

ANNUAL OPERATING AND CAPITAL BUDGET

CITY OF PEACHTREE CORNERS, GEORGIA

FISCAL YEAR 2019



CITY OF
**Peachtree
CORNERS**
Innovative & Remarkable

PEACHTREE CORNERS

ENTERING PAUL DUKE PARKWAY

CITY OF PEACHTREE CORNERS, GEORGIA AT A GLANCE

Date of Incorporation July 1, 2012
 Area 17.37 square miles
 Form of Government Municipality
 Total Adopted Fiscal Year 2019 Budget: \$24.4 million

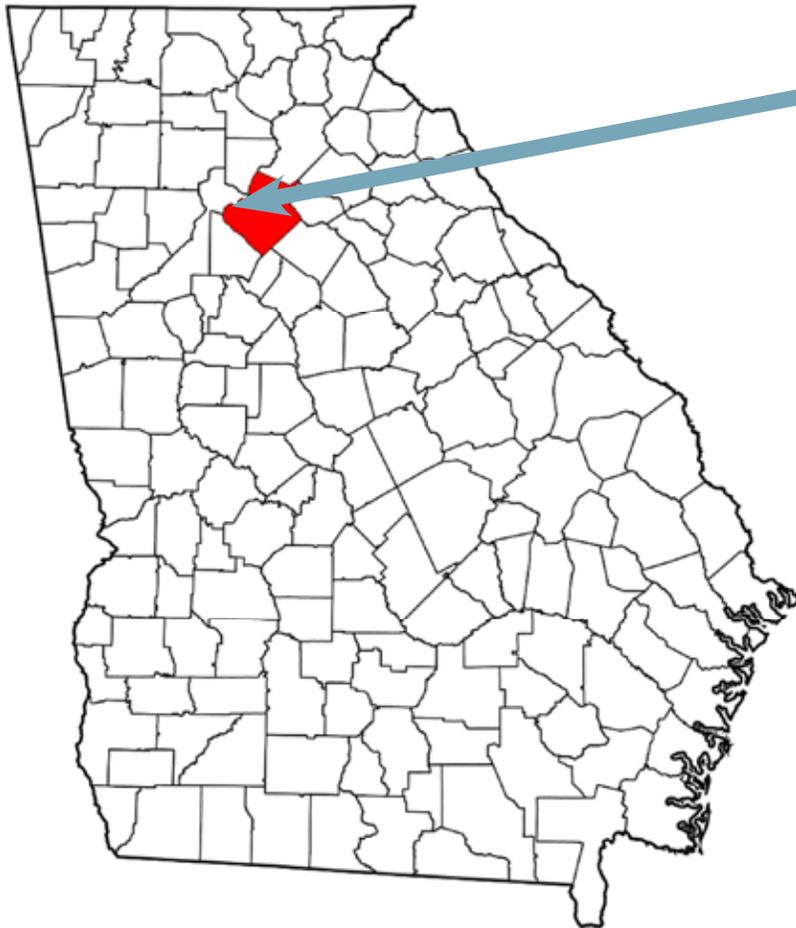
City Demographics	
Population	40,978
Median Age	35
Median Household Income	\$94,594
Average Household Size	2.6 persons
Median Home Value	\$273,600

Existing Land Usage	
Category	Percentage
Commercial Use	35.62%
Residential	52.36%
Parks	3%
Undeveloped	7.84%

Major Employers	Employees
Comcast	682
Phoenix Corp.	618
Recall Corp.	500
Siemens Industry	475
Immucor Inc.	472
CareerBuilder LLC	464
Parallon Business Solutions	450
Navex Global Inc.	420

CITY LOCATION

Peachtree Corners is in western Gwinnett County, Georgia. It is a northern suburb of Atlanta, and is the largest city in Gwinnett County, with an estimated population of 40,531 in 2014. 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

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: 16.5 miles
Dahlonega Wineries: 50 miles

ELECTED OFFICIALS



Mayor
Mike Mason



Concilmember - Post 1
Phil Sadd



Concilmember - Post 2
Eric Christ



Concilmember - Post 3
Alex Wright



Concilmember - Post 4
Jeanne Aulbach



Concilmember - Post 5
Lorri Christopher



Concilmember - Post 6
Weare Gratwick



CITY OF
Peachtree
CORNERS
Innovative & Remarkable

City of Peachtree Corners, Georgia

Annual Operating & Capital Budget

Fiscal Year 2019



Brian L. Johnson
City Manager

Prepared by:
Finance & Administration Department

Submitted by:
Brian L. Johnson, City Manager



Brandon Branham
Finance Director



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CITY HALL

CITY HALL



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Peachtree Corners

Georgia

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director



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, 2017. 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.

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Section 1

Introduction & Overview

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2019

BUDGET MESSAGE

Building on a foundation of delivering high-quality innovative services and successful infrastructure management for all city residents and businesses, we proudly submit the Fiscal Year (FY) 2019 Budget for the City of Peachtree Corners.

Careful and strategic supervision of finances performed over the past six years since the City's incorporation has helped facilitate success and growth allowing the City to invest in the future of the community. The proposed FY 2019 Budget encompasses a continued focus on improving quality of life standards supported by prudent fiscal dedication. Through consistently responsible and transparent budget supervision, Peachtree Corners has been able to manage future growth and development, maintain a zero-millage rate and continue its commitment in valued investments for infrastructure and service delivery excellence.

The forecast for the years ahead show continued growth and with an increase in in business occupancy rates coupled with improvement within the local housing market, City staff continue to practice watchful and judicious planning. The FY 2019 Budget was developed with a keen concentration on aligning spending with infrastructure improvements that further community-driven comprehensive plans and our collaborative vision for future success, which include a test track for autonomous shuttles.

We are pleased to submit the FY 2019 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.



Overview of FY 2018 Accomplishments

Throughout 2018, Peachtree Corners experienced relatively advantageous economic development growth due in part to business relocations and expansions. For the fifth year in a row, 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 2018 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 2018:

COMMUNITY PLANNING EFFORTS

- Began community efforts for 2030 Comp Plan
- Reviewed over 470 building permit plans
- Issued over 1,321 building permits
- Conducted over 4,620 building inspections and addressed over 1,600 code violations
- Completed an exterior review of all Peachtree Corners apartments
- Implemented an online building permit form submission portal

TRANSPORTATION AND INFRASTRUCTURE

- Re-paved over 6 lane-miles of City streets
- Installed over 3 ½ miles of sidewalk
- Initiated design of the Medlock Bridge at Bush Road intersection improvement project
- Initiated concept design for the Autonomous Shuttle project
- Completed over 1,300 rights of way work orders
- Cleaned and inspected over 40 stormwater pipes and inlets

ECONOMIC DEVELOPMENT

- Focused on retaining existing businesses through one-on-one meetings - 10 individual meetings as well as 19 one-on-one meetings with potential property owners and managers focusing on recruitment
- Welcomed expansions and relocations for over 400 new jobs
- Atlanta Regional Commission grant approved for feasibility study of a trail on Crooked Creek
- Film Permit issuance doubled from 2017

CITY CLERK

- Transitioned to paperless Council Meetings with iPads in lieu of paper agenda packets – annual savings of over \$5,000 for costs associated with agenda production
- Received 64 Open Records Request and answered 100% of the requests
- Completed and published 42 agenda packets for City Council and meetings of other boards
- Successfully held City’s third election, which included a run-off

FINANCE AND ADMINISTRATION

- Received a “clean” outside audit report for the fourth straight year
- Received GFOA’s Distinguished Budget Presentation Award for the first time, being the City’s first time submitting for the award
- Implemented an online GIS-portal
- Implemented a Transparency Portal to assist resident in understanding the budget of the City

INFORMATION TECHNOLOGY

- Relocated all workstations to new City Hall and implemented a new server and network equipment in build out of new City Hall
- Created and implemented a Disaster Recovery Plan
- Received GMA Safety Grant for the City’s efforts in loss control

MARKETING & PUBLIC RELATIONS

- Coordinated and promoted half a dozen public meetings educating and informing residents about important 2030 Comp Plan
- Worked with marketing firm to create a new Peachtree Corners Network Youtube Channel
- Hosted two major press events (New City Hall & Autonomous Shuttle Project) which garnered positive media attention and participation from more than 100 residents at each event



Overall Economic Condition of the City

The city has experienced steady expansion and economic development in 2018. The City is on track to exceed the \$13 million in revenues appropriated in the FY 2019 Budget primarily due to healthy franchise fees and occupation tax fees.

The City's total taxes collected are outpacing the 2018 collections. Permitting revenues have remained strong and there are a number of planned projects in the pipeline to close out 2019. Construction has currently rebounded but caution still abounds amidst the threat of rising interest rates.

The City of Peachtree Corners continues to operate a lean and efficient model of governing with the Contract Service model. This enables the City to maintain a high level of service for its citizens while maintaining expenditures at or near the level established when the City was incorporated. With investments in outside training and internal cross training, the City works diligently to staff departments efficiently.

Budget Brief

The FY 2019 Budget is centered on the continued implementation of successful infrastructure and community space building. The FY 2019 Budget for all appropriated funds totals approximately \$24.4 million in revenues.

The FY 2019 Budget does not include any debt payments for the original Town Center bonds used to pay for the town center development. The City paid down the debt early in 2018 which included approximately \$11,500,000 in principal and interest costs.

The FY 2019 Budget also includes \$2.5 million in General Fund transfers to our Capital Projects program for the development of the City's Town Green Project.

The remaining \$21.9 million in revenue is budgeted for operations and cash reserves. The FY 2019 Budget maintains a zero millage rate and does not necessitate an increase in taxes or fees.



2019 GENERAL FUND BUDGET SUMMARY

	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Amended Budget</i>	<i>FY2019 Budget</i>	<i>Change</i>
Fees & Taxes	8,676,721.19	8,908,712.30	9,087,824.73	11,489,415	9,305,000	(23.48%)
Licenses & Permits	984,168.96	1,045,889.12	1,186,272.14	1,363,596	1,145,000	(19.09%)
Intergovernmental	0.00	0.00	0.00	0	0	0.00%
Fines & Forfeitures	6,909.51	8,507.36	4,262.67	7,058	8,000	11.78%
Interest Earned	3,807.35	2,397.27	1,100.60	1,710	500	(242.00%)
Miscellaneous Revenue	26,108.00	380,612.48	8,455,909.99	1,442,836	1,983,400	27.25%
Total General Fund Revenues	9,697,715.01	10,346,118.53	18,735,370.13	14,304,615	12,441,900	(14.97%)
City Council	94,010.41	83,057.15	97,676.72	111,061	111,061	0.00%
City Manager	245,186.41	272,838.89	521,401.29	494,372	567,979	12.96%
City Clerk	158,658.42	272,034.72	249,794.50	266,341	346,325	23.09%
Finance/Administration	336,816.29	266,566.83	280,128.31	334,954	456,646	26.65%
Legal	161,606.83	139,916.35	202,295.07	162,000	225,000	28.00%
Public Information	235,192.81	283,475.96	380,850.56	657,289	576,104	(14.09%)
General Operations	1,430,155.84	1,401,341.46	1,198,700.41	2,580,190	1,678,869	(53.69%)
Facilities and Buildings	172,631.86	751,782.15	16,861,349.54	5,131,122	4,558,388	(12.56%)
Contingency	76,948.81	0.00	0.00	487,985	62,596	(679.58%)
Community Development	400,860.48	655,594.24	995,700.00	732,459	793,131	7.65%
Building Department	393,056.29	415,236.55	401,741.50	555,000	633,450	12.38%
Code Enforcement	420,743.40	588,441.24	588,441.24	485,255	442,900	(9.56%)
Planning & Zoning	233,746.32	217,467.36	217,467.36	185,000	246,300	24.89%
Public Works	1,182,955.86	1,647,176.40	1,939,000.09	2,121,587	1,743,152	(21.71%)
Total Expenditures	5,542,570.03	6,994,929.30	23,934,546.59	14,304,615	12,441,900	(14.97%)

GOALS

Following an exciting and transformative 2018, the City of Peachtree Corners is preparing for a dynamic 2019 with the opportunity to enhance community gathering spots and innovative infrastructure projects as well as continue to address infrastructure gaps in intersections, streets, and sidewalks within the City. In 2018, the City's Town Green project initiative to implement the City's Town Green at its new Town Center will hit its stride and be completed by mid-year, thus creating a central place for residents to gather and experience community together, something residents have consistently desired since the City's incorporation six years ago.

The FY 2019 Budget tackles priorities and goals established by the Mayor and Council to improve our community. The primary budget requests for each department are summarized below and reflect department-specific capital and other enhancement goals related to each department's primary mission. 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 2019 goals include:

Revive, renew and maintain our City infrastructure: For the past five years, the City Council has been persistent in its focus on providing the resources and support to address our infrastructure needs from paving to sidewalks to the addition of stormwater. The FY 2019 Budget continues the aggressive progress on the capital paving plan along with significant investments into sidewalk improvements and will begin the efforts of the implementation of a stormwater capital improvement plan. Specific activities to support these efforts include spending \$1,500,000 for paving of city roads, completing construction of the Town Green, the Medlock Bridge Road Roundabout project, over \$700,000 in new sidewalks and a dedicated autonomous shuttle lane. Another set of construction highlights for 2018 will be the adding of fiber optic cable to link the traffic signals on HWY141 to Gwinnett County's Intelligent Traffic System which allows for signal synchronization and remote monitoring.

Improve and Expand our Multi-Use Trails: The FY 2019 Budget includes funding to complete the first two segments of the multi-use trail plan, which will be in Technology Park and planning the next phase of the master trail plan. The total master trail plan include over 11 miles of trails throughout the City. The City was recently awarded a grant from the Atlanta Regional Commission to study the feasibility of a trail on one of the City's creeks, which would connect the trail to other city's trail systems, Sandy Springs and Dunwoody.





Continue execution of community-based master plans: In 2019, the City will continue to focus on continued 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. Additionally, to keep our plans in line with State law, the City began preparation of the five-year update to our inaugural Comprehensive Land Use Plan and will adopt the final plan in FY2019.

Galvanize 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. The FY 2019 budget provides funding to continue its commitment to job creation through its business Incubator Prototype Prime, and the position to oversee business retention meetings, trend analysis and target relationship management. 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, meeting one-on-one with our businesses. Recruitment goals include landing a targeted 3 projects anticipating a total economic impact of \$5 million and 100 jobs for 2018. 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. Additional efforts will focus strategic energies with Partnership Gwinnett, the Gwinnet Chamber of Commerce, the Peachtree Corners Business Association, and the Gwinnet Southwest Chamber to drive recruitment strategies in the Perimeter Center.

Administer continued financial stewardship of resources: Throughout 2013 the City streamlined cost saving measures. These focused efforts enable the City to redirect some of its financial resources to other fiscal priorities without reducing overall services to the residents. In 2018, we will continue to invest in our facilities to improve the ability to serve the community. The City in 2017 purchased a vacant building in Technology Park a once thriving office park and in 2018 moved in and in the process recruited a financial services company and leased 30,000 square feet to fully occupy the building, thus reducing the City's exposure to debt service payments.

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 2018. 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. One key project for 2018 will be to continue the efforts of an invigorated social media campaign showing the many different aspects of Peachtree Corners.

CHALLENGES

The key challenges facing the City of Peachtree Corners in 2019 revolve around prioritizing spending and efforts 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 2019 include: meeting the current demands and future needs of an aging infrastructure while improving assets and amenities that provide opportunity and access, and managing our revenue and expenditures to service residents and businesses as the region continues its economic growth.

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 as well as the City's service. In three and a half years, the City has paved approximately 17 percent of the city's 121 center line lane-miles of roads and plans are in place for paving many more streets. Due to age and pent-up demand, a majority 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 in the City has been shown to be in need of repair or replacement. However, for both of these 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

Over the past several years, the economic recovery has not fully reached the boundaries of Peachtree Corners. While we have undergone a slight increase in new business development, office vacancy rates indicate the economy has not reentered full recovery mode. Rising interest rates have the potential to hamper borrowing, construction, and development initiatives within the city and region. Careful planning and prudent economic prioritization can help prepare for general gaps in revenue streams but longer-term external factors out of the City's control challenge the City's ability to exceed previous service levels and community mandates.





FY 2019 Expenditure Highlights

The FY 2019 Budget places an emphasis on investments in key infrastructure, paving and trails and is a direct response to community-identified needs and requests. The City has created a FY 2019 Budget list of key expenditures and improvements which focus on taking care of critical community assets and amenities as a means of delivering for the future. This commitment can be found within the following overview of project and initiative disbursements:

PAVING / INFRASTRUCTURE

- 2019 street resurfacing and paving (\$1,500,000)
- Medlock Bridge Roundabout (\$1,600,000)
- Pediatric Bridge (\$1,500,000)
- New Sidewalks (\$449,263)
- Autonomous Vehicle Testing Corridor (\$2,000,000)

COMMUNITY DEVELOPMENT (PLACE MAKING)

- Town Green Construction (\$2,500,000)
- Multi-Use Trails (\$1,700,000)
- Street Light Improvements (\$75,000)
- Town Green Events (\$125,000)

FINANCE AND ADMINISTRATION

- Smart Cities Initiatives (\$90,000)

MARKETING & PUBLIC RELATIONS

- Strategic Plan for Enhancing Place Image/Identity (\$187,826)

While this is not a comprehensive list of enhancement requests, it does highlight the City's focus on continued 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.

Issues on the Horizon

The City has two key initiatives that are in line to undergo implementation, the Town Green construction along with event management and the implementation and redevelopment efforts based on the Innovation Hub Master Plan. These projects will require future guidance and oversight to ensure their success, as they have major impacts on community gathering and redevelopment efforts. The City also took over the stormwater maintenance program from the County and is currently assessing the infrastructure to assess the need for repairs and replacement, which could lead to fiscal needs in the near future that were not planned for.

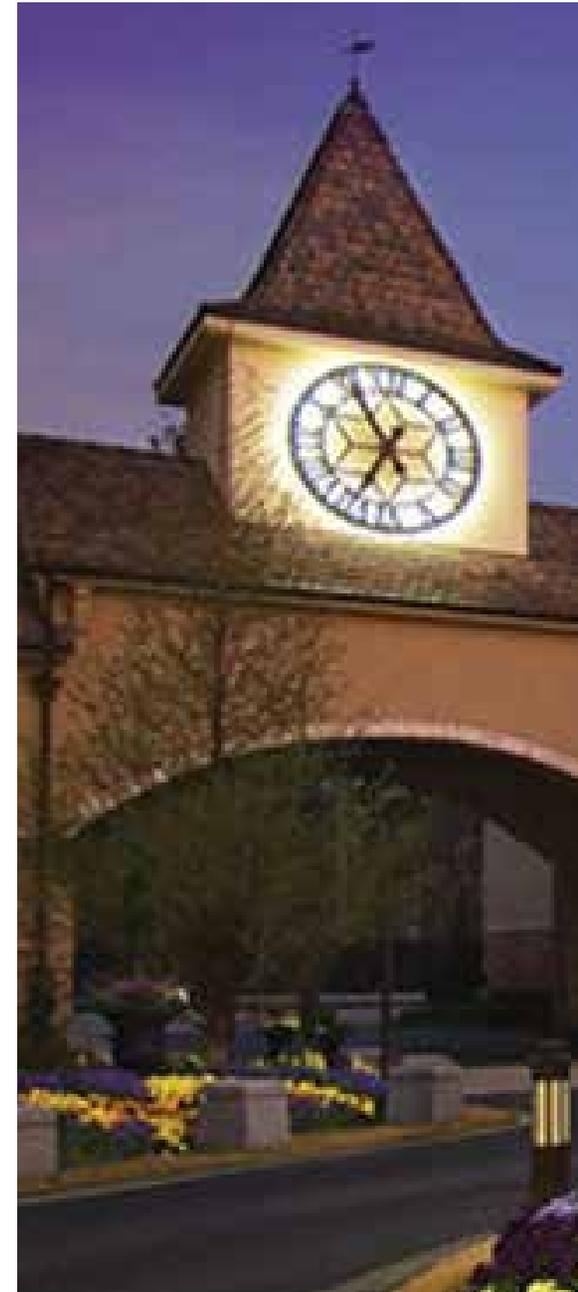
Summary

With a commitment to realizing the vision for the future of Peachtree Corners, the FY 2019 Budget proposal is tailored to promote financially responsible parameters and strategies for continued success and growth. We look forward to an engaged and decisive discussion of the FY 2019 Budget proposal over the next two months and jointly attaining a unified plan for a fiscally conscientious FY 2019 spending plan. We appreciate your thoughtful and careful review of this proposal.

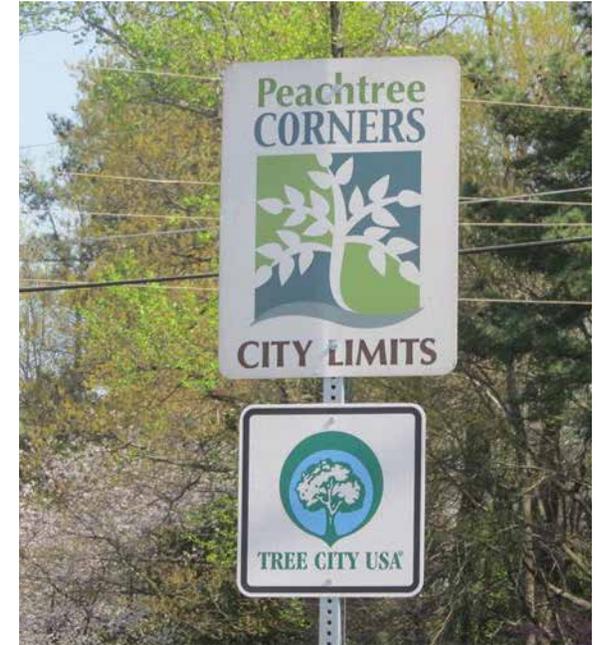
Sincerely,

Brian L Johnson

Brian L. Johnson, ICMA-CM
City Manager







NON-FINANCIAL GOALS

Strategic Goals

1. Maintain a safe environment for all residents, businesses, and visitors
2. Actively pursue comprehensive infrastructure improvements
3. Create an atmosphere in which businesses thrive

STRATEGIC GOAL 1

Maintain a safe environment for all residents, businesses, and visitors

What we have done...

- Worked with Multi-Family housing complexes to become a certified Crime Free Multi-Family complex
- Coordinate with Gwinnett County Police to facilitate Neighborhood Watch Programs
- Received certificate in Trafficking Awareness for all City Staff
- Coordinate with Gwinnett County Police to facilitate community building between officers and residents with programs such as “Coffee with a Cop”

What we expect to accomplish...

- Promote proactive safety by multi-family complexes having a more rigorous screening process
- Promote safety by educating residents on what to look for in their neighborhoods
- Utilize staff to assist police in reporting suspicious activity in the community

STRATEGIC GOAL 2

Actively pursue comprehensive infrastructure improvements

What we have done...

- Re-paved over 7 lane-miles of City streets
- Installed over 2 ½ miles of sidewalk
- Initiated design of the Medlock Bridge Roundabout intersection improvement project
- Initiated concept design for the Autonomous Vehicle Testing Corridor
- Completed design of the first phase of the multi-use trail

What we expect to accomplish...

- Continue implementing the 5-year capital improvement plan
- Continue sidewalk improvements
- Create stormwater pipe replacement plan
- Funding for Medlock Bridge Roundabout

STRATEGIC GOAL 3

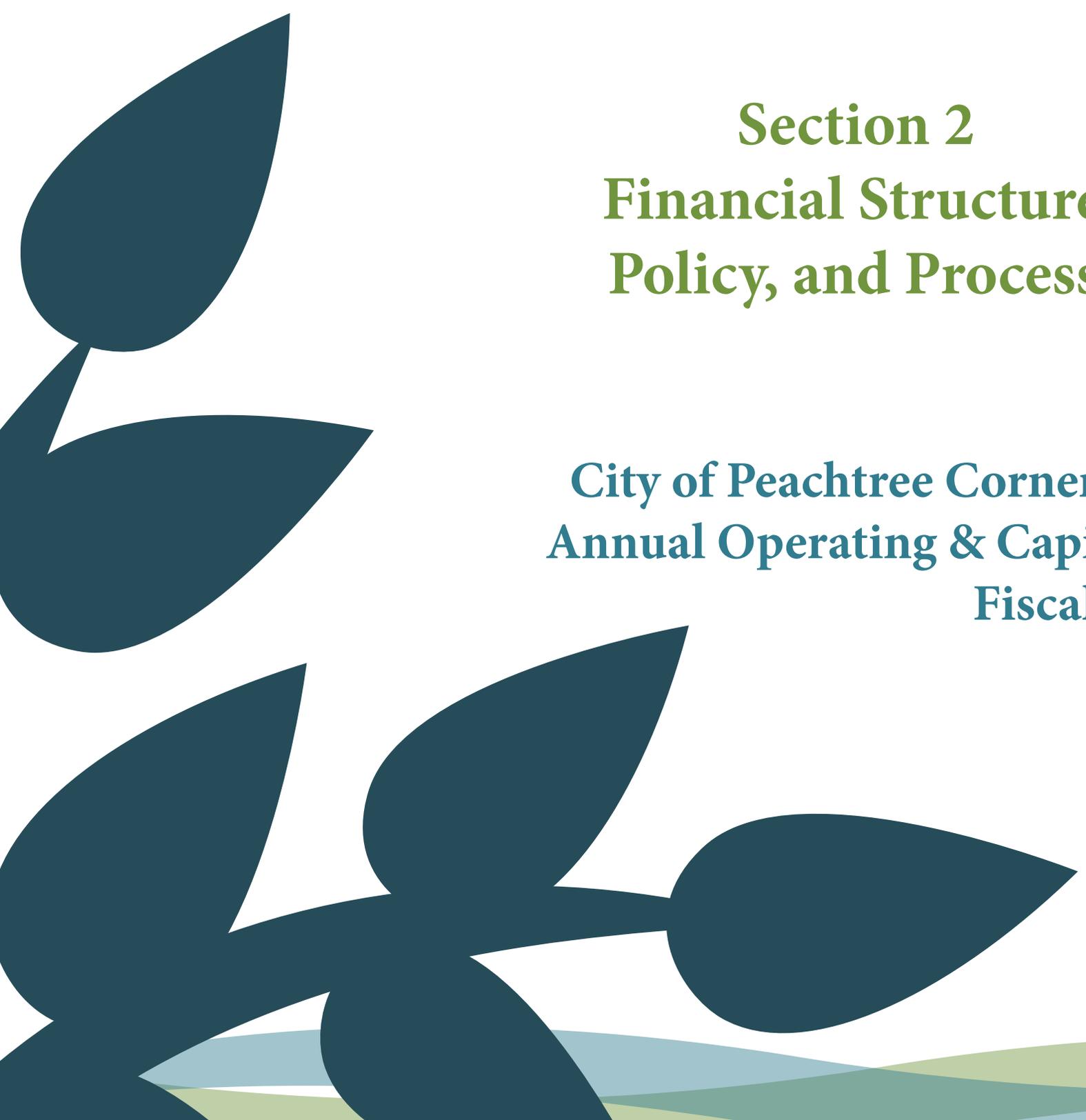
Create an atmosphere in which businesses thrive

What we have done...

- Focused on retaining existing businesses through one-on-one meetings - 10 individual meetings as well as 19 one-on-one meetings with potential property owners and managers focusing on recruitment
- Welcomed expansions and relocations for 400 jobs
- Collected more than \$2.5 million in occupation taxes

What we expect to accomplish...

- Enhance relationship management by expanding duties of staff and working with a retail strategy firm
- Continue to work cooperatively with property owners, brokers and our community partners to retain and expand existing businesses

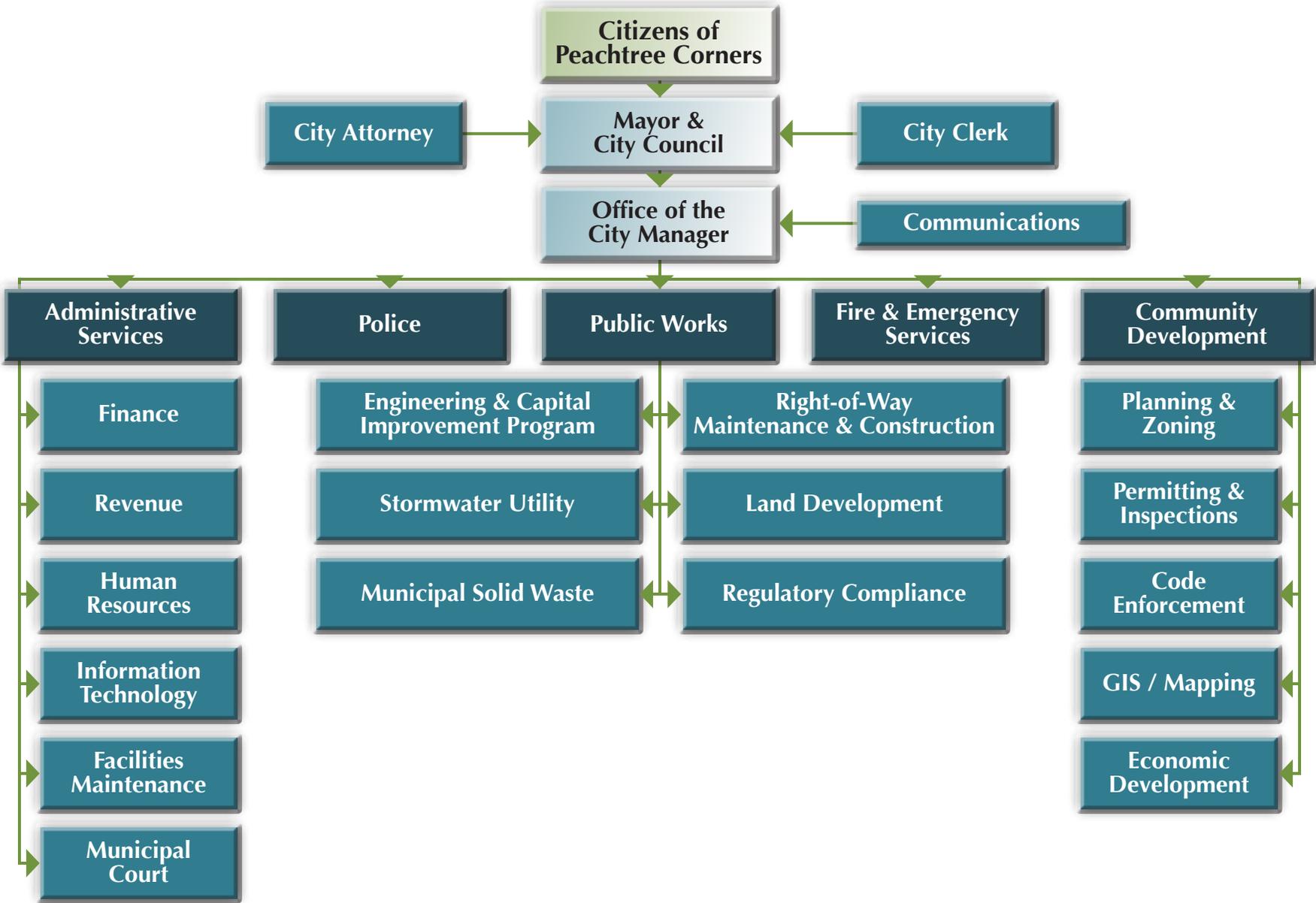


Section 2

Financial Structure, Policy, and Process

**City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2019**

ORGANIZATIONAL CHART BY DEPARTMENT

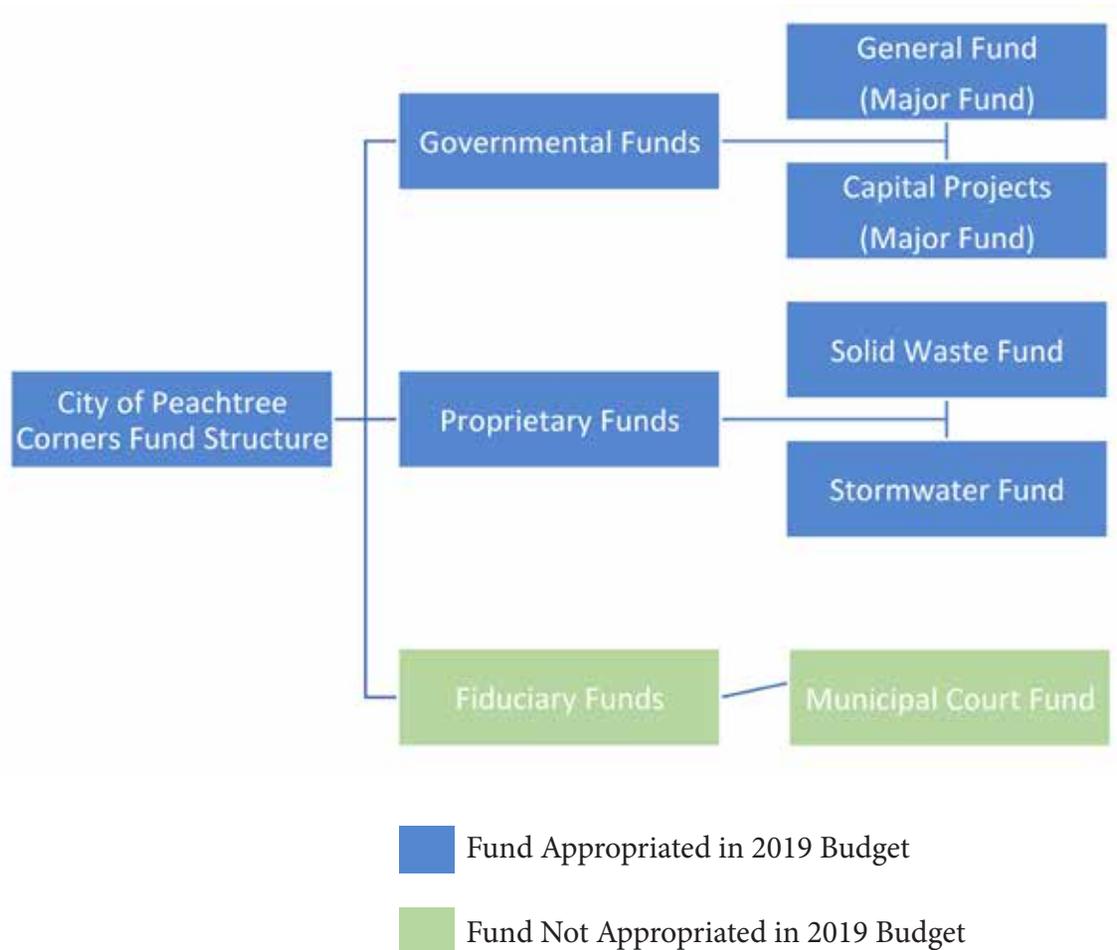


FUND STRUCTURE

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 can vary. The City of Peachtree Corners currently uses seven governmental funds and one proprietary fund 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	Services Provided
General	<ul style="list-style-type: none"> • Business & Occupation Taxes • Licenses & Permits • Franchise Fees • Charges for Services 	<ul style="list-style-type: none"> • General Government • Community Development • Public Works
Capital Projects	<ul style="list-style-type: none"> • SPLOST 	<ul style="list-style-type: none"> • Payments for long-lived capital assets, such as buildings, equipment, infrastructure, capital improvements, etc.
Debt Service	<ul style="list-style-type: none"> • Transfers from other funds 	<ul style="list-style-type: none"> • Principal and Interest payments for long-term debt service obligations
Solid Waste	<ul style="list-style-type: none"> • Solid Waste charges 	<ul style="list-style-type: none"> • Payments to operate solid waste services
Municipal Court	<ul style="list-style-type: none"> • As a fiduciary fund, the Municipal court fund does not have a revenue source 	<ul style="list-style-type: none"> • Transfers to the general fund • Payments to individuals and state agencies as a result of court proceedings



FUND DESCRIPTIONS

General Fund

The General Fund is a governmental fund. It is established 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 Funds

The Capital Projects Funds are governmental funds and 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 options sales tax revenue

Debt Service Funds

Debt Service Funds are used to account for accumulations of resources that will be used to pay debt obligations of the general government. The City of Peachtree Corners has two debt service funds, which use the modified accrual basis of accounting and budgeting.

Proprietary Fund

Solid Waste Fund

This fund 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. This fund will be used to collect trash and recycling for residential households.

Fiduciary Fund

Municipal Court Fund This 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 thru 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 pre-numbered 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. PRE-NUMBERED RECEIPTS

Official City temporary pre-numbered 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. COMPREHENSIVE ANNUAL FINANCIAL REPORT

In conjunction with the annual independent audit, the City shall work towards preparing and publishing a Comprehensive Annual Financial Report (CAFR). The City shall prepare the CAFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. Annually, the City will submit its CAFR 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 CAFR 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.

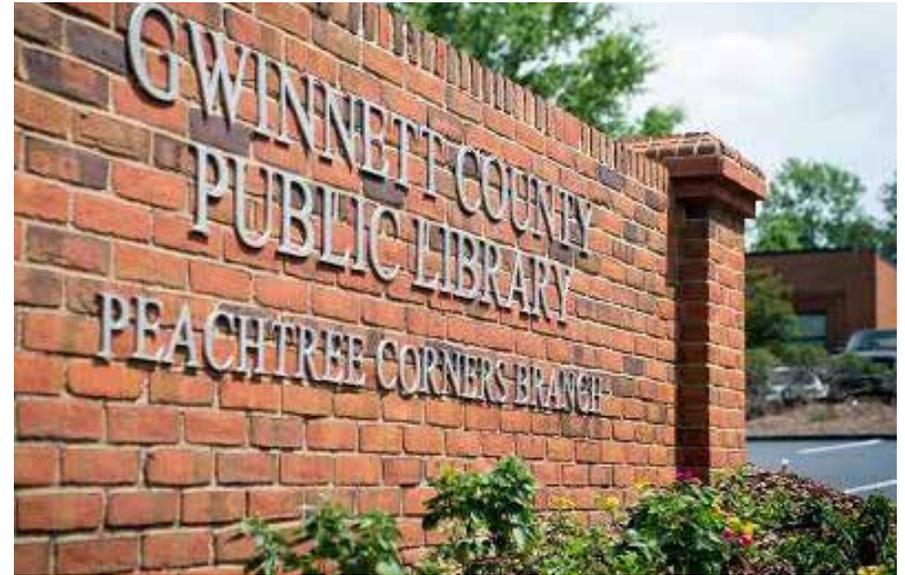
Equity Policy

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).



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 reappropriation 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

operating and debt expenditures.

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 all times an amount which represents no less than ten percent (10%) of operating expenditures. This policy shall not apply if the City or its component units have debt service payments.

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.

2019 BUDGET CALENDAR

JULY 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	9
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						

OCTOBER 2018						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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25	26	27	28	29	30	

DECEMBER 2018						
Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2017

Calendar prepared & distributed

JANUARY 2018

City Manager meets to discuss anticipated revenues with staff

FEBRUARY 2018

Budget preparation forms made available for Department Directors

MARCH 2018

City Manager and Finance Director meet with Department Directors for Q&A

APRIL 2018

Expenditure estimates are made and returned to City Manager

Budget Requests Summarized

Requests analyzed and adjusted

Proposed Expenditure plan is assembled

Department Head meetings

Proposed budget is reviewed

Budget discussed with Mayor and Council

MAY 2018

Budget adoption meeting advertised

First read of budget ordinance

JUNE 2018

Budget adoption meeting advertised

Public Hearing on budget is held

Budget adopted

Appropriation Ordinance adopted

Revenue Ordinance adopted

JULY 2018

2019 Budget entered in Financial System

JANUARY 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
Su	M	Tu	W	Th	F	Sa
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2	3	4	5	6	7	9
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30						



Section 3 Financial Summaries

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2019

REVENUE ANTICIPATIONS AND EXPENDITURE APPROPRIATIONS

FY2019 GENERAL FUND BUDGET SUMMARY

	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
Fees & Taxes	8,676,721.19	8,908,712.30	9,087,824.73	11,489,415	9,305,000
Licenses & Permits	984,168.96	1,045,889.12	1,186,272.14	1,363,596	1,145,000
Intergovernmental	0.00	0.00	0.00	0	0
Fines & Forfeitures	6,909.51	8,507.36	4,262.67	7,058	8,000
Interest Earned	3,807.35	2,397.27	1,100.60	1,710	500
Miscellaneous Revenue	26,108.00	380,612.48	8,455,909.99	1,442,836	1,983,400
Total Revenues	9,697,715.01	10,346,118.53	18,735,370.13	14,304,615	12,441,900
City Council	94,010.41	83,057.15	97,676.72	111,061	111,061
City Manager	245,186.41	272,838.89	521,401.29	494,372	567,979
City Clerk	158,658.42	272,034.72	249,794.50	266,341	346,325
Finance/Administration	336,816.29	266,566.83	280,128.31	334,954	456,646
Legal	161,606.83	139,916.35	202,295.07	162,000	225,000
Public Information	235,192.81	283,475.96	380,850.56	657,289	576,104
General Operations	1,430,155.84	1,401,341.46	1,198,700.41	2,580,190	1,678,869
Facilities and Buildings	172,631.86	751,782.15	16,861,349.54	5,131,122	4,558,388
Contingency	76,948.81	0.00	0.00	487,985	62,596
Community Development	400,860.48	655,594.24	995,700.00	732,459	793,131
Building Department	393,056.29	415,236.55	401,741.50	555,000	633,450
Code Enforcement	420,743.40	588,441.24	588,441.24	485,255	442,900
Planning & Zoning	233,746.32	217,467.36	217,467.36	185,000	246,300
Public Works	1,182,955.86	1,647,176.40	1,939,000.09	2,121,587	1,743,152
Total Expenditures	5,542,570.03	6,994,929.30	23,934,546.59	14,304,615	12,441,900

REVENUE ANTICIPATIONS AND EXPENDITURE APPROPRIATIONS

FY2019 SOLID WASTE FUND BUDGET SUMMARY

	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
Sanitation	1,275,143.72	1,299,879.00	1,317,285.01	1,300,000	1,700,000
Total Revenues	1,275,143.72	1,299,879.00	1,317,285.01	1,300,000	1,700,000
Operating Supplies/Sanitation	12,310.59	5,263.30	744.50	30,000	57,500
Contractual Svcs/Waste Pro	1,144,808.22	1,232,060.70	1,227,772.84	1,270,000	1,530,000
Reserve Contingency	0.00	0.00	86,000.00	0	112,500
Total Expenditures	1,157,118.81	1,237,324.00	1,314,517.34	1,300,000	1,700,000

FY2019 SPLOST FUND BUDGET SUMMARY

	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
Capital Improvement 2014	6,065,265.48	6,196,928.00	9,680,043.28	0	1,800,000
Capital Improvement 2017	0.00	0.00	0.00	5,700,000	5,700,000
Total Revenues	6,065,265.48	6,196,928.00	9,680,043.28	5,700,000	7,500,000
Roadways and Walkways	1,590,993.53	2,107,414.00	10,924,502.63	5,700,000	7,500,000
Total Expenditures	1,590,993.53	2,107,414.00	10,924,502.63	5,700,000	7,500,000

FY2019 STORM WATER FUND BUDGET SUMMARY

	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
Stormwater Utility Charges	0.00	0.00	0.00	2,500,000	2,800,000
Total Revenues	0.00	0.00	0.00	2,500,000	2,800,000
General Operations	0.00	0.00	0.00	1,338,702	2,800,000
Contingency	0.00	0.00	0.00	1,161,298	0
Total Expenditures	0.00	0.00	0.00	2,500,000	2,800,000

FY2019 ALL FUNDS TOTAL

	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
Total Revenues All Funds	17,038,124.21	17,842,925.53	29,732,698.42	23,804,615	24,441,900
Total Expenditures All Funds	8,290,682.37	10,339,667.30	36,173,566.56	23,804,615	24,441,900

STATEMENT OF REVENUE AND EXPENDITURES

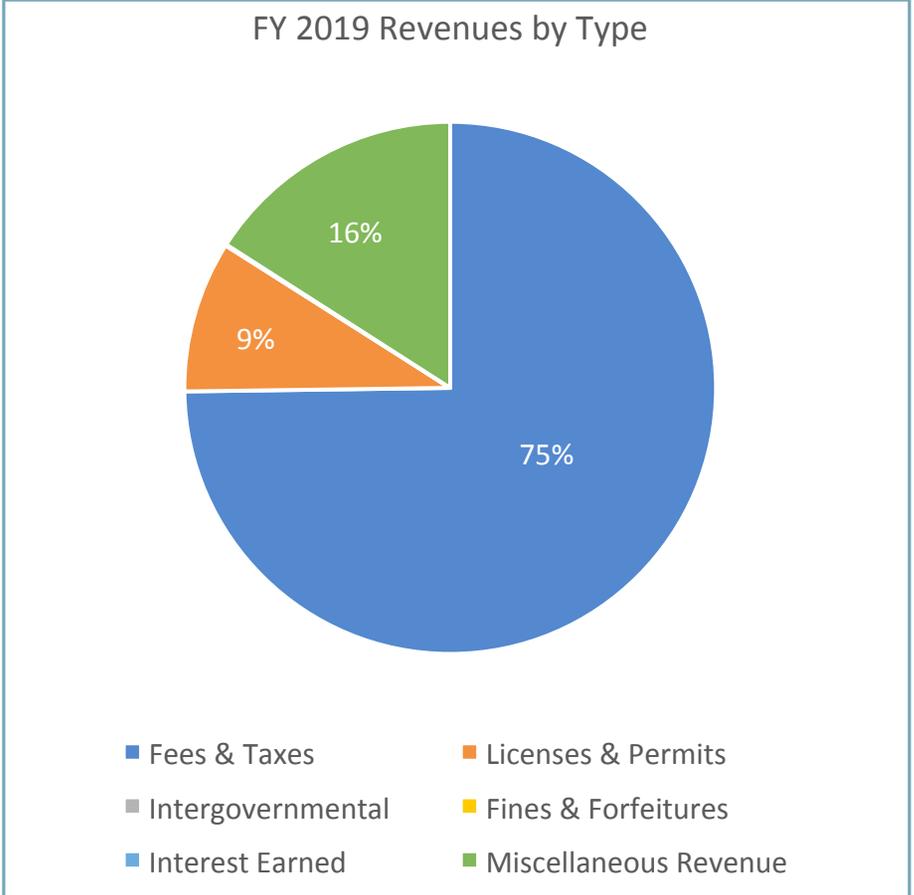
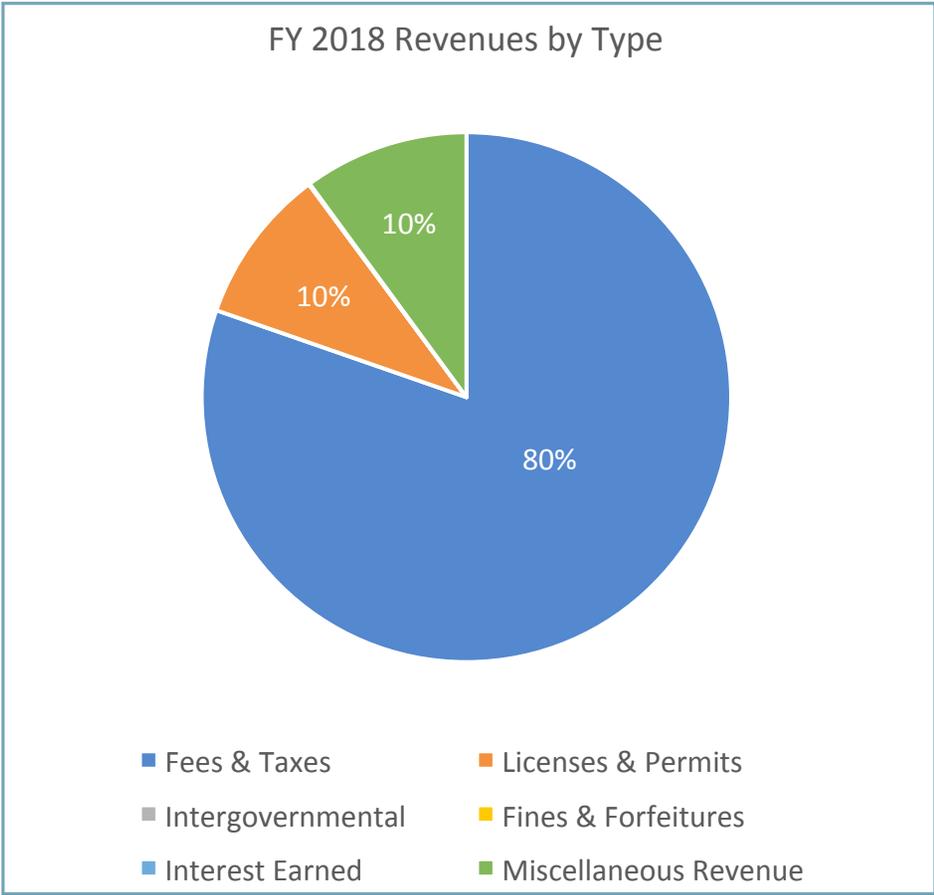
	<i>FY2015 Actual</i>	<i>FY2016 Actual</i>	<i>FY2017 Actuals</i>	<i>FY2018 Amended</i>	<i>FY2019 Budgeted</i>
Beginning Fund Balance	7,358,406	9,384,349	12,735,537	7,536,361	7,536,361
Fees & Taxes	8,676,721.19	8,908,712.30	9,087,824.73	11,489,415	9,305,000
Licenses & Permits	984,168.96	1,045,889.12	1,186,272.14	1,363,596	1,145,000
Intergovernmental	0.00	0.00	0.00	0	0
Fines & Forfeitures	6,909.51	8,507.36	4,262.67	7,058	8,000
Interest Earned	3,807.35	2,397.27	1,100.60	1,710	500
Miscellaneous Revenue	26,108.00	380,612.48	8,455,909.99	1,442,836	1,983,400
Total General Fund Revenues	9,697,715.01	10,346,118.53	18,735,370.13	14,304,615	12,441,900
City Council	94,010.41	83,057.15	97,676.72	111,061	111,061
City Manager	245,186.41	272,838.89	521,401.29	494,372	567,979
City Clerk	158,658.42	272,034.72	249,794.50	266,341	346,325
Finance/Administration	336,816.29	266,566.83	280,128.31	334,954	456,646
Legal	161,606.83	139,916.35	202,295.07	162,000	225,000
Public Information	235,192.81	283,475.96	380,850.56	657,289	576,104
General Operations	1,430,155.84	1,401,341.46	1,198,700.41	2,580,190	1,678,869
Facilities and Buildings	172,631.86	751,782.15	16,861,349.54	5,131,122	4,558,388
Contingency	76,948.81	0.00	0.00	487,985	62,596
Community Development	400,860.48	655,594.24	995,700.00	732,459	793,131
Building Department	393,056.29	415,236.55	401,741.50	555,000	633,450
Code Enforcement	420,743.40	588,441.24	588,441.24	485,255	442,900
Planning & Zoning	233,746.32	217,467.36	217,467.36	185,000	246,300
Public Works	1,182,955.86	1,647,176.40	1,939,000.09	2,121,587	1,743,152
Total Expenditures	5,542,570.03	6,994,929.30	23,934,546.59	14,304,615	12,441,900
Fund Balance June 30	9,384,349	12,735,537	7,536,361	7,536,361	7,536,361

GENERAL FUND REVENUE DETAIL

GENERAL PROPERTY TAX	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Budget</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-310-31100-31100 Ad Valorem Tax-Current Year	0.00	0.00	0.00	0	0
100-310-31100-31110 Public Utility Tax	0.00	0.00	0.00	0	0
100-310-31100-31200 Ad Valorem Tax-Prior Year	3,451.45	488.22	4,003.90	0	0
100-310-31100-31310 Motor Vehicle Tax	154.07	32.06	7.05	0	0
100-310-31100-31315 Title Ad Valorem Tax	752,918.18	608,791.44	378,633.99	425,000	300,000
100-310-31100-31320 Mobile Home Tax	0.00	0.00	0.00	0	0
100-310-31100-31325 Heavy Equipment Tax	0.00	0.00	0.00	0	0
100-310-31100-31340 Intangible Tax Revenue	0.00	0.00	0.00	0	0
100-310-31100-31350 Railroad Equipment Tax	0.00	0.00	0.00	0	0
100-310-31100-31360 Real Estate Transfer Tax	0.00	0.00	0.00	0	0
100-310-31100-31370 Franchise Fees	3,028,562.59	3,053,323.95	3,220,188.19	4,875,000	3,500,000
Subtotal	3,785,086.29	3,662,635.67	3,602,833.13	5,300,000	3,800,000
SELECTIVE SALES & USE TAX	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Budget</i>	<i>FY2018 Budget</i>	
100-310-31400-34200 Alcoholic Beverage Excise Tax	269,863.95	253,258.99	255,952.40	227,000	250,000
100-310-31400-34300 Local Option Mixed Drink	101,444.09	112,044.23	113,536.91	111,500	105,000
100-310-31400-34900 Other Selective Tax	11,194.61	15,836.34	16,675.95	0	0
Subtotal	382,502.65	381,139.56	386,165.26	338,500	355,000
BUSINESS TAXES	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Budget</i>	<i>FY2018 Budget</i>	
100-310-31600-31610 Business & Occupation Taxes	2,396,689.41	2,567,228.49	2,606,671.93	3,190,000	2,550,000
100-310-31600-31620 Insurance Premium Tax	2,050,114.78	2,190,210.64	2,372,423.66	2,525,915	2,500,000
100-310-31600-31630 Financial Institutions Taxes	62,328.06	106,543.99	119,730.75	135,000	100,000
Subtotal	4,509,132.25	4,863,983.12	5,098,826.34	5,850,915	5,150,000

PEN & INT ON DELINQ TAX	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-310-31900-39100 Pen & Int on Delinq Tax	163.85	953.95	0.00	0	0
Subtotal	163.85	953.95	0.00	0	0
BUSINESS LICENSE	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-320-32100-32110 Alcoholic Beverages	351,510.00	367,765.00	417,893.26	399,996	375,000
100-320-32100-32120 General Business License	0.00	0.00	0.00	0	0
100-320-32100-32190 Other Licenses/Permits	0.00	1,050.00	1,850.00	3,800	0
100-320-32100-32210 Insurance License	14,500.00	21,470.00	22,343.50	24,800	20,000
Subtotal	366,010.00	390,285.00	442,086.76	428,596	395,000
LICENSES & PERMITS	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-320-32200-32200 Building Permits	578,073.96	610,939.92	692,746.26	875,000	700,000
100-320-32200-32202 Development Permits	40,085.00	44,664.20	51,439.12	60,000	50,000
Subtotal	618,158.96	655,604.12	744,185.38	935,000	750,000
REGULATORY FEES	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-320-32300-32300 Regulatory Fees	0.00	0.00	0.00	0	0
100-320-32300-32310 Inspection Fees	0.00	0.00	0.00	0	0
Subtotal	0.00	0.00	0.00	0	0
FEDERAL GOVERNMENT GRANTS	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-330-33100-32310 Federal Grants	79,747.81	0.00	0.00	0	0
Subtotal	79,747.81	0.00	0.00	0	0
STATE GOVERNMENT GRANTS	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-330-34300-33401 State Grants Received	8,189.45	50,000.00	40,840.80	62,311	0
Subtotal	8,189.45	50,000.00	40,840.80	62,311	0
LOCAL GOVERNMENT SHARED REV	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-330-33370-33720 Local Government Reimb	0.00	0.00	0.00	850,000	0
Subtotal	0.00	0.00	0.00	850,000	0

GENERAL GOVERNMENT	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-340-34000-34119 Other Fees	-1,917.87	3,938.12	84,408.89	54,000	0
100-340-34000-34190 Election Qualifying Fees	0.00	1,710.00	0.00	1,200	0
100-340-34000-34430 Electricity	516.80	324,284.36	330,480.30	324,000	324,000
Subtotal	-1,401.07	329,932.48	414,889.19	379,200	324,000
FINES AND FOREITURES	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-350-35100-35100 Municipal Court	6,909.51	8,507.36	4,262.67	7,058	8,000
Subtotal	6,909.51	8,507.36	4,262.67	7,058	8,000
INTEREST REVENUES	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-360-36100-36100 Interest Revenues	3,807.35	2,397.27	1,100.60	1,710	500
Subtotal	3,807.35	2,397.27	1,100.60	1,710	500
CONTRIBUTION/DONATIONS	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-370-37100-37100 General City	26,000.00	500.00	0.00	15,000	0
Subtotal	26,000.00	500.00	0.00	15,000	0
OTHER CHARGES FOR SERVICES	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-340-39000-34930 Bad Check Fees	108.00	180.00	180.00	0	0
Subtotal	108.00	180.00	180.00	0	0
OTHER	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-380-38100-38100 Rental Revenue	0.00	0.00	0.00	69,375	278,000
100-380-38900-38910 Prior Year Reserves	0.00	0.00	0.00	0	1,250,000
Subtotal	0.00	0.00	0.00	69,375	1,528,000
OTHER FINANCING SOURCES	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-390-39100-39105 Loan Proceeds	0.00	0.00	8,000,000.00	0	0
100-390-39100-39120 Transfers from Stormwater	0.00	0.00	0.00	51,950	103,900
100-390-39100-39121 Transfers from Solid Waste	0.00	0.00	0.00	15,000	27,500
Subtotal	0.00	0.00	8,000,000.00	66,950	131,400
PROCEEDS OF GEN LONG TERM LIAB	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 Am. Budget</i>	<i>FY2019 Budget</i>
100-390-39300-39350 Capital Leases	0.00	0.00	0.00	0	0
Subtotal	0.00	0.00	0.00	0	0
Total Department Revenues	9,758,415.05	10,346,118.53	18,735,370.13	14,304,615	12,441,900



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.

GENERAL FUND MAJOR REVENUES

FRANCHISE FEES	<i>FY2015</i>	<i>FY2016</i>	<i>FY2017</i>	<i>FY2018</i>
100-310-31100-31370 Franchise Fees	3,028,562.59	3,053,323.95	2,700,000.00	3,300,000.00
Subtotal	3,785,086.29	3,662,635.67	3,270,000.00	3,575,000.00
SELECTIVE SALES AND USE TAX	<i>FY2015</i>	<i>FY2016</i>	<i>FY2017</i>	<i>FY2018</i>
100-310-31400-34200 Alcoholic Beverage Excise Tax	269,863.95	253,258.99	225,000.00	240,000.00
100-310-31400-34300 Local Option Mixed Drink	101,444.09	112,044.23	84,000.00	100,000.00
100-310-31400-34900 Other Selective Tax	11,194.61	15,836.34	0.00	0.00
Subtotal	382,502.65	381,139.56	309,000.00	340,000.00
BUSINESS TAXES	<i>FY2015</i>	<i>FY2016</i>	<i>FY2017</i>	<i>FY2018</i>
100-310-31600-31610 Business & Occupation Taxes	2,396,689.41	2,567,228.49	2,300,000.00	2,450,000.00
100-310-31600-31620 Insurance Premium Tax	2,050,114.78	2,190,210.64	2,150,000.00	2,150,000.00
100-310-31600-31630 Financial Institutions Taxes	62,328.06	106,543.99	100,000.00	100,000.00
Subtotal	4,509,132.25	4,863,983.12	4,550,000.00	4,700,000.00

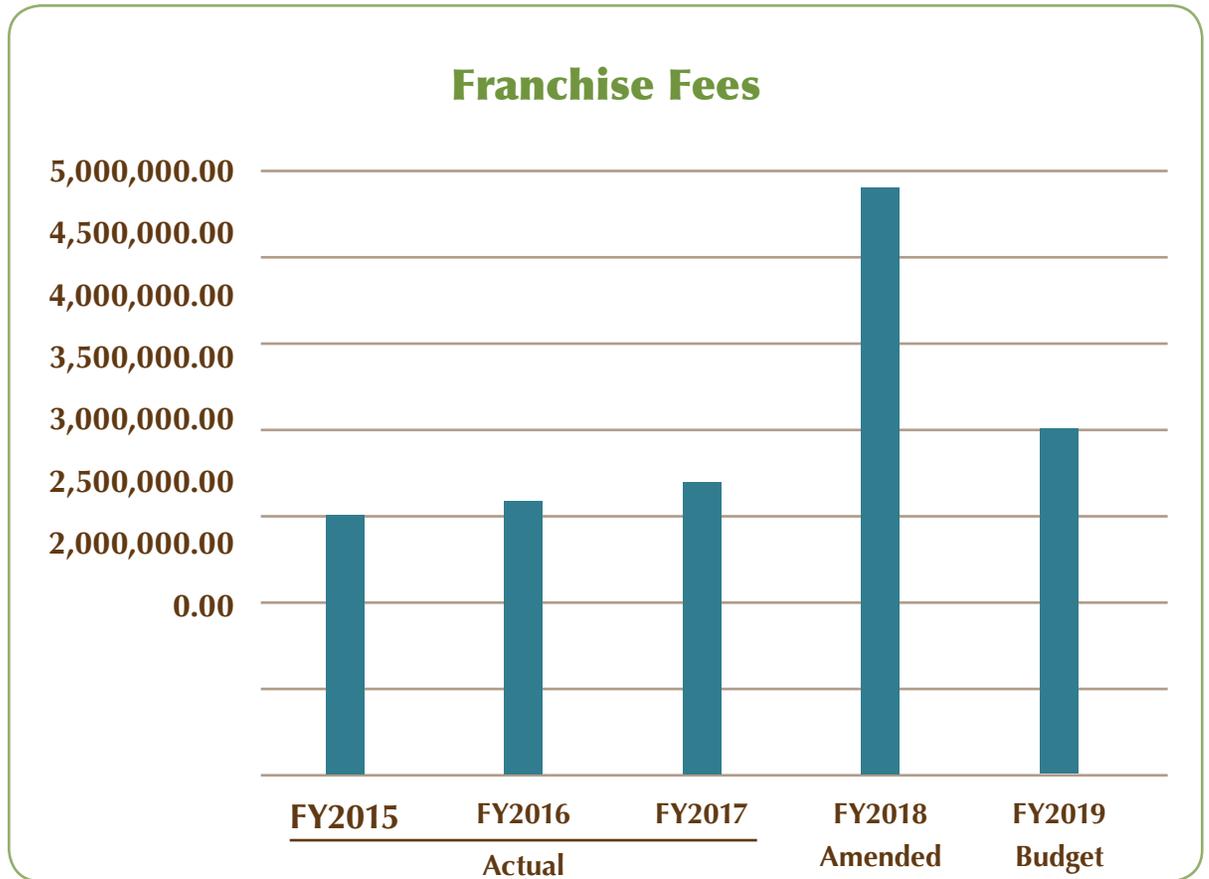
For all General Fund revenues, trends exist only to the extent of the preceding 2012-2017 budget years as the City was incorporated on July 1, 2012 and to the extent revenues for the unincorporated Peachtree Corners are available from Gwinnett County records.

Franchise Fees

Franchise fees are the fees charged to utility companies for use of City streets and right-of-ways to conduct their private business of delivering telephone, cable television, natural gas, water, and other fiber optics cable services. This category represents 27% of total general fund revenues. Fiscal year 2018 represents the fourth year all franchise payments will be received for a full twelve months. The 2019 estimated amounts are presented based on assumptions from current monthly and quarterly revenues received in 2012 through 2018.

Alcohol Beverage Excise Taxes

Alcohol beverage taxes are levied on the sale, distribution, or consumption of selected goods and services. Included in this category are taxes imposed on the distribution of distilled spirits, malt beverages, and wine. Taxes are also imposed on the sale of distilled spirits by the drink. This category represents 4% of total general fund revenues. The 2019 amount for beverage excise taxes was computed based on the current trend of roughly \$28,000 per month in receipt from current retailers and wholesalers.

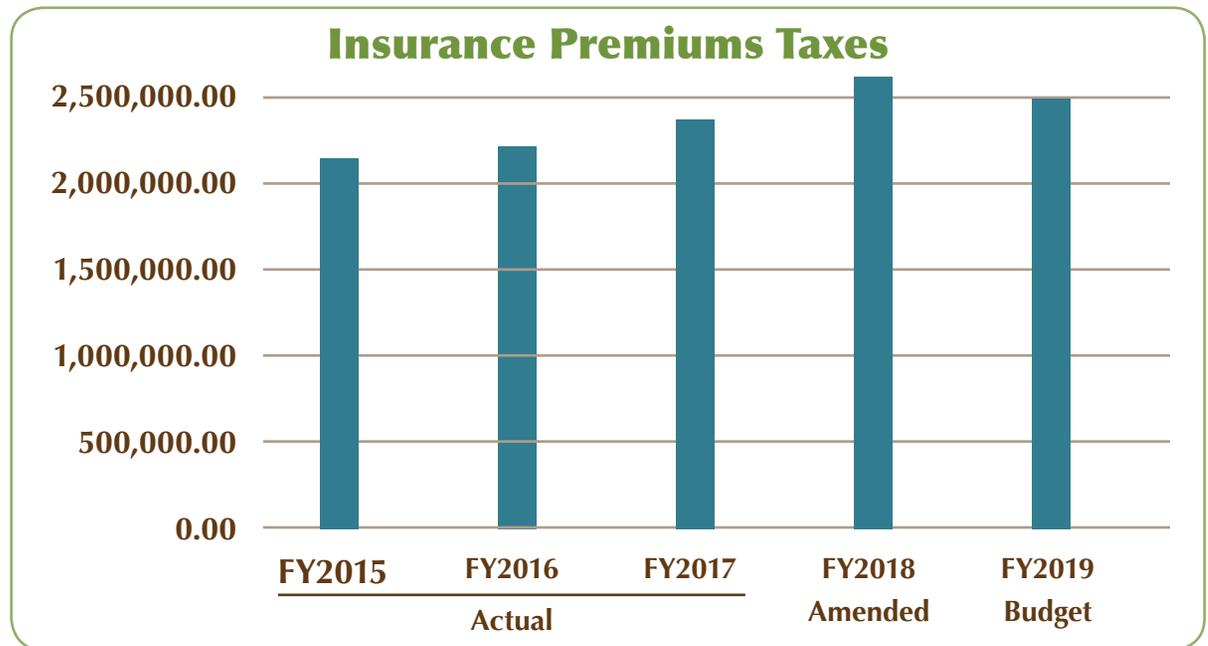
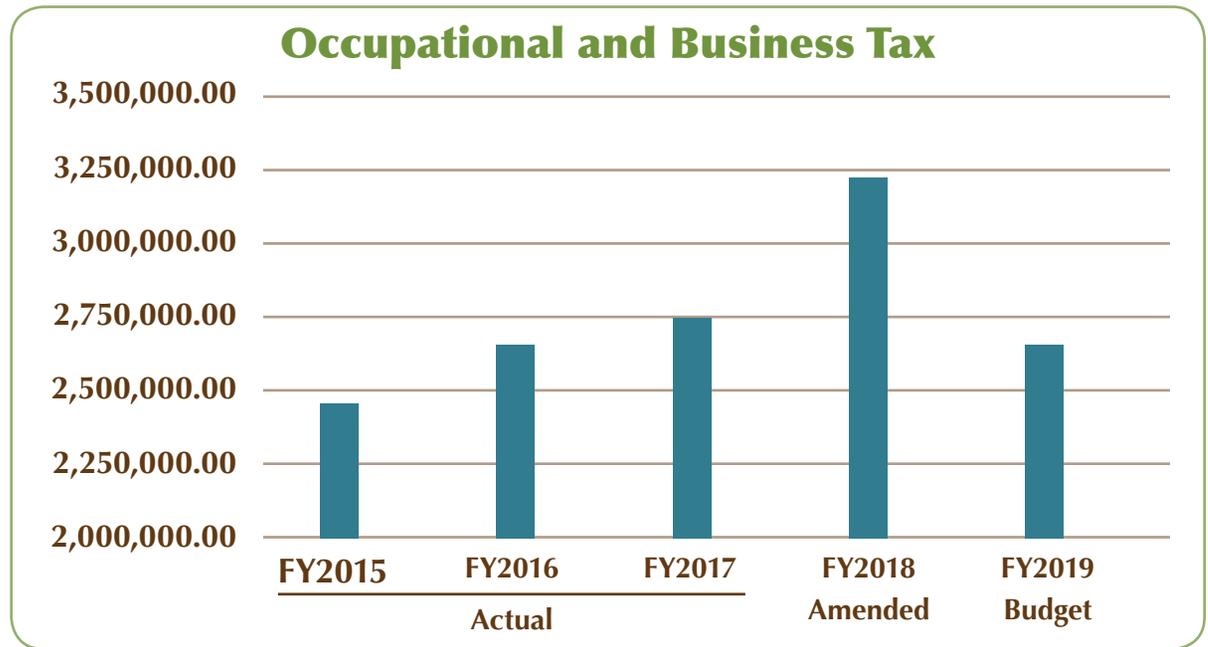


Occupational and Business Taxes

This category includes revenues from business and financial institutions' occupational licenses for conducting business within the City. This category represents 24% of total general fund revenues. The 2019 amount is estimated based on trend analysis, economic indicators, and anticipated economic growth.

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. Official census data is updated every ten years. Unless the State changes the tax system, this tax will remain flat until the next official census, only changing slightly due to growth in the industry. This category represents 20% of total general fund revenues. The insurance premiums taxes for 2019 are estimated based on amounts received in 2013-2018 with an increase to reflect anticipated growth.



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. The 2019 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. The 2019 estimated amount are projections from the engineering firm of CH2M.

Streetlight 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. The 2019 estimated amount are projections based on historical trend data. The City will evaluate the cost of electricity and adjust residential accounts as needed.

Solid Waste Major Revenues

Solid Waste assessment fees (set fee with a senior discount available) represent all of the revenues in the Solid Waste Enterprise Fund. The 2019 budget amount reflects no increase in fees for the third consecutive year.







Section 4 Capital & Debt

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2019

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 de-obligation occurs. The de-obligation 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.

CAPITAL PROJECTS FUND

320-SPLOST Revenues					
	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actual</i>	<i>FY2018 AM. Budget</i>	<i>FY2019 Budget</i>
Capital Improvement 2014	\$6,065,265.48	\$6,196,928.00	\$9,680,043.28	\$0	\$1,800,000
Capital Improvement 2017	\$0.00	\$0.00	\$0.00	\$5,700,000	\$5,700,000
Total Department Revenues	\$6,065,265.48	\$6,196,928.00	\$9,680,043.28	\$5,700,000	\$7,500,000

320-SPLOST Expenditures					
	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Budget</i>	<i>FY2018 Budget</i>	
Roadways and Walkways	\$1,590,993.53	\$2,107,414.00	\$10,924,502.63	\$5,700,000	\$7,500,000
Total Department Expenditures	\$1,590,993.53	\$2,107,414.00	\$10,924,502.63	\$5,700,000	\$7,500,000

Funding Source						
	<i>FY2019</i>	<i>FY2020</i>	<i>FY2021</i>	<i>FY2022</i>	<i>FY2023</i>	<i>Total</i>
SPLOST 2017	\$5,700,000	\$5,700,000	\$5,700,000	\$5,700,000	\$5,700,000	\$22,800,000
General Fund	2,500,000	-	-	-	-	\$2,500,000
Total	\$8,200,000	\$5,700,000	\$5,700,000	\$5,700,000	\$5,700,000	\$25,300,000
Prior Year Reserves	1,800,000			-	-	\$1,800,000
Grand Total	\$10,000,000	\$5,700,000	\$5,700,000	\$5,700,000	\$5,700,000	\$27,100,000

CAPITAL PROJECTS LISTING

5-year Capital Improvement Plan - SPLOST						
<i>Project</i>	<i>Total</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Winters Chapel Corridor Improvements WCR_09 Corridor study project, pedestrian improvements	50,000	50,000	-	-	-	-
Repaving Locations to be determined based on paving analysis	7,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Spalding Drive Widening Construction CTP_04 2017 Joint SPLOST project with Gwinnett, also to be paired with planned GDOT improvements to the intersection of Spalding & SR 140	1,156,000	50,000	50,000	152,000	300,000	604,000
Jimmy Carter Blvd at Buford Hwy Joint Project PTC.14.01 2014 Joint SPLOST Project, intersection improvements	1,000,000	-	-	-	1,000,000	
Roundabout at Peachtree Corners Circle and Medlock Bridge Rd MBR_01 Operational intersection improvement	1,600,000	1,600,000	-	-	-	-
Pedestrian Connectivity Improvements CTP Table 5	8,000,000	1,500,000	2,500,000	1,000,000	3,000,000	-
Botanical Gardens/Trails-PTC.14.04 Trail system with beautification on Town Center Project	2,500,000			2,500,000	-	-

5-year Capital Improvement Plan - SPLOST

<i>Project</i>	<i>Total</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>
Sidewalk Improvements Locations to be Determined	1,965,642	449,263	253,285	254,318	255,361	753,415
Phase 1 Multi-Use Trail LCI_06 Construction of Trail System from HWY141 to Technology Park Lake	900,000	900,000	-	-	-	-
Phase 2 Multi-Use Trail LCI_06 Construction of Trail System from Technology Park Lake to Medlock Bridge Road	800,000	800,000	-	-	-	-
Autonomous Vehicle Testing Corridor PTC 17.05 Construction of dedicated autonomous shuttle lane on Technology Parkway	2,000,000	2,000,000	-	-	-	-
Street Light Improvements-PTC 14.10 Locations to be determined	375,000	75,000	75,000	75,000	75,000	75,000
Other Streets, Sidewalks & Road Projects	1,475,000	275,000	-	-	200,000	1,000,000

5-year Capital Improvement Plan - GENERAL FUND

Town Green Construction and material of the 2 acre Town Green in the newly constructed Town Center	2,500,000	2,500,000				
Grand Total	\$31,821,642	\$11,699,263	\$4,378,285	\$5,481,318	\$6,330,361	\$3,932,415

WCR_09

Winters Chapel Trail and Sidewalk Improvements

Project Source: Winters Chapel Road Area Study

Project Category: Multi-Use Trail/Pedestrian Improvement

Corridor: Winters Chapel Road

Length (feet): -

From: SR 141/Peachtree Industrial Boulevard

To: Spalding Drive

Existing Condition: Inconsistent sidewalks on both sides of the roadway

Proposed Condition: Multi-Use Trail on west side of Winters Chapel Road and sidewalks on east side

Implementation Phase: Mid-Term (2022-2031)



A study in 2014 along Winters Chapel Road resulted in a recommendation for upgrades to the pedestrian network along this high demand traffic corridor. There were many gaps in the sidewalks along this road, yet the pedestrian volume exceeded that of most of the rest of the city. The recommendations included a sidewalk along the north and east side of Winters Chapel Road, and a multi-use path along the south and west side of the road, most of which fall in the City of Dunwoody. The first segment of new sidewalks was added in 2015 between Peachtree Industrial Boulevard and the DeKalb County Reservoir. The City of Dunwoody is currently underway with the design of their multi-use path. An average of nearly 15,000 vehicles travel through this section of Winters Chapel Road daily.

CTP_04

Widen Spalding Drive/S. Old Peachtree Road - Western Segment

Project Source: Peachtree Corners CTP

Project Category: Major Corridor Improvement

Corridor: Spalding Drive

Length (feet): 6,302

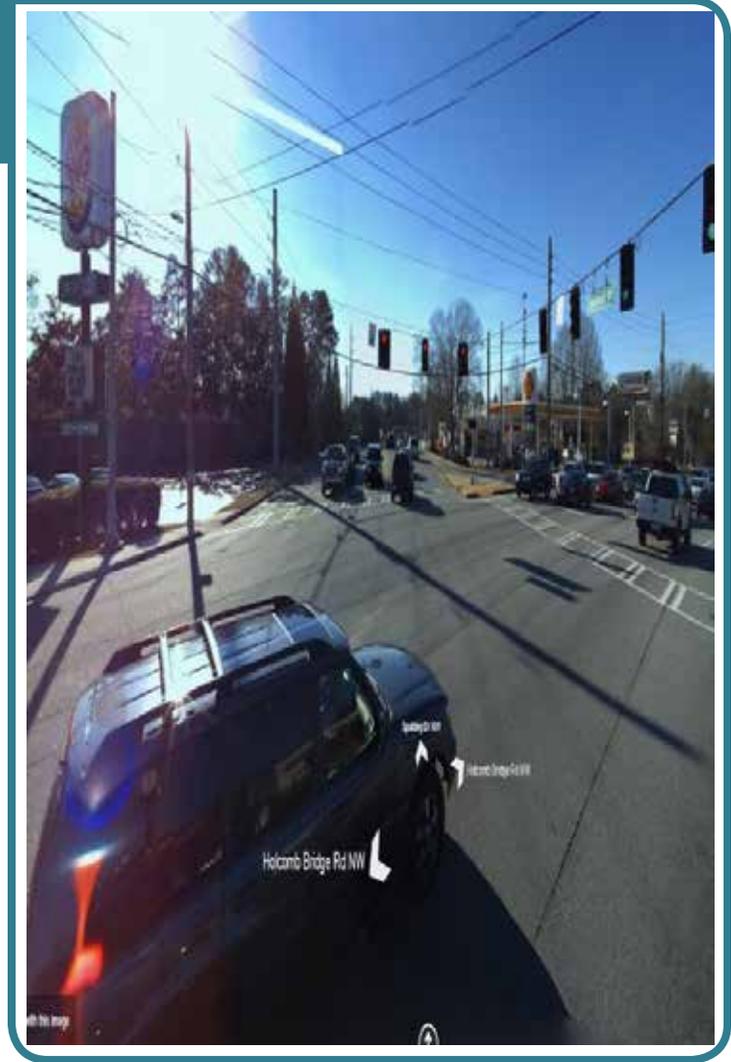
From: SR 140/Holcomb Bridge Road

To: Winters Chapel Rd

Existing Condition: 2-4 lanes with center turn lane in some places

Proposed Condition: Consistent 4 lanes with turn lanes

Implementation Phase: Long Term (2032-2040+)



This project involves a widening of Spalding Drive between Winters Chapel Road and Holcomb Bridge Road. This project carries a large volume of commuter and residential traffic between Fulton, DeKalb and Gwinnett Counties. The existing roadway over Crooked Creek is only two lanes, but it quickly widens out to a 5-lane section just east of this creek crossing. The proposed project would widen Spalding Drive to at least 5 lanes across the creek and would include upgraded pedestrian facilities. This is currently a major traffic bottleneck and the widening would allow a much greater volume of traffic to pass through with a major reduction in congestion. Over 20,000 vehicles travel through here daily.

PTC.14.01

**JIMMY CARTER BLVD AND
BUFORD HWY INTERSECTION
IMPROVEMENT**

Project Source: Buford Highway Area Study

Project Category: Operational Intersection Improvement

Corridor: Intersection

Length (feet): N/A

From: Buford Highway/SRR133

To: Jimmy Carter Blvd

Existing Condition: Signalized intersection

Proposed Condition: Additional lanes and other capacity improvements

Implementation Phase: Mid-Term (2022-2031)



This project was originally programmed as a Joint 2014 SPLOST project with Georgia DOT, Gwinnett DOT and the City of Norcross. The existing intersection is a major congestion point with a crossing of a major north-south corridor with a major east-west corridor. At this point, concepts for improvements are being developed that aim to decrease the congestion and improve safety and operations for vehicles and pedestrians. Currently, over 60,000 vehicles travel through this intersection every day.

MBR_01

Medlock Bridge Road and Peachtree Corners Circle Roundabout

Project Source: PTC Circle at Medlock Bridge Rd Concept Report

Project Category: Operational Intersection Improvement

Corridor: Intersection

Length (feet): N/A

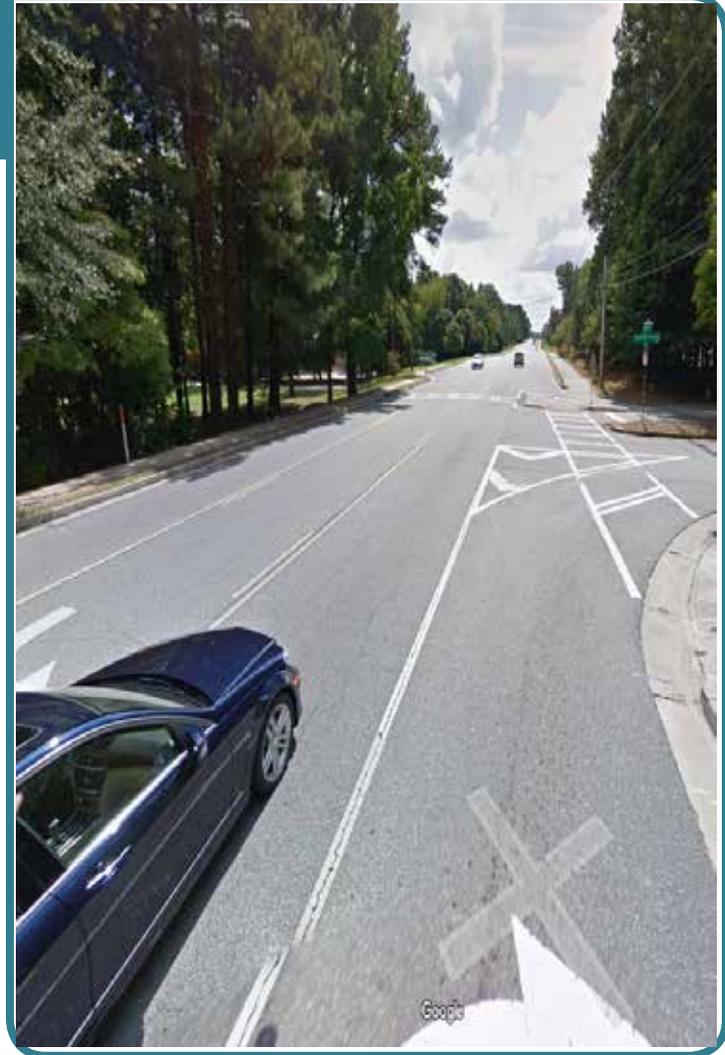
From: Medlock Bridge Road

To: Peachtree Corners Circle

Existing Condition: Signalized intersection

Proposed Condition: Roundabout

Implementation Phase: Short Term (2017-2021)



The intersection of Medlock Bridge Road and Peachtree Corners Circle is an existing T-intersection, with nearly 20,000 vehicles per day. The rush hour demand leads to congestion and delays, particularly for Peachtree Corners Circle. Traffic is expected to continue to increase through this intersection over the next 10-20 years, and the City is pursuing its Town Center Development adjacent to this location. In order to mitigate the traffic increases, a roundabout is planned to improve safety and operations at this intersection. Right of Way Acquisition is underway now, and construction is scheduled for Spring 2018.

Bike and Pedestrian Improvements

Project ID	Description	Category	Source
CTP_11	Bike improvements along East Jones Bridge Road from end of Medlock Bridge Road to Jones Bridge Park	Bike Improvement	Peachtree Corners CTP
CTP_12	West Jones Bridge Road/Jones Bridge Circle - Simpsonwood Park Connecting Trail	Multi-Use Trail	Peachtree Corners CTP
CTP_16	Jones Bridge Park Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_17	Simpsonwood - Chattahoochee River Environmental Education Center Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_18	Simpsonwood Park - Neely Farm Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_19	Simpsonwood Park - River Valley Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_29	Pickneyville Park Trail	Multi-Use Trail	Peachtree Corners CTP
CTP_30	Chattahoochee River Greenway - Bush Road Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_31	Chattahoochee River Greenway - Holcomb Bridge Road Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_33	Spalding Drive Multi-Use Trail from Peachtree Corners Circle to Holcomb Bridge Road	Multi-Use Trail	Peachtree Corners CTP
CTP_34	Peachtree Corners Circle Multi-Use Trail	Multi-Use Trail	Peachtree Corners CTP
CTP_41	Lou Ivy Road Trail	Multi-Use Trail	Peachtree Corners CTP
CTP_45	Peachtree Industrial Boulevard Northside Trail	Multi-Use Trail	Peachtree Corners CTP
GGP_01	Chattahoochee River Greenway - Holcomb Bridge to Simpsonwood	Multi-Use Trail	Gwinnett Greenways Plan
GGP_02	Chattahoochee River Greenway - Simpsonwood to Jones Bridge	Multi-Use Trail	Gwinnett Greenways Plan

Project ID	Description	Category	Source
GGP_03	Chattahoochee River Greenway - Jones Bridge to Medlock Bridge	Multi-Use Trail	Gwinnett Greenways Plan
GGP_04	Chattahoochee River Greenway - Medlock Bridge to Berkley Lake	Multi-Use Trail	Gwinnett Greenways Plan
HBR_01	Crooked Creek Trail from Spalding Drive to Peachtree Corners Circle	Multi-Use Trail	HBR Study
HBR_02	Peachtree Corners Circle Trail from Holcomb Bridge Road to Peachtree Industrial Boulevard	Multi-Use Trail	HBR Study
HBR_03	Gas easment trail connecting Crooked Creek Trail to intersection of Holcomb Bridge Road and Peachtree Corners Circle	Multi-Use Trail	HBR Study
HBR_04	Crooked Creek Trail from Peachtree Corners Circle to intersection of Holcomb Bridge Road and Peachtree Parkway	Multi-Use Trail	HBR Study
LCI_01	Connecting Trail from Peachtree Corners Circle to Medlock Bridge adjacent to water feature	Multi-Use Trail	LCI Study
LCI_02	Multi-Use Trail connecting Peachtree Parkway to the Corners Parkway via alleys, easments, and creekbeds	Multi-Use Trail	LCI Study & Technology Park Multi-Use Trail Study
LCI_03	Gas easment trail from The Corners Parkway east past Parkway Lane	Multi-Use Trail	LCI Study & Technology Park Multi-Use Trail Study

PTC14.04 BOTANICAL GARDEN/TRAIL

Project Source: Town Center

Project Category: Mutli-use Trail

Corridor: Areas within Town Center

Length (feet): N/A

From: Peachtree Pkwy HWY141

To: Town Center Boundary

Existing Condition: Undeveloped

Proposed Condition: Walking Trail, with enhanced landscaping, and elevated walkways

Implementation Phase: Short to LongTerm (2018-2022)



Located along the southern boundary of the Town Center, Peachtree Corners’ planned Botanical Garden is a 3-acre nature preserve situated along an existing creek. The Botanical Garden spans between Peachtree Parkway and Peachtree Corners Circle and provides a pedestrian link from both roadways to the Town Green. Plans for the Botanical Garden include a canopy walk, Creekside trail, an overlook, and a picnic area. In addition, a creek restoration and a revegetation project are anticipated as part of the Botanical Garden development.

PTC14.06 Sidewalk Improvements

Project Source: GIS Database

Project Category: Sidewalks

Corridor: City Boundaries

Length (feet): N/A

From: City Boundary

To: City Boundary

Existing Condition: Undeveloped

Proposed Condition: Install new sidewalks

Implementation Phase: Short to LongTerm (2018-2022)



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

LCI_06 Multi-Use Trail through Technology Park from HWY 141 to Medlock Bridge Rd

Project Source: LCI Study & Technology Park Multi-Use Trail Study

Project Category: Multi-Use Trail

Corridor: Areas within Forum and Town Center developments

Length (feet): 3,205

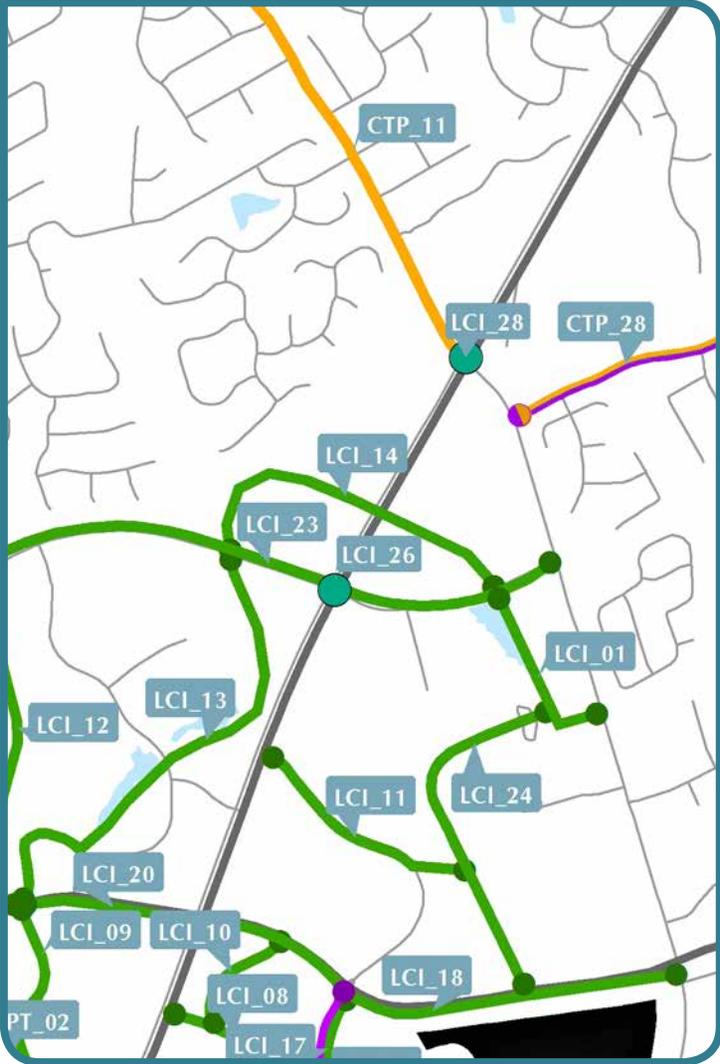
From: CCity Boundaries

To: City Boundaries

Current Condition: Various walkways within the city limits

Proposed Condition: Multi-use trail, inside technology park

Implementation Phase: Short to Long Term (2017-2022)



The Multi-Use Trail is an 11 mile ring road that winds around Peachtree Parkway through the center of the city. It is designed as both a recreational path and an alternative transportation corridor that links housing to jobs. Most of the trail will be 12 ft. wide and will accommodate pedestrians, bicycles, and other non-motorized vehicles. In some locations, the trail is a woodland path situated next to a lake. In other places, the trail is an enhanced sidewalk located along an existing street. The character of the trail varies to reflect its surroundings and to provide trail users with a variety of experiences. The Multi-use trail will connect to trail hubs that will provide parking, restrooms, pet stations, and other amenities. At build-out, the Multi-use trail is anticipated to connect to the Crooked Creek trail located along the Holcomb Bridge Road corridor. Both trails are anticipated to tie into trails in adjoining municipalities including Sandy Springs, Dunwoody, and Norcross.

PTC_17.05

Autonomous Vehicle Testing Corridor

Project Source: Autonomous Vehicle Study

Project Category: Technology and Mobilization

Corridor: Technology Parkway

Length (feet): 21,555

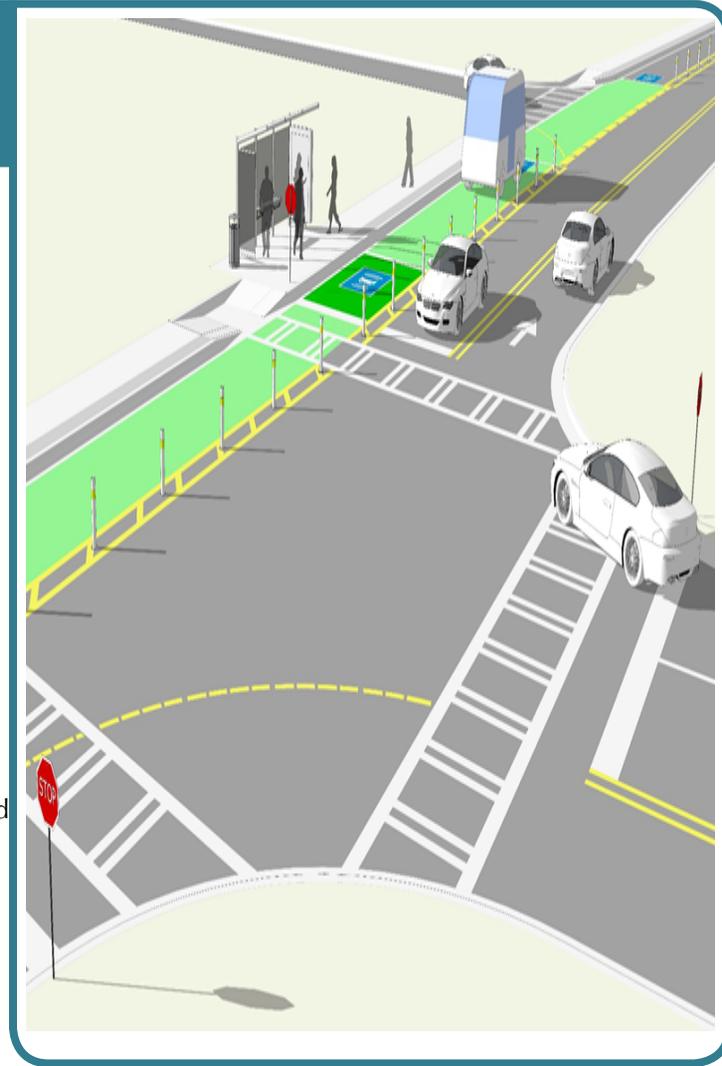
From: HWY 141 at Technology Pkwy

To: Spalding Drive at Technology Pkwy

Existing Condition: 2 lanes

Proposed Condition: 3 lanes (2 current lanes plus a dedicated lane for the autonomous vehicles)

Implementation Phase: Short Term 2019



This road improvement will provide a dedicated lane for companies across the globe to test autonomous vehicles in a safe yet responsive track, allowing for the furthering development of this technology.

PTC 14.10 Street Light Improvements

Project Source: GGeo-Spatial Asset Inventory

Project Category: PPedestrian Safetyy

Corridor: City Boundaries

Length (feet): N/AN/A

From: CCity Boundariesy

To: City Boundariesy

Current Condition: Various walkways within the City limits without lighting

Proposed Condition: Install LED street lights

Implementation Phase: Short to Long Term (2018-2022)



The City will use its asset inventory list to identify arterials, collectors, and minor collectors that have insufficient street lighting for pedestrian safety. Once locations are identified the City will work with Georgia Power to have street lights added to existing utility poles and installation of new street light poles where necessary.

PTC_18.05 Town Green

Project Source: LCI Study

Project Category: Major Development Improvement

Corridor: HWY 141 and Medlock Bridge Road

Area: 2 acres

From: Medlock Bridge

To: HWY 141

Existing Condition: Undeveloped Land

Proposed Condition: Installation of grass, recreational equipment, movie screen, and water features to bring the community together

Implementation Phase: Short Term 2019



This intersection improvement will provide safety and operational improvements to this congested location that is a heavily traversed commuter route. The construction began in Spring 2017 and is expected to be complete by Fall 2017.

CONSIDERATION OF OPERATIONAL IMPACT ASSOCIATED WITH THE RESURFACING CAPITAL PROJECT

The level of funding allocated to resurfacing was determined based on an evaluation of capital paving and maintenance costs. The evaluation examined how the capital paving funding affects the street maintenance budget based on the 2015 Pavement Management Analysis report. The relationship between annual capital paving funding and the condition of the City's road network as measured by the Pavement Condition Index (PCI) was provided in the 2015 report as follows: The minimum level of funding needed to maintain the road network condition at the time of the report was \$1.5 million. The City's evaluation attempted to determine what level of funding comes closest to meeting the City's goals of improving driving conditions while minimizing all associated long term costs by estimating the overall PCI and total annualized costs over a five year period for ten different funding scenarios. It was determined that a funding level of \$1.5 million will provide a sustainable level of funding without further deterioration of overall pavement condition or increase in annual maintenance costs. To provide a higher level of service the city would need to increase capital spending to over \$2.5 million annually. This increase would be significantly higher than the corresponding decrease in the annual maintenance costs.



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, both short-term and long-term, of issuing the debt;
2. Conservatively projecting the revenue sources that the City will use to repay the debt;
3. Insuring 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 longterm 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. DEBT SERVICE COVERAGE RATIO

To assure the City follows sound financing of debt, the City may not exceed a twenty-five percent (25%) debt service coverage ratio of operating funds of the City and its component units for each fiscal year.

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





Section 5

Departmental Budget Detail

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2019

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.

DEPARTMENT	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
City Manager	1	1	1	1	1	1
City Clerk	1	1	1	1	2	2
Finance & Administration	2	3	4	4	6	8
City Attorney	1	1	1	1	1	1
Public Works	0	10	11	11	16	16
Community Development	7	7	10	10	10	10
Total Full-Time Equivalent Positions	12	23	28	28	36	38

The 2019 budget includes the addition of 2 positions. Finance & Administration includes the addition of a GIS Specialist and Senior Accountant. These positions will improve the quality of service and enhance efficiencies of the Finance & Administration Department.

MAYOR & CITY COUNCIL

Function: The Peachtree Corners City Council is comprised of six members who represent three districts, three members and the Mayor serve the entire city. 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

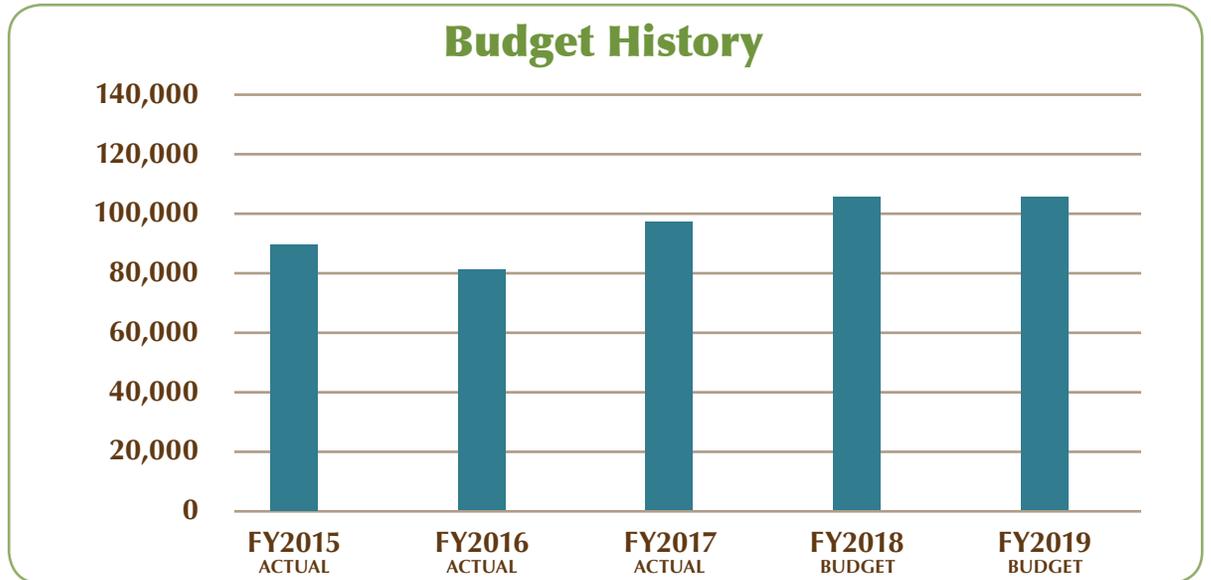
Mission Statement: To provide the highest quality of life for those who live, work, or play in our community, and to foster an environment where businesses can prosper. We will serve all stakeholders in a transparent manner resourceful, efficient, progressive, and professional leadership.

Current FY2018 Budget: \$111,061

FY2019 Adopted Budget: \$111,061

Change: (\$0)

ACCOUNT NAME	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Budget
Regular Salaries	57,000.24	55,666.90	57,000.24	57,000	57,000
FICA/Medicare	4,360.56	4,258.56	4,320.63	4,361	4,361
Unemployment Expense	0.00	0.00	0.00	0	0
Workers Comp	0.00	0.00	1,148.00	1,200	1,200
Education & Training	27,814.22	17,832.46	28,884.58	35,000	35,000
Postage	0.00	0.00	0.00	500	500
Other Supplies	1,763.71	1,569.95	1,073.99	5,000	5,000
Hospitality Supplies	3,071.68	3,729.28	5,249.28	8,000	8,000
Total Expenditures	94,010.41	83,057.15	97,676.72	111,061	111,061



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: 1 Full Time Employee

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.

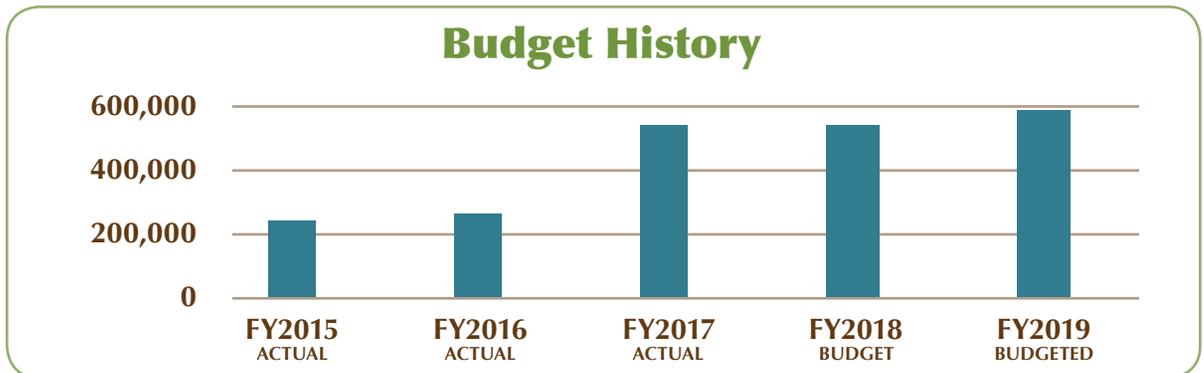
Current FY2018 Budget: \$539,266

FY2019 Adopted Budget: \$567,979

Change: \$28,713

Reason for Change: Compensations adjustment.

ACCOUNT NAME	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Budget
Regular Salaries	174,099.96	185,100.00	370,498.00	184,600	204,983
FICA/Medicare	10,123.34	10,371.92	21,569.42	14,122	15,681
Group Insurance	21,801.40	22,903.00	31,229.80	23,200	24,800
Retirement	28,220.04	29,934.17	35,899.51	25,844	28,698
Unemployment Exp	0.00	0.00	0.00	0	0
Workers Comp	1,769.00	1,527.00	928.00	1,000	1,000
Other Emp Benefits	773.50	1,856.40	39,017.30	21,000	21,817
Relocation Expense	0.00	14,350.00	9,000.00	0	0
Professional Services	0.00	0.00	0.00	250,000	250,000
Travel Expense	4,311.45	1,920.33	3,279.89	3,500	5,000
Dues & Fees	130.00	2,680.00	2,110.00	3,500	3,500
Education & Training	3,210.00	1,606.10	1,835.00	3,000	3,000
Operating Supplies	63.38	0.00	4,422.56	7,500	7,500
Hospitality Supplies	684.34	589.97	1,611.81	2,000	2,000
Total Expenditures	245,186.41	272,838.89	521,401.29	539,266	567,979



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.

Positions: 2 Full Time Employees

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.

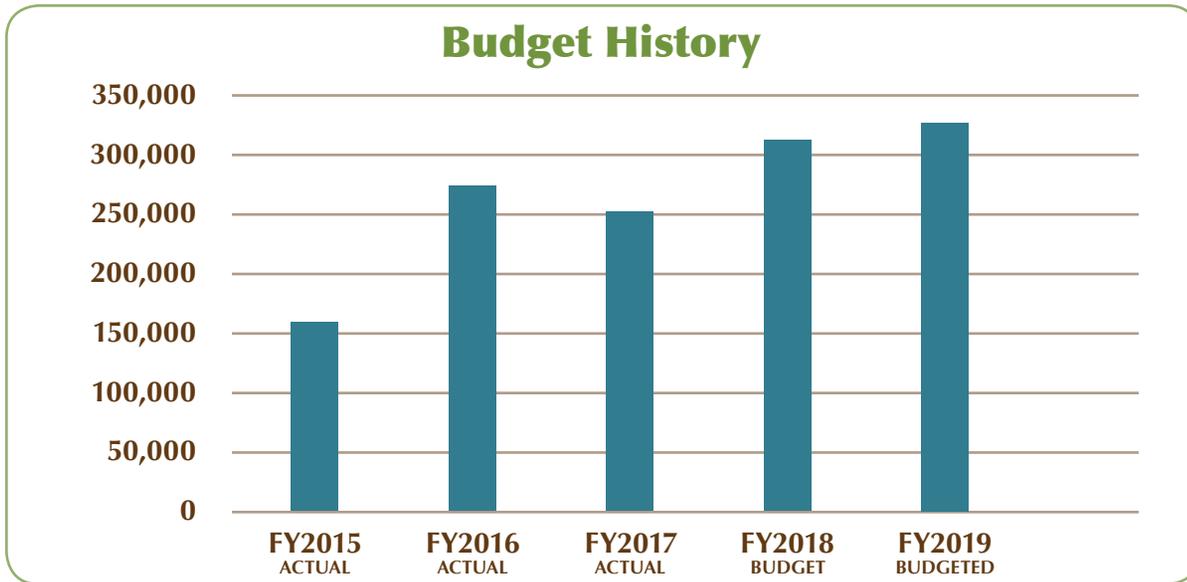
Current FY2018 Budget: \$313,505

FY2019 Adopted Budget: \$346,325

Change: \$32,820

Reason for Change: Compensation adjustments for additional duties, including elections and facility rentals.

ACCOUNT NAME	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Budget
Regular Salaries	85,000.08	90,639.96	93,359.16	96,160	118,450
FICA/Medicare	6,676.52	6,933.96	7,070.73	7,356	9,061
Group Insurance	19,661.40	20,763.00	19,190.80	23,200	24,800
Retirement	14,450.04	15,328.94	15,871.05	16,347	20,137
Unemployment Expense	0.00	0.00	0.00	0	0
Workers Comp	629.00	391.00	459.00	685	685
Other Emp Benefits	529.50	1,270.80	1,298.40	6,500	8,017
Election Services	23,660.57	23,736.29	3,750.00	55,000	55,000
Contractual Svcs/CH2M	0.00	102,337.56	102,337.56	97,257	100,175
Advertising	660.00	1,290.00	1,638.00	3,500	2,500
Travel Expense	1,608.15	992.90	2,182.89	2,500	2,500
Dues & Fees	290.00	0.00	525.00	1,000	1,000
Education & Training	1,123.00	648.31	1,005.00	2,000	2,000
Operating Supplies	540.46	2,061.75	1,130.85	2,000	2,000
Postage	3,829.70	5,640.25	-23.94	0	0
Total Expenditures	158,658.42	272,034.72	249,794.50	313,505	346,325

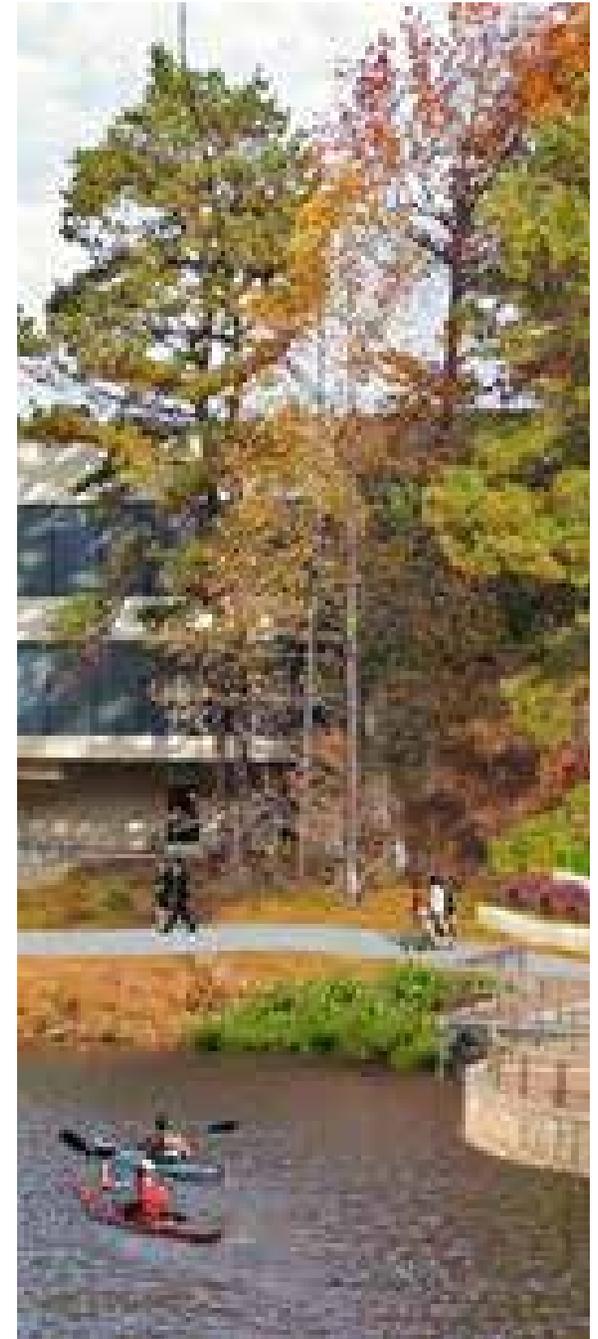


2018 Accomplishments

- Implemented new elections software and trained all users
- Completed purging of City records prior to move to new City Hall
- Successfully qualified and operated general election for November 2018
- Coordinated training for all City boards and commissions

2019 Goals and Objectives

- Enhance electronic document management system by implementing procedures for more accurate record capture
- Implement new agenda software to streamline process
- Successfully qualify and operate special election for November 2019



CITY ATTORNEY

Function: The City Attorney’s office 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: Contract

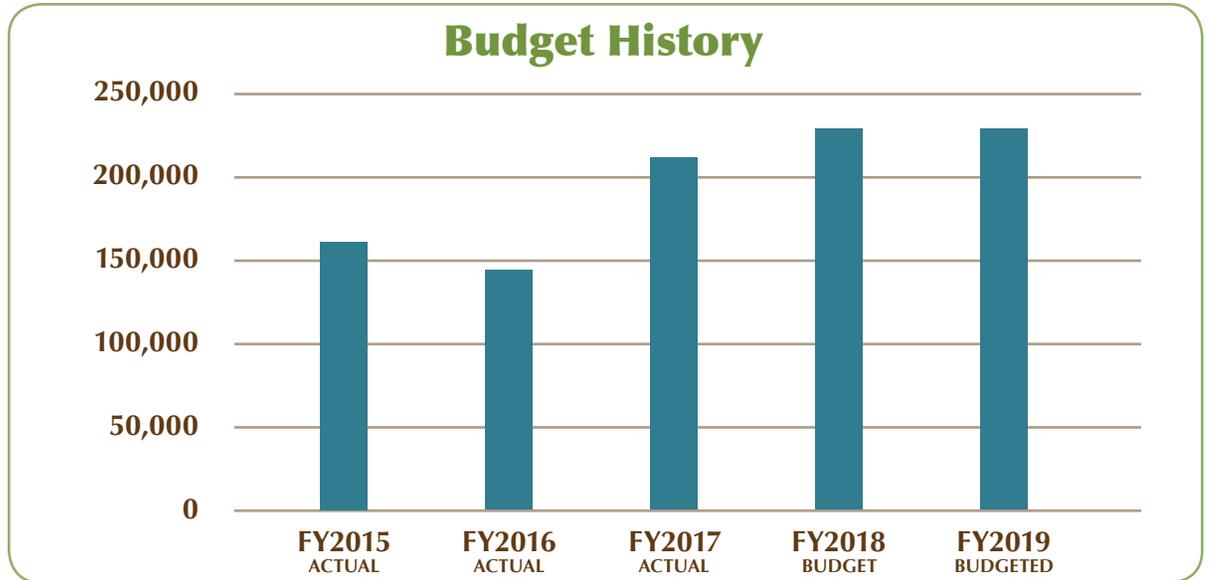
Mission Statement: To provide timely and accurate professional services to the City Council, City Manager, staff and the City boards and commissions, involving all legal matters of municipal concern. The City Attorney serves at the pleasure and direction of the City Council.

Current FY2018 Budget: \$225,000

FY2019 Adopted Budget: \$225,000

Change: \$0

ACCOUNT NAME	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Budget
Attorney Fees/Riley & McLendon	99,548.98	88,725.69	72,826.50	125,000	125,000
Attorney Fees/Othe	62,057.85	51,190.66	129,468.57	100,000	100,000
Total Expenditures	161,606.83	139,916.35	202,295.07	225,000	225,000



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, Human Resources, and Facilities.

Positions: 6 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.

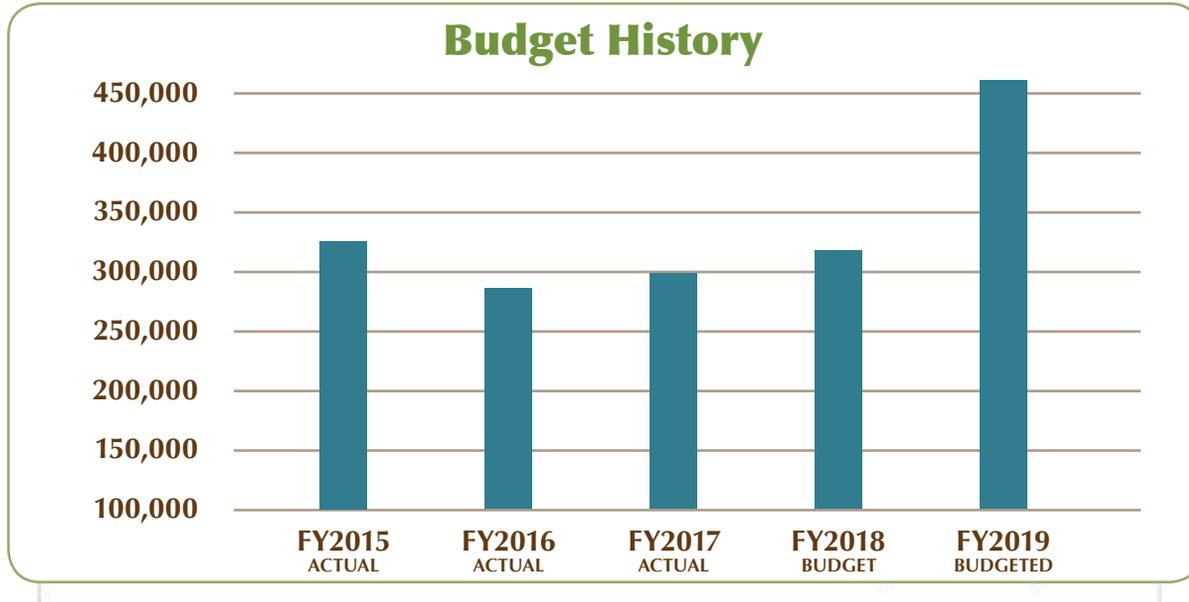
Current FY2018 Budget: \$315,074

FY2019 Adopted Budget: \$456,646

Change: \$141,572

ACCOUNT NAME	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Budgeted
Regular Salaries	0.00	0.00	22,500.00	141,000	154,067
FICA/Medicare	0.00	0.00	1,721.00	10,787	11,786
Group Insurance	0.00	0.00	3,550.80	23,200	24,800
Retirement	0.00	0.00	3,825.00	23,970	26,191
Unemployment Expense	0.00	0.00	0.00	0	0
Workers Comp	0.00	0.00	0.00	685	685
Other Emp Benefits	0.00	0.00	650.00	5,100	8,617
Audit Services	19,800.00	23,515.00	23,245.00	28,000	38,000
Professional Services	0.00	0.00	0.00	10,000	75,000
Contractual Svcs/CH2M	317,016.29	243,051.83	222,797.51	63,832	109,000
Travel Expense	0.00	0.00	0.00	3,500	3,500
Dues & Fees	0.00	0.00	0.00	1,500	1,500
Education & Training	0.00	0.00	1,839.00	3,500	3,500
Total Expenditures	336,816.29	266,566.83	280,128.31	315,074	456,646

Reason for Change: Addition of a Senior Accountant and additional funds for further development of smart cities technology.



2018 Accomplishments

The Finance & Administration Division completed the audit and budget in a timely manner. Most importantly, the audit included a “clean” opinion. Worked with City Management to secure favorable terms on a new bond for the purchase of land directly adjacent to the City’s new Town Center. Received the City’s first award for the Outstanding Budget Presentation.

2019 Goals and Objectives

The Finance & Administration Division will continue to provide timely and accurate financial data to elected officials and the public. During 2019, the division will begin the process of researching and gathering data for implementation of a new financial software package. In addition, the Finance & Administration Division will submit for the City’s first Government Finance Officers Association certificate in financial report award.



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.

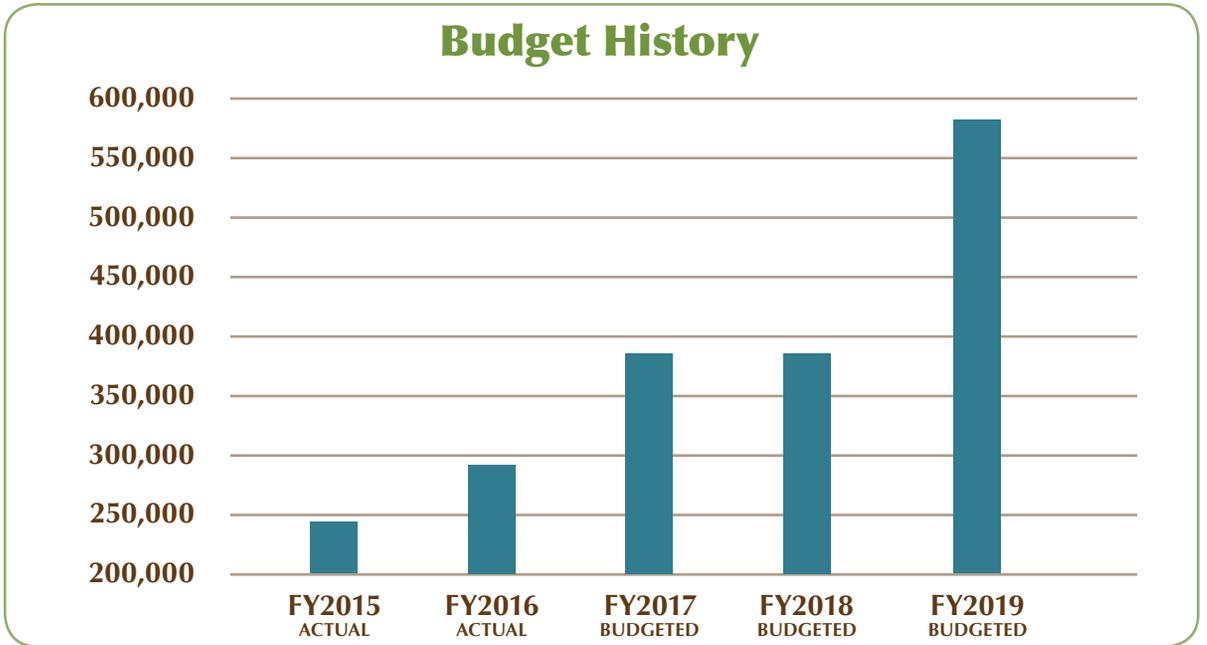
Current FY2018 Budget: \$379,518

FY2019 Adopted Budget: \$576,104

Change: \$196,586

Reason for Change: City engage a third party firm to undergo a multi-year marketing program, to help brand the City and establish it recognition throughout the United States.

ACCOUNT NAME	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Budgeted
Professional Services	102,272.82	145,753.95	154,698.08	160,000	350,000
Contractual Svcs/CH2M	132,919.99	137,722.01	226,152.48	219,518	226,104
Total Expenditures	235,192.81	283,475.96	380,850.56	379,518	576,104



2018 Accomplishments

The Communications Department strategically leveraged its Marketing and Communications Plan and team resources to renew inroads for connectivity with residents, businesses and community participants. Key programs which the communications team supported included Town Halls, the Committee for the Arts, economic development initiatives, public works projects, and projects from the innovation hub master plan. The team used advertising, media relations, website, branding and social media to share information on various city projects, initiatives and programs.

2019 Goals and Objectives

The Communications Department in 2019 will work with a third party to implement a major multi-prong marketing program, using video, social media, and advertising to further develop the brand of Peachtree Corners. The department will continue to coordinate relevant community-wide events and promote involvement and collaboration opportunities for citizens to inform and empower the public on critical programs, projects and initiatives.



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: 16 Full Time Employees

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.

Current FY2018 Budget: \$1,952,668

FY2019 Adopted Budget: \$1,743,152

Change: (\$209,516)

ACCOUNT NAME	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Budget
Regular Salaries	0.00	0.00	29,166.67	144,921	154,518
Fica/Medicare	0.00	0.00	2,227.65	11,086	11,821
Group Insurance	0.00	0.00	3,550.80	23,200	24,800
Retirement	0.00	0.00	4,958.33	24,637	26,268
Unemployment Exp	0.00	0.00	0.00	0	0
Workers Comp	0.00	0.00	0.00	685	685
Other Emp Benefits	0.00	0.00	1,725.00	9,000	9,817
Professional Svcs	195,428.45	287,566.10	526,029.54	200,000	200,000
Contractual Svcs/ CH2M	479,977.01	615,494.32	628,164.00	547,139	404,244
Contractual Svcs/ Optech	458,686.96	650,507.64	645,753.28	658,000	662,000
Road Maint Supplies	10,918.20	51,335.45	44,345.39	100,000	100,000
Travel Expense	0.00	0.00	0.00	3,000	3,000
Dues & Fees	0.00	0.00	0.00	3,000	3,000
Ed & Training	0.00	0.00	0.00	3,000	3,000
Operating Supplies	5,032.24	16,900.19	16,037.94	15,000	15,000
Signs/Beautification	31,656.24	25,155.10	37,041.49	125,000	115,000
Other Equipment	1,256.76	217.60	0.00	10,000	10,000
Street Lighting	0.00	0.00	0.00	75,000	0
Total Expenditures	1,182,955.86	1,647,176.40	1,939,000.09	1,952,668	1,743,152

2018 Accomplishments

- Completed the construction of an intersection improvement at Holcomb Bridge and Jimmy Carter.
- Completed the widening of 141 south of Holcomb Bridge Rd
- Completed the installation of new sidewalks along Spalding Drive, Holcomb Bridge Rd, Frank Neely Rd, Technology Pkwy South, and Westech Dr.
- Completed 6 miles of resurfacing

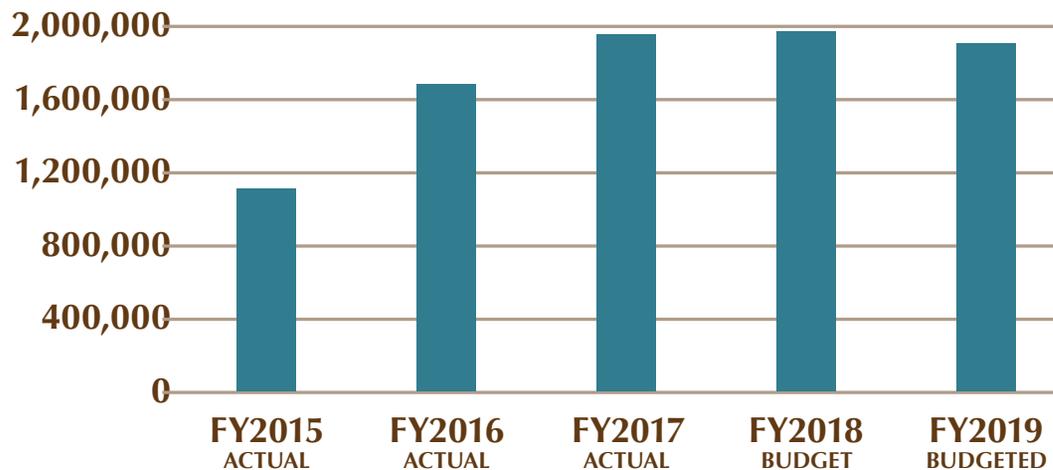
2019 Goals and Objectives

The Public Works Department is anxious to begin construction this year on Phase I of the Technology Park trail system. The work will begin at Technology Parkway and will extend along the banks of the adjacent pond. A roundabout is scheduled for construction during this year at Peachtree Corners Circle and Medlock Bridge Road. This operational improvement is expected to improve vehicular and pedestrian safety in the area and improve the operations of this congested intersection. The intersection of Bush Road and Medlock Bridge Road just down from the roundabout is currently under design for safety and operational improvements.

Those improvements are scheduled for construction in the spring of this fiscal year. Public Works is partnering with the Georgia Department of Transportation and the Gwinnett County Department of Transportation on a couple of concept development projects for transportation improvements at State Route 141 and East Jones Bridge Road and at Spalding Drive between Winters Chapel Road and River Exchange Drive. An Autonomous Vehicle Corridor project is well underway now and is expected to be completed this year for Technology Parkway between State Route 141 and Spalding Drive.

New sidewalk construction is planned along Triangle Parkway, East Jones Bridge Road and Westech Drive. Additional street resurfacing is also planned, and the current projection includes a \$1.5 budget. Plans for this year also include a number of large and medium scale stormwater improvement projects. A major culvert replacement and stream crossing upgrade at Flippen Trail is scheduled for completion soon. Finally, the city’s municipal solid waste service is transitioning to a new vendor this year, and Public Works is busy developing plans for new routes, new service structures and communication plans for all of the solid waste customers.

Budget History



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: 10 Full Time Employees

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.

Current FY2018 Budget: \$759,465

FY2019 Adopted Budget: \$793,131

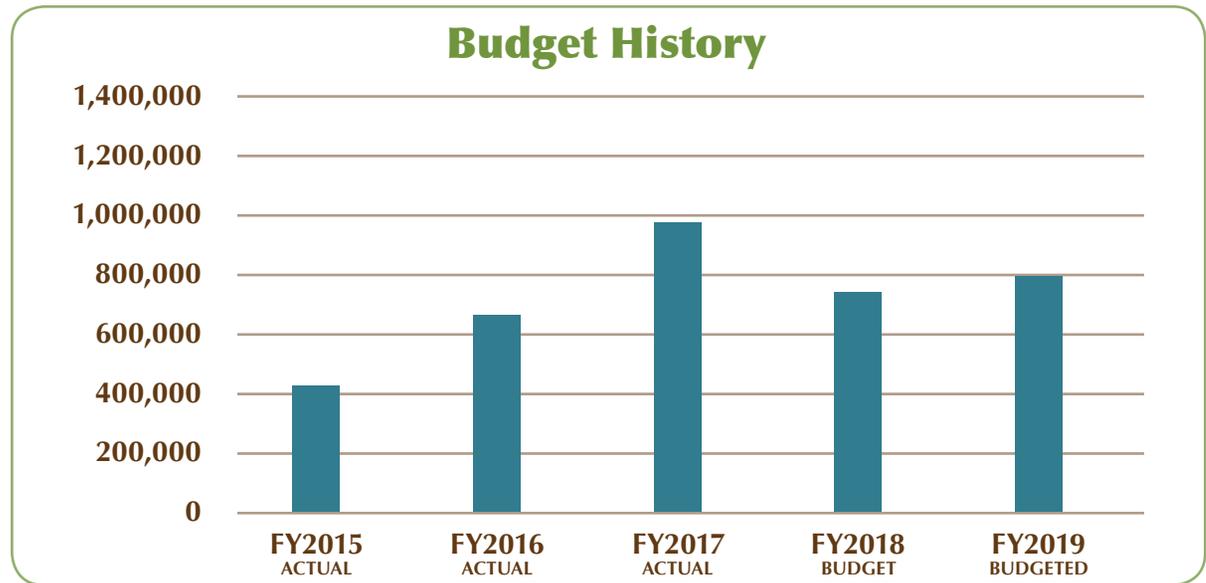
Change: \$33,666

Reason for Change: Implementation of events on the City’s newly constructed Town Center, costs associated with those events are in Community Development.

ACCOUNT NAME	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Budget
Regular Salaries	151,750.56	146,489.18	159,216.42	165,709	170,681
Fica/Medicare	9,726.84	9,767.72	9,329.72	12,677	12,677
Group Insurance	0.00	0.00	0.00	0	24,800
Retirement	24,177.92	24,842.68	27,066.78	28,171	29,016
Unemployment Expense	0.00	0.00	28.50	0	0
Workers Comp	145.00	1,006.00	780.50	1,000	1,000
Other Emp Benefits	773.50	11,960.40	12,455.40	12,408	8,617
Professional Services	211,032.60	375,386.68	392,122.24	300,000	400,000
Contractual Svcs/CH2M	0.00	82,499.83	109,999.86	128,000	131,840
Travel Expense	0.00	0.00	0.00	3,500	3,500
Dues & Fees	0.00	0.00	0.00	1,500	1,500
Education & Training	3,254.06	3,641.75	4,124.48	3,500	3,500
Hospitality Supplies	0.00	0.00	4,383.10	3,000	6,000
Multi-Use Trail	0.00	0.00	276,193.00	100,000	0
Total Expenditures	400,860.48	655,594.24	995,700.00	759,465	793,131

2018 Accomplishments

The Community Development Department focused on several key initiatives over the course of the past year including the Town Center project which finally started construction. Leases for anchor tenant CineBistro and several key restaurants including Firebirds and Marlowe’s Tavern were announced. And Forum-style building elevations were approved for the townhomes to be built along the Medlock Bridge Road side of the project. The Town Green plans were also finalized, and an events calendar was developed for programmed activities scheduled to get underway on the Town Green in Spring 2019. Department Staff worked on the establishment of an Entertainment District which comprises the area of the Town Center, the Forum, and some of the nearby commercial properties. This District is focused on promoting the arts and entertainment in Peachtree Corners. In addition, Department Staff worked with the City’s Downtown Development Authority to facilitate the acquisition of 5.7 acres of land immediately behind the Town Center property. Although plans for this property have not yet been established, it is anticipated that this parcel will ultimately be designed into the Town Center and developed as the next phase of this key City project. The Community Development Department also coordinated



with the Atlanta Regional Commission to update the City’s Comprehensive Plan. The updated document presents the City’s vision for its future and is intended to guide Peachtree Corners’ growth through the year 2040.

2019 Goals and Objectives

- Complete construction of Town Center and Town Green
- Implement events programming at Town Green
- Develop an Arts Map and Program along with a Voluntary 1% for Arts program
- Facilitate redevelopment in Technology Park and Holcomb Bridge Rd. corridor
- Enhance on-line permitting
- Continue Zoning Code updates (to include specific issue topics such as vacant/foreclosed properties; tree ordinance)

DEPARTMENTAL BUDGET DETAIL

ADMINISTRATIVE SERVICES DEPARTMENT

CITY COUNCIL	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
100-010-51100-51110 Regular Salaries	57,000.24	55,666.90	57,000.24	57,000	57,000
100-010-51100-51200 FICA/Medicare	4,360.56	4,258.56	4,320.63	4,361	4,361
100-010-51100-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51100-51270 Workers Comp	0.00	0.00	1,148.00	1,200	1,200
100-010-51100-52370 Education & Training	27,814.22	17,832.46	28,884.58	35,000	35,000
100-010-51100-53101 Postage	0.00	0.00	0.00	500	500
100-010-51100-53170 Other Supplies	1,763.71	1,569.95	1,073.99	5,000	5,000
100-010-51100-53175 Hospitality Supplies	3,071.68	3,729.28	5,249.28	8,000	8,000
Subtotal	94,010.41	83,057.15	97,676.72	111,061	111,061
CITY MANAGER					
100-010-51300-51110 Regular Salaries	174,099.96	185,100.00	370,498.00	184,600	204,983
100-010-51300-51200 FICA/Medicare	10,123.34	10,371.92	21,569.42	14,122	15,681
100-010-51300-51210 Group Insurance	21,801.40	22,903.00	31,229.80	23,200	24,800
100-010-51300-51240 Retirement	28,220.04	29,934.17	35,899.51	25,844	28,698
100-010-51300-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51300-51270 Workers Comp	1,769.00	1,527.00	928.00	1,000	1,000
100-010-51300-51290 Other Emp Benefits	773.50	1,856.40	39,017.30	21,000	21,817
100-010-51300-51280 Relocation Expense	0.00	14,350.00	9,000.00	0	0
100-010-51300-52120 Professional Services	0.00	0.00	0.00	250,000	250,000
100-010-51300-52350 Travel Expense	4,311.45	1,920.33	3,279.89	3,500	5,000
100-010-51300-52360 Dues & Fees	130.00	2,680.00	2,110.00	3,500	3,500
100-010-51300-52370 Education & Training	3,210.00	1,606.10	1,835.00	3,000	3,000
100-010-51300-53100 Operating Supplies	63.38	0.00	4,422.56	7,500	7,500
100-010-51300-53175 Hospitality Supplies	684.34	589.97	1,611.81	2,000	2,000
Subtotal	245,186.41	272,838.89	521,401.29	539,266	567,979

CITY CLERK	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
100-010-51130-51110 Regular Salaries	85,000.08	90,639.96	93,359.16	96,160	118,450
100-010-51130-51200 FICA/Medicare	6,676.52	6,933.96	7,070.73	7,356	9,061
100-010-51130-51210 Group Insurance	19,661.40	20,763.00	19,190.80	23,200	24,800
100-010-51130-51240 Retirement	14,450.04	15,328.94	15,871.05	16,347	20,137
100-010-51130-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51130-51270 Workers Comp	629.00	391.00	459.00	685	685
100-010-51130-51290 Other Emp Benefits	529.50	1,270.80	1,298.40	6,500	8,017
100-010-51130-52112 Election Services	23,660.57	23,736.29	3,750.00	55,000	55,000
100-010-51130-52121 Contractual Svcs/CH2M	0.00	102,337.56	102,337.56	97,257	100,175
100-010-51130-52330 Advertising	660.00	1,290.00	1,638.00	3,500	2,500
100-010-51130-52350 Travel Expense	1,608.15	992.90	2,182.89	2,500	2,500
100-010-51130-52360 Dues & Fees	290.00	0.00	525.00	1,000	1,000
100-010-51130-52370 Education & Training	1,123.00	648.31	1,005.00	2,000	2,000
100-010-51130-53100 Operating Supplies	540.46	2,061.75	1,130.85	2,000	2,000
100-010-51130-53101 Postage	3,829.70	5,640.25	-23.94	0	0
Subtotal	158,658.42	272,034.72	249,794.50	313,505	346,325

FINANCE & ADMINISTRATION

100-010-51510-51110 Regular Salaries	0.00	0.00	22,500.00	141,000	154,067
100-010-51510-51200 FICA/Medicare	0.00	0.00	1,721.00	10,787	11,786
100-010-51510-51210 Group Insurance	0.00	0.00	3,550.80	23,200	24,800
100-010-51510-51240 Retirement	0.00	0.00	3,825.00	23,970	26,191
100-010-51510-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51510-51270 Workers Comp	0.00	0.00	0.00	685	685
100-010-51510-51290 Other Emp Benefits	0.00	0.00	650.00	5,100	8,617
100-010-51510-52110 Audit Services	19,800.00	23,515.00	23,245.00	28,000	38,000
100-010-51510-52120 Professional Services	0.00	0.00	0.00	10,000	75,000
100-010-51510-52121 Contractual Svcs/CH2M	317,016.29	243,051.83	222,797.51	63,832	109,000
100-010-51510-52350 Travel Expense	0.00	0.00	0.00	3,500	3,500
100-010-51510-52360 Dues & Fees	0.00	0.00	0.00	1,500	1,500
100-010-51510-52370 Education & Training	0.00	0.00	1,839.00	3,500	3,500
Subtotal	336,816.29	266,566.83	280,128.31	315,074	456,646

LEGAL SERVICES DEPARTMENT	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
100-010-51530-52122 Attorney Fees/Riley & McL	99,548.98	88,725.69	72,826.50	125,000	125,000
100-010-51530-52130 Attorney Fees/Other	62,057.85	51,190.66	129,468.57	100,000	100,000
Subtotal	161,606.83	139,916.35	202,295.07	225,000	225,000

FACILITIES & BUILDINGS DEPARTMENT					
100-010-51565-51300 Technical Services	24,893.97	26,221.96	32,034.61	36,000	162,000
100-010-51565-52200 Repairs & Maintenance	0.00	0.00	0.00	200,000	200,000
100-010-51565-52301 Real Estate Rents/Leases	107,029.96	109,119.63	202,633.87	62,500	90,132
100-010-51565-52302 Economic Dev	0.00	600,000.00	460,000.00	500,000	500,000
100-010-51565-53103 Office Supplies	565.28	0.00	0.00	10,000	10,000
100-010-51565-53121 Water/Sewage	0.00	0.00	0.00	60,000	15,000
100-010-51565-53122 Electricity	0.00	0.00	0.00	60,000	150,000
100-010-51565-53122 Natural Gas	0.00	0.00	0.00	60,000	0
100-010-51565-54100 Land	0.00	0.00	1,022,277.73	0	0
100-010-51565-54130 Buildings	0.00	0.00	3,845,711.47	2,733,212	0
100-010-51565-54230 Furniture And Fixtures	40,142.65	16,440.56	325.00	500,000	25,000
100-010-51565-55530 Community Services	0.00	0.00	0.00	100,000	100,000
100-010-51565-56220 Transfer to DDA	0.00	0.00	11,228,057.27	1,250,000	2,500,000
100-010-51565-58130 Principal Note Payments	0.00	0.00	0.00	0	555,000
100-010-51565-58230 Interest Note Payments	0.00	0.00	0.00	0	251,256
100-010-51565-58400 Closing Costs	0.00	0.00	70,309.59	0	0
Subtotal	172,631.86	751,782.15	16,861,349.54	5,571,712	4,558,388

PUBLIC INFORMATION					
100-010-51570-52120 Professional Services	102,272.82	145,753.95	154,698.08	160,000	350,000
100-010-51570-52121 Contractual Svcs/CH2M	132,919.99	137,722.01	226,152.48	219,518	226,104
Subtotal	235,192.81	283,475.96	380,850.56	379,518	576,104

GENERAL OPERATIONS	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
100-010-51590-52101 Official/Admin Start Up					
100-010-51590-52103 Technical Services	97,613.64	95,583.95	97,923.66	175,000	235,000
100-010-51590-52111 Official/Admin Svcs	17,521.02	1,471.68	68,691.68	70,000	70,000
100-010-51590-52120 Professional Services	607,958.91	600,353.06	560,544.40	975,000	518,000
100-010-51590-52128 Commissions	13,191.09	9,525.68	5,503.94	0	0
100-010-51590-52310 General Liability Insurance	17,337.17	21,749.33	19,497.67	35,000	35,000
100-010-51590-53100 Operating Supplies	31,430.33	33,231.38	31,583.12	40,000	55,000
100-010-51590-53101 Postage	0.00	0.00	7,530.38	10,000	10,000
100-010-51590-53103 Office Supplies	10,112.45	9,997.50	8,681.48	10,000	15,000
100-010-51590-53104 Service Fees	13,825.83	7,881.03	10,717.09	15,000	15,000
100-010-51590-53123 Electricity	172,750.39	347,468.81	352,316.90	375,000	421,000
100-010-51590-53131 Tan Principal	0.00	0.00	0.00	0	0
100-010-51590-53132 Interest	403,181.63	216,381.93	0.00	0	0
100-010-51590-54240 Computer/Software	39,450.94	52,396.54	35,710.09	38,000	95,000
100-010-51590-58132 Other Debt Principal	4,824.38	4,982.96	0.00	0	
100-010-51590-58232 Other Debt Interest	958.06	317.61	0.00	0	209,869
Subtotal	1,430,155.84	1,401,341.46	1,198,700.41	1,743,000	1,678,869

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
100-040-54100-51110 Regular Salaries	0.00	0.00	29,166.67	144,921	154,518
100-040-54100-51200 Fica/Medicare	0.00	0.00	2,227.65	11,086	11,821
100-040-54100-51210 Group Insurance	0.00	0.00	3,550.80	23,200	24,800
100-040-54100-51240 Retirement	0.00	0.00	4,958.33	24,637	26,268
100-040-54100-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-040-54100-51270 Workers Comp	0.00	0.00	0.00	685	685
100-040-54100-51290 Other Emp Benefits	0.00	0.00	1,725.00	9,000	9,817
100-040-54100-52120 Professional Services	195,428.45	287,566.10	526,029.54	200,000	200,000
100-040-54100-52121 Contractual Svcs/CH2M	479,977.01	615,494.32	628,164.00	547,139	404,244
100-040-54100-52124 Contractual Svcs/Optech	458,686.96	650,507.64	645,753.28	658,000	662,000
100-040-54100-52126 Road Maint Supplies	10,918.20	51,335.45	44,345.39	100,000	100,000
100-010-54100-52350 Travel Expense	0.00	0.00	0.00	3,000	3,000
100-010-54100-52360 Dues & Fees	0.00	0.00	0.00	3,000	3,000
100-010-54100-52370 Education & Training	0.00	0.00	0.00	3,000	3,000
100-040-54100-53100 Operating Supplies	5,032.24	16,900.19	16,037.94	15,000	15,000
100-040-54100-54231 Signs/Beautification	31,656.24	25,155.10	37,041.49	125,000	115,000
100-040-54100-54250 Other Equipment	1,256.76	217.60	0.00	10,000	10,000
100-040-54100-54260 Street Lighting	0.00	0.00	0.00	75,000	0
Subtotal	1,182,955.86	1,647,176.40	1,939,000.09	1,952,668	1,743,152

COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
100-070-57200-51110 Regular Salaries	151,750.56	146,489.18	159,216.42	165,709	170,681
100-070-57200-51200 Fica/Medicare	9,726.84	9,767.72	9,329.72	12,677	12,677
100-070-57200-51210 Group Insurance	0.00	0.00	0.00	0	24,800
100-070-57200-51240 Retirement	24,177.92	24,842.68	27,066.78	28,171	29,016
100-070-57200-51260 Unemployment Expense	0.00	0.00	28.50	0	0
100-070-57200-51270 Workers Comp	145.00	1,006.00	780.50	1,000	1,000
100-070-57200-51290 Other Emp Benefits	773.50	11,960.40	12,455.40	12,408	8,617
100-070-57200-52120 Professional Services	211,032.60	375,386.68	392,122.24	300,000	400,000
100-070-57200-52121 Contractual Svcs/CH2M	0.00	82,499.83	109,999.86	128,000	131,840
100-0070-57200-52350 Travel Expense	0.00	0.00	0.00	3,500	3,500
100-0070-57200-52360 Dues & Fees	0.00	0.00	0.00	1,500	1,500
100-070-57200-52370 Education & Training	3,254.06	3,641.75	4,124.48	3,500	3,500
100-070-57200-53175 Hospitality Supplies	0.00	0.00	4,383.10	3,000	6,000
100-070-57200-56230 Multi-Use Trail	0.00	0.00	276,193.00	100,000	0
Subtotal	400,860.48	655,594.24	995,700.00	759,465	793,131

BUILDING DEPARTMENT

100-070-57220-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57220-52121 Contractual Svcs/CH2M	0.00	0.00	20,254.32	615,000	633,450
100-070-57220-52123 Contractual Svcs/CAA	393,056.29	415,236.55	381,487.18	0	0
Subtotal	393,056.29	415,236.55	401,741.50	615,000	633,450

PLANNING & ZONING

100-070-57410-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57410-52121 Contractual Svcs/CH2M	233,746.32	217,467.36	217,467.36	210,000	246,300
Subtotal	233,746.32	217,467.36	217,467.36	210,000	246,300

CODE ENFORCEMENT	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
100-070-57450-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57450-52121 Contractual Svcs/CH2M	420,743.40	588,441.24	588,441.24	430,000	442,900
Subtotal	420,743.40	588,441.24	588,441.24	430,000	442,900
DESIGNATED RESERVE					
100-010-59000-57902 Reserve Contingency	76,948.81	1,462,050.74	0.00	0	62,596
Subtotal	76,948.81	1,462,050.74	0.00	0	62,596
Total Department Expenditures	5,542,570.03	8,456,980.04	23,934,546.59	13,165,269	12,441,900





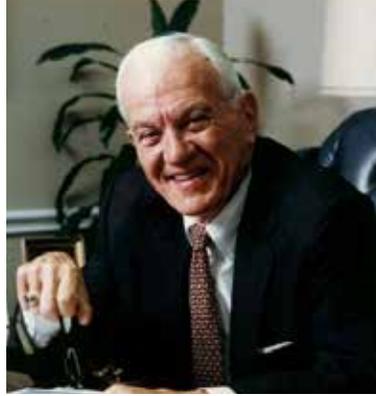


Section 6 Appendix

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2019

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 of Peachtree Corners provides three services: land-use planning and zoning including zoning enforcement, promulgation of building and environmental ordinances and enforcement of them, and solid waste collection. The city is governed by a mayor and six city council members which are elected to four-year terms. The city employees Peachtree Corners has in charge of day-to-day operations include a city manager, city clerk, and the community development director. The city also has code enforcement personnel, and building officials, and department directors, Departments in the city include Communications, Community Development, Finance, and Public Works. The city has its own municipal court and employs a city attorney.



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

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 the 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 OF BUDGETARY AND FINANCIAL TERMINOLOGY

The City's Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Budget document in understanding these terms, a glossary has been included in this document.

A

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 DeKalb 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.

B

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

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.

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.

C

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.

D

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.

E

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.

F

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.

FUND BALANCE (assigned): Amounts a government intends to use for a particular purpose.

FUND BALANCE (carried forward): 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.

FUND BALANCE (committed): Amounts constrained by a government using its highest level of decision-making authority.

FUND BALANCE (restricted): Amounts constrained by external parties, constitutional provision, or enabling legislation.

FUND BALANCE (unassigned): Amounts that are not constrained at all will be reported in the general fund.

G

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.

L

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.

M

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.

O

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.

P

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.

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

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.

R

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.

S

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

T

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.

U

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.

W

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.



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