



**ANNUAL OPERATING
& CAPITAL BUDGET
CITY OF PEACHTREE CORNERS
GEORGIA
FISCAL YEAR 2022**



CITY OF
**Peachtree
CORNERS**
Innovative & Remarkable



PEACHTREE CORNERS

ENTERING PAUL DUKE PARKWAY

THE CITY OF PEACHTREE CORNERS, GEORGIA, AT A GLANCE

General Information	
Date of Incorporation	July 1, 2012
Area	17.37 sq. miles
Form of Government	Municipality
Total Adopted Fiscal Year 2021 Budget	\$22.3 million

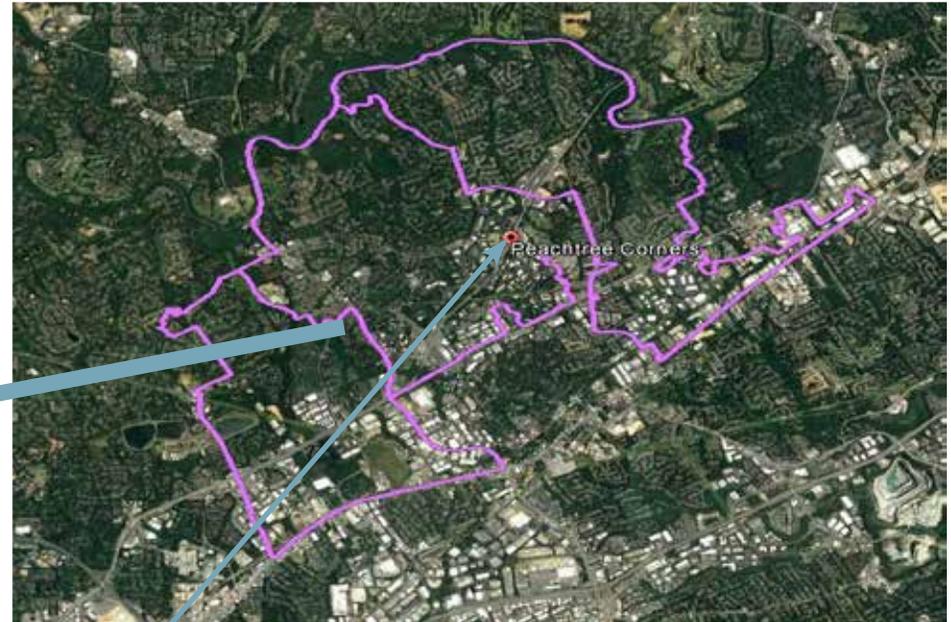
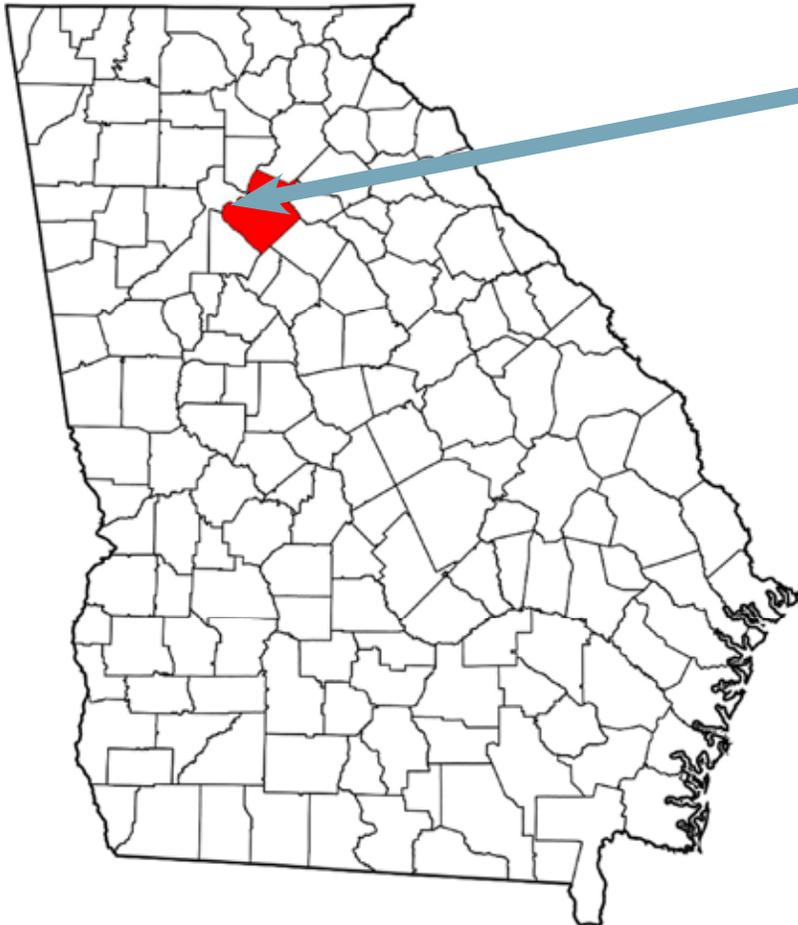
Existing Land Usage (Approximate)	
Category	Percentage
Commercial	36%
Residential	53%
Parks	3%
Undeveloped	8%

City Demographics	
Population	43,509
Median Age	36.1
Median Household Income	\$94,594
Average Household Size	2.62 persons
Median Home Value	\$291,900

Major Employers	# Employees
Carmax	600
Soliant	598
Siemens Industry Inc.	477
Hapag-Lloyd	450
Pond & Company	400
Immucor Inc.	382
Amazon	350
Crawford & Company	339
ACI Worldwide Corp	302
Veritiv Operating Company	298

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 43,509 in 2018. 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



Councilmember, Post 1
Phil Sadd



Councilmember, Post 2
Eric Christ



Councilmember, Post 3
Alex Wright



Councilmember, Post 4
Jeanne Aulbach



Councilmember, Post 5
Lorri Christopher



Councilmember, Post 6
Weare Gratwick



CITY OF
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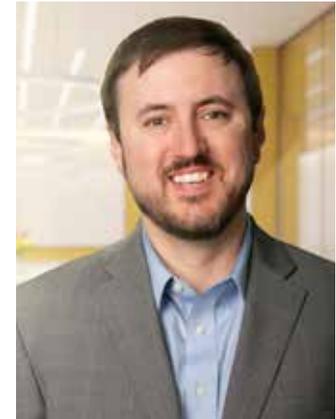
City of Peachtree Corners, Georgia Annual Operating & Capital Budget

Fiscal Year 2022



Brian L. Johnson
City Manager

Prepared by
Finance & Administration Department
Submitted by
Brian L. Johnson, City Manager



Cory Salley
Finance Director



GFOA DISTINGUISHED BUDGET PRESENTATION AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City of Peachtree Corners
Georgia**

For the Fiscal Year Beginning

July 1, 2021

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, 2021. 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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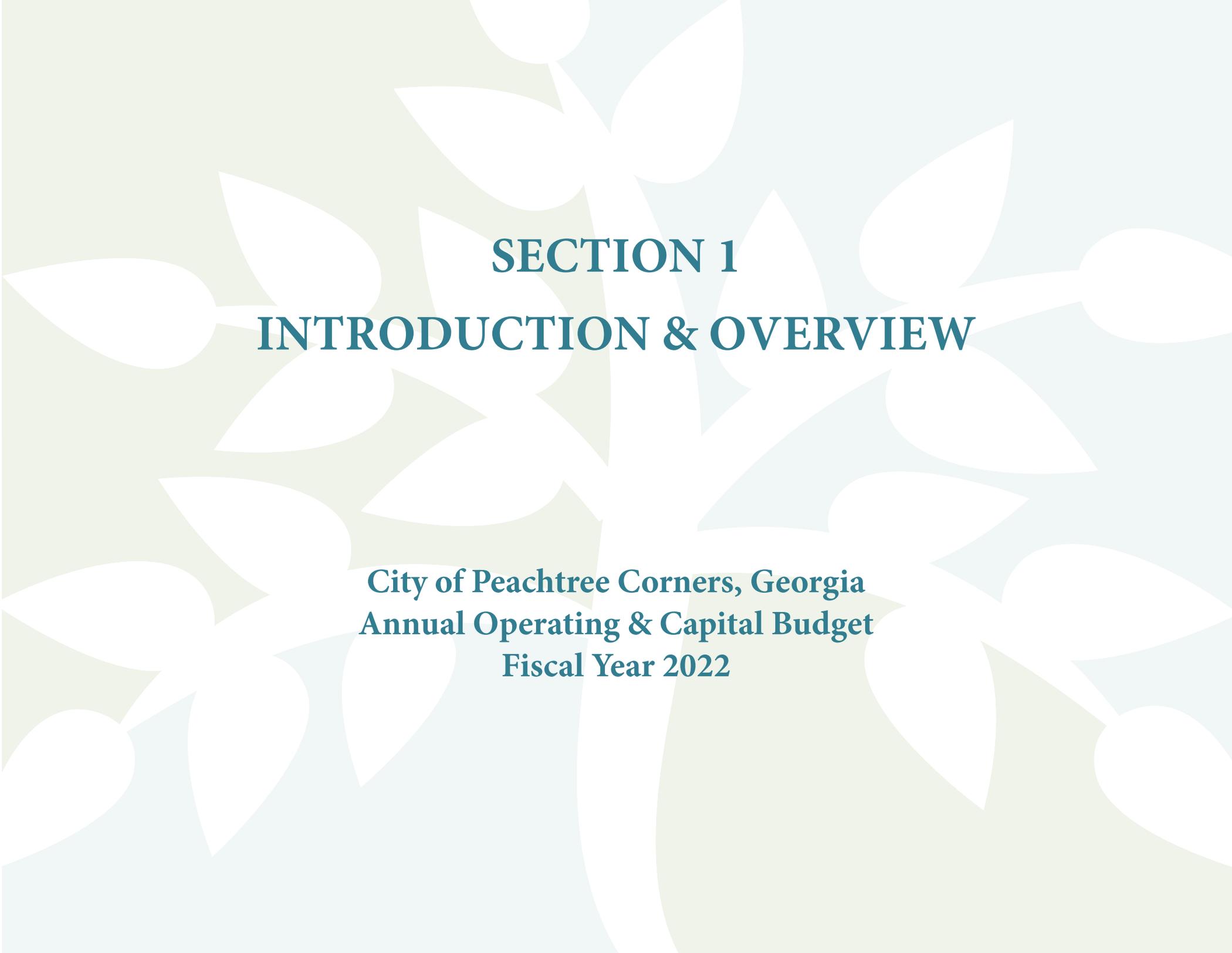
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SECTION 1
INTRODUCTION & OVERVIEW

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2022

BUDGET MESSAGE

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

We are pleased to submit the FY 2022 Budget to Council for review and encourage the feedback and involvement of citizens to provide a fiscal plan which meets the needs of the City of Peachtree Corners.

The FY 2022 Budget was developed with a focus on continuing to improve and expand the City’s infrastructure along with expanding our community gathering place to service residents for years to come. The FY 2022 Budget continues to build upon this success by including funding for additional smart city technology and enhancements within Curiosity Lab.

Overview of FY 2021 Accomplishments

Even with the uncertainty caused by COVID-19, Peachtree Corners still experienced advantageous economic development growth due in part to business relocations and expansions. The City anticipates a surplus of revenue over expenditures and the further accumulation of operating and long-term reserves, all while maintaining one of the lowest tax rates in the Atlanta metropolitan area. Because of deliberate, conservative budgeting practices in FY 2021, 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 2021:

Community Planning Efforts

- Reviewed over 360 building permit plans
- Issued over 1,200 building permits
- Conducted over 4,700 building inspections and addressed over 1,700 code violations

Transportation and Infrastructure

- Re-paved over 13 lane-miles of City streets
- Installed over 1 mile of sidewalk
- Completed construction of a 194 ft pedestrian bridge
- Completed over 2,100 right-of-way work orders
- Completed several major stormwater infrastructure projects



Economic Development

- Accepted over 300 new business license applications
- Awarded \$2.66 million worth of grants to over 100 businesses
- Welcomed expansions and relocations for over 800 jobs
- Received a Silver Award for our Peachtree Corners Business Newsletter project in the Magazine and Newsletter category from the International Economic Development Council's 2020 Excellence in Economic Development Awards Program
- Received a Gold Award for our Town Center project in the category of Public-Private Partnerships from the International Economic Development Council's 2020 Excellence in Economic Development Awards Program

Finance and Administration

- Received a “clean” outside audit report for the seventh straight year
- Received the City's first ever credit rating: Aa1
- Received GFOA's Distinguished Budget Presentation Award for the fourth time
- Received GFOA's Certificate of Achievement for Excellence in Financial Reporting for the third time

Technology

- Launched a Level 3 Autonomous Technology Test Vehicle for companies to research and test mobility technology
- Partnered with Georgia Tech and T-Mobile to create a 5G Connected Future incubator program
- Installed 16 electric vehicle (EV) Direct Current (DC) fast charging stations at Town Center
- Achieved a NIST-171 compliant network

Marketing & Public Relations

- Increased its monthly e-newsletter subscriber base by 711 for a total of 6,840
- Launched websites for the Peachtree Corners Veterans Monument Association and the City's electric vehicle charging program

- Had 168,000 new users visit the City's website
- Published the City's history in a book that features historical photographs and colorful accounts from long-time residents.

Overall Economic Condition of the City

While the long-term effects of COVID-19 are still unknown, the City experienced steady expansion and economic development in 2021 including several new residential and commercial development projects. Primarily due to healthy franchise fees, occupation tax fees, and building permits, the City is on track to exceed the \$14.1 million in revenues appropriated in the FY 2021 amended budget.

The City's total taxes collected are outpacing the 2020 collections and permitting revenues were the second highest they have been in the City's history.

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

Budget Brief

The FY 2022 Budget is centered on the continued implementation of successful infrastructure improvements and innovative projects. The FY 2022 Budget for all appropriated funds totals approximately \$33.1 million in revenues, which is down \$3.0 million from the FY 2021 Amended Budget. The FY 2022 General Fund budget is \$14.0 million, which is essentially flat compared to the FY 2021 Amended Budget.

As mentioned previously, the City utilizes public-private partnerships to provide city services. The FY 2022 General Fund budget includes approximately \$3.4 million to third-party contractors to provide street maintenance, information technology and GIS services, legal counsel, building and zoning services, etc. The FY 2022 General Fund budget also includes \$1.2 million for debt service payments on two properties the City owns: City Hall and land purchased adjacent to the Town Green for future development.

The FY 2022 General Fund budget also includes funding for special events and improvements to the Town Green, citywide marketing and branding, various economic development initiatives, and cash reserves.

The FY 2022 Budget maintains a zero-millage rate and does not necessitate an increase in other taxes or fees.





2022 General Fund Budget Summary

	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>	<i>Change</i>
Fees & Taxes	9,087,825	12,221,714	11,092,302	11,440,624	11,397,000	11,495,000	0.86%
Licenses & Permits	1,186,272	1,383,421	1,343,913	188,238	1,418,000	1,315,000	(7.26%)
Intergovernmental	40,841	75,510	1,876,630	200,000	41,000	-	(100.00%)
Fines & Forfeitures	4,263	4,080	7,594	8,891	15,000	8,000	(46.67%)
Interest Earned	1,101	1,708	857	1,067	1,500	1,500	0.00%
Miscellaneous Revenue	415,069	460,354	1,000,132	916,900	996,500	965,500	(3.11%)
Loan Proceeds	8,000,000	-	-	-	-	-	0.00%
Transfers In	-	850,000	219,450	219,450	219,450	219,450	0.00%
Total Revenues	18,735,370	14,996,785	15,540,880	12,975,170	14,088,450	14,004,450	(0.60%)
City Council	97,677	81,604	84,418	70,884	111,060	111,060	0.00%
City Clerk	249,795	258,999	335,420	328,248	323,225	408,105	26.26%
Office of the City Manager	521,401	462,199	613,047	945,087	848,705	870,025	2.51%
Finance/Administration	280,128	322,065	459,828	549,675	583,085	745,350	27.83%
Legal	202,295	173,178	328,531	317,928	496,000	496,000	0.00%
Technology	-	-	-	-	948,835	1,062,995	
Facilities and Buildings	16,861,350	5,433,506	8,017,453	2,851,228	3,178,875	2,801,670	(11.87%)
Public Information	380,851	664,119	662,095	861,636	883,150	818,175	(7.36%)
General Operations	1,198,700	2,471,276	2,129,978	2,383,216	1,681,000	1,745,000	3.81%
Public Works	1,939,000	1,791,515	1,603,306	1,605,618	1,822,605	1,768,095	(2.99%)
Community Development	995,700	702,535	1,037,223	1,164,539	1,234,825	1,296,745	5.01%
Building Department	401,742	554,575	633,450	634,436	582,900	642,860	10.29%
Planning & Zoning	217,467	184,859	246,300	270,414	116,575	128,575	10.29%
Code Enforcement	588,441	485,255	442,900	463,627	466,300	385,715	(17.28%)
Contingency	-	-	-	-	811,310	724,080	0.00%
Total Expenditures	23,934,547	13,585,684	16,593,948	12,446,536	14,088,450	14,004,450	(0.60%)

City Council Goals

The FY 2022 Budget tackles priorities and goals established by the Mayor and Council to improve our community. These goals were discussed and approved at a city council retreat in March. Each department has carefully outlined programs and targets reflecting careful attention and prominence of community-directed ambitions which blend with the priorities identified by Council. The primary FY 2022 goals include:

Create, enhance, and maintain our City infrastructure: For the past seven years, the City Council has been persistent in its focus on providing the resources and support to address our infrastructure needs from paving and sidewalks to the addition of stormwater. The FY 2022 Budget continues the aggressive progress on the capital paving plan along with significant investments into sidewalk improvements and will continue the implementation of the stormwater capital improvement plan. Specific activities to support these efforts include the spending of \$2 million for paving of city roads, \$1 million for improvements and maintenance to the stormwater drainage system, and \$950,000 in new sidewalks and streetlights. We will also continue to invest in our facilities to improve our ability to serve the community.

The FY 2022 Budget includes funding to complete two segments of Corners Connector, our multi-use trail system. The Town Center segment will connect Peachtree Parkway and Peachtree Corners Circle and provide a pedestrian link from both roadways to our Town Green. The second segment, Riverlands, will be approximately 1.5 miles in length and will provide a 10'–12' multi-use trail on E. Jones Bridge Rd. from Peachtree Pkwy to Jones Bridge Park. The FY 2022 Budget also includes funding to complete the planning and engineering for two additional segments of the Corners Connector: Crooked Creek Trail and Engineering Trail.

Continue execution of community-based master plans: In FY 2022, the City will continue to focus on the execution of the community-developed Master Plans: Comprehensive Land Use Plan, Comprehensive Transportation Master Plan, Innovation Hub Master Plan, and Arts Master Plan. As part of the effort to create a set of guidelines and procedures uniquely patterned for Peachtree Corners, the City continually updates its codes to reflect the City's needs and protect its future.

Strengthen business retention, recruitment and redevelopment: The core components of





successful economic development include proactive efforts to keep existing businesses, entice future businesses and enrich the framework for future growth and improvement: Retention, Recruitment, Redevelopment, and Creation.

From the time the City was incorporated, through today, City leaders have recognized the important role technology and life science companies played in the City's history and will continue to play into its future. The City Council has made tremendous investments in cultivating a welcoming environment for technology companies. These include adopting formal incentive plans, establishing a new startup incubator program, and the establishment of Curiosity Lab, a real-world living laboratory where companies have the opportunity to transition unique, innovative technologies from controlled environments into an active community.

The FY 2022 budget provides funding to continue our commitment to job creation through Curiosity Lab and the position to oversee business retention meetings, trend analysis, and target relationship management. The City has also budgeted funds to partner with several consultants to supplement staff's efforts in each of these areas. The City will continue to work cooperatively with property owners, brokers, and our community partners to retain and expand our existing businesses through an aggressive business visitation program in which we meet one-on-one with our businesses. Redevelopment efforts focus on enlisting new retailers and office tenants to our existing commercial nodes and leveraging our master plans for quality commercial and residential development. Additional efforts will focus strategic energies with Partnership Gwinnett, the Gwinnett Chamber of Commerce, the Peachtree Corners Business Association, the Southwest Gwinnett Chamber, and the Metro Atlanta Chamber of Commerce to drive recruitment strategies in the Peachtree Corners area.

Maintain a high-performing, efficient, and effective government system: Through sound financial planning by Mayor and Council, the City has been able to build a strong financial position as evidenced by a general fund balance of 76% of FY2021 amended budgeted expenditures (less reserve contingency). In addition, the City received its first Aa1 credit rating, demonstrating strong financial management and financial position. Through public-private partnerships and intergovernmental agreements, the City continues to provide a high level of service to its citizens while operating in a lean and flexible manner.

Continue proactive civic engagement and communications outreach: The City's efforts

to position Peachtree Corners as the most preferred community on Atlanta's north side for business, living, learning and leisure will continue in full in FY 2022. The City continues its efforts with Georgia Tech, offering professional education courses in the Innovation Center. The City will promote and develop opportunities for enhanced citizen communications, participation, and public involvement such as increasing awareness of economic development opportunities in Peachtree Corners and promoting community understanding and engagement to increase civic pride. An essential aspect of community-wide plan implementation involves communication and interaction with citizens to inform and collect input on program implementation and project initiatives. Through our social media campaign efforts, the City will continue to highlight the many different aspects of Peachtree Corners, and we will continue our partnership with Peachtree Corners Life Magazine.

Challenges

The key challenges facing the City of Peachtree Corners in FY 2022 revolve around prioritizing spending as we seek to implement the community's vision. For residents and businesses, it is critical to have the right projects properly prioritized to promote a meaningful and superior quality of life. Challenges which need to be addressed in FY 2022 include meeting the current demands and future needs of an aging infrastructure while improving assets and amenities that provide opportunity and access for our stakeholders and managing our revenue and expenditures while dealing with the impacts of COVID-19.

Properly address infrastructure demands: Since the City's incorporation in 2012, proactive and responsive infrastructure maintenance and repair have been at the forefront of the community's interests and City's service. In five and a half years, the City has paved approximately 25 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 demand, most of the City's pavement continues to deteriorate at an accelerated rate. Balancing staff resources with the capital project and maintenance workload to provide a high level of service is an essential need and challenge facing the City. Coupled with the backlog of street and paving repairs is the increased need to complete stormwater pipe replacement projects. Much of the existing stormwater drainage system in the City has been shown to need repair or replacement. However, for both challenges, the City needs to work diligently to secure community support and understanding of these critical infrastructure needs and continue to communicate, involve, engage, and empower



citizens with the information and the ability to share in the vision for a better Peachtree Corners.

Revenue management: Since the City operates without receiving property taxes, it is critical that we maintain a watchful eye on our current revenue streams. The City has been fortunate to have attracted new commercial activity which has fueled an increase in total revenue, and as mentioned above, we have been able to build up a strong financial position since our incorporation. This strong financial position and the City's service delivery model has given the City the flexibility to maintain operations in this uncertain time. Although the full financial impacts of COVID-19 are unknown, it is reasonable to anticipate a slowdown in new development and therefore a reduction in some revenue streams, especially Building Permit Fees. If the global pandemic worsens or continues past FY 2021, the City will have to decide whether to make expenditure reductions or use reserves to bridge the gap.

FY 2022 Expenditure Highlights

Considering these goals and challenges, the following list of FY 2022 Budget expenditures clearly demonstrates the City's continued efforts to steadily increase investment in infrastructure, place making, and job creation.

Paving/Infrastructure

- 2022 street resurfacing and paving (\$2,000,000)
- SR 141 and East Jones Bridge Rd Intersection Improvements (\$1,500,000)
- Medlock Bridge Rd @ Bush Rd (\$1,200,000)
- New Sidewalks (\$700,000)

Community Development (Place Making)

- Town Green Events and Improvements (\$650,000)
- Multi-Use Trails (\$4,050,000)





- Street Light Improvements (\$250,000)

Technology

- Enhance Smart City Infrastructure (\$500,000)

Marketing & Public Relations

- City-wide marketing and branding (\$500,000)

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

Summary

As a consequence of COVID-19, there is still much uncertainty as to what the future holds for local government revenue streams. To protect the City's financial condition while achieving the goals outlined in this budget, a conservative approach was taken in projecting revenues and budgeting expenditures. We look forward to an engaged discussion of the FY 2022 Budget proposal over the next two months and jointly attaining a unified plan for a fiscally conscientious FY 2022 spending plan. We appreciate your thoughtful and careful review of this proposal.

Sincerely,

Brian L. Johnson

Brian L. Johnson, City Manager



PERFORMANCE MEASURES

During the City Council Retreat in March 2021, Mayor and Council had the opportunity to discuss and approve the following strategic goals:



Create, maintain, and enhance our City infrastructure



Continue execution of community-based master plans



Strengthen business retention, recruitment, and redevelopment



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



Continue proactive civic engagement and communication outreach

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

	2016	2017	2018	2019	2020
City Clerk					
Open Record Requests Received	97	147	132	190	208
Council packets/agendas prepared	14	23	28	26	31
Ordinances Adopted	27	24	26	17	24
Resolutions Adopted	21	21	17	15	27

Finance					
Audit Findings	0	1	0	0	0
Bond Rating	N/A	N/A	N/A	N/A	Aa1
Invoices Paid	1133	1192	1613	2278	2732
Business Licenses Processed	2357	2257	2451	2563	2804

Public Information					
Total visits to website	66,673	104,188	132,688	239,280	210,544
Percentage of first time visitors to the website	60.26%	59.12%	61.27%	67.35%	63.30%
Press Releases distributed	52	34	35	43	36
E-newsletter subscribers	2,853	3,632	4,232	5,306	6,369

Public Works					
Work Orders Completed	1468	1351	1019	1630	2036
Land Development Inspections	753	498	588	514	554
Collection Rate on Solid Waste Payments	99.85%	99.68%	99.48%	99.24%	98.00%
Stormwater Structures Inspected	N/A	N/A	646	602	790

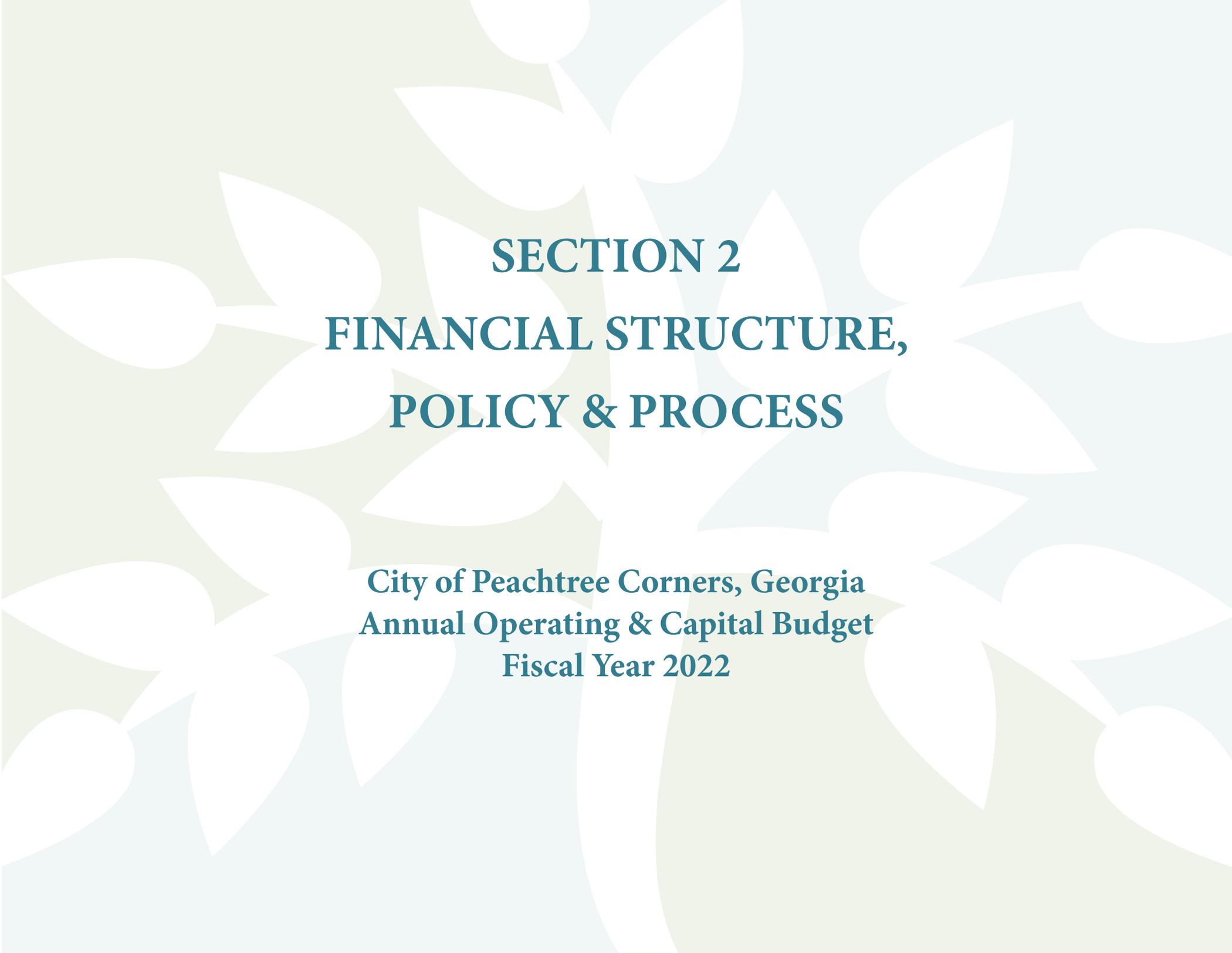
Community Development					
Public Hearings	27	32	37	23	27
Building Permits Issued	1108	1174	1235	1395	1181
Building Inspections Completed	5,484	4,625	5,768	6,397	5,758
Code Enforcement Violations	1,698	1,696	2,497	3,108	1,748

MEASURES CONNECTED TO GOALS

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



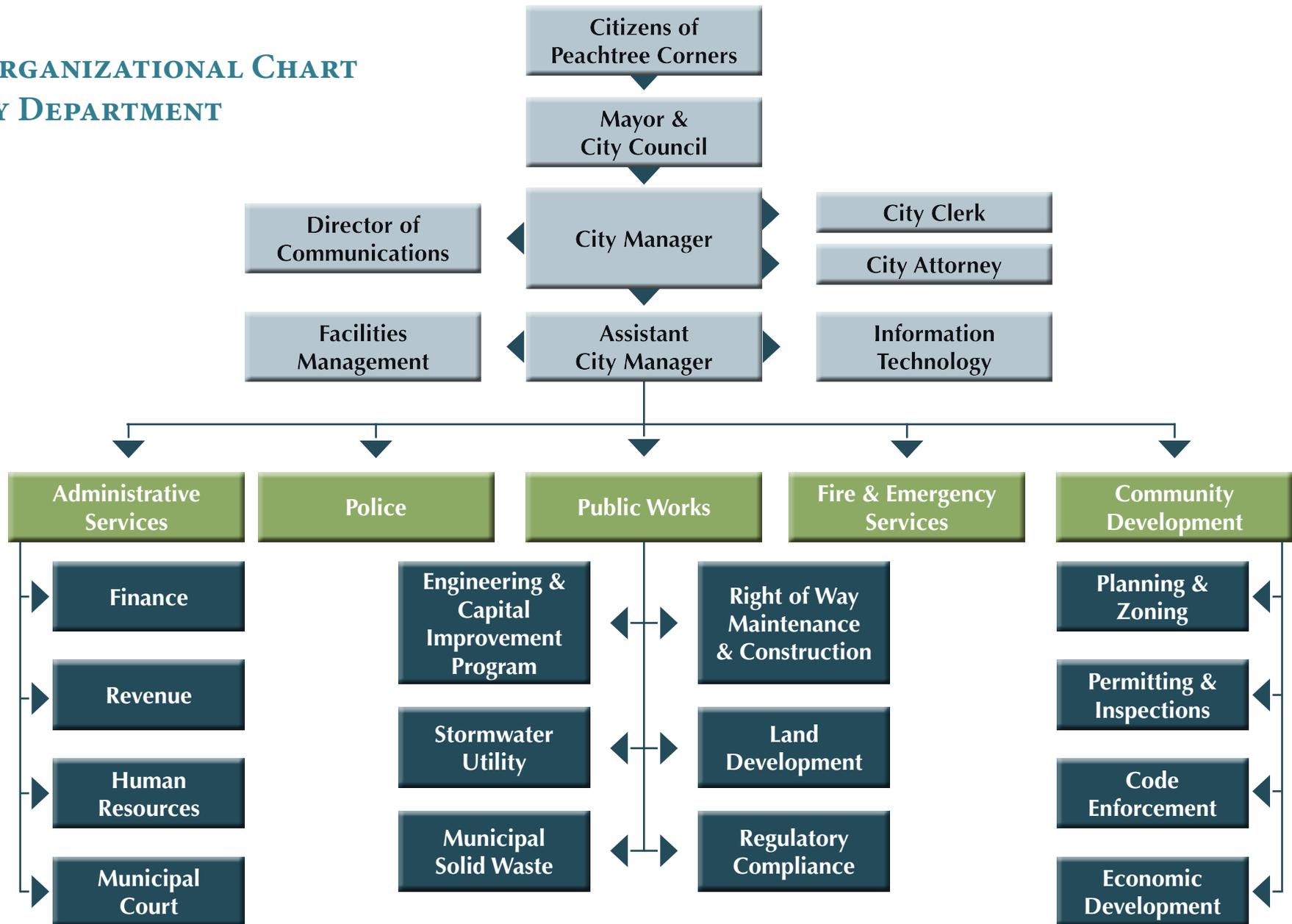




SECTION 2
FINANCIAL STRUCTURE,
POLICY & PROCESS

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2022

ORGANIZATIONAL CHART BY DEPARTMENT

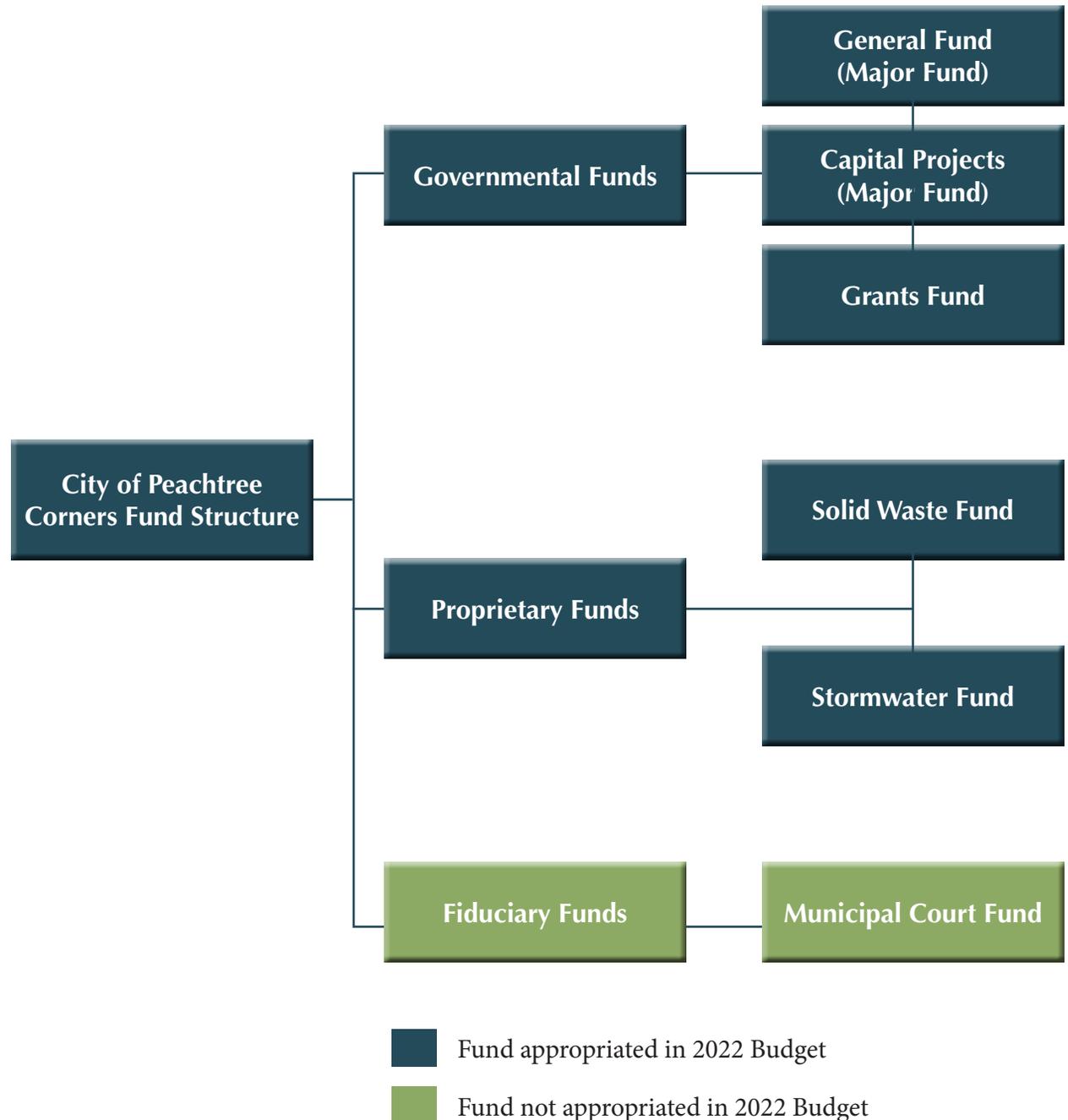


FUND STRUCTURE

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

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

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



FUND MAJOR REVENUE SOURCES AND SERVICES PROVIDED

Fund Title	Major Revenue Sources	Major Services Provided
General	<ul style="list-style-type: none"> • 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.
Solid Waste	<ul style="list-style-type: none"> • Solid Waste charges 	<ul style="list-style-type: none"> • Payments to operate solid waste services
Stormwater	<ul style="list-style-type: none"> • Stormwater Services fees 	<ul style="list-style-type: none"> • Payments to operate Stormwater services • Payments for long-lived capital assets, such as pipes, equipment, infrastructure, capital improvements, etc.
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 to account for all resources obtained and used for those services commonly provided by cities which are not accounted for in any other fund. These services include among other items: General Government consisting of the Mayor and Council, City Manager, City Clerk, City Attorney, Finance & Administration; Public Works; and Community Development.

Capital Projects Fund

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

SPLOST Fund

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

Grants Fund

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

Proprietary Funds

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

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

Fiduciary Fund

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



FINANCIAL POLICIES AND PROCEDURES

Accounting Policies

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

A. Scope

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

B. Generally Accepted Accounting Principles (GAAP)

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

C. Fund Structure

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

D. Chart of Accounts

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

Cash Management Policy

A. Procedures for Cash Collection Points

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

- All cash received must be recorded through a computerized accounting system with computer generated official City receipts or official City temporary cash receipts. When a cash collection point with a computerized accounting system uses temporary cash receipts, those temporary receipts must be converted over to computerized receipts as soon as possible. If the conversion cannot be accomplished within 48 hours, the cash should be deposited into the department's primary operating account and tracked in detail until it is recorded on the computerized accounting system. The customer must be presented an official City receipt form with a duplicate record being retained by the receiving department. All numbered receipts must be accounted for, including the original of voided receipts.
- The cash collection point must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting, depositing, disbursement, and reconciling.
- The funds received must be reconciled to the computerized accounting system cash report or to the total of the temporary

receipts at the end of the day or at the end of each shift. Cash must be reconciled separately from checks, credit cards, and money orders by comparing actual cash received to the cash total from the cash report or to the sum of the cash sales from the manual receipts.

- All cash must be protected immediately by using a cash drawer, safe or other secure place until they are deposited. A secure area for processing and safeguarding funds received is to be provided and restricted to authorized personnel.
- Checks must be made payable to City of Peachtree Corners, and must be endorsed promptly with a restrictive endorsement stamp payable to City of Peachtree Corners. The endorsement stamps must be ordered through the Finance Department.
- Checks or credit card transactions will not be cashed or written for more than the amount of purchase.
- Collections must be deposited to the City Depository within 24 hours.
- All cash must be deposited intact, and not intermingled or substituted with other cash.
- Refunds or expenditures must be paid through the appropriate City bank account on a signature City generated check.
- Each Department will use only depository issued deposit slips for reconciliation of the supporting documentation to the deposit and to the monthly statements of account.

B. Cash Received in Person

- A receipt must be issued for each payment received. At a minimum, manual prenumbered receipts must include the date, mode of payment (cash, check or credit card), and the identification of the department and the person issuing the receipt. Machine generated

receipts must contain all information required by the accounting system to properly credit and track the payment.

- All checks must be endorsed immediately with a restrictive endorsement stamp payable to City of Peachtree Corners.
- All voided transactions are to be approved and initialed by the area supervisor.
- Only one cashier is allowed access to a specific cash drawer during a single shift.
- Cash must be kept in a safe or a secure place.

C. Cash Received through the Mail

- The mail must be opened with two people present and all checks must be endorsed immediately with a restrictive endorsement stamp. All cash must be listed on a “Daily Mail Collection Report”.
- If the cash is not credited directly into the appropriate City account or receipted through a computerized accounting system, a list of the checks, credit card transactions and or cash should be prepared in duplicate. The list should include the customer’s name, amount received, check number and any other information available that may assist in proper allocation of the funds. The envelope should also be retained as part of the records. An official City temporary receipt should be prepared, the original going to the customer, one copy should be kept in the area, one should accompany any deposit processed through the Finance Department, and a copy left intact in the receipt book and returned to the Finance Department.
- Cash must be stored in a safe or other secure place approved by the Auditor’s Office until it is deposited.
- Unidentified receipts must be deposited to a depository account approved for such. All reasonable attempts should be made to identify the correct account and transfer the funds.

D. Balancing of Cash Receipts

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

E. Preparation of Deposits

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

F. Reconciliation of Cash Collected

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

- Balance the total monthly receipts to the monthly bank account statements and accounting system monthly reports and resolve all discrepancies.

G. Prenumbered Receipts

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

H. Exceptions

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

I. Record Retention

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

Auditing

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

A. Scope

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

B. Auditor Qualifications

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

C. Choosing the Audit Firm

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

D. Auditing Agreement

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

E. Internal Audit

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

F. Malfeasance and Embezzlement

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

Financial Reporting

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

A. 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.





2022 BUDGET CALENDAR

February 2020

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

March 2020

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

April 2021

Proposed Expenditure plan is assembled

May 2021

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

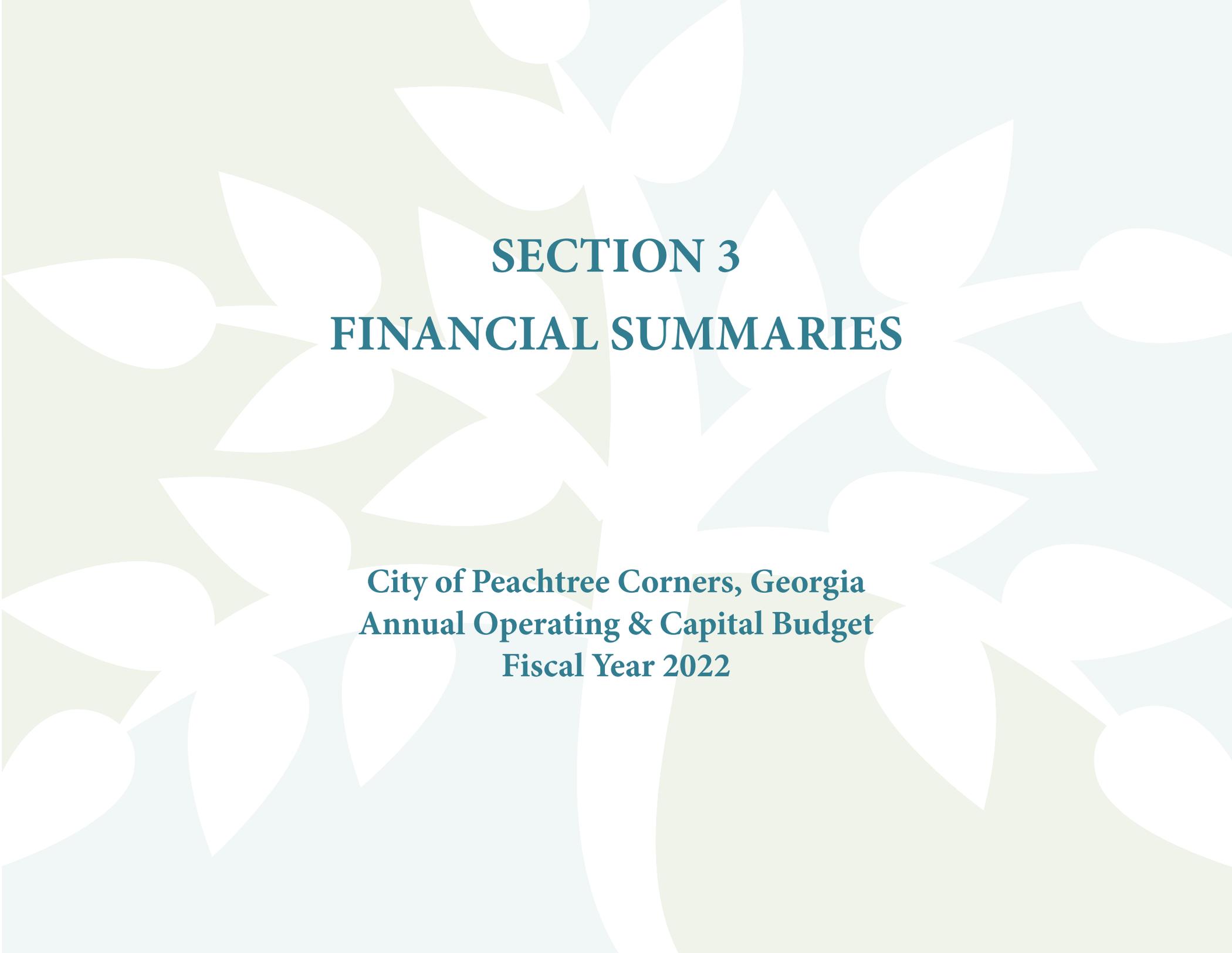
June 2021

FY2022 Operating and Capital Budget adopted

July 2021

FY2022 Budget in effect





SECTION 3
FINANCIAL SUMMARIES

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2022

REVENUE ANTICIPATIONS AND EXPENDITURE APPROPRIATIONS

FY2022 GENERAL FUND BUDGET SUMMARY					
	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Fees & Taxes	12,221,714	11,092,302	11,440,624	11,397,000	11,495,000
Licenses & Permits	1,383,421	1,343,913	1,888,238	1,418,000	1,315,000
Intergovernmental	75,510	1,876,630	200,000	41,000	-
Fines & Forfeitures	4,080	7,594	8,891	15,000	8,000
Interest Earned	1,708	857	1,067	1,500	1,500
Miscellaneous Revenue	460,354	1,000,132	916,900	996,500	965,500
Loan Proceeds	-	-	-	-	-
Transfers In	850,000	219,450	219,450	219,450	219,450
Total Revenues	14,996,785	15,540,880	14,675,170	14,088,450	14,004,450
City Council	81,604	84,418	70,884	111,060	111,060
City Clerk	462,199	613,047	945,087	848,705	870,025
Office of the City Manager	258,999	335,420	328,248	323,225	408,105
Finance/Administration	322,065	459,828	549,675	583,085	745,350
Legal	-	-	-	948,835	1,062,995
Technology	173,178	328,531	317,928	496,000	496,000
Facilities and Buildings	2,471,276	2,129,978	2,383,216	1,681,000	1,745,000
Public Information	5,433,506	8,017,453	2,851,228	3,178,875	2,801,670
General Operations	664,119	662,095	861,636	883,150	818,175
Public Works	485,255	442,900	463,627	466,300	385,715
Community Development	1,791,515	1,603,306	1,605,618	1,822,605	1,768,095
Building Department	702,535	1,037,223	1,164,539	1,234,825	1,296,745
Planning & Zoning	184,859	246,300	270,414	116,575	128,575
Code Enforcement	554,575	633,450	634,436	582,900	642,860
Contingency	-	-	-	811,310	724,080
Total Expenditures	13,585,684	16,593,948	12,446,536	14,088,450	14,004,450
FY2022 STORMWATER FUND BUDGET SUMMARY					
Stormwater Utility Charges	2,667,250	2,857,462	2,825,187	2,800,000	2,830,000
Total Revenues	2,667,250	2,857,462	2,825,187	2,800,000	2,830,000
General Operations	1,065,871	1,661,674	1,576,438	2,594,200	2,608,050
Transfers Out	-	244,794	191,950	191,950	1,191,950
Contingency	-	-	-	13,850	-
Total Expenditures	1,065,871	1,906,468	1,768,388	2,800,000	3,800,000

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
FY2022 GRANT FUND BUDGET SUMMARY					
Federal Grants	-	-	-	9,110,900	4,500,000
Total Revenues	-	-	-	9,110,900	4,500,000
Legal Services	-	-	-	3,780	-
Technology	-	-	-	12,500	-
Facilities & Buildings	-	-	-	1,680,480	-
General Operations	-	-	-	250,290	-
Community Development	-	-	-	2,850	-
Comprehensive Economic Program	-	-	-	2,661,000	-
Total Expenditures	-	-	-	4,610,900	-
FY2022 SPLOST FUND BUDGET SUMMARY					
Intergovernmental Revenues	581,875	745,160	793,167	762,000	1,335,000
SPLOST Revenues	6,233,173	6,618,775	6,999,318	7,400,000	7,500,000
Other Revenues	12,963	425,426	62,904	1,000	1,000
Transfers In	-	-	-	-	1,000,000
Total Revenues	6,828,011	7,789,361	7,855,389	8,163,000	9,836,000
Roadways and Walkways	4,265,754	5,344,554	12,563,575	7,805,000	13,890,000
Total Expenditures	4,265,754	5,344,554	12,563,575	7,805,000	13,890,000
FY2022 SOLID WASTE FUND BUDGET SUMMARY					
Sanitation	1,306,365	1,511,305	1,725,230	1,850,000	1,905,000
Total Revenues	1,306,365	1,511,305	1,725,230	1,850,000	1,905,000
Operating Supplies/Sanitation	225	9,047	4,828	10,000	10,000
Contractual Svcs/Waste Pro	1,227,738	1,378,185	1,528,297	1,775,000	1,830,000
Transfers Out	-	27,500	27,500	27,500	27,500
Reserve Contingency	-	-	-	37,500	37,500
Total Expenditures	1,227,963	1,414,732	1,560,625	1,850,000	1,905,000
FY2022 ALL FUNDS TOTAL					
Total Revenues	25,798,411	27,699,008	27,080,976	36,012,350	33,045,450
Total Expenditures	20,145,272	25,259,702	28,339,124	31,154,350	33,599,450

STATEMENT OF REVENUE & EXPENDITURES

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Beginning Fund Balance	7,536,361	8,947,463	7,894,394	10,123,028	10,123,028
Fees & Taxes	12,221,714	11,092,302	11,440,624	11,397,000	11,495,000
Licenses & Permits	1,383,421	1,343,913	1,888,238	1,418,000	1,315,000
Intergovernmental	75,510	1,876,630	200,000	41,000	-
Fines & Forfeitures	4,080	7,594	8,891	15,000	8,000
Interest Earned	1,708	857	1,067	1,500	1,500
Miscellaneous Revenue	460,354	1,000,132	916,900	996,500	965,500
Loan Proceeds	-	-	-	-	-
Transfers In	850,000	219,450	219,450	219,450	219,450
Total Revenues	14,996,785	15,540,880	14,675,170	14,088,450	14,004,450
City Council	81,604	84,418	70,884	111,060	111,060
City Clerk	258,999	335,420	328,248	323,225	408,105
Office of the City Manager	462,199	613,047	945,087	848,705	870,025
Finance/Administration	322,065	459,828	549,675	583,085	745,350
Legal	173,178	328,531	317,928	496,000	496,000
Technology	-	-	-	948,835	1,062,995
Facilities and Buildings	5,433,506	8,017,453	2,851,228	3,178,875	2,801,670
Public Information	664,119	662,095	861,636	883,150	818,175
General Operations	2,471,276	2,129,978	2,383,216	1,681,000	1,745,000
Public Works	1,791,515	1,603,306	1,605,618	1,822,605	1,768,095
Community Development	702,535	1,037,223	1,164,539	1,234,825	1,296,745
Building Department	554,575	633,450	634,436	582,900	642,860
Planning & Zoning	184,859	246,300	270,414	116,575	128,575
Code Enforcement	485,255	442,900	463,627	466,300	385,715
Contingency	-	-	-	811,310	724,080
Total Expenditures	13,585,684	16,593,948	12,446,536	14,088,450	14,004,450
Fund Balance June 30	8,947,463	7,894,394	10,123,028	10,123,028	10,123,028

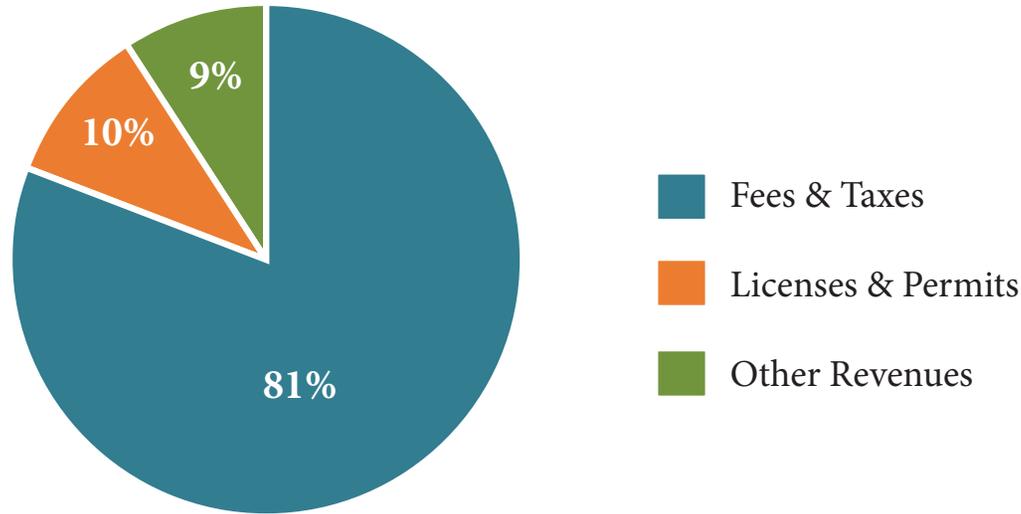
GENERAL FUND REVENUE DETAIL

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
General Property Tax					
Ad Valorem Tax-Prior Year	504	350	3	-	-
Motor Vehicle Tax	-	-	1	-	-
Title Ad Valorem Tax	558,528	728,251	884,179	1,100,000	1,100,000
Franchise Fees	4,994,280	3,702,272	4,032,511	3,800,000	3,850,000
Subtotal	5,553,313	4,430,872	4,916,694	4,900,000	4,950,000
Selective Sales and Use Tax					
Alcoholic Beverage Excise Tax	236,431	253,149	251,093	270,000	270,000
Local Option Mixed Drink	115,391	144,119	129,868	80,000	80,000
Other Selective Tax	360,177	28,940	19,338	15,000	15,000
Subtotal	711,998	426,209	400,299	365,000	365,000
Business Taxes					
Business & Occupation Taxes	3,294,712	3,313,076	3,005,133	2,900,000	2,900,000
Insurance Premium Tax	2,525,916	2,723,935	2,893,730	3,052,000	3,100,000
Financial Institutions Taxes	135,775	198,210	224,768	180,000	180,000
Subtotal	5,956,402	6,235,221	6,123,631	6,132,000	6,180,000
Business License					
Alcoholic Beverages	407,146	432,823	403,480	425,000	425,000
Other Licenses/Permits	3,900	4,850	27,112	38,000	35,000
Insurance License	24,845	30,701	4,746	5,000	5,000
Subtotal	435,891	468,373	435,338	468,000	465,000

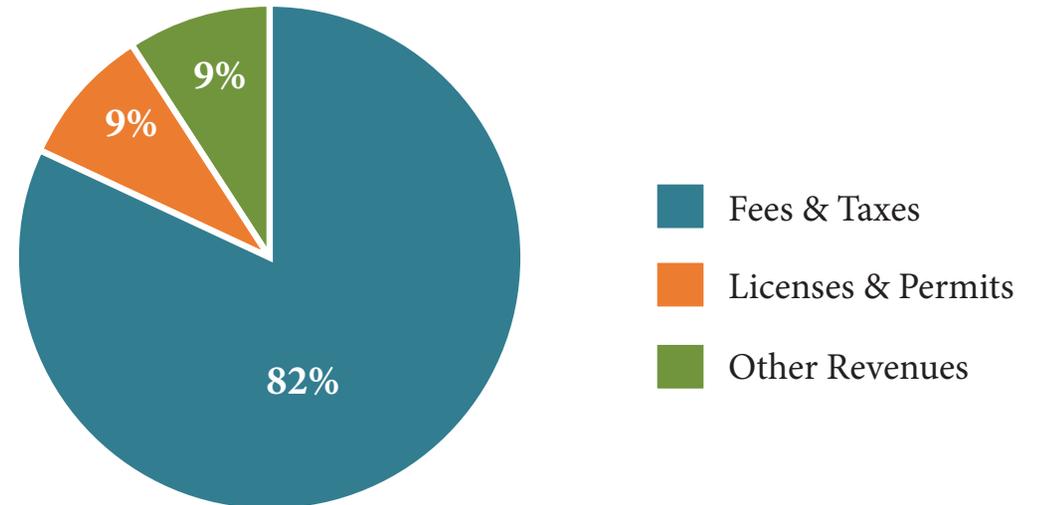
	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Licenses & Permits					
Building Permits	881,886	823,630	1,403,858	900,000	800,000
Development Permits	65,643	51,910	49,042	50,000	50,000
Subtotal	947,529	875,540	1,452,900	950,000	850,000
Intergovernmental Revenue					
Federal Grants	-	1,876,630	-	41,000	-
State Grants Received	75,510	-	-	-	-
Local Government Reimb	-	-	200,000	-	-
Subtotal	75,510	1,876,630	200,000	41,000	-
General Government					
Other Fees	55,063	164,522	37,934	60,000	10,000
Election Qualifying Fees	1,200	-	1,230	-	-
Electricity	334,725	335,189	342,325	340,000	340,000
Subtotal	390,988	499,711	381,489	400,000	350,000
Fines and Forfeitures					
Municipal Court	4,080	7,594	8,891	15,000	8,000
Subtotal	4,080	7,594	8,891	15,000	8,000
Interest Revenues					
Interest Revenues	1,708	857	1,067	1,500	1,500
Subtotal	1,708	857	1,067	1,500	1,500

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Contribution/Donations					
General City	15,000	-	-	-	-
Subtotal	15,000	-	-	-	-
Other Charges for Svcs					
Bad Check Fees	-	210	175	-	-
Subtotal	-	210	175	-	-
Other					
Rental Revenue	53,691	496,586	496,586	545,000	560,000
Rent Community Chest	675	3,543	2,650	2,500	2,500
Rental Revenue - 147	-	-	36,000	48,000	52,000
Other	-	83	-	1,000	1,000
Subtotal	54,366	500,212	535,236	596,500	615,500
Other Financing Sources					
Loan Proceeds	-	-	-	-	-
Transfers from SPLOST	850,000	-	-	-	-
Transfers from Stormwater	-	191,950	191,950	191,950	191,950
Transfers from Solid Waste	-	27,500	27,500	27,500	27,500
Subtotal	850,000	219,450	219,450	219,450	219,450
Total Department Revenues	14,996,785	15,540,880	14,675,170	14,088,450	14,004,450

FY 2021 Revenues by Type



FY 2022 Revenues by Type



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.

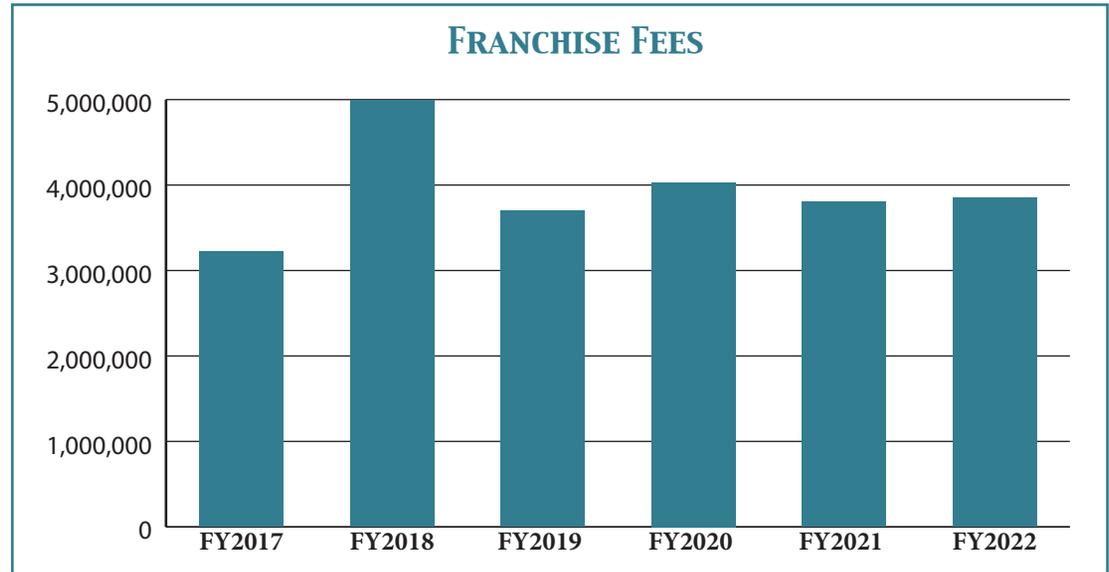
GENERAL FUND MAJOR REVENUES

	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Fees & Taxes						
100-310-31100-31315 Title Ad Valorem Tax	378,634	558,528	728,251	884,179	1,100,000	1,100,000
100-310-31100-31370 Franchise Fees	3,220,188	4,994,280	3,702,272	4,032,511	3,800,000	3,850,000
100-310-31600-31610 Business & Occupation Taxes	2,606,672	3,294,712	3,313,076	3,005,133	2,900,000	2,900,000
100-310-31600-31620 Insurance Premium Tax	2,372,424	2,525,916	2,723,935	2,893,730	3,052,000	3,100,000
Licenses & Permits						
100-320-32100-32110 Alcoholic Beverages	417,893	407,146	432,823	403,480	425,000	425,000
100-320-32200-32200 Building Permits	692,746	881,886	823,630	1,403,858	900,000	800,000
Miscellaneous Revenue						
100-340-34000-34430 Electricity	330,480	334,725	335,189	342,325	340,000	340,000
100-380-38100-38100 Rental Revenue	-	53,691	496,586	496,586	545,000	560,000

For all General Fund revenues, trends exist only to the extent of the preceding 2013-2019 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.

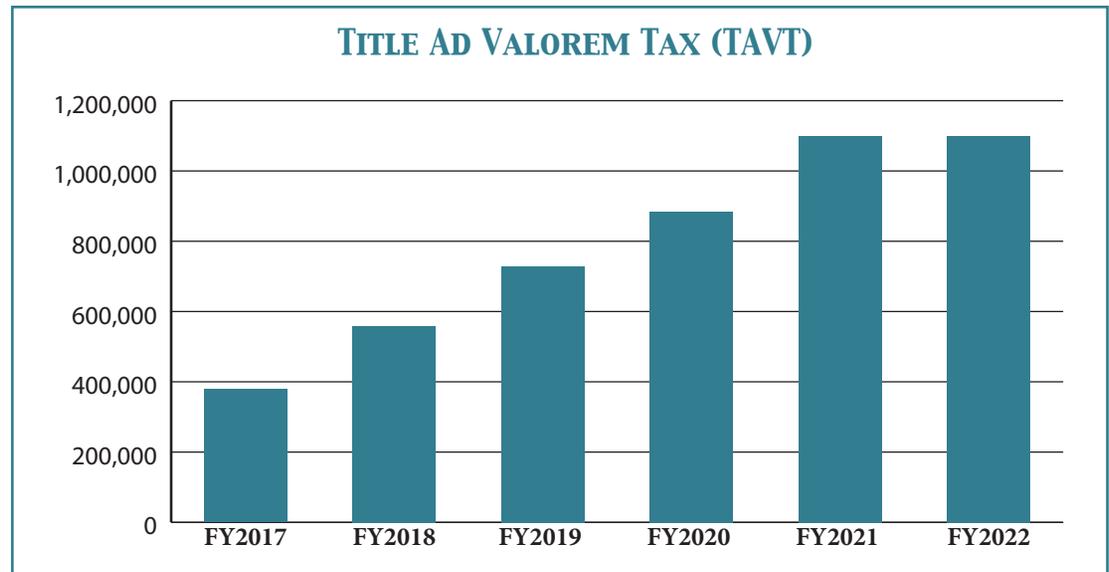
Franchise Fees

Franchise fees are the fees charged to utility companies for use of City streets and rights-of-way to conduct their private business of delivering telephone, cable television, natural gas, water, and other fiber optics cable services. This category represents 27% of total general fund revenues. The 2022 estimated amounts are presented based on assumptions from current monthly and quarterly revenues received in 2012 through 2021 with a slight adjustment made due to uncertainty related to COVID-19.



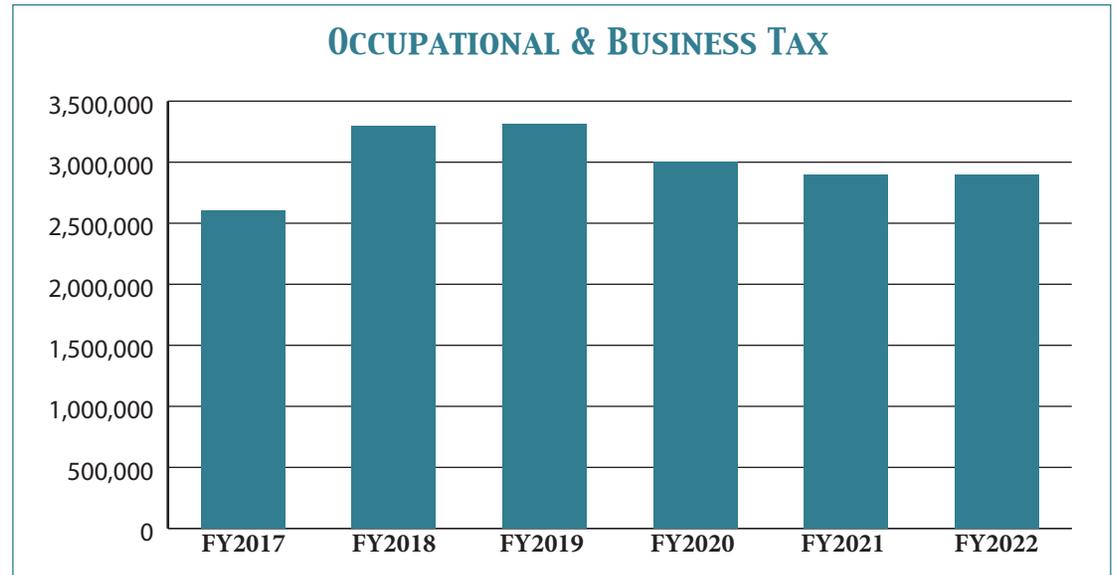
Title Ad Valorem Tax (TAVT)

TAVT is a one-time tax that is paid at the time the vehicle is titled. It replaced sales tax and annual ad valorem tax and is paid every time vehicle ownership is transferred or a new resident registers the vehicle in Georgia for the first time. This category represents 8% of total general fund revenues. The 2022 estimated amount is based on historical trends.



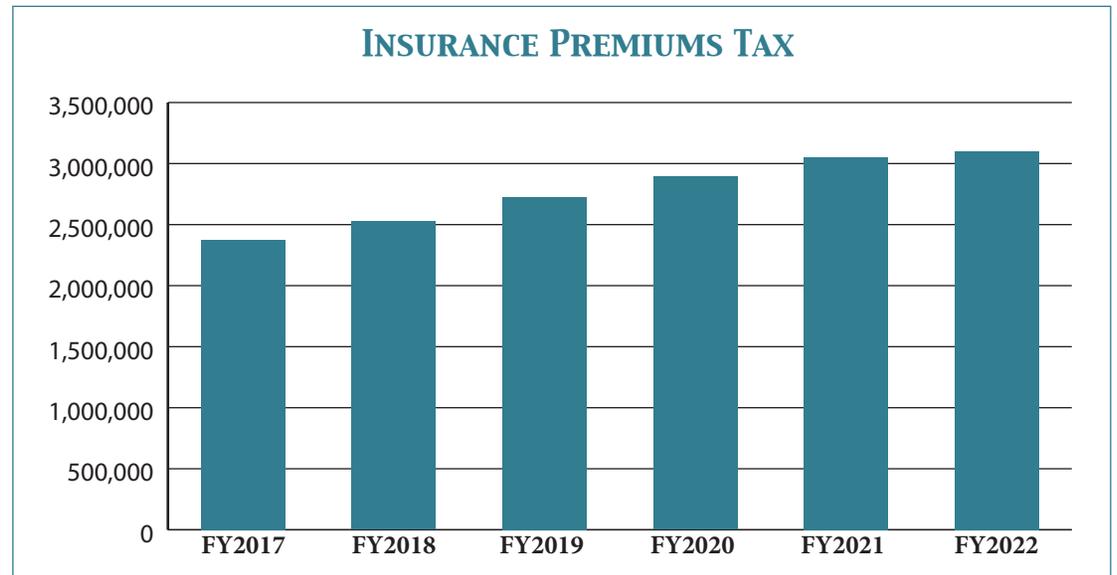
Occupational and Business Tax

This category includes revenues from business and financial institutions' occupational licenses for conducting business within the City. This category represents 21% of total general fund revenues. The 2022 amount is estimated based on trend analysis and negative economic indicators due to COVID-19.



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 22% of total general fund revenues. The insurance premiums taxes for 2022 are estimated based on amounts received in 2013-2021.



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 2022 estimated amount is computed based on the current level of alcohol beverage license holders with an adjustment made due to COVID-19.

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 2022 estimated amount is based on historical data and current projects with an adjustment made due to COVID-19.

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 2022 estimated projection is based on historical trend data. The City will evaluate the cost of electricity and adjust residential accounts as needed.

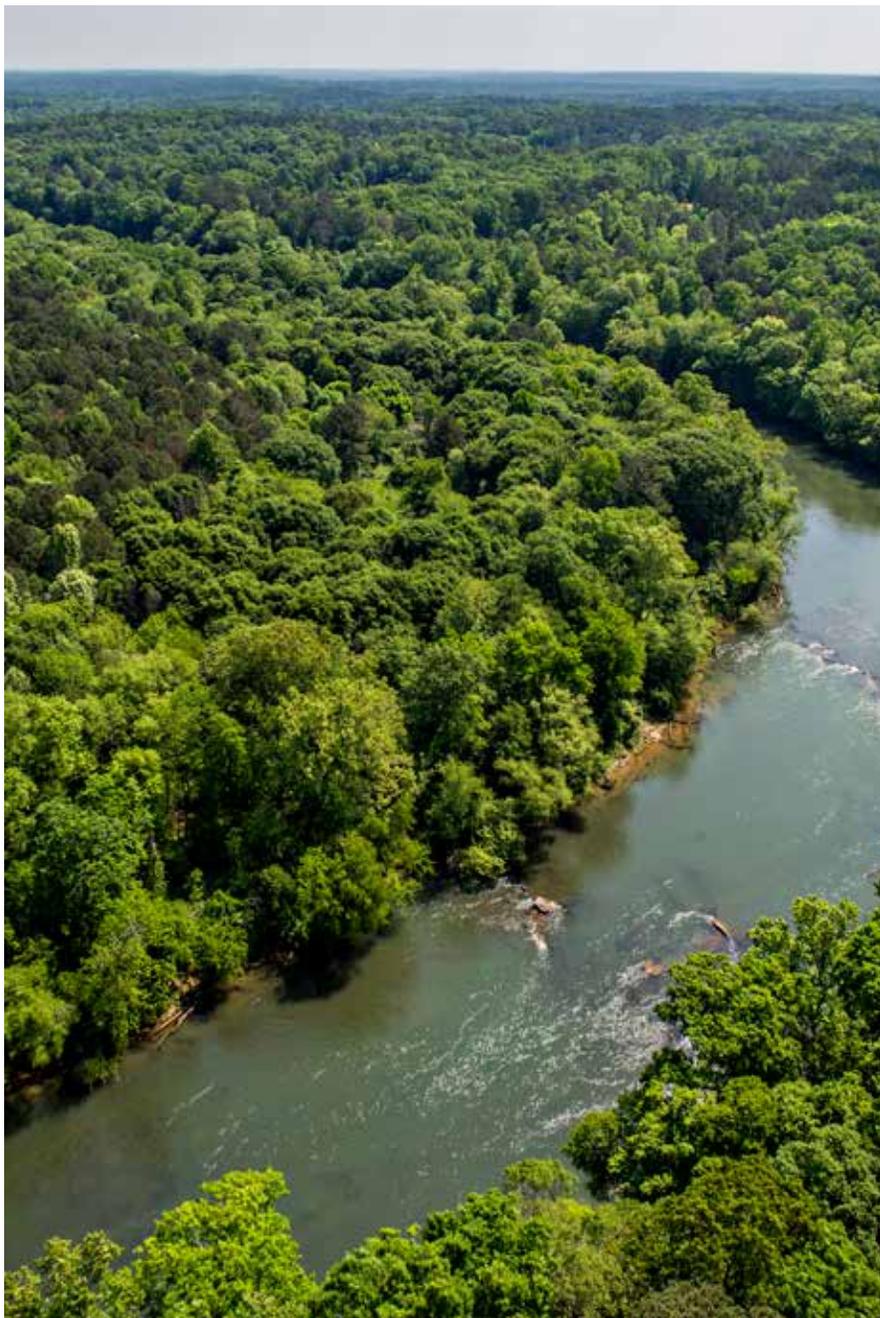
Solid Waste Major Revenues

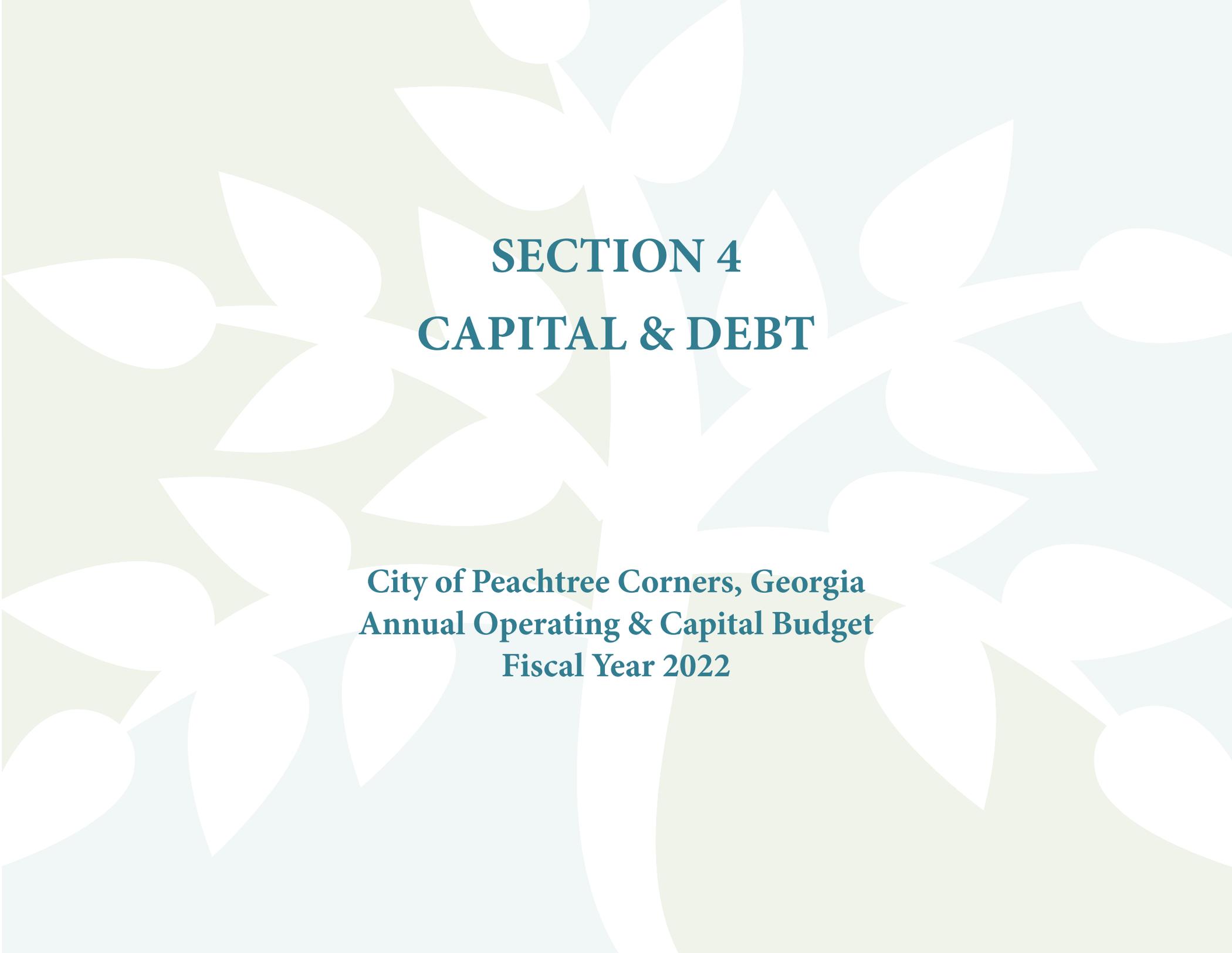
Solid Waste assessment fees (set fee with a senior discount available) represent all of the revenues in the Solid Waste Enterprise Fund. The 2022 budget amount reflects the contract amount with Waste Management.

Stormwater Revenues

Stormwater fees represent all of the revenues in the Stormwater Enterprise Fund. The 2022 budget amount represents the amount assessed to property owners based on the amount of impervious surface on each parcel.







SECTION 4
CAPITAL & DEBT

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2022

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

FY2022 SPLOST FUND BUDGET SUMMARY					
	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Amended</i>	<i>FY2021 Budget</i>	<i>FY2022 Budget</i>
Intergovernmental Revenues	581,875	745,160	793,167	762,000	1,335,000
SPLOST Revenues	6,233,173	6,618,775	6,999,318	7,400,000	7,500,000
Other Revenues	12,963	425,426	62,904	1,000	1,000
Transfers In	-	-	-	-	1,000,000
Total Revenues	6,828,011	7,789,361	7,855,389	8,163,000	9,836,000
Roadways and Walkways	4,265,754	5,344,554	12,563,575	7,805,000	13,890,000
Total Expenditures	4,265,754	5,344,554	12,563,575	7,805,000	13,890,000

FUND SOURCES							
	<i>FY2022</i>	<i>FY2023</i>	<i>FY2024</i>	<i>FY2025</i>	<i>FY2026</i>	<i>FY2027</i>	<i>Total</i>
Intergovernmental Revenues	1,335,000	-	-	-	-	-	1,335,000
SPLOST Revenues*	7,500,000	7,800,000	8,100,000	8,400,000	8,700,000	9,000,000	49,500,000
Other Revenues	1,000	-	-	-	-	-	1,000
Transfers In	1,000,000	-	-	-	-	-	1,000,000
Prior Year Reserves	4,054,000	-	-	-	-	-	4,054,000
Grand Total	13,890,000	7,800,000	8,100,000	8,400,000	8,700,000	9,000,000	55,890,000

*The current SPLOST program began on April 1, 2017 and is set to expire on March 31, 2023. The current revenue projections assume that a new SPLOST program will be approved by the voters during the November 2022 elections. Should a new program not get approved, Mayor and Council will have to adjust the CIP accordingly.

CAPITAL PROJECTS LISTING

5-YEAR CAPITAL IMPROVEMENT PLAN – SPLOST						
<i>Project</i>	<i>Total</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>
Repaving Locations to be determined based on paving analysis	10,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Sidewalk Improvements Connect existing sidewalk infrastructure and install new sidewalks on arterials, collectors, and minor collectors throughout the City	2,700,000	700,000	500,000	500,000	500,000	500,000
Street Light Improvements Add street lights to arterials, collectors, and minor collectors that have insufficient lighting	550,000	250,000	75,000	75,000	75,000	75,000
Corners Connector Complete Planning and Engineering for various new trail segments to include Crooked Creek, Tech Park Lake II, and Engineering Trails	2,500,000	500,000	500,000	500,000	500,000	500,000
Jimmy Carter Blvd at Buford Hwy Joint Project Intersection improvements	1,000,000	—	1,000,000	—	—	—
Traffic Signal Upgrades - Joint Project Improvements and upgrades to certain traffic signals	90,000	90,000	—	—	—	—
Spalding Drive Widening Construction Widening of Spalding Dr from Winters Chapel Rd to Holcomb Bridge Rd	500,000	300,000	200,000	—	—	—

5-YEAR CAPITAL IMPROVEMENT PLAN – SPLOST

<i>Project</i>	<i>Total</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>
Curiosity Lab @ Peachtree Corners Master plan and begin construction of 280 Scientific Dr	500,000	500,000	—	—	—	—
SR 141 at East Jones Bridge Rd Operational intersection improvement	1,500,000	1,500,000	—	—	—	—
Corners Connector – Town Center Trail system to connect Peachtree Pkwy and Peachtree Corners Circle with an overlook and other amenities	2,550,000	2,550,000	—	—	—	—
Roadway widening and intersection improvements	1,200,000	1,200,000	—	—	—	—
Corners Connector – Riverlands 10’ to 12’ multi-use trail on E. Jones Bridge Rd connecting Peachtree Pkwy to Jones Bridge Park	1,900,000	1,000,000	900,000	—	—	—
141 Capacity Improvements Turn existing turn lanes into travel lanes	800,000	800,000	—	—	—	—
Corners Connector – Tech Park Lake II	1,000,000	—	1,000,000	—	—	—
Corners Connector – Engineering	1,500,000	—	—	1,500,000	—	—
Corners Connector – Crooked Creek	—	—	—	—	—	—
Other Streets, Sidewalks & Road Projects	2,500,000	2,500,000	—	—	—	—
Grand Total	\$30,790,000	\$13,890,000	\$6,175,000	\$4,575,000	\$3,075,000	\$3,075,000

1

Repaving

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



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

2

Sidewalk Improvements

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



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

3

Street Light Improvements

Project Source	Geo-Spatial Asset Inventory
Project Category	Pedestrian Safety
Corridor	City Boundaries
Length (feet)	N/A
From	City Boundaries
To	City Boundaries
Existing Condition	Various walkways with lighting
Proposed Condition	Installed LED Street Lights
Implementation Phase	Short Term (2022-2023)



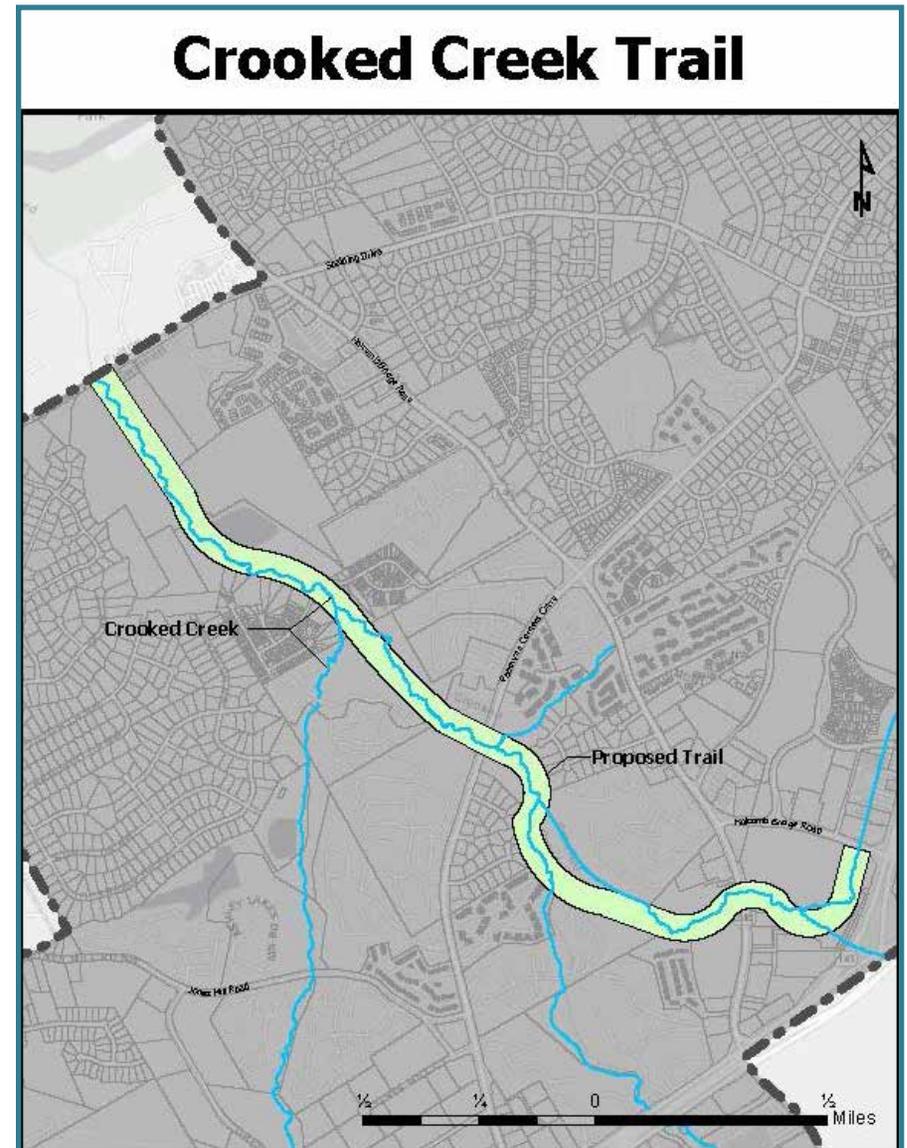
The City will use its asset inventory list to identify arterials, collectors, and minor collectors that have insufficient street lighting for pedestrian safety. Once locations are identified the City will work with Georgia Power to have street lights added to existing utility poles and installation of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

4

Multi-use Trails

Project Source	Peachtree Corners Master Trail Plan
Project Category	Multi-use Trail
Corridor	Citywide
Implementation Phase	Planning and Engineering (P&E)

Complete P&E for new trail segments for Crooked Creek Trail and Engineering Trail.



5

Spalding Drive Widening Construction

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.



Project Source	Winters Chapel Road Area Study	From	Winters Chapel Road
Project Category	Major Corridor Improvement	To	SR 140 (Holcomb Bridge Road)
Corridor	Spalding Drive	Existing Condition	2-4 lanes with occasional center turn lane
Length (feet)	3,385	Proposed Condition	4 through lanes with additional turn lanes as needed
		Implementation Phase	Under construction

6

Jimmy Carter Blvd at Buford Hwy Joint Project

Project Source	Buford Highway Area Study
Project Category	Operational Intersection Improvement
Corridor	Intersection
Length (feet)	N/A
From	SR 13 (Buford Highway)
To	SR 140 (Jimmy Carter Blvd)
Existing Condition	Signalized intersection with 2 through lanes with 2 left turning lanes on Jimmy Carter Blvd and 2 through lanes with 1 left turning lane on Buford Highway
Proposed Condition	Signalized intersection with 3 through lanes with 2 left turning lanes on Jimmy Carter Blvd and 2 through lanes with 2 left turning lane on Buford Highway
Implementation Phase	Mid-term (2022-2025)



This project is an operational improvement of the intersection of Jimmy Carter Blvd (SR140) at Buford Highway (US 23/SR13). The improvement consists of the addition of a through lane on Jimmy Carter Blvd, and a left turn lane on Buford Highway. The project will also convert the intersection of S. Old Peachtree and Jimmy Carter Blvd to a right in and right out.

7

Curiosity Corner

Project Source	Autonomous Vehicle Study
Project Category	Technology and Economic Development
Corridor	Technology Parkway
Length (feet)	N/A
Location	280 Scientific Drive
Existing Condition	2.6 acre parking lot
Proposed Condition	Multimodal hub and greenspace
Implementation Phase	Short term (2022)

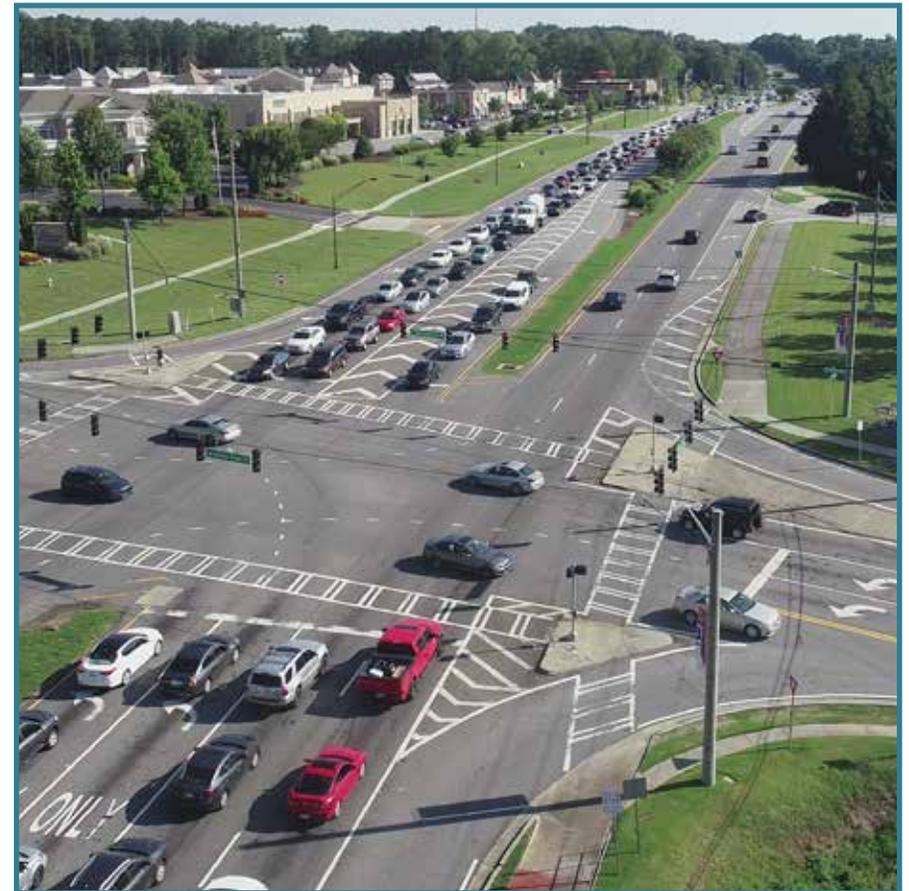
Transform current parking lot into a multimodal hub for e-bikes, e-scooters, and autonomous shuttles. Curiosity Corner will also include an electric vehicle charging hub with both Level 2 and Direct Current Fast Charge (DCFC) stations. The project will also add greenspace for Tech Park employees and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



8

SR 141 at East Jones Bridge Rd

Project Source	SR 141 Corridor Study
Project Category	Operational Intersection Improvement
Corridor	Intersection
Length (feet)	N/A
From	Peachtree Parkway (SR 141)
To	East Jones Bridge Road
Existing Condition	Traditional Signalized Intersection
Proposed Condition	Innovative Intersection
Implementation Phase	Short Term (2020-2022)



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

9

Corners Connector – Town Center Trail

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

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

10

Medlock Bridge Rd @ Bush Rd — Joint project with county

Project Source	Gwinnett County Concept
Project Category	Operational Intersection Improvement
Corridor	Intersection
Length (feet)	N/A
From	Medlock Bridge Road
To	Bush Road
Existing Condition	Signalized intersection with 1 through lanes with 2 turning lanes on Medlock Bridge Road and 1 through lane with 1 right turning lane on Bush Road
Proposed Condition	Signalized intersection with 3 through lanes with 2 turning lanes on Medlock Bridge Road and 1 through lane with 2 right turning lanes on Bush Road
Implementation Phase	Under construction



This project is an operational improvement of the intersection of Medlock Bridge Road and Bush Road. The improvement consists of the addition of a through lane and a conversion of the right turn lane to a through right on Medlock Bridge Road and an additional right turn lane that leads directly onto Peachtree Parkway (SR 141) on Bush Road.

11

Corners Connector — Riverlands

Project Source	Peachtree Corners Master Trail Plan
Project Category	Multi-use trail
Corridor	Chattahoochee River Corridor
Length (feet)	8,749
From	Peachtree Parkway (SR 141)
To	Jones Bridge Park
Existing Condition	Sidewalk
Proposed Condition	Multi-use trail
Implementation Phase	Short term (2022–2023)



The Riverlands Trail will be a 10 –12 foot multi-use trail along E. Jones Bridge Road that connects Peachtree Parkway and Jones Bridge Park.

12

Hwy 141 Capacity Improvements

Project Source	Gwinnett County Concept
Project Category	Major Corridor Improvement
Length (feet)	N/A
From	Medlock Bridge Road
To	Bush Roah
Existing Condition	Twolane highway with right turn deceleration lane
Proposed Condition	Three through lanes
Implementation Phase	Short term (2022–2023)



This project is an operational improvement of the intersection of Medlock Bridge Road and Bush Road. The improvement consists of the addition of a through lane and a conversion of the right turn lane to a through right on Medlock Bridge Road and an additional right turn lane that leads directly onto Peachtree Parkway (SR 141) on Bush Road.

OPERATIONAL IMPACT OF 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 \$2.0 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	<p>No Interest costs. Interest savings can be used to financial additional projects.</p> <p>No legal or bond covenant requirements.</p> <p>No debt service payments required.</p> <p>No additional tax levy is required.</p> <p>Conserve debt capacity and achieve a more favorable credit rating.</p>	<p>Allows for shorter time period for financing major projects.</p> <p>Allocates cost to citizens who receive the related benefits.</p> <p>Expands capital improvement program.</p> <p>Referendum approval indicates public support of the project.</p> <p>Usually required for revenue generating facilities.</p>
Disadvantages	<p>Long savings period to finance major construction projects.</p> <p>Allocates costs of project to citizens that may not benefit.</p> <p>Limits capital improvement program to funds available.</p> <p>Reserves cannot be established before the construction of revenue generating facilities.</p> <p>Inflationary costs.</p>	<p>Interest costs.</p> <p>Additional tax levy may be required to repay debt.</p> <p>Legal restrictions set by statute on debt issuance.</p> <p>Bond covenant requirements.</p> <p>Voter approval may be required.</p>

Revenue Bond

In November 2020, the Public Facilities Authority issued Series 2020A revenue bonds and Series 2020B taxable revenue bonds for the purpose of refunding the Series 2017A Certificates of Participation and the Series 2018 Downtown Development Authority bonds. The bonds were issued at a premium of \$733,257 and interest ranging from 0.48% to 4.00%. Interest payments are due semiannually beginning January 1, 2021 and principal payments are due annually beginning on July 1, 2021. The bonds are scheduled to mature on July 1, 2033. As of June 30, 2021, the outstanding balance is \$12,525,000. The debt service requirements to maturity are as follows:

<i>Fiscal Year</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>
2022	985,000	260,317	1,245,317
2023	990,000	255,082	1,245,082
2024	995,000	248,579	1,243,579
2025	665,000	238,919	903,919
2026	945,000	221,121	1,166,121
2027-2031	5,140,000	701,979	5,841,979
2032-2034	2,805,000	88,221	2,893,221
Total	\$12,525,000	\$2,014,218	\$14,539,218

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

Legal Debt Limit

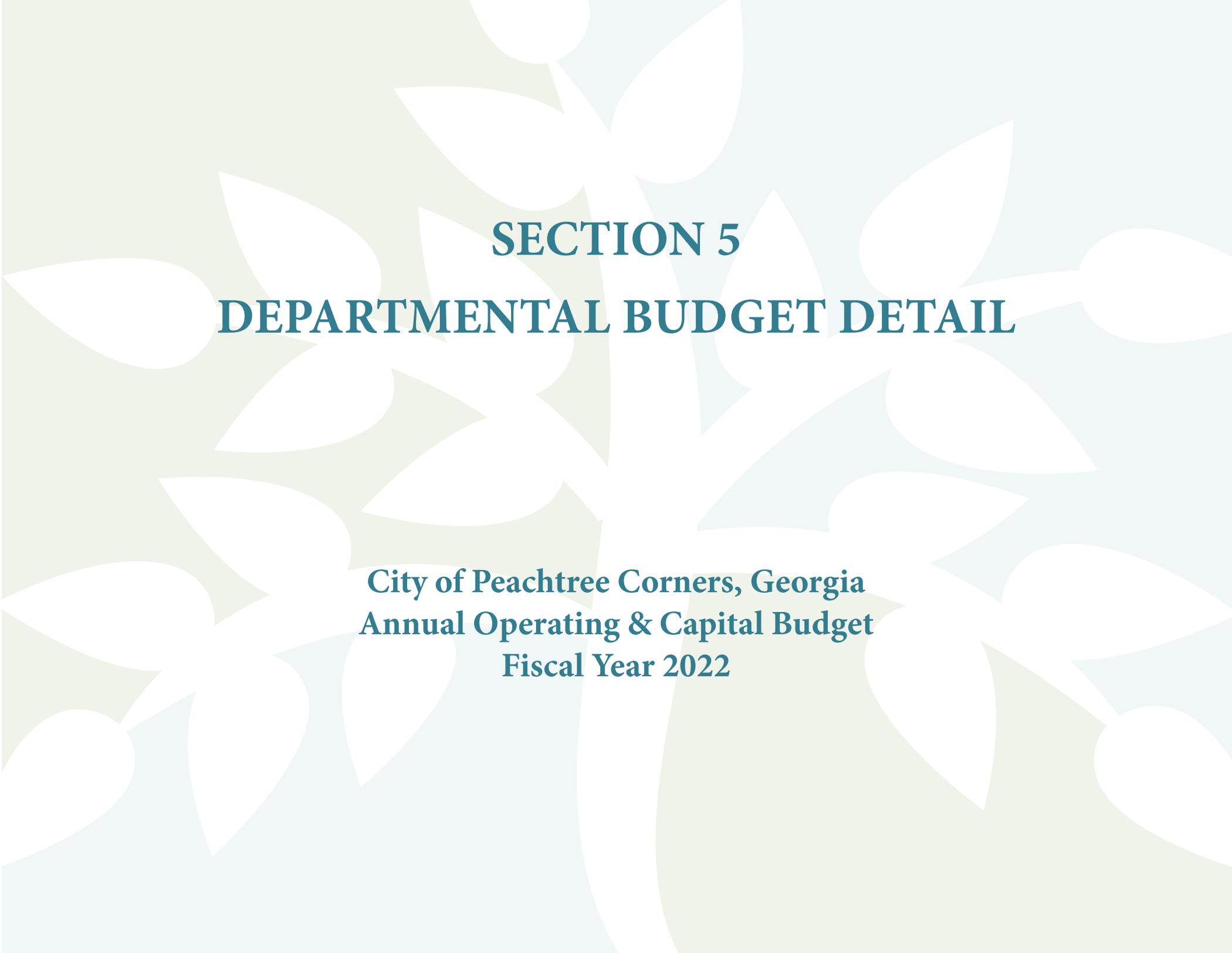
Per the Constitution of the State of Georgia, the legal debt limit for the City is equal to 10% of the assessed value of the tax digest. In addition, the Constitution of the State of Georgia provides that the City may not incur general obligation debt without the approval of a majority of qualified voters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

For the fiscal year 2022, the debt margin is estimated at \$310.6 million. Currently, the City does not have any outstanding general obligation debt that is applicable to the debt limit.

Legal Debt Margin Calculation

Net General Obligation Bond Digest as of 2021	\$3,106,502,362
Debt Limit (10% of Assessed Value)	310,650,236
Amount of Debt Applicable to Debt Limit	-
Legal Debt Margin	\$310,650,236





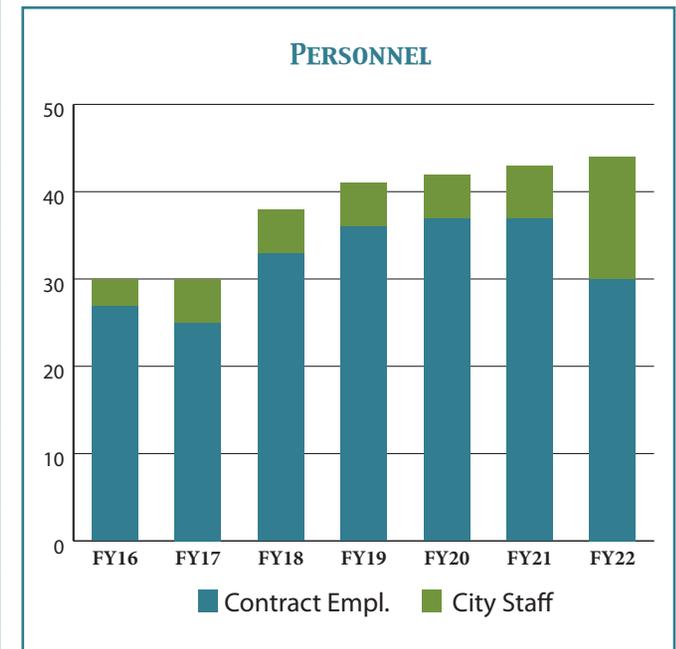
SECTION 5
DEPARTMENTAL BUDGET DETAIL

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2022

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	FY'14	FY'15	FY'16	FY'17	FY'18	FY'19	FY'20	FY'21	FY'22
City Manager	1	1	1	1	1	1	1	1	1
City Clerk	1	1	2	2	2	2	2	2	2
Finance & Administration	2	2	2	2	5	6	6	3	5
City Attorney	1	1	1	1	1	1	1	1	1
Technology	0	0	0	0	0	0	0	4	4
Communications	0	1	2	2	2	2	2	2	2
Public Works	0	9	12	12	17	17	18	18	18
Community Development	8	8	11	11	11	13	13	13	12
Total Full-Time Equivalent Positions	13	23	31	31	39	42	43	44	45
City Staff	3	3	3	5	5	5	5	6	14
Contract Employees	10	20	28	26	34	37	38	38	31
Total Positions	13	23	31	31	39	42	43	44	45



The FY2022 budget includes the addition of one (1) new employee in Finance. Mayor and Council authorized the additional Revenue Officer to assist with business license and revenue collection. The City utilizes third-party vendors to provide many of our services, such as IT, GIS, street and stormwater maintenance, code enforcement, zoning, etc. In FY2022, the City converted seven (7) contracted positions to full-time city employees. With this change, the number of city employees and contracted employees is 14 and 31 respectively.

MAYOR & CITY COUNCIL

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

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

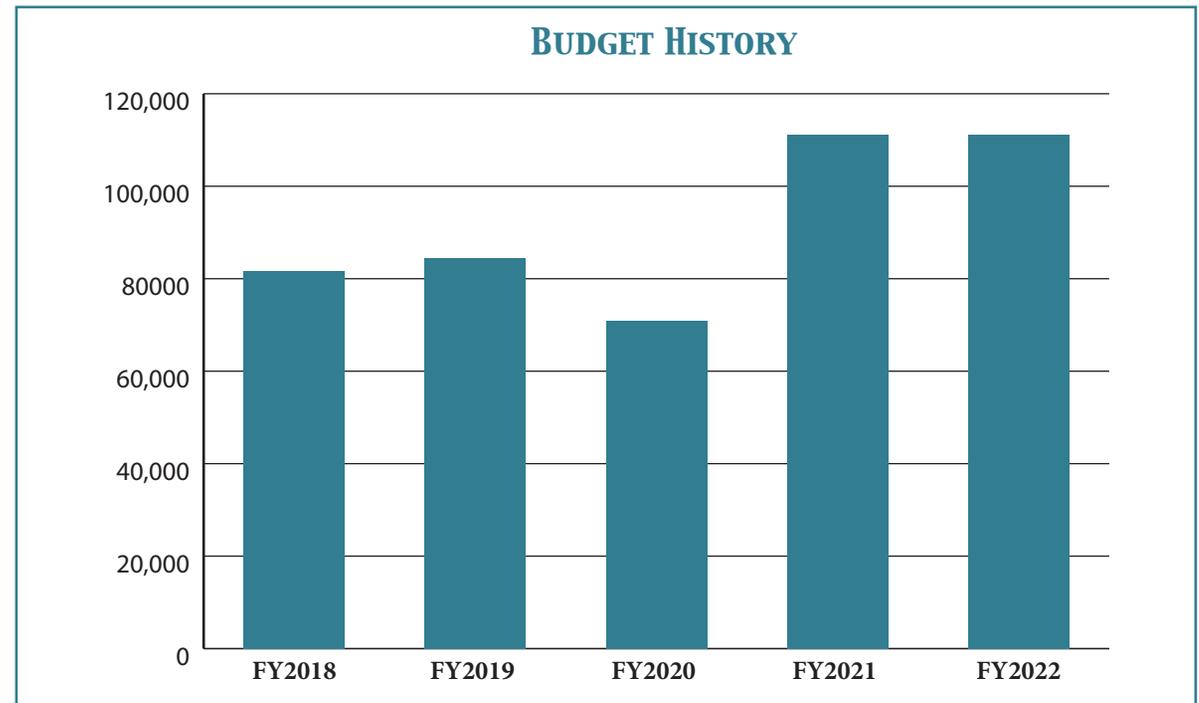
Mission Statement: To provide the highest quality of life for those who live, work, or play in our community, and to foster an environment where businesses can prosper. We will serve all stakeholders in a transparent manner resourceful, efficient, progressive, and professional leadership.

FY2021 Amended Budget: \$111,060

FY2022 Adopted Budget: \$111,060

Change: \$0

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Regular Salaries	57,000	57,000	57,000	57,000	57,000
FICA/Medicare	4,361	4,366	4,360	4,360	4,360
Unemployment Expense	—	—	220	—	—
Workers Comp	1,761	597	—	1,200	1,200
Postage	—	—	—	500	500
Education & Training	11,213	18,001	5,345	35,000	35,000
Other Supplies	1,964	2,758	3,312	5,000	5,000
Hospitality Supplies	5,304	1,696	647	8,000	8,000
Total Expenditures	81,604	84,418	70,884	111,060	111,060



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.

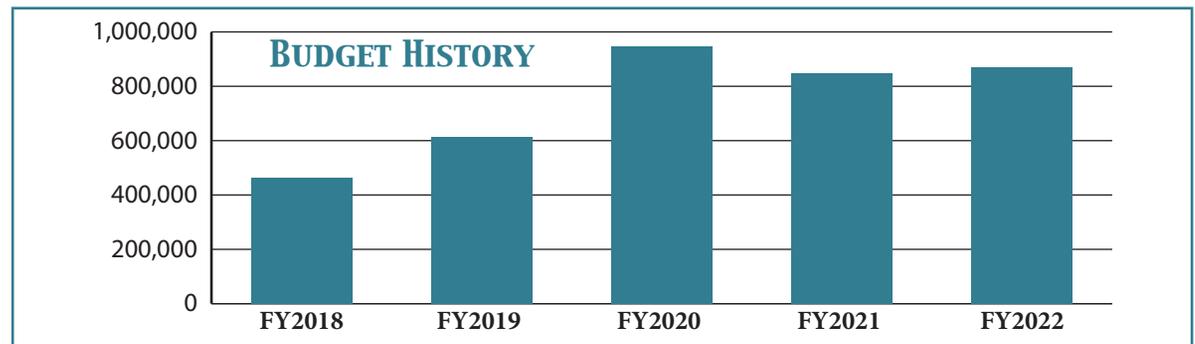
FY2021 Amended Budget: \$848,705

FY2022 Adopted Budget: \$870,025

Change: \$21,320

Reason for Change: The FY2022 Budget includes a cost-of-living adjustment (COLA). In the FY2021 Budget, the Travel line item was reduced as conferences were cancelled or held virtually. The FY2022 Budget includes additional funds for Travel in anticipation of conferences resuming in person.

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Regular Salaries	183,851	205,246	211,403	217,750	224,300
Group Insurance	30,628	22,405	24,127	25,025	27,000
FICA/Medicare	10,882	11,508	12,445	18,430	19,225
Retirement	25,739	28,734	65,939	66,000	68,000
Workers Comp	677	1,479	1,145	1,500	1,500
Other Emp Benefits	21,977	23,163	28,190	27,000	27,000
Professional Services	174,404	272,003	537,902	460,000	460,000
Travel Expense	7,074	33,896	51,709	15,000	25,000
Dues & Fees	2,785	2,861	3,225	3,500	3,500
Education & Training	1,090	5,569	5,300	5,000	5,000
Operating Supplies	2,343	5,200	2,260	7,500	7,500
Hospitality Supplies	748	983	1,442	2,000	2,000
Operating Supplies	4,423	2,343	5,200	7,500	7,500
Hospitality Supplies	1,612	748	983	2,000	2,000
Total Expenditures	462,199	613,047	945,087	848,705	870,025



CITY CLERK

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

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

Positions: 2 Full Time Employees

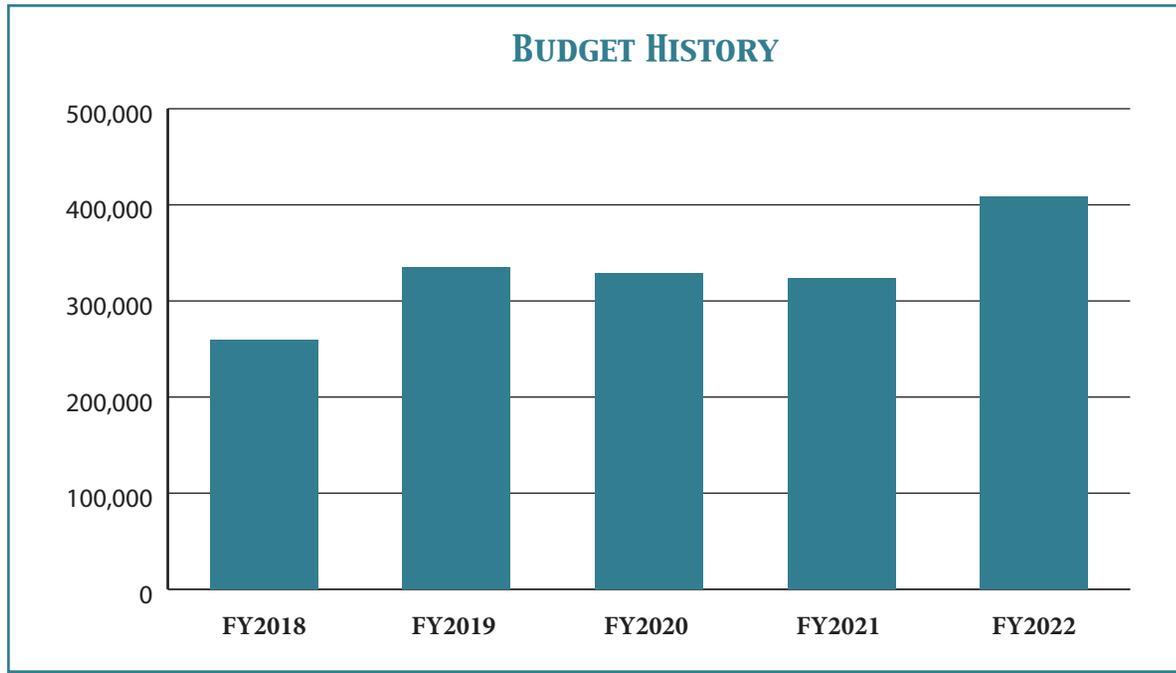
FY2021 Amended Budget: \$323,225

FY2022 Adopted Budget: \$408,105

Change: \$84,880

Reason for Change: Additional funds are included to cover the cost of our upcoming citywide election.

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Regular Salaries	96,160	118,450	118,450	120,870	212,450
Group Insurance	21,442	22,405	24,127	25,025	47,000
FICA/Medicare	7,345	8,963	9,434	9,900	17,000
Retirement	16,347	20,136	20,136	20,655	36,115
Workers Comp	278	558	468	700	1,040
Other Emp Benefits	6,449	7,321	12,504	9,000	9,000
Election Services	35,866	21,653	14,874	10,000	75,000
Contractual Svcs/CH2M	69,322	125,176	122,007	116,575	-
Postage	-	-	-	-	-
Advertising	1,790	5,120	3,090	2,500	2,500
Travel Expense	1,581	1,287	1,202	3,000	3,000
Dues & Fees	852	512	60	1,000	1,000
Education & Training	-	550	700	2,000	2,000
Operating Supplies	1,566	3,289	1,196	2,000	2,000
Total Expenditures	258,999	335,420	328,248	323,225	408,105

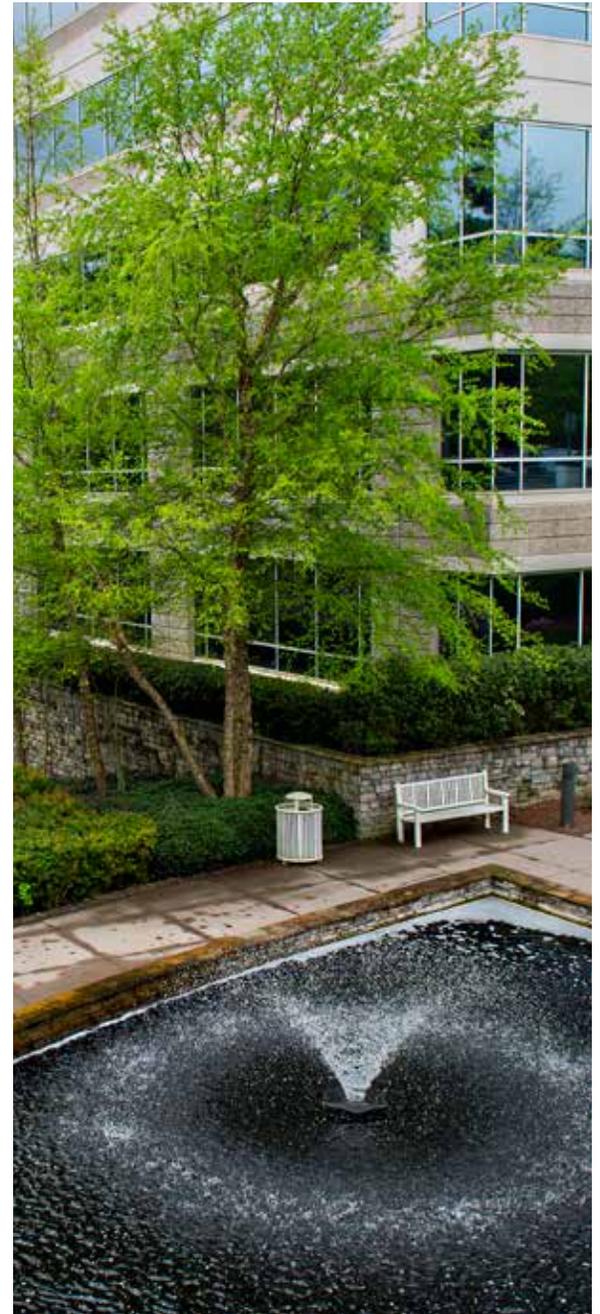


2021 Accomplishments

- Re-certify for Elections Superintendent
- Re-certify for International Municipal Clerk Certification
- Head Clerks Education Committee for University of Georgia
- Worked through the changes to the election law for the 2021 November General Election

2022 Goals and Objectives

- Successfully qualify and operate general election for November 2021
- Head Secretary of State’s Municipal Elections Committee
- Co-manage 10 Year Anniversary for the City of Peachtree Corners
- Receive Athenian Dialogue Certificate from International Municipal Clerks Association
- Update Records Retention Room



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

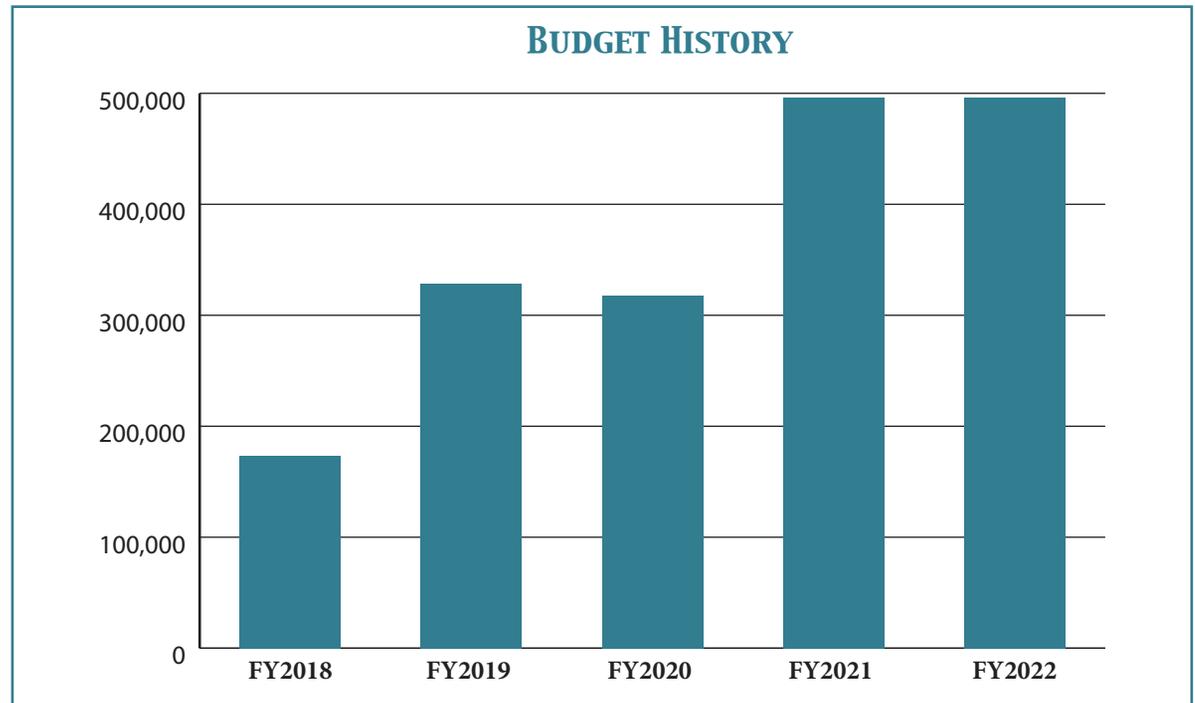
Mission Statement: To provide timely and accurate professional services to the City Council, City Manager, staff and the City boards and commissions, involving all legal matters of municipal concern. The City Attorney serves at the pleasure and direction of the City Council.

FY2021 Amended Budget: \$496,000

FY2022 Adopted Budget: \$496,000

Change: \$0

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Attorney Fees/Riley McLendon	66,832	77,384	90,822	96,000	96,000
Attorney Fees/Other	106,346	251,147	227,106	400,000	400,000
Total Expenditures	173,178	328,531	317,928	496,000	496,000



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: 5 Full Time Employees

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

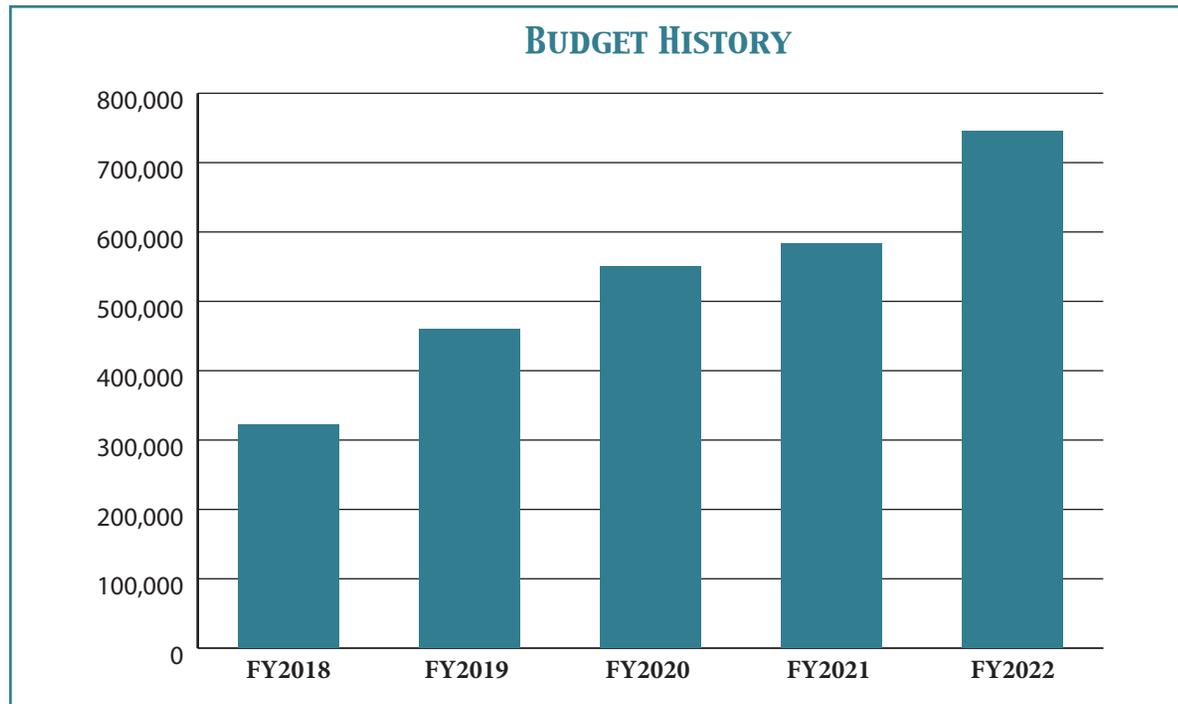
FY2021 Amended Budget: \$583,085

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Regular Salaries	140,672	154,013	208,634	150,000	404,500
Group Insurance	21,442	22,405	32,468	25,025	99,000
FICA/Medicare	10,762	10,482	15,982	12,400	32,200
Retirement	23,914	26,182	35,468	25,500	68,800
Workers Comp	278	1,328	659	1,350	2,350
Other Emp Benefits	6,192	8,003	32,627	15,660	16,000
Professional Services	4,110	80,314	43,802	75,000	75,000
Contractual Svcs/CH2M	69,322	109,000	122,007	233,150	—
Audit Services	39,010	28,705	42,500	40,000	40,000
Travel Expense	789	12,167	11,369	2,500	2,500
Dues & Fees	1,296	1,908	1,555	1,500	1,500
Education & Training	4,278	5,320	2,321	1,000	3,500
Operating Supplies	—	—	283	—	—
Total Expenditures	322,065	459,828	549,675	583,085	745,350

FY2022 Adopted Budget: \$745,350

Change: \$162,265

Reason for Change: Beginning in FY2022, one position will be reclassified from Code Enforcement to Finance, as well as, funding for a new Revenue Officer.



2021 Accomplishments

- The Finance & Administration Department completed the audit and budget in a timely manner. Most importantly, the audit included a “clean” opinion. The City received GFOA’s Distinguished Budget Presentation Award for the fourth time and GFOA’s Certificate of Achievement for Excellence in Financial Reporting for the third time. We also successfully refunded our outstanding debt and received the City’s first ever credit rating of Aa1.

2022 Goals and Objectives

- The Finance & Administration Division will continue to provide timely and accurate financial data to elected officials and the public. The Finance & Administration Division will continue to submit for GFOA’s Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting. With the guidance from an Investment Advisor, the City will begin an investment program to earn more interest on reserve funds.



PUBLIC INFORMATION (COMMUNICATION)

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.

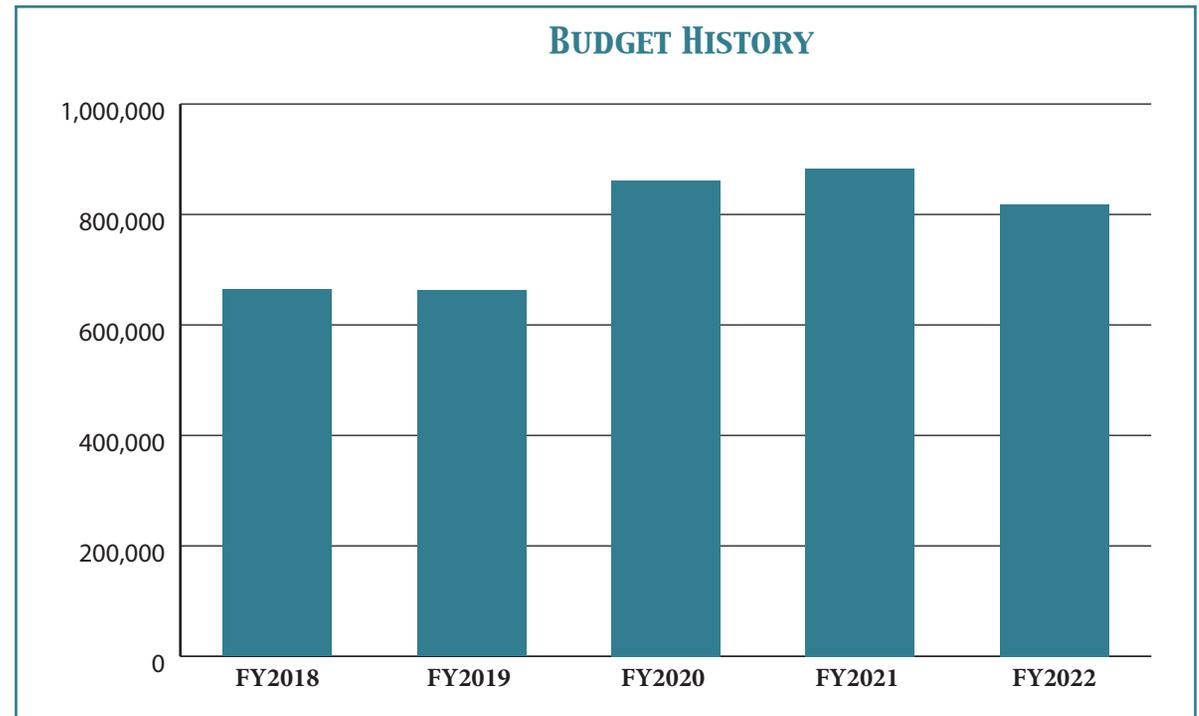
FY2021 Amended Budget: \$883,150

FY2022 Adopted Budget: \$818,175

Change: (\$64,975)

Reason for Change: The Director of Communications position was converted from a contracted position to a city employee.

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Regular Salaries	—	—	—	—	90,000
Group Insurance	—	—	—	—	27,000
FICA/Medicare	—	—	—	—	6,900
Retirement	—	—	—	—	15,300
Workers’ Compensation	—	—	—	—	400
Professional Services	386,831	435,991	642,023	650,000	550,000
Contractual Services/CH2M	277,288	226,104	219,613	233,150	128,575
Total Expenditures	664,119	662,095	861,636	883,150	818,175



2021 Accomplishments

- **E-Newsletter Subscribers:** Through online sign-up promotions and social media campaigns, the Communications Department continues to increase its monthly e-newsletter subscriber base. In the last 12 months the number of subscribers has increased by 711 bringing the total to 6,840. The prior year the number of subscribers increased by 57%. The opening of the Town Green in 2019 has been a large factor in both e-newsletter subscriptions and in website visitors.
- **Website Update:** The City’s website continues to be a valuable tool in providing information to both residents and the business community. Through concentrated efforts via social media pushes, we’ve seen the number of visits increase to nearly 250,000 this year – and have drawn an additional 190,00 new users. Additionally, the e-notification feature on the website allows visitors to subscribe to e-alerts to further ensure our residents stay informed and connected to their community.
- **Recording the City’s history:** This has been a five-year project that was finally completed in May 2021. The city contracted with Carole Townsend, an award-winning author to interview long-time residents and delve into the history of the area. Along the way she collected colorful stories, amazing historical photographs and weaved them into a 230- page book that takes the reader on a journey of a community that began well before the invention of electricity and automobiles to present day. The book covers the years 1777 - 2020 and highlights the remarkable progress of the community we know today. Titled “Peachtree Corners, the History of an Innovative and Remarkable Community,” the coffee-style book is available for purchase through the city’s online store. American Indians roamed the area, to present day including the city’s founder and how the city was formed. The book features historical photographs and colorful accounts from long-time residents.
- **Social Media:** The City uses five social media outlets to assist in relaying the City’s news, Facebook, Twitter, Nextdoor, Instagram and LinkedIn. Each of these social media cater to a different audience, and the City adapts the messages to ensure they are effective for that particular audience. We also use the City’s social media to promote and draw people to the City’s website. This is done to help educate and reconfirm with our citizens that the City’s website should be their main source for City news and other important information.
- **Marketing the City:** Along with ensuring citizens and the business community are well informed, the Communications Department is also responsible for marketing and promoting the City. Through strategic print and billboard ads, social media marketing and employing professionally made videos, we continue to promote the city. And since the launch of Curiosity Lab last September, we’ve broadened our efforts to include promoting to entities interested in testing their emerging transportation technology here at Curiosity Lab’s Innovation Center and 3-mile AV test track.”

2022 Goals and Objectives

- The Communications Department will continue its efforts to expand its reach to the community via its website, social media sites and e-newsletter subscriptions. Additionally, it will seek new avenues to market Peachtree Corners as a technology-focused community. Marketing efforts will extend to business leaders seeking to locate or relocate – and to future residents searching for a city in which to move and enjoy the many amenities Peachtree Corners has to offer.

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: 18 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,

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Regular Salaries	145,282	154,129	158,753	166,850	232,510
Group Insurance	21,442	22,405	24,127	25,025	54,000
Fica/Medicare	11,114	10,373	10,954	13,380	18,570
Retirement	24,698	26,202	26,988	28,500	39,530
Workers Comp	278	1,328	1,145	1,350	1,570
Other Emp Benefits	9,192	9,239	14,316	10,200	10,200
Professional Services	223,423	111,372	106,627	200,000	100,000
Contractual Svcs/CH2M	433,602	375,991	439,225	466,300	385,715
Contractual Svcs/Optech	655,485	681,107	710,500	725,000	740,000
Travel Expense	1,063	2,249	2,330	5,000	5,000
Dues & Fees	1,486	1,312	3,416	3,000	3,000
Education & Training	1,318	3,074	515	3,000	3,000
Operating Supplies	7,302	11,619	5,277	15,000	15,000
Road Maint Supplies	115,264	137,819	52,138	100,000	100,000
Signs/Beautification	114,412	55,087	43,279	50,000	50,000
Site Improvements	21,640	-	-	-	-
Other Equipment	4,515	-	6,028	10,000	10,000
Total Expenditures	1,791,515	1,603,306	1,605,618	1,822,605	1,768,095

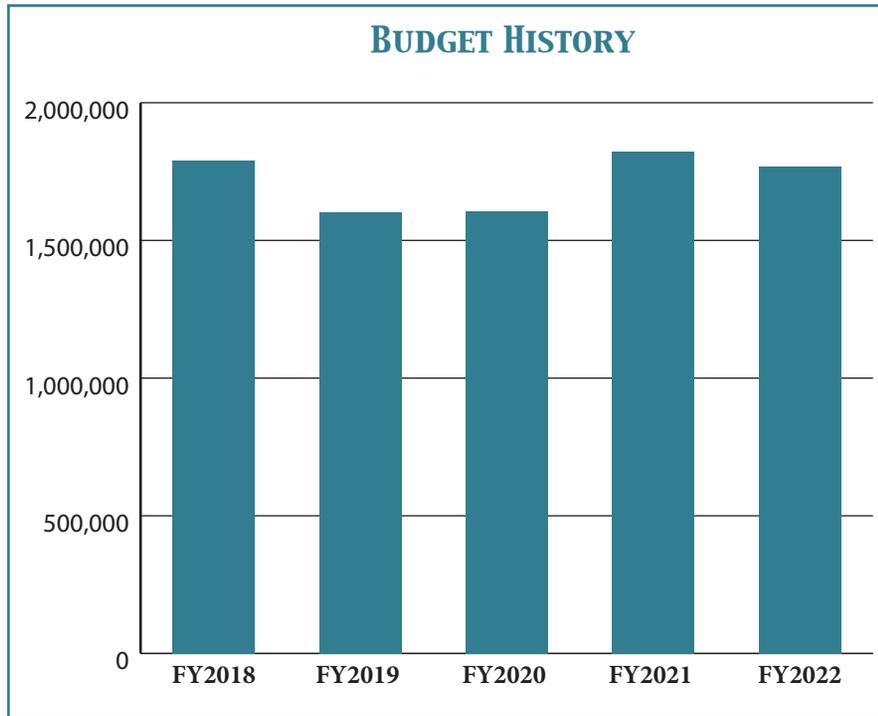
and maintenance of the City’s roadways, walkways, and trail systems.

FY2021 Amended Budget: \$1,822,605

FY2022 Adopted Budget: \$1,768,095

Change: (\$54,510)

Reason for Change: There is an expected decrease in demand for professional services.



2021 Accomplishments

- Resurfacing with a budget of \$2 million, including several streets in the Scotts Mill and Technology Park communities
- Construction of a Rapid Flashing Beacon pedestrian crossing at the intersection of Engineering Drive & Technology Parkway
- Resurfaced over 7.2 miles of city streets with the budgeted \$1.5 million in funding
- Began construction of nearly 4,300 feet of sidewalks along Gunnin Road
- Completed construction of the Corners Connector pedestrian bridge over Peachtree Parkway
- Completed the design process for GDOT’s intersection improvements at Spalding Drive and Holcomb Bridge Road
- Completed 2,197 work orders for field maintenance of the city’s right of way and infrastructure



2022 Goals and Objectives

- Resurfacing with a budget of \$2 million
- Complete intersection improvements at Bush Road and Medlock Bridge Road
- Complete sidewalk construction along Gunnin Road
- Complete construction of Corners Connector Town Center segment
- Construct sidewalks along Jones Mill Road, Jones Mill Spur, Peachtree Corners Circle & Engineering Drive
- Start construction of the Corners Connector Riverlands Trail
- Completion of a federal grant funded stormwater infrastructure project along Bankers Industrial Drive

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: 13 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.

FY2021 Amended Budget: \$1,234,825

FY2022 Adopted Budget: \$1,296,745

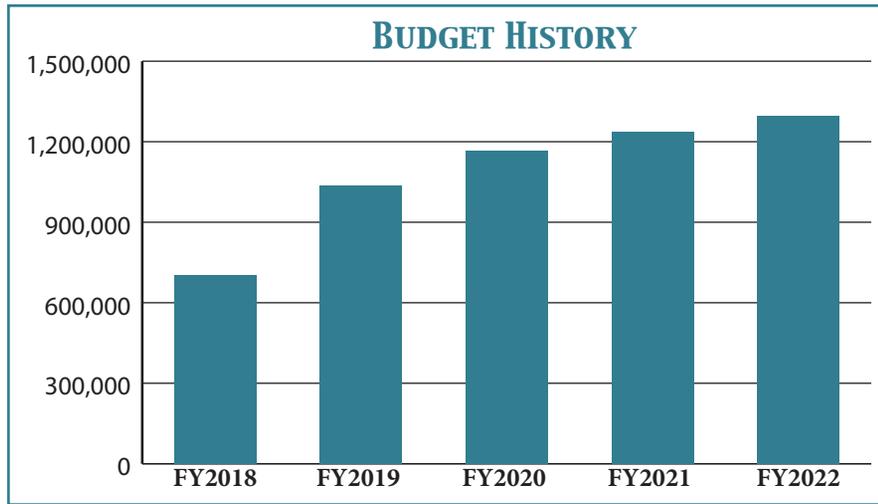
Change: \$61,920

Reason for Change: Additional funds for Town Green Events

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
Regular Salaries	165,709	170,681	170,681	174,115	179,320
Group Insurance	10,789	22,405	24,127	25,025	18,000
Fica/Medicare	10,470	10,491	10,943	13,850	14,500
Retirement	28,171	29,016	29,016	29,750	30,500
Workers Comp	677	1,328	1,145	1,350	1,350
Other Emp Benefits	12,942	7,934	13,117	9,660	10,000
Professional Services	197,359	660,292	273,815	250,000	250,000
Contractual Svcs/CH2M	127,090	131,840	170,810	116,575	128,575
Town Green	-	-	463,491	600,000	650,000
Travel Expense	-	653	30	3,500	3,500
Dues & Fees	1,014	1,202	-	1,500	1,500
Education & Training	2,645	1,318	803	3,500	3,500
Hospitality Supplies	-	64	6,561	6,000	6,000
Multi-Use Trail	145,670	-	-	-	-
Total Expenditures	702,535	1,037,223	1,164,539	1,234,825	1,296,745

2021 Accomplishments

- In addition to processing plans, issuing permits, performing inspections, managing public hearings, and addressing code enforcement issues, the Community Development Department also focused on several key initiatives over the course of the past year including outreach to the business community, the administration of the Redevelopment Authority, and upgrades to the Town Green including expansion of the fitness trail. Department Staff worked with the City's Arts Council to design the first four Button sculptures and install three of them at key locations. For greater efficiency and customer service, the Building Division now offers electronic plan review. Code Enforcement continues apartment sweeps to ensure that all multifamily complexes are maintained. And Economic Development worked to keep businesses informed about assistance, loans, and other support services.



2022 Goals and Objectives

- Work with developers and designers of large properties to create quality development plans
- Provide timely inspections in order to facilitate the completion of the Town Center townhomes
- Improve and enhance events programming at the Town Green
- Provide efficient plan review and permitting to facilitate the construction of key projects including the residential development at Waterside and the expansion of the Intuitive campus
- Facilitate redevelopment in Technology Park
- Assist the Redevelopment Authority in crafting an Urban Redevelopment strategy for the Holcomb Bridge Road corridor
- Continue to create and issue a business newsletter that promotes outreach to the business community
- Enhance on-line permitting and fire plan review
- Provide the highest quality service in the most time-efficient manner



TECHNOLOGY

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

Positions: 4 Full Time Employees

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

FY2021 Amended Budget: \$948,835

FY2022 Adopted Budget: \$1,062,995

Change: \$114,160

Reason for Change: Beginning in FY2022, the Facilities Coordinator is being accounted for in the Technology Department. Also, our IT contractor is going to be on site five days per week versus three days per week.

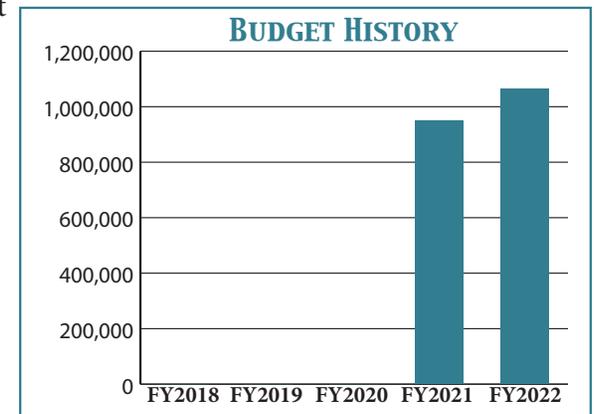
	FY2018 Actuals	FY2019 Actuals	FY2020 Actuals	FY2021 Amended	FY2022 Budget
Regular Salaries	—	—	—	165,850	220,810
Group Insurance	—	—	—	25,025	45,000
FICA/Medicare	—	—	—	13,600	18,115
Retirement	—	—	—	28,350	37,540
Workers Comp	—	—	—	1,350	1,530
Other Emp Benefits	—	—	—	15,660	16,000
Professional Services	—	—	—	350,000	325,000
Technical Services	—	—	—	325,000	365,000
Travel Expense	—	—	—	15,000	25,000
Dues & Fees	—	—	—	3,000	3,000
Education & Training	—	—	—	6,000	6,000
Total Expenditures	—	—	—	948,835	1,062,995

2021 Accomplishments

- Migrated obsolete IT infrastructure to a system wide, standardized network including network switches, firewalls, and wireless access systems.
- Integrated and operationalized Vehicle to Everything (V2X) network along our smart corridor at Curiosity Lab
- Made changes to IT and cybersecurity policies based on NIST-171 recommendations
- Increased onsite server specifications to meet increased demand to public services

2022 Goals and Objectives

- Begin cloud migration for data storage
- Update and enhance cybersecurity policies and training requirements
- Provide public broadband access to under served areas through innovative partnerships
- Conduct first annual compliance audit with NIST-171



DEPARTMENTAL BUDGET DETAIL

		ADMINISTRATIVE SERVICES DEPARTMENT				
		<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
CITY COUNCIL						
100-1100-51.1100	Regular Salaries	57,000	57,000	57,000	57,000	57,000
100-1100-51.2200	FICA/Medicare	4,361	4,366	4,360	4,360	4,360
100-1100-51.2700	Workers' Compensation	1,761	597	220	1,200	1,200
100-1100-52.3200	Postage	-	-	-	500	500
100-1100-52.3700	Education & Training	11,213	18,001	5,345	35,000	35,000
100-1100-53.1700	Other Supplies	1,964	2,758	3,312	5,000	5,000
100-1100-53.1705	Hospitality Supplies	5,304	1,696	647	8,000	8,000
Subtotals		81,604	84,418	70,884	111,060	111,060
CITY CLERK						
100-1130-51.1100	Regular Salaries	96,160	118,450	118,450	120,870	212,450
100-1130-51.2100	Group Insurance	21,442	22,405	24,127	25,025	47,000
100-1130-51.2200	FICA/Medicare	7,345	8,963	9,434	9,900	17,000
100-1130-51.2400	Retirement	16,347	20,136	20,136	20,655	36,115
100-1130-51.2700	Workers' Compensation	278	558	468	700	1,040
100-1130-51.2900	Other Employee Benefits	6,449	7,321	12,504	9,000	9,000
100-1130-52.1110	Election Services	35,866	21,653	14,874	10,000	75,000
100-1130-52.1205	Contractual Services/CH2M	69,322	125,176	122,007	116,575	-
100-1130-52.3200	Postage	-	-	-	-	-
100-1130-52.3300	Advertising	1,790	5,120	3,090	2,500	2,500

ADMINISTRATIVE SERVICES DEPARTMENT

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
100-1130-52.3500 Travel Expense	1,581	1,287	1,202	3,000	3,000
100-1130-52.3600 Dues And Fees	852	512	60	1,000	1,000
100-1130-52.3700 Education & Training	-	550	700	2,000	2,000
100-1130-53.1100 Operating Supplies	1,566	3,289	1,196	2,000	2,000
Subtotals	258,999	335,420	328,248	323,225	408,105

CITY MANAGER

100-1130-51.1100 Regular Salaries	183,851	205,246	211,403	217,750	224,300
100-1130-51.2100 Group Insurance	30,628	22,405	24,127	25,025	27,000
100-1130-51.2200 FICA/Medicare	10,882	11,508	12,445	18,430	19,225
100-1130-51.2400 Retirement	25,739	28,734	65,939	66,000	68,000
100-1130-51.2700 Workers' Compensation	677	1,479	1,145	1,500	1,500
100-1130-51.2900 Other Employee Benefits	21,977	23,163	28,190	27,000	27,000
100-1130-51.2905 Relocation Expense	-	-	-	-	-
100-1300-52.1200 Professional Services	174,404	272,003	537,902	460,000	460,000
100-1300-52.3500 Travel Expense	7,074	33,896	51,709	15,000	25,000
100-1300-52.3600 Dues And Fees	2,785	2,861	3,225	3,500	3,500
100-1300-52.3700 Education & Training	1,090	5,569	5,300	5,000	5,000
100-1300-53.1100 Operating Supplies	2,343	5,200	2,260	7,500	7,500
100-1300-53.1705 Hospitality Supplies	748	983	1,442	2,000	2,000
Subtotals	462,199	613,047	945,087	848,705	870,025

ADMINISTRATIVE SERVICES DEPARTMENT

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
FINANCE & ADMINISTRATION					
100-1510-51.1100 Regular Salaries	140,672	154,013	208,634	150,000	404,500
100-1510-51.2100 Group Insurance	21,442	22,405	32,468	25,025	99,000
100-1130-51.2200 FICA/Medicare	10,762	10,482	15,982	12,400	32,200
100-1510-51.2400 Retirement	23,914	26,182	35,468	25,500	68,800
100-1510-51.2700 Workers' Compensation	278	1,328	659	1,350	2,350
100-1510-51.2900 Other Employee Benefits	6,192	8,003	32,627	15,660	16,000
100-1510-52.1200 Professional Services	4,110	80,314	43,802	75,000	75,000
100-1510-52.1205 Contractual Services/CH2M	69,322	109,000	122,007	233,150	-
100-1510-52.1215 Audit Services	39,010	28,705	42,500	40,000	40,000
100-1510-52.3500 Travel Expense	789	12,167	11,369	2,500	2,500
100-1510-52.3600 Dues & Fees	1,296	1,908	1,555	1,500	1,500
100-1510-52.3700 Education & Training	4,278	5,320	2,321	1,000	3,500
100-1510-53.1100 Operating Supplies	-	-	283	-	-
Subtotals	322,065	459,828	549,675	583,085	745,350

LEGAL SERVICES DEPARTMENT

100-1530-52.1220 Attorney Fees/Riley McLendon	66,832	77,384	90,822	96,000	96,000
100-1530-52.1225 Attorney Fees/Other	106,346	251,147	227,106	400,000	400,000
Subtotals	173,178	328,531	317,928	496,000	496,000

ADMINISTRATIVE SERVICES DEPARTMENT

		<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
TECHNOLOGY						
100-1535-51.1100	Regular Salaries	-	-	-	165,850	220,810
100-1535-51.2100	Group Insurance	-	-	-	25,025	45,000
100-1535-51.2200	FICA/Medicare	-	-	-	13,600	18,115
100-1535-51.2400	Retirement	-	-	-	28,350	37,540
100-1535-51.2700	Workers' Compensation	-	-	-	1,350	1,530
100-1535-51.2900	Other Employee Benefits	-	-	-	15,660	16,000
100-1535-52.1200	Professional Services	-	-	-	350,000	325,000
100-1535-52.1300	Technical Services	-	-	-	325,000	365,000
100-1535-52.3500	Travel Expense	-	-	-	15,000	25,000
100-1535-52.3600	Dues & Fees	-	-	-	3,000	3,000
100-1535-52.3700	Education & Training	-	-	-	6,000	6,000
Subtotals		-	-	-	948,835	1,062,995

FACILITIES & BUILDINGS DEPT

100-1565-52.1205	Contractual Services/CH2M	-	-	-	116,575	-
100-1565-52.1300	Technical Services	132,423	101,310	147,285	150,000	140,000
100-1565-52.2200	Repairs & Maintenance	189,792	645,121	570,296	800,000	500,000
100-1565-52.2310	Real Estate Rents/Leases	70,384	75,236	84,064	90,150	90,150
100-1565-53.1105	Office Supplies	-	1,158	445	30,000	10,000
100-1565-53.1210	Water/Sewage	2,807	15,945	32,221	45,000	45,000
100-1565-53.1220	Natural Gas	-	1,934	2,888	4,000	4,000
100-1565-53.1230	Electricity	59,466	92,106	110,498	160,000	165,000
100-1565-54.1100	Sites	-	526,700	-	-	-

ADMINISTRATIVE SERVICES DEPARTMENT

		<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
100-1565-54.1300	Buildings	3,279,683	1,811,358	-	-	-
100-1565-54.2300	Furniture & Fixtures	902,426	169,108	86,023	85,000	50,000
100-1565-54.2500	Other Equipment	-	-	-	-	-
100-1565-57.2000	Economic Development	500,000	500,000	536,000	548,000	552,200
100-1565-58.1000	Principal Note Payments	-	645,000	435,000	450,000	-
100-1565-58.2000	Interest Note Payments	174,739	252,824	229,300	150,000	-
100-1565-58.4000	Closing Costs	-	91,400	-	-	-
100-1565-61.1100	Transfers to SPLOST	-	339,996	-	-	-
100-1565-61.2000	Transfers to DDA	121,788	2,748,257	617,208	512,900	-
100-1565-61.2010	Transfers to PFA	-	-	-	37,250	1,245,320
Subtotals		5,433,506	8,017,453	2,851,228	3,178,875	2,801,670

PUBLIC INFORMATION

100-1570-51.1100	Regular Salaries	-	-	-	-	90,000
100-1570-51.2100	Group Insurance	-	-	-	-	27,000
100-1570-51.2200	FICA/Medicare	-	-	-	-	6,900
100-1570-51.2400	Retirement	-	-	-	-	15,300
100-1570-51.2700	Workers' Compensation	-	-	-	-	400
100-1570-52.1200	Professional Services	386,831	435,991	642,023	650,000	550,000
100-1570-52.1205	Contractual Services/CH2M	277,288	226,104	219,613	233,150	128,575
Subtotals		664,119	662,095	861,636	883,150	818,175

ADMINISTRATIVE SERVICES DEPARTMENT

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
GENERAL OPERATIONS					
100-1590-52.1105 Official/Administrative	66,007	(7,994)	16,400	36,000	-
100-1590-52.1200 Professional Services	1,189,544	1,070,321	1,060,521	500,000	575,000
100-1590-52.1300 Technical Services	214,171	263,834	297,720	-	-
100-1590-52.3100 General Liability Insurance	35,207	32,265	145,929	200,000	205,000
100-1590-52.3200 Postage	6,136	8,665	8,728	10,000	10,000
100-1590-52.3605 Commissions	9,774	12,738	8,173	10,000	10,000
100-1590-52.3610 Service Fees	16,202	16,692	20,741	15,000	15,000
100-1590-53.1100 Operating Supplies	48,880	55,812	63,950	60,000	65,000
100-1590-53.1105 Office Supplies	10,922	10,638	10,067	15,000	15,000
100-1590-53.1230 Electricity	385,434	460,827	534,703	535,000	550,000
100-1590-54.2400 Computers/Software	488,997	206,181	216,284	300,000	300,000
100-1590-58.1300 Other Debt Principal	-	-	-	-	-
100-1590-58.2005 Interest	-	-	-	-	-
100-1590-58.2300 Other Debt Interest	-	-	-	-	-
Subtotals	2,471,276	2,129,978	2,383,216	1,681,000	1,745,000

PUBLIC WORKS DEPARTMENT

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
100-4100-51.1100 Regular Salaries	145,282	154,129	158,753	166,850	232,510
100-4100-51.2100 Group Insurance	21,442	22,405	24,127	25,025	54,000
100-4100-51.2200 FICA/Medicare	11,114	10,373	10,954	13,380	18,570
100-4100-51.2400 Retirement	24,698	26,202	26,988	28,500	39,530
100-4100-51.2700 Workers' Compensation	278	1,328	1,145	1,350	1,570
100-4100-51.2900 Other Employee Benefits	9,192	9,239	14,316	10,200	10,200
100-4100-52.1200 Professional Services	223,423	111,372	106,627	200,000	100,000
100-4100-52.1205 Contractual Services/CH2M	433,602	375,991	439,225	466,300	385,715
100-4100-52.1210 Contractual Services/Optech	655,485	681,107	710,500	725,000	740,000
100-4100-52.3500 Travel Expense	1,063	2,249	2,330	5,000	5,000
100-4100-52.3600 Dues And Fees	1,486	1,312	3,416	3,000	3,000
100-4100-52.3700 Education & Training	1,318	3,074	515	3,000	3,000
100-4100-53.1100 Operating Supplies	7,302	11,619	5,277	15,000	15,000
100-4100-53.1110 Road Maintenance	115,264	137,819	52,138	100,000	100,000
100-4100-53.1115 Signs/Beautification	114,412	55,087	43,279	50,000	50,000
100-4100-54.1200 Site Improvements	21,640	-	-	-	-
100-4100-54.2500 Other Equipment	4,515	-	6,028	10,000	10,000
Subtotals	1,791,515	1,603,306	1,605,618	1,822,605	1,768,095

COMMUNITY DEVELOPMENT DEPARTMENT

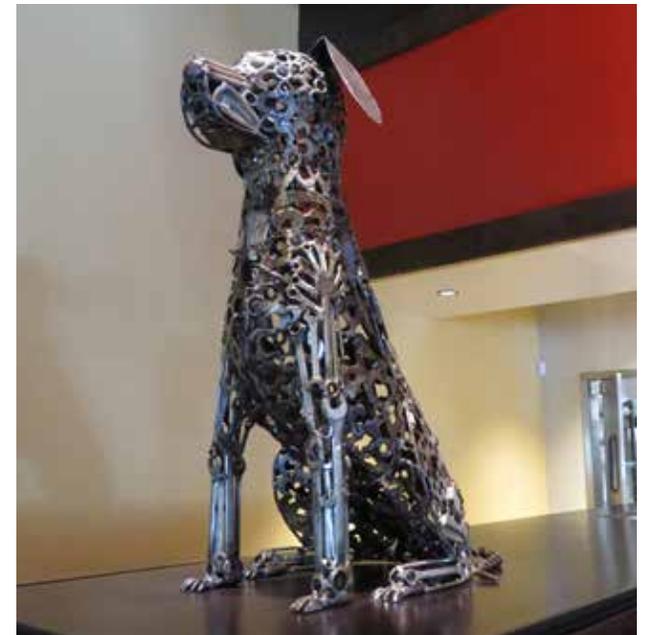
	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
COMMUNITY DEVELOPMENT					
100-7200-51.1100 Regular Salaries	165,709	170,681	170,681	174,115	179,320
100-7200-51.2100 Group Insurance	10,789	22,405	24,127	25,025	18,000
100-7200-51.2200 FICA/Medicare	10,470	10,491	10,943	13,850	14,500
100-7200-51.2400 Retirement	28,171	29,016	29,016	29,750	30,500
100-7200-51.2600 Unemployment Expense	-	-	-	-	-
100-7200-51.2700 Workers' Compensation	677	1,328	1,145	1,350	1,350
100-7200-51.2900 Other Employee Benefits	12,942	7,934	13,117	9,660	10,000
100-7200-52.1200 Professional Services	197,359	660,292	273,815	250,000	250,000
100-7200-52.1205 Contractual Services/CH2M	127,090	131,840	170,810	116,575	128,575
100-7200-52.1230 Town Green	-	-	463,491	600,000	650,000
100-7200-52.3500 Travel Expense	-	653	30	3,500	3,500
100-7200-52.3600 Dues And Fees	1,014	1,202	-	1,500	1,500
100-7200-52.3700 Education & Training	2,645	1,318	803	3,500	3,500
100-7200-53.1705 Hospitality Supplies	-	64	6,561	6,000	6,000
100-7200-54.1410 Multi-Use Trail	145,670	-	-	-	-
Subtotals	702,535	1,037,223	1,164,539	1,234,825	1,296,745

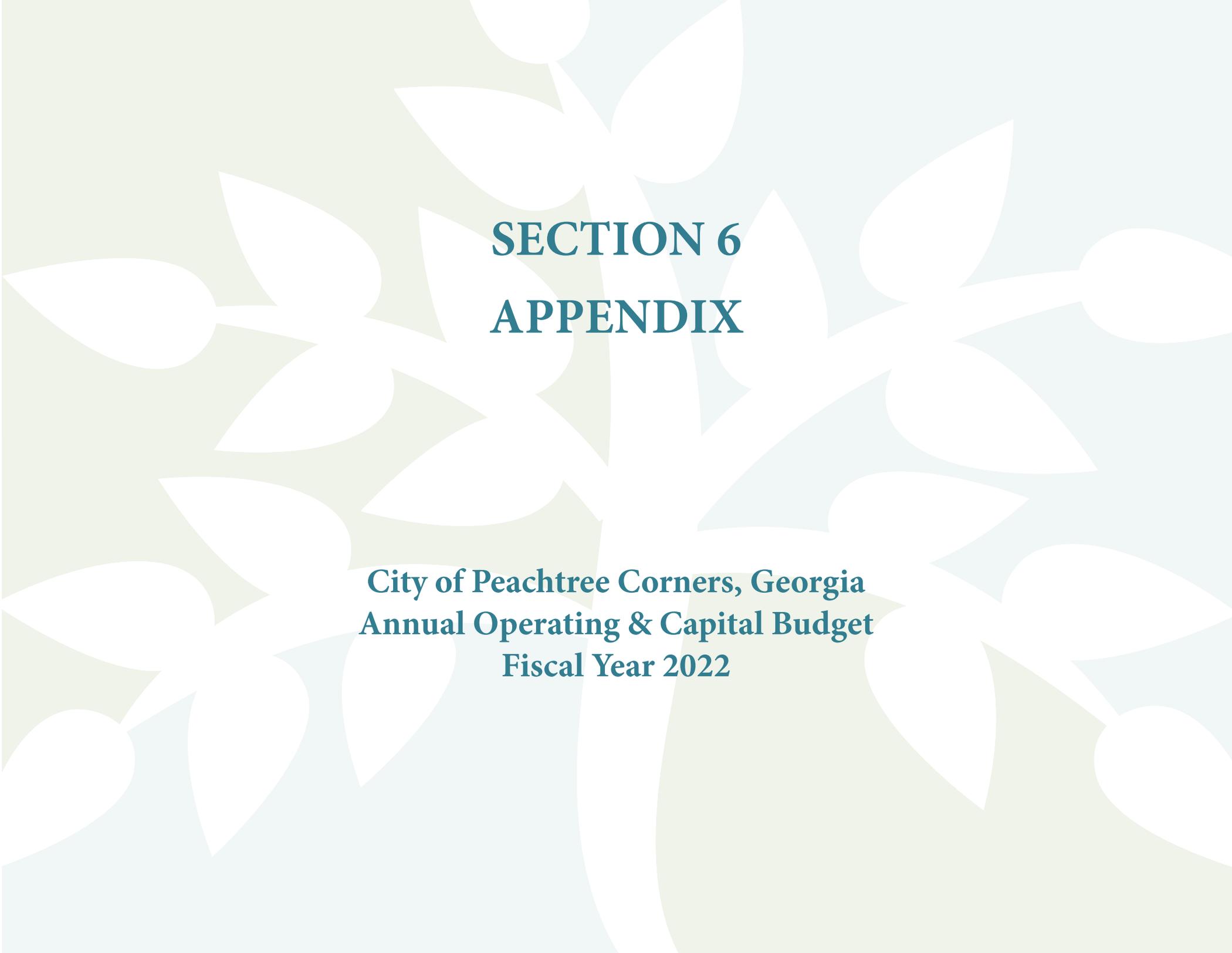
BUILDING DIVISION

100-7220-52.1205 Contractual Services/CH2M	554,575	633,450	634,436	582,900	642,860
100-7220-52.1206 Contractual Services/CAA	-	-	-	-	-
Subtotals	554,575	633,450	634,436	582,900	642,860

COMMUNITY DEVELOPMENT DEPARTMENT

	<i>FY2018 Actuals</i>	<i>FY2019 Actuals</i>	<i>FY2020 Actuals</i>	<i>FY2021 Amended</i>	<i>FY2022 Budget</i>
PLANNING & ZONING					
100-7410-52.1200 Professional Services	-	-	1,999	-	-
100-7410-52.1205 Contractual Services/CH2M	184,859	246,300	268,415	116,575	128,575
Subtotals	184,859	246,300	270,414	116,575	128,575
CODE ENFORCEMENT					
100-7420-52.1205 Contractual Services/CH2M	485,255	442,900	463,627	466,300	385,715
Subtotals	485,255	442,900	463,627	466,300	385,715
DESIGNATED RESERVE					
100-9000-57.9010 Reserve Contingency	-	-	-	811,310	724,080
Subtotals	-	-	-	811,310	724,080
Total Expenditures	13,585,684	16,593,948	12,446,536	14,088,450	14,004,450





**SECTION 6
APPENDIX**

**City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2022**

HISTORY

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

Development continued in Peachtree Corners throughout the 1990s and in 1999 the idea of incorporating Peachtree Corners was first proposed. It was not until November 8, 2011, during a referendum, vote that the residents of Peachtree Corners elected to incorporate as Gwinnett



County's 16th city, and, with a population of 40,000, its largest. From there, plans took off and the city officially was incorporated on July 1, 2012. It was during the ribbon cutting ceremony, held in January, 2013, that the new, international award-winning logo was unveiled to over 250 individuals who attended the event at City Hall.

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

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



ORGANIZATIONAL MISSION

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

Organizational Goals:

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

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

Finance Department: To ensure the fiscal integrity of the City of Peachtree Corners by exercising due diligence and control over the City’s assets and resources and providing timely and accurate reporting under the guidelines of Generally Accepted Accounting Principles (GAAP). To provide

quality service and support to both our citizens and internal departments through the efficient and effective use of sound business principles and a dedication to excellent customer service.

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

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

GEORGIA LAW ON LOCAL GOVERNMENT BUDGETS

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 Gwinnett County’s assessment of real and personal property at 100% fair market value.

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

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.





CITY OF
Peachtree
CORNERS