

FY2014

ADOPTED BUDGET



G A R D E N C I T Y

FY2014 Adopted Budget

Introduction



G A R D E N C I T Y

Introduction

- Annual Budget Process
- Annual Budget Preparation Timeline
- Annual Budget Calendar of Events
- Organization Chart by Function
- Adopted Budget Staffing Level (All Funds)
- General Fund Overview

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 staff. The City's annual Operating and Capital budgets are prepared on a calendar year basis.

Six Distinct Phases Make Up the City's Budget Cycle

1

PLANNING

The City Manager receives guidance from the City Council on how to direct the City departments in developing their budgets for the coming year – what the constraints are and what priorities to focus on.

2

DEVELOPMENT & PREPARATION

This stage occurs when Department Heads and key staff members develop and submit their budget requests to the Budget Review Team (City Manager, Budget Director, and Finance Director). The Budget Review Team balances projected revenues and projected expenses and develops the City Manager's recommended budget.

3

REVIEW & ADOPTION

The Review and Adoption stage occurs when the City Council reviews the City Manager's recommended budget, seeks input from the public, makes budget adjustments, then adopts the annual budget for the next fiscal year. The City Manager presents a recommended balanced budget to the City Council in September for their review and deliberation, City Council presents a balanced budget at a public hearing held at the second council meeting in November, with budget adoption taking place by City Council at the first council meeting in December.

4

IMPLEMENTATION

The Implementation stage occurs when services financed by the adopted budget are carried out. The budget year is on a calendar year, January 1 through December 31, 2014.

5

MONITORING

The Monitoring stage occurs when expenditures are monitored by Department Heads, Department Supervisors, Budget Director, Finance Director, City Manager and City Council throughout the year to ensure that funds are used in an approved manner. City Manager, Department Heads, and City Council receive monthly detailed budget reports and are responsible for monitoring expenditures paid from each line item. These reports indicate approved budgets for each line item and department/program. They indicate what has been spent for the month, quarter, year-to-date, the amount(s) encumbered, and what is still unspent.

6

EVALUATION

The Evaluation stage occurs when audits are conducted and annual financial reports are produced. An independent auditor conducts the City's annual audit process during the months of March, April and May.

Each phase involves a coordinated effort between the City Council, the City Manager, Fiscal Management staff and City Department Heads.

City's Annual Budget Preparation Timeline

MONTH	BUDGET PREPARATION ACTIVITY
July	<u>Strategic Planning</u> <ul style="list-style-type: none"> City Manager receives guidance from the City Council on how to direct City Departments in developing their departmental budgets. Budget instructions and guidelines distributed to City Departments. City Manager updates City Department Heads on current budget situation and provides snapshot view of upcoming fiscal year.
August	<u>Finance Capacity/Needs Assessment</u> <ul style="list-style-type: none"> Departments prepare 2014 budget request proposals. Current trends and long-range impacts are identified. Budget needs and effect on operations are defined. Departments identify service levels and impacts on Operations and customers/community. Departments complete and submit budget proposals. Department Heads meet with Budget Director and Finance Director to review past service reductions, efforts to become more efficient, revenue options, City's financial state, and strategy for long-term budget sustainability.
September	<u>Review/Fine Tune</u> <ul style="list-style-type: none"> Department Heads meet with City Manager to review Departmental budget proposals. City Manager meets with Budget Director and Finance to make adjustments that formulate the balanced City Manager's Recommended Budget. City Manager's Recommended Budget document is prepared and distributed to City Council for review and deliberation.
October & November	<u>Council Budget Deliberation Workshops & Public Commentary</u> <ul style="list-style-type: none"> City Council hold budget deliberation workshops to hear from Department Heads regarding budget proposals and recommendations. City Manager meets with Budget Director and Finance Director to make adjustments that formulate the balanced Operating & Capital budget. City Manager presents balanced Operating & Capital Budget to City Council. City Council conducts a public hearing on the Operating & Capital budget at the second City Council Meeting in November.
December & January	<u>Final Adoption & Implementation</u> <ul style="list-style-type: none"> Council adopts the Operating & Capital Budget by resolution at the first City Council Meeting in December. Adopted Operating & Capital Budget becomes effective January 1.

Calendar of Events

Fiscal Year 2014 Annual Budget

DATE	EVENT	PARTICIPANTS
July 29 5:30 p.m. (Kickoff) 2014 Budget Workshop	Workshop with the City Manager and City Council: <ul style="list-style-type: none"> Preliminary Presentation & Review of Projected FY 2014 Baseline Budget Budget Development & Guidance 	City Council / City Manager / Deputy City Manager / Finance/Budget Staff / Public
July 30 2014 Budget Dept. Head Mtg. (Kickoff)	City Manager meets with Department Heads: <ul style="list-style-type: none"> Review of Budget process, format & schedule Discussion of Budget Changes & Instructions Budget Prep Packets Distributed to Department Heads 	City Manager / Deputy City Manager / Finance/Budget Staff / All Department Heads & Budget Designees
September 9 Monday @ 5:30 p.m. 2014 Budget Workshop	City Manager's Presents Recommended FY2014 Budget to City Council <ul style="list-style-type: none"> Briefing & Overview by City Manager and Staff 	City Council/City Manager/Deputy City Manager/Finance/Budget Staff & Public
September 30 Monday @ 5:30 p.m. 2014 Budget Workshop	Budget Review & Deliberations: <ul style="list-style-type: none"> Wastewater Treatment Water Treatment Water/Sewer Distribution, Billing Repair Water/Sewer Fund Capital Outlay (CIP) 	City Council/City Manager/Deputy City Manager/Water Operations Director/Finance/Budget Staff & Public
October 1 Tuesday @ 5:30 p.m. 2014 Budget Workshop	Budget Review & Deliberations: <ul style="list-style-type: none"> Fire Protection Fund Emergency Management (General Fund) 	City Council/City Manager/ Deputy City Manager/Fire Chief/Public/ Emergency Management/ Finance/Budget Staff & Public
October 8 Tuesday @ 5:30 p.m. 2014 Budget Workshop	Budget Review & Deliberations: <ul style="list-style-type: none"> Stormwater Fund Sanitation Fund Public Works (General Fund) Vehicle Service Center (General Fund) 	City Council/City Manager/Deputy City Manager/Public Works Director/Finance/Budget Staff & Public
October 14 Monday @ 5:30 p.m. 2014 Budget Workshop	Budget Review & Deliberations: <ul style="list-style-type: none"> Information Technology (General Fund) Human Resources (General Fund) 	City Council/City Manager/Deputy City Manager/IT Director/HR Director/Finance/Budget Staff 7 Public
October 15 Tuesday @ 5:30 2014 Budget Workshop	Budget Review & Deliberations: <ul style="list-style-type: none"> Senior Center (General Fund) Parks & Recreation (General Fund) 	City Council/City Manager/Deputy City Manager/Parks & Recreation Director/Finance/Budget Staff & Public
October 22 Tuesday @ 5:30 p.m. 2014 Budget Workshop	Budget Review & Deliberations: <ul style="list-style-type: none"> Planning & Economic Development (General Fund) Finance (General Fund) 	City Council/City Manager/Deputy City Manager & Finance/Budget Staff & Public
October 28 Monday @ 5:30 2014 Budget Workshop	Budget Review & Deliberations: <ul style="list-style-type: none"> Municipal Court (General Fund) Police (General Fund) 	City Council/City Manager/Deputy City Manager/Chief of Police & Finance/Budget Staff & Public
October 29 Tuesday @ 5:30 2014 Budget Workshop	Budget Review & Deliberations: <ul style="list-style-type: none"> Executive (General Fund) Legislative (General Fund) 	City Council/City Manager/Deputy City Manager/Finance/Budget Staff & Public

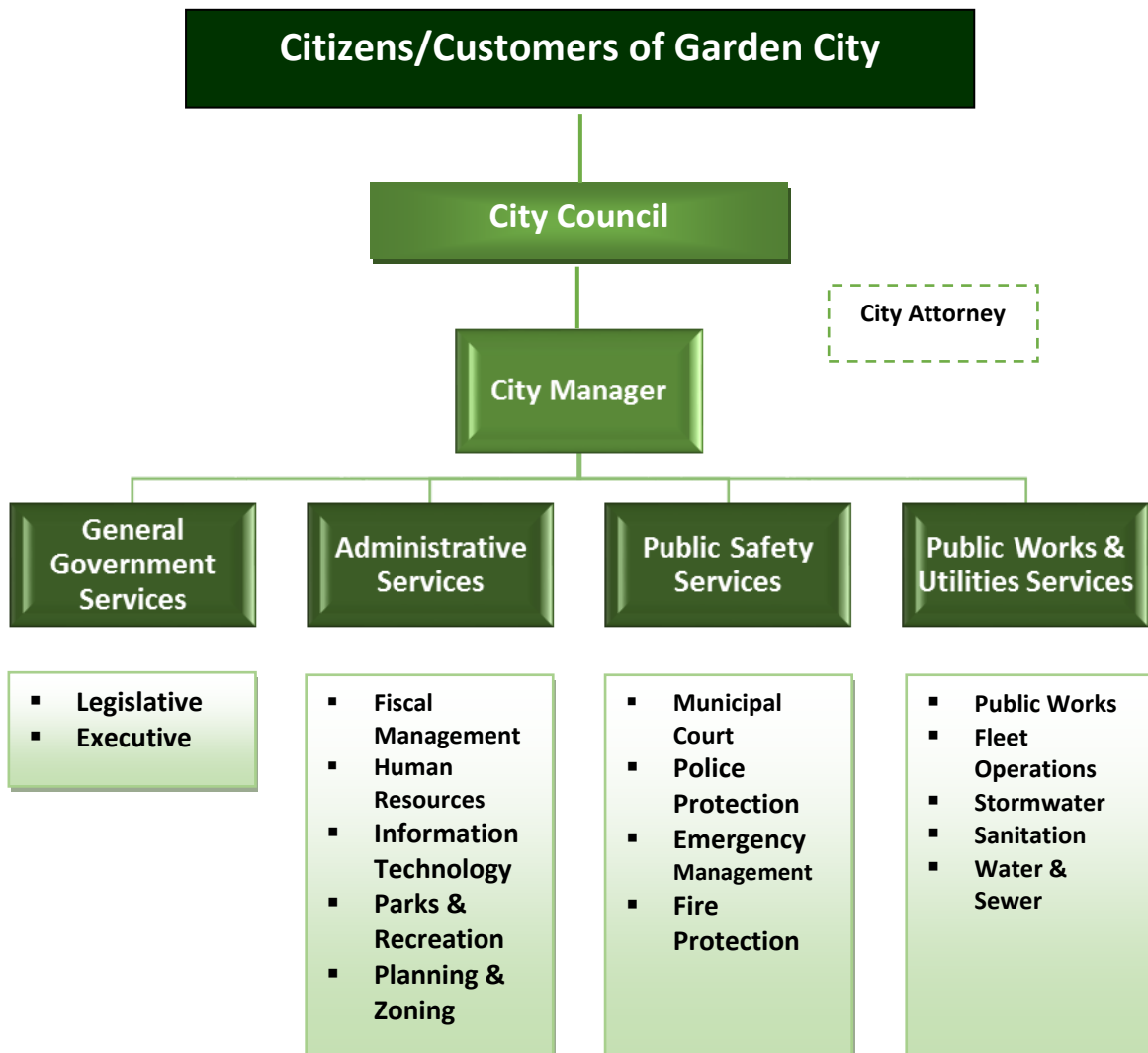
Calendar of Events

Fiscal Year 2014 Annual Budget

DATE	EVENT	PARTICIPANTS
November 7 Thursday @ 5:30 2014 Budget Workshop	Final Budget Review & Deliberations: <ul style="list-style-type: none"> Provides for the review and summation of City Council's final budgetary decisions to be incorporated into the proposed FY2014 Budget 	City Council/City Manager/Deputy City Manager & Finance/Budget Staff & Public
Nov. 8 – Nov. 15	Advertising conducted proposed FY2014 Budget & Proposed FY2014 Budget available for public review.	Finance/Budget Staff
November 18 Council Meeting	FY2014 Budget Presentation by City Manager & Public Hearing	City Council/City Manager/City Staff & Public
December 2 Council Meeting	City Council Adoption of FY2014 Operating & Capital Budget by Resolution	City Council/City Manager/City Staff & Public
January 1, 2014	FY2014 Budget in effect	Governing Body & All Departments

City of Garden City

2014 Organization Chart by Function



2014 Adopted Budget Staffing Level

Legend

*Positions in "red" are eliminated / unfunded in FY14

*Positions in "blue" merged in FY14 with other departments under the proposed new reorganization plan

General Fund Budgeted Staffing Level

<u>Executive</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Budget
City Manager	1	1	1	1
Assistant City Manager*	1	1	1	Merged
Clerk of Council/Budget Director	1	1	1	1
Executive Administrative Assistant*	1	1	1	Eliminated
Front Desk Receptionist/Switch Board Operator	1	1	1	1
Total Executive Staffing Level	5	5	5	3
<u>Information Technology & Building Maintenance</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
IT/IS Director	1	1	1	1
Facilities Maintenance Coordinator*	1	1	1	1
Custodian	1	1	Eliminated	-
Total IT/Bldg. Maint. Staffing Level	3	3	2	2
<u>Human Resources</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Human Resources Director	1	1	1	1
Administrative Assistant	Eliminated	-	-	-
Total HR Staffing Level	1	1	1	1
<u>Finance</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Finance Director*	1	1	1	Unfunded
Chief Accountant*	1	1	1	Eliminated
Senior Accountant (Funded (6) six months)	1	1	1	1
Intermediate Accountant	1	1	1	2
Total Finance Staffing Level	4	4	4	3
<u>Planning</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Planning Director*	1	1	1	Unfunded
Senior Code Enforcement Officer*	1	1	1	Merged
Code Enforcement Officer*	1	1	1	Merged
Administrative Assistant	1	1	1	Unfunded
Zoning Administrator	-	-	-	1
Total Planning Staffing Level	4	4	4	1
<u>Vehicle Service Center</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Senior Mechanic	-	1	1	1
Mechanic	1	1	1	1
Mechanic Assistant	-	-	-	-
Total Vehicle Center Staffing Level	1	2	2	2

2014 Adopted Budget Staffing Level

General Fund Budgeted Staffing Level

<u>Public Works</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Public Works Director	1	1	1	1
Administrative Services Manager	-	1	1	1
Foreman	-	1	1	1
Public Works Crew Leader	1	2	2	2
Public Works Tech III*	5	4	4	4
Public Works Tech II*	-	1	1	1
Public Works Tech I	2	-	-	-
Administrative Assistant	1	-	-	-
Total Public Works Staffing Level	10	10	10	10
<u>Senior Citizens Center</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Senior Center Program Supervisor	1	1	1	1
Total Senior Center Staffing Level	1	1	1	1
<u>Recreation Center</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Recreation Director	1	1	1	1
Program Coordinator	1	1	1	1
After-School Program Coordinator	1	1	1	1
Senior Groundskeeper (Athletic Fields)	1	1	1	1
Groundskeeper I	1	1	1	1
Groundskeeper II*	1	1	1	Eliminated
Administrative Assistant	1	1	1	1
Total Recreation Staffing Level	7	7	7	6
<u>Police</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Chief of Police	1	1	1	1
Executive Administrative Assistant	1	1	1	1
Captain	3	3	3	3
Lieutenant	2	2	2	2
Sergeant	5	4	5	5
Corporal	4	4	4	4
Detective	6	5	5	5
Training Officer	1	1	1	1
CID/Evidence Specialist	1	1	1	1
Patrol Officer <i>(1 position eliminated via attrition)</i>	17	17	16	15
CNT Officers (Reimbursed by Chatham County)	2	2	2	2
Clerk Of Court	1	1	1	1
Records Clerk	2	2	2	2
Code Enforcement Officers*	-	-	-	2
Total Police Staffing Level	46	44	44	46
Total General Fund Staffing Level	82	81	80	74

2014 Adopted Budget Staffing Level

Fire Protection Fund Budgeted Staffing Level

<u>Fire</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Fire Chief	1	1	1	1
Emergency Management Coordinator	1	1	1	1
Fire Fighter	8	8	8	8
Total Fire Protection Fund Staffing Level	10	10	10	10

Water & Sewer Fund Budgeted Staffing Level

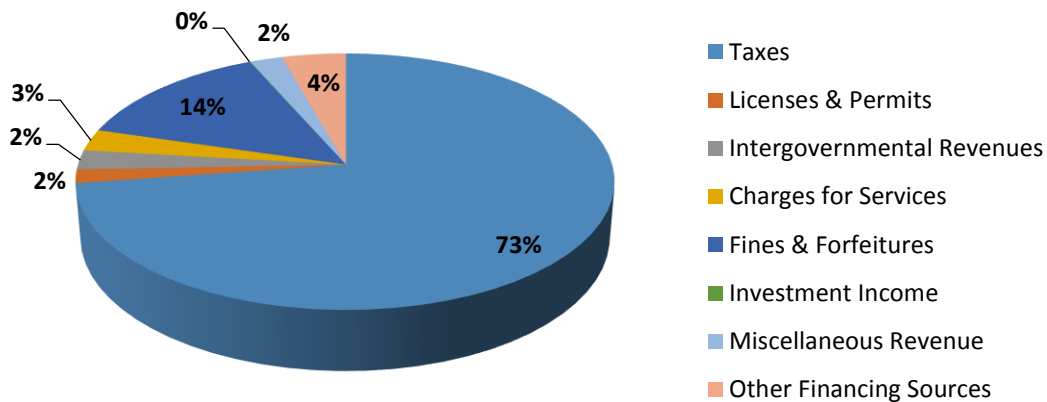
<u>Wastewater Treatment</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Water/Sewer Director	1	1	1	1
Operator Trainees	3	3	3	3
Administrative Assistant	1	1	1	1
Total Wastewater Treatment Staffing Level	5	5	5	5
<u>Water Treatment</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Water Operator Trainee	1	1	1	1
Total Water Treatment Staffing Level	1	1	1	1
<u>Water/Sewer Distribution, Billing & Repair</u>	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
Water/Sewer Department Supervisor	1	1	1	1
Utility Business Services Manager	1	1	1	1
Utility Billing Coordinator	1	1	1	1
Utility Billing Analyst	1	1	1	1
Senior Meter Reader	-	1	1	1
Meter Reader	-	1	1	-
Water/Sewer Repair Foreman	-	1	1	1
Water/Sewer Repair Tech II	2	1	1	1
Water/Sewer Tech I	2	4	3	3
Backflow Prevention Tester	1	1	1	1
Total Water Distribution, Billing & Repair Staffing Level	9	13	12	11
Total Water /Sewer Fund Staffing Level	15	19	18	17
*Newly Created Administrative Services Department Head Position unfilled in FY14				-
TOTAL BUDGETED STAFFING LEVEL (All Funds)				101

General Fund FY2014 Budget Overview

FY2014 General Fund Budget Analysis of Revenue Change Summary

GENERAL FUND Revenue Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Taxes	5,620,770	5,845,312	5,027,290	4,850,550	(176,740)	-4%
Licenses & Permits	136,213	102,171	107,000	114,500	7,500	7%
Intergovernmental Revenues	226,811	304,233	194,849	162,500	(32,349)	-17%
Charges for Service	125,035	139,499	183,600	182,100	(1,500)	-1%
Fines & Forfeitures	1,193,593	1,196,453	800,000	924,000	124,000	16%
Investment Income	2,122	2,484	3,000	2,500	(500)	-17%
Other Revenues	171,830	180,104	146,000	147,500	1,500	1%
Other Financing Sources	285,924	355,994	290,000	290,000	-	0%
Prior Year's Fund Balance	-	-	550,000	-	(550,000)	-100%
Total Expenditures	7,762,298	8,126,250	7,301,739	6,673,650	(628,089)	-9%

FY14 General Fund Revenue



General Fund

FY2014 Budget Overview

FY2014 General Fund Detail Line Item Revenue Summary

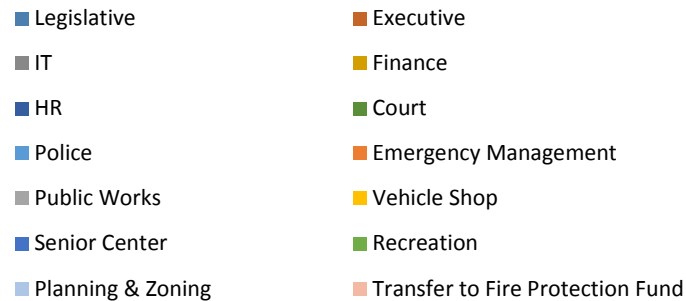
		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	REVENUE					
100-0000-31-1710	Franchise taxes - Electric	722,827	655,423	650,000	670,090	686,000
100-0000-31-1730	Franchise taxes - Gas	30,163	30,654	30,000	30,000	31,000
100-0000-31-1750	Franchise taxes - Television cable	110,206	90,787	84,000	90,000	91,000
100-0000-31-1760	Franchise taxes - Telephone	52,654	47,615	46,000	46,000	47,000
100-0000-31-2120	NSF fees	273	175	200	200	200
100-0000-31-3100	Local option sales and use taxes	3,503,451	3,659,228	3,600,000	2,900,000	2,737,000
100-0000-31-3900	Other - miscellaneous	-	-	-	-	-
100-0000-31-4200	Alcoholic beverage excise tax	151,710	140,161	140,000	125,000	127,000
100-0000-31-4300	Local option mixed drink excise tax	3,015	2,860	3,000	2,000	3,000
100-0000-31-6100	Business and occupation taxes	570,643	714,569	650,000	650,000	655,000
100-0000-31-6200	Insurance premium taxes	411,725	437,321	415,000	453,000	420,000
100-0000-31-6300	Financial institutions taxes	35,885	40,562	35,000	34,000	36,350
100-0000-31-9400	Penalties and interest on delinquent taxes	28,491	26,132	27,000	27,000	17,000
100-0000-32-1100	Business licenses - alcoholic beverages	43,846	39,983	45,000	40,000	45,000
100-0000-32-2200	Non-business licenses and permits	10,611	10,387	12,000	10,000	12,000
100-0000-32-3100	Regulatory fees - Building structures and equipment	10,688	18,980	10,000	12,000	12,000
100-0000-32-3900	Other regulatory fees	71,068	32,321	45,000	45,000	45,500
100-0000-32-4000	Penalties and interest on delinquent licenses	-	500	-	-	-
100-0000-33-1001	Federal government grants - Cops Grant	90,422	45,835	-	-	-
100-0000-33-1002	Federal government grants - SAFER Grant	-	-	-	-	-
100-0000-33-4000	State Grants	8,939	59,526	44,849	44,849	-
100-0000-33-6000	Local government grants	127,450	198,872	150,000	150,000	162,500
100-0000-34-1910	Election qualifying fee	1,224	-	-	-	-
100-0000-34-2100	Special Police Services	13,218	4,909	10,000	60,000	60,000
100-0000-34-2120	Accident reports	3,530	4,104	3,000	4,000	3,000
100-0000-34-2130	False alarms	-	-	2,000	1,000	2,000
100-0000-34-2901	Pawn card fees	-	-	-	-	-
100-0000-34-7201	Garden City Gym	13,389	17,364	15,000	20,000	16,000
100-0000-34-7202	Rental Income Pool	749	429	1,000	500	1,000
100-0000-34-7203	Stadium Receipts	26,672	25,016	25,000	25,000	25,100
100-0000-34-7204	Senior Center Revenue	19,698	22,318	20,000	20,000	21,000
100-0000-34-7205	Summer camp revenue	25,357	35,084	30,000	30,000	31,000
100-0000-34-7206	Chain Baseball Field Rental	1,800	5,400	3,600	3,600	4,000
100-0000-34-7500	Program fees	16,882	20,577	15,000	15,000	16,000
100-0000-34-7900	Recreation Concession Revenue	1,470	2,100	2,500	4,500	3,000
100-0000-34-9001	Nuisance Abatement	1,045	2,198	-	-	-
100-0000-34-9002	Over/Short Fund	1	-	-	-	-
100-0000-35-1100	Fines and Forfeiture - Court	1,193,593	1,191,033	1,200,000	800,000	924,000
100-0000-35-1200	Unclaimed Cash Bonds	-	5,420	-	-	-
100-0000-36-1000	Interest Revenues	2,122	2,484	2,000	3,000	2,500
100-0000-37-1000	Contributions and Donations (Private Sources)	-	-	-	-	-
100-0000-37-1001	Cooper Center Donations	-	1,545	-	-	-
100-0000-38-1001	Rents and royalties - Mobile Tower	119,974	121,988	120,000	125,000	125,500
100-0000-38-3000	Reimbursement for Damaged Property	30,178	20,546	-	10,000	10,000
100-0000-38-9000	Other - AP Discounts	-	-	-	-	-
100-0000-38-9002	Other - Scrap Sales	12,591	39,107	5,000	10,000	7,000
100-0000-38-9003	Miscellaneous Revenue	8,814	(3,257)	10,000	1,000	5,000
100-0000-38-9500	Catastrophic Reimbursement	-	-	-	-	-
100-0000-39-1201	Transfers in - Hotel/Motel fund	85,789	89,994	90,000	95,000	95,000
100-0000-39-1204	Transfers in - Water/Sewer Fund	150,000	150,000	150,000	150,000	150,000
100-0000-39-1205	Transfers in - Stormwater Fund	45,000	45,000	45,000	45,000	45,000
100-0000-39-1206	Transfers in - Confiscated Fund	5,134	-	-	-	-
100-0000-39-3500	Capital Leases	-	71,000	-	-	-
	Appropriation of Prior Year's Fund Balance	-	-	-	814,431	-
	Total Revenue	7,762,297	8,126,250	7,736,149	7,566,170	6,673,650

General Fund FY2014 Budget Overview

FY2014 General Fund Budget Analysis of Expenditure Change Summary

GENERAL FUND Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Legislative	50,591	54,013	44,800	47,800	3,000	7%
Executive	746,904	753,624	863,354	436,321	(427,033)	-49%
Information Technology	370,135	427,130	421,213	386,688	(34,525)	-8%
Finance	264,792	287,046	252,792	232,526	(20,266)	-8%
Human Resources	89,801	93,013	87,726	84,690	(3,036)	-3%
Municipal Court	97,288	97,000	98,000	98,000	-	0%
Police	3,546,126	3,489,173	3,474,043	3,447,800	(26,243)	-1%
Emergency Management	64,880	57,277	63,928	60,954	(2,974)	-5%
Public Works	708,235	541,688	667,215	712,030	44,815	7%
Vehicle Shop	102,986	133,929	93,748	112,250	18,502	20%
Senior Center	142,685	185,716	160,535	149,559	(10,976)	-7%
Parks & Recreation	570,309	775,429	845,744	573,540	(272,204)	-32%
Planning & Zoning	286,472	293,098	299,943	82,734	(217,209)	-72%
Transfer Out to SPLOST FUND	3,040,000	237,500	-	-	-	0%
Transfer Out to Fire Protection Fund	255,167	171,800	193,129	248,758	55,629	29%
Total Expenditures	10,336,371	7,597,436	7,566,170	6,673,650	(948,149)	-12%

FY14 General Fund Expenditures



FY2014
Adopted Budget

General Government Department



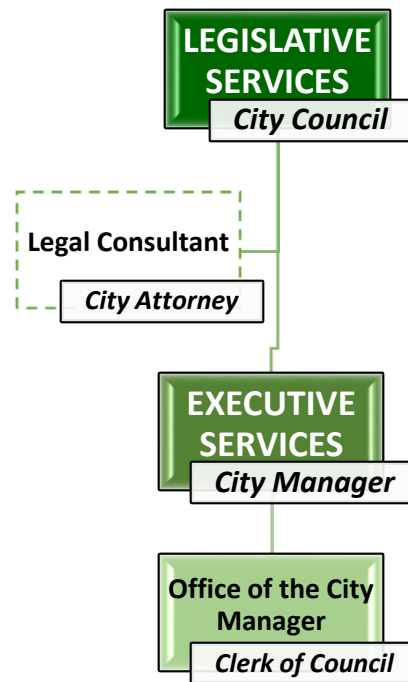
G A R D E N C I T Y

Service Programs

- Legislative
- Executive

General Government Department

Incorporated into the General Government Department are two service programs: Legislative and Executive each providing services to effectively lead the City's organization by adopting and implementing City Council policies, exercising fiscal prudence, facilitating responsive communications to citizens through community relations, and maintaining a positive image of the City government.



FY2014 Fund Types Budgeted by the General Government Department

<u>Fund</u>	Legislative	Executive
<i>General Fund</i>	X	X



LEGISLATIVE

Legislative Program

FY2014 Budget Overview

(Funded by the General Fund)

Purpose: The Legislative Program 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.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Legislative Program in fiscal year 2013. Output numbers are projected to be essentially similar in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
City Council Meetings Conducted	21
City Council Workshops Conducted	23
Neighborhood/Town Hall Meetings Conducted	5
Ordinances Adopted	7
Resolutions Adopted	34

FY2014 Staffing Level Description of Change

The 2014 Legislative Program staffing level consists of the elected officials and remains unchanged from the 2013 budget staffing level. 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.

FY2014 Staffing Level Summary

LEGISLATIVE Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
City Council (Elected Officials)	7	7	7	7
Total Elected Officials	7	7	7	7

FY2014 Budget Description of Change

In the FY2014 Budget, the Legislative Program expenditures total \$47,800, an increase of 7% or \$3,000 over the FY2013 Amended Budget. The increase is mainly attributed to mandatory training for the newly elected official(s). In 1990, the Georgia General Assembly passed legislation requiring a newly elected official to attend a training program specifically designed for newly elected officials to increase their knowledge and understanding of city government, especially as it relates to the role and responsibility of the elected official.

Legislative Program

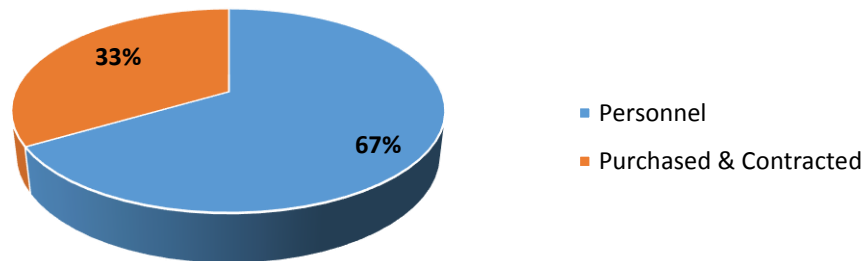
FY2014 Budget Overview

(Funded by the General Fund)

FY2014 Budget Analysis of Expenditure Change Summary

LEGISLATIVE Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	35,399	31,800	31,800	31,800	-	0%
Total Purchased & Contracted Expenses	15,192	22,190	12,500	16,000	3,500	28%
Total Supplies Expenses	-	23	500	-	(500)	-100%
Total Miscellaneous Expenses	-	-	-	-	-	0%
Legislative Contingency (Restricted)	-	-	-	-	-	0%
Legislative Contingency (Unrestricted)	-	-	-	-	-	0%
Total Expenditures	50,591	54,013	44,800	47,800	3,000	7%

FY14 Legislative Program Expenditures By Category



FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	LEGISLATIVE					
100-1100-51-2400	Retirement contributions	4,199	4,200	4,200	4,200	4,200
100-1100-52-1200	Professional Services (Council Stipends)	31,200	27,600	27,600	27,600	27,600
100-1100-52-3200	Reimbursement for Council DSL Lines	-	-	-	-	-
100-1100-52-3500	Travel	15,192	13,570	15,000	5,000	8,000
100-1100-52-3600	Dues and fees	-	-	-	-	-
100-1100-52-3700	Education & Training	-	8,620	15,000	7,500	8,000
100-1100-52-3602	Legislative Contingency (Restricted)	-	-	150,000	-	-
100-1100-52-3603	Legislative Contingency (Unrestricted)	-	-	508,621	-	-
100-1100-53-1700	Uniforms	-	23	500	500	-
	Total Legislative	50,591	54,013	720,921	44,800	47,800



EXECUTIVE

Executive Program

FY2014 Budget Overview

(Funded by the General Fund)

Purpose: The Executive Program 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 administrative 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.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Executive Program in fiscal year 2013. Output numbers are projected to be essentially similar in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
City Council Meeting Agenda Packets Prepared	21
City Council Workshops Agenda Packets Prepared	23
Percent of City Council Minutes & Workshop Synopsis approved without amendment	99%

FY2014 Staffing Level Description of Change

The 2014 Executive staffing level is reduced by two full-time positions when compared to the 2013 budget staffing level. The reduction in staffing level is mainly attributed to the elimination of the Executive Administrative Assistant position and the integration of the Deputy City Manager position with the Public Works/Utilities Department Head position under the City's new reorganization plan.

FY2014 Staffing Level Summary

EXECUTIVE Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Proposed
City Manager	1	1	1	1
Deputy City Manager*	1	1	1	-
Clerk of Council/Budget Director	1	1	1	1
Executive Administrative Assistant*	1	1	1	-
Front Desk Receptionist/Switch Board Operator	1	1	1	1
Total Executive Staffing Level	5	5	5	3
*Deputy City Manager Position integrated with Public Works/Utilities Department Head Position - 2014 Reorganization				
**Executive Administrative Assistant Position Eliminated – 2014 budget reduction				

Executive Program

FY2014 Budget Overview

(Funded by the General Fund)

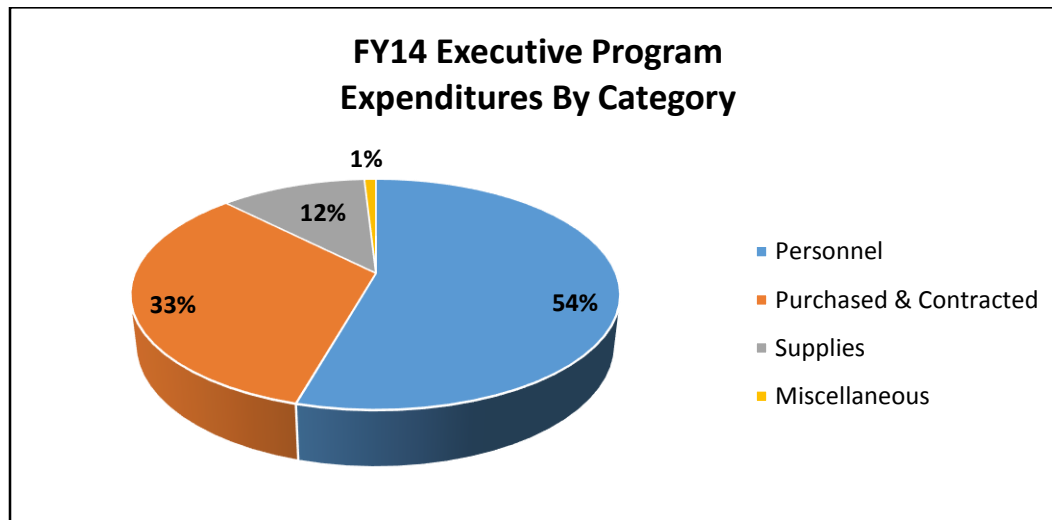
FY2014 Budget Description of Change

In the FY2014 Budget, Executives Service expenditures total \$436,321, a decrease of 49% or (\$427,033) under the FY2013 Amended Budget. The decrease is mainly attributed to the following:

- Reduction in one full-time position – Administrative Assistant position
- Deputy City Manager position is integrated with the newly created Public Works/Utilities Department Head position under the new reorganizational plan.
- As part of budget reduction, purchased and contracted expenditures and supplies expenditures were reduced.

FY2014 Budget Analysis of Expenditure Change Summary

EXECUTIVE Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	375,979	365,558	355,582	237,321	(118,261)	-33%
Total Purchased & Contracted Expenses	290,607	315,901	396,572	144,800	(251,772)	-63%
Total Supplies Expenses	75,318	64,182	107,200	50,200	(57,000)	-53%
Total Miscellaneous Expenses	5,000	7,983	4,000	4,000	-	0%
Total Expenditures	746,904	753,624	863,354	436,321	(427,033)	-49%



Executive Program

FY2014 Budget Overview

(Funded by the General Fund)

FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	EXECUTIVE					
100-1300-51-1100	Salaries - Regular employees	265,605	265,509	250,000	250,000	168,600
100-1300-51-1300	Salaries, Overtime	1,595	1,026	600	3,000	100
100-1300-51-2100	Group Insurance	37,706	38,770	42,000	42,000	27,000
100-1300-51-2200	Social Security (FICA) contributions	14,943	14,828	15,367	15,367	11,000
100-1300-51-2300	Medicare	4,711	4,749	4,864	4,864	2,600
100-1300-51-2400	Retirement contributions	22,030	11,449	10,801	10,801	7,821
100-1300-51-2401	ICMA RC 457 Match	27,323	27,993	28,146	28,500	19,150
100-1300-51-2600	Unemployment Insurance	-	-	-	-	-
100-1300-51-2700	Workers' compensation	2,066	1,234	2,550	1,050	1,050
100-1300-52-2201	Vehicle Maintenance & Repairs	63	517	350	350	350
100-1300-52-2202	Equipment Maintenance & Repairs	-	-	250	250	250
100-1300-52-3100	Insurance, other than employee benefits	2,300	2,347	4,700	4,700	4,700
100-1300-52-3200	Communications	-	549	-	-	-
100-1300-52-3300	Advertising	524	1,513	2,500	2,500	2,500
100-1300-52-3400	Printing and binding	2,087	844	1,000	1,000	1,000
100-1300-52-3500	Travel	8,988	10,235	7,000	7,000	-
100-1300-52-3600	Dues and fees	13,745	13,741	17,000	15,000	16,000
100-1300-52-3601	Contracts and Agreements	159,941	161,184	194,820	237,820	-
100-1300-52-3602	Contracts and Agreements -Reoccurring	525	8,581	13,000	10,000	15,000
100-1300-52-3699	Dues and Fees - Outside Agencies	1,000	1,000	-	1,000	-
100-1300-52-3700	Education and training	584	940	3,200	3,200	-
100-1300-53-1100	General supplies and materials	7,774	6,197	7,000	7,000	7,000
100-1300-53-1101	Postage	1,428	1,421	1,500	1,500	1,500
100-1300-52-1130	Computer Eqpt. & Software	-	-	-	-	-
100-1300-53-1230	Electricity	39,742	34,665	37,000	35,000	35,000
100-1300-53-1270	Gasoline	3,727	3,160	3,000	2,500	1,000
100-1300-53-1300	Food - Banquets, Flowers	21,459	14,749	10,000	10,000	4,500
100-1300-53-1400	Books and periodicals	1,188	1,460	1,200	1,200	1,200
100-1300-53-1600	Small equipment	-	-	-	-	-
100-1300-53-1700	Uniforms	-	275	-	-	-
100-1300-54-1400	Welcome to Garden City Signs	-	2,255	-	50,000	-
100-1300-54-2200	Vehicles	-	-	-	-	-
100-1300-55-2200	Damage Claims Paid	-	-	-	-	-
100-1300-57-4000	Bad Debt Expenditures	5,000	4,000	-	-	-
100-1400-57-1000	Election fees - Chatham County	-	3,983	4,000	4,000	4,000
100-1530-52-1201	Legal Fees	65,409	86,073	83,752	83,752	75,000
100-1565-52-2130	Custodial	4,542	-	-	-	-
100-1595-52-3600	Dues and Fees	30,899	28,377	30,000	30,000	30,000
	Total Executive	746,904	753,624	775,600	863,354	436,321

**FY2014
Adopted Budget**

Administrative Services Department



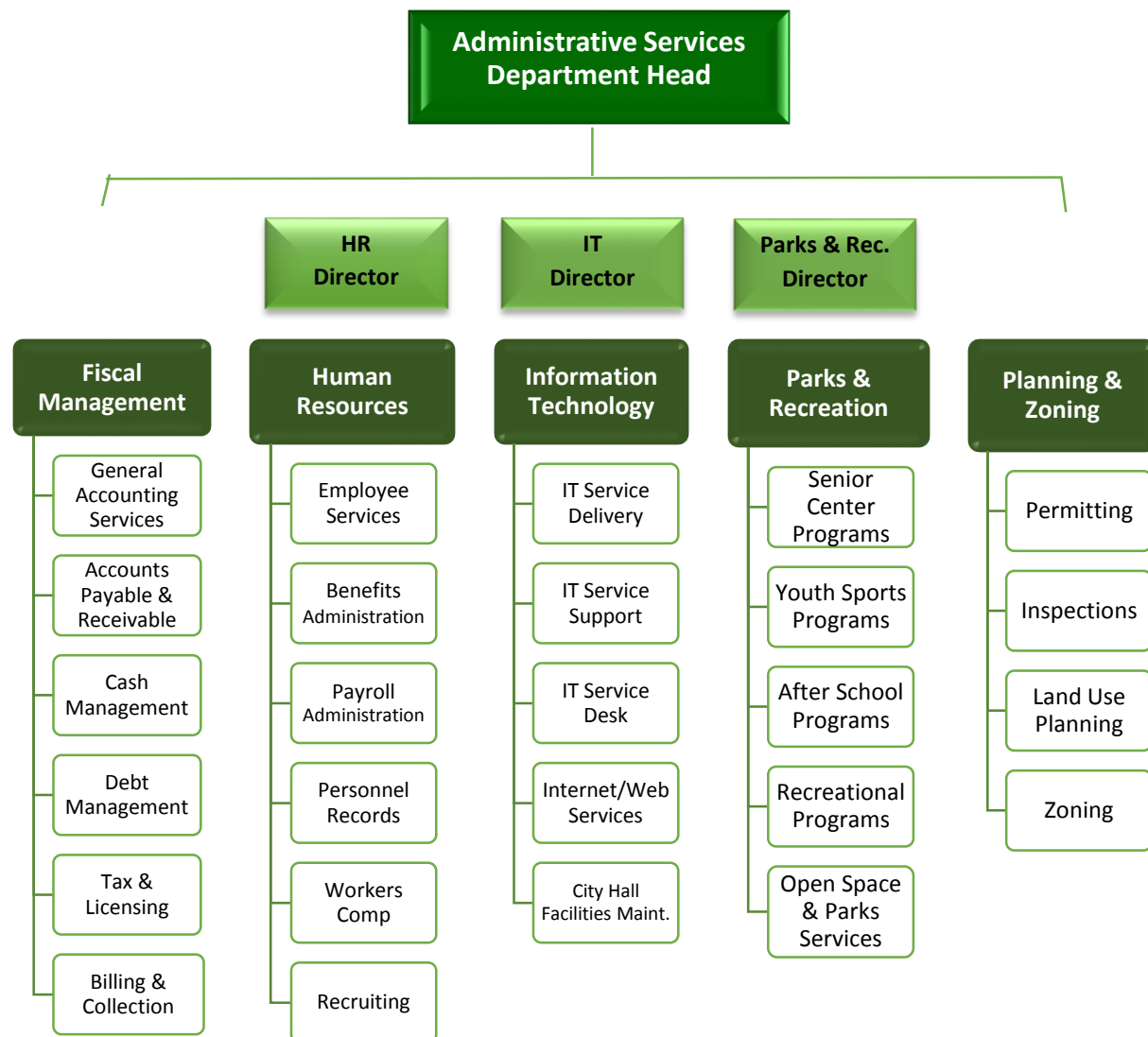
G A R D E N C I T Y

Service Programs

- Fiscal Management
- Human Resources
- Information Technology
- Parks & Recreation
- Planning & Zoning

Administrative Services Department

Incorporated into the Administrative Services Department are five service programs: Fiscal Management, Human Resources, Information Technology, Parks & Recreation and Planning & Zoning each providing unique services to ensure essential human and fiscal resources, information and support services to City Programs to meet their needs and to protect and enhance the quality of life of our citizens.



FY2014 Fund Types Budgeted by the Administrative Services Department

<u>Fund</u>	Finance	Human Resources	Information Technology	Parks & Recreation	Planning & Zoning
<i>General Fund</i>	X	X	X	X	X



FISCAL MANAGMENT

Fiscal Management Program

FY2014 Budget Summary (Funded by General Fund)

Purpose: The Fiscal Management Program 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: Fiscal 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.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Fiscal Management Program in fiscal year 2013. Output numbers are projected to remain constant in fiscal year 2014.

Key Service Profiles Category	Total Outputs in FY2013
Number of Accounts Payable Checks Issued	3,700
Number of Voided Checks	50
Number of Occupational Tax Certificates Issued	675
Number of Payroll Checks Processed	2730

FY2014 Staffing Level Description of Change

The 2014 Fiscal Management staffing level is decreased when compared to the 2013 budget staffing level. Areas that have decreased include the elimination of the “vacant” chief accountant position, elimination of one (1) accounting technician position through attrition and holding open the “vacant” finance director position in fiscal year 2014.

FY2014 Staffing Level Summary

Fiscal Management Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Finance Director*	1	1	1	-
Chief Accountant*	1	1	1	-
Accounting Technicians*	2	2	3	2
Total Finance Staffing Level	4	4	5	2
<p>*The “vacant” Finance Director position will remain open in 2014. *Elimination of the “vacant” Chief Accountant position *Elimination of one (1) Accounting Technician position through attrition.</p>				

Fiscal Management Program

FY2014 Budget Summary (Funded by General Fund)

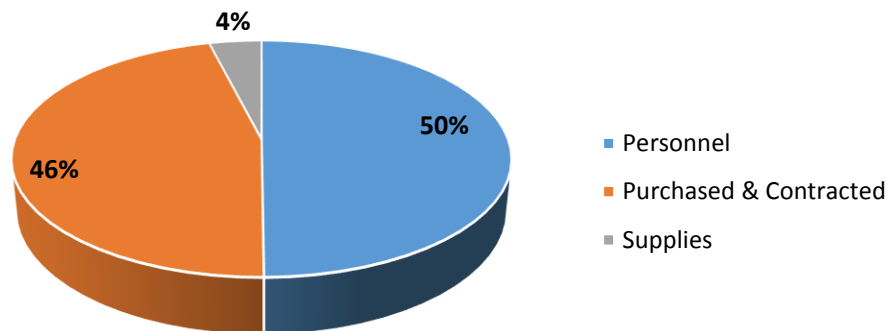
FY2014 Budget Description of Change

In the FY2014 Budget, the Fiscal Management expenditures total \$232,526, a decrease of -8% or (\$20,266) under the FY2013 Amended Budget. The decrease is mainly attributed to the elimination of the Chief Accountant position, elimination of one full-time Accounting Technician position through attrition and holding the "vacant" Finance Director position open in fiscal year 2014.

FY2014 Budget Analysis of Expenditure Change Summary

FISCAL MANAGEMENT	2011	2012	2013	2014	2013/2014	%
Expenditure Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Personnel Expenses	229,527	237,110	179,242	115,976	(63,266)	-35%
Total Purchased & Contracted Expenses	27,313	33,696	64,350	107,350	43,000	67%
Total Supplies Expenses	7,952	6,495	9,200	9,200	-	0%
Total Miscellaneous Expenses	-	9,745	-	-	-	0%
Total Expenditures	264,792	287,046	252,792	232,526	(20,266)	-8%

FY14 Fiscal Management Expenditures By Category



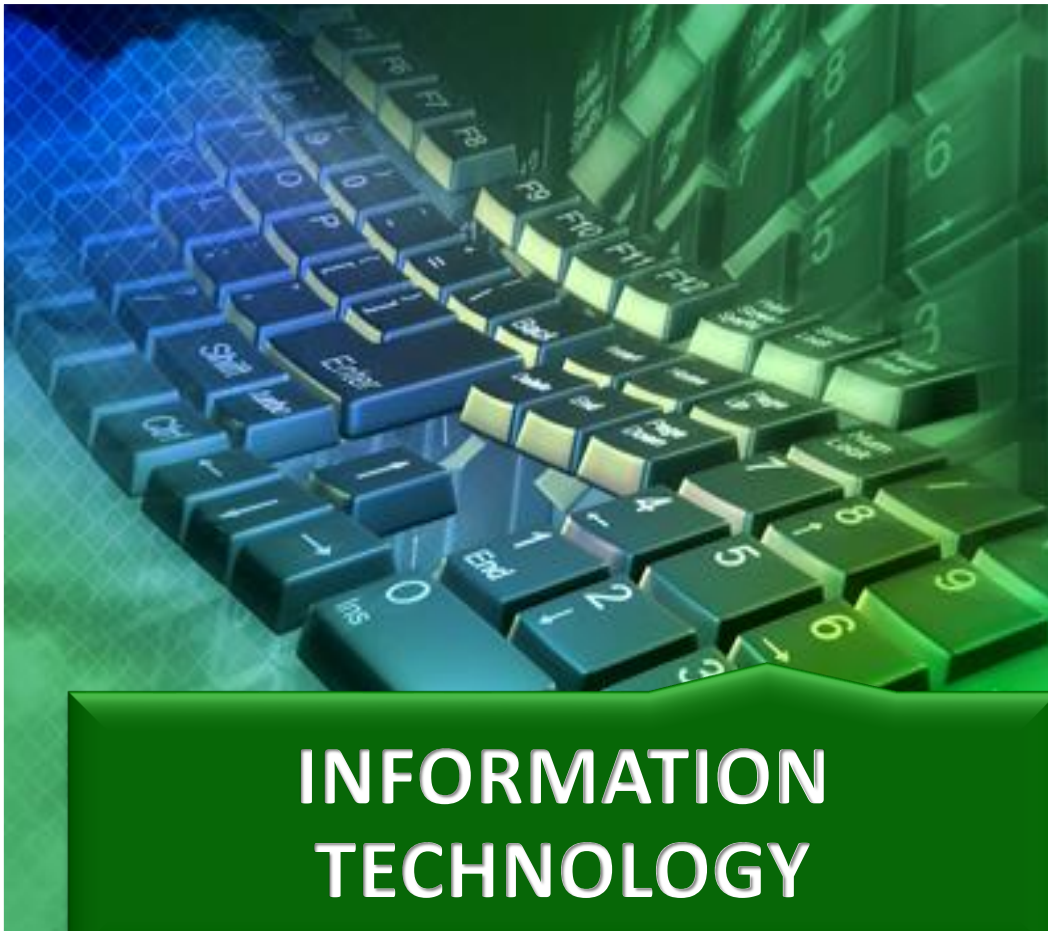
Fiscal Management Program

FY2014 Budget Summary

(Funded by General Fund)

FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	FINANCE (Fiscal Management)					
100-1510-51-1100	Salaries - Regular Finance	167,526	175,518	158,000	125,000	72,466
100-1510-51-1300	Salaries, Overtime	1,137	49	250	1,000	3,000
100-1510-51-2100	Group Insurance	29,636	29,495	31,000	25,000	21,000
100-1510-51-2200	Social Security (FICA) contributions	9,266	9,493	10,627	8,000	8,000
100-1510-51-2300	Medicare	2,610	2,739	3,000	2,000	2,000
100-1510-51-2400	Retirement contributions	15,209	15,595	14,032	14,032	5,300
100-1510-51-2401	ICMA RC 457 Match	3,334	3,577	3,600	3,600	3,600
100-1510-51-2700	Workers' compensation	809	644	766	610	610
100-1510-52-1203	Professional - Audit	16,200	14,500	16,000	15,750	15,750
100-1510-52-3200	Communications	-	-	-	-	-
100-1510-52-3500	Travel	216	566	2,500	2,000	-
100-1510-52-3600	Dues and fees	1,007	1,065	1,600	1,600	1,600
100-1510-52-3601	Contracts & Agreements	8,002	15,705	10,000	35,000	90,000
100-1510-52-3700	Education and training	1,888	1,860	3,000	2,000	-
100-1510-52-3850	Contract Labor	-	-	-	8,000	-
100-1510-53-1100	General supplies and materials	5,417	4,458	6,000	6,000	6,000
100-1510-53-1101	Postage	2,401	1,921	2,500	3,000	3,000
100-1510-53-1130	Computer Equipment	-	-	-	-	-
100-1510-53-1400	Books & Periodicals	134	116	200	200	200
100-1510-53-1600	Small Equipment	-	-	-	-	-
100-1510-53-1700	Uniforms	-	-	-	-	-
100-1510-53-1701	Lighting Strike - Damage Claim	-	-	-	-	-
100-1510-54-2400	Computer System	-	9,745	-	-	-
100-1510-58-1300	Capital Lease Principal Payment	-	-	-	-	-
100-1510-58-2200	Capital Lease Interest Payment	-	-	-	-	-
100-1565-52-2203	City Hall Maintenance	-	-	-	-	-
	Total Finance (Fiscal Management)	264,792	287,046	263,075	252,792	232,526



INFORMATION TECHNOLOGY

Information Technology Program

FY2014 Budget Summary

(Funded by General Fund)

Purpose: The Information Technology Program enables the City to better carry out its mission to serve its citizens. The framework for operations within IT 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: Information Technology activities include the maintenance, implementation, procurement, planning, and support of technology throughout the City. Hardware support includes all personal computers, laptops, scanners, printers, fax machines, networked copiers, servers, routers, fiber optics, phones, internet access, data storage, data backup/recovery, virus protection, spam filtering, network security, recording/videoing of City Council meetings and City Hall building maintenance.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Information Technology Program in fiscal year 2013. Output numbers are projected remain constant in fiscal year 2014.

Key Service Profiles Category	Total Outputs in FY2013
Personal Computers Supported	76
Network Servers Supported	9
Percentage of Availability (Up-time) for internet	99.97%
Number of Website Visits (Annual)	20808
Number of Service Desk Tickets	1300

FY2014 Staffing Level Description of Change

The 2014 Information Technology staffing level remains unchanged from the 2013 budget staffing level.

FY2014 Staffing Level Summary

POLICE Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Information Technology Director	1	1	1	1
Facilities Maintenance Coordinator	1	1	1	1
Custodian	1	1	-	-
Total Police Staffing Level	3	3	2	2

Information Technology Program

FY2014 Budget Summary (Funded by General Fund)

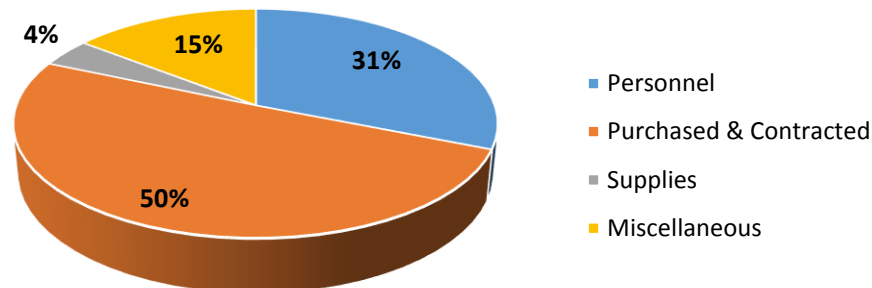
FY2014 Budget Description of Change

In the FY2014 Budget, the Information Technology expenditures total \$386,688 a decrease of -8% or (\$34,525) under the FY2013 Amended Budget. The decrease is mainly attributed to a reduction in funding allocated for the purchase of computers/software and city hall maintenance in fiscal year 2014.

FY2014 Budget Analysis of Expenditure Change Summary

INFORMATION TECHNOLOGY Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	169,244	148,264	120,161	120,103	(58)	0%
Total Purchased & Contracted Expenses	155,246	193,344	196,694	195,085	(1,609)	-1%
Total Supplies Expenses	11,137	24,165	38,358	15,500	(22,858)	-60%
Total Miscellaneous Expenses	34,508	61,357	66,000	56,000	(10,000)	0%
Total Expenditures	370,135	427,130	421,213	386,688	(34,525)	-8%

**FY14 Information Technology
Expenditures By Category**



Information Technology Program

FY2014 Budget Summary

(Funded by General Fund)

FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	IT/IS DEPARTMENT					
100-1410-51-1100	Salaries - Regular employees	126,237	108,290	90,000	90,000	90,000
100-1410-51-1300	Salaries - Overtime	345	248	104	104	104
100-1410-51-2100	Group Insurance	18,690	12,658	11,000	11,000	11,000
100-1410-51-2200	Social Security (FICA) contributions	7,444	6,551	6,200	6,200	6,200
100-1410-51-2300	Medicare	1,741	1,532	1,500	1,500	1,500
100-1410-51-2400	Retirement contributions	10,509	11,468	7,977	7,977	7,977
100-1410-51-2401	ICMA RC 457 Match	2,458	1,605	1,872	1,000	1,872
100-1410-51-2700	Workers' compensation	1,820	5,912	1,450	2,380	1,450
100-1410-52-2201	Vehicle Maintenance & Repairs	842	770	500	500	500
100-1410-52-2202	Equipment Maintenance & Repairs	-	-	-	-	-
100-1410-52-3100	Insurance, other than employee benefits	4,600	4,693	2,400	3,209	2,400
100-1410-52-3200	Communications (All Departments)	104,936	112,252	100,000	110,000	110,000
100-1410-52-3500	Travel	-	395	300	300	-
100-1410-52-3600	Dues & Fees	90	15	85	85	85
100-1410-52-3601	Contracts & Agreements	44,778	72,967	82,100	82,100	82,100
100-1410-52-3700	Education and training	-	335	500	500	-
100-1410-52-3850	Contract Labor	-	1,917	-	-	-
100-1410-53-1100	General supplies and materials	802	595	500	500	500
100-1410-53-1130	Computer Eqpt. & Software (All Departments)	7,507	19,604	20,000	33,858	15,000
100-1410-53-1270	Gasoline	2,828	3,966	3,000	4,000	-
100-1410-53-1400	Books and periodicals	-	-	-	-	-
100-1410-53-1700	Uniforms	-	-	-	-	-
100-1410-54-2400	Capital Outlay - Computer Equipment	-	5,312	-	-	-
100-1565-52-2130	Custodial	-	5,822	6,000	6,000	6,000
100-1565-52-2203	City Hall Maintenance	34,508	50,223	50,000	60,000	50,000
	IT/IS	370,135	427,130	385,488	421,213	386,688



HUMAN RESOURCES

Human Resources Program

FY2014 Budget Summary (Funded by General Fund)

Purpose: The Human Resources Program 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 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.

Key Service Profiles The following Key Service Profiles are outputs that portray significant services provided by the Human Resources Program in fiscal year 2013. Output numbers are projected to remain constant in fiscal year 2014.

Key Service Profiles Category	Total Outputs in FY2013
Number of Approved/Budgeted Positions	108
Number of Positions Filled	10
Percentage of Employee Turnover	14%
Number of Unemployment Claims	3
Number of On-the-job Accidents/Injuries	13

FY2014 Staffing Level Description of Change

The 2014 Human Resources Program staffing level remains unchanged from the 2013 budget staffing level.

FY2014 Staffing Level Summary

Human Resources Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Human Resources Director	1	1	1	1
Total Human Resources Staffing Level	1	1	1	1

FY2014 Budget Description of Change

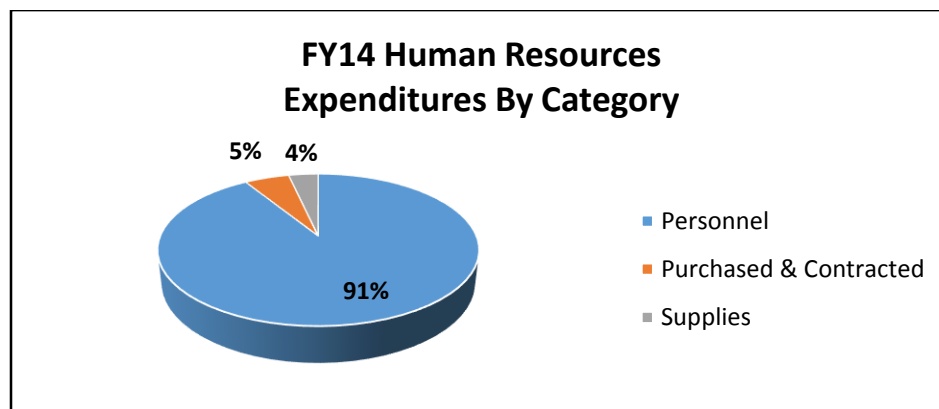
In the FY2014 Budget, the Human Resources Program expenditures total \$84,690, a decrease of -3% or (\$3,036) under the FY2013 Amended Budget. The expenditures for Human Resources have been reduced in specific areas of operations such as education and training to more accurately reflect projected expenditures in fiscal year 2014.

Human Resources Program

FY2014 Budget Summary (Funded by General Fund)

FY2014 Budget Analysis of Expenditure Change Summary

HUMAN RESOURCES Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	84,067	86,602	76,291	77,155	864	1%
Total Purchased & Contracted Expenses	4,393	4,790	7,035	4,535	(2,500)	-36%
Total Supplies Expenses	1,341	1,621	4,400	3,000	(1,400)	-32%
Total Miscellaneous Expenses	-	-	-	-	-	0%
Total Expenditures	89,801	93,013	87,726	84,690	(3,036)	-3%



FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	Human Resources					
100-1540-51-1100	Salaries - Regular Employees	66,712	68,513	58,013	58,013	58,013
100-1540-51-1300	Salaries - Overtime	-	-	-	-	-
100-1540-51-2100	Group Insurance	4,819	5,012	5,400	5,400	6,000
100-1540-51-2200	Social Security (FICA) contributions	3,965	4,055	4,000	4,000	4,000
100-1540-51-2300	Medicare	927	948	992	992	992
100-1540-51-2400	Retirement contributions	5,444	5,986	5,136	5,136	5,400
100-1540-51-2401	ICMA RC 457 Match	1,999	2,048	2,100	2,100	2,100
100-1540-51-2600	Unemployment Insurance	-	-	-	-	-
100-1540-51-2700	Workers' compensation	201	40	190	150	150
100-1540-52-3200	Communications	-	-	-	-	-
100-1540-52-3300	Advertising	503	-	500	500	500
100-1540-52-3400	Printing and Binding	-	-	-	-	-
100-1540-52-3500	Travel	-	916	2,800	1,500	-
100-1540-52-3600	Dues & Fees	940	180	535	535	535
100-1540-52-3601	Contracts & Agreements	2,950	2,989	3,200	4,000	4,000
100-1540-52-3700	Education & Training	-	705	1,000	1,000	-
100-1540-53-1100	Supplies	254	560	500	1,400	1,400
100-1540-53-1101	Postage	17	57	100	100	100
100-1540-53-1130	Computer Equipment	-	-	-	-	-
100-1540-53-1300	Food, Banquets & Flowers	166	469	2,400	1,500	500
100-1540-53-1400	Books & Periodicals	904	535	900	1,400	1,000
	Total Human Resources	89,801	93,013	87,766	87,726	84,690



PARKS & RECREATION

Parks & Recreation Program

FY2014 Budget Summary (Funded by the General Fund)

Purpose: The Parks & Recreation Program 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: Parks & Recreation activities year-round sports opportunities such as Youth Baseball, Girls Fast Pitch Softball, T-Ball, Football, Cheerleading, Soccer and Basketball. The non-team sport programs consist of roller skating, summer day camp, swimming lessons, public swimming, after school programs and senior citizen programs.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by Parks & Recreation in fiscal year 2013. Output numbers are projected to remain constant in fiscal year 2014.

Key Service Profiles Category	Total Outputs in 2013
Senior Citizens Center Program	
• Number of Meals Served	9,012
Cooper Center – After School/Summer Program	
• Average Number of Youths per day	20
Number of Youths Participating in Youth Sports Programs	528

FY2014 Staffing Level Description of Change

The 2014 Parks & Recreation staffing level is decreased when compared to the 2013 budget staffing level. Areas that have decreased include the elimination of one full-time Groundskeeper II position.

FY2014 Staffing Level Summary

FIRE DEPARTMENT Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Recreation Director	1	1	1	1
Recreation Program Coordinator	1	1	1	1
After-School Program Coordinator	1	1	1	1
Senior Center Program Coordinator	1	1	1	1
Senior Groundskeeper (Athletic Fields)	1	1	1	1
Groundskeeper I	1	1	1	1
Grounds Keeper II	1	1	1	-
Administrative Assistant	1	1	1	1
Total Parks & Recreation Staffing Level	8	8	8	7
<i>*Elimination of one full-time Groundskeeper II position</i>				

Parks & Recreation Program

FY2014 Budget Summary (Funded by the General Fund)

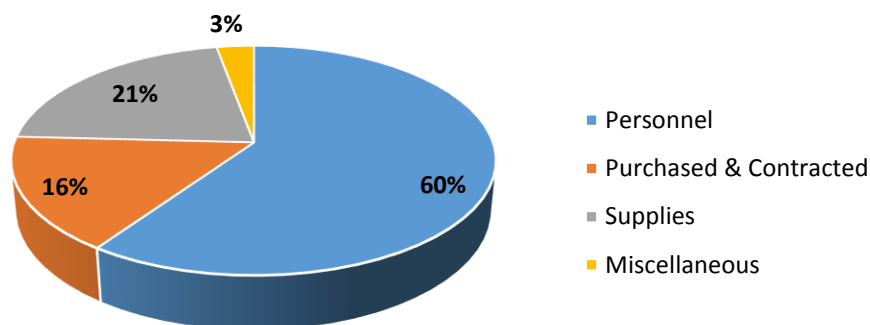
FY2014 Budget Description of Change

In the FY2014 Budget, the Parks & Recreation expenditures total \$573,540, a decrease of -32% or (\$272,204) under the FY2013 Amended Budget. In FY2013, there were various repairs and renovations made to the stadium, gymnasium, concession stands, ball fields and Cooper Center which inflated the Parks & Recreation's overall budget in 2013. These repair/renovation projects were completed in 2013, which attributes to substantial decrease in the Parks & Recreation's FY2014 Budget. Nominal funding is allocated in the Parks & Recreation 2014 Budget for routine maintenance and repairs projects. The Parks & Recreation's FY2014 expenditures are further reduced by the personnel/benefits associated with elimination of one (1) full-time Groundskeeper II position.

FY2014 Budget Analysis of Expenditure Change Summary

PARKS & RECREATION	2011	2012	2013	2014	2013/2014	%
Expenditure Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Personnel Expenses	364,797	344,025	359,444	342,040	(17,404)	-5%
Total Purchased & Contracted Expenses	81,581	179,071	300,600	92,800	(207,800)	-69%
Total Supplies Expenses	123,931	152,060	139,700	122,200	(17,500)	-13%
Total Miscellaneous Expenses	-	100,273	46,000	16,500	(29,500)	-64%
Total Expenditures	570,309	775,429	845,744	573,540	(272,204)	-32%

**FY14 Parks & Recreation
Expenditures By Category**



Parks & Recreation Program

FY2014 Budget Summary

(Funded by the General Fund)

FY2014 Budget Detail Line Item Expenditure Summary

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
RECREATION					
100-6100-51-1100 Salaries - Regular employees	232,463	220,953	230,000	225,000	207,000
100-6100-51-1200 Salaries - Temporary employees	38,356	32,323	40,000	40,000	40,000
100-6100-51-1300 Salaries Overtime	2,009	2,285	2,900	6,000	6,000
100-6100-51-2100 Group Insurance	41,737	40,190	42,000	40,000	40,000
100-6100-51-2200 Social Security (FICA) contributions	16,267	15,167	17,276	16,000	16,000
100-6100-51-2300 Medicare	3,805	3,547	4,052	3,500	3,600
100-6100-51-2400 Retirement contributions	20,524	20,943	20,619	20,619	20,640
100-6100-51-2401 ICMA RC 457 Match	1,730	1,351	1,800	1,800	1,800
100-6100-51-2600 Unemployment Insurance	-	-	-	-	-
100-6100-51-2700 Worker's Compensation	7,906	7,266	7,900	6,525	7,000
100-6100-52-1300 Recreation - Umpires & Referees	10,585	10,775	12,000	12,000	12,000
100-6100-52-2201 Vehicle Maintenance & Repairs	2,538	1,609	3,000	3,000	1,500
100-6100-52-2202 Equipment Maintenance & Repairs	2,760	5,446	5,000	5,000	5,000
100-6100-52-2207 Gym Maintenance and Repairs	11,029	12,448	15,000	22,000	15,000
100-6100-52-2208 Stadium Maintenance	17,458	47,122	15,000	110,000	15,000
100-6100-52-2209 Ball Park Maintenance	5,019	35,256	10,000	20,000	10,000
100-6100-52-2210 Swimming Pool Maintenance	3,270	2,376	3,000	3,000	3,000
100-6100-52-2211 Cooper Center Maintenance	941	10,233	1,000	70,000	2,000
100-6100-52-2212 Senior Citizen Center Maintenance	-	-	-	-	-
100-6100-52-3100 Insurance, other than employee benefits	8,452	9,386	9,350	12,300	9,000
100-6100-52-3200 Communications	-	-	-	-	-
100-6100-52-3300 Advertising	(473)	1,034	1,500	1,500	1,500
100-6100-52-3500 Travel	-	2,462	2,000	2,000	-
100-6100-52-3600 Dues and fees	2,215	2,690	2,800	2,800	2,800
100-6100-52-3601 Contracts & Agreements	15,057	14,662	16,000	16,000	16,000
100-6100-52-3700 Education and training	-	560	1,000	1,000	-
100-6100-52-3850 Contract Labor	1,899	23,012	-	20,000	-
100-6100-53-1100 General supplies and materials	4,245	5,612	7,000	7,000	7,000
100-6100-53-1101 Postage	110	86	200	200	200
100-6100-53-1102 Trophies And Awards	7,030	6,974	6,500	6,500	6,500
100-6100-53-1103 Cooper Center Supplies	1,039	2,902	2,000	3,000	3,500
100-6100-53-1105 Player Uniforms/Sports Equipment	16,178	18,747	17,000	17,000	17,000
100-6100-53-1107 Chemicals	4,746	5,431	7,000	7,000	7,000
100-6100-53-1108 Summer Program Supplies	4,367	2,119	2,500	3,500	3,500
100-6100-53-1109 Christmas Decorations	870	543	-	-	-
100-6100-53-1110 Concession Supplies	2,141	1,932	2,500	5,000	5,000
100-6100-53-1130 Computer Equipment	-	101	-	-	-
100-6100-53-1220 Natural Gas	6,788	6,616	9,000	6,000	6,000
100-6100-53-1230 Electricity	58,384	54,642	60,000	55,000	55,000
100-6100-53-1231 Cooper Center Electricity	-	-	-	-	-
100-6100-53-1270 Gasoline	10,988	10,795	11,000	13,000	6,000
100-6100-53-1301 Food - Special events	4,936	9,500	4,500	4,500	4,500
100-6100-53-1600 Small equipment	-	5,293	-	-	-
100-6100-53-1700 Other supplies - Uniforms	-	-	1,000	1,000	1,000
100-6100-55-2200 Risk Management - Damange Claims	-	-	-	-	-
100-6100-54-1400 Baseball Field Lighting	-	100,273	-	-	-
100-6100-54-2300 Furniture and Fixtures	-	-	-	12,000	-
100-6100-54-2500 Capital Outlay - Other Equipment	-	-	-	17,500	-
100-6100-58-1300 Baseball Field Lighting	-	-	16,500	16,500	16,500
100-6200-52-2211 Park Maintenance	831	17,367	5,000	5,000	-
100-6200-53-1230 Electricity - Community Parks	2,109	3,400	2,500	6,000	-
Total Recreation	570,309	775,429	617,397	845,744	573,540

Parks & Recreation Program

Senior Citizens Center

FY2014 Budget Summary

(Funded by the General Fund)

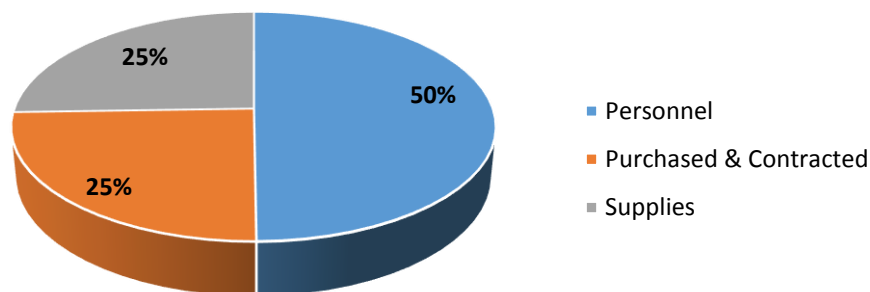
FY2014 Budget Description of Change

In the FY2014 Budget, the Senior Citizens Center expenditures total \$149,559, a decrease of -7% or (\$10,976) under the FY2013 Amended Budget. The Senior Center had to undergo several renovations which inflated the Senior Citizens Center overall budget in 2013. These renovations/repairs were completed in 2013, which attributes to the decrease in the Senior Citizens Center's FY2014 Budget. Nominal funding is allocated in the Senior Citizens Center's FY2014 Budget for routine maintenance and repair projects.

FY2014 Budget Analysis of Expenditure Change Summary

SENIOR CITIZENS CENTER	2011	2012	2013	2014	2013/2014	%
Expenditure Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Personnel Expenses	90,384	74,714	76,550	74,574	(1,976)	-3%
Total Purchased & Contracted Expenses	11,898	63,965	45,850	36,850	(9,000)	-20%
Total Supplies Expenses	40,403	47,037	38,135	38,135	-	0%
Total Miscellaneous Expenses	-	-	-	-	-	0%
Total Expenditures	142,685	185,716	160,535	149,559	(10,976)	-7%

**FY14 Senior Citizens Center
Expenditures By Category**



Parks & Recreation Program

Senior Citizens Center

FY2014 Budget Summary

(Funded by the General Fund)

FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	SENIOR CENTER					
100-5500-51-1100	Salaries - Regular employees	67,602	54,598	71,000	60,000	57,000
100-5500-51-1300	Salaries Overtime	-	-	-	-	-
100-5500-51-2100	Group Insurance	4,848	4,958	5,314	5,500	5,700
100-5500-51-2200	Social Security (FICA) contributions	4,142	3,261	4,500	3,600	4,000
100-5500-51-2300	Medicare	969	763	1,055	850	1,000
100-5500-51-2400	Retirement contributions	6,169	6,362	3,611	3,611	3,650
100-5500-51-2401	ICMA RC 457 Match	1,206	1,224	1,224	1,224	1,224
100-5500-51-2600	Unemployment Insurance	3,300	-	-	-	-
100-5500-51-2700	Workers' compensation	2,148	3,548	3,750	1,765	2,000
100-5500-52-2130	Custodial	2,743	2,984	3,000	3,000	3,000
100-5500-52-2203	Repairs and maintenance	1,293	26,150	2,000	14,000	2,000
100-5500-52-3200	Communications	-	-	-	-	-
100-5500-52-3300	Advertising	-	-	-	-	-
100-5500-52-3500	Travel	3,629	3,057	2,000	2,000	3,000
100-5500-52-3600	Dues and fees	349	315	350	350	350
100-5500-52-3601	Contracts & Agreements	2,465	2,476	3,500	3,500	3,500
100-5500-52-3850	Contract Labor	1,419	28,983	1,500	23,000	25,000
100-5500-53-1100	General supplies and materials	1,182	2,564	3,000	2,000	2,000
100-5500-53-1101	Postage	-	-	35	35	35
100-5500-53-1220	Natural Gas	2,472	2,160	2,500	2,500	2,500
100-5500-53-1230	Electricity	11,398	10,474	11,000	8,000	8,000
100-5500-53-1301	Food, Banquets & Flowers	25,351	24,283	25,000	25,000	25,000
100-5500-53-1600	Small equipment	-	7,556	600	600	600
100-5500-55-2200	Claims - Damage					
	Total Senior Center	142,685	185,716	144,939	160,535	149,559



Planning & Zoning Program

FY2014 Budget Summary (Funded by the General Fund)

Purpose: The Planning & Zoning Program 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 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 and Board of Zoning Appeals to review and recommend actions for changes in zoning, plat boundary amendments, and variances.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by Planning & Zoning in fiscal year 2013. Output numbers are projected to remain constant in fiscal year 2014.

Key Service Profiles Category	Total Outputs in 2013
Number of Permits Issued Includes: <ul style="list-style-type: none"> New Construction Building Permits Renovation/Expansion Building Permits Miscellaneous Permits 	255
Building Inspections Performed	255
Plumbing Inspections Performed	75
Mechanical Inspections Performed	50
Gas Inspections Performed	10
Electrical Inspections Performed	226
Stormwater Inspections Performed	30
Fire Inspections Performed	100
Planning Commission Meetings Conducted	9
Board of Appeals Meetings Conducted	6

FY2014 Staffing Level Description of Change

The 2014 Planning & Zoning staffing level is decreased when compared to the 2013 budget staffing level. Areas that have decreased include the transfer of the two (2) Code Enforcement Officers to the Police Department under the new reorganization plan and the holding open of the "vacant" Planning Director position in fiscal year 2014.

Planning & Zoning Program

FY2014 Budget Summary (Funded by the General Fund)

FY2014 Staffing Level Summary

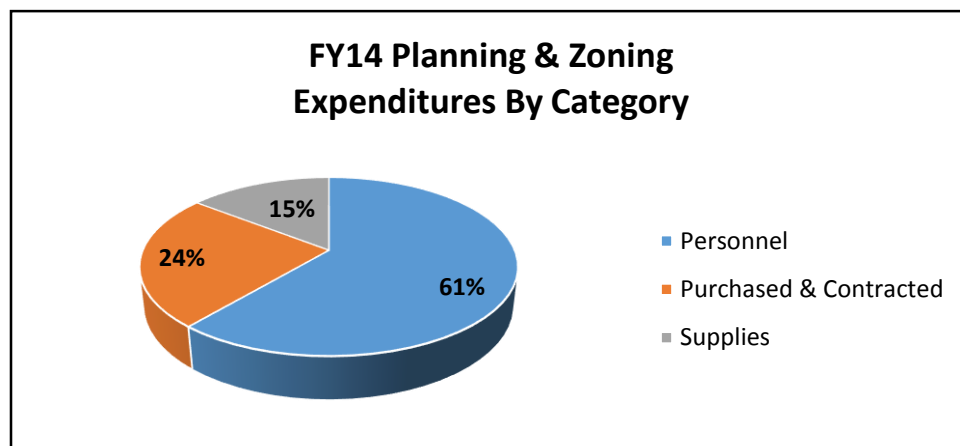
FIRE DEPARTMENT Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
*Planning Director	1	1	1	-
*Senior Code Enforcement Officer	1	1	1	-
*Code Enforcement Officer	1	1	1	-
Interim Planning & Zoning Administrator (Formerly Permit/Inspections/Adm. Asst.)	1	1	1	1
Total Planning & Zoning Staffing Level	8	8	8	7
*The "vacant" Planning Director position will be held open in fiscal year 2014.				
*Two (2) Code Enforcement Officer positions transferred to the Police Department under the new reorganization plan implemented in fiscal year 2014.				

FY2014 Budget Description of Change

In the FY2014 Budget, the Planning & Zoning expenditures total \$82,734, a decrease of -72% or (\$217,209) under the FY2013 Amended Budget. The decrease is mainly attributed to the reduction in personnel and benefit costs associated with holding open the "vacant" Planning Director position in 2014 and the transfer of the two (2) Code Enforcement Officers to the Police Department under the City's new reorganization plan.

FY2014 Budget Analysis of Expenditure Change Summary

PLANNING & ZONING Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	231,440	231,917	215,807	50,634	(165,173)	-77%
Total Purchased & Contracted Expenses	37,881	45,832	65,336	20,100	(45,236)	-69%
Total Supplies Expenses	17,151	15,349	18,800	12,000	(6,800)	-36%
Total Miscellaneous Expenses	-	-	-	-	-	0%
Total Expenditures	286,472	293,098	299,943	82,734	(217,209)	-72%



Planning & Zoning Program

FY2014 Budget Summary (Funded by the General Fund)

FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	PLANNING & ECONOMIC DEVELOPMENT					
100-7400-51-1100	Salaries - Regular employees	164,529	169,305	168,500	155,000	35,665
100-7400-51-1300	Salaries Overtime	1,043	824	1,200	500	819
100-7400-51-2100	Group Insurance	27,695	30,144	32,500	30,000	6,000
100-7400-51-2200	Social Security (FICA) contributions	9,521	9,599	10,120	10,120	2,200
100-7400-51-2300	Medicare	2,385	2,472	2,593	2,593	500
100-7400-51-2400	Retirement contributions	14,152	9,050	8,938	8,938	3,250
100-7400-51-2401	ICMA RC 457 Match	6,511	6,129	6,705	5,000	1,000
100-7400-51-2700	Workers' compensation	5,604	4,394	6,800	3,656	1,200
100-7400-52-1102	Maps, Charts & Plans	280	304	500	500	500
100-7400-52-1202	Site Plan Review	9,060	5,270	6,000	6,000	6,000
100-7400-52-2201	Vehicle Maintenance & Repair	271	730	700	1,000	-
100-7400-52-2202	Equipment Maintenance & Repair	-	-	100	100	100
100-7400-52-3100	Insurance, other than employee benefits	4,600	4,693	4,665	5,236	-
100-7400-52-3200	Communications	-	-	-	-	-
100-7400-52-3300	Advertising	820	762	1,000	1,000	1,000
100-7400-52-3500	Travel	1,585	1,376	2,000	2,000	500
100-7400-52-3600	Dues and fees	605	963	1,150	1,500	1,500
100-7400-52-3601	Contracts & Agreements	14,906	28,467	29,000	29,000	10,000
100-7400-52-3602	Contract Fee for Inspection	-	-	-	-	-
100-7400-52-3603	GIS Maintenance	3,975	-	-	-	-
100-7400-52-3700	Education and training	1,779	3,267	6,700	4,000	500
100-7400-52-3850	Contract Labor - Plumbing Inspection	-	-	-	-	-
100-7400-52-3852	Contract Labor - Demolition	-	-	-	15,000	-
100-7400-52-3853	Contract Labor - Overgrown lots	-	-	-	-	-
100-7400-52-3854	Contract Labor Building Inspection	-	-	-	-	-
100-7400-53-1100	General supplies and materials	3,181	3,005	4,000	4,000	4,000
100-7400-53-1101	Postage	5,164	3,625	4,000	4,000	2,000
100-7400-53-1130	Computer Equipment	-	-	-	-	-
100-7400-53-1270	Gasoline	4,311	4,741	4,500	4,500	-
100-7400-53-1400	Books and periodicals	4,295	3,688	6,000	6,000	6,000
100-7400-53-1600	Small Equipment	-	-	-	-	-
100-7400-53-1700	Other supplies - Uniforms	200	290	300	300	-
	Total Planning & Economic Development	286,472	293,098	307,971	299,943	82,734

FY2014
Adopted Budget

Public Safety Department



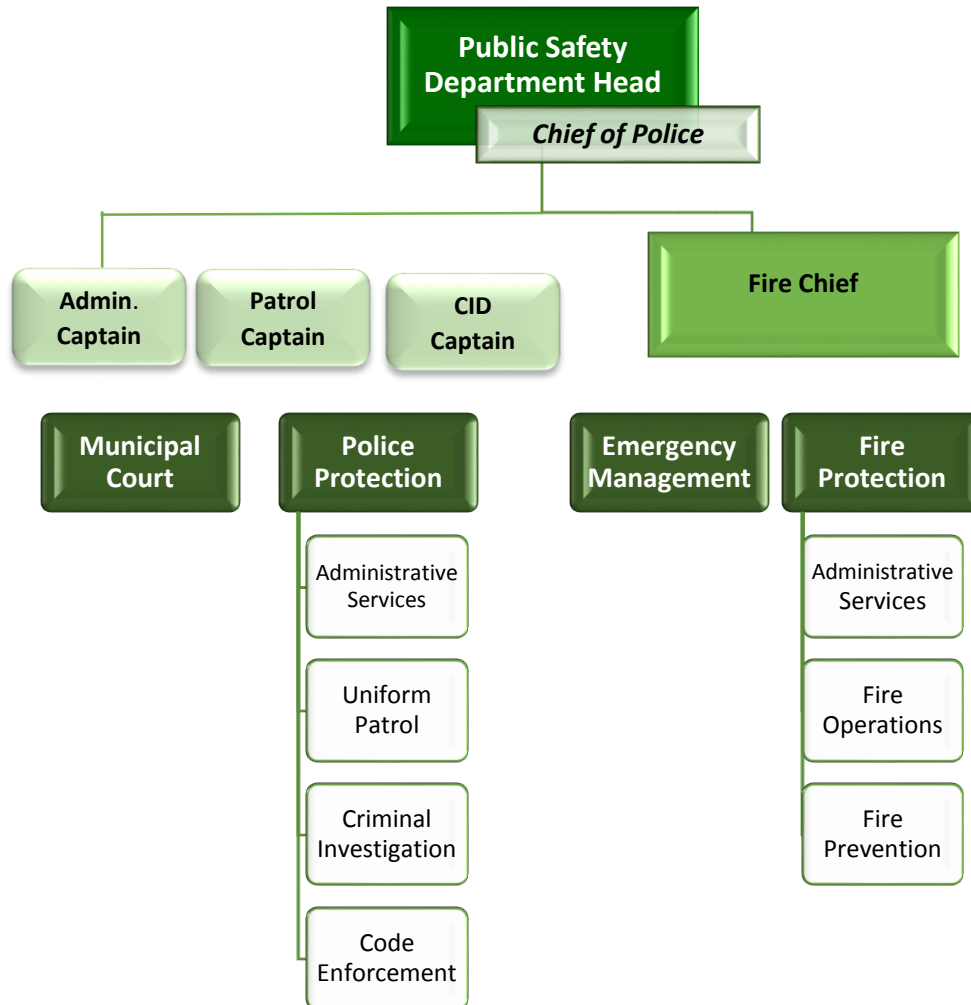
G A R D E N C I T Y

Service Programs

- Municipal Court
- Police
- Emergency Management
- Fire Protection

Public Safety Department

Incorporated into the Public Safety Department are four service programs: Municipal Court, Police Protection, Emergency Management and Fire Protection each providing unique services to ensure the safety and protection of the citizens of Garden City.



FY2014 Fund Types Budgeted by the Public Safety Department

<u>Fund</u>	Municipal Court	Police	Emergency Management	Fire Protection
<i>General Fund</i>	X	X	X	
<i>Enterprise Fund</i>				X



MUNICIPAL COURT

Municipal Court Program

FY2014 Budget Summary (Funded by General Fund)

Purpose: The Municipal Court Program 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.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Municipal Court Program in fiscal year 2013. Output numbers are projected to remain constant in fiscal year 2014.

Key Service Profiles Category	Total Outputs in FY2013
Total Court Cases Handled	6,792
<ul style="list-style-type: none"> Traffic Citations Handled in Court (6,061) Criminal Cases Handled in Court (731) 	
Cases Issued Probation	660

FY2014 Budget Description of Change

In the FY2014 Budget, the Municipal Court expenditures total \$98,000, a change of 0% from the FY2013 Amended Budget. No change in expenditures is attributed to no increase in contract labor agreements for the Recorders Court Judge, Court Room Security, Recorders Court Solicitor and Recorders Court Public Defender in fiscal year 2014.

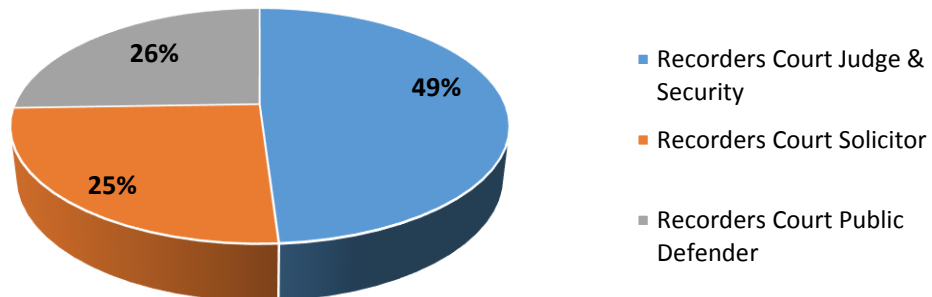
FY2014 Budget Analysis of Expenditure Change Summary

MUNICIPAL COURT Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Contract Labor - Recorders Court	46,327	47,000	48,000	48,000	-	0%
Recorder's Court Solicitor	25,000	25,000	25,000	25,000	-	0%
Contract Labor - Circuit Public Defender	25,961	25,000	25,000	25,000	-	0%
Total Purchased & Contracted Expenses	97,288	97,000	98,000	98,000	-	0%
Total Supplies Expenditures	-	-	-	-	-	0%
Total Miscellaneous Expenses	-	-	-	-	-	0%
Total Expenditures	97,288	97,000	98,000	98,000	-	0%

Municipal Court Services

FY2014 Budget Summary
(Funded by General Fund)

FY14 Total Municipal Court Expenditures By Category



FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	MUNICIPAL COURT					
100-2500-52-3850	Contract Labor- Recorders Court	46,327	47,000	48,000	48,000	48,000
100-2500-52-3851	Rcorder's Court Solicitor	25,000	25,000	25,000	25,000	25,000
100-2800-52-3850	Contract Labor- Circuit Public Defender	25,961	25,000	25,000	25,000	25,000
	Total Municipal Court	97,288	97,000	98,000	98,000	98,000



POLICE PROTECTION

Police Protection Program

FY2014 Budget Summary

(Funded by General Fund)

Purpose: The Police Protection Program 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 three 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 as well as Code Enforcement. The Criminal Investigations Division is responsible for investigating criminal activity, evidence custody, and asset forfeiture. The department operates twenty-four hours per day, seven days per week to provide quality and responsive law enforcement services for the City of Garden City

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Police Department and Code Enforcement in fiscal year 2013. Output numbers are projected remain constant in fiscal year 2014.

Key Service Profiles Category	Total Outputs in FY2013
Total Calls for Service	23,476
Top Four Criminal Violations in 2013	
• Assault	234
• Larceny	223
• Burglary	162
• Auto Theft	42
Total Traffic Violations	10,519
Traffic Violations Included:	
• Traffic Accidents	559
• Written Warnings	2005
• Seat Belt Violations	1005
• DUI's	227
• Fatality Accidents	2
• Speeding Violations	3428
Total Commercial Vehicle Citations Issued	194
<u>Total Arrests:</u>	
Adult Arrests/Charges	842 /1,822
Juvenile Arrests/Charges	12/21
Code Enforcement Violations/Cases:	
• Notice of Violations Issued	841
• Number of Cases Closed	762
• Contacts Made	2,993
• Illegal Signs Removed	79
• Fire Inspections Completed	133
• Court Cases	16

Police Protection Program

FY2014 Budget Summary (Funded by General Fund)

FY2014 Staffing Level Description of Change

The 2014 Police Department staffing level remains essentially flat when compared to the 2013 budget staffing level, although reductions and increases were made in specific staffing areas. Areas that have decreased include the elimination of one (1) patrol officer position through attrition in the Patrol Division. Areas that have increased include the addition of two (2) Code Enforcement Officers as a result of the City's new reorganizational plan which transferred Code Enforcement Services under the direction of the Police Department in fiscal year 2014.

FY2014 Staffing Level Summary

POLICE Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Chief of Police	1	1	1	1
Executive Administrative Assistant	1	1	1	1
Captain	3	3	3	3
Lieutenant	2	2	2	2
Sergeant	5	4	5	5
Line Corporal	4	4	4	4
Detective	6	5	5	5
Training Officer	1	1	1	1
CID/Evidence Specialist	1	1	1	1
*Police Officers	17	17	16	15
CNT Officers (Reimbursed by Chatham County)	2	2	2	2
Clerk of Court	1	1	1	1
Records Clerk	2	2	2	2
*Code Enforcement Officers	-	-	-	2
Total Police Staffing Level	46	44	44	45
*Elimination of one (1) Patrol Officer position via attrition in 2014.				
* Two (2) Code Enforcement Officer positions transferred to the Police Department under the new reorganization plan implemented in 2014.				

FY14 Police Personnel Costs Reimbursed By Other Government Agencies



Police Protection Program

FY2014 Budget Summary (Funded by General Fund)

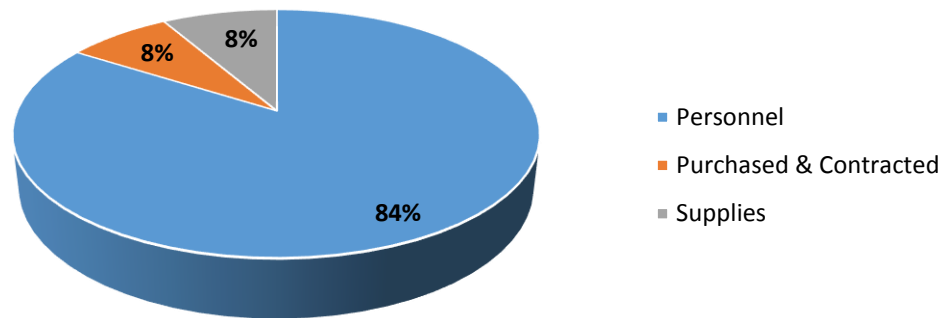
FY2014 Budget Description of Change

In the FY2014 Budget, the Police Department expenditures total \$3,447,800, a decrease of 1% or \$26,243 under the FY2013 Amended Budget. The decrease is mainly attributed to the elimination of one (1) patrol officer position through attrition in fiscal year 2014.

FY2014 Budget Analysis of Expenditure Change Summary

POLICE Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	2,949,606	2,840,056	2,805,488	2,893,200	87,712	3%
Total Purchased & Contracted Expenses	224,336	231,340	251,345	262,700	11,355	5%
Total Supplies Expenses	281,444	295,900	281,210	289,900	8,690	3%
Total Miscellaneous Expenses	90,740	180,000	136,000	2,000	(134,000)	0%
Total Expenditures	3,546,126	3,547,296	3,474,043	3,447,800	(26,243)	-1%

FY14 Total Police Expenditures By Category



Police Protection Program

FY2014 Budget Summary

(Funded by General Fund)

FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	POLICE					
100-3200-51-1100	Salaries - Regular employees	2,001,584	1,902,897	1,905,000	1,830,000	1,880,000
100-3200-51-1101	Police - Holiday Salaries	16,002	38,436	35,000	40,000	40,000
100-3200-51-1200	Salaries - Part time	28,786	27,287	33,665	30,000	30,000
100-3200-51-1300	Salaries, Overtime	77,418	78,653	80,000	83,000	83,000
100-3200-51-2100	Group Insurance	357,174	334,557	370,000	365,000	390,000
100-3200-51-2200	Social Security (FICA) contributions	123,522	118,134	127,181	125,000	128,000
100-3200-51-2300	Medicare	28,894	27,628	29,833	29,000	30,400
100-3200-51-2400	Retirement contributions	177,148	177,091	178,836	178,836	187,000
100-3200-51-2401	ICMA RC 457 Match	18,807	18,812	21,500	21,500	21,500
100-3200-51-2402	Peace Officers Annuity	5,640	5,580	9,840	9,840	10,000
100-3200-51-2600	Unemployment Insurance	-	-	-	1,200	1,200
100-3200-51-2700	Workers' compensation	114,631	89,586	89,586	92,112	92,100
100-3200-52-2201	Vehicle Repairs and maintenance	42,800	47,092	50,000	50,000	50,000
100-3200-52-2202	Equipment Repairs and maintenance	11,970	12,314	12,000	12,000	12,000
100-3200-52-3100	Insurance, other than employee benefits	134,208	132,140	137,555	142,145	150,000
100-3200-52-3200	Communications	(200)	-	-	-	-
100-3200-52-3500	Travel	4,477	8,145	2,500	10,000	10,000
100-3200-52-3600	Dues and fees	1,241	1,726	2,200	2,200	2,200
100-3200-52-3601	Contracts & Agreements	22,906	20,544	30,000	30,000	33,500
100-3200-52-3700	Education and training	6,934	5,026	5,000	5,000	5,000
100-3200-53-1100	Office Supplies	12,710	13,765	19,000	19,000	19,000
100-3200-53-1101	Postage	1,104	994	2,000	2,000	4,000
100-3200-53-1130	Computer Eqptmt & Software	-	-	-	-	-
100-3200-53-1220	Natural Gas	66	-	200	200	200
100-3200-53-1230	Electricity	39,742	34,665	37,000	35,000	35,000
100-3200-53-1270	Gasoline	186,174	171,021	170,000	165,000	170,000
100-3200-53-1400	Books and periodicals	-	1,846	1,200	1,200	1,200
100-3200-53-1600	Small equipment	2,080	4,600	5,000	5,000	5,000
100-3200-53-1604	Small equipment-LLEBG 03 Riot Gear	19,872	22,015	-	10,310	12,000
100-3200-53-1700	Other supplies - Uniforms	13,026	19,351	20,000	20,000	20,000
100-3200-53-1701	Other supplies - Misc	-	-	-	-	-
100-3200-53-1716	Community Oriented Policing	697	992	1,500	1,500	1,500
100-3200-53-1718	Armory	1,524	1,453	10,000	10,000	10,000
100-3200-54-2200	Vehicles - Police	25,500	113,194	-	114,000	-
100-3200-54-2500	Capital Outlay - Other Equipment	-	-	-	-	-
100-3200-55-2200	Damage Claims Paid	1,020	4,519	2,000	2,000	2,000
100-3200-57-1000	Intergovernment - Housing of prisoners	64,220	43,813	60,000	20,000	-
100-3221-53-1100	Investigation	1,443	-	-	-	-
100-3224-53-1100	Identification Unit	3,006	11,297	10,000	10,000	10,000
100-3226-52-1200	Prisoner Medical Expense	-	-	2,000	2,000	2,000
	Total Police	3,546,126	3,489,173	3,459,596	3,474,043	3,447,800



Emergency Management Program

FY2014 Budget Summary

(Funded by General Fund)

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.

FY2014 Staffing Level Description of Change

The 2014 Emergency Management Program staffing level remains unchanged from the 2013 budget staffing level.

FY2014 Staffing Level Summary

EMERGENCY MANAGEMENT Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Emergency Management Coordinator	1	1	1	1
Total Emergency Management Staffing Level	1	1	1	1

FY2014 Budget Description of Change

In the FY2014 Budget, the Emergency Management Program expenditures total \$60,954, a decrease of 5% or (\$2,974) under the FY2013 Amended Budget. The decrease is mainly attributed to a reduction in travel and training costs resulting from the Emergency Management Coordinator not having to travel to Florida for Maritime Firefighting Training in fiscal year 2014.

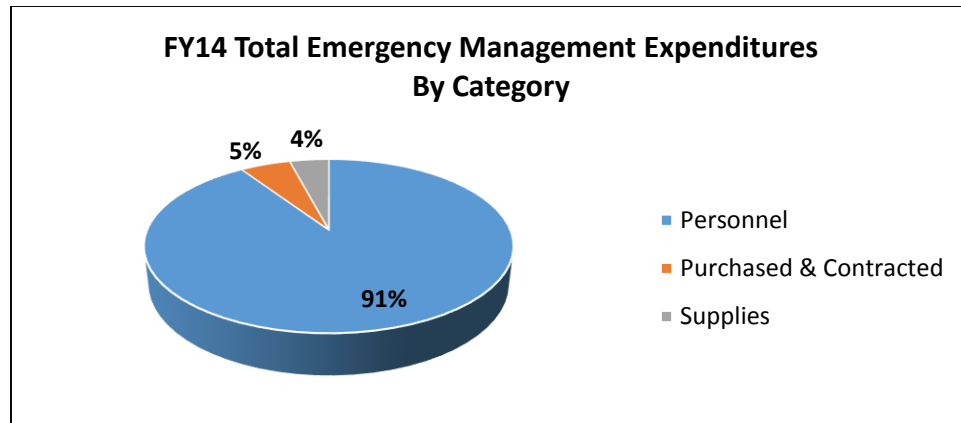
FY2014 Budget Analysis of Expenditure Change Summary

EMERGENCY MANAGEMENT Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	-	54,466	55,038	55,254	216	0%
Total Purchased & Contracted Expenses	10,926	2,772	6,390	3,200	(3,190)	-50%
Total Supplies Expenses	265	39	2,500	2,500	-	0%
Total Miscellaneous Expenses	-	-	-	-	-	0%
Total Expenditures	11,191	57,277	63,928	60,954	(2,974)	-5%

Emergency Management Program

FY2014 Budget Summary

(Funded by General Fund)



FY2014 Budget Detail Line Item Expenditure Summary

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
EMERGENCY MANAGEMENT					
100-3920-51-1100 Salaries - Regular Employees	46,180	46,125	46,125	46,125	46,125
100-3920-51-2100 Group Insurance	-	-	-	-	-
100-3920-51-2200 Social Security (FICA) contributions	2,786	2,784	2,858	2,858	2,858
100-3920-51-2300 Medicare	652	651	671	671	671
100-3920-51-2400 Retirement	3,769	4,046	4,084	4,084	4,300
100-3920-51-2401 ICMA RC 457 Match	636	860	669	1,300	1,300
100-3920-52-2202 Equipment Maintenance and Repairs	-	-	-	-	-
100-3920-52-3200 Communication	-	-	-	-	-
100-3920-52-3500 Travel	461	1,519	1,322	2,500	650
100-3920-52-3600 Dues & Fees	-	130	200	200	200
100-3920-52-3601 Contracts & Agreements	164	128	2,440	2,440	2,000
100-3920-52-3700 Education & Training	35	995	520	1,250	350
100-3920-53-1100 Supplies	537	39	2,500	2,500	2,500
100-3920-53-1400 Books & Periodicals	-	-	-	-	-
100-3920-53-1600 Small Equipment	9,660	-	-	-	-
Total Emergency Management	64,880	57,277	61,389	63,928	60,954



FIRE PROTECTION

Fire Protection Program

FY2014 Budget Summary

(Funded by the Fire Protection Fund)

Purpose: The Fire Protection Program 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.

Core Services: The Fire Department is made up of two fire stations. These stations are currently staffed with nine paid firefighters and approximately thirty five volunteers. All of the City's firefighters are State and nationally certified professional firefighters and are certified by the National Professional Qualifications System. The Department responds to approximately 350 calls for assistance each year with an average response time of less than five minutes.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Fire Department in fiscal year 2013. Output numbers are projected to remain constant in fiscal year 2014.

Key Service Profiles Category	Total Outputs in 2013
Total Calls For Service	370
• Fire Calls	103
• Vehicle Accidents/Rescue	24
• Hazardous Conditions	86
• Public Service Calls	34
• Good Intent Calls	123

FY2014 Staffing Level Description of Change

The 2014 Fire Department staffing level remains unchanged from the 2013 budget staffing level.

FY2014 Staffing Level Summary

FIRE DEPARTMENT Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Fire Chief	1	1	1	1
Fire Fighters	8	8	8	8
Total Fire Department Staffing Level	9	9	9	9

FY2014 Budget Description of Change

In the FY2014 Budget, the Fire Protection Fund revenues total \$816,758, a decrease of 14% or (\$133,130) under the FY2013 Amended Budget. The decrease is mainly attributed to grant funding (i.e. SAFER grant, etc.) concluding in FY2013. It is unlikely that the Fire Department will receive similar funding in 2014. The Fire Department's expenditures have been reduced to reflect the reduction in revenues in 2014.

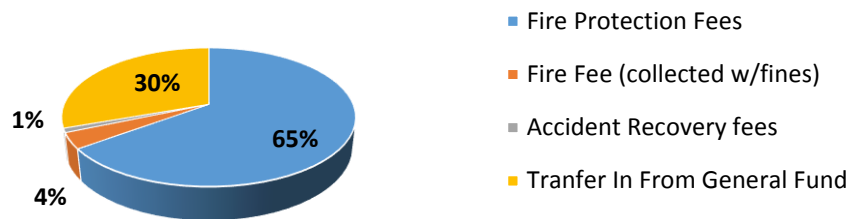
Fire Protection Program

FY2014 Budget Summary (Funded by the Fire Protection Fund)

FY2014 Budget Analysis of Revenue Change Summary

FIRE PROTECTION FUND	2011	2012	2013	2014	2013/2014	%
Revenue Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Federal State Government Grants	152,955	520,181	185,759	-	(185,759)	-100%
Total Fire Protection Fees	268,722	400,458	531,000	530,000	(1,000)	0%
Total Fire Fees (collected with fines)	48,692	55,143	30,000	30,000	-	0%
Total Accident Recovery Fees	-	360	8,000	8,000	-	0%
Total Miscellaneous Revenues	232,745	21,599	2,000	-	(2,000)	-100%
Total Transfers In From General Fund	255,167	171,800	193,129	248,758	55,629	29%
Total Revenues	958,281	1,169,541	949,888	816,758	(133,130)	-14%

FY14 Total Fire Protection Fund Revenue By Category



FY2014 Budget Detail Line Item Revenue Summary

		2011	2012	2013 Adopted	2013	2014
		Actual	Actual	Budget	Amended	Adopted
	Revenues					
575-0000-33-1002	Federal government grants - SAFER Grant	152,955	98,465	49,000	49,000	-
575-0000-33-1150	Federal Grants - Indirect Operating	-	99,353	-	130,963	-
575-0000-33-1350	Federal Grants - Indirect Capital	-	319,992	-	5,796	-
575-0000-33-4000	State Government Grants	-	2,371	-	-	-
575-0000-34-5100	Fire Protection Fee	268,722	400,458	550,000	531,000	530,000
575-0000-34-5110	Fire Fee (collected w/ fines)	48,692	55,143	60,000	30,000	30,000
575-0000-34-5120	Accident Recovery Fees	-	360	-	8,000	8,000
575-0000-37-1000	Capital Contributions	232,745	-	-	-	-
575-0000-38-3000	Reimbursement for Damaged Property	-	21,599	-	1,000	-
575-0000-38-9003	Miscellaneous Revenue	-	(8,800)	-	-	-
575-0000-39-1201	Transfers In - General Fund	255,167	171,800	103,891	193,129	248,758
575-0000-39-2100	Sale of Fixed Assets	-	-	-	1,000	-
	Total Revenues	958,281	1,160,741	762,891	949,888	816,758

Fire Protection Program

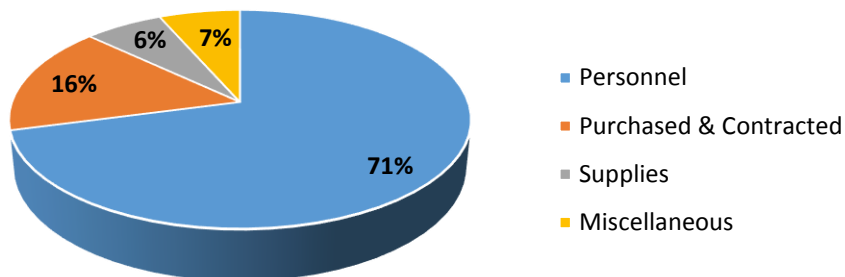
FY2014 Budget Summary

(Funded by the Fire Protection Fund)

FY2014 Budget Analysis of Expenditure of Change Summary

FIRE PROTECTION FUND Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	524,184	550,728	577,007	579,065	2,058	0%
Total Purchased & Contracted Expenses	150,755	246,873	262,956	131,068	(131,888)	-50%
Total Supplies Expenses	49,267	47,723	55,925	52,625	(3,300)	-6%
Total Miscellaneous Expenses	22,978	54,127	54,000	54,000	-	0%
Total Expenditures	747,184	899,451	949,888	816,758	(133,130)	-14%

FY14 Fire Protection Fund Expenditures By Category



Fire Protection Program

FY2014 Budget Summary

(Funded by the Fire Protection Fund)

FY2014 Budget Detail Line Item Expenditure Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	Expenses					
575-3500-51-1100	Salaries - Regular employees	355,822	355,251	363,000	375,500	360,000
575-3500-51-1200	Salaries- Part time	3,144	13,704	5,000	11,000	15,000
575-3500-51-1300	Salaries - Overtime	32,336	31,273	33,500	35,000	35,000
575-3500-51-2100	Group Insurance	63,472	68,641	73,000	75,000	87,000
575-3500-51-2200	Social Security (FICA) contributions	22,420	22,902	24,073	24,500	24,500
575-3500-51-2300	Medicare	5,243	5,356	5,647	5,715	5,715
575-3500-51-2400	Retirement contributions	28,698	34,076	35,546	35,142	36,700
575-3500-51-2401	ICMA RC Match	1,272	1,701	1,500	2,600	2,600
575-3500-51-2700	Workers' compensation	11,777	17,824	17,000	12,550	12,550
575-3500-52-2201	Vehicle Maintenance & Repairs	31,781	22,096	20,000	20,000	20,000
575-3500-52-2202	Equipment Maintenance & Repairs	10,017	9,282	10,000	15,796	10,000
575-3500-52-2203	Building Maintenance & Repairs	3,406	20,287	6,000	6,000	6,000
575-3500-52-3100	Insurance, other than employee benefits	30,149	33,860	28,000	31,160	31,160
575-3500-52-3200	Communications	-	-	-	-	-
575-3500-52-3500	Travel	928	30,718	1,500	46,000	1,500
575-3500-52-3600	Dues and fees	3,684	3,964	3,800	5,000	5,000
575-3500-52-3601	Contracts & Agreements	70,376	61,483	55,000	55,000	55,608
575-3500-52-3700	Education and training	414	65,183	1,800	84,000	1,800
575-3500-53-1100	General supplies and materials	2,208	1,415	3,000	4,000	4,000
575-3500-53-1101	Postage	-	23	-	-	-
575-3500-53-1220	Natural Gas	4,823	3,849	4,500	4,500	4,500
575-3500-53-1230	Electricity	15,018	14,676	14,000	13,500	13,500
575-3500-53-1270	Gasoline	23,598	20,696	25,000	25,000	25,000
575-3500-53-1300	Food, Banquets, & Flowers	158	-	500	500	500
575-3500-53-1400	Books and Periodicals	132	76	125	125	125
575-3500-53-1600	Small equipment	1,959	4,731	1,900	3,700	2,500
575-3500-53-1700	Uniforms	1,371	2,257	2,500	4,600	2,500
575-3500-53-1708	Fire Prevention	3,031	2,672	2,000	2,000	2,000
575-3500-54-1300	Buildings	-	-	-	-	-
575-3500-55-2200	Damage Claims	-	-	-	-	-
575-3500-56-1000	Depreciation	19,947	51,455	25,000	52,000	52,000
575-3500-57-9000	Contingency			-		
	Total Expenses	\$ 747,184	\$ 899,451	\$ 762,891	\$ 949,888	\$ 816,758

FY2014
Adopted Budget

Public Works/Utilities Department



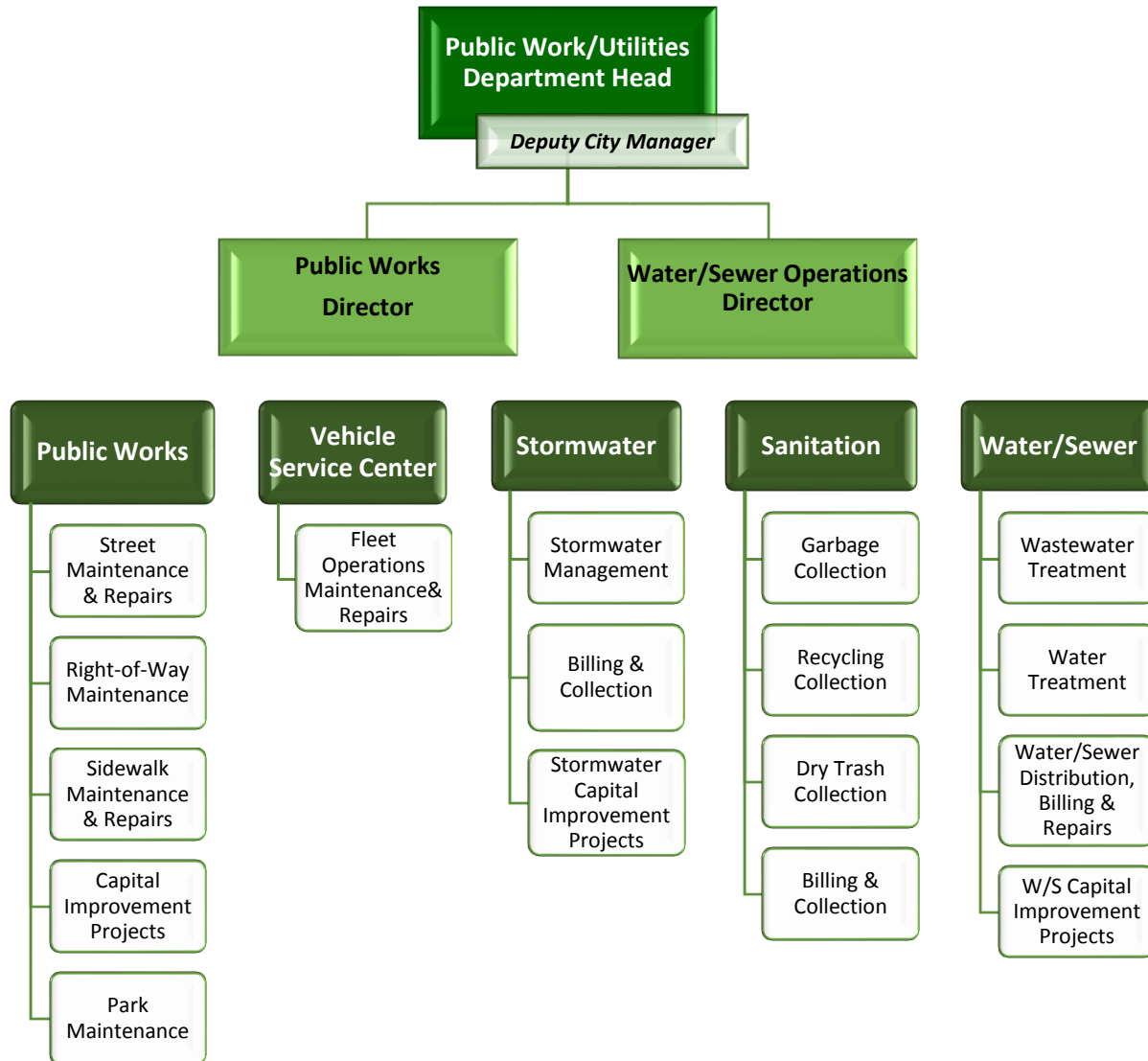
G A R D E N C I T Y

Service Programs

- Public Works
- Fleet Operations
- Stormwater
- Sanitation
- Water/Sewer Operations
 - Wastewater Treatment
 - Water Treatment
 - Water/Sewer Distribution, Billing & Repairs

Public Works/Utilities Department

Incorporated into the Public Works & Utilities Department are five service programs: Public Works, Fleet Operations, Stormwater, Sanitation, and Water/Sewer Operations each providing vital services to enhance the quality of life for the citizens of Garden City while protecting the environment.



FY2014 Fund Types Budgeted by the Public Works & Utilities Department

Program Services Supported					
<u>Fund</u>	Public Works	Vehicle Service Center	Stormwater	Sanitation	Water & Sewer
General Fund	X	X			
Enterprise Fund			X	X	X



PUBLIC WORKS

Public Works Program

FY2014 Budget Summary (Funded by the General Fund)

Purpose: The Public Works Program is responsible for repairing and protecting our streets and right-of-ways 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, sidewalk repairs and park maintenance, as well as dry-trash pickup and cleaning up debris from storms.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Public Works Program in fiscal year 2013. Output numbers are projected to be essentially similar in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
Street Asphalt Repair Costs	\$27,357
Miles of Shoulder Maintenance	3,420
Dirt/Gravel Streets Scraped	7
Miles of Streets Swept	1,245
Street Signs Made/Replaced/Relocated	175
Street Light Outages Reported to Georgia Power for Repair/Replacement	46
Trees Trimmed or Removed Due to Hazardous Situation (Obstruction or Dead)	34
Work Orders Accomplished	1,461
Resident Service Requests Received	247

FY2014 Staffing Level Description of Change

The 2014 Public Works staffing level remains essentially flat when compared to the 2013 budget staffing level.

FY2014 Staffing Level Summary

PUBLIC WORKS Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Public Works Director	1	1	1	1
Administrative Services Manager	1	1	1	1
Foreman	-	1	1	1
Public Works Crew Leader	1	2	2	2
Public Works Tech III*	5	4	4	4
Public Works Tech II*	-	1	1	1
Public Works Tech I	2	-	-	-
Total Public Works Staffing Level	10	10	10	10
*Public Works/Utilities Bureau Chief/Deputy City Manager integrated position funded between general fund & utility funds.				
*Two (2) Tech III positions and One (1) Tech II positions are funded by the Stormwater Fund				

Public Works Program

FY2014 Budget Summary (Funded by the General Fund)

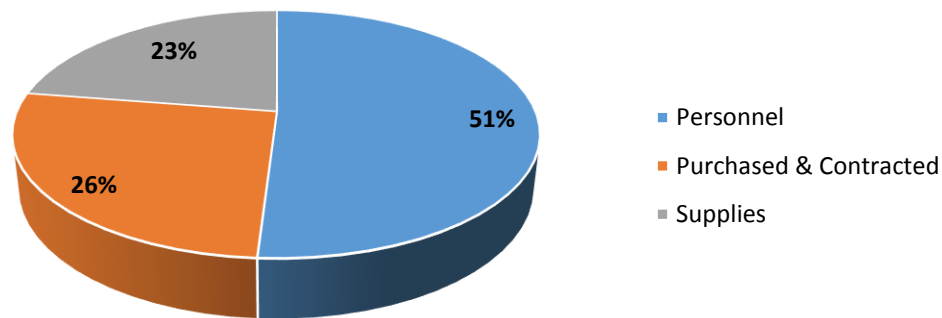
FY2014 Budget Description of Change

In the FY2014 Budget, the Public Works expenditures total \$712,030, an increase of 7% or \$44,815 over the FY2013 Amended Budget. The increase is mainly attributed to the transfer of the maintenance and upkeep responsibilities of the City's Parks to Public Works under the City's new reorganization plan.

FY2014 Budget Analysis of Expenditure Change Summary

PUBLIC WORKS Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	434,147	275,966	279,415	362,520	83,105	30%
Total Purchased & Contracted Expenses	124,374	104,154	236,680	188,390	(48,290)	-20%
Total Supplies Expenses	149,516	160,568	150,120	160,120	10,000	7%
Total Miscellaneous Expenses	198	1,000	1,000	1,000	-	0%
Total Expenditures	708,235	541,688	667,215	712,030	44,815	7%

FY14 Public Works Expenditures By Category



Public Works Program

FY2014 Budget Summary (Funded by the General Fund)

FY2014 Budget Detail Line Item Expenditure Summary

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
PUBLIC WORKS					
100-4100-51-1100 Salaries - Regular employees	270,275	149,371	150,000	150,000	200,000
100-4100-51-1300 Salaries Overtime	940	79	500	500	500
100-4100-51-2100 Group Insurance	74,143	61,299	66,500	66,500	82,000
100-4100-51-2200 Social Security (FICA) contributions	13,521	5,883	8,500	8,500	12,400
100-4100-51-2300 Medicare	5,183	3,458	3,850	3,850	2,900
100-4100-51-2400 Retirement contributions	26,456	13,234	13,315	13,315	18,620
100-4100-51-2401 ICMA RC 457 Match	3,066	3,962	3,750	3,750	13,100
100-4100-51-2600 Unemployment Insurance	333	-	-	-	-
100-4100-51-2700 Workers' compensation	40,230	38,680	41,250	33,000	33,000
100-4100-52-1202 Professional - Engineering	4,500	48,250	50,000	87,000	10,000
100-4100-52-2201 Vehicle Maintenance & Repairs	5,346	11,007	5,000	10,000	10,000
100-4100-52-2202 Equipment Maintenance & Repairs	1,582	2,244	5,000	5,000	5,000
100-4100-52-2204 Street Maintenance & Repairs	12,983	20,843	75,000	105,000	125,000
100-4100-52-2211 Park Maintenance	-	-	-	-	5,000
100-4100-52-2300 Equipment Rentals	1,653	-	-	-	-
100-4100-52-2301 Rental - Building	-	-	-	-	-
100-4100-52-3100 Insurance, other than employee benefits	28,294	12,502	12,500	13,090	17,750
100-4100-52-3200 Communications	-	-	-	-	-
100-4100-52-3300 Advertising	537	798	-	40	40
100-4100-52-3500 Travel	832	-	250	250	-
100-4100-52-3600 Dues and fees	820	492	500	600	600
100-4100-52-3601 Contracts & Agreements	66,645	7,348	11,000	15,000	15,000
100-4100-52-3602 SAGIS Infrastructure Inventory	-	-	-	-	-
100-4100-52-3700 Education and training	1,182	670	700	700	-
100-4100-52-3850 Contract Labor	-	-	-	-	-
100-4100-53-1100 General supplies and materials	14,944	10,755	14,000	14,000	14,000
100-4100-53-1101 Postage	31	90	120	120	120
100-4100-53-1106 Street Signs	-	7,461	10,000	10,000	10,000
100-4100-53-1130 Computer Equipment	-	-	-	-	-
100-4100-53-1230 Electricity	114,475	108,429	115,000	110,000	116,000
100-4100-53-1250 Oil & Lubricants	(2,864)	885	1,000	3,000	3,000
100-4100-53-1270 Gasoline	12,004	7,281	7,000	7,000	13,000
100-4100-53-1600 Small equipment	2,178	635	1,000	1,000	1,000
100-4100-53-1700 Other supplies - Uniforms	8,748	6,994	8,000	5,000	3,000
100-4100-54-2101 Machinery & Equipment	-	18,038	-	-	-
100-4100-55-2200 Claims - Damage	198	1,000	120	1,000	1,000
100-4100-57-4000 Bad Debt Expenditures	-	-	-	-	-
Total Public Works	708,235	541,688	603,855	667,215	712,030



FLEET OPERATIONS

Fleet Operations Program

FY2014 Budget Summary (Funded by the General Fund)

Purpose: The Fleet Operations Program provides reliable, safe, well-maintained, and environmentally-friendly vehicles and equipment to all City Departments so they may efficiently and effectively perform their services for the citizens of Garden City.

Core Services: Fleet Operations performs preventive and corrective maintenance on City vehicles and equipment, coordinates the purchase and disposal of fleet assets, and manages fuel, parts, and inventory.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Fleet Operations Program in fiscal year 2013. Output numbers are projected to be essentially similar in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
City Vehicles/Equipment Serviced/Repaired	464

FY2014 Staffing Level Description of Change

The 2014 Fleet Operations staffing level remains essentially flat when compared to the 2013 budget staffing level.

FY2014 Staffing Level Summary

FLEET OPERATIONS Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Senior Mechanic	-	1	1	1
Mechanic	1	1	1	1
Mechanic Assistant	-	-	-	-
Total Vehicle Service Center Staffing Level	1	2	2	2

FY2014 Budget Description of Change

In the FY2014 Budget, the Fleet Operations (Vehicle Service Center) expenditures total \$112,250, an increase of 20% or \$18,502 over the FY2013 Amended Budget. The increase more accurately reflects actual personnel expenditures. In FY2013, there were periods in which the Fleet Operations (Vehicle Service Center) staffing level was reduced to due vacant positions.

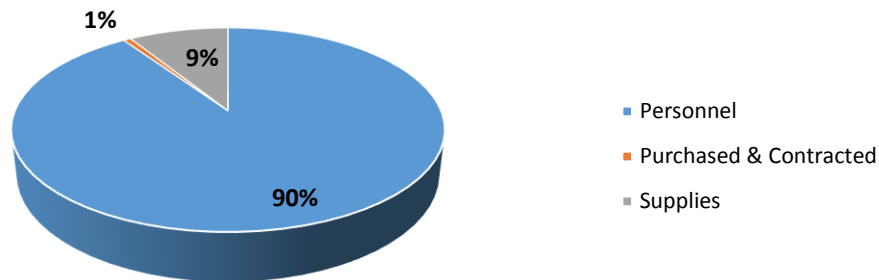
Fleet Operations Program

FY2014 Budget Summary (Funded by the General Fund)

FY2014 Budget Analysis of Expenditure Change Summary

VEHICLE SERVICE CENTER	2011	2012	2013	2014	2013/2014	%
Expenditure Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Personnel Expenses	92,265	100,156	82,148	101,550	19,402	24%
Total Purchased & Contracted Expenses	518	296	1,050	750	(300)	-29%
Total Supplies Expenses	10,203	24,135	10,550	9,950	(600)	-6%
Total Miscellaneous Expenses	-	9,342	-	-	-	0%
Total Expenditures	102,986	133,929	93,748	112,250	18,502	20%

FY14 Fleet Operations (Vehicle Service Center) Expenditures By Category



FY2014 Budget Detail Line Item Expenditure Summary

	2011	2012	2013 Adopted	2013	2014
	Actual	Actual	Budget	Amended	Adopted
Vehicle Service Shop					
100-4900-51-1100 Salaries - Regular employees	65,566	69,849	60,000	55,000	67,000
100-4900-51-1300 Salaries Overtime	362	223	120	250	250
100-4900-51-2100 Group Insurance	11,732	16,903	18,000	15,000	20,000
100-4900-51-2200 Social Security (FICA) contributions	3,845	3,929	4,124	3,000	4,150
100-4900-51-2300 Medicare	899	919	967	800	1,000
100-4900-51-2400 Retirement contributions	6,271	5,827	5,323	5,323	6,250
100-4900-51-2401 ICMA RC 457 Match	798	775	1,527	1,000	1,000
100-4900-51-2700 Workers' compensation	2,792	1,731	3,600	1,775	1,900
100-4900-52-2202 Equipment Maintenance and Repairs	281	-	750	750	750
100-4900-52-2300 Building Rental	-	-	-	-	-
100-4900-52-3200 Communications	-	-	-	-	-
100-4900-52-3100 Insurance, other than employee benefits	-	-	-	-	-
100-4900-52-3601 Contracts & Agreements	237	296	300	300	-
100-4900-53-1100 General supplies and materials	2,556	19,650	6,000	6,000	6,000
100-4900-53-1101 Postage	134	120	150	150	150
100-4900-53-1600 Small equipment	6,028	1,356	1,000	1,000	1,000
100-4900-53-1700 Other supplies - Uniforms	1,485	3,009	4,400	3,400	2,800
100-4900-54-2100 Machinery & Equipment	-	9,342	-	-	-
Total Service Shop	102,986	133,929	106,261	93,748	112,250



STORMWATER FUND

Stormwater Program

FY2014 Budget Summary (Funded by the Stormwater Fund)

Purpose: The Stormwater Program primarily focuses on providing environmental management services so that floods are minimized, water quality is improved, and aquatic habitats are protected.

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

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Stormwater Program in fiscal year 2013. Output numbers are projected to be essentially similar in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
Linear Feet of Ditches Maintained	26,550
Linear Feet of Canal Grass Cut	646
Linear Feet of Underground Stormwater Utility Point Repairs	409

FY2014 Staffing Level Description of Change

The 2014 Stormwater Program staffing level remains essentially flat when compared to the 2013 budget staffing level, although reductions and increases were made in specific areas related to the redistribution of personnel cost allocations under the City's new reorganization plan between the general fund and stormwater fund.

FY2014 Budget Description of Change

In the FY2014 Budget, the Stormwater Fund budget totals \$944,000, an increase of 8% or \$66,000 over the FY2013 Amended Budget. The increase is attributed to the Georgia Department of Natural Resources Cycle 16 Coastal Incentive Grant funding the City will receive in 2014 for the implementation of a Citywide Stormwater Drainage Master Plan. The increase in expenditures is attributed to the engineering fees and other costs associated with the implementation of the Citywide Stormwater Drainage Master Plan.

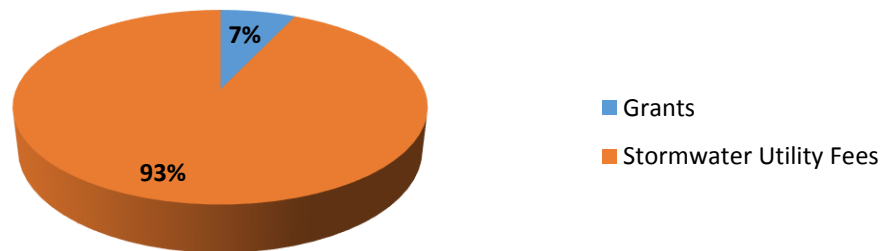
FY2014 Budget Analysis of Revenue Change Summary

STORMWATER FUND Revenue Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Federal & State Government Grants	48,471	-	-	66,000	66,000	100%
Total Stormwater Utility Fees	826,781	864,000	878,000	878,000	-	0%
Total Miscellaneous Revenues	-	350	-	-	-	0%
Total Transfers In From Water/Sewer	-	-	-	-	-	0%
Total Revenues	875,252	864,350	878,000	944,000	66,000	8%

Stormwater Program

FY2014 Budget Summary (Funded by the Stormwater Fund)

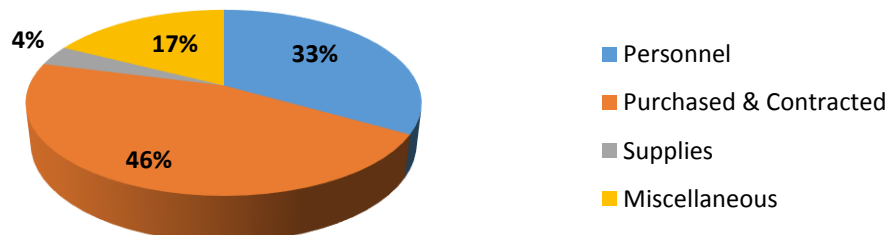
FY14 Stormwater Fund Revenues By Category



FY2014 Budget Analysis of Expenditure Change Summary

STORMWATER FUND	2011	2012	2013	2014	2013/2014	%
Expenditure Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Personnel Expenses	163,369	293,715	361,950	313,900	(48,050)	-13%
Total Purchased & Contracted Expenses	581,114	326,613	296,050	432,100	136,050	46%
Total Supplies Expenses	-	15,259	40,000	33,000	(7,000)	-18%
Total Miscellaneous Expenses	174,313	156,519	180,000	165,000	(15,000)	0%
Total Expenditures	918,796	792,106	878,000	944,000	66,000	8%

FY14 Stormwater Fund Expenditures By Category



Stormwater Program

FY2014 Budget Summary (Funded by the Stormwater Fund)

FY2014 Budget Detail Line Item Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
Revenues						
555-0000-33-1150	Federal Grants - Indirect - Operating	\$ -	\$ -	\$ -	\$ -	\$ 66,000
555-0000-33-4110	Direct State Government Grants	48,471	-	-	-	-
555-0000-34-4260	Storm Water Utility Fee	826,781	864,000	870,000	878,000	878,000
555-0000-38-9003	Miscellaneous Revenue	-	350	-	-	-
555-0000-39-1202	Transfer in from Water/Sewer	-	-	-	-	-
	Fund Balance Carryover	-	-	10,000	-	-
	Total Revenues	\$ 875,252	\$ 864,350	\$ 880,000	\$ 878,000	\$ 944,000
		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Revised	2014 Adopted
Expenses						
555-4100-51-1100	Salaries - Regular Wages	151,759	244,233	300,000	295,000	250,000
555-4100-51-1300	Overtime	-	113	250	100	100
555-4100-51-2100	Group Insurance	-	11,644	23,300	21,000	23,000
555-4100-51-2200	Social Security (FICA)	11,610	17,153	21,000	21,000	19,000
555-4100-51-2300	Medicare	-	1,064	1,330	1,300	1,100
555-4100-51-2400	Retirement Contributions	-	19,327	22,923	22,950	20,100
555-4100-51-2401	ICMA RC Match	-	181	200	600	600
555-4100-52-1203	Project Maintenance/Capital Const.	237,561	69,586	93,098	75,000	148,500
555-4100-52-2203	Vehicle/Equipment Maintenance	85,502	51,475	60,000	30,000	50,000
555-4100-52-3100	Insurance, other than employee benefits	-	11,733	11,780	13,090	18,000
555-4100-52-3300	Advertising	-	185	-	-	-
555-4100-52-3400	Printing and Binding	-	285	-	-	-
555-4100-52-3500	Travel	510	-	-	-	1,000
555-4100-52-3600	Dues and Fees	-	15,600	15,600	15,600	15,600
555-4100-52-3601	Contracts and Agreements	-	1,017	-	2,000	2,000
555-4100-52-3603	Contracts (Street Sweeping)	4,958	9,378	8,519	-	-
555-4100-52-3604	Contracts (Drainage/Utility)/Consultants	185,738	79,161	40,000	80,260	115,000
555-4100-52-3700	Education and Training	885	544	-	100	2,000
555-4100-52-3851	Contracts (Contract Labor)	65,960	87,649	90,000	80,000	80,000
555-4100-52-3602	Stormwater - Contingency	-	-	-	-	-
555-4100-53-1270	Gasoline	-	11,650	12,000	40,000	33,000
555-4100-53-1600	Small Equipment	-	3,609	-	-	-
555-4100-56-1000	Depreciation	85,311	86,519	90,000	90,000	90,000
555-9000-61-1001	Transfer to General Fund	45,000	45,000	45,000	45,000	45,000
555-9000-61-1002	Transfer to Sanitation Fund	44,002	25,000	45,000	45,000	30,000
	Total Expenses	918,796	792,106	880,000	878,000	944,000
	Net Income (Loss)	(43,544)	72,244	-	-	-



SANITATION FUND

Sanitation Program

FY2014 Budget Summary (Funded by the Sanitation Fund)

Purpose: The Sanitation Program primarily 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: The Sanitation Program 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.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Sanitation Program in fiscal year 2013. Output numbers are projected to remain constant in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
Residential Customers (Garbage Collection) YTD	2097
Residential Customers (Recycling and/or Yard Debris Collection) YTD	2097
Mixed/Dry Trash Collected Taken to Landfill	189.7 Tons
Mixed/Dry Trash Collected Taken to Inert Landfill	14

FY2014 Budget Description of Change

In the FY2014 Budget, the Sanitation Fund budget totals \$430,012, a decrease of 1% or (\$3,078) under the FY2013 Amended Budget. The decrease is mainly attributed to a reduction in dry trash disposal costs since adding single-stream recycling and yard debris collection to the City's contractual agreement with Waste Management in 2009. The expenditures include a 2.2% increase by Waste Management which went into effect September 1, 2013.

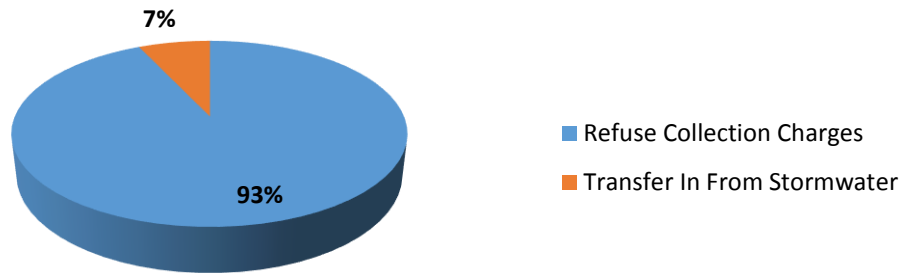
FY2014 Budget Analysis of Revenue Change Summary

SANITATION FUND	2011	2012	2013	2014	2013/2014	%
Revenue Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Refuse Collection Charges	366,535	379,337	388,000	400,000	12,000	3%
Total Miscellaneous Revenues	-	117	80	-	(80)	-100%
Total Interest Revenue	14	10	10	12	2	20%
Total Transfer In From Stormwater	44,002	25,000	45,000	30,000	(15,000)	0%
Total Expenditures	410,551	404,464	433,090	430,012	(3,078)	-1%

Sanitation Program

FY2014 Budget Summary
(Funded by the Sanitation Fund)

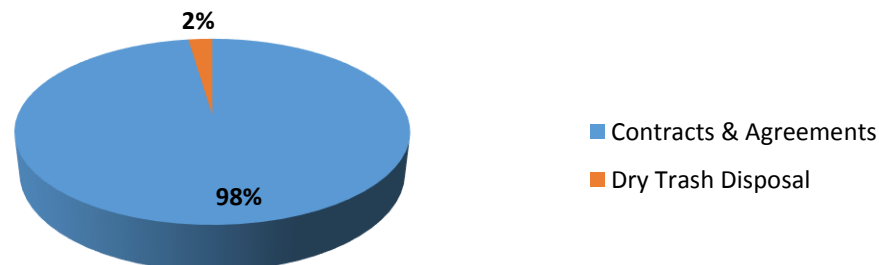
FY14 Sanitation Fund Revenues By Category



FY2014 Budget Analysis of Expenditure Change Summary

SANITATION FUND	2011	2012	2013	2014	2013/2014	%
Expenditure Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Contracts & Agreements	331,651	378,170	400,000	420,000	20,000	5%
Total Miscellaneous Expenses	20	12	12	12	-	0%
Total Solid Waste Management	-	-	-	-	-	0%
Total Dry Trash Disposal Expenses	53,443	21,152	33,078	10,000	(23,078)	0%
Total Expenditures	385,114	399,334	433,090	430,012	(3,078)	-1%

FY14 Sanitation Fund Expenditures By Category



Sanitation Program

FY2014 Budget Summary (Funded by the Sanitation Fund)

FY2014 Budget Detail Line Item Summary

		2011 Actual	2012 Actual	2013 Budget	2013 Amended	2014 Adopted
	Revenues					
540-0000-34-4110	Refuse Collection Charges	366,535	379,337	385,000	388,000	400,000
540-0000-34-9901	Miscellaneous Revenue	-	117	-	80	-
540-0000-36-1000	Interest Revenue	14	10	25	10	12
	Subtotal	366,549	379,464	385,025	388,090	400,012
	Operating Transfers In					
540-0000-39-1202	Stormwater Fund	44,002	25,000	45,000	45,000	30,000
	Total Transfers In	44,002	25,000	45,000	45,000	30,000
	Total Revenues	410,551	404,464	430,025	433,090	430,012
	Expenses					
540-4520-52-3601	Contracts and Agreements	331,651	378,170	410,000	400,000	420,000
540-4520-53-1701	Miscellaneous	20	12	25	12	12
540-4550-52-3900	Solid Waste Management	-	-	-	-	-
540-4585-52-3901	Dry Trash Disposal	53,443	21,152	20,000	33,078	10,000
	Total Expenses	385,114	399,334	430,025	433,090	430,012
	Net Income (Loss)	25,437	5,130	-	-	-



WATER & SEWER FUND

Water & Sewer Resources Program

FY2014 Budget Summary (Funded by the Water & Sewer Fund)

Purpose: Water and Sewer Resources Program primarily focuses on providing the public with safe and sustainable drinking water; ensure sufficient supply of water for firefighting needs; and ensure wastewater is collected, conveyed, and treated with minimal risk to public health and the environment. The Water and Sewer Resources Program is comprised of three divisions: **Wastewater Treatment, Water Treatment and Water/Sewer Billing, Distribution and Repairs.**

Core Services: The Water and Sewer Resources Program provides for operations and maintenance of infrastructure, long-term planning and management of water and sewer infrastructure, capital facility development, water quality monitoring, and public education. Residents and businesses provide funding through monthly utility rates.

FY2014 Budget Description of Change

In the FY2014 Budget, the Water and Sewer Fund revenues total \$3,515,866, an increase of 4% or \$135,666 over the FY2013 Amended Budget. The increase in revenues is attributed City Council adopting an increase in the water and sewer rates in order to adequately fund the department's operations as well as the increased depreciation and debt service expenses in 2014. The expenditures for the three divisions of the Water/Sewer Resources Program: Wastewater Treatment, Water Treatment and Water/Sewer Distribution, Billing & Repair have been reduced and increased in specific areas of operations, depreciation, debt services and personnel cost allocations to more accurately reflect projected expenditures in fiscal year 2014.

FY2014 Budget Analysis of Revenue Change Summary

WATER/SEWER ENTERPRISE FUND	2011	2012	2013	2014	2013/2014	%
Revenue Category	Actual	Actual	Amended	Adopted	Variance	Change
Total State Grants	-	3,629	-	-	-	0%
Total Water Revenues	1,133,276	1,235,091	1,250,000	1,441,480	191,480	15%
Total Water Tap Fees	9,942	16,570	10,000	10,000	-	0%
Total Sewer Revenues	1,524,667	1,839,999	1,872,000	1,831,186	(40,814)	-2%
Total Sewer Tap Fees	12,499	26,050	10,000	10,000	-	0%
Total Industrial Sewer Charges	5,368	-	-	-	-	0%
Other Revenues & Penalties	212,871	233,289	215,000	215,000	-	0%
Investment Earnings	425	805	1,200	1,200	-	0%
Contributions from Private Sources	-	34,828	-	-	-	0%
Rents and Royalties	-	482	1,000	1,000	-	0%
Reimbursement for Damaged Property	1,577	1,045	15,000	-	(15,000)	-100%
Over/Short Fund	(58)	(20)	-	-	-	0%
Water/Sewer Miscellaneous Revenue	12,738	(34,057)	6,000	6,000	-	0%
Total Expenditures	2,913,305	3,357,711	3,380,200	3,515,866	135,666	4%

FY2014 Budget Analysis of Expenditure Change Summary

WATER & SEWER ENTERPRISE FUND	2011	2012	2013	2014	2013/2014	%
Expenditure Category	Actual	Actual	Amended	Adopted	Variance	Change
Total Wastewater Treatment Expenses	913,939	814,093	806,610	866,730	60,120	7%
Total Water Treatment Expenses	228,679	230,899	252,977	289,351	36,374	14%
Total W/S Billing, Distribution, Repair Expenses	1,899,364	1,873,944	1,914,091	1,770,285	(143,806)	-8%
Total W/S Debt Service	155,337	183,616	406,522	589,500	182,978	45%
Total Expenditures	3,197,319	3,102,552	3,380,200	3,515,866	135,666	4%

Water & Sewer Resources Program

FY2014 Budget Summary (Funded by the Water & Sewer Fund)

**FY14 Water/Sewer Fund
Revenues By Category**



**FY14 Water/Sewer Fund
Expenditures By Category**



FY2014 Budget Water & Sewer Fund Debt Service Detail Summary

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
Debt Service					
SRF loan interest	342	-	-	-	-
2000 GEFA Loan	822	-	-	-	-
505-4330-58-2302 GEFA 2001L11WJ	78,244	74,464	185,139	34,855	-
505-4430-58-2306 GEFA 2003L43WS	7,741	7,305	18,325	3,443	-
505-4430-58-2301 GEFA 2000L76WS	35,310	33,010	78,662	20,435	-
505-4430-58-2308 GEFA 2006L51WS	18,962	18,262	36,493	8,797	-
505-4430-58-2307 GEFA 2008L08WQ	15,096	14,549	28,876	7,013	-
505-4330-58-2307 GEFA 2008L25WQ	-	36,849	129,332	36,050	-
GEFA Loan Interest Expense	(1,180)	(823)	-	10,000	50,000
Redzone Robotics Principal				99,500	99,500
2012 WS Revenue Bond Principal					345,000
2013 WS Revenue Bond Interest Expense	-		-	50,221	95,000
2013 WS Revenue Bond Debt Issuance Costs	-	-	-	136,208	-
Total Debt Service	155,337	183,616	476,827	406,522	589,500

Wastewater Treatment Division

FY2014 Budget Summary (Funded by the Water/Sewer Fund)

Purpose: The Wastewater Treatment Division of the Water/Sewer Resources Program 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 activities include operation and maintenance of pipe and pumping infrastructure, long-term planning, infrastructure analysis, capital facility development, odor control, and sewer system oversight.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Wastewater Treatment Division in fiscal year 2013. Output numbers are projected to be essentially similar in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
Wastewater Treatment & Collection System	
Sludge Wet Tons Quantity Per Year	936.8
Sludge Tipping Fee Costs & Other Associated Disposal Costs	\$79,315

FY2014 Staffing Level Description of Change

The 2014 the Wastewater Treatment Division staffing level remains essentially flat when compared to the 2013 budget staffing level.

FY2014 Staffing Level Summary

WASTEWATER TREATMENT Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Water/Sewer Director	1	1	1	1
Operator Trainees	3	3	3	3
Administrative Assistant	1	1	1	1
Total Wastewater Treatment Staffing Level	5	5	5	5

FY2014 Budget Analysis of Expenditure Change Summary

WASTEWATER TREATMENT Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	357,216	371,575	399,400	397,210	(2,190)	-1%
Total Purchased & Contracted Expenses	418,175	298,978	261,710	314,520	52,810	20%
Total Supplies Expenses	138,548	143,540	145,500	155,000	9,500	7%
Total Miscellaneous Expenses	-	-	-	-	-	0%
Total Expenditures	913,939	814,093	806,610	866,730	60,120	7%

Wastewater Treatment Division

FY2014 Budget Summary (Funded by the Water/Sewer Fund)

FY14 Wastewater Treatment Division Expenditures By Category



FY2014 Budget Detail Line Item Expenditure Summary

	2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
Wastewater Treatment & Collection					
505-4330-51-1100 Salaries - Regular employees	249,088	260,895	288,000	282,000	275,000
505-4330-51-1300 Salaries - Overtime	24,976	26,361	27,023	30,000	30,000
505-4330-51-2100 Group insurance	36,411	37,489	41,000	36,000	36,000
505-4330-51-2200 Social Security (FICA) contributions	16,843	17,556	19,500	19,500	22,000
505-4330-51-2300 Medicare	2,877	2,966	3,230	3,000	4,500
505-4330-51-2400 Retirement contributions	19,614	21,924	24,475	24,500	25,210
505-4330-51-2401 ICMA RC 457 Match	2,668	2,884	3,050	2,500	2,500
505-4330-51-2600 Unemployment Insurance	4,239	-	-	-	-
505-4330-51-2700 Workers' compensation	500	1,500	2,000	1,900	2,000
505-4330-52-1202 Professional - Engineering	150,567	61,738	120,000	55,000	50,000
505-4330-52-2201 Vehicle Maintenance & Repairs	303	4,633	2,500	7,000	4,000
505-4330-52-2202 Equipment Maintenance & Repairs	103,867	48,592	75,000	50,000	75,000
505-4330-52-2203 Building maintenance	-	225	5,000	1,000	10,000
505-4330-52-2204 Street Maintenance and Repair	-	-	-	-	-
505-4330-52-3100 Insurance, other than employee benefits	22,721	20,906	22,410	21,020	22,000
505-4330-52-3200 Communications	3,043	3,268	3,000	3,150	3,150
505-4330-52-3500 Travel	935	496	575	250	900
505-4330-52-3600 Dues and fees	640	772	844	500	870
505-4330-52-3601 Contracts & Agreements	53,425	62,331	30,000	26,000	30,000
505-4330-52-3700 Education and training	504	395	690	690	1,200
505-4330-52-3800 Licenses for personnel	130	25	200	100	400
505-4330-52-3850 Contract labor	421	4,995	2,000	2,000	2,000
505-4330-52-3901 Sludge landfill tipping fee	81,619	90,602	75,000	95,000	115,000
505-4330-53-1100 General supplies and materials	17,014	13,707	15,000	21,000	15,000
505-4330-53-1130 Computer Eqpt. & Software	-	-	2,000	2,000	6,000
505-4330-53-1230 Electricity	111,728	113,245	110,000	112,000	120,000
505-4330-53-1270 Gasoline	8,260	9,347	8,000	7,000	7,000
505-4330-53-1600 Small equipment	586	6,440	6,000	3,000	6,000
505-4330-53-1700 Uniforms	856	801	1,200	500	1,000
505-4330-53-1701 Miscellaneous	104	-	-	-	-
505-4330-55-2200 Damage Claims	-	-	-	-	-
505-4330-52-3602 Water & Sewer Contingency	-	-	-	-	-
Total Wastewater Treatment	913,939	814,093	887,697	806,610	866,730

Water Treatment Division

FY2014 Budget Summary (Funded by the Water/Sewer Fund)

Purpose: Water Treatment Division of the Water/Sewer Resources Program 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.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Water Treatment Division in fiscal year 2013. Output numbers are projected to be essentially similar in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
<i>Water Treatment & Distribution</i>	
Millions of Gallons of Drinking Water Produced	319,635,000

FY2014 Staffing Level Description of Change

The 2014 the Water Treatment Division staffing level remains essentially flat when compared to the 2013 budget staffing level.

WATER TREATMENT Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Water Operator Trainee	1	1	1	1
Total Water Treatment Staffing Level	1	1	1	1

FY2014 Budget Analysis of Expenditure Change Summary

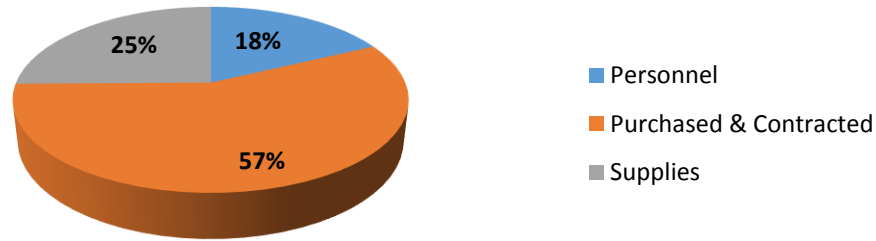
WATER TREATMENT Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	35,384	42,897	47,414	51,706	4,292	9%
Total Purchased & Contracted Expenses	96,815	111,950	134,113	164,695	30,582	23%
Total Supplies Expenses	96,480	76,052	71,450	72,950	1,500	2%
Total Miscellaneous Expenses	-	-	-	-	-	0%
Total Expenditures	228,679	230,899	252,977	289,351	36,374	14%

Water Treatment Division

FY2014 Budget Summary

(Funded by the Water/Sewer Fund)

FY14 Water Treatment Division Expenditures By Category



FY2014 Budget Detail Line Item Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	Water Treatment					
505-4430-51-1100	Salaries - Regular employees	24,457	29,276	33,280	31,600	34,486
505-4430-51-1300	Salaries - Overtime	113	207	420	500	500
505-4430-51-2100	Group insurance	6,314	8,350	8,900	9,200	9,800
505-4430-51-2200	Social Security (FICA) contributions	1,455	1,647	1,831	1,800	2,170
505-4430-51-2300	Medicare	339	385	430	430	500
505-4430-51-2400	Retirement contributions	2,639	2,591	2,984	2,984	3,250
505-4430-51-2401	ICMA RC 457 Match	67	441	500	900	1,000
505-4430-51-2700	Workers' compensation	-	-	-	-	-
505-4430-52-1203	Professional - Audit	16,200	14,500	17,000	15,750	17,000
505-4430-52-2201	Vehicle Maintenance & Repairs	100	30	500	1,600	1,600
505-4430-52-2202	Equipment Maintenance & Repairs	14,060	17,341	67,000	50,000	67,000
505-4430-52-2203	Building maintenance	-	-	500	500	500
505-4430-52-3100	Insurance, other than employee benefits	2,300	2,347	2,330	2,618	2,750
505-4430-52-3200	Communications	2,470	1,950	2,862	2,000	2,000
505-4430-52-3500	Travel	-	116	295	100	300
505-4430-52-3600	Dues and fees	-	-	-	-	-
505-4430-52-3601	Contracts & Agreements	61,585	73,686	71,000	60,000	72,000
505-4430-52-3700	Education and training	-	421	470	470	470
505-4430-52-3800	Licenses for personnel	-	-	75	75	75
505-4430-52-3850	Contract labor	100	1,559	1,000	1,000	1,000
505-4430-53-1100	General supplies and materials	13,067	13,055	16,000	13,000	13,000
505-4430-53-1230	Electricity	70,267	55,685	62,000	50,000	50,000
505-4430-53-1270	Gasoline	6,477	6,613	8,700	7,000	7,000
505-4430-53-1600	Small equipment	6,369	249	2,500	1,000	2,500
505-4430-53-1700	Uniforms	300	450	450	450	450
	Total Water Treatment	228,679	230,899	301,027	252,977	289,351

Water/Sewer Billing, Distribution & Repair Division

FY2014 Budget Summary (Funded by the Water/Sewer Fund)

Purpose: The Water/Sewer Billing, Distribution & Repair Division of the Water/Sewer Resources Program 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.

Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Water/Sewer Billing, Distribution & Repair Division in fiscal year 2013. Output numbers are projected to be essentially similar in fiscal year 2014.

Key Service Profile Category	Total Outputs in FY2013
Utility Billing & Administration	
Door Hangers Distributed	1357
Reconnects-Delinquent Water Bills	392
Water Turn On/Off Services	1714
City Initiated Meter Re-Reads	1100
Customer Requested Meter Re-Reads	12
Water & Sewer Service Requests Received	3612
Water & Sewer Work Orders Accomplished	8499
Water/Sewer Maintenance & Repairs	
Hydrant Maintenance Performed	1227
Hydrants Repaired or Replaced	5
Water Lateral Lines Repaired	177
Water Lateral Lines Replaced	5
Water Mains Repaired	51
Water Mains Replaced	2
New Water Taps Installed	2
Water Lines Located	1246
Water Valve Repairs	35
Water Valves Replaced	23
Water Meter Investigations	131
Water Meter Maintenance Service Performed	216
Sewer Cleanout Repairs	28
Sewer Cleanouts Replaced	15
Gravity Main Preventive Maintenance Utilizing Camera Inspection Linear Feet Inspected	135,222
Gravity Main Repairs	25
Sewer Lateral Blockages Cleared	29
Sewer Lateral Repairs	16
Sanitary Sewer Overflow Events	0
Manhole Maintenance Performed (includes flushing)	1144
Manhole Repairs	45

Water/Sewer Billing, Distribution & Repair Division

FY2014 Budget Summary (Funded by the Water/Sewer Fund)

FY2014 Staffing Level Description of Change

The 2014 the Water/Sewer Billing, Distribution & Repair Division staffing level remains essentially flat when compared to the 2013 budget staffing level.

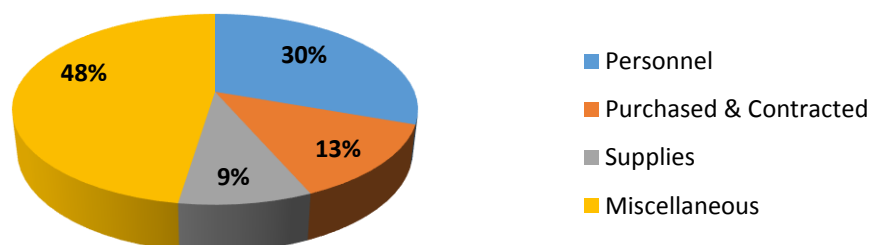
FY2014 Staffing Level Summary

WATER/SEWER DISTRIBUTION, BILLING & REPAIR Position/Classification	2011 Actual	2012 Actual	2013 Adopted	2014 Adopted
Water/Sewer Department Supervisor	1	1	1	1
Utility Business Services Manager	1	1	1	1
Utility Billing Coordinator	1	1	1	1
Utility Billing Analyst	1	1	1	1
Senior Meter Reader	-	1	1	1
Meter Reader	1	1	1	-
Water/Sewer Repair Foreman	-	1	1	1
Water/Sewer Repair Tech II	2	1	1	1
Water/Sewer Tech I	2	4	3	3
Backflow Prevention Tester	-	1	1	1
Total W/S Distribution, Billing & Repair Staffing Level	9	13	12	11

FY2014 Budget Analysis of Expenditure Change Summary

W/S BILLING, DISTRIBUTION & REPAIR Expenditure Category	2011 Actual	2012 Actual	2013 Amended	2014 Adopted	2013/2014 Variance	% Change
Total Personnel Expenses	506,131	524,807	513,736	538,162	24,426	5%
Total Purchased & Contracted Expenses	280,855	184,846	258,355	231,400	(26,955)	-10%
Total Supplies Expenses	101,025	155,055	116,000	157,800	41,800	36%
Total Miscellaneous Expenses	1,011,353	1,009,236	1,026,000	841,923	(184,077)	0%
Total Expenditures	1,899,364	1,873,944	1,914,091	1,769,285	(144,806)	-8%

FY14 W/S Billing, Distribution & Repair Division Expenditures By Category



Water/Sewer Billing, Distribution & Repair Division

FY2014 Budget Summary (Funded by the Water/Sewer Fund)

FY2014 Budget Detail Line Item Summary

		2011 Actual	2012 Actual	2013 Adopted Budget	2013 Amended	2014 Adopted
	Water/Sewer Billing, Distribution & Repair					
505-4440-51-1100	Salaries - Regular employees	345,648	357,470	385,000	331,000	351,000
505-4440-51-1300	Salaries - Overtime	17,606	19,117	18,180	20,000	20,000
505-4440-51-2100	Group insurance	50,152	59,745	84,000	65,000	79,000
505-4440-51-2200	Social Security (FICA) contributions	21,537	22,124	25,000	21,000	23,000
505-4440-51-2300	Medicare	5,037	5,174	5,900	5,000	4,800
505-4440-51-2400	Retirement contributions	33,698	37,723	35,695	35,736	34,362
505-4440-51-2401	ICMA RC 457 Match	3,272	2,688	6,205	3,000	3,000
505-4440-51-2600	Unemployment Insurance	3,598	-	5,000	10,500	-
505-4440-51-2700	Workers' compensation	25,583	20,766	25,906	22,500	24,000
505-4440-52-1202	Engineering	-	-	-	15,000	-
505-4440-52-2100	Calibrate large water users	-	4,255	9,000	6,000	9,000
505-4440-52-2201	Vehicle Maintenance & Repairs	3,996	6,740	6,000	7,000	6,000
505-4440-52-2202	Equipment Maintenance & Repairs	900	3,004	3,800	3,000	3,800
505-4440-52-2206	Water Line Maintenance & Repairs	30,823	66,578	65,000	50,000	50,000
505-4440-52-2207	Sewer Line Maintenance & Repairs	39,204	20,471	165,000	50,000	50,000
505-4440-52-2320	Equipment rental	323	148	500	392	500
505-4440-52-3100	Insurance, other than employee benefits	18,401	18,773	18,650	19,113	20,000
505-4440-52-3200	Communications	2,859	3,419	3,500	3,500	3,600
505-4440-52-3300	Advertising	762	499	500	900	500
505-4440-52-3400	Printing and Binding	-	-	500	250	500
505-4440-52-3500	Travel	111	484	500	500	500
505-4440-52-3600	Dues and fees	3,252	4,658	4,700	7,000	6,000
505-4440-52-3601	Contracts & Agreements	179,887	47,093	134,500	55,000	80,000
505-4440-52-3700	Education and training	207	335	500	700	1,000
505-4440-52-3800	Licenses for personnel	130	8,389	-	-	-
505-4440-52-3850	Contract Labor	-	-	-	40,000	-
505-4440-53-1100	General supplies and materials	15,052	15,396	15,000	15,000	18,000
505-4440-53-1101	Postage	21,131	22,099	22,000	22,000	22,000
505-4440-53-1130	Computer Eqpt. & Software	233	923	-	-	4,000
505-4440-53-1270	Gasoline	24,372	26,651	26,000	27,000	27,500
505-4440-53-1600	Small equipment	1,570	7,566	4,000	1,500	4,000
505-4440-53-1601	10% Water Meter Replacement	36,933	80,920	81,000	50,000	81,000
505-4440-53-1700	Uniforms	1,734	1,500	2,600	500	1,300
505-4440-53-1701	Miscellaneous	-	-	-	-	-
505-4440-55-2200	Damage Claims	-	529	125	1,000	1,000
505-4440-56-1000	Depreciation	861,353	858,707	472,188	875,000	690,923
505-9000-61-1001	Transfer to General Fund	150,000	150,000	150,000	150,000	150,000
	Total Water Billing & Distribution	1,899,364	1,873,944	1,776,449	1,914,091	1,770,285