

**CITY OF PINE LAKE, GEORGIA  
REGULAR MEETING AGENDA  
MARCH 25, 2025 @ 6:00PM  
COURTHOUSE & 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**

**ANNOUNCEMENTS/COMMUNICATIONS**

**ADOPTION OF THE AGENDA OF THE DAY**

**PUBLIC COMMENTS – 3 minutes each please**

**CONSENT AGENDA**

1. Minutes - Adoption
  - February 25, 2025 - Regular Meeting
  - March 11, 2025 - Work Session
2. Resolution R-2025-12, Pedestrian Bridge/Berm Restoration Project, Additional Work Authorization
3. Resolution R-2025-13, Adoption of Community Garden Fee Schedule

**NEW BUSINESS**

1. Resolution R-2025-14, Amended Fiscal Year (FY) 2024 Annual Budget

**PUBLIC COMMENTS – 3 minutes each please**

**REPORTS AND OTHER BUSINESS**

**Reports/Comments**

- Mayor
- City Council

**Information for “The Pine Lake News” eblast.**

**Executive Session**

**ADJOURNMENT**

**MAYOR**

Brandy Hall

**COUNCIL MEMBERS**

Jean Bordeaux, Mayor pro tem  
Jeff Goldberg  
Tom Ramsey  
Thomas Torrent  
Augusta Woods

**CITY OF PINE LAKE  
425 ALLGOOD ROAD  
P.O. BOX 1325  
PINE LAKE, GA 30072**

404-999-4901

[www.pinelakega.net](http://www.pinelakega.net)

**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
February 25<sup>th</sup>, 2025 at 6:00 PM  
Pine Lake Courthouse & Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order:** Mayor Hall called the Regular Meeting 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 Stanley Hawthorne, Chief of Police Sarai Y'hudah-Green, City Attorney Chris Balch, Public Works Special Projects Manager Bernard Kendrick, and Assistant City Clerk Ned Dagenhard.

**Announcements/Communications**

Mayor Hall thanked Administrative Coordinator Missye Varner, as well as Council Members Torrent and Woods, for organizing a “community meet-and-greet” with the new City Manager and City Attorney.

Council Member Ramsey announced that he and Council Member Torrent would be attending DeKalb Day at the State Capitol the following day.

Council Member Goldberg announced that he and Council Member Woods would be attending a luncheon hosted by Georgia Power the following day.

**Adoption of the Agenda of the Day**

Council Member Ramsey moved to adopt the Agenda of the Day; Council Member Torrent seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
February 25<sup>th</sup>, 2025 at 6:00 PM  
Pine Lake Courthouse & Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Adoption of the Minutes**

- **January 28, 2025 – Public Hearing (6:00PM) & Regular Meeting**
- **February 11, 2025 – Public Hearing (11:00AM)**
- **February 11, 2025 – Public Hearing (7:00PM) & Work Session**

Mayor pro tem Bordeaux moved to approve the (3) sets of Minutes; Council Member Torrent seconded.

Mayor pro tem Bordeaux cited an error in the February 11, 2025 Work Session Minutes, stating that the date decided on for the Spring City Council Retreat was March 28<sup>th</sup>, striking March 25<sup>th</sup>.

Mayor Hall called for a vote.

All members voted in favor of approving the Minutes as amended, and the motion carried.

**Executive Session**

Council Member Torrent moved to initiate Executive Session; Mayor pro tem Bordeaux seconded.

Mayor Hall called for a vote. All members voted in favor, and the motion carried.

An Executive Session was held for the purpose of discussing personnel.

Council Member Woods moved to adjourn Executive Session and re-enter the Regular Meeting; Council Member Torrent seconded.

Mayor Hall called for a vote. All members voted in favor, and the motion carried.

**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
February 25<sup>th</sup>, 2025 at 6:00 PM  
Pine Lake Courthouse & Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Old Business**

**1. Resolution R-2025-07 – HB 581, Statewide Homestead Exemption Opt Out Election**

Mayor pro tem Bordeaux moved to approve the Resolution R-2025-07; Council Member Ramsey seconded.

Council Member Ramsey stated he was pleased to see DeKalb County had elected to opt-out of HB 581.

Council Member Torrent echoed Mr. Ramsey's comment, adding that a similar action would be "easy to feel good about."

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**2. Ordinance 2025-01, Domestic Partnerships – Discussion & Potential First Read**

Council Member Ramsey moved to approve Ordinance 2025-01, with the clerical edit of correcting the Ordinance number prior to final execution; Council Member Torrent seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
February 25<sup>th</sup>, 2025 at 6:00 PM  
Pine Lake Courthouse & Council Chambers  
459 Pine Drive, Pine Lake, GA**

**New Business**

**1. Resolution R-2025-08 – Appointment of Special Projects Manager Bernard Kendrick as City of Pine Lake Public Work**

Council Member Torrent moved to approve Resolution R-2025-08; Council Member Goldberg seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**2. Resolution R-2025-09 – Women’s History Month Recognition and City’s Co-sponsorship of Women’s History Series: “Our History Is Now,” Featured at Beach House March 2025**

Council Member Torrent moved to approve Resolution R-2025-09; Council Member Woods seconded.

Council Member Goldberg expressed excitement at the prospect of the Women’s History Series.

Mayor Hall thanked Mayor-emeritus Melanie Hammet for advancing the program, adding that it helped “keep [the City] relevant in greater DeKalb.”

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
February 25<sup>th</sup>, 2025 at 6:00 PM  
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459 Pine Drive, Pine Lake, GA**

**3. Resolution R-2025-10 – Rules of Procedure for Consent Agenda**

Council Member Ramsey moved to approve Resolution R-2025-10; Mayor pro tem Bordeaux seconded.

City Manager Hawthorne summarized the concept of a consent agenda, recapitulating a conversation from the February 11<sup>th</sup> Work Session. The City Manager continued that during development of meeting agendas, he would recommend certain items to be added to a consent agenda, but added that the resolution generously allows Council Members to pull items for individual vote and/or discussion without justification. Mr. Hawthorne stated that an additional goal would be utilizing work sessions to recommend items for a future consent agenda.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
February 25<sup>th</sup>, 2025 at 6:00 PM  
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**4. Resolution R-2025-11 – Acceptance of Three Automated External Defibrillators (AEDs) Donation from Georgia Transmission**

Council Member Torrent moved to approve Resolution R-2025-11; Mayor pro tem Bordeaux seconded.

Chief Green provided the Governing Authority with context for the donation, explaining that she expressed a need for AED devices at meeting with the vendor *Georgia Transmission*. The organization offered a donation opportunity, the Chief stated, and she enthusiastically initiated the process for accepting the devices. Chief Green added that there is much public demand within the City for these devices to be available at our facilities.

Council Member Torrent inquired as to whether one of the devices could be available inside the Beach House. Chief Green responded that as the Beach House is often locked, and officer response time is rapid, an emergency at the recreation area would be better met by a trained-Officer responding with the device in hand.

Mayor pro tem posed a similar question regarding a device at City Hall, to which Chief Green provided a similar response to that given to Council Member Torrent—negligible time loss given rapid police response time to City Hall.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**Reports and Other Comments**

**Mayor**

Mayor Hall offered no additional comments.

**City Council**

Council Member Torrent announced that the previous evening had seen the first 2025 Pride Lake planning committee meeting, adding that the date and theme had been decided: September 13<sup>th</sup>, 2025; and “Love Thy Neighbor,” respectively.

**CITY OF PINE LAKE  
REGULAR MEETING MINUTES  
February 25<sup>th</sup>, 2025 at 6:00 PM  
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**Adjournment**

Mayor pro tem Bordeaux moved for adjournment at 7:48pm.

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Ned Dagenhard  
City Clerk or Delegate

DRAFT



**CITY OF PINE LAKE  
WORK SESSION ACTION AGENDA  
March 11<sup>th</sup>, 2025 at 6:00 PM  
Pine Lake Courthouse & Council Chambers  
459 Pine Drive, Pine Lake, GA**

**Call to Order:** Mayor Hall called the Regular Meeting to order at 6:00PM.

Present: Mayor Brandy Hall, Mayor pro tem Bordeaux, Council Members Jeff Goldberg, Thomas Torrent, and Tom Ramsey. Also present were City Manager Stanley Hawthorne, Chief of Police Sarai Y'hudah-Green, City Attorney Chris Balch, Public Works Special Projects Manager Bernard Kendrick, and Assistant City Clerk Ned Dagenhard. Council Member Augusta Woods was not in attendance.

**Announcements/Communications**

No announcements or communications were offered.

**Adoption of the Agenda of the Day**

Mayor Hall asked to amend the Agenda of the Day, striking New Business Item 2, *Fiscal Year (FY) 2024 Budget Adjustment*.

Mayor pro tem Bordeaux moved to adopt the Agenda of the Day, as amended; Council Member Ramsey seconded.

No discussion took place.

Mayor Hall called for a vote.

All members voted in favor, and the motion carried.

**CITY OF PINE LAKE**  
**WORK SESSION ACTION AGENDA**  
**March 11<sup>th</sup>, 2025 at 6:00 PM**  
**Pine Lake Courthouse & Council Chambers**  
**459 Pine Drive, Pine Lake, GA**

**New Business**

**1. Beach/Club House Rental 6-Month Review – Pine Lake Association of Involved Neighbors (P.L.A.I.N.)**

Mayor Hall invited a representative from P.L.A.I.N., Tracey Brantley, to the podium.

A discussion took place, wherein Ms. Brantley fielded questions from the Governing Authority regarding future installment of an electronic door lock at the Beach House, as well as whether any notable damage had occurred within either of the facilities. Additionally, comments were made as to whether businesses should be permitted to operate within the facilities, as well as striking the word “rental” from any document reflecting the Memorandum of Understanding between P.L.A.I.N. and the City.

Council Member Ramsey added that while P.L.A.I.N. had encountered issues related to residents attempting to run businesses out of the facilities, the organization has successfully course corrected.

Ms. Brantley thanked the City on behalf of P.L.A.I.N. Mayor Hall returned thanks, adding that events seemed to be facilitated well.

No action was taken by City Council.

**2. Preliminary City Council Retreat Agenda for March 28, 2025**

Mayor Hall and City Manager Hawthorne facilitated a conversation with the rest of the Governing Authority regarding agenda topics, and possible retreat locations.

Council Member Ramsey requested clarification on the suggested agenda item, *Council Priorities*. Mayor Hall responded that this was a “status check” on priorities laid out during the October 25, 2024 retreat.

Mayor pro tem Bordeaux inquired as to whether the City Attorney would be present for a conversation regarding the roles of various city officials; his presence was encouraged by Mayor Hall. City Attorney Balch responded that unless told otherwise, his default was to attend all meetings of the Governing Authority.

No action was taken by City Council.

**CITY OF PINE LAKE**  
**WORK SESSION ACTION AGENDA**  
**March 11<sup>th</sup>, 2025 at 6:00 PM**  
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**3. Pedestrian Bridge Update/Berm Restoration Project**

Public Works Director Bernard Kendrick discussed the status of the Pedestrian Bridge project at length. Mr. Kendrick's presentation consisted of comments on the load capacity of the bridges, fishing permissions, and a request for additional work to be authorized (installment of entrance- and exit-ways that comply with the Americans with Disabilities Act (ADA), and bank-repair/reinforcement upon discovery of tunneling-rodent holes).

A point of contention arose regarding proposed load capacity for the bridges. Mr. Kendrick's proposed limit of 10 persons was reduced from the engineer recommendation of 22 persons. Council Member Ramsey expressed that this was unnecessarily restrictive, citing the circumstance wherein a "wedding party wants to take a group picture," an example used often during discussions about practical use of the bridges. Mr. Kendrick rebutted that 10 persons would be a more manageable number, expecting that groups may not always abide by a limit, and that while signage would be available, enforcement would be subject to Police Officer presence. Mr. Kendrick continued by describing pedestrian bridges as "attractive nuisance[s]." Mayor pro tem Bordeaux interjected that the utility of the bridge is transient, and that idling should be discouraged.

Pivoting to a discussion of berm and bank restoration, the Public Works Director stated that he had requested quotes from three vendors currently engaged with the City for other projects: *Construction 57*, *Home's Best Friend*, and *Foster Engineering*. Mr. Kendrick continued that the fairest quote for quality work came from *Home's Best Friend*, and recommended authorizing this vendor to proceed with work at the March 25<sup>th</sup> Regular Meeting.

Mayor pro tem Bordeaux inquired as to whether the bridges in their current state met complied with ADA regulations. Mr. Kendrick replied that through collaboration with a lake area visitor who utilizes an electric wheelchair, he was able to discern that the temporary approach ramps were sufficient in allowing access to the bridges. Council Member Ramsey asked whether the proposed contract with *Home's Best Friend* would include permanent installation of ADA-compliant approach ramps; Mr. Kendrick responded in the affirmative.

Council Member Ramsey inquired as to how much of the proposed \$29,008 contract would go toward berm restoration compared to bridge finishing (stabilization, ADA-compliant approach ramps). Mr. Kendrick replied that the break-down was a "75/25 split," citing that the factors contributing to additional work were unknowable prior to the work beginning. Council Member Goldberg asked whether access to electrical utility would be restored to the inner berm. Mr.

**CITY OF PINE LAKE**  
**WORK SESSION ACTION AGENDA**  
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Kendrick responded that due to extensive damage to the system, repair would likely be cost-prohibitive at this time. Council briefly deliberated community need for electrical utility on the inner berm.

Council Member Ramsey asked City Attorney Balch to ensure ADA-compliance would be a part of the final resolution and contract. The City Attorney responded that he and the Chief of Police had discussed the requirement, and assured Mr. Ramsey it would be included. Council Member Goldberg inquired as to whether the entirety of the inner berm trail would ought to meet the same accessibility standards as the bridges. The City Attorney responded that as the berm is a “quasi-natural feature,” it did not require ADA compliance. Mr. Balch continued that should Council wish to amend the scope of work, solicitation of further bids would be required.

The conversation drifted into discussion of potential rehabilitation of the Pine Lake tennis court, as Mr. Kendrick mentioned he had discussed the project with Calvin Burgamy, President of P.L.A.I.N., who had received an ear-marked donation for said rehabilitation. A discussion ensued between Mr. Kendrick, Council Member Ramsey, and City Attorney Balch regarding potential issues related to parking and whether the distance to the Beach House-adjacent portable restroom violated the Americans with Disabilities Act, requiring an additional restroom facility.

No action was taken by City Council.

#### **4. Community Garden Fee Schedule Proposal**

Assistant City Clerk Ned Dagenhard discussed the genesis of the Community Garden revitalization, citing public interest. Mr. Dagenhard continued Public Works Director Bernard Kendrick had performed a site assessment, and determined that he could return the facility to a functional status for approximately \$500 in materials. The Assistant City Clerk stated that the proposed fee schedule reflected the cost of maintaining the site on a seasonal basis.

Mayor pro tem Bordeaux inquired about previous issues regarding water availability. Mr. Dagenhard deferred to Mr. Kendrick, who proposed installation of an above-ground water reservoir, which could be routinely refilled by the DeKalb County Department of Watershed Management.

No action was taken by City Council.

**CITY OF PINE LAKE**  
**WORK SESSION ACTION AGENDA**  
**March 11<sup>th</sup>, 2025 at 6:00 PM**  
**Pine Lake Courthouse & Council Chambers**  
**459 Pine Drive, Pine Lake, GA**

**Reports and Other Business**

**Strategic Performance Report**

City Manager Hawthorne presented the March 2025 Strategic Performance Report to the Governing Authority. *Note: A copy of the Strategic Performance Report is available on the City's website under City Services > Administration > 2025 Strategic Performance Reports.*

Members of the Governing Authority reacted positively, applauding the document for its engagement and comprehensiveness.

**Mayor**

Mayor Hall thanked staff for their communication protocol, citing timely responses to inquiries from the public.

**City Council**

Council Member Goldberg stated that he and Council Member Woods had attended a workshop luncheon with Georgia Power. Mr. Goldberg added that he would be coordinating a meeting with Georgia Power to discuss tree maintenance in Pine Lake. The Council Member also discussed the process for submitting edits to the Pine Lake "e-blast."

**Adjournment**

Council Member Ramsey moved for adjournment at 7:09pm.

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Ned Dagenhard  
City Clerk or Delegate



## COUNCIL AGENDA MEMORANDUM (CAM)

**TO:** Honorable Mayor and Council Members

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

**DATE:** March 25, 2025

**TITLE:** Award of Inner Berm Restoration Project

### **RECOMMENDATION**

Approval of the resolution awarding the Inner Berm Restoration Project to Home's Best Friend for a base bid cost of \$25,714 (plus the cost of materials for the project, \$3,294) based on it being the lowest, responsible price quote of those received for the restoration of the subject project.

### **BACKGROUND**

The inner berm and pedestrian bridge abutments of Pine Lake need stabilization and repair. The recommended quote for restoration will accomplish the needed restoration. Upon approval, work to restore the inner berm can begin immediately.

The abutments to the now completed pedestrian bridges are a priority. Governing body members previously indicated that they were interested in conducting a "ribbon cutting" style ceremony after the completion of the project. The structure portion of the project is complete. Delaying the stabilization of the abutments and inner berm will push the "Grand Opening" to May.

The proposed project recommendation includes 1) grading and compaction; 2) installation of filter fabric, galvanized cloth and installation of PS 30 auger anchors; 3) installation of riprap stone throughout the bridge underside and surrounds; and 4) filling and compaction of existing natural tunneling of the inner berm.

### **RESOURCE IMPACT**

The cost of \$29,008 including materials will be charged to the American Rescue Plan Act (ARPA) fund.

### **ATTACHMENTS**

Resolution  
Quote matrix

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A BID IN THE AMOUNT OF \$29,008 FROM FOR THE PINE LAKE INNER BERM RESTORATION PROJECT**

WHEREAS, The City issued a Request for Proposals for this project and seeking sealed bids from interested contractors; and

WHEREAS, The lowest bidder in response to the RFP was HOME’S BEST FRIEND, LLC at \$29,008; and

WHEREAS, HOMES BEST FRIEND, LLC is a qualified contractor and competent and able to perform and complete the project as bid; and

WHEREAS, The Mayor and City Council find that the Contract attached to this Resolution is appropriate to ensure the work is performed in a timely and business-like manner;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the Mayor is authorized to execute the attached contract with HOMES BEST FRIEND, LLC in the amount of \$25,714 for maintenance and repair to the Inner Berm of Pine Lake as specified in the Bid Documents made part of the Request for Proposals.

BE IT FURTHER RESOLVED, that the City authorizes the purchase of materials for the work to be performed in the amount of \$3,294, in order to save contractor markup on the materials purchase.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 25th day of March, 2025.

\_\_\_\_\_  
BRANDY HALL  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
NED DAGENHARD  
Assistant City Clerk

\_\_\_\_\_  
CHRISTOPHER D. BALCH  
City Attorney







**COUNCIL AGENDA MEMORANDUM (CAM)**

**TO:** Honorable Mayor and Council Members

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

**DATE:** March 25, 2025

**TITLE:** Community Garden Fee Schedule Proposal

**RECOMMENDATION**

City Council should consider approval of a fee schedule for Community Garden plot rentals, to cover the cost of the Public Works Department maintaining the functionality of the area on a continuing basis.

**BACKGROUND**

Toward the end of 2024, the Office of City Clerk began to receive interest from residents seeking to utilize the somewhat abandoned Pine Lake Community Garden. An ongoing brainstorming session ensued between staff of the Public Works Department and City Clerk’s Office. Last month, a more explicit collaboration on returning the Community Garden to a functional status for the upcoming planting season was discussed for consideration by the City Council.

Public Works Director Kendrick has assessed that the current height of the raised beds and the soil quality render the plots nonfunctional and has proposed three tiers of planting depth: 8 inches (“), 16 inches, and 24 inches.

**RESOURCE IMPACT**

The proposed material cost to repair/lift the beds and fortify the soil is approximately \$500. To mitigate this cost, staff developed a proposed plot rental fee schedule as follows: \$25 per 8” plot; \$40 per 16” plot; and \$60 per 24” plot.

**ATTACHMENTS**

Resolution R-2025-13  
Community Garden Revitalization  
Community Garden Plot Rental Application [DRAFT, NOT FOR OFFICIAL USE]

**A RESOLUTION REAUTHORIZING THE CREATION OF A COMMUNITY GARDEN, AUTHORIZING AND ADOPTING A FEE SCHEDULE FOR ACCESS AND USE OF A PLOT AT THE COMMUNITY GARDEN, AUTHORIZING THE CORRECTION OF SCRIVENER’S ERRORS, AND FOR OTHER PURPOSES**

WHEREAS, The City has previously authorized and created a Community Garden on vacant City Owned property located at 4583 Dahlia Drive, Pine Lake, GA 30072; and

WHEREAS, In recent years that property has not been utilized and has fallen into disrepair; and

WHEREAS, Because of renewed interest in utilizing the property as a Community Garden, the City now seeks to reauthorize its use and to establish a fee base for current and future maintenance and upkeep of the property; and

WHEREAS, The proposal was discussed by the Mayor and City Council at a Work Session on March 11, 2025, at which the fees and their basis were presented and discussed; and

WHEREAS, the Mayor and City Council find that the fees proposed are reasonable and sufficient to fund the renovation and future upkeep of the parcel without being excessive;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the Community Garden located at 4583 Dahlia Drive, Pine Lake, GA 30072 is hereby authorized and approved;

BE IT FURTHER RESOLVED, that the cost of being allocated a plot or gardening space at the Community Garden shall be \$25 per year for an 8 inch deep raised bed, \$40 per year for a 16” raised bed, and \$60 per year for a 24” raised bed. All beds shall be the same linear dimensions as determined by the Public Works Director to be the most efficient use of space.

BE IT FURTHER RESOLVED, that the application attached to this Resolution is approved and shall be completed by each person, family, or group wishing to participate and pay for the use of a single raised bed at the Community Garden.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 25th day of March, 2025.

\_\_\_\_\_  
BRANDY HALL  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
NED DAGENHARD  
Assistant City Clerk

\_\_\_\_\_  
CHRISTOPHER D. BALCH  
City Attorney

**COMMUNITY GARDEN REVITALIZATION**





## COMMUNITY GARDEN PLOT RENTAL APPLICATION

The City of Pine Lake offers three tiers of planting depth for our Community Garden: 8", 16", and 24". The assessed rental fee for each of these depths is \$25, \$40, and \$60, respectively. Applications are accepted beginning March 1, and the application window remains open until all plots are occupied. All plots must be vacated no later than December 31 of the same year.

Please complete the below application for use of a plot in the Pine Lake Community Garden (limit one per resident), subject to availability.

Applicant's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Desired Plot Depth (Please Check One): 8"   
16"   
24"

I certify that I will maintain my designated plot with respect to the surrounding plots, my neighbors, and the Public Works Department.

\_\_\_\_\_  
Applicant's Signature Date

### For Office Use Only

Date Received: \_\_\_\_\_


Approved By: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_



## COUNCIL AGENDA MEMORANDUM (CAM)

**TO:** Honorable Mayor and Council Members

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

**DATE:** March 25, 2025

**TITLE:** Amended Fiscal Year (FY) 2024 Annual Budget

### **RECOMMENDATION**

Approve resolution adjusting General Fund accounts to balance the budget as the City's audit is set to begin for the fiscal year ending December 31, 2024.

### **BACKGROUND**

Throughout the fiscal year, local governmental organizations complete budget adjustments to keep the budget balanced and be within specified spending limits. It is common practice to perform an end of the year budget adjustment. This analysis involves looking at the revenue accounts that may have brought in more funding than budgeted and also taking a look at the expenses that are either over budget or under budget where we were able to save money on those line items. Then funds are moved around to the applicable line items to balance the budget.

### **RESOURCE IMPACT**

The budget adjustments total for the General Fund comes to an amount of \$289,836.51. The City had enough revenue overage to cover the expense line items that were over budget.

### **ATTACHMENTS**

Resolution R-2025-14  
Amended Fiscal Year 2024 Annual Budget

**A RESOLUTION AUTHORIZING AN AMENDMENT  
TO THE FISCAL YEAR 2024 BUDGET**

WHEREAS, The Charter of the City of Pine Lake requires the City to prepare and pass a balanced budget; and

WHEREAS, The City passed a Resolution on or about December 19, 2023 approving a budget for Fiscal Year 2024; and

WHEREAS, The Fiscal Year 2024 budget requires amendments to account for actual expenditures during the Fiscal Year; and

WHEREAS, In order to comply with the terms and conditions of the Charter as well as Generally Accepted Accounting Practices, the Amendment approved by this Resolution is required;

NOW THEREFORE, BE IT RESOLVED by the governing authority of the City of Pine Lake, Georgia, that the Amended Fiscal Year 2024 Annual Budget for the City of Pine Lake is hereby APPROVED and made the spending plan for Fiscal Year 2024.

ADOPTED by the Mayor and Council of the City of Pine Lake, this 25th day of March, 2025.

\_\_\_\_\_  
BRANDY HALL  
Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
NED DAGENHARD  
Assistant City Clerk

\_\_\_\_\_  
CHRISTOPHER D. BALCH  
City Attorney

City of Pine Lake  
Amended Fiscal Year 2024 Annual Budget

**Budgeted Revenue Increase**

<b>Fund: 100 - GENERAL FUND</b>	<b>Description</b>	<b>Current Total Budget</b>	<b>Fiscal Activity</b>	<b>Budgeted Increase Amount</b>	<b>New Budget Amount</b>
100-0000-0000-311101	ADVALOREM TAX-RESIDENTIAL	687,186.00	802,264.15	113,983.47	\$801,169.47
100-0000-0000-311302	INTANGIBLE TAX	9,000.00	26,499.22	17,499.22	\$26,499.22
100-0000-0000-311710	ELECTRIC	-	26,348.32	26,348.32	\$26,348.32
100 -0000-0000-351200	PROBATION	21,300.00	38,142.50	16,842.50	\$38,142.50
100-0000-0000-391100	FUND BALANCE General Fund	- 115,163.00	-	115,163.00	\$0.00
				<b>\$289,836.51</b>	<b>\$892,159.51</b>

**Budgeted Expense Increase**

<b>Fund: 100 - GENERAL FUND</b>	<b>Description</b>	<b>Current Total Budget</b>	<b>Fiscal Activity</b>	<b>Budgeted Increase Amt</b>	
100-1100-0000-521000	PROFESSIONAL & TECHNICAL SERVICE	-	3,563.14	- 3,563.14	\$3,563.14
100-1100-0000-521100	OFFICE & ADMINISTRATIVE	-	9,053.29	- 9,053.29	\$9,053.29
100-1100-0000-521140	OTHER ADMIN SERVICES	10,600.00	15,462.21	- 4,862.21	\$15,462.21
100-1100-0000-521200	PROFESSIONAL	-	26,261.58	- 26,261.58	\$26,261.58
100-1100-0000-521210	LEGAL EXPENSES	16,000.00	31,545.00	- 15,545.00	\$31,545.00
100-1100-0000-521200	OTHER PROFESSIONAL SERVICES	30,720.00	84,447.80	- 53,727.80	\$84,447.80
100-1100 0000-523400	PRINTING AND BINDING	1,000.00	1,239.85	- 239.85	\$1,239.85
100-1100-0000-523500	TRAVEL	5,640.00	6,258.90	- 618.90	\$6,258.90
100-1100 0000-523700	EDUCATION AND TRAINING	2,840.00	3,360.00	- 520.00	\$3,360.00
100-1100-0000-531000	SUPPLIES	-	520.36	- 520.36	\$520.36
100-1100-0000-531100	OFFICE SUPPLIES	2,000.00	2,479.99	- 479.99	\$2,479.99
100-1100-0000-531105	SPECIAL PROGRAMS	500.00	77,881.63	- 77,381.63	\$77,881.63
100-1100-0000-531106	MUNICIPAL ARTS PANEL	1,000.00	1,100.00	- 100.00	\$1,100.00
100-1100-0000-531230	ELECTRICITY	1,700.00	2,207.43	- 507.43	\$2,207.43
100-1200-0000-512100	GROUP INSURANCE	9,591.00	12,769.10	- 3,178.10	\$12,769.10
100-1200-0000-521200	PROFESSIONAL	-	342.68	- 342.68	\$342.68
100-1200-0000-521290	OTHER PROFESSIONAL SERVICES	3,000.00	3,965.72	- 965.72	\$3,965.72
100-1200-0000-523910	COURTWARE	8,000.00	9,499.39	- 1,499.39	\$9,499.39
100-1200 0000-531100	OFFICE SUPPLIES	925.00	1,788.18	- 863.18	\$1,788.18
100-1200-0000 572100	PAYMENTS TO AGENCIES	12,500.00	21,466.53	- 8,966.53	\$21,466.53
100-1200-0000-573100	BOND REFUNDS	2,500.00	6,445.00	- 3,945.00	\$6,445.00
100-1300-0000-521290	OTHER PROFESSIONAL SERVICES	1,000.00	1,747.00	- 747.00	\$1,747.00
100-1300-0000-521499	SOPHICITY	4,740.00	5,165.04	- 425.04	\$5,165.04

100-1300-0000-522220	AUTOMOBILE REPAIR/MAINTENAN	10,000.00	10,515.11	-	515.11	\$10,515.11
100-1300-0000-523101	GIRMA - LIABILITY INSURANCE	20,030.00	21,174.00	-	1,144.00	\$21,174.00
100-1300-0000-531230	ELECTRICITY	2,500.00	3,257.34	-	757.34	\$3,257.34
100-1400-0000-511600	OVERTIME	750.00	1,176.00	-	426.00	\$1,176.00
100-1400-0000-521000	PROFESSIONAL & TECHNICAL SRVC	-	17,240.00	-	17,240.00	\$17,240.00
100- 1400-0000-521200	PROFESSIONAL	-	2,600.00	-	2,600.00	\$2,600.00
100-1400-0000-521290	OTHER PROFESSIONAL SERVICES	36,847.00	47,956.55	-	11,109.55	\$47,956.55
100-1400-0000-522220	AUTOMOBILE REPAIR/MAINTENAN	2,000.00	9,572.94	-	7,572.94	\$9,572.94
100-1400-0000-522230	BUILDING REPAIRS & MAINTENANC	2,500.00	4,788.99	-	2,288.99	\$4,788.99
100-1400-0000-523100	INSURANCE	-	1,464.00	-	1,464.00	\$0.00
100-1400-0000-523101	GIRMA - LIABILITY INSURANCE	4,602.00	9,114.00	-	4,512.00	\$9,114.00
100- 1400-0000-523200	TELEPHONE, INTERNET	1,985.00	2,814.72	-	829.72	\$2,814.72
100-1400-0000-524000	CONTRACT LABOR	15,000.00	25,237.03	-	10,237.03	\$25,237.03
100-1400-0000-531000	SUPPLIES	-	282.14	-	282.14	\$282.14
100-1400-0000-531100	OFFICE SUPPLIES	-	382.73	-	382.73	\$382.73
100-1400-0000-531200	UTILITIES / ENERGY	-	135.73	-	135.73	\$135.73
100 1400-0000 531230	ELECTRICITY	2,500.00	3,834.75	-	1,334.75	\$3,834.75
100-1400-0000-531231	STREET LIGHTS	11,650.00	14,849.23	-	3,199.23	\$14,849.23
100-2300-0000-522230	BUILDING REPAIRS & MAINTENANC	1,500.00	4,090.32	-	2,590.32	\$4,090.32
100-2300-0000-522300	RENTALS - EQUIPMENT	-	155.00	-	155.00	\$155.00
100-2300-0000-523101	GIRMA - LIABILITY INSURANCE	-	1,446.00	-	1,446.00	\$1,446.00
100-2300-0000-531000	SUPPLIES	-	169.01	-	169.01	\$169.01
100-2300-0000-531600	SMALL EQUIPMENT	200.00	5,331.10	-	5,131.10	\$5,331.10
Budgeted Expense Increase Total:				-	<b>289,836.51</b>	\$514,692.51

**Notes; Revenue- FY 2024 Revenue received was more than the budgeted amount for these line items. This is a positive activity as it will be used to balance the Expense line items that were over budget. Expenses- There were select line items that went over budget for various reasons throughout the year. Conclusion, we were able to allocate additional revenue to offset over-budget expenses. Thus, balancing the budget for the year.**