



# STRATEGIC PERFORMANCE REPORT

JULY 2025



Happy 4<sup>th</sup> of July to everyone and good day, Mayor and Council Members,

I am pleased to share with you the sixth installment of the Community Building Team’s Strategic Performance Report. It is produced to coincide with the monthly City Council Work Session. The format and content are topical based; concise in nature; organized by the alphabetical order of offices/departments following City Manager lead topics; and accented with images and illustrations for more relatable reading. A pdf version of the document is attached for higher quality reading and printing.

With the City Council’s recent approval of a significant amendment to the Municipal Code, Chapter 16, Public Nuisances, I would like to begin a focus on the topic of “Sustainable Development” for the City of Pine Lake to include a continuing review of long term plans developed by the City over the past ten years as we prepare for a renewal of these or similar plans in the near future for Pine Lake’s sustainability.

## PINE LAKE: SUSTAINABLE DEVELOPMENT PLANS

“Sustainable development is an approach to progress that meets the needs of the present without compromising the ability of future generations to meet their own needs. It's about balancing economic growth, social inclusion, and environmental protection to ensure a healthy planet and society for everyone, both now and in the future.” [Wikipedia]



Sustainable development aims to improve living conditions, provide access to resources, and promote well-being for people today. It encourages a long-term perspective, recognizing that short-term gains can sometimes lead to long-term problems if not carefully managed.

In past years, the City of Pine Lake has undertaken long-term studies that could contribute to the community's sustainability. These include a Wetlands Management Strategy from October 2024 <https://pinelakega.sophicity.com/Assets/Files/Wetlands/WetlandsManagementStrategy-memo.pdf>; a Comprehensive Plan Update in October 2021 <https://pinelakega.sophicity.com/Assets/Files/Planning/PineLake2021CompPlanUpdateFINAL.pdf>; and the Rockbridge Road Economic Development Plan in April 2019 <https://pinelakega.sophicity.com/Assets/Files/Planning/EconomicDevelopmentPlanandVision062819.pdf>;

I believe that it is incumbent upon us (the current and future City Council along with the recently appointed City Manager and City Attorney) to leverage the value of these long-term strategic plans with sufficient review and updates as we plan future retreats towards an activated sustainable course for the City of Pine Lake.

## SUMMER BREAK



I recently inquired of the Community Building Team if the City Council had a tradition of taking a summer and/or winter break and was quite surprised to hear a consistent response of “no.” Of my career long nine organizations, Pine Lake is the first of which doesn’t take at least one break over the course of a year. Before presuming too much into that anomaly of my experience, I decided to research a bit further with an outreach to my colleagues through the Georgia Municipal Association’s forum for City Managers:

‘Good day, Colleagues,

I researched online if research data was available on the practice or policy of Georgia local governments that schedule breaks from meetings during the summer.

I received the following AI report: "Based on the provided search results, there is some indication that some Georgia local governments may schedule breaks from meetings during

the summer, but there is no specific research data available that comprehensively tracks this practice across all Georgia municipalities or counties."

Would you provide a quick "yes or no response to sender" if your local governing body schedules a break during the summer? It would also be helpful if you would indicate whether it is an adopted policy or a matter of practice.

I'll be happy to share the results with the group.

Very truly yours,

*Stanley D Hawthorne*

While my survey that began last week is not yet complete, I am surprised at the number of local governments in Georgia who do not take a break. Here are a few comments from those who do:

"Sandy Springs' Council meetings are held the first and third Tuesday of each month, but we do not typically hold a meeting the first Tuesday in July. This practice started about 10 years ago. Council adopts a resolution establishing an annual meeting schedule prior to the end of the current year for the following year."

"Newnan has 2 meetings a month with the first meeting being held at 2:30pm and the second being held at 6:30pm. All public hearings are held at the 6:30pm meeting. For the months of June, July, and December we only have 1 meeting and it's held at 6:30pm. Gives us a nice break for summer and Christmas. Been doing this for years."

"Until this year, we [Watkinsville] did not. However, the Mayor did agree to cancel this year's July meeting once he knew we might not have a quorum and there was no city business that could not wait until August to discuss or consider. My staff and I are looking forward to catching up and hoping we can take a July break again next year."

Food for thought?

## CITY CLERK'S OFFICE/ADMINISTRATION

Ned Dagenhard, Acting City Clerk

### *Clerk's Corner: Volume I, Understanding Meetings and Minutes*

#### *Meet Me at the Courthouse*

Pine Lake's City Council meets every second and last Tuesday of the month—sometimes more often, in the case of the recent millage rate public hearings or emergency meetings (called *Special Called Meetings*, perhaps a good subject for a later installation of *Clerk's Corner*). But a meeting only becomes a *Meeting* if it checks the right boxes. “But wait Ned, isn't a meeting a self-defining concept? Isn't any ‘Meeting’ just a ‘meeting’?”

Well, no... yes, but no. Suspend your understanding of all things! Empty your cup, reader! A meeting of a group of people who possess the unique authority to govern the lives of an electorate and spend their tax dollars must have rules, dang it!



#### *Three, It's a Magic Number*

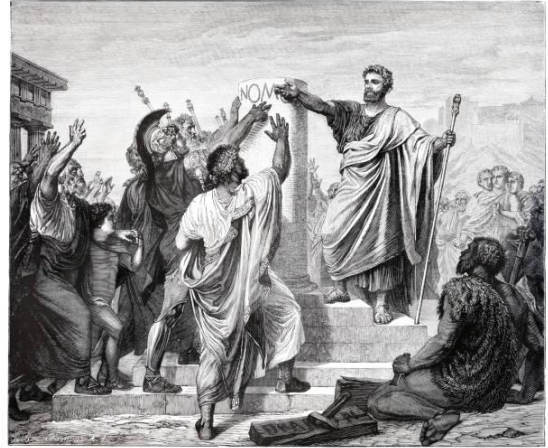
In order for a meeting to take place, under our form of government, something called a “quorum” must be observed. A quorum refers to “50% + 1” attendance of voting members. In Pine Lake, where five voting members sit on the City Council, a quorum is a simple majority: three members. So while the Chair (in Pine Lake, this is the Mayor) calls the meeting to order, it is the Clerk who must observe a quorum. If a quorum is not present, the meeting is *off*. Can folks stay and chat? Sure. Can folks stay and pass laws and spend money? No way.



So now that we have a quorum observed, we get into the meeting. Adopting the agenda, approving the Minutes from the last meeting(s), allowing for public comment, engaging in new discussions, proposing... *\*SKIRRRRT\** What's that? What are Minutes? Oh, I am so glad you asked!

*Minuta is Latin for Small Notes (According to Wikipedia)*

Unless you're a civics nerd (like yours truly), or otherwise involved in legislative proceedings of government, you likely do not know what "Minutes" are. Furthermore, many who do know the concept see no reason to pay it any mind. "Dry," "procedural," "archaic." These are all terms that the layperson would justifiably use to describe Minutes. But in order for a Meeting to take place, there must be Minutes. The recording of any action by a legislative body is *easily* as important as any action that might be taken. Why? Because a lack of any legal mandate and outline for recording action invites corruption, deceit, discrimination, and—perhaps more benignly—straight up confusion! But I'm getting ahead of myself. Let's step back. The idea of "Minutes" is about as old as organized government. Like, Magna Carta old. Almost certainly older.



Minutes are not an editorial. Minutes are not meant to be entertaining (eye of the beholder, I would contest). Minutes are meant to be simple, irrefutable. Who wanted that amendment? Who asked to table that discussion? Who called on the Chair to adjourn the meeting? It's not about whether these questions are pertinent five minutes after the meeting; it's about them being pertinent 10 years after the meeting, when someone sues the government and pulls the Minutes from June 14<sup>th</sup>, 1975 and finds that what? Huh? The vote wasn't tallied for Ordinance 1975-19?

Well, that law is now garbage. Because per the record it never existed in the first place, because per the record nobody cared enough to write down who voted for it! It casts a fog over the whole process!



### *"This is How We Do It"*

So what do we do in Pine Lake? We follow the law, silly. I, your humble Acting City Clerk, write down who motioned ("asked") for an item to be brought to the table, and who seconded ("provided a supporting request for") that motion. The governing body discusses the item, the Mayor calls for a vote (if a quorum is present), members say "aye" or "nay" (just like the movies, and by movies I mean the YouTube livestream), and I... you guessed it, write it down.

At the next Regular Meeting (meeting types to be discussed in a later installation of *Clerk's Corner*), the City Council votes on whether to approve the Minutes as recorded by the Clerk. And then I write that vote down, too! Whoa man, meta!

*Next Time...*

I hope you feel rife with the spirit of education. And by that, I don't necessarily mean I hope you learned something. I hope you're *ready* to learn something! Is there a subject related to local government proceedings you'd like to know more about? Or else just curious about what we do over here at City Hall? Drop me a line! Send me an email! The answer just might end up in the next installation of... *CLERK'S CORNER* (trademark pending).





## FINANCE

### Danny Lamonte, Finance Director

The Finance Department of the City of Pine Lake remains committed to promoting fiscal transparency, supporting strategic initiatives, and maintaining accurate financial records. The following is a summary of key activities and accomplishments for the month of July 2025.



1. *Coordinating and Assisting with the Fiscal Year (FY) 2024 Audit – The department is actively working with external auditors to provide documentation, reconciliations, and financial reports needed to complete the FY 2024 audit. It is important to note that the City was denied an extension for the FY 2025 audit submission deadline, which was due June 30, 2025, because an extension had already been granted for the FY 2023 audit. The Georgia Department of Audits and Accounts does not grant audit submission extensions for two consecutive years, making the timely completion of the FY 2024 audit a critical priority.*
2. *Creating and Updating the Financial Accounting System – Staff have continued to build and enhance the financial accounting system, including the creation of new funds and account structures. This effort improves the City's financial tracking and reporting capabilities for new projects and special initiatives.*
3. *Finalizing the Adoption of the Millage Rate – The department has worked closely with City leadership and the Tax Commissioner's Office to finalize the 2025 millage rate. This process included analysis of revenue needs, public notice requirements, and preparation of the necessary documents for adoption.*

The Finance Department continues to manage day-to-day operations including accounts payable, payroll, bank reconciliations, financial reporting, and budget monitoring. We remain focused on improving internal controls and enhancing the City's overall financial position.

## **POLICE**

### **Sarai Y'Hudah-Green, Police Chief**

#### *Community Policing*

Pine Lake Police have observed a recent uptick in traffic-related violations. A significant number of drivers are found improperly using the center turn lane to pass other vehicles. This dangerous behavior has already resulted in a serious collision, requiring both drivers to be transported to Grady Memorial Hospital for medical treatment.

In addition, there has been a noticeable increase in vehicle registration violations.



We urge all drivers to obey traffic laws and drive responsibly. The rules are in place to protect everyone on the road.

#### *Code Compliance*

The Police Department has been actively engaged in ongoing code compliance initiatives throughout the community. As part of these efforts, we have conducted a thorough assessment and documentation of all vacant lots and dilapidated, unoccupied properties.

These actions are part of our continued commitment to maintaining safety, and overall quality of life in our residence of Pine Lake.







**Program Objectives:** The Code Enforcement Program aims to promote health, safety, and general welfare through code compliance; protect property values and community aesthetics; encourage voluntary compliance through education and outreach; and ensure that municipal codes are enforced consistently and fairly.

**Scope of Enforcement:**

- Property maintenance (e.g., overgrown vegetation, debris).
- Building and housing code violations.
- Illegal signage or unpermitted structures.
- Inoperable or abandoned vehicles.
- Public nuisance conditions.

**Enforcement Procedures:**

- Complaint intake and inspection process.
- Documentation and case management.
- Issuance of notices, warnings, and citations.
- Timeframes for correction and follow-up inspections.
- Legal escalation process (e.g., hearings, abatement, fines).

**Staffing and Resources:**

- Code enforcement officers and administrative support.
- Training and certification requirements.
- Use of software for tracking and reporting violations.
- Coordination with police, County, public works departments, and contracted individuals.

**Community Outreach and Education:**

- Informational materials on common code violations.
- Public workshops or meetings.
- Online resources and reporting tools.

## Assessment and Reporting:

- Regular evaluation of code enforcement outcomes.
- Public reporting and transparency.
- Review and update of ordinances as needed.

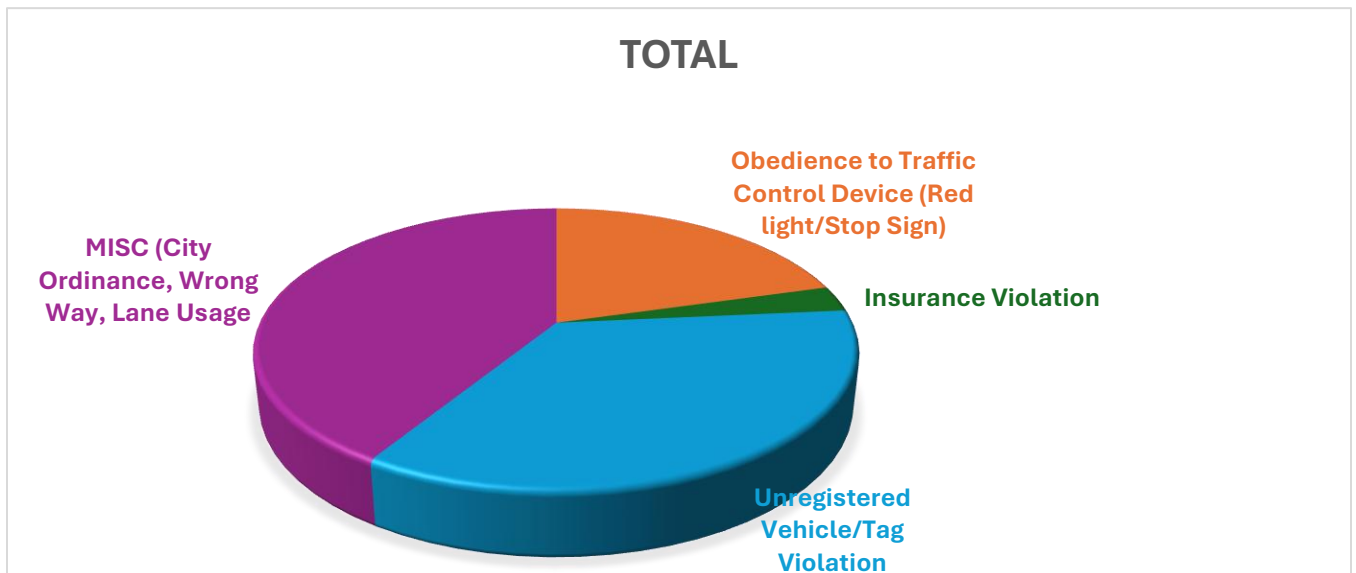
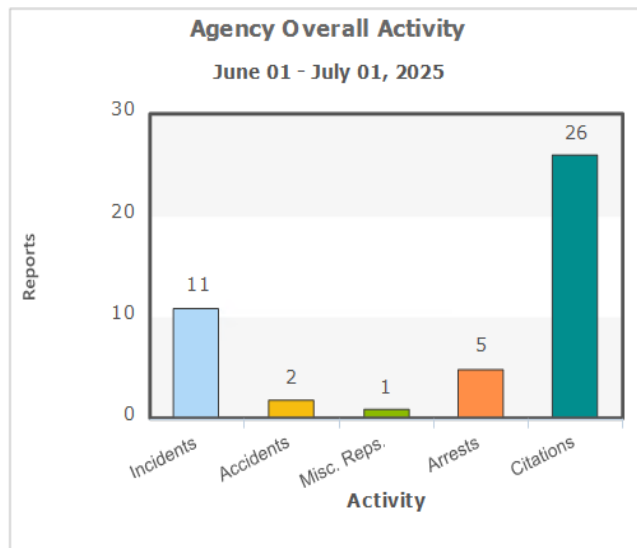


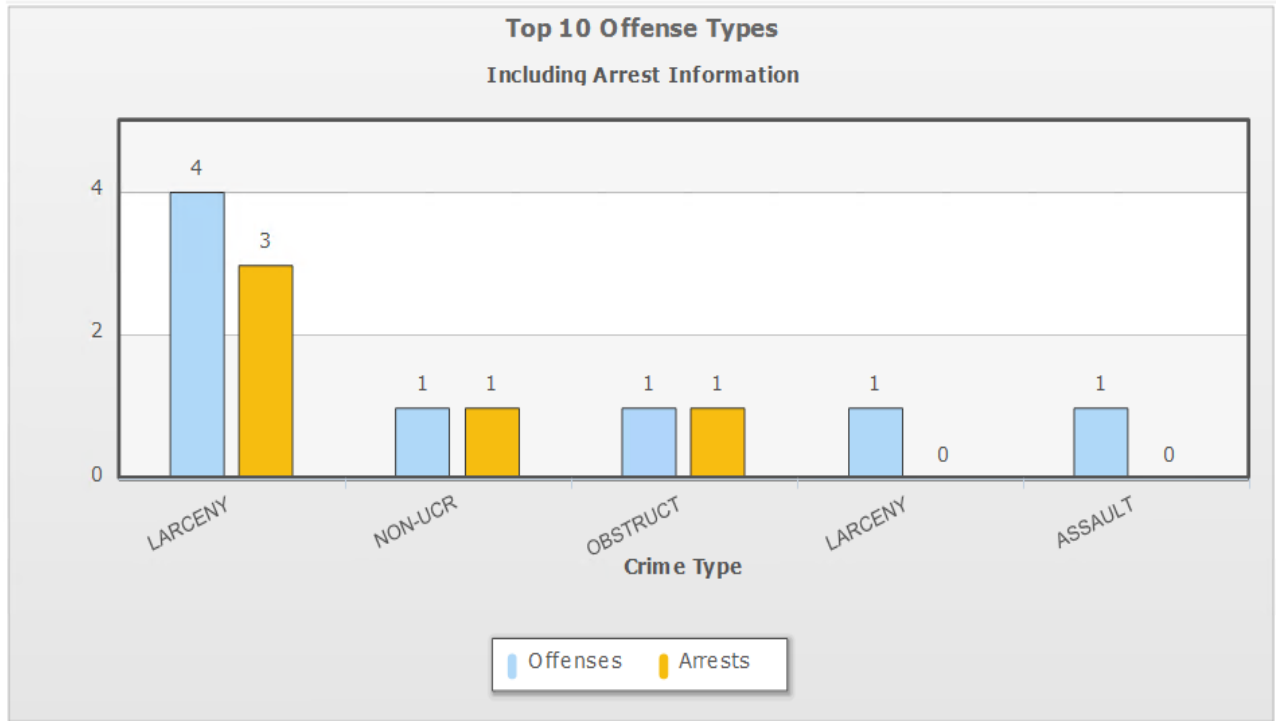
## Calls for service June 2025

Address	Location Name	Response Date	Response Time	Complete Time	Problem
SPRUCE DR / DOGWOOD RD		2025-06-03	16:32:01	16:36:42	TRAFFIC STOP
459 PINE DR		2025-06-05	11:45:13	18:19:53	SPECIAL DETAIL
IRIS RD / ORCHID DR		2025-06-06	09:43:28	09:55:26	TRAFFIC STOP
ROCKBRIDGE RD / ALLGOOD RD		2025-06-06	13:51:10	14:00:33	TRAFFIC STOP
459 PINE DR		2025-06-06	16:14:33	16:18:36	FRAUD PD
459 PINE DR		2025-06-06	18:20:35	20:50:15	WANTED PERS LOC
FOREST RD / OAK DR		2025-06-07	07:37:29	09:43:12	WIRES DOWN
ROCKBRIDGE RD / ALLGOOD RD		2025-06-07	11:57:26	12:01:50	TRAFFIC STOP
MAGNOLIA DR / POPLAR RD		2025-06-09	16:07:36	16:17:36	TRAFFIC STOP
ROCKBRIDGE RD / ALLGOOD RD		2025-06-09	19:41:27	19:58:07	TRAFFIC STOP
ROCKBRIDGE RD / ALLGOOD RD		2025-06-09	20:27:56	20:32:30	TRAFFIC STOP
4XX ALLGOOD RD		2025-06-10	09:00:49	09:09:29	TRAFFIC STOP
LAKESHORE DR / PARK DR		2025-06-11	16:53:33	16:55:40	SUSP VEHICLE
4615 ROCKBRIDGE RD		2025-06-11	20:04:07	20:10:36	TRAFFIC STOP
459 PINE DR		2025-06-12	12:07:49	16:30:01	SPECIAL DETAIL
FOREST RD / E CLUB HOUSE CIR		2025-06-12	13:20:53	13:51:44	ANIMAL COMPLAINT
459 PINE DR		2025-06-12	16:36:57	18:29:48	SUSP PERSON
ROCKBRIDGE RD / SPRING DR		2025-06-15	09:25:45	09:38:05	TRAFFIC STOP
4615 ROCKBRIDGE RD	FAMILY DOLLAR	2025-06-15	16:58:37	17:24:16	PERSON ARMED
LAKESHORE DR / HEMLOCK DR		2025-06-16	15:37:09	15:54:36	TRAFFIC STOP

## STRATEGIC PERFORMANCE REPORT: JULY 2025

4XXX RIDGE DR		2025-06-16	15:58:43	16:01:42	BUS OR RES CHECK
ROCKBRIDGE RD / SPRING DR		2025-06-17	17:10:15	17:14:17	TRAFFIC STOP
4XXX POPLAR RD		2025-06-17	21:19:57	22:01:20	BEH HEALTH NON VIOL EM
4615 ROCKBRIDGE RD		2025-06-18	04:22:03	04:24:03	POAP
4615 ROCKBRIDGE RD		2025-06-18	19:57:14	20:18:00	SUSP PERS WPN
4632 POPLAR RD		2025-06-20	01:27:50	03:45:25	BEH HEALTH NON VIOL EM
4622 RIDGE DR		2025-06-20	16:46:21	17:43:37	DOM VERB DISTURB IN PRO
4622 RIDGE DR	PINE LAKE	2025-06-21	07:55:18	08:27:15	TROUBLE UNKNOWN
LAKESHORE DR / PARK DR		2025-06-21	20:43:07	20:43:29	SUSP VEHICLE
CLUB HOUSE DR / LAKESHORE DR		2025-06-22	09:26:06	10:09:52	SUSP VEHICLE
4615 ROCKBRIDGE RD	FAMILY DOLLAR	2025-06-26	15:39:29	16:18:34	THREAT IN PROG
4615 ROCKBRIDGE RD	FAMILY DOLLAR	2025-06-26	23:24:42	01:41:07	ALARM
4615 ROCKBRIDGE RD	FAMILY DOLLAR	2025-06-27	10:35:32	11:38:02	MISC SERVICE REQ
4XXX DAHLIA DR		2025-06-27	14:56:07	15:24:38	ALARM
POPLAR RD / SPRING DR		2025-06-27	15:33:34	15:36:44	TRAFFIC STOP
4XX MAGNOLIA DR		2025-06-29	20:16:03	21:32:54	VEHICLE ACCIDENT
542-580 SPRUCE DR		2025-06-30	11:34:35	12:08:49	CHECK LOCATION
ROCKBRIDGE RD / ALLGOOD RD		2025-06-30	16:35:47	16:41:27	TRAFFIC STOP






Built by Courtware/RareElement Solutions

## PUBLIC WORKS

Bernard Kendrick, Public Works Director

### *2025 Local Maintenance Improvement Grant (LMIG) Resurfacing Bid*

The City of Pine Lake opened bids for the 2025 Local Maintenance Improvement Grant Program (LMIG) on July 3, 2025. Acting City Clerk Dagenhard and Public Works Director Kendrick conducted the bid opening @ approximately 2:00 pm. The accompanying screenshot summarizes the four (4) submittals for the project.

  
 PINE LAKE  
*Arts National Habitat*  
 P.O. Box 1336 Pine Lake, GA 30972  
 (404) 999-4901

Bid Open Final Tabulation

Solicitation: 2025 LMIG PROGRAM  
 Open Date: JULY 3, 2025  
 Open Time: 2:00 PM (EST)  
 Open Site: City Hall  
 Facilitator: Ned Dagenhard, Acting City Clerk

COMPANY NAME	BID AMOUNT	MINORITY CLASS	ADDENDUM #1	PREVIOUS CITY WORK	PAGE 5 of 8
Construction 57	\$1,262,210.00	Y	Y	Y	
SHEPCO PAVING, Inc	\$1,003,191.75	N	Y	N	
ATS PAVING	\$1,096,100.00	N	Y	N	
TRIPLE R PAVING	\$918,259.98	Y	Y	N	

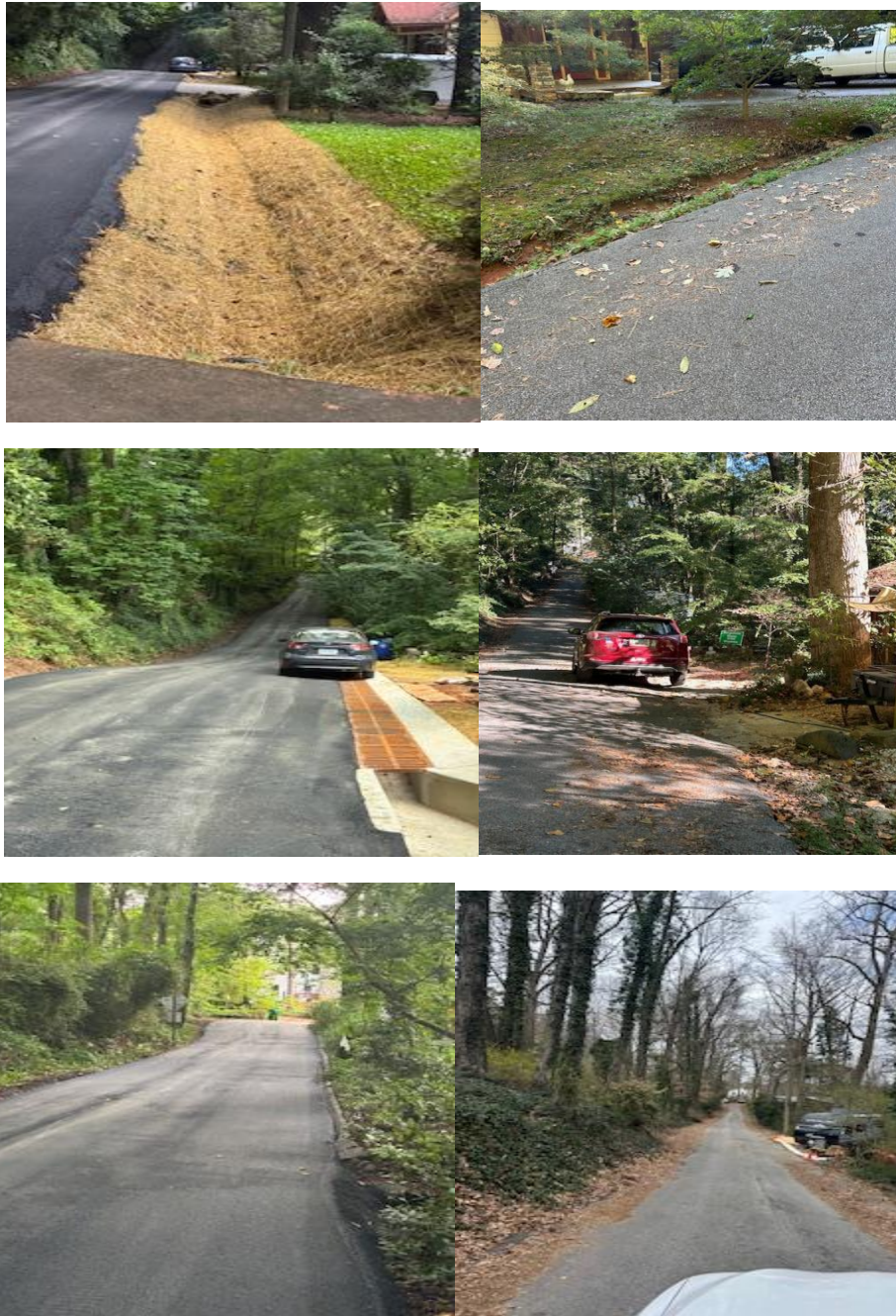
"Minority Business Enterprise" (MBE) is a business which is an independent and continuingly useful function, which is owned and/or controlled by a person who is a member of a minority group.

Staff will evaluate the submittals and prepare a recommendation for Mayor and Council at our Regular Meeting on July 29, 2025. As a reminder, the bid was for the resurfacing of thirteen (13) city streets that do not have the centerline (sewer) damage that must be repaired prior to paving.



*Oak Road Project*

The Oak Road Project is 95% complete. A final walkthrough of the project is scheduled to take place during the week of July 21st.

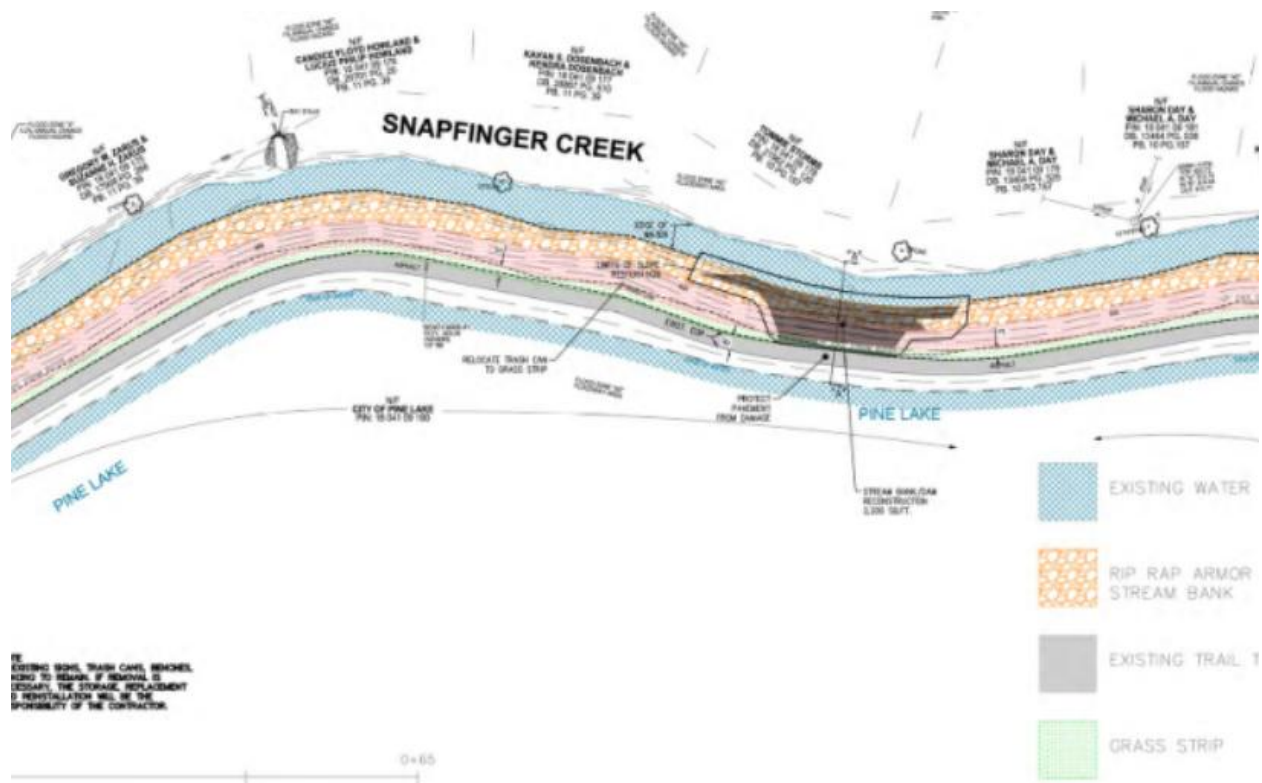




### *Street Sweeping Schedule*



Street sweeping for all city streets—except Beaver Road, Oak Road, and Oak Drive—will start July 8, 2025. No sweeping on Wednesday, July 9th due to garbage pickup; sweeping will resume on July 9th and 10th. Staff has informed neighbors to move their parked cars from the right of way during the designated timeframe to facilitate the scheduled operations.

*Pine Lake Dam Inspection*

The proposed project scope consists of a single inspection of Pine Lake Dam, situated in the City of Pine Lake (City). DeKalb County will visually inspect the current condition of the dam.

AECOM, the City's Engineering Consultant, will review available design or as-built drawings and past inspection reports provided by the City.

An Environmental Protection Department (EPD) file search will be conducted if existing drawings or reports are unavailable.

AECOM will work with the City to arrange a one-time inspection and will prepare a draft report summarizing the inspection results, including the inspection form and photographs of the Pine Lake Dam.

The draft report will be submitted to the City for review. After the comments have been addressed, AECOM will provide the final report to the City.

The inspection report will include: A summary of any issues identified in the drawings or file search that have not been addressed and will be included in the visual inspection results and a Georgia Safe Dam Embankment Form/Check List.



Photographs will include crest, upstream slope, downstream slope, any notable features and areas that require corrective actions.

The anticipated timeframe for completion of this task is 30 calendar days. The dam inspection is tentatively scheduled for July 2025, contingent upon the availability of the AECOM Senior Professional Engineer in Atlanta to optimize cost efficiency.

Access to the dam face will be needed prior to the actual inspection. Slope mowing services have been arranged with Avalon Tree Services to allow access to the dam face.

### *Beach House Remodel*



The items listed below are a preliminary list that are requested to be upgraded for the Beach House to become a fully functional entertainment space for residential activities.

Staff consulted stakeholders (visitors, P.L.A.I.N, staff, and residents) about long-term space needs, reaching consensus on creating a lounge atmosphere with a functional warming kitchen.

Event staff anticipate these changes will improve customer experience and increase bookings. Staff anticipate the remodel to be in the range of the other renovation projects recently approved. Staff is awaiting final estimates for electrical and plumbing items.





Kitchen flooring	
Rack above sink	
Flush floor drain and sewer line	
Refinish cabinets	
Rubber wainscoting for kitchen	
Refurbish cabinets	
New 3 compartment sink	
New microwave	
Electrical evaluation	Main floor upgrade including leveling
Replace all bulbs to led	Bathrooms toilet 2
Seal outside unit	Bathrooms floor upgrade including
Pressure Washer	leveling
New outside trash corral	Interior paint
Paint outside kiosk	Deck stain outdoor patio area
Permanent Christmas lights string	
Add upper lazy Susan cabinet	

Electrical Evaluation (Ground Fault Circuit Interrupter's Panel load evaluation, outlets)

#### Plumbing Evaluation

Grease trap replacement, sink replacement, floor drain flush, sewer line inspection

Window shades, stage enhancement, outdoor storage seal, seal large bathroom outside door

Ice maker

*Eastern Wetlands Field Walk*

On Tuesday June 24<sup>th</sup> Public Works Director Kendrick had the pleasure of attending a field walk through the eastern wetlands with Greg Zarus and Councilmember Jeff Goldberg.

The intent of the meeting was to gain institutional knowledge from Mr. Zarus regarding the wetlands system and previous construction. The experience and time spent together was invaluable.

Mr. Zarus provided detailed answers to Director Kendrick's previous questions, explaining that Pine Lake Corporation built the "weir/dam" at the headwaters of the wetlands. Assuming that all corporation property became City property upon Pine Lake's incorporation, the City now owns and must maintain the weir/dam.

Mr. Zarus also stated that the banks of Snapfinger Creek near Aberdeen Drive were stabilized by the City using a federal 319h grant. Although he did not supply documentation, this is the first clear explanation demonstrating responsibilities. Mr. Zarus will look for relevant documents.

Based on previous information and this anecdotal evidence, Director Kendrick believes that the City has the maintenance responsibilities from the "weir/dam" to Lakeshore Drive along Snapfinger Creek and that the City should begin to plan accordingly for future maintenance.

*462 Clubhouse Drive*



Please stop by prior to the City Council Meeting at 5:30pm for our “soft opening.”

Very truly yours,

*Stanley D Hawthorne*

City Manager  
stanleyhawthorne@pinelakega.net  
404.999.4901

