



AGENDA  
COUNCIL MEETING  
4040 S. BERKELEY LAKE RD.  
BERKELEY LAKE, GEORGIA 30096  
DECEMBER 16, 2021

7:00 PM Work Session | 8:00 PM Formal Session

*Citizens are encouraged to offer comments on issues of concern as agenda items are reached and at the end of the meeting for all other issues. Please limit citizen comments to 2 minutes. Longer citizen comments are welcome in writing and will be added to the official record of this meeting.*

**WORK SESSION**

**CALL TO ORDER**

**AGENDA**

**CONSENT AGENDA**

- a) Minutes of November 18, 2021 Council Meeting
- b) Financial Reports for October 2021, Unaudited

**OLD BUSINESS**

- a) O-21-241 - Proposed Budget for 2022

**NEW BUSINESS**

- a) Public Works: Proposal for Professional Services – Stormwater Improvements in the vicinity of 881/882 Lakeshore Drive to be funded by ARPA

**EXECUTIVE SESSION *(if needed)***

**CITIZEN COMMENTS**

**ADJOURNMENT**



**COUNCIL MEETING**  
**4040 SOUTH BERKELEY LAKE ROAD**  
**BERKELEY LAKE, GEORGIA 30096**  
**DRAFT MINUTES**  
**NOVEMBER 18, 2021**

**ATTENDANCE**

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Mayor: Lois Salter

Council Members: Rodney Hammond, Scott Lee, Chip McDaniel, Rebecca Spitler

City Officials: Leigh Threadgill - City Administrator, Richard Carothers – Attorney

Members of the Public: 6

Members of the Press: 0

**WORK SESSION**

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The mayor and council reviewed the meeting agenda and materials with staff.

**CALL TO ORDER**

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Salter called the meeting to order at 8:04 PM. A quorum of council members was in attendance.

**AGENDA**

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**Hammond made a motion to accept the agenda. Lee seconded the motion. All council members were in favor and the motion passed.**

**PUBLIC HEARING**

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- a) O-21-241 – Proposed Budget for 2022

Salter solicited comments from the public regarding the proposed 2022 budget.

Rachel Clark, 115 Little Ridge, asked about a \$450,000 line item for operating and whether there is a break-out of that.

Threadgill clarified that the question was regarding the \$546,565 General Government line item under expenses.

Clark asked for the line-item detail in writing.

Salter suggested Clark meet with Threadgill to go over the line-item detail.

Sptiler noted that we have a finance committee that reviews and makes a recommendation on the budget.

## **CONSENT AGENDA**

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Salter noted the following as items on the consent agenda and solicited a motion:

- a) Minutes of October 21, 2021 Council Meeting
- b) Financial Reports for September 2021, Unaudited

**McDaniel made a motion to approve all items on the consent agenda. Lee seconded the motion. All were in favor and the motion passed.**

## **OLD BUSINESS**

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- b) O-21-240 – Amendment to Chapter 34-19, Insurance License Fees

Threadgill: *O-21-240 is an amendment to the flat fee that state law allows cities to charge insurers conducting business in the city. With the city population now exceeding 2,000 based on the 2020 census, the City can charge \$40, versus the current \$25 rate, beginning January 1, 2022.*

**Spitler made a motion to place O-21-240, an ordinance to amend Chapter 34-19, Insurance License Fees, to repeal conflicting ordinances, to provide for an effective date and for other purposes, on second read and adopt. McDaniel seconded the motion. All were in favor and the motion passed.**

- c) O-21-241 – Proposed Budget for 2022

Threadgill: *O-21-241 is the proposed budget for 2022. The measure as presented anticipates no increase in the real property tax millage rate for 2022 over the rollback rate for 2021. The measure is presented for second read consideration.*

**Spitler made a motion to place O-21-241, an ordinance to establish the budget for the year 2022, to repeal conflicting ordinances, to provide for an effective date and for other purposes, on second read. Lee seconded the motion. All were in favor and the motion passed.**

## **NEW BUSINESS**

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- a) Planning & Zoning Commission By-Laws Amendment

Threadgill: *The Planning & Zoning Commission requested this change to allow the chair to have the same voting capability as any other commissioner. The commission reviewed the proposed amendment at their November 9, 2021 meeting and made a recommendation to approve it as submitted.*

**McDaniel moved to table this item. Hammond seconded the motion. All were in favor and the motion passed.**

**PUBLIC COMMENTS**

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There were no citizen comments.

**ADJOURNMENT**

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**There being no further business to discuss, Hammond moved to adjourn. Spitler seconded the motion. All were in favor and the motion passed.**

Salter adjourned the meeting at 8:12 PM.

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Leigh Threadgill  
City Clerk

# City of Berkeley Lake

## Budget vs. Actuals: 2021 Capital and Operating Budget - FY21 P&L

January - October, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
100 100 General	1,059,323	1,008,469	50,854	105.00 %
230.33.2100 ARP Act 230.33.2100	400,884		400,884	
320 320 SPLOST Income	332,288	652,017	-319,729	51.00 %
<b>Total Income</b>	<b>\$1,792,495</b>	<b>\$1,660,486</b>	<b>\$132,009</b>	<b>108.00 %</b>
<b>GROSS PROFIT</b>	<b>\$1,792,495</b>	<b>\$1,660,486</b>	<b>\$132,009</b>	<b>108.00 %</b>
<b>Expenses</b>				
1 Gen Govt	329,839	480,926	-151,087	69.00 %
2 Judicial	140	9,190	-9,050	2.00 %
230 ARP Act Expenses 230	81,201		81,201	
3 Public Safety	94,699	135,833	-41,134	70.00 %
4 Public Works	79,635	152,392	-72,757	52.00 %
6 Culture and Recreation	8,613	20,580	-11,967	42.00 %
7 Housing and Development	128,105	169,934	-41,829	75.00 %
9000.61.1100 Xfer Out - Reserve Fund		39,614	-39,614	
SPLOST Expenses	119,421	652,017	-532,596	18.00 %
<b>Total Expenses</b>	<b>\$841,654</b>	<b>\$1,660,486</b>	<b>\$ -818,832</b>	<b>51.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$950,841</b>	<b>\$0</b>	<b>\$950,841</b>	<b>0%</b>
<b>NET INCOME</b>	<b>\$950,841</b>	<b>\$0</b>	<b>\$950,841</b>	<b>0%</b>

# City of Berkeley Lake

## Income & Expense

October 2021

	TOTAL
Income	
100 100 General	31,895.56
320 320 SPLOST Income	33,804.28
<b>Total Income</b>	<b>\$65,699.84</b>
GROSS PROFIT	<b>\$65,699.84</b>
Expenses	
1 Gen Govt	31,889.71
3 Public Safety	8,990.72
4 Public Works	3,602.24
6 Culture and Recreation	1,561.35
7 Housing and Development	1,226.39
SPLOST Expenses	5,496.64
<b>Total Expenses</b>	<b>\$52,767.05</b>
NET OPERATING INCOME	<b>\$12,932.79</b>
NET INCOME	<b>\$12,932.79</b>

# City of Berkeley Lake

## Balance Sheet

As of October 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
General Fund	3,316,849.99
SPLOST Fund	480,080.15
<b>Total Bank Accounts</b>	<b>\$3,796,930.14</b>
Accounts Receivable	
Accounts Rec 1.11.1900.1	7,125.79
<b>Total Accounts Receivable</b>	<b>\$7,125.79</b>
Other Current Assets	
Accounts Rec - SPLOST 1.11.2000	68,858.70
Franchise Tax Rec 1.11.1550	112,500.00
Prepaid Expense 1.11.3600	1,491.76
Prepaid items 1.11.3800	3,579.00
Taxes Receivable 1.11.1600	73,536.98
Undeposited Funds 1.11.1114	4,087.80
<b>Total Other Current Assets</b>	<b>\$264,054.24</b>
<b>Total Current Assets</b>	<b>\$4,068,110.17</b>
Fixed Assets	
Building & Improvements 1.11.7400	1,770,036.08
Computer Equipment 1.11.6700	48,172.61
Furniture & Fixtures 8.11.7700	71,493.47
Land 8.11.7100	9,473,522.23
Machinery & Equipment 1.11.6500	121,737.28
<b>Total Fixed Assets</b>	<b>\$11,484,961.67</b>
<b>TOTAL ASSETS</b>	<b>\$15,553,071.84</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable 1.12.1100	13,089.84
<b>Total Accounts Payable</b>	<b>\$13,089.84</b>
Other Current Liabilities	
Deferred revenue 1.12.2500	2,580.20
Direct Deposit Payable	-0.01
Payroll Liabilities	6,187.55
PTO Accrual	6,710.38
Regulatory Fees Payable	9,629.62
<b>Total Other Current Liabilities</b>	<b>\$25,107.74</b>
<b>Total Current Liabilities</b>	<b>\$38,197.58</b>
<b>Total Liabilities</b>	<b>\$38,197.58</b>
Equity	

# City of Berkeley Lake

## Balance Sheet

As of October 31, 2021

	TOTAL
Fund Bal Unrsvd 1.13.4220	2,997,167.48
Investmt in fixedassets 1.13.4K	11,357,142.38
Reserve for prepaids 1.13.4125	5,070.76
Restricted4CapitalProj 1.13.4155	799,762.66
Retained Earnings 1.13.3000	-595,109.60
Net Income	950,840.58
<b>Total Equity</b>	<b>\$15,514,874.26</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$15,553,071.84</b>



## City of Berkeley Lake - 2022 Proposed Budget Highlights

Please be advised of the following items of note regarding the proposed 2022 budget:

### General

The City Treasurer and the Citizen Finance Committee approved the proposed 2022 budget as presented.

### Revenues

- 1) The proposed budget anticipates no increase in the real property tax millage rate for 2022 over the rollback rate for 2021.
- 2) *Title Ad Valorem Taxes* have been increased by \$5,000 or 8% due to 2021 pacing.
- 3) *Occupation Taxes* have been increased by \$4,275 or 14% due to the addition of local businesses, Technicolor and Aard & Winter.
- 4) *Insurance Premium Taxes* have been increased by \$10,732 or 7% in the 2022 budget over the actuals from 2020 in anticipation of added revenues due to premium increases and an increase in the 2020 census numbers.
- 5) *Insurance License Fees* have been increased by \$2,720 or 68% in the 2022 budget over the 2021 budget due to the 2020 census numbers allowing for a rate increase.
- 6) *Interest Revenues* have been decreased by \$8,220 or 69% in the 2022 budget over the 2021 budget due to interest rates dropping.
- 7) *SPLOST Revenues* have been increased by \$63,108 or 19% due to 2021 pacing.
- 8) The full amount of the *American Rescue Plan Act (ARPA)* grant has been budgeted for 2022 and will be rolled over in subsequent years for any unused funds. Monies must be obligated by December 31, 2024 and disbursed by December 31, 2026.

### Expenses

- 1) A total of \$17,000 in *Contingency* funds has been distributed over most departments.
- 2) *General Fund* expenses overall will be increased by 1.9% following a 2.1% decrease in the prior year. The increase is due to increased costs of tax collection, implementation of modern document management and on-line systems for citizen and business interaction, a 6% cost of living adjustment, and an unexpected change in auditing firms.

	2021 Budget	2021 Forecast	2022 Budget	2022 vs 2021 Budget
100 General	1,008,469	1,106,275	1,034,800	2.6%
100 Reserves	-	-	-	
230 ARPA	-	400,884	400,884	
230 Reserves	-	-	319,464	
320 SPLOST	332,892	395,225	396,240	19.0%
320 Reserves	319,125	-	585,968	83.6%
<b>Total Revenue</b>	<b>1,660,486</b>	<b>1,902,384</b>	<b>2,737,356</b>	64.9%
General Government	480,927	441,270	546,565	13.6%
Judicial	9,190	2,740	9,190	0.0%
Public Safety	135,835	122,056	141,819	4.4%
Public Works	152,394	136,847	149,869	-1.7%
Culture & Recreation	20,580	10,926	20,580	0.0%
Housing & Development	169,934	131,354	119,100	-29.9%
<b>General Expenses</b>	<b>968,860</b>	<b>845,193</b>	<b>987,123</b>	1.9%
SPLOST Public Works	337,320	145,000	586,333	73.8%
SPLOST Admin Facilities	257,004	2,500	321,448	25.1%
SPLOST Public Safety	57,693	-	74,427	29.0%
<b>SPLOST Expenses</b>	<b>652,017</b>	<b>147,500</b>	<b>982,208</b>	50.6%
<b>ARPA Expenses</b>	<b>-</b>	<b>81,420</b>	<b>720,348</b>	
<b>Total Expenses</b>	<b>1,620,877</b>	<b>1,074,113</b>	<b>2,689,679</b>	65.9%
Addition to General Reserves	39,609	261,082	47,677	20.4%
Addition to SPLOST Reserves	-	247,725	-	

ORDINANCE

AN ORDINANCE TO ESTABLISH A BUDGET FOR THE YEAR 2022; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Be it ordained by the Mayor and the City Council of the City of Berkeley Lake that the 2022 Budget shall be appropriated as follows:

<u>Revenues</u>	
General	1,034,800
American Rescue Plan Act	720,348
SPLOST	<u>982,208</u>
Total Revenues	\$2,737,356
<u>Expenditures</u>	
General Government	546,565
Judicial	9,190
Public Safety	141,819
Public Works	149,869
Culture & Recreation	20,580
Housing & Development	119,100
Additions to General Reserves	47,677
SPLOST – Public Works	586,333
SPLOST – Admin Facilities	321,448
SPLOST – Public Safety	74,427
American Rescue Plan Act	<u>720,348</u>
Total Expenditures	\$2,737,356

All ordinances and parts of ordinances in conflict herewith are repealed to the extent of any such conflict. This ordinance shall be effective upon adoption by the Council of the City of Berkeley Lake.

So ordained, this 16<sup>th</sup> day of December 2021.

ATTEST:

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Lois D. Salter, Mayor

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Leigh Threadgill, City Clerk

First Read: October 21, 2021  
Second Read/Hearing: November 18, 2021  
Adoption: December 16, 2021



December 07, 2021

Mrs. Leigh Threadgill  
City Administrator  
City of Berkeley Lake, Georgia  
Sent via email: [leigh.threadgill@berkeleylake.com](mailto:leigh.threadgill@berkeleylake.com)

Re: Proposal for Professional Services  
City of Berkeley Lake – 881 / 882 Lakeshore Drive Stormwater Improvements

Dear Mrs. Threadgill:

Keck & Wood, Inc. (“K+W”) appreciates this opportunity of presenting a proposal to provide professional services to the City of Berkeley Lake (“City”) to improve the stormwater infrastructure at 881 / 882 Lakeshore Drive. Consideration of our firm for this assignment is most appreciated.

**Scope of Services:** K+W will provide the following scope of services:

1. Conduct a topographical survey of the existing conditions at the site.
2. Conduct a hydrologic analysis of the watershed.
3. Prepare construction drawings for repairing / rebuilding the stormwater system to improve the performance and resiliency of the system.
4. Prepare temporary and/or permanent easement drawings as needed.
5. Prepare a construction cost estimate.
6. Prepare a project manual containing contract requirements and construction specifications.
7. Solicit quotes from three (3) well qualified contractors, or publicly advertise for bid, depending on construction cost estimate.
8. Respond to questions from bidders.
9. Provide the City with a recommendation letter.
10. Facilitate contract execution between the City and the Contractor.
11. Attend a pre-construction conference with the City and the Contractor.
12. Perform contractor submittal reviews.
13. Perform up to three (3) on-site observations during the construction process to ensure, in general, that the Contractor is conducting the work in accordance with the bid documents and to verify the Contractor’s applications for payment.
14. Review Contractor’s Applications for Payment and advise the City on the amounts owed to the contractor based on site observations.
15. Assist the City in the preparation and processing of change orders due to unforeseen conditions.
16. Prepare a list of items needing attention (items to be corrected will be identified in a documented punch list).
17. Assist the City with required project closeout items

**Project Delivery Schedule**

The Engineer will begin work immediately upon authorization from the City. We expect it could take up to six (6) months to complete the project.

**Fee Schedule**

Compensation for work performed shall be according to the Engineer's Hourly Rates in the on-call agreement with the City, not to exceed \$27,000.00. Once per month during the existence of this contract, the Engineer shall submit to the City an invoice for payment based on the actual work performed for the Project through the invoice period.

If you have any questions or would like additional information, don't hesitate to contact me at 678-417-4000. We thank you for this opportunity and look forward to working with the City on this project.

Please contact me if you have any questions or concerns at 678-417-4025.

Sincerely,  
KECK & WOOD, INC.



Adam Shelton, P.E.  
Associate Vice President

Accepted by City of Berkeley Lake, GA

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_