PINE LAKE GEORGIA
Arts' Natural Habitat

CITY OF PINE LAKE, GEORGIA
PUBLIC HEARING & REGULAR MEETING AGENDA
NOVEMBER 24, 2026 @ 6:00PM
COURTHOUSE AND COUNCIL CHAMBERS
459 PINE DRIVE, PINE LAKE, GA 30072

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

CALL TO ORDER - PUBLIC HEARING (6:00PM)

- Fiscal Year (FY) 2027 Proposed Budget

CALL TO ORDER - REGULAR MEETING

SWEARING-IN (CEREMONIAL)

- City Council (Post 1)

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

ADOPTION OF THE MINUTES

- October 27, 2026 - Regular Meeting
- November 10, 2026 - Special Called Meeting
- November 10, 2026 - Work Session

PUBLIC COMMENT - 3 minutes each please

NEW BUSINESS

1. Rockbridge "Trifecta," Public Arts Projects Update
2. Public Works Contractual Services Renewal Agreement
3. Ordinance 2026-01, Amending Chapter 2, Article II, Division 2 of the Code of Ordinances - Regarding City Council Meeting Start Time, Second Read & Potential Adoption
4. Resolution R-2026-55, Reserve Policy
5. Resolution R-2026-56, Debt Policy
6. Resolution R-2026-57, Structurally Balanced Budget Policy
7. Resolution R-2026-58, Investments Policy
8. Resolution R-2026-59, Grants Policy
9. Fiscal Year (FY) 2027 Proposed Budget, Review

PUBLIC COMMENT - 3 minutes each please

REPORTS AND OTHER BUSINESS

- Mayor (pro tempore)
- City Council

EXECUTIVE SESSION

ADJOURNMENT

COUNCIL MEMBERS
Jeff Goldberg - Mayor
Thomas Torrent - Mayor pro tem
Deborah Hull
Stephanie Kohler
Jane Lowers
James Paproski

CITY OF PINE LAKE
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PINE LAKE, GA 30072
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CITY OF PINE LAKE
REGULAR MEETING
MINUTES
October 27, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

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

Present: Mayor pro tempore Thomas Torrent, and Council Members Deborah Hull, Stephanie Kohler, and Jane Lowers. Also present were City Manager Stanley Hawthorne, Chief Sarai Y'Hudah-Green, City Attorney Angela Couch, and City Clerk Ned Dagenhard. City Manager Stanley Hawthorne was not in attendance.

Announcements/Communications

Mayor pro tem Torrent advised that City Manager Hawthorne was unavailable to attend the meeting due to illness, soliciting thoughts and prayers from the community.

Mr. Torrent announced a series of announcements, including the installation of a "book box" at the Pine Lake playground on November 4th, and the unveiling of the DeKalb County-sponsored "Cows of DeKalb" installation at Fleeman Park on November 5th. Finally, Mr. Torrent advised that he would be amending the appointment of himself to the DeKalb County Housing Council, instead appointing Mayoral-candidate Jeff Goldberg.

Council Member Hull announced an invasive plant removal initiative taking place November 21st in the Western Wetlands, sponsored by the Stewards of Environmental Education and Design (SEED).

Chief Y'Hudah-Green announced that the Public Works Department would have vegetation management contractors working on the "creek side" of the dam in the coming days. The Chief of Police continued that November 3rd would also initiate street sweeping, reminding residents to move their vehicles off of the street.

DRAFT

CITY OF PINE LAKE
REGULAR MEETING
MINUTES
October 27, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

Adoption of the Agenda of the Day

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

No discussion took place.

Mayor pro tem Torrent called for a vote.

All members voted in favor, and the motion carried.

Adoption of the Minutes

- September 29, 2026 – Regular Meeting
- October 13, 2026 – Work Session

Council Member Lowers moved to adopt the minutes; Council Member Kohler seconded.

Mayor pro tem Torrent called for a vote.

All members voted in favor, and the motion carried.

DRAFT

CITY OF PINE LAKE
REGULAR MEETING
MINUTES
October 27, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

New Business

1. Resolution R-2026-54, Solicitations Award

Council Member Lowers moved to adopt Resolution R-2026-54; Council Member Kohler seconded.

Special Projects Manager Kendrick presented a quote matrix associated with the Gateway Gallery project, and fielded questions from the governing body regarding materials and labor, and vendor solicitation.

Following discussion related to the approval process for artwork installed on the outdoor gallery scaffold, City Attorney Couch suggested City Council could amend the resolution to require the body's approval of any artwork prior to purchase.

Council Member Lowers moved to amend Resolution R-2026-54 to include the language, "…all artwork shall be approved by City Council prior to installation."

Council Member restated her motion for adoption of Resolution R-2026-54, as amended; Council Member Kohler seconded.

Mayor pro tem Torrent called for a vote.

All members voted in favor, and the motion carried.

2. Ordinance 2026-01, City Council Meetings Start Time - Second Read, Potential Adoption

Council Member Hull moved to table the second reading of Ordinance 2026-01 until the November 24th Regular Meeting; Council Member Kohler seconded.

Mayor pro tem Torrent advised that City Council would be tabling adoption of Ordinance 2026-01 until the City Council Post 1 and Mayoral vacancies were filled and members-elect seated.

Mayor pro tem Torrent called for a vote.

All members voted in favor, and the motion the table carried.

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3. **Ordinance 2026-02, Revision of Sec. 62-86, 62-88, and 62-91, Public Access to Public Places - First Read**

   Council Member Kohler performed the first read of Ordinance 2026-02.

   City Clerk Dagenhard advised that unrelated research in the Code of Ordinances had found language perhaps noncompatible with legal requirements for public spaces, later confirmed by City Attorney Couch. Members of City Council spoke to the importance of inclusivity in the City.

   No action was taken by City Council.

Reports and Other Business

Council Member Kohler offered further details regarding the upcoming “Cows of DeKalb” event, adding that CEO Lorraine Cochran-Johnson and her staff would be in attendance, as well as the artist, M. Leilani. Ms. Kohler also advised on parking availability at 425 Spring Drive.

Mayor pro tem Torrent advised that he had attended a DeKalb Municipal Association meeting earlier in the month, which highlighted infrastructure repairs along DeKalb’s watershed utility network. These repairs—Mr. Torrent added—included thirteen sites in the Snapfinger Creek basin. Additional comments included DeKalb Elections’ security and poll-worker training updates.

Recess

Council Member Kohler moved to recess at 6:50PM; Council Member Hull seconded.

Mayor pro tem Torrent called for a voted.

All members voted in favor, and the motion carried.

Council Member Hull moved to re-enter the Regular Meeting at 7:07PM; Council Member Lowers seconded.

Mayor pro tem Torrent called for a voted.

All members voted in favor, and the motion carried.

DRAFT

CITY OF PINE LAKE
REGULAR MEETING
MINUTES
October 27, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

Executive Session

Council Member Kohler moved to enter Executive Session for the purpose of discussing personnel at 7:08PM; Council Member Hull seconded.

Mayor pro tem Torrent called for a voted.

All members voted in favor, and the motion carried.

An executive session was held.

Council Member Kohler moved to exit Executive Session and re-enter the Regular Meeting at 8:21PM; Council Member Lowers seconed.

Mayor pro tem Torrent called for a voted.

All members voted in favor, and the motion carried.

No further action was taken by City Council.

Adjournment

Council Member Lowers motioned to adjourn the Regular Meeting at 8:22PM; Council Member Hull seconded.

Mayor pro tem Torrent called for a voted.

All members voted in favor, and the motion carried.

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Ned Dagenhard, City Clerk

DRAFT

CITY OF PINE LAKE
SPECIAL CALLED MEETING
MINUTES
November 10, 2026 at 8:30AM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

Call to Order: Mayor Goldberg called the Special Called Meeting to order at 9:02AM.

Present: Mayor Jeff Goldberg, Mayor pro tempore Thomas Torrent, and Council Members Deborah Hull, Stephanie Kohler, and Jane Lowers. Also present was City Clerk Ned Dagenhard.

Executive Session

Council Member Kohler motioned to enter executive session.

An executive session was held for the purpose of discussing personnel.

Council Member Kohler motioned to recess; Mayor pro tem Torrent seconded.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

Council Member Kohler motioned to re-enter the meeting at 1:47PM; Mayor pro tem Torrent seconded.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

The executive session continued for the purpose of discussing personnel.

Council Member Kohler motioned to re-enter the Special Called Meeting; Mayor pro tem Torrent seconded.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

DRAFT

CITY OF PINE LAKE
SPECIAL CALLED MEETING
MINUTES
November 10, 2026 at 8:30AM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

Adjournment

Council Member Kohler motioned to adjourn the meeting at 4:41PM; Mayor pro tem Torrent seconded.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

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Ned Dagenhard, City Clerk

DRAFT

CITY OF PINE LAKE
WORK SESSION
MINUTES
November 10, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

Call to Order: Mayor Goldberg called the Work Session to order at 6:00PM.

Present: Mayor Jeff Goldberg, Mayor pro tempore Thomas Torrent, and Council Members Deborah Hull, Stephanie Kohler (*7:00PM*), and Jane Lowers. City Manager Stanley Hawthorne, Chief of Police Sarai Y'Hudah-Green, City Attorney Angela Couch, City Clerk Ned Dagenhard, Special Projects Manager Bernard Kendrick, and Finance Director Stephen Mayer, and Finance Associate Michelle Uran. Council Member James Paproski was not in attendance.

Swearing-in Ceremony

Mayor Jeff Goldberg was ceremonially sworn-in as Mayor by City Attorney Couch.

Adoption of the Agenda of the Day

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

No discussion took place.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

Following adoption, Mayor Goldberg signaled a desire to move New Business Item 1, *Third Quarter (Q3) Revenues and Expenditures Variance Report* to the end of the agenda.

Council Member Hull motioned to re-adopt the agenda, as amended per Mayor Goldberg's request; Council Member Lowers seconded.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

DRAFT

CITY OF PINE LAKE
WORK SESSION
MINUTES
November 10, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

Announcements and Communications

Mayor pro tem Torrent advised the “DeKalb Reads” initiative “book box” was delivered to the Pine Lake playground area on November 9th, and mused future customization of the exterior of the installation.

Council Member Hull announced the Stewards of Environmental Education and Design (SEED) would be hosting an invasive species management event Saturday, November 21st in the Western Wetlands.

Mayor Goldberg announced the Pine Lake Association for Involved Neighbors (PLAIN) would be hosting a recycling event Saturday, November 14th at the Clubhouse.

DRAFT

CITY OF PINE LAKE
WORK SESSION
MINUTES
November 10, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

New Business

1. Fiscal Year (FY) 2027 Proposed Budget

City Manager Hawthorne presented the proposed 2027 Budget, reading the City Manager "budget message," and providing an assessment of the City's financial obligations.

Mayor pro tem Torrent inquired about the recommended 28.500 millage rate needed to structurally balance the proposed budget, expressing concern regarding resident affordability. City Manager Hawthorne emphasized discussions throughout the year regarding sustainability of the organization. Aspects of the ensuing discussion included City staff salaries, service agreement requirements, and the year-to-date column of the proposed budget document, in response to Public Safety-related inquiries by Council Member Hull.

Council Member Lowers speculated that the use of 2024-based fund balance reserve values was misleading. City Manager Hawthorne advised that since 2024 was the most recently completed financial audit, this figure was the most independently verified figure. Council Member Lowers asked for an estimate; City Manager Hawthorne provided the figure of $400,000.

Mayor pro tem Torrent referred to 100% expensed $500 allocated funds for the Stewards of Environmental Education and Design as false. City Clerk Dagenhard advised that this was likely an error in invoicing and/or expense journaling, noting that the associated line item code bears close similarity to other special program items. Mr. Dagenhard further advised that staff would follow up on the expense and re-journal as necessary.

No action was taken by City Council.

2. Financial Policies

City Manager Hawthorne presented recommended financial policies as companion to the 2027 Proposed Budget.

No action was taken by City Council.

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3. Public Works Contractual Services Renewal Agreement

City Manager Hawthorne presented the Public Works Contractual Services Renewal Agreement as companion to the 2027 Proposed Budget, citing cost savings associated with part-time contractual services en lieu of a full-time Public Works Director staff position.

No action was taken by City Council.

4. Third Quarter (Q3) Revenues and Expenditures Variance Report

Finance Director Mayer presented the third quarter financial variance report to City Council.

Council Member Lowers asked if a revenue schedule could be provided, referencing variability of funding throughout the calendar year related to seasonal revenue delivery, such as property taxes and franchise fees. This request was echoed by Council Member Kohler.

Mayor Goldberg inquired as to what priority items were worth addressing in the report. Director Mayer stated that expenditures were largely on target at 71% three-quarters through the year, but advised that revenue would likely fall short, cushioned only by the increased millage rate. Mr. Mayer asked that City Council read through the details of the report, and inquire further as needed.

Mr. Mayer fielded general status questions from Mayor Goldberg, responding that the City's 2025 audit was underway, with an ideal completion of year end 2026. Mr. Mayer further advised that in late-Spring 2026, the Finance Department became more involved with procurement and account coding, calling the process "tedious."

No action was taken by City Council.

Reports and Other Business

Mayor Goldberg stated he was glad to return to the dais following resignation of City Council Post 1 and election as Mayor.

DRAFT

CITY OF PINE LAKE
WORK SESSION
MINUTES
November 10, 2026 at 6:00PM
Courthouse & Council Chambers
459 Pine Drive, Pine Lake, GA 30072

Executive Session

Mayor pro tem Torrent motioned to enter executive session; Council Member Hull seconded.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

An executive session was held for the purpose of discussing contracts and personnel.

Council Member Kohler motioned to re-enter the Work Session; Mayor pro tem Torrent seconded.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

Adjournment

Mayor pro tem Torrent motioned to adjourn the Work Session at 9:41PM; Council Member Kohler seconded.

Mayor Goldberg called for a vote.

All members voted in favor, and the motion carried.

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Ned Dagenhard, City Clerk

DRAFT

Rockbridge Trifecta Update

City of Pine Lake | Updated November 17, 2026 | Prepared by Melanie Hammet

*The **Rockbridge Trifecta** is built around relationships—strengthening those we have and making room for partnerships we have yet to imagine. The Gateway Gallery, Poplar Park, and The Welcome Wall bring art and greenspace into daily life while connecting Pine Lake more fully with the people, businesses, and communities along Rockbridge Road. Relationships created the resources that are bringing the projects into existence, shaping each project's design, making the execution possible, and giving them lasting purpose.*

Introduction:

The Gateway Gallery, **Poplar Park,** and **The Welcome Wall** are a coordinated investment in public art and greenspace along Rockbridge Road. Together, these three sites strengthen Pine Lake's identity as Arts' Natural Habitat and create a distinctive place to experience art in Central DeKalb County.

We are fortunate to have the shared support of our CEO Cochran-Johnson, Commissioner Chakira Johnson, our County Director of Arts and Culture, Stephanie Raines, and our County and City staff. That commitment underwrote site improvements, artistic planning, and funding to date.

The Trifecta Task force, appointed by Mayor Goldberg, includes former Councilmember Augusta Woods, PL resident Robert Witherspoon, current Councilmember Stephanie Kohler, Mayor Emeritus Melanie Hammet, Bernard Kendrick, and Chief Green. Each member brings an invaluable array of skills, relationships, and experience that has quickly positioned each of these projects toward successful outcomes.

1. Gateway Gallery draft policy

A draft Use, Exhibition, and Content Policy for **The Gateway Gallery** is currently under review by the city attorney . It will establish a framework for changing, curated exhibitions within the five-frame structure, including exhibition selection, installation, maintenance, and rotation. The policy is being developed to preserve the Gallery's purpose as a public art space and provide a clear, consistent process for its use.

The next milestone is a review-ready draft identifying responsibilities for exhibition approval, installation, routine care, and replacement of artwork.

2. Poplar Park current improvements

The current phase of park improvements is targeted for completion by December 2026. Its scope includes:

- Removal of dead trees, debris, and invasive foliage.
- Installation of fencing.
- Installation of a parking pad.
- Installation of electricity.

- Placement of boulders donated by DeKalb County for rootball stabilization and seating around the maple tree. (Transport provided by PL)

These improvements establish the park's basic landscape and site infrastructure.

A completion walkthrough of Phase 1 will document the work performed, identify any remaining items, and confirm landscape maintenance needs. Phase 2 is currently on pause, as it is dependent on project staffing for next-level design and completion. Subsequent funding distribution, requests, and proposal applications will follow accordingly.

3 Gateway Gallery implementation status

Photographer Cindy Brown and sculptor and fabricator Ryan Mathern are developing the Gateway Gallery's inaugural exhibition in close coordination with the construction of its five-frame structure.

Cindy is creating a photograph that meets three interdependent demands: it must reproduce at very high resolution at the scale of the installation; work as a horizontal composition that tells a coherent visual story; and translate across five panels of varying heights positioned on different planes. The image must hold together across the gaps, offsets, and changing proportions of the structure so that each panel contributes to the overall picture.

Her work will also involve a dialogue with the materials: determining how each photographic panel connects to the mesh and aligning the images so the full composition emerges across the structure. This first exhibition will set the standard for **The Gateway Gallery** and demonstrate to future artists what is possible when artwork is conceived specifically for its unusual form.

Ryan will assemble the frames with attention to the scale and spatial relationships of the sculpture and exhibition structure. Its configuration will create flexible opportunities for future work, allowing artists to explore the individual frames, the spaces between them, and the installation as a whole.

The photographer briefing took place on October 28, 2026. We anticipate project completion by December of 2026.

Milestones completed: verification of final frame dimensions and offsets; approval of the image layout. Milestones to be confirmed: attachment method and print proof before full production. The exhibition installation date should be confirmed once these dependencies are resolved.

4 Welcome Wall funding

The Welcome Wall has $10,000 in hand. Additional funding is under consideration but is not yet confirmed. The funding effort is intended to support a destination-worthy mural; the final commission and scope will reflect the total funding secured.

A draft of the 2027 timeline and submission process is currently under development. The next milestone is a preliminary budget covering artist compensation, wall preparation, installation, and ongoing care.

5 City arts webpage and QR code

A dedicated City webpage and QR code directing visitors to it are being developed in preparation for the growth of public art and the arts presence in Pine Lake. The webpage will provide a shared point of access for **The Gateway Gallery**, **The Welcome Wall**, and **Poplar Park** with room to grow as the City's

arts offerings expand. Included will be information about new and existing art installations, including the sound sculpture next to the Western Wetlands and the recently installed cow sculpture—*A World Within* ("Moonique").

Proposed content includes artwork and artist information, exhibition descriptions, site locations, project updates, and funding acknowledgments. As policies and exhibition opportunities are finalized, the webpage can also provide access to those materials. A shared QR code will help residents and visitors connect individual installations to the wider story of public art in Pine Lake.

The initial launch should include all three project descriptions, locations, current status, and funding acknowledgments, with a designated City contact responsible for updates. The QR code should be tested before it is incorporated into permanent signage or printed materials.

6 General Funding information

The *Rockbridge Trifecta*, comprising **The Welcome Wall**/mural, **The Gateway Gallery**, and **Poplar Park**, received funding from Dekalb County Commissioners Bradshaw (20K, with 10K allocated to the mural and 10K to the gateway) and then-super district Commissioner Cochran-Johnson (53K for Poplar Park). Subsequently, Commissioner Johnson provided an additional 20K to the Gateway Gallery's development.

Three County Commissioners, including one who now serves as our CEO, have invested in Pine Lake's commercial district, specifically in its arts presence. The Rockbridge corridor has long been both a challenge and an essential part of the City's future development. Our County leaders' sustained attention and investment affirm its importance and offer a useful guide for moving forward.

Summary:

The corridor and our County partnership

Together, these projects connect the residential city with its commercial corridor and recognizes the many neighbors whose daily lives intersect along this quarter-mile stretch of Rockbridge Road. It establishes the arrival into our Pine Lake city limits as a creative and welcoming place.

For the more than 20,000 drivers who travel the corridor daily, these installations will make a familiar passage greener, friendlier and more distinctive. Investment from key County leaders reflects a shared commitment to the overlapping communities this corridor serves and to a partnership whose benefits extend beyond Pine Lake's boundaries.

The Trifecta gives these relationships a visible and welcoming home. Each site has its own purpose; together, they make public art a means of participation and belonging in the heart of Central DeKalb.

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COUNCIL AGENDA MEMORANDUM (CAM)

TO: Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager Stanley Hawthorne

DATE: November 24, 2026

TITLE: Public Works Contractual Services Renewal Agreement

RECOMMENDATION

Approve resolution renewing the Agreement for Professional Services of Special Projects Manager between the City of Pine Lake and Bernard Kendrick.

BACKGROUND

Effective June 10, 2026, following the resignation of Mr. Bernard Kendrick, as Director of Public Works, the City and Mr. Kendrick entered into an agreement for professional services to oversee and supervise the Public Works Department. The agreement is in effect until December 31, 2026 and requires the City to notify Mr. Kendrick no later than November 30, 2026 whether the City wants to renew or extend the agreement.

The City Manager recommends approval of the agreement through December 31, 2026, as an endorsement of the effectiveness of the current arrangement and as a savings factor to the Fiscal Year 2027 Proposed Budget of approximately $102,000.

RESOURCE IMPACT

There is no immediate fiscal impact from adoption of the renewal agreement; however, annual savings of approximately $102,000 will be realized in lieu of filling the vacant Director of Public Works position, as factored into the Fiscal Year 2027 Proposed Budget.

ATTACHMENTS

Agreement

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

AGREEMENT FOR PROFESSIONAL SERVICES
OF SPECIAL PROJECTS MANAGER – PUBLIC WORKS

WHEREAS, the City of Pine Lake has several capital projects planned and needs someone with appropriate professional expertise to assist in overseeing the assessment, planning, execution and completion of such projects;

WHEREAS, the City of Pine Lake needs someone to assess the City's recreation, stormwater and public works infrastructure and create maintenance schedules and standard operating procedures for the Public Works Department;

WHEREAS, the City of Pine Lake needs someone with relevant experience to oversee the operations of the Public Works Department; and

WHEREAS, Bernard Kendrick served in the capacity of Director of Public Works for the City of Pine Lake after appointment on January 1, 2025, and formally in the capacity of Special Projects Manager, has the necessary skills, education, experience and certifications to serve as a Special Projects Manager for Public Works;

NOW THEREFORE, RENEWAL OF THIS CONTINUING SERVICES CONTRACTUAL AGREEMENT ("Agreement") is entered into this _____ day of_____, 2026, by and between the City of Pine Lake, Georgia ("City") for the professional services of Bernard Kendrick, an individual who the City is contracting with to serve as a Special Projects Manager for Public Works ("Special Project Manager") subject to approval by the City Council. The Special Project Manager shall be an independent contractor and not an employee of the City. In consideration of the mutual covenants stated herein, the parties hereby agree as follows:

SECTION I. EFFECTIVE DATE

This Agreement shall become effective ~~June 10, 2026 and be in effect until December 31, 2026~~ January 1, 2027 and be in effect until December 31, 2027, unless terminated earlier by either party acting under Section 3. The parties may extend or renew the Agreement in writing properly approved and signed by both parties. The City shall notify the Special Projects Manager no later than November 30, 202~~6~~7 whether the City wants to renew or extend the Agreement.

SECTION 2. RESPONSIBILITIES

The Special Projects Manager undertakes to provide the following professional services to the City:

- In-field management of special and capital public works projects;
- Assessment of street infrastructure for maintenance prioritization including compiling of conditions list and creation of maintenance schedule(s);
- Assessment of stormwater infrastructure including compiling of conditions list and creation of maintenance schedule(s);
- Assessment of environmental and recreational infrastructure (lake/wetlands/parks) including compiling of conditions list and creation of maintenance schedule(s);

- Assessment and scheduling of public works duties and tasks (regular operating) including ~~drafting~~ managing the comprehensive Public Works Standard Operating Procedures (regular operations and maintenance) customized for the City;
- Assisting Administration in administering public works projects as assigned from assessment of project scope to project completion;
- Plan, schedule, and assign work duties that are under the Public Works department's purview including instructing and training in correct methods and procedures as necessary and examining work for completion;
- Supervise ~~and participate~~ in the repair and maintenance of the City's buildings, parks, right-of-way, streets, and storm utility structures;
- Performs and/or provide for water testing, maintenance and monitoring the lake, wetlands, and associated grounds and set up seasonal beach/lake opening and operation;
- Supervise ~~and participate~~ in street maintenance including, but not limited to, sweeping and clean-up of debris and materials from the roads, snow and ice removal from roadways in situations of inclement weather, and sign replacement and installation;
- Supervise ~~and perform~~ semi-heavy to heavy manual labor, ~~including lifting heavy objects and working in all type of weather conditions~~
- Monitors performance of employees (regular, temporary, contract, or otherwise) and contractors performing public works tasks; and
- ~~Prepare reports for the City Manager and attend City Council meetings and other meetings as requested.~~

SECTION 3. TERMINATION

The City may terminate this Agreement at any time without cause but shall provide payment for all work provided up to that point by the Special Projects Manager plus an additional payment equivalent to two (2) bi-weekly payments for services (total additional payment of ~~$861.41~~ $930.00). The Special Projects Manager shall also be entitled to 10% of the project costs of all Capital Projects as a Project Management fee. The City may terminate this Agreement immediately at any time for failure to satisfactorily perform the duties, violation of the City's Code of Ethics, causing damage to any person or property, or any other activity, including but not limited to, charged criminal activity which undermines the Mayor, City Council or City Manager's confidence in the ability of the Special Project Manager.

SECTION 4. ON SITE AND REMOTE WORK; AVAILABILITY

During the term of this Agreement, ~~the Special Projects Manager shall be in the City of Pine Lake to perform services no less than ___10__ hours each week~~. All ~~s some~~ tasks the Special Projects Manager ~~is~~are engaged in providing may be done remotely, aside from necessary onsite project oversight. ~~the Special Project Manager will provide remote access services to the City one day per week (10 hours equivalent).~~ The Special Projects Manager shall comply with the City's practices on procurement, conduct (as reflected in City policies as may be amended from time to time), and reimbursement for expenses incurred. The Special Projects Manager may be requested to attend City Council meetings or other public meetings and will be available on call Friday through Sunday via telephone or text. The Special Projects Manager acknowledges that much flexibility is required for performing services pursuant to this Agreement, as there are meetings outside regular business hours that will also require his presence.

SECTION 5. PAYMENT

The City shall pay the Special Projects Manager ~~$13,782.62 ($861.41~~ $24,180.00 ($930.00 bi-weekly equivalent, for the period of ~~June 10, 2026, through December 31, 2026~~ January 1, 2027 through December 31, 2027 paid in equal installments bi-weekly The Special Projects Manager's payments will not be subject to the ordinary and customary withholdings of employees of the City, including federal and state taxes or assessments or withholdings for employee benefits, as the Special Projects Manager is a contractor and not an employee. The Special Projects Manager is not eligible for any employee benefits including workers' compensation coverage, health, retirement, or paid time off. For performing work remotely, the Special Projects Manager has and will provide his own computer, printer, and Internet access at no expense to the City.

SECTION 6. PROPRIETARY INFORMATION

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

SECTION 7. ENTIRE AGREEMENT

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

SECTION 8. LAWS APPLICABLE AND VENUE

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

SECTION 9. MODIFICATION

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

IN WITNESS WHEREOF, the parties have executed this Agreement through their duly authorized representatives.

CITY OF PINE LAKE, GEORGIA

By: _____
Jeff Goldberg, Mayor Pro Tem

Date of Execution: _____

Attest:

_____
City Clerk

Approved as to form:

_____
City Attorney

SPECIAL PROJECT MANAGER

By: _____
Bernard Kendrick

Date of Execution: _____

ORDINANCE NO. 2026-01

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF PINE LAKE TO CHANGE THE COMMENCEMENT TIME FOR REGULAR MEETINGS; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO ESTABLISH AN EFFECTIVE DATE; AND FOR ALL OTHER LAWFUL PURPOSES.

WHEREAS pursuant to the Charter of Pine Lake, Section 2.19, the City Council shall hold regular meetings at such times and places as prescribed by ordinance; and

WHEREAS, the Council of the City of Pine Lake desires to revise the existing time for when regular Council meetings begin; and

NOW THEREFORE, the Council of the City of Pine Lake hereby ordains:

Part One: Section 2.72 of the City's ordinances is hereby amended to read as follows:

> Sec. 2-72. Regular meetings.
>
> Regular meetings of the city council are held at the city hall or at such other place as may be designated, on the second Tuesday and last Tuesday of each month at 6:30 p.m. To the extent not prohibited by law, such meetings may be held in person or virtually.

Part Two. If any paragraph, subparagraph, sentence, clause, phrase or any portion of this Ordinance shall be declared invalid or unconstitutional by any court of competent jurisdiction or if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of the Ordinance to other circumstances not so held to be invalid. It is hereby declared to be the intent of the City Council of the City of Pine Lake to provide for separate and divisible parts, and it does hereby adopt any and all parts hereof as may not be held invalid for any reason.

Part Three. All ordinances in conflict with the terms of this Ordinance are hereby repealed to the extent of the conflict.

Part Four. This Ordinance shall be effective at the first scheduled meeting in 2027 and for each meeting thereafter.

SO ORDAINED this _____ day of _____ 2026.

CITY OF PINE LAKE, GEORGIA

_____
Thomas Torrent, Mayor Pro Tem

ATTEST:

_____
Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

_____
Angela Couch, City Attorney

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COUNCIL AGENDA MEMORANDUM (CAM)

TO: Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager Stanley Hawthorne

DATE: November 24, 2026

TITLE: Reserve Policy

RECOMMENDATION

Approve resolution adopting a reserve policy for the City of Pine Lake.

BACKGROUND

In accordance with recommended guidelines of the Government Finance Officers Association, financial policies are central to a strategic, long-term approach to financial management. In the October 2026 Strategic Performance Report, priority drafts were presented to City Council for a reserve policy, debt policy, structurally balanced budget policy, investments policy, and grants policy, all to be adopted as part of the Fiscal Year 2027 Budget Review Process. A summation of the primary objectives per policy is described herein:

Why a Reserve Policy Is Important

A reserve provides protection from risk. The City of Pine Lake faces risks like revenue shortfalls during recessions and losses from extreme events, like hurricane storm damages, flooding events, contagious disease epidemic, etc. Reserves help make sure that the City of Pine Lake can respond quickly and decisively to extreme events. Reserves also support vital public services during revenue declines. A reserve policy describes how much we will try to retain in our reserve. It also describes acceptable uses of reserves.

The Size of City of Pine Lake's Reserve

The City of Pine Lake will try to hold the following amounts in reserves. The amount of money held in reserve is stated as a percent of revenues; this is so that Pine Lake's reserve stays consistent with the size of the budget over time.

- At a minimum, the reserve will be equal to at least 20 percent of revenues.
- The maximum size of the reserves is 50 percent of revenues.

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RESOURCE IMPACT

There is no immediate fiscal impact from adoption of the policy.

ATTACHMENTS

Resolution
Draft Policy

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STATE OF GEORGIA
COUNTY OF DEKALB

RESOLUTION R-2026-55

A RESOLUTION INSTITUTING USE OF RESERVE FUNDS POLICY

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, pursuant to this authority, the City continues to work proactively to maintain the health, safety, appearance, and natural character of the community; and

WHEREAS, reserve funds provide the City protection from risks and extreme events and should be considered while the City works to accomplish these goals; and

WHEREAS, guidelines regarding use of reserve funds by the City must be established in order to protect the City's best interests.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake that Exhibit A attached hereto sets forth the City's policy regarding the use of reserve funds.

SO RESOLVED this _____ day of November 2026.

CITY OF PINE LAKE, GEORGIA

_____
Jeff Goldberg, Mayor

ATTEST:

_____
Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

_____
Angela Couch, City Attorney

RESERVE POLICY DRAFT

Why a Reserve Policy Is Important

A reserve provides protection from risk. The City of Pine Lake faces risks like revenue shortfalls during recessions and losses from extreme events, like hurricane storm damages, flooding events, contagious disease epidemic, etc. Reserves help make sure that the City of Pine Lake can respond quickly and decisively to extreme events. Reserves also support vital public services during revenue declines. A reserve policy describes how much we will try to retain in our reserve. It also describes acceptable uses of reserves.

The Size of City of Pine Lake's Reserve

The City of Pine Lake will try to hold the following amounts in reserves. The amount of money held in reserve is stated as a percent of revenues; this is so that Pine Lake's reserve stays consistent with the size of the budget over time.

- At a minimum, the reserve will be equal to at least 20 percent of revenues.
- The maximum size of the reserves is 50 percent of revenues.

The City of Pine Lake's Finance Department will periodically conduct long-range forecasting to decide if the organization is likely to stay within its range of reserves.

If the minimum reserve is not kept during the forecast period, the City of Pine Lake will develop a plan to bring the reserve to the desired amount. This plan will be offered to City Council for consideration.

If the maximum reserve is exceeded during the forecast period, the City of Pine Lake may spend the excess reserves. Reserves should be treated as a one-time revenue.

Acceptable Uses of Reserves

Reserves are meant to address unexpected, nonrecurring costs. Reserves should not be used for recurring annual operating costs. An exception is poor economic conditions or events that disrupt Pine Lake's revenues. In such cases, reserves may be used to provide short-term relief so that the organization [name of your government] can restructure its operations in an orderly manner.

Authority to Use Reserves

The City Council may authorize the use of reserves for purposes consistent with this policy.

Replenishment of Reserves

If the City of Pine Lake uses its reserves and those reserves are below the allowed minimum, then the City Manager will propose a plan for the replacement of the reserves. The City Council will review and approve the plan. The City of Pine Lake will try to replace the reserves within the minimum amount of time that is practical.

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COUNCIL AGENDA MEMORANDUM (CAM)

TO: Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager Stanley Hawthorne

DATE: November 24, 2026

TITLE: Debt Policy

RECOMMENDATION

Approve resolution adopting a debt policy for the City of Pine Lake.

BACKGROUND

In accordance with recommended guidelines of the Government Finance Officers Association, financial policies are central to a strategic, long-term approach to financial management. In the October 2026 Strategic Performance Report, priority drafts were presented to City Council for a reserve policy, debt policy, structurally balanced budget policy, investments policy, and grants policy, all to be adopted as part of the Fiscal Year 2027 Budget Review Process. A summation of the primary objectives per policy is described herein:

Why a Debt Policy Is Important

Debt is a powerful tool to help the City of Pine Lake provide our community with the infrastructure it needs to thrive. With power comes responsibility. This policy forms the guidelines to make sure the City of Pine Lake uses debt responsibly.

Allowable Debt Instruments

The debt instruments that the City of Pine Lake is allowed to use are governed by the State of Georgia through state statutes and oversight by the Office of the State Treasurer.

General Debt Limitations

There is a limit on the amount of debt that is affordable for the City of Pine Lake.
Annual debt service as a percent of general expenditures measures the resources that debt uses in the annual budget. If this measure gets too high, the City of Pine Lake could have trouble providing regular services to its stakeholders. The City of Pine Lake will limit annual debt service as a percent of general expenditures to no more than 15%. *[This figure is based on a broad benchmark study by a rating agency.]*

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Maturity Guidelines

Foremost, the term of any debt issued should not exceed the useful life the asset is funding.
The average weighted bond maturities of all debt should be 10 years or less.

RESOURCE IMPACT

There is no immediate fiscal impact from adoption of the policy.

ATTACHMENTS

Resolution
Draft Policy

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STATE OF GEORGIA
COUNTY OF DEKALB

RESOLUTION R-2026-56

A RESOLUTION INSTITUTING DEBT POLICY

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, pursuant to this authority, the City continues to work proactively to maintain the health, safety, appearance, and natural character of the community; and

WHEREAS, debt is a powerful tool that could be used to help the City accomplish these goals;

WHEREAS, guidelines regarding debt incurred by the City must be established in order to protect the City's best interests.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake that Exhibit A attached hereto sets forth the City's policy regarding incurring debt.

SO RESOLVED this _____ day of November 2026.

CITY OF PINE LAKE, GEORGIA

_____
Jeff Goldberg, Mayor

ATTEST:

_____
Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

_____
Angela Couch, City Attorney

DEBT POLICY DRAFT

Why a Debt Policy Is Important

Debt is a powerful tool to help the City of Pine Lake provide our community with the infrastructure it needs to thrive. With power comes responsibility. This policy forms the guidelines to make sure the City of Pine Lake uses debt responsibly.

When Debt Could Be Issued

Debt is one option that the City of Pine Lake has to pay for a capital asset. Below are the conditions when debt would be a better choice for the City of Pine Lake.

Low interest rates. Low interest rates mean a lower total cost of borrowing.

Soft construction market. The community can benefit if the City of Pine Lake uses debt to build more assets while construction costs are low.

The asset has a long, useful life. Assets that last a long time will benefit residents and taxpayers far into the future. It is fair for these future taxpayers and residents to help pay the cost of the asset by paying for some of the debt.

The City of Pine Lake's forecasts show that debt is affordable. Debt adds a long-term cost to the budget.

Use of debt is consistent with legal and other limits. Other levels of government and this policy describe limits that the City of Pine Lake must observe.

When Debt Shouldn't Be Issued

There are many cases where debt is not the right financing tool. Below are important cases where debt should not be used:

Paying for ongoing public services. Ongoing public services benefit today's residents and taxpayers, but debt will be paid by tomorrow's residents and taxpayers.

Life of the debt is longer than the life of the capital asset it funds. If the debt lasts for longer than the capital asset, then future taxpayers and residents will pay for an asset that they do not benefit from.

Cost of issuing debt is too high. The City of Pine Lake has to pay certain costs and fees to issue debt. These costs may outweigh the benefits that debt provides, especially for small capital projects.

Allowable Debt Instruments

The debt instruments that the City of Pine Lake is allowed to use are governed by the State of Georgia through state statutes and oversight by the Office of the State Treasurer.

General Debt Limitations

There is a limit on the amount of debt that is affordable for the City of Pine Lake.

Annual debt service as a percent of general expenditures measures the resources that debt uses in the annual budget. If this measure gets too high, the City of Pine Lake could have trouble providing regular services to its stakeholders. The City of Pine Lake will limit annual debt service as a percent of general expenditures to no more than 15%. *[This figure is based on a broad benchmark study by a rating agency.]*

Maturity Guidelines

Foremost, the term of any debt issued should not exceed the useful life the asset is funding.

The average weighted bond maturities of all debt should be 10 years or less.

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COUNCIL AGENDA MEMORANDUM (CAM)

TO: Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager Stanley Hawthorne

DATE: November 24, 2026

TITLE: Structurally Balanced Budget Policy

RECOMMENDATION

Approve resolution adopting a structurally balanced budget policy for the City of Pine Lake.

BACKGROUND

In accordance with recommended guidelines of the Government Finance Officers Association, financial policies are central to a strategic, long-term approach to financial management. In the October 2026 Strategic Performance Report, priority drafts were presented to City Council for a reserve policy, debt policy, structurally balanced budget policy, investments policy, and grants policy, all to be adopted as part of the Fiscal Year 2027 Budget Review Process. A summation of the primary objectives per policy is described herein:

Why a Structurally Balanced Budget Policy Is Important

The City of Pine Lake is required by law to have a "balanced budget." However, the law does not distinguish between a budget that is balanced using short-term fixes and a budget that is structurally balanced for the long term. By defining our own balanced budget policy, the City of Pine Lake is ensuring that we maintain a strong financial foundation for our community for years to come.

Adopting a Structurally Balanced Budget

The City of Pine Lake will adopt a structurally balanced budget. A structural balanced budget has two important qualities.

First, ongoing expenses should be covered by ongoing revenues. Ongoing revenues are revenues that can be expected to continue year to year. Property taxes are an example of recurring revenue. Ongoing expenses also can be expected to continue year by year. Staff salaries for a program or service that the government expects to offer year to year is an example of a recurring expense.

The second quality of a structurally balanced budget is that one-time or short-term revenues are used to fund one-time or short-term expenses. An example of this is a portion of excess reserves or a grant with a

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term limit. An example of a short-term expense could be a one-time major repair of operating equipment or contractors hired to provide the service that the grant funds.

RESOURCE IMPACT

There is no immediate fiscal impact from adoption of the policy.

ATTACHMENTS

Resolution
Draft Policy

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STATE OF GEORGIA
COUNTY OF DEKALB

RESOLUTION R-2026-57

A RESOLUTION INSTITUTING STRUCTURALLY BALANCED BUDGET POLICY

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, pursuant to this authority, the City continues to work proactively to maintain the health, safety, appearance, and natural character of the community; and

WHEREAS, the City is required by law to have a balanced budget, but the law does not distinguish between a budget that is balanced using short-term fixes and a budget that is structurally balanced for the long term;

WHEREAS, guidelines regarding instituting a structurally balanced budget should be established in order to protect the City's best interests and in order to achieve the City's short-term and long-term goals.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake that Exhibit A attached hereto sets forth the City's policy regarding implementing a structurally balanced budget.

SO RESOLVED this _____ day of November 2026.

CITY OF PINE LAKE, GEORGIA

_____
Jeff Goldberg, Mayor

ATTEST:

_____
Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

_____
Angela Couch, City Attorney

STRUCTURALLY BALANCED BUDGET POLICY DRAFT

Why a Structurally Balanced Budget Policy Is Important

The City of Pine Lake is required by law to have a "balanced budget." However, the law does not distinguish between a budget that is balanced using short-term fixes and a budget that is structurally balanced for the long term. By defining our own balanced budget policy, the City of Pine Lake is ensuring that we maintain a strong financial foundation for our community for years to come.

Adopting a Structurally Balanced Budget

The City of Pine Lake will adopt a structurally balanced budget. A structural balanced budget has two important qualities.

First, ongoing expenses should be covered by ongoing revenues. Ongoing revenues are revenues that can be expected to continue year to year. Property taxes are an example of recurring revenue. Ongoing expenses also can be expected to continue year by year. Staff salaries for a program or service that the government expects to offer year to year is an example of a recurring expense.

The second quality of a structurally balanced budget is that one-time or short-term revenues are used to fund one-time or short-term expenses. An example of this is a portion of excess reserves or a grant with a term limit. An example of a short-term expense could be a one-time major repair of operating equipment or contractors hired to provide the service that the grant funds.

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COUNCIL AGENDA MEMORANDUM (CAM)

TO: Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager Stanley Hawthorne

DATE: November 24, 2026

TITLE: Investments Policy

RECOMMENDATION

Approve resolution adopting an investments policy for the City of Pine Lake.

BACKGROUND

In accordance with recommended guidelines of the Government Finance Officers Association, financial policies are central to a strategic, long-term approach to financial management. In the October 2026 Strategic Performance Report, priority drafts were presented to City Council for a reserve policy, debt policy, structurally balanced budget policy, investments policy, and grants policy, all to be adopted as part of the Fiscal Year 2027 Budget Review Process. A summation of the primary objectives per policy is described herein:

Why an Investments Policy Is Important

The objective of this Investment and Cash Management Policy is to maximize interest earnings, within an environment that strongly emphasizes legal compliance and safety, while providing cash flow liquidity to meet the City's financial obligations.

Scope

This policy applies to all cash and investments which are the responsibility of and under the management of the City.

Standards of Care

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial

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decisions. Employees and investment officials shall disclose any material interests in financial institutions in which they conduct business.

Authority to manage the investment program is granted to the City's Finance Director, referred to as the "investment officer" in this policy. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Legal Investment Instruments

The City shall only invest in such investment instruments permitted by State of Georgia law for local governments, which include certificates of deposit, repurchase agreements, direct and agency obligations of the United States, obligations of the State of Georgia, pooled investment programs of the State of Georgia, and no-load mutual funds of direct obligations of the United States. The City shall also require collateralization of applicable investment instruments as may be required by State of Georgia law.

Safety

Investments shall be made with prudence, judgment and care, not for speculation, but for investment considering the primary objective of safety as well as the secondary objective of obtaining competitive market rates of return.

Liquidity

Provisions shall be made for adequate liquidity of investments so that the City can efficiently meet, without financial penalty, disbursement and cash flow needs, including emergency needs. It is recognized that the State of Georgia Local Government Investment Pool is structured to provide one-day liquidity on deposits and pays competitive market rates.

Pooled Cash Management

Except for cash in certain restricted and specialized funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment earnings derived from any pooled cash investments shall be distributed to individual funds based upon each fund's amount of participation.

Investment Reporting

The investment officer shall prepare, at least semi-annually, a report of cash and investments which will be distributed to the City Council and City Manager. The report will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to this investment policy. This report shall include: the individual securities and accounts held at the end of

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the reporting period with maturity dates; realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities and accounts; percentage of the total portfolio which each type of investment represents.

RESOURCE IMPACT

There is no immediate fiscal impact from adoption of the policy.

ATTACHMENTS

Resolution
Draft Policy

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STATE OF GEORGIA
COUNTY OF DEKALB

RESOLUTION R-2026-58

A RESOLUTION INSTITUTING INVESTMENTS POLICY

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, pursuant to this authority, the City continues to work proactively to maintain the health, safety, appearance, and natural character of the community; and

WHEREAS, investing public funds is a means to earn additional revenue for the City that can be used to accomplish these goals;

WHEREAS, guidelines regarding investments by the City must be established in order to protect the City's best interests.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake that Exhibit A attached hereto sets forth the City's policy regarding investments.

SO RESOLVED this _____ day of November 2026.

CITY OF PINE LAKE, GEORGIA

_____
Jeff Goldberg, Mayor

ATTEST:

_____
Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

_____
Angela Couch, City Attorney

INVESTMENTS POLICY DRAFT

The objective of this Investment and Cash Management Policy is to maximize interest earnings, within an environment that strongly emphasizes legal compliance and safety, while providing cash flow liquidity to meet the City's financial obligations.

Scope

This policy applies to all cash and investments which are the responsibility of and under the management of the City.

Standards of Care

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions in which they conduct business.

Authority to manage the investment program is granted to the City's Finance Director, referred to as the "investment officer" in this policy. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with the established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Legal Investment Instruments

The City shall only invest in such investment instruments permitted by State of Georgia law for local governments, which include certificates of deposit, repurchase agreements, direct and agency obligations of the United States, obligations of the State of Georgia, pooled investment programs of the State of Georgia, and no-load mutual funds of direct obligations of the United States. The City shall also require collateralization of applicable investment instruments as may be required by State of Georgia law.

Safety

Investments shall be made with prudence, judgment and care, not for speculation, but for investment considering the primary objective of safety as well as the secondary objective of obtaining competitive market rates of return. Specifically, the City shall seek to maximize safety through the following strategies:

- All applicable City investments (such as certificates of deposit and repurchase agreements) will require collateralization in accordance with State of Georgia laws then in effect.

- Market/Interest rate risk shall be minimized by structuring the investment portfolio so that securities mature to meet ongoing cash requirements (avoiding the need to sell securities prior to maturity) and by investing operating funds primarily in shorter-term securities, money market funds, or similar investment pools. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase. Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

- Undue credit risk shall be avoided by prequalifying the financial institutions, advisors, and broker/dealers with which the City will do business. All financial institutions and broker /dealers for investment transactions must confirm they are legally able to serve in such capacity and provide a letter certifying that the entity has read the investment policy and agrees to abide by it. Upon request, banks shall provide their most recent "Consolidated Report of Condition" or other evidence of financial condition.

- The City shall seek competitive investment rates within its safety criteria. The City shall strive to include local financial institutions to bid on and compete for City investments due to the importance of the financial institutions to the local economy. Selection of financial institution(s) for City investments will ultimately be based upon economics, merit, and in accordance with investment policy objectives.

- The market value of the portfolio shall be monitored at least monthly and a statement of the market value of the portfolio shall be provided to the City at least monthly.

Liquidity

Provisions shall be made for adequate liquidity of investments so that the City can efficiently meet, without financial penalty, disbursement and cash flow needs, including emergency needs. It is recognized that the State of Georgia Local Government Investment Pool is structured to provide one-day liquidity on deposits and pays competitive market rates.

Pooled Cash Management

Except for cash in certain restricted and specialized funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment earnings derived from any pooled cash investments shall be distributed to individual funds based upon each fund's amount of participation.

Investment Reporting

The investment officer shall prepare, at least semi-annually, a report of cash and investments which will be distributed to the City Council and City Manager. The report will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to this investment policy. This report shall include: the individual securities and accounts held at the end of the reporting period with maturity dates; realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities and accounts; percentage of the total portfolio which each type of investment represents.

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COUNCIL AGENDA MEMORANDUM (CAM)

TO: Mayor and Council Members

FROM: Stanley D Hawthorne, City Manager Stanley Hawthorne

DATE: November 24, 2026

TITLE: Grants Policy

RECOMMENDATION

Approve resolution adopting a grants policy for the City of Pine Lake.

BACKGROUND

In accordance with recommended guidelines of the Government Finance Officers Association, financial policies are central to a strategic, long-term approach to financial management. In the October 2026 Strategic Performance Report, priority drafts were presented to City Council for a reserve policy, debt policy, structurally balanced budget policy, investments policy, and grants policy, all to be adopted as part of the Fiscal Year 2027 Budget Review Process. A summation of the primary objectives per policy is described herein:

Why a Grants Policy Is Important

Grants are an attractive form of funding for governments and frequently come with special requirements that the recipient must follow. Such requirements can apply to the general operations of the grant, specific compliance rules, monitoring of other parties that may receive resources from the grants, specific time frame, and specialized reporting requirements. There are typically negative consequences for failing to meet grant requirements and in addition, grants may, either as a condition of the grant itself or politically, commit a government to financially maintaining a program or asset after the expiration of the grant.

Strategic Alignment

Consideration should assess the extent to which a grant is consistent with the government's mission, strategic priorities, and/or adopted plans as opposed to simply constituting additional funding for a department or agency of the government. Accepting a grant that is not consistent with the overall strategic direction of the government creates the risk that the government will spend its own funds to support a grant inconsistent with overall strategic direction.

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Zoho Sign Document ID: 35411639-A15CHRQSTN-DI7-4JF_O7EOXZYQTVFJ6HHEE9POOQ40

Grants Identification, Application, and Award

A department or agency seeking a grant must provide advance notice to the City Manager and Finance Director so that the effects on the government, for example, budget, cash flow, procurement requirements, financial reporting, or compliance requirements can be reviewed and understood beforehand. Legislative approval by the City Council is required prior to grant application submissions, where practical, and/or prior to acceptance of fund award or distribution.

RESOURCE IMPACT

There is no immediate fiscal impact from adoption of the policy.

ATTACHMENTS

Resolution
Draft Policy

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
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STATE OF GEORGIA
COUNTY OF DEKALB

RESOLUTION R-2026-59

A RESOLUTION INSTITUTING GRANTS POLICY

WHEREAS, the Mayor and City Council of the City of Pine Lake are authorized to adopt resolutions for the purpose of protecting and preserving the public health, safety, and welfare of the City and its citizens; and

WHEREAS, pursuant to this authority, the City continues to work proactively to maintain the health, safety, appearance, and natural character of the community; and

WHEREAS, funding from sources outside of those set forth in the City's Charter is a cost-effective means for the City to achieve these goals;

WHEREAS, grants are an attractive form of such funding but frequently come with special requirements that the recipient must follow; and

WHEREAS, guidelines regarding application for and use of grant funds by the City must be established in order to protect the City's best interests.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Pine Lake that Exhibit A attached hereto sets forth the City's policy regarding grants.

SO RESOLVED this _____ day of November 2026.

CITY OF PINE LAKE, GEORGIA

_____
Jeff Goldberg, Mayor

ATTEST:

_____
Ned Dagenhard, City Clerk

APPROVED AS TO FORM:

_____
Angela Couch, City Attorney

GRANTS POLICY DRAFT

Grants are an attractive form of funding for governments and frequently come with special requirements that the recipient must follow. Such requirements can apply to the general operations of the grant, specific compliance rules, monitoring of other parties that may receive resources from the grants, specific time frame, and specialized reporting requirements. There are typically negative consequences for failing to meet grant requirements and in addition, grants may, either as a condition of the grant itself or politically, commit a government to financially maintaining a program or asset after the expiration of the grant.

Strategic Alignment

Consideration should assess the extent to which a grant is consistent with the government's mission, strategic priorities, and/or adopted plans as opposed to simply constituting additional funding for a department or agency of the government. Accepting a grant that is not consistent with the overall strategic direction of the government creates the risk that the government will spend its own funds to support a grant inconsistent with overall strategic direction.

Funding Analysis

Along with a review of strategic alignment, grant assessment should require a multi-year cost/benefit analysis prior to application or acceptance. The analysis should include matching funds (and whether or not they will need to be set aside) and any other direct costs associated with a grant, the extent to which overhead costs will be covered, in-kind contributions, audit and close-out costs, and potential costs that might need to be incurred by the government beyond the grant period. The analysis should also explore whether or not a grant requires that general revenues or a line of credit or grant anticipation notes be used to cover the gap between cash being expended and reimbursement is received by the government.

Administrative and Operational Support

The sponsoring Department's representative designated as coordinator for a particular granting source should have a detailed understanding of grant terms and conditions and specify how the grant will be monitored. Procedures should be established related to the development of a project plan that would include how new programs or activities funded by the grant would be implemented and who would be responsible for implementation.

Grants Identification, Application, and Award

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COUNCIL AGENDA MEMORANDUM (CAM)

TO: Mayor and City Council

FROM: Stanley Hawthorne, City Manager Stanley Hawthorne

DATE: November 17, 2026

TITLE: FY2027 Proposed Budget Review

RECOMMENDATION

Review the City Manager's proposed FY2027 budget and provide direction on any revisions ahead of the tentative December 22, 2026 adoption.

BACKGROUND

The City Manager presented the proposed FY2027 budget on November 10, 2026. Finance and department directors will address Council's questions about the FY2027 City Manager's proposed budget at the November 24, 2026 meeting.

The November 10 proposal already reflects the removal of the full-time Public Works Director position and allocates certain personnel and contracted service costs between the General Fund and the Stormwater Fund.

RESOURCE IMPACT

The City Manager's proposed FY2027 City of Pine Lake General Fund budget is $1,743,754.

ATTACHMENTS

City Manager's Proposed FY2027 Budget

Stanley D Hawthorne
City Manager
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The proposed 2027 Budget is published on the City's website, and available upon request at City Hall.

Additionally, physical copies of the proposed 2027 Budget will be available at the November 24, 2026 Public Hearing & Regular Meeting.