

# *City of Cornelia*

## *Program of Services for 2017*



**Adopted November 1, 2016**



Office of the City Manager

PO Box 785

Cornelia, GA. 30531

Tel. 706-894-3060 Fax 706-778-2234 Email: danderson@corneliageorgia.org

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October 18, 2016

Honorable Mayor and Commissioners

Re: Draft Budget for 2017

I am happy to be able to present to you this proposed budget and program of services that will be provided to the citizens of Cornelia in 2017. As always we have strived to keep the cost of providing city services as low as possible despite rising costs. This proposed Budget allows us to continue to provide our citizens with a high level of services while staying within our means.

The 2017 General Fund Budget is significantly smaller than the 2016 General Fund Budget by \$1,527,855. The decrease is due in large part to the lack of capital projects and the fact that we replaced a lot of vehicles in 2016. Also, we have merged the Buildings and Grounds Department with the Maintenance Department to form a Public Works Department. The Public Works Department will be funded in the Water & Sewer Fund. Another expense that has been eliminated from the General Fund is the position of City Planner. I have evaluated this position and feel that we can make it without filling this position as we have not experienced a lot of zoning activities in recent years. My self and the Building Inspector will be handling the duties until further notice.

The Water and Sewer operating budget is larger than the 2016 budget by \$4,492,984, most of this increase will be used to fund much needed capital projects. Capital projects in the Water & Sewer Budget which include: the New Water Plant and Reservoir, \$18,000,000, water meter replacement project, \$1,200,000, Chase Road – Elrod Street Water Main, \$700,000, Skyland, Highland, and Chenocetah Water Main Project, \$175,000, Old Cleveland to Foster Street Sewer Main Replacement, \$400,000, and the Ridgeway Estates Water Line Replacement Project, \$100,000. The Water Plant, Reservoir, Meter Replacement, and Chase Road-Elrod Street projects will be paid for with GEFA funds. A portion of these funds will in the form of Principal Forgiveness. The remaining projects will be funded with Water & Sewer revenue.

SPLOST projects planned in 2017 include Phase I of the Level Grove Sidewalk project, as well as the City's paving project for 2017. The total SPLOST portion of these projects will be \$500,000. The only other SPLOST expenditures planned in 2017 will be to pay the loans for the Police Vehicles, the Ladder Truck, and the North Fire Station.

The largest impacts to the 2017 budget are costs that are out of our control. These include both our Health Insurance (28%), Liability & Worker's Comp Insurance (56%). These costs have almost doubled in the past 3 years. Also included in this Budget are the E911 Radio fees (\$16,000), County Animal Control fees (\$20,500), and a commitment of \$15,000 to the Habersham Partnership for Growth. These are all costs that we have not had to budget for in





the past.

Another issue that needs to be addressed is the growing competition from other agencies for our employees. This has prompted me to request a 4% pay increase for all of our employees in an effort to keep them. We have some very good employees who are being offered jobs elsewhere for more money than we currently are able to pay. It seems that every time we increase our pay to what the surrounding cities are offering they increase their pay so we stay a step behind.

The General Fund will once again rely on a transfer from the Water-Sewer fund in the amount of \$500,000. We will once again be placing \$1,000,000 into the Renewal & Extension Fund in order to begin preparing for the future debt service which will be needed to construct the new water plant and reservoir. This represents a \$600,000 increase to the Renewal & Extension Fund since 2011. The General Fund will also be utilizing \$138,023 from prior fund balance, \$67,000 of which is GDOT LMIG funds which were received in 2016 to be used for our 2017 paving project. The Water and Sewer Fund will use \$390,484 of its prior fund balance. The budget also relies on \$700,000 in grant funds for the completion of several Capital Projects. We will use \$108,000 from our Hotel-Motel Tax Capital Improvement funds which have been accumulated in a special account for the purpose of tourism related capital projects. We will still maintain a substantial balance in this account at the end of 2017 based on current revenue projections.

Noteworthy programs and projects to improve Cornelia in 2016 will include the following:

- ❖ New 4 MGD Water Plant - \$13,500,000
- ❖ New Raw Water Reservoir - \$4,500,000
- ❖ Level Grove Sidewalk Project - \$740,000
- ❖ Splash Park Restrooms - \$25,000
- ❖ Street Resurfacing - \$450,000
- ❖ Chase Road-Elrod Street Water Line - \$700,000
- ❖ Skyland, Highland, Chenocetah Water Line Project - \$175,000
- ❖ Old Cleveland Road-Foster Street Sewer Project - \$400,000
- ❖ Water Meter Replacement Project - \$1,200,000
- ❖ Grandview Booster Pump Project - \$100,000

These projects and the daily maintenance supplied by the City's work force will continue to keep Cornelia a community that strives to provide its citizens with the best quality of life possible.

The Program of Services before you is within the means of the city's finances, although we plan to draw on SPLOST, fund balances, and grants. We have remained conservative in our revenue estimates based on current economic trends and the previous year collections.

With these thoughts in mind, I present you with a Draft 2017 Program of Services for your review.

Sincerely,



Donald Anderson  
City Manager

## General Fund Budget

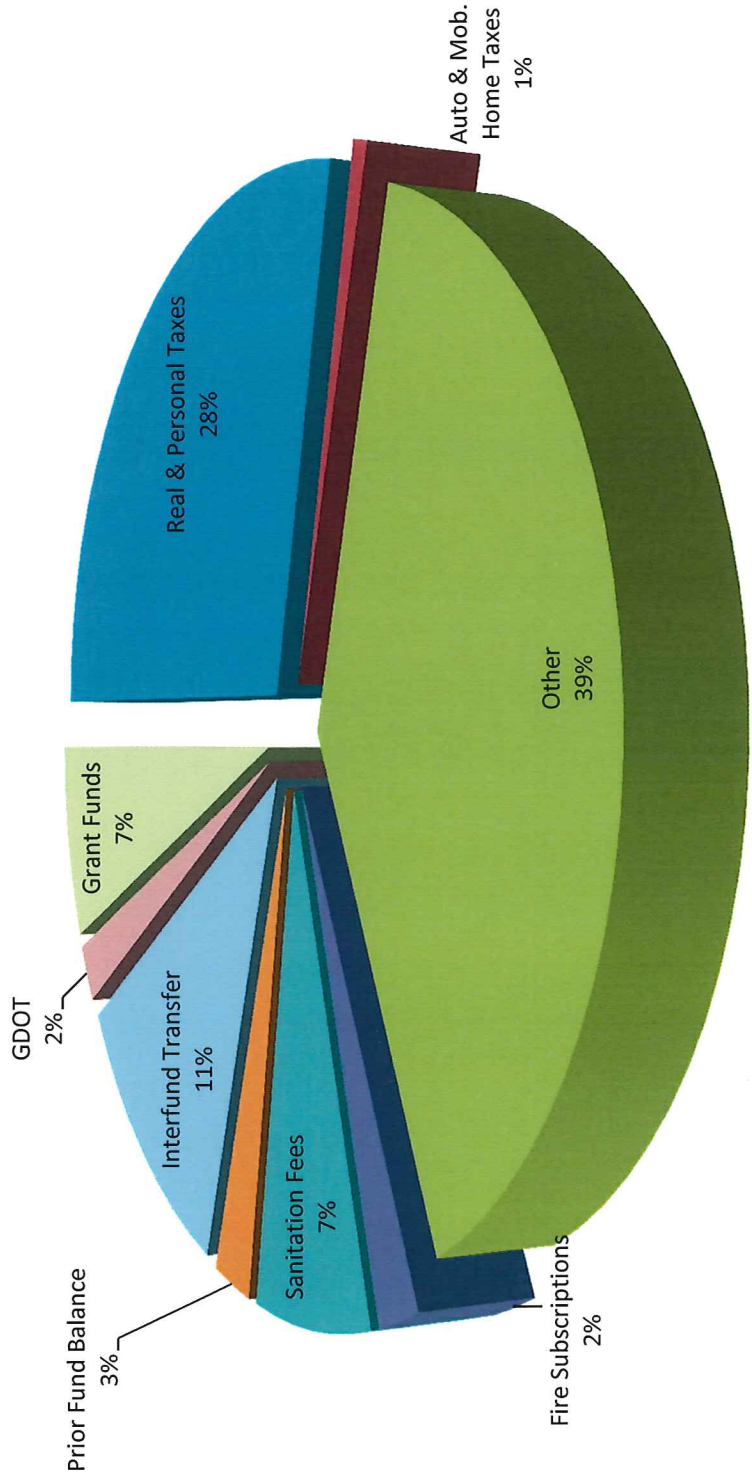
	Approved 2016	Approved 2017
Revenues		
Real and Personal Taxes	\$1,234,361	\$1,255,285
Auto & Mob. Home Taxes	\$51,324	\$38,462
Other	\$3,184,250	\$1,698,450
Fire Subscriptions	\$110,000	\$107,000
Sanitation Fees	\$325,000	\$323,000
GDOT	\$73,800	\$88,800
Prior Fund Balance	\$148,140	\$138,023
Interfund Transfer	\$500,000	\$500,000
Grant Funds	\$350,000	\$300,000
<b>Total</b>	<b>\$5,976,875</b>	<b>\$4,449,020</b>
Expenses		
General Government	\$245,500	\$323,300
City Manager	\$265,061	\$296,259
Human Resources	\$112,852	\$117,186
Police Department	\$1,789,921	\$1,616,636
Fire Department	\$1,673,234	\$917,591
Street Division	\$575,000	\$608,500
Sanitation Division	\$506,098	\$398,947
Recreation Division	\$77,000	\$83,500
Planning Department	\$142,913	\$87,101
Code Enforcement	\$165,065	\$0
Grounds & Forestry Div.	\$424,231	\$0
<b>Totals</b>	<b>\$5,976,875</b>	<b>\$4,449,020</b>



## General Fund Revenue

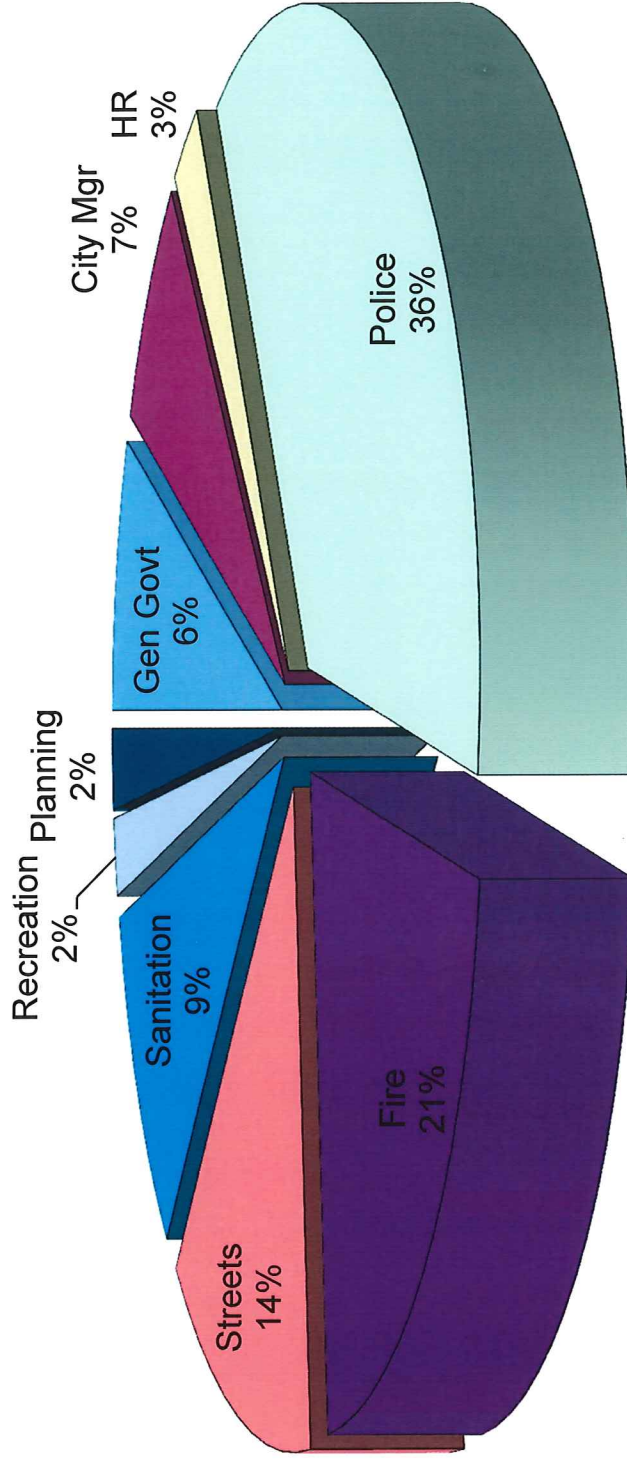
G/L Account	G/L Description	Approved 2016	Approved 2017
31.1000	Tax Collection	\$1,234,361	\$1,255,285
31.1310	Automobile Tax	\$0	\$0
31.1315	Motor Vehicle Ad Valorum	\$47,638	\$35,892
31.1320	Mobile Home Tax	\$3,686	\$2,570
31.1325	Intangible Tax	\$5,000	\$5,000
31.1600	Real Estate Transfer Tax	\$1,000	\$2,000
31.1700	Franchise Tax	\$485,000	\$490,000
31.4100	Motel Tax	\$230,000	\$240,000
31.4200	Beer & Wine Tax	\$170,000	\$180,000
31.4210	Liquor tax	\$2,000	\$1,000
31.4230	Mixed Drink Tax	\$10,000	\$8,000
31.6200	Insurance Premium Tax	\$230,000	\$240,000
31.9000	Interest on Taxes	\$20,000	\$5,000
31.9500	FIFA	\$0	\$0
31.9900	Tax Collection Cost	\$200	\$200
32.1000	Business License	\$110,000	\$105,000
32.1100	Beer & Wine License	\$40,000	\$36,000
32.1200	Alcohol Bev. License	\$15,000	\$14,000
32.2220	Contract Animal Control Fees	\$9,000	\$0
32.2500	Animal Surrender Fees	\$1,000	\$0
33.1500	Grant Funds	\$350,000	\$300,000
33.7000	In Lieu of Taxes	\$12,000	\$12,000
34.1000	Administrative Fees	\$1,800.00	\$1,000.00
34.1120	Probation Fees	\$15,000.00	\$15,000.00
34.1300	Building Permits	\$45,000	\$45,000
34.1305	Rezoning Fees	\$1,000	\$1,000
34.2200	Fire Protection	\$70,000	\$65,000
34.2210	Contract Fire Protection	\$40,000	\$42,000
34.2350	GCIC History Fees	\$100,000	\$100,000
34.3300	GDOT Right of Way Payment	\$21,800	\$21,800
34.3910	GDOT LMIG Payment	\$52,000	\$67,000
34.4110	Residential Garbage Fees	\$316,000	\$316,000
34.4150	Trash & Garbage Fees	\$9,000	\$7,000
34.7305	Community House Rental	\$45,000	\$40,000
35.1000	Police Fines & Forfeiture	\$200,000	\$150,000
35.1006	Restitution	\$200	\$200
35.1010	Code Enforcement fines	\$5,000	\$5,000
36.1000	Interest Income	\$1,000	\$1,000
38.5700	Photocopies	\$50	\$50
38.9000	Miscellaneous	\$60,000	\$2,000
38.9200	Loan Funds	\$1,370,000	\$0
38.9500	Prior year fund balance	\$148,140	\$138,023
39.1000	Interfund transfer	\$500,000	\$500,000
<b>TOTAL</b>		<b>\$5,976,875</b>	<b>\$4,449,020</b>

# General Fund Revenue





# General Fund Expenditures



# General Government

The General Government Expenditure Budget houses the costs of the Mayor and Commission.

**SALARIES** – Included in the General Government budget are the salaries of the Mayor and Commissioners.

**ELECTION EXPENSE** – This is to cover the costs associated with an election in the event that one is needed.

**PROFESSIONAL, AUDIT, CODIFICATION, RECORDING FEES** – These fees will be used to pay for the City Attorney's monthly fees.

**INSURANCE** – Public Officials Liability Insurance are included in these line items.

**MEETING AND TRAVEL** – This is to cover the cost of travel for the Mayor and Commissioners to various meetings and training opportunities.

**MEMBERSHIPS AND DUES** – Memberships for the Georgia Municipal Association, the Georgia Mountains Regional Commission, and the Soque Watershed Association are paid for out of this line item. This line item also includes \$15,000 for membership dues to the Habersham Partnership for Growth.

**TRAINING** – Training money is spent to keep Commissioners abreast of the latest trends in the operation of city government. Included is Commissioner training through the Georgia Municipal Association.

**MOTEL TAX** – The city collects a tax on each room that is rented in the six motels in town. Our ordinance provides that 44% of the funds collected must be allocated directly for tourism, conventions, and trade shows or other similar purposes. The ordinance also states that 19% of these funds be placed into an account for a Tourism Capital Product Development. The remaining 38% is used to fund the Community Development Department.

**LIBRARY PAYMENT** – The City pays for some of the operations at the Cornelia Library through this account.

**DDA-DEPOT ASSOCIATION** – This line item includes \$4,000 to help the Depot Association maintain the Depot Museum and \$30,000 for the Downtown Development Authority to begin the Old Cornelia Bank Building Rehab Project.





# CITY MANAGER

The City Manager is the Chief Executive Officer for the city. He is charged with overseeing all of the day to day operations of the city. He is responsible for the actions of all of the city employees.

**SALARIES** – Included is the salary for the City Manager and the Special Projects Manager.

**PROFESSIONAL FEES** – These fees are associated with legal, engineering, and surveying services.

**EQUIPMENT AND VEHICLE MAINTENANCE** – This line item is used for maintenance of the City Manager's and Special Projects Coordinator's vehicles and other equipment used by them.

**POSTAGE** – This line item is used for postage associated with the duties of the City Manager and Special Projects Coordinator.

**TELEPHONE** – This line item is for the cost of the City Manager's and Special Projects Coordinator's Telephone.

**ADVERTISING** – This line item is used for general advertising associated with the duties of the City Manager and Special Projects Manager.

**MEETING AND TRAVEL** – This line item is used so that the City Manager and Special Projects Coordinator can attend meetings that are necessary to keep up with the changing trends of government operations.

**MEMBERSHIPS AND DUES** – Memberships for GMA, GCCMA, ICMA, and other professional organizations,

**SUBSCRIPTIONS** – These costs are for various periodicals used to keep up with the changing trends of government operations.

**TRAINING** – Training money is spent to keep the City Manager and Special Projects Manager abreast of the latest trends in the operation of city government. Included is training through GMA, GCCMA, and ICMA.

**SUPPLIES** – These costs are for supplies used by the City Manager and Special Projects Coordinator.

**GAS AND OIL** – These costs are associated with the use of city vehicles by the City Manager and Special Projects Coordinator.

**SPECIAL PROJECTS** – This line item is used to pay for such programs as the Spay-Neuter Program, Community Garden, Walk to School Program, and any other projects that may be deemed necessary throughout the year.



### City Manager Budget

G/L Account	G/L Description	Approved 2016	Approved 2017
110-51-1100	SALARY	\$164,362	\$167,666
110-51-2110	EMPLOYEE HEALTH INS.	\$16,500	\$21,673
110-51-2200	SOCIAL SECURITY	\$13,149	\$13,413
110-51-2400	GMEBS	\$16,579	\$14,921
110-51-2700	WORKER'S COMP.	\$1,121	\$1,143
110-52-1200	PROFESSIONAL FEES	\$18,000	\$25,000
110-52-1255	SPECIAL PROJECTS	\$10,000	\$10,000
110-52-2205	EQUIPMENT MAINT.	\$650	\$1,050
110-52-2210	VEHICLE MAINTENANCE	\$1,000	\$800
110-52-3100	LIABILITY INSURANCE	\$5,000	\$7,398
110-52-3105	VEHICLE INSURANCE	\$1,000	\$1,480
110-52-3210	TELEPHONE	\$4,000	\$4,515
110-52-3300	ADVERTISING	\$1,000	\$1,000
110-52-3500	MEETINGS/TRAVEL	\$1,000	\$2,500
110-52-3600	MEMBERSHIP FEES	\$1,000	\$1,000
110-52-3611	DUES	\$1,000	\$1,000
110-52-3615	SUBSCRIPTIONS	\$200	\$200
110-52-3700	TRAINING	\$1,000	\$2,500
110-53-1100	SUPPLIES	\$2,000	\$3,000
110-53-1270	GASOLINE	\$3,500	\$3,500
110-54-2100	NEW EQUIPMENT	\$1,000	\$2,000
110-54-2300	OFFICE FURNISHINGS	\$500	\$500
110-61-1005	CONTINGENCY	\$1,500	\$10,000
<b>TOTAL</b>		<b>\$265,061</b>	<b>\$296,259</b>

# HUMAN RESOURCES

The Human Resources Director serves the citizens of Cornelia by providing support to all City Departments in the recruitment, selection, development, and retention of staff; design and implementation of equitable human resource management systems and ensuring compliance with applicable laws.

**SALARIES** – Salary for the Human Resources Director.

**EMPLOYEE BENEFIT COSTS** - Group (Health) Insurance, Retirement, and Worker's Compensation

**MEDICAL** – This line item is for costs associated with flu shots, pre-employment physicals, drug testing, Hepatitis B vaccinations, and safety supplies.

**ADVERTISING** – These costs are for help wanted ads, and other general purpose advertising.

**EMPLOYEE INCENTIVES** – These funds are used to fund a safety program. Other incentives include an employee picnic, service awards, and employee fitness center.





# POLICE DEPARTMENT

The Police Department is charged with the safety of the community. Through the City's police department functions including crime prevention, disaster preparedness, traffic safety, and other activities are undertaken in a community oriented atmosphere.

**SALARIES** – Salaries in this department are for 18 certified officers: Chief of Police (1), Assistant Chief of Police (1), and 15 Patrol Officers, three of which are assigned as detectives. The department also includes the Clerk of the Court, and an Administrative Assistant as well as a Probation Officer. Also, included in this line item are the salaries for 2 Code Enforcement Officers.

**EMPLOYEE BENEFIT COSTS** - These costs include employee health insurance, workman's comp, and retirement contributions.

**PROFESSIONAL, COURT/RECORDER EXPENSE** - These are costs for services or special projects, including the Court Recorders Expenses. Other professional fees include the cost of the Court Solicitor.

**PRISONER EXPENSE** – These costs are incurred for the processing and housing of those arrested and detained by city police.

**VEHICLE AND LIABILITY INSURANCE** – Insuring the police department's fleet of vehicles and a portion of the General Liability insurance is included here.

**TELEPHONE** – Telephones, pagers, and cell phones used by the Police Department.

**GCIC LINK AND TELEPHONE** – These links and phone are used to provide information to those that request criminal background information through the Georgia Crime Information Center.

**TRAINING** – Officer training from outside sources will be provided for specific areas. The Georgia Chief Conference, Clerk of the Court training and G.C. I. C workshops are required for continued certification. Training materials for in house classes will be purchased when appropriate. Ammunition and materials will be purchased for firearms qualification.

**UNDERCOVER EXPENSE** – These funds are used to advance police knowledge of potential or real criminal activity.

**UNIFORMS** – This is the cost to supply uniforms for officers in the department. A slightly higher amount has been budgeted as uniforms begin to wear out.

**SUPPLIES** – These costs are for cleaning supplies and other items used by a police department. Office supplies are included in another line item.

**GAS AND OIL** – This is for all vehicles used by the police department. The amount has been increased to account for the rise in gas and oil prices during the current year.

**NEW EQUIPMENT** – Costs of vests and duty equipment for new personnel are included in this line item. These costs are for officer safety and to stay in compliance with state certification requirements.

**VEHICLE PURCHASE** – No new vehicles will be purchased in 2017.

**GRANT MATCH** – This line item includes lease payments for new cameras for the patrol cars as well as lease payments for new computer software and the vehicles that were purchased in 2016.

**VICTIM ASSISTANCE FUND;** Habersham County Victims Assistance Fund; GEORGIA PROBATION FEES/DUI; GA BRAIN/SPINAL TRUST FUND; INDIGENT DEFENSE FUND; PEACE OFFICERS A & B

## Police Department Budget

G/L Account	G/L Description	Approved 2016	Approved 2017
120-51-1100	SALARIES	\$719,921	\$762,336
120-51-1105	OVERTIME	\$12,000	\$16,000
120-51-2110	HEALTH INSURANCE	\$152,305	\$212,012
120-51-2200	SOCIAL SECURITY	\$58,554	\$62,267
120-51-2400	GMEBS	\$76,136	\$80,830
120-51-2700	WORKER'S COMP	\$56,330	\$69,272
120-52-1200	PROFESSIONAL FEES	\$26,000	\$52,000
120-52-1205	PHYSICAL EXAMS	\$0	\$0
120-52-1300	COURT/RECORDER	\$0	\$0
120-52-2110	LAUNDRY	\$2,500	\$3,000
120-52-2205	EQUIPMENT MAINT.	\$8,500	\$12,000
120-52-2210	VEHICLE MAINTENANCE	\$17,000	\$20,000
120-52-2215	RADIO MAINTENANCE		\$9,000
120-52-2310	EQUIPMENT RENTAL	\$5,250	\$5,250
120-52-3005	PRISONER EXPENSE	\$8,000	\$4,000
120-52-3105	VEHICLE INSURANCE	\$15,000	\$24,203
120-52-3110	POLICE LIABILITY	\$15,000	\$24,316
120-52-3205	POSTAGE	\$300	\$500
120-52-3210	TELEPHONE	\$11,000	\$14,000
120-52-3211	GCIC LINK	\$0	\$0
120-52-3214	GCIC TELEPHONE	\$2,600	\$2,600
120-52-3300	ADVERTISING	\$250	\$400
120-52-3600	MEMBERSHIP FEES	\$1,000	\$1,250
120-52-3700	TRAINING	\$12,000	\$20,000
120-52-3925	UNDERCOVER EXPENSE	\$250	\$250
120-53-1005	OFFICE SUPPLIES	\$6,000	\$8,000
120-53-1010	UNIFORMS	\$10,000	\$12,000
120-53-1020	SOFTWARE SUPPORT	\$12,000	\$14,000
120-53-1100	SUPPLIES	\$5,500	\$7,500
120-53-1150	GRANT MATCH	\$50,000	\$50,000
120-53-1235	LIGHTS & POWER	\$20,000	\$20,000
120-53-1250	HEAT	\$2,000	\$2,000
120-53-1270	GAS & OIL	\$65,000	\$50,000
120-54-2000	CAPITAL EXPENSE	\$0	\$0
120-54-2100	NEW EQUIPMENT	\$5,000	\$6,000
120-54-2200	VEHICLE PURCHASE	\$358,525	\$0
120-54-2300	OFFICE FURNISHINGS	\$500	\$1,000
120-57-2080	VICTIMS ASSISTANCE	\$200	\$250
120-57-2081	HAB CO VICTIMS ASSIST.	\$4,000	\$4,000
120-57-2082	GA PROBATION FEE/DUI	\$400	\$400
120-57-2083	GA BRAIN/SPINAL TRUST	\$400	\$500
120-57-2084	INDIGENT DEFENSE	\$10,000	\$10,000
	COUNTY JAIL FUND	\$15,000	\$10,000
120-57-2091	REFUNDS	\$500	\$500
120-57-2095	PEACE OFFICER A&B FUND	\$18,500	\$18,000
120-52-3900	CONTRACT LABOR	\$6,500	\$7,000
<b>TOTAL</b>		<b>\$1,789,921</b>	<b>\$1,616,636</b>



# FIRE DEPARTMENT

The Fire Department is charged with the protection of people and property from damage by fire and is a first responder for accidents, medical emergencies, and other incidents of public assistance.

**SALARIES** - Salaries in this department are for 11 fire personnel. These include: Chief (1), Assistant Chief (1), Captains (1), Lieutenants (2), Firefighters (7) one who acts as Fire Marshall, and several part time Firefighters. We also use Part-Time Firefighters in the evenings to improve our response during the evening hours.

**EQUIPMENT AND VEHICLE MAINTENANCE** – Equipment maintenance for various pieces of equipment.

**VEHICLE AND LIABILITY INSURANCE** – Insurance for the fire department's fleet of vehicles and a portion of the General Liability insurance is included here.

**TELEPHONE** – Telephones, pagers, and cell phones used by the Fire Department.

**MEETINGS AND TRAVEL** – Costs to attend the Georgia and National Fire Chiefs Association Meetings, Georgia Mutual Aid Group, and the Georgia Arson Association.

**TRAINING** –These costs include Arson recertification, leadership classes for officers, hazardous materials classes, fire instructor classes, and fire prevention classes.

**UNIFORMS** –This is the cost to supply uniforms for personnel in the department.

**SUPPLIES** – These costs are for cleaning supplies and other items used by the fire department. Office supplies are included in another line item.

**UTILITIES** – Costs heat/air conditioning and lighting fire facilities

**GAS AND OIL** – This is for all vehicles used by the fire department. The amount has been increased to account for the rise in gas and oil prices during the current year.

**NEW EQUIPMENT** – These costs include normal replacement of equipment such as nozzles, helmets, boots and gloves.

## Fire Department Budget

		Approved 2016	Approved 2017
<b>G/L Account</b>	<b>G/L Description</b>		
140-51-1100	SALARIES	\$490,191	\$519,353
140-51-1105	OVERTIME	\$3,000	\$3,000
140-51-2110	EMPLOYEE GROUP INS.	\$80,160	\$116,607
140-51-2200	SOCIAL SECURITY	\$39,455	\$41,769
140-51-2400	GMEBS	\$69,971	\$68,700
140-51-2700	WORKER'S COMP.	\$24,257	\$28,190
140-52-2110	LAUNDRY	\$1,000	\$1,000
140-52-2205	EQUIPMENT MAINT.	\$10,000	\$15,000
140-52-2210	VEHICLE MAINTENNACE	\$10,000	\$12,000
140-52-2215	RADIO MAINTENANCE		\$6,600
140-52-2310	EQUIPMENT RENTAL	\$1,400	\$1,600
140-52-2311	FIRE HOSE	\$0	\$3,000
140-52-3100	LIABILITY INSURANCE	\$7,000	\$10,357
140-52-3105	VEHICLE INSURANCE	\$13,000	\$19,235
140-52-3210	TELEPHONES	\$5,500	\$5,500
140-52-3500	MEETINGS & TRAVEL	\$1,000	\$1,000
140-52-3600	MEMBERSHIP FEES	\$2,700	\$4,800
140-52-3611	DUES	\$500	\$500
140-52-3615	SUBSCRIPTIONS	\$1,000	\$1,280
140-52-3700	TRAINING	\$2,500	\$2,500
140-52-3920	VOLUNTEERS	\$3,000	\$3,000
140-53-1005	OFFICE SUPPLIES	\$600	\$600
140-53-1010	UNIFORMS	\$4,000	\$4,000
140-53-1100	SUPPLIES	\$6,000	\$6,000
140-53-1120	GRANTS MATCH	\$0	\$0
140-53-1235	LIGHTS & POWER	\$20,000	\$20,000
140-53-1250	HEAT	\$7,000	\$7,000
140-53-1270	GAS & OIL	\$15,000	\$10,000
140-54-2000	CAPITAL EXPENSE	\$250,000	\$0
140-54-2100	NEW EQUIPMENT	\$5,000	\$5,000
140-54-2200	VEHICLE PURCHASE	\$600,000	\$0
<b>TOTAL</b>		<b>\$1,673,234</b>	<b>\$917,591</b>

# STREET DIVISION

The Street Division budget is used to account for the costs to repair streets, curbs, gutters, and sidewalks in the City. Costs are for materials or contracts, as there are no personnel costs in this budget.

**EQUIPMENT AND VEHICLE MAINTENANCE** – Equipment maintenance costs are for the street sweeper and one tractor are charged to this account.

**STREET MATERIALS** – Costs for street signs and other materials used to maintain streets. Also included in this line item are funds for asphalt to repair streets.

**SIDEWALK REPAIRS** – This will be used to replace damaged areas of sidewalk.

**STREET LIGHTS** – This is the cost to maintain 520 Georgia Power and 48 city street lights within the city.

**GAS AND OIL** – This is for all vehicles used by the Street Division. The amount has been increased to account for the increase in gas and oil prices during the current year.

**DRAINAGE IMPROVEMENTS** – Included in this line item is the cost to repair storm drainage structures throughout the city.

**CAPITAL EXPENSE** – Included in this line item is the cost to begin construction of a sidewalk on Level Grove Road. Also included in this line item is a portion of the cost to re-surface Level Grove Road, Chattahoochee Street, Etta Street, a portion of Summit Street, and a portion of Hoyt Street. The remaining funds for these projects are located in the SPLOST Budget.

**NEW EQUIPMENT** – Included this line item is equipment used to maintain our streets and sidewalks.





# SANITATION DIVISION

The Sanitation Division of the Public Work Department collects household and commercial garbage, brush and other yard waste from about 1,600 households.

**SALARIES** –Salaries for four sanitation workers.

**CONTRACT LABOR** – These funds will be used to hire temporary workers to help with our annual leaf pickup program.

**LANDFILL FEES** – These are the fees for use of the landfills to deposit garbage collected throughout the city. These fees should go down because the city will begin composting the yard debris that is collected instead of bringing it to the landfill

**EQUIPMENT AND VEHICLE MAINTENANCE** – Equipment maintenance costs for the garbage trucks, chippers, and other equipment used to collect and dispose of solid waste.

**VEHICLE AND LIABILITY INSURANCE** – Insuring the Sanitation Division's fleet of vehicles and a portion of the General Liability insurance is included here.

**TRAINING** - These are the costs for the following training opportunities: Solid Waste survey update seminars, composting and recycling workshops, Keep America Beautiful workshops, Department of Community Affairs workshops.

**UTILITIES** – A proportionate share of the lights, power, and heating costs of the city corporation yard is included in this budget.

**GAS AND OIL** – This is for all vehicles used by the Sanitation Division. The amount has been increased to account for the rise in gas and oil prices during the current year.

**NEW EQUIPMENT** – Budgeted here are the costs of new trash carts and a new brush chipping machine.

**NEW VEHICLES** – No new vehicles will be purchased in 2017. However, this line item does include the payments for the vehicles that were purchased in 2016.





# RECREATION DIVISION

The Recreation Division of the Public Work Department is responsible for maintenance of the city's parks and recreation facilities.

**EQUIPMENT MAINTENANCE** – These costs are associated with the maintenance at the parks.

**UTILITIES** – These costs are for the lights, power, and heat at the parks, Depot, and Community House. These activities are separated so that costs of operating the Depot and Community House can be determined.

**NEW EQUIPMENT** - This line item is for equipment used to maintain the parks.



# PLANNING DEPARTMENT

The Planning Department is charged with promoting the orderly growth, development, redevelopment, and preservation of the City in accordance with the city's Comprehensive Plan and the policies of the City Commission.

**SALARIES** – Included in this budget is the salary for the Building Inspector.

**PROFESSIONAL FEES** – These costs included legal services, project reviews, and plan checks.

**VEHICLE MAINTENANCE** – Maintenance of the vehicle used by the Building Inspector.

**INSURANCE** – Those portions of the General Liability Insurance, Vehicle Insurance, and Public Officials Liability Insurance are included in these line items.

**ADVERTISING** – These costs include official public notice advertising, and planning issue ads.

**MEETING AND TRAVEL** – The following meetings: Georgia Association of Zoning Administrators.

**MEMBERSHIPS AND DUES** – The following memberships in the Georgia Association of Code Enforcement and the Georgia Association of Zoning Administrators are for one employee and seven board members.

**TRAINING** – The Building Inspector must attend training in order to keep his certifications current.

**SUPPLIES** – These costs are for office supplies to support the operation of the department.

**GAS AND OIL** – This is for vehicles driven by the Building Inspector.

**PLANNING BOARD COSTS** – Members of the Planning Board \$35 per meeting. The City provides training opportunities for these members.



## Planning Department Budget

		Approved 2016	Approved 2017
<b>G/L Account</b>	<b>G/L Description</b>		
280-51-1100	SALARIES	\$93,181	\$49,427
280-51-2110	EMPLOYEE GROUP INS.	\$16,032	\$10,601
280-51-2200	SOCIAL SECURITY	\$7,455	\$4,034
280-51-2400	GMEBS	\$9,399	\$4,230
280-51-2700	WORKER'S COMP.	\$3,746	\$2,027
280-52-1200	PROFESSIONAL FEES	\$1,000	\$1,200
280-52-2205	EQUIPMENT MAINTENANCE	\$200	\$350
280-52-2110	LAUNDRY	\$0	\$0
280-52-2210	VEHICLE MAINTENANCE	\$500	\$500
280-52-2310	EQUIPMENT RENTAL	\$0	\$1,400
280-52-3100	INSURANCE-GEN LIABILITY	\$500	\$625
280-52-3105	VEHICLE INSURANCE		\$832
280-52-3210	TELEPHONES	\$1,200	\$3,075
280-52-3205	POSTAGE	\$500	\$500
280-52-3300	ADVERISING	\$1,000	\$1,000
280-52-3500	MEETINGS & TRAVEL	\$1,000	\$1,000
280-52-3600	MEMBERSHIP FEES	\$500	\$800
280-52-3615	SUBSCRIPTIONS	\$0	\$300
280-52-3700	TRAINING	\$1,500	\$2,000
280-53-1010	UNIFORMS	\$200	\$200
280-53-1100	SUPPLIES	\$1,500	\$1,000
280-53-1270	GAS & OIL	\$1,500	\$750
280-54-2100	NEW EQUIPMENT	\$500	\$250
280-54-2200	NEW VEHICLES	\$0	\$0
280-60-1005	PLANNING PROJECTS	\$500	\$0
280-60-1010	BOARD MEMBER TRAINING	\$500	\$500
280-60-1015	BOARD MEMBER STIPEND	\$500	\$500
<b>TOTAL</b>		<b>\$142,913</b>	<b>\$87,101</b>

## **CODE ENFORCEMENT**

Code Enforcement is charge with assuring the citizen's quality of life through the enforcement of the City's Code of Ordinances. They are also charged with providing Animal Control Services for the citizens.

**This function has been transferred to the Police Department.**



# **BUILDINGS, GROUNDS & FORESTRY DIVISION**

The Buildings and Grounds Division is charged with maintenance of all of the grounds owned by the city.

**This Department has been transferred to the Public Works Department.**



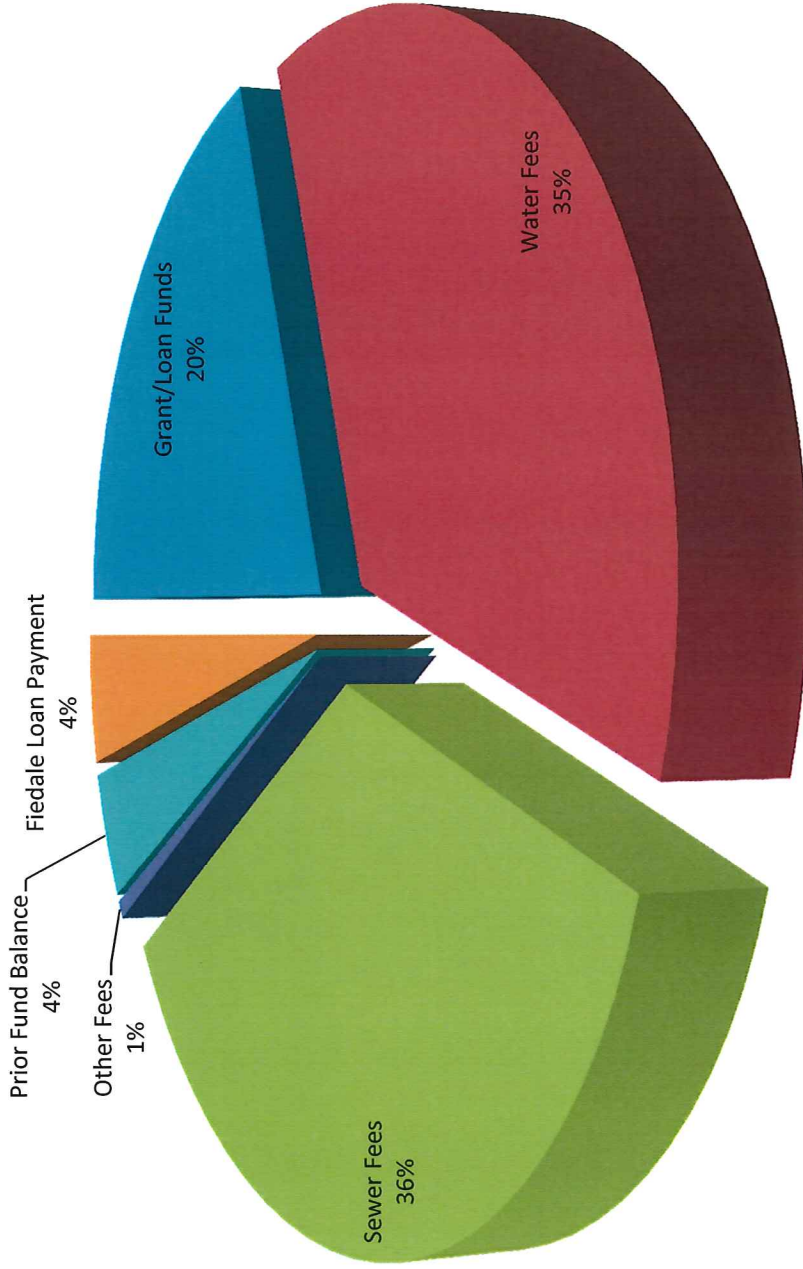




## Water and Sewer Revenues

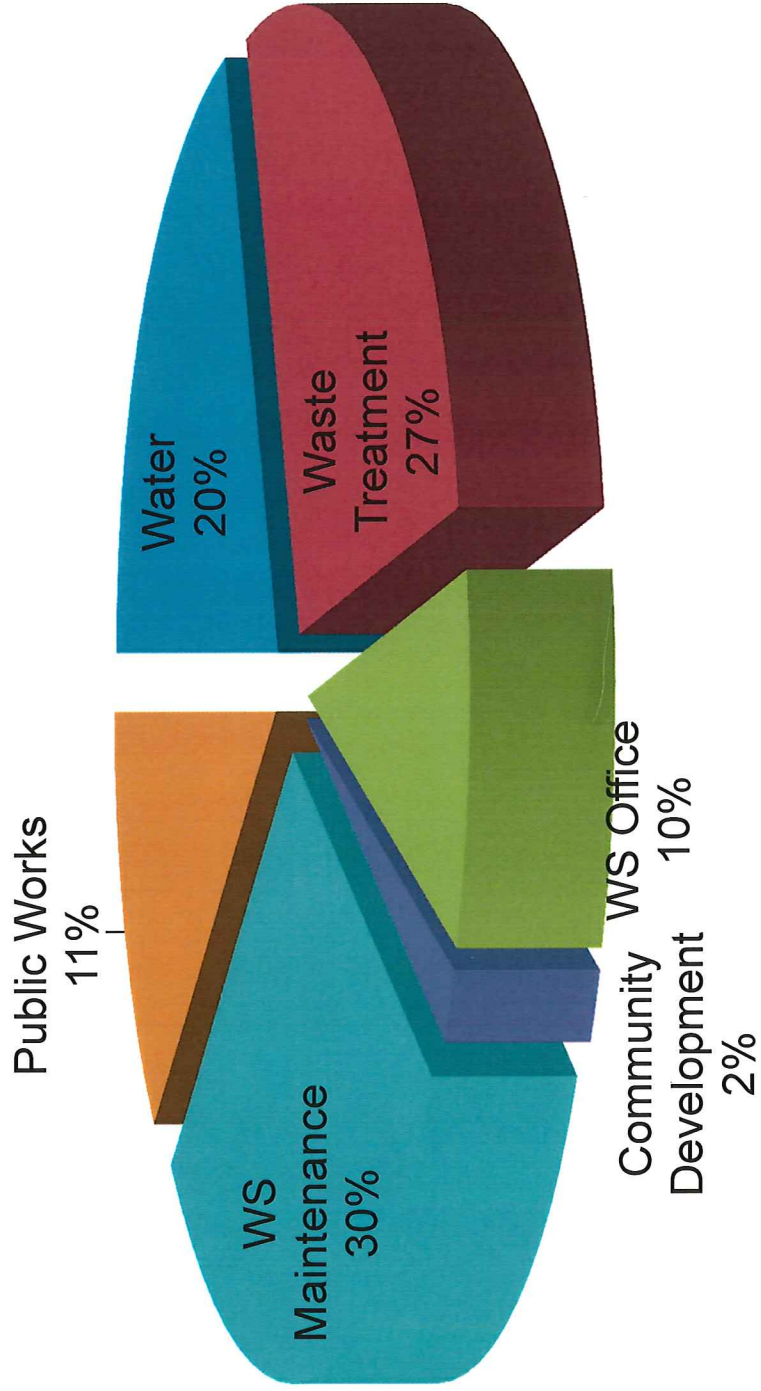
		Approved 2016	Approved 2017
	Revenues		
33.1400	Grant Funds	\$1,000,000	\$400,000
34.4210	Water Fees	\$3,075,000	\$3,400,000
34.4220	Sewer Fees	\$3,175,000	\$3,500,000
34.4225	Sewer Taps	\$10,000	\$15,000
34.4230	Water Taps	\$10,000	\$15,000
34.4240	Sewer Surcharge and Fines	\$5,000	\$5,000
	Late Fees/Penalties		\$12,000
36.1000	Interest Income	\$1,000	\$500
38.8000	Miscellaneous	\$1,000	\$8,000
38.8500	Convenience Fees	\$3,000	\$2,000
38.9000	Fieldale WWTP Upgrade Paym	\$402,800	\$402,800
38.9200	GEFA Loan	\$15,475,000	\$19,500,000
38.9500	Prior fund balance	\$0	\$390,484
<b>Total</b>		<b>\$23,157,800</b>	<b>\$27,650,784</b>

# Water and Sewer Revenue





# Water and Sewer Fund Expenditures



# WATER PLANT DIVISION

The Water Plan Division of the Public Works Department is responsible for collecting and processing excellent quality water in sufficient quantities to the citizens and industries within the City's water distribution area according rules and procedures stated in state and federal law

**SALARIES** – Salaries for the Public Utilities Director, one (1) supervisor, four (4) operators.

**PROFESSIONAL FEES** - These are costs for engineering services, and legal services.

**TRANSFER TO THE R/E FUND** – Annually funds are transferred to the Renewal and Extension Fund for future capital improvements to the water system.

**LAB FEES** - These costs are to check water quality and to provide certification to regulating agencies.

**EQUIPMENT AND VEHICLE MAINTENANCE** – Included in this account are: filter and seed basin valve maintenance and other plumbing and electrical systems maintenance as well as the cost to maintain the Water Plant vehicle.

**INSURANCE** – Those portions of the General Liability Insurance, and Vehicle Insurance allocated to the Water Plant are shown here.

**ADVERTISING** – These costs include official public notice of water quality, help wanted ads, and other general purpose advertising.

**DUES AND LICENSES** – License renewal for operators and license upgrades for operators.

**TRAINING** – This includes course fees, lodging and meals for required courses for water certification.

**CHEMICALS** – These major costs is for Alum, pre-lime,  $\text{KmNO}_4$ , Fluoride, Chlorine, Phosphate, post lime. It is anticipated that these cost will increase this year.

**SUPPLIES AND LAB SUPPLIES** – Costs for cleaning supplies, offices supplies, log books, reagents, glassware, and sampling bottles

**CAPITAL EXPENSE** – Included in this line item is the cost to construct a new 4mgd water plant as well as a new 90 million gallon reservoir. Also included in this line item is the cost to run a new water main on Chase Road and Elrod Street. We will also be replacing all of our water meters. All of these projects are being funded with GEFA funds.





# WASTEWATER PLANT DIVISION

The Wastewater Plan Division of the Public Works Department is responsible for collecting and processing effluent from the homes, businesses, and industries within the City's wastewater collection area according to rules and procedures stated in state and federal law.

**SALARIES** – Salaries for Wastewater Plant Supervisor, and (4) operators.

**EMPLOYEE BENEFIT COSTS** - Group (Health) Insurance, Social Security, Retirement, and Worker's Compensation are included in these line items.

**PROFESSIONAL FEES** - These are costs for services or special projects. Professional fees are for engineering, calibration of equipment, and analysis of wastewater.

**TRANSFER TO THE R/E FUND** – Annually funds are transferred to the Renewal and Extension Fund for future capital improvements to the water system.

**LAB FEES** - These costs are to check water quality and to provide certification to regulating agencies including the costs of pre-treatment analysis at Fieldale and Ethicon.

**LANDFILL FEES** – These are the cost of deposit sludge in the landfill.

**EQUIPMENT AND VEHICLE MAINTENANCE** – Included in this account are: back-up motors for lime feeders, Chlorine regulation rebuilding, filter and seed basin valve maintenance and other plumbing and electrical systems maintenance as well as the cost to maintain the Water Plant vehicle.

**INSURANCE** – Those portions of the General Liability Insurance, and Vehicle Insurance allocated to the Water Plant are shown here.

**ADVERTISING** – These costs include official public notice of water quality, and other general purpose advertising.

**DUES AND LICENSES** – License renewal for operators and renewal of CDL licenses are budgeted here.

**TRAINING** – This includes course fees, lodging and meals required for courses for wastewater certification.

**CHEMICALS** – These major costs are for lime, chlorine, calcium hypochlorite, and other chemicals used in wastewater treatment.

**NEW EQUIPMENT** – This line item includes the cost for equipment needed to run the Waste Water Plant.





# WATER AND SEWER OFFICE

The Water and Sewer Office Budget houses the offices of the City Clerk, and administrative staff functions that are attributable to functions of the Water and Sewer services of the city.

**SALARIES** –Salaries for the City Clerk, the Deputy City Clerk, one accounting clerk, and a part time cashier are included in this budget.

**PROFESSIONAL, AUDIT, and CODIFICATION, RECORDING FEES** - These are costs for services or special projects. Professional fees for various studies, grant application development, and legal services are charged here, as well as the city's annual audit. A project to codify the city ordinances is underway and will continue for the next year. Recording of legal documents by the city is charged here. These are the proportionate share for the Water and Sewer functions.

**EQUIPMENT AND VEHICLE MAINTENANCE AND RENTALS** – Equipment maintenance such as automatic doors to city hall, maintenance of two vehicles, pest control, and copier lease costs are included in these line items.

**INSURANCE** – Those portions of the General Liability Insurance, Vehicle Insurance, and Public Officials Liability Insurance for water and sewer functions are included in these line items.

**POSTAGE** – General correspondence, public notices, water bills, and mailing of newsletters.

**TELEPHONE** – Cost of City Hall phones.

**ADVERTISING** – These costs include official public notice advertising, and other general purpose advertising.

**MEETINGS AND TRAVEL** – Meetings similar to those in the General Government budget that are attributable to the water and sewer functions are budgeted here.

**TRAINING** – Training money is spent to staff abreast of the latest trends in the operation of city government. Included are seminars through the Georgia Municipal Clerks and Finance Officers Association.

**SUPPLIES** – These costs are for office supplies to support the operation of the water and sewer functions.

**GAS AND OIL** – This is for a vehicle driven by other members of staff.

**NEW EQUIPMENT** – These costs include equipment used for water and sewer administrative duties.





# Community Development Department

The Community Development Division is charged with promoting the orderly growth, economic development, redevelopment, and preservation of the City in accordance with the city's Comprehensive Plan and the policies of the City Commission.

**SALARIES** – Included in this budget is the salary for the Community Development Director and an Administrative Assistant.

**PROFESSIONAL FEES** – These costs included legal services, inspections, surveying, and Engineering needed to assess properties to be redeveloped.

**PROGRAM FUNDS** – These funds are used to support the four (4) point approach of the Main Street Program.

**VEHICLE MAINTENANCE** – Maintenance of the vehicle used by the Community Development Director.

**INSURANCE** – Those portions of the General Liability Insurance, Vehicle Insurance, and Public Officials Liability Insurance are included in these line items.

**MEETING AND TRAVEL** – The following meetings: Main Street 101 and Downtown Development Training.

**MEMBERSHIPS AND DUES** – The following memberships in the Georgia Association of Economic Development, and Main Street 101.

**SUPPLIES** – These costs are for office supplies.

**GAS AND OIL** – This is for vehicle driven by the Community Development Director.



# Public Works

The Public Works Department is charged with maintaining all buildings, parks, rights of ways, and equipment owned by the City.

**SALARIES** –Included in this Division is 1 supervisor, 2 Foremen, 1 mechanic, and 9 Skilled Laborers

**EQUIPMENT AND VEHICLE MAINTENANCE** – Maintenance of vehicles and equipment used by the employees of this division.

**EQUIPMENT RPR & MAINTENANCE** – These funds are used for necessary maintenance to city buildings and equipment.

**INSURANCE** – A proportionate share of the General Liability Insurance and Vehicle Insurance are included in these line items.

**SUPPLIES** – These are costs for material used in the City Shop that are not charged to specific departments. Also in this line item are supplies needed to maintain city buildings.

**UTILITIES** – Costs associated with lights, powers, and heating the City Shop.

**GAS AND OIL** – This if for vehicles used by this division.

**NEW EQUIPMENT** – This line item is for equipment needed for the Maintenance and Mechanical Division.





# WATER AND SEWER SYSTEM MAINTENANCE

The Water and Sewer System Maintenance Division is charged with maintenance of the water distribution system and the wastewater (sewer) collection system including a series of valves, pump, lift stations, and other parts of the two systems that are not part of the Water and Wastewater Plants. In the past these were three separate budget divisions that have been combined into a single Division for both clarity and accountability.

**SALARIES** – Salaries included are for (1) supervisor (1) crew leader, and (5) laborers.

**PROFESSIONAL FEES** – Costs for engineering, inspection, and legal services for water and sewer system maintenance.

**EQUIPMENT AND VEHICLE MAINTENANCE AND RENTALS** - These costs are for maintenance of the vehicles used by the system maintenance crews.

**MACHINE HIRE** – Cost of rental equipment that is not owned by the City.

**INSURANCE** – Those portions of the General Liability Insurance, Vehicle Insurance, and Public Officials Liability Insurance for water and sewer functions are included in these line items.

**POSTAGE** – General correspondence, public notices, and mailing.

**TELEPHONE** – Cost of office phones and cell phones.

**TRAINING** – Training for certification for system maintenance employees.

**CONTRACT SERVICES** – This line item includes services that must be contracted. In this item is money to enter into an annual maintenance agreement for a private contractor to maintain all of the city's water tanks.

**SUPPLIES** – These costs are for supplies to support the operation of the water and sewer functions.

**GAS AND OIL** – This is for vehicles and equipment used by maintenance employees

**WATER AND SEWER LINE MATERIALS** – These costs are associated with the materials used for water and sewer line repair and replacement, including pipe, fittings, valves, gravel, etc.

**CAPITAL EXPENSE** – These funds will be used for the sewer line replacement project from Old Cleveland Road to Foster Street. Also, included in this line item are funds to replace water lines on Skyland, Highland, and Chenocetah. We will also be replacing the water lines in Ridgeway Estates. Other projects include inspecting our water tanks, replacing the booster pumps at Grandview Water Tank, and replacing some of our older fire hydrants.

**NEW EQUIPMENT** – These costs include a new excavator and skid steer.

**VEHICLE PURCHASE** – These funds will be used to purchase a new truck to be used by the Department.

**METER AND READING EQUIPMENT** – This item is the purchase of new meters for new and replacement installations.









