

CITY OF PINE LAKE, GEORGIA

WORK SESSION AGENDA

APRIL 14, 2026 @ 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 – WORK SESSION

ANNOUNCEMENTS/COMMUNICATIONS

ADOPTION OF THE AGENDA

PUBLIC COMMENT – 3 minutes each please

NEW BUSINESS

1. Finance Update
2. Permit for Out-of-Season Swimming, Lake/Beach
3. Amending Chapter 16, Sec. 36(c)(6) – Allowing for Open Fire Under Permit
4. Vegetation Management, Pine Lake Dam (Downstream)
5. Rockbridge Road Mural Project
6. City Manager, Interim and Recruitment Services – *Sumter Local Government Consulting*
7. Georgia Interlocal Risk Management Agency (GIRMA) Insurance Renewal

PUBLIC COMMENT – 3 minutes each please

REPORTS AND OTHER BUSINESS

- Strategic Performance Report (SPR), April 2026
- Mayor (pro tempore)
 - Post-Town Hall Report, Next Steps Discussion
- City Council

EXECUTIVE SESSION

ADJOURNMENT

COUNCIL MEMBERS

Jeff Goldberg, Mayor pro tem
Deborah Hull
Stephanie Kohler
Jane Lowers
Thomas Torrent

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

404-999-4901

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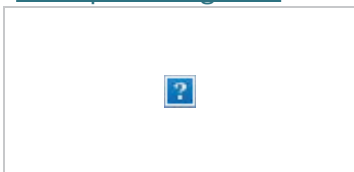
Additional, supplemental documentation related to this item can be found in the April 2026 Strategic Performance Report.

From: [Stephen Mayer](#)
To: [Stanley Hawthorne](#)
Subject: Re: STRATEGIC PERFORMANCE REPORTS PAST DUE
Date: Friday, April 10, 2026 8:12:53 AM

Let's project for an extra 2-3 hours. So, 2pm-3pm and I'll keep you updated if that is still not enough time.

Thank you, Stanley.

Stephen Mayer
Finance Director
City of Pine Lake
stephenmayer@pinelakega.net
(C): 770-561-2967
www.pinelakega.net



From: Stanley Hawthorne <stanleyhawthorne@pinelakega.net>
Sent: Friday, April 10, 2026 8:02 AM
To: Stephen Mayer <stephenmayer@pinelakega.net>
Subject: Re: STRATEGIC PERFORMANCE REPORTS PAST DUE

Sounds good. Give me your best projection when you have a chance. I too prefer quality over rushing.

Stanley

On Apr 10, 2026, at 7:50 AM, Stephen Mayer <stephenmayer@pinelakega.net> wrote:

I would really love more time if that's okay. I want to make sure it's written well and goes along with what I'll present on Tuesday.

I have another 30 minutes to work on it but then have to leave for a meeting. I won't be back until 11/11:30.

Again, I do apologize. I don't like to hold things up.

Stephen Mayer
Finance Director
City of Pine Lake
stephenmayer@pinelakega.net
(C): 770-561-2967
www.pinelakega.net
<Outlook-gltmowf2.jpg>

From: Stanley Hawthorne <stanleyhawthorne@pinelakega.net>
Sent: Friday, April 10, 2026 7:40 AM
To: Stephen Mayer <stephenmayer@pinelakega.net>
Subject: Re: STRATEGIC PERFORMANCE REPORTS PAST DUE

Good morning, Stephen,

I understand the required approach. Education of Council on status of financial system along with progress is important. Let me know if you need more time past Noon.

Stanley

On Apr 10, 2026, at 7:29 AM, Stephen Mayer
<stephenmayer@pinelakega.net> wrote:

Good morning, Stanley.

I do apologize. I am working on mine still. I struggled to find the right direction/language at first. I was hopeful for more quantitative analysis but ultimately wasn't ready for it. I'm going with the where we are, what progress we have made, and a tentative timeline for major Finance functions like start of the audit, monthly budget reporting, millage rate hearings, etc.

Looking forward to your feedback on it.

Thank you,

Stephen Mayer
Finance Director
City of Pine Lake
stephenmayer@pinelakega.net
(C): 770-561-2967
www.pinelakega.net
<Outlook-jurz0xga.jpg>

From: Stanley Hawthorne <stanleyhawthorne@pinelakega.net>
Sent: Friday, April 10, 2026 4:31 AM
To: Community Building Team
<CommunityBuildingTeam@pinelakega.net>
Subject: STRATEGIC PERFORMANCE REPORTS PAST DUE

Good April 10, Team,

Strategic Performance Reports (SPR) were due by your close of business time on yesterday, Thursday. I've only received one final report from General Government.

I need updates of status from Police, Public Works, and Finance ASAP with final submissions no later than Noon today.

Stanley

On Apr 8, 2026, at 12:51 PM, Stanley Hawthorne <stanleyhawthorne@pinelakega.net> wrote:

Good April 8, Team,

Until talking to Mr. Kendrick moments ago, I had forgotten to share the tentative Work Session Agenda for next Tuesday evening. Please review at your earliest convenience for any feedback or additions.

Stanley

From: Ned Dagenhard <neddagenhard@pinelakega.net>
Sent: Wednesday, April 8, 2026 9:56 AM
To: Stanley Hawthorne
<stanleyhawthorne@pinelakega.net>; Jeff Goldberg
<jeffgoldberg@pinelakega.net>
Cc: Stephen Mayer <stephenmayer@pinelakega.net>

Subject: RE: Agenda [DRAFT], 4 14 2026 Work Session

Completed. Thank you, sir.

Ned Dagenhard

City Clerk/Assistant to City Manager
City of Pine Lake
P.O. Box 1325
Pine Lake, GA 30072
(404) 999-4931

From: Stanley Hawthorne

<stanleyhawthorne@pinelakega.net>

Sent: Tuesday, April 7, 2026 5:16 PM

To: Ned Dagenhard <neddagenhard@pinelakega.net>; Jeff Goldberg <jeffgoldberg@pinelakega.net>

Cc: Stephen Mayer <stephenmayer@pinelakega.net>

Subject: Re: Agenda [DRAFT], 4 14 2026 Work Session

Thank you, Ned. The reference is "Appropriation Center." For now, let's call the agenda item: "Finance Update," as it is wholly dependent on Stephen's progress or lack thereof on our underdeveloped financial system.

Stanley

From: Ned Dagenhard <neddagenhard@pinelakega.net>

Sent: Tuesday, April 7, 2026 4:39 PM

To: Stanley Hawthorne

<stanleyhawthorne@pinelakega.net>; Jeff Goldberg

<jeffgoldberg@pinelakega.net>

Subject: RE: Agenda [DRAFT], 4 14 2026 Work Session

Good afternoon, sir,

I've made those revisions, and attached an updated agenda.

For New Business Item 1, I would prefer to use the terminology you one provided as an alternative to "departments" or "budget categories." I'm drawing a blank; can you remind me what that term was? "Appropriation centers" or something to that effect?

And of course, please let me know if you have any

additional edits.

Best,

Ned Dagenhard

City Clerk/Assistant to City Manager
City of Pine Lake
P.O. Box 1325
Pine Lake, GA 30072
(404) 999-4931

From: Stanley Hawthorne

<stanleyhawthorne@pinelakega.net>

Sent: Monday, April 6, 2026 12:19 PM

To: Ned Dagenhard <neddagenhard@pinelakega.net>; Jeff Goldberg <jeffgoldberg@pinelakega.net>

Subject: Re: Agenda [DRAFT], 4 14 2026 Work Session

Good Monday,

Ned, add the topics of the following email attachments.

Stanley

From: Ned Dagenhard <neddagenhard@pinelakega.net>

Sent: Monday, April 6, 2026 11:41 AM

To: Stanley Hawthorne

<stanleyhawthorne@pinelakega.net>; Jeff Goldberg
<jeffgoldberg@pinelakega.net>

Subject: Agenda [DRAFT], 4 14 2026 Work Session

Good morning, gentlemen,

Please see the attached draft agenda for next Tuesday's Work Session. I included those items requested and seconded by City Council Members.

Are we anticipating any additional items? LakeFest MOU discussion, for example?

Thanks,

Ned Dagenhard

City Clerk/Assistant to City Manager
City of Pine Lake

P.O. Box 1325
Pine Lake, GA 30072
(404) 999-4931

<Agenda [Draft], 4 14 2026.pdf>

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- 257 (b) *Definitions.* The following words shall have the definitions assigned in this subsection. All other words shall
258 bear their usual and customary meaning, unless defined elsewhere in this Code or by state statute.
- 259 *Horse* means a horse, mule, donkey, llama, alpaca, or other ungulate or ruminant that is used to transport
260 people, equipment, or materials.
- 261 *Motorized recreational vehicle* means any self-propelled, off the road or all terrain vehicle including, but not
262 limited to minibike, motorcycle, go cart, trail bike, dune buggy, or all terrain vehicle.
- 263 *Pet* means any animal that is tamed and domesticated and kept as a companion.
- 264 *Pollutant* means any substance, solid, liquid or gas, which could cause contamination of air, land or water so
265 as to create or cause a nuisance or render unclean or noxious or impure so as to actually or potentially harmful or
266 detrimental or injurious to public health, safety, or welfare, or that of wildlife or vegetation.
- 267 *Property* means any land, waters, facilities or possessions of the City of Pine Lake.
- 268 *Responsible person* means the parent, guardian, or person having lawful custody and control of a minor.
- 269 *Roller skater* means any person riding or propelling oneself by human power or gravity on wheeled devices
270 that are worn on a person's feet or stood upon by a person. This definition shall not include skate boards or other
271 wheeled devices that are not affixed to the person's feet by laces or brackets.
- 272 *Smoke/smoking* means the inhaling or exhaling of smoke or gas from any lighted cigar, cigarette, pipe or
273 other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or other
274 lighted tobacco or plant product intended for inhalation.
- 275 *Vehicle* means every device in, upon, or by which any person or property is or may be transported upon a
276 roadway, except devices moved by human power or used exclusively upon stationary rails or tracks.
- 277 (c) *Public use regulations.*
- 278 (1) *Hours of operation for parks and greenspaces.* Parks and greenspaces shall be open to the public daily
279 from dawn to dusk, local time. It shall be unlawful for any person to enter or remain in a park at any
280 other time without a use permit, except when the park area or facility is otherwise designated by the
281 council. Overnight use shall be unlawful.
- 282 (2) *Drug and alcohol use.* It shall be unlawful for any person
- 283 a. To use, possess, or sell any controlled substance in violation of state statutes.
- 284 b. To sell any alcoholic beverage or any beverage containing any amount of intoxicating liquid
285 except pursuant to a special permit issued by the city.
- 286 (3) *Disorderly conduct.* It shall be unlawful for any person to engage in disorderly conduct as defined under
287 state law, as it may be amended from time to time.
- 288 (4) *Selling of food items.* It shall be unlawful to sell any food items except by special permit issued by the
289 city.
- 290 (5) *Tents, canopies, or temporary shelters.* It shall be unlawful to erect, use, establish tents, canopies,
291 tarpaulins, umbrellas (larger than for a single person's use), or other temporary shelter overnight
292 except by special permit issued by the city, or pursuant to an authorized and city-sponsored special
293 event.
- 294 (6) *Open fires, smokers, or grills.* It shall be unlawful to ignite, light, or utilize any open fire, smoker or grill,
295 except in permanent installations provided at the park or trail for such purpose.
- 296 (7) *Animals.* It shall be unlawful to bring, allow or otherwise accompany any horse, or undomesticated
297 animal into any park of the city. This section shall not apply to identifiable service animals.
-



PROPOSAL for City of Pine Lake, GA

3/18/2026

Professional Services - Interim Services (FT City Manager)

Proposal #2026 - 41

OVERVIEW

Sumter Local Government Consulting (LGC) is pleased to provide a letter proposal for professional services for the City of Pine Lake, GA.

The City of Pine Lake, GA, is considering hiring Sumter LGC to provide an interim, full-time City Manager.

The proposal will contain a proposed scope of work and a corresponding fee proposal.

BACKGROUND

Sumter LGC was founded in 2021 by Warren Hutmacher to assist local governments in solving complex problems and to aid private sector companies, non-profits, and educational institutions with projects and problem-solving related to local government.

Hutmacher has over 25 years of experience in local government, working for a diverse set of cities. He has developed a large professional network and has experience in executive search, management, real estate, and leadership problem-solving.

SCOPE OF SERVICES

The scope of services for Interim Services includes the following elements.

- A. Sumter LGC understands that we will be providing interim services, which include the normal and customary duties of a City Manager, as proscribed by the City’s job description for the position, City Charter, and Code of Ordinances:
1. Provide the City of Pine Lake with a qualified candidate willing and able to provide professional services to conduct City Manager-related activities for the City. The City of Pine Lake will be able to review resumes, interview candidates, and select a qualified candidate of their choosing.
 2. Manage the relationship between the City and the City Manager, assisting with issues that arise and handling personnel-related matters. Sumter LGC will be responsible for paying the interim professional and replacing them, as necessary, at the client’s direction.
 3. The interim professional will be an independent contractor of Sumter LGC, not an employee, and will receive no benefits from the City of Pine Lake.

PRICING AND CLIENT EXPECTATIONS

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 90 days from the date of this proposal.

<u>FEES FOR PROFESSIONAL SERVICES</u>	<u>FEE TYPE</u>	<u>Rate</u>
Professional services rendered to the City by the Interim City Manager	Monthly Fee	\$18,000

If the client hires the interim professional as a City employee within 45 days of initiating work related to this agreement, the client shall pay Sumter LGC a fee of \$2,500 as a “finder’s fee”.

CONCLUSION

Sumter Local Government Consulting looks forward to supporting the City of Pine Lake with its interim services needs.

Your signature indicates acceptance of the proposal and authorizes us to proceed. This agreement may be terminated by either party at any time for any reason, with prorated fees owed to the consultant up to the date of termination.

Thank you for your consideration,

Warren Hutmacher

Warren Hutmacher, President
404.535.0525
warren@sumterconsulting.com

Approved and accepted by the City of Pine Lake, Georgia:

Signature

Name and Title

Date: _____

Recruitment Proposal ----- City Manager



www.sumterlocalgovconsulting.com
404.535.0525

City of Pine Lake
P.O. Box 1325
Pine Lake, GA 30072
Attention: Mayor Brandy Hall

Dear Mayor Hall,

Thank you for the opportunity to submit a proposal for executive search services for Pine Lake, GA.

At Sumter Local Government Consulting (Sumter LGC), we recognize that recruiting a City Manager is a critical process that requires identifying candidates with strong leadership capabilities and administrative expertise to effectively oversee operations, personnel management, and organizational planning. This process demands more than simply matching qualifications to a job description. It requires a comprehensive understanding of an organization's financial and operational abilities and challenges and how everyday decisions influence a community's long-term stability, growth priorities, and environment. Sumter LGC specializes in helping organizations meet their operational needs.

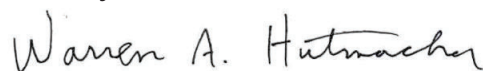
At the core of our approach is a strong respect for each community and the complexities of local communities. Here's what sets us apart:

1. We aren't just local government experts; we dedicate time to understanding your unique culture, which helps us develop a tailored candidate profile that distinguishes good candidates from the right ones for your local government.
2. We strategically advertise with innovative recruitment materials and, most importantly, actively leverage our extensive network and email database to find candidates who are not currently looking for jobs. In other words, we do much more than just place ads and sort resumes.
3. We've hired public sector leaders at all levels, acting as a bridge between candidates and your leadership. We've also been search consultants, clients, and candidates, so we know the process from every angle and consistently deliver positive results.
4. We have a comprehensive background check process that is both unique and thorough, involving extensive research to avoid surprises and provide you with meaningful information to make informed business decisions.
5. Public service is our passion, and we believe that organizations are most successful when there are strong synergies between the executive team and department heads.

Having served as a City Manager, I have direct experience navigating complex issues such as workforce development, overseeing operations, guiding departmental leadership, and ensuring financial strategies align with community goals.

As President of Sumter LGC, I will personally handle this search. Our team is excited to partner with you to find your next City Manager.

Sincerely,

A handwritten signature in black ink that reads "Warren A. Hutmacher".

Warren Hutmacher, President
Sumter Local Government Consulting

404.535.0525 • warren@sumterconsulting.com • 3480 Preston Ridge Rd., Ste. 500, Alpharetta, GA 30005

www.sumterlocalgovconsulting.com

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OVERVIEW

A successful executive search for a City Manager demands more than just recruitment expertise. It requires gaining a deep understanding of the community, its values, and its vision. Our recent and successful Administrator placement in Winder, GA, and our successful City Manager placements in Guyton and Stone Mountain, GA, and Sarasota and Dade City, FL, highlight our preparedness to help Pine Lake find a City Manager who can be both a capable representative and a collaborative partner to city officials.

The following objectives are designed to align with Pine Lake’s governance structure and community priorities. We seek to:

1. Attract and Recruit Proven Municipal Leadership

Develop and execute a strategic recruitment plan to attract highly qualified municipal leaders from local, regional, and national talent pools. Leverage professional organizations such as the International City/County Management Association (ICMA) and other public-sector networks to identify strong candidates. Prioritize individuals with demonstrated success in municipal administration, including managing city operations, leading staff, overseeing budgets, implementing policy, and working effectively with elected officials.

2. Align Administrative Leadership with Pine Lake’s Vision and Values

Recruit a City Manager whose leadership style, experience, and approach reflect Pine Lake’s unique character and strategic priorities. Emphasize alignment with the City’s commitment to fiscal responsibility, sustainable development, community engagement, and preserving its distinct identity and quality of life.

3. Promote Transparency and Strengthen Community Trust

Identify a leader who values transparency, accountability, and open communication. The ideal candidate will build strong, collaborative relationships with the Mayor, City Council, staff, residents, and community stakeholders. Emphasize candidates who foster trust through clear communication, responsiveness, and inclusive decision-making that reflects community input.

4. Advance Operational Excellence and Workforce Stability

Seek a forward-thinking executive capable of addressing operational needs while preparing the City for future challenges and opportunities. The selected candidate should demonstrate the ability to strengthen internal systems, improve coordination across departments, support employee recruitment and retention, manage capital projects, and drive continuous organizational improvement.

The following proposal outlines our professional background and explains how we will work with you to address your needs and challenges in recruiting your next City Manager.



ABOUT SUMTER



HISTORY OF SUMTER LOCAL GOVERNMENT CONSULTING

Sumter LGC was founded in 2021 by local government industry veteran Warren Hutmacher. We provide customized management consulting services to local governments and organizations that operate within the local government sphere of influence.



PRIDE IN OUR EXPERTISE

Sumter LGC is dedicated to providing clients with executive-level assistance to solve complex problems and carefully handle important projects, leveraging years of experience and accomplishments for the benefit of our clients. Core services include management consulting, interim services recruitment, and talent recruitment.



PRIDE IN THE PERSONAL ATTENTION WE PROVIDE TO CLIENTS

Sumter LGC provides the personal attention necessary to take on tough projects, meet deadlines, and provide top-level expertise. We believe that local government consulting is a relationship business and that our reputation depends on how we treat our partners.



PRIDE IN PUBLIC SERVICE

Sumter LGC was founded by a career public servant who dedicated his career to working for the public good. Our work for local government clients is an extension of this mission. We strive in everything we do to earn the trust of our clients and the communities we serve.

WHY WE'RE DIFFERENT



We are local government professionals for local government professionals.

- Many of us have served as City Managers and other positions in local government and understand the unique challenges faced by local government leadership.
- We have been both a candidate and a client of executive search firms, as well as a consultant helping local governments with their recruitments.
- Our team has over 100 years of cumulative experience in local government.
- We have hired for every position in local government.
- In just 5 years in business, we've helped nearly 50 different local governments achieve their operational and recruitment goals.
- Our proprietary search process sets us apart, both in our technical capabilities and our human approach—our experience on all sides of the table impacts how we treat our clients, how we treat candidates, and ultimately how we focus on creating positive outcomes for all.

The bottom line is we know what we are doing, can provide excellent advice throughout the process, and can ultimately help you select a candidate that is the best fit for the City of Pine Lake.

HOW WE WORK

We will work collaboratively with the City of Pine Lake to recruit for a City Manager.

Sumter LGC will:

- Keep the client informed of key progress in the recruitment process.
- Place the client’s best interest above all others.
- Provide candid and thoughtful assessments of the candidates.
- Represent the client with integrity, professionalism, and tact.



Our recruitment approach takes place in six phases:



PHASE 1

Developing the Candidate Profile & How They'll Be Assessed

The Candidate Profile

We believe that the most critical element in the recruitment process is creating an ideal candidate profile for the City Manager position. This profile will be utilized to narrow the candidate pool and focus the remaining steps of the search process on locking in on the candidate who is the best fit for the City of Pine Lake. This process includes challenging the client to think critically about what character traits, soft skills, and leadership abilities candidates will need to be successful.

Getting Immersed

The Qualifications Assessment process includes a site visit to Pine Lake to gain a thorough understanding of the unique nature of the community and organization.

During this phase, we will take a deep dive into the responsibilities of the City Manager and the issues facing the City of Pine Lake. Through this process, we will be able to articulate the key short- and long-term challenges and opportunities facing the next City Manager.



We spend considerable time and effort talking with the City's leadership, key staff, and anyone else the client recommends to develop the ideal candidate profile.

We will conduct interviews to:

- Understand the functions of the Pine Lake City Manager's Office.
- Articulate the expectations for success for the City Manager.
- Create a personality profile to outline the traits that will be most successful in the City of Pine Lake and what type of traits are to be avoided—helping to narrow the candidate pool.

Please see Exhibit "A" for an example of a candidate profile.

PHASE 2

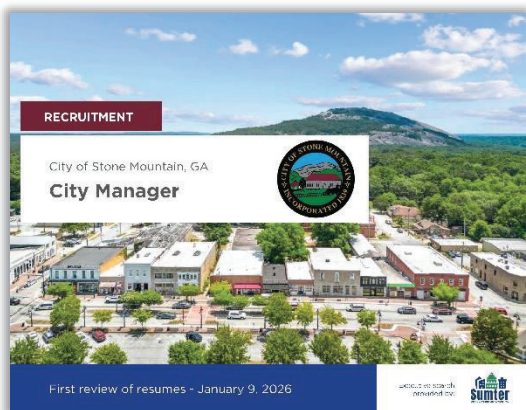
Creating Marketing Materials That Effectively Sell Your Story

The Candidate Brochure

Sumter LGC creates a unique and informative digital candidate brochure to use in our marketing materials to catch the attention of top talent. The brochure is a storytelling opportunity and a staple in recruitment. It captures the essence of a community and articulates the value proposition for the position we are recruiting for.

Candidates can easily move through the brochure to find pertinent information and get a gut feeling for the community and the job. We have also included video in a previous brochure to stay on the cutting edge.

See Exhibit “B” for an example of a brochure we used in a previous recruitment. [Click here to view all of our current brochures on our website.](#)



PHASE 3

Building a Large, Qualified Pool of Candidates

Sound Targeting Strategies

Effective recruitment demands a large, diverse pool of qualified candidates. Our experience enables us to build large, qualified pools efficiently and effectively—helping to find the ideal candidate. We know where to post the job and how to craft an effective job posting.

- We work diligently to craft job advertisements and brochures to attract a wide range of candidates.
- We target our placements to sites where the best qualified candidates are looking.
- We also proactively recruit candidates who aren't actively looking, to deliver candidates who most closely fit the ideal candidate profile.

Equity and Diversity

The best way to achieve equity and diversity in the local government workforce is to attract a diverse candidate pool. The larger and more diverse the candidate pool is, the better the chance for an equitable hiring process.

- We use a wide range of advertising sources to enlarge and diversify our applicant pool.
- We dig deeper to advertise and recruit where diverse candidates are already looking. This is the right thing to do and reflects good business practices.

Leveraging Our Connections

Recruiting is the most effective method of attracting candidates. We spend time working our network, researching candidates, and inviting the best candidates to apply. Sumter LGC President Warren Hutmacher also attends networking events and regional conferences. There are no shortcuts to recruiting. It takes time, effort, and persistence to find the right candidates. Our proactive, energetic approach separates us from our competition, who typically rely on conventional advertising and email blasting.

Reaching Candidates

We recommend you advertise nationally; however, we will focus our recruitment efforts regionally. For your recruitment, we will focus on the following job boards:

1. International City/County Management Association (ICMA)
2. Georgia Local Government Access Marketplace (GLGA)
3. National Forum for Black Public Administrators (NFBPA)
4. Florida City and County Management Association (FCCMA)

In addition, Sumter LGC will leverage our extensive email outreach network (29,225 targeted email addresses) and our LinkedIn presence to spread the word.

PHASE 4

Identifying the Short List of Candidates

Initial Resume Reviews

Resumes will be collected directly by Sumter LGC. They are reviewed against the ideal candidate profile to narrow the pool to a semi-final group considered to be qualified for the job and genuine hiring possibilities.

- Unlike other firms, your executive recruiter will be solely responsible for the task of reviewing applicants. For this assignment, Sumter LGC President Warren Hutmacher will be handling the initial review of resumes.
- Larger firms sometime use lower hourly rate assistants to sort through resumes. This can lead to good candidates being discarded because the reviewer hasn't participated in all the buildup to this phase, including the site visit, tours, and interviews conducted in Phase One. This task requires an experienced professional with good judgment to differentiate qualified candidates from those qualified candidates who are a good fit for the City of Pine Lake.

Semi-Finalist Identification

After the initial review, we are ready to identify 10-12 (typically) semi-finalist candidates. Some clients prefer to review and approve the semi-finalist list prior to holding initial interviews. We will honor the client's preference related to conducting initial interviews.

Initial Interviews

Once the list of semi-finalists is agreed upon, we conduct live two-way recorded initial interviews, whether in person or virtual, so the client can see what we see. We learn a great deal from body language, facial expressions, enthusiasm, and tone of voice. Clients are invited to participate.

Semi-Finalist Summary Report

After the initial interviews are completed, we will recommend a manageable finalist group for a more formal in-person interview process. To accomplish this, we provide you with a written report summarizing each of the semi-finalist candidates. The report also includes links to the recorded interviews we conducted.

On-Site Collaboration

We will set up another site visit to review the semi-finalist candidates with City leaders. Through this review, we encourage the client to narrow down the field of candidates to proceed with in-person interviews in Pine Lake. (Typically, the client will choose 3-5 finalists.)

PHASE 5

Meeting Your Candidates

Making the Best Evaluation

The in-person interview process can be handled in a variety of ways. We will formulate a unique interview process based on the individual needs, culture, and priorities of the City of Pine Lake.

- Prior to the interviews, we fully prepare you with best practices for interviewing candidates and provide suggested interview questions.
- For this City Manager recruitment, Sumter LGC recommends a full-day interview. The day will be comprised of a tour of Pine Lake, meetings with the staff leadership team, and a lengthy interview with the City of Pine Lake's leadership.
- Having the candidates interact with a wide assortment of people provides different perspectives on the candidate's strengths and weaknesses. In addition to the more formal activities, we will have the candidates go to lunch or for coffee with City staff to interact in a more casual setting.
- We create every opportunity to expose the candidates to everything the City of Pine Lake has to offer and to provide them with an accurate view of the challenges and opportunities that await them.
- This type of process affords the client multiple data points and interactions to get to know the candidate's true self.

Please see the following page for our recommended approach to the interview day.

A Four-Step Approach to the Interview Day

Step 1: Candidates will interview with the staff leadership team. This will allow candidates to get a feel for the personalities of their future colleagues and for the staff to provide feedback to the hiring manager on which candidates they believe would most effectively work with the leadership team and employees.

Step 2: Candidates meet with City staff members individually over lunch and for coffee to create a casual atmosphere to get to know the candidate's personality and character.

Step 3: Tour of Pine Lake by City staff to help the candidate learn more about the City and get another casual opportunity to get to know the candidate's personality and character.

Step 4: The Mayor and Council spend 75 to 90 minutes interviewing each candidate. At the end of the day, we recommend a feedback loop between the City's leaders and all the participants from the interview day.

Here are some additional approaches and activities the City can consider as part of this process:

- An interactive activity that the candidates participate in to allow the client to see them in action in a stressful or creative exercise. An example we have used previously is posted as Exhibit "C".
- Asking the candidates to prepare material ahead of time to present to the client/staff leadership team to gauge the candidate's presentation skills, preparation ability, critical thinking, research techniques, and attention to detail.
- Holding a meet and greet with the finalist candidates to allow them to interact with the staff.



PHASE 6

The Hiring Process

Post-Interview Process Feedback

After the interviews and activities are completed, Sumter LGC will gather the entire day's participants who interacted with the candidates to meet with the City's leadership.

- Everyone is invited to provide feedback on both substantive information and little things they believe would help to define the candidate's personality, character, style, and suitability for the job.
- This feedback loop will help add to the data the City's leadership needs to evaluate to make the final selection.
- The recruiter will sit with the Mayor and Council after all the feedback is received. This discussion typically results in a definitive decision on which candidate to select.
- The recruiter is not the decision maker and is present to facilitate conversations, answer questions, and offer opinions only when asked.

Negotiation

Sumter LGC will work with you to formulate a term sheet with the key business terms to begin the negotiation process.

- Sumter LGC is intimately familiar with this process as both a consultant and a candidate. We are on top of industry trends and methods of finding compromises each party can agree to.
- To help the process along, Sumter LGC will provide the client with salary and benefit data relevant to the size of the City of Pine Lake and the marketplace in your competitive area.
- Sumter LGC will work with the Mayor and Council and the candidate to agree on an offer letter.

Background Checks

Sumter LGC recommends performing background checks after the parties have established mutual interest and agreed to terms (subject to a background check).

- Sumter LGC will perform the requisite criminal and credit checks and education and employment verifications.
- Sumter LGC doesn't ask candidates for references, but we do fully investigate their background. We choose who we want to talk with from their professional background. We do this because candidates share only references who look upon them favorably. This limits the usefulness of the background check process.
- Sumter LGC digs into a candidate's professional background to eliminate surprises and to get a full view of the candidate's veracity and character. We believe that clients should know everything they can about candidates' backgrounds before making a final hiring decision. We have the experience and aptitude to conduct deep internet searches, looking at social media posts, blogs and other sources.

- At the discretion of the client, and only at the direct costs of travel, Sumter LGC will travel to the communities the final candidate has worked. Sumter LGC will fact check the candidate's resume and meet the people they worked with.
- Delivering this level of scrutiny gives you the best chance at knowing all you can to make a sound decision in selecting a City Manager.

Press Release

Sumter LGC will write or assist the City of Pine Lake in composing a press release as part of our flat fee.

- The initial press release and responses to media coverage can get the candidate and the City off on the right foot.
- The press release tells the story of how the candidate will benefit the City of Pine Lake as well as explain the process that brought the candidate to the City.

Notifying Candidates Not Selected

Sumter LGC will notify candidates who were not selected.

- We are sensitive to the compassion required to handle this duty and are skilled at delivering difficult news in a constructive manner to candidates.
- We respect that the reputation of the City of Pine Lake is at stake, and we take every step to preserve the good name of the City during this process.

Helping Deliver Success

Sumter LGC offers a follow-up service to work with the new City Manager for the first year of employment as a mentor and resource.

SEARCH TIMELINE

We expect to move quickly once awarded this assignment.

- Our goal is a 56-day process to propose finalist candidates to the client.
- This can be streamlined by shortening the advertising period, however at least 2-3 weeks is recommended for this phase.
- Another method to streamline the process is to skip the semi-finalist process. This will cut the time for the recruitment down to 5-6 weeks.



The Initial Kick-off Meeting

This on-site meeting in Pine Lake includes:

- Meeting with the Mayor and Council and any key staff they recommend talking with to gain clarity and consensus on the roles and responsibilities expected of the City Manager.
- Interviewing the City's leadership team and key staff to develop a candidate profile.
- Agreeing to a recruitment schedule and handling administrative issues.
- Gaining familiarity with Pine Lake, reviewing expected challenges for the new City Manager, and completing a candidate profile, recruitment brochure and advertising plan.

2-week milestone

- Advertise position widely with a completed recruitment brochure

5-week milestone

- Initial review of resumes and scoring of proposed semi-finalist candidates

6-week milestone

- Selection of semi-finalist candidates (on site in Pine Lake)

7-week milestone

- Interviews of semi-finalist candidates by Sumter LGC

8-week milestone

- Present finalist candidate recommendations

PROPOSED FEE

Sumter LGC is proposing a flat fee for this executive search assignment, excluding expenses.

Fee proposal for professional services: \$18,000

Expenses (pre-approved by the client) to be reimbursed by the City of Pine Lake based on actual documented expenses:

- Consultant travel
- Advertising fees

The flat fee is broken into milestones:

1/3 fee – paid upon the completion of the advertising process

1/3 fee – paid upon the completion of the semi-finalist interviews

1/3 fee – paid upon start date of the City Manager

Sumter LGC is confident in our process, and if the City of Pine Lake decides to start over with the recruitment due to unsatisfactory candidates, or if the chosen candidate doesn't last two years in the position for any reason, we offer a two-year guarantee. We will complete another search for the City at no charge (except reimbursable expenses).

OUR CONSULTANTS

Warren Hutmacher
President, Sumter LGC



Warren has over 25 years of leadership experience and is familiar with all aspects of municipal government. As former City Manager for the cities of Johns Creek, Dunwoody, Norcross, Avondale Estates, and Hutto, Warren was involved in key community issues, including traffic congestion, planning, neighborhood preservation, economic development, revenue expansion, and park development. Serving various municipalities throughout his career, Warren maintains a keen understanding of community issues, including how to work with a wide variety of stakeholders to establish priorities that will provide the best and most meaningful results for clients.

Experience:



Education:



Billy Grogan

Senior VP, Sumter LGC



With a long track record in local government and law enforcement, Billy has served as a Police Chief, Interim City Manager, Instructor, and Leadership Consultant. He recently retired as the first Chief of Police for the City of Dunwoody, GA.

Billy has an MPA from Kennesaw State University and is a graduate of the 193rd session of the FBI National Academy. He is an accomplished author and subject matter expert on the use of social media in law enforcement. He has a long list of accolades and accomplishments in law enforcement, including serving as the President of the Georgia Association of Chiefs of Police and board service on the International Association of Chiefs of Police Human and Civil Rights Committee.

Billy will be helping local governments solve complex problems in law enforcement and leadership as well as helping clients with executive search and staffing challenges.

Experience:



Education:



Gary La Venia
Senior VP, Sumter LGC



Gary has enjoyed a long professional career serving others through his work in local government. Gary has served as a City Manager in Florida and New Jersey. Gary earned both a bachelor's degree and a Master of Public Policy from Rutgers University. He has recently retired after a decade of service as the City Manager of Fruitland Park, FL. Gary has extensive expertise in shared services and economic development. He has relocated to South Carolina and will be investing in building relationships in South Carolina and North Carolina as well as servicing clients in Florida and Georgia. Gary will be helping local governments solve complex problems as well as aiding clients with executive search and staffing challenges.

Experience:



Education:



WHO WE'VE HELPED

Client	Assignment	Year
City of Smyrna, GA	Assistant City Administrator	2020
City of Winder, GA	City Engineer	2020
City of Doraville, GA	City Clerk	2020
City of College Park, GA	City Manager	2022
City of Stone Mountain, GA	Interim City Manager	2022
City of College Park, GA	Public Works Director	2022
City of Winder, GA	Planning Leader	2022
City of College Park, GA	Chief Building Official	2022
City of South Fulton, GA	Internal Auditor	2023
City of College Park, GA	Airport Affairs Director	2023
City of Fayetteville, GA	Economic Dev. Director	2023
City of College Park, GA	City Engineer	2023
City of Pompano Beach, FL	Human Resources Director	2023
City of Winder, GA	Human Resources Director	2023
City of Social Circle, GA	Finance Director	2023
Georgetown County, SC	County Engineer	2023
City of Suwanee, GA	Public Works Director	2023
City of Clarkston, GA	Interim City Manager	2023
City of Social Circle, GA	Interim Finance Director	2023
City of Brookhaven, GA	Interim Parks and Recreation Director	2023
City of South Fulton, GA	Fire Fee Analysis	2023
City of Powder Springs, GA	Fractional Deputy Finance Director	2023
City of Doraville, GA	Interim City Clerk	2023
City of Duluth, GA	Purchasing Manual Revision	2023
City of Palmetto, GA	Budget Preparation	2023
City of College Park, GA	Assistant City Manager	2023
City of Brookhaven, GA	Interim Parks and Recreation Director	2023
City of Chamblee, GA	Interim City Manager	2024
City of Doraville, GA	Interim Accountant	2024
City of Sylvester, GA	Fractional Chief Financial Officer (CFO)	2024
City of Decatur, GA	Senior City Engineer	2024
City of Atlanta, GA	Interim Fleet Manager	2024
City of Powder Springs, GA	Agency Head - Infrastructure/Dev.	2024
City of Brookhaven, GA	Public Works Director	2024
City of East Point, GA	Interim City Manager	2024
City of Villa Rica, GA	City Engineer	2024
City of Powder Springs, GA	Deputy Finance Director	2024

City of Kennesaw, GA	Information Technology Director	2024
City of Stonecrest, GA	Chief of Police	2024
Glynn County, GA	Community Development Director	2024
City of Winder, GA	City Administrator	2024
City of New Carrollton, MD	Interim City Clerk	2024
City of Acworth, GA	Finance Director	2024
City of Acworth, GA	Deputy City Manager	2024
City of Germantown, TN	Public Works Director	2024
City of Warner Robins, GA	Finance Director	2024
City of Warner Robins, GA	City Engineer	2024
City of College Park, GA	HR and Risk Management Director	2024
City of College Park, GA	Purchasing Director	2024
City of College Park, GA	City Clerk	2024
City of College Park, GA	Economic Development Director	2024
City of College Park, GA	City Manager	2024
City of College Park, GA	City Planner	2024
City of College Park, GA	Grants Manager	2024
City of College Park, GA	Public Works Director	2024
City of Sandersville, GA	Finance Director	2024
City of Tucker, GA	Deputy Parks and Recreation Director	2024
City of College Park, GA	Interim Finance Director	2024
City of College Park, GA	Interim Purchasing Administrator	2024
City of Chamblee, GA	Assistant City Manager	2024
Spartanburg County, SC	Transportation Manager	2024
City of College Park, GA	Fire Chief	2024
City of College Park, GA	Finance Director	2024
City of College Park, GA	Executive Director - Convention Center	2024
City of East Point, GA	Finance Director	2024
City of East Point, GA	IT Director	2024
City of Sandersville, GA	Public Works Director	2024
City of Acworth, GA	Public Works Director	2024
City of Fayetteville, GA	Communications Director	2024
Town of Easton, MD	Town Manager	2024
City of Guyton, GA	City Manager	2024
City of Port Wentworth, GA	Assistant City Manager	2024
City of Warner Robins, GA	City Engineer	2024
City of Dade City, FL	City Manager	2024
City of College Park, GA	Communications Director	2024
City of Tifton, GA	City Manager	2024
Town of Ocean City, MD	Chief of Police	2024
City of Cape Canaveral, FL	Chief Building Official	2025

City of College Park, GA	Deputy Fire Chief	2025
City of Warner Robins, GA	Interim Finance Director	2025
Washington County, GA	County Administrator	2025
City of Winder, GA	Interim Finance Director	2025
City of Winder, GA	Finance Director	2025
City of College Park, GA	Interim Purchasing Administrator	2025
City of Clarkston, GA	Interim Finance Director	2025
City of Villa Rica, GA	Interim Community Development Director	2025
City of Alpharetta, GA	Interim Assistant City Clerk	2025
City of Valdosta, GA	Interim Senior Accountant	2025
St. Mary's County, MD	EMS Chief	2025
City of Chamblee, GA	Interim Planning and Development Director	2025
Clayton County Water Authority	Engineering Director	2025
City of Marietta, GA	Deputy Finance Director	2025
City of North Myrtle Beach, SC	Finance Director	2025
Town of Hilton Head Island, SC	Planning Director	2025
Town of Hilton Head Island, SC	Assistant Planning Director	2025
Town of Hilton Head Island, SC	Assistant Finance Director	2025
Town of Hilton Head Island, SC	Plans Examiner	2025
City of Stone Mountain, GA	City Manager	2025
City of Woodstock, GA	Chief of Police	2025
City of Chamblee, GA	Planning and Development Director	2025
City of Stone Mountain, GA	Interim Finance Director	2025
City of Brookhaven, GA	Assistant Parks and Recreation Director	2025
City of Sarasota, FL	City Manager	2025
City of Stone Mountain, GA	Public Works Director	2025
City of Doraville, GA	City Manager	2025
City of Tucker, GA	Court Administrator	2025
City of Atlanta Department of	Assistant Commissioner of Technical Services	2025
	Watershed Management	
City of Brooklet, GA	City Manager	2025
City of DeFuniak Springs, FL	Finance Director	2025
Glynn County, GA	Human Resources Director	2025
City of Stockbridge, GA	Economic Development Director	2025
Sumner County, TN	Finance Director	2025
City of Forest Park, GA	City Manager	2025
City of Tucker, GA	Finance Director	2026
City of Tucker, GA	Parks and Recreation Director	2026
City of Lake Worth Beach, FL	City Manager	2026

City of Senoia, GA	City Manager	2026
City of Stonecrest, GA	City Manager	2026
City of Senoia, GA	Community Development & Planning Director	2026

EXHIBIT A – IDEAL CANDIDATE PROFILE



The Ideal Candidate

- A competitive individual who knows, understands, and values the importance of being part of a team
- A leader who possesses the ability to relate to a diverse workforce
- An individual who can work with a shared community vision to see the big picture and execute the City Commission's direction to achieve that vision
- A supportive leader with the will and ability to collaborate with the staff
- A confident leader willing and able to delegate tasks that allow seasoned staff to work autonomously
- A person with exceptional communication skills
- A person of high integrity, always working to do what is in the long-term best interest of the City
- A person who can think both locally and regionally
- An individual who can respectfully and effectively help resolve problems between opposing viewpoints
- A resourceful problem solver who works to progress, without impeding the process
- A person willing to be involved with local, state, and federal officials in a continuing effort to secure the resources necessary to continue moving the City forward



EXHIBIT B – RECRUITMENT BROCHURE

RECRUITMENT

City of Sarasota, FL

City Manager



First review of resumes - December 12, 2025

Executive search
provided by:



About the Community

Sarasota, Florida, is a vibrant and culturally rich city nestled along the Gulf Coast, celebrated for its beautiful beaches, artistic vitality, and small-town charm. Consistently ranked among America's Best Places to Live by U.S. News & World Report, Sarasota offers the perfect balance of sophistication, coastal living, and community spirit.



With a population of roughly 60,000 residents, the city's vitality expands significantly during the winter months, when seasonal residents and visitors swell the community to over 100,000 people. Sarasota's lifestyle reflects a blend of laid-back coastal elegance and forward-looking innovation. Residents enjoy 251 days of sunshine each year, an award-winning performing arts scene, world-class dining, and access to the region's natural treasures—white sand beaches, tranquil bay waters, and lush parks and trails.





Cultural amenities abound. The City-owned Van Wezel Performing Arts Hall anchors Sarasota's reputation as Florida's "Cultural Coast," complemented by institutions such as the Ringling Museum of Art, Asolo Repertory Theatre, Sarasota Opera House, Florida Studio Theatre, and the Sarasota Ballet. Signature events like the Sarasota Film Festival and Siesta Key Crystal Classic draw national attention each year.

Sarasota's economy is anchored by tourism, healthcare, education, and professional services. The area's largest employers include Sarasota Memorial Hospital, the Sarasota County School Board, and Publix Super Markets, with growing contributions from the construction and tech sectors. Housing options range from walkable downtown condominiums to coastal neighborhoods and family-friendly communities inland, providing choices for every lifestyle.





A RICH AND UNIQUE HISTORY

Sarasota's roots date back to the 1500s, when Spanish explorers arrived along Florida's Gulf Coast. Sarasota was incorporated as a town on October 14, 1902, having a population of 53 residents, with John Hamilton Gillespie being sworn in as mayor and a municipal charter being created. It was later re-platted in 1912 and then incorporated as a city in 1913, with A. B. Edwards being the first mayor for the new city government.

The city's character was further shaped by visionary figures such as John Ringling, whose winter home and investments brought national attention and earned Sarasota the nickname "Circus City." Ringling's influence, along with the civic and philanthropic leadership of Bertha Palmer, who championed local agriculture and tourism, helped establish Sarasota as both a cultural and economic hub.

In 1945, the City formally adopted the Commission-Manager form of government, ensuring professional management and stable leadership as Sarasota transitioned from a small coastal town to a thriving regional center.



GOVERNMENT STRUCTURE

Sarasota operates under a Commission-Manager form of government, as established by its City Charter. The City Commission serves as the community's legislative and policymaking body, consisting of five members—two elected at-large and three elected from single-member districts. Each serves a four-year term, with elections staggered in even-numbered years.

Each November, Commissioners select from among themselves a Mayor and Vice Mayor. The Commission appoints three Charter Officials:

- The City Manager, who serves as the City's Chief Administrative Officer
- The City Auditor and Clerk, who acts as the official recordkeeper and internal auditor
- The City Attorney, who serves as legal counsel to the City

The City Manager oversees employees across major departments such as Police, Parks and Recreation, Public Works, Utilities, and Development Services. The City's FY 2025-2026 total budget is \$303 million.

Sarasota's government is guided by the principles of integrity, accountability, teamwork, and respect. This structure reflects the community's commitment to transparent governance, professional management, and strong collaboration between elected officials and staff—values that have helped sustain Sarasota's success for decades.



The Sarasota Experience

Sarasota is more than a place to live and work—it's a community that embraces creativity, celebrates diversity, and thrives on civic pride. Known as Florida's Cultural Coast, Sarasota offers a unique blend of coastal beauty, cosmopolitan energy, and small-town warmth that continues to draw artists, entrepreneurs, professionals, retirees, and families from across the nation.

A THRIVING ARTS AND CULTURE SCENE

The arts are not just a pastime in Sarasota—they are part of its identity. Few cities of comparable size can boast the depth and diversity of Sarasota's cultural landscape. The John and Mable Ringling Museum of Art, Florida's official state art museum, anchors a constellation of world-class institutions that include the Van Wezel Performing Arts Hall, Asolo Repertory Theatre, Sarasota Ballet, Florida Studio Theatre, Sarasota Opera, Westcoast Black Theatre Troupe, and the Sarasota Art Museum.

The community's artistic spirit spills outdoors, too. Public art installations dot city streets and parks, murals enliven downtown alleyways, and open-air festivals fill the calendar year-round—from the internationally renowned Sarasota Film Festival to the Chalk Festival, Sarasota Music Festival, and the Siesta Key Crystal Classic sand-sculpting competition. Whether one's passion lies in fine art, live theatre, film, or music, Sarasota offers continual inspiration and opportunities for engagement.



A CULINARY DESTINATION

Sarasota's dining scene rivals that of much larger metropolitan areas, combining global sophistication with Gulf Coast freshness. Dozens of chef-driven restaurants and locally owned bistros offer everything from upscale waterfront dining to creative farm-to-table concepts and casual seafood spots featuring the day's local catch. The downtown core, St. Armands Circle, and the Rosemary District provide walkable clusters of restaurants, cafés, and wine bars that come alive after dark.

Local culinary traditions are enriched by the city's diversity—Italian trattorias, Caribbean grills, French bakeries, and New Southern kitchens all thrive here. A growing number of microbreweries and craft cocktail lounges add to the city's vibrant nightlife, while open-air markets and food festivals celebrate Sarasota's love of good food and community connection.





DOWNTOWN AND NEIGHBORHOOD LIVING

At the heart of it all is Downtown Sarasota—a walkable, tree-lined district filled with boutique shopping, art galleries, historic architecture, and waterfront views. Main Street, Lemon Avenue, and Palm Avenue serve as lively corridors of commerce and culture, with year-round events such as the Downtown Farmers Market, art walks, parades, festivals and live music. The nearby Bay Park project is transforming the city's waterfront into a signature public space that blends green design, recreation, and community gathering areas along Sarasota Bay.

Housing options in and around the city are as diverse as the people who call Sarasota home. Downtown condominiums and luxury high-rises offer modern amenities and sweeping views of the bay, while charming bungalows, historic homes, and new developments provide appealing options for families and professionals alike. Waterfront estates, golf-course communities, and mixed-use neighborhoods create a housing market that accommodates a wide range of lifestyles and income levels. The median home price, around \$549,000, and median rents, around \$2,300 per month, reflect Sarasota's strong desirability and steady growth, while surrounding neighborhoods and inland areas offer more attainable options without sacrificing access to the city's amenities.



A LIFESTYLE OF CONNECTION AND COMMUNITY

Despite its sophistication, Sarasota retains an inviting, close-knit atmosphere. Neighbors greet each other at the Farmers Market, families gather for concerts in Payne Park, and volunteers of all ages support a wide array of civic, cultural, and philanthropic organizations. Residents value Sarasota's tradition of participation—whether serving on local boards, supporting the arts, or engaging in lively public discourse about the city's future.

In every sense, Sarasota offers a lifestyle that combines beauty, creativity, and community. For the next City Manager, it represents a truly special place to lead—a city where art and culture meet coastal living, where innovation is encouraged, and where civic pride runs deep.



City Commission (as of November 1, 2025)



MAYOR, DISTRICT TWO
FIRST ELECTED ON 5/15/15

Liz Alpert



VICE MAYOR, AT-LARGE
FIRST ELECTED ON 11/8/22

Debbie Trice



COMMISSIONER, AT-LARGE
FIRST ELECTED ON 5/12/17

Jen Ahearn-Koch



COMMISSIONER, DISTRICT ONE
FIRST ELECTED ON 11/6/20

Kyle Battie



COMMISSIONER, DISTRICT THREE
FIRST ELECTED ON 11/8/24

Kathy Kelley Ohlrich



Charter Officials



INTERIM CITY MANAGER
WITH THE CITY SINCE 5/19/25

David Bullock



CITY ATTORNEY
WITH THE CITY SINCE 3/3/25

Joe Polzak

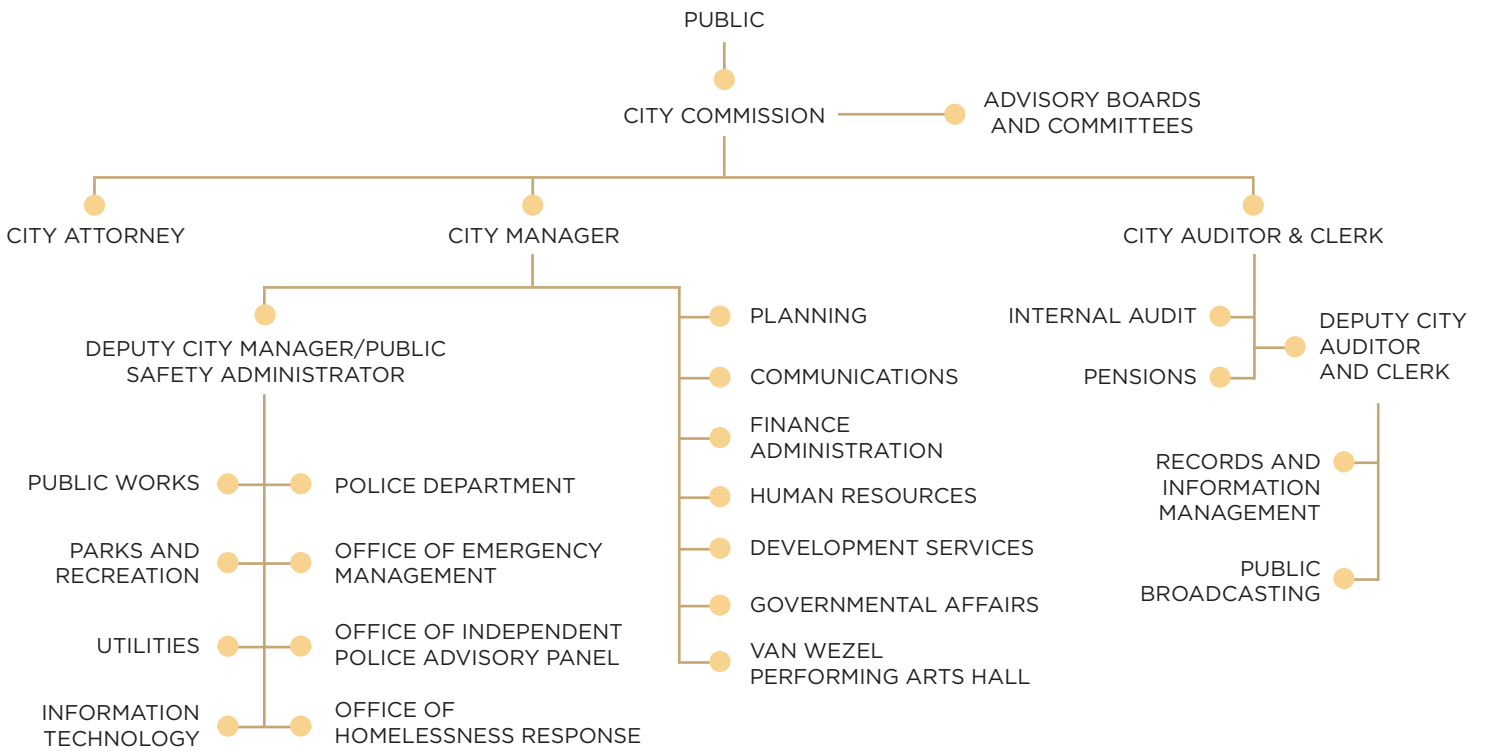


CITY AUDITOR & CLERK
WITH THE CITY SINCE 11/4/19

Shayla Griggs



Organization Chart



The Role

ABOUT THE POSITION

The City Manager is a cornerstone leadership role within the City of Sarasota, responsible for guiding the daily operations of this vibrant and evolving community. Working closely with the City Commission, the City Manager helps shape and implement citywide policy while ensuring that organizational priorities align with the community's long-term vision.



As the City's chief administrative officer, the City Manager provides strategic leadership in developing and executing both short- and long-term plans. This individual supports the City Commission by preparing reports, offering professional recommendations, and attending Commission meetings to provide staff insight and operational perspective.





The Role

KEY RESPONSIBILITIES

- Oversee all city departments and the management team, including the hiring, supervision, and evaluation of department directors (Except for positions appointed by the Commission directly – City Attorney and City Auditor and Clerk)
- Establish and maintain policies and procedures that ensure efficient, effective, and transparent municipal operations
- Lead the preparation of the annual budget in close collaboration with the City’s Chief Financial Officer, demonstrating strong financial management skills and a deep understanding of municipal finance
- Serve as a key representative and spokesperson for the City, building strong relationships with residents, business leaders, community organizations, and regional partners

The next City Manager of Sarasota will be a forward-thinking, energetic, collaborative leader with a passion for public service and a proven ability to bring people together. The ideal candidate will value transparency, communication, and teamwork—working in full partnership with the City Commission, staff, and community stakeholders to advance Sarasota’s goals, carry out Commission policy, and ensure the City continues to thrive.



Challenges and Opportunities

THE OPPORTUNITY

The City of Sarasota is seeking an exceptional, forward-thinking leader to serve as its next City Manager. This position offers an exciting opportunity to guide one of Florida's most dynamic and vibrant coastal communities through a period of continued growth, innovation, and community engagement. Sarasota's next City Manager will be a visible, approachable, and relationship-driven leader who thrives on connection with residents, business leaders, civic organizations, and regional partners.

This is not a role for an introvert or someone who views community engagement as a box to check. Success in Sarasota requires genuine enthusiasm for public interaction and a strong presence at community events. The City Commission is looking for a City Manager who truly values civic involvement and sees it as a core leadership responsibility, not an obligation.

LEADERSHIP STYLE AND GOVERNANCE APPROACH

The ideal candidate will be a trusted advisor to the Mayor and City Commission—someone who communicates with honesty, transparency, and integrity. The Commission seeks a professional who tells them what they need to hear, not simply what they want to hear.

This position requires a collaborator who works with the Commission, not one who manages it—someone who respects the diversity of perspectives and can help shape those perspectives into a shared vision through thoughtful dialogue and consensus-building.





Key Leadership Qualities

The next City Manager will be a strategic thinker, a creative problem solver, and a strong organizational leader—a person who:

- Understands the long-term implications of today's decisions.
- Establishes clear, achievable goals for staff and ensures they have the tools and resources to succeed.
- Promotes stability, trust, and respect within the organization.
- Listens carefully, values diverse viewpoints, and fosters collaboration across all levels of the City.
- Creates a positive, inclusive workplace culture where employees are supported and empowered.
- Embraces a culture of accountability for delivering results

Sarasota needs a leader who balances innovation with practicality and embraces new ideas yet maintains a steady hand when navigating complex issues.



Community and Strategic Priorities

The incoming City Manager will find a community filled with opportunity—and a few challenges that demand attention. Among the priorities and initiatives the next City Manager will help lead are:

- Stormwater System Improvements: Partnering with Sarasota County to address critical infrastructure needs
- Performing Arts Center Project: Advancing this high-profile initiative that holds deep significance for the community
- Workforce and Affordable Housing: Developing strategies and partnerships to expand access and affordability
- Downtown Traffic and Parking: Evaluating and implementing solutions that support mobility, business vitality, and quality of life

Additionally, the next City Manager will be expected to conduct a comprehensive review of the City's Strategic Plan, modernize its goals, and work with the Commission and community stakeholders to establish a shared, forward-looking vision for Sarasota's future.



THE CITY OF SARASOTA SEEKS A CITY MANAGER WHO IS:

- Relatable and engaging—a visible presence in the community and a genuine relationship-builder.
- Decisive yet inclusive—someone who leads with confidence but values everyone’s input.
- Data-driven and adaptable—able to assess performance metrics while remaining flexible and responsive to changing conditions.
- Visionary and grounded—able to inspire innovation while maintaining a practical understanding of municipal operations.

The successful candidate will view every challenge as an opportunity and every opportunity as a challenge worth tackling.

A CAREER-DEFINING ROLE

The City is looking for a unifier with vision, a communicator who values inclusion, and a leader who thrives on collaboration.

For the right professional, this is a tremendous opportunity to make a lasting impact in one of Florida’s most desirable communities. Sarasota’s City Manager will have the privilege of leading an experienced team, working alongside a dedicated City Commission, and partnering with an engaged, passionate citizenry.





The Ideal Candidate

- A competitive individual who knows, understands, and values the importance of being part of a team
- A leader who possesses the ability to relate to a diverse workforce
- An individual who can work with a shared community vision to see the big picture and execute the City Commission's direction to achieve that vision
- A supportive leader with the will and ability to collaborate with the staff
- A confident leader willing and able to delegate tasks that allow seasoned staff to work autonomously
- A person with exceptional communication skills
- A person of high integrity, always working to do what is in the long-term best interest of the City
- A person who can think both locally and regionally
- An individual who can respectfully and effectively help resolve problems between opposing viewpoints
- A resourceful problem solver who works to progress, without impeding the process
- A person willing to be involved with local, state, and federal officials in a continuing effort to secure the resources necessary to continue moving the City forward





Qualifications

- The ideal candidate must have considerable progressive senior management experience.
- A bachelor's degree in business, public administration, public policy, or a related field is expected. While not mandatory, a master's degree is highly desirable.
- Per the City Charter, the City Manager is expected to reside in the city. A reasonable amount of time will be provided to candidates to move into the city limits.
- ICMA membership (paid for by the City) must be obtained within 6 months of being hired.

Preferred Experience

- Knowledge and experience in developing and maintaining complex municipal infrastructure
- A proven track record of open and productive community dialogue with community groups, business organizations, residents, visitors, and regional and state leaders who may have at any time similar or conflicting views on community issues
- Knowledge of issues commonly associated with coastal communities, including infrastructure, emergency preparedness, crisis management, and intergovernmental cooperation
- Familiarity and comfort with promoting and managing the impacts of tourism, seasonal resident populations, and active and vibrant downtowns

[CLICK HERE FOR CITY MANAGER JOB DESCRIPTION](#)



Application Process

For more information on this position, including supplementary documents and resources, visit the recruitment webpage at:

[CLICK HERE FOR CITY OF SARASOTA CITY MANAGER RECRUITMENT PAGE](#)

The first review of resumes will take place on December 12, 2025.

Please refrain from communicating with the staff or elected officials with the City of Sarasota. Please direct inquiries to Sumter Consulting.

Please contact the Executive Recruiter with any questions or concerns:

Warren Hutmacher

Email: warren@sumterconsulting.com

Phone: 404-535-0525

Website: sumterlocalgovconsulting.com

Florida's robust "Sunshine" and public records laws create one of the most transparent local government environments in the nation, and candidates for the Sarasota City Manager position should understand how these laws may affect their privacy throughout the recruitment process and beyond. Under Florida's Government-in-the-Sunshine Law, virtually all meetings between elected officials—including City Commissioners—must be open to the public, noticed in advance, and documented. This means that interviews, discussions, and deliberations regarding candidates will generally occur in public settings and may be covered by the media or accessible to any interested resident. Likewise, Florida's Public Records Law treats most documents related to city business—including applications, résumés, emails, text messages, and correspondence related to the recruitment—as public records subject to inspection by any member of the public. While certain limited exemptions exist, applicants should expect that their interest in the position, as well as much of the information they submit, may become publicly available. Candidates should be prepared for an unusually high level of public visibility, community scrutiny, and media attention throughout the selection process.



Compensation and Benefits

Key benefits:

Participation in the Florida Retirement System

457(b) Deferred Compensation with a city match

Retiree health benefits, including two medical plans, access to the City's Health Clinic when enrolled in medical, dental insurance, vision insurance, basic retiree life insurance if eligible, conversion of additional life insurance, and a health reimbursement account (HRA)

Fitness Days: The City of Sarasota allows all employees to earn paid time off twice per year by exercising. An employee may earn up to six days of paid time off annually by participating in the Run/Walk/Swim program. Other wellness incentives, such as diet and exercise, are available and provide the opportunity to reduce your monthly health insurance premium.

Hiring Range:

Between \$275,000 and \$295,000, depending on qualifications and experience

[CLICK HERE FOR BENEFITS GUIDE](#)

Florida law (F.S. § 215.425) places clear restrictions on severance payments for public employees, including City Managers:

Maximum payout: Severance may not exceed 20 weeks of compensation under any employment agreement.

No severance for misconduct: If termination is for misconduct, no severance may be paid.



Hiring Process and Projected Timeline



1. Apply Here



2. First Review of Resumes

December 12, 2025



3. Semi-Finalist Interviews

Mid-January 2026



4. Finalist Interviews

Early February 2026



5. Background Check & Offer

Late February 2026



EXHIBIT C – INNOVATIVE INTERVIEW

INNOVATIVE INTERVIEWS

The interview process is intended for candidates to be fully informed about their prospective employer as well as for the city to find out as much as it can about the candidate's abilities, qualifications, and character.

Sumter Consulting believes that there are methods outside the traditional interview process used to discover more about the applicant than a question and answer can produce.

When the City of Johns Creek was interviewing candidates for a Communications Director position, the ideal candidate profile called for the successful candidate to be capable of handling crisis communication while providing a sense of confidence and calm under heavy stress. They could have asked candidates to discuss a time in their careers when they dealt with a crisis, but instead the city created a crisis and put the applicants to the test....

Here is why Sumter Consulting approaches the recruitment process differently than other firms. The following is a retelling of a recruitment process Warren Hutmacher led for the City of Johns Creek, GA.



INNOVATIVE INTERVIEWS

Example: “The Crisis Unveiled”

Candidates entered the conference room for their individual interviews opposite three similarly dressed interviewers representing the city. Hands are shaken, introductions made, and the interviews proceed like any other interview held by a city government. While the employer is taking turns asking questions, the door suddenly comes flying open and a city staffer bellows into the room in an agitated state that the Communications Director candidate is urgently needed to help with a crisis in the making.



The candidate is whisked away to a separate conference room and is briefed by the Police Chief and Assistant City Manager regarding an officer involved shooting that has just occurred. The facts are hazy and are dribbling in. The candidate is then asked to go to the PD Headquarters and interview the Sergeant and Lieutenant on duty when the shooting happened.

After talking with an obviously flustered Sergeant and an overly tight-lipped Lieutenant, the candidate must take this information and what he learned from the Chief and Assistant City Manager to craft an immediate action plan and a press release and prepare for a press conference to be held in the next 30 minutes.

After 30 minutes alone with pen and paper, the candidate is taken by the Police Chief to the Roll Call room for a press conference. The video cameras are rolling, and a dozen city staff are in attendance. The candidate is called to the podium to give a statement and take questions from the “reporters” in the room. The candidate is peppered with questions, some of which are unfair, and some are hard hitting.

INNOVATIVE INTERVIEWS

Example: “The Crisis Unveiled” continued

After this 30-minute exercise, the candidate is taken back to the original panel interview to brief the panelists as to how they think they did with the exercise and finish up their formal question and answer interview.

This process is repeated for all three finalists. The videos are compiled and the participants from the staff (Police Chief, Assistant City Manager, Sgt., Lt., and staff acting as reporters) gather to re-view the press releases, view the press conference videos, and conduct a full debrief on the entire exercise. The City Manager learned the following from this experience:

The first candidate panicked and was very uncomfortable in dealing with the crisis. He was pushed around by the “reporters” at the mock press conference. His answers, press release and leadership through the exercise did not meet the expectations for the job.

The second candidate’s performance was rated as mediocre. She failed to keep certain confidential details off the public record after being warned by the Chief of Police that certain facts were not to be shared publicly.



The last candidate was sharp, unaffected by the stress and handled the reporters politely and directed the answers toward the city’s narrative. It didn’t hurt that this candidate was the former public affairs Captain for the United States Navy’s entire Pacific Fleet. When asked afterwards about the exercise, he joked that this crisis was rather easy to deal with compared to North Korea!

EXHIBIT D – SEMI-FINALIST REPORT

EXECUTIVE SEARCH

Semi-Finalist Candidate Review

City of Sarasota, FL
City Manager



Executive search provided by:



February 5, 2026



AGENDA

Review of Process

Review of Ideal Candidate Profile

Candidate Review

Finalist Recommendations

Review Next Steps



SEMI-FINALIST CANDIDATE REVIEW

REVIEW OF PROCESS

Development of Ideal Candidate Profile and Recruitment Brochure

Advertising

Recruitment

Initial Candidate Review - Client

Selection of Semi-Finalists - Client

Recorded Interviews for Semi-Finalists with Search Consultant

Review of Semi-Finalists with Client and Selection of Finalists

Finalist Interviews with...

Background Investigations, Selection, and Negotiations



THE IDEAL CANDIDATE

A competitive individual who knows, understands, and values the importance of being part of a team

A leader who possesses the ability to relate to a diverse workforce

An individual who can work with a shared community vision to see the big picture and execute the City Commission's direction to achieve that vision

A supportive leader with the will and ability to collaborate with the staff

A confident leader willing and able to delegate tasks that allow seasoned staff to work autonomously

A person with exceptional communication skills

A person of high integrity, always working to do what is in the long-term best interest of the City

A person who can think both locally and regionally

An individual who can respectfully and effectively help resolve problems between opposing viewpoints

A resourceful problem solver who works to progress, without impeding the process

A person willing to be involved with local, state, and federal officials in a continuing effort to secure the resources necessary to continue moving the City forward



QUALIFICATIONS

The ideal candidate must have considerable progressive senior management experience.

A bachelor's degree in business, public administration, public policy, or a related field is expected. While not mandatory, a master's degree is highly desirable.

Per the City Charter, the City Manager is expected to reside in the city. A reasonable amount of time will be provided to candidates to move into the city limits.

ICMA membership (paid for by the City) must be obtained within 6 months of being hired.

PREFERRED EXPERIENCE

Knowledge and experience in developing and maintaining complex municipal infrastructure

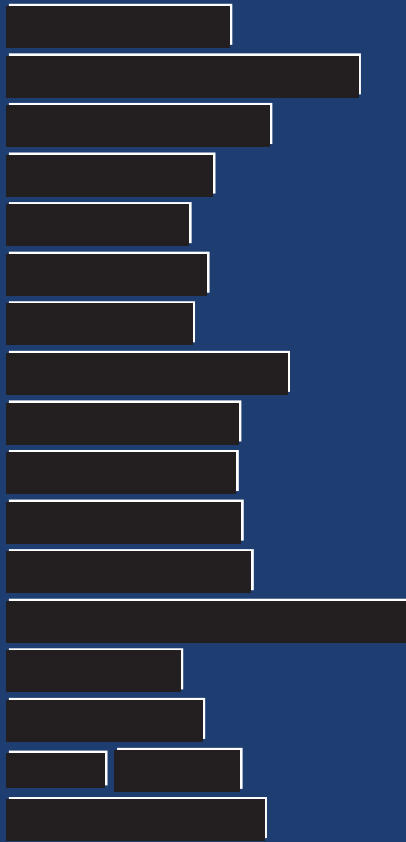
A proven track record of open and productive community dialogue with community groups, business organizations, residents, visitors, and regional and state leaders who may have at any time similar or conflicting views on community issues

Knowledge of issues commonly associated with coastal communities, including infrastructure, emergency preparedness, crisis management, and intergovernmental cooperation

Familiarity and comfort with promoting and managing the impacts of tourism, seasonal resident populations, and active and vibrant downtowns



Semi-finalists selected by client



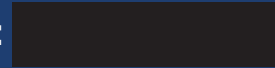


Semi-finalists selected by client



[Watch Video](#)

Passcode:



Positive attributes:

- o Experience in large communities on the water
- o Great personality, very engaging, and obvious commitment to public service
- o Has worked in a wide variety of areas of local government

Possible drawbacks:

- o Has no City Manager experience

Related article:

- o 



Semi-finalists selected by client

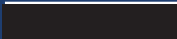


[Watch Video](#)

Passcode:



Positive attributes:

- o Experience managing large projects and in large communities
- o Professional engineer with finance expertise
- o Has worked briefly in a coastal community on the 

Possible drawbacks:

- o Has not had full-time involvement in local government management since 2021

Related articles:



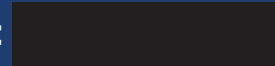


Semi-finalists selected by client





[Watch Video](#)

Passcode:



Positive attributes:

- o Obvious love for public service
- o Long tenure in two jobs in 
- o Experience in a large community 

Possible drawbacks:

- o  – short tenure

Related articles:

- o 
- o 



Semi-finalists selected by client

[Redacted]

[Watch Video](#)

Passcode:

[Redacted]

Positive attributes:

- [Redacted]
- [Redacted]
- [Redacted]

Possible drawbacks:

- None

Related articles:

- [Redacted]
- [Redacted]
- [Redacted]



Semi-finalists selected by client

[Redacted]

[Watch Video](#)

Passcode:

[Redacted]

Positive attributes:

- o Diverse experience in hospitality and entrepreneurship and as an attorney and City Manager
- o Friendly and obvious leadership ability
- o Problem solver

Possible drawbacks:

- o City Manager experience in a very small town in [Redacted]

Related articles:

- o [Redacted]
- o [Redacted]
- o [Redacted]

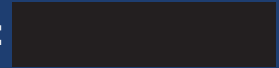


Semi-finalists selected by client



[Watch Video](#)

Passcode:



Positive attributes:

- o Education pedigree, intelligence, and ability to communicate effectively
- o Diverse experience in national intelligence, homeland security, technology, and large urban governance
- o Ability to organize large teams and handle big projects

Possible drawbacks:

- o Lack of experience as the overall leader of the community
- o Lack of experience with council-manager government

Related articles:

- o [Redacted article title]
- o [Redacted article title]
- o [Redacted article title]
- o [Redacted article title]



Recommended candidates moving forward:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



PRELIMINARY COUNCIL AGENDA MEMORANDUM (PCAM)

TO: City Council

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

DATE: April 14, 2026

TITLE: Georgia Interlocal Risk Management Agency (GIRMA) Insurance Renewal

RECOMMENDATION

Approve resolution for renewal terms of property and liability coverage for the period of May 1, 2026 to May 1, 2027 with the Georgia Interlocal Risk Management Agency (GIRMA).

BACKGROUND

Authorized by a 1986 law, an interlocal risk management agency may be created “for the development and administration of an interlocal risk management program and one or more group self-insurance funds.” OCGA § 36-85-1(7). Chapter 85 of Title 36 of the Georgia Code authorizes municipalities and counties to jointly purchase insurance or jointly operate self-insurance programs. Ga. L.1986, p. 1496. GIRMA of the Georgia Municipal Association operates a self-insurance program in which the City of Pine Lake participates.

A group self-insurance fund is “a pool of public moneys established by an interlocal risk management agency from contributions of its members in order to pool the risks of general liability, motor vehicle liability, property damage, or any combination of such risks.” OCGA § 36-85-1(6). Administration of these funds includes “the processing and defense of claims brought against members of the agency.” OCGA § 36-85-1(8).

Renewal terms, as proposed for the 2026-2027 coverage period, have been presented to the City for property and liability self-insurance. The policy plan offers protections for the following categories of acts, operations, and property: general liability and law enforcement liability; public officials/errors and omissions liability; automobile liability and physical damage including uninsured motorist; crime/fidelity; property; equipment breakdown; and cyber.

As in years past, GIRMA is distributing a renewal credit based on the loss experience and total contributions of each individual member. Pine Lake’s renewal credit is \$5,031 and has already been applied to the invoice cost.

Stanley D Hawthorne
City Manager
stanleyhawthorne@pinelakega.net
425 Allgood Road Stone Mountain GA 30083
PO Box 1325 • Pine Lake, GA 30072 • 404-999-4932
www.pinelakega.net

GIRMA's target change to the billed contribution for every member is a 3% to 5% rate increase; last year, the target was 8%.

The City's invoiced cost is \$44,684 compared to \$44,635 for the current year, a 0 percent increase over the current year. Excess cyber coverage is the same as last year and the year before last, a total premium of \$1560.

A minimum payment of 25 percent is due upon receipt of the invoice or no later than 30 days from the date of correspondence of April 1, 2026.

RESOURCE IMPACT

The City's invoiced cost is \$44,684, a 0 percent increase over the current year. Excess cyber coverage is the same as last year, a premium of \$1560.

ATTACHMENTS

Resolution
GIRMA Georgia Municipal Association (GMA) Property & Liability Self-Insurance Program

GIRMA Changes to Coverage Document effective May 1, 2026

This memo details the changes to the 2026 GIRMA Coverage Document. These changes are intended to clarify and strengthen the GIRMA coverage document and are the culmination of recommendations by the underwriting team at Lockton and experience with issues that have arisen with respect to specific claims.

Exclusion of Member Sanctioned Hazardous Activities

While we recognize that Members will desire to attract recreational activities, drag racing does not present the kind of risks that GIRMA desires to be underwriting. Moreover, participants in these activities should be required to carry suitable insurance and have the city named as additional insured on the commercial insurance coverage. To address this risk, we have added the following exclusion to the General Liability and Law Enforcement Liability Coverage Section:

26. any claim arising out of or in any way connected with a Member's ownership, sponsorship, or operation of:

1. Any Mobile Equipment, Automobile, or motorcycle in any pre-arranged racing, pulling, pushing, speed, or demolition contest or exhibition, or in any pre-arranged stunting activity;
2. Rodeos;
3. Any pre-arranged stunting activity.

This is a restriction of coverage.

Loss Payee Clause

In commercial transactions, it is customary for a lienholder or lessor to require the borrower or lessee to carry first-party insurance coverage on the subject property and have the lienholder or lessor named as loss payee. This provides some measure of protection that they will be paid first if the property is destroyed. The GIRMA Member Coverage Agreement has never had a loss payable clause, but we are including the following addition to the General Conditions Applicable to the Property Coverage Sections:

LOSS PAYABLE

Loss, if any, will be adjusted with and payable to the Named Member or as directed by the Named Member. Interests of loss payees designated by the Named Member will also be included in loss payment as their interests may appear. Cancellation of this Member Coverage Agreement, including nonrenewal, also ends this Member Coverage Agreement as to the loss payee's interest. As a condition of payment to any loss payee, GIRMA shall be subrogated to the rights of that loss payee against any other party.

The Member Coverage Agreement has always had a Mortgage Clause. However, we are deleting this provision from the **General Conditions Applicable to the Entire Coverage Agreement** and adding it to the **General Conditions Applicable to the Property Coverage Section**, which is more appropriate:

MORTGAGE CLAUSE

The interest of any mortgagor on property covered hereunder is included as if a separate endorsement were attached hereto to the extent of the amount of mortgage as of the date of loss subject to the Limit of Liability set forth in this Coverage Agreement.

These changes are a clarification of coverage.

Cyber War Exclusion

GIRMA began underwriting its own cyber coverage in 2022, which is reinsured by Tokio Marine. The GIRMA Information Privacy and Security Liability and Expense Endorsement (the “GIRMA Cyber Endorsement”) was drafted to closely follow the Tokio Marine cyber policy at that time. Tokio Marine has since modified its cyber reinsurance treaty to add a war and cyber war exclusion.

We are also adding a War and Cyber War Exclusion that matches the Tokio Marine reinsurance policy exclusion:

War and Cyber War Exclusion

Notwithstanding any provisions to the contrary contained within the Member Coverage Agreement or any endorsement attached thereto, it is understood and agreed that the Member Coverage Agreement excludes all actual or alleged losses, liabilities, damages, injuries, defense costs, costs or expenses:

- a. directly or indirectly caused by, resulting from or in connection with any War;
- b. resulting from a Cyber Operation carried out as part of any War; or
- c. resulting from a Cyber Operation that causes a sovereign state to become an Impacted State

Subpart c. above shall not apply to the direct or indirect effect of a Cyber Operation on an Insured Computer System that is not physically located in an Impacted State but is affected by a Cyber Operation. Additionally, if the cyber coverage provides coverage for acts of cyber terrorism, this exclusion does not apply to an Act of Cyber Terrorism, but only as defined herein.

As used in this exclusion, whether in singular or plural form:

1. Act of “Cyber Terrorism” means the premeditated use of disruptive activities, or the threat to use disruptive activities, against a Computer System, including any associated network and Data stored thereon, with the intention to cause harm, to further social, ideological, religious, political, or similar objectives, or to intimidate any person in furtherance of such objectives; provided that such activities are not committed by, or at the express direction of, a sovereign

state or a government simultaneously engaged in War or a Cyber Operation carried out as part of any War.

2. “Computer System” means an interconnected electronic, wireless, web, or similar system, including all computer hardware and software, used to process and store Data or information in an analogue, digital, electronic or wireless format, including, but not limited to, computer programs, Data, operating systems, firmware, servers, media libraries, associated input and output devices, mobile devices, devices that are connected to and controlled by the internet (also known as “smart devices”), networking equipment, websites, extranets, off-line storage facilities (to the extent that they hold Data), and electronic backup equipment.
3. “Cyber Operation” means the use of a Computer System by, at the direction, or under the control of a sovereign state to disrupt, deny, degrade, manipulate or destroy information in a Computer System of or in another sovereign state.
4. “Data” means any machine-readable information, including, but not limited to, ready-for-use programs, applications, account information, customer information, health and medical information, or other electronic information, irrespective of the way it is used and rendered.
5. “Essential Service” means any service that is essential for the proper operation and maintenance of vital functions of a sovereign state, including, but not limited to, financial services (including services related to financial institutions and associated financial market infrastructure), health services, utility services, emergency services, and/or services that are essential for the proper operation of the food, energy and/or transportation sector.
6. “Impacted State” means a sovereign state where a Cyber Operation has had a major detrimental impact on:
 - i. the functioning of that sovereign state due to disruption of the availability, integrity or delivery of an Essential Service in that sovereign state; and/or
 - ii. the security or defense of that sovereign state.
7. “Insured Computer System” means:
 - i. a Computer System that is owned and operated by the Named Member, or that is leased to the Named Member and operated by the Named Member; and
 - ii. any Insured Communication System.
8. “Insured Telecommunications System” means any telephone or fax network or system that is owned, rented, leased, licensed or borrowed by the Named Member and under the direct operational control of the Named Member.
9. “War” means any war, invasion, acts of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, civil commotion assuming the proportions of or amounting to an uprising, military or usurped power, or confiscation, nationalization, requisition or destruction of or damage to property by or under the order of any government or public or local authority, or any action taken by a government authority to hinder, control, prevent, suppress or defend against any of the aforementioned actions.

This is a restriction of coverage.

Ordinance or Law

GIRMA covers most property on a replacement cost basis, which means that the cost of a loss can often far exceed the market value of damaged property, despite periodic adjustments from appraisals. The Member Coverage Agreement also provides for the replacement cost to include upgrades to bring the new property in line with current requirements or ordinance or law. The new language limits replacement cost coverage for ordinance or law code upgrades to situations where the Member was not required to comply at the time of loss, and only for the portion of the property that sustained direct physical loss:

The Named Member shall only be entitled to replacement cost for the portion of the property subject to the direct physical loss or damage. For any part of the property that must be demolished due to the direct physical loss or damage, but was not damaged itself, GIRMA's liability shall be limited to the actual cash value of the undamaged property at the time of the loss or damage.

And

It is a condition precedent to the coverage under this Extension that This Extension is subject to the following conditions:

- a. GIRMA shall have paid or agreed to pay for physical loss or damage and that the Named Member shall give notice to GIRMA of intent to claim for cost of removal of debris or cost of clean up no later than twelve (12) months after the date of such loss or damage.
- b. The federal, state, or local law, ordinance or code was not a legal requirement with which the Named Member was required to comply at the time of the direct physical damage.

This is a restriction of coverage.

Nuclear, Chemical, Biological, Radiological Terrorism Exclusion

Coverage is being amended to address nuclear, chemical, biological, or radiological (NCBR) terrorism. This type of claim would likely be subject to the defenses of Public Duty Doctrine (i.e., failure to protect) and sovereign/governmental immunity. The following language is being added to the General Exclusions Applicable to the Casualty Coverage Sections that would exclude:

any claim arising out of or in any way connected with Acts of Terrorism which involves:

1. pathogenic chemical or biological substances, however caused;
2. nuclear reaction or radiation, or radioactive contamination, however caused; or
3. any other cause or event resulting from (1) or (2) above.

Such claim is excluded regardless of any other cause or event contributing to the liability, loss, damage, or expense in any way or at any time, or whether liability, loss, damage, or expense is accidental or intentional.

This exclusion would apply to all liability lines of coverage and be a restriction of coverage.

Coverage for Theft of Property by Non-Employees

The coverage agreement currently includes an exclusion that would apply to theft by employees of the Member, but it only applies to the Property Coverage Section. The exclusion is important because employee theft is covered under the Crime Coverage Section. For non-employee theft, there would be coverage but only if the property is scheduled (or, if it is unscheduled property, that is not in the list of properties to which unscheduled property does not apply).

As a result, we are adding the theft exclusion applicable to the Property Coverage Section be modified as follows:

inventory shortage, mysterious disappearance or loss of or damage caused by or resulting from misappropriation, conversion, infidelity, dishonesty, fraudulent or criminal act(s) by Employees, but this exclusion shall not apply to Automobiles and Mobile Equipment that are included on the Named Member's schedule on file with GIRMA whether acting alone or in collusion with others;

This change is a clarification of coverage.

For Reporting of Claims, Claim Status or Claim Questions, Please Contact:

Robert Angotta
GIRMA Supervisor
Phone: 770-290-8227
Email: robert_angotta@gbtpa.com

GIRMA Claims
c/o GALLAGHER BASSETT SERVICES, INC.
PO Box 2934
Clinton, IA 52733-2934
Phone: 770-280-2500 or 800-354-6494
Fax: 1-866-735-8905

HOW TO REPORT A CLAIM:

Option 1: Email – Please email completed claim form to GIRMAclaims@tnwinc.com

Option 2: Phone – To report a claim over the phone, please call 844-246-9510

**For Coverage Questions, Certificate Request, Changes, Additions or Deletions
Of Property Or Vehicles; Review of Contracts, Please Contact:**

Lindsey Albright Senior Account Executive	706-877-6400 lalbright@lockton.com	Daniel Thomas Vice President	404-392-2085 dsthomas@lockton.com
Meghan Murray Barag Account Executive	678-361-0886 mamurray@lockton.com	Collins Fowler Kahrs Senior Account Analyst	404-829-6753 collins.kahrs@lockton.com
Jeff Showalter Senior Vice President	770-883-3335 jshowalter@lockton.com	Caroline Grinstead Senior Account Analyst	404-383-6373 caroline.grinstead@lockton.com

Lockton Companies

3280 Peachtree Road NE, Suite 1000
Atlanta, GA 30305

Phone: 404-460-3600 | **Fax:** 404-460-3755

For Membership, Accounting or Risk Management Questions, Please Contact:

Tasha Hunt-Caudill Claims and Litigation Manager	678-536-4364	<p>Georgia Municipal Association PO Box 105377 Atlanta, GA 30348 Phone: 404-688-0472 or 888-488-4462 Website: www.gacities.com</p>
Cindy Mallett Director, Risk Management Services	678-686-6308	
Randy Logan Deputy Executive Director	678-686-6253	
Chris Brierley Accountant	678-651-6204	
Joel Levy Accounting Specialist	678-686-6233	

For Safety & Loss Control Services, Please Contact:

Dennis Watts
Senior Manager, RMEBS Loss Control & Prevention Services
678-686-6284

Website: www.lgrms.com

For HELP Line (Hotline for Employment Legal Problems). Members with potential employment and personnel-related claims can receive free legal consultation specializing in employment-related issues.

girmahelpline@fisherphillips.com OR 800-721-1998



NEED HELP?

The Hotline for Employment Legal Problems is a free service provided to members of GIRMA, GMA's property and liability program.

What is HELP?

HELP stands for Hotline for Employment Legal Problems and is a service designed to assist GIRMA members with potential employment and personnel related issues. HELP allows GIRMA members to consult legal counsel specializing in employment law prior to making or implementing a personnel decision.

About GIRMA

Administered by GMA, the Georgia Interlocal Risk Management Agency (GIRMA) is an intergovernmental risk-sharing fund created in 1987 to provide property and liability coverage to local government entities in Georgia. Contributions from GIRMA's membership of over 375 members are pooled to pay claim defense, claim losses, insurance to limit exposure, and administrative expenses.

GIRMA Eligibility

Municipalities, municipal authorities and commissions, regional commissions, and municipal school districts with an average daily student population of at least 2,800 are eligible to participate in the fund.

GIRMA Property and Liability Coverage

Coverages available to members includes, but is not limited to, property; automobile (liability and physical damage); law enforcement liability; general liability; public officials' liability; employee benefits liability; crime/fidelity; and cyber liability. Loss control and other risk management services are included.

Advantage of GIRMA Membership

- GIRMA is controlled by its members, therefore is responsive to the member's individual needs.
- GIRMA's claims process allows more input and control from the members.
- Administrative benefits include automatic coverage for newly-acquired vehicles up to \$100,000 in value; easy renewal process; common renewal date; no premium audit.
- Financial benefits include competitive pricing and insulation from the pricing volatility of the insurance marketplace.



What are the program benefits of HELP?

The GIRMA Board of Trustees has taken a proactive approach to reduce the impact of employment and personnel-related claims against GIRMA members. Regardless of whether the GIRMA member prevails in the suit, the cost to defend employment claims is significant. Often, objective review and careful planning prior to implementing an employment decision can help avoid costly claims and time-consuming litigation.

HELP is designed to be an aid to officials of GIRMA members or their legal counsel. HELP is not intended to supplant the local legal counsel or the city attorney on employment issues. Local legal counsel or the city attorney should always be consulted on questionable employment issues.

Will my deductible be waived?

If the GIRMA member follows the advice given through the HELP line, the member's deductible will be waived (if a related claim is submitted).

How does HELP work?

GIRMA members may use a dedicated phone number or email address to contact the law office of Fisher & Phillips LLP (formerly Elarbee, Thompson, Sapp and Wilson). The law firm specializes in employment legal issues and serves as defense counsel for GIRMA on employment-related cases.

When a GIRMA member contacts HELP, a paralegal will ask for preliminary information and consult an attorney to determine appropriate handling of the inquiry. In most cases, an attorney will respond directly to the member with advice and recommendations.

Who should contact HELP?

The service should be used by the person making or recommending the employment or personnel decision, such as the chief administrative officer, chief executive or city attorney.

When should I contact HELP?

The service should be used when contemplating an employment or personnel decision that is complex and/or which may have significant legal consequences.

What is the cost to contact HELP?

HELP is a GIRMA member benefit. There is no charge to members who use the service.

For More Information:

Cindy Mallett, Director, Risk Management Services

Phone: 678-686-6308 Email: cmallett@gacities.com

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

PI1

425 Allgood Road
Pine Lake, GA 30072

Coverage Period:

May-01-2026 to May-01-2027

Presented by:



201 Pryor Street
Atlanta, GA 30303

Quote Date:

4/1/2026

Administered by:

Lockton Companies

3280 Peachtree Road NE #1000
Atlanta, GA 30305

Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

General Liability and Law Enforcement Liability	Limit of Liability
Each Occurrence	\$600,000
Personal & Advertising Injury	\$600,000
Products / Completed Operations	\$600,000
Failure to Supply Utilities	\$600,000
Fire Legal Liability	\$600,000
Law Enforcement Liability	\$600,000
General Aggregate	\$3,000,000
Medical Payments	Excluded
Form	Occurrence
General Liability Deductible	\$10,000
Law Enforcement Liability Deductible	\$10,000
Employee Benefits Liability	\$600,000
Employee Benefits Aggregate	\$3,000,000
Form	Occurrence
Deductible	\$10,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limit
- Special Events Liability
- Athletic Participants Liability
- Fireworks Display Liability
- Cemetery Professional Liability
- Limited Pollution Liability
- Non-Owned Aircraft & Watercraft
- Liquor Liability
- Limited Drone Coverage (\$50,000)
- Garage Liability
- Personal Injury Liability
- Authorized Moonlighting by Police Officers
- Jail Cell Operations
- Police Animal Liability
- Assault and Battery
- Inmate Medical Coverage
- Sexual Abuse Coverage
- Worldwide Territory

Disclaimer:

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Public Officials / Errors & Omissions Liability	Limit of Liability
Each Wrongful Act or Occurrence	\$600,000
Aggregate Limit	\$3,000,000
Form	Occurrence
Deductible	\$10,000

Coverage Features:

- No Premium Audits
- Defense Costs Outside the Limits
- Pay on Behalf Basis
- Personal Injury – to include:
 - Mental Anguish
 - Shock
 - Humiliation
- Employment Practices Liability – including coverage for:
 - Libel
 - Slander
 - Defamation
 - Sexual Harassment
 - Sexual Abuse
- Americans with Disabilities Act (ADA)
- Zoning Claims Seeking Monetary Demands
- Civil Rights Violations
- Services Performed Under a Mutual Aid Agreement

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Automobile Liability	Limit of Liability
Combined Single Occurrence Limit	\$750,000
Uninsured Motorists Liability	\$75,000
Hired & Non-Owned Liability	\$750,000
Medical Payments	Excluded
Deductible	\$10,000
Uninsured Motorist Deductible	\$1,000

Automobile Physical Damage	Limit of Liability
Limit	Actual Cash Value
Hired Physical Damage	Included
Vehicles Covered	Per Schedule
Comprehensive Deductible	\$1,000
Collision Deductible	\$1,000
Hired Physical Damage Deductible	\$1,000

Coverage Features:

- Automatic Coverage for Vehicles up to \$100,000 in value
- Automatic Liability Coverage for new vehicles
- Deductible Per Occurrence

Crime / Fidelity	Limit of Liability
Blanket Employee Dishonesty	\$500,000
Forgery or Alteration	\$500,000
Computer Crime	\$500,000
Money and Securities	\$500,000
Social Engineering Fraud	\$25,000
Deductible	\$1,000
Social Engineering Deductible Only	\$2,500

Coverage Features:

- Faithful Performance Included
- Includes all local and state required bonds

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Property	Limit of Liability
Total Insured Values	\$2,951,654
Blanket Building & Contents	\$2,868,769
Mobile Equipment	\$82,885
Computers ("EDP")	Included
Flood Limit – Including Zones A and V	\$2,951,654
Earthquake Limit	\$2,951,654
Coinsurance Provision	None
Locations Covered	Per Schedule
Valuation – Building & Contents	Replacement Cost
Valuation – Mobile Equipment	Actual Cash Value
Deductible – Buildings & Contents All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$1,000
Deductible – Mobile Equipment All Perils <i>(Tier 1 Only-All Perils except Named Windstorm)</i>	\$1,000
Deductible – Named Windstorm for Tier 1 Only* <i>* Applies separately to (1) Each separate building. (2) The value of personal property located in each separate building. (3) Each item of Mobile Equipment. (4) Actual value of Business Interruption and Extra Expense loss for the 12 months immediately following the date of the direct physical loss.</i>	1% per unit
Automatic Coverage Extensions:	
Business Interruption	\$500,000
Extra Expense	\$500,000
Computers ("EDP")	\$500,000
Builders Risk	\$500,000
Property in Transit	\$500,000
Valuable Papers	\$500,000
Equipment Breakdown	Limit of Liability
Limit Per Occurrence	\$2,868,769
Ordinance or Law Limit	\$2,868,769
Hazardous Substance	\$250,000
Deductible	\$1,000
Automatic Coverage Extensions	
Ammonia Contamination	\$1,000,000
Expediting Expenses	\$10,000,000
Service Interruption	\$2,868,769
Spoilage / Consequential Damage	\$10,000,000
Water Damage	\$1,000,000

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RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Cyber	Limit of Liability
Security & Privacy Liability	\$250,000
Regulatory Action Sublimit of Liability	\$250,000
Event Management	\$250,000
Cyber Extortion	\$250,000
Deductible	\$10,000

Police Animal Mortality Coverage	Limit of Liability
Scheduled Limit	\$0
Deductible	Nil

Risk Management Services

<u>Type of Service</u>	<u>Annual Contribution</u>
Loss Control & Safety Training	
On Site Visitation	Included
Awareness Training	Included
Awareness Through Safety Bulletins	Included
Automobile Drivers Training	Included
Access to Safety Videos	Included
Safety Grant	
Based on a Contribution Volume and up to \$10,000	Included
*Subject to Approval & Requirements	
Employment Practices Help Line	
Legal Advice	Included
Property Appraisals	
Building Valuations	Included
Contents and Historical Valuations	Included
Crisis Management	
Provides \$50,000 for expenses incurred in response to a Crisis Event including Workplace Violence	Included

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Georgia Interlocal Risk Management Agency

RENEWAL TERMS FOR 2026-2027

CITY OF PINE LAKE

Contribution Summary

<u>Line of Coverage</u>	<u>Annual Contribution</u>
General Liability	\$2,013
Law Enforcement Liability – Before Credit	\$9,879
<i>Law Enforcement Initiative Credit Amount</i>	<i>\$0</i>
Law Enforcement Liability – After Credit	\$9,879
Public Officials Liability	\$5,039
Automobile Liability	\$16,570
Automobile Physical Damage	\$5,390
Property – Buildings & Contents	\$9,570
Mobile Equipment	\$194
Police Animal Mortality	\$0
Crime / Fidelity	\$340
Boiler & Machinery	\$599
Uninsured Motorist	\$121
Sub Total	\$49,715
Less Renewal Credit	\$5,031
Total	\$44,684

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Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
City of Pine Lake (PI1)	Effective Date	05/01/2026
GENERAL LIABILITY		
Grants Administered	\$0	
GROSS OPERATING EXPENDITURES	\$2,013	
PARK ACREAGE	\$0	
HOUSING AUTHORITIES - UNITS	\$0	
PUBLIC UTILITIES - CABLE / TELECOM	\$0	
PUBLIC UTILITIES - ELECTRIC	\$0	
PUBLIC UTILITIES - GAS	\$0	
PUBLIC UTILITIES - SEWER	\$0	
PUBLIC UTILITIES - WATER	\$0	
REFUSE COLLECTION	\$0	
SCHOOLS - ALL OTHER STUDENTS	\$0	
SCHOOLS - TRADE OR VOCATIONAL STUDENTS	\$0	
WATER RELATED ACTIVITIES - # BEACHES, LAKES, POOLS	\$0	
GENERAL LIABILITY TOTALS		\$2,013

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
AUTOMOBILE LIABILITY	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	1	\$337.86	\$337.86	
Trucks - Medium Weight	2	\$450.48	\$900.96	
Trucks - Heavy Weight	0	\$0.00	\$0.00	
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	0	\$0.00	\$0.00	
Private Passenger - Fire Cars	0	\$0.00	\$0.00	
Private Passenger - Police Cars	5	\$3,043.78	\$15,218.90	
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	1	\$112.62	\$112.62	
Buses - Public Transit Buses	0	\$0.00	\$0.00	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
AUTO LIABILITY TOTALS	9			\$16,570

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE			Contribution Breakdown	Contribution Total
AUTOMOBILE PHYSICAL DAMAGE	Number of Vehicles	Contrib Per Vehicle	Total Contribution	
Trucks - Van, Pickups, Light Trucks	1	\$245.92	\$245.92	
Trucks - Medium Weight	2	\$245.92	\$491.84	
Trucks - Heavy Weight	0	\$0.00	\$0.00	
Trucks - Extra Heavy Weight	0	\$0.00	\$0.00	
Trucks - Ambulances or Paramedic Vehicles	0	\$0.00	\$0.00	
Trucks - Garbage	0	\$0.00	\$0.00	
Trucks - Fire Trucks	0	\$0.00	\$0.00	
Private Passenger - Fire Cars	0	\$0.00	\$0.00	
Private Passenger - Police Cars	5	\$918.13	\$4,590.65	
Private Passenger - All Other Type Cars	0	\$0.00	\$0.00	
Trailers - Semi Trailers	0	\$0.00	\$0.00	
Trailers - Trailers	1	\$61.48	\$61.48	
Buses - Public Transit Buses	0	\$0.00	\$0.00	
Buses - School Buses	0	\$0.00	\$0.00	
Motorcycles	0	\$0.00	\$0.00	
PHYSICAL DAMAGE TOTALS	9			\$5,390

Georgia Interlocal Risk Management Agency

Member Contribution Breakdown

LINE OF COVERAGE	Contribution Breakdown	Contribution Total
UNINSURED MOTORIST LIABILITY		\$121
LAW ENFORCEMENT LIABILITY	\$1,975.80 per officer	\$9,879
PUBLIC OFFICIALS LIABILITY		\$5,039
PROPERTY (including Mobile Equipment and Boiler & Machinery)	Values / Rates	\$10,363
Total Insured Value	\$2,951,654	
Rate per \$100 of Value	\$0.3511	
POLICE ANIMALS	\$0	\$0
CRIME	\$28.33 per employee	\$340
TOTAL CONTRIBUTION*		\$49,715

* Figures may be off by \$1 due to rounding

Georgia Interlocal Risk Management Agency

GMA Property & Liability Self-Insurance Program

CONTRIBUTION PAYMENT TERMS

CITY OF PINE LAKE

RLFC# P11

INVOICE NUMBER	373827
EFFECTIVE DATE	05/01/2026
INVOICE AMOUNT	\$44,684
PROPOSAL NUMBER	RPI1-PR2026-7

PAYMENT TERMS:

- OPTION 1: Full Amount Due on Binding
- OPTION 2: 50% Down – Balance due in 30 days
- OPTION 3: 25% Down – Balance due in 4 monthly installments. The entire contribution must be paid within 6 months of the effective date.

Checks should be made payable to **GIRMA**. Please sign and return with your check to:

Georgia Interlocal Risk Management Agency
P.O. Box 105377
Atlanta, Georgia 30348

Please sign and date on the lines below that you have read and accept the limits and deductibles outlined in the renewal terms. Please return the signed invoice with your initial payment to the GIRMA address above.

Authorized Signature

Date

Pine Lake Town Hall

Monday, March 30, 2026 @ The Clubhouse 6:00 – 8:00

ATTENDEES

Moderator: Kathie deNobriga

41 Residents were in attendance

City Council: Jeff Goldberg, Deborah Hull, Stephanie Kohler, Jane Lowers, Thomas Torrent

Staff: Stanley Hawthorne; Ned Dagenhard; Sarai Y'Hudah-Green; Bernard Kendrick

The Town Hall began with a welcome and a greeting from Jeff Goldberg, mayor pro tem, who then introduced Kathie deNobriga walked through the AGENDA. She reminded people that this meeting about looking forward, the beginning of a long process of repair --- of the land or of our relationships in the community. She invited folks to exercise curiosity, not judgement during the Town Hall, lean into the learning and to take a series of breaths together.

MEETING AGREEMENTS

Kathie presented 1-5 as the beginning of our mutual agreement on how we will be in the space together. She then opened the floor to other suggestions (6-11) and asked for consensus which was reached by a large majority. NOTE: The “hands up if in favor” was not unanimous.

1. One voice (no side conversations)
2. Use “I” statements
1. Listen for understanding
2. Practice disagreement without being disagreeable
3. Take care of yourself (bathroom break, etc.)
4. Assume positive intent (and acknowledge negative impact)
5. Give grace and space
6. “Step up, step back”
7. Respect the moderator
8. Respect the process (raise hands to be recognized)
9. Be kind

INTRODUCTIONS

Attendees were then asked to indicate if any of these descriptors applied to them:

- | | |
|---|--|
| <input type="radio"/> people who work from home | <input type="radio"/> People who live alone |
| <input type="radio"/> artists | <input type="radio"/> Households with teenagers |
| <input type="radio"/> New (grand) babies in the last year | <input type="radio"/> Households with people over 80 |
| <input type="radio"/> Households with young children | <input type="radio"/> People who own their own homes |
| <input type="radio"/> people who moved here since COVID | <input type="radio"/> & people who rent |

Interesting observations: lots of people who work from home and artists. No one with children and no renters (who self-identified).

Pine Lake Town Hall

Monday, March 30, 2026 @ The Clubhouse 6:00 – 8:00

STATE OF THE CITY

Jeff introduced Council members who each gave an overview a current or upcoming issue.

- a) Mayor's resignation and special election – Deborah. NOTE: Election will be in November due to state voting law requirements.
- b) City Manager non-renewal of contract and candidate search – Stephanie
- c) Challenges to the budget and short- and long-term plans to rectify – Jane
- d) Riprap and public discourse - Thomas

There were a few questions for clarity and limited discussion.

CONCERNS

After a quick stretch, Kathie asked folks to self-organize into small groups (4-6) to discuss their most pressing concerns in a 10-minute discussion. Each group wrote their concerns on index cards. Each one was read and posted, grouping like-to-like. (Organization of these posted concerns was mostly done by Kathie.) After all were posted, Kathie read them all again, and asked folks for a little analysis: what connections or intersections do you see?

Budget/Long-term Sustainability

- Cityhood – should we consider becoming unincorporated?
- Future of City staff pay & model to keep us viable
- People in areas around Pine Lake have expressed that they don't want to be annexed due to taxes (x2)
- Make annexation appealing to our neighbors
- Millage rate is too high, especially on limited incomes & lower salaries
- Property taxes too heavily relied on (NOTE: morning-after communication from a person in that group: not captured in that card is "how can citizens' ideas be incorporated into the discussions that council-city employees have about how to most efficiently and effectively spend our money to achieve our goals? For example? PWD stated we need to spend money to upgrade another truck to pull Pig Pen; A citizen said "why not just rent a truck that can pull Pig Pen to clean our streets?")
- Millage rate increases are destabilizing

Community Participation & Leadership Development

- Accelerators for community activity leaders
- Champion community-led projects
- Intentional community building (x2)

Policing

- We feel safe with Pine Lake police more than with other forces
- Maintaining healthy police relationships
- Enforcing speed limits and stop signs
- Police department acting under 'color of law' (re: patrolling Rockbridge)
- Love the Police Chief

Pine Lake Town Hall

Monday, March 30, 2026 @ The Clubhouse 6:00 – 8:00

Environment

- Wetland health (x2)
- Lake health
- Habitat restoration
- Beach management
- Lack of routine maintenance – no schedule
- Schedule of maintenance – what are our priorities?

Communication & Education

- Welcome packets for new residents
- Poor early communication about major council decisions
- Education on how things get done in the city. What is the city's responsibility, and what is the people's?
- Use of a tool (AI) for a more complete summary of Council meeting discussion. "A discussion was held" is not helpful.
- Community calendar that includes city government and community organizations' information and events.

Decision-Making

- Develop task forces for 1) data-driven decisions (for grants); 2) wetlands; 3) murals
- Ensure community engagement before major decisions are made
- Riparian buffer variance – citizens should be notified and vote on the issue

Business & Economic Development

- Make Pine Lake more identifiable: signage, murals & marquees

LINGERING QUESTIONS

Due to the short time allowed, Kathie asked folks to submit written questions on notecards which were then read aloud. Although the process was NOT to answer these questions in the moment, Councilmember Kohler offered two quick responses, noted below

- Q How about creating the citizen review board?
- Q What is the appropriate way for citizens to express discontent/concerns with city employee performance and work products? What recourse do citizens have?
- Q How do we facilitate greater community engagement and activities?
- Q Is there a legal solution forthcoming for the volunteer situation (waivers, etc.)?
- Q If we raise the money ourselves, can we remove the riprap?
- Q What can be done to stop doing the same studies over and over? We already did an annexation study.
- Q Can we determine 3-4 things we all DO want and look at all the ways of achieving that versus only complaining about what we DON'T want?
- Q What and how will the ongoing oversight of the new management people & [governance] model develop?
- Q What is the future plan for creeksides?
- Q Can we create a central place to share ideas? (example: riprap repair, etc.)
- Q Can meetings be held at 6:30 instead of 6:00 PM?

Pine Lake Town Hall

Monday, March 30, 2026 @ The Clubhouse 6:00 – 8:00

LINGERING QUESTIONS (continued)

- Q Are the flume/pipes, etc. that allow the lake and wetlands to be healthy the responsibility of public works? If so, why are they not routinely maintained by them?
- Q What are legal limits to riprap mitigations -- is it ours to create wildlife easements, take a few rocks away, etc.? We need numbers and parameters!
- Q How much of our annual budget is taken up by the Police Department (Councilmember Kohler said she remembered it as 30-40% and that it was budget-neutral.)
- Q Why do the council members sit so far above and away from the public participants? It feels very alienating. (Speaking for herself, Councilmember Kohler explained that she is intent on taking good notes and also wants to avoid the appearance of bias.)
- Q How can we communicate and connect without Facebook? This Town Hall has been so much more useful.
- Q A) What challenges and opportunities does our existing governance structure present for incorporating residents' desires as expressed in Town Halls? -- in other words how can residents' ideas be incorporated into the existing governance structure? B) Does council need to write or change policy to make sure citizens' desires for 2- way, advanced communication regarding the city business/council decisions is incorporated into our city's policies and procedures? C) How will the content of these town halls and listening sessions be captured/recorded so we can actually remember and implement action plans?

FEEDBACK

Kathie asked everyone to give feedback on the structure and content of the Town Hall.

People wrote anonymously on this "graffiti" wall.

- More question and answer time. less discussion about discussions and more action
- Well done and great structure for our first meeting. Going forward increased discussion in rotating groups would be nice
- Build in more time for answers from City Council
- More! of! This!
- I appreciate the opportunity to discuss different topics tonight, however what and how seemed overly controlled
- Great! More group discussions; less formal talking; let's create central place to brainstorm, share ideas with no criticisms -- just sharing possible solutions/ideas
- Great experience of community. Thank you all!
- There is an obvious communication hole because there were zero renters/apartment folks at this meeting. There needs to be a concerted effort to sign up a broader scope of the community for the News Blast.
- Maybe a little less structured or controlling what we talk about
- I enjoyed making the connection between group comments
- If you stop someone from talking and tell them they will have the opportunity to say what they want to say later, then at some point, let them have that opportunity.
- Pine Lake facilitators Guild? Tim, Kathie, Jeff? Train journeymen/women in facilitation basics

Pine Lake Town Hall

Monday, March 30, 2026 @ The Clubhouse 6:00 – 8:00

■ THANK YOU

■ Thank you! For holding Town Hall and community listening.