



**AGENDA
COUNCIL MEETING
4040 S. BERKELEY LAKE RD.
BERKELEY LAKE, GEORGIA 30096
NOVEMBER 21, 2024**

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

PUBLIC HEARING

- a) O-24-254 – 2025 Proposed Budget

CONSENT AGENDA

- a) Minutes of October 23, 2024, Council Work Session
- b) Minutes of October 23, 2024, Council Meeting
- c) Financial Statements of September 2024 – Unaudited

OLD BUSINESS

- a) O-24-254 – 2025 Proposed Budget

NEW BUSINESS

- a) Ratification of Change Order 1 - 2024 Paving Project Close-out

EXECUTIVE SESSION *(if needed)*

CITIZEN COMMENTS

ADJOURNMENT

Requests for reasonable accommodations required by individuals to fully participate in any open meeting, program, or activity of the City of Berkeley Lake government should be made at least five days prior to the event by contacting the ADA Coordinator at 770-368-9484.



**SPECIAL CALLED COUNCIL WORK SESSION
4040 SOUTH BERKELEY LAKE ROAD
BERKELEY LAKE, GEORGIA 30096
DRAFT MINUTES
OCTOBER 23, 2024**

ATTENDANCE

Mayor: Lois Salter

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

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

Members of the Public: 2

Members of the Press: 0

WORK SESSION

TSW, the consultant working on the code update project, made a presentation of work done to date and the findings of the diagnostic report.

Salter reviewed the agenda with the council and solicited questions regarding the items for consideration.

There were no questions.

The work session was adjourned.

Submitted by:

Leigh Threadgill, City Clerk



**SPECIAL CALLED COUNCIL MEETING
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Mayor: Lois Salter

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Members of the Public: 2

Members of the Press: 0

CALL TO ORDER

Salter called the meeting to order at 8:05 PM. A quorum of council members was in attendance.

AGENDA

Salter solicited a motion regarding the agenda.

Hammond made a motion to accept the agenda as submitted. Spitler seconded the motion. All council members were in favor and the motion passed.

CONSENT AGENDA

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

- a) Minutes of September 19, 2024, Council Work Session
- b) Minutes of September 19, 2024, Council Meeting
- c) Financial Statements of August 2024 – 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

Salter noted that there is no old business to discuss.

NEW BUSINESS

a) O-24-254 – 2025 Proposed Budget

Threadgill: O-24-254 is the proposed budget for 2025. This measure as presented anticipates no increase in the real property tax millage rate for 2025 over the rollback rate for 2024 and is presented for first read consideration after having been reviewed and recommended by the Finance Committee. Staff requests that you schedule a public hearing to receive citizen comments to be held on November 21st.

Spitler made a motion to place O-24-254, an ordinance to establish the budget for the year 2025, to repeal conflicting ordinances, to provide for an effective date and for other purposes, on first read and to schedule a public hearing on the matter for Thursday, November 21st at 8:00 PM. Smith seconded the motion. All were in favor and the motion passed.

b) Human Resources: Pay-Scale Adjustment

Threadgill: In April of 2016, the City Council approved a compensation package for both hourly and salary employees. Hourly pay ranges have been amended as recently as 2023, but the salary pay range has not been amended since its adoption in 2016. The proposed hourly pay range amendment captures cost-of-living adjustments established by the Social Security Administration for 2024 and 2025 and the salary pay range amendment captures cost-of-living adjustments established by the Social Security Administration for the years 2018-2025 to ensure that the value of the pay range is the same today as it was when implemented in 2017. If approved, the proposed pay ranges will become effective January 1st of 2025.

Lee made a motion to approve the 2025 pay scale adjustment as presented. Hammond seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

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

Salter adjourned the meeting at 8:08 PM.

Submitted by:

DRAFT

City of Berkeley Lake

Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L

January - September, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 100 General	1,069,618.19	1,577,234.00	-507,615.81	67.82 %
320 320 SPLOST Income	396,218.89	2,010,412.00	-1,614,193.11	19.71 %
Total Income	\$1,465,837.08	\$3,587,646.00	\$ -2,121,808.92	40.86 %
GROSS PROFIT	\$1,465,837.08	\$3,587,646.00	\$ -2,121,808.92	40.86 %
Expenses				
1 Gen Govt	312,622.73	587,425.00	-274,802.27	53.22 %
2 Judicial	7,993.68	9,190.00	-1,196.32	86.98 %
230 ARP Act Expenses 230	329,257.45	348,468.00	-19,210.55	94.49 %
3 Public Safety	106,749.94	169,923.00	-63,173.06	62.82 %
4 Public Works	168,598.34	160,542.00	8,056.34	105.02 %
6 Culture and Recreation	17,636.48	20,904.00	-3,267.52	84.37 %
7 Housing and Development	64,655.94	226,409.00	-161,753.06	28.56 %
9000.61.1100 Xfer Out - Reserve Fund		54,375.00	-54,375.00	
SPLOST Expenses	399,834.69	2,010,412.00	-1,610,577.31	19.89 %
Total Expenses	\$1,407,349.25	\$3,587,648.00	\$ -2,180,298.75	39.23 %
NET OPERATING INCOME	\$58,487.83	\$ -2.00	\$58,489.83	-2,924,391.50 %
NET INCOME	\$58,487.83	\$ -2.00	\$58,489.83	-2,924,391.50 %

City of Berkeley Lake

Income & Expense

September 2024

	TOTAL
Income	
100 100 General	61,660.23
320 320 SPLOST Income	43,600.08
Total Income	\$105,260.31
GROSS PROFIT	\$105,260.31
Expenses	
1 Gen Govt	32,091.70
2 Judicial	2,508.89
3 Public Safety	8,969.20
4 Public Works	11,483.24
6 Culture and Recreation	361.35
7 Housing and Development	2,657.55
SPLOST Expenses	1,300.00
Total Expenses	\$59,371.93
NET OPERATING INCOME	\$45,888.38
NET INCOME	\$45,888.38

City of Berkeley Lake

Balance Sheet

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Debt Service Fund	0.00
General Fund	4,214,848.65
SPLOST Fund	1,455,692.50
Suspense 1.11.1000	0.00
Total Bank Accounts	\$5,670,541.15
Accounts Receivable	
Accounts Rec 1.11.1900.1	21,440.21
Total Accounts Receivable	\$21,440.21
Other Current Assets	
1.11.27 Grant Receivable	0.00
Accounts Rec - SPLOST 1.11.2000	84,442.65
AccountsRec-OtherTax1.11.1900.2	0.00
Franchise Tax Rec 1.11.1550	108,000.00
Interest Receivable 1.11.1400	0.00
Prepaid Expense 1.11.3600	1,504.99
Prepaid items 1.11.3800	4,251.00
Taxes Receivable 1.11.1600	367,395.52
Undeposited Funds 1.11.1114	1,859.83
Total Other Current Assets	\$567,453.99
Total Current Assets	\$6,259,435.35
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	9,392,320.74
Machinery & Equipment 1.11.6500	173,026.24
Total Fixed Assets	\$11,455,049.14
Other Assets	
Accum amort - bond cost	0.00
Amt avail 4 debt svc 9.11.9100	0.00
Bond issuance cost	0.00
Loan Receivable - Facilities	0.00
Loan Receivable - Paving	0.00
To be prov 4 debt 1.11.7500	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$17,714,484.49

City of Berkeley Lake

Balance Sheet

As of September 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable 1.12.1100	29,452.83
Operating AP	0.00
SPL2005 Admin Facil- City H-AP*	0.00
SPLOST account - Suntrust-AP*	0.00
Total Accounts Payable	\$29,452.83
Credit Cards	
Anderson Credit Card (8186)	0.00
BOZEMAN, MARTY (0241)	0.00
Hiller Credit Card (4916)	64.88
Hunter Credit Card (0891)	115.78
Threadgill Credit Card (3322)	1,208.35
Wilhite Credit Card (1132)	0.00
Total Credit Cards	\$1,389.01
Other Current Liabilities	
*Sales Tax Payable	0.00
1.12.28 Bonds payable - current	0.00
Accounts Payable Accruals-L*	0.00
Accounts payable-L 1.12.1100.2	0.00
Accrued Expenses 1.12.1150	0.00
Accrued Interest Payable	0.00
Accrued Salaries 1.12.1200	0.00
Accrued SPLOST Expenses 2.12.1250	0.00
Deferred revenue 1.12.2500	12,202.13
Direct Deposit Payable	-0.01
MyGov	0.00
Payroll Liabilities	66.10
PR Tax Payable - Fed 1.12.1300	0.00
PR Tax Payable - State 1.12.1310	0.00
PTO Accrual	10,887.09
Regulatory Fees Payable	8,126.84
Retainage Payable	0.00
Total Other Current Liabilities	\$31,282.15
Total Current Liabilities	\$62,123.99

City of Berkeley Lake

Balance Sheet

As of September 30, 2024

	TOTAL
Long-Term Liabilities	
Gen Oblig Bond Payable 1.12.3000	0.00
GOB Payable - 2009 1.12.3000.2	0.00
GOB Payable - 2011 1.12.3000.3	0.00
GOB Payable - 2012 1.12.3000.4	0.00
SPLOST Loan Payable - Paving	0.00
SPLOST Loan Payable Facilities	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$62,123.99
Equity	
Fund Bal Unrsvd 1.13.4220	4,214,848.65
Investmt in fixedassets 1.13.4K	11,327,229.85
Opening Bal Equity	0.00
Reserve for prepaids 1.13.4125	5,755.99
Reserved for Debt Service	0.00
Restricted for Debt Svc 1.13.4105	0.00
Restricted4CapitalProj 1.13.4155	1,455,692.50
Retained Earnings 1.13.3000	590,345.68
Net Income	58,487.83
Total Equity	\$17,652,360.50
TOTAL LIABILITIES AND EQUITY	\$17,714,484.49

City of Berkeley Lake - 2025 Proposed Budget Highlights

Please be advised of the following items of note regarding the proposed 2025 budget:

General

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

Revenues

- 1) The proposed budget anticipates no increase in the real property tax millage rate for 2025 over the rollback rate for 2024.
- 2) *Georgia Power franchise tax* has been increased by \$10,286 or 7% due to 2024 revenue received.
- 3) *Insurance premium tax* has been increased by \$14,023 or 8% based on pacing.
- 4) *Title Ad Valorem Taxes* have been increased by \$8,776 or 7% due to 2024 pacing.
- 5) *Financial Institution Taxes* have been increased by \$4,818 or 14% due to 2024 pacing.
- 6) *ARPA* revenues have been spent, so there is an overall decrease in revenue by \$329,257.

Expenses

- 1) A total of ~\$24,000 in *Contingency* funds has been distributed across several departments.
- 2) For the second year the *Housing and Development* expenses have included \$100,000 for the code update project.
- 3) *Public Works* costs have increased due in large part to a 24% increase, or \$9,899, in the cost of providing and maintaining streetlights as well as a 200% increase, or \$15,000, in engineering professional services.
- 4) *General Fund* expenses overall will be increased by 3.6% and include the following:
 - a. Increased costs due to inflation,
 - b. a 5% increase in hourly staff salaries,
 - c. a 17% in the city administrator salary after adjusting for cost-of-living adjustments since the salary range was implemented in 2017; this adjustment, while an increase in salary, is a decrease from the mid-range to the low point on the scale
 - d. a 21% reduction in general professional services for consulting
 - e. a 39% increase in insurance with additional cyber insurance coverage
- 5) The *General Government* line includes salaries for the City Administrator and Assistant to the City Administrator. However, the City Administrator acts as the planning director (*Housing and Development* line item) and public works director (*Public Works* line item), spending approximately 30% of her time on each. The Assistant to the City Manager is the court clerk and spends approximately 10% of her time on court-related duties (*Judicial* line item). In addition, she supports code enforcement (*Public Safety* line item) and permitting (*Housing and Development* line item) with approximately 10% and 25% of her time respectively.



	2024 Budget	2024 Forecast	2025 Budget	2025 vs 2024 Budget
100 General	1,228,766	1,435,279	1,272,301	3.5%
100 Reserves	-	-	-	
230 ARPA	-	-	-	
230 Reserves	348,468	329,257	-	
320 SPLOST	480,460	522,712	504,106	4.9%
320 Reserves	1,529,952	143,310	1,391,547	-9.0%
Total Revenue	3,587,646	2,430,558	3,167,953	-11.7%
General Government	587,424	434,531	604,943	3.0%
Judicial	9,190	8,020	9,439	2.7%
Public Safety	169,923	153,070	171,968	1.2%
Public Works	160,542	204,795	170,240	6.0%
Culture & Recreation	20,903	25,591	21,990	5.2%
Housing & Development	226,409	88,232	238,578	5.4%
General Expenses	1,174,392	914,239	1,217,159	3.6%
SPLOST Public Works	1,509,683	661,047	1,333,929	-11.6%
SPLOST Admin Facilities	344,153	4,975	358,811	4.3%
SPLOST Public Safety	123,894	-	157,044	26.8%
SPLOST Rec Facilities	20,682	-	33,869	63.8%
SPLOST Expenses	1,998,412	666,022	1,883,653	-5.7%
ARPA Expenses	348,468	329,257	-	
Total Expenses	3,521,272	1,909,518	3,100,812	-11.9%
Addition to General Reserves	54,374	521,040	55,142	1.4%
Addition to SPLOST Reserves	12,000	(0)	12,000	

ORDINANCE

AN ORDINANCE TO ESTABLISH A BUDGET FOR THE YEAR 2025; 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 2025 Budget shall be appropriated as follows:

<u>Revenues</u>		
General		1,272,301
SPLOST		<u>1,895,653</u>
Total Revenues		\$3,167,953
<u>Expenditures</u>		
General Government		604,943
Judicial		9,439
Public Safety		171,968
Public Works		170,240
Culture & Recreation		21,990
Housing & Development		238,578
Additions to General Reserves		55,142
SPLOST – Public Works		1,333,929
SPLOST – Admin Facilities		358,811
SPLOST – Public Safety		157,044
SPLOST – Rec Facilities		33,869
SPLOST – Addition to Reserves		<u>12,000</u>
Total Expenditures		\$3,167,953

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 _____ day of December 2024.

ATTEST :

Lois D. Salter, Mayor

Leigh Threadgill, City Clerk

First Read: October 23, 2024
Second Read/Hearing: November 21, 2024
Adoption:

Change Order No. 1

Date of Issuance: 9/3/24	Effective Date: 9/3/24
Owner: City of Berkeley Lake	Owner's Contract No.:
Contractor: Garrett Paving Company	Contractor's Project No.:
Engineer:	Engineer's Project No.: 230200
Project:	Contract Name: 2024 Paving Project

The Contract is modified as follows upon execution of this Change Order:

Description: **Final contract amount is adjusted to match the value of the work completed and zero-out the remaining balance.**

Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>242,536.99</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ days
	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Increase of this Change Order: \$ <u>9,557.31</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>252,094.30</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u><i>Cham Hutton</i></u>	By: <u><i>John D. Altner</i></u>	By: <u><i>Bej</i></u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Associate VP</u>	Title: <u>Mayor</u>	Title: <u>Pres</u>
Date: <u>9/3/24</u>	Date: <u>11/01/2024</u>	Date: <u>9/3/2024</u>