



# FY2021 Adopted Budget

## CITY OF GARDEN CITY, GEORGIA



CITY OF GARDEN CITY  
INCORPORATED 1939



## FY2020 Adopted Budget

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# FY2021 Adopted Budget

## INTRODUCTION

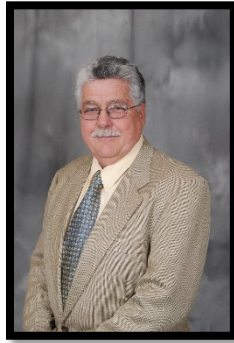


CITY OF GARDEN CITY  
INCORPORATED 1939



## Mayor and City Council

Garden City's government consist of seven members. The Mayor and Mayor Pro-tem are elected at-large on a non-partisan basis, while the other five (5) Councilmembers are elected by districts. The terms are staggered with positions ending for three members at one time and four members the next. City Council elections are part of the general election held in odd-numbered years.



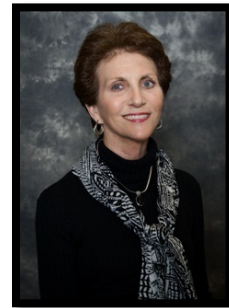
**Don Bethune**  
Mayor



**Bessie Kicklighter**  
Mayor Pro-tem



**Marcia Daniel**  
District 001



**Debbie Ruiz**  
District 002



**Natalyn Morris**  
District 003



**Richard Lassiter, Jr.**  
District 004



**Kimberly Tice**  
District 005



## Appointed Officials and Department Directors

### City Manager

Ron Feldner

### City Attorney

James Gerard

### Assistant City Manager / City Marshal

Scott Robider

### Finance Director / City Clerk

Rhonda Ferrell-Bowles

### Fire Chief

Corbin Medeiros

### Human Resources Director

Pam Sweeney

### Information Technology Director

Ben Brengman

### Parks & Recreation Director

Cliff Ducey

### Planning, Zoning & Building Director (Interim)

Scott Robider

### Police Chief

Gilbert Ballard

### Public Works Director (Interim)

Jon Bayer



## Our Vision

***“A growing, prosperous community with a diverse population, offering a balance range of residential settings and a thriving business community set on continually improving the community’s quality of life.”***

We are committed to achieving this vision through:

- Balanced growth guided by planning and management
- A strong infrastructure that anticipates the needs of growth
- Excellent public safety services
- Wide-ranging recreational and green space resources
- Environmental stewardship to create a balance between built and natural systems

Our vision addresses the community’s desire to maintain a community-oriented feel with commercial, employment, and economic development opportunities.



Volunteer Park



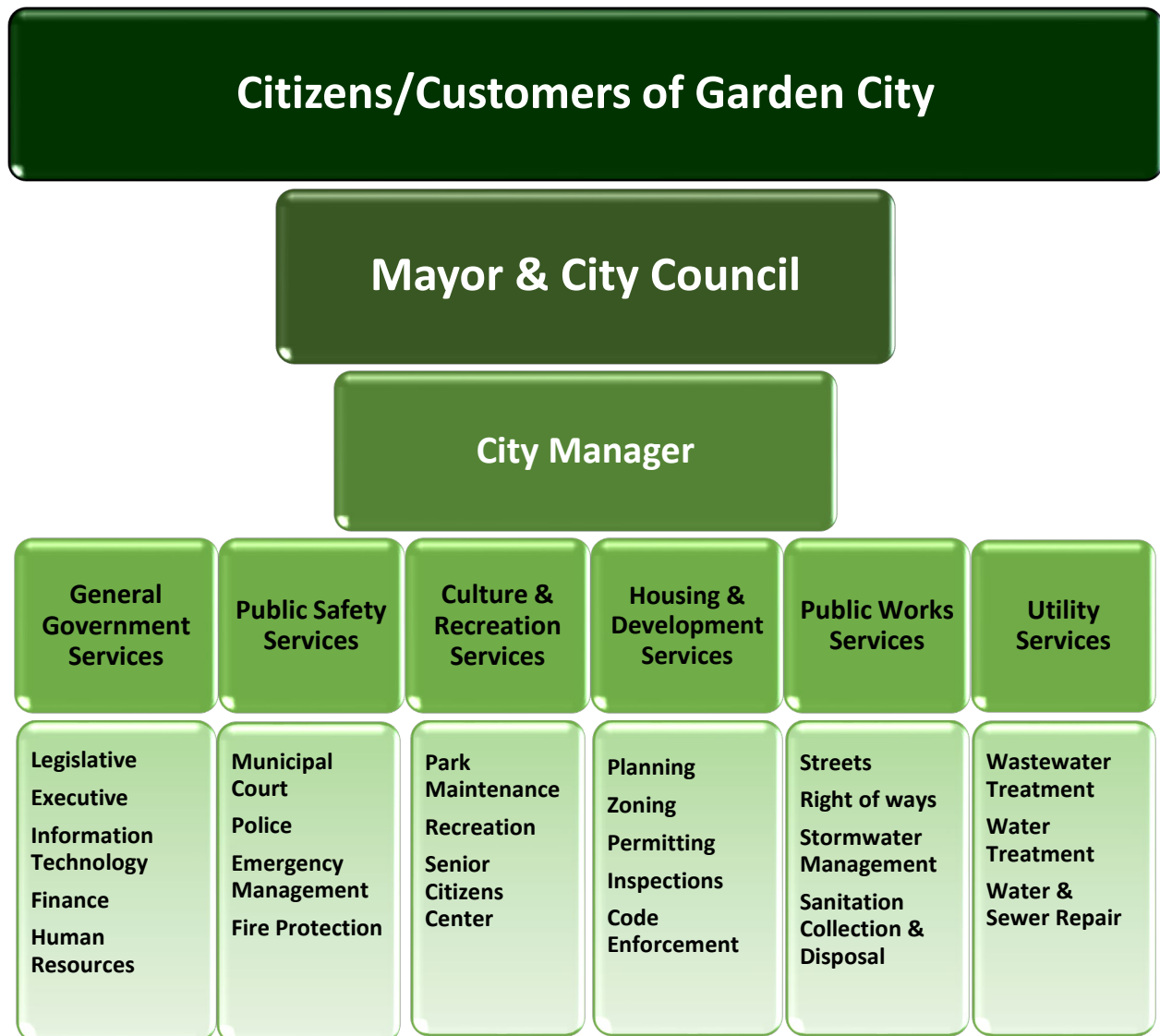
## Our City At-A-Glance

<u>General Data</u>	
Date of Incorporation	1939
Estimated Population (2010 Census)	8,778
Form of Government	Council-Manager
Next Election	November 2021
Registered Voters	Approx. 5,000
Area of City (square miles)	15
<u>Demographics</u>	
Median Age	35.3
Median Household Income	\$37,264
Household Value Range	\$50,000 - \$149,999
Average Household Size	2.66
Percentage of Families	64.3%
<u>Environment &amp; Utilities</u>	
Miles of Water Mains	40
Daily Avg. Water Consumption	1.0 million gal
Max Daily Water Capacity	1.3 million gal
Miles of Sanitary Sewers	48
Max Daily Treatment Capacity	2.0 million gal
Miles of Streets	45
Ditch Maintenance	26.212 linear ft.
<u>Public Safety</u>	
Number of Police Stations	1
Police Department Re-accredited	2019 / 2020
Number of Fire Stations	2
ISO Fire Classification	3
<u>Parks &amp; Recreation</u>	
Community Centers	3
Parks	4
Swimming Pools	1
Football Stadiums	1
Baseball/Softball Fields	5





## Organizational Chart by Function





## **Fiscal Year 2021 Annual Budget Introductory**

We are pleased to present the adopted annual budget for fiscal year 2021. The City is committed to ensuring that all budgets are balanced as we follow the leadership of the City Council combined with a commitment on the part of all departments to effectively provide a consistent level of service without substantially increasing expenditures.

In developing the FY2021 Budget, City Council and staff remained sensitive to the uncertainty of these times due to the COVID-19 pandemic which caused unprecedented changes in nearly every industry, including municipal operations. These changes will require some flexibility as we enter a new fiscal year with continuing uncertainties. However, the City of Garden City is well-positioned to weather these unusual times thanks to a legacy of careful planning, organizational efficiency, and conservative fiscal decisions which have shaped our community throughout the years.

The total Adopted Budget for fiscal year 2021 is \$23,673,765, which includes interfund transfers. This is the total expense for all funds (i.e. General Fund, Enterprise Funds, SPLOST Fund and Special Revenue Funds). This represents an increase of \$1,988,302 or 9% from the 2020 Adopted Budget. The increase is mostly attributed to investing in the City's infrastructure and facilities.

The FY2021 budget allows the City to maintain its core services and outstanding service delivery to the community and provide funds for capital improvements to enhance the livability of the citizens. It provides the quality of life services and capital investment our citizens want; it is sustainable, resilient, and continues to move us forward.

The progress we make as a community is only possible through great teamwork and collaboration, both from within our organization and throughout the greater community. The City will continue to make progress and govern responsibly by maintaining focus on financial stability as we continue to address the challenges and opportunities presented for local governments in fiscal 2021.



## Guide to Understanding the Budget

### Budget Objective

The City of Garden City's budget is produced in conformance with guidelines developed for use by local governments and is intended to ensure proficiency in four major categories as follows:

- The budget serves as a policy document for elected officials and administration to convey how the organization will operate, and what process will be used to adopt the annual budget.
- The budget serves as an operations guide to the departments that receive funding through the budget. That includes identifying the resources (dollars and staffing) to be provided and the objective to be met.
- The budget serves as a financial plan, divulging all sources of funding. The budget shows data for multiple years for comparison.
- The budget serves as a communications device to convey essential information to the diverse groups who use budget information – elected officials, the public, the news media, bond rating agencies and investors. This purpose is served through a variety of devices: charts and tables, summaries, assumptions, trends, etc.

### Budget Strategy – Key Budget Principles

- **Adopted a Sustainable Budget**
  - Make our budgetary process transparent, simple, and accessible to everyone.
  - Protect and strengthen core services, as well as identify strategic investments.
  - Build and maintain reserves so that we can continue services when times are bad.
  - Continue to manage our debt level responsibly.
  - Use recurring revenues for recurring costs or for one-time expenses.
  - Ensure all resources are used responsibly and effectively.
  - Think long-term.



## Guide to Reading the Budget

The City of Garden City's Budget document is designed to facilitate understanding of the City's financial plan to provide municipal services during the next year. The Budget indicates how departments and funds are organized to provide services to the citizens of Garden City and visitors to the community. Approved fiscal year funding information and appropriations are summarized in the Fund Summaries, Personnel Summary and Function / Departmental Summaries. The Budget document is divided into nine (9) sections as follows.

**(1) Introduction:** This section contains general information, budget control guidelines, and budget process.

**(2) Personnel Summary:** This section includes personnel highlights and a Citywide staffing level summary of budgeted full-time equivalent (FTE) positions.

**(3) Fund Summaries:** This section includes an overview of the fund structure, primary sources of revenues across all funds and associated operating and capital expenditures.

**(4) General Government Function:** This section includes the budget summaries for the City's General Government Departments: Legislative, Executive, Information Technology, Finance and Human Resources.

**(5) Public Safety Function:** This section includes the budget summaries for the City's Public Safety Departments: Municipal Court, Police, Emergency Management and Fire.

**(6) Culture and Recreation Function:** This section includes the budget summaries for the Parks and Recreation Department and the Senior Citizens Center.

**(7) Housing and Development Function:** This section includes the budget summary for the Planning, Zoning and Building Department.

**(8) Public Works Function:** This section includes the budget summaries for the divisions of the Public Works Department: Streets and Right-of-ways, Stormwater Management and Sanitation.

**(9) Utility Service:** This section includes the budget summaries for the divisions of the Water Operations Department: Wastewater Treatment, Water Treatment, and Water/Sewer Distribution, Billing and Repair.



## City's Annual Budget Process

The budget process for the City involves teamwork and cooperation among many groups and individuals within the City, including citizens, the City Council, and city leadership. The City's annual operating and capital budgets are prepared on a calendar year basis. Six distinct stages make up the City's annual budget cycle:

**(1) Budget Planning:** Goals and priorities are reviewed and guidance received from City Council on what priorities to focus on developing the annual budget for the upcoming fiscal year.

**(2) Budget Development & Preparation:** This stage occurs when Department Heads and key staff members develop and submit their budget requests to the Finance Director. The Finance Director balances the projected revenues and projected expenses and prepares the recommended budget for review and consideration by the City Manager and City Council. The recommended budget is presented to the City Council in September.

**(3) City Council Budget Work Sessions & Public Commentary:** The Review and Commentary stage occurs when the City Council reviews the recommended budget, seeks input from the public, and makes budget adjustments to the proposed budget. City Council budget works sessions are held during the months of September and October. The City Manager presents the proposed annual budget for public hearing at a regularly scheduled council meeting in November.

**(4) Budget Adoption & Implementation:** This stage occurs when the City Council takes action to adopt the annual budget at a regularly scheduled council meeting in November or December. The Implementation stage occurs when services financed by the adopted annual budget are carried out. The budget year is on a calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>.

**(5) Budget Monitoring:** The Monitoring stage occurs throughout the year. Staff continually reviews key financial information and performance data. The City Council, City Manager, and Department Heads receive monthly detailed budget reports for monitoring revenues and expenses to budget estimates. The City Council, City Manager, and staff regularly re-evaluate City priorities throughout the year in order to more quickly identify potential financial issues based on performance data.

**(6) Evaluation:** The Evaluation stage occurs when audits are conducted and annual financial statements comparing actual revenues and expenses to budget estimates are produced. An independent auditor conducts the City's annual audit process during the month of April/May. The independent auditor presents the City's annual audit to the Mayor and City Council for review and comment during the month of May. The City's annual audit is submitted to the Department of Accounts & Audits in June for review and comment.





## FY2021 Annual Budget Calendar of Events

SCHEDULE	ACTIVITY
<b>July 20</b> <b>Pre-Agenda Session</b> <i>Annual Budget Kick Off</i>	<ul style="list-style-type: none"> <li>City Council's review of FY2020 mid-year revenue and expenditure actuals vs. budget estimates.</li> <li>City Council's priorities and guidance for the development of the FY2021 budget.</li> </ul>
<b>Week of July 20</b>	<ul style="list-style-type: none"> <li>Annual budget packages disseminated to Department Heads.</li> </ul>
<b>August 14</b> <i>Dept. Budget Proposals Due to Finance Director</i>	<ul style="list-style-type: none"> <li>Annual departmental FY2021 budget proposals submitted to Finance Director.</li> </ul>
<b>August 15 – Sept. 20</b>	<ul style="list-style-type: none"> <li>Development and preparation of the FY2021 recommended annual operating &amp; capital budget document.</li> </ul>
<b>September 21</b> <b>Pre-Agenda Session</b> <i>Recommended Annual Budget Submittal to City Council</i>	<ul style="list-style-type: none"> <li>Submittal of the FY2021 Recommended Annual Operating &amp; Capital Budget to City Council for review.</li> </ul>
<b>September 28</b> <i>City Council FY2021 Budget Workshop</i>	<ul style="list-style-type: none"> <li>City Council's Annual Budget Review &amp; Deliberation Sessions               <ul style="list-style-type: none"> <li>Provides for the review and deliberation of recommended operating and capital budgets for FY2021.</li> </ul> </li> </ul>
<b>October 5</b> <i>City Council FY2021 Budget Workshop</i>	<ul style="list-style-type: none"> <li>Provides for City Council's final review and deliberation of recommended operating and capital budgets for FY2021.</li> </ul>
<b>October 6 – 30</b> <i>Annual Budget Ad (Public Notice)</i>	<ul style="list-style-type: none"> <li>Preparation of proposed FY2021 Operating &amp; Capital Budget for public review and public hearing presentation.</li> <li>Publication of proposed FY2021 Operating &amp; Capital Budget ad/notice for Public Hearing &amp; Adoption</li> </ul>
<b>November 2</b> <i>Proposed Budget Public Hearing/Presentation</i> <b>City Council Meeting</b>	<ul style="list-style-type: none"> <li>Public Hearing - Presentation of the proposed FY2021 Operating &amp; Capital Budget for public comment.</li> </ul>
<b>November 16</b> <b>City Council Meeting</b> <i>Proposed Budget Adoption</i>	<ul style="list-style-type: none"> <li>Adoption – Action by City Council to adopt the proposed FY2021 Operating &amp; Capital Budget.</li> </ul>
<b>January 1, 2021</b>	<ul style="list-style-type: none"> <li><b>FY2021 Adopted Operating &amp; Capital Budget effective 1/1/21.</b></li> </ul>



## Budget Control Guidelines

### Budget Control Guidelines & Monitoring

It is the responsibility of each department head to control expenditures and expend funds only for items that are budgeted. Expenditures should not exceed the appropriation authorized by the budget. No increase in the overall budget for any one department shall be made without the approval of the Mayor and Council.

### Expenditure Control

An operational control of departmental budgets is maintained by a preliminary check of funds availability on an object classification basis. Each department is responsible for ensuring funds are available within the object classification before the issuance of requisitions and purchase orders. In the event of insufficient funds within a department, additional information must be submitted to justify the purchase after which a budget amendment will be done. Budgetary control is established at the department level, not by individual line items within the department.

### Purchasing

Procurement of goods and services by the City are made in accordance with the purchasing policy. The policy describes the accepted methods for source selection including professional services, construction, and emergency purchases.

All purchases shall be based on an approved budget for which funds have been allocated. Emergency purchases may be authorized by the City Manager. Any purchase made under these conditions for which funds have not been budgeted shall be presented to the Mayor and Council for approval at the next scheduled meeting.

The intent of the City's purchasing policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the City, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

### Debt

The City will pay for all capital projects and capital improvements with pay as you go financing, using current revenues when possible. If a project or improvement cannot be financed with current revenues, long-term debt might be recommended.

## Budget Control Guidelines

*(Continued)*

### Capital Improvement

The City prepares annually a Capital Improvements Program (CIP), which provides for the orderly maintenance, replacement and expansion of capital needs. The CIP will identify long-range capital projects and capital improvements of all types that will be coordinated with the annual operating budget to maintain full utilization of available resources. Additionally, the City will seek federal, state and other funding to assist in financing capital projects and capital improvements.

A capital outlay is defined as an item that costs at least \$10,000 or infrastructure improvements costing at least \$50,000 and that have an “economic useful life” of one year or more.

### Investment

The City adheres to treasury management practices permitted by state statutes and adopted investment policies. Recognizing that deposit and investment transactions are subject to a variety of risks, the City seeks to promote the safety of principal, provide adequate liquidity for operational needs, earn market rates of return on investments consistent with liquidity needs and investment quality, and conform to legal requirements. The City, subsequently, limits its investments to the types of securities provided by state statutes, considering first the probable safety of capital and then the probable income to be derived.

### Budget Adjustments/Amendments

From time to time it becomes necessary to modify the adopted budget. Any change that needs to be made to the budget must be presented to and approved by the Mayor and Council. There are different scenarios which require amendment of the budget. One type of change (budget adjustment) is when the “bottom line” total for a department or fund does not change the approved budget. The second type of change is a budget amendment that alters the total appropriation for a department or fund. The City Charter permits the Mayor and Council to make changes in the appropriations contained in the current budget. Circumstances requiring an amendment include but are not limited to:

- Approval of new expenditure
- Transfer from one line item to another within a department
- Appropriation of additional funding if expenditures are projected to exceed budgeted amounts; or
- The re-appropriation of monies from one department to another when deemed necessary.

### Budgets and Budgetary Accounting

Annual budgets are adopted for the General Fund, Special Revenue Funds, Special Local Options Sales Tax Fund, and the Proprietary Funds. These budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). Refer to “Fund Summaries” for additional details.

# **FY2021 Adopted Budget**

## **PERSONNEL SUMMARY**

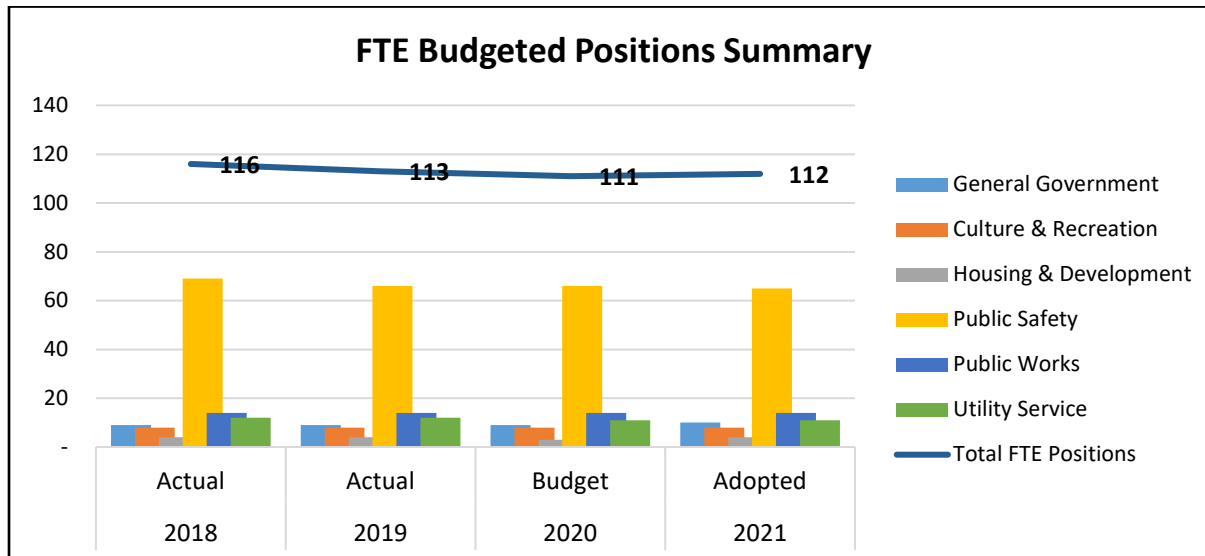


**CITY OF GARDEN CITY  
INCORPORATED 1939**

## Personnel Summary

The City of Garden City is committed to a level of excellence in the quality and delivery of all programs and services. In the adopted FY2021 Budget, 112 full-time employees are approved to meet the daily needs of our citizens and visitors. These employees preserve our public safety, ensure our water is clean and available upon demand, preserve our economic well-being by attracting businesses and supporting commerce, maintain our streets and other infrastructure, protect our homes and businesses, provide our youth and seniors with quality programs, and handle the numerous daily duties necessary in the delivery of services to its citizens.

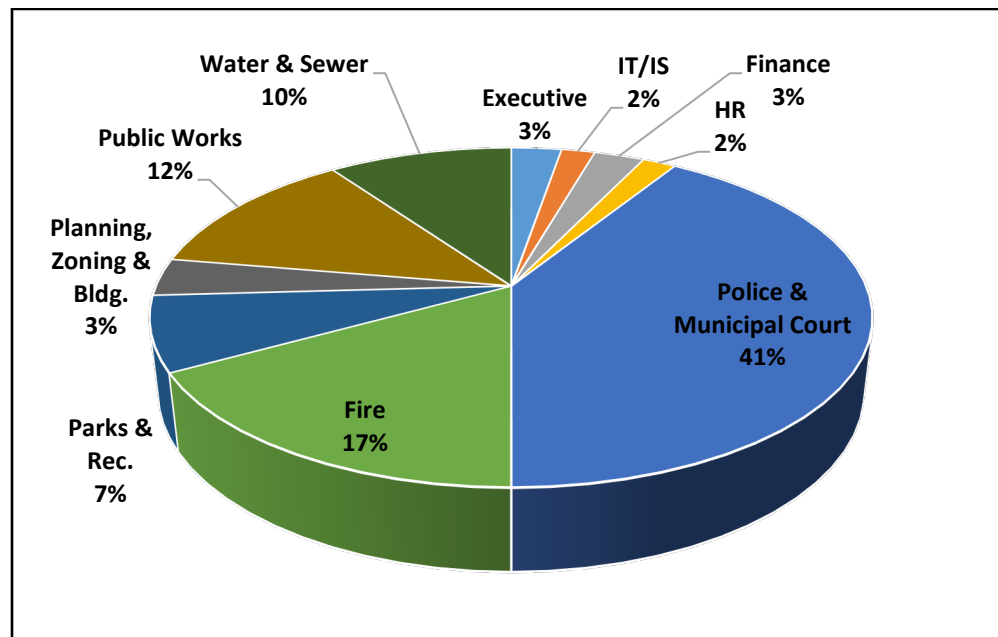
<b>Full-Time Employee (FTE) Budgeted Positions</b>				
<b>Service Function / Department</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
<b>GENERAL GOVERNMENT</b>				
Executive	3	3	3	3
Finance	3	3	3	3
Information Technology	2	2	2	2
Human Resources	1	1	1	2
<b>General Government FTE Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>10</b>
<b>Culture &amp; Recreation</b>				
Parks & Recreation (Includes Senior Center)	8	8	8	8
<b>Culture &amp; Recreation FTE Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Housing &amp; Development</b>				
Planning, Zoning & Building	4	4	3	4
<b>Community Development FTE Positions</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>
<b>PUBLIC SAFETY</b>				
Municipal Court	2	2	2	2
Police Protection	49	46	45	44
Fire Protection	18	18	19	19
<b>Public Safety FTE Positions</b>	<b>69</b>	<b>66</b>	<b>66</b>	<b>65</b>
<b>PUBLIC WORKS</b>				
Public Works (Includes Stormwater)	12	12	14	14
Fleet Maintenance (Vehicle Center)	2	2	-	-
<b>Public Works &amp; Utilities FTE Positions</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>Utility Service</b>				
Water & Sewer Operations	12	12	11	11
<b>Public Works &amp; Utilities FTE Positions</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>11</b>
<b>Total FTE Positions</b>	<b>116</b>	<b>113</b>	<b>111</b>	<b>112</b>





## Personnel Summary

### FY2021 Full-time (FTE) Personnel by Department



### Highlights

Over half of the employees of the City provide direct service to the citizens of Garden City. As shown in the chart above, the Police Department makes up 41% of the total workforce. The Fire Department employees are the next largest portion of the City's workforce with 17%.

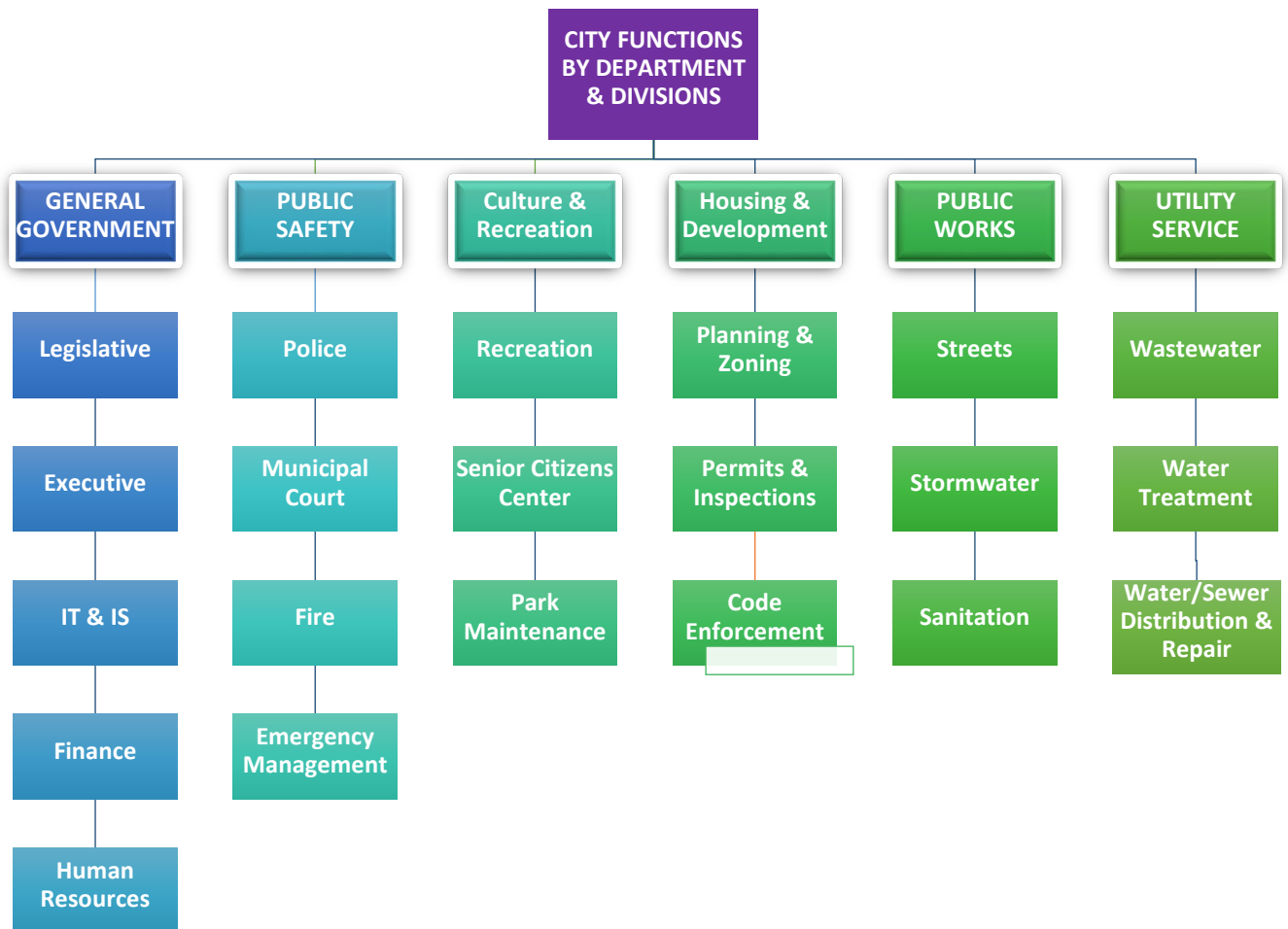
In FY2021, the City continues its commitment to keep staffing levels at a minimum. Only those positions that are vacated and are necessary will be filled by the City.

The FY2021 budget funds the salary and fringe benefits package offered to all employees. The budget also reflects personnel services funds appropriated to implement a human resource system with its primary goal to establish an environment which affords each employee the opportunity to be as productive as possible. This goal is met through human resource planning, recruitment and selection, orientation, employee services, benefits administration, performance appraisal, wage and salary administration, and pension plan administration.

## Personnel Summary

### City Functions

The City groups the various services provided by its employees into six functional areas: General Government, Public Safety, Culture and Recreation, Housing and Development, Public Works and Utility Services. Each of these areas includes departments and/or divisions as needed to provide the necessary supervisory support in the development and delivery of related programs and services.



## Personnel Summary

The following tables includes the City's full-time employee (FTE) budgeted positions by fund and department.

### General Fund FTE Positions

<u>Executive</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
City Manager	1	1	1	1	Exempt
City Clerk / Finance Director	1	1	1	1	Exempt
Special Projects Coordinator	1	1	0	0	Exempt
Assistant City Manager / City Marshal	0	0	1	1	Exempt
<b>Total Executive FTE Staffing</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<u>Information Technology</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
IT/IS Director	1	1	1	1	Exempt
IT/IS Technician	1	1	1	1	Non-Exempt
<b>Total IT FTE Staffing</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	
<u>Human Resources</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Human Resources Director	1	1	1	1	Exempt
Payroll Coordinator	0	0	0	1	Exempt
<b>Total HR FTE Staffing</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	
<u>Finance</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Assistant Finance Director	0	0	0	1	Exempt
Accounting Division Manager (Senior Accounting Tech.)	1	1	1	0	Exempt
Financial Specialist (Accounting Tech)	1	1	1	1	Non-Exempt
Accounting Technicians	1	1	1	1	Non-Exempt
<b>Total Finance FTE Staffing</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<u>Planning, Zoning &amp; Building</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Director of Planning & Zoning	1	1	0	0	Exempt
Building Inspector	1	1	1	1	Exempt
Code Enforcement Officer	0	0	0	1	Non-Exempt
Administrative Assistant	2	2	2	2	Non-Exempt
<b>Total PZB FTE Staffing</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	
<u>Fleet Maintenance</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Senior Mechanic	1	1	0	0	Non-Exempt
Mechanic	1	1	0	0	Non-Exempt
<b>Total Fleet Maint. FTE Staffing</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	
<u>Senior Citizens Center</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Senior Center Program Manager	1	1	1	1	Exempt
Senior Center Cook	0	0	0	0	Non-Exempt
<b>Total Senior Center FTE Staffing</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	

## Personnel Summary

### General Fund FTE Positions (Continued)

<u>Parks &amp; Recreation</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Director of Parks & Recreation	1	1	1	1	Exempt
Recreation Program Coordinator	1	1	1	1	Non-Exempt
After-School Program Coordinator	1	1	1	1	Non-Exempt
Senior Groundskeeper	1	1	1	1	Non-Exempt
Parks & Recreation Technician	2	2	2	2	Non-Exempt
Administrative Assistant	1	1	1	1	Non-Exempt
<b>Total Recreation FTE Staffing</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	
<u>Public Works (Includes Stormwater)</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Director of Public Works	1	1	1	1	Exempt
Executive Assistant	1	1	1	1	Exempt
Public Works Supervisor	1	1	1	1	Exempt
Public Works Crew Leader	3	3	3	3	Non-Exempt
Public Works Technician	2	2	4	3	Non-Exempt
Heavy Equip. Operator	4	4	4	5	Non-Exempt
<b>Total Public Works FTE Staffing</b>	<b>12</b>	<b>12</b>	<b>14</b>	<b>14</b>	
<u>Municipal Court</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Municipal Court Clerk	1	1	1	1	Non-Exempt
Deputy Municipal Court Clerk	1	1	1	1	Non-Exempt
<b>Total Municipal Court FTE Staffing</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	
<u>Police</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
<b>Sworn Positions</b>					
Chief of Police	1	1	1	1	Exempt
Major	0	0	0	0	Exempt
Captain (CID)	2	1	2	3	Exempt
Lieutenant	3	4	3	1	Non-Exempt
Sergeant	5	5	5	4	Non-Exempt
Corporal	5	5	5	4	Non-Exempt
Detectives (CID)	4	4	4	5	Non-Exempt
Training Officer (Sgt.)	1	1	1	1	Non-Exempt
Community Relations Officer	1	1	1	1	Non-Exempt
City Marshal (Sgt./Cpl)	1	1	1	0	Exempt
Code Enforcement Officer	0	0	1	0	Non-Exempt
Patrol Officers	15	13	12	16	Non-Exempt
Traffic Unit / K9	2	1	3	2	Non-Exempt
CNT Officers (Reimbursed by County)	2	2	1	1	Non-Exempt
<b>Civilian Positions</b>					
Executive Assistant to Chief of Police/Accreditation	1	1	1	1	Exempt
Evidence Custodian	1	1	1	1	Non-Exempt
Records Clerk	2	2	2	2	Non-Exempt
Records Clerk/Lobby Receptionist	1	1	1	1	Non-Exempt
Code Enforcement Officers	2	2	0	0	Non-Exempt
<b>Total Police FTE Staffing Level</b>	<b>49</b>	<b>46</b>	<b>45</b>	<b>44</b>	
<b>Total General Fund FTE Budgeted Positions</b>	<b>86</b>	<b>83</b>	<b>81</b>	<b>82</b>	

## Personnel Summary

### Fire Protection Fund FTE Positions

<u>Fire</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Fire Chief	1	1	1	1	Exempt
Assistant Fire Chief/Training Officer	1	1	1	1	Exempt
Fire Captain	1	1	3	2	Exempt
Fire Marshal	0	0	1	1	Exempt
Administration / Safety Coordinator	1	1	1	1	Non-Exempt
Firefighter	14	14	12	13	Non-Exempt
<b>Total Fire FTE Budgeted Positions</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>19</b>	

### Water & Sewer Fund FTE Positions

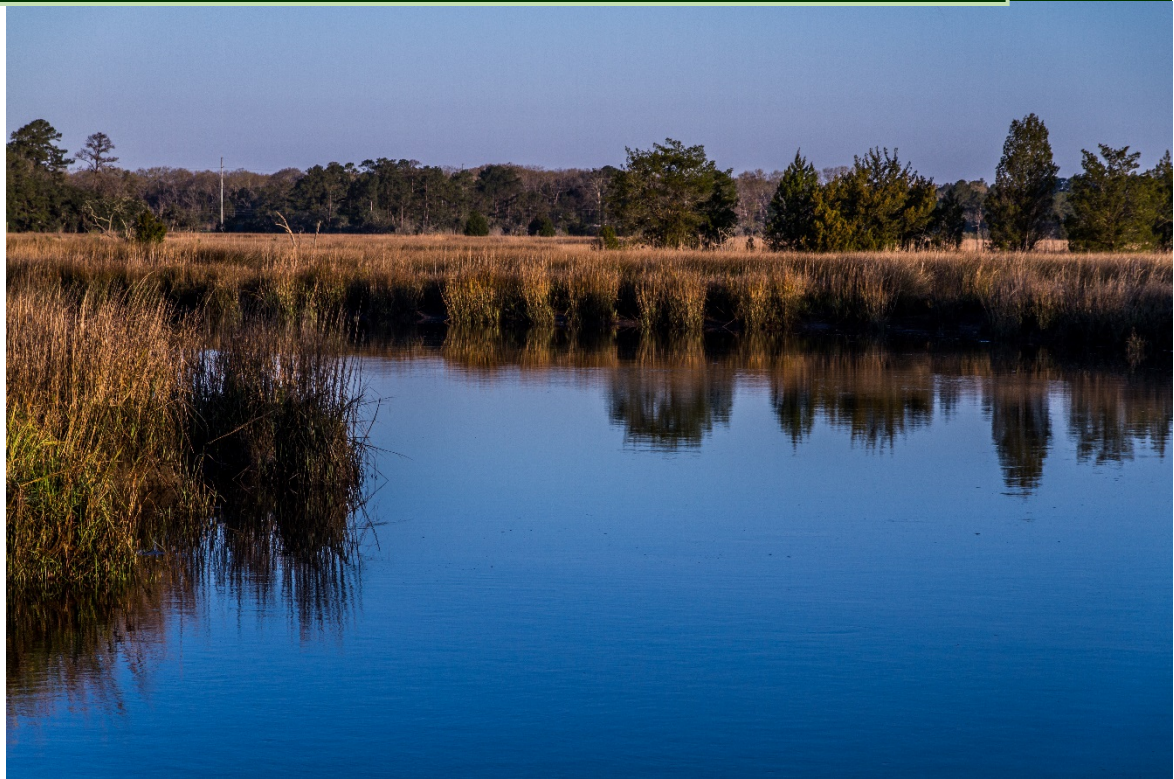
<u>Water/Sewer Billing, Distribution &amp; Repair</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Water/Sewer Department Supervisor	1	1	1	1	Exempt
Utility Services Manager (Billing/Finance)	1	1	1	1	Exempt
Utility Services Tech.	3	3	2	2	Non-Exempt
Senior Meter Reader	1	1	1	1	Non-Exempt
Water/Sewer Repair Technicians	1	1	1	2	Non-Exempt
Water/Sewer Repair Senior Technicians	5	5	5	4	Non-Exempt
<b>Total Water &amp; Sewer Fund FTE Budgeted Positions</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>11</b>	

<b>Total Citywide Budgeted FTE Positions</b>	<b>116</b>	<b>113</b>	<b>111</b>	<b>112</b>	
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# FY2021 Adopted Budget

## FUND SUMMARIES



- **Governmental Funds**
  - General Fund
  - Capital Projects Fund (SPLOST)
  - Special Revenue Funds
    - Confiscated Assets
    - Hotel/Motel Tax
    - Tourism
- **Proprietary Funds**
  - Fire Protection
  - Stormwater
  - Sanitation
  - Water & Sewer
- **FY21 Capital Investment Plan**
- **FY21 Annual Budget All Fund Types**

## Budgeting by Fund

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise the City's assets, liabilities, fund balance, revenues, and expenditures. The City utilizes three major governmental fund types and four proprietary fund types.

### GOVERNMENTAL FUNDS

The City utilizes three major governmental fund types:  
General Fund, SPLOST Fund, and Special Revenue Funds.

#### GENERAL FUND

The General Fund is the City's primary operating fund. It accounts for all financial resources except those required to be accounted for in another fund. By definition, the City has only one General Fund.

#### CAPITAL PROJECTS FUND (SPLOST Fund)

This fund is used to budget and account for the acquisition of construction of all capital equipment or facilities. The City uses one Capital Projects Fund for its Special Purpose Local Option Sales Tax (SPLOST fund).

#### SPECIAL REVENUE FUNDS

These funds account for proceeds of specific revenue sources that are legally restricted to expenditures committed for a specific purpose.

### PROPRIETARY FUNDS

Proprietary Funds are used to account for the City's ongoing activities which are similar to those often found in the private sector. Funds that focus on the determination of operating income, changes in net assets (of cost recovery), financial position, and cash flows.

**Fire Protection  
Fund**

**Stormwater  
Fund**

**Sanitation  
Fund**

**Water/Sewer  
Fund**

## Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recorded in the accounts and reported in the financial statements.

### Budget Basis

The Governmental Fund types (i.e. the General Fund, Special Revenue Funds and Capital Projects Fund) are budgeted on a modified accrual basis. Briefly, this means that revenues are recognized as soon as they are measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period.

The Proprietary Fund types (i.e. Sanitation Fund, Stormwater Fund, Water/Sewer Fund and Fire Protection Fund) are budgeted on a full accrual basis. The full accrual basis of accounting recognizes transactions and events when they occur, regardless of the time of the related cash flow.

The modified accrual basis differs from the accrual basis in the following ways:

- Purchases of capital assets are considered expenditures.
- Redemption of long-term debt are considered expenditures when due.
- Revenues are recorded only when they become both measurable and available to finance expenditures of the current period.
- Inventories and prepaid items are reported as expenditures when purchased.
- Interest on long-term debt is recorded as an expenditure when due.
- Accumulated unpaid vacation, sick pay, and other employee benefits are considered expenditures when paid.
- Depreciation is recorded on an accrual basis.

These variances are necessitated to comply with state regulations requiring an appropriation for all activity. Within the Comprehensive Annual Financial Report (CAFR), there is a reconciliation of budget to Generally Accepted Accounting Principles (GAAP).

## Governmental Funds

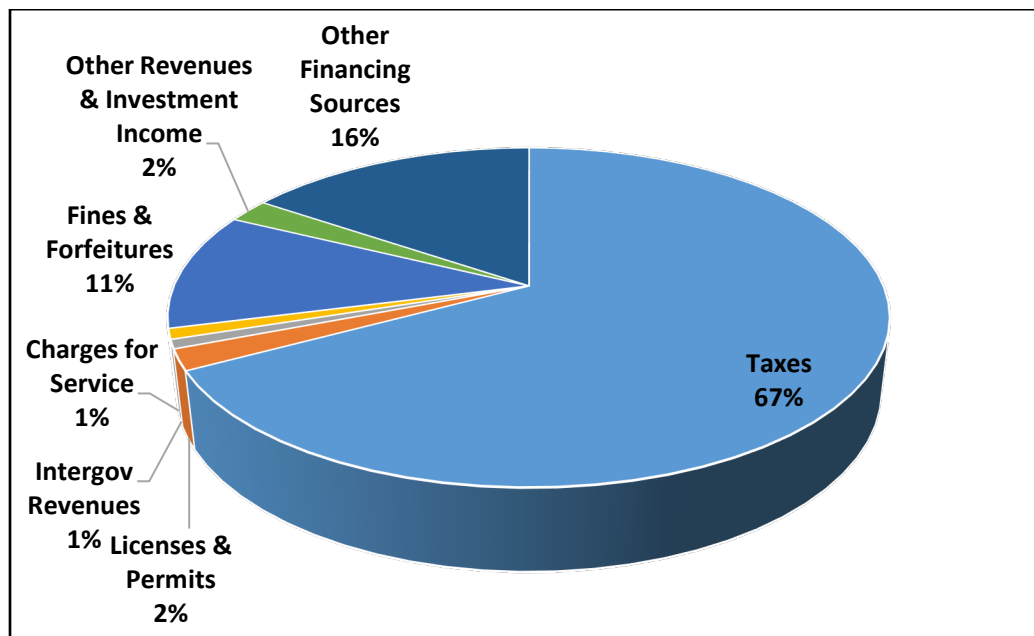
### General Fund

The City's largest governmental fund is the General Fund which provides funding for the delivery of the following services: **General Government Services** (*Legislative, Executive, Information Technology, Finance, & Human Resources*), **Public Safety Services** (*Municipal Court, Police, & Emergency Management*), **Public Works Services** (*Transportation Infrastructure & Fleet Operations*), **Recreation Services** (*Parks, Recreation Programs, & Senior Citizen Center*) and **Community Development Services** (*Planning, Zoning & Building*).

### General Fund FY2021 Budget Overview

**Revenue:** The adopted General Fund FY2021 budget is balanced based on the projected revenue collection for FY2021. Projected revenues total \$10,080,458. This represents a -1% decrease when compared to the FY2020 budget. The decrease in the general fund revenues is mostly attributed to the economic downturn due to the COVID-19 pandemic. General fund revenues were reduced and increased in specific areas (i.e. taxes, charges for service, etc.) to more closely align the budget with projected revenue collections for FY2021.

### Where the Money Comes From - FY2021 Total General Fund Revenues \$10,080,458



# Governmental Funds

## General Fund

### General Fund FY2021 Detailed Revenue Summary

<b>General Fund Revenue</b>				
<b>Revenue Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Projected</b>
Property Tax	1,575,731	1,598,792	1,575,000	1,590,000
Ad Valorem Tax (Railroad Equipment)	4,158	4,515	5,000	5,000
Real Estate Transfer Intangible	70,971	64,108	50,000	50,000
Franchise Taxes - Electric	613,200	671,532	650,000	650,000
Franchise Taxes - Gas	29,012	34,990	30,000	30,000
Franchise Taxes - TV Cable	92,158	89,631	90,000	90,000
Franchise Taxes - Telephone	42,189	30,150	45,000	30,000
NSF Fees - Not Occ. Taxes	35	35	250	100
Local Option Sales & Use Taxes	3,460,712	3,708,768	3,170,000	3,019,386
Alcoholic Beverage Excise Tax	158,892	164,458	155,000	155,000
Local Option Mixed Drink Excise Taxes	11,735	13,395	10,000	10,000
Energy Excise Tax	64,351	52,829	50,000	50,000
Business & Occupation Taxes	479,266	485,601	475,000	470,000
Insurance Premium Taxes	624,432	662,905	575,000	575,000
Finance Institutions Taxes	33,170	33,661	35,000	35,000
Penalties/Interest Delinquent Taxes (Bus. Lic.)	36,140	57,458	10,000	10,000
<b>Total Taxes</b>	<b>7,296,187</b>	<b>7,672,828</b>	<b>6,925,300</b>	<b>6,769,486</b>
Bus. Lics. Alcoholic Beverages	45,698	48,243	45,000	45,000
Non-Business License & Permits	15,046	13,857	12,000	15,000
Regulatory Fees - Bldg. Structures	81,935	77,440	50,000	60,000
Regulatory Fees - Fire	-	-	-	-
Entertainment Regulatory Fees	250	-	100	-
Other Regulatory Fees	94,605	60,772	100,000	80,300
Penalties/Interest Delinquent Taxes (Other)	200	991	500	500
<b>Total Licenses &amp; Permits</b>	<b>237,735</b>	<b>201,303</b>	<b>207,600</b>	<b>200,800</b>
Federal Gov. Grant (FEMA)	98,056	-	-	-
Justice Assistance Grant (JAG)	23,783	12,301	-	10,936
State Grants	5,000	5,000	11,273	5,000
Local Gov. Chat. Co. Grants	176,419	175,737	175,000	70,915
<b>Total Intergovernmental</b>	<b>303,258</b>	<b>193,038</b>	<b>186,273</b>	<b>86,851</b>
Planning & Zoning Excessive Submittal Fees	-	-	-	6,000
Fire Excessive Submittal Fees	-	-	-	6,000
Election Fees	-	1,008	-	500
Accidents Reports	3,225	6,044	3,000	5,000
Garden City Gym	21,984	26,455	25,000	15,000
Rental Income Pool	228	-	250	-
Stadium Receipts	27,304	19,300	25,000	15,000
Senior Center Revenue	20,126	20,595	20,000	10,000
Summer Camp Revenue	37,936	32,372	30,000	15,000
Chain Baseball Field Rental	3,300	3,900	3,000	3,000
Program Fees	20,464	14,769	17,000	15,000
Recreation Concession Revenue	455	608	500	500
Nuisance Abatement	4,009	36,169	5,000	10,000
<b>Total Charges For Services</b>	<b>139,032</b>	<b>161,220</b>	<b>128,750</b>	<b>101,000</b>
Fines & Forfeitures	792,434	1,051,952	1,150,000	1,130,200
Unclaimed Cash Bonds	5,460	-	1,000	-
Proceeds from Sale of Confiscated Assets	11,545	3,054	1,000	1,000
<b>Total Fines &amp; Forfeitures</b>	<b>809,439</b>	<b>1,055,006</b>	<b>1,152,000</b>	<b>1,131,200</b>
Investment Income	40,302	50,014	35,000	32,000
<b>Total Investment Income</b>	<b>40,302</b>	<b>50,014</b>	<b>35,000</b>	<b>32,000</b>
Contributions/Donations Private Sources	-	-	-	-
Cooper Center Donations	-	34,873	5,000	-
Rents & Royalties - Mobile Tower	158,509	158,619	145,000	155,000
Rents & Royalties - Entertainment	355	800	500	500
Reimbursement for Damaged Property	15,141	27,391	10,000	10,000
Other Scrap Sales	2,616	1,210	10,000	5,000
Miscellaneous	34,033	7,803	25,000	25,000
Catastrophic Reimbursement (COVID-19)	-	-	-	-
<b>Total Other Sundry Revenue</b>	<b>210,654</b>	<b>230,696</b>	<b>195,500</b>	<b>195,500</b>
Transfers in - Hotel/Motel Fund	162,633	195,447	160,000	130,000
Transfer in - Water/Sewer Fund	150,000	150,000	150,000	150,000
Transfer in - Stormwater Fund	45,000	45,000	45,000	45,000
Proceeds from Sale of Fixed Assets	5,727	83,019	10,000	10,000
Appropriation of Prior Year's Fund Balance	-	-	957,611	1,228,621
<b>Total Other Financing Sources</b>	<b>363,360</b>	<b>473,466</b>	<b>1,322,611</b>	<b>1,563,621</b>
<b>Total General Fund Revenue</b>	<b>9,399,967</b>	<b>10,037,571</b>	<b>10,153,034</b>	<b>10,080,458</b>

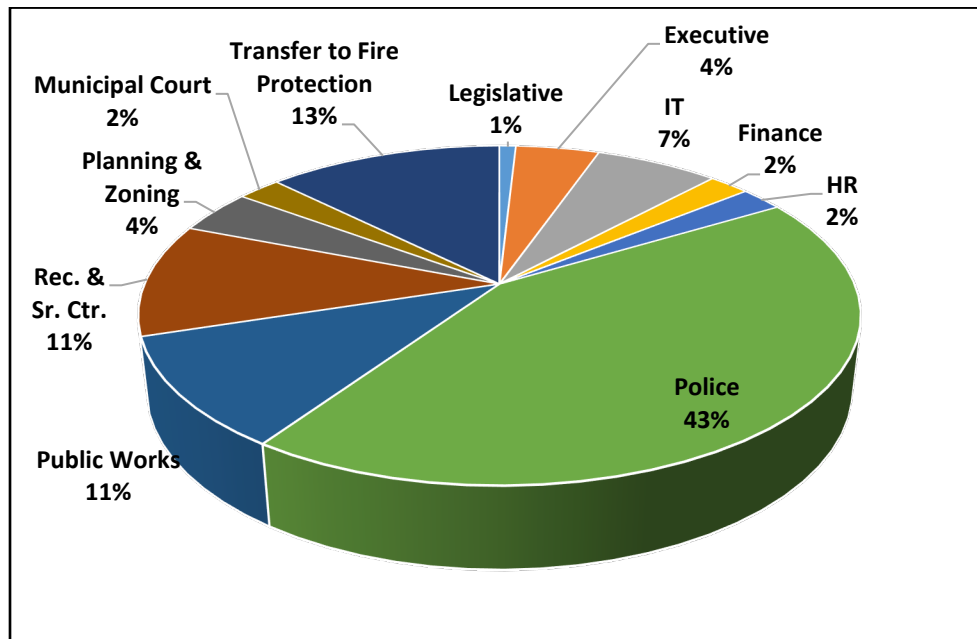


## Governmental Funds

### General Fund

**Expenditures:** The increase in the general fund expenditures is largely attributed to capital improvement and community enhancement projects.

### Where the Money Goes – FY2021 Total General Fund Expenditures \$10,080,458



### General Fund FY2021 Expenditures by Department / Function

GENERAL FUND EXPENDITURES						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Legislative	68,460	63,617	82,750	88,750	6,000	7%
Executive	399,086	401,014	405,759	450,300	44,541	11%
Information Technology	584,240	710,900	655,025	664,125	9,100	1%
Finance	273,314	223,526	226,457	218,415	(8,042)	-4%
Human Resources	155,074	155,079	179,960	231,827	51,867	29%
Municipal Court	98,200	100,756	100,000	234,220	134,220	134%
Police	4,248,046	4,072,284	4,390,054	4,337,472	(52,582)	-1%
Emergency Management	514	812	11,000	11,500	500	5%
Public Works	956,601	922,971	1,074,350	1,064,059	(10,291)	-1%
Fleet Maintenance	161,204	162,040	189,821	-	(189,821)	-100%
Senior Center	178,164	195,381	199,975	157,800	(42,175)	-21%
Parks & Recreation	767,393	946,683	1,049,200	931,900	(117,300)	-11%
Planning & Zoning	383,053	362,838	395,540	422,650	27,110	7%
<b>Operating &amp; Capital Expenditures</b>	<b>8,273,349</b>	<b>8,317,901</b>	<b>8,959,891</b>	<b>8,813,018</b>	<b>(146,873)</b>	<b>-2%</b>
<b>Transfer Out to Fire Protection Fund</b>	<b>1,037,800</b>	<b>926,782</b>	<b>1,193,143</b>	<b>1,267,440</b>	<b>74,297</b>	<b>6%</b>
<b>General Fund Expenditures</b>	<b>9,311,149</b>	<b>9,244,683</b>	<b>10,153,034</b>	<b>10,080,458</b>	<b>(72,576)</b>	<b>-1%</b>

## Governmental Funds

### Capital Projects Fund

#### Special Purpose Local Option Sales Tax (SPLOST Fund)

The City uses one Capital Project Fund for its Special Purpose Local Option Sales Tax funds (SPLOST Fund) for the purpose of funding capital improvement projects. Approved projects include: infrastructure improvements, facility improvements, public safety equipment and debt service.

#### SPLOST Fund FY2021 Budget Summary

The adopted FY2021 SPLOST Fund budget is balanced based on the projected revenue collections for FY2021. Projected revenues total \$3,177,840 (includes state aid GDOT Grant / LMIG funding). The increase is mainly attributed to infrastructure improvements (i.e. Wheathill Road / Priscilla D. Thomas Way Road Improvement Project and Dean Forest Road / Prosperity Drive Traffic Signal Project).

<b>SPLOST FUND</b>				
Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
SPLOST Revenue	1,550,312	1,680,569	1,555,000	1,670,000
Capital Lease Proceeds (PD Vehicles)	135,498	278,441	300,000	-
Interest Earnings (City Hall Refinancing)	-	-	-	-
State Aid (LMIG)	99,049	106,025	100,000	100,000
GDOT Grant (Wheathill Road/Priscilla D. Thomas Way Construction)	-	-	-	900,000
Prior Year Fund Balance	-	770,311	-	507,840
<b>Total Revenues</b>	<b>3,084,674</b>	<b>2,835,346</b>	<b>1,955,000</b>	<b>3,177,840</b>
Town Center Development (Infrastructure)	360,456	963,962	254,112	200,000
SCCPSS Robert W. Groves K-12 Project	-	-	-	10,000
<b>Chatham Parkway Improvements:</b>	-	-	-	-
Road Re-construction	469,556	45,336	-	-
<b>City Street Paving &amp; Right of Way Improvements:</b>	-	-	-	-
Wheathill Road/Priscilla D. Thomas Way Construction	-	-	150,000	1,200,000
Dean Forest Road/Prosperity Drive Traffic Signal	6,612	34,676	50,000	300,000
Public Works Street Paving & ROW Improvements	-	136,940	100,000	250,000
Fire Station #2 (Hwy. 80) Facility Renovations/Upgrades	-	10,704	-	-
<b>Fire Department Vehicles &amp; Equipment:</b>	-	-	-	-
FY20 GCFD Replacement of Bay Station Radios	-	-	-	-
FY21 GCFD 1.75 Fire Hose	-	-	8,800	8,800
FY21 GCFD Vehicle Computers / CAD Integration	-	-	30,000	35,000
FY21 Gear Waster	-	-	-	9,000
GCFD Fire Extinguisher Trainer	-	-	20,634	-
<b>Police Department Vehicles &amp; Equipment:</b>	-	-	-	-
GCPD Vehicles +Equipment	134,701	371,422	300,000	170,000
GCPD Other Equipment	-	249,955	-	-
<b>Debt Service:</b>	-	-	-	-
City Hall Debt Service	721,230	643,120	647,188	615,000
City Hall Loan Interest	-	78,120	72,188	23,868
Tanker Truck - Capital Lease Payment (FY15-FY20)	49,286	49,975	52,631	-
Tanker Truck - Capital Lease - Interest	1,973	1,283	259	-
GCPD FY18 (6) Vehicles - Capital Lease Payment (FY18-FY21)	-	90,328	93,452	96,685
GCPD Vehicles Interest - FY18 Capital Lease	-	6,810	5,727	2,494
GCPD FY20 (6) Vehicles - Capital Lease Payment (FY20-FY23)	-	-	-	98,785
GCPD Vehicles Interest - FY20 Capital Lease	-	-	-	5,492
<b>Transfer Out to Fire Protection Fund:</b>	-	-	-	-
Pumper Trucks Debt Service (\$152,715)	152,724	152,715	152,715	152,715
Fire Protection Fund Equipment (Less Than \$5,000 ea. / 1yr Life)	13,364	-	17,295	-
<b>Total Expenditures</b>	<b>1,909,901</b>	<b>2,835,346</b>	<b>1,955,000</b>	<b>3,177,840</b>

## Governmental Funds

### Special Revenue Funds

Special Revenue funds account for revenue sources that are legally restricted to expenditures for a specific purpose. The City has three special revenue funds: Confiscated Assets Fund, Hotel/Motel Tax Fund, & Tourism Fund.

#### Confiscated Assets Fund FY2021 Budget Summary

The Confiscated Assets Fund FY2021 Adopted Budget totals \$5,000. The Confiscated Assets Fund is used to account for funds received from participation in drug related cases. The monies are used by the City of Garden City Police Department to purchase necessary equipment and supplies; it cannot be used for wages and benefits.

<u>Confiscated Assets Fund</u>				
	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
<b>Revenue</b>				
Cash Confiscation	19,494	-	2,500	2,500
Other Refunds	7,500	2,229	2,500	2,500
<b>Total Revenue</b>	<b>26,994</b>	<b>2,229</b>	<b>5,000</b>	<b>5,000</b>
<b>Expenditures</b>				
Education & Training	-	-	-	-
Supplies	1,926	-	1,000	1,000
Small Equipment	-	200	1,000	1,000
Canine Supplies	4,347	1,732	3,000	3,000
<b>Total Expenditures</b>	<b>9,205</b>	<b>2,229</b>	<b>5,000</b>	<b>5,000</b>

#### Hotel/Motel Tax Fund FY2021 Budget Summary

The Hotel/Motel Tax Fund FY2021 Adopted Budget totals \$260,000. The Hotel/Motel Tax Fund The Hotel Motel Fund is used to account for funds received from a 6% hotel/motel tax placed on hotels and motels in the area. Monies are distributed as mandated in the city ordinance to promote tourism in the City.

<u>Hotel/Motel Tax Fund</u>				
Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
<b>Total Revenue</b>	<b>362,180</b>	<b>390,895</b>	<b>362,000</b>	<b>260,000</b>
<b>Expenditures</b>				
Payments to Other Agencies (Sav. Trade Ctr.)	66,529	65,149	60,345	43,342
Transfers Out to General Fund	162,633	195,447	181,000	130,000
Transfers Out to Tourism Board	133,019	130,298	120,655	86,658
<b>Total Expenditures</b>	<b>362,180</b>	<b>390,895</b>	<b>362,000</b>	<b>260,000</b>

#### Tourism Fund FY2021 Budget Summary

The Tourism Board Fund FY2021 Adopted Budget totals \$243,212. The Tourism Board Fund was created in FY2007 for the purpose of promoting tourism in the City of Garden City. Revenues for the fund are raised from a hotel/motel tax placed on hotels/motels conducting business within the city limits.

<u>Tourism Board Fund</u>				
	2018 Actual	2019 Amended	2020 Budget	2021 Adopted
<b>Revenue</b>				
Hotel/Motel Taxes	94,242	130,298	120,655	86,658
Tourism Board Interest Earned Income	12	10	200	5
Other Revenues	-	-	31,000	36,549
Prior Year Fund Balance		153,022	246,345	120,000
<b>Total Revenue</b>	<b>94,254</b>	<b>283,330</b>	<b>398,200</b>	<b>243,212</b>
<b>Expenditures</b>				
Contracts & Agreements	-	5,330	45,000	86,663
General Supplies & Materials	56,255	278,000	58,200	36,549
Food, Flowers & Banquets (Special Events, etc)	-	-	150,000	120,000
<b>Total Expenditures</b>	<b>56,255</b>	<b>283,330</b>	<b>398,200</b>	<b>243,212</b>

## Proprietary Funds

Proprietary Funds are used to account for the City's ongoing activities which are similar to those often found in the private sector. The measurement focus (flow of economic resources) is based upon determination of net income. The City has four Enterprise Funds which fall under the category of Proprietary fund types: Fire Protection Fund, Stormwater Fund, Sanitation Fund, and Water/Sewer Fund.

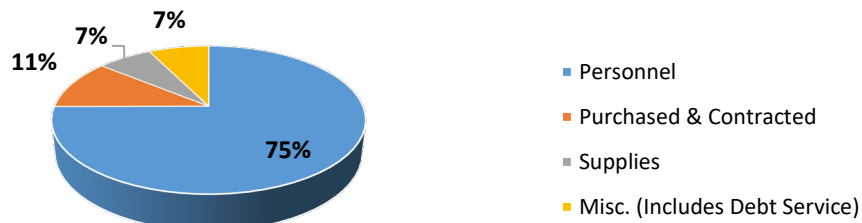
### Fire Protection Fund FY2021 Budget Summary

The Fire Protection Fund is used to account for the monies collected from the City's fire protection fees. The fee was implemented in order to procure the necessary resources to maintain and further improve the City's Insurance Services Office (I.S.O) rating as well as fund the ongoing operations of the Fire Department.

The adopted FY2021 Fire Protection Fund Budget is balanced based on the projected revenue collections for FY2021. Projected revenues total \$2,174,655, which includes the transfer in from the SPLOST Fund and the General Fund. This is reflective of the City Council's recommendation to keep the fire protection fee/rate at \$12.50 per REU for FY2021. The 3% increase in expenditures for fire protection services is attributed mainly to costs associated with personnel services, equipment replacement, and debt service. Additional information regarding the function of the Fire Protection Fund is available in the Public Safety Function Section (Fire Department).

FIRE PROTECTION FUND						
Revenue Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Federal & State Government Grants	-	-	-	-	-	-
Total Fire Protection Fees	538,013	700,731	700,000	703,000	3,000	0%
Total Fire Fees (collected with fines)	42,461	28,533	-	-	-	0%
Total Accident Recovery Fees	17,374	12,891	20,000	20,000	-	0%
Total Fire Line Fees	26,837	28,289	30,000	30,000	-	0%
Contributions from Private Sources	20,837	-	-	-	-	0%
Total Capital Lease Proceeds	-	-	-	-	-	0%
Total Miscellaneous Revenues	26,708	1,561	1,500	1,500	-	0%
Total Transfers In From SPLOST Fund	152,724	-	170,010	152,715	(17,295)	-10%
Total Transfers In From General Fund	1,393,521	926,782	1,193,143	1,267,440	74,297	6%
<b>Total Revenue</b>	<b>2,218,475</b>	<b>1,698,787</b>	<b>2,114,653</b>	<b>2,174,655</b>	<b>60,002</b>	<b>3%</b>
FIRE PROTECTION FUND						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	1,561,481	1,517,474	1,584,538	1,638,340	53,802	3%
Total Purchased & Contracted	188,290	168,325	231,800	229,000	(2,800)	-1%
Total Supplies & Expenditures	149,608	109,856	141,600	144,100	2,500	2%
Total Miscellaneous	490,769	159,855	156,715	163,215	6,500	4%
<b>Total Expenditures</b>	<b>2,390,148</b>	<b>1,955,510</b>	<b>2,114,653</b>	<b>2,174,655</b>	<b>60,002</b>	<b>3%</b>

**FY2021 Fire Protection Fund Expenditures By Category**



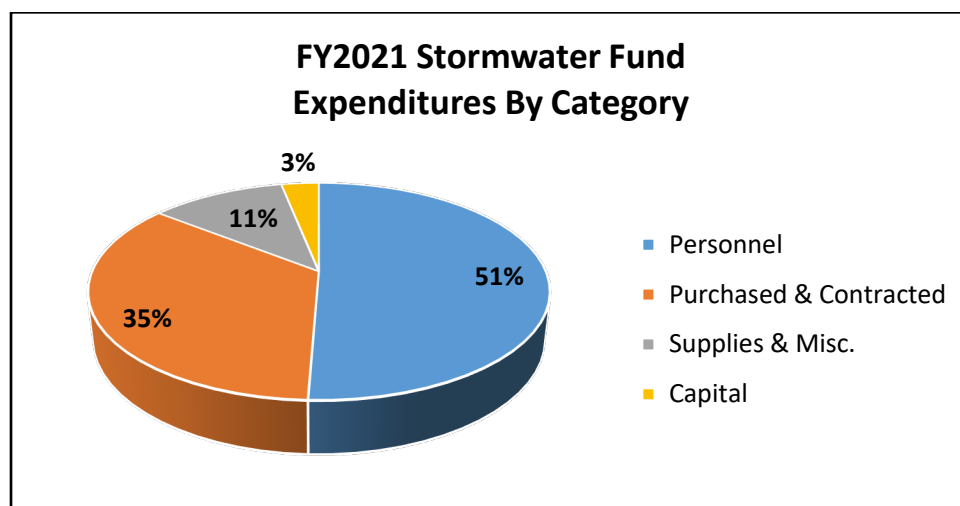
## Proprietary Funds

### Stormwater Fund FY2021 Budget Summary

The Stormwater Fund is used to account for the City's stormwater management program. According to the City's program, the City must undertake various activities including regulatory compliance; the cleaning and maintenance of ditches and other stormwater conveyance systems; and construction of new drainage systems to increase or improve conveyance capacity.

The adopted FY2021 Stormwater Fund Budget is balanced based on the projected revenue collections for FY2021. Projected revenues total \$938,200. The City Council recommended to keep the stormwater fee/rate at \$4.75 per REU for FY2021. The slight increase in revenues is attributed to commercial and industrial growth within the City. Expenditures were reduced and increased in specific areas of operation to more closely align the budget with projected costs for fiscal year 2021. Additional information regarding the function of the Stormwater Fund is available in the Public Works Function Section.

STORMWATER FUND						
Revenue Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
NPDES Erosion Control Fee	2,039	1,138	3,000	3,000	-	0%
Total Stormwater Utility Fees	923,307	978,196	924,585	935,200	10,615	1%
<b>Total Revenues</b>	<b>925,346</b>	<b>979,334</b>	<b>927,585</b>	<b>938,200</b>	<b>10,615</b>	<b>1%</b>
Expenditure Category	Actual	Budget	Budget	Adopted	Change	%
Total Personnel Services & Benefits	453,459	463,248	496,743	474,947	(21,796)	-4%
Total Purchased & Contracted	249,530	202,831	289,200	328,200	39,000	13%
Total Supplies & Expenditures	12,177	1,751	15,000	7,500	(7,500)	-50%
Total Miscellaneous	230,859	25,431	101,742	98,123	(3,619)	-4%
Total Capital Expenditures	-	-	24,900	29,430	4,530	18%
<b>Total Expenditures</b>	<b>946,025</b>	<b>693,261</b>	<b>927,585</b>	<b>938,200</b>	<b>10,615</b>	<b>1%</b>



## Proprietary Funds

### Sanitation Fund FY2021 Budget Summary

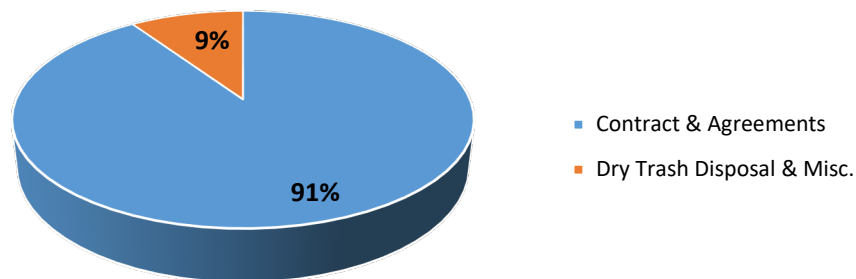
The Sanitation Fund is used to account for the collection and disposal of residential refuse, recycling, and dry trash.

The adopted FY2021 Sanitation Fund Budget is balanced based on the projected revenue collections for FY2021. Projected revenues total \$443,012, which includes the transfer in from the stormwater fund. The City Council recommended to keep the sanitation fee/rate at \$17.50 per home for FY2021.

The increase in expenditures for sanitation is due to annual cost adjustments in Waste Management's contract and costs associated with holding two white good/bulk item collection and disposal events in FY2021. Additional information regarding the function of the Sanitation Fund is available in the Public Works Function Section.

SANITATION FUND						
Revenue Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Refuse Collection Charges	339,266	360,725	396,250	398,000	1,750	0%
FEMA Reimbursement - Hurricane Irma	26,650	-	-	-	-	0%
Total Interest Revenue	12	12	12	12	-	0%
Total Transfer In From Stormwater	30,000	30,000	30,000	45,000	15,000	50%
<b>Total Revenue</b>	<b>395,928</b>	<b>390,737</b>	<b>426,262</b>	<b>443,012</b>	<b>16,750</b>	<b>4%</b>
Expenditure Category	Actual	Budget	Budget	Adopted	\$	%
Total Contracts & Agreements	355,851	366,763	401,250	401,000	(250)	0%
Total Dry Trash Disposal Expenses	30,120	54,668	25,000	40,000	15,000	60%
Total Miscellaneous Expenses <i>(Includes Bad Debt Expense)</i>	6,403	5,428	12	2,012	2,000	
<b>Total Expenditures</b>	<b>392,374</b>	<b>426,859</b>	<b>426,262</b>	<b>443,012</b>	<b>16,750</b>	<b>4%</b>

**FY2021 Sanitation Fund  
Expenditures by Category**



## Proprietary Funds

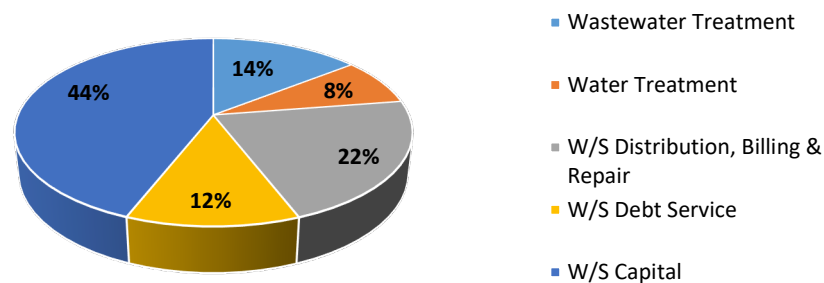
### Water & Sewer Fund FY2021 Budget Summary

The Water/Sewer Fund is divided into three divisions which provide the City with safe, potable drinking water while maintaining an environmentally safe operation. The Water/Sewer Fund encompasses the Wastewater Collection & Treatment; Water Treatment; Water/Sewer Billing, Distribution & Repair; and Water/Sewer Debt Service.

The adopted FY2021 Water/Sewer Fund Budget is balanced based on the projected revenue collections for FY2021. Projected revenues total \$6,507,937. The City Council recommended to keep the water/sewer billing rates for residential at \$52.55 and commercial at \$41.42 based on the assumptions of 5,000 gallons (residential) and 15,000 gallons (commercial) used. The increase in the Water/Sewer Fund expenditures is mostly attributed to costs associated with capital improvement projects. Additional information regarding the function of the Water/Sewer Fund is available in the Water & Sewer Fund Function Section.

WATER & SEWER FUND						
Revenue Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Water Revenues	1,515,077	1,595,098	1,560,529	1,532,968	(27,561)	-2%
Total Water Tap Fees	28,494	153,936	25,000	25,000	-	0%
Total Sewer Revenues	2,161,513	2,635,729	2,226,200	2,199,145	(27,055)	-1%
Total Sewer Tap Fees	82,400	646,066	30,000	30,000	-	0%
Administrative Fees	88,575	89,018	100,000	100,000	-	0%
Other Revenues & Penalties	257,639	296,872	180,000	180,000	-	0%
Investment Earnings	37,051	45,697	30,000	30,000	-	0%
Rents and Royalties	768	941	1,000	1,000	-	0%
Reimbursement for Damaged Property	-	44,614	-	-	-	0%
Contributions from Private Sources	-	-	-	1,675,000	1,675,000	100%
(Developer's Fee Capital Construction)	-	-	-	-	-	0%
Miscellaneous Revenues	42,798	57,731	41,000	40,000	(1,000)	-2%
Sale of Fixed Assets	-	3,595	-	-	-	0%
<b>Operating Revenue</b>	<b>4,214,315</b>	<b>5,569,297</b>	<b>4,193,729</b>	<b>5,813,113</b>	<b>1,619,384</b>	<b>39%</b>
<b>Other Sources Financing/Funding</b>						
GEFA Loan (GF2019008) Proceeds	571,734	-	-	-	-	0%
FEMA Reimbursement	-	-	675,000	694,824	19,824	3%
Appropriation from prior year fund balance	-	-	475,000	-	(475,000)	-100%
<b>Other Financing/Funding Sources</b>	<b>571,734</b>	<b>-</b>	<b>1,150,000</b>	<b>694,824</b>	<b>(455,176)</b>	<b>-40%</b>
<b>Total Revenue</b>	<b>4,786,049</b>	<b>5,569,297</b>	<b>5,343,729</b>	<b>6,507,937</b>	<b>1,164,208</b>	<b>22%</b>
Expenditure Category	Actual	Actual	Budget	Adopted	Change	Change
Total Wastewater Treatment Expenses	1,378,571	1,196,124	1,104,100	937,027	(167,073)	-15%
Total Water Treatment Expenses	559,721	536,093	529,985	529,427	(558)	0%
Total W/S Billing, Distribution, Repair Expenses	2,153,322	1,186,712	1,579,012	1,404,028	(174,984)	-11%
Total W/S Debt Service	684,477	758,757	776,280	773,094	(3,186)	0%
<b>W/S Operating Expenditures Subtotal</b>	<b>4,776,091</b>	<b>3,677,686</b>	<b>3,989,377</b>	<b>3,643,576</b>	<b>(345,801)</b>	<b>-9%</b>
Total W/S Fund CIP Expenditures	628,244	81,731	1,354,352	2,864,361	1,510,009	
<b>Total W/S Fund Expenditures</b>	<b>5,404,335</b>	<b>3,759,417</b>	<b>5,343,729</b>	<b>6,507,937</b>	<b>1,164,208</b>	<b>22%</b>

**FY2021 W/S Fund Expenditures By Category**





# Annual Adopted Budget

## Capital Investment Plan

The capital investment plan serves as a planning tool used to forecast and match projected revenues and capital investment needs over the fiscal year. As such, capital outlay needs are subject to change based on new or shifting service needs, special financing opportunities, emergency needs, or other directives or priorities established by the City Council. In the past, the City staff has utilized a process whereby capital project requests are brought before City Council for consideration beginning after the first quarter of the fiscal year (and each month thereafter) to ensure funding is available and to reflect the latest priorities.

### FY2021 Capital Improvement / Enhancement Projects List (General Fund & Enterprise Funds)

Fund / Department	Project Description	2021 Adopted	
<b>GENERAL FUND</b>			
Executive	MPC Comprehensive Plan Update	10,000	Community Development Project (Required Update due by Oct. 2021)
Executive	MPC Highway 21 Commercial Corridor Design Guidelines	30,000	Community Enhancement Project
IT/IS	Server Upgrades	40,000	Capital Improvement Project - Equipment Upgrades
IT/IS	Audio/Visual Upgrades	20,000	Capital Improvement Project - Equipment Replacement / Upgrade
Police	Special Gear Replacement - Protective Vests	10,000	Capital Improvement Project - Equipment Replacement / Upgrade
Police	Special Gear Replacement - Body Cameras	10,000	Capital Improvement Project - Equipment Replacement / Upgrade
Police	Street Cameras (Byrne Memorial JAG Grant)	10,936	Community Enhancement Project - Public Safety
Public Works	Sidewalk Replacement / Installation Projects	30,000	Community Enhancement Project (Council Visioning Priority)
Public Works	Additional Street Light - Ga Power	25,000	Community Enhancement Project (Council Visioning Priority)
Public Works	Demolition of Vacant Dilapidated Dwellings	25,000	Community Enhancement Project - Blight Eradication
Public Works	Overgrown Lot Maintenance	15,000	Community Enhancement - Nuisance Abatement
Parks & Recreation	Fencing/Backstops @ Bazemore Park Ball Fields	25,000	Capital Improvement Project - Replacement / Facility Upkeep
Parks & Recreation	Replacement of Aerating Fountains @ Sharon Park	27,000	Capital Improvement Project - Replacement / Park Upkeep
Parks & Recreation	Pocket Parks (Equipment, etc.)	50,000	Capital Improvement / Community Enhancement Project (Council Visioning Priority)
Parks & Recreation	Computer Lab @ Gym Complex	6,500	Community Enhancement Project (Council Visioning Priority)
<b>CIP / CEP - General Fund Total</b>		<b>334,436</b>	
<b>FIRE PROTECTION FUND</b>			
Fire	Replacement of Face Masks	8,100	Capital Improvement Project - Equipment Replacement / Upgrade
Fire	Replacement of SCBA Bottles	7,104	Capital Improvement Project - Equipment Replacement / Upgrade
<b>CIP - Fire Protection Fund Total</b>		<b>15,204</b>	
<b>STORMWATER FUND</b>			
Public Works	(1) F-150 Crew Cab Truck	29,430	Capital Improvement Project - Vehicle Replacement / Upgrade
<b>CIP - Stormwater Fund Total</b>		<b>29,430</b>	
<b>SANITATION FUND</b>			
Public Works	Conduct (2) White Goods Collections & Disposals	15,000	Community Enhancement Project (Council Visioning Priority)
<b>CIP / CEP - Sanitation Fund Total</b>		<b>15,000</b>	
<b>WATER/SEWER FUND</b>			
Wastewater	WWTP Headworks Replacement	700,000	Capital Improvement Project Initiated in FY20. Ongoing / Pending Completion
Wastewater	GPA Joint Force Main Relocation	280,500	Capital Improvement Project Initiated in FY19. Ongoing / Pending Completion
Wastewater	3rd Street @ Hwy.80 Lift Station Rehab	150,000	Capital Improvement Project 2021.
Water Treatment	SCADA System Replacement	-	Capital Improvement Project - Equipment Replacement / Upgrade (\$350,000) Postpone until 2022
W/S Repair	(1) F-150 Crew Cab Truck	58,861	Capital Improvement Project - Vehicle Replacement / Upgrade
W/S Repair	Prosperity Water/Sewer System Project	1,675,000	Capital Improvement Project Initiated in FY20. Ongoing / Pending Completion
<b>CIP - W/S Fund Total</b>		<b>2,864,361</b>	
<b>Capital Outlay Expenditures Total</b>		<b>3,258,431</b>	

# Annual Adopted Budget

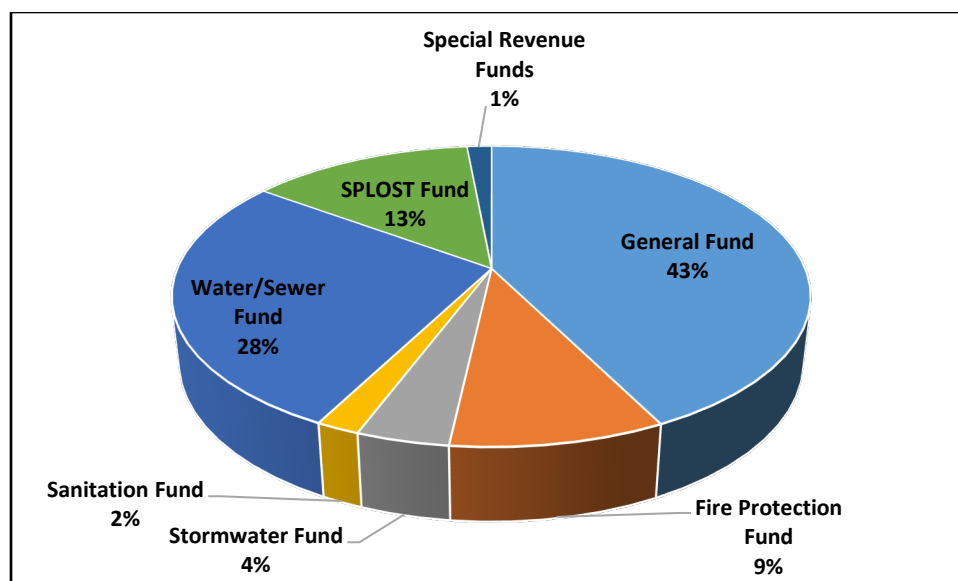
## All Fund Types

### FY2021 Adopted Budget (All Fund Types) Summary

The adopted FY2021 Budget totals \$23,673,765. It represents an increase of 9% when compared to the FY2020 budget. The increase is mainly attributed to costs associated with capital improvement projects (i.e. Prosperity Drive Water/Sewer System Project, replacement of vehicles and equipment, etc.) and community enhancement projects (i.e. neighborhood pocket parks, computer lab at the gym, etc.) for fiscal year 2021.

<u>All Fund Types</u>						
Fund	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
<b>General Fund</b>	9,311,149	9,244,683	10,153,034	10,080,458	(72,576)	-1%
<b>Special Revenue Funds</b>	-	-	-	-	-	-
Hotel/Motel Tax Fund	362,180	385,000	362,000	260,000	(102,000)	-28%
Confiscated Assets Fund	9,205	5,000	5,000	5,000	-	0%
Tourism Fund	56,255	258,450	398,200	86,663	(311,537)	-78%
<b>SPLOST Fund</b>	1,909,901	2,591,828	1,955,000	3,177,840	1,222,840	63%
<b>Proprietary Funds:</b>	-	-	-	-	-	-
Water & Sewer	5,404,335	3,759,417	5,343,729	6,507,937	1,164,208	22%
Sanitation	392,374	426,859	426,262	443,012	16,750	4%
Stormwater	946,025	693,261	927,585	938,200	10,615	1%
Fire Protection	2,390,148	1,955,509	2,114,653	2,174,655	60,002	3%
<b>Annual Operating &amp; Capital Expenditures Total</b>	<b>20,781,572</b>	<b>19,320,007</b>	<b>21,685,463</b>	<b>23,673,765</b>	<b>1,988,302</b>	<b>9%</b>

### FY2021 Adopted Budget Expenditures (All Fund Types)



# FY2021 Adopted Budget

## GENERAL GOVERNMENT FUNCTION



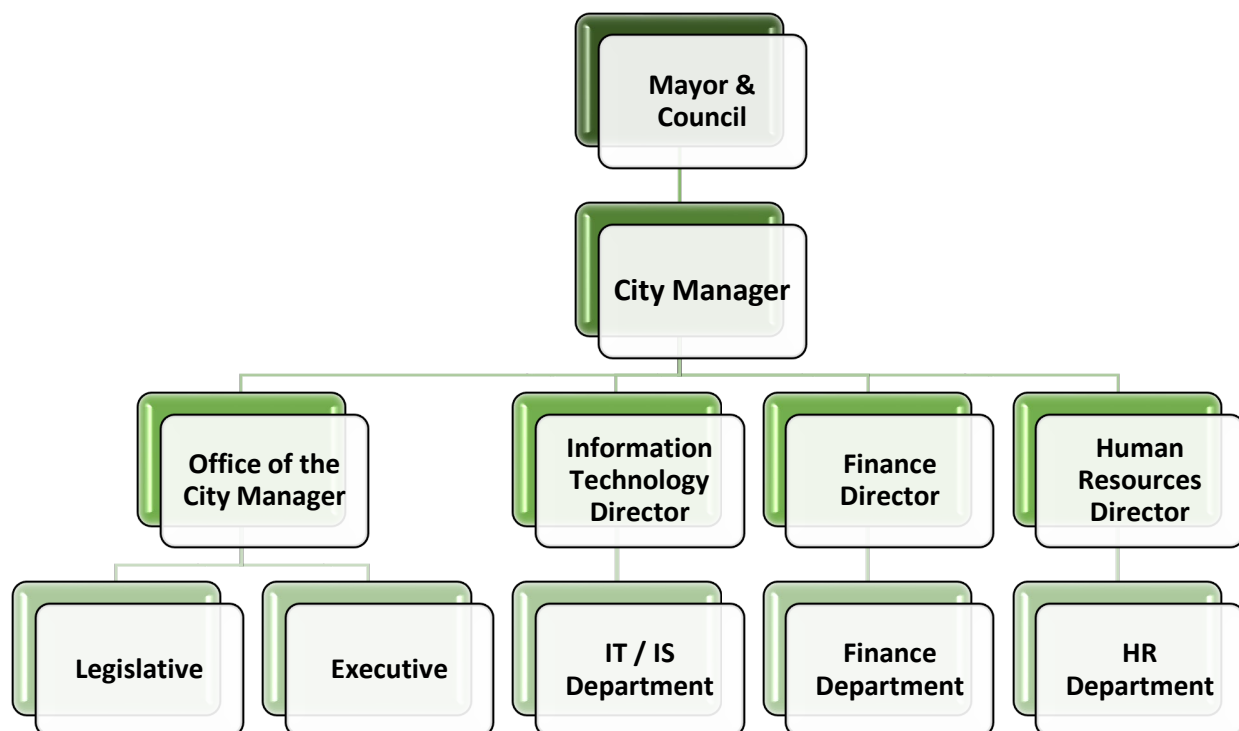
### Departmental Summaries

- Legislative
- Executive
- Information Technology
- Finance
- Human Resources

## General Government

General Government is comprised of departments and divisions responsible for the management of the City's resources. This function includes the following departments: *Legislative, Executive, Information Technology/Information Systems, Finance, and Human Resources.*

### General Government Function Organizational Chart



### Fund Types Budgeted by the General Government Function

Fund	Department				
	Legislative	Executive	IT/IS	Finance	HR
General Fund	X	X	X	X	X

# General Government

## Short Term Priorities & Goals

### Priorities:

- To work with the Mayor and Council to provide necessary resources to develop programs that will enhance the quality of living in the City.
- To monitor operations of city departments to see that services are provided in the most efficient and cost-effective manner.
- To submit proposals for grants that would provide funds for projects that would allow for infrastructure improvement.
- To monitor city financial data to see that revenues and expenditures are within budget limits set by Mayor and Council.
- To ensure integrity of financial reporting through use of internal controls and sound accounting principles.

### Goals:

- To continually be in compliance with all state and federal regulations.
- To provide opportunities for staff development in order to better serve the citizens.
- To provide City services at the highest level possible.

## Long Term Priorities & Goals

### Priorities:

- To develop quality programs, for the improvement and expansion of City Service delivery, that complies with the vision of Mayor and Council.
- To offer a work environment which allows the City to attract and retain quality employees.
- Focus on quality customer service in all contacts with citizens and customers.

### Goals:

- To utilize plans, studies, projections, and reports as a guide to formulate long term plans both programmatic and financial, in order to effectively handle the growth forecasted for the City.
- To use new information technologies to develop cost effective means of interactive communications between staff and citizens.



## General Government

### Legislative

**Purpose:** The Legislative Department is comprised of the Mayor and City Council (*Governing Body*), which is empowered by the City Charter to pass ordinances and resolutions, adopt regulations, and decide all policy items.

**Core Services:** The Mayor and City Council Members adopt policies, plans, regulations, and budgets so that the City can deliver high quality municipal services, protect the health, safety, and welfare of its residents, and maintain its image as a great place to live.

### Staffing Level

In the FY2021 Adopted Budget, Legislative staffing level consists of the elected officials and remains unchanged from 2020. The Mayor and Mayor Pro-tem are elected at-large on a non-partisan basis, while the other five (5) Council Members are elected by districts. The Mayor, Mayor Pro-tem and City Council Members serve staggered terms of office. The City's next election will be held in November 2021 for the District 1, District 5, and At-large city council member seats.

<u>LEGISLATIVE</u> Classification	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Mayor	1	1	1	1	Elected
City Council	6	6	6	6	Elected
<b>Total Legislative</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Legislative expenditures total \$88,750, an increase of 7% or \$6,000 over the FY2020 budget. The increase is primarily attributed to travel and training costs for elected officials in FY2021.

<u>LEGISLATIVE</u> Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
<u>Operating Expenditures</u>						
Total Personnel Services & Benefits	33,911	33,911	53,400	54,900	1,500	3%
Total Purchased & Contracted Services	34,201	29,559	29,000	33,500	4,500	16%
Total Supplies & Expenditures	348	147	350	350	-	0%
<b>Total Legislative Budget</b>	<b>68,460</b>	<b>63,617</b>	<b>82,750</b>	<b>88,750</b>	<b>6,000</b>	<b>7%</b>

## General Government

### Legislative

#### Legislative FY2021 Detailed Expenditure Summary

<u>Legislative</u>				
Expenditure Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Salaries - Professional Fees	27,600	27,600	45,600	45,600
Social Security (FICA) Contributions	1,711	1,711	2,100	3,500
Medicare	400	400	700	800
Retirement Contributions	4,200	4,200	5,000	5,000
<b>Total Personnel Services &amp; Benefits</b>	<b>33,911</b>	<b>33,911</b>	<b>53,400</b>	<b>54,900</b>
Travel	19,425	17,765	15,000	17,000
Education & Training	14,775	11,794	14,000	16,500
<b>Total Purchased &amp; Contracted Services</b>	<b>34,201</b>	<b>29,559</b>	<b>29,000</b>	<b>33,500</b>
Uniforms	348	147	350	350
<b>Total Supplies &amp; Expenditures</b>	<b>348</b>	<b>147</b>	<b>350</b>	<b>350</b>
<b>Total Legislative</b>	<b>68,460</b>	<b>63,617</b>	<b>82,750</b>	<b>88,750</b>



## General Government

### Executive

**Purpose:** The Executive Department is led by the City Manager who provides leadership, vision, and direction to the City service areas, implements City Council policy, and works with the Mayor, City Council, and general government staff to craft strategic and financial planning objectives.

**Core Services:** The City Manager's Office and staff work to implement the policies established and prioritized by the City Council, effectively lead the organization through innovation and improvements in service delivery, communicate effectively with citizens, exercise fiscal responsibility, and nurture a positive image of the City government.

### Staffing Level

In the FY2021 Adopted Budget, Executive full-time employee staffing level is unchanged from 2021. The adopted budget reflects the reclassification of the Special Project Coordinator position to an Assistant City Manager position to provide support to the City Manager in the day to day operations of the City.

<u>EXECUTIVE</u> Classification	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
City Manager	1	1	1	1	Exempt
Assistant City Manager / City Marshal	--	--	--	1	Exempt
City Clerk / Finance Director	1	1	1	1	Exempt
Special Projects Coordinator	1	1	1	--	Exempt
<b>Total Executive</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Executive expenditures total \$450,300, an increase of 11% or \$44,541 over the FY2020 budget. The increase is mostly attributed to contractual costs for professional services to develop design standards for the Highway 21 Corridor and to assist the City with updating its Comprehensive Plan as required by the end of October 2021.

<u>EXECUTIVE</u> Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
<u>Operating Expenditures</u>						
Total Personnel Services & Benefits	145,429	127,317	159,809	154,500	(5,309)	-3%
Total Purchased & Contracted Services	189,920	188,522	169,000	206,000	37,000	22%
Total Supplies & Expenditures	63,737	54,834	76,950	89,550	12,600	16%
Total Miscellaneous	-	-	-	250	250	0%
Total Capital Expenditures	-	30,341	-	-	-	0%
<b>Total Executive Budget</b>	<b>399,086</b>	<b>401,014</b>	<b>405,759</b>	<b>450,300</b>	<b>44,541</b>	<b>11%</b>

# General Government

## Executive

### Executive FY2021 Detailed Expenditure Summary

<u>Executive</u>				
Expenditure Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Salaries - Regular Employees	100,977	86,032	105,309	105,000
Group Insurance	23,527	22,030	25,500	25,000
Social Security (FICA) Contributions	6,163	5,250	8,000	7,000
Medicare	1,441	1,228	2,000	2,000
Retirement Contributions	10,453	10,689	13,000	12,000
ICMA RC 457 Match	2,313	1,928	5,000	3,000
Workers' Compensation	555	160	1,000	500
<b>Total Personnel Services &amp; Benefits</b>	<b>145,429</b>	<b>127,317</b>	<b>159,809</b>	<b>154,500</b>
Vehicle Maintenance & Repairs	468	707	500	1,500
Insurance, other than employee benefits (GIRMA)	5,783	5,280	6,000	6,000
Advertising	(520)	(984)	2,500	2,500
Printing & Binding	1,607	2,306	3,000	3,000
Travel	480	-	1,000	-
Dues & Fees	8,521	7,833	10,000	8,000
Contracts & Agreements	45,010	25,897	25,000	65,000
Contracts & Agreements - Reoccurring	27,134	27,336	20,000	15,000
Education & Training	70	-	1,000	-
Legal Fees	62,531	79,068	65,000	65,000
Dues & Fees	38,834	41,079	35,000	40,000
<b>Total Purchased &amp; Contracted Services</b>	<b>189,920</b>	<b>188,522</b>	<b>169,000</b>	<b>206,000</b>
General Supplies & Materials	10,096	9,677	17,400	17,500
Postage	868	455	1,000	350
Electricity	35,030	38,657	37,000	54,000
Gasoline	1,078	941	1,200	1,200
Food - Banquets & Flowers	16,383	4,349	20,000	6,000
Books & Periodicals	283	755	350	500
COVID-19 / Hurricane Preparation	-	-	-	10,000
<b>Total Supplies &amp; Expenditures</b>	<b>63,737</b>	<b>54,834</b>	<b>76,950</b>	<b>89,550</b>
Election Fees - Chatham County	-	-	-	250
<b>Total Miscellaneous</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>
<b>Total Operating Expenditures</b>	<b>399,086</b>	<b>370,673</b>	<b>405,759</b>	<b>450,300</b>
Site Improvements	-	30,341	-	-
GDOT Beautification Grant (Hwy 307/Dean Forest Median)	-	-	-	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>30,341</b>	<b>-</b>	<b>-</b>
<b>Total Executive</b>	<b>399,086</b>	<b>401,014</b>	<b>405,759</b>	<b>450,300</b>

## General Government

### Information Technology / Information Systems (IT/IS)

**Purpose:** Information Technology / Information Systems Department enables the City to better carry out its mission to serve its citizens. The framework for operations within IT/IS Services is focused on seamless technology designed to maximize the value of the investments made in information systems, hardware, software, and technology resources.

**Core Services:** IT/IS activities include the procurement, implementation and maintenance of technology for all City departments. Hardware support includes all personal computers, laptops, scanners, printers, networked copiers, servers, phones, internet, data storage, data backup/recovery, virus protection, spam filtering, network security, recording/videoing of meetings and building maintenance.

### Staffing Level

In the FY2021 Adopted Budget, IT/IS full-time employee staffing level is unchanged from 2020.

<u>IT/IS</u> Classification	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
IT/IS Director	1	1	1	1	Exempt
IT/IS Technician	1	1	1	1	Non-Exempt
<b>Total IT / IS</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Information Technology / Information Systems expenditures total \$664,125, an increase of 1% or \$9,100 over the FY2020 budget. The increase is mostly attributed to costs to replace computer equipment due to age; finish replacing the security camera system started in FY2020, and upgrades to the City's servers and audio/visual equipment.

<u>Information Technology / Information Systems</u>						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
<u>Operating Expenditures</u>						
Total Personnel Services & Benefits	127,281	139,209	154,500	155,500	1,000	1%
Total Purchased & Contracted Services	276,709	303,411	280,575	320,325	39,750	14%
Total Supplies & Expenditures	43,512	54,905	54,950	55,300	350	1%
Total Miscellaneous	90,265	83,148	75,000	73,000	(2,000)	-3%
<b>Total Operating Expenditures</b>	<b>537,767</b>	<b>580,673</b>	<b>565,025</b>	<b>604,125</b>	<b>39,100</b>	<b>7%</b>
<u>Capital Expenditures</u>						
Capital Outlay - Buildings & Site Improvements	33,570	75,848	-	-	-	
Capital Outlay - Computer Equipment	12,903	54,379	90,000	60,000	(30,000)	-33%
<b>Total Capital Expenditures</b>	<b>46,473</b>	<b>130,227</b>	<b>90,000</b>	<b>60,000</b>	<b>(30,000)</b>	<b>-33%</b>
<b>Total IT / IS Budget</b>	<b>584,240</b>	<b>710,900</b>	<b>655,025</b>	<b>664,125</b>	<b>9,100</b>	<b>1%</b>

# General Government

## Information Technology / Information System (IT/IS)

### IT/IS FY2021 Detailed Expenditure Summary

<u>Information Technology</u>				
Expenditure Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Salaries - Regular Employees	92,298	99,954	106,000	110,000
Salaries - Overtime	1,521	1,648	2,500	2,000
Group Insurance	15,299	18,485	22,000	20,000
Social Security (FICA) Contributions	5,638	6,087	8,000	8,000
Medicare	1,319	1,424	2,500	2,000
Retirement Contributions	6,576	6,724	8,000	8,000
ICMA RC 457 Match	1,654	1,991	2,500	2,500
Workers' Compensation	2,977	2,896	3,000	3,000
<b>Total Personnel Services &amp; Benefits</b>	<b>127,281</b>	<b>139,209</b>	<b>154,500</b>	<b>155,500</b>
Vehicle Maintenance & Repairs	499	1,910	2,500	2,500
Insurance, other than employee benefits (GIRMA)	2,892	2,640	3,000	3,000
Communications (Citywide/All Depts.)	116,996	122,539	120,000	150,000
Travel	1,746	1,070	3,500	3,500
Dues & Fees	45	30	325	325
Contracts & Agreements	153,222	173,873	150,000	160,000
Education & Training	900	1,349	1,250	1,000
<b>Total Purchased &amp; Contracted Services</b>	<b>276,709</b>	<b>303,411</b>	<b>280,575</b>	<b>320,325</b>
General Supplies & Materials	1,279	1,956	1,200	1,500
Computer Eqpt. & Software (Citywide/All Depts.)	40,626	51,129	50,000	50,000
Gasoline	1,607	1,524	3,500	3,500
Uniforms	-	296	250	300
<b>Total Supplies &amp; Expenditures</b>	<b>43,512</b>	<b>54,905</b>	<b>54,950</b>	<b>55,300</b>
Custodial	9,386	3,719	5,000	3,000
City Hall Maintenance	80,879	79,429	70,000	70,000
<b>Total Miscellaneous</b>	<b>90,265</b>	<b>83,148</b>	<b>75,000</b>	<b>73,000</b>
<b>Total Operating Expenditures</b>	<b>537,767</b>	<b>580,673</b>	<b>565,025</b>	<b>604,125</b>
Buildings & Building Improvements	33,570	75,848	-	-
Capital Outlay - Computer Equipment	10,903	-	-	-
Capital Outlay - Other Equipment	2,000	54,379	90,000	-
FY20 -21 Server Upgrades	-	-	-	40,000
FY20-21 Audio Visual Upgrades (\$20,000)	-	-	-	20,000
<b>Total Capital Expenditures</b>	<b>46,473</b>	<b>130,227</b>	<b>90,000</b>	<b>60,000</b>
<b>Total Information Technology</b>	<b>584,240</b>	<b>710,900</b>	<b>655,025</b>	<b>664,125</b>

## General Government

### Finance

**Purpose:** The Finance Department manages the financial affairs of the City which includes the efficient and judicious use of available City resources and the stewardship of public funds.

**Cores Services:** Financial management activities include general accounting and budget management, accounts payable payment coordination, cash management and receipting, payroll, debt management, tax and licensing administration, receivables billing and collections (including Utility Billing), and grant and project accounting.

### Staffing Level

In the FY2021 Adopted Budget, Finance full-time employee staffing level is unchanged from 2020.

<u>FINANCE</u> Classification	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Assistant Finance Director	--	--	--	1	Exempt
Accounting Division Manager (Senior Accounting Technician)	1	1	1	--	Exempt
Financial Specialist (Accounting Technician)	1	1	1	1	Non-Exempt
Business License Specialist (Accounting Technician)	1	1	1	1	Non-Exempt
<b>Total Finance</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Finance expenditures total \$218,415, a decrease of (-4%) or (-\$8,042) under the FY2020 budget. The decrease is mostly attributed to a reduction in projected costs for personnel services and benefits due to the reclassifying of certain positions within the finance department.

<u>FINANCE</u> Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	189,391	153,972	174,697	160,900	(13,797)	-8%
Total Purchased & Contracted Services	75,762	62,153	42,560	48,015	5,455	13%
Total Supplies & Expenditures	8,161	7,401	9,200	9,500	300	3%
Total Miscellaneous	-	-	-	-	-	0%
Total Capital Expenditures	-	-	-	-	-	0%
<b>Total Finance Budget</b>	<b>273,314</b>	<b>223,526</b>	<b>226,457</b>	<b>218,415</b>	<b>(8,042)</b>	<b>-4%</b>

## General Government

### Finance

#### Finance FY2021 Detailed Expenditure Summary

<u>Finance</u>				
Expenditure Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Salaries - Regular Employees	128,345	104,687	110,747	107,000
Salaries - Overtime	1,767	1,664	1,500	1,500
Group Insurance	41,516	31,683	43,000	32,000
Social Security (FICA) Contributions	7,789	6,349	8,000	8,000
Medicare	1,822	1,485	2,000	2,000
Retirement Contributions	7,072	7,232	8,000	9,000
ICMA RC 457 Match	750	553	1,000	1,000
Workers' Compensation	329	319	450	400
<b>Total Personnel Services &amp; Benefits</b>	<b>189,391</b>	<b>153,972</b>	<b>174,697</b>	<b>160,900</b>
Professional Audit	15,375	14,000	15,750	15,750
Travel	-	786	500	-
Dues & Fees	307	265	310	265
Contracts & Agreements:	59,846	46,568	25,000	31,000
Education & Training	234	534	1,000	1,000
<b>Total Purchased &amp; Contracted Services</b>	<b>75,762</b>	<b>62,153</b>	<b>42,560</b>	<b>48,015</b>
General Supplies & Materials	5,119	4,782	6,200	5,500
Postage	3,042	2,619	3,000	3,000
Computer Equipment & Software		-	-	1,000
<b>Total Supplies &amp; Expenditures</b>	<b>8,161</b>	<b>7,401</b>	<b>9,200</b>	<b>9,500</b>
<b>Total Operating Expenditures</b>	<b>273,314</b>	<b>223,526</b>	<b>226,457</b>	<b>218,415</b>
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Finance</b>	<b>273,314</b>	<b>223,526</b>	<b>226,457</b>	<b>218,415</b>

## General Government

### Human Resources (HR)

**Purpose:** Human Resources provides personnel consulting and employee services to the City of Garden City's management and employees so they can have a capable and diverse staff able to deliver services to the community.

**Core Services:** Human Resources activities include managing the recruitment and selection process for positions, benefits administration, and the classification and compensation system. Human Resources works with management to create positive, healthy and productive work environments consistent with the City's philosophy and in compliance with Federal, State and local laws and regulations.

### Staffing Level

In the FY2021 Adopted Budget, the Human Resources Department's full-time employee staffing level is increased from 2020 due to the addition of a Payroll Coordinator position to provide clerical support to the Human Resources Director.

<u>HUMAN RESOURCES</u> Classification	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Human Resources Director	1	1	1	1	Exempt
Payroll Coordinator	--	--	--	1	Exempt
<b>Total Human Resources</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Human Resources operating expenditures total \$231,827, an increase of 29% or \$51,867 over the FY2020 budget. The increase is primarily attributed to an increase in contractual service costs and personnel costs associated with the addition of a clerical position to provide support to the HR Director.

<u>HUMAN RESOURCES</u>	2018	2019	2020	2021	\$	%
Expenditure Category	Actual	Actual	Budget	Adopted	Change	Change
Total Personnel Services & Benefits	102,142	119,827	135,650	158,500	22,850	17%
Total Purchased & Contracted Services	45,999	25,500	30,190	63,127	32,937	109%
Total Supplies & Expenditures	6,934	9,752	14,120	10,200	(3,920)	-28%
<b>Total Human Resources Budget</b>	<b>155,074</b>	<b>155,079</b>	<b>179,960</b>	<b>231,827</b>	<b>51,867</b>	<b>29%</b>



## General Government

### Human Resources (HR)

#### Human Resources FY2021 Detailed Expenditure Summary

<u>Human Resources</u>				
Expenditure Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Salaries - Regular Employees	77,397	94,015	106,000	118,000
Group Insurance	9,611	9,166	10,000	15,000
Social Security (FICA) Contributions	4,605	5,661	6,000	8,000
Medicare	1,077	1,324	1,500	3,000
Retirement Contributions	7,198	7,360	9,000	11,000
ICMA RC 457 Match	2,177	2,221	3,000	3,000
Workers' Compensation	76	80	150	500
<b>Total Personnel Services &amp; Benefits</b>	<b>102,142</b>	<b>119,827</b>	<b>135,650</b>	<b>158,500</b>
Advertising	2,158	3,722	3,200	2,000
Travel	2,385	-	750	2,250
Dues & Fees	109	10,084	415	420
Contracts & Agreements	4,107	6,484	20,350	53,457
Education & Training	16,367	5,210	5,475	5,000
<b>Total Purchased &amp; Contracted Services</b>	<b>45,999</b>	<b>25,500</b>	<b>30,190</b>	<b>63,127</b>
General Supplies & Materials	1,161	1,419	5,000	2,000
Postage	120	53	120	100
Food, Banquets & Flowers	3,459	4,853	6,500	6,500
Books & Periodicals	2,194	3,427	2,100	1,500
Uniforms	-	-	400	100
<b>Total Supplies &amp; Expenditures</b>	<b>6,934</b>	<b>9,752</b>	<b>14,120</b>	<b>10,200</b>
<b>Total Human Resources</b>	<b>155,074</b>	<b>155,079</b>	<b>179,960</b>	<b>231,827</b>

# FY2021 Adopted Budget

## PUBLIC SAFETY FUNCTION



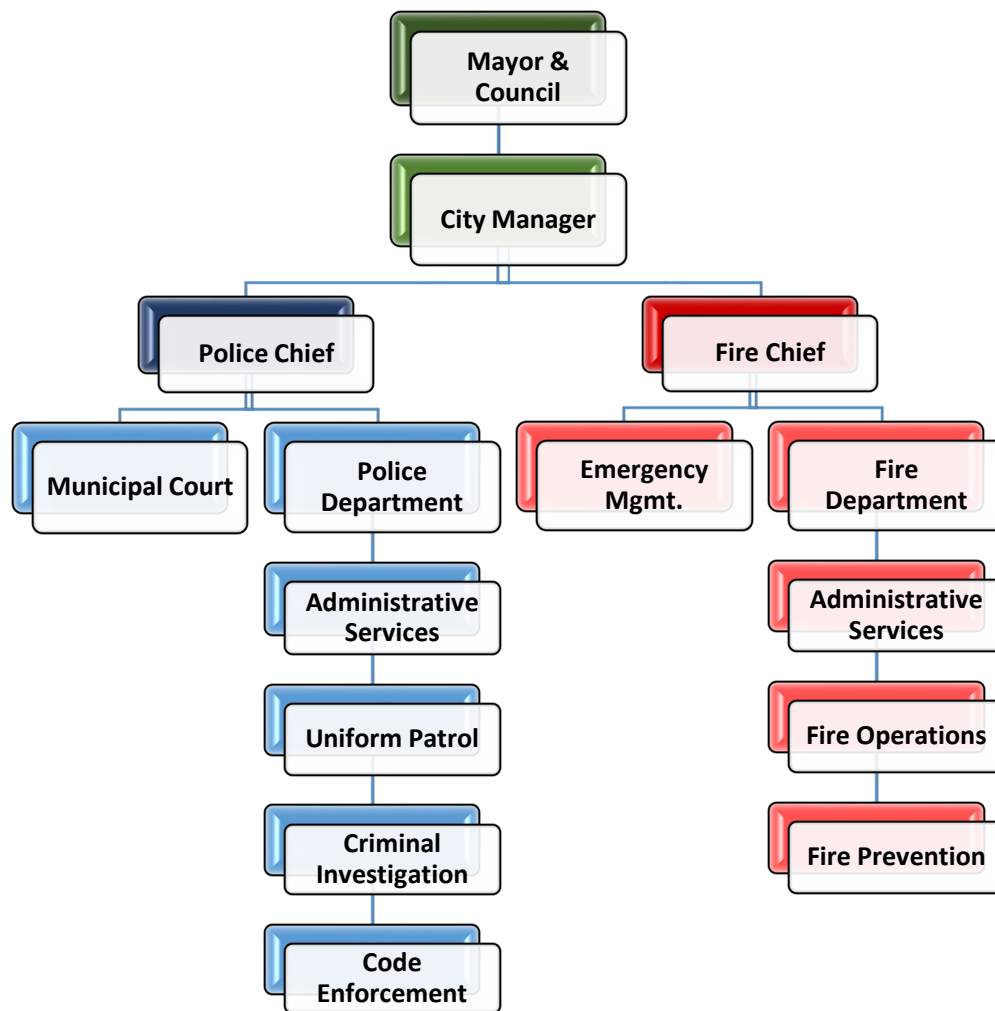
### Departmental Summaries

- Municipal Court
- Police Department
- Emergency Management
- Fire Protection

## Public Safety

Public Safety is comprised of departments and divisions responsible for ensuring the safety of all residents and visitors to the City. This function includes the following departments and divisions: Municipal Court, Police Department, Emergency Management and Fire Protection. Departments and divisions within Public Safety that are accounted for in the General Fund include Municipal Court, Police, and Emergency Management. Fire Protection is accounted for in an Enterprise Fund.

### Public Safety Function Organizational Chart



### Fund Types Budgeted by the Public Safety Function

Fund	Department			
	Municipal Court	Police	Emergency Mgmt.	Fire
General Fund	X	X	X	
Proprietary Fund				X
SPLOST Fund (CIP)		X		X

## Public Safety

### Short Term Priorities & Goals

#### Priorities:

- To ensure law enforcement personnel and firefighters receive the proper training and materials to conduct their jobs in the safest manner possible.
- To update equipment as needed and specified by manufacturer's guidelines.

#### Goals:

- To continue educational and training opportunities for public safety employees.
- To provide law enforcement personnel and firefighters with the equipment needed to perform their duties as new technology becomes available and cost-effective.

### Long Term Priorities & Goals

#### Priorities:

- To promote the safety and security of the community through proactive law enforcement operations and strategies.
- To promote the fire safety and prevention education to the community through proactive prevention strategies.

#### Goals:

- To provide employees with the equipment and training necessary to complete their jobs and engage in proactive law enforcement and fire prevention strategies.
- To maintain enough personnel and equipment to ensure acceptable response times.



## Public Safety

### Municipal Court

**Purpose:** The Municipal Court provides objective, accessible and timely resolution of all cases appropriately coming before the Court, the protection of the rights of all individuals, and the dignified and fair treatment of all parties.

**Cores Services:** The Municipal Court conducts hearings in addition to determining all causes of prosecution for violating the laws and ordinances of the City of Garden City and certain laws of the State of Georgia. It has the power to compel the attendance of parties and witnesses and to compel the production of papers, to issue all processes and writs necessary to exercise jurisdiction, to punish contempt by fine or imprisonment or both, and to levy fines along with imprisonment of a convicted person.

### Staffing Level

In the FY2021 Adopted Budget, the Municipal Court's full-time employee staffing level reflects an increase from 2020 due to the transfer of the Municipal Court Clerk and the Deputy Court Clerk positions from the police department's budget to the municipal court budget. The Judge, Public Defender, Solicitor, and Court Interpreter are via professional service contracts.

<u>Municipal Court</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Municipal Court Clerk	1	1	1	1	Non-Exempt
Deputy Municipal Court Clerk	1	1	1	1	Non-Exempt
<b>Total Municipal Court FTE Staffing</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Municipal Court operating expenditures total \$234,220, an increase of \$134,220 or 214% over the FY2020 budget. The increase is primarily attributed to transferring the personnel costs for the Municipal Court Clerk and Deputy Court Clerk positions from the police department's budget to the municipal court's budget for FY2021.

<u>MUNICIPAL COURT</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
<b>Expenditure Category</b>						
Total Personnel Services & Benefits	-	-	-	117,025	117,025	100%
Total Purchased & Contracted Services	98,200	100,756	100,000	113,545	13,545	14%
Total Supplies Expenditures	-	-	-	3,650	3,650	100%
<b>Total Budget Expenditures</b>	<b>98,200</b>	<b>100,756</b>	<b>100,000</b>	<b>234,220</b>	<b>134,220</b>	<b>214%</b>

## Public Safety

### Municipal Court

#### Municipal Court FY2021 Detailed Expenditure Summary

<b><u>Municipal Court</u></b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Salaries - Regular Employees	-	-	-	74,125
Salaries - Overtime	-	-	-	1,000
Group Insurance	-	-	-	25,000
Social Security (FICA) Contributions	-	-	-	6,100
Medicare	-	-	-	1,100
Retirement Contributions	-	-	-	8,000
ICMA RC 457 Match	-	-	-	1,500
Workers' Compensation	-	-	-	200
<b>Total Personnel Services &amp; Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>117,025</b>
Travel	-	-	-	1,000
Dues & Fees	-	-	-	45
Contracts & Agreements:	-	-	-	13,500
Education & Training	-	-	-	500
Contract Labor - Judge	41,452	44,996	41,500	40,000
Contract Labor - Solicitor	24,999	25,000	26,000	26,000
Contract Labor - Public Defender	24,999	25,000	26,000	26,000
Contract Labor - Court Interpreter	6,750	5,760	6,500	6,500
<b>Total Purchased &amp; Contracted</b>	<b>98,200</b>	<b>100,756</b>	<b>100,000</b>	<b>113,545</b>
General Supplies & Materials	-	-	-	1,000
Postage	-	-	-	2,000
Books & Periodicals	-	-	-	250
Uniforms	-	-	-	400
<b>Total Supplies Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,650</b>
<b>Total Municipal Court</b>	<b>98,200</b>	<b>100,756</b>	<b>100,000</b>	<b>234,220</b>



## Public Safety

### Police Department

**Purpose:** The Police Department provides quality police services to our community by proactively addressing crime and reducing victimization while safeguarding the Constitutional rights of all people.

**Core Services:** The Police Department is comprised of four divisions. The Administrative Division is responsible for records, training, Municipal Court, and GCIC operations. The Patrol Division is responsible for all uniformed patrol and traffic operations. The Criminal Investigations Division is responsible for investigating criminal activity, evidence custody, and asset forfeiture.

### Staffing Level

In the FY2021 Adopted Budget, the Police Department's full-time employee staffing level reflects a decrease due to the transfer of Code Enforcement Services to the Planning, Zoning & Building Department. The Police Department's staffing level consists of thirty-nine (39) sworn law enforcement positions and five (5) civilian administrative positions.

<u>Police</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
<i>Sworn Positions</i>					
Chief of Police	1	1	1	1	Exempt
Major	0	0	0	0	Exempt
Captain (CID)	2	1	2	3	Exempt
Lieutenant	3	4	3	1	Non-Exempt
Sergeant	5	5	5	4	Non-Exempt
Corporal	5	5	5	4	Non-Exempt
Detectives (CID)	4	4	4	5	Non-Exempt
Training Officer (Sgt.)	1	1	1	1	Non-Exempt
Community Relations Officer	1	1	1	1	Non-Exempt
City Marshal (Sgt./Cpl)	1	1	1	0	Exempt
Code Enforcement Officer	0	0	1	0	Non-Exempt
Patrol Officers	15	13	12	16	Non-Exempt
Traffic Unit / K9	2	1	3	2	Non-Exempt
CNT Officers (Reimbursed by County)	2	2	1	1	Non-Exempt
<i>Civilian Positions</i>					
Executive Assistant to Chief of Police/Accreditation	1	1	1	1	Exempt
Evidence Custodian	1	1	1	1	Non-Exempt
Records Clerk	2	2	2	2	Non-Exempt
Records Clerk/Lobby Receptionist	1	1	1	1	Non-Exempt
Code Enforcement Officers	2	2	0	0	Non-Exempt
<b>Total Police FTE Staffing Level</b>	<b>49</b>	<b>46</b>	<b>45</b>	<b>44</b>	

## Public Safety

### Police Department

#### Highlights of Budget Changes

In the FY2021 Adopted Budget, the Police Department expenditures total \$4,337,472, a decrease of (-\$52,582) or (-1%) under the FY2020 budget. The decrease is mostly attributed to a reduction in personnel costs due to the transfer of the Municipal Court Clerk's position and Deputy Court Clerk's position to the municipal court's budget.

<b>POLICE</b>						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	3,388,557	3,408,279	3,791,531	3,658,636	(132,895)	-4%
Total Purchased & Contracted Services	392,457	340,162	329,050	368,400	39,350	12%
Total Supplies & Expenditures	236,251	236,821	241,473	271,436	29,963	12%
Total Miscellaneous	90,451	43,195	28,000	39,000	11,000	39%
<b>Total Operating Expenditures</b>	<b>4,107,716</b>	<b>4,028,457</b>	<b>4,390,054</b>	<b>4,337,472</b>	<b>(52,582)</b>	<b>-1%</b>
Total Capital Outlay Expenditures	140,330	43,827	-	-	-	-
<b>Total Police Expenditures</b>	<b>4,248,046</b>	<b>4,072,284</b>	<b>4,390,054</b>	<b>4,337,472</b>	<b>(52,582)</b>	<b>-1%</b>

#### Police Department FY2021 Capital Outlay (SPLOST Fund)

In the FY2021 adopted SPLOST Fund Budget, Police Department capital expenditures total \$170,000. This funding will provide for the purchase of four (4) new fully equipped police vehicles in fiscal year 2021.

Funding is allocated in the FY2021 adopted SPLOST Fund Budget to provide for the debt service obligations totaling \$203,456 for police vehicles purchased in 2018 and 2020.

# Public Safety

## Police Department

### Police Department FY2021 Detailed Expenditure Summary

<b>Police</b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Salaries - Regular Employees	2,074,259	2,151,578	2,426,331	2,351,750
Police - Holiday Salaries	73,138	79,579	61,200	80,000
Salaries - Part-time Employees	-	-	-	-
Salaries - Overtime	91,088	84,285	100,000	100,000
Group Insurance	601,111	536,367	636,000	532,000
Social Security (FICA) Contributions	131,475	136,317	138,000	168,386
Medicare	30,748	31,881	33,000	34,500
Retirement Contributions	252,858	258,558	265,000	260,000
ICMA RC 457 Match	38,849	37,999	41,000	40,000
Peace Officers Annuity	6,620	7,320	10,000	10,000
Workers' Compensation	88,411	82,415	81,000	82,000
<b>Total Personnel Services &amp; Benefits</b>	<b>3,388,557</b>	<b>3,408,279</b>	<b>3,791,531</b>	<b>3,658,636</b>
Vehicle Maintenance & Repairs	83,528	74,523	52,000	75,000
Equipment Maintenance & Repairs	40,982	13,635	15,000	15,000
Insurance, other than employee benefits	144,585	132,010	150,000	145,000
Travel	7,951	15,467	15,000	15,000
Dues & Fees	1,990	2,602	3,000	3,000
Contracts & Agreements:	105,938	94,416	80,050	99,400
Education & Training	7,483	7,509	10,000	12,000
Contract Labor	-	-	4,000	4,000
<b>Total Purchased &amp; Contracted Services</b>	<b>392,457</b>	<b>340,162</b>	<b>329,050</b>	<b>368,400</b>
General Supplies & Materials	26,381	21,893	25,000	25,000
Postage	2,384	1,652	2,000	500
Electricity	35,030	38,657	37,000	52,000
Gasoline	121,890	133,634	125,000	125,000
Books & Periodicals	2,311	106	1,200	1,000
Small Equipment	9,094	14,397	12,000	12,000
Small Equipment - LLEBG	12,301	-	11,273	10,936
Uniforms	26,861	26,482	28,000	25,000
Special Gear	-	-	-	20,000
<b>Total Supplies &amp; Expenditures</b>	<b>236,251</b>	<b>236,821</b>	<b>241,473</b>	<b>271,436</b>
Community Oriented Policing	2,554	1,475	3,000	2,000
Armory	8,115	8,938	10,000	25,000
Code Enforcement	-	7,874	3,000	-
Damage Claims Paid	9,701	14,180	2,000	2,000
Identification Unit	9,878	10,728	10,000	10,000
<b>Total Miscellaneous</b>	<b>90,451</b>	<b>43,195</b>	<b>28,000</b>	<b>39,000</b>
<b>Total Operating Expenditures</b>	<b>4,107,716</b>	<b>4,028,457</b>	<b>4,390,054</b>	<b>4,337,472</b>
Vehicles & Equipment	-	32,982	-	-
Capital Outlay Computer System	140,330	-	-	-
Capital Outlay - Other Equipment	12,301	10,845	-	-
<b>Total Capital Expenditures</b>	<b>140,330</b>	<b>43,827</b>	<b>-</b>	<b>-</b>
<b>Total Police</b>	<b>4,248,046</b>	<b>4,072,284</b>	<b>4,390,054</b>	<b>4,337,472</b>

## Public Safety

### Emergency Management

**Purpose:** The Emergency Management Program provides for the development and coordination of the City's emergency management activities, which will enable effective preparation for and efficient response to emergencies and disasters in order to save lives, reduce human suffering, and reduce property loss.

**Core Services:** Emergency Management develops plans and establishes contracts to protect the City financially and logistically from manmade and natural disasters. Contracts include debris management, debris monitoring, insurance liability assurance and FEMA certification of Debris and Hurricane Management plans. The department also purchases all supplies needed to feed, bed, and provide for emergency reentry teams.

### Staffing Level

In the FY2021 Adopted Budget, Emergency Management staffing level is unchanged from 2020. The Fire Chief serves as the City's Emergency Management Coordinator.

<u>Emergency Management</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Emergency Management Coordinator	--	--	--	--	Exempt
<b>Total Emergency Mgmt.</b>	--	--	--	--	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Emergency Management expenditures total \$11,500, an increase of \$500 or 5% over the FY2020 budget. The increase is mostly due to small equipment costs to purchase a drone for use in assessing the damages from incidents (i.e. tornadoes, hurricanes, fire, etc.).

<u>EMERGENCY MANAGEMENT</u>						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	-	-	-	-	-	0%
Total Purchased & Contracted Services	-	-	6,000	4,000	(2,000)	-33%
Total Supplies & Expenditures	514	812	5,000	7,500	2,500	50%
<b>Total Expenditures</b>	<b>514</b>	<b>812</b>	<b>11,000</b>	<b>11,500</b>	<b>500</b>	<b>5%</b>

## Public Safety

### Emergency Management

#### Emergency Management FY2021 Detail Expenditure Summary

<u>Emergency Management</u>				
Expenditure Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Equipment Maintenance & Repairs	-	-	1,000	-
Travel	-	-	1,000	1,000
Dues & Fees	-	-	1,000	-
Contracts & Agreements:	-	-	1,000	1,000
Education & Training	-	-	2,000	2,000
<b>Total Purchased &amp; Contracted Services</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>4,000</b>
General Supplies & Materials	300	-	2,000	2,000
Books & Periodicals	-	-	-	-
Small Equipment	214	812	3,000	5,500
<b>Total Supplies &amp; Expenditures</b>	<b>514</b>	<b>812</b>	<b>5,000</b>	<b>7,500</b>
<b>Total Emergency Management</b>	<b>514</b>	<b>812</b>	<b>11,000</b>	<b>11,500</b>

## Public Safety

### Fire Department

**Purpose:** The Fire Department provides professional services to the community in order to minimize the loss of life and property through prevention, suppression, and mitigation of hazards within the scope of available resources. The Fire Department is funded by the Fire Protection Fund.

**Core Services:** The Fire Department is made up of two fire stations. All of the City's firefighters are State and nationally certified professional firefighters and are certified by the National Professional Qualifications System.

### Staffing Level

In the FY2021 Adopted Budget, Fire Department full-time employee staffing level is increased by one (1) position due to the transfer of the Fire Marshal's position from the Planning, Zoning & Building Department to the Fire Department.

<u>Fire Department</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Fire Chief	1	1	1	1	Exempt
Assistant Fire Chief	1	1	1	1	Exempt
Fire Captain	1	1	3	2	Exempt
Fire Marshal	--	--	1	1	Exempt
Administrative/Safety Coordinator	1	1	1	1	Exempt
Firefighter	14	14	12	13	Non- exempt
<b>Total Fire</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>19</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Fire Department expenditures total \$2,174,655, an increase of \$60,002 or 3% over the FY2020 budget. The increase is primarily attributed personnel costs due to the transfer of the Fire Marshal's position to the Fire Department.

<u>FIRE PROTECTION FUND</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
<b>Expenditure Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>	<b>Change</b>	<b>Change</b>
Total Personnel Services & Benefits	1,561,481	1,517,474	1,584,538	1,638,340	53,802	3%
Total Purchased & Contracted	188,290	168,325	231,800	229,000	(2,800)	-1%
Total Supplies & Expenditures	149,608	109,856	141,600	144,100	2,500	2%
Total Miscellaneous	490,769	159,855	156,715	163,215	6,500	4%
<b>Total Expenditures</b>	<b>2,390,148</b>	<b>1,955,510</b>	<b>2,114,653</b>	<b>2,174,655</b>	<b>60,002</b>	<b>3%</b>

### Fire Department FY2021 Capital Outlay (SPLOST Fund)

In the FY2021 Adopted Budget, Fire Department capital expenditures total \$52,800. This funding will provide for the purchase of a 1.75" fire hose for fire suppression; vehicle computers for CAD integration, and a gear washer to remove contaminants from the firefighter's turn-out gear.

Funding is allocated in the FY2021 adopted SPLOST Fund Budget to provide for the debt service obligation totaling \$152,715 for two pumper trucks purchased in 2015.

## Public Safety

### Fire Department

#### Fire Department FY2021 Detailed Expenditure Summary

<b>Fire Protection Fund</b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Salaries - Regular Employees	861,758	897,858	873,538	901,914
Salaries - Part-time	97,364	84,596	100,000	100,000
Salaries - Overtime	93,170	81,207	100,000	100,000
Group Insurance	322,185	281,415	330,000	349,426
Social Security (FICA) Contributions	60,667	61,856	61,000	63,000
Medicare	14,188	14,466	15,000	16,000
Retirement Contributions	73,229	55,965	60,000	62,000
ICMA RC 457 Match	14,534	18,439	20,000	21,000
Workers' Compensation	24,386	21,673	25,000	25,000
<b>Total Personnel Services &amp; Benefits</b>	<b>1,561,481</b>	<b>1,517,474</b>	<b>1,584,538</b>	<b>1,638,340</b>
Vehicle Maintenance & Repairs	51,768	30,541	65,000	65,000
Equipment Maintenance & Repairs	3,804	11,359	15,000	15,000
Building Maintenance & Repairs	10,414	11,826	15,000	15,000
Insurance, other than employee benefits ( <i>GIRMA</i> )	31,809	29,042	35,000	33,000
Travel	6,502	12,578	8,500	9,500
Dues & Fees	8,997	9,508	8,400	9,500
Contracts & Agreements:	71,140	57,712	69,400	70,000
Education & Training	3,856	5,758	15,500	12,000
<b>Total Purchased &amp; Contracted Services</b>	<b>188,290</b>	<b>168,325</b>	<b>231,800</b>	<b>229,000</b>
General Supplies & Materials	8,193	11,928	12,000	12,000
Postage	683	483	400	400
Natural Gas	4,302	6,195	6,000	6,000
Electricity	19,038	19,581	20,000	20,000
Gasoline	25,698	23,385	20,000	20,000
Food, Banquets & Flowers	767	2,519	1,500	1,500
Books & Periodicals	401	-	500	5,000
Small Equipment	37,853	22,732	34,200	35,200
Turn-out Gear/Special Gear	31,042	6,247	15,000	14,000
Uniforms	14,203	8,096	17,000	15,000
Medicial Supplies	7,427	8,692	15,000	15,000
<b>Total Supplies &amp; Expenditures</b>	<b>149,608</b>	<b>109,856</b>	<b>141,600</b>	<b>144,100</b>
Fire Prevention	3,025	1,126	3,000	5,500
Computer System	-	-	-	-
Capital Lease Debt Service Payment	135,596	137,867	141,438	145,101
Capital Lease Interest	17,128	14,848	11,277	7,614
Damage Claims	-	-	1,000	-
Depreciation	319,803	-	-	-
Bad Debt Expense	15,218	6,014	-	5,000
<b>Total Miscellaneous Expenditures</b>	<b>490,769</b>	<b>159,855</b>	<b>156,715</b>	<b>163,215</b>
<b>Total Operating Expenditures</b>	<b>2,390,148</b>	<b>1,955,509</b>	<b>2,114,653</b>	<b>2,174,655</b>
Capital Outlay Other Equipment	-	-	-	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Fire Protection Fund</b>	<b>2,390,148</b>	<b>1,955,509</b>	<b>2,114,653</b>	<b>2,174,655</b>



# FY2021 Adopted Budget

## CULTURE & RECREATION FUNCTION



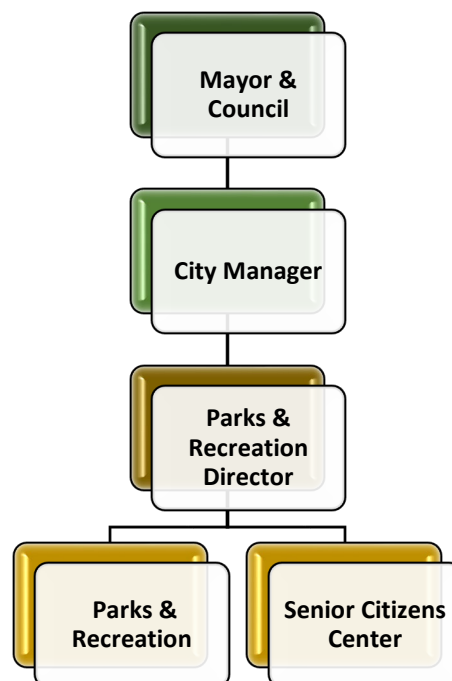
### Departmental Summaries

- Parks & Recreation
- Senior Citizens Center

## Culture & Recreation

Culture and Recreation includes management of all the City's parks and recreation programs. This department also oversees programs offered by the Senior Citizens Center which has its own operating budget.

### Culture & Recreation Function Organizational Chart



### Fund Types Budgeted by the Culture & Recreation Function

Fund	Department	
	Parks & Recreation	Senior Citizens Center
General Fund	X	X

## Culture & Recreation

### Short Term Priorities & Goals

#### **Priorities:**

- Ensure fiscal responsibility via accurate forecasting of community necessities and department resources.
- Provides safe and healthy environment for citizens to enjoy recreational activities at the different parks within the City.

#### **Goals:**

- Use the operating and capital improvement budgets to allocate funds and resources that will provide a high level of service to meet community needs.
- Continue to provide services to foster lasting, strong relationships between staff and the citizens.

### Long Term Priorities & Goals

#### **Priorities:**

- To maintain the City's Recreation Department at an efficient level of service.
- Examine goals to ensure quality and efficiency of department and recreation programs.

#### **Goals:**

- Continue to examine areas that lend themselves to department improvement, such as public relation efforts, and timely response to citizen inquiry.
- To provide employees with the equipment and information necessary to complete their jobs.
- Continue to improve efficient and cost-effective use of the City's resources.



## Culture & Recreation

### Parks & Recreation

**Purpose:** The Parks & Recreation Department provides diverse, year-round recreational opportunities through the preservation of open space, park settings, and recreational facilities and programs for the citizens of Garden City while enhancing the overall quality of life in Garden City.

**Core Services:** Recreation provides year-round activities such as Youth Baseball, Girls Fast Pitch Softball, T-Ball, Football, Cheerleading, Soccer and Basketball. The non-team sport programs consist of summer day camp, swimming lessons, public swimming, after school programs and senior citizen programs.

### Staffing Level

In the FY2021 Adopted Budget, Parks & Recreation (includes Senior Center) full-time employee staffing level is unchanged from 2020.

<u>Parks &amp; Recreation</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Recreation Director	1	1	1	1	Exempt
Recreation Program Coordinator	1	1	1	1	Exempt
After-School Program Coordinator	1	1	1	1	Non-exempt
Senior Groundskeeper	1	1	1	1	Non-exempt
Parks & Rec. Technician	2	2	2	2	Non-exempt
Administrative Assistant	1	1	1	1	Non-exempt
Senior Center Program Manager	1	1	1	1	Exempt
<b>Total Parks &amp; Recreation</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Parks & Recreation expenditures total \$931,900, a decrease of (\$117,300) or (-11%) under the FY2020 budget. The decrease is primarily attributed to a decrease in professional engineering fees for the Highway 80 recreation site engineering design fees.

Capital expenditures total \$108,500. This funding will provide for the replacement of fencing and backstops at Bazemore Park; replacement of the aerating fountains at Sharon Park; the purchase of equipment to create new pocket parks; and the purchase of equipment to create a computer lab at the Gym.

<u>PARKS &amp; RECREATION</u>						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	475,098	474,000	512,200	510,700	(1,500)	0%
Total Purchased & Contracted Services	138,555	437,800	331,150	145,150	(186,000)	-56%
Total Supplies & Expenditures	140,770	147,700	157,850	157,550	(300)	0%
Total Miscellaneous	6,745	8,000	10,000	10,000	-	0%
<b>Total Operating Expenditures</b>	<b>761,168</b>	<b>1,067,500</b>	<b>1,011,200</b>	<b>823,400</b>	<b>(187,800)</b>	<b>-19%</b>
Capital Outlay - Building & Site Improvements	223,042	175,000	38,000	6,500	(31,500)	-83%
Capital Outlay - Site Improvements	-	-	-	102,000	102,000	100%
<b>Total Capital Expenditures</b>	<b>223,042</b>	<b>175,000</b>	<b>38,000</b>	<b>108,500</b>	<b>70,500</b>	<b>186%</b>
<b>Total Expenditures</b>	<b>984,210</b>	<b>1,242,500</b>	<b>1,049,200</b>	<b>931,900</b>	<b>(117,300)</b>	<b>-11%</b>

# Culture & Recreation

## Parks & Recreation

### Parks & Recreation FY2021 Detailed Expenditure Summary

<b>Parks &amp; Recreation</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Expenditure Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
Salaries - Regular Employees	251,541	282,518	280,000	284,000
Salaries - Part time/Temporary Employees	57,924	49,512	60,000	50,000
Salaries - Overtime	8,951	7,315	10,000	9,000
Group Insurance	98,234	89,730	100,000	105,000
Social Security (FICA) Contributions	18,769	20,080	21,500	22,000
Medicare	4,390	4,696	5,500	5,500
Retirement Contributions	19,851	20,299	22,000	22,000
ICMA RC 457 Match	2,712	2,991	3,200	3,200
Workers' Compensation	12,724	8,521	10,000	10,000
<b>Total Personnel Services &amp; Benefits</b>	<b>475,098</b>	<b>485,662</b>	<b>512,200</b>	<b>510,700</b>
Professional Engineering	-	-	175,000	-
<i>Highway 80 Recreation Site Engineering &amp; Design (Est. \$175,000)</i>	-	-	-	-
Umpires & Referees	8,610	8,235	12,000	8,000
Vehicle Maintenance & Repairs	4,028	2,430	5,000	5,000
Equipment Maintenance & Repairs	4,849	9,350	7,500	7,500
Gym Maintenance & Repairs	13,419	9,752	15,000	12,000
Stadium Maintenance & Repairs	19,781	13,134	15,000	12,000
Ball Park Maintenance & Repairs	9,261	15,889	15,000	15,000
Swimming Pool Maintenance & Repairs	3,729	3,120	3,500	3,500
Cooper Center Maintenance & Repairs	1,148	2,333	4,000	4,000
Insurance, other than employee benefits (GIRMA)	17,350	15,841	18,000	17,000
Advertising	3,898	2,837	4,000	4,000
Travel	2,712	289	3,000	3,000
Due & Fees	1,165	1,400	2,000	2,000
Contracts & Agreements	27,138	26,513	27,000	27,000
Education & Training	-	-	150	150
Contract Labor	21,467	22,191	25,000	25,000
<b>Total Purchased &amp; Contracted Services</b>	<b>138,555</b>	<b>133,314</b>	<b>331,150</b>	<b>145,150</b>
General Supplies & Materials	2,711	3,782	5,000	5,000
Postage	96	9	150	150
Trophies & Awards	4,772	4,650	6,500	5,500
Cooper Center Supplies	1,382	6,527	3,500	3,500
Player Uniforms/Sports Equipment	22,460	31,568	25,000	25,000
Chemicals	5,256	6,622	6,000	6,000
Summer Program Supplies	4,172	7,013	4,200	4,200
Christmas Decorations	8,033	7,418	7,000	7,000
Concession Supplies	2,746	2,701	4,000	3,000
Natural Gas	8,981	11,356	10,000	10,000
Electricity	64,527	66,139	66,000	67,200
Gasoline	9,109	8,916	8,500	9,000
Food - Banquets & Special Events	6,526	7,274	9,000	9,000
Small Equipment	-	-	3,000	3,000
<b>Total Supplies &amp; Expenditures</b>	<b>140,770</b>	<b>163,975</b>	<b>157,850</b>	<b>157,550</b>
Park Maintenance	6,745	15,099	10,000	10,000
<b>Total Miscellaneous</b>	<b>6,745</b>	<b>15,099</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Operating Expenditures</b>	<b>761,168</b>	<b>798,050</b>	<b>1,011,200</b>	<b>823,400</b>
Furniture & Fixtures	6,225	-	-	-
Capital Outlay - Machinery & Equipment	-	-	13,000	-
Site Improvements	-	111,273	-	-
<i>FY21 Fencing/Backstops for Bazemore Park Ball Fields \$25,000</i>	-	-	25,000	25,000
<i>FY21 Replacement of Aerating fountains @ Sharon Park</i>	-	-	-	27,000
<i>FY21 Pocket Parks (equipment etc) (Est. \$50,000)</i>	-	-	-	50,000
<i>(Chatham Villa, Rosignal Hill, Silk Hope, Old Garden City Neighborhoods)</i>	-	-	-	-
Building & Building Improvements	-	37,360	-	-
<i>FY21 Computer Lab - @ Gym Complex (Est. \$6,500)</i>	-	-	-	6,500
<b>Total Capital Outlay Expenditures</b>	<b>6,225</b>	<b>148,633</b>	<b>38,000</b>	<b>108,500</b>
<b>Total Parks &amp; Recreation</b>	<b>767,393</b>	<b>946,683</b>	<b>1,049,200</b>	<b>931,900</b>

## Culture & Recreation

### Senior Citizens Center

#### Highlights of Budget Changes

In the FY2021 Adopted Budget, Senior Center expenditures total \$157,800, a decrease of (-\$42,175) or (-21%) under the FY2020 budget. The decrease is primarily attributed to a reduction in costs associated with contract labor and food due to the COVID-19 pandemic.

<b>SENIOR CITIZENS CENTER</b>						
<b>Expenditure Category</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>	<b>\$ Change</b>	<b>% Change</b>
Total Personnel Services & Benefits	76,360	76,838	85,300	82,800	(2,500)	-3%
Total Purchased & Contracted Services	60,218	73,013	68,975	44,800	(24,175)	-35%
Total Supplies & Expenditures	41,586	44,530	44,700	30,200	(14,500)	-32%
Total Miscellaneous	-	1,000	1,000	-	(1,000)	-100%
<b>Total Operating Expenditures</b>	<b>178,164</b>	<b>195,381</b>	<b>199,975</b>	<b>157,800</b>	<b>(42,175)</b>	<b>-21%</b>

#### Senior Citizens Center FY2021 Detailed Expenditure Summary

<b>Senior Citizens Center</b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Salaries - Regular Employees	51,118	52,122	55,000	55,000
Group Insurance	9,415	8,941	12,000	10,000
Social Security (FICA) Contributions	3,104	3,173	3,800	3,800
Medicare	726	742	1,000	1,000
Retirement Contributions	8,685	8,881	9,500	9,000
ICMA RC 457 Match	1,530	1,564	2,000	2,000
Workers' Compensation	1,781	1,415	2,000	2,000
<b>Total Personnel Services &amp; Benefits</b>	<b>76,360</b>	<b>76,838</b>	<b>85,300</b>	<b>82,800</b>
Custodial	6,956	7,064	6,000	6,000
Repairs & Maintenance	5,260	6,368	5,000	5,000
Travel	1,200	1,250	3,000	2,000
Dues & Fees	315	315	775	350
Contracts & Agreements:	1,427	1,458	2,200	1,450
Contract Labor	45,060	56,558	52,000	30,000
<b>Total Purchased &amp; Contracted Services</b>	<b>60,218</b>	<b>73,013</b>	<b>68,975</b>	<b>44,800</b>
General Supplies & Materials	1,034	514	1,500	1,500
Natural Gas	1,558	1,907	2,000	2,000
Electricity	9,153	8,410	9,200	8,500
Gasoline (Senior Center Van)	-	25	1,000	200
Food, Banquets & Flowers	27,971	29,859	28,000	15,000
Small Equipment	1,870	3,815	3,000	3,000
<b>Total Supplies &amp; Expenditures</b>	<b>41,586</b>	<b>44,530</b>	<b>44,700</b>	<b>30,200</b>
Claims - Damage	-	1,000	1,000	-
<b>Total Miscellaneous</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>178,164</b>	<b>195,381</b>	<b>199,975</b>	<b>157,800</b>
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Senior Citizens Center</b>	<b>178,164</b>	<b>195,381</b>	<b>199,975</b>	<b>157,800</b>



# FY2021 Adopted Budget

## HOUSING & DEVELOPMENT FUNCTION



### Departmental Summaries

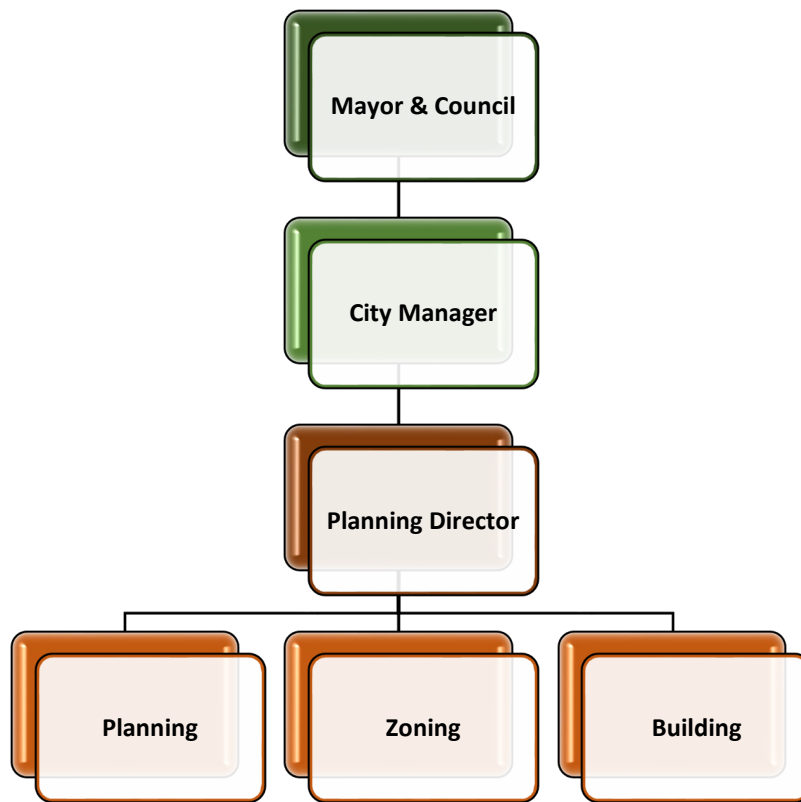
- Planning, Zoning & Building Department



## Housing & Development

Housing and Development encompasses the various divisions of the Planning, Zoning, & Building Department responsible for enforcement of zoning ordinance regulations, code enforcement, land development, building, permitting and inspections.

### Housing & Development Function Organizational Chart



### Fund Types Budgeted by the Housing & Development Function

Fund	Department
	Planning, Zoning & Building
<i>General Fund</i>	X

## Housing & Development

### Short Term Priorities & Goals

#### Priorities:

- Continue excellence in planning, zoning, and building inspections to ensure safe, desirable, and quality development within Garden City, while working to preserve existing neighborhoods and commercial areas.
- Ensure fiscal responsibility via accurate forecasting of community necessities and department resources.
- Continue code enforcement efforts to combat neighborhood degradation through condemning derelict properties and abandoned vehicles and other conditions leading to blight.

#### Goals:

- Use the operating and capital improvement budgets to allocate funds and resources that will provide a high level of service to meet community needs.
- Continue to provide services to foster lasting, strong relationships between staff and the citizens.

### Long Term Priorities & Goals

#### Priorities:

- To maintain the City's Planning, Zoning & Building Department at an efficient level of service.

#### Goals:

- Familiarize staff with new development concepts, building practices, and training opportunities.
- Implement long-term plans and strategies to effectively handle the growth of the City.
- Continue to examine areas that lend themselves to department improvement, such as public relation efforts.



## Housing & Development

### Planning, Zoning & Building

**Purpose:** Planning, Zoning & Building provides the City's elected and appointed officials, citizens, businesses, and development community with information used to support decisions, enhance the understanding of the development process, and ensure continued quality residential, commercial, and industrial development within the City of Garden City.

**Core Services:** Planning, Zoning & Building activities include land use planning, construction permitting, inspections, verifying and maintaining compliance with the City's Zoning Code. Planning & Zoning also works with the Planning Commission / Board of Zoning Appeals to review and recommend actions for changes in zoning, plat boundary amendments, and variances.

### Staffing Level

In the FY2021 Adopted Budget, Planning, Zoning & Building full-time employee staffing level is increased from 2020 due to the addition of a code enforcement officer position.

<u>Planning, Zoning &amp; Building</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Planning Director	1	1	--	--	Exempt
Building Inspector	1	1	1	1	Non-exempt
Code Enforcement Officers	--	--	--	1	Non-exempt
Administrative Assistant	2	2	2	2	Non-exempt
<b>Total</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Planning, Zoning & Building expenditures total \$422,650, an increase of \$27,110 or 7% over the FY2020 budget. The increase is mostly attributed to personnel costs associated with the addition of a Code Enforcement Officer's position.

<u>PLANNING, ZONING &amp; BUILDING</u>						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	259,459	253,500	268,000	265,400	(2,600)	-1%
Total Purchased & Contracted Services	109,690	96,400	99,490	140,350	40,860	41%
Total Supplies & Expenditures	13,905	20,050	20,550	16,900	(3,650)	-18%
<b>Total Operating Expenditures</b>	<b>383,054</b>	<b>369,950</b>	<b>388,040</b>	<b>422,650</b>	<b>34,610</b>	<b>9%</b>
Capital Outlay - Vehicles	-	-	-	-	-	0%
Capital Outlay - Building Improvements	-	-	7,500	-	(7,500)	-100%
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>-</b>	<b>(7,500)</b>	<b>-100%</b>
<b>Total Expenditures</b>	<b>383,054</b>	<b>369,950</b>	<b>395,540</b>	<b>422,650</b>	<b>27,110</b>	<b>7%</b>

## Housing & Development

### Planning, Zoning & Building

#### Planning, Zoning & Building FY2021 Detailed Expenditure Summary

<b>Planning, Zoning, &amp; Building</b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Salaries - Regular Employees	187,877	179,082	190,000	185,000
Salaries - Part-time	-	-	-	10,400
Salaries - Overtime	1,226	1,061	2,000	2,000
Group Insurance	47,369	49,707	50,000	40,000
Social Security (FICA) Contributions	11,276	10,727	12,000	12,000
Medicare	2,637	2,509	3,500	3,500
Retirement Contributions	4,342	4,440	5,500	6,500
ICMA RC 457 Match	240	245	500	800
Workers' Compensation	4,491	4,865	4,500	5,200
<b>Total Personnel Services &amp; Benefits</b>	<b>259,459</b>	<b>252,636</b>	<b>268,000</b>	<b>265,400</b>
Maps, Charts & Plans	156	-	600	600
Site Plan Review	32,538	41,266	30,000	40,000
Vehicle Maintenance & Repairs	433	942	1,500	7,500
Equipment Maintenance & Repairs	-	-	500	-
Insurance, other than employee benefits	13,675	791	7,500	8,000
Advertising	3,191	945	1,500	1,500
Travel	1,378	662	5,200	500
Dues & Fees	310	310	770	500
Contracts & Agreements	27,484	46,944	36,000	37,500
Contract Fee for Inspection Services	-	-	-	41,250
Education & Training	1,301	7,072	15,920	3,000
<b>Total Purchased &amp; Contracted Services</b>	<b>109,690</b>	<b>98,932</b>	<b>99,490</b>	<b>140,350</b>
General Supplies & Materials	2,010	1,556	4,000	2,000
Postage	661	1,200	1,500	1,000
Gasoline	3,699	2,838	4,700	4,700
Books & Periodicals	6,543	359	6,500	7,000
Small Equipment	43	494	2,500	1,000
Uniforms	948	-	1,350	1,200
Damage Claims	-	4,823	-	-
<b>Total Supplies &amp; Expenditures</b>	<b>13,905</b>	<b>11,270</b>	<b>20,550</b>	<b>16,900</b>
<b>Total Operating Expenditures</b>	<b>383,054</b>	<b>362,838</b>	<b>388,040</b>	<b>422,650</b>
Vehicles	-	-	-	-
Capital Outlay - Other Equipment	-	-	7,500	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>-</b>
<b>Total Planning, Zoning, &amp; Building</b>	<b>383,054</b>	<b>362,838</b>	<b>395,540</b>	<b>422,650</b>

# **FY2021 Adopted Budget**

## **PUBLIC WORKS FUNCTION**



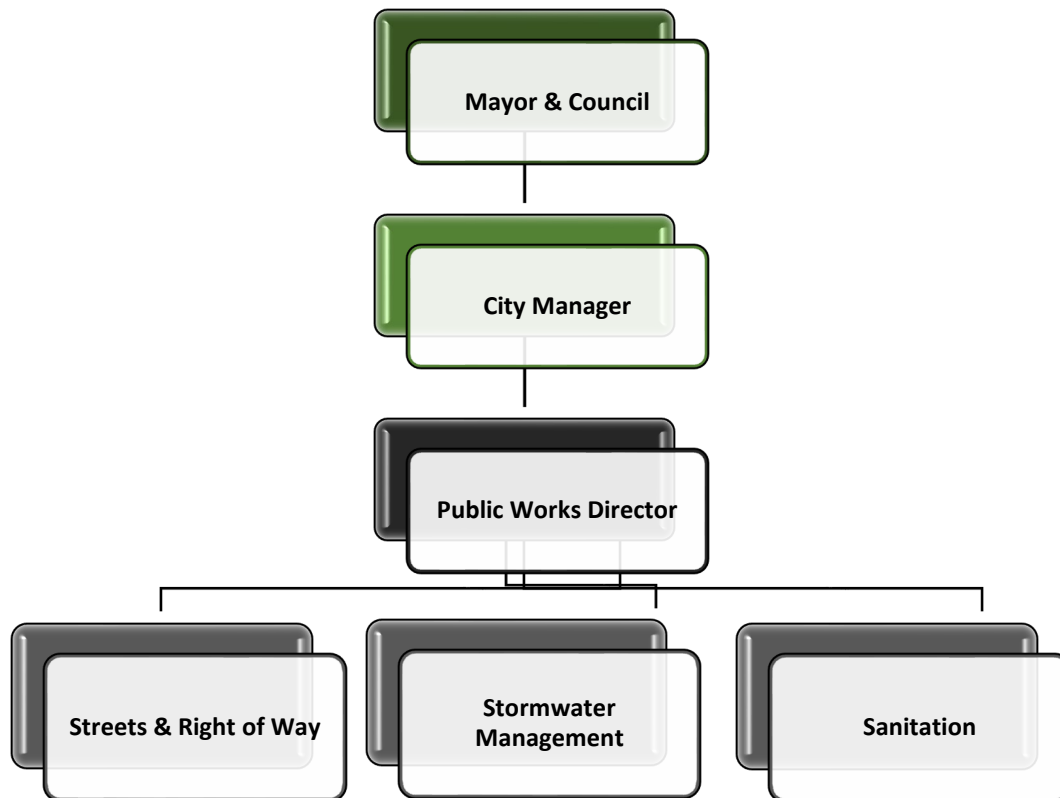
### **Departmental Summaries**

- **Public Works (Streets)**
- **Stormwater Management**
- **Sanitation**

## Public Works

Public Works provides community services enhancing the quality of life for the citizens of Garden City while protecting the environment by ensuring safe and clean neighborhoods and public places. Departments within Public Works that are accounted for in the General Fund include Streets and Right of Way Maintenance. Divisions within Public Works that are accounted for in Proprietary Funds include Stormwater Management and Sanitation. Solid Waste pickup and removal is contracted out to a private firm and is managed through the Public Works Department.

### Public Works Function Organizational Chart



### Fund Types Budgeted by the Public Works Function

Fund	Department		
	Streets & Right of Way	Stormwater Management	Sanitation
General Fund	X		
Proprietary Fund		X	X



## Public Works

### Short Term Priorities & Goals

#### **Priorities:**

- To protect the City's investment by maintaining its streets and drainage infrastructures.
- Maintain the cleanliness and aesthetics of the City's rights-of-way.
- Promote and retain a competent and well-trained staff dedicated to serving the needs of residents and businesses.

#### **Goals:**

- Continually review and revise as needed the City's design criteria, specifications, and standard details to reflect current industry standards.
- Demonstrate a commitment to excellence in customer services through improved access to information, friendly service and prompt responses.
- Improve efficient and cost-effective use of the City's resources.

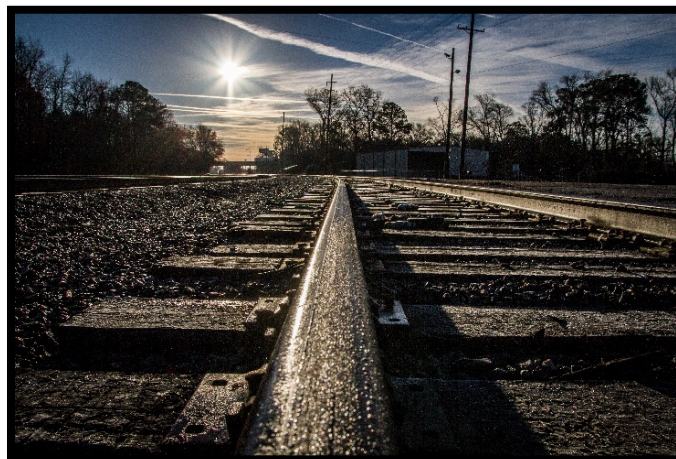
### Long Term Priorities & Goals

#### **Priorities:**

- Anticipate future needs and plan for maintenance and improvements to ensure the City's requirements and expectations for standards and specifications for public infrastructure are met.
- Promote and retain a competent and well-trained staff dedicated to serving the needs of residents and businesses.

#### **Goals:**

- To provide employees with the equipment and training necessary to complete their jobs.
- Continue to improve efficient and cost-effective use of the City's resources.





## Public Works

### Streets & Right-of-Ways

**Purpose:** The Public Works Department is responsible for repairing and protecting our streets and right-of-way so that transportation system users can safely travel to their destinations.

**Core Services:** Public Works maintains and repairs the City's hard-surfaced and dirt/gravel streets. Additional activities include roadside mowing and vegetation control, street markings, street signs, street lights, and sidewalk repairs.

### Staffing Level

In the FY2021 Adopted Budget, Public Works full-time employee staffing level is unchanged from 2020.

<u>Public Works (includes Stormwater)</u>					
Classification	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Public Works Director	1	1	1	1	Exempt
Executive Assistant	1	1	1	1	Exempt
Public Works Supervisor	1	1	1	1	Exempt
Public Works Crew Leader	3	3	3	3	Non-exempt
Public Works Technician	2	2	4	3	Non-exempt
Public Works Heavy Equipment Operator	4	4	4	5	Non-exempt
<b>Total Public Works</b>	<b>12</b>	<b>12</b>	<b>14</b>	<b>14</b>	

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Public Works expenditures total \$1,064,059, a decrease of (-\$10,291) or (-1%) under the FY2020 budget. The decrease is mostly attributed to the reduction in personnel costs and contract labor costs for seasonal temporary employees due to ongoing COVID-19 social distancing requirements.

Capital expenditures total \$30,000. This funding will provide for the replacement and/or installation of sidewalks.

<u>PUBLIC WORKS</u>						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	413,201	426,675	516,000	496,000	(20,000)	-4%
Total Purchased & Contracted Services	237,147	259,159	310,000	267,750	(42,250)	-14%
Total Supplies & Expenditures	203,354	235,739	218,100	268,809	50,709	23%
Total Miscellaneous	3,484	1,398	3,000	1,500	(1,500)	-50%
<b>Total Operating Expenditures</b>	<b>857,186</b>	<b>922,971</b>	<b>1,047,100</b>	<b>1,034,059</b>	<b>(13,041)</b>	<b>-1%</b>
Capital Outlay - Vehicles	99,415	-	27,250	-	(27,250)	-
Infrastructure Improvements	-	-	-	30,000	30,000	
<b>Total Capital Expenditures</b>	<b>99,415</b>	<b>-</b>	<b>27,250</b>	<b>30,000</b>	<b>2,750</b>	<b>-</b>
<b>Total Expenditures</b>	<b>956,601</b>	<b>922,971</b>	<b>1,074,350</b>	<b>1,064,059</b>	<b>(10,291)</b>	<b>-1%</b>

## Public Works

### Streets & Right-of-Ways

#### Public Works FY2021 Detailed Expenditure Summary

<b>Public Works</b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Salaries - Regular	199,159	214,001	250,000	255,000
Salaries - Overtime	2,817	1,863	12,000	5,000
Group Insurance	147,710	145,548	155,000	157,000
Social Security (FICA) Contributions	11,275	12,083	15,000	15,000
Medicare	2,645	2,851	7,000	5,000
Retirement Contributions	24,876	25,437	32,000	27,000
ICMA RC 457 Match	19,111	6,478	25,000	10,000
Workers' Compensation	5,607	18,414	20,000	22,000
<b>Total Personnel Services &amp; Benefits</b>	<b>413,201</b>	<b>426,675</b>	<b>516,000</b>	<b>496,000</b>
Professional Engineering	4,230	2,343	75,000	7,000
Vehicle Maintenance & Repairs	30,412	46,838	30,000	40,000
Equipment Maintenance & Repairs	8,168	1,913	6,000	10,000
Street Maintenance & Repairs	103,244	134,764	110,000	120,000
Equipment Rentals	163	-	6,000	8,000
Insurance, other than employee benefits	20,242	18,481	18,000	20,000
Travel	-	-	1,000	1,000
Dues & Fees	916	1,341	1,500	750
Contracts & Agreements:	69,772	20,425	20,000	20,000
Education & Training	-	150	500	1,000
Contract Labor - Demolition	-	24,575	30,000	25,000
Contract Labor - Overgrown Lots	-	4,155	12,000	15,000
<b>Total Purchased &amp; Contracted Services</b>	<b>237,147</b>	<b>259,159</b>	<b>310,000</b>	<b>267,750</b>
General Supplies & Materials	17,238	34,883	20,000	22,000
Postage	72	19	100	100
Street Signs	17,524	9,540	20,000	25,000
Electricity	134,504	146,346	130,000	163,709
<i>Additional Street Lighting - GA Power (Est. \$25,000)</i>	-	-	-	-
Gasoline	27,779	32,237	30,000	35,000
Small Equipment	1,526	5,748	10,000	15,000
Uniforms	4,263	6,966	8,000	8,000
<b>Total Supplies &amp; Expenditures</b>	<b>203,354</b>	<b>235,739</b>	<b>218,100</b>	<b>268,809</b>
Damage Claims Paid	3,484	1,398	3,000	1,500
<b>Total Miscellaneous</b>	<b>3,484</b>	<b>1,398</b>	<b>3,000</b>	<b>1,500</b>
<b>Total Operating Expenditures</b>	<b>857,186</b>	<b>922,971</b>	<b>1,047,100</b>	<b>1,034,059</b>
Infrastructure Improvements				
<i>FY21 Sidewalk Replacement/Installation Projects (Est. \$30,000)</i>	-	-	-	30,000
Machinery & Equipment	-	-	-	-
Vehicles & Equipment	99,415	-	27,250	-
<b>Total Capital Expenditures</b>	<b>99,415</b>	<b>-</b>	<b>27,250</b>	<b>30,000</b>
<b>Total Public Works</b>	<b>956,601</b>	<b>922,971</b>	<b>1,074,350</b>	<b>1,064,059</b>

## Public Works

### Stormwater Management

**Purpose:** Stormwater Management is a division of the Public Works Department. Stormwater Management primarily focuses on providing environmental management services so that floods are minimized, water quality is improved, and aquatic habitats are protected.

**Core Services:** Stormwater Management provides for regulatory compliance with State and Federal stormwater regulations; the cleaning of ditches and other stormwater conveyance systems; evaluation and replacement of aging drainage structures; and construction of new culvert systems to improve stormwater conveyance capacity. Residents, businesses and property owners provide funding through a monthly utility rate.

### Highlights of Budget Changes

In the FY2021 Adopted Budget, the Stormwater Management expenditures total \$938,200, an increase of \$10,615 or 1% over the FY2020 budget. The increase is mainly attributed to contractual service costs for a private contractor to maintain the right-of-way and medians of major thoroughfares within the City as a result of the ongoing COVID-19 social distancing requirements.

Capital Expenditures total \$29,430. This funding will provide for the replacement of (1) F-150 crew cab truck due to age and mileage.

<u>STORMWATER FUND</u>						
Expenditure Category	2018 Actual	2019 Budget	2020 Budget	2021 Adopted	\$ Change	% %
Total Personnel Services & Benefits	453,459	463,248	496,743	474,947	(21,796)	-4%
Total Purchased & Contracted	249,530	202,831	289,200	328,200	39,000	13%
Total Supplies & Expenditures	12,177	1,751	15,000	7,500	(7,500)	-50%
Total Miscellaneous	230,859	25,431	101,742	98,123	(3,619)	-4%
Total Capital Expenditures	-	-	24,900	29,430	4,530	18%
<b>Total Expenditures</b>	<b>946,025</b>	<b>693,261</b>	<b>927,585</b>	<b>938,200</b>	<b>10,615</b>	<b>1%</b>

## Public Works

### Stormwater Management

#### Stormwater Management FY2021 Detailed Expenditure Summary

<b>Stormwater Management Fund</b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Salaries - Regular Employees	343,226	368,084	363,743	370,947
Salaries - Overtime	9,193	5,436	10,000	6,000
Group Insurance	26,225	25,660	45,000	28,000
Social Security (FICA) Contributions	20,175	21,265	24,000	22,000
Medicare	4,725	4,996	6,000	6,000
Retirement Contributions	35,903	27,438	32,000	30,000
ICMA RC 457 Match	14,013	10,368	16,000	12,000
<b>Total Personnel Services &amp; Benefits</b>	<b>453,459</b>	<b>463,248</b>	<b>496,743</b>	<b>474,947</b>
Project Maintenance/Capital Construction	71,330	65,490	100,000	100,000
Vehicle/Equipment Maintenance & Repairs	22,629	28,944	40,000	40,000
Insurance, other than employee benefits	20,242	18,481	20,000	20,000
Travel	-	-	300	300
Dues & Fees	349	-	400	400
Contracts & Agreements	3,521	2,549	4,000	2,000
Contracts (Drainage/Utility) Consultants	18,398	9,458	25,000	25,000
Education & Training	79	158	500	500
Contract Labor <i>(Private Contractor ROW Maint. Services)</i>	112,983	77,751	99,000	140,000
<b>Total Purchased &amp; Contracted Services</b>	<b>249,530</b>	<b>202,831</b>	<b>289,200</b>	<b>328,200</b>
Gasoline	10,402	-	10,000	5,000
Small Equipment	1,775	1,751	5,000	2,500
<b>Total Supplies &amp; Expenditures</b>	<b>12,177</b>	<b>1,751</b>	<b>15,000</b>	<b>7,500</b>
Depreciation	130,765	-	-	-
Capital Lease Principal	20,343	20,343	21,231	-
Capital Lease Interest	1,400	1,400	512	-
GEFA CW2016049 Principal	-	495	3,000	2,995
GEFA CW2016049 Interest	69	152	2,000	128
Transfer to General Fund	45,000	-	45,000	46,000
Transfer to Sanitation Fund	30,000	-	30,000	45,000
Bad Debt Expenses	3,282	3,041	-	4,000
<b>Total Miscellaneous</b>	<b>230,859</b>	<b>25,431</b>	<b>101,742</b>	<b>98,123</b>
<b>Total Operating Expenditures</b>	<b>946,025</b>	<b>693,261</b>	<b>902,685</b>	<b>908,770</b>
Infrastructure (Drainage)	-	-	-	-
Machinery & Equipment	-	-	24,900	-
Vehicles & Equipment	-	-	-	29,430
<i>FY21 (1) F-150 Crew Cab Truck (Est. \$29,430.32)</i>	-	-	-	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>24,900</b>	<b>29,430</b>
<b>Total Stormwater Management</b>	<b>946,025</b>	<b>693,261</b>	<b>927,585</b>	<b>938,200</b>

## Public Works

### Sanitation

**Purpose:** Sanitation is a division of the Public Works Department. Sanitation focuses the collection and disposal of solid waste, recyclable items, and yard debris from the residents in Garden City to support public health and safety. The City provides these waste stream collection services through a contractual agreement with Waste Management.

**Core Services:** Sanitation provides for the curbside collection of household garbage, recyclables and yard debris discarded by the City's residents. Carts are provided to the City's residential customers for the collection of household garbage and recycling items. Yard debris is bundled or bagged for collection. These waste stream collection services are subscribed services with the City through a contractual agreement with Waste Management.

### Highlights of Budget Changes

In the FY2021 Adopted Budget, Sanitation expenditures total \$443,012, an increase of \$16,750 or 4% over the FY2020 budget. The increase is mostly attributed to costs associated with conducting two white good/bulk item collection and disposal events in FY2021, as well as disposal fees associated with the collection and disposal of debris from seasonal storms, etc.

SANITATION FUND						
Expenditure Category	2018 Actual	2019 Budget	2020 Budget	2021 Adopted	\$ Change	% Change
Total Contracts & Agreements	355,851	366,763	401,250	401,000	(250)	0%
Total Dry Trash Disposal Expenses	30,120	54,668	25,000	40,000	15,000	60%
Total Miscellaneous Expenses <i>(Includes Bad Debt Expense)</i>	6,403	5,428	12	2,012	2,000	
<b>Total Expenditures</b>	<b>392,374</b>	<b>426,859</b>	<b>426,262</b>	<b>443,012</b>	<b>16,750</b>	<b>4%</b>

### Sanitation FY2021 Detailed Expenditure Summary

Sanitation Fund				
Expenditure Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Contracts & Agreements	355,851	366,763	401,250	401,000
Miscellaneous	24	24	12	12
Dry Trash Disposal	30,120	54,668	25,000	40,000
<i>(2) White Goods Pick-ups/Disposal (Est. \$15,000)</i>	-	-	-	-
Bad Debt Expense	6,379	5,404	-	2,000
<b>TOTAL SANITATION FUND BUDGET</b>	<b>392,374</b>	<b>426,858</b>	<b>426,262</b>	<b>443,012</b>

# **FY2021 Adopted Budget**

## **UTILITY SERVICE FUNCTION**



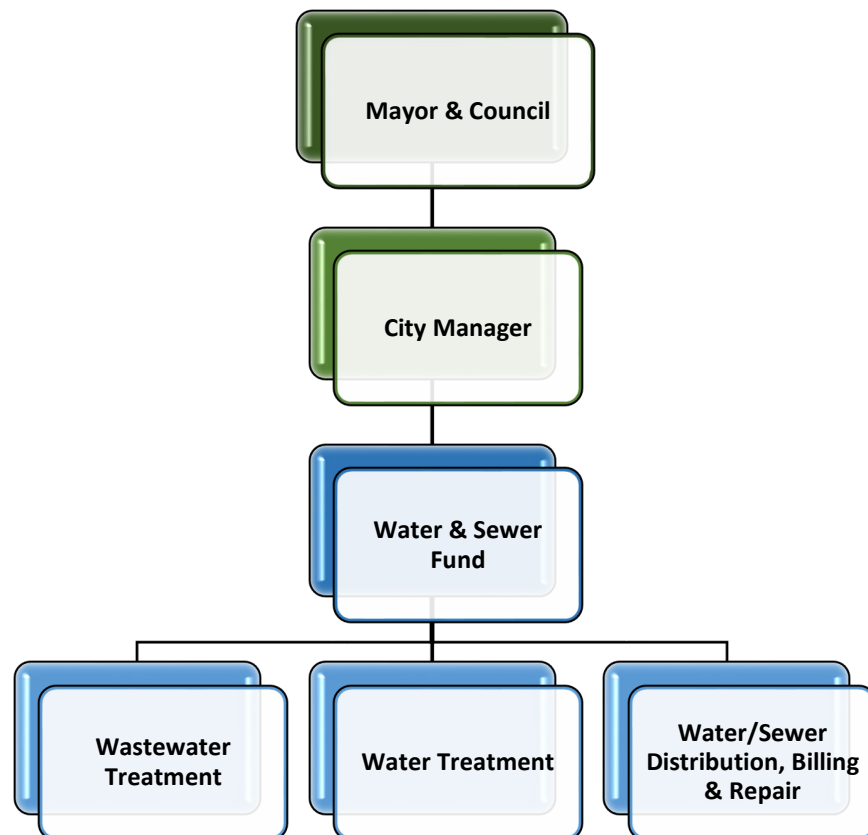
### **Departmental Summaries**

- **Water/Sewer Operations**
  - **Wastewater Collection & Treatment Division**
  - **Water Treatment Division**
  - **Water/Sewer Distribution, Billing & Repair Division**

## Utility Service

The Utility Service function encompasses the divisions of the Water/Sewer Operations Department responsible for providing the citizens of the City with safe, potable drinking water while maintaining eco-friendly operations. Water and Sewer Operations includes three divisions: Wastewater Treatment, Water Treatment, and Water and Sewer Distribution, Billing and Repair.

### Utility Service Function Organizational Chart



### Fund Types Budgeted by the Utility Service Function

Fund	Departments			
	Wastewater Treatment	Water Treatment	Water & Sewer Distribution, Billing & Repair	Water & Sewer Debt Service
<i>Water/Sewer Proprietary Fund</i>	X	X	X	X



## Utility Service

### Short Term Priorities & Goals

#### **Priorities:**

- Continue to provide the citizens of Garden City with the finest drinking water possible at a reasonable rate and to deliver superior service to our customers.
- Continue to maintain the sewer system within the City of Garden City and ensure that best management practices are maintained to prevent any public safety or hazardous conditions within the City.
- Continue to protect the citizens, the interests of Garden City, the environment, and all receiving waterways by eliminating pollutants in wastewater and by meeting or exceeding the requirements mandated by standards set by the State and Federal government.

#### **Goals:**

- Promote and retain a competent, well-trained, and customer friendly staff dedicated to the residents and business owners of Garden City.
- Respond to all residents and business owners' service requests in a timely and efficient manner to ensure the highest possible standards of customer service.

### Long Term Priorities & Goals

#### **Priorities:**

- Continue to create and maintain preventive service schedules for maintaining the City's Water system and Sewer system.
- Continue to ensure that all State and Federal regulations, specifications and requirements are observed.

#### **Goals:**

- Continue to account for water loss by locating all service connections, meter all connections, and have accounts set up for each.



## Utility Service

### Water & Sewer Operations

#### Staffing Level

In the FY2021 Adopted Budget, Water and Sewer full-time employee staffing level is unchanged from 2020. Contract labor is provided through a contractual agreement with ClearWater Solutions for wastewater treatment and water treatment services.

<u>W/S Distribution, Billing &amp; Repair Classification</u>	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	Pay Status Budget
Water/Sewer Supervisor	1	1	1	1	Exempt
Revenue Collections/Utility Services Manager ( <i>Billing/Finance</i> )	1	1	1	1	Exempt
Utility Customer Service Technicians ( <i>Billing/Finance</i> )	3	3	2	2	Non-Exempt
Meter Reader	1	1	1	1	Non-Exempt
Water/Sewer Operation Tech.	1	1	1	2	Non-Exempt
Water/Sewer Senior Technician	5	5	5	4	Non-Exempt
<b>Total Water &amp; Sewer Fund</b>	<b>12</b>	<b>12</b>	<b>11</b>	<b>11</b>	

#### Highlights of Budget Changes

In the FY2021 Adopted Budget, Water & Sewer Department expenditures total \$6,507,937, an increase of 22% or \$1,164,208 over the FY2020 budget. The increase is primarily attributed to costs associated with capital improvement projects.

Capital expenditures total \$2,864,336. This funding provides for the replacement of the head works at the Wastewater Treatment Plant; improvement and upgrade to the 3<sup>rd</sup> Street lift station at Highway 80; completion of the Georgia Ports Authority joint force main relocation project; Prosperity Drive Water/Sewer System Project; and the replacement of two (2) F-150 crew cab trucks due to age and mileage.

<u>WATER &amp; SEWER FUND</u>						
Expenditure Category	2018 Actual	2019 Actual	2020 Budget	2021 Adopted	\$ Change	% Change
Total Wastewater Treatment Expenses	1,378,571	1,196,124	1,104,100	937,027	(167,073)	-15%
Total Water Treatment Expenses	559,721	536,093	529,985	529,427	(558)	0%
Total W/S Billing, Distribution, Repair Expenses	2,153,322	1,186,712	1,579,012	1,404,028	(174,984)	-11%
Total W/S Debt Service	684,477	758,757	776,280	773,094	(3,186)	0%
<b>W/S Operating Expenditures Subtotal</b>	<b>4,776,091</b>	<b>3,677,686</b>	<b>3,989,377</b>	<b>3,643,576</b>	<b>(345,801)</b>	<b>-9%</b>
Total W/S Fund CIP Expenditures	628,244	81,731	1,354,352	2,864,361	1,510,009	
<b>Total W/S Fund Expenditures</b>	<b>5,404,335</b>	<b>3,759,417</b>	<b>5,343,729</b>	<b>6,507,937</b>	<b>1,164,208</b>	<b>22%</b>

## Wastewater Treatment & Collection

**Purpose:** Wastewater Treatment & Collection provides for the long-term management of sewer infrastructure so that wastewater is collected, conveyed and treated with minimal risk to public health and the environment.

**Core Services:** Wastewater Treatment & Collection activities include operation and maintenance of pipe and pumping infrastructure, long-term planning, infrastructure analysis, capital facility development, odor control, and sewer system oversight.

### Wastewater Treatment & Collection FY2021 Detailed Expenditure Summary

<u>Wastewater Treatment &amp; Collection</u>				
Expenditure Description	2018 Actual	2019 Actual	2020 Budget	2021 Adopted
Salaries - Regular Employees	229,330	271,328	268,000	230,500
Salaries - Overtime	144	184	100	100
Group Insurance	18,025	18,407	22,000	22,000
Social Security (FICA) Contributions	14,842	16,306	18,000	18,000
Medicare	3,487	3,863	5,000	5,000
Retirement Contributions	45,058	34,435	35,000	35,000
ICMA RC 457 Match	17,572	10,344	12,000	12,000
Workers' Compensation	1,611	1,653	2,000	2,000
<b>Total Personnel Services &amp; Benefits</b>	<b>330,068</b>	<b>356,520</b>	<b>362,100</b>	<b>324,600</b>
Professional Engineering	22,143	250,410	50,000	50,000
Vehicle Maintenance & Repairs	1,302	-	1,000	-
Equipment Maintenance & Repairs	115,396	4,958	120,000	20,000
Building Maintenance & Repairs	953	-	500	500
Insurance, other than employee benefits	24,734	23,728	25,000	25,000
Communications	5,645	5,359	6,000	6,000
Travel	-	-	500	-
Dues & Fees	1,762	270	2,000	2,000
Contracts & Agreements:	307,837	4,391	15,000	15,000
Education & Training	495	161	1,000	-
Contract Labor ( <i>Clear Water</i> )	402,016	393,407	366,000	351,927
Sludge Landfill Tipping Fees	31,711	29,898	40,000	32,000
<b>Total Purchased &amp; Contracted Services</b>	<b>913,994</b>	<b>712,581</b>	<b>627,000</b>	<b>502,427</b>
General Supplies & Materials	3,508	-	500	-
Computer Equipment & Software	-	-	-	-
Electricity	102,942	107,409	104,500	108,000
Gasoline	27,902	-	10,000	1,000
Small Equipment	-	-	-	-
Uniforms	158	-	-	-
Damage Claims	-	19,614	-	1,000
<b>Total Supplies &amp; Expenditures</b>	<b>134,509</b>	<b>127,023</b>	<b>115,000</b>	<b>110,000</b>
<b>Total Operating Expenditures</b>	<b>1,378,571</b>	<b>1,196,124</b>	<b>1,104,100</b>	<b>937,027</b>
Machinery & Equipment	-	-	-	-
Site/Land Improvements	579,244	-	-	-
<i>3rd Street Lift Station Rehab @ Hwy. 80</i>	-	-	-	150,000
Building & Building Improvements	-	-	500,000	700,000
<i>WWTP Headworks Replacement</i>	-	-	-	-
GPA Joint Force Main Relocation	-	11,800	100,000	280,500
<b>Total Capital Expenditures</b>	<b>579,244</b>	<b>11,800</b>	<b>600,000</b>	<b>1,130,500</b>
<b>Total Wastewater Treatment &amp; Collection</b>	<b>1,957,815</b>	<b>1,207,924</b>	<b>1,704,100</b>	<b>2,067,527</b>

## Water Treatment

**Purpose:** Water Treatment provides the public with safe and sustainable drinking water and ensures a sufficient supply for firefighting needs.

**Core Services:** Water Treatment activities include operation and maintenance, water quality monitoring, groundwater protection, water conservation, water source development and capital facility development.

### Water Treatment FY2021 Detailed Expenditure Summary

<b>Water Treatment</b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Retirement Contributions	5,808	4,439	5,000	5,500
<b>Total Personnel Services &amp; Benefits</b>	<b>6,735</b>	<b>4,439</b>	<b>5,000</b>	<b>5,500</b>
Professional Audit	15,375	14,000	15,500	15,000
Vehicle Maintenance & Repairs	135	-	500	-
Equipment Maintenance & Repairs	8,305	-	10,000	10,000
Building Maintenance & Repairs	285	665	500	500
Insurance, other than employee benefits ( <i>GIRMA</i> )	2,892	2,640	3,000	3,000
Communications	939	828	1,000	1,000
Travel	-	-	-	-
Dues & Fees	-	-	-	-
Contracts & Agreements:	66,815	62,289	80,985	65,000
Education & Training	-	-	-	-
Contract Labor ( <i>Clear Water</i> )	368,404	334,752	360,000	351,927
<b>Total Purchased &amp; Contracted Services</b>	<b>463,151</b>	<b>415,174</b>	<b>471,485</b>	<b>446,427</b>
General Supplies & Materials	2,003	1,109	1,000	-
Computer Equipment & Software	241	-	-	-
Electricity	50,198	61,261	51,000	52,500
Gasoline	1,237	-	1,500	-
Small Equipment	-	-	-	-
Bad Debt Expenses	36,155	54,111	-	25,000
<b>Total Supplies &amp; Expenditures</b>	<b>89,834</b>	<b>116,481</b>	<b>53,500</b>	<b>77,500</b>
<b>Total Operating Expenditures</b>	<b>559,721</b>	<b>536,093</b>	<b>529,985</b>	<b>529,427</b>
SCADA System Replacement ( <i>Postpone until 2022</i> )	-	-	350,000	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>350,000</b>	<b>-</b>
<b>Total Water Treatment</b>	<b>559,721</b>	<b>536,093</b>	<b>879,985</b>	<b>529,427</b>

## Water/Sewer Billing, Distribution & Repair

**Purpose:** Water/Sewer Billing, Distribution & Repair provides accurate billing of utilities and expeditious repairs for water and sewer lines.

**Core Services:** Billing and collection activities include billing & collections of utility accounts, utility account servicing, receivables management, and customer service. Water/Sewer Distribution and Repair activities include maintaining and repairing the City's water and sewer lines, installing new meters, making water/sewer taps, cleaning manholes and clearing sewer line stoppages, maintaining and testing fire hydrants, and performing utility locates throughout the City.

### W/S Billing, Distribution & Repair FY2021 Detailed Expenditure Summary

<b>Water/Sewer Distribution, Billing &amp; Repair</b>				
<b>Expenditure Description</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>2021 Adopted</b>
Salaries - Regular Employees	340,861	328,519	342,000	333,628
Salaries - Overtime	23,284	28,615	25,000	25,000
Group Insurance	118,464	105,779	120,000	110,000
Social Security (FICA) Contributions	20,695	20,824	22,000	22,000
Medicare	4,840	4,870	5,500	5,500
Retirement Contributions	61,421	46,941	50,000	50,000
ICMA RC 457 Match	3,953	4,403	4,500	5,000
Workers' Compensation	19,120	18,363	20,000	20,000
<b>Total Personnel Services &amp; Benefits</b>	<b>599,985</b>	<b>558,316</b>	<b>589,000</b>	<b>571,128</b>
Calibrate Large Water Users	5,428	5,750	10,000	10,000
Vehicle Maintenance & Repairs	37,749	8,555	20,000	20,000
Equipment Maintenance & Repairs	4,597	-	5,000	6,000
Water Line Maintenance & Repairs	84,950	85,740	50,000	90,000
Sewer Line Maintenance & Repairs	48,854	33,624	50,000	60,000
Equipment Rental	795	1,498	1,000	1,000
Insurance, other than employee benefits	26,025	23,762	23,500	24,600
Communications	5,913	10,299	10,000	10,000
Travel	666	1,182	1,200	1,600
Dues & Fees	22,695	23,887	16,000	25,000
Contracts & Agreements:	110,053	107,318	65,612	83,700
Education & Training	585	1,933	1,600	2,000
<b>Total Purchased &amp; Contracted Services</b>	<b>348,309</b>	<b>303,547</b>	<b>253,912</b>	<b>333,900</b>
General Supplies & Materials	18,876	21,476	16,000	18,000
Postage	19,723	18,896	25,000	19,000
Computer Equipment & Software	281	3,185	2,000	2,000
Gasoline	19,510	20,580	20,000	20,000
Small Equipment	2,290	9,376	9,100	9,000
10% Water Meter Replacement	46,099	46,928	50,000	50,000
Water Meters	18,387	50,191	10,000	25,000
Uniforms	3,265	4,218	5,000	5,000
<b>Total Supplies &amp; Expenditures</b>	<b>128,431</b>	<b>174,850</b>	<b>137,100</b>	<b>148,000</b>
Damage Claims	-	-	1,000	1,000
Depreciation	926,598	-	448,000	200,000
Transfer to General Fund	150,000	150,000	150,000	150,000
<b>Total Misc. Expenditures</b>	<b>1,076,598</b>	<b>150,000</b>	<b>599,000</b>	<b>351,000</b>
<b>Total Operating Expenditures</b>	<b>2,153,322</b>	<b>1,186,712</b>	<b>1,579,012</b>	<b>1,404,028</b>
Machinery - W/S Repair	49,000	69,931	28,681	-
Vehicles	-	-	98,671	58,861
Infrastructure Improvements	-	-	277,000	-
<i>Prosperity Water/Sewer System Project</i>				1,675,000
<b>Total Capital Outlay Expenditures</b>	<b>49,000</b>	<b>69,931</b>	<b>404,352</b>	<b>1,733,861</b>
<b>Total W/S Distribution, Billing &amp; Repair</b>	<b>2,202,322</b>	<b>1,256,643</b>	<b>1,983,364</b>	<b>3,137,889</b>