



AGENDA
COUNCIL MEETING
4040 S. BERKELEY LAKE RD.
BERKELEY LAKE, GEORGIA 30096
APRIL 16, 2026

6:30 PM Work Session
8:00 PM Formal Session

Citizens are encouraged to offer comments on issues of concern as agenda items are reached and at the end of the meeting for all other issues. Please limit citizen comments to 2 minutes. Longer citizen comments are welcome in writing and will be added to the official record of this meeting.

WORK SESSION

CALL TO ORDER

AGENDA

PUBLIC HEARING

- a) 2025 Budget Amendment

CONSENT AGENDA

- a) Minutes of March 19, 2026, Council Meeting
- b) Minutes of March 19, 2026, Council Work Session
- c) Financial Statements of February 2026 – Unaudited

OLD BUSINESS

- a) 2025 Budget Amendment

NEW BUSINESS

- a) Public Comment Policy
- b) VC3 Agreement for IT Services
- c) Keck & Wood Proposal for 2026 MS4 Report

EXECUTIVE SESSION *(if needed)*

CITIZEN COMMENTS

ADJOURNMENT

Requests for reasonable accommodations required by individuals to fully participate in any open meeting, program, or activity of the City of Berkeley Lake government should be made at least five days prior to the event by contacting the ADA Coordinator at 770-368-9484.



**COUNCIL MEETING
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
DRAFT MINUTES
MARCH 19, 2026**

ATTENDANCE

Mayor: Lois Salter

Council Members: Skip Dahlstrom, Bill Lacy, Bill Lyons, and Rebecca Spitler

City Officials: Leigh Threadgill - City Administrator, Thomas Mithcell – City Attorney

Members of the Public: 2

Members of the Press: 0

CALL TO ORDER

Salter called the meeting to order at 8:03 PM. A quorum of council members was in attendance.

AGENDA

Salter solicited a motion regarding the agenda.

Spitler made a motion to accept the agenda as submitted. Lacy seconded the motion. All council members were in favor and the motion passed.

PUBLIC HEARING

Salter noted there are no public hearings tonight.

CONSENT AGENDA

Salter noted the following as items on the consent agenda and solicited a motion:

- a) Minutes of February 19, 2026, Council Meeting
- b) Minutes of February 19, 2026, Council Work Session
- c) Financial Statements of January 2026 – Unaudited

Dahlstrom made a motion to approve all items on the consent agenda. Lyons seconded the motion. All were in favor and the motion passed.

OLD BUSINESS

Salter noted there is no old business tonight.

NEW BUSINESS

a) 2025 Budget Amendment

Threadgill: O-26-261 is a housekeeping measure to identify a final status of expenses and revenues for 2025. I am requesting that council place the item on first read and schedule a public hearing regarding the amendment for April 16th at 8:00 PM.

Lacy made a motion to place O-26-261, an ordinance to amend the budget for the year 2025, to repeal conflicting ordinances, to provide for an effective date and for other purposes, on first read and to hold a public hearing regarding the amendment on April 16, 2026, at 8:00 PM. Dahlstrom seconded the motion. All council members were in favor and the motion passed.

b) 2026 Estimated Rollback Rate Certification

Threadgill: House Bill 581 requires levying authorities to certify an estimated rollback rate to be included in annual notices of assessment. Staff and the Finance Committee met on March 18, 2026, to determine a recommended estimated rollback rate for council's approval and certification. It was decided to set the estimated rollback rate at the 2025 millage rate, 1.194 mills.

Lyons made a motion to set the 2026 estimated rollback rate at 1.194 mills. Spitler seconded the motion. All council members were in favor and the motion passed.

c) River District Villages Lot 1 – Temporary Construction Easement Discussion

Threadgill: The River District Homeowners' Association has asked the city to allow the developer of 3850 North Berkeley Lake Road to install a temporary construction driveway from the River District deceleration lane on North Berkeley Lake Road to provide construction access for the purpose of building a home on the lot. For some background, the prior owner of 3850 North Berkeley Lake Road made a similar request back in 2021. The 2021 request was to revise the subdivision plat by donating the River District common space abutting 3850 North Berkeley Lake Road to Gwinnett County whereby increasing the Gwinnett County right-of-way and resulting in the lot having frontage on North Berkeley Lake Road so that a driveway could be constructed from North Berkeley Lake Road. The city council denied the request in February of 2021. Subsequently the lot was sold. The new owner received approval for a building permit at the end of 2024. The approved plans show the construction entrance from River District Drive. After that, the owner requested permission to change the location of the construction entrance from River District Drive to the North Berkeley Lake Road deceleration lane. Staff did not approve the relocation based on the prior city council action and the requirements on the subdivision plat. After conferring with the city attorney, staff

understands that if it is the desire for the construction entrance to be installed on the HOA common space lot between the deceleration lane and 3850 North Berkeley Lake Road, the process would be for the River District HOA to make application for a revision to the River District Unit 1 final plat. Specifically, zoning condition #5 establishes the common space for the subdivision and notes it includes parks, amenities area and roadways, but not construction entrances. In addition, if there is tree removal required to access the lot from North Berkeley Lake Road via a construction entrance, zoning condition #2 may also need to be revised depending on the location of the trees to be removed. There is no action for the city council tonight.

Spitler noted she was on the council that denied the previous request and her main concern revolves around security issues.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

There being no further business to discuss, Lacy moved to adjourn. Spitler seconded the motion. All were in favor and the motion passed.

Salter adjourned the meeting at 8:09 PM.

Submitted by:

Leigh Threadgill, City Clerk



**COUNCIL WORK SESSION
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
DRAFT MINUTES
MARCH 19, 2026**

ATTENDANCE

Mayor: Lois Salter

Council Members: Skip Dahlstrom, Bill Lacy, Bill Lyons and Rebecca Spitler

City Officials: Leigh Threadgill - City Administrator, Thomas Mitchell - City Attorney

Members of the Public: 2

Members of the Press: 0

WORK SESSION

Salter reviewed the agenda with the council and solicited questions regarding the items for consideration.

Mark French Barrett reviewed recommended IT security upgrades.

Threadgill delivered training materials related to city organizational structure as an orientation for new council members and refresher for existing council members.

The work session was adjourned.

Submitted by:

Leigh Threadgill, City Clerk

City of Berkeley Lake

Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L

January - February, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 100 General	184,982.66	1,587,856.00	-1,402,873.34	11.65 %
320 320 SPLOST Income	43,405.99	2,125,743.00	-2,082,337.01	2.04 %
Total Income	\$228,388.65	\$3,713,599.00	\$ -3,485,210.35	6.15 %
GROSS PROFIT	\$228,388.65	\$3,713,599.00	\$ -3,485,210.35	6.15 %
Expenses				
1 Gen Govt	71,463.65	607,035.00	-535,571.35	11.77 %
2 Judicial	470.00	9,449.00	-8,979.00	4.97 %
3 Public Safety	18,615.33	175,421.00	-156,805.67	10.61 %
4 Public Works	21,063.56	547,645.00	-526,581.44	3.85 %
6 Culture and Recreation	960.00	23,915.00	-22,955.00	4.01 %
7 Housing and Development	13,561.30	224,390.00	-210,828.70	6.04 %
SPLOST Expenses	46,187.00	2,125,743.00	-2,079,556.00	2.17 %
Total Expenses	\$172,320.84	\$3,713,598.00	\$ -3,541,277.16	4.64 %
NET OPERATING INCOME	\$56,067.81	\$1.00	\$56,066.81	5,606,781.00 %
NET INCOME	\$56,067.81	\$1.00	\$56,066.81	5,606,781.00 %

City of Berkeley Lake

Income & Expense

February 2026

	TOTAL
Income	
100 100 General	97,076.98
320 320 SPLOST Income	1,540.13
Total Income	\$98,617.11
GROSS PROFIT	\$98,617.11
Expenses	
1 Gen Govt	38,182.83
3 Public Safety	11,817.15
4 Public Works	15,727.68
7 Housing and Development	9,599.05
SPLOST Expenses	46,187.00
Total Expenses	\$121,513.71
NET OPERATING INCOME	\$ -22,896.60
NET INCOME	\$ -22,896.60

City of Berkeley Lake

Balance Sheet

As of February 28, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Debt Service Fund	0.00
General Fund	5,481,188.11
SPLOST Fund	1,369,190.34
Suspense 1.11.1000	0.00
Total Bank Accounts	\$6,850,378.45
Accounts Receivable	
Accounts Rec 1.11.1900.1	12,462.77
Total Accounts Receivable	\$12,462.77
Other Current Assets	
1.11.27 Grant Receivable	0.00
Accounts Rec - SPLOST 1.11.2000	40,640.61
AccountsRec-OtherTax1.11.1900.2	0.00
Franchise Tax Rec 1.11.1550	24,000.00
Interest Receivable 1.11.1400	0.00
Prepaid Expense 1.11.3600	0.00
Prepaid items 1.11.3800	4,212.00
QuickBooks Tax Holding Account	0.00
Taxes Receivable 1.11.1600	17,324.61
Undeposited Funds 1.11.1114	5,006.15
Total Other Current Assets	\$91,183.37
Total Current Assets	\$6,954,024.59
Fixed Assets	
Building & Improvements 1.11.7400	1,770,036.08
Computer Equipment 1.11.6700	48,172.61
Furniture & Fixtures 8.11.7700	71,493.47
Land 8.11.7100	9,392,320.74
Machinery & Equipment 1.11.6500	173,026.24
Total Fixed Assets	\$11,455,049.14
Other Assets	
Accum amort - bond cost	0.00
Amt avail 4 debt svc 9.11.9100	0.00
Bond issuance cost	0.00
Loan Receivable - Facilities	0.00
Loan Receivable - Paving	0.00
To be prov 4 debt 1.11.7500	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$18,409,073.73

City of Berkeley Lake

Balance Sheet

As of February 28, 2026

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable 1.12.1100	55,179.81
Operating AP	0.00
SPL2005 Admin Facil- City H-AP*	0.00
SPLOST account - Suntrust-AP*	0.00
Total Accounts Payable	\$55,179.81
Credit Cards	
Anderson Credit Card (8186)	604.80
BOZEMAN, MARTY (0241)	0.00
Hiller Credit Card (8402)	62.23
Hunter Credit Card (0891)	187.08
Threadgill Credit Card (3322)	1,636.07
Wilhite Credit Card (1132)	0.00
Total Credit Cards	\$2,490.18
Other Current Liabilities	
*Sales Tax Payable	0.00
1.12.28 Bonds payable - current	0.00
Accounts Payable Accruals-L*	0.00
Accounts payable-L 1.12.1100.2	0.00
Accrued Expenses 1.12.1150	0.00
Accrued Interest Payable	0.00
Accrued Salaries 1.12.1200	0.00
Accrued SPLOST Expenses 2.12.1250	0.00
Deferred revenue 1.12.2500	20,445.81
Direct Deposit Payable	-0.01
MyGov	-600.00
Payroll Liabilities	66.10
PR Tax Payable - Fed 1.12.1300	0.00
PR Tax Payable - State 1.12.1310	0.00
PTO Accrual	19,071.11
Regulatory Fees Payable	21,868.19
Retainage Payable	0.00
Total Other Current Liabilities	\$60,851.20
Total Current Liabilities	\$118,521.19

City of Berkeley Lake

Balance Sheet

As of February 28, 2026

	TOTAL
Long-Term Liabilities	
Gen Oblig Bond Payable 1.12.3000	0.00
GOB Payable - 2009 1.12.3000.2	0.00
GOB Payable - 2011 1.12.3000.3	0.00
GOB Payable - 2012 1.12.3000.4	0.00
SPLOST Loan Payable - Paving	0.00
SPLOST Loan Payable Facilities	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$118,521.19
Equity	
Fund Bal Unrsvd 1.13.4220	5,453,242.60
Investmt in fixedassets 1.13.4K	11,327,229.85
Opening Bal Equity	0.00
Reserve for prepaids 1.13.4125	4,212.00
Reserved for Debt Service	0.00
Restricted for Debt Svc 1.13.4105	0.00
Restricted4CapitalProj 1.13.4155	1,397,136.15
Retained Earnings 1.13.3000	52,664.13
Net Income	56,067.81
Total Equity	\$18,290,552.54
TOTAL LIABILITIES AND EQUITY	\$18,409,073.73

ORDINANCE

AN ORDINANCE TO AMEND THE BUDGET FOR THE YEAR 2025; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Be it ordained by the Mayor and the City Council of the City of Berkeley Lake that the 2025 Budget shall be amended as follows:

<u>Revenues</u>	
General	1,496,245
SPLOST	<u>606,315</u>
Total Revenues	\$2,102,560
<u>Expenditures</u>	
General Government	488,397
Judicial	3,660
Public Safety	149,106
Public Works	197,222
Culture & Recreation	12,200
Housing & Development	109,039
Additions to General Reserves	536,621
SPLOST – Public Works	560,937
SPLOST – Admin Facilities	<u>45,378</u>
Total Expenditures	\$2,102,560

All ordinances and parts of ordinances in conflict herewith are repealed to the extent of any such conflict. This ordinance shall be effective upon adoption by the Council of the City of Berkeley Lake.

So ordained, this 16th day of April 2026.

ATTEST:

Lois D. Salter, Mayor

Leigh Threadgill, City Clerk

First Read: March 19, 2026
Second Read/Hearing/Adoption: April 16, 2026

CITY OF BERKELEY LAKE RULES FOR PUBLIC COMMENT

The purpose of the Rules is to foster an atmosphere of civil and courteous discourse, even and especially when discussing contentious topics, at all meetings held by the City of Berkeley Lake.

1. Except as specified below, comment will be during the Public Comment item on the Meeting Agenda. Two (2) minutes will be allowed for each person to speak. Grievances with individual employees may not be discussed. If you request to speak, you will be acknowledged by the presiding officer and shall state your name and address in an audible tone of voice for the record.
2. Each speaker will direct his or her comments to the Mayor or presiding officer and not to any other individual present.
3. Each speaker will refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
4. During consideration of agenda items, members of the public may ask questions or make comments, limited to no more than two (2) minutes. The Mayor or presiding officer may limit questions or comment to 5 speakers on each agenda item; provided however, that City Council by majority vote may allow additional speakers, specifying the number of additional speakers in the motion.
5. Residents and persons owning property within the city limits of the City will be allowed to speak first. If all such persons have spoken and time remains, others will be permitted to speak. Those wishing to address the Mayor and Council that cannot do so due to time restrictions are encouraged to submit written comments.
5. Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt the meeting.
6. Disruption of the meeting by members of the audience will not be tolerated. If, after a warning from the presiding officer, any person continues to disrupt the meeting by his or her words or actions, the presiding officer may request that person leave the room and then seek assistance from law enforcement officials to have the person removed from the meeting.
7. Any person who disrupts, interrupts or interferes with a public meeting 2 or more times within a 12-month period will not be allowed to address the Mayor and Council in a public meeting until 30 days have lapsed from the second or subsequent offense. Such persons may still submit written comments.



VC3 Manage - Essentials

Order

City of Berkeley Lake, GA

4040 South Berkeley Lake Road NW
Berkeley Lake, Georgia 30096
United States

Lois Salter

mayor@berkeleylake.com
7703689484

Leigh Threadgill

leigh.threadgill@berkeleylake.com
7703689484

VC3

1301 Gervais St.
Suite 1800
Columbia, SC 29201
United States

Prepared by: Mark French Barrett

mark.barrett@vc3.com
+16155459978

Products & Services

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
Muni-Essentials-Proactive-Server 24x7x365 Remote & Onsite Server Support Monitoring & Maintenance Foundational Protection Components: EDR Including 24x7x365 SOC, Server Direct To Cloud Backups, VC3 Security Team Annual Strategic Planning Session	1	\$225.00 / month	\$225.00 / month for 4 years

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
Muni-Essentials-Proactive-PC 24x7x365 PC Remote & Onsite Support, Monitoring & Maintenance Foundational Protection Components: EDR Including 24x7x365 SOC, Cloud Protect, Cloud Data Recovery, Cyber Aware Complete, Dark Web Credential Monitoring, Web Protection & Content Filtering, Email Protection & Spam Filtering, Identity Management & Threat Detection, VC3 Security Team Annual Strategic Planning Session	5	\$130.00 / month	\$650.00 / month for 4 years
Essentials-EmailRMDMCollabOffice E3 License, Microsoft 365 Local Install Foundational Protection Components: Cloud Protect, Cloud Data Recovery, Cyber Aware Complete, Dark Web Credential Monitoring, Email Protection & Spam Filtering, VC3 Security Team Email User Access Troubleshooting	5	\$42.00 / month	\$210.00 / month for 4 years
Essentials-Email Exchange Online Plan 1 Foundational Protection Components: Cloud Protect, Cloud Data Recovery, Cyber Aware Complete, Dark Web Credential Monitoring, Email Protection & Spam Filtering, VC3 Security Team Email User Access Troubleshooting	5	\$25.00 / month	\$125.00 / month for 4 years
Essentials-EmailRMDMCollab E1 License Foundational Protection Components: Cloud Protect, Cloud Data Recovery, Cyber Aware Complete, Dark Web Credential Monitoring, Email Protection & Spam Filtering, VC3 Security Team Email User Access Troubleshooting	1	\$32.00 / month	\$32.00 / month for 4 years
Data Recovery - Server Direct To Cloud Backup Server Direct To Cloud Backup	1	\$55.00 / month	\$55.00 / month for 4 years
Data Recovery - Server Direct To Cloud Backup Cloud Storage (GB) Server Direct To Cloud Storage (Per GB)	2,700	\$0.05 / month	\$135.00 / month for 4 years

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
<p>Microsoft Entra ID P1 NCE Annual Commitment, Paid Monthly</p> <p>Microsoft Entra ID P1 provides single sign-on to thousands of cloud (SaaS) apps and access to web apps you run on-premises. Built for ease of use, Microsoft Entra ID P1 features multi-factor authentication (MFA); access control based on device health, user location, and identity; and holistic security reports, audits, and alerts.</p>	11	\$6.30 / month	\$69.30 / month for 1 year
Website Essentials	1	\$300.00 / month	\$300.00 / month for 4 years
Website Essentials Implementation	1	\$4,000.00	\$0.00 after 100% discount
M365 MFA Tenant Configuration	1	\$819.00	\$0.00 after 100% discount
M365 MFA User Configuration	11	\$68.25	\$0.00 after 100% discount
Foundational Security Implementation	1	\$4,215.00	\$0.00 after 100% discount
<p>Security Onboarding/MFA Implementation/Website Essentials Project --</p> <p>Converted to Monthly Cost (\$9,784.75/48 months = \$204/mo)</p>	1	\$204.00 / month	\$204.00 / month
SUMMARY			
Monthly subtotal			\$2,005.30
One-time subtotal			\$0.00 after \$9,784.75 discount

Comments

Prices shown above are valid for 30 days from date of Order.

Website Development Services

1. Discovery Phase: Work with the client to gather user insight on the state of the Client Website.
2. Design Phase: Provide Templated Drupal Website homepage and interior page. Up to 2 revisions of the template are permitted.
3. Development Phase: Implement the design into a new VC3 Drupal CMS application.
4. Content Migration Phase: Work with the client to determine what and how much content on the Client Website will be migrated into the Drupal website.
5. Training Phase: Provide the client with 1 remote training session within 2 weeks of the Drupal Website's Go Live.

Website Hosting Services

1. Company will host Client website within Company infrastructure.

Website Essentials Services

1. Unlimited Support: For questions, comments, issues, or assistance with the Client Website, the client will not be charged an hourly rate.
 1. Support services under this order are available exclusively during business hours: Monday through Friday, excluding U.S. and Canadian public holidays, from 9:00 AM ET to 5:00 PM ET.
 2. Any requests or issues submitted outside of these hours will be addressed on the following business day.
2. Website Redesign: Work with the client every 4 years in redesigning the Drupal Website. This will incur a 50% charge of the one-time fees shown in Products & Services table.

Proactive Services

1. Google Analytics: Ensure an active connection and accessible user interface for analytics of the Drupal Website.
2. Real Time Report: Ensure active reporting of the Drupal Website with an accessible user interface.
3. Backup Management: Conduct regular backups for the Drupal Website.
4. Patch Management: Perform maintenance activities on the Drupal Website and its environment.

This Order is entered into as of March 29, 2026 between VC3 Inc., a Delaware corporation ("Company") and City of Berkeley Lake, GA ("Client")

Order Governed by the Master Agreement

This Order is subject to and governed by Company's Master Agreement in effect on the date this Order is entered into between Company and Client. The Master Agreement is available at <https://www.vc3.com/terms-of-service/> and is incorporated in full into and made a part of this Order by this reference. The Client may also request a copy of the Master Agreement by submitting an email request to betterit@vc3.com identifying the Client and the applicable Orders. Company's entering into this Order is conditioned on Client's agreement to the Master Agreement, and by entering into this Order with Company, Client accepts and agrees to the Master Agreement.

Deliverables & Services

Discovery & Deployment

Setup the Client System for management and provide training to help the Client get the most out of the services. This includes:

1. Deployment of all services listed above.
2. Full documentation and inventory of your network
3. Best-practice configuration of the network for monitoring and management
4. Orientation and training for your staff
5. MacOS Note: If Client is utilizing Mac OS, Company will provide documentation to end users on how to install Company's monitoring and management platform. MacOS does not allow a remote deployment of standard Company tools.
Should Mac OS users require onsite assistance to install VC3's monitoring and management platform, support will be provided on a Time and Materials basis at the rates detailed within Client Master Agreement.
6. Implement performance monitoring of client's network prior to and during implementation.
7. Deployment of Self-Service Password Reset service.
8. Provision Client Portal.

Essentials - Monitor

24x7 Monitoring and Incident Response Services

1. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All responses to incidents will be billed at a Time and Materials rate indicated in Client Master Agreement.
2. Provide 24x7 collection of performance data for the client's included server and network devices per Company's best practices.
3. Utilize industry best practices for remote access, control, and management of all devices.
4. Patching: Deploy, manage, and monitor the installation of approved service packs, security updates and firmware updates as deemed necessary on all applicable devices. Some devices such as tablets and cell phones may not be compatible with included patching methodologies.

Foundational Protection

1. Deployment & Implementation Services:

1. Provision **Dark Web Protect** -Dark web monitoring platform, including provisioning Client's domain(s), reviewing existing data with Client point of contact, and configuring real time alerting:
 1. Configure monitoring service to monitor corporate domains in scope.
2. Provision **Cyber Aware** - Cyber Security Training platform. Includes synchronizing employees between Client's domain and training platform. Company will configure initial and ongoing testing and training at a frequency determined by Client.
 1. Whitelisting emails from the Cyber Aware server to maximize delivery rates.
 2. Maintaining active user list within the platform.
 3. Creating phishing campaigns targeting users on Client domain.
 4. Management of phishing campaigns monthly.
 5. Creating training campaigns, educating users on Client domain.
 6. Management of training campaigns monthly.
 7. Providing phishing / training reports to Client.
3. Configure **Endpoint Protect** - Endpoint Detection & Response (EDR).
 1. Deploy Endpoint Protect agent to all devices with Company RMM deployed.
 2. Configure initial policy settings for application whitelisting.
4. Provision **Email Protect** - Advanced Email Threat Protection platform.
 1. Deploy Email protect to Client Microsoft 365 environment.
 2. Updating MX Records.
 3. Customizing Spam settings.
 4. Creating filter policies and approve/block sensor list items.

5. Provision **Web Protect** - Advanced DNS/Web protection platform. Filters content accessible by employees when connected to the corporate network or using corporate devices:
 1. Deployment of agent to all devices with Company RMM deployed.
 2. Initial configuration of web and content filtering policy within the solution.
6. Provision **Cloud Protect** – Cloud Platform Security Event and Incident Reporting platform.
 1. Authentication with Client Microsoft 365 and/or G Suite tenant.
 2. Alerting threshold tuned to meet industry best practices.
7. Provision **Cloud Data Recovery** – Microsoft 365 and/or G Suite Backup Service:
 1. Configure backups for all accounts licensed with appropriate Microsoft 365 and/or G Suite license.
 2. Backup the following items within Clients Microsoft 365 environment:
 1. SharePoint
 2. Teams
 3. OneDrive
 4. Exchange Online
 3. Backup the following items within Clients G Suite environment:
 1. Google Drive
 2. Google Calendar
 3. Gmail
 4. Google Shared Drives
 4. Configure infinite backup data retention.
 5. Configure backups to occur 3 times a day.
8. Provision **Identity Management & Threat Detection** services:
 1. Identity platform deployment and enablement.
 2. Identity threat detection tuning.
 3. Monitoring and analysis of identity-based alerts.
 4. Identity threat remediation.
 5. Risk posture reporting and advisement on additional measures required to secure identity fully.
 6. Identity Management & Threat Detection services require appropriate Endpoint Detection & Response agent deployed within Client environment.

9. M365 MFA

1. Deployment & Implementation Services:

1. MFA Configuration: Configure all 365 users to have MFA enforced. Using authenticator app only.
 1. Kickoff Meeting with Client
 2. Create Conditional Access Policy to Enforce MFA on All Users
 3. Create Conditional Access Policy to Block Legacy Authentication
 4. Create Azure Conditional Access Policy to Enforce MFA on Administrators
 5. Create Azure Conditional Access Policy to Enforce MFA on Azure Management
 6. Enable but do not enforce MFA
 7. Create/Send Guide for MFA Enrolment
 8. Run Script/Report to confirm all users have enrolled
 9. Enforce MFA
 10. Provide End-User MFA support
2. Provision/Setup M365 Entra ID Standards:
 1. Setting up base policy for all users accessing remote materials.
 2. Create Breakglass Account
 3. Setup/Confirm Auditing is enabled
 4. Limit GA roles and cloud only
 5. Consent for Apps
 6. Limit Guest invites to Guest users.

2. General Managed Security Services

1. 24x7 Monitoring and Incident Response Services:

1. Provide 24x7 Incident response services for all included deployed services.
2. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.
3. Provide 24x7 Partner Security Operations Centre (SOC) monitoring for all endpoints with Endpoint Protect deployed.
4. 24x7 response to critical event driven Incidents.
5. Utilize industry best practices for remote access, control and management of all devices.
6. Monitor and maintain backups for the applicable M365 and/or G Suite tenant and accounts protected.
7. Perform periodic updates to the backup software such as patches, and updates.
8. Perform data recovery actions at the request of Client in line with priorities outlined in Addendum A

Essentials – Respond

Includes all Services detailed within Essentials – Monitor plus the following services:

24x7 Monitoring and Incident Response Services

1. Provide 24X7 Incident response services for all included user, server, and network devices.
2. Provide phone, remote support to authorized users for all included devices.
3. Track all incidents through an ITIL (Information Technology Infrastructure Library) based Service Desk system. All requests will be prioritized and processed per the 'Priority' guidelines listed in Addendum A.
4. Provide 24x7 collection of performance data for the client's included server and network devices per Company's best practices.
5. Utilize industry best practices for remote access, control, and management of all devices.
6. Patching: Deploy, manage, and monitor the installation of approved service packs, security updates and firmware updates as deemed necessary on all applicable devices. Some devices such as tablets and cell phones may not be compatible with included patching methodologies.
7. Resolution of monitoring alerts.
8. Resolution of performance issues.
9. Resolution of availability issues.
10. Resolution of end-user reported problems.
11. Routine additions, deletions, and changes to included devices and users.

Application Support

1. Provide support for client licensed 3rd party applications. If it is determined from the initial discovery and/or from third-party application vendors that an application requires additional servers, licensing or support resources, additional monthly costs may be required before the application can be supported.
2. Microsoft Applications:
 1. Includes Microsoft Office and Office 365 core applications. This is limited to Microsoft Access, Excel, OneDrive for Business, OneNote, Outlook, PowerPoint, SharePoint, Teams and Word.
 2. Application installs, synchronization issues, permission management and general troubleshooting are all within scope for these applications.

IT Asset Administration

1. Hardware and software asset and warranty expiration tracking
2. Domain name expiration tracking
3. Hardware and software purchase specification
4. Web portal access for ticket creation and management
5. Maintaining network documentation and secure password storage
6. Interfacing with vendors such as internet service providers (ISPs)

Procurement

1. Server, Networking, and Power equipment.
2. Desktops, laptops, tablets.
3. Peripherals, including Printers.
4. Software, including subscription-based services.
5. Domain names and security certificates.

Essentials – Proactive

Includes all Services detailed within Essentials – Monitor and Essentials - Respond plus the following services:

24x7 Monitoring and Incident Response Services

1. Provide phone, remote and onsite support to authorized users for all included devices.

Annual Strategic IT Planning

Provide the client with a named Strategic resource to assist Client with the following on a once per annum basis:

1. **Budgeting:** Work with the client to develop an annual technology budget for recurring expense items and new capital requirements in alignment with organizational goals.
2. **Strategic Planning:** Recommend technology solutions as well as provide roadmaps that support key business processes in order to help the client leverage technology appropriately. The Company will work with the client as part of the annual planning process to understand the current business drivers and goals and make recommendations targeted toward maximizing the effectiveness of the client's technology investment.
3. **Analyze IT Health data:** Perform a periodic analysis of the data collected by Company's monitoring systems to proactively resolve issues and assess potential risks within the environment. The Company will make this analysis available to key stakeholders and provide direction on business decisions regarding the level of investment.
4. Assist client with any IT related policies and best practices to comply with state law.

5. Policies can include, but not limited to, software, application, vendor, network, wireless, physical, user, and remote access.

Managed Backups

1. Installation and Configuration:

- a. Install backup agents and initialize backups on all protected servers within the Client's environment.
- b. Perform an initial seed of the Client's backup data and will load that data into the cloud.
- c. Configure the cloud backups such that backups are performed per the backup retention schedule determined during implementation.
- d. Configure the backup monitoring to alert VC3 of backup failures.
- e. Perform an initial backup of all systems and will confirm that backups are performing as expected.

2. Backup Management:

- a. Monitor and maintain backups for the servers protected.
- b. Perform periodic updates to the backup software such as patches, and updates.
- c. Provide replacement components for failures that occur as a result of internal equipment defects or end of life for Company provided hardware as applicable. This does not include physical damage to the equipment due to abuse or environmental factors (for example, fire, hurricane or flood damage).

3. Server Direct To Cloud Included Storage and Overages

1. Server direct to cloud backups provided by Company as part of this order contain 2TB cloud storage per server being backed up.
 2. TB storage pools across all servers being backed up.
 3. Should total TB exceed max pooled storage available, Company will invoice overages to Client at a price of \$0.05/GB for every GB over the pooled storage.
4. Can be added to Essentials Monitor & Respond as indicated in Products & Services table.

Exclusions

Items other than those included above are expressly excluded from the Services provided within this Order. The following exclusions and clarifications are intended to clarify the scope of services for this order:

1. Net new workstation deployments are excluded from this Order. Workstation deployments will be scoped and priced on a separate Order as and when the Client requests for a new workstation to be deployed.
2. Excluded services are those related to functionality upgrades, such as those required to evaluate, specify, purchase, and implement client system or server upgrades such as operating systems, Microsoft Office suite software unless included with a specific Company product, third party software deployments or upgrades, or equipment related to these services whose scope exceeds that defined above. Company will provide these services to the client on a Time & Materials Order basis at the rates outlined in the Master Agreement. If modification or replacement of a hardware device or component is required, client is responsible for all hardware and hardware vendor services costs, excluding Company owned hardware explicitly provided through this Order.
3. Software development, training and project work, including client-owned PC upgrades and non-patch upgrades of software, are not included.
4. When client requests services by Company not explicitly included in this agreement, they are agreeing to invoicing of said services per the terms outlined in the Master Agreement. For all services which incur additional hourly fees, Company will notify the client that these services are outside the scope of this work order and will receive approval from client prior to rendering these additional services.
5. Software and licensing purchased by the client directly from a third-party vendor are not included as a part of services to be supported.
6. Architectural changes, mass deployment, database management, data visualization and business process automation / troubleshooting are considered excluded from this Order.
7. Cybersecurity event or incident response activities or remediation efforts exceeding eight (8) hours of technician, engineer or project management time.
8. Should deficiencies, malware infections, or critical vulnerabilities be discovered during the deployment of services, Company will bring to Client attention and discuss the impact of the deficiencies on Company's ability to provision the Services and provide client with options to correct the deficiencies. Initial remediation hours will be billed outside of this Order unless otherwise explicitly stated in this Order.

Assumptions

1. The Order will not become effective unless and until it is agreed upon and signed by the Client and Company.
2. Client agrees to the Microsoft terms and conditions as stated in the Microsoft Customer Agreement found here: <https://www.microsoft.com/licensing/docs/customeragreement>
3. Microsoft NCE licenses and subscriptions run on an annual basis and cannot be terminated nor altered mid-term.

4. Company will audit client Microsoft License usage during onboarding. Any licenses in use by Client but not shown in the products and services section above will be added to Client invoice at the MSRP set by Microsoft.
5. Company reserves the right, at its discretion, to pass onto the client any changes to obligations, such as terms or pricing imposed on Company by a given vendor, for an offering that is currently resold to the client at any time during the current agreement term.
6. Company will make reasonable efforts to resolve all issues remotely prior to dispatching an engineer onsite. Travel hours incurred will be invoiced according to the Master Agreement.
7. The items defined in this Order are designed to enhance the security of the customer environment. There is no guarantee that any security measure will prevent a data breach, infection, or other cyber security incident.
8. Company is authorized to obtain any documentation or information regarding any and all accounts at all locations the Client may have with any telecommunications vendor. Company also has the authority to be added as an account contact and speak on behalf of the Client in negotiating services, billing, credits and/or connectivity of this Client's services with the Telecommunications company and/or vendor with the proviso that only the Client has authority to enter into contracts with any vendor or supplier.
9. Throughout the relationship between Company and Client, the Company will also make extensive use of Remote Management software. This software is used across all clients to monitor workstations and servers in real time. Company will also use this software to remotely connect and assist the Client's users when they have a technological problem if the user has an internet connection. In addition, endpoint protection software, ticketing, and asset management are managed through this software.

Client Responsibilities

1. Client will provide a primary point of contact for Company to work with on all services provided in this Order.
2. Client is responsible for authorizing access for Company to sites that are owned / controlled by third parties.
3. Client is responsible for proper disposal of client-owned devices.
4. Client will make a best effort to maintain the minimum infrastructure requirements as defined by Company.
5. Client will maintain both hardware and software maintenance agreements with the source Vendor whenever possible to allow for ongoing access to security updates and to provide quick replacement of non-functioning components.
6. Client must assign Company as their Microsoft Partner of record.
7. Client is responsible for procurement and ownership of all licenses, maintenance, and vendor support agreements required for support of their third-party applications, excluding the Microsoft licensing explicitly included in the per seat packages identified in Products & Services section.
8. Third party tool licensing may be required for additional cost.
9. Client will be financially responsible for any remaining or ongoing charges from Microsoft. Microsoft subscriptions can each have their own terms and renewal dates. It is the client's responsibility to engage Company to adjust Microsoft subscription counts and terminations prior to 12 months from the original work order or subsequent change order purchase date.

Invoicing

1. Recurring services, if included, shall be provided for term indicated in Products & Services, starting from the date of the first recurring invoice (Effective Services Start Date), unless terminated in accordance with the terms of this Order or the Master Agreement.
2. Upon execution of an Order, Company shall invoice Client for all non-recurring charges due for Company to commence Services, including any onboarding fees. Upon activation of the Services, billing shall commence, and Company shall invoice Client for monthly recurring charges in advance of providing managed services. If the Order start date does not fall on the first calendar day of a month, Company shall calculate the first month's Services on a prorated basis.
3. Any taxes related to services purchased or licensed pursuant to this Order shall be paid by Client or Client shall present an exemption certificate acceptable to the taxing authorities. Applicable taxes and freight charges shall be billed as a separate item on the invoice.
4. Unit rates will automatically increase annually on the anniversary of the Effective Services Start Date equivalent to the CPI change for All Urban Consumers or by 4.00%, whichever is higher.
5. The terms of this Order will automatically renew for an additional term of equivalent length to the current active term unless notice of termination is provided by either party no fewer than 90 calendar days prior to expiration of the current active term.
6. Company will audit the Client's usage of the quantity of Services on a monthly basis; for each quantity of Services found in excess of the amount stated in this Order above, Company will increase the monthly service fee amount by the corresponding unit price stated above.
7. At no time during the term of this Order will the fees payable under this Order (i.e. the monthly subtotal amount) drop below seventy-five percent (75%) of the initially agreed upon monthly subtotal stated above.
8. In the event of the early termination of the Agreement in accordance with Section 3.3 of the Master Agreement, Client agrees that the initially agreed upon monthly subtotal stated above shall be used for calculating fees due for the remaining term of the Agreement.
9. Additional services may be added at any time during the life of this Order at the unit price listed above.

Addendum A – Service Desk Priorities

Incidents and Service Requests are triaged and prioritized to effectively resolve the most important issues in a timely manner. Company utilizes the following priorities, criteria and response metrics:

- **Priority 1:**
 - System/device/application down causing work to cease and critical impact to the entire organization, a whole department, or a C-level executive or VIP user; no interim solution available; Client is in danger of or is experiencing a financial loss or the ability to make strategic business decisions is impaired.
 - **24x7 Support:** Priority 1 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.
- **Priority 2:**
 - System/device/application down causing work to cease and potential business impact for up to 5 users, a C-level executive, or a VIP user; no interim solution available.
 - **24x7 Support:** Priority 2 incidents will be addressed on a 24 hours a day, 7 days a week basis including holidays.
- **Priority 3:**
 - Level of service degraded causing impact to an individual user; no interim solution available. Operational impact to the organization or a whole department though work continues as a result of implementing an interim solution or use of other system/device/service.
 - **Business Hours Support:** Priority 3 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.
- **Priority 4:**
 - Minor inconvenience to a department or user exists though work continues as a result of implementing an interim solution or use of another system/device/service.
 - **Business Hours Support:** Priority 4 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.
- **Priority 5:**
 - Maintenance tasks, audits, or alignment work that is not requested by the client.
 - **Business Hours Support:** Priority 5 incidents will be addressed during normal business hours Monday-Friday, 8:00am to 5:00pm excluding holidays.

Call Priority	Initial Client Contact Guidelines	Initial Client Contact Percentages
1	1 Hour	90%
2	2 Hours	90%
3	4 Business Hours	90%
4	8 Business Hours	90%
5	N/A	N/A

Addendum B - Maintenance Windows

All work performed within Company's Hosting or Client Infrastructure is a form of maintenance. Such work may or may not result in a disruption of service depending on the scope of the activity.

1. **Scheduled Maintenance:** All planned work performed on Company's Hosting or Client Infrastructure by Company engineers, or staff is defined as "Scheduled Maintenance". During Scheduled Maintenance, some or all of Company's Hosting or Client Infrastructure may be out of service and therefore may not be accessible to users. Regularly Scheduled Maintenance will occur between 2 AM and 6 AM in the local time zone for which the Client Infrastructure being maintained resides. Downtime to perform changes is expected during this window. If Client has a business need to avoid said downtime, they must provide their request via the Company Service Desk ten business days in advance.
 1. **Notification:** Client will be notified via email should Scheduled Maintenance be required to take place outside of the windows specified above.
2. **Emergency Maintenance:** All work performed in response to a disruption or a threat to the availability of a component of Company's Hosting or Client Infrastructure within the control of Company is defined as "Emergency Maintenance". Emergency Maintenance will be conducted based upon the timeframe that the emergency exists. Normal business hours will see an immediate response. For issues that occur during non-business hours, the impact of the event will be evaluated as soon as possible, and appropriate measures taken to return the system to normal availability.
 1. **Notification:** Client will be notified via email should Emergency Maintenance be necessary. Commercially reasonable efforts will be made to notify Client prior to emergency maintenance. Company reserves the right to complete Emergency Maintenance without prior notification to Client if necessary to mitigate risks posed by the need for Emergency Maintenance in a timely manner.

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Lois Salter

mayor@berkeleylake.com

[sig|req|signer1]

Leigh Threadgill

leigh.threadgill@berkeleylake.com

[sig|req|signer2]

Corey Kaufman

corey.kaufman@vc3.com

[sig|req|signer3]



March 4, 2026

Mrs. Leigh Threadgill
City Administrator
City of Berkeley Lake, Georgia
4040 S Berkeley Lake Rd
Berkeley Lake, GA 30096
Sent via email: leigh.threadgill@berkeleylake.com

Re: MS4 Annual Report Preparation
KW Reference No. 250311 – Phase 2

Dear Mrs. Threadgill:

Keck & Wood, Inc. (“K+W”) appreciates this opportunity of presenting a proposal to provide professional services to assist the City of Berkeley Lake (“City”) with the preparation of the City’s 2025-2026 MS4 Annual Report. Consideration of our firm for this assignment is most appreciated.

Scope of Services:

A. Annual Report Preparation

As part of the MS4 program, KW will perform the following tasks prior to prepare and submit a comprehensive and accurate Phase 1 Municipal Separate Storm Sewer System (MS4) Annual Report to the Georgia Environmental Protection Division (GA EPD) in accordance with the City of Berkeley Lake’s MS4 permit requirements:

1. Data Collection and Review
 - Gather all relevant data and documentation pertaining to the City's MS4 program activities during the reporting period. This includes, but is not limited to:
 - Records of public education and outreach activities.
 - Documentation of public involvement and participation efforts.
 - Records of illicit discharge detection and elimination (IDDE) activities, including investigations, mapping, and corrective actions.
 - Documentation of construction site stormwater runoff control measures, including plan reviews, inspections, and enforcement actions.
 - Records of post-construction stormwater management measures, including inspections and maintenance activities.
 - Documentation of pollution prevention and good housekeeping measures for municipal operations, including street sweeping, storm drain cleaning, and vehicle maintenance.
 - Records of any enforcement actions or violations related to the MS4 program.
2. Report Preparation
 - Prepare a draft MS4 Annual Report in accordance with the GA EPD's reporting requirements and current permit conditions.
 - Ensure the report includes all required information, including:
 - A description of the City's activities under each of the six minimum control measures.

- Documentation of any enforcement actions or violations.
- Any required maps.
- Utilize GA EPD's most recent annual report template.
- Include supporting documentation as needed.

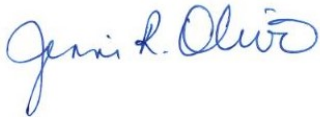
3. Internal Review and Final Report Submittal

- Submit the draft report to designated staff for review and comment.
- Address all comments and revise the report as necessary.
- Prepare the final MS4 Annual Report for electronic submission to the GA EPD.
- Submit the report by the required deadline.
- Maintain a copy of the submitted report for the City's records.

Compensation: Compensation for work performed shall be on an **hourly not to exceed \$16,680** basis utilizing our Berkeley Lake General Consulting hourly rates. Once per month during the existence of this contract, the Engineer shall submit to the City an invoice for payment based on hours worked for the Project through the invoice period. Items outside the scope described above can be billed hourly according to our Berkeley Lake General Consulting hourly rates or an agreed upon lump sum fee.

Please contact me if you have any questions or concerns at 678-417-4057.

Sincerely,
KECK & WOOD, INC.



Jenni Olivo, P.E.
Associate Vice President

Accepted by City of Berkeley Lake, GA

By: _____

Title: _____

Date: _____

Attachments: Manhour Estimate

Keck & Wood
Fee Proposal - Estimate of Hours

Project: MS4 Annual Report Project Number: 250311 Date: 03/04/26

Phase Code	Task Code	Task	HOURS											Total Hours	Total Fee
			SP1	SP2	SP3	SP4/E1	E2/PM1	E3/PM2	SE1/PM3	SE2/SPM1	SE3/SPM2/SML	CE/SPM3	Proj. Dir.		
		Rate	\$145	\$155	\$170	\$185	\$200	\$215	\$230	\$245	\$260	\$275	\$290		
2		MS4 ANNUAL REPORT PREPARATION													
	2.1	Data Collection & Review													
	1	Data Collection & Review	16								8			24	\$4,400
		Subtotals	16	0	0	0	0	0	0	0	8	0	0	24	\$4,400
	2.2	Report Preparation													
	1	Report Preparation	40								8			48	\$7,880
		Subtotals	40	0	0	0	0	0	0	0	8	0	0	48	\$7,880
	2.3	Internal Review and Final Report Submittal													
	1	Internal Review and Final Report Submittal	16								8			24	\$4,400
		Subtotals	16	0	0	0	0	0	0	0	8	0	0	24	\$4,400
Grand Total of Labor Hours/Revenue			72	0	0	0	0	0	0	0	24	0	0	96	\$16,680