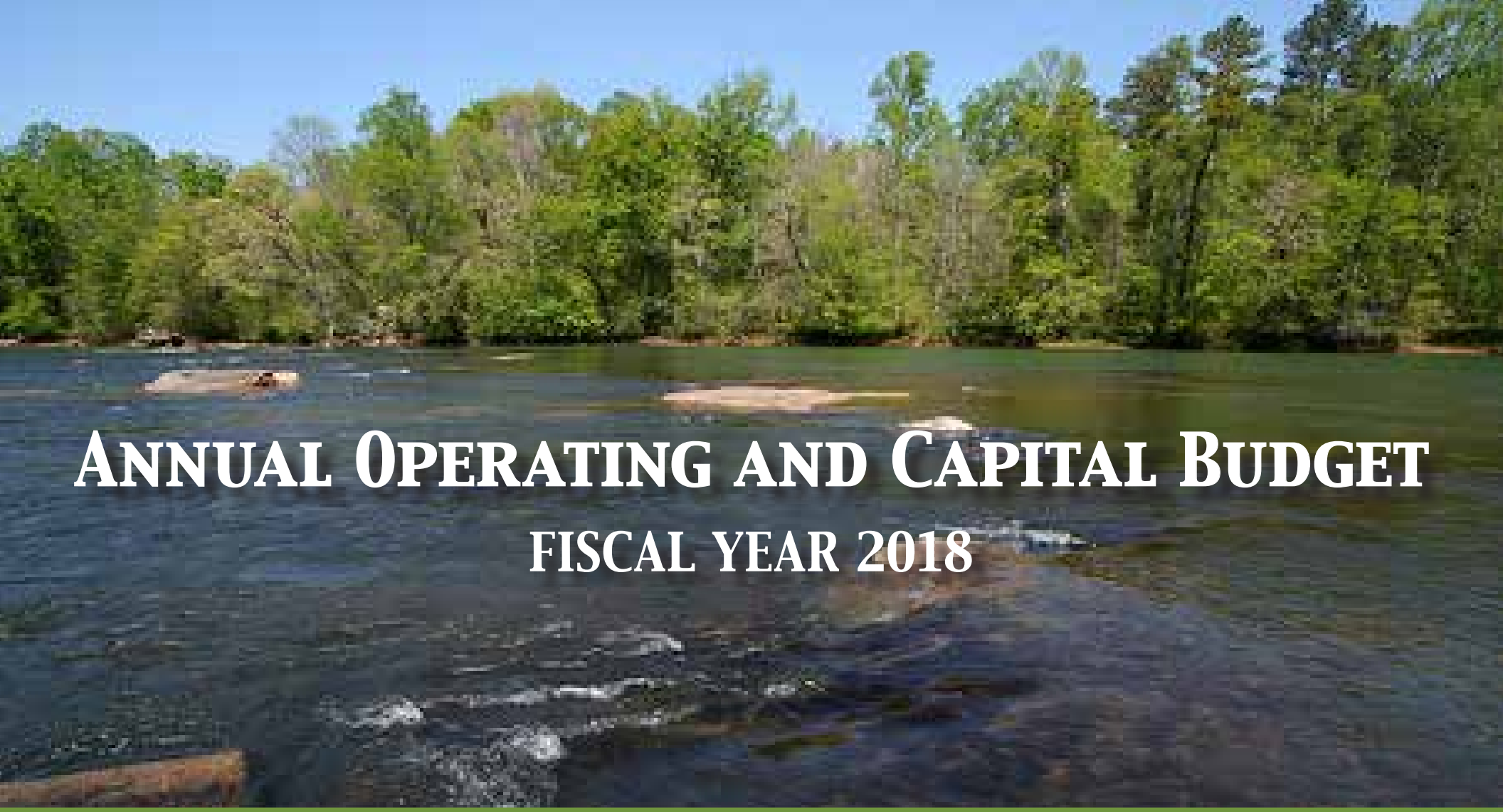


Annual Operating and Capital Budget

Fiscal Year 2018

City of Peachtree Corners
Innovative & Remarkable



The City of Peachtree Corners At a Glance

Date of Incorporation ..... July 1, 2012
Area ..... 17.37 square miles
Form of Government ..... Municipality
Total Adopted Fiscal Year 2018 Budget: ..... $20.1 million

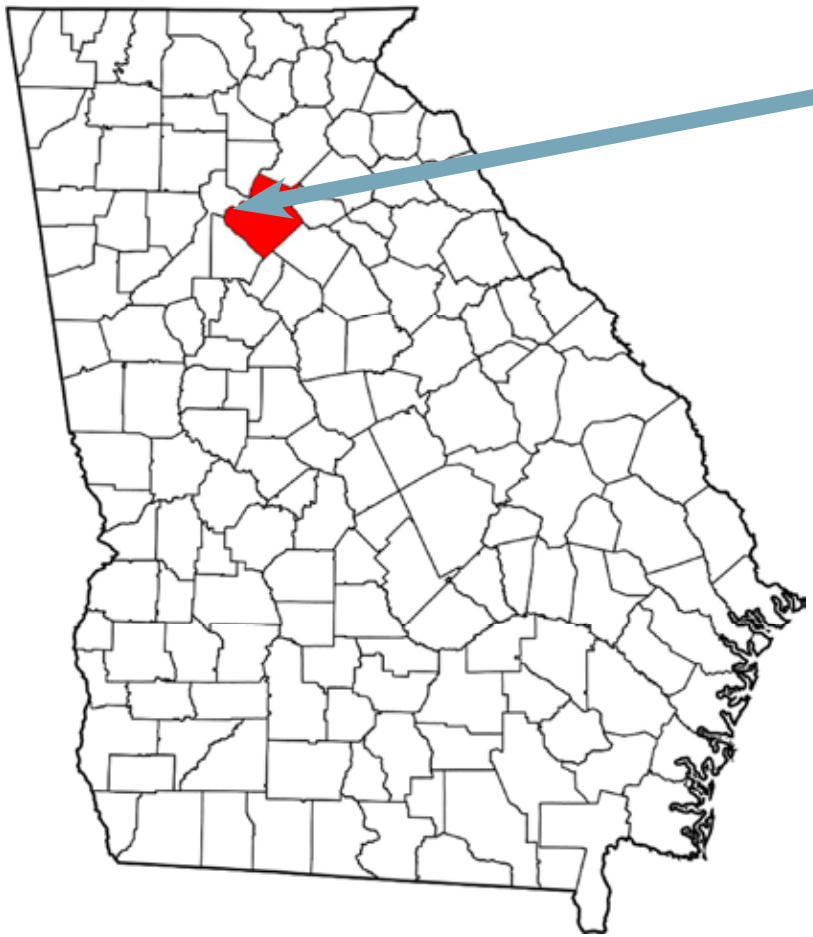
City Demographics	
Population	40,978
Median Age	35
Median Household Income	$94,594
Average Household Size	2.6 persons
Median Home Value	$273,600

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

Major Employers	Employees
Comcast	682
Phoenix Corp.	618
Siemens Industry	475
Immucor Inc.	472
CareerBuilder LLC	464
Parallon Business Solutions	450
Navex Global Inc.	420
Consumer Source Holdings	409

City Location

Peachtree Corners is in western Gwinnett County, Georgia. It is a northern suburb of Atlanta, and is the largest city in Gwinnett County, with an estimated population of 40,531 in 2014. Peachtree Corners is the only one of Atlanta's northern suburbs that was developed as a planned community.





City Hall

147 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
Stone Mountain Park: 16.5 miles
Dahlonega Wineries: 50 miles

Elected Officials



Mayor
Mike Mason



Councilmember - Post 1
Phil Sadd



Councilmember - Post 2
Eric Christ



Councilmember - Post 3
Alex Wright



Councilmember - Post 4
Jeanne Aulbach



Councilmember - Post 5
Lorri Christopher



Councilmember - Post 6
Weare Gratwick

CITY OF
Peachtree
CORNERS
Innovative & Remarkable

City of Peachtree Corners, Georgia

Annual Operating & Capital Budget
Fiscal Year 2018



Brian L. Johnson
City Manager

Prepared by:
Finance & Administration Department

Submitted by:
Brian L. Johnson, City Manager



Brandon Branham
Finance Director

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Section 1

Introduction & Overview

City of Peachtree Corners
Annual Operating & Capital Budget
Fiscal Year 2018

Budget Message

In accordance with Section 6.24 of the City of Peachtree Corners City Charter, we proudly present the following Fiscal Year (FY) 2018 Budget and Budget Message to all residents and City Council for review, examination and consideration. We are a community comprised of individuals, families, and businesses, and we encourage feedback and involvement from all throughout the budget development process to align our City's fiscal needs with prudent management and oversight and establish a collective vision for the future of the City of Peachtree Corners.

The proposed FY 2018 Budget carefully allocates funding sources and appropriations to produce a balanced budget which equalizes anticipated revenues with proposed expenditures. Through cautious and fiscally pragmatic planning, the City seeks to maintain an unaltered millage rate of 0 and prioritize investment to steadily improve infrastructure and quality of life for the benefit of our citizens.

The City has accomplished both discernable and operational success since its incorporation five years ago. Our history of strategic financial administration, stable prioritization of service and infrastructure improvements and the accurate balancing of needs with desires, ensures the City is well-positioned to tackle the improvements and investments necessary to achieve community-driven aspirations and future success.

The FY 2018 Budget provides a roadmap for the City to invest and innovate, strengthening the foundations of resilience (infrastructure and amenities) while carefully administering to the quality of life characteristics which define Peachtree Corners today. This fiscally conservative approach will help galvanize efforts to cautiously manage revenue growth and essential advancements while furthering aspirational prospects for continued fulfillment of fundamental goals.







Overview of FY 2017 Accomplishments

Over the course of 2017, Peachtree Corners was the beneficiary of corporate relocations, building, and expansions which provided for moderate economic development growth. The positive advances from 2017 provide for the fifth year in a row where the City anticipates a surplus of revenue over expenditures and the further accumulation of operating and long-term reserves, all while maintaining a zero-millage rate.

The focus of 2017 efforts centered on delivering improvements, establishing realistically achievable programs to tackle priorities and goals established by our citizens, community members, and the Mayor and City Council.

Improvements included breaking ground on Town Center, the installation of sidewalk and pedestrian improvements, paving major corridors and the development of a Trail Master Plan to enhance walkability and guide future recreational offerings for the community.

Continued outlay for safety, transportation and infrastructure improvements helped to promote quality of life benefits and uphold the City's reputation and civic pride. The following list of select accomplishments underscores the City's commitment to persistent progress and improvement:

Community Planning Efforts

- Updated the City's zoning code
- Hosted three Household Shredding and Electronic Recycling Events for the community
- Renewed Tree City USA status
- Finished the Trail Master Plan
- Initiated Occupational Tax Certificate inspections
- Began work on the Innovation Hub Master Plan

Transportation and Infrastructure

- Completed over 7.25 lane miles of pavement resurfacing. The City has now completed paving on over 13% of the total lane miles in the city.
- Completed sidewalks on Technology Parkway
- Received a national recognition award from ACEC for the Peachtree Corners Geo-Spatial Project
- Managed the installation of new streetlights along Lou Ivy Road, Medlock Bridge Road, and Peachtree Corners Circle

Economic Development

- Launched a business incubator to assist startup companies in the hardware and software industry.
- Created an economic development market packet for businesses and brokers.
- Developed Strategic Plan for Economic Development including a Business Retention and Expansion (BRE) Plan.
- Assisted in the relocation of new corporate headquarters from Perimeter to Peachtree Corners, a move representing approximately 500 new jobs and $15 million in capital investment over the next three years

City Clerk

- Coordinated legal training for all staff pertaining to open records.
- Conducted a special election with over 600 voter turnout.
- Chaired education committee for Georgia Clerks.
- Received International Institute of Municipal Clerks certification.

Finance and Administration

- Completed City's fourth audit with a clean opinion and no findings
- Implemented an online payment and forms system for businesses and residents
- Managed the integration of a LiDar based project into the City's GIS system
- Managed the negotiated financing and the successful closing for a new city hall facility
- Implemented an electronic accounts payable and invoice routing system
- Managed the process to complete the fifth consecutive balanced annual budget
- Managed the launch of a web–based GIS system for businesses and residents

Marketing & Public Relations

- Completed the development of, and launched a new city website of over 150 pages getting nearly 216,000 pageviews.
- Launched an online document submission application.
- Continued successful monthly e-newsletter with over 40% open rate.
- Coordinated "Proud to be Peachtree Corners" campaign
- Produced annual report highlighting the City's achievements.



Overall Economic Condition of the City

Franchise fees and business licenses are about even with last year's pace. The City experienced a budget shortage in Title Ad Valorem Tax due to the reclassification of funds by the State. The diversity in the City's revenue streams however has led the city to sustain these changes. Building permits continue to be strong as a result of business relocations and expansions. The City's overall revenues are anticipated to exceed $18 million.

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

Budget Brief

The primary points of emphasis of the FY 2018 Budget include continued efforts to promote and sustain land use and administer the vital infrastructure needs and requirements of our City. The FY 2018 Budget includes an opportunity to implement improvements to city roads, intersections and trails which are based on the Transportation and Trail Master Plans as influenced and driven by the community. These plans help provide Peachtree Corners with a path forward for the next five-plus years.

The FY 2018 Budget totals approximately $20 million in revenues for all appropriated funds. Key elements of the FY 2018 Budget include an allocation of more than $5 million for paving, intersection and sidewalk improvements and specific allocations for long-term enhancements such as the Spalding Drive widening project, Jimmy Carter at Buford Highway intersection improvement, and Holcomb Bridge and Spalding Drive intersection improvement.

Approximately $7 million in revenue is budgeted for operations and cash reserves. Based on Council policy, the FY 2018 Budget anticipates maintaining a reserve sufficient to cover government operations at 25% of operating and debt service expenditures and upholds the City's zero-millage rate. As operational levels and residents' expectations for services gradually rise on an annual basis, maintaining a zero-millage rate remains both practical and pragmatic.

The FY 2018 Budget includes a $1.25 million transfer in General Fund dollars to pay costs associated with the Town Green Project.

2017 General Fund Budget Summary

	FY2015 Actuals	*FY2016 Actuals*	*FY2017 Amended Budget*	*FY2018 Budget*
Fees & Taxes	8,676,721.19	8,908,712.30	8,704,223	8,615,000
Licenses & Permits	984,168.96	1,045,889.12	1,071,000	2,018,000
Intergovernmental	0.00	0.00	0	0
Fines & Forfeitures	6,909.51	8,507.36	4,200	8,000
Interest Earned	3,807.35	2,397.27	800	1,000
Miscellaneous Revenue	26,108.00	380,612.48	13,090,932	2,523,269
Total General Fund Revenues	**9,697,715.01**	**10,346,118.53**	**22,871,155**	**13,165,269**
City Council	94,010.41	83,057.15	112,759	111,061
City Manager	245,186.41	272,838.89	525,928	539,266
City Clerk	158,658.42	272,034.72	263,101	313,505
Finance/Administration	336,816.29	266,566.83	275,696	315,074
Legal	161,606.83	139,916.35	235,000	225,000
Public Information	235,192.81	283,475.96	386,153	379,518
General Operations	1,430,155.84	1,401,341.46	1,179,900	1,743,000
Facilities and Buildings	172,631.86	751,782.15	12,474,989	5,571,712
Contingency	76,948.81	0.00	3,120,916	0
Community Development	400,860.48	655,594.24	1,004,801	759,465
Building Department	393,056.29	415,236.55	403,255	615,000
Code Enforcement	420,743.40	588,441.24	622,700	430,000
Planning & Zoning	233,746.32	217,467.36	220,000	210,000
Public Works	1,182,955.86	1,647,176.40	2,045,957	1,952,668
Debt Service	0.00	0.00	0	0
Total Expenditures	**5,542,570.03**	**6,994,929.30**	**22,871,155**	**13,165,269**

Strategic Goals: Invest and Innovate

In 2017 the City embarked on several key planning and prioritization projects (The Trail Master Plan, The Innovation Hub Master Plan and The Comprehensive Transportation Plan) while simultaneously taking on important infrastructure upgrades within paving, walkability and creating efficiencies related to customer service and financial oversight.

The improvement projects and accomplishments of 2016 established a path for progress which helped begin the task of addressing stability and cultivating emergent amenities. Having worked hard over the past five years since incorporation, the City has reached a level of maturity and public confidence where it can establish a physical presence in its own City Hall building. A building secured through a purchase in 2017, which will serve as a future home and center for municipal governance and guidance. The building purchase, a $8 million debt agreement to cover the acquisition and building modifications/upgrades, was strategically structured to include low-interest (tax exempt and taxable) rates with flexible payment terms, and ownership of the property at the conclusion of the agreement.

A consistent message has started to arise from the community. The message speaks to renewed activity and a refreshed charm found in gathering places. Picking up on this vibrancy, the City is leveraging its FY 2018 Budget to Invest in the community's pursuit of improved infrastructure, roads, sidewalks and trails, while creating new ways to Innovate the beneficial assets and opportunities existing today, which in turn, affect the quality of life of tomorrow.

With a recharged focus on finding ways to Invest and Innovate, each of the City's departments set goals and expectations for 2018 rooted in admirable and achievable programs. Programs which would help to address both short and long-term priorities and advance critical developments. The proposed initiatives and budget requests from departments reflect community defined initiatives, plans and capital enhancements designed to enliven, enrich, and improve.





Key Intersection Upgrades to Address Congestion, Flow:

Roads and intersections in the corridors and select character areas have experienced traffic congestion issues at peak travel times. In an effort to help offset the volume and flow of traffic at critical intersections, the City is implementing upgrades and improvements. Work will be done in 2018 to complete the operational and safety improvements at the Holcomb Bridge and Jimmy Carter intersection and work will begin on the construction of improvements planned for the Medlock Bridge Road at Peachtree Corners Circle intersection.

Paving, Pedestrian Improvements and Trail Connections:

The 2018 FY Budget contains $1.5 Million to address the paving and resurfacing of city streets. The goal of the 2018 paving efforts would be to complete over 7 lane miles of pavement resurfacing. The overall condition of the streets will continue to deteriorate at an accelerated rate without maintenance or reconstruction, which is the reason for an aggressive annual investment and also to reduce the backlog of roads in poor condition. In an attempt to create future trail and pedestrian connections throughout the city, the FY 2018 Budget includes money to construct Phase I and Phase II of the multi-use trail linking Peachtree Parkway to Medlock Bridge through Technology Park. Additional pedestrian improvements planned for 2018 include sidewalks along Technology Parkway South, Frank Neely Road, and gaps on Peachtree Corners Circle.

Engage, Involve & Improve City Operations:

In 2017, a concerted effort to provide and maintain extraordinary customer service across all departments was a high priority. In 2018, technology and staffing efficiencies and improvements will take shape to further this effort. The additions include updates to the Zoning Ordinances and sign regulations to be more in line with community-driven Master Plan input. Back end systems will also undergo an upgrade with the addition of new permitting and licensing online application and an enhanced voter check in software. Citizen engagement activities will continue to be offered at numerous times throughout 2018 and staff will manage and support 2018 Town Halls, Arts Committee, economic development initiatives, public works projects (paving, sidewalks, bike lanes, etc.) and trail projects. All of these enhancements will be guided by attentive and conservative fiscal stewardship, a hallmark of the first five years of cityhood and a consistent promise which has provided for successful and balanced financial management of resources.

Challenges

The future must remain in step with the community's vision in order to receive the acceptance, involvement and buy-in necessary for the successful implementation of various upgrades and improvements, coupled with long-term development initiatives. Each year inherent challenges are presented and require appropriate preparation, discussion and analysis to properly address both anticipated and unforeseen challenges. Several of the key challenges the City may face over the coming year include:

Balance Improvements/Upgrades with Public Tolerance of Disruptions

Each year, the City initiates construction improvements and maintenance procedures on roads, sidewalks, and assets which are in need of repair, overhaul or redesign. These essential and necessary advancements often result in closures, detours, temporary disruptions or inconveniences which create potential difficulties and issues for residents, visitors and businesses. To minimize or potentially mitigate widespread problems, the City will need to carefully consider the thoughtful timing of projects, the tiered communications (before, during, and after) surrounding projects, the efficient management of project teams/ contractors to adhere to quality delivery within promised schedules, and analyze and address risk factors or uncertainties which may arise so workable solutions can be created.

Balance Increasing Demand for Services with Limited Staff, Financial Resources

As more new amenities, facilities, and events are added annually, the City will experience the ever-growing and changing need to appropriately prepare, staff, maintain and manage public offerings and occasions, ultimately requiring requests for new or additional levels of service. To meet the growing demand, it will be essential for the City to routinely examine and analyze staffing and service levels against financial obligations and resources to make necessary decisions as to how, and to what extent, service will be delivered and planned for in the future. Whether these services are to be accomplished through additional funding or through staff or contract personnel, or a combination thereof, will become a management and/or policy decision which calls for systematic and thorough insight into best practices and consideration for continuation.



Relevant and Timely Training of Elected and Appointed Officers and Public Servants

As a City government ages and develops over any number of years, the organization, duties, responsibilities and performance of elected or appointed individuals adjusts and matures over time to coincide with the intents, pleasures and demands which its citizens and businesses place upon it. To stem the potential for drifting away from the core values of and vision for the City, while also adapting to subtle fluctuations in the social, economic and political petitions of the community, proper training and specialized guidance will need to be offered in order for elected or appointed individuals to effectively carry out policy and regulations for the benefit of the City today and well into the future. This relevant and timely training could be administrated through experienced organizations or individuals aware of the needs of Peachtree Corners and the standards and practices for the successful implementation of ethically sound and responsible government operations.

Foster Growth While Ensuring Community-Appropriate Developments

No community seeks to overdevelop or burden itself or infrastructure beyond fiscal capabilities or to the detriment of future residents and businesses. For this reason, appropriate levels of growth, in accord with updated master plans and geographic zoning restrictions, must be balanced in a manner suitable for a majority of the community and with an eye toward helping Peachtree Corners thrive, grow and continually improve overall quality of life for residents, businesses and visitors. This careful equilibrium can be achieved through planning, direction and civic engagement efforts to enable staff, developers and the public to work in unison on community-driven goals and a shared vision for suitable and dynamic improvements over time.





FY 2018 Expenditure Highlights

The FY 2018 Budget places an emphasis on investments in key infrastructure, paving and trails and is a direct response to community-identified needs and requests. The City has created a FY 2018 Budget list of key expenditures and improvements which focus on taking care of critical community assets and amenities as a means of delivering for the future. This commitment can be found within the following overview of project and initiative disbursements:

Paving / Infrastructure

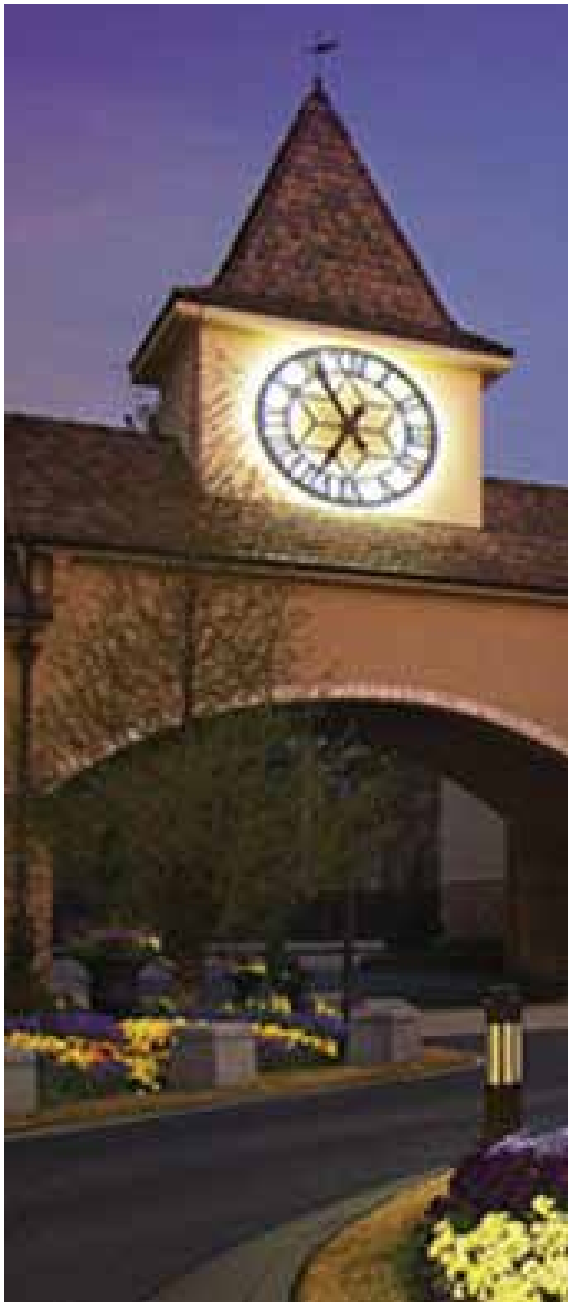
- 2018 Road Resurfacing & Paving ($1.5 Million)
- Peachtree Corners and Medlock Bridge Road roundabout ($1.5 Million)
- Completion of Jimmy Carter & Holcomb Bridge ($300,000)

Trails/Pedestrian Safety

- Phase I Trail ($800 Thousand)
- Corners Parkway Sidewalk ($220,000)
- Frank Neely Sidewalk ($100,000)
- Technology Parkway South Sidewalk ($270,000)
- Peachtree Corners Circle Sidewalk ($291,000)
- Street Lighting ($75 Thousand)

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 reasons for becoming a City – namely the local control over community development, property blight, and infrastructure to improve the quality of life for all of Peachtree Corners residents, businesses, and visitors.

Issues on the Horizon



Throughout 2017 both the City and private sector businesses were extremely active in project construction efforts and improvement initiatives. Several of those large projects have reached completion (repaving and sidewalk construction as well as new gas lines installed by Atlanta Gas Light) while others are still in process (the improvements at the 141 split, Jimmy Carter and Holcomb Bridge intersection, repaving and sidewalk construction). It will remain important to monitor and address construction activity and changes at various locations in the City to ensure access, safety and efficiencies are not affected.

Similarly, construction activities and demand for services often result in project delays and pricing increases as the market providers become busier and materials rise in availability and expense. The potential for rising interest rates and increased construction costs is possible and this could impede borrowing, construction, and development initiatives within the city and region.

City departments and their contracted partners are consistently looking to take on more and more responsibilities through either organic evolution of community needs or through the direct requests for additional programs and offerings. It will be critical to properly balance new projects and requests at the expense rate of existing levels while also planning for a world of changing priorities.

The City recently closed on the purchase of the 310 Technology Pkwy for its new City Hall facility which will become the first non-leased home for City Hall since incorporation. Finding a home which is owned versus leased is a beneficial long-term investment but it does come with some short term outlay of funds to cover the purchase. It will also require modifications and adjustments/improvements prior to the move-in of City staff and support service providers. This is an important and highly visible step forward for the City as it establishes a home which supports the revitalization of Technology Park.

The condition of the national and regional economy has improved but a complete return to the growth levels experienced before the recession is still yet to be seen. In a careful and economically prudent manner, the City must prepare for perceived gaps in revenue streams and identify potential longer-term external factors which may be out of the City's control but also present issues for pragmatic economic management.



Summary

The proposed FY 2018 Budget provides for a means to Invest and Innovate, vigilantly partnering with the community to attend to future strength and effective enhancements. With the advent of a new city hall, important intersection improvements and the careful oversight of a multi-use trail, the City is structured to deliver a dependable and fiscally sound blueprint in line with the community's vision of a connected Peachtree Corners. We look forward to reviewing and discussing the FY 2018 Budget proposal over the next two months and appreciate your thoughtful input throughout the process.

Sincerely,

Brian L Johnson

Brian L. Johnson, ICMA-CM
City Manager




Peachtree
CORNERS
CITY LIMITS
TREE CITY USA





Non-Financial Goals

STRATEGIC GOALS

1. Promote possible and balanced redevelopment
2. Actively pursue comprehensive infrastructure improvements
3. Create an atmosphere in which businesses thrive

STRATEGIC GOAL 1

Promote responsible and balanced redevelopment

What we have done...

- Passed several ordinances to require energy efficiencies in new construction and remodels
- Acquired permit tracking software that will greatly improve service to customers
- Revised the zoning ordinance to align with our communities interests and quality of life

What we plan to do...

- Implement new online permitting/ planning documents
- Explore a possible LCI for the Peachtree Industrial Boulevard and Winters Chapel area in partnership with the City of Dunwoody
- Complete an update to Peachtree Corners sign regulations
- Continue Zoning Ordinance updates

STRATEGIC GOAL 2

Actively pursue comprehensive infrastructure improvements

What we have done...

- Continued implementation of the 5-year paving plan
- Continued sidewalk improvements guided by the sidewalk improvement plan
- Completed the Comprehensive Transportation Plan
- Completed pedestrian safety projects, including the installation of new streetlights along several pedestrian friendly corridors

What we plan to do...

- Implement the 5-year capital plan
- Continue sidewalk improvements guided by the sidewalk improvement plan
- Complete pedestrian safefy projects, including a rapid flashing beacon at Peachtree Corners and Eastman Trail

STRATEGIC GOAL 3

Create an atmosphere in which businesses thrive

What we have done...

- Launched a business incubator focused on startup hardware and software companies
- Implemented a new Economic Development Strategy in coordination with our community partners
- Began work on an Innovation Hub Master Plan to revitalize Technology Park Atlanta

What we plan to do...

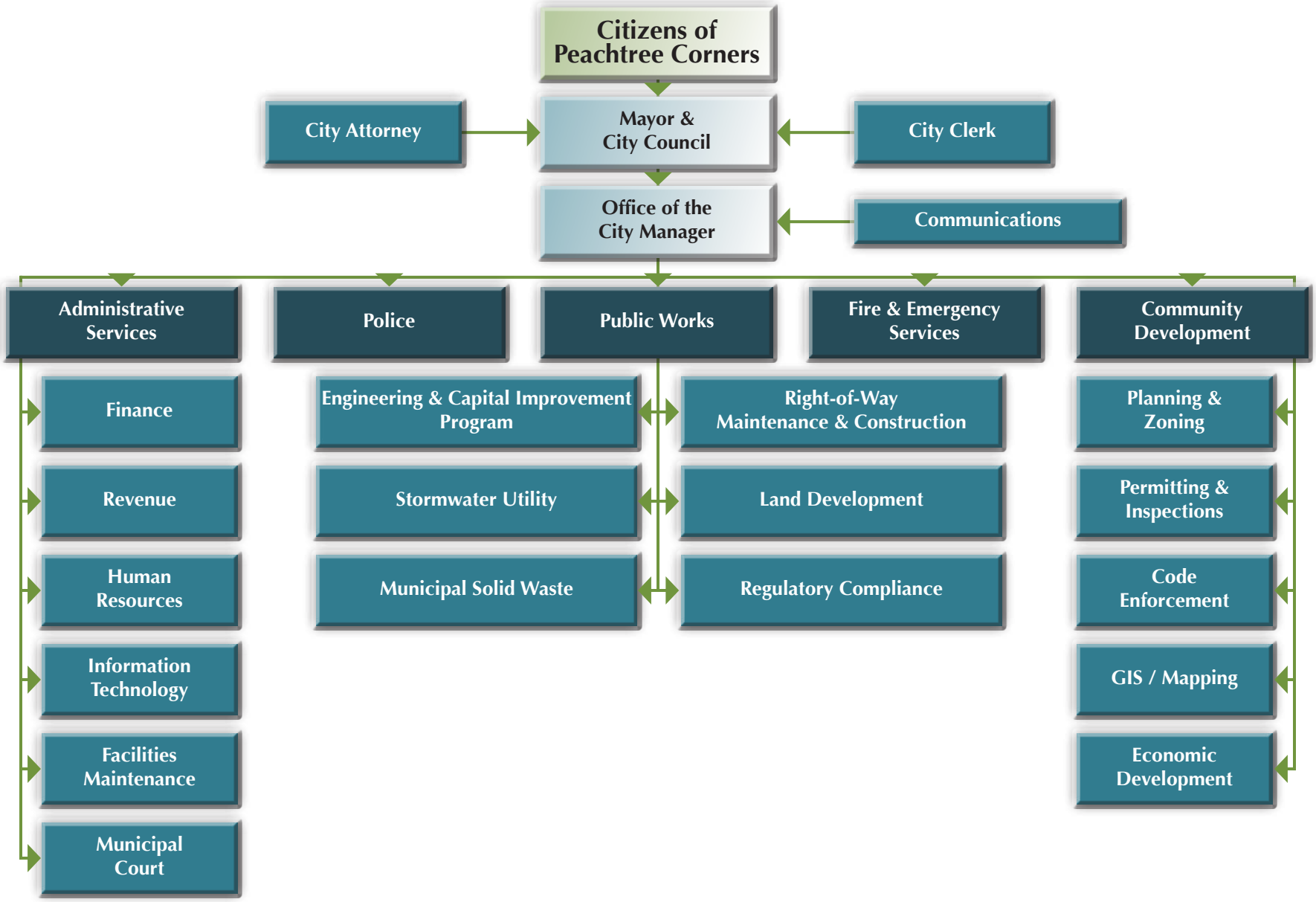
- Continue to work closely with Partnership Gwinnett to market our unique attributes for companies to relocate
- Continue to work cooperatively with property owners, brokers and our community partners to retain and expand existing businesses
- Continue to grow business incubator

Section 2

Financial Structure, Policy, & Process

City of Peachtree Corners
Annual Operating & Capital Budget
Fiscal Year 2018

Organizational Chart by Department

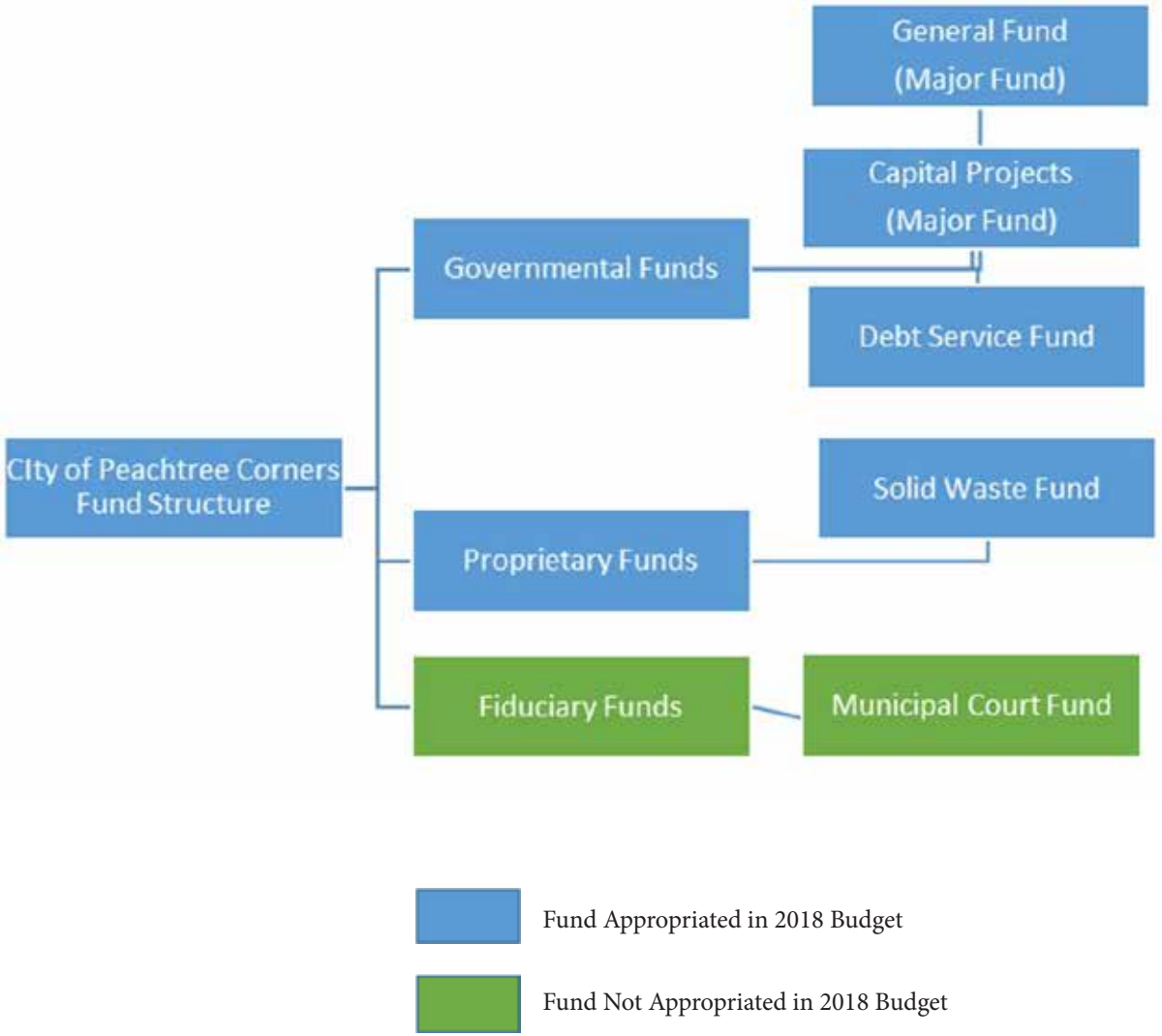


Fund Structure

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 in a government can vary. The City of Peachtree Corners currently uses seven governmental funds and one proprietary fund to account for the use of financial resources. The City's funds are detailed below by fund type.



Fund Major Revenue Sources and Services Provided

Fund Title	Major Revenue Sources	Services Provided
General	• Business & Occupation Taxes • Licenses & Permits • Franchise Fees • Charges for Services	• General Government • Community Development • Public Works
Capital Projects	• SPLOST	• Payments for long-lived capital assets, such as buildings, equipment, infrastructure, capital improvements, etc.
Debt Service	• Transfers from other funds	• Principal and Interest payments for long-term debt service obligations
Solid Waste	• Solid Waste charges	• Payments to operate solid waste services
Municipal Court	• As a fiduciary fund, the Municipal court fund does not have a revenue source	• Transfers to the general fund • Payments to individuals and state agencies as a result of court proceedings







Fund Descriptions

General Fund

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

Capital Projects Funds

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

SPLOST Fund

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

Debt Service Funds

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

Proprietary Fund

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

Fiduciary Fund

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

Financial Policies and Procedures

Accounting Policies

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

A. SCOPE

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

B. GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

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

C. FUND STRUCTURE

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

D. CHART OF ACCOUNTS

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

Cash Management Policy

A. Procedures for Cash Collection Points

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

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

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

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

B. Cash received in person

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

C. Cash received Through the Mail

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

D. Balancing of Cash Receipts

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

E. Preparation of Deposits

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

E. 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.

F. PRE-NUMBERED RECEIPTS

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

G. 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.

G. 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

AAny 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 STABLIZATION RESOURCES

The City shall establish a fund balance assignment in the General Fund for working capital purposes. The purposes of working capital are 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 STABLIZATION 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 at 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 at 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.

2017-2018 Budget Calendar

JULY 2017

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

AUGUST 2017

Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		

SEPTEMBER 2017

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OCTOBER 2017

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NOVEMBER 2017

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DECEMBER 2017

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December 16

Calendar prepared & distributed

January 17

City Manager meets to discuss anticipated revenues with staff

February 17

Budget preparation forms made available for Department Directors

March 17

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

April 17

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 17

Budget adoption meeting advertised

First read of budget ordinance

June 17

Budget adoption meeting advertised

Public Hearing on budget is held
Budget adopted
Appropriation Ordinance adopted
Revenue Ordinance adopted

July 17

2018 Budget entered in Financial System

JANUARY 2018

Su	M	Tu	W	Th	F	Sa
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FEBRUARY 2018

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MARCH 2018

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APRIL 2018

Su	M	Tu	W	Th	F	Sa
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29	30					

MAY 2018

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JUNE 2018

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Section 3

Financial Summaries

City of Peachtree Corners
Annual Operating & Capital Budget
Fiscal Year 2018

Revenue Anticipations and Expenditure Appropriations

FY2018 GENERAL FUND BUDGET SUMMARY

	FY2015 Actuals	*FY2016 Actuals*	*FY2017 Amended Budget*	*FY2018 Budget*
Fees & Taxes	8,676,721.19	8,908,712.30	8,704,223	8,615,000
Licenses & Permits	984,168.96	1,045,889.12	1,071,000	2,018,000
Intergovernmental	0.00	0.00	0	0
Fines & Forfeitures	6,909.51	8,507.36	4,200	8,000
Interest Earned	3,807.35	2,397.27	800	1,000
Miscellaneous Revenue	26,108.00	380,612.48	13,090,932	2,523,269
Total Revenues	**9,697,715.01**	**10,346,118.53**	**22,871,155**	**13,165,269**
City Council	94,010.41	83,057.15	112,759	111,061
City Manager	245,186.41	272,838.89	525,928	539,266
City Clerk	158,658.42	272,034.72	263,101	313,505
Finance/Administration	336,816.29	266,566.83	275,696	315,074
Legal	161,606.83	139,916.35	235,000	225,000
Public Information	235,192.81	283,475.96	386,153	379,518
General Operations	1,430,155.84	1,401,341.46	1,179,900	1,743,000
Facilities and Buildings	172,631.86	751,782.15	12,474,989	5,571,712
Contingency	76,948.81	0.00	3,120,916	0
Community Development	400,860.48	655,594.24	1,004,801	759,465
Building Department	393,056.29	415,236.55	403,255	615,000
Code Enforcement	420,743.40	588,441.24	622,700	430,000
Planning & Zoning	233,746.32	217,467.36	220,000	210,000
Public Works	1,182,955.86	1,647,176.40	2,045,957	1,952,668
Debt Service	0.00	0.00	0	0
Total Expenditures	**5,542,570.03**	**6,994,929.30**	**22,871,155**	**13,165,269**

Revenue Anticipations and Expenditure Appropriations

FY2018 SOLID WASTE FUND BUDGET SUMMARY

	FY2015 Actuals	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budget*
Sanitation	1,275,143.72	1,299,879.00	1,115,000.00	1,300,000.00
Total Revenues	**1,275,143.72**	**1,299,879.00**	**1,115,000.00**	**1,300,000.00**
Operating Supplies/Sanitation	12,310.59	5,263.30	15,000.00	30,000.00
Contractual Svcs/Waste Pro	1,144,808.22	1,232,060.70	1,100,000.00	1,270,000.00
Total Expenditures	**1,157,118.81**	**6,994,929.30**	**1,115,000.00**	**1,300,000.00**

FY2018 SPLOST FUND BUDGET SUMMARY

	FY2015 Actuals	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budget*
Capital Improvement 2014	6,065,265.48	6,196,928.00	5,700,000.00	0.00
Capital Improvement 2017	0.00	0.00	800,000.00	5,700,000.00
Total Revenues	**6,065,265.48**	**6,196,928.00**	**6,500,000.00**	**5,700,000.00**
Roadways and Walkways	1,590,993.53	2,107,414.00	5,700,000.00	5,700,000.00
Total Expenditures	**1,590,993.53**	**2,107,414.00**	**5,700,000.00**	**5,700,000.00**

FY2018 ALL FUNDS TOTALS

	FY2015 Actuals	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budget*
Total Revenues	**17,038,124.21**	**17,842,925.53**	**16,961,000.00**	**18,254,523.00**
Total Expenditures	**8,290,682.37**	**10,339,667.30**	**16,161,000.00**	**18,254,523.00**

Statement of Revenue and Expenditures

	FY2015 Audited	*FY2016 Audited*	*FY2017 Amended Budget*	*FY2018 Budget*
Beginning Fund Balance	**7,358,406**	**9,384,349**	**12,735,537**	**12,735,537**
Fees & Taxes	8,677,239	9,232,996	8,704,223	8,615,000
Licenses & Permits	982,359	1,051,717	1,071,000	2,018,000
Intergovernmental	0	0	0	0
Fines & Forfeitures	6,906	8,507	4,200	8,000
Interest Earned	3,971	2,397	800	1,000
Miscellaneous Revenue	131,610	380,612	13,090,932	2,523,269
Total General Fund Revenues	**9,802,085**	**10,346,119**	**22,871,155**	**13,165,269**
City Council	94,010.41	83,057.15	112,759	111,061
City Manager	245,186.41	272,838.89	525,928	539,266
City Clerk	158,658.42	272,034.72	263,101	313,505
Finance/Administration	336,816.29	266,566.83	275,696	315,074
Legal	161,606.83	139,916.35	235,000	225,000
Public Information	235,192.81	283,475.96	386,153	379,518
General Operations	1,430,155.84	1,401,341.46	1,179,900	1,743,000
Facilities and Buildings	172,631.86	751,782.15	12,474,989	5,571,712
Contingency	76,948.81	0.00	3,120,916	0
Community Development	400,860.48	655,594.24	1,004,801	759,465
Building Department	393,056.29	415,236.55	403,255	615,000
Code Enforcement	420,743.40	588,441.24	622,700	430,000
Planning & Zoning	233,746.32	217,467.36	220,000	210,000
Public Works	1,182,955.86	1,647,176.40	2,045,957	1,952,668
Debt Service	0.00	0.00	0	0
Total Expenditures	**5,542,570.03**	**6,994,929.30**	**22,871,155**	**13,165,269**
Fund Balance June 30	**9,384,349**	**12,735,537**	**12,735,537**	**12,735,537**

General Fund Revenue Detail

General Property Tax	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-310-31100-31100 Ad Valorem Tax-Current Year	0.00	0.00	0	0
100-310-31100-31110 Public Utility Tax	0.00	0.00	0	0
100-310-31100-31200 Ad Valorem Tax-Prior Year	3,451.45	488.22	0	0
100-310-31100-31310 Motor Vehicle Tax	154.07	32.06	0	0
100-310-31100-31315 Title Ad Valorem Tax	752,918.18	608,791.44	280,000	275,000
100-310-31100-31320 Mobile Home Tax	0.00	0.00	0	0
100-310-31100-31325 Heavy Equipment Tax	0.00	0.00	0	0
100-310-31100-31340 Intangible Tax Revenue	0.00	0.00	0	0
100-310-31100-31350 Railroad Equipment Tax	0.00	0.00	0	0
100-310-31100-31360 Real Estate Transfer Tax	0.00	0.00	0	0
100-310-31100-31370 Franchise Fees	3,028,562.59	3,053,323.95	3,000,000	3,300,000
Subtotal	**3,785,086.29**	**3,662,635.67**	**3,280,000**	**3,575,000**

Selective Sales & Use Tax	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-310-31400-34200 Alcoholic Beverage Excise Tax	269,863.95	253,258.99	238,000	240,000
100-310-31400-34300 Local Option Mixed Drink	101,444.09	112,044.23	110,000	100,000
100-310-31400-34900 Other Selective Tax	11,194.61	15,836.34	13,800	0
Subtotal	**382,502.65**	**381,139.56**	**361,800**	**340,000**

Business Taxes	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-310-31600-31610 Business & Occupation Taxes	2,396,689.41	2,567,228.49	2,571,000	2,450,000
100-310-31600-31620 Insurance Premium Tax	2,050,114.78	2,190,210.64	2,372,423	2,150,000
100-310-31600-31630 Financial Institutions Taxes	62,328.06	106,543.99	119,000	100,000
Subtotal	**4,509,132.25**	**4,863,983.12**	**5,062,423**	**4,700,000**

PEN & INT ON DELINQ TAX	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-310-31900-39100 Pen & Int on Delinq Tax	163.85	953.95	0	0
Subtotal	**163.85**	**953.95**	**0**	**0**

BUSINESS LICENSE	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-320-32100-32110 Alcoholic Beverages	351,510.00	367,765.00	404,000	375,000.00
100-320-32100-32120 General Business License	0.00	0.00	0	0.00
100-320-32100-32190 Other Licenses/Permits	0.00	1,050.00	1,500	0.00
100-320-32100-32210 Insurance License	14,500.00	21,470.00	20,500	18,000.00
Subtotal	**366,010.00**	**390,285.00**	**426,000**	**393,000.00**

LICENSES & PERMITS	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-320-32200-32200 Building Permits	578,073.96	610,939.92	600,000	1,500,000.00
100-320-32200-32202 Development Permits	40,085.00	44,664.20	45,000	125,000.00
Subtotal	**618,158.96**	**655,604.12**	**645,000**	**1,625,000.00**

REGULATORY FEES	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-320-32300-32300 Regulatory Fees	0.00	0.00	0.00	0.00
100-320-32300-32310 Inspection Fees	0.00	0.00	0.00	0.00
Subtotal	**0.00**	**0.00**	**0.00**	**0.00**

FEDERAL GOVERNMENT GRANTS	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-330-33100-32310 Federal Grants	79,747.81	0.00	0.00	0.00
Subtotal	**79,747.81**	**0.00**	**0.00**	**0.00**

STATE GOVERNMENT GRANTS	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-330-34300-33401 State Grants Received	8,189.45	50,000.00	9,160	0.00
Subtotal	**8,189.45**	**50,000.00**	**9,160**	**0.00**

GENERAL COVERNMENT	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-340-34000-34119 Other Fees	-1,917.87	3,938.12	75,000	0.00
100-340-34000-34190 Election Qualifying Fees	0.00	1,710.00	0	0.00
100-340-34000-34430 Electricity	516.80	324,284.36	324,000	324,000.00
Subtotal	**-1,401.07**	**329,932.48**	**399,000**	**324,000.00**

FINES AND FOREITURES	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-350-35100-35100 Municipal Court	6,909.51	8,507.36	4,200	8,000.00
Subtotal	**6,909.51**	**8,507.36**	**4,200**	**8,000.00**

INTEREST REVENUES	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-360-36100-36100 Interest Revenues	3,807.35	2,397.27	800	1,000.00
Subtotal	**3,807.35**	**2,397.27**	**800**	**1,000.00**

CONTRIBUTION/DONATIONS	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-370-37100-37100 General City	26,000.00	500.00	0.00	0.00
Subtotal	**26,000.00**	**500.00**	**0.00**	**0.00**

OTHER CHARGES FOR SERVICES	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-340-39000-34930 Bad Check Fees	108.00	180.00	180	0.00
Subtotal	**108.00**	**180.00**	**180**	**0.00**

OTHER	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-380-38900-38910 Prior Year Reserves	0.00	0.00	4,682,592	2,199,269.00
Subtotal	**0**	**0**	**4,682,592**	**2,199,269.00**

PEN & INT ON DELINQ TAX	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-390-39100-39105 Loan Proceeds	0.00	0.00	8,000,000	0.00
Subtotal	**0.00**	**0.00**	**8,000,000**	**0.00**

PROCEEDS OF GEN LONG TERM LIAB	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
100-390-39300-39350 Capital Leases	0.00	0.00	0.00	0.00
Subtotal	**0.00**	**0.00**	**0.00**	**0.00**

Total Department Revenues	9,758,415.05	10,346,118.53	22,871,155	13,165,269.00

General Fund Department Summary

	FY2015 Actuals	*FY2016 Actuals*	*FY2017 Amended Budget*	*FY2018 Budget*
City Council	94,010.41	83,057.15	112,759	111,061
City Manager	245,186.41	272,838.89	525,928	539,266
City Clerk	158,658.42	272,034.72	263,101	313,505
Finance/Administration	336,816.29	266,566.83	275,696	315,074
Legal	161,606.83	139,916.35	235,000	225,000
Public Information	235,192.81	283,475.96	386,153	379,518
General Operations	1,430,155.84	1,401,341.46	1,179,900	1,743,000
Facilities and Buildings	172,631.86	751,782.15	12,474,989	5,571,712
Contingency	76,948.81	0.00	3,120,916	0
Community Development	400,860.48	655,594.24	1,004,801	759,465
Building Department	393,056.29	415,236.55	403,255	615,000
Code Enforcement	420,743.40	588,441.24	622,700	430,000
Planning & Zoning	233,746.32	217,467.36	220,000	210,000
Public Works	1,182,955.86	1,647,176.40	2,045,957	1,952,668
Debt Service	0.00	0.00	0	0
Total Expenditures	**5,542,570.03**	**6,994,929.30**	**22,871,155**	**13,165,269**

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.

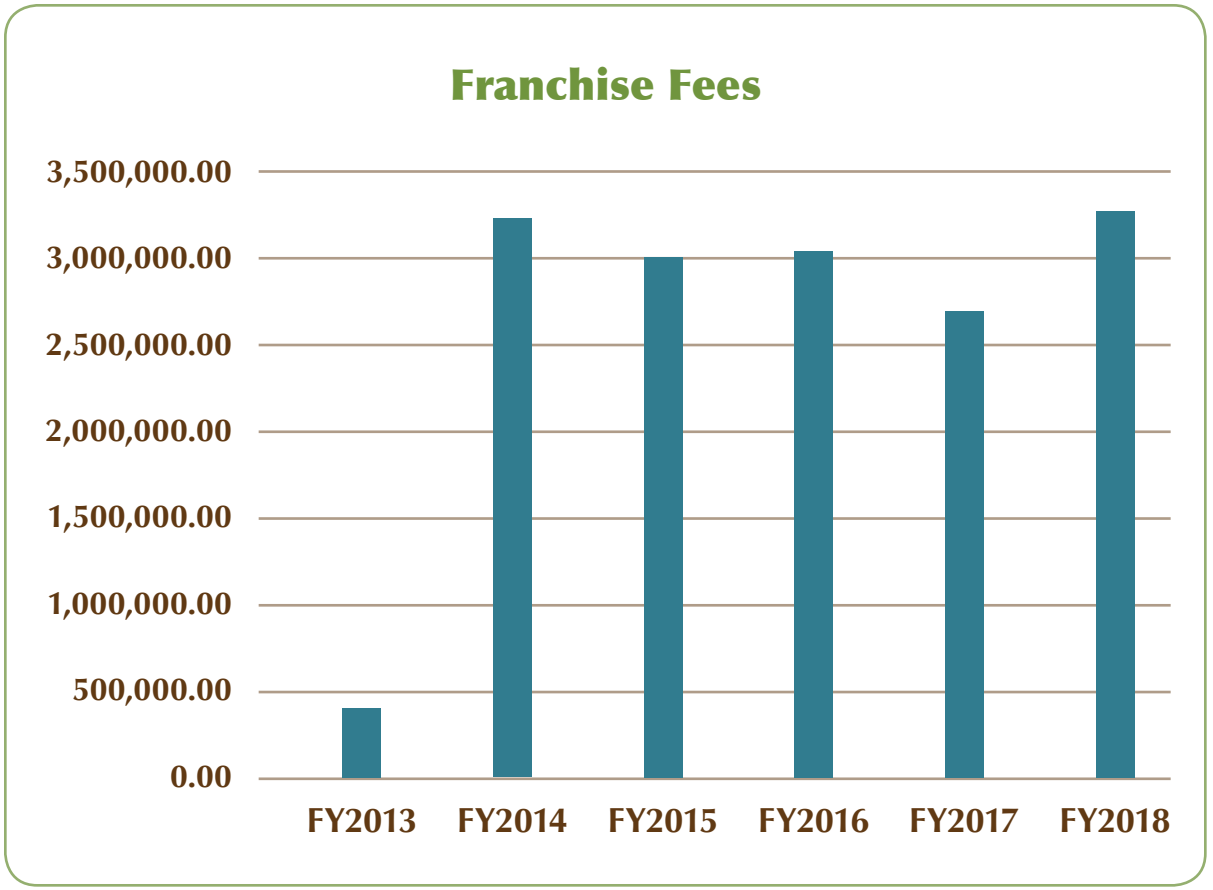
General Fund Major Revenues

General Property Tax	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017Amended Budget*	*FY2018*
100-310-31100-31370 Franchise Fees	3,028,562.59	3,053,323.95	3,000,000	3,300,000
Subtotal	**3,785,086.29**	**3,662,635.67**	**3,000,000**	**3,300,000**
Selective Sales and Use Tax				
100-310-31400-34200 Alcoholic Beverage Excise Tax	269,863.95	253,258.99	238,000	240,000
100-310-31400-34300 Local Option Mixed Drink	101,444.09	112,044.23	110,000	100,000
100-310-31400-34900 Other Selective Tax	11,194.61	15,836.34	13,800	0
Subtotal	**382,502.65**	**381,139.56**	**361,800**	**340,000**
Business Taxes				
100-310-31600-31610 Business & Occupation Taxes	2,396,689.41	2,567,228.49	2,571,000	2,450,000
100-310-31600-31620 Insurance Premium Tax	2,050,114.78	2,190,210.64	2,372,423	2,150,000
100-310-31600-31630 Financial Institutions Taxes	62,328.06	106,543.99	119,000	100,000
Subtotal	**4,509,132.25**	**4,863,983.12**	**5,062,423**	**4,700,000**

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

Franchise Fees

Franchise fees are the fees charged to utility companies for use of City streets and right-of-ways to conduct their private business of delivering telephone, cable television, natural gas, water, and other fiber optics cable services. This category represents 27% of total general fund revenues. Fiscal year 2017 represents the fourth year all franchise payments will be received for a full twelve months. The 2018 estimated amounts are presented based on assumptions from current monthly and quarterly revenues received in 2012 through 2017.

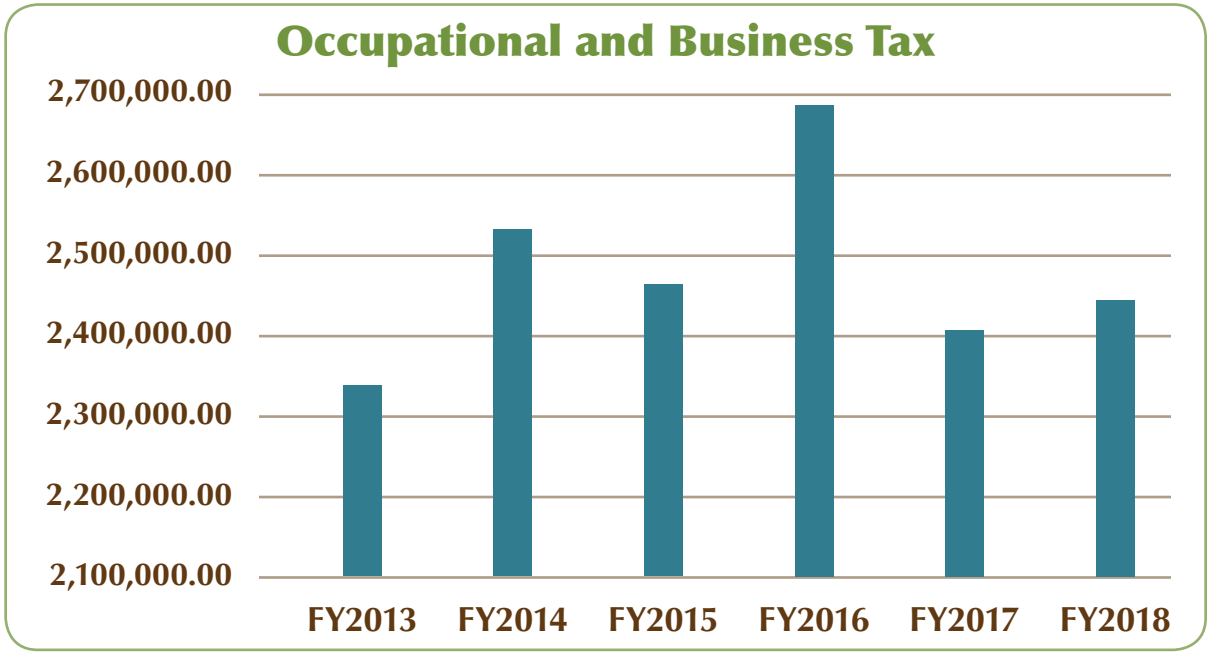


Alcohol Beverage Excise Taxes

Alcohol beverage taxes are levied on the sale, distribution, or consumption of selected goods and services. Included in this category are taxes imposed on the distribution of distilled spirits, malt beverages, and wine. Taxes are also imposed on the sale of distilled spirits by the drink. This category represents 4% of total general fund revenues. The 2018 amount for beverage excise taxes was computed based on the current trend of roughly $28,000 per month in receipts from current retailers and wholesalers.

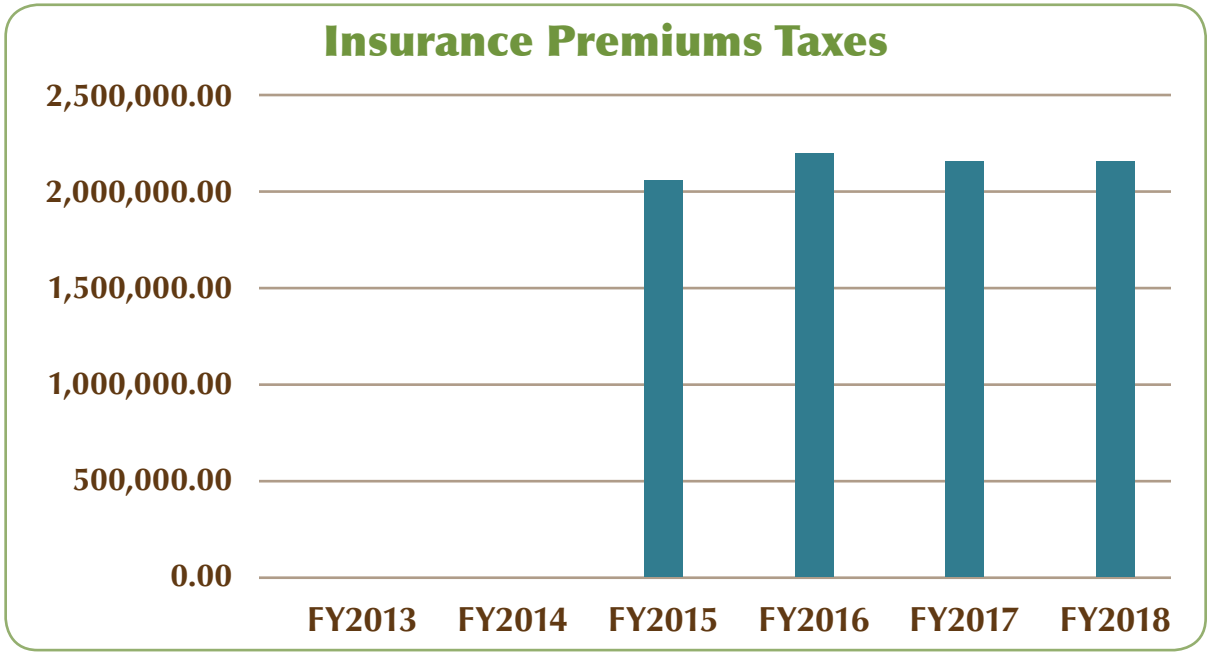
Occupational and Business Taxes

This category includes revenues from business and financial institutions' occupational licenses for conducting business within the City. This category represents 24% of total general fund revenues. The 2018 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 21% of total general fund revenues. The insurance premiums taxes for 2018 are estimated based on amounts received in 2013-2017 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 2017 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 2018 estimated amount are projections from the engineering firm of CH2M.



Streetlight Fees

Streetlights are installed on the City maintained streets of the City of Peachtree Corners by petition. In areas with underground utilities, streetlight 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 2018 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 2018 budget amount reflects no increase in fees for the third consecutive year.




Simpsonwood
4511 JONES BRIDGE CIRCLE
GWINNETT COUNTY PARKS AND RECREATION
gwinnettparks.com







Section 4

Capital & Debt

City of Peachtree Corners
Annual Operating & Capital Budget
Fiscal Year 2018

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

	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budget
320-340-34300-34321 Capital Improvement 2014	5,823,241.63	6,196,928.00	4,557,006	0
320-340-34300-34322 Capital Improvement 2017	0.00	0.00	1,200,000	5,700,000
320-330-34300-33431 State Government Grants	242,023.85	0.00	316,692	0
320-380-38900-38910 Prior Year Reserves	0.00	0.00	4,747,876	0
Total Department Revenues	**6,065,265.48**	**6,196,928.00**	**10,821,574**	**5,700,000**

320-SPLOST Expenditures

	FY2015 Actuals	FY2016 Actuals	FY2017 Budget	FY2018 Budget
320-540-54200-54220 Roadways and Walkways	1,590,993.53	2,107,414.00	10,820,000	5,700,000
320-530-51590-53104 Service Fees	0.00	0.00	1,574	0
Total Department Expenditures	**1,590,993.53**	**2,107,414.00**	**10,821,574**	**5,700,000**

Funding Source

	FY2018	FY2019	FY2020	FY2021	FY2022	Total
SPLOST 2017 + 2014	6,440,000	9,565,000	10,915,000	7,715,000	5,715,000	40,350,000
General Fund	75,000	75,000	1,775,000	3,075,000	3,075,000	8,075,000
Grand Total	**6,515,000**	**9,640,000**	**12,690,000**	**10,790,000**	**8,790,000**	**48,425,000**

Capital Projects Listing

5-year Capital Improvement Plan - SPLOST

Project	*Total*	*2018*	*2019*	*2020*	*2021*	*2022*
Holcomb Bridge Rd at Jimmy Carter Blvd PTC_15-03 Operations and safety improvements to the intersection, Joint 2014 SPLOST Project	325,000	325,000	0	0	0	0
Winters Chapel Corridor Improvements WCR_09 Corridor study project, pedestrian improvements	50,000	0	50,000	0	0	0
Repaving	7,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Spalding Drive Widening Construction CTP_04 Potential 2017 Joint SPLOST project with Gwinnett, also to be paired with planned GDOT improvements to the intersection of Spalding & SR 140	900,000	0	0	400,000	500,000	0
Jimmy Carter Blvd at Buford Hwy Joint Project PTC.14.01 2014 Joint SPLOST Project, intersection improvements	1,000,000	0	0	0	0	1,000,000
Joint County/State Projects To be determined via 2017 SPLOST IGA (summer 2017)	3,750,000	750,000	750,000	750,000	750,000	750,000
Roundabout at Peachtree Crnrs Cr and Medlock Br Rd MBR_01 Operational intersection improvement	1,500,000	1,500,000	0	0	0	0
Pedestrian Connectivity Improvements CTP Table 5	8,000,000	0	3,000,000	5,000,000	0	0
Botanical Gardens/Trails-PTC.14.04 Trail system with beautification on Town Center Project	2,500,000	0	0	0	2,500,000	0
Sidewalk Improvements Locations to be Determined	2,325,000	465,000	465,000	465,000	465,000	465,000
Phase 1 Multi-Use Trail LCI_06 Construction of Trail System from HWY141 to Technology Park Lake	1,700,000	800,000	900,000	0	0	0
Phase 2 Multi-Use Trail LCI_06 Construction of Trail System from Technology Park Lake to Medlock Bridge Road	1,700,000	900,000	800,000	0	0	0
Other Streets, Sidewalks & Road Projects	9,100,000	1,100,000	2,000,000	2,000,000	2,000,000	2,000,000

Capital Projects Listing

5-year Capital Improvement Plan - General Fund

Project	*Total*	*2018*	*2019*	*2020*	*2021*	*2022*
Multi-Use Trails Locations to be selected	7,700,000	0	0	1,700,000	3,000,000	3,000,000
Streetlight Improvements-PTC 14.10 Locations to be determined	375,000	75,000	75,000	75,000	75,000	75,000
Town Green Construction and material of the 2 acre Town Green in the newly constructed Town Center	1,250,000	1,250,000	0	0	0	0
Grand Total	**49,675,000**	**7,765,000**	**9,640,000**	**12,690,000**	**10,790,000**	**8,790,000**

PTC_15-03 SR 140/Jimmy Carter Boulevard/ Holcomb Bridge Road Major Capacity Improvement

Project Source: Peachtree Corners CTP

Project Category: Major Corridor Improvement

Corridor: SR 140/Jimmy Carter Boulevard/Holcomb Bridge

Length (feet): 21,555

From: City limits/Chattahoochee River

To: City limits/SR 13/Buford Highway

Existing Condition: 5 lanes (two through lanes in each direction with center left turn lane)

Proposed Condition: 7 lanes (three through lanes in each direction with center left turn lane) or other intersection improvements

Implementation Phase: Short TTermm 2018



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

WCR_09 Winters Chapel Trail and Sidewalk Improvements

Project Source: Winters Chapel Road Area Study

Project Category: Multi-Use Trail/Pedestrian Improvement

Corridor: Winters Chapel Road

Length (feet): -

From: SR 141/Peachtree Industrial Boulevard

To: Spalding Drive

Existing Condition: Inconsistent sidewalks on both sides of the roadway

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

Implementation Phase: Mid-Term (2022-2031)



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

CTP_04 — Widen Spalding Drive/S. Old Peachtree Road - Western Segment

Project Source: Peachtree Corners CTP

Project Category: Major Corridor Improvement

Corridor: Spalding Drive

Length (feet): 6,302

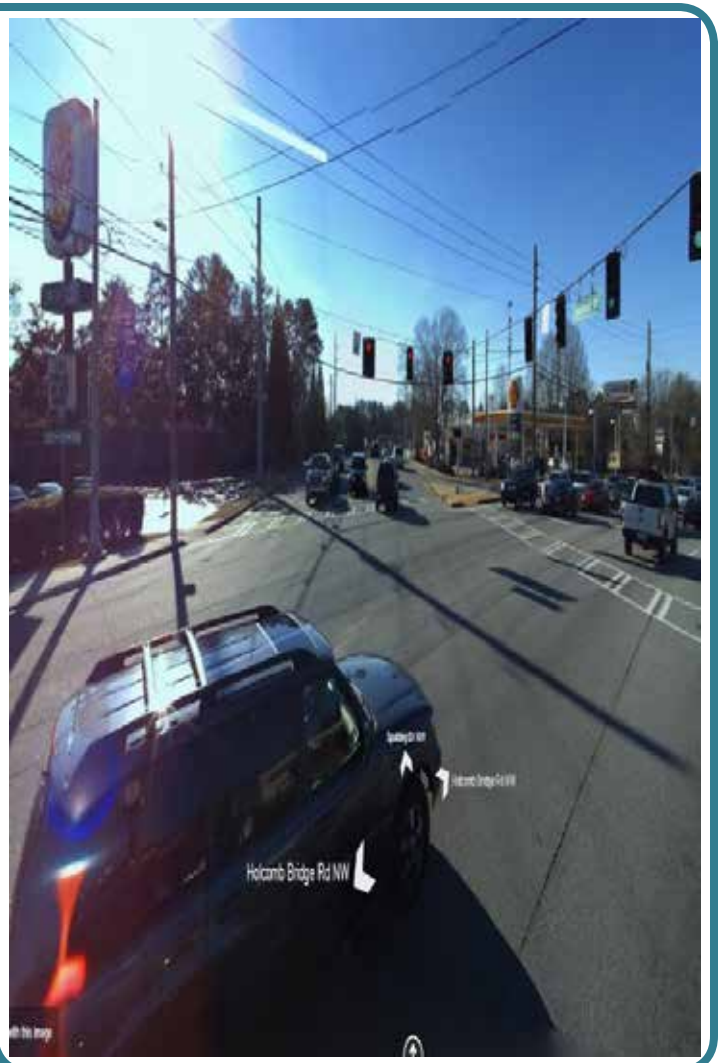
From: SR 140/Holcomb Bridge Road

To: Winters Chapel Rd

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

Proposed Condition: Consistent 4 lanes with turn lanes

Implementation Phase: Long Term (2032-2040+)



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

PTC.14.01 JIMMY CARTER BLVD AND BUFORD HWY INTERSECTION IMPROVEMENT

Project Source: Buford Highway Area Study

Project Category: Operational Intersection Improvement

Corridor: Intersection

Length (feet): N/A

From: Buford Highway/SR 133

To: Jimmy Carter Blvd

Existing Condition: Signalized intersection

Proposed Condition: Additional lanes and other capacity improvements

Implementation Phase: Mid-Term (2022-2031)



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

MBR_01 Medlock Bridge Road and Peachtree Corners Circle Roundabout

Project Source: PTC Circle at Medlock Bridge Rd Concept Report

Project Category: Operational Intersection Improvement

Corridor: Intersection

Length (feet): N/A

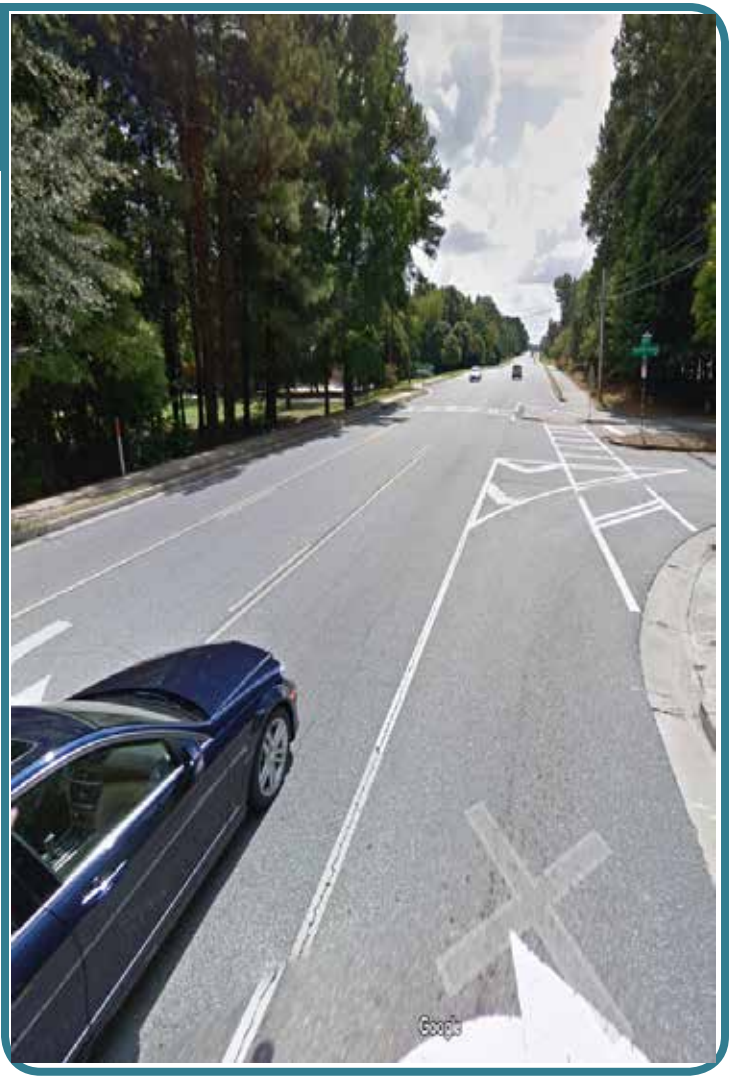
From: Medlock Bridge Road

To: Peachtree Corners Circle

Existing Condition: Signalized intersection

Proposed Condition: Roundabout

Implementation Phase: Short Term (2017-2021)



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

Bike and Pedestrian Improvements

Project ID	*Description*	*Category*	*Source*
CTP_11	Bike improvements along East Jones Br Rd from end of Medlock Br Rd to Jones Br Park	Bike Improvement	Peachtree Corners CTP
CTP_12	West Jones Bridge Road/Jones Bridge Circle - Simpsonwood Park Connecting Trail	Multi-Use Trail	Peachtree Corners CTP
CTP_16	Jones Bridge Park Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_17	Simpsonwood - Chattahoochee River Environmental Education Center Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_18	Simpsonwood Park - Neely Farm Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_19	Simpsonwood Park - River Valley Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_29	Pinckneyville Park Trail	Multi-Use Trail	Peachtree Corners CTP
CTP_30	Chattahoochee River Greenway - Bush Road Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_31	Chattahoochee River Greenway - Holcomb Bridge Road Connector	Multi-Use Trail	Peachtree Corners CTP
CTP_33	Spalding Drive Multi-Use Trail from Peachtree Corners Circle to Holcomb Bridge Road	Multi-Use Trail	Peachtree Corners CTP
CTP_34	Peachtree Corners Circle Multi-Use Trail	Multi-Use Trail	Peachtree Corners CTP
CTP_41	Lou Ivy Road Trail	Multi-Use Trail	Peachtree Corners CTP
CTP_45	Peachtree Industrial Boulevard Northside Trail	Multi-Use Trail	Peachtree Corners CTP
GGP_01	Chattahoochee River Greenway - Holcomb Bridge to Simpsonwood	Multi-Use Trail	Gwinnett Greenways Plan
GGP_02	Chattahoochee River Greenway - Simpsonwood to Jones Bridge	Multi-Use Trail	Gwinnett Greenways Plan
GGP_03	Chattahoochee River Greenway - Jones Bridge to Medlock Bridge	Multi-Use Trail	Gwinnett Greenways Plan
GGP_04	Chattahoochee River Greenway - Medlock Bridge to Berkeley Lake	Multi-Use Trail	Gwinnett Greenways Plan
HBR_01	Crooked Creek Trail from Spalding Drive to Peachtree Corners Circle	Multi-Use Trail	HBR Study
HBR_02	Peachtree Corners Circle Trail from Holcomb Bridge Road to Peachtree Ind Blvd	Multi-Use Trail	HBR Study
HBR_03	Gas easement trail connecting Crooked Creek Trail to intersection of Holcomb Bridge Road and Peachtree Corners Circle	Multi-Use Trail	HBR Study
HBR_04	Crooked Creek Trail from Peachtree Corners Circle to intersection of Holcomb Bridge Road and Peachtree Parkway	Multi-Use Trail	HBR Study
LCI_01	Connecting Trail from Peachtree Corners Circle to Medlock Br adjacent to water feature	Multi-Use Trail	LCI Study
LCI_02	Multi-Use Trail connecting Peachtree Parkway to the Corners Parkway via alleys, easements, and creek beds	Multi-Use Trail	LCI Study & Tech Park Multi-Use Trail Study
LCI_03	Gas easement trail from The Corners Parkway east past Parkway Lane	Multi-Use Trail	LCI Study & Tech Park Multi-Use Trail Study

PTC14.04 BOTANICAL GARDEN/TRAIL

Project Source: Town Center

Project Category: Mutli-use Trail

Corridor: Areas within Town Center

Length (feet): N/A

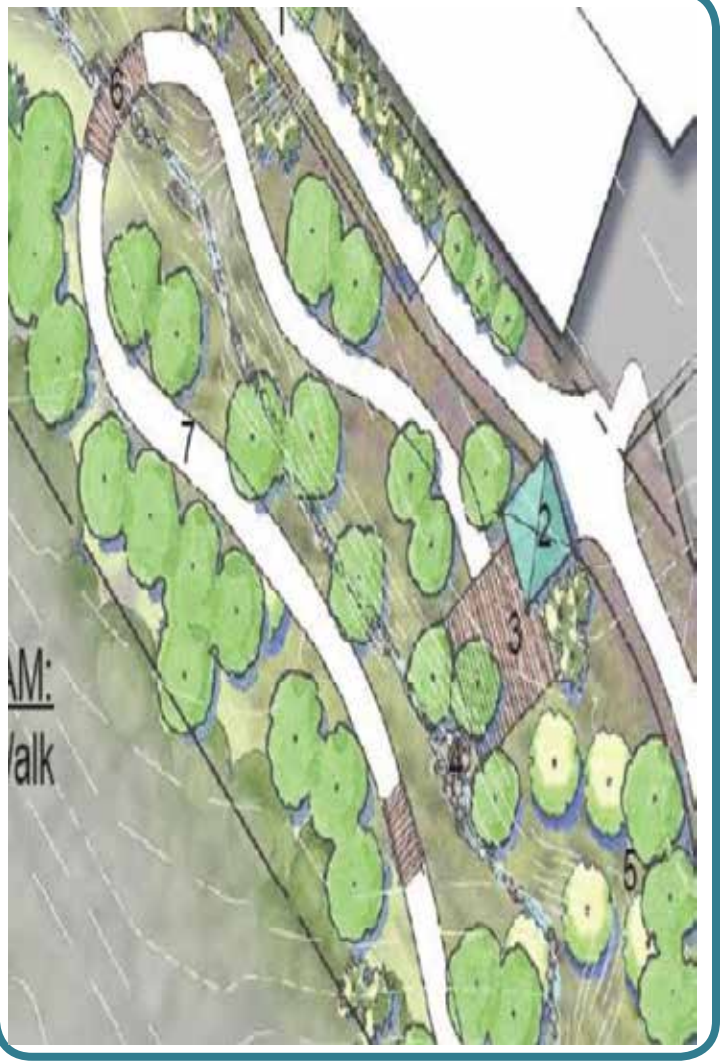
From: Peachtree Pkwy HWY141

To: Town Center Boundary

Existing Condition: Undeveloped

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

Implementation Phase: Short to LongTerm (2018-2022)



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

PTC14.06 Sidewalk Improvements

Project Source: GIS Database

Project Category: Sidewalks

Corridor: City Boundaries

Length (feet): N/A

From: City Boundary

To: City Boundary

Existing Condition: Undeveloped

Proposed Condition: Install new sidewalks

Implementation Phase: Short to LongTerm (2018-2022)



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

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

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

Project Category: Multi-Use Trail

Corridor: Areas within Forum and Town Center developments

Length (feet): 3,205

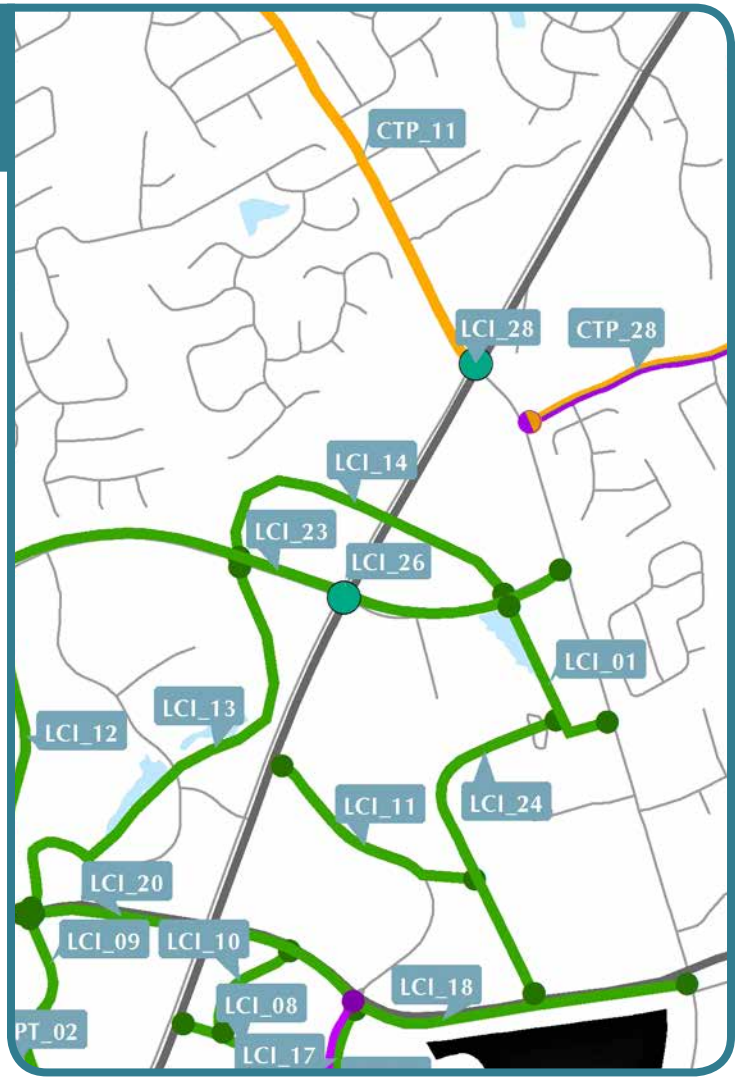
From: CCity Boundariesy

To: City Boundariesy

Current Condition: Various walkways within the city limits

Proposed Condition: Multi-use trail, inside technology park

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



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

PTC 14.10 Street Light Improvements

Project Source: Geo-Spatial Asset Inventoryy

Project Category: Pedestrian Safetyy

Corridor: City Boundaries

Length (feet): N/A

From: City Boundaries

To: City Boundaries

Current Condition: Various walkways within the City limits without lighting

Proposed Condition: Install LED street lights

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



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

Consideration of Operational Impact Associated with the Resurfacing Capital Project

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







Debt Issuance and Management

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

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

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

A. Conditions for Issuing Long-Term Debt

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

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

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

B. Sound Financing of Debt

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

1. Analysis of the financial impact, both short-term and long-term, of issuing the debt;
2. Conservatively projecting the revenue sources that the City will use to repay the debt;
3. Ensuring that the term of any long-term debt the City incurs shall not exceed the expected useful life of the asset the debt financed;

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

C. DEBT RETIREMENT

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

D. DISCLOSURE

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

E. LEGAL COMPLIANCE

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

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

The City will comply with Amended SEC Rule 15c2-12 (the "Rule") by providing secondary market disclosure for all 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.

Current Debt Held
$8,000,000 (City Hall Project)

Due Date
7/1/2032

Debt Service Ratio For Current Fiscal Year
6.60%

	Pay-As-You-Go	Debt Financing
Advantages	No Interest costs. Interest savings can be used to finance 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
Annual Operating & Capital Budget
Fiscal Year 2018

Mayor & City Council

Function: The Peachtree Corners City Council is comprised of six members who represent three districts, three members and the Mayor serve the entire city. These seven members have an equal voice in governing the City. Council members serve four-year terms. Every two years three council seats are up for re-election.

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

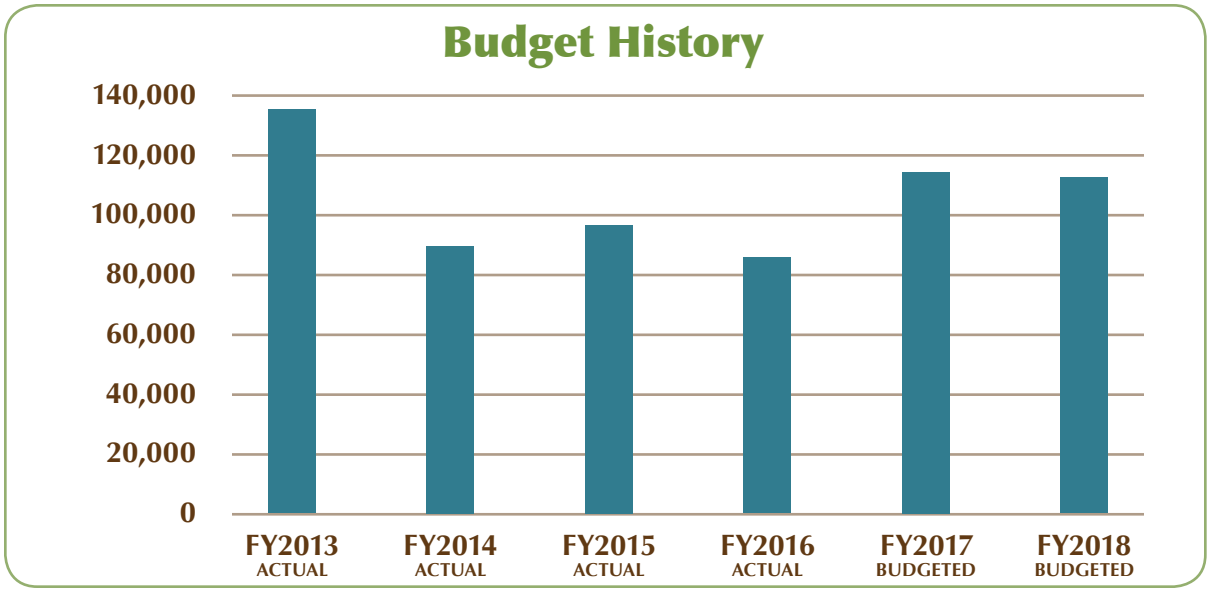
Mission Statement: To provide the highest quality of life for those who live, work, or play in our community, and to foster an environment where businesses can prosper. We will serve all stakeholders in a transparent manner with resourceful, efficient, progressive, and professional leadership.

Current FY2017 Budget: $112,216

FY2018 Adopted Budget: $110,466

Change: ($1,750)

Account Name	*FY2013 Actuals*	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budgeted*
Regular Salaries	68,875	57,000	57,000	55,667	57,000	57,000
FICA/Medicare	5,269	4,361	4,361	4,259	4,361	4,361
Unemployment Expense		0	0	0	1,750	0
Workers Comp			0	0	605	1,200
Education & Training	30,092	22,030	27,814	17,832	35,000	35,000
Postage		500	0	0	500	500
Other Supplies	982	1,282	1,764	1,570	5,000	5,000
Hospitality Supplies	25,559	2,299	3,072	3,729	8,000	8,000
Total Expenditures	**$130,777**	**$87,472**	**$94,010**	**$83,057**	**$112,216**	**$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 FY2017 Budget: $295,552

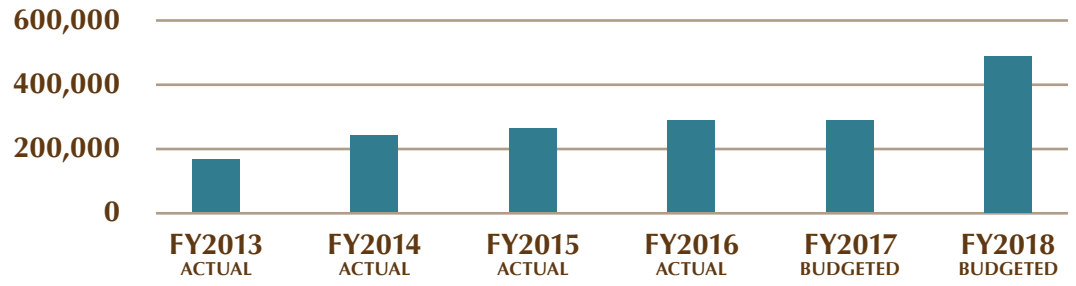
FY2018 Adopted Budget: $539,266

Change: $243,714

Reason for Change: Added professional services line item to City Manager's budget.

Account Name	FY2013 Actuals	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Budget	FY2018 Budgeted
Regular Salaries	116,700	162,975	174,100	185,100	185,100	184,600
FICA/Medicare	1,692	9,641	10,123	10,372	14,160	14,422
Group Insurance	13,530	20,764	21,801	22,903	22,930	23,200
Retirement	18,807	26,329	28,220	29,934	30,090	25,844
Unemployment Exp		0	0	0	772	0
Workers Comp	2,081	857	1,769	1,527	3,000	1,000
Other Emp Benefits			774	1,856	2,000	21,000
Relocation Expense	12,000	0	0	14,350	18,000	0
Professional Services	0	0	0	0	0	250,000
Travel Expense	1,248	2,966	4,311	1,920	3,500	3,500
Dues & Fees	2,070	1,820	130	2,680	3,500	3,500
Education & Training	3,109	400	3,210	1,606	3,000	3,000
Operating Supplies	1,730	0	63	0	7,500	7,500
Hospitality Supplies	310	974	684	590	2,000	2,000
Total Expenditures	**$173,277**	**$226,726**	**$245,186**	**$272,839**	**$295,553**	**$539,266**

Budget History



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: 1 Full Time Employee and Contractors

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.

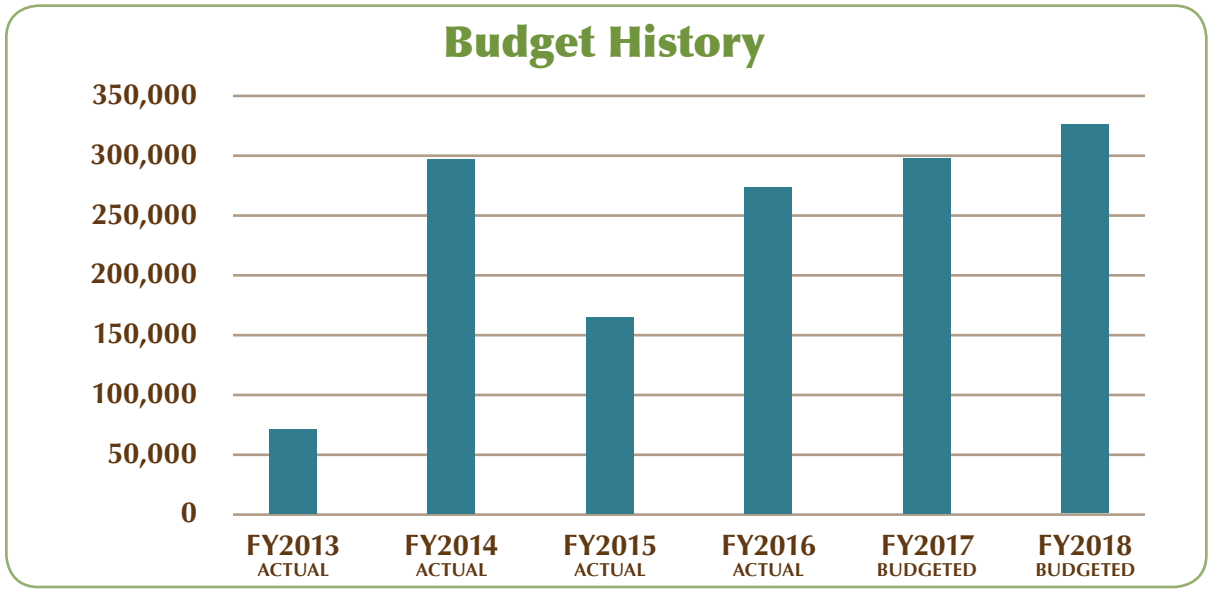
Current FY2017 Budget: $295,552

FY2018 Adopted Budget: $324,663

Change: $29,111

Reason for Change: Department of Justice is requiring all election forms to be converted to Spanish, which will increase elections line item.

Account Name	*FY2013 Actuals*	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budgeted*
Regular Salaries	42,000	75,600	85,000	90,640	93,359	96,160
FICA/Medicare	8,037	5,783	6,677	6,934	7,142	7,356
Group Insurance	10,948	18,538	19,661	20,763	20,790	23,200
Retirement	7,140	12,852	14,450	15,329	15,871	16,347
Unemployment Expense	0	0	0	0	258	0
Workers Comp	332	244	629	391	685	685
Other Emp Benefits	0	0	530	1,271	1,300	6,500
Election Services	0	177,080	23,661	23,736	40,000	55,000
Contractual Svcs/ CH2M	0	0	0	102,338	106,290	108,415
Advertising	1,431	380	660	1,290	3,500	3,500
Travel Expense	110	3,628	1,608	993	4,500	2,500
Dues & Fees	215	100	290	0	1,030	1,030
Education & Training	150	2,396	1,123	648	2,575	2,000
Operating Supplies	37	182	540	2,062	2,060	2,000
Postage		588	3,830	5,640	0	0
Total Expenditures	**$70,400**	**$297,373**	**$158,658**	**$272,035**	**$299,360**	**$324,663**

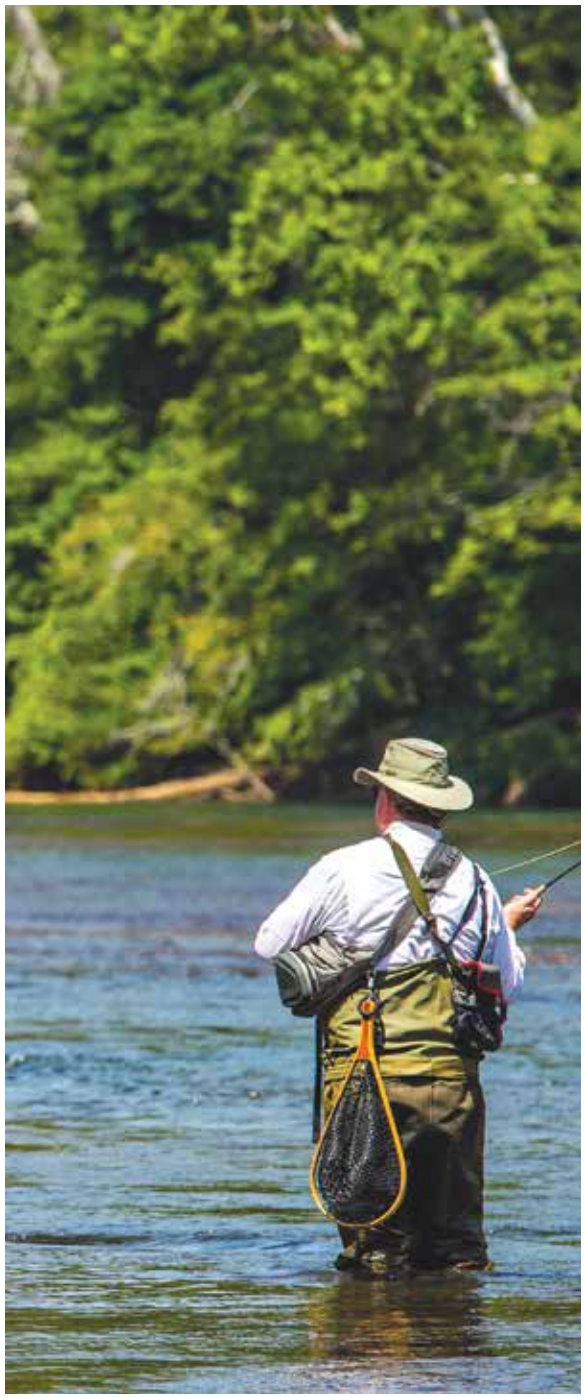


City Clerk - 2016 Accomplishments

- Engaged all City departments in purging of City records that have met retention schedule deadlines (on-going)
- Conducted Open Records Training for all relevant City/contract staff members
- Processed 962 Open Records Requests (through August 8th)
- Completed and published 29 meeting agenda packets for City Council and other board meetings (through August 8th)
- Finalized proposed revisions to the Local Government Retention Schedule through a two-year effort of a committee made up of City Clerks, a GMA representative, Records Clerks, and the Assistant Director of Records Management of Georgia Archives. This initiative began at the City of Peachtree Corners level and expanded to include other committee members.
- Coordinated legal training for City Council 2017 Goals and Objectives

FY2018 Goals and Objectives

- Implement new agenda/document management software and train all users
- Complete purging of City records prior to move to new City Hall
- Successfully qualify candidates for November 2017 General Election
- Coordinate training for all City boards



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. It also represents the City in litigation.

Positions: Contract

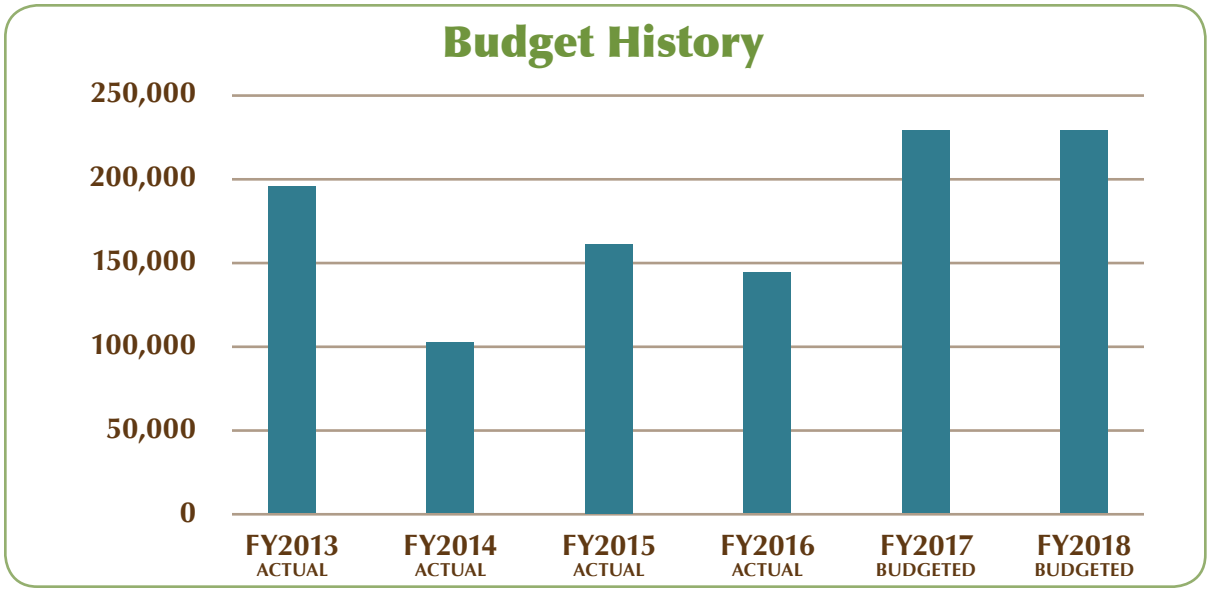
Mission Statement: To provide timely and accurate professional services to the City Council, City Manager, staff and the City boards and commissions, involving all legal matters of municipal concern. The City Attorney serves at the pleasure and direction of the City Council.

Current FY2017 Budget: $225,000

FY2018 Adopted Budget: $225,000

Change: $0

Account Name	*FY2013 Actuals*	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budgeted*
Attorney Fees/Riley & McLendon	134,983	65,960	99,549	88,726	125,000	125,000
Attorney Fees/Other	56,751	34,240	62,058	51,191	100,000	100,000
Total Expenditures	**$191,734**	**$100,200**	**$161,607**	**$139,916**	**$225,000**	**$225,000**



Finance & Administration

Function: The Finance and Administration Department is responsible for all financial operations, contractadministration, 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: 1 Full Time Employee and Consultants

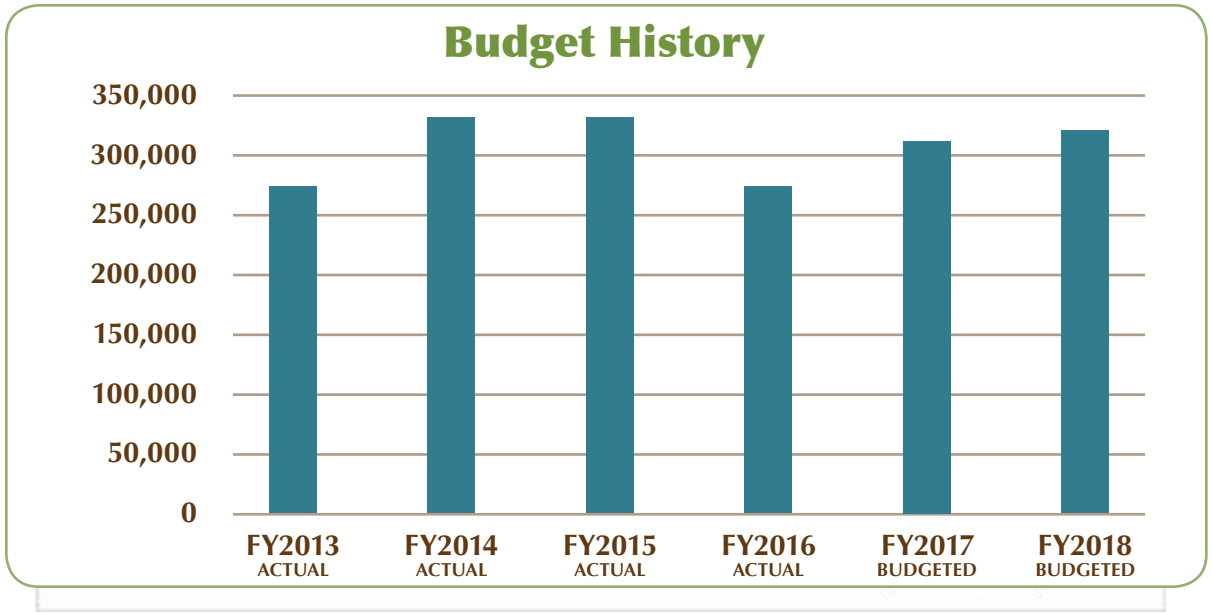
Mission Statement: The mission of the Finance Department is to ensure the fiscal integrity of the City of Peachtree Corners by exercising due diligence and control over the City's assets and resources and providing timely and accurate reporting under the guidelines of Generally Accepted Accounting Principles (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 FY2017 Budget: $275,000

FY2018 Adopted Budget: $315,074

Change in operating model: $7,582

Account Name	*FY2013 Actuals*	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budgeted*
Regular Salaries	0	0	0	0	22,500	141,000
FICA/Medicare	0	0	0	0	1,721	10,786
Group Insurance	0	0	0	0	3,546	23,200
Retirement	0	0	0	0	3,825	23,970
Unemployment Expense	0	0	0	0	0	0
Workers Comp	0	0	0	0	0	685
Other Emp Benefits	0	0	0	0	900	5,100
Audit Services	2,000	19,800	19,800	23,515	25,000	28,000
Professional Services	0	0	0	0	0	10,000
Contractual Svcs/ CH2M	272,076	317,016	317,016	243,052	250,000	75,000
Travel Expense	0	0	0	0	0	3,500
Dues & Fees	0	0	0	0	0	1,500
Education & Training	0	0	0	0	0	3,500
Total Expenditures	**$274,076**	**$336,816**	**$336,816**	**$266,567**	**$307,492**	**$326,242**





2016 Accomplishments

The Finance & Administration Division completed the audit and budget in a timely manner. Most importantly, the audit included a "clean" opinion. The Division implemented an electronic document management system to manage all historical documents.

2017 Goals and Objectives

The Finance & Administration Division will continue to provide timely and accurate financial data to elected officials and the public. During 2017, the division will participate in the upgrade of the technology infrastructure system for the new city hall. In addition, the Finance & Administration Division will submit for the City's first Government Finance Officers Association Operating and Capital Budget award.

COMMUNICATIONS

Function: The Public Information Division is responsible for creating and managing the planning and implementation of communication programs promoting the City to its citizens and business community. In addition the department works with other City departments to identify what information and messages need to be conveyed to Peachtree Corners' diverse audiences.

Positions: Consultants

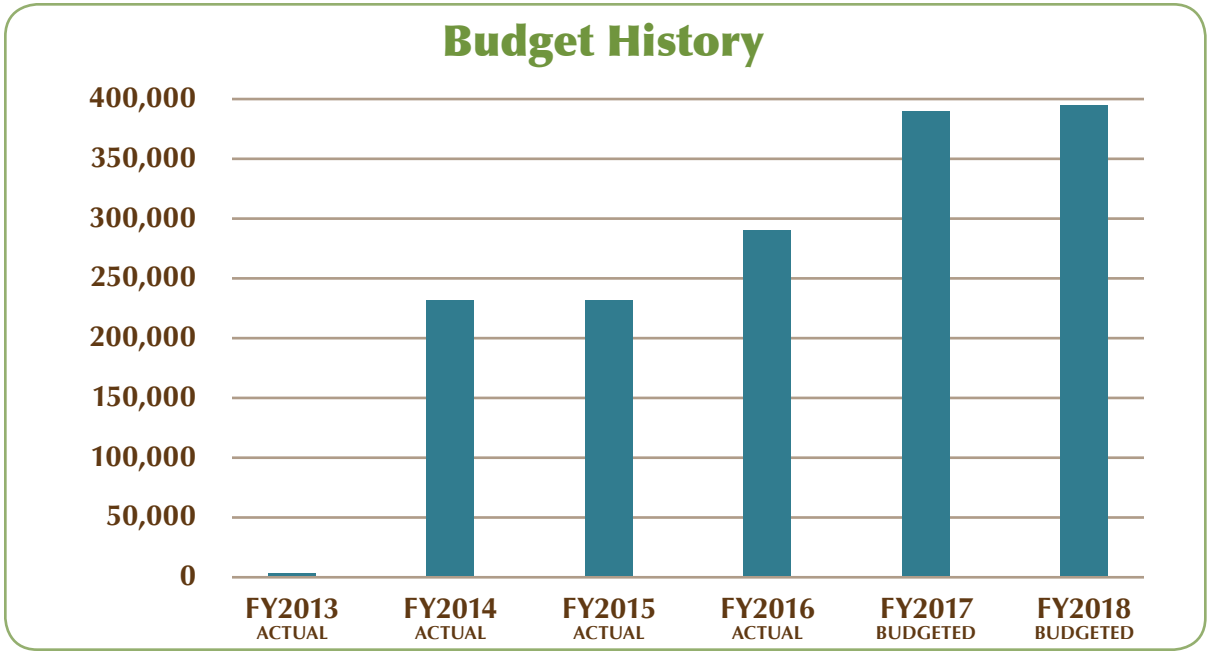
Mission Statement: To consistently brand and promote the City of Peachtree Corners and its many assets, inspirations, and potential, focusing on our history, our citizens, and our exciting vision of bold new directions for the future.

Current FY2017 Budget: $379,518

FY2018 Adopted Budget: $390,676

Change: $(6,635)

ACCOUNT NAME	*FY2013 Actuals*	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budgeted*
Professional Services	0	102,273	102,273	145,754	160,000	160,000
Contractual Svcs/ CH2M	0	132,920	132,920	137,722	226,153	230,676
Total Expenditures	**$0**	**$235,193**	**$235,193**	**$283,476**	**$386,153**	**$390,676**



FY2017Accomplishments

The city's Communications Department has achieved success with its goals to increase civic engagement and public outreach in 2016. The city hosted the most attended State of the City event since the city's inception. The department kicked-off successful communications campaigns for the Innovation Hub Master Plan, Arts Master Plan, and Comprehensive Transportation Plan; which included public meetings, promotion of an online public-survey portal, and social media notifications of campaign progress and proceedings.

2018 Goals and Objectives

The Communications Department in 2018 will strategically leverage its Marketing and Communications Plan and team resources to renew inroads for connectivity with residents, businesses and community participants. By enriching civic engagement opportunities and public involvement practices, the department can further provide city staff and decision makers with a clear assessment of community needs, goals and desires to help drive improvements and amenities. Key programs which the communications team will support include 2018 Town Halls, the Committee for the Arts, economic development initiatives, public works projects (paving, sidewalks, trailways, bike lanes, etc.) and projects from the innovation hub master plan. The team will use advertising, media relations, website, branding and social media to share information on various city projects, initiatives and programs. The department will continue to coordinate relevant community-wide events and promote involvement and collaboration opportunities for citizens to inform and empower the public on critical programs, projects and initiatives.



Public Works

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

Positions: 1 Full Time Employee and Consultants

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

Current FY2017 Budget: $1,934,250

FY2018 Adopted Budget: $1,955,529

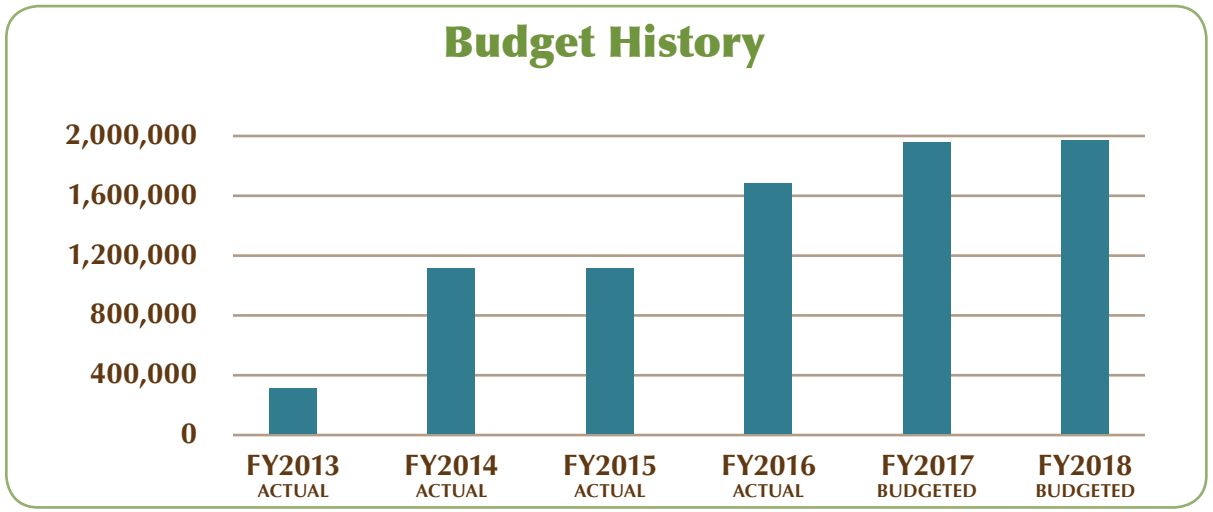
Change in operating model: $62,968

Account Name	*FY2013 Actuals*	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budgeted*
Regular Salaries	0	0	0	0	29,850	144,921
FICA/Medicare	0	0	0	0	2,284	11,086
Group Insurance	0	0	0	0	5,319	23,200
Retirement	0	0	0	0	5,075	24,637
Unemployment Exp	0	0	0	0	0	0
Workers Comp	0	0	0	0	0	685
Other Emp Benefits	0	0	0	0	2,023	9,000
Professional Svcs	0	195,428	195,428	287,566	175,000	200,000
Contractual Svcs/CH2M	0	479,977	479,977	615,494	649,700	550,000
Contractual Svcs/Optech	0	458,687	458,687	650,508	640,000	658,000
Road Maint Supplies	285,000	10,918	10,918	51,335	150,000	100,000
Travel Expense	0	0	0	0	0	3,000
Dues & Fees	0	0	0	0	0	3,000
Ed & Training	0	0	0	0	0	3,000
Operating Supplies	0	5,032	5,032	16,900	15,000	15,000
Signs/ Beautification	0	31,656	31,656	25,155	150,000	125,000
Other Equipment	0	1,257	1,257	218	10,000	10,000
Street Lighting			0	0	100,000	75,000
Total Expenditures	**$285,000**	**$1,182,956**	**$1,182,956**	**$1,647,176**	**$1,934,250**	**$1,955,529**

2017 Accomplishments

The of the largest accomplishments for Public Works in 2017 involved the completion of the City's first Comprehensive Transportation Plan. This project involved assessing the existing transportation infrastructure through a public information gathering process as well as a technical analysis of traffic data and previously published studies and reports. The final Comprehensive Transportation Plan was adopted in the Spring of 2017, and this vital report will serve as the road map for the next 10 to 20 years of transportation projects that will address safety, operations and capacity.

The Capital Improvement Program was launched in 2017 as a result of the Comprehensive Transportation Plan, and projects will be programmed annually going forward. The Public Works Department completed several new projects including new sidewalks along Technology Parkway and Jay Bird Alley. An intersection project to improve safety and traffic operations was begun at Holcomb Bridge Road at Jimmy Carter Boulevard. This is a joint SPLOST project with Gwinnett County. A widening project along State Route 141 was also kicked off. This project will add a southbound lane from Holcomb Bridge Road to Jimmy Carter Boulevard. Another important traffic improvement in 2017 included adding a right turn lane from Holcomb Bridge Road to Peachtree Corners Circle. $1.5 Million was spent in resurfacing projects for city streets. This included nearly 5 miles of residential and commercial streets in the city limits. An Atlanta Regional Commission study was kicked off that will assess the operations and capacity of State Route 141 from the Chattahoochee River to Holcomb Bridge Road



2018 Goals and Objectives

The Public Works Department will complete the construction at the intersection of Holcomb Bridge Road and Jimmy Carter Boulevard. The work on the State Route 141 widening will also be completed. New intersection improvement projects will also be planned as part of the 2017 SPLOST that is scheduled to kick off in Summer. New sidewalk construction is planned along Spalding Drive, gap fills along Holcomb Bridge Road, new locations along Frank Neely Road, Technology Parkway South, Westech Drive & Scientific Drive. Additional street resurfacing is also planned, and the current projection includes a $1.5M budget. The State Route 141 Corridor Study will also be completed, and several projects could be programmed as a result of that report. The City has also established the Mayor's Task Force on pedestrian safety. Public Works will be coordinating with this group to establish priorities and opportunities for improvements to the pedestrian network across the city.

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: 1 Full Time Employee and Consultants

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 FY2017 Budget: $1,268,156

FY2018 Adopted Budget: $759,465

Change: $(508,691)

Reason for Change: Construction of the trail system will be funded through SPLOST, decreasing the multi-use trail line item.

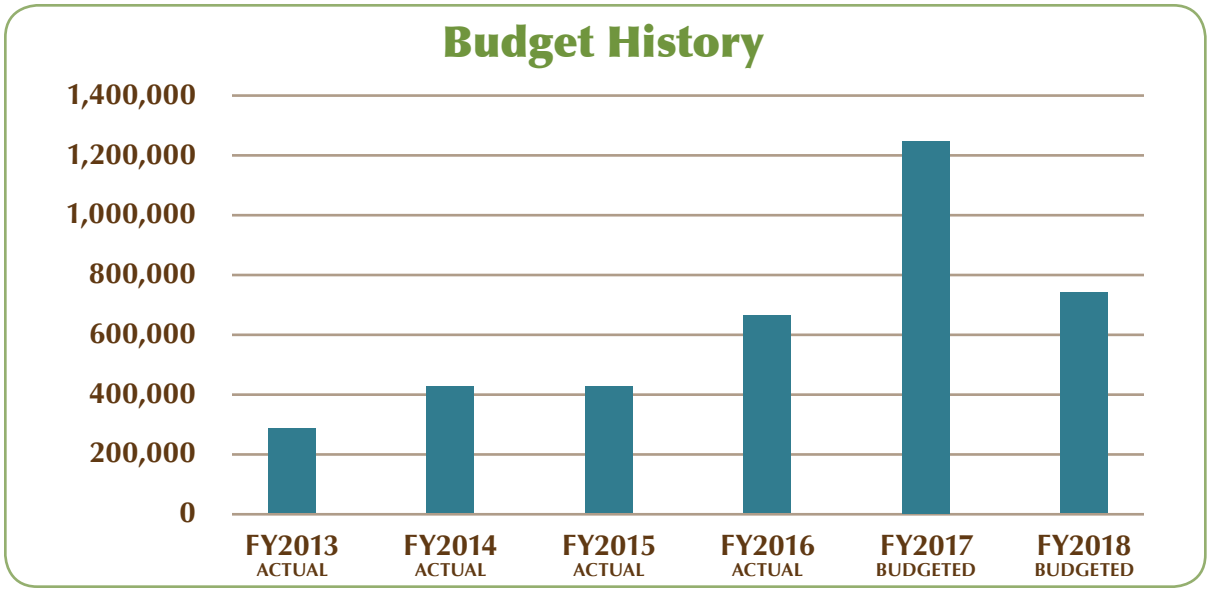
Account Name	*FY2013 Actuals*	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Budget*	*FY2018 Budgeted*
Regular Salaries	142,962	151,751	151,751	146,490	156,303	165,709
Fica/Medicare	9,322	9,727	9,727	9,768	11,957	12,677
Group Insurance	0	0	0	0	0	0
Retirement	23,027	24,178	24,178	24,843	26,572	28,171
Unemployment Expense	0	0	0	0	773	0
Workers Comp	369	145	145	1,006	1,100	1,000
Other Emp Benefits	0	774	774	11,960	12,408	12,408
Professional Services	75,873	211,033	211,033	375,387	300,000	300,000
Contractual Svcs/ CH2M	0	0	0	82,500	110,000	133,300
Travel Expense	0	0	0	0	0	3,500
Dues & Fees	0	0	0	0	0	1,500
Education & Training	0	3,254	3,254	3,642	4,000	3,500
Hospitality Supplies	0	0	0	0	1,800	3,000
Multi-Use Trail	0	0	0	0	650,000	100,000
Total Expenditures	**251,553**	**400,860**	**400,860**	**655,594**	**1,274,912**	**764,765**

2017 Accomplishments

The Community Development Department facilitated several initiatives during the previous budget year including an Innovation Hub Master Plan for the Technology Park district and a city-wide Arts Master Plan. The department also facilitated the land sale for the Town Center project and issued the Land Disturbance Permit for its construction. In addition, work was done with consultants on three segments of the Multi-Use Trail and a redevelopment incentive ordinance was crafted for the Holcomb Bridge Road Corridor. These new initiatives supplemented the routine work of the department which included issuing nearly 2000 permits and certificates, and processing nearly 30 public hearing cases and 1700 code enforcement cases..

2018 Goals and Objectives

- Implement a Business Retention and Expansion plan for the City.
- Complete update to Peachtree Corners sign regulations.
- Possible LCI for the Peachtree Industrial Blvd. and Winters Chapel area in partnership with the City of Dunwoody.
- Continue Zoning Ordinance updates.





Departmental Budget Detail

Administrative Services Department

City Council

	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budgeted
100-010-51100-51110 Regular Salaries	57,000.24	57,000.24	55,666.90	57,000	57,000
100-010-51100-51200 FICA/Medicare	4,360.56	4,360.56	4,258.56	4,361	4,361
100-010-51100-51260 Unemployment Expense	0.00	0.00	0.00	1,750	0
100-010-51100-51270 Workers Comp	0.00	0.00	0.00	1,148	1,200
100-010-51100-52370 Education & Training	22,030.02	27,814.22	17,832.46	35,000	35,000
100-010-51100-53101 Postage	500.00	0.00	0.00	500	500
100-010-51100-53170 Other Supplies	1,281.66	1,763.71	1,569.95	5,000	5,000
100-010-51100-53175 Hospitality Supplies	2,299.36	3,071.68	3,729.28	8,000	8,000
Subtotal	**87,471.84**	**94,010.41**	**83,057.15**	**112,759**	**111,061**

City Manager

100-010-51300-51110 Regular Salaries	162,975.00	174,099.96	185,100.00	371,000	184,600
100-010-51300-51200 FICA/Medicare	9,641.20	10,123.34	10,371.92	22,000	14,122
100-010-51300-51210 Group Insurance	20,764.40	21,801.40	22,903.00	27,000	23,200
100-010-51300-51240 Retirement	26,328.72	28,220.04	29,934.17	40,000	25,844
100-010-51300-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51300-51270 Workers Comp	857.10	1,769.00	1,527.00	928	1,000
100-010-51300-51290 Other Emp Benefits	0.00	773.50	1,856.40	30,000	21,000
100-010-51300-51280 Relocation Expense	0.00	0.00	14,350.00	17,500	0
100-010-51300-52120 Professional Services	0.00	0.00	0.00	0	250,000
100-010-51300-52350 Travel Expense	2,965.53	4,311.45	1,920.33	3,500	3,500
100-010-51300-52360 Dues & Fees	1,820.00	130.00	2,680.00	3,000	3,500
100-010-51300-52370 Education & Training	400.00	3,210.00	1,606.10	3,000	3,000
100-010-51300-53100 Operating Supplies	0.00	63.38	0.00	6,000	7,500
100-010-51300-53175 Hospitality Supplies	973.96	684.34	589.97	2,000	2,000
Subtotal	**226,725.91**	**245,186.41**	**272,838.89**	**525,928**	**539,266**

City Clerk	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 AMended Budget	FY2018 Budgeted
100-010-51130-51110 Regular Salaries	75,600.00	85,000.08	90,639.96	93,359	96,160
100-010-51130-51200 FICA/Medicare	5,783.40	6,676.52	6,933.96	7,142	7,356
100-010-51130-51210 Group Insurance	18,538.40	19,661.40	20,763.00	20,790	23,200
100-010-51130-51240 Retirement	12,852.00	14,450.04	15,328.94	15,871	16,347
100-010-51130-51260 Unemployment Expense	0.00	0.00	0.00	258	0
100-010-51130-51270 Workers Comp	244.20	629.00	391.00	226	685
100-010-51130-51290 Other Emp Benefits	0.00	529.50	1,270.80	1,300	6,500
100-010-51130-52112 Election Services	177,080.00	23,660.57	23,736.29	5,000	55,000
100-010-51130-52121 Contractual Svcs/CH2M	0.00	0.00	102,337.56	106,290	97,257
100-010-51130-52330 Advertising	380.00	660.00	1,290.00	2,700	3,500
100-010-51130-52350 Travel Expense	3,628.39	1,608.15	992.90	4,500	2,500
100-010-51130-52360 Dues & Fees	100.00	290.00	0.00	1,030	1,000
100-010-51130-52370 Education & Training	2,396.06	1,123.00	648.31	2,575	2,000
100-010-51130-53100 Operating Supplies	182.48	540.46	2,061.75	2,060	2,000
100-010-51130-53101 Postage	587.66	3,829.70	5,640.25	0	0
Subtotal	**297,372.59**	**158,658.42**	**272,034.72**	**263,101**	**313,505**

Finance & Administration					
100-010-51510-51110 Regular Salaries	0.00	0.00	0.00	22,500	141,000
100-010-51510-51200 FICA/Medicare	0.00	0.00	0.00	1,721	10,787
100-010-51510-51210 Group Insurance	0.00	0.00	0.00	0	23,200
100-010-51510-51240 Retirement	0.00	0.00	0.00	3,825	23,970
100-010-51510-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-010-51510-51270 Workers Comp	0.00	0.00	0.00	0	685
100-010-51510-51290 Other Emp Benefits	0.00	0.00	0.00	650	5,100
100-010-51510-52110 Audit Services	2,000.00	19,800.00	23,515.00	24,000	28,000
100-010-51510-52120 Professional Services	0.00	0.00	0.00	0	10,000
100-010-51510-52121 Contractual Svcs/CH2M	0.00	317,016.29	243,051.83	223,000	63,832
100-010-51510-52350 Travel Expense	272,075.84	0.00	0.00	0	3,500
100-010-51510-52360 Dues & Fees	0.00	0.00	0.00	0	1,500
100-010-51510-52370 Education & Training	0.00	0.00	0.00	0	3,500
Subtotal	**274,075.84**	**336,816.29**	**266,566.83**	**275,696**	**315,074**

LEGAL SERVICES DEPARTMENT	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Amended Budget*	*FY2018 Budgeted*
100-010-51530-52122 Attorney Fees/Riley & McL	65,959.69	99,548.98	88,725.69	85,000	125,000
100-010-51530-52130 Attorney Fees/Other	34,240.02	62,057.85	51,190.66	150,000	100,000
Subtotal	**100,199.71**	**161,606.83**	**139,916.35**	**235,000**	**225,000**
FACILITIES & BUILDINGS DEPARTMENT					
100-010-51565-51300 Technical Services	28,051.26	24,893.97	26,221.96	35,000	36,000
100-010-51565-52200 Repairs & Maintenance	0.00	0.00	0.00	0	200,000
100-010-51565-52301 Real Estate Rents/Leases	111,650.74	107,029.96	109,119.63	205,000	62,500
100-010-51565-52302 Economic Dev	0.00	0.00	600,000.00	460,000	500,000
100-010-51565-53103 Office Supplies	8,810.56	565.28	0.00	5,000	10,000
100-010-51565-53121 Water/Sewage	0.00	0.00	0.00	0	60,000
100-010-51565-53122 Electricity	0.00	0.00	0.00	0	60,000
100-010-51565-53122 Natural Gas	0.00	0.00	0.00	0	60,000
100-010-51565-54130 Buildings	0.00	0.00	0.00	4,593,300	2,733,212
100-010-51565-54230 Furniture And Fixtures	81,112.81	40,142.65	16,440.56	2,000	500,000
100-010-51565-55530 Community Services	0.00	0.00	0.00	0	100,000
100-010-51565-56220 Transfer to DDA	0.00	0.00	0.00	6,900,000	1,250,000
Subtotal	**229,625.37**	**172,631.86**	**751,782.15**	**12,474,989**	**5,571,712**
PUBLIC INFORMATION					
100-010-51570-52120 Professional Services	0.00	102,272.82	145,753.95	160,000	160,000
100-010-51570-52121 Contractual Svcs/CH2M	0.00	132,919.99	137,722.01	226,153	219,518
Subtotal	**0.00**	**235,192.81**	**283,475.96**	**386,153**	**379,518**

General Operations	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budgeted
100-010-51590-52101 Official/Admin Start Up					
100-010-51590-52103 Technical Services	104,705.72	97,613.64	95,583.95	0	175,000
100-010-51590-52111 Official/Admin Svcs	9,000.00	17,521.02	1,471.68	75,000	70,000
100-010-51590-52120 Professional Services	279,611.36	607,958.91	600,353.06	70,000	975,000
100-010-51590-52128 Commissions	10,702.58	13,191.09	9,525.68	550,000	0
100-010-51590-52310 General Liability Insurance	2,770.00	17,337.17	21,749.33	4,900	35,000
100-010-51590-53100 Operating Supplies	32,864.73	31,430.33	33,231.38	35,000	40,000
100-010-51590-53101 Postage	0.00	0.00	0.00	30,000	10,000
100-010-51590-53103 Office Supplies	0.00	10,112.45	9,997.50	9,000	10,000
100-010-51590-53104 Service Fees	11,517.82	13,825.83	7,881.03	9,000	15,000
100-010-51590-53123 Electricity	0.00	172,750.39	347,468.81	12,000	375,000
100-010-51590-53131Tan Principal	0.00	0.00	0.00	350,000	0
100-010-51590-53132 Interest	487,861.93	403,181.63	216,381.93	0	0
100-010-51590-54240 Computer/Software	134,086.92	39,450.94	52,396.54	0	38,000
100-010-51590-58132 Other Debt Principal	4,259.00	4,824.38	4,982.96	35,000	0
100-010-51590-58232 Other Debt Interest	1,523.44	958.06	317.61	0	0
Subtotal	**1,078,903.50**	**1,430,155.84**	**1,401,341.46**	**1,179,900.00**	**1,743,000**

Public Works Department

Public Works

	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budgeted
100-040-54100-51110 Regular Salaries	0.00	0.00	0.00	29,167	144,921
100-040-54100-51200 Fica/Medicare	0.00	0.00	0.00	2,231	11,086
100-040-54100-51210 Group Insurance	0.00	0.00	0.00	3,600	23,200
100-040-54100-51240 Retirement	0.00	0.00	0.00	4,958	24,637
100-040-54100-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-040-54100-51270 Workers Comp	0.00	0.00	0.00	0	685
100-040-54100-51290 Other Emp Benefits	0.00	0.00	0.00	1,800	9,000
100-040-54100-52120 Professional Services	0.00	195,428.45	287,566.10	575,000	200,000
100-040-54100-52121 Contractual Svcs/CH2M	0.00	479,977.01	615,494.32	629,700	547,139
100-040-54100-52124 Contractual Svcs/Optech	0.00	458,686.96	650,507.64	647,000	658,000
100-040-54100-52126 Road Maint Supplies	285,000.00	10,918.20	51,335.45	75,000	100,000
100-010-54100-52350 Travel Expense	0.00	0.00	0.00	0	3,000
100-010-54100-52360 Dues & Fees	0.00	0.00	0.00	0	3,000
100-010-54100-52370 Education & Training	0.00	0.00	0.00	0	3,000
100-040-54100-53100 Operating Supplies	0.00	5,032.24	16,900.19	15,000	15,000
100-040-54100-54231 Signs/Beautification	0.00	31,656.24	25,155.10	60,000	125,000
100-040-54100-54250 Other Equipment	0.00	1,256.76	217.60	2,500	10,000
100-040-54100-54260 Street Lighting	0.00	0.00	0.00	0	75,000
Subtotal	**285,000.00**	**1,182,955.86**	**1,647,176.40**	**2,045,957**	**1,952,668**

Community Development Department

Community Development

	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Amended Budget	FY2018 Budgeted
100-070-57200-51110 Regular Salaries	142,962.00	151,750.56	146,489.18	159,218	165,709
100-070-57200-51200 Fica/Medicare	9,322.38	9,726.84	9,767.72	12,180	12,677
100-070-57200-51210 Group Insurance	0.00	0.00	0.00	0	0
100-070-57200-51240 Retirement	23,026.56	24,177.92	24,842.68	27,067	28,171
100-070-57200-51260 Unemployment Expense	0.00	0.00	0.00	0	0
100-070-57200-51270 Workers Comp	368.70	145.00	1,006.00	928	1,000
100-070-57200-51290 Other Emp Benefits	0.00	773.50	11,960.40	12,408	12,408
100-070-57200-52120 Professional Services	75,873.38	211,032.60	375,386.68	325,000	300,000
100-070-57200-52121 Contractual Svcs/CH2M	0.00	0.00	82,499.83	110,000	128,000
100-0070-57200-52350 Travel Expense	0.00	0.00	0.00	0	3,500
100-0070-57200-52360 Dues & Fees	0.00	0.00	0.00	0	1,500
100-070-57200-52370 Education & Training	0.00	3,254.06	3,641.75	4,000	3,500
100-070-57200-53175 Hospitality Supplies	0.00	0.00	0.00	4,000	3,000
100-070-57200-56230 Multi-Use Trail	0.00	0.00	0.00	350,000	100,000
Subtotal	**251,553.02**	**400,860.48**	**655,594.24**	**1,004,801**	**759,465**

Building Department

100-070-57220-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57220-52121 Contractual Svcs/CH2M	0.00	0.00	0.00	20,255	615,000
100-070-57220-52123 Contractual Svcs/CAA	398,526.51	393,056.29	415,236.55	383,000	0
Subtotal	**398,526.51**	**393,056.29**	**415,236.55**	**403,255**	**615,000**

Planning & Zoning

100-070-57410-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57410-52121 Contractual Svcs/CH2M	226,729.80	233,746.32	217,467.36	220,000	210,000
Subtotal	**226,729.80**	**233,746.32**	**217,467.36**	**220,000**	**210,000**

CODE ENFORCEMENT	*FY2014 Actuals*	*FY2015 Actuals*	*FY2016 Actuals*	*FY2017 Amended Budget*	*FY2018 Budgeted*
100-070-57450-52120 Professional Services	0.00	0.00	0.00	0	0
100-070-57450-52121 Contractual Svcs/CH2M	408,113.67	420,743.40	588,441.24	622,700	430,000
Subtotal	**408,113.67**	**420,743.40**	**588,441.24**	**622,700**	**430,000**
DESIGNATED RESERVE					
100-010-59000-57902 Reserve Contingency	664,350.00	76,948.81	1,462,050.74	3,120,916	0
Subtotal	**664,350.00**	**76,948.81**	**1,462,050.74**	**3,120,916**	**0**
Total Department Expenditures	**4,528,647.76**	**5,542,570.03**	**8,456,980.04**	**22,871,155**	**13,165,269**







Section 6

Appendix

City of Peachtree Corners
Annual Operating & Capital Budget
Fiscal Year 2018

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 who 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, while providing a competitive environment for businesses and creating a strong sense of community for all and accommodating the best opportunities to "live, work, play and stay."

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 form 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 to the news media upon request.

(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 assistcthe reader of the Budget document in understanding these terms, a glossary has been included in this document.

A

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

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

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

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

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

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

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

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

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

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

B

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

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

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

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

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

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

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

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

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

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

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

C

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

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

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

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

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

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

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

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

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

D

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

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

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

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

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

E

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

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

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

F

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

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

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

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

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

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

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

FUND BALANCE (carried forward): Funds on hand at year-end resulting from collections of revenue in excess of anticipations and/or unexpended appropriations, which are included as a revenue source in the budget of the ensuing year.

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

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

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

G

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

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

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

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

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

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

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

L

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

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

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

M

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

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

O

OBJECTIVES: Unambiguous statements of performance intentions expressed in measurable terms.

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

P

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

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

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

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

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

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

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

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

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

R

REAL PROPERTY: Land, buildings, permanent fixtures, and improvements.

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

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

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

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

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

S

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

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

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

T

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

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

U

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

W

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



CITY OF

Peachtree CORNERS

Innovative & Remarkable