

**CITY OF PINE LAKE, GEORGIA
WORK SESSION AGENDA
OCTOBER 8TH, 2024 @ 6:00PM
COUNCIL CHAMBERS, 459 PINE DRIVE, PINE LAKE, GA 30072**

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

CALL TO ORDER – WORK SESSION MEETING

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

OLD BUSINESS

NEW BUSINESS

1. Lake and Wetlands Infrastructure Maintenance - Update
2. FY2023 Audit Report Presentation – James Whitaker PC - Auditor
3. Declaration of Surplus – Assets – Courthouse Facility
4. Communications Policy
5. Resolution R-20-2024 - FY2024 Budget Amendment

PUBLIC COMMENTS – 3 minutes each please

REPORTS AND OTHER BUSINESS

Staff and Committee Reports

- a. Admin, Courts, and Finance – ChaQuias M. Thornton
- b. Public Safety – Chief of Police Y’hudah-Green
- c. Public Works – Special Projects Manager Kendrick

Reports/Comments

- d. Mayor
- e. City Council

Information for “The Pine Lake News” eblast.

ADJOURNMENT

MAYOR

Brandy Hall

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem

Jeff Goldberg

Tom Ramsey

Thomas Torrent

Augusta Woods

CITY OF PINE LAKE

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Memo

DATE: October 4, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, Admin Support
RE: Declaration of Surplus

Pursuant to Chapter 26 – FINANCE AND TAXATION, Section 26-31 – Sale of city property of the City of Pine Lake Code of Ordinances:

1. No property belonging to the city shall be sold except after approval of the mayor and city council; and
2. When any property owned by the city has become surplus, unserviceable or useless, the head of the department in charge of the property shall certify to mayor and city council that such property is no longer useful and should be disposed of. Any property to be sold shall be sold at public sale either by sealed bid or public outcry to the highest bidder for cash or certified funds. Nothing herein shall prevent the city from donating or exchanging such surplus property with other governmental units of quasi-governmental units.

In accordance with such provisions, the items on the attached list (COURT HOUSE SURLUS REQUEST) are presented by SPM Bernard Kendrick for declaration of surplus by the Mayor and Council, to be disposed of in the manner recommended.

Thank you,

CMThornton



Memo

DATE: October 4, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, Admin Support
RE: Communications Policy – Social Media

Please see below for the history of this item.

CMThornton

History

New Business Item – March 26, 2024

Draft of the City of Pine Lake Social Media Policy was presented to Council for consideration. The section of policy may ultimately be incorporated as a section within the City of Pine Lake Communications Policy. The Administration recommended review and consideration of the policy in advance of an expanded implementation of the city's social media presence.

New Business Item – March 12, 2024 Work Session

In an attempt to enhance and to increase the City of Pine Lake's ability to provide consistent communication of information, I am asking Council for Council input to inform a City initiated Communications Policy for the City. I would like to discuss the objectives and overview of such policy and to get Council to weigh in at the upcoming work session.

The objective of the policy will be to promote the agenda of the City by establishing provisions for the transmittal of city related information that allows for a consistent, reliable method of communicating such information to interested parties – including but not limited to residents, business and property owners, visitors, the general public, etc.

The desired action/result of the policy is for the target audience to be provided a reliable and consistent means of receiving information about City related engagement, events, and operations.

The Administration suggests that the policy include:

Purpose

Policy Statement

Duties and Responsibilities

Media Relations

Website

Newsletter

Social Media (Including Social Media Posting)

Emergency Notification System

Retention and Open Records

Topics of discussion during the upcoming work session will serve to shape the Social Media section of the overall communications policy and can include discussion on:

Restatement of the city website as the official method of communication for the City.

Identification of the social media sites and accounts that the City will engage in.

Identification of Site Administrators.

Scope and parameters of content/information submitted and/or received. (i.e. will the City's social media platform(s) receive comments from network members, responsibility of monitoring and management of such content).

I have begun composed an initial draft of policy and will need Council input to inform draft form for presentation of the social medial section of the policy to Council for consideration.

Thank you, CMThornton



Social Media Policy

Purpose

The City of Pine Lake's Social Media Policy ("Policy") is a guiding document that provides general guidelines that will govern the City's participation in social media. It also provides guidance and protocols and defines roles and responsibilities for the content and administration of the City's social media accounts.

Principles of Engagement

The City of Pine Lake is committed to openness and transparency and the engagement of the Pine Lake Community regarding City programs, services and policies. The City recognizes that social media provides valuable opportunities to communicate with stakeholders and provides timely, accurate, and relevant information. Further, the City has an inherent interest in participating in the presence of on-line conversations pertaining to the City in order to proactively address community issues and to nurture a relationship of collaboration with its stakeholders.

The City supports the following principles in the administration of social media:

- Community engagement
- Timely, accurate, and responsive information
- Positive public image
- Transparency and accountability

Social Media Accounts Generally

The City will maintain multiple social media accounts and explore opportunities for new accounts as they arise. Social media sites must:

- Benefit the Citizens of Pine Lake
- Enhance City of Pine Lake operations and communications
- Operate at reasonable cost to the City of Pine Lake

The City's website (<http://www.pinelakega.net>) will remain the City's primary and predominant internet presence. The most appropriate uses of social media tools are as informational channels to increase the City's ability to broadcast its messages to the widest possible audience.

Wherever possible, content posted to the City's social media sites must contain hyperlinks directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City of Pine Lake.

The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

- Social Media Platforms:
- Facebook
 - YouTube
 - Twitter
 - Other platforms as approved by the City Manager or Council Action

Content

The content on City social media accounts should be professional and intended to inform and engage. Information posted by the City must be accurate, relevant and consistent with established City policies and ordinances. Only properly authorized staff or vendors will post content and comments on the City's social media sites. Administrator(s) of City social media sites will adhere to confidentiality requirements as needed and not provide any information that may be detrimental to the City, to City of Pine Lake Elected Officials, or to City of Pine Lake Staff. Site administrators must ensure that privacy, confidentiality, copyright and data protection laws are respected.

Definitions Related to Content Management

Administrator - The site administrator is the person or his/her delegate(s) that is ultimately responsible for the content posted to the City's social media sites. The Administrator shall be the City Manager. The City Manager can designate delegates to serve as content specific administrators.

Affiliated organizations - Official affiliates of the City of Pine Lake that are privy to necessary and applicable information about the organization. Official affiliates are boards, commissions, committees and other groups that are directly appointed by the City Council or that have an official agreement with the City, such as through a memorandum of understanding or other similar agreements.

Administration

The City Manager will serve as the site administrator (s) for the oversight and administration of social media for the City of Pine Lake. All City activity on social media will be take place through this administrator or his/her delegates and, will ultimately subject to the action of Mayor and Council. There may be a separate content specific administrator for each form of content (i.e. city administration, department operations, community events and affiliated organizations, emergency management).

Control of Content

The site administrator and his/or delegate(s) works collaboratively with staff and affiliate organizations to ensure that information published online about activities is accurate, easy to understand and responsive to public inquiries. The site administrator reserves the right to edit or remove content from City social media sites where it is deemed unsuitable, inappropriate or in violation of this Policy. The City will retain any content that is edited or removed from a social media site. The time, date and the reason it was edited or removed will be recorded.

Information Flow

The site administrator(s) relies upon City departments, City committees, and affiliated organizations to provide ongoing information as content for keeping the sites up-to-date. The site administrator is responsible for ensuring the clarity and relevance of posted content. Each department head or his/her department delegate will be responsible for online content relevant to that department and to serve as the contact person for new requests.

Inappropriate Content

The site administrator may moderate any City of Pine Lake social media account with unsuitable content. This will be stated in a disclaimer on each City of Pine Lake social media site. Some examples of inappropriate content include but are not limited to the following:

- content that are profane, abusive, threatening, harassing, intimidating, hateful or intended to defame any person or organization
- content considered to be disrespectful or insulting to City officials, staff or representatives
- content that suggest or encourage illegal activity
- content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity or sexual orientation
- sexual content or links to sexual content
- solicitations or advertisements, including promotion and endorsement of any financial, commercial or non-governmental agency
- information that may compromise the safety or security of the public, a public facility, or a public event
- public disclosure of personal and confidential information
- religious and political messages
- promotional messages for personal gain or personal solicitation
- harmful software, viruses, Trojan horses or malware in any form
- data that could reasonably be expected to cause, directly or indirectly, strain on any computing facilities, or interfere with others' use of the service, such as spam
- inappropriate jokes, slurs, or innuendos
- content for the purposes of promoting a candidate for any elected or appointed office
- content that violates intellectual property rights of any other party

Copyright Adherence

Intellectual property issues (e.g., copyright, trademark, brand names, logos, moral rights to a work, etc.) exist and must be respected. Proper permission to use others' intellectual property will be obtained prior to usage.

Personal Use

The City of Pine Lake social media presence and social media sites/accounts are for City of Pine Lake purposes only and will not be used for personal use. Outgoing messages of a personal nature will not be posted on the City's social media. Only the site administrator, or his/her designee(s) can authorize or post City content to City social media sites. Other City employees are not permitted to represent the City on these sites. Violations of this policy are subject to disciplinary standards as provided for by the City's personnel policies and all other rules and regulations of the City and its departments as applicable.

Disclaimer & Terms of Use

Each City of Pine Lake social media site will contain the below disclaimer:

This site is maintained by the City of Pine Lake for the purpose of providing information and engaging the community. It is informal and should not be considered official communication from the City. For official information on the City of Pine Lake and its programs, services and policies, please visit <http://www.pinelakega.net/>. The views of external participants commenting on this site do not necessarily represent those of the City of Pine Lake.

The City's regular scheduling of postings to this site is during regular business hours, Monday to Friday, 8:30am-4:30pm, excluding City holidays.

All information provided by the City of Pine Lake on this site is for informational purposes only and is subject to change without notice.

The City of Pine Lake reserves the right, without notification and at our sole discretion, to remove any objectionable content.

The appearance of external links on this page does not represent official endorsement by the City of Pine Lake.

The City does not accept responsibility for ads, videos, promoted content or comments accessible from any external website and we do not control or guarantee the accuracy, relevance, timeliness or completeness of information contained on a linked website. We do not endorse the organizations sponsoring linked websites or the views they express or the products/services they offer.

The City has taken reasonable precautions to ensure there are no viruses associated with this page and advise we are not responsible for any loss or damage resulting from your use.

Facebook, Twitter, and YouTube are third party service providers that may collect, store, and manage your personal information whenever you access and use this site. Please refer to their terms of service and/or privacy statements for particulars. Note that the City of Pine Lake has no control over what is done with your personal information.

If you have any questions about the City's collection of personal information through this page please contact the City at (404) 999-4901.

Content Retention and Open Records

City of Pine Lake social media accounts and sites are subject to the Georgia Open Records Act and the U.S. Freedom of Information Act. Any content maintained on a social media website that is related to City business, including a list of subscribers or "friends," is public record. As such, the City is responsible

for responding completely and accurately to any public records request for public records on its social media activities. Content related to City business shall be maintained in an accessible format and so that it can be produced in response to an open records request.

Whenever possible, City social media websites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.

Content will be retained in accordance with the appropriate Georgia Local Government Records Retention Schedules.

Monitoring

The site administrator will monitor City social media sites on an ongoing basis to ensure that all content is in compliance with the Policy guidelines. Inappropriate content is immediately recorded for record-keeping purposes and deleted.

Oversight provided by the site administrator, generally:

- monitor social media sites to track content on City related topics
- respond to inquiries as appropriate and in accordance with the established protocols
- consult regularly with designated representatives of City departments, committees, and affiliated organizations to collect content and package appropriately for the City's social media sites
- post City content to social media sites as necessary
- record any content that is inappropriate and remove said content from City sites
- report regularly on the results of all monitoring and measurement activity
- ensure social media activity coincides with established City of Pine Lake policies, ordinances, communication networks, etc.



Memo

DATE: October 4, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, Admin Support
RE: FY2023 Audit Report

Mr. Jimmy Whitaker (auditor of record) has completed the City's FY2023 financial audit and is preparing associated report for presentation to Council on 10/08/2024. Please hold for copy of the subject reports.

CMThornton



Memo

DATE: October 4, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, Admin Support
RE: Resolution R-20-2024 FY2024 Budget Amendment

The attached budget amendment, proposed as Resolution R-20-2024, serves to offer recommendation for the adjustment of expenditure appropriations within the City's general fund for Asst. City Clerk Dagenhard's continued education training through the Georgia Clerks Education Institute. Mr. Dagenhard has attended and is scheduled to attend the following sessions:

The cost of the September 8th-10th Conference was: **\$450.00**

The cost of the upcoming October 10th and 11th courses in Tifton is: **\$300.00**

The estimated cost of a modest hotel room in Tifton for the night of October 10th is: **\$140.00**

The above amounts total **\$890.00.** This does not include travel (mileage) and meals costs.

Estimated increase in budgeted allocation for the following line items is requested:

100-1500-0000-523500	Travel	\$	500.00	
100-1500-0000-523700	Edu/Training	\$	1,000.00	
100-1500-0000-512400	Retirement			(\$1,500.00)
		\$	1,500.00	(\$1,500.00)
	Net +/-		(0.00)

CMThornton

RESOLUTION #R-20-2024

A Resolution of the Mayor and City Council of Pine Lake, Georgia

WHEREAS, the **FY2024** local budget for the City of Pine Lake, Georgia was adopted in December 2023; and

WHEREAS, it is necessary to amend such budget now;

THEREFORE, be is resolved by the Mayor and City Council of the City of Pine Lake, Georgia, that the following amendment to the general fund budget be made this _____ day of _____, 2024.

GENERAL FUND ASSET					
		LINE ITEM DESCRIPTION	Increase	Decrease	
		Fund Balance Allocation	-		
			0.00	0.00	-
GENERAL FUND EXPENDITURES					
		LINE ITEM DESCRIPTION			
100	1100.0000.0000.512400	Retirement		1,500.00	
100	1100.0000.0000.523500	Travel	500.00		
100	1100.0000.0000.523700	Education and Training	1,000.00		
			1,500.00	1,500.00	-
		Sum Total			-

Brandy Hall
Mayor

Ned Dagenshard
Asst. City