

**CITY OF PINE LAKE, GEORGIA  
SPECIAL CALLED SESSION AGENDA  
COUNCIL CHAMBERS  
JUNE 20, 2023 @ 6:00PM  
459 PINE DRIVE, PINE LAKE, GA 30072**

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

**Call to Order**

**Adoption of Agenda of the Day**

**New Business**

1. Ordinance 2023-03 – To Set the Millage Rate for Property Taxation for Fiscal Year 2023 – First Read
2. Resolution R-13-2023 – Appointing Ned Dagenhard as Assistant City Clerk

**Adjournment**

**MAYOR  
MELANIE HAMMET**

**COUNCIL MEMBERS**

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

**ADMINISTRATIVE STAFF**

ChaQuias Miller-Thornton  
City Manager

Sarai Y'Hudah-Green  
Chief of Police

Missye Varner  
Administrative Coordinator

Susan Moore  
City Attorney

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

404-999-4901

[www.pinelakgega.net](http://www.pinelakgega.net)



# Memo

**To:** Mayor and City Council  
**From:** ChaQuias Thornton, City Manager  
**Date:** June 16, 2023  
**Re:** Ad Valorem Tax/Millage Rate 2023

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New Business – 06/20/2023 Special Called Meeting of Mayor and Council

On May 23, 2022, DeKalb County Tax Assessors Office released preliminary Consolidation and Revaluation Reports to the DeKalb cities as of 05/19/2023 and 05/16/2023 respectively. Based on computation of the millage rate using relative digest data, the Administration makes the following presentation:

The Revaluation Report submitted by the County as of 05/16/2022 represents a 26.65% increase in real property value and a 14.54% increase in personal property value for 2023. These percentages represent a change in real property tax digest of \$9,458,598, from \$35,494,452 in 2022 to \$44,953,050 in 2023, and a change in personal property digest of \$55,800, from \$383,655 in 2021 to \$439,455 in 2023. \$9,458,598 represents the amount of value change of existing real property based on the reassessment (revaluation) of that property.

In 2022 Pine Lake adopted a mil rate of 18.422. The mil rate that will render the same amount of “as billed” revenue in 2023 as billed in 2022, based on current year’s valuation of property, is calculated at 14.540 mils. This rate is known as the **roll back rate**. The following table shown on page 2 provides the estimated revenue versus **adjusted** budget scenario based on the 05/19/2023 consolidated values at the current mil of 18.422, the roll back rate of 14.540, a median rate of 16.481, and a break-even rate of 15.874.

[SEE NEXT PAGE]

Description	5/19/2023					
Taxable Real Property	44,953,050					
Exempt Veterans	0					
Exempt Widows of Veterans	0					
Exempt Seniors	0					
Appeals Differential Value	-					
Real Property Digest	44,953,050					
<b>Taxable Public Utility</b>						
Taxable Public Utility	425,474					
<b>Taxable Motor Vehicle</b>						
Taxable Motor Vehicle	89,640					
<b>Taxable Personal Property Value</b>						
Taxable Personal Property Value	439,455					
Estimated Adjustments	-					
Adjusted Value	439,455					
		<b>Rev As Billed</b>	<b>Revenue</b>	<b>Rev As Billed</b>	<b>Revenue</b>	
	<b>Taxable Digest</b>	<b>18.422 mils</b>	<b>at Collection Rate</b>	<b>16.481 mils</b>	<b>at Collection Rate</b>	<b>Budget</b>
Estimated Taxable RE Digest	44,953,050	828,125	770,156	740,871	689,010	595,819
Taxable Public Utility	425,474	7,838	3,000	7,012	3,000	3,000
Taxable Motor Vehicle	89,640	1,651	1,651	1,477	1,477	2,000
Taxable PP Value	439,455	8,096	7,997	7,243	7,154	7,000
Estimated Adjustments	(1,025,795)	(18,897)	(18,466)	(16,906)	(16,693)	51,849
Adjusted Value - Gross Digest	44,881,824	826,813	764,338	739,696	683,948	659,668
<b>RE Property Rev over/under Budget</b>		167,145	104,670	80,028	24,280	
		<b>Rev As Billed</b>	<b>Revenue</b>			<b>Budget</b>
		<b>14.540 mils</b>	<b>at Collection Rate</b>			
Estimated Taxable RE Digest	44,953,050	653,617	607,864			595,819
Taxable Public Utility	425,474	6,186	3,000			3,000
Taxable Motor Vehicle	89,640	1,303	1,303			2,000
Taxable PP Value	439,455	6,390	6,312			7,000
Estimated Adj. - Exemptions M&O	(1,025,795)	(14,915)	(13,871)			51,849
Adjusted Value - Gross Digest	44,881,824	652,581	604,608			659,668
<b>RE Property Rev over/under Budget</b>		(7,087)	(55,060)			
		<b>Rev As Billed</b>	<b>Revenue</b>			<b>Budget</b>
		<b>15.874 mils</b>	<b>at Collection Rate</b>			
Estimated Taxable RE Digest	44,953,050	713,630	663,676			595,819
Taxable Public Utility	425,474	6,754	3,000			3,000
Taxable Motor Vehicle	89,640	1,423	1,303			2,000
Taxable PP Value	439,455	6,976	6,891			7,000
Estimated Adj. - Exemptions M&O	(1,025,795)	(16,283)	(15,144)			51,849
Adjusted Value - Gross Digest	44,881,824	712,499	659,726			659,668
<b>RE Property Rev over/under Budget</b>		52,831	58			
			Current Millage Rate			
			Median Millage Rate			
			Rollback Millage Rate			
			Break Even Millage			

During adoption of the 2023 budget, total tax revenue for ad valorem style taxes (current year) was budgeted at \$607,819. An additional \$51,849 is estimated to fund adjusted budget projections – for a total of \$659,668. Estimated collection of revenue as billed at the current mil assessment of 18.422 is 826,813 (\$167,145 more than the estimated adjusted budget). Estimated collection of

revenue as billed at the roll back rate of 14.540 mills is \$652,581 (\$7,087 less than the estimated adjusted budget). Note: These calculations are “as billed” expectations and do not represent the percentage of billed revenue that, on average, remains uncollected at year-end.

Estimated revenue at the collection rate of 93% at the current mil assessment of 18.422 is 764,338 (\$104,670 more than the estimated adjusted budget). Estimated revenue at the collection rate of 93% as billed at the roll back rate of 14.540 mills is \$604,608 (\$55,060 less than budgeted).

**NOTE:** A mil rate scenario of 16.481 mills is shown as a median rate (for reference) between the current mil rate of 18.422 and the roll back rate of 14.540.

**As shown in the table below, a mil rate of 15.874 is needed to maintain approximate current year ad valorem tax revenue as budgeted, and at the average collection rate of 93%.**

		Rev As Billed 15.874 mills	Revenue at Collection Rate	Budget
Estimated Taxable RE Digest	44,953,050	713,630	663,676	595,819
Taxable Public Utility	425,474	6,754	3,000	3,000
Taxable Motor Vehicle	89,640	1,423	1,303	2,000
Taxable PP Value	439,455	6,976	6,891	7,000
Estimated Adj. - Exemptions M&O	(1,025,795)	(16,283)	(15,144)	51,849
Adjusted Value - Gross Digest	44,881,824	712,499	659,726	659,668
<b>RE Property Rev over/under Budget</b>		52,831	58	

Please be reminded that estimated adjusted budget only accounts for revenues, expenditures and special projects considered to date. The budget does not include contingencies for shortfalls in revenue, unplanned increase in expenditures, or unexpected projects. With the absence of contingencies, any necessary changes over budget allocations rely upon subsidy from the City’s General Fund Balance (Fund Reserves).

Percentage increase for all of the rate scenarios shown above are depicted on the attached Computation of Millage Rate Rollback and Percentage Increase in Property Tax forms.

The **tentative (preliminary)** mil rate, as adopted by Council on 05/30/2023, for the 2023 tax year has been advertised at 18.422 mills. **The final rate is not set to be adopted until June 27<sup>th</sup>, 2023.**

**NOTE:** The final rate adopted **cannot** exceed the rate advertised. Please continue to reference the timeline for adoption of the 2023 millage rate attached.

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

Thank you,

CMThornton

**PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2023**

COUNTY: **002 -DEKALB** TAXING JURISDICTION: **PINE LAKE**

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

DESCRIPTION	2022 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2023 DIGEST
REAL	35,494,452	9,458,598	0	44,953,050
PERSONAL	787,882		77,047	864,929
MOTOR VEHICLES	100,300		(10,660)	89,640
MOBILE HOMES	0		0	0
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		0	0
GROSS DIGEST	36,382,634	9,458,598	66,387	45,907,619
EXEMPTIONS	1,028,021	0	(2,226)	1,025,795
NET DIGEST	35,354,613	9,458,598	68,613	44,881,824
	<b>(PYD)</b>	<b>(RVA)</b>	<b>(NAG)</b>	<b>(CYD)</b>
<b>2022 MILLAGE RATE:</b>	<b>18.422</b>		<b>2023 MILLAGE RATE:</b>	<b>18.422</b>

**CALCULATION OF ROLLBACK RATE**

DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA
2022 Net Digest	PYD	35,354,613	
Net Value Added-Reassessment of Existing Real Property	RVA	9,458,598	
Other Net Changes to Taxable Digest	NAG	68,613	
2023 Net Digest	CYD	44,881,824	
2022 Millage Rate	PYM	18.422	PYM
Millage Equivalent of Reassessed Value Added	ME	3.882	(RVA/CYD) * PYM
Rollback Millage Rate for 2023	<b>RR - ROLLBACK RATE</b>	<b>14.540</b>	PYM - ME

**CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES**

If the 2023 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)	Rollback Millage Rate	14.540
	2023 Millage Rate	18.422
	<b>Percentage Tax Increase</b>	<b>26.70%</b>

**CERTIFICATIONS**

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

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

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

-----  
 Tax Collector or Tax Commissioner Date

I hereby certify that the above is a true and correct computation of the rollback millage rate in accordance with O.C.G.A. § 48-5-32.1 for the taxing jurisdiction for tax year 2023 and that the final millage rate set by the authority of this taxing jurisdiction for tax year 2023 is \_\_\_\_\_

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

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2023 exceeds the rollback rate, I certify that the required advertisements, notices, and public hearings have been conducted in accordance with O.C.G.A. §§ 48-5-32 and 48-5-32.1 as evidenced by the attached copies of the published "five year history and current digest" advertisement and the "Notice of Intent to Increase Taxes" showing the times and places when and where the required public hearings were held, and a copy of the press release provided to the local media.

If the final millage rate set by the authority of the taxing jurisdiction for tax year 2023 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

-----  
 Responsible Party Title Date

**PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2023**

COUNTY: **002 -DEKALB** TAXING JURISDICTION: **PINE LAKE**

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

DESCRIPTION	2022 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2023 DIGEST
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MOTOR VEHICLES	100,300		(10,660)	89,640
MOBILE HOMES	0		0	0
TIMBER -100%	0		0	0
HEAVY DUTY EQUIP	0		0	0
GROSS DIGEST	36,382,634	9,458,598	66,387	45,907,619
EXEMPTIONS	1,028,021	0	(2,226)	1,025,795
NET DIGEST	35,354,613	9,458,598	68,613	44,881,824
	<b>(PYD)</b>	<b>(RVA)</b>	<b>(NAG)</b>	<b>(CYD)</b>
<b>2022 MILLAGE RATE:</b>	<b>18.422</b>		<b>2023 MILLAGE RATE:</b>	<b>18.422</b>

**CALCULATION OF ROLLBACK RATE**

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**CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES**

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	2023 Millage Rate	14.540
	<b>Percentage Tax Increase</b>	<b>0.00%</b>

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	2023 Millage Rate	16.481
	<b>Percentage Tax Increase</b>	<b>13.35%</b>

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<b>2022 MILLAGE RATE:</b>	<b>18.422</b>		<b>2023 MILLAGE RATE:</b>	<b>18.422</b>

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**CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES**

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	2023 Millage Rate	15.874
	<b>Percentage Tax Increase</b>	<b>9.17%</b>

**CERTIFICATIONS**

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 Chairman, Board of Tax Assessors Date

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If the final millage rate set by the authority of the taxing jurisdiction for tax year 2023 does not exceed the rollback rate, I certify that the required "five year history and current digest" advertisement has been published in accordance with O.C.G.A. § 48-5-32 as evidenced by the attached copy of such advertised report.

-----  
 Responsible Party Title Date





# Memo

**DATE:** June 16, 2023  
**TO:** Mayor and City Council  
**FROM:** ChaQuias Thornton  
**RE:** City Clerk Appointment – Assistant City Clerk Classification

On May 30, 2023 Council approved appointment of Ned Dagenhard as City Clerk. The Administration is requesting Council consideration of the attached resolution appointing Ned Dagenhard as Assistant City Clerk until a time mutually agreed with the City Manager for him to commence employment as City Clerk. There are several authorizations provided to the City Clerk position that will require levels of certification and training. With Council's approval of Mr. Dagenhard as Assistant City Clerk, the City Manager will continue to serve as Acting City Clerk until such time that Mr. Dagenhard is promoted to the position of City Clerk. City Manager Thornton currently holds active certification as a Certified City Clerk through the Georgia Municipal Association and the Georgia Municipal Clerks Association. As such, City Manager Thornton is equipped to operate under the authorizations currently provided to the City Clerk by City Charter and Ordinance. As such time that Mr. Dagenhard has attained an adequate level of training towards reaching certified status as a City Clerk, consideration will be given regarding promotion to the position. City Attorney Moore agrees with the proposed action to appoint as Assistant City Clerk and has drafted the attached resolution as presented for Council consideration of approval.

No terms of the current appointment will change except the title of the position to be held at commencement of employment with the City.

Thank you,

CMThornton

## **RESOLUTION NO. R-13-2023**

**A RESOLUTION APPOINTING NED THOMAS DAGENHARD AS ASSISTANT CITY CLERK UNTIL A TIME MUTUALLY AGREED WITH THE CITY MANAGER FOR HIM TO COMMENCE EMPLOYMENT AS CITY CLERK; AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AUTHORIZING THE CITY MANAGER/ACTING CITY CLERK TO ATTEST SIGNATURES AND AFFIX THE OFFICIAL SEAL OF THE CITY, AS NECESSARY, PROVIDING FOR AN EFFECTIVE DATE OF THIS RESOLUTION, AND FOR OTHER PURPOSES.**

**WHEREAS**, The City of Pine Lake ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City; and,

**WHEREAS**, through Resolution R-11-2023, the Mayor and City Council appointed Ned Thomas Dagenhard to serve as City Clerk on a date mutually agreed by him and the City Manager; and

**WHEREAS**, O.C.G.A. § 36-45-20 requires that any person hired or appointed to serve as the clerk of the governing authority of a municipality shall attend and complete a course of training on matters pertaining to the basic performance of his or her official duties; and

**WHEREAS**, training to become a Georgia Certified Clerk is offered through the Georgia Municipal Clerks Association by the Carl Vinson Institute of Government; and

**WHEREAS**, Mr. Dagenhard will also receive on the job training from City Manager Thornton; and

**WHEREAS**, the position of Assistant City Clerk is not a separate office of the City but a position assisting the appointed office of City Clerk; and

**WHEREAS**, the Mayor desires to appoint Ned Thomas Dagenhard as the Assistant City Clerk commencing June 26, 2023; and

**WHEREAS**, the City Council finds that the foregoing appointment is necessary and beneficial to its citizens and to the efficient operation of the City.

**THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINE LAKE GEORGIA AS FOLLOWS:**

**SECTION 1. Approval.**

The City Council of the City of Pine Lake hereby confirms the mayor's appointment of Ned Thomas Dagenhard as Assistant City Clerk of the City of Pine Lake. The Assistant City Clerk appointed hereunder shall begin employment on June 26, 2023 and shall commence employment as City Clerk on a date mutually agreed upon by the City Manager and Mr. Dagenhard.

**SECTION 2. Compensation, Termination and Benefits.**

- A. The Assistant City Clerk shall be compensated \$43,170 annually and his employment and benefits shall otherwise be governed by the City of Pine Lake Employee Handbook and any other personnel policies and procedures established by the City.

**SECTION 3. Approval of Execution.**

The Mayor is hereby authorized to sign all documents and the Mayor and/or City Manager are authorized to perform all other necessary acts necessary to effectuate this Resolution on behalf of the City of Pine Lake.

**SECTION 4. Severability**

To the extent any portion of this Resolution is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

**SECTION 5. Repeal of Conflicting Provisions.**

All City Resolutions inconsistent with this Resolution are hereby repealed.

**SECTION 6. Effective Date.**

This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Pine Lake.

**SO RESOLVED this \_\_\_\_\_ day of June, 2023.**

\_\_\_\_\_  
Melanie Hammet, Mayor

**ATTEST:**

\_\_\_\_\_  
ChaQuias M. Thornton, City Manager and  
Acting City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Susan Moore, City Attorney