

# **City of Peachtree Corners, Georgia**

## **Annual Operating & Capital Budget**



**Fiscal Year 2024**

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# PEACHTREE CORNERS

## The City of Peachtree Corners, Georgia

### Peachtree Corners, GA - At a Glance

General Information	
Date of Incorporation	July 1, 2012
Area	17.37 sq. miles
Form of Government	Municipality
Total Adopted Fiscal Year 2024 Budget	\$59.6 million

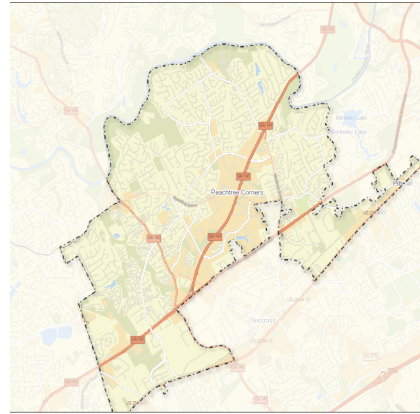
Existing Land Usage (Approximate)	
Category	Percentage
Commercial	36%
Residential	53%
Parks	3%
Undeveloped	8%

City Demographics	
Population	42,243
Median Age	35.3
Median Household Income	\$65,328
Average Household Size	2.55 persons
Median Home Value	\$360,100

Major Employers	# of Employees
Soliant	565
Siemens Industry Inc.	534
Carmax	492
Molnlycke Healthcare US	449
Immucor Inc.	375
Capstone Logistics	355
Pond & Company	353
Fleetcor Technologies Operating	350
Ryerson	325
Virtucom	318

### City Location

Peachtree Corners is in in western Gwinnett County, County, Georgia. It is a northern suburb of Atlanta, Atlanta, and is the largest city in Gwinnett County, with an estimated population of 42,243 as of 2020. Peachtree Corners is the only one of Atlanta's northern suburbs that was developed as a planned community.



## City Hall

310 Technology Parkway, Peachtree Corners, GA 30092

678-691-1200

[www.peachtreecornersga.gov](http://www.peachtreecornersga.gov)

## Distance from Major Destinations

World of Coca Cola and/or Georgia Aquarium: 20 miles

CNN Center: 21 miles

Georgia World Congress Center: 21.5 miles

Atlantic Station: 19 miles

Hartsfield-Jackson Atlanta International Airport: 33 miles

Avalon: 11 miles

Stone Mountain Park: Park: 16.5 miles

Dahlonega Wineries: 50 miles

# Mayor & Council

## Elected Officials

Peachtree Corners is organized under a council-manager form of municipal government which divides responsibilities between elected officials and an appointed city manager. Fifty-three percent (53%) of municipalities with a population between 5,000 and 249,999 residents are governed under the council-manager structure (2,903 out of 5,462).

While the city manager functions as the “chief executive officer” for this municipal corporation, the mayor and city council function as its “board of directors.” As such, they set policy, approve the financing of all city operations, enact local ordinances and develop an overall vision. Their responsibilities also include appointing the city manager and members of various boards and commissions.

The city council is chaired by the mayor who is elected at-large and consists of six councilmembers – three who represent geographical districts (Posts 1, 2, and 3), and three who are elected at-large (Posts 4, 5, and 6). The mayor and councilmembers serve staggered four-year terms.

**Mike Mason**  
**Mayor**



A resident of the Peachtree Corners community for over 30 years, Mike Mason was elected the city's first Mayor in March 2012.

Mason co-founded the United Peachtree Corners Civic Association in 1993 and served as president of the organization many times through the years, helping address land use and community issues prior to the area's incorporation July 1, 2012.

**Phil Sadd**  
**City Council Post 1 /**  
**District 1**



A resident of the Peachtree Corners community since 1998, sales executive Phil Sadd was elected to the City Council in 2012.

Currently a Senior Vice President of Fundtech, a technology company in Peachtree Corners, Sadd is the managing director of the company's first international subsidiary and top revenue producer for the company. He was honored with membership in Fundtech's President Club.

**Eric Christ**  
**City Council Post 2 /**  
**District 2**



A resident of Peachtree Corners since 1998, business executive Eric Christ was first elected to the City Council in May 2016. Prior to joining the City Council, Christ served as Vice Chairman of the City's Zoning Board of Appeals for four years.

Christ's 25-year career includes general management, marketing, and product management positions with leading information technology companies such as Verizon, McKesson, and Harbinger. He currently consults with early-stage technology companies on their product strategy.

**Alex Wright**  
**City Council Post 3 /**  
**District 3**



Following more than twelve years of community service experience in the Peachtree Corners community, Council member Alex Wright was elected to the City Council in 2012.

He is currently Director of Finance for the Grass Seed division of Central Garden and Pet. Previously he worked for Solvay Pharmaceuticals, The Home Depot and GlaxoSmithKline in a variety of finance roles.

**Joe Sawyer**  
**City Council Post 4 /**  
**At Large**



Joe Sawyer has been a resident of Peachtree Corners since 1994. He was raised in the Lynwood Park Community located in Brookhaven, GA and graduated from Chamblee Highschool in 1983. He attended Alabama State University in 1983 on a football scholarship. Sawyer served in the US Army and was medically discharged in 1991 due to Spina Bifida. Sawyer is a two-time cancer survivor. Sawyer has owned Alpha & Omega Carpet Cleaning in Peachtree Corners since 2001. He has been a preacher since 1998 and served under his father, Bishop Cornelius Sawyer until his passing in 2014. Sawyer continues to preach and serve God.

**Lorri Christopher**  
**City Council Post 5 /**  
**At Large**



A 34-year resident of Peachtree Corners, Council Member Lorri Christopher brings many years of leadership in business, education, and community service.

A principal in CAP Associates LLC, a human resources consulting firm, retiring in 2012 from Gwinnett Technical College as a CIS Faculty Program & IA Director. Lorri is an adjunct faculty member, and a Trustee of the Gwinnett Senior Leadership program. A former IT Project Manager for the 1996 Olympics, she managed, recruited, planned, trained, and coordinated technology volunteers and vendor education needs for game venues.



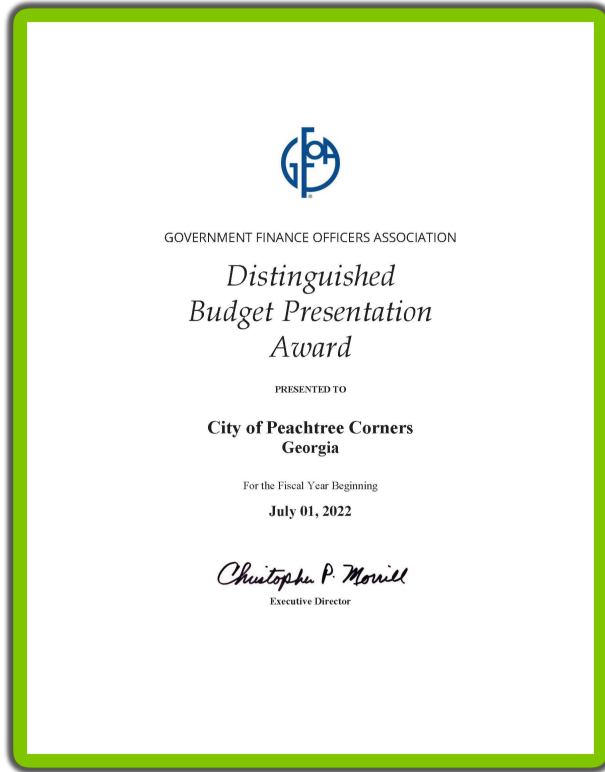
## **Weare Gratwick**

### **City Council Post 6 / At Large**

Weare Gratwick has over 35 years of banking experience and has served as a community leader in Peachtree Corners for over 20 years. Currently, Gratwick is the Gwinnett Market President for Tandem Bank in Peachtree Corners and serves as the Vice Mayor on the City Council.

Before helping launch Tandem Bank in September 2019, Gratwick served as the Atlanta Market President for Colony Bank from 2016-2019, as a Principal Banker with Wells Fargo's Gwinnett Business Banking Group from 2012 -2016 and as Vice President of the Residential Real Estate Construction Division of SunTrust Bank from 2002-2011.

# Distinguished Budget Presentation Award



## GFOA Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Peachtree Corners, Georgia, for its annual budget for the fiscal year beginning July 1, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



# Budget Message

Mayor Mason, Council Members, and Citizens of Peachtree Corners:

We are pleased to submit the FY 2024 Budget to Council for review and encourage the feedback and involvement of citizens to provide a fiscal plan which meets the needs of the City of Peachtree Corners.

The FY 2024 Budget was developed with a focus on continuing to improve and expand the City's infrastructure along with expanding our community gathering place to service residents for years to come. The FY 2024 Budget continues to build upon this success by including funding for additional smart city technology and enhancements within Curiosity Lab.

## Overview of FY 2023 Accomplishments

Peachtree Corners continues to experience advantageous economic growth due in part to business relocations and expansions. The City anticipates a surplus of revenue over expenditures and the further accumulation of operating and long-term reserves, all while maintaining one of the lowest tax rates in the Atlanta metropolitan area. Because of deliberate, conservative budgeting practices in FY 2023, the City was able to make strategic investments in new capital projects and furthered the community-centric master plan initiatives established to provide lasting benefits and amenities for the future. The following achievements highlight some of the successful activities from 2023.

### Community and Economic Development Efforts

- Completed the 2045 Comprehensive Plan providing a 20-year vision for key elements of the City
- Issued over 1,100 building permits
- Conducted over 6,000 building inspections and addressed over 1,100 code violations
- Won the Georgia Economic Developers Association's (GEDA) Large Community Deal of the Year Award along with Partnership Gwinnett for our work on the Intuitive Surgical Project
- Included on Fortune Magazine's list of 50 Best Places to Live for Families --- #19 in the nation
- Accepted over 350 new business license applications

### Public Works

- Re-paved over 10.5 lane-miles of City streets
- Installed over 2 miles of the Corners Connector Trail System
- Completed over 1,900 right-of-way work orders
- Completed several major stormwater infrastructure projects

### Finance and Administration

- Completed the annual audit with no findings for the fifth straight year
- Maintained the City's credit rating of Aa1
- Received GFOA's Distinguished Budget Presentation Award for the sixth time
- Received GFOA's Certificate of Achievement for Excellence in Financial Reporting for the fifth time

### Technology

- Completed the installation of a new technology enhanced traffic intersection, including the latest in intelligent traffic systems technology
- Completed an audit to maintain compliance with NIST 171

- Deployed 80 cameras in the City's Town Center and integrated into a video management system for smart parking and security
- Hosted 1st annual Curiosity Lab Criterium, a professional cycling race that featured cutting-edge technology for vulnerable road users

### Marketing & Public Relations

- Monthly e-newsletter has a 53% open rate and 7% click rate as opposed to the government-industry standard of 41% and 2% respective
- Website received an average of 8,321 users and 23,639 page views per month

## Overall Economic Condition of the City

The City's local economy continues to be steady. Numerous residential and commercial development projects are underway, including, Intuitive Surgical's \$500 million expansion of their Peachtree Corners campus that will add approximately 1,200 new jobs. While the City's building permit revenue is trending lower than FY 2022, the City's occupational taxes, which are calculated based on a business' gross receipts, is on track to exceed FY 2022 collections. Also, the City's portion of the one-cent Special Purpose Local Option Sales Tax (SPLOST) remains strong indicating solid retail sales in the county and city.

The City continues to employ a lean and efficient model of governing using the contract service model. This enables the City to maintain a high level of service for its citizens while being financially responsible and flexible. With investments in outside training and internal cross training, the City works diligently to staff departments efficiently.

## Budget Brief

The FY 2024 Budget is centered on the continued implementation of successful infrastructure improvements and innovative projects. The FY 2024 Budget for all appropriated funds totals approximately \$59.6 million in revenues, which is up \$2.6 million from the FY 2023 Amended Budget. The FY 2024 General Fund budget is \$20.6 million, which is 4.6% lower compared to the FY 2023 Amended Budget and includes the planned use of \$4.0 million in fund balance for various capital projects and one-time expenditures related to the start up of a new City Marshal's Office.

The FY 2024 General Fund budget includes funding for two new departments: City Marshal's Office (\$905,805) and Economic Development (\$1.7 million). The City Marshal's Office was created to be a resource for filling gaps in services between the City's Code Enforcement Officers and those of the Gwinnett County Police Department (GCPD). GCPD however, will continue to serve as the first-line policing agency for the City of Peachtree Corners. Funding for the Economic Development Department was reallocated from other departments to better reflect the City's current operations. The FY 2024 General Fund budget also includes \$910,000 for debt service payments on two properties the City owns: City Hall and land purchased adjacent to the Town Green for future development.

The FY 2024 General Fund budget includes funding for special events and improvements to the Town Green, citywide marketing and branding, various economic development initiatives, and cash reserves. As mentioned previously, the City utilizes public-private partnerships to provide city services. The FY 2024 General Fund budget includes approximately \$2.6 million to third-party contractors to provide street maintenance, information technology and GIS services, building and code enforcement services, etc.

The FY 2024 Budget maintains a zero-millage rate and does not necessitate an increase in other taxes or fees.

# 2024 General Fund Budget Summary

## General Fund without Fund Balance

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
Revenues							
Taxes	\$11,440,622	\$12,037,085	\$13,164,680	\$13,580,000	\$13,457,000	-\$123,000	-1%
Licenses & Permits	\$1,888,237	\$1,609,262	\$1,927,495	\$1,475,000	\$1,395,000	-\$80,000	-5%
Intergovernmental Revenues	\$200,000	\$41,109	–	–	–	\$0	
Charges for Services	\$381,664	\$397,422	\$490,022	\$425,000	\$400,000	-\$25,000	-6%
Fines & Forfeitures	\$8,891	\$19,603	\$7,166	\$5,000	\$5,000	\$0	0%
Investment Income	\$1,067	\$1,227	-\$77,453	\$206,050	\$201,000	-\$5,050	-2%
Contributions & Donations from Private Sources	–	–	\$250,100	\$50,000	–	-\$50,000	-100%
Miscellaneous Revenue	\$535,418	\$554,045	\$590,592	\$637,700	\$794,500	\$156,800	25%
Other Financing Sources	\$219,450	\$219,450	\$5,586,562	\$5,227,500	\$4,355,000	-\$872,500	-17%
REVENUES TOTAL	\$14,675,350	\$14,879,204	\$21,939,164	\$21,606,250	\$20,607,500	-\$998,750	-5%
Expenses							
CITY COUNCIL	\$70,884	\$70,693	\$85,398	\$93,000	\$93,000	\$0	0%
CITY CLERK	\$328,248	\$308,077	\$399,438	\$389,750	\$388,750	-\$1,000	0%
CITY MANAGER	\$945,088	\$827,176	\$1,027,298	\$1,363,600	\$1,001,500	-\$362,100	-27%
FINANCE	\$549,675	\$548,295	\$706,766	\$824,500	\$878,650	\$54,150	7%
LEGAL SERVICES	\$317,928	\$493,988	\$1,106,767	\$892,100	\$891,520	-\$580	0%
TECHNOLOGY	\$0	\$895,777	\$1,583,587	\$1,955,600	\$1,028,500	-\$927,100	-47%
FACILITIES & BUILDINGS	\$2,851,228	\$4,254,905	\$4,897,169	\$5,229,625	\$6,059,000	\$829,375	16%
PUBLIC INFORMATION	\$861,636	\$828,762	\$979,526	\$916,800	\$915,725	-\$1,075	0%
GENERAL OPERATIONS	\$2,383,217	\$1,638,568	\$1,980,640	\$2,123,000	\$1,743,000	-\$380,000	-18%
CITY MARSHALS	–	–	–	\$145,000	\$905,805	\$760,805	525%
PUBLIC WORKS	\$1,605,618	\$1,657,629	\$1,727,704	\$2,188,000	\$1,806,850	-\$381,150	-17%
COMMUNITY DEVELOPMENT	\$1,164,540	\$980,406	\$980,038	\$1,438,650	\$1,296,295	-\$142,355	-10%
BUILDING INSPECTION	\$634,436	\$582,866	\$714,227	\$830,800	\$872,340	\$41,540	5%
PLANNING & ZONING	\$270,414	\$116,573	\$142,845	–	–	\$0	–
CODE ENFORCEMENT	\$463,627	\$466,293	\$428,536	\$498,500	\$523,425	\$24,925	5%
ECONOMIC DEVELOPMENT	–	–	–	–	\$1,659,750	\$1,659,750	–
CONTINGENCIES	–	–	–	\$2,717,325	\$543,390	-\$2,173,935	-80%
EXPENSES TOTAL	\$12,446,539	\$13,670,010	\$16,759,940	\$21,606,250	\$20,607,500	-\$998,750	-5%

## City Council Goals

The FY 2024 Budget tackles priorities and goals established by the Mayor and Council to improve our community. These goals were discussed and approved at a city council retreat in March. Each department has carefully outlined programs and targets reflecting careful attention and prominence of community-directed ambitions which blend with the priorities identified by Council. The primary FY 2024 goals include:

### Create, enhance, and maintain our City infrastructure

The City Council has been persistent in its focus on providing the resources and support to address our infrastructure needs from paving to stormwater. The FY 2024 Budget continues the progress on the capital paving plan along with significant investments into sidewalk improvements and will continue the implementation of the stormwater capital improvement plan. Specific activities to support these efforts include the spending of \$3.0 million for paving of city roads, \$1 million for improvements and maintenance to the stormwater drainage system, and \$1.4 million in new sidewalks and streetlights.

In addition, the FY 2024 Budget includes \$3.15 million for traffic improvement and pedestrian safety projects, and \$5.4 million has been included to continue the expansion of the Corners Connector trail

system. These funds will be used to complete current segments and begin planning/engineering for future ones. Upon completion, Corners Connector will have over 12 miles of trails throughout the City.

### **Continue execution of community-based master plans**

In FY 2024, the City will continue to focus on the execution of the community-developed Master Plans: Comprehensive Land Use Plan, Comprehensive Transportation Master Plan, Innovation Hub Master Plan, and Arts Master Plan. As part of the effort to create a set of guidelines and procedures uniquely patterned for Peachtree Corners, the City continually updates its codes to reflect the City's needs and protect its future.

### **Strengthen business retention, recruitment and redevelopment**

The core components of successful economic development include proactive efforts to keep existing businesses, entice future businesses and enrich the framework for future growth and improvement: Retention, Recruitment, Redevelopment, and Creation. From the time the City was incorporated, through today, City leaders have recognized the important role technology and life science companies played in the City's history and will continue to play into its future. The City Council has made tremendous investments in cultivating a welcoming environment for technology companies. These include adopting formal incentive plans, establishing a new startup incubator program, and the establishment of Curiosity Lab, a real-world living laboratory where companies can transition unique, innovative technologies from controlled environments into an active community.

The FY 2024 budget provides funding to continue our commitment to job creation through Curiosity Lab and the position to oversee business retention meetings, trend analysis, and target relationship management. The City has also budgeted funds to partner with several consultants to supplement staff's efforts in each of these areas. The City will continue to work cooperatively with property owners, brokers, and our community partners to retain and expand our existing businesses through an aggressive business visitation program in which we meet one-on-one with our businesses. Redevelopment efforts focus on enlisting new retailers and office tenants to our existing commercial nodes and leveraging our master plans for quality commercial and residential development. The Peachtree Corners Redevelopment Authority was created in December 2020. They continue to offer guidance and input into the redevelopment efforts of the City within the Holcomb Bridge Corridor. Additional efforts will focus strategic energies with Partnership Gwinnett, the Gwinnett Chamber of Commerce, the Peachtree Corners Business Association, the Southwest Gwinnett Chamber, and the Metro Atlanta Chamber of Commerce to drive recruitment strategies in the Peachtree Corners area.

In addition, the City is currently working on an Economic Development plan that will help guide staff activity over the next five years and is intended to serve as a framework for economic development initiatives, as the City endeavors to establish itself as a trailblazer in the southeastern region.

### **Maintain a high-performing, efficient, and effective government system**

Through sound financial planning by Mayor and Council, the City has been able to build a strong financial position as evidenced by a general fund balance of 93% of FY 2023 Amended Budgeted expenditures (less reserve contingency). In addition, the City received its first Aa1 credit rating in FY2021, further demonstrating strong financial management and financial position. Through public-private partnerships and intergovernmental agreements, the City continues to provide a high level of service to its citizens while operating in a lean and flexible manner.

### **Continue proactive civic engagement and communications outreach**

The City's efforts to position Peachtree Corners as the most preferred community on Atlanta's north side for business, living, learning and leisure will continue in full in FY 2024. The City continues its efforts with Georgia Tech, offering professional education courses in the Innovation Center. The City will promote and develop opportunities for enhanced citizen communications, participation, and public

involvement such as increasing awareness of economic development opportunities in Peachtree Corners and promoting community understanding and engagement to increase civic pride. An essential aspect of community wide plan implementation involves communication and interaction with citizens to inform and collect input on program implementation and project initiatives. Through our social media campaign efforts, the City will continue to highlight the many different aspects of Peachtree Corners, and we will continue our partnership with Peachtree Corners Life Magazine.

## Challenges

The key challenges facing the City of Peachtree Corners in FY 2024 revolve around prioritizing spending as we seek to implement the community's vision. For residents and businesses, it is critical to have the right projects properly prioritized to promote a meaningful and superior quality of life. Challenges which need to be addressed in FY 2024 include meeting the current demands and future needs of an aging infrastructure while improving assets and amenities that provide opportunity and access for our stakeholders and managing our revenue and expenditures.

### Properly address infrastructure demands

Since the City's incorporation in 2012, proactive and responsive infrastructure maintenance and repair have been at the forefront of the community's interests and City's service. The City is currently conducting a pavement condition analysis that scores the condition of all 121 center line lane-miles of roads. The project should be completed by May 2023 and will be used to prioritize which streets to resurface. Due to age and demand, most of the City's pavement continues to deteriorate at an accelerated rate. Balancing staff resources with the capital project and maintenance workload to provide a high level of service is an essential need and challenge facing the City.

Coupled with the backlog of street and paving repairs is the increased need to complete stormwater pipe replacement projects. Much of the existing stormwater drainage system in the City has been shown to need repair or replacement. However, for both challenges, the City needs to work diligently to secure community support and understanding of these critical infrastructure needs and continue to communicate, involve, engage, and empower citizens with the information and the ability to share in the vision for a better Peachtree Corners.

### Revenue management

Since the City operates without receiving property taxes, it is critical that we maintain a watchful eye on our current revenue streams. The City has been fortunate to have attracted new commercial activity which has fueled an increase in total revenue, and as mentioned above, we have been able to build up a strong financial position since our incorporation. However, many of our revenue streams are dependent on the local economy. Should there be a slow down, the City will have to decide whether to make expenditure reductions or use reserves to bridge the gap.

## FY 2024 Expenditure Highlights

Considering these goals and challenges, the following list of FY 2024 Budget expenditures clearly demonstrates the City's continued efforts to steadily increase investment in infrastructure, place making, and job creation.

### Paving/Infrastructure

- 2024 street resurfacing and paving (\$3,000,000)
- SR 141 and East Jones Bridge Rd Intersection Improvements (\$1,300,000)
- Traffic Improvements @ Peachtree Corners Circle and Forum Dr (\$1,000,000)
- New Sidewalks (\$1,300,000)

- SR 141 Capacity Improvements (\$750,000)

#### **Community Development (Place Making)**

- Town Green Events and Improvements (\$3,000,000)
- Multi-Use Trails (\$5,400,000)
- Street Light Improvements (\$75,000)
- Gateway Improvements (\$750,000)
- Acquisition of Right-of-way and Easements for trails and conservation (\$4,000,000)
- Creation of a Multi-Modal Hub in Technology Park Atlanta (\$1,400,000)

#### **Technology**

- Enhance Smart City Infrastructure (\$870,000)

#### **Marketing & Public Relations**

- City-wide marketing, branding, and advertising (\$806,000)

While this is not a comprehensive list of enhancement requests, it does highlight the City's focus on fiscally conservative spending while supporting the primary reason for becoming a City – namely the local control over land use, infrastructure, and community development to improve the quality of life for all of Peachtree Corners residents, businesses, and visitors.

## **Summary**

To protect the City's financial condition while achieving the goals outlined in this budget, a conservative approach was taken in projecting revenues and budgeting expenditures. We look forward to an engaged discussion of the FY 2024 Budget proposal over the next two months and jointly attaining a unified plan for a fiscally conscientious FY 2024 spending plan. We appreciate your thoughtful and careful review of this proposal.

Sincerely,

Brian L. Johnson, City Manager

# Performance Measures

**During the FY 2024 budget process, the Mayor and Council had the opportunity to discuss and approve the following strategic goals:**



Create, maintain, and enhance our City infrastructure



Continue execution of community-based master plans



Strengthen business retention, recruitment, and redevelopment



Maintain a high-performing, efficient, and effective government system



Continue proactive civic engagement and communication outreach

These goals represent the values that are most important to Council. As such, it is important to not only align the budget to these priorities but also to track staff's performance as it relates to the goals. In the following section, you will see several performance indicators for various departments and then how those indicators tie back to the strategic goals.



## Performance Measures

### City Clerk

Measure	2016	2017	2018	2019	2020	2021	2022
Open Record Requests Received	97	147	132	190	208	260	255
Council packets/agendas prepared	14	23	28	26	31	26	27
Ordinances Adopted	27	24	26	17	24	35	22
Resolutions Adopted	21	21	17	15	27	19	13

### Finance

Measure	2016	2017	2018	2019	2020	2021	2022
Audit Findings	0	1	0	0	0	0	0
Bond Rating	N/A	N/A	N/A	N/A	Aa1	Aa1	Aa1
Invoices Paid	1,133	1,192	1,613	2,278	2,732	3,275	4,121
Business Licenses Processed	2,357	2,257	2,451	2,563	2,804	2,474	2,546

### Public Information

Measure	2016	2017	2018	2019	2020	2021	2022
Total visits to website	66,673	104,188	132,688	239,280	210,544	251,704	178,037
Percentage of first time visitors to the website	60.26%	59.12%	61.27%	67.35%	63.30%	75.71%	83.00%
Press Releases distributed	52	34	35	43	36	32	31
E-newsletter subscribers	2,853	3,682	4,232	5,306	6,369	6,784	6,900

### Public Works

Measure	2016	2017	2018	2019	2020	2021	2022
Work Orders Completed	1,468	1,351	1,019	1,630	2,036	2,107	1,928
Land Development Inspections	753	498	588	514	554	441	706
Collection Rate on Solid Waste Payments	99.85%	99.68%	99.48%	99.24%	98.00%	99.07%	99.01%
Stormwater Structures Inspected	N/A	N/A	646	602	790	603	557

### Community Development

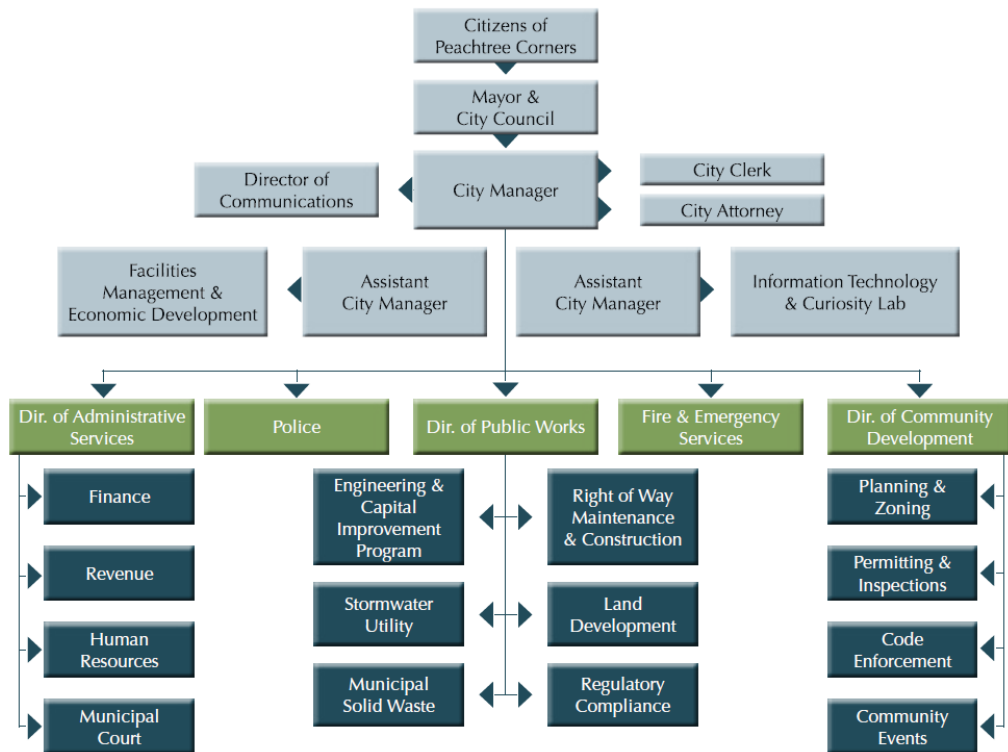
Measure	2016	2017	2018	2019	2020	2021	2022
Public Hearings	27	32	37	23	27	32	29
Building Permits Issued	1,108	1,174	1,235	1,395	1,181	1,267	1,264
Building Inspections Completed	5,484	4,625	5,768	6,397	5,758	5,328	5,779
Code Enforcement Violations	1,698	1,696	2,497	3,108	1,748	1,404	1,131

## Measures Connected to Goals

Department	Measurement	S T R A T E G I C   G O A L S				
		Create, enhance, and maintain City infrastructure	Continue execution of community-based master plans	Strengthen business retention, recruitment, and redevelopment	Maintain a high-performing, efficient, and effective government system	Continue proactive civic engagement and communications outreach
City Clerk	Open Record Requests Received					
	Council packets/agendas prepared					
	Ordinances Adopted					
	Resolutions Adopted					
Finance	Audit Findings					
	Bond Rating					
	Invoices Paid					
	Business Licenses Processed					
Public Information	Total visits to website					
	Percentage of first time website visitors					
	Press Releases distributed					
	E-newsletter subscribers					
Public Works	Work Orders Completed					
	Land Development Inspections					
	Collection Rate on Solid Waste Payments					
	Stormwater Structures Inspected					
Community Development	Public Hearings					
	Building Permits Issued					
	Building Inspections Completed					
	Code Enforcement Violations					



# Organizational Chart by Department

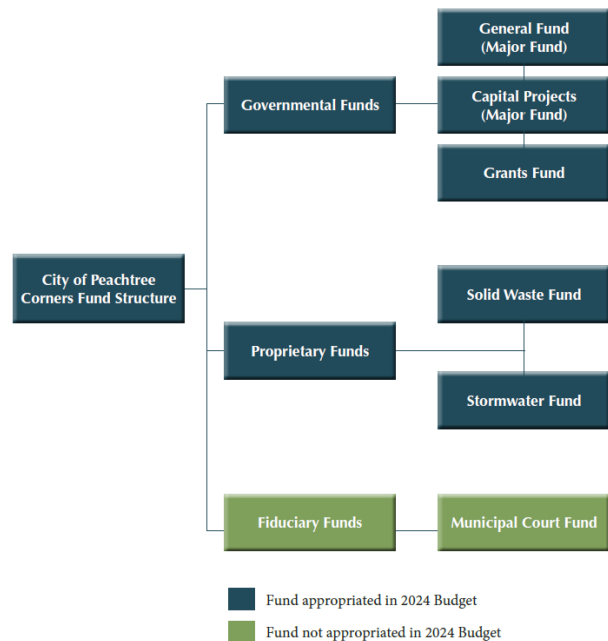


# Fund Structure

Financial reporting treats each government as a collection of separate funds rather than one single entity. For this reason, government budgets are prepared using the fund structure. The Governmental Accounting Standards Board defines a fund as:

*A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial transactions, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.*

All funds are classified into fund types and the number of funds a government uses can vary. The City of Peachtree Corners currently uses three governmental funds and two proprietary funds to account for the use of financial resources. The City's funds are detailed below by fund type.



# Fund Major Revenue Sources and Services Provided

Fund Title	Major Revenue Sources	Major Services Provided
General	<ul style="list-style-type: none"> <li>• Business &amp; Occupation Taxes</li> <li>• Licenses &amp; Permits</li> <li>• Franchise Fees</li> <li>• Charges for Services</li> </ul>	<ul style="list-style-type: none"> <li>• General Government</li> <li>• Community Development</li> <li>• Public Works</li> </ul>
Capital Projects	<ul style="list-style-type: none"> <li>• SPLOST</li> </ul>	<ul style="list-style-type: none"> <li>• Payments for long-lived capital assets, such as buildings, equipment, infrastructure, capital improvements, etc.</li> </ul>
Special Revenue	<ul style="list-style-type: none"> <li>• Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Used to account for major federal grants</li> </ul>
Solid Waste	<ul style="list-style-type: none"> <li>• Solid Waste charges</li> </ul>	<ul style="list-style-type: none"> <li>• Payments to operate solid waste services</li> </ul>
Stormwater	<ul style="list-style-type: none"> <li>• Stormwater Services fees</li> </ul>	<ul style="list-style-type: none"> <li>• Payments to operate Stormwater services</li> <li>• Payments for long-lived capital assets, such as pipes, equipment, infrastructure, capital improvements, etc.</li> </ul>
Municipal Court	<ul style="list-style-type: none"> <li>• As a fiduciary fund, the Municipal Court fund does not have a revenue source</li> </ul>	<ul style="list-style-type: none"> <li>• Transfers to the general fund</li> <li>• Payments to individuals and state agencies as a result of court proceedings</li> </ul>

# Fund Descriptions

## Governmental Funds

### General Fund

The General Fund is a governmental fund to account for all resources obtained and used for those services commonly provided by cities which are not accounted for in any other fund. These services include among other items: General Government consisting of the Mayor and Council, City Manager, City Clerk, City Attorney, Finance & Administration, Public Works, and Community Development.

### Capital Projects Fund

The Capital Projects Fund is a governmental fund established to account for capital projects. The projects included in the capital projects budget are intended to improve or expand the city infrastructure, provide for significant maintenance requirements, or provide for the acquisition of large pieces of equipment.

### SPLOST Fund

This fund accounts for the special purpose local option sales tax revenue.

### Grants Fund

This fund is a special revenue fund and accounts for programs federally funded and awarded to the City for accomplishing specific endeavors and completing specific projects.

## Proprietary Funds

### Solid Waste Fund

This includes the city's appropriation for the annual fee charged to residents for solid waste collection. This fee is collected by the Gwinnett County Tax Commissioner as part of the yearly property tax billing process. The fund will be used to collect trash and recycling for residential households.

### Stormwater Fund

This fund includes the city's appropriation for the annual fee charged to residents for stormwater services. This fee is collected by the Gwinnett County Tax Commissioner as part of the yearly property tax billing process. This fund will be used to maintain and improve the stormwater management system.

## Fiduciary Fund

### Municipal Court Fund

The Municipal Court Fund accounts for the collection and disbursement of monies by the city's municipal court on behalf of other individuals or entities.

# Financial Policies and Procedures

## Accounting Policies

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. In addition, such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

### A. Scope

This policy applies to all accounting records that are the responsibility and under the management of the City's Department of Finance.

### B. Generally Accepted Accounting Principles (GAAP)

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City also will follow the Financial Accounting Standards Board's pronouncements, as applicable.

### C. Fund Structure

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts (see below). Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

### D. Chart of Accounts

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting act in 1997 (House Bill 491). This law requires the DCA to prepare and issue a standardized chart of accounts for Georgia governments. It shall be the policy of the City to implement and utilize the account classifications as the chart of accounts prescribes.

## Cash Management Policy

### A. Procedures for Cash Collection Points

The following list of procedures is required for the operation of cash collection points:

- All cash received must be recorded through a computerized accounting system with computer generated official City receipts or official City temporary cash receipts. When a cash collection point with a computerized accounting system uses temporary cash receipts, those temporary receipts must be converted over to computerized receipts as soon as possible. If the conversion cannot be accomplished within 48 hours, the cash should be deposited into the department's primary operating account and tracked in detail until it is recorded on the computerized accounting system. The customer must be presented an official City receipt form with a duplicate record being retained by the receiving department. All numbered receipts must be accounted for, including the original of voided receipts.

- The cash collection point must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting, depositing, disbursement, and reconciling.
- The funds received must be reconciled to the computerized accounting system cash report or to the total of the temporary receipts at the end of the day or at the end of each shift. Cash must be reconciled separately from checks, credit cards, and money orders by comparing actual cash received to the cash total from the cash report or to the sum of the cash sales from the manual receipts.
- All cash must be protected immediately by using a cash drawer, safe or other secure place until they are deposited. A secure area for processing and safeguarding funds received is to be provided and restricted to authorized personnel.
- Checks must be made payable to City of Peachtree Corners, and must be endorsed promptly with a restrictive endorsement stamp payable to City of Peachtree Corners. The endorsement stamps must be ordered through the Finance Department.
- Checks or credit card transactions will not be cashed or written for more than the amount of purchase.
- Collections must be deposited to the City Depository within 24 hours.
- All cash must be deposited intact, and not intermingled or substituted with other cash.
- Refunds or expenditures must be paid through the appropriate City bank account on a signature City generated check.
- Each Department will use only depository issued deposit slips for reconciliation of the supporting documentation to the deposit and to the monthly statements of account.

## **B. Cash Received in Person**

- A receipt must be issued for each payment received. At a minimum, manual prenumbered receipts must include the date, mode of payment (cash, check or credit card), and the identification of the department and the person issuing the receipt. Machine generated receipts must contain all information required by the accounting system to properly credit and track the payment.
- All checks must be endorsed immediately with a restrictive endorsement stamp payable to City of Peachtree Corners.
- All voided transactions are to be approved and initialed by the area supervisor.
- Only one cashier is allowed access to a specific cash drawer during a single shift.
- Cash must be kept in a safe or a secure place.

## **C. Cash Received through the Mail**

- The mail must be opened with two people present and all checks must be endorsed immediately with a restrictive endorsement stamp. All cash must be listed on a "Daily Mail Collection Report".
- If the cash is not credited directly into the appropriate City account or receipted through a computerized accounting system, a list of the checks, credit card transactions and or cash should

be prepared in duplicate. The list should include the customer's name, amount received, check number and any other information available that may assist in proper allocation of the funds. The envelope should also be retained as part of the records. An official City temporary receipt should be prepared, the original going to the customer, one copy should be kept in the area, one should accompany any deposit processed through the Finance Department, and a copy left intact in the receipt book and returned to the Finance Department.

- Cash must be stored in a safe or other secure place approved by the Auditor's Office until it is deposited.
- Unidentified receipts must be deposited to a depository account approved for such. All reasonable attempts should be made to identify the correct account and transfer the funds.

#### **D. Balancing of Cash Receipts**

- All funds collected must be balanced daily, by mode of payment, by comparing the total of the cash, checks and credit cards to the computerized accounting reports, to the prenumbered receipts totals, and to the totals of the money received by mail.
- Over/short amounts must be separately recorded, and investigated and resolved to the extent possible as set out in the over/short portion of this policy.

#### **E. Preparation of Deposits**

- Checks must be made payable to City of Peachtree Corners, A double calculator tape of the checks should be included with the checks bundled together.
- Cash must be recorded on the deposit slip in the appropriate space.
- Attach a copy of the Transmittal Batch showing transaction totals for credit card receipts.
- Only Depository issued deposit slips including the appropriate account number(s) and sub-code(s) are to be used.
- Someone not involved with collecting the cash, opening the mail or reconciling the deposit must verify the deposit.
- The deposit must be delivered to the Depository by way of Code Enforcement.
- Locking deposit bags are available at the Depository.

#### **F. Reconciliation of Cash Collected**

- Balance all cash receipts daily to the accounting system and supporting documentation (daily deposit slip, system receipts, and system reports) and resolve all discrepancies.
- Balance the total monthly receipts to the monthly bank account statements and accounting system monthly reports and resolve all discrepancies.

#### **G. Prenumbered Receipts**

- Official City temporary prenumbered receipt books are issued by the Finance Department.

#### **H. Exceptions**

- The City Manager must approve any exception to these procedures. For example, in cases where there is not enough staff available to maintain complete separation of duties, an alternate process to safeguard City funds must be established and approved by the City Manager.

## **I. Record Retention**

- All cash receipts and related documents must be maintained in accordance with Record Retention schedules. Accounting reports, deposit slips, credit card receipts, copies of manual cash receipts, etc. should be kept for seven years.

# **Auditing**

Georgia Law on Local Government Audits, O.C.G.A. Section 36-81-7, requires an independent annual audit for the City. The annual independent audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding, consistent with the 1996 (and any future) amendments to the Single Audit Act.

## **A. Scope**

This policy applies to all funds that are the responsibility and under the management of the City of Peachtree Corners and its Department of Finance.

## **B. Auditor Qualifications**

A properly licensed Georgia independent public accounting firm shall conduct the audit.

## **C. Choosing the Audit Firm**

When necessary, the City will issue a request for proposal to choose an audit firm for a period of five years with two five year renewal options. The City will request two proposals from qualified public accounting firms. One proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be opened after three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

## **D. Auditing Agreement**

The agreement between the independent auditor and the City shall be in form of a written contract or an engagement letter. The contract or engagement letter shall include the request for proposal as an appendix to the written document and all issues addressed in the request for proposal shall be required as part of the contract or engagement letter.

## **E. Internal Audit**

The City shall work towards developing and maintaining a strong internal audit function, whereby applying financial practices and policies to transactions. The City shall develop accounting practices and procedures, which will be documented for use in internal control evaluation.

## **F. Malfeasance and Embezzlement**

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.



# Financial Reporting

The Department of Finance shall develop and maintain an ongoing system of financial reporting to meet the information needs of the government, authorities, and regulatory agencies. In addition, the City Manager, Mayor, Council, Department Heads and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

## **A. Annual Comprehensive Financial Report**

In conjunction with the annual independent audit, the City shall work towards preparing and publishing an Annual Comprehensive Financial Report (ACFR). The City shall prepare the ACFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. Annually, the City will submit its ACFR to the GFOA to determine its eligibility to receive the GFOA's "Certificate of Achievement for Excellence in Financial Reporting." The City shall make this report available to the elected officials, bond rating agencies, creditors and citizens. All financial statements and schedules contained within the ACFR shall be audited, with the purpose to effectively communicate the complete financial affairs of the City to all interested readers.

## **B. Annual Budget Document**

The City shall prepare and publish an annual budget document in accordance with the policies contained within this document. This budget shall measure the annual funding and forecast the financial position of the City for the two subsequent fiscal years.

## **C. Financial Reporting to the City Council**

On a monthly basis, the Finance Department shall prepare and present a summarized "Statement of Revenues and Expenditures" to the City Council for all of the City's operating funds. This report shall detail prior year comparisons to provide data for analysis.

## **D. Financial Reporting to the Administration**

In addition to the external reporting detailed above, the Finance Department shall coordinate the reporting needs of each department in order to design and implement those reports which the departments need to make sound business decisions. At a minimum, departments will receive reports detailing monthly department financial activity including expenses, any personnel costs in excess of the approved budget, and recommended budget line-item reallocations.

## **E. External Financial Reporting**

The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the CAFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year-end, as required.

# Internal Audit

Government managers are responsible for designing and implementing effective internal controls to ensure that assets are safeguarded; records are reliable; reports on operations are sufficient and fairly presented; fraud, waste, and abuse are deterred; and programs, functions, and activities are conducted economically, efficiently, and effectively. Audits help provide reasonable assurance that local governments are operating in accordance with laws, rules, regulations, and policies; responding to citizen needs; and functioning economically, efficiently, and effectively. By independently reviewing and reporting on programs, functions, activities, and organizations, auditors provide the public, elected officials, and government managers with a fair, objective, and reliable assessment of local government performance.

## **A. Scope**

This policy applies to all departments, offices, boards, commissions, agencies, or other activities under the authority of the City Manager, Mayor and City Council. It applies to all internal operations of those entities or activities, as well as contracts, agreements, and all other transactions between the City and external entities (e.g., other federal, state, or local government entities and private sector entities).

## **B. Audit Schedule**

Scheduling of audits will be a continuous and dynamic process and provide adequate coverage of the City's programs and operations. Managers are encouraged to work with the Finance Director or Independent Auditor Contractor by suggesting areas or programs for audit or requesting other assistance (e.g., reviewing proposed contract terms and conditions, analyzing alternative approaches, conducting investigative work). Potential audits or other requests will be prioritized based on potential risks, City management requests for coverage in specific areas, public interest in a particular area, and achieving an acceptable mix of audit coverage for all of the City's operations.

## **C. Access to Employees, Records, and Property**

All officers and employees of the City shall furnish the Finance Director or Independent Auditor Contractor with unrestricted access to employees, information, and records (including automated data) within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts, and methods of business needed to conduct an audit or otherwise perform audit duties. In addition, they shall provide access for the Finance Director or Independent Auditor Contractor to inspect all property, equipment, and facilities within their custody. In addition, all contracts, subcontracts, or other agreements between the City and any outside entity (public or private) shall provide for auditor access to all revenue, expense, and other financial records; performance-related records; and property, equipment, or other purchases paid for in whole or in part with governmental funds and facilities.

## **D. Reporting**

A final draft audit report will be forwarded to the audited department, office, board, commission, agency, or other activity and the City Manager for review and comment regarding factual content before it is released. The audited entity must respond in writing and specify agreement with audit findings and recommendations or reasons for disagreement with findings and/or recommendations, plans for implementing solutions to issues identified, and a time table to complete such activities. The response must be forwarded to the Internal Auditor within 30 calendar days or as otherwise specified by the Finance Director or Independent Auditor Contractor. The final report will include the audited entity's response. If no response is received, the final report will note that fact. Final audit reports, along with a report summary, will be transmitted to the Mayor and City Council and will be made available to the public upon request.

# **Equity Policy**

## **A. Financial Responsibility**

The City will live within its means. All departments supported by the resources of this City must function within the limits of the financial resources identified or available specifically to them. A balance must be maintained between revenues and expenditures, so that the public can realize the benefits of a strong and stable government. It is important to understand that this policy is applied to budget entities over periods of time which extend beyond current appropriations. By law, budgets cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as

extended trends. The City will not develop a legacy of shortages or a legacy of mixing one-time resources and expect the continued delivery of services, the very reason for which it exists.

## **B. Budget Stabilization Resources**

The City shall establish a fund balance assignment in the General Fund for working capital purposes. The purposes of working capital is to eliminate cash flow issues, cover the cost of expenditures caused by unforeseen emergencies, cover shortfalls caused by revenue declines, and to eliminate any short-term borrowing for cash flow purposes. This assignment shall accumulate and then be maintained at an amount, which represents the equivalent of approximately twenty five percent (25%) of operating and debt expenditures, including transfers to other funds (i.e. approximately 25% of budgeted General Fund expenditures).

## **C. OPPORTUNITY FUND**

The City shall establish a fund balance reserve in the General Fund for future unknown projects. This reserve shall accumulate and then be maintained at an amount which represents twenty-five percent (25%) of General Fund expenditures including transfers out but not budgeted reserves. Subject to Council approval, one percent (1%) of General Fund expenditures will be allocated to the Opportunity Fund until the 25% maximum is reached.

# Budget Policies

The budget process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided within estimated resources. The budget policy guides this process. The budget policy also directs the City's financial health and stability.

Georgia law (e.g., O.C.G.A. 36-81-2 et seq.) provides the budget requirements for Georgia local governments. The information below provides an outline of the City's application of those laws. The City's goal will be to adopt operating budgets where current revenues equal anticipated expenditures. All departments supported by the resources of this City must function within the limits of the financial resources identified or available specifically to them. A balance must be struck between revenues and expenditures, so that the public can realize the benefits of a strong and stable government. It is important to understand that this policy is applied to budget entities over periods of time which extend beyond current appropriations. By law, budgets cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends.

## A. Scope

This policy applies to all budgeted funds, which are the responsibility, and under the management of the City of Peachtree Corners and its Department of Finance.

## B. Financing Current Costs

Current costs shall be financed with current revenues, including the use of authorized fund balances. The City shall avoid balancing current expenditures through the obligation of future year's resources. The City shall strive to avoid short-term borrowing to meet cash flow requirements. However, the City may enter into short-term borrowing should a critical need arise.

## C. Budget Objective By Type of Fund

The following budget objectives are established for the different funds the City uses:

1. General Fund – The annual budget for the General Fund shall provide for general government operations of the City and maintain working capital necessary for the City's financial health and stability.
2. Special Revenue Fund(s) – The City adopts annual budgets for each special revenue fund that demonstrates that any legally restricted revenue sources are used consistent with the applicable laws and/or regulations (i.e. Hotel/Motel Fund, Drug Enforcement Agency Fund, and Operating Grants Fund).
3. Capital Project Fund(s) – The City adopts project budgets for each of its capital project funds. These adopted appropriations do not lapse at the end of a fiscal year; rather they remain in effect until project completion or re-appropriation by City Council.
4. Debt Service Fund(s) – The City adopts annual budgets for its debt service funds (if applicable). Any remaining fund balances from prior years plus current years projected revenues shall be sufficient to meet all annual debt service requirements.
5. Enterprise Fund(s) – Although generally accepted accounting principles (GAAP) or Georgia statutes do not require the City to adopt budgets for enterprise funds, the City will adopt budgets for enterprise funds in order to monitor revenues and control expenses. The City will use a

business approach if and when budgeting enterprise funds. Enterprise funds shall be self-supporting whenever possible and subsidized losses will be minimized when break-even is not possible. See revenue policies in Section IV.

Additionally, the City classifies funds as either operating funds or non-operating funds. Operating funds are those funds that include appropriations for the payment of salary/benefits and whose maintenance & operating appropriations are necessary to continue the daily operations of the City. The General Fund will always be an operating fund. Non-operating funds are those funds that do not include appropriations for the payment of salary/benefits and whose maintenance & operating appropriations are not critical to the daily operations of the City. Examples of non-operating funds are the SPLOST Fund, and Grant Operating Fund.

## **Operating Budget**

The operating budget shall be prepared on an annual basis and include those funds detailed in Section I that are subject to annual appropriation (all funds excluding the Capital Project Funds).

Prior year budget appropriations and prior year actual data will be provided as reference data, with the current year appropriation. At a minimum, the City shall adopt annual balanced budgets for the general fund, each special revenue fund, and each debt service fund (if applicable) in accordance with O.C.G.A. 36-81-3.

The annual proposed budget should be submitted to the governing authority while being held by the Department of Finance for public review/inspection in accordance with O.C.G.A. 36-81-3.

Public meetings will be conducted after proper advertisement prior to the City Council adopting and approving the annual budget document. (O.C.G.A. 36-81-5 and 36-81-6).

### **A. Departmental Appropriations**

The budget shall be developed based upon "line-item" expenditures within each department. This type of budget focuses on categories of expenditures such as personal services, contractual services, supplies, equipment, etc. within each department. At a minimum, each department's appropriation in each fund shall be detailed within the budget document. (O.C.G.A. 36-81-3 and 36-81-5).

### **B. Budget Preparation Categories**

Each department shall submit budget requests separately for:

- Current services - A current services budget is defined as that level of funding which is necessary to provide the same level of service for the upcoming year that is currently being provided. The current services budget will include replacement capital equipment.
- Expanded services - An expanded services budget includes funding requests associated with new services, additional personnel or new capital projects/equipment.

### **C. Balanced Budget**

The budget shall be balanced for each budgeted fund. Total anticipated revenues plus that portion of fund balance in excess of authorized reserves (see operating budget policy G below) that is designated as a budget-funding source shall equal total estimated expenditures for each fund.

### **D. Basis of Budgeting**

Neither GAAP nor Georgia statutes address a required budgetary basis of budgeting, the City adopts budgets in conformity with GAAP for all budgeted funds. All governmental funds use the modified

accrual basis of accounting and proprietary fund budgets (when applicable) use the accrual basis of accounting.

### **E. Level of Budget Adoption and Control**

All budgets shall be adopted at the legal level of budgetary control, which is the department level within each individual fund. See policy J below for amending the budget.

### **F. Budget Stabilization Resources**

The City shall establish a fund balance reserve in all operating funds (defined in Section I of this policy) for working capital. The purpose of working capital is to cover the cost of expenditures caused by unforeseen emergencies, cover shortfalls caused by revenue declines, and to eliminate any short-term borrowing for cash flow purposes. This reserve shall accumulate and then be maintained at all times an amount which represents no less than twenty-five percent (25%) of general fund expenditures including transfers out but not budgeted reserves.

### **G. Opportunity Fund**

The City shall establish a fund balance reserve in the general operating fund (defined in Section I of this policy) for future unknown projects. This reserve shall accumulate and then be maintained at an amount which represents twenty-five percent (25%) of general fund expenditures including transfers out but not budgeted reserves. Subject to Council approval, one percent (1%) of general fund expenditures will be allocated to the Opportunity Fund until the 25% maximum is reached.

This reserve shall be considered committed fund balance that can only be used for the specific purposes determined by a formal action of the City Council. Should these funds be used, Council shall create a plan to replenish the fund. These funds shall not be invested in instruments with a maturity date longer than 90 days.

### **H. Utilization of Prior Year's Fund Balance in Budget**

If necessary, the City may use fund balance in excess of the reserve for working capital (see budget policy F above) as a funding source for that fund's budget. The amount of unreserved fund balance shall be estimated conservatively, taking into consideration future year needs. The minimum requirement for the reserve for working capital, equal to twenty five percent (25%) of operating and debt expenditures, must first be met before utilizing the excess fund balance as a funding source for the budget.

### **I. Appropriation Lapses at Year End**

All operating budget appropriations (including encumbered appropriations) shall lapse at the end of a fiscal year. Purchases encumbered in the current year, but not received until the following year, must be charged against a department's subsequent year appropriation.

### **J. Budget Control Reports**

The City shall maintain a system of budgetary control reports to assure adherence to the budget. The City will prepare and distribute to departments, timely monthly financial reports comparing actual revenues, and outstanding encumbrances and expenditures with budgeted amounts.

### **K. Authorization of Budget Adjustments and Amendments**

The budget is a dynamic rather than static plan, which requires adjustments and formal budget amendments as circumstances change. The City Council must approve all increases in total departmental appropriations, and increases in the personal services budgets (i.e., moving salary or employee benefit budget to other line items).

Department heads must submit budget amendment requests transferring appropriations from one line item to another, other than those prohibited above, and obtain approval by the Director of Finance and the City Manager. Adjustments from appropriations that have been obligated, committed, or reserved for a designated purpose shall not be transferred until a formal de-obligation occurs. At the mid-point of each year, any necessary budgetary appropriations, including budgets for any projects authorized but not funded during the year, shall be appropriated through a supplementary budget ordinance. This mid-point adjustment is limited to requesting additional resources. Such supplemental appropriations shall be balanced with additional revenues for each fund. A justification for each requested change must be prepared (O.C.G.A. 38-81-3).

#### **L. Contingency Line-Item**

The City shall establish an appropriated contingency of two percent (2%) of the total annual expenditure appropriation in all operating funds (defined in Section I of this policy) in order to accommodate unexpected operational changes, legislative impacts, or other economic events affecting the City's operations which could not have been reasonably anticipated at the time the budget was prepared. Non-operating funds (defined in Section I of this policy) shall not require a contingency reserve appropriation.

This contingency reserve appropriation will be a separate line item within the budget. This amount shall be subject to annual appropriation. The approval of the City Manager is required before this appropriation can be expended. If approved, the Finance Department will transfer the appropriation from the contingency line item to the applicable line item(s) with the applicable department's budget.

#### **M. Maintenance and Replacement of Capital Equipment**

The City Council will give budget priority to requests that provide for adequate maintenance of capital equipment and facilities and for their orderly replacement.

#### **N. Contributions**

Unless authorized by the City Manager, outside contributions to programs operated by City departments shall be subject to the City's accounting and budgetary policies. The City welcomes both unrestricted and restricted contributions compatible with the City's programs and objectives. Any material contribution shall be appropriated by the City Manager prior to expenditure. Material contributions shall be defined as one-time contributions exceeding one percent of the department's annual maintenance and operating expenditure appropriation or \$10,000, whichever is less.

#### **O. Administrative Service Fee/Cost Allocation**

Whenever possible, the City may assess an administrative service fee from the General Fund to any other fund, based upon documentation and/or an outside independent study. This assessment will be based upon a percentage of the operating revenues, or services provided to the fund and shall be used to reimburse the General Fund for the administrative and support services provided to the assessed fund.

# Cash Flow Budget

For analysis and internal management purposes, the City shall prepare an annual cash flow budget in conjunction with the Operating Budget. The purpose of this document will be to provide the necessary guidelines to insure that cash will be available to pay budget costs on a timely basis.

## A. Budget Allotments

Budget allocations (i.e., budget allotments) are used in the operating budget, when needed to manage cash flows. The annual appropriation may be divided into segments in order to insure that the projected revenue streams will be adequate to fund the appropriated expenditures. The cash flow budget will provide details as to the periods in which the revenues will be collected, and thereby providing for available resources to pay obligations.

# Capital Budget

The Capital Projects Funds are used to accumulate resources available and expenditures approved for items that have an estimated life of five or more years including vehicles and large equipment. In providing additional detail on the criteria of operating vs. capital, projects that are appropriated may be continuations of previously completed projects. Projects resulting in improvements to enterprise or special revenue funds are paid directly from those funds.

The majority of the city's capital projects are financed on a pay-as-you-go basis. The financing mechanism for pay-as-you-go capital is an inter-governmental fund transfer originating from the general fund. Appropriations for the transfers are made primarily from undesignated fund balance. Additional revenue sources include State Department of Transportation funds for qualified street and highway improvements, grants, and interest earnings. As a matter of practice, the city does not customarily enter into contracts creating improvement districts for citizens whereby a re-payment is required for capital work to be completed. These types of projects customarily are qualified as the responsibility of the appropriate party.

Newly identified capital projects are accumulated throughout the year and are added to the "unfunded" project list. Each of these unfunded projects is prioritized on an on-going basis to allow for direct funding when available. The annual budget process appropriates project specific items as funding is available. When funded capital projects are completed, the remaining balance is transferred to an unallocated capital project account. Routinely, Council discussions apply unfunded budgetary appropriations to projects with the highest priority.



# 2024 Budget Calendar

## **February 2023**

Budget preparation forms made available for Department Directors  
Expenditure estimates are made and returned to Finance Director

## **March 2023**

City Manager and Finance Director meet with Department Directors as needed  
Requests analyzed and adjusted  
Historical data and preliminary budget figures presented to Mayor and Council  
Mayor and Council discuss strategic goals and objectives

## **April 2023**

Proposed Expenditure plan is assembled

## **May 2023**

Proposed budget is reviewed and discussed with Mayor and Council  
Public Hearing on budget is held  
First read of budget ordinance  
Five-Year Capital Improvement Plan (CIP) adopted

## **June 2023**

FY2024 Operating and Capital Budget adopted

## **July 2023**

FY2024 Budget in effect

# Budget Summary - Fiscal Year 2024

## SOURCES OF FUNDS

	GOVERNMENTAL FUNDS			ENTERPRISE FUNDS		COMPONENT UNITS	TOTAL
	GENERAL FUND	AMERICAN RESCUE PLAN ACT (ARPA)	SPLOST	SOLID WASTE	STORMWATER	PUBLIC FACILITIES AUTHORITY	FY2024
<b>Sources of Funds</b>							
Taxes	\$13,457,000	–	–	–	–	–	\$13,457,000
Licenses & Permits	\$1,395,000	–	–	–	–	–	\$1,395,000
Intergovernmental Revenues	\$0	\$0	\$10,980,000	–	\$0	–	\$10,980,000
Charges for Services	\$400,000	–	–	\$2,000,000	\$2,960,000	–	\$5,360,000
Fines & Forfeitures	\$5,000	–	–	–	\$0	–	\$5,000
Investment Income	\$201,000	\$10,000	\$30,000	\$20,000	\$15,000	\$500	\$276,500
Contributions & Donations from Private Sources	\$0	–	\$0	–	\$0	–	\$0
Miscellaneous Revenue	\$794,500	–	–	–	\$0	–	\$794,500
Other Financing Sources	\$4,355,000	\$1,565,050	\$10,301,000	–	\$0	\$11,069,500	\$27,290,550
<b>SOURCES OF FUNDS TOTAL</b>	<b>\$20,607,500</b>	<b>\$1,575,050</b>	<b>\$21,311,000</b>	<b>\$2,020,000</b>	<b>\$2,975,000</b>	<b>\$11,070,000</b>	<b>\$59,558,550</b>

## USES OF FUNDS

	GOVERNMENTAL FUNDS			ENTERPRISE FUNDS		COMPONENT UNITS	TOTAL
	GENERAL FUND	AMERICAN RESCUE PLAN ACT (ARPA)	SPLOST	SOLID WASTE	STORMWATER	PUBLIC FACILITIES AUTHORITY	FY2024
<b>Uses of Funds</b>							
CITY COUNCIL	\$93,000	–	–	–	–	–	\$93,000
CITY CLERK	\$388,750	–	–	–	–	–	\$388,750
CITY MANAGER	\$1,001,500	–	–	–	–	–	\$1,001,500
FINANCE	\$878,650	–	–	–	–	–	\$878,650
LEGAL SERVICES	\$891,520	–	–	–	–	–	\$891,520
TECHNOLOGY	\$1,028,500	\$75,000	–	–	–	–	\$1,103,500
FACILITIES & BUILDINGS	\$6,059,000	–	\$1,541,000	–	–	\$11,070,000	\$18,670,000
PUBLIC INFORMATION	\$915,725	–	–	–	–	–	\$915,725
GENERAL OPERATIONS	\$1,743,000	\$50	–	–	–	–	\$1,743,050
CITY MARSHALS	\$905,805	–	–	–	–	–	\$905,805
PUBLIC WORKS	\$1,806,850	–	–	–	–	–	\$1,806,850
ROADS STREETS AND BRIDGES	–	–	\$19,770,000	–	–	–	\$19,770,000
SOLID WASTE AND RECYCLING	–	–	–	\$2,020,000	–	–	\$2,020,000
STORMWATER	–	–	–	–	\$2,975,000	–	\$2,975,000

	GOVERNMENTAL FUNDS				ENTERPRISE FUNDS		COMPONENT UNITS	TOTAL
	GENERAL FUND	AMERICAN RESCUE PLAN ACT (ARPA)	SPLOST		SOLID WASTE	STORMWATER	PUBLIC FACILITIES AUTHORITY	FY2024
COMMUNITY DEVELOPMENT	\$1,296,295	\$1,500,000	—		—	—	—	\$2,796,295
BUILDING INSPECTION	\$872,340	—	—		—	—	—	\$872,340
PLANNING & ZONING	\$0	—	—		—	—	—	\$0
CODE ENFORCEMENT	\$523,425	—	—		—	—	—	\$523,425
ECONOMIC DEVELOPMENT	\$1,659,750	—	—		—	—	—	\$1,659,750
COMPREHENSIVE ECONOMIC PROGRAM	\$0	\$0	—		—	—	—	\$0
CONTINGENCIES	\$543,390	\$0	\$0		—	—	\$0	\$543,390
<b>USES OF FUNDS TOTAL</b>	<b>\$20,607,500</b>	<b>\$1,575,050</b>	<b>\$21,311,000</b>		<b>\$2,020,000</b>	<b>\$2,975,000</b>	<b>\$11,070,000</b>	<b>\$59,558,550</b>

## FY2024 GENERAL FUND BUDGET SUMMARY

	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals*	FY2023 Amended Budget	FY2024 Budget
<b>Beginning Fund Balance</b>	<b>7,894,393</b>	<b>10,123,209</b>	<b>12,354,912</b>	<b>17,536,777</b>	<b>17,536,777</b>
Fees & Taxes	11,440,624	12,037,085	13,164,680	13,580,000	13,457,000
Licenses & Permits	1,888,238	1,609,263	1,927,495	1,475,000	1,395,000
Intergovernmental	200,000	41,109	-	-	-
Fines & Forfeitures	8,891	19,603	7,166	5,000	5,000
Investment Income	1,067	1,227	(77,453)	206,050	201,000
Contributions & Donations from Private Sources	-	-	250,100	50,000	-
Miscellaneous Revenue	917,082	951,466	1,080,614	1,062,700	1,194,500
Transfers In	219,450	219,450	5,586,562	5,227,500	320,000
Appropriated Fund Balance	-	-	-	-	4,035,000
<b>Total Revenues</b>	<b>14,675,352</b>	<b>14,879,203</b>	<b>21,939,164</b>	<b>21,606,250</b>	<b>20,607,500</b>
City Council	70,884	70,693	85,398	93,000	93,000
City Clerk	328,248	308,077	399,438	389,750	388,750
Office of the City Manager	945,087	827,177	1,027,298	1,363,600	1,001,500
Finance/Administration	549,675	548,295	706,764	824,500	878,650
Legal	317,928	493,988	1,106,767	892,100	891,520
Technology	-	895,776	1,583,587	1,955,600	1,028,500
Facilities and Buildings	2,234,020	2,096,863	3,142,759	2,982,125	4,149,000
Public Information	861,636	828,761	979,525	916,800	915,725
General Operations	2,383,216	1,638,568	1,980,639	2,123,000	1,743,000
Public Safety	-	-	-	145,000	905,805
Public Works	1,605,618	1,657,630	1,727,705	2,188,000	1,806,850
Community Development	2,533,016	2,146,138	2,265,645	2,767,950	2,692,060
Economic Development	-	-	-	-	1,659,750
Contingency	-	-	-	2,717,325	543,390
Transfers Out	617,208	2,158,041	1,754,410	2,247,500	1,910,000
<b>Total Expenditures</b>	<b>12,446,536</b>	<b>13,670,007</b>	<b>16,759,935</b>	<b>21,606,250</b>	<b>20,607,500</b>
<b>Fund Balance June 30</b>	<b>10,123,209</b>	<b>11,332,405</b>	<b>17,534,141</b>	<b>17,536,777</b>	<b>17,536,777</b>
<b>*FY2022 Beginning fund balance restate per GASB 87.</b>					
<b>Reconciliation of Fund Balance to Audited Financial Statements Due to Public Facilities Authority being Combined to General Fund</b>					
Plus: Refunding Bonds Issued		12,525,000	-		
Plus: Premium on Bonds Issued		733,257	-		
Plus: Add back Transfer Out to PFA		1,145,141	1,248,703		
Less: Bond Closing Costs		(227,995)	-		
Less: Principal Expense		-	(985,000)		
Less: Interest Expense		(184,063)	(260,317)		
Less: Fiscal Agent Fees		-	(750)		
Less: Payments by Refunding Paying Agent		(12,875,000)	-		
<b>Ending Fund Balance per Audited Financial Statements</b>		<b>12,448,745</b>	<b>17,536,777</b>		

## FY2024 GRANT FUND BUDGET SUMMARY

	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Budget
<b>Beginning Fund Balance</b>	-	-	-	6,032	6,032
Federal Grants	-	4,647,941	7,894,192	8,197,860	-
Investment Income	-	-	6,032	50,000	10,000
Appropriated Fund Balance	-	-	-	-	1,565,050
<b>Total Revenues</b>	-	<b>4,647,941</b>	<b>7,900,224</b>	<b>8,247,860</b>	<b>1,575,050</b>
Legal Services	-	3,780	-	-	-
Technology	-	12,500	57,233	75,000	75,000
Facilities & Buildings	-	1,680,478	-	-	-
General Operations	-	287,352	20	1,100,050	50
Community Development	-	2,831	-	-	1,500,000
Comprehensive Economic Program	-	2,661,000	2,836,939	750,000	-
Transfers to City	-	-	5,000,000	5,000,000	-
Contingency	-	-	-	1,322,810	-
<b>Total Expenditures</b>	-	<b>4,647,941</b>	<b>7,894,192</b>	<b>8,247,860</b>	<b>1,575,050</b>
<b>Fund Balance June 30</b>	-	-	<b>6,032</b>	<b>6,032</b>	<b>6,032</b>

## FY2024 SPLOST FUND BUDGET SUMMARY

	FY2020 Actuals	FY2021 Actuals	FY2022 Actuals	FY2023 Amended Budget	FY2024 Budget
<b>Beginning Fund Balance</b>	<b>10,767,906</b>	<b>6,059,720</b>	<b>8,246,618</b>	<b>10,963,670</b>	<b>10,963,670</b>
Intergovernmental Revenues	793,167	773,616	745,682	600,000	1,380,000
SPLOST Revenues	6,999,318	7,700,038	8,874,478	9,500,000	9,600,000
Other Revenues	62,904	1,251	26,030	38,000	30,000
Transfers In	-	-	886,030	500,000	1,000,000
Appropriated Fund Balance	-	-	-	-	9,301,000
<b>Total Revenues</b>	<b>7,855,389</b>	<b>8,474,905</b>	<b>10,532,220</b>	<b>10,638,000</b>	<b>21,311,000</b>
Attorney Fees/Other	322,779	9,499	20,266	-	-
Debt Service	-	-	-	-	941,000
Sites	-	-	-	-	4,075,000
Buildings	-	-	-	-	600,000
Roadways and Walkways	12,239,358	6,278,508	7,794,902	7,850,000	15,695,000
Transfers Out	1,438	-	-	-	-
Contingency	-	-	-	2,788,000	-
<b>Total Expenditures</b>	<b>12,563,575</b>	<b>6,288,007</b>	<b>7,815,168</b>	<b>10,638,000</b>	<b>21,311,000</b>
<b>Fund Balance June 30</b>	<b>6,059,720</b>	<b>8,246,618</b>	<b>10,963,670</b>	<b>10,963,670</b>	<b>10,963,670</b>

## FY2024 SOLID WASTE FUND BUDGET SUMMARY

	FY2020	FY2021	FY2022	FY2023	FY2024
	Actuals	Actuals	Actuals	Amended Budget	Budget
<b>Beginning Net Position</b>	<b>478,581</b>	<b>643,186</b>	<b>648,158</b>	<b>639,751</b>	<b>639,751</b>
Sanitation	1,725,230	1,807,071	1,873,598	1,950,000	2,000,000
Investment Income	-	-	-	14,100	20,000
<b>Total Revenues</b>	<b>1,725,230</b>	<b>1,807,071</b>	<b>1,873,598</b>	<b>1,964,100</b>	<b>2,020,000</b>
Operating Supplies/Sanitation	4,828	3,392	19,961	25,000	25,000
Contractual Svcs/Waste Pro	1,528,297	1,771,207	1,834,544	1,910,000	1,970,000
Transfers Out	27,500	27,500	27,500	27,500	25,000
Contingency	-	-	-	1,600	-
<b>Total Expenses</b>	<b>1,560,625</b>	<b>1,802,099</b>	<b>1,882,005</b>	<b>1,964,100</b>	<b>2,020,000</b>
<b>Net Position June 30</b>	<b>643,186</b>	<b>648,158</b>	<b>639,751</b>	<b>639,751</b>	<b>639,751</b>

## FY2024 STORMWATER FUND BUDGET SUMMARY

	FY2020	FY2021	FY2022	FY2023	FY2024
	Actuals	Actuals	Actuals	Amended Budget	Budget
<b>Beginning Net Position</b>	<b>13,656,786</b>	<b>14,713,585</b>	<b>15,865,566</b>	<b>16,200,583</b>	<b>16,200,583</b>
Federal Grants	-	7,470	129,271	100,000	-
Stormwater Utility Charges	2,825,187	2,862,864	2,964,719	2,960,000	2,960,000
Investment Income			(31,521)	15,000	15,000
Contributions/Donations from Private Sources			-	36,800	-
<b>Total Revenues</b>	<b>2,825,187</b>	<b>2,870,334</b>	<b>3,062,469</b>	<b>3,111,800</b>	<b>2,975,000</b>
General Operations	1,576,438	1,526,403	1,649,472	2,520,000	2,612,000
Transfers Out	191,950	191,950	1,077,980	200,000	295,000
Contingency	-	-	-	391,800	68,000
<b>Total Expenses</b>	<b>1,768,388</b>	<b>1,718,353</b>	<b>2,727,452</b>	<b>3,111,800</b>	<b>2,975,000</b>
<b>Net Position June 30</b>	<b>14,713,585</b>	<b>15,865,566</b>	<b>16,200,583</b>	<b>16,200,583</b>	<b>16,200,583</b>

## GENERAL FUND REVENUE DETAIL

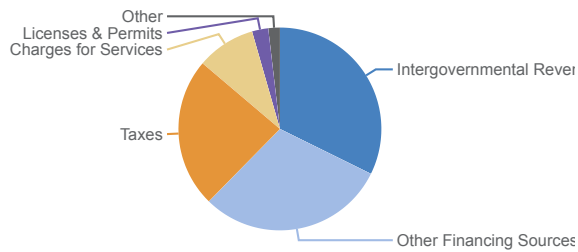
	ACTUALS			FY2023 AMENDED	FY24 BUDGET
	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Revenues</b>					
General Property Taxes					
AD VALOREM TAX - PRIOR YEAR	\$2	-	-	-	-
TITLE AD VALOREM TAX (TAVT)	\$884,179	\$1,198,950	\$1,317,855	\$1,300,000	\$1,300,000
FRANCHISE FEES	\$4,032,511	\$4,002,094	\$4,234,333	\$4,300,000	\$4,300,000
<b>GENERAL PROPERTY TAXES TOTAL</b>	<b>\$4,916,691</b>	<b>\$5,201,044</b>	<b>\$5,552,188</b>	<b>\$5,600,000</b>	<b>\$5,600,000</b>
Selective Sales & Use Tax					
ALCOHOLIC BEVERAGE EXCISE TAX	\$251,093	\$307,779	\$279,500	\$250,000	\$255,000

	ACTUALS			FY2023 AMENDED	FY24 BUDGET
	FY2020	FY2021	FY2022	FY2023	FY2024
LOCAL OPTION MIXED DRINK	\$129,868	\$129,235	\$191,307	\$190,000	\$190,000
OTHER SELECTIVE TAX	\$19,338	\$19,842	\$24,432	\$20,000	\$20,000
<b>SELECTIVE SALES &amp; USE TAX TOTAL</b>	<b>\$400,299</b>	<b>\$456,856</b>	<b>\$495,240</b>	<b>\$460,000</b>	<b>\$465,000</b>
Business Taxes					
BUSINESS & OCCUPATION TAXES	\$3,005,134	\$3,149,164	\$3,787,535	\$4,160,000	\$4,000,000
INSURANCE PREMIUM TAXES	\$2,893,730	\$3,052,960	\$3,152,255	\$3,180,000	\$3,212,000
FINANCIAL INSTITUTIONS TAXES	\$224,768	\$177,062	\$177,465	\$180,000	\$180,000
<b>BUSINESS TAXES TOTAL</b>	<b>\$6,123,632</b>	<b>\$6,379,186</b>	<b>\$7,117,255</b>	<b>\$7,520,000</b>	<b>\$7,392,000</b>
Business Licenses					
ALCOHOLIC BEVERAGES	\$403,480	\$438,765	\$430,865	\$500,000	\$500,000
INSURANCE LICENSE	\$27,112	\$38,400	\$38,850	\$40,000	\$40,000
OTHER LICENSE/PERMITS	\$4,746	\$4,700	\$4,450	\$5,000	\$5,000
<b>BUSINESS LICENSES TOTAL</b>	<b>\$435,337</b>	<b>\$481,865</b>	<b>\$474,165</b>	<b>\$545,000</b>	<b>\$545,000</b>
Non-Business Licenses & Permits					
BUILDING PERMITS	\$1,403,858	\$1,076,534	\$1,376,370	\$890,000	\$800,000
DEVELOPMENT PERMITS	\$49,042	\$50,863	\$76,961	\$40,000	\$50,000
<b>NON-BUSINESS LICENSES &amp; PERMITS TOTAL</b>	<b>\$1,452,900</b>	<b>\$1,127,397</b>	<b>\$1,453,330</b>	<b>\$930,000</b>	<b>\$850,000</b>
Federal Government Grants					
FEDERAL GOVERNMENT GRANTS	\$0	\$41,109	–	–	–
<b>FEDERAL GOVERNMENT GRANTS TOTAL</b>	<b>\$0</b>	<b>\$41,109</b>	<b>–</b>	<b>–</b>	<b>–</b>
Local Government Reimbursement					
LOCAL GOVERNMENT REIMBURSEMENT	\$200,000	–	–	–	–
<b>LOCAL GOVERNMENT REIMBURSEMENT TOTAL</b>	<b>\$200,000</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>
General Government					
OTHER FEES	\$37,934	\$52,321	\$146,898	\$75,000	\$50,000
ELECTION QUALIFYING FEE	\$1,230	–	\$960	–	–
<b>GENERAL GOVERNMENT TOTAL</b>	<b>\$39,164</b>	<b>\$52,321</b>	<b>\$147,858</b>	<b>\$75,000</b>	<b>\$50,000</b>
Utilities / Enterprise					
ELECTRICITY	\$342,325	\$345,045	\$342,059	\$350,000	\$350,000
<b>UTILITIES / ENTERPRISE TOTAL</b>	<b>\$342,325</b>	<b>\$345,045</b>	<b>\$342,059</b>	<b>\$350,000</b>	<b>\$350,000</b>
Other Charges for Services					
BAD CHECK FEES	\$175	\$55	\$105	–	–
<b>OTHER CHARGES FOR SERVICES TOTAL</b>	<b>\$175</b>	<b>\$55</b>	<b>\$105</b>	<b>–</b>	<b>–</b>
Fines & Forfeitures					
MUNICIPAL COURT	\$8,891	\$19,603	\$2,535	\$5,000	\$5,000
BONDS	–	–	\$4,631	–	–
<b>FINES &amp; FORFEITURES TOTAL</b>	<b>\$8,891</b>	<b>\$19,603</b>	<b>\$7,166</b>	<b>\$5,000</b>	<b>\$5,000</b>
Interest Revenues					
INTEREST	\$1,067	\$1,227	\$28,744	\$200,000	\$200,000
INTEREST - LEASES	–	–	\$8,120	\$6,050	\$6,000
REALIZED GAIN/(LOSS) ON INVESTMENTS	–	–	-\$8,736	-\$6,000	-\$5,000
UNREALIZED GAIN/(LOSS) ON INVESTMENTS	–	–	-\$105,580	\$6,000	–
<b>INTEREST REVENUES TOTAL</b>	<b>\$1,067</b>	<b>\$1,227</b>	<b>-\$77,453</b>	<b>\$206,050</b>	<b>\$201,000</b>
Contributions & Donations from Private Sources					
CON/DON FROM PRIVATE SOURCES	–	–	\$250,100	\$50,000	–
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$250,100</b>	<b>\$50,000</b>	<b>–</b>
Rent & Royalties					
RENTAL REVENUE - 310	\$496,586	\$496,586	\$0	–	–
RENT COMMUNITY CHEST	\$2,650	\$3,244	\$13,762	\$2,500	\$2,500
RENTAL REVENUE - 147	\$36,000	\$49,750	\$52,550	\$112,200	\$112,000
AMORTIZED LEASE REVENUE	–	–	\$518,819	\$518,000	\$675,000
<b>RENT &amp; ROYALTIES TOTAL</b>	<b>\$535,236</b>	<b>\$549,580</b>	<b>\$585,131</b>	<b>\$632,700</b>	<b>\$789,500</b>
Other Miscellaneous Revenue					
OTHER	\$183	\$4,465	\$5,461	\$5,000	\$5,000
<b>OTHER MISCELLANEOUS REVENUE TOTAL</b>	<b>\$183</b>	<b>\$4,465</b>	<b>\$5,461</b>	<b>\$5,000</b>	<b>\$5,000</b>
Other Financing Sources					
APPROPRIATED FUND BALANCE	–	–	–	–	\$4,035,000
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>\$4,035,000</b>

	ACTUALS			FY2023 AMENDED	FY24 BUDGET
	FY2020	FY2021	FY2022	FY2023	FY2024
Interfund Transfers In					
TRANSFERS FROM SOLID WASTE	\$27,500	\$27,500	\$27,500	\$27,500	\$25,000
TRANSFERS FROM STORMWATER	\$191,950	\$191,950	\$191,950	\$200,000	\$295,000
TRANSFERS IN FROM GRANTS	–	–	\$5,000,000	\$5,000,000	–
<b>INTERFUND TRANSFERS IN TOTAL</b>	<b>\$219,450</b>	<b>\$219,450</b>	<b>\$5,219,450</b>	<b>\$5,227,500</b>	<b>\$320,000</b>
Proceeds of Capital Asset Dispositions					
SALE OF ASSETS	–	–	\$250	–	–
<b>PROCEEDS OF CAPITAL ASSET DISPOSITIONS TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$250</b>	<b>–</b>	<b>–</b>
General Long Term Debt Issued					
CAPITAL LEASES	–	–	\$366,862	–	–
<b>GENERAL LONG TERM DEBT ISSUED TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$366,862</b>	<b>–</b>	<b>–</b>
<b>REVENUES TOTAL</b>	<b>\$14,675,350</b>	<b>\$14,879,204</b>	<b>\$21,939,166</b>	<b>\$21,606,250</b>	<b>\$20,607,500</b>

## FY2023-FY2024 Revenues by Type - General Fund

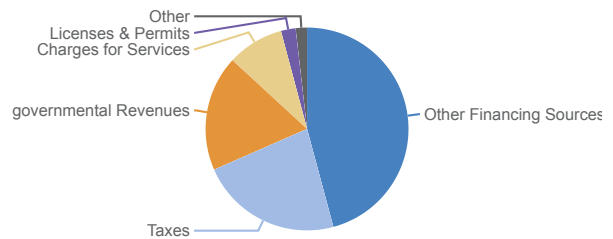
FY2023 Revenues by Type



**\$56,966,010.00**

Classification (Re) from FY2023

FY2024 Revenues by Type



**\$59,558,550.00**

Classification (Re) from FY2024

# Revenue Administration

The City levies, collects and records certain taxes, license and permit fees, intergovernmental revenues, charges for service, investment income, fines and forfeitures, and other miscellaneous revenues and financing sources.

## **A. Diversification and Stability**

All revenues have particular characteristics in terms of stability, growth, sensitivity to inflation or business cycle effects, and impact on the tax and ratepayers. A diversity of revenue sources can improve a City's ability to handle fluctuations in revenues and potentially help to better distribute the cost of providing services. The City shall strive to maintain a diversified and stable revenue structure to shelter it from short-term fluctuations in any primary revenue source. When possible, the revenue mix shall combine elastic and inelastic revenue sources to minimize the effect of economic downturns.

## **B. Conservative Revenue Estimates**

As part of the annual budget process, an objective analytical process will estimate revenues realistically and prudently. The City will estimate revenues of a volatile nature conservatively.

## **C. User Based Fees & Charges (Exchange Revenue)**

The level of user fee cost recovery should consider the community-wide versus special service nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups. The City will strive to keep the revenue system simple for the taxpayer or service recipient and to decrease the occurrence of avoidance to pay. The City's revenue system will strive to maintain equity in its structure. That is, the City will seek to minimize or eliminate all forms for subsidization between entities, funds, services, utilities, and customers. However, it is recognized that public policy decisions may lead to subsidies in certain circumstances (e.g., senior citizen partial tax abatement). Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery. The Finance Department will forward any proposed changes to the City Council for approval. For services associated with a user fee or charge, a fee shall offset the costs of that service, where possible. Costs of services include direct and indirect costs such as operating and maintenance costs, administrative costs, and charges for the use of capital (e.g., depreciation and/or debt service).

## **D. Alternative Revenue Sources**

The City shall seek alternative funding sources whenever possible to reduce the required revenue from non-exchange transactions (e.g., fines). Such alternative sources include private and public grants, federal or state assistance, and public and private contributions.

## **E. Revenue Collection**

The City will follow a thorough policy of collecting revenues, consistent with state and federal laws. This policy includes charging of penalties and interest, revoking City licenses, and providing for the transferring and assignment of tax executions.



## **F. Rates and Charges**

The City Council shall approve annually, a fee schedule which includes all revenue rates, charges, and processes in association with receipted funds that are deposited by the City, in accordance with the Code of Ordinances.

# Major Revenue Sources

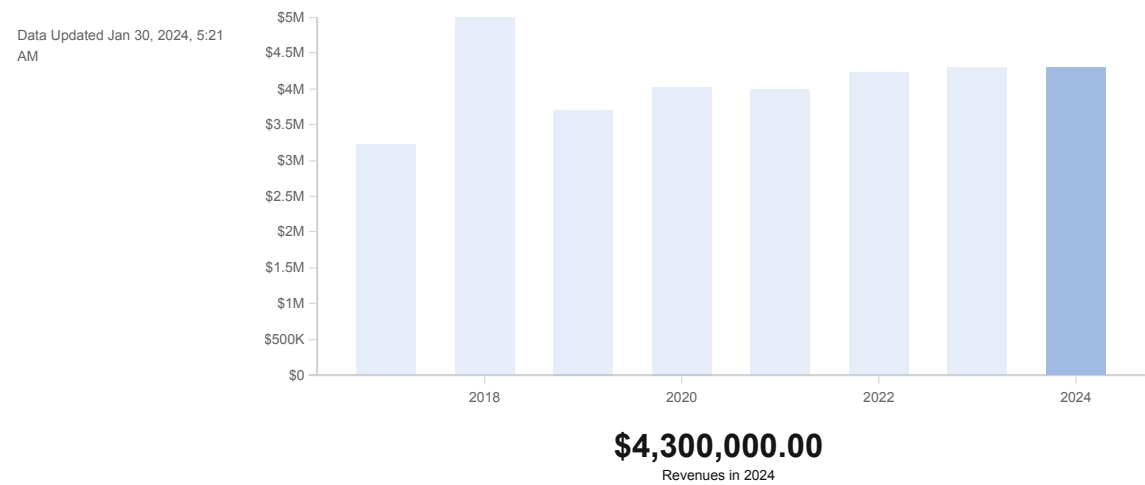
## MAJOR REVENUE SOURCES - GENERAL FUND

	ACTUALS					FY2023 AMENDED	FY24 BUDGET
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Revenues</b>							
<b>Taxes</b>							
TITLE AD VALOREM TAX (TAVT)	\$558,528	\$727,901	\$884,179	\$1,265,809	\$1,451,263	\$1,300,000	\$1,300,000
FRANCHISE FEES	\$7,695,378	\$3,850,400	\$4,235,606	\$4,292,186	\$4,463,935	\$4,300,000	\$4,300,000
BUSINESS & OCCUPATION TAXES	\$3,347,162	\$3,344,252	\$3,079,796	\$3,591,068	\$4,033,593	\$4,160,000	\$4,000,000
INSURANCE PREMIUM TAXES	\$2,525,916	\$2,723,935	\$2,893,730	\$3,052,960	\$3,152,255	\$3,180,000	\$3,212,000
<b>TAXES TOTAL</b>	<b>\$14,126,984</b>	<b>\$10,646,488</b>	<b>\$11,093,310</b>	<b>\$12,202,023</b>	<b>\$13,101,045</b>	<b>\$12,940,000</b>	<b>\$12,812,000</b>
<b>Licenses &amp; Permits</b>							
ALCOHOLIC BEVERAGES	\$415,846	\$452,689	\$447,320	\$449,035	\$434,765	\$500,000	\$500,000
BUILDING PERMITS	\$881,986	\$961,456	\$1,436,158	\$1,076,912	\$1,376,655	\$890,000	\$800,000
<b>LICENSES &amp; PERMITS TOTAL</b>	<b>\$1,297,832</b>	<b>\$1,414,145</b>	<b>\$1,883,478</b>	<b>\$1,525,947</b>	<b>\$1,811,420</b>	<b>\$1,390,000</b>	<b>\$1,300,000</b>
<b>Miscellaneous Revenue</b>							
RENTAL REVENUE - 310	\$53,691	\$496,711	\$532,315	\$547,187	\$563,615	–	–
RENTAL REVENUE - 147	–	–	\$36,000	\$49,750	\$53,250	\$112,200	\$112,000
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>\$53,691</b>	<b>\$496,711</b>	<b>\$568,315</b>	<b>\$596,937</b>	<b>\$616,865</b>	<b>\$112,200</b>	<b>\$112,000</b>
<b>Other Financing Sources</b>							
TRANSFERS IN FROM GRANTS	–	–	–	–	\$5,000,000	\$5,000,000	–
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>\$5,000,000</b>	<b>\$5,000,000</b>	<b>–</b>
<b>REVENUES TOTAL</b>	<b>\$15,478,507</b>	<b>\$12,557,343</b>	<b>\$13,545,104</b>	<b>\$14,324,907</b>	<b>\$20,529,330</b>	<b>\$19,442,200</b>	<b>\$14,224,000</b>

\*Per the U.S. Treasury's Final Rule on the Coronavirus State and Local Fiscal Recovery Funds, the City elected to take the standard allowance of \$10 million as revenue loss. The City budgeted \$5 million in FY2022 and \$5 million in FY2023.

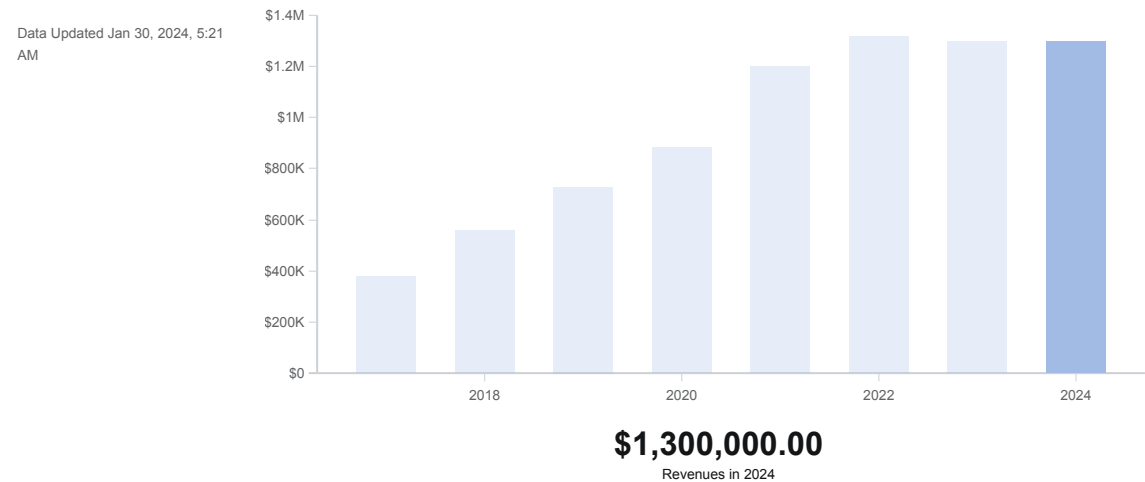
For all General Fund revenues, trends exist only to the extent of the preceding 2013-2023 budget years as the City was incorporated on July 1, 2012 and to the extent revenues for the unincorporated Peachtree Corners are available from Gwinnett County records. For purposes of

# Franchise Fees



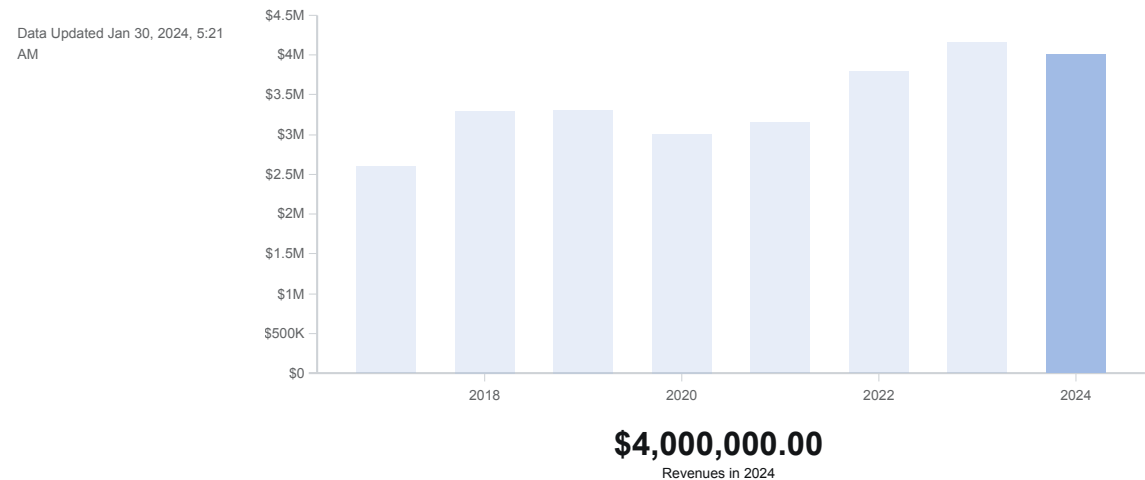
Franchise fees are the fees charged to utility companies for use of City streets and rights-of-way to conduct their private business of delivering telephone, cable television, natural gas, water, and other fiber optics cable services. This category represents 21% of total general fund revenues. The 2024 estimated amounts are presented based on assumptions from current monthly and quarterly revenues received in 2012 through 2023.

# Title Ad Valorem Tax (TAVT)



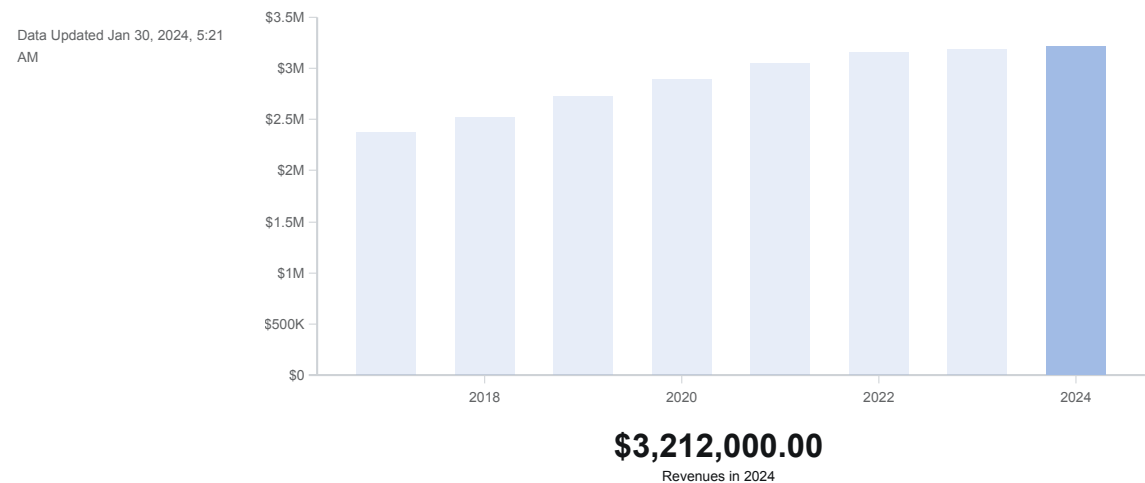
TAVT is a one-time tax that is paid at the time the vehicle is titled. It replaced sales tax and annual ad valorem tax and is paid every time vehicle ownership is transferred or a new resident registers the vehicle in Georgia for the first time. This category represents 6% of total general fund revenues. The 2024 estimated amount is based on historical trends.

# Occupational and Business Tax



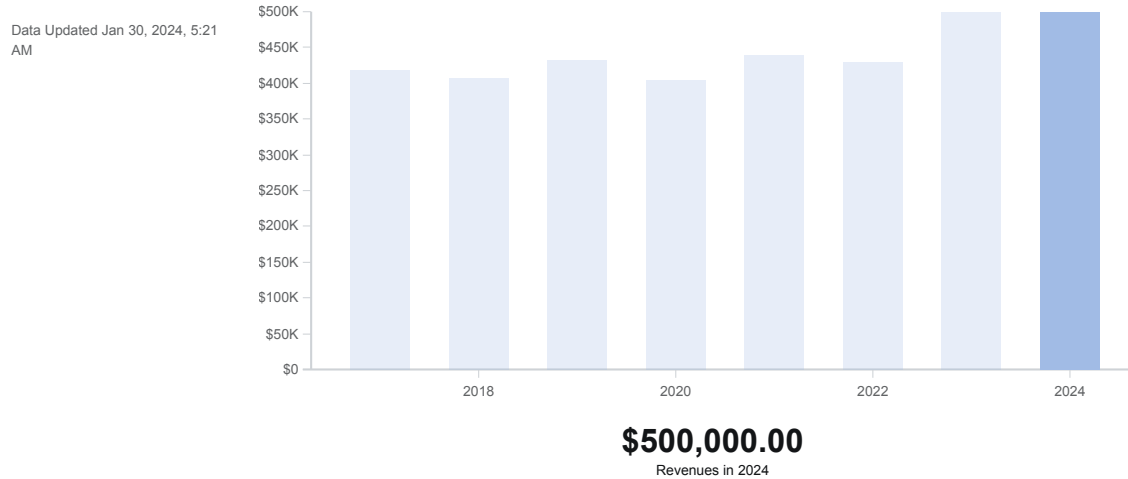
This category includes revenues from business and financial institutions’ occupational licenses for conducting business within the City. This category represents 19% of total general fund revenues. In December 2021, Council approved changes to the occupational tax rate structure, which took effect for the 2022 renewal. The 2024 amount is estimated based on trend analysis while accounting for the changes in rates.

# Insurance Premiums Taxes



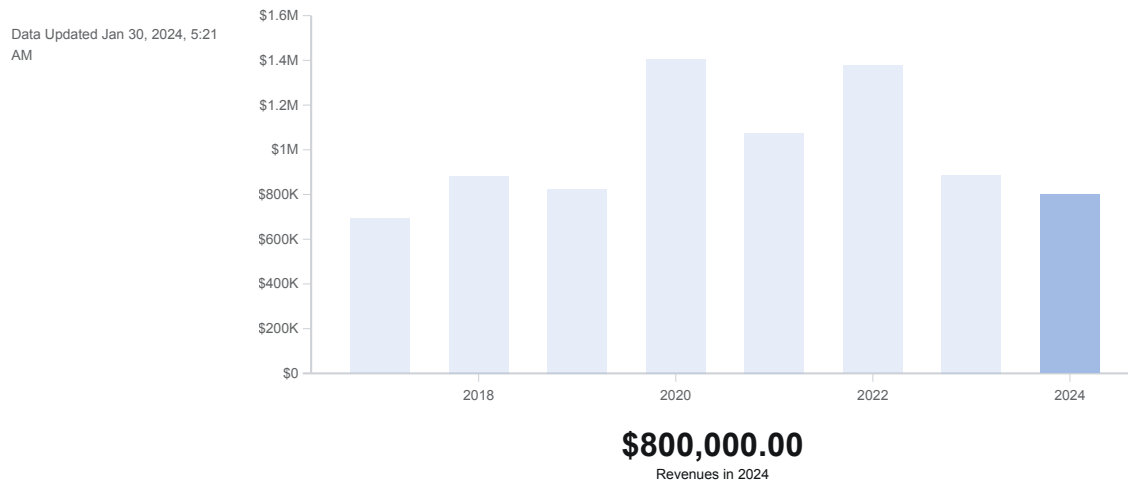
This category includes revenues from excise taxes on insurance premiums written by insurance companies conducting business within the City. Excise taxes on insurance premiums written by insurance companies conducting business within the City are allocated from the state to local governments based on current census data. This category represents 16% of total general fund revenues. The insurance premiums taxes for 2024 are estimated based on amounts received in 2013-2023.

# Alcohol Beverage Licenses



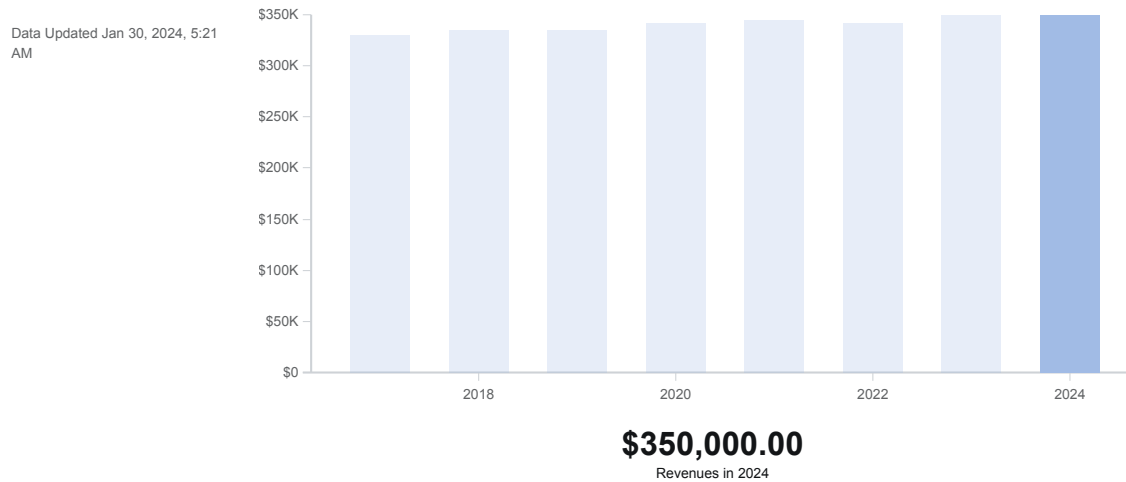
An Alcohol Beverage Privilege License is required for any establishment selling alcohol beverages for consumption on or off premises within the city limits of Peachtree Corners. This category represents 2% of total general fund revenues. The 2024 estimated amount is computed based on the current level of alcohol beverage license holders.

# Building Permits



All construction activities within the City of Peachtree Corners must be permitted through the Community Development Department. This ensures that all construction is done in accordance with the codes set forth by the City of Peachtree Corners, Gwinnett County, and the State of Georgia. This category represents 4% of total general fund revenues. The 2024 estimated amount is based on historical data adjusted for the level of current projects within the City.

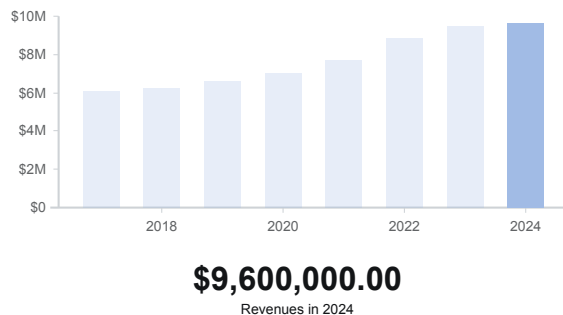
# Streetlight Assessment Fees



Street lights are installed on the City maintained streets of the City of Peachtree Corners by petition. In areas with underground utilities, street light poles are not installed as part of the normal electric service. Therefore, the cost of the pole installation must be paid by homeowners or by the developer. This category represents 2% of total general fund revenues. The 2024 estimated amount is based on historical trend data. The City will evaluate the cost of electricity and adjust residential accounts as needed.

## MAJOR REVENUE SOURCES - OTHER FUNDS

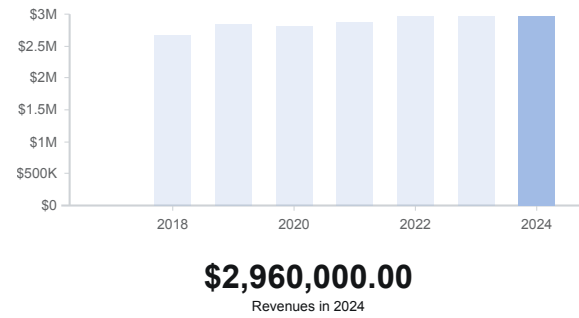
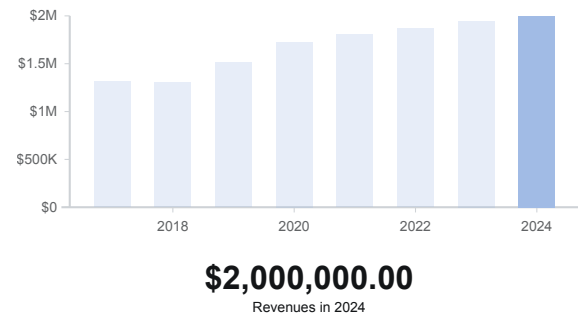
### SPLOST Revenues



The Georgia legislature gave counties the option to implement a one-cent Special Purpose Local Option Sales Tax (SPLOST) starting in 1985. The sales tax program requires voter approval during a general election to approve or renew the one-cent SPLOST program collected for specified capital improvement projects. The proceeds are distributed between the county and municipalities based on a negotiated agreement. The 2024 estimated amount is based on estimates from the County and historical trends.

# Solid Waste Revenues

Solid Waste fees (set fee with a senior discount available) represent all of the revenues in the Solid Waste Enterprise Fund. The 2024 budget amount reflects the contract amount with Waste Management.



# Stormwater Revenues

Stormwater fees represent all of the revenues in the Stormwater Enterprise Fund. The 2024 budget amount represents the amount assessed to property owners based on the amount of impervious surface on each parcel.

# Capital Project Improvement Plan

The City will prepare a five-year capital improvement plan (CIP) which will be updated annually. This plan will assist in the planning, acquisition, and financing of capital projects. A major capital project generally is defined as an expenditure that has an expected useful life of more than 5 years with an estimated total cost of \$50,000 or more, or an improvement/addition to an existing capital asset. Examples include building/infrastructure construction, streetscapes, computer systems, land acquisitions and multi-use trail systems. Major capital projects will be budgeted in the Capital Improvement Fund consistent with all available resources. With the involvement of the responsible departments, the Finance Department will prepare the capital budget in conjunction with the operating budget.

## Project Length Budget

The CIP budget shall be developed based upon defined projects approved by the Mayor and City Council. Budget appropriation shall include the complete project costs with contingency amounts as appropriate and if available (O.C.G.A. 36-81-3).

## Budget Preparation

Each department, in conjunction with the City Council, will identify potential capital projects throughout the year. All identified projects will be added to the CIP document, regardless of available funding. Maintaining a list of these needed projects will provide a method of tracking and planning for the future needs of the City. Every effort will be made to identify those projects committed by the City Council through legislative action.

## Budget Control Reports

The City shall maintain a system of budgetary control reports to assure adherence to the budget. The City will prepare and distribute to departments timely monthly financial reports comparing actual revenues and outstanding encumbrances and expenditures with budgeted amounts.

## Authorization of Budget Adjustments and Amendments

Department Heads must submit budget amendment requests transferring appropriations from one line item to another within the same project. The Director of Finance and the City Manager shall review all requests for budget adjustments. Adjustments from appropriations that have been obligated, committed, or reserved for a designated purpose shall not be transferred until a formal deobligation occurs. The deobligation of budget dollars to a specific project will only occur after the completion of the project or when a project was identified and funding is no longer necessary.

## Appropriations at Year End

Capital project appropriations shall carry forward to the subsequent budget period an equal amount of any encumbrances and purchase orders issued as of the close of the fiscal year. Purchases encumbered in the current year, but not received until the following year, must be charged against each department's subsequent year carry-over appropriation. Any remaining appropriation available by project at year-end must be re-appropriated.



# 5-YEAR CAPITAL IMPROVEMENT PLAN

## 5-YEAR CAPITAL IMPROVEMENT PLAN

Funding Source	Project Description	Total	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
General - Fund Balance		\$2,877,000	\$2,877,000	\$0	\$0	\$0	\$0
	Four Portable Radios	\$22,000	\$22,000	\$0	\$0	\$0	\$0
	Golf Cart for Town Center Security	\$0	\$0	\$0	\$0	\$0	\$0
	Median Improvements on Peachtree Corners Circle	\$175,000	\$175,000	\$0	\$0	\$0	\$0
	New Dog Park	\$500,000	\$500,000	\$0	\$0	\$0	\$0
	New Playground Equipment	\$0	\$0	\$0	\$0	\$0	\$0
	Purchase 3 new vehicles for City Marshals	\$85,000	\$85,000	\$0	\$0	\$0	\$0
	Tot Lot Playground	\$1,400,000	\$1,400,000	\$0	\$0	\$0	\$0
	Town Center Cameras	\$0	\$0	\$0	\$0	\$0	\$0
	Various Improvements to Town Center	\$500,000	\$500,000	\$0	\$0	\$0	\$0
	Video Command Center	\$150,000	\$150,000	\$0	\$0	\$0	\$0
	Drone	\$45,000	\$45,000	\$0	\$0	\$0	\$0
General - Operating		\$310,000	\$0	\$0	\$0	\$0	\$310,000
	Purchase 1 F-150	\$60,000	\$0	\$0	\$0	\$0	\$60,000
	Purchase 3 new vehicles for City Marshals	\$250,000	\$0	\$0	\$0	\$0	\$250,000
	Pool Car for City Employees	\$0	\$0	\$0	\$0	\$0	\$0
Public Facilities Authority		\$9,825,000	\$9,825,000	\$0	\$0	\$0	\$0
	Public Works storage and office space	\$925,000	\$925,000	\$0	\$0	\$0	\$0
	Acquisition of Public Facility	\$4,500,000	\$4,500,000	\$0	\$0	\$0	\$0
	Purchase Multi-purpose Event Venue	\$3,500,000	\$3,500,000	\$0	\$0	\$0	\$0
	City hall renovation to add office space on second floor	\$900,000	\$900,000	\$0	\$0	\$0	\$0
SPLOST		\$74,601,000	\$21,311,000	\$14,060,000	\$15,835,000	\$11,035,000	\$12,360,000
	Corners Connector - Burdell Branch	\$3,550,000	\$550,000	\$1,500,000	\$1,500,000	\$0	\$0
	Corners Connector - Burdell Branch II	\$1,780,000	\$0	\$0	\$180,000	\$1,600,000	\$0
	Corners Connector - Crooked Creek	\$4,500,000	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Corners Connector - Farrell Creek	\$870,000	\$0	\$0	\$95,000	\$775,000	\$0
	Corners Connector - Planning and Engineering	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
	Corners Connector - Riverlands	\$0	\$0	\$0	\$0	\$0	\$0
	Corners Connector - Riverlands II - E. Jones Bridge to the River	\$1,500,000	\$0	\$1,500,000	\$0	\$0	\$0
	Corners Connector - Ryan Road	\$300,000	\$0	\$300,000	\$0	\$0	\$0
	Corners Connector - Tech Park Lake II	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0
	Corners Connector - Town Center	\$1,400,000	\$1,100,000	\$300,000	\$0	\$0	\$0
	Corners Connector Trail Hub @ PC Circle and Crooked Creek	\$1,750,000	\$1,750,000	\$0	\$0	\$0	\$0
	Corners Connector Trail Hub @ Spalding Dr and Crooked Creek	\$250,000	\$0	\$0	\$0	\$0	\$250,000

Funding Source	Project Description	Total	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
	Debt Service on 2022 Series A&B	\$4,781,000	\$941,000	\$960,000	\$960,000	\$960,000	\$960,000
	Gateway Improvements	\$750,000	\$750,000	\$0	\$0	\$0	\$0
	Greenspace Acquisitions	\$375,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
	Hwy 141 at E. Jones Bridge Road Intersection	\$1,300,000	\$1,300,000	\$0	\$0	\$0	\$0
	Hwy 141 Capacity Improvements	\$750,000	\$750,000	\$0	\$0	\$0	\$0
	Improvements to City Hall	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
	Innovation Center Renovations/Improvements	\$1,350,000	\$500,000	\$250,000	\$200,000	\$200,000	\$200,000
	Jimmy Carter Blvd at Buford Hwy - Joint Project	\$0	\$0	\$0	\$0	\$0	\$0
	Medlock Bridge Rd at Bush Road - Joint Project	\$0	\$0	\$0	\$0	\$0	\$0
	Mobility Hub - Curiosity Corner	\$1,400,000	\$1,400,000	\$0	\$0	\$0	\$0
	New Garage	\$200,000	\$200,000	\$0	\$0	\$0	\$0
	Pedestrian Bridge Feasibility Studies	\$50,000	\$50,000	\$0	\$0	\$0	\$0
	Pedestrian Bridge over Chattahoochee River	\$8,400,000	\$400,000	\$2,000,000	\$6,000,000	\$0	\$0
	Purchase of ROW Easements and Buffer at Forum	\$4,000,000	\$4,000,000	\$0	\$0	\$0	\$0
	Resurfacing of Various Streets	\$20,000,000	\$3,000,000	\$3,500,000	\$4,000,000	\$4,500,000	\$5,000,000
	Spalding Drive Widening - Joint Project	\$0	\$0	\$0	\$0	\$0	\$0
	SPUI - Hwy 141 @ Jimmy Carter Blvd	\$3,500,000	\$0	\$0	\$0	\$500,000	\$3,000,000
	SPUI - Hwy 141 @ Winters Chapel	\$500,000	\$0	\$0	\$0	\$0	\$500,000
	Street Light Improvements	\$375,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
	Traffic Improvements @ PC Circle and Forum Dr	\$2,500,000	\$1,000,000	\$1,500,000	\$0	\$0	\$0
	Traffic Signal Upgrades - Joint Project	\$0	\$0	\$0	\$0	\$0	\$0
	Traffic Signals at Intersections for Curiosity Lab	\$340,000	\$170,000	\$170,000	\$0	\$0	\$0
	Unidentified Projects	\$950,000	\$250,000	\$0	\$250,000	\$250,000	\$200,000
	Unidentified Projects - Curiosity Lab	\$830,000	\$0	\$80,000	\$250,000	\$250,000	\$250,000
	Various Sidewalk Improvements	\$3,700,000	\$1,300,000	\$600,000	\$600,000	\$600,000	\$600,000
	Winters Chapel Rd	\$400,000	\$0	\$0	\$400,000	\$0	\$0
	Bus Stop Pads and/or Shelters	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
		<b>\$87,613,000</b>	<b>\$34,013,000</b>	<b>\$14,060,000</b>	<b>\$15,835,000</b>	<b>\$11,035,000</b>	<b>\$12,670,000</b>

## Capital Project Funding Sources

Funding Sources	Totals	FY2024	FY2025	FY2026	FY2027	FY2028
General Fund Operating	<b>310,000</b>	-	-	-	-	310,000
General Fund - Appropriated Fund Balance	<b>2,877,000</b>	2,877,000	-	-	-	-
SPLOST Proceeds	<b>63,416,000</b>	18,901,000	11,580,000	12,305,000	9,900,000	10,730,000
SPLOST Intergovernmental Revenues	<b>10,035,000</b>	1,380,000	2,450,000	3,500,000	1,105,000	1,600,000
SPLOST - Other	<b>1,150,000</b>	1,030,000	30,000	30,000	30,000	30,000
Financing - Series 2022 A&B Revenue Bonds	<b>9,825,000</b>	9,825,000	-	-	-	-
	<b>87,613,000</b>	<b>34,013,000</b>	<b>14,060,000</b>	<b>15,835,000</b>	<b>11,035,000</b>	<b>12,670,000</b>

# Capital Projects Listing



## RESURFACING

### PROJECT DESCRIPTION

The City will continue to resurface City maintained roads according to their pavement conditions obtained by the Pavement Management Analysis Report.

### Comprehensive Plan Information

- **Project Source:** IMS Pavement Analysis
- **Project Category:** Right of Way Maintenance
- **Corridor:** City Boundaries
- **Length (feet):** N/A
- **From:** City Boundaries
- **To:** City Boundaries
- **Existing Condition:** Poor Pavement Conditions
- **Proposed Condition:** Resurfaced Asphalt
- **Implementation Phase:** Ongoing

## SIDEWALK IMPROVEMENTS

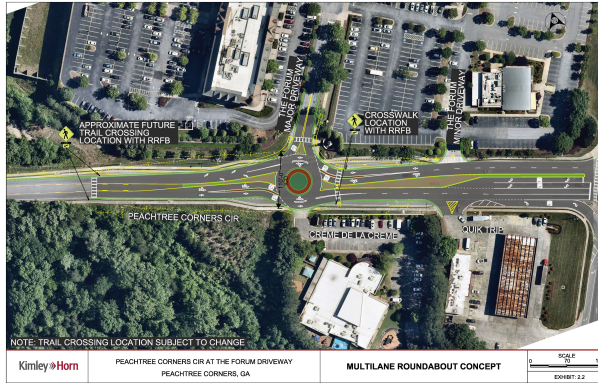
### PROJECT DESCRIPTION

The City will continue to connect its existing sidewalk infrastructure and install new sidewalks on arterials, collectors, and minors collectors throughout the city.

### Comprehensive Plan Information

- **Project Source:** GIS Database
- **Project Category:** Sidewalks
- **Corridor:** City Boundaries
- **Length (feet):** N/A
- **From:** City Boundaries
- **To:** City Boundaries
- **Existing Condition:** Undeveloped
- **Proposed Condition:** New Sidewalks
- **Implementation Phase:** Ongoing





# TRAFFIC IMPROVEMENTS @ PEACHTREE CORNERS CIRCLE AND FORUM DRIVE

## PROJECT DESCRIPTION

The City will install a roundabout at the intersection of Peachtree Corners Circle and Forum Drive. This is a safety and operational improvement project involving converting a 5-lane uncontrolled roadway at a stop control side street into a roundabout. The project will improve pedestrian safety and reduce the intersection's vehicular conflict points, which should reduce crashes and improve overall flow of traffic.

## Comprehensive Plan Information

- **Project Category:** Operational Intersection Improvement
- **Corridor:** Intersection
- **Length (feet):** N/A
- **From:** Peachtree Corners Circle
- **To:** Forum Drive
- **Existing Condition:** Non-signalized Intersection
- **Proposed Condition:** Roundabout
- **Implementation Phase:** Short Term (2024-2025)

# Mobility Hub - Curiosity Corner

## PROJECT DESCRIPTION

Transform current parking lot into a multimodal hub for e-bikes, e-scooters, and autonomous shuttles. Curiosity Corner will also include an electric bicycle charging hub with both Level 2 and Direct Current Fast Charge (DCFC) stations. The project will also add greenspace for Tech Park employees and residents to enjoy.



## Comprehensive Plan Information

- **Project Source:** Autonomous Vehicle Study
- **Project Category:** Technology and Economic Development
- **Corridor:** Technology Parkway
- **Length (feet):** N/A
- **Location:** 280 Scientific Drive
- **Existing Condition:** 2.6 acre parking lot
- **Proposed Condition:** Multimodal hub and greenspace
- **Implementation Phase:** Short term (2024-2025)



## SR 141 at E. Jones Bridge Rd Intersection improvements

### PROJECT DESCRIPTION

The intersection of Peachtree Parkway (SR 141) and East Jones Bridge is an existing traditional intersection, with over 60,000 vehicles per day. The overall intersection is currently operating at a failing rate, particularly during AM peak times. In order to mitigate delays, the intersection is required to be further studied and improved accordingly.

### Comprehensive Plan Information

- **Project Source:** SR 141 Corridor Study
- **Project Category:** Operational Intersection Improvement
- **Corridor:** Intersection
- **Length (feet):** N/A
- **From:** Peachtree Parkway (SR 141)
- **To:** East Jones Bridge Road
- **Existing Condition:** Traditional Signalized Intersection
- **Proposed Condition:** Innovative Intersection
- **Implementation Phase:** Short-term (2024)



# SR 141 CAPACITY IMPROVEMENTS

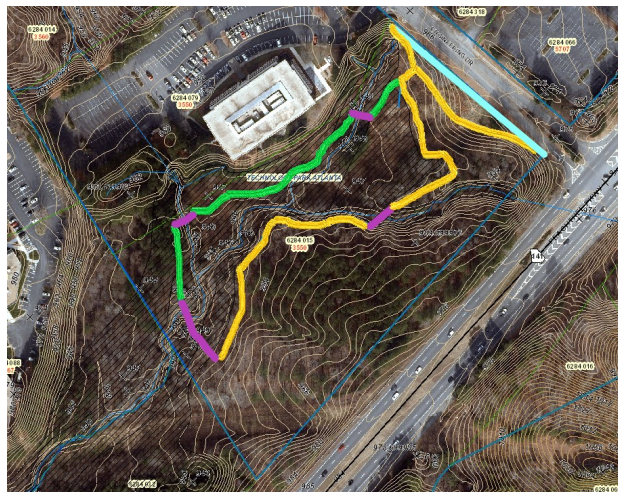
## PROJECT DESCRIPTION

SR 141/Peachtree Parkway currently includes numerous right turn and deceleration lanes into various side roads and private developments. This project is intended to provide additional traffic capacity by converting those right turn lanes into lanes that accommodate both through traffic and right turning traffic. Many of those turn lanes are currently being used inappropriately by commuters trying to get around some of the congestion in this area, and this project will involve properly marking the new lane operations for a safer setup for all vehicles using the road.



## Comprehensive Plan Information

- **Project Source:** Comprehensive Transportation Plan and SR 141 Corridor Study
- **Project Category:** Major Corridor Improvement
- **Length (feet):** 8,700
- **From:** Peachtree Corners Circle
- **To:** Chattahoochee River
- **Existing Condition:** Two lane highway with right turn deceleration lane
- **Proposed Condition:** Three through lanes
- **Implementation Phase:** Short term (2024-2025)



# CORNERS CONNECTOR - PLANNING AND ENGINEERING

## PROJECT DESCRIPTION

This project includes funding for the planning and engineering for the following segments of the Corners Connector trail system: Burdell Branch, Crooked Creek, and Tech Park Lake Phase II.

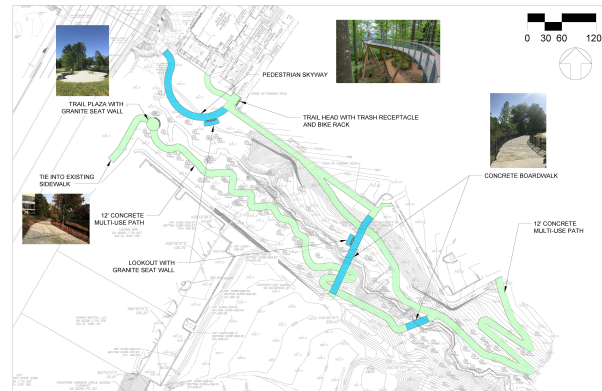
## Comprehensive Plan Information

- **Project Source:** Peachtree Corners Master Trial Plan
- **Project Category:** Multi-use Trail
- **Corridor:** Various
- **Implementation Phase:** Planning Phase

# CORNERS CONNECTOR - TOWN CENTER

## PROJECT DESCRIPTION

Located along the southern boundary of the Town Center, Peachtree Corners' planned trail will go along an existing stream. The Town Center Trail spans between Peachtree Parkway and Peachtree Corners Circle and provides a pedestrian link from both roadways to the Town Green. Plans for the trail include stream side trail, an overlook, and other amenities. In addition, a stream restoration project is anticipated as part of the project.



## Comprehensive Plan Information

- **Project Source:** Peachtree Corners Master Trial Plan
- **Project Category:** Multi-use Trail
- **Corridor:** Areas near Town Center
- **Length (feet):** 2,392
- **From:** Peachtree Parkway (SR 141)
- **To:** Peachtree Corners Circle
- **Existing Condition:** Undeveloped
- **Proposed Condition:** Walking trail with enhanced landscaping and elevated walkways
- **Implementation Phase:** Under construction





## CORNERS CONNECTOR TRAIL HUB @ PEACHTREE CORNERS CIRCLE AND CROOKED CREEK

### PROJECT DESCRIPTION

This project will create two trail hubs on Peachtree Corners Circle along Crooked Creek. Plans include a playground and a stage that will serve as a gathering place for residents.

### Comprehensive Plan Information

- **Project Source:** Crooked Creek Feasibility Study
- **Project Category:** Trail Hub
- **Corridor:** Crooked Creek
- **Existing Condition:** Undeveloped
- **Proposed Condition:** Boardwalk Plazas
- **Implementation Phase:** Short term (2024-2025)

## Gateway Improvements

### PROJECT DESCRIPTION

Gateway improvements at various entry points to the City.

### Comprehensive Plan Information

- **Project Category:** Right of Way Beautification
- **Implementation Phase:** Short term (2024)





## TOT LOT PLAYGROUND AT TOWN GREEN

### PROJECT DESCRIPTION

This project includes a custom playground for children up to the age of 6. The playground will showcase extraordinary elements such as a rocket ship, moon rover, and a crashed UFO, among others. It is designed to be fully accessible, ensuring that all children can enjoy its offerings.

### Comprehensive Plan Information

- **Project Category:** Playground
- **Corridor:** Town Green
- **Implementation Phase:** Short term (2024)

## DOG PARK AT TOWN GREEN

### PROJECT DESCRIPTION

This project includes the construction of an off-leash dog park that will span approximately 9,000 square feet and will be divided into sections for smaller and larger dogs. It will boast both natural and artificial turf areas. Additionally, there will be a plaza featuring a shade sail, water fountains, pet waste containers, shaded benches, and enhanced landscaping.

### Comprehensive Plan Information

- **Project Category:** Facilities
- **Corridor:** Town Green
- **Implementation Phase:** Short term (2024)





## PUBLIC WORKS FACILITY

### PROJECT DESCRIPTION

This project will create a 3,500 sf facility that will provide equipment storage and office space for the Public Works Department.

### Comprehensive Plan Information

- **Project Category:** Facilities
- **Existing Condition:** Currently lease a facility to serve this function
- **Proposed Condition:** City-owned facility
- **Implementation Phase:** Short-term (2024)

# Operational Impact Capital Projects

When capital projects are being discussed, impacts to the City's operating budget are considered. Below is a table outlining the operational impacts for the projects in the current 5-Year CIP.

FY2024-2028 Operating Impact							
Project Type	Description	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Total
New Vehicles	Purchase 3 new vehicles for City Marshals	5,000	5,000	5,000	5,000	5,000	25,000
New Technology	Video Command Center	5,000	5,000	5,000	5,000	5,000	25,000
New Technology	Drone	500	500	500	500	500	2,500
New Technology	Four Portable Radios	500	500	500	500	500	2,500
	<b>Total City Marshals</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 55,000</b>
							-
New Vehicle	Purchase 1 F-150	1,500	1,500	1,500	1,500	1,500	7,500
Infrastructure Improvement	Resurfacing of Various Streets	-	-	-	-	-	-
Infrastructure Improvement	Various Sidewalk Improvements	-	-	-	-	-	-
Intersection Improvement	Jimmy Carter Blvd at Buford Hwy - Joint Project	-	-	-	-	-	-
Curiosity Lab	Mobility Hub - Curiosity Corner	5,000	5,000	5,000	5,000	5,000	25,000
Curiosity Lab	Traffic Signals	10,000	10,000	10,000	10,000	10,000	50,000
Intersection Improvement	SR 141 at E. Jones Bridge Road Intersection Improvement	-	-	-	-	-	-
Major Corridor Improvement	SR 141 Capacity Improvements	-	-	-	-	-	-
Major Corridor Improvement	Spalding Drive Widening - Joint Project	-	-	-	-	-	-
Intersection Improvement	Traffic Improvements @ PC Circle and Forum Dr	-	-	-	-	-	-
ROW Beautification	Gateway Improvements	500	500	500	500	500	2,500
Pedestrian Safety	Street Light Improvements	-	-	-	-	-	-
Pedestrian Safety	Bus Stop Pads and/or Shelters	-	-	-	-	-	-
Pedestrian Safety	Pedestrian Bridge Feasibility Studies	-	-	-	-	-	-
Multi-use Trail	Corners Connector - Planning and Engineering	-	-	-	-	-	-
Multi-use Trail	Corners Connector - Town Center	-	1,000	1,000	1,000	1,000	4,000
Multi-use Trail	Corners Connector - Riverlands	500	500	500	500	500	2,500
Multi-use Trail	Corners Connector Trail Hub @ Peachtree Pkwy and Woodhill	-	-	-	-	-	-
Multi-use Trail	Corners Connector Trail Hub @ PC Circle and Crooked Creek	-	-	-	-	-	-
Multi-use Trail	Winters Chapel Rd	-	-	-	-	-	-
Other	Unidentified Projects	-	-	-	-	-	-
Infrastructure	Various Drainage Improvements	-	-	-	-	-	-
	<b>Total Public Works</b>	<b>\$ 17,500</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ 91,500</b>
							-
New Facility	New Playground Equipment at Town Green	1,000	1,000	1,000	1,000	1,000	5,000
New Facility	New Dog Park	10,000	10,000	10,000	10,000	10,000	50,000
Facility Improvement	City hall renovation to add office space on second floor	5,000	5,000	5,000	5,000	5,000	25,000
New Facility	New Garage at Curiosity Lab	1,000	1,000	1,000	1,000	1,000	5,000
New Facility	Public Works Facility	25,000	25,000	25,000	25,000	25,000	125,000
New Facility	New Facility Acquisitions	115,000	115,000	115,000	115,000	115,000	575,000
New Facility	Greenspace Acquisitions	1,000	1,000	1,000	1,000	1,000	5,000
	<b>Total Facilities</b>	<b>\$ 158,000</b>	<b>\$ 158,000</b>	<b>\$ 158,000</b>	<b>\$ 158,000</b>	<b>\$ 158,000</b>	<b>\$ 790,000</b>
							-
		<b>\$ 186,500</b>	<b>\$ 187,500</b>	<b>\$ 187,500</b>	<b>\$ 187,500</b>	<b>\$ 187,500</b>	<b>\$ 936,500</b>

# Debt Issuance and Management

The goal of the City's debt policy is to maintain a sound fiscal position; thereby only utilizing long term debt to provide resources to finance needed capital improvements, buildings and equipment while accumulating adequate resources to repay the debt. In addition, it is the City's goal to maintain and improve its credit rating through strong financial administration. The City acknowledges that failure to meet the demands of growth may inhibit its continued economic viability, but also realizes that excess outstanding debt may have detrimental effects on the ability of the City to meet its continuing operational needs.

Issuing debt commits the City's revenues several years into the future, and may limit its flexibility to respond to changing service priorities, revenue inflows, or cost structures. Adherence to this debt policy helps ensure that the City issues and manages its debt prudently in order to maintain a sound financial position and protect its credit rating.

Credit ratings are the rating agencies' assessment of the City's ability and willingness to repay debt on a timely basis. Credit ratings are an important indicator in the credit markets and can influence interest rates a borrower must pay. Each of the rating agencies believes that debt management is a positive factor in evaluating issuers and assigning credit ratings. Therefore, implementing debt management practices will be viewed positively by the rating agencies and could influence the City's credit rating and ultimately lower borrowing costs.

## A. Conditions for Issuing Long-Term Debt

Debt financing for capital improvements, buildings, and equipment will be generally used when at least one of the following conditions exist:

1. When one-time, non-continuous projects (those not requiring annual appropriations) are desired;
2. When the City determines that future users will receive a benefit from the capital improvement that the debt financed;
3. When the project is necessary to provide basic services to the City residents;
4. When total debt, including debt issued by overlapping governments (e.g., the county), does not constitute an unreasonable burden to the taxpayers; and
5. Exhaustion of the use of all other possible revenue sources provides no alternative funding for capital projects.

The City will limit its short-term borrowing to cover cash flow shortages through the issuance of tax anticipation notes.

## B. Sound Financing of Debt

When the City utilizes debt financing, the following will occur to ensure that the debt is soundly financed:

1. Analysis of the financial impact, such that the issuance of debt keeps within the following guideline:
  1. Total annual debt service as a percentage of eligible government revenues will not exceed 15%;
2. Conservatively projecting the revenue sources that the City will use to repay the debt;
3. Ensuring that the term of any long-term debt the City incurs shall not exceed the expected useful life of the asset the debt financed;

4. Maintaining a debt service coverage ratio (i.e., for revenue secured debt) that ensures that the revenues pledged for the repayment of the outstanding debt will be adequate to make the required debt service payments.

## C. Debt Retirement

Generally, borrowings by the City should be of a duration that does not exceed the economic life of the capital improvement, building, or equipment that it finances and where feasible, should be shorter than the projected economic life. To the extent possible, the City should design the repayment of debt so as to recapture rapidly its credit capacity for future use.

## D. Disclosure

The City shall follow a policy of full disclosure in financial reporting and with the preparation of a bond prospectus.

## E. Legal Compliance

When issuing debt, the City shall comply with all legal and regulatory commission requirements, including the continuing disclosure requirements. This compliance includes adherence to local, state and federal legislation and bond covenants.

More specifically, the Director of Finance is responsible for maintaining a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code. This effort includes tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax exempt status of the City's outstanding debt issues. Additionally, general financial reporting and certification requirements embodied in bond covenants are monitored to ensure that all covenants are complied with.

The City will comply with Amended SEC Rule 15c2-12 (the "Rule") by providing secondary market disclosure for all long-term debt obligations, which are subject to the Rule. As required, the City will submit annual financial information to all nationally recognized municipal securities repositories.

## F. Credit Ratings

The City Manager and Director of Finance are responsible for maintaining relationships with the rating agencies that assign ratings to the City's various debt obligations. This effort includes providing periodic updates on the City's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.



## G. Other Policies

All bond issue requests shall be coordinated by the Department of Finance. Requests for new bonds must be identified during the Capital Improvement Program (CIP) process. Opportunities for refunding outstanding bonds shall be communicated by the Department of Finance.

Annual budget appropriations shall include debt service payments (interest and principal) and reserve requirements for all debt currently outstanding. Long-term borrowing shall be incorporated into the City's capital improvement plan.

The decision to issue debt should be based on a number of factors. A matrix can be used to highlight the pros and cons of pay-as-you-go versus debt financing.

	Pay-As-You-Go	Debt Financing
<b>Advantages</b>	<p>No interest costs. Interest savings can be used to finance additional projects.</p> <p>No legal or bond covenant requirements.</p> <p>No debt service payments required.</p> <p>No additional tax levy is required.</p> <p>Conserve debt capacity and achieve a more favorable credit rating.</p>	<p>Allows for shorter time period for financing major projects.</p> <p>Allocates cost to citizens who receive the related benefits.</p> <p>Expands capital improvement program.</p> <p>Referendum approval indicates public support of the project.</p> <p>Usually required for revenue generating facilities.</p>
<b>Disadvantages</b>	<p>Long savings period to finance major construction projects.</p> <p>Allocates costs of project to citizens that may not benefit.</p> <p>Limits capital improvement program to funds available.</p> <p>Reserves cannot be established before the construction of revenue generating facilities.</p> <p>Inflationary costs.</p>	<p>Interest costs.</p> <p>Additional tax levy may be required to repay debt.</p> <p>Legal restrictions set by statute on debt issuance.</p> <p>Bond covenant requirements.</p> <p>Voter approval may be required.</p>

## Revenue Bonds

Fiscal Year	Principal	Interest	Total
2024	1,445,000	739,419	2,184,419
2025	1,165,000	686,054	1,851,054
2026	1,470,000	644,114	2,114,114
2027	1,525,000	594,054	2,119,054
2028	1,575,000	540,931	2,115,931
2029-2033	8,750,000	1,826,221	10,576,221
2034-2038	4,770,000	525,038	5,295,038
<b>Total</b>	<b>\$ 20,700,000</b>	<b>\$ 5,555,831</b>	<b>\$ 26,255,831</b>

## Revenue Bonds

In November 2020, the Public Facilities Authority issued Series 2020A revenue bonds and Series 2020B taxable revenue bonds for the purpose of refunding the Series 2017A Certificates of Participation and the Series 2018 Downtown Development Authority bonds. The bonds were issued at a premium of \$733,257 and interest ranging from 0.48% to 4.00%. Interest payments are due semiannually beginning January 1, 2021 and principal payments are due annually beginning on July 1, 2021. The bonds are scheduled to mature on July 1, 2033. As of June 30, 2023, the outstanding balance is \$10,550,000.

In December 2022, the Public Facilities Authority issued Series 2022A revenue bonds and Series 2022B revenue bonds, to finance the cost of a renovation project at City hall. The Series 2022A and 2022B bonds carry interest rates of 4.33% and 5.33%, respectively. Beginning July 1, 2023, payments of interest are due semiannually and principal payments are due annually. The bonds are scheduled to mature on July 1, 2037. As of June 30, 2023, the outstanding balance is \$10,150,000.

The City received a credit rating of Aa1 from Moody's in 2020.

# Legal Debt Limit

## Legal Debt Limit

Per the Constitution of the State of Georgia, the legal debt limit for the City is equal to 10% of the assessed value of the tax digest. In addition, the Constitution of the State of Georgia provides that the City may not incur general obligation debt without the approval of a majority of qualified voters of the City. Short-term obligations (those payable within the same calendar year in which they are incurred), lease, and installment purchase obligations subject to annual appropriation and intergovernmental obligations are not subject to the legal limitations mandated by the State.

For the fiscal year 2024, the debt margin is estimated at \$389.3 million. Currently, the City does not have any outstanding general obligation debt that is applicable to the debt limit.

Legal Debt Margin Calculation	
Net General Obligation Bond Digest as of 2023	\$ 3,893,012,088
Debt Limit (10% of Assessed Value)	389,301,209
Amount of Debt Applicable to Debt Limit	-
Legal Debt Margin	\$ 389,301,209



# Personnel Position Control

Included within the internal control process between the Department of Finance and the Human Resources Department is the allocation of approved positions. Although recruitment and retention resides with the Human Resource Department, payroll resides with the Department of Finance, creating a common need for information. This information originates with the appropriated positions as shown in the chart below.

## Full-Time Equivalent Positions

Full-Time Equivalent Positions

Department	FY2020	FY2021	FY2022	FY2023	FY2024
City Clerk	2.00	2.00	2.00	2.00	1.50
Finance & Administration	6.00	3.00	5.00	5.00	5.00
Legal	1.00	1.00	1.00	2.00	2.00
Technology	0.00	4.00	4.00	5.00	3.50
Communications	2.00	2.00	2.00	2.00	2.00
City Marshals	0.00	0.00	0.00	0.00	3.00
Public Works	17.50	17.50	17.50	16.50	16.50
Community Development	13.00	13.00	12.00	11.00	11.00
Economic Development	0.00	0.00	0.00	0.00	3.00
Office of the City Manager	1.00	1.00	1.00	3.00	2.00
	42.50	43.50	44.50	46.50	49.50

The FY2024 budget includes the following changes to personnel.

1. Three (3) new positions were added to create the City Marshal's Office.
2. The FY2024 budget includes a reorganization of current personnel to better reflect current operations.
  - One (1) position from the Office of the City Manager and two (2) positions from Technology were reassigned to create the new Economic Development department.
  - The Deputy City Clerk/Executive Assistant position is split between the City Clerk's Office and Technology to reflect their current job functions.

The City utilizes third-party vendors to provide many of our services, such as IT, GIS, street and stormwater maintenance, code enforcement, building, etc. In FY 2024, the City converted one (1) contracted position to full-time city employee. With this change and the addition of the new City Marshal's Office, the number of city employees and contracted employees is 26 and 23.5 respectively.

## Personnel Breakdown between city staff and contracted employees

Type of Positions

Department	FY2020	FY2021	FY2022	FY2023	FY2024
City Staff	5.00	6.00	16.00	22.00	26.00
Contract Employees	37.50	37.50	28.50	24.50	23.50
	42.50	43.50	44.50	46.50	49.50

# Mayor & City Council



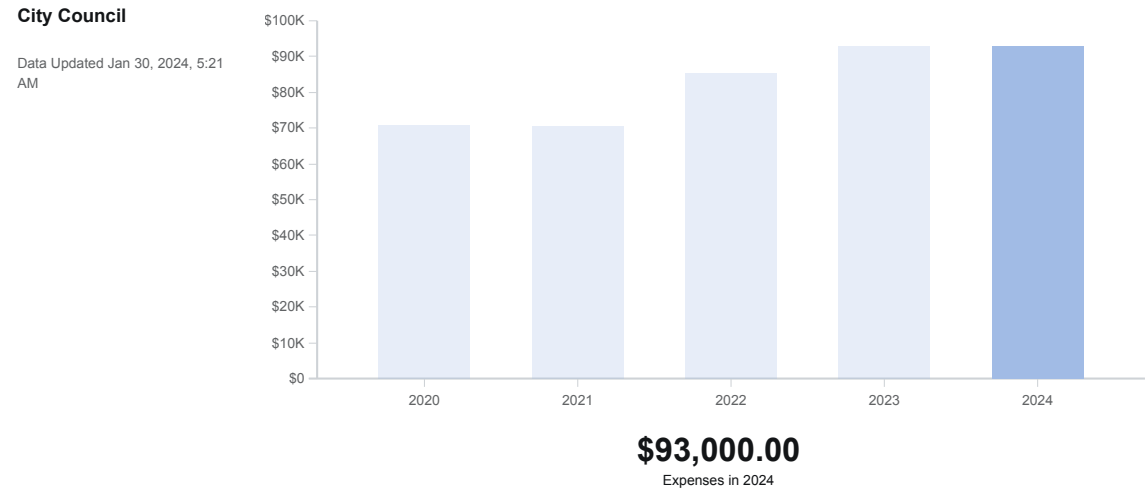
**Function:** The Peachtree Corners City Council is chaired by the mayor who is elected at-large and consists of six council members – three who represent geographical districts (Posts 1, 2, and 3), and three who are elected at-large (Posts 4, 5, and 6). These seven members have an equal voice in governing the City. Council members serve four-year terms. Every two years three council seats are up for re-election.

**Positions:** City of Peachtree Corners Mayor and 6 City Council Members

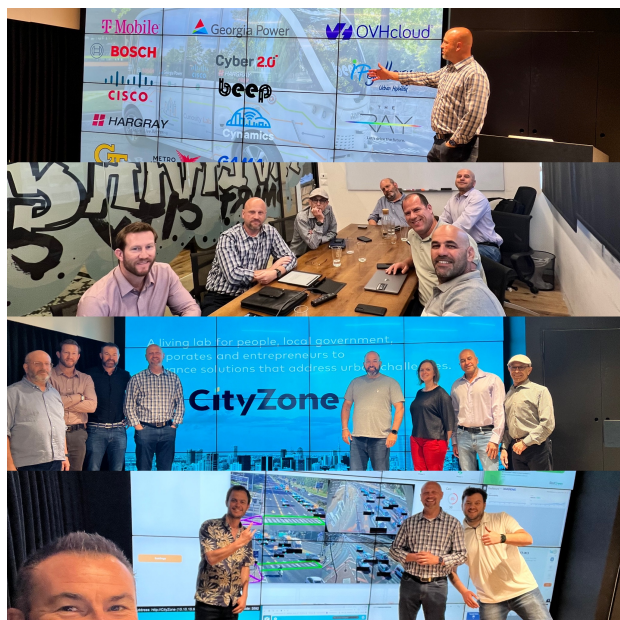
**Mission Statement:** To provide the highest quality of life for those who live, work, or play in our community, and to foster an environment where businesses can prosper. We will serve all stakeholders in a transparent manner resourceful, efficient, progressive, and professional leadership.

# Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
Expenditures							
REGULAR SALARIES	\$57,000	\$57,000	\$57,219	\$57,000	\$57,000	\$0	0%
FICA/MEDICARE	\$4,360	\$4,360	\$4,377	\$4,400	\$4,400	\$0	0%
WORKERS' COMPENSATION	\$220	\$455	\$492	\$600	\$600	\$0	0%
EDUCATION & TRAINING	\$5,345	\$6,377	\$19,894	\$25,000	\$25,000	\$0	0%
OTHER SUPPLIES	\$3,312	\$2,280	\$3,296	\$5,000	\$5,000	\$0	0%
HOSPITALITY SUPPLIES	\$647	\$221	\$120	\$1,000	\$1,000	\$0	0%
EXPENDITURES TOTAL	\$70,884	\$70,693	\$85,398	\$93,000	\$93,000	\$0	0%



# City Manager



**Function:** The City Manager oversees the day-to-day operations of all City departments and supervises the department heads. In addition, he prepares a draft city budget each year with the options for Council consideration. He researches and makes recommendations about topics of interest to the City Council. He spends a great deal of time meeting with citizens and citizen groups to better understand their needs, providing executive leadership that encourages good performance by City workers, and operating the City with a professional understanding of how all city functions operate together to their best effect.

**Positions:** 2 Full Time Employees

**Mission Statement:** To develop a responsive, dynamic, representative local government organization that continually assesses its purpose and seeks the most effective and efficient techniques and technologies for serving the community.

**FY2023 Amended Budget:** \$1,363,600

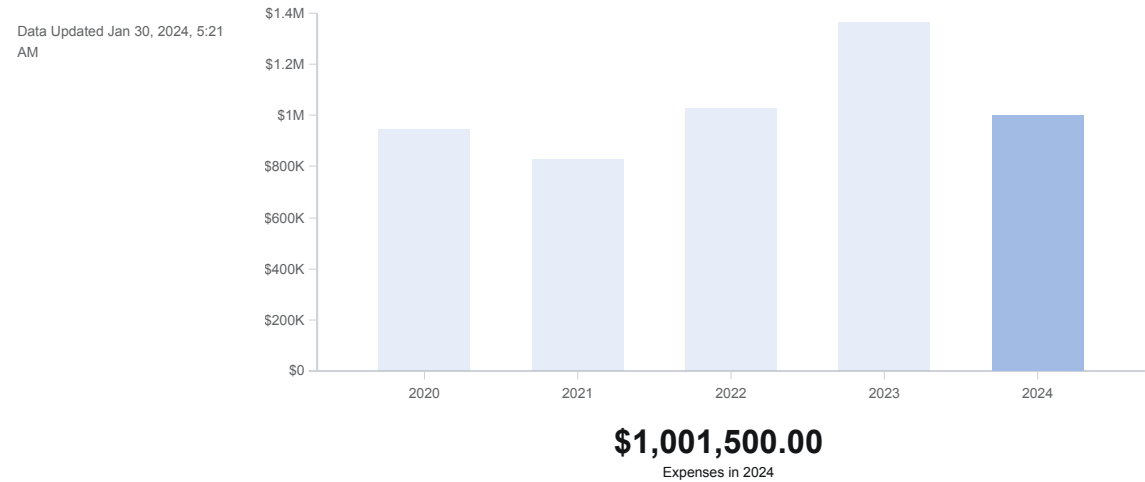
**FY2024 Adopted Budget:** \$1,001,500

**Change:** (\$362,100)

**Reason for Change:** Economic development expenditures, including the funding for one (1) Assistant City Manager, were reallocated to the newly created Economic Development Department.

# Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
Expenditures							
REGULAR SALARIES	\$211,403	\$217,745	\$322,054	\$525,000	\$370,000	-\$155,000	-30%
GROUP INSURANCE	\$24,127	\$26,452	\$43,101	\$85,000	\$74,000	-\$11,000	-13%
FICA/MEDICARE	\$12,445	\$12,108	\$20,228	\$35,000	\$25,000	-\$10,000	-29%
RETIREMENT	\$65,939	\$67,017	\$84,596	\$120,000	\$93,000	-\$27,000	-22%
WORKERS' COMPENSATION	\$1,145	\$1,549	\$1,728	\$2,100	\$2,500	\$400	19%
OTHER EMPLOYEE BENEFITS	\$28,190	\$23,883	\$28,804	\$35,000	\$25,000	-\$10,000	-29%
PROFESSIONAL SERVICES	\$537,902	\$456,625	\$460,005	\$460,000	\$375,000	-\$85,000	-18%
TRAVEL EXPENSE	\$51,709	\$12,446	\$52,290	\$80,000	\$15,000	-\$65,000	-81%
DUES AND FEES	\$3,225	\$2,678	\$3,682	\$4,500	\$4,000	-\$500	-11%
EDUCATION & TRAINING	\$5,300	\$154	\$675	\$5,000	\$5,000	\$0	0%
OPERATING SUPPLIES	\$2,260	\$2,134	\$5,892	\$8,000	\$8,000	\$0	0%
HOSPITALITY SUPPLIES	\$1,442	\$4,386	\$4,243	\$4,000	\$5,000	\$1,000	25%
EXPENDITURES TOTAL	\$945,088	\$827,176	\$1,027,298	\$1,363,600	\$1,001,500	-\$362,100	-27%



# City Clerk



**Function:** The City Clerk's office is responsible for compliance with Federal, State and City mandates and regulations governing official City Council meetings, actions, and documentation; Elections, codification of City ordinances; and, Citywide policies and procedures concerning official government records.

**Mission Statement:** To assist the citizens and staff of the City of Peachtree Corners by providing prompt, courteous, and professional service that facilitates the transparent flow of information between the City, its citizens, and its stakeholders. This department manages agendas and minutes for the City Council as well as City boards and commissions. It also maintains organized and accurate records of all contracts, agreements, resolutions, ordinances, and other documents relevant to the City of Peachtree Corners.

**Positions:** 2 Full Time Employees

**FY2023 Amended Budget:** \$389,750

**FY2024 Adopted Budget:** \$388,750

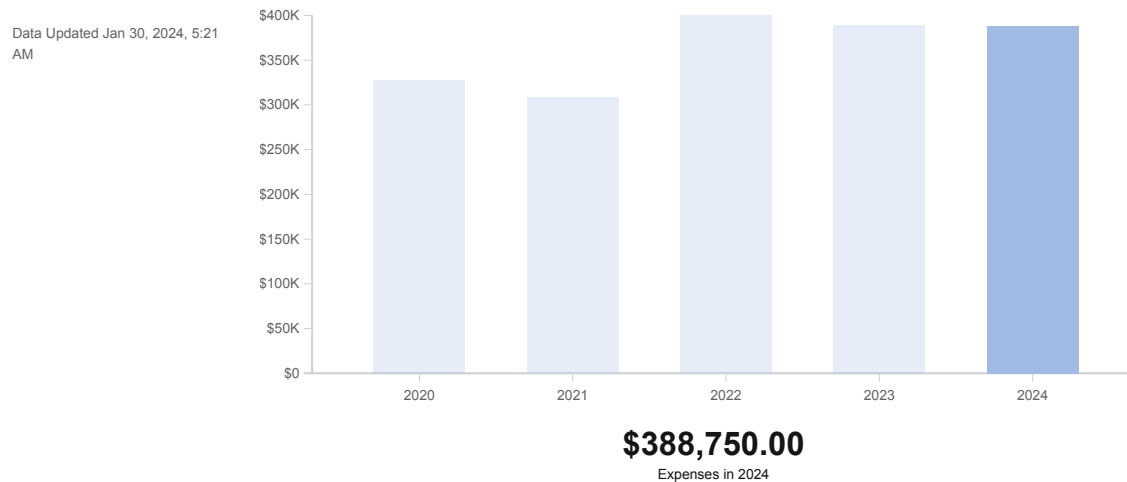
**Change:** (\$1,000)

**Reason for Change:** Funding for the Deputy Clerk's position is being split between the City Clerk's Office and Technology starting in FY2024. However, the City will hold a municipal election in November 2023 resulting in additional expenditures.



## Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
<b>Expenditures</b>							
REGULAR SALARIES	\$118,450	\$120,819	\$228,423	\$228,000	\$196,000	-\$32,000	-14%
GROUP INSURANCE	\$24,127	\$21,953	\$48,428	\$55,000	\$43,000	-\$12,000	-22%
FICA/MEDICARE	\$9,434	\$9,519	\$17,340	\$18,000	\$15,000	-\$3,000	-17%
RETIREMENT	\$20,136	\$20,539	\$35,795	\$38,250	\$34,000	-\$4,250	-11%
WORKERS' COMPENSATION	\$468	\$553	\$331	\$1,500	\$750	-\$750	-50%
OTHER EMPLOYEE BENEFITS	\$12,504	\$8,977	\$10,995	\$12,000	\$11,000	-\$1,000	-8%
ELECTION SERVICES	\$14,874	\$3,250	\$50,683	\$15,000	\$75,000	\$60,000	400%
CONTRACTUAL SERVICES/CH2M	\$122,007	\$116,573	–	–	–	\$0	–
ADVERTISING	\$3,090	\$1,142	\$3,748	\$3,000	\$3,000	\$0	0%
TRAVEL EXPENSE	\$1,202	–	\$363	\$12,000	\$5,000	-\$7,000	-58%
DUES AND FEES	\$60	\$46	\$760	\$1,000	\$1,000	\$0	0%
EDUCATION & TRAINING	\$700	\$2,803	\$397	\$1,000	\$2,000	\$1,000	100%
OPERATING SUPPLIES	\$1,196	\$1,903	\$2,176	\$5,000	\$3,000	-\$2,000	-40%
<b>EXPENDITURES TOTAL</b>	<b>\$328,248</b>	<b>\$308,077</b>	<b>\$399,438</b>	<b>\$389,750</b>	<b>\$388,750</b>	<b>-\$1,000</b>	<b>0%</b>



## 2023 Accomplishments

- Completed the International Institute of Municipal Clerks' Certified Municipal Clerk Program
- Worked with the Georgia Secretary of State's Municipal Election Committee
- Successfully navigated changes to the election laws by the State

## 2024 Goals and Objectives

- Successfully qualify candidates for and operate the municipal election in November 2023
- Re-certify for Elections Superintendent
- Become an approved Athenian Dialogue Facilitator through the International Institute of Municipal Clerks Association

# Finance & Administration

**Function:** The Finance and Administration Department is responsible for all financial operations, contract administration, administrative and facility services and coordinating the annual audit. The divisions within the Finance and Administration Department are Accounting and Reporting, Revenue Administration, Purchasing, Contract Administration, and Human Resources.

**Positions:** 5 Full Time Employees

**Mission Statement:** The mission of the Finance Department is to ensure the fiscal integrity of the City of Peachtree Corners by exercising due diligence and control over the City's assets and resources and providing timely and accurate reporting under the guidelines of Generally Accepted Accounting Principles (GAAP). Additionally, Finance will provide quality service and support to both our citizens and internal departments through the efficient and effective use of sound business principles and a dedication to excellent customer service.

**FY2023 Amended Budget:** \$824,500

**FY2024 Adopted Budget:** \$878,650

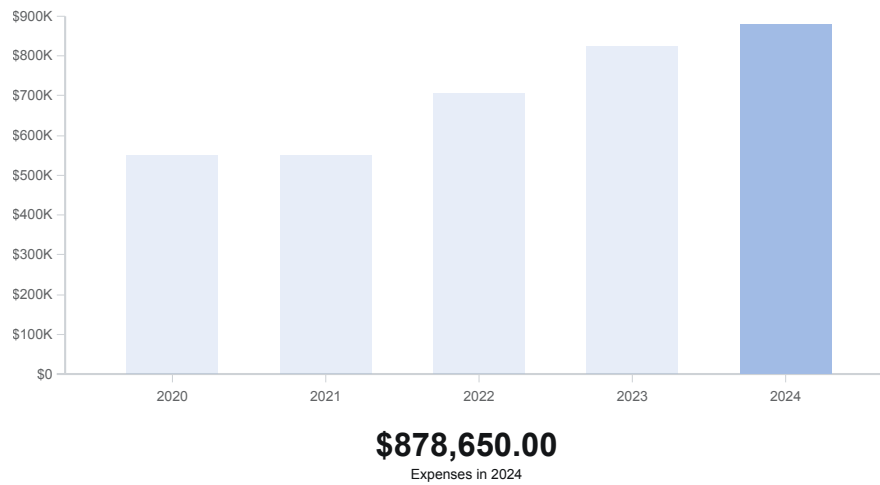
**Change:** \$54,150

**Reason for Change:** Increase primarily a result of approved merit increases as well as an increase in insurance premiums.

## Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
<b>Expenditures</b>							
REGULAR SALARIES	\$208,634	\$150,000	\$409,492	\$458,000	\$480,000	\$22,000	5%
OVERTIME	—	—	\$6,646	\$5,000	\$10,000	\$5,000	100%
GROUP INSURANCE	\$32,468	\$26,452	\$83,745	\$101,000	\$111,100	\$10,100	10%
FICA/MEDICARE	\$15,982	\$11,918	\$30,961	\$35,000	\$36,050	\$1,050	3%
RETIREMENT	\$35,468	\$25,500	\$69,189	\$78,000	\$83,000	\$5,000	6%
WORKERS' COMPENSATION	\$659	\$1,549	\$1,278	\$3,500	\$3,500	\$0	0%
OTHER EMPLOYEE BENEFITS	\$32,627	\$17,056	\$21,012	\$22,000	\$23,000	\$1,000	5%
PROFESSIONAL SERVICES	\$43,802	\$50,371	\$21,908	\$45,000	\$50,000	\$5,000	11%
CONTRACTUAL SERVICES/CH2M	\$122,007	\$233,146	—	—	—	\$0	—
AUDIT SERVICES	\$42,500	\$30,000	\$54,220	\$65,000	\$65,000	\$0	0%
TRAVEL EXPENSE	\$11,369	—	\$3,305	\$5,000	\$10,000	\$5,000	100%
DUES AND FEES	\$1,555	\$689	\$1,566	\$1,500	\$1,500	\$0	0%
EDUCATION & TRAINING	\$2,321	\$968	\$3,114	\$5,000	\$5,000	\$0	0%
OPERATING SUPPLIES	\$283	\$646	\$328	\$500	\$500	\$0	0%
<b>EXPENDITURES TOTAL</b>	<b>\$549,675</b>	<b>\$548,295</b>	<b>\$706,766</b>	<b>\$824,500</b>	<b>\$878,650</b>	<b>\$54,150</b>	<b>7%</b>





## 2023 Accomplishments

- Completed the FY2022 audit process with a “clean” opinion and received GFOA's Certificate of Achievement (COA) for Excellence in Financial Reporting
- Received GFOA's Distinguished Budget Presentation Award for our FY2023 Budget
- Successfully completed the FY2023 occupation tax renewal process for approximately 3,500 accounts
- Reviewed and updated Financial Management Policies as needed
- Completed revision to the City's Personnel Policies and Procedures Manual

## 2024 Goals and Objectives

- Incorporate long-term financial planning model in budget process
- Review and update the following policies: travel, credit card, and purchasing
- Continue to participate in GFOA's Certificate of Achievement and Distinguished Budget Presentation Award programs
- Review and update as needed the following ordinances: alcohol, occupational tax, and massage
- Complete the FY23 audit with zero findings and a "clean" opinion
- Convert our budget document to an online, interactive budget using OpenGov

# City Attorney

**Function:** The Legal Services Department provides sound legal counsel to the City's elected officials, departments, agencies, and prosecutes violations of Civil Ordinances in Peachtree Corners Municipal Court. They also represent the City in litigation.

**Positions:** 2 Full Time Positions

**Mission Statement:** To provide timely and accurate professional services to the City Council, City Manager, staff and the City boards and commissions, involving all legal matters of municipal concern. The City Attorney serves at the pleasure and direction of the City Council.

**FY2023 Amended Budget:** \$892,100

**FY2024 Adopted Budget:** \$891,520

**Change:** (\$580)

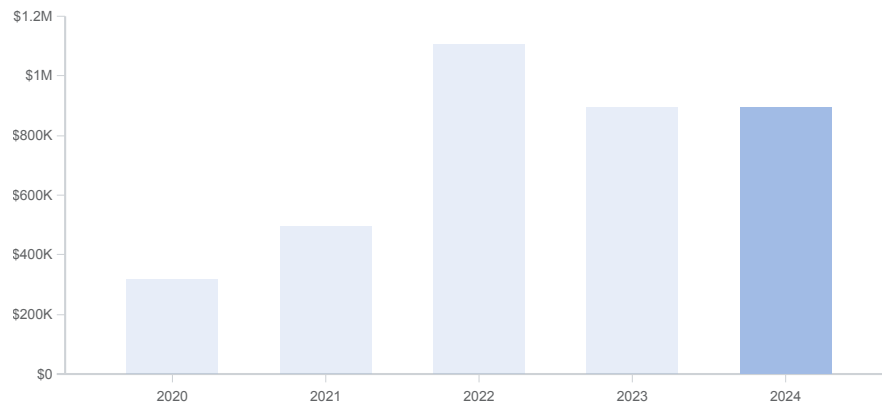
**Reason for Change:** Insourced the City Attorney's position causing a reallocation of expenditures from Attorney Fees/City Attorney to personnel expenditures.

## Operating Summary & Budget History

### Legal Services

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
<b>Expenditures</b>							
REGULAR SALARIES	–	–	–	\$30,000	\$296,000	\$266,000	887%
GROUP INSURANCE	–	–	–	\$9,000	\$69,200	\$60,200	669%
FICA/MEDICARE	–	–	–	\$2,500	\$20,000	\$17,500	700%
RETIREMENT	–	–	–	\$5,100	\$50,320	\$45,220	887%
WORKERS' COMPENSATION	–	–	–	–	\$1,000	\$1,000	–
OTHER EMPLOYEE BENEFITS	–	–	–	\$500	\$15,000	\$14,500	2,900%
PROFESSIONAL SERVICES	–	–	\$9,133	\$100,000	\$75,000	-\$25,000	-25%
ATTORNEY FEES/RILEY MCLENDON	\$90,822	\$99,411	\$298,543	\$230,000	–	-\$230,000	-100%
ATTORNEY FEES/OTHER	\$227,106	\$394,577	\$294,238	\$200,000	\$150,000	-\$50,000	-25%
ATTORNEY FEES/LITIGATION	–	–	\$490,684	\$300,000	\$200,000	-\$100,000	-33%
DUES AND FEES	–	–	\$14,169	\$15,000	\$15,000	\$0	0%
<b>EXPENDITURES TOTAL</b>	<b>\$317,928</b>	<b>\$493,988</b>	<b>\$1,106,767</b>	<b>\$892,100</b>	<b>\$891,520</b>	<b>-\$580</b>	<b>0%</b>

Data Updated Jan 30, 2024, 5:21 AM



**\$891,520.00**  
Expenses in 2024

# Technology

**Function:** The Technology Department is responsible for all for overseeing the technology systems for the City, staying abreast of all technology trends, and overseeing data management and security. In addition, this department, under the supervision of the Assistant City Manager, provides strategic leadership of the City's economic development activities, offer innovative ideas to meet the changing needs of the business community, and advance the City's vision of a live, work, play, and learn community.

**Positions:** 1.5 Full Time Employees

**Mission Statement:** The mission of the Technology Department is to provide excellent infrastructure, support and innovation in the delivery of information technology products and services to all stakeholders of Peachtree Corners.

**FY2023 Amended Budget:** \$1,955,600

**FY2024 Adopted Budget:** \$1,028,500

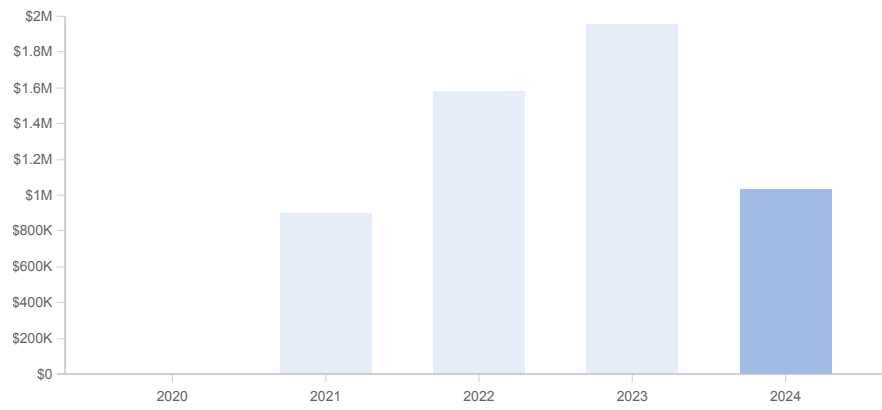
**Change:** (\$927,100)

**Reason for Change:** The decrease is the result of reallocating economic development expenditures to the newly created department and the completion of our AV shuttle pilot program.

## Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
<b>Expenditures</b>							
REGULAR SALARIES	–	\$165,831	\$278,244	\$354,000	\$275,000	-\$79,000	-22%
GROUP INSURANCE	–	\$26,452	\$55,543	\$75,000	\$56,000	-\$19,000	-25%
FICA/MEDICARE	–	\$11,330	\$19,715	\$25,000	\$19,000	-\$6,000	-24%
RETIREMENT	–	\$28,191	\$46,965	\$60,000	\$47,000	-\$13,000	-22%
WORKERS' COMPENSATION	–	\$303	\$2,650	\$2,100	\$2,500	\$400	19%
OTHER EMPLOYEE BENEFITS	–	\$16,679	\$18,595	\$19,000	\$19,000	\$0	0%
PROFESSIONAL SERVICES	–	\$318,276	\$315,597	\$375,000	\$185,000	-\$190,000	-51%
TECHNICAL SERVICES	\$0	\$319,478	\$819,107	\$1,000,000	\$415,000	-\$585,000	-58%
TRAVEL EXPENSE	–	\$4,342	\$23,218	\$30,000	\$5,000	-\$25,000	-83%
DUES AND FEES	–	\$1,400	\$2,105	\$3,000	\$3,000	\$0	0%
EDUCATION & TRAINING	–	\$3,494	\$1,848	\$2,000	\$2,000	\$0	0%
VEHICLES	–	\$0	–	–	–	\$0	–
OTHER EQUIPMENT	–	–	–	\$10,500	–	-\$10,500	-100%
<b>EXPENDITURES TOTAL</b>	<b>\$0</b>	<b>\$895,777</b>	<b>\$1,583,587</b>	<b>\$1,955,600</b>	<b>\$1,028,500</b>	<b>-\$927,100</b>	<b>-47%</b>

Data Updated Jan 30, 2024, 5:21 AM



**\$1,028,500.00**  
Expenses in 2024

## 2023 Accomplishments

- Completed audit to maintain NIST 171 compliance
- Deployed 80 cameras in Town Center and integrated into a video management system for smart parking and security
- Completed the installation of a new technology enhanced traffic intersection, including the latest in intelligent traffic systems technology
- Completed the network build out for the expansion of city hall office space

## 2024 Goals and Objectives

- Transition city servers from on-premise to a cloud-based environment
- Implement public Wi-Fi and digital mobile edge computing program
- Install EV charging and public Wi-Fi at the new Mobility Hub in Technology Park Atlanta
- Expand Autonomous Vehicle testing corridor

# Public Information (Communications)

**Function:** The Public Information Division is responsible for helping other City departments and facilities identify what information and messages need to be conveyed to Peachtree Corners' diverse audiences and make sure that this is done in the most effective manner possible.

**Positions:** 2 Full Time Employees

**Mission Statement:** To consistently brand and promote the City of Peachtree Corners and its many assets, inspirations, and potential, focusing on our history, our citizens, and our exciting vision of bold new directions for the future.

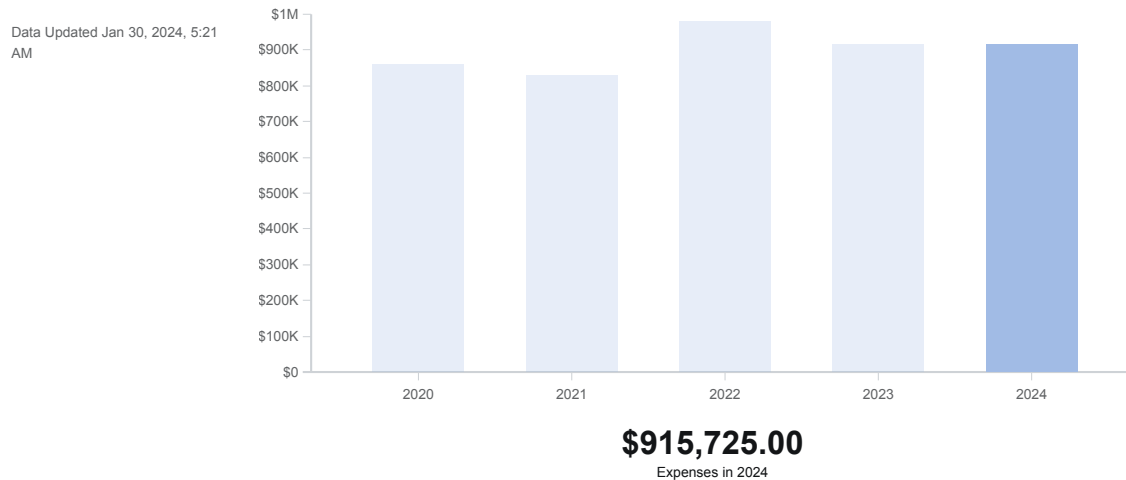
**FY2023 Amended Budget:** \$916,800

**FY2024 Adopted Budget:** \$915,725

**Change:** (\$1,075)

## Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
<b>Expenditures</b>							
REGULAR SALARIES	–	–	\$78,427	\$185,000	\$192,500	\$7,500	4%
GROUP INSURANCE	–	–	\$11,828	\$31,600	\$35,000	\$3,400	11%
FICA/MEDICARE	–	–	\$6,522	\$14,200	\$15,000	\$800	6%
RETIREMENT	–	–	\$13,248	\$31,500	\$32,725	\$1,225	4%
WORKERS' COMPENSATION	–	–	\$228	\$1,500	\$1,500	\$0	0%
OTHER EMPLOYEE BENEFITS	–	–	\$9,300	\$3,000	\$3,000	\$0	0%
PROFESSIONAL SERVICES	\$642,023	\$595,615	\$717,127	\$650,000	\$380,000	-\$270,000	-42%
CONTRACTUAL SERVICES/CH2M	\$219,613	\$233,146	\$142,845	–	–	\$0	–
ADVERTISING	–	–	–	–	\$250,000	\$250,000	–
TRAVEL EXPENSE	–	–	–	–	\$5,000	\$5,000	–
EDUCATION & TRAINING	–	–	–	–	\$1,000	\$1,000	–
<b>EXPENDITURES TOTAL</b>	<b>\$861,636</b>	<b>\$828,762</b>	<b>\$979,526</b>	<b>\$916,800</b>	<b>\$915,725</b>	<b>-\$1,075</b>	<b>0%</b>



## 2023 Accomplishments

- **E-Newsletter:** Over 540 new subscribers were added. The E-Newsletter has a 53% open rate and 7% click rate as opposed to the government industry standard of 41% and 2% respectively.
- **Website:** Over FY23, the website received an average of 8,321 users and 23,639 page views per month.
- **Social Media:** The City uses five social media outlets to assist in relaying the City's news, Facebook, X formerly Twitter, Nextdoor, Instagram, and LinkedIn. Each of these social media channels tends to serve a different audience, and the City adapts the messages to ensure they are effective for that audience. With the implementation of SproutSocial, we are now able to pre-schedule posts for most platforms. In addition, we are now receiving detailed analytics for Facebook, LinkedIn, and Twitter. Facebook, Twitter and LinkedIn numbers have increased dramatically.
- **Marketing the City:** Along with ensuring citizens and the business community is well informed, the Communications Department is also responsible for marketing and promoting the City. Through strategic print ads, social media marketing, earned media, and employing professionally made videos, we continue to promote the city. Additionally, the Communications Department has taken an active approach to market Curiosity Lab and its benefits to the City and our residents.

## 2024 Goals and Objectives

The Communications Department will continue its efforts to expand its reach to the community via its website, social media sites, and e-newsletter subscriptions through the development of a new website, the addition of new social media tools, and additional marketing opportunities. We will look to expand personal relationships with members of the residential and business community.

- **Website Update:** Launch a new Public Records Portal. This portal will allow us to support the City and the new Marshals Office with the fulfillment of public records requests. Additionally, we plan to create/enhance the current Economic Development website and include additional information specific to Technology Park Atlanta.
- **Social Media:** We will look to continue to grow the number of followers for each platform as they allow. Numbers on X may continue to falter as they continue to lose viability. We are looking to consolidate services and move away from SproutSocial as a similar product offering is now available on our ZenCity platform.
- **Awards:** Submit the Curiosity Lab Website for a 2023 Pinnacle Award. The Pinnacle Award is given by the National Association of Government Web Professionals (NAGW). We will submit it for the Microsite/Special Site Feature Category. The NAGW Pinnacle Awards are an annual celebration of



the best in government web communications, design, development, and innovation. These awards recognize the hard work and dedication of government web professionals who are committed to delivering exceptional digital experiences for their citizens.

- **New Events/Outreach:** This year we will focus on our second iteration of the Curiosity Lab Criterium and Atlanta Sci-Fi Film Festival. Both events had successful launches and the second year for each event will allow us to judge their viability in the future.
- **Apps:** As with our social media services, we are looking to update our app offerings as well as consolidate where possible. We will be rebranding our PTC Fix-it App to PTC Report-it. This new name will more accurately brand the purpose of the app and allow us to integrate the new City Marshals offices. Additionally, we will look for other solutions regarding our Corners Connect app.
- **Marketing:** We will look to establish new public/private partnerships to enhance our marketing programs. In 2023, we co-branded a Downtown Peachtree Corners map with North American Properties. We will do this again in 2024 and will also look to expand that partnership with their inclusion in our Access Atlanta programming. We will focus more marketing on Economic Development to support the current mission of the City to grow and enhance Technology Park Atlanta.

# City Marshals



**Function:** The City Marshal's Office was created to be a resource for filling gaps in services between the City's Code Enforcement Officers and those of the Gwinnett County Police Department (GCPD). GCPD however, will continue to serve as the first-line policing agency for the City of Peachtree Corners and will continue to lead all emergency response, dispatch, and 911 services. In the event of any emergency, residents should always dial 911. The City Marshal's Office will serve as a liaison with GCPD and function as a law enforcement "force multiplier" for the City by providing law enforcement services in underserved areas as identified by the City Council and/or City Manager as well as being an additional law enforcement resource for the community on specific issues as they arise.

**Positions:** 3 Full Time Positions

**Mission Statement:** The City of Peachtree Corners Marshal's Office, in partnership with the community, is committed to the concept of shared responsibility to identify and solve community problems. Within the framework of the City Charter, our objective is to create a safe environment for both our citizens and visitors by promoting public safety, implementing state-of-the-art technology, and actively engaging the community to enhance the overall quality of life. We are entrusted to fulfill this mission with the utmost honor, integrity, and adherence to the highest ethical standards, thereby upholding public trust. Our dedication to service excellence is guided by our three fundamental principles: Community, Innovation, and Commitment.

**FY2023 Amended Budget:** \$145,000

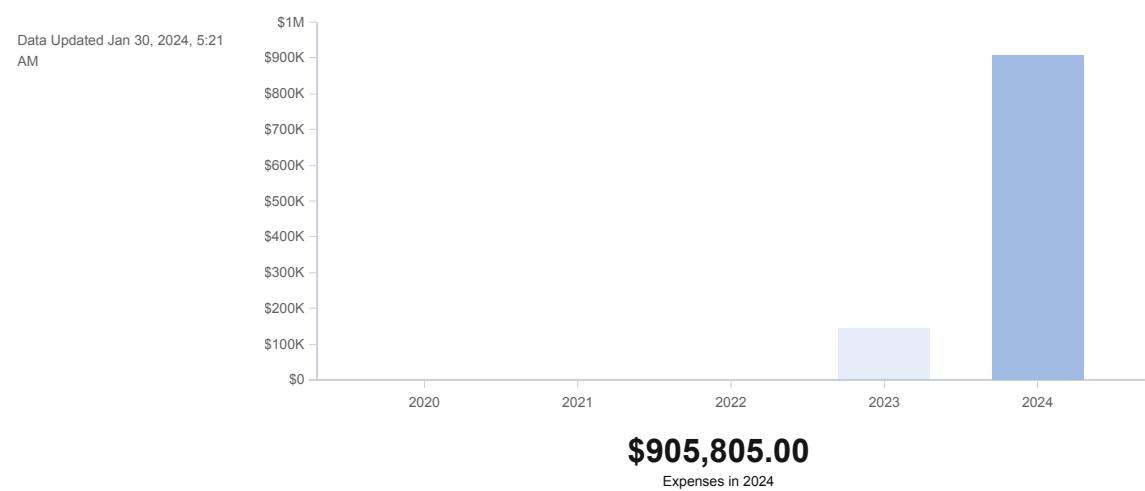
**FY2024 Adopted Budget:** \$760,805

**Change:** \$760,805

**Reason for Change:** The FY2023 Amended Budget included funds to purchase three (3) vehicles for the City Marshal's Office. The FY2024 Budget includes full funding for three (3) positions as well as the necessary funding for one-time expenditures to start the office.

# Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
Expenditures							
REGULAR SALARIES	-	-	-	-	\$331,500	\$331,500	-
GROUP INSURANCE	-	-	-	-	\$103,950	\$103,950	-
FICA/MEDICARE	-	-	-	-	\$25,500	\$25,500	-
RETIREMENT	-	-	-	-	\$56,355	\$56,355	-
WORKERS' COMPENSATION	-	-	-	-	\$16,000	\$16,000	-
OTHER EMPLOYEE BENEFITS	-	-	-	-	\$2,500	\$2,500	-
PROFESSIONAL SERVICES	-	-	-	-	\$15,000	\$15,000	-
TECHNICAL SERVICES	-	-	-	-	\$2,000	\$2,000	-
TRAVEL EXPENSE	-	-	-	-	\$2,000	\$2,000	-
DUES AND FEES	-	-	-	-	\$3,000	\$3,000	-
EDUCATION & TRAINING	-	-	-	-	\$3,000	\$3,000	-
OPERATING SUPPLIES	-	-	-	-	\$10,000	\$10,000	-
SMALL EQUIPMENT	-	-	-	-	\$75,000	\$75,000	-
UNIFORMS/SUPPLIES	-	-	-	-	\$15,000	\$15,000	-
VEHICLES	-	-	-	\$145,000	\$85,000	-\$60,000	-41%
COMPUTERS/SOFTWARE	-	-	-	-	\$160,000	\$160,000	-
EXPENDITURES TOTAL	-	-	-	\$145,000	\$905,805	\$760,805	525%



# Public Works

**Function:** Public Works manages, develops and maintains the City's roadways, walkway, and trail systems. The Public Works Department is committed to providing high quality and responsive service to the residents and business owners of Peachtree Corners. The On Call and Maintenance staff strives to respond to citizen and community requests in a professional manner. They address issues and concerns such as repairing damaged curbs, gutters, catch basins, sidewalks and roadway paving, maintaining traffic signs, and maintaining rights-of-way by mowing grass and removing trash and debris. The City also works closely with the Georgia Department of Transportation, the Atlanta Regional Commission, and Gwinnett County Public Works Transportation Division to assure that roads within Peachtree Corners are maintained and improved.

**Positions:** 4 Full Time Employees and 12.5 Contracted Positions

**Mission Statement:** To provide high quality and responsive service to the residents and business owners of Peachtree Corners with regard to management, development, safety, and maintenance of the City's roadways, walkways, and trail systems.

**FY2023 Amended Budget:** \$2,188,000

**FY2024 Adopted Budget:** \$1,806,850

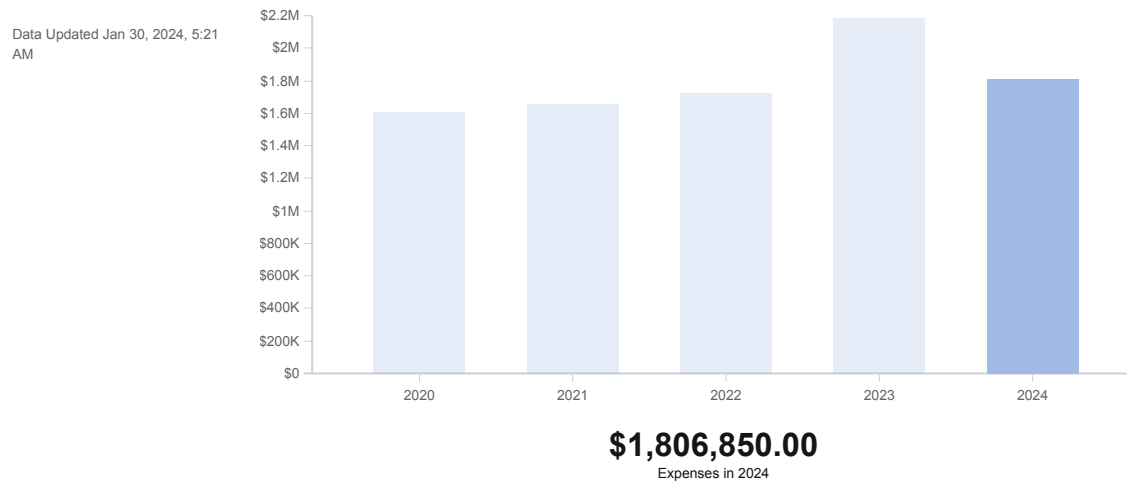
**Change:** (\$381,150)

**Reason for Change:** The FY2023 Amended Budget included funding for one-time expenditures, such as, a pavement condition analysis, completion of a feasibility study for a roundabout at a major intersection, purchase of a Ford F-150, and road projects. These projects are not included in FY2024.

## Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
<b>Expenditures</b>							
REGULAR SALARIES	\$158,753	\$165,544	\$233,579	\$460,000	\$479,000	\$19,000	4%
GROUP INSURANCE	\$24,127	\$26,452	\$57,749	\$110,000	\$121,000	\$11,000	10%
FICA/MEDICARE	\$10,954	\$11,168	\$16,064	\$34,500	\$37,000	\$2,500	7%
RETIREMENT	\$26,988	\$28,143	\$39,441	\$76,500	\$81,400	\$4,900	6%
WORKERS' COMPENSATION	\$1,145	\$1,549	\$5,196	\$3,000	\$3,000	\$0	0%
OTHER EMPLOYEE BENEFITS	\$14,316	\$10,259	\$11,496	\$15,000	\$15,700	\$700	5%
PROFESSIONAL SERVICES	\$106,627	\$117,854	\$167,128	\$300,000	\$100,000	-\$200,000	-67%
CONTRACTUAL SERVICES/CH2M	\$439,225	\$466,293	\$351,670	–	–	\$0	–
CONTRACTUAL SERVICES/OPTECH	\$710,500	\$721,157	\$731,975	\$745,000	\$782,250	\$37,250	5%
TRAVEL EXPENSE	\$2,330	\$2,614	\$674	\$12,000	\$5,000	-\$7,000	-58%
DUES AND FEES	\$3,416	\$909	\$1,624	\$6,500	\$3,000	-\$3,500	-54%
EDUCATION & TRAINING	\$515	\$2,240	\$1,236	\$4,000	\$3,000	-\$1,000	-25%
OPERATING SUPPLIES	\$5,277	\$1,767	\$388	\$5,000	\$15,000	\$10,000	200%
ROAD MAINTENANCE	\$52,138	\$75,866	\$101,048	\$350,000	\$100,000	-\$250,000	-71%
SIGNS/BEAUTIFICATION	\$43,279	\$25,815	\$8,437	\$25,000	\$50,000	\$25,000	100%
GASOLINE	–	–	–	\$500	\$1,500	\$1,000	200%

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
VEHICLES	–	–	–	\$41,000	–	-\$41,000	-100%
OTHER EQUIPMENT	\$6,028	–	–	–	\$10,000	\$10,000	–
<b>EXPENDITURES TOTAL</b>	<b>\$1,605,618</b>	<b>\$1,657,629</b>	<b>\$1,727,704</b>	<b>\$2,188,000</b>	<b>\$1,806,850</b>	<b>-\$381,150</b>	<b>-17%</b>



## 2023 Accomplishments

- Resurfaced 10.5 lane miles of city streets
- Constructed over 2 miles of the Corners Connector trail system
- Completed construction of the Spalding Dr widening improvements
- Completed over 1,800 work orders for field maintenance of the city's right of way and infrastructure
- Completed landscaping and beautification project at Holcomb Bridge Rd and Peachtree Corners Circle
- Conducted a citywide pavement survey using a Pavement Condition Index (PCI) analyzing our roads to create an updated pavement list

## 2024 Goals and Objectives

- Further expand the city's trail network by kicking off the design of Corners Connector – Crooked Creek Trail Phase I, Burdell Branch, Technology Park Phase II, and the Forum
- Complete design and begin construction of intersection improvement projects including: Peachtree Corners Circle Roundabout at the Forum Drive, SR141/Peachtree Parkway at East Jones Bridge/Medlock Bridge Rd, SR 140/Holcomb Bridge Rd at Spalding Dr, SR 140/Jimmy Carter Blvd at SR 13/Buford Hwy
- Complete ongoing capital improvement projects including Corners Connector Riverlands and Town Center segments, Gunnin Rd sidewalks, and Bush Rd and Medlock Bridge Rd intersection improvements
- Expand Curiosity Lab's AV Lane by beginning the construction of the AV Lane Extension along SR 141/Peachtree Parkway
- Complete construction of the City's first ever Public Works Facility

# Community Development

**Function:** The Community Development Department is responsible for working with the citizens of Peachtree Corners, Boards and Commissions, the development community and the elected officials while managing current and long-range planning, land development, building construction, and code compliance.

**Positions:** 2 Full Time Employees and 9 Contracted Positions

**Mission Statement:** In support of the City's mission, the Department provides superior municipal services to our customers, using sustainable planning and development practices to improve the quality of life for our residents and the community.

**FY2023 Amended Budget:** \$1,438,650

**FY2024 Adopted Budget:** \$1,296,295

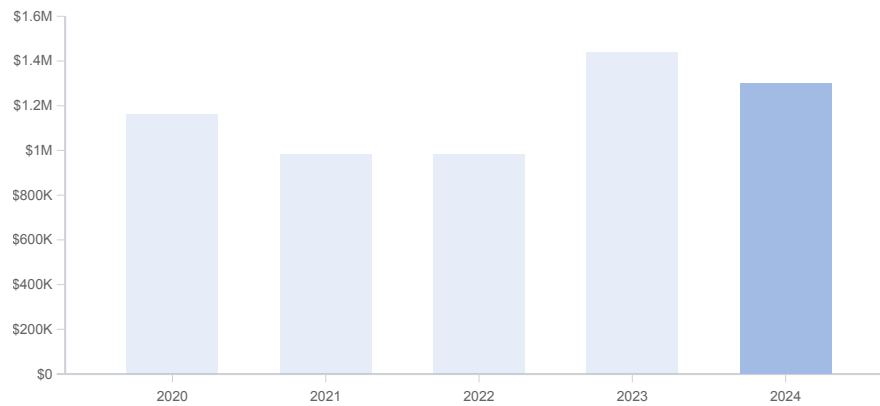
**Change:** (\$142,355)

**Reason for Change:** FY2023 included funding for the completion of our 2045 Comprehensive Plan.

## Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
<b>Expenditures</b>							
REGULAR SALARIES	\$170,681	\$174,095	\$180,145	\$300,000	\$313,000	\$13,000	4%
GROUP INSURANCE	\$24,127	\$21,327	\$18,430	\$50,000	\$55,000	\$5,000	10%
FICA/MEDICARE	\$10,943	\$11,271	\$11,865	\$21,000	\$24,250	\$3,250	15%
RETIREMENT	\$29,016	\$29,596	\$30,209	\$50,150	\$53,200	\$3,050	6%
WORKERS' COMPENSATION	\$1,145	\$1,549	\$5,302	\$1,500	\$1,500	\$0	0%
OTHER EMPLOYEE BENEFITS	\$13,117	\$9,590	\$9,659	\$11,500	\$11,845	\$345	3%
PROFESSIONAL SERVICES	\$273,815	\$191,448	\$246,624	\$450,000	\$250,000	-\$200,000	-44%
CONTRACTUAL SERVICES/CH2M	\$170,810	\$116,573	\$65,979	–	–	\$0	–
TOWN GREEN	\$463,491	\$423,890	\$410,896	\$550,000	\$565,000	\$15,000	3%
TRAVEL EXPENSE	\$30	–	\$11	\$1,000	\$15,000	\$14,000	1,400%
DUES AND FEES	–	\$1,067	\$517	\$1,500	\$1,500	\$0	0%
EDUCATION & TRAINING	\$803	–	\$400	\$2,000	\$5,000	\$3,000	150%
HOSPITALITY SUPPLIES	\$6,561	–	–	–	\$1,000	\$1,000	–
<b>EXPENDITURES TOTAL</b>	<b>\$1,164,540</b>	<b>\$980,406</b>	<b>\$980,038</b>	<b>\$1,438,650</b>	<b>\$1,296,295</b>	<b>-\$142,355</b>	<b>-10%</b>

Data Updated Jan 30, 2024, 5:21 AM



**\$1,296,295.00**

Expenses in 2024

## 2023 Accomplishments

- Developed and completed the 2045 Comprehensive Plan incorporating 2020 census information and provided a 20-year vision for land use, housing, transportation, economic development, the environment, and other key elements of the city
- Developed and implemented a robust and entertaining events calendar for the Town Center
- Developed overlay zoning standards for the Holcomb Bridge Road Corridor in support of the Redevelopment Authority's work program.
- Processed public hearing applications and permits within established time frames.
- Provided timely plan review and inspection services.
- Maintained community standards through effective Code Enforcement.
- Worked with developers and designers to help facilitate quality development plans

## 2024 Goals and Objectives

- Complete the development of two activity nodes at Peachtree Corners Circle and Crooked Creek Trail in support of the Redevelopment Authority's work program
- Develop goals and objectives for the Central Business District and Technology Park in support of the Downtown Development Authority's work program
- Develop workforce housing project within the Holcomb Bridge Road Corridor
- Complete code enforcement action against unauthorized business activities
- Facilitate plans processing, permitting, and inspections in the most time efficient manner

# Economic Development

**Function:** The Economic Development Department is available to assist anyone operating a business in Peachtree Corners or interested in e

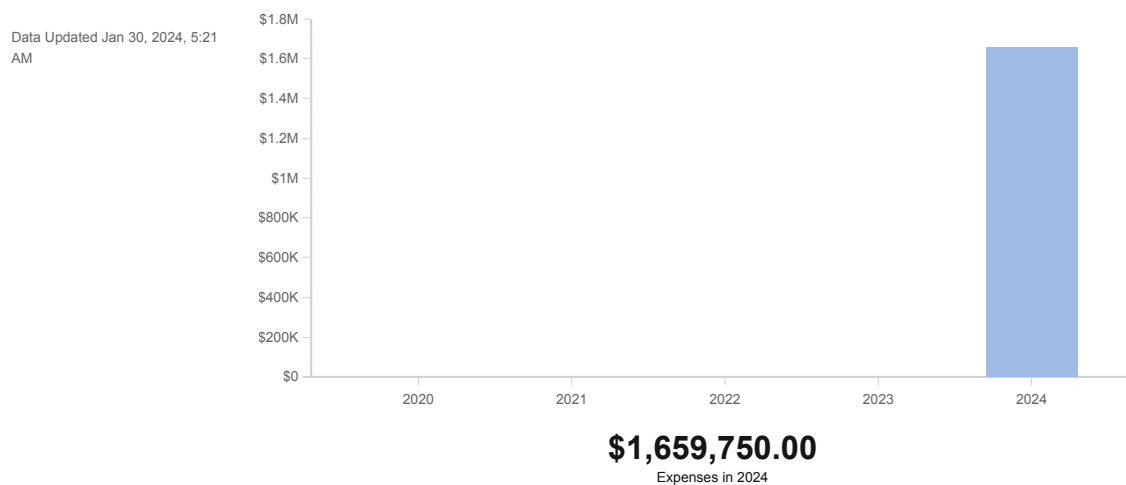
**Positions:** 3 Full Time Positions

**FY2024 Adopted Budget:** \$1,659,750

**Reason for Change:** New department created to better reflect current operating structure.

## Operating Summary & Budget History

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
<b>Expenditures</b>							
REGULAR SALARIES	–	–	–	–	\$368,000	\$368,000	–
GROUP INSURANCE	–	–	–	–	\$90,000	\$90,000	–
FICA/MEDICARE	–	–	–	–	\$28,000	\$28,000	–
RETIREMENT	–	–	–	–	\$63,000	\$63,000	–
WORKERS' COMPENSATION	–	–	–	–	\$2,750	\$2,750	–
OTHER EMPLOYEE BENEFITS	–	–	–	–	\$13,000	\$13,000	–
PROFESSIONAL SERVICES	–	–	–	–	\$375,000	\$375,000	–
TRAVEL EXPENSE	–	–	–	–	\$100,000	\$100,000	–
DUES AND FEES	–	–	–	–	\$3,000	\$3,000	–
EDUCATION & TRAINING	–	–	–	–	\$5,000	\$5,000	–
ECONOMIC DEVELOPMENT	–	–	–	–	\$112,000	\$112,000	–
TRANSFER OUT TO CURIOSITY LAB	–	–	–	–	\$500,000	\$500,000	–
<b>EXPENDITURES TOTAL</b>	–	–	–	–	<b>\$1,659,750</b>	<b>\$1,659,750</b>	–





## 2024 Goals and Objectives

- Adopt an updated Economic Development plan that incorporates Curiosity Lab and Technology Park vision
  - Expand reach, scope, and influence of Curiosity Lab to current Technology Park boundaries
  - Assist and support attracting/retaining startups and other partners to Curiosity Lab
  - Attract and retain businesses throughout the city with an emphasis on Technology Park.
- Coordinate vacant office space with companies seeking to move to or expand within the city.

# Departmental Budget Detail

## Departmental Budget Detail

### Administrative Services

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
<b>Departmental Budget Detail</b>							
ADMINISTRATIVE SERVICES							
CITY COUNCIL							
REGULAR SALARIES	\$57,000	\$57,000	\$57,219	\$57,000	\$57,000	\$0	0%
FICA/MEDICARE	\$4,360	\$4,360	\$4,377	\$4,400	\$4,400	\$0	0%
UNEMPLOYMENT EXPENSE	–	–	–	\$0	–	\$0	–
WORKERS' COMPENSATION	\$220	\$455	\$492	\$600	\$600	\$0	0%
POSTAGE	–	–	–	\$0	–	\$0	–
EDUCATION & TRAINING	\$5,345	\$6,377	\$19,894	\$25,000	\$25,000	\$0	0%
OTHER SUPPLIES	\$3,312	\$2,280	\$3,296	\$5,000	\$5,000	\$0	0%
HOSPITALITY SUPPLIES	\$647	\$221	\$120	\$1,000	\$1,000	\$0	0%
<b>CITY COUNCIL TOTAL</b>	<b>\$70,884</b>	<b>\$70,693</b>	<b>\$85,398</b>	<b>\$93,000</b>	<b>\$93,000</b>	<b>\$0</b>	<b>0%</b>
CITY CLERK							
REGULAR SALARIES	\$118,450	\$120,819	\$228,423	\$228,000	\$196,000	-\$32,000	-14%
GROUP INSURANCE	\$24,127	\$21,953	\$48,428	\$55,000	\$43,000	-\$12,000	-22%
FICA/MEDICARE	\$9,434	\$9,519	\$17,340	\$18,000	\$15,000	-\$3,000	-17%
RETIREMENT	\$20,136	\$20,539	\$35,795	\$38,250	\$34,000	-\$4,250	-11%
UNEMPLOYMENT EXPENSE	–	–	–	\$0	–	\$0	–
WORKERS' COMPENSATION	\$468	\$553	\$331	\$1,500	\$750	-\$750	-50%
OTHER EMPLOYEE BENEFITS	\$12,504	\$8,977	\$10,995	\$12,000	\$11,000	-\$1,000	-8%
ELECTION SERVICES	\$14,874	\$3,250	\$50,683	\$15,000	\$75,000	\$60,000	400%
CONTRACTUAL SERVICES/CH2M	\$122,007	\$116,573	–	\$0	–	\$0	–
POSTAGE	–	–	–	\$0	–	\$0	–
ADVERTISING	\$3,090	\$1,142	\$3,748	\$3,000	\$3,000	\$0	0%
TRAVEL EXPENSE	\$1,202	–	\$363	\$12,000	\$5,000	-\$7,000	-58%
DUES AND FEES	\$60	\$46	\$760	\$1,000	\$1,000	\$0	0%
EDUCATION & TRAINING	\$700	\$2,803	\$397	\$1,000	\$2,000	\$1,000	100%
OPERATING SUPPLIES	\$1,196	\$1,903	\$2,176	\$5,000	\$3,000	-\$2,000	-40%
<b>CITY CLERK TOTAL</b>	<b>\$328,248</b>	<b>\$308,077</b>	<b>\$399,438</b>	<b>\$389,750</b>	<b>\$388,750</b>	<b>-\$1,000</b>	<b>0%</b>
CITY MANAGER							
REGULAR SALARIES	\$211,403	\$217,745	\$322,054	\$525,000	\$370,000	-\$155,000	-30%
GROUP INSURANCE	\$24,127	\$26,452	\$43,101	\$85,000	\$74,000	-\$11,000	-13%
FICA/MEDICARE	\$12,445	\$12,108	\$20,228	\$35,000	\$25,000	-\$10,000	-29%
RETIREMENT	\$65,939	\$67,017	\$84,596	\$120,000	\$93,000	-\$27,000	-22%
UNEMPLOYMENT EXPENSE	–	–	–	\$0	–	\$0	–
WORKERS' COMPENSATION	\$1,145	\$1,549	\$1,728	\$2,100	\$2,500	\$400	19%
OTHER EMPLOYEE BENEFITS	\$28,190	\$23,883	\$28,804	\$35,000	\$25,000	-\$10,000	-29%
RELOCATION EXPENSE	–	–	–	\$0	–	\$0	–
PROFESSIONAL SERVICES	\$537,902	\$456,625	\$460,005	\$460,000	\$375,000	-\$85,000	-18%
TRAVEL EXPENSE	\$51,709	\$12,446	\$52,290	\$80,000	\$15,000	-\$65,000	-81%
DUES AND FEES	\$3,225	\$2,678	\$3,682	\$4,500	\$4,000	-\$500	-11%
EDUCATION & TRAINING	\$5,300	\$154	\$675	\$5,000	\$5,000	\$0	0%
OPERATING SUPPLIES	\$2,260	\$2,134	\$5,892	\$8,000	\$8,000	\$0	0%

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
HOSPITALITY SUPPLIES	\$1,442	\$4,386	\$4,243	\$4,000	\$5,000	\$1,000	25%
<b>CITY MANAGER TOTAL</b>	<b>\$945,088</b>	<b>\$827,176</b>	<b>\$1,027,298</b>	<b>\$1,363,600</b>	<b>\$1,001,500</b>	<b>-\$362,100</b>	<b>-27%</b>
FINANCE							
REGULAR SALARIES	\$208,634	\$150,000	\$409,492	\$458,000	\$480,000	\$22,000	5%
OVERTIME	–	–	\$6,646	\$5,000	\$10,000	\$5,000	100%
GROUP INSURANCE	\$32,468	\$26,452	\$83,745	\$101,000	\$111,100	\$10,100	10%
FICA/MEDICARE	\$15,982	\$11,918	\$30,961	\$35,000	\$36,050	\$1,050	3%
RETIREMENT	\$35,468	\$25,500	\$69,189	\$78,000	\$83,000	\$5,000	6%
UNEMPLOYMENT EXPENSE	–	–	–	\$0	–	\$0	–
WORKERS' COMPENSATION	\$659	\$1,549	\$1,278	\$3,500	\$3,500	\$0	0%
OTHER EMPLOYEE BENEFITS	\$32,627	\$17,056	\$21,012	\$22,000	\$23,000	\$1,000	5%
PROFESSIONAL SERVICES	\$43,802	\$50,371	\$21,908	\$45,000	\$50,000	\$5,000	11%
CONTRACTUAL SERVICES/CH2M	\$122,007	\$233,146	–	\$0	–	\$0	–
AUDIT SERVICES	\$42,500	\$30,000	\$54,220	\$65,000	\$65,000	\$0	0%
TRAVEL EXPENSE	\$11,369	–	\$3,305	\$5,000	\$10,000	\$5,000	100%
DUES AND FEES	\$1,555	\$689	\$1,566	\$1,500	\$1,500	\$0	0%
EDUCATION & TRAINING	\$2,321	\$968	\$3,114	\$5,000	\$5,000	\$0	0%
BLANK	–	–	–	\$0	–	\$0	–
OPERATING SUPPLIES	\$283	\$646	\$328	\$500	\$500	\$0	0%
<b>FINANCE TOTAL</b>	<b>\$549,675</b>	<b>\$548,295</b>	<b>\$706,766</b>	<b>\$824,500</b>	<b>\$878,650</b>	<b>\$54,150</b>	<b>7%</b>
LEGAL SERVICES							
REGULAR SALARIES	–	–	–	\$30,000	\$296,000	\$266,000	887%
GROUP INSURANCE	–	–	–	\$9,000	\$69,200	\$60,200	669%
FICA/MEDICARE	–	–	–	\$2,500	\$20,000	\$17,500	700%
RETIREMENT	–	–	–	\$5,100	\$50,320	\$45,220	887%
WORKERS' COMPENSATION	–	–	–	\$0	\$1,000	\$1,000	–
OTHER EMPLOYEE BENEFITS	–	–	–	\$500	\$15,000	\$14,500	2,900%
PROFESSIONAL SERVICES	–	–	\$9,133	\$100,000	\$75,000	-\$25,000	-25%
ATTORNEY FEES/RILEY MCLENDON	\$90,822	\$99,411	\$298,543	\$230,000	–	-\$230,000	-100%
ATTORNEY FEES/OTHER	\$227,106	\$394,577	\$294,238	\$200,000	\$150,000	-\$50,000	-25%
ATTORNEY FEES/LITIGATION	–	–	\$490,684	\$300,000	\$200,000	-\$100,000	-33%
TRAVEL EXPENSE	–	–	–	\$0	–	\$0	–
DUES AND FEES	–	–	\$14,169	\$15,000	\$15,000	\$0	0%
EDUCATION & TRAINING	–	–	–	\$0	–	\$0	–
<b>LEGAL SERVICES TOTAL</b>	<b>\$317,928</b>	<b>\$493,988</b>	<b>\$1,106,767</b>	<b>\$892,100</b>	<b>\$891,520</b>	<b>-\$580</b>	<b>0%</b>
TECHNOLOGY							
REGULAR SALARIES	–	\$165,831	\$278,244	\$354,000	\$275,000	-\$79,000	-22%
GROUP INSURANCE	–	\$26,452	\$55,543	\$75,000	\$56,000	-\$19,000	-25%
FICA/MEDICARE	–	\$11,330	\$19,715	\$25,000	\$19,000	-\$6,000	-24%
RETIREMENT	–	\$28,191	\$46,965	\$60,000	\$47,000	-\$13,000	-22%
UNEMPLOYMENT EXPENSE	–	–	–	\$0	–	\$0	–
WORKERS' COMPENSATION	–	\$303	\$2,650	\$2,100	\$2,500	\$400	19%
OTHER EMPLOYEE BENEFITS	–	\$16,679	\$18,595	\$19,000	\$19,000	\$0	0%
PROFESSIONAL SERVICES	–	\$318,276	\$315,597	\$375,000	\$185,000	-\$190,000	-51%
TECHNICAL SERVICES	\$0	\$319,478	\$819,107	\$1,000,000	\$415,000	-\$585,000	-58%
TRAVEL EXPENSE	–	\$4,342	\$23,218	\$30,000	\$5,000	-\$25,000	-83%
DUES AND FEES	–	\$1,400	\$2,105	\$3,000	\$3,000	\$0	0%
EDUCATION & TRAINING	–	\$3,494	\$1,848	\$2,000	\$2,000	\$0	0%
VEHICLES	–	\$0	–	\$0	–	\$0	–
OTHER EQUIPMENT	–	–	–	\$10,500	–	-\$10,500	-100%
<b>TECHNOLOGY TOTAL</b>	<b>\$0</b>	<b>\$895,777</b>	<b>\$1,583,587</b>	<b>\$1,955,600</b>	<b>\$1,028,500</b>	<b>-\$927,100</b>	<b>-47%</b>
FACILITIES & BUILDINGS							
CONTRACTUAL SERVICES/CH2M	–	\$116,573	–	\$0	–	\$0	–
TECHNICAL SERVICES	\$147,285	\$149,505	\$136,326	\$135,000	\$330,000	\$195,000	144%
REPAIRS & MAINTENANCE	\$570,296	\$595,085	\$603,186	\$900,000	\$850,000	-\$50,000	-6%
REAL ESTATE RENTS/LEASES	\$84,064	\$84,599	\$18,104	\$18,000	–	-\$18,000	-100%
COMMUNITY SERVICES	–	–	–	\$0	–	\$0	–
OFFICE SUPPLIES	\$445	\$26,982	\$31,648	\$40,000	\$40,000	\$0	0%
WATER/SEWAGE	\$32,221	\$14,533	\$14,722	\$30,000	\$30,000	\$0	0%

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
NATURAL GAS	\$2,888	\$3,327	\$4,576	\$7,000	\$7,000	\$0	0%
ELECTRICITY	\$110,498	\$164,811	\$167,662	\$180,000	\$180,000	\$0	0%
SITES	–	–	\$72,617	\$0	–	\$0	–
SITE IMPROVEMENTS	–	–	\$1,344,288	\$1,255,000	\$2,575,000	\$1,320,000	105%
BUILDINGS	–	\$246,283	\$122,902	\$75,000	–	-\$75,000	-100%
ROADWAYS AND WALKWAYS	–	–	–	\$0	–	\$0	–
FURNITURE AND FIXTURES	\$86,023	\$83,652	\$14,207	\$35,000	\$10,000	-\$25,000	-71%
OTHER EQUIPMENT	–	\$1,954	–	\$0	–	\$0	–
INTANGIBLE ASSETS	–	–	\$366,862	\$0	–	\$0	–
BLANK	–	–	–	\$0	–	\$0	–
ECONOMIC DEVELOPMENT	\$536,000	\$49,750	\$52,200	\$112,000	–	-\$112,000	-100%
PRINCIPAL NOTE PAYMENTS	\$435,000	\$450,000	–	\$0	–	\$0	–
PRINCIPAL - CAPITAL LEASE	–	–	\$190,574	\$192,775	\$125,000	-\$67,775	-35%
INTEREST NOTE PAYMENTS	\$229,300	\$109,809	–	\$0	–	\$0	–
INTEREST ON CAPITAL LEASE	–	–	\$2,885	\$2,350	\$2,000	-\$350	-15%
CLOSING COSTS	–	–	–	\$0	–	\$0	–
TRANSFERS OUT TO SPLOST	–	–	–	\$500,000	\$1,000,000	\$500,000	100%
TRANSFERS TO CITY	–	–	–	\$0	–	\$0	–
TRANSFERS OUT TO PFA	–	\$1,145,141	\$1,248,703	\$1,247,500	\$910,000	-\$337,500	-27%
TRANSFERS TO DDA	\$617,208	\$512,901	\$5,707	\$0	–	\$0	–
TRANSFER OUT TO CURIOSITY LAB	–	\$500,000	\$500,000	\$500,000	–	-\$500,000	-100%
<b>FACILITIES &amp; BUILDINGS TOTAL</b>	<b>\$2,851,228</b>	<b>\$4,254,905</b>	<b>\$4,897,169</b>	<b>\$5,229,625</b>	<b>\$6,059,000</b>	<b>\$829,375</b>	<b>16%</b>
PUBLIC INFORMATION							
REGULAR SALARIES	–	–	\$78,427	\$185,000	\$192,500	\$7,500	4%
GROUP INSURANCE	–	–	\$11,828	\$31,600	\$35,000	\$3,400	11%
FICA/MEDICARE	–	–	\$6,522	\$14,200	\$15,000	\$800	6%
RETIREMENT	–	–	\$13,248	\$31,500	\$32,725	\$1,225	4%
WORKERS' COMPENSATION	–	–	\$228	\$1,500	\$1,500	\$0	0%
OTHER EMPLOYEE BENEFITS	–	–	\$9,300	\$3,000	\$3,000	\$0	0%
PROFESSIONAL SERVICES	\$642,023	\$595,615	\$717,127	\$650,000	\$380,000	-\$270,000	-42%
CONTRACTUAL SERVICES/CH2M	\$219,613	\$233,146	\$142,845	\$0	–	\$0	–
ADVERTISING	–	–	–	\$0	\$250,000	\$250,000	–
TRAVEL EXPENSE	–	–	–	\$0	\$5,000	\$5,000	–
DUES AND FEES	–	–	–	\$0	–	\$0	–
EDUCATION & TRAINING	–	–	–	\$0	\$1,000	\$1,000	–
<b>PUBLIC INFORMATION TOTAL</b>	<b>\$861,636</b>	<b>\$828,762</b>	<b>\$979,526</b>	<b>\$916,800</b>	<b>\$915,725</b>	<b>-\$1,075</b>	<b>0%</b>
GENERAL OPERATIONS							
OFFICIAL/ADMINISTRATIVE START UP	–	–	–	\$0	–	\$0	–
OFFICIAL/ADMINISTRATIVE	\$16,400	\$34,955	–	\$0	–	\$0	–
PROFESSIONAL SERVICES	\$1,060,521	\$509,869	\$796,195	\$750,000	\$390,000	-\$360,000	-48%
CONTRACTUAL SERVICES/CH2M	–	–	–	\$0	–	\$0	–
CONTRACTUAL SERVICES/CAA	–	–	–	\$0	–	\$0	–
SANITATION CONTRACT	–	–	–	\$0	–	\$0	–
TECHNICAL SERVICES	\$297,720	–	\$90	\$0	–	\$0	–
GENERAL LIABILITY INSURANCE	\$145,929	\$200,320	\$193,657	\$200,000	\$225,000	\$25,000	13%
POSTAGE	\$8,728	\$7,894	\$8,128	\$10,000	\$10,000	\$0	0%
PRINTING	–	–	–	\$0	–	\$0	–
COMMISSIONS	\$8,173	\$11,324	\$13,442	\$10,000	\$15,000	\$5,000	50%
SERVICE FEES	\$20,741	\$16,634	\$17,334	\$18,000	\$18,000	\$0	0%
OPERATING SUPPLIES	\$63,950	\$10,626	\$19,989	\$25,000	\$25,000	\$0	0%
OFFICE SUPPLIES	\$10,067	\$16,001	\$15,154	\$15,000	\$15,000	\$0	0%
ELECTRICITY	\$534,703	\$529,071	\$541,965	\$560,000	\$580,000	\$20,000	4%
HOSPITALITY SUPPLIES	–	–	–	\$0	\$15,000	\$15,000	–
SPECIAL EVENTS	–	–	–	\$0	\$100,000	\$100,000	–
VEHICLES	–	–	–	\$60,000	–	-\$60,000	-100%
COMPUTERS/SOFTWARE	\$216,284	\$301,874	\$374,685	\$475,000	\$350,000	-\$125,000	-26%
PRINCIPAL NOTE PAYMENTS	–	–	–	\$0	–	\$0	–
TAN PRINCIPAL	–	–	–	\$0	–	\$0	–
OTHER DEBT PRINCIPAL	–	–	–	\$0	–	\$0	–

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
INTEREST NOTE PAYMENTS	–	–	–	\$0	–	\$0	–
INTEREST	–	–	–	\$0	–	\$0	–
OTHER DEBT INTEREST	–	–	–	\$0	–	\$0	–
GENERAL OPERATIONS TOTAL	\$2,383,217	\$1,638,568	\$1,980,640	\$2,123,000	\$1,743,000	-\$380,000	-18%
ADMINISTRATIVE SERVICES TOTAL	\$8,307,904	\$9,866,242	\$12,766,589	\$13,787,975	\$12,999,645	-\$788,330	-6%
DEPARTMENTAL BUDGET DETAIL TOTAL	\$8,307,904	\$9,866,242	\$12,766,589	\$13,787,975	\$12,999,645	-\$788,330	-6%

## Public Safety

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
Departmental Budget Detail							
PUBLIC SAFETY							
CITY MARSHALS							
REGULAR SALARIES	–	–	–	\$0	\$331,500	\$331,500	–
GROUP INSURANCE	–	–	–	\$0	\$103,950	\$103,950	–
FICA/MEDICARE	–	–	–	\$0	\$25,500	\$25,500	–
RETIREMENT	–	–	–	\$0	\$56,355	\$56,355	–
WORKERS' COMPENSATION	–	–	–	\$0	\$16,000	\$16,000	–
OTHER EMPLOYEE BENEFITS	–	–	–	\$0	\$2,500	\$2,500	–
PROFESSIONAL SERVICES	–	–	–	\$0	\$15,000	\$15,000	–
TECHNICAL SERVICES	–	–	–	\$0	\$2,000	\$2,000	–
TRAVEL EXPENSE	–	–	–	\$0	\$2,000	\$2,000	–
DUES AND FEES	–	–	–	\$0	\$3,000	\$3,000	–
EDUCATION & TRAINING	–	–	–	\$0	\$3,000	\$3,000	–
OPERATING SUPPLIES	–	–	–	\$0	\$10,000	\$10,000	–
SMALL EQUIPMENT	–	–	–	\$0	\$75,000	\$75,000	–
UNIFORMS/SUPPLIES	–	–	–	\$0	\$15,000	\$15,000	–
VEHICLES	–	–	–	\$145,000	\$85,000	-\$60,000	-41%
COMPUTERS/SOFTWARE	–	–	–	\$0	\$160,000	\$160,000	–
CITY MARSHALS TOTAL	–	–	–	\$145,000	\$905,805	\$760,805	525%
PUBLIC SAFETY TOTAL	–	–	–	\$145,000	\$905,805	\$760,805	525%
DEPARTMENTAL BUDGET DETAIL TOTAL	–	–	–	\$145,000	\$905,805	\$760,805	525%

## Public Works

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
Departmental Budget Detail							
PUBLIC WORKS							
PUBLIC WORKS							
REGULAR SALARIES	\$158,753	\$165,544	\$233,579	\$460,000	\$479,000	\$19,000	4%
GROUP INSURANCE	\$24,127	\$26,452	\$57,749	\$110,000	\$121,000	\$11,000	10%
FICA/MEDICARE	\$10,954	\$11,168	\$16,064	\$34,500	\$37,000	\$2,500	7%
RETIREMENT	\$26,988	\$28,143	\$39,441	\$76,500	\$81,400	\$4,900	6%
UNEMPLOYMENT EXPENSE	–	–	–	\$0	–	\$0	–
WORKERS' COMPENSATION	\$1,145	\$1,549	\$5,196	\$3,000	\$3,000	\$0	0%
OTHER EMPLOYEE BENEFITS	\$14,316	\$10,259	\$11,496	\$15,000	\$15,700	\$700	5%
PROFESSIONAL SERVICES	\$106,627	\$117,854	\$167,128	\$300,000	\$100,000	-\$200,000	-67%
CONTRACTUAL SERVICES/CH2M	\$439,225	\$466,293	\$351,670	\$0	–	\$0	–
CONTRACTUAL SERVICES/OPTECH	\$710,500	\$721,157	\$731,975	\$745,000	\$782,250	\$37,250	5%
REPAIRS & MAINTENANCE	–	–	–	\$0	–	\$0	–
VEHICLE MAINTENANCE	–	–	–	\$0	–	\$0	–
TRAVEL EXPENSE	\$2,330	\$2,614	\$674	\$12,000	\$5,000	-\$7,000	-58%

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
DUES AND FEES	\$3,416	\$909	\$1,624	\$6,500	\$3,000	-\$3,500	-54%
EDUCATION & TRAINING	\$515	\$2,240	\$1,236	\$4,000	\$3,000	-\$1,000	-25%
OPERATING SUPPLIES	\$5,277	\$1,767	\$388	\$5,000	\$15,000	\$10,000	200%
ROAD MAINTENANCE	\$52,138	\$75,866	\$101,048	\$350,000	\$100,000	-\$250,000	-71%
SIGNS/BEAUTIFICATION	\$43,279	\$25,815	\$8,437	\$25,000	\$50,000	\$25,000	100%
GASOLINE	–	–	–	\$500	\$1,500	\$1,000	200%
SITE IMPROVEMENTS	–	–	–	\$0	–	\$0	–
ROADWAYS AND WALKWAYS	–	–	–	\$0	–	\$0	–
VEHICLES	–	–	–	\$41,000	–	-\$41,000	-100%
OTHER EQUIPMENT	\$6,028	–	–	\$0	\$10,000	\$10,000	–
STREET LIGHTING	–	–	–	\$0	–	\$0	–
<b>PUBLIC WORKS TOTAL</b>	<b>\$1,605,618</b>	<b>\$1,657,629</b>	<b>\$1,727,704</b>	<b>\$2,188,000</b>	<b>\$1,806,850</b>	<b>-\$381,150</b>	<b>-17%</b>
<b>PUBLIC WORKS TOTAL</b>	<b>\$1,605,618</b>	<b>\$1,657,629</b>	<b>\$1,727,704</b>	<b>\$2,188,000</b>	<b>\$1,806,850</b>	<b>-\$381,150</b>	<b>-17%</b>
<b>DEPARTMENTAL BUDGET DETAIL TOTAL</b>	<b>\$1,605,618</b>	<b>\$1,657,629</b>	<b>\$1,727,704</b>	<b>\$2,188,000</b>	<b>\$1,806,850</b>	<b>-\$381,150</b>	<b>-17%</b>

## Community Development

	ACTUALS			FY2023 AMENDED	FY24 BUDGET	\$ Change	% Change
	FY2020	FY2021	FY2022	FY2023	FY2024		
<b>Departmental Budget Detail</b>							
COMMUNITY DEVELOPMENT							
COMMUNITY DEVELOPMENT							
REGULAR SALARIES	\$170,681	\$174,095	\$180,145	\$300,000	\$313,000	\$13,000	4%
GROUP INSURANCE	\$24,127	\$21,327	\$18,430	\$50,000	\$55,000	\$5,000	10%
FICA/MEDICARE	\$10,943	\$11,271	\$11,865	\$21,000	\$24,250	\$3,250	15%
RETIREMENT	\$29,016	\$29,596	\$30,209	\$50,150	\$53,200	\$3,050	6%
UNEMPLOYMENT EXPENSE	–	–	–	\$0	–	\$0	–
WORKERS' COMPENSATION	\$1,145	\$1,549	\$5,302	\$1,500	\$1,500	\$0	0%
OTHER EMPLOYEE BENEFITS	\$13,117	\$9,590	\$9,659	\$11,500	\$11,845	\$345	3%
FSA	–	–	–	\$0	–	\$0	–
PROFESSIONAL SERVICES	\$273,815	\$191,448	\$246,624	\$450,000	\$250,000	-\$200,000	-44%
CONTRACTUAL SERVICES/CH2M	\$170,810	\$116,573	\$65,979	\$0	–	\$0	–
TOWN GREEN	\$463,491	\$423,890	\$410,896	\$550,000	\$565,000	\$15,000	3%
TRAVEL EXPENSE	\$30	–	\$11	\$1,000	\$15,000	\$14,000	1,400%
DUES AND FEES	–	\$1,067	\$517	\$1,500	\$1,500	\$0	0%
EDUCATION & TRAINING	\$803	–	\$400	\$2,000	\$5,000	\$3,000	150%
HOSPITALITY SUPPLIES	\$6,561	–	–	\$0	\$1,000	\$1,000	–
MULTI-USE TRAILS	–	–	–	\$0	–	\$0	–
<b>COMMUNITY DEVELOPMENT TOTAL</b>	<b>\$1,164,540</b>	<b>\$980,406</b>	<b>\$980,038</b>	<b>\$1,438,650</b>	<b>\$1,296,295</b>	<b>-\$142,355</b>	<b>-10%</b>
BUILDING INSPECTION							
PROFESSIONAL SERVICES	–	–	–	\$0	–	\$0	–
CONTRACTUAL SERVICES/CH2M	\$634,436	\$582,866	\$714,227	\$830,800	\$872,340	\$41,540	5%
CONTRACTUAL SERVICES/CAA	–	–	–	\$0	–	\$0	–
<b>BUILDING INSPECTION TOTAL</b>	<b>\$634,436</b>	<b>\$582,866</b>	<b>\$714,227</b>	<b>\$830,800</b>	<b>\$872,340</b>	<b>\$41,540</b>	<b>5%</b>
PLANNING & ZONING							
PROFESSIONAL SERVICES	\$1,999	–	–	\$0	–	\$0	–
CONTRACTUAL SERVICES/CH2M	\$268,415	\$116,573	\$142,845	\$0	–	\$0	–
<b>PLANNING &amp; ZONING TOTAL</b>	<b>\$270,414</b>	<b>\$116,573</b>	<b>\$142,845</b>	<b>\$0</b>	<b>–</b>	<b>\$0</b>	<b>–</b>
CODE ENFORCEMENT							
PROFESSIONAL SERVICES	\$0	–	–	\$0	–	\$0	–
CONTRACTUAL SERVICES/CH2M	\$463,627	\$466,293	\$428,536	\$498,500	\$523,425	\$24,925	5%
<b>CODE ENFORCEMENT TOTAL</b>	<b>\$463,627</b>	<b>\$466,293</b>	<b>\$428,536</b>	<b>\$498,500</b>	<b>\$523,425</b>	<b>\$24,925</b>	<b>5%</b>
ECONOMIC DEVELOPMENT							
REGULAR SALARIES	–	–	–	\$0	\$368,000	\$368,000	–
GROUP INSURANCE	–	–	–	\$0	\$90,000	\$90,000	–
FICA/MEDICARE	–	–	–	\$0	\$28,000	\$28,000	–
RETIREMENT	–	–	–	\$0	\$63,000	\$63,000	–

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
WORKERS' COMPENSATION	–	–	–	\$0	\$2,750	\$2,750	–
OTHER EMPLOYEE BENEFITS	–	–	–	\$0	\$13,000	\$13,000	–
PROFESSIONAL SERVICES	–	–	–	\$0	\$375,000	\$375,000	–
TRAVEL EXPENSE	–	–	–	\$0	\$100,000	\$100,000	–
DUES AND FEES	–	–	–	\$0	\$3,000	\$3,000	–
EDUCATION & TRAINING	–	–	–	\$0	\$5,000	\$5,000	–
HOSPITALITY SUPPLIES	–	–	–	\$0	–	\$0	–
ECONOMIC DEVELOPMENT	–	–	–	\$0	\$112,000	\$112,000	–
TRANSFER OUT TO CURIOSITY LAB	–	–	–	\$0	\$500,000	\$500,000	–
ECONOMIC DEVELOPMENT TOTAL	–	–	–	\$0	\$1,659,750	\$1,659,750	–
COMMUNITY DEVELOPMENT TOTAL	\$2,533,016	\$2,146,139	\$2,265,648	\$2,767,950	\$4,351,810	\$1,583,860	57%
DEPARTMENTAL BUDGET DETAIL TOTAL	\$2,533,016	\$2,146,139	\$2,265,648	\$2,767,950	\$4,351,810	\$1,583,860	57%

## Contingency

	ACTUALS			FY2023 AMENDED	FY24 BUDGET		
	FY2020	FY2021	FY2022	FY2023	FY2024	\$ Change	% Change
Departmental Budget Detail	–	–	–	\$2,717,325	\$543,390	-\$2,173,935	-80%

# History & Organizational Mission

## History

In the late 1960s, businessman Paul Duke pitched the idea of creating Peachtree Corners, a planned community to be constructed in the area that was once known as Pinckneyville. Duke envisioned a place where people could live, work, and play in the same quality controlled environment, thus diminishing the need for long commutes. In 1967, Duke initiated the planning of the office component of Peachtree Corners, Technology Park/Atlanta, a campus of low-rise buildings that would house low-pollution, high technology industries to employ, among others, engineer graduates from Georgia Tech. The man who turned Paul Duke's vision into executive neighborhoods in Peachtree Corners was Jim Cowart, who came over to Peachtree Corners in the late 1970s as a land developer. The first neighborhood in Peachtree Corners that Jim Cowart developed was Spalding Corners. He began Peachtree Station in 1979 and continued the development to include many Peachtree Corner neighborhoods. Jim's son, Dan Cowart, also became heavily involved in the progress of Peachtree Corners and continued the development of new neighborhoods for the city as well as Wesleyan School.

Development continued in Peachtree Corners throughout the 1990s and in 1999 the idea of incorporating Peachtree Corners was first proposed. It was not until November 8, 2011, during a referendum, vote that the residents of Peachtree Corners elected to incorporate as Gwinnett County's 16th city, and, with a population of 40,000, its largest. From there, plans took off and the city officially was incorporated on July 1, 2012. It was during the ribbon cutting ceremony, held in January, 2013, that the new, international award-winning logo was unveiled to over 250 individuals who attended the event at City Hall.

The City operates under a council-manager form of government. Policymaking and legislative authority of the government is vested in the Mayor and six council members. Mayor and Council are responsible for, among other things, passing ordinances, adopting the budget, and hiring the City Manager. The Mayor and council members serve four year staggered terms. Three council members are elected by district, and the Mayor and three council members are elected at-large by popular vote. The City Manager serves as the Chief Executive Officer of the City and is responsible for carrying out the policies and ordinances of the governing body, for preparing an annual budget, and for overseeing the day-today operations of the government.

Deploying a non-traditional approach to government services, the City operates through public-private partnerships. The City provides a full range of services including police and fire protection; the construction and maintenance of highways, streets, and other infrastructure; community development and recreational and cultural activities. All services outside the City Manager's executive staff are outsourced or provided through an intergovernmental agreement with another government entity. Sanitation services are also outsourced through a contract. Water and sewer services are delivered to residential and commercial properties by Gwinnett County.



# Organizational Mission

Peachtree Corners has long been a magnet for families and businesses, who are drawn to the beautiful natural environment, traditional suburban neighborhoods, excellent Gwinnett County schools, and Class A office space. The vision of Peachtree Corners is to advance as a premier city by offering a high quality of life for residents. Provide a competitive environment for businesses and create a strong sense of community for all and accommodating the best opportunities to “live, work, play and stay.” To build a community where high-tech businesses and homes for executives and their families could live in a lush green landscape outside of the busy urban core of Atlanta.

## Organizational Goals:

**City Manager:** To be responsible for the administration and operations of all services for the City of Peachtree Corners. To provide professional leadership in carrying out the City Council’s policy decisions, goals and visions. To independently organize and manage the operations of Peachtree Corners government in accordance with all local ordinances, state laws, and policies.

**Community Development:** To work with residents, developers, the City Council, as well as the Planning Commission, Zoning Board of Appeals, the Downtown Development Authority to carry out long-range city planning initiatives, land development, building construction and code compliance. To oversee the Comprehensive Planning process along with the other city-wide and area-specific planning projects.

**Finance Department:** To ensure the fiscal integrity of the City of Peachtree Corners by exercising due diligence and control over the City’s assets and resources and providing timely and accurate reporting under the guidelines of Generally Accepted Accounting Principles (GAAP). To provide quality service and support to both our citizens and internal departments through the efficient and effective use of sound business principles and a dedication to excellent customer service.

**Public Works:** To maintain roadways, traffic signals, signs and rights-of-way in the City of Peachtree Corners and to oversee various permits related to road closures and rights-of-way encroachments. To manage SPLOST funded projects such as street resurfacing, capital improvement projects, and other public infrastructure projects in the city’s comprehensive plan and maintain compliance with Federal and State regulations for municipal associations.

**Economic Development:** To foster and maintain a favorable economic climate and to ensure prompt and courteous service so that businesses may continue to grow and flourish. To partner with Technologically advanced organizations and offer education and resources to startups by developing an incubator to support early stages of startups and encourage those entrepreneurs to stay in the community, creating jobs, revitalize neighborhoods and strengthen local economies.

# Georgia Law on Local Government Budgets

## Georgia Law on Local Government Budgets

In this section, you can go into further detail. Make your content more accessible by writing short sentences, choosing words and phrases you'd use when talking to a neighbor, and avoiding jargon.

### 36-81-2. Definitions

- (1) "Budget" means a plan of financial operation embodying an estimate of proposed expenditures during a budget period and the proposed means of financing them.
- (2) "Budget officer" means that local government official charged with budget preparation and administration for the local government. The official title of the local government budget officer shall be as provided by local law, charter, ordinance, or appropriate resolution of the governing authority.
- (3) "Budget ordinance," "ordinance," or "resolution" means that governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.
- (4) "Budget period," means the period for which a budget is proposed or a budget ordinance or resolution is adopted.
- (5) "Capital projects fund" means a fund used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by resources from proprietary type activities which are accounted for in enterprise funds or those financed with funds held by the local government in a trustee capacity.
- (6) "Debt service fund" means a fund used to account for the accumulation of resources for and the payment of general long-term debt principal and interest
- (7) "Enterprise fund" means a fund used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing authority is that the costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges or where the governing authority has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. For purposes of this paragraph, the term "costs" means expenses, including depreciation.
- (8) "Fiduciary fund" means those trust and agency funds used to account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.
- (9) "Fiscal Year" means the period for which a budget is proposed or a budget ordinance or resolution is adopted for the local government's general fund, each special revenue fund, if any, and each debt service fund, if any.
- (10) "Fund" means a fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and

changes therein, which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulation, restrictions, or limitations.

(11) “General fund” means the fund used to account for all financial resources except those required to be accounted for in another fund.

(12) “Governing authority” means that official or group of officials responsible for governance of the unit of local government.

(13) “Internal service fund” means a fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit or to other governmental units on a cost reimbursement basis.

(14) “Legal level of control” means the lowest level of budgetary detail at which a local government’s management or budget officer may not reassign resources without approval of the governing authority. The legal level of control shall be, at a minimum, expenditures for each department for each fund for which a budget is required. This does not preclude the governing authority of a local government from establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.

(15) “Special Revenue Fund” means a fund used to account for the proceeds of specific revenue sources, other than those for major capital projects or those held by the government in a trustee capacity, that are legally restricted to expenditure for specified purposes.

(16) “Unit of local government,” “unit,” or “local government” means a municipality, county, consolidated city-county government, or other political subdivision of the state. Such terms do not include any local school district or board of education. For purposes of this paragraph, “county” includes any county officer who is paid in whole or in part on a salary basis and over whom the county governing authority exercises budgetary authority.

**36-81-3.** Establishment of fiscal year; requirement of annual balanced budget; adoption of budget ordinances or resolutions generally; budget amendments; uniform chart of accounts

(a) The governing authority shall establish by ordinance, local law, or appropriate resolution a fiscal year for the operations of the local government.

(1) Each unit of local government shall adopt and operate under an annual balanced budget for the general fund, each special revenue fund, and each debt service fund in use by the local government. The annual balanced budget shall be adopted by ordinance or resolution and administered in accordance with this article.

(2) Each unit of local government shall adopt and operate under a project-length balanced budget for each capital projects fund in use by the government. The project-length balanced budget shall be adopted by ordinance or resolution in the year that the project initially begins and shall be administered in accordance with this article. The project length balanced budget shall appropriate total expenditures for the duration of the capital project.

(3) A budget ordinance or resolution is balanced when the sum of estimated revenues and appropriated fund balances is equal to appropriations.

(4) Nothing contained in this Code section shall preclude a local government other than those specifically identified in paragraphs (1) and (2) of this subsection, including enterprise funds, internal service

funds, and fiduciary funds.

(b) For each fiscal year beginning on or after January 1, 1982, each unit of local government shall adopt and utilize and budget ordinance or resolution as provided in this article.

(c) Nothing contained in this Code section shall preclude a local Government from amending its budget so as to adapt to changing governmental needs during the budget period. Amendments shall be made as follows, unless otherwise provided by charter or local law:

(1) Any increase in appropriation at the legal level of control of the local government, whether accomplished through a change Commissioners of Georgia and the Georgia in anticipated revenues in any fund or through a transfer of appropriations among departments, shall require the approval of the governing authority. Such amendment shall be adopted by ordinance or resolution.

(2) Transfers of appropriations within any fund below the local Government's legal level of control shall require only the approval of the budget officer.

(3) The governing authority of a local government may amend the legal Level of control to establish a more detailed level of budgetary control at any time during the budget period. Said amendment shall be adopted by ordinance or resolution.

(d) The Department of Community Affairs, in cooperation with the Association County Municipal Association, shall develop local government uniform charts of accounts. The uniform charts of accounts, including any subsequent revisions thereto, shall require approval of the state auditor prior to final adoption by the Department of Community Affairs. All units of local government shall adopt and use such initial uniform charts of accounts within 18 months following adoption of the uniform charts of accounts by the Department of Community Affairs. The department shall adopt he initial local government uniform charts of accounts no later than December 31, 1998. The department shall be authorized to grant a waiver delaying adoption of the initial uniform charts of accounts for a period of time not to exceed two years upon a clear demonstration that conversion of the accounting system of the requesting local government, within the time period specified in this subsection, would be unduly burdensome.

(e) The department's implementation of subsection (e) of this Code section shall be subject to Chapter 13 of Title 50, the "Georgia Administrative Procedure Act."

**36-81-4.** Appointment of budget officer; performance of duties by Governing authority in absence of appointment; utilization of executive budget.

(a) Unless provided to the contrary by local charter or local Act, each local government may appoint a budget officer to serve at the will of the governing authority.

(b) In those units of local government in which there is no budget officer, the governing authority shall perform all duties of the budget officer as set forth in Code Section 36-81-5. Nothing in this Code section shall preclude the utilization of an executive budget, under which an elected or appointed official, authorized by charter or local law and acting as the chief executive of the governmental unit, exercises the initial budgetary policy-making function while another individual, designated as provided in this Code section as budget officer, exercises the administrative functions of budgetary preparation and control.

**36-81-5.** Preparation of proposed budget; submission to governing authority; public review of proposed budget; notice and conduct of budget hearing.

(a) By the date established by each governing authority, in such Manner and form as may be necessary to effect this article, and consistent with the local government's accounting system, the budget officer shall prepare a proposed budget for the local government for the ensuing budget period.

(b) The proposed budget shall, at a minimum, be an estimate of the financial requirements at the legal level of control for each fund requiring a budget for the appropriate budget period and shall be in such form and detail, with such supporting information and justifications, as may be prescribed by the budget officer or the governing authority. The budget document, at a minimum, shall provide, for the appropriate budget period, a statement of the amount budgeted for anticipated revenues by source and the amount budgeted for expenditures at the legal level of control. In accordance with the minimum required legal level of control, the budget document shall, at a minimum provide a statement of the amount budgeted for expenditures by department for each fund for which a budget is required. This does not preclude the governing authority of local government from preparing a budget document or establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.

(c) On the date established by each governing authority, the proposed budget shall be submitted to the governing authority for that body's review prior to enactment of the budget ordinance or resolution.

(d) On the day that the proposed budget is submitted to the governing authority for consideration, a copy of the budget shall be placed in a public location which is convenient to the residents of the unit of local government. The governing authority shall make every effort to provide convenient access to the residents during reasonable business hours so as to accord every opportunity to the public to review the budget prior to adoption by the governing authority. A copy of the budget shall also be made available, upon request, the news media.

(e) A statement advising the residents of the local unit of government of the availability of the proposed budget shall be published in a newspaper of general circulation within the jurisdiction of the governing authority. The notice shall be published during the week in which the proposed budget is submitted to the governing authority. In addition, the statement shall also advise the residents that a public hearing will be held at which time any persons wishing to be heard on the budget may appear. The statement shall be a prominently displayed advertisement or news article and shall not be placed in that section of the newspaper where legal notices appear.

(f) At least on week prior the meeting of the governing authority at which adoption of the budget ordinance or resolution will be considered, the governing authority shall conduct a public hearing, at which time any persons wishing to be heard on the budget may appear.

(g) (1) The governing authority shall give notice of the time and place of the budget hearing required by subsection (f) of this Code section at least one week before the budget hearing is held. The notice shall be published in a newspaper of general circulation within the jurisdiction of the governing authority. The statement shall be a prominently displayed advertisement or news article and shall not be placed in that section of the newspaper where legal notices appear. (2) The notice required by paragraph (1) of this subsection may be included in the statement published pursuant to subsection (e) of this Code section in lieu of separate publication of the notice.

(h) Nothing in this Code section shall be deemed to preclude the conduct of further budget hearings if the governing body deems such hearings necessary and complies with the requirements of subsection (e) of this Code section.

#### **36-81-6. Adoption of budget ordinance or resolution; form of budget.**

(a) On date after the conclusion of the hearing required in subsection (f) of Code Section 36-81-5, the governing authority shall adopt a budget ordinance or resolution making appropriations in such sums

as the governing authority may deem sufficient, whether greater or less than the sums presented in the proposed budget. The budget ordinance or resolution shall be adopted at a public meeting which shall be advertised in accordance with the procedures set forth in subsection (e) of Code Section 36-81-5 at least one week prior to the meeting.

(b) The budget may be prepared in any form that the governing authority deems most efficient in enabling it to make the fiscal policy decisions embodied in the budget, but such budget shall be subject to the provisions of this article.

# Glossary

## Glossary

**ACCOUNTABILITY** - Monitoring, measuring, and evaluating the performance and progress of policies, plans and programs to ensure that results are achieved.

**ACCRUAL ACCOUNTING** - Method of accounting in which transactions are recorded at the time they are incurred, as opposed to when cash is received or spent.

**ACTUAL EXPENDITURES** - Includes personnel services, employee-related expenditures and all other operating expenditures as authorized by the City Council.

**ADOPTED (APPROVED) BUDGET** - The funds appropriated by the City Council at the beginning of the year.

**AD VALOREM TAX** - A tax based on the value of property.

**ALLOCATION** - The expenditure amount planned for a particular project or service, except an amount that requires additional Board action or “appropriation” before expenditures will be authorized.

**AMENDED BUDGET** - It is the adopted budgets plus additional expenditure appropriations resulting from legislative body decisions made throughout the year and any re-organizations.

**APPROPRIATION** - An authorization made by the City Council which permits officials and department heads to incur obligations against and to make expenditures of governmental resources.

**ASSESSED VALUATION** - The value placed on property for purposes of taxation. The City of Peachtree Corners accepts Gwinnett County's assessment of real and personal property at 100% fair market value.

**ASSET** - Resources owned or held by a government that have monetary value.

**BEGINNING FUND BALANCE** - A revenue account used to record resources available for expenditure in one fiscal year because of revenues collected in excess of the budget and/or expenditures less than the budget in the prior fiscal year.

**BOND** - A written promise to pay a specified sum of money (called principal or face value) at a specified future date along with periodic interest paid at a specific percentage of the principal. Bonds are typically used for long-term debt.

**BUDGET** - The financial plan for the operation of a department, program, or project for the current year or for the duration of the project.

**BUDGET AMENDMENT** - The transfer of funds from one appropriation account to another, requiring approval of City Administrator, Finance Director, and Department Director.

**BUDGET CALENDAR** - The schedule of key dates or milestones which the City follows in the preparation, adoption, and administration of the budget.

**BUDGET DOCUMENT** - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body.

**BUDGET OFFICER** - "Budget officer" means that local government officials charged with budget preparation and administration for the local government. The official title of the local government budget officer shall be as provided by local law, charter, ordinance, or appropriate resolution of the governing authority.

**BUDGET ORDINANCE** - "Ordinance," or "Resolution" means that governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.

**BUDGET PERIOD** - Budget period, means the period for which a budget is proposed or a budget ordinance or resolution is adopted.

**BUDGET RESOLUTION** - The official enactment by the City Council legally authorizing City Officials to obligate and expend resources.

**BUDGETARY CONTROL** - The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL BUDGET** - The first year of the Capital Improvements Plan as approved by the Commission.

**CAPITAL EXPENDITURE** - An expenditure for the acquisition of, or addition to, a capital asset. Items acquired for less than \$10,000 are not considered capital expenditures.

**CAPITAL IMPROVEMENTS PLAN (CIP)** - A plan for capital expenditures to be incurred each year over a three to six year period. This plan will meet the capital needs as defined in the long-term work program of Departments and other agencies of the local government. It sets forth each project and it specifies the resources estimated to be available to finance the projected expenditures.

**CAPITAL OUTLAY** - An expenditure for the acquisition of, or addition to, a fixed asset. Items acquired for less than an agreed amount are not considered capital outlay.

**CAPITAL PROJECTS** - Projects that result in the acquisition or construction of capital assets of a local government which are of a long-term and permanent nature. Such assets include land, buildings, and related improvements, streets and highways, bridges, sewers and parks.

**CASH BASIS ACCOUNTING** - A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**CONTINGENCY** - Funds set aside for unforeseen future needs and budgeted in an account. Can be transferred to a departmental budget only by action of the City Council.

**CONTRACTUAL SERVICES** - Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

**COST CENTER** - The allocation of resources by functional area within an agency or department.



**DEBT** - An obligation resulting from the borrowing of money or from the purchase of goods and services.

**DEBT SERVICE** - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**DEBT SERVICE FUND** - The fund used to account for the accumulation of resources for and the payment of, principal and interest on long-term debt, specifically bond issues.

**DEPARTMENT** - A major administrative division of the City with indicated overall management responsibility for an operation or a group of related operations within a functional area.

**DEPRECIATION** - The portion of the cost of a fixed asset charged as an expenditure during a particular period. The cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost.

**ENCUMBRANCE** - A commitment of funds against appropriations in which the expenditure has not actually been made at the time of recording. It may be in the form of a purchase order, purchase requisition, or a contract for goods and services.

**ENTERPRISE FUND** - A fund in which the activities are supported wholly or primarily by charges and fees paid by the users of the services.

**EXPENDITURE/EXPENSE** - This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. "Expenditure" applies to Governmental Funds, and "Expense" to Proprietary Funds.

**FIDUCIARY FUND** - Fiduciary Fund means those trust and agency funds used to account. "Fiscal year" means the period for which a budget is proposed or a budget ordinance or resolution is adopted for the local government's general funds, each special revenue fund, if any, and each debt service fund, if any.

**FISCAL YEAR** - The time period designated by the City signifying the beginning and ending period for recording financial transactions.

**FIXED ASSETS** - Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

**FRANCHISE FEES** - A fee levied on utilities in exchange for allowing the utilities the use of public right-of-way.

**FUND** - An independent fiscal and accounting entity with a self-balancing set of accounts. These accounts record cash and other assets together with all related liabilities, obligations, reserves and equities. Funds are segregated so that revenues will be used only for the purpose of carrying out specific activities in accordance with special regulations, restrictions or limitations.

**FUND BALANCE** - Refers to the excess of assets over liabilities and is therefore, generally known as amount available for appropriation.

- **ASSIGNED FUND BALANCE** - Amounts a government intends to use for a particular purpose.
- **CARRIED FORWARD FUND BALANCE** - Funds on hand at year-end resulting from collections of revenue in excess of anticipations and/or unexpended appropriations, which are included as a revenue source in the budget of the ensuing year.
- **COMMITTED FUND BALANCE** - Amounts constrained by a government using its highest level of decision-making authority.

- **RESTRICTED FUND BALANCE** - Amounts constrained by external parties, constitutional provision, or enabling legislation.
- **UNASSIGNED FUND BALANCE** - Amounts that are not constrained at all will be reported in the general fund.

**GENERAL FUND** - General fund means the fund used to account for all financial resources except those required to be accounted for in another fund.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

**GENERAL OBLIGATION BONDS** - Bonds whose principal and interest are paid from property tax for debt service and are backed by the City's full faith and credit. Approval by referendum vote is required for general obligation bonds to be issued.

**GOALS** - A measurable statement of desired conditions to be maintained or achieved.

**GOVERNING AUTHORITY** - Governing authority means that official or group of officials responsible for governance of the unit of local government.

**GOVERNMENTAL FUNDS** - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except for those accounted for in proprietary funds and fiduciary funds.

**GRANT** - A contribution of assets (usually cash) from one governmental unit or organization to another. Typically, these contributions are made to local governments from the state or federal governments to be used for specific purposes and require distinctive reporting.

**LEGAL LEVEL OF CONTROL** - Legal level of control is the lowest level of budgetary detail at which a local government's management or budget officer may not reassign resources without approval of the governing authority. The legal level of control shall be, at a minimum, expenditures for each department for each fund for which a budget is required. This does not preclude the governing authority of a local government from establishing a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.

**LIABILITIES** - Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events. A budget prepared along departmental lines that focuses on what is to be bought. It lists each category of expenditures and revenues by fund, agency, department, division, and cost center.

**LONG-TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MILLAGE RATE** - The ad valorem tax rate expressed in the amount levied per thousand dollars of the taxable assessed value of property. One mill is equal to one dollar per thousand.

**MODIFIED ACCRUAL ACCOUNTING** - A basis of accounting in which revenues are recorded when collected within the current period or soon enough thereafter to be used to pay liabilities of the current period and expenditures are recognized when the related liability is incurred.

**OBJECTIVES** - Unambiguous statements of performance intentions expressed in measurable terms.

**OPERATING BUDGET** - The portion of the budget pertaining to daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as personal services, fringe benefits, commodities, services, and capital outlay.

**PERFORMANCE INDICATORS** - Special quantitative and qualitative measure of work performed as an objective of a department.

**PERFORMANCE MEASURE** - An indicator that measures the degree of accomplishment of an activity. The three types used in the local government are: Effectiveness - The degree to which performance objectives are being achieved. Efficiency - The relationship between work performed and the resources required to perform it. Typically presented as unit costs. Workload - A quantity of work performed.

**PERSONAL PROPERTY** - Property that can be moved with relative ease, such as motor vehicles, boats, machinery, and inventoried goods.

**POLICY** - A policy is a guiding principle which defines the underlying rules which will direct subsequent decision-making processes.

**PROGRAM** - A body of work that delivers a service or accomplishes a task and whose costs can be isolated and identified.

**PROPERTY TAX** - Tax based on assessed value of a property, either real estate or personal. Tax liability falls on the owner of record as of the appraisal date.

**PROPRIETARY FUNDS** - Used to account for government's ongoing organizations and activities that are similar to those found in the private sector.

**PUBLIC HEARING** - A public hearing is a specifically designated time, place, and opportunity for citizens, community groups, businesses, and other stakeholders to address the Legislative body on a particular issue. It allows interested parties to express their opinions and the Legislative body and/or staff to hear their concerns and advice.

**REAL PROPERTY** - Land, buildings, permanent fixtures, and improvements.

**RESOLUTION** - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**RETAINED EARNINGS** - A fund equity account which reflects accumulated net earnings (or losses) in a proprietary fund. As in the case of fund balance, retained earnings may include certain reservations of fund equity.

**RESERVE** - An account to indicate that a portion of funds have been legally restricted for a specific purpose, or not available for appropriation and subsequent spending. A reserve for working capital is a budgetary reserve set aside for cash flow needs, emergencies, or unforeseen expenditure/revenue shortfalls.

**REVENUE** - Funds that the City receives as income. It includes such items as taxes, licenses, user fees, service charges, fines, penalties, and grants.

**REVENUE BONDS** - Bonds whose principal and interest are payable exclusively from specific projects or special assessments, rather than from general revenues. These bonds do not require approval by referendum.

**SERVICE LEVEL** - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of a workload.

**SINKING FUND** - A reserve fund accumulated over a period of time for retirement of a debt.

**SPECIAL PURPOSE LOCAL OPTION SALES TAX (SPLOST)** - Voter approved 1 cent sales tax collected by the State on behalf of Gwinnett County. The proceeds are distributed to Gwinnett County and municipalities based on a negotiated formula.

**SPECIAL REVENUE FUND** - A fund in which the revenues are designated for use for specific purposes or activities.

**TAX DIGEST** - Official list of all property owners, the assessed value (100% of fair market value), and the tax due on their property.

**TAXES** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the City of Peachtree Corners are approved by the City Council and are within limits determined by the State.

**UNIT OF LOCAL GOVERNMENT** - Unit of local government, "unit," or "local government" means a municipality, county, consolidated city-county government, or other political subdivision of the state. Such terms do not include any local school district or board of education. For purposes of this paragraph, "county" includes any county officer who is paid in whole or in part on a salary basis and over whom the county governing authority exercises budgetary authority.

**WORKING CAPITAL** - A dollar amount reserved in (General Fund) fund balance that is available for unforeseen emergencies, to handle shortfalls caused by revenue declines, and to provide cash liquidity during periods of low cash flow.