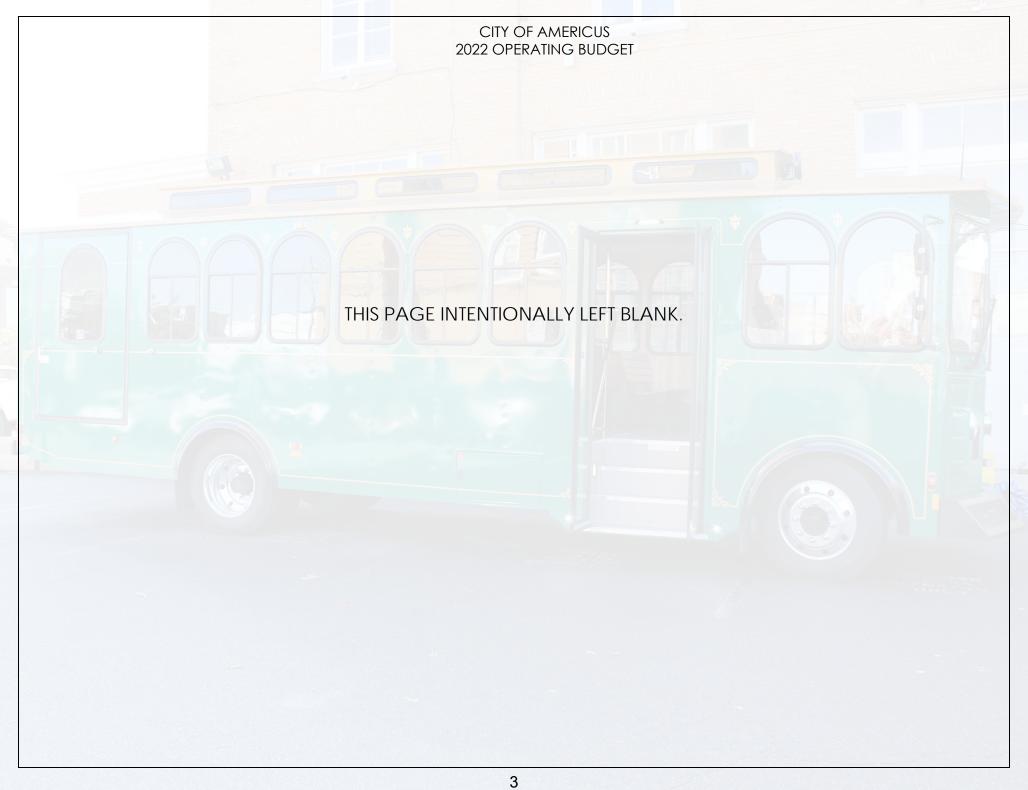


## 2022 OPERATING BUDGET – CITY OF AMERICUS, GEORGIA

Mayor Lee Kinnamon
Council member Juanita Wilson, District 1
Council member Nelson Brown, District 2
Council member Nicole Smith, District 3
Council member Charles Christmas, District 4
Council member Kelvin Pless, Mayor Pro Tem, District 5
Council member Daryl Dowdell, District 6



BUDGET PREPARATION AND PRESENTATION
Diadra W. Powell, City Manager
Twany Edwards, Director of Finance



# **TABLE OF CONTENTS**

# Introduction

GFOA Certificate of Achievement	8
Vision & Mission Statement	9
City Officials	11
Organizational Chart	13
Government & Organizational Structure	14
History of City of Americus	16
Americus at a Glance	18
Community Information	19
2022 Operating Budget at a Glance Five Year	20
Five Year Budget Comparison	34
City Manager's Message & Supplemental Information	35
only manager o moosage a cappionionian mornianion	
Financial Policies & Budget Compliance	
Policies	43
Budget Process Calendar	50
Budget Amendment Procedure	51
Dadget/ anonament research	
General Fund Revenues	52
Administrative Expenditures	
Mayor and Council Department (10)	79
Data Center Department (12)	92
GIS Department (13)	95

Finance Department (14) Human Resources Department (15) Administration (18) Rees Park Economic Development Center (19)	106 119 129 141
Public Safety Expenditures Fire Department (20) Police Department (21) Building Risk and Code Enforcement Department (22) Municipal Court (23) Planning & Zoning Department (25)	144 163 179 191 196
Public Work Expenditures Street Department (30) Cemetery Department (31) Fleet Maintenance - City Shop (32) Public Works Department (34) Grounds and Maintenance (36)	202 211 216 226 235
Component Units Downtown Development Authority (202) Main Street (270) Tourism (205)	243 251 267
Special Revenue Funds Community Development Loan (220) State Revolving Loan (221) Program Income (226) TE Project (229) Hotel Motel (275)	281 283 289 290 295

SPLOST	298
TSPLOST(281)	304
2019 CHIP Funds(345)	308

# **Enterprise Funds**

# Water and Sewer Fund (505)

W&S Fund Revenues	315
W&S Maintenance Department (40)	323
Water Treatment Plant (41)	330
Wastewater Plant (42)	333
Utility Billing (43)	336

# Natural Gas Fund (515)

Natural Gas Revenues	348
Cost of Gas (80)	354
Service Department (81)	356

# Solid Waste Management Fund (540)

Solid Waste Revenues	370
Sanitation Department (33)	372

# **Theater Authority (555)**

Theater Revenues	375
Live Performances Expenses (50)	384
Theater Operation Expenses (51)	387

# **Storm Water Utility Fund (580)**

Storm Water Revenues 395 Storm Water Expenses (58) 398

# **Health Insurance Fund (Internal Service Fund) (600)**

Health Insurance Revenues
Health Insurance Expenses (99)
405

Glossary of Financial Terms 409



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

City of Americus Georgia

For its Comprehensive Annual Financial Report For the Fiscal Year Ended

December 31, 2019

Christopher P. Morrill

Executive Director/CEO

# **OUR MISSION**

"Americus is an innovative, clean, and safe city where our citizens enjoy an exceptional quality of life. We are committed to creating outstanding opportunities for our diverse population. We encourage a cultural, social, educational and healthy environment. We provide quality governmental services, cultivate economic development, and promote progressive healthcare and a thriving business environment."

# **OUR VISION**

"A shining city on a hill working to serve and create opportunities for all."





# CITY OF AMERICUS MAYOR & COUNCIL

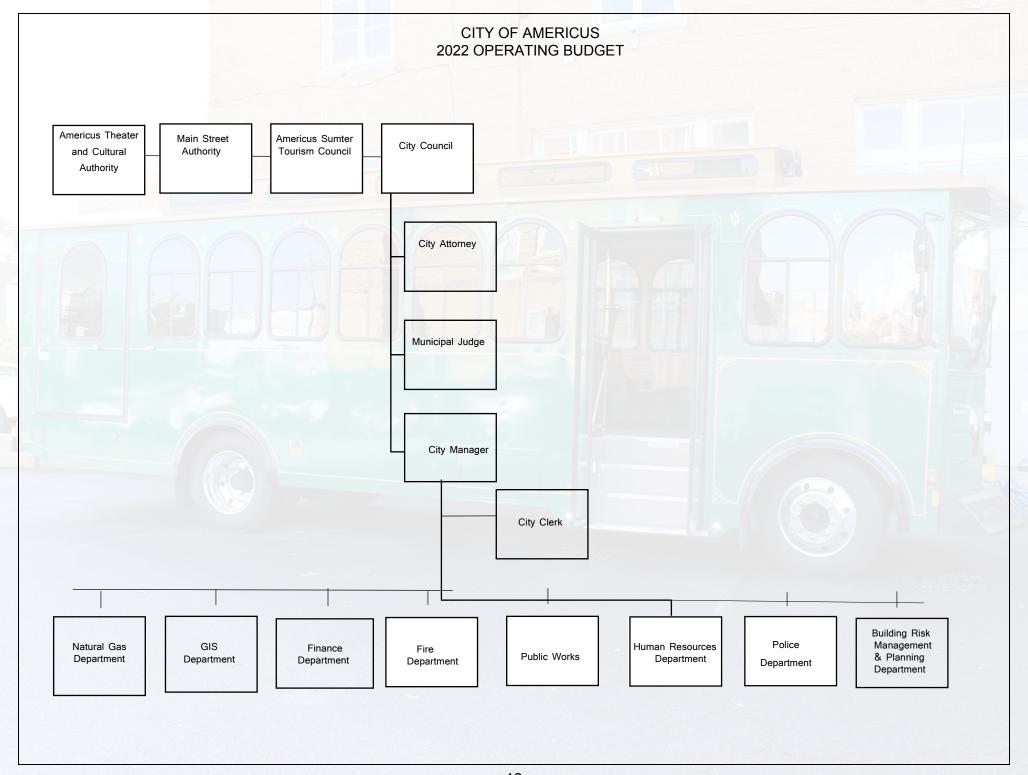
The City of Americus is a Georgia municipal corporation with a seven member City Council composed of the Mayor and six Council members. The Mayor is elected by voters at-large and serves a four year term. The six Council members are elected from single member districts and serve staggered four year terms. The Mayor and Council are vested with policy making authority.



Mayor Lee Kinnamon
Council member Juanita Wilson, District 1
Council member Nelson Brown, District 2,
Council member Nicole Smith, District 3
Council Member Charles Christmas, District 4
Council member Kevin Pless, Mayor Pro Tem, District 5
Council member Daryl Dowdell, District 6

(Council members are listed across from top to bottom)





# **Government & Organizational Structure**

The City Council is the policy making body of the City of Americus. The City Council, along with the Mayor approves the annual budget, all ordinances, resolutions, and contracts in public meetings. The Mayor Pro Tem is elected annually to preside over meetings in the absence of the Mayor. City Council members serve for four (4) year staggered terms and are elected by district.

The Council appoints members to various Boards, Authorities, and Commissions. The Council also appoints the City Manager. City

The Council appoints members to various Boards, Authorities, and Commissions. The Council also appoints the City Manager, City Attorney, and Municipal Court Judge. The City Manager, as the City's Chief Administrative Officer, is responsible for the enforcement of laws and ordinances and the implementation of policies passed by the Council. The City Manager hires department heads to assist with these responsibilities.

#### **GENERAL GOVERNMENT**

Diadra Powell- City Manager
Paula Martin, - City Clerk
Jimmy Skipper - City Attorney
Jesse Greene - Municipal Court Judge

#### **DEPARTMENT HEADS**

Beverly Butcher, GIS Manager
Twany Edwards, Director of Finance
Ola Terrell-Jordan, Director of Human Resources
Nicole Kirksey, Director of Tourism
Roger Bivins, Fire Chief
Mark Scott, Police Chief
Roger Willis, Chief Building Official
Heather Stanley, Managing Director of the Rylander Theater
David D. Wooden, Director of Natural Gas Services
Qaijuan Willis, Director of Main Street
Michael Sistrunk, Public Services



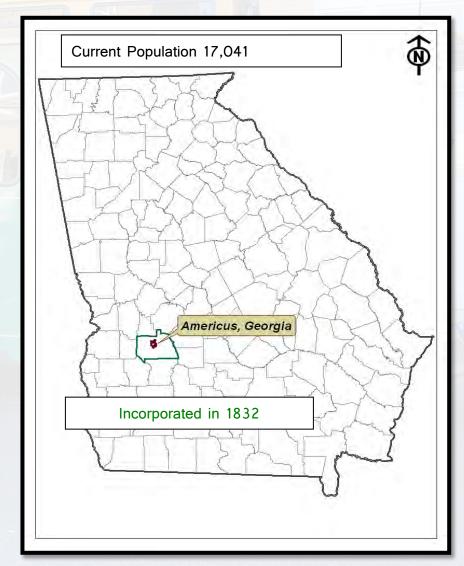
#### **HISTORY OF AMERICUS**

Americus, a Shining City on a Hill, is the hub of the eight county Middle Flint area of Southwest Georgia and the county seat of Sumter County. More than one half of the entire county population resides in Americus.

Americus was incorporated in 1832. It is thought to be named for the Western Hemisphere, not for the Italian navigator, Amerigo Vespucci. A more colorful explanation concerning the name selection suggests that the first settlers, because of their happy-go-lucky ways, were frequently referred to as "merry cusses." Thus, each of them was said to be "Ameri-cus."

Sumter County was formed in 1831 and named for Thomas Sumter, a Revolutionary War General. Sumter County's most famous resident and native son is former United States President Jimmy Carter. His campaign for and election to the presidency of the United States established Americus and Sumter County as a tourism center, with many people visiting Americus, neighboring Plains and the Andersonville War Prison and National Cemetery and Civil War Village.

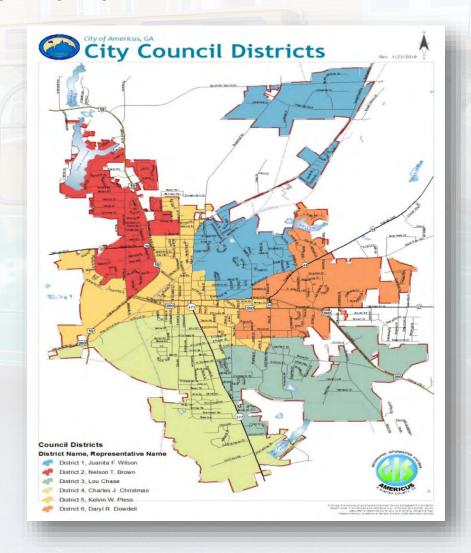
Americus has a well restored Historic District with many Antebellum and Victorian Style homes. The restoration of the magnificent Windsor Hotel, the renovation of the beautiful Rylander Theater, and other buildings in downtown Americus has drawn many visitors to this area.





# **AMERICUS AT A GLANCE**

Form of Government	Mayor-Council 11.48
Area-Square miles Miles of streets	11.40
	117
Fire Protection:	*
Stations	3 42
Firefighters  Palice Protection:	42
Police Protection:	
Stations	1
Police Officers	43
Water System:	7.400
Number of water customers	7,400
Average daily consumption	2,397,000
Plant capacity - gallons/day	
10,800,000	
Miles of water mains	139
Water storage capacity-gallons	4,400,000
Sewer system (Secondary treatment):	
Number of sewer customers	6,500
Disposal plants	1
Pumping stations	15
Miles of sewer	103
Sewer treatment capacity-gallons/day	4,400,000
Average daily treatment-gallons	2,562,000
Gas system (Source-Municipal Gas Authority	of GA):
Number of gas customers	2,250
Daily average consumption-cubic feet	2,000,000
Daily allocation from supplier-cubic fee	
Miles of gas mains	104.3
Number of employees:	188

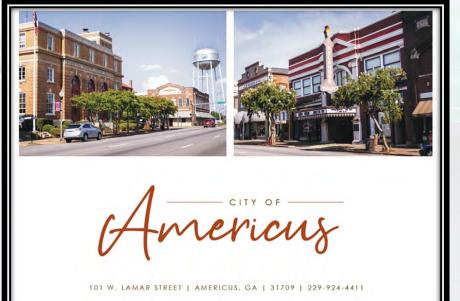


# **Community Information**

The City of Americus is in Sumter County in Southwest Georgia. Americus is 132 miles from Atlanta and only nine miles from Plains, the home of America's 39th President and Nobel Peace Prize Laureate, Jimmy Carter. Americus is located strategically between the Andersonville and Plains National Historic Sites. Sumter County is the only county in Georgia which boasts two national historic sites. In Plains, the renovations of the Plains High School and Jimmy Carter Boyhood Home site in Archery have been completed. Plains High School has been designated the state school of Georgia. The United States Prisoner of War Museum is located within the Andersonville National Historic Site. This museum opened in April 1998. More than 150,000 visitors are received at these sites annually.

The City of Americus is empowered to levy a property tax on both real and personal properties located within its boundaries. It also is empowered by state statute to extend its corporate limits by annexation, which occurs when deemed appropriate by the governing

body.



The City of Americus provides a full range of services, including police and fire protection and community development activities. Water and sewer services, natural gas services, solid waste services, storm water services, and the Rylander Theater are all operated as proprietary funds of the City. The Downtown Development Authority and the Americus Sumter Tourism Council are recorded as component units.

The annual budget serves as the foundation for the City of Americus' financial planning and control. All agencies of the City of Americus are required to submit requests for appropriation to the City Manager. The Finance Department prepares the budget based on these requests. The requested budget is submitted to the City Manager. The City Manager uses this information as the starting point for developing the proposed/ budget. The proposed/ budget is then presented to the Mayor and Council on or before November 30. The council is required to hold public hearings on the proposed budget and to adopt a final budget no later than December 31, the close of the City's

fiscal year. The appropriated budget is prepared by fund, function (e.g., public safety), and department (e.g., police). Department heads

may make budget transfers of appropriations within a department. Transfers of appropriations between departments require the special approval of the governing council. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated budget is required; however, the City's budget policy includes all funds. The adherence to this policy has played an important role in controlling expenses during the economic downturn in 2022 and recovery efforts in 2021. Budget ordinance amendments are prepared throughout the year to adjust for unanticipated events, planned spending reductions, and more accurate monitoring of financial conditions.

#### FACTORS AFFECTING FINANCIAL AND ECONOMIC CONDITION

# **Local Economy**

The citizens of Americus and Sumter County set the standard over twenty years ago when they voted to impose upon themselves a special purpose local option sales tax to fund economic development. This tax generated more than nine million dollars to spur economic development. These monies have been used to pay for the costs of improvements to the City's infrastructure and to provide attractive financing packages for industrial development. In addition, the Payroll Development Authority, the local authority responsible for administering these funds, developed a revolving loan pool from a portion of the money. The loan funds are used continuously to enhance economic development. In 2017, the Americus Sumter County Chamber of Commerce and the Payroll Development Authority reorganized. The result was a salaried economic developer on staff charged strictly with recruiting industry and expansion of existing business and industry and an employee to assist the Chamber of Commerce. As a community we are focused on improving the lives of our citizens daily through the important work of valuable & sustainable services to include maintaining and improving our infrastructure, economic development, appropriate training for our employees, and strategic planning.

Americus participates in the National Main Street Program. In 1983 the City of Americus was designated as a Main Street City. In 2016, a full-time manager was hired to oversee the revitalization, promotion, and economic development of the thirteen-block central business district. During the last decade a low interest revolving loan program was formulated for use in the Central Business Improvement District. In addition, facade and sign grants are offered to businesses to improve store fronts. As downtown merchants began taking advantage of the programs and with the addition of our first Friday events, the Women's Wine & Chocolate Walk, Food Truck festivals, Taste of Sumter, Hot Glass Craft festival, and ordinance changes to make us more tourist friendly, the City has seen a new downtown emerge.

In addition, the thirteen-block central business improvement district now boasts a reputation as a shopping destination. Several large

buildings that formerly housed single businesses have been renovated into mixed use facilities that house a combination of retail, commercial and residential space. One of these larger buildings that formerly housed the Rylander Motor Company has been fully restored and serves as the International Headquarters for Habitat for Humanity. Also, Citizens Bank of Americus refurbished the old Fire Station and other buildings to house their downtown facility. This project represents the largest private renovation in the downtown area to date. Also contributing to the Downtown area is the renovation of Rylander Park to include more green space, modifications to traffic flow and parking, the addition of bike lanes, and improvements at the Farmer's Market.

The Americus Welcome Center is located on the first floor of the municipal building and houses both the City of Americus's Tourism department, as well as Americus Main Street. The space serves as a Regional Visitor Information Center, complete with public restrooms, Americus & Sumter County collections, and resources for visitors to our community. In 2015 a full time Tourism Director was hired. This individual works closely with our neighboring cities and the county to foster relationships outside of our regional area to spur economic growth. With the assistance of stakeholders, the City rebranded itself with a new marketing campaign. In doing so hotels like Windsor Hotel that were renovated in the heart of downtown continue to see sold out weekends. Another successful private/public partnership resulted in the renovation of the 620 seat Rylander Theater in 1999. Both the hotel and the theater complement retail businesses of downtown Americus.

Revenues generated from the City's hotel/motel tax have fluctuated over the past five years. In comparing 2017, 2018, & 2019, 2022, & 2021 each year, we have seen an increase from \$343,900 to \$385,000(estimate). As result of an upward trend in this revenue source, we have increased the budgeted revenues conservatively using a five-year average model associated with Hotel Motel Tax at \$350,000 We also took inconsideration that we continued to have concerns in 2021 related to the pandemic and unpredictable revenues. However, the City of Americus has fared well during unprecedented times with increased revenues in some areas largely due to renewed interest in investments in the community and economic development opportunities. We are expecting to continue this trend into 2022. We have become accustomed to visitors reserving rooms well in advance for small regional meetings, seminars, miniconventions, motor coach tours and group travel associations and clubs. However, as mentioned previously, we are in unpresented times with the predictability of revenues even more volatile.

In general, Americus has started to see a turnaround in its economic condition. The City is focusing on attracting service type and retail corporations. This is noticeable with renewed interest in development within the City limits. A new state of the art hospital, Phoebe Sumter Medical Center along with new businesses & restaurants opening are impacting our local economy in a positive way.

Local unemployment rates reached a decade high of 14.4% at the end of February 2010, with the average rate for August 2021 at 4.3%. The near double-digit rates have prevailed for the last couple of years following the tornado, the closure of industries such as

Collins and Aikman, The Tog Shop (Spiegel) and hiring freezes in other businesses and governments. However, the rates have declined steadily over the last two years with the reinvestments in the community from several large employers.

In response to our local economic needs, five entities joined forces in 2008 with the University of Georgia through its Archway Partnership. These entities are the City of Americus, Sumter County Board of Commissioners, Sumter County Board of Education, Payroll Development Authority and Phoebe Sumter Hospital. The Archway Program is designed to provide communities with the wealth of expertise of faculty and students and easy access to higher ed resources to find solutions to local issues. Through this partnership, Americus was able to develop several plans on areas of improvement. We are still implementing some of those recommendations in the coming year.

During 2014 to continuously improve economic development strategies, the City of Americus in partnership with the Carl Vinson Institute of Government at the University of Georgia began work on the "Americus Renaissance Strategic Vision and Plan". This partnership has continued to address the wishes of the citizens in the areas of Organization, Design, Promotion, and Economic Development. With further assistance from the Archway Partnership, Georgia Municipal Association, Georgia Department of Community Affairs, UGA Small Business Development Center, and Georgia Cities Foundation, the plan prioritizes short and long-term action items which can be completed by the city as well as local community partners. We are also still working to implement recommendations from the collaborative efforts of these groups as well.

The Americus/Sumter County Payroll Development Authority continues to receive requests for information about Americus from companies located both within and outside the United States. In 2017, the Payroll Development Authority worked with prospects from various industries, looking to coordinate with those who match the workforce population of Sumter County. The Payroll Development Authority's efforts in creating new jobs and bringing businesses to Americus and Sumter County continues to have a significant impact, including over \$13.1 million in leveraged partnership that continued during 2021 and included the several economic development announcements and job announcements. The economic impact of these announcement should be seen in the coming years,

Because of Americus' favorable location and climate, we anticipate these inquiries and visits to continue, even considering the national concerns about the economy and loss of jobs. With a diverse combination of retail and service industries, exciting tourist attractions, excellent education options, a two-year college and four-year college, the rebuilding of our hospital, and other community wide initiatives, Americus is positioned for a strong comeback.

## **Long Term Financial Planning**

Expansion, investment, development, improvement, and efficiency will be the focus of the Americus City government for the coming years. Being able to expand the city's perimeter in all directions is likely to be a concern of the Mayor and Council over the next decade. The Mayor and Council will continue to emphasize to the state legislature the development of legislation that will be conducive to cities striving to increase their corporate boundaries and the importance of economic development opportunities. These efforts are visible by their support of several entities over the years to include One Sumter, the Payroll Development Authority, the Arts Council, and Tourism.

When it comes to transportation planning, the passing of the TSPLOST referendum in July 2012 has provided much needed resources for the support and expansion of current infrastructure. It is the intent of the regional area to continue to present a referendum to our citizens. We are currently in the process of meeting and planning for a new TSPLOST referendum.

The City of Americus has developed a five-year capital improvement program that provides the framework for the purchase of machinery and equipment and the development and maintenance of the infrastructure to meet current and future needs. In accordance with our debt policy, we continue to utilize the Utility Revenue Bonds to finance several utility projects and improvements to the City's water and storm water systems

In addition, the 2019 SPLOST referendum was approved by our voters and those revenues will assist with General Fund Capital projects over the next few years.

Those major plans include the following:

- Public Safety Facilities, Equipment & Vehicles funding in the amount of \$3,750,000
- Roads, Streets and Bridges has an allocation of \$4,000,000.
- Building and Properties-Facilities Building Renovations and Improvements has funding in the amount of \$1,271,400.

All the long-term revenue streams such as SPLOST, TSPLOST and bonds are designed to provide for future needs and mandates.

In 2014, the City passed a 2014 SPLOST referendum which provided needed resources for capital improvement projects.

Major planned improvements included in the City are:

- Highway 19 Enhancement and sidewalk improvements using ISTEA funds. We have been awarded \$980,000 for
- enhancements and beautification.
- Continue Sidewalk Replacement and Resurfacing of various streets with TSPLOST and other funding mechanisms.
- Completion of various Water and Sewer projects funded by the 2010 & 2013 Series Revenue Bonds.
- Continue improvements to drainage and retention ponds through the Storm Water Utility.
- Construction of a public works office building.
- City Building/Facilities Repair/Renovations to meet the needs of our citizens. This includes renovations to the Rylander Theater and totals approximately \$2.5 million. Funding for this project is included in the 2014 SPLOST legislation.
- Road & Bridge repair and paving that total approximately \$ 5 million. Funding for this project is included in the 2014 SPLOST legislation.
- Public Spaces and Green way enhancements that total approximately \$2.1 million. Funding for this project is included in the 2014
- SPLOST legislation.
- Other smaller projects are included in the five-year capital improvements program for the City of Americus.

In 2019, the City passed its 2022 Referendum for SPLOST funds. It too will provide resources for capital improvement projects. Major planned improvements included in the City are:

- Public Safety Facilities, Equipment and Vehicles
- Roads, Streets and Bridges
- Building and Properties Facilities Building
- Renovations and improvements

All the long-term revenue streams such as SPLOST, TSPLOST and bonds are designed to provide for future needs and mandates.

It important to note that although we have a five-year Capital Improvement Plan, our council ops to approve projects annually based on the needs, economic conditions, and financial stability of the General Fund and Enterprise Funds.



#### **BUDGET GUIDE**

The 2022 Annual Operating Budget includes nine sections. These sections each have a brief description below. This Budget Guide is provided to summarize the information contained in each section and to assist the reader in finding information.

## Section 1 - City Manager's Message & Supplemental Information

This section includes the City Manager's letter of transmittal and outline of recent policy decisions that have impacted the City's budget, and its financial position. This section also provides the reader with an overview of revenues/expenditures, debt, the tax digest information, and personnel information. In addition, this includes section a summary of expenditures by department, a five-year budget comparison of expenditures for the General Fund, Component Units, Special Revenue Funds, Enterprise Funds, the Health Insurance Internal Service Fund.

## Section 2 - Policies, Procedures, & Budget Compliance

This section outlines the policies used to guide the preparation and management of the City's annual budget. This section also provides detailed information on budget development, budget adoption, the accounting policies and procedures for Fund Accounting, Governmental Funds, Debt Services, and Revenue and Expenditure policies and the calendar year 2022 budget calendar.

#### Section 3 - General Fund Revenue & Expenditure Detail

This section begins with a graph and chart identifying General Fund Revenues by Source. The General Fund is the City's primary operating fund. It accounts for all financial resources and expenditures except for those required to be accounted for in other funds. The General Fund finances the day-to-day operations and accounts for approximately 42% or \$14,276,346 of the budgeted appropriation. The General Fund depends on revenues generated from such sources as property taxes, sales taxes, utility transfers, service charges, business licenses and permits, insurance taxes, and other revenue to cover its operating costs.

The departments within the General Fund include the following: Mayor & Council, Data Department, GIS, Finance, Human Resources, City Manager's Office, REES Park, Fire, Police, Municipal Court, Building Risk/Code Enforcement/Planning &Zoning, Streets, Cemetery, Fleet Maintenance, Public Works, Transportation, and Grounds & Maintenance.

## **Section 4 – Component Units**

Component units are legally separate organization for which the elected officials of the primary government are financially accountable. Within the City of Americus, we have two component units: Downtown Development Authority and the Tourism Department.

The Downtown Development Authority/Main Street and Tourism Department make up about 1.4% or of the total \$502,617 of the 2022 Operating Budget.

**Downtown Development Authority and Main Street** are focus on revitalization and development in the downtown area. This area is also a part of the Central Business Improvement District. A district of blocks with the City where business owners have agreed to an additional tax in support of improving the area in which they do business. It is important to note that since Main Street is not governed by an authority and receives its funding from through General Fund revenues, it is considered a department within the General Fund for financial accounting.

The **Tourism Department** is primary funded through Hotel Motel Tax revenue and is used to support the Americus Convention and Visitors Bureau as well as to promote tourism and economic development in Americus.

## Section 5 – Special Revenue Funds

These are Special Funds that have been established to carry out projects or programs that are not funded through the normal operating & capital budget process. These funds are used to account for resources received from outside agencies and are restricted for a specific purpose. This section includes Federal and State Grants & Hotel Motel Tax.

The revenues in these funds are legally restricted for a specific purpose. These Consist of 2007, 2014 & 2019 Community Home Investment Program (CHIP) Funds, 2019 Community Development Block Grant (CDBG) Fund, Transportation Enhancement (TE) Project Fund, Community Development Loan Program and State Revolving Loan program.

In addition, **Hotel Motel Tax Fund** is used to account for the collection and disbursement of hotel/motel taxes. The City has levied a 7% lodging tax. Of this percentage, 2% is given to the Rylander Theater for use in the operating expenditures and promotion of the Theater. In the 2022 Operating Budget there is \$350,000 budgeted for Hotel Motel Tax. Of this, the Rylander Theatre Fund is receiving \$100,000 and the Tourism Fund is receiving is \$205,644.

**Community Development Block Grant Fund:** Financing is provided by grants received from the U.S. Department of Housing and Urban Development and the State of Georgia Departments of Community Affairs and Natural Resources.

**State Revolving Loan Fund:** This fund is used to account for the operations of the City's revolving loans. Original funding was provided by the U.S. Department of Housing and Urban Development through the State of Georgia's Department of Community Affairs.

**2001 Program Income Fund:** This fund is used to account for program income associated with a Community Development Block Grant received from the U.S. Department of Housing and Urban Development.

**2004 ISTEA Fund**: This fund is used to account for a grant received from the U.S. Department of Transportation for transportation enhancement activities.

**2007, 2014, & 2019 CHIP Fund:** This fund is used to account for a grant received from the U.S. Department of Housing and Urban Development under the Community Home Investment Program.

**2019 Community Development Block Grant (CDBG) Fund:** This fund is used to account for a Community Development Block Grant received from the U.S. Department of Housing and Urban Development.

## Section 6 - SPLOST & TSPLOST

The **Special Purpose Local Option Sales Tax (SPLOST)** III is a referendum approved by voters in November 2014 & again in 2019 that allows for an extra penny in sales tax to fund diverse projects. Georgia law allows local jurisdictions to use SPLOST proceeds to fund capital improvement projects that would otherwise be paid for with General Fund and property tax revenues. SPLOST expenditures for FY 2022 are projected to be \$2,464,480.

**Transportation Special Purpose Local Option Sales Tax (TSPLOST)** is a referendum approved by voters in 2012. The City of Americus is a part of the River Valley Region and was one of three regions that approved the ten-year one percent sales tax to fund projects with a 75/25 split. The collection of the tax is split 75% on regional projects and 25% on local projects. The 25% portion is disbursed monthly to the cities in the region where the city has total discretion on the use on other local transportation related projects. TSPLOST expenditures for FY 2022 are projected to be \$231,500.

# Section 7 – Proprietary/Enterprise Funds (Utility Funds)

The **Water and Sewer Fund (505)** is the largest of our enterprise funds. It is expected to generate \$6,364,600 in revenue and incur \$7,535,530 in expenses, resulting in net loss of \$1,170,930. It is important to note that this fund has maintained an average of \$6,000,000 in reserves over the past several years and has utilized revenue bonds for major capital expenditures. The fund expenses

also include depreciation expense in the amount \$1,471,000, debt service, as well as capital items that are moved to the balance sheet at year end. The fund represents about 22.3% of the total budget. The fund provides over 7 million gallons of water per day over 7,000 customers. This includes water distribution, production, water taps, sewer taps, water and sewer maintenance as well as water the water treatment plant.

In addition, A portion of the Water & Sewer Fund's budgeted expenses are related to water operation and repair & maintenance of the lift stations & wastewater sampling. It also includes treatment of the City's wastewater and disposal of the sludge in accordance with Environmental Protection Division's (EPD) guidelines.

The **Gas Fund (515)** is our next largest enterprise fund and is projected to generate \$2,659,116 in revenue through charges for service and incur \$2,610,016 in expenses, resulting in a net income of \$49,100. It is important to note that the revenues for this fund fluctuate as the weather fluctuates. The fund represents about 8% of the total budget. It provides natural gas services to approximately 2,250 customers in Sumter and Surrounding Counties.

The City has entered into a contract for the purchase of wholesale natural gas supplies and related services with the Municipal Gas Authority of Georgia ("MGAG") that requires the City to purchase all of its natural gas from MGAG. The gas supply contract with MGAG authorizes MGAG to establish rates and charges so as to produce revenues sufficient to cover its operating costs and retire its bonds issued to acquire long-term gas supplies for sale to its members, including the City. In the event that revenues are insufficient to cover all costs and retire bonds issued by MGAG, the City is obligated to pay its obligation share of the costs of the gas supply and related services MGAG provides to the City, which costs include amounts equal to principal and interest on MGAG's bonds. These obligations, which extend through the year 2050, are general obligations of the City to which the City's full faith, credit and taxing powers are pledged. The City's obligation to MGAG for gas supply costs are based on MGAG's costs to provide such supply, including bonds issued to purchase long-term rights to bulk supply. Payments to MGAG are made month.

The **Solid Waste Fund (Sanitation) (540)** is expected to generate \$3,278,384 in revenue through service charges and incur \$3,228,384 in expenses, resulting in a net income of \$58,055. This fund represents about 10% of the total budget. Included under the Solid Waste Fund are administration as well as solid waste removal for both commercial and residential customers. This fund is responsible for collecting and properly disposing of solid waste and recyclables through Waste Management, a private contractor. In addition, the fund is expected to support landfill post closure cost generated by Sumter County government at a rate of 67.73% of its total expenses. This fund serves approximately 6,700 customers.

The Storm Water Fund (580) is projected to generate \$819,000 in revenue through user fees with expenses totaling \$722,121 during

fiscal year 2022. The budget net income for fiscal year 2022 is \$96,879. The Storm Water Fund represents about 2.14% of the total budget. The fund includes stormwater maintenance, street sweeping, and other mitigation. The storm water maintenance program includes maintaining the drainage system, ditches, canals, ponds, and storm water pump stations, and to provide street sweeping services necessary for the collection and disposal of storm water-related debris. Other functions include maintenance of existing storm water infrastructure and installation of new storm water retention ponds.

## Nonmajor Proprietary/Enterprise Fund

The City of Americus has one Nonmajor Enterprise Fund, The Rylander Theater Fund. Because the Rylander Theater Fund is not self-sustaining, it receives subsidies from the General Fund in the amounts of \$100,000 & \$100,000 of Hotel Motel Tax revenues.

#### Section 8 – Health Insurance Internal Service Fund

The Health Insurance Internal Service Fund provides support for General Fund, Main Street & Tourism Fund along with all of the enterprise funds: Water & Sewer, Natural Gas, Solid Waste, Rylander Theater, and Storm Water. The projected budget for this fund is \$1,383,927 for the current operating year. It is self-funded by the government internally to account for resources and expenses associated with the health insurance coverage. The General Fund, Main Street & Tourism Fund along with all the enterprise funds: Water & Sewer, Natural Gas, Solid Waste, Rylander Theater, and Storm Water provided the revenue stream to pay the expenses associated with claims.

## **Section 9 - Appendix**

This section contains a glossary of terms that may be useful in assisting the individual to interpret the budget.

# **BUDGET HIGHLIGHTS AND HISTORICAL DATA**

- The 2022 proposed budget totals \$33.8 million, which is approximately \$1,932,375 more than 2021. The increase is related to SPLOST other capital expenditures, salaries, and associated benefits. Specifically, the SPLOST budget is \$1,009,000 more than 2021.
- The salaries account for 24% of the total of all expenditures in the 2022 proposed budget. There is a 5% salary increase in the proposed budget for all employees. However, there is no merit increases budgeted for 2022.
- Benefits such as insurance, social security, retirement, and worker's compensation account for 9.6% of the budget.
- Our health insurance is estimated to remain the same with an estimated increase to dental of approximately \$23,993 to dental insurance cost. The increase in dental is covered by the surplus to the health insurance fund. This year we will began working with Phoebe Sumter and Phoebe Putney for our wellness program. As we look to the future, we will continue to look at ways to become healthier with innovative ways of keeping the employees engaged.
- The proposed/ budget does not contain any additional employees. The plan includes 188 positions, 175 full-time, 7 elected officials and 6 part-time.

# **BUDGET BY DEPARTMENT**

The Budget by Department is shown below. The amounts for each department account for all expenses needed for the department to support our citizens and the City's need for the 2022 budget year including salaries, benefits, capital purchases, and expenses for the day-to-day operations of each department.

	Department		Amount
	Mayor & Council *	\$	1,403,983
	Data Center	\$	177,888
	GIS	\$	208,386
	Finance	\$	880,752
	Human Resources	\$	399,912
	City Manager	\$	469,138
	Rees Park EDC	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	62,926
	Fire	\$	4,067,971
	Police	\$	3,601,179
	Building Risk Management	\$	537,575
	Municipal Court	\$	107,131
	City Facilities & Parks	\$	67,210
	Street	\$	927,526
	Cemetery	\$ \$ \$ \$ \$	31,909
	Fleet Maintenance (Shop) **	\$	206,487
	Public Works	\$	218,875
	Grounds & Maintenance	\$	907,498
	Water & Sewer Fund	\$	7,535,530
	Natural Gas Fund	\$	2,610,016
	Solid Waste Fund	\$	3,220,329
	Storm Water Fund	\$	722,121
	SPLOST	\$	2,464,480
	TSPLOST	\$	231,500
	Grant & Misc. Funds	\$	2,760,463
	Total	\$ 3	33,820,785
-	Jouncil includes \$776,617 for suppor	t of w	arious commi

<sup>\*</sup> Mayor & Council includes \$776,617 for support of various community entities.

<sup>\*\*</sup>All the Shop Department, except capital, salary & benefits are charged out to other City departments.

- Capital Outlay projects for non-enterprise, funds account for 10.35% of the projected expenditures for 2022. This includes the SPLOST funded projects identified in the 2014 SPLOST referendum. The capital outlay also includes street improvements funded by TSPLOST and LMIG grant program funds.
- Other Operating Expenses (excluding salaries, benefits, and capital projects) account for 56% of the projected expenditures for 2022. These include the cost of utility operations, materials, supplies, utilities, contract services, and repair and maintenance for vehicles, equipment, etc.

CITY OF AMERICUS					
	2022 OPERATING BUDG	GET			
FIVE YEAR H	ISTORY BUDGET COM	PARISON RE	PORT		
FUND	2022	2021	2020	2019	2018
100 GENERAL FUND	14,276,346	13,567,391	13,460,394	13,235,382	12,658,792
202 DOWNTOWN DEVELOPMENT FUND	5,000		44,714	44,150	2,500
205 TOURISM FUND	218,144	195,694	210,096	211,758	202,206
220 COMMUNITY DEVELOPMENT	0	0	0	0	0
221 STATE REVOLVING LOAN	0	0	0	0	0
229 TE PROJECT	0	0	0	0	0
234 2014 CDBG FUND	0	0	0	0	248,038
270 MAIN STREET	279,473	293,704	291,940	256,984	256,670
275 HOTEL/MOTEL TAX FUND	350,000	330,000	330,000	325,000	325,000
280 SPLOST	2,464,480	1,455,059	2,178,128	3,204,728	3,408,100
281 TSPLOST	231,500	431,080	217,680	216,040	215,810
343 2007 CHIP FUND	0	0	0	0	0
344 2014 CHIP FUND	0	0	0	0	0
345 2019 CHIP FUND	0	25,000	0		
505 WATER & SEWER FUND	7,535,530	7,424,565	7,242,037	6,999,643	7,111,832
515 NATURAL GAS FUND	2,610,016	2,494,882	2,572,327	2,558,481	2,630,719
540 SOLID WASTE FUND	3,220,329	3,138,628	2,989,778	3,152,290	2,786,566
555 THEATER FUND	523,919	469,843	478,511	491,253	478,220
580 STORM WATER MANAGEMENT	722,121	678,637	665,044	627,023	588,217
600 INSURANCE FUND (INTERNAL	1,383,927	1,383,927	1,048,800	1,048,800	982,698
SERVICE)					
	2002277	240004:0	24-204	222777	242272
TOTAL	33820785	31888410	31729449	32371532	31895368



**CITY MANAGER** 

Mrs. Diadra W. Powell

Diadra Powell is the City Manager of the City of Americus. Diadra is appointed by the Mayor and City Council and serves at the pleasure of the Mayor and City Council. As the chief administrative officer of the city, the City Manager is responsible for the efficient administration of all city government departments. She has served in this role for approximately two years which includes serving as Interim City Manager for a year and as the Finance Director for the City of Americus for 7 years. She has over 16 years of local government experience.

Diadra was instrumental in the city of Americus receiving for the first time in its history, the Distinguished Budget Presentation Award under her leadership, the City of Americus has continued to receive the Certificate of Achievement for Excellence in Financial Reporting or its Comprehensive Annual Financial Report for the 30th consecutive year.

These awards, presented by the Government Finance Officers Association of the United States and Canada, are the highest forms of recognition in government budgeting and financial reporting. During her service in the United States Army, she received an Army Commendation Medal, Army Achievement Medal, as well as an honorable discharge.

She holds a Master of Business Administration with a concentration in Finance and a Bachelor of Arts in Chemistry from East Carolina University.

Diadra is an Army veteran and is married to a retired Marine. She enjoys needlepoint, traveling, and spending time with family. She also enjoys spending time with her sisters as a member of Alpha Kappa Alpha Sorority, Incorporated.

November 15, 2021

Dear Mayor and Council Members:

The 2022 Budget is the culmination of significant staff input and hours of consideration from our TEAM including the employees, Department Heads and Finance Department. The Finance Director worked to verify the accuracy of expenditure data and many projections to make sure that precise financial information was the basis for the budget.

# **Key Policy Issues:**

The following is a summary of the major policy issues addressed by the budget. All of these were developed to sustain operations and programs while containing costs.

- Property Tax millage rate The value of a mill for 2022 is projected to increased slightly. In addition, the proposed millage rate for 2022 is 11.12. Therefore, the development of the 2022 budget reflects the proposed millage rate. Property tax revenues are based on a combination of projections, historical data, and averages of several years of data.
- Balanced General Fund The General Fund is balanced and maintains a minimal Fund Balance. The General Fund is stabilized by closing the gap between revenues and expenditures. It is imperative that we build up the fund balance each year to provide an emergency reserve of a minimum of three months of operating expenses. The current unassigned fund balance is\$4,453,215. This is approximately 3.7 months of operating expenses.
- → Water and Sewer Rates Although, it is that water and sewer rates are adjusted periodically to account for increased cost of maintaining the system, there are no rate increases built into the budget.
- Staffing Staffing requirements did not change from 2021 to 2022. There are no layoffs . As previously mentioned, there is however, a five percent salary increase for all budgeted positions as well as a vacancy factor of four for the Fire Department and a vacancy factor of five for the Police Department to account for normal employee attrition with Public Safety.
- → **Cost Recovery** The city's goal of recovering the cost of providing services to the Public has been reviewed. Each Major Proprietary Fund is 100% self-sufficient. In other words, the revenues generated by the users will meet and exceed the

operational costs and debt service required to provide the service.

# **Issues Affecting City Stability:**

The economic environment in which the City of Americus operates has a substantial effect on the organization's financial condition. Summarized below are some of the more significant internal and external factors affecting this Budget.

- → Economic Uncertainty The continued national economic climate is still in question as the financial markets fluctuate. Recovering unemployment rates, and inconsistent housing and retail sales continue to affect the local economy.
- Employee Benefits As we move forward, we will continue to look at ways to improve employee benefits and decrease cost whenever possible. The following chart shows the progression of employee benefits from previous years compared to the benefits in this year's budget. It is important to note that we are were expecting a decline in health insurance cost due to several factors including moving to an independent broker and removing unnecessary fee structures in previous health insurance policies and moving from fully insured to self-insured. In addition, our continued efforts to focus on wellness and preventative health will result in lower claims and a heathier workforce. We have seen no increase in health insurance and a slight increase dental insurance. The increases related to dental will be offset by the expected surplus from health insurance fund. The contributions to the GMA administered Retirement System have gradually decreased since 2018. As markets have rebounded from 2009 unprecedented declines, the City's contributions are returning to normal levels. The contributions will remain at 12.45%.

	2018	2019	2020	2021 Projected	2022
Health Insurance	\$982,698	\$982,698	\$1,200.431	1,383,927	\$1,357,897
Workers Compensation	\$187,396	\$204,539	\$188,096	212,290	\$237,241
Retirement	\$664,193	\$707,013	\$734,731	\$916,120	\$952,226
Dental Insurance	\$35,322	\$36337	\$39,884	\$53,100	\$53,690
Total	\$1,869,609	\$1,930,587	\$2,163,142	2,565,527	\$2,601,054
% Change		3.26%	10.49%	15.7%	1.4%

→ **Tax Digest** – The following chart shows the history of the tax digest and the corresponding millage rate.

Category	2018	2019	2020	2021	2022
Value of mill	\$317,331	\$317,033	\$320,600	\$322,673	\$322,673
Millage Rate	10.92	13.12	11.12	11.12	11.12
Tax Levy	\$3,465,255	\$4,163,041	\$3,565,072	\$3,588,124	\$3,588,124
% change in Net M & O Digest	1.04%	.09%	1.11%	-1.84%	0%
% change in Tax Levy	6.93%	16.76%	-16.77%	.6%	0%

The tax digest in the City of Americus has fluctuated from \$673,597,574 in 2018 to a projected \$680,329,988 in 2021. This translates into an increase in the value of property within the corporate limits of Americus. Please note that the 2022 Property Tax numbers reflect no increase in millage rate and the value of the mill is projected to be \$ 322,673 for 2022.

Finally, public hearings are scheduled for Thursday, December 9, 2021, at 6:00 p.m. as well as Thursday, December 16,2021 at 6:00 p.m. via Zoom. Please let me know if you have any questions concerning the following information.

Sincerely,

Diadra Powell City Manager

#### **GENERAL OVERVIEW**

This book contains the budget for each of the funds that report the individual programs of work and financial story for the City of Americus for 2022. On the following pages you will find details of the revenues and expenditures for each fund. In accordance with Georgia law the proposed budgets for each fund are "balanced" budgets. That means that revenue sources are identified for all expenditures.

# **2022 Budget Assumptions**

In an effort to balance the budget for 2022, the following are included in the numbers that are recommended:

- 1. A robust wellness program will improve the overall health of our employees. This year a local vendor is managing our wellness program.
- 2. The budget does not include rate increases in the water and sewer rates, storm water fees, or gas rates. However, it does account for the 3% increase in sanitation rates for all customers to offset the increase in contracted Sanitation Services contract.
- 3. Upgrades to both the Sensus Software and CSI software as well as payment kiosk for the utilities will improve the overall efficiency and effectiveness of the City.
  - Note: A portion of the cost associated with these upgrades are funded through the American Rescue Plan Act of 2021(ARPA) proceeds.
- 4. We will continue to utilize TSPLOST funds for much needed street repairs and maintenance including speed bump installations.
- 5. SPLOST projects will continue as projected in the CIP and approved by the 2014 referendum and the most recent 2022 referendum that includes the use of the 2019 General Obligation Bond Funds.

# **Salaries and Wages**

The total amount included in the recommended budget for 2022 for all funds for salaries and wages, not including overtime is \$7,441,546 compared to the recommended amount for 2021 of \$6,888,386 is approximately \$553,160 more. There is a five percent increase in salaries included in the 2022 recommended budget. However, there are no merit increases built into the recommended budget for 2022. In addition, as mentioned previously, there are vacancy factors for the following departments: Police Department & Fire Department.

Below is a diagram of our salaries by function. Note that Public Safety includes not only Fire and Police but also Building Risk/Code Enforcement, and Municipal Court. Administration includes, our Mayor & Council, Finance, Human Resources, & the City Manager.



The total recommended personnel requirements for 2022 is 188 positions. The recommended number reflects six part-time positions, seven elected positions, and 175 full time positions.

The following table outlines the personnel requests and recommendations for 2022:

Department	Present Staffing Levels	Requesting Staffing Levels	Recommended Staffing Levels
Mayor & Council	7	7	7
GIS	2	2	2
Finance Department	10	10	10
Human Resources	3	3	3
City Manager	3	3	3
Fire Department	49	49	49
Police Department	50	50	50
Municipal Court	1 full time	1 full time	1 full time
	1 part-time	1 part-time	1 part-time
Building Risk/Code	4	4	4
City Facilities & Parks	1	1	1
Street Department	4	4	4
Cemetery	1 part-time	1 part-time	1 part-time
Shop	3	3	3
Public Works	2	2	2
Grounds & Maintenance	9	9	9
W&S Maintenance	9	9	9
Utility Billing	8	8	8
Natural Gas	7	7	7
Storm Water	3	3	3
DDA/Main Street	2 full time	2 full time	2 full time
	1 part-time	1 part-time	1 part-time
Tourism	2 full time	2 full time	2 full time
	1 part-time	1 part-time	1 part-time
Theater	3 full time	3 full time	3 full time
	2 part-time	2 part-time	2 part-time
Total	182 full time	182 full time	182 full time
	6 part-time	6 part-time	6 part-time

#### **Overtime**

Overtime pay which is required to be paid under the Fair Labor Standards Act (FLSA) continues to be a major expense item, especially in Public Safety Departments. The sworn personnel in the Fire Department work 24-hour shifts and Police Department work 12-hour shifts. While the Fair Labor Standards Act provides for the longer shifts, there is a certain amount of overtime that is automatically built into these departments' budgets. In addition, mandated training, court appearances, and community service projects result in additional overtime cost. This is in addition to the overtime pay that is normally required for sick and vacation leave time to ensure the public safety functions are adequately covered. The overtime for all funds is projected to be \$645,990 in 2022. This is an increase from \$438,090 projected and budgeted in 2021. This amounts to an increase of \$207,900. Much of the increase is attributed to nine fire captains moving from salaried positions to hourly positions.

#### **FINANCIAL POLICIES**

This section presents the policies that the City of Americus follows in managing its financial and budgetary affairs. These policies represent longstanding principles and practices that have been successful for maintaining financial stability.

### **FISCAL POLICIES**

- \* The City strives to maintain a broad revenue base to ensure equitable distribution of the burden of supporting City services.
- \* The City actively supports economic and industrial development, recruitment, and retention efforts to expand the revenue base.
- \* The City maintains timely collection systems and implements enforcement strategies to collect revenues.
- \* The City safeguards assets through a robust system of internal controls.
- \* The City prioritizes basic and essential services in regard to funding allocations.

#### **FUND ACCOUNTING**

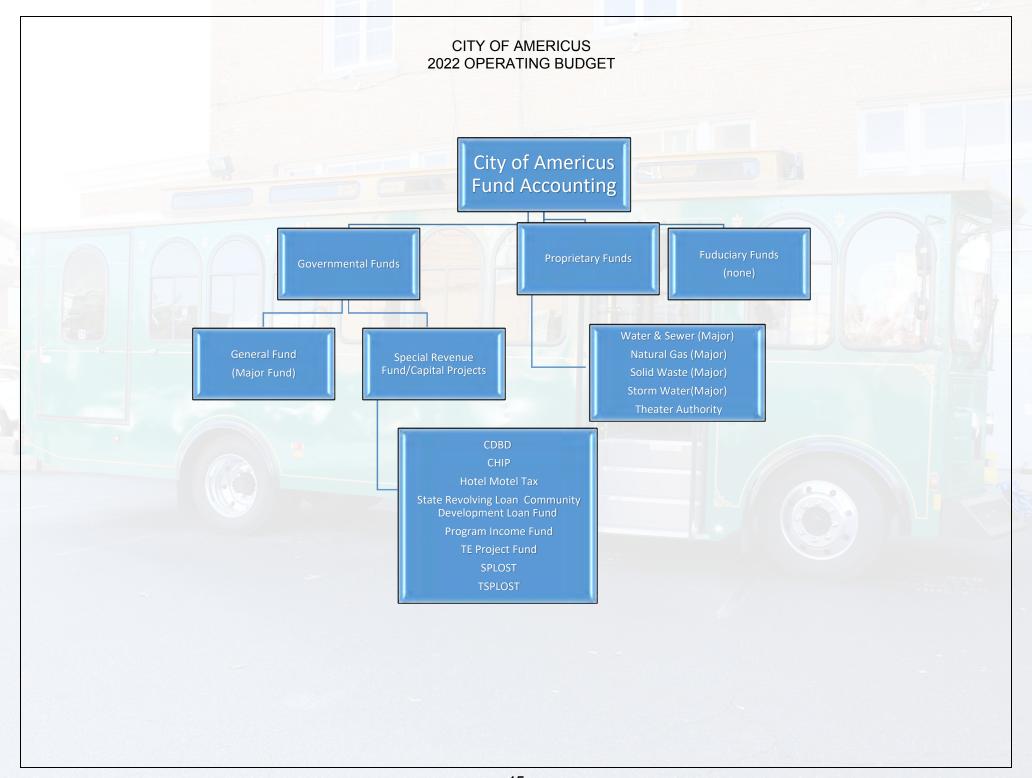
A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Americus, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The funds of the City of Americus can be divided into three categories: governmental funds, fiduciary, and proprietary funds. Fund financial reports provide detailed information about the City's major funds. The City uses many funds to account for a multitude of financial transactions.

### **GOVERNMENTAL FUNDS**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Most of the City's activities are reported in the governmental funds which are reported using an accounting method called modified accrual accounting which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general governmental operations and basic services it provides. Governmental fund information helps to determine if there are more financial resources that can be spent soon to finance governmental services. The governmental funds are the General Fund, Special Revenue Funds, and Component Units.

# PROPRIETARY (ENTERPRISE FUNDS & INTERNAL SERVICE FUND)

Proprietary funds are used to account for the operation of "business like activities". These activities are usually funded by user fees, such as water and sewer rates. The accounting method incorporates the full accrual basis much like private businesses. This basis of accounting recognizes transactions and events when they occur, regardless of the time of the related cash flow. The focus of these financials is long term as opposed to governmental funds. The enterprise funds are Water and Sewer, Natural Gas, Solid Waste Management, Storm Water Management, and Theater. The health insurance fund is an internal service fund.



#### **PURCHASING POLICY**

Procurement activities are for the most part decentralized. Each department head is responsible for following the established purchasing policies as communicated in the published "Purchasing Manual". The manual addresses dollar limits, advertising and bidding requirements, local preference, etc. All aspects of source selection and approval requirements are explained in detail. All purchasing is in accordance with approved budgets. Any proposed purchase not included in the approved budget must be presented to the full Mayor and Council for its vote. Emergency purchases or repairs may be authorized by the City Manager; however, any purchase made under these conditions shall be presented to the Mayor and Council for approval at the next scheduled meeting. Most proposed purchases that require the bidding process are centralized through our City Clerk. The intent of the purchasing policy is to provide fair and equitable treatment of all persons involved in purchasing activity, maximize use of public funds, and provide safeguards for maintaining the integrity of such transactions.

#### **INVESTMENT POLICY**

The City adheres to treasury practices permitted by the State of Georgia. The City seeks to first promote the safety of the principal and secondly to maximize the return on the investment of idle cash and maintain liquidity for operational needs. The policy provides for bidding amongst local banks and the Georgia Fund 1. As all these investment types have virtually the same "safety" factor, the investment is made with the highest bidder. The results of the bidding process are shared with all parties.

# **REPORTING POLICY/AUDIT**

Each fiscal year an independent firm is contracted to perform an audit of the City's financial statements. The City's fiscal year is January 1 through December 31. Audits are performed in accordance with the Generally Accepted Audit Standards and Circular A-133 of the US Office of Management and Budget. Each year the audited "Comprehensive Annual Financial Report" (CAFR) is submitted to the GFOA for consideration for the "Certificate of Achievement for Excellence in Financial Reporting". The City of Americus has received this award for the last 30 years. Our CAFR is available for viewing on our website.

The City also produces monthly financial statements that are distributed to the Mayor and Council, City Manager and Department Heads. The statements compare actual amounts to approved budgets so that spending can be monitored and altered if necessary.

The City prepares an annual budget document providing basic understanding of the City's planned revenues and expenses for the fiscal year as well as historical information for various accounts. The combination of the forecasted amounts and the actual historical amounts provides for a conceptual view of various financial trends. The budget document is distributed internally to the various departments and

submitted to various external service providers and can also be viewed on our website. See additional budget information in the "Budget Policy" section.

#### **DEBT POLICY**

The City's debt policy is defined by fund. The General Fund policy includes only short-term debt, obligations of less than 1 year and which are limited by the legal debt limit of 10% of assessed property value. The calculation for the current year is based on assessed value of \$320,000,000. The 2021 budget does not anticipate any General Fund debt. Capital projects are either "pay as you go" or financed using the GMA's lease pool offerings. In the Enterprise funds, if the obligation is too large to "pay as you go", then long term debt is allowed. The debt must be with state agency, such as GEFA or MGAG, or put out for bid as a "Revenue Bond" with a defined revenue stream for repayment. In either case, the full Mayor and Council must approve all long-term debt. Currently, the Water and Sewer Fund & Stormwater are the only Enterprise Funds with debt. The details of the debt can be found in the notes section of the line item and the interest expense in the Utility Billing Department for Water & Sewer and Stormwater.

# **CAPITAL IMPROVEMENT POLICY**

The City prepares a 5-year Capital Improvement Plan (CIP) each year to identify necessary replacements, expansions, and other capital needs. The plan is approved and updated by the Mayor and Council as part of the annual budget. The CIP includes expenditures of \$5,000 or more with a useful life of more than 1 year. The plan identifies long term needs and recommended funding sources. The CIP is published annually and provided to both internal and external parties.

# **EXPENDITURE CONTROL**

Each department is responsible for ensuring that funds are available within a specific line item in its budget before the issuance of purchase orders. Should an overage be overlooked, we have subsequent controls that will identify any overspending. Our accounting software delivers an error message when an accounts payable voucher is entered for a line item that is insufficient for the purchase. These error messages are communicated to the Finance Director for review. Additional information is gathered to determine if the expenditure is appropriately recorded and if a budget amendment is needed. The amendment between line items within a department can be done at a Department Head's request. In other words, budgetary control is established at the department level, not by the individual line items within the department. All expenditures are approved by the Finance Director. Additionally, our monthly publication of the departmental financial statements strengthens control by adding a transparency factor to departmental spending.

#### **BUDGET POLICY**

#### LEGAL COMPLIANCE OF BUDGET

The City of Americus follows these procedures in establishing the budgetary data reflected in this statement.

- \* By November 15, the City Manager submits to the Mayor and Council a proposed operating budget for the fiscal year commencing the following January. The operating budget includes proposed expenses and the means of financing them.
- \* A Public Hearing is conducted at the November and/or December City Council meeting to obtain citizen comments.
- \* Prior to January 1, the budget is legally enacted through passage of an ordinance.
- \* The City of Americus Department Heads are authorized to request the Finance Director to prepare a transfer of budgeted amounts between line items within a department; however, any revisions that alter the total expenses of any department or fund must be approved by the Mayor and Council. Requests for additional personnel within a department must also be approved by the Mayor and Council. All appropriations, except for capital outlay items encumbered at year end, lapse. Encumbrances for capital outlay items not lapsing at year end are re-appropriated in the ensuing year's budget as carry over. Legally adopted budgets are prepared, as described above, on a departmental basis for the General and Special Revenue Funds. Individual amendments are usually not material in relation to the appropriation as originally approved.
- \* Formal budgetary integration is a management control device during the year for the General Fund and the Special Revenue Funds. To insure sound financial administration, the Mayor and Council also adopt an annual operating budget for the government's Water and Sewer Fund, Solid Waste Management Fund, Natural Gas Fund, Storm Water Management Fund, Theater Fund, Downtown Development Fund (a component unit of the City) and Tourism Fund (a component unit of the City), & Main Street Fund.
- \* Budgets for the General and Special Revenue Funds are adopted on a basis consistent with generally accepted accounting principles (GAAP) and are presented in accordance with finance-related legal and contractual provisions.
- \* Budgeted amounts are as originally adopted at the December council meeting, or as amended by the Mayor and Council. Individual amendments are historically not material in relation to the original appropriations.

## **FUND BALANCE POLICY**

With the adoption of GASB 54, Mayor and Council have adopted a policy stating the procedures for reporting unrestricted fund balance in the General Fund and Special Revenue Funds. The specifics of the policy are as follows.

- \* The City Manager will authorize Non-spendable, Assigned, and Restricted.
- \* The Governing Body will formally vote on Committed Fund balance.
- \* The Unassigned fund balance will be maintained at a level of at least \$2,000,000 in order to sufficiently cover unplanned funding requirements.

# 2022 BUDGET CALENDAR

19.19	Budget Activity	Dates
	Departmental 2022 Operating & Capital Budget Request Entered into CSI	August 16- September 4, 2021
	City Manager Review Sessions with Department Heads-2022 Operating & Capital Budget	October 18-22, 2021
	Council Review of 2022 Operating & Capital Budget	November 16, 2021-December 16,2021
	Advertisement in the Legal Gazette	December 1, 2021
)	Public Hearing on 2022 Operating & Capital Budget	December 9 & 16, 2021
	Publication of the 2022 Operating & Capital Budget	March 31, 2021

#### **BUDGET AMENDMENT PROCEDURE**

This procedure was adopted for the purpose of amending the original budget to allow for unplanned expenses or unanticipated receipts of revenues. The procedure provides an avenue to alter departmental budgets for emergency expenses and unanticipated factors impacted the finances of the City.

- The Department Head shall notify the Finance Director in writing prior to the actual expenditure (if possible).
- The Department Head shall fully explain the reason for the unbudgeted purchase/expense.
- The Department Head shall include the amount of money required and the account for the budget amendment to be made.
- The Finance Director shall review and respond to the request. If the request is complete, the Finance Director shall present the request to the governing body for review.
- Budget Amendments are considered by the City Council the first month following the end of a quarter for the previous quarter.
- The Mayor and City Council shall hold a first and second reading on the Budget Amendment Ordinance.
- After the second reading approval, the Finance Director shall prepare the Budget Amendment Ordinance.
- The Finance Director shall notify the Department Head of the final approval of the amendment.

### **BALANCED BUDGETS**

The City prepares a balanced budget for the General Fund and its component units. A balanced budget is one that anticipates that all expenses will be funded. In the planning process, funding sources for various expenditures are identified to ensure a "balanced budget".

ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
100-00-0000-311000 GENERAL GOVERNMENT LE	3,563,159	4,129,999	3,545,452	4,100,000	4,100,000	4,100,000
100-00-0000-311101 CBID LEVY	17,411	16,970	17,238	17,411	17,411	17,411
100-00-0000-311310 AUTOMOBILE TAXES	62,920	55,000	72,158	55,000	63,500	63,500
100-00-0000-311315 TAVT TAX	343,804	319,300	367,200	315,000	350,000	350,000
100-00-0000-311320 MOBILE HOME TAXES	2,078	1,650	1,696	1,650	2,100	2,100
100-00-0000-311350 RAILROAD EQUIPMENT TAX			9,655	10,000	10,000	10,000
100-00-0000-311600 TRANSFER TAXES	37,915	28,800	31,379	30,000	36,000	36,000
100-00-0000-311710 FRANCHISE FEES-GA POWER	743,130	745,000	716,394	740,000	740,000	740,000
100-00-0000-311711 FRANCHISE FEES-SUMTER E	40,896	40,200	39,366	40,000	40,200	40,200
100-00-0000-311750 FRANCHISE FEES-MEDIACON	185,740	186,363	135,526	185,000	185,000	185,000
100-00-0000-311760 FRANCHISE FEES-AT&T	18,667	29,800	14,852	25,000	25,000	25,000
100-00-0000-311770 MISC FRANCHISE FEES	16,597	15,000	438	15,000	15,000	15,000
100-00-0000-311780 UNITI FIBER FRANCHISE FEE	62,725		16,780	30,000	30,000	30,000
100-00-0000-313100 1% LOCAL OPTION SALES TA	2,068,066	1,861,500	1,921,713	2,100,000	2,200,000	2,200,000
100-00-0000-314200 WHISKEY TAXES	61,172	55,000	60,606	60,000	60,000	60,000
100-00-0000-314201 BEER TAXES	280,829	290,000	288,116	290,000	290,000	290,000
100-00-0000-314202 WINE TAXES	27,309	30,000	27,701	30,000	30,000	30,000
100-00-0000-314300 MIXED DRINK EXCISE TAX	12,392	17,300	17,728	16,000	16,000	16,000
100-00-0000-316200 INSURANCE PREMIUMS TAX	1,374,611	1,425,000	1,419,286	1,400,000	1,400,000	1,400,000
100-00-0000-318000 CBID SURTAX		9,700	21,749	10,500	10,500	10,500
100-00-0000-319100 PENALTY-DEL TAXES	35,110	30,000	57,993	45,000	55,000	55,000
100-00-0000-319101 INTEREST ON DEL TAXES	61,908	45,000	57,036	45,000	50,000	50,000
100-00-0000-319102 DELINQUENT TAX SERVICES			15,613	0	0	0
100-00-0000-319500 FIFAS-DELINQUENT TAXES	14,519	11,400	11,890	11,400	11,400	11,400
100-00-0000-321100 ALCOHOLIC BEV LICENSE	89,445	102,600	95,620	105,000	110,000	110,000
100-00-0000-322100 BUILDING PERMITS	168,532	153,000	297,615	210,000	275,000	275,000

ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM 2022	APPROVED 2022
100-00-0000-322130 PLUMBERS PERMITS	11,108	8,400	19,115	15,000	16,500	16,500
100-00-0000-322140 ELECTRICIANS PERMITS	14,625	12,500	15,371	13,000	13,000	13,000
100-00-0000-322160 MECHANICAL PERMITS	13,605	15,500	19,555	15,500	15,500	15,500
100-00-0000-322190 SOIL CONSERVATION PERMI				0	0	0
100-00-0000-322210 REZONING FEES	750	1,000	500	1,000	1,000	1,000
100-00-0000-322230 SIGN PERMITS	2,790	3,400	2,285	3,000	3,000	3,000
100-00-0000-322900 SPECIAL ACTIVITY PERMITS	750	500	2,050	2,500	2,500	2,500
100-00-0000-322990 CPR TRAINING REVENUES	-247		5,430	2,000	2,000	2,000
100-00-0000-326100 BUSINESS LICENSES	321,953	323,000	312,754	320,000	335,000	335,000
100-00-0000-333000 HOUSING AUTHORITY - PILC	44,130	41,200	33,768	41,200	41,200	41,200
100-00-0000-334100 LOCAL,STATE & FED GOVT I	793,517		43,232	0	0	0
100-00-0000-334110 OTHER GRANTS	1,458		2,830,009	0	0	0
100-00-0000-334120 LMIG GRANT	192,178	163,520	163,520	182,484	182,485	182,485
100-00-0000-338000 W&S PILOT	206,400	206,400	206,540	206,400	206,400	206,400
100-00-0000-340000 TROLLEY FEES-MAINSTREE				0	0	0
100-00-0000-341900 OTHER SERVICES	3,961			0	0	0
100-00-0000-341930 MAPS SOLD	563	900	598	750	750	750
100-00-0000-341940 ADMIN SERVICES-CBID		750	1,692	750	750	750
100-00-0000-341942 ADMIN COSTS COMMUNITY				0	0	0
100-00-0000-342120 ACCIDENT REPORTS	365	300	227	300	300	300
100-00-0000-342310 FINGERPRINT FEE				0	0	0
100-00-0000-345510 TRANSPORTATION SERVICE	204,417		325,003	0	0	0
100-00-0000-345511 TRANSPORTATION RESERVE				0	0	0
100-00-0000-349100 CEMETERY LOT SALES	32,600	24,200	30,120	25,000	25,000	25,000
100-00-0000-349300 RETURNED CHECK FEES	2,080	5,600	1,480	5,600	5,600	5,600
100-00-0000-349900 GIS SERVICES	980	5,000	1,944	5,000	5,000	5,000

ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
100-00-0000-351130 POLICE COURT	219,255	280,000	339,577	300,000	300,000	300,000
100-00-0000-351203 TECHNOLOGY ADD ON FEE	15,875	26,600	19,313	22,500	22,500	22,500
100-00-0000-352200 FORFEITED PROPERTY MON			29,745	0	0	0
100-00-0000-361000 OTHER INTEREST EARNED	61,844	50,000	-906	50,000	50,000	50,000
100-00-0000-371000 DONATIONS			9,015	0 6	0	0
100-00-0000-381001 TROLLEY FEES				0	0	0
100-00-0000-381003 REES PARK EDC RENTALS	13,385	22,500	23,735	35,000	45,000	45,000
100-00-0000-389000 OTHER MISC INCOME	13,492	41,000	49,914	41,000	41,000	41,000
100-00-0000-389001 INSURANCE PROCEEDS			65,730	0	0	0
100-00-0000-389002 CASH SHORT & OVER	40		86	0	0	0
100-00-0000-389003 CARRYOVER OF FUND BALA		100,189		201,989	165,500	165,500
100-00-0000-391000 TRANSF FROM HOTEL/MOTE	324,101	330,000	356,461	330,000	350,000	350,000
100-00-0000-391010 TRANSFER FROM DDA				0	0	0
100-00-0000-391100 SHARED REVENUE-NAT GAS				0		0
100-00-0000-391101 TRANSFER FROM W&S FUND	1,071,000	1,071,000	1,071,000	1,071,000	1,071,000	1,071,000
100-00-0000-391102 TRANSFER FROM GAS FUND	375,000	375,000	375,000	375,000	375,000	375,000
100-00-0000-391103 TRANSFER FROM SOLID WAS	250,000	250,000	250,000	250,000	250,000	250,000
100-00-0000-391105 TRANSFER FROM CD FUNDS				0	0	0
100-00-0000-391108 TRANSFER FROM STORM W	285,000	285,000	285,000	285,000	285,000	285,000
100-00-0000-391110 SHARED REV-W&S	220,000	220,000	220,000	220,000	220,000	220,000
100-00-0000-391111 TRANSFER FROM 2014 CDBG				0	0	0
100-00-0000-391200 TRANSFER FROM TSPLOST	19,218	16,350	16,350	18,248	18,250	18,250
100-00-0000-392100 SALE OF CITY PROPERTY			47,128	0	0	0
100-00-0000-392200 RECYCLING PROCEEDS	603			0	0	0
100-00-0000-393500 CAPITAL LEASE PROCEEDS		89,000		140,000	105,000	105,000
100-00-0000-393601 LOAN PROCEEDS				0	0	0

ACCOUNT NUMBER/DESCRIPTION

ACTUAL	BUDGET	ACTUAL
<u>2020</u>	<u>2021</u>	12/31/2021
14,005,731	13,567,391	16,433,141

REQUESTED	RECOMM	APPROVED
<u>2022</u>	<u>2022</u>	<u>2022</u>
14,066,182	14,276,346	14,276,346

#### ACCOUNT NUMBER/DESCRIPTION

# APPROVED BUDGET

#### 100-00-0000-311000 GENERAL GOVERNMENT

4,100,000

Gen Govt	Levy
\$320,643	Value of a mil in 2021
11.12	2021 current millage rate
11.12	2022 projected millage rate

The following is a history of the value of a mill for the City of Americus:

2012	C22E 042	10 (0)	
2012	\$335,842	(0.6%)	
2013	\$331,479	(1.3%)	
2014	\$329,800	(0.5%)	
2015	\$324,400	(0.2%)	
2016	\$307,495	(5.5%)	
2017	\$306,902	(.002%)	
2018	\$317,331	(3.4%)	
2019	\$317,033	(.009%)	
2020	\$320,643	0.0%	
2021	\$322,673	(.71%)	projected
2022	\$322 <b>,</b> 673	0.0%	requested

Recommended: \$4,100,000

Additional Revenue from the three commercial businesses and five-six small businesses opening/coming to Americus in 2022.

#### 100-00-0000-311101 CBID LEVY

17,411

Requested Amount: \$17,411

This is the levy on the real and personal property within the Central Business Improvement District, tax District 06. In 2008 the levy changed from 1.0 mil to 1.5 mils. A signed petition for this increase was obtained in 2012. As required by law, at least 51% of the assessed tax basis signed the petition. The 2021 value of a mil in the CBID district is 11,607.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-311310 AUTOMOBILE TAXES

63,500

Requested Amount: \$55,000

The ad valorem taxes imposed on motor vehicles is based on the FMV determined by the State and adjusted by the millage rate levied for the previous year. Per HB386, starting in March of 2013, the advalorem tax will be replaced with a title tax fee. The bill contains a clause for a "trailing ad valorem", which keeps the calculation the same until title changes. As a result, the requested amount is calculated by using the estimated value of automobiles from the 2021 tax digest. The calculation of advalorem tax includes deducting a 1.75% collection fee charged by the County.

Recommended Amount: \$63,500

2021 Revenue Annualized

100-00-0000-311315 TAVT TAX

Requested Amount: \$315,000

Recommended Amount: \$350,000

2021 Revenue Annualized

100-00-0000-311320 MOBILE HOME TAXES

Requested Amount: \$1,650

350,000

2,100

The ad valorem tax imposed on the mobile homes is based on the FMV determined by the State and adjusted by the millage rate for 2014. A 1.75% collection fee is deducted by the County for collecting and remitting to the City. It should be noted that HB389 becomes effective March, 2013 and will eliminate this line item over time.

 $((256,000 \times 50\% \times .01312) - $30) = $1,650 \text{ rounded} = $1,650$ 

Recommended Amount: \$2,100

2021 Revenue Annualized

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-311350 RAILROAD EQUIPMENT T.

10,000

Requested Amount: \$10,000

100-00-0000-311600 TRANSFER TAXES

36,000

Requested Amount: \$30,000

The real estate transfer tax is imposed on each deed or instrument by which any real estate sold is conveyed to a purchaser. This is difficult to accurately predict from year to year. The following is a history of the

transfer taxes received:

2012	\$33,603	18.9%
2013	\$34 <b>,</b> 489	2.6%
2014	\$28 <b>,</b> 820	(16.5%)
2015	\$33,913	17.7%
2016	\$26,400	(22.1%)
2017	\$26,400	0.0%
2018	\$24,400	0.0%
2019	\$26,700	9.4%
2020	\$26,700	0.0%
2021	\$28,800	7.7% projected
2022	\$36,000	25.0% recommended

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-00-0000-311710 FRANCHISE FEES-GA POW

740,000

Requested Amount: \$740,000

This amount represents 4% of the gross sales of electricity by Georgia Power inside the corporate city limits of Americus. The franchise fee from Georgia Power Company is paid to the City once a year in March. In 2013, Georgia Power implemented a step rate increase over 3 years. The following is a history of the franchise fee collection received:

2013	\$753,423	(10.3%)	
2014	\$723,500	(3.97%)	
2015	\$775,720	7.21%	
2016	\$763,305	(1.6%)	
2017	\$744,227	(2.56%)	
2018	\$707,690	(5.16%)	
2019	\$766,946	7.73	
2020	\$743,130	(2.04%)	
2021	\$745,000	(0.25%)	projected
2022	\$740,000	(0.67%)	requested

#### 100-00-0000-311711 FRANCHISE FEES-SUMTER

40,200

Requested Amount: \$40,000

This amount represents a percentage of revenues generated within the city limits of Americus by Sumter Electric Membership Corp. The tax is received by the City in March of each year. The budgeted amount is calculated with no growth factors applied. The following is a history of the revenue received and the annual rate of change:

2013	\$39,978	(7.2%)	
2014	\$39,095	(2.2%)	
2015	\$40,672	4.0%	
2016	\$45,600	12.1%	
2017	\$39,667	(14.4%)	
2018	\$38,366	(3.39%)	
2019	\$39,700	(0.6%)	
2020	\$40.896	3.01%	
2021	\$40,200	(1.7%)	projected
2022	\$40,200	0.0%	recommended

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-00-0000-311750 FRANCHISE FEES-MEDIAC

185,000

Requested Amount: \$185,000

This amount is 5% of the local service revenues generated in Americus. The City receives the payment of this tax quarterly. The budgeted amount is calculated using the actual ytd receipts with no growth factor applied. The following is a history of the actual collections and rate of change from year to year:

2012	\$201,822	(1.3%)
2013	\$191,918	(4.9%)
2014	\$191,311	(0.3%)
2015	\$194,766	1.8%
2016	\$196,600	0.9%
2017	\$196,210	(0.2%)
2018	\$195,800	(0.2%)
2019	\$194,100	(0.9%)
2020	\$176,800	(9.78%)
2021	\$186,363	5.4% projected
2022	\$185,000	(.98%) recommended

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-00-0000-311760 FRANCHISE FEES-AT&T

25,000

Requested Amount: \$25,000

This amount represents 3% of the local service revenues which AT&T receives from subscribers within the city limits of Americus. The franchise fee is received quarterly by the City. The following is a history of the actual revenues received and the rate of change from year to year:

2012	\$ 66,029	(10.6%)	
2013	\$ 54,949	(16.8%)	
2014	\$ 45,012	(18.1%)	
2015	\$ 38,041	(15.5%)	
2016	\$ 42,750	12.4%	
2017	\$ 42,000	(1.78%)	
2018	\$ 41,600	(1.0%)	
2019	\$ 35,960	(13.6%)	
2020	\$ 25,600	(28.8%)	
2021	\$ 29,800	13.28%	projected
2022	\$ 25,000	(16.10%)	recommended

#### 100-00-0000-311770 MISC FRANCHISE FEES

15,000

Requested Amount: \$15,000

Requested amount is increased from prior years based on new providers in the area. .

#### 100-00-0000-311780 UNITI FIBER FRANCHISE I

30,000

Requested Amount: \$30,000

Fiber Optic Franchise Fees

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-313100 1% LOCAL OPTION SALES

2,200,000

Requested Amount: \$2,100,000

The local option sales tax is a tax of 1% on sales in Americus and Sumter County. The tax is remitted monthly by the 20th to the State Revenue Commissioner. The money is then disbursed back to the local governments based upon the distribution formula agreed upon by the City, County, and other towns within the county. The distribution factor is not expected to change as a result of the renegotiation process until after the 2020 census. The actual receipts for 2020 reflect a increase due to prevailing economic conditions and internet sales. No growth factor is included. The following is a history of the sales tax collected:

2012	\$1,942,043	0.9%	
2013	\$1,739,073	(10.4%)	
2014	\$1,694,752	(2.5%)	
2015	\$1,594,865	(5.9%)	
2016	\$1,642,899	3.0%	
2017	\$1,997,100	21.56%	
2018	\$1,730,000	(13.4%)	
2019	\$1,730,000	0%	
2020	\$1,662,000	(4.09%)	
2021	\$1,861,500	12.0%	projected
2022	\$2,200,000	18.18%	recommended

This is based on the current distribution of LOST. It should be noted that HB386 passed in 2013 has reduced this line item. However, with the implementation of new house and senate bills to incorporate internet sales into the local option sales tax, we have shown an increase in sales for 2021 have shown which is reflected in the 2022 estimate.

Recommended Amount: \$2,200,000

Revenue has increased in 2021 and internet sales are now being taxed and submitted.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-314200 WHISKEY TAXES

60,000

Requested Amount: \$60,000

The whiskey tax is collected from all retail dealers by the wholesale dealer and is paid to the City by the wholesale dealer on or before the 20th of each month. The tax is \$.22 per liter sold for resale in Americus for distilled spirits.

#### 100-00-0000-314201 BEER TAXES

290,000

Requested Amount: \$290.000

The malt beverage/beer tax is collected by the wholesaler from the retailer. It is based on \$.05 per 12-ounce container and \$6.00 on each container of tap or draft beer. The report is filed, and the tax paid monthly by the wholesaler by the 20th of each month.

#### 100-00-0000-314202 WINE TAXES

30,000

Requested Amount: \$30,000

The wine tax is collected from all retailers by the wholesale dealer. The wholesaler remits the report and the tax each month by the 20th. This tax is based on the number and size of the containers.

#### 100-00-0000-314300 MIXED DRINK EXCISE TA.

16,000

Requested Amount: \$16,000

The excise tax on the sale of distilled spirits by the drink is charged at a rate of 3% of the purchase price of the drink. This tax is remitted to the city each month on or before the 20th.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-00-0000-316200 INSURANCE PREMIUMS T.

1,400,000

10,500

Requested Amount: \$1,400,000

This tax is a percentage of the gross direct premiums sold. The taxes on insurance premiums are collected by the State Insurance Commissioner and distributed on the basis of population formulas. A history of the collection information is as follows:

2012	\$ 848,984	6.2%
2013	\$ 879,042	3.4%
2014	\$ 921,476	4.8%
2015	\$ 984,445	6.8%
2016	\$1,066,345	8.3%
2017	\$ 937,840	(12.1%)
2018	\$ 957,800	2.1%
2019	\$1,013,000	5.8%
2019	\$1,250,000	23.4%
2020	\$1,133,000	(10.32%)
2020	\$1,374,611	21.32%
2021	\$1,370,000	(0.0034%)
2022	\$1,400,000	recommended

100-00-0000-318000 CBID SURTAX

Requested Amount: \$10,500

This is the amount of surtax billed at 50% of the business and occupation license fee. This amount plus the amount of the CBID levy plus the operating expenses of the Main Street office equal the allocation to the DDA. This is budgeted in the Mayor and Council's department.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-319100 PENALTY-DEL TAXES

55,000

Requested Amount: \$45,000

O.C.G.A. 45-2-44 provides that municipalities may charge a penalty of 10% on taxes after they are 120 days delinquent. The budgeted amount reflects a increase base on the 2020-year end estimate.

Recommended Amount: \$55,000

2021 Revenue Annualized

Requested Amount: \$45,000

100-00-0000-319101 INTEREST ON DEL TAXES

TAXES

The budgeted amount is the estimated interest received on delinquent property taxes. The interest is charged at a rate of 1% per month.

Recommended Amount: \$50,000

2021 Revenue Annualized

100-00-0000-319102 DELINQUENT TAX SERVIC

100-00-0000-319500 FIFAS-DELINQUENT TAXE

Requested Amount: \$11,400

The budgeted amount is the receipt from the property owner for recording and satisfying the fifa on delinquent property taxes filed at the courthouse. The fifa amount is \$12.00 as set by OCGA-Rule 15-6-77 effective July 1, 2008. The budgeted amount represents approximately 950 fifas.

50,000

11,400

#### **ACCOUNT NUMBER/DESCRIPTION**

APPROVED BUDGET

100-00-0000-321100 ALCOHOLIC BEV LICENSE

110,000

Requested Amount: \$105,000

The budgeted amount is average of last 4 years plus the current year annualized.

Recommended Amount: \$110,000

2021 Revenue Annualized

100-00-0000-322100 BUILDING PERMITS

275,000

Requested Amount: \$210,000

The requested budgeted amount is a five-year average of the actual amount collected.

Recommended Amount: \$275,000

Steady increase in revenue over the past two years and the additional businesses in the CIty, The revenue is expected to trend upward.

100-00-0000-322130 PLUMBERS PERMITS

16,500

13,000

Requested Amount: \$15,000

Recommended Amount: \$16,500

2021 Revenue Annualized

100-00-0000-322140 ELECTRICIANS PERMITS

Requested Amount: \$13,000

The budgeted amount is a five-year average of the actual amount collected.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-00-0000-322160 MECHANICAL PERMITS

15,500

Requested Amount: \$15,500

This is required or authorized by the Georgia State Heating and Air Conditioning Code. (Standard Mechanical Code). The budgeted amount is a five-year average of the actual amount collected.

#### 100-00-0000-322190 SOIL CONSERVATION PER

100-00-0000-322	210	DEZONING	EEEC
100-00-000-2	2210	KEZUNING	FEED

1,000

Requested Amount: \$ 1,000

These fees accompany re-zoning requests and requests for variances.

#### 100-00-0000-322230 SIGN PERMITS

3,000

Requested Amount: \$3,000

#### 100-00-0000-322900 SPECIAL ACTIVITY PERMI

2,500

Requested Amount: \$2,500

This is the revenue received for Special Activity Permits.

#### 100-00-0000-322990 CPR TRAINING REVENUES

2,000

Requested Amount: 2,000

335,000

100-00-0000-326100 BUSINESS LICENSES

Requested Amount: \$320,000

Business License and Occupational tax is payable on an annual basis and is based upon the gross receipts of the business for the prior year. This amount includes an increase in the Administrative Fee associated with Business License and Occupational tax from \$25 to \$50 effective January 1, 2015. The requested amount is a three year average of revenues

Recommended Amount: \$335,000

Increased to account for new businesses coming to Americus

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-00-0000-333000 HOUSING AUTHORITY - Pl

41,200

Requested Amount: \$41,200

This amount represents revenue paid to the City based on the net rental income. This is paid in lieu of taxes. The amount received is shared with Sumter County on a pro rata basis. The following is a history of the city's portion of the PILOT received:

2008	\$18,896	192.2%*						
2009	\$17,823	(5.7%)						
2010	\$19,493	9.4%						
2011	\$18,272	(6.2%)						
2012	\$19,122	4.6%						
2013	\$25,018	30.8%						
2014	\$36,944	47.6%						
2015	\$38,226	3.4%						
2016	\$20,500	(46.4%)						
2017	\$38,200	86.3%						
2018	\$41,200	7.9%						
2019	\$41,200	0.0%						
2020	\$41,200	0.0%						
2021	\$41,200	0.0%	projected					
2022	\$41,200	0.0%	recommended					
4D '		000 11	' 7	1	DITTO	DILOM	DII OM	DITOR II 1

\*Beginning in 2008, the revenue includes a PILOT on non-Hud rentals. This agreement was approved by the Housing Authority and the City in October 2007. A second agreement was approved in 2014 with a 2015 effective date.

#### 100-00-0000-334100 LOCAL, STATE & FED GOV

Requested Amount: \$0

#### 100-00-0000-334110 OTHER GRANTS

Requested Amount; \$0

#### 100-00-0000-334120 LMIG GRANT

182,485

Requested Amount: \$182,485

LMIG monies are used to improve transportation systems. This is the ninth year that GDOT is sending the funds to the local governments.

#### **ACCOUNT NUMBER/DESCRIPTION**

APPROVED BUDGET

100-00-0000-338000 W&S PILOT

206,400

750

750

300

Requested Amount: \$206,400

This is the Payment in lieu of taxes from the W&S Fund to the General Fund. This amount is calculated by taking the total value of the Water and Sewer properties inside the city limits and multiplying times the current millage rate for 2020.

 $(31,500,000 \times 50\% \times .01312 = \$206,640)$  Rounded up to \$206,400

100-00-0000-340000 TROLLEY FEES-MAINSTRI

100-00-0000-341900 OTHER SERVICES

Requested Amount: \$0

100-00-0000-341930 MAPS SOLD

Requested Amount: \$750

The budgeted amount is the current year annualized.

100-00-0000-341940 ADMIN SERVICES-CBID

Requested Amount: \$750

This is a 3% collection/administration charge retained from the collections to cover the expenses of billing surtax on the property tax bill and on the business license bill. The budgeted amount is 3% of the CBID Levy.

100-00-0000-341942 ADMIN COSTS COMMUNIT

Requested Amount: \$0

100-00-0000-342120 ACCIDENT REPORTS

Requested Amount: \$300

The Police and Fire Departments charge an average of \$2.00 per copy. The budgeted amount is a five-year average of the actual amount collected.

100-00-0000-342310 FINGERPRINT FEE

100-00-0000-345510 TRANSPORTATION SERVI

100-00-0000-345511 TRANSPORTATION RESER

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-00-0000-349100 CEMETERY LOT SALES

25,000

Requested Amount: \$25,000

The City currently charges the following per cemetery lot:

Resident	Non-residen	t
\$ 525	\$ 3,300	Oak Grove
\$ 475	\$ 3,300	Eastview

#### 100-00-0000-349300 RETURNED CHECK FEES

5,600

Requested Amount: \$5,600

This is the fee for returned checks due to insufficient funds or other reasons. The requested amount is based on \$40 per returned check and an estimated 140 returns. The budgeted amount is the current year annualized.

#### 100-00-0000-349900 GIS SERVICES

5,000

Requested Amount: \$5,000
This is the amount billed to Sumter County and other agencies for GIS services. The amount is a five-year average.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-351130 POLICE COURT

300,000

22,500

Requested Amount: \$300,000

This number includes cash received for fines and forfeitures as well as the amount of installment fines recorded through the Municipal Court.

The following is a history of the receipts:

2008	\$293,167	(16.9%)
2009	\$378,171	29.0%
2010	\$372,438	(1.5%)
2011	\$346,835	(6.9%)
2012	\$475,014	37.0%
2013	\$458,166	(26.3%)
2014	\$312,128	(31.9%)
2015	\$249,285	(20.2%)
2016	\$325,000	30.3%
2017	\$323,000	(0.5%)
2018	\$265,000	(18.0%)
2019	\$268,000	1.1%
2020	\$280,000	4.4%
2021	\$280,000	0.0% projected
2022	\$300,000	7.2% recommended

100-00-0000-351203 TECHNOLOGY ADD ON FE

Requested Amount: \$22,500

This amount will add \$20.00 to certain traffic citations and is to be used for technology expense related to the police department and the court.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

50,000

#### 100-00-0000-352200 FORFEITED PROPERTY MC

Requested Amount: \$0

This line item is difficult to predict. The following is a history of the asset forfeiture moneys received:

2008	\$14,	399	
2009	\$ 6,	718	
2010	\$ 1,	511	
2011	\$ 5,	678	
2012	\$21,	488	
2013	\$	0	
2014	\$	0	
2015		608	
2016	\$12,	500	
2017	\$	0	
2018	\$	0	
2019	\$	0	
2020	\$	0	
2021	\$29,	745	projected
2022	\$	0	recommended

100-00-0000-361000 OTHER INTEREST EARNEI

Requested Amount: \$50,000

This is interest earned by the City's capital lease pool and on all general fund bank accounts. The amount of lease pool interest for the year is not available until after year end making it difficult to budget. The interest for the last 3 years has ranged from \$46,000 to \$50,000 depending on return on investments and borrowing/repayment activity.

#### 100-00-0000-371000 DONATIONS

Requested Amount: \$0

We do not anticipate any donations for the budget year.

#### 100-00-0000-381001 TROLLEY FEES

Requested Amount: \$0

This item was moved to DDA along with the expenses associated with trolley serves.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-381003 REES PARK EDC RENTALS

45,000

Requested Amount: \$35,000

Recommend Amount: \$45,000

Increase in rental fee

#### 100-00-0000-389000 OTHER MISC INCOME

41,000

Requested Amount: \$41,000

This is an estimated amount for revenue received that does not fall in any other revenue category. The requested amount is the average over 4-5 years.

#### 100-00-0000-389001 INSURANCE PROCEEDS

Requested Amount: \$0

This account is generally for insurance proceeds as a result of accidents or damage to city vehicles and other property. This is difficult to estimate.

#### 100-00-0000-389002 CASH SHORT & OVER

Requested Amount: \$0

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-00-0000-389003 CARRYOVER OF FUND BA

165,500

Requested Amount: \$201,989

\$ 100,000 \$ 3,000 \$ 1,800 Carryover	Software Upgrade (12) 2016 carryover Data Center Cleanup (12) 2018 carryover Sonicwall Upgrades/Replacements at Remote Sites (12) 2020
\$ 8,000 \$ 1,500 (12) 2020 C \$ 7,500	Windows 10 Upgrade Licensing with Services (12) 2020 Carryover Windows 10 Upgrade with Services for devices with licensing Earryover FreePBX Server with Call Center Licensing (12) 2020 Carryover Repair and Maintenance of printers, software etc (12) 2020
Carryover \$ 11,700 (12) 2020 C \$ 25,000 \$ 5,350 \$ 21,639 \$ 10,000	Windows 7 Extended Security Updates approximately 100 computers
\$ 201,989	

Expenditures are listed in the departments above.

Recommended Amount: \$165,500

```
$ 10,000 Data Center Cleanup (12) 2018 carryover

$ 6,500 Repair and Maintenance of printers, software etc (12) 2020

Carryover

$ 25,000 Service Truck Replacement (30) 2019 Carryover

$ 25,000 Large Truck Tire Changer (32) 2019 Carryover

$ 10,000 Inmate Van Replacement (36) 2019 Carryover

$ 45,000 Fire Marshall Truck (20) 2021 Carryover

$ 44,000 Command Vehicle (20) 2021 Carryover
```

Expenditures are listed in the departments above.

<sup>\$ 165,500</sup> 

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-391000 TRANSF FROM HOTEL/MC

350,000

Requested Amount: \$330,000

The Hotel/Motel tax is charged on occupied rooms of hotels, motels, and Bed & Breakfast establishments within the city limits of Americus. The rate is 7% of the room charge. Two percent must be expended for tourism purposes and two percent must be expended for the operating expenses of the Rylander Theater. The budgeted amount is a five-year average of the actual amount collected.

The tourism dollars are projected to be spent in the following manner:

#### Requested amount:

\$192,538	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 37,462	General Fund

\$330,000

#### Recommended Amount:

\$205,644	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 44,356	General Fund

\$350,000

100-00-0000-391010 TRANSFER FROM DDA

100-00-0000-391100 SHARED REVENUE-NAT G

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-00-0000-391101 TRANSFER FROM W&S FU Requested Amount: \$1,071,000	1,071,000
100-00-0000-391102 TRANSFER FROM GAS FUl Requested Amount: \$375,000	375,000
100-00-0000-391103 TRANSFER FROM SOLID V Requested Amount: \$250,000	250,000
100-00-0000-391105 TRANSFER FROM CD FUN	
100-00-0000-391108 TRANSFER FROM STORM Requested Amount: \$285,000	285,000
Recommended Amount: \$285,000	
100-00-0000-391110 SHARED REV-W&S	220,000
100-00-0000-391111 TRANSFER FROM 2014 CD	
100-00-0000-391200 TRANSFER FROM TSPLOS' Requested Amount: \$18,248	18,250
LMIG projects require a 10% match. This for LMIG projects.	amount represents the 10% match
Recommended Amount: \$18,250	
Rounded up  100-00-0000-392100 SALE OF CITY PROPERTY	

100-00-0000-392200 RECYCLING PROCEEDS

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-00-0000-393500 CAPITAL LEASE PROCEED

105,000

Requested: \$ 140,000

- 4 Service Truck Replacement for Dept 22
- \$ 35,000
- \$ 35,000
- \$ 35,000
- \$ 35,000

\$140,000

These revenues offset the expenditures within the departments identified above.

Recommended: \$105,000

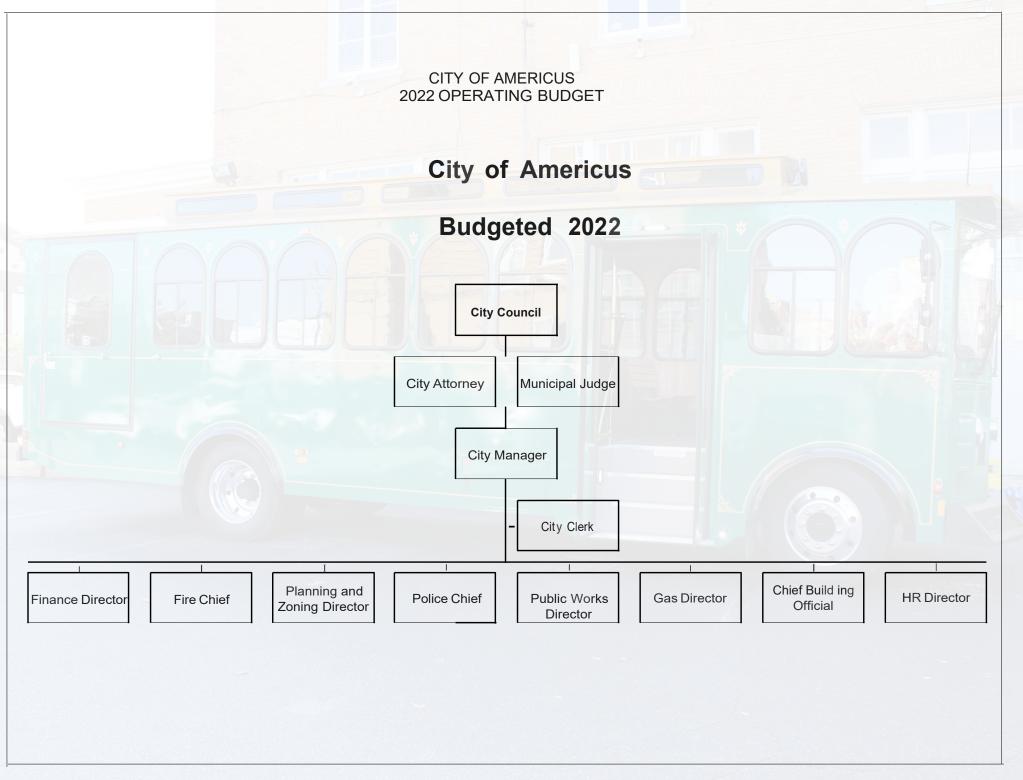
- 3 Service Truck Replacement (22)
- \$ 35,000
- \$ 35,000
- \$ 35,000

\$105,000

100-00-0000-393601 LOAN PROCEEDS

Recommended Amount: \$0

14,276,346



#### **MAYOR AND COUNCIL**

#### MISSION STATEMENT/GENERAL OBJECTIVES

Americus is an innovative, clean, and safe City where our citizens enjoy a good quality of life. We are committed to creating an outstanding level of opportunities for our diverse population. We provide quality governmental services, cultivate economic development, and promote quality jobs and successful businesses.

### **GOALS & OBJECTIVES - 2021**

The goals for the Mayor and Council are published separately in the Five-Year Strategic Plan.



ACCOUNT NUMBER/DESCRIPTION 10 MAYOR AND COUNCIL	ACTUAL <u>2020</u>	AMENDED BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
100-10-1110-511000 REGULAR PAY	58,671	58,201	56,634	58,201	58,201	58,201
100-10-1110-512100 GROUP MEDICAL INSURANC	23,361	26,443	26,163	26,443	26,443	26,443
100-10-1110-512110 GROUP DENTAL INSURANCE	1,872	2,065	2,269	2,065	2,065	2,065
100-10-1110-512200 SOCIAL SECURITY PAYMEN	751	786	755	786	786	786
100-10-1110-512400 RETIREMENT SYSTEM	4,774	7,246	6,367	7,246	7,246	7,246
100-10-1110-512600 UNEMPLOYMENT EXPENSES			245	0	0	0
100-10-1110-512700 WORKERS' COMPENSATION	366	142	373	148	148	148
100-10-1110-522000 OTHER OUTSIDE SERVICES	4,693	1,000	29,566	12,500	71,756	71,756
100-10-1110-523100 INSURANCE EXPENSE	59,165	58,833	220,745	66,532	66,532	66,532
100-10-1110-523301 ADVERTISING EXPENSE	1,667	1,654	7,010	2,000	2,000	2,000
100-10-1110-523600 DUES & SUBSCRIPTIONS	11,421	21,945	26,670	21,945	21,945	21,945
100-10-1 <mark>1</mark> 10-523700 TRAINING & MEETINGS	7,465	10,500	930	26,300	25,300	25,300
100-10-1110-531100 OFFICE/COMPUTER SUPPLIE	191	800	594	1,800	1,800	1,800
100-10-1110-542900 OTHER CAPITAL EXPENDITU	4,933		4,524	0	0	0
100-10-1110-551102 CONTINGENCIES	128,226	20,000	4,860	128,000	20,000	20,000
100-10-1110-573001 RYLANDER THEATER	187,600	200,000	200,000	200,000	200,000	200,000
100-10-1110-574000 BAD DEBT EXPENSE	79,821		13,883	0	0	0
100-10-1110-581300 PRINCIPAL PAYMENTS	121,581	125,492	125,518	64,258	64,258	64,258
100-10-1110-582200 INTEREST EXPENSE	56,005	44,718	4,192	41,096	41,096	41,096
100-10-1110-611004 TRANSFER TO DOWNTOWN				0	5,000	5,000
100-10-1400-571000 ELECTION EXPENSE		5,000		5,000	5,000	5,000
100-10-1530-521200 CITY ATTORNEY RETAINER	7,200	7,200	7,800	7,200	7,200	7,200
100-10-1530-521201 OTHER LEGAL EXPENSES	91,858	30,000	88,963	92,000	75,000	75,000
100-10-3910-571000 SUMTER HUMANE SOCIETY	85,000	85,000	85,000	94,000	85,000	85,000
100-10-5440-571000 ONE SUMTER		25,000	25,000	25,000	25,000	25,000

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	AMENDED BUDGET 2021	ACTUAL 12/31/2021	I	REQUESTED  2022	RECOMM 2022	APPROVED 2022
100-10-6153-571000 AMERICUS ARTS COUNCIL	2,000	2,000	2,000		2,500	2,000	2,000
100-10-6500-571000 LAKE BLACKSHEAR REG LIE	82,000	82,000	82,000		82,000	82,000	82,000
100-10-7520-571000 AIRPORT AUTHORITY	17,000	17,000	17,000		20,000	17,000	17,000
100-10-7520-572018 AMER/SUMTER CO PAYROLI	40,000	40,000	40,000		40,000	40,000	40,000
100-10-7540-571000 TOURISM COUNCIL	200,096	192,538	192,538		192,538	205,644	205,644
100-10-7550-571000 MAIN STREET	282,120	261,794	318,192		259,563	245,563	245,563
10 MAYOR AND COUNCIL	1,559,836	1,327,357	1,589,791		1,479,121	1,403,983	1,403,983
	1,559,836	1,327,357	1,589,791		1,479,121	1,403,983	1,403,983
					100		

	APPROVED
ACCOUNT NUMBER/DESCRIPTION	<u>BUDGET</u>
10 MAYOR AND COUNCIL	
100-10-1110-511000 REGULAR PAY	58,201
Personnel Requirements:	
Current	
Mayor Pro Tem 1	
Councilmembers 5	
7	
The salaries will remain the same for elected o Mayor's salary is \$14,400, Mayor Pro Tem is \$7, salaries are \$7,200 each.	
100-10-1110-512100 GROUP MEDICAL INSURA	26,443
The recommended amount represents \$8,815 per empaid by the City and the employee will pay \$11. only three members of Mayor and Council participrogram.	85 per pay period.Currently,
100-10-1110-512110 GROUP DENTAL INSURAN	2,065
The \$2.74 amount represents the dental increase dental cost for each employee will remain the s offset amount will be taken from the medical su	ame as the prior year. The
100-10-1110-512200 SOCIAL SECURITY PAYMI	786
This amount is for the Medicaid portion only an salary of the department.	
100-10-1110-512400 RETIREMENT SYSTEM	7,246
This amount is 12.45% of the total salary of th contribution rates.	e department. Per GMA,
100-10-1110-512700 WORKERS' COMPENSATIO	148
This amount represents a percentage of the tota department based on labor classes and 2021 Rate	

	ROVED <u>UDGET</u>
100-10-1110-522000 OTHER OUTSIDE SERVICE Requested Amount: \$12,500	71,756
\$1,500 Miyoshi Delegation Visit \$3,000 Walk of Fame plaques and ceremony \$1,000 Other gifts, retirement recognition, etc. \$7,000 Purchase and implement a Boards and Commission software packages \$4,000 annual fee.	D M
\$12,500	
Recommended Amount: \$71,756	
The recommended amount includes \$58,256 for Summer Music Series and \$1, for GISA Baseketball Sponorship	000
100-10-1110-523100 INSURANCE EXPENSE	66,532
Requested Amount: \$66,532	
This is the General Fund allocation for property and liability insurance. The request includes a projected increase of approximately 5%. The projected rates will be effective May 1, 2021 resulting in an effective rate for 2021 of 3.33%.	e.
100-10-1110-523301 ADVERTISING EXPENSE	2,000
Requested Amount: \$2,000 The requested amount is the 2021 amount annualized.	
100-10-1110-523600 DUES & SUBSCRIPTIONS  The budget request includes the following: \$ 5,400 Georgia Municipal Association \$16,545 River Valley Regional Commission*	21,945

\$21,945

\*The River Valley Regional Commission amount is required by state law and is based on 2008 population figures at \$1.00 per capita.

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-10-1110-523700 TRAINING & MEETINGS	25,300
Requested Amount \$26,300	
\$10,500 Other Training (up to \$1,500 per Council member*	
\$13,800 GMA Annual Conference  \$ 2,000 Newly Elected Officials Training **	
\$ 2,000 Newly Elected Officials Training **	
\$26,300	

Education is vital to keep up with the changing pace of governments, what laws have been passed, mandates from agencies, etc. It is also good for Mayor and Council to network with other governments to gain insight on new ideas.

\*This includes training other than GMA.

\*\* There will be an election held in 2021. The budgeted amount is estimated as if all four elected positions needed training.

Recommended Amount: \*\* Newly Elected Officals Training to \$1,000 for two new elected positions

#### 100-10-1110-531100 OFFICE/COMPUTER SUPPI

1,800

Requested Amount \$1,800

The amount requested to purchase business cards for Mayor and Council. We also purchase city letterhead from this line item.

#### 100-10-1110-551102 CONTINGENCIES

20,000

Requested Amount: \$128,000

This category is to capture the costs for unplanned expenditures or the deductible portion of claims against the City. This amount represents the 2021 amount at October 1, 2021.

Recommended Amount: \$20,000

Average budgted amount.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-10-1110-573001 RYLANDER THEATER

200,000

64,258

The following is a recap of recent General Fund sources for the Theater.

2013	\$ 95,146	0.0%
2014	\$ 95,000	(.15%)
2015	\$ 85,000	(15.8%)
2016	\$ 90,000	0%
2017	\$ 95,000	5.5%
2018	\$ 85,000	(10.5%)
2019	\$100.000	17.6%
2020	\$100,000	0.0%
2021	\$100,000	0.0%
2022	\$100,000	recommended

Requested amount includes the following:

\$100,000 Hotel/Motel tax money

\$100,000 Gen Fund monies (reg. allocation)

\$200,000

100-10-1110-581300 PRINCIPAL PAYMENTS

Requested Amount: \$64,258

This is the principal payment for the capital lease of equipment associated with the energy performance contract. This amount plus interest is to be offset by savings in energy bills.

Amortization Schedule payment for 2022 is \$64,257.58 and last payment is scheduled for 06/12/2022

#### ACCOUNT NUMBER/DESCRIPTION

**APPROVED BUDGET** 

100-10-1110-582200 INTEREST EXPENSE

41,096

Requested Amount: \$41,096

This is the interest expense related to our capital lease pool with GMA, and energy contract capital lease. The lease pool portion of the request amount is based on the 2020 actual amount.

Amortization Schedule payment is \$ 596 last payment 06/12/2022 GMA Interest for 2022 Estimate \$40,500

\$41,096

100-10-1110-611004 TRANSFER TO DOWNTOW

Recommended Amount: \$5,000

For DDA Board Training

100-10-1400-571000 ELECTION EXPENSE

Requested amount: \$5,000

There will be an election held in 2021.

100-10-1530-521200 CITY ATTORNEY RETAINI

Requested Amount: \$7,200

The monthly retainer paid to Gatewood, Skipper, & Rambo is \$600.

100-10-1530-521201 OTHER LEGAL EXPENSES

Requested Amount: \$92,000

Recommended Amount: \$75,000

Reduced based on average 2021 expenses.

5,000

5,000

7,200

75,000

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-10-3910-571000 SUMTER HUMANE SOCIET

85,000

The following is a history of the approved allocations:

2012	\$38,250	0.0%	
2013	\$43,250	13.1%	
2014	\$38,250	(13.1%)	
2015	\$38,250	0%	
2016	\$70,000	83 %	
2017	\$70,000	0%	
2018	\$85,000	21.4%	
2019	\$85,000	0%	
2020	\$85,000	0%	
2021	\$85,000	0%	projected
2022	\$85,000	0%	recommended

100-10-5440-571000 ONE SUMTER

Requested Amount: \$25,000

25,000

This is the amount Mayor & Council committed to one Sumter over a five-year period.

#### 100-10-6153-571000 AMERICUS ARTS COUNCI

2,000

The following amounts are the approved allocations:

2012	\$ 8,325	0.0%	
2013	\$ 0	(100.0%)	
2014	\$ 0	0.0%	
2015	\$ 2,500	100.0%	
2016	\$ 2,500	100.0%	
2017	\$ 2,000	(25.0%)	
2018	\$ 2,000	0.0%	
2019	\$ 2,000	0.0%	
2020	\$ 2,000	0.0%	
2021	\$ 2,000	0.0%	projected
2022	\$ 2,500	0.0%	requested
2022	\$ 2,000	0.0%	recommended

CCOUNT :	NUMBER/DESCI	RIPTION	APPROVED <u>BUDGET</u>
00-10-6500	0-571000 LAKE	BLACKSHEAR REG	82,000
The fo	llowing amou	nts are the approved allocations:	
2011	\$ 90,000	(10.0%)	
2012	\$ 90,769	0.9%	
2013	\$ 82,386	(9.25%)	
2014	\$ 50,000	(64.77%)	
2015	\$ 80,000	60.0%	
2016	\$ 80,000	0.0%	
2017	\$ 80,000	0.0%	
2018	\$ 81,360	1.7%	
2019	\$ 82,000	.79%	
2020		0.0%	
2021	\$ 82,000	0.0% projected	
2022	\$ 82,000	0.0% requested	
00-10-7520	)-571000 AIRPO	RT AUTHORITY	17,000
The fo	llowing amou	ints are the approved allocations:	100
2012	\$22,500	0.0%	
2012			
2012	\$20,250	(10.0%)	
		(10.0%) (26.0%)	
2013	\$20,250		
2013 2014	\$20,250 \$15,000	(26.0%)	
2013 2014 2015	\$20,250 \$15,000 \$15,000 \$15,000 \$17,000	(26.0%) 0.0% 0.0% 113%	
2013 2014 2015 2016 2017 2018	\$20,250 \$15,000 \$15,000 \$15,000 \$17,000 \$17,000	(26.0%) 0.0% 0.0% 113% 0.0%	
2013 2014 2015 2016 2017 2018 2019	\$20,250 \$15,000 \$15,000 \$15,000 \$17,000 \$17,000 \$17,000	(26.0%) 0.0% 0.0% 113% 0.0% 0.0%	
2013 2014 2015 2016 2017 2018	\$20,250 \$15,000 \$15,000 \$15,000 \$17,000 \$17,000	(26.0%) 0.0% 0.0% 113% 0.0%	
2013 2014 2015 2016 2017 2018 2019	\$20,250 \$15,000 \$15,000 \$15,000 \$17,000 \$17,000 \$17,000 \$17,000 \$17,000	(26.0%) 0.0% 0.0% 113% 0.0% 0.0% 0.0% 0.0% 0.0%	
2013 2014 2015 2016 2017 2018 2019 2020	\$20,250 \$15,000 \$15,000 \$15,000 \$17,000 \$17,000 \$17,000 \$17,000	(26.0%) 0.0% 0.0% 113% 0.0% 0.0% 0.0%	

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-10-7520-572018 AMER/SUMTER CO PAYRO

40,000

The requested amount represents .123 mil of property tax inside the city limits of Americus. O.C.G.A. 48-5-350 allows a municipality to levy up to 3 mils of property tax for a development authority. The following amounts are the approved allocations:

2012	\$30,000	0.0%		
2013	\$ 0	(100.0%)		
2014	\$ 0	0.0%		
2015	\$ 0	0.0%		
2016	\$40,000	400.0%		
2017	\$40,000	0.0%		
2017	\$40,000	0.0%		
2018	\$40,000	0.0%		
2019	\$40,000	0.0%		
2020	\$40,000	0.0%		
2021	\$40,000	0.0%	projected	
2022	\$40,000	0.0%	requested	

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-10-7540-571000 TOURISM COUNCIL

205,644

The following amounts are approved allocations. This is typically funded with hotel/motel tax dollars.

2012	\$151,200	5.0%
2013	\$151,200	0%
2014	\$148,309	(2%)
2015	\$139,894	(6.1%)
2016	\$139,894	0%
2017	\$177,619	26.9%
2018	\$192,206	용
2019	\$245,032	27.5%
2019	\$201,758	(16.34%)
2020	\$200,096	(0.82%)
2021	\$192,538	(-3.78%) projected
2022	\$205,644	6.8% recommended

#### Requested Amount:

\$19Z,	, 538	Tourism Fund
\$100,	,000	Rylander Theater Operating expenses (same as prior years)
\$	0	DDA Marketing
Ś	0	Transportation for Train

\$ 37,462 General Fund

\$330,000

#### Recommended Amount:

\$205,644	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 44,356	General Fund

\$350,000

ACCOUNT NUMBER/DESCRIPTION		APPROVED <u>BUDGET</u>
100-10-7550-571000 MAIN STREET		245,563
Requested Amount \$259,563 \$ 16,460 CBID levy (estimate) \$ 8,950 CBID surtax \$234,153 General Fund	Recommended Amount: \$ 16,640 \$ 8,950 \$219,973	
\$259,563	\$245,563	

The following is a history of General Fund allocation excluding the CBID levy and surtax.

2012 2013 2014 2015 2016 2017 2018 2018 2019 2020 2021 2021	\$ 94,600 \$ 94,600 \$ 88,067 \$ 88,067 \$ 88,067 \$ 202,459 \$ 202,459 \$ 220,810 \$ 247,384 \$ 257,720 \$ 292,172 \$ 261,794	11.9% 0.0% (7.46%) 0.0% 0.0% 229.9% 0.0% 9.1% 11.1% 6.81% 4.18% (13.37%)	projected
2021	\$245,563	(15.97%)	recommended

<sup>\*</sup>The name on this account changed from DDA to Main Street for the 2017 budget year.

10 MAYOR AND COUNCIL

1,403,983

1,403,983

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM 2022	APPROVED 2022
12 DATA CENTER						
100-12-1535-522000 OTHER OUTSIDE SERVICES	-42,436	199,617	63,512	178,218	150,238	150,238
100-12-1535-522206 COMPUTER-REP AND MAINT	1,951	3,000	520	0	0	0
100-12-1535-542400 COMPUTER EQUIPMENT	20,222	135,100	20,159	248,100	62,700	62,700
100-12-1535-551101 DATA CENTER EXPENSE	10,876	6,947	4,761	6,950	6,950	6,950
100-12-1535-551102 ALLOCATION OF EXPENSES	47,179		-55,409		- 42,000	- 42,000
12 DATA CENTER	37,792	344,664	33,544	433,268	177,888	177,888
	37,792	344,664	33,544	433,268	177,888	177,888

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 12 DATA CENTER

#### 100-12-1535-522000 OTHER OUTSIDE SERVICE

150,238

The request includes the following:
\$116,941 This reflects the monthly service fees for NEOS Technologies as
well as upgrading with advanced security systems for the City
\$ 125 Annual fees for domain name www.americusga.gov
\$ 18,950 Office365 Pro Plus Business
\$27,980 This is an estimate to increase internet speed and move all
offices to Pineland
\$ 7,872 Time Clock Plus Hosted Licenses
\$ 6,350 Time Clock Plus Hardware Maintenance

\$178,218

Recommened Amount: \$150,238

100-12-1535-542400 COMPUTER EQUIPMENT

Requested Amount: \$248,100

62,700

\$ 10,000 \$ 6,500 from 2020)	Data Center Clean-up (carryover from 2018) Repair and Maintenance of printers, software, etc.(carryover
\$100,000 \$ 61,600	CSI Software Upgrade (2016 carry Over) Replacement of PCs and Laptops that are over 5 years old and
no \$70,000	longer supported New Phone System

\$248,100

Recommended Amount: \$62,700

The recommended amount removes the CSI Software upgrade(carryover) and new phone system and reduces the number of PC's.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 100-12-1535-551101 DATA CENTER EXPENSE

6,950

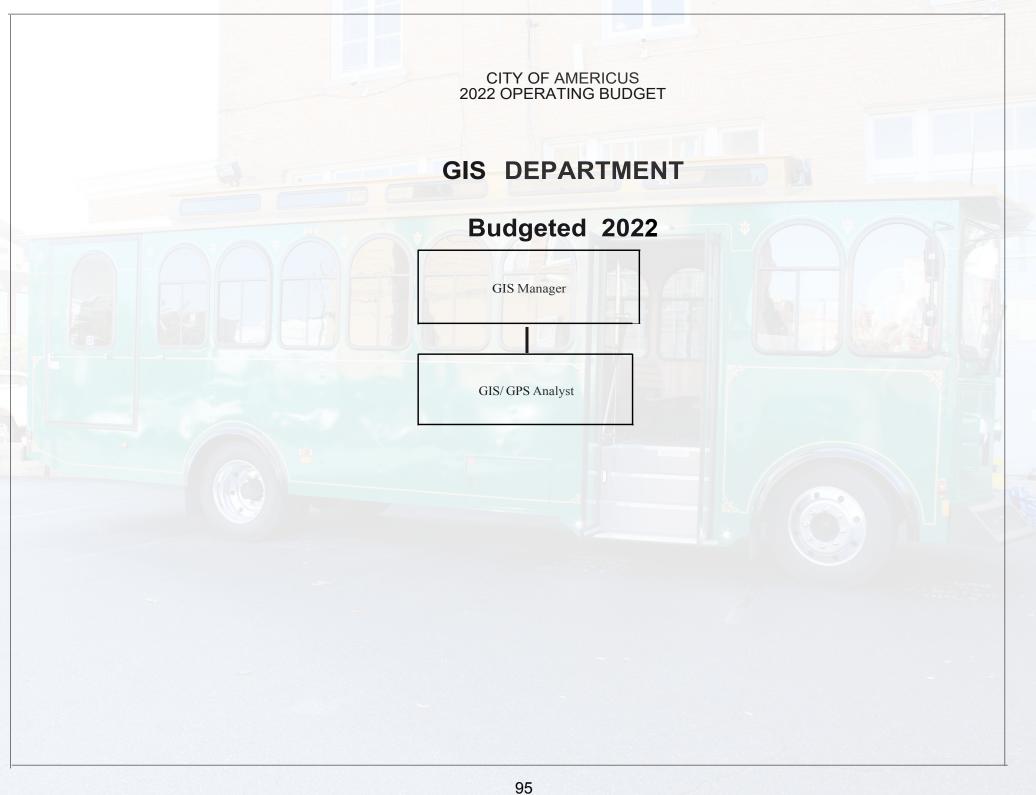
This represents the costs of computer services for projects within the department. The remaining costs are allocated to other departments. The total of these costs is included in the allocation line.

#### 100-12-1535-551102 ALLOCATION OF EXPENSI

-42,000

Allocation of Expenses charged to departments for computer usage on an annual basis.

12 DATA CENTER 177,888 177,888



#### **GIS**

#### MISSION STATEMENT/GENERAL OBJECTIVES

- 1. Serve all of its customers with the respect and courtesy that they deserve.
- 2. Continue to develop and maintain GIS information and data for all city departments, agencies and the public.
- 3. Add more GIS capabilities to the GIS system and make it more available to help and support the everyday decisions that affect the residents of the city.

### 2021 Goals & Objectives

- 1. The 2021 Census Data work started in March of 2018. This will continue to work with the Census providing data/information needed.
- 2. E-911 is changing to a new system and software later in the year and we will be working on getting GIS data to their new format.
- 3. Continue to build new GIS data to help with day to day operation of both City and County governments.
- 4. Continue working on building footprints, information, and location on tax parcels.
- 5. Continue on with the next level in GIS. Which means keep all GIS maps, data, apps, services for our City and County departments up to current standards.
- 6. Continue to update GIS Facebook page to post new maps or changes to GIS maps.
- 7. Continue to work with Storm Water Project with CAO, Finance Dept and Public Works.
- 8. Continue to update and maintain all GIS layers and the GIS website.

- 9. Continue to develop the layer that contains all the utility easements inside the city limits.
- 10. Continue to develop Right-of-Way data
- 11. Continue to develop GIS data of the history of Closed and Abandon Roads/Streets
- 12. Continue to work with E-911 Center to keep their data up to date on all 8 counties.
- 13 Continue to work with Sumter County as needed to keep county GIS information up to date.
- 14. Continue to input analog data of water, gas, sewer and storm water systems.
- 15. GPS data collection is ongoing for E911 addressing, Stormwater property evaluation, land and infrastructure development.
- 16. Work with private entities to GPS their campus and infrastructures-creating additional income.

ACCOUNT NUMBER/DESCRI	IPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUES <sup>*</sup>		RECOMM 2022	APPROVED 2022
100-13-1535-511000 REGULAI	R PAY	113,689	107,381	109,838	107	,381	112,750	112,750
100-13-1535-511300 OVERTIM		324		257		0	0	0
100-13-1535-512100 GROUP M	MEDICAL INSURANC	15,484	17,629	17,549	17,	,629	17,629	17,629
100-13-1535-512101 OPT OUT	INSURANCE PLAN					0	0	0
100-13-1535-512110 GROUP D	ENTAL INSURANCE	535	590	634		590	590	590
100-13-1535-512200 SOCIAL S	SECURITY PAYMENT	8,367	8,215	8,307	8	,625	8,625	8,625
100-13-1535-512400 RETIREM	ENT SYSTEM	8,801	13,369	11,753	14	,037	14,037	14,037
100-13-1535-512700 WORKER	'S COMPENSATION	3,993	4,658	4,182	5	,091	5,091	5,091
100-13-1535-522000 OTHER O	UTSIDE SERVICES	4,356	7,000	4,609	12	2,000	7,000	7,000
100-13-1535-522201 OFFICE E	QUIP-REP & MAINT	2,770	2,500	3,315	2	,500	2,000	2,000
100-13-1535-522202 AUTO & 7	TRUCK-REP & MAIN	3,038	1,200		1	,200	1,200	1,200
100-13-1535-522206 COMPUT	ER-REP AND MAINT	17,850	17,085	19,470	17	,085	17,085	17,085
100-13-1535-523200 TELEPHC	ONE	2,004	1,700	1,837	1	,700	1,700	1,700
100-13-1535-523600 DUES & S	SUBSCRIPTIONS					200	200	200
100-13-1535-523700 TRAININ	G & MEETINGS	121	4,000	299	7	,800	5,000	5,000
100-13-1535-523900 UNIFORM	<b>MS</b>					300	300	300
100-13-1535-531100 OFFICE/C	COMPUTER SUPPLIE	1,789	2,800	3,503	4	,000	4,000	4,000
100-13-1535-531210 WATER S	SEWER AND GARBA					990	0	0
100-13-1535-531225 STORM V	VATER				2	.50	0	0
100-13-1535-531230 ELECTRIC	CITY	3,980	3,600	5,386	3	,600	3,600	3,600
100-13-1535-531270 GASOLIN	IE ALLOCATED	379	800	652		800	800	800
100-13-1535-542101 OFFICE E	QUIPMENT	2,211			2	2,000	2,000	2,000
100-13-1535-542400 COMPUT	ER EQUIPMENT	2,211			3	,200	2,000	2,000
100-13-1535-551000 ALLOCA	ΓΙΟΝ OF EXPENSES					0	0	0
100-13-1535-551101 DATA CE	NTER EXPENSE	1,872	2,779	2,083	2	,779	2,779	2,779

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
100-13-1535-581200 CAPITAL LEASE PAYMENT				0	0	0
13 GIS	193,772	195,306	193,675	213,757	208,386	208,386
	193,772	195,306	193,675	213,757	208,386	208,386

13 GIS

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-13-1535-511000 REGULAR PAY Personnel Requirements:	112,750
GIS Manager 1 GIS/GPS Analyst (full-time) 1	
2	
Recommended Amount: Includes a 5% increase in salaries.  100-13-1535-511300 OVERTIME PAY	
100-13-1535-512100 GROUP MEDICAL INSURA  The requested amount represents \$8,815 per employee for paid by the City and the employee will pay \$11.85 per pa	
100-13-1535-512101 OPT OUT INSURANCE PLA  This amount represents \$3,000 per employee for expected participation.	Opt Out
100-13-1535-512110 GROUP DENTAL INSURAN  The \$2.74 amount represents the dental increase per empl dental cost for each employee will remain the same as the offset amount will be taken from the medical surplus.	
100-13-1535-512200 SOCIAL SECURITY PAYMI  This amount is 7.65% of the total salary of the department	8,625
100-13-1535-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the departm contribution rates.	14,037 ent. Per GMA,
100-13-1535-512700 WORKER'S COMPENSATIC  This amount represents a percentage of the total salarie department based on labor classes and 2021 Rates.	5,091 s for the

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-13-1535-522000 OTHER OUTSIDE SERVICE

7.000

Requested Amount: \$12,000 for contract GPS work.

Part of this amount goes to contract GIS work. Support is a critical aspect to ensuring the success of any project from start to finish and beyond. This will leverage support and maintenance for the City of Americus & Sumter County Departments. The following items requiring support includes: Geodatabase Support, Geodatabase Management, ESRI software upgrades, ArcGIS Online Administration & Support, General GIS Support & Services. This is for services needed from outside sources such as GPS Work, GIS Analyst, Developers or Professionals to help with coding, website, software or GIS issues that we cannot handle in house due to lack of training, equipment, servers or lack of personnel. We will also use this to continue to build our Utilities Network for Water, Sewer and Storm Water, Building footprints, Easement and Right-of-Way databases with the help of outside sources.

Recommeded Amount: \$7,000

Amount budgted in 2021

100-13-1535-522201 OFFICE EQUIP-REP & MAI

Requested Amount: \$2,500

2,000

This amount is for miscellaneous repairs to computers, equipment, printers, plotters, GPS equipment, radios, etc. This also includes the yearly maintenance cost for our Cannon plotter that was \$1385.00 in 2021 and plus repairs at cost of \$600 if needed for unexpected repairs.

Recommended Amount: \$2,000

100-13-1535-522202 AUTO & TRUCK-REP & MA

1,200

Requested Amount: \$1200

The amount requested is for vehicle maintenance based on mid-year expenses and cost due to vehicle getting older.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-13-1535-522206 COMPUTER-REP AND MAI

17,085

Requested Amount: \$17,085

This is the anticipated amount for incidental repairs and upgrades and annual software maintenance contracts. Annual cost for Americus/Sumter County GIS Server/Webpage application hosting and management services with KCS. Additional GIS consulting/programming that may occur. Sumter County will share in some of the cost.

- \$ 9,120 Annual Website maintenance KCS\*, #
- \$ 5,250 ESRI contract for Software Maintenance Contract in 2019#
- \$ 1,765 Trimble Positions Software Maintenance Contract 2020#
- \$ 1,000 Miscellaneous upgrades

\$ 17,085

\*Sumter County reimburses half of the KCS annual maintenance. This is budgeted in account number 100-00-0000-334100 Local, State, & Federal Reimbursement.

# These are required Maintenance agreements to keep our software current that entitles us to exclusive benefits, support, discounts on training and software updates. If we discontinue our coverage, we will become ineligible for these services and will have to purchase our software at full price.

#### 100-13-1535-523200 TELEPHONE

1,700

Requested Amount: \$1700

This is the estimated amount to cover telephone services for the GIS Department.

Amount based on mid-year cost from 2021.

#### 100-13-1535-523600 DUES & SUBSCRIPTIONS

200

Requested Amount: \$200

This amount is for the subscription fee to Georgia URISA and SERUG, books, magazines, etc.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-13-1535-523700 TRAINING & MEETINGS

5,000

Requested Amount: \$7,800

This amount will cover the training and travel expenses of the GIS Coordinator and/or the GIS/GPS Analyst that are needed to maintain the high level of efficiency and accuracy that is required for field operations and database work. These conferences and training meetings are very beneficial to the department in the form of education and networking within the state and the GIS industry. This is also to cover any GIS sponsored meetings and/or luncheons. Also, the GIS/GPS Analyst in needs additional training that he hasn't been able to take due to budget cuts in 2019 and COVID in 2020/2021. We added new and additional software in 2020 to our GIS Department that training is needed.

Recommended Amount: \$5,000

Department to determine trainings and meetings based off recommended budget amount.

#### 100-13-1535-523900 UNIFORMS

300

Requested Amount: \$300

The amount is for City of Americus shirts and rain gear for department employees. We would like to have GIS City shirts to wear when we are working on projects outside the City, so people will know who we represent.

#### 100-13-1535-531100 OFFICE/COMPUTER SUPPI

4.000

Requested Amount: \$4,000

This amount is needed for printer supplies (ink cartridges, printer toners, printer paper, etc.) as well as any other supplies that are needed. Will also cover various equipment if needed throughout the year.

#### 100-13-1535-531210 WATER SEWER AND GARI

Requested Amount: \$990

Utility services

Recommended Amount: \$0

Expense charged to dept 22.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

2,000

2,000

100-13-1535-531225 STORM WATER

Requested Amount \$250

Utility services

Recommended Amount: \$0

Expense charged to department 2022

100-13-1535-531230 ELECTRICITY

3,600

Electricity Services \$3600.00 This is to cover electric services for the department. Amount based on mid-year cost for 2021.

100-13-1535-531270 GASOLINE ALLOCATED

800

Requested Amount: \$800

This amount includes gasoline for one vehicle used for mapping and GPS purposes within the City limits as well as travel for County work and E-911 work to 8 other counties. This amount also includes out of town travel for training.

100-13-1535-542101 OFFICE EQUIPMENT

Requested Amount \$2,000

This request is for video conferencing equipment for two workstations in GIS office. Due to the demand for zoom meetings we would like to have video and sound equipment for our workstations.

100-13-1535-542400 COMPUTER EQUIPMENT

Requested Amount: \$3,200

We would like to purchase a work tablet to use for our field work with GPS equipment and an iPad Pro for use in office and meetings.

Recommended Amount: \$2,000

Purchase of one tablet budgeted for 2022

100-13-1535-551000 ALLOCATION OF EXPENSI

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-13-1535-551101 DATA CENTER EXPENSE

2,779

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.

100-13-1535-581200 CAPITAL LEASE PAYMEN'

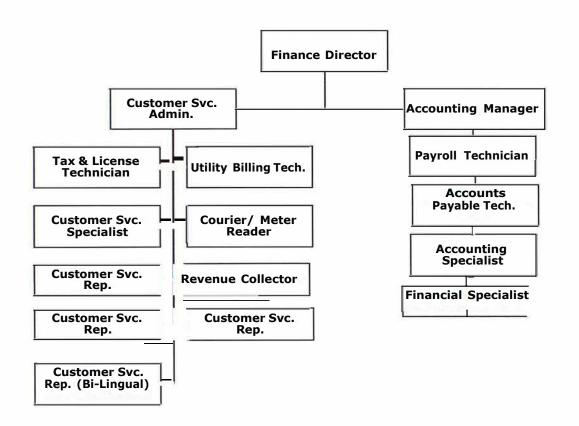
Requested Amount: \$0

**13 GIS** 

208,386

208,386

# Finance Department 2022



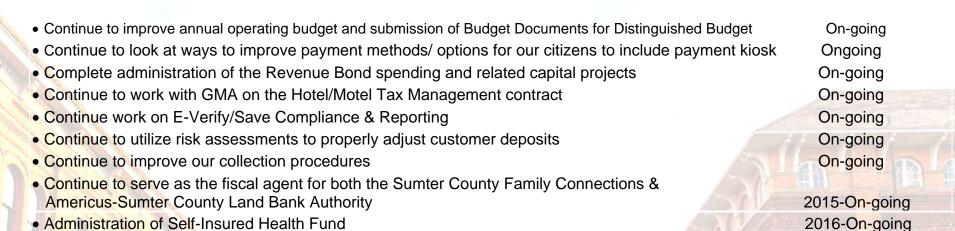
### FINANCE/UTILITY BILLING

### MISSION STATEMENT/GENERAL OBJECTIVES

We envision the Finance Department to be a well-informed, well trained team providing quality customer service, citizen education, excellent treasury management, and quality record keeping for the purpose of maintaining the fiscal integrity and reputation of the City of Americus.

### GOALS - 2022

uality Customer Service:	<u>Time Frame</u>
Continue to improve internal reporting and processes to increase employee productivity	On-going
Cross train employees regarding customer service and utility billing duties	On-going
Continue to utilize agencies to assist in collection of delinquent utility customers	On-going
• Continue to improve the telephone system for improved customer service to include automated intera	ctive
voice response(IVR) system for payment arrangements, balances, and payments.	2018-2022
Update ordinances to include purchasing policies and e-signatures	On-going
<ul> <li>Upgrade financial software, and billing software</li> </ul>	2022
<ul> <li>Continue to improve the financial software and utility billing software for more user friendly options for our citizens and utility bill printing options to include payment kiosk</li> </ul>	On-going
ducate/Involve Citizens:	Time Frame
ducate/Involve Citizens:	Time Frame As Needed
<ul> <li>Educate Citizens through newspaper, radio, &amp; television</li> <li>Participation in Customer Service Week and other customer focused events</li> </ul>	As Needed As Needed
Educate Citizens through newspaper, radio, & television	As Needed
Educate Citizens through newspaper, radio, & television     Participation in Customer Service Week and other customer focused events      easury Management / Record Keeping:	As Needed As Needed <u>Time Frame</u>
<ul> <li>Educate Citizens through newspaper, radio, &amp; television</li> <li>Participation in Customer Service Week and other customer focused events</li> </ul>	As Needed As Needed



14 FI	ACCOUNT NUMBER/DESCRIPTION NANCE DEPARTMENT	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
	100-14-1510-511000 REGULAR PAY	346,332	394,371	349,485	403,072	423,225	423,225
	100-14-1510-511300 OVERTIME PAY	13,138	12,800	12,622	13,800	10,000	10,000
	100-14-1510-512100 GROUP MEDICAL INSURANC	56,298	70,514	70,194	70,514	70,514	70,514
	100-14-1510-512101 OPT OUT INSURANCE PLAN	5,885	6,000	3,692	6,000	3,000	3,000
	100-14-1510-512110 GROUP DENTAL INSURANCE	1,185	2,950	2,759	2,950	2,950	2,950
	100-14-1510-512200 SOCIAL SECURITY PAYMEN	26,469	31,149	27,454	33,356	32,320	32,320
	100-14-1510-512400 RETIREMENT SYSTEM	32,890	50,693	43,906	54,285	52,600	52,600
	100-14-1510-512700 WORKERS COMPENSATION	2,099	986	2,150	1,100	1,073	1,073
	100-14-1510-521203 AUDIT FEES	44,000	85,000	47,500	50,000	50,000	50,000
	100-14-1510-521205 CLERK OF COURT	5,759	11,400	4,111	11,400	8,000	8,000
	100-14-1510-522000 OTHER OUTSIDE SERVICES	38,676	59,500	47,872	61,000	55,700	55,700
	100-14-1510-522201 OFFICE EQUIP-REP & MAINT	4,335	4,700	7,986	6,000	3,500	3,500
	100-14-1510-522206 COMPUTER-REP & MAINT	19,096	25,500	20,813	30,000	30,000	30,000
	100-14-1510-523100 INSURANCE EXPENSE	2,850	4,500	4,023	4,500	4,500	4,500
	100-14-1510-523200 TELEPHONE	10,442	13,400	10,045	17,000	17,000	17,000
	100-14-1510-523201 POSTAGE	5,731	6,200	9,363	7,000	7,000	7,000
	100-14-1510-523301 ADVERTISING EXPENSE	1,508	4,500	5,240	5,500	5,500	5,500
	100-14-1510-523550 TAG / TITLE EXPENSE	126	1,500		1,500	1,500	1,500
	100-14-1510-523600 DUES & SUBSCRIPTIONS	566	770	1,418	1,010	1,010	1,010
	100-14-1510-523700 TRAINING AND MEETINGS	2,070	10,000	6,424	15,000	11,500	11,500
	100-14-1510-523909 SALE FEES		1,000		1,000	1,000	1,000
	100-14-1510-531100 OFFICE/COMPUTER SUPPLIE	15,120	11,000	48,573	15,000	15,000	15,000
	100-14-1510-531210 WATER, SEWAGE & GARBAC	1,700	1,700	1,868	1,700	1,700	1,700
	100-14-1510-531225 STORM WATER	582	580	1,165	580	580	580
	100-14-1510-531230 ELECTRICITY	9,800	9,800	12,829	15,000	10,000	10,000

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
100-14-1510-531270 GASOLINE ALLOCATED	1,489		109	0	0	0
100-14-1510-531700 OTHER SUPPLIES	2,761	2,200	5,910	3,200	3,200	3,200
100-14-1510-551101 DATA CENTER EXPENSE	8,065	5,558	8,620	5,560	5,560	5,560
100-14-1510-573000 BANK CHARGES	17,417	16,000	30,477	23,000	23,000	23,000
100-14-1510-581300 PRINCIPAL PAYMENTS	17,270	25,000	21,533	21,320	21,320	21,320
100-14-1510-582300 INTEREST EXPENSE	2,970	2,850	2,133	0		0
100-14-1530-521201 LEGAL EXPENSES	3,201	2,500	2,823	3,000	2,500	2,500
100-14-1565-531108 BUILDING REPAIR & MAINT	2,063	3,000	2,929	6,000	6,000	6,000
14 FINANCE DEPARTMENT	701,895	877,621	816,026	890,347	880,752	880,752
	701,895	877,621	816,026	890,347	880,752	880,752

		PROVED BUDGET
4 FINANCE D	DEPARTMENT	
	100-14-1510-511000 REGULAR PAY Personnel Requirements:	423,225
	Current	
	Finance Director 1 Accounting Manager 1 Customer Service Rep 2 Customer Service Specialist 1 Accounts Payable Technician 1	
	Accounting Specialist Payroll Technician Tax & Licensed Technician Finance Specilaist  1  1  1  1  1  1  1  1  1  1  1  1  1	
	Recommended Amount: Includes a 5% increase in salaries.	
	100-14-1510-511300 OVERTIME PAY Requested Amount: \$13,800	10,000
	The requested budget includes normal overtime incurred during peak time such as tax, business license, and utility billing due dates.	S
	Recommended Amount: \$10,000	
	Anticpated reduction in overtime cost.	
	100-14-1510-512100 GROUP MEDICAL INSURA	70,514
	The requested amount represents \$8,815 per employee for the year that i paid by the City and the employee will pay \$11.85 per pay period.	S
	100-14-1510-512101 OPT OUT INSURANCE PLA  This amount represents \$3,000 per employee for expected Opt Out participation.	3,000
	100-14-1510-512110 GROUP DENTAL INSURAN  The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.	

14

ACCOUNT NUMBER/DESCRIPTION	PPROVED <u>BUDGET</u>
100-14-1510-512200 SOCIAL SECURITY PAYMI  This amount is 7.65% of the total salary of the department.	32,320
100-14-1510-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.	52,600
100-14-1510-512700 WORKERS COMPENSATIO  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 rates.	1,073
100-14-1510-521203 AUDIT FEES  This is the allocation of the total audit fees to the Finance Department The total amount for 2019 includes the following:  \$44,000 Audit \$ 5,000 Independent Audit of Federal Funds* \$ 1,000 Revenue Bond Disclosure or Misc research	50,000 ent.
*Independent Audit is required if we meet the threshold dollar for red federal grants and or monies.	ceived

# 100-14-1510-521205 CLERK OF COURT

Requested Amount: \$11,400

This amount is based on the charge of \$12.00 per Fifa for each delinquent account. The estimated amount for 2021 is 950 Fifas. There is a corresponding revenue account because the fifa is paid by the taxpayer.

Recommended Amount: \$8,000

Due to tax sales less Fifas are needed resulting in a decrease in the cost.

8,000

ACCOUNT NUMBER/DESCRIPTION	<u>N</u>	APPROVED <u>BUDGET</u>
100-14-1510-522000 OTHER OUTS Requested Amount: \$61,0		55,700
\$ 6,050 Interim Tax B \$ 6,050 Final Tax Bil \$ 4,100 Web-pay maint \$ 1,000 Matching Inte \$10,800 User Fees for \$ 1,500 Annual Browse \$ 1,000 Floor Cleanin \$ 2,000 Facility clea \$ 2,500 Payments to S \$ 1,500 Landscape (Cu	ation  AFR  udget  management services  illing (Harris)  ling (Harris)  enance - Taxes (Harris)  rim and Final Bills (Harris)  Tax Service (Harris-11 Users)  r Maintenance (New Look-11 Users)  g Services (annual)  ning services  tate for uncashed checks	
\$55,700 Recommended Amo		3,500
Requested: \$6,000  Recommended Amount:\$350 \$ 1,500 Postage meter \$ 1,000 Copier Mainten	and scales	

The requested amount has increased based on the estimated cost of miscellaneous repairs to the building at 217 W. Forsyth Street

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-14-1510-522206 COMPUTER-REP & MAINT	30,000
This is the amount of maintenance on the hardware and software in the Finance Department.  \$23,000	
\$30,000	
Increased for expenses for 217 W. Forsyth Street	
100-14-1510-523100 INSURANCE EXPENSE  Requested Amount: \$4,500	4,500

rate for 2021 of 3.33%.

100-14-1510-523200 TELEPHONE 17,000

This is the Finance Department allocation for property and liability insurance. The request includes a projected increase of approximately 5%. The projected rates will be effective May 1, 2021 resulting in an effective

The requested amount includes the following:

\$ 5,000 Enterprise Billing (Mediacom)

\$ 3.000 Bandwidth (telephone lines)

\$ 7,250 AT&T Club Service

\$ 670 Birch Communications (long distance)

\$1, 000 Finance Director cell phone (include hotspot/wi-fi)

\$ 80 Fusion Cloud

\$17,000

Expenses increased for 217 W. Forsyth Street New clustomer sercice building.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-14-1510-523201 POSTAGE

7,000

Requested Amount: \$7,000

This postage is for the mail for all departments within the city. This includes all correspondence, accounts payable checks to vendors, business license mailings, delinquent tax notices, collection letters, newsletters, etc.

### 100-14-1510-523301 ADVERTISING EXPENSE

5,500

Requested Amount: \$5,500

This amount includes newspaper and radio advertising for the following:

Business License reminder
Tax Levy & Tax Foreclosure
Millage Rate - Public Hearing
Budget Notice
Sale of City Property

More Tax sales scheduled.

#### 100-14-1510-523550 TAG / TITLE EXPENSE

1,500

Requested Amount: \$1,500

This line item is to capture the expense of tags and titles for all vehicles purchased by the City in 2020. This amount also includes an amount for impact fees charged by the State for heavy vehicles. This fee went into effect in 2016.

CCOUNT NUMBER/DESCR	<u>IPTION</u>	APPROVED <u>BUDGET</u>
00-14-1510-523600 DUES & The requested amoun	SUBSCRIPTIONS at includes the following:	1,010
\$760 GFOA (4 me \$200 GGFOA (4 me \$ 50 Times Recor	emberships)	
\$1010		
Finance Director Accounting Manager Senior Accountant Accounting Speciali 00-14-1510-523700 TRAININ Requested Amount: \$	NG AND MEETING!	11,500
	Finance Officers Association (3 empl nance Officers or GMA Annual Meetin (GFOA & CSI)	
\$ 1,000 Webinars \$ 8,000 Carl Vins	son Inst. of Gov't (Staff training i	
\$ 1,000 Webinars \$ 8,000 Carl Vins Officer C	son Inst. of Gov't (Staff training i	

1,000

## 100-14-1510-523909 SALE FEES

Requested Amount: \$1,000
This is the handling charges for the sale of

This is the handling charges for the sale of surplus assets through GovDeals.com.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-14-1510-531100 OFFICE/COMPUTER SUPPI

15,000

Requested Amount: \$15,000

This includes miscellaneous office supplies, computer paper, ribbons, toner, various check stock, W2's, 1099's, etc. Increased due to the rise in cost of supplies.

### 100-14-1510-531210 WATER, SEWAGE & GARB

1,700

Requested Amount: \$1,700

580

#### 100-14-1510-531225 STORM WATER

Requested Amount: \$580 This is the storm water fees for the building and parking lot at the Customer Service Center.

### 100-14-1510-531230 ELECTRICITY

10,000

Requested Amount: \$15,000

This is for electricity at the Customer Service Center. The requested amount is to factor in increased expenses for 217 W. Forsyth Street.

Recommended Amount: \$10,000

The Customer Service Center at 217 W. Forsyth Street will have LED lightbulbs throughout the building anticipate a slight increase expenses over 2021.

#### 100-14-1510-531700 OTHER SUPPLIES

3,200

Requested Amount: \$3200

This is for janitorial supplies and other supplies needed to support the Customer Service Center.

cost increase to factor in new exspenses for 217 w. forsyth street

#### 100-14-1510-551101 DATA CENTER EXPENSE

5,560

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.

217 W. Forsyth Street

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-14-1510-573000 BANK CHARGES

23,000

Requested Amount: \$23,000

The request is for funds to cover stop payment charges on lost or incorrect accounts payable checks and for maintenance fees over and above interest earned on bank accounts.

Recommended Amount:

#### 100-14-1510-581300 PRINCIPAL PAYMENTS

21,320

Requested Amount: \$21,320

This is the capital lease payment to the Payroll Development Authority for the Customer Service Center based off the agreement made on October 1, 2021 that a monthly payment of \$1,776.53 will be paid monthly ending September 1, 2026.

### 100-14-1530-521201 LEGAL EXPENSES

2,500

Requested Amount: \$3000

This is for professional handling of collection issues arising from bankruptcies, defaulted loans, etc. This also includes legal assistance on ordinance changes, contracted services, such as audits, and tax foreclosures.

Recommended: \$2500

Budgeted amount in 2021

#### 100-14-1565-531108 BUILDING REPAIR & MAIN

6.000

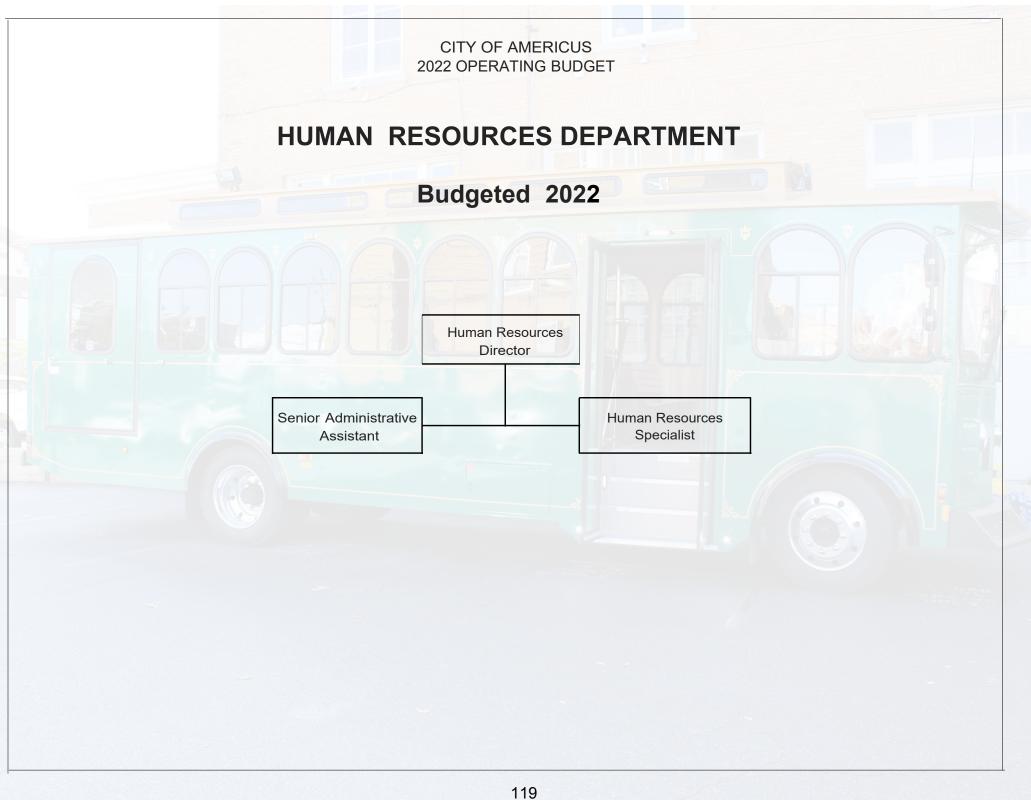
Requested Amount: \$6,000

The requested amount is for HVAC, plumbing, electrical repairs, and general maintenance of the Customer Service Center. This amount also includes pest control and monthly alarm monitoring services. expenses for 217 W. Forsyth street

14 FINANCE DEPARTMENT

880,752

880,752



# **HUMAN RESOURCES**

### MISSION STATEMENT/GENERAL OBJECTIVES

The Human Resources Department assists the City in attaining long-term strategic goals by providing a viable workforce to deliver the quality services to our citizens. The viable workforce is attained through careful applicant screening, proper employee training, and the sound benefit/employment advice to employees in all departments.

# **GOALS - 2022**

- 1. Improve recruiting initiatives by implementing an enhanced applicant tracking software that will assist in improving reporting capabilities, record keeping and tracking of applicants. Develop incentives and benefits in order to attract and retain competitive highly qualified individuals to join our workforce; broaden the use of job posting boards and advertising tools to increase visibility of vacancies. Ensure top level management positions are filled by innovative, experienced and capable individuals to ensure that the mission and visions are able to be carried out as set by the City Manager and the Governing Body.
- 2. Revamp the performance appraisal process that will include a user friendly and electronic appraisal software that would
- provide ease and comprehension while completing the appraisal also improve the effectiveness of going communication among throughout the year; the new are setting goals and objectives anniversary.
- 3. Improve safety awareness and knowledgeable of safety hazards lower accidents and workers employees; Evaluate the program opportunities.



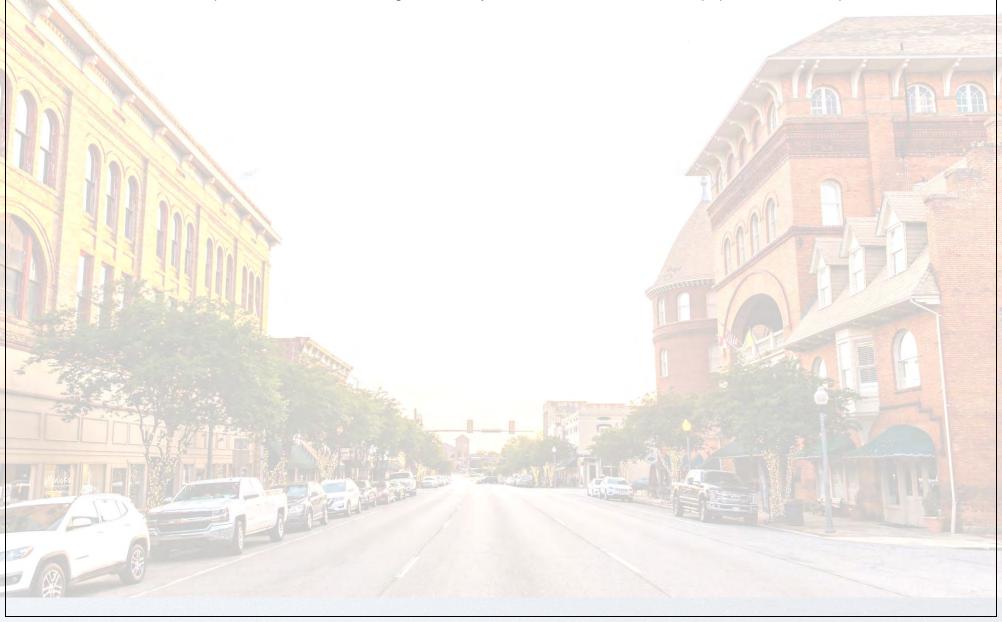
by both supervisors and employees process. The appraisal process will the performance appraisal and onsupervisors and employees process will also ensure supervisors with employees prior to their

work with the Safety Committee to be and implement proactive initiatives to compensation claims with our on a quarterly basis to identify training

4. Implement a comprehensive training program and curriculum designed to improve employee's overall performance, legal

compliance and safety.

5. Research and implement an electronic filing software system to reduce the amount of paper in the HR Department.



ACCOUNT NUMBER/DESCRIPTION 15 HUMAN RESOURCES	ACTUAL <u>2020</u>	AMENDED BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
100-15-1530-521201 LEGAL EXPENSES	23,979	20,000	22,817	20,000	15,000	15,000
100-15-1540-511000 REGULAR PAY	173,029	160,880	153,130	159,587	167,566	167,566
100-15-1540-511300 OVERTIME PAY	5,144	5,000	4,906	5,000	5,000	5,000
100-15-1540-512100 GROUP MEDICAL INSURANC	23,212	26,443	26,333	26,443	26,443	26,443
100-15-1540-512110 GROUP DENTAL INSURANCE	878	885	972	885	885	885
100-15-1540-512200 SOCIAL SECURITY PAYMEN	12,645	12,690	11,555	12,591	13,201	13,201
100-15-1540-512400 RETIREMENT SYSTEM	13,551	20,652	20,374	20,491	21,485	21,485
100-15-1540-512700 WORKERS' COMPENSATION	1,019	402	1,039	402	439	439
100-15-1540-512900 WELLNESS PROGRAM	18,291	12,500	5,932	12,500	11,500	11,500
100-15-1540-512901 EMPLOYEE RELATION EXP	9,755	8,400	4,709	8,400	8,400	8,400
100-15-1540-522000 OTHER OUTSIDE SERVICES	52,785	72,030	61,800	72,030	97,030	97,030
100-15-1540-522201 OFFICE EQUIP-REP & MAINT	813	5,500	1,647	5,500	2,000	2,000
100-15-1540-522206 COMPUTER-REPAIR & MAIN	1,773	2,000	1,861	2,000	2,000	2,000
100-15-1540-523200 TELEPHONE	3,786	3,200	3,318	2,615	2,615	2,615
100-15-1540-523301 ADVERTISING EXPENSE	750	3,254	1,578	3,254	3,254	3,254
100-15-1540-523600 DUES & SUBSCRIPTIONS	4,684	1,998	2,176	1,998	2,000	2,000
100-15-1540-523700 TRAINING AND MEETINGS	407	12,010	9,702	12,010	11,010	11,010
100-15-1540-531100 OFFICE/COMPUTER SUPPLIE	5,239	4,500	4,722	4,500	4,000	4,000
100-15-1540-531230 ELECTRICITY	2,211	2,000	2,992	2,000	2,000	2,000
100-15-1540-531402 SAFETY PROGRAM EXPENSE	1,295	2,500	2,159	2,500	2,000	2,000
100-15-1540-551101 DATA CENTER EXPENSE	1,870	2,084	2,138	- 2,084	2,084	2,084
15 HUMAN RESOURCES	357,116	378,928	345,863	376,790	399,912	399,912
<u>-</u>	357,116	378,928	345,863	376,790	399,912	399,912

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 15 HUMAN RESOURCES

#### 100-15-1530-521201 LEGAL EXPENSES

15,000

Requested Amount: \$30,000 This request is for the acquisition of legal advisement regarding employee related issues and review of personnel ordinances as needed.

\*\$15,000 is for the acquisition of legal counsel to review the City's personnel manual. The last review of the personnel manual was in 2016 and adopted January 2017. Review of the City's personnel manual and policies in 2021 will ensure policies are up to date and maintain compliance with Federal and State laws.

Current

Recommended Amount: \$15,000

# 100-15-1540-511000 REGULAR PAY Personnel Requirements:

167,566

Human Resources Director 1
Human Resources Specialist 1

Administrative Assistant III

3

Recommended Amount: Includes a 5% increase in salaries.

## 100-15-1540-511300 OVERTIME PAY

5,000

Requested Amount: \$5,000

The requested amount includes overtime for open enrollment, organizing annual Health Fair, wellness events and other special projects in order to meet deadlines. The requested amount has increased to compensate for the addition of the Sr. Administrative Assistant position which is no longer split between two Departments. The position is requested fully in the HR Budget's Department.

Recommended Amount: \$5,000

#### 100-15-1540-512100 GROUP MEDICAL INSURA

26,443

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
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### 100-15-1540-512110 GROUP DENTAL INSURAN

885

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

100-15-1540-512200 SOCIAL SECURITY PAYMI	13,201
This amount is 7.65% of the total salary of the department.	
100-15-1540-512400 RETIREMENT SYSTEM	21,485
This amount is 12.45% of the total salary of the department. Per GMA,	
contribution rates for 2022.	
100-15-1540-512700 WORKERS' C <mark>OMPENSATIC</mark>	439
This amount represents a percentage of the total salaries for the	
department based on labor classes and 2021 Rates.	
100-15-1540-512900 WELLNESS PROGRAM	11,500
Requested \$12,500	

\$5,500 Incentives for program participation

\$1,000 Annual Health Fair

\$6,000 Employee Gym Membership Shared Cost

\$12,500

The amount requested is to continue to promote health & wellness, encourage employees to live healthier lifestyles which leads to increased morale, productivity and a decrease to health insurance premiums.

Recommended Amount: \$11,500

ROVED UDGET
8,400
97,030
•

\$ 39,500 Employment Screenings and Physicals (estimate 39,456) 4,000 EAP Program (includes yearly drug & alcohol training) 4,000 Promotional Assessment 100 Shipping & postage 1,500 Other (psychological, fingerprints, polygraphs) 1,800 Cobra Administration Fee 14,100 Firefighters' Cancer Insurance Benefits GA Firefighters' Pension Fund \$ 5,165 Peace Officer's Annuity and Benefit Fund \$ 1,865 \$ 72,030

Recommended Amount: \$97,030

Includes \$25,000 for Salary Study.

100-15-1540-522201 OFFICE EQUIP-REP & MAII

Requested Amount: \$5,500

Recommended Amount: \$2,000

2,000

APPROVED BUDGET

2,000

2,615

3,254

2,000

100-15-1540-522206 COMPUTER-REPAIR & MA  Requested Amount: \$2,000  This includes CSI software maintenance and upgrades for the Personnel Module.	2,0
100-15-1540-523200 TELEPHONE	2,6
Requested: \$2,615	
The requested amount includes telephone and internet as follows: \$1,200    Enterprise Billing (Mediacom) \$ 315    Bandwidth (telephone - 2 lines) \$ 500    AT&T Club service \$ 600    City cell phone (HR Director)	
\$2,615	
100-15-1540-523301 ADVERTISING EXPENSE  Requested Amount: \$3,254.00  The amount requested includes advertising position vacancies in order to obtain a qualified pool of applicants. This considers both expected primand volume.	
100-15-1540-523600 DUES & SUBSCRIPTIONS Requested Amount: \$1,998	2,0
The amount requested includes the following:  \$ 100    GA Local Government Personnel Assoc (2)  \$ 550    Fair Labor Standards Act Upgrades  \$ 900    National Safety Council  \$ 148    Americus Times Recorder  \$ 300    Unemployment Control Program Fee	
\$1,998	

ACCOUNT NUMBER/DESCRIPTION

Recommended Amount: \$2,000

ACCOUNT NUMBER/DESCRIPTION	APPROVED BUDGET
100-15-1540-523700 TRAINING AND MEETING: Requested Amount: \$12,010	11,010
Requested \$ 1,610 GLGPA Spring & Fall Conference for HR Staff Members \$ 5,500 Biennial Anti-Harassment Training for all Employees \$ 500 Defensive Driving Workbooks \$ 500 Workers Comp Training \$ 500 Legal update training \$ 3,200 ** SHRM Conference for HR Staff Members \$ 200 *** CPR Classes	
* Next anti-harassment training will be held in 2022  ** Amount included an increase to cover the cost of HR Staff Members attend a national human resources conference.  *** Amount includes the cover the cost of CPR Classes offered to all employees.	
Recommended Amount: \$11,010	
The recommended amount removes the SHRM Conference for HR Staff memb	
100-15-1540-531100 OFFICE/COMPUTER SUPPI  Requested Amount: \$4,500 \$ 1,000 Printer Cartridges \$ 3,000 Cabinets and etc. \$ 500 1/2 of copier supplies	4,000
\$ 4,500	
*This includes an additional amount to cover the cost of upgrading personnel files and personnel file room improvements.	all
Recommended Amount: \$4,000	
100-15-1540-531230 ELECTRICITY	2,000

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-15-1540-531402 SAFETY PROGRAM EXPEN	2,000
Requested Amount: \$2,500 This is for annual employee safety incentives T-Shirts and Giveaways	

100-15-1540-551101 DATA CENTER EXPENSE

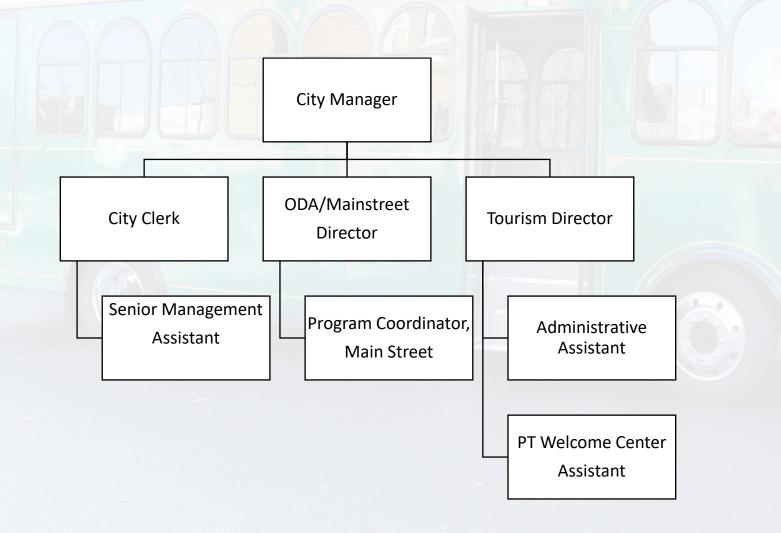
2,084

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.

15 HUMAN RESOURCES 399,912 399,912

# **CITY MANAGER**

# **BUDGETED 2022**



# **City Manager**

# MISSION STATEMENT/GENERAL OBJECTIVES

The Mission of the City Manager's Department is to direct the administration of all the departments and the operations of the City in accordance with policies, goals, objectives, and mission set by the Mayor and City Council of the City of Americus.

# **GOALS - 2022**

Goal Category	Action			
Encourage citizen involvement	Advertise for volunteers and maintain list of citizens who want to serve; develop internship program; promote Neighborhood Watch meetings; support Renaissance vision; communicate with citizens through PSAs, social media and other avenues as needed.			
Employee Development	Providing training to all employees as needed Revise Policy & Procedure Manual; Update Purchasing Manual; Revise City Ordinances as needed; re-evaluate organization and functions of all City departments.			
Human Resources function	Revise employee orientation to include all necessary and applicable information; Revise Personnel Manual; Revise Employee Evaluation process.			
Audits	Conduct continuous evaluation of processes and procedures.			
Customer Service	Utilize technology to improve customer service.			
Planning	Meet on a weekly basis with all Department Heads and direct reports			
	Plan and conduct retreat in July to review strategic plan, assess the needs, and evaluate the effectiveness of services/programs provided.			
Boards, Commissions, and Authorities	Work toward improving relationships with all groups by attending meetings and working with staff.			

	Serve on the City of Americus Planning and Zoning Commission
	Work with the Archway Executive Committee and attend the monthly meetings
	Continue the re-organization of Main Street/DDA/Tourism Program
Urban Redevelopment Plan	Continue and evaluate the Urban Redevelopment plan, urban redevelopment agency, and land bank authority
Financial —	Ensure that the Fund Balance policy is followed in the budget process.
	Work with Finance Director on the mid-year analysis and the millage rate calculation.
	Complete recommended 5-year capital improvement program.
	Closely monitor city revenues and expenditures on a regular basis to have the knowledge needed to make instant decisions and recommendations to the staff and council.
	Prepare recommended operating budget
Computer/ Technology Issues	Continue to work with NEOS for the provision of managed services as efficiently as possible.
	Work within the NEOS contract to prepare a 5-year capital plan and a regular maintenance plan for all city departments.
Sumter County	Coordinate efforts and services of the Land Bank Authority and the PDA; work with County to develop a plan for county owned streets inside the city limits
Council/Staff Relations	Work on ways to improve understanding of roles, responsibilities, and relationships.

10.0	ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
18 C	TY MANAGER	05.762	162 227	150 122	288,397	302,817	302,817
	100-18-1320-511000 REGULAR PAY	95,762	163,337	158,122	0	2,000	2,000
	100-18-1320-5111300 OVERTIME PAY	0.470	17 (20	980	17,630	17,630	17,630
	100-18-1320-512100 GROUP MEDICAL INSURANC	8,472	17,630	17,540	0	2.000	
	100-18-1320-512101 OPT OUT INSURANCE PLAN	577	10 - 200	1,731		3,000	3,000
	100-18-1320-512110 GROUP DENTAL INSURANCE	240	590	845	590	885	885
	100-18-1320-512200 SOCIAL SECURITY PAYMEN.	7,012	12,495	11,412	23,716	23,716	23,716
	100-18-1320-512400 RETIREMENT SYSTEM	16,300	20,335	21,756	- 38,597	38,597	38,597
	100-18-1320-512700 WORKERS' COMPENSATION	1,334	674	1,371	- 1,004	1,332	1,332
	100-18-1320-522000 OTHER OUTSIDE SERVICES	7,367	12,900	6,520	17,900	12,900	12,900
	100-18-1320-522201 OFFICE EQUIP-REP & MAINT	1,417	1,800		1,800	1,800	1,800
	100-18-1320-522206 COMPUTER-REP & MAINT	11,454	18,467	18,078	12,467	12,467	12,467
	100-18-1 <mark>3</mark> 20-523101 CLAIM SETTLEMENTS	5,224		11,291	0	0	0
	100-18-1320-523200 TELEPHONE	3,881	6,080	3,946	6,080	6,080	6,080
	100-18-1320-523301 ADVERTISING EXPENSE	40	750		750	750	750
	100-18-1320-523600 DUES & SUBSCRIPTIONS	580	1,990	1,793	2,280	2,280	2,280
	100-18-1320-523700 TRAINING & MEETINGS	3,494	14,900	6,819	32,300	22,000	22,000
	100-18-1320-523900 UNIFORMS	130			1,200	1,200	1,200
	100-18-1320-531100 OFFICE/COMPUTER SUPPLIE	2,530	2,000	13,417	3,000	3,000	3,000
	100-18-1320-531230 ELECTRICITY	4,201		5,685	0	5,600	5,600
	100-18-1320-531270 GASOLINE ALLOCATED	34			0	0	0
	100-18-1320-531700 OTHER SUPPLIES	1,457		88	0	0	0
	100-18-1320-542101 OFFICE EQUIPMENT			4,782	0	4,000	4,000
	100-18-1320-551101 DATA CENTER EXPENSE	2,803	2,084	2,936	2,084	2,084	2,084
	100-18-1530-521201 LEGAL EXPENSES	4,204	4,000	4,520	5,000	5,000	5,000
18 C	TY MANAGER	178,514	280,032	293,631	454,795	469,138	469,138

ACCOUNT NUMBER/DESCRIPTION

ACTUAL	BUDGET	ACTUAL
<u>2020</u>	<u>2021</u>	12/31/2021
178,514	280,032	293,631

REQUESTED 2022	RECOMM 2022	APPROVED 2022
454,795	469,138	469,138

ACCOUNT NUMBER/DESCRIPTION	APPROVED BUDGET
18 CITY MANAGER	
100-18-1320-511000 REGULAR PAY Personnel Requirements:	302,817
Current City Manager 1 City Clerk 1 Senior Management Assitant 1	
3	
Recommended Amount: Inc <mark>ludes a 5% increase in salaries.</mark>	
100-18-1320-511300 OVERTIME PAY	2,000
100-18-1320-512100 GROUP MEDICAL INSURA  The requested amount represents \$8,815 per employee for the year the paid by the City and the employee will pay \$11.85 per pay period.	17,630 nat is
100-18-1320-512101 OPT OUT INSURANCE PLA  This amount represents \$3,000 per employee for expected Opt Out participation.	3,000
100-18-1320-512110 GROUP DENTAL INSURAN  The \$2.74 amount represents the dental increase per employee. The adental cost for each employee will remain the same as the prior year offset amount will be taken from the medical surplus.	
100-18-1320-512200 SOCIAL SECURITY PAYMI  This amount is 7.65% of the total salary of the department.	23,716
100-18-1320-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per contribution rates.	38,597 GMA,
100-18-1320-512700 WORKERS' COMPENSATIC  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.	1,332

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-18-1320-522000 OTHER OUTSIDE SERVICE

12,900

Requested Amount \$17,900

The requested amount includes the following:

- \$ 1,500 Document Purging \*
- \$ 1,000 Codification of Ordinances, includes annual fee of \$350 \*
- \$ 400 Code of Ordinances-Internet \*
- \$ 15,000 Legal Review of City Ordinances \*\*

\$ 17,900

- \* The requested amounts are based on actual spent in 2021.
- \*\* We have not done a complete recodification of our City Ordinances since 2007. Recodification is expensive and time consuming. A Legal Review is recommended.

Recommended Amount: \$12,900

Legal Review Fee changed to \$10,000.

### 100-18-1320-522201 OFFICE EQUIP-REP & MAI

1,800

Requested Amount: \$1800

The requested amount is for copier and radio maintenance. The copier maintenance is shared equally with the Human Resources department. We are also charged a per copy amount for color copies. This is the 2021 number annualized.

### 100-18-1320-522206 COMPUTER-REP & MAINT

12,467

The requested amount includes the following:

- \$ 4,800 Laserfiche software maintenance
- \$ 1,343 CSI software/hardware maintenance
- \$ 6,624 Accela monthly fee (formally IQM2)

\$12,467

The requested amounts are based on actual recommended in 2021.

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-18-1320-523200 TELEPHONE	6,080
The requested amount includes the following: \$1,083    Enterprise Billing (Mediacom internet) \$ 882    Bandwidth (telephone)	
\$1,977 Fax/elevator through AT&T \$2,038 Cell phones (2) \$ 100 Fusion Cloud Services	
\$6,080	
This is based on actual spent for 2021 to date.	
100-18-1320-523301 ADVERTISING EXPENSE	750
Requested Amount: \$750  This includes advertising for City Holiday closings and other advertising required. We share the closing ads with Sumter Co	
100-18-1320-523600 DUES & SUBSCRIPTIONS	2,280
The request includes the following:	
\$ 125 GCCMA (CM) \$ 300 GMCA (City Clerk and Senior Management Assistant)	
\$ 20 GA Records Assoc.	
\$ 170 IIMC dues \$1,100 ICMA dues (CM)	
\$ /35 NIGP GA Chapter dues (purchasing)	
\$ 30 GPAG (purchasing) \$ 100 Notary Renewal for City Clerk * This will need renewi	ng in 2021
\$ 150 Government Finance Officers Association (CM)	iig 111 2021.
\$ 150 Government Finance Officers Association (City Clerk/S Management Asst \$ 100 Nota	
Certification for Senior Management Assistant	
\$2,280	

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

Recommended Amount: \$22,000

Employees to determine which conferences to attend based off recommended amount.

#### 100-18-1320-523900 UNIFORMS

1,200

Requested Amount: \$1,200

This line item is requested to purchase (2) polo type shirts for the employees in the Municipal Building and the Customer Service Center to wear on Fridays. This shows a spirit of uniformity and representation to our citizens. No shirts were purchased in 2021.

#### 100-18-1320-531100 OFFICE/COMPUTER SUPPI

3,000

Requested Amount: \$3,000

The amount based and the actual year to date spent.

#### 100-18-1320-531230 ELECTRICITY

5,600

Recommended Amount: \$5,600

100-18-1320-542101 OFFICE EQUIPMENT 4,0

Requested Amount: \$0

4,000

Recommended Amount: \$4,000

Additional expenses needed for 2022

### 100-18-1320-551101 DATA CENTER EXPENSE

2,084

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.

#### 100-18-1530-521201 LEGAL EXPENSES

5,000

Requested Amount: \$5,000

This is difficult to estimate because we cannot anticipate all legal matters that may occur in a year.

ACCOUNT NUMBER/DESCRIPTION

100-18-1320-523700 TRAINING & MEETINGS

APPROVED BUDGET

22,000



#### APPROVED ACCOUNT NUMBER/DESCRIPTION BUDGET CM Requested \$ 1,200 GCCMA Spring & Fall Conference \$ 2,400 GMA Annual Conference \$ 3,000 ICMA Conference \$ 1,200 Mayor's Day \$ 1,000 Other Travel \$ 500 other expenses, meals for business meetings. CITY CLERK Requested \$ 1,600 Municipal Clerks Conference-Feb & Sept\* \$ 2,400 GMA Annual Conference \$ 800 Georgia Records Conference \*\* Finance Officer Certification\* 800 Other travel \*\*\* \$ 500 \$ 2,500 IIMC International Conference - Little Rock, AR \*\*\*\* \$ 1,500 Region III, IIMC Conference - Huntsville, AL \*\*\*\* \$ 1,000 GPAG Conference \$ 1,000 GLGPA Conference \$ 800 Other expenses, meals for business meetings SENIOR MANAGEMENT ASSISTANT Requested \$ 1,600 Municipal Clerks Conference-Feb & Sept\* \$ 2,400 GMA Annual Conference Georgia Records Conference \*\* 800 800 Finance Officer Certification\* 500 Other travel \*\*\* \$ 2,500 IIMC International Conference - Little Rock, AR \*\*\*\* \$ 1,500 Region III, IIMC Conference - Huntsville, AL \*\*\*\* \$ 1,000 GPAG Conference

### \$32,300

<sup>\*</sup>Required to maintain certification.

<sup>\*\*</sup> This training is needed to stay abreast of the Records Retention laws.

<sup>\*\*\*</sup> Other travel is related to undetermined expenses at this time.

<sup>\*\*\*\*</sup> IIMC Conferences are a great networking conference with Clerks from all over the world. Most training was cancelled in 2021 so it will be important to attend in 2022.

18 CITY MANAGER

APPROVED BUDGET

469,138

469,138



ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021		REQUESTED 2022	RECOMM 2022	APPROVED 2022
				0	0	0
14,443	4,382	25,915		19,382	19,382	19,382
1,368	3,000	5,814		5,000	5,000	5,000
4,575	5,267	6,394		5,267	5,267	5,267
8,463	7,148	8,777		10,155	10,155	10,155
3,776	3,700	3,797		4,500	4,500	4,500
102	500	-84		500	500	500
14,269	15,000	17,909		17,122	17,122	17,122
	1,000			1,000	1,000	1,000
				0	0	0
46,996	39,997	68,522	-71.32	62,926	62,926	62,926
46,996	39,997	68,522	-71.32	62,926	62,926	62,926
	2020 14,443 1,368 4,575 8,463 3,776 102 14,269	2020     2021       14,443     4,382       1,368     3,000       4,575     5,267       8,463     7,148       3,776     3,700       102     500       14,269     15,000       1,000       46,996     39,997	2020     2021     12/31/2021       14,443     4,382     25,915       1,368     3,000     5,814       4,575     5,267     6,394       8,463     7,148     8,777       3,776     3,700     3,797       102     500     -84       14,269     15,000     17,909       1,000     17,909       46,996     39,997     68,522	2020     2021     12/31/2021       14,443     4,382     25,915       1,368     3,000     5,814       4,575     5,267     6,394       8,463     7,148     8,777       3,776     3,700     3,797       102     500     -84       14,269     15,000     17,909       1,000     17,909       46,996     39,997     68,522	2020         2021         12/31/2021         2022           14,443         4,382         25,915         19,382           1,368         3,000         5,814         5,000           4,575         5,267         6,394         5,267           8,463         7,148         8,777         10,155           3,776         3,700         3,797         4,500           102         500         -84         500           14,269         15,000         17,909         17,122           1,000         0         0           46,996         39,997         68,522         -71.32         62,926	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 19 REES PARK EDC

#### 100-19-1530-521201 LEGAL EXPENSES

Requested Amount: \$0

#### 100-19-1565-531108 BUILDING REPAIR & MAIL

19,382

Requested Amount \$19,382

\$ 1,832	HVAC maintenance contract
\$ 1,320	Elevator maintenance contract \$110 per month
\$ 360	Fire Alarm
\$ 220	Security System
\$ 270	Pest Control
\$ 380	Annual termite inspection
\$ 10,000	Other maintenance and construction and repairs
\$ 19,382	

### 100-19-7520-522000 OTHER OUTSIDE SERVICE

5,000

Requested Amount: \$5000

The requested amount is to purchase new chairs and tables.

#### 100-19-7520-523100 INSURANCE EXPENSE

5,267

Requested Amount: \$5,267

This is the Rees Park EDC allocation for property and liability insurance. The request includes a projected increase of approximately 5%. The projected rates will be effective May 1, 2021 resulting in an effective rate for 2021 of 3.33%.

### 100-19-7520-523200 TELEPHONE

10,155

Requested Amount: \$10,155

The requested amount is based on the actual 2021 mid-year cost annualized. This is for cost of internet services and AT&T services related to phones for alarms.

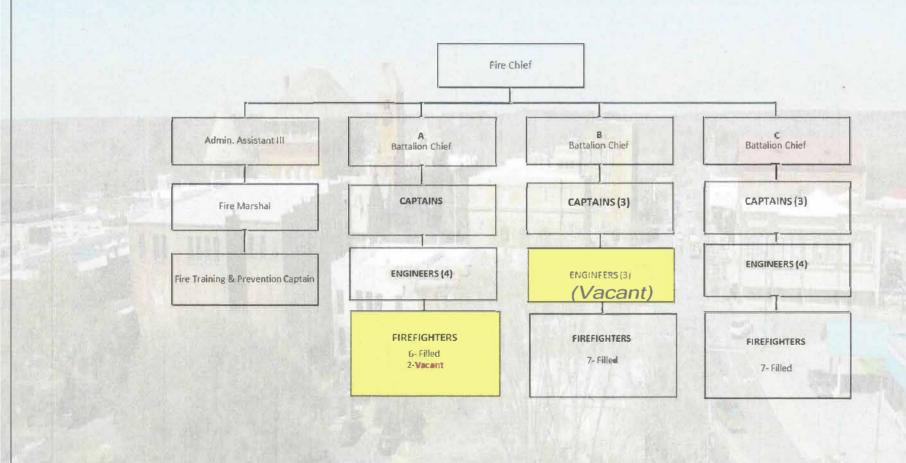
#### 100-19-7520-531210 WATER, SEWAGE, & GARI

4,500

The request is the City's portion after allocations to the PDA, Chamber of Commerce, and Visions.

ACCOUNT NUMBER/DESCRIPTION  ACCOUNT NUMBER/DESCRIPTION	OVED DGET
100-19-7520-531225 STORM WATER	500
Requested Amount: \$500 This is a full year of storm water fees at \$37.20 per month. A portion o this is to be billed to all renters.	f
100-19-7520-531230 ELECTRICITY 1	7,122
The request is the City's portion after allocations to the PDA, Chamber o Commerce, Visions and Arts Council.	f
100-19-7520-531700 OTHER SUPPLIES  Requested Amount: \$1000	1,000
The requested amount is for the purchase of cleaning supplies. W	
100-19-7520-551000 ALLOCATION OF EXPENSI	
19 REES PARK EDC	52,926
	52,926

# FIRE DEPARTMENT Budgeted 2022



### CITY OF AMERICUS 2022 OPERATING BUDGET

### FIRE & EMERGENCY SERVICES

### **MISSION STATEMENT / GENERAL OBJECTIVES**

To serve, protect, and uphold our community and its citizens through community risk reduction, emergency preparedness and self-sacrifice, through effective emergency response.

### **GOALS - 2022**

- The primary goal is to provide exceptional fire suppression and first responder services to the citizens of Americus. This will be done by ensuring that personnel are properly trained and equipped.
- Improve community partnerships with local industry leaders and outside agencies.
- Improve Firefighter safety by implementing new Standard Operating Guidelines and focusing on training subjects such as Firefighter survival and Rapid Intervention techniques.
- Improve training facilities and upgrade training materials.
- Continue to improve Pre-Incident Planning of industrial and commercial structures.
- Effectively respond to agencies with Automatic Aid and Mutual Aid agreements.
- Continue and expand our Smoke Detector program.
- Continue to utilize our Fire Safety House, which is capable of teaching Fire Safety, Hazardous Weather Safety, Exit Drills, etc.
   to all ages.
- Continue and expand our offering of CPR and First Aid classes to the public and local businesses, and to other governmental agencies.
- Improve and expand our Fire Prevention Program. Be more community-minded and strive to be positive role models for the citizens of Americus.
- To continue support of local civic and non-profit organizations, where appropriate.

	ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
20 FI		2020	2021	12/31/2021	2022	2022	<u>2022</u>
	100-20-3500-511000 REGULAR PAY	2,252,934	2,023,150	2,137,123	2,073,867	2,042,555	2,042,555
	100-20-3500-511300 OVERTIME PAY	178,276	125,000	151,846	140,000	140,000	140,000
	100-20-3500-511301 BUILT IN OVERTIME	142,969	135,000	137,556	194,000	194,000	194,000
	100-20-3500-512100 GROUP MEDICAL INSURANC	327,801	370,199	368,199	370,199	370,199	370,199
	100-20-3500-512101 OPT OUT INSURANCE PLAN	22,847	21,000	24,117	21,000	21,000	21,000
	100-20-3500-512110 GROUP DENTAL INSURANCE	10,754	14,455	16,793	14,455	14,455	14,455
	100-20-3500-512200 SOCIAL SECURITY PAYMEN	182,346	174,661	177,202	184,372	156,255	156,255
	100-20-3500-512400 RETIREMENT SYSTEM	187,321	284,252	250,028	300,057	254,298	254,298
	100-20-3500-512700 WORKERS' COMPENSATION	50,921	53,111	52,842	57,492	57,877	57,877
	100-20-3500-522000 OTHER OUTSIDE SERVICES	24,412	30,013	38,210	24,838	24,838	24,838
	100-20-3500-522201 OFFICE EQUIP-REP & MAINT	507	1,500	1,293	1,500	1,500	1,500
	100-20-3500-522202 AUTO & TRUCK-REP & MAIN	66,311	70,000	92,092	82,000	82,000	82,000
	100-20-3500-522203 MACH & EQUIP-REP & MAIN	4,339	8,000	5,076	12,000	8,000	8,000
	100-20-3500-523200 TELEPHONE	21,960	23,000	24,754	22,000	22,000	22,000
	100-20-3500-523600 DUES & SUBSCRIPTIONS	10,250	12,769	9,813	21,992	12,769	12,769
	100-20-3500-523700 TRAINING & MEETINGS	20,679	25,000	15,165	32,500	23,000	23,000
	100-20-3500-523900 UNIFORMS	22,554	25,000	24,473	30,000	25,000	25,000
	100-20-3500-531100 OFFICE/COMPUTER SUPPLIE	5,763	7,000	5,670	7,000	6,000	6,000
	100-20-3500-531101 JANITORIAL SUPPLIES	7,996	14,000	13,824	20,000	12,000	12,000
	100-20-3500-531210 WATER, SEWAGE & GARBAC	9,840	10,000	10,007	10,000	10,000	10,000
	100-20-3500-531220 NATURAL GAS	14,000	16,000	16,036	16,000	20,000	20,000
	100-20-3500-531225 STORM WATER	2,430	2,270	2,305	2,270	2,270	2,270
	100-20-3500-531230 ELECTRICITY	49,316	51,000	55,000	51,000	51,000	51,000
	100-20-3500-531270 GASOLINE ALLOCATED	28,035	32,000	35,870	32,000	42,000	42,000
	100-20-3500-531700 OTHER SUPPLIES	9,284	12,000	11,060	15,000	12,000	12,000

ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM <u>2022</u>	APPROVED 2022
100-20-3500-531740 FLAG EXPENSE	2,691	4,000	1,624	4,000	4,000	4,000
100-20-3500-541300 BUILDINGS		4,000		4,000	2,000	2,000
100-20-3500-542100 MACHINERY & EQUIPMENT	76,399	155,812	140,284	196,763	170,654	170,654
100-20-3500-542101 OFFICE EQUIPMENT	1,981	2,000	1,790	2,000	2,000	2,000
100-20-3500-542200 TRUCKS & AUTOMOBILES		89,000		89,000	89,000	89,000
100-20-3500-551101 DATA CENTER EXPENSE	9,684	8,337	10,215	8,350	8,350	8,350
100-20-3500-581200 CAPITAL LEASE PAYMENT	102,140	149,071	181,054	141,951	141,951	141,951
100-20-3500-582200 INTEREST EXPENSE	25,638					
100-20-3530-531107 FIRE PREVENTION SUPPLIE	S 2,961	5,000	3,948	9,000	5,000	5,000
100-20-3570-522210 STAT #3- REPAIR & MAINT	9,558	10,000	89,208	15,000	10,000	10,000
100-20-3570-522211 STAT #2 - REPAIR & MAINT	6,708	10,000	3,734	15,000	10,000	10,000
100-20-3570-531108 PUBLIC SAFETY BLDG REP	& 20,734	20,000	18,929	30,000	20,000	20,000
20 FIRE	3,912,340	3,997,600	4,127,139	4,250,606	4,067,971	4,067,971
	3,912,340	3,997,600	4,127,139	4,250,606	4,067,971	4,067,971

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

20 FIRE

100-20-1530-521201 LEGAL EXPENSE

Requested Amount: \$0

100-20-3200-542102 HOMELAND SECURITY GF

### 100-20-3500-511000 REGULAR PAY

2,042,555

Personnel Requirements:

	Curren
Fire Chief	1
Battalion Chief	3
Admin Assistant	0
Admin Assistant III	1
Training & Prevention Capt.	1
Captain*	9
Engineer	12
Firefighter	21
Prevention/Training Ofc	0
Fire Marshal	1
	49

The requested amount also includes \$8,000 for education incentives, and \$2,227 for vacation buy backs.

The recommended includes a vacancy factor of 4 employees.

Fire Captain posisitons all transitoned to hourly rate with the exception of the Training Officer and Fire Marshall.

Recommended Amount: Includes a 5% increase in salaries.

#### 100-20-3500-511300 OVERTIME PAY

140,000

Requested Amount: \$140,000

We have worked diligently to keep the overtime to a minimum, but emergency situations are unpredictable in both number and intensity, and the occurrence of sick leave and injury time off is difficult to predict as well.

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-20-3500-511301 BUILT IN OVERTIME Requested Amount: \$194,000	194,000
100-20-3500-512100 GROUP MEDICAL INSURA	370,199
The requested amount represents \$8,815 per employee for the paid by the City and the employee will pay \$11.85 per pay	
100-20-3500-512101 OPT OUT INSURANCE PLA	21,000
This amount represents \$3,000 per employee for expected Opparticipation.	ot Out
100-20-3500-512110 GROUP DENTAL INSURAN	14,455
The \$2.74 amount represents the dental increase per employ dental cost for each employee will remain the same as the offset amount will be taken from the medical surplus.	
100-20-3500-512200 SOCIAL SECURITY PAYMI	156,255
This amount is 7.65% of the total salary of the department	c
100-20-3500-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department contribution rates.	254,298 nt. Per GMA,
100-20-3500-512700 WORKERS' COMPENSATIC	57,877
This amount represents a percentage of the total salaries department based on labor classes and 2021 Rates.	for the

### **ACCOUNT NUMBER/DESCRIPTION**

APPROVED BUDGET

### 100-20-3500-522000 OTHER OUTSIDE SERVICE

24,838

Requested amount: \$24,838

These items are needed to ensure that we maintain the highest level of safety for our personnel and to meet the standards as set forth by NFPA and ISO. The line item includes the following:

\$ 2,800	Annual ladder testing (required annually)
\$ 1,200	Air sample testing & servicing
\$ 5,050	SCBA Flow Testing & Fit Testing*
\$ 2,540	Other items (air cylinders, gas, etc.)
\$ 1,300	Overhead door inspection
\$ 960	Pest Control (This bill is paid by the City Clerk)
\$ 2,000	Annual testing/calibration/maintenance/repair (including
shipping)	of our 4 gas detectors
\$ 8,988	Fire Policy and Daily Training Notices

\$24,838

\*All bottles have to be Hydro tested every 5 years. This was done in 2021. Hydro testing will not need to be done again until 2026. The other two testing's must be done yearly.

### 100-20-3500-522201 OFFICE EQUIP-REP & MAI

1,500

Requested Amount: \$1,500

This is for annual maintenance and any needed repairs on the copiers.

### 100-20-3500-522202 AUTO & TRUCK-REP & M/

82,000

Requested Amount: \$82,000

The amount requested is based on the previous two years' average. The City Shop doesn't have a diesel mechanic on staff, and we must use an outside service shop for many repairs. This also includes pump service tests and pre-inspections of engines.

### **ACCOUNT NUMBER/DESCRIPTION**

APPROVED BUDGET

100-20-3500-522203 MACH & EQUIP-REP & MA

8,000

Requested Amount: \$12,000

The account is for maintenance of all small engines, SCBA and SCBA compressors, repairing of hose bed covers, radio equipment maintenance, etc. Th

This account also pays for radio/repeater maintenance of \$96.00 per year, to Mobile Communications of America. This bill is paid by the City Clerk.

Recommended Amount: 8,000

New equipment being purchased will reduce the maintenance cost.

100-20-3500-522206 COMPUTER-REPAIR & MA

Requested Amount: \$0

100-20-3500-523200 TELEPHONE

22,000

Requested Amount: \$22,000

This amount represents the telephone lines at all 3 stations, and officers' cell phones. It also includes Fire Station #2's internet and cable tv and Fire Station #3's internet.

Verizon	\$6,000	Officers' Cell Phones
Mediacom	\$3 <b>,</b> 360	Station #3 Internet
Mediacom	\$2,800	Station #2 Internet and phone

Four Various providers \$9,840 Phones at all Stations: incoming phone lines, individual extensions, fax lines, etc. All bills except the Mediacom bills are paid by the City Clerk. We hope to be able to transfer from Mediacom to Pineland, which should save money.

ACCOUNT NUMBER/DESCRIPTION

100-20-3500-523600 DUES & SUBSCRIPTIONS

APPROVED BUDGET

12,769



### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

Requested Amount: \$21,992

	NFPA (1 @ \$165)
	GAFC (1 @ \$100/5 @ \$65)
	GAFF (49 @ \$25)
	IAFC (\$225 each)
	GMAG
	GA EMT Assoc (47 @ \$10)
\$ 550	Active 911*
\$3,584	EMT Licensure (47 EMT's)
\$ 50	GA Fire Invst Assoc
\$ 20	GA Fire Insp Assoc SW GA Fire Invst Assoc
\$ 10	SW GA Fire Invst Assoc
\$ 375	Intl Assoc of Arson Invst (3 @ \$125)
\$ 25	GA Assoc of Code Enfcmt Intl Code Congress
\$ 50	Intl Code Congress
\$4,750	NFPA Complete Access Fire Code Subs. for all departmental personnel Svc.**
	Central GA Fire Chiefs Association
\$9 <b>,</b> 223	Lexipol ***

\$21,992

The yearly subscriptions to update our National Fire Protection Association memberships, code developments, and Hazardous Materials updates are essential in the protection of our citizens and property. The \$3,584 is for the yearly licensure of our Emergency Medical Technicians which is a job requirement. This amount equals \$76.25 per employee.

\*Active 911 is a phone app to alert personnel of calls, and includes additional information, maps, etc.

\*\*The Fire Department requires an updated copy of the NFPA Fire Codes yearly.

 $^{\star\star\star}$  Lexipol is our online SOG/SOP reference, available to all AFES personnel. This includes updates and revisions, as required by State and National regulations.

Recommended Amount; \$12,769

Reduced due to vacany factor and cost reductions.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-20-3500-523700 TRAINING & MEETINGS

23,000

Requested Amount: \$32,500

The requested amount includes the cost of updating training materials, video library items, and lesson plans. The items will enable the department to provide in-house training as opposed to traveling to obtain state mandated training. Specific training includes attending state training at the academy and live fire training for state certification. New firefighters are required to have 450 hours to be certified. ISO requires 240 training hours per person yearly. EMT's are required to have 72 hours of training per year. All new Firefighters must complete Advance EMT class This also includes the addition of training for the Fire Marshal. Five new hires this year will have to attend EMT class, which is approx. \$2,500. per student. This also covers payments to guest instructors. This line item also includes payments for conferences and conventions.

Recommended Amount: \$23,000

Reduced due to vacany factor

100-20-3500-523900 UNIFORMS

25,000

Requested Amount: \$30,000

The requested amount is to buy our NFPA-compliant Nomex uniforms for all line personnel. The Nomex uniform is the highest standard outlined by NFPA. This will improve the safety of all employees and reduce the potential for burn injuries significantly. The cost of the uniforms has risen by 20% over the past 4 years. NFPA and DOT require all line personnel to wear high visibility garments when working near roadways. A better quality of boot is also factored into this to help with the overall health and safety of our employees. The boots focus on ankle protection and stability to help with some common foot and ankle injuries. This request also covers jackets that meet required amounts of reflectivity of the above standards. The jackets are 2-in-1. They serve as winter wear to keep our employees warm when working out in the elements and will keep them dry. The request will also cover uniforms for all fire department staff to include Fire Chief, Administrative Assistant, Fire Marshal, and 3 Battalion Chiefs, and Training Officer.

Recommended Amount \$25,000

Reduced due to vacany factor

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-20-3500-531100 OFFICE/COMPUTER SUPPI

6.000

Requested Amount \$7,000

The amount requested is necessary because of the increase in cost of office supplies, especially printer ink, as the office equipment becomes more advanced.

Recommended Amount: \$6,000

Recommended is based off average of expenses

100-20-3500-531101 JANITORIAL SUPPLIES

12,000

Requested Amount: \$20,000

The requested amount is for janitorial supplies for Fire Station #1 at the Public Safety Building, Fire Station #2, Fire Station #3, and the Training/Classroom Building. The cost of supplies has increased significantly due to Covid-19.

Recommended Amount: \$12,000

Recommended is based off average of expenses

100-20-3500-531210 WATER, SEWAGE & GARB

10,000

Requested Amount: \$10,000

This amount is for water/sewage and garbage for the Public Safety Building, Fire Station #2, Fire Station #3, and the Training/Classroom Building. The increase is due to Covid-19.

100-20-3500-531220 NATURAL GAS

20,000

Requested Amount: \$16,000

This is for heating and other natural gas usage for the Public Safety Building, Fire Station #2, Fire Station #3, the Training/Classroom Building, the Hose Room / Evidence Lock-up Room behind the Public Safety Building, and the water towers at 130 E. Lamar St. and 309 W. Peppermint Way.

Recommended Amount: \$20,000

Increased due to rising cost.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-20-3500-531225 STORM WATER

2,270

Requested Amount: \$2,270

This is for storm water charges for the Public Safety Building, Fire Station #2, Fire Station #3, and the Training/Classroom Building.

### 100-20-3500-531230 ELECTRICITY

51,000

Requested Amount: \$51,000

The is for the Public Safety building, Fire Station #2, Fire Station #3, the Training/Classroom Building, the Hose Room / Evidence Lock-up Room behind the Public Safety Building, the Public Safety Building parking lot security lights, and the water towers at 130 E. Lamar St. and 309 W. Peppermint Way.

### 100-20-3500-531270 GASOLINE ALLOCATED

42,000

Requested Amount: \$32,000

This is the cost of fuel for all fire department vehicles, and is paid by the City Clerk.

Recommended Amount: \$42,000

Increased due to gasoline prices increasing

#### 100-20-3500-531700 OTHER SUPPLIES

12,000

Requested Amount: \$15,000

This is comprised of batteries, towels, medical supplies, gloves, test strips, alcohol pads, oxygen bottles, arson investigation supplies, etc. This account is also used for the purchase of tools and small equipment. The cost of medical supplies and batteries (brand-specific batteries are required for SCBA equipment) has increased significantly since last year, due to Covid-19.

Recommended Amount \$12,000

Recommended is based off average of expenses

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-20-3500-531740 FLAG EXPENSE

4,000

Requested Amount: \$4,000

These funds are used to replace any damaged or worn flags on the 12 city-maintained flag poles, a total of 38 flags. The order for flags and supplies will be placed closer to the end of the year. We also do maintain the rigging on the pole at the viaduct, and replace or lower that flag, when necessary, but the actual purchase of replacement flags for that one pole is handled by Main Street.

### 100-20-3500-541300 BUILDINGS

2,000

Requested Amount: \$4,000

This money is used to maintain/repair the storage buildings and trailer building/sheds at Station #2 and Station #3.

Recommended Amount: \$2,000

Recommended half of requested for fiscal year 2022.

ACCOUNT NUMBER/DESCRIPTION

100-20-3500-542100 MACHINERY & EQUIPMEN

APPROVED BUDGET

170,654



### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

Requested Amount: \$196,763

\$	Protective Clothing **** Nozzles, Gauges & Appliances *
\$ 20,000	Update Hazmat equipment**
\$ 6,500	Class A Uniforms
\$ 45,597	Replacements of Scott Airpack SCBA and Facepieces***
\$ 15,477	Fire Hoses***
\$ 14,200	Station Furniture****
\$ 18,380	Fire Dept. U.T.V.
\$ 16,609	Station Matteresses
\$ 13,000	Thermal Imagers

### \$196,763

- \* This is the amount needed for the CIP budget for 2022, to replace 20% of the Nozzles, Gauges & Appliances (It will take 5 years for all to be replaced, at 20% each year. By then, the oldest will need to be replaced.)
- \*\* This amount is required to be able to update expiring Hazmat equipment. This is an ongoing plan, which will require \$20,000.00 per year,
- \*\*\* This is to replace equipment that is damaged or no longer NFPA compliant and has to be taken out of service.
- \*\*\*\* NFPA requires that all PPE has to be less than 10 years old.
- \*\*\*\*\* The furniture project will replace all recliners at all three stations. Many of the recliners are actually falling apart. These replacements are heavy-duty recliners, designed especially for Fire Stations. One half was replaced in 2021. This amount is to replace the remaining old furniture.
- All items except the UTV, the Station Mattresses and the Station Furniture are on a 5-year rotating replacement plan.

Recommended Amount: \$170,654

\$ 37,500	Protective Clothing ****	
\$ 5,000	Nozzles, Gauges & Appliances	*
\$ 15,000	Update Hazmat equipment**	
\$ 6,500	Class A Uniforms	

ACCOUNT NUMBER/DESCRIPTION	APPROVED BUDGET
\$ 45,597 Replacements of Scott Airpack SCBA and Facepieces*** \$ 15,477 Fire Hoses*** \$ 14,200 Station Furniture**** \$ 18,380 Fire Dept. U.T.V. \$ 13,000 Thermal Imagers	<u>septer</u>
\$170,654	
100-20-3500-542101 OFFICE EQUIPMENT Requested Amount: \$2,000	2,000
100-20-3500-542200 TRUCKS & AUTOMOBILES	89,000

### 100-20-3500-551101 DATA CENTER EXPENSE

Requested Amount \$8,350

\$ 89,000

Requested Amount: \$89,000

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.

\$ 45,000 Fire Marshall Truck Lease/Purchase (Carry over from 2021) \$ 44,000 Command Vehicle Lease/Purchase (Carry over from 2021)

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 100-20-3500-581200 CAPITAL LEASE PAYMEN'

141,951

Requested amount \$141,951 This includes the principal and interest payments for the following capital leases:

\$ 55,415	2013	Pierce Pumper	last	payment	due	2022
\$ 8,975	2018	Ford F150	last	payment	due	2023
\$ 77,561	2019	Pierce Pumper	last	payment	due	2028

\$ 141,951

### 100-20-3500-582200 INTEREST EXPENSE

Requested Amount: \$0

### 100-20-3530-531107 FIRE PREVENTION SUPPLI

Requested Amount: \$9,000

5.000

The request is for the purchase of safety materials and the upkeep of equipment for the Prevention Program, including all community outreach and involvement activities. The amount includes new supplies and materials for education of the elderly. The Fire Department is taking a much more aggressive approach in Fire Prevention and becoming more community minded. We are participating in more community and school events, and plan on extending our program even further. Also included is purchase of drinks, snacks, and meals, when required, for class/meeting attendees, as well as for workers during special incidents, such as natural disasters, HazMat incidents, and incidents requiring call-back for personnel, etc.

Recommended Amount: \$5,000

Recommended is amount budgeted in 2021.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-20-3570-522210 STAT #3- REPAIR & MAINT

10,000

Requested Amount: \$15,000

The requested amount includes general maintenance and repair or replacement of items essential for station life, for Station #3.

Recommended Amount: \$10,000

Recommended is amount budgeted in 2021.

100-20-3570-522211 STAT #2 - REPAIR & MAIN

10,000

Requested Amount: \$15,000

The requested amount includes general maintenance and repair or replacement of items essential for station life, for Station #2.

Recommended Amount: \$10,000

Recommended is amount budgeted in 2021.

100-20-3570-531108 PUBLIC SAFETY BLDG RE

Requested Amount: \$30,000

20,000

This amount is for repair and maintenance for the entire Public Safety Building and repair or replacement of items essential for station life for Fire Station #1.

Recommended Amount: \$20,000

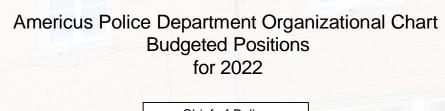
Recommended is amount budgeted in 2021.

100-20-3570-581301 PDA LOAN PAYMENTS

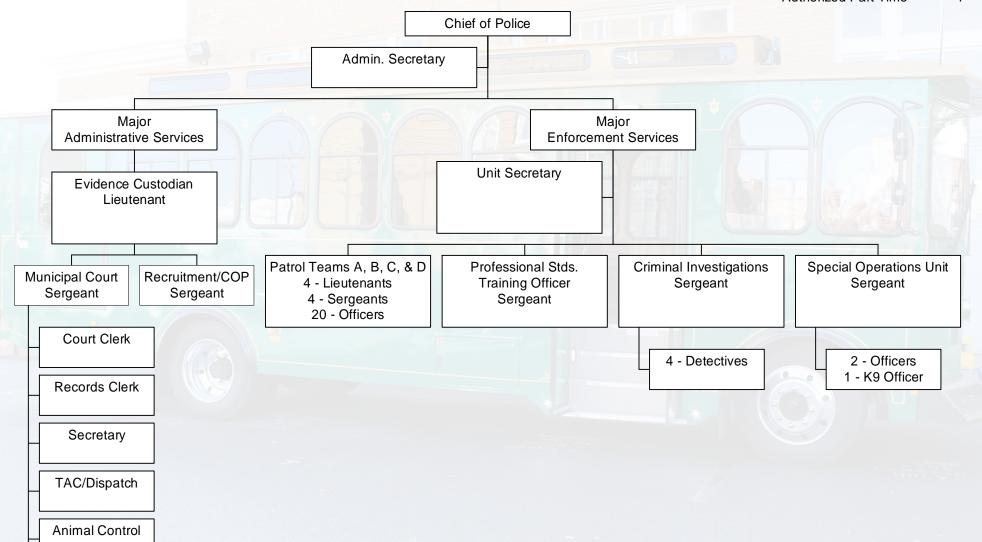
Requested Amount: \$0

20 FIRE 4,067,971

4,067,971



Authorized Sworn Positions 44
Authorized Civilian Positions 7
Authorized Part Time 1



GREAT Instructor 1 - PT

### CITY OF AMERICUS 2022 OPERATING BUDGET

### POLICE DEPARTMENT MISSION STATEMENT/GENERAL OBJECTIVES

The Americus Police Department will always strive to maintain an atmosphere of trust and cooperation within the community it serves. As a law enforcement agency, our primary concern is public safety. Since we depend on the community to help us prevent crime, as well as solve crimes, we must work in partnership through structured programs to maintain an optimum atmosphere of trust. Integrity will be woven into the fabric of everything we do.

### **GOALS - 2022**

- 1. Goal Improve intelligence gathering and dissemination of information within the department and between partner agencies
- 2. Goal Strengthen partnerships with community groups and develop new relationships with community stakeholders.
- 3. Goal Implement 700 MHz Radio System through SPLOST Funding and Grants
- 4. Goal Maintain State Certification and CALEA Accreditation
- 5. Goal Implement Proactive Strategies to Reduce Crime and Enhance Response to Crime Scenes
- 6. Goal Provide Timely and Meaningful Training to all Employees
- 7. Goal Improve Physical Fitness of all employees.

21 PC	ACCOUNT NUMBER/DESCRIPTION DLICE	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM <u>2022</u>	APPROVED 2022
	100-21-1530-521201 LEGAL EXPENSE	280	1,000	1,868	1,000	200	200
	100-21-3200-511000 REGULAR PAY	1,913,258	1,763,705	1,772,019	1,943,701	1,869,346	1,869,346
	100-21-3200-511200 TEMPORARY EMPLOYEE PA'			6,181	20,000	20,000	20,000
	100-21-3200-511300 OVERTIME PAY	172,156	182,500	190,235	210,000	185,000	185,000
	100-21-3200-512100 GROUP MEDICAL INSURANC	359,580	361,853	360,053	361,853	361,853	361,853
	100-21-3200-512101 OPT OUT INSURANCE PLAN	18,347	15,000	11,539	15,000	15,000	15,000
	100-21-3200-512110 GROUP DENTAL INSURANCE	8,371	14,750	13,718	14,750	14,750	14,750
	100-21-3200-512200 SOCIAL SECURITY PAYMEN	151,568	148,885	145,900	153,821	159,070	159,070
	100-21-3200-512400 RETIREMENT SYSTEM	173,444	244,481	229,232	250,336	258,879	258,879
	100-21-3200-512700 WORKERS' COMPENSATION	66,184	72,762	67,607	76,742	81,585	81,585
	100-21-3200-522000 OTHER OUTSIDE SERVICES	13,842	17,240	16,556	21,842	17,000	17,000
	100-21-3200-522201 OFFICE EQUIP-REP & MAINT	6,027	4,915	4,816	4,189	3,689	3,689
	100-21-3200-522202 AUTO & TRUCK-REP & MAIN	81,518	75,000	73,963	75,000	70,000	70,000
	100-21-3200-522203 MACH & EQUIP-REP & MAIN	5,146	5,400	4,132	5,400	4,500	4,500
	100-21-3200-522206 COMPUTER-REP & MAINT	2,238	2,000	1,800	2,000	2,000	2,000
	100-21-3200-523100 INSURANCE EXPENSE	60,199	56,866	96,178	60,847	60,847	60,847
	100-21-3200-523200 TELEPHONE	42,786	41,000	44,430	41,150	41,150	41,150
	100-21-3200-523600 DUES & SUBSCRIPTIONS	2,750	2,500	2,501	2,575	2,000	2,000
	100-21-3200-523602 BUY MONEY EXPENSE	550	500		1,000	500	500
	100-21-3200-523700 TRAINING & MEETINGS	14,934	20,000	24,404	25,000	20,000	20,000
	100-21-3200-523900 UNIFORMS	12,186	13,000	12,842	15,000	13,000	13,000
	100-21-3200-531100 OFFICE/COMPUTER SUPPLIE	13,539	15,000	16,039	15,000	15,000	15,000
	100-21-3200-531101 JANITORIAL SUPPLIES	5,274	6,000	4,964	5,000	4,000	4,000
	100-21-3200-531104 AMMUNITION	2,976	5,000	8,296	5,000	5,000	5,000
	100-21-3200-531210 WATER, SEWAGE & GARBAC						

ACCOUNT NUMBER/DESCRIPTION       2020       2021       12/31/2021       2022       2022       2         100-21-3200-531220 NATURAL GAS       0       0       0         100-21-3200-531225 STORM WATER       0       0       0         100-21-3200-531230 ELECTRICITY       0       0       0	0 0 0 80,000 8,000 1,200
100-21-3200-531225 STORM WATER 0 0	0 80,000 8,000
	80,000 8,000
IVV BI JEVV JJIEJV ELECTRICII I	8,000
100-21-3200-531270 GASOLINE ALLOCATED 66,297 70,000 92,770 92,000 80,000	
100-21-3200-531700 OTHER SUPPLIES 6,529 7,000 12,727 - 10,000 8,000	1,200
100-21-3200-531705 CANINE COSTS 722 1,950 1,446 1,200 1,200	
100-21-3200-542100 MACHINERY & EQUIPMENT 35,063 40,517 37,294 56,712 56,712	56,712
100-21-3200-542102 JAG GRANT EXPENSES 30,777 16,827 0	0
100-21-3200-542103 GA OFFICE OF HWY SAFETY 5,668 1,814 0	0
100-21-3200-542200 TRUCKS & AUTOMOBILES 243,355 0 0	0
100-21-3200-542900 OTHER CAPITAL EXPENDITU 0 0	0
100-21-3200-551101 DATA CENTER EXPENSE 29,070 34,737 30,592 34,860 34,860	34,860
100-21-3200-572014 PAYMENT TO POAB 0	0
100-21-3200-573001 COMMUNITY RELATIONS EX 2,045 2,000 2,839 3,000 1,000	1,000
100-21-3200-581200 CAPITAL LEASE PAYMENTS 5,711 166,538 129,294 166,538 166,538 166,538	66,538
100-21-3210-523203 TECHNOLOGY FEE 10,360 20,000 16,812 20,000 20,000	20,000
100-21-3226-523601 JAIL COST EXPENSE 13,230 15,000 7,380 10,000 8,000	8,000
100-21-3226-523602 INMATE MEDICAL COSTS	500
21 POLICE 3,576,629 3,428,099 3,459,066 3,721,516 3,601,179 3,60	01,179
3,576,629     3,428,099     3,459,066     3,721,516     3,601,179     3,60	01,179

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

21 POLICE

### 100-21-1530-521201 LEGAL EXPENSE

200

1,869,346

Requested Amount: \$1,000

This is the cost of legal fees paid to the City Attorney to review legal contracts, give legal opinions, and provide other legal services for the department. The amount needed varies greatly from year to year based on need.

Recommended Amount: \$200

2021 expense less than \$1000

### 100-21-3200-511000 REGULAR PAY

2022 Personnel Requirements:

Current

Police Chief	1
Administrative Secretary	1
Secretary	2
Animal Control	1
Evidence Custodian-Lieutenant	1
Patrol Lieutenants	4
Major	2
Investigators	4
Sergeant	9
Officer	23
Dispatcher	1
Records Clerk	1
Total	50

<sup>\*</sup> Includes Vacancy Factor of 5 Employees

Recommended Amount: Includes a 5% increase in salaries.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-21-3200-511200 TEMPORARY EMPLOYEE I

20,000

Requested: \$20,000

This is a new line item to account for payments to The Staffing People who are providing retired Sgt. John Brown as a temporary part time employee to help conduct the GREAT Program in the schools.

#### 100-21-3200-511300 OVERTIME PAY

185,000

Requested Amount: \$210,000

Overtime for 2021 is estimated to top out at around \$195,000, based on overtime used during the first eight months of the year. Our activity in 2021, as in 2020, for special events was greatly reduced due to COVID 19 restrictions.

Recommended Amount: \$185,000

Includes budgted vacancy factor

### 100-21-3200-512100 GROUP MEDICAL INSURA

361,853

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

### 100-21-3200-512101 OPT OUT INSURANCE PLA

15,000

This amount represents \$3,000 per employee for expected Opt Out participation.

### 100-21-3200-512110 GROUP DENTAL INSURAN

14,750

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

#### 100-21-3200-512200 SOCIAL SECURITY PAYMI

159,070

This amount is 7.65% of the total salary of the department.

### 100-21-3200-512400 RETIREMENT SYSTEM

258,879

This amount is 12.45% of the total salary of the department. contribution rates.

#### 100-21-3200-512700 WORKERS' COMPENSATIO

81,585

This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.

### **ACCOUNT NUMBER/DESCRIPTION**

APPROVED BUDGET

### 100-21-3200-522000 OTHER OUTSIDE SERVICE

17,000

Requested Amount: \$21,842

```
$ 4065 CALEA Year 3 Payment
$ 700 Interpreter Services
$ 1000 Wrecker Service
$ 400 Dept of Agriculture - Animal Control License and Drug Scale
Calibration
$ 540 Barfield Pest Control
$ 200 The Lily Pad (physch. testing for crime victims)
$ 900 Lexis Nexis ($75/mo data search engine)
$ 510 Georgia Technical Authority (Monthly Payments for GCIC access)
$ 700 GBI (background checks for new employees and alcohol licenses)
$ 3000 Synergistic Software, Livescan
$ 385 Pro Tech Security Systems Annual Monitoring Fee for Evidence Room
Alarm
$ 5452
        Power DMS Records Mgt. and Accreditation Software
$ 4000 Miscellaneous services such as Fed Ex, UPS, Wayne's Electric,
Parker A/C
```

### \$21,842

Recommended Amount: \$17,000

```
$ 700 Interpreter Services
$ 1000 Wrecker Service
$ 400 Dept of Agriculture - Animal Control License and Drug Scale
Calibration
$ 540 Barfield Pest Control
$ 200 The Lily Pad (physch. testing for crime victims)
$ 900 Lexis Nexis ($75/mo data search engine)
$ 510 Georgia Technical Authority (Monthly Payments for GCIC access)
$ 700 GBI (background checks for new employees and alcohol licenses)
$ 2600
       Synergistic Software, Livescan
        Pro Tech Security Systems Annual Monitoring Fee for Evidence Room
$ 385
Alarm
$ 5000
        Power DMS Records Mgt. and Accreditation Software
```

### \$17,000

Reduced expenses based on need.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 100-21-3200-522201 OFFICE EQUIP-REP & MAI

3,689

Requested Amount \$4,189

\$ 3189	Payoff Amount on Records Copier purchased in 2021
\$ 500	Maintenance Contract for Ricoh Copiers (Patrol & Records)
\$ 500	Repairs not covered by maintenance contract

\$ 4,189

Recommended Amount: \$3,689

Removed repairs not covered by maintenance contract

### 100-21-3200-522202 AUTO & TRUCK-REP & MA

70,000

Requested Amount: \$75,000

We are projected to finish 2021 with a total expenditure of \$16,000. However, we only had a couple of major repairs this year. Most of the cars involved in accidents were totaled with no repair cost and cars requiring major repair such as transmissions or major engine work were decommisoned. As our supply of unassigned cars decreases, the likelihood of major repair costs increases.

Recommended Amount: \$70,000

Expenses reduced due to new patrol cars.

### 100-21-3200-522203 MACH & EQUIP-REP & MA

4,500

Requested Amount: \$5,400

\$4,200 Radio repair/maintenance, RADAR Calibration and repair (Mobile Communications of Americus and Georgia 2 Way)

\$1,200 Maintenance and repair of office equipment (Other than Computers)

\$5,400

This category includes repair to our portable and mobile radios as well as annual mandatory recalibration of all our RADAR units.

Recommended Amount: \$4,500

Reduced radio repair and maintenace line.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-21-3200-522206 COMPUTER-REP & MAINT

2.000

Requested Amount: \$2,000

This is for miscellaneous upgrades and repairs for the in-car laptop computers, in-car printers, and other computer equipment not serviced by NEOS. This line item was reduced in 2021 due to the maintenance contract with Coopercraft which now covers all repairs to our camera and door access systems.

Due to personnel shortages, we also had a surplus of laptop computers available wo that any which failed were replaced with a laptop from storage. That supply is depleted and going forward laptops will need to be repaired or replaced.

### 100-21-3200-523100 INSURANCE EXPENSE

60,847

Requested Amount: \$60,847

This represents the premium amount for the Law Enforcement Liability insurance and the Police Department's share of the premium amount for the vehicle liability. The request includes a projected increase of approximately 7%.

### 100-21-3200-523200 TELEPHONE

41,150

Requested Amount: \$41,150

\$26316.00 \$2193.00/ month AT&T First Net (All APD Cell Phones and In Car Modems)

\$ 2136.00 \$178.00/ month Fusion Cloud Services (Fiber Optic Service)

\$ 805.20 \$67.10/month Ring Central (FAX Lines)

\$ 3048.00 \$254.00/month VOIP Telephone Service (Bandwidth.com)

\$ 8844.00 \$737.00/month Mediacom (Internet Service)

The requested amount is based on average monthly charges and projected expenditures for 2021.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 100-21-3200-523600 DUES & SUBSCRIPTIONS

2,000

Requested \$2,575

This reflects the base level of dues and subscriptions for department personnel. Some dues are mandated by GACP and for the Georgia Intelligence Network.

### Requested

- \$ 50 GA Police Accreditation Coalition
- \$ 375 GA Assoc of Chiefs of Police (State Certification Fee)
- \$ 360 International Assoc of Chiefs
- \$ 150 Georgia Assoc of Animal Care and Control
- \$ 450 National Safety Council
- \$ 100 Thompson Publishing
- \$1,090 GSIN, Civic Club Dues and GACP Dues for Command Personnel

\$2,575

Recommended Amount: \$2,000

Reduced due to vacancy factor.

#### 100-21-3200-523602 BUY MONEY EXPENSE

Requested Amount \$1,000

Requested to pay informants. This line item has seen infrequent use in past years, but as we bring the department to full strength and staff a full-time special investigations unit, we will begin conducting in depth investigations and drug interdiction activities.

Recommended Amount: \$500

500

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-21-3200-523700 TRAINING & MEETINGS

20,000

Requested Amount: \$25,000

This line item covers all training costs associated with putting new hires through the police academy and providing in-service training and continuing education for all existing employees. This line item was over budget for 2018 and on budget for 2019. Training was greatly curtailed in 2020 due to travel and meeting restrictsions related to the COVID 19 pandemic resulting in cost savings as much of our training was conducted online or cancelled.

Training Costs for 2021 are projected at \$17,000 as we have been able to resume a more normal training schedule. We are requesting to return to the historic "normal" training budget of \$25,000 for 2022.

Recommended Amount: \$20,000

### 100-21-3200-523900 UNIFORMS

13,000

Requested Amount: \$15,000

\$ 3,000 New officers

\$ 9,000 Replacement uniforms

\$ 300 Animal control

\$ 2,700 Uniform accessories (holsters, handcuffs, etc.)

\$15,000

Uniform Expenditures for 2022 are estimated to close at \$11,000. We are requesting \$15,000 to allow for anticipated new hires.

Recommended Amount: \$13,000

### 100-21-3200-531100 OFFICE/COMPUTER SUPPI

15,000

Requested Amount: \$15,000

This line item includes all office supplies, copy paper, pens, and printer ink cartridges for office etc. Requested amount is based on current expenditures and the cost of ink cartridges and paper for in-car printers. This line item tends to remain fairly constant over time.

2021 Expenditures projected at \$13,500.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-21-3200-531101 JANITORIAL SUPPLIES

4,000

Requested Amount: \$5,000

This amount covers the expenses for janitorial supplies, including paper products for the restrooms and break room, and the Police Department's portion of the Public Safety Building.

Recommended Amount: \$4,000

2021 expense annualized.

100-21-3200-531104 AMMUNITION

Requested Amount: \$5,000

5,000

The requested amount includes ammunition, targets and range supplies for firearms training requirements, as well as duty rounds carried by sworn personnel. Includes pistol, shotgun and rifle rounds. This line item was cut in 2020, but in assessing our ability to respond to violent unrest scenarios, we found that much of our stored emergency equipment is 10 plus years out of date and needs to be replaced.

We went slightly over budget in 2021 by about \$480 due to an order placed in 2020 that was not invoiced and paid until 2021.

### 100-21-3200-531210 WATER, SEWAGE & GARB

Requested Amount: \$0

All water, sewage, and garbage for the municipal building will be charged to the Fire Dept.

### 100-21-3200-531220 NATURAL GAS

Requested Amount: \$0

All natural gas for the municipal building will be charged to the Fire Dept.

### 100-21-3200-531225 STORM WATER

Requested Amount: \$0

All stormwater for the municipal building will be charged to the Fire Dept.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-21-3200-531230 ELECTRICITY

Requested Amount: \$0

All electricity for the municipal building will be charged to the Fire Dept.

100-21-3200-531270 GASOLINE ALLOCATED

80,000

Requested Amount: \$92,000

Due to increasing rise in gasoline prices.

Recommended Amount: \$80,000

100-21-3200-531700 OTHER SUPPLIES

Requested Amount: \$10,000

8,000

This includes crime scene supplies, intoximeters supplies, and safety supplies.

Sirchie Fingerprint Laboratories (Crime Scene Supplies, Drug Testing Kits)
Dash Medical Supplies (Exam Gloves and Protective Clothing)

Dana Safety Supply (Traffic Vests and Misc. Equipment)

Tri Tech Forensics (Crime Scene Supplies)

WalMart (Miscellaneous Supplies)
Lowes (Miscellaneous Supplies)

Recommended Amount: \$8,000

Expenses reduced based on 2021 expenses.

### 100-21-3200-531705 CANINE COSTS

Requested \$1200

\$ 200 Misc. Items (Leads, Collars, Training Aids etc.)

\$ 200 Annual Vet cost

\$ 250 Est. Feed Cost

\$ 550 Recertification Training Expense

----

\$1,200 Total

175

1,200

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 100-21-3200-542100 MACHINERY & EQUIPMEN

56,712

Requested Amount: \$56,712

Axon International This payment includes license fees and data storage fees for body cameras and Axon car cameras. Also includes annual payments for Taser weapon program, training cartridges and all replacement cartridges. This was formerly split into several different invoices but has now been combined into a bundle. The data storage fees have increased dramatically every year since we've had the cameras. This bundled plan will lock the annual cost in for the next five years.

Axon Core Bundle Plan - Includes Body 3 model body cameras, unlimited data and video storage, Taser 7 CEW Weapons with duty cartridges and annual training cartridge allowance, Software Licensing, Charging Docks and all required hardware.

\$139 per user per month \$1668 per user per year 34 Users (28 patrol officers, 4 detectives, 2 support personnel) Total Plan cost \$56,712 per year,

\$ 56,712.00

#### 100-21-3200-542102 JAG GRANT EXPENSES

2021 JAG Grant went to the county. We are eligible to apply for the city in 2022.

This line does not need to be funded, but maintained to track grant expenditures.

#### 100-21-3200-542103 GA OFFICE OF HWY SAFE'

This is an unfunded budget category used to track expenditures for our GOHS Child Safety Seat Grant.

### 100-21-3200-542200 TRUCKS & AUTOMOBILES

Truck and Automobile purchases for 2022 will be paid from the 2020 SPLOST Allocation.

#### 100-21-3200-542900 OTHER CAPITAL EXPEND

Requested Amount \$0

There are no other anticipated capital needs for 2021

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 100-21-3200-551101 DATA CENTER EXPENSE

34,860

Requested \$34,860

This is the amount allocated to this department for IT Services, repair, & upgrade of computer equipment. Based on 2021 expenditures.

- \$ 28,320 Neos Annual Service Contract
- \$ 2,856 Coopercraft (Building Security, Surveillance & Interview Room Cameras)
- \$ 3,684.\$307 per month SJE 35 (Computer Allocation)

\$ 34,860

### 100-21-3200-572014 PAYMENT TO POAB

Requested Amount: \$0

### 100-21-3200-573001 COMMUNITY RELATIONS

Requested Amount: \$3,000

1,000

Neighborhood Watch Programs, the Great Program, Summer Camp, back to school programs, crime prevention and other similar programs based on community and police involvement. This line item was used very little in 2020 after most of our community programs were cancelled due to CoVID 19. We resumed most of our activities in 2021 but then cut them back again due to the CoVID resurge. 2022 will hopefully be more normal.

Recommend Amount: \$1,000

Supplemented by a Georgia Power Grant

#### 100-21-3200-581200 CAPITAL LEASE PAYMEN'

166,538

This includes the principal and interest payments for the following capital leases:

\$ 38,366	2018	Police	Cars	6	Ford	Interceptors	last	payment	due	2022
\$ 4,940	2018	Ford F2	250				last	payment	due	2022
\$ 42,114	2019	Police	Cars	6	Ford	Interceptors	last	payment	due	2023
\$ 81,118	2020	Police	Cars	6	Ford	Interceptors	last	payment	due	2023

\$166,538

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-21-3210-523203 TECHNOLOGY FEE

20,000

Requested Amount: \$20,000

The Technology Fee is added on to the fine in all Municipal Court cases. It is used to pay for the department's records management software and court management software. The amount paid to the two vendors is equal to the amount collected by the court.

### 100-21-3226-523601 JAIL COST EXPENSE

8,000

Requested Amount: \$10,000

Jail expenses for 2021 were way down due to the jail not accepting prisoners on city charges due to COVID 19 concerns. Costs should remain low for 2022 but may increase if the COVID restrictions are lifted.

Recommended Amount: \$8,000

20212 expense annualized

### 100-21-3226-523602 INMATE MEDICAL COSTS

500

Requested Amount: \$1,000

This is billed by Sumter County, Phoebe Sumter, and Goldstar for costs related to inmates that are incarcerated on City charges.

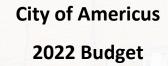
Recommended Amount: \$500

Expense reduced to half due to covid.

21 POLICE

3,601,179

3,601,179



# Building Risk Management Department 2022 Organization Chart

Roger P. Willis Chief Building Official

Aimee Argo Chief Building Inspector

Deborah Goodin Program Coordinator

Farrah Rutherford Code Enforcement Officer

### CITY OF AMERICUS 2022 OPERATING BUDGET

### **Building Risk/Code Enforcement & Planning & Zoning**

### MISSION STATEMENT/GENERAL OBJECTIVES

The Building Risk Department and Planning & Zoning Departments of the City of Americus was formed in 2018 with the splitting of the Planning & Inspections Department which includes Code Enforcement. While different, each has similarities that allow our goals and objectives to unite for the betterment of our Citizens, Business, Industries and Visitors to our community. It is our responsibility to help protect all people in our City through both the Life Safety and International Building Code compliance. We also work to implement portions of the Urban Redevelopment Plan, including the Americus Sumter Land Bank.

### **GOALS - 2022**

- We will continue to make Americus a safer community through fire safety and building inspections to insure that work is done properly and to code.
- We will work toward abating abandoned and dilapidated properties from the City.
- We will work to stabilize the local tax base from further erosion.
- We will help beautify the City through use of outside the box Code Enforcement.
- We will further our knowledge of the ever-changing applicable codes and standards adopted by the City of Americus by attending classes on code changes and updates.
- We will work with licensed contractors, architects, and engineers to ensure code compliance for Building and Life Safety.
- We will continue to work with other departments and agencies to make sure everyone is treated fairly and with respect.
- Most of all, we will continue to treat every person that we come in contact with daily, with respect and assist them any way we
  can to help them make their contact with our department a pleasant experience.

22 R	ACCOUNT NUMBER/DESCRIPTION UILDING RISK & CODE ENFO	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM 2022	APPROVED 2022
22 B	100-22-1530-521201 LEGAL EXPENSE	1,125	4,000	3,131	8,000	8,000	8,000
	100-22-1565-531108 MUNICIPAL BLDG REP & MA	21,234	24,140	32,656	39,140	39,140	39,140
	100-22-3500-531109 ARSON INVESTIGATION	- HAA			0	0	0
	100-22-7200-511000 REGULAR PAY	155,812	187,174	191,415	185,845	195,137	195,137
	100-22-7200-511300 OVERTIME PAY	664	2,500	2,903	2,500	2,500	2,500
	100-22-7200-512100 GROUP MEDICAL INSURANC	19,007	35,259	35,144	35,259	35,259	35,259
	100-22-7200-512101 OPT OUT INSURANCE PLAN				0	0	0
	100-22-7200-512110 GROUP DENTAL INSURANCE	767	1,180	1,260	1,180	1,180	1,180
	100-22-7200-512200 SOCIAL SECURITY PAYMEN	11,089	14,510	14,192	15,119	15,119	15,119
	100-22-7200-512400 RETIREMENT SYSTEM	9,730	23,614	12,983	24,606	24,606	24,606
	100-22-7200-512700 WORKERS COMPENSATION	1,679	2,289	2,399	2,484	2,484	2,484
	100-22-7200-522000 OTHER OUTSIDE SERVICES	1,736	4,525	4,637	4,525	4,525	4,525
	100-22-7200-522130 LOT CLEANING EXPENSE	17,072	45,000	7,370	50,000	40,000	40,000
	100-22-7200-522202 AUTO & TRUCK REP & MAIN	1,750	4,000	1,619	5,000	2,000	2,000
	100-22-7200-522206 COMPUTER-REP & MAINT	13,198	12,000	11,038	15,000	15,000	15,000
	100-22-7200-523200 TELEPHONE	6,399	7,000	5,085	7,000	7,000	7,000
	100-22-7200-523301 ADVERTISING EXPENSE		4,500	676	3,500	1,500	1,500
	100-22-7200-523600 DUES & SUBSCRIPTIONS	225	905	325	1,075	1,075	1,075
	100-22-7200-523700 TRAINING & MEETINGS	2,812	8,300	5,850	9,300	9,300	9,300
	100-22-7200-523900 UNIFORMS	725	800	693	1,000	800	800
	100-22-7200-531100 OFFICE /COMPUTER SUPPLIE	5,861	3,500	3,326	4,000	4,000	4,000
	100-22-7200-531101 JANITORIAL SUPPLIES	1,635	2,500	2,396	3,000	3,000	3,000
	100-22-7200-531210 WATER, SEWER, & GARBAGI	1,042	3,000	1,183	3,000	2,000	2,000
	100-22-7200-531225 STORM WATER	1,294	1,500	1,630	1,500	1,500	1,500
	100-22-7200-531230 ELECTRICITY	3,596	4,000	5,399	4,000	4,000	4,000

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTEI <u>2022</u>	RECOMM 2022	APPROVED 2022
100-22-7200-531270 GASOLINE ALLOCATED	2,723	4,000	2,515	6,00	6,000	6,000
100-22-7200-531700 OTHER SUPPLIES	282	2,000	708	5,00	5,000	5,000
100-22-7200-541300 MUNICIPAL BUILDING					0	0
100-22-7200-542100 MACHINERY & EQUIPMENT				C	0	0
100-22-7200-542200 TRUCKS & AUTOMOBILES				140,000	105,000	105,000
100-22-7200-551000 ALLOCATION OF EXPENSES				0	0	0
100-22-7200-551101 DATA CENTER EXPENSE	5,804	2,432	6,316	2,450	2,450	2,450
100-22-7200-581200 CAPITAL LEASE PAYMENTS				0	0	0
22 BUILDING RISK & CODE ENFO	287,261	404,628	356,848	579,48	537,575	537,575
	287,261	404,628	356,848	579,48	537,575	537,575

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 22 BUILDING RISK & CODE ENFO

#### 100-22-1530-521201 LEGAL EXPENSE

8,000

Requested Amount: \$8,000

The requested amount is for title searches for condemned properties and other nuisance abatements and associated legal fees.

The Building Risk Management Department wants to concentrate on demolishing and cleaning up abandoned and blighted properties.

This also includes any Planning and Zoning legal fees.

## 100-22-1565-531108 MUNICIPAL BLDG REP & !

39,140

Requested Amount: \$ 39,140

\$ 1,440	Albany Elevator	
\$ 7,700	Safe Aire HVAC PM	C

\$ 7,700 Safe Aire HVAC PM contract \$ 15,000 General repair & maintenance

\$ 15,000 New Front Doors and Hardware.

\$ 39,140

The amount of the Municipal Building Repair and Maintenance included front door replacement. The doors have become hard to close and there is no more adjusting that can be done. Replacement is recommended.

### 100-22-3500-531109 ARSON INVESTIGATION

Requested Amount: \$0

Requested this be moved to the Fire Department's Budget.

ACCOUNT NUMBER/DESCRIPTION		APPROVED <u>BUDGET</u>
100-22-7200-511000 REGULAR PAY Personnel Requirements:		195,137
reformer negarrements.	Current	
Chief Building Official Chief Building Inspector Code Enforcement Officer Program Coordinator		
	4	

Recommended Amount: Includes a 5% increase in salaries.

## 100-22-7200-511300 OVERTIME PAY

Requested Amount: \$2500

The requested amount is for each hourly employee. This will provide better customer service by reducing the amount of comp time hours earned.

Recommended Amount:

### 100-22-7200-512100 GROUP MEDICAL INSURA

35,259

2,500

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

### 100-22-7200-512101 OPT OUT INSURANCE PLA

This amount represents \$3,000 per employee for expected Opt Out participation.

## 100-22-7200-512110 GROUP DENTAL INSURAN

1,180

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

### 100-22-7200-512200 SOCIAL SECURITY PAYMI

15,119

This amount is 7.65% of the total salary of the department.

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

## 100-22-7200-512400 RETIREMENT SYSTEM

24,606

This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.

### 100-22-7200-512700 WORKERS COMPENSATIO

2,484

This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.

## 100-22-7200-522000 OTHER OUTSIDE SERVICE

4,525

Requested Amount: \$4,525

\$ 600	Service fire extinguishers
\$ 540	Pest Control
\$ 360	Silent Alarm
\$ 600	Code Enforcement ROBO Call/Litter Training & Prevention
\$ 750	State license permit information uploads
\$ 1,250	Copier Maintenance Agreement
\$ 425	ARROW Exterminators Termite Control

\$4,525

40,000

## 100-22-7200-522130 LOT CLEANING EXPENSE

Requested Amount: \$50,000

The requested amount includes cleaning up vacant lots, cutting grass, securing dilapidated/abandoned structures and demolition of dilapidated structures. This is an increase from the previous year due to the number of dilapidated and abandoned properties in the city.

Recommended Amount: \$40,000

Expenses are the same as 2021 know increases projected.

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-22-7200-522202 AUTO & TRUCK REP & MA

2,000

Requested Amount: \$5,000

We anticipate only routine PM's on the department's vehicles in 2022.

We would like to request to replace our vehicles in 2022.

Recommended Amount: \$2,000

Due to new purchases there should be a decrease in repairs and maintenance

100-22-7200-522206 COMPUTER-REP & MAINT

15,000

Requested Amount: \$15,000

The three-year contract was renewed in August of 2020. This is our yearly fee for the software for permitting and inspections.

100-22-7200-523200 TELEPHONE

7,000

Requested Amount: \$7,000

The requested amount includes telephone and internet as follows:

\$2,800 Enterprise Billing (Mediacom)

\$ 700 Bandwidth (telephone - 4 lines)

\$3,140 Mobile Devices

\$ 360 Yellow Pages

\$7,000 Average for the year.

100-22-7200-523301 ADVERTISING EXPENSE

Requested Amount: \$3,500

1,500

This amount is for all advertising necessary for public hearings in reference to public notices pertaining to Planning and Zoning as well as informing the public of changes to codes or policies.

Recommended Amount: \$1,500

Projected decrease in advertising exspenses.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-22-7200-523600 DUES & SUBSCRIPTIONS

1,075

Requested Amount: \$1,075

This is for memberships in trade organizations related to the field of inspections such as the ICC and the NFPA whose building and fire codes were adopted by the City of Americus. The amount also includes membership dues for various state and national organizations. These organizations publish literature regarding code issues and updates. The request covers the cost of any construction/code related subscriptions.

- \$ 50 Georgia Association of Code Enforcement (1)
- \$ 250 International Code Congress (5)
- \$ 175 BOAG (5)
- \$ 175 GSIA (5)
- \$ 175 SWGIA (5)
- \$ 50 subscriptions
- \$ 230 Keep America Beautiful

\$ 1,075

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-22-7200-523700 TRAINING & MEETINGS

9,300

Requested Amount: \$9,300

All Building Officials are required to attend classes to keep the City in compliance with all State and Federal laws dealing with building safety, erosion & sediment (EPD), zoning, and code enforcement. We must keep these Certifications current by attending continuing education in all fields. All Code Enforcement Officers and Building Inspectors must also meet mandatory training requirements to keep all needed certifications up to date.

Requested
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111	quebeca	
\$	2,200	BOAG
\$	1,800	ICC Code Hearings
\$	1,200	GACE
\$	1,200	GSIA
\$	1,200	GACE Fall
\$	1,200	GACE Spring
\$	500	SWGIA

\$9,300

100-22-7200-523900 UNIFORMS

Requested Amount: \$ 1,000

Recommended Amount: \$800

2021 uniform exspenses were less.

100-22-7200-531100 OFFICE /COMPUTER SUPP

Requested Amount: \$4,000

800

4,000

The budget request is printer cartridges, paper and other supplies.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-22-7200-531101 JANITORIAL SUPPLIES

3,000

Requested Amount: \$3,000

The requested amount includes the purchase of cleaning supplies, bathroom supplies, and cleaning equipment for all three floors of the Municipal Building.

The increase is due to rising costs.

100-22-7200-531210 WATER, SEWER, & GARBA

2,000

Requested Amount: \$3,000

The requested amount is for the monthly bill for the Municipal Building.

Recommended Amount: \$2,000

1,500

100-22-7200-531225 STORM WATER Requested Amount: \$1,500

The requested amount includes the monthly storm water bill for the Municipal Building and 721 W Church St.

100-22-7200-531230 ELECTRICITY

4,000

Requested Amount: \$4,000

The request is for the pro-rata share of the Municipal Building.

100-22-7200-531270 GASOLINE ALLOCATED

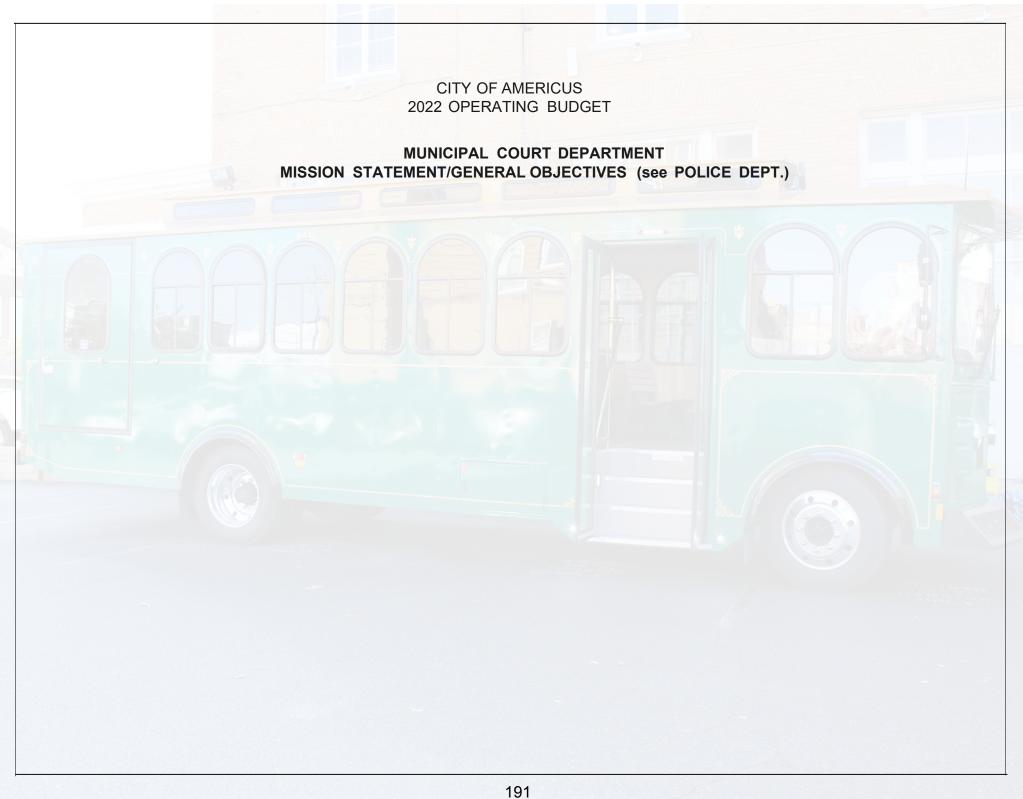
6,000

Requested Amount: \$6,000

This is the amount required to operate the department's vehicles.

The increase is due to rising fuel costs.

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-22-7200-531700 OTHER SUPPLIES	5,000
Requested Amount: \$5,000	
\$2,500 Keep America Beautiful / Recycling \$2,500 Radios, video, and other types of supplies \$1,000 Printers for vehicles. (Citiatio	
\$5,000	
The increase is for supplies for Keep America Beautiful clean up day radios that will be needed once the new system is placed online and printers for vehicles.	s, new
100-22-7200-541300 MUNICIPAL BUILDING Requested Amount: \$0	
100-22-7200-542100 MACHINERY & EQUIPMEN Requested Amount: \$0	
100-22-7200-542200 TRUCKS & AUTOMOBILES Requested amount: \$140,000	105,000
The requested amonut is for new vehicles.	
Recommended \$105,000 for the cost of three new vehicles.	
100-22-7200-551000 ALLOCATION OF EXPENSI	
100-22-7200-551101 DATA CENTER EXPENSE  This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.	2,450
100-22-7200-581200 CAPITAL LEASE PAYMEN'	
22 BUILDING RISK & CODE ENFO	537,575
	537,575



ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
23 MUNICIPAL COURT						
100-23-1530-521201 LEGAL EXPENSE				1,000	0	0
100-23-2650-511000 REGULAR PAY	58,672	54,959	56,736	54,959	57,707	57,707
100-23-2650-511300 OVERTIME PAY	445		578	200	200	200
100-23-2650-512100 GROUP MEDICAL INSURANC	7,754	8,815	8,775	8,815	8,815	8,815
100-23-2650-512101 OPT OUT INSURANCE PLAN				0	0	0
100-23-2650-512110 GROUP DENTAL INSURANCE	480	295	776	295	295	295
100-23-2650-512200 SOCIAL SECURITY PAYMEN	3,900	4,204	3,886	4,415	4,430	4,430
100-23-2650-512400 RETIREMENT SYSTEM	4,536	4,270	6,018	4,612	4,637	4,637
100-23-2650-512700 WORKERS' COMPENSATION	347	134	353	147	147	147
100-23-2650-522000 OTHER OUTSIDE SERVICES	25		134	200	200	200
100-23-2650-523200 TELEPHONE				0	0	0
100-23-2 <mark>6</mark> 50-523600 DUES & SUBSCRIPTIONS	210			200	200	200
100-23-2650-523700 TRAINING & MEETINGS				1,000	500	500
100-23-2650-531102 MUNICIPAL COURT OPERAT	16,988		10,278	15,000	15,000	15,000
100-23-2650-531702 MISC EXPENSE	71,365			0	0	0
100-23-2650-572014 PAYMENT TO POAB	8,885		15,718	15,000	15,000	15,000
23 MUNICIPAL COURT	173,606	72,677	103,252	105,843	107,131	107,131
	173,606	72,677	103,252	105,843	107,131	107,131

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

57,707

200

8,815

295

23 MUNICIPAL COURT

100-23-1530-521201 LEGAL EXPENSE

Requested Amount: \$1,000

The requested amount includes legal fees related to the operation of the municipal court cases.

Recommended Amount: \$0

100-23-2650-511000 REGULAR PAY

Personnel Requirements

Current

2

Municipal Judge (part-time) Municipal Court Clerk

Recommended Amount: Includes a 5% increase in salaries.

100-23-2650-511300 OVERTIME PAY

Requested Amount: \$200

100-23-2650-512100 GROUP MEDICAL INSURA

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

100-23-2650-512101 OPT OUT INSURANCE PLA

100-23-2650-512110 GROUP DENTAL INSURAN

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

100-23-2650-512200 SOCIAL SECURITY PAYMI

This is 7.65% of the total salaries of the department.

100-23-2650-512400 RETIREMENT SYSTEM

4,637

4,430

This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.

Page 1

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-23-2650-512700 WORKERS' COMPENSATIC  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.	147
100-23-2650-522000 OTHER OUTSIDE SERVICE  Requested Amount: \$200  This is for court interpreter services.	200
100-23-2650-523200 TELEPHONE  Telephone costs are included in the Police Department Budget.	
100-23-2650-523600 DUES & SUBSCRIPTIONS  Requested Amount: \$200  Dues for Professional Associations for Judge and Court Clerk: \$200	200

500

100-23-2650-523700 TRAINING & MEETINGS

This is for Municipal Court personnel training.

Decrease in expected trainings needed in 2022

Requested Amount: \$1,000 \$ 500 Clerk's training \$ 500 Judge's training

Recommended Amount: \$500

\$1,000

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

## 100-23-2650-531102 MUNICIPAL COURT OPER.

15,000

Recommended Amount: \$15,000

This is for other court costs not included elsewhere. Examples are printed forms and supplies, witness fees, Public Defender, City Solicitor, Indigent Defense and other costs of operating the Municipal Court. Projected expenditures for 2021 is \$10,000 with limited court operations. Recommend that we budget full pre COVID amount.

### Recommended Amount:

\$ 1,500 \$ 200 \$13,000 \$ 300	Supplies/forms Witness fees City Solicitor and Public Defender Fees Miscellaneous
\$15,000	

### 100-23-2650-531702 MISC EXPENSE

#### 100-23-2650-572014 PAYMENT TO POAB

15,000

Requested Amount: \$15,000

Based on State law, we are required to send a portion of each fine and/or bond forfeiture to the Peace Officer's Annuity and Benefit Fund. The amount is based on the number of cases in each level of fines. For example:

For fines from \$4.01 - \$25.00 the amount due on each case is \$3.00 For fines from \$25.01 - \$50.00 the amount due on each case is \$4.00 For fines from \$50.01 - \$100.00 the amount due on each case is \$5.00 For fines \$100.01 and over the amount due is 5% of each case.

\*This line item was moved from the Police Department's budget for 2017.

Requested Amount: \$15,000 based on the projected fine receipt in 2021 of \$11,000

23 MUNICIPAL COURT

107,131

107,131



ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
100-25-1530-521201 LEGAL EXPENSES	1,600			0	0	0
100-25-1565-531108 MUNICIPAL BLDG-REP & MA	119			0	0	0
100-25-3500-531109 ARSON INVESTIGATION				0	0	0
100-25-7400-511000 REGULAR PAY	23,973			45,976	48,275	48,275
100-25-7400-511300 OVERTIME PAY				0	0	0
100-25-7400-512100 GROUP MEDICAL INSURANC	11,908			8,815	8,815	8,815
100-25-7400-512101 OPT OUT INSURANCE PLAN				0	0	0
100-25-7400-512110 GROUP DENTAL INSURANCE	192			295	295	295
100-25-7400-512200 SOCIAL SECURITY PAYMEN	1,892			3,517	3,693	3,693
100-25-7400-512400 RETIREMENT SYSTEM	7,632			5,724	6,010	6,010
100-25-7400-512700 WORKERS COMPENSATION	489			122	122	122
100-25-7400-522000 OTHER OUTSIDE SERVICES				0	0	0
100-25-7400-522130 LOT CLEANING EXPENSE				0	0	0
100-25-7400-522202 AUTO & TRUCK REP & MAIN				0	0	0
100-25-7400-522206 COMPUTER REPAIR & MAIN				0	0	0
100-25-7400-523200 TELEPHONE				0	0	0
100-25-7400-523301 ADVERTISING EXPENSE				0	0	0
100-25-7400-523600 DUES & SUBSCRIPTIONS	10			0	0	0
100-25-7400-523700 TRAINING & MEETINGS	2,176			0	0	0
100-25-7400-523900 UNIFORMS	40			0	0	0
100-25-7400-531100 OFFICE /COMPUTER SUPPLIE	3,414			0	0	0
100-25-7400-531101 JANITORIAL SUPPLIES				0	0	0
100-25-7400-531210 WATER,SEWER,&GARBAGE				0	0	0
100-25-7400-531225 STORM WATER				0	0	0
100-25-7400-531230 ELECTRICITY				0	0	0
100-25-7400-531270 GASOLINE ALLOCATED				0	0	0

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021		REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
100-25-7400-531700 OTHER SUPPLIES	423				0	0	0
100-25-7400-541300 BUILDINGS					0	0	0
100-25-7400-542200 TRUCKS & AUTOMOBILES					0	0	0
100-25-7400-551101 DATA CENTER EXPENSE					0	0	0
100-25-7400-581200 CAPITAL LEASE PAYMENT		· Ma	· h		0 7	0	0
	53,867		241	0.0	64,449	67,210	67,210

ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-25-1530-521201 LEGAL EXPENSES

100-25-1565-531108 MUNICIPAL BLDG-REP & I

100-25-3500-531109 ARSON INVESTIGATION

100-25-7400-511000 REGULAR PAY

Personnel Requirements:

48,275

Current

City Facilities & Parks Maintenance Manager

1 1

Recommended Amount: Includes a 5% increase in salaries.

100-25-7400-511300 OVERTIME PAY

100-25-7400-512100 GROUP MEDICAL INSURA

8,815

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

100-25-7400-512101 OPT OUT INSURANCE PLA

100-25-7400-512110 GROUP DENTAL INSURAN

295

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

100-25-7400-512200 SOCIAL SECURITY PAYMI

This is 7.65% of the total salaries of the department.

3,693

ACCOUNT NUMBER	R/DESCRIPTION	APPROVED <u>BUDGET</u>	
	RETIREMENT SYSTEM is 12.45% of the total salary of the department. Per GN rates.	6,010	
This amount	WORKERS COMPENSATIO represents a percentage of the total salaries for the ased on labor classes and 2021 Rates.	122	
100-25-7400-522000	OTHER OUTSIDE SERVICE		
100-25-7400-522130	LOT CLEANING EXPENSE		
100-25-7400-522202	AUTO & TRUCK REP & MA		
100-25-7400-522206	COMPUTER REPAIR & MA		
100-25-7400-523200	TELEPHONE		
100-25-7400-523301	ADVERTISING EXPENSE		
100-25-7400-523600	DUES & SUBSCRIPTIONS		
100-25-7400-523700	TRAINING & MEETINGS		
100-25-7400-523900	UNIFORMS		
100-25-7400-531100	OFFICE /COMPUTER SUPP		
100-25-7400-531101	JANITORIAL SUPPLIES		

100-25-7400-531210 WATER, SEWER, & GARBAC

100-25-7400-531225 STORM WATER

100-25-7400-531230 ELECTRICITY

100-25-7400-531270 GASOLINE ALLOCATED

100-25-7400-531700 OTHER SUPPLIES

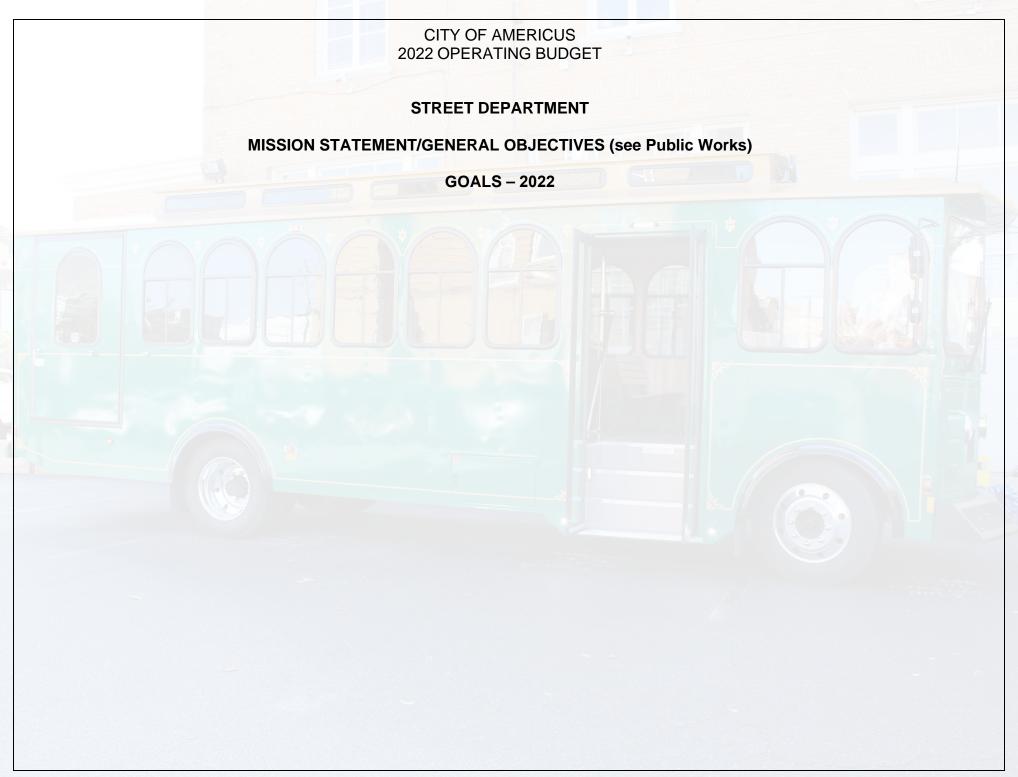
100-25-7400-541300 BUILDINGS

100-25-7400-542200 TRUCKS & AUTOMOBILES

100-25-7400-551101 DATA CENTER EXPENSE

100-25-7400-581200 CAPITAL LEASE PAYMEN'

APPROVED BUDGET



30 S	ACCOUNT NUMBER/DESCRIPTION TREET	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM 2022	APPROVED 2022
50 5	100-30-1530-521201 LEGAL EXPENSES				0	0	0
	100-30-4200-511000 REGULAR PAY	164,446	157,123	157,350	154,003	161,703	161,703
	100-30-4200-511300 OVERTIME PAY	2,706	5,000	1,509	10,000	5,000	5,000
	100-30-4200-512100 GROUP MEDICAL INSURANC	27,866	26,444	26,284	26,444	26,444	26,444
	100-30-4200-512101 OPT OUT INSURANCE PLAN		3,000		3,000	3,000	3,000
	100-30-4200-512110 GROUP DENTAL INSURANCE	750	1,180	1,058	1,180	1,180	1,180
	100-30-4200-512200 SOCIAL SECURITY PAYMENT	11,800	12,400	11,534	12,991	12,991	12,991
	100-30-4200-512400 RETIREMENT SYSTEM	13,286	20,184	17,736	21,143	21,143	21,143
	100-30-4200-512700 WORKERS' COMPENSATION	12,538	15,713	13,175	17,140	17,140	17,140
	100-30-4200-522000 OTHER OUTSIDE SERVICES	3,283	10,000	21,745	28,000	10,000	10,000
	100-30-4200-522202 AUTO & TRUCK-REP & MAIN	12,600	10,000	19,647	15,000	15,000	15,000
	100-30-4200-522203 MACH & EQUIP-REP & MAIN	3,699	12,000	1,830	15,000	10,000	10,000
	100-30-4200-522211 SIDEWALK REP & MAINT	273	10,000	2,368	20,000	0	0
	100-30-4200-523200 TELEPHONE	33,726	28,000	86,894	28,000	60,000	60,000
	100-30-4200-523700 TRAINING AND MEETINGS		2,000		4,000	2,000	2,000
	100-30-4200-523900 UNIFORMS	3,092	3,000	3,633	3,000	3,000	3,000
	100-30-4200-531105 HAND TOOLS	1,028	2,000	1,592	3,000	3,000	3,000
	100-30-4200-531210 WATER, SEWER, GARBAGE			1,980	0	0	0
	100-30-4200-531230 ELECTRICITY	345,787	300,000	394,851	300,000	300,000	300,000
	100-30-4200-531270 GASOLINE ALLOCATED	17,245	22,000	12,002	22,000	24,000	24,000
	100-30-4200-531603 STREET SIGNS	1,409	5,000	5,057	8,000	5,000	5,000
	100-30-4200-531700 OTHER SUPPLIES	31,349	18,000	25,490	18,000	18,000	18,000
	100-30-4200-542100 MACHINERY & EQUIPMENT	2,200	2,500	881	5,000	2,500	2,500
	100-30-4200-542200 TRUCKS & AUTOMOBILES		25,000		50,000	25,000	25,000
	100-30-4200-542900 OTHER CAPITAL EXPENDITU				0	0	0

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
100-30-4200-551000 ALLOCATION OF EXPENSES				0	0	0
100-30-4200-551101 DATA CENTER EXPENSE	203	695	53	695	695	695
100-30-4200-581200 CAPITAL LEASE PAYMENTS	160	4,400	4,307	0	0	0
100-30-4221-531110 STREET-REP & MAINT				10,000	0	0
100-30-4221-541200 STREET RESURFACING	1,772,821	179,870	314,433	200,730	200,730	200,730
30 STREET	2,462,265	875,509	1,125,410	976,326	927,526	927,526
	2,462,265	875,509	1,125,410	976,326	927,526	927,526

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

30 STREET

100-30-1530-521201 LEGAL EXPENSES

100-30-4200-511000 REGULAR PAY

161,703

Personnel Requirements:

C	urrent
Street Superintendent	1
Equipment Operator	1
Crew Leader	1
Heavy Equipment Operator	1
	4

This amount includes on-call pay of \$60 per week for 52 weeks for 1 employee on call.

Recommended Amount: Includes a 5% increase in salaries.

100-30-4200-511300 OVERTIME PAY

5,000

Requested Amount: \$10,000

This is the estimated amount for 2021. The on-call person, the employees responsible for cutting grass with the tractor and the correction officers must be supervised when they work overtime.

Recommended Amount: \$5,000.

### 100-30-4200-512100 GROUP MEDICAL INSURA

26,444

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

### 100-30-4200-512101 OPT OUT INSURANCE PLA

3,000

This amount represents \$3,000 per employee for expected Opt Out participation.

APPROVED

15,000

	PROVED BUDGET
100-30-4200-512110 GROUP DENTAL INSURAN  The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. To offset amount will be taken from the medical surplus.	
100-30-4200-512200 SOCIAL SECURITY PAYMI  This amount is 7.65% of the total salary of the department.	12,991
100-30-4200-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.	21,143
100-30-4200-512700 WORKERS' COMPENSATIC  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.	17,140
100-30-4200-522000 OTHER OUTSIDE SERVICE Requested Amount: \$28,000	10,000
\$ 5,000 Fence Repair/Electrician repair City maintained traffic light Tree removal \$ 5,000 Equipment Rental \$ 5,000 Debris Removal (landfill disposal) \$ 1,000 Downtown Clock Service (annual maintenance fee) \$ 2,000 Engineering/Planning work completed for City streets/sidewal	
\$28,000	

Recommended Amount: \$10,000

Several prior year expenses to be reduced.

## 100-30-4200-522202 AUTO & TRUCK-REP & MA

Requested Amount: \$15,000

The amount requested is for vehicle maintenance & is based on the prior year to date annualized.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-30-4200-522203 MACH & EQUIP-REP & MA

10,000

Requested Amount: \$15,000

The amount requested includes repairs & maintenance to saws, power tools, mowers, trimmers, & other equipment.

Recommended Amount: \$10,000

Repairs and maintenance projected to be reduced based on prior year expenses

## 100-30-4200-522211 SIDEWALK REP & MAINT

Requested Amount: \$20,000

This amount is for repairs to various sidewalks throughout the city. The requested amount includes all materials such as boards, concrete, etc with an increase for expected rise in costs.

The requested amount also includes \$10,000 for the outsourcing of some Repair & Maintenance jobs.

Recommended Amount:

TSPLOST will also be utilized for sidewalk repair and maintenance.

#### 100-30-4200-523200 TELEPHONE

60,000

Requested Amount: \$28,000

The requested amount includes AT&T land lines for traffic lights downtown PLUS cell phone services for the Superintendent & On-Call phones. Projected based on YTD expenditures.

Recommended Amount: \$60,000

Increased due to increase cost from AT&T

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-30-4200-523700 TRAINING AND MEETING:

2,000

Requested Amount: \$4,000

This is the expected amount for training & travel in the Street Department.

100-30-4200-523900 UNIFORMS

3,000

Requested Amount: \$3,000

The requested amount is for uniforms for the Street Department employees. This amount includes work boots.

100-30-4200-531105 HAND TOOLS

3,000

Requested Amount: \$3,000

The amount is for brooms, rakes, shovels, wrenches, socket sets, hammers, & other types of hand tools.

100-30-4200-531210 WATER, SEWER, GARBAG

100-30-4200-531230 ELECTRICITY

300,000

Requested Amount: \$300,000

This amount includes electricity to operate the street lights & traffic lights throughout the city.

100-30-4200-531270 GASOLINE ALLOCATED

24,000

Requested Amount: \$22,000

The requested amount is based on gasoline usage.

Recommended Amount: \$24,000

Increased due to rising price of gasoline.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-30-4200-531603 STREET SIGNS

5,000

Requested Amount: \$8,000

\$ 4,000 Replacement signs with DOT mandated changes

\$ 4,000 Purchase of letters, blanks, poles, etc.

\$ 8,000

Recommended Amount: \$5,000

Signage has previously been replaced and maintenaced therefore reducing the cost.

### 100-30-4200-531700 OTHER SUPPLIES

18,000

Requested Amount: \$18,000

The amount requested is for the purchase of rock, safety vests, gloves, saw blades, cold mix, safety glasses, dirt, pipe, sand, No Natz, work keys, lubricants, shop towels, water/gatorade, hand soap, weed/ant killer, spray paint, flags, etc.

\*Speed Bumps will be utilized using TSPLOST Funds if all expenses are used up.

## 100-30-4200-542100 MACHINERY & EQUIPMEN

2,500

Requested Amount: \$5,000

The requested amount is for miscellaneous saws, blowers, drills, mowers, trimmers, & other equipment

Recommended Amount: \$2,500

#### 100-30-4200-542200 TRUCKS & AUTOMOBILES

25,000

Requested Amount: \$50,000

\$50,000 Service Truck Purchase

Recommend Amount: \$25,000

One service truck 2019 Carry Over

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-30-4200-542900 OTHER CAPITAL EXPEND

Requested Amount: \$0

100-30-4200-551000 ALLOCATION OF EXPENSI

100-30-4200-551101 DATA CENTER EXPENSE

Requested Amount: \$695

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.

100-30-4200-581200 CAPITAL LEASE PAYMEN'

Recommended Amount: 0

100-30-4221-531110 STREET-REP & MAINT

Requested Amount: \$10,000

Recommended amount: \$0

\* TSPLOST funds will be utilized when necessary.

100-30-4221-541200 STREET RESURFACING

Requested Amount: \$200,730

LMIG monies are used to improve transportation systems. This is the seventh year that GDOT is sending the funds to the local governments.

- \$ 182,480 LMIG Resurfacing
- \$ 18,250 Transfer from TSPLOST

\$ 200,730

30 STREET

927,526

200,730

927,526

210

695

## CITY OF AMERICUS 2022 OPERATING BUDGET

## **CEMETERIES**

## MISSION STATEMENT/GENERAL OBJECTIVES

- 1. Continue providing quality services to families during their time of need and grieving. Try to keep scheduling funeral times so as not to interfere with other engagements.
- 2. Continue to keep Eastview and Oak Grove cemeteries clean and beautiful throughout the year.
- 3. Maintain accurate records of personal lot purchases and burials for all cemeteries.

## **GOALS - 2022**

- Work with Public Works Department to complete various projects in Oak Grove
- Complete Phase II & III of Eastview Cemetery Beautification project.
- Continue repairing grave spaces in old section of Eastview Cemetery
- Create comprehensive maps of all City owned cemeteries in GIS database
- Implement new City of Americus Cemetery Policies and Procedures
- Continue monthly funeral home visits

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL <u>12/31/2021</u>	REQUESTED <u>2022</u>	RECOMM <u>2022</u>	APPROVED 2022
31 CEMETERY						
100-31-4850-511000 REGULAR PAY	13,780	12,906	1,237	11,606	12,187	12,187
100-31-4850-512200 SOCIAL SECURITY PAYMENT	1,070	987	95	1,032	1,032	1,032
100-31-4850-512700 WORKERS' COMPENSATION	211	524	320	570	570	570
100-31-4850-522000 OTHER OUTSIDE SERVICES	1,135	820	429	820	820	820
100-31-4850-522200 BUILDING REP & MAINT	180	1,500	500	7,500	0	0
100-31-4850-522206 COMPUTER-REP & MAINT	132	250	292	250	250	250
100-31-4850-523200 TELEPHONE	2,168	2,400	2,164	2,400	2,400	2,400
100-31-4850-523600 DUES & SUBSCRIPTIONS		100		100	100	100
100-31-4850-523700 TRAINING AND MEETINGS	788	900		900	900	900
100-31-4850-531101 JANITORIAL SUPPLIES		50	31	50	50	50
100-31-4850-531210 WATER, SEWAGE & GARBAC	19,956	25,000	5,735	25,000	7,200	7,200
100-31-4850-531220 NATURAL GAS				0	0	0
100-31-4850-531225 STORM WATER	3,286	2,800	2,989	2,800	2,800	2,800
100-31-4850-531230 ELECTRICITY	1,217	1,500	2,445	1,500	1,500	1,500
100-31-4850-531700 OTHER SUPPLIES		100	478	100	100	100
100-31-4850-541200 LAND & IMPROVEMENTS				2,000	2,000	2,000
31 CEMETERY	43,923	49,837	16,716	56,628	31,909	31,909
	43,923	49,837	16,716	56,628	31,909	31,909

31 CEMETER	ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>Budget</u>
31 CEMETER	100-31-4850-511000 REGULAR PAY Personnel Requirements:	12,187
	Cemetery Clerk (part time) 1	
	This position works $1,040$ hours per year and earns \$50 per pay period on-call pay.	d for
	Recommended Amount: Includes a 5% increase in salaries.	
	100-31-4850-512200 SOCIAL SECURITY PAYMI  This amount is 7.65% of the total salary of the department.	1,032
	100-31-4850-512700 WORKERS' COMPENSATIC  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.	570
	100-31-4850-522000 OTHER OUTSIDE SERVICE Requested Amount: \$820.00	820
	The requested amount includes the following:	
	\$ 420 Alarm services (\$105/quarter monitoring fee for Cemetery Blo \$ 200 Pest Control \$ 200 Miscellaneous	dg)
	\$ 820	

## 100-31-4850-522200 BUILDING REP & MAINT

Requested Amount: \$7,500

The requested amount is for the maintenance at the Sexton's office & shed at Oak Grove, which includes repairs to windows & doors, the roof, & other areas.

\*SPLOST FUNDS MAYBE UTILIZED

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-31-4850-522206 COMPUTER-REP & MAINT Requested Amount: \$250.00	250
The requested amount is for the repair, update, & softwalaptop.	re for the cemetery
100-31-4850-523200 TELEPHONE  Requested Amount: \$2,400	2,400
100-31-4850-523600 DUES & SUBSCRIPTIONS Requested Amount: \$100	100
This is for GMCA dues.  100-31-4850-523700 TRAINING AND MEETING:	900
Requested Amount: \$900	la for use of
This is the amount for mileage paid to the Cemetery Cler personal vehicle to manage 3 cemeteries. This amount al expenses for Cemetery Clerk to attend 1 Cemetery Associa	so includes travel
100-31-4850-531101 JANITORIAL SUPPLIES Requested Amount: \$50	50
100-31-4850-531210 WATER, SEWAGE & GARB Requested Amount: \$25,000	7,200
This is for the utility expenses at the Cemeteries.	

2021 expense annualized. 100-31-4850-531220 NATURAL GAS

Recommended Amount: \$7,200

Requested Amount: \$0

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-31-4850-531225 STORM WATER Requested Amount: \$2,800	2,800
This is all of the Storm Water charges for all 3 cemeteries for year.	a full
100-31-4850-531230 ELECTRICITY Requested Amount: \$1,500	1,500
This is for the electricity expenses at the Cemeteries.	
100-31-4850-531700 OTHER SUPPLIES	100
Requested Amount: \$100	
The amount requested is for survey flags, framing to mark grave signage at all 3 cemeteries.	s, & section
100-31-4850-541200 LAND & IMPROVEMENTS	2,000
Requested Amount: \$2,000	
	<u> </u>
31 CEMETERY	31,909
	31,909

## CITY OF AMERICUS 2022 OPERATING BUDGET

## FLEET MAINTENANCE(SHOP) DEPARTMENT

## MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

## **GOALS - 2022**

- Continue to provide timely service for all city vehicles
- Monitor productivity to ensure that the labor/overhead rate is as low as possible
- Develop technician professional development program
- Dispose of surplus property in a timely manner

Ongoing

Ongoing

Ongoing

Ongoing

	ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL <u>12/31/2021</u>	REQUESTED <u>2022</u>	RECOMM <u>2022</u>	APPROVED 2022
32 SI		2020	<u>2021</u>	12/31/2021	2022	<u>2022</u>	<u> 2022</u>
	100-32-4800-511000 REGULAR PAY	141,479	128,054	138,024	133,123	139,779	139,779
	100-32-4800-511300 OVERTIME PAY	7,891	8,000	8,198	10,000	8,000	8,000
	100-32-4800-512100 GROUP MEDICAL INSURANC	23,154	26,444	26,324	26,444	26,444	26,444
	100-32-4800-512101 OPT OUT INSURANCE PLAN				0	0	0
	100-32-4800-512110 GROUP DENTAL INSURANCE	803	885	1,015	885	885	885
	100-32-4800-512200 SOCIAL SECURITY PAYMEN	10,684	10,408	10,699	10,898	10,898	10,898
	100-32-4800-512400 RETIREMENT SYSTEM	11,152	16,939	14,880	17,736	17,736	17,736
	100-32-4800-512700 WORKERS COMPENSATION	2,227	2,195	2,317	2,395	2,395	2,395
	100-32-4800-522000 OTHER OUTSIDE SERVICES	35	1,500	485	1,500	1,500	1,500
	100-32-4800-522200 BUILDING REP & MAINT	946	1,300	1,560	26,500	1,500	1,500
	100-32-4800-522201 OFFICE EQUIP REP& MAINT	365	400		400	400	400
	100-32-4800-522202 AUTO & TRUCK-REP & MAIN	334	1,500	966	1,500	1,500	1,500
	100-32-4800-522203 MACH & EQUIP-REP & MAIN	103	1,500	1,499	1,500	1,500	1,500
	100-32-4800-522206 COMPUTER-REP & MAINT	961	2,000	1,041	2,500	2,000	2,000
	100-32-4800-523200 TELEPHONE	1,870	4,500	950	4,500	2,000	2,000
	100-32-4800-523700 TRAINING & MEETINGS		2,000		2,000	2,000	2,000
	100-32-4800-523900 UNIFORMS	586	1,250	642	1,250	1,250	1,250
	100-32-4800-531100 OFFICE/COMPUTER SUPPLIE	381	1,000	251	1,000	1,000	1,000
	100-32-4800-531210 WATER, SEWAGE & GARBAC	6,210	7,000	5,302	7,000	4,700	4,700
	100-32-4800-531220 NATURAL GAS	4,530	4,500	4,301	7,500	4,500	4,500
	100-32-4800-531225 STORM WATER	1,816	1,500	1,634	1,500	1,500	1,500
	100-32-4800-531230 ELECTRICITY	9,310	10,000	9,805	10,000	10,000	10,000
	100-32-4800-531270 GASOLINE ALLOCATED	937	1,100	3,530	1,500	1,500	1,500
	100-32-4800-531700 OTHER SUPPLIES	8,503	10,000	7,264	10,000	8,000	8,000
	100-32-4800-542100 MACHINERY & EQUIPMENT	4,396	26,989	9,469	25,000	25,000	25,000

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
100-32-4800-542200 TRUCKS & AUTOMOBILES			104	0	0	0
100-32-4800-542400 COMPUTER EQUIPMENT		2,000	1,064	2,000	2,000	2,000
100-32-4800-551101 DATA CENTER EXPENSE	4,169	2,084	2,874	8,500	4,500	4,500
100-32-4800-551102 ALLOCATION TO SUMTER CO				0	0	0
100-32-4800-551103 ALLOCATION TO CITY DEPT	-75,347		-74,283	76,000	76,000	76,000
100-32-4800-581200 CAPITAL LEASE PAYMENT	160	4,400	4,307	241,131	206,487	0
32 SHOP	167,656	279,448	184,223			206,487
	167,656	279,448	184,223			206,487

ACCOUNT NUMBER/DESCRIPTION

32 SHOP

APPROVED BUDGET

100-32-4800-511000 REGULAR PAY		139,779
Personnel Requirements:	Current	
Fleet Maintenance Service Writer Fleet Maintenance Superintendent Heavy Equipment Mechanic		
	3	
Recommended Amount: Includes a 5%	increase in <mark>s</mark> alaries.	
100-32-4800-511300 OVERTIME PAY Requested Amount: \$10,000		8,000
This is the anticipated amount of	overtime in 2022.	
Recommended Amount: \$8,000		
2021 expense annualized.		
100-32-4800-512100 GROUP MEDICAL INSURA	4	26,444
The requested amount represents \$ paid by the City and the employee	\$8,815 per employee for the year that is will pay \$11.85 per pay period.	is
100-32-4800-512101 OPT OUT INSURANCE PLA	A	
This amount represents \$3,000 per participation.	employee for expected Opt Out	
100-32-4800-512110 GROUP DENTAL INSURA	N	885
	dental increase per employee. The actuall remain the same as the prior year. The medical surplus.	
100-32-4800-512200 SOCIAL SECURITY PAYM	II.	10,898

This amount is 7.65% of the total salary of the department.

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
100-32-4800-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Experiment of the department of the department of the department.	17,736 Per GMA,
100-32-4800-512700 WORKERS COMPENSATIO	2,395
This amount represents a percentage of the total salaries for t department based on labor classes and 2021 Rates.	the
100-32-4800-522000 OTHER OUTSIDE SERVICE	1,500
Requested Amount: \$1,500  Equipment rental.	
100-32-4800-522200 BUILDING REP & MAINT  Requested Amount: \$26,500.00	1,500
Repairs to the building & office as follows:	
\$ 300 Pest control \$ 420 Security system monitoring (12 months @ \$35) \$ 780 Other building repairs - anything outside the scope of \$25,000 *Outside Lower Wall Building repair	of SPLOST
\$26,500	
Recommended Amount: \$1,500	
Removed outside lower wall	

100-32-4800-522201 OFFICE EQUIP REP& MAIN

Requested Amount: \$400.00

The requested amount is for copier maintenance @ \$32 per month.

400

### APPROVED ACCOUNT NUMBER/DESCRIPTION BUDGET 100-32-4800-522202 AUTO & TRUCK-REP & MA 1,500 Requested Amount: \$1,500.00 This is for regular maintenance for the duty vehicles at the shop. 2017 F150 1999 Service Truck 1999 Crown Vic 100-32-4800-522203 MACH & EQUIP-REP & MA 1,500 Requested Amount: \$1,500 The requested amount is for routine maintenance on diagnostic equipment & other shop equipment to continue upkeep of the City Fleet. 2,000 100-32-4800-522206 COMPUTER-REP & MAINT Requested Amount: \$2,500 The requested amount includes the following: \$1,000 Software user maintenance Other computer or printer repairs \$1,500 \$2,500 Recommended Amount: \$2,000 100-32-4800-523200 TELEPHONE 2,000 Requested Amount: \$4,500 This request covers the land lines & cell phones for the Shop. Recommended Amount: \$2,000 2021 expense annualized.

100-32-4800-523700 TRAINING & MEETINGS

Requested Amount: \$2,000

The requested amount is for training for Shop department employees.

2,000

	ROVED <u>JDGET</u>
100-32-4800-523900 UNIFORMS Requested Amount: \$1,250	1,250
The requested amount is for current TWO employees within the Shop Department.	
*If another employee hiring is approved Requested Amount would be \$1,875	
100-32-4800-531100 OFFICE/COMPUTER SUPPI	1,000
Requested Amount: \$1,000	
100-32-4800-531210 WATER, SEWAGE & GARB	4,700
Requested Amount: \$7,000	
Recommended Amount: \$4,700	
The recommended amount is the 2021 YTD annualized.	
100-32-4800-531220 NATURAL GAS Requested Amount: \$7,500	4,500
This is the projected amount of Natural Gas for heating the Whole Shop.	
Recommended Amount: \$4,500	
The recommended amount is the 2021 YTD annualized.	
100-32-4800-531225 STORM WATER Requested Amount: \$1,500	1,500
This is the storm water fee for the shop.	
100-32-4800-531230 ELECTRICITY Requested Amount: \$10,000	10,000

The amount is for electricity at the shop, maintenance buildings,  $\mbox{\tt \&}$  for the security lights.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-32-4800-531270 GASOLINE ALLOCATED

1,500

Requested Amount: \$1,500

This amount is for the Shop's service truck & the parts truck based on the annualized 2021 YTD amounts.

100-32-4800-531700 OTHER SUPPLIES

8,000

Requested Amount: \$10,000

This is the purchase of supplies that are NOT charged to City Work Orders. The costs included are tire disposal, cleaning solutions, safety supplies, shop rags, etc.

Recommended Amount: \$8,000

The recommended amount is the 2021 YTD annualized.

100-32-4800-542100 MACHINERY & EQUIPMEN

25,000

Requested Amount: \$25,000

The requested amount is for equipment with the capability to service light duty vehicles, firetrucks, pumpers, platforms, automobiles, etc.

Large Truck Tire Changer \$25,000 2019 Carryover

100-32-4800-542200 TRUCKS & AUTOMOBILES

Requested Amount: \$0

100-32-4800-542400 COMPUTER EQUIPMENT

2,000

Requested Amount: \$2,000

Update Laptop & Replace Toner

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-32-4800-551101 DATA CENTER EXPENSE

4,500

Requested Amount: \$8,500.00

\$3,050 other	This is the amount allocated to this department for internet,	
OCHCI	computer connections &	

repairs.		
\$1,000	Collective	Data *
\$1,700	AllData *	
\$2,000	NAPA *	
\$ 750	MATCO *	
\$8,500	TOTAL	

\*\* These amounts are the annual costs for updating the software needed to repair City Fleet Vehicles (ex: machines to connect to the autos to determine the problem).

### Recommended Amount: \$4,500

\$ 300	For Data Allocated
\$1,000	Collective Data *
\$1,200	AllData *
\$1,300	NAPA *
\$ 700	MATCO *

\$4,500

100-32-4800-551102 ALLOCATION TO SUMTER

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 100-32-4800-551103 ALLOCATION TO CITY DE

-76,000

This is the allocation to other city departments based on the pro rata share of the use of the City Shop.

Hourly Rate	
Current	Type of Equipment/work
\$70.00 \$70.00 \$65.00 \$85.00	Heavy Equipment/Vehicles Specialized Equip (vac-con truck, sweeper, etc.) Light Duty Vehicles Firetrucks, Pumpers, Platforms, etc.
Preventativ	re Maintenance (oil change, etc.) rates are half of the above

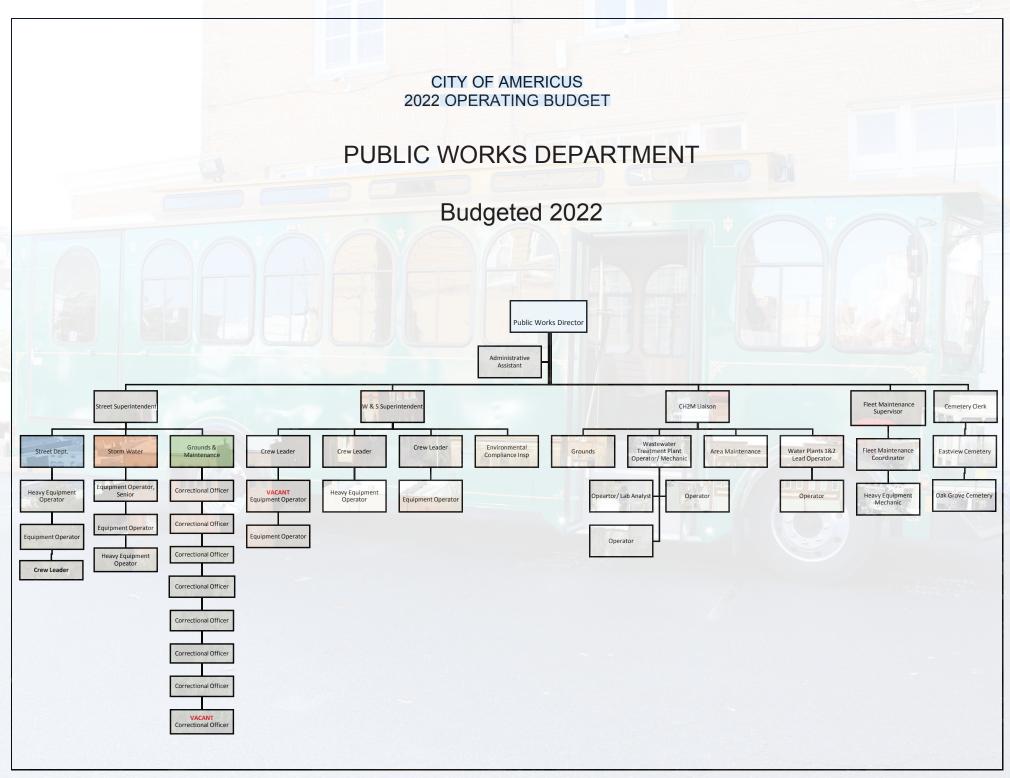
### 100-32-4800-581200 CAPITAL LEASE PAYMEN'

Requested Amount:0

32 SHOP

206,487

206,487



### CITY OF AMERICUS 2022 OPERATING BUDGET

### **PUBLIC WORKS**

### MISSION STATEMENT/GENERAL OBJECTIVES

The Public Works Department provides for the management and maintenance of the City's infrastructure, including streets, safe drinking water, sidewalks, parks, cemeteries, rights of way, sewers and storm drains, vehicles and equipment, environmental compliance, and traffic signals for the City of Americus.

GO	ΑΙ	LS	-	2	0	2	2
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		Ville Flame
-	Improve internal reporting and processes to increase productivity	On-going
	Backflow prevention program	On-going On-going
	<ul> <li>Maintain Fats, Oils, and Grease (F.O.G.) program</li> </ul>	On-going On-going
	Reduce Inflow/Infiltration	On-going
	Manage and maintain the City's infrastructure to beautify our community	On-going On-going
	and reduce the City's exposure to liability.	
	Develop City wide sidewalk repair and replacement program	On-going
	<ul> <li>Improve livability through clean, well maintained, and accessible street, parks, and facilities</li> </ul>	On-going
	Implement recommendations of Water Model	On-going
	Develop municipal well replacement program	On-going On-going
-	Educate Citizens through newspaper, radio, & television	As needed As needed

Note: Public Works includes the following General Fund Departments: Fleet Maintenance/Shop, Cemetery, Streets, Public works, and Grounds & Maintenance.

	ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
34 P	UBLIC WORKS						0
	100-34-1530-521201 LEGAL EXPENSE		1,000		0	0	
	100-34-1565-571000 BUILDING REPAIR & MAINT				0	0	0
	100-34-4100-511000 REGULAR PAY	30,331	79,658	29,944	105,021	110,272	110,272
	100-34-4100-511300 OVERTIME PAY	793	500	706	500	500	500
	100-34-4100-512100 GROUP MEDICAL INSURANC	15,407	17,630	17,550	17,630	17,630	17,630
	100-34-4100-512101 OPT OUT INSURANCE PLAN				0	0	0
	100-34-4100-512110 GROUP DENTAL INSURANCE	274	590	296	590	590	590
	100-34-4100-512200 SOCIAL SECURITY PAYMENT	2,228	6,132	2,256	6,534	8,474	8,474
	100-34-4100-512400 RETIREMENT SYSTEM	8,222	9,980	10,974	10,633	13,791	13,791
	100-34-4100-512700 WORKERS' COMPENSATION	863	776	824	861	1,118	1,118
	100-34-4100-522000 OTHER OUTSIDE SERVICES	16,363	30,000	16,697	33,700	24,800	24,800
	100-34-4 <mark>1</mark> 00-522130 LOT CLEANING EXPENSE				0	0	0
	100-34-4100-522201 OFFICE EQUIP-REP AND MAI		500		500	500	500
	100-34-4100-522202 AUTO & TRUCK-REP & MAIN	1,091	1,000	1,277	1,000	1,000	1,000
	100-34-4100-52220 <mark>3 MACH &amp; EQUIP-REP &amp; MAIN</mark>	96	1,000	45	1,000	1,000	1,000
	100-34-4100-522206 COMPUTER-REPAIR & MAIN		5,700		5,700	0	0
	100-34-4100-523200 TELEPHONE	19,215	21,100	16,675	21,100	19,400	19,400
	100-34-4100-523600 DUES & SUBSCRIPTIONS	360	1,111	360	1,111	1,111	1,111
	100-34-4100-523700 TRAINING & MEETINGS	152	5,000	153	5,000	5,000	5,000
	100-34-4100-523900 UNIFORMS				0	0	0
	100-34-4100-531100 OFFICE/COMPUTER SUPPLIE	2,047	3,800	2,609	3,800	2,000	2,000
	100-34-4100-531230 ELECTRICITY	6,678	7,000	8,540	7,000	7,000	7,000
	100-34-4100-531270 GASOLINE ALLOCATED	944	1,800	1,987	1,800	1,800	1,800
	100-34-4100-531700 OTHER SUPPLIES	1,339	10,000	924	10,000	1,500	1,500
	100-34-4100-541300 BUILDINGS				0	0	0

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
100-34-4100-542101 OFFICE EQUIPMENT				0		0
100-34-4100-542200 TRUCKS & AUTOMOBILES				0	0	0
100-34-4100-551000 ALLOCATION OF EXPENSES				0	0	0
100-34-4100-551101 DATA CENTER EXPENSE	1,935	1,389	2,095	1,389	1,389	1,389
100-34-4100-581200 CAPITAL LEASE PAYMENTS		, de	h de	0	0	0
34 PUBLIC WORKS	108,338	205,666	113,914	234,869	218,875	218,875
	108,338	205,666	113,914	234,869	218,875	218,875

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

34 PUBLIC WORKS

100-34-1530-521201 LEGAL EXPENSE

Requested Amount: \$0

100-34-1565-571000 BUILDING REPAIR & MAIN

Requested Amount: \$0

Necessary repairs via SPLOST funds once assessment completed.

100-34-4100-511000 REGULAR PAY

Personnel Requirements:

Current

Administrative Assistant
Public Works Director

1

2

Recommended Amount: Includes a 5% increase in salaries.

100-34-4100-511300 OVERTIME PAY

Requested Amount: \$500

100-34-4100-512100 GROUP MEDICAL INSURA

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

100-34-4100-512101 OPT OUT INSURANCE PLA

Requested Amount: \$0

100-34-4100-512110 GROUP DENTAL INSURAN

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

100-34-4100-512200 SOCIAL SECURITY PAYMI

This amount is 7.65% of the total salary of the department.

110,272

500

17.630

590

8,474

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>	
100-34-4100-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per GM contribution rates.	13,791 A,	
100-34-4100-512700 WORKERS' COMPENSATIC  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.	1,118	
100-34-4100-522000 OTHER OUTSIDE SERVICE Requested Amount: \$33,700	24,800	
The requested amount includes UPS/FedEx expenses, Advanced Disposal at the yard, & other miscellaneous services.  This request also includes \$8,200 per year for a 3-year contract with Power for a new Security System.		
Recommended Amount: \$24,800  100-34-4100-522130 LOT CLEANING EXPENSE Requested Amount: \$0		
This line item has been moved to the Planning and Inspections departs 100-34-4100-522201 OFFICE EQUIP-REP AND M	ment. 500	
Requested Amount: \$500  100-34-4100-522202 AUTO & TRUCK-REP & MA  Requested Amount: \$1,000	1,000	
Repair & Maintenance for Public Works Vehicle.		
100-34-4100-522203 MACH & EQUIP-REP & MA Requested Amount: \$1,000	1,000	
This is for the radio maintenance contract & other miscellaneous rep The reason for the increase starting in 2018 is because repair cost		

radio has risen.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

19,400

1,111

5,000

100-34-4100-522206 COMPUTER-REPAIR & MA

Requested Amount: \$5,700

HyperWeb (work order program)

Recommended Amount: \$0

\*Spent in 2020 and YTD in 2021

100-34-4100-523200 TELEPHONE

Requested Amount: \$21,100

The requested amount is for AT&T Wireless Cell Phones and AT&T land lines,

Recommended Amount: \$19,400

Reduced due to average of expenses.

100-34-4100-523600 DUES & SUBSCRIPTIONS

Requested Amount: \$1,111

\$ 42 GWPCA membership fee

\$360 GA Rural Water Assoc. membership fee

\$284 SE Storm Water Assoc.

\$100 APWA

\$100 GWP

\$100 GSWCC

\$125 GCCMA

\$1,111

100-34-4100-523700 TRAINING & MEETINGS

Requested Amount: \$5,000

To attend various professional trainings such as GCCMA, APWA, etc.

100-34-4100-523900 UNIFORMS

Requested Amount: \$0

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-34-4100-531100 OFFICE/COMPUTER SUPPI

2,000

Requested Amount: \$3,800

This includes the purchase of copier paper, stationary, pens, paper, printer ink, folders, etc.

Recommended Amount: \$2,000

20221 annualized expense.

100-34-4100-531230 ELECTRICITY

7,000

Requested Amount: \$7,000

1,800

100-34-4100-531270 GASOLINE ALLOCATED

Requested Amount: \$1,800

This amount is for gasoline for the Public Work Director's vehicle.

100-34-4100-531700 OTHER SUPPLIES

1.500

Requested Amount: \$10,000

This request covers general supplies for the Public Works office & Train Depot. General Supplies included are paper towels, restroom supplies, cleaning products, etc. This amount also includes \$100 for cleaning supplies for Rees Park Building, as well as unexpected miscellaneous supplies that may arise (ex: Covid-19 expenses).

Recommended Amount: \$1,500

2020 and 20221 expense less than recommended.

100-34-4100-541300 BUILDINGS

Requested Amount: \$0

100-34-4100-542101 OFFICE EQUIPMENT

Requested Amount \$0

100-34-4100-542200 TRUCKS & AUTOMOBILES

Requested Amount: \$0

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-34-4100-551000 ALLOCATION OF EXPENSI

100-34-4100-551101 DATA CENTER EXPENSE

1,389

Requested Amount: \$1,389.00

This is the amount allocated to this department for internet, other computer connections, repairs, & the upgrade of computer equipment.

100-34-4100-581200 CAPITAL LEASE PAYMEN'

Requested Amount: 0

34 PUBLIC WORKS

218,875

218,875

### CITY OF AMERICUS 2022 OPERATING BUDGET

### **GROUNDS & MAINTENANCE DEPARTMENT**

## MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

**GOALS - 2022** 

- Continue cemetery maintenance
- Continue to maintain City's rights of way
- Continue to maintain City's buildings

## TIME-FRAME

On-going On-going On-going

ACCOUNT NUMBER/DESCRIPTION 36 GROUNDS/MAINTENANCE	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
100-36-4340-511000 REGULAR PAY	221,567	283,232	233,307	290,958	297,727	297,727
100-36-4340-511300 OVERTIME PAY	2,311	10,000	4,787	10,000	7,500	7,500
100-36-4340-512100 GROUP MEDICAL INSURANC	54,755	70,519	70,239	70,519	70,519	70,519
100-36-4340-512101 OPT OUT INSURANCE PLAN	3,000	3,000	3,000	3,000	3,000	3,000
100-36-4340-512110 GROUP DENTAL INSURANCE	946	2,655	1,842	2,855	2,655	2,655
100-36-4340-512200 SOCIAL SECURITY PAYMEN	16,035	22,432	17,880	23,706	23,541	23,541
100-36-4340-512400 RETIREMENT SYSTEM	22,883	36,507	30,550	38,580	38,312	38,312
100-36-4340-512700 WORKER'S COMPENSATION	11,501	14,782	12,417	16,269	16,269	16,269
100-36-4340-522000 OTHER OUTSIDE SERVICES	9,098	18,000	17,076	33,360	18,360	18,360
100-36-4340-522202 AUTO & TRUCK- REP & MAIN	10,608	15,000	15,882	20,000	15,000	15,000
100-36-4340-522203 MACH & EQUIP-REP & MAIN	9,338	15,000	10,762	23,000	10,000	10,000
100-36-4 <mark>3</mark> 40-523200 TELEPHONE				420	420	420
100-36-4340-523700 TRAINING AND MEETINGS		1,000		2,000	2,000	2,000
100-36-4340-523900 UNIFORMS	4,988	7,500	5,140	7,500	5,000	5,000
100-36-4340-531105 HAND TOOLS	378	5,000	3,039	5,000	4,000	4,000
100-36-4340-531210 WATER, SEWAGE & GARBAC	1,237	2,000	1,315	2,000	2,000	2,000
100-36-4340-531220 NATURAL GAS	71		6	0	0	0
100-36-4340-531225 STORM WATER	154,633	150,000	154,248	150,000	150,000	150,000
100-36-4340-531230 ELECTRICITY	500	500	982	500	500	500
100-36-4340-531270 GASOLINE ALLOCATED	18,712	25,000	21,145	25,000	25,000	25,000
100-36-4340-531700 OTHER SUPPLIES	11,200	10,000	8,764	13,000	10,000	10,000
100-36-4340-542100 MACHINERY & EQUIPMENT	5,162	30,000	34,180	50,000	30,000	30,000
100-36-4340-542200 TRUCKS AND AUTOMOBILES		20,000	4,850	50,000	30,000	30,000
100-36-4340-551000 ALLOCATION OF EXPENSES				0	0	0
100-36-4340-551101 DATA CENTER EXPENSE	71	695	41	695	695	695

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021		REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
100-36-4340-581200 CAPITAL LEASE PAYMENTS					0	0	0
100-36-6240-531112 PLANTS & FLOWERS	99,221	67,200	179,467		145,000	145,000	145,000
36 GROUNDS/MAINTENANCE	658,215	810,022	830,918		983,362	907,498	907,498
	658,215	810,022	830,918	-	983,362	907,498	907,498

ACCOUNT NUMBER/DESCRIPTION		APPROVED <u>BUDGET</u>
100-36-4340-511000 REGULAR PAY Personnel Requirements:  Correctional Officer G&M Coordinator	Current 8 1	297,727
	9	
Includes a vacany factor of 3	months for a correctional officer.	
Recommended Amount: Includes	a 5% increase in salaries.	
100-36-4340-511300 OVERTIME PAY Requested Amount: \$10,000		7,500
To catch up on lost time whic weather and other official tr	h was caused by unavoidable condition ansactions.	is:
Recommend Amount: \$7,500		
Reduced due to YTD expenses.P overtime cost as well.	lanned cost to contractors will cut t	the
100-36-4340-512100 GROUP MEDICAL IN	SURA	70,519
	ts \$8,815 per employee for the year toyee will pay \$11.85 per pay period.	that is
100-36-4340-512101 OPT OUT INSURANCE	E PLA	3,000
This amount represents \$3,000 participation.	per employee for expected Opt Out	
100-36-4340-512110 GROUP DENTAL INS	URAN	2,655
	the dental increase per employee. The will remain the same as the prior ye rom the medical surplus.	
100-36-4340-512200 SOCIAL SECURITY P.	AYMI	23,541

This amount is 7.65% of the total salary of the department.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-36-4340-512400 RETIREMENT SYSTEM

38,312

This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.

100-36-4340-512700 WORKER'S COMPENSATIO

16,269

This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.

100-36-4340-522000 OTHER OUTSIDE SERVICE

18,360

15,000

Requested Amount: \$33,360

This request is for the following:

\$ 3,360 Porta Potty Rentals \$30,000 Herbicide Treatment

\$33,360

Recommended Amount: \$18,360

\$ 3,360 Porta Potty Rentals \$15,000 Herbicide Treatment

\$18,360

100-36-4340-522202 AUTO & TRUCK- REP & M.

Requested Amount: \$20,000

The requested amount is for repairs on vans in the G&M Department. We are having to keep our vans longer which means higher maintenance cost.

Recommended Amount: \$15,000

Expense YTD is less than requested.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-36-4340-522203 MACH & EQUIP-REP & MA

10,000

Requested Amount: \$23,000

The request covers maintenance of mowers, weed eaters, edgers, backpack blowers, & radios, as well as an inventory of parts for repairing this equipment. We are having to keep equipment longer which means higher maintenance cost.

Recommended Amount: \$10,000

Expense YTD is less than requested.

100-36-4340-523200 TELEPHONE

420

Requested Amount: \$420

This is the amount needed to cover the alarm monitoring fee (12 months @ \$35) at the Railroad St Mower Shop.

100-36-4340-523700 TRAINING AND MEETING!

2,000

Requested Amount: \$2,000

Annual G&M Certifications.

100-36-4340-523900 UNIFORMS

5,000

Requested Amount: \$7,500

The requested amount covers uniforms for 6 - 8 Employees within the G&M Department.

Recommended Amount: \$5,000

Expense YTD is less than requested.

100-36-4340-531105 HAND TOOLS

4,000

Requested Amount: \$5,000

The request is for hand tools such as rakes, brooms, & shovels for the inmate crews.

Recommended Amount: \$4,000

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-36-4340-531210 WATER, SEWAGE & GARB

2,000

Requested Amount: \$2,000

This is for the various sprinkler systems for watering the city-owned landscaped areas. The amount requested is an estimate.

100-36-4340-531220 NATURAL GAS

100-36-4340-531225 STORM WATER

150,000

Requested Amount: \$150,000

The budget request includes all storm water fees for streets, sidewalks, & parks.

100-36-4340-531230 ELECTRICITY

500

Requested Amount: \$500

This is for the electricity for the G&M Building.

100-36-4340-531270 GASOLINE ALLOCATED

25,000

Requested Amount: \$25,000

This request covers the correctional vans, all grass cutting equipment, & the amount of gas needed to operate.

100-36-4340-531700 OTHER SUPPLIES

10,000

Requested Amount: \$13,000

This amount is for safety vests for Correctional Officers. It is also for wasp spray, gloves, trash bags, & safety glasses for inmate crews.

Recommended Amount: \$10,000

Expense YTD is less than requested.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

100-36-4340-542100 MACHINERY & EQUIPMEN

30,000

Requested Amount: \$50,000

The requested amount is for the purchase of commercial grade mowers and lawn equipment.

Recommended Amount: \$30,000

#### 100-36-4340-542200 TRUCKS AND AUTOMOBII

30,000

Requested Amount: \$50,000

The requested amount is for the replacement of two inmate vans at \$10,000 each.

One is a carry over from 2019.

Recommended Amount: \$30,000

- 2 Inmate Vans
- 1 Inmate Van (Carry over from 2019)

100-36-4340-551000 ALLOCATION OF EXPENSI

#### 100-36-4340-551101 DATA CENTER EXPENSE

695

This is the amount allocated to the G&M Department for internet, other computer connections, repair, & upgrade of computer equipment.

#### 100-36-4340-581200 CAPITAL LEASE PAYMEN'

Recommended Amount \$0

#### 100-36-6240-531112 PLANTS & FLOWERS

145,000

Requested Amount: \$145,000

This amount is for the landscaping & beautification of all entrance ways into the City. It also includes landscaping for City owned buildings & property as well as contracted grass cutting.

The requested amount is based on current year to date expenditures.

907,498

ACCOUNT NUMBER/DESCRIPTION 202 DOWNTOWN DEVELOPMENT FUND	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
202-00-0000-311102 PROPERTY TAX SURTAX RE				0	0	0
202-00-0000-316101 BUSINESS LICENSE SURTAX				0	0	0
202-00-0000-334110 OTHER GRANTS				0	0	0
202-00-0000-347300 TASTE OF SUMTER REVENUI				0	0	0
202-00-0000-371000 DONATIONS				0	0	0
202-00-0000-381001 TROLLEY FEES				0	0	0
202-00-0000-382000 RENTAL INCOME				0	0	0
202-00-0000-389000 OTHER MISC INCOME					0	0
202-00-0000-389003 CARRYOVER OF FUND BALA				0	0	0
202-00-0000-389005 CITY ALLOCATION REVENU.				0	0	0
202-00-0000-391000 TRANSFER FROM MAIN STRI				"	"	0
202-00-0000-391200 TRANSFER FROM GENERAL				5,000	5,000	5,000
202-00-0000-392100 SALE OF DDA PROPERTY				0	0	0
202 DOWNTOWN DEVELOPMENT FUND				5,000	5,000	5,000
				5,000	5,000	5,000

#### ACCOUNT NUMBER/DESCRIPTION

202 DOWNTOWN DEVELOPMENT FUND

202-00-0000-311102 PROPERTY TAX SURTAX I

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-316101 BUSINESS LICENSE SURT

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-334110 OTHER GRANTS

Requested Amount: \$0

202-00-0000-347300 TASTE OF SUMTER REVEN

Requested Amount: \$0

202-00-0000-371000 DONATIONS

Requested Amount: \$0

202-00-0000-381001 TROLLEY FEES

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-382000 RENTAL INCOME

Requested Amount: \$0

202-00-0000-389000 OTHER MISC INCOME

Requested Amount: \$31,650

Recommended Amount: \$0

202-00-0000-389003 CARRYOVER OF FUND BA

202-00-0000-389005 CITY ALLOCATION REVEN

Recommended Amount: \$0

202-00-0000-391000 TRANSFER FROM MAIN ST

APPROVED BUDGET

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
202-00-0000-391200 TRANSFER FROM GENERAR Requested Amount: \$5,000	5,000
Requested Amount is for Training for the boar 202-00-0000-392100 SALE OF DDA PROPERTY  Requested amount: \$0	d. Clark
202 DOWNTOWN DEVELOPMENT FUND	5,000

202 I	ACCOUNT NUMBER/DESCRIPTION DOWNTOWN DEVELOPMENT FUND	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
	202-65-1530-521201 LEGAL EXPENSES				2,500	0	0
	202-65-7550-511000 REGULAR PAY			1,447	0	0	0
	202-65-7550-511300 OVERTIME PAY				0	0	0
	202-65-7550-512100 GROUP MEDICAL INSURANC				0	0	0
	202-65-7550-512101 OPT OUT INSURANCE PLAN				0	0	0
	202-65-7550-512110 GROUP DENTAL INSURANCE	522			0	0	0
	202-65-7550-512200 SOCIAL SECURITY PAYMEN.	108		108	0	0	0
	202-65-7550-512400 RETIREMENT SYSTEM				0	0	0
	202-65-7550-512700 WORKERS COMPENSATION				0	0	0
	202-65-7550-521203 AUDIT FEES				0	0	0
	202-65-7550-522000 OTHER OUTSIDE SERVICES				40,000	0	0
	202-65-7550-522201 OFFICE EQUIP REP & MAINT				0	0	0
	202-65-7550-522202 AUTO & TRUCK REP & MAIN				0	0	0
	202-65-7550-522206 COMPUTER REPAIR & MAIN				0	0	0
	202-65-7550-523100 INSURANCE EXPENSE	4,169			0	0	0
	202-65-7550-523200 TELEPHONE	1,678		868	0	0	0
	202-65-7550-523201 POSTAGE				0	0	0
	202-65-7550-523301 ADVERTISING EXPENSE			-1,200	3,000	0	0
	202-65-7550-523600 DUES & SUBSCRIPTIONS	320			0	0	0
	202-65-7550-523700 TRAINING & MEETINGS				5,000	5,000	5,000
	202-65-7550-523900 UNIFORMS				0	0	0
	202-65-7550-523906 TROLLEY EXPENSE				0	0	0
	202-65-7550-523908 TASTE OF SUMTER EXPENSE				0	0	0
	202-65-7550-531100 OFFICE /COMPUTER SUPPLIE				0	0	0
	202-65-7550-531112 FLOWERS & PLANTS				0	0	0

	ACTUAL	BUDGET ACTUAL	REQUESTED	RECOMM	APPROVED
ACCOUNT NUMBER/DESCRIPTION	<u>2020</u>	<u>2021</u> <u>12/31/2021</u>	<u>2022</u>	2022	<u>2022</u>
202-65-7550-531210 WATER, SEWER, & GARBAGE			0	0	0
202-65-7550-531220 NATURAL GAS			0	0	0
202-65-7550-531225 STORM WATER			0	0	0
202-65-7550-531230 ELECTRICITY	254		500	0	0
202-65-7550-531270 GASOLINE ALLOCATED	1,423		0	0	0
202-65-7550-531700 OTHER SUPPLIES			0	0	0
202-65-7550-541461 ACQUISITION			0	0	0
202-65-7550-542900 OTHER CAPITAL EXPENDITU	12,394		0	0	0
202-65-7550-551101 DATA CENTER EXPENSE			0	0	0
202-65-7550-573006 PAYMENT TO OTHERS			0	0	0
202-65-7550-581300 PRINCIPAL PAYMENTS			0	0	0
202-65-7550-581302 DEBT SERVICE PAYMENTS			0	0	0
202-65-7550-582300 INTEREST EXPENSE			0	0	0
202-65-7550-611000 TRANSFER TO MAIN ST.			0	0	0
202 DOWNTOWN DEVELOPMENT FUND	20,868	1,223	51,000	5,000	5,000
	20,868	1,223	51,000	5,000	5,000

ACCOUNT NUMBER/DESCRIPTION 65 DOWNTOWN DEVELOPMENT	APPROVED BUDGET
202-65-1530-521201 LEGAL EXPENSES  Requested Amount: \$0	0
202-65-7550-511000 REGULAR PAY	
202-65-7550-511300 OVERTIME PAY	0
202-65-7550-512100 GROUP MEDICAL INSURA The requested \$0	
202-65-7550-512101 OPT OUT INSURANCE PLA  Requested Amount: \$0	
202-65-7550-512110 GROUP DENTAL INSURAN Requested Amount: \$0	
202-65-7550-512200 SOCIAL SECURITY PAYME Requested Amount: \$0	0
202-65-7550-512400 RETIREMENT SYSTEM Requested Amount: \$0	0
202-65-7550-512700 WORKERS COMPENSATIO  Requested Amount: \$0	0
202-65-7550-521203 AUDIT FEES	0
202-65-7550-522000 OTHER OUTSIDE SERVICE Requested Amount: \$40,000	0
\$10,000 Plumbing on 131 Cotton Avenue \$ 5,000 Electrical on 131 Cotton Avenue \$10,000 HVAC on 131 Cotton Avenue \$ 5,000 Carpentry on 131 Cotton Avenue \$10,000 Brickwork Repair at Rylander Park	
\$40,000 Total	
Recommended Amount: \$0	

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
202-65-7550-523908 TASTE OF SUMTER EXPEN Requested Amount: \$0	0
202-65-7550-531100 OFFICE /COMPUTER SUPPL Requested Amount: \$0	0
202-65-7550-531112 FLOWERS & PLANTS Requested Amount: \$0	0
202-65-7550-531210 WATER, SEWER, & GARBAG Requested Amount: \$0	0
202-65-7550-531220 NATURAL GAS Requested Amount: \$0	0
202-65-7550-531225 STORM WATER  Requested Amount: \$0	0
202-65-7550-531230 ELECTRICITY Requested Amount: \$500	0
Recommended Amount: \$0	
202-65-7550-531270 GASOLINE ALLOCATED  Requested Amount: \$0	0
202-65-7550-531700 OTHER SUPPLIES  Requested Amount: \$0	0
202-65-7550-541461 ACQUISITION	0
202-65-7550-542900 OTHER CAPITAL EXPENDI Requested: \$0	0
202-65-7550-551101 DATA CENTER EXPENSE Requested Amount: \$0	0
202-65-7550-573006 PAYMENT TO OTHERS	0
202-65-7550-581300 PRINCIPAL PAYMENTS Requested Amount: \$0	0

### ACCOUNT NUMBER/DESCRIPTION

202-65-7550-581302 DEBT SERVICE PAYMENT

Requested Amount: \$0

202-65-7550-582300 INTEREST EXPENSE

Requested Amount: \$0

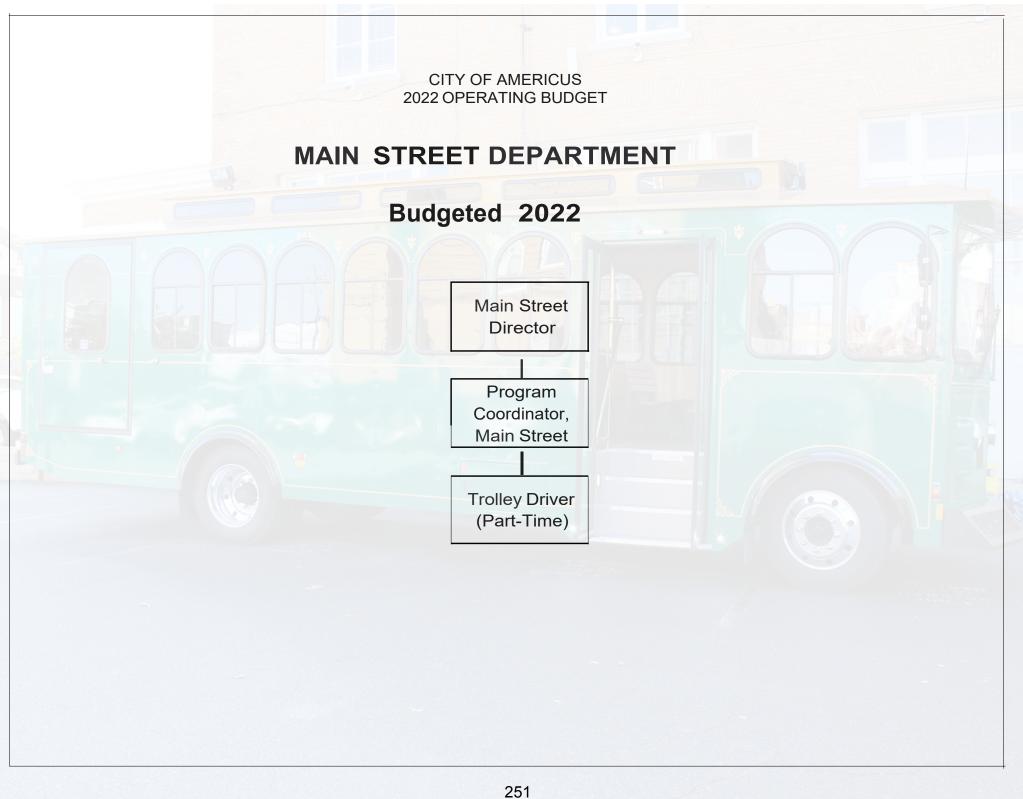
65 DOWNTOWN DEVELOPMENT

202-65-7550-611000 TRANSFER TO MAIN ST.

APPROVED BUDGET

5,000

5,000



### CITY OF AMERICUS 2022 OPERATING BUDGET

#### MAIN STREET & DOWNTOWN DEVELOPMENT AUTHORITY

### MISSION STATEMENT/GENERAL OBJECTIVES

The mission of the Americus Downtown Development Authority & Main Street is to promote the economic development and encourage the historic preservation of the Americus Central Business District.

### **GOALS - 2022**

- 1. Develop a Downtown 5 Year Plan for implementation of results from the Georgia Renaissance Strategic Plan.
- 2. Explore design changes to slow traffic and create a more pedestrian-friendly environment in the Central Business Improvement District.
- 3. Create an Annual Reunion/Homecoming Weekend to entice people that no longer live in Americus to come back that weekend to visit.
- 4. Empty Building Events: Host empty building events downtown to show off the investment potential of vacant properties.
- 5. Strengthen partnerships with City of Americus Code Enforcement and the Police Department by identifying needs and implementing plan of action regarding bicycle patrols, building appearances, and overall safety of our citizens.
- 6. Promote and educate downtown amenities, such as downtown living, shopping, events, to GSW and SGTC students and faculty, through orientation, storm days, etc. Encourage downtown businesses to participate in these promotions, creating revenue.
- 7. Enhance the overall appearance of Downtown Americus by planting flowers on city properties such as Rylander Park and all flowering beds throughout the downtown district. Partner with local garden clubs for the plantings.

### CITY OF AMERICUS 2022 OPERATING BUDGET

- 8. Continue to build partnerships and strengthen stakeholders for events and real estate development.
- 9. Continue working closely with Payroll Development Authority, Chamber of Commerce, and CED Director with the City of Americus to develop a more aggressive plan to recruit new business to downtown Americus.
- 10. Review zoning ordinances and codes and partner with the Community Development Department of the City of Americus to create an entertainment zone adjacent to the Downtown Central Business Improvement District.

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM <u>2022</u>	APPROVED 2022
270 MAIN STREET						
270-00-0000-311102 PROPERTY TAX SURTAX RE <sup>1</sup>		16,460	16,721	16,460	16,460	16,460
270-00-0000-316101 BUSINESS LICENSE SURTAX		8,950	11,072	8,950	8,950	8,950
270-00-0000-334110 OTHER GRANTS				0_	0	0
270-00-0000-347300 TASTE OF SUMTER REVENUI				0	0	0
270-00-0000-361000 OTHER INTEREST EARNED	15					0
270-00-0000-371000 DONATIONS				0	0	0
270-00-0000-381001 TROLLEY FEES	3,110	5,000	4,675	5,000	7,000	7,000
270-00-0000-382000 RENTAL INCOME				0	0	0
270-00-0000-389000 OTHER MISC INCOME	972	1,500	2,045	1,500	1,500	1,500
270-00-0000-389003 CARRYOVER OF FUND BALA				0	0	0
270-00-0000-389005 CITY ALLOCATION REVENU	282,120	261,794	261,794	259,563	245,563	245,563
270-00-0000-391000 TRANSFER FROM DDA				0	0	0
270-00-0000-391200 TRANSFER FROM GENERAL				0	0	0
270-00-0000-392100 SALE OF DDA PROPERTY				0	0	0
270 MAIN STREET	286,217	293,704	296,307	291,473	279,473	279,473
	286,217	293,704	296,307	291,473	279,473	279,473

ACCOUNT NUMBER/DESCRIPTION BU	OVED <u>DGET</u>
270 MAIN STREET  270-00-0000-311102 PROPERTY TAX SURTAX I  Requested Amount: \$16,460	16,460
270-00-0000-316101 BUSINESS LICENSE SURTA  Requested Amount: \$8,950	8,950
270-00-0000-334110 OTHER GRANTS  Requested Amount: \$0	
270-00-0000-347300 TASTE OF SUMTER REVEN  All revenue and expenses will be run out of the Friends of Downtown Americus Account.	
270-00-0000-361000 OTHER INTEREST EARNEI	
270-00-0000-371000 DONATIONS  Requested Amount: \$0	
270-00-0000-381001 TROLLEY FEES  Requested Amount: \$5,000	7,000
Recommended Amount: \$7,000	
270-00-0000-382000 RENTAL INCOME  Requested Amount: \$0	
270-00-0000-389000 OTHER MISC INCOME  Requested Amount: \$1,500	1,500
Fees from the Farmers Market, rental of Lenny's Market, and Parade Entry Fees.	

270-00-0000-389003 CARRYOVER OF FUND BA

Requested Amount: \$0

	NUMBER/DESCR		BUDGET
		LLOCATION REVE	245,563
		recap of recent allocations.	
2009	\$101,940		
2010	\$ 94,000	(7.8%)	
	\$ 84,600	(10.0%)	
		0.0%	
2013	\$ 94,600	11.8%	
2014		(7.42%)	
2010		38.9%	
2015	\$ 88,067		
2016 2017	\$ 88,067 \$202,459	0%	
		0.2%	
2018	\$202,810		
2019 2020	\$222,725 \$257,720	(12.7%) 15.71%	
2021	\$292,172		
2021	\$261,794	(10.40%) requested	
2022	\$245,563	(6.20) recommended	
2/0-00-0000-	-391000 TRANSI	ER FROM DDA	
270-00-0000-	-391200 TRANSI	FER FROM GENER!	
270-00-0000-	392100 SALEO	F DDA PROPERTY	
	ted amount: \$		
Request	ted amount: \$	U	
AIN STREET			279,473

83 M	ACCOUNT NUMBER/DESCRIPTION AIN STREET	ACTUAL 2020	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
	270-83-1530-521201 LEGAL EXPENSES	1,580	1,500	80	1,000	1,000	1,000
	270-83-7551-511000 REGULAR PAY	104,993	114,028	105,570	114,028	119,729	119,729
	270-83-7551-511300 OVERTIME PAY	2,044	3,000	1,971	2,500	2,500	2,500
	270-83-7551-512100 GROUP MEDICAL INSURANC	15,483	17,630	17,550	17,630	17,630	17,630
	270-83-7551-512101 OPT OUT INSURANCE PLAN				0	0	0
	270-83-7551-512110 GROUP DENTAL INSURANCE		590	788	590	590	590
	270-83-7551-512200 SOCIAL SECURITY PAYMEN	7,790	8,953	7,797	9,389	9,389	9,389
	270-83-7551-512400 RETIREMENT SYSTEM	9,754	11,980	13,017	12,690	12,690	12,690
	270-83-7551-512700 WORKERS COMPENSATION	1,476	1,206	1,522	1,317	1,317	1,317
	270-83-7551-521203 AUDIT FEES				0	0	0
	270-83-7551-522000 OTHER OUTSIDE SERVICES	14,079	17,340	14,915	23,340	10,000	10,000
	270-83-7551-522201 OFFICE EQUIP-REP & MAINT	759	1,000	1,819	- 1,000	1,000	1,000
	270-83-7551-522202 AUTO & TRUCK REP & MAIN	509	1,500	1,335	1,500	1,500	1,500
	270-83-7551-522206 COMPUTER REPAIR & MAIN		500		500	500	500
	270-83-7551-523100 INSURANCE EXPENSE	1,631	730	5,774	5,730	5,730	5,730
	270-83-7551-523200 TELEPHONE	602	2,100	1,871	2,100	2,100	2,100
	270-83-7551-523201 POSTAGE	-140	350	-59	350	350	350
	270-83-7551-523301 ADVERTISING EXPENSE	18,026	16,000	25,955	18,000	18,000	18,000
	270-83-7551-523600 DUES & SUBSCRIPTIONS	4,569	3,168	5,475	3,208	3,208	3,208
	270-83-7551-523700 TRAINING & MEETINGS	3,526	10,450	8,225	16,950	11,000	11,000
	270-83-7551-523900 UNIFORMS				0	0	0
	270-83-7551-523906 TROLLEY EXPENSES		2,000		2,000	1,000	1,000
	270-83-7551-523908 TASTE OF SUMTER-EXPENSE				0	0	0
	270-83-7551-531100 OFFICE /COMPUTER SUPPLIE	8,057	4,450	5,257	3,450	3,450	3,450
	270-83-7551-531112 FLOWERS & PLANTS	812	7,500	7,232	7,500	7,500	7,500

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
270-83-7551-531210 WATER,SEWER,&GARBAGE	226	200	86	200	200	200
270-83-7551-531220 NATURAL GAS				0	0	0
270-83-7551-531225 STORM WATER	1,061	1,200	1,061	1,200	1,200	1,200
270-83-7551-531230 ELECTRICITY	2,451	2,440	3,612	2,440	3,000	3,000
270-83-7551-531270 GASOLINE ALLOCATED	176	500	773	500	500	500
270-83-7551-531700 OTHER SUPPLIES	13,393	17,000	18,254	18,000	13,000	13,000
270-83-7551-542900 OTHER CAPITAL EXPENDITU	29,392	45,000	37,169	45,000	30,000	30,000
270-83-7551-551101 DATA CENTER EXPENSE	1,870	1,389	2,386	1,390	1,390	1,390
270-83-7551-573001 BANK CHARGES				0	0	0
270-83-7551-581300 PRINCIPAL PAYMENTS				0	0	0
270-83-7551-581302 DEBT SERVICE PAYMENTS				0	0	0
270-83-7551-582300 INTEREST EXPENSE				0	0	0
270-83-7551-611000 TRANSFER TO DDA				0	0	0
83 MAIN STREET	244,117	293,704	289,432	313,502	279,473	279,473
	244,117	293,704	289,432	313,502	279,473	279,473
				F 16		

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

83 MAIN STREET

100-83-7551-580000 MAIN STREET EXPENDITU

270-83-1530-521201 LEGAL EXPENSES

1.000

Requested Amount: \$1,000

Costs for attachment agreements, legal inquiries, and contracts.

270-83-7551-511000 REGULAR PAY

119,729

Personnel Requirements:

Main Street Director
Program Coordinator
Trolley Driver (part-time)

Recommended Amount: Includes a 5% increase in salaries.

270-83-7551-511300 OVERTIME PAY

2,500

Requested Amount: \$2,500

Overtime for Program Coordinator at events and additional work related needs after work hours and on weekends.

270-83-7551-512100 GROUP MEDICAL INSURA

17,630

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

270-83-7551-512101 OPT OUT INSURANCE PLA

This amount represents \$3,000 per employee for expected Opt Out participation.

270-83-7551-512110 GROUP DENTAL INSURAN

590

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

270-83-7551-512200 SOCIAL SECURITY PAYME

9,389

This amount is 7.65% of the total salary of the department.

	PROVED BUDGET
270-83-7551-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.	12,690
270-83-7551-512700 WORKERS COMPENSATIO  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.	1,317
270-83-7551-521203 AUDIT FEES	
270-83-7551-522000 OTHER OUTSIDE SERVICE Requested Amount: \$23,340	10,000
\$ 2,500 Street Light Repair/Maintenance \$ 10,000 Downtown Beautification (tree maintenance, downtown, cleaning/repairs, murals, public art, etc.) \$ 840 Potty at Lenny's Market \$ 10,000 Downtown Music Series	
\$ 23,340	
Recommended Amount: \$10,000	
Main Street Director will determine the projects based off the recommen amount.	ded
270-83-7551-522201 OFFICE EQUIP-REP & MAII	1,000
Requested Amount: \$1,000	
Monthly maintenance/service fees on copy machine and printer	
270-83-7551-522202 AUTO & TRUCK REP & MA Requested Amount: \$1,500	1,500
Maintenance of Express Van (Bus)	
270-83-7551-522206 COMPUTER REPAIR & MA	500

Requested Amount: \$500

ACCOUNT N		PROVED BUDGET
	23100 INSURANCE EXPENSE ed Amount: \$5,730	5,730
\$ 5,00	Musical License Insurance for BMI and ASCAP when bands and ons play downtown and in the community.  Baldwin Agency Insurance Expense	ther
\$ 5,73	0	
the state of the s	223200 TELEPHONE ed Amount: \$2,100	2,100
\$ 600 \$ 587 \$ 913	Municipal Bldg Telephone Expenses	
\$ 2,100		
Request This am	ed Amount: \$350 count includes costs associated with newsletters, event notices, mail outs, surveys, and general mailings.	350
270-83-7551-	523301 ADVERTISING EXPENSE	18,000
\$3,000 \$4,000 \$5,000 \$2,000	ed Amount: \$18,000  Magazine Newspaper/Radio Television/Co-Op Commercials Online- Social Media Electrical Billboard	

\$18,000

Requested Amount: \$3,208  \$ 25   National Trust for Historic Preservation \$ 100   Georgia Grown \$ 350   National Main Street \$ 200   Georgia Downtown Association \$ 48   Americus Times Recorder \$1,020   Americus Rotary Club \$ 325   Pandora Subscription (Downtown Speaker System) \$ 600   EZ Texting (communication w/ downtown merchants) \$ 300   Zoom Meetings \$ 120   Adobe \$ 120   Dropbox  \$ 33,208   Total  270-83-7551-523700   TRAINING & MEETINGS  Requested Amount: \$16,950  \$ 900   National Main Streets Conference (NMSC) (2 Staff Registrations Fees) \$ 2,000   NMSC Travel (2 Staff) \$ 2,000   NMSC Hotel (2 Staff) \$ 2,000   NMSC Hotel (2 Staff) \$ 1,800   GDA Conference Hotel (2 Staff) \$ 600   GDA Travel (2 Staff) \$ 500   Annual Main Street Board Retreat \$ 1,000   Board Member Training (required) \$ 550   Staff Training & Travel \$ 2,000   Marketing College (Goal: Certified Festival & Events Planner)	ACCOUNT NUM	MBER/DESCRIPTION	APPROVED <u>BUDGET</u>
\$ 100 Georgia Grown \$ 350 National Main Street \$ 200 Georgia Downtown Association \$ 48 Americus Times Recorder \$1,020 Americus Rotary Club \$ 325 Pandora Subscription (Downtown Speaker System) \$ 600 EZ Texting (communication w/ downtown merchants) \$ 300 Zoom Meetings \$ 120 Adobe \$ 120 Dropbox  \$ 37,208 Total  270-83-7551-523700 TRAINING & MEETINGS Requested Amount: \$16,950  \$ 900 National Main Streets Conference (NMSC) (2 Staff Registrations Fees) \$ 2,000 NMSC Travel (2 Staff) \$ 2,000 NMSC Hotel (2 Staff) \$ 750 Georgia Downtown Assoc. State Conference (2 Staff Registrations Fees) \$ 1,800 GDA Conference Hotel (2 Staff) \$ 600 Main Street 201 Trainings Travel (2 Staff) \$ 600 Main Street 201 Trainings Travel (2 Staff) \$ 500 Annual Main Street Board Retreat \$ 1,000 Board Member Training (required) \$ 550 Staff Training & Travel \$ 2,000 Business Education \$ 2,250 Mobilize Main Street (registration, hotel, and travel)			3,208
270-83-7551-523700 TRAINING & MEETINGS  Requested Amount: \$16,950  \$ 900 National Main Streets Conference (NMSC) (2 Staff Registrations Fees) \$ 2,000 NMSC Travel (2 Staff) \$ 2,000 NMSC Hotel (2 Staff) \$ 750 Georgia Downtown Assoc. State Conference (2 Staff Registrations Fees) \$ 1,800 GDA Conference Hotel (2 Staff) \$ 600 Main Street 201 Trainings Travel (2 Staff) \$ 500 Annual Main Street Board Retreat \$ 1,000 Board Member Training (required) \$ 550 Staff Training & Travel \$ 2,000 Business Education \$ 2,250 Mobilize Main Street (registration, hotel, and travel)	\$ 100 \$ 350 \$ 200 \$ 48 \$1,020 \$ 325 \$ 600 \$ 300 \$ 120	Georgia Grown National Main Street Georgia Downtown Association Americus Times Recorder Americus Rotary Club Pandora Subscription (Downtown Speaker System) EZ Texting (communication w/ downtown merchants) Zoom Meetings Adobe	
\$ 900 National Main Streets Conference (NMSC) (2 Staff Registrations Fees) \$ 2,000 NMSC Travel (2 Staff) \$ 2,000 NMSC Hotel (2 Staff) \$ 750 Georgia Downtown Assoc. State Conference (2 Staff Registrations Fees) \$ 1,800 GDA Conference Hotel (2 Staff) \$ 600 GDA Travel (2 Staff) \$ 600 Main Street 201 Trainings Travel (2 Staff) \$ 500 Annual Main Street Board Retreat \$ 1,000 Board Member Training (required) \$ 550 Staff Training & Travel \$ 2,000 Business Education \$ 2,250 Mobilize Main Street (registration, hotel, and travel)	270-83-7551-523	700 TRAINING & MEETINGS	11,000
	\$ 900 Fees) \$ 2,000 \$ 2,000 \$ 750 Fees) \$ 1,800 \$ 600 \$ 600 \$ 1,000 \$ 1,000 \$ 2,000 \$ 2,250	National Main Streets Conference (NMSC) (2 Staff Reginal NMSC Travel (2 Staff) NMSC Hotel (2 Staff) Georgia Downtown Assoc. State Conference (2 Staff Reginal National Nationa	ristrations

270-83-7551-523900 UNIFORMS

AD	DDOMED
	PROVED <u>BUDGET</u>
270-83-7551-523906 TROLLEY EXPENSES Requested Amount: \$2,000	1,000
\$2,000 Repair & Maintenance	
Recommended Amount: \$1,000	
Reduced to new trolley being purchased in 2021.	
270-83-7551-523908 TASTE OF SUMTER-EXPEN Requested Amount: \$0	
All Sponsorship Events will be run through Friends of Downtown Americus 501c3 (both income and expenses)	5
270-83-7551-531100 OFFICE/COMPUTER SUPP:  Requested Amount: \$3,450 The requested amount is for normal supplies needed to run the office.  (paper, pens, business cards, letterhead, envelopes, copy paper, ink cartridges, etc.)	3,450
\$ 850 Ink for Printer \$ 800 Ink for Copier \$ 300 Copy Paper \$ 1,500 Other Office Supplies (envelopes, business cards, letterhead, etc.)	
\$ 3,450	
270-83-7551-531112 FLOWERS & PLANTS Requested Amount: \$7,500	7,500
\$1,500 New Plants for Planters \$6,000 Planter Maintenance	
\$7,500	
270-83-7551-531210 WATER, SEWER, & GARBAC	200
Requested Amount: \$200 This amount is for the Farmer's Market and Rylander Park	

270-83-7551-531220 NATURAL GAS

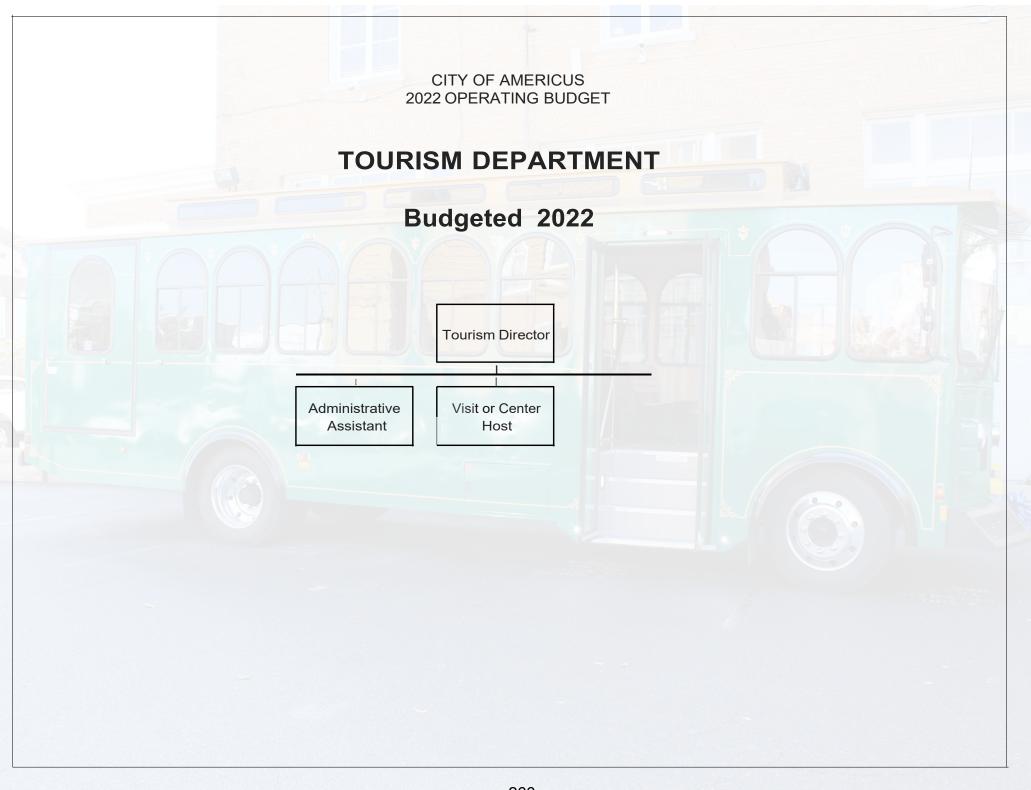
ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
270-83-7551-531225 STORM WATER  Requested Amount: \$1,200 \$ 500 Lenny's Market \$ 700 Rylander Park	1,200
\$ 1,200	
270-83-7551-531230 ELECTRICITY  Requested Amount: \$2,440	3,000
\$ 800 Lenny's Market \$ 800 Rylander Park \$ 840 Pole Attachments (\$70/month) \$2,440	
Recommended Amount: \$3,000	
Increased due to 2021 expense annualized  270-83-7551-531270 GASOLINE ALLOCATED  Requested Amount: \$500  This is fuel for the bus and trolley.	500
270-83-7551-531700 OTHER SUPPLIES Requested Amount: \$18,000	13,000
\$ 4,000 First Friday \$ 3,000 Christmas Open House Event \$ 500 Downtown Trick-or-Treat \$ 2,000 Downtown Map Design and Printing & \$ 3,000 Lenny's Farmers Market (promotional upgrades) \$ 5,000 Downtown App \$ 500 Welcome Baskets	
\$18,000	
Recommended Amount: \$13,000	
Main Street Director will determine which even amount.	ents to do with the recommended

## APPROVED BUDGET ACCOUNT NUMBER/DESCRIPTION 270-83-7551-542900 OTHER CAPITAL EXPEND 30,000 Requested Amount: \$45,000 \$ 25,000 Facade Grant Program \$ 10,000 Street/Park Furniture and Maintenance (benches, trash cans, maintenance etc.) \$ 10,000 Christmas Decorations \$ 45,000 Total Recommended Amount: \$30,000 Main Street Director will determine the items to complete with the recommended amount. 270-83-7551-551101 DATA CENTER EXPENSE 1,390 This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment. 270-83-7551-573001 BANK CHARGES 270-83-7551-581300 PRINCIPAL PAYMENTS 270-83-7551-581302 DEBT SERVICE PAYMENT 270-83-7551-582300 INTEREST EXPENSE 270-83-7551-611000 TRANSFER TO DDA

83 MAIN STREET

279,473

279,473



### CITY OF AMERICUS 2022 OPERATING BUDGET

#### **TOURISM COUNCIL**

#### MISSION STATEMENT/GENERAL OBJECTIVES

The Americus Sumter County Tourism Council focuses on effective marketing/advertising efforts through strategically placing promotions in highly visible markets in order to attract tourists to the area.

#### **GOALS - 2022**

- 1. Revamp Welcome Center
  - a. Reason: The Welcome Center should stand as a resource for visitors and citizens in Americus-Sumter County.
    - i. Reorganize & Decorate
    - ii. Create Multi-media waiting room
    - iii. Purchase rebranded materials
- 2. Promote Homegrown World Renown Brand Americus-Sumter County Tourism
  - a. present new tourism video & photography
  - b. Increase social media
  - c. Statewide ad campaigns
  - d. Buzz marketing events
- 3. Create Tourism Product
  - a. Create Cemetery, Architecture, & Culinary Tour
  - b. Create African American/Civil Rights Story Tour
  - c. Create Destination Wedding Program

ACCOUNT NUMBER/DESCRIPTION 205 TOURISM FUND	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
205-00-0000-341903 WELCOME CENTER SALES	3,505	10,000	9,446	10,000	10,000	10,000
205-00-0000-389000 MISCELLANEOUS INCOME		2,607		2,500	2,500	2,500
205-00-0000-389002 CASH SHORT & OVER				0	0	0
205-00-0000-391000 HOTEL/MOTEL TAX	200,096	183,087	192,538	192,538	205,644	205,644
205 TOURISM FUND	203,601	195,694	201,984	205,038	218,144	218,144
	203,601	195,694	201,984	205,038	218,144	218,144

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 205-00-0000-341903 WELCOME CENTER SALES

10,000

Requested Amount: \$10,000

This is for the sale of items at the Americus Visitor Center.

The plan is to continue to sell branded items, snacks, and other souvenirs as needed.

We offer a complimentary coffee bar and will need supplies. We also provide kids games, a relaxation station, and a photo booth. Popcorn will be provided on various occasions. Supplies will be needed to perform these duties. These items will help drive sales.

Sales Goal: \$10,000

#### 205-00-0000-389000 MISCELLANEOUS INCOMI

2,500

Requested Amount: 2,500

Potential grant amount from the Regional Visitor Information Center Grant Program. Funds traditionally are being held available for RVICs to apply for. Pending State budget approval, this is a possibility for the Americus Visitor Center.

#### 205-00-0000-389002 CASH SHORT & OVER

Requested Amount: \$0

#### ACCOUNT NUMBER/DESCRIPTION

## APPROVED BUDGET

#### 205-00-0000-391000 HOTEL/MOTEL TAX

205,644

The following is a recap of recent allocations.

2010	\$160,000	(15.7%)	
2011	\$144,000	(10.0%)	
2012	\$151,200	5.0%	
2013	\$151,200	0.0%	
2014	\$148,309	(1.9%)	
2015	\$139,894	(17.4%)	
2016	\$139,894	0%	
2017	\$177,619	26.9%	
2018	\$192,206	26.9%	
2019	\$201,758	(17.7%)	
2020	\$200,096	(0.99%)	
2021	\$192,538	(0.96%)	projected
2022	\$205,644	6.80%	recommended
\$192.538	Tourism	Fund	

\$100,000 Rylander Theater Operating expenses (same as prior years)

\$ 0 DDA Marketing

O Transportation for Train

\$ 37,462 General Fund (reduced to zero)

\$330,000

#### Recommended amount:

\$205,644 Tourism Fund

\$100,000 Rylander Theater Operating expenses (same as prior years)

DDA Marketing

O Transportation for Train

\$ 44,356 General Fund

\$350,000

218,144

17 TO	ACCOUNT NUMBER/DESCRIPTION DURISM	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
	205-17-7540-511000 REGULAR PAY	94,631	93,672	94,460	93,672	98,855	98,855
	205-17-7540-511300 OVERTIME PAY	1,769	500	2,720	1,500	1,500	1,500
	205-17-7540-512100 GROUP MEDICAL INSURANC	15,483	17,630	17,550	17,630	17,630	17,630
	205-17-7540-512101 OPT OUT INSURANCE PLAN				0	0	0
	205-17-7540-512110 GROUP DENTAL INSURANCE	353	590	734	590	590	590
	205-17-7540-512200 SOCIAL SECURITY PAYMEN	6,610	7,204	6,940	7,204	7,562	7,562
	205-17-7540-512400 RETIREMENT SYSTEM	8,705	6,444	11,618	6,444	7,027	7,027
	205-17-7540-512700 WORKERS COMPENSATION	647	270	645	295	295	295
	205-17-7540-521203 AUDIT FEES				0	0	0
	205-17-7540-522000 OTHER OUTSIDE SERVICES				0	0	0
	205-17-7540-522201 OFFICE EQUIP-REP AND MAI		250	39	500	500	500
	205-17-7540-522206 COMPUTER-REP AND MAINT		200	101	200	200	200
	205-17-7540-522310 RENT EXPENSE				0	0	0
	205-17-7540-523100 INSURANCE EXPENSE	1,200	1,260		1,260	1,260	1,260
	205-17-7540-523200 TELEPHONE	690	900	577	900	900	900
	205-17-7540-523201 POSTAGE	452	350	507	1,000	1,000	1,000
	205-17-7540-523301 MARKETING & PROMOTIONS	23,116	37,500	31,970	67,500	52,500	52,500
	205-17-7540-523600 DUES AND SUBSCRIPTIONS	2,850	3,785	3,566	3,000	3,000	3,000
	205-17-7540-523700 TRAINING AND MEETINGS	4,894	10,000	9,948	10,000	10,000	10,000
	205-17-7540-523905 MERCHANT FEES	315	450	240	450	450	450
	205-17-7540-531100 OFFICE/COMPUTER SUPPLIE	1,740	2,000	2,136	2,000	2,000	2,000
	205-17-7540-531210 WATER,SEWER,AND GARBA				0	0	0
	205-17-7540-531220 NATURAL GAS				0	0	0
	205-17-7540-531225 STORM WATER				0	0	0
	205-17-7540-531230 ELECTRICITY	2,067		2,797	0	0	0

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
205-17-7540-531270 GASOLINE ALLOCATED	107		62	0	0	0
205-17-7540-531500 VISITOR CENTER PURCHASE	11,535	10,500	9,987	10,500	10,500	10,500
205-17-7540-531700 OTHER SUPPLIES				0	0	0
205-17-7540-542101 OFFICE EQUIPMENT	300	300	68	300	300	300
205-17-7540-542400 COMPUTER EQUIPMENT	500	500	372	500	500	500
205-17-7540-551101 DATA CENTER EXPENSE	1,248	1,389	73	1,575	1,575	1,575
205-17-7540-571000 LINDBERGH BOOGIE FESTIV				0	0	0
205-17-7540-571001 SAM SHORTLINE				0	0	0
205-17-7540-573000 BANK CHARGES					a a	<u> </u>
17 TOURISM	179,213	195,694	197,110	227,020	218,144	218,144
	179,213	195,694	197,110	227,020	218,144	218,144

17 TOURISM	ACCOUNT NUMBER/DESCRIPTION  APPR BU	ROVED JDGET
	205-17-7540-511000 REGULAR PAY Personnel Requirements:	98,855
	Current Tourism Director 1 Administrative Assistant II(full-time) 1 Welcome Center Host (part-time) 1	
	Recommended Amount: Includes a 5% increase in salaries.	
	205-17-7540-511300 OVERTIME PAY  Overtime for special events & Saturdays.  Since we are maintaining one person down, we will need to increase this amount to \$1,500. If a facilities manager is hired, some of this overtime will not be needed.	1,500 e
	205-17-7540-512100 GROUP MEDICAL INSURA  The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.	17,630
	205-17-7540-512101 OPT OUT INSURANCE PLA Requested Amount: 0	
	205-17-7540-512110 GROUP DENTAL INSURAN  The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.	
	205-17-7540-512200 SOCIAL SECURITY PAYMI	7,562
	This amount is 7.65% of the total salary of the department.	
	205-17-7540-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.	7,027
	205-17-7540-512700 WORKERS COMPENSATIO  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.	295

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

205-17-7540-521203 AUDIT FEES

205-17-7540-522000 OTHER OUTSIDE SERVICE

Recommended Amount: 0

Any additional services needed not provided within a typical fiscal year.

205-17-7540-522201 OFFICE EQUIP-REP AND M

500

Requested Amount: \$500

The requested amount is for maintenance on the copy machine. We will need to double this amount, since Main Street has purchased their own copier and will not be splitting the cost.

205-17-7540-522206 COMPUTER-REP AND MAI

200

Requested Amount: \$200 For potential maint.

205-17-7540-522310 RENT EXPENSE

Requested Amount: \$0

1,260

Requested Amount: \$1260

205-17-7540-523100 INSURANCE EXPENSE

900

205-17-7540-523200 TELEPHONE Requested Amount: \$900

The requested amount is for monthly service to Bandwidth for 3 telephone lines.

205-17-7540-523201 POSTAGE

1,000

Requested Amount: \$1,000

For mail outs as needed. (Brochures, rack cards, etc.) This needs to be increased, since we will be mailing brochures to 60+ Visitor Centers this year. With the pandemic - postage is going to become even more important.

ACCOUNT NUMBER/DESCRIPTION

205-17-7540-523301 MARKETING & PROMOTIC

APPROVED BUDGET

52,500



#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

Requested \$67,500

The following tactics correspond with our Strategic Marketing Plan adopted by our Board of Directors:

\$16,000 - Social Media Marketing (Boosting posts, sponsored ads, etc. across Facebook & other social media sites as deemed worthy & audience appropriate (Digital Marketing Strategy - Using Online & Hulu placement ads with preproduced promotional videos) Broken down: \$1,000 for Social Media. \$15,000 - Digital media campaign.

\$12,500 - Media Relations/Public Relations with LRC, Inc. (Press Room Service) (This service brings international & national writers to our area.)

\$5,000 - Travel Writer Expenditures: Hotel stay, dining, etc. 4 visits, 6 writers, 2 nights per visit + food. (Required with contract service with LRC)

\$20,000 - Commercials, Print Advertising, Marketing, and Promotions, Photography, etc for PR Campaigns
\*\*This was cut late 2019. This project needs to be completed in 2022.

\$4,000 - Georgia On My Mind Days (travel throughout state to market

Americus & Sumter County) Includes hotel + Mileage + Food + Incidentals to
Set Up

(There are 11 different days, 6 of those days require one-night stay in a hotel.) Dates between March 6th and July 10th. Adds to state certification for the RVIC requirements.

\$10,000 - Movie Nights (Second or Third Saturdays. at least 1 a quarter, max 6.) Rental or purchase of quipment, promotions, staff time, supplies, and rights to film.

Recommended Amount: \$52,500

Marketing & Promotions events will be decided by Tourism Director based off the recommended amount.

ACCOUNT NUMBER/DESCRIPTION	PPROVED <u>BUDGET</u>
205-17-7540-523600 DUES AND SUBSCRIPTION \$3,000 The requested budget includes the following:	3,000
\$ 350 GACVB	
\$ 55 Secretary of State annual registrations \$1,300 Rotary Club of Americus \$ 295 Southeastern Tourism Society Dues	
_\$1,000 Americus Sumter Remembrance Movement \$3,000	
205-17-7540-523700 TRAINING AND MEETING: \$10,000 The requested amount includes the following:	10,000
\$1,500 Georgia Governor's Conference on Tourism (1 Staff Member * required) \$2,000 Regional Visitor Information Center Conference (2 staff member Required includes hotel, mileage and conference) \$2,000 STS Marketing College - Alum accred. required* \$2,000 Winter Chataqua and GACVB Winter Conference \$1,000 Tourism Retreats \$300 Zoom/Canva/ \$1,200 - Additional educational opportunities	ers *
205-17-7540-523905 MERCHANT FEES  Requested Amount: \$450  This is for the merchant fees related to credit card purchases at the	450
Welcome Center.  205-17-7540-531100 OFFICE/COMPUTER SUPPI  Requested \$2000 \$2,000 Ink cartridges, paper, pens, and all other office supplies	2,000
\$2,000 205-17-7540-531210 WATER,SEWER,AND GARI	

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

205-17-7540-531220 NATURAL GAS

Requested Amount: \$0

205-17-7540-531225 STORM WATER

Requested Amount: \$0

205-17-7540-531230 ELECTRICITY

Requested Amount: \$0

205-17-7540-531270 GASOLINE ALLOCATED

Requested Amount: \$0

We do not operate the trolley anymore.

205-17-7540-531500 VISITOR CENTER PURCHA

Requested Amount: \$10,500

\$7,000 - Rebranded T-shirts, mugs, keychains, magnets, postcard, umbrellas, food items, etc. that say "Visit Americus", as well as coffee, kids games, and items for Relaxation Station & Trade Shows
\$3,000 - First Friday supplies for the event

\$10,500

205-17-7540-531700 OTHER SUPPLIES

Requested Amount: \$0

205-17-7540-542101 OFFICE EQUIPMENT

Requested Amount: \$300

Potential items needed to update software

\$500 - Holiday Decor for First Floor of City Hall

205-17-7540-542400 COMPUTER EQUIPMENT

Requested Amount: \$500

Software for publishing or photos and ZOOM meetings and Canva

205-17-7540-551101 DATA CENTER EXPENSE

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment. \$1575

10,500

300

500

1,575

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

205-17-7540-571000 LINDBERGH BOOGIE FEST

Requested Amount: \$0

205-17-7540-571001 SAM SHORTLINE

Requested Amount: 0

This amount will be designated to the S.A.M. Shortline Excursion Train to help market and promote Americus and Sumter County through the train.

205-17-7540-573000 BANK CHARGES

Requested Amount: \$0

17 TOURISM

218,144

218,144

ACCOUNT NUMBER/DESCRIPTION 220 COMMUNITY DEVELOPMENT	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
220-00-0000-361001 INTEREST ON REV LOANS		500		400	400	400
220-00-0000-361004 INT ON 2004 HOUSING LOAN				0	0	0
220-00-0000-389000 OTHER MISC INCOME				0	0	0
220 COMMUNITY DEVELOPMENT	0	500		400	400	400
	*	500		400	400	400

#### ACCOUNT NUMBER/DESCRIPTION

## APPROVED BUDGET

#### 220 COMMUNITY DEVELOPMENT

220-00-0000-361001 INTEREST ON REV LOANS

400

Requested Amount: \$400

The revenue can be used to loan additional monies for business development. This is the anticipated amount for 2022.

Estimated Principal Interest Balance 2022 @6/30/21

\$400 \$ 10,358 Cafe Campesino

220-00-0000-361004 INT ON 2004 HOUSING LO

Requested Amount: \$0

220-00-0000-389000 OTHER MISC INCOME

Requested Amount: \$0

220 COMMUNITY DEVELOPMENT

400

400

ACCOUNT NUMBER/DESCRIPTION 62 CD FUND	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM 2022	APPROVED 2022
62 CD FUND						
220-62-7300-611001 TRANSFER TO GENERAL FUI				0	0	0
220-62-7300-611007 TRANSFER TO 2007 CDBG				0	0	0
220-62-7300-611100 TRANSFER TO TE PROJECT				0	0	0
62 CD FUND	0					

ACCOUNT NUMBER/DESCRIPTION

220 COMMUNITY DEVELOPMENT

220-62-7300-611001 TRANSFER TO GENERAL I

220-62-7300-611007 TRANSFER TO 2007 CDBG

Requested Amount: \$0

220-62-7300-611100 TRANSFER TO TE PROJEC'

Approved Amount: \$0

220 COMMUNITY DEVELOPMENT

APPROVED BUDGET

ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021		REQUESTED <u>2022</u>	RECOMM 2022	APPROVED 2022
82	150			0	0	0
	4,550			4,159	4,159	4,159
82	4,700			4,159	4,159	4,159
82	4,700			4,159	4,159	4,159
	2020 82 82	2020     2021       82     150       4,550     4,700	2020     2021     12/31/2021       82     150       4,550       82     4,700	2020 2021 12/31/2021  82 150  4,550  82 4,700	2020     2021     12/31/2021     2022       82     150     0       4,550     4,159       82     4,700     4,159	2020     2021     12/31/2021     2022     2022       82     150     0     0       4,550     4,159     4,159       82     4,700     4,159     4,159

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 221 STATE REVOLVING LOAN

221-00-0000-361000 OTHER INTEREST EARNEI

Requested Amount: \$150

This is the interest earned on the bank balance.

221-00-0000-361001 REVOLVING LOAN INTER

4,159

Requested Amount: \$4,159

The revenue can be used to loan additional monies for business development.

Estimated Interest 2022	Principal Balance @6/30/21	
\$ 0 \$ 375 \$ 60 \$2,417 \$ 919 \$ 43 \$ 0	\$ 4,549 \$ 6,460 \$20,000 \$29,512 \$10,907 \$21,192 \$30,000	Windsor Spa LLC Cafe Campesino First Sight Ultrasound Seafood Center Madea's Diner & Bakery Longshot Provisions LLC Graceful Hands Homeccare LLC
\$ 345 \$4,159	\$22,500	Amiais Healthcare LLC

221 STATE REVOLVING LOAN

4,159

4,159

ACCOUNT NUMBER/DESCRIPTION
63 STATE REVOLVING LOAN
221-63-7300-615500 COMM DEV LOANS
63 STATE REVOLVING LOAN

ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
			0	0	0

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>Budget</u>
63 STATE REVOLVING LOAN	
221-63-7300-615500 COMM DEV LOANS	0

63 STATE REVOLVING LOAN

ACCOUNT NUMBER/DESCRIPTION 226 2001 PROCE AM INCOME	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
226 2001 PROGRAM INCOME 226-00-0000-331121 PROGRAM INCOME	896			0	0	0
226-00-0000-361002 INTEREST-CDBG PROG INCO	0,0			0	0	0
226 2001 PROGRAM INCOME	896					
	896					

## ACCOUNT NUMBER/DESCRIPTION

226 2001 PROGRAM INCOME

226-00-0000-331121 PROGRAM INCOME

Requested Amount: \$0

226-00-0000-361002 INTEREST-CDBG PROG IN

Requested Amount: \$0

The following loan in this fund has no interest charges.

Estimated Interest 2021

Principal Balance @8/31/2021

\$ 0

\$10,705 Bennie Rouland (No Interest Loan)

Makes monthly payments of \$74.68

226 2001 PROGRAM INCOME

ACCOUNT NUMBER/DESCRIPTION 229 TE PROJECT	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
229-00-0000-331150 TE REVENUE			338,239	0	0	0
229-00-0000-391102 TRANSFER FROM GENERAL				0	0	0
229-00-0000-391105 TRANSFER FROM WACHOVI.				0	0	0
229-00-0000-391109 TRANSFER FROM TSPLOST				0	0	0
229 TE PROJECT	0	*	338,239			
			338 230			

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

229 TE PROJECT

229-00-0000-331150 TE REVENUE

Requested Amount: \$0

These TE funds will be used for the Highway 19 project. Funds to be used in 2016 will be local match monies. We do not anticipate receiving any grant funds for the Highway 19 project in 2022.

229-00-0000-391102 TRANSFER FROM GENERA

Requested Amount: \$0

There is no match portion requested for 2022.

229-00-0000-391105 TRANSFER FROM WACHO

Requested Amount: \$0

229-00-0000-391109 TRANSFER FROM TSPLOS'

229 TE PROJECT

ACCOUNT NUMBER/DESCRIPTION 79 TE PROJECT	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
229-79-1530-521201 LEGAL EXPENSES				0	0	0
229-79-7500-541466 CONSTRUCTION			559,512	0	0	0
229-79-7500-541467 ENGINEERING	8,895		4,200	0	0	0
79 TE PROJECT	8,895		563,712			
	8,895	16	563,712			

	I ORLS
ACCOUNT NUMBER/DESCRIPTION	APPROVED BUDGET
79 TE PROJECT	
229-79-1530-521201 LEGAL EXPENSES	0
229-79-7500-541466 CONSTRUCTION	0
Requested Amount: \$0  229-79-7500-541467 ENGINEERING  Requested Amount: \$0	0
79 TE PROJECT	

	ACTUAL	BUDGET	ACTUAL
ACCOUNT NUMBER/DESCRIPTION	<u>2020</u>	<u>2021</u>	12/31/2021
275-00-0000-314100 HOTEL/MOTEL TAX FUND	324,101	330,000	380,823
	324,101	330,000	380,823

REQUESTED 2022	RECOMM 2022	APPROVED 2022
330,000	350,000	350,000
330,000	350,000	350,000



### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 275 HOTEL/MOTEL TAX FUND

## 275-00-0000-314100 HOTEL/MOTEL TAX FUND

350,000

Requested Amount: \$330,000

The Hotel/Motel tax is charged on occupied rooms of hotels, motels, and Bed & Breakfast establishments within the city limits of Americus. The rate is 7% of the room charge. Two percent must be expended for tourism purposes and two percent must be expended for the operating expenses of the Rylander Theater.

The tourism dollars are projected to be spent in the following manner:

## Requested Amount:

\$192,538 \$100,000	Tourism Fund Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing Transportation for Train
	General Fund

## \$330,000

#### Recommended Amount:

\$205,644	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 44,356	General Fund
\$350 000	

### \$350,000

275 HOTEL/MOTEL TAX FUND

350,000

350,000

ACCOUNT NUMBER/DESCRIPTION 37 HOTEL/MOTEL TAX	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
275-37-7540-611000 TRANSFER TO GEN FUND	324,101	330,000	380,823	330,000	350,000	350,000
37 HOTEL/MOTEL TAX	324,101	330,000	380,823	330,000	350,000	350,000
	324,101	330,000	380,823	330,000	350,000	350,000

ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

37 HOTEL/MOTEL TAX

275-37-7540-611000 TRANSFER TO GEN FUND

350,000

This is the amount of hotel/motel taxes to be collected and transferred to the General Fund for promotions, marketing allocations, and other tourism functions.

37 HOTEL/MOTEL TAX

350,000

350,000

A CCOLINITALLIMIDED (DECORIDATION)	ACTUAL	BUDGET	ACTUAL	REQUESTED	RECOMM	APPROVED
ACCOUNT NUMBER/DESCRIPTION 280 SPLOST	<u>2020</u>	<u>2021</u>	12/31/2021	<u>2022</u>	<u>2022</u>	<u>2022</u>
280-00-0000-313200 SPLOST REVENUE				0	0	0
280-00-0000-313201 2014 SPLOST REVENUE	1,602,092		280,625	0	0	0
280-00-0000-313202 2020 SPLOST REVENUE			493,864	0	0	0
280-00-0000-313900 GO BOND REVENUE				0	0	0
280-00-0000-313901 2019 GO BOND REVENUE	3,919,130	3,919,130	303,805	0	0	0
280-00-0000-361001 INTEREST EARNED ON BONI				0	0	0
280-00-0000-361002 INTEREST EARNED ON 2014 5				0	0	0
280-00-0000-361003 INTEREST EARNED ON 2020 5			20	0	0	0
280 SPLOST	5,521,222	3,919,130	1,078,313			
	5,521,222	3,919,130	1,078,313			
			10			

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

280 SPLOST

## 280-00-0000-313200 SPLOST REVENUE

Recommended Amount: \$0

## 280-00-0000-313201 2014 SPLOST REVENUE

Projects approved with SPLOST funds from the 2014 referendum:

\$2,150,000	City Building/Facilities Repair/Renovation (2015)
\$ 81,217	Paving/Repair County Roads (2015)
\$4,000,000	Paving/Repair Roads and Bridges (2015)
\$ 300,000	Repair/Renovation Rylander Theater (2015)
\$1,000,000	South Jackson St Corridor (2015)
\$1,119,480	Public Parks and Green Spaces
\$1,000,000	Beltway Multipurpose Recreational Trail
\$9,650,697	

These projects will be paid with Bond Revenues as well as SPLOST funds received after debt payments are made through Sumter County.

280-00-0000-313202 2020 SPLOST REVENUE

## 280-00-0000-313900 GO BOND REVENUE

Requested Amount: \$0

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 280-00-0000-313901 2019 GO BOND REVENUE

These 2019 SPLOST referendum projects were specifically identified to be paid with GO Bond Revenues received in 2020 according to the official statement. The GO Bond debt payments will be paid through SPLOST proceeds as they are received through Sumter County.

The projects are outlined as the following expenses and the amount for each project will be determined by Mayor and Council.

Public Safety Facilities, Equipment and Vehicles

Roads, Streets, and Bridges
---North Jackson Street Approved by Mayor & Council \$1,554,395

Buildings and Properties - Facilities Building Renovations and Improvements

280-00-0000-361001 INTEREST EARNED ON BC

280-00-0000-361002 INTEREST EARNED ON 20

280-00-0000-361003 INTEREST EARNED ON 202

280 SPLOST

ACCOUNT NUMBER/DESCRIPTION 39 SPLOST - PUBLIC SAFETY	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
280-39-1110-542900 MUNICIPAL BLDG RENOVAT				0	0	0
280-39-1110-542901 CITY BLDG REPAIR/RENOVA	591,756	297,500	57,143	297,500	297,500	297,500
280-39-1110-542902 FACILITES BLDG RENOV & II			310,388	0	0	0
280-39-1110-573000 BANK CHARGES			25	0	0	0
280-39-1110-611000 TRANSFER TO GENERAL FUI				0	0	0
280-39-1565-541300 BUILDINGS AND BUILDING I			469,901	0	0	0
280-39-3200-542900 PUBLIC SAFETY BUILDING				0	0	0
280-39-3200-542901 PUBLIC SAFETY FACIL, EQUI			781,583	0	0	0
280-39-4200-542900 STREET IMPROVEMENTS	154,864		22,160	0	1,000,000	1,000,000
280-39-4200-542901 SOUTH JACKSON ST CORRID				0	0	0
280-39-4200-542902 NORTH JACKSON STREET	1,454,395			0	0	-0
280-39-4200-542903 ROADS, STREETS, AND BRID				0	0	0
280-39-6160-542900 RYLANDER THEATER		121,712	285,675	271,400	271,400	271,400
280-39-6200-542900 PUBLIC PARKS & GREEN SPA	62,925	140,267	214,423	0	0	0
280-39-6220-542900 BELTWAY RECREATIONAL 1	19,541	895,580	133,676	0	895,580	895,580
280-39-7540-542900 TOURISM SIGNAGE						
39 SPLOST - PUBLIC SAFETY	2,283,481	1,455,059	2,274,975	568,900	2,464,480	2,464,480
	2,283,481	1,455,059	2,274,975	568,900	2,464,480	2,464,480

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

39 SPLOST - PUBLIC SAFETY

280-39-1110-542900 MUNICIPAL BLDG RENOV

#### 280-39-1110-542901 CITY BLDG REPAIR/RENO

297,500

Recommended Amount: \$297,500

This amount includes the following:

- \$ 15,000 Remaining Burn Building/Training Tower
- \$ 220,000 Fire Station #3
- \$ 25,000 Fire Station #2
- \$ 18,000 Replacement Window for Station#3 and other station repairs
- \$ 19,500 Municipal Building repairs including HVAC & Elevator
- \$ 297,500

### 280-39-1110-542902 FACILITES BLDG RENOV &

This amount will be determined by Mayor & Council in accordance with the 2019 SPLOST referendum projects that were specifically identified to be paid with GO Bond Revenues received in 2020 according to the official statement.

280-39-1110-573000 BANK CHARGES

280-39-1110-611000 TRANSFER TO GENERAL I

280-39-1565-541300 BUILDINGS AND BUILDIN

280-39-3200-542900 PUBLIC SAFETY BUILDING

## 280-39-3200-542901 PUBLIC SAFETY FACIL, E(

This amount will be determined by Mayor & Council in accordance with the 2019 SPLOST referendum projects that were specifically identified to be paid with GO Bond Revenues received in 2020 according to the official statement.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

280-39-4200-542900 STREET IMPROVEMENTS

Recommended Amount: \$1,000,000

280-39-4200-542901 SOUTH JACKSON ST CORF

1,000,000

280-39-4200-542902 NORTH JACKSON STREET

## 280-39-4200-542903 ROADS, STREETS, AND BR

This amount will be determined by Mayor & Council in accordance with the 2019 SPLOST referendum projects that were specifically identified to be paid with GO Bond Revenues received in 2020 according to the official statement.

#### 280-39-6160-542900 RYLANDER THEATER

271,400

Recommended Amount: \$271,400

\*This is the estimated remaining SPLOST allocation dedicated to Building Repair and Maintenance SPECIAL PROJECTS for the Rylander Theatre\*

### 280-39-6200-542900 PUBLIC PARKS & GREEN S

This is the estimated remaining SPLOST allocation for Public Parks & Green Spaces.

### 280-39-6220-542900 BELTWAY RECREATIONA

895,580

Recommended Amount: \$895,580

\*This is the estimated remaining SPLOST allocation for Beltway Recreational Trails.

280-39-7540-542900 TOURISM SIGNAGE

39 SPLOST - PUBLIC SAFETY

2,464,480

2,464,480

ACCOUNT NUMBER/DESCRIPTION 281 TSPLOST	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
281-00-0000-313201 TSPLOST REVENUE	299,334	231,000	258,025	231,500	231,500	231,500
281-00-0000-361000 OTHER INTEREST EARNED	102	80	97	0	0	0
281-00-0000-389003 CARRY OVER OF FUND BAL		200,000		0	0	0
281 TSPLOST	299,437	431,080	258,121	231,500	231,500	231,500
	299,437	431,080	258,121	231,500	231,500	231,500

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

281 TSPLOST

281-00-0000-313201 TSPLOST REVENUE

231,500

Requested Amount: \$231,150

The requested amount is an average of the actual revenue received for the previous six years and 2021-year end estimate.

281-00-0000-361000 OTHER INTEREST EARNEI

Requested Amount: \$80

The requested amount is an estimate.

281-00-0000-389003 CARRY OVER OF FUND B/

281 TSPLOST

231,500

231,500

ACCOUNT NUMBER/DESCRIPTION 48 TSPLOST	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	ESTED 2022	RECOMM 2022	APPROVED 2022
281-48-1110-542900 TRAIN DEPOT				0	0	0
281-48-1110-542901 CARTER REGIONAL AIRPORT		25,000		0	0	0
281-48-4200-531110 STREET-REP & MAINT				20,000	20,000	20,000
281-48-4200-541466 STREET IMPROVEMENTS	89,389	189,730	223,104	193,250	193,250	193,250
281-48-4200-611000 TRANSFER TO GENERAL FUI	19,218	16,350	16,350	18,250	18,250	18,250
281-48-4200-611001 TRANSFER TO CDBG GRANT				0	0	0
281-48-4200-611002 TRANSFER TO TE PROJECT		200,000		0	0	0
48 TSPLOST	108,607	431,080	239,454	231,500	231,500	231,500
	108,607	431,080	239,454	231,500	231,500	231,500

40 EGDI 0 GE	ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
48 TSPLOST	281-48-1110-542900 TRAIN DEPOT	
	281-48-1110-542901 CARTER REGIONAL AIRPO	
	281-48-4200-531110 STREET-REP & MAINT Recommended Amount: \$20,000	20,000
	281-48-4200-541466 STREET IMPROVEMENTS  Recommended Amount: \$193,250  This is the amount remaining after the transfer to	
	LMIG matching funds and normal repair & maintenance 281-48-4200-611000 TRANSFER TO GENERAL I Recommended Amount: \$18,250	e for sidewalks, etc.  18,250
	<pre>LMIG projects require a 10% match. This amount rep for LMIG projects.  281-48-4200-611001 TRANSFER TO CDBG GRA Requested Amount: \$0</pre>	presents the 10% match
	281-48-4200-611002 TRANSFER TO TE PROJEC'	
48 TSI	PLOST	231,500 231,500

			<u>2022</u>
345 2019 CHIP FUND 345-00-0000-331000 2019 CHIP ACCOUNT MATCH	0	0	0
345-00-0000-334100 2019 CHIP FUNDS 260,855 25,000 39,145	0	0	0
345 2019 CHIP FUND 260,855 25,000 39,145 260,855 25,000 39,145			

ACCOUNT NUMBER/DESCRIPTION 345 2019 CHIP FUND	APPROVED <u>BUDGET</u>
345-00-0000-331000 2019 CHIP ACCOUNT MAT	0
345-00-0000-334100 2019 CHIP FUNDS  Estimated Revenue of \$0	
345 2019 CHIP FUND	

ACCOUNT NUMBER/DESCRIPTION  345 2019 CHIP FUND	APPROVED BUDGET
345 2019 CHIP FUND 345-92-7300-541463 GENERAL ADMINSTRATIO	0
345-92-7300-573000 BANK FEES	
345-92-7323-541465 REHAB OF PROPERTY	0
Requested Amount: \$0  345 2019 CHIP FUND	

ACCOUNT NUMBER/DESCRIPTION 345 2019 CHIP FUND	ACTUAL 2020	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
345-92-7300-541463 GENERAL ADMINSTRATION				0	0	0
345-92-7300-573000 BANK FEES				0	0	0
345-92-7323-541465 REHAB OF PROPERTY	261,485	25,000	60,255	0	0	0
345 2019 CHIP FUND	261,485	25,000	60,255			
	261,485	25,000	60,255			

## ACCOUNT NUMBER/DESCRIPTION

92 2021 CDBG ACCOUNT

345-92-7300-541463 GENERAL ADMINSTRATIC

345-92-7300-573000 BANK FEES

345-92-7323-541465 REHAB OF PROPERTY

Requested Amount: \$0

92 2021 CDBG ACCOUNT

REQUESTED <u>2022</u>

RECOMM APPROVED

ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	
261,485	25,000	60,255	
261,485	25,000	60,255	
261,485	25,000	60,255	
	2020 261,485 261,485	2020     2021       261,485     25,000       261,485     25,000	2020     2021     12/31/2021       261,485     25,000     60,255       261,485     25,000     60,255

## ACCOUNT NUMBER/DESCRIPTION

92 2021 CDBG ACCOUNT

345-92-7300-541463 GENERAL ADMINSTRATIC

345-92-7300-573000 BANK FEES

345-92-7323-541465 REHAB OF PROPERTY

Requested Amount: \$0

92 2021 CDBG ACCOUNT

# CITY OF AMERICUS 2022 OPERATING BUDGET

## **WATER & SEWER MAINTENANCE DEPARTMENT**

# **GOALS - 2022**

- Continue to develop preventive maintenance program
- Review options for improved backflow prevention program
- Manage Fats, Oils, and Grease program
- Reduce Inflow/Infiltration
- Continue to provide safe drinking water
- Continue to provide safe sanitary sewer services
- Continue to meet or exceed all EPD standards for all operations

# TIME-FRAME

On-going

On-going

On-going

On-going

On-going

On-going On-going

ACCOUNT NUMBER/DESCRIPTION 505 WATER & SEWER FUND	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
505-00-0000-315901 FOG REVENUE & SURCHARC	15,400	12,000	15,825	12,000	12,000	12,000
505-00-0000-344210 WATER BILLINGS	2,559,613	2,720,164	2,388,947	2,695,000	2,715,000	2,715,000
505-00-0000-344230 SEWER BILLINGS	3,115,895	3,067,411	2,809,231	3,006,700	3,006,700	3,006,700
505-00-0000-349400 METER SALES	28,169	22,900	38,571	26,000	30,000	30,000
505-00-0000-349401 SEWER CONNECTIONS	2,200	3,200	3,800	3,000	4,000	4,000
505-00-0000-349402 WATER RECONNECT FEES	32,828	50,000	66,667	50,000	60,000	60,000
505-00-0000-349404 PENALTY	273,760	302,000	512,971	305,000	350,000	350,000
505-00-0000-349900 WEB PAY CONVENIENCE FEI	49,858	59,000	72,821	60,000	70,000	70,000
505-00-0000-361000 OTHER INTEREST EARNED	140	800		800	800	800
505-00-0000-361001 INTEREST ON REV BOND RES	-3,819	400	232	400	400	400
505-00-0000-361002 INTEREST 2019 REV BOND RI	71,165	40,000	11,396	15,000	15,000	15,000
505-00-0000-381002 WATER TOWER RENTAL-VEI	10,945	10,700	11,273	10,700	10,700	10,700
505-00-0000-389000 OTHER MISC INCOME	-6,836	5,000	16,172	5,000	5,000	5,000
505-00-0000-389002 CASH SHORT AND OVER	-75		96	0	0	0
505-00-0000-389003 INS PROCEEDS-2010 REVENU				0	0	0
505-00-0000-389004 RECOVERY OF BAD DEBT	5,168	10,000	8,532	10,000	10,000	10,000
505-00-0000-389006 CARRYOVER OF RET EARNIN		127,000		75,000	75,000	75,000
505-00-0000-389007 MISC INCOME AR				0	0	0
505-00-0000-390000 CONTRIBUTIONS				0	0	0
505-00-0000-391105 TRANSFER FROM STORM W/				0	0	0
505-00-0000-392110 GAIN/LOSS - SALE OF CAPITA				0	0	0
505-00-0000-392200 RECYCLING PROCEEDS				0	0	0
505-00-0000-393400 PREMIUM ON BONDS SOLD						
505 WATER & SEWER FUND	6,154,409	6,430,575	5,956,534	6,274,600	6,364,600	6,364,600

ACCOUNT NUMBER/DESCRIPTION

ACTUAL	BUDGET	ACTUAL
<u>2020</u>	<u>2021</u>	12/31/2021
6,154,409	6,430,575	5,956,534

REQUESTED	RECOMM	APPROVED
<u>2022</u>	<u>2022</u>	<u>2022</u>
6,274,600	6,364,600	6,364,600

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 505 WATER & SEWER FUND

### 505-00-0000-315901 FOG REVENUE & SURCHA

12,000

Requested Amount: \$12,000

This is for FOG (fats, oils, greases) fees paid by businesses that create a level of hazard in the wastewater system. High level is \$250 and low level is \$75.

\$2,250 FOG - Low Hazard surcharge (30) \$7,500 FOG - High Hazard surcharge (30)

\$9,750

## 505-00-0000-344210 WATER BILLINGS

2,715,000

Requested Amount: \$2,695,000

This amount is necessary to meet current operating expenses and debt service payback.

## Current Requested Recommended

\$7.10	\$7.10	\$7.10	Residential/Small Comm/Industrial Base
\$2.32	\$2.32	\$2.32	Operating (per 100 cu ft)
\$6.39	\$6.39	\$6.39	Senior Citizens Base
\$2.09	\$2.09	\$2.09	Senior Citizens Operating (per 100 cu ft)

The rates for water customers outside the city limits are twice the inside rate to recover the additional costs involved in providing the service.

Recommended Amount: \$2,715,000

Increased for new businesses coming to the City.

### **ACCOUNT NUMBER/DESCRIPTION**

APPROVED BUDGET

505-00-0000-344230 SEWER BILLINGS

3,006,700

Requested Amount: \$3,006,700

This amount is needed to meet the operating expenses and the debt service payments of the sewer system.

Current Requested Recommended

Users of the city sewer system located outside the city limits are billed at a rate twice the inside rate to recover the additional costs involved in providing the service.

Sewer bills are based on actual water consumption on a monthly basis and computed using the rates within the fee schedule.

505-00-0000-349400 METER SALES

30,000

Requested Amount: \$26,000

This is for new meter installations not replacements.

Recommended Amount: \$30,000

2021 Revenue Annualized

505-00-0000-349401 SEWER CONNECTIONS

Requested Amount: \$3,000

The requested amount is for new sewer connections.

Recommended Amount: \$4,000

505-00-0000-349402 WATER RECONNECT FEES

Requested Amount: 50,000

This amount is for 1,000 reconnects at \$50 each.

Recommended Amount: \$60,000

This amount is for 1,200 reconnects at \$50 each.

60,000

4,000

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

505-00-0000-349404 PENALTY

350,000

Requested Amount: \$305,000

This amount represents the amount of penalty received as a result of the customer not paying the utility bill by the due date.

Recommended Amount: \$350,000

### 505-00-0000-349900 WEB PAY CONVENIENCE

70,000

Requested Amount: \$60,000

The request covers the reimbursement of web pay fees by the customer. The offsetting expense is in department 43 in the line item "Merchant Fees"

Recommended Amount: \$70,000

Increased to match department 43 expense for "Merchant Fees"

#### 505-00-0000-361000 OTHER INTEREST EARNEI

800

Requested Amount: \$800

This amount is interest earned on the investment of idle cash. The revenue bond covenants require a 90-day reserve of cash which equals approximately \$1,000,0000.

#### 505-00-0000-361001 INTEREST ON REV BOND 1

400

Requested Amount: \$400

This is the interest on the 2013 Revenue Bond idle cash.

#### 505-00-0000-361002 INTEREST 2019 REV BOND

15,000

Requested Amount: \$15,000

This is the interest earned on the 2019 Revenue Bond. Decrease is due to interest earned decrease.

### 505-00-0000-381002 WATER TOWER RENTAL-1

10,700

Requested Amount: \$10,700

This is rental income from Verizon for use of our water tower.

## 505-00-0000-389000 OTHER MISC INCOME

5,000

Requested Amount: \$5,000

This is revenue that is not specific to a separate line item.

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

### 505-00-0000-389002 CASH SHORT AND OVER

Requested Amount: \$0

505-00-0000-389003 INS PROCEEDS-2010 REVE

#### 505-00-0000-389004 RECOVERY OF BAD DEBT

10,000

Requested Amount: \$10,000

This is the estimated collections on previously written off utility bills. Some of this revenue is offset by related collection cost expense in the Utility Billing Expense budget (Department 43). This is the estimate for the Water & Sewer portion.

## 505-00-0000-389006 CARRYOVER OF RET EAR

75,000

The carryover of retained earnings from the previous year is comprised of the following: Requested Amount: \$75,000

\$ 25,000 Senus FlexNet Upgrade (43) (2016 carryover)

\$ 50,000 Interactive Vocie Response System (43) (2018 carryover)

\$ 75,000

#### 505-00-0000-389007 MISC INCOME AR

### 505-00-0000-390000 CONTRIBUTIONS

Requested Amount: \$0

### 505-00-0000-391105 TRANSFER FROM STORM

Requested Amount: \$0

In 2010, this line item included the initial recording of the revenue bond.

### 505-00-0000-392110 GAIN/LOSS - SALE OF CAP

Requested Amount: \$0

#### 505-00-0000-392200 RECYCLING PROCEEDS

Requested Amount: \$0

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

505-00-0000-393400 PREMIUM ON BONDS SOL

This is the bond premium amortized over the life of the revenue bonds.

505 WATER & SEWER FUND

6,364,600

6,364,600

40 W	ACCOUNT NUMBER/DESCRIPTION /&S MAINTENANCE DEPT	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
	505-40-1565-531108 BUILDING REPAIR & MAINT				0	0	0
	505-40-4400-511000 REGULAR PAY	293,123	318,758	291,938	323,444	339,616	339,616
	505-40-4400-511300 OVERTIME PAY	25,393	50,000	25,080	50,000	50,000	50,000
	505-40-4400-512100 GROUP MEDICAL INSURANC	62,531	70,519	70,159	70,519	70,519	70,519
	505-40-4400-512101 OPT OUT INSURANCE PLAN	3,000	3,000	3,346	3,000	3,000	3,000
	505-40-4400-512110 GROUP DENTAL INSURANCE	1,329	2,655	1,457	2,655	2,655	2,655
	505-40-4400-512200 SOCIAL SECURITY PAYMEN	22,966	28,210	24,417	30,283	30,283	30,283
	505-40-4400-512400 RETIREMENT SYSTEM	29,996	45,910	40,033	49,284	49,284	49,284
	505-40-4400-512700 WORKERS' COMPENSATION	14,760	19,576	16,157	21,942	21,942	21,942
	505-40-4400-522000 OTHER OUTSIDE SERVICES	12,473	40,780	20,201	50,000	50,000	50,000
	505-40-4400-522009 CONTRACTED MAINTENANC		15,000		15,000	15,000	15,000
	505-40-4400-522202 AUTO & TRUCK-REP & MAIN	18,808	35,000	41,012	35,000	35,000	35,000
	505-40-4400-522203 MACH & EQUIP-REP & MAIN	3,590	5,000	3,200	5,000	5,000	5,000
	505-40-4400-522207 W & S SYSTEM-REP & MAINT	148,177	150,000	93,976	150,000	150,000	150,000
	505-40-4400-523200 TELEPHONE EXPENSE	3,657	2,400	4,925	4,500	4,500	4,500
	505-40-4400-523600 DUES & SUBSCRIPTIONS		1,000		1,000	1,000	1,000
	505-40-4400-523700 TRAINING & MEETINGS	1,782	8,000	1,437	5,000	5,000	5,000
	505-40-4400-523900 UNIFORMS	6,138	14,000	6,428	14,000	14,000	14,000
	505-40-4400-531105 HAND TOOLS	3,269	5,700	1,619	10,000	10,000	10,000
	505-40-4400-531270 GASOLINE ALLOCATED	17,048	18,000	28,526	25,000	25,000	25,000
	505-40-4400-531600 WATER METERS	38,142	75,000	50,875	75,000	75,000	75,000
	505-40-4400-531700 OTHER SUPPLIES	13,675	25,000	8,826	25,000	25,000	25,000
	505-40-4400-542100 MACHINERY & EQUIPMENT	3,589	5,000		10,000	10,000	10,000
	505-40-4400-542200 AUTOS AND TRUCKS	27,615	40,000	35,060	75,000	75,000	75,000
	505-40-4400-542900 OTHER CAPITAL EXPENDITU				0	0	0

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
505-40-4400-551000 ALLOCATION OF EXPENSES				0	0	0
505-40-4400-551101 DATA CENTER EXPENSE	71	695	41	700	700	700
40 W&S MAINTENANCE DEPT	751,132	979,203	768,714	1,051,327	1,067,499	1,067,499
	751,132	979,203	768,714	1,051,327	1,067,499	1,067,499

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 40 W&S MAINTENANCE DEPT

505-40-1565-531108 BUILDING REPAIR & MAIN

Requested Amount: \$0

#### 505-40-4400-511000 REGULAR PAY

339,616

Personnel	Requirements:
Personnel	Requirements:

	Current
Water & Sewer Supt.	1
Crew Leader	3
Heavy Equipment Operator	0
Equipment Operator	4
Environmental Compliance Ins	p 1
	9

This amount also includes on-call pay of \$60 per week for 52 weeks for 2 employees.

Recommended Amount: Includes a 5% increase in salaries.

#### 505-40-4400-511300 OVERTIME PAY

50,000

Requested Amount: \$50,000

This amount is for emergency callouts.

#### 505-40-4400-512100 GROUP MEDICAL INSURA

70.519

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

#### 505-40-4400-512101 OPT OUT INSURANCE PLA

3,000

This amount represents \$3,000 per employee for expected Opt Out participation.

#### 505-40-4400-512110 GROUP DENTAL INSURAN

2.655

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

#### 505-40-4400-512200 SOCIAL SECURITY PAYMI

30,283

This amount is 7.65% of the total salary of the department.

AF	DDOVED
ACCOUNT NUMBER/DESCRIPTION	PROVED <u>BUDGET</u>
505-40-4400-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.	49,284
505-40-4400-512700 WORKERS' COMPENSATIC	21,942
This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.	
505-40-4400-522000 OTHER OUTSIDE SERVICE	50,000
Requested Amount: \$50,000	
\$ 5,000 Engineering, not related to a Specific Project \$ 5,000 Consumer Water Quality Reports (Price Increase) \$20,000 FOG, Backflow, Water Audit, & Water Model Support \$ 1,000 Surveying \$ 600 Miscellaneous Ads \$ 2,000 Postage/Shipping \$11,250 Railroad Permits via Railroad Management (reflects 3% annual increase) \$ 200 News Media - Water Quality Report \$ 150 Norfolk Southern Railway - Lease of 33 sq ft land @ Pump Sta \$ 4,800 Misc.	
\$50,000	
505-40-4400-522009 CONTRACTED MAINTENA Requested Amount: \$15,000	15,000
\$10,000 Easement cleaning (Georgia Power) some easements need major re \$ 5,000 3rd Party Boring	pair
\$15,000	
505-40-4400-522202 AUTO & TRUCK-REP & MA	35,000

Requested Amount: \$35,000

ACCOUNT NUMBER/DESCRIPTION	APPROVED BUDGET
505-40-4400-522203 MACH & EQUIP-REP & MA Requested Amount: \$5,000	5,000
This is for the maintenance & repair of the packers, pumps, saws, etc	
505-40-4400-522207 W & S SYSTEM-REP & MA  Requested Amount: \$150,000	150,000
The requested amount is for repairs to all of the lift stations & gen W&S System Maintenance. This includes valve inserts for the Hydra Stomachine.	
Requested \$ 25,000 Lift Station Repairs \$ 25,000 Hydra Stop Inserts \$100,000 Others: Manholes, Water/Sewer Main, Hydrant, Valve Replace	ment
\$150,000	
505-40-4400-523200 TELEPHONE EXPENSE	4,500
Requested Amount: \$4,500	
The requested amount is for the Supervisor's cell phone, on-call cell phones, & all lift station land lines.	
505-40- <mark>4400-523600 DUES &amp; SUBSCRIPTIONS</mark>	1,000
Requested Amount: \$1,000	
\$ 900 Utilities Protection Center dues (required line locates) \$ 100 Georgia FOG Alliance	

505-40-4400-523700 TRAINING & MEETINGS

Requested Amount: \$5,000

\$1,000

This amount includes locate training, as well as water and sewer treatment training.

This amount also includes attending FOG training & Backflow certification.

5,000

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

505-40-4400-523900 UNIFORMS

14,000

Requested Amount: \$14,000

505-40-4400-531105 HAND TOOLS

10,000

Requested Amount: \$10,000

The amount requested includes pipe wrenches, socket wrenches, shovels, brooms, drills, sawzalls, & other miscellaneous tools as required. Need impact gun and accessories, small compressor, & plasma cutter for truck.

505-40-4400-531270 GASOLINE ALLOCATED

25,000

Requested Amount: \$25,000

The amount requested includes fuel for the vehicles & equipment within the W&S Department.

505-40-4400-531600 WATER METERS

75,000

Requested Amount: \$75,000

The amount requested includes the purchase of new meters plus MXU (these have to be replaced alongside every meter that is replaced) as well as any repair work not covered by warranty.

505-40-4400-531700 OTHER SUPPLIES

25,000

Requested Amount: \$25,000

The amount requested includes safety equipment, No Natz, gloves, work keys, lubricants, ant/weed killer, shop towels, etc. This also includes crush run, fill dirt, & rock used in daily maintenance.

A recent inventory of the items needed to repair City Water Lines has indicated a need to increase purchasing to have appropriate amount of materials available when needed.

#### **ACCOUNT NUMBER/DESCRIPTION**

APPROVED BUDGET

505-40-4400-542100 MACHINERY & EQUIPMEN

10,000

Requested Amount: \$10,000

Pumps & other equipment needed for repairs.

There is also a need to replace Demo saw & purchase a new packer.

505-40-4400-542200 AUTOS AND TRUCKS

75,000

Requested Amount: \$75,000

\$40,000 New four door Service Truck to replace vehicle #206 \$35,000 Replace 2009 F-150 Backflow Work Truck #216

\$75,000

505-40-4400-542900 OTHER CAPITAL EXPEND

Recommended Amount: \$0

505-40-4400-551000 ALLOCATION OF EXPENSI

505-40-4400-551101 DATA CENTER EXPENSE

Requested Amount: \$700

700

This is the amount allocated to the W&S Department for internet, other computer connections, repair, as well as upgrading computer equipment & work order programs.

40 W&S MAINTENANCE DEPT

1,067,499

1,067,499

41 V	ACCOUNT NUMBER/DESCRIPTION VATER PLANT	ACTUAL 2020	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
	505-41-4400-522000 OTHER OUTSIDE SERVICES	600,238	612,243	613,262	624,488	624,488	624,488
	505-41-4400-522201 OFFICE EQUIP-REP & MAINT				0	0	0
	505-41-4400-522203 MACH & EQUIP-REP & MAIN		14,000		14,000	14,000	14,000
	505-41-4400-522210 WATER TANK- REP & MAINT	120,301	128,700	128,739	150,000	130,000	130,000
	505-41-4400-531108 BUILDING REP & MAINT				0	0	0
	505-41-4400-531210 WATER, SEWAGE & GARBAC	36,583	35,000	34,472	35,000	35,000	35,000
	505-41-4400-531220 NATURAL GAS	358	420	218	400	400	400
	505-41-4400-531225 STORM WATER	974	2,300	1,181	2,300	2,300	2,300
	505-41-4400-541300 BUILDINGS		15,000		0	0	0
	505-41-4400-542100 MACHINERY & EQUIPMENT	47,592	52,000	40,568	0	0	0
	505-41-4400-561000 DEPRECIATION EXPENSE	795,189	834,150	834,150		834,150	834,150
41 V	VATER PLANT	1,601,235	1,693,813	1,652,591	826,188	1,640,338	1,640,338
		1,601,235	1,693,813	1,652,591	826,188	1,640,338	1,640,338

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

41 WATER PLANT

505-41-4400-522000 OTHER OUTSIDE SERVICE

624,488

Requested Amount: \$624,488

This is the contract with  ${\tt CH2M\ HILL}$  to provide the operation of the water treatment plant.

Year	Total	Water Plant	WWTP	% change
2011	\$1,354,576	\$609,559	\$745,017	0.0%
2012	\$1,388,440	\$624,798	\$763,642	2.5%
2013	\$1,416,209	\$637,294	\$778,915	2.0%
2013 2014 2015 2016	\$1,444,535 \$1,462,590 \$1,506,468	\$650,041 \$658,165 \$677,910	\$794,494 \$804,425 \$828,558	2.0% 2.0% 3.0%
2017	\$1,681,150	\$756,518	\$924,632	11.6%
2018	\$1,711,852	\$564,161	\$1,147,691	0.2%
2019	\$1,634,634	\$588,578	\$1,046,056	(4.5%)
2020	\$1,667,327	\$600,238	\$1,067.089	2.0%*
2021	\$1,700,674	\$612,243	\$1,088,431	2.0%*
2022	\$1,734,688	\$624,488	\$1,110,200	2.0%*

\*The proposed 2022 base fee is per the contract.

505-41-4400-522201 OFFICE EQUIP-REP & MAI

Requested Amount: \$0

505-41-4400-522203 MACH & EQUIP-REP & MA

Requested Amount: \$14,000

This amount is for repairs over \$2,000 each per the contract with CH2M Hill.

505-41-4400-522210 WATER TANK- REP & MAI

130,000

14,000

Requested Amount: \$150,000

This is for the contract with Utility Services for inspection, cleaning, & painting of ALL of our water tanks periodically throughout the year.

Recommended Amount: \$130,000

Reduced based off 2021 expense.

CRIPTION APPROVED BUDGET	ACCOUNT NUMBER/D
	505-41-4400-531108 BU Requested Amour
	505-41-4400-531210 W Requested Amour
ated expense related to the services at the water plant.	This is the est
	505-41-4400-531220 NA Requested Amour
ides the natural gas to run the gas heater in the lab.	This expense pr
	505-41-4400-531225 ST Requested Amour
water fees for the water plant.	This is for sto
DINGS	505-41-4400-541300 BU
\$0	Requested Amour
HINERY & EQUIPMEN	505-41-4400-542100 M.
\$0	Requested Amour
ECIATION EXPENSE 834,150	505-41-4400-561000 DE
t of depreciation on water related fixed assets. The alculated by the straight-line method using the GFOA	
1,640,338	41 WATER PLANT

1,640,338

ACCOUNT NUMBER/DESCRIPTION 42 WASTEWATER PLANT	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
505-42-4300-522000 OTHER OUTSIDE SERVICES	1,067,089	1,088,431	1,090,246	1,110,200	1,110,200	1,110,200
505-42-4300-522110 SLUDGE DISPOSAL	142,805	160,000	173,617	175,000	175,000	175,000
505-42-4300-522200 BUILDING REPAIR& MAINT	59,053			0	0	0
505-42-4300-522201 OFFICE EQUIP-REP & MAINT				0	0	0
505-42-4300-522203 MACH & EQUIP-REP & MAIN		14,000	17,804	25,000	25,000	25,000
505-42-4300-523200 TELEPHONE EXPENSE				0	0	0
505-42-4300-531210 WATER, SEWAGE & GARBAC	11,199	18,920	8,930	18,920	18,920	18,920
505-42-4300-531225 STORM WATER	1,167	2,150	1,086	2,150	2,150	2,150
505-42-4300-531230 ELECTRICITY	27,617	24,300	32,245	24,300	24,300	24,300
505-42-4300-531700 OTHER SUPPLIES				0	0	0
505-42-4300-541200 LAND & IMPROVEMENTS				0	0	-0
505-42-4 <mark>3</mark> 00-541300 BUILDING		15,000		0	0	0
505-42-4300-542100 MACHINERY & EQUIPMENT			13,790	5,000	5,000	5,000
505-42-4300-542200 TRUCKS & AUTOMOBILES				0	0	0
505-42-4300-561000 DEPRECIATION EXPENSE	602,280	636,850	636,850	0	636,850	636,850
42 WASTEWATER PLANT	1,911,211	1,959,651	1,974,568	1,360,570	1,997,420	1,997,420
	1,911,211	1,959,651	1,974,568	1,360,570	1,997,420	1,997,420

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### **42 WASTEWATER PLANT**

#### 505-42-4300-522000 OTHER OUTSIDE SERVICE

1,110,200

Requested Amount: \$1,110,200

This is the contract pricing with  ${\tt CH2M\ HILL}$  /  ${\tt JACOBS}$  to provide the operations of the Waste Water Treatment Plant.

Year	Total	Water Plant	WWTP	% change
2011	\$1,354,576	\$609,559	\$745,017	0.0%
2012 2013 2014	\$1,388,440 \$1,416,209 \$1,444,535	\$624,798 \$637,294 \$650,041	\$763,642 \$778,915 \$794,494	2.5% 2.0% 2.0%
2014 2015 2016	\$1,444,535 \$1,462,590 \$1,506,468	\$658,165	\$804,425	2.0% 2.0% 3.0%
2016 2017 2018	\$1,681,150	\$677,910 \$756,518	\$828,558 \$924,632	11.6% 0.2%
2019	\$1,711,852 \$1,634,634	\$564,161 \$588,578	\$1,147,691 \$1,046,056	(4.5%)
2020	\$1,667,327 \$1,700,674	\$600,238 \$612,243	\$1,067.089 \$1,088,431	2.0%*
2022	\$1,734,688	\$624 <b>,</b> 488	\$1,110,200	2.0%*

\*The proposed 2022 base fee is per the contract.

#### 505-42-4300-522110 SLUDGE DISPOSAL

Requested Amount: \$175,000

This line item is for recording the hauling & disposal of sludge from the wastewater plant. The sludge is recycled into fertilizer.

#### 505-42-4300-522200 BUILDING REPAIR& MAIN

Requested Amount: \$0

#### 505-42-4300-522201 OFFICE EQUIP-REP & MAII

Requested Amount: \$0

#### 505-42-4300-522203 MACH & EQUIP-REP & MA

25,000

175,000

Requested Amount: \$25,000

This amount is for repairs over \$2,000 each per the contract with CH2M Hill.

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
505-42-4300-523200 TELEPHONE EXPENSE Requested Amount: \$0	
505-42-4300-531210 WATER, SEWAGE & GARB Requested Amount: \$18,920	18,920
This is for the utility expenses a	at the Waste Water Treatment Plant.
505-42-4300-531225 STORM WATER Requested Amount: \$2,150	2,150
505-42-4300-531230 ELECTRICITY Requested Amount: \$24,300	the waste water plant & lift stations.  24,300
The requested amount is for elect:	ricity fo <mark>r se</mark> wer lift stations.
505-42-4300-531700 OTHER SUPPLIES Requested Amount: \$0	
505-42-4300-541200 LAND & IMPROVEMENTS Requested Amount: \$0	
505-42-4300-541300 BUILDING Requested Amount: \$0	
505-42-4300-542100 MACHINERY & EQUIPMEN Requested Amount: \$5,000	5,000
This amount is for misc equipment	needs that may arise.
505-42-4300-542200 TRUCKS & AUTOMOBILES Requested Amount \$0	
	636,850 n expense for the sewer related fixed lated using the straight-line method with
42 WASTEWATER PLANT	1,997,420
	1,997,420



### CITY OF AMERICUS 2022 OPERATING BUDGET

#### FINANCE/UTILITY BILLING

#### MISSION STATEMENT/GENERAL OBJECTIVES

We envision the Finance Department to be a well-informed, well trained team providing quality customer service, citizen education, excellent treasury management, and quality record keeping for the purpose of maintaining the fiscal integrity and reputation of the City of Americus.

### **GOALS - 2022**

rality Customer Service:	Time Frame
Continue to improve internal reporting and processes to increase employee productivity	On-going
Cross train employees regarding customer service and utility billing duties	On-going
Continue to utilize agencies to assist in collection of delinquent utility customers	On-going
• Continue to improve the telephone system for improved customer service to include automated interactions.	ctive
voice response(IVR) system for payment arrangements, balances, and payments.	2018-2022
Update ordinances to include purchasing policies and e-signatures	On-going
Upgrade financial software, and billing software	2022
<ul> <li>Continue to improve the financial software and utility billing software for more user friendly options for our citizens and utility bill printing options to include payment kiosk</li> </ul>	On-going
ucate/Involve Citizens:	Time Frame
Educate Citizens through newspaper, radio, & television	As Needed
Participation in Customer Service Week and other customer focused events	As Needed
easury Management / Record Keeping:	Time Frame
basary Management / Record Recping.	
Complete annual audit & submission of CAFR for Certificate of Achievement in Financial Reporting	May/June

43 U	ACCOUNT NUMBER/DESCRIPTION FILITY BILLING	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
	505-43-1530-521201 LEGAL EXPENSE		500	1,540	1,500	1,500	1,500
	505-43-1565-531108 BUILDING REPAIR & MAINT	1,132	1,200		2,000	2,000	2,000
	505-43-4400-511000 REGULAR PAY	257,150	262,778	251,563	278,016	293,412	293,412
	505-43-4400-511300 OVERTIME PAY	13,924	16,790	12,478	16,790	16,790	16,790
	505-43-4400-512100 GROUP MEDICAL INSURANC	39,398	61,704	61,464	61,704	61,704	61,704
	505-43-4400-512101 OPT OUT INSURANCE PLAN	3,000	3,000	3,000	3,000	3,000	3,000
	505-43-4400-512110 GROUP DENTAL INSURANCE	1,325	2,360	2,775	2,360	2,360	2,360
	505-43-4400-512200 SOCIAL SECURITY PAYMENT	20,113	21,387	20,742	22,628	22,628	22,628
	505-43-4400-512400 RETIREMENT SYSTEM	245,901	34,806	26,136	36,826	36,826	36,826
	505-43-4400-512401 PENSION EXPENSE				0	0	0
	505-43-4400-512700 WORKERS' COMPENSATION	2,582	2,488	2,819	2,744	2,744	2,744
	505-43-4400-521100 PURCHASED/CONTRACTED 5				0	0	0
	505-43-4400-521203 AUDIT FEES				0	0	0
	505-43-4400-521302 COLLECTION COSTS		5,300		5,300	5,300	5,300
	505-43-4400-522000 OTHER OUTSIDE SERVICES	47,182	54,000	47,558	54,000	44,000	44,000
	505-43-4400-522202 AUTO & TRUCK-REP & MAIN	-27,390	2,500	932	2,000	2,000	2,000
	505-43-4400-522203 MACH & EQUIP-REP & MAIN	518	1,171	402	1,171	1,171	1,171
	505-43-4400-522206 COMPUTER -REP & MAINT	13,983	29,840	13,862	29,840	20,000	20,000
	505-43-4400-523100 INSURANCE EXPENSE	34,828	39,402	50,509	42,160	42,160	42,160
	505-43-4400-523200 TELEPHONE	13,392	19,100	15,547	19,500	19,000	19,000
	505-43-4400-523201 POSTAGE	37,383	39,500	33,064	40,000	40,000	40,000
	505-43-4400-523301 ADVERTISING EXPENSES		1,200		1,200	1,200	1,200
	505-43-4400-523700 TRAINING & MEETING	500	7,000	2,564	5,000	5,000	5,000
	505-43-4400-523900 UNIFORMS	551	650	1,096	750	750	750
	505-43-4400-523905 MERCHANT FEES	76,642	59,000	81,715	70,000	70,000	70,000

1,000		ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
505-43-4400-531270 GASOLINE ALLOCATED         1,043         2,040         2,308         2,000         2,000         2,000           505-43-4400-531700 OTHER SUPPLIES         3,189         1,500         6,863         3,500         3,500         3,500           505-43-4400-542200 TRUCKS & AUTOMOBILES         25,000         25,000         25,000         25,000         25,000           505-43-4400-542900 OTHER CAPITAL EXPENDITU         75,000         75,		505-43-4400-523909 SALE FEES		1,000		1,000	1,000	1,000
505-43-4400-531700 OTHER SUPPLIES         3,189         1,500         6,863         3,500         3,500         25,000         25,000         25,000         25,000         25,000         25,000         25,000         25,000         25,000         25,000         25,000         25,000         25,000         25,000         75,000 <td></td> <td>505-43-4400-531100 OFFICE/COMPUTER SUPPLIE</td> <td>17,081</td> <td>16,000</td> <td>17,862</td> <td>20,000</td> <td>18,000</td> <td>18,000</td>		505-43-4400-531100 OFFICE/COMPUTER SUPPLIE	17,081	16,000	17,862	20,000	18,000	18,000
505-43-4400-542200 TRUCKS & AUTOMOBILES         25,000         25,000         25,000         25,000         25,000         25,000         50,000         75,000         75,000         75,000         75,000         75,000         75,000         75,000         75,000         75,000         75,000         75,000         75,000         0		505-43-4400-531270 GASOLINE ALLOCATED	1,043	2,040	2,308	2,000	2,000	2,000
505-43-4400-542900 OTHER CAPITAL EXPENDITU       75,000       75,000       75,000       75,000       75,000       75,000       75,000       75,000       75,000       75,000       75,000       75,000       0		505-43-4400-531700 OTHER SUPPLIES	3,189	1,500	6,863	3,500	3,500	3,500
505-43-4400-551000 ALLOCATION OF EXPENSES         7,792         4,169         8,599         4,170         4,170         4,170         4,170         505-43-4400-551101 DATA CENTER EXPENSE         7,792         4,169         8,599         4,170         4,170         4,170         4,170         4,170         4,170         4,170         4,170         4,170         505-43-4400-551101 DATA CENTER EXPENSE         7,500         7,500         0		505-43-4400-542200 TRUCKS & AUTOMOBILES				25,000	25,000	25,000
505-43-4400-551101 DATA CENTER EXPENSE         7,792         4,169         8,599         4,170         4,170         4,170           505-43-4400-561001 AMORTIZATION EXPENSE         7,500         7,500         7,500         7,500         7,500           505-43-4400-571000 CONTINGENCIES         7,500         206,400		505-43-4400-542900 OTHER CAPITAL EXPENDITU		75,000		75,000	75,000	75,000
505-43-4400-561001 AMORTIZATION EXPENSE         7,500         46,500         46,500         46,500         46,500         46,500         46,500         46,500         46,500         46,500         40,500         4		505-43-4400-551000 ALLOCATION OF EXPENSES					0	0
505-43-4400-571000 CONTINGENCIES         7,500         7,500         7,500         7,500           505-43-4400-573000 PILOT         206,400         46,500         20,500         20,500         20,000         20,000         1,200		505-43-4400-551101 DATA CENTER EXPENSE	7,792	4,169	8,599	4,170	4,170	4,170
505-43-4400-573000 PILOT         206,400         46,500         40,500         40,500         40,500         40,500         40,500		505-43-4400-561001 AMORTIZATION EXPENSE				0	0	0
505-43-4400-573001 BANK CHARGES         108         249         0         0         0           505-43-4400-574000 BAD DEBT EXPENSE         132,149         46,500         40,500         40,500         40,500         40,500         40,500         40,500         40,500         40		505-43-4400-571000 CONTINGENCIES		7,500		7,500	7,500	7,500
505-43-4400-574000 BAD DEBT EXPENSE   132,149   46,500   46,500   46,500   46,500   46,500   46,500   505-43-4400-582001 INTEREST EXPENSE   489,404   475,113   315,116   455,458   455,458   455,458   505-43-4400-583000 PAYING AGENT FEES   3,400   1,200   1,200   1,200   1,200   1,200   505-43-4400-584000 BOND ISSUANCE COST   0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		505-43-4400-573000 PILOT	206,400	206,400	206,400	206,400	206,400	206,400
505-43-4400-582001 INTEREST EXPENSE       489,404       475,113       315,116       455,458       455,458       455,458         505-43-4400-583000 PAYING AGENT FEES       3,400       1,200       1,200       1,200       1,200         505-43-4400-584000 BOND ISSUANCE COST       0       0       0       0         505-43-4400-611001 TRANSFER TO GEN FUND       1,071,000       1,071,000       1,071,000       1,071,000       1,071,000       1,071,000       1,071,000       1,071,000       220,000       220,000       220,000       220,000       220,000       220,000       220,000       200,000		505-43-4400-573001 BANK CHARGES	108		249	0	0	0
505-43-4400-583000 PAYING AGENT FEES       3,400       1,200       1,200       1,200       1,200         505-43-4400-584000 BOND ISSUANCE COST       0       0       0       0         505-43-4400-611001 TRANSFER TO GEN FUND       1,071,000		505-43-4400-574000 BAD DEBT EXPENSE	132,149	46,500	46,500	46,500	46,500	46,500
505-43-4400-584000 BOND ISSUANCE COST       0       0       0       0         505-43-4400-611001 TRANSFER TO GEN FUND       1,071,000       1,071,000       1,071,000       1,071,000       1,071,000         505-43-4400-611002 SHARED REV TO GEN FUND       220,000       220,000       220,000       220,000       220,000       220,000       220,000       220,000       0		505-43-4400-582001 INTEREST EXPENSE	489,404	475,113	315,116	455,458	455,458	455,458
505-43-4400-611001 TRANSFER TO GEN FUND       1,071,000<		505-43-4400-583000 PAYING AGENT FEES	3,400		1,200	1,200	1,200	1,200
505-43-4400-611002 SHARED REV TO GEN FUND       220,000       220,000       220,000       220,000       220,000       220,000       220,000       220,000       220,000       220,000       220,000       200,000       200,000       200,000       200,000       200,000       0		505-43-4400-584000 BOND ISSUANCE COST				0	0	0
505-43-4400-611003 TRANSFER TO GAS FUND       207,340       0       0       0         505-43-4400-611004 TRANSFER TO SOILD WASTE       224,867       0       0       0         505-43-4400-611005 TRANSFER TO STORM WATE       62,218       0       0       0         43 UTILITY BILLING       2,933,681       2,791,898       3,020,288       2,837,217       2,830,273       2,830,273		505-43-4400-611001 TRANSFER TO GEN FUND	1,071,000	1,071,000	1,071,000	1,071,000	1,071,000	1,071,000
505-43-4400-611004 TRANSFER TO SOILD WASTE       224,867       0       0       0         505-43-4400-611005 TRANSFER TO STORM WATE       62,218       0       0       0         43 UTILITY BILLING       2,933,681       2,791,898       3,020,288       2,837,217       2,830,273       2,830,273		505-43-4400-611002 SHARED REV TO GEN FUND	220,000	220,000	220,000	220,000	220,000	220,000
505-43-4400-611005 TRANSFER TO STORM WATE       62,218       0       0       0         43 UTILITY BILLING       2,933,681       2,791,898       3,020,288       2,837,217       2,830,273       2,830,273		505-43-4400-611003 TRANSFER TO GAS FUND			207,340	0	0	0
43 UTILITY BILLING 2,933,681 2,791,898 3,020,288 2,837,217 2,830,273 2,830,273		505-43-4400-611004 TRANSFER TO SOILD WASTE			224,867	0	0	0
		505-43-4400-611005 TRANSFER TO STORM WATE			62,218	0	0	0
<u>2,933,681</u> <u>2,791,898</u> <u>3,020,288</u> <u>2,837,217</u> <u>2,830,273</u> <u>2,830,273</u>	43	UTILITY BILLING	2,933,681	2,791,898	3,020,288	2,837,217	2,830,273	2,830,273
		<u> </u>	2,933,681	2,791,898	3,020,288	2,837,217	2,830,273	2,830,273

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 43 UTILITY BILLING

#### 505-43-1530-521201 LEGAL EXPENSE

1,500

Requested Amount: \$1500

This is to cover legal fees for ordinance changes, utility collection service contracts, and other requirements. Budget increased due to increase use in 2021

#### 505-43-1565-531108 BUILDING REPAIR & MAIN

2,000

Requested Amount: \$2,000

The requested amount is for general repairs and maintenance.

Amount increased for anticipated repairs and maintenace at new location 217 W. Forsythe street.

#### 505-43-4400-511000 REGULAR PAY

293,412

Personnel requirements:

	Current
Customer Service Administrator	1
Customer Service Representative	2
Utility Billing Technician	1
Courier/Meter Reader	1
Revenue Collector	1
Meter Maintenance Technicians	2

8

Recommended Amount: Includes a 5% increase in salaries.

#### 505-43-4400-511300 OVERTIME PAY

16,790

Requested Amount: \$16,790

The requested budget includes normal overtime incurred during peak times such as utility billing due dates and cutoff activities as well as rereads where necessary.

#### 505-43-4400-512100 GROUP MEDICAL INSURA

61,704

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
505-43-4400-512101 OPT OUT INSURANCE PLA  This amount represents \$3,000 per employee for expected Opt Out participation.	3,000
Need to verify TE	
505-43-4400-512110 GROUP DENTAL INSURAN	2,360
The \$2.74 amount represents the dental increase per employee. The dental cost for each employee will remain the same as the prior y offset amount will be taken from the medical surplus.	
505-43-4400-512200 SOCIAL SECURITY PAYMI  This amount is 7.65% of the total salary of the department.	22,628
505-43-4400-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per contribution rates.	36,826 GMA,
505-43-4400-512401 PENSION EXPENSE	
505-43-4400-512700 WORKERS' COMPENSATIC  This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.  505-43-4400-521100 PURCHASED/CONTRACTE	2,744
505-43-4400-521203 AUDIT FEES	

505-43-4400-521302 COLLECTION COSTS

Requested Amount: \$5,300
The amount represents our expected outside agency costs. These costs are charged on a contingency basis and run from 16.5% to 19%, depending upon the age of the account. The requested amount is the same amount requested for 2021.

5,300

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 505-43-4400-522000 OTHER OUTSIDE SERVICE

44,000

Requested Amount \$54,000.00

This amount is the ytd annualized and charges for the Online Utility Exchange for running a credit risk report on customers to determine the cost

of deposit(s) and the cost for bill printing from an outside agency (estimated cost of \$54,000) will continue with \$54,000 to take in account unexpected costs for 217 W. Foryth Street.

Recommended Amount \$44,000

Reduced due to 2021 annualized expense.

#### 505-43-4400-522202 AUTO & TRUCK-REP & MA

2,000

Requested Amount: \$2,000.00

The requested amount is the same amount requested for last year for the normal repair and maintenance of the Courier/Meter Reader's vehicle.

#### 505-43-4400-522203 MACH & EQUIP-REP & MA

1,171

Requested Amount: \$1,171

This amount is for incidental repairs. The requested amount is the same amount requested for 2021.

#### 505-43-4400-522206 COMPUTER -REP & MAINT

20,000

year)

The requested amount includes the following:

\$15,	000	CSI Software & Hardware
\$ 1,	200	Maintenance for Doc e Serve
\$12,	400	Flexnet (radio read) maintenance contract
\$	500	Miscellaneous printer repairs
\$	800	Utility Billing Software program changes (1 per

\$29,840

Recommended Amount: \$20,000

Reduced due to 2021 expense annualized.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 505-43-4400-523100 INSURANCE EXPENSE

42,160

Requested Amount: \$42,160

This is the general liability, property, and Public Official E&O insurance allocated to the Water & Sewer Fund. The request includes a projected increase of approximately 5%. The projected rates will be effective May 1, 2021 resulting in an effective rate for 2021 of 3.33%.

#### 505-43-4400-523200 TELEPHONE

19,000

The requested amount includes the following:

\$ 3,000	Enterprise Billing (Mediacom)
\$ 2,100	Bandwidth (telephone - 5 lines)
\$ 3,800	Peppermint Way & Grand Ave tower (radio read)
\$ 960	Courier & Customer Service Administrator cellular
\$ 9,640	Other Charges
\$19,500	

Recommended Amount: \$19,000

Reduced due to 2021 expense annualized.

#### 505-43-4400-523201 POSTAGE

40,000

Requested Amount: \$40,000

The requested amount is for mailing any utility bills and any miscellaneous mailing for utility billing. This is an annualized amount for 2021,

#### 505-43-4400-523301 ADVERTISING EXPENSES

1,200

Requested Amount: \$1200

The amount requested is for advertising expenses for Senior Citizens Discount, Budget Billing, Tax Sales, and Periodic Ads for payment options. The requested amount is the amount annualized for 2021.

#### 505-43-4400-523700 TRAINING & MEETING

5,000

Requested Amount: \$5,000

The requested amount includes CSI webinars at \$75 each and outside training for the Customer Service Representatives and Supervisor. This is also for training for the Sensus software update and for our Revenue Collection and a online CSR training and other related training when needed.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

505-43-4400-523900 UNIFORMS

750

Requested Amount: \$750.00

This amount is for uniforms for the courier/meter reader. The requested amount.

is the year to date annualized. This is an 15.5% increase from 2021. For three employees.

505-43-4400-523905 MERCHANT FEES

70,000

Requested Amount: \$70,000

These fees for the utility billing payment website. These costs are recovered from the customers. The revenue is recorded in the "Web Pay -Convenience Fees" line item. This amount is the annualized amount for 2021 using the fee total per month.

505-43-4400-523909 SALE FEES

1,000

Requested Amount: \$1,000

This is the handling cost for the sale of surplus assets for the Water and Sewer fund. The requested amount is the same as the 2021 budgeted amount the budget remained at 100%

505-43-4400-531100 OFFICE/COMPUTER SUPPL

18,000

Requested Amount: \$20,000

The amount covers office and computer supplies.

Amount covers projected increases for 217 Forsythe Street Americus.

Recommended Amount: \$18,000

Reduced due to 2021 expenses annualized.

505-43-4400-531270 GASOLINE ALLOCATED

2,000

Requested Amount: \$2,000

The amount requested is ytd annualized.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

505-43-4400-531700 OTHER SUPPLIES

3,500

Requested Amount: \$3,500

The requested amount is the year to date annualized.

Projections pf overages for 2021 budget as well increase for 217 W. Forsyth Street supplies.

505-43-4400-542200 TRUCKS & AUTOMOBILES

25,000

Requested: \$25,000

One pickup truck for Meter Technician

505-43-4400-542900 OTHER CAPITAL EXPEND

Requested Amount: \$75,000

75,000

Sensus FlexNet Upgrade \$25,000 Interactive Voice Response System \$50,000

\$75,000

This is the same amount budgeted for 2021.

505-43-4400-551000 ALLOCATION OF EXPENSI

505-43-4400-551101 DATA CENTER EXPENSE

Request Amount \$4,170

4.170

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment. This amount ytd annualized

Increases projected for 217 W. Forsyth Street.

505-43-4400-561001 AMORTIZATION EXPENSE

Requested Amount: \$0

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

505-43-4400-571000 CONTINGENCIES

7,500

Requested Amount: \$7,500

This amount is sufficient to cover any unexpected expenditures in the Water and Sewer fund. Generally, this is for sewer backups not covered by insurance. This is the same amount requested for 2021.

#### 505-43-4400-573000 PILOT

206,400

Requested Amount: \$206,400

This is the payment in lieu of taxes from the W&S Fund to the General Fund. This amount is calculated by taking the total value of the Water and Sewer properties inside the city limits and multiplying times the current millage rate for 2015.

 $(31,500,000 \times 50\% \times .01312 = $206,640)$  Rounded up to \$206,400 This is the same amount for 2021.

#### 505-43-4400-573001 BANK CHARGES

Requested Amount: \$0

#### 505-43-4400-574000 BAD DEBT EXPENSE

46,500

Requested Amount: \$46,500

This is the same as the 2021 recommended budgeted amount and annualized.

#### 505-43-4400-582001 INTEREST EXPENSE

455,458

Requested Amount: \$455,458

The Principal balance due at 12/31/22 will be:

\$15,956,971 Revenue Bond - 2019 (Payout-Sep 1, 2039) (Rate 2.76%)

#### 505-43-4400-583000 PAYING AGENT FEES

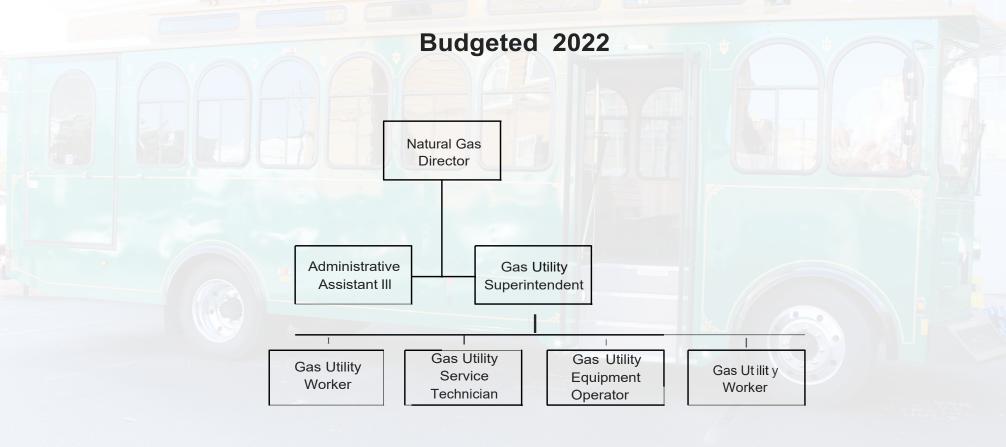
1,200

Requested Amount: \$1,200

ACCOUNT NUMBER/DESCRIPTION	APPROVED <u>BUDGET</u>
505-43-4400-584000 BOND ISSUANCE COST	
505-43-4400-611001 TRANSFER TO GEN FUND Requested: \$1,071,000	1,071,000
505-43-4400-611002 SHARED REV TO GEN FUN	220,000
505-43-4400-611003 TRANSFER TO GAS FUND	
505-43-4400-611004 TRANSFER TO SOILD WAS	
505-43-4400-611005 TRANSFER TO STORM WA Requested Amount: \$0	
43 UTILITY BILLING	2,830,273
	2,830,273

### CITY OF AMERICUS 2022 OPERATING BUDGET

# NATURAL GAS SERVICES DEPARTMENT



### CITY OF AMERICUS 2022 OPERATING BUDGET

#### **NATURAL GAS SERVICES**

#### MISSION STATEMENT/GENERAL OBJECTIVES

The mission of the Americus Natural Gas Department is to maximize customer satisfaction by providing affordably priced natural gas and natural gas services as safely, reliably and efficiently as possible.

Our actions are guided by the following principals:

- That each customer is a valued and respected individual
- That the safety of our customers, employees and the general public must always come first
- That we provide improving value to our customers through innovation and creativity in our jobs, our product and the services we provide
- That we take responsibility and ownership in the performance of our duties

#### **GOALS -2022**

- Focus on enhancing operational efficiency
- Provide a safe and affordable product, backed up with quality service
- Recognize and embrace our responsibility to serve our customers promptly and courteously, and to provide them with a broad range of services from appliance sales to service line installations.
- Continue to grow our gas load with customer incentives

ACCOUNT NUMBER/DESCRIPTION 515 NATURAL GAS FUND	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
515-00-0000-334110 OTHER GRANTS				0	0	0
515-00-0000-341941 SALES TAX COMPENSATION	-4,098	1,500	1,121	1,500	1,500	1,500
515-00-0000-344410 RESIDENTIAL GAS SALES	551,718	731,026	660,256	681,941	681,941	681,941
515-00-0000-344411 SMALL AND LARGE COMM.	940,034	1,191,977	1,141,027	1,129,010	1,302,436	1,302,436
515-00-0000-344412 INDUSTRIAL GAS SALES	159,117	22,327	14,089	23,439	23,439	23,439
515-00-0000-344413 INTERRUPTIBLE GAS SALES	319,077	316,251	506,936	365,794	365,794	365,794
515-00-0000-349402 GAS RECONNECT SALES	7,315	8,000	16,948	8,000	8,000	8,000
515-00-0000-349405 SERVICE DEPT SALES	24,681	100,000	282,551	100,000	100,000	100,000
515-00-0000-349406 SERVICE LINE SALES	6,155	500	2,456	500	500	500
515-00-0000-361000 OTHER INTEREST EARNED	159	300		200	200	200
515-00-0000-389000 OTHER MISC RECEIPTS	273,068	120,000	84,969	120,000	120,000	120,000
515-00-0000-389004 RECOVERY OF BAD DEBT				1,000	1,000	1,000
515-00-0000-389006 CARRYOVER OF RET EARNIN		30,000		54,306	54,306	54,306
515-00-0000-392101 SALE OF CITY PROPERTY				0	0	0
515-00-0000-392200 RECYCLING PROCEEDS			135	0	0	0
515-00-0000-393601 LOAN PROCEEDS						
515 NATURAL GAS FUND	2,277,225	2,521,881	2,710,489	2,485,690	2,659,116	2,659,116
	2,277,225	2,521,881	2,710,489	2,485,690	2,659,116	2,659,116

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515 NATURAL GAS FUND

515-00-0000-334110 OTHER GRANTS

Requested Amount: \$0.00

515-00-0000-341941 SALES TAX COMPENSATION

1,500

Requested Amount: \$1,500

This amount represents the amount of sales tax collected and retained by the City as compensation for collecting, reporting, and remitting to the Department of Revenue on a timely basis. The requested amount is the current year to date amount annualized and rounded up. This is reduced for the impact of the tax exemption on gas for manufacturing purposes.

515-00-0000-344410 RESIDENTIAL GAS SALES

681,941

Requested Amount: \$681,941

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-344411 SMALL AND LARGE COMI

1,302,436

Requested Amount: \$1,129,010

The requested amount is based on projections by our MGAG rate analyst.

Recommended Amount: \$1,302,436

This amount is the projected amount we will receive from the addition of the two businesses locating on the Industrial tract on the northside of town after subtracting the \$100,000.00 short fall where expecting from Phoebe Sumter.

515-00-0000-344412 INDUSTRIAL GAS SALES

23,439

Requested Amount: \$23,439

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-344413 INTERRUPTIBLE GAS SAL

365,794

Requested Amount: \$365,794

The requested amount is based on projections by our MGAG rate analyst.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-00-0000-349402 GAS RECONNECT SALES

8,000

Requested Amount: \$8,000

The requested amount includes 160 reconnects at \$50 each.

515-00-0000-349405 SERVICE DEPT SALES

100,000

Requested Amount: \$100,000

The requested amount is the current YTD amount annualized and is for the sale of natural gas appliances. This includes the money reimbursed to the city by the Gas Authority for the Main Street Financing Program. In an effort to increase customer service and gas load, we promote the sale and installation of natural gas appliances.

515-00-0000-349406 SERVICE LINE SALES

500

Requested Amount: \$500

The requested amount is for tap fee's associated with service line installations to residents that only install seasonal appliances such as gas grills and gas logs.

515-00-0000-361000 OTHER INTEREST EARNEI

200

Requested Amount: \$200

The amount requested is the current year to date amount annualized and adjusted for expected levels of idle cash. This reflects no improvement in the interest rates.

515-00-0000-389000 OTHER MISC RECEIPTS

120,000

Requested Amount: \$120,000

The requested amount is a projection of our portfolio refund for the year by the Municipal Gas Authority.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-00-0000-389004 RECOVERY OF BAD DEBT

1,000

Requested Amount: \$1,000

This is the estimated collections on previously written off utility bills. Some of this revenue is offset by related collection cost expense in the Water and Sewer Fund (Department 43). This is the estimate for the Natural Gas portion.

515-00-0000-389006 CARRYOVER OF RET EAR

54,306

Requested Amount: \$54,306

\$44,306 - this amount is to purchase a new service truck that will replace an existing service truck. (Carry over from 2021)

\$10,000 - this amount will be carried over from the Contracted Maintenance account (Carry over from 2021)

515-00-0000-392101 SALE OF CITY PROPERTY

Requested Amount: \$0

515-00-0000-392200 RECYCLING PROCEEDS

Requested Amount: \$0

515-00-0000-393601 LOAN PROCEEDS

Recommended Amount: \$0

515 NATURAL GAS FUND

2,659,116

2,659,116

ACCOUNT NUMBER/DESCRIPTION 80 COST OF GAS	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
515-80-4700-531500 FIRM GAS	837,590	910,999	967,918	1,004,941	1,004,941	1,004,941
515-80-4700-531501 INTERRUPTIBLE GAS	195,598	236,930	283,087	293,601	293,601	293,601
515-80-4700-615000 PROPANE COSTS				0	0	0
80 COST OF GAS	1,033,189	1,147,929	1,251,005	1,298,542	1,298,542	1,298,542
	1,033,189	1,147,929	1,251,005	1,298,542	1,298,542	1,298,542

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

80 COST OF GAS

515-80-4700-531500 FIRM GAS

1,004,941

Requested Amount: \$1,004,941

The requested amount is the projected amount prepared by MGAG.

515-80-4700-531501 INTERRUPTIBLE GAS

293,601

Requested Amount: \$293,601

The requested amount is the projected amount prepared by MGAG.

515-80-4700-615000 PROPANE COSTS

Requested Amount: \$0

We no longer own or operate a Peak Shaving Facility

80 COST OF GAS

1,298,542

1,298,542

81 S	ACCOUNT NUMBER/DESCRIPTION ERVICE DEPT	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
	515-81-1530-521201 LEGAL FEES	160	500	200	500	500	500
	515-81-4700-511000 REGULAR PAY	335,253	308,483	302,311	305,363	320,631	320,631
	515-81-4700-511300 OVERTIME PAY	3,162	5,000	3,051	4,000	4,000	4,000
	515-81-4700-512100 GROUP MEDICAL INSURANC	47,102	52,889	52,609	52,889	52,889	52,889
	515-81-4700-512101 OPT OUT INSURANCE PLAN	3,000	3,000	3,000	3,000	3,000	3,000
	515-81-4700-512110 GROUP DENTAL INSURANCE	-951	2,065	2,341	2,065	2,065	2,065
	515-81-4700-512200 SOCIAL SECURITY PAYMENT	24,313	23,981	24,124	25,149	25,149	25,149
	515-81-4700-512400 RETIREMENT SYSTEM	138,049	39,029	34,299	40,930	40,930	40,930
	515-81-4700-512401 PENSION EXPENSE				0	0	0
	515-81-4700-512700 WORKERS COMPENSATION	5,720	5,789	5,958	6,320	6,320	6,320
	515-81-4700-521202 ENGINEERING FEES	12,100	13,200	14,300	13,200	13,200	13,200
	515-81-4700-521203 AUDIT FEES				0	0	0
	515-81-4700-522000 OTHER OUTSIDE SERVICES	300	2,800	358	2,800	2,800	2,800
	515-81-4700-522009 CONTRACTED MAINTENANC	7,711	20,000		10,000	10,000	10,000
	515-81-4700-522200 BUILDING REP & MAINT	195	1,500	6,073	1,500	1,500	1,500
	515-81-4700-522201 OFFICE EQUIP REP & MAINT	421	800	455	1,000	1,000	1,000
	515-81-4700-522202 AUTO & TRUCK-REP & MAIN	4,360	14,000	10,148	14,000	14,000	14,000
	515-81-4700-522203 MACH & EQUIP-REP & MAIN	10,820	6,000	2,630	6,000	6,000	6,000
	515-81-4700-522206 COMPUTER-REP & MAINT		100		100	100	100
	515-81-4700-522207 GAS SYSTEM-REP & MAINT	67,885	60,000	54,988	50,000	50,000	50,000
	515-81-4700-523100 INSURANCE EXPENSE	17,703	19,317	26,942	20,669	20,669	20,669
	515-81-4700-523200 TELEPHONE	16,315	14,000	20,866	14,000	14,000	14,000
	515-81-4700-523202 FREIGHT EXPRESS	26	300	193	300	300	300
	515-81-4700-523301 ADVERTISING EXPENSE	2,900	9,300	10,522	9,000	9,000	9,000
	515-81-4700-523600 DUES & SUBSCRIPTIONS	4,986	5,725	5,210	5,725	5,725	5,725

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
515-81-4700-523700 TRAINING & MEETINGS	10,977	18,200	15,089	16,900	16,900	16,900
515-81-4700-523900 UNIFORM EXPENSE	6,571	6,500	6,218	6,500	6,500	6,500
515-81-4700-523909 SALE FEES		200		200	200	200
515-81-4700-531100 OFFICE/COMPUTER SUPPLIE	1,191	1,500	856	1,000	1,000	1,000
515-81-4700-531101 JANITORIAL SUPPLIES	2,384	3,500	2,492	3,000	3,000	3,000
515-81-4700-531105 HAND TOOLS	994	3,000	1,406	2,500	2,500	2,500
515-81-4700-531210 WATER, SEWER, & GARBAGE	608	1,000	717	1,000	1,000	1,000
515-81-4700-531220 NATURAL GAS	711	2,000	361	1,500	1,500	1,500
515-81-4700-531225 STORM WATER	93	150	101	150	150	150
515-81-4700-531230 ELECTRICITY	9,967	9,000	9,016	8,000	8,000	8,000
515-81-4700-531270 GASOLINE ALLOCATED	11,675	13,000	14,677	13,000	13,000	13,000
515-81-4700-531601 SERVICE DEPARTMENT PAR'	227,689	100,000	158,535	100,000	100,000	100,000
515-81-4700-531700 OTHER SUPPLIES	2,770	4,000	1,494	3,000	3,000	3,000
515-81-4700-541400 GAS MAINS & VALVES	37,971	30,000	28,529	20,000	20,000	20,000
515-81-4700-542200 TRUCKS & AUTOMOBILES		70,000	25,694	44,306	44,306	44,306
515-81-4700-551000 ALLOCATION OF EXPENSES				0	0	0
515-81-4700-551101 DATA CENTER EXPENSE	1,936	2,085	2,119	2,100	2,100	2,100
515-81-4700-552200 CONTINGENCY		5,000		2,000	2,000	2,000
515-81-4700-561000 DEPRECIATION EXPENSE	109,440	95,040	95,040		95,040	95,040
515-81-4700-573000 BANK CHARGES				0	0	0
515-81-4700-574000 BAD DEBT EXPENSE	9,208		12,500	12,500	12,500	12,500
515-81-4700-582001 INTEREST EXPENSE				0	0	0
515-81-4700-611001 TRANSFER TO GENERAL FUT	375,000	375,000	375,000	375,000	375,000	375,000
515-81-4700-611007 TRANSFER TO W&S FUND						
81 SERVICE DEPT	1,510,715	1,346,953	1,330,420	1,201,166	1,311,474	1,311,474

ACCOUNT NUMBER/DESCRIPTION

ACTUAL	BUDGET	ACTUAL
<u>2020</u>	<u>2021</u>	12/31/2021
1,510,715	1,346,953	1,330,420

REQUESTED	RECOMM	APPROVED
<u>2022</u>	2022	2022
1,201,166	1,311,474	1,311,474

#### ACCOUNT NUMBER/DESCRIPTION

**APPROVED BUDGET** 

81 SERVICE DEPT

515-81-1530-521201 LEGAL FEES

500

Requested Amount: \$500

This is for fees incurred in the collection of amounts due and for other legal work such as easements.

#### 515-81-4700-511000 REGULAR PAY

320,631

Personnel Requirements:

	Cui
Natural Gas Director	
Gas Utility Superintendent	
Administrative Assistant III	
Gas Utility Technician	
Gas Utility Equip. Oper.	
Gas Utility Worker	

Cu	rrei	16
	1	
	1	
	1	
	1	
	1	
	2	
	7	

This amount includes \$3,120 for on-call pay.

Recommended Amount: Includes a 5% increase in salaries.

#### 515-81-4700-511300 OVERTIME PAY

4,000

Requested Amount: \$4,000

The requested amount is for after hour, holiday, and weekend emergency service calls.

#### 515-81-4700-512100 GROUP MEDICAL INSURA

52,889

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

#### 515-81-4700-512101 OPT OUT INSURANCE PLA

3,000

This amount represents \$3,000 per employee for expected Opt Out participation.

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 515-81-4700-512110 GROUP DENTAL INSURAN

2.065

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

#### 515-81-4700-512200 SOCIAL SECURITY PAYMI

25,149

This amount is 7.65% of the total salary of the department.

#### 515-81-4700-512400 RETIREMENT SYSTEM

40,930

This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.

515-81-4700-512401 PENSION EXPENSE

#### 515-81-4700-512700 WORKERS COMPENSATIO

6,320

This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.

#### 515-81-4700-521202 ENGINEERING FEES

13,200

Requested Amount: \$13,200

The amount requested is the annual retainer fee for the gas consultant who provides us with an updated Public Awareness Plan, Emergency Manual, O & M Manual, and a Integrity Management Plan. This amount also includes our Annual Leak Survey, Atmospheric Corrosion Survey, Regulator & Relief Valve Inspection, and Cathodic Protection Survey. The cost is \$1,100 per month.

515-81-4700-521203 AUDIT FEES

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-81-4700-522000 OTHER OUTSIDE SERVICE

2,800

Requested Amount: \$2,800

The requested amount includes Pest Control, GIS charges, & other external assistance.

### 515-81-4700-522009 CONTRACTED MAINTENA

10,000

Requested Amount: \$10,000

This amount is a carryover from the 2021 budget. It covers costs associated with our DIMP Plan (Distribution Integrity Management Plan) such as rectifiers, railroad casing shorts, main samples (Coupons), bridge supports & coating, etc.

# 515-81-4700-522200 BUILDING REP & MAINT

1.500

Requested Amount: \$1,500

The amount requested covers the cost of general repairs, maintenance, and appliances for our office as well as warehouse.

### 515-81-4700-522201 OFFICE EQUIP REP & MAII

1,000

Requested Amount: \$1,000

The requested amount is for the incidental repairs or replacement of office equipment, and for the maintenance agreement on the copy machine.

# 515-81-4700-522202 AUTO & TRUCK-REP & MA

14,000

Requested Amount: \$14,000

The amount requested is for repairs and maintenance on the service vehicles in the gas department.

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-81-4700-522203 MACH & EQUIP-REP & MA

6,000

Requested Amount: \$6,000

The amount requested is for repair & maintenance on the backhoe, ditch witch, air compressor, and also for annual calibration on our C.G.I's, Flamepack's, and Electrofusion Machine. It also includes the replacement of less expensive equipment that's under the capital amount of \$10,000. This amount also includes the Albany Communications (handheld radio's)

\$6,000 - Repair & Maintenance, Hand Held Radio's

### 515-81-4700-522206 COMPUTER-REP & MAINT

100

Requested Amount: \$100

The requested amount is to cover any repairs other than provided by NEOS.

#### 515-81-4700-522207 GAS SYSTEM-REP & MAIN

50,000

Requested Amount: \$50,000

The amount requested is the anticipated amount needed for repair and maintenance for the entire gas system.

### 515-81-4700-523100 INSURANCE EXPENSE

20,669

Requested Amount: \$20,669

This is the general liability, property, and public officials E&O insurance allocated to the Natural Gas Fund. The request includes a projected increase of approximately 5%. The projected rates will be effective May 1, 2021 resulting in an effective rate for 2021 of 3.33%.

### 515-81-4700-523200 TELEPHONE

14,000

Requested Amount: \$14,000

The amount requested includes (3) Landlines that serve our Lee Street Gate Station, Brady Road Gate Station as well as our office fax. This amount also covers the cost of (4) cell phones, long distance, and Mediacom (Internet).

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-81-4700-523202 FREIGHT EXPRESS

300

Requested Amount: \$300

The amount requested is for shipping costs related to equipment calibration and also freight charges on water heaters and other gas appliances.

# 515-81-4700-523301 ADVERTISING EXPENSE

9,000

Requested Amount \$9,000

\$ 2,000	APGA -	Telephone	Survey	(Goal	Program)
 0 000	0 11 0	17 1 '	/ m	7 ' '	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \

\$ 2,000 South GA advertising (Television) Call Before You Dig

\$ 3,000 Radio/Newspaper Ads (Regulatory Requirements)

\$ 2,000 Appliance Marketing & local sponsorships

\$ 9,300

The Goal Program, South Ga. Advertising, and the Radio/Newspaper Ads are all part of our Public Awareness Program and are required by the Georgia Public Service Commission.

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-81-4700-523600 DUES & SUBSCRIPTIONS

5,725

Requested Amount: \$5,725

The requested amount is for our membership dues for the American Public Gas Association and Georgia Municipal Association Gas Section which are organizations that help promote and support natural gas research and regulatory compliance. They also lobby in Congress for support on gas pricing and other legislation that effect the gas industry. It also includes our UPC (Utility Protection Center) and GPERI (Georgia Pipeline Emergency Response Initiative) memberships, as well as our annual SHRIMP (Simple, Handy, Risk, Integrity Management, Plan) renewal which is required by the Georgia Public Service Commission.

\$2,000 \$ 500 \$1,500	American Public Gas Association Dues GMA Gas Section Dues Utilities Protection Center Dues
\$ 500 Plan)	Shrimp Renewal (Simple, Handy, Risked Based Integrity Management
\$ 25 \$1,200	Ga. 811 Contractor Surveyor GPERI (Georgia Pipeline Emergency Response Initiative) membership
\$5,725	

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-81-4700-523700 TRAINING & MEETINGS

16,900

Requested Amount: \$16,900

The amount requested if for our mandatory training and the annual meetings associated with the Georgia Municipal Association Gas Section and the Municipal Gas Authority of Georgia, as well as our Liaison meeting and the Georgia Underground Utilities Conference.

\$13,000	OQT (Operator Qualification Training) (6 employees)
\$ 1,600	GMA Gas (2 employees) and Annual Pipeline Safety Seminar (3
employees	
\$ 1,000	Emergency Liaison Meeting/OQT Regional Training
\$ 800	MGAG Annual Meeting (1 employees)
\$ 500	Georgia Underground Utilities Conference (updates) (1 employee)
¢16 000	

### 515-81-4700-523900 UNIFORM EXPENSE

6,500

Requested Amount: \$6,500

The requested amount is for uniform rental and replacement of damaged garments and any related items.

#### 515-81-4700-523909 SALE FEES

200

Requested Amount: \$200

This is the handling charges for the sale of surplus assets.

### 515-81-4700-531100 OFFICE/COMPUTER SUPPI

1.000

Requested Amount: \$1,000

The amount requested is for misc. materials needed around the office such as copier paper, ink cartridges, pens, paper, etc.

#### 515-81-4700-531101 JANITORIAL SUPPLIES

3,000

Requested Amount: \$3,000

The amount requested is for floor mats, shop rags, toiletries, cleaning supplies, mask, gloves, hand sanitizer, etc.

	ROVED JDGET
515-81-4700-531105 HAND TOOLS  Requested Amount: \$2,500	2,500
The requested amount is for both new and replacement tools.  515-81-4700-531210 WATER, SEWER, & GARBA  Requested Amount: \$1,000	1,000
515-81-4700-531220 NATURAL GAS Requested Amount: \$1,500	1,500
This amount covers the gas costs for the office building, the warehouse, and the gas lights on the Lee Street bridge.	
515-81-4700-531225 STORM WATER Requested Amount: \$150	150
This is storm water charges for the Natural Gas properties and building.	
515-81-4700-531230 ELECTRICITY Requested Amount: \$8,000	8,000
This covers the electricity costs for the natural gas office and warehou as well as the rectifiers located throughout the city.	se,
515-81-4700-531270 GASOLINE ALLOCATED  Requested Amount: \$13,000	13,000
This amount is for fuel for all of the vehicles as well as machinery and equipment at the Gas Department.	

515-81-4700-531601 SERVICE DEPARTMENT PA

100,000

Requested Amount: \$100,000

The amount requested is for purchasing water heaters, gas logs, etc. There is a corresponding revenue account for the sale of these items.

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-81-4700-531700 OTHER SUPPLIES

3,000

Requested Amount: \$3,000

This amount includes weed killer, sand, crush run, safety supplies, automobile cleaning supplies, water, etc.

#### 515-81-4700-541400 GAS MAINS & VALVES

20,000

Recommend Amount \$20,000

This amount is for the installation of new gas mains and valves when feasible as well as repairs and replacement of existing valves and mains. This amount is also for the materials and labor associated with the replacement of our outdated large commercial, and large industrial meter sets.

### 515-81-4700-542200 TRUCKS & AUTOMOBILES

44,306

Requested: \$44,306

\$44,306 - this amount is a carryover from the 2021 budget. It's for the replacement of a 2010 Ford F250 w/ Service Body (truck #9025)

### 515-81-4700-551000 ALLOCATION OF EXPENSI

Requested amount: \$0

### 515-81-4700-551101 DATA CENTER EXPENSE

2,100

Requested: \$2,100

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-81-4700-552200 CONTINGENCY

2,000

Requested Amount: \$2,000

The requested amount is for emergency situations.

### 515-81-4700-561000 DEPRECIATION EXPENSE

95,040

Requested amount: \$ 95,040

This is the amount of depreciation on gas system related capital assets. The depreciation is calculated by the straight-line method using the GFOA suggested life.

# 515-81-4700-573000 BANK CHARGES

Requested amount: \$0

# 515-81-4700-574000 BAD DEBT EXPENSE

12,500

Requested Amount: \$12,500

The is the anticipated exposure for 2020.

# 515-81-4700-582001 INTEREST EXPENSE

Requested Amount: \$0

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

515-81-4700-611001 TRANSFER TO GENERAL I

375,000

Requested Amount: \$375,000

Following the closing of Collins and Aikman and the tornado, the allocation from the Natural Gas Fund was terminated in 2007. The Gas fund cash flows have recovered somewhat, and the allocation was resumed in 2009. The following is a history of the shared revenue.

2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2016 2017 2018 2019	\$750,000 \$750,000 \$375,000 \$375,000 \$230,000 \$300,000 \$300,000 \$300,000 \$300,000 \$300,000 \$300,000 \$300,000 \$300,000 \$375,000 \$375,000			
2020	\$375,000			
2021	\$375,000 \$375,000			
*Collins		declared	bankruptcy.	

515-81-4700-611007 TRANSFER TO W&S FUND

Approved Amount: \$0

81 SERVICE DEPT

1,311,474

1,311,474

ACCOUNT NUMBER/DESCRIPTION 540 SOLID WASTE FUND	ACTUAL 2020	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
540-00-0000-344110 SANITATION SERVICES	2,818,009	3,182,800	2,758,310	3,278,284	3,278,284	3,278,284
540-00-0000-361000 OTHER INTEREST EARNED	169	100		100	100	100
540-00-0000-389002 CASH SHORT & OVER				0	0	0
540-00-0000-389003 CARRYOVER OF RET EARNIN				0	0	0
540-00-0000-389004 RECOVERY OF BAD DEBT	*	THE STATE OF THE S		0	0	0
540 SOLID WASTE FUND	2,818,178	3,182,900	2,758,310	3,278,384	3,278,384	3,278,384
	2,818,178	3,182,900	2,758,310	3,278,384	3,278,384	3,278,384

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

540 SOLID WASTE FUND

540-00-0000-344110 SANITATION SERVICES

3,278,284

Request Amount: \$3,278,284

The requested amount includes a 3% increase as provided for in the current contract with our provider. The contract reflects a 3% increase per year for five years which will run from 2022 to 2027.

Current	Requested	Approved	
\$27.83	\$28.67	\$	Residential Hobo
\$32.59	\$33.57	\$	Commercial Hobo
\$ 7.09	\$ 7.31	\$	Dumpster rate
\$12.63	\$13.01	\$	Additional hobo

# 540-00-0000-361000 OTHER INTEREST EARNEI

100

Requested Amount: \$100

This is the amount of interest earned on the monthly balance in the bank account.

540-00-0000-389002 CASH SHORT & OVER

540-00-0000-389003 CARRYOVER OF RET EAR

540-00-0000-389004 RECOVERY OF BAD DEBT

Requested Amount: \$0

540 SOLID WASTE FUND

3,278,384

3,278,384

33 S.	ACCOUNT NUMBER/DESCRIPTION ANITATION	ACTUAL 2020	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUI	ESTED 2022	RECOMM 2022	APPROVED 2022
	540-33-1530-521201 LEGAL EXPENSE		300			300	300	300
	540-33-4500-521203 AUDIT FEES					0	0	0
	540-33-4500-522000 OTHER OUTSIDE SERVICES	2,658,177	2,695,310	2,760,158	2,7	776,170	2,776,170	2,776,170
	540-33-4500-523100 INSURANCE EXPENSE	9,776	12,018	14,002		12,859	12,859	12,859
	540-33-4500-551000 ALLOCATION OF EXPENSES					0	0	0
	540-33-4500-571000 LANDFILL PAYMENTS	151,441	150,000	26,628		50,000	150,000	150,000
	540-33-4500-574000 BAD DEBT EXPENSE	15,240	31,000	28,417		31,000	31,000	31,000
	540-33-4500-611000 TRANSFER TO GENERAL FU	250,000	250,000	250,000		250,000	250,000	250,000
33 S	ANITATION	3,084,634	3,138,628	3,079,205	3,2	220,329	3,220,329	3,220,329
		3,084,634	3,138,628	3,079,205	3,2	220,329	3,220,329	3,220,329

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

33 SANITATION

540-33-1530-521201 LEGAL EXPENSE

300

Requested Amount: \$300

This is for legal work on our contract with Advanced Disposal and Crisp County Solid Waste Management.

540-33-4500-521203 AUDIT FEES

540-33-4500-522000 OTHER OUTSIDE SERVICE

2,776,170

Requested Amount: \$2,776,170

This is the amount charged by our contractor for the pickup and disposal of garbage and trash. The requested amount includes a 3% increase as provided for in the current contract. The contract reflects a 3% increase per year for five years which will run from 2022 to 2027.

540-33-4500-523100 INSURANCE EXPENSE

12,859

Requested Amount: \$12,859

This is a portion of the general liability and public officials E&O insurance allocated to the Solid Waste Fund. The request includes a projected increase of approximately 5%. The projected rates will be effective May 1, 2021 resulting in an effective rate for 2021 of 3.33%.

540-33-4500-551000 ALLOCATION OF EXPENSI

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

# 540-33-4500-571000 LANDFILL PAYMENTS

150,000

Requested Amount: \$150,000

This amount includes a 3% projected increase in costs. The following is a history of the amounts paid to Sumter County or estimated for landfill post closure costs and methane monitoring:

\$200,000	2010-2015	billed in 2015
\$100,000	2016	(TTL estimated at \$57,750 plus misc billings from
County) \$ 80,000	2017	(TTL estimated at \$57,750 plus misc billings from
County)		
\$ 80,000	2018	(TTL estimated at \$57,750 plus misc billings from
County)		
\$348,000 upgrades)	2019	(includes TTL and misc billings and required
\$150,000	2020	(includes TTL and misc billings from Sumter County)
\$150,000	2021 proje	cted(includes TTL and misc billings from Sumter
County)		
\$150,000	2022 reque	sted

### 540-33-4500-574000 BAD DEBT EXPENSE

31,000

Requested Amount: \$31,000

This amount represents the total projected write down of sanitation billings for the year. The requested amount is the same as the 2021 budgeted amount.

#### 540-33-4500-611000 TRANSFER TO GENERAL I

250,000

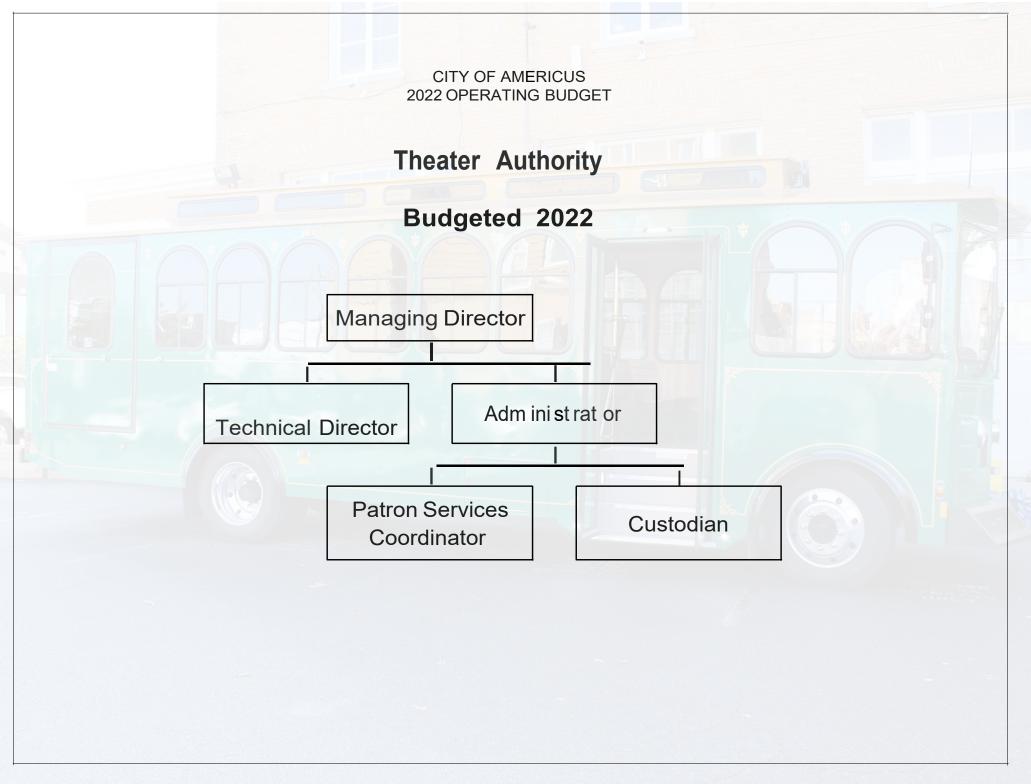
Requested Amount: \$250,000

33 SANITATION

The requested amount is the same as the 2021 budgeted amount.

3,220,329

3,220,329



# CITY OF AMERICUS 2022 OPERATING BUDGET

# RYLANDER THEATER AMERICUS THEATER AND CULTURAL CENTER AUTHORITY

# MISSION STATEMENT/GENERAL OBJECTIVES

The mission the Rylander Theater is to provide the community and area visitors a cultural center, including a Theater and meeting hall for dramatic and musical stage performances, motion pictures, and lectures. Its unique architecture, artistic legacy and social history is interpreted through tours and other educational presentations. The Rylander will encourage artistic development in our community and in the individual lives of our citizens, especially our young people. It will add greatly to the quality of life that we have worked so hard to achieve and nurture.

# **PURPOSES**

- 1. The Rylander Theater will be a destination attraction and economic development tool for downtown revitalization.
- 2. It will be a meeting space featuring the latest tools in presentation technologies to support area conferences and businesses.
- 3. It will be multi-disciplinary educational resource for students from pre-K through university level from surrounding public and private schools.
- 4. It will enrich the quality of life for both area residents and tourists through diverse entertainment and cultural programs.
- 5. It will be a gathering place for the entire community to focus on social issues, entertainment and meetings.
- 6. It will stand as a successful example of historic preservation adaptive use to encourage continued conservation of the historic fabric of the City of Americus.

# CITY OF AMERICUS 2022 OPERATING BUDGET

**Grants:** The Rylander Theatre is dedicated to subsidizing programming costs through the application for various grants at the regional and national level (South Arts Presenters Grant, Community Partnership Grant, Fox Theatre Institute Theatre Advancement Grant, etc.). Grant opportunities are also available for operational expenses such as building repair and maintenance. Heather Stanley will apply for appropriate grants as they become available to diversify theatre funding.

Marketing: Making the Rylander Theatre a destination by increased marketing visibility; bringing our programming schedule to the forefront in a regional and statewide capacity.

# **OTHER GOALS:**

- Continue to operate using best practices and highest standards for boards and staff entrusted with the care and operation of the historic theatre.
- Continue to bring in high quality entertainment at affordable prices.
- Make a significant and positive economic impact as a result of programming and operation.
- Continue to preserve and protect the theatre using the standards of historic preservation.
- To form new community partnerships and nurture existing partnerships.
- Apply for and be awarded new state and national grants.
- Continue marketing the theatre as a destination to draw positive attention to Americus and Sumter County.
- Formation of new higher education community partnerships with South Georgia Technical College and the area high schools providing students internship opportunities in various aspects of the theatre business.

# CITY OF AMERICUS 2022 OPERATING BUDGET

# 2019 Accomplishments

Fox Theatre Institute and Georgia Presenters Network: The Rylander Theatre is successfully and consistently reaching its goals as outlined by the Fox Theatre Institute membership guidelines. Heather Stanley has not only fulfilled her obligations by participating at the highest level in the Georgia Presenters organization and professional development seminars (Fundraising, Historic Restoration and Preservation, etc.) hosted by the Fox Theatre Institute, but has served as President of the organization since 2015.

Building and Equipment Repair and Maintenance: Utilizing outside grants and the much-needed SPLOST allocation for the theatre, replacements and upgrades for various structural needs throughout the theatre were accomplished.

Sumter Players, Inc.: The Rylander Theatre continues a long-standing tradition of working closely with the Sumter Players organization and providing box office and technical support for their season which runs September—May.

Programming: Since January 2019, over 7,200 patrons attended the theatre and contributed nearly \$300,000 back into the local economy. The theatre hosted 103 events in 2019 including performances as part of the 2018—2019 Presenters Series which ran September through April and provides professional, touring performances from across the country and Canada at affordable ticket prices.

**Rental Revenue:** Rental of the Rylander Theatre continues to hold steady each year. The theatre is rented for statewide high school One-Act Play Competitions, awards ceremonies, new and original plays/musicals, professional and local concerts, as well as local dance recitals and civic meetings.

# 2022 Goals

**Programming:** Heather Stanley is intent on bringing in larger acts/shows to the Rylander Theatre in an effort to increase tourism to Americus, to increase the theatre's visibility on a state level, and to celebrate the 100<sup>th</sup> birthday of the theatre. By block booking with other Georgia Presenters as well as Presenters in the Southeast, better rates are obtained, and more programming can be scheduled for the community. In addition, Stanley is also developing programming aimed at families with children.

**Building Repair and Maintenance:** By working with the Fox Theatre Institute and their Director of Restoration it is the intent of the Rylander Theatre to repair significant interior and exterior building deterioration in an effort to preserve the historic theatre and prevent future and more costly repairs on the interior.

ACCOUNT NUMBER/DESCRIPTION 555 THEATER FUND	ACTUAL <u>2020</u>	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED <u>2022</u>	RECOMM <u>2022</u>	APPROVED 2022
555-00-0000-334110 GRANTS RECEIVED	49,250	45,000	135,590	45,000	45,000	45,000
555-00-0000-341902 SOUVENIR SALES						
555-00-0000-341920 ADVERTISING/SPONSORSH	II C			0	0	0
555-00-0000-341921 CONCESSION SALES		3,500	86	3,500	3,500	3,500
555-00-0000-341941 SALES TAX COMPENSATIO	N 13			0	0	0
555-00-0000-347300 THEATER RECEIPTS	6,435	65,000	41,810	65,000	65,000	65,000
555-00-0000-347901 RESTORATION FEES	260	5,000	293	5,000	5,000	5,000
555-00-0000-361000 INTEREST EARNED	4		14	0	0	0
555-00-0000-371000 DONATIONS		2,000	877	2,000	2,000	2,000
555-00-0000-371002 PROGRAM SPONSORSHIPS				0	0	0
555-00-0000-371004 YIPPIE SPONSORSHIPS/REV	'E			0	0	
555-00-0000-382000 RENTAL INCOME	-525	23,500	1,500	23,500	23,500	23,500
555-00-0000-389000 MISCELLANEOUS REVENU	E 30		506	0	0	0
555-00-0000-389001 INSURANCE PROCEEDS	8,133			0	0	0
555-00-0000-389002 CASH SHORT/OVER				0	0	0
555-00-0000-389004 CREDIT CARD FEES	543		2,242	6,000	6,000	6,000
555-00-0000-390000 CONTRIBUTIONS				0	0	0
555-00-0000-391102 TRANSF FROM CITY GEN F	U. 87,600	100,000	100,000	100,000	100,000	100,000
555-00-0000-391103 TRANSFER OUT THEATER	27,000	,	100,000	0	0	0
555-00-0000-391107 HOTEL/MOTEL TAX TRANS	F 100,000	100,000	100,000	100,000	100,000	100,000
555-00-0000-392110 GAIN/LOSS ON SALE OF FIX		,	100,000	0	0	0
555-00-0000-393601 LOAN PROCEEDS				0	0	0
555 THEATER FUND	251,745	344,000	382,918	350,000	350,000	350,000
	251,745	344,000	382,918	350,000	350,000	350,000

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

555 THEATER FUND

555-00-0000-334110 GRANTS RECEIVED

45,000

3,500

Requested Amount: \$45,000

The grant agreements specify spending as follows:

Charles L MIX Grant

\$35,000 Performance Expenditures

\$35,000

Due to the state of the economy both of these have been at a reduced level the last couple years and budgeted accordingly.

Mattie Marshal Grant

\$10,000 This grant is earmarked for general building repair and maintenance projects.

These grants are not guaranteed revenue each year.

### 555-00-0000-341902 SOUVENIR SALES

Requested Amount: \$0.00

There are no new Rylander souvenirs being purchased or sold.

### 555-00-0000-341920 ADVERTISING/SPONSORS:

Requested Amount: \$0

This revenue is for the sale of ads in annual playbill.

# 555-00-0000-341921 CONCESSION SALES

Requested Amount: \$3,500

Concessions are offered at various performances. Rylander volunteers serve these out of George's Soda Fountain located within the Rylander Theatre.

### 555-00-0000-341941 SALES TAX COMPENSATION

Requested Amount: \$50

Recommended Amount: \$0

## ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

# 555-00-0000-347300 THEATER RECEIPTS

65,000

Requested Amount: 65,000

This is the revenue generated through ticket sales for the theatre events NOT sponsored by the Friends of the Rylander. All monies taken in through this line item for the ticket sales of rental programs is then given back to the renter through the Live Performances expenditure line item.

#### 555-00-0000-347901 RESTORATION FEES

5.000

Requested Amount: \$5,000

The restoration fee is a \$1 ticket add-on for the upkeep of the Rylander Building and performance area. This does not apply to Friends of the Rylander performances.

### 555-00-0000-361000 INTEREST EARNED

Requested Amount: \$0

Currently there are no additional funds to invest, nor is there a sufficient balance in the bank account to warrant any interest earnings.

#### 555-00-0000-371000 DONATIONS

2,000

Requested Amount: \$2,000

The donations are from the weekly tours of the Rylander and other amounts contributed that are not specific to particular performances.

#### 555-00-0000-371002 PROGRAM SPONSORSHIPS

Requested Amount: 0

This revenue includes contributions in support of specific programming operations. The 2014 sponsorships are primarily from "The Friends of the Rylander". The "Friends" is a separate non-profit fundraising entity. Several grants have been obtained by the "Friends" which will be used to either sponsor specific performances or support the overall operations of the theater.

#### 555-00-0000-371004 YIPPIE SPONSORSHIPS/RE

Requested Amount: \$0

The "Youth In Plays and Performances Infused in Education" (YIPPIE) program was initiated in 2008 to provide theater exposure to school age children. The theater relies on outside sponsorship for these productions. There has been an overall decrease in sponsorships over the years.

### 555-00-0000-382000 RENTAL INCOME

23,500

Requested Amount: \$23,500

These are fees paid by others to use the theatre, including Sumter Players, Inc and local dance studios.

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

555-00-0000-389000 MISCELLANEOUS REVENU

Requested Amount: \$0

555-00-0000-389001 INSURANCE PROCEEDS

Requested Amount: \$0

555-00-0000-389002 CASH SHORT/OVER

Requested Amount: \$0

555-00-0000-389004 CREDIT CARD FEES

Requested Amount: \$6,000

These are the fees associated with running credit cards for ticket purchases as assigned by Audience View (ticketing company) and associated merchant accounts.

555-00-0000-390000 CONTRIBUTIONS

Requested Amount: \$0

555-00-0000-391102 TRANSF FROM CITY GEN

The request includes the following: \$100,000 Allocation for 2022

The increase is to help offset the potential loss of grant funding from Charles L. Mix Memorial Fund.

555-00-0000-391103 TRANSFER OUT THEATER

6,000

100,000

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

# 555-00-0000-391107 HOTEL/MOTEL TAX TRAN

100,000

Requested Amount: \$100,000 or

Two percent of the seven percent Hotel/Motel tax is transferred to the Cultural Authority from the General Fund. This amount of money is to be used for general operations of the Theater.

# Requested Amount:

\$192,538	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 37,462	General Fund (reduced to zero)
\$330,000	

### Recommended Amount:

\$205,644	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 44,356	General Fund
\$350,000	

555-00-0000-392110 GAIN/LOSS ON SALE OF FI

# 555-00-0000-393601 LOAN PROCEEDS

Requested Amount: \$0

555 THEATER FUND

350,000

350,000

		AMENDED				
	ACTUAL	BUDGET	ACTUAL	REQUESTED	RECOMM	APPROVED
ACCOUNT NUMBER/DESCRIPTION 50 LIVE PERFORMANCES	2020	<u>2021</u>	12/31/2021	<u>2022</u>	<u>2022</u>	<u>2022</u>
555-50-6160-521204 LIVE PERFORMANCES	2,574	58,000	23,649	58,000	58,000	58,000
555-50-6160-521210 RYL / GSW SHARED PROD				0	0	0
555-50-6160-521218 YIPPIE PRODUCTIONS				0	0	0
555-50-6160-523301 MARKETING EXPENSES	4,537	3,000	1,187	3,000	3,000	3,000
555-50-6160-531113 CONCESSION EXPENSE	271	1,000	178	1,000	1,000	1,000
555-50-6160-531500 SOUVENIR EXPENSE		500		500	500	500
50 LIVE PERFORMANCES	7,383	62,500	25,014	62,500	62,500	62,500
	7,383	62,500	25,014	62,500	62,500	62,500

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 50 LIVE PERFORMANCES

#### 555-50-6160-521204 LIVE PERFORMANCES

58,000

Requested Amount: \$58,000

This is the cost of performances that are not part of the Friends of the Rylander series. This includes fees associated for film screenings, payment of the House Organist for concerts, etc.

This is the line item in which the ticket sales due back to renters is paid out. The revenue component is the Theatre Receipts line item.

### 555-50-6160-521210 RYL / GSW SHARED PROD

Requested Amount: \$0

This line item is unnecessary without the GSW/Mix Partnership Grant.

This is the amount allocated to GSW for 2 co-produced performances a year (a Fall performance, Shakespeare in the Spring) per the grant agreement. This is a non-negotiable amount as determined in the Letter of Agreement between the granting agency, GSW, and the Rylander.

### 555-50-6160-521218 YIPPIE PRODUCTIONS

Requested Amount: \$0

#### 555-50-6160-523301 MARKETING EXPENSES

3,000

Requested Amount: \$3,000

This is for advertising locally, playbills, and other promotional items. This also includes monies for Southwest Georgia Living and Americus Times Recorder, as well as multimedia ads (TV, radio, web, and print).

### 555-50-6160-531113 CONCESSION EXPENSE

1.000

Requested Amount: \$1,000

The concession items are purchased by the Rylander and served at performances by volunteers.

# 555-50-6160-531500 SOUVENIR EXPENSE

500

Requested Amount: \$500

This is for the purchase of novelty items sold at performances, the Welcome Center, and tours.

#### 50 LIVE PERFORMANCES

62,500

ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

62,500

386

51 T	ACCOUNT NUMBER/DESCRIPTION HEATER OPERATION	ACTUAL 2020	BUDGET <u>2021</u>	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
	555-51-1530-521201 LEGAL EXPENSE			168	0	0	0
	555-51-6160-511000 REGULAR PAY	127,008	131,347	123,234	169,678	178,162	178,162
	555-51-6160-511300 OVERTIME PAY	153	1,500	686	3,000	1,500	1,500
	555-51-6160-512100 GROUP MEDICAL INSURANC	22,424	26,444	26,324	26,444	26,444	26,444
	555-51-6160-512101 OPT OUT INSURANCE PLAN				0	0	0
	555-51-6160-512110 GROUP DENTAL INSURANCE	108	885	1,025	885	885	885
	555-51-6160-512200 SOCIAL SECURITY PAYMEN	8,495	10,163	9,302	13,744	13,744	13,744
	555-51-6160-512400 RETIREMENT SYSTEM	48,050	13,578	14,699	19,406	19,406	19,406
	555-51-6160-512401 PENSION EXPENSE				0	0	0
	555-51-6160-512700 WORKERS COMPENSATION	4,245	4,816	4,429	6,785	6,785	6,785
	555-51-6160-521203 AUDIT FEES				0	0	0
	555-51-6160-522000 OTHER OUTSIDE SERVICES	5,789	6,600	7,396	6,600	6,600	6,600
	555-51-6160-522201 EQUIPMENT REP & MAINT	272	4,000	498	4,000	4,000	4,000
	555-51-6160-522206 COMPUTER - REP & MAINT	57	1,000	245	1,000	1,000	1,000
	555-51-6160-523100 INSURANCE EXPENSE	11,324	13,331	16,051	14,264	14,264	14,264
	555-51-6160-523200 TELEPHONE	12,378	5,600	7,874	5,600	5,600	5,600
	555-51-6160-523201 POSTAGE		100		50	50	50
	555-51-6160-523600 DUES AND SUBSCRIPTIONS	125	935		935	935	935
	555-51-6160-523700 TRAINING & MEETINGS		1,500		1,500	1,500	1,500
	555-51-6160-523900 UNIFORMS				0	0	0
	555-51-6160-523905 TICKET/MERCHANT FEES	6,965	9,000	6,164	9,000	9,000	9,000
	555-51-6160-531100 OFFICE/COMPUTER SUPPLIE	432	2,000	507	2,000	2,000	2,000
	555-51-6160-531101 JANITORIAL SUPPLIES	622	1,000	1,500	1,500	1,500	1,500
	555-51-6160-531108 BUILDING REP& MAINT	3,831	5,000	8,923	10,000	5,000	5,000
	555-51-6160-531115 PRODUCTION SUPPLIES	613	1,000	655	1,000	1,000	1,000

	ACCOUNT NUMBER/DESCRIPTION	ACTUAL 2020	AMENDED BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
	555-51-6160-531210 WATER,SEWER,GARBAGE	2,220	3,500	2,734	3,500	3,500	3,500
	555-51-6160-531220 NATURAL GAS	95	2,500	1,313	2,500	2,000	2,000
	555-51-6160-531225 STORM WATER	202	225	239	225	225	225
	555-51-6160-531230 ELECTRICITY	19,582	30,000	27,613	37,000	25,000	25,000
	555-51-6160-531700 OTHER SUPPLIES	731	500	99	500	500	500
	555-51-6160-542101 OFFICE FURNITURE & EQUIP	120	2,500	816	2,500	2,500	2,500
	555-51-6160-542400 COMPUTER EQUIPMENT				0	0	0
	555-51-6160-542900 OTHER CAPITAL EXPENDITU				0	0	0
	555-51-6160-561000 DEPRECIATION EXPENSE	124,819	124,819	124,819	0	0	0
	555-51-6160-573002 PRODUCTION SUPPORT	390	3,500	4,757	3,500	0	0
	555-51-6160-573100 INTERN PROGRAM				0	0	0
	555-51-6160-574000 BAD DEBT EXPENSE				0	0	0
	555-51-6160-582300 INTEREST EXPENSE				0	0	0
51 TI	HEATER OPERATION	401,050	407,343	392,071	347,116	461,419	461,419
	<u> </u>	401,050	407,343	392,071	347,116	461,419	461,419

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

#### 51 THEATER OPERATION

#### 555-51-1530-521201 LEGAL EXPENSE

Requested Amount: \$0

We are not expecting legal expense in 2020.

### 555-51-6160-511000 REGULAR PAY

178,162

Personnel Requirements:

	Current
Managing Director	1
Administrative Assistant	1
Technical Director	1
Patron Services Coordinator (part-time	e) 1
Custodian (part-time)	1
	5

Recommended Amount: Includes a 5% increase in salaries.

#### 555-51-6160-511300 OVERTIME PAY

Requested Amount: \$3,000

This is overtime worked by the Theater Technician, Administrative Assistant, and Box Office Assistant during peak performance periods.

Recommended Amount: \$1,500

Reduced due to 2021 expense.

#### 555-51-6160-512100 GROUP MEDICAL INSURA

26,444

1,500

The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.

### 555-51-6160-512101 OPT OUT INSURANCE PLA

Requested Amount: \$0

### 555-51-6160-512110 GROUP DENTAL INSURAN

885

The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.

	ROVED <u>UDGET</u>
555-51-6160-512200 SOCIAL SECURITY PAYMI  The requested amount is 7.65% of the total salary in the department.	13,744
555-51-6160-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.	19,406
555-51-6160-512401 PENSION EXPENSE	
555-51-6160-512700 WORKERS COMPENSATIO  This amount represents a percentage of the total salaries for the department based on labor classes and 2021 Rates.	6,785
555-51-6160-521203 AUDIT FEES	
555-51-6160-522000 OTHER OUTSIDE SERVICE  Requested Amount: \$6,600	6,600
This includes support for theater operations, internet service, consulting services for theater operations, and physical plant concerns. Specific amounts are as follows:  \$2,400	ing
\$6,600	
555-51-6160-522201 EQUIPMENT REP & MAINT Requested Amount: \$4,000	4,000

Requested Amount: \$4,000

This includes expenses for the physical plant machinery such as rigging, stage floor, stage electrics, etc. Outdated lighting and sound systems need increased servicing and/or replacement. Many of our current systems are no longer supported and upgrades are required.

# 555-51-6160-522206 COMPUTER - REP & MAIN'

Requested Amount: \$1,000

This includes tech support, incidental repairs and upgrades for the 5 computers, server, telephones, and copier/printer/scanner at the Theater.

1,000

APPROVED

ACCOUNT NUMBER/DESCRIPTION BI	<u>JDGET</u>
555-51-6160-523100 INSURANCE EXPENSE Requested Amount: \$14,264	14,264
This is the portion of the general liability, property insurance, and public officials E&O allocated to the Theater. The request includes a projected increase of approximately 5%. The projected rates will be effective May 1, 2021 resulting in an effective rate for 2021 of 3.33%.	
555-51-6160-523200 TELEPHONE	5,600
Requested Amount: \$5,600 This includes the monthly service fee for the four (4) land lines, internet, and Managing Director's business cell phone.	
555-51-6160-523201 POSTAGE  Requested Amount: \$50  This is for mailing contracts and other correspondence.	50
555-51-6160-523600 DUES AND SUBSCRIPTION	935
Requested Amount: \$935  Dues for the Managing Director are as follows:	
\$ 400 League of Historic American Theaters \$ 150 Presidential Pathways \$ 135 Americus/Sumter County Chamber of Commerce \$ 250 Fox Theater Institute/Georgia Presenters	
\$ 935	
555-51-6160-523700 TRAINING & MEETINGS Requested Amount: \$1,500	1,500
This expense is primarily for the Managing Director and relates to servi	ng

This expense is primarily for the Managing Director and relates to serving on several boards, increased grant training, and overall networking required to properly promote the Rylander.

Managing Director is currently serving as the President of the Georgia Presenters Network, a statewide block booking consortium and the Georgia Arts and Culture Venues Coalition. These positions are all volunteer, but their individual responsibilities require more travel than in previous years.

	OVED <u>DGET</u>
Requested Amount: \$0	
555-51-6160-523905 TICKET/MERCHANT FEES  Requested Amount: \$9,000  This is the amount Audience View charges for the sale of tickets.	9,000
555-51-6160-531100 OFFICE/COMPUTER SUPPI  Requested Amount: \$2,000  This is for paper, ink cartridges, office supplies and stationery items.  Majority of the purchases for this line item are made through Quill (City agreement).	2,000
555-51-6160-531101 JANITORIAL SUPPLIES  Requested Amount: \$1,500  This includes the purchase of such items as toilet paper, paper towels, cleaning solutions, deodorizers, etc. Increase due to COVID-19 cleaning protocols.	1,500
555-51-6160-531108 BUILDING REP& MAINT Requested Amount: 10,000  This includes expenses for the routine/quarterly maintenance of the physical plant, HVAC, and unexpected repairs to the historic building.	5,000
Recommended Amount: \$5,000	
Same as recommended amount in 2021.	
555-51-6160-531115 PRODUCTION SUPPLIES  Requested Amount: \$1,000  This includes minor purchases for batteries, seating rope, paint, tape of tie-line for drops, tablecloths for receptions, prop adjustments, and second	

modifications.

555-51-6160-531210 WATER, SEWER, GARBAGE

Requested Amount: \$3,500

3,500

# ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

555-51-6160-531220 NATURAL GAS

2,000

Requested Amount: \$2,500

This is the amount of gas necessary to operate the heating system in the Theater.

Recommended Amount: \$2,000

555-51-6160-531225 STORM WATER

225

Requested Amount: \$225

The request is for the fees for the Rylander.

555-51-6160-531230 ELECTRICITY

25,000

Requested Amount: \$37,000

This is the projected total of the electric bill for the operation of the Theater.

Recommended Amount: \$25,000

Reduced due to 2021 expense annualized.

555-51-6160-531700 OTHER SUPPLIES

500

Requested Amount: \$500

This includes all supplies that are not included in other line items, such as expenses to participate in Downtown Trick or Treat and Holiday Open House.

555-51-6160-542101 OFFICE FURNITURE & EQI

2,500

Requested Amount: \$2,500

"Office Equipment" Request is for the purchase of new equipment to include sound, lighting, etc. and to replace existing equipment that is beyond repair.

555-51-6160-542400 COMPUTER EQUIPMENT

Requested Amount: \$0

555-51-6160-542900 OTHER CAPITAL EXPEND

Requested amount: \$0

### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

555-51-6160-561000 DEPRECIATION EXPENSE

124,819

Requested Amount: \$124,819

This includes depreciation expense on all capital items including the building, props, lighting, sound equipment, etc.

The Depreciation Expense is unfunded.

# 555-51-6160-573002 PRODUCTION SUPPORT

3,500

Requested Amount: \$3,500

This is for casual labor for support of production activity. Portions of this line item are offset by volunteers and crew expense billed to users through rental agreements.

### 555-51-6160-573100 INTERN PROGRAM

Requested Amount: \$16,000

This the contractual amount for GSWU drama students as provided by the grant agreement plus additional use of the interns as needed throughout the year. This amount is non-negotiable as it is explicitly written out in the Letter of Agreement between the granting agency, GSW, and the Rylander.

Recommended Amount: \$0

GSWU is not providing support for an intern.

555-51-6160-574000 BAD DEBT EXPENSE

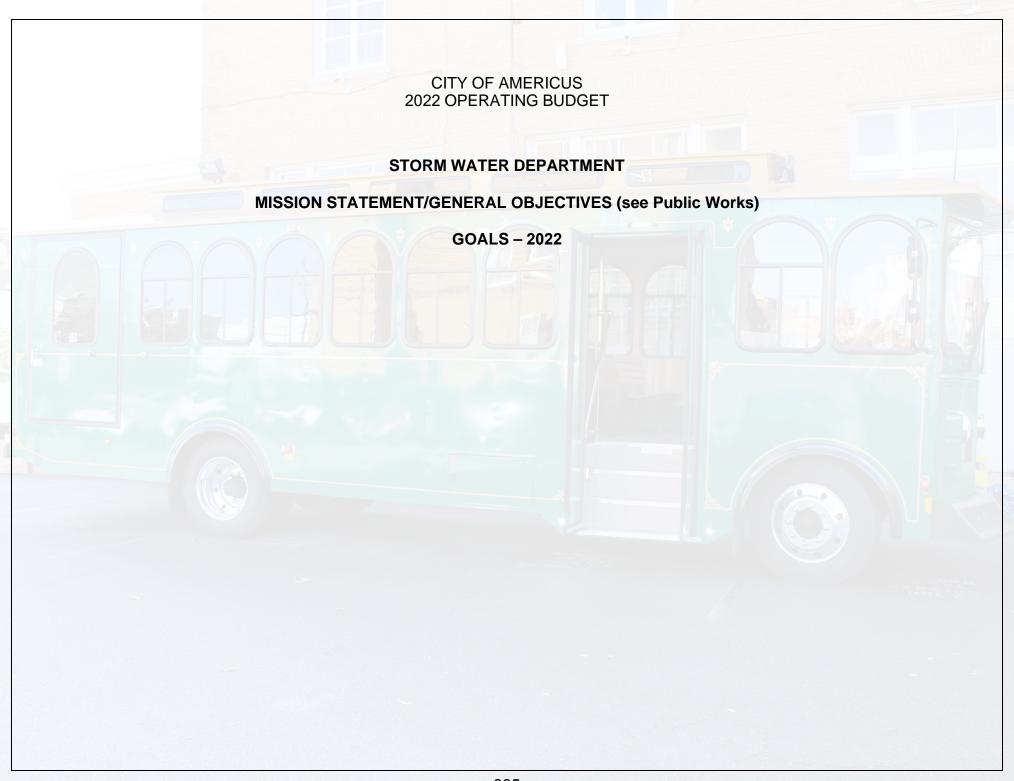
### 555-51-6160-582300 INTEREST EXPENSE

Requested Amount: \$0

51 THEATER OPERATION

461,419

461,419



ACCOUNT NUMBER/DESCRIPTION 580 STORM WATER MANAGEMENT	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
580-00-0000-344260 STORM WATER BILLINGS	886,699	937,600	934,476	937,600	937,600	937,600
580-00-0000-344265 STORM WATER CREDITS	-118,514	-118,600	-115,789	- 118,600	- 118,600	- 118,600
580-00-0000-389000 OTHER MISC INCOME	36			0	0	0
580-00-0000-389004 RECOVERY OF BAD DEBT				0	0	0
580-00-0000-389006 CARRYOVER OF RETAINED I				0	0	0
580-00-0000-390000 CONTRIBUTIONS				0	0	0
580-00-0000-391104 TRANS FROM 2010 REVENUE				0	0	0
580-00-0000-393400 PREMIUMS ON BONDS SOLD				0	0	0
580 STORM WATER MANAGEMENT	768,221	819,000	818,688	819,000	819,000	819,000
	768,221	819,000	818,688	819,000	819,000	819,000

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

580 STORM WATER MANAGEMENT

580-00-0000-344260 STORM WATER BILLINGS

937,600

Requested Amount: \$937,600

The rate is \$4.00 per month or \$48.00 per year per residential unit. The commercial units are based on actual square footage of impervious surface.

580-00-0000-344265 STORM WATER CREDITS

-118,600

Recommended Amount: (\$118,600)

This is for the credit system that is part of the rate structure. The credits are incentives for mitigating storm water runoff.

580-00-0000-389000 OTHER MISC INCOME

580-00-0000-389004 RECOVERY OF BAD DEBT

Requested Amount: \$0

This is the estimated collections on previously written off utility bills. Some of this revenue is offset by related collection cost expense in the Water and Sewer Fund (Department 43). This is the estimate for the Storm Water portion.

580-00-0000-389006 CARRYOVER OF RETAINE

580-00-0000-390000 CONTRIBUTIONS

Requested Amount: \$0

580-00-0000-391104 TRANS FROM 2010 REVEN

Requested Amount: \$0

580-00-0000-393400 PREMIUMS ON BONDS SO

This is the bond premium amortized over the life of the revenue bonds.

580 STORM WATER MANAGEMENT

819,000

819,000

#### CITY OF AMERICUS 2022 OPERATING-BUDGET EXPENDITURES

58 S	ACCOUNT NUMBER/DESCRIPTION TORM WATER MGT	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	RE	QUESTED 2022	RECOMM 2022	APPROVED 2022
	580-58-1530-521201 LEGAL EXPENSES					0	0	0
	580-58-4320-511000 REGULAR PAY	76,300	85,189	73,659		87,518	91,894	91,894
	580-58-4320-511300 OVERTIME PAY	923	10,000	997		10,000	10,000	10,000
	580-58-4320-512100 GROUP MEDICAL INSURANC	23,101	26,444	26,324		26,444	26,444	26,444
	580-58-4320-512101 OPT OUT INSURANCE PLAN					0	0	0
	580-58-4320-512110 GROUP DENTAL INSURANCE	203	885	787		885	885	885
	580-58-4320-512200 SOCIAL SECURITY PAYMEN	5,592	7,282	5,531		7,795	7,795	7,795
	580-58-4320-512400 RETIREMENT SYSTEM	46,811	11,851	11,651		12,686	12,686	12,686
	580-58-4320-512401 PENSION EXPENSE							0
	580-58-4320-512700 WORKERS COMPENSATION	8,053	8,997	8,019		10,048	10,048	10,048
	580-58-4320-521203 AUDIT FEES					0	0	- 0
	580-58-4320-521302 COLLECTION COSTS					0	0	0
	580-58-4320-522000 OTHER OUTSIDE SERVICES	41,828	37,975	26,053		29,098	28,000	28,000
	580-58-4320-522202 AUTO & TRUCK-REP & MAIN	26,425	30,000	9,900		30,000	20,000	20,000
	580-58-4320-523100 INSURANCE EXPENSE	11,690	13,671	17,233		14,628	14,628	14,628
	580-58-4320-523700 TRAINING AND MEETINGS		1,000			2,000	2,000	2,000
	580-58-4320-523900 UNIFORMS	1,381	1,500	1,207		1,500	1,500	1,500
	580-58-4320-531116 MATERIALS	4,224	12,000	239		20,000	12,000	12,000
	580-58-4320-531270 GASOLINE ALLOCATED	3,147	5,000	9,443		5,000	5,000	5,000
	580-58-4320-531700 OTHER SUPPLIES	1,854	8,000	4,434		8,000	8,000	8,000
	580-58-4320-542100 MACHINERY & EQUIPMENT					55,000	55,000	55,000
	580-58-4320-542900 OTHER CAPITAL EXPENDITU					0	0	0
	580-58-4320-551000 ALLOCATION OF EXPENSES					0	0	0
	580-58-4320-561000 DEPRECIATION EXPENSE	77,632	60,950	60,950		0	60,950	60,950
	580-58-4320-561001 AMORTIZATION EXPENSE					0	0	0

#### CITY OF AMERICUS 2022 OPERATING-BUDGET EXPENDITURES

ACCOUNT NUMBER/DESCRIPTION	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM <u>2022</u>	APPROVED 2022
580-58-4320-574000 BAD DEBT EXPENSE	20,279	10,000	9,167	10,000	10,000	10,000
580-58-4320-582001 INTEREST EXPENSE	64,786	62,893	41,713	60,291	60,291	60,291
580-58-4320-584000 BOND ISSUANCE COST				0	0	0
580-58-4320-611001 TRANSFER TO GEN FUND	285,000	285,000	285,000	285,000	285,000	285,000
580-58-4320-611105 TRANSFER TO WATER & SEV		· An	the contract of	0	0	0
58 STORM WATER MGT	699,230	678,637	592,307	675,893	722,121	722,121
	699,230	678,637	592,307	675,893	722,121	722,121

	ROVED <u>UDGET</u>
58 STORM WATER MGT	
580-58-1530-521201 LEGAL EXPENSES  Requested Amount: \$0	
580-58-4320-511000 REGULAR PAY Personnel Requirements Current	91,894
Heavy Equipment Operator 1 Equipment Operator Senior 1 Equipment Operator 1	
Recommended Amount: Includes a 5% increase in salaries.	
580-58-4320-511300 OVERTIME PAY	10,000
Requested Amount: \$10,000	
580-58-4320-512100 GROUP MEDICAL INSURA	26,444
The requested amount represents \$8,815 per employee for the year that is paid by the City and the employee will pay \$11.85 per pay period.	5
580-58-4320-512101 OPT OUT INSURANCE PLA	
580-58-4320-512110 GROUP DENTAL INSURAN  The \$2.74 amount represents the dental increase per employee. The actual dental cost for each employee will remain the same as the prior year. The offset amount will be taken from the medical surplus.	
580-58-4320-512200 SOCIAL SECURITY PAYMI  This amount is 7.65% of the total salary of the department.	7,795
580-58-4320-512400 RETIREMENT SYSTEM  This amount is 12.45% of the total salary of the department. Per GMA, contribution rates.	12,686

580-58-4320-512401 PENSION EXPENSE

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

580-58-4320-512700 WORKERS COMPENSATIO

10,048

This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.

580-58-4320-521203 AUDIT FEES

580-58-4320-521302 COLLECTION COSTS

580-58-4320-522000 OTHER OUTSIDE SERVICE

28,000

Requested Amount: \$29,098

GWES 2021-2022 contract for the Watershed Protection Plan \$24,098 Costs for engineering fees/other services that aren't Capital Projects \$5,000

Recommended Amount: \$28,000

GWES 2021-2022 contract for the Watershed Protection Plan \$24,000 Costs for engineering fees/other services that aren't Capital Projects \$4,000

580-58-4320-522202 AUTO & TRUCK-REP & MA

20,000

Requested Amount: \$30,000

This is maintenance for the 2 street sweepers & a portion of the preventive maintenance for the Sewer Vacuum truck.

Recommended Amount: \$20,000

Reduced due to 2021 expenses annualized.

# ACCOUNT NUMBER/DESCRIPTION 580-58-4320-523100 INSURANCE EXPENSE Requested Amount: \$14,628 This is the portion of the general liability, property insurance, and

This is the portion of the general liability, property insurance, and public officials E&O allocated to the Storm Water Fund. The request includes a projected increase of approximately 5%. The projected rates will be effective May 1, 2021 resulting in an effective rate for 2021 of 3.33%.

## 580-58-4320-523700 TRAINING AND MEETING: Requested Amount: \$2,000 580-58-4320-523900 UNIFORMS Requested Amount: \$1,500

The requested amount is for uniforms/work boots for 3 Storm Water department employees.

### 580-58-4320-531116 MATERIALS 12,000 Requested Amount: \$20,000

This is for various materials ( supplies nos

This is for various materials & supplies needed for small non-capitalized projects that are done in-house.

Recommended Amount: \$12,000

Reduced to average over the past 4 years.

#### 580-58-4320-531270 GASOLINE ALLOCATED 5,000

Requested Amount: \$5,000

This is the fuel for the dump truck, vac-con truck, & excavator.

#### 580-58-4320-531700 OTHER SUPPLIES 8,000

Requested Amount: \$8,000

This is for small equipment that does not qualify for capitalization.

#### **ACCOUNT NUMBER/DESCRIPTION**

APPROVED BUDGET

580-58-4320-542100 MACHINERY & EQUIPMEN

55,000

Requested Amount: \$55,000

\$ 5,000 Machinery & Equipment

\$50,000 Trucks & Automobiles

\$55,000

580-58-4320-542900 OTHER CAPITAL EXPENDI

580-58-4320-551000 ALLOCATION OF EXPENSI

#### 580-58-4320-561000 DEPRECIATION EXPENSE

60.950

This is the amount of depreciation on storm water related capital assets. The depreciation is calculated by the straight-line method using the GFOA suggested life.

#### 580-58-4320-561001 AMORTIZATION EXPENSE

Requested Amount: \$0

#### 580-58-4320-574000 BAD DEBT EXPENSE

10,000

Requested Amount: \$10,000

This is the estimated amount for utility billing write down for the storm water utility.

#### 580-58-4320-582001 INTEREST EXPENSE

60,291

Requested Amount: \$60,291

Interest Principal Total

\$60,291 \$96,217 \$156,508 Revenue Bond - 2019

The principal balance at 12/31/22 will be:

\$2,112,298 Revenue Bond - 2019 (Payout-Sep 1, 2039) (Rate 2.76%)

ACCOUNT NUMBER/DESCRIPTION
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APPROVED BUDGET

580-58-4320-584000 BOND ISSUANCE COST

580-58-4320-611001 TRANSFER TO GEN FUND

285,000

Requested Amount: \$285,000

580-58-4320-611105 TRANSFER TO WATER & S

Requested Amount: \$0

58 STORM WATER MGT

722,121

722,121

#### CITY OF AMERICUS 2022 OPERATING BUDGET-REVENUES

	ACTUAL	BUDGET	ACTUAL	REQUESTED	RECOMM	APPROVED
ACCOUNT NUMBER/DESCRIPTION 600 INSURANCE	<u>2020</u>	<u>2021</u>	12/31/2021	<u>2022</u>	<u>2022</u>	<u>2022</u>
600-00-0000-341901 AGGREGATE STOP LOSS REI	110,546		71,767	0	0	0
600-00-0000-341902 SPECIFIC CLAIM REIMBURSN	35,056		91,305	0	0	0
600-00-0000-349200 CLAIMS FUNDING REVENUE	1,445,239	1,383,927	1,636,924	1,383,927	1,383,927	1,383,927
600-00-0000-361000 OTHER INTEREST EARNED	32			0	0	0
600-00-0000-391102 TRANSFER FROM GENERAL	*	The second second		0	0	0
600 INSURANCE	1,590,873	1,383,927	1,799,996	1,383,927	1,383,927	1,383,927
	1,590,873	1,383,927	1,799,996	1,383,927	1,383,927	1,383,927

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

600 INSURANCE

600-00-0000-341901 AGGREGATE STOP LOSS F

600-00-0000-341902 SPECIFIC CLAIM REIMBUI

600-00-0000-349200 CLAIMS FUNDING REVEN

1,383,927

Requested Amount: \$1,383,927

This represents the monies transferred into the Health and Life Insurance Fund to cover the cost of claims and administration. This amount does not reflect the actual expense of the insurance. This is an estimated transfer to cover the expenses of the program. These monies are transferred in from the General Fund, Water and Sewer Fund, Natural Gas Fund, Theater Fund, Storm Water Fund, Tourism Council& DDA.

600-00-0000-361000 OTHER INTEREST EARNEI

•

600-00-0000-391102 TRANSFER FROM GENERA

600 INSURANCE

1,383,927

1,383,927

ACCOUNT NUMBER/DESCRIPTION 99 NON-DEPARTMENTAL	ACTUAL <u>2020</u>	BUDGET 2021	ACTUAL 12/31/2021	REQUESTED 2022	RECOMM 2022	APPROVED 2022
600-99-1555-552100 ADMIN/PREMIUM FEES	433,152	435,000	442,724	435,000	435,000	435,000
600-99-1555-552200 CLAIMS EXPENDITURES	1,350,467	948,927	1,412,086	948,927	948,927	948,927
99 NON-DEPARTMENTAL	1,783,619	1,383,927	1,854,810	1,383,927	1,383,927	1,383,927
	1,783,619	1,383,927	1,854,810	1,383,927	1,383,927	1,383,927

#### ACCOUNT NUMBER/DESCRIPTION

APPROVED BUDGET

99 NON-DEPARTMENTAL

600-99-1555-552100 ADMIN/PREMIUM FEES

435,000

Requested Amount: \$435,000

This amount represents an estimate for 2022 based on the 2021 ytd annualized for administration fees.

600-99-1555-552200 CLAIMS EXPENDITURES

948,927

Requested Amount: \$948,927

I recommend we budget the claims plus administration to equal the funding revenues for 2022.

99 NON-DEPARTMENTAL

1,383,927

1,383,927

#### **GLOSSARY OF FINANCIAL TERMS**

Accrual- a basis of accounting where revenue and expenses are recognized and recorded when they occur

Ad Valorem Tax - Taxes levied by the City for real and personal property inside the corporate limits of the City.

<u>Appropriation</u> - An authorization made by the City Council permitting the City to incur obligations and make expenses of resources.

Assessed Value - Property values as prescribed by the Sumter County Tax Assessors office. (Taxable Value)

<u>Audit-</u> An examination, usually by an official or private accounting firm retained by council, which reports on the accuracy of the annual financial report.

Balanced Budget- A budget in which current revenues equal current expenditures.

**Bond- A** promise to repay borrowed money on a specific date in the future. Local governments use bonds to obtain long term finance for capital projects.

**Bonded Debt** - Payments required on bonds sold by the City for various purposes.

<u>Budget</u> - A financial plan for a specific period of time (fiscal year) which matches all anticipated revenues and planned expenses with various City services.

<u>Budget Calendar</u> - The schedule of key dates which the City follows in the preparation, adoption, and administration of the annual budget.

<u>Budget Message</u> - The instrument used by the City Manager in presenting a comprehensive financial program to the Mayor and City Council members and to the citizens. This is also known as the budget transmittal letter or City Manager letter.

**Budget Ordinance** - The official enactment by the Mayor and City Council of the City of Americus legally authorizing the City to obligate

and expend resources.

**Budget Transfer** - A transfer of budget between line items within a department.

**Budget Amendment** - An amendment to the original budget for unexpected, emergency expenses or for unexpected receipts.

<u>Budgetary Control</u> - The management of a governmental unit in accordance with an approved budget for the purpose of keeping expenses within the limitations of available appropriations and available revenue.

<u>Capital Improvement Program</u> - This is a multi-year instrument used by the City of Americus to identify needed capital improvements and to coordinate the financial timing of such improvements in a way that maximizes the return to the public.

<u>Debt Service</u> - Interest and principal payments associated with General Obligation Bonds, Revenue Bonds, and various loans for system improvements and capital purchases.

<u>Debt Service Requirements</u> - The amount of money necessary for scheduled payment of outstanding debt, both principal and interest becoming due during the fiscal year, and contributions which may be required to accumulate monies for the future retirement of such debt.

<u>Depreciation</u> – Line-item expenditure within the Enterprise Funds to budget for replacement of capital items. The City of Americus applies the straight-line method of depreciation to fixed assets in these funds only.

<u>Encumbrance</u> - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

<u>Enterprise Fund/Proprietary Fund</u> – A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedule for these services is established to ensure that revenues are adequate to meet all necessary expenses.

**Expenses** - The outflow of funds to be pay for an asset, goods, or services obtained regardless of when the expense is actually paid.

Fiscal Year - A twelve (12) month period between settlements of financial accounts. This fiscal year of the City of Americus is the calendar

year - January 1 through December 31.

<u>Franchise Fee</u> - Tax levied against the utility companies for use of City right of way and for doing business within the City.

<u>Full-time Equivalent-</u> Method to determine full time employee hours. Hours worked by several part time employees are converted into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day.

<u>Fund</u> - A fiscal and accounting entity which is comprised of a self-balancing set of accounts which reflects all assets, liabilities, equity, revenue, and expenses necessary to disclose the position and the results of operations. Funds are established as individual records for purposes of legal compliance, differing natures of the activities performed, measurement of different objectives, and to assist in the facilitation of management control.

<u>Fund Accounting</u> - A method of governmental accounting where resources are allocated to and accounted for in separate funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

<u>Fund Balance</u> - The net of unrestricted monies remaining in a fund after the year's expenses and revenues have been added and subtracted.

<u>GEFA</u> - Georgia Environmental Facilities Authority. This state agency provides low interest loans for Water and Sewer improvements with a 20 year pay back.

<u>General Fund</u> - The General Fund is used to account for all revenues and Expenses of the City of Americus which are not accounted for in any other fund. It is an operating fund from which most of the City operations are financed.

**General Obligation Bonds (GO BOND)** - Municipal long-term securities backed the City's pledge of its full faith, credit and taxing power.

#### Governmental Fund- Used to account current for essentially

Hotel/Motel Tax - Tax levied on rooms for rent in the City of Americus. (Hotels, Motels, Bed & Breakfasts).

<u>Infrastructure</u> - The basic installations and facilities on which the continuance and growth of a community depend. Examples include

water and sewer improvements, roads and street paving, and public buildings.

Insurance Premium Tax - Tax paid by insurance companies on the premiums collected inside the City of Americus

<u>Interfund Transfer</u> - A planned movement of money between funds to offset expenses incurred in the receiving fund due to operation of the sending fund.

**Levy** - An imposing and collecting of tax.

<u>Line-item budget</u> - A budget that lists each expenditure category separately along with the dollar amount budgeted for each specified category.

<u>Local Option Sales Tax (LOST)</u> - Sales tax collections from local businesses for the purpose of reducing property taxes and maintaining governmental operations.

<u>Local Maintenance & Improvement Grant (LMIG)</u> – State DOT grant program for resurfacing roads. This replaces the LARP program.

<u>Maintenance & Repair</u> - Expenses resulting from the purchase of labor and materials for the repair or maintenance of City property by an outside vendor.

<u>Major Fund-</u> A fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

<u>Millage Rate</u> - The Ad Valorem tax rate expressed in terms of levy per thousand dollars of taxable assessed value.

<u>Motor Vehicle Tax</u> - Tax collected from ad valorem taxes for the value of the automobile. These taxes are billed and collected by the Tax Commissioner of Sumter County and remitted to the City monthly.

<u>Mobile Home Tax</u> - Taxes collected from ad valorem taxes on the value of the mobile homes within the City of Americus. These taxes are billed and collected by the Sumter County Tax Commissioner and remitted to the City monthly.

<u>Operating Budget</u> - The portion of the budget pertaining to daily operation and/or maintenance of City services, programs, facilities or fixed assets incurred in a fiscal year.

<u>Paying Agents</u> - The agency, usually a commercial bank, where the maturing interest coupons and principal of a bond issues will be paid.

<u>Paying Agents Fee</u> - The expenses incurred in the issuance and management of bond issues.

Reserve - An account used to indicate that a portion of fund's balance is legally restricted for a specific purpose and is therefore not available for general appropriations. This term will no longer be used after 2010. The "New Fund Balance" stipulates five new components of the fund balance.

Retained Earnings - A fund equity account which reflects accumulated net earnings or losses of proprietary funds. Retained earnings may include certain reservations of fund equity.

**Revenue** - Funds that the City receives as income.

Revenue Bonds - Bonds that require principal and interest payments from pledged revenue sources and are not legally backed by the full faith and credit of the City.

State Revolving Loan (SRF) - The State of Georgia loan pool for monies provided for sewer improvements by local governments.

<u>Special Purpose Local Option Sales Tax (SPLOST)</u> – This is an additional 1% sales tax levied by a county government and participating qualified municipal governments through a local referendum that is passed by the voters as a financing method for funding capital projects.

<u>Taxes</u> - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the Mayor and City Council that are within the limits established by the State of Georgia.

<u>Training</u> - Expenses incurred as a result of City approved instructional courses either in-house or for various certifications.

<u>Travel</u> - Expenses incurred in the conduct of City business or to attend various training schools. This includes food, hotel costs, and mileage.

