

**CITY OF PINE LAKE, GEORGIA
REGULAR SESSION AGENDA
COUNCIL CHAMBERS
NOVEMBER 28, 2023 @ 7:00PM
459 PINE DRIVE, PINE LAKE, GA 30072**

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

CALL TO ORDER

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

ADOPTION OF MINUTES

- Regular Meeting – November 14, 2023

PUBLIC COMMENTS – 3 minutes each please

OLD BUSINESS

NEW BUSINESS

1. Revised (to-date) FY2023 and Proposed FY2024 Budgets – Discussion
2. Resolution R-21-2023 – Recommendation to Encumber Local Fiscal Recovery American Rescue Plan Act Funds

REPORTS AND OTHER BUSINESS

- **Public Comments – 3 minutes each please**
- **Staff and Committee Reports**
 - Administration, Courts, and Public Works – City Manager
 - Public Safety – Chief of Police
- **Reports/Comments**
 - Mayor
 - City Council
- **Information for “The Pine Lake News” eblast.**

ADJOURNMENT

**MAYOR
MELANIE HAMMET**

COUNCIL MEMBERS

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

ADMINISTRATIVE STAFF

ChaQuias Miller-Thornton
City Manager

Sarai Y’Hudah-Green
Chief of Police

Ned Dagenhard
Assistant City Clerk

Missye Varner
Administrative Coordinator

Susan Moore
City Attorney

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**CITY OF PINE LAKE
REGULAR MEETING MINUTES
November 14th, 2023 at 7:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order: Mayor Melanie Hammet called the Regular Session to order at 7:11pm.

Present: Mayor Melanie Hammet, Council Members Tracey Brantley, Nivea Castro, and Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton, Chief of Police Sarai Y'hudah-Green, and Assistant City Clerk Ned Dagenhard. Mayor Pro Tem Jean Bordeaux, Administrative Coordinator Missye Varner, and City Attorney Susan Moore were not in attendance.

Announcements/Communications

Mayor Hammet thanked the more than 250 voters who participated in Pine Lake's November 7th election. The Mayor noted that two newly elected officials were present in the chambers, Mayor-elect Brandy Hall and Council Member-elect Jeff. Mayor Hammet also extended thanks to departing members of Council. Departing members are Tracey Brantley and Nivea Castro. The Chief of Police follow-up with thanks to the departing Mayor for her service.

Mayor Hammet referenced a full Rockbridge Road update would be included in the Chief's Public Safety report, but that the Council and Administration were aware of and responded to access issues during the November 3rd-6th, 2023 Rockbridge Road closure.

Mayor Hammet thanked the members of Council, as well as Administration and Police Department personnel for attending the 2023 Fall Planning Retreat held on November 11th, 2023.

Adoption of Agenda of the Day

Council Member Woods moved to adopt the agenda of the day; Council Member Castro seconded, and the motion passed unanimously.

Adoption of the Minutes

- Regular Meeting – October 31st, 2023

Council Member Castro moved to adopt the minutes from the October 31st Regular Meeting; Council Member Brantley seconded, and the motion passed unanimously.

New Business

1. Presentation of Revised (to-date) FY2023 and Proposed FY2024 Budgets

City Manager Miller-Thornton presented multiple sets of comprehensive documents outlining the FY2023 Budget to date, as well as a preliminary FY2024

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Budget. City Manager Thornton discussed with City Council the estimated revenue and expense allocations for each of the City's Funds, and she rendered explanation for major adjustments over or under the current year's allocations. The City Manager advised that, by local provision, preliminary budget presentation is to be conducted not later than 45-days before year-end. She presented a proposed and tentative timeline for adoption of the FY2024 budgets to include the 11/28/2023 regular meeting discussion for organized Council input, the 12/12/2023 Public Hearing to accept public comment relative to the proposed budgets, and a tentative adoption date of 12/19/2023. Additionally, Council Member Brantley inquired about the timeline for developing a specified project list for SPLOST II collections. City Manager Miller-Thornton advised Council that a categories list has been developed by Council and that Council can vote on specific projects to be included in the approved categories at any time deemed necessary by the Council.

2. Resolution R-20-2023 – FY2023 Budget Amendment

City Manager Miller-Thornton presented amendments to the FY2023 Budget in preparation for year end, reconciling budgeted items with actual revenue collections and incurred expenditures. Council Member Brantley moved to adopt Resolution R-20-2023; Council Member Woods seconded, and the motion passed unanimously.

Reports and Other Business

ChaQuias Miller- Thornton — City Manager (Director of Administration, Courts and Public Works)

Please refer to [the link](#) to access the City Manager's report dated October 31st, 2023. The City Manager reports are on file at City Hall for reviewing. Please email missyevartner@pinelakega.net to request a copy or call (404) 999-4931 to schedule an appointment to review the copy on file. A November 14th, 2023 report was not composed due to prioritization of budget draft presentation.

Chief Sarai Y'Hudah-Green — Chief of Police, Public Safety

Please refer to [the link](#) to access the Police/Public Safety report dated November 14th, 2023. The Police/Public Safety reports are on file at City Hall for reviewing. Please email missyevartner@pinelakega.net to request a copy or call (404) 999-4931 to schedule an appointment to review the copy on file.

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Pine Lake News E-Blast

Upcoming Events

FY2024 Budget: During the November 14th City Council meeting, the City Manager presented a preliminary FY2024 Budget. Public Hearing to receive comment on the proposed FY2024 Budgets is set for December 12th, 2023. All interested parties are invited and encouraged to attend. A tentative date for adoption of the FY2024 Budget has been set for December 19th, 2023.

Lighting of the Lake: As the holiday season approaches, the Pine Lake Administration and Public Works Departments have begun preparations for the annual "Lighting of the Lake" and PLAIN Cookie Exchange, which will take place on December 2nd at 5:00 – 6:30pm.

Other News

Election: The Mayor, Council, and Administration want to thank all Pine Lakers who participated in the election last Tuesday, November 7th. Congratulations to Mayor-elect Brandy Hall, and Council Members-elect Jeff Goldberg and Thomas Torrent.

Changing of the Guard: A special thanks to Mayor Melanie Hammet, Council Member Tracy Brantley, and Council Member Nivea Castro. The City of Pine Lake has been truly honored by their service, and owes them a debt of gratitude.

Delayed Arrival of Leaf Vacuum/Loader: Due to unforeseen manufacture impediments, arrival of the Leaf Vacuum/Loader has been delayed to late-November/early-December. Public Works has begun enacting an alternate plan for collection.

Adjournment: Council Member Castro motioned for adjournment at 8:18pm.

Ned Dagenhard
Assistant City Clerk

ChaQuias Miller-Thornton
Acting City Clerk



Memo

DATE: November 22, 2023
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: FY2024 Proposed Budgets Discussion (To Include COLA Discussion)

Additional discussion on the FY2024 Proposed Budget Draft is scheduled for the 11/28/2023 meeting of Mayor and Council. Any proposed changes to the preliminary draft (as proposed) will be presented and discussed during this time.

The FY2024 Budget Document (preliminary, as proposed) was presented during the 11/14/2023 meeting of Mayor and Council. Following presentation of the proposed FY2024 Budget, Mayor and Council requested that I provide information pertaining to Cost of Living Adjustments (COLA) for city staff. Any form of increase would be funded by General Fund Reserve allocation.

The Social Security Administration has announced a 3.2% cost of living adjustment (COLA) for 2024. In line with the SSA, the following provides a comparison of salaries and associated benefits for the 2024 fiscal year at current salary rates and at rates to include a 3.0% cost of living increase. An estimated \$13,626 will be needed to fund the increase.

Council is asked to be prepared to discuss the matter during the upcoming meeting of Mayor and Council (11/28/2023) and to provide me with direction regarding inclusion of the COLA increase in the FY2024 budget draft.

DEPT	CURRENT SALARY	COLA 3.00%	Increase
Administration	145,469.48	149,833.56	4,364.08
Court	45,011.20	45,582.50	571.30
Police	205,037.04	210,688.95	5,651.91
Public Works	64,480.00	65,478.40	998.40
Recreation	13,125.00	13,125.00	-
Stormwater	15,600.00	15,996.00	396.00
	488,722.72	500,704.41	11,981.69
		FICA	742.87
		MEDICARE	173.73
		WORKERS COMP	299.54
		RETIREMENT	428.00
			1,644.14
		Total Increase @ 3% COLA	13,625.84

Please be reminded of the following proposed and tentative schedule for FY2024 Budget Adoption:

FY2024 Budgets Discussion...continued – 11/28/2023

Public Hearing to Accept Public Comment on the FY2024 Budgets – 12/12/2023

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Mayor and Council of the City of Pine Lake will hold a Public Hearing on the 2024 Proposed Budgets on Tuesday, December 12, 2023. The public hearing will begin at 7:00PM and will be held at the Council Chambers, 459 Pine Drive, Pine Lake GA. All interested persons are invited to attend. Final adoption of the budget is scheduled for the regular Council Meeting on December 19, 2023. The proposed budget will be available for public review at City Hall and on the website beginning December 1, 2023.

Tentative Adoption of the FY2024 Budgets – 12/19/2023

Please do contact me in advance of the 11/28/2023 meeting if you should have any questions, comments or concerns pertaining to the information contained within this correspondence.

Thank you,

CMThornton

RESOLUTION #R-21-2023

A RESOLUTION TO STATE THE ADMINISTRATIVE RESPONSIBILITIES AND TO ENCUMBER THE SECOND TRANCHE OF THE CITY OF PINE LAKE, GEORGIA, ALLOTMENT OF LOCAL FISCAL RECOVERY FUNDS THROUGH THE AMERICAN RESCUE PLAN ACT; AND FOR OTHER PURPOSES.

WHEREAS, on July 12, 2021, the State of Georgia, as subaward from the United States Department of Treasury (hereinafter “US Treasury”), deposited the City of Pine Lake’s first tranche of funds, which is One Hundred Forty Thousand, Seven Hundred Eighty-Five and 50/100 Dollars (\$140,785.50); and,

WHEREAS, on January 6, 2022, the US Treasury released updated guidance known as the ARPA Final Rule; and,

WHEREAS, the US Treasury, under the ARPA Final Rule has established an opportunity for selection of a standard allowance of up to Ten Million 00/100 Dollars (\$10,000,000.00) (hereafter “Standard Allowance”) that may be spent on government services during the period of performance as an alternative to the revenue replacement calculation; and,

WHEREAS, that as a subrecipient, the City of Pine Lake is required by the US Treasury to either select the Standard Allowance or the alternative revenue replacement calculation; and,

WHEREAS, on March 29th, 2022 the City Council approved Resolution R-03-22 to select the Standard Allowance for the first tranche of American Rescue Plan Act funds received by the City in the amount of One Hundred Forty Thousand, Seven Hundred Eighty-Five and 50/100 Dollars (\$140,785.50); and

WHEREAS, this resolution serves as a decision by the City Council to hereby select the Standard Allowance for the second tranche of American Rescue Plan Act funds received by the City on July 25, 2022 in the amount of One Hundred Forty Thousand, Seven Hundred Eighty-Five and 50/100 Dollars (\$140,785.50), and in accordance with Federal Law and guidance, for the current critical needs and priorities.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINE LAKE:

Section 1. Council Responsibilities. Subject to the provisions of the Charter and Ordinances of the City of Pine Lake and Section 6 below, the Council shall maintain these authorities:

- A. ARPA Budget Approval, ie the allocation of ARPA Funds into specified eligible buckets per Treasury guidelines.
- B. ARPA Budget Amendments, ie change in dedications as originally set forth.
- C. Approval of ARPA contracts, ie approval of program providers or vendors.

Section 2. City Manager. Subject to the provisions of the Charter and Ordinances of the City of Pine Lake and Section 6 below, the City Manager shall maintain these authorities:

- A. Prepare and present Budgets and Budget Amendments for consideration.
- B. Prepare solicitations for program providers and vendors and present such to Council for approval.
- C. Develop operating processes, administer and oversee programs, and provide reports for programs and operations.

Section 3. Mayor Responsibilities. Subject to the provisions of the Charter and Ordinances of the City of Pine Lake and Section 6 below, the Mayor shall maintain these authorities:

- A. To sign awarded contract documents.
- B. To sign documentation as necessary for annual reporting and receipt of funds.

Section 4. Acceptance of ARPA Funds. For purposes of the obligation and expenditure of ARPA funds the second tranche of the American Rescue Plan Act has been accepted and placed into “Fund 230 – Fiscal Recovery Fund.”

Section 5. Indication of Revenue Replacement Selection. To ensure compliance with the Final Rule, Council hereby selects the Standard Allowance that may be expended on government services during the period of performance.

Section 6. Compliance with the American Rescue Plan Act. The City will ensure compliance with prevailing Federal guidance at the time funds are committed for expenditure.

Section 7. Nothing in this resolution shall be construed as taking the place of any action otherwise required to authorize the Mayor to enter into requisite contracts associated with expenditures outlined above.

ADOPTED this 28th day of November, 2023.

Melanie Hammet, Mayor

Attest:

ChaQuias M. Thornton, City Manager