



AGENDA  
COUNCIL MEETING  
4040 S. BERKELEY LAKE RD.  
BERKELEY LAKE, GEORGIA 30096  
APRIL 20, 2023

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-23-246, Proposed 2022 Budget Amendment

**CONSENT AGENDA**

- a) Minutes of March 16, 2023, Council Meeting
- b) Financial Statements of February 2023 – Unaudited

**OLD BUSINESS**

- a) O-23-246, Proposed 2022 Budget Amendment

**NEW BUSINESS**

- a) Keck & Wood Proposal for Citywide Pavement Assessment and Maintenance Program

**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.



**COUNCIL MEETING**  
**4040 SOUTH BERKELEY LAKE ROAD**  
**BERKELEY LAKE, GEORGIA 30096**  
**DRAFT MINUTES**  
**MARCH 16, 2023**

**ATTENDANCE**

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Mayor: Lois Salter

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

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

Members of the Public: 1

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 8:05 PM. A quorum of council members was in attendance.

**AGENDA**

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Salter solicited motions regarding the agenda.

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

**CONSENT AGENDA**

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

- a) Minutes of February 16, 2023, Council Meeting
- b) Financial Statements of December 2022 – Unaudited
- c) Financial Statements of January 2023 – Unaudited
- d) Intergovernmental Agreement with Gwinnett County for 2023 Municipal Elections

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

## **OLD BUSINESS**

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There was no old business to discuss.

## **NEW BUSINESS**

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- a) O-23-246, Proposed 2022 Budget Amendment

Threadgill: *O-23-246 is a housekeeping measure to identify a final status of expenses and revenues for 2022. I am requesting that council place the item on first read and schedule a public hearing regarding the amendment for April 20<sup>th</sup> at 8:00 PM.*

**Smith made a motion to place O-23-246, an ordinance to amend the budget for the year 2022, to repeal conflicting ordinances, to provide for an effective date and for other purposes, on first read and to hold a public hearing regarding the amendment on April 20, 2023, at 8:00 PM. Spitler seconded the motion. All were in favor and the motion passed.**

- b) Public Works: Waste Management Contract Addendum – Commercial Collection Services

Threadgill: *The proposal before you tonight is to adopt a competitive rate structure for commercial waste collection services and to extend the commercial franchise agreement for an additional term of up to three one-year periods.*

**McDaniel made a motion to approve the commercial waste collection franchise contract addendum. Hammond seconded the motion. All were in favor and the motion passed.**

## **PUBLIC COMMENTS**

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There were none.

## **ADJOURNMENT**

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

Salter adjourned the meeting at 8:10 PM.

Submitted by:

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Leigh Threadgill, City Clerk

# City of Berkeley Lake

## Budget vs. Actuals as of April 13, 2023: 2023 Capital and Operating Budget - FY23 P&L

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
100 100 General	247,755.33	1,108,566.00	-860,810.67	22.35 %
230.33.2100 ARP Act 230.33.2100		620,348.00	-620,348.00	
320 320 SPLOST Income	75,341.46	1,449,093.00	-1,373,751.54	5.20 %
<b>Total Income</b>	<b>\$323,096.79</b>	<b>\$3,178,007.00</b>	<b>\$ -2,854,910.21</b>	<b>10.17 %</b>
<b>GROSS PROFIT</b>	<b>\$323,096.79</b>	<b>\$3,178,007.00</b>	<b>\$ -2,854,910.21</b>	<b>10.17 %</b>
<b>Expenses</b>				
1 Gen Govt	110,316.90	565,826.00	-455,509.10	19.50 %
2 Judicial	934.91	9,190.00	-8,255.09	10.17 %
230 ARP Act Expenses 230	30,069.89	620,348.00	-590,278.11	4.85 %
3 Public Safety	18,892.83	170,031.00	-151,138.17	11.11 %
4 Public Works	14,553.81	158,643.00	-144,089.19	9.17 %
6 Culture and Recreation	1,084.05	22,463.00	-21,378.95	4.83 %
7 Housing and Development	3,547.15	125,102.00	-121,554.85	2.84 %
9000.61.1100 Xfer Out - Reserve Fund		57,315.00	-57,315.00	
SPLOST Expenses		1,449,093.00	-1,449,093.00	
<b>Total Expenses</b>	<b>\$179,399.54</b>	<b>\$3,178,011.00</b>	<b>\$ -2,998,611.46</b>	<b>5.65 %</b>
<b>NET OPERATING INCOME</b>	<b>\$143,697.25</b>	<b>\$ -4.00</b>	<b>\$143,701.25</b>	<b>-3,592,431.25 %</b>
<b>NET INCOME</b>	<b>\$143,697.25</b>	<b>\$ -4.00</b>	<b>\$143,701.25</b>	<b>-3,592,431.25 %</b>

# City of Berkeley Lake

## Income & Expense

February 2023

	TOTAL
Income	
100 100 General	50,272.87
320 320 SPLOST Income	36,154.53
<b>Total Income</b>	<b>\$86,427.40</b>
GROSS PROFIT	<b>\$86,427.40</b>
Expenses	
1 Gen Govt	31,572.29
2 Judicial	0.00
3 Public Safety	4,492.63
4 Public Works	3,665.37
6 Culture and Recreation	361.35
7 Housing and Development	376.65
<b>Total Expenses</b>	<b>\$40,468.29</b>
NET OPERATING INCOME	<b>\$45,959.11</b>
NET INCOME	<b>\$45,959.11</b>

# City of Berkeley Lake

## Balance Sheet

As of February 28, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Debt Service Fund	0.00
General Fund	4,155,009.36
SPLOST Fund	1,075,787.00
Suspense 1.11.1000	0.00
<b>Total Bank Accounts</b>	<b>\$5,230,796.36</b>
Accounts Receivable	
Accounts Rec 1.11.1900.1	10,600.25
<b>Total Accounts Receivable</b>	<b>\$10,600.25</b>
Other Current Assets	
1.11.27 Grant Receivable	0.00
Accounts Rec - SPLOST 1.11.2000	70,748.53
AccountsRec-OtherTax1.11.1900.2	0.00
Franchise Tax Rec 1.11.1550	24,000.00
Interest Receivable 1.11.1400	0.00
Prepaid Expense 1.11.3600	0.00
Prepaid items 1.11.3800	0.00
Taxes Receivable 1.11.1600	19,445.69
Undeposited Funds 1.11.1114	10,198.00
<b>Total Other Current Assets</b>	<b>\$124,392.22</b>
<b>Total Current Assets</b>	<b>\$5,365,788.83</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	9,392,320.74
Machinery & Equipment 1.11.6500	121,737.28
<b>Total Fixed Assets</b>	<b>\$11,403,760.18</b>
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
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$16,769,549.01</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	

# City of Berkeley Lake

## Balance Sheet

As of February 28, 2023

	TOTAL
Accounts Payable	
Accounts Payable 1.12.1100	8,520.77
Operating AP	0.00
SPL2005 Admin Facil- City H-AP*	0.00
SPLOST account - Suntrust-AP*	0.00
<b>Total Accounts Payable</b>	<b>\$8,520.77</b>
Credit Cards	
Hiller Credit Card (4916)	42.13
Hunter Credit Card (8185)	148.42
Threadgill Credit Card (3322)	0.00
Wilhite Credit Card (1132)	0.00
<b>Total Credit Cards</b>	<b>\$190.55</b>
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	19,692.96
Direct Deposit Payable	-0.01
MyGov	-7,424.50
Payroll Liabilities	66.10
PR Tax Payable - Fed 1.12.1300	0.00
PR Tax Payable - State 1.12.1310	0.00
PTO Accrual	10,405.10
Regulatory Fees Payable	4,186.64
Retainage Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$26,926.29</b>
<b>Total Current Liabilities</b>	<b>\$35,637.61</b>
Long-Term Liabilities	
Gen Oblig Bond Payable1.12.3000	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
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$35,637.61</b>
Equity	
Fund Bal Unrsvd 1.13.4220	3,600,643.31

# City of Berkeley Lake

## Balance Sheet

As of February 28, 2023

	TOTAL
Investmt in fixedassets 1.13.4K	11,275,940.89
Opening Bal Equity	0.00
Reserve for prepaids 1.13.4125	0.00
Reserved for Debt Service	0.00
Restricted for Debt Svc 1.13.4105	0.00
Restricted4CapitalProj 1.13.4155	1,624,153.05
Retained Earnings 1.13.3000	94,688.25
Net Income	138,485.90
<b>Total Equity</b>	<b>\$16,733,911.40</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$16,769,549.01</b>



ORDINANCE

AN ORDINANCE TO AMEND THE 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:

Revenues		
	General	1,158,235.31
	SPLOST	465,287.58
	ARPA	<u>400,884.00</u>
	Total Revenues	\$2,024,406.89
Expenditures		
	General Government	425,957.52
	Judicial	1,407.48
	Public Safety	109,716.33
	Public Works	101,133.49
	Culture & Recreation	13,264.01
	Housing & Development	24,276.48
	Additions to Reserves	482,480.00
	ARPA	205,019.87
	ARPA – Addition to Reserves	195,864.13
	SPLOST – Admin Facilities	4,608.63
	SPLOST – Public Safety	8,037.79
	SPLOST – Public Works	1,625.00
	SPLOST – Addition to Reserves	<u>451,016.16</u>
	Total Expenditures	\$2,024,406.89

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 18<sup>th</sup> day of May, 2023.

ATTEST:

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Lois D. Salter, Mayor

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Leigh Threadgill, City Clerk

First Read: March 16, 2023  
Second Read/Hearing: April 20, 2023  
Adoption: May 18, 2023



April 12, 2023

Mrs. Leigh Threadgill  
City Administrator  
City of Berkeley Lake, Georgia  
4040 S Berkeley Lake Rd  
Berkeley Lake, GA 30096  
Sent via email: leigh.threadgill@berkeleylake.com

Re: Pavement Assessment and Maintenance Program  
KW Reference No. 230200

Dear Mrs. Threadgill:

Keck & Wood, Inc. (“K+W”) appreciates this opportunity of presenting a proposal to provide professional services to assist the City of Berkeley Lake (“City”) with evaluating the pavement condition of all existing paved city streets, and prepare a recommended pavement management implementation plan. Consideration of our firm for this assignment is most appreciated.

**Scope of Services:**

**Pavement Condition Assessment and Implementation Plan Phase**

1. Prepare base map, from available data, of approximately 10 miles of roadways within the City.
2. Upload base map data to the RoadAI system.
3. Collect video data of all paved roads within the City utilizing the RoadAI system.
4. Analyze the results and develop a spreadsheet of potential pavement rehabilitations and associated cost estimates for each road.
5. Prepare a report containing a summary of the pavement evaluation, including an explanation of the pavement condition classifications, pavement condition maps, and pavement rehabilitation/repair cost estimates.
6. Assist the City with developing a pavement management implementation plan utilizing the City’s annual budget which incorporates pavement preservation techniques such as crack sealing and high-density mineral bond as well as traditional rehabilitation techniques such as mill and inlay.

**Bidding and Construction Administration Phase**

7. Provide the City with construction documents consisting of the Final Plans for the first project in the implementation plan, and a Bid Manual containing contract documents and detailed specifications suitable for soliciting construction quotes.
8. Provide the City with a bid advertisement for advertising the construction of the Project in the City’s legal organ and the Georgia Procurement Registry.
9. Post the advertisement and plan holders to the Engineer’s website.
10. Provide prospective bidders with purchased bid documents.
11. Respond to written questions from bidders.
12. Prepare addenda.
13. Attend the bid opening and review bids for award.
14. Review the qualifications of the low bidder(s).
15. Provide the City with a bid recommendation letter for the lowest qualified bidder.
16. Provide the City with a Notice of Award to be issued to the selected bidder.
17. Prepare the contract documents for execution.

18. Attend pre-construction conference with the City and Contractor.
19. Prepare pre-construction conference report and distribute to City and Contractor.
20. Perform onsite observations during the construction process to ensure, in general, that the Contractor is conducting his work in accordance with the construction documents and to verify contractor's applications for payment.
21. Review Contractor's Applications for Payment and advise the City on the amounts owed to the contractor based on site observations.
22. Assist the City in the preparation and process of change orders due to unforeseen conditions as needed.
23. Prepare a list of items needing attention (Items to be corrected will be identified in a documented punch list).
24. Assist the City with project closeout.

**Compensation:** Compensation for work performed shall be on an **hourly not to exceed \$22,500** basis utilizing our Berkeley Lake General Consulting hourly rates. Once per month during the existence of this contract, the Engineer shall submit to the City an invoice for payment based on percentage completed of the work performed for the Project through the invoice period. Items outside the scope described above can be billed hourly according to our Berkeley Lake General Consulting hourly rates or an agreed upon lump sum fee.

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: \_\_\_\_\_