



AGENDA
SPECIAL CALLED COUNCIL MEETING
4040 S. BERKELEY LAKE RD.
BERKELEY LAKE, GEORGIA 30096
OCTOBER 23, 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

CONSENT AGENDA

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

OLD BUSINESS

NEW BUSINESS

- a) O-24-254 – 2025 Proposed Budget
- b) Human Resources: Pay-Scale Adjustment

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
SEPTEMBER 19, 2024**

ATTENDANCE

Mayor: Lois Salter

Council Members: 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: 0

Members of the Press: 0

WORK SESSION

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

There was discussion.

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

Members of the Public: 4

Members of the Press: 0

CALL TO ORDER

Salter called the meeting to order at 8:00 PM. A quorum of council members was in attendance.

AGENDA

Salter solicited motions regarding the agenda.

Lee made a motion to amend the agenda to include work session minutes from the August 22, 2024 work session. Spitler seconded the motion. All council members were in favor and the motion passed.

PUBLIC HEARING

- a) **O-24-253, Amendment to Sections 78-300 and 78-301 – GC-A underlying zoning standards**

Salter solicited comments from those in attendance. There were no comments.

CONSENT AGENDA

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

- a) Minutes of August 22, 2024, Council Meeting

- b) Financial Statements of July 2024 – Unaudited
- c) Minutes of August 22, 2024, Council Work Session

Spitler 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

- a) O-24-253, Amendment to Sections 78-300 and 78-301 – GC-A underlying zoning standards**

Threadgill: The ordinance before you tonight amends Sections 78-300 and 78-301 to clarify the underlying zoning standards that apply to properties within the Gwinnett County – Annexed (GC-A) zoning district. The Planning & Zoning Commission reviewed the amendment at their August 13th meeting and recommended approval. It was first read by you on August 22nd and is now up for second read and adoption.

McDaniel made a motion to place O-24-253, an ordinance to amend Sections 78-300 and 78-301 to clarify the underlying zoning regulations applicable in the GC-A district, on second read and adopt the measure. Spitler seconded the motion. All remaining council members were in favor and the motion passed.

NEW BUSINESS

- a) Public Works – ARPA 2023 Stormwater Project Change Order #1**

Threadgill: There are a couple of areas that were identified during the course of this year’s stormwater project that are in need of repair in addition to the areas that were included in the original bid. Those locations are 3792 Frederica Road and 82 Lakeshore Drive. Additionally, one of the pipes on Frederica Lane slated for repair was originally thought to be 48 inches in diameter but was determined in the field to be 60 inches. These three changes in total add \$199,875 to the original project cost of \$715,614.65 for a total of \$915,489.65. However, the city engineer estimates that there will be approximately \$120,000 in savings in the original contract so that the net increase to the contract price should be approximately \$79,000. Staff requests that you authorize the mayor to sign the change order for the additional scope of work.

Spitler made a motion to authorize the mayor to sign ARPA 2023 Stormwater Project Change Order #1. Lee seconded the motion. All were in favor and the motion passed.

PUBLIC COMMENTS

Susan Hanson, 3755 N Berkeley Lake Rd., discussed the overpopulation of deer and the greenspace and how they are related. The deer have been a problem for a number of years. It has been discussed, it is emotional, and it is hard problem. A healthy forest has trees, lower shrubs and a herbaceous layer on the ground. In the city’s greenspace, we have the trees, but

the lower shrubs and herbaceous layer have been eaten by the deer. We have trees, but no new trees can grow. Something should be done even though it's controversial. Hanson noted that she was at a native plant garden in Delaware last year. In talking to the people there, she asked about what they do about deer, and they responded they have an annual hunt every year. At a master gardener meeting this year, a professor from the University of Georgia was in attendance and said the best way to cull deer is with bow and arrow. She is suggesting that we do that here. Hanson says that she has a book for reference that she would be happy to share.

Sue Swanson, 845 Lakeshore Dr., is a big animal advocate, however she would shoot every deer on her property. She says she completely lost what used to be woods. There is nothing below five feet living on her property because of the deer. It isn't just because they eat everything five or six feet up, but also they rub trees when they shed their antlers. It's not just young things that are being killed, it's all things. When they rub their antlers on trees, they remove the bark and ultimately kill the trees, regardless of age. There is nothing left for other animals to eat. Also, deer carry ticks. And there's a lot of feces. There are many reasons to consider doing something. She offered her property as a good test case for any type of culling that anyone wants to do. The ecosystem in her yard and adjoining greenspace has been changed by the deer. It isn't there for other animals or other plants. She has tried planting deer resistant plants, and those have been eaten.

ADJOURNMENT

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

Salter adjourned the meeting at 8:10 PM.

Submitted by:

Leigh Threadgill, City Clerk

City of Berkeley Lake

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

January - August, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
100 100 General	1,007,945.47	1,577,234.00	-569,288.53	63.91 %
320 320 SPLOST Income	352,618.81	2,010,412.00	-1,657,793.19	17.54 %
Total Income	\$1,360,564.28	\$3,587,646.00	\$ -2,227,081.72	37.92 %
GROSS PROFIT	\$1,360,564.28	\$3,587,646.00	\$ -2,227,081.72	37.92 %
Expenses				
1 Gen Govt	280,531.03	587,425.00	-306,893.97	47.76 %
2 Judicial	5,484.79	9,190.00	-3,705.21	59.68 %
230 ARP Act Expenses 230	329,257.45	348,468.00	-19,210.55	94.49 %
3 Public Safety	97,780.74	169,923.00	-72,142.26	57.54 %
4 Public Works	162,077.60	160,542.00	1,535.60	100.96 %
6 Culture and Recreation	17,275.13	20,904.00	-3,628.87	82.64 %
7 Housing and Development	57,035.89	226,409.00	-169,373.11	25.19 %
9000.61.1100 Xfer Out - Reserve Fund		54,375.00	-54,375.00	
SPLOST Expenses	398,534.69	2,010,412.00	-1,611,877.31	19.82 %
Total Expenses	\$1,347,977.32	\$3,587,648.00	\$ -2,239,670.68	37.57 %
NET OPERATING INCOME	\$12,586.96	\$ -2.00	\$12,588.96	-629,348.00 %
NET INCOME	\$12,586.96	\$ -2.00	\$12,588.96	-629,348.00 %

City of Berkeley Lake

Income & Expense

August 2024

	TOTAL
Income	
100 100 General	466,628.89
320 320 SPLOST Income	45,266.61
Total Income	\$511,895.50
GROSS PROFIT	\$511,895.50
Expenses	
1 Gen Govt	30,991.24
3 Public Safety	18,281.39
4 Public Works	26,650.24
6 Culture and Recreation	1,586.35
7 Housing and Development	11,813.31
Total Expenses	\$89,322.53
NET OPERATING INCOME	\$422,572.97
NET INCOME	\$422,572.97

City of Berkeley Lake

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Debt Service Fund	0.00
General Fund	4,189,127.74
SPLOST Fund	1,410,947.69
Suspense 1.11.1000	0.00
Total Bank Accounts	\$5,600,075.43
Accounts Receivable	
Accounts Rec 1.11.1900.1	13,073.60
Total Accounts Receivable	\$13,073.60
Other Current Assets	
1.11.27 Grant Receivable	0.00
Accounts Rec - SPLOST 1.11.2000	86,887.38
AccountsRec-OtherTax1.11.1900.2	0.00
Franchise Tax Rec 1.11.1550	96,000.00
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	414,619.31
Undeposited Funds 1.11.1114	515.00
Total Other Current Assets	\$603,777.68
Total Current Assets	\$6,216,926.71
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	\$17,671,975.85

City of Berkeley Lake

Balance Sheet

As of August 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable 1.12.1100	34,016.95
Operating AP	0.00
SPL2005 Admin Facil- City H-AP*	0.00
SPLOST account - Suntrust-AP*	0.00
Total Accounts Payable	\$34,016.95
Credit Cards	
Anderson Credit Card (8186)	197.41
BOZEMAN, MARTY (0241)	0.00
Hiller Credit Card (4916)	30.00
Hunter Credit Card (0891)	410.80
Threadgill Credit Card (3322)	432.00
Wilhite Credit Card (1132)	0.00
Total Credit Cards	\$1,070.21
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	12,222.44
Direct Deposit Payable	-0.01
MyGov	-52.00
Payroll Liabilities	66.10
PR Tax Payable - Fed 1.12.1300	0.00
PR Tax Payable - State 1.12.1310	0.00
PTO Accrual	10,633.44
Regulatory Fees Payable	7,559.09
Retainage Payable	0.00
Total Other Current Liabilities	\$30,429.06
Total Current Liabilities	\$65,516.22

City of Berkeley Lake

Balance Sheet

As of August 31, 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	\$65,516.22
Equity	
Fund Bal Unrsvd 1.13.4220	4,189,127.74
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	1,410,947.69
Retained Earnings 1.13.3000	660,811.40
Net Income	12,586.96
Total Equity	\$17,606,459.63
TOTAL LIABILITIES AND EQUITY	\$17,671,975.85

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:

Proposed Pay Scale Adjustment - 2025

Background

April 21, 2016

The City Council approved a pay scale for all staff positions that took effect in January 2017 as follows:

	Low	Mid	High
City Administrator	\$130,000 annually	\$150,000 annually	\$170,000 annually
Deputy City Admin.	\$85,000 annually	\$95,000 annually	\$105,000 annually
City Marshal	\$16/hour	\$21/hour	\$26/hour
Deputy City Clerk	\$15/hour	\$20/hour	\$25/hour

September 20, 2018

The City Council approved an hourly wage pay scale adjustment that took effect in January 2019 and established shift differentials for night and weekend work.

		Current Low/Mid/High	Proposed Low/Mid/High
City Marshal		\$16/\$21/\$26	\$20/\$25/\$30
Deputy City Marshal		\$16/\$21/\$26	\$17/\$22/\$27
Deputy City Clerk		\$15/\$20/\$25	\$20/\$25/\$30
Shift Differential	6PM-Midnight M-F	0	\$1
	6AM-6PM S-S	0	\$1
	Midnight – 6AM	0	\$3
	6PM – Midnight S-S	0	\$3

January 19, 2023

The City Council approved an hourly wage pay scale adjustment effective for 2023. There was no change to the shift differential, just the base hourly rate. This action also established a pay scale for a new staff position.

	Current Low/Mid/High	Proposed Low/Mid/High
City Marshal	\$20/\$25/\$30	\$25/\$30/\$35
Deputy City Marshal	\$17/\$22/\$27	\$22/\$27/\$32
Deputy City Clerk	\$20/\$25/\$30	\$22/\$27/\$32
Customer Service Rep.		\$17/\$22/\$27

Proposal

During preparation of the 2025 Budget, staff again evaluated the wage and salary pay scales for cost-of-living considerations. The analysis resulted in the realization that while hourly wage ranges had been revisited and adjusted since their establishment in 2017, annual salaries had not. To keep the annual salary range current, staff researched the cost-of-living adjustments established by the

Social Security Administration going back to 2018, the first year cost of living adjustments should have been applied after the pay scale took effect in 2017. The proposed annual salary pay scale factors in cost-of-living adjustments since 2018. Having been adjusted in 2023, the proposed hourly wage pay scale factors in cost-of-living adjustments for 2024 and 2025.

	Current Low/Mid/High	Proposed Low/Mid/High
City Administrator	\$130K/\$150K/\$170K annually	\$171K/\$197K/\$223K annually
Assistant to City Admin.	\$22/\$27/\$32 hourly	\$23/\$29/\$34 hourly
City Marshal	\$25/\$30/\$35 hourly	\$26/\$32/\$37 hourly
Deputy City Marshal	\$22/\$27/\$32 hourly	\$23/\$29/\$34 hourly
Customer Service Rep.	\$17/\$22/\$27 hourly	\$18/\$23/\$29 hourly

The Proposed 2025 Budget is consistent with the proposed 2025 pay scale. Moving forward, staff will present the City Council with proposed pay scales annually to incorporate cost of living adjustments, when applicable.

Standard Employee Benefits Package - Proposed for 2025

Benefit	Adopted 9/20/18	%	2023	%	2025	%
Medicare Tax	Fixed	1.45	Fixed	1.45	Fixed	1.45
Longevity			Fixed	1	Fixed	1
Benefits Allowance/month/ee	\$500	6.88	\$750	10	\$750	9.6
Social Security Tax	Fixed	6.2	Fixed	6.2	Fixed	6.2
401(a) 457(b)-Match**		10		10		10
401(a) Contribution		7		7		7
401(a) Life Ins Alt Contribution**		3		3		3
PTO Buyback*	1 week per year	2.07	1 week per year	1.9	1 week per year	1.7
Totals		36.6		40.55		39.95

*Taxable Income

**401(a) contributions are calculated exclusively on the basis of wages or salary. No other benefit is included in the basis.

Hourly Wage Range Amendment - Proposed for FY2025

	Current Low/Mid/High	Proposed Low/Mid/High
City Marshal	25/30/35	26/32/37
Deputy City Marshal	22/27/32	23/29/34
Assistant to the City Administrator	22/27/32	23/29/34
Customer Service Representative	17/22/27	18/23/29
Night/Weekend Shift Differential		
6PM - Midnight M-F	1	1
6AM-6PM S-S	1	1
Midnight - 6AM M-F	3	3
6PM-Midnight S-S	3	3

Salary Wage Range Amendment - Proposed for FY2025

	Current Low/Mid/High	Proposed Low/Mid/High
City Administrator	130K/150K/170K	171K/197K/223K