



G A R D E N C I T Y

# Annual Budget

FY2016



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# FY2016 Annual Budget

## Introduction



### Introduction

- City At-A-Glance
- Organizational Chart by Function
- Budget Process
- Budget Preparation Timeline
- Budget Calendar of Events
- Citywide Staffing Level Summary

## Introduction

The FY2016 budget was developed with City Council's leadership in identifying the operating and capital priorities during the FY2016 annual budget process. This guidance provided the basis for the departments to submit their budget proposals and additional program requests for consideration.

The budget process has not been just about balancing the budget. It has been about building a budget that is practical, strategic, and visionary. The FY2016 budget is balanced, prudent and responsive to community needs. It strikes a balance between the need for continued fiscal restraint and the need to support both our current needs and the needs of tomorrow.

The City Council and city leadership remain committed to fiscal responsibility and delivering the best value to our citizens. We remain focused on investing in our future and making our City a vibrant, healthy, beautiful place to live, work, learn and play.



# City of Garden City

## City Council & City Leadership

### Mayor

Don Bethune

### Mayor Pro-tem

Bruce Campbell

### City Council Members

Rosetta Bryant Cody

Marcia Daniel

Bessie Kicklighter

Debbie Ruiz

Kimberly Wexel-Tice

~

### City Manager

Ronald Feldner

~

### City Clerk / Finance Director

Rhonda Ferrell-Bowles

### Human Resources Director

Pam Franklin

### Information Technology Director

Ben Brengman

### Chief of Police

David Lyons

### Fire Chief

Blake Hodge

### Parks & Recreation Director

Cliff Ducey

### Planning, Zoning & Building Director

Ron Alexander

### Public Works Director

Benny Googe

### Water Operations Director

Charles Draeger

## Our Mission, Vision, Values



## Our Goals & Desired Outcome



# 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 2017
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	1.3 million gal
Miles of Sanitary Sewers	48
Max Daily Treatment Capacity	2.0 million gal
Miles of Streets	45
Ditch Maintenance	26.212 linear ft.
<u>Public Safety</u>	
Number of Police Stations	1
Police Department Re-accredited	2015
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 Organizational Chart by Function





# Annual Budget Process

The budget process for the City involves teamwork and cooperation among many groups and individuals within the City, including citizens, the City Council, and city leadership. The City's annual Operating and Capital budgets are prepared on a calendar year basis.

## Six Distinct 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.

## 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 budget request proposals for the upcoming fiscal year.</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 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>City Manager meets with 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 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>

## 2016 Budget Calendar of Events

DATE	EVENT	PARTICIPANTS
July 27 Monday @ 5:30 p.m. Workshop Budget Kickoff	<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
August 4 <i>Budget Prep Kickoff</i> Staff Meeting & Dissemination of Budget Request 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.</li> <li>Budget Prep Instructions &amp; Packets Disseminated to Department Heads.</li> </ul>	City Manager / Budget Director / All Department Heads & Other Key Staff Members
August 5 – August 13	<b>Development / Preparation of Departmental FY16 Budget Request Package(s):</b> <ul style="list-style-type: none"> <li>Department Heads &amp; staff develop &amp; prepare their FY16 Operating &amp; Capital Budget request package(s).</li> </ul>	Department Heads / Key staff members / Budget Director / City Manager
August 14 Departmental Budget Request Package(s) Due	<b>Department Heads submit their FY16 Operating &amp; Capital Budget Request Package(s) to Budget Director.</b>	Department Head / Budget Director
August 17 – Sept. 18	<b>Development / Preparation of the City Manager's Recommended FY16 Operating &amp; Capital Budget.</b>	City Manager / Budget Director / Department Heads / Key Staff
September 21 Monday @ 6:00 p.m. <i>Per-Agenda Session</i>	<b>Submittal of City Manager's Recommended FY2016 Operating &amp; Capital Budget to City Council.</b>	City Council / City Manager / Budget Director / HR Director / Other Key Staff Members
September 28 Monday @ 5:30 p.m. Budget Workshop <i>Public Works &amp; 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
September 29 Tuesday @ 5:30 p.m. Budget Workshop <i>Continuation of Public Works &amp; Utility Depts.</i>	<b>Budget Review &amp; Deliberations: (W/S Fund)</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
October 6 Tuesday @ 5:30 p.m. Budget Workshop <i>Cultural &amp; Community Development 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 & Rec. Director / PZB Director / Budget Director / HR Director / Other Key Department Staff Members
October 12 Monday @ 5:30 p.m. Budget Workshop <i>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 / Police Chief / Budget Director / HR Director / Other Key Staff Members
October 13 Tuesday @ 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>Fire Department (Fire Protection Fund)</li> <li>Emergency Management (General Fund)</li> </ul>	City Council / City Manager / Fire Chief / Budget Director / HR Director / Other Key Staff Members

## 2016 Budget Calendar of Events

DATE	EVENT	PARTICIPANTS
<b>October 26</b> <b>Monday @ 5:30 p.m.</b> <b>Budget Workshop</b> <i>General Government Departments</i>	<b>Budget Review &amp; Deliberations:</b> <b>General Government Services Departments</b> <ul style="list-style-type: none"> <li>Information Technology (General Fund)</li> <li>Human Resources (General Fund)</li> <li>Finance (General Fund)</li> <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>November 5</b> <b>Thursday @ 5:30 p.m.</b> <b>Budget Workshop</b> <i>Final Review FY16 Proposed Operating &amp; Capital Budget (All Departments/Funds)</i>	<b>Final Operating &amp; Capital Budget Review &amp; Deliberation (All Departments/Funds):</b> <ul style="list-style-type: none"> <li>Provides for the review and summation of City Council's final Operating &amp; Capital Improvements Projects &amp; Capital Outlay Purchases budgetary decisions to be incorporated into the proposed FY2016 Budget.</li> </ul>	City Council / City Manager / Budget Director / HR Director / Other Key Staff Members
<b>November 16</b> <b>Monday @ 7:00 p.m.</b> <b>City Council Meeting</b> <i>FY16 Proposed Budget Presentation &amp; Public Hearing</i>	<b>Annual Budget Presentation &amp; Public Hearing</b> <ul style="list-style-type: none"> <li>FY2016 Proposed Operating &amp; Capital Budget presented by City Manager</li> <li>Public Hearing conducted by City Council to receive public comment on the FY2016 Proposed Operating &amp; Capital Budget</li> </ul>	City Council & City Manager
<b>December 7</b> <b>Monday, @ 7:00 p.m.</b> <b>City Council Meeting</b> <i>FY16 Budget Adoption</i>	<b>Annual Budget Adoption</b> <ul style="list-style-type: none"> <li>City Council Adoption of FY2016 Operating &amp; Capital Budget by Resolution</li> </ul>	City Council
<b>January 1, 2016</b>	<b>FY16 Annual Operating &amp; Capital Budget in Effect</b>	<b>Governing Body &amp; All Departments</b>

## Staffing Level Summary

### General Fund FTE Budgeted Positions

<u>Executive</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
City Manager	1	1	1	1	1
Deputy City Manager/Utilities Dept. Head	1	1	1 (Merged)	--	-
Clerk of Council/Budget Director	1	1	1	1	1
Economic Development Director	-	-	-	-	1
Executive Administrative Assistant	1	1	Eliminated	--	--
Front Desk Receptionist/Switch Board	1	1	--	--	--
<b>Total Executive FTE Staffing Level</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>
<u>Information Technology</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
IT/IS Director	1	1	1	1	1
Facilities Maintenance Coordinator	1	1	1	1	1
Custodian	1	Eliminated	--	--	--
<b>Total IT FTE Staffing Level</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>Human Resources</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Human Resources Director	1	1	1	1	1
Administrative Assistant	--	--	--	--	--
<b>Total HR FTE Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<u>Finance</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Finance Director	1	1	Vacant	Merged	--
Chief Accountant	1	1	Eliminated	--	--
Accounting Technician (Senior)	1	1	--	--	1
Accounting Technician	1	1	2	2	2
<b>Total Finance FTE Staffing Level</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>3</b>
<u>Planning, Zoning &amp; Building</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Planning Director	1	1	1	1	1
Senior Code Enforcement Officer	1	1	--	1	1
Code Enforcement Officer	1	1	--	1	2
Administrative Assistant	1	1	1	1	1
<b>Total PZB FTE Staffing Level</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>5</b>
<u>Vehicle Service Center</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Senior Mechanic	1	1	1	1	1
Mechanic	1	1	1	1	1
Mechanic Assistant	--	--	--	--	--
<b>Total Vehicle Center FTE Staffing Level</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<u>Senior Citizens Center</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Senior Center Program Supervisor	1	1	1	1	1
Senior Center Cook	--	--	--	1	1
<b>Total Senior Center FTE Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>

## Staffing Level Summary

### General Fund FTE Budgeted Positions

<b><u>Recreation Center</u></b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>
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	2	2	2
Groundskeeper II	1	1	Eliminated	--	--
Administrative Assistant	1	1	1	1	1
<b>Total Recreation FTE Staffing Level</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b><u>Public Works</u></b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>
Public Works Director	1	1	1	1	1
Administrative Services Manager	1	1	1	1	1
Foreman	1	1	1	1	1
Public Works Crew Leader	2	2	2	2	3
Public Works Tech III	4	4	4	4	2
Public Works Tech II	1	1	1	1	4
Public Works Tech I	--	--	--	--	--
<b>Total Public Works FTE Staffing Level</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>12</b>
<b><u>Police</u></b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>
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	4	5	5	5	5
Corporal	4	4	4	4	4
Detective	5	5	5	5	5
Training Officer	1	1	1	1	1
CID/Evidence Specialist	1	1	1	1	1
Patrol Officer	17	16	15	15	18
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	1
Code Enforcement Officers	-	-	2	--	--
<b>Total Police FTE Staffing Level</b>	<b>44</b>	<b>44</b>	<b>46</b>	<b>44</b>	<b>47</b>
<b><u>Emergency Management</u></b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Adopted</b>
Emergency Management Coordinator	1	1	--	--	--
<b>Total Emergency FTE Staffing Level</b>	<b>1</b>	<b>1</b>	<b>--</b>	<b>--</b>	<b>--</b>

<b>Total General Fund FTE Budgeted Positions</b>	<b>81</b>	<b>80</b>	<b>76</b>	<b>76</b>	<b>84</b>
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## Staffing Level Summary (All Departments )

### Fire Protection Fund FTE Budgeted Positions

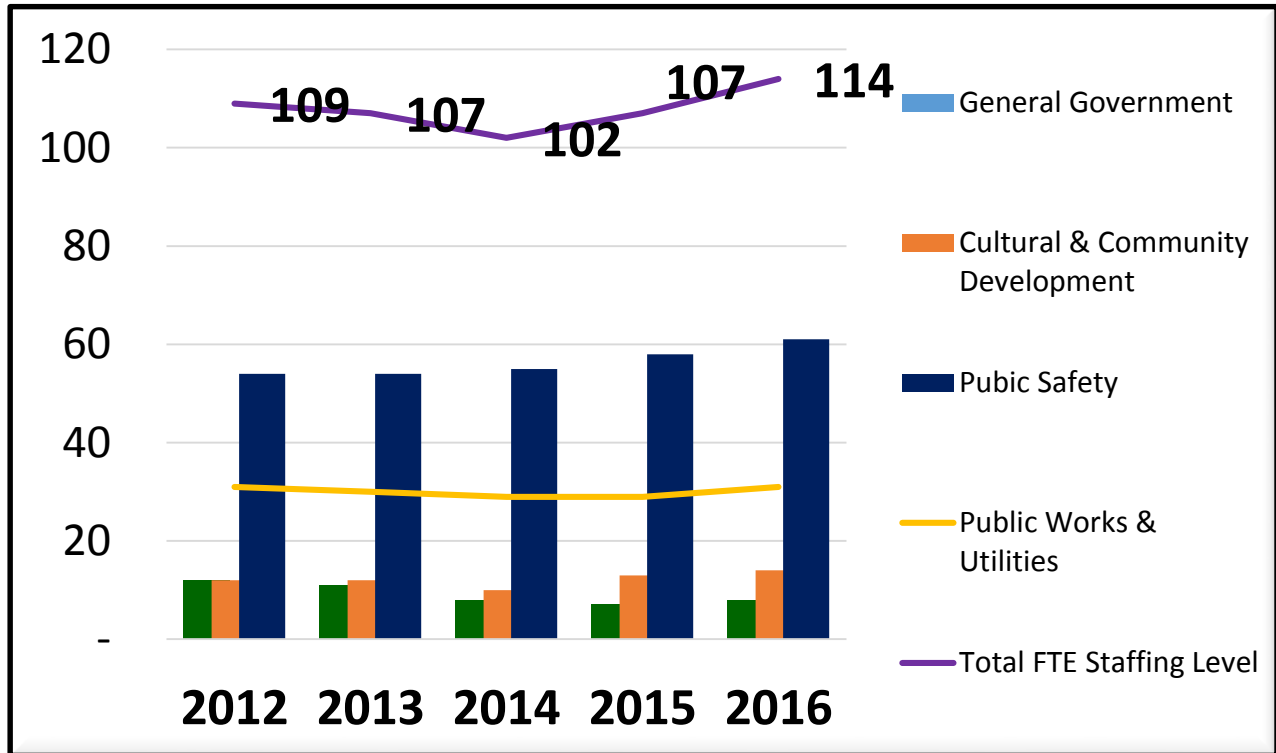
<u>Fire</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Fire Chief	1	1	1	1	1
Fire Captain	-	-	-	1	1
Administrative Assistant	--	--	--	1	1
Firefighter	8	8	8	11	11
<b>Total Fire Protection Fund FTE Budgeted Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>14</b>	<b>14</b>

### Water & Sewer Fund FTE Budgeted Positions

<u>Wastewater Treatment Division</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 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 FTE Staffing Level</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<u>Water Treatment Division</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Water Operator Trainee	1	1	1	1	1
<b>Total Water Treatment FTE Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<u>W/S Billing, Distribution &amp; Repair Division</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Water/Sewer Department Supervisor	1	1	1	1	1
Utility Services Manager	1	1	1	1	1
Utility Services Technician (Senior) (FY16 Re-classified as a Part-time Position)	1	1	1	1	-
Utility Services Technician	1	1	1	1	1
Senior Meter Reader	1	1	1	1	1
Meter Reader	1	1	--	--	--
Water/Sewer Repair Foreman	1	1	1	1	1
Water/Sewer Repair Tech II	1	1	1	1	1
Water/Sewer Tech I	4	3	3	3	3
Backflow Prevention Tester	1	1	1	1	1
<b>Total W/S Billing, Distribution &amp; Repair FTE Staffing Level</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>10</b>
<b>Total Water &amp; Sewer Fund FTE Budgeted Positions</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>17</b>	<b>16</b>
<b>Total All Funds FTE Budgeted Positions</b>	<b>109</b>	<b>107</b>	<b>102</b>	<b>107</b>	<b>114</b>

*Note: This table includes full-time employee (FTE) positions. Each department's budget summary includes a detailed listing of its staffing and supplementary information relating to the department's staffing level.*

## Staffing Level (FTE) Trend



### FY2016 Staffing Level Highlights:

- A total of 114 Full-time equivalent (FTE) positions are funded in the FY2016 Budget, which is up from 107 in FY2015.
- The FY2016 Budget includes funding to fill seven new positions as follows:
  - Economic Development Director Position @ 1FTE
  - Patrol Officer Positions For Dedicated Traffic Unit @ 2 FTE + 1 FTE
  - Public Works Positions Crew Leader & Heavy Equipment Operator @ 2 FTE
  - Code Enforcement Officer Position @ 1 FTE



# FY2016 Annual Budget

## Fund Summaries

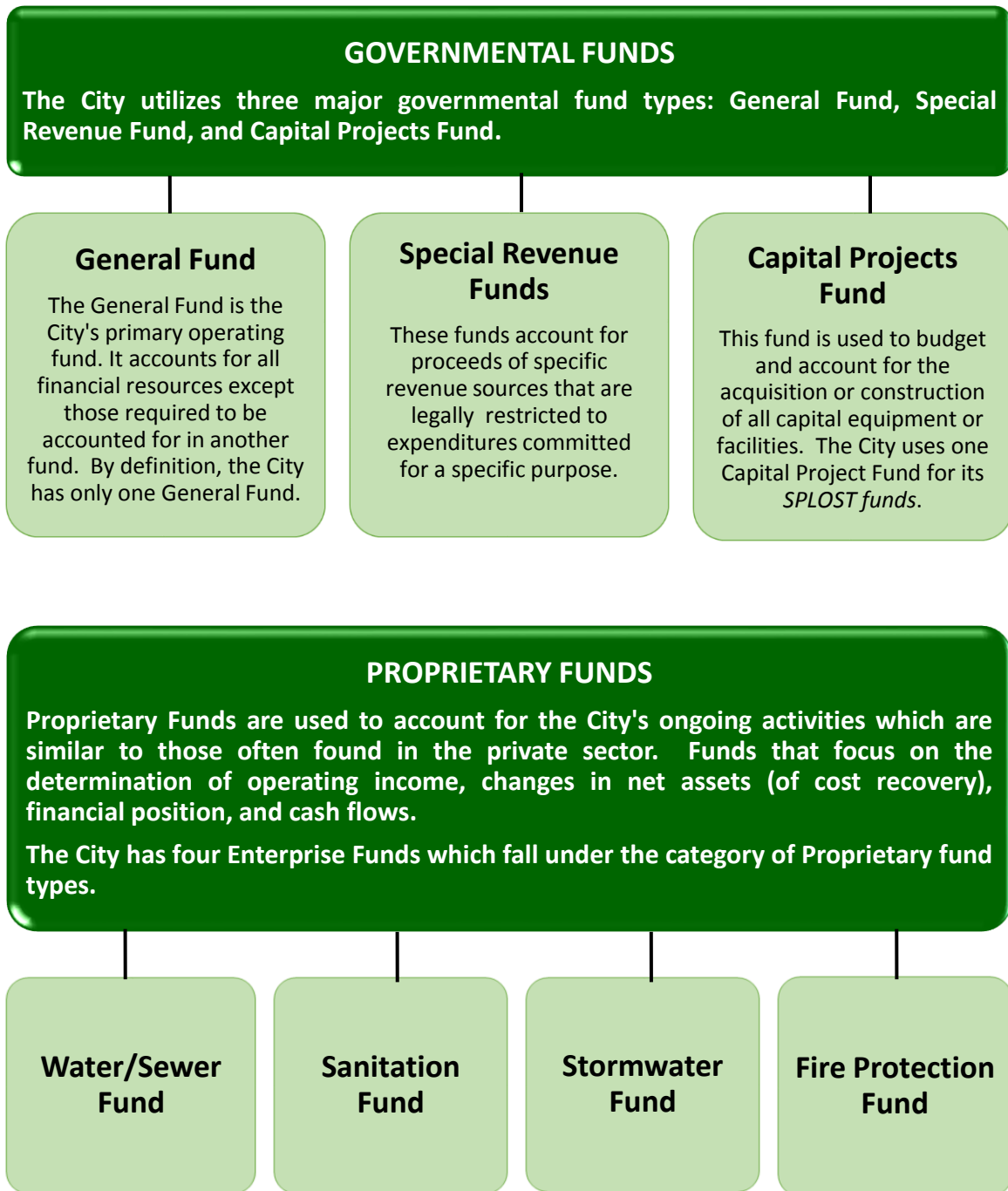


### Fund Summaries

- General Fund
- Special Revenue Funds
  - Hotel/Motel
  - Confiscated Assets
  - Tourism
- Capital Projects Fund
  - SPLOST
- Proprietary Funds
  - Water/Sewer
  - Sanitation
  - Stormwater
  - Fire Protection

## Budgeting by Fund

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



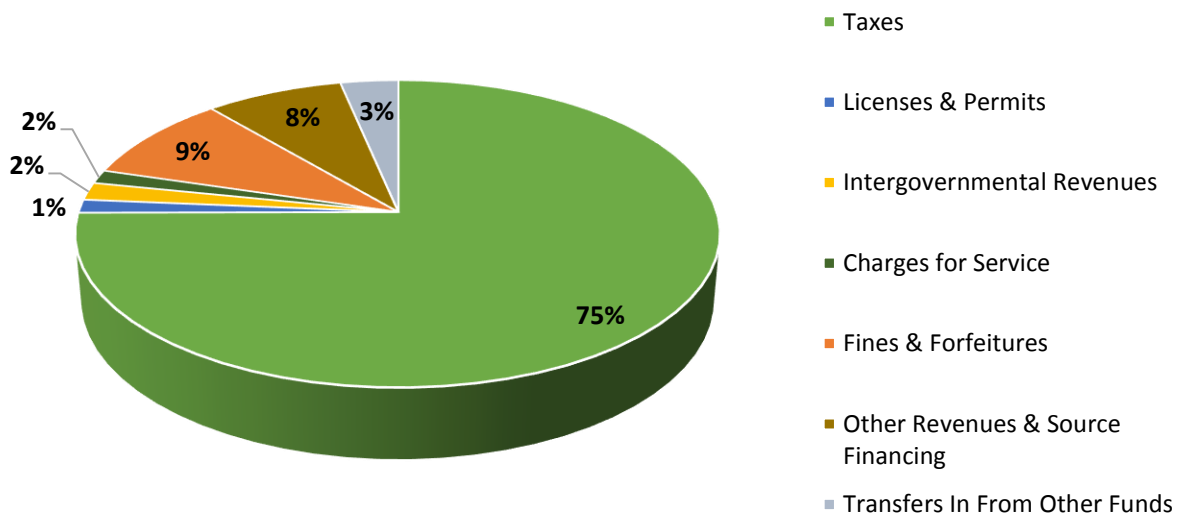
## General Fund

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, Human Resources, & Information Technology*), **Public Safety Services** (*Municipal Court, Police & Emergency Management*), **Public Works** (*Infrastructure & Fleet Operations*) and **Community Development Services** (*Parks & Recreation and Planning & Zoning*).

### General Fund Budget Comparative Summary of Revenues

GENERAL FUND REVENUE									
Revenue Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
Taxes	5,845,487	4,991,650	6,017,985	5,933,935	6,144,483	6,525,580	6,548,745	23,165	0%
Licenses & Permits	102,171	80,682	115,075	114,500	117,000	172,865	122,500	(50,365)	-29%
Intergovernmental Revenues	304,233	212,687	170,167	162,500	162,500	176,705	162,500	(14,205)	-8%
Charges for Service	139,499	150,326	155,753	156,860	129,887	119,455	125,500	6,045	5%
Fines & Forfeitures	1,191,033	729,191	681,974	750,000	750,000	611,656	800,000	188,344	31%
Investment Income	2,484	3,075	2,918	2,500	2,500	7,887	3,000	(4,887)	-62%
Other Revenues	179,929	161,139	133,889	182,000	190,100	166,078	200,683	34,605	21%
Transfers In From Other Funds	290,414	312,115	300,382	290,000	290,000	311,111	290,000	(21,111)	-7%
Other Source Financing	-	-	-	-	367,563	365,098	-	(365,098)	-100%
Appropriation of Prior Year's Fund Bal.	-	-	-	-	-	-	487,000	487,000	100%
<b>Total General Fund Revenue</b>	<b>8,055,250</b>	<b>6,640,865</b>	<b>7,578,143</b>	<b>7,592,295</b>	<b>8,154,033</b>	<b>8,456,435</b>	<b>8,739,928</b>	<b>283,493</b>	<b>3%</b>

### Where the Money Comes From - FY2016 Total General Fund Revenues \$8,739,928



# General Fund

## General Fund Budget Detail Line Item Revenue Summary

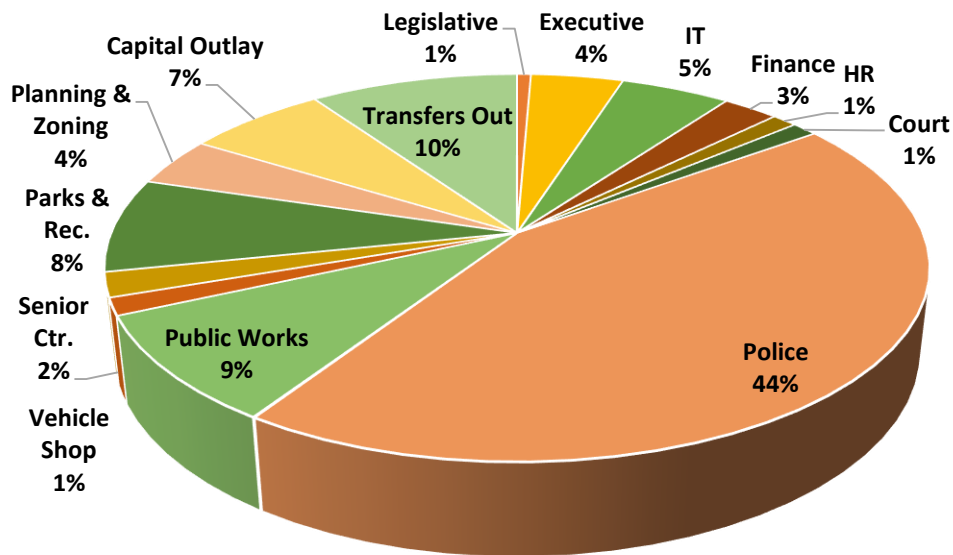
<b>GENERAL FUND REVENUE</b>							
Revenue Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>TAXES</b>							
Property Tax	-	-	949,237	1,235,900	1,266,534	1,404,556	1,300,000
Real Estate Transfer Intangible	-	-	24,733	-	20,000	16,358	20,000
Franchise Taxes - Electric	655,423	683,785	662,390	662,000	719,749	708,000	700,000
Franchise Taxes - Gas	30,654	31,938	31,442	31,000	31,000	29,699	31,000
Franchise Taxes - TV Cable	90,787	94,093	95,034	91,000	91,000	95,445	94,000
Franchise Taxes - Telephone	47,615	52,818	51,156	47,000	47,000	55,405	50,000
NSF Fees	-	-	35	-	-	70	-
NSF Fees - OccTax	175	70	315	200	200	175	200
Local Option Sales & Use Taxes	3,659,228	2,871,324	2,938,996	2,804,835	2,900,000	3,039,995	3,196,045
Alcoholic Beverage Excise Tax	140,161	129,078	139,623	130,000	130,000	130,208	130,000
Local Option Mixed Drink Excise Taxes	2,860	2,565	4,271	3,000	3,000	7,416	3,500
Energy Excise Tax	-	6,701	17,869	14,000	14,000	33,187	15,000
Business & Occupation Taxes	714,569	600,602	605,074	407,000	430,000	470,673	455,000
Insurance Premium Taxes	437,321	453,629	474,518	454,000	454,000	506,945	500,000
Finance Institutions Taxes	40,562	33,959	22,825	37,000	37,000	27,027	37,000
Penalties/Interest Delinquent Taxes	26,132	31,088	466	17,000	1,000	421	17,000
<b>Total Taxes</b>	<b>5,845,487</b>	<b>4,991,650</b>	<b>6,017,985</b>	<b>5,933,935</b>	<b>6,144,483</b>	<b>6,525,580</b>	<b>6,548,745</b>
<b>LICENSES &amp; PERMITS</b>							
Bus. Lics. Alcoholic Beverages	39,983	43,374	44,751	45,000	45,000	40,652	45,000
Non-Business License & Permits	10,387	4,364	10,232	12,000	12,000	12,920	12,000
Regulatory Fees - Bldg. Structures	18,980	12,515	28,445	12,000	30,000	41,770	20,000
Other Regulatory Fees	32,821	20,429	31,647	45,500	30,000	77,523	45,500
<b>Total Licenses &amp; Permits</b>	<b>102,171</b>	<b>80,682</b>	<b>115,075</b>	<b>114,500</b>	<b>117,000</b>	<b>172,865</b>	<b>122,500</b>
<b>INTERGOVERNMENTAL REVENUES</b>							
Federal Gov. Grant (Cops Grant)	45,835	-	-	-	-	-	-
Federal Gov. Grant (SAFER Grant)	-	-	-	-	-	-	-
State Grants	59,526	66,185	7,998	-	-	-	-
Local Gov. Chat. Co. Grants	198,872	146,502	162,169	162,500	162,500	176,705	162,500
<b>Total Intergovernmental</b>	<b>304,233</b>	<b>212,687</b>	<b>170,167</b>	<b>162,500</b>	<b>162,500</b>	<b>176,705</b>	<b>162,500</b>
<b>CHARGES FOR SERVICES</b>							
Election Fees	-	432	108	760	760	972	-
Special Police Services	4,909	29,215	19,617	30,000	-	-	-
Accidents Reports	4,104	4,155	4,812	3,000	3,000	3,294	3,000
False Alarms	-	-	75	2,000	2,000	-	1,000
Garden City Gym	17,364	22,838	35,744	20,000	20,527	27,756	20,000
Rental Income Pool	429	500	513	1,000	500	304	500
Stadium Receipts	25,016	20,871	23,114	25,100	25,100	20,585	25,000
Senior Center Revenue	22,318	22,574	24,283	21,000	24,000	22,817	22,000
Summer Camp Revenue	35,084	23,327	22,173	31,000	31,000	22,078	31,000
Chain Baseball Field Rental	5,400	1,500	2,800	4,000	4,000	3,600	4,000
Program Fees	20,577	19,671	17,435	16,000	16,000	14,910	16,000
Recreation Concession Revenue	2,100	5,073	4,374	3,000	3,000	2,509	3,000
Nuisance Abatement	2,198	170	705	-	-	630	-
<b>Total Charges For Services</b>	<b>139,499</b>	<b>150,326</b>	<b>155,753</b>	<b>156,860</b>	<b>129,887</b>	<b>119,455</b>	<b>125,500</b>
<b>Total Fines &amp; Forfeitures</b>							
	<b>1,191,033</b>	<b>729,191</b>	<b>681,974</b>	<b>750,000</b>	<b>750,000</b>	<b>611,656</b>	<b>800,000</b>
<b>Total Investment Income</b>							
	<b>2,484</b>	<b>3,075</b>	<b>2,918</b>	<b>2,500</b>	<b>2,500</b>	<b>7,887</b>	<b>3,000</b>
<b>OTHER REVENUES</b>							
Contributions/Donations Private Sources	1,545	-	-	-	-	5,000	-
Rents & Royalties - Mobile Tower	121,988	133,029	124,884	130,000	138,100	132,823	140,683
Reimbursement for Damaged Property	20,546	12,607	3,394	10,000	10,000	10,855	10,000
Other Scrap Sales	39,107	14,684	4,636	7,000	7,000	16,725	7,000
Miscellaneous Revenue	(3,257)	819	975	35,000	35,000	675	43,000
<b>Total Other Revenues</b>	<b>179,929</b>	<b>161,139</b>	<b>133,889</b>	<b>182,000</b>	<b>190,100</b>	<b>166,078</b>	<b>200,683</b>
<b>TRANSFERS IN</b>							
Transfers in - Hotel/Motel Fund	89,994	108,788	105,382	95,000	95,000	116,111	95,000
Transfer in - Water/Sewer Fund	150,000	158,327	150,000	150,000	150,000	150,000	150,000
Transfer in - Stormwater Fund	45,000	45,000	45,000	45,000	45,000	45,000	45,000
<b>Total Transfers In</b>	<b>290,414</b>	<b>312,115</b>	<b>300,382</b>	<b>290,000</b>	<b>290,000</b>	<b>311,111</b>	<b>290,000</b>
<b>SUBTOTAL GENERAL FUND REVENUE</b>				<b>7,592,295</b>	<b>7,786,470</b>	<b>8,091,337</b>	<b>8,252,928</b>
<b>OTHER SOURCE FINANCING</b>							
Capital Lease Proceeds	71,000	-	-	-	367,563	365,098	-
Appropriation of Prior Year's Fund Balance	-	-	-	-	-	-	487,000
<b>Total Other Source Financing</b>	<b>71,000</b>	<b>550,000</b>	<b>-</b>	<b>-</b>	<b>367,563</b>	<b>365,098</b>	<b>487,000</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>8,126,250</b>	<b>7,190,865</b>	<b>7,578,142</b>	<b>7,592,295</b>	<b>8,154,033</b>	<b>8,456,435</b>	<b>8,739,928</b>

## General Fund

### General Fund Budget Comparative Summary of Expenditures

GENERAL FUND EXPENDITURES									
Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
Legislative	54,013	43,152	47,492	48,000	55,800	61,647	56,500	(5,147)	-8%
Executive	753,624	769,081	272,472	352,600	355,031	326,050	375,772	49,722	15%
Information Technology	427,130	432,248	399,293	407,864	484,136	514,169	634,515	120,346	23%
Finance	287,046	238,581	206,971	239,300	204,195	223,212	279,050	55,838	25%
Human Resources	93,013	82,827	103,340	105,110	107,152	102,278	102,797	519	1%
Municipal Court	97,000	97,160	98,000	104,481	104,481	96,250	104,481	8,231	9%
Police	3,489,173	3,417,367	3,502,990	3,659,925	4,153,113	3,958,711	4,007,550	48,839	1%
Emergency Management	57,277	61,250	27,665	7,700	7,700	2,703	4,050	1,347	50%
Public Works	541,688	492,394	661,680	734,150	818,452	759,796	865,991	106,195	14%
Vehicle Shop	133,929	90,790	126,125	102,400	107,394	143,905	126,156	(17,749)	-12%
Senior Center	185,716	149,820	149,559	140,035	202,563	203,622	179,655	(23,967)	-12%
Parks & Recreation	775,429	833,759	631,941	623,900	747,926	756,964	782,751	25,787	3%
Planning & Zoning	293,098	264,394	126,085	316,528	345,713	306,510	372,686	66,176	22%
Legislative Contingency	237,500	-	-	375,000	-	-	-	-	-
Capital Outlay Requests	-	-	-	-	-	-	-	-	-
Transfer Out to Fire Protection Fund	171,800	194,129	248,758	375,302	460,377	539,450	847,974	308,524	57%
<b>Total Expenditures</b>	<b>7,597,436</b>	<b>7,166,952</b>	<b>6,602,371</b>	<b>7,592,295</b>	<b>8,154,033</b>	<b>7,995,267</b>	<b>8,739,928</b>	<b>744,661</b>	<b>9%</b>
<b>Net Surplus (Loss)</b>	<b>457,814</b>	<b>(526,087)</b>	<b>975,772</b>	<b>-</b>	<b>-</b>	<b>461,168</b>			

### Where the Money Goes – FY2016 Total General Fund Expenditures \$8,739,928



## Special Revenue Funds

Special Revenue funds account for revenue sources that are legally restricted to expenditures for a specific purposes. The City has three special revenue funds.

### Hotel/Motel Tax Fund Comparative Summary of Revenue & Expenditures

The Hotel Motel Fund is used to account for funds received from a 6% hotel/motel tax placed on hotels and motels in the area. Monies are distributed as mandated in the city ordinance to promote tourism in the City.

<u>Hotel/Motel Tax Fund</u>	2015 Adopted Budget	2015 Yr-End Amended	2016 Adopted Budget
<b>Revenues</b>	190,000	246,490	190,000
<b>Expenditures</b>			
Payments to Other Agencies	31,673	41,090	31,673
Transfers Out to General Fund	95,000	123,245	95,000
Transfers Out to Tourism Board	63,327	82,155	63,327
<b>Total Expenditures</b>	<b>190,000</b>	<b>246,490</b>	<b>190,000</b>
<b>Net Surplus (Loss)</b>	<b>-</b>	<b>-</b>	

### Confiscated Fund Comparative Summary of Revenue & Expenditures

The Confiscated Fund is used to account for funds received from participation in drug related cases. The monies are used by the City of Garden City Police Department to purchase necessary equipment and supplies; it cannot be used for wages and benefits.

<u>Confiscated Assets Fund</u>	2015 Adopted Budget	2015 Yr-End Amended	2016 Adopted Budget
<b>Revenue</b>			
Fines & Forfeitures	10,000	10,000	10,000
Other Revenues	-	-	-
<b>Total Revenues</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Expenditures</b>			
Public Safety	10,000	8,031	10,000
Transfers Out	-	-	-
<b>Total Expenditures</b>	<b>10,000</b>	<b>8,031</b>	<b>10,000</b>
<b>Net Surplus (Loss)</b>	<b>-</b>	<b>1,969</b>	<b>-</b>

### Tourism Fund Comparative Summary of Revenue & Expenditures

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

<u>Tourism Fund</u>	2015 Adopted Budget	2015 Yr-End Amended	2016 Adopted Budget
<b>Revenue</b>			
Investment Income	50	13	50
Transfers In - Hotel/Motel	60,000	77,407	60,000
<b>Total Revenue</b>	<b>60,050</b>	<b>77,420</b>	<b>60,050</b>
<b>Expenditures</b>			
General Government	2,000	1,222	2,000
<b>Total Expenditures</b>	<b>2,000</b>	<b>1,222</b>	<b>2,000</b>
<b>Net Surplus (Loss)</b>	<b>58,050</b>	<b>76,198</b>	<b>-</b>

## Capital Project Fund

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

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

#### SPLOST Fund Comparative Summary of Revenue & Expenditures

SPLOST FUND	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Projected	2016 Adopted
<b><u>Revenues</u></b>				
Total Revenues	1,100,000	1,400,000	1,523,746	1,500,000
Capital Lease Proceeds (GCFD Tanker Truck)	-	-	235,917	-
FY2015 Fund Balance Carryover to FY2016	-	-	-	380,485
<b>Total Revenues</b>	<b>1,100,000</b>	<b>1,400,000</b>	<b>1,759,663</b>	<b>1,880,485</b>
<b><u>Expenditures</u></b>				
<b>Other Capital Outlay</b>				
Library Infrastructure	236,000	206,000	245,434	-
Sunshine - Street, Drainage & Utilities Improvements				
Central Ave. (E2) Water Improvements				
GC Library Infrastructure Engineering Services				
<b>Chatham Parkway Improvements:</b>				
Traffic Signal Installation Telfair Place Intersection		70,000	40,056	-
Road Re-construction (\$2,865,000 Over FY16-FY20)			-	573,000
<b>City Street Paving &amp; Right of Way Improvements</b>			-	158,078
<b>Facility Improvements:</b>				
Fire Station #1 (Main St.) Renovations/Upgrades	60,000	60,000	64,846	-
Fire Station #2 (Hwy. 80) Renovations/Upgrades	42,000	300,000	-	380,485
Fire Station Renovations Architect/Professional Services	5,000	6,770	6,925	-
<b>Vehicles &amp; Equipment:</b>		-		
Fire Vehicles/Equipment:				
(1) GCFD Vehicle / Fully Equipped	38,970	39,200	42,325	-
(1) GCFD Tanker Truck + Equipment	-	-	235,917	-
Police Vehicles/Equipment	-	-	-	-
Public Works Vehicles/Equipment	-	-	-	-
<b>Debt Service:</b>				
City Hall (Annual debt service payment)	718,030	718,030	718,030	717,630
Tanker Truck (Annual debt service payment FY15-FY20)	-	-	25,646	51,292
<b>Total SPLOST Expenditures</b>	<b>1,100,000</b>	<b>1,400,000</b>	<b>1,379,179</b>	<b>1,880,485</b>
<b>Net Surplus (Loss)</b>	<b>-</b>	<b>-</b>	<b>380,485</b>	<b>-</b>

## Proprietary Funds

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

### Water & Sewer Fund Budget Comparative Summary of Revenue & Expenditures

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

WATER/SEWER ENTERPRISE FUND								
Revenue Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
Total Water Revenues	1,235,091	1,250,833	1,353,351	1,285,729	1,331,900	1,358,000	26,100	2%
Total Water Tap Fees	16,570	7,140	7,235	7,500	43,557	14,000	(29,557)	-68%
Total Sewer Revenues	1,839,999	1,850,924	1,772,554	1,829,199	1,973,429	2,005,000	31,571	2%
Total Sewer Tap Fees	26,050	8,075	74,845	7,500	134,029	7,500	(126,529)	-94%
Administrative Fees	-	-	-	85,000	86,311	100,191	13,880	16%
Other Revenues & Penalties	233,289	219,717	168,539	200,468	175,714	169,913	(5,801)	-3%
Investment Earnings	805	1,230	1,758	1,200	2,546	2,500	(46)	-2%
Rents and Royalties	-	701	922	1,000	810	1,000	190	23%
Reimbursement for Damaged Property	1,527	13,950	-	-	-	-	-	0%
Miscellaneous Revenues	(34,057)	(89,603)	48,563	10,000	54,560	30,000	(24,560)	-45%
GEFA L07WJ Loan Proceeds	-	-	832,812	-	2,008,629	-	(2,008,629)	-100%
<b>Total Revenue</b>	<b>3,357,711</b>	<b>3,262,948</b>	<b>4,260,579</b>	<b>3,427,596</b>	<b>5,811,485</b>	<b>3,688,104</b>	<b>(2,123,381)</b>	<b>-37%</b>
Expenditure Category	Actual	Actual	Actual	Adopted	Amended	Adopted	Change	Change
Total Wastewater Treatment Expenses	814,093	804,257	813,020	848,033	888,561	874,552	(14,009)	-2%
Total Water Treatment Expenses	230,899	278,444	269,415	357,967	282,240	318,515	36,275	13%
Total W/S Billing, Distribution, Repair Expenses	1,873,944	1,501,476	1,732,185	1,646,696	1,597,422	1,892,376	294,954	18%
Total W/S Debt Service	183,616	294,332	224,500	574,900	541,849	602,661	60,812	11%
<b>Total Expenditures</b>	<b>3,102,552</b>	<b>2,878,509</b>	<b>3,039,120</b>	<b>3,427,596</b>	<b>3,310,072</b>	<b>3,688,104</b>	<b>378,032</b>	<b>11%</b>
<b>Net Surplus (Loss)</b>	<b>255,159</b>	<b>384,439</b>	<b>1,221,459</b>	<b>-</b>	<b>2,501,413</b>			

### Sanitation Fund Comparative Summary of Revenue & Expenditures

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

SANITATION FUND								
Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
Total Contracts & Agreements	378,170	393,293	389,102	332,196	317,391	346,555	29,164	9%
Total Dry Trash Disposal Expenses	12	12	10,000	10,000	25,593	18,000	(7,593)	-30%
Total Miscellaneous Expenses	21,152	20,443	4	12	54	12	(42)	-78%
<b>Total Expenditures</b>	<b>399,334</b>	<b>413,748</b>	<b>399,106</b>	<b>342,208</b>	<b>343,038</b>	<b>364,567</b>	<b>22,359</b>	<b>7%</b>
<b>Net Surplus (Loss)</b>	<b>5,130</b>	<b>13,220</b>	<b>-</b>	<b>-</b>	<b>22,984</b>	<b>-</b>		



## Proprietary Funds

### Stormwater Fund Comparative Summary of Revenue & Expenditures

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

STORMWATER FUND - REVENUE									
Revenue Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
Total Federal & State Government Grants	-	-	39,078	-	66,095	66,095	-	(66,095)	-100%
NPDES Erosion Control Fee	-	-	2,113	-	3,200	1,511	3,000	1,489	99%
Total Stormwater Utility Fees	864,000	876,530	859,573	878,000	880,000	891,604	880,000	(11,604)	-1%
Total Miscellaneous Revenues	350	(12,500)	-	-	-	-	-	-	-
Total Capital Lease Proceeds	-	-	-	-	101,851	101,851	-	(101,851)	-100%
Total Transfers In From Water/Sewer	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>864,350</b>	<b>864,030</b>	<b>900,764</b>	<b>878,000</b>	<b>1,051,146</b>	<b>1,061,061</b>	<b>883,000</b>	<b>(168,146)</b>	<b>-16%</b>
STORMWATER FUND - EXPENDITURES									
Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b>Operating Expenditures</b>									
Total Personnel Expenses	293,715	346,472	362,950	356,500	411,785	391,772	423,404	31,632	8%
Total Purchased & Contracted Expenses	326,613	256,185	402,200	286,000	289,460	281,881	326,000	44,119	13%
Total Supplies Expenses	15,259	45,752	37,490	35,500	35,500	26,533	37,000	10,467	4%
Total Miscellaneous Expenses	156,519	90,000	98,124	170,000	155,000	180,766	96,596	(84,170)	-38%
<b>Total Operating Expenditures</b>	<b>792,106</b>	<b>738,409</b>	<b>900,764</b>	<b>848,000</b>	<b>891,745</b>	<b>880,952</b>	<b>883,000</b>	<b>2,048</b>	<b>0%</b>
<b>Capital Outlay Request Expenditures</b>									
Kubota Tractor w/ Boom Mower	-	-	-	-	101,851	108,699	-	(101,851)	-100%
2015 (1) Mini Excavator	-	-	-	30,000	57,550	57,550	-	(57,550)	-100%
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>159,401</b>	<b>166,249</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>792,106</b>	<b>738,409</b>	<b>900,764</b>	<b>878,000</b>	<b>1,051,146</b>	<b>1,047,201</b>	<b>883,000</b>	<b>(164,201)</b>	<b>-16%</b>
<b>Net Surplus (Loss)</b>	<b>72,244</b>	<b>125,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,860</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Fire Protection Fund Comparative Summary of Revenue & Expenditures

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

FIRE PROTECTION FUND									
Revenue Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
Total Federal & State Government Grants	520,181	193,377	5,796	-	-	-	-	-	-
Total Fire Protection Fees	400,458	540,770	528,040	540,000	540,000	544,803	500,000	(44,803)	-8%
Total Fire Fees (collected with fines)	55,143	35,476	29,802	33,500	34,000	35,081	35,000	(81)	0%
Total Accident Recovery Fees	360	4,632	15,598	10,000	10,000	11,804	10,000	(1,804)	-15%
Total Capital Lease Proceeds (\$972,140)	-	-	-	-	-	972,140	100,000	(872,140)	-90%
Total Miscellaneous Revenues	21,599	1,932	500	-	1,000	1,087	1,200	113	10%
Total Transfers In From General Fund	171,800	194,129	248,758	375,302	460,377	539,450	847,974	308,524	57%
<b>Total Revenues</b>	<b>1,169,541</b>	<b>970,316</b>	<b>828,494</b>	<b>958,802</b>	<b>1,045,377</b>	<b>2,104,365</b>	<b>1,494,174</b>	<b>(610,191)</b>	<b>-29%</b>
Expenditure Category	Actual	Actual	Actual	Adopted	Amended	Amended	Adopted	Change	Change
Total Personnel Expenses	550,728	578,462	584,497	764,677	831,602	963,644	995,440	31,796	3%
Total Purchased & Contracted Expenses	246,873	265,906	177,325	141,500	144,350	187,487	138,425	(49,062)	-26%
Total Supplies Expenses	47,723	48,258	54,310	50,625	67,425	77,160	103,300	26,140	34%
Total Miscellaneous Expenses	54,127	1,291	1,000	2,000	2,000	3,934	152,959	149,025	3788%
Total Capital Outlay Expenses	-	-	-	-	-	872,140	104,050	(768,090)	-88%
<b>Total Expenditures</b>	<b>899,451</b>	<b>893,917</b>	<b>817,132</b>	<b>958,802</b>	<b>1,045,377</b>	<b>2,104,365</b>	<b>1,494,174</b>	<b>(610,191)</b>	<b>-29%</b>
<b>Net Surplus (Loss)</b>	<b>270,090</b>	<b>76,399</b>	<b>11,362</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

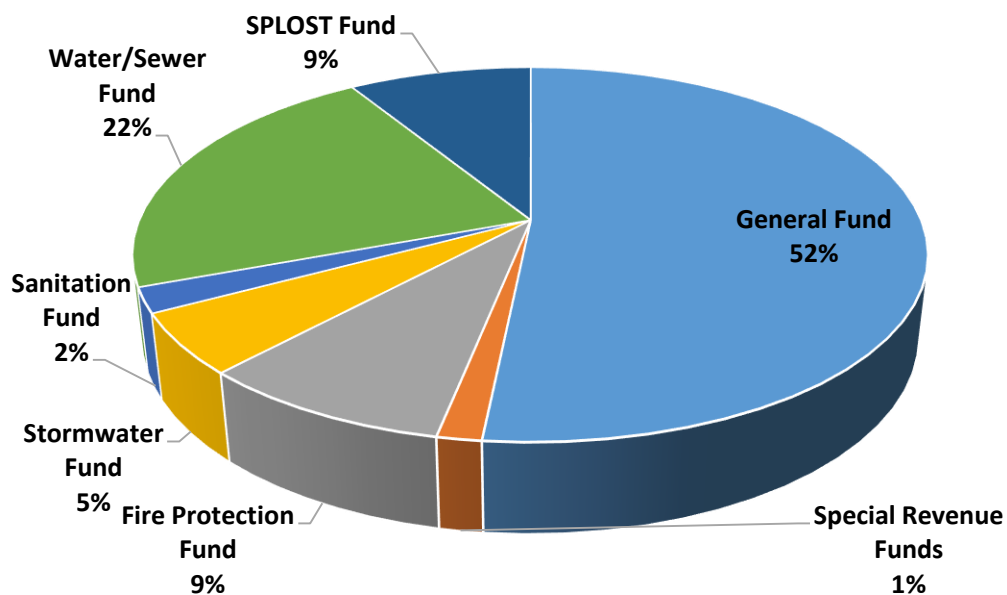
## All Fund Types

### Combined Comparative Summary of FY2016 Budget Revenues & Expenditures

The FY2016 budget is comprised of expenditures reflecting costs for government operations that are important to our quality of life, including Police, Fire, Public Works, Utility Services, Planning & Building, and Parks & Recreation.

Fund	2012 Actual	2013 Actual	2014 Actual	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b>General Fund</b>	7,597,436	7,166,952	6,602,371	7,995,267	8,739,928	744,661	9%
<b>Special Revenue Funds:</b>							
Hotel/Motel	171,575	176,339	199,789	246,490	190,000	(56,490)	-23%
Confiscated	8,407	15,491	10,032	8,031	10,000	1,969	25%
Tourism	52,108	57,212	58,711	77,420	60,050	(17,370)	-22%
<b>Capital Project Fund:</b>							
SPLOST	1,385,314	1,398,538	1,287,388	1,379,179	1,500,000	120,821	9%
<b>Proprietary Funds:</b>							
Water & Sewer	3,102,552	2,878,509	3,039,120	3,310,072	3,688,104	378,032	11%
Sanitation	399,334	413,748	399,106	343,038	364,567	21,529	6%
Stormwater	792,106	738,409	900,764	1,047,201	883,000	(164,201)	-16%
Fire Protection	899,451	893,917	817,132	2,104,365	1,494,174	(610,191)	-29%
<b>Total Annual Budget</b>	<b>14,408,283</b>	<b>13,739,115</b>	<b>13,314,413</b>	<b>16,511,063</b>	<b>16,929,823</b>	<b>418,760</b>	<b>3%</b>

### FY2016 Budget Revenue & Expenditures (All Fund Types)



# **FY2016 Annual Budget**

## **General Government Services**

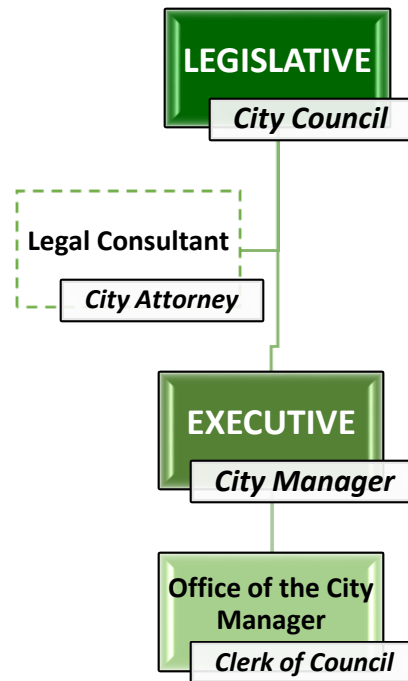


### **Department Summaries**

- 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 Service Departments

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

## Legislative Department

**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.

### Ongoing Activities & Initiatives

Keeping focus on Council priorities and major work efforts will continue to be the emphasis of the City Council and city leadership staff. Maintaining the City's programs and services at the highest possible level in today's economy.

### 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 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
City Council Meetings Conducted	21	19	20
City Council Workshops Conducted	23	24	25
Neighborhood/Town Hall Meetings Conducted	5	4	2
Ordinances Adopted	7	9	5
Resolutions Adopted	34	27	32

### Staffing Level

The FY2016 Legislative Department staffing level consists of the elected officials and remains unchanged from FY2015. 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	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 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 Overview

In the FY2016 Budget, the Legislative Department expenditures total \$56,500, a decrease of -8% or (\$5,147) under the FY2015 Amended Budget. The department's expenditures were reduced and increased in specific areas to more accurately reflect projected expenditures in fiscal year 2016.

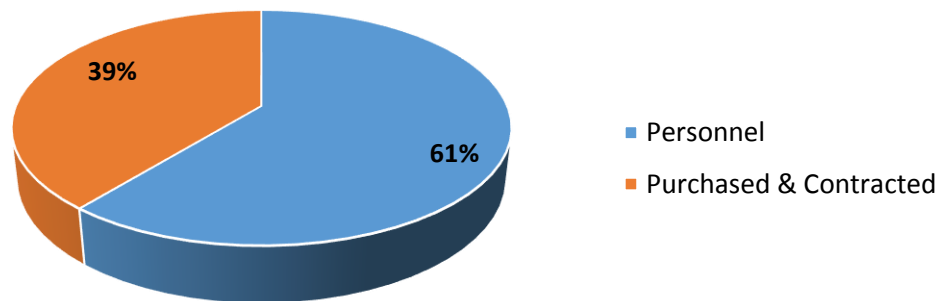
LEGISLATIVE	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b>Expenditure Category</b>									
<u>Operating Expenditures</u>									
Total Personnel Expenses	31,800	31,800	31,200	31,800	34,100	32,942	34,300	1,358	4%
Total Purchased & Contracted Expenses	22,190	11,352	16,292	16,000	21,500	28,705	22,000	(6,705)	-23%
Total Supplies Expenses	23	-	-	200	200	-	200	200	-
Total Miscellaneous Expenses	-	-	-	-	-	-	-	-	-
Legislative Contingency (Restricted)	-	150,000	-	-	-	-	-	-	-
Legislative Contingency (Unrestricted)	-	508,621	-	375,000	-	-	-	-	-
<b>Total Legislative Budget</b>	<b>54,013</b>	<b>701,773</b>	<b>47,492</b>	<b>423,000</b>	<b>55,800</b>	<b>61,647</b>	<b>56,500</b>	<b>(5,147)</b>	<b>-8%</b>

## Legislative Department

### Budget Detail Line Item Expenditure Summary

<b>LEGISLATIVE</b>							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Professional Fees	27,600	27,600	27,000	27,600	27,600	26,700	27,600
Social Security (FICA) Contributions				-	1,800	1,655	2,000
Medicare				-	500	387	500
Retirement Contributions	4,200	4,200	4,200	4,200	4,200	4,200	4,200
<b>Total Personnel Services</b>	<b>31,800</b>	<b>31,800</b>	<b>31,200</b>	<b>31,800</b>	<b>34,100</b>	<b>32,942</b>	<b>34,300</b>
<b>Purchased/Contracted Services</b>							
Travel	13,570	4,947	7,494	8,000	11,500	14,856	12,000
Education & Training	8,620	6,405	8,798	8,000	10,000	13,849	10,000
<b>Total Purchased/Contracted Services</b>	<b>22,190</b>	<b>11,352</b>	<b>16,292</b>	<b>16,000</b>	<b>21,500</b>	<b>28,705</b>	<b>22,000</b>
<b>Supplies</b>							
Uniforms (Badges, Shirts, etc.)	23	-	-	200	200	-	200
<b>Total Supplies Expenditures</b>	<b>23</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>200</b>
<b>Total Operating Expenditures</b>	<b>54,013</b>	<b>43,152</b>	<b>47,492</b>	<b>48,000</b>	<b>55,800</b>	<b>61,647</b>	<b>56,500</b>
Legislative Contingency (Restricted)	-	150,000	-	-	-	-	-
Legislative Contingency (Unrestricted)	-	508,621	-	-	-	-	-
<b>Total Legislative Contingency</b>	<b>-</b>	<b>658,621</b>	<b>-</b>	<b>375,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL LEGISLATIVE BUDGET</b>	<b>54,013</b>	<b>701,773</b>	<b>47,492</b>	<b>423,000</b>	<b>55,800</b>	<b>61,647</b>	<b>56,500</b>

### FY2016 Legislative Expenditures By Category



## Executive Department

**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.

### Ongoing Activities & Initiatives

Implementing the Council priorities will continue to be the primary focus. Balancing the City budget and funding and prioritizing capital needs will continue to be a main focus area for the Executive Department. Although our economy shows signs of improving, flexibility and creativity will continue to be necessary to maintain the highest possible level of programs and services.

### 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 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
City Council Meeting Agenda Packets	21	19	20
City Council Workshops Agenda Packets	23	24	25
Percent of City Council Minutes & Workshop Synopsis approved without amendment	99%	99%	99%

### Staffing Level

The FY2016 Budget, the Executive Department staffing level reflects an increase when compared to the FY2015. The increase is attributed to the addition of an Economic Development Director position in fiscal year 2016. The Economic Development Director will serve as the primary recruiter and point of contact for the City's economic development efforts for the enhancement of the community's economic base and the cultivation of partnerships with economic development agencies, industrial/business representatives and citizen stakeholders.

<u>Executive</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
City Manager	1	1	1	1	1
Deputy City Manager/Utilities Dept. Head	1	1	1 (Merged)	--	-
Clerk of Council/Budget Director	1	1	1	1	1
Economic Development Director	-	-	-	-	1
Executive Administrative Assistant	1	1	Eliminated	--	--
Front Desk Receptionist/Switch Board	1	1	--	--	--
<b>Total Executive FTE Staffing Level</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>

## Executive Department

### Budget Overview

In the FY2016 Budget, the Executive Department expenditures total \$375,772, an increase of 15% or \$49,722 over the FY2015 Amended Budget. The increase is mainly attributed to personnel costs associated with the Economic Developer Director's position and updating the City's Comprehensive Plan. The department's operating expenditures were reduced and increased in specific areas to more closely align the budget with projected expenditures for fiscal year 2016.

EXECUTIVE									
Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b>Operating Expenditures</b>									
Total Personnel Expenses	365,558	322,567	91,636	101,900	104,131	109,283	171,272	61,989	57%
Total Purchased & Contracted Expenses	315,901	329,469	130,377	195,200	192,400	161,796	153,000	(8,796)	-5%
Total Supplies Expenses	61,927	65,426	50,459	51,500	54,500	54,971	51,500	(3,471)	-6%
Total Miscellaneous Expenses	10,238	51,619	-	4,000	4,000	-	-	-	0%
<b>Total Executive Budget</b>	<b>753,624</b>	<b>769,081</b>	<b>272,472</b>	<b>352,600</b>	<b>355,031</b>	<b>326,050</b>	<b>375,772</b>	<b>49,722</b>	<b>15%</b>

### FY2016 Executive Expenditures By Category



### Budget Detail Line Item Expenditure Summary

EXECUTIVE							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	265,509	227,591	69,275	75,000	77,231	74,901	119,400
Salaries - Overtime	1,026	3,274	-	-	-	-	-
Group Insurance	38,770	35,950	7,138	8,000	8,500	19,342	19,000
Social Security (FICA) Contributions	14,828	13,000	4,012	6,000	6,000	4,340	9,000
Medicare	4,749	4,520	1,249	2,000	2,000	1,350	3,000
Retirement Contributions	11,449	10,813	7,824	7,900	7,900	7,077	14,872
ICMA RC 457 Match	27,993	26,371	1,733	2,000	2,000	1,873	5,000
Workers' Compensation	1,234	1,048	406	1,000	500	400	1,000
<b>Total Personnel Services</b>	<b>365,558</b>	<b>322,567</b>	<b>91,636</b>	<b>101,900</b>	<b>104,131</b>	<b>109,283</b>	<b>171,272</b>
<b>Purchased/Contracted Services</b>							
Vehicle Maintenance & Repairs	517	913	748	350	350	58	350
Equipment Maintenance & Repairs	-	15	-	250	250	-	250
Insurance, other than employee benefits (GIRMA)	2,347	4,644	5,410	4,800	5,500	5,805	6,000
Advertising	1,513	2,835	2,069	2,500	3,000	307	3,200
Printing & Binding	844	183	1,080	1,200	1,200	822	1,200
Travel	10,235	9,522	30	-	-	-	-
Dues & Fees	13,741	6,804	6,395	16,000	12,000	6,510	10,000
Contracts & Agreements	161,184	194,524	5,422	50,000	50,000	35,728	25,000
Contracts & Agreements - Reoccurring	8,581	7,239	19,957	17,000	22,000	26,344	17,000
Dues & Fees Outside Agencies	1,000	1,000	1,000	-	-	1,000	-
Education & Training	940	1,587	-	-	-	-	-
Legal Fees	86,073	68,623	61,721	70,000	65,000	54,065	60,000
Dues & Fees	28,377	31,025	26,405	33,100	33,100	31,157	30,000
<b>Total Purchased/Contracted Services</b>	<b>315,901</b>	<b>329,469</b>	<b>130,377</b>	<b>195,200</b>	<b>192,400</b>	<b>161,796</b>	<b>153,000</b>
<b>Supplies Expenditures</b>							
General Supplies & Materials	6,197	8,715	4,762	7,000	7,000	5,790	7,000
Postage	1,421	861	426	1,000	1,000	805	1,000
Electricity	34,665	34,404	35,768	35,000	35,000	38,471	35,000
Gasoline	3,160	1,819	1,150	2,000	2,000	853	2,000
Food - Banquets & Flowers:	14,749	17,910	8,353	6,000	9,000	8,912	6,000
Books & Periodicals	1,460	1,717	-	500	500	140	500
Small Equipment	-	-	-	-	-	-	-
Uniforms	275	-	-	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>61,927</b>	<b>65,426</b>	<b>50,459</b>	<b>51,500</b>	<b>54,500</b>	<b>54,971</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>7,983</b>	<b>-</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>751,369</b>	<b>717,462</b>	<b>272,472</b>	<b>352,600</b>	<b>355,031</b>	<b>326,050</b>	<b>375,772</b>
<b>TOTAL EXECUTIVE BUDGET</b>	<b>753,624</b>	<b>769,081</b>	<b>272,472</b>	<b>352,600</b>	<b>355,031</b>	<b>326,050</b>	<b>375,772</b>



**FY2016**  
**Annual Budget**

# **Administrative Services**

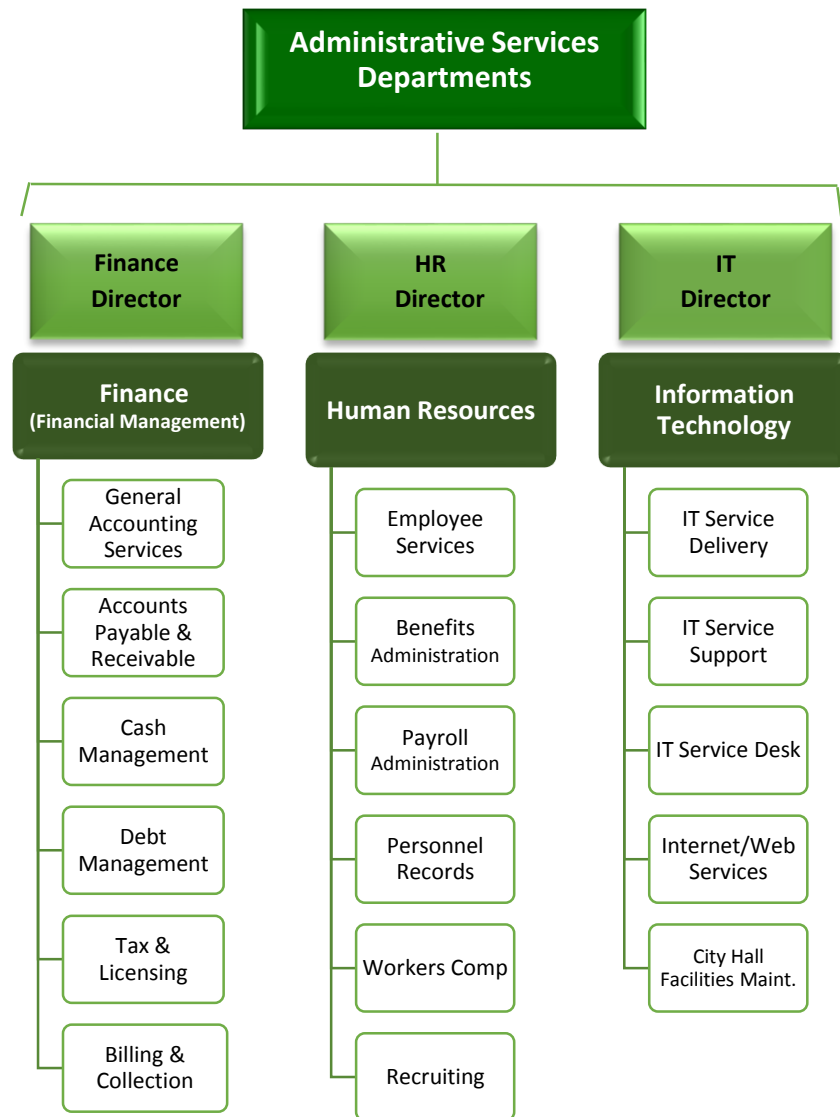


## **Department Summaries**

- Finance (*Financial Management*)
- Human Resources
- Information Technology

## Administrative Services

Incorporated into Administrative Services are three service departments: Finance (Financial Management), Human Resources and Information Technology each providing unique services to ensure essential fiscal and human resources, and support services to City departments to meet their needs. To serve as a responsible steward of government records, information, public assets, and employees.



### Fund Types Budgeted by the Administrative Service Departments

	Finance	Human Resources	Information Technology
<i>General Fund</i>	X	X	X

## Finance Department

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

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

### Ongoing Activities & Initiatives

Continuing to strengthen the City's internal control system will be a prime focus of Financial Management in 2016. Coordinating and implementing a sound integrated financial information management system, coupled with effective, well documented internal control policies and procedures will be a major focus in 2016.

### 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 2016.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Number of Accounts Payable Checks Issued	3,700	3,730	4,002
Number of Occupational Tax Certificates Issued	675	677	680
Number of Payroll Checks Processed	2730	2700	2752

### Staffing Level

The FY2016 Finance Department staffing level remains essentially flat when compared to FY2015. One Accounting Technician is a shared position between the Accounting Division (General Fund) & Utility Billing Division (Water/Sewer Fund).

<u>Finance</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Finance Director	1	1	Vacant	Merged	--
Chief Accountant	1	1	Eliminated	--	--
Accounting Technician (Senior)	1	1	--	--	1
Accounting Technician	1	1	2	2	2
<b>Total Finance FTE Staffing Level</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>3</b>

### Budget Overview

In the FY2016 Budget, the Finance Department expenditures total \$279,050, an increase of 25% or \$55,687 over the FY2015 Amended Budget. The department's operating expenditures were reduced and increased in specific areas of operation to more closely align the budget with projected expenditures for fiscal year 2016. The department's capital expenditures total \$51,687. This funding provides for the department's portion of the shared department/fund costs associated with the installation and implementation of a new financial management system.

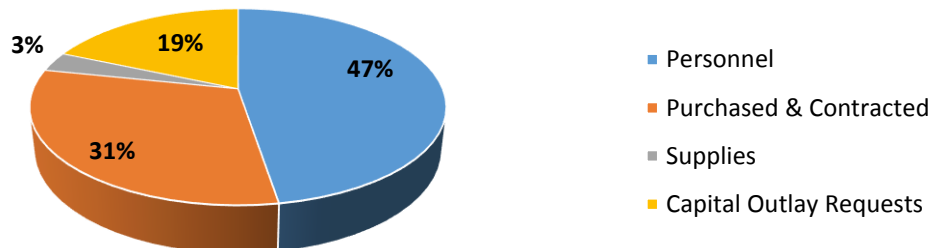
<u>Finance</u>	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b>Expenditure Category</b>									
<b>Operating Expenditures</b>									
Total Personnel Expenses	237,110	163,329	106,670	164,250	118,145	116,799	132,263	15,464	13%
Total Purchased & Contracted Expenses	33,696	67,486	94,784	66,050	77,050	100,032	86,100	(13,932)	-14%
Total Supplies Expenses	6,495	7,766	5,516	9,000	9,000	6,381	9,000	2,619	41%
Total Miscellaneous Expenses	9,745	-	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>287,046</b>	<b>238,581</b>	<b>206,970</b>	<b>239,300</b>	<b>204,195</b>	<b>223,212</b>	<b>227,363</b>	<b>4,151</b>	<b>2%</b>
<b>Capital Outlay Request Expenditures</b>									
New Finance/Accounting/Utilities Billing System	-	-	-	-	-	-	51,687	51,687	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,687</b>	<b>51,687</b>	<b>-</b>
<b>Total Finance Budget</b>	<b>287,046</b>	<b>238,581</b>	<b>206,970</b>	<b>239,300</b>	<b>204,195</b>	<b>223,212</b>	<b>279,050</b>	<b>55,838</b>	<b>25%</b>

## Finance Department

### Budget Detail Line Item Expenditures

<b>FINANCE</b>							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	175,518	115,892	80,603	118,000	75,195	79,030	82,430
Salaries - Overtime	49	2,178	2,271	3,000	3,000	547	1,500
Group Insurance	29,495	18,990	10,426	21,000	24,500	25,494	29,500
Social Security (FICA) Contributions	9,493	6,705	4,704	9,000	5,000	4,418	6,000
Medicare	2,739	1,906	1,295	3,000	2,000	1,351	1,500
Retirement Contributions	15,595	14,048	5,294	6,000	6,000	4,788	9,683
ICMA RC 457 Match	3,577	3,000	1,480	3,600	1,800	760	1,000
Workers' Compensation	644	610	599	650	650	411	650
<b>Total Personnel Services</b>	<b>237,110</b>	<b>163,329</b>	<b>106,670</b>	<b>164,250</b>	<b>118,145</b>	<b>116,799</b>	<b>132,263</b>
<b>Purchased/Contracted Services</b>							
Professional Audit	14,500	15,750	14,750	15,750	15,750	15,050	15,750
Travel	566	1,504	-	-	-	-	-
Dues & Fees	1,065	545	315	300	300	265	350
Contracts & Agreements:	15,705	38,000	79,719	50,000	61,000	84,717	50,000
Education & Training	1,860	2,944	-	-	-	-	-
Contract Labor	-	8,743	-	-	-	-	20,000
<b>Total Purchased/Contracted Services</b>	<b>33,696</b>	<b>67,486</b>	<b>94,784</b>	<b>66,050</b>	<b>77,050</b>	<b>100,032</b>	<b>86,100</b>
<b>Supplies Expenditures</b>							
General Supplies & Materials	4,458	4,542	2,638	6,000	6,000	3,990	6,000
Postage	1,921	3,156	2,878	3,000	3,000	2,391	3,000
Books & Periodicals	116	68	-	-	-	-	-
Uniforms	-	-	-	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>6,495</b>	<b>7,766</b>	<b>5,516</b>	<b>9,000</b>	<b>9,000</b>	<b>6,381</b>	<b>9,000</b>
<b>Total Operating Expenditures</b>	<b>277,301</b>	<b>238,581</b>	<b>206,971</b>	<b>239,300</b>	<b>204,195</b>	<b>223,212</b>	<b>227,363</b>
<b>Capital Outlay Request Expenditures</b>							
2016 New Financial System	-	-	-	-	-	-	51,687
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>51,687</b>
<b>TOTAL FINANCE BUDGET</b>	<b>277,301</b>	<b>238,581</b>	<b>206,971</b>	<b>239,300</b>	<b>204,195</b>	<b>223,212</b>	<b>279,050</b>

### FY2016 Finance Expenditures By Category



## Human Resources Department

**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.

### Ongoing Activities & Initiatives

HR anticipates increasing competition for the best employees as the economy continues to improve. HR will continue its efforts to help position the City to remain competitive to retain the best members of the City's workforces and attract top talent for recruited positions. Healthcare and the federal Affordable Care Act continue to be a challenge as HR helps position the City retain quality benefits at an affordable price in 2016 and beyond.

### 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 2016.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Number of Approved/Budgeted Positions	102	107	114
Percentage of Employee Turnover	14%	16%	8%
Number of Unemployment Claims	3	1	0
Number of On-the-job Accidents/Injuries	13	10	5

### Staffing Level

The FY2016 Human Resources Department staffing level remains unchanged from FY2015.

<u>Human Resources</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Human Resources Director	1	1	1	1	1
Administrative Assistant	--	--	--	--	--
<b>Total HR FTE Staffing Level</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

### Budget Overview

In the FY2016 Budget, the Human Resources Department operating expenditures total \$102,797, an increase of 1% or \$519 over the FY2015 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 was completed and implemented in 2015. The department's operating expenditures were reduced and increased in specific areas to more closely align the budget with projected expenditures for fiscal year 2016.

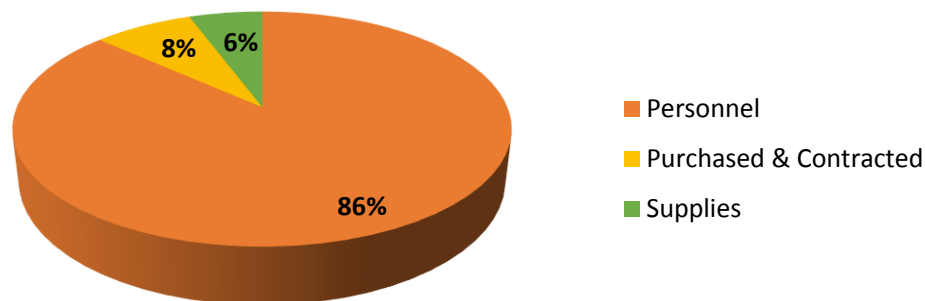
<u>HUMAN RESOURCES</u>	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<u>Operating Expenditures</u>									
Total Personnel Expenses	86,602	75,557	79,525	82,950	84,992	84,681	89,049	4,368	5%
Total Purchased & Contracted Expenses	4,790	4,961	19,681	17,500	17,500	14,895	7,908	(6,987)	-47%
Total Supplies Expenses	1,621	2,309	4,134	4,660	4,660	2,702	5,840	3,138	116%
Total Miscellaneous Expenses	-	-	-	-	-	-	-	-	-
<b>Total Human Resources Budget</b>	<b>93,013</b>	<b>82,827</b>	<b>103,340</b>	<b>105,110</b>	<b>107,152</b>	<b>102,278</b>	<b>102,797</b>	<b>519</b>	<b>1%</b>

## Human Resources Department

### Budget Detail Line Item Expenditure Summary

<b>HUMAN RESOURCES</b>							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	68,513	58,246	60,757	62,000	63,792	63,900	63,800
Salaries - Overtime	-	-	-	-	-	-	-
Group Insurance	5,012	5,752	6,727	8,000	8,200	8,885	8,500
Social Security (FICA) Contributions	4,055	3,272	3,455	4,200	4,200	3,616	5,000
Medicare	948	948	995	1,000	1,050	1,047	1,050
Retirement Contributions	5,986	5,142	5,388	5,400	5,400	4,873	8,299
ICMA RC 457 Match	2,048	2,048	2,087	2,200	2,200	2,255	2,250
Workers' Compensation	40	149	116	150	150	105	150
<b>Total Personnel Services</b>	<b>86,602</b>	<b>75,557</b>	<b>79,525</b>	<b>82,950</b>	<b>84,992</b>	<b>84,681</b>	<b>89,049</b>
<b>Purchased/Contracted Services</b>							
Advertising	-	399	1,056	500	500	1,004	500
Printing & Binding	-	-	-	-	-	-	-
Travel	916	-	-	2,000	2,000	-	1,988
Dues & Fees	180	435	987	1,000	1,000	240	400
Contracts & Agreements	2,989	4,127	17,638	13,000	13,000	13,437	4,020
Education & Training	705	-	-	1,000	1,000	214	1,000
<b>Total Purchased/Contracted Services</b>	<b>4,790</b>	<b>4,961</b>	<b>19,681</b>	<b>17,500</b>	<b>17,500</b>	<b>14,895</b>	<b>7,908</b>
<b>Supplies Expenditures</b>							
General Supplies & Materials	560	853	897	1,000	1,000	970	1,000
Postage	57	74	91	100	100	48	100
Food, Banquets & Flowers	469	-	2,609	2,560	2,560	1,187	3,400
Books & Periodicals	535	1,382	537	1,000	1,000	497	1,340
Uniforms	-	-	-	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>1,621</b>	<b>2,309</b>	<b>4,134</b>	<b>4,660</b>	<b>4,660</b>	<b>2,702</b>	<b>5,840</b>
<b>Total Operating Expenditures</b>	<b>93,013</b>	<b>82,827</b>	<b>103,340</b>	<b>105,110</b>	<b>107,152</b>	<b>102,278</b>	<b>102,797</b>
<b>TOTAL HUMAN RESOURCES BUDGET</b>	<b>93,013</b>	<b>82,827</b>	<b>103,340</b>	<b>105,110</b>	<b>107,152</b>	<b>102,278</b>	<b>102,797</b>

### FY2016 HR Expenditures By Category



## Information Technology Department

**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.

### Ongoing Activities & Initiatives

As the City moves into the realm of social media and mobile access, a new demand for systems of engagement has emerged. The traditional role of maintaining a break/fix computing environment for City employees has given way to where IT now interacts with the various lines of business throughout the City to improve work flow and customer service through technology enhancements. IT will continue to support a fully secure, reliable technology infrastructure which can provide access to City services for use by both employees and citizens on any device, from any location, and at any time.

### Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Information Technology Department. Output numbers are projected to remain constant in fiscal year 2016.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Personal Computers Supported	76	76	78
Network Servers Supported	9	9	9
Average Number of Website Visits (Annual)	20,808	27,228	34,450
Average Number of Website Visits (Daily)	59.11	74.6	94.3

### Staffing Level

The FY2016 Information Technology Department staffing level remains unchanged from FY2015.

Information Technology	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
IT/IS Director	1	1	1	1	1
Facilities Maintenance Coordinator	1	1	1	1	1
<b>Total IT FTE Staffing Level</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Budget Overview

In the FY2016 Budget, the Information Technology Department expenditures total \$634,515, an increase of \$120,346 or 23% over the FY2015 Amended Budget. The department's operating expenditures were reduced and increased in specific areas to more closely align the budget with projected expenditures for fiscal year 2016. The department's capital expenditures total \$173,000. This funding will provide for a digital media sign; the replacement of the HVAC system in the Police Department; and the replacement of the City's file server and exchange server.

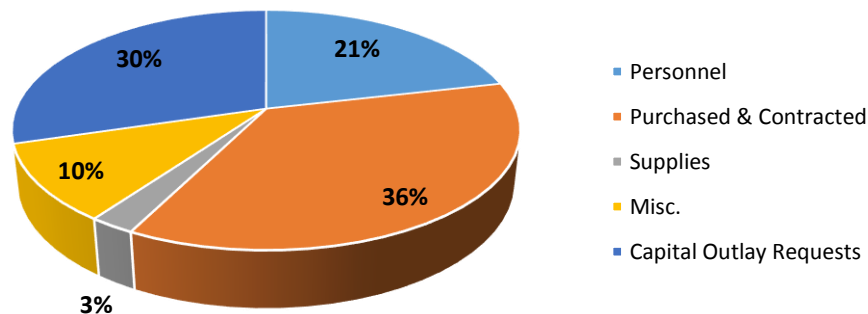
Information Technology	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b>Operating Expenditures</b>									
Total Personnel Expenses	148,264	118,822	123,116	132,114	132,455	131,111	135,865	4,754	4%
Total Purchased & Contracted Expenses	191,427	213,080	206,111	204,250	211,250	214,332	228,950	14,618	7%
Total Supplies Expenses	24,165	28,084	18,860	13,500	15,500	44,684	30,700	(13,984)	-31%
Total Miscellaneous Expenses	57,962	72,262	51,206	58,000	58,000	93,611	66,000	(27,611)	-29%
<b>Total Operating Expenditures</b>	<b>421,818</b>	<b>432,248</b>	<b>399,293</b>	<b>407,864</b>	<b>417,205</b>	<b>483,738</b>	<b>461,515</b>	<b>(22,223)</b>	<b>-4.6%</b>
<b>Capital Outlay Request Expenditures</b>									
(1) Server for GCPD In-house Storage of Body Camera Footage	-	-	-	-	30,431	30,431	-	(30,431)	-
HVAC Replacement Police Department	-	-	-	-	-	-	95,000	95,000	-
File Server Replacement	-	-	-	-	-	-	10,000	10,000	-
Exchange Server Replacement	-	-	-	-	-	-	18,000	18,000	-
Digital Sign	-	-	-	-	-	-	50,000	50,000	-
<b>Total Capital Outlay Expenditures</b>	<b>5,312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>66,931</b>	<b>30,431</b>	<b>173,000</b>	<b>142,569</b>	<b>-</b>
<b>Total Information Technology Budget</b>	<b>427,130</b>	<b>432,248</b>	<b>399,293</b>	<b>407,864</b>	<b>484,136</b>	<b>514,169</b>	<b>634,515</b>	<b>120,346</b>	<b>23%</b>

# Information Technology Department

## Budget Detail Line Item Expenditures

<b>INFORMATION TECHNOLOGY</b>							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	108,290	90,038	93,980	96,000	98,605	98,967	99,000
Salaries - Overtime	248	343	94	114	250	165	250
Group Insurance	12,658	11,119	14,447	15,700	16,500	17,551	15,700
Social Security (FICA) Contributions	6,551	5,286	5,506	7,000	7,000	5,848	7,000
Medicare	1,532	1,403	1,458	1,600	1,600	1,552	1,600
Retirement Contributions	11,468	7,321	4,922	7,700	5,000	4,452	9,315
ICMA RC 457 Match	1,605	933	951	2,000	1,000	1,027	1,000
Workers' Compensation	5,912	2,379	1,759	2,000	2,500	1,549	2,000
<b>Total Personnel Services</b>	<b>148,264</b>	<b>118,822</b>	<b>123,116</b>	<b>132,114</b>	<b>132,455</b>	<b>131,111</b>	<b>135,865</b>
<b>Purchased/Contracted Services</b>							
Vehicle Maintenance & Repairs	770	381	661	1,000	1,000	1,018	1,000
Equipment Maintenance & Repairs	-	1,832	-	-	-	-	-
Insurance, other than employee benefits (GIRMA)	4,693	3,209	2,705	3,000	3,000	2,902	3,000
Communications (Citywide/All Depts.)	112,252	118,143	108,217	110,000	110,000	96,673	110,000
Travel	395	840	144	1,500	1,500	2,301	2,700
Dues & Fees	15	258	15	100	100	168	100
Contracts & Agreements	72,967	87,847	94,045	88,000	95,000	110,620	111,500
Education & Training	335	570	325	650	650	650	650
<b>Total Purchased/Contracted Services</b>	<b>191,427</b>	<b>213,080</b>	<b>206,111</b>	<b>204,250</b>	<b>211,250</b>	<b>214,332</b>	<b>228,950</b>
<b>Supplies Expenditures</b>							
General Supplies & Materials	595	366	920	500	1,000	1,255	1,200
Computer Eqpt. & Software (Citywide/All Depts.)	19,604	23,795	17,940	8,500	46,500	43,429	25,000
Gasoline	3,966	3,923	-	4,500	4,500	-	4,500
Books & Periodicals	-	-	-	-	-	-	-
Uniforms	-	-	-	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>24,165</b>	<b>28,084</b>	<b>18,860</b>	<b>13,500</b>	<b>52,000</b>	<b>44,684</b>	<b>30,700</b>
<b>Other Misc. Expenditures</b>							
Custodial	7,739	6,839	5,303	6,000	6,000	6,034	6,000
City Hall Maintenance	50,223	65,423	45,904	52,000	52,000	87,577	60,000
<b>Total Misc. Expenditures</b>	<b>57,962</b>	<b>72,262</b>	<b>51,206</b>	<b>58,000</b>	<b>58,000</b>	<b>93,611</b>	<b>66,000</b>
<b>Total Operating Expenditures</b>	<b>421,818</b>	<b>432,248</b>	<b>399,293</b>	<b>407,864</b>	<b>453,705</b>	<b>483,738</b>	<b>461,515</b>
<b>Capital Outlay Request Expenditures</b>							
Buildings & Building Improvements	-	-	-	-	-	-	95,000
Capital Outlay - Computer Equipment	5,312	-	-	-	30,431	30,431	28,000
Capital Outlay - Other Equipment	-	-	-	-	-	-	50,000
<b>Total Capital Outlay Expenditures</b>	<b>5,312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,431</b>	<b>30,431</b>	<b>173,000</b>
<b>TOTAL INFORMATION TECHNOLOGY BUDGET</b>	<b>427,130</b>	<b>432,248</b>	<b>399,293</b>	<b>407,864</b>	<b>484,136</b>	<b>514,169</b>	<b>634,515</b>

## FY2016 IT Expenditures By Category





**FY2016  
Annual Budget**

**Public Safety Services**

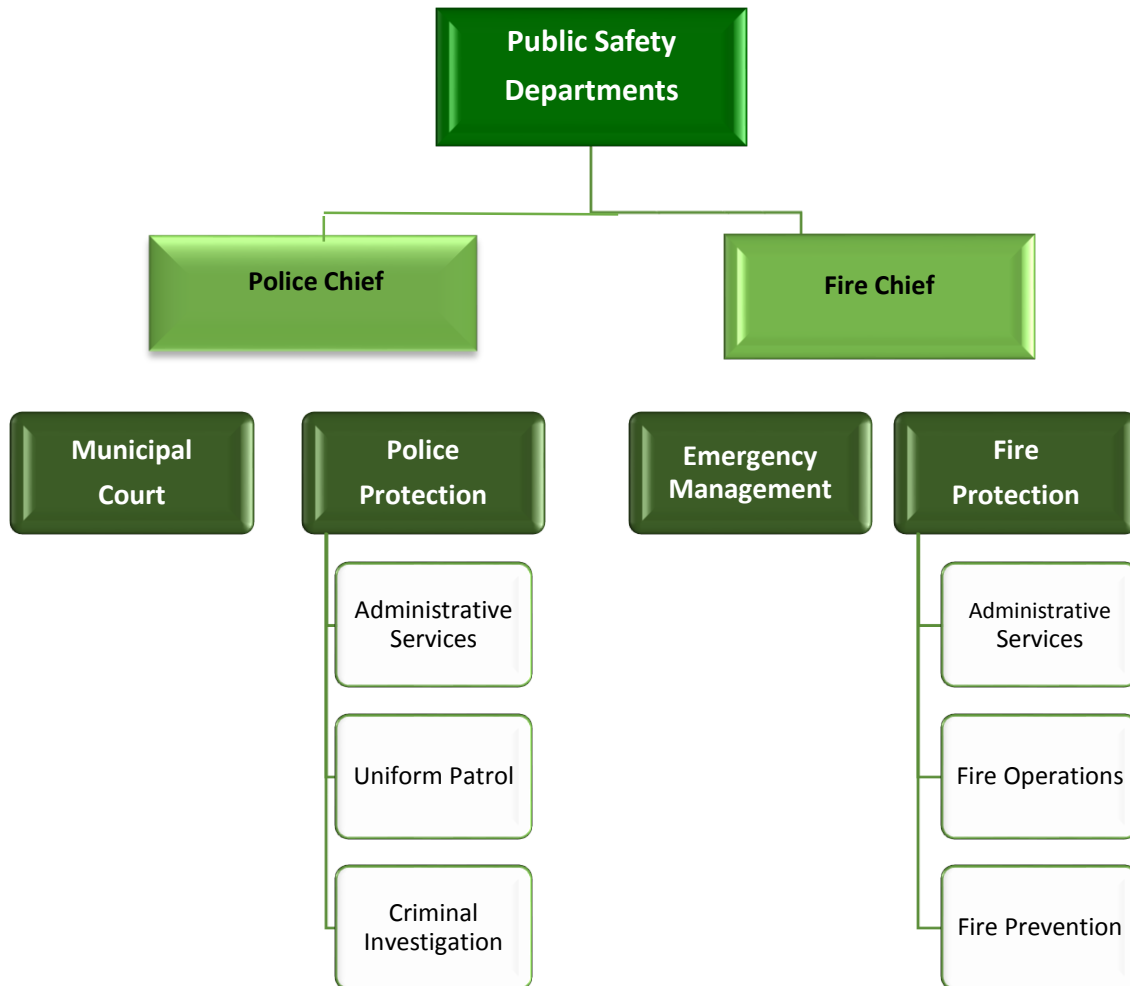


**Department Summaries**

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

## 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 Service Departments

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

## Municipal Court

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

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

### Ongoing Activities & Initiatives

The court continues to hear cases involving misdemeanors, gross misdemeanors, traffic infractions, and City code violations. Our court is the initial contact with the legal system for many individuals. It is the goal of this Court to require offenders to be accountable for their actions, and to work with these offenders to reduce recidivism.

### 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 2016.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Total Court Cases Handled	6,792	6,745	6,377
Traffic Citations Handled in Court	6,061	5,924	5,534
Criminal Cases Handled in Court	731	821	843
Cases Issued Probation	660	608	671

### Budget Overview

In the FY2015 Budget, the Municipal Court expenditures total \$104,481. The expenditures remain similar to FY2015. The court does not anticipate any increases in contract labor costs for the Recorders Court Judge, Court Room Security, Recorders Court Solicitor and Recorders Court Public Defender in fiscal year 2016.

MUNICIPAL COURT							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Purchased/Contracted Services</b>							
Contract Labor - Recorders Court (Judge & Security)	47,000	47,160	48,000	50,669	50,669	46,250	50,669
Contract Labor - Recorder's Court (Solicitor)	25,000	25,000	25,000	26,906	26,906	25,000	26,906
Contract Labor - (Public Defender)	25,000	25,000	25,000	26,906	26,906	25,000	26,906
<b>Total Operating Expenditures</b>	<b>97,000</b>	<b>97,160</b>	<b>98,000</b>	<b>104,481</b>	<b>104,481</b>	<b>96,250</b>	<b>104,481</b>
<b>TOTAL MUNICIPAL COURT BUDGET</b>	<b>97,000</b>	<b>97,160</b>	<b>98,000</b>	<b>104,481</b>	<b>104,481</b>	<b>96,250</b>	<b>104,481</b>

### FY2016 Court Expenditures by Category



## Police Department

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

**Core Services:** The Police Department is comprised of 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. 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.

### Ongoing Activities & Initiatives

The Police Department will continue to focus its resources on activities that help reduce crime and increase livability within the City. The department will continue its proactive policing, community education and support services.

### Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Police Department. Output numbers are projected to remain constant in fiscal year 2016.

Key Service Profiles Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
<b>Total Calls for Service</b>	<b>23,476</b>	<b>20,779</b>	<b>22,639</b>
<b>Top Four Criminal Violations</b>			
• Assault	234	225	66
• Larceny	223	236	286
• Burglary	162	187	186
• Auto Theft	42	23	26
<b>Total Traffic Citations / Commercial Vehicle Citations</b>	<b>6,959 / 194</b>	<b>6,354 / 70</b>	<b>6,317 / 129</b>
<b>Total Arrests</b>			
• Adult Arrests / Juvenile Arrests	842 / 12	867 / 16	845 / 21

### Staffing Level

The FY2016 Police Department staffing level reflects an increase when compared to FY2015. The increase is attributed to the addition of three (3) Patrol Officers to staff a dedicated "Traffic Unit" in fiscal year 2016.

<u>Police</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 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	4	5	5	5	5
Corporal	4	4	4	4	4
Detective	5	5	5	5	5
Training Officer	1	1	1	1	1
CID/Evidence Specialist	1	1	1	1	1
Patrol Officer	17	16	15	15	18
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	1
Code Enforcement Officers	-	-	2	--	--
<b>Total Police FTE Staffing Level</b>	<b>44</b>	<b>44</b>	<b>46</b>	<b>44</b>	<b>47</b>

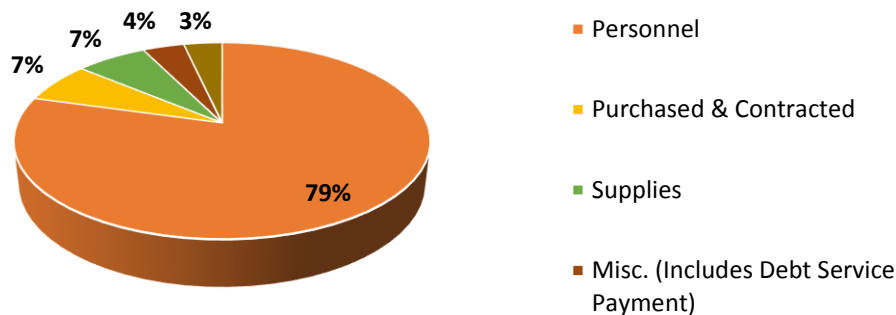
## Police Department

### Budget Overview

In the FY2016 Budget, the Police Department expenditures total \$4,007,550, an increase of 1% or \$48,839 over the FY2015 Amended Budget. The increase in operating expenditures is attributed to the debt service payment for the eight (8) fully equipped police vehicles purchased in FY2015, and personnel costs associated with the addition of three (3) patrol officers to staff a dedicated "Traffic Unit". The department's capital expenditures total \$142,500. This funding will provide for the purchase of three (3) fully equipped police vehicles to replace the existing police fleet with 100,000 miles/plus on the vehicles.

POLICE									
Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b><u>Operating Expenditures</u></b>									
Total Personnel Expenses	2,818,661	2,773,142	2,999,416	3,107,525	3,163,650	3,047,739	3,179,892	132,153	4%
Total Purchased & Contracted Expenses	226,987	254,618	265,818	268,000	268,000	260,559	268,000	7,441	3%
Total Supplies Expenses	268,257	243,993	218,403	256,400	256,400	202,227	263,400	61,173	30%
Total Miscellaneous Expenses	62,074	32,494	19,353	28,000	90,629	82,964	153,758	70,794	85%
<b>Total Operating Expenditures</b>	<b>3,375,979</b>	<b>3,304,247</b>	<b>3,502,990</b>	<b>3,659,925</b>	<b>3,778,679</b>	<b>3,593,489</b>	<b>3,865,050</b>	<b>271,561</b>	<b>8%</b>
<b><u>Capital Outlay Request Expenditures</u></b>									
Vehicles	-	-	-	-	367,563	365,222	142,500	(222,722)	
<b>Total Capital Outlay Expenditures</b>	<b>113,194</b>	<b>113,120</b>	<b>-</b>	<b>-</b>	<b>374,434</b>	<b>365,222</b>	<b>142,500</b>	<b>(222,722)</b>	
<b>Total Expenditures</b>	<b>3,489,173</b>	<b>3,417,367</b>	<b>3,502,990</b>	<b>3,659,925</b>	<b>4,153,113</b>	<b>3,958,711</b>	<b>4,007,550</b>	<b>48,839</b>	<b>1%</b>

**FY2016 Police Expenditures By Category**



# Police Department

## Budget Detail Line Item Expenditure Summary

<u>POLICE</u>							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	1,902,897	1,825,095	1,960,283	2,007,825	2,068,550	1,980,591	2,120,500
Police - Holiday Salaries	38,436	41,062	38,420	40,000	40,000	47,648	40,000
Salaries - Part time	27,287	23,166	11,011	-	-	-	-
Salaries - Overtime	78,653	84,154	81,147	84,000	84,000	90,298	84,000
Group Insurance	334,557	360,692	456,004	507,000	507,000	493,070	450,000
Social Security (FICA) Contributions	118,134	113,674	122,028	125,400	125,400	124,967	130,000
Medicare	27,628	26,585	28,691	31,200	31,200	29,226	32,000
Retirement Contributions	177,091	179,037	189,268	184,500	180,000	171,186	196,392
ICMA RC 457 Match	18,812	20,761	24,289	24,500	27,000	27,957	27,000
Peace Officers Annuity	5,580	6,180	5,240	10,000	10,000	5,860	10,000
Unemployment Insurance	-	624	-	1,000	500	-	-
Workers' Compensation	89,586	92,112	83,035	92,100	90,000	76,936	90,000
<b>Total Personnel Services</b>	<b>2,818,661</b>	<b>2,773,142</b>	<b>2,999,416</b>	<b>3,107,525</b>	<b>3,163,650</b>	<b>3,047,739</b>	<b>3,179,892</b>
<b>Purchased/Contracted Services</b>							
Vehicle Maintenance & Repairs	47,092	50,784	51,198	50,000	50,000	38,151	50,000
Equipment Maintenance & Repairs	12,314	10,891	11,366	12,000	12,000	15,365	12,000
Insurance, other than employee benefits(GIRMA)	132,140	142,145	146,077	150,000	150,000	156,728	150,000
Travel	8,145	14,245	9,568	15,000	15,000	13,102	15,000
Dues & Fees	1,726	1,500	759	3,000	3,000	745	3,000
Contracts & Agreements:	20,544	26,854	37,882	30,000	30,000	28,427	30,000
Education & Training	5,026	8,199	8,969	8,000	8,000	8,041	8,000
<b>Total Purchased/Contracted Services</b>	<b>226,987</b>	<b>254,618</b>	<b>265,818</b>	<b>268,000</b>	<b>268,000</b>	<b>260,559</b>	<b>268,000</b>
<b>Supplies Expenditures</b>							
General Supplies & Materials	13,765	14,006	16,192	20,000	20,000	15,808	22,000
Postage	994	1,524	1,951	2,000	2,000	496	2,000
Natural Gas	-	183	190	200	200	8	200
Electricity	34,665	34,404	35,768	35,000	35,000	38,471	35,000
Gasoline	171,021	156,767	140,545	170,000	170,000	99,252	170,000
Books & Periodicals	1,846	111	887	1,200	1,200	1,082	1,200
Small Equipment	4,600	2,962	5,048	6,000	6,000	25,739	8,000
Small Equipment - LLEBG 03 Riot Gear	22,015	15,704	(4,947)	-	-	(5,854)	-
Uniforms	19,351	18,332	22,770	22,000	22,000	27,225	25,000
<b>Total Supplies Expenditures</b>	<b>268,257</b>	<b>243,993</b>	<b>218,403</b>	<b>256,400</b>	<b>256,400</b>	<b>202,227</b>	<b>263,400</b>
<b>Other Misc. Expenditures</b>							
Community Oriented Policing	992	964	1,945	2,000	2,000	2,008	2,500
Armory	1,453	5,646	4,899	10,000	10,000	2,245	10,000
Capital Lease Principal (FY15 8 Fully Equipped Vehicles)	113,194	113,120	-	-	60,295	60,295	121,741
Capital Lease Interest	-	-	-	-	2,334	2,334	3,517
Damage Claims Paid	4,519	2,000	5,007	2,000	2,000	9,557	2,000
Identification Unit	11,297	7,106	7,502	12,000	12,000	6,525	12,000
Prisoner Medical Expense	-	-	-	2,000	2,000	-	2,000
<b>Total Misc. Expenditures</b>	<b>175,268</b>	<b>145,614</b>	<b>19,353</b>	<b>28,000</b>	<b>90,629</b>	<b>82,964</b>	<b>153,758</b>
<b>Total Operating Expenditures</b>	<b>3,489,173</b>	<b>3,417,367</b>	<b>3,502,990</b>	<b>3,659,925</b>	<b>3,778,679</b>	<b>3,593,489</b>	<b>3,865,051</b>
<b>Capital Outlay Request Expenditures</b>							
GCPD 2016 (3) Vehicles + Equipment	113,194	113,120	-	-	367,563	365,222	142,500
GCPD Body Cameras (Finish Out Dept.)	-	-	-	-	6,871	-	-
<b>Total Capital Outlay Expenditures</b>	<b>113,194</b>	<b>113,120</b>	<b>-</b>	<b>-</b>	<b>374,434</b>	<b>365,222</b>	<b>142,500</b>
<b>TOTAL POLICE BUDGET</b>	<b>3,602,367</b>	<b>3,530,487</b>	<b>3,502,990</b>	<b>3,659,925</b>	<b>4,153,113</b>	<b>3,958,711</b>	<b>4,007,551</b>

## Emergency Management

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

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

### Staffing Level

The FY2016 Emergency Management staffing level remains unchanged from FY2015.

<u>Emergency Management</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Emergency Management Coordinator	1	1	--	--	--
<b>Total Emergency FTE Staffing Level</b>	<b>1</b>	<b>1</b>	<b>--</b>	<b>--</b>	<b>--</b>

### Budget Overview

In the FY2016 Budget, the Emergency Management Program expenditures total \$4,050. This funding provides for the development and coordination of the City's emergency management activities in fiscal year 2016.

<u>EMERGENCY MANAGEMENT</u>	2012	2013	2014	2015	2015	2015	2016
Expenditure Category	Actual	Actual	Actual	Adopted	Mid-Year Amended	Yr-End Amended	Adopted
Total Personnel Expenses	54,466	55,118	24,273	-	-	-	-
Total Purchased & Contracted Expenses	2,772	5,733	1,176	3,200	3,200	-	-
Total Supplies Expenses	39	399	2,216	4,500	4,500	2,703	4,050
Total Miscellaneous Expenses	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>57,277</b>	<b>61,250</b>	<b>27,665</b>	<b>7,700</b>	<b>7,700</b>	<b>2,703</b>	<b>4,050</b>

## Fire Department

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

**Core Services:** The Fire Department is made up of two fire stations. All of the City's firefighters are State and nationally certified professional firefighters and are certified by the National Professional Qualifications System. The Department responds to approximately 500 calls for assistance each year with an average response time of less than five minutes.

### Ongoing Activities & Initiatives

In FY2015 the Fire Department implemented a state licensed medical response program at the level of EMT. The department will continue implementing changes to enhance the department's productivity and effectiveness in the areas of training as well as equipment and facility upgrades. The renovation of Fire Station No. 1 was completed in FY2015 and the renovation of Fire Station No. 2 is scheduled for completion in FY2016.

### 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 2016.

Key Service Profiles Category	Total Outputs 2013	Total Outputs 2014	Total Outputs 2015
<b>Total Calls For Service</b>	<b>370</b>	<b>357</b>	<b>601</b>
• Fire Calls	103	96	89
• Rescue & EMS	24	22	183
• Hazardous Conditions	86	86	96
• Public Service Calls	34	46	111
• Service Call	-	-	41
• Special Type	-	-	5
• Good Intent Calls	123	107	76

### Staffing Level

The FY2016 Fire Department staffing level remains unchanged when compared to FY2015.

<u>Fire</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Fire Chief	1	1	1	1	1
Fire Captain	-	-	-	1	1
Administrative Assistant	--	--	--	1	1
Firefighter	8	8	8	11	11
<b>Total Fire Department FTE Staffing Level</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>14</b>	<b>14</b>



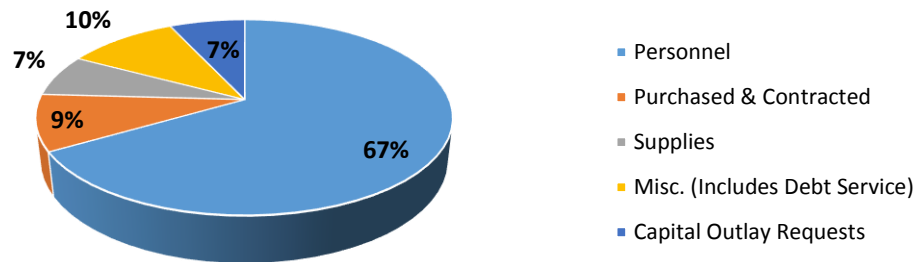
## Fire Department

### Budget Overview

In the FY2016 Budget, the Fire Department expenditures total \$1,494,174 a decrease of -29% or (\$610,191) under the FY2015 Amended Budget. The decrease is attributed to the costs associated with the purchase of two (2) Pierce Pumper Trucks in FY2015. The department's operating expenditures were reduced and increased in specific areas to more closely align the budget with projected expenditures in fiscal year 2016. The department's capital expenditures total \$75,550. This funding will provide for the purchase of various pieces of equipment: Portable Radios, Thermal Imaging Cameras, Fire Hoses & Nozzels, Power Supply Unit, Water Supply Manifolds, and a Fire Extinguisher Training Simulator.

FIRE PROTECTION FUND								
	2012	2013	2014	2015	2015	2016	\$	%
<u>Expenditure Category</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Mid-Year Amended</u>	<u>Adopted</u>	<u>Change</u>	<u>Change</u>
Total Personnel Expenses	550,728	578,462	584,497	764,677	831,602	995,440	31,796	3%
Total Purchased & Contracted Expenses	246,873	265,906	177,325	141,500	144,350	138,425	(49,062)	-26%
Total Supplies Expenses	47,723	48,258	54,310	50,625	67,425	131,800	54,640	71%
Total Miscellaneous Expenses	54,127	1,291	1,000	2,000	2,000	152,959	149,025	3788%
Total Capital Outlay Expenses	-	-	-	-	-	75,550	(796,590)	-91%
<b>Total Expenditures</b>	<b>899,451</b>	<b>893,917</b>	<b>817,132</b>	<b>958,802</b>	<b>1,045,377</b>	<b>1,494,174</b>	<b>(610,191)</b>	<b>-29%</b>

### FY2016 Fire Department Expenditures By Category



# Fire Department

## Budget Detail Line Item Expenditure Summary

Fire Department	2012	2013	2014	2015	2015	2015	2016
Expenditure Description	Actual	Actual	Actual	Adopted	Mid-Year Amended	Yr-End Amended	Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	355,251	374,748	375,651	491,377	535,102	582,925	542,000
Salaries - Part-time	13,704	10,799	6,796	15,000	17,000	24,014	180,240
Salaries - Overtime	31,273	36,861	34,917	35,000	51,000	92,763	35,000
Group Insurance	68,641	75,774	85,501	120,500	125,000	157,580	128,000
Social Security (FICA) Contributions	22,902	24,265	24,684	37,600	37,600	41,131	38,400
Medicare	5,356	5,675	5,773	8,000	9,000	9,619	9,000
Retirement Contributions	34,076	35,143	36,683	40,000	38,000	37,053	43,000
ICMA RC 457 Match	1,701	2,651	1,716	3,000	6,100	7,869	7,000
Workers' Compensation	17,824	12,546	12,776	14,200	12,800	10,690	12,800
<b>Total Personnel Services</b>	<b>550,728</b>	<b>578,462</b>	<b>584,497</b>	<b>764,677</b>	<b>831,602</b>	<b>963,644</b>	<b>995,440</b>
<b>Purchased/Contracted Services</b>							
Vehicle Maintenance & Repairs	22,096	25,993	59,192	25,000	25,000	62,455	25,000
Equipment Maintenance & Repairs	9,282	15,124	10,796	10,500	10,500	13,511	10,500
Building Maintenance & Repairs	20,287	5,793	10,340	10,000	10,000	9,032	10,000
Insurance, other than employee benefits (GIRMA)	33,860	31,160	29,756	32,000	32,000	33,101	21,950
Travel	30,718	45,633	1,022	2,000	2,000	460	4,300
Dues & Fees	3,964	4,695	3,375	5,000	8,000	8,218	8,000
Contracts & Agreements:	61,483	53,207	62,844	55,000	55,000	60,406	48,175
Education & Training	65,183	84,301	-	2,000	1,850	304	10,500
<b>Total Purchased/Contracted Services</b>	<b>246,873</b>	<b>265,906</b>	<b>177,325</b>	<b>141,500</b>	<b>144,350</b>	<b>187,487</b>	<b>138,425</b>
<b>Supplies Expenditures</b>							
General Supplies & Materials		3,110	3,442	4,000	7,000	14,815	10,000
Postage	23	-	14	-	-	181	100
Natural Gas	3,849	3,280	5,030	5,000	5,300	5,085	5,200
Electricity	14,676	14,263	14,584	13,500	13,500	16,170	13,500
Gasoline	20,696	20,110	20,294	22,000	22,000	15,719	20,500
Food, Banquets & Flowers	-	434	735	500	500	715	1,500
Books & Periodicals	76	131	275	125	125	2,338	500
Small Equipment	4,731	3,526	6,561	2,500	9,000	6,284	28,050
Turn-out Gear/Specal Gear (15 sets)	-	-	-	-	-	-	28,500
Uniforms	2,257	3,404	3,375	3,000	10,000	15,853	23,950
<b>Total Supplies Expenditures</b>	<b>46,308</b>	<b>48,258</b>	<b>54,310</b>	<b>50,625</b>	<b>67,425</b>	<b>77,160</b>	<b>131,800</b>
<b>Other Misc. Expenditures</b>							
Fire Prevention	2,672	1,291	1,000	2,000	2,000	2,934	2,000
Capital Lease Proceeds (FY15 Pumper Truck)	-	-	-	-	-	-	130,252
Capital Lease Interest	-	-	-	-	-	-	20,707
Damage Claims	-	-	-	-	-	1,000	-
Depreciation	51,455	51,799	-	-	-	-	-
<b>Total Misc. Expenditures</b>	<b>54,127</b>	<b>53,090</b>	<b>1,000</b>	<b>2,000</b>	<b>2,000</b>	<b>3,934</b>	<b>152,959</b>
<b>Total Operating Expenditures</b>	<b>898,036</b>	<b>945,716</b>	<b>817,132</b>	<b>958,802</b>	<b>1,045,377</b>	<b>1,232,225</b>	<b>1,418,624</b>
<b>Capital Outlay Request Expenditures</b>							
(2) 2015 Pierce Rescue Pumper Trucks Fully Equipped	-	-	-	-	-	872,140	-
Capital Outlay Other Equipment							75,550
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>872,140</b>	<b>75,550</b>
<b>TOTAL FIRE PROTECTION FUND BUDGET</b>	<b>898,036</b>	<b>945,716</b>	<b>817,132</b>	<b>958,802</b>	<b>1,045,377</b>	<b>2,104,365</b>	<b>1,494,174</b>

# **FY2016 Annual Budget**

## **Community Development Services**

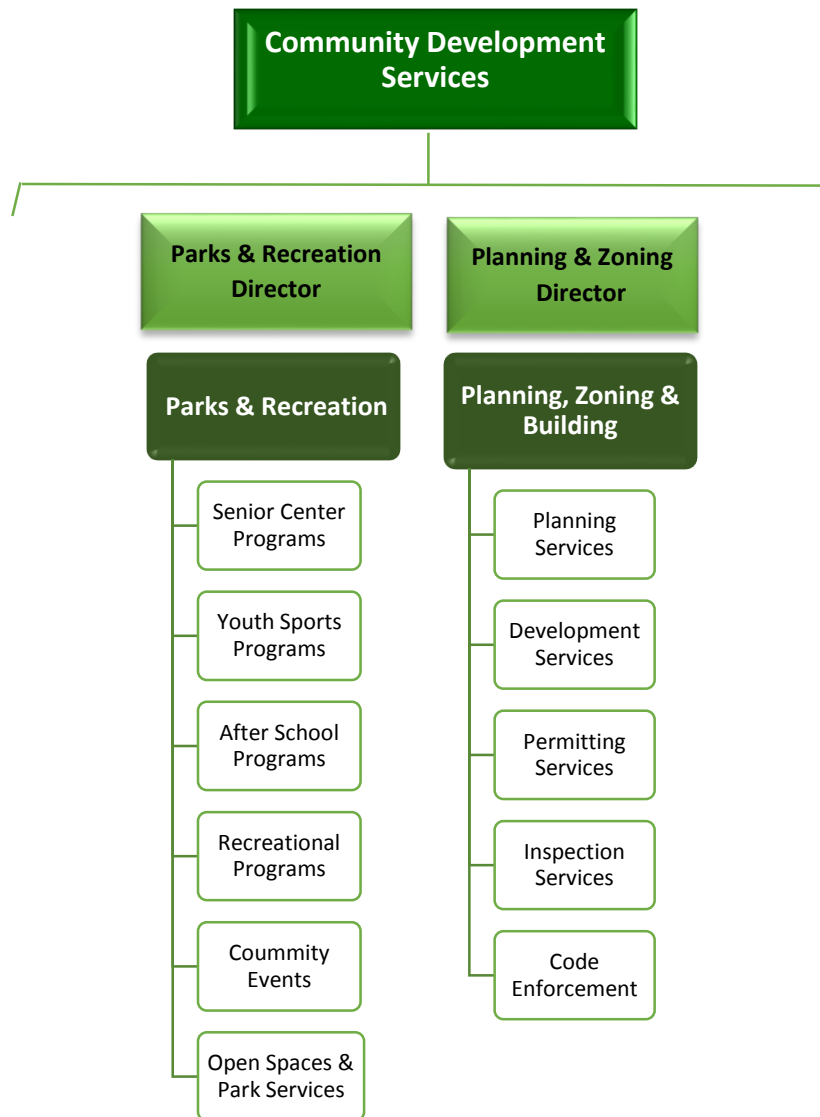


### **Department Summaries**

- Parks & Recreation
  - Senior Citizens Center
- Planning, Zoning & Building

## Community Development Services

Incorporated into Community Development Services are two service departments: Parks & Recreation and Planning, Zoning & Building each providing unique services to strengthen community connection and enhance our community's quality of life by ensuring smart growth, safe environments, and vibrant neighborhoods.



### Fund Types Budgeted by the Community Development Service Departments

	Parks & Recreation	Planning & Zoning
<i>General Fund</i>	X	X

## Parks & Recreation Department

**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.

### Ongoing Activities & Initiatives

Recreation will continue to provide a variety of programs for the community, including youth athletics, summer camp as well as fitness and enrichment classes for senior citizens. Park Maintenance will continue to maintain a proactive maintenance program for the City's park areas.

### Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Parks & Recreation Department. Output numbers are projected to remain constant in fiscal year 2016.

Key Service Profiles Category	Total Outputs 2013	Total Outputs 2014	Total Outputs 2015
<b>Senior Citizens Center Program</b>			
• Average Number of Seniors Citizens per day	40	40	40
• Number of Meals Served	9,012	8,987	8,146
<b>Cooper Center – After School/Summer Program</b>			
• Average Number of Youths per day	20	20	20
<b>Number of Youths Participating in Youth Sports Programs/Activities</b>	428	491	436
<b>Number of City Sponsored Community Events</b>	3	3	3

### Staffing Level

The FY2016 Parks & Recreation Department (includes Senior Center) staffing level remains unchanged from FY2015.

<u>Parks &amp; Recreation Department</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 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	2	2	2
Groundskeeper II	1	1	Eliminated	--	--
Administrative Assistant	1	1	1	1	1
Senior Center Program Supervisor	1	1	1	1	1
Senior Center Cook	-	-	-	1	1
<b>Total Parks &amp; Recreation FTE Staffing Level</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>9</b>

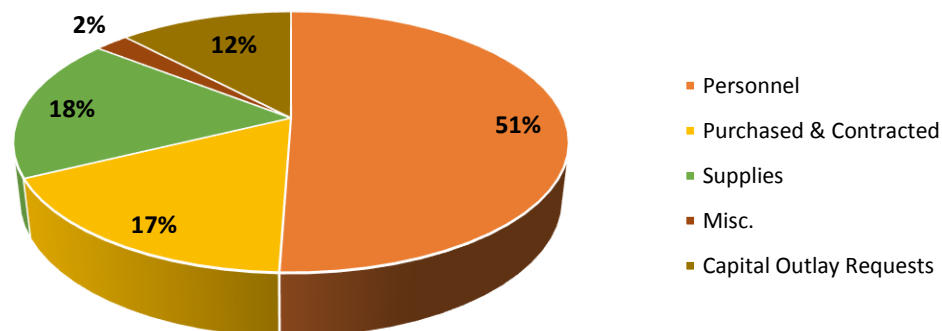
## Parks & Recreation Department

### Budget Overview

In the FY2016 Budget, the Parks & Recreation Department expenditures total \$782,751, an increase of 3% or \$25,787 over the FY2015 Amended Budget. The department's operating expenditures were reduced and increased in specific areas to more closely align the budget with projected expenditures for fiscal year 2016. The department's capital expenditures total \$94,500. This funding will provide for finishing the fencing and backstops at Bazemore Park; the purchase of one (1) Ford F150 truck to replace the Maintenance Crew Leader's existing vehicle; and the purchase of two (2) zero radius turn mowers to maintain the City's parks, ball fields and stadium.

PARKS & RECREATION									
Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b><u>Operating Expenditures</u></b>									
Total Personnel Expenses	344,025	341,007	332,169	347,100	394,782	375,839	395,752	19,913	5%
Total Purchased & Contracted Expenses	179,071	327,960	149,592	123,600	133,750	176,127	134,400	(41,727)	-24%
Total Supplies Expenses	131,293	120,330	128,681	134,700	140,050	132,079	149,600	17,521	13%
Total Miscellaneous Expenses	20,767	33,331	21,499	18,500	18,499	17,889	18,499	610	3%
<b>Total Operating Expenditures</b>	<b>675,156</b>	<b>822,628</b>	<b>631,941</b>	<b>623,900</b>	<b>687,081</b>	<b>701,934</b>	<b>698,251</b>	<b>(3,683)</b>	<b>-1%</b>
<b><u>Capital Outlay Request Expenditures</u></b>									
Finish Fencing/Backstops @ Bazemore Park	-	-	-	-	20,366	20,366	40,000	19,634	96%
New Gym Preliminary Planning Feasibility Study	-	-	-	-	20,000	13,815	-	(13,815)	-100%
Vehicles	-	-	-	-	20,479	20,849	21,500	651	100%
(2) Lawn Mowers Zero Radius 60" Mower Deck	-	-	-	-	-	-	23,000	23,000	100%
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>11,131</b>	<b>-</b>	<b>-</b>	<b>60,845</b>	<b>55,030</b>	<b>84,500</b>	<b>29,470</b>	<b>54%</b>
<b>Total Expenditures</b>	<b>675,156</b>	<b>833,759</b>	<b>631,941</b>	<b>623,900</b>	<b>747,926</b>	<b>756,964</b>	<b>782,751</b>	<b>25,787</b>	<b>3%</b>

### FY2016 Parks & Recreation Expenditures By Category



# Parks & Recreation Department

## Budget Detail Line Item Expenditure Summary

<b>PARKS &amp; RECREATION</b>							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	220,953	212,971	198,299	202,000	229,982	235,029	224,000
Salaries - Part time/Temporary Employees	32,323	30,292	29,167	40,000	40,000	19,177	40,000
Salaries - Overtime	2,285	5,436	2,839	6,000	6,000	5,913	6,000
Group Insurance	40,190	39,625	62,740	55,000	73,000	76,449	75,000
Social Security (FICA) Contributions	15,167	14,674	13,275	16,000	16,000	15,165	17,000
Medicare	3,547	3,432	3,105	3,600	3,600	3,547	3,800
Retirement Contributions	20,943	20,642	14,859	15,500	15,000	13,440	20,752
ICMA RC 457 Match	1,351	1,713	2,027	2,000	2,000	1,690	2,200
Unemployment Insurance	-	5,700	-	-	2,200	888	-
Workers' Compensation	7,266	6,522	5,859	7,000	7,000	4,541	7,000
<b>Total Personnel Services</b>	<b>344,025</b>	<b>341,007</b>	<b>332,169</b>	<b>347,100</b>	<b>394,782</b>	<b>375,839</b>	<b>395,752</b>
<b>Purchased/Contracted Services</b>							
Umpires & Referees	10,775	10,588	5,555	12,000	12,000	14,429	12,000
Vehicle Maintenance & Repairs	1,609	2,498	8,811	3,000	3,000	1,965	3,000
Equipment Maintenance & Repairs	5,446	2,934	780	5,000	5,000	3,253	5,000
Gym Maintenance & Repairs	12,448	16,923	20,268	15,000	15,000	21,641	15,000
Stadium Maintenance & Repairs	47,122	138,939	25,739	15,000	15,000	35,810	15,000
Ball Park Maintenance & Repairs	35,256	18,481	15,255	10,000	15,000	14,374	15,000
Swimming Pool Maintenance & Repairs	2,376	4,274	4,877	3,000	3,000	4,168	3,000
Cooper Center Maintenance & Repairs	10,233	68,832	1,337	2,000	2,000	2,858	2,000
Insurance, other than employee benefits (GIRMA)	9,386	12,300	13,526	10,000	13,550	14,512	14,200
Advertising	1,034	1,483	374	1,500	1,500	1,486	1,500
Travel	2,462	-	261	3,000	3,000	435	3,000
Dues & Fees	2,690	1,690	1,795	2,700	2,700	1,865	2,700
Contracts & Agreements:	14,662	17,345	20,083	16,400	18,000	25,180	18,000
Education & Training	560	300	-	-	-	900	-
Contract Labor	23,012	31,373	30,932	25,000	25,000	33,251	25,000
<b>Total Purchased/Contracted Services</b>	<b>179,071</b>	<b>327,960</b>	<b>149,592</b>	<b>123,600</b>	<b>133,750</b>	<b>176,127</b>	<b>134,400</b>
<b>Supplies Expenditures</b>							
General Supplies & Materials	5,612	6,684	4,125	7,000	7,000	3,107	7,000
Postage	86	61	42	200	50	24	100
Trophies & Awards	6,974	6,988	6,698	7,000	7,000	6,530	7,000
Cooper Center Supplies	2,902	3,455	3,526	3,500	3,500	3,546	3,500
Player Uniforms/Sports Equipment	18,747	17,128	25,106	17,000	22,000	25,681	22,000
Chemicals	5,431	6,228	5,010	7,000	7,000	5,521	7,000
Summer Program Supplies	2,119	4,640	1,576	3,500	3,500	2,323	3,000
Christmas Decorations	543	-	4,011	5,000	5,000	5,466	15,000
Concession Supplies	1,932	4,755	4,868	5,000	5,000	4,580	5,000
Natural Gas	6,717	3,031	7,279	7,000	7,000	5,460	7,000
Electricity	54,642	49,721	52,823	55,000	53,000	57,686	53,000
Gasoline	10,795	13,777	8,733	10,000	10,000	6,740	10,000
Food - Banquets & Special Events	9,500	3,862	4,884	4,500	7,000	5,415	7,000
Small Equipment	5,293	-	-	3,000	3,000	-	3,000
Uniforms	-	-	-	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>131,293</b>	<b>120,330</b>	<b>128,681</b>	<b>134,700</b>	<b>140,050</b>	<b>132,079</b>	<b>149,600</b>
<b>Other Misc. Expenditures</b>							
Park Maintenance	17,367	5,686	-	2,000	2,000	1,390	2,000
Electricity - Community Parks	3,400	10,755	-	-	-	-	-
Damage Claims	-	-	5,000	-	-	-	-
Debt Service - Baseball Field Lighting	-	16,890	16,499	16,500	16,499	16,499	16,499
<b>Total Misc. Expenditures</b>	<b>20,767</b>	<b>33,331</b>	<b>21,499</b>	<b>18,500</b>	<b>18,499</b>	<b>17,889</b>	<b>18,499</b>
<b>Total Operating Expenditures</b>	<b>675,156</b>	<b>822,628</b>	<b>631,941</b>	<b>623,900</b>	<b>687,081</b>	<b>701,934</b>	<b>698,251</b>
<b>Capital Outlay Request Expenditures</b>							
FY16 (2) Lawn Mowers Zero Radius 60" Mower Deck	-	-	-	-	-	-	23,000
FY16 (1) Ford F150 Truck	-	-	-	-	20,479	20,849	21,500
Fencing/Backstops for Bazemore Park Ball Fields	-	-	-	-	20,366	20,366	40,000
FY15-16 New Gym Preliminary Planning & Feasibility Study	-	-	-	-	20,000	13,815	-
<b>Total Capital Outlay Expenditures</b>	<b>100,273</b>	<b>11,131</b>	<b>-</b>	<b>-</b>	<b>60,845</b>	<b>55,030</b>	<b>84,500</b>
<b>TOTAL PARKS &amp; RECREATION BUDGET</b>	<b>775,429</b>	<b>833,759</b>	<b>631,941</b>	<b>623,900</b>	<b>747,926</b>	<b>756,964</b>	<b>782,751</b>

## Parks & Recreation Department

### Senior Citizens Center Program

#### Budget Overview

In the FY2015 Budget, the Senior Citizens Center Program operating expenditures total \$179,655, an increase of \$8,914 or 5% over the FY2015 Amended Budget. The program's operating expenditures were reduced and increased in specific areas to more closely align the budget with projected expenditures for fiscal year 2016.

SENIOR CITIZENS CENTER									
Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted	\$ Change	% Change
<b>Operating Expenditures</b>									
Total Personnel Expenses	74,714	73,095	74,574	64,550	84,797	78,413	106,020	27,607	35%
Total Purchased & Contracted Expenses	63,965	38,864	36,850	37,350	39,350	49,737	35,100	(14,637)	-29%
Total Supplies Expenses	47,037	37,861	38,135	38,135	45,535	42,591	38,535	(4,056)	-10%
<b>Total Expenditures</b>	<b>185,716</b>	<b>149,820</b>	<b>149,559</b>	<b>140,035</b>	<b>169,682</b>	<b>170,741</b>	<b>179,655</b>	<b>8,914</b>	<b>5%</b>
<b>Capital Outlay Request Expenditures</b>									
New 2015 Passenger Van	-	-	-	33,000	32,881	32,881	-	(32,881)	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>33,000</b>	<b>32,881</b>	<b>32,881</b>	<b>-</b>	<b>(32,881)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>185,716</b>	<b>149,820</b>	<b>149,559</b>	<b>173,035</b>	<b>202,563</b>	<b>203,622</b>	<b>179,655</b>	<b>-</b>	<b>-</b>

#### Budget Detail Line Item Expenditure Summary

SENIOR CENTER							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	54,598	56,686	57,000	45,000	59,177	54,241	70,000
Salaries - Overtime	-	-	-	-	-	-	500
Group Insurance	4,958	5,636	5,700	7,800	10,000	11,838	16,000
Social Security (FICA) Contributions	3,261	3,380	4,000	3,000	4,000	3,256	5,300
Medicare	763	790	1,000	1,000	1,220	762	1,200
Retirement Contributions	6,362	3,615	3,650	4,450	6,200	5,880	8,820
ICMA RC 457 Match	1,224	1,224	1,224	1,300	2,000	1,348	2,000
Workers' Compensation	3,548	1,764	2,000	2,000	2,200	1,088	2,200
<b>Total Personnel Services</b>	<b>74,714</b>	<b>73,095</b>	<b>74,574</b>	<b>64,550</b>	<b>84,797</b>	<b>78,413</b>	<b>106,020</b>
<b>Purchased/Contracted Services</b>							
Custodial	2,984	2,186	3,000	3,000	4,000	5,444	5,250
Repairs & Maintenance	26,150	7,819	2,000	2,500	5,500	5,654	4,000
Travel	3,057	3,000	3,000	3,000	1,000	-	3,000
Dues & Fees	315	315	350	350	350	315	350
Contracts & Agreements:	2,476	3,222	3,500	3,500	3,500	1,457	2,500
Contract Labor	28,983	22,322	25,000	25,000	25,000	36,867	20,000
<b>Total Purchased/Contracted Services</b>	<b>63,965</b>	<b>38,864</b>	<b>36,850</b>	<b>37,350</b>	<b>39,350</b>	<b>49,737</b>	<b>35,100</b>
<b>Supplies Expenditures</b>							
General Supplies & Materials	2,564	501	2,000	2,000	8,000	1,131	15,000
Postage	-	9	35	35	35	-	35
Natural Gas	2,160	1,857	2,500	2,500	2,500	1,756	2,500
Electricity	10,474	8,968	8,000	8,000	8,000	9,382	8,000
Gasoline (Senior Center Van)	-	-	-	-	-	-	1,000
Food, Banquets & Flowers	24,283	26,041	25,000	25,000	25,000	27,986	12,000
Small Equipment	7,556	485	600	600	2,000	2,336	-
<b>Total Supplies Expenditures</b>	<b>47,037</b>	<b>37,861</b>	<b>38,135</b>	<b>38,135</b>	<b>45,535</b>	<b>42,591</b>	<b>38,535</b>
<b>Total Operating Expenditures</b>	<b>185,716</b>	<b>149,820</b>	<b>149,559</b>	<b>140,035</b>	<b>169,682</b>	<b>170,741</b>	<b>179,655</b>
<b>Capital Outlay Request Expenditures</b>							
(1) 2015 Ford Passenger Van	-	-	-	-	32,881	32,881	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,881</b>	<b>32,881</b>	<b>-</b>
<b>TOTAL SENIOR CENTER BUDGET</b>	<b>185,716</b>	<b>149,820</b>	<b>149,559</b>	<b>140,035</b>	<b>202,563</b>	<b>203,622</b>	<b>179,655</b>

#### FY2016 Senior Center Expenditures By Category





## Planning, Zoning & Building Department

**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 & Building 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.

### Ongoing Activities & Initiatives

Continuing to ensure smart growth, safe environments and vibrant neighborhoods through land use planning, permitting, and code enforcement. The department expects a continuation of the modest increase in development and construction experienced in 2015. The improvement of the City's Community Rating System (CRS), which provides for lower flood insurance rates will be a major focus in 2016.

### 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 2016.

Key Service Profiles Category	Total Outputs 2013	Total Outputs 2014	Total Outputs 2015
<b>Number of Permits</b> ( <i>New Construction, Renovations, etc.</i> )	255	299	347
<b>Number of Inspections</b> ( <i>Building, Mechanical, Stormwater, etc.</i> )	646	600	665
<b>Number of Building Plan Reviews</b>	121	150	451
<b>Code Enforcement Violations/Cases:</b>			
• No. of Notice of Violations Issued	841	1,248	1,400
• No. of Cases brought into compliance	762	1,088	729
• No. of Contacts Made	2,993	1,489	1560
• No. of Illegal Signs Removed	79	324	115
• No. of Court Cases	16	39	11
• No. of Roll Out Cart Violations	--	214	91

### Staffing Level

The FY2016 Planning, Zoning & Building Department staffing level reflects an increase when compared to FY2015. The increase is attributed to the department's request for an additional Code Enforcement position for fiscal year 2016.

<u>Planning, Zoning &amp; Building</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Planning Director	1	1	1	1	1
Senior Code Enforcement Officer	1	1	--	1	1
Code Enforcement Officer	1	1	--	1	2
Administrative Assistant	1	1	1	1	1
<b>Total PZB FTE Staffing Level</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>5</b>

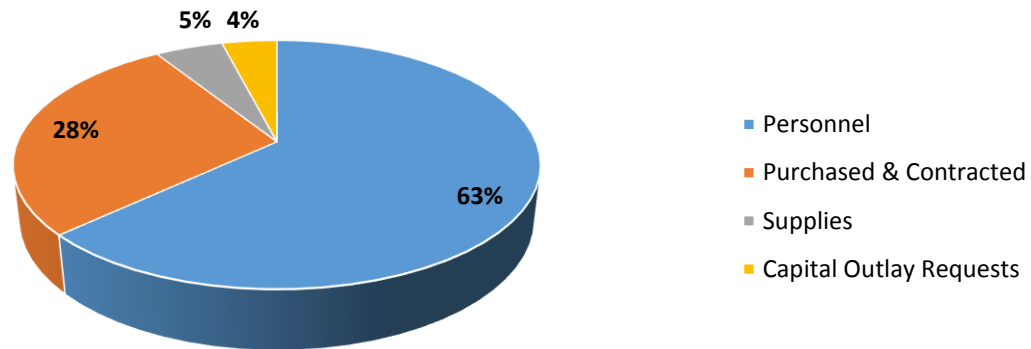
## Planning, Zoning & Building Department

### Budget Overview

In the FY2016 Budget, the Planning, Zoning & Building Department expenditures total \$372,686, an increase of 22% or \$66,176 over the FY2015 Amended Budget. The increase in operating expenditures is attributed to personnel costs associated with the addition of a Code Enforcement Officer position. The department's capital expenditures total \$15,000. This funding will provide for the purchase of a Plotter to be used by the department for scanning and printing plans/plats for record keeping and mapping of flood plains/utilities/easements, etc.

PLANNING, ZONING & BUILDING					2015	2015			
Expenditure Category	2012	2013	2014	2015	Mid-Year	Yr-End	2016	\$	%
	Actual	Actual	Actual	Adopted	Amended	Amended	Adopted	Change	Change
<b><u>Operating Expenditures</u></b>									
Total Personnel Expenses	231,917	183,257	76,919	220,678	218,931	216,238	235,186	18,948	9%
Total Purchased & Contracted Expenses	45,832	67,853	45,973	73,550	84,350	53,850	104,000	50,150	93%
Total Supplies Expenses	15,349	13,284	3,193	22,300	16,800	10,790	18,500	7,710	71%
Total Miscellaneous Expenses	-	-	-	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>293,098</b>	<b>264,394</b>	<b>126,085</b>	<b>316,528</b>	<b>320,081</b>	<b>280,878</b>	<b>357,686</b>	<b>76,808</b>	<b>27%</b>
<b><u>Capital Outlay Request Expenditures</u></b>									
New 205 Ford Explorer	-	-	-	-	25,632	25,632	-	(25,632)	-100%
FY16 Plotter/Scanner/Copier	-	-	-	-	-	-	15,000	15,000	100%
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,632</b>	<b>25,632</b>	<b>15,000</b>	<b>(10,632)</b>	<b>-41%</b>
<b>Total Expenditures</b>	<b>293,098</b>	<b>264,394</b>	<b>126,085</b>	<b>316,528</b>	<b>345,713</b>	<b>306,510</b>	<b>372,686</b>	<b>66,176</b>	<b>22%</b>

### FY2016 Planning, Zoning & Building Expenditures By Category



# Planning, Zoning & Building Department

## Budget Detail Line Item Expenditure Summary

PLANNING, ZONING & BUILDING							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b><u>Operating Expenditures</u></b>							
<b><u>Personnel Services</u></b>							
Salaries - Regular Employees	169,305	132,162	58,767	166,131	175,406	175,861	171,000
Salaries - Overtime	824	772	1,080	4,300	4,300	1,474	4,000
Group Insurance	30,144	23,831	9,196	25,360	16,500	20,274	26,000
Social Security (FICA) Contributions	9,599	7,614	3,644	7,650	10,500	10,453	12,000
Medicare	2,472	2,027	865	2,125	2,500	2,623	3,000
Retirement Contributions	9,050	8,948	3,250	6,703	4,000	2,940	13,186
ICMA RC 457 Match	6,129	4,247	-	3,225	3,225	2,508	3,500
Unemployment Insurance	-	-	-	-	-	-	-
Workers' Compensation	4,394	3,656	116	5,184	2,500	105	2,500
<b>Total Personnel Services</b>	<b>231,917</b>	<b>183,257</b>	<b>76,919</b>	<b>220,678</b>	<b>218,931</b>	<b>216,238</b>	<b>235,186</b>
<b><u>Purchased/Contracted Services</u></b>							
Maps, Charts & Plans	304	167	-	500	500	239	600
Site Plan Review	5,270	4,983	22,947	10,000	20,000	20,595	36,000
Vehicle Maintenance & Repairs	730	1,148	1,376	1,750	1,500	294	1,500
Equipment Maintenance & Repairs	-	71	-	1,500	500	-	500
Insurance, other than employee benefits	4,693	5,235	5,410	6,950	6,000	5,805	6,000
Advertising	762	310	435	1,500	1,500	605	1,500
Travel	1,376	1,600	19	4,200	4,200	1,505	4,200
Dues & Fees	963	670	15	1,150	1,150	831	1,200
Contracts & Agreements	28,467	28,674	15,771	12,000	15,000	11,138	15,000
Contract Fee for Inspection	-	-	-	-	15,000	11,180	-
GIS Maintenance	-	-	-	-	-	-	-
Education & Training	3,267	4,771	-	4,000	4,000	1,658	7,500
Contract Labor - Demolition	-	20,224	-	20,000	10,000	-	20,000
Contract Labor - Overgrown Lots	-	-	-	10,000	5,000	-	10,000
<b>Total Purchased/Contracted Services</b>	<b>45,832</b>	<b>67,853</b>	<b>45,973</b>	<b>73,550</b>	<b>84,350</b>	<b>53,850</b>	<b>104,000</b>
<b><u>Supplies Expenditures</u></b>							
General Supplies & Materials	3,005	6,358	2,183	5,000	5,000	3,381	5,000
Postage	3,625	2,687	591	2,000	2,000	1,253	2,000
Gasoline	4,741	4,042	419	7,000	7,000	4,768	7,000
Books & Periodicals	3,688	50	-	6,500	1,000	321	2,000
Small Equipment	-	32	-	500	500	245	500
Uniforms	290	115	-	1,300	1,300	822	2,000
<b>Total Supplies Expenditures</b>	<b>15,349</b>	<b>13,284</b>	<b>3,193</b>	<b>22,300</b>	<b>16,800</b>	<b>10,790</b>	<b>18,500</b>
<b>Total Operating Expenditures</b>	<b>293,098</b>	<b>264,394</b>	<b>126,085</b>	<b>316,528</b>	<b>320,081</b>	<b>280,878</b>	<b>357,686</b>
<b><u>Capital Outlay Request Expenditures</u></b>							
FY15 Ford Explorer	-	-	-	-	25,632	25,632	-
FY16 Plotter/Scanner/Copier	-	-	-	-	-	-	15,000
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,632</b>	<b>25,632</b>	<b>15,000</b>
<b>TOTAL PLANNING, ZONING &amp; BUILDING BUDGET</b>	<b>293,098</b>	<b>264,394</b>	<b>126,085</b>	<b>316,528</b>	<b>345,713</b>	<b>306,510</b>	<b>372,686</b>

# FY2016 Annual Budget

## Public Works & Utility Services

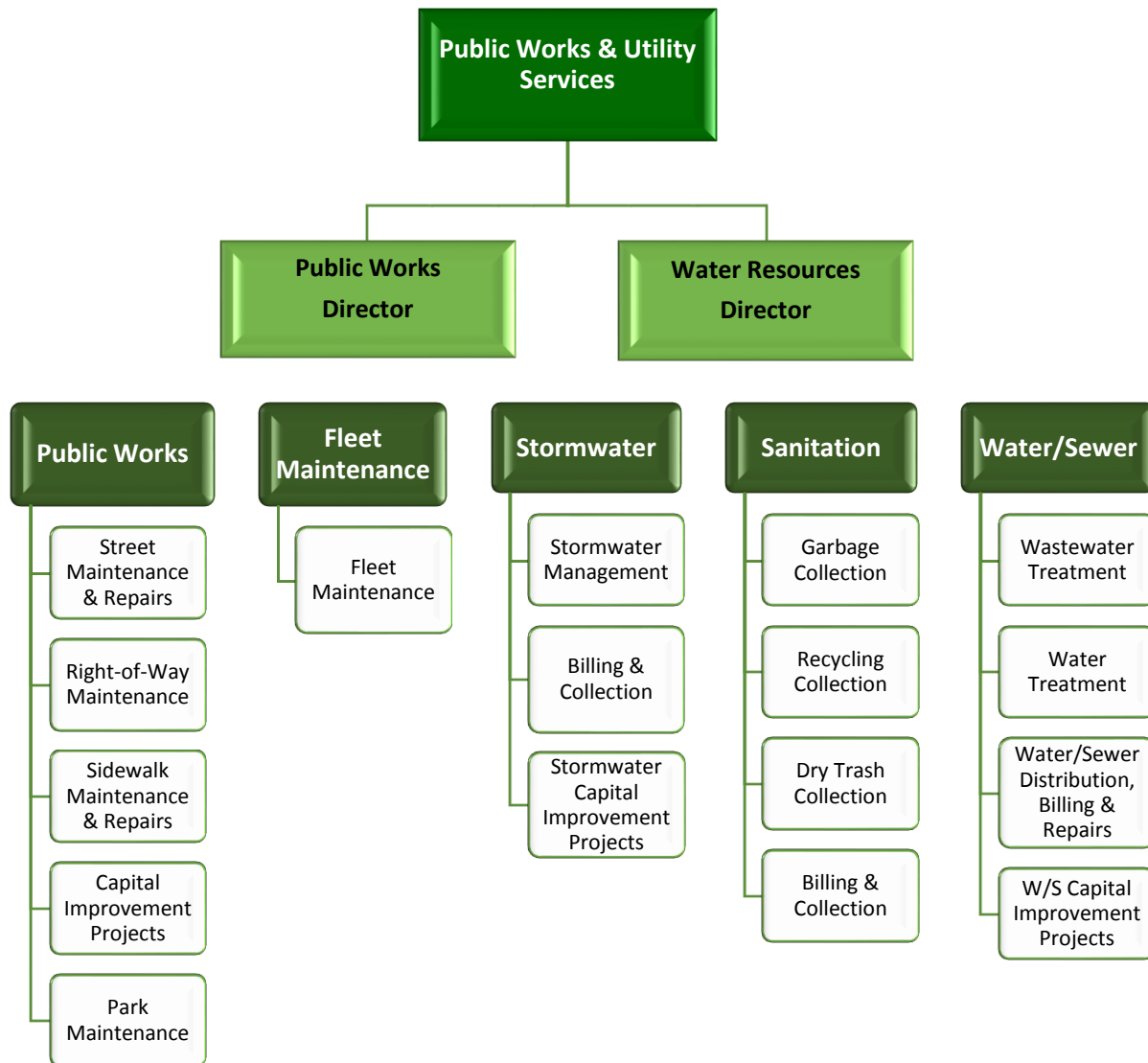


### Department Summaries

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

## Public Works & Utility Services

Incorporated into the Public Works & Utility Services are five departments: Public Works, Fleet Maintenance, Stormwater, Sanitation, and Water Resources 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

	Public Works	Fleet Maintenance	Stormwater	Sanitation	Water Resources
<i>General Fund</i>	X	X			
<i>Enterprise Fund</i>			X	X	X

## Public Works Department

**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, and sidewalk repairs, as well as dry-trash pickup and cleaning up debris from storms.

### Ongoing Activities & Initiatives

Public Works will continue to meet our commitment of repairing, maintaining, and improving the City's streets and rights-of-way. We continue to look for efficiencies and evaluate our current levels of service to address the increasing demand for service.

### 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 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Street Asphalt Repair Costs	\$27,357	\$28,296	\$40,316
Miles of Shoulder Maintenance	3,420	7,313	11,673
Dirt/Gravel Streets Scraped	7	7	7
Miles of Streets Swept	1,245	1,650	1,851
Street Signs Made/Replaced/Relocated	175	112	172
Street Light Outages Reported to Georgia Power for Repair/Replacement	46	35	43
Trees Trimmed or Removed Due to Hazardous Situation (Obstruction or Dead)	34	36	45
Work Orders Accomplished	1,461	1,637	1,839
Resident Service Requests Received	247	244	249

### Staffing Level

The FY2016 Public Works Department staffing level reflects an increase when compared to FY2015. The increase is attributed to the department's request for two additional for FY2016: (1) Public Works Crew Leader position and (1) Public Works Tech III position. The additional Public Works Crew Leader will provide for the creation of a third grass cutting crew and the additional Public Works Tech III (Heavy Equipment Operator) will enable the department to do more than one large job at a time, such as replace a driveway on one side of the city, and clean a ditch on the other side of the city.

Public Works	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Public Works Director	1	1	1	1	1
Administrative Services Manager	1	1	1	1	1
Foreman	1	1	1	1	1
Public Works Crew Leader	2	2	2	2	3
Public Works Tech III	4	4	4	4	2
Public Works Tech II	1	1	1	1	4
Public Works Tech I	--	--	--	--	--
<b>Total Public Works FTE Staffing Level</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>12</b>

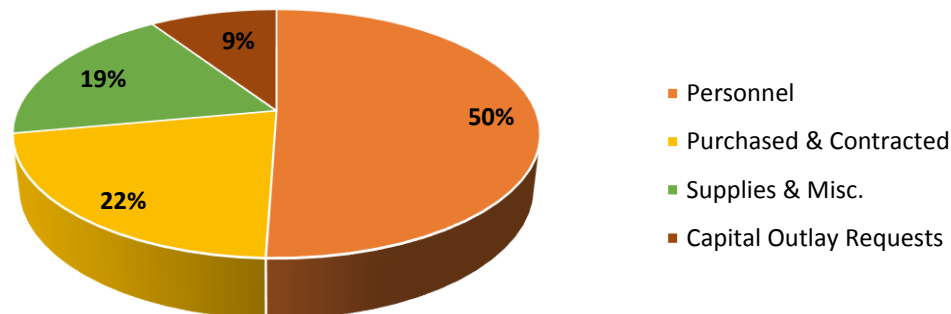
## Public Works Department

### Budget Overview

In the FY2016 Budget, the Public Works Department expenditures total \$865,991, an increase of 14% or \$106,195 over the FY2015 Amended Budget. The increase in operating expenditures is attributed to personnel costs associated with the addition of the Public Works Crew Leader position and Public Works Tech III position. The department's capital expenditures total \$80,700. This funding will provide for the purchase of the following pieces of equipment and vehicles: Six (6) lawn mowers to replace the department's existing worn out mowers and to provide mowers for the newly created third grass cutting crew; and one (1) crew cab truck to provide transportation for the third grass crew to and from worksites throughout the City.

PUBLIC WORKS				2015	2015				
Expenditure Category	2012	2013	2014	2015	Mid-Year	Yr-End	2016	\$	%
	Actual	Actual	Actual	Adopted	Amended	Amended	Adopted	Change	Change
<b><u>Operating Expenditures</u></b>									
Total Personnel Expenses	275,966	270,941	383,689	396,050	413,866	406,660	437,131	30,471	7%
Total Purchased & Contracted Expenses	104,154	74,935	106,383	183,600	188,600	115,830	186,460	70,630	61%
Total Supplies Expenses	142,530	144,008	168,316	153,000	156,500	178,930	160,700	(18,230)	-10%
Total Miscellaneous Expenses	1,000	2,510	3,292	1,500	1,500	340	1,000	660	-
<b>Total Operating Expenditures</b>	<b>523,650</b>	<b>492,394</b>	<b>661,680</b>	<b>734,150</b>	<b>760,466</b>	<b>701,760</b>	<b>785,291</b>	<b>83,531</b>	<b>12%</b>
<b><u>Capital Outlay Request Expenditures</u></b>									
Variable Message Sign	18,038	-	-	-	13,000	13,470	-	(13,470)	-100%
Vehicles	-	-	-	-	44,986	44,566	25,000	(19,566)	-44%
Lawn Mower Equipment	-	-	-	-	-	-	55,700	55,700	100%
<b>Total Capital Outlay Expenditures</b>	<b>18,038</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57,986</b>	<b>58,036</b>	<b>80,700</b>	<b>22,664</b>	<b>39%</b>
<b>Total Expenditures</b>	<b>541,688</b>	<b>492,394</b>	<b>661,680</b>	<b>734,150</b>	<b>818,452</b>	<b>759,796</b>	<b>865,991</b>	<b>106,195</b>	<b>14%</b>

FY2016 Public Works Expenditures By Category



# Public Works Department

## Budget Detail Line Item Expenditure Summary

<b>PUBLIC WORKS</b>							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b><u>Operating Expenditures</u></b>							
<b><u>Personnel Services</u></b>							
Salaries - Regular Employees	149,371	143,704	200,520	200,000	214,366	214,483	220,000
Salaries - Overtime	79	42	544	400	2,000	1,803	3,000
Group Insurance	61,299	64,910	100,786	112,000	114,000	116,891	120,000
Social Security (FICA) Contributions	5,883	5,331	7,624	10,000	8,000	8,140	10,000
Medicare	3,458	3,325	5,023	5,000	5,200	5,455	5,500
Retirement Contributions	13,234	15,908	18,620	18,650	17,000	16,841	24,631
ICMA RC 457 Match	3,962	4,856	16,517	17,000	17,550	18,592	17,000
Unemployment Insurance	-	-	-	-	-	-	-
Workers' Compensation	38,680	32,865	34,055	33,000	35,750	24,455	37,000
<b>Total Personnel Services</b>	<b>275,966</b>	<b>270,941</b>	<b>383,689</b>	<b>396,050</b>	<b>413,866</b>	<b>406,660</b>	<b>437,131</b>
<b><u>Purchased/Contracted Services</u></b>							
Professional Engineering	48,250	4,020	8,328	10,000	10,000	4,375	10,000
Vehicle Maintenance & Repairs	11,007	15,343	19,879	15,000	20,000	15,591	20,000
Equipment Maintenance & Repairs	2,244	6,535	5,516	10,000	10,000	5,173	7,500
Street Maintenance & Repairs	20,843	20,410	46,304	120,000	120,000	62,875	120,000
Park Maintenance	-	-	1,109	2,000	2,000	-	-
Equipment Rentals	-	-	-	-	-	-	-
Insurance, other than employee benefits(GIRMA)	12,502	13,089	13,526	15,000	15,000	14,512	15,000
Advertising	798	37	-	-	-	-	-
Travel	-	-	-	-	-	-	-
Dues & Fees	492	568	-	600	600	612	650
Contracts & Agreements:	7,348	14,488	11,721	10,000	10,000	12,542	12,710
Education & Training	670	445	-	1,000	1,000	150	600
Contract Labor	-	-	-	-	-	-	-
<b>Total Purchased/Contracted Services</b>	<b>104,154</b>	<b>74,935</b>	<b>106,383</b>	<b>183,600</b>	<b>188,600</b>	<b>115,830</b>	<b>186,460</b>
<b><u>Supplies Expenditures</u></b>							
General Supplies & Materials	10,755	16,056	13,446	14,000	14,000	14,267	14,000
Postage	90	-	-	-	-	2	-
Street Signs	7,461	6,621	9,781	15,000	15,000	11,694	15,000
Electricity	108,429	108,307	133,676	110,000	113,500	141,787	114,000
Oil & Lubricants	885	912	(2,192)	1,000	1,000	617	1,000
Gasoline	7,281	8,014	9,427	9,000	9,000	7,276	9,000
Small Equipment	635	1,578	668	1,000	1,000	606	4,000
Uniforms	6,994	2,520	3,511	3,000	3,000	2,681	3,700
<b>Total Supplies Expenditures</b>	<b>142,530</b>	<b>144,008</b>	<b>168,316</b>	<b>153,000</b>	<b>156,500</b>	<b>178,930</b>	<b>160,700</b>
<b><u>Other Misc. Expenditures</u></b>							
Damage Claims Paid	1,000	2,510	3,292	1,500	1,500	340	1,000
<b>Total Misc. Expenditures</b>	<b>1,000</b>	<b>2,510</b>	<b>3,292</b>	<b>1,500</b>	<b>1,500</b>	<b>340</b>	<b>1,000</b>
<b>Total Operating Expenditures</b>	<b>523,650</b>	<b>492,394</b>	<b>661,680</b>	<b>734,150</b>	<b>760,466</b>	<b>701,760</b>	<b>785,291</b>
<b><u>Capital Outlay Request Expenditures</u></b>							
Variable Message Sign	-	-	-	-	13,000	13,470	-
Vehicles	-	-	-	-	44,986	44,566	25,000
Lawn Mower Equipment	-	-	-	-	-	-	55,700
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57,986</b>	<b>58,036</b>	<b>80,700</b>
<b>TOTAL PUBLIC WORKS BUDGET</b>	<b>523,650</b>	<b>492,394</b>	<b>661,680</b>	<b>734,150</b>	<b>818,452</b>	<b>759,796</b>	<b>865,991</b>



## Fleet Maintenance

**Purpose:** The Fleet Maintenance 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 Maintenance performs preventive and corrective maintenance on City vehicles and equipment, coordinates the purchase and disposal of fleet assets, and manages fuel, parts, and inventory.

### Ongoing Activities & Initiatives

Fleet Maintenance anticipates realizing a savings in maintenance costs due to the replacement of aging vehicles like police vehicles, fire department vehicles, and other various city vehicles and equipment. Our preventive maintenance program coupled with the replacement of aging vehicles should decrease the number of major repairs in FY2016. Current initiatives include continuing to evaluate our replacement parts acquisition process and focusing on right-sizing the parts room 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 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
No. of Vehicles/Equipment Serviced & Repaired	464	587	564

### Staffing Level

The FY2016 Fleet Operations Department staffing level remains unchanged from FY2015.

<u>Fleet Maintenance</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Adopted
Senior Mechanic	1	1	1	1	1
Mechanic	1	1	1	1	1
Mechanic Assistant	--	--	--	--	--
<b>Total Vehicle Center FTE Staffing Level</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Budget Overview

In the FY2016 Budget, the Fleet Maintenance Department expenditures total \$126,156, a decrease of -12% or (\$17,749) under the FY2015 Amended Budget. The department's operating expenditures were reduced and increased in specific areas to more closely align the budget with projected expenditures for fiscal year 2016.

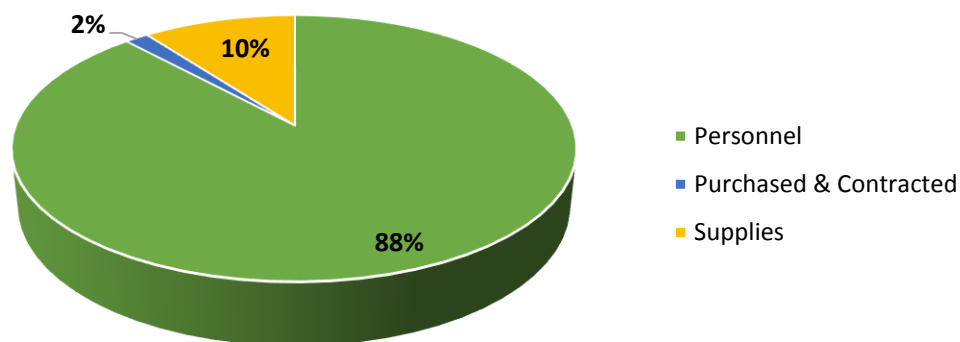
FLEET MAINTENANCE					2015	2015			
	2012	2013	2014	2015	Mid-Year	Yr-End	2016	\$	%
Expenditure Category	Actual	Actual	Actual	Adopted	Amended	Amended	Adopted	Change	Change
Total Personnel Expenses	100,156	77,428	95,250	96,900	101,694	99,340	111,156	11,816	12%
Total Purchased & Contracted Expenses	296	376	1,075	1,000	1,200	792	2,000	1,208	153%
Total Supplies Expenses	24,135	12,986	29,800	4,500	4,500	43,773	13,000	(30,773)	-70%
Total Miscellaneous Expenses	9,342	-	-	-	-	-	-	-	0%
Total Expenditures	133,929	90,790	126,125	102,400	107,394	143,905	126,156	(17,749)	-12%

## Fleet Maintenance

### Budget Detail Line Item Expenditure Summary

<b>FLEET MAINTENANCE</b>								
Expenditure Description	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>								
<b>Personnel Services</b>								
Salaries - Regular Employees	65,566	69,849	54,712	69,000	69,000	72,244	70,352	75,300
Salaries - Overtime	362	223	695	800	600	800	555	800
Group Insurance	11,732	16,903	10,644	13,000	14,000	15,000	16,004	18,000
Social Security (FICA) Contributions	3,845	3,929	3,089	4,150	4,150	4,800	4,202	4,800
Medicare	899	919	830	1,000	1,050	1,050	983	1,200
Retirement Contributions	6,271	5,827	5,329	6,250	6,300	6,300	5,649	9,156
ICMA RC 457 Match	798	775	358	-	-	-	249	200
Workers' Compensation	2,792	1,731	1,771	1,050	1,800	1,500	1,346	1,700
<b>Total Personnel Services</b>	<b>92,265</b>	<b>100,156</b>	<b>77,428</b>	<b>95,250</b>	<b>96,900</b>	<b>101,694</b>	<b>99,340</b>	<b>111,156</b>
<b>Purchased/Contracted Services</b>								
Equipment Maintenance & Repairs	281	-	306	1,050	1,000	1,200	792	1,500
Contracts & Agreements:	237	296	70	25	-	-	-	-
Education & Training	-	-	-	-	-	-	-	500
<b>Total Purchased/Contracted Services</b>	<b>518</b>	<b>296</b>	<b>376</b>	<b>1,075</b>	<b>1,000</b>	<b>1,200</b>	<b>792</b>	<b>2,000</b>
<b>Supplies Expenditures</b>								
General Supplies & Materials	2,556	19,650	9,390	27,600	1,500	1,500	39,952	10,000
Postage	134	120	-	-	-	-	-	-
Small Equipment	6,028	1,356	838	-	1,000	1,000	1,233	1,000
Uniforms	1,485	3,009	2,758	2,200	2,000	2,000	2,588	2,000
<b>Total Supplies Expenditures</b>	<b>10,203</b>	<b>24,135</b>	<b>12,986</b>	<b>29,800</b>	<b>4,500</b>	<b>4,500</b>	<b>43,773</b>	<b>13,000</b>
<b>Total Operating Expenditures</b>	<b>102,986</b>	<b>124,587</b>	<b>90,790</b>	<b>126,125</b>	<b>102,400</b>	<b>107,394</b>	<b>143,905</b>	<b>126,156</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>-</b>	<b>-</b>
<b>TOTAL VEHICLE SERVICE CENTER BUDGET</b>	<b>102,986</b>	<b>133,929</b>	<b>90,790</b>	<b>126,125</b>	<b>102,400</b>	<b>107,394</b>	<b>143,905</b>	<b>126,156</b>

### FY2016 Fleet Maintenance Expenditures By Category



## Stormwater Management

**Purpose:** The Stormwater Management Program primarily focuses on providing environmental management services so that floods are minimized, water quality is improved, and aquatic habitats are protected. *The Stormwater Management Program is funded by the Stormwater Enterprise Fund.*

**Core Services:** Stormwater Management provides for regulatory compliance with State and Federal stormwater regulations; the cleaning of ditches and other stormwater conveyance systems; evaluation and replacement of aging 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.

### Ongoing Activities & Initiatives

The Stormwater Management Program continues to address the issues outlined in the City's Stormwater Management Plan. The City's Stormwater Management Program continues to be in full compliance with State and Federal regulations.

### Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Stormwater Management Program. Output numbers are projected to be essentially similar in fiscal year 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Linear Feet of Ditches Maintained	26,550	26,340	22,060
Linear Feet of Canal Grass Cut	646	508	745
Linear Feet of Underground Stormwater Utility Point Repairs	409	177	800

### Staffing Level

The FY2016 Stormwater Management staffing level remains essentially flat when compared to FY2015, 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 Overview

In the FY2016 Budget, the Stormwater Management Program expenditures total \$883,000, a decrease of -16% or (\$164,201) under the FY2015 Amended Budget. The department's expenditures were reduced and increased in specific areas to more closely align the budget with projected expenditures for fiscal year 2016.

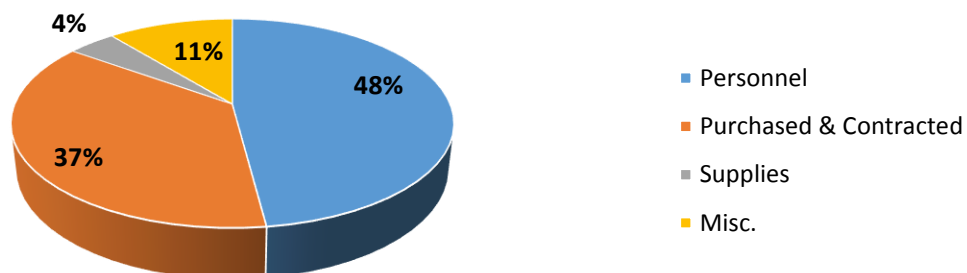
STORMWATER MANAGEMENT					2015	2015			
Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	Mid-Year Amended	Yr-End Amended	2016 Adopted	\$ Change	% Change
<b><u>Operating Expenditures</u></b>									
Total Personnel Expenses	293,715	346,472	362,950	356,500	411,785	391,772	423,404	31,632	8%
Total Purchased & Contracted Expenses	326,613	256,185	402,200	286,000	289,460	281,881	326,000	44,119	13%
Total Supplies Expenses	15,259	45,752	37,490	35,500	35,500	26,533	37,000	10,467	4%
Total Miscellaneous Expenses	156,519	90,000	98,124	170,000	155,000	180,766	96,596	(84,170)	-38%
<b>Total Operating Expenditures</b>	<b>792,106</b>	<b>738,409</b>	<b>900,764</b>	<b>848,000</b>	<b>891,745</b>	<b>880,952</b>	<b>883,000</b>	<b>2,048</b>	<b>0.2%</b>
<b><u>Capital Outlay Request Expenditures</u></b>									
Kubota Tractor w/ Boom Mower	-	-	-	-	101,851	108,699	-	(101,851)	-100%
2015 (1) Mini Excavator	-	-	-	30,000	57,550	57,550	-	(57,550)	-100%
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>159,401</b>	<b>166,249</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>792,106</b>	<b>738,409</b>	<b>900,764</b>	<b>878,000</b>	<b>1,051,146</b>	<b>1,047,201</b>	<b>883,000</b>	<b>(164,201)</b>	<b>-16%</b>

# Stormwater Management

## Budget Detail Line Item Expenditure Summary

<b>Stormwater Management</b>							
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Mid-Year Amended	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>							
<b>Personnel Services</b>							
Salaries - Regular Employees	244,233	283,238	283,000	286,000	299,665	303,328	319,104
Salaries - Overtime	113	17	700	350	850	660	1,000
Group Insurance	11,644	20,105	36,400	25,550	60,820	45,180	54,800
Social Security (FICA) Contributions	17,153	20,051	20,000	20,800	20,950	21,434	23,000
Medicare	1,064	1,259	1,350	1,500	1,500	1,444	2,000
Retirement Contributions	19,327	21,037	20,100	21,000	25,000	18,166	22,000
ICMA RC 457 Match	181	765	1,400	1,300	3,000	1,560	1,500
<b>Total Personnel Services</b>	<b>293,715</b>	<b>346,472</b>	<b>362,950</b>	<b>356,500</b>	<b>411,785</b>	<b>391,772</b>	<b>423,404</b>
<b>Purchased/Contracted Services</b>							
Project Maintenance/Capital Construction	69,586	57,931	107,200	111,000	111,000	95,834	120,000
Vehicle/Equipment Maintenance & Repairs	51,475	28,900	29,300	30,000	30,000	14,535	30,000
Insurance, other than employee benefits (GIRMA)	11,733	13,089	13,600	15,000	13,800	14,596	15,000
Travel	-	456	-	-	-	95	-
Dues & Fees	15,600	15,244	17,700	18,000	18,000	17,929	18,000
Contracts & Agreements:	1,017	2,691	6,300	5,000	6,000	8,570	6,000
Contracts (Street Sweeping)	9,378	-	-	-	-	-	-
Contracts (Drainage/Utility) Consultants	79,161	58,286	91,000	25,000	30,150	19,801	25,000
Education & Training	544	809	400	2,000	510	688	2,000
Contract Labor	87,649	78,779	136,700	80,000	80,000	109,833	110,000
<b>Total Purchased/Contracted Services</b>	<b>326,613</b>	<b>256,185</b>	<b>402,200</b>	<b>286,000</b>	<b>289,460</b>	<b>281,881</b>	<b>326,000</b>
<b>Supplies Expenditures</b>							
Gasoline	11,650	39,710	37,400	35,000	35,000	24,692	35,000
Small Equipment	3,609	6,042	90	500	500	1,841	2,000
<b>Total Supplies Expenditures</b>	<b>15,259</b>	<b>45,752</b>	<b>37,490</b>	<b>35,500</b>	<b>35,500</b>	<b>26,533</b>	<b>37,000</b>
<b>Other Misc. Expenditures</b>							
Depreciation	86,519	-	23,124	70,000	80,000	105,766	-
Capital Lease Principal (FY15 Kubota Tractor)	-	-	-	22,000	-	-	19,579
Capital Lease Interest	-	-	-	3,000	-	-	2,017
Transfer to General Fund	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Transfer to Sanitation Fund	25,000	45,000	30,000	30,000	30,000	30,000	30,000
<b>Total Misc. Expenditures</b>	<b>156,519</b>	<b>90,000</b>	<b>98,124</b>	<b>170,000</b>	<b>155,000</b>	<b>180,766</b>	<b>96,596</b>
<b>Total Operating Expenditures</b>	<b>792,106</b>	<b>738,409</b>	<b>900,764</b>	<b>848,000</b>	<b>891,745</b>	<b>880,952</b>	<b>883,000</b>
<b>Capital Outlay Request Expenditures</b>							
FY15 (1) Kubota Tractor w/Boom Mower	-	-	-	-	101,851	108,699	-
FY15 (1) Mini Excavator	-	-	-	30,000	57,550	57,550	-
Computer System	-	-	-	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>159,401</b>	<b>166,249</b>	<b>-</b>
<b>TOTAL STORMWATER FUND BUDGET</b>	<b>792,106</b>	<b>738,409</b>	<b>900,764</b>	<b>878,000</b>	<b>1,051,146</b>	<b>1,047,201</b>	<b>883,000</b>

## FY2016 Stormwater Management Expenditures By Category



## Sanitation

**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. *The Sanitation Program is funded by the Sanitation Enterprise Fund.*

**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 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Residential Customers (Garbage Collection) YTD	2097	2097	2097
Residential Customers (Recycling and/or Yard Debris Collection) YTD	2097	2097	2097
Mixed/Dry Trash Collected Taken to Landfill	189.7 Tons	38.28 Tons	157
Mixed/Dry Trash Collected Taken to Inert Landfill	14 Truckloads	12 Truckloads	50 Truckloads

### Budget Overview

In the FY2016 Budget, the Sanitation Program operating expenditures total \$364,567, an increase of 7% or \$22,359 over the FY2015 Amended Budget. The increase is attributed to an increase in costs associated with the collection and disposal of storm debris.

SANITATION FUND								
	2012	2013	2014	2015	2015	2016	\$	%
Expenditure Category	Actual	Actual	Actual	Adopted	Yr-End Amended	Adopted	Change	Change
Total Contracts & Agreements	378,170	393,293	389,102	332,196	317,391	346,555	29,164	9%
Total Dry Trash Disposal Expenses	12	12	10,000	10,000	25,593	18,000	(7,593)	-30%
Total Miscellaneous Expenses	21,152	20,443	4	12	54	12	(42)	-78%
<b>Total Expenditures</b>	<b>399,334</b>	<b>413,748</b>	<b>399,106</b>	<b>342,208</b>	<b>343,038</b>	<b>364,567</b>	<b>22,359</b>	<b>7%</b>

### FY2016 Sanitation Expenditures by Category



## Water Resources Department

**Purpose:** The Water Resources 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 Resources Department is comprised of three divisions: **Wastewater Treatment, Water Treatment and Water/Sewer Billing, Distribution and Repairs.** *The Water Resources Department is funded by the Water/Sewer Enterprise Fund.*

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

### Ongoing Activities & Initiatives

Water Resources will continue utility operations and maintenance of infrastructure, long-term planning, capital facility development, water quality monitoring, and water conservation. Investments in water and sewer infrastructure, water supply, system reliability, water use efficiency, ground water protection, and efficient operations continue to receive high priority.

### Staffing Level

The FY2016 Water Resources Department staff level remains essentially unchanged from FY2015. The senior Utility Services Technician position in the Utility Billing Department was re-classified as a part-time position for fiscal year 2016.

<u>Wastewater Treatment Division</u>	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 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 FTE's</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<u>Water Treatment Division</u>					
Water Operator Trainee	1	1	1	1	1
<b>Total Water Treatment FTE's</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<u>W/S Billing, Distribution &amp; Repair Division</u>					
Water/Sewer Department Supervisor	1	1	1	1	1
Utility Services Manager	1	1	1	1	1
Utility Services Technician (Senior) (FY16 Re-classified as a Part-time Position)	1	1	1	1	-
Utility Services Technician	1	1	1	1	1
Senior Meter Reader	1	1	1	1	1
Meter Reader	1	1	--	--	--
Water/Sewer Repair Foreman	1	1	1	1	1
Water/Sewer Repair Tech II	1	1	1	1	1
Water/Sewer Tech I	4	3	3	3	3
Backflow Prevention Tester	1	1	1	1	1
<b>Total W/S Billing, Distribution &amp; Repair FTE's</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>11</b>	<b>10</b>
<b>Total Water Resources Department FTE Budgeted Positions</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>17</b>	<b>16</b>

## Water Resources Department

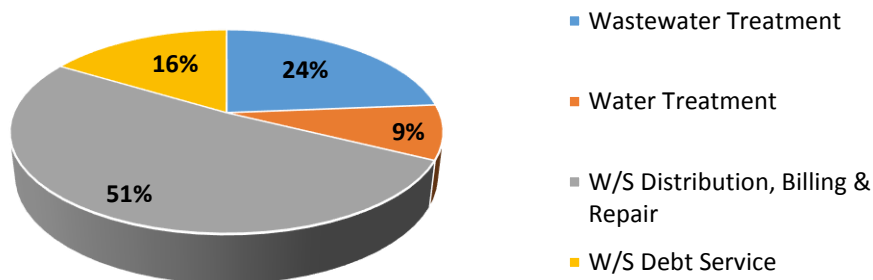
### Budget Overview

In the FY2016 Budget, the Water Resources Department expenditures total \$3,688,104, an increase of 11% or \$378,032 over the FY2015 Amended Budget. The expenditures for the three divisions of the Water Resources Department: Wastewater Collection and Treatment, Water Treatment and Water/Sewer Distribution, Billing & Repair were reduced and increased in specific areas of operations, depreciation, and debt service to more accurately align the budget with projected expenditures for fiscal year 2016.

#### WATER & SEWER FUND

Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015	2016 Adopted	\$ Change	% Change
					Yr-End Amended			
Total Wastewater Treatment Expenses	814,093	804,257	813,020	848,033	888,561	874,552	(14,009)	-2%
Total Water Treatment Expenses	230,899	278,444	269,415	357,967	282,240	318,515	36,275	13%
Total W/S Billing, Distribution, Repair Expenses	1,873,944	1,501,476	1,732,185	1,646,696	1,597,422	1,892,376	294,954	18%
Total W/S Debt Service	183,616	294,332	224,500	574,900	541,849	602,661	60,812	11%
<b>Total Expenditures</b>	<b>3,102,552</b>	<b>2,878,509</b>	<b>3,039,120</b>	<b>3,427,596</b>	<b>3,310,072</b>	<b>3,688,104</b>	<b>378,032</b>	<b>11%</b>

### FY2016 Water Resources Department Expenditures by Category



### Debt Service Detail Line Item Expenditure Summary

Expenditure Category	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015	2016 Adopted
					Yr-End Amended	
GEFA Loan Principal (LQ7WJ)	-	-	-	-	7,686	10,000
GEFA Loan Interest Expense (LQ7WJ)	-	-	30,000	32,400	18,939	35,000
2013 WS Revenue Bond Principal	-	-	-	355,000	355,000	393,172
Redzone Robotics Principal	-	-	99,500	99,500	83,489	83,489
2013 WS Revenue Bond Interest Expense	-	-	95,000	88,000	76,735	81,000
<b>Total Water/Sewer Debt Service</b>	<b>183,616</b>	<b>294,332</b>	<b>224,500</b>	<b>574,900</b>	<b>541,849</b>	<b>602,661</b>

## Wastewater Treatment & Collection

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

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

### Key Service Profiles

The following Key Service Profiles are outputs that portray significant services provided by the Wastewater Treatment & Collection Division. Output numbers are projected to be essentially similar in fiscal year 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Sludge Wet Tons Quantity Per Year	936.8	919.8	903.0
Sludge Tipping Fees & Other Associated Disposal Costs	\$79,315	\$82,506.36	\$36,233.57

### Budget Detail Line Item Expenditure Summary

Wastewater Treatment & Collection						
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	2015 Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	260,895	271,290	271,000	282,040	270,593	283,000
Salaries - Overtime	26,361	28,017	32,000	30,000	30,189	32,000
Group Insurance	37,489	35,629	50,500	65,161	62,121	66,000
Social Security (FICA) Contributions	17,556	19,044	22,000	22,562	18,747	22,562
Medicare	2,966	3,001	4,500	4,500	3,164	4,500
Retirement Contributions	21,924	24,502	23,500	25,500	23,044	30,805
ICMA RC 457 Match	2,884	2,304	2,500	2,500	2,668	3,000
Unemployment Insurance	-	-	#REF!	-	-	-
Workers' Compensation	1,500	1,866	2,000	3,000	1,809	3,000
<b>Total Personnel Services</b>	<b>371,575</b>	<b>385,653</b>	<b>408,000</b>	<b>435,263</b>	<b>412,335</b>	<b>444,867</b>
<b>Purchased/Contracted Services</b>						
Professional Engineering	61,738	54,499	35,000	50,000	85,139	60,000
Vehicle Maintenance & Repairs	4,633	9,989	4,000	4,000	2,996	4,000
Equipment Maintenance & Repairs	48,592	56,605	47,000	75,000	126,137	75,000
Building Maintenance & Repairs	225	4,744	5,000	500	273	1,500
Insurance, other than employee benefits (GIRMA)	20,906	21,020	22,000	22,000	21,874	22,000
Communications	3,268	3,524	4,500	3,400	4,752	4,500
Travel	496	49	900	600	510	700
Dues & Fees	772	923	870	870	803	935
Contracts & Agreements:	62,331	23,852	22,000	23,000	38,416	24,025
Education & Training	395	672	1,200	1,000	957	1,125
Licenses For Personnel	25	220	400	400	325	500
Contract Labor	4,995	-	2,150	2,000	-	2,000
Sludge Landfill Tipping Fees	90,602	95,454	107,000	100,000	53,257	56,000
<b>Total Purchased/Contracted Services</b>	<b>298,978</b>	<b>271,551</b>	<b>252,020</b>	<b>282,770</b>	<b>335,439</b>	<b>252,285</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	13,707	17,422	15,000	10,000	11,514	12,000
Computer Equipment & Software	-	1,158	6,000	2,000	1,420	2,000
Electricity	113,245	120,938	118,000	105,000	116,625	105,000
Gasoline	9,347	6,137	7,000	7,000	5,149	2,500
Small Equipment	6,440	398	6,000	5,000	5,662	5,000
Uniforms	801	-	1,000	1,000	417	900
Damage Claims	-	1,000	-	-	-	-
<b>Total Supplies Expenditures</b>	<b>143,540</b>	<b>147,053</b>	<b>153,000</b>	<b>130,000</b>	<b>140,787</b>	<b>127,400</b>
<b>Other Misc. Expenditures</b>						
<b>Total Misc. Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>814,093</b>	<b>804,257</b>	<b>813,020</b>	<b>848,033</b>	<b>888,561</b>	<b>824,552</b>
<b>Capital Outlay Request Expenditures</b>						
Machinery & Equipment	-	-	-	-	-	10,000
FY16 (1) Riding Lawn Mower	-	-	-	-	-	-
Other Equipment	-	-	-	-	-	40,000
FY16 (1) By-pass Pump	-	-	-	-	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>
<b>Total Wastewater Treatment Budget</b>	<b>814,093</b>	<b>804,257</b>	<b>813,020</b>	<b>848,033</b>	<b>888,561</b>	<b>874,552</b>



# Water Treatment

**Purpose:** Water Treatment Division 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 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
Millions of Gallons of Drinking Water Produced	319,635,000	322,380,000	327,097,000

## Budget Detail Line Item Expenditure Summary

<u>Water Treatment</u>					2015	
Expenditure Description	2012 Actual	2013 Actual	2014 Actual	2015 Adopted	Yr-End Amended	2016 Adopted
<b>Operating Expenditures</b>						
<b>Personnel Services</b>						
Salaries - Regular Employees	29,276	31,860	34,000	38,000	22,047	38,000
Salaries - Overtime	207	503	1,000	500	2,698	500
Group Insurance	8,350	9,506	12,000	16,279	495	16,300
Social Security (FICA) Contributions	1,647	1,805	2,170	2,906	1,509	3,000
Medicare	385	422	500	551	353	551
Retirement Contributions	2,591	2,987	3,250	3,640	2,694	4,759
ICMA RC 457 Match	441	963	1,100	1,055	-	1,055
Workers' Compensation	-	36	-	-	-	-
<b>Total Personnel Services</b>	<b>42,897</b>	<b>48,082</b>	<b>54,020</b>	<b>62,931</b>	<b>29,796</b>	<b>64,165</b>
<b>Purchased/Contracted Services</b>						
Professional Audit	14,500	15,750	14,750	15,000	15,050	15,000
Vehicle Maintenance & Repairs	30	1,466	1,600	500	170	500
Equipment Maintenance & Repairs	17,341	63,628	45,000	61,750	70,074	60,000
Building Maintenance & Repairs	-	-	500	500	-	500
Insurance, other than employee benefits (GIRMA)	2,347	2,618	2,750	2,800	2,902	2,850
Communications	1,950	1,175	2,000	800	747	800
Travel	116	-	300	300	-	300
Dues & Fees	-	72,103	-	-	-	-
Contracts & Agreements:	73,686	431	70,000	106,703	85,898	106,000
Education & Training	421	65	470	300	-	375
Licenses For Personnel	-	-	75	75	-	75
Contract Labor	1,559	-	1,000	1,000	-	1,000
<b>Total Purchased/Contracted Services</b>	<b>111,950</b>	<b>157,236</b>	<b>138,445</b>	<b>189,728</b>	<b>174,841</b>	<b>187,400</b>
<b>Supplies Expenditures</b>						
General Supplies & Materials	13,055	12,809	15,000	13,000	16,219	13,000
Computer Equipment & Software	-	-	-	3,600	3,600	1,000
Electricity	55,685	51,681	52,000	40,000	54,501	45,000
Gasoline	6,613	6,136	7,000	7,000	2,665	5,000
Small Equipment	249	2,500	2,500	2,500	512	2,500
Uniforms	450	-	450	450	106	450
<b>Total Supplies Expenditures</b>	<b>76,052</b>	<b>73,126</b>	<b>76,950</b>	<b>66,550</b>	<b>77,603</b>	<b>66,950</b>
<b>Total Operating Expenditures</b>	<b>230,899</b>	<b>278,444</b>	<b>269,415</b>	<b>319,209</b>	<b>282,240</b>	<b>318,515</b>
<b>Capital Outlay Requests (Expenditures)</b>						
Generator for City Well #5	-	-	-	38,758	-	-
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,758</b>	<b>-</b>	<b>-</b>
<b>Total Water Treatment Budget</b>	<b>230,899</b>	<b>278,444</b>	<b>269,415</b>	<b>357,967</b>	<b>282,240</b>	<b>318,515</b>

## Water/Sewer Billing, Distribution & Repair

**Purpose:** The Water/Sewer Billing, Distribution & Repair Division 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 2016.

Key Service Profile Category	Total Outputs FY2013	Total Outputs FY2014	Total Outputs FY2015
<b>Utility Billing &amp; Administration</b>			
Door Hangers Distributed	1,357	1,410	2,870
Reconnects-Delinquent Water Bills	392	704	662
Water Turn On/Off Services	1,714	1,346	1,198
City Initiated Meter Re-Reads	1,100	1,517	1,409
Customer Requested Meter Re-Reads	12	16	8
Water & Sewer Service Requests Received	3,612	3,777	3,647
Water & Sewer Work Orders Accomplished	8,499	7,665	6,120
<b>Water/Sewer Maintenance &amp; Repairs</b>			
Hydrants Repaired or Replaced	5	27	18
Water Lateral Lines Repaired	177	99	157
Water Lateral Lines Replaced	5	9	13
Water Mains Repaired	51	56	79
Water Mains Replaced	2	2	11
New Water Taps Installed	2	6	10
Water Lines Located	1,246	1,199	1,324
Water Valve Repairs	35	38	18
Water Valves Replaced	23	20	15
Water Meter Investigations	131	86	61
Water Meter Maintenance Service Performed	216	278	266
Sewer Cleanout Repairs	28	30	16
Sewer Cleanouts Replaced	15	35	18
Gravity Main Repairs	25	15	13
Sewer Lateral Blockages Cleared	29	45	26
Sewer Lateral Repairs	16	49	39
Sanitary Sewer Overflow Events	0	0	0
Manhole Maintenance Performed (includes flushing)	1,144	655	155

# Water/Sewer Billing, Distribution & Repair

## Budget Detail Line Item Expenditure Summary

<u>Water/Sewer Distribution, Billing &amp; Repair</u>	2012	2013	2014	2015	2015	2016
Expenditure Description	Actual	Actual	Actual	Adopted	Yr-End Amended	Adopted
<b><u>Operating Expenditures</u></b>						
<b><u>Personnel Services</u></b>						
Salaries - Regular Employees	357,470	327,733	362,200	387,684	337,055	385,464
Salaries - Overtime	19,117	18,774	20,000	20,000	19,216	20,000
Group Insurance	59,745	69,697	100,000	111,800	107,668	116,000
Social Security (FICA) Contributions	22,124	19,677	23,000	29,664	20,702	29,000
Medicare	5,174	4,886	5,500	5,621	4,884	5,800
Retirement Contributions	37,723	35,735	34,362	37,140	31,079	40,265
ICMA RC 457 Match	2,688	2,257	3,000	3,428	3,476	3,500
Workers' Compensation	20,766	22,383	24,000	24,000	18,610	24,000
<b>Total Personnel Services</b>	<b>524,807</b>	<b>509,062</b>	<b>572,062</b>	<b>619,337</b>	<b>542,690</b>	<b>624,029</b>
<b><u>Purchased/Contracted Services</u></b>						
Engineering	-	25,695	-	-	-	-
Calibrate Large Water Users	4,255	1,900	3,000	9,000	-	9,000
Vehicle Maintenance & Repairs	6,740	9,205	10,000	10,000	8,458	10,000
Equipment Maintenance & Repairs	3,004	1,321	3,800	3,000	168	4,000
Water Line Maintenance & Repairs	66,578	51,320	50,000	50,000	52,674	50,000
Sewer Line Maintenance & Repairs	20,471	28,875	50,000	50,000	148,047	50,000
Equipment Rental	148	53	500	500	94	500
Insurance, other than employee benefits(GIRMA)	18,773	19,113	20,000	20,000	20,317	20,000
Communications	3,419	3,085	3,600	3,000	4,147	4,000
Advertising	499	960	500	500	249	500
Printing & Binding	-	155	500	500	-	500
Travel	484	498	1,000	500	746	1,000
Dues & Fees	4,658	9,302	10,000	7,000	13,223	12,000
Contracts & Agreements:	47,093	55,619	60,000	60,000	74,847	60,000
Education & Training	335	727	1,000	1,000	308	1,000
Licenses For Personnel	8,389	-	-	-	-	-
Contract Labor	-	40,240	4,000	-	-	-
<b>Total Purchased/Contracted Services</b>	<b>184,846</b>	<b>248,068</b>	<b>217,900</b>	<b>215,000</b>	<b>323,278</b>	<b>222,500</b>
<b><u>Supplies Expenditures</u></b>						
General Supplies & Materials	15,396	13,377	18,500	18,000	14,066	18,000
Postage	22,099	21,633	22,500	22,000	23,965	25,000
Computer Equipment & Software	923	-	4,000	-	-	-
Gasoline	26,651	25,648	25,000	22,000	14,615	20,000
Small Equipment	7,566	2,586	4,000	5,000	338	5,000
10% Water Meter Replacement	80,920	23,368	25,000	75,000	10,248	75,000
Uniforms	1,500	407	1,300	1,365	228	1,400
<b>Total Supplies Expenditures</b>	<b>155,055</b>	<b>87,019</b>	<b>100,300</b>	<b>143,365</b>	<b>63,460</b>	<b>144,400</b>
<b><u>Other Misc. Expenditures</u></b>						
Damage Claims	529	(1,000)	1,000	1,000	-	1,000
Depreciation	858,707	500,000	690,923	517,994	517,994	667,947
Transfer to General Fund	150,000	158,327	150,000	150,000	150,000	150,000
<b>Total Misc. Expenditures</b>	<b>1,009,236</b>	<b>657,327</b>	<b>841,923</b>	<b>668,994</b>	<b>667,994</b>	<b>818,947</b>
<b>Total Operating Expenditures</b>	<b>1,873,944</b>	<b>1,501,476</b>	<b>1,732,185</b>	<b>1,646,696</b>	<b>1,597,422</b>	<b>1,809,876</b>
<b><u>Capital Outlay Requests (Expenditures)</u></b>						
Tyler INCODE Utilities Billing Mangmt. Hardware/Software	-	-	-	-	-	82,500
<b>Total Capital Outlay Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>82,500</b>
<b>Total W/S Distribution, Billing &amp; Repair Budget</b>	<b>1,873,944</b>	<b>1,501,476</b>	<b>1,732,185</b>	<b>1,646,696</b>	<b>1,597,422</b>	<b>1,892,376</b>

**FY2016  
Annual Budget**

**Five-Year Capital Improvement Plan**



**Capital Improvement Plan  
(FY2015 – FY2020)**

## **Five-Year Capital Improvement Plan (CIP) (FY2015 – FY2020)**

The Capital Improvement Plan (CIP) is a separate budgeting process within the annual operating budget process. The CIP process is used to plan, budget, and finance the purchase and/or construction and/or improvements of large capital infrastructure, facilities, equipment, and other fixed assets. The City uses this process to ensure these expensive, long-term projects are aligned with its strategic direction and long-term goals, and that the money is well spent.

Before each potential project is included in the five-year Capital Improvement Plan, it is analyzed to determine its financial impact on operations, operating expenditures, and revenues. The total anticipated costs of each potential project are identified as part of the capital budgeting process, and associated operating expenses are included in the operating budget. When and if this is applicable, this has been stated in the Budget Overview section in the appropriate Department section of this budget document. Sometimes there is no negative financial impact to the operating budget as the capital project will result in a reduction to maintenance and operating costs.

The five-year CIP provides the essential components of a sound Capital Improvement Plan. It is an economical and responsible financial plan to ensure quality public services in fiscal year 2016 and into the future.

<b>Garden City Five-Year Capital Improvement Plan</b>													
<b>Business Type Activities</b>													
<b>For Fiscal Years 2015-2020</b>													
<b>Last Updated by RFB 2-1-16 (v.10)</b>													
		<b>WATER &amp; SEWER FUND</b>						<b>STORMWATER FUND</b>					
	<b>Grand Total</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20-25</b>
<b>STORMWATER</b>													
Minis Ave Pipe Replacement	50,000									50,000			
Chatham Villa Drainage Improvements	800,000									800,000			
Chatham City Drainage Improvements	125,000									125,000			
Davis Avenue Roadway Improvements	200,000									200,000			
Davis Ave Detention Facility	500,000									500,000			
Hwy 80 Pipe Replacement										<b>TBD</b>			
Hwy 80/W. Chatham Ave Pipe Replacement										<b>TBD</b>			
Telfair Place (West) -1 Roadway & Pipe Crossing Replacement	650,000									650,000			
Telfair Place (West) - 2 Roadway & Pipe Crossing Improvements	300,000									300,000			
Chatham Parkway Pipe Crossing Replacement	75,000									75,000			
Chatham Pkwy Channel Construction	60,000									60,000			
Stormwater Detention Facility	2,750,000									2,750,000			
Chatham Parkway (South) Stage 1 Phase 1 (formerly Telfair West Basin in Telfair Drainage Study)	107,900									107,900			
Telfair Road (formerly Telfair East Basin in Telfair Drainage Study)	946,050									946,050			
Old Louisville Pipe Improvement 1	50,000									50,000			
Old Louisville Pipe Improvement 2	50,000									50,000			
Stormwater Detention Facility	1,100,000									1,100,000			
Channel Increased Sizing and Bank Stabilization	160,000									160,000			
Redmond Avenue Pipe Crossing Improvements	50,000									50,000			
Smith Ave Drainage Improvements	275,000									275,000			
Smith Ave Pipe Crossing Replacement	50,000									50,000			
Rommel Ave Drainage Improvements	100,000									100,000			
Varnedoe Ave Drainage Improvements	5,000									5,000			
Camellia Ave Drainage Improvements	5,000									5,000			
Azalea Avenue Lots 161-143 Rear Lot Drainage Ditch Improvements	25,000								25,000				
Bud Brown Rd Drainage	105,050									105,050			
Misc Culvert Replacements	120,000							20,000	20,000	20,000	20,000	20,000	20,000
Commerce Blvd Culverts	50,000								50,000				
<b>Kabota Tractor w/Broom (FY15)</b>	107,980								<b>21,596</b>	<b>21,596</b>	<b>21,596</b>	<b>21,596</b>	<b>21,596</b>
<b>Mini-Excavator (FY15)</b>	57,550							<b>57,550</b>					
Heavy Equipment (Backhoes, etc.)	168,000									84,000	84,000		
Sweeper Truck	120,000										120,000		
Flat Bed Heavy Duty Truck (Pull Mini Excavator)	75,000									75,000			
<b>TOTAL STORMWATER CIP:</b>	<b>9,237,530</b>												
<b>WATER &amp; SEWER</b>													
Well #5 Generator	40,000		40,000										
Third St./ Hwy 80 Pump Sta. Renovation	850,000		250,000	250,000	250,000	50,000	50,000						
Industrial Park Pump Sta. Renovation													
Covington Avenue Pump Sta. Renovation													
Misc. Lift Station Upgrades													
SS Rehabilitation (CDBG)	500,000		500,000										
WPCP{ Solids Dewatering Facility Improv. (GEFA Financed)	1,391,000	975,000	416,000										
Chatham City Pump Sta. Replacement (GEFA Financed)	322,850		322,850										
Big Hill Rd Water Line (GEFA Financed)	904,413	904,413											
<b>Radio-Read Meter Replacement (GEFA Funded)</b>	42,000	<b>42,000</b>											
City-wide Sanitary Sewer Rehabilitation (GEFA Financed)	580,000	580,000											
Sanitary Sewer Rehab. Area 2 (Rossignol Hill)	450,000	25,000	425,000										

		WATER & SEWER FUND						STORMWATER FUND					
	Grand Total	FY15	FY16	FY17	FY18	FY19	FY20	FY15	FY16	FY17	FY18	FY19	FY20-25
Hwy 21 Water Main - Port Wentworth Interconnection (GEFA Financed)													
Lift Station By-pass Valves (Covington, 3rd Street & Industrial Park)	21,560	21,560											
Demolition of Diesel Generator, Replacement of Elec Systems, Well #1	116,209		41,209	75,000									
Town Center Irrigation System	125,000			125,000									
New Well House & Electrical Facilities at Well #2	530,000						530,000						
Rommel Ave Sewer (800 ft)	48,000	48,000											
Smith Ave Sewer (300 ft)	18,750	18,750											
Highway 17 (Ogeechee Road) Water and Sewer Service Extension Master Plan	20,000		20,000										
Silk Hope Water & Sewer Installation	5,800,000						5,800,000						
Water System Hydraulic Model (Study)	50,000		50,000										
Fire Hydrant Improvements (New Installations)	48,000	24,000	24,000										
WPCP Expansion Concept Design Phase Planning (DDR)	75,000			75,000									
WPCP Upgrade/Expansion (GEFA Financed)	12,000,000					6,000,000	6,000,000						
Hwy 80 Sanitary Sewer Easement Clearing/Access Rd & Palmer Drive	115,000	115,000											
Sewer Vaccon Truck (Split w/ W/S & Public Works Dept.)	330,000			250,000					80,000				
Water Storage Tank Cleaning and Painting	200,000				100,000		100,000						
Water Meter Upgrades for Fixed Base Meter Reading System	225,000			225,000									
Fixed Base Tower - Water Meter Reading System, Incl. Billing Sys. Software Upgrades	250,000			250,000									
WPCP Aeration Basin Equipment Upgrades	50,000				50,000								
New 8" Bypass Pump - Trailer Mtd.	30,000				30,000								
New Trailer Mtd. Portable Back-up generator	40,000			40,000									
New Utility Truck with pump crane	150,000					150,000							
New Chlorine scales at potable water well sites	15,000				15,000								
New Roof at Well #5	20,000				20,000								
Water/Sewer SCADA System to replace existing telemetry system	150,000			150,000									
New Financial/Utility Billing System	82,500		82,500										
International Dump Trucks (2)	79,760			79,760									
Light Duty Pick Up Truck	26,187			26,187									
Super Duty Crew Cab Truck	63,239			63,239									
Sewer Jetter Machine	54,965				54,965								
Sewer Camera	63,619				63,619								
Mini Excavator	44,750				44,750								
Backhoe	84,000				84,000								
TOTAL WATER & SEWER CIP:	26,006,802												
Total Project Costs	35,244,332												
Total All FY2015 Projects	2,831,273	2,753,723						77,550					
Total All FY2016 Projects	2,368,155		2,171,559						196,596				
Total All FY2017 Projects	10,323,782			1,609,186						8,714,596			
Total All FY2018 Projects	957,930				712,334						245,596		
Total All FY2019 Projects	6,241,596					6,200,000						41,596	
Total All FY2020 Projects	12,521,596						12,480,000						41,596







		GENERAL FUND							GDOT / LMIG							SPLOST FUND (2014-2020)						
	Grand Total	Total	FY15	FY16	FY17	FY18	FY19	FY20	Total	FY15	FY16	FY17	FY18	FY19	FY20	Total	FY15	FY16	FY17	FY18	FY19	FY20
PARKS & RECREATION																						
Bazemore Park Fence Replacement	20,366	20,366	20,366																			
Bazemore Park Lights - Debt Service	16,500	16,500	16,500																			
Parks & Recreation Dept. Vehicles	65,879	65,879	20,479	21,500	23,900																	
Gym Prelim Planning/Feasibility Study	20,000	20,000	20,000																			
Equipment (Lawn Mowers, etc.)	35,000	35,000		23,000		12,000																
Senior Center Passenger Van	32,881	32,881	32,881																			
Gator Utility Cart	15,000	15,000			15,000																	
Finish Fence/Backstops Bazemore Park	40,000	40,000		40,000																		
Replace Christmas Pole Decorations	10,000	10,000		10,000																		
TOTAL PARKS & RECREATION CIP:	255,626	255,626																				
COMMUNITY DEVELOPMENT:																						
Building Official Vehicle	25,632	25,632	25,632																			
Plotter/Scanner/Copier for Plans, Mapping, etc.	15,000	15,000		15,000																		
Code Enforcement Vehicles (2)	50,000	50,000			50,000																	
TOTAL COMMUNITY DEVELOPMENT CIP:	90,632	90,632																				
GENERAL GOVERNMENT:																						
IT - New Computers/Software	51,500	51,500	36,500	15,000																		
Maintenance - Traffic Circle Landscaping	7,070	7,070	7,070																			
HR - Classification/Compensation Study	9,000	9,000	9,000																			
GCPD Server for Body Camera Footage	30,431	30,431	30,431																			
HR - Police Dept. Staffing Level Analysis																						
HR - Personnel/Benefits Mgt. Solution Software Module	6,099	6,099	6,099																			
New Finance/Accounting/Utility Billing System	82,500	82,500		82,500																		
Exchange Server Replacement	18,000	18,000		18,000																		
HVAC Replacement (Police Dept.)	95,000	95,000		95,000																		
File Server Replacement	10,000	10,000		10,000																		
Facilities Maintenance Pick Up Truck	24,000	24,000			24,000																	
IT Director Vehicle	26,000	26,000			26,000																	
Digital Media Sign	50,000	50,000		50,000																		
TOTAL GENERAL GOVERNMENT CIP:	409,600	409,600																				
MISCELLANEOUS:																						
City Hall Debt Service @ \$720,000/year	4,314,535															4,314,535	718,030	717,630	717,030	721,230	721,240	719,375
TOTAL MISCELLANEOUS CIP:	4,314,535																					
Total Project Costs																						
Total All FY2015 Projects	2,012,659		496,382							270,906							1,245,371					
Total All FY2016 Projects	2,598,466			1,098,466														1,500,000				
Total All FY2017 Projects	2,704,688				514,616							848,750							1,341,322			
Total All FY2018 Projects	3,038,359					288,087							1,404,750						1,345,522			
Total All FY2019 Projects	2,407,740						213,458							848,750						1,345,532		
Total All FY2020 Projects	2,965,583							224,458							848,750							1,892,375