

**CITY OF PINE LAKE, GEORGIA
REGULAR SESSION AGENDA
AUGUST 27, 2024 @ 6:00PM
COUNCIL CHAMBERS, 459 PINE DRIVE, PINE LAKE, GA 30072**

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

CALL TO ORDER – REGULAR MEETING SESSION

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA OF THE DAY

ADOPTION OF THE MINUTES

- Regular Session – July 30th, 2024
- Special Called Meeting – August 1st, 2024
- Work Session – August 13th, 2024

OLD BUSINESS

1. Draft Ordinance 2024-05 – An Ordinance Amending the Zoning Code of the City of Pine Lake to Authorize the Operation of Short-term Rentals within the City as a Special Use un the R-1 Single Family Residential District and the Commercial District Transitional Subarea – Discussion – **Adoption**

NEW BUSINESS

1. Draft Ordinance 2024-07 - An Ordinance Amending the Code of the City of Pine Lake to Impose a Three Percent Tax on the Furnishing of Lodgings; to Provide for Reporting and Submission of Taxes; To Provide for Enforcement; To Provide for Repeal of Conflicting Ordinances; to Provide an Effective Date of this Ordinance, and for Other Purposes. - **Adoption**
2. Employee Group Health Insurance Renewal - Effective Term to begin 10/01/2024 -Recommended plans and authorization of Mayor to sign the necessary documents to provide employee group health benefits
3. Resolution R-14-2024 – Employee Benefits Plan 2024-2025
4. Resolution R-15-2024 - FY2024 Budget Amendment
5. Resolution R-16-2024 – Executive Session Affidavit and Consideration of August 1, 2024 Executive Session Minutes
6. Resolution R-17-2024 – Executive Session Affidavit and Consideration of August 13, 2024 Executive Session Minutes
7. Executive Session to Discuss Personnel – City Manager Agreement

PUBLIC COMMENTS – 3 minutes each please

REPORTS AND OTHER BUSINESS

- **Staff**
- **Reports/Comments**
 - Mayor
 - City Council
- **Information for “The Pine Lake News” eblast.**

ADJOURNMENT

MAYOR

Brandy Hall

COUNCIL MEMBERS

Jean Bordeaux, Mayor pro tem

Jeff Goldberg

Tom Ramsey

Thomas Torrent

Augusta Woods

ADMINISTRATIVE STAFF

ChaQuias Miller-Thornton
City Manager

Sarai Y’Hudah-Green
Chief of Police

Ned Dagenhard
Assistant City Clerk

Susan Moore
City Attorney

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**CITY OF PINE LAKE
REGULAR SESSION MINUTES
July 30th, 2024 at 6:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order: Mayor Brandy Hall called the Regular Session to order at 6:00pm.

Present: Mayor Brandy Hall, Mayor Pro Tem Bordeaux, Council Member Jeff Goldberg, Council Member Thomas Torrent, Council Member Tom Ramsey, and Council Member Augusta Woods. Also present were Chief of Police Sarai Y'hudah-Green, Public Works Special Projects Manager Bernard Kendrick City Attorney Susan Moore, and Assistant City Clerk Ned Dagenhard. City Manager ChaQuias Miller-Thornton was not in attendance.

Adoption of the Agenda of the Day

Council Member Woods moved to adopt the Agenda of the Day; Mayor Pro Tem Bordeaux seconded.

Mayor Hall amended the Agenda of the Day, striking New Business item 2.

All members voted in favor, and the motion carried.

Adoption of the Minutes

- **Regular Session – June 25th, 2024**
- **Special Called Meeting – July 9th, 2024**
- **Work Session – July 9th, 2024**

Council Member Ramsey moved to adopt the Minutes from the June 25th Regular Session, July 9th Special Called Meeting, and July 9th Work Session; Council Member Torrent seconded.

No discussion took place.

All members voted in favor, and the motion carried.

New Business

1. **Draft Ordinance 2024-05 – An Ordinance Amending the Zoning Code of the City of Pine Lake to Authorize the Operation of Short-term Rentals within the City as a Special Use un the R-1 Single Family Residential District and the Commercial District Transitional Subarea – Discussion – Potential First Read**
 - Presentation of draft Ordinance 2024-07 - An Ordinance Amending the Code of the City of Pine Lake to Impose a Three

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Percent Tax on the Furnishing of Lodgings; to Provide for Reporting and Submission of Taxes; To Provide for Enforcement; To Provide for Repeal of Conflicting Ordinances; to Provide an Effective Date of this Ordinance, and for Other Purposes. **This item will transfer to a New Business line item for the August 13, 2024 work session.**

Mayor Hall asked Council Member Torrent to read the title of Draft Ordinance 2024-05.

Mayor Hall asked each Member of Council to share their perspective on the most recent ordinance draft, in anticipation of adoption. Council Members Torrent and Woods both expressed content with the ordinance, in language that acknowledged compromise.

Mayor Pro Tem Bordeaux inquired as to whether administrative processes would be captured in the ordinance, and whether special use permission would be granted based on individual buildings or individual lots. Attorney Moore responded that administrative processes would be supported by the existing Special Use Permit structure. City Council consented to SUP being granted by lot.

Other aspects of the conversation reflected in the ordinance included a 5% cap on the number of Special Use Permits granted for the purpose of Short Term Rental use, and a maximum number of (8) individuals present in each STR.

No action was taken by City Council.

2. Executive Session to discuss Personnel

This item was stricken from the Agenda.

Reports and Other Comments

Mayor

Mayor Hall thanked City Council for their work around the Short Term Rental ordinance, and for their flexibility in scheduling of an August 1st Special Called Meeting.

City Council

Council Member Torrent inquired about the scheduling of the next City Council retreat; the Mayor replied that scheduling of the retreat would be on the next regular meeting agenda.

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Council Member Goldberg announced that he has been asked to serve on the GMA Equity & Inclusion Advisory Council, adding his excitement in getting to represent Pine Lake on a statewide level.

Council Member Woods announced that the Poplar Park Ad Hoc meeting has been postponed due to weather conditions.

Pine Lake News

There was no news blast the week of July 30th, 2024.

Adjournment

Mayor Pro Tem Bordeaux moved for adjournment at 6:36pm.

Ned Dagenhard
Assistant City Clerk

ChaQuias Miller-Thornton
Acting City Clerk

**CITY OF PINE LAKE
SPECIAL CALLED SESSION MINUTES
August 1, 2024 at 5:30 p.m.
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order: Mayor Brandy Hall called the Special Called Meeting to order at 5:37 p.m.

Present: Mayor Brandy Hall, Mayor Pro Tem Bordeaux, Council Member Jeff Goldberg, Council Member Thomas Torrent, Council Member Tom Ramsey, and Council Member Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton and City Attorney Susan Moore.

New Business

Discussion of Personnel Matter

Mayor Hall stated that City Manager ChaQuias Miller-Thornton has submitted a letter of resignation and Mayor Hall commenced a discussion of the City Manager's contract and duties and what steps, if any, could support the City Manager and encourage her to stay with the City of Pine Lake. The Mayor and Council discussed the personnel and financial resources needed by the City to appropriately allocate necessary duties and provide services to the residents and businesses of the City of Pine Lake. City Manager Miller-Thornton and City Attorney Moore provided input.

Adjournment

Council Member Torrent moved to adjourn the meeting at 6:53 p.m. The motion was seconded by Council Member Ramsey and passed unanimously.

Acting City Clerk

**CITY OF PINE LAKE
WORK SESSION MINUTES
August 13th, 2024 at 6:00 PM
Council Chambers
459 Pine Drive, Pine Lake, GA**

Call to Order: Mayor Brandy Hall called the Regular Session to order at 6:00pm.

Present: Mayor Brandy Hall, Mayor Pro Tem Bordeaux, Council Member Jeff Goldberg, Council Member Thomas Torrent, Council Member Tom Ramsey, and Council Member Augusta Woods. Also present were City Manager ChaQuias Miller-Thornton, Public Works Special Projects Manager Bernard Kendrick, and Assistant City Clerk Ned Dagenhard. Chief of Police Sarai Y'hudah-Green and City Attorney Susan Moore were not present.

Adoption of the Agenda of the Day

Mayor Hall asked to amend the Agenda of the Day to place the Executive Session after Department Reports, immediately preceding adjournment.

Mayor Pro Tem Bordeaux moved to adopt the Agenda of the Day; Council Member Goldberg seconded.

All members voted in favor, and the motion carried.

Old Business

- 1. Draft Ordinance 2024-05 – An Ordinance Amending the Zoning Code of the City of Pine Lake to Authorize the Operation of Short-term Rentals within the City as a Special Use un the R-1 Single Family Residential District and the Commercial District Transitional Subarea – Discussion – Potential First Read**

A discussion took place, during which Council Member Torrent inquired about the lapse of Special Use Permits, and Mayor Pro Tem Bordeaux requested clarification regarding lodging definition.

Council Member Goldberg suggested the language regarding lodging existed to exclude “boarding house”-style uses. Mayor Hall suggested these questions be relayed to City Attorney Moore, who was absent.

Council Member Torrent performed the first read of Ordinance 2024-05.

New Business

- 1. Draft Ordinance 2024-07 - An Ordinance Amending the Code of the City of Pine Lake to Impose a Three Percent Tax on the Furnishing of Lodgings; to Provide for Reporting and Submission of Taxes; To Provide for Enforcement; To Provide for Repeal of Conflicting Ordinances; to Provide an Effective Date of this Ordinance, and for Other Purposes.**

Mayor Hall began by asking each Member of Council to share their thoughts on the

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item. Council Member Torrent said that he felt the institution of a 3% “hotel/motel tax” was a great start, and that we would have flexibility for an increase in the future. Council Member Woods and Mayor Pro Tem Bordeaux expressed similar thoughts of content. Council Member Goldberg added that he was proud of the City Council’s ability to find compromise and develop policy. Council Member Ramsey stated he had no comments. Mayor Hall thanked Council Member Torrent for heading up the conversation, and multiple Council Members echoed this sentiment.

Mayor Hall performed the first read of Ordinance 2024-07.

2. Employee Group Health Insurance Renewal - Effective Term to begin 10/01/2024 -Recommended plans and authorization of Mayor to sign the necessary documents to provide employee group health benefits. – Resolution R-14-2024

Mayor Pro Tem Bordeaux moved to approve renewal of the Employee Group Health Insurance Plan, amended to include cancellation of employee plan cost reimbursement program; Council Member Ramsey seconded.

A discussion took place, wherein Council Member Ramsey suggested ceasing the employee plan cost reimbursement program for salaried employees. City Manager Miller-Thornton stated that the city currently employs (3) salaried employees: the City Manager, Chief of Police, and Assistant City Clerk. The City Manager continued that she did not opt in to any of the employee group health insurance benefits, including cost reimbursement, and that neither of the other salaried employees are paid a competitive salary relative to surrounding agencies.

Council Member Goldberg inquired about alternative plans, and the City Manager listed multiple options, highlighting that the Anthem (BCBS) renewal options offered continuity of coverages with some increase in premium.

Mayor Hall expressed reluctance in reducing benefits, echoing the City Manager’s comment regarding the city’s inability to pay competitively; Council Member Woods referenced the high cost of turnover and perceived value in employee retention. Council Member Ramsey reasserted his position on either an 8% cost increase for the recommended renewal plan with the added cancellation of the employee plan cost reimbursement program or the 4% cost increase the Anthem BCBS plan with higher deductibles and higher out-of-pocket costs for employees.

Members voted 4-1-0. Mayor Pro Tem Bordeaux, and Council Members Ramsey, Torrent, and Woods voted in favor of the measure; Council Member Goldberg voted against; no members abstained. The motion carried.

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3. Resolution R-15-2024 - FY2024 Budget Adjustment

This item was moved to the August 27th Regular Session agenda.

Reports and Other Business

ChaQuias Miller-Thornton — City Manager (Director of Administration, Courts, and Public Works) – No report.

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

Please refer to the Pine Lake website to access the Police/Public Safety report dated June 11th, 2024. Please email neddagenhard@pinelakega.net to request a copy or call (404) 999- 4931 to schedule an appointment to review the copy on file.

Bernard Kendrick – Special Projects Manager, Public Works

Please refer to the Pine Lake website to access the Public Works report dated June 11th, 2024. Please email neddagenhard@pinelakega.net to request a copy or call (404) 999- 4931 to schedule an appointment to review the copy on file.

Reports/Comments

Mayor

Mayor Hall stated that the scheduling of the City Council retreat would take place at the August 27th Regular Meeting. The Mayor thanked Special Projects Manager Bernard Kendrick for his report, adding that a full analysis [of all equipment and vehicles under the Public Works Department] was “long overdue.”

City Council

Council Member Goldberg thanked Special Projects Manager Bernard Kendrick for his continued efforts despite insufficient resources, adding, “the city has been held together with duct tape and band-aids, and it is time to put it in order.”

Pine Lake News

City Council Member Jeff Goldberg appointed to GMA’s Equity and Inclusion Advisory Council:

The GMA (Georgia Municipal Association) Board of Directors created the Equity

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and Inclusion Advisory Council to provide a body to oversee the implementation of the recommendations included in the January 2022 Final Report of the Association's Equity and Inclusion Commission.

Congratulations Council Member Goldberg!

Upcoming Events

August 24th, 2024 Pollinator Census:

You're invited to participate with SEED in the Great Southeast Pollinator Census for 2024! On Saturday August 24, residents across the southeast will be counting all of the pollinators they can find in their environment, in partnership with the UGA Cooperative Extension. Come to the Pine Lake beach house between 11 AM and 2 PM to learn how to identify pollinators and complete the count!

September 7th, 2024 6 PM to 9 PM - Pride Lake Fundraiser Gayla:

We will be screening camp classic Rocky Horror Picture Show, holding a Silent Auction, and crowning the Queer of the Year. Tickets will be available next week at PrideLake.org (be patient, website currently being updated).

September 21st, from 2pm until 9pm – Pride Lake Festival:

From 2-6, we will have camp activities for all ages, with a Grand March around the lake at 4pm. The Pre-show begins at 6, and the Drag Show (18+) begins at 7pm. More details next week!

4. Executive Session to Discuss Personnel and Real Estate Matters

Council Member Woods moved that City Council enter Executive Session at 7:49pm; Council Member Torrent seconded.

A discussion took place.

Council Member Torrent moved to re-enter the Work Session at 9:13pm; Mayor Pro Tem Bordeaux seconded.

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Adjournment

Mayor Pro Tem Bordeaux moved for adjournment at 9:14pm.

Ned Dagenhard
Assistant City Clerk

ChaQuias Miller-Thornton
Acting City Clerk

ORDINANCE NO. 2024-05

AN ORDINANCE AMENDING THE ZONING CODE OF THE CITY OF PINE LAKE TO AUTHORIZE, REGULATE AND LIMIT THE OPERATION OF RESIDENTIAL SHORT-TERM RENTALS WITHIN THE CITY OF PINE LAKE AS A SPECIAL USE IN THE R-1 DISTRICT AND THE COMMERCIAL DISTRICT TRANSITIONAL SUBAREA; AMENDING THE CODE OF ORDINANCES OF THE CITY OF PINE LAKE TO LICENSE, REGULATE AND LIMIT THE OPERATION OF RESIDENTIAL SHORT-TERM RENTALS WITHIN THE CITY OF PINE LAKE IN THE R-1 DISTRICT AND THE COMMERCIAL DISTRICT TRANSITIONAL SUBAREA; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING AN EFFECTIVE DATE OF THIS RESOLUTION, AND FOR OTHER PURPOSES.

WHEREAS, The City of Pine Lake ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents and businesses located within the corporate limits of the City and to provide for the public health, safety and welfare of residents, businesses and the community at large; and,

WHEREAS, the City is charged with promoting and preserving the environment and quality of life that are important and valuable assets of the City central to the City's identity, activities, economics and culture; and

WHEREAS, short-term rentals (STRs) may provide additional income to a property owner; and

WHEREAS, the City's land use and zoning ordinances do not allow the use of property in the R-1 zone to as STRs except as allowed under the definition of "family" for roommate or house share arrangements; and

WHEREAS, the City's land use and zoning ordinances allow bed and breakfasts in the Commercial Transitional zone and allow hotels and inns in the Village Commercial zone; and

WHEREAS, there are currently no hotels, motels, inns, lodges, rooming houses, bed and breakfasts, or other businesses by whatever name known located within the City compliant with the City's land use regulations and properly permitted for use as short term rentals; and

WHEREAS, the proliferation of short-term rentals in a community can exacerbate the existing shortage of affordable long-term housing; and

WHEREAS, a property regularly used as a short-term rental rather than a residence acts as a hotel and introduces a commercial use into an area where it may be incompatible; and

WHEREAS, according to the 2020 United States Decennial Census, there are 400 housing units and 429 households within the city limits; and

WHEREAS, the Mayor and City Council want to mitigate any negative impact caused by use and occupancy of short-term rentals on a community as small and densely populated as the City of Pine Lake and prevent the residential character of the City from being changed by the conversion of housing units into commercial, transient accommodations; and

WHEREAS, the market for and regulation of STRs continues to evolve rapidly and the Mayor and City Council desire to be able to respond to changing conditions by use of annual permits; and

WHEREAS, the Mayor and City Council seek to strengthen and foster community identity and preserve the residential character of the R zoning districts;

NOW THEREFORE, THE COUNCIL OF THE CITY OF PINE LAKE HEREBY ORDAINS AS FOLLOWS:

SECTION 1.

Article 5, Section 5-3 of the City of Pine Lake Zoning Code is amended by clarifying and revising the definition of "Accessory dwelling" as follows:

"Accessory dwelling: A secondary dwelling unit located on the same lot as the principal dwelling unit, the use of which is incidental to that of the principal building on the same lot. An accessory dwelling unit must be one of the following dwelling types:

- a. In-home accessory dwelling: Located within a principal single-family dwelling, including a unit above an attached garage.
- b. Garage accessory dwelling: Located above a detached garage.
- c. Outbuilding accessory dwelling: Located in an accessory building that is not a garage."

SECTION 2.

Article 5, Section 5-3 of the City of Pine Lake Zoning Code is further amended by revising the definition of "Family" as follows:

"Family: One or more persons occupying a single dwelling or lodging unit such as a hotel room, provided that, unless all members are related by blood, marriage, civil union or adoption, no such family shall contain over four persons, with the following exceptions.

- In a single-family and duplex dwelling unit a maximum of two rooms may be occupied by a total of two or less individuals ~~roomers~~ per room, who may also board with the family who may be compensated for accommodating the renter ~~roomer~~, for any period, including daily, weekly or monthly or longer periods. The purpose of this provision is to allow a limited number of long-term roommates to share a dwelling rather than to permit transient or short-term lodging use.

- Accessory dwellings, as permitted under R Districts and other districts, are considered a separate dwelling, which are permitted to house no more than three persons unrelated by blood, marriage, civil union or adoption; and may not house boarders in addition to the family.

- Group homes meeting the definition of this ordinance are considered a "family"

- The term "family" shall not be construed to mean fraternity, sorority, club, student center, and similar uses, and is distinguished from persons occupying lodging in a hotel, inn or boarding/rooming house as herein defined."

SECTION 3.

Said article and section is further amended by revising the definition of “Lodging” as follows:

“Lodging: Living quarters for a family which are rented, leased, or otherwise provided by the owner for a definite period of time, which includes hotels, inns, and rooming/boarding houses, and is not permitted in any R-district. This definition shall exclude the limited lodging permitted under the definition of “family” and shall exclude compliant “short-term rentals”. See Family.”

SECTION 4.

Said article and section is further amended by inserting the definitions of “Short-term rental”, “Short-term rental agent”, “Short-term rental guests”, “Short-term rental owner”, “Short-term rental license” and “Short-term rental special use permit” after the definition of “Self-storage” and before the definition of “Sidewalk arcade” as follows:

“Short-term rental shall mean the use of a single family or duplex residential dwelling or a legal accessory dwelling to a single family or duplex residential dwelling which, in exchange for compensation, accommodations are provided for lodging for a period not to exceed thirty (30) consecutive days. On any lot there shall be no more than two dwelling units available for short-term rental consisting of no more than the primary single family or duplex residential dwelling and one accessory dwelling.

Short-term rental agent shall mean a natural person designated by the owner on the short-term rental permit application and authorized by the owner to respond to questions, concerns or emergencies at the short-term rental property. Such a person shall be available to contact at all times.

Short-term rental guests shall mean renters, tourists, vacationers or any other natural person who, in exchange for compensation, occupies a short-term rental.

Short-term rental license shall mean the annual license issued or renewed by the City to the owner of a short-term rental pursuant to Chapter 38, Article VII of the Code of Ordinances of the City of Pine Lake.

Short-term rental owner shall mean the owner of record of the property and any person who, directly or indirectly, controls, is controlled by or under common control with the owner of record.

Short-term rental permit shall be the permit issued by the City to the owner of a short-term rental unit for the establishment and operation of that particular short-term rental.”

SECTION 5.

Article 8 of the City of Pine Lake Zoning Code is amended by inserting in the chart in Section 8-3 under “Lodging Uses” that “Short-term rentals” are allowed with a Special Use permit (SUP) in the Transitional Commercial District and are prohibited (X) in the Village Commercial District.

SECTION 6.

Article 11 of the City of Pine Lake Zoning Code is amended by inserting a new Section 11-11, "Special Use Permit for Short-term Rental", to read as follows:

"11-11. Special Use Permit for Short-Term Rental.

A. Definitions: See Article 5, Section 5-3 of the City of Pine Lake Zoning Code.

B. General provisions.

In addition to all other provisions applicable to special use permits, the following provisions shall apply to the establishment and operation of a short-term rental:

1. Permit required. No person shall rent, lease or otherwise exchange for compensation a short-term rental, as defined in this Code, without first obtaining a special use permit and a separate license from the city and complying with the regulations contained in this article and in Chapter 38, Article VII. No permit issued under this Section and Section 11-12 may be transferred, assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it is issued. Each license is a limited, short-term license and subject to annual renewal. Such license shall be applied for only after receipt of a special use permit for a short-term rental.

2. Maximum capacity. Maximum capacity of a short-term rental shall be eight (8) guests.

3. Length of stay. The length of stay for any short-term rental guest shall not exceed thirty (30) consecutive days. At least a seven (7) day period must interrupt consecutive thirty (30) day short-term rental occupancy.

4. **Lots.** On any lot there shall be no more than two dwelling units available for short-term rental consisting of no more than the primary single family or duplex residential dwelling and one accessory dwelling to the single family or duplex residential dwelling. **The special use permit will to apply to the lot and to both dwellings on the lot if there are more than one.**

5. **Ownership.** A short-term rental owner may only hold a permit applicable to one lot at any one time.

6. Residential character. The residential character and exterior appearance of a dwelling in which short-term rentals may be established shall not be altered.

7. **Agent.** The short-term rental agent shall occupy a dwelling within Dekalb, Gwinnett, Fulton, Cobb, Rockdale or Clayton County any time such rental is occupied by guests.

8. Zoning districts allowing short-term rentals. Short-term rentals shall be allowed only in an R-1 Single-family Residential District or in the Commercial (C) District Transitional Commercial Subarea, subject to the standards of this article and the approval of a special use permit.

9. Lodging tax and other taxes. Short-term rentals shall be subject to payment of hotel and lodging accommodations taxes as applied to other lodging facilities and to all other applicable taxes, licenses and fees.

10. Business and accounting records of the short-term rental must be maintained by the short-term rental property owner and the short-term rental agent for a minimum of five years and shall be made available to the city upon request to verify compliance with conditions of special use permit and short-term rental license.

11. A short-term rental owner holding a permit is not authorized to transfer the right to operate a short-term rental under any permit issued pursuant to this article to any other person or entity by lease, sale, agreement, contract or any other means.

12. No permit issued under this article may be used or shall have any legal effect at any location other than those identified on the application and for which such permit has been issued.

13. At any one time the number lots that can have a special use permit for short-term rentals in the City of Pine Lake shall not ~~exceed 20 5% of the residential housing units in the City of Pine Lake according to the most recent United States Decennial Census~~. Once that number has been reached, no additional short term rental permits will be issued and new permits will only be available if an existing permit is revoked or lapses.

14. Nothing in this article shall be deemed to alter, affect, supersede or conflict with the requirements of any state or federal law or the City of Pine Lake Code of Ordinances.

15. Short-term rental agent.

- a. The owner of a short-term rental shall designate a short-term rental agent on the application for a short-term rental permit. ~~A short-term rental owner may also serve as the short-term rental agent and may receive any notice from the city in addition to or in lieu of the agent.~~
- b. The duties of the short-term rental agent shall be as follows:
 - i. Be available at all times to address any problems arising from use of the short-term rental;
 - ii. Occupy a dwelling in DeKalb, Gwinnett, Fulton, Cobb, Rockdale or Clayton County at any time the short-term rental is occupied by guests;
 - iii. Post such natural person's name, dwelling address and emergency contact phone number in a readily visible location in the short-term rental;
 - iv. Receive and accept service of any notice of violation related to the use or occupancy of the short-term rental; and

- v. Monitor the short-term rental for compliance with this Chapter.

16. The short-term rental owner shall submit any documentation required by O.C.G.A. § 50-36-1 and any other applicable state law, as well as any other information that this article requires the short-term rental owner or agent to provide to the City of Pine Lake as part of an application for a permit. The city manager or their designee shall have the authority to obtain additional information from the applicant as necessary to achieve the objectives of this article.

17. The short-term rental owner shall attach the following exhibits to the application described in this section:

a. Written rules to be posted in the short-term rental, including:

- i. Acknowledgement that it shall be unlawful to violate ordinances of the City of Pine Lake;
- ii. Acknowledgement and agreement that violations of this article or ordinances of the city may result in immediate termination of the agreement and eviction from the short-term rental by the owner or agent, as well as the potential liability for payment of fines levied by the City; and
- iii. Information about dates, methods and procedures applicable to trash and garbage pick-up.

b. Evidence that the short-term rental permit owner has provided notification via certified United States mail to each adjacent property owner of record of their intent to secure a short-term rental permit. This notification shall include the physical address and mailing address of the unit to be used as a short-term rental and the name, physical address, mailing address, phone number and email address of the short-term rental agent.”

SECTION 7.

Article 11 of the City of Pine Lake Zoning Code is further amended by inserting a new Section 11-12, “Short-term Rental Regulations”, to read as follows:

“Section 11-12. - Short-term rental regulations.

A. The owner of a short-term rental shall not be entitled to place any sign on the premises. A legible copy of the short-term rental permit shall be posted within the short-term rental and include the following information:

- 1. Name, physical address, mailing address, phone number and email address of the short-term rental agent;
- 2. Short-term rental unit license number;
- 3. Maximum occupancy of the short-term rental; and
- 4. The written rules submitted with the application for the special use permit.

- B. The short-term rental owner shall notify the City of Pine Lake in writing of any change in rental agent within ten (10) business days of such change.
- C. The Pine Lake Police Department may notify the owner and/or agent of a short-term rental of all instances in which behavior of the rental guest or the conduct of the short-term rental agent or owner results in a citation for a code violation or other legal infraction. The Pine Lake Police Department may maintain a record of all violations of city code occurring at or relating to a short-term rental.
- C. The city may notify the owner and/or agent of failure to comply with this article. For such noncompliance the city may revoke any existing permit and reject all short-term rental permit applications for that particular short-term rental or submitted by the owner of that property for a period of twelve (12) consecutive months. Each day a short-term rental is out of compliance with this ordinance shall be deemed a separate violation.
- D. The special use permit will lapse if no short-term rental license is received for the lot within twelve (12) months of permit issuance or if the licensed dwelling is not used as a short-term rental within twelve (12) months of permit issuance.
- E. Except as provided herein, any person violating the provisions of the City Code shall be punished as provided by Section 1-9 of the City of Pine Lake Code of Ordinances. With respect to violations that are continuous with respect to time, each day the violation continues shall be deemed a separate offense.
- F. A person aggrieved by a decision of the city manager of the City of Pine Lake to revoke, suspend or deny a short-term rental permit may appeal the decision in writing to the Mayor and City Council. An appeal must be filed within thirty (30) calendar days following the adverse action and shall contain a concise and complete statement of the reasons for the appeal. The Mayor and City Council shall consider and respond to the appeal in writing within thirty (30) calendar days of receipt. The decision of the Mayor and City Council may be appealed to the Superior Court of DeKalb County. Except as otherwise provided in this section, Article 14 of the Zoning Code of the City of Pine Lake shall apply."

SECTION 8.

Article 14 of the City of Pine Lake Zoning Code is amended by inserting a new Section 14-7 regarding appeals to read as follows:

"14-7. Authority to approve form and accept service.

The city manager shall have the authority to approve or issue any form or certificate necessary to perfect an appeal and is designated and authorized to accept of any such petition for review. Service of a petition for review may be made by service on the city manager."

SECTION 9.

Chapter 38 of the Code of Ordinances of the City of Pine Lake is amended by adding a new Article VII titled "Short-term Rental License" and including the following:

"38-100.

- A. Definitions in Article 5, Section 5-3 of the City of Pine Lake Zoning Code are applicable in this article. For purposes of this article, "licensee" shall mean the short-term rental owner.
- B. Before the processing or renewal of a short-term rental license shall commence all outstanding and past due fees, property taxes, and other bills and lawful assessments from the city or DeKalb County pertaining to the subject property must be paid in full or on a payment plan.
- C. Applicants for a short-term rental license shall submit an application for a short-term rental license to the city manager. The application shall be accompanied by a non-refundable application fee in the amount of \$100.00. Such application shall include:
 - 1. Physical address of the short-term rental;
 - 2. Name, physical address and, if different, mailing address, phone number and email address of the short-term rental owner;
 - 3. Name, physical address and, if different, mailing address, phone number and email address of the short-term rental agent, which shall constitute such natural person's 24-hour contact information;
 - 4. Short-term rental owner and agent's signed acknowledgement that they have reviewed this Chapter and understands its requirements;
 - 5. Short-term rental owner and agent's agreement to use best efforts to assure that use of the short-term rental will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties;
 - 6. Any documentation required by O.C.G.A. § 50-36-1 and any other applicable state law; and
 - 7. Any other information that this article requires the short-term rental owner or agent to provide to the City of Pine Lake as part of an application for a license. The city manager or their designee shall have the authority to obtain additional information from the applicant as necessary to achieve the objectives of this article.
- D. The short-term rental owner applying for the license shall attach the following exhibits to the application described in this section:
 - 1. Written rules posted in the short-term rental, including, but not limited to:

- a. Acknowledgement that it shall be unlawful to violate ordinances of the City of Pine Lake;
- b. Acknowledgement and agreement that violations of this article may result in immediate termination of the agreement and eviction from the short-term rental by the owner or agent, as well as the potential liability for payment of fines levied by the City; and
- c. Information about dates, methods and procedures applicable to trash and garbage pick-up.

2. Evidence that the short-term rental permit owner or agent has provided notification via certified United States mail to each adjacent property owner of their intent to secure a short-term rental license. This notification shall include the physical address and, if different, the mailing address of the unit to be used as a short-term rental and the name, physical address, mailing address, phone number and email address of the short-term rental owner and agent.

E. Each license is a limited, short-term license subject to annual renewal. Such license shall be applied for only after the property owner has received a special use permit for operation of the short-term rental.

F. No license issued under this article may be transferred, assigned or used by any person other than the one to whom it is issued, or at any location other than the one for which it has been issued. A license holder is not authorized to transfer the right to operate a short-term rental under any license issued pursuant to this article to any other person or entity by lease, sale, agreement, contract or any other means.

G. On any lot there shall be no more than two dwelling units available for short-term rental consisting of no more than the primary single family or duplex residential dwelling and one accessory dwelling to such single family or duplex residential dwelling. The short-term rental license will apply to the dwellings identified in the license application and may be granted for both dwellings on the lot if there are more than one.

H. A short-term rental owner may only hold a license applicable to one lot at any one time.

I. At any one time the number of licensed short-term rental units in the City of Pine Lake shall not exceed 20 dwelling units/5% of the residential housing units in the City of Pine Lake according to the most recent United States Decennial Census. Where two short-term rentals are licensed on one lot, they shall each count as one. Once the prescribed limit has been reached, no additional short term rental licenses will be issued, and new licenses will only be available if an existing license is revoked or lapses. ~~Where two short-term rentals are approved on one lot, they shall count as two short-term rentals for the purposes of this provision.~~

Section 38-101. - Short-term rental agent.

- A. The owner of a short-term rental shall designate a short-term rental agent on the application for a short-term rental license. A short-term rental owner may also serve as the short-term rental agent. A short-term rental owner may also serve as the short-term rental agent and may receive any notice from the city in addition to or in lieu of the agent.

B. The duties of the short-term rental agent shall be as follows:

- i. Be available at all times to address any problems arising from use of the short-term rental;
- ii. Occupy a dwelling with DeKalb, Gwinnett, Fulton, Cobb, Clayton or Rockdale County at any time the short-term rental is occupied by guests;
- iii. Post such natural person's name and emergency contact phone number in a readily visible location in the short-term rental unit;
- iv. Receive and accept service of any notice of violation related to the use or occupancy of the short-term rental; and
- v. Monitor the short-term rental for compliance with this article.

Section 38-102. - Grant or denial of application.

Review of an application shall be conducted by the city manager in accordance with due process principles and shall be granted unless the applicant fails to meet the conditions, regulations and requirements of this article or federal or state law or local ordinance related to operation of a short-term rental, or otherwise fails to demonstrate the ability to comply with local, state and federal law through operation of the proposed short-term rental. Any material false statement or misinformation provided in the application shall be grounds for revocation, suspension and/or imposition of penalties, including denial of future applications.

Section 38-103. Annual license renewal.

Each short-term rental license shall be for the calendar year unless otherwise specifically provided. The license shall be due and payable annually within 30 days of January 1st of each year and shall, if not paid by May 1st of each year, be subject to a penalty of ten percent of the tax or fee due. For any new short-term rental operating in the city before July of any year, the license shall be delinquent if not obtained immediately upon beginning business and a penalty imposed of \$250.00 if not paid within ninety days from the date business is commenced. Any license not renewed prior to May 1st shall be suspended and may be revoked by the city manager.

Section 38-104. Grounds for suspension, revocation, nonrenewal, or lapse.

A. Any license that has been issued by the city may be suspended, revoked or denied renewal for due cause as hereinafter defined. "Due cause," for purposes of this section shall include, but not be limited to:

1. Conviction (to include a plea of guilty or nolo contendere) by local, state or federal authorities of the short-term rental owner or agent for any felony, or any misdemeanor involving moral turpitude, or any law, regulation or ordinance involving tax law violations;
2. Any violation of this article by the short-term rental owner or agent;

3. Material falsification of any fact given in application for a license issued under this article or bearing upon the licensee's qualification therefor, or any act which may be construed as a subterfuge in an effort to circumvent any of the qualifications for a license under this article;

4. The licensed short-term rental owner or agent fails to properly account for, file, report and/or maintain any records and/or remit or pay any renewal license fee imposed, sales taxes, or excise taxes required under the city ordinances, **state law or federal law**; or

5. Conduct of the licensed business in such a manner as to require excessive police monitoring or response to preserve the public order and secure compliance with federal, state and local laws and ordinances, including in section 38-106(c) below.

B. With respect to this section, it shall be presumed that the act was done with the knowledge or consent of the owner or agent; provided, however, that such presumption may be rebutted only by evidence which precludes every other reasonable hypothesis save that such owner and agent did not know, assist or aid in such occurrence, or in the exercise of due diligence could not have discovered or prevented such activity.

C. The license shall be considered to be null and void, and to have lapsed if the licensed dwelling is not used as a short-term rental within twelve (12) months of license issuance.

Sec. 38-105. - Notice of hearing; hearing; appeal.

A. Action to suspend, revoke, or reject renewal shall be commenced by the city manager making written recommendation to the mayor and city council and giving written notice to the licensee, either by certified mail, return receipt requested, or by personal service upon licensee or such licensee's rental agent at the licensed location, stating the grounds therefor, and the date, time and place such matter will be heard by the mayor and city council. Notice shall be served at least ten business days prior to the date of the hearing. Included in the notice shall be an advisement of the licensee's right to be heard before the council. Any licensee requiring subpoenas to compel the attendance of city witnesses or documents at the hearing shall file a written request with the city clerk at least five business days prior to the hearing. Hearings may be continued for good cause only.

B. Hearings shall only be as formal as necessary to preserve order and shall be compatible with the principles of justice. The city attorney or their designee shall present the city's case and shall bear the burden of proving by a preponderance of the evidence that due cause exists to suspend, revoke or probate the license. The licensee may be represented by legal counsel, may confront and cross-examine witnesses, and shall have the right to call witnesses and present evidence in their behalf. A hearing record shall be maintained by the city; however, either party may arrange for transcription by a court reporter at their sole expense. Hearings shall be presided over by the mayor who shall preserve order and rule upon all matters of evidence. Irrelevant, immaterial and unduly repetitious evidence shall be excluded.

C. All final decisions to suspend, revoke, or place a licensee on probation shall be made by the mayor and city council, in writing, with the reasons therefore stated. Notice of a final decision shall be given the licensee within three business days following the date of the hearing.

D. Appeals from an action by the mayor and city council to revoke, suspend or probate a license pursuant to this chapter shall be in accordance with state law to the Superior Court of DeKalb County.

Section 38-106 - Short-term rental regulations.

- A. The owner of a short-term rental shall not be entitled to place any sign on the premises. A legible copy of the short-term rental license shall be posted within the unit and include the following information:
1. Name, physical and mailing address, phone number and email address of the short-term rental owner or agent;
 2. Short-term rental unit license number; and
 3. Maximum occupancy of the short-term rental.
- B. The short-term rental owner shall notify the **city manager** of any change in rental agent within ten (10) business days of such change.
- C. The Pine Lake Police Department may notify the owner and agent of a short-term rental of all instances in which behavior of the rental guest(s) or the conduct of the short-term rental agent results in a citation for a code violation or other legal infraction. The Pine Lake Police Department may maintain a record of all violations of city code occurring at or relating to a short-term rental. When a short-term rental has accumulated three (3) violations for the same within a twelve-month period, the city may revoke any existing license and reject all applications for that particular short-term rental and the short-term rental owner for a period of twelve (12) consecutive months. Short-term rental owners or agents shall be afforded an opportunity to appeal revocation of the license to Mayor and City Council. Each day a short-term rental is out of compliance with this ordinance shall be deemed a separate violation.
- D. Except as provided herein, any person violating the provisions of the Code shall be punished as provided by Section 1-9 of the City of Pine Lake Code of Ordinances. With respect to violations that are continuous with respect to time, each day the violation continues shall be deemed a separate offense."

SECTION 9.

To the extent any portion of this ordinance is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

SECTION 10.

All city ordinances and rules inconsistent with this ordinance are hereby repealed.

SECTION 11.

This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Pine Lake.

SO ORDAINED this _____ day of _____, 2024.

Brandy Hall, Mayor

ATTEST:

APPROVED AS TO FORM:

ChaQuias M. Thornton, City Manager and
Acting City Clerk

Susan Moore, City Attorney

ORDINANCE NO. 2024-07

AN ORDINANCE AMENDING THE CODE OF THE CITY OF PINE LAKE TO IMPOSE A THREE PERCENT TAX ON THE FURNISHING OF LODGINGS; TO PROVIDE FOR REPORTING AND SUBMISSION OF TAXES; TO PROVIDE FOR ENFORCEMENT; TO PROVIDE FOR SEVERABILITY; TO PROVIDE FOR REPEAL OF CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE OF THIS ORDINANCE, AND FOR OTHER PURPOSES.

WHEREAS, The City of Pine Lake ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents and businesses located within the corporate limits of the City and to provide for the public health, safety and welfare of residents, businesses and the community at large; and,

WHEREAS, the City is charged with promoting and preserving the environment and quality of life that are important and valuable assets of the City central to the City's identity, activities, economics and culture; and

WHEREAS, the collection of revenues is essential to the City's ability to provide services and facilities to the residents and businesses of the City; and

WHEREAS, the City is enacting an ordinance to authorize and regulate short-term rentals within the City;

NOW THEREFORE, THE COUNCIL OF THE CITY OF PINE LAKE HEREBY ORDAINS AS FOLLOWS:

SECTION 1.

The City of Pine Lake Code of Ordinances is amended by inserting in Chapter 26 a new Article VI entitled "Lodging Taxes" and providing as follows:

"Article VI. Lodging Taxes.

Sec. 26-150. - Application of section.

An excise tax is to be charged within the City limits upon the furnishing for value to the public of any room, lodging, or accommodations furnished by any person or legal entity licensed by or required to pay taxes to the City for operating within the City a hotel, motel, inn, lodge, tourist camp, tourist cabin, short-term rental or any other place in which rooms, lodgings, or accommodations are regularly furnished for value. The tax shall not be applied to rooms furnished for one or more days to state or local government officials and employees traveling on official business, to rooms furnished to persons due to the destruction of their home or residence by fire or other casualty, or for continuous use of any rooms, lodgings, or accommodations after the first 30 days of continuous occupancy. In all respects, this article shall be applied and administered in accordance with Title 48, Chapter 13, Article 3 of the Official Code of Georgia now in effect or as amended in the future.

Sec. 26-151. - Amount of tax; due date.

The tax is to be levied and collected at the rate of three percent of the charge to the public for the furnishing of rooms, lodgings, or accommodations. The tax collections are to be remitted to the City Clerk on a quarterly basis within 30 days following the end of each quarter. The person responsible for collection of the tax shall remit to the City Clerk the tax collected during the previous quarter less a three percent collection fee. If remittance of the tax collected is not made within 30 days following the end of the quarter, the person responsible for collecting the tax shall not be allowed to retain the statutory collection fee.

Sec. 26-152 - Penalty for delinquent taxes.

There is hereby imposed a penalty upon the person responsible for collection of the tax, if the tax is not remitted within 30 days following the end of each quarter. The penalty for failure to comply with this article shall be assessed in the amount of ten percent of the tax determined to be due and payable under the provisions of this article for the first 30 days or fraction thereof a delinquency and an additional one percent of the tax determined to be due for each additional month or fraction thereof of delinquency.

Sec. 26-153. - Recordkeeping; records inspection.

In order to aid in the administration and enforcement of the provisions of this article and to collect all of the tax imposed, all owners and innkeepers are hereby required to keep a record of all sales and charges for rooms and lodging and the taxes collected for a period of at least five years. The records shall be open for inspection by any duly authorized agent of the City at all reasonable hours during the day.

Sec. 26-154 Owner or Innkeeper to collect taxes.

The owner or innkeeper of the lodging facility shall collect the excise taxes as set forth in this chapter and shall remit the same to the City as hereinafter provided. "Innkeeper" is defined as set forth in Section 48-13-50.2 of the Official Code of Georgia Annotated in effect now or as amended in the future.

Sec. 26-155 - Returns and payment of taxes.

The owner or innkeeper liable for the taxes set out herein shall on or before the 20th day of each month, for the preceding calendar month, transmit to the City clerk a statement showing the gross sales and gross taxes collected by authority of this chapter. Along with said statement, the owner or innkeeper shall submit payment to the City clerk for the net taxes due.

Sec. 26-156. - Compensation for collecting tax.

For the purpose of compensating the owner or innkeeper for collecting, accounting for and remitting the tax levied by the chapter, such owner or operator shall be allowed three (3) percent of the amount of the tax due and accounted for and remitted to the City in the form of a deduction when submitting the report and paying the amount due but only if the amount due was not delinquent at the time of payment.

Sec. 26-157. - Penalty for failure to make return for payment.

When any owner or innkeeper shall fail to make any return or pay the full amount of the tax required by this chapter, there shall be imposed a specific penalty to be added to the tax in the amount of five (5) percent or five dollars (\$5.00), whichever is greater, if the failure is for not more than ten (10) days, with an additional five (5) percent or five dollars (\$5.00), whichever is greater, for each additional ten (10) days or fraction thereof during which the failure continues.”

SECTION 2.

To the extent any portion of this ordinance is declared to be invalid, unenforceable, or non-binding, that shall not affect the remaining portions of this Resolution.

SECTION 3.

All City ordinances and rules inconsistent with this ordinance are hereby repealed.

SECTION 4.

This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Pine Lake.

SO ORDAINED this _____ day of _____, 2024.

Brandy Hall, Mayor

ATTEST:

APPROVED AS TO FORM

ChaQuias M. Thornton, City Manager and
Acting City Clerk

Susan Moore, City Attorney

DRAFT

Memo

DATE: August 23, 2024
TO: Mayor and City Council
FROM: ChaQuias Thornton, City Manager
RE: Employee Group Health Insurance Renewal – Renewal Date 10/01/2024

NEW BUSINESS

On August 9th, 2024 Mayor and Council considered renewal plan options for the City's Employee Health Benefit Program. Following discussion, Council consented to the following renewal options:

1. Election of renewal of the Blue Cross Blue Shield \$2,500/\$90/\$50 Plan at 8% increase.
2. Election of renewal of the Humana 100/80/50 Dental Plan at 2% increase.
3. Election of renewal of the Humana Vision 130 Plan at 0% increase.
4. Discontinuance of the Annual Plan Cost Reimbursement of \$250 per eligible, participating employee. The discontinuance reduces estimated expense cost by \$1,750 (7 eligible, participating employees at \$250/each).

\$3,358.04 – Total program increase for the October 1, 2024 through September 30, 2025 term. (\$5,108.04 premium increase minus \$1,750 discontinuation of plan cost reimbursements).

As council approves the renewal plan options, the Administration also asks that council considers approval of Resolution R-14-2024 which provides for terms of the benefits program. See attached.

CMThornton

History

The Administration Office has received notice from Anthem BlueCross BlueShield (BCBS) to inform the City that the employee group health insurance plan is scheduled for a change on the 10/01/2024 renewal. Anthem BCBS is the plan provider for medical benefit coverages offered by the City to its eligible employees. The City's Employee Group Health benefits include medical, dental, and vision coverages.

Landmark Insurance Associates has presented my office with plan options that are comparable to the current BCBS and Humana plans in terms of benefits of plan. Options have been presented for medical, dental, and vision benefits. Plan options from Blue Cross Blue Shield, Kaiser and United Health Care (UHC) have been reviewed as medical plan options. Plan options from Humana and Mutual of Omaha have been reviewed as dental and vision plan options. Information regarding Rate Detail and Plan Summary Comparisons is attached.

The following recommendation assumes seven (7) eligible employees (EE) – to include all current full-time employees except the City Manager. Election of coverage by the City Manager or any change in employee eligibility in the upcoming term period, will affect plan cost estimates.

Upon review and consideration, the Administration Office makes the following recommendation:

- Selection of the Blue Cross, Option \$2,500 90/30%, CPS Open Access POS (renewal option) as the City's medical plan option at a rate increase over the current Humana plan from 748.50 per employee/per month to \$808.36 per employee/per month. Increase equates to approximately an 8% increase in annual premium for all eligible, participating employees from \$64,044.00 to \$70,072.24 (\$5,802.24 in total annual premium).
- Selection of the Renewal Humana 100/80/50 dental plan option at 2% increase over the current rate of \$44.46 per employee/per month to \$45.59 per employee/per month. Increase equates to an annual increase in premium for all eligible, participating employees from \$3,749.76 to \$3,829.56 (\$79.80 in total annual premium).
- Selection of the Renewal Humana Vision 130 vision plan at no change in plan premium. Current and renewal rates are \$6.17 per employee/month with an annual premium of \$444.24.
- Plan costs reimbursements are recommended at up to \$250 per employee/per plan year for the reimbursement of plan costs to eligible, participating employee such as co-pays, co-insurance, and prescription costs – totaling \$1,500 annual allotment to the City's budget for plan reimbursement expense. This recommendation presents no change in plan cost reimbursement expense.

The following plan features prompt this recommendation:

- Continuity of plan benefits, care, and provider net-work options for eligible employees participating in the plan.
- No increase in deductibles, out of pocket, and emergency room copays.
- Minimum change (less or greater) in prescription copays based on brand of drug.

The table below provides current rate summary in comparison to the recommended rate summary:

City of Pine Lake							
Plan Term Effective 10/01/2024							
Medical Plan Benefit							
	Monthly Per Employee	Monthly 6EE	Term in Months	Annual Premium	Annual Chamber Inclusion Fee	Annual Cost Reimbursement	Total Annual
Current	\$ 748.50	5,239.50	12.00	62,874.00	420.00	1,750.00	\$ 65,044.00
Renewal*	\$ 808.36	5,658.52	12.00	67,902.24	420.00	1,750.00	\$ 70,072.24
*Renewal Option Recommended				5,028.24	Change in Medical Coverage Cost		\$ 5,028.24
							8%
Dental Plan Benefit							
	Monthly Per Employee	Monthly 7EE	Term in Months	Annual Premium	Annual Chamber Inclusion Fee	Annual Cost Reimbursement	Total Annual
Current	\$ 44.64	312.48	12.00	3,749.76			\$ 3,749.76
Renewal*	\$ 45.59	319.13	12.00	3,829.56			\$ 3,829.56
*Renewal Option Recommended					Change in Medical Coverage Cost		\$ 79.80
							2%
Vision Plan Benefit							
	Monthly Per Employee	Monthly 7EE	Term in Months	Annual Premium	Annual Chamber Inclusion Fee	Annual Cost Reimbursement	Total Annual
Current	\$ 6.17	43.19	12.00	518.28			\$ 518.28
Renewal*	\$ 6.17	43.19	12.00	518.28			\$ 518.28
*Renewal Option Recommended					Change in Medical Coverage Cost		\$ -
							0%
Total Plan Increase/Decrease							\$ 5,108.04

Under the recommended renewal plan option, total annual employer cost to fund the recommended health benefit plan is increased by \$5,108.04 for the plan term.

Conclusion

The attached Resolution R-14-2024, as proposed, will provide the terms of the Employee Health Plan Benefits as recommended for the 2024-2025 year (effective term 10/01/2024 through 09/30/2025).

Thank you,

CMThornton



Medical Plan Benefits and Cost Comparison 10/01/2024

City of Pine Lake



Carriers		Blue Cross		Blue Cross		Blue Cross		Kaiser		UHC	
		Current		Renewal		Option		Option		Option	
		\$2,500 90/50%		\$2,500 90/50%		\$3,250 80/50%		\$2,500 100/0%		\$2,500 80/60%	
IN-NETWORK		6VD0		A0RY		A0R6		KP 2500-0-30-S11		Choice Plus Direct DGSR	
Annual Deductible		\$2,500		\$2,500		\$3,250		\$2,500		\$2,500	
PCP Office Copay		\$30		\$30		\$30		\$30		\$25	
Specialist Office Copay		\$70		\$70		\$70		\$60		\$100	
Coinurance		90%		90%		80%		100%		80%	
Out of Pocket (incls. Ded)		\$4,500		\$4,500		\$5,500		\$8,900		\$8,000	
Emergency Room		\$350 Copay plus Deductible & Coinsurance		\$350 Copay plus Deductible & Coinsurance		\$350 Copay plus Deductible & Coinsurance		\$650 Copay		\$500 Copay & Coinsurance	
Urgent Care		\$75 Copay		\$70 Copay		\$70 Copay		\$60 Copay		\$50 Copay	
Hospital		Deductible & Coinsurance		Deductible & Coinsurance		Deductible & Coinsurance		Deductible & Coinsurance		Deductible & Coinsurance	
Out-Patient Facility		Deductible & Coinsurance		Deductible & Coinsurance		Deductible & Coinsurance		Deductible & Coinsurance		Deductible & Coinsurance	
Preventive Care		Paid 100% In-Network		Paid 100% In-Network		Paid 100% In-Network		Paid 100% In-Network		Paid 100% In-Network	
Prescription Drug		No Drug Deductible		No Drug Deductible		No Drug Deductible		No Drug Deductible		No Drug Deductible	
		Retail	Mail Order 90 day supply	Retail	Mail Order 90 day supply	Retail	Mail Order 90 day supply	Retail	Mail Order 90 day supply	Retail	Mail Order 90 day supply
Tier 1		\$5/\$20 Copay	\$13/\$50 Copay	\$10 Copay	\$25 Copay	\$10 Copay	\$25 Copay	\$20/\$30 Copay	\$40 Copay	\$10 Copay	\$25 Copay
Tier 2		\$50 Copay	\$150 Copay	\$60 Copay	\$150 Copay	\$60 Copay	\$150 Copay	\$50/ \$70 Copay	\$100 Copay	\$40 Copay	\$100 Copay
Tier 3		\$85 Copay	\$255 Copay	\$90 Copay	\$255 Copay	\$90 Copay	\$255 Copay	\$80/ \$110 Copay	\$160 Copay	\$150 Copay	\$375 Copay
Tier 4		20% Coinsurance	20% Coinsurance	20% Coinsurance	20% Coinsurance	20% Coinsurance	20% Coinsurance	25% Coinsurance	NONE	\$300 Copay	\$750 Copay
Lifetime Maximum		Unlimited		Unlimited		Unlimited		Unlimited		Unlimited	
OUT OF NETWORK		OUT OF NETWORK		OUT OF NETWORK		OUT OF NETWORK		OUT OF NETWORK		OUT OF NETWORK	
Annual Deductible		\$7,500		\$7,500		\$9,750				\$5,000	
Coinurance		50%		50%		50%		Not Covered		60%	
Out of Pocket (Incls Ded.)		\$13,500		\$13,500		\$16,500				\$15,000	
Lifetime Maximum		Unlimited		Unlimited		Unlimited				Unlimited	
RATES		Current		Renewal		BCBS		KP		UHC	
Employee	7	\$748.50		\$808.36		\$778.75		\$1,023.03			
Employee & Spouse	0	\$1,571.85		\$1,697.56		\$1,635.38		\$2,046.06			
Employee & Child(ren)	0	\$1,459.58		\$1,576.30		\$1,518.56		\$1,892.61		Age Rated	
Family	0	\$2,282.93		\$2,465.50		\$2,375.19		\$2,915.65			
MONTHLY COST		\$5,239.50		\$5,658.52		\$5,451.25		\$7,161.21		\$9,342.45	
ANNUAL COST		\$62,874.00		\$67,902.24		\$65,415.00		\$85,934.52		\$112,109.40	
Increase / Decrease	➡			8%		4%		37%		78%	

This outline is meant to be a brief high level summary only. Please refer to carrier SBC (summary of benefits and coverages) for detailed outline of coverage.

Landmark Insurance Associates





Dental Plan Benefits and Cost Comparison 10/01/2024

City of Pine Lake



Dental Insurance			
IN-NETWORK		Humana	Mutual of Omaha
DESCRIPTION:		Current/Renewal	Option
		100/80/50	100/80/50
Calendar Year Maximum		\$1,500	\$1,500
Calendar Year Deductible		\$50	\$50
Type 1 Expenses - Preventive		100%	100%
Type 2 Expenses - Basic		80%	80%
Type 3 Expenses - Major		50%	50%
Endodontics		Covered in Basic	Covered in Basic
Periodontics		Covered in Basic	Covered in Basic
Type IV Expenses - Child Orthodontia		-	-
Ortho Lifetime Maximum		-	-
Frequency limitations on procedures		yes - see SBC	yes - see SBC
In-Network Advantages		Must stay in-network for max pay	Must stay in-network for max pay
RATES		Humana	Humana
EE	7	\$44.64	\$45.59
ES	0	\$89.29	\$91.18
EC	0	\$113.84	\$116.25
FA	0	\$158.49	\$161.84
Monthly		\$312.48	\$319.13
Annual		\$3,749.76	\$3,829.56
Percentage Change			2%
			-11%

Note: Frequency and/or age limitations may apply. Refer to certificate of coverage for limitations.
 Coverage for out-of-network providers may be limited to in-network maximums. Refer to certificate of coverage.
 Landmark Insurance Associates





Vision Benefits and Cost Comparison - 10/01/2024

City of Pine Lake



Vision Insurance

IN-NETWORK	Humana	Mutual of Omaha
	Current/Renewal	Option
DESCRIPTION:	Vision 130	Vision
Exam/Material Copay	\$10/\$15	\$10
Wholesale Frame Allowance	\$130	\$130
Wholesale Lenses Allowance	100% after copay	100% after copay
Elective Contact Lenses Allowance	\$130	\$130
Medically Necessary Contact Lenses	100%	100%
Frequency of Examinations	12 Mo. Exam+Lenses/24 Mo Frames	12 Mo. Exam+Lenses/24 Mo Frames
Out of Network	Out of Network	Out of Network
Exam/Material Copay	\$30	\$45
Elective Contact Lenses Allowance	\$104	\$105
Medically Necessary Contact Lenses	\$200	Up to \$210
Single Lenses Allowance	\$25	Up to \$30
Bifocal Lenses Allowance	\$40	Up to \$50
Trifocal Lenses Allowance	\$60	Up to \$65
Frames Allowance	\$65	Up to \$70
Frequency of Examinations	10 Mo. Exam+Lenses/24 Mo Frames	12 Mo. Exam+Lenses/24 Mo Frames
RATES	Humana	Mutual of Omaha
EE 7	6.17	\$6.82
ES 0	12.35	\$14.29
EC 0	11.73	\$15.38
FA 0	18.44	\$24.57
Monthly	\$43.19	\$47.74
Annual	\$518.28	\$572.88
Percentage Change		11%

*This worksheet is for illustration purposes only. Please refer to the insurance company's formal proposal for limitations and exclusions.



RESOLUTION NO. R-14-2024

CITY OF PINE LAKE, GEORGIA EMPLOYEE GROUP HEALTH BENEFITS PLAN

WHEREAS, the City of Pine Lake (City) seeks to employ individuals capable of outstanding performance in public service; and

WHEREAS, employee benefits are an aid in the recruitment and retention of skilled workers; and

WHEREAS, medical and dental benefits plans are commonly used by municipalities to attract and retain skilled workers; and

WHEREAS, it is advantageous for the City to provide standard, benefits rich plans and alternative plan options to its employees; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Pine Lake, Georgia this _____, day of _____, 2024, as follows:

1. The effective term of the City of Pine Lake Employee Group Health Benefits Plan shall be October 1, 2024 through September 30, 2024;
2. The medical insurance plan known as the _____ Plan is the official medical benefits plan for the City of Pine Lake effective October 1, 2024,
3. The City will pay one hundred percent (100%) of the plan premium for eligible employees electing to participate in the official medical benefits plan;
4. Eligible dependents of the employee may participate in the medical benefits plan provided that one hundred percent (100%) of the premium for the dependents is paid by the employee;
5. The dental insurance plan provided by _____ and known as the _____ Plan is the official dental plan for the City effective October 1, 2024;
6. The City will pay one hundred percent (100%) of the plan premium for eligible employees electing to participate in the official dental benefits plan;
7. Eligible dependents of the employee may participate in the dental benefits plan provided that one hundred percent (100%) of the premium for the dependents is paid by the employee;
8. The vision insurance plan provided by _____ and known as the _____ Plan is the official vision plan for the City effective October 1, 2024;
9. The City will pay one hundred percent (100%) of the plan premium for eligible employees electing to participate in the official vision benefits plan;
10. Eligible dependents of the employee may participate in the vision benefits plan provided that one hundred percent (100%) of the premium for the dependents is paid by the employee;
11. For eligible employees, applicable health, vision, and dental plan coverages begin on the 1st day of the month following the first 30 days of employment.
12. Employees who experience an event qualifying for COBRA continuation coverage may participate in the official medical and/or dental and/or vision plan following the month of termination from

City employment, in accordance with federal law that governs such coverage, and provided that one hundred percent (100%) of the premium is paid by the COBRA participant.

Adopted by the Mayor and Council of the City of Pine Lake, this _____ day of _____ 2024.

Brandy Hall, Mayor
City of Pine Lake, Georgia

ATTEST:

Acting City Clerk
City of Pine Lake, Georgia

RESOLUTION
R-16-2024

WHEREAS, a quorum of the City Council of the City of Pine Lake, Georgia, entered into executive session on August 1, 2024 as allowed by O.C.G.A. §50-14-4 for the purpose of discussing personnel matters; and,

WHEREAS, at the close of discussion of each subject, the City Council of the City of Pine Lake, Georgia, did vote to close the executive session and begin open session; and,

WHEREAS, the members present were: Mayor Hall; Mayor pro tern Bordeaux; and, Council members Goldberg, Ramsey, Torrent, and Woods.

WHEREAS, the members voting for closure were: Mayor pro tern Bordeaux; and, Council members Goldberg, Ramsey, Torrent and Woods.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the City Council of the City of Pine Lake, Georgia, that:

- 1) Each member of the City Council of the City of Pine Lake, Georgia present for the meeting does hereby confirm that to the best of her knowledge, the said subject matter of the executive sessions were devoted to matters within the relevant exception as set forth above; and,
- 2) That the actions taken in executive session and discussion of the same are hereby ratified; and,
- 3) That the City Council of the City of Pine Lake, Georgia does hereby authorize and direct the Mayor to execute an affidavit in order to comply with O.C.G.A. §50-14-4(b); and,
- 4) That the affidavit be included and filed with the official minutes of the meetings and shall be in a form which substantially complies with the requirements of the statute.

This _____ day of August, 2024.

Brandy Hall, Mayor

ATTEST:

Acting City Clerk

RESOLUTION
R-17-2024

WHEREAS, a quorum of the City Council of the City of Pine Lake, Georgia, entered into executive session on August 13, 2024 as allowed by O.C.G.A. §50-14-4 for the purpose of discussing personnel and real estate matters; and,

WHEREAS, at the close of discussion of each subject, the City Council of the City of Pine Lake, Georgia, did vote to close the executive session and begin open session; and,

WHEREAS, the members present were: Mayor Hall; Mayor pro tern Bordeaux; and, Council members Goldberg, Ramsey, Torrent, and Woods.

WHEREAS, the members voting for closure were: Mayor pro tern Bordeaux; and, Council members Goldberg, Ramsey, Torrent and Woods.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, by the City Council of the City of Pine Lake, Georgia, that:

- 1) Each member of the City Council of the City of Pine Lake, Georgia present for the meeting does hereby confirm that to the best of her knowledge, the said subject matter of the executive sessions were devoted to matters within the relevant exception as set forth above; and,
- 2) That the actions taken in executive session and discussion of the same are hereby ratified; and,
- 3) That the City Council of the City of Pine Lake, Georgia does hereby authorize and direct the Mayor to execute an affidavit in order to comply with O.C.G.A. §50-14-4(b); and,
- 4) That the affidavit be included and filed with the official minutes of the meetings and shall be in a form which substantially complies with the requirements of the statute.

This _____ day of August, 2024.

Brandy Hall, Mayor

ATTEST:

Acting City Clerk