

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

CALL TO ORDER – REGULAR MEETING

ANNOUNCEMENTS/COMMUNICATIONS

ARBOR DAY PROCLAMATION

ADOPTION OF THE AGENDA OF THE DAY

ADOPTION OF THE MINUTES

- March 30, 2026 – Special Called Meeting
- March 30, 2026 – Town Hall
- March 31, 2026 – Regular Meeting
- April 14, 2026 – Work Session

PUBLIC COMMENT – 3 minutes each please

CONSENT AGENDA

1. Resolution R-2026-21, Georgia Interlocal Risk Management Agency (GIRMA) Insurance Renewal
2. Resolution R-2026-22, Authorize Official Signatures for Truist Accounts
3. Resolution R-2026-23, Budget Amendment – Acceptance of Funds from DeKalb County for Mural Project(s)

NEW BUSINESS

1. City Manager Recruitment Proposals – Presentation, *Warren Hutmacher / Sumter Local Government Consulting*
2. Resolution R-2026-24, Memorandum of Understanding (MOU) Between *City of Pine Lake* and *Pine LakeFest, Inc.*
3. Resolution R-2026-26, Local Road Assistance (LRA) Funding
4. Resolution R-2026-27, Authorize City Manager or Designee to Apply for State and Local Cybersecurity Grant Program (SLCGP)

PUBLIC COMMENT – 3 minutes each please

REPORTS AND OTHER BUSINESS

- Mayor (pro tempore)
- City Council

EXECUTIVE SESSION

ADJOURNMENT

COUNCIL MEMBERS

Jeff Goldberg – Mayor pro tem
Deborah Hull
Stephanie Kohler
Jane Lowers
Thomas Torrent

CITY OF PINE LAKE

425 ALLGOOD ROAD
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Arbor Day Proclamation
City of Pine Lake, Georgia

WHEREAS, trees play a vital role in the health and well-being of the City of Pine Lake by cleaning the air, conserving energy, providing habitat for wildlife, reducing stormwater runoff into Pine Lake, enhancing property values, and beautifying our unique lake-centered community.

WHEREAS, the City of Pine Lake cherishes its natural environment, honoring the forests, lake, wetlands, and green spaces that define our sense of place and strengthen our connection to the land and to one another;

WHEREAS, Arbor Day, first observed in 1872, reflects a continuing commitment to tree planting and stewardship that inspires communities such as Pine Lake to nurture and expand their natural landscapes;

WHEREAS, the City of Pine Lake has met the standards of the Arbor Day Foundation and the Georgia Forestry Commission and has applied to be recognized as a Tree City USA community.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and City Council of the City of Pine Lake hereby proclaim April 25, 2026 as Arbor Day in the City of Pine Lake, and encourage residents to observe this day by planting trees and supporting the care and stewardship of our urban forest.

NOW, THEREFORE, I, Mayor Brandy Hall, Mayor of the City of Pine Lake, Georgia, by virtue of the authority vested in me, do hereby proclaim April 25, 2026 as ARBOR DAY in the City of Pine Lake and urge all residents to plant, preserve, and appreciate trees, recognizing their essential role in sustaining the health, beauty, and character of our community.

Brandy Hall

Brandy Hall, Mayor

Attest:

Ned Dagenhard

Ned Dagenhard, City Clerk



**CITY OF PINE LAKE
SPECIAL CALLED MEETING
MINUTES
March 30, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072**

Call to Order: Mayor pro tem Goldberg called the Special Called Meeting to order at 5:00PM.

Present: Mayor pro tempore Jeff Goldberg, and Council Members Deborah Hull, Stephanie Kohler, Jane Lowers, and Thomas Torrent. Also present were City Manager Stanley Hawthorne, City Attorney Chris Balch, and City Clerk Ned Dagenhard. Chief of Police Sarai Y’Hudah-Green, Public Works Director Bernard Kendrick, and Finance Associate Stephen Mayer were not in attendance.

Executive Session

Council Member Torrent moved to enter executive session for the purpose of discussing personnel.

The executive session took place.

Council Member Torrent moved to re-enter the Special Called Meeting.

Adjournment

Council Member Torrent motioned to adjourn the Special Called Meeting at 5:49PM.

Ned Dagenhard, City Clerk

**CITY OF PINE LAKE
TOWN HALL
MINUTES
March 30, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072**

Present: Mayor pro tempore Jeff Goldberg, and Council Members Deborah Hull, Stephanie Kohler, Jane Lowers, and Thomas Torrent. Also present were City Manager Stanley Hawthorne, City Attorney Chris Balch, Chief of Police Sarai Y'Hudah-Green, Public Works Director Bernard Kendrick ,and City Clerk Ned Dagenhard. Finance Director Stephen Mayer was not in attendance.

Town Hall

A town hall took place, facilitated by resident-Kathie deNobriga.

The purpose of the Town Hall was to engage the community regarding capital projects, strategic goals of the Governing Authority, leadership turnover, community identity, and fiscal sustainability.

No action was taken by City Council.

Ned Dagenhard, City Clerk

**CITY OF PINE LAKE
REGULAR MEETING
MINUTES
March 31, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072**

Call to Order: Mayor pro tem Goldberg called the Regular Meeting to order at 6:01PM.

Present: Mayor pro tempore Jeff Goldberg, and Council Members Deborah Hull, Stephanie Kohler, Jane Lowers, and Thomas Torrent. Also present were City Manager Stanley Hawthorne, City Attorney Chris Balch, Chief of Police Sarai Y’Hudah-Green, Public Works Director Bernard Kendrick, and City Clerk Ned Dagenhard. Finance Associate Stephen Mayer was not in attendance.

Announcements/Communications

Council Member Kohler extended thanks to the community for attending the recent Town Hall, and to resident-Kathie deNobriga for facilitating. Ms. Kohler added that they expected a to organize an April *Community Chat* event.

Mayor pro tem Goldberg stated that a recording of the Town Hall was being transmitted to the City Clerk for publication. Mr. Goldberg added that the City Council was planning items for future *Community Chat* events.

Adoption of the Agenda of the Day

Council Member Torrent motioned to adopt the agenda; Council Member Lowers seconded.

No discussion took place.

Mayor pro tem Goldberg called for a vote.

All members voted in favor, and the motion carried.

Adoption of the Minutes

- February 24, 2026 – Regular Meeting
- March 10, 2026 – Work Session

Council Member Hull moved to adopt the minutes; Council Member Torrent seconded.

Mayor pro tem Goldberg called for a vote on the minutes.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE
REGULAR MEETING
MINUTES
March 31, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072**

New Business

1. Resolution R-2026-12, House Bill (HB) 1116 Property Tax Limitation

Council Member Lowers moved to adopt Resolution R-2026-12; Council Member Hull seconded.

City Manager Hawthorne explained the apparent thesis behind HB 1116, which sought to set limitations on property tax rate increases and install a floating sales tax. For small municipalities, Mr. Hawthorne stated, the legislation posed a threat to funding sustainability.

The City Manager continued that the resolution proposed included language provided by a fellow DeKalb County municipality, and adoption—while largely symbolic—would present a unified rebuke.

Council Members Torrent and Kohler praised the resolution, adding comments that any opportunity to voice opposition to HB 1116 should be taken.

Mayor pro tem Goldberg clarified with the City Manager the limitations the legislation would put on property tax collection authority, which would be limited and not outright removed.

Mayor pro tem Goldberg called for a vote.

All members voted in favor, and the motion carried.

2. Resolution R-2026-13, Appointment of PLAIN Liaison

Mayor pro tem Goldberg named Council Member Deborah Hull as City Council's Liaison to PLAIN; Council Member Lowers seconded; Council Member Kohler thirded.

A discussion took place, wherein Mayor pro tem Goldberg made a process inquiry to the City Attorney.

Mayor pro tem Goldberg called for a vote.

All members voted in favor, and the motion carried.

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3. Resolution R-2026-15, Authorizing Purchase of (2) Police Patrol Vehicles (SPLOST)

Council Member Torrent moved to adopt Resolution R-2026-15; Council Member Hull seconded.

Chief Y’Hudah-Green presented the requisition request, adding that while the purchases had been appropriated in the previous fiscal year budget, the recent identification of the vehicles after January 1, 2026 necessitated additional approval under purchasing procedure.

Council Member Lowers inquired as to the previous budgeted amount—sourced from Special Purpose Local Option Sales Tax (SPLOST) funds. Chief Y’Hudah-Green responded that the upset limit had been \$50,000, and this purchase would come in at \$42,000.

Council Member Hull asked about the mileage and warranty associated with the vehicles. Chief Y’Hudah-Green explained the different purposes of patrol vehicles as investigative and “on-the-road,” and cited a 30-day warranty.

Mayor pro tem Goldberg called for a vote.

All members voted in favor, and the motion carried.

4. Resolution R-2026-16, Amending Classification and Pay Plan to Include Public Safety Position of “Sergeant”

Council Member Torrent moved to adopt Resolution R-2026-16; Council Member Hull seconded.

City Manager Hawthorne clarified that the City Council action would create a position within the existing pay and classification scale for “Seargent,” rather than authorize promotion of an employee.

Council Member Hull asked whether the position was a standard in other cities; Chief Y’Hudah-Green responded in the affirmative.

Mayor pro tem Goldberg called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE
REGULAR MEETING
MINUTES
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5. Resolution R-2026-17, Rejection of Beach House Renovation Bid

Council Member Lowers moved to adopt Resolution R-2026-17; Council Member Torrent seconded.

Director Kendrick recommended that—following *Collins Constriction Group's* disinterest in a reduced scope of work—the City Council should reject the bid proposal, and proceed with the limited scope as a maintenance project.

Mayor pro tem Goldberg called for a vote.

All members voted in favor, and the motion carried.

6. Resolution R-2026-18, Beach House Electrical and Plumbing Improvements

Council Member Hull moved to adopt Resolution R-2026-18; Council Member Lowers seconded.

Council Member Torrent inquired as to whether outside lighting was included in the electrical work scope; Director Kendrick responded in the affirmative.

Council Member Hull and Director Kendrick engaged in a brief discussion regarding ground fault circuit interrupter (GFCI) installation.

Mayor pro tem Goldberg called for a vote.

All members voted in favor, and the motion carried.

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7. Resolution R-2026-19, Call for Municipal Special Election – May 19, 2026

Council Member Torrent moved to table Resolution R-2026-19.

City Attorney Balch explained to the City Council that, because the Secretary of State's Office requires municipalities to abide by Federal standards vis-a-vis overseas absentee ballot submission deadlines, a May 19th Special Election to fill the mayoral vacancy would not be possible. Mr. Balch recommended that City Council table the item until the appropriate time to call for the next available Special Election date (November 3, 2026).

The City Attorney fielded questions from multiple members of City Council, focused mainly on process and timing, as it relates to seating the new Mayor following the November election, and the potential for City Council vacancies in the event that one or more members of City Council opt to run for Mayor.

No other action was taken by the City Council.

Reports and Other Business

Mayor pro tem Goldberg provided clarity that—following counseling with the City Attorney regarding Charter provisions around the role of the Mayor pro tempore—he was not the Mayor, but rather continuing in his current role under temporary mayoral authority.

Mr. Goldberg reiterated previous comments thanking residents, attendees, and facilitators at the Town Hall.

Council Members Lowers and Torrent thanked Mayor pro tem Goldberg for his leadership.

Executive Session

Council Member Torrent motioned to enter executive session for the purpose of discussing personnel and litigation.

The executive session took place.

Council Member Torrent motioned to re-enter the Regular Meeting.

**CITY OF PINE LAKE
REGULAR MEETING
MINUTES
March 31, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072**

Adjournment

Council Member Torrent motioned to adjourn the Regular Meeting at 8:57PM.

Ned Dagenhard, City Clerk

DRAFT

**CITY OF PINE LAKE
WORK SESSION
MINUTES
April 14, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072**

Call to Order: Mayor pro tem Goldberg called the Regular Meeting to order at 6:00PM.

Present: Mayor pro tempore Jeff Goldberg, and Council Members Deborah Hull, Stephanie Kohler, Jane Lowers (*attending via teleconference*), and Thomas Torrent. Also present were City Manager Stanley Hawthorne, City Attorney Chris Balch, Chief of Police Sarai Y’Hudah-Green, Public Works Director Bernard Kendrick, Finance Director Stephen Mayer, and City Clerk Ned Dagenhard.

Announcements/Communications

Mayor pro tem Goldberg announced that Council Member Lowers would be joining the meeting via teleconference.

Mr. Goldberg added that the previous week saw the loss of a “member of the community,” Jackie Biggers. He added that those who knew Ms. Biggers had a warm place in their heart, and that, “anytime we lose somebody in our small community, it’s a big deal.”

Council Member Hull announced that the *Pollination Celebration*—a music, craft, and vendor fair centered around springtime ecology—would take place Sunday, May 3rd from 12:00-4:00PM in and around the Beach House.

Adoption of the Agenda of the Day

Council Member Hull motioned to adopt the agenda; Council Member Torrent seconded.

No discussion took place.

Mayor pro tem Goldberg called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE
WORK SESSION
MINUTES
April 14, 2026 at 6:00PM
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New Business

1. Finance Update

City Manager Hawthorne re-introduced Finance Director Stephen Mayer. The City Manager provided context regarding the recent installation of a Finance Director, the first in Pine Lake's history.

Mr. Mayer discussed the status of the department and set tentative goals surrounding final implementation of the City's enterprise resource planning (ERP) software, and production of budget-to-actual reports for the benefit of department heads, as well as the City Council and public. Both Mr. Mayer and Mr. Hawthorne emphasized multiple times, in different statements, the newness of the department.

Mr. Mayer also alluded to the addition of a second individual to the City's account from *Sumter Local Government Consulting*. In a clarification to Council Member Torrent, Mr. Mayer added that this would bear no additional cost to the City.

No action was taken by City Council.

2. Permit for Out-of-Season Swimming, Lake/Beach

Council Member Torrent stated the purpose of the proposed action, which was to allow for swimming during *LakeFest*, which takes place 3 weeks after the codified end of the swimming season.

City Attorney Balch and Public Works Director Kendrick provided information for City Council consideration, related to liability, ordinance amendment procedure, and cost associated with water testing activities required during the swimming season.

Council Member Lowers, joined by other members, expressed a desire to proceed under the "one-off" approval of swimming during *LakeFest*, rather than pursue a redesign of the swimming season and out-of-season swimming permissions.

No action was taken by City Council.

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3. Amending Chapter 16, Sec.(c)(6) – Allowing for Open Fire Under Permit

Council Member Torrent introduced the topic, referencing past practice of permitting fire pits on the Pine Lake Beach for resident celebrations.

City Attorney Balch outlined liability concerns related to permitting open fires in public spaces. In addition to this, Mr. Balch presented to City Council information related to the Governor of Georgia's recent order banning outdoor burning due to unseasonably dry conditions, which would pre-empt any outdoor burning.

City Council appeared to be in uniform agreement against allowing open fire permits in public spaces.

No action was taken by City Council.

DRAFT

**CITY OF PINE LAKE
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4. Vegetation Management, Pine Lake Dam

Council Member Torrent introduced the topic, voicing interest in exploring banning use of chemical herbicides on City-owned property.

Public Works Director Kendrick stated that prior and ongoing discussions with members of the community, plus the City's pursuing of *Bee City USA* designation, had led the Department to pursue Integrative Pest Management (IPM) process that avoids traditional pesticides and herbicides. Director Kendrick continued that while Georgia statute bars local municipalities from an outright ban, the Public Works Department adopting an internal policy would avoid interaction with such pre-emption. Finally, Mr. Kendrick added that the City does not currently possess any traditional herbicides or pesticides, and has no interest in procuring such materials. "If you see somebody spraying anything in the near future," he said, "it is vinegar and salt, which kills most weeds."

Mayor pro tem Goldberg asked about IPM certification. Director Kendrick replied that he was in the midst of locating a testing location, and that he had previously held IPM certification in South Carolina.

Council Member Kohler confirmed with City Attorney Balch that a resolution would not be necessary to hold Public Works to a standard of non-procurement/use of traditional pesticides and herbicides.

Mayor pro tem Goldberg voiced interest in pursuing a policy in the future for branding purposes.

No action was taken by City Council.

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5. Rockbridge Road Mural Project

Council Member Torrent presented the topic, referring to the mural project as an opportunity to support the City's community-building mission.

City Manager Hawthorne stated that the item would be brought forward in an initial step at the April 28th Regular Meeting, informing City Council that Pine Lake had received a direct payment of \$20,000 from DeKalb County for the mural project, initially negotiated by Mayor-emeritus Melanie Hammett. The deposit, Mr. Hawthorne continued, would need to be formally journaled in the City's receivables before being appropriated. Following journaling, the City Manager added, a discussion would be pertinent for how to approach the project itself.

Mayor pro tem Goldberg offered thanks to former Mayors Brandy Hall and Melanie Hammett for their work in negotiating the funds.

A discussion took place between Council Members Kohler and Torrent regarding the continuation of the Municipal Arts Panel (MAP).

Mayor pro tem Goldberg voiced a desire to proceed with the project under an approach of "help us paint it," referring to community participation in mural installation.

No action was taken by City Council.

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6. City Manager, Interim and Recruitment Services – *Sumter Local Government Consulting*

City Manager Hawthorne explained to City Council the process for recruiting a City Manager, emphasizing the possible timeline for final selection and promotion as being as long as six months.

A brief exchange took place between Council Member Torrent and City Attorney Balch regarding community input around City Manager selection.

Council Member Hull inquired about the timeline for selection, as well as alternative avenues outside of professional consultants for recruitment. Mr. Hawthorne referenced the selection process that promoted his contract as City Manager, which involved an interim City Manager referral through the Georgia Municipal Association. The interim City Manager, Bill Beckett—Mr. Hawthorne continued—was solely responsible for recruiting candidates.

Multiple members of the City Council expressed a desire to hear directly from *Sumter's* President, Warren Hutmacher.

A consensus was observed to proceed with a request for presentation by *Sumter* at the next available City Council meeting.

No other action was taken by City Council.

**CITY OF PINE LAKE
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459 Pine Drive, Pine Lake, GA 30072**

7. Georgia Interlocal Risk Management Agency (GIRMA) Insurance Renewal

A brief discussion took place, wherein City Manager Hawthorne described the 2026-2027 proposal from GIRMA, and referenced a 4% increase in annual premium. However, since the City received a renewal credit—Mr. Hawthorne added—the actual rate increase was effectively 0%.

Council Member Kohler inquired about payment schedule; Mr. Hawthorne stated the payments would occur quarterly.

Council Member Hull inquired about whether a discount was available if the annual premium was paid in full; Mr. Hawthorne replied in the negative.

Council Member Torrent asked about other insurance providers in the marketplace; Mr. Hawthorne responded that because GIRMA is a pool that includes many cities across the State, the presence of a competitor was highly unlikely.

A brief exchange occurred between Mayor pro tem Goldberg and the City Manager regarding cybersecurity coverage.

A consensus was observed to authorize administration to proceed with payment of the first of four quarterly payments, with the intention to adopt a resolution authorizing GIRMA as the City's insurer for the 2026-2027 period at the next available City Council meeting.

No other action was taken by the City Council.

Reports and Other Business

Strategic Performance Report (SPR), April 2026

City Manager Hawthorne presented a section of the April 2026 SPR (*available in full on the City website*). The discussion revolved around short- and long-term fiscal sustainability.

Mayor pro tem

Mr. Goldberg voiced a desire to proceed with future Town Hall events, and stated that the Public Works Director had developed recommendations for discussion regarding beautification along the Pine Lake dam.

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WORK SESSION
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City Council

Council Member Hull echoed praise for the Town Hall, but added that some residents were disappointed in a lack of real time responses to questions posed.

Council Member Torrent inquired about comments presented by previous Mayor Greg Zarus. Mayor pro tem Goldberg clarified that those comments were made during a friendly “walk and talk,” and Mr. Goldberg had asked that he transmit those comments via email.

Council Member Lowers announced that she and Council Member Kohler would be holding a *Community Chat* event at the Beach House the following Sunday, focused on “who and what is Pine Lake?” This chat, Dr. Lowers continued, would be in relation to the ongoing Atlanta Regional Commission (ARC) Comprehensive Plan survey.

Council Member Kohler echoed support for residents engaging with the ARC survey, and pushed residents to read the Strategic Performance Reports that staff publish monthly.

Mayor pro tem Goldberg stated that he had recently met with Georgia Forestry regarding the City’s tree conservation ordinance. He added that he had also met with senior staff for the City following the departure of the City’s Mayor.

Adjournment

Council Member Torrent motioned to adjourn the Regular Meeting at 9:00PM.

Ned Dagenhard, City Clerk



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council

FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*

DATE: April 28, 2026

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

RECOMMENDATION

Approve resolution for renewal terms of property and liability coverage for the period of May 1, 2026 to May 1, 2027 with the Georgia Interlocal Risk Management Agency (GIRMA).

BACKGROUND

Authorized by a 1986 law, an interlocal risk management agency may be created "for the development and administration of an interlocal risk management program and one or more group self-insurance funds." OCGA 36-85-1 (7). Chapter 85 of Title 36 of the Georgia Code authorizes municipalities and counties to jointly purchase insurance or jointly operate self-insurance programs. Ga. L. 1986, p. 1496. GIRMA of the Georgia Municipal Association operates a self-insurance program in which the City of Pine Lake participates.

A group self-insurance fund is "a pool of public moneys established by an interlocal risk management agency from contributions of its members in order to pool the risks of general liability, motor vehicle liability, property damage, or any combination of such risks." OCGA 36-85-1 (6). Administration of these funds includes "the processing and defense of claims brought against members of the agency." OCGA 36-85-1(8).

Renewal terms, as proposed for the 2026-2027 coverage period, have been presented to the City for property and liability self-insurance. The policy plan offers protections for the following categories of acts, operations, and property: general liability and law enforcement liability; public officials/errors and omissions liability; automobile liability and physical damage including uninsured motorist; crime/fidelity; property; equipment breakdown; and cyber.

As in years past, GIRMA is distributing a renewal credit based on the loss experience and total contributions of each individual member. Pine Lake's renewal credit is \$5,031 and has already been applied to the invoice cost.

GIRMA's target change to the billed contribution for every member is a 3% to 5% rate increase; last year,

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the target was 8%.

The City's invoiced cost is \$44,684 compared to \$44,635 for the current year, a 0 percent increase over the current year. Excess cyber coverage is the same as last year and the year before last, a total premium of \$1560.

A minimum payment of 25 percent is due upon receipt of the invoice or no later than 30 days from the date of correspondence of April 1, 2026.

RESOURCE IMPACT

The City's invoiced cost is \$44,684, a 0 percent increase over the current year. Excess cyber coverage is the same as last year, a premium of \$1560.

ATTACHMENTS

Resolution

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

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR INSURANCE SERVICES WITH THE GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY FOR THE PERIOD MAY 1, 2026 TO MAY 1, 2027

- WHEREAS, The City of Pine Lake is a member of the Georgia Interlocal Risk Management Agency (“GIRMA”), a risk pool offered by the Georgia Municipal Association; and
- WHEREAS, GIRMA is authorized by O.C.G.A. § 36-85-7; and
- WHEREAS, GIRMA is a risk management pool whereby municipalities across the state pool funds to provide for defense of covered actions and indemnity for appropriate losses within the terms of the coverage agreement; and
- WHEREAS, Policy costs are kept below market rates in most instances; and
- WHEREAS, For the Policy Term of May 1, 2026 to May 1, 2027, the cost of coverage is \$44,684 and an additional \$1560 for cyber coverage; and
- WHEREAS, Because GIRMA is an authorized intergovernmental risk management pool, bids or proposals are not required.

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the City authorizes the participation in GIRMA for the period May 1, 2026 to May 1, 2027, that the Mayor pro tem is authorized to execute any agreement, contract or policy giving effect to the purchase of this coverage and protection for the City..

ADOPTED by the Mayor and Council of the City of Pine Lake, this 28th day of April, 2026.

JEFF GOLDBERG
Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
City Clerk

CHRISTOPHER D. BALCH
City Attorney

GIRMA Changes to Coverage Document effective May 1, 2026

This memo details the changes to the 2026 GIRMA Coverage Document. These changes are intended to clarify and strengthen the GIRMA coverage document and are the culmination of recommendations by the underwriting team at Lockton and experience with issues that have arisen with respect to specific claims.

Exclusion of Member Sanctioned Hazardous Activities

While we recognize that Members will desire to attract recreational activities, drag racing does not present the kind of risks that GIRMA desires to be underwriting. Moreover, participants in these activities should be required to carry suitable insurance and have the city named as additional insured on the commercial insurance coverage. To address this risk, we have added the following exclusion to the General Liability and Law Enforcement Liability Coverage Section:

26. any claim arising out of or in any way connected with a Member's ownership, sponsorship, or operation of:

1. Any Mobile Equipment, Automobile, or motorcycle in any pre-arranged racing, pulling, pushing, speed, or demolition contest or exhibition, or in any pre-arranged stunting activity;
2. Rodeos;
3. Any pre-arranged stunting activity.

This is a restriction of coverage.

Loss Payee Clause

In commercial transactions, it is customary for a lienholder or lessor to require the borrower or lessee to carry first-party insurance coverage on the subject property and have the lienholder or lessor named as loss payee. This provides some measure of protection that they will be paid first if the property is destroyed. The GIRMA Member Coverage Agreement has never had a loss payable clause, but we are including the following addition to the General Conditions Applicable to the Property Coverage Sections:

LOSS PAYABLE

Loss, if any, will be adjusted with and payable to the Named Member or as directed by the Named Member. Interests of loss payees designated by the Named Member will also be included in loss payment as their interests may appear. Cancellation of this Member Coverage Agreement, including nonrenewal, also ends this Member Coverage Agreement as to the loss payee's interest. As a condition of payment to any loss payee, GIRMA shall be subrogated to the rights of that loss payee against any other party.

The Member Coverage Agreement has always had a Mortgage Clause. However, we are deleting this provision from the **General Conditions Applicable to the Entire Coverage Agreement** and adding it to the **General Conditions Applicable to the Property Coverage Section**, which is more appropriate:

MORTGAGE CLAUSE

The interest of any mortgagor on property covered hereunder is included as if a separate endorsement were attached hereto to the extent of the amount of mortgage as of the date of loss subject to the Limit of Liability set forth in this Coverage Agreement.

These changes are a clarification of coverage.

Cyber War Exclusion

GIRMA began underwriting its own cyber coverage in 2022, which is reinsured by Tokio Marine. The GIRMA Information Privacy and Security Liability and Expense Endorsement (the “GIRMA Cyber Endorsement”) was drafted to closely follow the Tokio Marine cyber policy at that time. Tokio Marine has since modified its cyber reinsurance treaty to add a war and cyber war exclusion.

We are also adding a War and Cyber War Exclusion that matches the Tokio Marine reinsurance policy exclusion:

War and Cyber War Exclusion

Notwithstanding any provisions to the contrary contained within the Member Coverage Agreement or any endorsement attached thereto, it is understood and agreed that the Member Coverage Agreement excludes all actual or alleged losses, liabilities, damages, injuries, defense costs, costs or expenses:

- a. directly or indirectly caused by, resulting from or in connection with any War;
- b. resulting from a Cyber Operation carried out as part of any War; or
- c. resulting from a Cyber Operation that causes a sovereign state to become an Impacted State

Subpart c. above shall not apply to the direct or indirect effect of a Cyber Operation on an Insured Computer System that is not physically located in an Impacted State but is affected by a Cyber Operation. Additionally, if the cyber coverage provides coverage for acts of cyber terrorism, this exclusion does not apply to an Act of Cyber Terrorism, but only as defined herein.

As used in this exclusion, whether in singular or plural form:

1. Act of “Cyber Terrorism” means the premeditated use of disruptive activities, or the threat to use disruptive activities, against a Computer System, including any associated network and Data stored thereon, with the intention to cause harm, to further social, ideological, religious, political, or similar objectives, or to intimidate any person in furtherance of such objectives; provided that such activities are not committed by, or at the express direction of, a sovereign

state or a government simultaneously engaged in War or a Cyber Operation carried out as part of any War.

2. “Computer System” means an interconnected electronic, wireless, web, or similar system, including all computer hardware and software, used to process and store Data or information in an analogue, digital, electronic or wireless format, including, but not limited to, computer programs, Data, operating systems, firmware, servers, media libraries, associated input and output devices, mobile devices, devices that are connected to and controlled by the internet (also known as “smart devices”), networking equipment, websites, extranets, off-line storage facilities (to the extent that they hold Data), and electronic backup equipment.
3. “Cyber Operation” means the use of a Computer System by, at the direction, or under the control of a sovereign state to disrupt, deny, degrade, manipulate or destroy information in a Computer System of or in another sovereign state.
4. “Data” means any machine-readable information, including, but not limited to, ready-for-use programs, applications, account information, customer information, health and medical information, or other electronic information, irrespective of the way it is used and rendered.
5. “Essential Service” means any service that is essential for the proper operation and maintenance of vital functions of a sovereign state, including, but not limited to, financial services (including services related to financial institutions and associated financial market infrastructure), health services, utility services, emergency services, and/or services that are essential for the proper operation of the food, energy and/or transportation sector.
6. “Impacted State” means a sovereign state where a Cyber Operation has had a major detrimental impact on:
 - i. the functioning of that sovereign state due to disruption of the availability, integrity or delivery of an Essential Service in that sovereign state; and/or
 - ii. the security or defense of that sovereign state.
7. “Insured Computer System” means:
 - i. a Computer System that is owned and operated by the Named Member, or that is leased to the Named Member and operated by the Named Member; and
 - ii. any Insured Communication System.
8. “Insured Telecommunications System” means any telephone or fax network or system that is owned, rented, leased, licensed or borrowed by the Named Member and under the direct operational control of the Named Member.
9. “War” means any war, invasion, acts of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, civil commotion assuming the proportions of or amounting to an uprising, military or usurped power, or confiscation, nationalization, requisition or destruction of or damage to property by or under the order of any government or public or local authority, or any action taken by a government authority to hinder, control, prevent, suppress or defend against any of the aforementioned actions.

This is a restriction of coverage.

Ordinance or Law

GIRMA covers most property on a replacement cost basis, which means that the cost of a loss can often far exceed the market value of damaged property, despite periodic adjustments from appraisals. The Member Coverage Agreement also provides for the replacement cost to include upgrades to bring the new property in line with current requirements or ordinance or law. The new language limits replacement cost coverage for ordinance or law code upgrades to situations where the Member was not required to comply at the time of loss, and only for the portion of the property that sustained direct physical loss:

The Named Member shall only be entitled to replacement cost for the portion of the property subject to the direct physical loss or damage. For any part of the property that must be demolished due to the direct physical loss or damage, but was not damaged itself, GIRMA's liability shall be limited to the actual cash value of the undamaged property at the time of the loss or damage.

And

It is a condition precedent to the coverage under this Extension that This Extension is subject to the following conditions:

- a. GIRMA shall have paid or agreed to pay for physical loss or damage and that the Named Member shall give notice to GIRMA of intent to claim for cost of removal of debris or cost of clean up no later than twelve (12) months after the date of such loss or damage.
- b. The federal, state, or local law, ordinance or code was not a legal requirement with which the Named Member was required to comply at the time of the direct physical damage.

This is a restriction of coverage.

Nuclear, Chemical, Biological, Radiological Terrorism Exclusion

Coverage is being amended to address nuclear, chemical, biological, or radiological (NCBR) terrorism. This type of claim would likely be subject to the defenses of Public Duty Doctrine (i.e., failure to protect) and sovereign/governmental immunity. The following language is being added to the General Exclusions Applicable to the Casualty Coverage Sections that would exclude:

any claim arising out of or in any way connected with Acts of Terrorism which involves:

1. pathogenic chemical or biological substances, however caused;
2. nuclear reaction or radiation, or radioactive contamination, however caused; or
3. any other cause or event resulting from (1) or (2) above.

Such claim is excluded regardless of any other cause or event contributing to the liability, loss, damage, or expense in any way or at any time, or whether liability, loss, damage, or expense is accidental or intentional.

This exclusion would apply to all liability lines of coverage and be a restriction of coverage.

Coverage for Theft of Property by Non-Employees

The coverage agreement currently includes an exclusion that would apply to theft by employees of the Member, but it only applies to the Property Coverage Section. The exclusion is important because employee theft is covered under the Crime Coverage Section. For non-employee theft, there would be coverage but only if the property is scheduled (or, if it is unscheduled property, that is not in the list of properties to which unscheduled property does not apply).

As a result, we are adding the theft exclusion applicable to the Property Coverage Section be modified as follows:

inventory shortage, mysterious disappearance or loss of or damage caused by or resulting from misappropriation, conversion, infidelity, dishonesty, fraudulent or criminal act(s) by Employees, but this exclusion shall not apply to Automobiles and Mobile Equipment that are included on the Named Member's schedule on file with GIRMA whether acting alone or in collusion with others;

This change is a clarification of coverage.

For Reporting of Claims, Claim Status or Claim Questions, Please Contact:

Robert Angotta
GIRMA Supervisor
Phone: 770-290-8227
Email: robert_angotta@gbtpa.com

GIRMA Claims
c/o GALLAGHER BASSETT SERVICES, INC.
PO Box 2934
Clinton, IA 52733-2934
Phone: 770-280-2500 or 800-354-6494
Fax: 1-866-735-8905

HOW TO REPORT A CLAIM:

Option 1: Email – Please email completed claim form to GIRMAclaims@tnwinc.com

Option 2: Phone – To report a claim over the phone, please call 844-246-9510

**For Coverage Questions, Certificate Request, Changes, Additions or Deletions
Of Property Or Vehicles; Review of Contracts, Please Contact:**

Lindsey Albright Senior Account Executive	706-877-6400 lalbright@lockton.com	Daniel Thomas Vice President	404-392-2085 dsthomas@lockton.com
Meghan Murray Barag Account Executive	678-361-0886 mamurray@lockton.com	Collins Fowler Kahrs Senior Account Analyst	404-829-6753 collins.kahrs@lockton.com
Jeff Showalter Senior Vice President	770-883-3335 jshowalter@lockton.com	Caroline Grinstead Senior Account Analyst	404-383-6373 caroline.grinstead@lockton.com

Lockton Companies

3280 Peachtree Road NE, Suite 1000
Atlanta, GA 30305

Phone: 404-460-3600 | **Fax:** 404-460-3755

For Membership, Accounting or Risk Management Questions, Please Contact:

Tasha Hunt-Caudill Claims and Litigation Manager	678-536-4364	<p>Georgia Municipal Association PO Box 105377 Atlanta, GA 30348 Phone: 404-688-0472 or 888-488-4462 Website: www.gacities.com</p>
Cindy Mallett Director, Risk Management Services	678-686-6308	
Randy Logan Deputy Executive Director	678-686-6253	
Chris Brierley Accountant	678-651-6204	
Joel Levy Accounting Specialist	678-686-6233	

For Safety & Loss Control Services, Please Contact:

Dennis Watts
Senior Manager, RMEBS Loss Control & Prevention Services
678-686-6284

Website: www.lgrms.com

For HELP Line (Hotline for Employment Legal Problems). Members with potential employment and personnel-related claims can receive free legal consultation specializing in employment-related issues.

girmahelpline@fisherphillips.com OR 800-721-1998



NEED HELP?

The Hotline for Employment Legal Problems is a free service provided to members of GIRMA, GMA's property and liability program.

What is HELP?

HELP stands for Hotline for Employment Legal Problems and is a service designed to assist GIRMA members with potential employment and personnel related issues. HELP allows GIRMA members to consult legal counsel specializing in employment law prior to making or implementing a personnel decision.

About GIRMA

Administered by GMA, the Georgia Interlocal Risk Management Agency (GIRMA) is an intergovernmental risk-sharing fund created in 1987 to provide property and liability coverage to local government entities in Georgia. Contributions from GIRMA's membership of over 375 members are pooled to pay claim defense, claim losses, insurance to limit exposure, and administrative expenses.

GIRMA Eligibility

Municipalities, municipal authorities and commissions, regional commissions, and municipal school districts with an average daily student population of at least 2,800 are eligible to participate in the fund.

GIRMA Property and Liability Coverage

Coverages available to members includes, but is not limited to, property; automobile (liability and physical damage); law enforcement liability; general liability; public officials' liability; employee benefits liability; crime/fidelity; and cyber liability. Loss control and other risk management services are included.

Advantage of GIRMA Membership

- GIRMA is controlled by its members, therefore is responsive to the member's individual needs.
- GIRMA's claims process allows more input and control from the members.
- Administrative benefits include automatic coverage for newly-acquired vehicles up to \$100,000 in value; easy renewal process; common renewal date; no premium audit.
- Financial benefits include competitive pricing and insulation from the pricing volatility of the insurance marketplace.



What are the program benefits of HELP?

The GIRMA Board of Trustees has taken a proactive approach to reduce the impact of employment and personnel-related claims against GIRMA members. Regardless of whether the GIRMA member prevails in the suit, the cost to defend employment claims is significant. Often, objective review and careful planning prior to implementing an employment decision can help avoid costly claims and time-consuming litigation.

HELP is designed to be an aid to officials of GIRMA members or their legal counsel. HELP is not intended to supplant the local legal counsel or the city attorney on employment issues. Local legal counsel or the city attorney should always be consulted on questionable employment issues.

Will my deductible be waived?

If the GIRMA member follows the advice given through the HELP line, the member's deductible will be waived (if a related claim is submitted).

How does HELP work?

GIRMA members may use a dedicated phone number or email address to contact the law office of Fisher & Phillips LLP (formerly Elarbee, Thompson, Sapp and Wilson). The law firm specializes in employment legal issues and serves as defense counsel for GIRMA on employment-related cases.

When a GIRMA member contacts HELP, a paralegal will ask for preliminary information and consult an attorney to determine appropriate handling of the inquiry. In most cases, an attorney will respond directly to the member with advice and recommendations.

Who should contact HELP?

The service should be used by the person making or recommending the employment or personnel decision, such as the chief administrative officer, chief executive or city attorney.

When should I contact HELP?

The service should be used when contemplating an employment or personnel decision that is complex and/or which may have significant legal consequences.

What is the cost to contact HELP?

HELP is a GIRMA member benefit. There is no charge to members who use the service.

For More Information:

Cindy Mallett, Director, Risk Management Services

Phone: 678-686-6308 Email: cmallett@gacities.com

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

PI1

425 Allgood Road
Pine Lake, GA 30072

Coverage Period:

May-01-2026 to May-01-2027

Presented by:



201 Pryor Street
Atlanta, GA 30303

Quote Date:

4/1/2026

Administered by:

Lockton Companies

3280 Peachtree Road NE #1000
Atlanta, GA 30305

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

General Liability and Law Enforcement Liability	Limit of Liability
Each Occurrence	\$600,000
Personal & Advertising Injury	\$600,000
Products / Completed Operations	\$600,000
Failure to Supply Utilities	\$600,000
Fire Legal Liability	\$600,000
Law Enforcement Liability	\$600,000
General Aggregate	\$3,000,000
Medical Payments	Excluded
Form	Occurrence
General Liability Deductible	\$10,000
Law Enforcement Liability Deductible	\$10,000
Employee Benefits Liability	\$600,000
Employee Benefits Aggregate	\$3,000,000
Form	Occurrence
Deductible	\$10,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limit
- Special Events Liability
- Athletic Participants Liability
- Fireworks Display Liability
- Cemetery Professional Liability
- Limited Pollution Liability
- Non-Owned Aircraft & Watercraft
- Liquor Liability
- Limited Drone Coverage (\$50,000)
- Garage Liability
- Personal Injury Liability
- Authorized Moonlighting by Police Officers
- Jail Cell Operations
- Police Animal Liability
- Assault and Battery
- Inmate Medical Coverage
- Sexual Abuse Coverage
- Worldwide Territory

Disclaimer:

These terms are not to be construed as an exact or complete analysis of the coverage agreement, nor as a legal evidence of coverage. The provisions of the actual coverage document will prevail.

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Public Officials / Errors & Omissions Liability	Limit of Liability
Each Wrongful Act or Occurrence	\$600,000
Aggregate Limit	\$3,000,000
Form	Occurrence
Deductible	\$10,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limits
- Pay on Behalf Basis
- Personal Injury – to include:
 - Mental Anguish
 - Shock
 - Humiliation
- Employment Practices Liability – including coverage for:
 - Libel
 - Slander
 - Defamation
 - Sexual Harassment
 - Sexual Abuse
- Americans with Disabilities Act (ADA)
- Zoning Claims Seeking Monetary Demands
- Civil Rights Violations
- Services Performed Under a Mutual Aid Agreement

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Disclaimer:

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Automobile Liability	Limit of Liability
Combined Single Occurrence Limit	\$750,000
Uninsured Motorists Liability	\$75,000
Hired & Non-Owned Liability	\$750,000
Medical Payments	Excluded
Deductible	\$10,000
Uninsured Motorist Deductible	\$1,000

Automobile Physical Damage	Limit of Liability
Limit	Actual Cash Value
Hired Physical Damage	Included
Vehicles Covered	Per Schedule
Comprehensive Deductible	\$1,000
Collision Deductible	\$1,000
Hired Physical Damage Deductible	\$1,000

Coverage Features:

- Automatic Coverage for Vehicles up to \$100,000 in value
- Automatic Liability Coverage for new vehicles
- Deductible Per Occurrence

Crime / Fidelity	Limit of Liability
Blanket Employee Dishonesty	\$500,000
Forgery or Alteration	\$500,000
Computer Crime	\$500,000
Money and Securities	\$500,000
Social Engineering Fraud	\$25,000
Deductible	\$1,000
Social Engineering Deductible Only	\$2,500

Coverage Features:

- Faithful Performance Included
- Includes all local and state required bonds

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Property	Limit of Liability
Total Insured Values	\$2,951,654
Blanket Building & Contents	\$2,868,769
Mobile Equipment	\$82,885
Computers ("EDP")	Included
Flood Limit – Including Zones A and V	\$2,951,654
Earthquake Limit	\$2,951,654
Coinsurance Provision	None
Locations Covered	Per Schedule
Valuation – Building & Contents	Replacement Cost
Valuation – Mobile Equipment	Actual Cash Value
Deductible – Buildings & Contents All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$1,000
Deductible – Mobile Equipment All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$1,000
Deductible – Named Windstorm for Tier 1 Only* <i>* Applies separately to (1) Each separate building. (2) The value of personal property located in each separate building. (3) Each item of Mobile Equipment. (4) Actual value of Business Interruption and Extra Expense loss for the 12 months immediately following the date of the direct physical loss.</i>	1% per unit
Automatic Coverage Extensions:	
Business Interruption	\$500,000
Extra Expense	\$500,000
Computers ("EDP")	\$500,000
Builders Risk	\$500,000
Property in Transit	\$500,000
Valuable Papers	\$500,000
Equipment Breakdown	Limit of Liability
Limit Per Occurrence	\$2,868,769
Ordinance or Law Limit	\$2,868,769
Hazardous Substance	\$250,000
Deductible	\$1,000
Automatic Coverage Extensions	
Ammonia Contamination	\$1,000,000
Expediting Expenses	\$10,000,000
Service Interruption	\$2,868,769
Spoilage / Consequential Damage	\$10,000,000
Water Damage	\$1,000,000

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Cyber	Limit of Liability
Security & Privacy Liability	\$250,000
Regulatory Action Sublimit of Liability	\$250,000
Event Management	\$250,000
Cyber Extortion	\$250,000
Deductible	\$10,000

Police Animal Mortality Coverage	Limit of Liability
Scheduled Limit	\$0
Deductible	Nil

Risk Management Services

<u>Type of Service</u>	<u>Annual Contribution</u>
Loss Control & Safety Training	
On Site Visitation	Included
Awareness Training	Included
Awareness Through Safety Bulletins	Included
Automobile Drivers Training	Included
Access to Safety Videos	Included
Safety Grant	
Based on a Contribution Volume and up to \$10,000	Included
*Subject to Approval & Requirements	
Employment Practices Help Line	
Legal Advice	Included
Property Appraisals	
Building Valuations	Included
Contents and Historical Valuations	Included
Crisis Management	
Provides \$50,000 for expenses incurred in response to a Crisis Event including Workplace Violence	Included

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$2,013
Law Enforcement Liability – Before Credit	\$9,879
<i>Law Enforcement Initiative Credit Amount</i>	<i>\$0</i>
Law Enforcement Liability – After Credit	\$9,879
Public Officials Liability	\$5,039
Automobile Liability	\$16,570
Automobile Physical Damage	\$5,390
Property – Buildings & Contents	\$9,570
Mobile Equipment	\$194
Police Animal Mortality	\$0
Crime / Fidelity	\$340
Boiler & Machinery	\$599
Uninsured Motorist	\$121
Sub Total	\$49,715
Less Renewal Credit	\$5,031
Total	\$44,684

Disclaimer:

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Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
City of Pine Lake (PI1)	Effective Date	05/01/2026
GENERAL LIABILITY		
Grants Administered	\$0	
GROSS OPERATING EXPENDITURES	\$2,013	
PARK ACREAGE	\$0	
HOUSING AUTHORITIES - UNITS	\$0	
PUBLIC UTILITIES - CABLE / TELECOM	\$0	
PUBLIC UTILITIES - ELECTRIC	\$0	
PUBLIC UTILITIES - GAS	\$0	
PUBLIC UTILITIES - SEWER	\$0	
PUBLIC UTILITIES - WATER	\$0	
REFUSE COLLECTION	\$0	
SCHOOLS - ALL OTHER STUDENTS	\$0	
SCHOOLS - TRADE OR VOCATIONAL STUDENTS	\$0	
WATER RELATED ACTIVITIES - # BEACHES, LAKES, POOLS	\$0	
GENERAL LIABILITY TOTALS		\$2,013

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
AUTOMOBILE LIABILITY	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	1	\$337.86	\$337.86	
Trucks - Medium Weight	2	\$450.48	\$900.96	
Trucks - Heavy Weight	0	\$0.00	\$0.00	
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	0	\$0.00	\$0.00	
Private Passenger - Fire Cars	0	\$0.00	\$0.00	
Private Passenger - Police Cars	5	\$3,043.78	\$15,218.90	
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	1	\$112.62	\$112.62	
Buses - Public Transit Buses	0	\$0.00	\$0.00	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
AUTO LIABILITY TOTALS	9			\$16,570

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
AUTOMOBILE PHYSICAL DAMAGE	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	1	\$245.92	\$245.92	
Trucks - Medium Weight	2	\$245.92	\$491.84	
Trucks - Heavy Weight	0	\$0.00	\$0.00	
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	0	\$0.00	\$0.00	
Private Passenger - Fire Cars	0	\$0.00	\$0.00	
Private Passenger - Police Cars	5	\$918.13	\$4,590.65	
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	1	\$61.48	\$61.48	
Buses - Public Transit Buses	0	\$0.00	\$0.00	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
PHYSICAL DAMAGE TOTALS	9			\$5,390

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
UNINSURED MOTORIST LIABILITY		\$121
LAW ENFORCEMENT LIABILITY	\$1,975.80 per officer	\$9,879
PUBLIC OFFICIALS LIABILITY		\$5,039
PROPERTY (including Mobile Equipment and Boiler & Machinery)	Values / Rates	\$10,363
Total Insured Value	\$2,951,654	
Rate per \$100 of Value	\$0.3511	
POLICE ANIMALS	\$0	\$0
CRIME	\$28.33 per employee	\$340
TOTAL CONTRIBUTION*		\$49,715

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

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

CONTRIBUTION PAYMENT TERMS

CITY OF PINE LAKE

RLFC# P11

INVOICE NUMBER	373827
EFFECTIVE DATE	05/01/2026
INVOICE AMOUNT	\$44,684
PROPOSAL NUMBER	RPI1-PR2026-7

PAYMENT TERMS:

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

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

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

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

Authorized Signature

Date



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council

FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*

DATE: April 28, 2026

TITLE: Update to Truist Bank Signatories

RECOMMENDATION

Approve resolution which will act as City Council's authorization to update approved signers on all Pine Lake accounts at Truist Bank by replacing former finance department consultant Paul Salvatore with Michelle Uran and by removing former Mayor Brandy Hall.

BACKGROUND

All remittances require one signature from an authorized signer. The Mayor is the primary signer with Mayor Pro Tempore as the first backup. The City Manager and Finance Director act as additional backups. With the resignation of Brandy Hall, and replacement of Paul Salvatore with Michelle Uran, updating the authorized signers on all accounts at Truist Bank to reflect these changes is advised.

RESOURCE IMPACT

None

ATTACHMENTS

Resolution R-2026-22, Authorizing Official Signatures for Truist Bank Accounts

**A RESOLUTION OF THE CITY OF PINE LAKE TO AUTHORIZE THE
SUBSTITUTION AND ADDITION SIGNATORIES ON THE ACCOUNTS OF THE CITY
OF PINE LAKE, AND FOR OTHER PURPOSES**

WHEREAS, The official accounts of the City of Pine Lake require a single authorized user to sign checks payable against those accounts; and

WHEREAS, Currently the former Mayor and Mayor pro tem GOLDBERG are authorized signatories on those accounts;

WHEREAS, Mayor resigned on March 20, 2026 and no special election can be held to fill her seat until November.;

WHEREAS, To ensure continuity of Government and enable smooth City operations, additional qualified signatories are necessary, and the City Council expressly finds that a additional authorized signatory on City accounts is necessary and advisable;

NOW THEREFORE, BE IT RESOLVED by the Governing Authority of the City of Pine Lake, Georgia, in an open and public meeting, that the Mayor pro tem and City Manager are directed to take whatever steps are necessary to remove the names of Brandy Hall and Paul Salvatore as authorized signatories on all City Accounts;

BE IT FURTHER RESOLVED that any authorized signatory for the City of Pine Lake is expressly authorized and delegated the task of ensuring the City Manager and the Finance Director are listed as authorized signatories on the City's financial accounts;

BE IT FURTHER RESOLVED that Mayor pro tem Jeff Goldberg is authorized to execute any and all documents necessary to give effect to this Resolution and that the City Manager and Finance Director are expressly delegated authority under the Charter to sign checks of the City as an authorized representative of the City of Pine Lake on its deposit accounts at any authorized financial institution;

BE IT FURTHER RESOLVED, that this resolution is effective immediately upon its adoption by the Governing Authority, and the City Clerk is authorized, in consultation with the City Attorney, to make any changes or modifications to this Resolution as may be necessary to give full effect to the intent of the City Council.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 28th day of April, 2026.

JEFF GOLDBERG
Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
City Clerk

CHRISTOPHER D. BALCH
City Attorney



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council
FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*
DATE: April 28, 2026
TITLE: Mural and Art Wall Project Funding and Budget Amendment

RECOMMENDATION

Approve resolution to accept \$20,000 from DeKalb County to be used on a mural and art wall project and approve the associated budget amendment which reflects these proceeds and appropriates the spending of the funds.

BACKGROUND

Former Mayors Brandy Hall and Melanie Hammet were able to obtain \$20,000 from DeKalb County which must be spent on a mural on the retaining wall off of Rockbridge Road and on a structure that will need to be constructed and used as an art wall off of Poplar Road. Mayor Hammet provided background on the emanation of the requested funds in the following email:

On Apr 2, 2026, at 4:45 PM, Melanie Hammet <hammet@mindspring.com> wrote:

Good Afternoon!

I have heard that Mayor Hall was able to retrieve the grant of 20K awarded to Pine Lake by previous Commissioner Steve Bradshaw that got stuck in an admin tangle. Many thanks to Alicia Brooks, District 4's Chief of Staff.

My request of the funds from the Commissioner was twofold:

1/ 10K for a mural on the retaining wall located directly below Dragon Delight (this \$ amount came from a consultation with Robert Witherspoon, City of Atlanta Public Art Program Manager and Pine Lake resident). The agreed-upon intention of this mural is to include residents and Rockbridge business owners (especially Innocent Nwafur, whose tire shop is located directly opposite the wall) in the creation of the process and selection of the artist. It is also imperative to remember that the 20K cars/day that use the Rockbridge corridor be considered as the primary audience so the mural content acts as a welcome for the city AND for the businesses on the quarter mile.

2/ 10K for a structure to be built along the Poplar-facing edge of the church's satellite parking lot that would be utilized as an Art Wall. This structure would be erected on posts drilled into the asphalt on the city's ROW which is a larger width than is typical on the Poplar-facing side of the lot (please refer to survey—there should be one in City records). A utilities check was run in 2022 or 2023 so there are no underground pipes or cables to consider. However—the ingress/egress of the lot must be maintained and the sightlines of the STOP sign on approach must be calculated. We consulted with a metalworks designer on a frame-like structure that would be multi-use, decorative, and create the potential for a rotating art/mural exhibit to exist as a welcome vision upon entering the residential district.

Please let me know if I can provide more detail. If you have problems locating the survey I can help track it down.

Thank you,

Melanie
mh

RESOURCE IMPACT

\$20,000 increase in General Fund revenues to be used on a mural and art wall project.

ATTACHMENTS

Resolution

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM DEKALB COUNTY FOR THE PURPOSE OF PREPARING A MURAL TO BE CREATED IMMEDIATELY BELOW DRAGON DELIGHT ON ROCKBRIDGE ROAD, TO AUTHORIZE A DEDICATED ACCOUNT FOR SUCH FUNDS, TO SEGREGATE THE FUNDS FROM THE GENERAL FUND OF THE CITY SO THAT THEY ARE USED EXPLICITLY FOR THE PURPOSE PROPOSED, AND FOR OTHER PURPOSES

WHEREAS, Former Mayors Brandy Hall and Melanie Hammet have secured funds from DeKalb County District 4 Commissioner Chakira Johnson (who replaced former Commissioner Steve Bradshaw) for the purpose of creating a mural in the City of Pine Lake.

WHEREAS, The money provided in the grant may only be used for the purposes designated;

WHEREAS, The funds will need to be segregated from the General Fund so that there is the ability to account for their use to the County, if asked;

WHEREAS, The amount of the grant is \$20,000;

NOW THEREFORE, the Governing Authority of the City of Pine Lake in an open and public meeting HEREBY RESOLVE as follows:

That the City shall accept the Grant and its conditions with the thanks of the Governing Authority and the Citizens of Pine Lake;

That the City Manager or his designee shall cause to be considered and adopted if appropriate a Budget Amendment to account for the receipt of these funds, as soon as practical, for the Council's consideration;

That the City Manager or his designee shall establish a separate banking account, if deemed necessary by the City Manager, to hold the funds apart and separate from the General Funds of the City;

That the City Manager, or his designee, shall establish a separate accounting line item in the City's Records to record this receipt of funds and to allow the expenditures from it to be tracked and reported separate from the General Expenditures of the City;

The City Manager, or his designee, will direct the construction of the support structure for this Mural in accordance with the terms of the Grant from the County.

So Resolved, this 28th day of April 2026.

JEFF GOLDBERG
Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
City Clerk

CHRISTOPHER D. BALCH
City Attorney

Recruitment Proposal ----- City Manager



www.sumterlocalgovconsulting.com
404.535.0525

City of Pine Lake
P.O. Box 1325
Pine Lake, GA 30072
Attention: Mayor Brandy Hall

Dear Mayor Hall,

Thank you for the opportunity to submit a proposal for executive search services for Pine Lake, GA.

At Sumter Local Government Consulting (Sumter LGC), we recognize that recruiting a City Manager is a critical process that requires identifying candidates with strong leadership capabilities and administrative expertise to effectively oversee operations, personnel management, and organizational planning. This process demands more than simply matching qualifications to a job description. It requires a comprehensive understanding of an organization's financial and operational abilities and challenges and how everyday decisions influence a community's long-term stability, growth priorities, and environment. Sumter LGC specializes in helping organizations meet their operational needs.

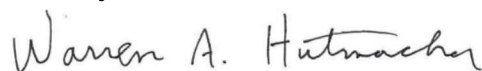
At the core of our approach is a strong respect for each community and the complexities of local communities. Here's what sets us apart:

1. We aren't just local government experts; we dedicate time to understanding your unique culture, which helps us develop a tailored candidate profile that distinguishes good candidates from the right ones for your local government.
2. We strategically advertise with innovative recruitment materials and, most importantly, actively leverage our extensive network and email database to find candidates who are not currently looking for jobs. In other words, we do much more than just place ads and sort resumes.
3. We've hired public sector leaders at all levels, acting as a bridge between candidates and your leadership. We've also been search consultants, clients, and candidates, so we know the process from every angle and consistently deliver positive results.
4. We have a comprehensive background check process that is both unique and thorough, involving extensive research to avoid surprises and provide you with meaningful information to make informed business decisions.
5. Public service is our passion, and we believe that organizations are most successful when there are strong synergies between the executive team and department heads.

Having served as a City Manager, I have direct experience navigating complex issues such as workforce development, overseeing operations, guiding departmental leadership, and ensuring financial strategies align with community goals.

As President of Sumter LGC, I will personally handle this search. Our team is excited to partner with you to find your next City Manager.

Sincerely,

A handwritten signature in cursive script that reads "Warren A. Hutmacher".

Warren Hutmacher, President
Sumter Local Government Consulting

404.535.0525 • warren@sumterconsulting.com • 3480 Preston Ridge Rd., Ste. 500, Alpharetta, GA 30005

www.sumterlocalgovconsulting.com

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OVERVIEW

A successful executive search for a City Manager demands more than just recruitment expertise. It requires gaining a deep understanding of the community, its values, and its vision. Our recent and successful Administrator placement in Winder, GA, and our successful City Manager placements in Guyton and Stone Mountain, GA, and Sarasota and Dade City, FL, highlight our preparedness to help Pine Lake find a City Manager who can be both a capable representative and a collaborative partner to city officials.

The following objectives are designed to align with Pine Lake’s governance structure and community priorities. We seek to:

1. Attract and Recruit Proven Municipal Leadership

Develop and execute a strategic recruitment plan to attract highly qualified municipal leaders from local, regional, and national talent pools. Leverage professional organizations such as the International City/County Management Association (ICMA) and other public-sector networks to identify strong candidates. Prioritize individuals with demonstrated success in municipal administration, including managing city operations, leading staff, overseeing budgets, implementing policy, and working effectively with elected officials.

2. Align Administrative Leadership with Pine Lake’s Vision and Values

Recruit a City Manager whose leadership style, experience, and approach reflect Pine Lake’s unique character and strategic priorities. Emphasize alignment with the City’s commitment to fiscal responsibility, sustainable development, community engagement, and preserving its distinct identity and quality of life.

3. Promote Transparency and Strengthen Community Trust

Identify a leader who values transparency, accountability, and open communication. The ideal candidate will build strong, collaborative relationships with the Mayor, City Council, staff, residents, and community stakeholders. Emphasize candidates who foster trust through clear communication, responsiveness, and inclusive decision-making that reflects community input.

4. Advance Operational Excellence and Workforce Stability

Seek a forward-thinking executive capable of addressing operational needs while preparing the City for future challenges and opportunities. The selected candidate should demonstrate the ability to strengthen internal systems, improve coordination across departments, support employee recruitment and retention, manage capital projects, and drive continuous organizational improvement.

The following proposal outlines our professional background and explains how we will work with you to address your needs and challenges in recruiting your next City Manager.



ABOUT SUMTER



HISTORY OF SUMTER LOCAL GOVERNMENT CONSULTING

Sumter LGC was founded in 2021 by local government industry veteran Warren Hutmacher. We provide customized management consulting services to local governments and organizations that operate within the local government sphere of influence.



PRIDE IN OUR EXPERTISE

Sumter LGC is dedicated to providing clients with executive-level assistance to solve complex problems and carefully handle important projects, leveraging years of experience and accomplishments for the benefit of our clients. Core services include management consulting, interim services recruitment, and talent recruitment.



PRIDE IN THE PERSONAL ATTENTION WE PROVIDE TO CLIENTS

Sumter LGC provides the personal attention necessary to take on tough projects, meet deadlines, and provide top-level expertise. We believe that local government consulting is a relationship business and that our reputation depends on how we treat our partners.



PRIDE IN PUBLIC SERVICE

Sumter LGC was founded by a career public servant who dedicated his career to working for the public good. Our work for local government clients is an extension of this mission. We strive in everything we do to earn the trust of our clients and the communities we serve.

WHY WE'RE DIFFERENT



We are local government professionals for local government professionals.

- Many of us have served as City Managers and other positions in local government and understand the unique challenges faced by local government leadership.
- We have been both a candidate and a client of executive search firms, as well as a consultant helping local governments with their recruitments.
- Our team has over 100 years of cumulative experience in local government.
- We have hired for every position in local government.
- In just 5 years in business, we've helped nearly 50 different local governments achieve their operational and recruitment goals.
- Our proprietary search process sets us apart, both in our technical capabilities and our human approach—our experience on all sides of the table impacts how we treat our clients, how we treat candidates, and ultimately how we focus on creating positive outcomes for all.

The bottom line is we know what we are doing, can provide excellent advice throughout the process, and can ultimately help you select a candidate that is the best fit for the City of Pine Lake.

HOW WE WORK

We will work collaboratively with the City of Pine Lake to recruit for a City Manager.

Sumter LGC will:

- Keep the client informed of key progress in the recruitment process.
- Place the client’s best interest above all others.
- Provide candid and thoughtful assessments of the candidates.
- Represent the client with integrity, professionalism, and tact.



Our recruitment approach takes place in six phases:



PHASE 1

Developing the Candidate Profile & How They'll Be Assessed

The Candidate Profile

We believe that the most critical element in the recruitment process is creating an ideal candidate profile for the City Manager position. This profile will be utilized to narrow the candidate pool and focus the remaining steps of the search process on locking in on the candidate who is the best fit for the City of Pine Lake. This process includes challenging the client to think critically about what character traits, soft skills, and leadership abilities candidates will need to be successful.

Getting Immersed

The Qualifications Assessment process includes a site visit to Pine Lake to gain a thorough understanding of the unique nature of the community and organization.

During this phase, we will take a deep dive into the responsibilities of the City Manager and the issues facing the City of Pine Lake. Through this process, we will be able to articulate the key short- and long-term challenges and opportunities facing the next City Manager.



We spend considerable time and effort talking with the City's leadership, key staff, and anyone else the client recommends to develop the ideal candidate profile.

We will conduct interviews to:

- Understand the functions of the Pine Lake City Manager's Office.
- Articulate the expectations for success for the City Manager.
- Create a personality profile to outline the traits that will be most successful in the City of Pine Lake and what type of traits are to be avoided—helping to narrow the candidate pool.

Please see Exhibit "A" for an example of a candidate profile.

PHASE 2

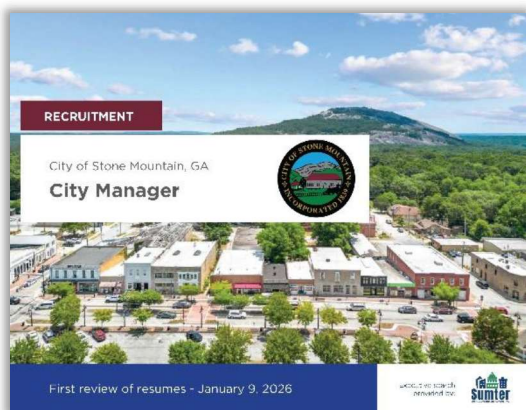
Creating Marketing Materials That Effectively Sell Your Story

The Candidate Brochure

Sumter LGC creates a unique and informative digital candidate brochure to use in our marketing materials to catch the attention of top talent. The brochure is a storytelling opportunity and a staple in recruitment. It captures the essence of a community and articulates the value proposition for the position we are recruiting for.

Candidates can easily move through the brochure to find pertinent information and get a gut feeling for the community and the job. We have also included video in a previous brochure to stay on the cutting edge.

See Exhibit “B” for an example of a brochure we used in a previous recruitment. [Click here to view all of our current brochures on our website.](#)



PHASE 3

Building a Large, Qualified Pool of Candidates

Sound Targeting Strategies

Effective recruitment demands a large, diverse pool of qualified candidates. Our experience enables us to build large, qualified pools efficiently and effectively—helping to find the ideal candidate. We know where to post the job and how to craft an effective job posting.

- We work diligently to craft job advertisements and brochures to attract a wide range of candidates.
- We target our placements to sites where the best qualified candidates are looking.
- We also proactively recruit candidates who aren't actively looking, to deliver candidates who most closely fit the ideal candidate profile.

Equity and Diversity

The best way to achieve equity and diversity in the local government workforce is to attract a diverse candidate pool. The larger and more diverse the candidate pool is, the better the chance for an equitable hiring process.

- We use a wide range of advertising sources to enlarge and diversify our applicant pool.
- We dig deeper to advertise and recruit where diverse candidates are already looking. This is the right thing to do and reflects good business practices.

Leveraging Our Connections

Recruiting is the most effective method of attracting candidates. We spend time working our network, researching candidates, and inviting the best candidates to apply. Sumter LGC President Warren Hutmacher also attends networking events and regional conferences. There are no shortcuts to recruiting. It takes time, effort, and persistence to find the right candidates. Our proactive, energetic approach separates us from our competition, who typically rely on conventional advertising and email blasting.

Reaching Candidates

We recommend you advertise nationally; however, we will focus our recruitment efforts regionally. For your recruitment, we will focus on the following job boards:

1. International City/County Management Association (ICMA)
2. Georgia Local Government Access Marketplace (GLGA)
3. National Forum for Black Public Administrators (NFBPA)
4. Florida City and County Management Association (FCCMA)

In addition, Sumter LGC will leverage our extensive email outreach network (29,225 targeted email addresses) and our LinkedIn presence to spread the word.

PHASE 4

Identifying the Short List of Candidates

Initial Resume Reviews

Resumes will be collected directly by Sumter LGC. They are reviewed against the ideal candidate profile to narrow the pool to a semi-final group considered to be qualified for the job and genuine hiring possibilities.

- Unlike other firms, your executive recruiter will be solely responsible for the task of reviewing applicants. For this assignment, Sumter LGC President Warren Hutmacher will be handling the initial review of resumes.
- Larger firms sometime use lower hourly rate assistants to sort through resumes. This can lead to good candidates being discarded because the reviewer hasn't participated in all the buildup to this phase, including the site visit, tours, and interviews conducted in Phase One. This task requires an experienced professional with good judgment to differentiate qualified candidates from those qualified candidates who are a good fit for the City of Pine Lake.

Semi-Finalist Identification

After the initial review, we are ready to identify 10-12 (typically) semi-finalist candidates. Some clients prefer to review and approve the semi-finalist list prior to holding initial interviews. We will honor the client's preference related to conducting initial interviews.

Initial Interviews

Once the list of semi-finalists is agreed upon, we conduct live two-way recorded initial interviews, whether in person or virtual, so the client can see what we see. We learn a great deal from body language, facial expressions, enthusiasm, and tone of voice. Clients are invited to participate.

Semi-Finalist Summary Report

After the initial interviews are completed, we will recommend a manageable finalist group for a more formal in-person interview process. To accomplish this, we provide you with a written report summarizing each of the semi-finalist candidates. The report also includes links to the recorded interviews we conducted.

On-Site Collaboration

We will set up another site visit to review the semi-finalist candidates with City leaders. Through this review, we encourage the client to narrow down the field of candidates to proceed with in-person interviews in Pine Lake. (Typically, the client will choose 3-5 finalists.)

PHASE 5

Meeting Your Candidates

Making the Best Evaluation

The in-person interview process can be handled in a variety of ways. We will formulate a unique interview process based on the individual needs, culture, and priorities of the City of Pine Lake.

- Prior to the interviews, we fully prepare you with best practices for interviewing candidates and provide suggested interview questions.
- For this City Manager recruitment, Sumter LGC recommends a full-day interview. The day will be comprised of a tour of Pine Lake, meetings with the staff leadership team, and a lengthy interview with the City of Pine Lake's leadership.
- Having the candidates interact with a wide assortment of people provides different perspectives on the candidate's strengths and weaknesses. In addition to the more formal activities, we will have the candidates go to lunch or for coffee with City staff to interact in a more casual setting.
- We create every opportunity to expose the candidates to everything the City of Pine Lake has to offer and to provide them with an accurate view of the challenges and opportunities that await them.
- This type of process affords the client multiple data points and interactions to get to know the candidate's true self.

Please see the following page for our recommended approach to the interview day.

A Four-Step Approach to the Interview Day

Step 1: Candidates will interview with the staff leadership team. This will allow candidates to get a feel for the personalities of their future colleagues and for the staff to provide feedback to the hiring manager on which candidates they believe would most effectively work with the leadership team and employees.

Step 2: Candidates meet with City staff members individually over lunch and for coffee to create a casual atmosphere to get to know the candidate's personality and character.

Step 3: Tour of Pine Lake by City staff to help the candidate learn more about the City and get another casual opportunity to get to know the candidate's personality and character.

Step 4: The Mayor and Council spend 75 to 90 minutes interviewing each candidate. At the end of the day, we recommend a feedback loop between the City's leaders and all the participants from the interview day.

Here are some additional approaches and activities the City can consider as part of this process:

- An interactive activity that the candidates participate in to allow the client to see them in action in a stressful or creative exercise. An example we have used previously is posted as Exhibit "C".
- Asking the candidates to prepare material ahead of time to present to the client/staff leadership team to gauge the candidate's presentation skills, preparation ability, critical thinking, research techniques, and attention to detail.
- Holding a meet and greet with the finalist candidates to allow them to interact with the staff.



PHASE 6

The Hiring Process

Post-Interview Process Feedback

After the interviews and activities are completed, Sumter LGC will gather the entire day's participants who interacted with the candidates to meet with the City's leadership.

- Everyone is invited to provide feedback on both substantive information and little things they believe would help to define the candidate's personality, character, style, and suitability for the job.
- This feedback loop will help add to the data the City's leadership needs to evaluate to make the final selection.
- The recruiter will sit with the Mayor and Council after all the feedback is received. This discussion typically results in a definitive decision on which candidate to select.
- The recruiter is not the decision maker and is present to facilitate conversations, answer questions, and offer opinions only when asked.

Negotiation

Sumter LGC will work with you to formulate a term sheet with the key business terms to begin the negotiation process.

- Sumter LGC is intimately familiar with this process as both a consultant and a candidate. We are on top of industry trends and methods of finding compromises each party can agree to.
- To help the process along, Sumter LGC will provide the client with salary and benefit data relevant to the size of the City of Pine Lake and the marketplace in your competitive area.
- Sumter LGC will work with the Mayor and Council and the candidate to agree on an offer letter.

Background Checks

Sumter LGC recommends performing background checks after the parties have established mutual interest and agreed to terms (subject to a background check).

- Sumter LGC will perform the requisite criminal and credit checks and education and employment verifications.
- Sumter LGC doesn't ask candidates for references, but we do fully investigate their background. We choose who we want to talk with from their professional background. We do this because candidates share only references who look upon them favorably. This limits the usefulness of the background check process.
- Sumter LGC digs into a candidate's professional background to eliminate surprises and to get a full view of the candidate's veracity and character. We believe that clients should know everything they can about candidates' backgrounds before making a final hiring decision. We have the experience and aptitude to conduct deep internet searches, looking at social media posts, blogs and other sources.

- At the discretion of the client, and only at the direct costs of travel, Sumter LGC will travel to the communities the final candidate has worked. Sumter LGC will fact check the candidate's resume and meet the people they worked with.
- Delivering this level of scrutiny gives you the best chance at knowing all you can to make a sound decision in selecting a City Manager.

Press Release

Sumter LGC will write or assist the City of Pine Lake in composing a press release as part of our flat fee.

- The initial press release and responses to media coverage can get the candidate and the City off on the right foot.
- The press release tells the story of how the candidate will benefit the City of Pine Lake as well as explain the process that brought the candidate to the City.

Notifying Candidates Not Selected

Sumter LGC will notify candidates who were not selected.

- We are sensitive to the compassion required to handle this duty and are skilled at delivering difficult news in a constructive manner to candidates.
- We respect that the reputation of the City of Pine Lake is at stake, and we take every step to preserve the good name of the City during this process.

Helping Deliver Success

Sumter LGC offers a follow-up service to work with the new City Manager for the first year of employment as a mentor and resource.

SEARCH TIMELINE

We expect to move quickly once awarded this assignment.

- Our goal is a 56-day process to propose finalist candidates to the client.
- This can be streamlined by shortening the advertising period, however at least 2-3 weeks is recommended for this phase.
- Another method to streamline the process is to skip the semi-finalist process. This will cut the time for the recruitment down to 5-6 weeks.



The Initial Kick-off Meeting

This on-site meeting in Pine Lake includes:

- Meeting with the Mayor and Council and any key staff they recommend talking with to gain clarity and consensus on the roles and responsibilities expected of the City Manager.
- Interviewing the City's leadership team and key staff to develop a candidate profile.
- Agreeing to a recruitment schedule and handling administrative issues.
- Gaining familiarity with Pine Lake, reviewing expected challenges for the new City Manager, and completing a candidate profile, recruitment brochure and advertising plan.

2-week milestone

- Advertise position widely with a completed recruitment brochure

5-week milestone

- Initial review of resumes and scoring of proposed semi-finalist candidates

6-week milestone

- Selection of semi-finalist candidates (on site in Pine Lake)

7-week milestone

- Interviews of semi-finalist candidates by Sumter LGC

8-week milestone

- Present finalist candidate recommendations

PROPOSED FEE

Sumter LGC is proposing a flat fee for this executive search assignment, excluding expenses.

Fee proposal for professional services: \$18,000

Expenses (pre-approved by the client) to be reimbursed by the City of Pine Lake based on actual documented expenses:

- Consultant travel
- Advertising fees

The flat fee is broken into milestones:

1/3 fee – paid upon the completion of the advertising process

1/3 fee – paid upon the completion of the semi-finalist interviews

1/3 fee – paid upon start date of the City Manager

Sumter LGC is confident in our process, and if the City of Pine Lake decides to start over with the recruitment due to unsatisfactory candidates, or if the chosen candidate doesn't last two years in the position for any reason, we offer a two-year guarantee. We will complete another search for the City at no charge (except reimbursable expenses).

OUR CONSULTANTS

Warren Hutmacher
President, Sumter LGC



Warren has over 25 years of leadership experience and is familiar with all aspects of municipal government. As former City Manager for the cities of Johns Creek, Dunwoody, Norcross, Avondale Estates, and Hutto, Warren was involved in key community issues, including traffic congestion, planning, neighborhood preservation, economic development, revenue expansion, and park development. Serving various municipalities throughout his career, Warren maintains a keen understanding of community issues, including how to work with a wide variety of stakeholders to establish priorities that will provide the best and most meaningful results for clients.

Experience:



Education:



Billy Grogan
Senior VP, Sumter LGC



With a long track record in local government and law enforcement, Billy has served as a Police Chief, Interim City Manager, Instructor, and Leadership Consultant. He recently retired as the first Chief of Police for the City of Dunwoody, GA.

Billy has an MPA from Kennesaw State University and is a graduate of the 193rd session of the FBI National Academy. He is an accomplished author and subject matter expert on the use of social media in law enforcement. He has a long list of accolades and accomplishments in law enforcement, including serving as the President of the Georgia Association of Chiefs of Police and board service on the International Association of Chiefs of Police Human and Civil Rights Committee.

Billy will be helping local governments solve complex problems in law enforcement and leadership as well as helping clients with executive search and staffing challenges.

Experience:



Education:



Gary La Venia

Senior VP, Sumter LGC



Gary has enjoyed a long professional career serving others through his work in local government. Gary has served as a City Manager in Florida and New Jersey. Gary earned both a bachelor's degree and a Master of Public Policy from Rutgers University. He has recently retired after a decade of service as the City Manager of Fruitland Park, FL. Gary has extensive expertise in shared services and economic development. He has relocated to South Carolina and will be investing in building relationships in South Carolina and North Carolina as well as servicing clients in Florida and Georgia. Gary will be helping local governments solve complex problems as well as aiding clients with executive search and staffing challenges.

Experience:



Education:



WHO WE'VE HELPED

Client	Assignment	Year
City of Smyrna, GA	Assistant City Administrator	2020
City of Winder, GA	City Engineer	2020
City of Doraville, GA	City Clerk	2020
City of College Park, GA	City Manager	2022
City of Stone Mountain, GA	Interim City Manager	2022
City of College Park, GA	Public Works Director	2022
City of Winder, GA	Planning Leader	2022
City of College Park, GA	Chief Building Official	2022
City of South Fulton, GA	Internal Auditor	2023
City of College Park, GA	Airport Affairs Director	2023
City of Fayetteville, GA	Economic Dev. Director	2023
City of College Park, GA	City Engineer	2023
City of Pompano Beach, FL	Human Resources Director	2023
City of Winder, GA	Human Resources Director	2023
City of Social Circle, GA	Finance Director	2023
Georgetown County, SC	County Engineer	2023
City of Suwanee, GA	Public Works Director	2023
City of Clarkston, GA	Interim City Manager	2023
City of Social Circle, GA	Interim Finance Director	2023
City of Brookhaven, GA	Interim Parks and Recreation Director	2023
City of South Fulton, GA	Fire Fee Analysis	2023
City of Powder Springs, GA	Fractional Deputy Finance Director	2023
City of Doraville, GA	Interim City Clerk	2023
City of Duluth, GA	Purchasing Manual Revision	2023
City of Palmetto, GA	Budget Preparation	2023
City of College Park, GA	Assistant City Manager	2023
City of Brookhaven, GA	Interim Parks and Recreation Director	2023
City of Chamblee, GA	Interim City Manager	2024
City of Doraville, GA	Interim Accountant	2024
City of Sylvester, GA	Fractional Chief Financial Officer (CFO)	2024
City of Decatur, GA	Senior City Engineer	2024
City of Atlanta, GA	Interim Fleet Manager	2024
City of Powder Springs, GA	Agency Head - Infrastructure/Dev.	2024
City of Brookhaven, GA	Public Works Director	2024
City of East Point, GA	Interim City Manager	2024
City of Villa Rica, GA	City Engineer	2024
City of Powder Springs, GA	Deputy Finance Director	2024

City of Kennesaw, GA	Information Technology Director	2024
City of Stonecrest, GA	Chief of Police	2024
Glynn County, GA	Community Development Director	2024
City of Winder, GA	City Administrator	2024
City of New Carrollton, MD	Interim City Clerk	2024
City of Acworth, GA	Finance Director	2024
City of Acworth, GA	Deputy City Manager	2024
City of Germantown, TN	Public Works Director	2024
City of Warner Robins, GA	Finance Director	2024
City of Warner Robins, GA	City Engineer	2024
City of College Park, GA	HR and Risk Management Director	2024
City of College Park, GA	Purchasing Director	2024
City of College Park, GA	City Clerk	2024
City of College Park, GA	Economic Development Director	2024
City of College Park, GA	City Manager	2024
City of College Park, GA	City Planner	2024
City of College Park, GA	Grants Manager	2024
City of College Park, GA	Public Works Director	2024
City of Sandersville, GA	Finance Director	2024
City of Tucker, GA	Deputy Parks and Recreation Director	2024
City of College Park, GA	Interim Finance Director	2024
City of College Park, GA	Interim Purchasing Administrator	2024
City of Chamblee, GA	Assistant City Manager	2024
Spartanburg County, SC	Transportation Manager	2024
City of College Park, GA	Fire Chief	2024
City of College Park, GA	Finance Director	2024
City of College Park, GA	Executive Director - Convention Center	2024
City of East Point, GA	Finance Director	2024
City of East Point, GA	IT Director	2024
City of Sandersville, GA	Public Works Director	2024
City of Acworth, GA	Public Works Director	2024
City of Fayetteville, GA	Communications Director	2024
Town of Easton, MD	Town Manager	2024
City of Guyton, GA	City Manager	2024
City of Port Wentworth, GA	Assistant City Manager	2024
City of Warner Robins, GA	City Engineer	2024
City of Dade City, FL	City Manager	2024
City of College Park, GA	Communications Director	2024
City of Tifton, GA	City Manager	2024
Town of Ocean City, MD	Chief of Police	2024
City of Cape Canaveral, FL	Chief Building Official	2025

City of College Park, GA	Deputy Fire Chief	2025
City of Warner Robins, GA	Interim Finance Director	2025
Washington County, GA	County Administrator	2025
City of Winder, GA	Interim Finance Director	2025
City of Winder, GA	Finance Director	2025
City of College Park, GA	Interim Purchasing Administrator	2025
City of Clarkston, GA	Interim Finance Director	2025
City of Villa Rica, GA	Interim Community Development Director	2025
City of Alpharetta, GA	Interim Assistant City Clerk	2025
City of Valdosta, GA	Interim Senior Accountant	2025
St. Mary's County, MD	EMS Chief	2025
City of Chamblee, GA	Interim Planning and Development Director	2025
Clayton County Water Authority	Engineering Director	2025
City of Marietta, GA	Deputy Finance Director	2025
City of North Myrtle Beach, SC	Finance Director	2025
Town of Hilton Head Island, SC	Planning Director	2025
Town of Hilton Head Island, SC	Assistant Planning Director	2025
Town of Hilton Head Island, SC	Assistant Finance Director	2025
Town of Hilton Head Island, SC	Plans Examiner	2025
City of Stone Mountain, GA	City Manager	2025
City of Woodstock, GA	Chief of Police	2025
City of Chamblee, GA	Planning and Development Director	2025
City of Stone Mountain, GA	Interim Finance Director	2025
City of Brookhaven, GA	Assistant Parks and Recreation Director	2025
City of Sarasota, FL	City Manager	2025
City of Stone Mountain, GA	Public Works Director	2025
City of Doraville, GA	City Manager	2025
City of Tucker, GA	Court Administrator	2025
City of Atlanta Department of	Assistant Commissioner of Technical Services	2025
	Watershed Management	
City of Brooklet, GA	City Manager	2025
City of DeFuniak Springs, FL	Finance Director	2025
Glynn County, GA	Human Resources Director	2025
City of Stockbridge, GA	Economic Development Director	2025
Sumner County, TN	Finance Director	2025
City of Forest Park, GA	City Manager	2025
City of Tucker, GA	Finance Director	2026
City of Tucker, GA	Parks and Recreation Director	2026
City of Lake Worth Beach, FL	City Manager	2026

City of Senoia, GA	City Manager	2026
City of Stonecrest, GA	City Manager	2026
City of Senoia, GA	Community Development & Planning Director	2026

EXHIBIT A – IDEAL CANDIDATE PROFILE



The Ideal Candidate

- A competitive individual who knows, understands, and values the importance of being part of a team
- A leader who possesses the ability to relate to a diverse workforce
- An individual who can work with a shared community vision to see the big picture and execute the City Commission's direction to achieve that vision
- A supportive leader with the will and ability to collaborate with the staff
- A confident leader willing and able to delegate tasks that allow seasoned staff to work autonomously
- A person with exceptional communication skills
- A person of high integrity, always working to do what is in the long-term best interest of the City
- A person who can think both locally and regionally
- An individual who can respectfully and effectively help resolve problems between opposing viewpoints
- A resourceful problem solver who works to progress, without impeding the process
- A person willing to be involved with local, state, and federal officials in a continuing effort to secure the resources necessary to continue moving the City forward



EXHIBIT B – RECRUITMENT BROCHURE

RECRUITMENT

City of Sarasota, FL

City Manager



First review of resumes - December 12, 2025

Executive search
provided by:



About the Community

Sarasota, Florida, is a vibrant and culturally rich city nestled along the Gulf Coast, celebrated for its beautiful beaches, artistic vitality, and small-town charm. Consistently ranked among America's Best Places to Live by U.S. News & World Report, Sarasota offers the perfect balance of sophistication, coastal living, and community spirit.



With a population of roughly 60,000 residents, the city's vitality expands significantly during the winter months, when seasonal residents and visitors swell the community to over 100,000 people. Sarasota's lifestyle reflects a blend of laid-back coastal elegance and forward-looking innovation. Residents enjoy 251 days of sunshine each year, an award-winning performing arts scene, world-class dining, and access to the region's natural treasures—white sand beaches, tranquil bay waters, and lush parks and trails.





Cultural amenities abound. The City-owned Van Wezel Performing Arts Hall anchors Sarasota's reputation as Florida's "Cultural Coast," complemented by institutions such as the Ringling Museum of Art, Asolo Repertory Theatre, Sarasota Opera House, Florida Studio Theatre, and the Sarasota Ballet. Signature events like the Sarasota Film Festival and Siesta Key Crystal Classic draw national attention each year.

Sarasota's economy is anchored by tourism, healthcare, education, and professional services. The area's largest employers include Sarasota Memorial Hospital, the Sarasota County School Board, and Publix Super Markets, with growing contributions from the construction and tech sectors. Housing options range from walkable downtown condominiums to coastal neighborhoods and family-friendly communities inland, providing choices for every lifestyle.





A RICH AND UNIQUE HISTORY

Sarasota's roots date back to the 1500s, when Spanish explorers arrived along Florida's Gulf Coast. Sarasota was incorporated as a town on October 14, 1902, having a population of 53 residents, with John Hamilton Gillespie being sworn in as mayor and a municipal charter being created. It was later re-platted in 1912 and then incorporated as a city in 1913, with A. B. Edwards being the first mayor for the new city government.

The city's character was further shaped by visionary figures such as John Ringling, whose winter home and investments brought national attention and earned Sarasota the nickname "Circus City." Ringling's influence, along with the civic and philanthropic leadership of Bertha Palmer, who championed local agriculture and tourism, helped establish Sarasota as both a cultural and economic hub.

In 1945, the City formally adopted the Commission-Manager form of government, ensuring professional management and stable leadership as Sarasota transitioned from a small coastal town to a thriving regional center.



GOVERNMENT STRUCTURE

Sarasota operates under a Commission-Manager form of government, as established by its City Charter. The City Commission serves as the community's legislative and policymaking body, consisting of five members—two elected at-large and three elected from single-member districts. Each serves a four-year term, with elections staggered in even-numbered years.

Each November, Commissioners select from among themselves a Mayor and Vice Mayor. The Commission appoints three Charter Officials:

- The City Manager, who serves as the City's Chief Administrative Officer
- The City Auditor and Clerk, who acts as the official recordkeeper and internal auditor
- The City Attorney, who serves as legal counsel to the City

The City Manager oversees employees across major departments such as Police, Parks and Recreation, Public Works, Utilities, and Development Services. The City's FY 2025-2026 total budget is \$303 million.

Sarasota's government is guided by the principles of integrity, accountability, teamwork, and respect. This structure reflects the community's commitment to transparent governance, professional management, and strong collaboration between elected officials and staff—values that have helped sustain Sarasota's success for decades.



The Sarasota Experience

Sarasota is more than a place to live and work—it's a community that embraces creativity, celebrates diversity, and thrives on civic pride. Known as Florida's Cultural Coast, Sarasota offers a unique blend of coastal beauty, cosmopolitan energy, and small-town warmth that continues to draw artists, entrepreneurs, professionals, retirees, and families from across the nation.

A THRIVING ARTS AND CULTURE SCENE

The arts are not just a pastime in Sarasota—they are part of its identity. Few cities of comparable size can boast the depth and diversity of Sarasota's cultural landscape. The John and Mable Ringling Museum of Art, Florida's official state art museum, anchors a constellation of world-class institutions that include the Van Wezel Performing Arts Hall, Asolo Repertory Theatre, Sarasota Ballet, Florida Studio Theatre, Sarasota Opera, Westcoast Black Theatre Troupe, and the Sarasota Art Museum.

The community's artistic spirit spills outdoors, too. Public art installations dot city streets and parks, murals enliven downtown alleyways, and open-air festivals fill the calendar year-round—from the internationally renowned Sarasota Film Festival to the Chalk Festival, Sarasota Music Festival, and the Siesta Key Crystal Classic sand-sculpting competition. Whether one's passion lies in fine art, live theatre, film, or music, Sarasota offers continual inspiration and opportunities for engagement.



A CULINARY DESTINATION

Sarasota’s dining scene rivals that of much larger metropolitan areas, combining global sophistication with Gulf Coast freshness. Dozens of chef-driven restaurants and locally owned bistros offer everything from upscale waterfront dining to creative farm-to-table concepts and casual seafood spots featuring the day’s local catch. The downtown core, St. Armands Circle, and the Rosemary District provide walkable clusters of restaurants, cafés, and wine bars that come alive after dark.

Local culinary traditions are enriched by the city’s diversity—Italian trattorias, Caribbean grills, French bakeries, and New Southern kitchens all thrive here. A growing number of microbreweries and craft cocktail lounges add to the city’s vibrant nightlife, while open-air markets and food festivals celebrate Sarasota’s love of good food and community connection.





DOWNTOWN AND NEIGHBORHOOD LIVING

At the heart of it all is Downtown Sarasota—a walkable, tree-lined district filled with boutique shopping, art galleries, historic architecture, and waterfront views. Main Street, Lemon Avenue, and Palm Avenue serve as lively corridors of commerce and culture, with year-round events such as the Downtown Farmers Market, art walks, parades, festivals and live music. The nearby Bay Park project is transforming the city's waterfront into a signature public space that blends green design, recreation, and community gathering areas along Sarasota Bay.

Housing options in and around the city are as diverse as the people who call Sarasota home. Downtown condominiums and luxury high-rises offer modern amenities and sweeping views of the bay, while charming bungalows, historic homes, and new developments provide appealing options for families and professionals alike. Waterfront estates, golf-course communities, and mixed-use neighborhoods create a housing market that accommodates a wide range of lifestyles and income levels. The median home price, around \$549,000, and median rents, around \$2,300 per month, reflect Sarasota's strong desirability and steady growth, while surrounding neighborhoods and inland areas offer more attainable options without sacrificing access to the city's amenities.



A LIFESTYLE OF CONNECTION AND COMMUNITY

Despite its sophistication, Sarasota retains an inviting, close-knit atmosphere. Neighbors greet each other at the Farmers Market, families gather for concerts in Payne Park, and volunteers of all ages support a wide array of civic, cultural, and philanthropic organizations. Residents value Sarasota's tradition of participation—whether serving on local boards, supporting the arts, or engaging in lively public discourse about the city's future.

In every sense, Sarasota offers a lifestyle that combines beauty, creativity, and community. For the next City Manager, it represents a truly special place to lead—a city where art and culture meet coastal living, where innovation is encouraged, and where civic pride runs deep.



City Commission (as of November 1, 2025)



MAYOR, DISTRICT TWO
FIRST ELECTED ON 5/15/15

Liz Alpert



VICE MAYOR, AT-LARGE
FIRST ELECTED ON 11/8/22

Debbie Trice



COMMISSIONER, AT-LARGE
FIRST ELECTED ON 5/12/17

Jen Ahearn-Koch



COMMISSIONER, DISTRICT ONE
FIRST ELECTED ON 11/6/20

Kyle Battie



COMMISSIONER, DISTRICT THREE
FIRST ELECTED ON 11/8/24

Kathy Kelley Ohlrich



Charter Officials



INTERIM CITY MANAGER
WITH THE CITY SINCE 5/19/25

David Bullock



CITY ATTORNEY
WITH THE CITY SINCE 3/3/25

Joe Polzak

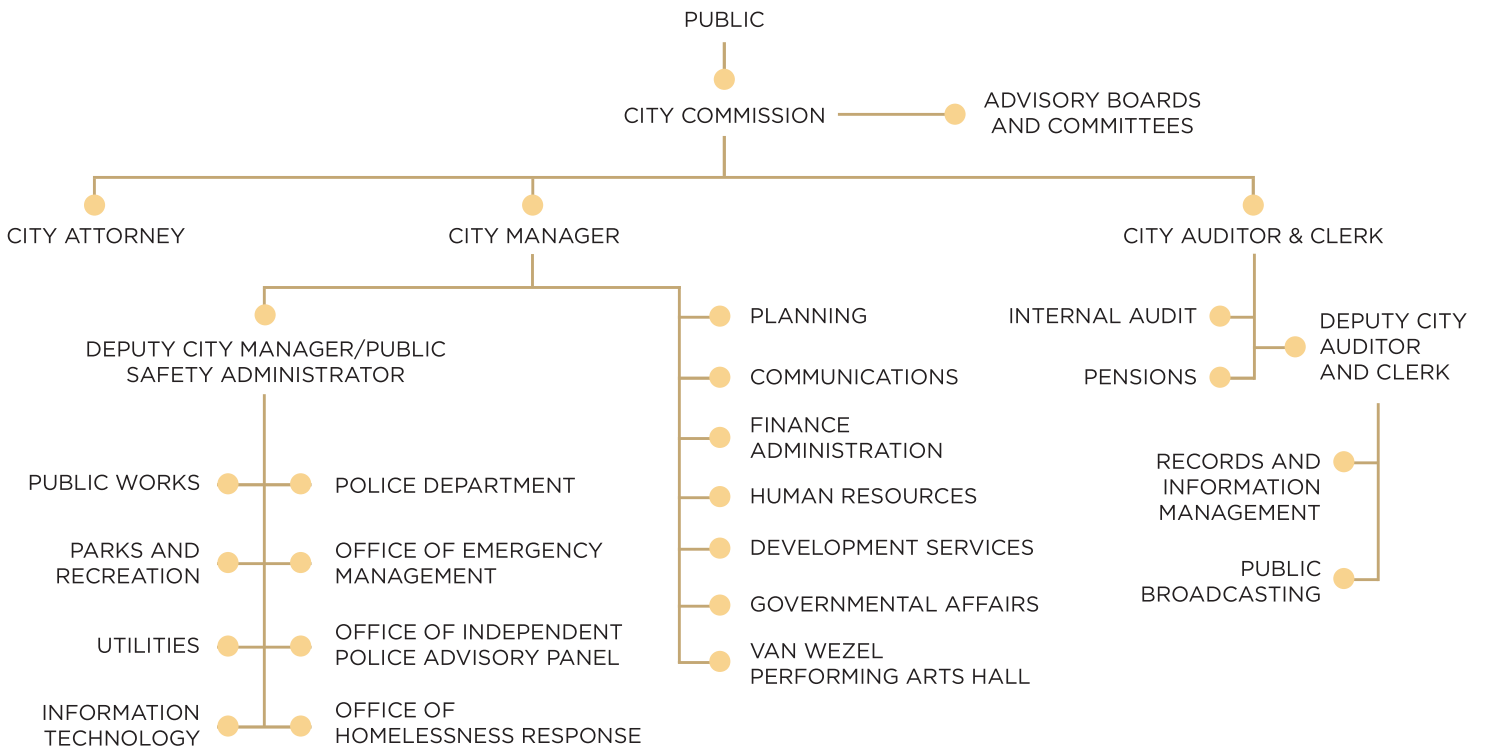


CITY AUDITOR & CLERK
WITH THE CITY SINCE 11/4/19

Shayla Griggs



Organization Chart



The Role

ABOUT THE POSITION

The City Manager is a cornerstone leadership role within the City of Sarasota, responsible for guiding the daily operations of this vibrant and evolving community. Working closely with the City Commission, the City Manager helps shape and implement citywide policy while ensuring that organizational priorities align with the community's long-term vision.



As the City's chief administrative officer, the City Manager provides strategic leadership in developing and executing both short- and long-term plans. This individual supports the City Commission by preparing reports, offering professional recommendations, and attending Commission meetings to provide staff insight and operational perspective.





The Role

KEY RESPONSIBILITIES

- Oversee all city departments and the management team, including the hiring, supervision, and evaluation of department directors (Except for positions appointed by the Commission directly – City Attorney and City Auditor and Clerk)
- Establish and maintain policies and procedures that ensure efficient, effective, and transparent municipal operations
- Lead the preparation of the annual budget in close collaboration with the City’s Chief Financial Officer, demonstrating strong financial management skills and a deep understanding of municipal finance
- Serve as a key representative and spokesperson for the City, building strong relationships with residents, business leaders, community organizations, and regional partners

The next City Manager of Sarasota will be a forward-thinking, energetic, collaborative leader with a passion for public service and a proven ability to bring people together. The ideal candidate will value transparency, communication, and teamwork—working in full partnership with the City Commission, staff, and community stakeholders to advance Sarasota’s goals, carry out Commission policy, and ensure the City continues to thrive.



Challenges and Opportunities

THE OPPORTUNITY

The City of Sarasota is seeking an exceptional, forward-thinking leader to serve as its next City Manager. This position offers an exciting opportunity to guide one of Florida's most dynamic and vibrant coastal communities through a period of continued growth, innovation, and community engagement. Sarasota's next City Manager will be a visible, approachable, and relationship-driven leader who thrives on connection with residents, business leaders, civic organizations, and regional partners.

This is not a role for an introvert or someone who views community engagement as a box to check. Success in Sarasota requires genuine enthusiasm for public interaction and a strong presence at community events. The City Commission is looking for a City Manager who truly values civic involvement and sees it as a core leadership responsibility, not an obligation.

LEADERSHIP STYLE AND GOVERNANCE APPROACH

The ideal candidate will be a trusted advisor to the Mayor and City Commission—someone who communicates with honesty, transparency, and integrity. The Commission seeks a professional who tells them what they need to hear, not simply what they want to hear.

This position requires a collaborator who works with the Commission, not one who manages it—someone who respects the diversity of perspectives and can help shape those perspectives into a shared vision through thoughtful dialogue and consensus-building.





Key Leadership Qualities

The next City Manager will be a strategic thinker, a creative problem solver, and a strong organizational leader—a person who:

- Understands the long-term implications of today's decisions.
- Establishes clear, achievable goals for staff and ensures they have the tools and resources to succeed.
- Promotes stability, trust, and respect within the organization.
- Listens carefully, values diverse viewpoints, and fosters collaboration across all levels of the City.
- Creates a positive, inclusive workplace culture where employees are supported and empowered.
- Embraces a culture of accountability for delivering results

Sarasota needs a leader who balances innovation with practicality and embraces new ideas yet maintains a steady hand when navigating complex issues.



Community and Strategic Priorities

The incoming City Manager will find a community filled with opportunity—and a few challenges that demand attention. Among the priorities and initiatives the next City Manager will help lead are:

- Stormwater System Improvements: Partnering with Sarasota County to address critical infrastructure needs
- Performing Arts Center Project: Advancing this high-profile initiative that holds deep significance for the community
- Workforce and Affordable Housing: Developing strategies and partnerships to expand access and affordability
- Downtown Traffic and Parking: Evaluating and implementing solutions that support mobility, business vitality, and quality of life

Additionally, the next City Manager will be expected to conduct a comprehensive review of the City's Strategic Plan, modernize its goals, and work with the Commission and community stakeholders to establish a shared, forward-looking vision for Sarasota's future.



THE CITY OF SARASOTA SEEKS A CITY MANAGER WHO IS:

- Relatable and engaging—a visible presence in the community and a genuine relationship-builder.
- Decisive yet inclusive—someone who leads with confidence but values everyone’s input.
- Data-driven and adaptable—able to assess performance metrics while remaining flexible and responsive to changing conditions.
- Visionary and grounded—able to inspire innovation while maintaining a practical understanding of municipal operations.

The successful candidate will view every challenge as an opportunity and every opportunity as a challenge worth tackling.

A CAREER-DEFINING ROLE

The City is looking for a unifier with vision, a communicator who values inclusion, and a leader who thrives on collaboration.

For the right professional, this is a tremendous opportunity to make a lasting impact in one of Florida’s most desirable communities. Sarasota’s City Manager will have the privilege of leading an experienced team, working alongside a dedicated City Commission, and partnering with an engaged, passionate citizenry.





The Ideal Candidate

- A competitive individual who knows, understands, and values the importance of being part of a team
- A leader who possesses the ability to relate to a diverse workforce
- An individual who can work with a shared community vision to see the big picture and execute the City Commission's direction to achieve that vision
- A supportive leader with the will and ability to collaborate with the staff
- A confident leader willing and able to delegate tasks that allow seasoned staff to work autonomously
- A person with exceptional communication skills
- A person of high integrity, always working to do what is in the long-term best interest of the City
- A person who can think both locally and regionally
- An individual who can respectfully and effectively help resolve problems between opposing viewpoints
- A resourceful problem solver who works to progress, without impeding the process
- A person willing to be involved with local, state, and federal officials in a continuing effort to secure the resources necessary to continue moving the City forward





Qualifications

- The ideal candidate must have considerable progressive senior management experience.
- A bachelor's degree in business, public administration, public policy, or a related field is expected. While not mandatory, a master's degree is highly desirable.
- Per the City Charter, the City Manager is expected to reside in the city. A reasonable amount of time will be provided to candidates to move into the city limits.
- ICMA membership (paid for by the City) must be obtained within 6 months of being hired.

Preferred Experience

- Knowledge and experience in developing and maintaining complex municipal infrastructure
- A proven track record of open and productive community dialogue with community groups, business organizations, residents, visitors, and regional and state leaders who may have at any time similar or conflicting views on community issues
- Knowledge of issues commonly associated with coastal communities, including infrastructure, emergency preparedness, crisis management, and intergovernmental cooperation
- Familiarity and comfort with promoting and managing the impacts of tourism, seasonal resident populations, and active and vibrant downtowns

[CLICK HERE FOR CITY MANAGER JOB DESCRIPTION](#)



Application Process

For more information on this position, including supplementary documents and resources, visit the recruitment webpage at:

[CLICK HERE FOR CITY OF SARASOTA CITY MANAGER RECRUITMENT PAGE](#)

The first review of resumes will take place on December 12, 2025.

Please refrain from communicating with the staff or elected officials with the City of Sarasota. Please direct inquiries to Sumter Consulting.

Please contact the Executive Recruiter with any questions or concerns:

Warren Hutmacher

Email: warren@sumterconsulting.com

Phone: 404-535-0525

Website: sumterlocalgovconsulting.com

Florida's robust "Sunshine" and public records laws create one of the most transparent local government environments in the nation, and candidates for the Sarasota City Manager position should understand how these laws may affect their privacy throughout the recruitment process and beyond. Under Florida's Government-in-the-Sunshine Law, virtually all meetings between elected officials—including City Commissioners—must be open to the public, noticed in advance, and documented. This means that interviews, discussions, and deliberations regarding candidates will generally occur in public settings and may be covered by the media or accessible to any interested resident. Likewise, Florida's Public Records Law treats most documents related to city business—including applications, résumés, emails, text messages, and correspondence related to the recruitment—as public records subject to inspection by any member of the public. While certain limited exemptions exist, applicants should expect that their interest in the position, as well as much of the information they submit, may become publicly available. Candidates should be prepared for an unusually high level of public visibility, community scrutiny, and media attention throughout the selection process.



Compensation and Benefits

Key benefits:

Participation in the Florida Retirement System

457(b) Deferred Compensation with a city match

Retiree health benefits, including two medical plans, access to the City's Health Clinic when enrolled in medical, dental insurance, vision insurance, basic retiree life insurance if eligible, conversion of additional life insurance, and a health reimbursement account (HRA)

Fitness Days: The City of Sarasota allows all employees to earn paid time off twice per year by exercising. An employee may earn up to six days of paid time off annually by participating in the Run/Walk/Swim program. Other wellness incentives, such as diet and exercise, are available and provide the opportunity to reduce your monthly health insurance premium.

Hiring Range:

Between \$275,000 and \$295,000, depending on qualifications and experience

[CLICK HERE FOR BENEFITS GUIDE](#)

Florida law (F.S. § 215.425) places clear restrictions on severance payments for public employees, including City Managers:

Maximum payout: Severance may not exceed 20 weeks of compensation under any employment agreement.

No severance for misconduct: If termination is for misconduct, no severance may be paid.



Hiring Process and Projected Timeline



1. Apply Here



2. First Review of Resumes

December 12, 2025



3. Semi-Finalist Interviews

Mid-January 2026



4. Finalist Interviews

Early February 2026



5. Background Check & Offer

Late February 2026



EXHIBIT C – INNOVATIVE INTERVIEW

INNOVATIVE INTERVIEWS

The interview process is intended for candidates to be fully informed about their prospective employer as well as for the city to find out as much as it can about the candidate's abilities, qualifications, and character.

Sumter Consulting believes that there are methods outside the traditional interview process used to discover more about the applicant than a question and answer can produce.

When the City of Johns Creek was interviewing candidates for a Communications Director position, the ideal candidate profile called for the successful candidate to be capable of handling crisis communication while providing a sense of confidence and calm under heavy stress. They could have asked candidates to discuss a time in their careers when they dealt with a crisis, but instead the city created a crisis and put the applicants to the test....

Here is why Sumter Consulting approaches the recruitment process differently than other firms. The following is a retelling of a recruitment process Warren Hutmacher led for the City of Johns Creek, GA.



INNOVATIVE INTERVIEWS

Example: “The Crisis Unveiled”

Candidates entered the conference room for their individual interviews opposite three similarly dressed interviewers representing the city. Hands are shaken, introductions made, and the interviews proceed like any other interview held by a city government. While the employer is taking turns asking questions, the door suddenly comes flying open and a city staffer bellows into the room in an agitated state that the Communications Director candidate is urgently needed to help with a crisis in the making.



The candidate is whisked away to a separate conference room and is briefed by the Police Chief and Assistant City Manager regarding an officer involved shooting that has just occurred. The facts are hazy and are dribbling in. The candidate is then asked to go to the PD Headquarters and interview the Sergeant and Lieutenant on duty when the shooting happened.

After talking with an obviously flustered Sergeant and an overly tight-lipped Lieutenant, the candidate must take this information and what he learned from the Chief and Assistant City Manager to craft an immediate action plan and a press release and prepare for a press conference to be held in the next 30 minutes.

After 30 minutes alone with pen and paper, the candidate is taken by the Police Chief to the Roll Call room for a press conference. The video cameras are rolling, and a dozen city staff are in attendance. The candidate is called to the podium to give a statement and take questions from the “reporters” in the room. The candidate is peppered with questions, some of which are unfair, and some are hard hitting.

INNOVATIVE INTERVIEWS

Example: “The Crisis Unveiled” continued

After this 30-minute exercise, the candidate is taken back to the original panel interview to brief the panelists as to how they think they did with the exercise and finish up their formal question and answer interview.

This process is repeated for all three finalists. The videos are compiled and the participants from the staff (Police Chief, Assistant City Manager, Sgt., Lt., and staff acting as reporters) gather to review the press releases, view the press conference videos, and conduct a full debrief on the entire exercise. The City Manager learned the following from this experience:

The first candidate panicked and was very uncomfortable in dealing with the crisis. He was pushed around by the “reporters” at the mock press conference. His answers, press release and leadership through the exercise did not meet the expectations for the job.

The second candidate’s performance was rated as mediocre. She failed to keep certain confidential details off the public record after being warned by the Chief of Police that certain facts were not to be shared publicly.



The last candidate was sharp, unaffected by the stress and handled the reporters politely and directed the answers toward the city’s narrative. It didn’t hurt that this candidate was the former public affairs Captain for the United States Navy’s entire Pacific Fleet. When asked afterwards about the exercise, he joked that this crisis was rather easy to deal with compared to North Korea!

EXHIBIT D – SEMI-FINALIST REPORT

EXECUTIVE SEARCH

Semi-Finalist Candidate Review

City of Sarasota, FL
City Manager



Executive search provided by:



February 5, 2026



AGENDA

Review of Process

Review of Ideal Candidate Profile

Candidate Review

Finalist Recommendations

Review Next Steps



SEMI-FINALIST CANDIDATE REVIEW

REVIEW OF PROCESS

Development of Ideal Candidate Profile and Recruitment Brochure

Advertising

Recruitment

Initial Candidate Review - Client

Selection of Semi-Finalists - Client

Recorded Interviews for Semi-Finalists with Search Consultant

Review of Semi-Finalists with Client and Selection of Finalists

Finalist Interviews with...

Background Investigations, Selection, and Negotiations



THE IDEAL CANDIDATE

A competitive individual who knows, understands, and values the importance of being part of a team

A leader who possesses the ability to relate to a diverse workforce

An individual who can work with a shared community vision to see the big picture and execute the City Commission's direction to achieve that vision

A supportive leader with the will and ability to collaborate with the staff

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A person of high integrity, always working to do what is in the long-term best interest of the City

A person who can think both locally and regionally

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A person willing to be involved with local, state, and federal officials in a continuing effort to secure the resources necessary to continue moving the City forward



QUALIFICATIONS

The ideal candidate must have considerable progressive senior management experience.

A bachelor's degree in business, public administration, public policy, or a related field is expected. While not mandatory, a master's degree is highly desirable.

Per the City Charter, the City Manager is expected to reside in the city. A reasonable amount of time will be provided to candidates to move into the city limits.

ICMA membership (paid for by the City) must be obtained within 6 months of being hired.

PREFERRED EXPERIENCE

Knowledge and experience in developing and maintaining complex municipal infrastructure

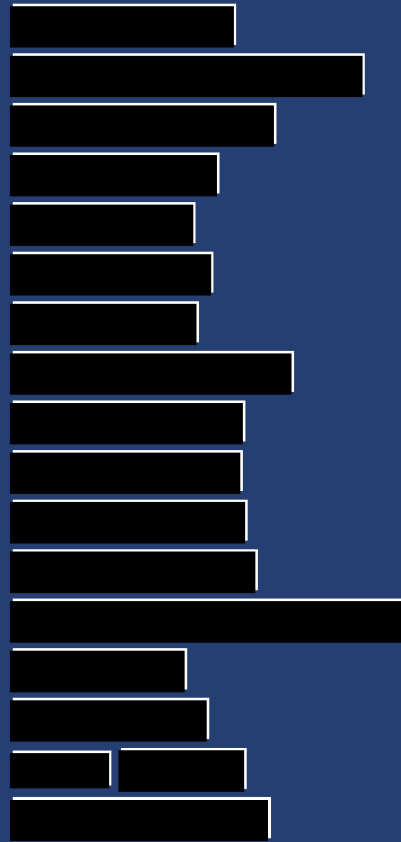
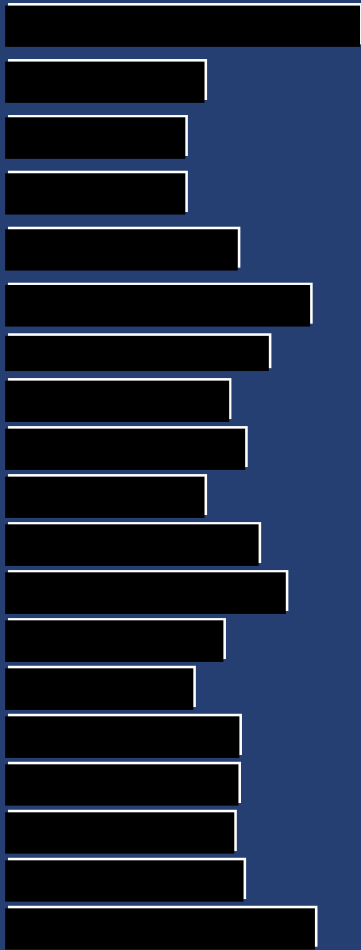
A proven track record of open and productive community dialogue with community groups, business organizations, residents, visitors, and regional and state leaders who may have at any time similar or conflicting views on community issues

Knowledge of issues commonly associated with coastal communities, including infrastructure, emergency preparedness, crisis management, and intergovernmental cooperation

Familiarity and comfort with promoting and managing the impacts of tourism, seasonal resident populations, and active and vibrant downtowns

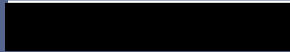


Semi-finalists selected by client





Semi-finalists selected by client



[Watch Video](#)

Passcode:



Positive attributes:

- o Experience in large communities on the water
- o Great personality, very engaging, and obvious commitment to public service
- o Has worked in a wide variety of areas of local government

Possible drawbacks:

- o Has no City Manager experience

Related article:

- o 



Semi-finalists selected by client




[Watch Video](#)

Passcode:



Positive attributes:

- o Experience managing large projects and in large communities
- o Professional engineer with finance expertise
- o Has worked briefly in a coastal community on the 

Possible drawbacks:

- o Has not had full-time involvement in local government management since 2021

Related articles:





Semi-finalists selected by client



[Watch Video](#)

Passcode:



Positive attributes:

- Obvious love for public service
- Long tenure in two jobs in
- Experience in a large community

Possible drawbacks:

- – short tenure

Related articles:

-
-



Semi-finalists selected by client

[Redacted]

[Watch Video](#)

Passcode:

[Redacted]

Positive attributes:

- [Redacted]
- [Redacted]
- [Redacted]

Possible drawbacks:

- None

Related articles:

- [Redacted]
- [Redacted]
- [Redacted]



Semi-finalists selected by client

[REDACTED]

[Watch Video](#)

Passcode:

[REDACTED]

Positive attributes:

- o Diverse experience in hospitality and entrepreneurship and as an attorney and City Manager
- o Friendly and obvious leadership ability
- o Problem solver

Possible drawbacks:

- o City Manager experience in a very small town in [REDACTED]

Related articles:

- [REDACTED]
- [REDACTED]
- [REDACTED]



Semi-finalists selected by client

[Redacted]

[Watch Video](#)

Passcode:

[Redacted]

Positive attributes:

- o Education pedigree, intelligence, and ability to communicate effectively
- o Diverse experience in national intelligence, homeland security, technology, and large urban governance
- o Ability to organize large teams and handle big projects

Possible drawbacks:

- o Lack of experience as the overall leader of the community
- o Lack of experience with council-manager government

Related articles:

- o [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



Recommended candidates moving forward:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]





COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council

FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*

DATE: April 28, 2026

TITLE: Memorandum of Understanding (MOU) Between the *City of Pine Lake* and *Pine LakeFest, Inc.*

RECOMMENDATION

Approve resolution authorizing the MOU between the City and *Pine LakeFest, Inc.*

BACKGROUND

Each Fall, the City of Pine Lake is home to a 2-day music, art, and vendor festival known as “LakeFest.” The event is organized and supported by a local 501(c)(3), *Pine LakeFest, Inc.*

On an annual basis, the Pine Lake Municipal Government (*City of Pine Lake*) adopts a memorandum of understanding (MOU) with *Pine LakeFest, Inc.* The purpose of this agreement is to outline various in-kind and financial sponsorship by the City, as well as shared cost of resources from the City’s Departments of Public Safety and Public Works.

RESOURCE IMPACT

The City appropriates \$500 in Special Program funding (100.1100.0000.531105), paid directly to *Pine LakeFest, Inc.* The City also incurs a nonmaterial expense by way of preparatory support via Departments of Public Safety and Public Works.

ATTACHMENTS

Resolution R-2026-24
City of Pine Lake/Pine LakeFest, Inc. MOU

A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR PRO TEM TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF PINE LAKE AND PINE LAKEFEST, INC., FOR THE PERFORMANCE OF SERVICES, AND AUTHORITY TO UTILIZE CITY PROPERTY AND INFRASTRUCTURE AT NO CHARGE FOR THE PRODUCTION OF PINE LAKE FEST

WHEREAS, the City of Pine Lake (“Pine Lake) is a Georgia Municipal Corporation, authorized and existing under the laws of the State of Georgia, and

WHEREAS, Pine Lake Fest, Inc., (“PLF”) is a non-profit corporation organized and existing under the laws of the State of Georgia and exempt from taxes pursuant to Section 501(c)(3) of the Internal Revenue Code of the United States, and

WHEREAS, Pine Lake and PLF (collectively “the Parties”) have negotiated a memorandum of understanding by which PLF provides certain services and Pine Lake makes various properties and infrastructure available at no charge for the production of Lake Fest, and

WHEREAS, the Governing Authority expressly finds and recognizes that Lake Fest provides an important community service for the Citizens and Residents of the City and further that the work and benefits of PLF supply important services and performance to Pine Lake which cannot be translated into dollar benefits.

WHEREAS,

NOW THEREFORE, the Governing Authority of the City of Pine Lake, in an open and public meeting, approves the Memorandum of Understanding (“MOU”) with PLF and authorize the Mayor pro tem to sign the MOU with Pine Lake Fest, attached to this Resolution as Exhibit A, and to execute and sign any other document which is necessary to give effect to this Resolution,

ADOPTED by the Mayor and Council of the City of Pine Lake, this 28th day of April, 2026.

JEFF GOLDBERG
Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
City Clerk

CHRISTOPHER D. BALCH
City Attorney

Memorandum of Understanding (MOU)

This constitutes a Memorandum of Understanding (MOU) between the City of Pine Lake (City) and Pine LakeFest, Inc. (LakeFest) to be held October 3 and 4, 2026 in the City of Pine Lake. LakeFest is a Georgia nonprofit corporation exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Each of the parties agrees to the following terms and conditions:

Pine LakeFest Inc. will:

- PLAN, ORGANIZE and EXECUTE an arts festival along Lakeshore Drive, Pine Lake, including soliciting sponsorships, scheduling musical performances and appropriate community events and arranging for vendors to offer art and crafted goods. LakeFest will also arrange for food and beverage vendors to sell products at their own risk.
- PROVIDE sufficient volunteers to safely operate the arts event and ensure that all city property and facilities are left in clean and undamaged condition.
- ARRANGE parking and transportation to limit parking along City streets by attendees of LakeFest.
- APPLY for all required permits and FULLY COMPLY with all terms and conditions of City's Property/Business Owner's Rental Agreement for the Beach House and the City's Permit for Outdoor Festivals and/or Use of Public Lands and Buildings, understanding that this MOU is an addendum to both such Agreement and Permit.
- FILE for a temporary liquor license, acquire a state permit, provide the City with a list of volunteer bartenders, accompanied by a certificate of training and proof of age (already on file).
- FULLY COMPLY with all ordinances and rules of the City of Pine Lake, including but not limited to the City's sign ordinance, and all applicable state laws.
- PUBLICIZE the City as a sponsor of LakeFest on all promotional materials and printed matter.
- COLLECT and BAG all trash on a periodic basis and deposit into wheeled trash containers provided by the City. Containers will be wheeled to the curb by 9pm, Sunday, October 4, 2026. Saturday night disposal will be under the direction of Public Works.
- SUPPLEMENT pay for off-duty officers and reserve officers at a rate of \$45/hour minus the rate of hourly wage regularly paid to each officer by the City of Pine Lake.
- SUPPLEMENT shall be applicable to all off-duty or reserve police officers to provide services for the event on October 3 & 4, 2026, working in two (2) five-hour shifts each day (10am - 3pm and 3pm - 8 pm). PAYMENT shall be made to the City by September 15, 2026. The attached chart (Exhibit A) is provided as a guide to these projected costs, but is not binding, with a provision that the City must communicate changes greater than 10% before September 15, 2026.

- PROVIDE through a private security contractor at least one (1) security officer working a ten-hour shift on Friday night, October 2, 2026, from 9pm until Saturday Oct 3 at 7am, and a twelve-hour shift on Saturday night, October 3, 2026, from 8pm until Sunday Oct 4 at 8am. LakeFest shall be liable for any injuries, claims, actions or damages by or to such security contractor or officer.
- NOTIFY in writing all residences along Lakeshore Drive of upcoming LakeFest and road closures no later than September 1, 2026. LakeFest will also collaborate with the City to include this information in the Pine Lake News Blast, or other regular communications to the residents.
- NOT USE any chairs or tables stored at the Club House.
- INDEMNIFY and HOLD HARMLESS the City and all its agents, officers, and employees from all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death and including injury to real or personal property, that may be from an act or omission of LakeFest regardless of whether such loss, damage or injury is caused in whole or in part by the actions or omissions of LakeFest or any of its agents, officers, volunteers or employees and regardless of whether such liability arises in tort, contract, strict liability or otherwise, to the fullest extent allowed by law.
- MAINTAIN insurance sufficient, and list the City as an additional insured, to cover any claims or liabilities arising from any aspect of LakeFest including, but not limited to, the indemnity and hold harmless provision above, the sale of food and alcoholic beverages, and the use of volunteers. Limits of the policy shall not be less than \$600,000 per occurrence. LakeFest shall provide a copy of the policy of insurance and the endorsement by the insurer naming the City of Pine Lake as an additional insured.

The City of Pine Lake will:

- MAKE the Beach House, located at 4580 Lakeshore Drive available to LakeFest from 4pm Thursday, October 1, 2026, until Tuesday, October 6, 2026, at noon in accordance with the terms and conditions of the Beach House and the City's Permit for Outdoor Festivals and/or Use of Public Lands and Buildings. Because the City is sponsor of LakeFest, LakeFest will not be charged for use of Beach House during the period stated above.
- MAKE the Beach House, located at 4580 Lakeshore Drive available for LakeFest volunteer and planning meetings, subject to availability, for up to fourteen (14) meetings, one monthly (last Sunday of the month at 5pm) plus 2 special gatherings, in accordance with the terms and conditions of City's Permit for Outdoor Festivals and/or Use of Public Lands and Buildings. Because the City is a sponsor of LakeFest, LakeFest will not be charged for use of Beach House during these times.
- INSURE that long folding tables (at least 4) and chairs (at least 60) are available in good repair at the Beach House.

• ALLOW use of the Lake for the boating event known as Paddlepalooza. All craft are non-motorized; everyone in the craft will have a life vest and will have signed a liability waiver. In addition, the City will allow use of the beach to the extent that water and sand is needed for the Sand Sculpture contest. The City's Public Works Director shall conduct testing of the lake and shoreline the weeks of September 21 and September 28 to check for e coli levels. LakeFest shall reimburse the City for the costs of these tests. If the levels detected exceed 200 mg/l (milligrams per liter), the City shall have the exclusive authority to close the lake to this activity because of the Public Health Risk, in the sole judgment and discretion of the City.

• DIRECT City Public Works employees to remove from storage and make available to LakeFest all traffic control equipment (barriers and cones) and install an accessibility ramp at Clubhouse and Lakeshore as directed by LakeFest. Public Works also agrees to the following schedule:

- By 9/15/26: Electrical Check of outdoor circuits and either tag as inoperable or make necessary repairs to the circuits/outlets in the City's sole discretion.
- By 10/02/26:
 - Leave extra garbage bags in Beach House, and place barricades at street intersections as directed by Police
 - Install Handicap Ramp by Club House Drive for musician equipment transit
 - Add old picnic tables to east end of park and move others as needed
 - Stage garbage cans on the eastern end on LakeShore
 - Attend to Lakeshore curbs, and blow Lakeshore Drive by noon
 - Rake Beach
- CLOSE Lakeshore Drive between Hemlock and Spring Streets, from Friday October 2, 2026 at 6pm until Sunday, October 4, 2026, at 9pm.

• PROVIDE a one-time financial contribution in the amount of \$500 to LakeFest by September 15, 2026 to support its charitable activities and service to the city, subject to applicable laws and budgetary approval.

Pine LakeFest, Inc.

City of Pine Lake

KATHIE DeNobriga
President

JEFF GOLDBERG
Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
City Clerk

CHRISTOPHER D. BALCH
City Attorney



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council
FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*
DATE: April 28, 2026
TITLE: Local Road Assistance Administration Funds (LRA)

RECOMMENDATION

Approve resolution to apply for 2026 Local Road Assistance Administration Funds (LRA).

BACKGROUND

The Georgia Department of Transportation (GDOT) announced that the Governor and the Legislature included Local Road Assistance Administration funds (LRA) in the amended State Fiscal Year 2026 Budget. The LRA funds will be administered and distributed using the Local Maintenance and Improvement Grants (LMIG) Application System. Eligible activities/projects for LRA funds will be the same as the LMIG program. LRA funds require no local match.

The annual LMIG allocation is based on the total centerline road miles for each local road system and the total population of each county or city as compared with the total statewide centerline road miles and total statewide population.

For an application to be processed, the following requirements must be met:

- A local government must be in audit compliance with the Department of Audits and Accounts (DOAA). A local government must also be in compliance with the Department of Community Affairs (DCA) minimum standards under the Georgia Planning Act, related to immigration and the Service Delivery Strategy law. (A non-compliant local government may start a draft application and then submit it once the local government is compliant.)
- A signed cover letter must be attached.
- A signature page must include both the local government seal and the notary seal. The application website provides a blank signature page for you to download, complete and upload as an attachment. The application includes a completion status report page.

RESOURCE IMPACT

The City of Pine Lake's formula amount is \$15,026.25.

ATTACHMENTS

Resolution

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

A RESOLUTION AUTHORIZING THE CITY MANAGER OR THEIR DESIGNEE TO APPLY FOR FUNDS FOR LOCAL ROAD ASSISTANCE ADMINISTRATION FUND FROM THE GEORGIA DEPARTMENT OF TRANSPORTATION

WHEREAS, The State of Georgia through the Department of Transportation (“GDOT”) administers the Local Roads Assistance Administration (“LRA”) to provide funds to cities and counties for the purpose of improving and maintaining local streets and rights of way; and

WHEREAS, GDOT has released funds to be applied to the program and is accepting applications for those funds; and

WHEREAS, The City Council finds and concludes that seeking and utilizing grant funds from the State for paving and roadway repair saves local tax dollars for other City priorities; and

WHEREAS, The City Council wishes to express its support for the application for these funds and commit to accepting them once released by the State;

NOW THEREFORE, BE IT RESOLVED by the Governing Authority of the City of Pine Lake, Georgia, the City Manager, or his designee, is authorized to apply for the GDOT LRA program funds on behalf of the City of Pine Lake.

BE IT FURTHER RESOLVED that the Governing Authority of the City of Pine Lake commits and agrees to accept the funds available pursuant to the LRA Program, and commits to the acceptance of any and all conditions imposed on the use of those funds by GDOT.

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

ADOPTED by the Mayor and Council of the City of Pine Lake, this 28th day of April, 2026.

JEFF GOLDBERG
Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
City Clerk

CHRISTOPHER D. BALCH
City Attorney



COUNCIL AGENDA MEMORANDUM (CAM)

TO: City Council

FROM: Stanley D Hawthorne, City Manager *Stanley Hawthorne*

DATE: April 28, 2026

TITLE: Authorize City Manager or Designee to Apply for State and Local Cybersecurity Grant Program (SLCGP)

RECOMMENDATION

Approve resolution authorizing the City Manager or his designee to apply for the State and Local Cybersecurity Grant Program.

BACKGROUND

The State of Georgia has released approximately \$7.4 million in funding for cybersecurity project costs via the State and Local Cybersecurity Grant Program (SLCGP). Awarded applicants will receive funds in the amount equal to 70% of project costs for a period of 48-months.

As the City of Pine Lake—in partnership with our contracted information technology (IT) partner, VC3—seeks to shore up its cybersecurity systems, including (but not limited to) equipment upgrades, this potential assistance through the SLCGP would prove a significant resource.

RESOURCE IMPACT

The application presents no resource impact.

ATTACHMENTS

Resolution R-2026-27
SLCGP Flyer
VC3 Strategic Technology Review

A RESOLUTION AUTHORIZING THE CITY MANAGER OR THEIR DESIGNEE TO APPLY FOR FUNDS FOR STATE AND LOCAL CYBER GRANT PROGRAM

WHEREAS, The State of Georgia offers grants to local governments to reinforce or in some instances institute protections and systems to protect local government data from malicious actors; and

WHEREAS, The State recently released \$7.4 million for delivery to local governments that funds 70% of the project costs for a period of 48 months; and

WHEREAS, The City, in partnership with its IT consultant, seeks to upgrade the City’s protections against malicious actors; and

WHEREAS, The City Council wishes to express its support for the application for these funds and commit to accepting them once released by the State;

NOW THEREFORE, BE IT RESOLVED by the Governing Authority of the City of Pine Lake, Georgia, the City Manager, or his designee, is authorized to apply for the SLCBG program funds on behalf of the City of Pine Lake

BE IT FURTHER RESOLVED that the Governing Authority of the City of Pine Lake commits and agrees to accept the funds available pursuant to the SLCBG Program, and commits to the acceptance of any and all conditions imposed on the use of those funds by the State.

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

ADOPTED by the Mayor and Council of the City of Pine Lake, this 28th day of April, 2026.

JEFF GOLDBERG
Mayor pro tem

ATTEST:

APPROVED AS TO FORM:

NED DAGENHARD
Assistant City Clerk

CHRISTOPHER D. BALCH
City Attorney

Get 70% of Your Cybersecurity Project Costs Covered!

IF YOU DECIDE TO USE OUR SERVICES, VC3 CAN HELP YOU SUBMIT THE GRANT APPLICATION.

The State of Georgia has released approx. \$7.4 million in State and Local Cybersecurity Grant Program (SLCGP) funding that local governments may apply for by Wednesday, April 29, 2026.

This grant will cover 70% of your project costs. That's right—the State of Georgia is funding 70% of your cybersecurity project costs with this second round of SLCGP funding.

If you want to apply for the cybersecurity grant and take advantage of this rare opportunity to fund critical projects that will improve your cybersecurity, we're here to help!

How the Funding Works

We've researched the grant and developed an easy process to help you take advantage of these funds if you wish to use our services. We'll:

- ▶ Help you process the grant application.
- ▶ Ensure its technical and financial accuracy.
- ▶ Work with Georgia's State Administrative Agency (SAA), the Georgia Emergency Management Management and Homeland Security Agency to submit it

We'll attempt to complete and submit grant applications in the order we receive commitment from municipalities.

We'll need to submit your application by April 29. The tight deadline is due to a variety of factors, but the deadline is set by the SAA.

VC3 Provides Services that Qualify for the Funding

VC3 has been making IT personal, making IT easy, and getting IT right for more than 30 years. Serving over 1,100 municipalities, special districts, and local governments of all sizes, VC3's California-based engineers are supported by a deep bench of national talent

Your costs can be potentially covered for:



Managed IT Services

We can help you implement multi-factor authentication (MFA), deploy endpoint detection and response (EDR), encrypt data, and end the use of outdated/unsupported hardware and software.



Managed Security Services

Our right-sized cybersecurity solutions keep your municipality protected.



Data Backup + Disaster Recovery

Minimize operational disruption and mitigate risk with onsite and offsite data backup solutions.



Security Awareness Training

To keep your employees trained and ready to resist a cyberattacker's tricks, our service provides monthly automated phishing tests, quarterly security training, and reporting.

Reach out to us to start the process today!

info.vc3.com/georgia-SLCGP-funds-2024

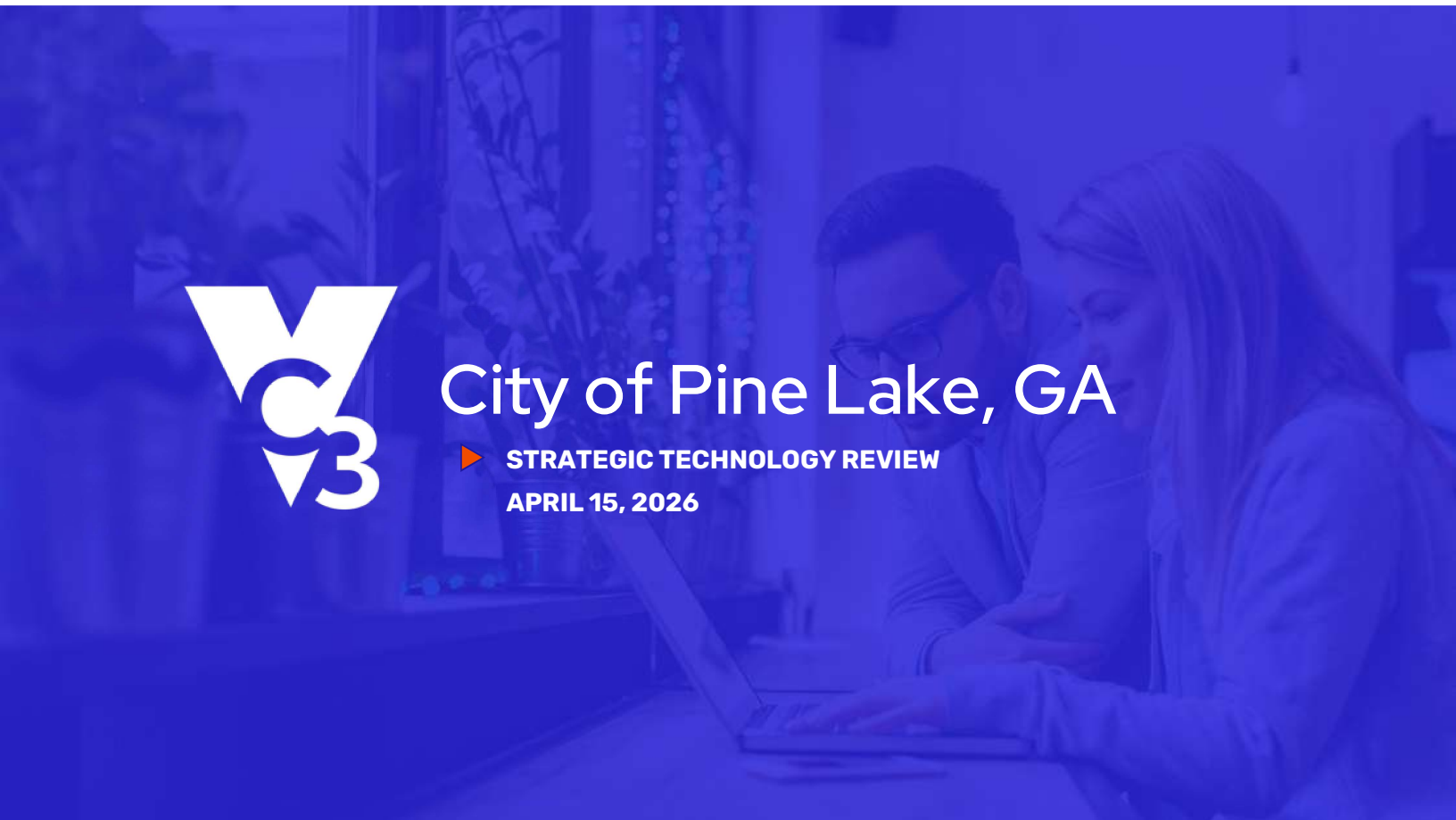
(800) 481-4369





City of Pine Lake, GA

▶ **STRATEGIC TECHNOLOGY REVIEW**
APRIL 15, 2026



Agenda

- ▶ **Business Review**
 - ▶ Strategic Alignment
 - ▶ VC3 Updates (inc. Current initiatives)
- ▶ **Open Items**
- ▶ **Strategic Alignment Roadmap**
- ▶ **Budget Overview**
- ▶ **Q&A**



Your Strategy & Service Delivery team



Barclay Greer
 Senior Strategic Advisor
 Barclay.greer@VC3.com
 901-261-7408

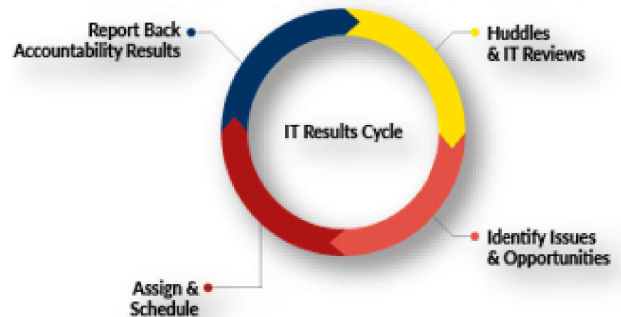


Darlene Chappell
 Client Relationship Manager
 Darlene.chappell@VC3.com
 470-579-6706



Matt Wood
 Service Manager I
 Matt.wood@VC3.com
 470-579-6711

Technology Planning & Advisory	
STRATEGY	<ul style="list-style-type: none"> - Technology planning & guidance - Regulation compliance assistance - Budget planning - Cloud vendor planning - Project facilitation - Presentations to executive board or stakeholders
	<ul style="list-style-type: none"> - Regular IT business reviews - Vendor management - IT huddles - New technology consulting - Guidance for security improvements - Annual employee technology survey



Action Items from Previous STR

NONE FOUND

▶ **VC3 Action Items:**

- ▶ Item 1

▶ **(Client Name) Action Items:**

- ▶ Item 1



VC3 Updates

VC3 Corporate Activities / Initiatives

- ▶ **GA SLCGP applications open until April 29th**
 - ▶ Windows 10 Replacement Machines – 4 remaining
 - ▶ New VC3 Agreement with increased security
 - ▶ .gov domain & email migration
- ▶ **VC3 Agreement – new**
 - ▶ Increased cyber security options
- ▶ **Server Hardware EOL**
 - ▶ Purchased in 2019 – out of warranty



Roadmap

- ▶ **Windows 10 Pro End of Life Oct. 14, 2025**
 - ▶ Risk: Microsoft no longer is releasing critical security updates. Opens the machines up for unauthorized compromise
 - ▶ Recommendation: Replace 4 remaining Windows 10 PCs
- ▶ **Dell Server T440 End of Warranty as of 2023**
 - ▶ Risk: Unable to obtain parts in the event of a hardware failure, resulting in prolonged downtime for users.
 - ▶ Recommendation: Replace server hardware to ensure it's under warranty. Option 2 would be to review how we could move to the cloud.
- ▶ **Missing Cybersecurity Items**
 - ▶ Risk: Unauthorized access to the cities network
 - ▶ Recommendation: Implement Security Awareness training, email protection, dark web monitoring, DNS filtering
- ▶ **.gov domain & email migration**
 - ▶ Risk: CJIS requires additional security requirements for cloud hosted applications. The current Microsoft tenant does not fully meet those requirements
 - ▶ Recommendations: Setup .gov domain and migrate email to Microsoft's Government Tenant to ensure CJIS compliance
- ▶ **VC3 Manage Agreement**
 - ▶ Risk: Currently not all machines are covered by monitoring/management. Potential unknown costs associated with unsupported machines
 - ▶ Recommendations: Review and make decision on new agreement



April 15, 2026 Action Items

▶ **VC3 Action Items:**

- ▶ **Barclay:** Prepare information for Ned to present to council on SLCGP (Meeting on April 28th)
- ▶ **Barclay:** Scope firewall changes that are needed for new Comcast fiber circuit

▶ **Pine Lake Action Items:**

- ▶ **Ned:** Work with Barclay on SLCGP application to be submitted no later than April 29th
- ▶ **Ned:** Introduce Barclay to Comcast team for fiber install - **Complete**



Cyber Security Business Insurance

WHAT IT IS, WHY IT IS, DO YOU HAVE IT?

CYBERSECURITY INSURANCE - WHAT IS IT AND WHY YOU SHOULD HAVE IT:

- ▶ Cybersecurity insurance works like other forms of business insurance. Policies are sold, or added onto existing business insurance, to include coverage against losses to a business as a result of a cybersecurity incident.
- ▶ This policy helps an organization pay for any financial losses they may incur in the event of a cyberattack or data breach, or cover any costs related to the remediation process following a breach. Investigation, restoration, communication, legal services, and refunds to customers.
- ▶ As you would manage risk against Fire, Flood, Theft, Fraud, Injury, etc - Cyber Security Insurance is for risks against your business for Cyber Crime.

CURRENT STATE:

- ▶ Who in your organization handles the business insurance?
 - ▶ Cyber Insurance is typically under that policy or provider, though it can be purchase separately.
- ▶ Do you currently subscribe to cyber Insurance?
- ▶ Who is your provider?
- ▶ Can you share a copy of your policy with us?
- ▶ What does your insurance cost?



Cyber Security Business Insurance

HOW WE SUPPORT, HOW WE PLAN

COVERAGE AND PROCEDURE:

- What are you covered for, not covered for, and for how much?
- Have you ever made a claim against your cyber insurance?
- Are there any specific procedures that would need to be followed in the case of a cybersecurity event by VC3?

RENEWALS AND AUDITING:

- When does it renew?
- Does your provider engage a cyber insurance audit as part of your coverage?
- Who is the auditor, what frequency do they audit, when was the last one, when is the next one?
- What are the consequences of the audit outcome – can your insurance go up on failed points of compliance, can it go down on confirmed compliance?

VC3 AND YOUR CYBER INSURANCE:

- Managed services with VC3 support some engagement by default in responding to an audit, but as cyber insurance audits progress in complexity and detail it's best to expect that a cyber insurance application or audit may require a billable engagement from our technical teams.
- Best practice is to allot time and budget annually for an engagement to support proactive changes that will improve your audit outcome (ideally improving costs and coverage), or a reactive response to the audit and remediation required. Either way we do not want this cost and time to be unplanned.



Cyber Security Business Insurance

STATUS AND PLANNING

STATUS

- ▶ Current Cybersecurity Insurance Provider and Renewal Date:
- ▶ Documented policy, procedures, and annual auditing schedule with provider's audit partner:
- ▶ Known 'accepted' audit risks:

PLANNING

- ▶ Outstanding audit findings to be resolved:
- ▶ Scheduled next Audit date or timeline:
- ▶ Budgeted amount for Cyber Insurance Audit Preparation and Remediation:
- ▶ Currently Scheduled Projects/Tickets for Cyber Insurance/Security Enhancement/Remediation:



Updated VC3 Mailing Addresses

PLEASE UPDATE OUR MAILING INFORMATION TO ENSURE PROMPT DELIVERY

FOR REGULAR MAIL (FOR BOTH US AND CANADA):

VC3, Inc.
PO Box 105721
Atlanta, GA 30348 - 5721

FOR MAILING US CHECKS:

VC3, Inc.
PO Box 746804
Atlanta, GA 30374-6804

FOR MAILING CANADA CHEQUES:

VC3, Inc.
Dept. 400249
PO Box 4375 STN A
Toronto, ON M5W 0J3





QUESTIONS | COMMENTS | FEEDBACK