



G A R D E N C I T Y

# Annual Budget

FY2015

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# **FY2015 Adopted Budget**

## **Introduction**



### **Introduction**

- City At-A-Glance
- Organization Chart by Function
- Citywide Staffing Level Summary
- Annual Budget Process
- Annual Budget Preparation Timeline
- Annual Budget Calendar of Events
- Budgeting by Fund
- General Fund Overview

## Introduction

The City of Garden City Adopted Budget document is designed in an easy to understand format to facilitate understanding of the City's budget plan to provide municipal services and generate a clear and concise picture of City operations to citizens and interested parties. Our goal is to present the often complex finances of the City in a fashion that everyone can understand.

The fiscal year of the City government begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> of each year. The City's fiscal year adopted budget serves as a forecast of revenues it will receive and expenditures it will incur during this timeframe. The City monitors the budget throughout the year to determine whether the City is performing within the budgeted allocations for both revenues and expenditures. The updated projections are presented to the City Council on a monthly basis.

Each year the City Council, City Manager and City staff work together to develop an Annual Budget. During the budget process the City's management team reviews the current status of the City's finances and makes recommendations on how to utilize its resources to best benefit its citizens. The budget serves as both an outline on how monies should be spend to maintain and improve the City, and as a planning tool.

The City's budget for fiscal year 2015 was balanced using combinations of strategies for personnel and expenditures to create a sustainable budget based upon the following priorities.

- Transparent and accessible budget process
- Protect and strengthen core services
- Invest in strategic capital improvement projects to enrich the services and environmental stewardship the community values
- Continue to manage our debt level responsibly
- Ensure all resources are used responsibly and effectively

### Budget Document Format

The budget is divided into five sections:

**(1) Introduction Section:** This section contains a brief overview of the City, its budget process and fund structure, and a Citywide staffing summary and organizational chart by function, and an overview of the general fund.

**(2) General Government Services:** This section contains the departmental budget summaries for *Legislative and Executive*.

**(3) Administrative Services:** This section contains the departmental budget summaries for *Finance, Information Technology, Human Resources, Parks & Recreation, and Planning, Zoning & Building*.

**(4) Public Safety Services:** This section contains the departmental budget summaries for the *Municipal Court, Police, Emergency Management, and Fire Department (Fire Protection Fund)*.

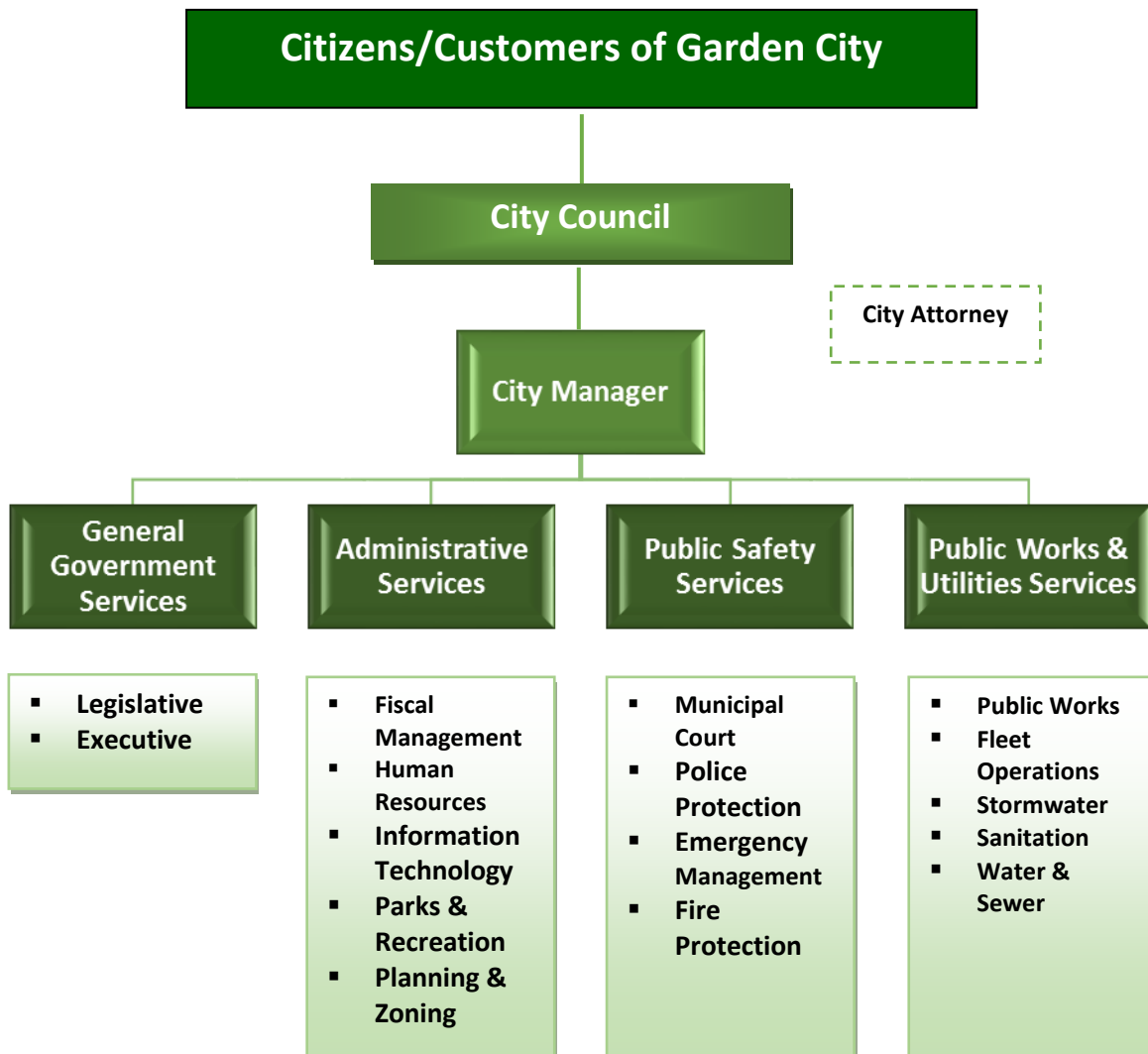
**(5) Public Works/Utility Services:** This section contains the departmental budget summaries for *Public Works, Fleet Operations, Stormwater Management (Stormwater Fund), Sanitation Fund and Water/Sewer Operations (Water/Sewer Fund)*.

# City of Garden City

## *At-A-Glance*

<u>General Data</u>	
Date of Incorporation	1939
Estimated Population (2010 Census)	8,778
Form of Government	Council-Manager
Next Election	November 2015
Registered Voters	4,968
Area of City (square miles)	15
<u>Demographics</u>	
Median Age	35.3
Median Household Income	\$37,264
Household Value Range	\$50,000 - \$149,999
Average Household Size	2.66
Percentage of Families	64.3%
<u>Environment &amp; Utilities</u>	
Miles of Water Mains	40
Daily Avg. Water Consumption	1.0 million gal
Max Daily Water Capacity	1.5 million gal
Miles of Sanitary Sewers	45
Max Daily Treatment Capacity	2.0 million gal
Miles of Streets	47
Ditch Maintenance	26.212 linear ft.
<u>Public Safety</u>	
Number of Police Stations	1
Police Department Re-accredited	2013
Number of Fire Stations	2
ISO Fire Classification	3
<u>Parks &amp; Recreation</u>	
Community Centers	3
Parks	4
Swimming Pool	1
Football Stadiums	1
Baseball/Softball Fields	5

## City of Garden City 2015 Organization Chart by Function



## Citywide Staffing Level Summary

### General Fund Budgeted Positions

<u>Executive</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
City Manager	1	1	1	1	1
Deputy City Manager/Utilities Dept. Head	1	1	1	Merged	1
Clerk of Council/Budget Director	1	1	1	1	1
Executive Administrative Assistant	1	1	1	Eliminated	--
Front Desk Receptionist/Switch Board	1	1	1	1	--
<b>Total Executive Staffing Level</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>
<u>Information Technology</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
IT/IS Director	1	1	1	1	1
Facilities Maintenance Coordinator	1	1	1	1	1
Custodian	1	1	Eliminated	--	--
<b>Total IT Staffing Level</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>Human Resources</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Human Resources Director	1	1	1	1	1
Administrative Assistant	Eliminated	--	--	--	--
<b>Total HR Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<u>Finance</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Finance Director	1	1	1	Vacant	1
Chief Accountant	1	1	1	Eliminated	--
Senior Accountant	1	1	1	--	--
Intermediate Accountants	1	1	1	2	2
<b>Total Finance Staffing Level</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>3</b>
<u>Planning, Zoning &amp; Building</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Planning Director	1	1	1	1	1
Senior Code Enforcement Officer	1	1	1	--	1
Code Enforcement Officer	1	1	1	--	1
Administrative Assistant	1	1	1	1	1
<b>Total Planning Staffing Level</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>4</b>
<u>Vehicle Service Center</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Senior Mechanic	-	1	1	1	1
Mechanic	1	1	1	1	1
Mechanic Assistant	--	--	--	--	--
<b>Total Vehicle Center Staffing Level</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>Senior Citizens Center</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Senior Center Program Supervisor	1	1	1	1	1
<b>Total Senior Center Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

## Citywide Staffing Level Summary

### General Fund Budgeted Positions

<u>Recreation Center</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Recreation Director	1	1	1	1	1
Program Coordinator	1	1	1	1	1
After-School Program Coordinator	1	1	1	1	1
Senior Groundskeeper (Athletic Fields)	1	1	1	1	1
Groundskeeper I	1	1	1	2	2
Groundskeeper II	1	1	1	Eliminated	--
Administrative Assistant	1	1	1	1	1
<b>Total Recreation Staffing Level</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<u>Public Works</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Public Works Director	1	1	1	1	1
Administrative Services Manager	-	1	1	1	1
Foreman	-	1	1	1	1
Public Works Crew Leader	1	2	2	2	2
Public Works Tech III*	5	4	4	4	4
Public Works Tech II*	-	1	1	1	1
Public Works Tech I	2	--	--	--	--
Administrative Assistant	1	--	--	--	--
<b>Total Public Works Staffing Level</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<u>Police</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Chief of Police	1	1	1	1	1
Executive Administrative Assistant	1	1	1	1	1
Captain	3	3	3	3	3
Lieutenant	2	2	2	2	2
Sergeant	5	4	5	5	5
Corporal	4	4	4	4	4
Detective	6	5	5	5	5
Training Officer	1	1	1	1	1
CID/Evidence Specialist	1	1	1	1	1
Patrol Officer	17	17	16	15	15
CNT Officers (Reimbursed by Chatham County)	2	2	2	2	2
Clerk Of Court	1	1	1	1	1
Records Clerk	2	2	2	2	2
Front Desk Receptionist/Switch Board	--	--	--	--	1
Code Enforcement Officers	-	-	-	2	--
<b>Total Police Staffing Level</b>	<b>46</b>	<b>44</b>	<b>44</b>	<b>46</b>	<b>44</b>
<u>Emergency Management</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Emergency Management Coordinator	1	1	1	--	--
<b>Total Senior Center Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>--</b>	<b>--</b>

<b>Total General Fund Budgeted Positions</b>	<b>82</b>	<b>81</b>	<b>80</b>	<b>76</b>	<b>77</b>
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## Citywide Staffing Level Summary

### Fire Protection Fund Budgeted Positions

<u>Fire</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Fire Chief	1	1	1	1	1
Administrative Assistant <i>(FY15 New Position)</i>	--	--	--	--	1
Firefighter <i>(FY15 (2) Additional Positions)</i>	8	8	8	8	10
<b>Total Fire Protection Fund Staffing Level</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>12</b>

### Water & Sewer Fund Budgeted Positions

<u>Wastewater Treatment</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Water/Sewer Director	1	1	1	1	1
Operator Trainees	3	3	3	3	3
Administrative Assistant	1	1	1	1	1
<b>Total Wastewater Treatment Staffing Level</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<u>Water Treatment</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Water Operator Trainee	1	1	1	1	1
<b>Total Water Treatment Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<u>Water/Sewer Billing, Distribution &amp; Repair</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Water/Sewer Department Supervisor	1	1	1	1	1
Utility Business Services Manager	1	1	1	1	1
Utility Billing Coordinator	1	1	1	1	1
Utility Billing Analyst	1	1	1	1	1
Senior Meter Reader	-	1	1	1	1
Meter Reader	-	1	1	--	--
Water/Sewer Repair Foreman	-	1	1	1	1
Water/Sewer Repair Tech II	2	1	1	1	1
Water/Sewer Tech I	2	4	3	3	3
Backflow Prevention Tester	1	1	1	1	1
<b>Total W/S Billing, Distribution &amp; Repair Staffing Level</b>	<b>9</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>11</b>
<b>Total Water /Sewer Fund Budgeted Positions</b>	<b>15</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>17</b>

<b><i>Total Citywide Budgeted Positions</i></b>	<b><i>106</i></b>	<b><i>109</i></b>	<b><i>107</i></b>	<b><i>102</i></b>	<b><i>106</i></b>
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## 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	<b><u>Strategic Planning</u></b> <ul style="list-style-type: none"> <li>City Manager receives guidance from the City Council on how to direct City Departments in developing their departmental budgets.</li> <li>Budget instructions and guidelines distributed to City Departments.</li> <li>City Manager updates City Department Heads on current budget situation and provides snapshot view of upcoming fiscal year.</li> </ul>
August	<b><u>Finance Capacity/Needs Assessment</u></b> <ul style="list-style-type: none"> <li>Departments prepare 2014 budget request proposals.</li> <li>Current trends and long-range impacts are identified.</li> <li>Budget needs and effect on operations are defined.</li> <li>Departments identify service levels and impacts on Operations and customers/community.</li> <li>Departments complete and submit budget proposals.</li> <li>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.</li> </ul>
September	<b><u>Review/Fine Tune</u></b> <ul style="list-style-type: none"> <li>Department Heads meet with City Manager to review Departmental budget proposals.</li> <li>City Manager meets with Budget Director and Finance Director to make adjustments that formulate the balanced City Manager's Recommended Budget.</li> <li>City Manager's Recommended Budget document is prepared and distributed to City Council for review and deliberation.</li> </ul>
October & November	<b><u>Council Budget Deliberation Workshops &amp; Public Commentary</u></b> <ul style="list-style-type: none"> <li>City Council hold budget deliberation workshops to hear from Department Heads regarding budget proposals and recommendations.</li> <li>City Manager meets with Budget Director and Finance Director to make adjustments that formulate the balanced Operating &amp; Capital budget.</li> <li>City Manager presents balanced Operating &amp; Capital Budget to City Council.</li> <li>City Council conducts a public hearing on the Operating &amp; Capital budget at the second City Council Meeting in November.</li> </ul>
December & January	<b><u>Final Adoption &amp; Implementation</u></b> <ul style="list-style-type: none"> <li>Council adopts the Operating &amp; Capital Budget by resolution at the first City Council Meeting in December.</li> <li>Adopted Operating &amp; Capital Budget becomes effective January 1.</li> </ul>

## Calendar of Events

### *Fiscal Year 2015 Annual Budget*

DATE	EVENT	PARTICIPANTS
<b>July 28</b> Monday @ 5:30 p.m. Workshop	<b>Workshop with the City Manager and City Council:</b> <ul style="list-style-type: none"> <li>City Manager &amp; Staff receives preliminary budget development guidance from City Council for the upcoming fiscal year.</li> </ul>	City Council / City Manager / Budget Director / HR Director
<b>August 4</b> Monday @ 6:00 p.m. <i>Open House/Town Hall Meeting</i>	<b>Open House/Town Hall Meeting</b> <ul style="list-style-type: none"> <li>City Council engages in budget conversations with the citizens.</li> </ul>	City Council / City Manager / Department Heads / Other Key Staff Members / Citizens
<b>August 5 – August 8</b> <i>Budget Prep Kickoff Week</i> Budget Staff Meeting & Dissemination of Budget Prep Packets	<b>City Manager meets with Department Heads:</b> <ul style="list-style-type: none"> <li>Review of Budget process, format &amp; schedule</li> <li>City Manager briefs Department Head's on budget development based on City Council's guidance &amp; citizen's input.</li> <li>Budget Prep instructions/packets Distributed to Department Heads</li> </ul>	City Manager / Budget Director / All Department Heads & Other Key Staff Members
<b>September 15</b> Monday @ 5:30 p.m. Budget Workshop	<b>City Manager's Recommended FY15 Budget Disseminated to City Council at Pre-Agenda Session</b> <ul style="list-style-type: none"> <li></li> </ul>	City Council / City Manager / Budget Director / HR Director / Other Key Staff Members
<b>September 29</b> Monday @ 5:30 p.m. Budget Workshop <i>Public Works/Utility Departments</i>	<b>Budget Review &amp; Deliberations:</b> <ul style="list-style-type: none"> <li>Stormwater Fund</li> <li>Sanitation Fund</li> <li>Public Works (General Fund)</li> <li>Vehicle Service Center (General Fund)</li> </ul>	City Council / City Manager / Public Works Director / Budget Director / HR Director / Other Key Staff Members
<b>September 30</b> Tuesday @ 5:30 p.m. Budget Workshop <i>Continuation of Public Works/Utility Departments</i>	<b>Budget Review &amp; Deliberations:</b> <ul style="list-style-type: none"> <li>Wastewater Treatment</li> <li>Water Treatment</li> <li>Water/Sewer Distribution, Billing Repair</li> <li>Water/Sewer Fund Capital Outlay (CIP)</li> </ul>	City Council / City Manager / Water Operations Director / Budget Director / HR Director / Other Key Staff Members
<b>October 7</b> Tuesday @ 5:30 p.m. Budget Workshop <i>Public Safety Departments</i>	<b>Budget Review &amp; Deliberations:</b> <ul style="list-style-type: none"> <li>Fire Protection Fund</li> <li>Emergency Management (General Fund)</li> <li>Code Enforcement (General Fund)</li> </ul>	City Council / City Manager / Public Safety Director / Budget Director / HR Director / Other Key Department Staff Members
<b>October 13</b> Monday @ 5:30 p.m. Budget Workshop <i>Continuation of Public Safety Departments</i>	<b>Budget Review &amp; Deliberations:</b> <ul style="list-style-type: none"> <li>Municipal Court (General Fund)</li> <li>Police (General Fund)</li> </ul>	City Council / City Manager / Public Safety Director / Budget Director / HR Director / Other Key Staff Members
<b>October 14</b> Tuesday @ 5:30 p.m. Budget Workshop <i>Administrative Services Departments</i>	<b>Budget Review &amp; Deliberations:</b> <ul style="list-style-type: none"> <li>Senior Center (General Fund)</li> <li>Parks &amp; Recreation (General Fund)</li> <li>Planning, Zoning &amp; Building (General Fund)</li> </ul>	City Council / City Manager / Parks & Recreation Director / Budget Director / HR Director / PZ&B Director / Other Key Staff Members

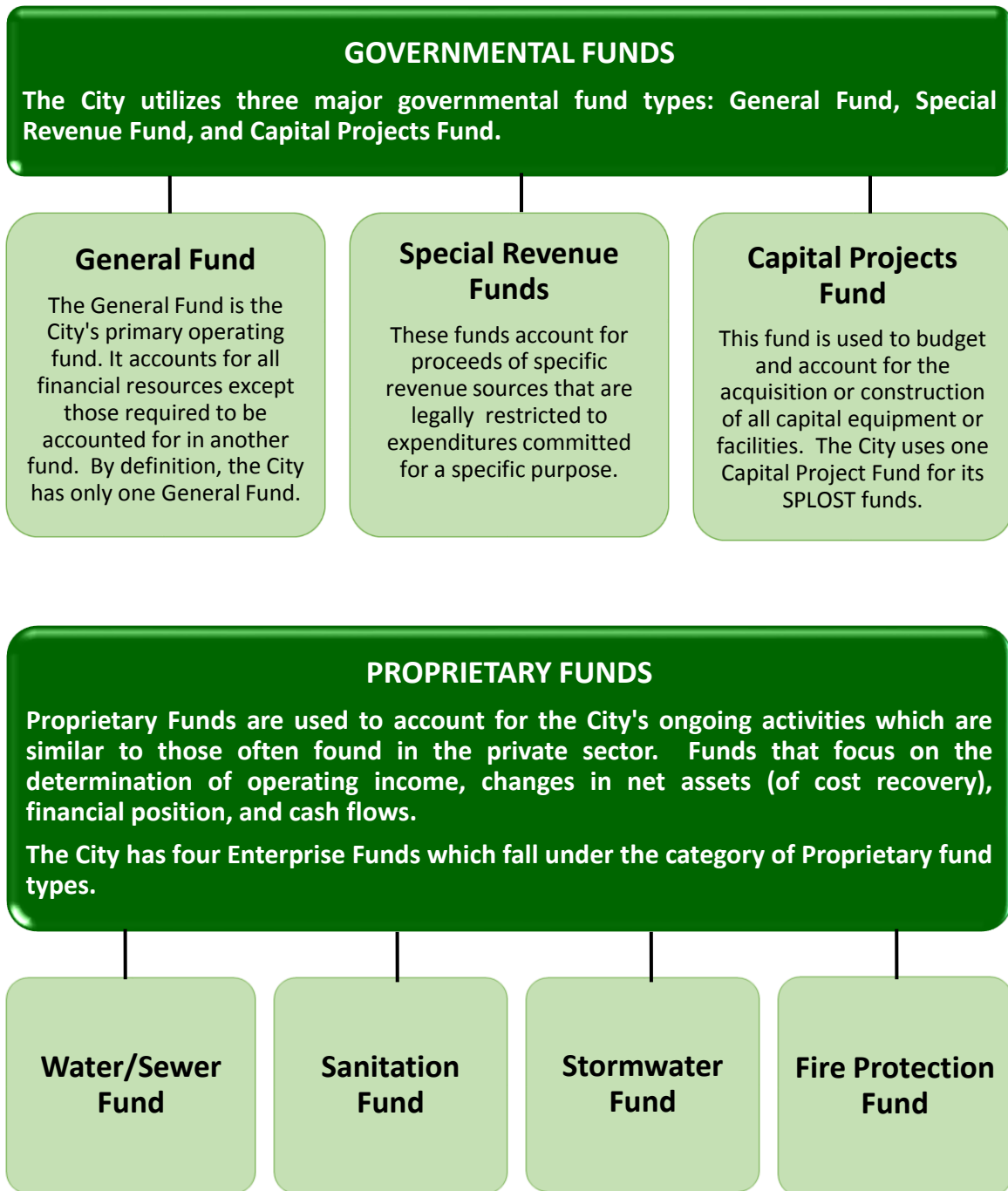
## Calendar of Events

### *Fiscal Year 2015 Annual Budget*

DATE	EVENT	PARTICIPANTS
<b>October 21</b> Tuesday @ 5:30 p.m. Budget Workshop <i>Continuation of            Administrative Services            Departments            &amp;            General Government            Departments</i>	<b>Budget Review &amp; Deliberations:</b> <b><i>Administrative Services Departments (Continued)</i></b> <ul style="list-style-type: none"> <li>Information Technology (General Fund)</li> <li>Human Resources (General Fund)</li> <li>Finance (General Fund)</li> </ul> <b><i>General Government Departments:</i></b> <ul style="list-style-type: none"> <li>Executive (General Fund)</li> <li>Legislative (General Fund)</li> </ul>	City Council /City Manager / Budget Director / HR Director / IT Director / Other Key Staff Members
<b>October 27</b> Monday @ 5:30 p.m. Budget Workshop <i>Final Review FY15            Proposed Capital Budget</i>	<b>Final Capital Budget Review &amp; Deliberations:</b> <ul style="list-style-type: none"> <li>Capital Improvements Projects &amp; Capital              Outlay Purchases All Departments/Funds</li> </ul>	City Council / City Manager / Budget Director / HR Director / Other Key Staff Members
<b>November 17</b> Monday @ 7:00 p.m. City Council Meeting <i>FY15 Proposed Budget            Presentation &amp;            Public Hearing</i>	<b>Annual Budget Presentation &amp; Public Hearing</b> <ul style="list-style-type: none"> <li>FY2015 Proposed Operating &amp; Capital Budget              presented by City Manager</li> <li>Public Hearing conducted by City Council to              receive public comment on the FY2015              Proposed Operating &amp; Capital Budget</li> </ul>	City Council & City Manager
<b>December 1</b> Monday, @ 7:00 p.m. City Council Meeting <i>FY15 Budget Adoption</i>	<b>Annual Budget Adoption</b> <ul style="list-style-type: none"> <li>City Council Adoption of FY2015 Operating &amp;              Capital Budget by Resolution</li> </ul>	City Council
<b>January 1, 2015</b>	<b><i>FY15 Annual Operating &amp; Capital Budget in Effect</i></b>	<b><i>Governing Body &amp; All Departments</i></b>

## Budgeting by Fund

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



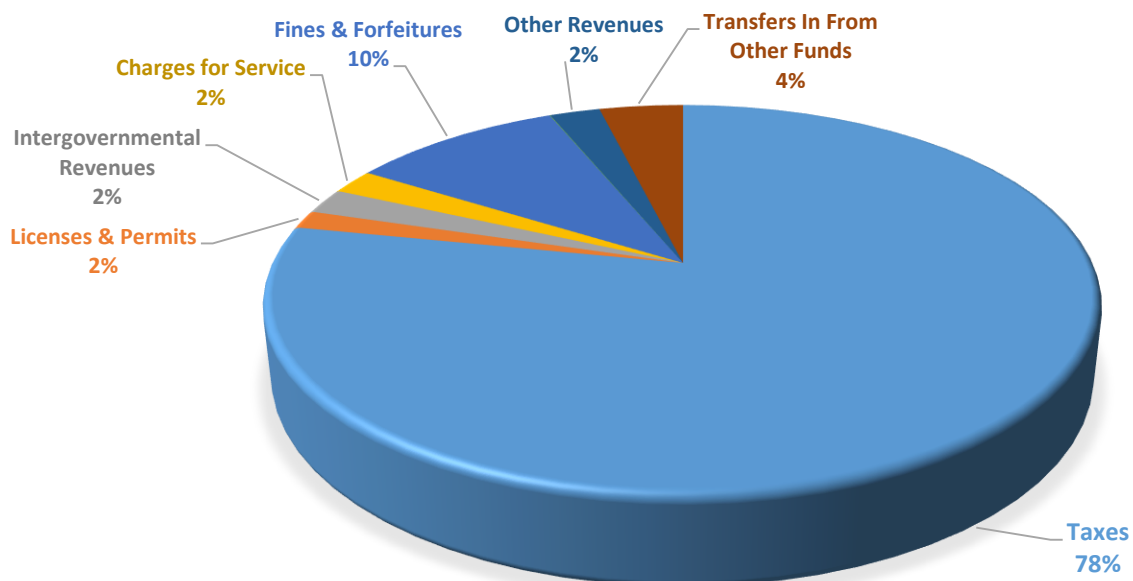
## General Fund FY2015 Budget Overview

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

### General Fund Budget Comparative Summary of Revenues

GENERAL FUND								
Revenue Category	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget	2014/2015 Budget Variance	% Change
Taxes	5,621,044	5,845,487	4,991,650	4,850,550	6,017,985	5,933,935	(84,050)	-1%
Licenses & Permits	136,213	102,171	80,682	114,500	115,075	114,500	(575)	0%
Intergovernmental Revenues	226,811	304,233	212,687	162,500	170,167	162,500	(7,667)	-5%
Charges for Service	125,035	139,499	150,326	182,100	155,753	156,860	1,107	1%
Fines & Forfeitures	1,193,593	1,191,033	729,191	924,000	681,974	750,000	68,026	10%
Investment Income	2,122	2,484	3,075	2,500	2,918	2,500	(418)	-14%
Other Revenues	171,557	179,929	161,139	147,500	133,889	182,000	48,111	36%
Transfers In From Other Funds	285,923	290,414	312,115	290,000	300,382	290,000	(10,382)	-3%
Miscellaneous Revenue	-	71,000	-	-	-	-	-	-
<b>Total Revenue</b>	<b>7,762,298</b>	<b>8,126,250</b>	<b>6,640,865</b>	<b>6,673,650</b>	<b>7,578,143</b>	<b>7,592,295</b>	<b>14,152</b>	<b>0.2%</b>

### Where the Money Comes From - FY2015 Total General Fund Revenues \$7,592,295



# General Fund

## FY2015 Budget Overview

### General Fund Budget Detail Line Item Revenue Summary

<b>GENERAL FUND REVENUES</b>						
Revenue Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>TAXES</b>						
Property Tax	-	-	-	-	949,237	1,235,900
Real Estate Transfer Intangible	-	-	-	-	24,733	-
Franchise Taxes - Electric	722,827	655,423	683,785	686,000	662,390	662,000
Franchise Taxes - Gas	30,163	30,654	31,938	31,000	31,442	31,000
Franchise Taxes - TV Cable	110,206	90,787	94,093	91,000	95,034	91,000
Franchise Taxes - Telephone	52,654	47,615	52,818	47,000	51,156	47,000
NSF Fees - Oc.cTaxes	-	-	-	-	35	-
NSF Fees	274	175	70	200	315	200
Local Option Sales & Use Taxes	3,503,451	3,659,228	2,871,324	2,737,000	2,938,996	2,804,835
Alcoholic Beverage Excise Tax	151,710	140,161	129,078	127,000	139,623	130,000
Local Option Mixed Drink Excise Taxes	3,015	2,860	2,565	3,000	4,271	3,000
Energy Excise Tax	-	-	6,701	-	17,869	14,000
Business & Occupation Taxes	570,643	714,569	600,602	655,000	605,074	407,000
Insurance Premium Taxes	411,725	437,321	453,629	420,000	474,518	454,000
Finance Institutions Taxes	35,885	40,562	33,959	36,350	22,825	37,000
Penalties/Interest Delinquent Taxes	28,491	26,132	31,088	17,000	466	17,000
<b>Total Taxes</b>	<b>5,621,044</b>	<b>5,845,487</b>	<b>4,991,650</b>	<b>4,850,550</b>	<b>6,017,984</b>	<b>5,933,935</b>
<b>LICENSES &amp; PERMITS</b>						
Bus. Lics. Alcoholic Beverages	43,846	39,983	43,374	45,000	44,751	45,000
Non-Business License & Permits	10,611	10,387	4,364	12,000	10,232	12,000
Regulatory Fees - Bldg. Structures	10,688	18,980	12,515	12,000	28,445	12,000
Other Regulatory Fees	71,068	32,821	20,429	45,500	31,647	45,500
<b>Total Licenses &amp; Permits</b>	<b>136,213</b>	<b>102,171</b>	<b>80,682</b>	<b>114,500</b>	<b>115,075</b>	<b>114,500</b>
<b>INTERGOVERNMENTAL REVENUES</b>						
Federal Gov. Grant (Cops Grant)	90,422	45,835	-	-	-	-
Federal Gov. Grant (SAFER Grant)	-	-	-	-	-	-
State Grants	8,939	59,526	66,185	-	7,998	-
Local Gov. Chat. Co. Grants	127,450	198,872	146,502	162,500	162,169	162,500
<b>Total Intergovernmental</b>	<b>226,811</b>	<b>304,233</b>	<b>212,687</b>	<b>162,500</b>	<b>170,167</b>	<b>162,500</b>
<b>CHARGES FOR SERVICES</b>						
Election Fees	1,224	-	432	-	108	760
Special Police Services	13,218	4,909	29,215	60,000	19,617	30,000
Accidents Reports	3,530	4,104	4,155	3,000	4,812	3,000
False Alarms	-	-	-	2,000	75	2,000
Pawn Card Fees	-	-	-	-	-	-
Garden City Gym	13,389	17,364	22,838	16,000	35,744	20,000
Rental Income Pool	749	429	500	1,000	513	1,000
Stadium Receipts	26,672	25,016	20,871	25,100	23,114	25,100
Senior Center Revenue	19,698	22,318	22,574	21,000	24,283	21,000
Summer Camp Revenue	25,357	35,084	23,327	31,000	22,173	31,000
Chain Baseball Field Rental	1,800	5,400	1,500	4,000	2,800	4,000
Program Fees	16,882	20,577	19,671	16,000	17,435	16,000
Recreation Concession Revenue	1,470	2,100	5,073	3,000	4,374	3,000
Nuisance Abatement	1,045	2,198	170	-	705	-
<b>Total Charges For Services</b>	<b>125,034</b>	<b>139,499</b>	<b>150,326</b>	<b>182,100</b>	<b>155,753</b>	<b>156,860</b>
<b>Total Fines &amp; Forfeitures</b>	<b>1,193,593</b>	<b>1,191,033</b>	<b>729,191</b>	<b>924,000</b>	<b>681,974</b>	<b>750,000</b>
<b>Total Investment Income</b>	<b>2,122</b>	<b>2,484</b>	<b>3,075</b>	<b>2,500</b>	<b>2,918</b>	<b>2,500</b>
<b>OTHER REVENUES</b>						
Cooper Center Conations	-	1,545	-	-	-	-
Rents & Royalties - Mobile Tower	119,974	121,988	133,029	125,500	124,884	130,000
Reimbursement for Damaged Property	30,178	20,546	12,607	10,000	3,394	10,000
Other Scrap Sales	12,591	39,107	14,684	7,000	4,636	7,000
Miscellaneous Revenue	8,814	(3,257)	819	5,000	975	35,000
<b>Total Other Revenues</b>	<b>171,557</b>	<b>179,929</b>	<b>161,139</b>	<b>147,500</b>	<b>133,889</b>	<b>182,000</b>
<b>TRANSFERS IN</b>						
Transfers in - Hotel/Motel Fund	85,789	89,994	108,788	95,000	105,382	95,000
Transfer in - Water/Sewer Fund	150,000	150,000	158,327	150,000	150,000	150,000
Transfer in - Stormwater Fund	45,000	45,000	45,000	45,000	45,000	45,000
Transfer in - Confiscated Assets Fund	5,134	5,420	-	-	-	-
<b>Total Transfers In</b>	<b>285,923</b>	<b>290,414</b>	<b>312,115</b>	<b>290,000</b>	<b>300,382</b>	<b>290,000</b>
<b>OTHER SOURCE FINANCING</b>						
Capital Leases	-	71,000	-	-	-	-
Appropriation of Fund Balance	-	-	-	-	-	-
<b>Total Other Source Financing</b>	<b>-</b>	<b>71,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Prior Year's Fund Balance</b>	<b>-</b>	<b>-</b>	<b>550,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>7,762,297</b>	<b>8,126,250</b>	<b>7,190,865</b>	<b>6,673,650</b>	<b>7,578,142</b>	<b>7,592,935</b>



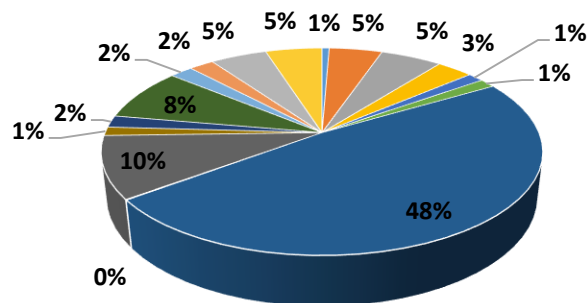
## General Fund FY2015 Budget Overview

### General Fund Budget Comparative Summary of Expenditures

GENERAL FUND				2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget	2014/2015 Budget Variance	% Change
Expenditure Category	2011 Actual	2012 Actual	2013 Actual					
Legislative	50,591	54,013	43,152	47,800	47,800	48,000	200	0%
Executive	746,904	753,624	769,081	436,321	283,890	352,600	68,710	24%
Information Technology	370,135	427,130	432,248	386,688	408,289	407,864	(425)	0%
Finance	264,792	287,046	238,581	232,526	209,460	239,300	29,840	14%
Human Resources	89,801	93,013	82,827	84,690	105,700	105,110	(590)	-1%
Municipal Court	97,288	97,000	97,160	98,000	98,000	104,481	6,481	7%
Police	3,546,326	3,489,173	3,417,367	3,447,800	3,556,518	3,659,925	103,407	3%
Emergency Management	64,880	57,277	61,250	60,954	27,591	7,700	(19,891)	-72%
Public Works	708,235	541,688	492,394	712,030	667,333	734,150	66,817	10%
Vehicle Shop	102,986	133,929	90,790	112,250	126,125	102,400	(23,725)	-19%
Senior Center	142,685	185,716	149,820	149,559	203,625	140,035	(63,590)	-31%
Parks & Recreation	570,309	775,429	833,759	573,540	641,200	623,900	(17,300)	-3%
Planning & Zoning	286,472	293,098	264,394	82,734	129,000	152,353	23,353	18%
Code Enforcement	-	-	-	-	-	164,175	164,175	100%
Legislative Contingency	-	-	-	-	824,854	375,000	(449,854)	100%
Transfer Out to SPLOST FUND	3,040,000	237,500	-	-	-	-	-	0%
Transfer Out to Fire Protection Fund	255,167	171,800	194,129	248,758	248,758	375,302	126,544	51%
<b>Total Expenditures</b>	<b>10,336,571</b>	<b>7,597,436</b>	<b>7,166,952</b>	<b>6,673,650</b>	<b>7,578,143</b>	<b>7,592,295</b>	<b>14,152</b>	<b>0%</b>

### Where the Money Goes – FY2015 Total General Fund Expenditures \$7,592,295

- Legislative
- IT
- HR
- Police
- Public Works
- Senior Center
- Planning & Zoning
- Legislative Contingency
- Executive
- Finance
- Court
- Emergency Management
- Vehicle Shop
- Parks & Recreation
- Code Enforcement
- Transfer Out to Fire Protection Fund



**FY2015  
Adopted Budget**

**General Government Services**

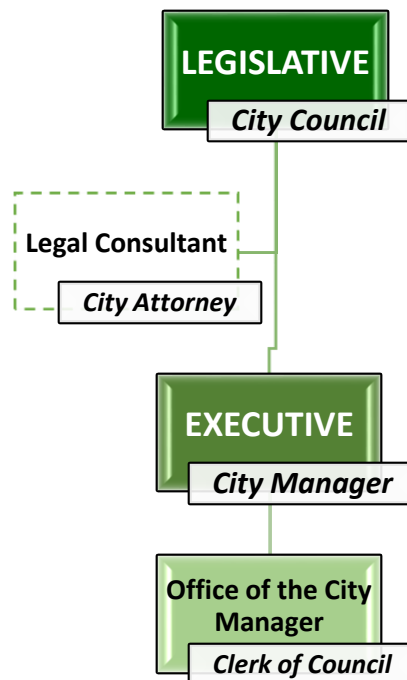


**Departmental Summaries**

- Legislative
- Executive

## General Government Services

Incorporated into General Government Services are two service departments: 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.



### Fund Types Budgeted by the General Government Services Departments

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

# Legislative Department

## FY2015 Budget Overview

*(Funded by the General Fund)*

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

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

### Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Legislative Department. Output numbers are projected to be essentially similar in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
City Council Meetings Conducted	21	19
City Council Workshops Conducted	23	24
Neighborhood/Town Hall Meetings Conducted	5	4
Ordinances Adopted	7	9
Resolutions Adopted	34	27

### Staffing Level Description of Change Summary

The 2015 Legislative Department staffing level consists of the elected officials and remains unchanged from the 2014 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.

LEGISLATIVE Position/Classification	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
City Council (Elected Officials)	7	7	7	7	7
<b>Total Elected Officials</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Legislative Department expenditures total \$48,000, a slight increase of 0.4% or \$200 over the FY2014 Amended Budget. Keeping focus on City Council priorities and major work efforts will be the emphasis of the City Council and staff in fiscal year 2015. In the FY2015 budget, City Council allocated \$375,000 in legislative contingency for City Council's consideration in prioritizing and funding capital outlay needs.

LEGISLATIVE Expenditure Category	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget	2014/2015 Budget Variance	% of Change
Total Personnel Expenses	4,199	4,200	4,200	4,200	4,200	4,200	-	0%
Total Purchased & Contracted Expenses	46,392	49,790	38,952	43,600	43,600	43,600	-	0%
Total Supplies Expenses	-	23	-	-	-	200	200	100%
Total Miscellaneous Expenses	-	-	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>50,591</b>	<b>54,013</b>	<b>43,152</b>	<b>47,800</b>	<b>47,800</b>	<b>48,000</b>	<b>200</b>	<b>0.4%</b>
<b>Legislative Contingency</b>								
Legislative Contingency (Restricted)	-	-	150,000	-	-	-	-	0%
Legislative Contingency (Unrestricted)	-	-	508,621	-	-	375,000	375,000	100%
<b>Total Legislative Contingency</b>	<b>-</b>	<b>-</b>	<b>658,621</b>	<b>-</b>	<b>-</b>	<b>375,000</b>	<b>375,000</b>	
<b>Total Legislative Budget</b>	<b>50,591</b>	<b>54,013</b>	<b>701,773</b>	<b>47,800</b>	<b>47,800</b>	<b>423,000</b>	<b>375,200</b>	

# Legislative Department

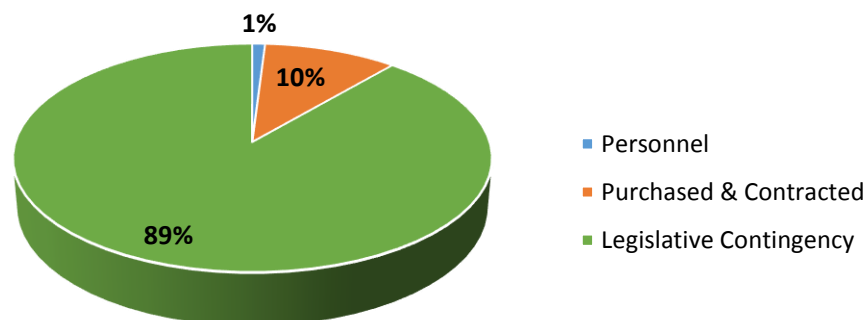
## FY2015 Budget Overview

(Funded by the General Fund)

### Budget Detail Line Item Expenditure Summary

<b>LEGISLATIVE</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Retirement Contributions	4,199	4,200	4,200	4,200	4,200	4,200
<b>Total Personnel Services</b>	<b>4,199</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>
<b>Purchased/Contracted Services</b>						
Professional Services (City Council Stipends)	31,200	27,600	27,600	27,600	27,600	27,600
Reimbursement for Council DSL Lines						
Travel	15,192	13,570	4,947	8,000	8,000	8,000
Dues & Fees						
Education & Training	-	8,620	6,405	8,000	8,000	8,000
<b>Total Purchased/Contracted Services</b>	<b>46,392</b>	<b>49,790</b>	<b>38,952</b>	<b>43,600</b>	<b>43,600</b>	<b>43,600</b>
<b>Supplies</b>						
Uniforms (Badges, Shirts, etc.)	-	23	-	-	-	200
<b>Total Supplies Expenditures</b>	<b>-</b>	<b>23</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200</b>
<b>Total Operating Expenditures</b>	<b>50,591</b>	<b>54,013</b>	<b>43,152</b>	<b>47,800</b>	<b>47,800</b>	<b>48,000</b>
<b>Legislative Contingency</b>						
Legislative Contingency (Restricted)	-	-	150,000	-	-	-
Legislative Contingency (Unrestricted)	-	-	508,621	-	-	375,000
<b>Total Legislative Contingency</b>	<b>-</b>	<b>-</b>	<b>658,621</b>	<b>-</b>	<b>-</b>	<b>375,000</b>
<b>TOTAL LEGISLATIVE BUDGET</b>	<b>50,591</b>	<b>54,013</b>	<b>701,773</b>	<b>47,800</b>	<b>47,800</b>	<b>423,000</b>

**FY2015 Legislative Expenditures by Category**



## Executive Department

### FY2015 Budget Overview (Funded by the General Fund)

**Purpose:** The Executive Department is led by the City Manager who provides leadership, vision, and direction to the City Service Areas, implements City Council policy, and works with the Mayor, City Council, and 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 Department. Output numbers are projected to be essentially similar in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
City Council Meeting Agenda Packets Prepared	21	19
City Council Workshops Agenda Packets Prepared	23	24
Percent of City Council Minutes & Workshop Synopsis approved without amendment	99%	99%

### Staffing Level Description of Change Summary

The 2015 Executive Department staffing level remains unchanged from the 2014 budget staffing level.

<u>Executive</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
City Manager	1	1	1	1	1
Deputy City Manager/Utilities Dept. Head	1	1	1	Merged	1
Clerk of Council/Budget Director	1	1	1	1	1
Executive Administrative Assistant	1	1	1	Eliminated	--
Front Desk Receptionist/Switch Board	1	1	1	1	--
<b>Total Executive Staffing Level</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Executive Department expenditures total \$352,600, an increase of 24% or \$68,710 over the FY2014 Amended Budget. The increase is mainly attributed to costs associated with updating the City's Comprehensive Plan. On an approximate ten year cycle, the Georgia Department of Community Affairs (DCA) requires that local governments update their Comprehensive Plan.

<u>EXECUTIVE</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget	2014/2015 Budget Variance	% of Change
Expenditure Category								
Total Personnel Expenses	375,979	365,558	322,567	237,321	94,020	101,900	7,880	8%
Total Purchased & Contracted Expenses	290,607	315,901	329,469	144,800	138,170	195,200	57,030	41%
Total Supplies Expenses	75,318	61,927	65,426	50,200	51,700	51,500	(200)	0%
Total Miscellaneous Expenses	-	10,238	51,619	4,000	-	4,000	4,000	100%
<b>Total Expenditures</b>	<b>741,904</b>	<b>753,624</b>	<b>769,081</b>	<b>436,321</b>	<b>283,890</b>	<b>352,600</b>	<b>68,710</b>	<b>24%</b>

# Executive Department

## FY2015 Budget Overview (Funded by the General Fund)

### Budget Detail Line Item Expenditure Summary

<b>EXECUTIVE</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	265,605	265,509	227,591	168,600	70,000	75,000
Salaries - Overtime	1,595	1,026	3,274	100	-	-
Group Insurance	37,706	38,770	35,950	27,000	8,000	8,000
Social Security (FICA) Contributions	14,943	14,828	13,000	11,000	4,120	6,000
Medicare	4,711	4,749	4,520	2,600	1,500	2,000
Retirement Contributions	22,030	11,449	10,813	7,821	7,900	7,900
ICMA RC 457 Match	27,323	27,993	26,371	19,150	2,000	2,000
Unemployment Insurance	-	-	-	-	-	-
Workers' Compensation	2,066	1,234	1,048	1,050	500	1,000
<b>Total Personnel Services</b>	<b>375,979</b>	<b>365,558</b>	<b>322,567</b>	<b>237,321</b>	<b>94,020</b>	<b>101,900</b>
<b>Purchased/Contracted Services</b>						
Vehicle Maintenance & Repairs	63	517	913	350	800	350
Equipment Maintenance & Repairs	-	-	15	250	-	250
Insurance, other than employee benefits (GIRMA)	2,300	2,347	4,644	4,700	5,500	4,800
Communications	-	549	555	-	140	-
Advertising	524	1,513	2,835	2,500	2,500	2,500
Printing & Binding	2,087	844	183	1,000	1,200	1,200
Travel	8,988	10,235	9,522	-	30	-
Dues & Fees	13,745	13,741	6,804	16,000	8,000	16,000
Contracts & Agreements	159,941	161,184	194,524	-	6,000	50,000
Contracts & Agreements - Reoccurring	525	8,581	7,239	15,000	20,500	17,000
Dues & Fees Outside Agencies	1,000	1,000	1,000	-	1,000	-
Education & Training	584	940	1,587	-	-	-
Legal Fees	65,409	86,073	68,623	75,000	62,500	70,000
Custodial	4,542	-	-	-	-	-
Dues & Fees	30,899	28,377	31,025	30,000	30,000	33,100
<b>Total Purchased/Contracted Services</b>	<b>290,607</b>	<b>315,901</b>	<b>329,469</b>	<b>144,800</b>	<b>138,170</b>	<b>195,200</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	7,774	6,197	8,715	7,000	5,000	7,000
Postage	1,428	1,421	861	1,500	500	1,000
Computer Eqpt. & Software	-	-	-	-	-	-
Electricity	39,742	34,665	34,404	35,000	36,000	35,000
Gasoline	3,727	3,160	1,819	1,000	1,200	2,000
Food - Banquets & Flowers:	21,459	14,749	17,910	4,500	9,000	6,000
Books & Periodicals	1,188	1,460	1,717	1,200	-	500
Small Equipment	-	-	-	-	-	-
Uniforms	-	275	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>75,318</b>	<b>61,927</b>	<b>65,426</b>	<b>50,200</b>	<b>51,700</b>	<b>51,500</b>
<b>Other Misc. Expenditures</b>						
Election Fees - Chatham County	-	3,983	-	4,000	-	4,000
<b>Total Misc. Expenditures</b>	<b>5,000</b>	<b>7,983</b>	<b>-</b>	<b>4,000</b>	<b>-</b>	<b>4,000</b>
<b>Total Operating Expenditures</b>	<b>746,904</b>	<b>751,369</b>	<b>717,462</b>	<b>436,321</b>	<b>283,890</b>	<b>352,600</b>
<b>Capital Outlay Request Expenditures</b>						
Welcome to Garden City Signs	-	2,255	51,619	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>2,255</b>	<b>51,619</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXECUTIVE BUDGET</b>	<b>746,904</b>	<b>753,624</b>	<b>769,081</b>	<b>436,321</b>	<b>283,890</b>	<b>352,600</b>

### FY2015 Executive Expenditures by Category



**FY2015**  
**Adopted Budget**

# **Administrative Services**



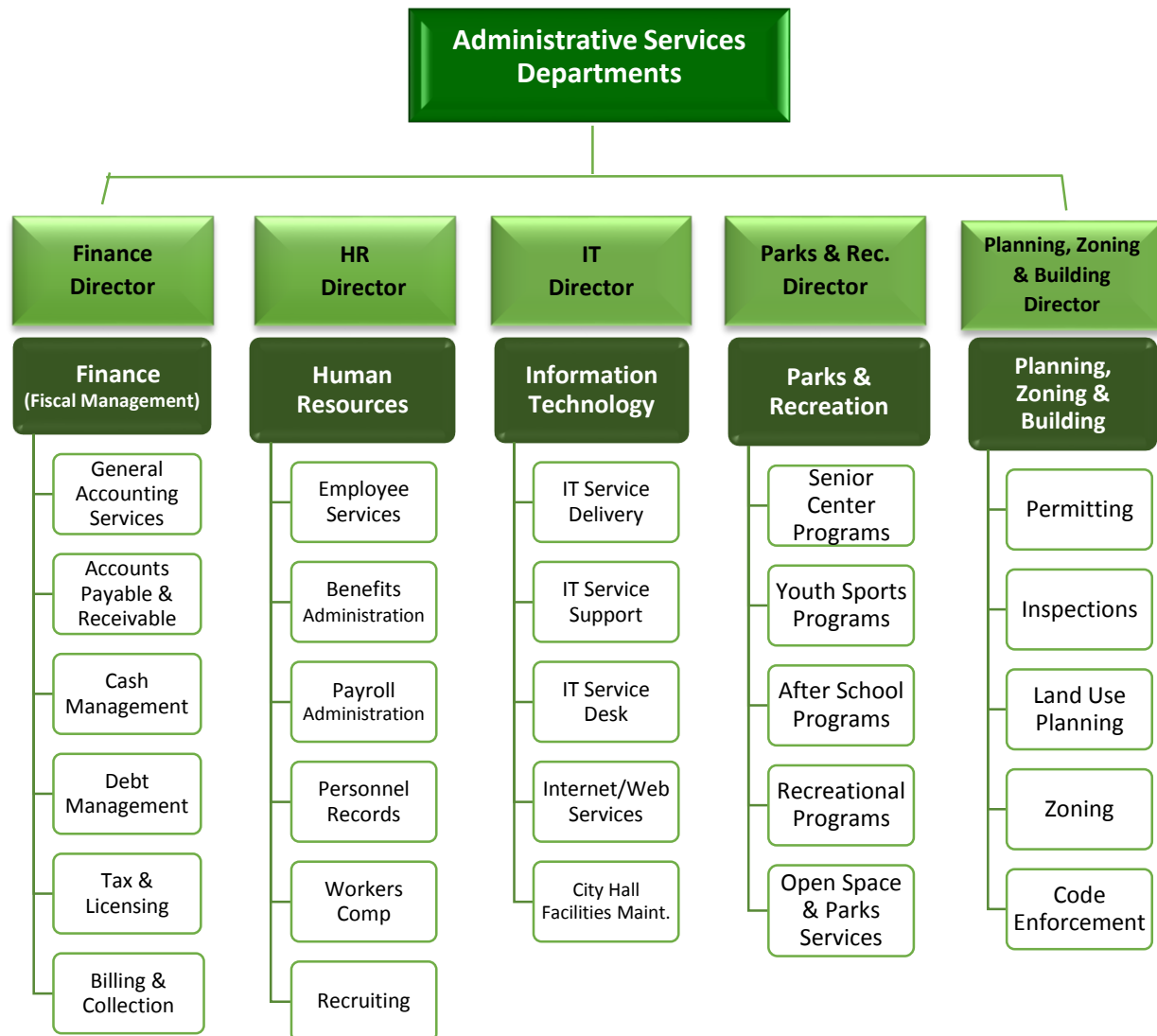
## **Departmental Summaries**

- Finance (Fiscal Management)
- Human Resources
- Information Technology
- Parks & Recreation
- Planning, Zoning & Building



## Administrative Services

Incorporated into Administrative Services are five service departments: Fiscal Management, Human Resources, Information Technology, Parks & Recreation and Planning, Zoning & Building 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.



### Fund Types Budgeted by the Administrative Services Departments

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

## Finance Department

### FY2015 Budget Summary

*(Funded by General Fund)*

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

**Cores Services:** 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 Finance Department. Output numbers are projected to remain constant in fiscal year 2015.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014
Number of Accounts Payable Checks Issued	3,700	3,730
Number of Occupational Tax Certificates Issued	675	677
Number of Payroll Checks Processed	2730	2700

### Staffing Level Description of Change Summary

The 2015 Finance Department staffing level is essentially unchanged when compared to the 2014 budget staffing level. City Council plans to fill the “vacant” finance director position in fiscal year 2015.

<u>Finance</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Finance Director	1	1	1	Vacant	1
Chief Accountant	1	1	1	Eliminated	--
Senior Accountant	1	1	1	--	--
Intermediate Accountants	1	1	1	2	2
<b>Total Finance Staffing Level</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>3</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Finance Department expenditures total \$239,300, an increase of 14% or \$29,840 over the FY2014 Amended Budget. The increase is mainly attributed to funding allocated to fill the “vacant” finance director position in fiscal year 2015.

<u>Finance</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget	2014/2015 Budget Variance	% of Change
Expenditure Category								
Total Personnel Expenses	229,527	237,110	163,329	115,976	108,210	164,250	56,040	52%
Total Purchased & Contracted Expenses	27,313	33,696	67,486	107,350	95,250	66,050	(29,200)	-31%
Total Supplies Expenses	7,952	6,495	7,766	9,200	6,000	9,000	3,000	50%
Total Miscellaneous Expenses	-	9,745	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>264,792</b>	<b>287,046</b>	<b>238,581</b>	<b>232,526</b>	<b>209,460</b>	<b>239,300</b>	<b>29,840</b>	<b>14%</b>

# Finance Department

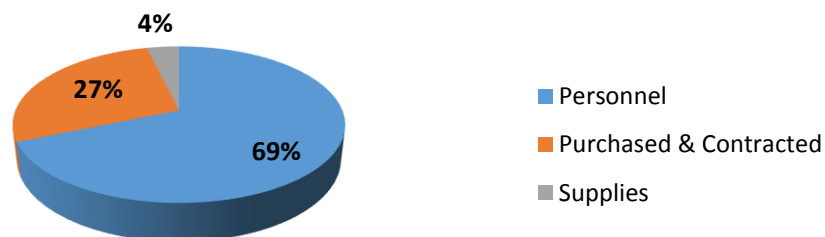
## FY2015 Budget Summary

(Funded by General Fund)

### Budget Detail Line Item Expenditure Summary

<b>FINANCE</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	167,526	175,518	115,892	72,466	81,000	118,000
Salaries - Overtime	1,137	49	2,178	3,000	2,500	3,000
Group Insurance	29,636	29,495	18,990	21,000	11,000	21,000
Social Security (FICA) Contributions	9,266	9,493	6,705	8,000	5,000	9,000
Medicare	2,610	2,739	1,906	2,000	1,300	3,000
Retirement Contributions	15,209	15,595	14,048	5,300	5,300	6,000
ICMA RC 457 Match	3,334	3,577	3,000	3,600	1,500	3,600
Unemployment Insurance					-	
Workers' Compensation	809	644	610	610	610	650
<b>Total Personnel Services</b>	<b>229,527</b>	<b>237,110</b>	<b>163,329</b>	<b>115,976</b>	<b>108,210</b>	<b>164,250</b>
<b>Purchased/Contracted Services</b>						
Professional Audit	16,200	14,500	15,750	15,750	14,750	15,750
Equipment Maintenance & Repairs					-	
Insurance, other than employee benefits (GIRMA)					-	
Communications					-	
Travel	216	566	1,504	-	-	-
Dues & Fees	1,007	1,065	545	1,600	500	300
Contracts & Agreements:	8,002	15,705	38,000	90,000	80,000	50,000
Education & Training	1,888	1,860	2,944	-	-	-
Contract Labor	-	-	8,743	-	-	-
<b>Total Purchased/Contracted Services</b>	<b>27,313</b>	<b>33,696</b>	<b>67,486</b>	<b>107,350</b>	<b>95,250</b>	<b>66,050</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	5,417	4,458	4,542	6,000	3,000	6,000
Postage	2,401	1,921	3,156	3,000	3,000	3,000
Books & Periodicals	134	116	68	200	-	-
Uniforms	-	-	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>7,952</b>	<b>6,495</b>	<b>7,766</b>	<b>9,200</b>	<b>6,000</b>	<b>9,000</b>
<b>Total Operating Expenditures</b>	<b>264,792</b>	<b>277,301</b>	<b>238,581</b>	<b>232,526</b>	<b>209,460</b>	<b>239,300</b>
<b>Capital Outlay Request Expenditures</b>						
Computer Eqpt. & Software (New/Replacement)	-	9,745	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>9,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FINANCE BUDGET</b>	<b>264,792</b>	<b>287,046</b>	<b>238,581</b>	<b>232,526</b>	<b>209,460</b>	<b>239,300</b>

### FY2015 Finance Expenditures by Category



# Information Technology Department

## FY2015 Budget Summary

*(Funded by General Fund)*

**Purpose:** The Information Technology Department 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 Department. Output numbers are projected remain constant in fiscal year 2015.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014
Personal Computers Supported	76	76
Network Servers Supported	9	9
Percentage of Availability (Up-time) for internet	99.97%	99.99%
Number of Website Visits (Annual)	20,808	27,228
Number of Service Desk Tickets	1,300	1,311

### Staffing Level Description of Change Summary

The 2015 Information Technology Department staffing level remains unchanged from the 2014 budget staffing level.

<u>Information Technology</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
IT/IS Director	1	1	1	1	1
Facilities Maintenance Coordinator	1	1	1	1	1
Custodian	1	1	Eliminated	--	--
<b>Total IT Staffing Level</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Information Technology Department expenditures total \$407,864 a decrease of -0.1% or (\$425) under the FY2014 Amended Budget. The expenditures have been reduced and increased in specific areas of operations to more accurately reflect projected expenditures in fiscal year 2015.

<u>Information Technology</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Annual Budget	2014/2015 Budget Variance	% of Change
Total Personnel Expenses	169,244	148,264	118,822	120,103	124,600	132,114	7,514	6%
Total Purchased & Contracted Expenses	155,246	191,427	213,080	195,085	208,689	204,250	(4,439)	-2%
Total Supplies Expenses	11,137	24,165	28,084	15,500	19,000	13,500	(5,500)	-29%
Total Miscellaneous Expenses	34,508	57,962	72,262	56,000	56,000	58,000	2,000	4%
<b>Total Expenditures</b>	<b>370,135</b>	<b>421,818</b>	<b>432,248</b>	<b>386,688</b>	<b>408,289</b>	<b>407,864</b>	<b>(425)</b>	<b>-0.1%</b>

# Information Technology Department

## FY2015 Budget Summary

(Funded by General Fund)

### Budget Detail Line Item Expenditure Summary

INFORMATION TECHNOLOGY					
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2015 Adopted Budget
<b>Operating Expenditures</b>					
<b>Personnel Services</b>					
Salaries - Regular Employees	126,237	108,290	90,038	90,000	96,000
Salaries - Overtime	345	248	343	104	114
Group Insurance	18,690	12,658	11,119	11,000	15,700
Social Security (FICA) Contributions	7,444	6,551	5,286	6,200	7,000
Medicare	1,741	1,532	1,403	1,500	1,600
Retirement Contributions	10,509	11,468	7,321	7,977	7,700
ICMA RC 457 Match	2,458	1,605	933	1,872	2,000
Unemployment Insurance	-	-	-	-	-
Workers' Compensation	1,820	5,912	2,379	1,450	2,000
<b>Total Personnel Services</b>	<b>169,244</b>	<b>148,264</b>	<b>118,822</b>	<b>120,103</b>	<b>132,114</b>
<b>Purchased/Contracted Services</b>					
Vehicle Maintenance & Repairs	842	770	381	500	1,000
Equipment Maintenance & Repairs	-	-	1,832	-	-
Insurance, other than employee benefits (GIRMA)	4,600	4,693	3,209	2,400	3,000
Communications (Citywide/All Depts.)	104,936	112,252	118,143	110,000	110,000
Travel	-	395	840	-	1,500
Dues & Fees	90	15	258	85	100
Contracts & Agreements:	44,778	72,967	87,847	82,100	88,000
Education & Training	-	335	570	-	650
<b>Total Purchased/Contracted Services</b>	<b>155,246</b>	<b>191,427</b>	<b>213,080</b>	<b>195,085</b>	<b>204,250</b>
<b>Supplies Expenditures</b>					
General Supplies & Materials	802	595	366	500	500
Computer Eqpt. & Software (Citywide/All Depts.)	7,507	19,604	23,795	15,000	8,500
Gasoline	2,828	3,966	3,923	-	4,500
Books & Periodicals	-	-	-	-	-
Uniforms	-	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>11,137</b>	<b>24,165</b>	<b>28,084</b>	<b>15,500</b>	<b>13,500</b>
<b>Other Misc. Expenditures</b>					
Custodial	-	7,739	6,839	6,000	6,000
City Hall Maintenance	34,508	50,223	65,423	50,000	52,000
<b>Total Misc. Expenditures</b>	<b>34,508</b>	<b>57,962</b>	<b>72,262</b>	<b>56,000</b>	<b>58,000</b>
<b>Total Operating Expenditures</b>	<b>370,135</b>	<b>421,818</b>	<b>432,248</b>	<b>386,688</b>	<b>407,864</b>
<b>Capital Outlay Request Expenditures</b>					
Computer Eqpt. & Software (New/Replacement)	-	5,312	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>5,312</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INFORMATION TECHNOLOGY BUDGET</b>	<b>370,135</b>	<b>427,130</b>	<b>432,248</b>	<b>386,688</b>	<b>407,864</b>

FY2015 Information Technology Expenditures by Category



# Human Resources Department

## FY2015 Budget Summary

*(Funded by General Fund)*

**Purpose:** The Human Resources Department 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 Department. Output numbers are projected to remain constant in fiscal year 2015.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014
Number of Approved/Budgeted Positions	108	102
Number of Positions Filled	10	10
Percentage of Employee Turnover	14%	16%
Number of Unemployment Claims	3	1
Number of On-the-job Accidents/Injuries	13	10

### Staffing Level Description of Change Summary

The 2015 Human Resources Department staffing level remains unchanged from the 2014 budget staffing level.

<u>Human Resources</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Human Resources Director	1	1	1	1	1
Administrative Assistant	Eliminated	--	--	--	--
<b>Total HR Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Human Resources Department expenditures total \$105,110 a decrease of -1% or (\$590) under the FY2013 Amended Budget. In September 2014, the City contracted with an outside firm to perform a Job Classification and Compensation Study which elevated the Human Resources overall budget in FY2014 and FY2015. The Job Classification and Compensation Study will be completed in early 2015.

<u>HUMAN RESOURCES</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2015 Amended Budget	2015 Annual Budget	2014/2015 Budget Variance	% of Change
Expenditure Category								
Total Personnel Expenses	84,067	86,602	75,557	76,655	80,650	82,950	2,300	3%
Total Purchased & Contracted Expenses	4,393	4,790	4,961	5,035	20,150	8,500	(11,650)	-58%
Total Supplies Expenses	1,341	1,621	2,309	3,000	4,900	4,660	(240)	-5%
Total Miscellaneous Expenses	-	-	-	-	-	9,000	9,000	100%
<b>Total Expenditures</b>	<b>89,801</b>	<b>93,013</b>	<b>82,827</b>	<b>84,690</b>	<b>105,700</b>	<b>105,110</b>	<b>(590)</b>	<b>-1%</b>

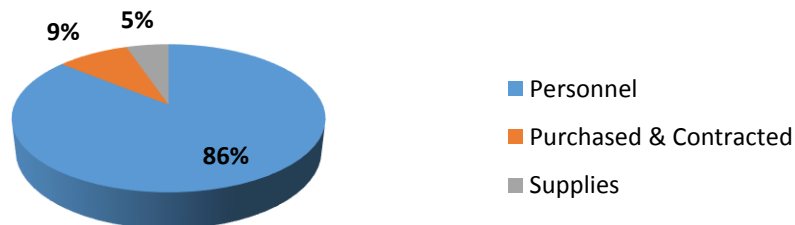
# Human Resources Department

## FY2015 Budget Summary (Funded by General Fund)

### Budget Detail Line Item Expenditure Summary

<b>HUMAN RESOURCES</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	66,712	68,513	58,246	58,013	61,000	62,000
Salaries - Overtime	-	-	-	-	-	-
Group Insurance	4,819	5,012	5,752	6,000	7,000	8,000
Social Security (FICA) Contributions	3,965	4,055	3,272	4,000	4,000	4,200
Medicare	927	948	948	992	1,000	1,000
Retirement Contributions	5,444	5,986	5,142	5,400	5,400	5,400
ICMA RC 457 Match	1,999	2,048	2,048	2,100	2,100	2,200
Unemployment Insurance	-	-	-	-	-	-
Workers' Compensation	201	40	149	150	150	150
<b>Total Personnel Services</b>	<b>84,067</b>	<b>86,602</b>	<b>75,557</b>	<b>76,655</b>	<b>80,650</b>	<b>82,950</b>
<b>Purchased/Contracted Services</b>						
Advertising	503	-	399	500	1,150	500
Printing & Binding	-	-	-	-	-	-
Insurance, other than employee benefits (GIRMA)	-	-	-	-	-	-
Communications	-	-	-	-	-	-
Travel	-	916	-	-	-	2,000
Dues & Fees	940	180	435	535	1,000	1,000
Contracts & Agreements	2,950	2,989	4,127	4,000	18,000	4,000
Education & Training	-	705	-	-	-	1,000
Contract Labor	-	-	-	-	-	-
<b>Total Purchased/Contracted Services</b>	<b>4,393</b>	<b>4,790</b>	<b>4,961</b>	<b>5,035</b>	<b>20,150</b>	<b>8,500</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	254	560	853	1,400	1,000	1,000
Postage	17	57	74	100	100	100
Food, Banquets & Flowers	166	469	-	500	2,800	2,560
Books & Periodicals	904	535	1,382	1,000	1,000	1,000
Uniforms	-	-	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>1,341</b>	<b>1,621</b>	<b>2,309</b>	<b>3,000</b>	<b>4,900</b>	<b>4,660</b>
<b>Total Operating Expenditures</b>	<b>89,801</b>	<b>93,013</b>	<b>82,827</b>	<b>84,690</b>	<b>105,700</b>	<b>96,110</b>
<b>Capital Outlay Request Expenditures</b>						
2014 Personnel/Benefits Management Module	-	-	-	-	-	-
2014-2015 Classification/Compensation Study (City Wide)	-	-	-	-	-	9,000
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,000</b>
<b>TOTAL HUMAN RESOURCES BUDGET</b>	<b>89,801</b>	<b>93,013</b>	<b>82,827</b>	<b>84,690</b>	<b>105,700</b>	<b>105,110</b>

**FY2015 Human Resources Expenditures by Category**



## Parks & Recreation Department

### FY2015 Budget Summary (Funded by the General Fund)

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

**Core Services:** 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 Department. Output numbers are projected to remain constant in fiscal year 2015.

Key Service Profiles Category	Total Outputs 2013	Total Outputs 2014
<b>Senior Citizens Center Program</b>		
• Number of Meals Served	9,012	8,987
<b>Cooper Center – After School/Summer Program</b>		
• Average Number of Youths per day	20	20
<b>Number of Youths Participating in Youth Sports</b>	528	491

### Staffing Level Description of Change Summary

The 2015 Parks & Recreation Department staffing level remains unchanged from the 2014 budget staffing level.

<u>Recreation Center</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Recreation Director	1	1	1	1	1
Program Coordinator	1	1	1	1	1
After-School Program Coordinator	1	1	1	1	1
Senior Groundskeeper (Athletic Fields)	1	1	1	1	1
Groundskeeper I	1	1	1	2	2
Groundskeeper II	1	1	1	Eliminated	--
Administrative Assistant	1	1	1	1	1
<b>Total Recreation Staffing Level</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Parks & Recreation Department expenditures total \$623,900, a decrease of -3% or (\$17,300) under the FY2014 Amended Budget. In FY2014, there were various repairs made to the stadium, gymnasium and ball fields which inflated the Parks & Recreation's overall budget in 2014. These repairs were completed in 2014, which attributes to the decrease in the Parks & Recreation's fiscal year 2015 budget.

<u>PARKS &amp; RECREATION</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2015 Amended Budget	2015 Annual Budget	2014/2015 Budget Variance	% of Change
<b>Expenditure Category</b>								
Total Personnel Expenses	364,797	344,025	341,007	342,040	334,550	347,100	12,550	4%
Total Purchased & Contracted Expenses	80,750	179,071	327,960	92,800	152,400	123,600	(28,800)	-19%
Total Supplies Expenses	121,822	131,293	120,330	122,200	132,750	134,700	1,950	1%
Total Miscellaneous Expenses	2,940	20,767	16,441	-	5,000	2,000	(3,000)	-60%
Total Capital Outlay Expenditures	-	100,273	28,021	16,500	16,500	16,500	-	0%
<b>Total Expenditures</b>	<b>570,309</b>	<b>775,429</b>	<b>833,759</b>	<b>573,540</b>	<b>641,200</b>	<b>623,900</b>	<b>(17,300)</b>	<b>-3%</b>



# Parks & Recreation Department

## FY2015 Budget Summary (Funded by the General Fund)

### Budget Detail Line Item Expenditure Summary

<b>PARKS &amp; RECREATION</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	232,463	220,953	212,971	207,000	199,000	202,000
Salaries - Part time/Temporary Employees	38,356	32,323	30,292	40,000	30,000	40,000
Salaries - Overtime	2,009	2,285	5,436	6,000	3,000	6,000
Group Insurance	41,737	40,190	39,625	40,000	63,000	55,000
Social Security (FICA) Contributions	16,267	15,167	14,674	16,000	13,300	16,000
Medicare	3,805	3,547	3,432	3,600	3,200	3,600
Retirement Contributions	20,524	20,943	20,642	20,640	15,000	15,500
ICMA RC 457 Match	1,730	1,351	1,713	1,800	2,050	2,000
Unemployment Insurance	-	-	5,700	-	-	-
Workers' Compensation	7,906	7,266	6,522	7,000	6,000	7,000
<b>Total Personnel Services</b>	<b>364,797</b>	<b>344,025</b>	<b>341,007</b>	<b>342,040</b>	<b>334,550</b>	<b>347,100</b>
<b>Purchased/Contracted Services</b>						
Umpires & Referees	10,585	10,775	10,588	12,000	6,000	12,000
Vehicle Maintenance & Repairs	2,538	1,609	2,498	1,500	9,000	3,000
Equipment Maintenance & Repairs	2,760	5,446	2,934	5,000	1,000	5,000
Gym Maintenance & Repairs	11,029	12,448	16,923	15,000	20,500	15,000
Stadium Maintenance & Repairs	17,458	47,122	138,939	15,000	26,000	15,000
Ball Park Maintenance & Repairs	5,019	35,256	18,481	10,000	16,000	10,000
Swimming Pool Maintenance & Repairs	3,270	2,376	4,274	3,000	5,000	3,000
Cooper Center Maintenance & Repairs	941	10,233	68,832	2,000	1,500	2,000
Insurance, other than employee benefits (GIRMA)	8,452	9,386	12,300	9,000	13,600	10,000
Advertising	(473)	1,034	1,483	1,500	400	1,500
Travel	-	2,462	-	-	300	3,000
Dues & Fees	2,215	2,690	1,690	2,800	2,000	2,700
Contracts & Agreements:	15,057	14,662	17,345	16,000	20,100	16,400
Education & Training	-	560	300	-	-	-
Contract Labor	1,899	23,012	31,373	-	31,000	25,000
<b>Total Purchased/Contracted Services</b>	<b>80,750</b>	<b>179,071</b>	<b>327,960</b>	<b>92,800</b>	<b>152,400</b>	<b>123,600</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	4,245	5,612	6,684	7,000	4,200	7,000
Postage	110	86	61	200	50	200
Trophies & Awards	7,030	6,974	6,988	6,500	7,000	7,000
Cooper Center Supplies	1,039	2,902	3,455	3,500	4,000	3,500
Player Uniforms/Sports Equipment	16,178	18,747	17,128	17,000	25,500	17,000
Chemicals	4,746	5,431	6,228	7,000	6,000	7,000
Summer Program Supplies	4,367	2,119	4,640	3,500	1,700	3,500
Christmas Decorations	870	543	-	-	5,000	5,000
Concession Supplies	2,141	1,932	4,755	5,000	5,000	5,000
Natural Gas	6,788	6,717	3,031	6,000	7,300	7,000
Electricity	58,384	54,642	49,721	55,000	53,000	55,000
Gasoline	10,988	10,795	13,777	6,000	9,000	10,000
Food - Banquets & Special Events	4,936	9,500	3,862	4,500	5,000	4,500
Small Equipment	-	5,293	-	-	-	3,000
Uniforms	-	-	-	1,000	-	-
<b>Total Supplies Expenditures</b>	<b>121,822</b>	<b>131,293</b>	<b>120,330</b>	<b>122,200</b>	<b>132,750</b>	<b>134,700</b>
<b>Other Misc. Expenditures</b>						
Park Maintenance	831	17,367	5,686	-	-	2,000
Electricity - Community Parks	2,109	3,400	10,755	-	-	-
Damage Claims	-	-	-	-	5,000	-
<b>Total Misc. Expenditures</b>	<b>2,940</b>	<b>20,767</b>	<b>16,441</b>	<b>-</b>	<b>5,000</b>	<b>2,000</b>
<b>Total Operating Expenditures</b>	<b>570,309</b>	<b>675,156</b>	<b>805,738</b>	<b>557,040</b>	<b>624,700</b>	<b>607,400</b>
<b>Capital Outlay Request Expenditures</b>						
Furniture & Fixtures (Rec. Dept. Office)	-	-	11,131	-	-	-
Baseball Field Lighting	-	100,273	-	-	-	-
Debt Service - Baseball Field Lighting	-	-	16,890	16,500	16,500	16,500
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>100,273</b>	<b>28,021</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>
<b>TOTAL RECREATION BUDGET</b>	<b>570,309</b>	<b>775,429</b>	<b>833,759</b>	<b>573,540</b>	<b>641,200</b>	<b>623,900</b>

# Parks & Recreation Department

## Senior Citizens Center

### FY2015 Budget Summary (Funded by the General Fund)

#### Staffing Level Description of Change Summary

The 2015 Senior Citizens Center staffing level remains unchanged from the 2014 budget staffing level.

<u>Senior Citizens Center</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Senior Center Program Supervisor	1	1	1	1	1
<b>Total Senior Center Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

#### Budget Description of Change Summary

In the FY2015 Budget, the Senior Citizens Center expenditures total \$140,035, a decrease of -31% or (\$63,590) under the FY2014 Amended Budget. In FY2014, funding was allocated for the purchase of a new passenger van and there were various repairs made to the senior center facility (i.e. replacement of the HVAC System) which inflated the senior center's overall budget in 2014. These improvements were completed in 2014, which attributes to the decrease in the Senior Center's fiscal year 2015 budget.

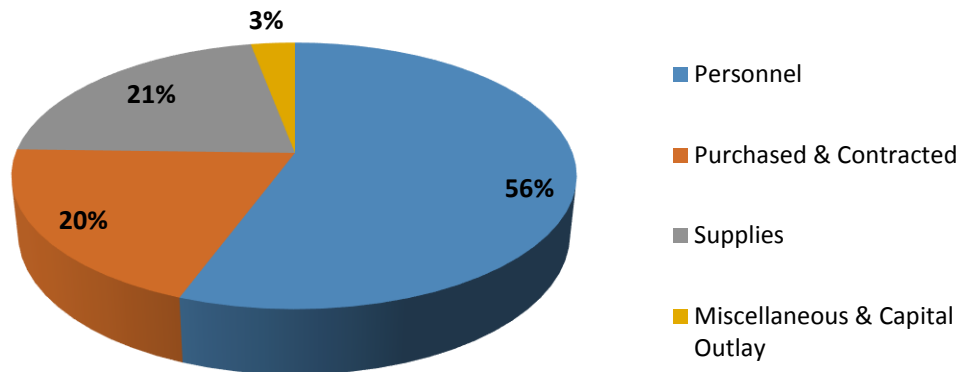
#### Budget Detail Line Item Expenditure Summary

<u>SENIOR CENTER</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	67,602	54,598	56,686	57,000	43,500	45,000
Salaries - Overtime	-	-	-	-	-	-
Group Insurance	4,848	4,958	5,636	5,700	7,500	7,800
Social Security (FICA) Contributions	4,142	3,261	3,380	4,000	2,700	3,000
Medicare	969	763	790	1,000	700	1,000
Retirement Contributions	6,169	6,362	3,615	3,650	6,700	4,450
ICMA RC 457 Match	1,206	1,224	1,224	1,224	1,250	1,300
Unemployment Insurance	3,300	-	-	-	-	-
Workers' Compensation	2,148	3,548	1,764	2,000	4,025	2,000
<b>Total Personnel Services</b>	<b>90,384</b>	<b>74,714</b>	<b>73,095</b>	<b>74,574</b>	<b>66,375</b>	<b>64,550</b>
<b>Purchased/Contracted Services</b>						
Custodial	2,743	2,984	2,186	3,000	4,700	3,000
Repairs & Maintenance	1,293	26,150	7,819	2,000	9,500	2,500
Travel	3,629	3,057	3,000	3,000	3,000	3,000
Dues & Fees	349	315	315	350	350	350
Contracts & Agreements:	2,465	2,476	3,222	3,500	2,500	3,500
Contract Labor	1,419	28,983	22,322	25,000	43,000	25,000
<b>Total Purchased/Contracted Services</b>	<b>11,898</b>	<b>63,965</b>	<b>38,864</b>	<b>36,850</b>	<b>63,050</b>	<b>37,350</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	1,182	2,564	501	2,000	1,000	2,000
Postage	-	-	9	35	-	35
Natural Gas	2,472	2,160	1,857	2,500	2,200	2,500
Electricity	11,398	10,474	8,968	8,000	10,000	8,000
Food, Banquets & Flowers	25,351	24,283	26,041	25,000	27,000	25,000
Small Equipment	-	7,556	485	600	1,100	600
<b>Total Supplies Expenditures</b>	<b>40,403</b>	<b>47,037</b>	<b>37,861</b>	<b>38,135</b>	<b>41,300</b>	<b>38,135</b>
<b>Total Operating Expenditures</b>	<b>142,685</b>	<b>185,716</b>	<b>149,820</b>	<b>149,559</b>	<b>170,725</b>	<b>140,035</b>
<b>Capital Outlay Request Expenditures</b>						
New 2015 Ford Passenger Van	-	-	-	-	32,900	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,900</b>	<b>-</b>
<b>TOTAL SENIOR CENTER BUDGET</b>	<b>142,685</b>	<b>185,716</b>	<b>149,820</b>	<b>149,559</b>	<b>203,625</b>	<b>140,035</b>

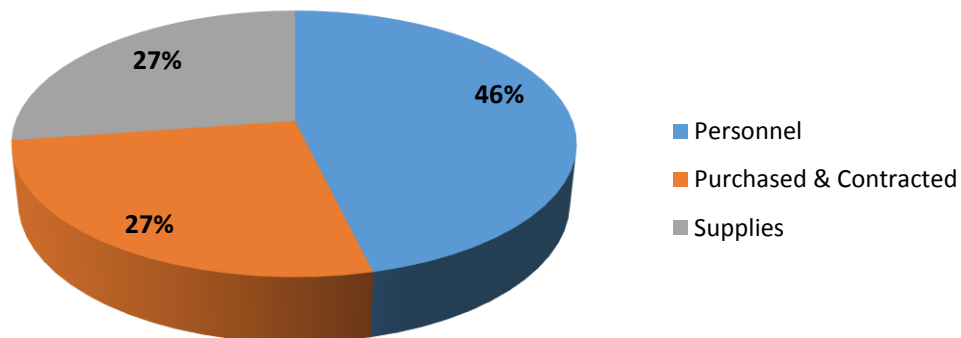
## Parks & Recreation Department

FY2015 Budget Summary  
(Funded by the General Fund)

**FY2015 Parks & Recreation Expenditures by Category**



**FY2015 Senior Center Expenditures by Category**



# Planning, Zoning & Building Department

## FY2015 Budget Summary (Funded by the General Fund)

**Purpose:** The Planning, Zoning & Building Department 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 as well as code enforcement activities. 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 & Building Department. Output numbers are projected to remain constant in fiscal year 2015.

Key Service Profiles Category	Total Outputs 2013	Total Outputs 2014
<b>Number of Permits Issued Includes:</b>	255	299
<ul style="list-style-type: none"> <li>New Construction Building, Renovations, &amp; Miscellaneous</li> </ul>		
<b>Number of Inspections Performed Includes:</b>	646	600
<ul style="list-style-type: none"> <li>Building, Plumbing, Mechanical, Gas, Electrical &amp; Stormwater</li> </ul>		
Fire Marshal Inspections Performed	100	180
Building Plan Reviews	121	150
<b>Code Enforcement Violations/Cases:</b>		
<ul style="list-style-type: none"> <li>No. of Notice of Violations Issued</li> <li>No. of Cases brought into compliance</li> <li>No. of Contacts Made</li> <li>No. of Illegal Signs Removed</li> <li>No. of Court Cases</li> <li>No. of Roll Out Cart Violations</li> </ul>	841 762 2,993 79 16 --	1,248 1,088 1,489 324 39 214

### Staffing Level Description of Change Summary

The 2015 Planning, Zoning & Building Department staffing level is increased when compared to the 2014 budget staffing level. Areas that have increased include the transfer of the two (2) Code Enforcement Officers from the Police Department to Planning, Zoning & Building. In FY2014, the "vacant" Planning, Zoning & Building Director's position was filled.

<u>Planning, Zoning &amp; Building</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Planning Director	1	1	1	1	1
Senior Code Enforcement Officer	1	1	1	--	1
Code Enforcement Officer	1	1	1	--	1
Administrative Assistant	1	1	1	1	1
<b>Total Planning Staffing Level</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>4</b>

# Planning, Zoning & Building Department

## FY2015 Budget Summary (Funded by the General Fund)

### Budget Description of Change Summary

In the FY2015 Budget, the Planning, Zoning & Building Department expenditures total \$152,353, an increase of 18% or \$23,353 over the FY2014 Amended Budget. The increase is attributed to the personnel and benefit costs associated with filling the Planning, Zoning & Building Director's position in 2014.

<b>PLANNING, ZONING &amp; BUILDING</b>								
Expenditure Category	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Annual Budget	2014/2015 Budget Variance	% of Change
Total Personnel Expenses	231,440	231,917	183,257	50,634	78,200	107,603	29,403	38%
Total Purchased & Contracted Expenses	37,881	45,832	67,853	20,100	46,800	33,450	(13,350)	-29%
Total Supplies Expenses	17,151	15,349	13,284	12,000	4,000	11,300	7,300	183%
Total Miscellaneous Expenses	-	-	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>286,472</b>	<b>293,098</b>	<b>264,394</b>	<b>82,734</b>	<b>129,000</b>	<b>152,353</b>	<b>23,353</b>	<b>18%</b>

### Budget Detail Line Item Expenditure Summary

<b>PLANNING, ZONING &amp; BUILDING</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	164,529	169,305	132,162	35,665	59,000	87,103
Salaries - Overtime	1,043	824	772	819	1,100	1,300
Group Insurance	27,695	30,144	23,831	6,000	10,000	9,300
Social Security (FICA) Contributions	9,521	9,599	7,614	2,200	3,700	3,600
Medicare	2,385	2,472	2,027	500	900	1,000
Retirement Contributions	14,152	9,050	8,948	3,250	3,300	3,300
ICMA RC 457 Match	6,511	6,129	4,247	1,000	-	1,000
Unemployment Insurance	-	-	-	-	-	-
Workers' Compensation	5,604	4,394	3,656	1,200	200	1,000
<b>Total Personnel Services</b>	<b>231,440</b>	<b>231,917</b>	<b>183,257</b>	<b>50,634</b>	<b>78,200</b>	<b>107,603</b>
<b>Purchased/Contracted Services</b>						
Maps, Charts & Plans	280	304	167	500	-	500
Site Plan Review	9,060	5,270	4,983	6,000	23,000	10,000
Vehicle Maintenance & Repairs	271	730	1,148	-	1,500	250
Equipment Maintenance & Repairs	-	-	71	100	-	1,000
Insurance, other than employee benefits	4,600	4,693	5,235	-	5,500	5,000
Advertising	820	762	310	1,000	500	1,000
Travel	1,585	1,376	1,600	500	100	1,200
Dues & Fees	605	963	670	1,500	100	500
Contracts & Agreements:	14,906	28,467	28,674	10,000	16,000	12,000
GIS Maintenance	3,975	-	-	-	-	-
Education & Training	1,779	3,267	4,771	500	100	2,000
Contract Labor - Demolition	-	-	20,224	-	-	-
<b>Total Purchased/Contracted Services</b>	<b>37,881</b>	<b>45,832</b>	<b>67,853</b>	<b>20,100</b>	<b>46,800</b>	<b>33,450</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	3,181	3,005	6,358	4,000	2,500	2,000
Postage	5,164	3,625	2,687	2,000	1,000	1,000
Gasoline	4,311	4,741	4,042	-	500	2,000
Books & Periodicals	4,295	3,688	50	6,000	-	6,000
Small Equipment	-	-	32	-	-	-
Uniforms	200	290	115	-	-	300
<b>Total Supplies Expenditures</b>	<b>17,151</b>	<b>15,349</b>	<b>13,284</b>	<b>12,000</b>	<b>4,000</b>	<b>11,300</b>
<b>Total Operating Expenditures</b>	<b>286,472</b>	<b>293,098</b>	<b>264,394</b>	<b>82,734</b>	<b>129,000</b>	<b>152,353</b>
<b>Capital Outlay Request Expenditures</b>						
Pick Up Truck	-	-	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PLANNING, ZONING &amp; BUILDING BUDGET</b>	<b>286,472</b>	<b>293,098</b>	<b>264,394</b>	<b>82,734</b>	<b>129,000</b>	<b>152,353</b>

# Planning, Zoning & Building Department

## Code Enforcement

### FY2015 Budget Summary

(Funded by the General Fund)

### Budget Description of Change Summary

In the FY2015 Budget, the Code Enforcement expenditures total \$164,175. In the FY2014 budget, Code Enforcement expenditures were funded in the Police Department's budget. In prior fiscal years (2011, 2012 & 2013) Code Enforcement expenditures were funded in the Planning, Zoning & Building Department. During the FY2015 budget preparation process, City Council elected to transfer Code Enforcement from the Police Department back to the Planning, Zoning & Building Department resulting in the creation of a detailed line item budget for code enforcement. The newly created detailed line item budget will provide for better tracking and monitoring of expenditures associated with code enforcement activities.

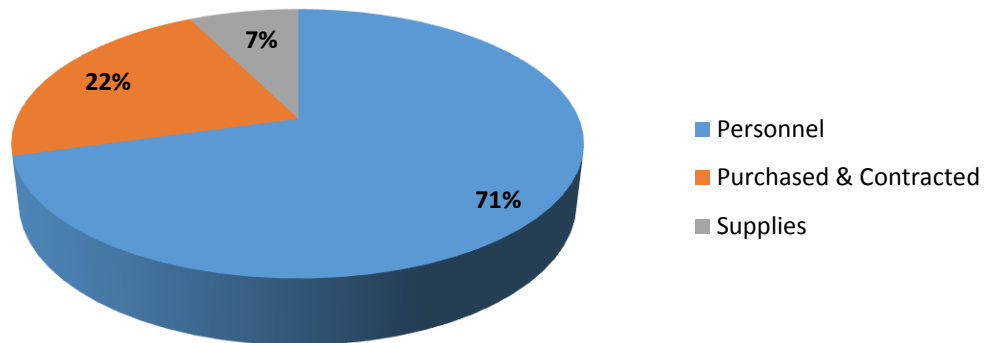
### Budget Detail Line Item Expenditure Summary

<b>CODE ENFORCEMENT</b>				
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2015 Adopted Budget
<b>Operating Expenditures</b>				
<b><u>Personnel Services</u></b>				
Salaries - Regular Employees				79,028
Salaries - Overtime				3,000
Group Insurance				16,060
Social Security (FICA) Contributions				4,050
Medicare				1,125
Retirement Contributions				3,403
ICMA RC 457 Match				2,225
Unemployment Insurance				-
Workers' Compensation				4,184
<b>Total Personnel Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>113,075</b>
<b><u>Purchased/Contracted Services</u></b>				
Vehicle Maintenance & Repairs	271	730	1,148	1,500
Equipment Maintenance & Repairs	-	-	71	500
Insurance, other than employee benefits(GIRMA)	4,600	4,693	5,235	1,950
Advertising	820	762	310	500
Printing & Binding	-	-	-	-
Travel	1,585	1,376	1,600	3,000
Dues & Fees	605	963	670	650
Contracts & Agreements	-	-	-	-
Education & Training	-	-	-	2,000
Contract Labor - Demolition	-	-	20,224	20,000
Contract Labor - Overgrown Lots	-	-	-	10,000
<b>Total Purchased/Contracted Services</b>	<b>7,881</b>	<b>8,524</b>	<b>29,258</b>	<b>40,100</b>
<b><u>Supplies Expenditures</u></b>				
General Supplies & Materials	-	-	-	3,000
Postage	-	-	-	1,000
Gasoline	4,311	4,741	4,042	5,000
Books & Periodicals	-	-	50	500
Small Equipment	-	-	32	500
Uniforms	200	200	115	1,000
<b>Total Supplies Expenditures</b>	<b>4,511</b>	<b>4,941</b>	<b>4,239</b>	<b>11,000</b>
<b>Total Operating Expenditures</b>	<b>12,392</b>	<b>13,465</b>	<b>33,497</b>	<b>164,175</b>
<b>Capital Outlay Request Expenditures</b>				
	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CODE ENFORCEMENT BUDGET</b>	<b>12,392</b>	<b>13,465</b>	<b>33,497</b>	<b>164,175</b>

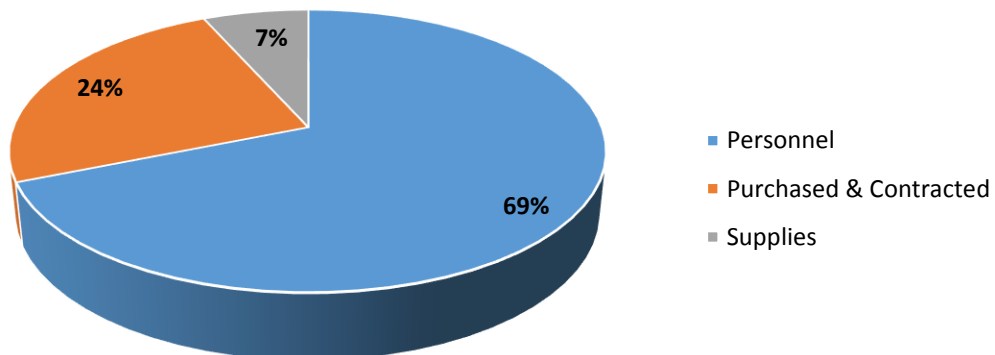
## Planning, Zoning & Building Department

FY2015 Budget Summary  
(Funded by the General Fund)

**FY2015 Planning, Zoning & Building  
Expenditures by Category**



**FY2015 Code Enforcement  
Expenditures by Category**



**FY2015  
Adopted Budget**

# **Public Safety Services**



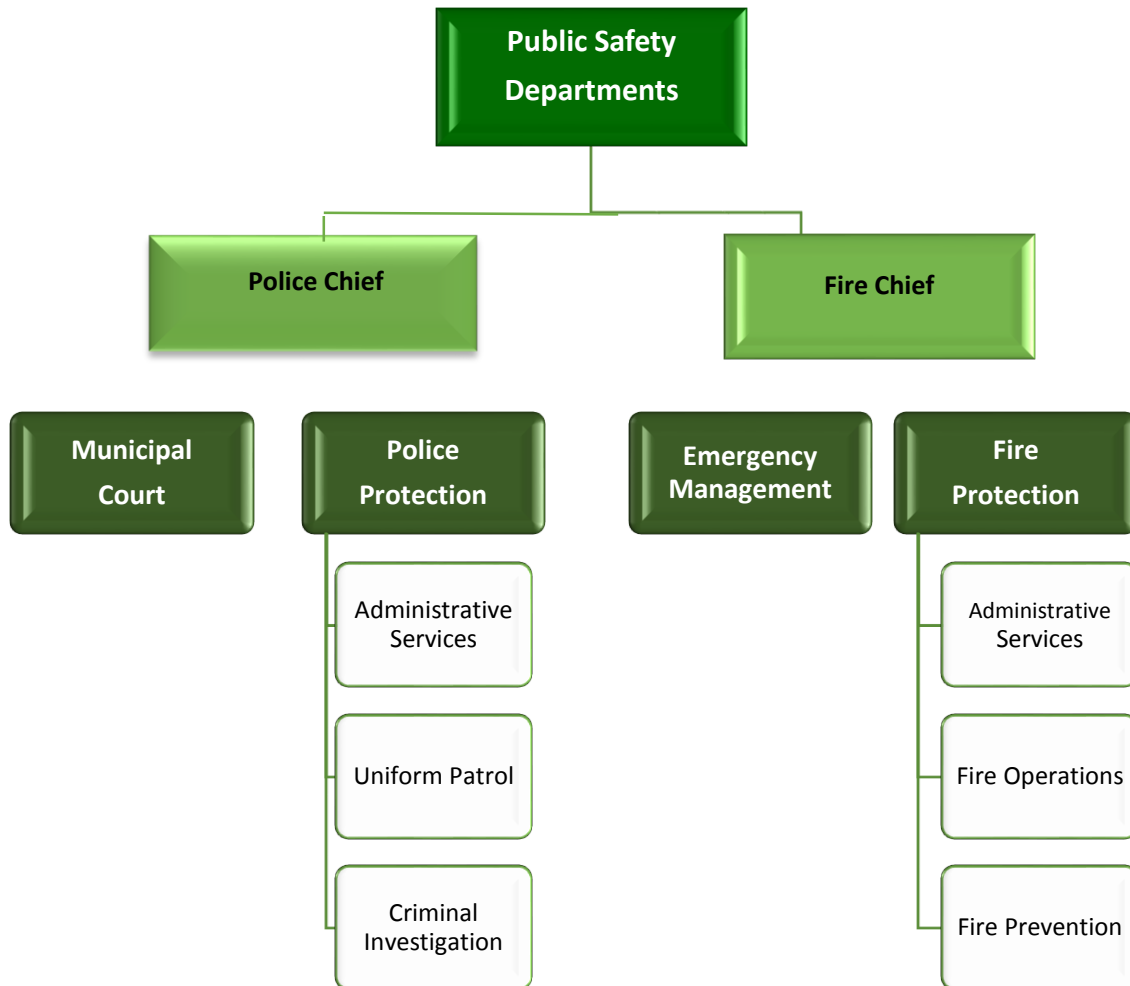
## **Departmental Summaries**

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



## Public Safety Services

Incorporated into the Public Safety Services are four service departments: 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.



### Fund Types Budgeted by the Public Safety Departments

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

# Municipal Court

## FY2015 Budget Summary

*(Funded by General Fund)*

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

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

### Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Municipal Court. Output numbers are projected to remain constant in fiscal year 2015.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014
Total Court Cases Handled	6,792	6,745
Traffic Citations Handled in Court	6,061	5,924
Criminal Cases Handled in Court	731	821
Cases Issued Probation	660	608

### Budget Description of Change Summary

In the FY2015 Budget, the Municipal Court expenditures total \$104,481, an increase of 7% from the FY2014 Amended Budget. The increase in expenditures is attributed to cost increases in the contract labor agreements for the Recorders Court Judge, Court Room Security, Recorders Court Solicitor and Recorders Court Public Defender in fiscal year 2015.

<b>MUNICIPAL COURT</b>								
Expenditure Category	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget	2014/2015 Budget Variance	% of Change
Contract Labor - Judge & Court Security	46,327	47,000	47,160	48,000	48,000	50,669	2,669	6%
Contract Labor - Court Solicitor	25,000	25,000	25,000	25,000	25,000	26,906	1,906	8%
Contract Labor - Circuit Public Defender	25,961	25,000	25,000	25,000	25,000	26,906	1,906	8%
<b>Total Expenditures</b>	<b>97,288</b>	<b>97,000</b>	<b>97,160</b>	<b>98,000</b>	<b>98,000</b>	<b>104,481</b>	<b>6,481</b>	<b>7%</b>

**FY2015 Municipal Court Expenditures by Category**



# Police Department

## FY2015 Budget Summary

*(Funded by General Fund)*

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

**Core Services:** The Police Department is comprised of 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. Output numbers are projected remain constant in fiscal year 2015.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014
<b>Total Calls for Service</b>	<b>23,476</b>	<b>20,779</b>
Top Four Criminal Violations		
• Assault	234	225
• Larceny	223	236
• Burglary	162	187
• Auto Theft	42	23
<b>Total Traffic Violations</b>	<b>10,519</b>	
Traffic Violations Included:		
• Traffic Accidents	559	415
• Written Warnings	2,005	526
• Seat Belt Violations	1,005	358
• DUI's	227	331
• Fatality Accidents	2	3
• Speeding Violations	3,428	1,874
<b>Total Commercial Vehicle Citations Issued</b>	<b>194</b>	<b>70</b>
<u>Total Arrests:</u>		
Adult Arrests/Charges	842 /1,822	867/2,171
Juvenile Arrests/Charges	12/21	16/40

### Staffing Level Description of Change Summary

The 2015 Police Department staffing level remains essentially flat when compared to the 2014 budget staffing level, although a reduction in staffing level resulted from the transfer of the two (2) Code Enforcement Officers to the Planning, Zoning & Building Program.

## Police Department

### FY2015 Budget Summary (Funded by General Fund)

#### Staffing Level Description of Change Summary (Continued)

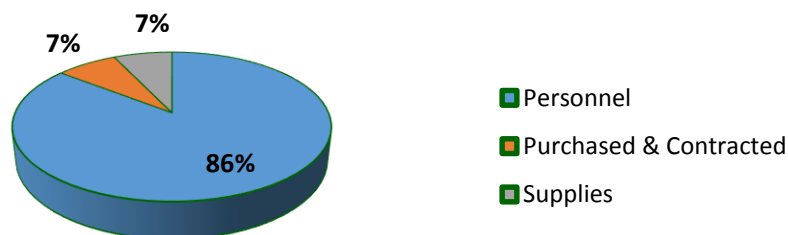
<u>Police</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Chief of Police	1	1	1	1	1
Executive Administrative Assistant	1	1	1	1	1
Captain	3	3	3	3	3
Lieutenant	2	2	2	2	2
Sergeant	5	4	5	5	5
Corporal	4	4	4	4	4
Detective	6	5	5	5	5
Training Officer	1	1	1	1	1
CID/Evidence Specialist	1	1	1	1	1
Patrol Officer	17	17	16	15	15
CNT Officers (Reimbursed by Chatham County)	2	2	2	2	2
Clerk Of Court	1	1	1	1	1
Records Clerk	2	2	2	2	2
Front Desk Receptionist/Switch Board	--	--	--	--	1
Code Enforcement Officers	-	-	-	2	--
<b>Total Police Staffing Level</b>	<b>46</b>	<b>44</b>	<b>44</b>	<b>46</b>	<b>44</b>

#### Budget Description of Change Summary

In the FY2015 Budget, the Police Department expenditures total \$3,659,925, an increase of 3% or \$103,407 over the FY2014 Amended Budget. The increase more accurately reflects actual expenditures associated with personnel costs resulting from the increases in salaries and benefits (i.e. compensation, group insurance, etc.) in fiscal year 2014.

<u>POLICE PROTECTION</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Annual Budget	2014/2015 Budget Variance	% of Change
Operating Expenditure Category								
Total Personnel Expenses	2,949,606	2,818,661	2,773,142	2,893,200	3,047,715	3,107,525	59,810	2%
Total Purchased & Contracted Expenses	224,536	226,987	254,618	262,700	268,200	268,000	(200)	0%
Total Supplies Expenses	274,774	268,257	243,993	266,400	220,353	256,400	36,047	16%
Total Miscellaneous Expenses	71,910	62,074	32,494	25,500	20,250	28,000	7,750	38%
<b>Total Expenditures</b>	<b>3,520,826</b>	<b>3,375,979</b>	<b>3,304,247</b>	<b>3,447,800</b>	<b>3,556,518</b>	<b>3,659,925</b>	<b>103,407</b>	<b>3%</b>

FY2015 Police Expenditures by Category



# Police Department

## FY2015 Budget Summary

(Funded by General Fund)

### Budget Detail Line Item Expenditure Summary

<b>POLICE</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	2,001,584	1,902,897	1,825,095	1,880,000	2,000,000	2,007,825
Police - Holiday Salaries	16,002	38,436	41,062	40,000	40,000	40,000
Salaries - Part time	28,786	27,287	23,166	30,000	11,015	-
Salaries - Overtime	77,418	78,653	84,154	83,000	83,000	84,000
Group Insurance	357,174	334,557	360,692	390,000	456,500	507,000
Social Security (FICA) Contributions	123,522	118,134	113,674	128,000	123,000	125,400
Medicare	28,894	27,628	26,585	30,400	30,400	31,200
Retirement Contributions	177,148	177,091	179,037	187,000	189,300	184,500
ICMA RC 457 Match	18,807	18,812	20,761	21,500	24,500	24,500
Peace Officers Annuity	5,640	5,580	6,180	10,000	6,000	10,000
Unemployment Insurance	-	-	624	1,200	-	1,000
Workers' Compensation	114,631	89,586	92,112	92,100	84,000	92,100
<b>Total Personnel Services</b>	<b>2,949,606</b>	<b>2,818,661</b>	<b>2,773,142</b>	<b>2,893,200</b>	<b>3,047,715</b>	<b>3,107,525</b>
<b>Purchased/Contracted Services</b>						
Vehicle Maintenance & Repairs	42,800	47,092	50,784	50,000	52,000	50,000
Equipment Maintenance & Repairs	11,970	12,314	10,891	12,000	12,000	12,000
Insurance, other than employee benefits (GIRMA)	134,208	132,140	142,145	150,000	146,200	150,000
Advertising	-	-	-	-	-	-
Printing & Binding	-	-	-	-	-	-
Travel	4,477	8,145	14,245	10,000	10,000	15,000
Dues & Fees	1,241	1,726	1,500	2,200	1,000	3,000
Contracts & Agreements:	22,906	20,544	26,854	33,500	38,000	30,000
Education & Training	6,934	5,026	8,199	5,000	9,000	8,000
<b>Total Purchased/Contracted Services</b>	<b>224,536</b>	<b>226,987</b>	<b>254,618</b>	<b>262,700</b>	<b>268,200</b>	<b>268,000</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	12,710	13,765	14,006	19,000	17,000	20,000
Postage	1,104	994	1,524	4,000	2,000	2,000
Computer Eqpt. & Software					-	
Natural Gas	66	-	183	200	200	200
Electricity	39,742	34,665	34,404	35,000	36,000	35,000
Gasoline	186,174	171,021	156,767	170,000	141,000	170,000
Food - Banquets & Flowers:					-	
Books & Periodicals	-	1,846	111	1,200	1,000	1,200
Small Equipment	2,080	4,600	2,962	5,000	5,100	6,000
Small Equipment - LLEBG 03 Riot Gear	19,872	22,015	15,704	12,000	(4,947)	-
Uniforms	13,026	19,351	18,332	20,000	23,000	22,000
<b>Total Supplies Expenditures</b>	<b>274,774</b>	<b>268,257</b>	<b>243,993</b>	<b>266,400</b>	<b>220,353</b>	<b>256,400</b>
<b>Other Misc. Expenditures</b>						
Community Oriented Policing	697	992	964	1,500	2,000	2,000
Armory	1,524	1,453	5,646	10,000	5,200	10,000
Damage Claims Paid	1,020	4,519	2,000	2,000	5,050	2,000
Intergovernment - Housing of Prisoners	64,220	43,813	16,778	-	-	-
Investigation	1,443	-	-	-	-	-
Identification Unit	3,006	11,297	7,106	10,000	8,000	12,000
Prisoner Medical Expense	-	-	-	2,000	-	2,000
<b>Total Misc. Expenditures</b>	<b>71,910</b>	<b>62,074</b>	<b>32,494</b>	<b>25,500</b>	<b>20,250</b>	<b>28,000</b>
<b>Total Operating Expenditures</b>	<b>3,520,826</b>	<b>3,375,979</b>	<b>3,304,247</b>	<b>3,447,800</b>	<b>3,556,518</b>	<b>3,659,925</b>
<b>Capital Outlay Request Expenditures</b>						
Police Vehicles Installment Payment	25,500	113,194	113,120	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>25,500</b>	<b>113,194</b>	<b>113,120</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL POLICE BUDGET</b>	<b>3,546,326</b>	<b>3,489,173</b>	<b>3,417,367</b>	<b>3,447,800</b>	<b>3,556,518</b>	<b>3,659,925</b>

# Emergency Management Program

## FY2015 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.

### Staffing Level Description of Change

The 2015 Emergency Management staffing level remains unchanged from the 2014 budget staffing level.

<u>Emergency Management</u>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Amended</b>	<b>2015 Adopted</b>
Emergency Management Coordinator	1	1	1	--	--
<b>Total Senior Center Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>--</b>	<b>--</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Emergency Management Program expenditures total \$7,700, a decrease of -72% or (\$19,891) under the FY2014 Amended Budget. The decrease is mainly attributed to the elimination of the Emergency Management Coordinator position in FY2014.

<u>EMERGENCY MANAGEMENT</u>								
<b>Expenditure Category</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Adopted Budget</b>	<b>2014 Amended Budget</b>	<b>2015 Adopted Budget</b>	<b>2014/2015 Budget Variance</b>	<b>% of Change</b>
Total Personnel Expenses	54,023	54,466	55,118	55,254	24,291	-	(24,291)	-100%
Total Purchased & Contracted Expenses	660	2,772	5,733	3,200	800	3,200	2,400	300%
Total Supplies Expenses	10,197	39	399	2,500	2,500	4,500	2,000	80%
Total Miscellaneous Expenses	-	-	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>64,880</b>	<b>57,277</b>	<b>61,250</b>	<b>60,954</b>	<b>27,591</b>	<b>7,700</b>	<b>(19,891)</b>	<b>-72%</b>

**FY2015 Emergency Management  
Expenditures By Category**



## Fire Department

### FY2015 Budget Summary

*(Funded by the Fire Protection Fund)*

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

**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. Output numbers are projected to remain constant in fiscal year 2015.

Key Service Profiles Category	Total Outputs 2013	Total Outputs 2014
<b>Total Calls For Service</b>	<b>370</b>	<b>357</b>
• Fire Calls	103	96
• Vehicle Accidents/Rescue	24	22
• Hazardous Conditions	86	86
• Public Service Calls	34	46
• Good Intent Calls	123	107

### Staffing Level Description of Change Summary

The 2015 Fire Department staffing level reflects an increase from the 2014 budget staffing level. The increase is attributed to the addition of (1) Administrative Assistant position and (2) Firefighter positions to be filled in fiscal year 2015.

<u>Fire</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Fire Chief	1	1	1	1	1
*Administrative Assistant	--	--	--	--	1
**Firefighter	8	8	8	8	10
<b>Total Fire Protection Fund Staffing Level</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>12</b>

\*New budgeted position in the FY2015 Budget.

\*\*Two (2) additional budgeted Firefighter positions in the FY2015 Budget.

## Fire Department

### FY2015 Budget Summary

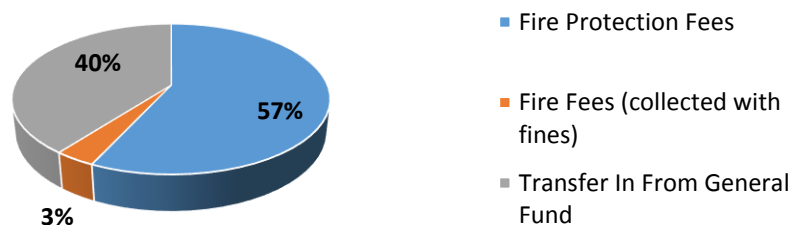
*(Funded by the Fire Protection Fund)*

### Budget Description of Change Summary

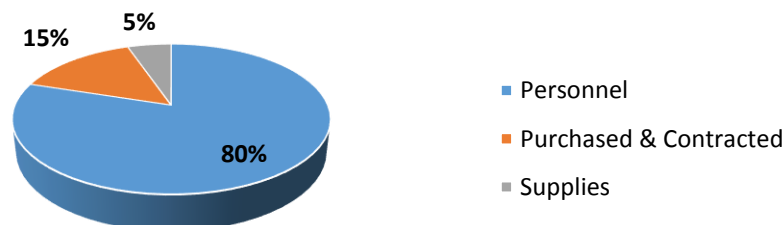
In the FY2015 Budget, the Fire Protection Fund expenditures total \$958,802, an increase of 16% or \$130,308 over the FY2014 Amended Budget. The increase is mainly attributed to the personnel costs associated with the filling the administrative assistant position and the two additional firefighter positions in fiscal year 2015.

FIRE PROTECTION FUND								
	2011	2012	2013	2014	2014	2015		
<u>Revenue Category</u>	Actual	Actual	Actual	Adopted Budget	Amended Budget	Adopted Budget	Budget Variance	% of Change
Total Federal & State Government Grants	152,955	520,181	193,377	-	5,796	-	(5,796)	-100%
Total Fire Protection Fees	268,722	400,458	540,770	530,000	528,040	540,000	11,960	2%
Total Fire Fees (collected with fines)	48,692	55,143	35,476	30,000	29,802	33,500	3,698	12%
Total Accident Recovery Fees	-	360	4,632	8,000	15,598	10,000	(5,598)	-36%
Total Miscellaneous Revenues	232,745	21,599	1,932	-	500	-	(500)	-100%
Total Transfers In From General Fund	255,167	171,800	194,129	248,758	248,758	375,302	126,544	51%
<b>Total Revenues</b>	<b>958,281</b>	<b>1,169,541</b>	<b>970,316</b>	<b>816,758</b>	<b>828,494</b>	<b>958,802</b>	<b>130,308</b>	<b>16%</b>
<u>Expenditure Category</u>	Actual	Actual	Actual	Budget	Budget	Budget	Variance	Change
Total Personnel Expenses	524,184	550,728	578,462	579,065	586,100	764,677	178,577	30%
Total Purchased & Contracted Expenses	150,755	246,873	265,906	131,068	178,800	141,500	(37,300)	-21%
Total Supplies Expenses	49,267	47,723	48,258	52,625	56,000	50,625	(5,375)	-10%
Total Miscellaneous Expenses	22,978	54,127	1,291	54,000	7,594	2,000	(5,594)	-74%
Total Capital Outlay Expenses	-	-	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>747,184</b>	<b>899,451</b>	<b>893,917</b>	<b>816,758</b>	<b>828,494</b>	<b>958,802</b>	<b>130,308</b>	<b>16%</b>
<b>Net Surplus (Loss)</b>	<b>211,097</b>	<b>270,090</b>	<b>76,399</b>	<b>-</b>	<b>-</b>	<b>-</b>		

**FY2015 Fire Protection Fund Revenues by Category**



**FY2015 Fire Protection Fund Expenditures by Category**





# Fire Department

## FY2015 Budget Summary

*(Funded by the Fire Protection Fund)*

### Budget Detail Line Item Expenditure Summary

<b>Fire Protection Fund</b>						
Revenue Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Revenues</b>						
Federal Government Grants - SAFER Grant	152,955	98,465	62,414	-	-	-
Federal Grants - Indirect Operating	-	99,353	130,963	-	-	-
Federal Grants - Indirect Capital	-	319,992	-	-	5,796	-
State Government Grants	-	2,371	-	-	-	-
Fire Protection Fee	268,722	400,458	540,770	530,000	528,040	540,000
Fire Fee (Collected w/fines)	48,692	55,143	35,476	30,000	29,802	33,500
Accident Recovery Fees	-	360	4,632	8,000	15,598	10,000
Capital Contributions	232,745	-	-	-	-	-
Reimbursement for Damaged Property	-	21,599	-	-	-	-
Miscellaneous Revenue	-	(8,800)	1,932	-	500	-
Transfers In - General Fund	255,167	171,800	194,129	248,758	248,758	375,302
<b>Total Revenues</b>	<b>958,281</b>	<b>1,160,741</b>	<b>970,316</b>	<b>816,758</b>	<b>828,494</b>	<b>958,802</b>
<b>Fire Protection Fund</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	355,822	355,251	374,748	360,000	376,000	491,377
Salaries - Part-time	3,144	13,704	10,799	15,000	7,334	15,000
Salaries - Overtime	32,336	31,273	36,861	35,000	35,000	35,000
Group Insurance	63,472	68,641	75,774	87,000	87,000	120,500
Social Security (FICA) Contributions	22,420	22,902	24,265	24,500	25,000	37,600
Medicare	5,243	5,356	5,675	5,715	6,000	8,000
Retirement Contributions	28,698	34,076	35,143	36,700	36,700	40,000
ICMA RC 457 Match	1,272	1,701	2,651	2,600	2,600	3,000
Workers' Compensation	11,777	17,824	12,546	12,550	12,800	14,200
<b>Total Personnel Services</b>	<b>524,184</b>	<b>550,728</b>	<b>578,462</b>	<b>579,065</b>	<b>588,434</b>	<b>764,677</b>
<b>Purchased/Contracted Services</b>						
Vehicle Maintenance & Repairs	31,781	22,096	25,993	20,000	59,500	25,000
Equipment Maintenance & Repairs	10,017	9,282	15,124	10,000	11,000	10,500
Building Maintenance & Repairs	3,406	20,287	5,793	6,000	10,500	10,000
Insurance, other than employee benefits (GIRMA)	30,149	33,860	31,160	31,160	31,160	32,000
Travel	928	30,718	45,633	1,500	1,500	2,000
Dues & Fees	3,684	3,964	4,695	5,000	5,000	5,000
Contracts & Agreements:	70,376	61,483	53,207	55,608	63,000	55,000
Education & Training	414	65,183	84,301	1,800	-	2,000
<b>Total Purchased/Contracted Services</b>	<b>150,755</b>	<b>246,873</b>	<b>265,906</b>	<b>131,068</b>	<b>181,660</b>	<b>141,500</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	2,208	1,415	3,110	4,000	4,000	4,000
Postage	-	23	-	-	100	-
Natural Gas	4,823	3,849	3,280	4,500	5,100	5,000
Electricity	15,018	14,676	14,263	13,500	14,700	13,500
Gasoline	23,598	20,696	20,110	25,000	20,500	22,000
Food, Banquets & Flowers	158	-	434	500	1,000	500
Books & Periodicals	132	76	131	125	500	125
Small Equipment	1,959	4,731	3,526	2,500	7,000	2,500
Uniforms	1,371	2,257	3,404	2,500	3,500	3,000
<b>Total Supplies Expenditures</b>	<b>49,267</b>	<b>47,723</b>	<b>48,258</b>	<b>52,625</b>	<b>56,400</b>	<b>50,625</b>
<b>Other Misc. Expenditures</b>						
Fire Prevention	3,031	2,672	1,291	2,000	2,000	2,000
Damage Claims	-	-	-	-	-	-
Depreciation	19,947	51,455	51,799	52,000	-	-
<b>Total Misc. Expenditures</b>	<b>22,978</b>	<b>54,127</b>	<b>53,090</b>	<b>54,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Operating Expenditures</b>	<b>747,184</b>	<b>899,451</b>	<b>945,716</b>	<b>816,758</b>	<b>828,494</b>	<b>958,802</b>
<b>Capital Outlay Request Expenditures</b>						
Class "A" Pumper Truck (Debt Service Payment)	-	-	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FIRE PROTECTION FUND BUDGET</b>	<b>747,184</b>	<b>899,451</b>	<b>945,716</b>	<b>816,758</b>	<b>828,494</b>	<b>958,802</b>
<b>Net Surplus (Loss)</b>	<b>211,097</b>	<b>261,290</b>	<b>24,600</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FY2015  
Adopted Budget**

# **Public Works/Utility Services**

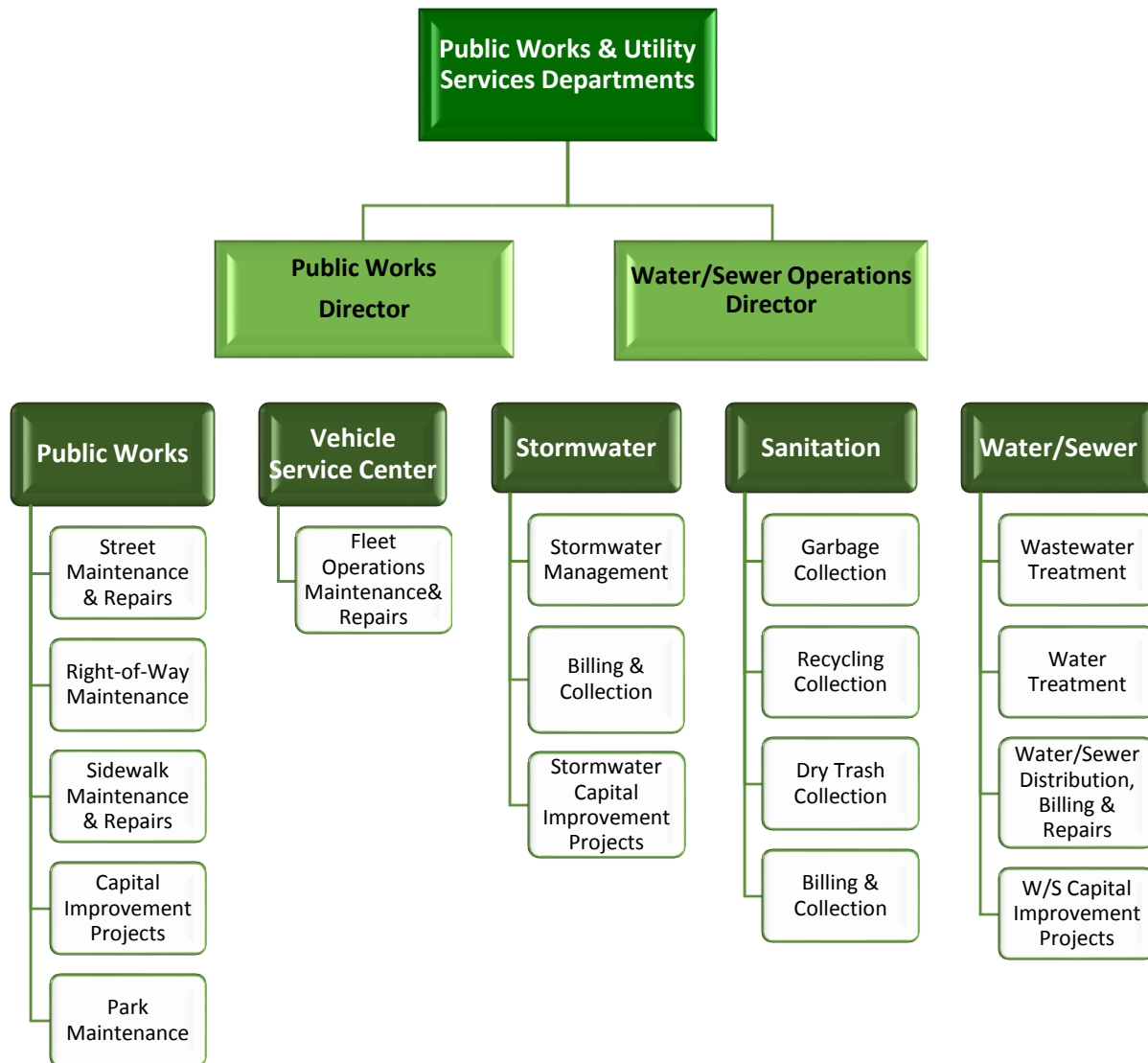


## **Departmental Summaries**

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

## Public Works & Utility Services

Incorporated into the Public Works & Utilities are five service departments: 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.



### Fund Types Budgeted by the Public Works & Utility Service Departments

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

## Public Works Department

### FY2015 Budget Summary (Funded by the General Fund)

**Purpose:** The Public Works Department 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 Department. Output numbers are projected to be essentially similar in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
Street Asphalt Repair Costs	\$27,357	\$28,296
Miles of Shoulder Maintenance	3,420	7,313
Dirt/Gravel Streets Scraped	7	7
Miles of Streets Swept	1,245	1,650
Street Signs Made/Replaced/Relocated	175	112
Street Light Outages Reported to Georgia Power for Repair/Replacement	46	35
Trees Trimmed or Removed Due to Hazardous Situation (Obstruction or Dead)	34	36
Work Orders Accomplished	1,461	1,637
Resident Service Requests Received	247	244

### Staffing Level Description of Change Summary

The 2015 Public Works Department staffing level remains unchanged from the 2014 budget staffing level.

Public Work	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Public Works Director	1	1	1	1	1
Administrative Services Manager	-	1	1	1	1
Foreman	-	1	1	1	1
Public Works Crew Leader	1	2	2	2	2
Public Works Tech III*	5	4	4	4	4
Public Works Tech II*	-	1	1	1	1
Public Works Tech I	2	--	--	--	--
Administrative Assistant	1	--	--	--	--
<b>Total Public Works Staffing Level</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Public Works Department expenditures total \$735,150, an increase of 10% or \$66,817 over the FY2014 Amended Budget. The increase is attributed to the increase in costs associated the maintenance and upkeep of the City's ageing infrastructure.

# Public Works Department

## FY2015 Budget Summary (Funded by the General Fund)

PUBLIC WORKS	2011	2012	2013	2014	2014	2015	2014/2015	%
Expenditure Category	Actual	Actual	Actual	Adopted Budget	Amended Budget	Adopted Budget	Budget Variance	of Change
Total Personnel Expenses	434,147	275,966	270,941	362,520	384,625	396,050	11,425	3%
Total Purchased & Contracted Expenses	124,374	104,154	74,935	188,390	109,500	183,600	74,100	68%
Total Supplies Expenses	149,516	142,530	144,008	160,120	169,908	153,000	(16,908)	-10%
Total Miscellaneous Expenses	198	1,000	2,510	1,000	3,300	1,500	(1,800)	-55%
Total Capital Outlay (Equipment/Vehicles)	-	18,038	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>708,235</b>	<b>541,688</b>	<b>492,394</b>	<b>712,030</b>	<b>667,333</b>	<b>734,150</b>	<b>66,817</b>	<b>10%</b>

## Budget Detail Line Item Expenditure Summary

PUBLIC WORKS	2011	2012	2013	2014	2014	2015
Expenditure Description	Actual	Actual	Actual	Adopted Budget	Amended Budget	Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	270,275	149,371	143,704	200,000	200,700	200,000
Salaries - Overtime	940	79	42	500	550	400
Group Insurance	74,143	61,299	64,910	82,000	101,000	112,000
Social Security (FICA) Contributions	13,521	5,883	5,331	12,400	8,000	10,000
Medicare	5,183	3,458	3,325	2,900	5,025	5,000
Retirement Contributions	26,456	13,234	15,908	18,620	18,650	18,650
ICMA RC 457 Match	3,066	3,962	4,856	13,100	16,600	17,000
Unemployment Insurance	333	-	-	-	-	-
Workers' Compensation	40,230	38,680	32,865	33,000	34,100	33,000
<b>Total Personnel Services</b>	<b>434,147</b>	<b>275,966</b>	<b>270,941</b>	<b>362,520</b>	<b>384,625</b>	<b>396,050</b>
<b>Purchased/Contracted Services</b>						
Professional Engineering	4,500	48,250	4,020	10,000	9,000	10,000
Vehicle Maintenance & Repairs	5,346	11,007	15,343	10,000	20,000	15,000
Equipment Maintenance & Repairs	1,582	2,244	6,535	5,000	6,000	10,000
Street Maintenance & Repairs	12,983	20,843	20,410	125,000	47,000	120,000
Park Maintenance	-	-	-	5,000	1,500	2,000
Equipment Rentals	1,653	-	-	-	-	-
Insurance, other than employee benefits (GIRMA)	28,294	12,502	13,089	17,750	14,000	15,000
Advertising	537	798	37	40	-	-
Travel	832	-	-	-	-	-
Dues & Fees	820	492	568	600	-	600
Contracts & Agreements:	66,645	7,348	14,488	15,000	12,000	10,000
Education & Training	1,182	670	445	-	-	1,000
Contract Labor	-	-	-	-	-	-
<b>Total Purchased/Contracted Services</b>	<b>124,374</b>	<b>104,154</b>	<b>74,935</b>	<b>188,390</b>	<b>109,500</b>	<b>183,600</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	14,944	10,755	16,056	14,000	14,000	14,000
Postage	31	90	-	120	-	-
Street Signs	-	7,461	6,621	10,000	10,000	15,000
Electricity	114,475	108,429	108,307	116,000	134,000	110,000
Oil & Lubricants	(2,864)	885	912	3,000	(2,192)	1,000
Gasoline	12,004	7,281	8,014	13,000	9,500	9,000
Small Equipment	2,178	635	1,578	1,000	1,000	1,000
Uniforms	8,748	6,994	2,520	3,000	3,600	3,000
<b>Total Supplies Expenditures</b>	<b>149,516</b>	<b>142,530</b>	<b>144,008</b>	<b>160,120</b>	<b>169,908</b>	<b>153,000</b>
<b>Other Misc. Expenditures</b>						
Damage Claims Paid	198	1,000	2,510	1,000	3,300	1,500
<b>Total Misc. Expenditures</b>	<b>198</b>	<b>1,000</b>	<b>2,510</b>	<b>1,000</b>	<b>3,300</b>	<b>1,500</b>
<b>Total Operating Expenditures</b>	<b>708,235</b>	<b>523,650</b>	<b>492,394</b>	<b>712,030</b>	<b>667,333</b>	<b>734,150</b>
<b>Capital Outlay Request Expenditures</b>						
Machinery & Equipment	-	18,038	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>18,038</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PUBLIC WORKS BUDGET</b>	<b>708,235</b>	<b>541,688</b>	<b>492,394</b>	<b>712,030</b>	<b>667,333</b>	<b>734,150</b>

### FY2015 Public Works Expenditures by Category



# Fleet Operations Department

## FY2015 Budget Summary

*(Funded by the General Fund)*

**Purpose:** The Fleet Operations Department 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 Department. Output numbers are projected to be essentially similar in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
City Vehicles/Equipment Serviced/Repaired	464	587

### Staffing Level Description of Change Summary

The 2015 Fleet Operations Department staffing level remains unchanged from the 2014 budget staffing level.

<u>Vehicle Service Center</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Senior Mechanic	-	1	1	1	1
Mechanic	1	1	1	1	1
Mechanic Assistant	--	--	--	--	--
<b>Total Vehicle Center Staffing Level</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Budget Description of Change Summary

In the FY2015 Budget, the Fleet Operations Department (Vehicle Service Center) expenditures total \$102,400, a decrease of -19% or (\$23,725) under the FY2014 Amended Budget. The decrease more accurately reflects actual expenditures. In FY2014, there was an increase in various repairs made to ageing specialized heavy equipment which inflated the Vehicle Service Center's overall budget in 2014.

<u>VEHICLE SERVICE CENTER</u>		2011	2012	2013	2014	2014	2015	2014/2015	%
Expenditure Category	Actual	Actual	Actual	Adopted Budget	Amended Budget	Adopted Budget	Budget Variance	Change	
Total Personnel Expenses	92,265	100,156	77,428	101,550	95,250	96,900	1,650	2%	
Total Purchased & Contracted Expenses	518	296	376	750	1,075	1,000	(75)	-7%	
Total Supplies Expenses	10,203	24,135	12,986	9,950	29,800	4,500	(25,300)	-85%	
Total Miscellaneous Expenses	-	9,342	-	-	-	-	-	0%	
<b>Total Expenditures</b>	<b>102,986</b>	<b>133,929</b>	<b>90,790</b>	<b>112,250</b>	<b>126,125</b>	<b>102,400</b>	<b>(23,725)</b>	<b>-19%</b>	

# Fleet Operations Department

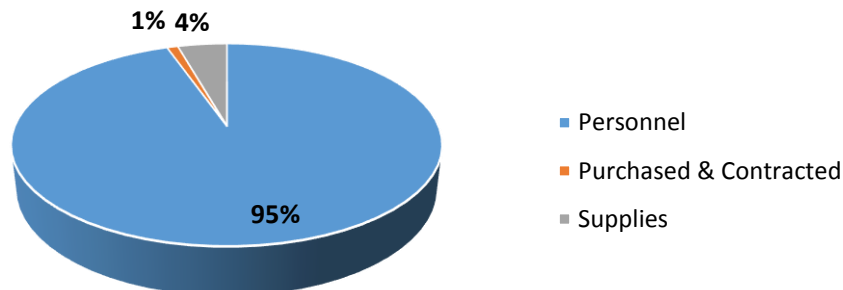
## FY2015 Budget Summary (Funded by the General Fund)

### Budget Detail Line Item Expenditure Summary

#### VEHICLE SERVICE CENTER

Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	65,566	69,849	54,712	67,000	69,000	69,000
Salaries - Overtime	362	223	695	250	800	600
Group Insurance	11,732	16,903	10,644	20,000	13,000	14,000
Social Security (FICA) Contributions	3,845	3,929	3,089	4,150	4,150	4,150
Medicare	899	919	830	1,000	1,000	1,050
Retirement Contributions	6,271	5,827	5,329	6,250	6,250	6,300
ICMA RC 457 Match	798	775	358	1,000	-	-
Unemployment Insurance	-	-	-	-	-	-
Workers' Compensation	2,792	1,731	1,771	1,900	1,050	1,800
<b>Total Personnel Services</b>	<b>92,265</b>	<b>100,156</b>	<b>77,428</b>	<b>101,550</b>	<b>95,250</b>	<b>96,900</b>
<b>Purchased/Contracted Services</b>						
Equipment Maintenance & Repairs	281	-	306	750	1,050	1,000
Contracts & Agreements:	237	296	70	-	25	-
<b>Total Purchased/Contracted Services</b>	<b>518</b>	<b>296</b>	<b>376</b>	<b>750</b>	<b>1,075</b>	<b>1,000</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	2,556	19,650	9,390	6,000	27,600	1,500
Postage	134	120	-	150	-	-
Small Equipment	6,028	1,356	838	1,000	-	1,000
Uniforms	1,485	3,009	2,758	2,800	2,200	2,000
<b>Total Supplies Expenditures</b>	<b>10,203</b>	<b>24,135</b>	<b>12,986</b>	<b>9,950</b>	<b>29,800</b>	<b>4,500</b>
<b>Total Operating Expenditures</b>	<b>102,986</b>	<b>124,587</b>	<b>90,790</b>	<b>112,250</b>	<b>126,125</b>	<b>102,400</b>
<b>Capital Outlay Request Expenditures</b>						
Machinery & Equipment	-	9,342	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>9,342</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL VEHICLE SERVICE CENTER BUDGET</b>	<b>102,986</b>	<b>133,929</b>	<b>90,790</b>	<b>112,250</b>	<b>126,125</b>	<b>102,400</b>

FY2015 Fleet Operations Expenditures by Category



# Stormwater Program

## FY2015 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. Output numbers are projected to be essentially similar in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
Linear Feet of Ditches Maintained	26,550	26,340
Linear Feet of Canal Grass Cut	646	508
Linear Feet of Underground Stormwater Utility Point Repairs	409	177

### Staffing Level Description of Change Summary

The 2015 Stormwater Program staffing level remains essentially flat when compared to the 2014 budget staffing level, although reductions and increases were made in specific areas related to the redistribution of personnel cost allocations between the general fund and stormwater fund.

### Budget Description of Change Summary

In the FY2015 Budget, the Stormwater Fund expenditures total \$878,000, a decrease of -0.04% or (\$360) under the FY2014 Amended Budget. The slight decrease more accurately aligns expenditures with projected revenues.

<b>STORMWATER FUND</b>								
	2011	2012	2013	2014	2014	2015	Budget	%
<u>Revenue Category</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted Budget</u>	<u>Amended Budget</u>	<u>Adopted Budget</u>	<u>Variance</u>	<u>of Change</u>
Total Federal & State Government Grants	48,471	-	-	66,000	39,078	-	(39,078)	-100%
NPDES Erosion Control Fee	-	-	-	-	2,113	-	(2,113)	-100%
Total Stormwater Utility Fees	826,781	864,000	876,530	878,000	859,573	878,000	18,427	2%
Total Miscellaneous Revenues	-	350	(12,500)	-	-	-	-	0%
Total Transfers In From Water/Sewer	-	-	-	-	-	-	-	0%
<b>Total Revenues</b>	<b>875,252</b>	<b>864,350</b>	<b>864,030</b>	<b>944,000</b>	<b>900,764</b>	<b>878,000</b>	<b>(22,764)</b>	<b>-3%</b>
<u>Expenditure Category</u>								
Total Personnel Expenses	163,369	293,715	346,472	313,900	362,950	356,500	(6,450)	-2%
Total Purchased & Contracted Expenses	581,114	326,613	256,185	432,100	402,200	286,000	(116,200)	-29%
Total Supplies Expenses	-	15,259	45,752	33,000	37,490	35,500	(1,990)	-5%
Total Miscellaneous Expenses	174,313	156,519	90,000	165,000	75,000	145,000	70,000	93%
Total Capital Outlay Expenses	-	-	-	-	-	55,000	55,000	100%
<b>Total Expenditures</b>	<b>918,796</b>	<b>792,106</b>	<b>738,409</b>	<b>944,000</b>	<b>877,640</b>	<b>878,000</b>	<b>360</b>	<b>0.04%</b>
<b>Net Surplus (Loss)</b>	<b>(43,544)</b>	<b>72,244</b>	<b>125,621</b>	<b>-</b>	<b>23,124</b>			



# Stormwater Program

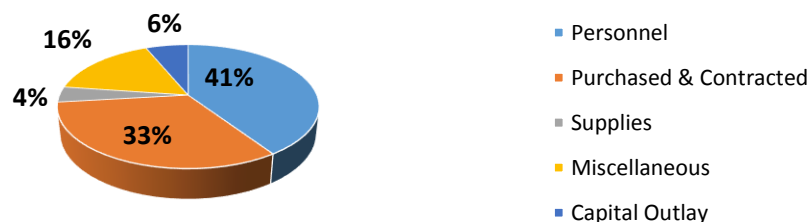
## FY2015 Budget Summary

(Funded by the Stormwater Fund)

### Budget Detail Line Item Revenue & Expenditure Summary

<b>Stormwater Fund</b>						
Revenue Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Revenues</b>						
Federal Grants - Indirect Operating	-	-	-	66,000	39,078	-
State Government Grants	48,471	-	-	-	-	-
NPDES Erosion Control Fee	-	-	-	-	2,113	-
Stormwater Utility Fee	826,781	864,000	876,530	878,000	859,573	878,000
Miscellaneous Revenue	-	350	(12,500)	-	-	-
Transfer In From Water/Sewer Fund	-	-	-	-	-	-
<b>Total Stormwater Fund Revenues</b>	<b>875,252</b>	<b>864,350</b>	<b>864,030</b>	<b>944,000</b>	<b>900,764</b>	<b>878,000</b>
<b>Stormwater Fund</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	151,759	244,233	283,238	250,000	283,000	286,000
Salaries - Overtime	-	113	17	100	700	350
Group Insurance	-	11,644	20,105	23,000	36,400	25,550
Social Security (FICA) Contributions	11,610	17,153	20,051	19,000	20,000	20,800
Medicare	-	1,064	1,259	1,100	1,350	1,500
Retirement Contributions	-	19,327	21,037	20,100	20,100	21,000
ICMA RC 457 Match	-	181	765	600	1,400	1,300
<b>Total Personnel Services</b>	<b>163,369</b>	<b>293,715</b>	<b>346,472</b>	<b>313,900</b>	<b>362,950</b>	<b>356,500</b>
<b>Purchased/Contracted Services</b>						
Project Maintenance/Capital Construction	237,561	69,586	57,931	148,500	107,200	111,000
Vehicle/Equipment Maintenance & Repairs	85,502	51,475	28,900	50,000	29,300	30,000
Insurance, other than employee benefits (GIRMA)	-	11,733	13,089	18,000	13,600	15,000
Advertising	-	185	-	-	-	-
Printing & Binding	-	285	-	-	-	-
Travel	510	-	456	1,000	-	-
Dues & Fees	-	15,600	15,244	15,600	17,700	18,000
Contracts & Agreements:	-	1,017	2,691	2,000	6,300	5,000
Contracts (Street Sweeping)	4,958	9,378	-	-	-	-
Contracts (Drainage/Utility) Consultants	185,738	79,161	58,286	115,000	91,000	25,000
Education & Training	885	544	809	2,000	400	2,000
Contract Labor	65,960	87,649	78,779	80,000	136,700	80,000
Legal Fees	-	-	-	-	-	-
<b>Total Purchased/Contracted Services</b>	<b>581,114</b>	<b>326,613</b>	<b>256,185</b>	<b>432,100</b>	<b>402,200</b>	<b>286,000</b>
<b>Supplies Expenditures</b>						
Gasoline	-	11,650	39,710	33,000	37,400	35,000
Small Equipment	-	3,609	6,042	-	90	500
<b>Total Supplies Expenditures</b>	<b>-</b>	<b>15,259</b>	<b>45,752</b>	<b>33,000</b>	<b>37,490</b>	<b>35,500</b>
<b>Other Misc. Expenditures</b>						
Depreciation	85,311	86,519	-	90,000	23,124	70,000
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	45,000
Transfer to Sanitation Fund	44,002	25,000	45,000	30,000	30,000	30,000
<b>Total Misc. Expenditures</b>	<b>174,313</b>	<b>156,519</b>	<b>90,000</b>	<b>165,000</b>	<b>98,124</b>	<b>145,000</b>
<b>Total Operating Expenditures</b>	<b>918,796</b>	<b>792,106</b>	<b>738,409</b>	<b>944,000</b>	<b>900,764</b>	<b>823,000</b>
<b>Capital Outlay Request Expenditures</b>						
Kubota Tractor w/Boom (Debt Payment)	-	-	-	-	-	25,000
Mini Excavator (Debt Payment)	-	-	-	-	-	30,000
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,000</b>
<b>TOTAL STORMWATER FUND BUDGET</b>	<b>918,796</b>	<b>792,106</b>	<b>738,409</b>	<b>944,000</b>	<b>900,764</b>	<b>878,000</b>
<b>Net Surplus (Loss)</b>	<b>(43,544)</b>	<b>72,244</b>	<b>125,621</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FY2015 Stormwater Fund Expenditures by Category**



# Sanitation Program

## FY2015 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. Output numbers are projected to remain constant in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
Residential Customers (Garbage Collection) YTD	2097	2097
Residential Customers (Recycling and/or Yard Debris Collection) YTD	2097	2097
Mixed/Dry Trash Collected Taken to Landfill	189.7 Tons	38.28 Tons
Mixed/Dry Trash Collected Taken to Inert Landfill	14 Truckloads	12 Truckloads

### Budget Description of Change Summary

In the FY2015 Budget, the Sanitation Fund budget totals \$342,208, a decrease of -11% or (\$44,104) under the FY2014 Amended Budget. The decrease is attributed to a reduction in costs associated with the collection and disposal of solid waste, recyclables and yard debris due to the City's renegotiation of its contractual agreement with Waste Management in fiscal year 2014.

SANITATION FUND								
	2011	2012	2013	2014	2014	2015		%
<u>Revenue Category</u>	Actual	Actual	Actual	Adopted Budget	Amended Budget	Adopted Budget	Budget Variance	of Change
Total Refuse Collection Charges	366,535	379,337	389,818	400,000	369,000	312,196	(56,804)	-15%
Total Miscellaneous Revenues	-	117	(7,860)	-	100	-	(100)	-100%
Total Interest Revenue	14	10	10	12	6	12	6	100%
Total Transfer In From Stormwater	44,002	25,000	45,000	30,000	30,000	30,000	-	0%
<b>Total Revenue</b>	<b>410,551</b>	<b>404,464</b>	<b>426,968</b>	<b>430,012</b>	<b>399,106</b>	<b>342,208</b>	<b>(56,898)</b>	<b>-14%</b>
<u>Expenditure Category</u>								
Total Contracts & Agreements	331,651	378,170	393,293	420,000	376,300	332,196	(44,104)	-12%
Total Dry Trash Disposal Expenses	20	12	12	10,000	10,000	10,000	-	0%
Total Miscellaneous Expenses	53,443	21,152	20,443	12	12	12	-	0%
<b>Total Expenditures</b>	<b>385,114</b>	<b>399,334</b>	<b>413,748</b>	<b>430,012</b>	<b>386,312</b>	<b>342,208</b>	<b>(44,104)</b>	<b>-11%</b>
<b>Net Surplus (Loss)</b>	<b>25,437</b>	<b>5,130</b>	<b>13,220</b>	<b>-</b>	<b>12,794</b>			

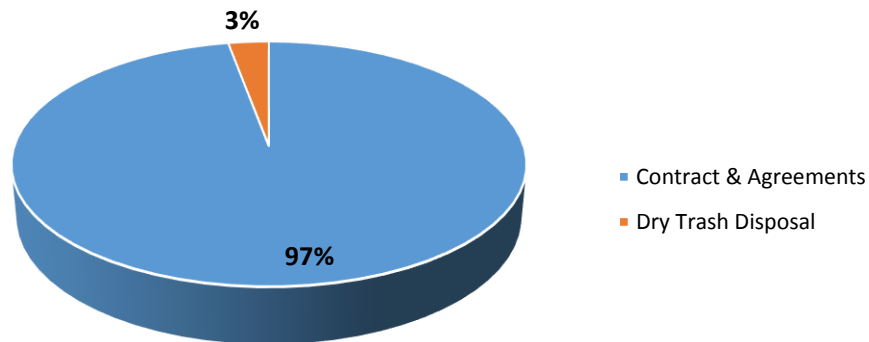
# Sanitation Program

## FY2015 Budget Summary (Funded by the Sanitation Fund)

### Budget Detail Line Item Revenue & Expenditure Summary

<b>Sanitation Fund</b>						
Revenue Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Revenues</b>						
Refuse Collection Charges	366,535	379,337	389,818	400,000	369,000	312,196
Miscellaneous Revenue	-	117	(7,860)	-	100	-
Interest Revenue	14	10	10	12	6	12
Transfer In From Stormwater Fund	44,002	25,000	45,000	30,000	30,000	30,000
<b>Total Sanitation Fund Revenues</b>	<b>410,551</b>	<b>404,464</b>	<b>426,968</b>	<b>430,012</b>	<b>399,106</b>	<b>342,208</b>
<b>Sanitation Fund</b>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
Contracts & Agreements	331,651	378,170	393,293	420,000	389,102	332,196
Miscellaneous	20	12	12	12	4	12
Dry Trash Disposal	53,443	21,152	20,443	10,000	10,000	10,000
<b>TOTAL SANITATION FUND BUDGET</b>	<b>385,114</b>	<b>399,334</b>	<b>413,748</b>	<b>430,012</b>	<b>399,106</b>	<b>342,208</b>
<b>Net Surplus (Loss)</b>	<b>25,437</b>	<b>5,130</b>	<b>13,220</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FY2015 Sanitation Fund Expenditures by Category**



# Water & Sewer Operations Department

## FY2015 Budget Summary (Funded by the Water & Sewer Fund)

**Purpose:** Water and Sewer Operations Department 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 Operations Department 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.

### Budget Description of Change Summary

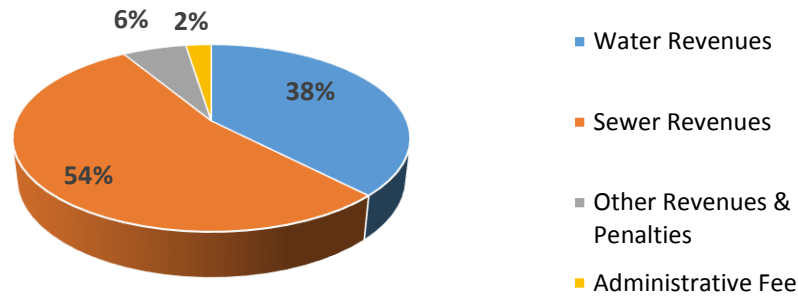
In the FY2015 Budget, the Water and Sewer Fund expenditures total \$3,427,596, an increase of 1% or \$23,476 over the FY2014 Amended Budget. The expenditures for the three divisions of the Water/Sewer Resources Program: Wastewater Treatment, Water Treatment and Water/Sewer Distribution, Billing & Repair have been reduced and increased in specific areas of operations, depreciation, debt services and personnel cost allocations to more accurately align expenditures with projected revenues.

<b>WATER/SEWER ENTERPRISE FUND</b>								
<b>Revenue Category</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Adopted Budget</b>	<b>2014 Amended Budget</b>	<b>2015 Adopted Budget</b>	<b>2014/2015 Budget Variance</b>	<b>% of Change</b>
Total Water Revenues	1,133,276	1,235,091	1,250,833	1,441,480	1,353,351	1,285,729	(67,622)	-5%
Total Water Tap Fees	9,942	16,570	7,140	10,000	7,235	7,500	265	4%
Total Sewer Revenues	1,524,667	1,839,999	1,850,924	1,831,186	1,772,554	1,829,199	56,645	3%
Total Sewer Tap Fees	12,499	26,050	8,075	10,000	74,845	7,500	(67,345)	-90%
Other Revenues & Penalties	212,871	233,289	219,717	215,000	168,539	200,468	31,929	19%
Investment Earnings	425	805	1,230	1,200	1,758	1,200	(558)	-32%
Rents and Royalties	-	-	701	1,000	922	1,000	78	8%
Reimbursement for Damaged Property	1,577	1,527	13,950	-	-	-	-	0%
Miscellaneous Revenues	12,738	(34,057)	(89,603)	6,000	48,672	10,000	(38,672)	-79%
GEFA L07WJ Loan Proceeds	-	-	-	-	832,812	-	(832,812)	-100%
Administrative Fees	-	-	-	-	-	85,000	85,000	100%
<b>Total Revenue</b>	<b>2,913,305</b>	<b>3,357,711</b>	<b>3,262,948</b>	<b>3,515,866</b>	<b>4,260,688</b>	<b>3,427,596</b>	<b>(833,092)</b>	<b>-20%</b>
<b>Expenditure Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Variance</b>	<b>Change</b>
Total Wastewater Treatment Expenses	913,939	814,093	804,257	866,730	813,020	848,033	35,013	4%
Total Water Treatment Expenses	228,679	230,899	278,444	289,351	269,415	357,967	88,552	33%
Total W/S Billing, Distribution, Repair Expenses	1,899,364	1,873,944	1,501,476	1,770,285	1,732,185	1,646,696	(85,489)	-5%
Total W/S Debt Service	155,337	183,616	294,332	589,500	589,500	574,900	(14,600)	-2%
<b>Total Expenditures</b>	<b>3,197,319</b>	<b>3,102,552</b>	<b>2,878,509</b>	<b>3,515,866</b>	<b>3,404,120</b>	<b>3,427,596</b>	<b>23,476</b>	<b>1%</b>
<b>Net Surplus (Loss)</b>	<b>(284,014)</b>	<b>255,159</b>	<b>384,439</b>	<b>-</b>	<b>856,568</b>			

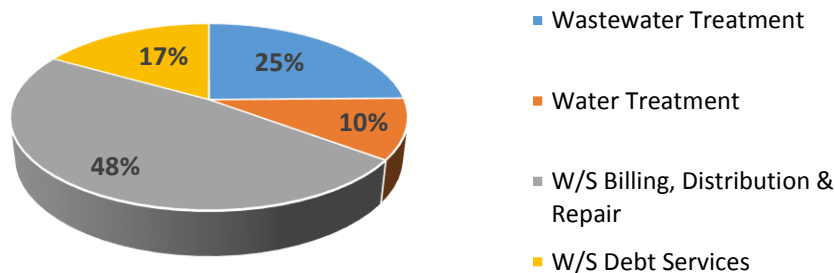
# Water & Sewer Operations Department

## FY2015 Budget Summary (Funded by the Water & Sewer Fund)

**FY2015 Water/Sewer Fund Revenues by Category**



**FY2015 Water/Sewer Fund Expenditures by Category**



## Budget Water & Sewer Fund Debt Service Detail Summary

### Water/Sewer Debt Service

Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
SRF Loan Interest	342	-	-	-	-	-
2000 GEFA Loan	822	-	-	-	-	-
GEFA 2001L11WJ	78,244	74,464	34,855	-	-	-
GEFA 2003L43WS	7,741	7,305	3,443	-	-	-
GEFA 2000L76WS	35,310	33,010	20,435	-	-	-
GEFA 2006L51WS	18,962	18,262	8,797	-	-	-
GEFA 2008L08WQ	15,096	14,549	7,013	-	-	-
GEFA 2008L25WQ	-	36,849	36,050	-	-	-
2013 GEFA Dues & Fees (LQ7WJ)	(1,180)	(823)	5,243	45,000	27,000	-
GEFA Loan Interest Expense (LQ7WJ)	-	-	42,288	5,000	3,000	32,400
2013 WS Revenue Bond Principal	-	-	-	345,000	-	355,000
Redzone Robotics Principal	-	-	-	99,500	99,500	99,500
2013 WS Revenue Bond Interest Expense	-	-	-	95,000	95,000	88,000
2013 WS Revenue Bond Debt Issuance Co	-	-	136,208	-	-	-
<b>Total W/S Fund Debt Service</b>	<b>155,337</b>	<b>183,616</b>	<b>294,332</b>	<b>589,500</b>	<b>224,500</b>	<b>574,900</b>

# Wastewater Treatment Division

## FY2015 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. Output numbers are projected to be essentially similar in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
Sludge Wet Tons Quantity Per Year	936.8	919.8
Sludge Tipping Fee Costs & Other Associated Disposal Costs	\$79,315	\$82,506.36

### Staffing Level Description of Change Summary

The 2015 Wastewater Treatment staffing level remains unchanged from the 2014 budget staffing level.

<u>Wastewater Treatment</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Water/Sewer Director	1	1	1	1	1
Operator Trainees	3	3	3	3	3
Administrative Assistant	1	1	1	1	1
<b>Total Wastewater Treatment Staffing Level</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

### Budget Expenditure Change Summary

<u>WASTEWATER TREATMENT</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget	2014/2015 Budget Variance	% of Change
Total Personnel Expenses	357,216	371,575	385,653	275,000	387,000	435,263	48,263	12%
Total Purchased & Contracted Expenses	418,175	298,978	271,551	314,520	273,020	282,770	9,750	4%
Total Supplies Expenses	138,548	143,540	147,053	155,000	153,000	130,000	(23,000)	-15%
Total Miscellaneous Expenses	104	-	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>914,043</b>	<b>814,093</b>	<b>804,257</b>	<b>744,520</b>	<b>813,020</b>	<b>848,033</b>	<b>35,013</b>	<b>4%</b>

### FY2015 Wastewater Treatment Expenditures by Category



# Wastewater Treatment Division

## FY2015 Budget Summary (Funded by the Water/Sewer Fund)

### Budget Detail Line Item Expenditure Summary

<b>Wastewater Treatment &amp; Collection</b>						
<b>Expenditure Description</b>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Adopted Budget</b>	<b>2014 Amended Budget</b>	<b>2015 Adopted Budget</b>
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	249,088	260,895	271,290	275,000	271,000	282,040
Salaries - Overtime	24,976	26,361	28,017	30,000	32,000	30,000
Group Insurance	36,411	37,489	35,629	36,000	50,500	65,161
Social Security (FICA) Contributions	16,843	17,556	19,044	22,000	22,000	22,562
Medicare	2,877	2,966	3,001	4,500	4,500	4,500
Retirement Contributions	19,614	21,924	24,502	25,210	2,500	25,500
ICMA RC 457 Match	2,668	2,884	2,304	2,500	2,500	2,500
Unemployment Insurance	4,239	-	-	-	-	-
Workers' Compensation	500	1,500	1,866	2,000	2,000	3,000
<b>Total Personnel Services</b>	<b>357,216</b>	<b>371,575</b>	<b>385,653</b>	<b>397,210</b>	<b>387,000</b>	<b>435,263</b>
<b>Purchased/Contracted Services</b>						
Professional Engineering	150,567	61,738	54,499	50,000	35,000	50,000
Vehicle Maintenance & Repairs	303	4,633	9,989	4,000	4,000	4,000
Equipment Maintenance & Repairs	103,867	48,592	56,605	75,000	60,000	75,000
Building Maintenance & Repairs	-	225	4,744	10,000	5,000	500
Insurance, other than employee benefits (GIRMA)	22,721	20,906	21,020	22,000	22,000	22,000
Communications	3,043	3,268	3,524	3,150	4,500	3,400
Travel	935	496	49	900	900	600
Dues & Fees	640	772	923	870	870	870
Contracts & Agreements:	53,425	62,331	23,852	30,000	22,000	23,000
Education & Training	504	395	672	1,200	1,200	1,000
Licenses For Personnel	130	25	220	400	400	400
Contract Labor	421	4,995	-	2,000	2,150	2,000
Sludge Landfill Tipping Fees	81,619	90,602	95,454	115,000	115,000	100,000
<b>Total Purchased/Contracted Services</b>	<b>418,175</b>	<b>298,978</b>	<b>271,551</b>	<b>314,520</b>	<b>273,020</b>	<b>282,770</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	17,014	13,707	17,422	15,000	15,000	10,000
Computer Equipment & Software	-	-	1,158	6,000	6,000	2,000
Computer Eqpt. & Software	-	-	-	-	-	-
Electricity	111,728	113,245	120,938	120,000	118,000	105,000
Gasoline	8,260	9,347	6,137	7,000	7,000	7,000
Small Equipment	586	6,440	398	6,000	6,000	5,000
Uniforms	856	801	-	1,000	1,000	1,000
Damage Claims	-	-	1,000	-	-	-
<b>Total Supplies Expenditures</b>	<b>138,444</b>	<b>143,540</b>	<b>147,053</b>	<b>155,000</b>	<b>153,000</b>	<b>130,000</b>
<b>Other Misc. Expenditures</b>						
Damage Claims Paid	-	-	-	-	-	-
Miscellaneous	104	-	-	-	-	-
<b>Total Misc. Expenditures</b>	<b>104</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>913,939</b>	<b>814,093</b>	<b>804,257</b>	<b>866,730</b>	<b>813,020</b>	<b>848,033</b>
<b>Capital Outlay Request Expenditures</b>						
	-	-	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Wastewater Treatment Budget</b>	<b>913,939</b>	<b>814,093</b>	<b>804,257</b>	<b>866,730</b>	<b>813,020</b>	<b>848,033</b>

# Water Treatment Division

## FY2015 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. Output numbers are projected to be essentially similar in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
Millions of Gallons of Drinking Water Produced	319,635,000	322,380,000

### Staffing Level Description of Change Summary

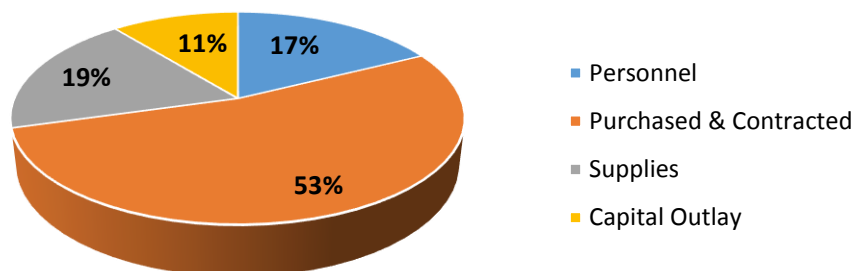
The 2015 Water Treatment staffing level remains unchanged from the 2014 budget staffing level.

<u>Water Treatment</u>	2011 Actual	2012 Actual	2013 Actual	2014 Amended	2015 Adopted
Water Operator Trainee	1	1	1	1	1
<b>Total Water Treatment Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Budget Expenditure Change Summary

<u>WATER TREATMENT</u>	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget	2014/2015 Budget Variance	% of Change
Expenditure Category								
Total Personnel Expenses	35,384	42,897	48,082	51,706	54,020	62,931	8,911	16%
Total Purchased & Contracted Expenses	96,815	111,950	157,236	164,695	138,445	189,728	51,283	37%
Total Supplies Expenses	96,480	76,052	73,126	72,950	76,950	66,550	(10,400)	-14%
Total Miscellaneous Expenses	-	-	-	-	-	-	-	0%
Total Capital Outlay Expenses	-	-	-	-	-	38,758	38,758	100%
<b>Total Expenditures</b>	<b>228,679</b>	<b>230,899</b>	<b>278,444</b>	<b>289,351</b>	<b>269,415</b>	<b>357,967</b>	<b>88,552</b>	<b>33%</b>

**FY2015 Water Treatment Expenditures by Category**





# Water Treatment Division

## FY2015 Budget Summary

(Funded by the Water/Sewer Fund)

### Budget Detail Line Item Expenditure Summary

<u>Water Treatment</u>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b><u>Operating Expenditures</u></b>						
<b><u>Personnel Services</u></b>						
Salaries - Regular Employees	24,457	29,276	31,860	34,486	34,000	38,000
Salaries - Overtime	113	207	503	500	1,000	500
Group Insurance	6,314	8,350	9,506	9,800	12,000	16,279
Social Security (FICA) Contributions	1,455	1,647	1,805	2,170	2,170	2,906
Medicare	339	385	422	500	500	551
Retirement Contributions	2,639	2,591	2,987	3,250	3,250	3,640
ICMA RC 457 Match	67	441	963	1,000	1,100	1,055
Workers' Compensation	-	-	36	-	-	-
<b>Total Personnel Services</b>	<b>35,384</b>	<b>42,897</b>	<b>48,082</b>	<b>51,706</b>	<b>54,020</b>	<b>62,931</b>
<b><u>Purchased/Contracted Services</u></b>						
Professional Audit	16,200	14,500	15,750	17,000	14,750	15,000
Vehicle Maintenance & Repairs	100	30	1,466	1,600	1,600	500
Equipment Maintenance & Repairs	14,060	17,341	63,628	67,000	45,000	61,750
Building Maintenance & Repairs	-	-	-	500	500	500
Insurance, other than employee benefits (GIRMA)	2,300	2,347	2,618	2,750	2,750	2,800
Communications	2,470	1,950	1,175	2,000	2,000	800
Travel	-	116	-	300	300	300
Dues & Fees	-	-	72,103	-	-	-
Contracts & Agreements:	61,585	73,686	431	72,000	70,000	106,703
Education & Training	-	421	65	470	470	300
Licenses For Personnel	-	-	-	75	75	75
Contract Labor	100	1,559	-	1,000	1,000	1,000
<b>Total Purchased/Contracted Services</b>	<b>96,815</b>	<b>111,950</b>	<b>157,236</b>	<b>164,695</b>	<b>138,445</b>	<b>189,728</b>
<b><u>Supplies Expenditures</u></b>						
General Supplies & Materials	13,067	13,055	12,809	13,000	15,000	13,000
Computer Equipment & Software	-	-	-	-	-	3,600
Electricity	70,267	55,685	51,681	50,000	52,000	40,000
Gasoline	6,477	6,613	6,136	7,000	7,000	7,000
Small Equipment	6,369	249	2,500	2,500	2,500	2,500
Uniforms	300	450	-	450	450	450
<b>Total Supplies Expenditures</b>	<b>96,480</b>	<b>76,052</b>	<b>73,126</b>	<b>72,950</b>	<b>76,950</b>	<b>66,550</b>
<b><u>Other Misc. Expenditures</u></b>						
	-	-	-	-	-	-
<b>Total Misc. Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>228,679</b>	<b>230,899</b>	<b>278,444</b>	<b>289,351</b>	<b>269,415</b>	<b>319,209</b>
<b><u>Capital Outlay Requests (Expenditures)</u></b>						
Generator for City Well #5	-	-	-	-	-	38,758
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,758</b>
<b>Total Water Treatment Budget</b>	<b>228,679</b>	<b>230,899</b>	<b>278,444</b>	<b>289,351</b>	<b>269,415</b>	<b>357,967</b>

# Water/Sewer Billing, Distribution & Repair Division

## FY2015 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. Output numbers are projected to be essentially similar in fiscal year 2015.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014
<b>Utility Billing &amp; Administration</b>		
Door Hangers Distributed	1,357	1,410
Reconnects-Delinquent Water Bills	392	704
Water Turn On/Off Services	1,714	1,346
City Initiated Meter Re-Reads	1,100	1,517
Customer Requested Meter Re-Reads	12	16
Water & Sewer Service Requests Received	3,612	3,777
Water & Sewer Work Orders Accomplished	8,499	7,665
<b>Water/Sewer Maintenance &amp; Repairs</b>		
Hydrant Maintenance Performed	1,227	402
Hydrants Repaired or Replaced	5	27
Water Lateral Lines Repaired	177	99
Water Lateral Lines Replaced	5	9
Water Mains Repaired	51	56
Water Mains Replaced	2	2
New Water Taps Installed	2	6
Water Lines Located	1,246	1,199
Water Valve Repairs	35	38
Water Valves Replaced	23	20
Water Meter Investigations	131	86
Water Meter Maintenance Service Performed	216	278
Sewer Cleanout Repairs	28	30
Sewer Cleanouts Replaced	15	35
Gravity Main Preventive Maintenance Utilizing Camera Inspection Linear Feet Inspected	135,222	5,720
Gravity Main Repairs	25	15
Sewer Lateral Blockages Cleared	29	45
Sewer Lateral Repairs	16	49
Sanitary Sewer Overflow Events	0	0
Manhole Maintenance Performed (includes flushing)	1,144	655
Manhole Repairs	45	15

# Water/Sewer Billing, Distribution & Repair Division

## FY2015 Budget Summary (Funded by the Water/Sewer Fund)

### Staffing Level Description of Change Summary

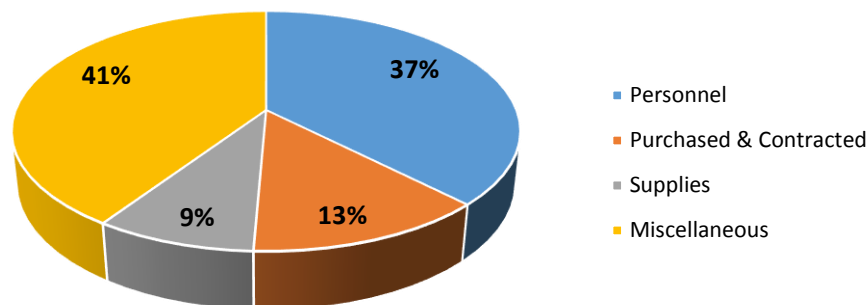
The 2015 Water/Sewer Billing, Distribution & Repair staffing level remains unchanged from the 2014 budget staffing level.

<u>Water/Sewer Billing, Distribution &amp; Repair</u>	<b>2011 Actual</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Amended</b>	<b>2015 Adopted</b>
Water/Sewer Department Supervisor	1	1	1	1	1
Utility Business Services Manager	1	1	1	1	1
Utility Billing Coordinator	1	1	1	1	1
Utility Billing Analyst	1	1	1	1	1
Senior Meter Reader	-	1	1	1	1
Meter Reader	-	1	1	--	--
Water/Sewer Repair Foreman	-	1	1	1	1
Water/Sewer Repair Tech II	2	1	1	1	1
Water/Sewer Tech I	2	4	3	3	3
Backflow Prevention Tester	1	1	1	1	1
<b>Total W/S Billing, Distribution &amp; Repair Staffing Level</b>	<b>9</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>11</b>

### Budget Expenditure Change Summary

<u>W/S BILLING, DISTRIBUTION &amp; REPAIR</u>	2011	2012	2013	2014	2014	2015	2014/2015	%
Expenditure Category	Actual	Actual	Actual	Adopted Budget	Amended Budget	Adopted Budget	Budget Variance	of Change
Total Personnel Expenses	506,131	524,807	509,062	539,162	572,062	619,337	47,275	8%
Total Purchased & Contracted Expenses	280,855	184,846	248,068	231,400	217,900	215,000	(2,900)	-1%
Total Supplies Expenses	101,025	155,055	87,019	157,800	100,300	143,365	43,065	43%
Total Miscellaneous Expenses	1,011,353	1,009,236	657,327	841,923	841,923	668,994	(172,929)	-21%
<b>Total Expenditures</b>	<b>1,899,364</b>	<b>1,873,944</b>	<b>1,501,476</b>	<b>1,770,285</b>	<b>1,732,185</b>	<b>1,646,696</b>	<b>(85,489)</b>	<b>-5%</b>

**FY2015 W/S Billing, Distribution & Repair  
Expenditures by Category**



# Water/Sewer Billing, Distribution & Repair Division

## FY2015 Budget Summary (Funded by the Water/Sewer Fund)

### Budget Detail Line Item Expenditure Summary

<u>Water/Sewer Billing, Distribution &amp; Repair</u>						
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2015 Adopted Budget
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	345,648	357,470	327,733	351,000	362,200	387,684
Salaries - Overtime	17,606	19,117	18,774	20,000	20,000	20,000
Group Insurance	50,152	59,745	69,697	79,000	100,000	111,800
Social Security (FICA) Contributions	21,537	22,124	19,677	23,000	23,000	29,664
Medicare	5,037	5,174	4,886	4,800	5,500	5,621
Retirement Contributions	33,698	37,723	35,735	34,362	34,362	37,140
ICMA RC 457 Match	3,272	2,688	2,257	3,000	3,000	3,428
Unemployment Insurance	3,598	-	7,920	-	-	-
Workers' Compensation	25,583	20,766	22,383	24,000	24,000	24,000
<b>Total Personnel Services</b>	<b>506,131</b>	<b>524,807</b>	<b>509,062</b>	<b>539,162</b>	<b>572,062</b>	<b>619,337</b>
<b>Purchased/Contracted Services</b>						
Engineering	-	-	25,695	-	-	-
Calibrate Large Water Users	-	4,255	1,900	9,000	3,000	9,000
Vehicle Maintenance & Repairs	3,996	6,740	9,205	6,000	10,000	10,000
Equipment Maintenance & Repairs	900	3,004	1,321	3,800	3,800	3,000
Water Line Maintenance & Repairs	30,823	66,578	51,320	50,000	50,000	50,000
Sewer Line Maintenance & Repairs	39,204	20,471	28,875	50,000	50,000	50,000
Equipment Rental	323	148	53	500	500	500
Insurance, other than employee benefits (GIRMA)	18,401	18,773	19,113	20,000	20,000	20,000
Communications	2,859	3,419	3,085	3,600	3,600	3,000
Advertising	762	499	960	500	500	500
Printing & Binding	-	-	155	500	500	500
Travel	111	484	498	500	1,000	500
Dues & Fees	3,252	4,658	9,302	6,000	10,000	7,000
Contracts & Agreements:	179,887	47,093	55,619	80,000	60,000	60,000
Education & Training	207	335	727	1,000	1,000	1,000
Licenses For Personnel	130	8,389	-	-	-	-
Contract Labor	-	-	40,240	-	4,000	-
<b>Total Purchased/Contracted Services</b>	<b>280,855</b>	<b>184,846</b>	<b>248,068</b>	<b>231,400</b>	<b>217,900</b>	<b>215,000</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	15,052	15,396	13,377	18,000	18,500	18,000
Postage	21,131	22,099	21,633	22,000	22,500	22,000
Computer Equipment & Software	233	923	-	4,000	4,000	-
Gasoline	24,372	26,651	25,648	27,500	25,000	22,000
Small Equipment	1,570	7,566	2,586	4,000	4,000	5,000
10% Water Meter Replacement	36,933	80,920	23,368	81,000	25,000	75,000
Uniforms	1,734	1,500	407	1,300	1,300	1,365
<b>Total Supplies Expenditures</b>	<b>101,025</b>	<b>155,055</b>	<b>87,019</b>	<b>157,800</b>	<b>100,300</b>	<b>143,365</b>
<b>Other Misc. Expenditures</b>						
Damage Claims	-	529	(1,000)	1,000	1,000	1,000
Depreciation	861,353	858,707	500,000	690,923	690,923	517,994
Transfer to General Fund	150,000	150,000	158,327	150,000	150,000	150,000
<b>Total Misc. Expenditures</b>	<b>1,011,353</b>	<b>1,009,236</b>	<b>657,327</b>	<b>841,923</b>	<b>841,923</b>	<b>668,994</b>
<b>Total Operating Expenditures</b>	<b>1,899,364</b>	<b>1,873,944</b>	<b>1,501,476</b>	<b>1,770,285</b>	<b>1,732,185</b>	<b>1,646,696</b>
<b>Capital Outlay Requests (Expenditures)</b>						
	-	-	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total W/S Billing, Distribution &amp; Repair Budget</b>	<b>1,899,364</b>	<b>1,873,944</b>	<b>1,501,476</b>	<b>1,770,285</b>	<b>1,732,185</b>	<b>1,646,696</b>