through a physical log and photographs; and, when practical, provide an estimated value of the property, either individually or as a lot.

X. Investments

A. Scope

This investment policy applies to all funds under the City of Pine Lake's Control.

B. Objectives

The following investment objectives shall be met with this policy:

1. Safety – Preservation of principal shall always be the foremost objective in any investment transaction involving City funds. Those investing funds on the City's behalf must first ensure that capital losses are avoided by limiting credit and interest risk. Credit risk is the risk of loss due to the failure of the security issues or backer. Interest risk is the risk that market value portfolios will fall due to an increase in general interest rates.
2. Liquidity – The second objective shall be the maintenance of sufficient liquidity within the investment portfolio. The City's investment portfolio shall be structured such that securities mature at the time when cash is needed to meet anticipated demands (static liquidity). Additionally, since all possible cash demands cannot be anticipated, the portfolio should maintain some securities with active secondary or resale markets (dynamic liquidity).
3. Return on Investment – The third objective shall be the realization of competitive investment rates, relative to the risk being assumed. However, yield on the City's investment portfolio is of secondary importance compared to the safety and liquidity objectives described above.

C. Delegation of Authority

The overall management of the investment program is the responsibility of the City **Administrator**. Responsibility for daily investment activities will be assigned by the City **Administrator**. The City **Administrator** may designate a consultant or an employee or employees to assist with the management and implementation of the City's investment program.

Responsibilities to fulfill this authority include securing approval from the Mayor and Council to open or close accounts with banks, brokers, and dealers; arranging for the safekeeping of securities; and securing the execution of necessary documents by the Mayor.

A system of internal controls over investments is established and reviewed by the City's independent auditors. The controls are designed to prevent losses of public funds arising from fraud, error, misrepresentation by third parties, unanticipated changes in financial markets, and/or imprudent action by staff and City officials. No person may engage in an investment transaction except as provided for under the terms of the policy.

D. Authorized Investments

All investment activity is required to follow Chapter 83 of Title 36 of the *Official Code of Georgia*, which establishes guidelines for local government investment procedures.

The City of Pine Lake may invest funds subject to its control and jurisdiction in the following:

1. Certificates of Deposit (CD's) issued by banks insured by the Federal Deposit Insurance Corporation (FDIC). Deposits in excess of FDIC coverage must be collateralized by securities with a market value equal to at least 110% of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
2. Certificates of Deposit (CD's) issued by savings and loans associations insured by the Federal Savings and Loan Insurance Corporation (FSLIC). Deposits in excess of the FSLIC coverage must be collateralized by securities equal to at least 110% of the deposit. Only those securities described in Georgia Code 50-17-59 can be pledged as collateral;
3. Obligations issued by the United States government;
4. Obligations fully insured or guaranteed by the United States government or a United States government agency;
5. Obligation of any corporation of the United States government;
6. Obligation of the state of Georgia or of other states;
7. Obligation of other political subdivision of the state of Georgia;
8. The Local Government Investment Pool of the state of Georgia

managed by the State Department of Administrative Services, Fiscal Division;

9. Repurchase agreements (REPO's) issued by commercial banks insured by the FDIC and collateralized by securities described in Georgia Code 50-17-59 with a market value equal to at least 103% of the Repurchase Agreements' maturity value;
10. Repurchase agreements (REPO's) issued by primary dealers supervised by the Federal Reserve Bank of New York and collateralized by securities described in Georgia Code 50-17-59 with a market value of at least 103% of the Repurchase Agreements' maturity value; and
11. Prime Banker's Acceptances.

E. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Under the "prudent person" standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable revenue to be gained.

The **City Administrator** and all designees acting in accordance with 1) written procedures, 2) this investment policy, and 3) exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

F. Diversification

Diversification is a key component of portfolio security. Therefore with investments, the City shall endeavor to maintain an adequate level of diversification among its investments. The City shall not be over invested in any one type of instrument or financial institution. This limitation shall not apply to the Local Government Investment Pool or direct obligations of the United States government.

G. Maturities

To achieve the objective of adequate liquidity within City's portfolio, the City shall attempt to match investment maturities with anticipated cash flow requirements. Unless matched to a specific cash flow, the maximum

maturity of any instrument in the City's portfolio may not exceed two years from the date of acquisition by the City. To preserve liquidity and to lessen market risk, not more than 25% of the total portfolio may mature more than one year beyond the date of calculation. The maturity of non-negotiable time deposits may not exceed one year.

H. Safekeeping and Custody

All investment securities purchased by the City of Pine Lake shall be delivered against payment and shall be held in a third-party safekeeping account by the trust department of a bank insured by the Federal Deposit Insurance Corporation. The City **Administrator**, or his/her designee, shall be responsible for the selection of a financial institution for this purpose, as well as the execution of a written safekeeping agreement with the trustee.

I. Ethics and Conflicts of Interest

Officers and employees involved in the investment process will refrain from personal business activity that would conflict with proper execution of the investment program, or which would impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the City **Administrator** any material financial interests in financial institutions that conduct business with the City, and they will further disclose any large personal financial/investment positions that would be related to the performance of the City's portfolio. Employees and investment officials will subordinate their personal investment transactions to those of the City – particularly regarding the time of purchases and sales.

J. Relationships with Banks and Brokers

The City of Pine Lake in selecting depositories, objective business criteria will be used. The creditworthiness of the institutions will be a fundamental consideration.

K. Report on Deposits and Investments

Periodic investment reports will be submitted to the City **Administrator**. Reports should include the following: an average daily balance of investment in each investment category; a current portfolio yield for each investment type and for the portfolio as a whole; an average daily balance of uninvested collected funds; an average daily balance of uncollected funds; and a percent of available funds invested. The report shall also provide a list of investments and accrued interest as of the last day of the quarter.

L. Performance Evaluation

The City **Administrator**, or her/his designees, will seek to achieve a market average rate of return on the City's portfolio. Given the special safety and liquidity needs of the City, the basis used to determine whether market yields are being achieved shall be the six-month Treasury Bill.

XI. Debt

A. Policy Statement

Debt results when one borrows from an individual or an institution. The borrower receives funds to acquire resources for current use with an obligation for repayment later. The debt from borrowing generally must be repaid with interest.

The goal of the City's debt policy is to maintain a sound fiscal position. The City strives to balance service demands and the amount of debt incurred but also realizes that too much debt may have detrimental effects as well. When the City of Pine Lake utilizes debt financing, it will ensure the debt is financed soundly and conservatively.

B. Conditions for Using Debt

Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:

1. When non-continuous projects (those not requiring continuous annual appropriations) are desired;
2. When it can be determined that future users will receive a benefit from the improvement;
3. When it is necessary to provide basic services to residents and taxpayers; or,
4. When total debt, including that issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers.

C. Sound Financing of Debt

When the City utilizes debt financing, it will ensure that the debt is soundly financed by:

1. Taking a prudent and cautious stance toward debt, incurring debt only when necessary;
2. Conservatively projecting the revenue sources that will be used to pay the debt;
3. Ensuring that the term of any long-term debt incurred by the City shall not exceed the expected useful life of the asset for which the debt is incurred and shall be limited to capital improvements only;
4. Determining that the benefits of the improvement exceed the costs, including interest costs;
5. Maintaining a debt service coverage ratio which ensures that combined debt service requirements will not exceed revenues pledged for the payment of debt;
6. Analyzing the impact of debt service on total annual fixed costs before bonded long-term debt is issued; and,

7. Maintaining total debt service for general obligation debt that does not exceed 10 percent of the net operating revenues. Net operating revenues are all general fund revenues available after accounting for transfers between other City funds.

D. Post-Issuance Tax Compliance for Tax-Exempt Debt

The City shall comply with all federal and state laws, rules and regulations related to the issuance of debt.

1. Responsibility- The City **Administrator** shall be responsible for reviewing the requirements and responsibilities of the City under the Policy with bond counsel on or before the closing date of any Debt issued by the City.
2. Dissemination and Training- The policy shall be disseminated to all relevant staff in the City and to the auditor. Appropriate training will be provided to all personnel directly involved in the administration of tax-exempt debt to ensure they comply with the provisions of the Policy. The City **Administrator** shall consult as appropriate with qualified attorneys with respect to the content of such training.
3. Review- The City **Administrator** shall annually conduct a due diligence review of all Debt currently outstanding to ensure proper compliance with each of the provisions of the Policy. If the City **Administrator** discovers non-compliance with any provisions of the Policy, steps necessary to correct the noncompliance will be taken within ten (10) business days of the conclusion of the annual due diligence review. Records of all corrective action taken shall be retained in accordance with the Policy.
4. Provisions
 - a. Record Keeping- All records relating to the Debt needed to comply with Section 6001 of the Internal Revenue Code of 1986, as amended (the "Code") shall be maintained. These records shall be kept in paper or electronic form and shall include, among other things, (i) basic records relating to the transaction (including the bond documents, the opinion of bond counsel, etc.), (ii) documents evidencing the expenditure of the proceeds of the Debt, (iii) documentation evidencing the use of Debt-financed property by public and private entities (e.g., copies of management contracts, leases and research agreements) and (iv) documentation pertaining to any investment of Debt proceeds (including the purchase and sale of securities, SLG subscriptions, yield calculations for each class of investments, actual investment income received from the investment of the proceeds of the Debt, guaranteed investment contracts and rebate calculations. Such records must be maintained as long as the Debt is outstanding, plus three years after the final payment or redemption date of the respective Debt.

- b. Use of Proceeds- A list of all property financed with the proceeds of the Debt shall be created and maintained. The use of such property shall be monitored to ensure that such use does not constitute “private business use” within the meaning of the Code. Without limiting the foregoing, each contract, including but not limited to management contracts and leases, relating to such property shall be reviewed by legal counsel prior to the execution of such contract. The list of property shall be reviewed at least annually to ensure that none of the property has been sold.
- c. Remedial Action- If property financed with the proceeds of the Debt is used in a manner that constitutes “private business use” or the property is sold, the remediation provisions of Treasury Regulation § 1.141-12 shall be carried out in consultation with bond counsel.
- d. Yield Restriction- If bond counsel advises that a fund or account needs to be yield restricted (i.e., not invested at a yield in excess of the Debt), the moneys on deposit in such fund or account shall be invested in United States Treasury Obligations – State and Local Government Series, appropriate “yield reduction payments” shall be made if permitted by the Code or the City Administrator shall establish other procedures to ensure that such fund or account is yield restricted.
- e. Rebate- At the time the Debt is issued, the City Administrator or designee shall determine if s/he reasonably expects that one of the arbitrage rebate exceptions will be satisfied. If the arbitrage rebate exception relates to the time period over which the proceeds of the Debt are spent, the City Administrator shall verify that the appropriate expenditures have been made at each milestone. If one of the milestones is not satisfied or the City Administrator does not reasonably expect that one of the arbitrage rebate exceptions will be satisfied, an outside arbitrage rebate consultant shall be retained unless the City Administrator has determined that positive arbitrage will not be earned.

**RESOLUTION
R-15-2022**

101

WHEREAS, a quorum of the City Council of the City of Pine Lake, Georgia, entered into executive session on November 29, 2022 as allowed by O.C.G.A. §50-14-4 for the purpose of discussing personnel matters; and,

WHEREAS, at the close of discussion of each subject, the City Council of the City of Pine Lake, Georgia, did vote to close the executive session and begin open session; and,

WHEREAS, the members present were: Mayor Hammet; Mayor pro tem Bordeaux; and, Council members Brantley, Castro, Hall and Woods.

WHEREAS, the members voting for closure were: Mayor pro tem Bordeaux; and, Council members Brantley, Castro, Hall and Woods.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the City Council of the City of Pine Lake, Georgia, that:

- 1) Each member of the City Council of the City of Pine Lake, Georgia present for the meeting does hereby confirm that to the best of her knowledge, the said subject matter of the executive sessions were devoted to matters within the relevant exception as set forth above; and,
- 2) That the actions taken in executive session and discussion of the same are hereby ratified; and,
- 3) That the City Council of the City of Pine Lake, Georgia does hereby authorize and direct the Mayor to execute an affidavit in order to comply with O.C.G.A. §50-14-4(b); and,
- 4) That the affidavit be included and filed with the official minutes of the meetings and shall be in a form which substantially complies with the requirements of the statute.

This 13th day of December, 2022.

Melanie Hammet, Mayor

ATTEST:

ChaQuias M. Thornton, Administrator/Acting City Clerk



d

Memo

DATE: December 9, 2022
TO: Pine Lake Community
FROM: ChaQuias Thornton, City Administrator
RE: Potable Water Reservoirs

Given the state of the DeKalb County Water/Sewer Systems, Mayor Hammet would like for Council to consider the City's potable water reservoir.

CMThornton



d

Memo

DATE: December 9, 2022
TO: Pine Lake Community
FROM: ChaQuias Thornton, City Administrator
RE: Executive Session

Mayor Hammet has called for an executive session during the December 13, 2022 meeting of Council to discuss personnel matters.

CMThornton



Memo

DATE: December 9, 2022
TO: Pine Lake Community
FROM: ChaQuias Thornton, City Administrator
RE: Employment Agreement

Please see the attached Employment Agreement for the renewal period dated January 2023 through December 2023. Following contract approval by Council on November 29, 2022 additional consideration of contract terms is warranted. Proposed amendments to the approved contract are highlighted within the draft.

1. Change in title from Director of Administration "City Administrator" to City Manager. Change is contingent upon tentative January 10th, 2023 final adoption of Charter Amendments in the form of Ordinance 2022-04.
2. Section 3: Compensation – 5% increase in annual base salary. Currently, base salary is considered as \$82,200 (compensation) plus \$7,100 (pay in lieu of health plan benefits) – total \$89,200. For the 2023 term and any renewal of the Agreement, it is proposed that the base pay and health plan options be separate considerations.
3. Section 4: Employee Benefits – The employee does not participate in the City's health plan. Health plan includes medical, dental, and vision benefits.

Note: Current annual compensation in lieu of employee benefits is \$7,100/annually. However, actual annual health plan equivalent – minus employer taxes is \$8,749.80. (Difference of \$1,649.80 less than the annual salary equivalent).

2022 annual compensation in lieu of employee benefits, at contract initiation was \$7,100 annually with the actual annual health plan equivalent – minus employer taxes being \$13,375.29. (Difference of \$6,175.29 less than annual salary equivalent).

Please do present any questions or comments that you may have regarding this matter.

CMThornton

**EMPLOYMENT AGREEMENT
TABLE OF CONTENTS**

Introduction	P.1
Section 1: Term	P.1
Section 2: Duties and Authority	P.1
Section 3: Compensation	P.1
Section 4: Health, Disability and Life Insurance Benefits	P. 2
Section 5: Vacation and Sick Leave	P. 2
Section 6: Automobile	P. 2
Section 7: Retirement	P. 2
Section 8: General Business Expenses	P. 2-3
Section 9: Proprietary Information	P. 3
Section 10: Termination	P. 3
Section 11: Severance	P. 4
Section 12: Resignation	P. 4
Section 13: Performance Evaluation	p. 4
Section 14: Hours of Work	P. 4
Section 15: Outside Activities	P. 5
Section 16: Indemnification	P. 5
Section 17: Bonding	P. 5
Section 18: Other Terms and Conditions of Employment	P. 6
Section 19: Notices	P. 6
Section 20: Entire Agreement	P. 6
Section 21: Laws Applicable and Venue	P. 6
Section 22: Modifications	P. 7
Section 23: General Provisions	P. 7

Employment Agreement

Introduction

This Agreement, made and entered into this ~~29th day of November, 2023~~ ~~8th~~ ~~13th day of December, 2022~~ by and between the City of Pine Lake, Georgia, a municipal corporation, (hereinafter called "Employer" or "City") and ChaQuias Miller Thornton (hereinafter called "Employee") an individual who has the education, training and experience in local government management and who, as a member of International City-County Management Association ("ICMA"), is subject to the ICMA Code of Ethics, both of whom agree as follows:

Section 1: Term

In accordance with Section 3.13 of the City's Charter, the position of City Manager is an at will position. Nonetheless, the Agreement reflects the terms and conditions of that employment for the period from January 1, 2023 to December 31, 2023. This Agreement shall automatically be continued on January 1, 2024 unless notice that the Agreement shall terminate is given by either party at least 2 months before the expiration date ("Expiration Notice"). In the event the Expiration Notice is given, all compensation, benefits and requirements of the Agreement shall remain in effect until the expiration of the term of the Agreement unless Employee voluntarily resigns or Employee is terminated pursuant to Section 10 below.

Upon enactment of Ordinance 2022-4 amending the City of Pine Lake Charter pursuant to the City's Home Rule powers, Employee's job title shall be City Manager. If such ordinance is not enacted or is revised so as not to change Employee's job title from Director of Administration to City Manager, Employee's job title shall remain Director of Administration ("City Administrator").

Section 2: Duties and Authority

Employer agrees to employ ChaQuias Miller Thornton as **City Manager** to perform the functions and duties specified in the City of Pine Lake Charter and to exercise the duties and responsibilities of the **City Manager** of the City of Pine Lake in accordance with the general law of the State of Georgia, the City Charter, and the Code of Ordinances of the City of Pine Lake ("City Code") and to perform other legally permissible and proper duties and functions as described in Appendix A to this agreement.

Section 3: Compensation

Base Salary: For the period from January 1, 2023 until December 31, 2023 the Employer agrees to pay Employee an annual base salary of ~~\$86,310~~ **93,765**, payable in installments at the same time that the other employees of the Employer are paid via direct deposit.

The **City Manager's** compensation shall be subject to the ordinary and customary withholdings of full-time employees of the City.

Commented [CMT1]: 82,200 current base + 7,100 current health opt out = 89,300 total current x 0.05 increase = \$93,765 annual

Section 4: Employee Benefits.

The **City Manager** shall be eligible for workers' compensation and liability coverages provided for the position of **City Manager** as well as any city-provided holidays. Upon request, the City will provide the **City Manager** with evidence of coverage under workers' compensation, and general and professional liability insurance coverages prior to the Effective Date.

If the **City Manager** decides to participate in the City's health benefits plan, benefits will be provided to the **City Manager** in the same manner that it is provided to regular employees of the City. Request to participate in the plan shall be provided to the Mayor in writing.

Commented [CMT2]: Health opt out is considered base pay moving forward and is not considered a subsidy towards salary.

Section 5: Leave

A. The Employee shall accrue vacation leave on an annual basis at the rate provided to any other City employees with similar length of service.

B. The Employee shall accrue sick leave at the rate provided to any other City employees up with similar length of service.

C. The Employee shall accrue compensatory leave as earned with a maximum cap of eighty (80) hours.

D. In the event the Employee's employment is terminated, either voluntarily or involuntarily, the Employee shall be compensated for all accrued, unused vacation leave and unused compensatory leave, but not sick leave.

Section 6: Automobile

Car Allowance. Recognizing that there may be a need to use her personal vehicle for City business, the **City Manager** shall be reimbursed for the use of her personal vehicle in the performance of City business at the prevailing Internal Revenue Service mileage rate (currently **\$0.62.5 per mile**) for all actual mileage for business travel from either Pine Lake City Hall or her personal residence **excluding regular commuting between her personal residence and City Hall.**

Section 7: Retirement

The Employer agrees to pay an amount equal to **5% of base salary as set forth in Section 3** into the City of Pine Lake 401 (a) Defined Contribution Plan. The City of Pine Lake 401(a) Defined Contribution Plan shall be administered in accordance with its terms at all times.

Section 8: General Business Expenses

A. Employer agrees to budget for and to pay for professional dues and subscriptions of the Employee necessary for Employee's continued professional participation, growth, and advancement, and for the good of the Employer. These would include, **but not be limited to**, the payment of dues for membership in ICMA, GCCMA and maintenance of

Notary Public certification, **as budgeted**.

B. Employer agrees to budget for and to pay for reasonable travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer, to include, **but not be limited to**, maintaining status as a Certified Finance Officer and Certified Georgia Municipal Clerk, and attendance at the GCCMA Spring and Fall Conference, **as budgeted**.

Section 9. Proprietary Information.

The **City Manager** acknowledges that she may have access to and become acquainted with confidential and other information proprietary to the City including, but not limited to, personally protected health, financial and other information of employees, information concerning the City, its operations, customers, citizens, business and financial condition, which is generally understood among members of the International City-County Management Association ("ICMA") to constitute proprietary information, as well as information with respect to which the **City Manager** has an obligation to maintain confidentiality (collectively referred to herein as "Proprietary Information"). The **City Manager** agrees not to disclose, directly or indirectly, to anyone or to use or to allow others to use, for any purpose whatsoever, any Proprietary Information of any type, whether or not designated confidential or proprietary, acquired in the course of performing services under this Agreement. Notwithstanding the foregoing provision, it is expressly understood and agreed that disclosure of Proprietary Information may be required by law, including specifically subpoenas and requests pursuant to the Georgia Open Records Act. The obligations of the **City Manager** under this section shall survive the termination of this Agreement.

Section 10: Termination

For the purpose of this agreement, termination shall occur:

A. When Employee is terminated without cause.

B. When the City of Pine Lake Charter is amended in a manner that substantially changes the form of government relating to the position of the **City Manager**, and Employee provides written notice to Employer, within thirty (30) days after the effective date of such amendment, that Employee considers such changes to constitute termination.

C. The Employer reduces the base salary, compensation or other financial benefit of Employee, and Employer fails to restore such reduction within fifteen (15) days of written notice from Employee of such reduction. Specifically excepted from this provision is any reduction **that is set forth in this Agreement or** that is applied in no greater percentage than an across-the-board reduction for all City department heads.

Section 11: Severance

Severance shall be paid to the Employee when employment is terminated as defined in Section 10.

If the Employee is terminated, the Employer shall provide a minimum severance payment equal to six-months salary with one additional month of salary for each completed year of service with the City of Pine Lake, up to a total of nine months. For purposes of this section, deferred retirement contributions at the current rate of pay are included in salary. This severance may be paid in a lump sum or in equal installments. Other options may be agreed upon by the Employer and the Employee.

Section 12: Resignation

In the event that the Employee voluntarily resigns her position with the Employer, the Employee shall provide a minimum of thirty (30) calendar days' written notice unless the parties agree otherwise. Failure to provide such notice and work for the time period of such notice, shall result in forfeiture of unused accrued vacation.

Section 13: Performance Evaluation

Employer shall annually review the performance of the Employee in December subject to a process, form, criteria, and format for the evaluation which shall be mutually agreed upon by the Employer and Employee. The process at a minimum shall include the opportunity for both parties to: (1) prepare a written evaluation, (2) meet and discuss the evaluation, and (3) present a written summary of the evaluation results. Any final written evaluation should be completed and delivered to the Employee within thirty (30) calendar days of the evaluation meeting.

Section 14: Hours of Work

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end Employee and the Mayor shall be allowed to establish an appropriate work schedule. Except as otherwise agreed with the City's Mayor or as otherwise necessitated to perform her duties in a timely and responsive manner, nothing herein shall require the City Manager to keep specific office hours or to be physically present in all instances at City offices or facilities. It is anticipated, however, that the City Manager will generally be present at City offices or facilities or will perform her duties through virtual electronic means during business hours each week as necessary to complete her duties and as directed by the Mayor, including being available to participate in regularly scheduled City Council meetings, and will be available on call Friday through Sunday via telephone or text. The City Manager acknowledges that much flexibility is required in this position, as there are meetings outside regular business hours that will also require her presence.

Section 15: Outside Activities

During the term of this Agreement, the **City Manager** shall work primarily for the City. Notice of any outside activities conducted by the Employee must be provided to the Mayor with the understanding that such arrangements shall not constitute interference with or a reduced dedication to her responsibilities under this Agreement and shall not be reasonably be denied unless there is a stated conflict of interest by the Employer. The **City Manager** shall be diligent in the performance of her duties at all times and shall be reasonably available to the Mayor and City Council members and to City personnel.

The **City Manager** shall comply with the City's practices on procurement, conduct (as reflected in City policies as may be amended from time to time), and reimbursement for expenses incurred.

Section 16: Indemnification

Beyond that required under Federal, State or Local Law, Employer shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as **City Manager** or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct. The Employee may request independent legal representation at Employer's expense to defend such legal action and Employer may not unreasonably withhold approval of such representation. Legal representation, provided by Employer for Employee, shall extend until a final determination of the legal action including any appeals brought by either party. The Employer shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of her duties. Any settlement of any claim must be made with prior approval of the Employer in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Employer shall have the right to compromise and settle any indemnified claim. Employee shall have no veto authority over the settlement of any indemnified claim. In the event Employee is required to be involved in litigation subsequent to the termination or expiration of this Agreement, as a party, witness or advisor to Employer, Employer agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any such litigation, including reasonable consulting fees and travel expenses.

Section 17: Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

Section 18: Other Terms and Conditions of Employment

The Employer, only upon agreement with Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Pine Lake, Georgia, Charter or any other law.

Section 19: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) EMPLOYER:

Mayor
City of Pine Lake, Georgia
P.O. Box 1325
Pine Lake, Georgia 30072

(2) EMPLOYEE:

ChaQuias Miller Thornton
P.O. Box 212
Tucker, GA 30084

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

Section 20. Entire Agreement

The Agreement is the entire agreement between the parties. All prior discussions, representations, and negotiations of any type are merged herein, and no provision or condition otherwise discussed shall be deemed part of the Agreement unless contained herein.

Section 21. Laws Applicable and Venue

The Agreement is entered into under the laws of the State of Georgia and shall be construed in accordance with Georgia law. Any action to enforce any provision of the Agreement or to establish a breach thereof shall be commenced in a court of competent jurisdiction sitting in DeKalb County, Georgia.

Section 22. Modification

No modification to the Agreement is valid unless it is reduced to writing, specifically identifies what provisions herein are to be changed or what new provisions are to be added and is signed and executed by both parties. Any modification must be executed with the same formality as this document.

Section 23: General Provisions

A. Integration. This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and superseded by this Agreement. The parties by mutual written agreement, signed by both parties, may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.

B. Binding Effect. This Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Effective Date. This Agreement shall become effective on January 1, 2023.

D. Severability. The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

Mayor
Melanie Hammet

Employee
ChaQuias Miller Thornton

ATTEST:

APPROVED AS TO FORM:

Notary

City Attorney
Susan J. Moore