



# FY2020 Adopted Budget

## CITY OF GARDEN CITY, GEORGIA



CITY OF GARDEN CITY  
INCORPORATED 1939



## FY2020 Adopted Budget

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# FY2020 Adopted Budget

## INTRODUCTION

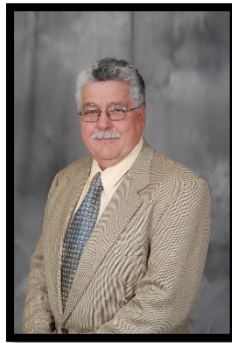


CITY OF GARDEN CITY  
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## Mayor and City Council

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



**Don Bethune**  
Mayor



**Bessie Kicklighter**  
Mayor Pro-tem



**Marcia Daniel**  
District 001



**Debbie Ruiz**  
District 002



**Bruce Campbell**  
District 003



**Rosetta Cody**  
District 004



**Kimberly Tice**  
District 005



## Appointed Officials and Department Directors

### City Manager

Ron Feldner

### City Attorney

James Gerard

### City Clerk / Finance Director

Rhonda Ferrell-Bowles

### Fire Chief

Corbin Medeiros

### Human Resources Director

Pam Franklin

### Information Technology Director

Ben Brengman

### Parks & Recreation Director

Cliff Ducey

### Planning, Zoning & Building Director

Ron Alexander

### Police Chief

Gilbert Ballard

### Public Works Director

Benny Googe

### Special Projects Director

Jackie Jackson



## Our Vision

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

We are committed to achieving this vision through:

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

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



Volunteer Park



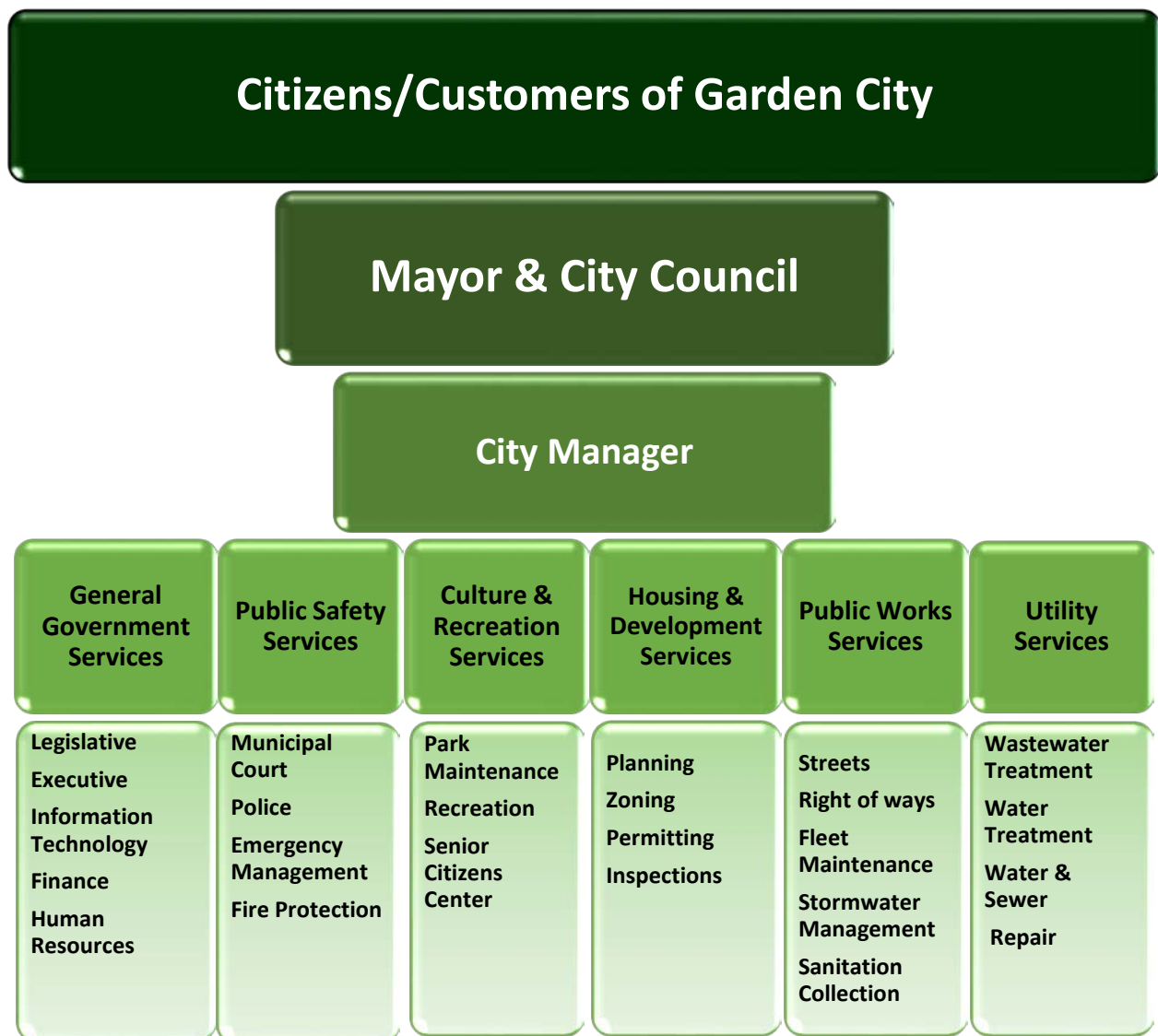
## Our City At-A-Glance

<u>General Data</u>	
Date of Incorporation	1939
Estimated Population (2010 Census)	8,778
Form of Government	Council-Manager
Next Election	November 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





## Organizational Chart by Function





## **Fiscal Year 2020 Annual Budget Introductory**

We are pleased to present the adopted annual budget for fiscal year 2020. The City is committed to ensuring that all budgets are balanced as we follow the leadership of the City Council combined with a commitment on the part of all departments to effectively provide a consistent level of service without substantially increasing expenditures.

In developing the FY2020 Budget, City Council and staff considered outside factors that affect funding decisions such as state and local economic conditions, federal and state mandates, and political and social environment. Based on these factors, the following assumptions were made to guide the development of the annual budget for FY2020:

- The City's tax digest continues to grow each year due to new residential, commercial, and industrial development.
- Occupational tax receipts also continue to grow as new commercial and industrial businesses come to Garden City.
- Local Option Sales Tax (LOST) and Special Purpose Local Option Sales Tax (SPLOST) collections remain strong.
- Investment earnings are continuing to increase as a result of economic recovery.

Once the above assumptions were developed, a thorough review was conducted of the fixed costs such as payroll, debt service and insurance, as well as numerous external factors such as fuel prices, interest rates, etc. To fully fund core services, departments identified appropriate expenditures savings within their department to effectively and efficiently utilize available revenue resources. Expenditures that are not fixed or set by outside forces were reviewed to arrive at a structurally balanced budget for each fund.

The FY2020 budget allows the City to maintain its core services and outstanding service delivery to the community and provide funds for capital improvements to enhance the livability of the citizens. It provides the quality of life services and capital investment our citizens want; it is sustainable, resilient, and continues to move us forward.

The progress we make as a community is only possible through great teamwork and collaboration, both from within our organization and throughout the greater community. The City will continue to make progress and govern responsibly by maintaining focus on financial stability as we continue to address the challenges and opportunities presented for local governments in fiscal 2020.



## Guide to Understanding the Budget

### Budget Objective

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

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

### Budget Strategy – Key Budget Principles

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



## Guide to Reading the Budget

The City of Garden City's Budget document is designed to facilitate understanding of the City's financial plan to provide municipal services during the next year. The Budget indicates how departments and funds are organized to provide services to the citizens of Garden City and visitors to the community. Approved funding levels for FY2020 are summarized in the Fund Summaries, Personnel Summary and Function Summaries sections. Additionally, within the Function Summaries section, each department lists the department description, department goals and objectives, ongoing activities and initiatives, staffing level, summary of expenditures, and changes the budget as compared to last year. The Budget document has been divided into nine (9) sections:

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

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

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

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

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

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

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

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

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





## City's Annual Budget Process

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

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

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

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

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

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

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



## FY2020 Annual Budget Calendar of Events

SCHEDULE	EVENT / ACTIVITY
<b>July 22</b> <b>Workshop</b> <i>Annual Budget Kickoff</i>	<ul style="list-style-type: none"> <li>Mid-Year Financial / Budget Report</li> <li>City Council's budgetary goals &amp; objectives for fiscal year 2020</li> </ul>
<b>Week of July 22</b> <i>Annual Budget Packages</i>	<ul style="list-style-type: none"> <li>Annual Budget preparation packages disseminated to Department Heads.</li> </ul>
<b>August 9</b> <i>Dept. Budget Proposals Due to Finance Director</i>	<ul style="list-style-type: none"> <li>Departmental Annual Budget proposals for fiscal year 2020 submitted to Finance Director.</li> </ul>
<b>August 12 – Sept. 13</b> <i>Budget Development &amp; Preparation</i>	<ul style="list-style-type: none"> <li>Department budget meetings with Finance Director and City Manager.</li> <li>Development and preparation of the Recommended FY2020 Annual Budget document.</li> </ul>
<b>September 16</b> <b>Pre-Agenda Session</b>	<ul style="list-style-type: none"> <li>Submittal of the Recommended FY2020 Annual Budget to City Council for review and consideration.</li> </ul>
<b>September 24</b> <i>City Council FY2020 Budget Retreat</i>	<ul style="list-style-type: none"> <li>City Council Annual Budget Retreat / Work Session               <ul style="list-style-type: none"> <li>Provides for the review and deliberation of recommended operating and capital budgets for fiscal year 2020.</li> </ul> </li> </ul>
<b>October 1</b> <i>City Council FY2020 Budget Retreat</i>	<ul style="list-style-type: none"> <li>City Council Annual Budget Retreat / Work Session               <ul style="list-style-type: none"> <li>Provides for review and deliberation of recommended operating and capital budgets for fiscal year 2020.</li> </ul> </li> </ul>
<b>October 14</b> <i>Budget Workshop</i>	<ul style="list-style-type: none"> <li>City Council Annual Budget Workshop               <ul style="list-style-type: none"> <li>Provides for the final review and deliberation by City Council of the proposed FY2020 Operating &amp; Capital Budgets.</li> </ul> </li> </ul>
<b>October 15 - 25</b> <i>Public Commentary</i>	<ul style="list-style-type: none"> <li>Proposed Annual Budget balanced and prepared for fiscal year 2020.</li> <li>Publication of proposed Annual Budget public hearing and adoption public notice ad.</li> <li>Proposed FY2020 Annual Budget available for public review.</li> </ul>
<b>November 4</b> <b>City Council Meeting</b> <i>Proposed FY2020 Annual Budget Public Hearing/Presentation</i>	<ul style="list-style-type: none"> <li>Public Hearing - Presentation of the proposed FY2020 Annual Budget for public questions and comment.</li> </ul>
<b>November 18</b> <b>City Council Meeting</b> <i>FY2020 Annual Budget Adoption</i>	<ul style="list-style-type: none"> <li>Action by City Council to adopt the Annual Budget for fiscal year 2020.</li> </ul>
<b>January 1</b> <b>Implementation</b>	<ul style="list-style-type: none"> <li>FY2020 adopted Annual Budget implemented January 1<sup>st</sup>.</li> <li>Monitoring of revenues and expenses to Budget estimates throughout the fiscal year.</li> </ul>



## Budget Control Guidelines

### Budget Control Guidelines & Monitoring

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

### Expenditure Control

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

### Purchasing

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

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

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

### Debt

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

## **Budget Control Guidelines**

*(Continued)*

### **Capital Improvement**

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

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

### **Investment**

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

### **Budget Adjustments/Amendments**

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

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

### **Budgets and Budgetary Accounting**

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



# **FY2020 Adopted Budget**

## **PERSONNEL SUMMARY**

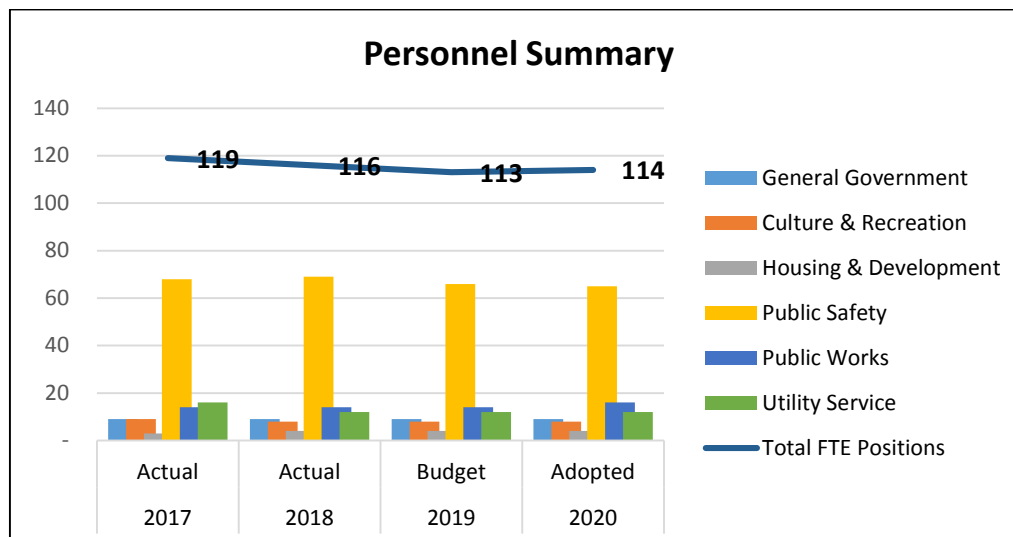


**CITY OF GARDEN CITY  
INCORPORATED 1939**

## Personnel Summary

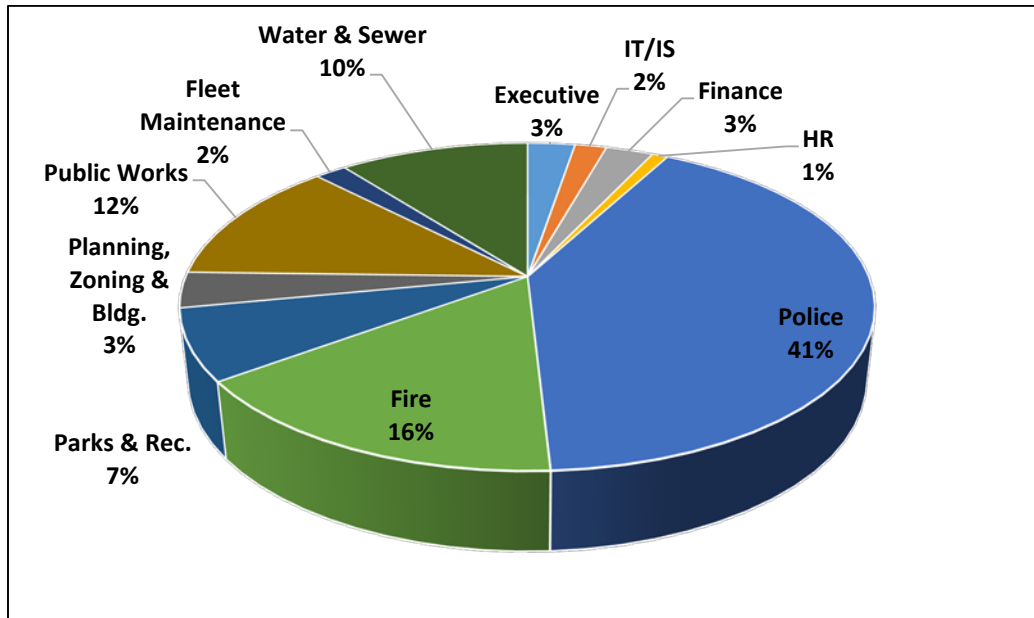
The City of Garden City is committed to a level of excellence in the quality and delivery of all programs and services. In the adopted FY2020 budget, 114 full-time employees (FTEs) are approved to meet the daily needs of our citizens and visitors. These employees preserve our public safety, ensure our water is clean and available upon demand, preserve our economic well-being by attracting businesses and supporting commerce, maintain our streets and other infrastructure, protect our homes and businesses, provide our youth and seniors with quality programs, and handle the numerous daily duties necessary in the delivery of services to its citizens.

<b>Full-Time Employee (FTE) Positions</b>				
<b>Service Function / Department</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
<b>GENERAL GOVERNMENT</b>				
Executive	3	3	3	3
Finance	3	3	3	3
Information Technology	2	2	2	2
Human Resources	1	1	1	1
<b>General Government FTE Positions</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>
<b>Culture &amp; Recreation</b>				
Parks & Recreation (Includes Senior Center)	9	8	8	8
<b>Culture &amp; Recreation FTE Positions</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Housing &amp; Development</b>				
Planning, Zoning & Building	3	4	4	4
<b>Community Development FTE Positions</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>PUBLIC SAFETY</b>				
Police Protection	50	51	48	47
Fire Protection	18	18	18	18
<b>Public Safety FTE Positions</b>	<b>68</b>	<b>69</b>	<b>66</b>	<b>65</b>
<b>PUBLIC WORKS</b>				
Public Works (Includes Stormwater)	12	12	12	14
Fleet Maintenance (Vehicle Center)	2	2	2	2
<b>Public Works &amp; Utilities FTE Positions</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>16</b>
<b>Utility Service</b>				
Water & Sewer Operations	16	12	12	12
<b>Public Works &amp; Utilities FTE Positions</b>	<b>16</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>Total FTE Positions</b>	<b>119</b>	<b>116</b>	<b>113</b>	<b>114</b>



## Personnel Summary

**FY2020 Full-time Personnel by Department**



### Highlights

Over half of the employees of the City provide direct service to the citizens of Garden City. As shown in the chart above, the Police Department makes up 41% of the total workforce. The Fire Department employees the next largest portion of the City's workforce with 16%.

In FY2020, the City continues its commitment to keep staffing levels at a minimum. Only those positions that are vacated and are necessary will be filled by the City.

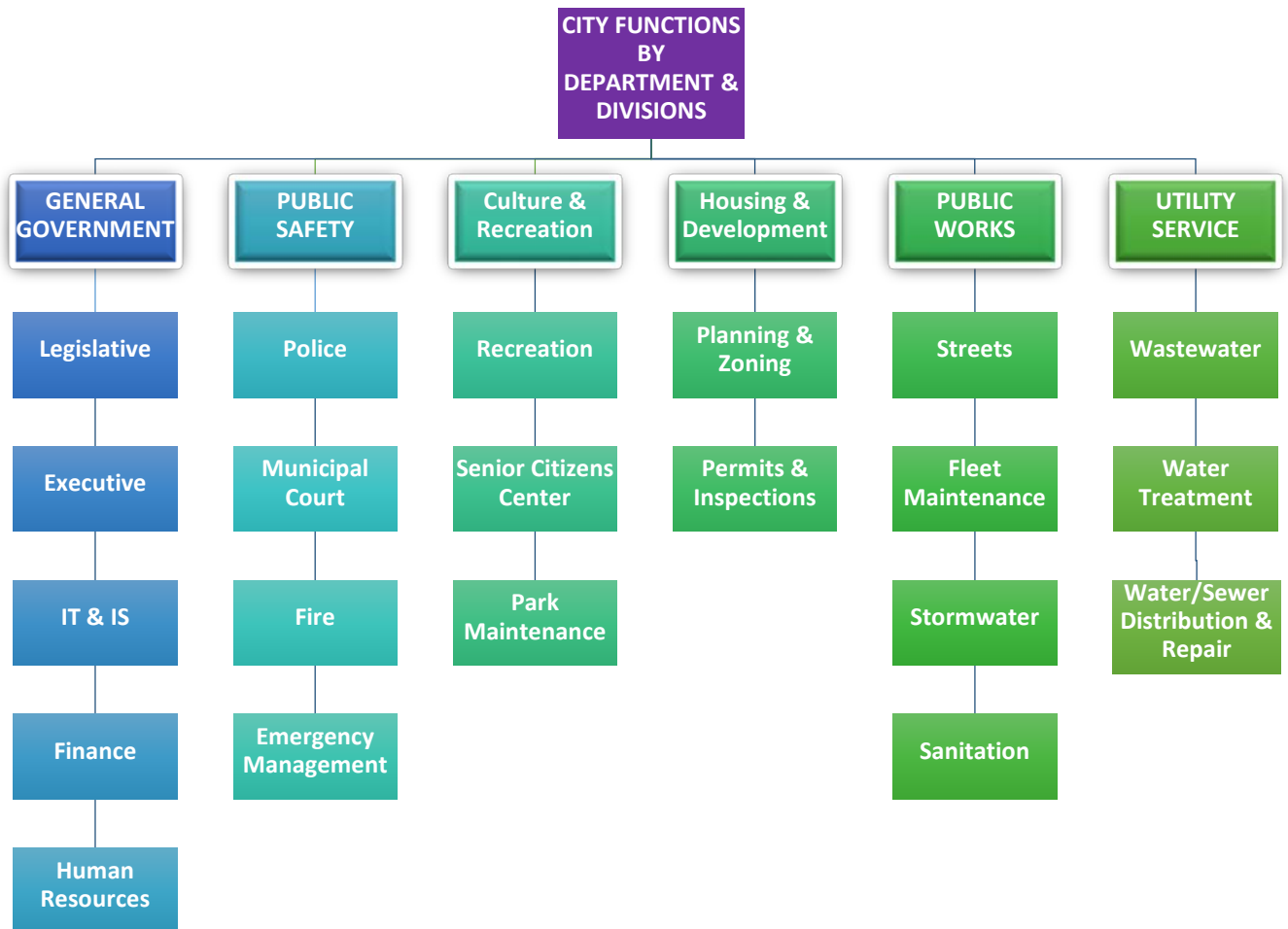
The FY2020 budget funds the salary and fringe benefits package offered to all employees. The budget also reflects personnel services funds appropriated to implement a human resource system with its primary goal to establish an environment which affords each employee the opportunity to be as productive as possible. This goal is met through human resource planning, recruitment and selection, orientation, employee services, benefits administration, performance appraisal, wage and salary administration, and pension plan administration.

The most valuable resources of any municipality are its employees, as they play a crucial role in accomplishment of the aims and objectives of the City. Therefore, the focus of the Human Resource Department is to deal with the manpower and all the decisions related to it that have an impact on productivity. One area of that focus – employee compensation and benefits management – is of primary importance to the City's ability to attract and retain the best of the available workforce.

## Personnel Summary

### City Functions

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





## Personnel Summary

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

### General Fund FTE Positions

<u>Executive</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
City Manager	1	1	1	1	Exempt
City Clerk / Finance Director	1	1	1	1	Exempt
Special Projects Coordinator	1	1	1	1	Exempt
<b>Total Executive</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<u>Information Technology</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
IT/IS Director	1	1	1	1	Exempt
IT/IS Technician	1	1	1	1	Non-Exempt
<b>Total Information Technology</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	
<u>Finance</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Senior Accounting Technician	1	1	1	1	Exempt
Accounting Technician	2	2	2	2	Non-Exempt
<b>Total Finance</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<u>Human Resources</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Human Resources Director	1	1	1	1	Exempt
<b>Total Human Resources</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<u>Police Department</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Chief of Police	1	1	1	1	Exempt
Major	1	--	--	--	Exempt
Captain (CID)	2	2	1	2	Exempt
Lieutenant	2	3	4	3	Non-Exempt
Sergeant	5	5	5	5	Non-Exempt
Corporal	4	5	5	5	Non-Exempt
Detectives (CID)	5	4	4	4	Non-Exempt
Training Officer (Sgt.)	1	1	1	1	Non-Exempt
Community Relations Officer	1	1	1	1	Non-Exempt
Code Enforcement Supervisor	--	1	1	1	Exempt
Code Enforcement Officer	--	--	--	1	Non-Exempt
Patrol Officers	15	15	13	12	Non-Exempt
Traffic Unit / K9	2	2	1	3	Non-Exempt
CNT Officers	2	2	2	1	Non-Exempt
Executive Assistant to Chief of Police	1	1	1	1	Exempt
Evidence Custodian/Accreditation	1	1	1	1	Non-Exempt
Municipal Court Clerk	1	1	1	1	Non-Exempt
Deputy Court Clerk	1	1	1	1	Non-Exempt
Records Clerk	2	2	2	2	Non-Exempt
Records Clerk/Lobby Receptionist	1	1	1	1	Non-Exempt
Code Enforcement Officers	2	2	2	--	Non-Exempt
<b>Total Police</b>	<b>50</b>	<b>51</b>	<b>48</b>	<b>47</b>	

## Personnel Summary

### General Fund FTE Positions (Continued)

<u>Senior Citizens Center</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Senior Center Program Manager	1	1	1	1	Exempt
Senior Center Cook	1	--	--	--	Non-Exempt
<b>Total Senior Citizens Center</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	
<u>Parks &amp; Recreation</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Director of Parks & Recreation	1	1	1	1	Exempt
Recreation Program Coordinator	1	1	1	1	Non-Exempt
After-School Program Coordinator	1	1	1	1	Non-Exempt
Senior Groundskeeper	1	1	1	1	Non-Exempt
Parks & Recreation Technician	2	2	2	1	Non-Exempt
Administrative Assistant	1	1	1	1	Non-Exempt
<b>Total Parks &amp; Recreation</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	
<u>Planning, Zoning &amp; Building</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Director of Planning & Zoning	1	1	1	1	Exempt
Building Inspector	1	1	1	1	Exempt
Code Enforcement Officers	--	--	--	--	Non-Exempt
Administrative Assistants	1	2	2	2	Non-Exempt
<b>Total Planning, Zoning &amp; Building</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	
<u>Public Works</u> <i>(Streets &amp; Right-of-ways)</i>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Director of Public Works	1	1	1	1	Exempt
Executive Assistant	1	1	1	1	Exempt
Public Works Supervisor	1	1	1	1	Exempt
Public Works Crew Leader	3	3	3	3	Non-Exempt
Public Works Technician	2	2	2	4	Non-Exempt
Heavy Equip. Operator	4	4	4	4	Non-Exempt
<b>Total Public Works</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>14</b>	
<u>Fleet Maintenance</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Senior Mechanic	1	1	1	1	Non-Exempt
Mechanic	1	1	1	1	Non-Exempt
<b>Total Fleet Maintenance</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	
<b>Total General Fund</b>	<b>85</b>	<b>86</b>	<b>83</b>	<b>84</b>	

## Personnel Summary

### Fire Protection Fund FTE Positions

Fire Department	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Fire Chief	1	1	1	1	Exempt
Assistant Fire Chief/Training Officer	1	1	1	1	Exempt
Fire Captain	1	1	1	3	Exempt
Administration / Safety Coordinator	1	1	1	1	Non-Exempt
Firefighter	14	14	14	12	Non-Exempt
<b>Total Fire Protection Fund</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	

### Water & Sewer Fund FTE Positions

Water & Sewer Operations	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Water/Sewer Department Supervisor	1	1	1	1	Exempt
Utility Services Manager (Billing/Finance)	1	1	1	1	Exempt
Utility Services Tech.	1	3	3	3	Non-Exempt
Senior Meter Reader	1	1	1	1	Non-Exempt
Water/Sewer Repair Foreman	1	1	1	1	Non-Exempt
Water/Sewer Repair Technicians	5	5	5	5	Non-Exempt
<b>Total Water &amp; Sewer Fund</b>	<b>16</b>	<b>12</b>	<b>12</b>	<b>12</b>	

# FY2020 Adopted Budget

## FUND SUMMARIES



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

## Budgeting by Fund

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

### GOVERNMENTAL FUNDS

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

#### GENERAL FUND

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

#### CAPITAL PROJECTS FUND (SPLOST Fund)

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

#### SPECIAL REVENUE FUNDS

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

### PROPRIETARY FUNDS

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

**Fire Protection  
Fund**

**Stormwater  
Fund**

**Sanitation  
Fund**

**Water/Sewer  
Fund**

## Basis of Accounting

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

### Budget Basis

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

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

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

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

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



## Governmental Funds

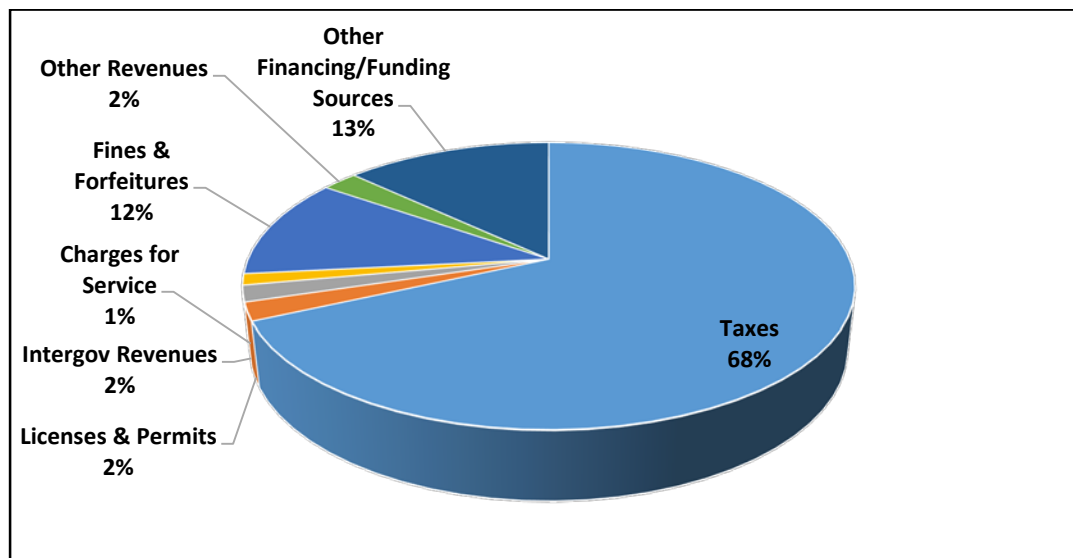
### General Fund

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

### General Fund FY2020 Budget Overview

**Revenue:** The adopted General Fund FY2020 budget is balanced based on the projected revenue collection for fiscal year 2020. Projected revenues total \$10,153,034. This represents a 4% increase when compared to the FY2019 budget. The increase in the general fund revenue is mainly attributed to an increase in fines and forfeitures based on a fully staffed police department in 2020 and various adjustments in the schedule of municipal court fines/fees. Other general fund revenue resources were reduced and increased in specific areas (i.e. taxes, charges for service, etc.) to more closely align the budget with projected revenue collections for FY2020.

### Where the Money Comes From - FY2020 Total General Fund Revenues \$10,153,034



# Governmental Funds

## General Fund

### General Fund FY2020 Detail Revenue Summary

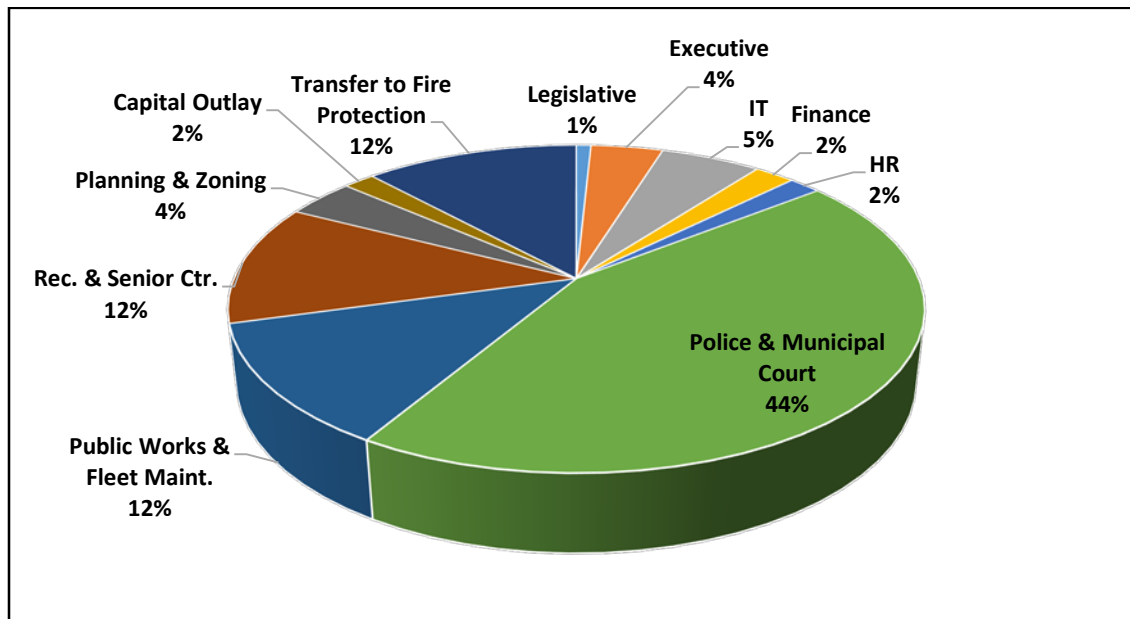
<b>General Fund Revenue</b>				
<b>Revenue Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Property Tax	1,530,878	1,575,731	1,515,000	1,575,000
Ad Valorem Tax (Railroad Equipment)	4,201	4,158	5,000	5,000
Real Estate Transfer Intangible	49,303	70,971	45,000	50,000
Franchise Taxes - Electric	641,147	613,200	610,000	650,000
Franchise Taxes - Gas	27,662	29,012	30,000	30,000
Franchise Taxes - TV Cable	93,066	92,158	95,000	90,000
Franchise Taxes - Telephone	44,734	42,189	50,000	45,000
NSF Fees - Occ. Taxes	35	35	50	50
NSF Fees - Not Occ. Taxes	140	35	250	250
Local Option Sales & Use Taxes	3,178,170	3,460,712	3,149,854	3,170,000
Alcoholic Beverage Excise Tax	158,596	158,892	150,000	155,000
Local Option Mixed Drink Excise Taxes	8,892	11,735	10,000	10,000
Energy Excise Tax	55,350	64,351	40,000	50,000
Business & Occupation Taxes	474,938	479,266	490,000	475,000
Insurance Premium Taxes	579,008	624,432	520,000	575,000
Finance Institutions Taxes	34,348	33,170	35,000	35,000
Penalties/Interest Delinquent Taxes	9,984	36,140	10,000	10,000
<b>Total Taxes</b>	<b>6,890,453</b>	<b>7,296,187</b>	<b>6,755,154</b>	<b>6,925,300</b>
Bus. Lics. Alcoholic Beverages	49,633	45,698	45,000	45,000
Non-Business License & Permits	8,780	15,046	12,000	12,000
Regulatory Fees - Bldg. Structures	58,665	81,935	45,000	50,000
Entertainment Regulatory Fees	-	250	250	100
Other Regulatory Fees	95,869	94,605	100,000	100,000
Penalties/Interest Delinquent Taxes (Other)	300	200	500	500
<b>Total Licenses &amp; Permits</b>	<b>213,247</b>	<b>237,735</b>	<b>202,750</b>	<b>207,600</b>
Federal Gov. Grant (FEMA)	602,693	98,056	-	-
Justice Assistance Grant (JAG)	-	23,783	-	-
State Grants	6,250	5,000	-	11,273
Local Gov. Chat. Co. Grants	171,798	176,419	170,500	175,000
<b>Total Intergovernmental</b>	<b>780,741</b>	<b>303,258</b>	<b>170,500</b>	<b>186,273</b>
Election Fees	324	-	1,000	-
Accidents Reports	3,745	3,225	3,000	3,000
Garden City Gym	20,363	21,984	25,000	25,000
Rental Income Pool	114	228	250	250
Stadium Receipts	25,500	27,304	25,000	25,000
Senior Center Revenue	20,293	20,126	20,500	20,000
Summer Camp Revenue	33,305	37,936	32,000	30,000
Chain Baseball Field Rental	2,700	3,300	2,800	3,000
Program Fees	17,969	20,464	17,000	17,000
Recreation Concession Revenue	400	455	1,000	500
Nuisance Abatement	-	4,009	1,000	5,000
<b>Total Charges For Services</b>	<b>124,713</b>	<b>139,032</b>	<b>128,550</b>	<b>128,750</b>
Fines & Forfeitures	743,474	792,434	825,000	1,150,000
Unclaimed Cash Bonds	-	5,460	1,000	1,000
Proceeds from Sale of Confiscated Assets	-	11,545	1,000	1,000
<b>Total Fines &amp; Forfeitures</b>	<b>743,474</b>	<b>809,439</b>	<b>827,000</b>	<b>1,152,000</b>
Investment Income	24,051	40,302	20,000	35,000
<b>Total Investment Income</b>	<b>24,051</b>	<b>40,302</b>	<b>20,000</b>	<b>35,000</b>
Contributions/Donations Private Sources	14,350	-	5,000	5,000
Cooper Center Donations	-	-	-	-
Rents & Royalties - Mobile Tower	148,112	158,509	140,000	145,000
Rents & Royalties - Entertainment	870	355	500	500
Reimbursement for Damaged Property	17,616	15,141	10,000	10,000
Other Scrap Sales	1,237	2,616	10,000	10,000
Miscellaneous	21,486	34,033	25,000	25,000
<b>Total Other Sundry Revenue</b>	<b>383,177</b>	<b>210,654</b>	<b>190,500</b>	<b>195,500</b>
Transfers in - Hotel/Motel Fund	199,259	162,633	192,500	160,000
Transfer in - Water/Sewer Fund	150,000	150,000	150,000	150,000
Transfer in - Stormwater Fund	45,000	45,000	45,000	45,000
Proceeds from Sale of Fixed Assets	-	5,727	43,000	10,000
Appropriation of Prior Year's Fund Balance	-	-	1,061,286	957,611
<b>Total Other Financing Sources</b>	<b>394,259</b>	<b>363,360</b>	<b>1,491,786</b>	<b>1,322,611</b>
<b>Total General Fund Revenue</b>	<b>9,554,114</b>	<b>9,399,967</b>	<b>9,786,240</b>	<b>10,153,034</b>

## Governmental Funds

### General Fund

**Expenditures:** The increase in the general fund expenditures is largely attributed to capital improvement investments in parks and recreation and increasing personnel and operating costs associated with the delivery of core services.

### Where the Money Goes – FY2020 Total General Fund Expenditures \$10,153,034



### General Fund FY2020 Budget by Department / Function

GENERAL FUND SUMMARY				
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Legislative	60,112	68,460	62,950	82,750
Executive	428,476	399,086	399,100	405,759
Information Technology	483,613	537,767	507,525	565,025
Finance	246,179	273,314	219,550	226,457
Human Resources	141,727	155,074	200,090	179,960
Municipal Court	102,750	98,200	97,000	100,000
Police	4,209,809	4,095,415	4,127,930	4,390,054
Emergency Management	5,827	514	10,000	11,000
Public Works	981,283	857,186	898,900	1,047,100
Fleet Maintenance	153,227	161,204	135,650	175,500
Senior Center	194,608	178,164	188,595	199,975
Parks & Recreation	825,834	761,168	1,067,500	1,011,200
Planning & Zoning	328,651	383,053	369,950	388,040
<b>Operating Expenditures</b>	<b>8,162,096</b>	<b>7,968,605</b>	<b>8,284,740</b>	<b>8,782,820</b>
<b>Capital Outlay Expenditures</b>	<b>150,373</b>	<b>521,328</b>	<b>431,000</b>	<b>177,071</b>
<b>Transfer Out to Fire Protection Fund</b>	<b>950,980</b>	<b>1,037,800</b>	<b>1,070,500</b>	<b>1,193,143</b>
<b>General Fund Expenditures</b>	<b>9,263,449</b>	<b>9,527,733</b>	<b>9,786,240</b>	<b>10,153,034</b>

## Governmental Funds

### Capital Projects Fund

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

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

#### **SPLOST Fund FY2020 Budget Summary**

The adopted FY2020 SPLOST Fund budget is balanced based on the projected revenue collections for fiscal year 2020. Projected revenues total \$1,955,000. The decrease in the SPLOST Fund expenditures is due to the infrastructure improvements at Town Center nearing completion. FY2020 SPLOST funding will provide for completing the infrastructure improvements for the development of Town Center; engineering and design services for street improvements (i.e. Wheathill Road & Dean Forest/Prosperity Drive Connector); upgrades and replacement of public safety vehicles and equipment; and debt service obligations for city hall and public safety vehicles.

<b>SPLOST FUND</b>				
<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
SPLOST Revenue	1,552,483	1,550,312	1,534,933	1,555,000
Capital Lease Proceeds (PD Vehicles)	-	135,498	280,465	300,000
State Aid (LMIG)	1,188,911	99,049	100,000	100,000
Roberts Properties/Town Center Development Proceeds	-	1,299,815	-	-
Carryover from prior year	708,432	-	676,430	-
<b>Total Revenues</b>	<b>3,449,826</b>	<b>3,084,674</b>	<b>2,591,828</b>	<b>1,955,000</b>
<b>Town Center Development</b>	<b>59,731</b>	<b>360,456</b>	<b>678,120</b>	<b>254,112</b>
<b>Chatham Parkway Improvements:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Road Re-construction	2,526,676	469,556	-	-
<b>City Street Paving &amp; Right of Way Improvements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Wheathill Road Engineering & Design	-	-	250,000	250,000
Dean Forest Road/Prosperity Drive Connector	-	6,612	50,000	50,000
<b>Fire Station #2 (Hwy. 80) Facility Renovations/Upgrades</b>	<b>10,753</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fire Department Vehicles &amp; Equipment:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
GCFD Replacement of Bay Station Radios	-	-	25,000	-
GCFD 1.75 Fire Hose	-	-	-	8,800
GCFD Vehicle Computers / CAD Integration	-	-	-	30,000
GCFD Fire Extinguisher Trainer	-	-	20,634	20,634
<b>Police Department Vehicles &amp; Equipment:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
GCPD Vehicles +Equipment	149,634	134,701	304,967	300,000
GCPD Replacement of Portable Radios	-	-	235,360	-
GCPD Tasers & Equipment	54,462	-	-	-
GCPD Radar Traffic Trailer	-	-	7,500	-
<b>Debt Service:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
City Hall Debt Service	540,000	555,000	565,000	647,188
City Hall Loan Interest	177,030	166,230	78,120	72,188
Tanker Truck - Capital Lease Payment (FY15-FY20)	51,292	49,286	51,292	52,631
Tanker Truck - Capital Lease - Interest	-	1,973	1,895	259
GCPD 2018 (6) Vehicles - Capital Lease Payment	-	-	93,452	93,452
Police Vehicles Interest - Capital Lease	-	-	5,727	5,727
<b>Transfer Out to Fire Protection Fund:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
FY19 Pumper Trucks Debt Service (\$152,715)	-	152,724	152,715	152,715
FY19 Fire Protection Fund Equipment (Less Than \$5,000 ea. / 1yr Life)	-	13,364	72,046	17,295
<b>Total Expenditures</b>	<b>3,569,577</b>	<b>1,909,901</b>	<b>2,591,828</b>	<b>1,955,000</b>

## Governmental Funds

### Special Revenue Funds

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

#### Confiscated Assets Fund FY2020 Budget Summary

The adopted Confiscated Assets Fund FY2020 budget totals \$5,000. The Confiscated Assets Fund is used to account for funds received from participation in drug related cases. The monies are used by the City of Garden City Police Department to purchase necessary equipment and supplies; it cannot be used for wages and benefits.

<b>Confiscated Assets Fund</b>				
	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
<b>Revenue</b>				
Cash Confiscation	3,420	19,494	5,000	2,500
Other Refunds	9,213	7,500	-	2,500
<b>Total Revenue</b>	<b>12,633</b>	<b>26,994</b>	<b>5,000</b>	<b>5,000</b>
<b>Expenditures</b>				
Dues & Fees	1,500	-	250	-
Contracts & Agreements	-	1,163	-	-
Supplies	1,500	1,926	750	1,000
Small Equipment	3,000	-	1,000	1,000
Other Supplies - Uniforms	-	1,770	-	-
Canine Supplies	5,309	4,347	3,000	3,000
<b>Total Expenditures</b>	<b>11,309</b>	<b>9,205</b>	<b>5,000</b>	<b>5,000</b>

#### Hotel/Motel Tax Fund FY2020 Budget Summary

The adopted Hotel/Motel Tax Fund FY2020 budget totals \$362,000. The Hotel/Motel Tax Fund The Hotel Motel Fund is used to account for funds received from a 6% hotel/motel tax placed on hotels and motels in the area. Monies are distributed as mandated in the city ordinance to promote tourism in the City.

<b>Hotel/Motel Tax Fund</b>				
<b>Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
<b>Total Revenue</b>	<b>361,378</b>	<b>362,180</b>	<b>385,000</b>	<b>362,000</b>
<b>Expenditures</b>				
Payments to Other Agencies ( <i>Sav. Trade Ctr.</i> )	60,242	66,529	64,180	60,345
Transfers Out to General Fund	180,689	162,633	192,500	181,000
Transfers Out to Tourism Board	120,447	133,019	128,320	120,655
<b>Total Expenditures</b>	<b>361,378</b>	<b>362,180</b>	<b>385,000</b>	<b>362,000</b>

#### Tourism Fund FY2020 Budget Summary

The adopted Tourism Board Fund FY2020 budget totals \$398,200. 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.

<b>Tourism Board Fund</b>				
	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Hotel/Motel Taxes	120,447	94,242	128,320	120,655
Tourism Board Interest Earned Income	25	12	250	200
Other Revenues	-	-	45,000	31,000
Prior Year Fund Balance	-	-	84,880	246,345
<b>Total Revenue</b>	<b>120,472</b>	<b>94,254</b>	<b>258,450</b>	<b>398,200</b>
Personnel Services	-	-	-	30,000
Advertising	-	-	73,750	70,000
Dues & Fees	-	-	45,000	45,000
Contracts & Agreements	30,768	56,255	44,400	45,000
General Supplies & Materials	-	-	10,300	58,200
Food, Flowers & Banquets (Special Events, etc.)	-	-	85,000	150,000
Dotson Warren House	-	-	-	-
<b>Total Expenditures</b>	<b>30,768</b>	<b>56,255</b>	<b>258,450</b>	<b>398,200</b>

## Proprietary Funds

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

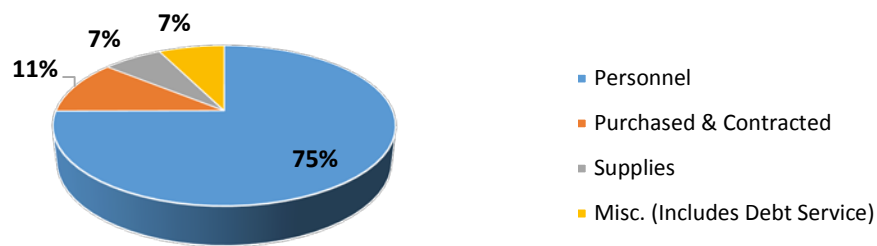
### Fire Protection Fund FY2020 Budget Summary

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

The adopted FY2020 Fire Protection Fund Budget is balanced based on the projected revenue collections for fiscal year 2020. Projected revenues total \$2,114,653, which includes the transfer in from the SPLOST Fund and the General Fund. This is reflective of the City Council's recommendation to keep the fire protection fee/rate at \$12.50 per REU for FY2020. The 3% increase in expenditures for fire protection services is attributed mainly to costs associated with personnel services, equipment replacement, and debt service. Additional information regarding the function of the Fire Protection Fund is available in the Public Safety Function Section.

FIRE PROTECTION FUND		2017	2018	2019	2020
Revenue Category		Actual	Actual	Budget	Adopted
Total Fire Protection Fees		535,969	538,013	671,700	700,000
Total Fire Fees (collected with fines)		38,710	42,461	35,000	-
Total Accident Recovery Fees		19,117	17,374	25,000	20,000
Total Fire Line Fees		25,323	26,837	30,000	30,000
Contributions from Private Sources		10,753	20,837	-	-
Total Capital Lease Proceeds		2,119	-	-	-
Total Miscellaneous Revenues		-	26,708	1,000	1,500
Total Transfers In From SPLOST Fund		-	152,724	224,761	170,010
Total Transfers In From General Fund		1,073,718	1,393,521	1,070,500	1,193,143
<b>Total Revenue</b>		<b>1,705,709</b>	<b>2,218,475</b>	<b>2,057,961</b>	<b>2,114,653</b>
Expenditure Category		Actual	Budget	Budget	Adopted
Total Personnel Services & Benefits		1,429,129	1,561,481	1,480,000	1,584,538
Total Purchased & Contracted		185,291	188,290	217,700	231,800
Total Supplies & Expenditures		113,477	149,608	131,500	141,600
Total Miscellaneous		482,587	490,769	186,715	156,715
Total Capital Expenditures		26,973	-	42,046	-
<b>Total Expenditures</b>		<b>2,237,457</b>	<b>2,390,148</b>	<b>2,057,961</b>	<b>2,114,653</b>

**FY2020 Fire Protection Fund Expenditures By Category**





## Proprietary Funds

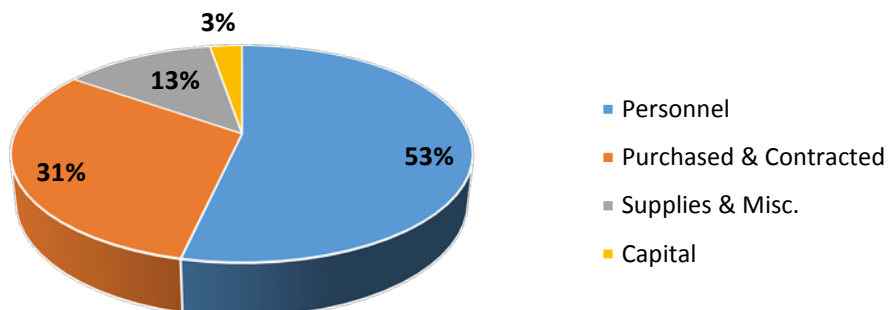
### Stormwater Fund FY2020 Budget Summary

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

The adopted FY2020 Stormwater Fund Budget is balanced based on the projected revenue collections for fiscal year 2020. Projected revenues total \$927,585. The City Council recommended to keep the stormwater fee/rate at \$4.75 per REU for FY2020. The slight increase in revenues is attributed to commercial and industrial growth within the City. Expenditures were reduced and increased in specific areas of operation to more closely align the budget with projected costs for fiscal year 2020. Additional information regarding the function of the Stormwater Fund is available in the Public Works Function Section.

<b>STORMWATER FUND</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Revenue Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
NPDES Erosion Control Fee	548	2,039	3,000	3,000
Total Stormwater Utility Fees	911,748	923,307	911,204	924,585
<b>Total Revenues</b>	<b>912,296</b>	<b>925,346</b>	<b>914,204</b>	<b>927,585</b>
<b>Expenditure Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
Total Personnel Services & Benefits	436,447	453,459	471,000	496,743
Total Purchased & Contracted	302,437	249,530	274,850	289,200
Total Supplies & Expenditures	26,199	12,177	25,000	15,000
Total Miscellaneous	228,433	230,859	96,354	101,742
Total Capital Expenditures	-	-	47,000	24,900
<b>Total Expenditures</b>	<b>993,516</b>	<b>946,025</b>	<b>914,204</b>	<b>927,585</b>

**FY2020 Stormwater Fund  
Expenditures By Category**



## Proprietary Funds

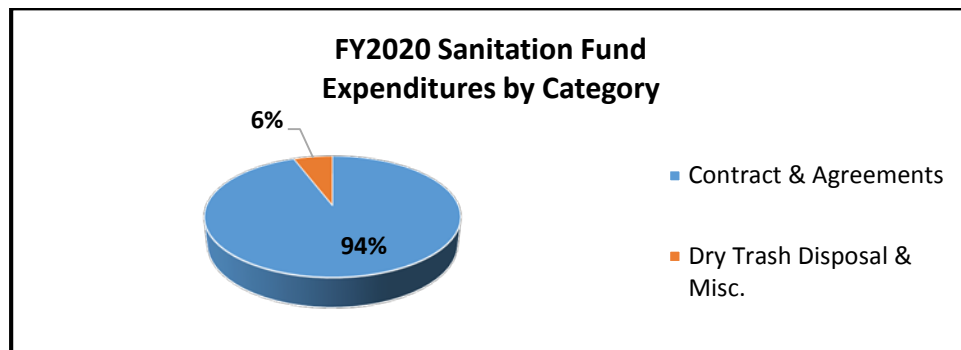
### Sanitation Fund FY2020 Budget Summary

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

The adopted FY2020 Sanitation Fund Budget is balanced based on the projected revenue collections for fiscal year 2020. Projected revenues total \$426,262, which includes the transfer in from the stormwater fund.

The increase in expenditures for sanitation is due to annual cost adjustments in Waste Management's contract for dry trash disposal fees. The City Council recommended a rate increase effective January 1, 2020 from \$15.84 per home to \$17.50 per home (or \$1.66 per month). This increase is only a pass through to pay for increased costs in Waste Management's contract due to an increase in recycling processing fees. Additional information regarding the function of the Sanitation Fund is available in the Public Works Function Section.

<b>SANITATION FUND</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Revenue Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
Total Refuse Collection Charges	333,567	339,266	351,736	396,250
FEMA Reimbursement - Hurricane Irma	-	26,650	-	-
Total Interest Revenue	11	12	12	12
Total Transfer In From Stormwater	30,000	30,000	30,000	30,000
<b>Total Revenue</b>	<b>363,578</b>	<b>395,928</b>	<b>381,748</b>	<b>426,262</b>
<b>Expenditure Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>
Total Contracts & Agreements	343,530	355,851	356,736	401,250
Total Dry Trash Disposal Expenses	45,029	30,120	25,000	25,000
Total Miscellaneous Expenses	10	6,403	12	12
<b>Total Expenditures</b>	<b>388,569</b>	<b>392,374</b>	<b>381,748</b>	<b>426,262</b>



## Proprietary Funds

### Water & Sewer Fund FY2020 Budget Summary

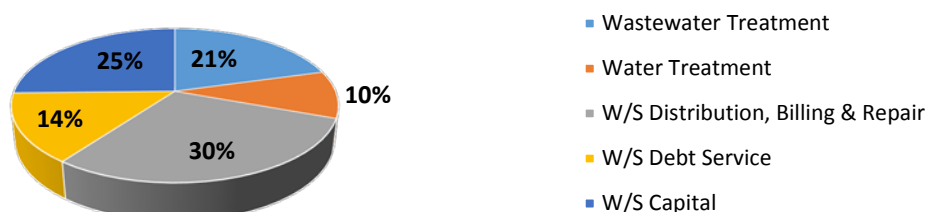
The Water/Sewer Fund is divided into three divisions which provide the City with safe, potable drinking water while maintaining an environmentally safe operation. The Water/Sewer Fund encompasses the Wastewater Collection & Treatment; Water Treatment; Water/Sewer Billing, Distribution & Repair; and Water/Sewer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

The adopted FY2020 Water/Sewer Fund Budget is balanced based on the projected revenue collections for fiscal year 2020. Projected revenues total \$5,343,729 (includes GEFA Loans and FEMA reimbursement). This represents a slight increase of 0.4%, which is reflective of the recommendation by City Council that the sewer rates be adjusted by approximately 1.5% and that the water rates be increased by 1.5% (or 3% total). For a typical residential water and sewer customer using 5,000 gallons per month, this equates to a monthly increase from \$52.55 in FY2019 to \$54.21 in FY2020 (or \$1.66 per month). This increase is consistent with the small incremental rate increases that the City has implemented over the last few years.

The increase in the Water/Sewer Fund expenditures is attributed to costs associated with equipment replacement, depreciation, capital improvements, and debt service. Additional information regarding the function of the Water/Sewer Fund is available in the Water & Sewer Fund Function Section.

<b>WATER &amp; SEWER FUND</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>\$</b>	<b>%</b>
Revenue Category	Actual	Actual	Budget	Adopted	Change	Change
Total Water Revenues	1,486,852	1,515,077	1,504,940	1,560,529	55,589	4%
Total Water Tap Fees	9,699	28,494	20,000	25,000	5,000	25%
Total Sewer Revenues	2,151,012	2,161,513	2,209,197	2,226,200	17,003	1%
Total Sewer Tap Fees	113,665	82,400	25,000	30,000	5,000	20%
Administrative Fees	89,548	88,575	100,000	100,000	-	0%
Other Revenues & Penalties	173,717	257,639	180,000	180,000	-	0%
Investment Earnings	17,190	37,051	15,000	30,000	15,000	100%
Rents and Royalties	833	768	1,000	1,000	-	0%
Miscellaneous Revenues	26,127	42,798	40,000	41,000	1,000	3%
<b>Operating Revenue</b>	<b>4,068,643</b>	<b>4,214,315</b>	<b>4,095,137</b>	<b>4,193,729</b>	<b>98,592</b>	<b>2.4%</b>
GEFA L07WJ Loan Proceeds	227,128	571,734	550,000	-	(550,000)	-100%
FEMA Reimbursement	-	-	675,000	675,000	-	0%
Appropriation from prior year fund balance	-	-	-	475,000	475,000	100%
<b>Other Financing/Funding Sources</b>	<b>227,128</b>	<b>571,734</b>	<b>1,225,000</b>	<b>1,150,000</b>	<b>(75,000)</b>	<b>-6%</b>
<b>Total Revenue</b>	<b>4,295,771</b>	<b>4,786,049</b>	<b>5,320,137</b>	<b>5,343,729</b>	<b>23,592</b>	<b>0.4%</b>
Expenditure Category	Actual	Actual	Budget	Adopted	Change	Change
Total Wastewater Treatment Expenses	1,066,859	1,378,571	1,017,243	1,104,100	86,857	9%
Total Water Treatment Expenses	329,189	559,721	458,158	529,985	71,827	16%
Total W/S Billing, Distribution, Repair Expenses	1,945,434	2,153,322	1,657,897	1,579,012	(78,885)	-5%
Total W/S Debt Service	495,162	684,477	770,988	776,280	5,292	1%
<b>W/S Operating Expenditures Subtotal</b>	<b>3,836,644</b>	<b>4,776,091</b>	<b>3,904,286</b>	<b>3,989,377</b>	<b>85,091</b>	<b>2.2%</b>
Total W/S Fund CIP Expenditures	227,128	628,244	1,415,851	1,354,352	(61,499)	-4%
<b>Total W/S Fund Expenditures</b>	<b>4,063,772</b>	<b>5,404,335</b>	<b>5,320,137</b>	<b>5,343,729</b>	<b>23,592</b>	<b>0.4%</b>

**FY2020 W/S Fund Expenditures By Category**



# Annual Adopted Budget

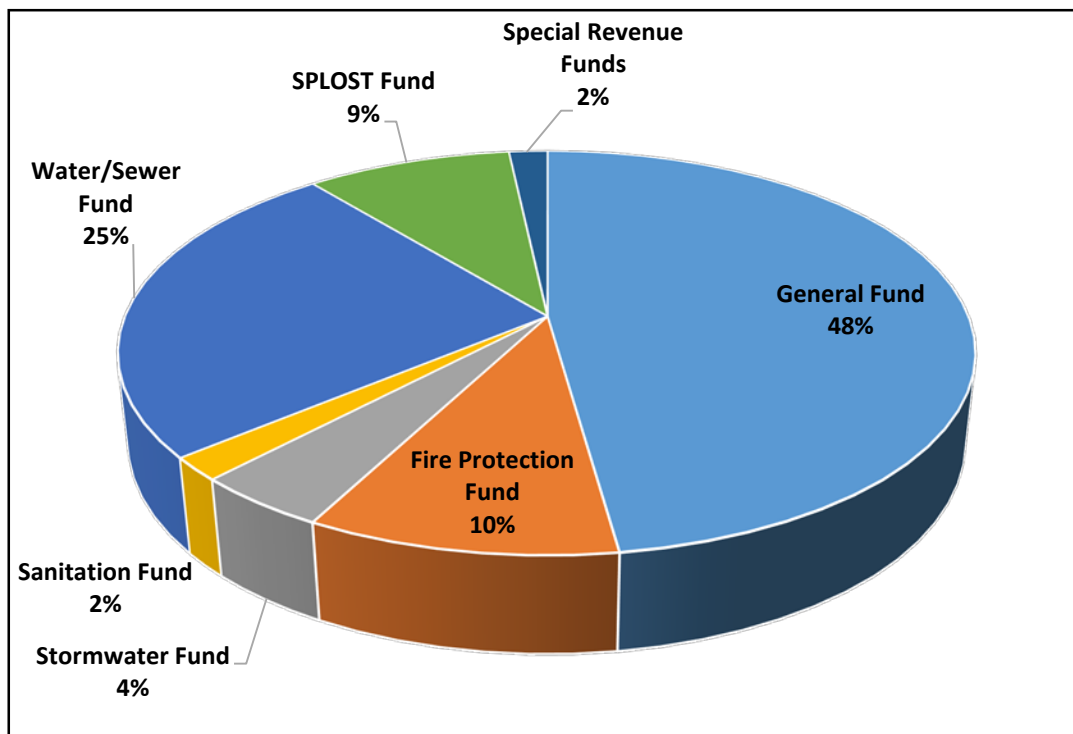
## All Fund Types

### FY2020 Adopted Budget (All Fund Types) Summary

The adopted FY2020 budget totals \$21,685,463. It represents a slight decrease of (-0.1%) when compared to the FY2019 budget. The decrease is mainly attributed to a reduction in capital improvement project expenditures for fiscal year 2020.

<u>All Fund Types</u>				
Fund	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
<b>General Fund</b>	9,263,449	9,527,733	9,786,240	10,153,034
<b>Special Revenue Funds</b>	-	-	-	-
Hotel/Motel Tax Fund	361,378	362,180	385,000	362,000
Confiscated Assets Fund	11,309	9,205	5,000	5,000
Tourism Fund	30,768	56,255	258,450	398,200
<b>SPLOST Fund</b>	3,677,164	1,909,901	2,591,828	1,955,000
<b>Proprietary Funds:</b>	-	-	-	-
Water & Sewer	4,063,773	5,404,335	5,320,137	5,343,729
Sanitation	388,569	392,374	381,748	426,262
Stormwater	993,516	946,025	914,204	927,585
Fire Protection	2,237,457	2,390,148	2,057,961	2,114,653
<b>Operating &amp; Capital Expenditures Total</b>	<b>21,027,383</b>	<b>20,998,156</b>	<b>21,700,568</b>	<b>21,685,463</b>

### FY2020 Adopted Budget Expenditures (All Fund Types)



# FY2020 Adopted Budget

## GENERAL GOVERNMENT FUNCTION



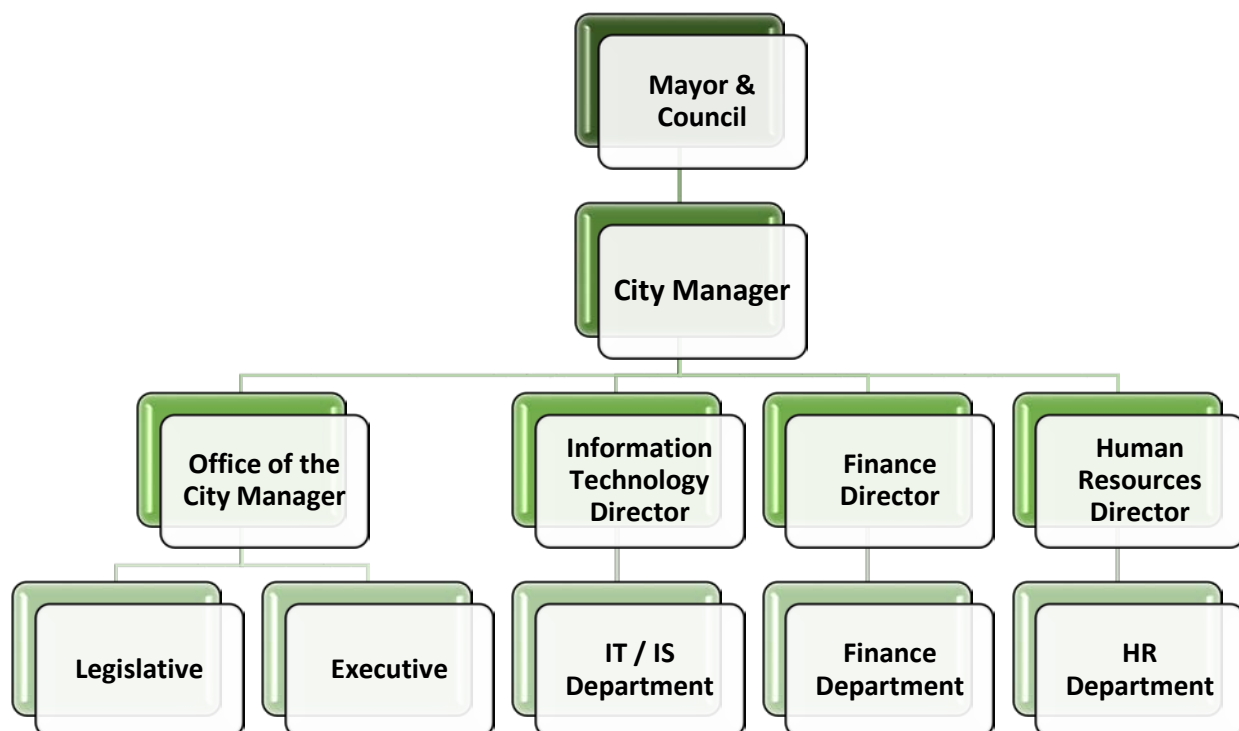
### Departmental Summaries

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

## General Government

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

### General Government Function Organizational Chart



### Fund Types Budgeted by the General Government Function

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



# General Government

## Short Term Priorities & Goals

### **Priorities:**

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

### **Goals:**

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

## Long Term Priorities & Goals

### **Priorities:**

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

### **Goals:**

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



## General Government

### Legislative

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

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

#### Ongoing Activities & Initiatives for FY2020

- Continue to provide leadership, vision, and direction in the creation and implementation of policies, strategic plans, and programs in response to community priorities.
- Continue the efficient and judicious use of available City resources and the stewardship of public funds.
- Continue to carefully consider land use related to development and redevelopment to ensure a well planned community.

#### Staffing Level

In the FY2020 Adopted Budget, Legislative staffing level consists of the elected officials and remains unchanged from 2019. 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.

<u>LEGISLATIVE</u> Classification	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Mayor	1	1	1	1	Elected
City Council	6	6	6	6	Elected
<b>Total Legislative</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	

## General Government

### Legislative

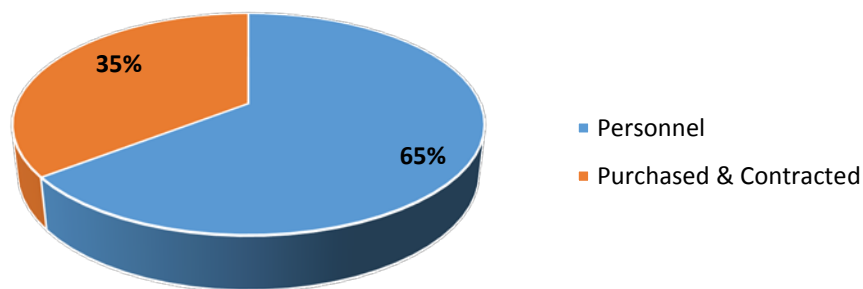
#### Highlights of Budget Changes

In the FY2020 Adopted Budget, Legislative expenditures total \$82,750, an increase of 31% or \$19,800 over the FY2019 budget. The increase is due to a salary increase effective January 1, 2020 for elected officials. Effective January 1, 2020, the monthly salary/stipend for the Mayor will be \$800 per month and \$500 per month for City Council.

Operating expenditures were reduced and increased in specific areas (i.e. personnel services, travel, training, etc.) to more closely align the budget with projected costs for fiscal year 2020.

<u>LEGISLATIVE</u>						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
<u>Operating Expenditures</u>						
Total Personnel Services & Benefits	33,911	33,911	34,600	53,400	18,800	54%
Total Purchased & Contracted Services	25,931	34,201	28,000	29,000	1,000	4%
Total Supplies & Expenditures	269	348	350	350	-	0%
<b>Total Legislative Budget</b>	<b>60,111</b>	<b>68,460</b>	<b>62,950</b>	<b>82,750</b>	<b>19,800</b>	<b>31%</b>

**FY2020 Legislative Expenditures By Category**



## General Government

### Legislative

#### Legislative FY2020 Detail Expenditure Summary

<u>Legislative</u>				
Expenditure Description	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Salaries - Professional Fees	27,600	27,600	27,600	45,600
Social Security (FICA) Contributions	1,711	1,711	2,000	2,100
Medicare	400	400	500	700
Retirement Contributions	4,200	4,200	4,500	5,000
<b>Total Personnel Services &amp; Benefits</b>	<b>33,911</b>	<b>33,911</b>	<b>34,600</b>	<b>53,400</b>
Travel	13,041	19,425	14,500	15,000
Education & Training	12,890	14,775	13,500	14,000
<b>Total Purchased &amp; Contracted Services</b>	<b>25,931</b>	<b>34,201</b>	<b>28,000</b>	<b>29,000</b>
Uniforms	269	348	350	350
<b>Total Supplies &amp; Expenditures</b>	<b>269</b>	<b>348</b>	<b>350</b>	<b>350</b>
<b>Total Legislative</b>	<b>60,111</b>	<b>68,460</b>	<b>62,950</b>	<b>82,750</b>

## General Government

### Executive

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

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

### Ongoing Activities & Initiatives for FY2020

- Continue to evaluate and prioritize services. Seek innovative solutions to maintain high quality core services.
- Continue to present information and recommendations to enable the Mayor/City Council to make decisions on matters of policy.
- Continue to respond promptly and positively to all requests of citizens, and disseminate information regarding City activities in a timely manner.
- Provide input on regional and state issues which affect the City of Garden City.
- Ensure that the City can protect and enhance the useful life of streets and utilities. Continue to monitor financial resources and economic conditions, and consider timing with regard to infrastructure needs.

### Staffing Level

In the FY2020 Adopted Budget, Executive full-time employee staffing level is unchanged from 2019.

<u>EXECUTIVE</u> Classification	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
City Manager	1	1	1	1	Exempt
City Clerk / Finance Director	1	1	1	1	Exempt
Special Projects Coordinator	1	1	1	1	Exempt
<b>Total Executive</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

## General Government

### Executive

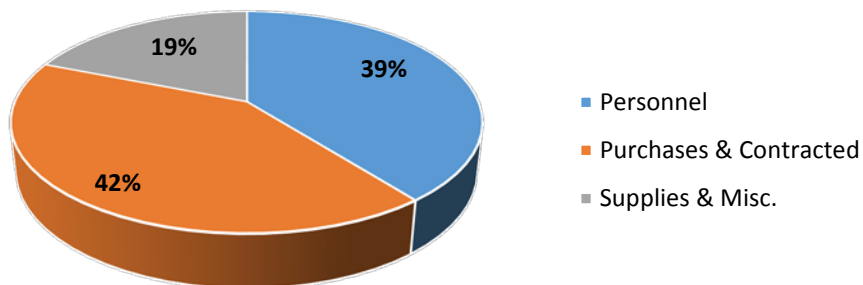
#### Highlights of Budget Changes

In the FY2020 Adopted Budget, Executive expenditures total \$405,759, a decrease of (-8%) or (\$36,341) under the FY2019 budget. The decrease is mainly due to a reduction in capital expenditures for FY2020.

Operating expenditures were reduced and increased in specific areas (i.e. personnel services, contracts, supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020. Funds are allocated in the department's operating budget for the development of design standards for the Highway 21 Commercial Corridor (\$25,000); 2020 Census count outreach materials (\$10,000); Youth Council materials (\$4,000); and special events (\$20,000) i.e. inauguration, public safety day, etc.

<b>EXECUTIVE</b>						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
<b><u>Operating Expenditures</u></b>						
Total Personnel Services & Benefits	163,781	145,429	175,500	159,809	(15,691)	-9%
Total Purchased & Contracted Services	177,872	189,920	160,250	169,000	8,750	5%
Total Supplies & Expenditures	86,823	63,737	62,350	76,950	14,600	23%
Total Miscellaneous	-	-	1,000	-	(1,000)	-
Total Capital Expenditures	-	-	43,000	-	(43,000)	-
<b>Total Executive Budget</b>	<b>428,476</b>	<b>399,086</b>	<b>442,100</b>	<b>405,759</b>	<b>(36,341)</b>	<b>-8%</b>

**FY2020 Executive Expenditures By Category**





# General Government

## Executive

### Executive FY2020 Detail Expenditure Summary

<u>Executive</u>				
Expenditure Description	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Salaries - Regular Employees	117,265	100,977	121,000	105,309
Group Insurance	23,351	23,527	25,500	25,500
Social Security (FICA) Contributions	6,959	6,163	8,000	8,000
Medicare	1,867	1,441	2,000	2,000
Retirement Contributions	11,097	10,453	13,000	13,000
ICMA RC 457 Match	3,136	2,313	5,000	5,000
Workers' Compensation	105	555	1,000	1,000
<b>Total Personnel Services &amp; Benefits</b>	<b>163,781</b>	<b>145,429</b>	<b>175,500</b>	<b>159,809</b>
Vehicle Maintenance & Repairs	493	468	500	500
Insurance, other than employee benefits( <i>GIRMA</i> )	5,769	5,783	7,000	6,000
Advertising	1,401	(520)	2,000	2,500
Printing & Binding	180	1,607	2,000	3,000
Travel	326	480	500	1,000
Dues & Fees	7,577	8,521	10,000	10,000
Contracts & Agreements	34,473	45,010	25,000	25,000
<i>Highway 21 Design Standards(\$25,000)</i>	-	-	-	-
Contracts & Agreements - Reoccurring	25,059	27,134	20,000	20,000
Education & Training	-	70	250	1,000
Legal Fees	69,929	62,531	63,000	65,000
Dues & Fees	32,665	38,834	30,000	35,000
<b>Total Purchased &amp; Contracted Services</b>	<b>177,872</b>	<b>189,920</b>	<b>160,250</b>	<b>169,000</b>
General Supplies & Materials	9,779	10,096	8,000	17,400
Postage	899	868	1,000	1,000
Electricity	37,010	35,030	37,000	37,000
Gasoline	973	1,078	1,000	1,200
Food - Banquets & Flowers	37,861	16,383	15,000	20,000
Books & Periodicals	280	283	350	350
<b>Total Supplies &amp; Expenditures</b>	<b>86,823</b>	<b>63,737</b>	<b>62,350</b>	<b>76,950</b>
Election Fees - Chatham County	-	-	1,000	-
<b>Total Miscellaneous</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b>Total Operating Expenditures</b>	<b>428,476</b>	<b>399,086</b>	<b>399,100</b>	<b>405,759</b>
Site Improvements				-
<i>GDOT Beautification Grant (Hwy 307/Dean Forest Median)</i>		-	43,000	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>43,000</b>	<b>-</b>
<b>Total Executive</b>	<b>428,476</b>	<b>399,086</b>	<b>442,100</b>	<b>405,759</b>

## General Government

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

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

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

#### Ongoing Activities & Initiatives for FY2020

- Continue providing technical assistance/guidance for effectively interacting with advancing technologies and continued development of efficient delivery systems to the internal and external customer.
- Continue to electronically engage residents of our community in their own governance by keeping the City's website and mobile app current.
- Maintain the working functionality of the City's computer network and ensure the integrity of all city technical processes and procedures.
- Continue researching new technologies to streamline business processes through the use of technology and website enhancements to decrease cost and eliminate duplicate efforts. Evaluate community trends and consider associated facility and service needs.

#### Staffing Level

In the FY2020 Adopted Budget, IT/IS full-time employee staffing level is unchanged from 2019.

<u>IT/IS</u> Classification	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
IT/IS Director	1	1	1	1	Exempt
IT/IS Technician	1	1	1	1	Non-Exempt
<b>Total IT / IS</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	

## General Government

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

#### Highlights of Budget Changes

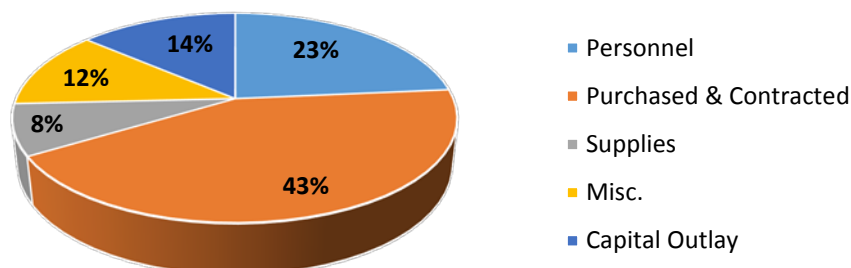
In the FY2020 Adopted Budget, Information Technology / Information Systems expenditures total \$655,025, a decrease of (-5%) or (-\$32,500) under the FY2019 budget. The decrease is mainly due to a reduction in capital outlay expenditures for FY2020.

Operating expenditures were reduced and increased in specific areas (i.e. personnel services, contracts, computer equipment, city hall maintenance, etc.) to more closely align the budget with projected costs for fiscal year 2020. Funds are allocated in the department's operating budget for the replacement of computer equipment and software (\$50,000) due to age.

Capital expenditures total \$90,000. This funding will provide for finishing the replacement of the security camera system (\$25,000); server upgrades (\$45,000); and audio/visual upgrades (\$20,000).

<u>Information Technology / Information Systems</u>						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
<b><u>Operating Expenditures</u></b>						
Total Personnel Services & Benefits	144,255	149,450	152,000	154,500	2,500	2%
Total Purchased & Contracted Services	247,812	237,475	245,575	280,575	35,000	14%
Total Supplies & Expenditures	29,231	34,700	44,950	54,950	10,000	22%
Total Miscellaneous	62,314	65,000	65,000	75,000	10,000	15%
<b>Total Operating Expenditures</b>	<b>483,613</b>	<b>537,767</b>	<b>507,525</b>	<b>565,025</b>	<b>57,500</b>	<b>11%</b>
<b><u>Capital Expenditures</u></b>						
Capital Outlay - Buildings & Site Improvements	-	33,570	110,000	-	(110,000)	-100%
Capital Outlay - Computer Equipment	14,167	12,903	70,000	90,000	20,000	29%
<b>Total Capital Expenditures</b>	<b>14,167</b>	<b>46,473</b>	<b>180,000</b>	<b>90,000</b>	<b>(90,000)</b>	<b>-50%</b>
<b>Total IT / IS Budget</b>	<b>497,780</b>	<b>584,240</b>	<b>687,525</b>	<b>655,025</b>	<b>(32,500)</b>	<b>-5%</b>

**FY2020 IT/IS Expenditures By Category**



# General Government

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

### IT/IS FY2020 Detail Expenditure Summary

<u>Information Technology</u>				
Expenditure Description	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Salaries - Regular Employees	106,399	92,298	108,000	106,000
Salaries - Overtime	92	1,521	2,000	2,500
Group Insurance	18,638	15,299	19,000	22,000
Social Security (FICA) Contributions	6,465	5,638	8,000	8,000
Medicare	1,557	1,319	2,000	2,500
Retirement Contributions	6,981	6,576	8,000	8,000
ICMA RC 457 Match	1,009	1,654	2,000	2,500
Workers' Compensation	3,115	2,977	3,000	3,000
<b>Total Personnel Services &amp; Benefits</b>	<b>144,255</b>	<b>127,281</b>	<b>152,000</b>	<b>154,500</b>
Vehicle Maintenance & Repairs	779	499	2,500	2,500
Building Maintenance & Repairs	-	-	-	-
Insurance, other than employee benefits (GIRMA)	2,885	2,892	3,000	3,000
Communications (Citywide/All Depts.)	111,226	116,996	110,000	120,000
Travel	696	1,746	3,500	3,500
Dues & Fees	15	45	325	325
Contracts & Agreements	129,514	153,222	125,000	150,000
Education & Training	650	900	1,250	1,250
<b>Total Purchased &amp; Contracted Services</b>	<b>247,812</b>	<b>276,709</b>	<b>245,575</b>	<b>280,575</b>
General Supplies & Materials	1,619	1,279	1,200	1,200
Computer Eqpt. & Software (Citywide/All Depts.)	24,083	40,626	40,000	50,000
Gasoline	3,529	1,607	3,500	3,500
Uniforms	-	-	250	250
<b>Total Supplies &amp; Expenditures</b>	<b>29,231</b>	<b>43,512</b>	<b>44,950</b>	<b>54,950</b>
Custodial	5,110	9,386	5,000	5,000
City Hall Maintenance	57,204	80,879	60,000	70,000
<b>Total Miscellaneous</b>	<b>62,314</b>	<b>90,265</b>	<b>65,000</b>	<b>75,000</b>
<b>Total Operating Expenditures</b>	<b>483,613</b>	<b>537,767</b>	<b>507,525</b>	<b>565,025</b>
Buildings & Building Improvements	-	33,570	110,000	-
Capital Outlay - Computer Equipment	14,167	10,903	-	-
Capital Outlay - Other Equipment	-	2,000	70,000	90,000
FY20 Security Camera System Replacement (\$25,000)	-	-	-	-
FY20 Server Upgrades (\$45,000)	-	-	-	-
FY20 Audio/Visual Upgrades (\$20,000)	-	-	-	-
<b>Total Capital Expenditures</b>	<b>14,167</b>	<b>46,473</b>	<b>180,000</b>	<b>90,000</b>
<b>Total Information Technology</b>	<b>497,780</b>	<b>584,240</b>	<b>687,525</b>	<b>655,025</b>

## General Government

### Finance

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

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

#### Ongoing Activities & Initiatives for FY2020

- Continue providing outstanding professional services to all our customers.
- Continue promoting sound financial practices and strengthen internal control procedures to ensure that the City's assets are safeguarded and the use of City resources is responsive to community priorities.
- Report the City's financial condition in an accurate and timely manner to Mayor, Council, City Manager, Department Heads, and public.
- Prepare the City's fiscal year Comprehensive Annual Financial Report (CAFR) for submittal.
- Maintain a sound fiscal positions for the City through the development and preparation of the annual budget.

#### Staffing Level

In the FY2020 Adopted Budget, Finance full-time employee staffing level is unchanged from 2019.

<u>FINANCE</u> Classification	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Senior Accounting Technician	1	1	1	1	Exempt
Accounting Technician	2	2	2	2	Non-Exempt
<b>Total Finance</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

## General Government

### Finance

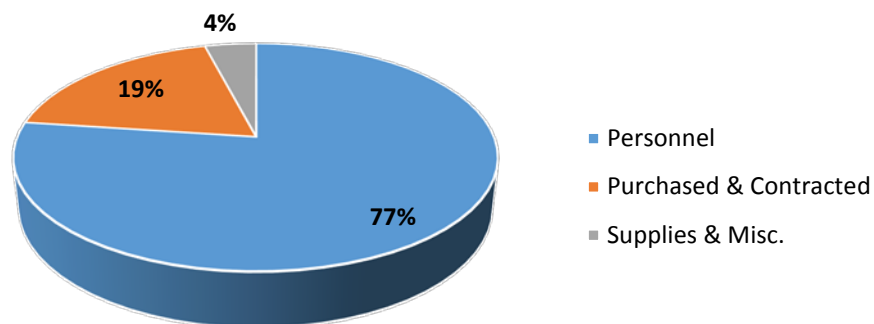
#### Highlights of Budget Changes

In the FY2020 Adopted Budget, Finance expenditures total \$226,457, an increase of 3% or \$6,907 over the FY2019 budget. The increase is mainly due to projected annual cost adjustments for personnel services and benefits.

Operating expenditures were reduced and increase in specific areas (i.e. personnel services, contracts, supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020.

<u>FINANCE</u>						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	164,133	189,391	167,250	174,697	7,447	4%
Total Purchased & Contracted Services	75,497	75,762	43,300	42,560	(740)	-2%
Total Supplies & Expenditures	6,550	8,161	9,000	9,200	200	2%
Total Miscellaneous	-	-	-	-	-	-
Total Capital Expenditures	44,595	-	-	-	-	-
<b>Total Finance Budget</b>	<b>290,774</b>	<b>273,314</b>	<b>219,550</b>	<b>226,457</b>	<b>6,907</b>	<b>3%</b>

**FY2020 Finance Expenditures By Category**





# General Government

## Finance

### Finance FY2020 Detail Expenditure Summary

<u>Finance</u>				
Expenditure Description	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Salaries - Regular Employees	103,186	128,345	108,000	110,747
Salaries - Overtime	977	1,767	1,000	1,500
Group Insurance	43,796	41,516	40,000	43,000
Social Security (FICA) Contributions	6,091	7,789	7,000	8,000
Medicare	1,537	1,822	1,800	2,000
Retirement Contributions	7,508	7,072	8,000	8,000
ICMA RC 457 Match	614	750	1,000	1,000
Workers' Compensation	424	329	450	450
<b>Total Personnel Services &amp; Benefits</b>	<b>164,133</b>	<b>189,391</b>	<b>167,250</b>	<b>174,697</b>
Professional Audit	15,375	15,375	15,750	15,750
Travel	-	-	-	500
Dues & Fees	307	307	300	310
Contracts & Agreements:	59,815	59,846	27,000	25,000
Education & Training	-	234	250	1,000
<b>Total Purchased &amp; Contracted Services</b>	<b>75,497</b>	<b>75,762</b>	<b>43,300</b>	<b>42,560</b>
General Supplies & Materials	4,102	5,119	6,000	6,200
Postage	2,448	3,042	3,000	3,000
<b>Total Supplies &amp; Expenditures</b>	<b>6,550</b>	<b>8,161</b>	<b>9,000</b>	<b>9,200</b>
<b>Total Operating Expenditures</b>	<b>246,179</b>	<b>273,314</b>	<b>219,550</b>	<b>226,457</b>
Computer Eqpt. & Software (New/Replacement)	44,595	-	-	-
<b>Total Capital Expenditures</b>	<b>44,595</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Finance</b>	<b>290,774</b>	<b>273,314</b>	<b>219,550</b>	<b>226,457</b>

## General Government

### Human Resources (HR)

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

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

#### Ongoing Activities & Initiatives for FY2020

- HR will continue to support each City Department in the hiring and onboarding of new employees. HR will also provide timely support for HR inquiries and general employment related requests.
- Ensure employee relations are maintained. Provide support, direction, and counseling to Department Heads, supervisors and employees concerning employee relations, performance and disciplinary issues.
- Ensure the City's compensation and benefit plans are competitive to enhance the City's ability to attract and retain employees.
- Continue to help employees balance their work and personal life by sponsoring health and financial wellness informational seminars.
- Ensure timely compliance of workplace policy and procedures with federal and state legislative mandates; maintain safe work practices; and communicate policy and procedural changes and safety procedures to employees through ongoing training sessions.

#### Staffing Level

In the FY2020 Adopted Budget, Human Resources full-time employee staffing level is unchanged from 2019.

<u>HUMAN RESOURCES</u> Classification	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Human Resources Director	1	1	1	1	Exempt
<b>Total Human Resources</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	

## General Government

### Human Resources (HR)

#### Highlights of Budget Changes

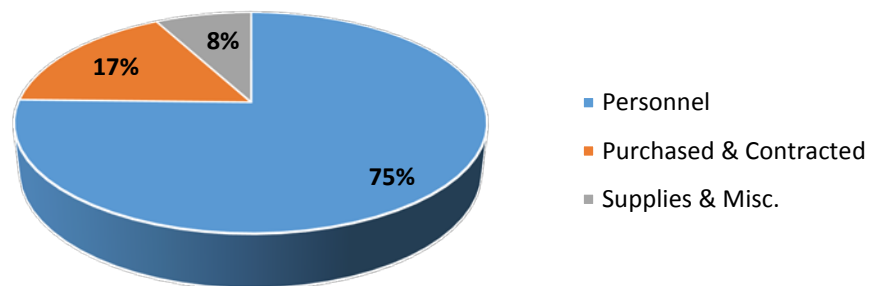
In the FY2020 Adopted Budget, Human Resources operating expenditures total \$179,960, a decrease of (-10%) or (-\$20,130) under the FY2019 budget. The decrease is due to a reduction in contracts and agreements for professional services in FY2020.

Operating expenditures were reduced and increased in specific areas of (i.e. personnel services, benefits, contracts, and supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020. Funds are allocated in the department's operating budget to provide for automated payroll processing services; supplies associated with the recruitment and orientation of new employees; and special and/or training events for employees (i.e. service awards, lunch/learns, etc.).

#### HUMAN RESOURCES

Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	93,875	102,142	146,950	135,650	(11,300)	-8%
Total Purchased & Contracted Services	42,248	45,999	32,190	30,190	(2,000)	-6%
Total Supplies & Expenditures	5,604	6,934	20,950	14,120	(6,830)	-33%
<b>Total Human Resources Budget</b>	<b>141,727</b>	<b>155,074</b>	<b>200,090</b>	<b>179,960</b>	<b>(20,130)</b>	<b>-10%</b>

**FY2020 HR Expenditures By Category**



# General Government

## Human Resources (HR)

### Human Resources FY2020 Detail Expenditure Summary

<u>Human Resources</u>				
Expenditure Description	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Salaries - Regular Employees (includes (1) Part-time HR Support Admn. Asst.)	69,254	77,397	82,000	106,000
Salaries - Part-time Employees	-	-	38,000	-
Group Insurance	9,499	9,611	9,000	10,000
Social Security (FICA) Contributions	4,189	4,605	5,000	6,000
Medicare	1,027	1,077	1,300	1,500
Retirement Contributions	7,641	7,198	9,000	9,000
ICMA RC 457 Match	2,158	2,177	2,500	3,000
Workers' Compensation	107	76	150	150
<b>Total Personnel Services &amp; Benefits</b>	<b>93,875</b>	<b>102,142</b>	<b>146,950</b>	<b>135,650</b>
Advertising	3,483	2,158	2,000	3,200
Travel	51	2,385	750	750
Dues & Fees	4,534	109	1,915	415
Contracts & Agreements	17,247	4,107	14,350	20,350
Education & Training	1,635	16,367	13,175	5,475
Contract Labor	15,298	20,873	-	-
<b>Total Purchased &amp; Contracted Services</b>	<b>42,248</b>	<b>45,999</b>	<b>32,190</b>	<b>30,190</b>
General Supplies & Materials	2,107	1,161	14,700	5,000
Postage	120	120	100	120
Food, Banquets & Flowers	3,377	3,459	6,000	6,500
Books & Periodicals	-	2,194	-	2,100
Uniforms	-	-	150	400
<b>Total Supplies &amp; Expenditures</b>	<b>5,604</b>	<b>6,934</b>	<b>20,950</b>	<b>14,120</b>
<b>Total Human Resources</b>	<b>141,727</b>	<b>155,074</b>	<b>200,090</b>	<b>179,960</b>

# FY2020 Adopted Budget

## PUBLIC SAFETY FUNCTION



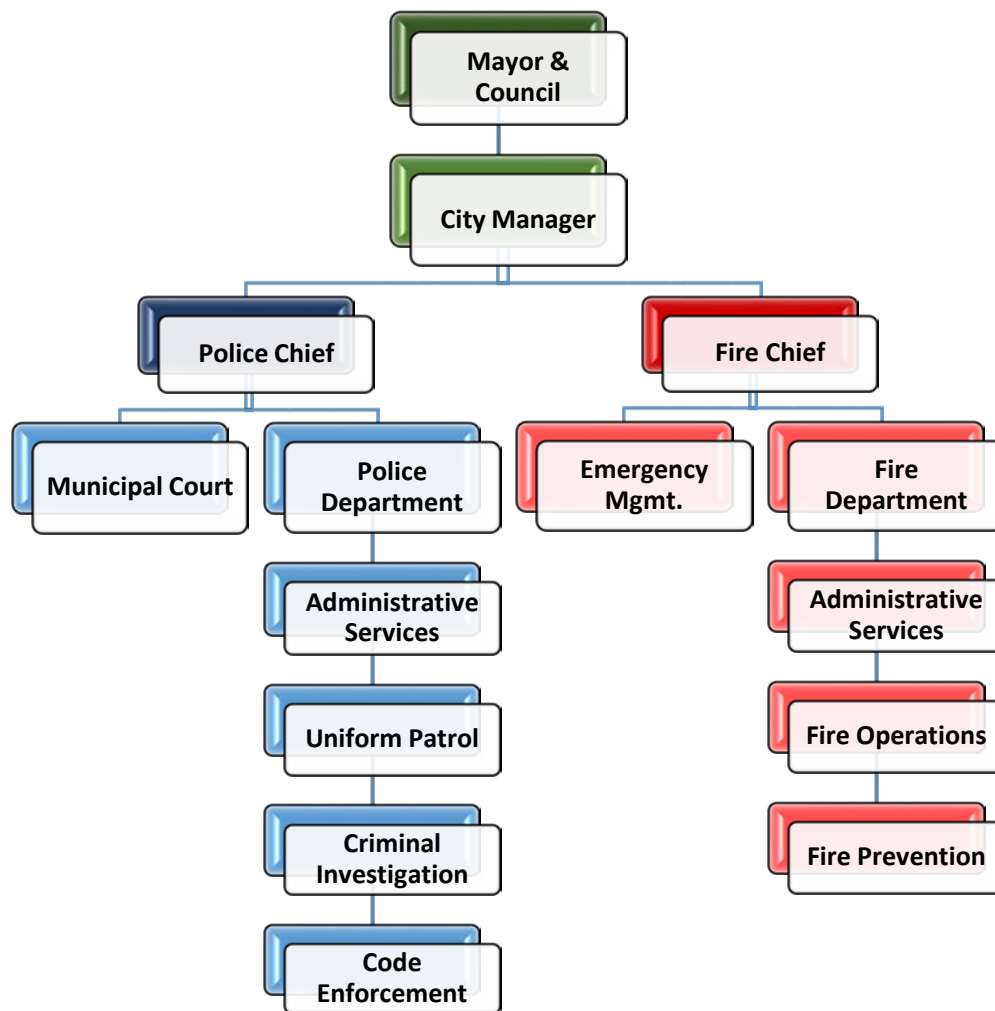
### Departmental Summaries

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

## Public Safety

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

### Public Safety Function Organizational Chart



### Fund Types Budgeted by the Public Safety Function

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



## Public Safety

### Short Term Priorities & Goals

#### Priorities:

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

#### Goals:

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

### Long Term Priorities & Goals

#### Priorities:

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

#### Goals:

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



## Public Safety

### Municipal Court

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

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

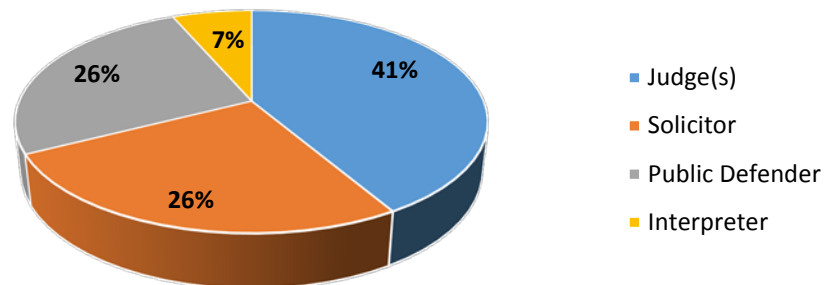
### Highlights of Budget Changes

In the FY2020 Adopted Budget, Municipal Court operating expenditures total \$100,000, an increase of \$3,000 or 3% over the FY2019 budget. Increase is due to an adjustment in the municipal court contract labor to more closely align expenditures with projected contractual costs fiscal year 2020.

### Municipal Court FY2020 Detail Expenditure Summary

<u>MUNICIPAL COURT</u>						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
Contract Labor - Judge(s)	48,400	41,452	40,500	41,500	1,000	2%
Contract Labor - Court Solicitor	25,000	24,999	25,000	26,000	1,000	4%
Contract Labor - Circuit Public Defender	25,000	24,999	25,000	26,000	1,000	4%
Contract Labor - Court Interpreter	4,350	6,750	6,500	6,500	-	0%
<b>Total Budget Expenditures</b>	<b>102,750</b>	<b>98,200</b>	<b>97,000</b>	<b>100,000</b>	<b>3,000</b>	<b>3%</b>

**FY2020 Court Expenditures By Category**



## Public Safety

### Police Department

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

**Core Services:** The Police Department is comprised of four divisions. The Administrative Division is responsible for records, training, Municipal Court, and GCIC operations. The Patrol Division is responsible for all uniformed patrol and traffic operations. The Criminal Investigations Division is responsible for investigating criminal activity, evidence custody, and asset forfeiture. The Code Enforcement Division is responsible for investigating residential and commercial code violations to ensure compliance with the City's Codes.

#### Ongoing Activities & Initiatives for FY2020

- Continue our core mission of providing a safe and secure environment for our residents and visitors on a twenty four hour a day, seven days a week, and three hundred and sixty five days a year schedule.
- Continue successfully completing scheduled audits by external agencies, including GCIC Audit of departmental record keeping and warrant handling, and missing persons and stolen property reporting. Also, an audit of policies and practices to maintain accreditation.
- Continue community relations and positive presence by attending community events, school functions, and neighborhood watch meetings.
- Continue to promote the Garden City Police Department through participation and interagency cooperation by supporting local public safety organizations.
- Continue to expand Code Enforcement efforts, including combating neighborhood degradation, condemning derelict properties and abandoned vehicles and other conditions leading to blight.

## Public Safety

### Police Department

#### Staffing Level

In the FY2020 Adopted Budget, the Police Department's full-time employee staffing level is reduced by one (1) position due to the elimination of one (1) unfunded position from 2019.

<u>Police Classification</u>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>	<b>Pay Status Budget</b>
<b><i>Sworn Positions</i></b>					
Chief of Police	1	1	1	1	Exempt
Major	1	--	--	--	Exempt
Captain	2	1	1	2	Exempt
Lieutenant	2	4	4	3	Non-exempt
Sergeant	5	5	5	5	Non-exempt
Corporal	4	5	5	5	Non-exempt
Detectives (CID)	5	4	4	4	Non-exempt
Training Officer (Sgt.)	1	1	1	1	Non-exempt
Community Relations Officer	1	1	1	1	Non-exempt
Code Enforcement Supervisor	--	1	1	1	Exempt
Code Enforcement Officer	--	--	--	1	Non-exempt
Patrol Officers	15	15	13	12	Non-exempt
Traffic Unit (Cpl./2 Ofc./2 K9's)	2	2	1	3	Non-exempt
CNT Officers (Reimbursed by County)	2	2	2	1	Non-exempt
<b><i>Civilian Positions</i></b>					
Executive Assistant to Chief of Police	1	1	1	1	Exempt
Evidence Custodian/Accreditation	1	1	1	1	Non-exempt
Municipal Court Clerk	1	1	1	1	Non-exempt
Deputy Court Clerk	1	1	1	1	Non-exempt
Records Clerk	2	2	2	2	Non-exempt
Records Clerk/Lobby Receptionist	1	1	1	1	Non-exempt
Code Enforcement Officers	2	2	2	--	Non-exempt
<b>Total Police</b>	<b>50</b>	<b>51</b>	<b>48</b>	<b>47</b>	

## Public Safety

### Police Department

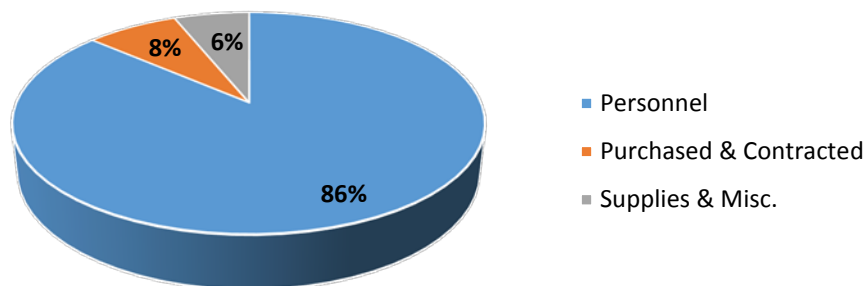
#### Highlights of Budget Changes

In the FY2020 Adopted Budget, the Police Department expenditures total \$4,390,054, an increase of \$262,124 or 6% over the FY2019 budget. The increase is due to adjustments in personnel services and benefits for FY2020.

Operating expenditures were reduced and increased in specific areas (i.e. personnel services, benefits, contracts, training, supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020. Local Law Enforcement Block Grant funds of \$11,273 is allocated in the department's operating budget to the purchase new Lidars/Lasers.

<b>POLICE</b>						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	3,533,452	3,388,557	3,510,000	3,791,531	281,531	8%
Total Purchased & Contracted Services	298,324	392,457	343,050	329,050	(14,000)	-4%
Total Supplies & Expenditures	237,958	236,251	234,380	241,473	7,093	3%
Total Miscellaneous	140,075	90,451	40,500	28,000	(12,500)	-31%
<b>Total Operating Expenditures</b>	<b>4,209,809</b>	<b>4,107,716</b>	<b>4,127,930</b>	<b>4,390,054</b>	<b>262,124</b>	<b>6%</b>
Total Capital Outlay Expenditures	20,614	140,330	-	-	-	-
<b>Total Police Expenditures</b>	<b>4,230,423</b>	<b>4,248,046</b>	<b>4,127,930</b>	<b>4,390,054</b>	<b>262,124</b>	<b>6%</b>

**FY2020 Police Expenditures By Category**



#### Police Department FY2020 Capital Outlay (SPLOST Fund)

In the FY2020 adopted SPLOST Fund Budget, Police Department capital expenditures total \$300,000. This funding will provide for the purchase of six (6) new fully equipped police vehicles in fiscal year 2020.

Funding is allocated in the FY2020 adopted SPLOST Fund Budget to provide for the debt service obligation of \$99,179 for police vehicles purchased in fiscal year 2018.

*Reference Capital Projects Fund (SPLOST Fund) in the Fund Summaries Section.*

# Public Safety

## Police Department

### Police Department FY2020 Detail Expenditure Summary

<u>Police</u>				
Expenditure Description	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Salaries - Regular Employees	2,214,303	2,074,259	2,289,000	2,426,331
Police - Holiday Salaries	10,266	73,138	52,000	61,200
Salaries - Overtime	89,882	91,088	100,000	100,000
Group Insurance	646,244	601,111	515,000	636,000
Social Security (FICA) Contributions	136,030	131,475	135,000	138,000
Medicare	31,813	30,748	32,000	33,000
Retirement Contributions	268,437	252,858	260,000	265,000
ICMA RC 457 Match	38,049	38,849	40,000	41,000
Peace Officers Annuity	6,040	6,620	8,000	10,000
Workers' Compensation	92,387	88,411	79,000	81,000
<b>Total Personnel Services &amp; Benefits</b>	<b>3,533,452</b>	<b>3,388,557</b>	<b>3,510,000</b>	<b>3,791,531</b>
Vehicle Maintenance & Repairs	75,467	83,528	52,000	52,000
Equipment Maintenance & Repairs	15,668	40,982	16,000	15,000
Insurance, other than employee benefits	144,232	144,585	150,000	150,000
Travel	13,470	7,951	15,000	15,000
Dues & Fees	1,858	1,990	3,000	3,000
Contracts & Agreements:	39,721	105,938	73,050	80,050
Education & Training	7,908	7,483	8,000	10,000
Contract Labor	-	-	26,000	4,000
<b>Total Purchased &amp; Contracted Services</b>	<b>298,324</b>	<b>392,457</b>	<b>343,050</b>	<b>329,050</b>
General Supplies & Materials	24,470	26,381	25,000	25,000
Postage	2,516	2,384	2,000	2,000
Electricity	37,010	35,030	37,000	37,000
Gasoline	103,834	121,890	120,000	125,000
Books & Periodicals	1,414	2,311	1,200	1,200
Small Equipment	11,131	9,094	12,000	12,000
Small Equipment - LLEBG	25,187	12,301	11,180	11,273
Uniforms	32,396	26,861	26,000	28,000
<b>Total Supplies &amp; Expenditures</b>	<b>237,958</b>	<b>236,251</b>	<b>234,380</b>	<b>241,473</b>
Community Oriented Policing	4,838	2,554	3,000	3,000
Armory	2,164	8,115	12,000	10,000
Code Enforcement	-	-	11,500	3,000
Capital Lease Principal	123,292	59,896	-	-
Capital Lease Interest	1,966	307	-	-
Damage Claims Paid	1,193	9,701	2,000	2,000
Identification Unit	6,621	9,878	12,000	10,000
<b>Total Miscellaneous</b>	<b>140,075</b>	<b>90,451</b>	<b>40,500</b>	<b>28,000</b>
<b>Total Operating Expenditures</b>	<b>4,209,809</b>	<b>4,107,716</b>	<b>4,127,930</b>	<b>4,390,054</b>
Capital Outlay Computer System	20,614	140,330	-	-
<b>Total Capital Expenditures</b>	<b>20,614</b>	<b>140,330</b>	<b>-</b>	<b>-</b>
<b>Total Police</b>	<b>4,230,423</b>	<b>4,248,046</b>	<b>4,127,930</b>	<b>4,390,054</b>

## Public Safety

### Emergency Management

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

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

#### Ongoing Activities & Initiatives for FY2020

- Continue to improve response and recovery capabilities and preparation to protect the City in the event of natural or manmade disasters.

#### Staffing Level

In the FY2020 Adopted Budget, Emergency Management staffing level is unchanged from 2019. The Fire Chief serves as the City's Emergency Management Coordinator.

<u>Emergency Management</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Emergency Management Coordinator	--	--	--	--	Exempt
<b>Total Emergency Mgmt.</b>	--	--	--		

#### Highlights of Budget Changes

In the FY2020 Adopted Budget, Emergency Management expenditures total \$11,000, an increase of \$1,000 or 10% over the FY2019 budget. This funding provides for the development and coordination of the City's emergency management activities in FY2020.

<u>EMERGENCY MANAGEMENT</u>						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	-	-	-	-	-	0%
Total Purchased & Contracted Services	769	-	5,000	6,000	1,000	20%
Total Supplies & Expenditures	5,058	514	5,000	5,000	-	0%
<b>Total Expenditures</b>	<b>5,827</b>	<b>514</b>	<b>10,000</b>	<b>11,000</b>	<b>1,000</b>	<b>10%</b>



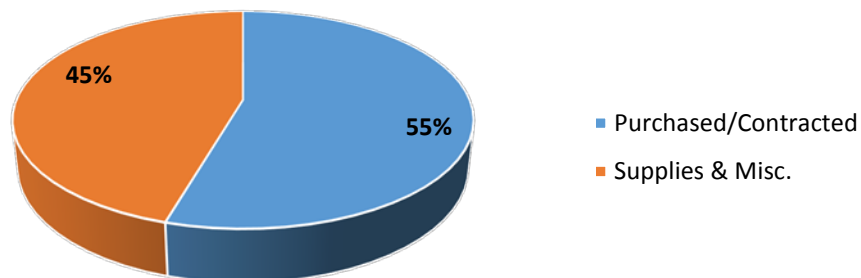
## Public Safety

### Emergency Management

#### Emergency Management FY2020 Detail Expenditure Summary

<u>Emergency Management</u>				
Expenditure Description	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Equipment Maintenance & Repairs	-	-	1,000	1,000
Travel	-	-	1,000	1,000
Dues & Fees	-	-	1,000	1,000
Contracts & Agreements:	-	-	-	1,000
Education & Training	769	-	1,000	2,000
<b>Total Purchased &amp; Contracted Services</b>	<b>769</b>	<b>-</b>	<b>4,000</b>	<b>6,000</b>
General Supplies & Materials	1,550	300	2,000	2,000
Books & Periodicals	-	-	-	-
Small Equipment	3,508	214	4,000	3,000
<b>Total Supplies &amp; Expenditures</b>	<b>5,058</b>	<b>514</b>	<b>6,000</b>	<b>5,000</b>
<b>Total Emergency Management</b>	<b>5,827</b>	<b>514</b>	<b>10,000</b>	<b>11,000</b>

**FY2020 Emergency Management  
Expenditures By Category**



## Public Safety

### Fire Department

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

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

#### Ongoing Activities & Initiatives for FY2020

- Continue to stress fire prevention through annual pre-fire planning of businesses.
- Continue to stress fire prevention through visits to public schools, senior center, and public events within the City.
- Continue to properly train firefighters to stress safety in their work.
- Continue to pursue grants and develop additional funding strategies as an alternative source of funding for needed capital items.

#### Staffing Level

In the FY2020 Adopted Budget, Fire Department full-time employee staffing level is unchanged from 2019.

<u>Fire Department</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Fire Chief	1	1	1	1	Exempt
Assistant Fire Chief/Training Officer	1	1	1	1	Exempt
Fire Captain	1	1	1	1	Exempt
Administrative/Safety Coordinator	1	1	1	1	Exempt
Firefighter	14	14	14	14	Non- exempt
<b>Total Fire</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	

## Public Safety

### Fire Department

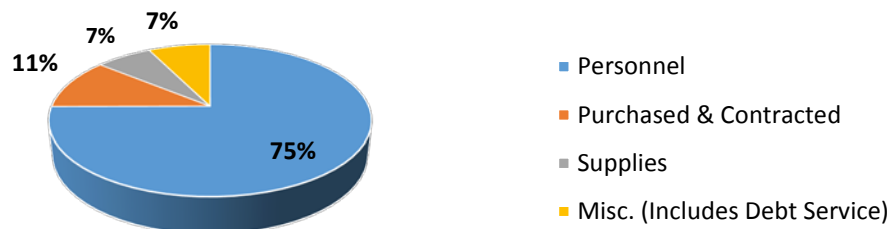
#### Highlights of Budget Changes

In the FY2020 Adopted Budget, Fire Department expenditures total \$2,114,653, an increase of 3% or \$56,692 over the FY2019 budget. The increase is due to costs associated with personnel services and the replacement of equipment (i.e. SCBA bottles, face masks, etc.)

Operating expenditures were reduced and increased in specific areas (i.e. personnel, contracts, training, supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020. Funds are allocated in the department's operating budget in to provide for the purchase of new SCBA bottles (\$6,550), face masks (\$8,100), and a Knox Box to secure keys (\$2,645).

FIRE PROTECTION FUND		2017	2018	2019	2020	%
Revenue Category	Actual	Actual	Budget	Adopted	Change	
Total Fire Protection Fees	535,969	538,013	671,700	700,000	4%	
Total Fire Fees (collected with fines)	38,710	42,461	35,000	-	-100%	
Total Accident Recovery Fees	19,117	17,374	25,000	20,000	-20%	
Total Fire Line Fees	25,323	26,837	30,000	30,000	0%	
Contributions from Private Sources	10,753	20,837	-	-		
Total Capital Lease Proceeds	2,119	-	-	-		
Total Miscellaneous Revenues	-	26,708	1,000	1,500	50%	
Total Transfers In From SPLOST Fund	-	152,724	224,761	170,010	-24%	
Total Transfers In From General Fund	1,073,718	1,393,521	1,070,500	1,193,143	11%	
<b>Total Revenue</b>	<b>1,705,709</b>	<b>2,218,475</b>	<b>2,057,961</b>	<b>2,114,653</b>	<b>3%</b>	
Expenditure Category	Actual	Budget	Budget	Adopted	Change	
Total Personnel Services & Benefits	1,429,129	1,561,481	1,480,000	1,584,538	7%	
Total Purchased & Contracted	185,291	188,290	217,700	231,800	6%	
Total Supplies & Expenditures	113,477	149,608	131,500	141,600	8%	
Total Miscellaneous	482,587	490,769	186,715	156,715	-16%	
Total Capital Expenditures	26,973	-	42,046	-		
<b>Total Expenditures</b>	<b>2,237,457</b>	<b>2,390,148</b>	<b>2,057,961</b>	<b>2,114,653</b>	<b>3%</b>	

**FY2020 Fire Department  
Expenditures By Category**



## Public Safety

### Fire Department

#### Fire Department FY2020 Detail Expenditure Summary

<b>Fire Protection Fund</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular Employees	793,275	861,758	840,000	873,538
Salaries - Part-time	96,776	97,364	100,000	100,000
Salaries - Overtime	95,068	93,170	90,000	100,000
Group Insurance	283,789	322,185	280,000	330,000
Social Security (FICA) Contributions	57,703	60,667	60,000	61,000
Medicare	13,497	14,188	15,000	15,000
Retirement Contributions	53,303	73,229	55,000	60,000
ICMA RC 457 Match	11,651	14,534	15,000	20,000
Workers' Compensation	24,067	24,386	25,000	25,000
<b>Total Personnel Services &amp; Benefits</b>	<b>1,429,129</b>	<b>1,561,481</b>	<b>1,480,000</b>	<b>1,584,538</b>
Vehicle Maintenance & Repairs	35,487	51,768	65,000	65,000
Equipment Maintenance & Repairs	14,367	3,804	15,000	15,000
Building Maintenance & Repairs	21,789	10,414	10,000	15,000
Insurance, other than employee benefits ( <i>GIRMA</i> )	31,731	31,809	35,000	35,000
Travel	3,666	6,502	6,100	8,500
Dues & Fees	6,877	8,997	7,610	8,400
Contracts & Agreements:	63,618	71,140	68,490	69,400
Education & Training	7,756	3,856	10,500	15,500
<b>Total Purchased &amp; Contracted Services</b>	<b>185,291</b>	<b>188,290</b>	<b>217,700</b>	<b>231,800</b>
General Supplies & Materials	10,385	8,193	12,000	12,000
Postage	386	683	400	400
Natural Gas	5,423	4,302	6,000	6,000
Electricity	18,836	19,038	20,000	20,000
Gasoline	19,864	25,698	20,000	20,000
Food, Banquets & Flowers	5,623	767	1,500	1,500
Books & Periodicals	275	401	500	500
Small Equipment	36,456	37,853	25,000	34,200
Turn-out Gear/Special Gear	2,820	31,042	17,100	15,000
Uniforms	13,410	14,203	17,000	17,000
Medicial Supplies	-	7,427	12,000	15,000
<b>Total Supplies &amp; Expenditures</b>	<b>113,477</b>	<b>149,608</b>	<b>131,500</b>	<b>141,600</b>
Fire Prevention	2,618	3,025	3,000	3,000
Computer System	-	-	30,000	-
Capital Lease Debt Service Payment	133,027	135,596	135,596	141,438
Capital Lease Interest	17,932	17,128	17,119	11,277
Damage Claims	-	-	1,000	1,000
<b>Total Miscellaneous Expenditures</b>	<b>482,587</b>	<b>490,769</b>	<b>186,715</b>	<b>156,715</b>
<b>Total Operating Expenditures</b>	<b>2,210,484</b>	<b>2,390,148</b>	<b>2,015,915</b>	<b>2,114,653</b>
Capital Outlay Other Equipment	26,973	-	42,046	-
<b>Total Capital Expenditures</b>	<b>26,973</b>	<b>-</b>	<b>42,046</b>	<b>-</b>
<b>Total Fire Protection Fund</b>	<b>2,237,457</b>	<b>2,390,148</b>	<b>2,057,961</b>	<b>2,114,653</b>

## Public Safety

### Fire Department

#### **Fire Department FY2020 Capital Outlay (SPLOST Fund)**

In the FY2020 Adopted Budget, Fire Department capital expenditures total \$59,434. This funding will provide for the purchase of a 1.75 inch fire hose (\$8,800) for suppression; vehicle computers for CAD integration (\$30,000); and (1) fire extinguisher trainer (\$20,634) to provide fire safety training related to the use of fire extinguishers.

Funding is allocated in the FY2020 adopted SPLOST Fund Budget to provide for the debt service obligation of \$205,605 for the tanker truck and pumper trucks purchased in prior fiscal years.

*Reference Capital Projects Fund (SPLOST Fund) in the Fund Summaries Section.*

# FY2020 Adopted Budget

## CULTURE & RECREATION FUNCTION



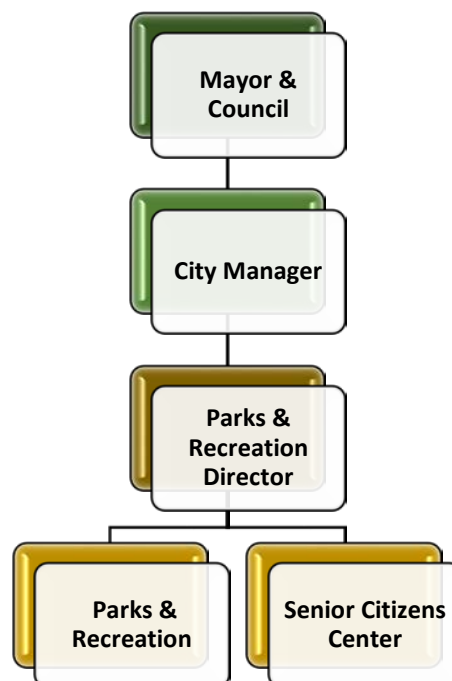
### Departmental Summaries

- Parks & Recreation
- Senior Citizens Center

## Culture & Recreation

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

### Culture & Recreation Function Organizational Chart



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

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



## Culture & Recreation

### Short Term Priorities & Goals

#### **Priorities:**

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

#### **Goals:**

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

### Long Term Priorities & Goals

#### **Priorities:**

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

#### **Goals:**

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



## Culture & Recreation

### Parks & Recreation

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

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

#### Ongoing Activities & Initiatives for FY2020

- Continue to upgrade and repair recreational facilities and the senior center both structurally and cosmetically.
- Provide safe and healthy environment for citizens to enjoy recreational activities at the City's parks.
- Continue to provide year-round sports opportunities that include programs for our youth which emphasize fun within a structured sports environment.
- Continue to provide a variety of programs and services for our seniors designed to enhance the quality of their lives and maintain their independence.

#### Staffing Level

In the FY2020 Adopted Budget, Parks & Recreation (includes Senior Center) full-time employee staffing level is unchanged from 2019.

<u>Parks &amp; Recreation</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Recreation Director	1	1	1	1	Exempt
Recreation Program Coordinator	1	1	1	1	Exempt
After-School Program Coordinator	1	1	1	1	Non-exempt
Senior Groundskeeper	1	1	1	1	Non-exempt
Groundskeepers	2	2	2	2	Non-exempt
Administrative Assistant	1	1	1	1	Non-exempt
Senior Center Program Coordinator	1	1	1	1	Exempt
<b>Total Parks &amp; Recreation</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	

## Culture & Recreation

### Parks & Recreation

#### Highlights of Budget Changes

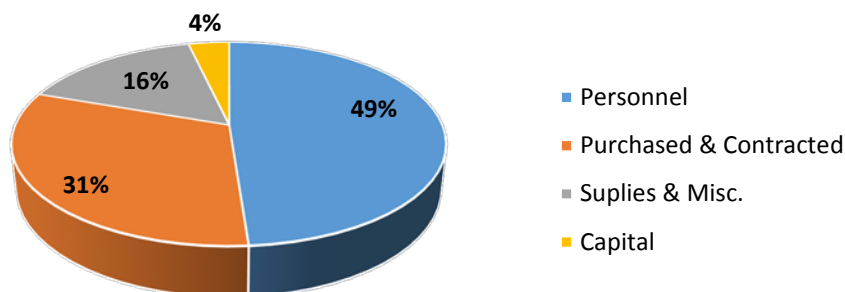
In the FY2020 Adopted Budget, Parks & Recreation expenditures total \$1,049,200, a decrease of (-\$193,300) or (-16%) under the FY2019 budget. The decrease is mainly due to the completion of the Bazemore Park Concession Stand renovations in 2019.

Operating expenditures were reduced and increased in specific areas (i.e. personnel services, contracts, supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020. Funds are allocated in the department's operating budget for professional engineering services for the Highway 80 recreation complex (\$175,000).

Capital expenditures total \$38,000. This funding will provide for finishing the replacement of the fencing and backstops at Bazemore Park (\$25,000); and the purchase of a Power Turf Renovator (\$13,000) for the leveling of the baseball fields and football fields for safe play.

PARKS & RECREATION						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	470,498	475,098	474,000	512,200	38,200	8%
Total Purchased & Contracted Services	175,292	138,555	437,800	331,150	(106,650)	-24%
Total Supplies & Expenditures	155,307	140,770	147,700	157,850	10,150	7%
Total Miscellaneous	24,737	6,745	8,000	10,000	2,000	25%
<b>Total Operating Expenditures</b>	<b>825,834</b>	<b>761,168</b>	<b>1,067,500</b>	<b>1,011,200</b>	<b>(56,300)</b>	<b>-5%</b>
Capital Outlay - Building & Site Improvements	-	223,042	175,000	38,000	(137,000)	-78%
Capital Outlay - Machinery & Equipment	20,181	-	-	-	-	-
<b>Total Capital Expenditures</b>	<b>20,181</b>	<b>223,042</b>	<b>175,000</b>	<b>38,000</b>	<b>(137,000)</b>	<b>-78%</b>
<b>Total Expenditures</b>	<b>846,015</b>	<b>984,210</b>	<b>1,242,500</b>	<b>1,049,200</b>	<b>(193,300)</b>	<b>-16%</b>

**FY2020 Parks & Recreation  
Expenditures By Category**



# Culture & Recreation

## Parks & Recreation

### Parks & Recreation FY2020 Detail Expenditure Summary

<u>Parks &amp; Recreation</u>				
Expenditure Description	2017 Actual	2018 Actual	2019 Budget	2020 Adopted
Salaries - Regular Employees	268,238	251,541	271,000	280,000
Salaries - Part time/Temporary Employees	46,182	57,924	50,000	60,000
Salaries - Overtime	10,895	8,951	10,000	10,000
Group Insurance	88,507	98,234	83,000	100,000
Social Security (FICA) Contributions	19,193	18,769	20,000	21,500
Medicare	4,489	4,390	5,000	5,500
Retirement Contributions	21,075	19,851	22,000	22,000
ICMA RC 457 Match	2,362	2,712	3,000	3,200
Workers' Compensation	9,559	12,724	10,000	10,000
<b>Total Personnel Services &amp; Benefits</b>	<b>470,498</b>	<b>475,098</b>	<b>474,000</b>	<b>512,200</b>
Professional Engineering	-	-	290,000	175,000
<i>Highway 80 Recreation Site Engineering &amp; Design (Est. \$175,000)</i>	-	-	-	-
Umpires & Referees	12,210	8,610	12,000	12,000
Vehicle Maintenance & Repairs	5,750	4,028	5,000	5,000
Equipment Maintenance & Repairs	4,837	4,849	5,000	7,500
Gym Maintenance & Repairs	22,403	13,419	15,000	15,000
Stadium Maintenance & Repairs	29,424	19,781	15,000	15,000
Ball Park Maintenance & Repairs	18,385	9,261	15,000	15,000
Swimming Pool Maintenance & Repairs	6,337	3,729	3,500	3,500
Cooper Center Maintenance & Repairs	3,065	1,148	4,000	4,000
Insurance, other than employee benefits(GIRMA)	17,308	17,350	17,500	18,000
Advertising	2,458	3,898	4,000	4,000
Travel	636	2,712	3,000	3,000
Due & Fees	1,465	1,165	2,650	2,000
Contracts & Agreements	27,018	27,138	22,000	27,000
Education & Training	-	-	150	150
Contract Labor	23,997	21,467	24,000	25,000
<b>Total Purchased &amp; Contracted Services</b>	<b>175,292</b>	<b>138,555</b>	<b>437,800</b>	<b>331,150</b>
General Supplies & Materials	4,450	2,711	5,000	5,000
Postage	21	96	200	150
Trophies & Awards	5,549	4,772	7,000	6,500
Cooper Center Supplies	4,143	1,382	3,500	3,500
Player Uniforms/Sports Equipment	30,759	22,460	25,000	25,000
Chemicals	3,767	5,256	5,000	6,000
Summer Program Supplies	5,893	4,172	3,000	4,200
Christmas Decorations	6,777	8,033	6,500	7,000
Concession Supplies	2,749	2,746	5,000	4,000
Natural Gas	7,145	8,981	7,000	10,000
Electricity	64,438	64,527	60,000	66,000
Gasoline	7,521	9,109	8,000	8,500
Food - Banquets & Special Events	10,585	6,526	9,500	9,000
Small Equipment	1,510	-	3,000	3,000
<b>Total Supplies &amp; Expenditures</b>	<b>155,307</b>	<b>140,770</b>	<b>147,700</b>	<b>157,850</b>
Park Maintenance	8,237	6,745	8,000	10,000
<b>Total Miscellaneous</b>	<b>24,737</b>	<b>6,745</b>	<b>8,000</b>	<b>10,000</b>
<b>Total Operating Expenditures</b>	<b>825,834</b>	<b>761,168</b>	<b>1,067,500</b>	<b>1,011,200</b>
Furniture & Fixtures	-	6,225	-	-
Capital Outlay - Machinery & Equipment	20,181	-	-	13,000
<i>PTO-60 Power Turf Renovator (Est. \$13,000)</i>	-	-	-	-
Building & Site Improvements	-	-	175,000	-
<i>Fencing/Backstops for Bazemore Park Ball Fields \$25,000</i>	-	-	-	25,000
<i>FY19 Bazemore Park Concession &amp; Restrooms \$150,000</i>	-	216,817	-	-
<b>Total Capital Outlay Expenditures</b>	<b>20,181</b>	<b>223,042</b>	<b>175,000</b>	<b>38,000</b>
<b>Total Parks &amp; Recreation</b>	<b>846,015</b>	<b>984,210</b>	<b>1,242,500</b>	<b>1,049,200</b>

## Culture & Recreation

### Senior Citizens Center

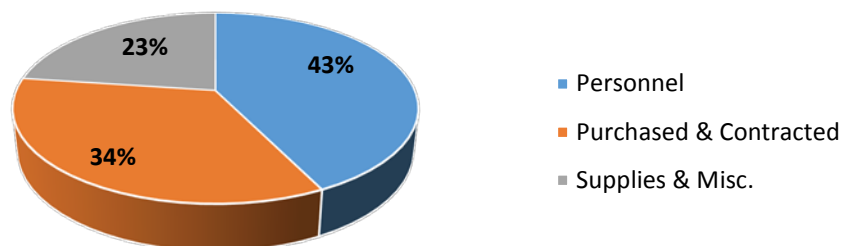
#### Highlights of Budget Changes

In the FY2020 Adopted Budget, Senior Citizens Center expenditures total \$199,975, a decrease of (-\$21,620) or (-10%) under the FY2019 budget. The decrease is due to a reduction in capital expenditures for FY2020.

Operating expenditures were reduced and increased in specific areas (i.e. personnel services, contract labor, supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020.

<b>SENIOR CITIZENS CENTER</b>						
<b>Expenditure Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>	<b>\$ Change</b>	<b>% Change</b>
Total Personnel Services & Benefits	82,564	76,360	81,800	85,300	3,500	4%
Total Purchased & Contracted Services	70,458	60,218	58,275	68,975	10,700	18%
Total Supplies & Expenditures	41,585	41,586	48,520	44,700	(3,820)	-8%
Total Miscellaneous	-	-	-	1,000	1,000	0%
<b>Total Operating Expenditures</b>	<b>194,607</b>	<b>178,164</b>	<b>188,595</b>	<b>199,975</b>	<b>11,380</b>	<b>6%</b>
Capital Vehicles - New Passenger Van	-	-	33,000	-	(33,000)	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>33,000</b>	<b>-</b>	<b>(33,000)</b>	<b>-</b>
<b>Total Expenditures</b>	<b>194,607</b>	<b>178,164</b>	<b>221,595</b>	<b>199,975</b>	<b>(21,620)</b>	<b>-10%</b>

**FY2020 Senior Center  
Expenditures By Category**



## Culture & Recreation

### Senior Citizens Center

#### Senior Citizens Center FY2020 Detail Expenditure Summary

<b>Senior Citizens Center</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular Employees	51,798	51,118	53,000	55,000
Group Insurance	13,693	9,415	12,000	12,000
Social Security (FICA) Contributions	3,130	3,104	3,500	3,800
Medicare	732	726	1,000	1,000
Retirement Contributions	9,220	8,685	9,500	9,500
ICMA RC 457 Match	1,436	1,530	1,800	2,000
Workers' Compensation	2,555	1,781	1,000	2,000
<b>Total Personnel Services &amp; Benefits</b>	<b>82,564</b>	<b>76,360</b>	<b>81,800</b>	<b>85,300</b>
Custodial	5,175	6,956	5,500	6,000
Repairs & Maintenance	17,978	5,260	4,500	5,000
Travel	2,000	1,200	3,000	3,000
Dues & Fees	315	315	775	775
Contracts & Agreements:	2,103	1,427	2,500	2,200
Contract Labor	42,887	45,060	42,000	52,000
<b>Total Purchased &amp; Contracted Services</b>	<b>70,458</b>	<b>60,218</b>	<b>58,275</b>	<b>68,975</b>
General Supplies & Materials	1,558	1,034	3,500	1,500
Postage	-	-	20	-
Natural Gas	1,760	1,558	2,500	2,000
Electricity	8,685	9,153	9,000	9,200
Gasoline (Senior Center Van)	-	-	1,000	1,000
Food, Banquets & Flowers	26,641	27,971	27,000	28,000
Small Equipment	2,942	1,870	5,500	3,000
<b>Total Supplies &amp; Expenditures</b>	<b>41,585</b>	<b>41,586</b>	<b>48,520</b>	<b>44,700</b>
Claims - Damage	-	-	-	1,000
<b>Total Miscellaneous</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
<b>Total Operating Expenditures</b>	<b>194,607</b>	<b>178,164</b>	<b>188,595</b>	<b>199,975</b>
(1) Ford Passenger Van	-	-	33,000	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>33,000</b>	<b>-</b>
<b>Total Senior Citizens Center</b>	<b>194,607</b>	<b>178,164</b>	<b>221,595</b>	<b>199,975</b>

# FY2020 Adopted Budget

## HOUSING & DEVELOPMENT FUNCTION



### Departmental Summaries

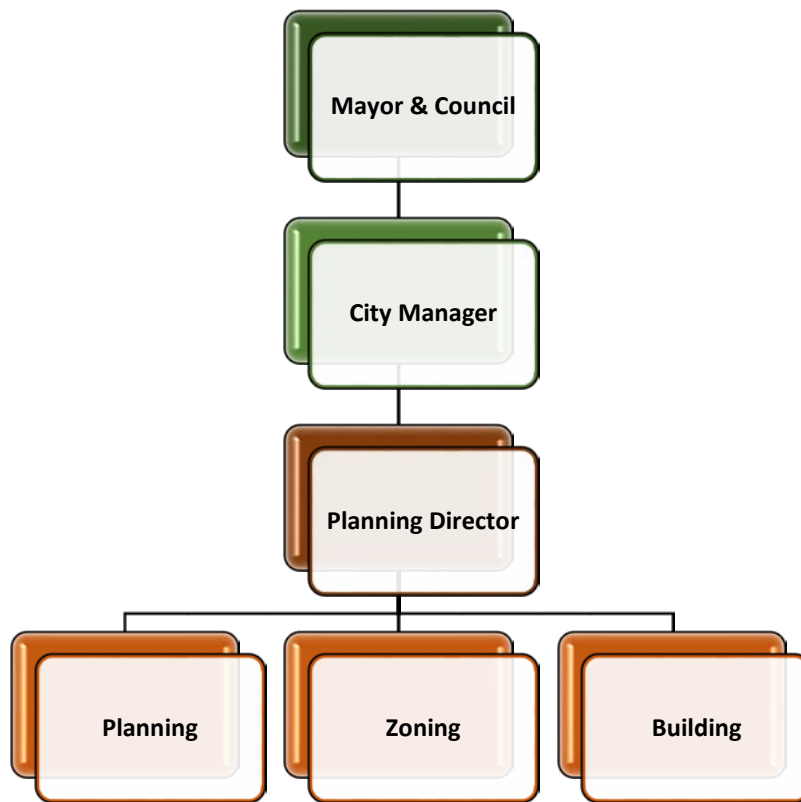
- Planning, Zoning & Building Department



## Housing & Development

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

### Housing & Development Function Organizational Chart



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

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

# Housing & Development

## Short Term Priorities & Goals

### **Priorities:**

- Continue excellence in planning, zoning, and building inspections to ensure safe, desirable, and quality development within Garden City, while working to preserve existing neighborhoods and commercial areas.
- Ensure fiscal responsibility via accurate forecasting of community necessities and department resources.

### **Goals:**

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

## Long Term Priorities & Goals

### **Priorities:**

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

### **Goals:**

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



## Housing & Development

### Planning, Zoning & Building

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

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

#### Ongoing Activities & Initiatives for FY2020

- Continue current planning and development review – reviewing and processing development applications according to the Comprehensive Plan and Zoning Code.
- Continue working to maintain quality neighborhoods and commercial areas by inspecting projects after construction to verify and maintain compliance with the City's Codes.
- Continue to provide the City's elected and appointed officials, citizens, businesses, and development community with information and professional expertise 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.

#### Staffing Level

In the FY2020 Adopted Budget, Planning, Zoning & Building full-time staffing level is unchanged from 2019.

<u>Planning, Zoning &amp; Building</u>	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Planning Director	1	1	1	1	Exempt
Building Inspector	1	1	1	1	Non-exempt
Code Enforcement Officers	2	--	--	--	--
Administrative Assistant	1	2	2	2	Non-exempt
<b>Total</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	

## Housing & Development

### Planning, Zoning & Building

#### Highlights of Budget Changes

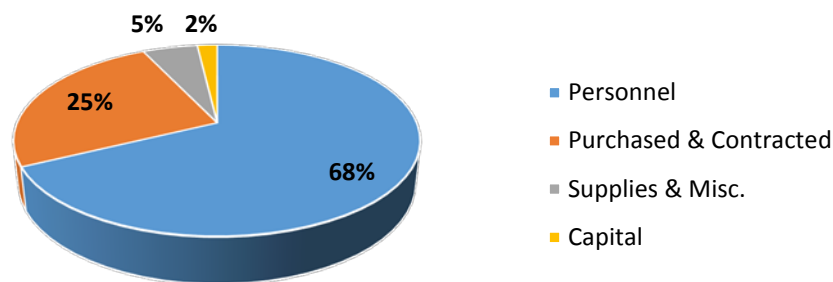
In the FY2020 Adopted Budget, Planning, Zoning & Building expenditures total \$395,540, an increase of \$25,590 or 7% over the FY2019 budget. The increase is due to ordinary anticipated increases in operating expenditures and capital expenditures for FY2020.

Operating expenditures were increased in specific areas (i.e. personnel services, benefits, education & training, etc.) to more closely align the budget with projected costs for fiscal year 2020.

Capital expenditures total \$7,500. This funding will provide for the purchase of partitions and plan racks to create additional office space and storage for plans.

<b>PLANNING, ZONING &amp; BUILDING</b>						
<b>Expenditure Category</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>	<b>\$ Change</b>	<b>% Change</b>
Total Personnel Services & Benefits	227,554	259,459	253,500	268,000	14,500	6%
Total Purchased & Contracted Services	92,371	109,690	96,400	99,490	3,090	3%
Total Supplies & Expenditures	8,727	13,905	20,050	20,550	500	2%
<b>Total Operating Expenditures</b>	<b>328,652</b>	<b>383,054</b>	<b>369,950</b>	<b>388,040</b>	<b>18,090</b>	<b>5%</b>
Capital Outlay - Vehicles	19,426	-	-	-	-	-
Capital Outlay - Building Improvements	-	-	-	7,500	-	-
<b>Total Capital Expenditures</b>	<b>19,426</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>
<b>Total Expenditures</b>	<b>348,078</b>	<b>383,054</b>	<b>369,950</b>	<b>395,540</b>	<b>25,590</b>	<b>7%</b>

**FY2020 Planning, Zoning & Building  
Expenditures by Category**



## Housing & Development

### Planning, Zoning & Building

#### Planning, Zoning & Building FY2020 Detail Expenditure Summary

<b>Planning, Zoning, &amp; Building</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular Employees	163,119	187,877	183,000	190,000
Salaries - Overtime	1,239	1,226	2,000	2,000
Group Insurance	42,521	47,369	45,000	50,000
Social Security (FICA) Contributions	9,887	11,276	11,000	12,000
Medicare	2,351	2,637	3,000	3,500
Retirement Contributions	4,610	4,342	5,000	5,500
ICMA RC 457 Match	228	240	500	500
Workers' Compensation	3,599	4,491	4,000	4,500
<b>Total Personnel Services &amp; Benefits</b>	<b>227,554</b>	<b>259,459</b>	<b>253,500</b>	<b>268,000</b>
Maps, Charts & Plans	35	156	600	600
Site Plan Review	24,074	32,538	30,000	30,000
Vehicle Maintenance & Repairs	135	433	2,200	1,500
Equipment Maintenance & Repairs	-	-	500	500
Insurance, other than employee benefits	8,654	13,675	7,200	7,500
Advertising	704	3,191	1,500	1,500
Travel	3,480	1,378	5,200	5,200
Dues & Fees	593	310	700	770
Contracts & Agreements	48,426	27,484	36,000	36,000
Education & Training	3,224	1,301	12,500	15,920
Contract Labor - Demolition	-	22,284	-	-
Contract Labor - Overgrown Lots	3,045	6,940	-	-
<b>Total Purchased &amp; Contracted Services</b>	<b>92,371</b>	<b>109,690</b>	<b>96,400</b>	<b>99,490</b>
General Supplies & Materials	1,711	2,010	4,000	4,000
Postage	766	661	1,500	1,500
Gasoline	2,803	3,699	4,700	4,700
Books & Periodicals	2,909	6,543	3,000	6,500
Small Equipment	21	43	5,500	2,500
Uniforms	517	948	1,350	1,350
Damage Claims	-	-	-	-
<b>Total Supplies &amp; Expenditures</b>	<b>8,727</b>	<b>13,905</b>	<b>20,050</b>	<b>20,550</b>
<b>Total Operating Expenditures</b>	<b>328,652</b>	<b>383,054</b>	<b>369,950</b>	<b>388,040</b>
Vehicles	19,426	-	-	-
Capital Outlay - Other Equipment	-	-	-	7,500
Partitions for additional office space (Est. \$7,500)	-	-	-	-
<b>Total Capital Expenditures</b>	<b>19,426</b>	<b>-</b>	<b>-</b>	<b>7,500</b>
<b>Total Planning, Zoning, &amp; Building</b>	<b>348,078</b>	<b>383,054</b>	<b>369,950</b>	<b>395,540</b>

# **FY2020 Adopted Budget**

## **PUBLIC WORKS FUNCTION**



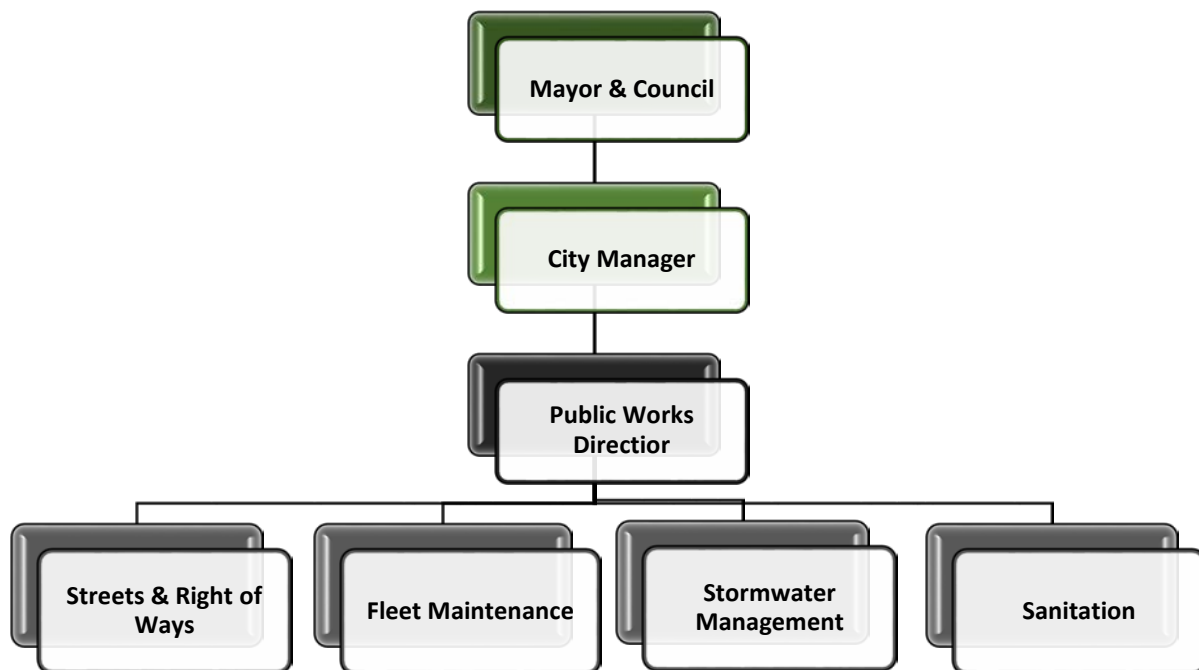
### **Departmental Summaries**

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

## Public Works

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

### Public Works Function Organizational Chart



### Fund Types Budgeted by the Public Works Function

Fund	Department			
	Streets & Right of Ways	Fleet Maintenance	Stormwater Management	Sanitation
General Fund	X	X		
Proprietary Fund			X	X



## Public Works

### Short Term Priorities & Goals

#### **Priorities:**

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

#### **Goals:**

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

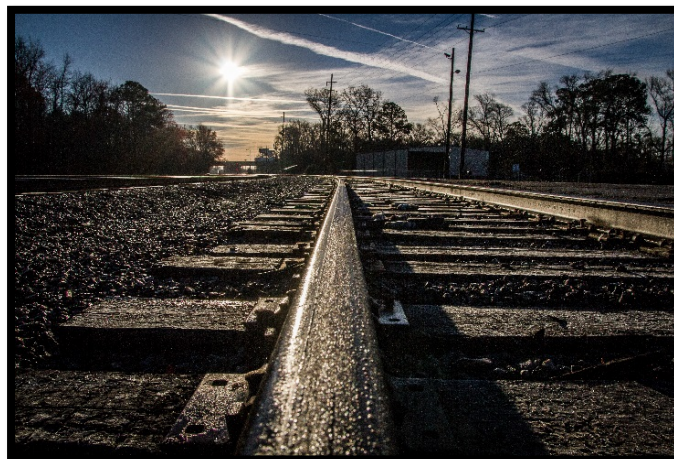
### Long Term Priorities & Goals

#### **Priorities:**

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

#### **Goals:**

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



## Public Works

### Streets & Right-of-Ways

**Purpose:** The Public Works Department is responsible for repairing and protecting our streets and right-of-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 for FY2020

- Maintain and inspect the City's streets by continually sweeping, repairing and improving the city's public streets and rights-of-way.
- Operate in a professional manner and stay within the approved fiscal year budget while promoting safety.
- Ensure City and State Ordinances and Specifications are observed.
- Create and maintain preventive service schedules for all public streets and rights-of-way.

#### Staffing Level

In the FY2020 Adopted Budget, the Public Works full-time employee staffing level reflects an increase when compared to FY2019. The increase is attributed to two (2) new technician positions for FY2020. The new technician positions will provide for an additional property maintenance crew.

<u>Public Works</u> (includes Stormwater)					
Classification	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Public Works Director	1	1	1	1	Exempt
Executive Assistant	1	1	1	1	Exempt
Public Works Supervisor	1	1	1	1	Exempt
Public Works Crew Leader	3	3	3	3	Non-exempt
Public Works Technician	2	2	2	4	Non-exempt
Public Works Heavy Equipment Operator	4	4	4	4	Non-exempt
<b>Total Public Works</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>14</b>	

## Public Works

### Streets & Right-of-Ways

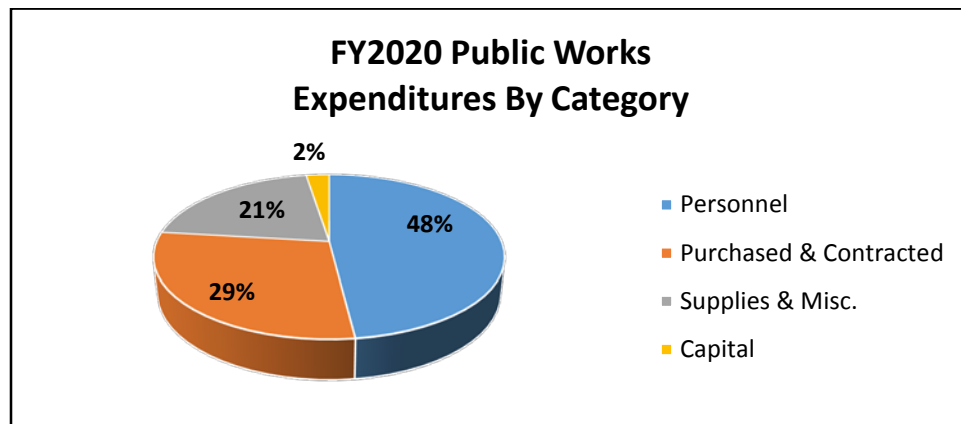
#### Highlights of Budget Changes

In the FY2020 Adopted Budget, Public Works expenditures total \$1,074,350, an increase of \$175,450 or 20% over the FY2019 budget. The increase is due to costs (i.e. personnel services, equipment, etc.) associated with the two (2) new technician positions added to create a property maintenance crew as well as various cost increases associated with purchased and contracted services (i.e. street maintenance, equipment and vehicle maintenance, etc.).

Operating expenditures were reduced and increased in specific areas (i.e. personnel services, benefits, professional engineering, contract labor, maintenance and repairs, etc.) to more closely align the budget with projected costs for fiscal year 2020. Funds are allocated in the department's operating budget for professional engineering services for the development of a street maintenance plan (\$70,000); and for contract labor services (\$30,000) to provide for the demolition of neglected/abandoned dwellings and maintenance of overgrown lots (\$12,000).

Capital expenditures total \$27,250. This funding will provide for the purchase of (1) Ford F-150 Crew Cab Truck (\$27,250) to provide transportation for the newly created property maintenance crew.

PUBLIC WORKS						
Expenditure Category	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	\$ Change	% Change
Total Personnel Services & Benefits	459,109	413,201	508,500	516,000	7,500	1%
Total Purchased & Contracted Services	335,008	237,147	207,700	310,000	102,300	49%
Total Supplies & Expenditures	183,871	203,354	179,700	218,100	38,400	21%
Total Miscellaneous	3,296	3,484	3,000	3,000	-	0%
<b>Total Operating Expenditures</b>	<b>981,284</b>	<b>857,186</b>	<b>898,900</b>	<b>1,047,100</b>	<b>148,200</b>	<b>16%</b>
Capital Outlay - Vehicles	-	99,415	-	27,250	27,250	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>99,415</b>	<b>-</b>	<b>27,250</b>	<b>27,250</b>	<b>-</b>
<b>Total Expenditures</b>	<b>981,284</b>	<b>956,601</b>	<b>898,900</b>	<b>1,074,350</b>	<b>175,450</b>	<b>20%</b>



## Public Works

### Streets & Right-of-Ways

#### Public Works FY2020 Detail Expenditure Summary

<b>Public Works</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular	237,772	199,159	258,000	250,000
Salaries - Overtime	5,291	2,817	12,000	12,000
Group Insurance	145,163	147,710	145,000	155,000
Social Security (FICA) Contributions	12,752	11,275	14,000	15,000
Medicare	3,815	2,645	6,500	7,000
Retirement Contributions	26,409	24,876	28,000	32,000
ICMA RC 457 Match	11,032	19,111	25,000	25,000
Workers' Compensation	16,876	5,607	20,000	20,000
<b>Total Personnel Services &amp; Benefits</b>	<b>459,109</b>	<b>413,201</b>	<b>508,500</b>	<b>516,000</b>
Professional Engineering	-	4,230	5,000	75,000
<i>FY20 Street Paving System Plan (Est. \$70,000)</i>				
Vehicle Maintenance & Repairs	21,313	30,412	20,000	30,000
Equipment Maintenance & Repairs	4,016	8,168	6,000	6,000
Street Maintenance & Repairs	112,157	103,244	100,000	110,000
Equipment Rentals	-	163	3,000	6,000
Insurance, other than employee benefits	20,192	20,242	18,000	18,000
Travel	-	-	-	1,000
Dues & Fees	896	916	700	1,500
Contracts & Agreements:	176,433	69,772	20,000	20,000
Education & Training	-	-	-	500
Contract Labor - Demolition	-	-	25,000	30,000
Contract Labor - Overgrown Lots	-	-	10,000	12,000
<b>Total Purchased &amp; Contracted Services</b>	<b>335,008</b>	<b>237,147</b>	<b>207,700</b>	<b>310,000</b>
General Supplies & Materials	18,483	17,238	15,000	20,000
Postage	-	72	100	100
Street Signs	9,900	17,524	15,000	20,000
Electricity	137,492	134,504	120,000	130,000
Oil & Lubricants	(49)	449	100	-
Gasoline	13,016	27,779	15,000	30,000
Small Equipment	1,687	1,526	10,000	10,000
Uniforms	3,343	4,263	4,500	8,000
<b>Total Supplies &amp; Expenditures</b>	<b>183,871</b>	<b>203,354</b>	<b>179,700</b>	<b>218,100</b>
Damage Claims Paid	3,296	3,484	3,000	3,000
<b>Total Miscellaneous</b>	<b>3,296</b>	<b>3,484</b>	<b>3,000</b>	<b>3,000</b>
<b>Total Operating Expenditures</b>	<b>981,284</b>	<b>857,186</b>	<b>898,900</b>	<b>1,047,100</b>
Machinery & Equipment	-	-	-	-
Vehicles & Equipment	-	99,415	-	27,250
<i>FY20 (1) Ford F-150 Crew Cab (Est. \$27,250)</i>	-	-	-	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>99,415</b>	<b>-</b>	<b>27,250</b>
<b>Total Public Works</b>	<b>981,284</b>	<b>956,601</b>	<b>898,900</b>	<b>1,074,350</b>

## Public Works

### Fleet Maintenance

**Purpose:** Fleet Maintenance is a division of the Public Works Department. Fleet Maintenance provides reliable, safe, and well-maintained vehicles and equipment to all City Departments.

**Core Services:** Fleet Maintenance performs preventive and corrective maintenance on City vehicles and equipment and manages fuel, parts, and inventory.

### Ongoing Activities & Initiatives for FY2020

- Create and maintain preventive service schedules for all City-owned vehicles and equipment.
- Maintain thorough maintenance records for all City-owned equipment and vehicles to monitor service and repair costs and assist other departments with decisions about repairs and replacements.

### Staffing Level

In the FY2020 Adopted Budget, Fleet Maintenance full-time employee staffing level is unchanged from 2019.

<u>FLEET MAINTENANCE</u> Classification	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Senior Mechanic	1	1	1	1	Non-Exempt
Mechanic	1	1	1	1	Non-Exempt
<b>Total Fleet Maintenance</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	

### Highlights of Budget Changes

In the FY2020 Adopted Budget, Fleet Maintenance expenditures total \$189,821, an increase of \$54,171 or 40% over the FY2019 budget. The increase is due to costs associated with the replacement of various pieces of equipment and the restocking of supplies and parts needed to service/maintain the City's vehicles and equipment.

Operating expenditures were reduced and increased in specific areas (i.e. personnel, benefits, supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020.

Capital expenditures total \$14,321. This funding will provide for the purchase of an additional Twin Post Challenger Lift (\$7,902) to increase productivity; and a new Tire Changer (\$6,419) to replace the current machine, which is out dated and damaging the alloy wheels on the vehicles.

<u>FLEET MAINTENANCE</u> Expenditure Category	2017 Actual	2018 Actual	2019 Adopted	2020 Recommended	\$ Change	% Change
Total Personnel Expenses	102,772	120,490	107,200	126,550	19,350	18%
Total Purchased & Contracted Expenses	2,657	3,711	4,450	4,450	-	0%
Total Supplies Expenses	47,797	37,003	24,000	44,500	20,500	85%
<b>Total Operating Expenditures</b>	<b>153,226</b>	<b>161,204</b>	<b>135,650</b>	<b>175,500</b>	<b>39,850</b>	<b>29%</b>
Capital Outlay - Equipment	31,390	-	-	14,321	-	-
<b>Total Capital Expenditures</b>	<b>31,390</b>	<b>-</b>	<b>-</b>	<b>14,321</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>184,616</b>	<b>161,204</b>	<b>135,650</b>	<b>189,821</b>	<b>54,171</b>	<b>40%</b>

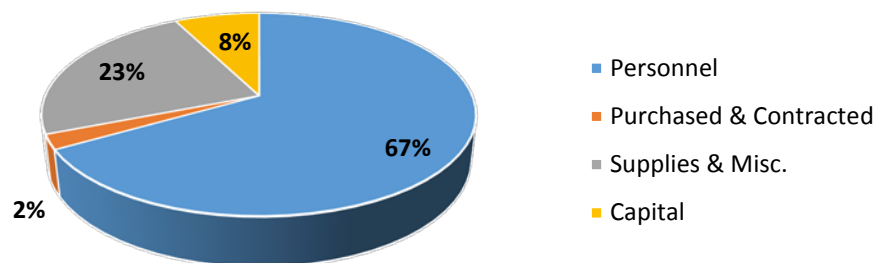
## Public Works

### Fleet Maintenance

#### Fleet Maintenance FY2020 Detail Expenditure Summary

<b>Fleet Maintenance</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular Employees	75,331	83,681	76,500	85,000
Salaries - Overtime	1,934	1,491	2,000	2,000
Group Insurance	7,845	17,654	10,000	20,000
Social Security (FICA) Contributions	4,721	5,095	5,000	5,200
Medicare	1,104	1,192	1,200	1,500
Retirement Contributions	8,858	8,344	9,200	9,500
ICMA RC 457 Match	1,323	1,352	1,500	1,550
Workers' Compensation	1,656	1,681	1,800	1,800
<b>Total Personnel Services &amp; Benefits</b>	<b>102,772</b>	<b>120,490</b>	<b>107,200</b>	<b>126,550</b>
Equipment Maintenance & Repairs	2,427	3,711	4,000	4,000
Contracts & Agreements:	230	-	300	300
Education & Training	-	-	150	150
<b>Total Purchased &amp; Contracted Services</b>	<b>2,657</b>	<b>3,711</b>	<b>4,450</b>	<b>4,450</b>
General Supplies & Materials	44,085	32,417	10,000	30,000
Small Equipment	-	516	10,000	10,000
Uniforms	3,712	4,070	4,000	4,500
<b>Total Supplies &amp; Expenditures</b>	<b>47,797</b>	<b>37,003</b>	<b>24,000</b>	<b>44,500</b>
<b>Total Operating Expenditures</b>	<b>153,226</b>	<b>161,204</b>	<b>135,650</b>	<b>175,500</b>
Machinery & Equipment	31,390	-	-	14,321
<i>FY20 Twin Post Lift (Est. \$7,902)</i>			-	-
<i>FY20 Tire Changer ( Est. \$6,419)</i>			-	-
<b>Total Capital Expenditures</b>	<b>31,390</b>	<b>-</b>	<b>-</b>	<b>14,321</b>
<b>Total Fleet Maintenance</b>	<b>184,616</b>	<b>161,204</b>	<b>135,650</b>	<b>189,821</b>

**FY2020 Fleet Maintenance  
Expenditures By Category**



## Public Works

### Stormwater Management

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

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

#### Ongoing Activities & Initiatives for FY2020

- Continue to maintain the City's stormwater system by performing routine inspections and repairing the watershed system.
- Continue to educate the citizens of Garden City to help protect the City's watershed, waterways, and wetlands.

#### Highlights of Budget Changes

In the FY2020 Adopted Budget, the Stormwater Management expenditures total \$927,585, an increase of \$13,381 or 1% over the FY2019 budget.

Operating expenditures were reduced and increased in specific areas (i.e. personnel, benefits, vehicle/equipment maintenance and repairs, supplies, etc.) to more closely align the budget with projected costs for fiscal year 2020.

Capital Expenditures total \$24,900. This funding will provide for the purchase of two (2) 60-inch X-Mark Mowers (\$19,400) to support the newly created property maintenance crew and a 6'x10' Dump Trailer (\$5,500) for hauling/dumping dry trash, debris, and sidewalk clippings.

<b>STORMWATER FUND</b>		<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>\$</b>	<b>%</b>
<b>Revenue Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>	<b>Change</b>	<b>Change</b>	
NPDES Erosion Control Fee	548	2,039	3,000	3,000	-	0%	
Total Stormwater Utility Fees	911,748	923,307	911,204	924,585	13,381	1%	
<b>Total Revenues</b>	<b>912,296</b>	<b>925,346</b>	<b>914,204</b>	<b>927,585</b>	<b>13,381</b>	<b>1%</b>	
<b>Expenditure Category</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Adopted</b>	<b>Change</b>	<b>%</b>	
Total Personnel Services & Benefits	436,447	453,459	471,000	496,743	25,743	5%	
Total Purchased & Contracted	302,437	249,530	274,850	289,200	14,350	5%	
Total Supplies & Expenditures	26,199	12,177	25,000	15,000	(10,000)	-40%	
Total Miscellaneous	228,433	230,859	96,354	101,742	5,388	6%	
Total Capital Expenditures	-	-	47,000	24,900	(22,100)	-47%	
<b>Total Expenditures</b>	<b>993,516</b>	<b>946,025</b>	<b>914,204</b>	<b>927,585</b>	<b>13,381</b>	<b>1%</b>	



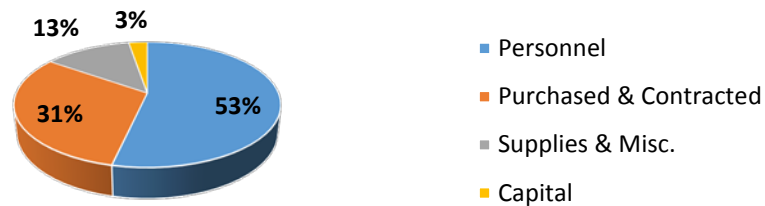
## Public Works

### Stormwater Management

#### Stormwater Management FY2020 Detail Expenditure Summary

<b>Stormwater Management Fund</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular Employees	331,384	343,226	347,000	363,743
Salaries - Overtime	5,962	9,193	10,000	10,000
Group Insurance	42,723	26,225	42,000	45,000
Social Security (FICA) Contributions	20,437	20,175	23,000	24,000
Medicare	3,856	4,725	5,000	6,000
Retirement Contributions	26,093	35,903	29,000	32,000
ICMA RC 457 Match	5,993	14,013	15,000	16,000
<b>Total Personnel Services &amp; Benefits</b>	<b>436,447</b>	<b>453,459</b>	<b>471,000</b>	<b>496,743</b>
Project Maintenance/Capital Construction	93,459	71,330	100,000	100,000
Vehicle/Equipment Maintenance & Repairs	37,622	22,629	20,000	40,000
Insurance, other than employee benefits	20,192	20,242	20,000	20,000
Travel	-	-	-	300
Dues & Fees	677	349	350	400
Contracts & Agreements	5,541	3,521	4,000	4,000
Contracts (Drainage/Utility) Consultants	28,909	18,398	25,000	25,000
Education & Training	322	79	500	500
Contract Labor	115,715	112,983	105,000	99,000
<b>Total Purchased &amp; Contracted Services</b>	<b>302,437</b>	<b>249,530</b>	<b>274,850</b>	<b>289,200</b>
Gasoline	22,449	10,402	20,000	10,000
Small Equipment	3,750	1,775	5,000	5,000
<b>Total Supplies &amp; Expenditures</b>	<b>26,199</b>	<b>12,177</b>	<b>25,000</b>	<b>15,000</b>
Capital Lease Principal	19,967	20,343	20,343	21,231
Capital Lease Interest	1,629	1,400	1,011	512
GEFA CW2016049 Principal	-	-	-	-
GEFA CW2016049 Interest	-	69	-	5,000
Transfer to General Fund	45,000	45,000	45,000	45,000
Transfer to Sanitation Fund	30,000	30,000	30,000	30,000
Bad Debt Expenses	-	3,282	-	-
<b>Total Miscellaneous</b>	<b>228,433</b>	<b>230,859</b>	<b>96,354</b>	<b>101,742</b>
<b>Total Operating Expenditures</b>	<b>993,516</b>	<b>946,025</b>	<b>867,204</b>	<b>902,685</b>
Machinery & Equipment	-	-	19,000	24,900
Vehicles & Equipment	-	-	28,000	-
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>47,000</b>	<b>24,900</b>
<b>Total Stormwater Management</b>	<b>993,516</b>	<b>946,025</b>	<b>914,204</b>	<b>927,585</b>

#### FY2020 Stormwater Fund Expenditures By Category



## Public Works

### Sanitation

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

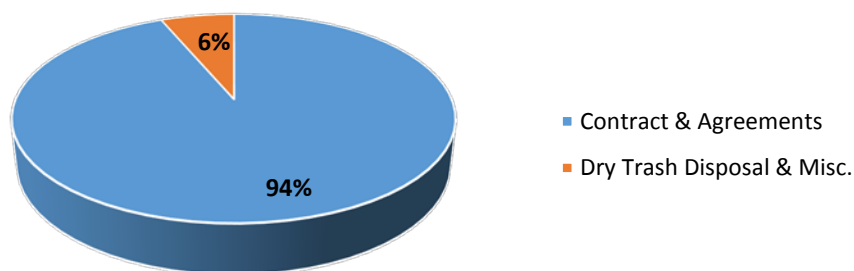
**Core Services:** Sanitation provides for the curbside collection of household garbage, recyclables and yard debris discarded by the City's residents. Carts are provided to the City's residential customers for the collection of household garbage and recycling items. Yard debris is bundled or bagged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

### Highlights of Budget Changes

In the FY2020 Adopted Budget, Sanitation expenditures total \$426,262, an increase of \$44,514 or 12% over the FY2019 budget. The increase is attributed to contractual cost adjustments for dry trash disposal fees associated with the collection and disposal of debris from seasonal storms, etc.

SANITATION FUND		2017	2018	2019	2020	\$	%
Revenue Category		Actual	Actual	Budget	Adopted	Change	Change
Total Refuse Collection Charges		333,567	339,266	351,736	396,250	44,514	13%
FEMA Reimbursement - Hurricane Irma		-	26,650	-	-	-	0%
Total Interest Revenue		11	12	12	12	-	0%
Total Transfer In From Stormwater		30,000	30,000	30,000	30,000	-	0%
<b>Total Revenue</b>		<b>363,578</b>	<b>395,928</b>	<b>381,748</b>	<b>426,262</b>	<b>44,514</b>	<b>12%</b>
Expenditure Category		Actual	Actual	Budget	Adopted	Change	%
Total Contracts & Agreements		343,530	355,851	356,736	401,250	44,514	12%
Total Dry Trash Disposal Expenses		45,029	30,120	25,000	25,000	-	0%
Total Miscellaneous Expenses		10	6,403	12	12	-	0%
<b>Total Expenditures</b>		<b>388,569</b>	<b>392,374</b>	<b>381,748</b>	<b>426,262</b>	<b>44,514</b>	<b>12%</b>

**FY2020 Sanitation Expenditures by Category**



# **FY2020 Adopted Budget**

## **UTILITY SERVICE FUNCTION**



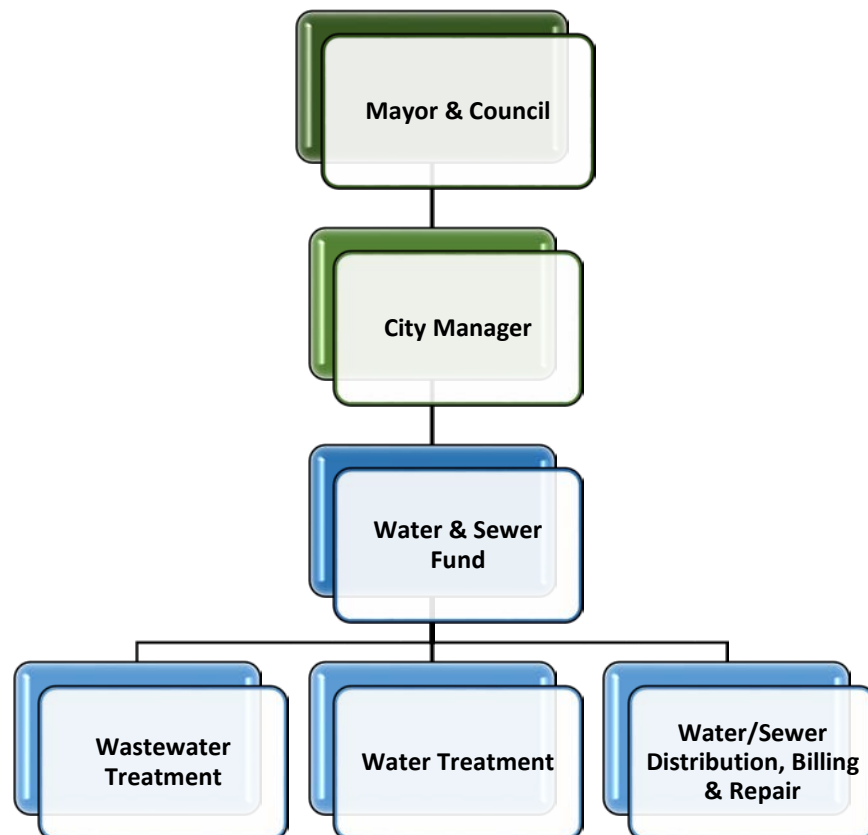
### **Departmental Summaries**

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

## Utility Service

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

### Utility Service Function Organizational Chart



### Fund Types Budgeted by the Utility Service Function

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

## Utility Service

### Short Term Priorities & Goals

#### **Priorities:**

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

#### **Goals:**

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

### Long Term Priorities & Goals

#### **Priorities:**

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

#### **Goals:**

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



## Utility Service

### Water & Sewer Operations

#### Staffing Level

In the FY2020 Adopted Budget, Water and Sewer Department full-time employee staffing level is unchanged from 2019. Contract labor is provided through a contractual agreement with Clearwater Solutions for wastewater treatment and water treatment services.

<u>W/S Billing, Distribution &amp; Repair</u> Classification	2017 Actual	2018 Actual	2019 Budget	2020 Adopted	Pay Status Budget
Water/Sewer Supervisor	1	1	1	1	Exempt
Utility Services Manager (Billing/Finance)	1	1	1	1	Exempt
Utility Services Tech. (Billing/Finance)	1	3	3	3	Non-Exempt
Senior Meter Reader	1	1	1	1	Non-Exempt
Water/Sewer Repair Foreman	1	1	1	1	Non-Exempt
Water/Sewer Repair Technicians	5	5	5	5	Non-Exempt
<b>Total Water &amp; Sewer Fund</b>	<b>16</b>	<b>12</b>	<b>12</b>	<b>12</b>	

#### Highlights of Budget Changes

In the FY2020 Adopted Budget, Water & Sewer Department expenditures total \$5,343,729, an increase of 0.4% or \$23,592 over the FY2020 Budget. The increase in operating expenditures is attributed to costs associated with equipment replacement, depreciation, capital improvements, and debt service.

Capital expenditures total \$1,354,352. This funding provides for the replacement of the head works at the Wastewater Treatment Plant (\$500,000); completion of the Georgia Ports Authority joint force main relocation project (\$100,000); replacement of the SCADA system (\$350,000); construction of the Town Center irrigation system (\$277,000); replacement of (1) heavy duty tool truck (\$43,500); replacement of (2) crew cab trucks (\$55,171); the purchase of (1) trash water pump to pump out manholes (\$10,456); and the purchase of (1) sewer inspection camera to inspect sewer lines (\$18,225.)

<b>WATER &amp; SEWER FUND</b>	2017	2018	2019	2020	\$	%
Revenue Category	Actual	Actual	Budget	Adopted	Change	Change
Total Water Revenues	1,486,852	1,515,077	1,504,940	1,560,529	55,589	4%
Total Water Tap Fees	9,699	28,494	20,000	25,000	5,000	25%
Total Sewer Revenues	2,151,012	2,161,513	2,209,197	2,226,200	17,003	1%
Total Sewer Tap Fees	113,665	82,400	25,000	30,000	5,000	20%
Administrative Fees	89,548	88,575	100,000	100,000	-	0%
Other Revenues & Penalties	173,717	257,639	180,000	180,000	-	0%
Investment Earnings	17,190	37,051	15,000	30,000	15,000	100%
Rents and Royalties	833	768	1,000	1,000	-	0%
Miscellaneous Revenues	26,127	42,798	40,000	41,000	1,000	3%
<b>Operating Revenue</b>	<b>4,068,643</b>	<b>4,214,315</b>	<b>4,095,137</b>	<b>4,193,729</b>	<b>98,592</b>	<b>2.4%</b>
GEFA L07WJ Loan Proceeds	227,128	571,734	550,000	-	(550,000)	-100%
FEMA Reimbursement	-	-	675,000	675,000	-	0%
Appropriation from prior year fund balance	-	-	-	475,000	475,000	100%
<b>Other Financing/Funding Sources</b>	<b>227,128</b>	<b>571,734</b>	<b>1,225,000</b>	<b>1,150,000</b>	<b>(75,000)</b>	<b>-6%</b>
<b>Total Revenue</b>	<b>4,295,771</b>	<b>4,786,049</b>	<b>5,320,137</b>	<b>5,343,729</b>	<b>23,592</b>	<b>0.4%</b>
Expenditure Category	Actual	Actual	Budget	Adopted	Change	Change
Total Wastewater Treatment Expenses	1,066,859	1,378,571	1,017,243	1,104,100	86,857	9%
Total Water Treatment Expenses	329,189	559,721	458,158	529,985	71,827	16%
Total W/S Billing, Distribution, Repair Expenses	1,945,434	2,153,322	1,657,897	1,579,012	(78,885)	-5%
Total W/S Debt Service	495,162	684,477	770,988	776,280	5,292	1%
<b>W/S Operating Expenditures Subtotal</b>	<b>3,836,644</b>	<b>4,776,091</b>	<b>3,904,286</b>	<b>3,989,377</b>	<b>85,091</b>	<b>2.2%</b>
Total W/S Fund CIP Expenditures	227,128	628,244	1,415,851	1,354,352	(61,499)	-4%
<b>Total W/S Fund Expenditures</b>	<b>4,063,772</b>	<b>5,404,335</b>	<b>5,320,137</b>	<b>5,343,729</b>	<b>23,592</b>	<b>0.4%</b>



## Wastewater Treatment & Collection

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

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

### Wastewater Treatment & Collection FY2020 Detail Expenditure Summary

<b>Wastewater Treatment &amp; Collection</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular Employees	346,899	229,330	245,000	268,000
Salaries - Overtime	31,341	144	100	100
Group Insurance	25,756	18,025	20,000	22,000
Social Security (FICA) Contributions	22,150	14,842	15,000	18,000
Medicare	4,803	3,487	4,000	5,000
Retirement Contributions	32,732	45,058	34,000	35,000
ICMA RC 457 Match	5,544	17,572	20,000	12,000
Workers' Compensation	1,575	1,611	1,500	2,000
<b>Total Personnel Services &amp; Benefits</b>	<b>470,800</b>	<b>330,068</b>	<b>339,600</b>	<b>362,100</b>
Professional Engineering	66,445	22,143	60,000	50,000
Vehicle Maintenance & Repairs	3,133	1,302	1,000	1,000
Equipment Maintenance & Repairs	245,986	115,396	120,000	120,000
Building Maintenance & Repairs	-	953	500	500
Insurance, other than employee benefits	24,706	24,734	25,000	25,000
Communications	5,034	5,645	5,000	6,000
Travel	700	-	-	500
Dues & Fees	350	1,762	2,000	2,000
Contracts & Agreements:	31,734	307,837	21,300	15,000
Education & Training	501	495	-	1,000
Contract Labor ( <i>Clear Water</i> )	-	402,016	283,343	366,000
Sludge Landfill Tipping Fees	43,087	31,711	40,000	40,000
<b>Total Purchased &amp; Contracted Services</b>	<b>421,674</b>	<b>913,994</b>	<b>558,143</b>	<b>627,000</b>
General Supplies & Materials	23,225	3,508	500	500
Computer Equipment & Software	412	-	-	-
Electricity	103,852	102,942	104,000	104,500
Gasoline	19,678	27,902	15,000	10,000
Small Equipment	2,219	-	-	-
Uniforms	-	158	-	-
Damage Claims	25,000	-	-	-
<b>Total Supplies &amp; Expenditures</b>	<b>174,385</b>	<b>134,509</b>	<b>119,500</b>	<b>115,000</b>
<b>Total Operating Expenditures</b>	<b>1,066,860</b>	<b>1,378,571</b>	<b>1,017,243</b>	<b>1,104,100</b>
Machinery & Equipment	-	-	-	-
Site/Land Improvements	227,128	579,244	500,000	500,000
<i>WWTP Headworks Replacement Project (Est. \$500,000)</i>	-	-	-	-
GPA Joint Force Main Relocation	-	-	175,000	100,000
<b>Total Capital Expenditures</b>	<b>227,128</b>	<b>579,244</b>	<b>675,000</b>	<b>600,000</b>
<b>Total Wastewater Treatment &amp; Collection</b>	<b>1,293,988</b>	<b>1,957,815</b>	<b>1,692,243</b>	<b>1,704,100</b>



## Water Treatment

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

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

### Water Treatment FY2020 Detail Expenditure Summary

<b>Water Treatment</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular Employees	38,593	862	-	
Salaries - Overtime	1,010	-	-	
Group Insurance	384	-	-	
Social Security (FICA) Contributions	2,466	53	-	
Medicare	577	12	-	
Retirement Contributions	4,219	5,808	4,500	5,000
ICMA RC 457 Match	-	-	-	
Workers' Compensation	-			
<b>Total Personnel Services &amp; Benefits</b>	<b>47,250</b>	<b>6,735</b>	<b>4,500</b>	<b>5,000</b>
Professional Audit	15,375	15,375	15,500	15,500
Vehicle Maintenance & Repairs	688	135	500	500
Equipment Maintenance & Repairs	46,497	8,305	20,000	10,000
Building Maintenance & Repairs	-	285	500	500
Insurance, other than employee benefits( <i>GIRMA</i> )	2,885	2,892	3,000	3,000
Communications	844	939	900	1,000
Travel	-	-	-	
Dues & Fees	90	-	-	
Contracts & Agreements:	98,923	66,815	82,415	80,985
Education & Training	-	-	-	
Contract Labor ( <i>Clear Water</i> )	-	368,404	283,343	360,000
<b>Total Purchased &amp; Contracted Services</b>	<b>165,301</b>	<b>463,151</b>	<b>406,158</b>	<b>471,485</b>
General Supplies & Materials	13,420	2,003	-	1,000
Computer Equipment & Software	5,795	241	-	-
Electricity	47,752	50,198	45,000	51,000
Gasoline	10,761	1,237	2,500	1,500
Small Equipment	6,621	-	-	-
Bad Debt Expenses	32,290	36,155	-	-
<b>Total Supplies &amp; Expenditures</b>	<b>116,638</b>	<b>89,834</b>	<b>47,500</b>	<b>53,500</b>
<b>Total Operating Expenditures</b>	<b>329,189</b>	<b>559,721</b>	<b>458,158</b>	<b>529,985</b>
SCADA System Replacement	-	-	350,000	350,000
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>

## Water/Sewer Billing, Distribution & Repair

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

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

### W/S Billing, Distribution & Repair FY2020 Detail Expenditure Summary

<b>Water/Sewer Distribution, Billing &amp; Repair</b>				
<b>Expenditure Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>2020 Adopted</b>
Salaries - Regular Employees	305,926	340,861	330,000	342,000
Salaries - Overtime	18,337	23,284	20,000	25,000
Group Insurance	86,018	118,464	115,000	120,000
Social Security (FICA) Contributions	19,449	20,695	22,000	22,000
Medicare	4,558	4,840	5,000	5,500
Retirement Contributions	44,620	61,421	47,000	50,000
ICMA RC 457 Match	3,541	3,953	4,000	4,500
Unemployment Insurance	-	7,346	-	-
Workers' Compensation	18,143	19,120	20,000	20,000
<b>Total Personnel Services &amp; Benefits</b>	<b>500,591</b>	<b>599,985</b>	<b>563,000</b>	<b>589,000</b>
Engineering	-	-	-	-
Calibrate Large Water Users	-	5,428	10,000	10,000
Vehicle Maintenance & Repairs	11,136	37,749	20,000	20,000
Equipment Maintenance & Repairs	5,155	4,597	5,000	5,000
Water Line Maintenance & Repairs	62,895	84,950	50,000	50,000
Sewer Line Maintenance & Repairs	15,578	48,854	50,000	50,000
Equipment Rental	917	795	1,000	1,000
Insurance, other than employee benefits	25,962	26,025	26,000	23,500
Communications	4,907	5,913	6,000	10,000
Advertising	-	-	-	-
Printing & Binding	-	-	-	-
Travel	-	666	600	1,200
Dues & Fees	18,409	22,695	15,500	16,000
Contracts & Agreements:	113,448	110,053	62,397	65,612
Education & Training	1,200	585	400	1,600
<b>Total Purchased &amp; Contracted Services</b>	<b>259,606</b>	<b>348,309</b>	<b>246,897</b>	<b>253,912</b>
General Supplies & Materials	30,316	18,876	16,000	16,000
Postage	21,187	19,723	25,000	25,000
Computer Equipment & Software	705	281	2,000	2,000
Gasoline	12,052	19,510	20,000	20,000
Small Equipment	2,472	2,290	5,000	9,100
10% Water Meter Replacement	10,075	46,099	50,000	50,000
Water Meters	179	18,387	10,000	10,000
Uniforms	1,872	3,265	4,000	5,000
<b>Total Supplies &amp; Expenditures</b>	<b>78,859</b>	<b>128,431</b>	<b>132,000</b>	<b>137,100</b>
Damage Claims	-	-	1,000	1,000
Depreciation	956,378	926,598	565,000	448,000
Transfer to General Fund	150,000	150,000	150,000	150,000
<b>Total Misc. Expenditures</b>	<b>1,106,378</b>	<b>1,076,598</b>	<b>716,000</b>	<b>599,000</b>
<b>Total Operating Expenditures</b>	<b>1,945,434</b>	<b>2,153,322</b>	<b>1,657,897</b>	<b>1,579,012</b>
Machinery - W/S Repair	38,089	49,000	69,931	28,681
Vehicles	-	-	43,920	98,671
Site Improvements	-	-	-	-
Town Center Irrigation System	-	-	277,000	277,000
<b>Total Capital Outlay Expenditures</b>	<b>38,089</b>	<b>49,000</b>	<b>390,851</b>	<b>404,352</b>
<b>Total W/S Distribution, Billing &amp; Repair</b>	<b>1,983,523</b>	<b>2,202,322</b>	<b>2,048,748</b>	<b>1,983,364</b>