



ANNUAL OPERATING AND CAPITAL BUDGET

CITY OF PEACHTREE CORNERS, GEORGIA

FISCAL YEAR 2020



CITY OF
Peachtree
CORNERS
Innovative & Remarkable



CITY OF PEACHTREE CORNERS, GEORGIA AT A GLANCE

Date of Incorporation July 1, 2012
 Area 17.37 square miles
 Form of Government Municipality
 Total Adopted Fiscal Year 2020 Budget:..... \$26.4 million

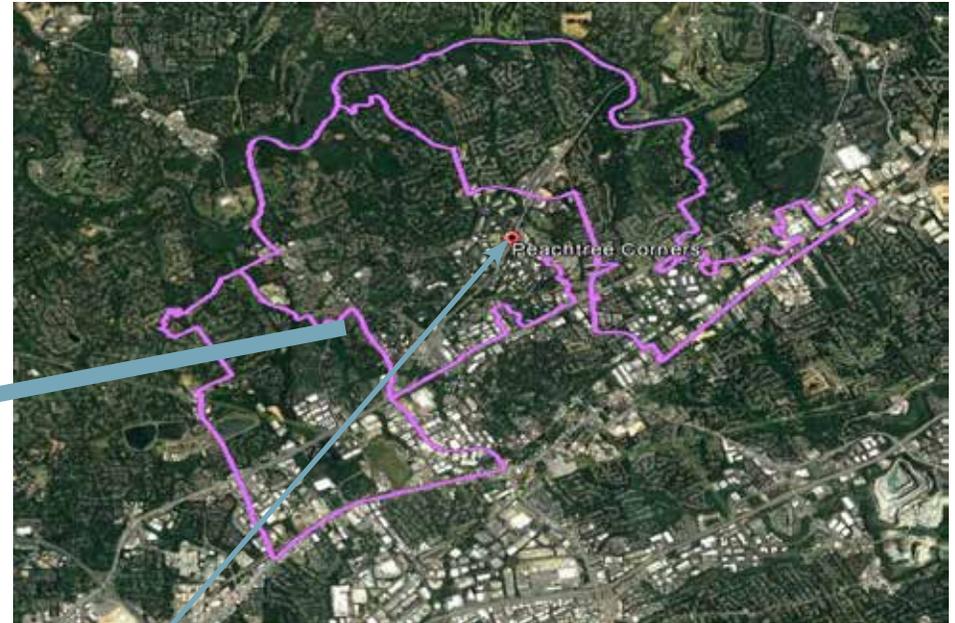
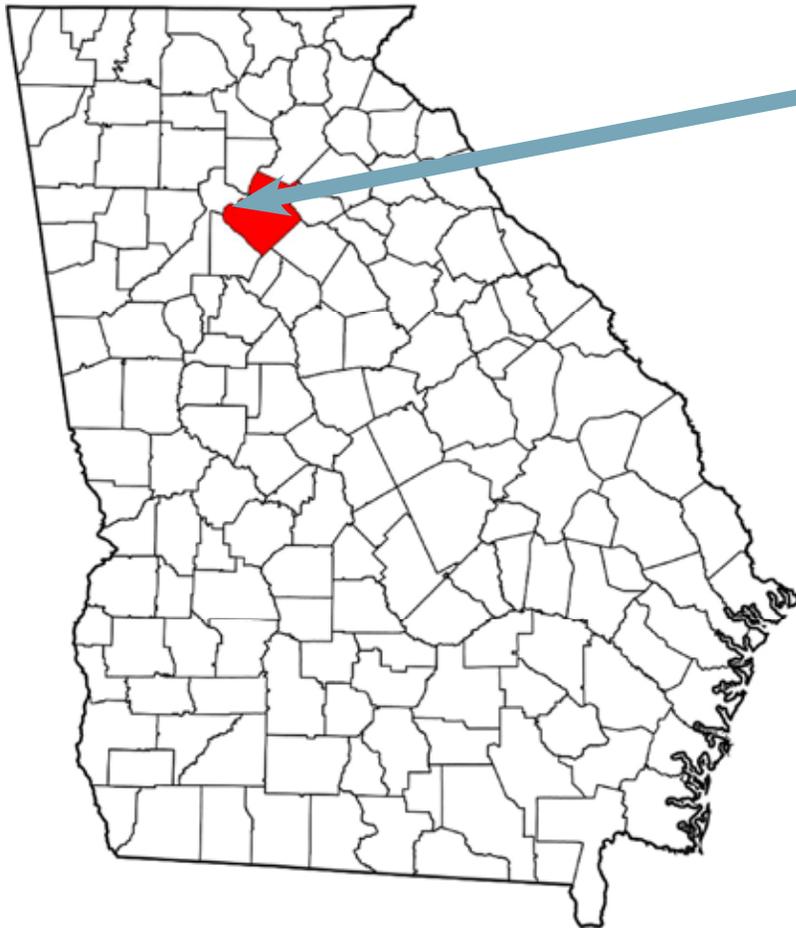
City Demographics	
Population	43,509
Median Age	36.1
Median Household Income	\$94,594
Average Household Size	2.62 persons
Median Home Value	\$291,900

Existing Land Usage (Approximate)	
<u>Category</u>	<u>Percentage</u>
Commercial Use	36%
Residential	53%
Parks	3%
Undeveloped	8%

Major Employers	Employees
Fleetcor Technologies Inc	460
Immucor Inc	421
Pond & Company	403
Crawford & Company	395
Professional Career Development Institute	350
One Diversified LLC	315
Century Communities of Georgia, LLC	310
ACI Worldwide	302

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



Concilmmember - Post 1
Phil Sadd



Concilmmember - Post 2
Eric Christ



Concilmmember - Post 3
Alex Wright



Concilmmember - Post 4
Jeanne Aulbach



Concilmmember - Post 5
Lorri Christopher



Concilmmember - Post 6
Weare Gratwick



CITY OF
Peachtree
CORNERS
Innovative & Remarkable

City of Peachtree Corners, Georgia

Annual Operating & Capital Budget

Fiscal Year 2020



Brian L. Johnson
City Manager

Prepared by:
Finance & Administration Department

Submitted by:
Brian L. Johnson, City Manager



Brandon Branham
Assistant City Manager
Finance Director



310



CITY HALL



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Peachtree Corners
Georgia**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morrill

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, 2018. 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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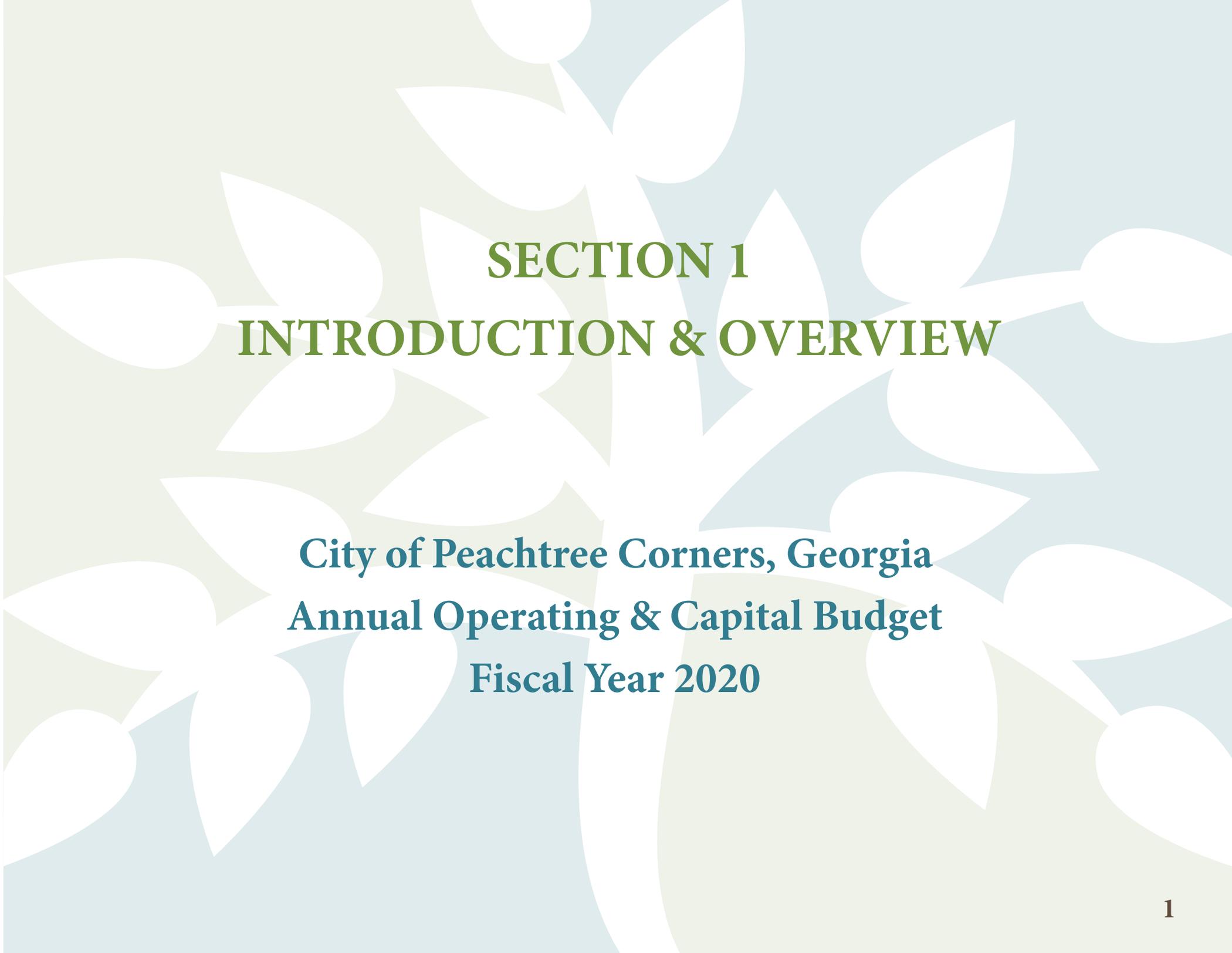
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SECTION 1
INTRODUCTION & OVERVIEW

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2020

BUDGET MESSAGE

Continuing the successful implementation of delivering high-quality innovative services and successful infrastructure management for all city residents and businesses, we proudly submit the Fiscal Year (FY) 2020 Budget for the City of Peachtree Corners.

With a continued focus on improving the quality of life for residents and businesses, the city through sound financial management has completed several major projects and looks to continue that path forward with the proposed FY 2020 budget. Through consistently responsible and transparent budget supervision, Peachtree Corners has been able to manage future growth and development, maintain a zero-millage rate and continue its commitment in valued investments for infrastructure and service delivery excellence.

The city continues to see growth in business occupancy rates coupled with an improvement in the local housing market, seeing a population growth of 19% in the last seven years, City staff continue to practice watchful and judicious planning to protect the financial health of the city. The FY 2020 Budget was developed with a focus on continuing to improve and expand the city's infrastructure along with creating a community gathering place to service residents for years to come. Another major focus for the FY 2020 budget was a unique economic development initiative, which would establish the country's first 5G Smart City and Autonomous Vehicle living laboratory.

We are pleased to submit the FY 2020 Budget to Council for review and encourage the feedback and involvement of citizens to provide a fiscal plan which meets the needs of the City of Peachtree Corners.



Overview of FY 2019 Accomplishments

Throughout 2019, Peachtree Corners experienced relatively advantageous economic development growth due in part to business relocations and expansions. For the sixth year in a row, the city anticipates a surplus of revenue over expenditures and the further accumulation of operating and long-term reserves, all while maintaining one of the lowest tax rates in the Atlanta metropolitan area. Because of deliberate, conservative budgeting practices in FY 2019 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 2019:

COMMUNITY PLANNING EFFORTS

- Completed and adopted the 2040 Comp Plan
- Reviewed over 500 building permit plans
- Issued over 1,200 building permits
- Conducted over 5,500 building inspections and addressed over 1,700 code violations
- Completed construction of the city's Town Green
- Implemented an expedited permitting

TRANSPORTATION AND INFRASTRUCTURE

- Re-paved over 7 lane-miles of City streets
- Installed over 4 miles of sidewalk
- Began construction on an autonomous vehicle living laboratory
- Finalized design for a pedestrian bridge
- Completed over 1,400 rights of way work orders
- Completed several major stormwater infrastructure projects

ECONOMIC DEVELOPMENT

- Focused on retaining existing businesses through one-on-one meetings -15 individual meetings as well as 20 one-on-one meetings with potential property owners and managers focusing on recruitment
- Welcomed expansions and relocations for over 600 new jobs
- Film Permit issuance doubled from 2018

CITY CLERK

- Implemented an online check in software for elections, reducing wait time by 20%
- Received 185 Open Records Request and answered 100% of the requests

- Completed and published 56 agenda packets for City Council and meetings of other boards
- Successfully held City’s fourth election
- Held statewide City Clerk’s training at City Hall in conjunction with Georgia Municipal Association

FINANCE AND ADMINISTRATION

- Received a “clean” outside audit report for the fifth straight year
- Received GFOA’s Distinguished Budget Presentation Award for the second time
- Received GFOA’s Certificate of Achievement for Excellence in Financial Reporting for the first time
- Successfully purchased a 25,000 sq. ft building for the city’s innovation center
- Launched a smart parking application at the city’s new Town Center

INFORMATION TECHNOLOGY

- Upgraded firewalls to protect against increased cyber security threats
- Launched city’s first public WIFI network at new Town Green
- Installed new network for smart parking infrastructure

MARKETING & PUBLIC RELATIONS

- Increased its monthly e-newsletter subscriber base by 57% in the last year.
- Improved the number of website visitors which has increased 70% over the previous 12 months and the number of page views has increased 40%
- Working on recording the city’s history in a book that features historical photographs and colorful accounts from long-time residents.



Overall Economic Condition of the City

The city has experienced steady expansion and economic development in 2019, with several new development projects including residential and commercial. The City is on track to exceed the \$12.5 million in revenues appropriated in the FY 2019 Budget primarily due to healthy franchise fees and occupation tax fees.

The City's total taxes collected are outpacing the 2019 collections. Permitting revenues were the highest they have been in the city's history mainly due to the construction of the city's new town center.

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

Budget Brief

The FY 2020 Budget is centered on the continued implementation of successful infrastructure improvements and innovative projects. The FY 2020 Budget for all appropriated funds totals approximately \$26.4 million in revenues.

The FY 2020 Budget includes debt payments for the two properties the city owns, City Hall, and the new land purchased adjacent to the town green.

The FY 2020 Budget also includes over \$500,000 for special events and marketing of the new town green, which will continue to build a gathering place for the community. The budget also includes \$150,000 for a smart city comprehensive study, which will assist in mapping out the smart infrastructure of the future for Peachtree Corners.

The remaining \$24.3 million in revenue is budgeted for operations, capital projects, and cash reserves. The FY 2020 Budget maintains a zero-millage rate and does not necessitate an increase in taxes or fees.



2020 GENERAL FUND BUDGET SUMMARY

	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended Budget</i>	<i>FY2020 Budget</i>	<i>Change</i>
Fees & Taxes	8,908,712.30	9,087,824.73	12,221,713.83	10,694,274	9,673,000	(9.55%)
Licenses & Permits	1,045,889.12	1,186,272.14	1,383,420.75	1,195,878	1,040,000	(13.03%)
Intergovernmental	50,000.00	40,840.80	75,510.00	1,885,750	0	(100.00%)
Fines & Forfeitures	8,007.36	4,262.67	4,079.61	3,857	4,000	3.71%
Interest Earned	2,397.27	1,100.60	1,708.08	850	500	(41.18%)
Miscellaneous Revenue	330,612.48	8,415,069.19	3,509,622.55	2,481,250	978,200	(60.58%)
Total General Fund Revenues	10,345,618.53	18,735,370.13	17,196,054.82	16,261,859	11,695,700	(28.08%)
City Council	83,057.15	97,676.72	81,603.44	111,061	111,061	0.00%
City Manager	272,838.89	521,401.84	462,198.94	602,829	726,314	20.48%
City Clerk	272,034.72	249,794.50	258,998.77	376,850	377,941	0.29%
Finance/Administration	266,566.83	280,128.57	322,065.17	486,811	680,025	39.69%
Legal	139,916.35	202,295.07	173,178.36	345,000	328,131	(4.89%)
Public Information	283,475.96	380,850.56	664,119.16	626,104	720,046	15.00%
General Operations	1,401,341.46	1,199,200.41	2,471,275.92	2,220,869	1,863,000	(16.11%)
Facilities and Buildings	751,782.15	16,861,349.54	5,433,505.58	7,582,388	2,683,048	(64.61%)
Contingency	1,462,050.74	0.00	0.00	0	70,000	
Community Development	655,594.22	995,700.00	702,534.93	943,481	985,993	4.51%
Building Department	415,238.55	401,741.50	554,574.60	633,450	665,123	5.00%
Code Enforcement	588,441.24	588,441.24	485,254.56	442,900	464,541	4.89%
Planning & Zoning	217,467.36	217,467.36	184,858.92	246,300	268,945	9.19%
Public Works	1,647,176.40	1,939,000.09	1,791,515.36	1,643,817	1,751,533	6.55%
Total General Fund Expenditures	8,456,982.02	23,935,047.40	13,585,683.71	16,261,859	11,695,700	(28.08%)

GOALS

Following an exciting and transformative 2019, the City of Peachtree Corners is preparing for a productive 2020 with the opportunity to finish innovative projects as well as continue to address infrastructure gaps in intersections, streets, and sidewalks within the City. In 2019, the City's Town Green project was completed and held several events, drawing crowds of over 4,000 people, thus fulfilling the vision of creating a central place for residents to gather and experience community together, something residents have consistently desired since the City's incorporation seven years ago.

The FY 2020 Budget tackles priorities and goals established by the Mayor and Council to improve our community. The primary budget requests for each department are summarized below and reflect department-specific capital and other enhancement goals related to each department's primary mission. Each department has carefully outlined programs and targets reflecting careful attention and prominence of community-directed ambitions which blend with the priorities identified by Council. The primary FY 2020 goals include:

Create, revive and maintain our City infrastructure: For the past six years, the City Council has been persistent in its focus on providing the resources and support to address our infrastructure needs from paving to sidewalks to the addition of stormwater. The FY 2020 Budget continues the aggressive progress on the capital paving plan along with significant investments into sidewalk improvements and will begin the efforts of the implementation of a stormwater capital improvement plan. Specific activities to support these efforts include spending \$1,500,000 for paving of city roads, \$1,800,000 for an autonomous and smart city living laboratory, \$4,000,000 for a pedestrian bridge connecting two major retail areas of the city. Over \$700,000 in new sidewalks and streetlights.

Improve and Expand our Multi-Use Trails: The FY 2020 Budget includes funding to complete the first two segments of the multi-use trail plan, which will be in Technology Park and planning the next phase of the master trail plan. The total master trail plan includes over 11 miles of trails throughout the City. The City was recently awarded a grant from the Atlanta Regional Commission to study the feasibility of a trail on one of the City's creeks, which would connect the trail to neighboring city's trail systems, Sandy Springs and Dunwoody.

Continue execution of community-based master plans: In 2020, the City will continue to focus on continued execution of the community-developed Master Plans: Comprehensive





Land Use Plan, Comprehensive Transportation Master Plan, Innovation Hub Master Plan, and Arts Master Plan. As part of the effort to create a set of guidelines and procedures uniquely patterned for Peachtree Corners, the City continually updates its codes to reflect the City's needs and protect its future.

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. The FY 2020 budget provides funding to continue its commitment to job creation through its business Incubator Prototype Prime, and the position to oversee business retention meetings, trend analysis and target relationship management. The City has also budgeted funds to partner with several consultants to help in 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, meeting one-on-one with our businesses. Recruitment goals include landing a targeted 2 projects anticipating a total economic impact of \$5 million and 100 jobs for 2020. Redevelopment efforts focus on enlisting new retailers and office tenants to our existing commercial nodes and leveraging our master plans for quality commercial and residential development. Additional efforts will focus strategic energies with Partnership Gwinnett, the Gwinnet Chamber of Commerce, the Peachtree Corners Business Association, and the Southwest Gwinnett Chamber to drive recruitment strategies in the Peachtree Corners area.

Administer continued financial stewardship of resources: Throughout 2019 the City streamlined cost saving measures. These focused efforts enable the City to redirect some of its financial resources to other fiscal priorities without reducing overall services to the residents. In 2020, we will continue to invest in our facilities to improve the ability to serve the community. The City in 2019 purchased a building in Technology Park that houses the city funded incubator which will offset lease expenses to further invest in the creation of jobs and ignite a vertical market in the mobility and smart city space.

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 2020. The City continues its efforts with Georgia Tech, offering professional education courses in its incubator space. 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. The city will continue its social media campaign efforts in 2020 which show the many different aspects of Peachtree Corners.

CHALLENGES

The key challenges facing the City of Peachtree Corners in 2020 revolve around prioritizing spending and efforts as we seek to implement the community's vision. For residents and businesses, it is critical to have the right projects properly prioritized to promote a meaningful and superior quality of life. Challenges which need to be addressed in 2020 include: meeting the current demands and future needs of an aging infrastructure while improving assets and amenities that provide opportunity and access, and managing our revenue and expenditures to service residents and businesses as the region continues its economic growth

Properly address infrastructure demands

Since the City's incorporation in 2012, proactive and responsive infrastructure maintenance and repair have been at the forefront of the community's interests as well as the City's service. In four and a half years, the City has paved approximately 20 percent of the city's 121 center line lane-miles of roads and plans are in place for paving many more streets. Due to age and pent-up demand, a majority of the City's pavement continues to deteriorate at an accelerated rate. Balancing staff resources with the capital project and maintenance workload to provide a high level of service is an essential need and challenge facing the City. Coupled with the backlog of street and paving repairs is the increased need to complete stormwater pipe replacement projects. Much of the existing stormwater in the City has been shown to be in need of repair or replacement. However, for both of these challenges the City needs to work diligently to secure community support and understanding of these critical infrastructure needs, and continue to communicate, involve, engage, and empower citizens with the information and the ability to share in the vision for a better Peachtree Corners.



Revenue management

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





FY 2020 Expenditure Highlights

In light of these goals and challenges, the following list of FY 2020 Budget expenditures clearly demonstrates the City’s continued efforts to steadily increase of investment in infrastructure, place making, and job creation.

PAVING / INFRASTRUCTURE

- 2019 street resurfacing and paving (\$1,500,000)
- SR 141 and East Jones Bridge Rd (\$400,000)
- Pedestrian Bridge (\$4,145,000)
- New Sidewalks (\$461,225)
- Autonomous Vehicle Testing Corridor (\$1,800,000)

COMMUNITY DEVELOPMENT (PLACE MAKING)

- Town Green Events (\$300,000)
- Multi-Use Trails (\$1,000,000)
- Street Light Improvements (\$75,000)

FINANCE AND ADMINISTRATION

- Smart City Comprehensive Study (\$150,000)

MARKETING & PUBLIC RELATIONS

- Strategic Plan for Enhancing Place Image/Identity (\$185,000)

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

Issues on the Horizon

The City has two key initiatives that are in line to undergo implementation, the Autonomous vehicle testing track and the pedestrian bridge construction. These projects will require future guidance and oversight to ensure their success, as they have major impacts on community gathering and redevelopment efforts. The City also continues to evaluate the recently acquired stormwater maintenance program from the County for the need of repairs and replacement, which could lead to fiscal needs in the near future that were not planned for.

Summary

With a commitment to realizing the vision for the future of Peachtree Corners, the FY 2020 Budget proposal is tailored to promote financially responsible parameters and strategies for continued success and growth. We look forward to an engaged and decisive discussion of the FY 2020 Budget proposal over the next two months and jointly attaining a unified plan for a fiscally conscientious FY 2020 spending plan. We appreciate your thoughtful and careful review of this proposal.

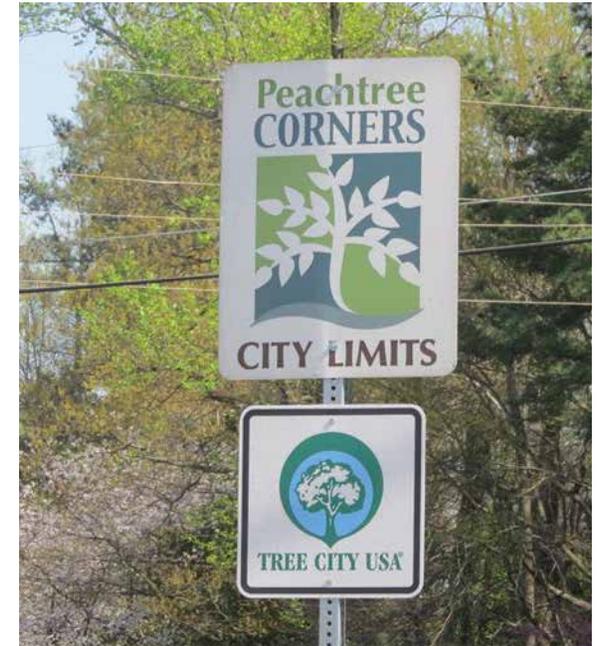
Sincerely,

Brian L Johnson

Brian L. Johnson, ICMA-CM
City Manager







NON-FINANCIAL GOALS

Strategic Goals

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

STRATEGIC GOAL 1

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

What we have done...

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

What we expect to accomplish...

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

STRATEGIC GOAL 2

Actively pursue comprehensive infrastructure improvements

What we have done...

- Re-paved over 7 lane-miles of City streets
- Installed over 4 miles of sidewalk
- Finalized design for pedestrian bridge
- Began construction on the Autonomous Vehicle Testing Corridor

What we expect to accomplish...

- Continue implementing the 5-year capital improvement plan
- Continue sidewalk improvements
- Create stormwater pipe replacement plan

STRATEGIC GOAL 3

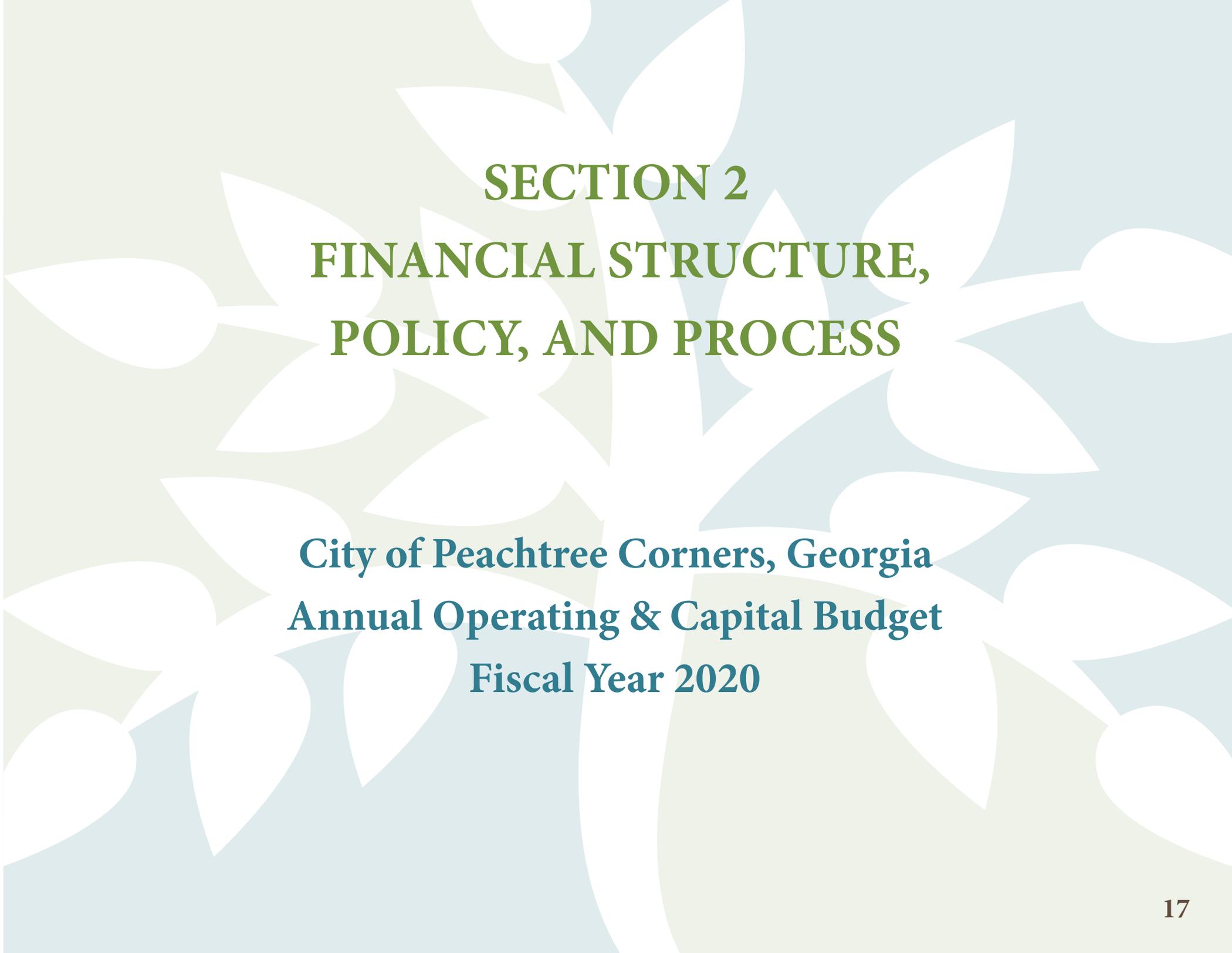
Create an atmosphere in which businesses thrive

What we have done...

- Focused on retaining existing businesses through one-on-one meetings - 15 individual meetings as well as 20 one-on-one meetings with potential property owners and managers focusing on recruitment
- Welcomed expansions and relocations for over 600 new jobs
- Collected more than \$2.5 million in occupation taxes

What we expect to accomplish...

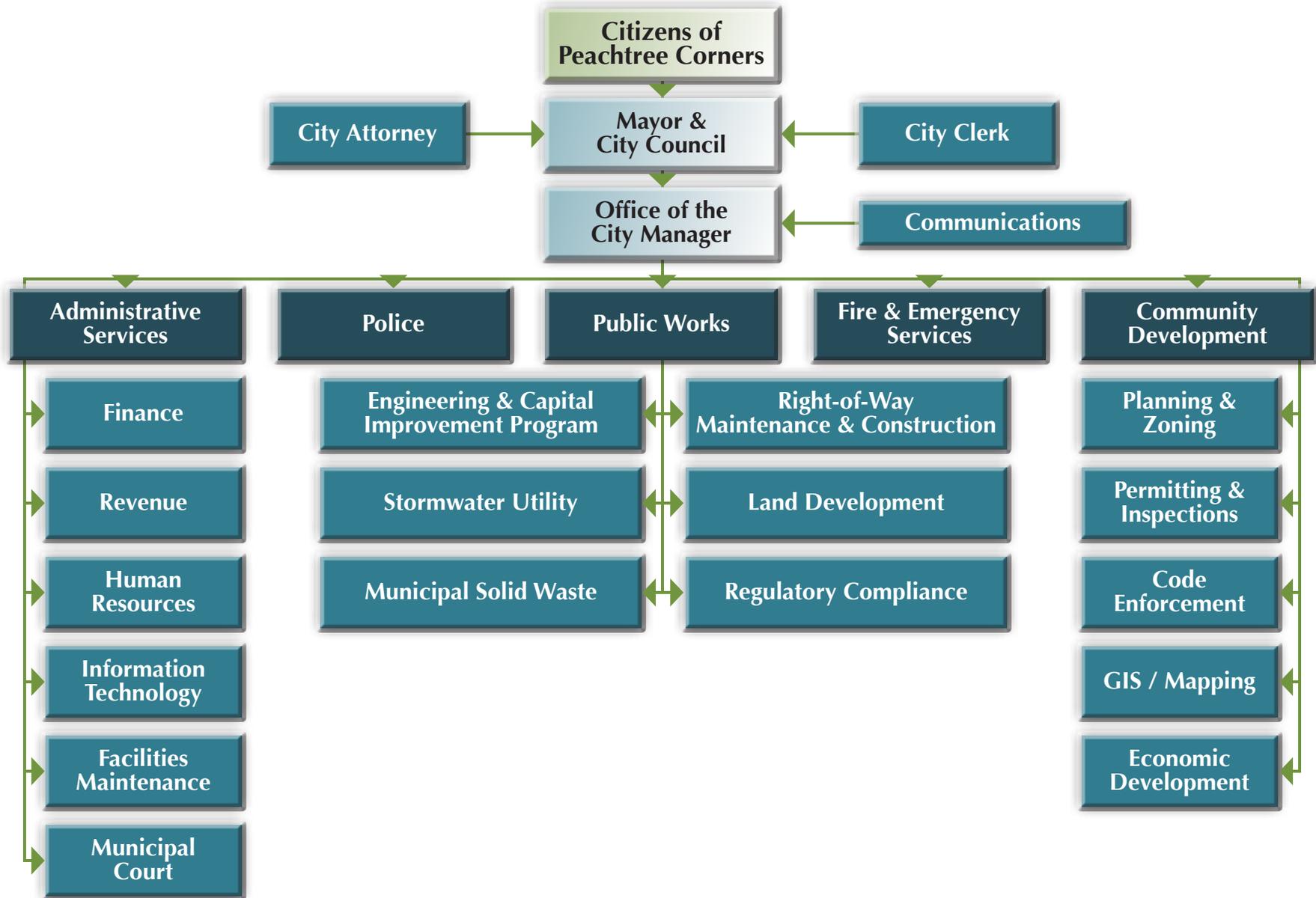
- Enhance relationship management by expanding duties of staff and working with a retail strategy firm
- Continue to work cooperatively with property owners, brokers and our community partners to retain and expand existing businesses



SECTION 2
**FINANCIAL STRUCTURE,
POLICY, AND PROCESS**

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2020

ORGANIZATIONAL CHART BY DEPARTMENT

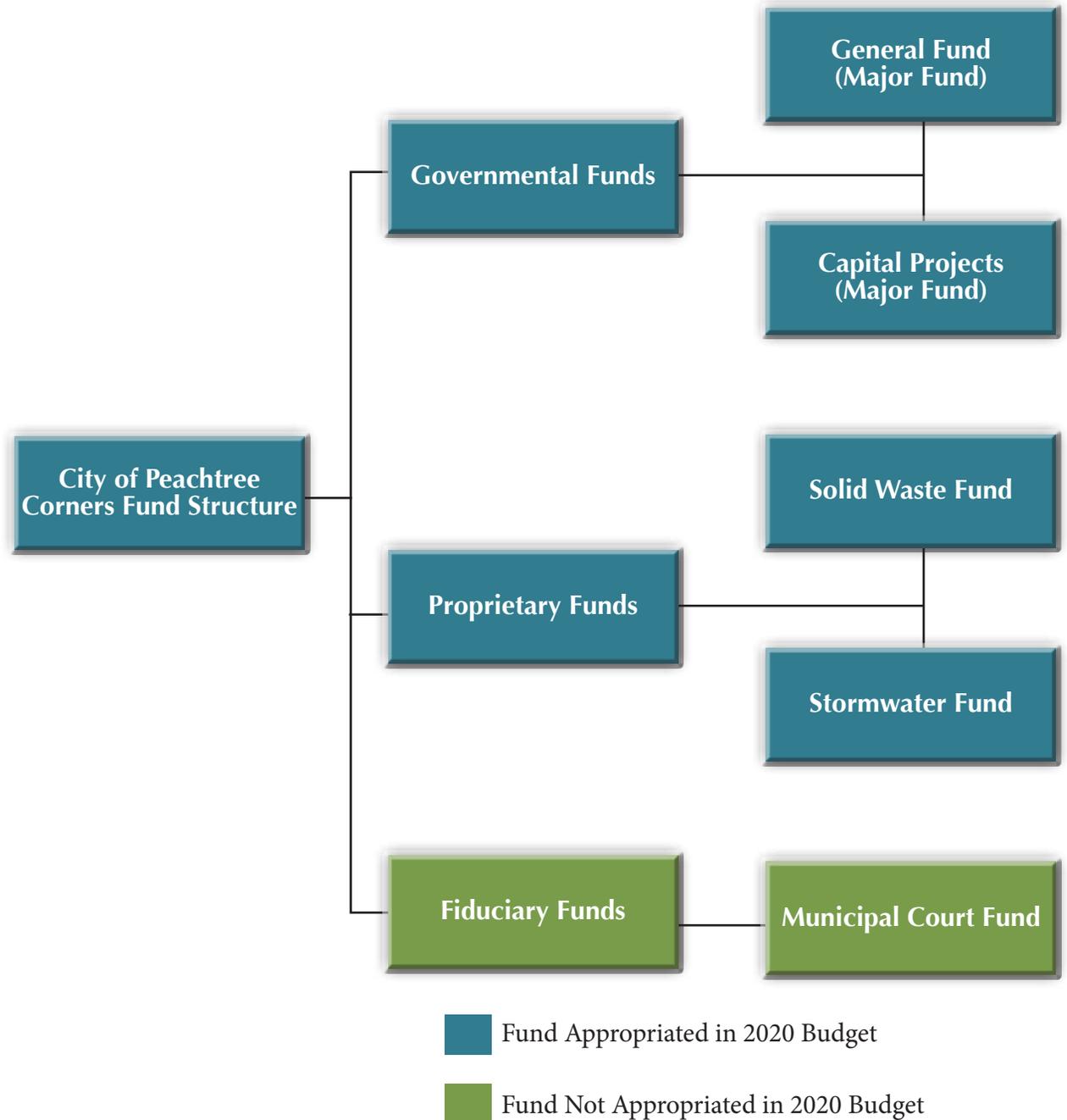


FUND STRUCTURE

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	Services Provided
General	<ul style="list-style-type: none"> • Business & Occupation Taxes • Licenses & Permits • Franchise Fees • Charges for Services 	<ul style="list-style-type: none"> • General Government • Community Development • Public Works
Capital Projects	<ul style="list-style-type: none"> • SPLOST 	<ul style="list-style-type: none"> • Payments for long-lived capital assets, such as buildings, equipment, infrastructure, capital improvements, etc.
Debt Service	<ul style="list-style-type: none"> • Transfers from other funds 	<ul style="list-style-type: none"> • Principal and Interest payments for long-term debt service obligations
Solid Waste	<ul style="list-style-type: none"> • Solid Waste charges 	<ul style="list-style-type: none"> • Payments to operate solid waste services
Stormwater	<ul style="list-style-type: none"> • Stormwater Service 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. It is established to account for all resources obtained and used for those services commonly provided by cities which are not accounted for in any other fund. These services include among other items: General Government consisting of the Mayor and Council, City Manager, City Clerk, City Attorney, Finance & Administration; Public Works; and Community Development.

Capital Projects Funds

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

SPLOST Fund

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

Debt Service Funds

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

Proprietary Fund

Solid Waste Fund

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

Stormwater Fund

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

Fiduciary Fund

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

FINANCIAL POLICIES AND PROCEDURES

Accounting Policies

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

A. SCOPE

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

B. GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

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

C. FUND STRUCTURE

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

D. CHART OF ACCOUNTS

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

Cash Management Policy

A. PROCEDURES FOR CASH COLLECTION POINTS

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

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

than one of the cash handling components: collecting, depositing, disbursement, and reconciling.

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

B. CASH RECEIVED IN PERSON

- A receipt must be issued for each payment received. At a minimum, manual prenumbered receipts must include the date, mode of

payment (cash, check or credit card), and the identification of the department and the person issuing the receipt. Machine generated receipts must contain all information required by the accounting system to properly credit and track the payment.

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

C. CASH RECEIVED THROUGH THE MAIL

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

D. BALANCING OF CASH RECEIPTS

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

E. PREPARATION OF DEPOSITS

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

F. RECONCILIATION OF CASH COLLECTED

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

G. PRE-NUMBERED RECEIPTS

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

H. EXCEPTIONS

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

I. RECORD RETENTION

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

Auditing

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

A. SCOPE

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

B. AUDITOR QUALIFICATIONS

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

C. CHOOSING THE AUDIT FIRM

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

D. AUDITING AGREEMENT

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

E. INTERNAL AUDIT

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

F. MALFEASANCE AND EMBEZZLEMENT

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

Financial Reporting

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

A. COMPREHENSIVE ANNUAL FINANCIAL REPORT

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

B. ANNUAL BUDGET DOCUMENT

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

C. FINANCIAL REPORTING TO THE CITY COUNCIL

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

D. FINANCIAL REPORTING TO THE ADMINISTRATION

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

E. EXTERNAL FINANCIAL REPORTING

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

Internal Audit

Government managers are responsible for designing and implementing effective internal controls to ensure that assets are safeguarded; records are reliable; reports on operations are sufficient and fairly presented; fraud, waste, and abuse are deterred; and programs, functions, and activities are conducted economically, efficiently, and effectively. Audits help provide reasonable assurance that local governments are operating in accordance with laws, rules, regulations, and policies; responding to citizen needs; and functioning economically, efficiently, and effectively.

By independently reviewing and reporting on programs, functions, activities, and organizations, auditors provide the public, elected officials, and government managers with a fair, objective, and reliable assessment of local government performance.

A. SCOPE

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

B. AUDIT SCHEDULE

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

for coverage in specific areas, public interest in a particular area, and achieving an acceptable mix of audit coverage for all of the City's operations.

C. ACCESS TO EMPLOYEES, RECORDS, AND PROPERTY

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

D. REPORTING

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

with a report summary, will be transmitted to the Mayor and City Council and will be made available to the public upon request.

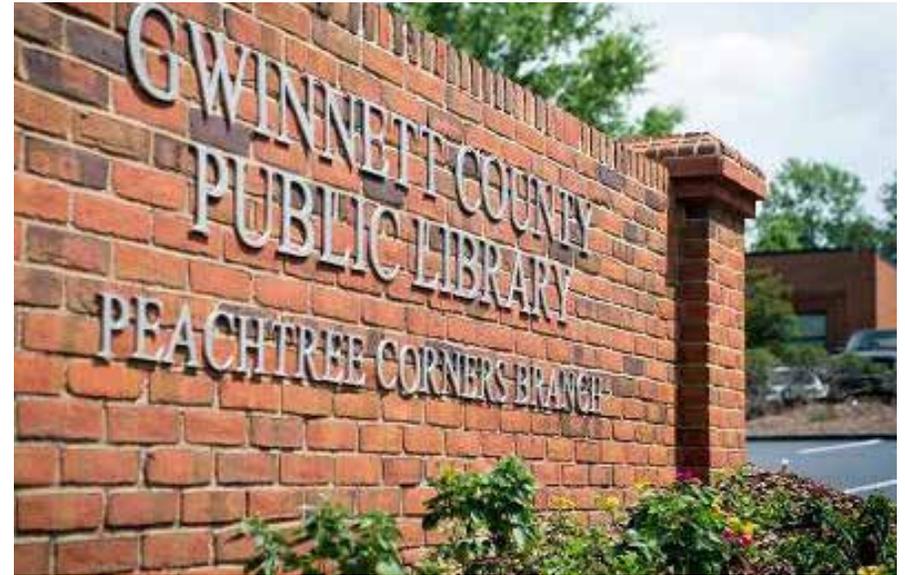
Equity Policy

A. FINANCIAL RESPONSIBILITY

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

B. BUDGET STABILIZATION RESOURCES

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



BUDGET POLICIES

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

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

A. SCOPE

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

B. FINANCING CURRENT COSTS

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

C. BUDGET OBJECTIVE BY TYPE OF FUND

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

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

5. Enterprise Fund(s) - Although generally accepted accounting principles (GAAP) or Georgia statutes do not require the City to adopt budgets for enterprise funds, the City will adopt budgets for enterprise funds in order to monitor revenues and control expenses. The City will use a business approach if and when budgeting enterprise funds. Enterprise funds shall be self-supporting whenever possible and subsidized losses will be minimized when break-even is not possible. See revenue policies in Section IV

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

Operating Budget

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

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

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

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

A. DEPARTMENTAL APPROPRIATIONS

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

B. BUDGET PREPARATION CATEGORIES

Each department shall submit budget requests separately for:

- Current services - A current services budget is defined as that level of funding which is necessary to provide the same level of service for the upcoming year that is currently being provided. The current services budget will include replacement capital equipment.

- Expanded services - An expanded services budget includes funding requests associated with new services, additional personnel or new capital projects/equipment.

C. BALANCED BUDGET

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

D. BASIS OF BUDGETING

Neither GAAP nor Georgia statutes address a required budgetary basis of budgeting, the City adopts budgets in conformity with GAAP for all budgeted funds. All governmental funds use the modified accrual basis of accounting and proprietary fund budgets (when applicable) use the accrual basis of accounting.

E. LEVEL OF BUDGET ADOPTION AND CONTROL

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

F. BUDGET STABILIZATION RESOURCES

The City shall establish a fund balance reserve in all operating funds (defined in Section I of this policy) for working capital. The purpose of working capital is to cover the cost of expenditures caused by unforeseen emergencies, cover shortfalls caused by revenue declines, and to eliminate any short-term borrowing for cash flow purposes. This reserve shall accumulate and then be maintained at all times an amount which represents no less than twenty five percent (25%) of operating and debt expenditures.

G. OPPORTUNITY FUND

The City shall establish a fund balance reserve in the general operating fund (defined in Section I of this policy) for future unknown projects. This reserve shall accumulate and then be maintained at all times an amount which represents no less than ten percent (10%) of operating expenditures. This policy shall not apply if the City or its component units have debt service payments.

H. UTILIZATION OF PRIOR YEAR'S FUND BALANCE IN BUDGET

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

I. APPROPRIATION LAPSES AT YEAR END

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

J. BUDGET CONTROL REPORTS

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

K. AUTHORIZATION OF BUDGET ADJUSTMENTS AND AMENDMENTS

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

Department heads must submit budget amendment requests transferring appropriations from one line item to another, other than those prohibited above, and obtain approval by the Director of Finance and the City Manager. Adjustments from appropriations that have been obligated, committed, or reserved for a designated purpose shall not be transferred until a formal de-obligation occurs.

At the mid-point of each year, any necessary budgetary appropriations, including budgets for any projects authorized but not funded during the year, shall be appropriated through a supplementary budget ordinance. This mid-point adjustment is limited to requesting additional resources. Such supplemental appropriations shall be balanced with additional revenues for each fund. A justification for each requested change must be prepared (O.C.G.A. 38-81-3).

L. CONTINGENCY LINE-ITEM

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

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

M. MAINTENANCE AND REPLACEMENT OF CAPITAL EQUIPMENT

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

N. CONTRIBUTIONS

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

O. ADMINISTRATIVE SERVICE FEE/COST ALLOCATION

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

Cash Flow Budget

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

A. BUDGET ALLOTMENTS

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

Capital Budget

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

The majority of the city's capital projects are financed on a pay-as-you-go basis. The financing mechanism for pay-as-you-go capital is an inter-governmental fund transfer originating from the general fund. Appropriations for the transfers are made primarily from undesignated fund balance. Additional revenue sources include State Department of Transportation funds for qualified street and highway improvements, grants, and interest earnings. As a matter of

practice, the city does not customarily enter into contracts creating improvement districts for citizens whereby a re-payment is required for capital work to be completed. These types of projects customarily are qualified as the responsibility of the appropriate party.

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

2020 BUDGET CALENDAR

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

JANUARY 2019						
Su	M	Tu	W	Th	F	Sa
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FEBRUARY 2019						
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MARCH 2019						
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24	25	26	27	28	29	30
31						

DECEMBER 2018

Calendar prepared & distributed

JANUARY 2019

City Manager meets to discuss anticipated revenues with staff

FEBRUARY 2019

Budget preparation forms made available for Department Directors

MARCH 2019

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

APRIL 2019

Expenditure estimates are made and returned to City Manager

Budget Requests Summarized

Requests analyzed and adjusted

Proposed Expenditure plan is assembled

Department Head meetings

Proposed budget is reviewed

Budget discussed with Mayor and Council

MAY 2019

Budget adoption meeting advertised

First read of budget ordinance

JUNE 2019

Budget adoption meeting advertised

Public Hearing on budget is held

Budget adopted

Appropriation Ordinance adopted

Revenue Ordinance adopted

JULY 2019

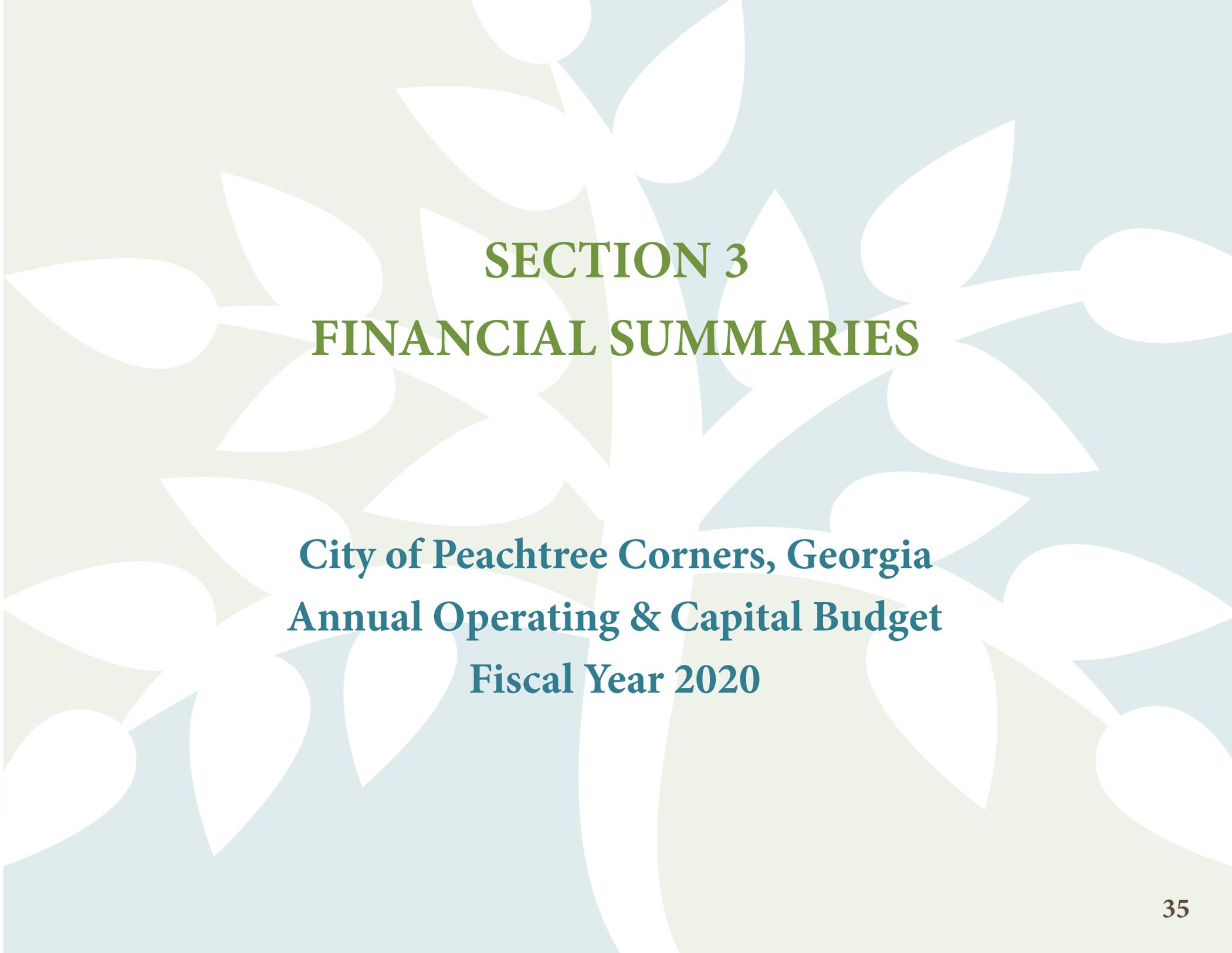
2020 Budget entered in Financial System

APRIL 2019						
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21	22	23	24	25	26	27
28	29	30				

MAY 2019						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
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23	24	25	26	27	28	29
30						

JULY 2019						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



SECTION 3
FINANCIAL SUMMARIES

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2020

REVENUE ANTICIPATIONS AND EXPENDITURE APPROPRIATIONS

FY2020 GENERAL FUND BUDGET SUMMARY

	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended Budget</i>	<i>FY2020 Budget</i>
Fees & Taxes	8,908,712.30	9,087,824.73	12,221,713.83	10,694,274	9,673,000
Licenses & Permits	1,045,889.12	1,186,272.14	1,383,420.75	1,195,878	1,040,000
Intergovernmental	50,000.00	40,840.80	75,510.00	1,885,750	0
Fines & Forfeitures	8,007.36	4,262.67	4,079.61	3,857	4,000
Interest Earned	2,397.27	1,100.60	1,708.08	850	500
Miscellaneous Revenue	330,612.48	8,415,069.19	3,509,622.55	2,481,250	978,200
Total Revenues	10,345,618.53	18,735,370.13	17,196,054.82	16,261,859	11,695,700
City Council	83,057.15	97,676.72	81,603.44	111,061	111,061
City Manager	272,838.89	521,401.84	462,198.94	602,829	726,314
City Clerk	272,034.72	249,794.50	258,998.77	376,850	377,941
Finance/Administration	266,566.83	280,128.57	322,065.17	486,811	680,025
Legal	139,916.35	202,295.07	173,178.36	345,000	328,131
Public Information	283,475.96	380,850.56	664,119.16	626,104	720,046
General Operations	1,401,341.46	1,199,200.41	2,471,275.92	2,220,869	1,863,000
Facilities and Buildings	751,782.15	16,861,349.54	5,433,505.58	7,582,388	2,683,048
Contingency	1,462,050.74	0.00	0.00	0	70,000
Community Development	655,594.22	995,700.00	702,534.93	943,481	985,993
Building Department	415,238.55	401,741.50	554,574.60	633,450	665,123
Code Enforcement	588,441.24	588,441.24	485,254.56	442,900	464,541
Planning & Zoning	217,467.36	217,467.36	184,858.92	246,300	268,945
Public Works	1,647,176.40	1,939,000.09	1,791,515.36	1,643,817	1,751,533
Total Expenditures	8,456,982.02	23,935,047.40	13,585,683.71	16,261,859	11,695,700

REVENUE ANTICIPATIONS AND EXPENDITURE APPROPRIATIONS

FY2020 SOLID WASTE FUND BUDGET SUMMARY

	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended Budget</i>	<i>FY2020 Budget</i>
Sanitation	1,299,878.39	1,317,285.01	1,306,364.13	1,700,000	1,750,517
Total Revenues	1,299,878.39	1,317,285.01	1,306,364.13	1,700,000	1,750,517
Operating Supplies/Sanitation	5,263.30	744.50	224.64	57,500	57,500
Contractual Svcs/Waste Pro	1,232,060.60	1,227,772.84	1,227,738.32	1,530,000	1,580,517
Reserve Contingency	0.00	86,000.00	0.00	112,500	112,500
Total Expenditures	1,237,323.90	1,314,517.34	1,227,962.96	1,700,000	1,750,517

FY2020 SPLOST FUND BUDGET SUMMARY

	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended Budget</i>	<i>FY2020 Budget</i>
Capital Improvement 2014	6,196,927.42	9,686,494.13	581,878.59	2,520,744	400,000
Capital Improvement 2017	0.00	1,503,746.08	6,246,132.69	5,780,000	9,796,225
Total Revenues	6,196,927.42	11,190,240.21	6,828,011.28	8,300,744	10,196,225
Roadways and Walkways	2,107,414.13	10,924,502.63	4,265,753.68	7,545,000	10,196,225
Total Expenditures	2,107,414.13	10,924,502.63	4,265,753.68	7,545,000	10,196,225

FY2020 STORMWATER FUND BUDGET SUMMARY

	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended Budget</i>	<i>FY2020 Budget</i>
Stormwater Utility Charges	0.00	0.00	2,667,249.91	2,800,000	2,800,000
Total Revenues	0.00	0.00	2,667,249.91	2,800,000	2,800,000
General Operations	0.00	0.00	659,605.80	2,800,000	2,800,000
Contingency	0.00	0.00	0.00	0	0
Total Expenditures	0.00	0.00	659,605.80	2,800,000	2,800,000

FY2020 ALL FUNDS TOTAL

	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended Budget</i>	<i>FY2020 Budget</i>
Total Revenues All Funds	17,842,424.34	31,242,895.35	27,997,680.14	29,062,603	26,442,442
Total Expenditures All Funds	11,801,720.05	36,174,067.37	19,739,006.15	28,306,859	26,442,441

STATEMENT OF REVENUE AND EXPENDITURES

	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended Budget</i>	<i>FY2020 Budget</i>
Beginning Fund Balance	9,384,349	12,735,537	7,536,358	8,947,460	8,947,460
Fees & Taxes	8,908,712.30	9,087,824.73	12,221,713.83	10,694,274	9,673,000
Licenses & Permits	1,045,889.12	1,186,272.14	1,383,420.75	1,195,878	1,040,000
Intergovernmental	50,000.00	40,840.80	75,510.00	1,885,750	0
Fines & Forfeitures	8,007.36	4,262.67	4,079.61	3,857	4,000
Interest Earned	2,397.27	1,100.60	1,708.08	850	500
Miscellaneous Revenue	330,612.48	8,415,069.19	3,509,622.55	2,481,250	978,200
Total Revenues	10,345,618.53	18,735,370.13	17,196,054.82	16,261,859	11,695,700
City Council	83,057.15	97,676.72	81,603.44	111,061	111,061
City Manager	272,838.89	521,401.84	462,198.94	602,829	726,314
City Clerk	272,034.72	249,794.50	258,998.77	376,850	377,941
Finance/Administration	266,566.83	280,128.57	322,065.17	486,811	680,025
Legal	139,916.35	202,295.07	173,178.36	345,000	328,131
Public Information	283,475.96	380,850.56	664,119.16	626,104	720,046
General Operations	1,401,341.46	1,199,200.41	2,471,275.92	2,220,869	1,863,000
Facilities and Buildings	751,782.15	16,861,349.54	5,433,505.58	7,582,388	2,683,048
Contingency	1,462,050.74	0.00	0.00	0	70,000
Community Development	655,594.22	995,700.00	702,534.93	943,481	985,993
Building Department	415,238.55	401,741.50	554,574.60	633,450	665,123
Code Enforcement	588,441.24	588,441.24	485,254.56	442,900	464,541
Planning & Zoning	217,467.36	217,467.36	184,858.92	246,300	268,945
Public Works	1,647,176.40	1,939,000.09	1,791,515.36	1,643,817	1,751,533
Total Expenditures	8,456,982.02	23,935,047.40	13,585,683.71	16,261,859	11,695,700
Fund Balance June 30	12,735,537	7,536,358	8,947,460	8,947,460	8,947,461

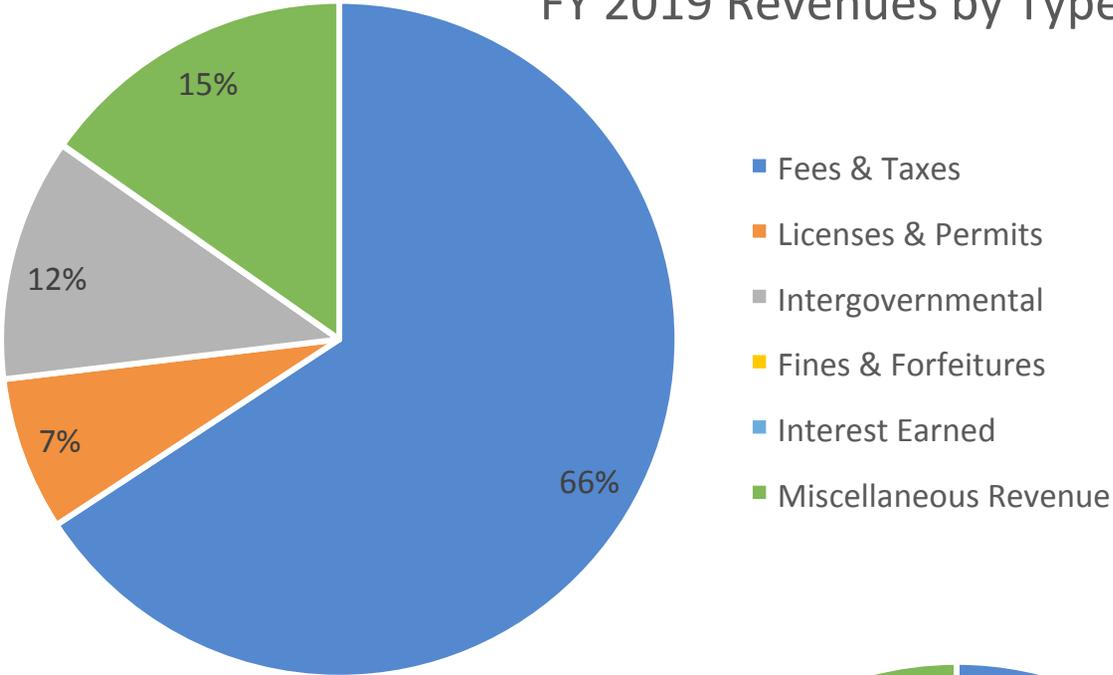
GENERAL FUND REVENUE DETAIL

GENERAL PROPERTY TAX	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-310-31100-31100 Ad Valorem Tax-Current Year	0.00	0.00	0.00	0	0
100-310-31100-31110 Public Utility Tax	0.00	0.00	0.00	0	0
100-310-31100-31200 Ad Valorem Tax-Prior Year	488.22	4,003.90	504.07	339	0
100-310-31100-31310 Motor Vehicle Tax	32.06	7.05	0.20	0	0
100-310-31100-31315 Title Ad Valorem Tax	608,791.44	378,633.99	558,528.22	650,000	450,000
100-310-31100-31320 Mobile Home Tax	0.00	0.00	0.00	0	0
100-310-31100-31325 Heavy Equipment Tax	0.00	0.00	0.00	0	0
100-310-31100-31340 Intangible Tax Revenue	0.00	0.00	0.00	0	0
100-310-31100-31350 Railroad Equipment Tax	0.00	0.00	0.00	0	0
100-310-31100-31360 Real Estate Transfer Tax	0.00	0.00	0.00	0	0
100-310-31100-31370 Franchise Fees	3,053,323.95	3,220,188.19	4,994,280.45	3,590,000	3,500,000
Subtotal	3,662,635.67	3,602,833.13	5,553,312.94	4,240,339	3,950,000
SELECTIVE SALES & USE TAX	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-310-31400-34200 Alcoholic Beverage Excise Tax	253,258.99	255,952.40	236,430.55	250,000	250,000
100-310-31400-34300 Local Option Mixed Drink	112,044.23	113,536.91	115,390.94	132,000	105,000
100-310-31400-34900 Other Selective Tax	15,836.34	16,675.95	360,176.92	0	18,000
Subtotal	381,139.56	386,165.26	711,998.41	382,000	373,000
BUSINESS TAXES	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-310-31600-31610 Business & Occupation Taxes	2,567,228.49	2,606,671.93	3,294,711.86	3,150,000	2,550,000
100-310-31600-31620 Insurance Premium Tax	2,190,210.64	2,372,423.66	2,525,915.69	2,723,935	2,700,000
100-310-31600-31630 Financial Institutions Taxes	106,543.99	119,730.75	135,774.93	198,000	100,000
Subtotal	4,863,983.12	5,098,826.34	5,956,402.48	6,071,935	5,350,000
PEN & INT ON DELINQ TAX	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-310-31900-39100 Pen & Int on Delinq Tax	953.95	0.00	0.00	0	0
Subtotal	953.95	0.00	0.00	0	0

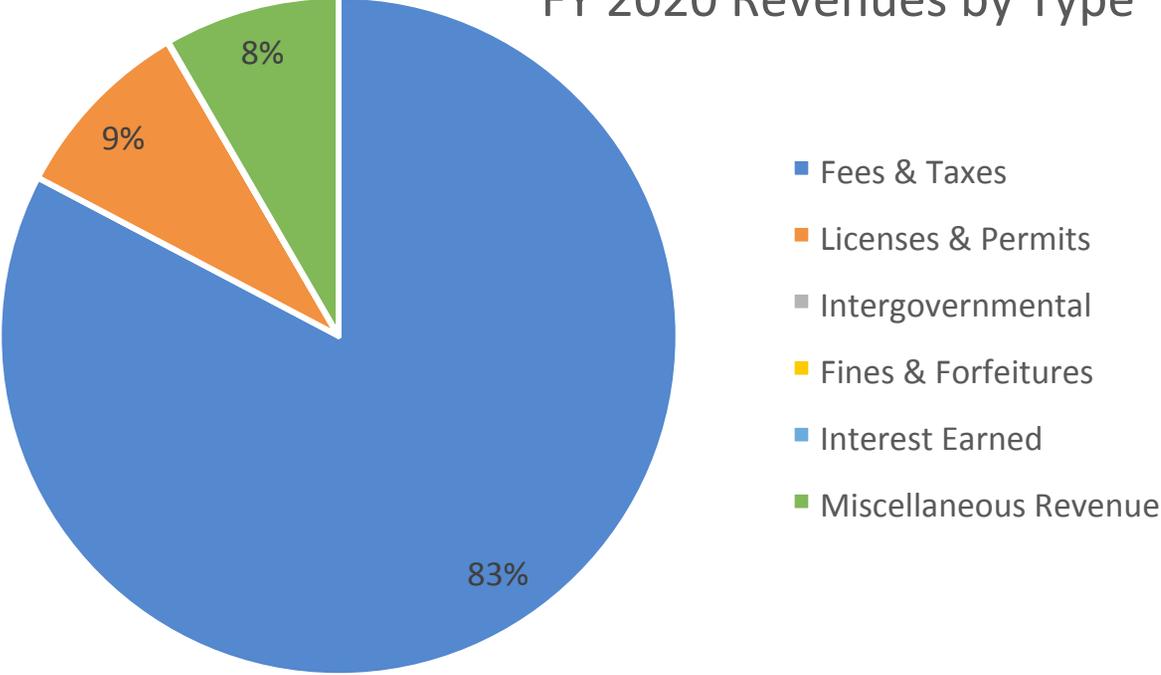
BUSINESS LICENSE	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-320-32100-32110 Alcoholic Beverages	367,765.00	417,893.26	407,146.00	418,778	380,000
100-320-32100-32120 General Business License	0.00	0.00	0.00	0	0
100-320-32100-32190 Other Licenses/Permits	1,050.00	1,850.00	3,900.00	4,600	0
100-320-32100-32210 Insurance License	21,470.00	22,343.50	24,845.41	30,500	20,000
Subtotal	390,285.00	442,086.76	435,891.41	453,878	400,000
LICENSES & PERMITS	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-320-32200-32200 Building Permits	610,939.92	692,746.26	881,886.34	700,000	600,000
100-320-32200-32202 Development Permits	44,664.20	51,439.12	65,643.00	42,000	40,000
Subtotal	655,604.12	744,185.38	947,529.34	742,000	640,000
REGULATORY FEES	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-320-32300-32300 Regulatory Fees	0.00	0.00	0.00	0	0
100-320-32300-32310 Inspection Fees	0.00	0.00	0.00	0	0
Subtotal	0.00	0.00	0.00	0	0
FEDERAL GOVERNMENT GRANTS	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-330-33100-32310 Federal Grants	0.00	0.00	0.00	1,876,630	0
Subtotal	0.00	0.00	0.00	1,876,630	0
STATE GOVERNMENT GRANTS	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-330-34300-33401 State Grants Received	50,000.00	40,840.80	75,510.00	9,120	0
Subtotal	50,000.00	40,840.80	75,510.00	9,120	0
LOCAL GOVERNMENT SHARED REV	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-330-33370-33720 Local Government Reimb	0.00	0.00	0.00	0	0
Subtotal	0.00	0.00	0.00	0	0
GENERAL GOVERNMENT	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-340-34000-34119 Other Fees	3,938.12	84,408.89	55,063.18	79,950	0
100-340-34000-34190 Election Qualifying Fees	1,710.00	0.00	1,200.00	0	0
100-340-34000-34430 Electricity	324,284.36	330,480.30	334,724.74	333,000	330,000
Subtotal	329,932.48	414,889.19	390,987.92	412,950	330,000

FINE AND FORFEITURES	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-350-35100-35100 Municipal Court	8,007.36	4,262.67	4,079.61	3,857	4,000
Subtotal	8,007.36	4,262.67	4,079.61	3,857	4,000
INTEREST REVENUES	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-360-36100-36100 Interest Revenues	2,397.27	1,100.60	1,708.08	850	500
Subtotal	2,397.27	1,100.60	1,708.08	850	500
CONTRIBUTION/DONATIONS	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-370-37100-37100 General City	500.00	0.00	15,000.00	0	0
Subtotal	500.00	0.00	15,000.00	0	0
OTHER CHARGES FOR SVCS	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-340-39000-34930 Bad Check Fees	180.00	180.00	0.00	140	0
Subtotal	180.00	180.00	0.00	140	0
OTHER	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-380-38100-38100 Rental Revenue	0.00	0.00	53,690.63	415,000	428,750
100-380-38100-38101 Rent Community Chest	0.00	0.00	675.00	3,000	0
100-380-38900-38900 Other	0.00	0.00	0.00	80	0
100-380-38900-38910 Prior Year Reserves	0.00	0.00	2,199,269.00	1,430,630	0
Subtotal	0.00	0.00	2,253,634.63	1,848,710	428,750
OTHER FINANCING SOURCES	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-390-39100-39105 Loan Proceeds	0.00	8,000,000.00	0.00	0	0
100-390-39100-39115 Transfers from SPLOST	0.00	0.00	850,000.00	0	0
100-390-39100-39120 Transfers from Stormwater	0.00	0.00	0.00	191,950	191,950
100-390-39100-39121 Transfers from Solid Waste	0.00	0.00	0.00	27,500	27,500
Subtotal	0.00	8,000,000.00	850,000.00	219,450	219,450
PROCEEDS OF GEN LONG TERM LIAB	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-390-39300-39350 Capital Leases	0.00	0.00	0.00	0	0
Subtotal	0.00	0.00	0.00	0	0
Total General Fund Revenues	10,345,618.53	18,735,370.13	17,196,054.82	16,261,859	11,695,700

FY 2019 Revenues by Type



FY 2020 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

FEES & TAXES	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-310-31100-31370 Franchise Fees	3,053,323.95	3,220,188.19	4,994,280.45	3,590,000	3,500,000
100-310-31400-34200 Alcoholic Beverage Excise Tax	253,258.99	255,952.40	236,430.55	250,000	250,000
100-310-31400-34300 Local Option Mixed Drink	112,044.23	113,536.91	115,390.94	132,000	105,000
100-310-31600-31610 Business & Occupation Taxes	2,567,228.49	2,606,671.93	3,294,711.86	3,150,000	2,550,000
100-310-31600-31620 Insurance Premium Tax	2,190,210.64	2,372,423.66	2,525,915.69	2,723,935	2,700,000
100-310-31600-31630 Financial Institutions Taxes	106,543.99	119,730.75	135,774.93	198,000	100,000
LICENSES & PERMITS	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-320-32100-32110 Alcoholic Beverages	367,765.00	417,893.26	407,146.00	418,778	380,000
100-320-32200-32200 Building Permits	610,939.92	692,746.26	881,886.34	700,000	600,000
MISCELLANEOUS REVENUE	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-340-34000-34430 Electricity	324,284.36	330,480.30	334,724.74	333,000	330,000
100-380-38100-38100 Rental Revenue	0.00	0.00	53,690.63	415,000	428,750

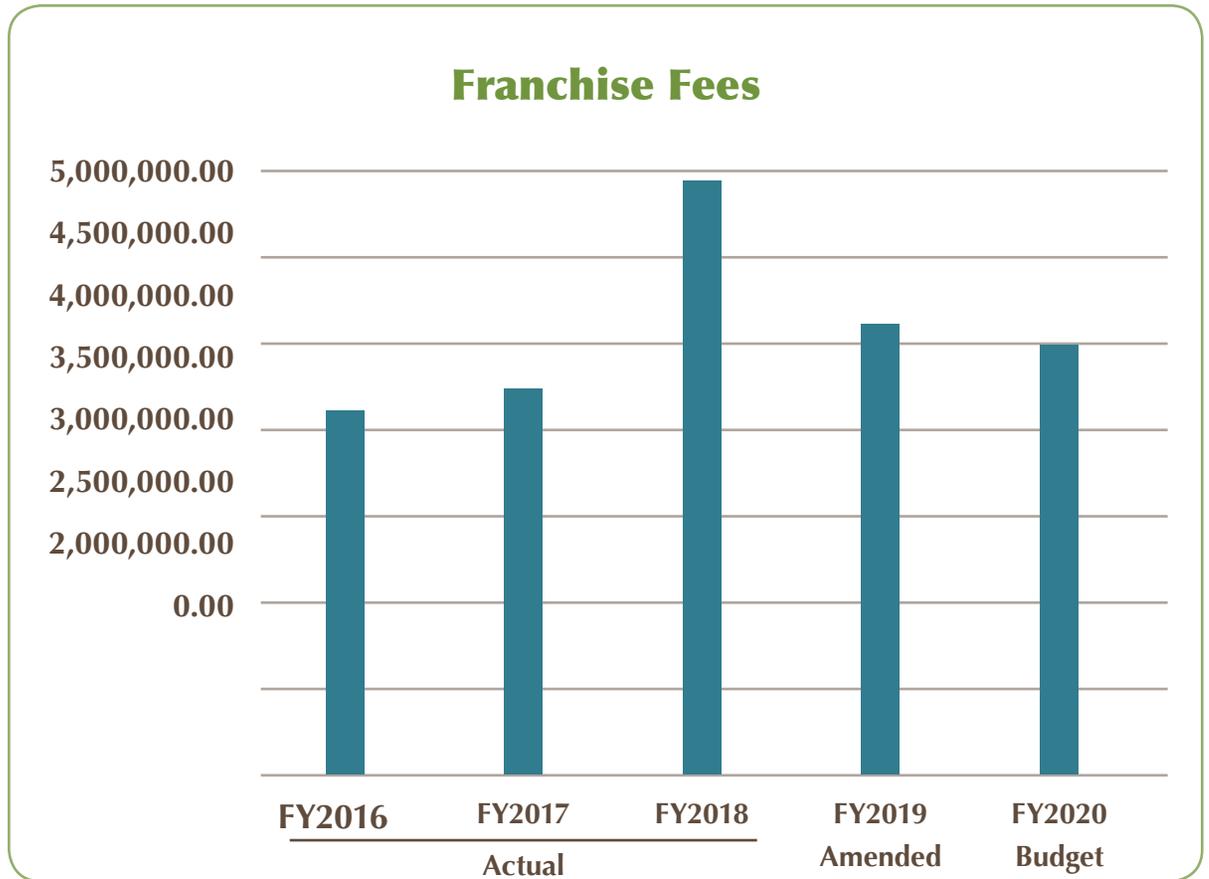
For all General Fund revenues, trends exist only to the extent of the preceding 2013-2018 budget years as the City was incorporated on July 1, 2012 and to the extent revenues for the unincorporated Peachtree Corners are available from Gwinnett County records.

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 30% of total general fund revenues. The 2020 estimated amounts are presented based on assumptions from current monthly and quarterly revenues received in 2012 through 2019.

Alcohol Beverage Excise Taxes

Alcohol beverage taxes are levied on the sale, distribution, or consumption of selected goods and services. Included in this category are taxes imposed on the distribution of distilled spirits, malt beverages, and wine. Taxes are also imposed on the sale of distilled spirits by the drink. This category represents 2% of total general fund revenues. The 2020 amount for beverage excise taxes was computed based on the current trend of roughly \$30,000 per month in receipt from current retailers and wholesalers.

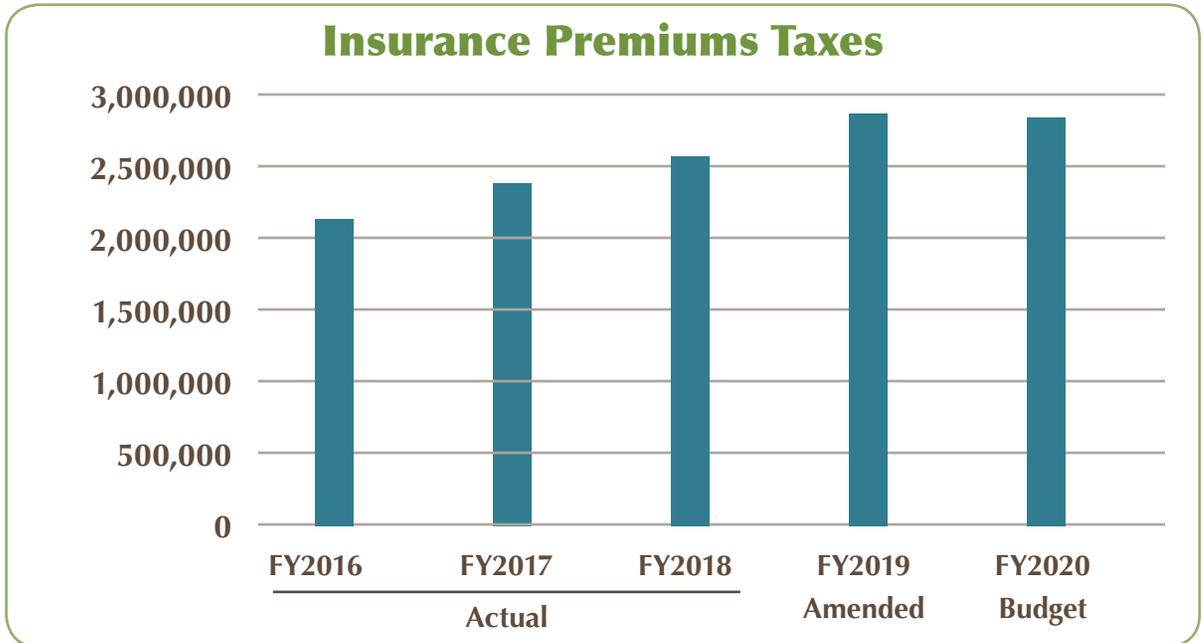
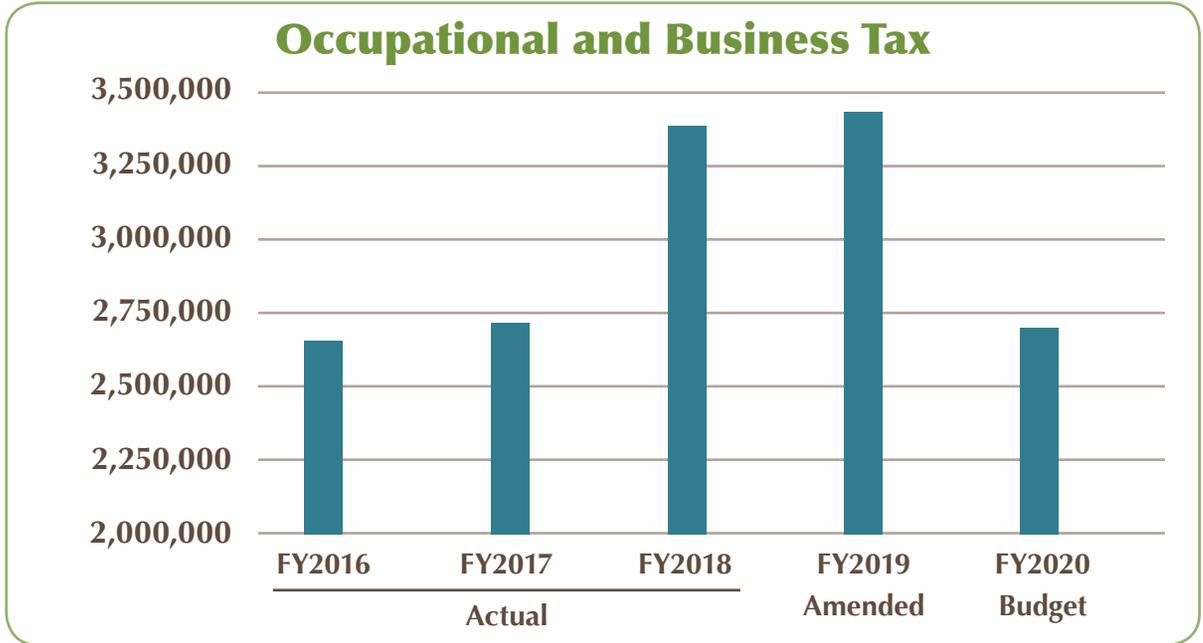


Occupational and Business Taxes

This category includes revenues from business and financial institutions' occupational licenses for conducting business within the City. This category represents 23% of total general fund revenues. The 2020 amount is estimated based on trend analysis, economic indicators, and anticipated economic growth.

Insurance Premiums Taxes

This category includes revenues from excise taxes on insurance premiums written by insurance companies conducting business within the City. Excise taxes on insurance premiums written by insurance companies conducting business within the City are allocated from the state to local governments based on current census data. Official census data is updated every ten years. Unless the State changes the tax system, this tax will remain flat until the next official census, only changing slightly due to growth in the industry. This category represents 23% of total general fund revenues. The insurance premiums taxes for 2020 are estimated based on amounts received in 2013-2019 with an increase to reflect anticipated growth.



Alcohol Beverage Licenses

An Alcohol Beverage Privilege License is required for any establishment selling Alcohol Beverages for consumption on or off premises within the city limits of Peachtree Corners. The 2020 estimated amount is computed based on the current level of alcohol beverage license holders.

Building Permits

All construction activities within the City of Peachtree Corners must be permitted through the Community Development Department. This ensures that all construction is done in accordance with the codes set forth by the City of Peachtree Corners, Gwinnett County, and the State of Georgia. The 2020 estimated amount are projections from the engineering firm of CH2M.

Streetlight Fees

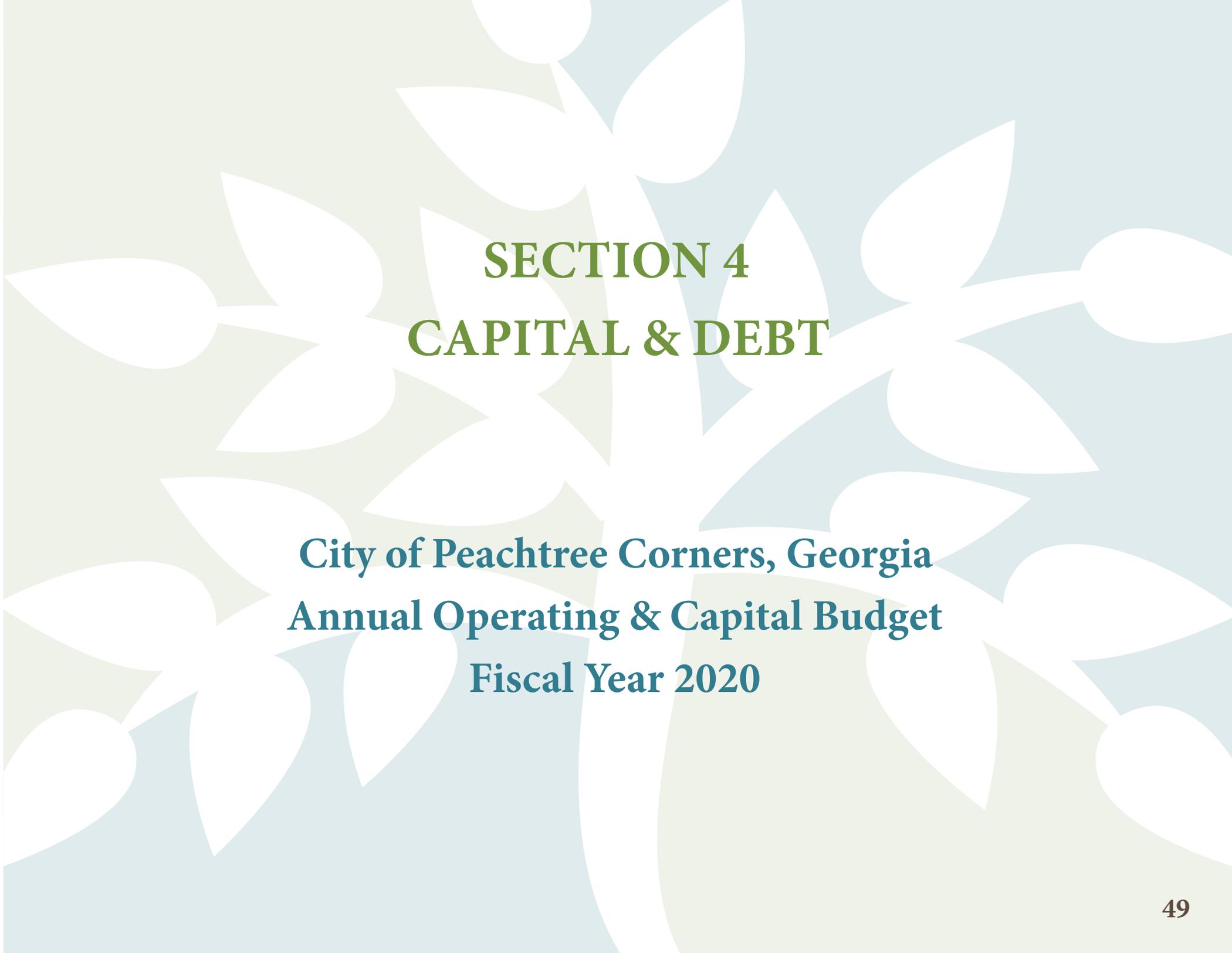
Street lights are installed on the City maintained streets of the City of Peachtree Corners by petition. In areas with underground utilities, street light poles are not installed as part of the normal electric service. Therefore, the cost of the pole installation must be paid by homeowners or by the developer. The 2020 estimated amount are projections based on historical trend data. The City will evaluate the cost of electricity and adjust residential accounts as needed.

Solid Waste Major Revenues

Solid Waste assessment fees (set fee with a senior discount available) represent all of the revenues in the Solid Waste Enterprise Fund. The 2020 budget amount reflects the contract amount with Waste Management.







SECTION 4
CAPITAL & DEBT

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2020

CAPITAL PROJECT IMPROVEMENT PLAN

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

Project Length Budget

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

Budget Preparation

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

Budget Control Reports

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

Authorization of Budget Adjustments and Amendments

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

Appropriations at Year End

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

CAPITAL PROJECTS FUND

320-SPLOST Revenues					
	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Am. Budget</i>	<i>FY2020 Budget</i>
Capital Improvement 2014	6,196,927.42	9,686,494.13	581,878.59	2,520,744	400,000
Capital Improvement 2017	0.00	1,503,746.08	6,246,132.69	5,780,000	9,796,225
Total Revenues	6,196,927.42	11,190,240.21	6,828,011.28	8,300,744	10,196,225

320-SPLOST Expenditures					
	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Am. Budget</i>	<i>FY2020 Budget</i>
Roadways and Walkways	2,107,414.13	10,924,502.63	4,265,753.68	7,545,000	10,196,225
Total Expenditures	2,107,414.13	10,924,502.63	4,265,753.68	7,545,000	10,196,225

Funding Source						
	<i>FY2020</i>	<i>FY2021</i>	<i>FY2022</i>	<i>FY2023</i>	<i>FY2024</i>	<i>Total</i>
SPLOST 2017	\$6,340,000.00	\$6,300,000.00	\$6,300,000.00	\$6,300,000.00	\$3,500,000.00	\$28,740,000.00
Prior Year Reserves	\$3,856,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,856,225.00
Grand Total	\$10,196,225.00	\$6,300,000.00	\$6,300,000.00	\$6,300,000.00	\$3,500,000.00	\$32,596,225.00

CAPITAL PROJECTS LISTING

5-year Capital Improvement Plan - SPLOST						
<i>Project</i>	<i>Total</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>
Repaving Locations to be determined based on paving analysis	7,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Spalding Drive Widening Construction CTP_04 2017 Joint SPLOST project with Gwinnett, also to be paired with planned GDOT improvements to the intersection of Spalding Drive & SR 140	610,008	50,000	152,000	245,000	163,008	—
Jimmy Carter Blvd at Buford Hwy Joint Project PTC.14.01 2014 Joint SPLOST Project, intersection improvements	1,000,000	—	—	1,000,000	—	—
Medlock Bridge Rd and Bush Rd PTC 18.01 Operational intersection improvement	365,000	365,000	—	—	—	—
Roundabout at Peachtree Corners Circle and Medlock Bridge Rd PTC 15.11 Operational intersection improvement	400,000	400,000	—	—	—	—
SR 141 at East Jones Bridge Rd PTC 18.10 Operational intersection improvement	1,500,000	400,000	700,000	400,000	—	—
Pedestrian Bridge PTC 18.04 Pedestrian Facility on SR 141	4,145,000	4,145,000	—	—	—	—

5-year Capital Improvement Plan - SPLOST

<i>Project</i>	<i>Total</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>
Botanical Gardens/Trails-PTC 14.04 Trail system with beautification on Town Center Project	2,250,000	—	—	2,250,000	—	—
Sidewalk Improvements Locations to be determined	2,432,355	461,225	472,648	485,212	499,033	514,237
Phase 1 Multi-Use Trail LCI_06 Construction of Trail System from HWY141 to Technology Park Lake	900,000	900,000	—	—	—	—
Multi-Use Trails Locations to be determined based on LCI Study	3,100,000	100,000	1,000,000	1,000,000	1,000,000	—
Autonomous Vehicle Testing Corridor PTC 17.05 Construction of dedicated autonomous shuttle lane on Technology Parkway	1,800,000	1,800,000	—	—	—	—
Street Light Improvements-PTC 14.10 Locations to be determined	375,000	75,000	75,000	75,000	75,000	75,000
Other Streets, Sidewalks & Road Projects	4,839,011	—	—	989,011	3,850,000	—
Grand Total	\$31,216,374	\$10,196,225	\$3,899,648	\$7,944,223	\$7,087,041	\$2,089,237

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	Short to Long Term

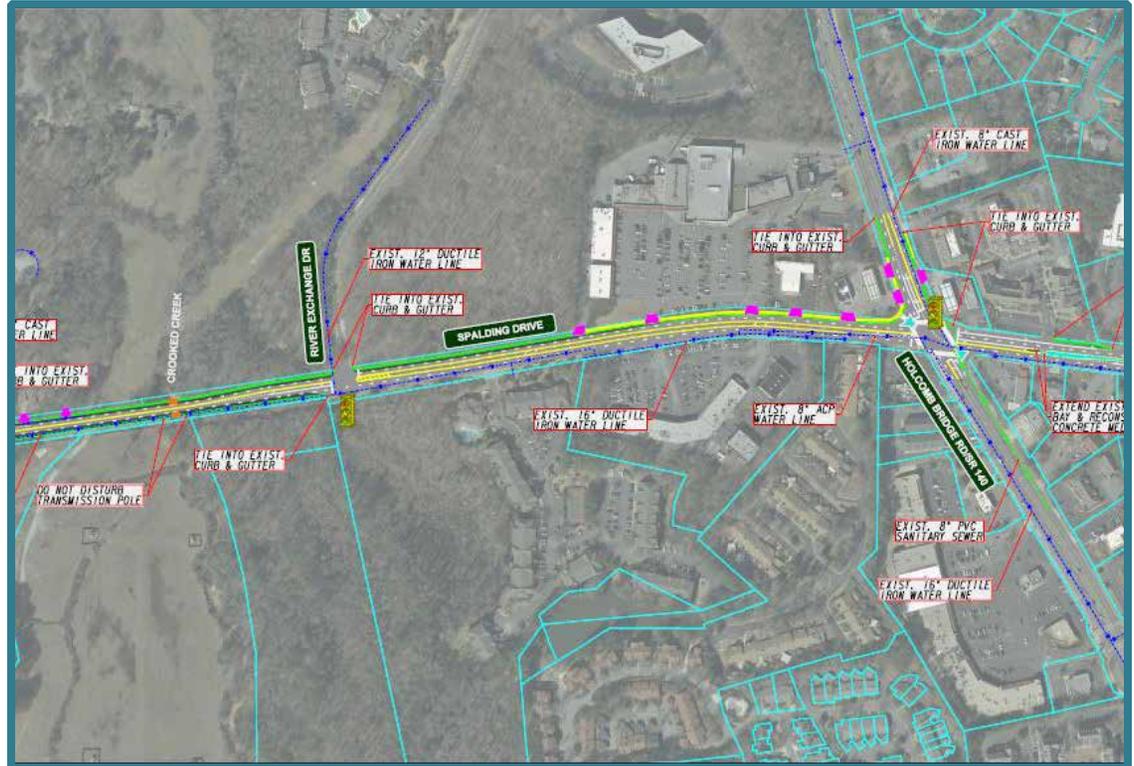


The City will continue to resurface City maintained roads according to their pavement conditions obtained by the Pavement Management Analysis Report.

2

Spalding Drive Widening Construction

Project Source	Winters Chapel Road Area Study
Project Category	Major Corridor Improvement
Corridor	Spalding Drive
Length (feet)	3,385
From	Winters Chapel Road
To	SR 140 (Holcomb Bridge Road)
Existing Condition	2-4 lanes with occasional center turn lane
Proposed Condition	4 through lanes with additional turn lanes as needed
Implementation Phase	Short Term (2020-2022)



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.

3

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 (2022-2031)



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.

4

Medlock Bridge Road and Bush Road

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	Short Term (2020-2022)



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.

5

Roundabout at Peachtree Corners Circle and Medlock Bridge Rd

Project Source	PTC Circle at Medlock Bridge Rd Concept Report
Project Category	Operational Intersection Improvement
Corridor	Intersection
Length (feet)	N/A
From	Medlock Bridge Road
To	Peachtree Corners Circle
Existing Condition	Unsignalized Intersection
Proposed Condition	Roundabout
Implementation Phase	Under Construction



The intersection of Medlock Bridge Road and Peachtree Corners Circle is an existing T-intersection, with nearly 20,000 vehicles per day. The rush hour demand leads to congestion and delays, particularly for Peachtree Corners Circle. Traffic is expected to continue to increase through this intersection over the next 10-20 years, and

the City is pursuing its Town Center Development adjacent to this location. In order to mitigate the traffic increases, a roundabout is planned to improve safety and operations at this intersection. Construction is underway and is scheduled to be completed Fall 2019.

6

SR 141 at East Jones Bridge Road

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.

7

Pedestrian Bridge

Project Source	Peachtree Corners Livable Centers Initiative
Project Category	Pedestrian Improvement
Corridor	Peachtree Parkway (SR 141)
Length (feet)	N/A
From	The Forum
To	Town Center
Existing Condition	Signalized Crossing over a 6 lane road
Proposed Condition	Grade-separated crossing
Implementation Phase	Short Term (2020-2022)



With the development of the City’s Town Center, the concern of pedestrian safety is heavily increased. Currently, the only way to cross Peachtree Parkway (SR 141) is to cross at the intersection of Peachtree Parkway and Town Center Boulevard. It is extremely difficult to cross the entire 125 feet span intersection as a pedestrian in the given crossing time. A grade-separated pedestrian bridge will provide a completely safe way to cross over Peachtree Parkway.

8

Botanical Gardens/Trails

Project Source	Town Center
Project Category	Multi-use Trail
Corridor	Areas near Town Center
Length (feet)	N/A
From	Peachtree Parkway (SR 141)
To	Peachtree Corners Circle
Existing Condition	Undeveloped
Proposed Condition	Walking trail with enhanced landscaping and elevated walkways
Implementation Phase	Mid Term (2022-2031)



Located along the southern boundary of the Town Center, Peachtree Corners’ planned Botanical Garden is a 3-acre nature preserve situated along an existing creek. The Botanical Garden spans between Peachtree Parkway and Peachtree Corners Circle and provides a pedestrian link from both roadways to the Town Green. Plans for the

Botanical Garden include a canopy walk, Creekside trail, an overlook, and a picnic area. In addition, a creek restoration and a revegetation project are anticipated as part of the Botanical Garden development.

9

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	Short to Long Term



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

10

Phase 1 Multi-use Trail

Project Source	Peachtree Corners Livable Centers Initiative
Project Category	Multi-use Trail
Corridor	Areas near Technology Park
Length (feet)	1600
From	Technology Parkway
To	Technology Parkway South
Existing Condition	Undeveloped
Proposed Condition	Multi-use trail with a trail spur that overlooks Technology Park Lake
Implementation Phase	Under Construction



Measuring just over 1/3 of a mile, the new portion of the trail will connect to the existing multi-use trail along Technology Parkway and Technology Parkway South creating a loop. The new section of the trail consists of a 12-foot concrete greenway, a precast concrete

boardwalk and three pedestrian plazas. The plazas will serve as a pleasant resting spot along the trail and will feature an overlook platform to view Technology Park Lake.

11

Autonomous Vehicle Testing Corridor

Project Source	Autonomous Vehicle Study
Project Category	Technology and Economic Development
Corridor	Technology Parkway
Length (feet)	7400
From	Peachtree Parkway (SR 141)
To	Spalding Drive
Existing Condition	3 lane road
Proposed Condition	2 travel lanes and 2 designated autonomous vehicle lanes
Implementation Phase	Under Construction



The project consists of a 1.5 mile intelligent mobility and smart city laboratory featuring Sprint’s 5G and IoT technology. The state of the art living laboratory is located within a 500-acre technology park in metro- Atlanta and offers a unique opportunity for testing to be done in a 5G and IoT environment that includes interaction with real world vehicular and pedestrian traffic. The lab’s 5G wireless network

coupled with its dedicated short range communications (DSRC) channels also allows for companies to test Vehicle to Everything (V2X) communications. Smart poles with video cameras are located throughout the laboratory to provide complete video coverage as well as a location to install additional technology as needed.

12

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 (2020-2022)



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

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 \$1.5 million will provide a sustainable level of funding without further deterioration of overall pavement condition or increase in annual maintenance costs. To provide a higher level of service the city would need to increase capital spending to over \$2.5 million annually. This increase would be significantly higher than the corresponding decrease in the annual maintenance costs.



DEBT ISSUANCE AND MANAGEMENT

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

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

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

A. CONDITIONS FOR ISSUING LONG-TERM DEBT

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

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

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

B. SOUND FINANCING OF DEBT

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

1. Analysis of the financial impact, both short-term and long-term, of issuing the debt;
2. Conservatively projecting the revenue sources that the City will use to repay the debt;

3. Insuring that the term of any long-term debt the City incurs shall not exceed the expected useful life of the asset the debt financed;

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

C. DEBT RETIREMENT

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

D. DISCLOSURE

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

E. LEGAL COMPLIANCE

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

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

and certification requirements embodied in bond covenants are monitored to ensure that all covenants are complied with.

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

F. CREDIT RATINGS

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

G. DEBT SERVICE COVERAGE RATIO

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

H. OTHER POLICIES

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

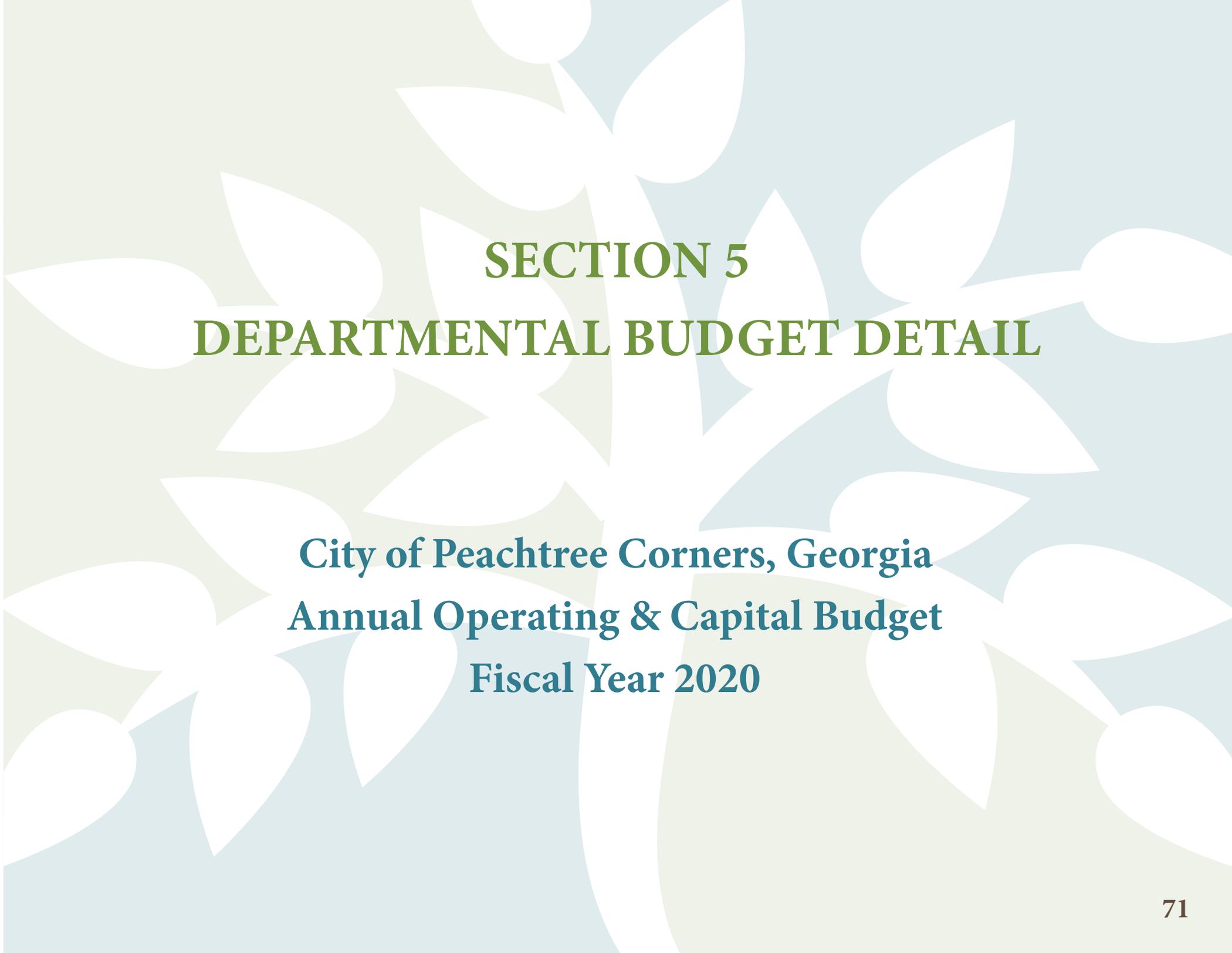
Annual budget appropriations shall include debt service payments (interest and principal) and reserve requirements for all debt currently outstanding.

Long-term borrowing shall be incorporated into the City’s capital improvement plan.

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

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





SECTION 5
DEPARTMENTAL BUDGET DETAIL

City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2020

PERSONNEL POSITION CONTROL

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

DEPARTMENT	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
City Manager	1	1	1	1	1	1	1
City Clerk	1	1	1	1	2	2	2
Finance & Administration	2	3	4	4	6	8	8
City Attorney	1	1	1	1	1	1	1
Public Works	0	10	11	11	16	16	17
Community Development	7	7	10	10	10	10	10
Total Full-Time Equivalent Positions	12	23	28	28	36	38	39

The 2020 budget includes the addition of 1 position. Public Works includes the addition of a Stormwater Engineer. This position will improve the quality of service and enhance efficiencies of the Public Works Department.

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

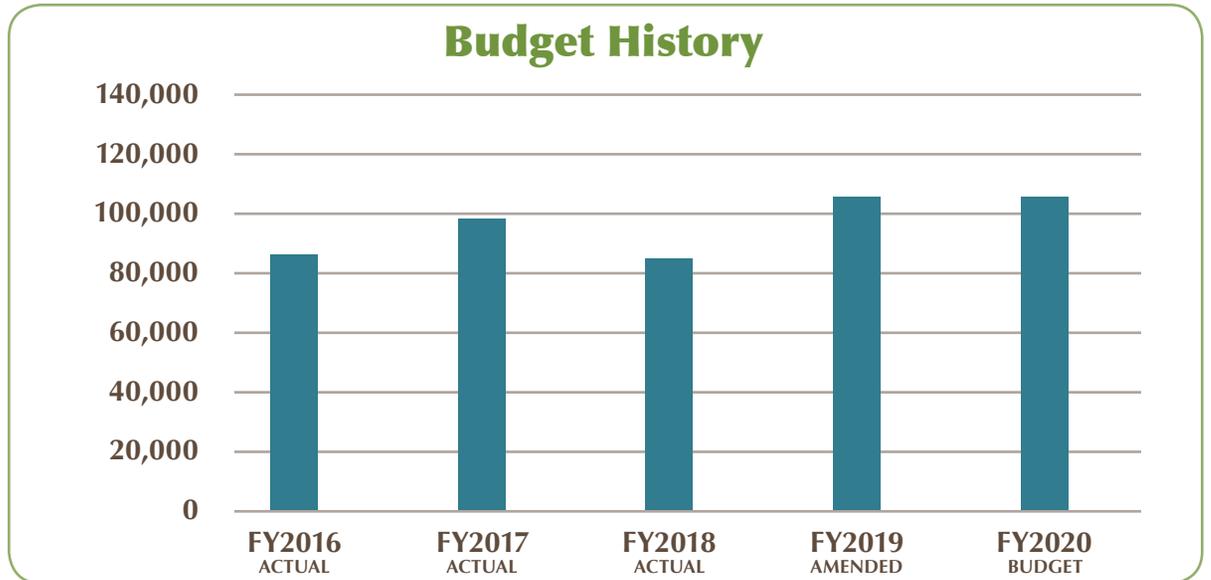
Mission Statement: To provide the highest quality of life for those who live, work, or play in our community, and to foster an environment where businesses can prosper. We will serve all stakeholders in a transparent manner resourceful, efficient, progressive, and professional leadership.

Current FY2019 Budget: \$111,061

FY2020 Adopted Budget: \$111,061

Change: (\$0)

ACCOUNT NAME	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Amended	FY2020 Budget
Regular Salaries	55,666.90	57,000.24	57,000.24	57,000	57,000
FICA/Medicare	4,258.56	4,320.63	4,360.56	4,361	4,361
Unemployment Expense	0.00	0.00	0.00	0	0
Workers Comp	0.00	1,148.00	1,761.00	1,200	1,200
Education & Training	17,832.46	28,884.58	11,213.39	35,000	35,000
Postage	0.00	0.00	0.00	500	500
Other Supplies	1,569.95	1,073.99	1,964.17	5,000	5,000
Hospitality Supplies	3,729.28	5,249.28	5,304.08	8,000	8,000
Total Expenditures	83,057.15	97,676.72	81,603.44	111,061	111,061



CITY MANAGER

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

Positions: 1 Full Time Employee

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

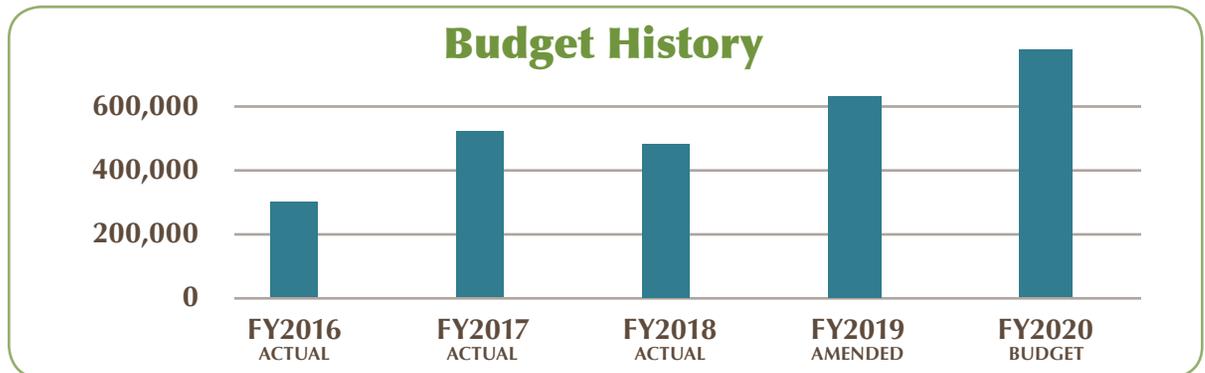
Current FY2019 Budget: \$602,829

FY2020 Adopted Budget: \$726,314

Change: \$123,485

Reason for Change: Additional funds for Curiosity Lab.

ACCOUNT NAME	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Amended	FY2020 Budget
Regular Salaries	185,100.00	370,498.55	183,851.32	204,983	211,403
FICA/Medicare	10,371.92	21,569.42	10,882.42	15,681	16,172
Group Insurance	22,903.00	31,229.80	30,628.00	24,800	24,800
Retirement	29,934.17	35,899.51	25,739.18	28,698	41,939
Unemployment Expense	0.00	0.00	0.00	0	0
Workers Comp	1,527.00	928.00	676.50	1,350	1,000
Other Emp Benefits	1,856.40	39,017.30	21,977.42	21,817	35,000
Relocation Expense	14,350.00	9,000.00	0.00	0	0
Professional Services	0.00	0.00	174,403.66	250,000	350,000
Travel Expense	1,920.33	3,279.89	7,073.65	35,000	30,000
Dues & Fees	2,680.00	2,110.00	2,785.00	3,500	3,500
Education & Training	1,606.10	1,835.00	1,090.00	7,500	3,000
Operating Supplies	0.00	4,422.56	2,343.47	7,500	7,500
Hospitality Supplies	589.97	1,611.81	748.32	2,000	2,000
Total Expenditures	272,838.89	521,401.84	462,198.94	602,829	726,314



CITY CLERK

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

Positions: 2 Full Time Employees

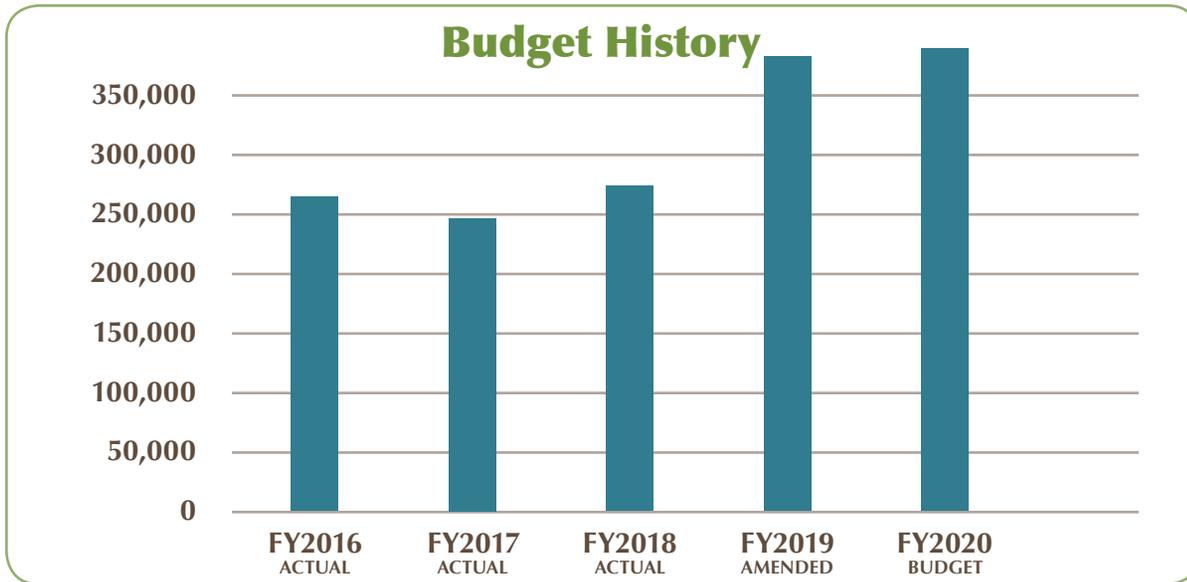
Mission Statement: To assist the citizens and staff of the City of Peachtree Corners by providing prompt, courteous, and professional service that facilitates the transparent flow of information between the City, its citizens, and its stakeholders. This department manages agendas and minutes for the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

Current FY2019 Budget: \$376,850

FY2020 Adopted Budget: \$377,941

Change: \$1,091

ACCOUNT NAME	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Amended	FY2020 Budget
Regular Salaries	90,639.96	93,359.16	96,159.96	118,450	118,450
FICA/Medicare	6,933.96	7,070.73	7,345.44	9,061	9,061
Group Insurance	20,763.00	19,190.80	21,441.60	24,800	24,800
Retirement	15,328.94	15,871.05	16,347.24	20,137	20,137
Unemployment Expense	0.00	0.00	0.00	0	0
Workers Comp	391.00	459.00	278.00	685	685
Other Emp Benefits	1,270.80	1,298.40	6,448.71	8,017	11,560
Election Services	23,736.29	3,750.00	35,866.39	55,000	55,000
Contractual Svcs/CH2M	102,337.56	102,337.56	69,322.08	125,200	122,248
Advertising	1,290.00	1,638.00	1,790.00	8,000	8,000
Travel Expense	992.90	2,182.89	1,580.73	2,500	3,000
Dues & Fees	0.00	525.00	852.14	1,000	1,000
Education & Training	648.31	1,005.00	0.00	2,000	2,000
Operating Supplies	2,061.75	1,130.85	1,566.48	2,000	2,000
Postage	5,640.25	-23.94	0.00	0	0
Total Expenditures	272,034.72	249,794.50	258,998.77	376,850	377,941



2019 Accomplishments

- Implemented an online check in software for elections, reducing wait time by 20%
- Successfully qualified and operated special election for November 2018
- Held statewide City Clerk’s training at City Hall in conjunction with Georgia Municipal Association

2020 Goals and Objectives

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



CITY ATTORNEY

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

Positions: Contract

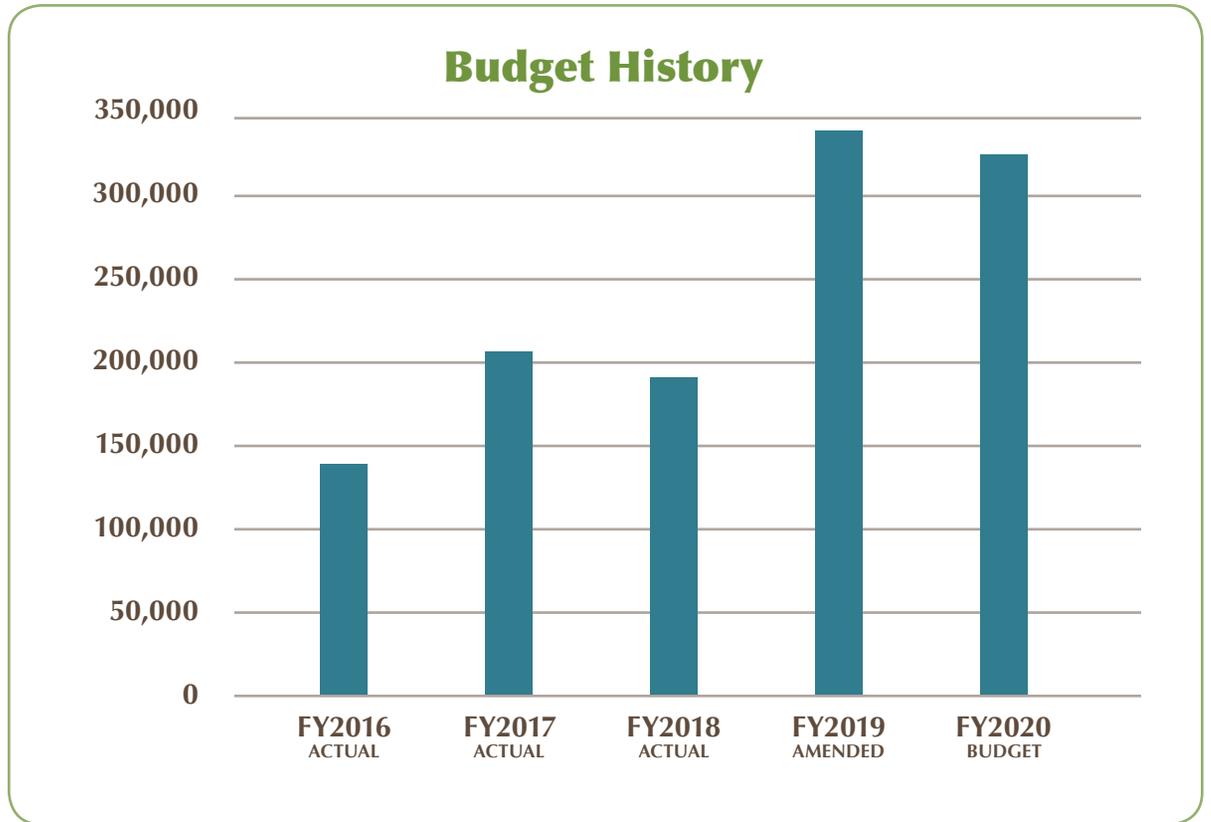
Mission Statement: To provide timely and accurate professional services to the City Council, City Manager, staff and the City boards and commissions, involving all legal matters of municipal concern. The City Attorney serves at the pleasure and direction of the City Council.

Current FY2019 Budget: \$345,000

FY2020 Adopted Budget: \$328,131

Change: (\$16,869)

ACCOUNT NAME	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Amended	FY2020 Budget
Attorney Fees/Riley & McLendon	88,725.69	72,826.50	66,832.06	80,000	80,000
Attorney Fees/Othe	51,190.66	129,468.57	106,346.30	265,000	248,131
Total Expenditures	139,916.35	202,295.07	173,178.36	345,000	328,131



FINANCE & ADMINISTRATION

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

Positions: 6 Full Time Employees

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

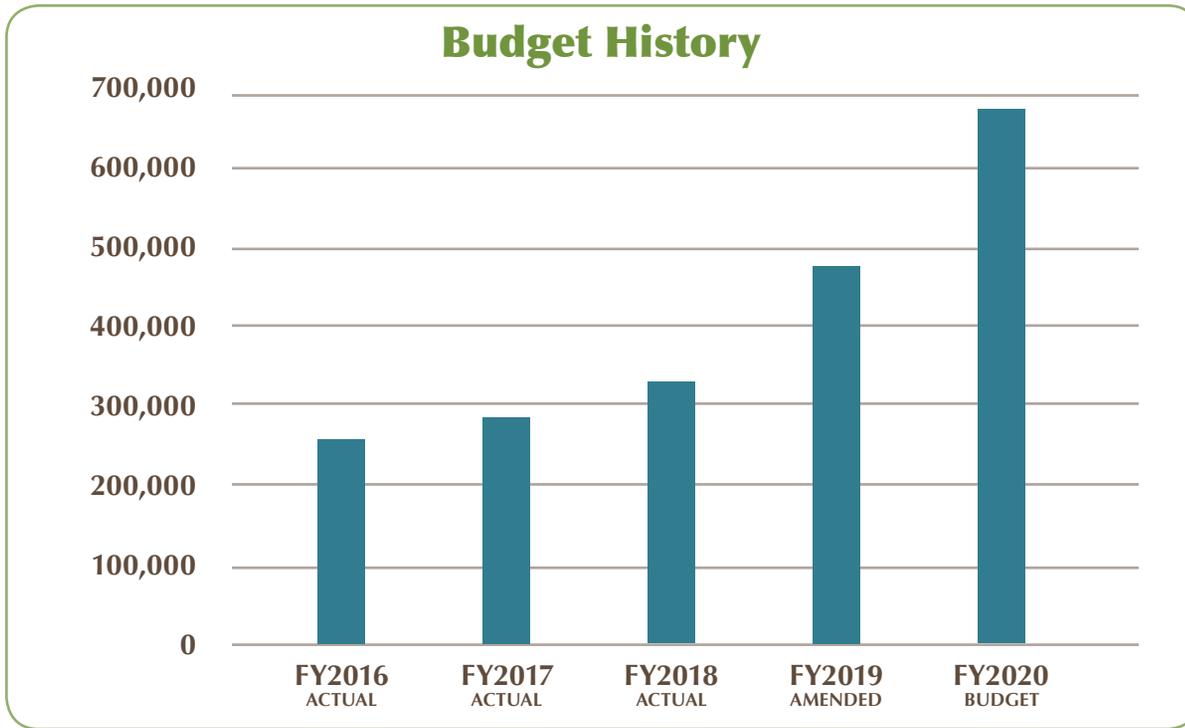
Current FY2019 Budget: \$486,811

ACCOUNT NAME	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Amended	FY2020 Budget
Regular Salaries	0.00	22,500.00	140,672.26	154,067	158,634
FICA/Medicare	0.00	1,721.26	10,761.50	11,786	12,135
Group Insurance	0.00	3,550.80	21,441.60	24,800	24,800
Retirement	0.00	3,825.00	23,914.34	26,191	26,968
Unemployment Expense	0.00	0.00	0.00	0	0
Workers Comp	0.00	0.00	278.00	1,350	1,000
Other Emp Benefits	0.00	650.00	6,192.42	8,617	12,240
Audit Services	23,515.00	23,245.00	39,010.00	38,000	38,000
Professional Services	0.00	0.00	4,109.90	90,000	260,000
Contractual Svcs/CH2M	243,051.83	222,797.51	69,322.08	109,000	122,248
Travel Expense	0.00	0.00	789.07	15,000	15,000
Dues & Fees	0.00	0.00	1,296.00	2,000	3,000
Education & Training	0.00	1,839.00	4,278.00	6,000	6,000
Total Expenditures	266,566.83	280,128.57	322,065.17	486,811	680,025

FY2020 Adopted Budget: \$680,025

Change: \$193,214

Reason for Change: Addition of new financial software



2019 Accomplishments

The Finance & Administration Division completed the audit and budget in a timely manner. Most importantly, the audit included a “clean” opinion. Successfully purchased a 25,000 sq. ft building for the city’s innovation center. Received GFOA’s Distinguished Budget Presentation Award for the second time. Received GFOA’s Certificate of Achievement for Excellence in Financial Reporting for the first time.

2020 Goals and Objectives

The Finance & Administration Division will continue to provide timely and accurate financial data to elected officials and the public. During 2020, the division will begin the process of researching and gathering data for implementation of a new financial software package. In addition, the Finance & Administration Division will continue to submit for GFOA’s Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting.

PUBLIC INFORMATION (COMMUNICATIONS)

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

Positions: 2 Full time employees

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

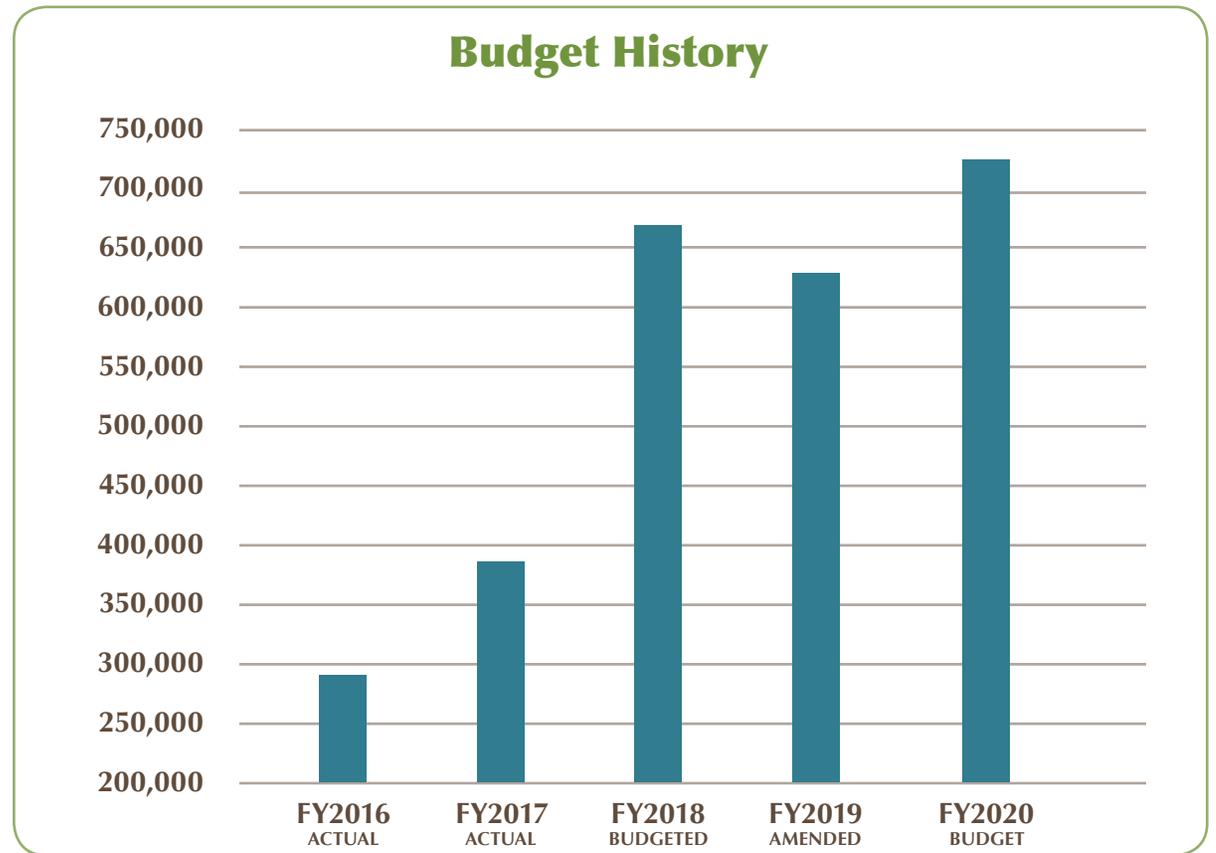
Current FY2019 Budget: \$626,104

FY2020 Adopted Budget: \$720,046

Change: \$93,942

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

ACCOUNT NAME	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Amended	FY2020 Budget
Professional Services	145,753.95	154,698.08	386,830.84	400,000	500,000
Contractual Svcs/CH2M	137,722.01	226,152.48	277,288.32	226,104	220,046
Total Expenditures	283,475.96	380,850.56	664,119.16	626,104	720,046



2019 Accomplishments

- **E-Newsletter subscribers:** Through online signup promotions and social media campaigns, the Communications Department has increased its monthly e-newsletter subscriber base by 57% in the last year.
- **Website Update:** The city has a valuable asset, its website, in connecting and conveying information to its residents and the business community. The Communications Department uses every opportunity to refer residents and others to visit the city's website to glean important information and find answers to questions relating to city services and other details. Through continued efforts, the number of website visitors has increased 70% over the previous 12 months and the number of page views has increased 40%.
- **Recording the city's history:** The Communications Department contracted with Carole Townsend, an award-winning author, to delve into the city's rich past to record the city's history. The 270-page book, due out in the fall, takes the reader back to the time 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.
- **Launch of Peachtree Corners-focused magazine:** Working with a local businessman, the Communications Department assisted in establishing and financing the Peachtree Corners Magazine. The bi-monthly publication provides general interest editorial pieces including feature stories on various aspects of the community, business profiles, a calendar of events

and other information. The magazine is a valuable tool in promoting the city. It has been well-received since its debut in January 2019.

- **Multi-prong marketing program:** Working with a third party, the Communications Department implemented a multi-prong marketing program using video and social media to further develop the brand of Peachtree Corners. In the past year numerous videos were posted to the city's YouTube Channel (PCN Network), making it the No. 1 channel when searching YouTube for Peachtree Corners GA. Additionally three social media team members are now posting five to six days a week to increase the city's cyber-world presence.

2020 Goals and Objectives

The Communications Department in 2020 will continue its efforts to expand its reach to the community through the expansion of its e-newsletter distribution list, social media posts, its website, and will continue searching for new avenues to expand its reach to the community. In addition, it will continue using printed messages to ensure all in the community are reached. The department will continue its marketing of the city through print, social media, and online advertising, and will continue adjusting those communication channels to ensure the greatest reach.



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: 17 Full Time Employees

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

ACCOUNT NAME	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Amended	FY2020 Budget
Regular Salaries	0.00	29,166.67	145,281.54	154,518	158,753
FICA/Medicare	0.00	2,227.65	11,113.98	11,821	12,145
Group Insurance	0.00	3,550.80	21,441.60	24,800	24,800
Retirement	0.00	4,958.33	24,697.83	26,268	26,988
Unemployment Expense	0.00	0.00	0.00	0	0
Workers Comp	0.00	0.00	278.00	1,350	1,000
Other Emp Benefits	0.00	1,725.00	9,192.42	9,817	13,515
Professional Services	287,566.10	526,029.54	223,422.66	100,000	200,000
Contractual Svcs/CH2M	615,494.32	628,164.00	433,602.46	404,244	440,092
Contractual Svcs/Optech	650,507.64	645,753.28	655,485.18	662,000	675,240
Road Maint Supplies	51,335.45	44,345.39	115,264.05	140,000	100,000
Travel Expense	0.00	0.00	1,063.30	3,000	3,000
Dues & Fees	0.00	0.00	1,485.75	3,000	3,000
Education & Training	0.00	0.00	1,318.00	3,000	3,000
Operating Supplies	16,900.19	16,037.94	7,301.64	15,000	15,000
Site Improvements	0.00	0.00	21,639.68	0	0
Signs/Beautification	25,155.10	37,041.49	114,412.45	75,000	65,000
Other Equipment	217.60	0.00	4,514.82	10,000	10,000
Total Expenditures	1,647,176.40	1,939,000.09	1,791,515.36	1,643,817	1,751,533

Current FY2019 Budget: \$1,643,817 **Change:** \$107,715
FY2020 Adopted Budget: \$1,751,533 **Reason for Change:** Additional funds for Curiosity Lab and trail studies

2019 Accomplishments

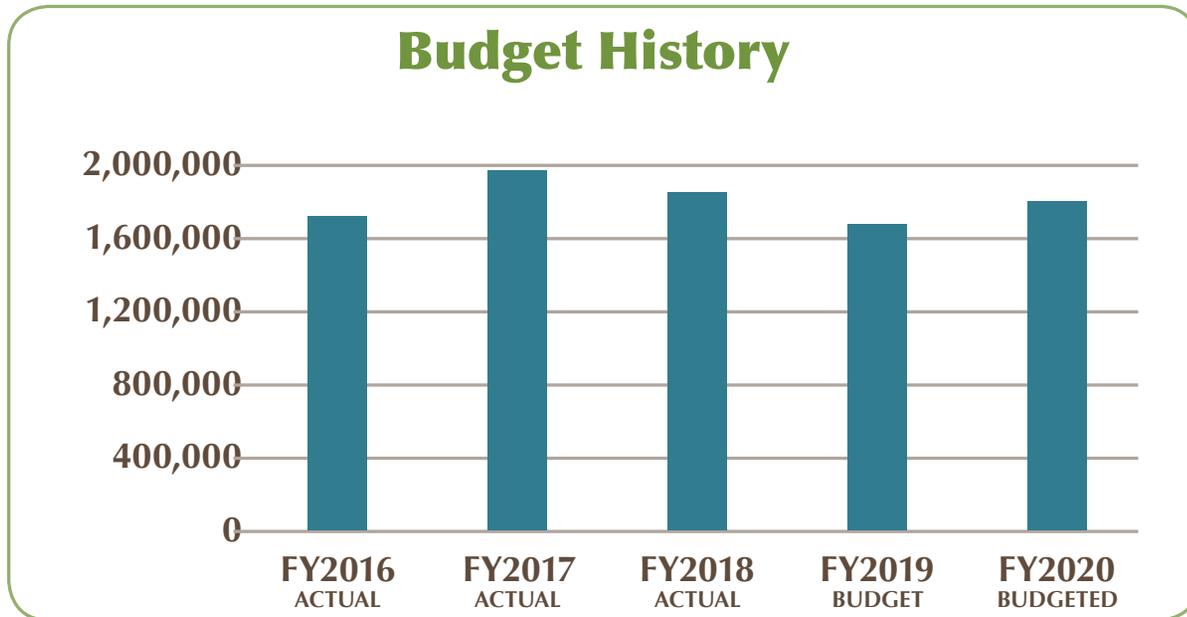
- Completed construction of an intersection improvement – roundabout – at Peachtree Corners Circle and Medlock Bridge Road
- Completed the construction of 2.43 miles of new sidewalks along Lou Ivy Road, Westech Drive, East Jones Bridge Road & Triangle Parkway
- Completed the reconstruction and reconfiguration of Technology Parkway as part of the Curiosity Lab at Peachtree Corners project
- Completed construction of Technology Park Phase I trail system

- Resurfaced over 1,000,000 square feet of city streets.
- Procured a grant for \$300,000 for a Crooked Creek Trail Feasibility Study, and kicked off the project with a consultant and citizens advisory committee
- Completed planning, engineering and design of an intersection improvement at Medlock Bridge Road and Bush Road
- Began development of intersection improvements to Peachtree Parkway at East Jones Bridge Road, including completion of a public involvement and information gathering process and concept design development.

- Transitioned the City’s solid waste service to a new vendor, including brand new routing, scheduling and maintenance of operations.
- On track as of this report to take in 1580 work orders for field maintenance of the city’s right of way and infrastructure.

2020 Goals and Objectives

- Resurfacing with the \$1.5 Million allocation
- Phase II of the Technology Park trail system – development of construction documents and easement acquisition
- Completion of the Crooked Creek Trail Feasibility Study
- Completion of the planning, engineering, design and right of way acquisition for the construction of intersection improvements at Peachtree Parkway and East Jones Bridge Road.
- Begin construction for the widening of Spalding Drive between Winters Chapel Road and Holcomb Bridge Road.



COMMUNITY DEVELOPMENT

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

Positions: 10 Full Time Employees

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

Current FY2019 Budget: \$943,481

FY2020 Adopted Budget: \$985,993

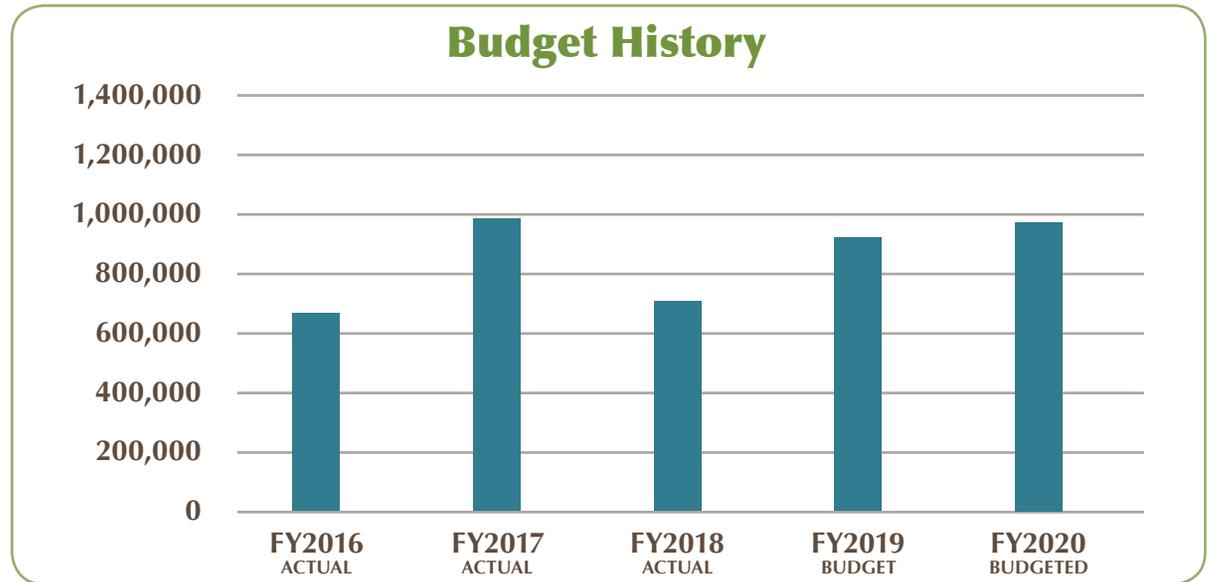
Change: \$42,512

Reason for Change: Additional funds for Town Green Events

ACCOUNT NAME	FY2016 Actuals	FY2017 Actuals	FY2018 Actuals	FY2019 Amended	FY2020 Budget
Regular Salaries	146,489.16	159,216.42	165,709.44	170,681	170,681
FICA/Medicare	9,767.72	9,329.72	10,469.94	12,677	12,677
Group Insurance	0.00	0.00	10,789.20	24,800	24,800
Retirement	24,842.68	27,066.78	28,170.60	29,016	29,016
Unemployment Expense	0.00	28.50	0.00	0	0
Workers Comp	1,006.00	780.50	676.50	1,350	1,000
Other Emp Benefits	11,960.40	12,455.40	12,941.67	8,617	12,172
Professional Services	375,386.68	392,122.24	197,358.79	550,000	250,000
Contractual Svcs/CH2M	82,499.83	109,999.86	127,090.48	131,840	171,147
Town Green	0.00	0.00	0.00	0	300,000
Travel Expense	0.00	0.00	0.00	3,500	3,500
Dues & Fees	0.00	0.00	0.00	1,500	1,500
Education & Training	3,641.75	4,124.48	1,013.73	3,500	3,500
Hospitality Supplies	0.00	4,383.10	2,644.63	6,000	6,000
Multi-Use Trail	0.00	276,193.00	145,669.95	0	0
Total Expenditures	655,594.22	995,700.00	702,534.93	943,481	985,993

2019 Accomplishments

The Community Development Department focused on several key initiatives over the course of the past year including the Grand Opening of the Town Center which took place at the end of April. The ribbon cutting event along with numerous concerts, shows, games, and children’s events were developed by the department and presented to the community. Certificates of Occupancy were issued for 28 new businesses at the Town Center. Construction began on the site where townhomes will be built along the Medlock Bridge Road side of the project. Department Staff worked with the City’s Downtown Development Authority to develop a preliminary sketch for the development of the 5.7 acres of land immediately behind the Town Center property. Department Staff also worked with an ad hoc committee to promote awareness of the 2020 Census. For greater efficiency and customer service, the Building Division began offering Fire review in addition to plan review. Code Enforcement worked to update nuisance ordinances. Economic Development worked to attract and retain key businesses to the community including Hapag-Lloyd, Brightree, ASHRAE, Anderby Brewing, and MassMutual.



2020 Goals and Objectives

- Complete construction of the last parcel of the Town Center (Building 900).
- Improve and enhance events programming at the Town Green.
- Develop a concept for phase 3 of the Town Center.
- Develop a concept plan for the Botanical Garden.
- Coordinate with the Forum on the landing experience at the Peachtree Parkway pedestrian bridge.
- Facilitate redevelopment in Technology Park and Holcomb Bridge Rd. corridor
- Enhance on-line permitting

DEPARTMENTAL BUDGET DETAIL

ADMINISTRATIVE SERVICES DEPARTMENT

CITY COUNCIL	<i>FY2016 Actual</i>	<i>FY2017 Actual</i>	<i>FY2018 Actual</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-010-51100-51110 Regular Salaries	55,666.90	57,000.24	57,000.24	57,000	57,000
100-010-51100-51200 FICA/Medicare	4,258.56	4,320.63	4,360.56	4,361	4,361
100-010-51100-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51100-51270 Workers Comp	0.00	1,148.00	1,761.00	1,200	1,200
100-010-51100-52370 Education & Training	17,832.46	28,884.58	11,213.39	35,000	35,000
100-010-51100-53101 Postage	0.00	0.00	0.00	500	500
100-010-51100-53170 Other Supplies	1,569.95	1,073.99	1,964.17	5,000	5,000
100-010-51100-53175 Hospitality Supplies	3,729.28	5,249.28	5,304.08	8,000	8,000
Subtotal	83,057.15	97,676.72	81,603.44	111,061	111,061
CITY MANAGER					
100-010-51300-51110 Regular Salaries	185,100.00	370,498.55	183,851.32	204,983	211,403
100-010-51300-51200 FICA/Medicare	10,371.92	21,569.42	10,882.42	15,681	16,172
100-010-51300-51210 Group Insurance	22,903.00	31,229.80	30,628.00	24,800	24,800
100-010-51300-51240 Retirement	29,934.17	35,899.51	25,739.18	28,698	41,939
100-010-51300-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51300-51270 Workers Comp	1,527.00	928.00	676.50	1,350	1,000
100-010-51300-51290 Other Emp Benefits	1,856.40	39,017.30	21,977.42	21,817	35,000
100-010-51300-51280 Relocation Expense	14,350.00	9,000.00	0.00	0	0
100-010-51300-52120 Professional Services	0.00	0.00	174,403.66	250,000	350,000
100-010-51300-52350 Travel Expense	1,920.33	3,279.89	7,073.65	35,000	30,000
100-010-51300-52360 Dues & Fees	2,680.00	2,110.00	2,785.00	3,500	3,500
100-010-51300-52370 Education & Training	1,606.10	1,835.00	1,090.00	7,500	3,000
100-010-51300-53100 Operating Supplies	0.00	4,422.56	2,343.47	7,500	7,500
100-010-51300-53175 Hospitality Supplies	589.97	1,611.81	748.32	2,000	2,000
Subtotal	272,838.89	521,401.84	462,198.94	602,829	726,314

CITY CLERK	<i>FY2016 Actual</i>	<i>FY2017 Actual</i>	<i>FY2018 Actual</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-010-51130-51110 Regular Salaries	90,639.96	93,359.16	96,159.96	118,450	118,450
100-010-51130-51200 FICA/Medicare	6,933.96	7,070.73	7,345.44	9,061	9,061
100-010-51130-51210 Group Insurance	20,763.00	19,190.80	21,441.60	24,800	24,800
100-010-51130-51240 Retirement	15,328.94	15,871.05	16,347.24	20,137	20,137
100-010-51130-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51130-51270 Workers Comp	391.00	459.00	278.00	685	685
100-010-51130-51290 Other Emp Benefits	1,270.80	1,298.40	6,448.71	8,017	11,560
100-010-51130-52112 Election Services	23,736.29	3,750.00	35,866.39	55,000	55,000
100-010-51130-52121 Contractual Svcs/CH2M	102,337.56	102,337.56	69,322.08	125,200	122,248
100-010-51130-52330 Advertising	1,290.00	1,638.00	1,790.00	8,000	8,000
100-010-51130-52350 Travel Expense	992.90	2,182.89	1,580.73	2,500	3,000
100-010-51130-52360 Dues & Fees	0.00	525.00	852.14	1,000	1,000
100-010-51130-52370 Education & Training	648.31	1,005.00	0.00	2,000	2,000
100-010-51130-53100 Operating Supplies	2,061.75	1,130.85	1,566.48	2,000	2,000
100-010-51130-53101 Postage	5,640.25	-23.94	0.00	0	0
Subtotal	272,034.72	249,794.50	258,998.77	376,850	377,941

FINANCE & ADMINISTRATION

100-010-51510-51110 Regular Salaries	0.00	22,500.00	140,672.26	154,067	158,634
100-010-51510-51200 FICA/Medicare	0.00	1,721.26	10,761.50	11,786	12,135
100-010-51510-51210 Group Insurance	0.00	3,550.80	21,441.60	24,800	24,800
100-010-51510-51240 Retirement	0.00	3,825.00	23,914.34	26,191	26,968
100-010-51510-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51510-51270 Workers Comp	0.00	0.00	278.00	1,350	1,000
100-010-51510-51290 Other Emp Benefits	0.00	650.00	6,192.42	8,617	12,240
100-010-51510-52110 Audit Services	23,515.00	23,245.00	39,010.00	38,000	38,000
100-010-51510-52120 Professional Services	0.00	0.00	4,109.90	90,000	260,000
100-010-51510-52121 Contractual Svcs/CH2M	243,051.83	222,797.51	69,322.08	109,000	122,248
100-010-51510-52350 Travel Expense	0.00	0.00	789.07	15,000	15,000
100-010-51510-52360 Dues & Fees	0.00	0.00	1,296.00	2,000	3,000
100-010-51510-52370 Education & Training	0.00	1,839.00	4,278.00	6,000	6,000
Subtotal	266,566.83	280,128.57	322,065.17	486,811	680,025

LEGAL SERVICES DEPARTMENT	<i>FY2016 Actual</i>	<i>FY2017 Actual</i>	<i>FY2018 Actual</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-010-51530-52122 Attorney Fees/Riley & McL	88,725.69	72,826.50	66,832.06	80,000	80,000
100-010-51530-52130 Attorney Fees/Other	51,190.66	129,468.57	106,346.30	265,000	248,131
Subtotal	139,916.35	202,295.07	173,178.36	345,000	328,131

FACILITIES & BUILDINGS DEPARTMENT					
100-010-51565-51300 Technical Services	26,221.96	32,034.61	132,422.57	125,000	150,000
100-010-51565-52200 Repairs & Maintenance	0.00	0.00	189,791.51	600,000	250,000
100-010-51565-52301 Real Estate Rents/Leases	109,119.63	202,633.87	70,383.57	90,132	90,132
100-010-51565-52302 Economic Dev	600,000.00	460,000.00	500,000.00	500,000	500,000
100-010-51565-53103 Office Supplies	0.00	0.00	0.00	10,000	10,000
100-010-51565-53121 Water/Sewage	0.00	0.00	2,806.64	15,000	17,000
100-010-51565-53122 Natural Gas	0.00	0.00	0.00	2,500	6,000
100-010-51565-53123 Electricity	0.00	0.00	59,466.08	100,000	225,000
100-010-51565-54100 Land	0.00	1,022,277.73	0.00	527,000	0
100-010-51565-54130 Buildings	0.00	3,845,711.47	3,279,682.96	1,870,000	0
100-010-51565-54230 Furniture And Fixtures	16,440.56	325.00	902,425.64	100,000	35,000
100-010-51565-55530 Community Services	0.00	0.00	0.00	0	100,000
100-010-51565-56220 Transfer to DDA	0.00	11,228,057.27	121,787.72	2,745,000	637,000
100-010-51565-58130 Principal Note Payments	0.00	0.00	0.00	555,000	435,000
100-010-51565-58230 Interest Note Payments	0.00	0.00	174,738.89	251,256	227,916
100-010-51565-58400 Closing Costs	0.00	70,309.59	0.00	91,500	0
Subtotal	751,782.15	16,861,349.54	5,433,505.58	7,582,388	2,683,048

PUBLIC INFORMATION					
100-010-51570-52120 Professional Services	145,753.95	154,698.08	386,830.84	400,000	500,000
100-010-51570-52121 Contractual Svcs/CH2M	137,722.01	226,152.48	277,288.32	226,104	220,046
Subtotal	283,475.96	380,850.56	664,119.16	626,104	720,046

GENERAL OPERATIONS	<i>FY2016 Actual</i>	<i>FY2017 Actual</i>	<i>FY2018 Actual</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-010-51590-52103 Technical Services	95,583.95	97,923.66	214,170.58	275,000	290,000
100-010-51590-52111 Official/Admin Svcs	1,471.68	68,691.68	66,007.41	0	70,000
100-010-51590-52120 Professional Services	600,353.06	561,044.40	1,189,544.25	1,000,000	800,000
100-010-51590-52128 Commissions	9,525.68	5,503.94	9,774.27	10,000	0
100-010-51590-52310 General Liability Insurance	21,749.33	19,497.67	35,207.17	35,000	75,000
100-010-51590-53100 Operating Supplies	33,231.38	31,583.12	48,880.32	55,000	55,000
100-010-51590-53101 Postage	0.00	7,530.38	6,135.82	10,000	10,000
100-010-51590-53103 Office Supplies	9,997.50	8,681.48	10,922.35	15,000	15,000
100-010-51590-53104 Service Fees	7,881.03	10,717.09	16,202.33	15,000	15,000
100-010-51590-53123 Electricity	347,468.81	352,316.90	385,433.98	421,000	438,000
100-010-51590-53132 Interest	216,381.93	0.00	0.00	0	0
100-010-51590-54240 Computer/Software	52,396.54	35,710.09	488,997.44	175,000	95,000
100-010-51590-58132 Other Debt Principal	4,982.96	0.00	0.00	0	0
100-010-51590-58232 Other Debt Interest	317.61	0.00	0.00	209,869	0
Subtotal	1,401,341.46	1,199,200.41	2,471,275.92	2,220,869	1,863,000

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-040-54100-51110 Regular Salaries	0.00	29,166.67	145,281.54	154,518	158,753
100-040-54100-51200 Fica/Medicare	0.00	2,227.65	11,113.98	11,821	12,145
100-040-54100-51210 Group Insurance	0.00	3,550.80	21,441.60	24,800	24,800
100-040-54100-51240 Retirement	0.00	4,958.33	24,697.83	26,268	26,988
100-040-54100-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-040-54100-51270 Workers Comp	0.00	0.00	278.00	1,350	1,000
100-040-54100-51290 Other Emp Benefits	0.00	1,725.00	9,192.42	9,817	13,515
100-040-54100-52120 Professional Services	287,566.10	526,029.54	223,422.66	100,000	200,000
100-040-54100-52121 Contractual Svcs/CH2M	615,494.32	628,164.00	433,602.46	404,244	440,092
100-040-54100-52124 Contractual Svcs/Optech	650,507.64	645,753.28	655,485.18	662,000	675,240
100-040-54100-52126 Road Maint Supplies	51,335.45	44,345.39	115,264.05	140,000	100,000
100-010-54100-52350 Travel Expense	0.00	0.00	1,063.30	3,000	3,000
100-010-54100-52360 Dues & Fees	0.00	0.00	1,485.75	3,000	3,000
100-010-54100-52370 Education & Training	0.00	0.00	1,318.00	3,000	3,000
100-040-54100-53100 Operating Supplies	16,900.19	16,037.94	7,301.64	15,000	15,000
100-040-54100-54120 Site Improvements			21,639.68		
100-040-54100-54231 Signs/Beautification	25,155.10	37,041.49	114,412.45	75,000	65,000
100-040-54100-54250 Other Equipment	217.60	0.00	4,514.82	10,000	10,000
Subtotal	1,647,176.40	1,939,000.09	1,791,515.36	1,643,817	1,751,533

COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Actuals</i>	<i>FY2019 Amended</i>	<i>FY2020 Budget</i>
100-070-57200-51110 Regular Salaries	146,489.16	159,216.42	165,709.44	170,681	170,681
100-070-57200-51200 Fica/Medicare	9,767.72	9,329.72	10,469.94	12,677	12,677
100-070-57200-51210 Group Insurance	0.00	0.00	10,789.20	24,800	24,800
100-070-57200-51240 Retirement	24,842.68	27,066.78	28,170.60	29,016	29,016
100-070-57200-51260 Unemployment Expense	0.00	28.50	0.00	0	0
100-070-57200-51270 Workers Comp	1,006.00	780.50	676.50	1,350	1,000
100-070-57200-51290 Other Emp Benefits	11,960.40	12,455.40	12,941.67	8,617	12,172
100-070-57200-52120 Professional Services	375,386.68	392,122.24	197,358.79	550,000	250,000
100-070-57200-52121 Contractual Svcs/CH2M	82,499.83	109,999.86	127,090.48	131,840	171,147
100-070-57200-52125 Town Green	0.00	0.00	0.00	0	300,000
100-070-57200-52350 Travel Expense	0.00	0.00	0.00	3,500	3,500
100-070-57200-52360 Dues & Fees	0.00	0.00	0.00	1,500	1,500
100-070-57200-52370 Education & Training	3,641.75	4,124.48	1,013.73	3,500	3,500
100-070-57200-53175 Hospitality Supplies	0.00	4,383.10	2,644.63	6,000	6,000
100-070-57200-56230 Multi-Use Trail	0.00	276,193.00	145,669.95	0	0
Subtotal	655,594.22	995,700.00	702,534.93	943,481	985,993

BUILDING DEPARTMENT

100-070-57220-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57220-52121 Contractual Svcs/CH2M	0.00	20,254.32	554,574.60	633,450	665,123
100-070-57220-52123 Contractual Svcs/CAA	415,238.55	381,487.18	0.00	0	0
Subtotal	415,238.55	401,741.50	554,574.60	633,450	665,123

PLANNING & ZONING

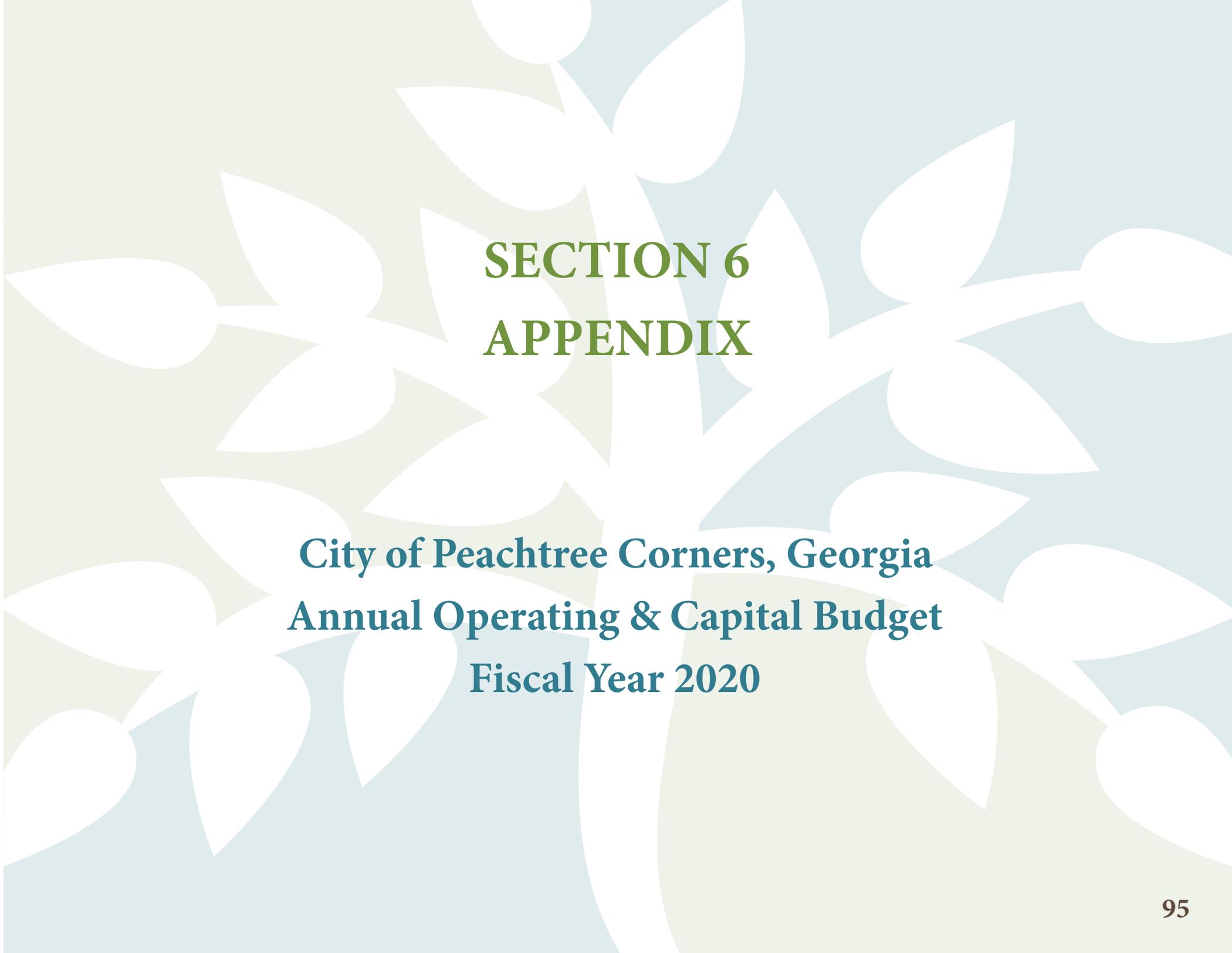
100-070-57410-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57410-52121 Contractual Svcs/CH2M	217,467.36	217,467.36	184,858.92	246,300	268,945
Subtotal	217,467.36	217,467.36	184,858.92	246,300	268,945

CODE ENFORCEMENT	<i>FY2015 Actuals</i>	<i>FY2016 Actuals</i>	<i>FY2017 Actuals</i>	<i>FY2018 Budget</i>	<i>FY2019 Budget</i>
100-070-57450-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57450-52121 Contractual Svcs/CH2M	588,441.24	588,441.24	485,254.56	442,900	464,541
Subtotal	588,441.24	588,441.24	485,254.56	442,900	464,541
DESIGNATED RESERVE					
100-010-59000-57902 Reserve Contingency	1,462,050.74	0.00	0.00	0	70,000
Subtotal	1,462,050.74	0.00	0.00	0	70,000
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Total Expenditures	8,456,982.02	23,935,047.40	13,585,683.71	16,261,859	11,695,700





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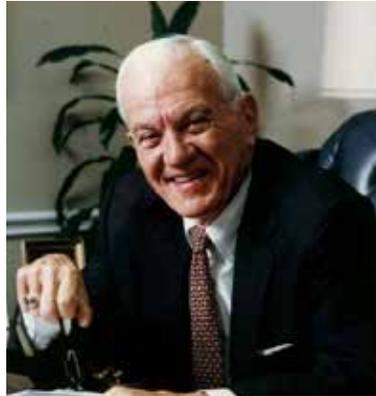


**SECTION 6
APPENDIX**

**City of Peachtree Corners, Georgia
Annual Operating & Capital Budget
Fiscal Year 2020**

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 become heavily involved in the progress of Peachtree Corners and continued the development of new neighborhoods for the city as well as Wesleyan School.



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



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



ORGANIZATIONAL MISSION

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

Organizational Goals:

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

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

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

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

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

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

GEORGIA LAW ON LOCAL GOVERNMENT BUDGETS

36-81-2. DEFINITIONS

(1) “Budget” means a plan of financial operation embodying an estimate of proposed expenditures during a budget period and the proposed means of financing them.

(2) “Budget officer” means that local government official charged with budget preparation and administration for the local government. The official title of the local government budget officer shall be as provided by local law, charter, ordinance, or appropriate resolution of the governing authority.

(3) “Budget ordinance,” “ordinance,” or “resolution” means that governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.

(4) “Budget period,” means the period for which a budget is proposed or a budget ordinance or resolution is adopted.

(5) “Capital projects fund” means a fund used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by resources from proprietary type activities which are accounted for in enterprise funds or those financed with funds held by the local government in a trustee capacity.

(6) “Debt service fund” means a fund used to account for the accumulation of resources for and the payment of general long-term debt principal and interest.

(7) “Enterprise fund” means a fund used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing authority is that the costs of providing goods and services to the general public

on a continuing basis be financed or recovered primarily through user charges or where the governing authority has decided that periodic determination of revenues earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. For purposes of this paragraph, the term “costs” means expenses, including depreciation.

(8) “Fiduciary fund” means those trust and agency funds used to account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.

(9) “Fiscal Year” means the period for which a budget is proposed or a budget ordinance or resolution is adopted for the local government’s general fund, each special revenue fund, if any, and each debt service fund, if any.

(10) “Fund” means a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulation, restrictions, or limitations.

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

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

(13) “Internal service fund” means a fund used to account for the financing of goods or services provided by one department or agency

to other departments or agencies of the governmental unit or to other governmental units on a cost reimbursement basis.

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

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

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

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

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

(1) Each unit of local government shall adopt and operate under an annual balanced budget for the general fund, each special revenue fund, and each debt service fund in use by the local government. The

annual balanced budget shall be adopted by ordinance or resolution and administered in accordance with this article.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a legal level of control at a more detailed level of budgetary control than the minimum required legal level of control.

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

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

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

(f) At least one 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.



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