

CITY OF AMERICUS 2018 OPERATING BUDGET



AMERICUS STREET TROLLEY 923

N371AC

2018 OPERATING BUDGET – CITY OF AMERICUS, GEORGIA

Mayor Barry Blount
Council member Lou Chase, Mayor Pro Tem, District 3
Council member Juanita Wilson, District 1
Council member Nelson Brown, District 2
Council member Daryl Dowdell, District 6
Council member Charles Christmas, District 4
Council member Kelvin Pless, District 5



BUDGET PREPARATION AND PRESENTATION

L. Steve Kennedy, City Manager
Diadra W. Powell, Finance Director

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City of Americus Budgeted 2018



Americus Theater
and Cultural
Authority

Downtown
Development
Authority

Americus Sumter
Tourism Council

City Council

City Attorney

Municipal Judge

City Manager

City Clerk

Gas Department

Finance
Department

Fire Chief

Public Works

Human Resources
Director

Police Chief

Chief Building
Official

Planning and
Zoning Director

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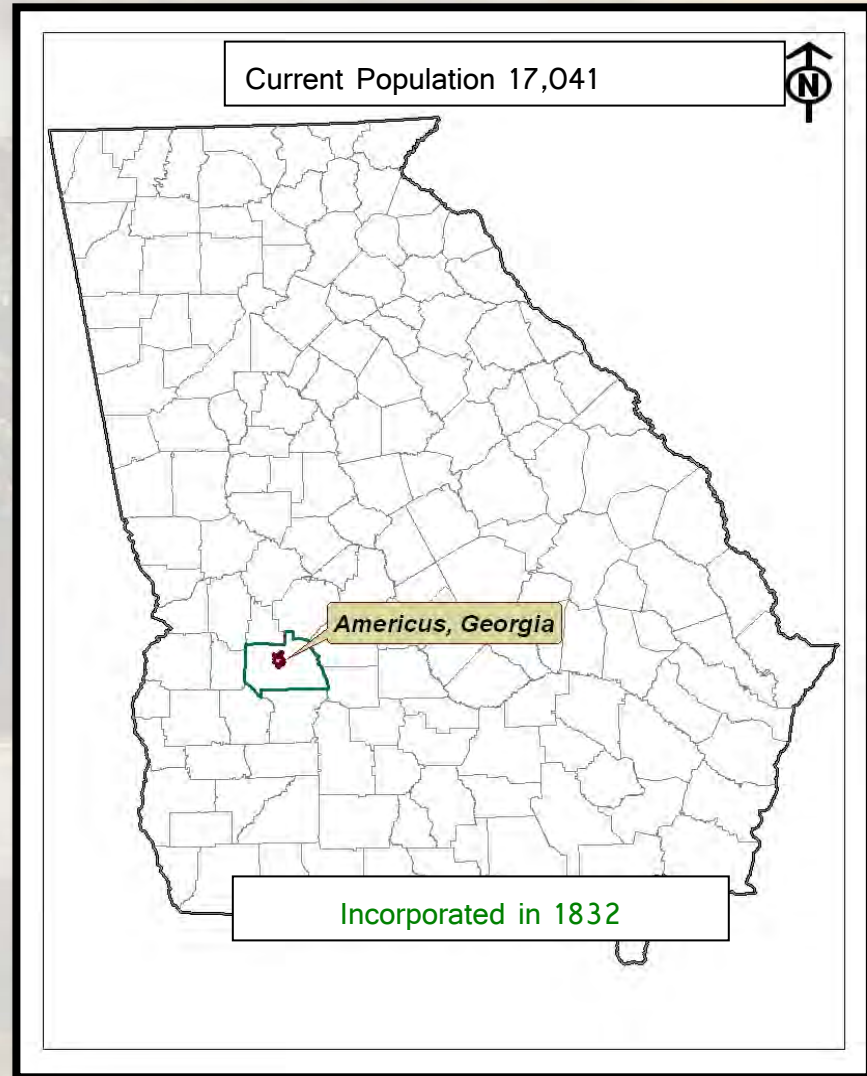
HISTORY OF AMERICUS

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 "A-meri-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.



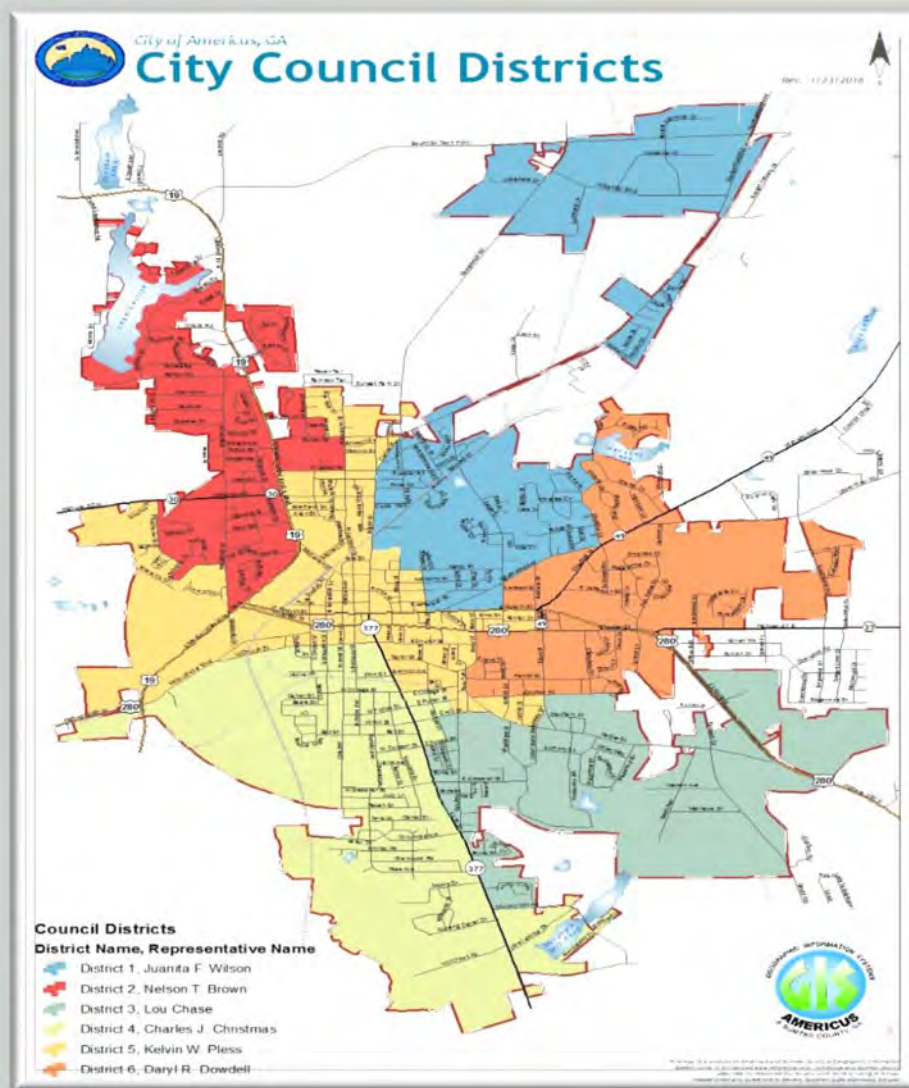
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CITY OF AMERICUS 2018 OPERATING BUDGET

AMERICUS AT A GLANCE

Form of Government	Mayor-Council
Area-Square miles	11.48
Miles of streets	117
Fire Protection:	
Stations	3
Firefighters	42
Police Protection:	
Stations	1
Police Officers	44
Water System:	
Number of water customers	7,400
Average daily consumption	2,560,000
Plant capacity - gallons/day	7,000,000
Miles of water mains	139
Water storage capacity-gallons	3,100,000
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	2,550,000
Gas system (Source-Municipal Gas Authority of GA):	
Number of gas customers	2,300
Daily average consumption-cubic feet	2,000,000
Daily allocation from supplier-cubic feet	2,500,000
Miles of gas mains	106
Number of employees:	187



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CITY OF AMERICUS					
2018 OPERATING BUDGET					
FIVE YEAR BUDGET COMPARISON REPORT					
FUND	2018	2017	2016	2015	2014
100 GENERAL FUND	12,658,792	12,679,512	11,884,529	10,364,399	10,400,257
202 DOWNTOWN DEVELOPMENT FUND	2,500	18,000	280,000	188,252	164,574
205 TOURISM FUND	202,206	185,619	146,394	147,394	157,309
210 CONFISCATED ASSETS	0	0	0	0	0
220 COMMUNITY DEVELOPMENT	0	0	0	0	0
221 STATE REVOLVING LOAN	0	0	0	968	0
229 TE PROJECT	0	25,000	25,000	75,000	0
234 2014 CDBG FUND	248,038	424,894	534,190	868,651	0
270 MAIN STREET	256,670	244,502	0	0	0
275 HOTEL/MOTEL TAX FUND	325,000	325,000	315,000	308,000	300,000
280 SPLOST	3,408,100	2,082,719	3,500,000	1,308,837	2,880,596
281 TSPLOST	215,810	210,100	215,947	221,024	216,168
343 2007 CHIP FUND	0	0	0	0	0
344 2014 CHIP FUND	0	166,000	306,000	306,000	0
505 WATER & SEWER FUND	7,111,832	6,901,110	6,549,968	5,331,161	5,529,330
515 NATURAL GAS FUND	2,630,719	2,664,156	2,622,964	3,010,347	3,124,568
540 SOLID WASTE FUND	2,786,566	2,767,539	2,719,541	2,984,156	2,790,154
555 THEATER FUND	478,220	508,009	509,920	465,425	553,248
580 STORM WATER MANAGEMENT	588,217	655,274	664,377	482,579	485,343
600 INSURANCE	982,698	982,698	0	0	0
Totals	31,895,368	30,840,132	30,273,830	26,062,193	26,601,547

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Budget by Department

Mayor & Council *	\$ 1,310,421
Data Center	\$ 245,225
GIS	\$ 162,598
Finance	\$ 656,934
Human Resources	\$ 295,216
City Manager	\$ 302,715
Rees Park EDC	\$ 28,832
Fire	\$ 3,912,732
Police	\$ 3,312,979
Planning & Inspections	\$ 328,159
Municipal Court	\$ 104,025
Street	\$ 863,900
Cemetery	\$ 44,319
Shop **	\$ 221,879
Public Works	\$ 207,576
Grounds & Maintenance	\$ 661,282
Water & Sewer Fund	\$ 7,111,832
Natural Gas Fund	\$ 2,630,719
Solid Waste Fund	\$ 2,786,566
Storm Water Fund	\$ 588,217
SPLOST	\$ 3,408,100
TSPLOST	\$ 215,810
<u>Grant & Misc. Funds</u>	<u>\$ 2,879,722</u>
Total	\$ 31,895,368

* Mayor & Council includes \$798,376 for support of various community entities.

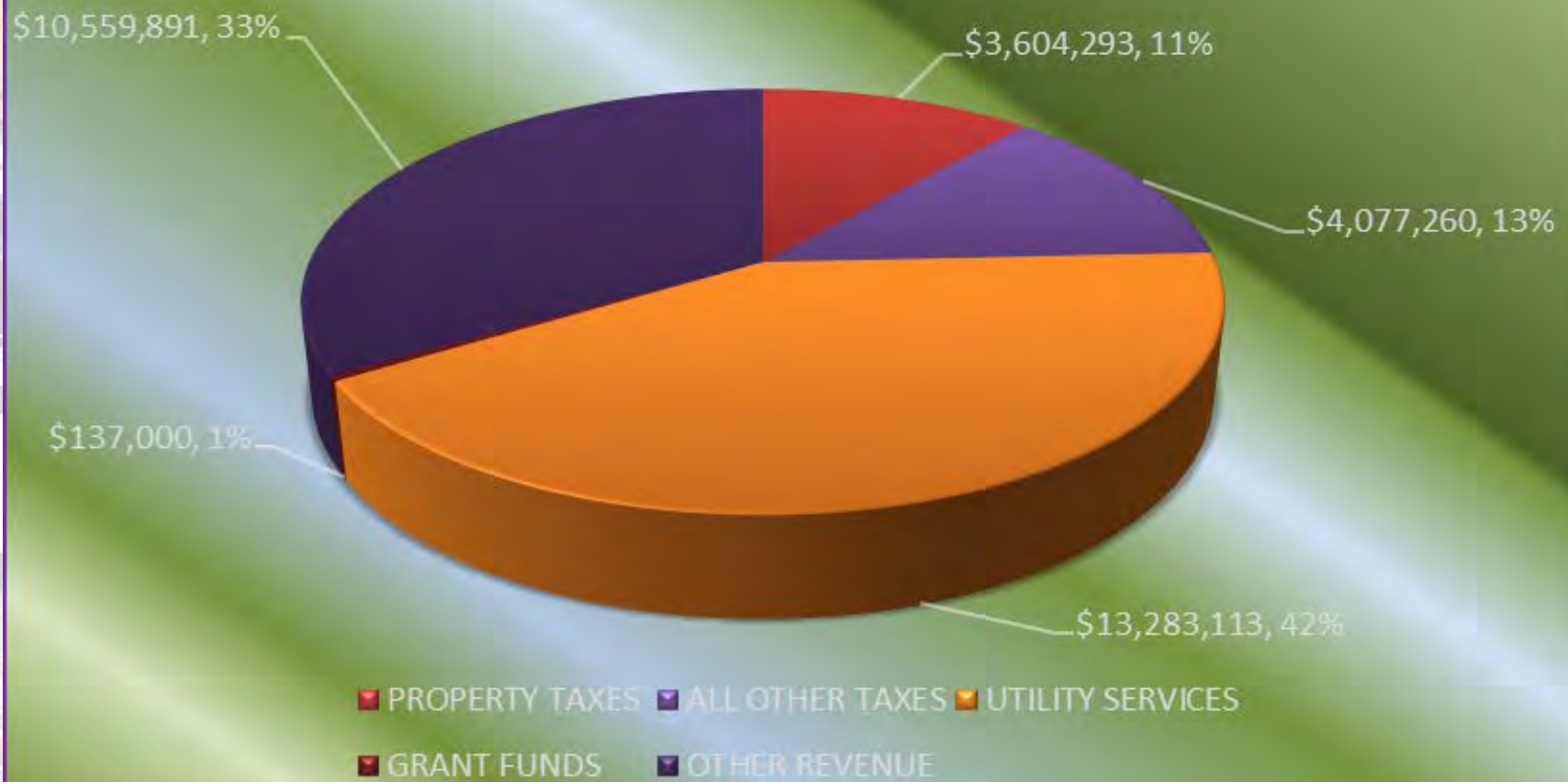
**All of the Shop Department, except capital, salary & benefits is charged out to other City departments.

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CITY OF AMERICUS
2018 RECOMMENDED BUDGET
Revenue Sources

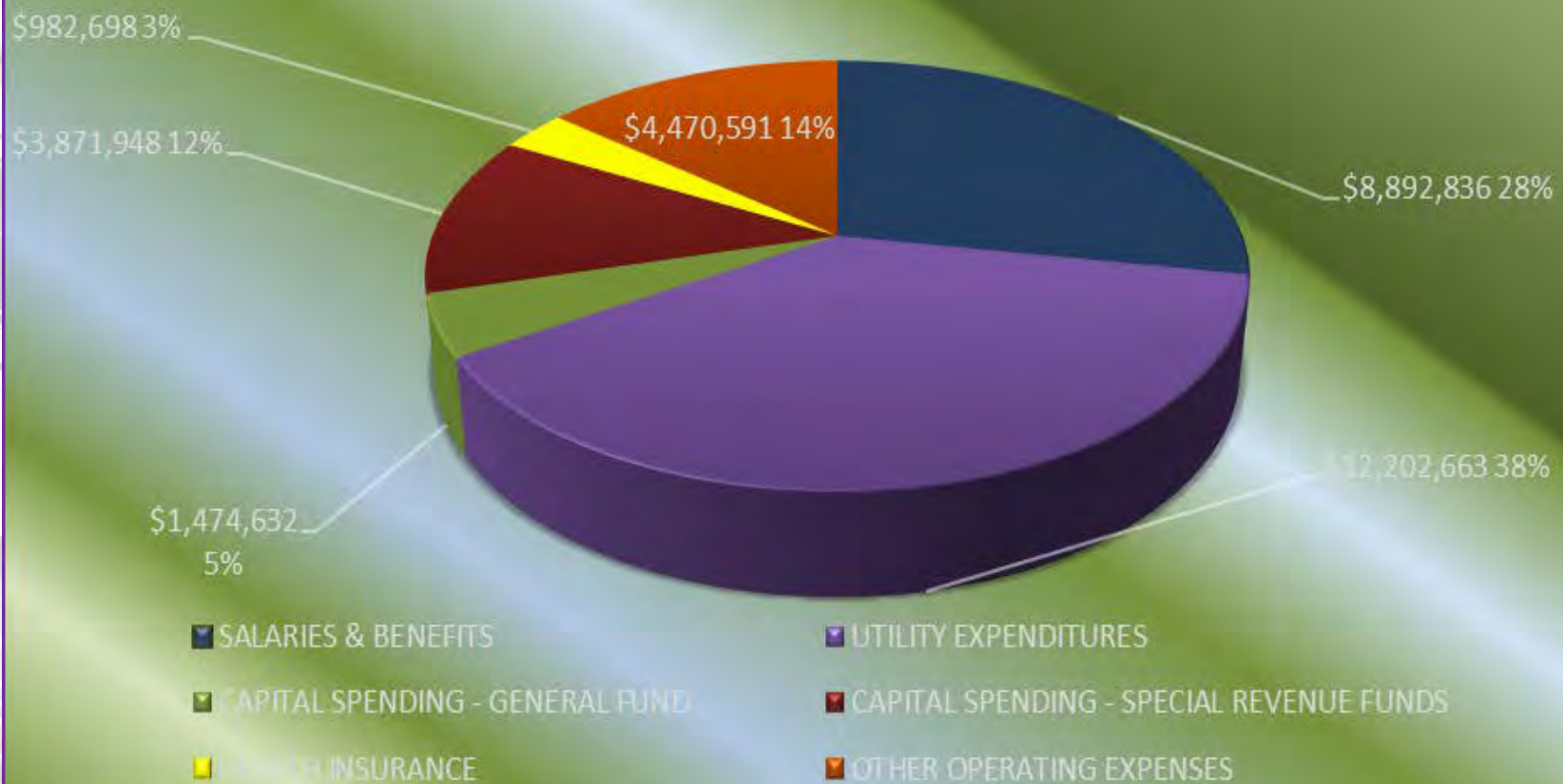


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CITY OF AMERICUS
2018 RECOMMENDED BUDGET
Expense Categories



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CITY OF AMERICUS 2018 OPERATING BUDGET

November 17, 2017

Dear Mayor and Council Members:

The 2018 Recommended 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 recommended budget.

Key Policy Issues:

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

- **Property Tax millage rate** – The value of a mill for 2017 was lower than the projected value budgeted for 2016. Therefore, the development of the 2018 budget reflects the difference in the actual value of a mill versus the projected value. 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 \$3,330,328. This is approximately 3 months of operating expenses.
- **Water and Sewer Rates** - The water and sewer utilities have no rate increases built into the budget.
- **Staffing** – Staffing requirements will change from 2017 to 2018. There are no layoffs recommended. There were several new positions requested, two were recommended for the General Fund, the part time position was moved to full time, and two positions were removed from the General Fund.
- **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.

CITY OF AMERICUS 2018 OPERATING BUDGET

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. International unrest, 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 recommended benefits in this year's budget. It is important to note that we are expecting a decline in health insurance cost due to a number of factors including moving to an independent broker and removing unnecessary fee structures in previous health insurance policies. In addition, our continued efforts to focus on wellness and preventative health will result in lower claims and a healthier workforce.

Category	2014	2015	2016	2017 Projected	2018 Recommended
Health Insurance	\$1,401,992	\$1,574,203	\$886,879	\$982,698	\$982,698
Workers Compensation	\$186,427	\$195,143	\$195,225	\$198,093	\$187,396
Retirement	\$771,308	\$788,706	\$713,078	\$678,709	\$664,193
Dental Insurance	\$34,384	\$35,624	\$36,356	\$35,221	\$35,322
Total	\$2,394,111	\$2,593,676	\$1,831,538	\$1,894,721	\$1,869,609
% Change		8.4 %	-29.4	3.5%	-1.3%

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

Category	2014	2015	2016	2017 Projected	2018 Recommended
Value of mill	\$356,145	\$342,734	\$307,495	\$314,016	314,016
Millage Rate	10.32	10.32	10.32	10.32	10.32
Tax Levy	\$3,693,220	\$3,537,018	\$3,173,348	\$3,240,645	\$3,240,645
% change in Net M & O Digest	(1.92%)	(3.77%)	(8.61%)	1.01%	0%
% change in Tax Levy		(4.23%)	(11.46%)	2.12%	0%

The tax digest in the City of Americus has decreased from \$726,234,030 in 2013 to a projected \$649,815,876 in 2018. This translates into a reduction in the value of property within the corporate limits of Americus. Please note that the 2017 Property Tax numbers reflect no increase in millage rate and the value of the mill is \$ 314,016 for 2017.

Finally, public hearings are scheduled for Thursday, December 14, 2017, at 10:00 a.m. and 4:30 p.m. as well as Thursday, December 21, at 5:00 p.m. at the Russell Thomas Public Safety building. Please let me know if you have any questions concerning the following information.

Sincerely,

L. Steve Kennedy
City Manager

CITY OF AMERICUS 2018 OPERATING BUDGET

GENERAL OVERVIEW

This book contains the recommended budget for each of the funds that report the individual programs of work and financial story for the City of Americus for 2018. 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.

2018 Budget Assumptions

In an effort to balance the budget for 2018, the following are included in the numbers that are recommended:

1. A robust wellness program will improve the overall health of our employees
2. The addition of a License & Tax Technician and Staff Accountant in the Finance Department and a full-time person in Tourism
3. The recommended 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.
4. Upgrades to both the Sensus Software and CSI software will improve the overall efficiency and effectiveness of the City.
5. We will continue to utilize TSPLOST funds for much needed street repairs and maintenance.
6. SPLOST projects will continue as projected in the CIP and approved by the 2014 referendum to include the use of the General Obligation Bond Funds

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Salaries and Wages

The total amount included in the recommended budget for 2018 for all funds for salaries and wages, not including overtime is \$5,967,650 compared to the recommended amount for 2017 of \$6,125,405, this is approximately \$157,755 less. There is a 3% COLA adjustment but no merit increase built into the recommended budget for 2018. However, there are vacancy factors for the Finance Department, Police Department, and Fire Department.

The total recommended personnel requirements for 2018 is 187 positions. The recommended number reflects nine part-time positions, seven elected positions, and 171 full time positions.

The following table outlines the personnel requests and recommendations for 2018:

Department	Present Staffing Levels	Requesting Staffing Levels	Recommended Staffing Levels
Mayor & Council	7	7	7
GIS	2	2	2
Finance Department	8	10	10
Human Resources	2.75	2.75	2.75
City Manager	2.25	2.25	2.25
Fire Department	51(1 Temporary full time)	50	50
Police Department	50 full time	50 full time	50 full time
Municipal Court	1 full time 3 part-time	1 full time 3 part-time	1 full time 3 part-time
Planning & Inspections	5	5	5
Street Department	4	4	4
Shop	4	3	3
Public Works	2	2	2
Grounds & Maintenance	8	7	7
W&S Maintenance	9	9	9
Utility Billing	6	6	6

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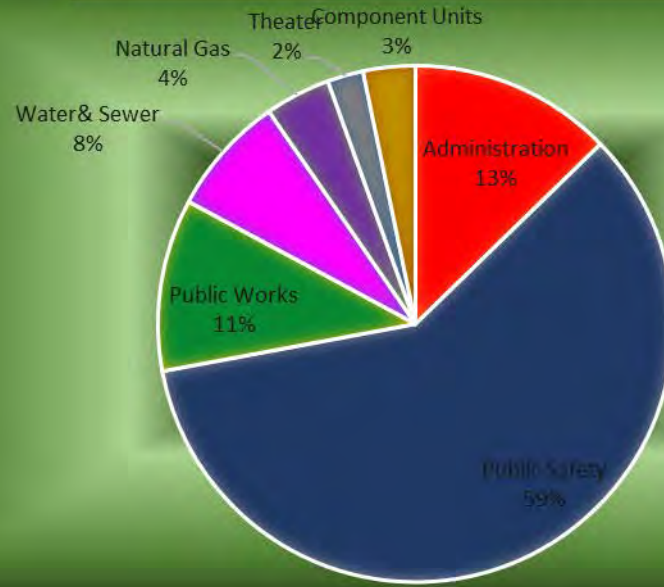
Natural Gas	7	7	7
Storm Water	3	3	3
DDA	2 full time 1 part-time	2 full time 1 part-time	2 full time 1 part-time
Tourism	1 full time 3 part-time	2 full time 2 part-time	2 full time 2 part-time
Theater	3 full time 2 part-time	3 full time 2 part-time	3 full time 2 part-time
Total	181 full time 11 part-time	171 full time 9 part-time	171 full time 9 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 \$444,700 in 2018. This is an increase from \$342,400 projected and budgeted in 2017.

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2018 SALARIES BY FUNCTION



CITY OF AMERICUS 2018 OPERATING BUDGET

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 strong system of internal controls.
- * The City prioritizes basic and essential services in regards 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. All of the funds of the City of Americus can be divided into two categories: governmental funds 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 in the near future to finance governmental services. The governmental funds are the General Fund, Special Revenue Funds, and Component Units.

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ENTERPRISE (PROPRIETARY FUNDS)

Enterprise 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.

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 of 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

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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 27 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 also 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 \$314,016,000. The 2018 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 is the only Enterprise Fund 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.

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.

CITY OF AMERICUS 2018 OPERATING BUDGET

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.

- * Prior to November 1, 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 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).

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- * 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.

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2018 BUDGET CALENDAR

Budget Activity	Dates
Departmental 2018 Operating & Capital Budget Request Entered into CSI	August 1-13, 2017
City Manager Review Sessions with Department Heads-2018 Operating & Capital Budget	August 14-16, 2017
Council Review of 2018 Operating & Capital Budget	September 7, 2017
Advertisement in the Legal Gazette	November 18, 2017
Public Hearing on 2018 Operating & Capital Budget	December 14, 2017
Second & Final Reading and Adoption of 2018 Operating & Capital Budget	December 21, 2017
Publication of the 2018 Operating & Capital Budget	March 1, 2018

CITY OF AMERICUS 2018 OPERATING BUDGET

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.

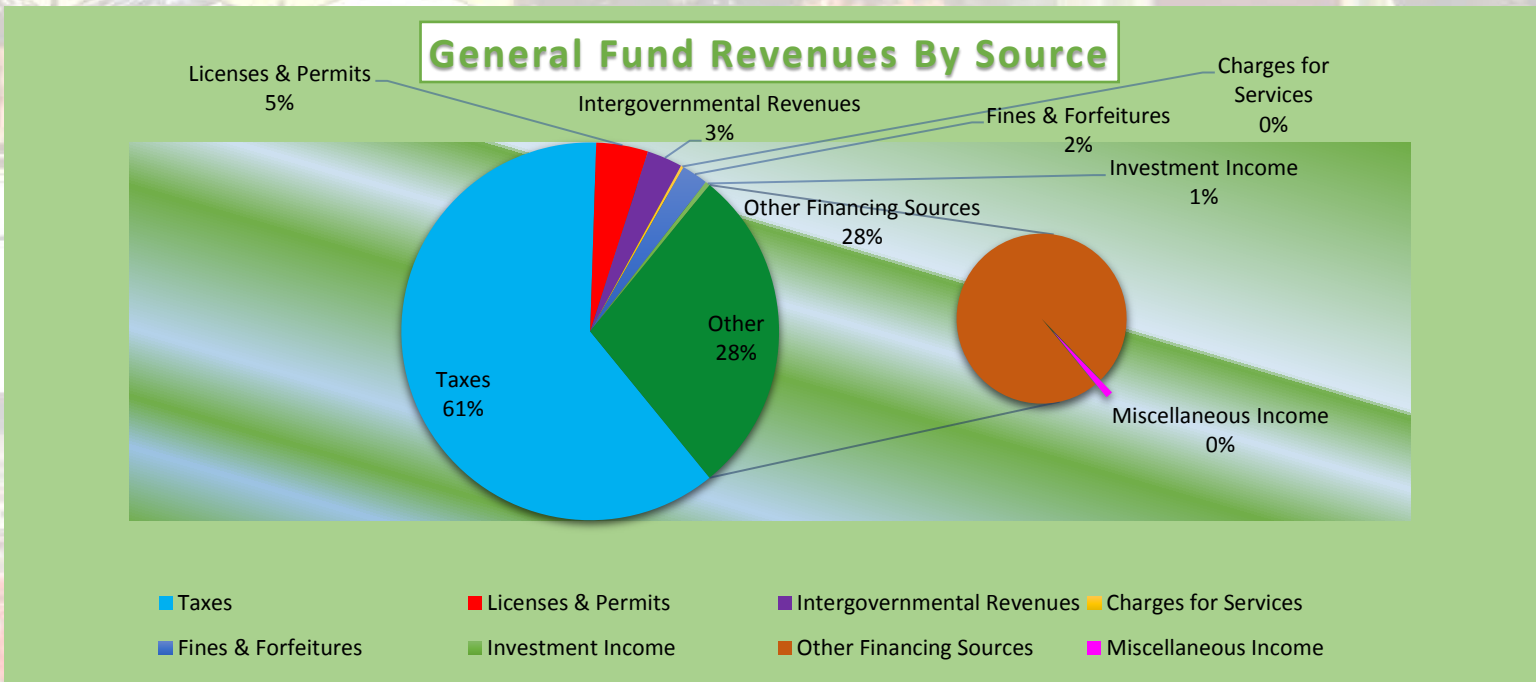
- The Department Head shall notify the Finance Director in writing prior to the actual expenditure (if possible).
- The Department Head shall fully explain the reason for the unbudgeted purchase/expense.
- The Department Head shall include the amount of money required and the account for the budget amendment 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”.

CITY OF AMERICUS
2018 OPERATING BUDGET

2018 General Fund Revenues by Source	
Source	Amount
Taxes	\$7,772,623
Licenses & Permits	562,040
Intergovernmental Revenues	384,600
Charges for Services	30,550
Fines & Forfeitures	285,000
Investment Income	51,200
Other Financing Sources	3,524,119
Miscellaneous Income	48,660
Sum	\$12,658,792



CITY OF AMERICUS
2018 OPERATING BUDGET

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CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
100 GENERAL FUND						
100-00-0000-311000 GENERAL GOVERNMENT LEVY	3,089,077	3,173,348	-193,430	3,253,247	3,253,247	3,253,247
100-00-0000-311101 CBID LEVY	17,260	17,207	0	17,176	17,176	17,176
100-00-0000-311310 AUTOMOBILE TAXES	228,810	142,000	77,955	111,000	111,000	111,000
100-00-0000-311315 TAVT TAX	78,123	258,000	271,983	175,000	195,000	195,000
100-00-0000-311320 MOBILE HOME TAXES	727	1,314	2,051	1,500	1,500	1,500
100-00-0000-311600 TRANSFER TAXES	22,361	26,400	24,027	24,400	24,400	24,400
100-00-0000-311710 FRANCHISE FEES-GA POWER	763,305	769,422	744,227	752,000	752,000	752,000
100-00-0000-311711 FRANCHISE FEES-SUMTER EMC	40,313	39,000	39,697	39,950	39,950	39,950
100-00-0000-311750 FRANCHISE FEES-MEDIACOM	201,559	196,210	144,177	195,800	195,800	195,800
100-00-0000-311760 FRANCHISE FEES-AT&T	37,060	42,000	24,680	41,600	41,600	41,600
100-00-0000-311770 MISC FRANCHISE FEES	1,792	2,100	1,420	15,500	15,500	15,500
100-00-0000-313100 1% LOCAL OPTION SALES TAX	1,823,623	1,997,100	1,405,636	1,630,000	1,730,000	1,730,000
100-00-0000-314200 WHISKEY TAXES	51,549	53,700	50,835	52,700	52,700	52,700
100-00-0000-314201 BEER TAXES	293,386	290,500	275,887	294,300	294,300	294,300
100-00-0000-314202 WINE TAXES	20,009	19,500	21,320	20,250	20,250	20,250
100-00-0000-314300 MIXED DRINK EXCISE TAX	15,171	18,100	14,823	17,500	17,500	17,500
100-00-0000-316200 INSURANCE PREMIUMS TAX	1,066,345	937,840	0	957,800	957,800	957,800
100-00-0000-318000 CBID SURTAX	8,462	8,000	8,869	8,000	8,000	8,000
100-00-0000-319100 PENALTY-DEL TAXES	24,970	30,700	12,250	8,000	8,000	8,000
100-00-0000-319101 INTEREST ON DEL TAXES	33,660	25,900	18,510	30,400	30,400	30,400
100-00-0000-319500 FIFAS-DELINQUENT TAXES	5,123	6,500	2,634	6,500	6,500	6,500
100-00-0000-321100 ALCOHOLIC BEV LICENSE	108,413	99,000	104,074	104,000	104,000	104,000
100-00-0000-322100 BUILDING PERMITS	75,430	98,400	107,733	77,000	110,000	110,000
100-00-0000-322130 PLUMBERS PERMITS	7,708	7,700	5,565	7,500	7,500	7,500
100-00-0000-322140 ELECTRICIANS PERMITS	9,832	10,700	9,714	11,800	11,800	11,800
100-00-0000-322160 MECHANICAL PERMITS	15,562	16,000	14,320	18,500	18,500	18,500
100-00-0000-322190 SOIL CONSERVATION PERMIT	0	240	0	240	240	240
100-00-0000-322210 REZONING FEES	800	1,400	600	600	600	600
100-00-0000-322230 SIGN PERMITS	2,827	2,800	4,135	1,200	1,200	1,200
100-00-0000-322900 SPECIAL ACTIVITY PERMITS	161	200	475	1,000	1,000	1,000
100-00-0000-322990 CPR TRAINING REVENUES	3,088	0	1,011	200	200	200
100-00-0000-326100 BUSINESS LICENSES	300,870	307,000	310,465	307,000	307,000	307,000
100-00-0000-333000 HOUSING AUTHORITY - PILOT	41,222	38,200	42,496	41,200	41,200	41,200

CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	2016	BUDGET 2017	12/31/2017	2018	2018	2018
100-00-0000-334100 LOCAL, STATE & FED GOVT REIMBSMN	3,960	4,000	0	4,000	4,500	4,500
100-00-0000-334110 OTHER GRANTS	30,421	2,500	0	2,500	2,500	2,500
100-00-0000-334120 LMIG GRANT	127,092	127,092	0	0	130,000	130,000
100-00-0000-338000 W&S PILOT	206,400	206,400	206,473	206,400	206,400	206,400
100-00-0000-341930 MAPS SOLD	1,413	1,300	738	1,300	1,300	1,300
100-00-0000-341940 ADMIN SERVICES-CBID	1,297	530	780	530	530	530
100-00-0000-341942 ADMIN COSTS COMMUNITY DEVELOPM	0	0	0	0	0	0
100-00-0000-342120 ACCIDENT REPORTS	399	300	347	320	320	320
100-00-0000-342310 FINGERPRINT FEE	0	0	0	0	0	0
100-00-0000-345510 TRANSPORTATION SERVICES	70,319	155,400	100,263	0	0	0
100-00-0000-349100 CEMETERY LOT SALES	18,350	24,800	40,925	17,300	17,300	17,300
100-00-0000-349300 RETURNED CHECK FEES	4,963	6,600	4,600	5,600	5,600	5,600
100-00-0000-349900 GIS SERVICES	6,176	5,300	3,509	5,500	5,500	5,500
100-00-0000-351130 POLICE COURT	276,121	323,400	236,857	245,000	265,000	265,000
100-00-0000-351203 TECHNOLOGY ADD ON FEE	11,614	29,800	11,956	16,200	20,000	20,000
100-00-0000-352200 FORFEITED PROPERTY MONEYS	10,323	0	0	0	0	0
100-00-0000-361000 OTHER INTEREST EARNED	51,258	51,200	307	51,200	51,200	51,200
100-00-0000-371000 DONATIONS	1,000	0	74,658	0	0	0
100-00-0000-381001 TROLLEY FEES	0	0	0	0	0	0
100-00-0000-381003 REES PARK EDC RENTALS	1,855	10,000	18,940	12,000	17,000	17,000
100-00-0000-389000 OTHER MISC INCOME	28,281	28,300	60,721	23,660	31,660	31,660
100-00-0000-389001 INSURANCE PROCEEDS	0	0	27,523	0	0	0
100-00-0000-389002 CASH SHORT & OVER	-98	0	205	0	0	0
100-00-0000-389003 CARRYOVER OF FUND BALANCE	0	100,000	0	100,000	900,000	900,000
100-00-0000-391000 TRANSF FROM HOTEL/MOTEL FND	318,227	325,000	290,738	318,000	325,000	325,000
100-00-0000-391100 SHARED REVENUE-NAT GAS FD	0	0	0	0	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	289,000	374,400	374,400	374,400	375,000	375,000
100-00-0000-391103 TRANSFER FROM SOLID WASTE	250,000	250,000	250,000	250,000	250,000	250,000
100-00-0000-391105 TRANSFER FROM CD FUNDS	0	0	10,508	0	0	0
100-00-0000-391108 TRANSFER FROM STORM WATER	205,000	205,000	205,000	205,000	285,000	285,000
100-00-0000-391109 TRANSFER FROM SPLOST (GO BOND)	0	50,000	0	0	0	0
100-00-0000-391200 TRANSFER FROM TSPLOST	12,709	20,709	0	0	13,000	13,000
100-00-0000-392100 SALE OF CITY PROPERTY	0	0	31,573	0	0	0

CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
100-00-0000-392200 RECYCLING PROCEEDS	54	0	37	0	0	0
100-00-0000-393500 CAPITAL LEASE PROCEEDS	0	670,000	207,196	0	305,119	305,119
100-00-0000-393601 LOAN PROCEEDS	0	0	0	0	0	0
100 GENERAL FUND	11,385,733	12,679,512	6,777,390	11,132,773	12,658,792	12,658,792

**CITY OF AMERICUS
2018 OPERATING BUDGET**

100 GENERAL FUND

100-00-0000-311000	GENERAL GOVERNMENT LEVY	3,253,247
Gen Govt Levy		
\$306,902	Value of a mil in 2017	
10.32	2017 current millage rate	

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

2008	\$307,445	(2.0%)	*
2009	\$336,928	9.6%	
2010	\$333,468	(1.0%)	
2011	\$338,172	1.4%	
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	\$306,902		projected

*The decrease in 2008 was largely due to the tornado event of March 1, 2007 combined with the closing of the Collins and Aikman plant.

100-00-0000-311101	CBID LEVY	17,176
Requested Amount: \$17,176		

This is the levy on the real and personal property within the Central Business Improvement District, tax District 06. In 2008 the levey 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 2017 value of a mil in the CBID district is \$11,542.

100-00-0000-311310	AUTOMOBILE TAXES	111,000
Requested Amount: \$111,000		

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

CITY OF AMERICUS 2018 OPERATING BUDGET

changes. As a result, the requested amount is calculated by using the estimated value of automobiles from the 2017 tax digest. The calculation of advalorem tax includes deducting a 1.75% collection fee charged by the County.

$$((17107540 \times 50\% \times .01032) - \$1976) = \$110,934 \text{ rounded} = \$111,000$$

100-00-0000-311315 TAVT TAX 195,000

Recommended Amount: \$195,000

100-00-0000-311320 MOBILE HOME TAXES 1,500

Requested Amount: \$1,500

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.

100-00-0000-311600 TRANSFER TAXES 24,400

Requested Amount: \$24,400

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:

2008	\$40,009	(13.3%)
2009	\$38,729	(3.2%)
2010	\$33,332	(13.9%)
2011	\$28,253	(15.4%)
2012	\$33,603	18.9%
2013	\$34,489	2.6%
2014	\$28,820	(16.5%)
2015	\$33,913	17.7%
2016	\$26,400	(22.1%)
2017	\$26,400	0.0% projected
2018	\$24,400	0.0% requested

CITY OF AMERICUS 2018 OPERATING BUDGET

100-00-0000-311710 FRANCHISE FEES-GA POWER

752,000

Requested Amount: \$752,000

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. The revenue in 2008 is abnormally low following two strong years of close to 10% growth. This is due to factors related to the 2007 tornado event and some business closings. In 2013, Georgia Power implemented a step rate increase over 3 years. The following is a history of the franchise fee collection received:

2008	\$673,908	(7.6%)
2009	\$713,676	1.1%
2010	\$705,074	(1.2%)
2011	\$769,512	9.1%
2012	\$831,070	8.0%
2013	\$753,423	(10.3%)
2014	\$723,500	(3.97%)
2015	\$775,720	7.21%
2016	\$763,305	(1.6%)
2017	\$769,422	0.8%
2018	\$752,000	(2.23%)

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

39,950

Requested Amount: \$39,950

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 factor applied. The following is a history of the revenue received and the annual rate of change:

2008	\$33,100	6.7%
2009	\$34,330	1.0%
2010	\$36,774	7.1%
2011	\$40,783	10.9%
2012	\$42,891	5.2%
2013	\$39,978	(7.2%)
2014	\$39,095	(2.2%)
2015	\$40,672	4.0%

CITY OF AMERICUS 2018 OPERATING BUDGET

2016	\$45,600	12.1%	
2017	\$39,000	(14.4%)	projected
2018	\$39,950		requested

100-00-0000-311750 FRANCHISE FEES-MEDIACOM

195,800

Requested Amount: \$195,800

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:

2008	\$241,544	32.2%**	
2009	\$202,163	(16.3%)	
2010	\$208,260	3.0%	
2011	\$204,611	(1.8%)	
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%)	projected
2018	\$195,800		requested

*This number reflects an additional amount paid for revenues not reported in previous years.

**2008 includes an accrual of the January, 2009 receipt as requested by our auditors. Changing to the accrual basis only impacts 2008.

CITY OF AMERICUS
2018 OPERATING BUDGET

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

41,600

Requested Amount: \$41,600

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:

2008	\$100,639	1.0%	
2009	\$112,065	11.4%	*
2010	\$ 79,821	(28.8%)	
2011	\$ 73,080	(8.4%)	
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%)	projected
2018	\$ 41,600		requested

*2009 includes an accrual of the February, 2010 receipt as requested by our auditors. Changing to the accrual basis only impacts 2009.

100-00-0000-311770 MISC FRANCHISE FEES

15,500

Requested Amount: \$15,500

STREET TROLLEY 923

CITY OF AMERICUS 2018 OPERATING BUDGET

100-00-0000-313100 1% LOCAL OPTION SALES TAX 1,730,000

Requested Amount: \$1,630,000

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 2010 census. The actual receipts for 2009 reflect a significant downturn due to prevailing economic conditions. No growth factor is included. The following is a history of the sales tax collected:

2008	\$1,969,761	(1.0%)	
2009	\$1,663,825	(15.5%)	
2010	\$1,887,447	13.4%	
2011	\$1,923,799	1.9%	
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%	projected
2018	\$1,630,000		requested
2018	\$1,730,000		recommended

This is based on the current distribution of LOST. It should be noted that HB386 passed in 2013 has reduced this line item. The requested amount is a five-year average.

100-00-0000-314200 WHISKEY TAXES 52,700

Requested Amount: \$52,700

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 294,300

Requested Amount: \$294,300

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.

**CITY OF AMERICUS
2018 OPERATING BUDGET**

100-00-0000-314202 WINE TAXES 20,250

Requested Amount: \$20,250

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 TAX 17,500

Requested Amount: \$17,500

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.

100-00-0000-316200 INSURANCE PREMIUMS TAX 957,800

Requested Amount: \$957,800

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:

2008	\$ 952,187	1.0%
2009	\$ 943,254	(.9%)
2010	\$ 915,840	(2.9%)
2011	\$ 799,295	(12.7%)*
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	requested

*2011 showed significant decrease due to the redistribution of premiums based on the 2010 census.

100-00-0000-318000 CBID SURTAX 8,000

Requested Amount: \$8,000

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.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-00-0000-319100	PENALTY-DEL TAXES	8,000
Requested Amount: \$8,000 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 significant reduction because in 2016 the law changed from 90 days delinquent to 120 days delinquent.		
100-00-0000-319101	INTEREST ON DEL TAXES	30,400
Requested Amount: \$30,400 The budgeted amount is the estimated interest received on delinquent property taxes. The interest is charged at a rate of 1% per month.		
100-00-0000-319500	FIFAS-DELINQUENT TAXES	6,500
Requested Amount: \$6,500 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 540 FIFA's.		
100-00-0000-321100	ALCOHOLIC BEV LICENSE	104,000
Requested Amount: \$104,000 The budgeted amount is average of last 4 years plus the current year annualized.		
100-00-0000-322100	BUILDING PERMITS	110,000
Requested Amount: \$77,000 The requested budgeted amount is a five-year average of the actual amount collected. Recommended Amount: \$110,000		
100-00-0000-322130	PLUMBERS PERMITS	7,500
Requested Amount: \$7,500		
100-00-0000-322140	ELECTRICIANS PERMITS	11,800
Requested Amount: \$11,800 The budgeted amount is a five-year average of the actual amount collected.		

CITY OF AMERICUS
2018 OPERATING BUDGET

100-00-0000-322160	MECHANICAL PERMITS	18,500
Requested Amount: \$18,500		
This is required or authorized by the Georgia State Heating and Air Conditioning Code. (Standard Mechanical Code). The rates for these permits increased in 2012. The budgeted amount is a five-year average of the actual amount collected.		
100-00-0000-322190	SOIL CONSERVATION PERMIT	240
Requested Amount: \$240		
A soil erosion/conservation permit is \$80 per acre. The requested budget is for 3 acres.		
100-00-0000-322210	REZONING FEES	600
Requested Amount: \$ 600		
These fees accompany re-zoning requests and requests for variances.		
100-00-0000-322230	SIGN PERMITS	1,200
Requested Amount: \$1,200		
100-00-0000-322900	SPECIAL ACTIVITY PERMITS	1,000
Requested Amount: \$1,000		
This is the revenue received for Special Activity Permits. The estimated revenue is 20 permits at \$50 each.		
100-00-0000-322990	CPR TRAINING REVENUES	200
Requested Amount: \$200		
This is the revenue incurred for the CPR training classes conducted by the Fire Department.		
100-00-0000-326100	BUSINESS LICENSES	307,000
Requested Amount: \$307,000		
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.		

CITY OF AMERICUS 2018 OPERATING BUDGET

100-00-0000-333000 HOUSING AUTHORITY - PILOT 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% projected
2018	\$41,200	requested

*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 GOVT REIMBSMNT 4,500

Requested Amount: \$4,000

Recommended Amount: \$4,500

\$ 0	State and Federal Reimb for replacement van (35)
\$ 4,500	Sumter County proceeds for GIS system support (13)
<u>\$ 4,500</u>	

100-00-0000-334110 OTHER GRANTS 2,500

Requested Amount: \$2,500

\$2,500 Vests/Body Armor (21) BPV grant

100-00-0000-334120 LMIG GRANT 130,000

Recommended Amount: \$130,000

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-00-0000-338000 W&S 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.

(40,000,000 x 50% x .01032 = \$206,400)

100-00-0000-341930 MAPS SOLD 1,300

Requested Amount: \$1300

The budgeted amount is the current year annualized.

100-00-0000-341940 ADMIN SERVICES-CBID 530

Requested Amount: \$530

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 COMMUNITY DEVELOPMENT

Requested Amount: \$0

100-00-0000-342120 ACCIDENT REPORTS 320

Requested Amount: \$320

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 SERVICES

100-00-0000-349100 CEMETERY LOT SALES 17,300

Requested Amount: \$17,300

The City currently charges the following per cemetery lot:

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

**CITY OF AMERICUS
2018 OPERATING BUDGET**

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 5,500

Requested Amount: \$5,500

This is the amount billed to Sumter County and other agencies for GIS services. The amount is a five-year average.

100-00-0000-351130 POLICE COURT 265,000

Requested Amount: \$245,000

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%)	projected
2018	\$245,000	%	requested
2018	\$265,000	%	recommended

100-00-0000-351203 TECHNOLOGY ADD ON FEE 20,000

Requested Amount: \$16,200

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.

Recommended Amount: \$20,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-00-0000-352200 FORFEITED PROPERTY MONEYS

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	\$ 7,608
2016	\$12,500
2017	\$ 0 projected
2018	\$ 0 requested

100-00-0000-361000 OTHER INTEREST EARNED

51,200

Requested Amount: \$51,200

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.

100-00-0000-381003 REES PARK EDC RENTALS

17,000

Requested Amount: \$12,000

Recommended Amount: \$17,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-00-0000-389000 OTHER MISC INCOME

31,660

Requested Amount: \$23,660

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.

Recommended Amount: \$31,660

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

100-00-0000-389003 CARRYOVER OF FUND BALANCE

900,000

Requested Amount: \$100,000

\$100,000 Software Upgrade (12) 2016 carryover

Recommended Amount:

\$100,000 Software Upgrade (12) 2016 carryover

\$600,000 Fire Engine (20) 2017 carry carryover

\$200,000

\$900,000

Expenditures are listed in the departments above.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-00-0000-391000 TRANSF FROM HOTEL/MOTEL FND 325,000

Requested Amount: \$318,000

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:

\$177,619	Tourism Fund
\$100,000	Rylander Theater Operating expenses
\$ 0	DDA Marketing
\$ 0	Transportation for Train
<u>\$ 40,381</u>	General Fund
\$318,000	

Recommended: \$325,000

\$192,206	Tourism Fund
\$100,000	Rylander Theater Operating expenses
\$ 0	DDA Marketing
\$ 0	Transportation for Train
<u>\$ 32,794</u>	General Fund
\$325,000	

100-00-0000-391100 SHARED REVENUE-NAT GAS FD

100-00-0000-391101 TRANSFER FROM W&S FUND 1,071,000

Requested Amount: \$1,071,000

100-00-0000-391102 TRANSFER FROM GAS FUND 375,000

Requested Amount: \$374,400

Recommended Amount: \$375,000

100-00-0000-391103 TRANSFER FROM SOLID WASTE 250,000

Requested Amount: \$250,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-00-0000-391105 TRANSFER FROM CD FUNDS

100-00-0000-391108 TRANSFER FROM STORM WATER 285,000
Requested Amount: \$205,000

100-00-0000-391200 TRANSFER FROM TSPLOST 13,000
Recommended Amount: \$13,000

LMIG 10% local Match \$13,000

100-00-0000-392100 SALE OF CITY PROPERTY

100-00-0000-392200 RECYCLING PROCEEDS

100-00-0000-393500 CAPITAL LEASE PROCEEDS 305,119

Recommended:

\$ 47,119 Chief Vehicle Replacement (20)
\$213,000 Vehicle Replacement (21)
\$ 25,000 Service Truck Replacement (30)
\$ 20,000 Service Truck Replacement (36)
\$305,119

These revenues offset the expenditures within the departments identified above.

100-00-0000-393601 LOAN PROCEEDS

Recommended Amount: \$0

100 GENERAL FUND 12,658,792

City of Americus Budgeted 2018

City Council

Jimmy Skipper
City Attorney

Michael Greene
Municipal Judge

Steve Kennedy
City Manager

Paula Martin
City Clerk

Diadra Powell
Finance Director

Roger Bivins
Fire Chief

Vacant
Planning and
Zoning Director

Mark Scott
Police Chief

Larry Riner
Public Works
Director

David Wooden
Gas Director

Vacant
Chief Building
Official

Dee Jones
HR Director

The background image shows a street trolley on the left with the text 'STREET TROLLEY 923' on its side. On the right, a man in a suit is speaking to a crowd of people, with some individuals taking photos. The scene is outdoors, likely in a public square or park area.

CITY OF AMERICUS
2018 OPERATING BUDGET

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 – 2018

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

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
10 MAYOR AND COUNCIL						
100-10-1110-511000 REGULAR PAY	58,425	58,201	57,529	58,201	58,201	58,201
100-10-1110-512100 GROUP MEDICAL INSURANCE	19,509	20,700	22,310	20,940	20,940	20,940
100-10-1110-512110 GROUP DENTAL INSURANCE	1,449	1,421	604	1,421	1,421	1,421
100-10-1110-512200 SOCIAL SECURITY PAYMENTS	799	786	800	786	786	786
100-10-1110-512400 RETIREMENT SYSTEM	5,688	6,134	6,018	6,134	6,134	6,134
100-10-1110-512401 PENSION EXPENSE	0	0	0	0	0	0
100-10-1110-512600 UNEMPLOYMENT EXPENSES	660	0	0	0	0	0
100-10-1110-512700 WORKERS' COMPENSATION	201	190	187	148	148	148
100-10-1110-521100 PURCHASED/CONTRACTED SERVICES	0	0	119	0	0	0
100-10-1110-522000 OTHER OUTSIDE SERVICES	2,593	2,000	6,042	2,000	2,000	2,000
100-10-1110-523100 INSURANCE EXPENSE	48,000	51,420	64,739	50,460	50,460	50,460
100-10-1110-523301 ADVERTISING EXPENSE	440	1,000	1,121	1,000	1,000	1,000
100-10-1110-523600 DUES & SUBSCRIPTIONS	22,721	22,555	22,190	22,555	22,555	22,555
100-10-1110-523700 TRAINING & MEETINGS	13,637	27,100	14,792	28,500	28,500	28,500
100-10-1110-531100 OFFICE/COMPUTER SUPPLIES	1,459	800	0	800	800	800
100-10-1110-531230 ELECTRICITY	0	0	0	0	0	0
100-10-1110-531299 ENERGY SAVINGS	0	0	0	0	0	0
100-10-1110-542750 EQUIPMENT - ENERGY CONTRACT	0	0	0	0	0	0
100-10-1110-542900 OTHER CAPITAL EXPENDITURE	0	14,500	0	0	0	0
100-10-1110-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-10-1110-551102 CONTINGENCIES	18,777	28,500	5,493	28,500	28,500	28,500
100-10-1110-573001 RYLANDER THEATER	190,000	195,000	195,000	195,000	185,000	185,000
100-10-1110-574000 BAD DEBT EXPENSE	108,516	0	110,412	0	0	0
100-10-1110-581300 PRINCIPAL PAYMENTS	107,008	110,500	110,543	114,100	114,100	114,100
100-10-1110-581301 PDA-DEBT SERVICE-LOWE'S	0	0	0	0	0	0
100-10-1110-582200 INTEREST EXPENSE	62,839	64,200	19,167	55,800	55,800	55,800
100-10-1110-611003 TRANSFER TO INSURANCE FUND	105,000	0	0	0	0	0
100-10-1110-611004 TRANSFER TO DOWNTOWN DEV AUTH	0	0	26,800	0	0	0
100-10-1400-571000 ELECTION EXPENSE	0	12,000	0	0	0	0
100-10-1530-521200 CITY ATTORNEY RETAINER	7,200	7,200	7,200	7,200	7,200	7,200
100-10-1530-521201 OTHER LEGAL EXPENSES	13,099	13,500	17,108	13,500	13,500	13,500
100-10-3910-571000 SUMTER HUMANE SOCIETY	70,000	70,000	70,000	85,000	85,000	85,000
100-10-5400-571000 BOYS AND GIRLS CLUBS	10,000	15,000	15,000	25,000	25,000	25,000

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
100-10-5440-571000 ONE SUMTER	0	50,000	50,000	50,000	50,000	50,000
100-10-6153-571000 AMERICUS ARTS COUNCIL	2,500	2,000	2,292	2,000	2,000	2,000
100-10-6500-571000 LAKE BLACKSHEAR REG LIBR	80,000	80,000	80,000	81,360	81,360	81,360
100-10-7520-571000 AIRPORT AUTHORITY	15,000	17,000	15,000	17,000	17,000	17,000
100-10-7520-572018 AMER/SUMTER CO PAYROLL DEV AUTI	40,000	40,000	40,000	40,000	40,000	40,000
100-10-7520-572020 LAND BANK AUTHORITY	25,000	25,000	25,000	25,000	0	0
100-10-7540-571000 TOURISM COUNCIL	139,894	177,619	177,619	177,619	192,206	192,206
100-10-7550-571000 MAIN STREET	112,610	227,002	228,472	227,002	220,810	220,810
100-10-7640-572000 LEAP/CIS	0	0	0	0	0	0
10 MAYOR AND COUNCIL	1,283,025	1,341,328	1,391,554	1,337,026	1,310,421	1,310,421

CITY OF AMERICUS
2018 OPERATING BUDGET

10 MAYOR AND COUNCIL

100-10-1110-511000 REGULAR PAY 58,201.00

Personnel Requirements:

Mayor	1
Mayor Pro Tem	1
Councilmembers	5
	<u>7</u>

The salaries will remain the same for elected officials for 2018. The Mayor's salary is \$14,200, Mayor Pro Tem is \$7,800 and the Councilmembers' salaries are \$7,200 each.

100-10-1110-512100 GROUP MEDICAL INSURANCE 20,940.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period. Currently, only three members of Mayor and Council participate in the health insurance program.

100-10-1110-512110 GROUP DENTAL INSURANCE 1,421.00

This amount represents \$203 per employee. All members of Council participate in this.

100-10-1110-512200 SOCIAL SECURITY PAYMENTS 786.00

This amount is for the Medicaid portion only and is based on the total salary of the department.

100-10-1110-512400 RETIREMENT SYSTEM 6,134.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-10-1110-512401 PENSION EXPENSE

100-10-1110-512600 UNEMPLOYMENT EXPENSES

Requested Amount:

Americus is a direct reimbursable employer for unemployment tax classifications. The City is not required to file quarterly reports and pay unemployment tax. We pay only when payments are made directly to former employees. We currently do not have charges anticipated for 2017.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-10-1110-512700 WORKERS' COMPENSATION 148.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

100-10-1110-521100 PURCHASED/CONTRACTED SERVICES

Requested: \$0

100-10-1110-522000 OTHER OUTSIDE SERVICES 2,000.00

Requested Amount: \$2,000

\$1,500 Miyoshi Delegation Visit (1)
\$ 0 Walk of Fame plaques and ceremony (2)
\$ 500 Other gifts, retirement recognition, etc.
\$2,000

(1) The request is for the costs associated for meals, activities, gifts, and transportation.

(2) It was recommended to have the ceremony every other year. There was a Walk of Fame ceremony in 2017. The next Walk of Fame will be held in 2019.

100-10-1110-523100 INSURANCE EXPENSE 50,460.00

Requested Amount: \$51,420

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, 2018 resulting in an effective rate for 2018 of 3.33%.

100-10-1110-523301 ADVERTISING EXPENSE 1,000.00

Requested Amount: \$1,000

The requested amount is the 2018 amount annualized.

100-10-1110-523600 DUES & SUBSCRIPTIONS 22,555.00

The budget request includes the following:

\$ 5,400 Georgia Municipal Association
\$16,545 River Valley Regional Commission*
\$ 260 American Society of Composers (required music license)
\$ 350 BMI License (required music license)
\$22,555

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-10-1110-523700 TRAINING & MEETINGS 28,500.00

Requested
\$10,500 Other Training (up to \$1,500 per member)*
\$14,400 GMA Annual Conference
\$ 3,600 Newly Elected Official Training **_____

\$28,500

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 2017. Therefore, we could possibly have 4 newly elected officials that will be required for training in 2018.

100-10-1110-531100 OFFICE/COMPUTER SUPPLIES 800.00

Amount Requested: \$800

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

100-10-1110-531230 ELECTRICITY

Requested Amount: \$0

The contract between the City and the Windsor Hotel will expire in December 2015. Therefore, the City of Americus will no longer be responsible for the electricity for the lights.

100-10-1110-531299 ENERGY SAVINGS

Requested Amount: \$0

100-10-1110-542750 EQUIPMENT - ENERGY CONTRACT

100-10-1110-542900 OTHER CAPITAL EXPENDITURE

**CITY OF AMERICUS
2018 OPERATING BUDGET**

100-10-1110-551000 ALLOCATION OF EXPENSES

100-10-1110-551102 CONTINGENCIES 28,500.00

Requested Amount: \$28,500

This category is to capture the costs for unplanned expenditures or the deductible portion of claims against the City. This amount is same amount recommended in 2017.

100-10-1110-573001 RYLANDER THEATER 185,000.00

Requested amount includes the following:

\$100,000	Hotel/Motel tax money	
\$ 85,000	Gen Fund monies (reg. allocation)	
\$195,000		

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

2007	\$116,000	9.2%
2008	\$119,400	2.7%
2009	\$125,100	5.0%
2010	\$105,718	(15.5%)
2011	\$ 95,146	(10.0%)
2012	\$ 95,146	0.0%
2013	\$ 95,146	0.0%
2014	\$ 95,000	(.15%)
2015	\$ 85,000	(15.8%)
2016	\$ 90,000	0%
2017	\$ 95,000	5.5% approved
2018	\$ 95,000	.0% requested
2018	\$ 85,000	% recommended

100-10-1110-574000 BAD DEBT EXPENSE

Requested Amount: \$0

This includes write downs of miscellaneous accounts receivable accounts, taxes over 7 years old, uncollectible returned checks, and installment fines written off by the judge or converted to community service.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-10-1110-581300 PRINCIPAL PAYMENTS 114,100.00

Requested Amount: \$114,100

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.

100-10-1110-581301 PDA-DEBT SERVICE-LOWE'S

Requested Amount: \$0

100-10-1110-582200 INTEREST EXPENSE 55,800.00

Requested Amount: \$55,800

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 2017 actual amount.

100-10-1110-611003 TRANSFER TO INSURANCE FUND

100-10-1110-611004 TRANSFER TO DOWNTOWN DEV AUTH

100-10-1400-571000 ELECTION EXPENSE

Requested Amount: \$0

We will not have an election in 2018.

100-10-1530-521200 CITY ATTORNEY RETAINER 7,200.00

Requested Amount: \$7,200

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

100-10-1530-521201 OTHER LEGAL EXPENSES 13,500.00

Requested Amount: \$13,500

This is difficult to estimate because we cannot anticipate all legal matters that may occur in a year. This was the approved amount for 2017.

**CITY OF AMERICUS
2018 OPERATING BUDGET**

100-10-3910-571000 SUMTER HUMANE SOCIETY 85,000.00

The following is a history of the approved allocations:

2008	\$50,000	(2.5%)
2009	\$51,250	2.5%
2010	\$42,500	(17.1%)
2011	\$38,250	(10.0%)
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% approved
2018	\$85,000	0% requested

100-10-5400-571000 BOYS AND GIRLS CLUBS 25,000.00

The following is a history of the approved allocation amounts:

2008	\$34,125	(2.5%)
2009	\$25,000	(26.7%)
2010	\$23,125	(7.5%)
2011	\$22,430	(3.0%)
2012	\$22,430	0.0%
2013	\$ 0	(100.0%)
2014	\$ 5,000	100.0%
2015	\$ 3,500	(30.0%)
2016	\$10,000	286%
2017	\$15,000	1.5%
2018	\$25,000	66.6% requested

100-10-5440-571000 ONE SUMTER 50,000.00

Requested Amount: \$50,000

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-10-6153-571000 AMERICUS ARTS COUNCIL 2,000.00

The following amounts are the approved allocations:

2008	\$10,000	(16.7%)
2009	\$10,000	0.0%
2010	\$ 9,250	(7.5%)
2011	\$ 8,325	(10.0%)
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% requested

100-10-6500-571000 LAKE BLACKSHEAR REG LIBR 81,360.00

The following amounts are the approved allocations:

2008	\$112,125	(2.5%)
2009	\$112,125	0.0%
2010	\$100,000	(10.8%)
2011	\$ 90,000	(10.0%)
2012	\$ 90,769	0.9% amended
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% requested

**CITY OF AMERICUS
2018 OPERATING BUDGET**

100-10-7520-571000 AIRPORT AUTHORITY 17,000.00

The following amounts are the approved allocations:

2008	\$28,000	(33.3%)
2009	\$28,000	0.0%
2010	\$25,000	(10.7%)
2011	\$22,500	(10.0%)
2012	\$22,500	0.0%
2013	\$20,250	(10.0%)
2014	\$15,000	(26.0%)
2015	\$15,000	0.0%
2016	\$15,000	0.0%
2017	\$17,000	113%
2018	\$17,000	0.0% requested

100-10-7520-572018 AMER/SUMTER CO PAYROLL DEV AUTH 40,000.00

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:

2008	\$75,000	20.0%
2009	\$77,825	3.8%
2010	\$25,000	(67.5%)
2011	\$30,000	20.0%
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% requested

100-10-7520-572020 LAND BANK AUTHORITY

Requested Amount: \$25,000

Recommended Amount: \$0

CITY OF AMERICUS 2018 OPERATING BUDGET

100-10-7540-571000 TOURISM COUNCIL

192,206.00

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

2007	\$185,400	3.0%
2008	\$180,765	(2.5%)
2009	\$189,800	5.0%
2010	\$160,000	(15.7%)
2011	\$144,000	(10.0%)
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	\$177,619	0.0% requested
2018	\$192,206	8.21 % recommended

Beginning in 2011, the accounting activities are recorded on the City's books. See Fund #205 for details.

100-10-7550-571000 MAIN STREET

220,810.00

Requested	
\$ 16,600	CBID levy (estimate)
\$ 7,760	CBID surtax
\$202,459	General Fund

\$226,819

Recommended	
\$ 16,600	CBID levy (estimate)
\$ 7,760	CBID surtax
\$220,810	General Fund

\$245,170

**CITY OF AMERICUS
2018 OPERATING BUDGET**

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

2008	\$104,325	(2.5%)
2009	\$101,201	(3.0%)
2010	\$ 93,789	(7.9%)
2011	\$ 84,574	(10.9%)
2012	\$ 94,600	11.9%
2013	\$ 94,600	0.0%
2014	\$ 88,067	(7.46%)
2015	\$ 88,067	0.0%
2016	\$ 88,067	0.0%
2017	\$202,459	229.9%
2018	\$202,459	0.0% requested
2018	\$220,810	% recommended

*The name on this account changed from DDA to Main Street for the 2017 budget year.

100-10-7640-572000 LEAP/CIS

The following is a history of the allocations to LEAP:

2008	\$ 8,000	(20.0%)
2009	\$ 8,000	0.0%
2010	\$ 7,420	(7.5%)
2011	\$ 6,678	(10.0%)
2012	\$ 6,678	0.0%
2013	\$ 0	(100.0%)
2014	\$ 0	0.0%
2015	\$ 0	0.0%
2016	\$ 0	0.0%
2017	\$ 0	0.0%
2018	\$ 0	0.0%

10 MAYOR AND COUNCIL

1,310,421.00

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
12 DATA CENTER						
100-12-1535-522000 OTHER OUTSIDE SERVICES	61,659	79,840	70,323	82,225	82,225	82,225
100-12-1535-522206 COMPUTER-REP AND MAINT	0	0	1,040	0	0	0
100-12-1535-542400 COMPUTER EQUIPMENT	14,136	127,120	20,623	174,100	163,000	163,000
100-12-1535-551101 DATA CENTER EXPENSE	3,764	7,208	4,533	7,462	0	0
100-12-1535-551102 ALLOCATION OF EXPENSES	-61,660	0	-69,697	0	0	0
12 DATA CENTER	17,899	214,168	26,821	263,787	245,225	245,225

CITY OF AMERICUS
2018 OPERATING BUDGET

12 DATA CENTER

100-12-1535-522000 OTHER OUTSIDE SERVICES 82,225.00

The request includes the following:

\$62,400	Neos Technologies (service and maintenance)
\$ 4,500	Microsoft Office 365 Pro Plus *
\$ 6,700	NEOS Technology (back up & e-mail)
\$ 4,000	cybersecurity program
\$ 4,500	Network Security via OpenDNS
\$ 125	Annual fee for domain name www.americusga.gov
<u>\$82225</u>	

* The \$9.00 per month provides users access to the most recent version of Microsoft Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Skype for Business and MS Access. It allows users to access their documents anywhere and it can be installed on up to 5 devices per user.

100-12-1535-522206 COMPUTER-REP AND MAINT

Requested Amount: \$0

100-12-1535-542400 COMPUTER EQUIPMENT 163,000.00

Requested Amount: \$174,100

Replace COA-DC2 Host Server monitoring	\$15,000	* will replace water tower system
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Replace (3) SonicWalls	\$ 5,000	
Replace Switch on 1st floor	\$ 1,400	
Renew Meraki Licensing for 3 yrs	\$ 2,000	
Backup/Disaster Recovery Appliance	\$ 4,500	
Refresh Desktops and Laptops	\$16,000	
Data Center Cleanup	\$ 3,000	
Call Center Reporting for Free PBX	\$ 1,500	
Water Tower Monitoring Platform Replacement	\$ 3,000	
Repair and Maintenance of printers, software, etc.	\$ 6,500	
CSI Software Upgrade (2016 Carry Over Software upgrade)	<u>\$100,000</u>	
	\$164,100	

Total Requested:

CITY OF AMERICUS
2018 OPERATING BUDGET

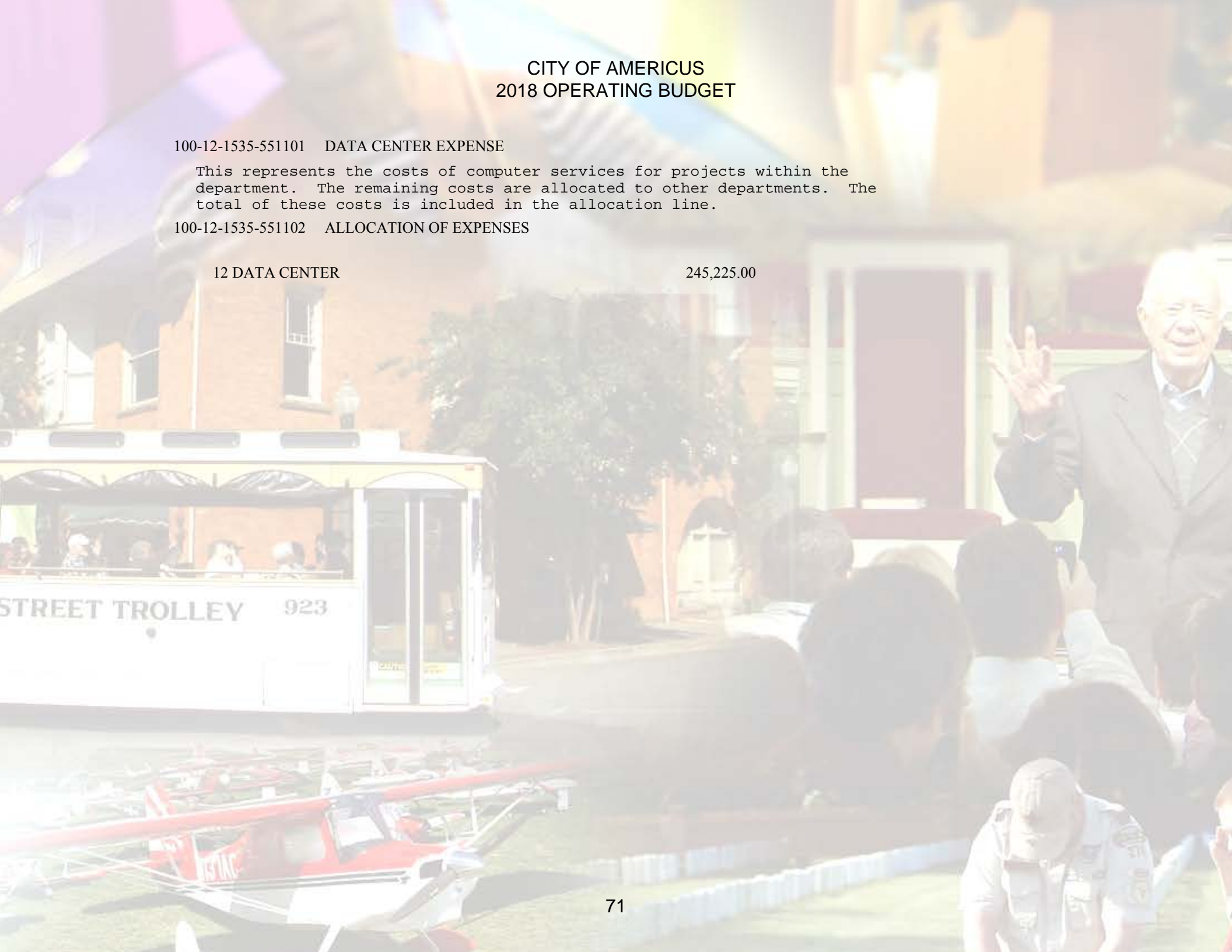
100-12-1535-551101 DATA CENTER EXPENSE

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 EXPENSES

12 DATA CENTER

245,225.00



CITY OF AMERICUS
2018 OPERATING BUDGET

GIS DEPARTMENT

Budgeted 2018

Beverly Butcher
GIS Coordinator

Matthew Cotton
GIS Analyst



CITY OF AMERICUS
2018 OPERATING BUDGET

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.

GOALS – 2018

- The 2020 Census Data work starts in March of 2018. This will be our main objective for 2018.
- E-911 will be changing to a new system and software later in the year and we will be working on getting GIS data to their new format.
- Continue to build new GIS data to help with day-to-day operations of both City and County governments.
- Continue working on building footprints, information, and location on tax parcels.
- Continue on with the next level in GIS. Which means going to a GIS Server to host GIS maps, data, apps, services for our City and County departments. To do this, we need to convert our current GIS data and layers to a Geodatabase. This is very time consuming and could take several years to complete the project.
- Continue to update GIS Facebook page to post new maps or changes to GIS maps.
- Continue to work with Storm Water Project with CAO, Finance Dept. and Public Works.
- Continue to update and maintain all GIS layers and the GIS website.

The background image shows a street trolley on the left with the text 'STREET TROLLEY 923' on its side. On the right, a man in a suit is speaking to a crowd of people, with some individuals taking photos. The scene is outdoors, likely at a public event or transit stop.

CITY OF AMERICUS 2018 OPERATING BUDGET

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

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	2016	BUDGET 2017	12/31/2017	2018	2018	2018
13 GIS						
100-13-1535-511000 REGULAR PAY	79,232	80,852	79,668	88,652	88,652	88,652
100-13-1535-511300 OVERTIME PAY	19	0	288	0	0	0
100-13-1535-512100 GROUP MEDICAL INSURANCE	6,493	6,900	7,432	13,960	13,960	13,960
100-13-1535-512101 OPT OUT INSURANCE PLAN	2,539	3,000	0	0	0	0
100-13-1535-512110 GROUP DENTAL INSURANCE	207	406	86	406	406	406
100-13-1535-512200 SOCIAL SECURITY PAYMENT	6,148	6,185	6,023	6,782	6,782	6,782
100-13-1535-512400 RETIREMENT SYSTEM	7,896	8,522	8,239	9,344	9,344	9,344
100-13-1535-512700 WORKER'S COMPENSATION	1,117	1,517	1,514	896	896	896
100-13-1535-522000 OTHER OUTSIDE SERVICES	3,624	10,000	11,166	12,000	10,000	10,000
100-13-1535-522201 OFFICE EQUIP-REP & MAINT	11,557	2,505	1,890	2,500	2,000	2,000
100-13-1535-522202 AUTO & TRUCK-REP & MAINT	581	800	847	1,000	1,000	1,000
100-13-1535-522206 COMPUTER-REP AND MAINT	13,620	15,215	19,795	16,700	16,000	16,000
100-13-1535-523200 TELEPHONE	1,756	1,790	1,869	884	884	884
100-13-1535-523600 DUES & SUBSCRIPTIONS	40	300	80	300	100	100
100-13-1535-523700 TRAINING & MEETINGS	5,988	7,000	4,828	7,000	5,900	5,900
100-13-1535-523900 UNIFORMS	0	300	228	300	0	0
100-13-1535-531100 OFFICE/COMPUTER SUPPLIES	3,889	2,823	3,150	3,000	2,800	2,800
100-13-1535-531210 WATER SEWER AND GARBAGE	0	0	0	0	0	0
100-13-1535-531225 STORM WATER	0	0	0	0	0	0
100-13-1535-531230 ELECTRICITY	3,751	0	3,771	0	0	0
100-13-1535-531270 GASOLINE ALLOCATED	317	800	506	800	800	800
100-13-1535-542101 OFFICE EQUIPMENT	0	2,495	1,989	0	0	0
100-13-1535-542400 COMPUTER EQUIPMENT	0	4,200	3,620	3,000	0	0
100-13-1535-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-13-1535-551101 DATA CENTER EXPENSE	1,576	2,985	1,706	2,985	3,074	3,074
100-13-1535-581200 CAPITAL LEASE PAYMENT	0	0	0	0	0	0
13 GIS	150,349	158,595	158,695	170,509	162,598	162,598

CITY OF AMERICUS
2018 OPERATING BUDGET

13 GIS

100-13-1535-511000 REGULAR PAY 88,652.00

Personnel Requirements:

Current

GIS Manager*	1
GIS/GPS Analyst (full-time)	<u>1</u>
	2

*Title Change from GIS Coordinator

100-13-1535-511300 OVERTIME PAY

100-13-1535-512100 GROUP MEDICAL INSURANCE 13,960.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-13-1535-512101 OPT OUT INSURANCE PLAN

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

100-13-1535-512110 GROUP DENTAL INSURANCE 406.00

This amount represents \$203 per employee.

100-13-1535-512200 SOCIAL SECURITY PAYMENT 6,782.00

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

100-13-1535-512400 RETIREMENT SYSTEM 9,344.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-13-1535-512700 WORKER'S COMPENSATION 896.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-13-1535-522000 OTHER OUTSIDE SERVICES 10,000.00

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 (ex. 10.2.2 - 10.5+), 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 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.

Recommended Amount: \$10,000

100-13-1535-522201 OFFICE EQUIP-REP & MAINT 2,000.00

Requested Amount: \$2500

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 2017 and repairs at cost of \$600 so far for 2017.

Recommended Amount: \$2000

100-13-1535-522202 AUTO & TRUCK-REP & MAINT 1,000.00

Requested Amount: \$1000

The amount requested is for vehicle maintenance.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-13-1535-522206 COMPUTER-REP AND MAINT 16,000.00

Requested Amount : \$16,700

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*, #
\$ 5,450 ESRI contract for Software Maintenance Contract in 2016#
\$ 915 Trimble Positions Software Maintenance Contract 2017#
\$ 1,200 miscellaneous upgrades

*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.

Recommended Amount: \$16,000

100-13-1535-523200 TELEPHONE 884.00

Requested Amount: \$884

This is the estimated amount to cover telephone services for the GIS Department.
Amount based on cost from 2017.

100-13-1535-523600 DUES & SUBSCRIPTIONS 100.00

Requested Amount: \$300

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-13-1535-523700 TRAINING & MEETINGS 5,900.00

Requested Amount: \$7,000

This amount will cover training and travel expenses for the GIS Coordinator and/or the GPS/GIS 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. The amount also covers any GIS sponsored meetings or luncheons.

Recommended Amount \$5900

100-13-1535-523900 UNIFORMS

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.

Recommended Amount: \$0

100-13-1535-531100 OFFICE/COMPUTER SUPPLIES 2,800.00

Requested Amount: \$3,000

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.

Recommended Amount \$2,800

100-13-1535-531210 WATER SEWER AND GARBAGE

Requested Amount: \$0

Utility services are budgeted in the Planning and Inspections Department.

100-13-1535-531225 STORM WATER

Requested Amount \$0

Utility services are budgeted in the Planning and Inspections Department.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-13-1535-531230 ELECTRICITY

Requested Amount \$0

Utility services are budgeted in the Planning and Inspections Department.

100-13-1535-531270 GASOLINE ALLOCATED 800.00

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

Recommended Amount: \$0

100-13-1535-542400 COMPUTER EQUIPMENT

Requested Amount: \$3000

We need to purchase a new lap top for use at meetings, trainings, outside work, emergency calls, etc. Current lap top is over 9 years old. We would also like to purchase a work field tablet to use outside for GIS/GPS projects

100-13-1535-551000 ALLOCATION OF EXPENSES

100-13-1535-551101 DATA CENTER EXPENSE 3,074.00

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

100-13-1535-581200 CAPITAL LEASE PAYMENT

Requested Amount: \$0

13 GIS 162,598.00

FINANCE DEPARTMENT

Budgeted 2018

Diadra Powell
Finance Director

Jackie Ross
Customer Svc.
Admin.

Vacant
Accounting Manager

Daisy Little
Customer Svc. Rep./
Billing Backup

Sandra Daniel
Utility Billing Tech.

Deloris Smith
Payroll Specialist

Sabrina Hawkins
Customer Svc.
Specialist

Adonis Willis
Courier/ Meter
Reader

Tammy Lundy
Accounts Payable
Tech.

Karla Abarca-Carrillo
Customer Svc. Rep.

Frederick Griffin
Revenue Collector

Shamica Fairfax
Accounting Specialist

April Yearby
Customer Svc. Rep.

SheKella Prince
Customer Svc. Rep.

Donna Hall
Customer Svc. Rep.

CITY OF AMERICUS
2018 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 – 2018

Quality 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 |
| • Study other options for contacting delinquent utility customers | On-going |
| • Continue to improve the telephone system for improved customer service to include automated interactive voice response(IVR) system for payment arrangements, balances, and payments. | 2017-2018 |
| • Update ordinances to include purchasing policies and e-signatures | On-going |
| • Upgrade bill printing, financial software, and billing software | 2017-2018 |
| • 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 | On-going |

Educate/Involve Citizens:

Time Frame

- | | |
|--|-----------|
| • Educate Citizens through newspaper, radio, & television | As Needed |
| • Participation in Customer Service Week and other customer focused events | As Needed |

Treasury Management / Record Keeping:

Time Frame

- | | |
|--|----------|
| • Complete annual audit & submission of CAFR for Certificate of Achievement in Financial Reporting | May/June |
|--|----------|

CITY OF AMERICUS
2018 OPERATING BUDGET

• Improve collection of Storm Water only accounts through garnishment/court	On-going
• Complete annual operating and capital budgets for all funds	December
• Complete administration of the Revenue Bond spending and related capital projects	On-going
• Continue to work with GMA on the Hotel/Motel Tax Management contract	On-going
• Continue work on E-Verify/Save Compliance & Reporting	On-going
• Continue to utilize risk assessments to properly adjust customer deposits	On-going
• Continue to improve our collection procedures	On-going
• Continue to serve as the fiscal agent for both the Sumter County Family Connections & Americus-Sumter County Land Bank Authority	2015-On-going
• Administration of Self-Insured Health Fund	2016-On-going

**CITY OF AMERICUS
2018 OPERATING BUDGET**

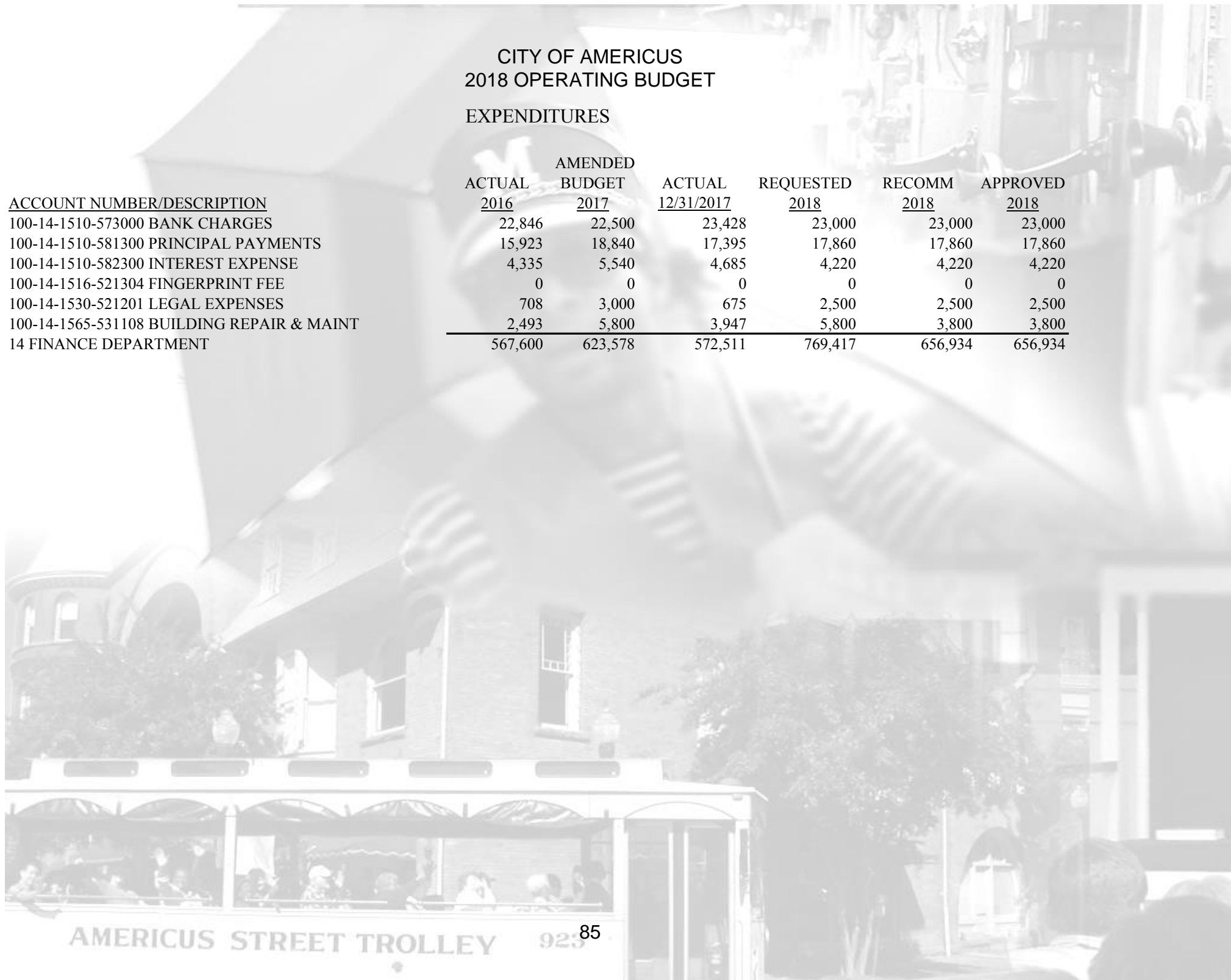
EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
14 FINANCE DEPARTMENT						
100-14-1510-511000 REGULAR PAY	251,717	276,684	243,594	390,017	305,567	305,567
100-14-1510-511300 OVERTIME PAY	3,351	8,000	10,164	8,000	8,000	8,000
100-14-1510-512100 GROUP MEDICAL INSURANCE	45,428	48,300	52,091	48,860	48,860	48,860
100-14-1510-512101 OPT OUT INSURANCE PLAN	3,000	3,000	3,000	3,000	3,000	3,000
100-14-1510-512110 GROUP DENTAL INSURANCE	1,484	1,624	554	1,624	1,624	1,624
100-14-1510-512200 SOCIAL SECURITY PAYMENTS	18,893	21,778	19,156	30,448	23,988	23,988
100-14-1510-512400 RETIREMENT SYSTEM	27,636	30,006	28,251	41,951	33,050	33,050
100-14-1510-512700 WORKERS COMPENSATION	963	918	916	1,007	792	792
100-14-1510-521100 PURCHASED/CONTRACTED SERVICES	0	0	0	0	0	0
100-14-1510-521203 AUDIT FEES	33,000	36,000	37,075	41,000	36,000	36,000
100-14-1510-521205 CLERK OF COURT	6,378	6,500	7,170	6,500	6,500	6,500
100-14-1510-522000 OTHER OUTSIDE SERVICES	42,934	42,000	38,033	44,300	43,300	43,300
100-14-1510-522201 OFFICE EQUIP-REP & MAINT	4,259	5,000	4,406	5,000	5,000	5,000
100-14-1510-522206 COMPUTER-REP & MAINT	15,935	18,300	16,472	20,800	20,200	20,200
100-14-1510-523100 INSURANCE EXPENSE	2,272	3,231	3,728	3,500	3,500	3,500
100-14-1510-523200 TELEPHONE	8,122	9,800	8,666	9,800	8,800	8,800
100-14-1510-523201 POSTAGE	13,897	11,000	9,240	12,000	10,995	10,995
100-14-1510-523301 ADVERTISING EXPENSE	978	4,518	1,650	4,520	3,520	3,520
100-14-1510-523550 TAG / TITLE EXPENSE	1,287	1,500	263	1,500	1,500	1,500
100-14-1510-523600 DUES & SUBSCRIPTIONS	440	630	290	870	870	870
100-14-1510-523700 TRAINING AND MEETINGS	6,341	11,000	7,573	11,000	11,000	11,000
100-14-1510-523909 SALE FEES	0	1,000	0	1,000	1,000	1,000
100-14-1510-531100 OFFICE/COMPUTER SUPPLIES	9,404	8,500	10,105	10,000	9,000	9,000
100-14-1510-531210 WATER, SEWAGE & GARBAGE	884	1,500	900	1,500	1,500	1,500
100-14-1510-531225 STORM WATER	538	540	538	540	540	540
100-14-1510-531230 ELECTRICITY	9,022	8,400	9,239	9,100	9,100	9,100
100-14-1510-531270 GASOLINE ALLOCATED	0	0	0	0	0	0
100-14-1510-531700 OTHER SUPPLIES	2,246	2,200	2,042	2,200	2,200	2,200
100-14-1510-541300 BUILDINGS	0	0	0	0	0	0
100-14-1510-542101 OFFICE EQUIPMENT	4,402	0	0	0	0	0
100-14-1510-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-14-1510-551001 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-14-1510-551101 DATA CENTER EXPENSE	6,482	5,969	7,267	6,000	6,148	6,148

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
100-14-1510-573000 BANK CHARGES	22,846	22,500	23,428	23,000	23,000	23,000
100-14-1510-581300 PRINCIPAL PAYMENTS	15,923	18,840	17,395	17,860	17,860	17,860
100-14-1510-582300 INTEREST EXPENSE	4,335	5,540	4,685	4,220	4,220	4,220
100-14-1516-521304 FINGERPRINT FEE	0	0	0	0	0	0
100-14-1530-521201 LEGAL EXPENSES	708	3,000	675	2,500	2,500	2,500
100-14-1565-531108 BUILDING REPAIR & MAINT	2,493	5,800	3,947	5,800	3,800	3,800
14 FINANCE DEPARTMENT	567,600	623,578	572,511	769,417	656,934	656,934



**CITY OF AMERICUS
2018 OPERATING BUDGET**

14 FINANCE DEPARTMENT

100-14-1510-511000 REGULAR PAY 305,567.00

Personnel Requirements:

	Current	Requested:
Finance Director	1	1
Accounting Manager*	1	1
Customer Service Rep	2	2
Customer Service Specialist	1	1
Accounts Payable Technician	1	1
Accounting Specialist	1	1
Payroll Technician	1	1
Tax & License Technician	1	1
Senior Accountant	1	1
	<u>8</u>	<u>10</u>

*Title change from Assistant Finance Director to Accounting Manager

100-14-1510-511300 OVERTIME PAY 8,000.00

Requested Amount: \$8,000

The requested budget includes normal overtime incurred during peak times such as tax, business license, and utility billing due dates.

100-14-1510-512100 GROUP MEDICAL INSURANCE 48,860.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-14-1510-512101 OPT OUT INSURANCE PLAN 3,000.00

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

100-14-1510-512110 GROUP DENTAL INSURANCE 1,624.00

This amount represents \$203 per employee.

100-14-1510-512200 SOCIAL SECURITY PAYMENTS 23,988.00

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

100-14-1510-512400 RETIREMENT SYSTEM 33,050.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-14-1510-512700 WORKERS COMPENSATION 792.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

100-14-1510-521100 PURCHASED/CONTRACTED SERVICES

Requested Amount: \$0

100-

14-1510-521203 AUDIT FEES 36,000.00

This is the allocation of the total audit fees to the Finance Department. The total amount for 2017 includes the following:

\$40,000	Audit*
<u>\$ 1,000</u>	Revenue Bond Disclosure or Misc. research
\$41,000	

*Included the addition of the Health Insurance Fund

Recommended Amount: \$36,000

100-14-1510-521205 CLERK OF COURT 6,500.00

Requested Amount: \$6,500

This amount is based on the charge of \$12.00 per FIFA for each delinquent account. The estimated amount for 2017 is 540 FIFA's. There is a corresponding revenue account because the fifi is paid by the taxpayer.

STREET TROLLEY 923

CITY OF AMERICUS
2018 OPERATING BUDGET

100-14-1510-522000 OTHER OUTSIDE SERVICES 43,300.00

Requested:

\$ 600 CAFR Application
\$ 1,700 Printing of CAFR
\$ 4,000 Printing of Budget
\$ 9,000 GMA hotel tax management services
\$ 5,500 Interim Tax Billing (Harris)
\$ 5,500 Final Tax Billing (Harris)
\$ 3,600 Web-pay maintenance - Taxes (Harris)
\$ 700 Matching Interim and Final Bills (Harris)
\$ 8,000 User Fees for Tax Service (Harris-9 Users)
\$ 1,200 Annual Browser Maintenance (New Look-9 Users)
\$ 2,500 Payments to State for uncashed checks
\$ 800 Softdocs - New Bank accounts (estimated 2)
\$ 1,200 Equifax (minimum monthly charge) - credit checks
\$44,300

Recommended Amount: \$43,300

100-14-1510-522201 OFFICE EQUIP-REP & MAINT 5,000.00

Requested:

\$1,000 Postage meter and scales
\$3,300 Copier Maintenance
\$ 700 Miscellaneous repairs
\$5,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-14-1510-522206 COMPUTER-REP & MAINT 20,200.00

This is the amount of maintenance on the hardware and software in the Finance Department.

\$17,000 CSI maintenance contract (5% increase annually)
\$ 600 Softdocs maintenance contract
\$ 600 Incidental printer repairs
\$ 1,000 CSI Gemini maintenance (data backup & recovery)
\$ 1,600 Maintenance for folder/sealer
\$20,800

Recommended Amount:

\$17,000 CSI maintenance contract (5% increase annually)
\$ 600 Softdocs maintenance contract
\$ 1,000 CSI Gemini maintenance (data backup & recovery)
\$ 1,600 Maintenance for folder/sealer
\$20,200

100-14-1510-523100 INSURANCE EXPENSE 3,500.00

Requested Amount: \$3,500

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, 2018 resulting in an effective rate for 2018 of 3.33%.

100-14-1510-523200 TELEPHONE 8,800.00

The requested amount includes the following:

\$3,300 Enterprise Billing (Mediacom)
\$ 950 Bandwidth (telephone - 8 lines)
\$4,700 AT&T Club Service
\$ 50 Birch Communications (long distance)
\$ 800 Finance Director cell phone (include hotspot/wi-fi)
\$9,800

CITY OF AMERICUS
2018 OPERATING BUDGET

100-14-1510-523201 POSTAGE 10,995.00

Requested Amount: \$12,000

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. The increase is due to an increase in mailings of collection letters. The requested amount is the 2017 YTD amount annualized.

Recommended Amount: \$10,995

100-14-1510-523301 ADVERTISING EXPENSE 3,520.00

Requested Amount: \$4,520

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

Recommended Amount: \$3,520

100-14-1510-523550 TAG / TITLE EXPENSE 1,500.00

Requested Amount: \$1,500

This line item is to capture the expense of tags and titles for all vehicles purchased by the City in 2017. This amount also includes an amount for impact fees charged by the State for heavy vehicles. This fee went into effect in 2016.

100-14-1510-523600 DUES & SUBSCRIPTIONS 870.00

The requested amount includes the following:

\$570 GFOA (3 memberships)
\$150 GGFOA (3 memberships)
\$150 Times Recorder
\$870

CITY OF AMERICUS
2018 OPERATING BUDGET

100-14-1510-523700 TRAINING AND MEETINGS 11,000.00

Requested Amount: \$11,000

\$ 3,500 Georgia Finance Officers Association (Director and Assistant)

\$ 1,500 GMA Annual Meeting

\$ 1,000 Webinars (GFOA & CSI)

\$ 5,000 Carl Vinson Inst. of Gov't (Staff training including Finance Officer Certification)

\$11,000

100-14-1510-523909 SALE FEES 1,000.00

Requested Amount: \$1,000

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

100-14-1510-531100 OFFICE/COMPUTER SUPPLIES 9,000.00

Requested Amount: \$10,000

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.

Recommended Amount: \$9,000

100-14-1510-531210 WATER, SEWAGE & GARBAGE 1,500.00

Requested Amount: \$1,500

The requested amount is the 2016 current ytd amount annualized.

100-14-1510-531225 STORM WATER 540.00

Requested Amount: \$540

This is the storm water fees for the building and parking lot at the Customer Service Center. The requested amount is the 2017 ytd annualized.

100-14-1510-531230 ELECTRICITY 9,100.00

Requested Amount: \$9,100

This is for electricity at the Customer Service Center. The requested amount is the 2017 current ytd amount annualized. Increased due to the rise in cost of electricity and a light pole added to the premises.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-14-1510-531270 GASOLINE ALLOCATED

100-14-1510-531700 OTHER SUPPLIES 2,200.00

Requested Amount: \$2,200

This is for janitorial supplies and other supplies needed to support the Customer Service Center. The requested amount is the current 2017 YTD amount annualized.

100-14-1510-541300 BUILDINGS

Requested Amount: \$0

100-14-1510-542101 OFFICE EQUIPMENT

Requested Amount: \$0

100-14-1510-551000 ALLOCATION OF EXPENSES

100-14-1510-551001 ALLOCATION OF EXPENSES

100-14-1510-551101 DATA CENTER EXPENSE 6,148.00

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

100-14-1510-573000 BANK CHARGES 23,000.00

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. The requested amount is the current 2017 YTD amount annualized.

100-14-1510-581300 PRINCIPAL PAYMENTS 17,860.00

Requested Amount: \$17,860

This is the capital lease payment to the Payroll Development Authority for the Customer Service Center.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-14-1510-582300 INTEREST EXPENSE 4,220.00

Requested Amount: \$4220.00

This is the capital lease payment to the Payroll Development Authority for the Customer Service Center.

100-14-1516-521304 FINGERPRINT FEE

100-14-1530-521201 LEGAL EXPENSES 2,500.00

Requested Amount: \$2,500

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.

100-14-1565-531108 BUILDING REPAIR & MAINT 3,800.00

Requested Amount: \$5,800

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.

Recommended Amount: \$3,800

14 FINANCE DEPARTMENT

656,934.00

STREET TROLLEY 923

HUMAN RESOURCES DEPARTMENT

Budgeted 2018

Dee Jones
Human Resources
Director

Erica Johnson
Administrative
Assistant**

Jenny Smirthwaite
Human Resources
Specialist

**Time is shared between City
Manager and Human Resources.

CITY OF AMERICUS
2018 OPERATING BUDGET

HUMAN RESOURCES

MISSION STATEMENT/GENERAL OBJECTIVES

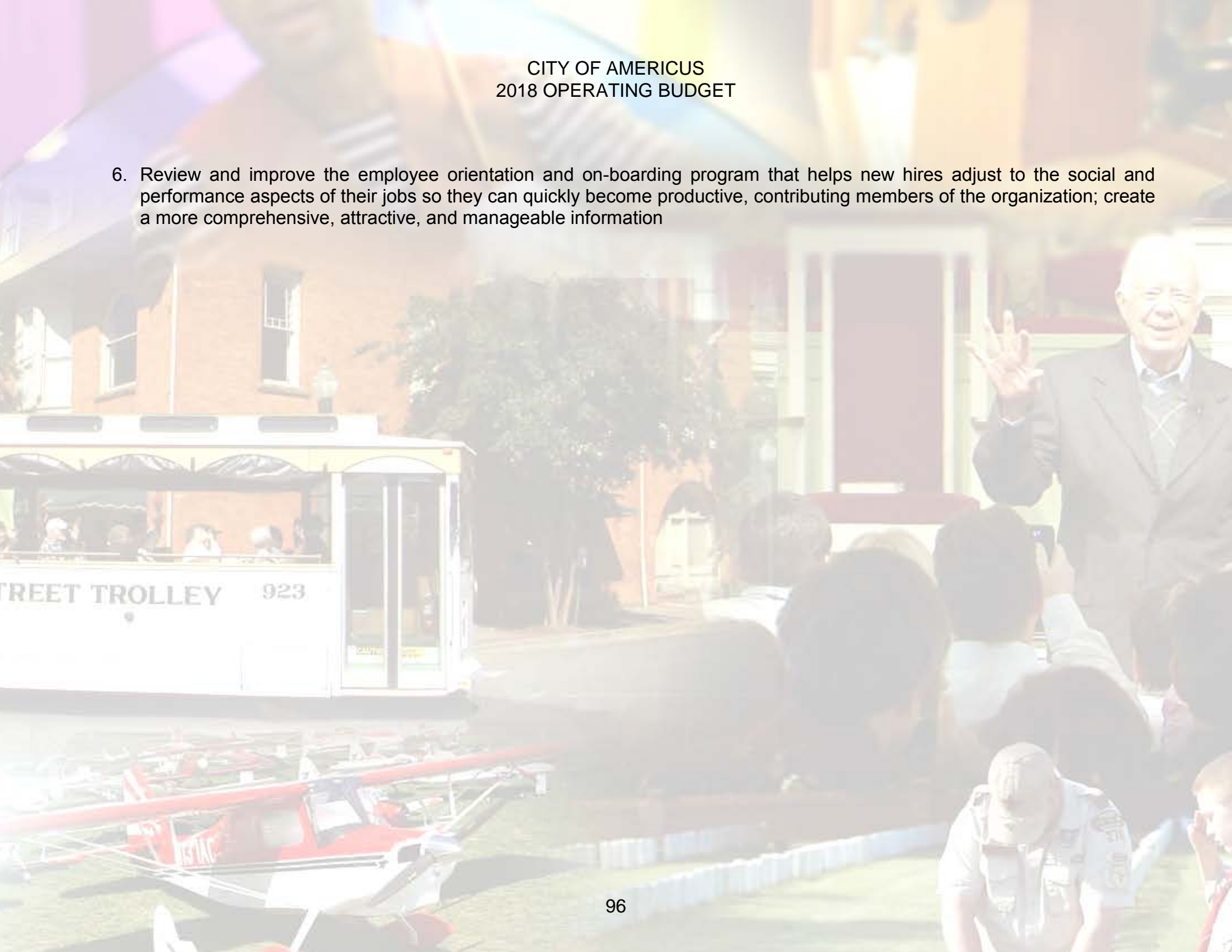
The Human Resources Department assists the City in attaining long-term strategic goals by providing a viable workforce to deliver the quality services to our citizens. The viable workforce is attained through careful applicant screening, proper employee training, and the sound benefit/employment advice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

GOALS – 2018

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 by both supervisors and employees while completing the appraisal process. The appraisal process will also improve the effectiveness of the performance appraisal and on-going communication among supervisors and employees throughout the year; the new process will also ensure supervisors are setting goals and objectives with employees prior to their anniversary.
3. Improve safety awareness and work with the Safety Committee to be knowledgeable of safety hazards and implement proactive initiatives to lower accidents and workers compensation claims with our employees; Evaluate the program on a quarterly basis to identify training opportunities.
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.

CITY OF AMERICUS
2018 OPERATING BUDGET

6. Review and improve the employee orientation and on-boarding program that helps new hires adjust to the social and performance aspects of their jobs so they can quickly become productive, contributing members of the organization; create a more comprehensive, attractive, and manageable information



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
15 HUMAN RESOURCES						
100-15-1530-521201 LEGAL EXPENSES	675	3,000	3,661	4,000	3,000	3,000
100-15-1540-511000 REGULAR PAY	103,662	128,695	151,476	147,935	147,935	147,935
100-15-1540-511300 OVERTIME PAY	1,930	2,000	3,662	3,000	3,000	3,000
100-15-1540-512100 GROUP MEDICAL INSURANCE	16,267	18,975	20,513	19,195	19,195	19,195
100-15-1540-512101 OPT OUT INSURANCE PLAN	0	0	0	0	0	0
100-15-1540-512110 GROUP DENTAL INSURANCE	414	558	207	558	558	558
100-15-1540-512200 SOCIAL SECURITY PAYMENTS	7,680	9,998	11,491	11,547	11,547	11,547
100-15-1540-512400 RETIREMENT SYSTEM	9,564	13,775	13,133	15,909	15,909	15,909
100-15-1540-512700 WORKERS' COMPENSATION	333	423	422	381	381	381
100-15-1540-512900 WELLNESS PROGRAM	6,323	12,500	3,454	12,500	10,000	10,000
100-15-1540-512901 EMPLOYEE RELATION EXP	6,305	3,400	9,888	8,400	8,400	8,400
100-15-1540-522000 OTHER OUTSIDE SERVICES	83,995	41,931	44,533	56,031	53,531	53,531
100-15-1540-522201 OFFICE EQUIP-REP & MAINT	2,104	7,500	8,087	0	0	0
100-15-1540-522206 COMPUTER-REPAIR & MAINT	1,424	2,000	1,473	2,000	2,000	2,000
100-15-1540-523200 TELEPHONE	2,719	2,615	3,037	2,615	2,615	2,615
100-15-1540-523301 ADVERTISING EXPENSE	2,885	6,899	744	6,899	5,599	5,599
100-15-1540-523600 DUES & SUBSCRIPTIONS	1,402	1,998	2,349	1,998	1,998	1,998
100-15-1540-523700 TRAINING AND MEETINGS	3,729	5,310	4,428	8,710	3,510	3,510
100-15-1540-531100 OFFICE/COMPUTER SUPPLIES	3,122	2,181	2,834	2,000	2,000	2,000
100-15-1540-531210 WATER, SEWAGE & GARBAGE	0	0	0	0	0	0
100-15-1540-531225 STORM WATER	0	0	0	0	0	0
100-15-1540-531230 ELECTRICITY	2,070	0	2,094	0	0	0
100-15-1540-531402 SAFETY PROGRAM EXPENSE	0	2,500	2,280	2,500	2,500	2,500
100-15-1540-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-15-1540-551101 DATA CENTER EXPENSE	1,368	1,492	1,600	1,492	1,538	1,538
15 HUMAN RESOURCES	257,972	267,750	291,365	307,670	295,216	295,216

**CITY OF AMERICUS
2018 OPERATING BUDGET**

15 HUMAN RESOURCES

100-15-1530-521201 LEGAL EXPENSES 3,000.00

Requested Amount: \$4,000 This request is for the acquisition of legal advisement regarding employee related issues and review of personnel ordinances as needed.

100-15-1540-511000 REGULAR PAY 147,935.00

Personnel Requirements: Current

Human Resources Director	1
Human Resources Specialist	1
Sr. Administrative Assistant (75%)	.75
	<u>2.75</u>

This amount includes a seventy-five percent allocation of the Sr. Administrative Assistant salary in supporting the HR Department. The remaining 25% is allocated to the City Manager's office.

100-15-1540-511300 OVERTIME PAY 3,000.00

Requested Amount: \$3,000
The requested amount includes overtime for Open Enrollment, organizing annual Health Fair and other special projects in order to meet deadlines.

100-15-1540-512100 GROUP MEDICAL INSURANCE 19,195.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-15-1540-512101 OPT OUT INSURANCE PLAN

Requested Amount: \$0

100-15-1540-512110 GROUP DENTAL INSURANCE 558.00

This amount represents \$203 per employee.

100-15-1540-512200 SOCIAL SECURITY PAYMENTS 11,547.00

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-15-1540-512400 RETIREMENT SYSTEM 15,909.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-

15-1540-512700 WORKERS' COMPENSATION 381.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

100-

15-1540-512900 WELLNESS PROGRAM 10,000.00

Requested \$12,500

\$8,000 Incentives for program participation
\$1,000 Annual Health Fair
\$3,500 Gym Equipment repairs and maintenance
\$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. This amount also includes the cost for new gym equipment to support the health and wellness program initiatives.

Recommended \$10,000

\$5,500 Incentives for program participation
\$1,000 Annual Health Fair
\$3,500 Gym Equipment repairs and maintenance
\$10,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-15-1540-512901 EMPLOYEE RELATION EXP 8,400.00

Requested \$8,400

\$3,000 Employee Recognition program
\$ 400 New Employee Orientation
\$5,000 Appreciation & holiday Dinner for Employees_____
\$8,400

The requested amount includes the employee recognition program. Employee recognition program is to recognize and reward work and behaviors that support the mission, goals, values and initiatives of the city of Americus. This amount includes an increase of \$5,000 to cover the cost of the new annual employee appreciation and holiday dinner.

100-15-1540-522000 OTHER OUTSIDE SERVICES 53,531.00

Requested: \$56,031

The requested amount includes the following:

\$30,000 Employment Screenings and Physicals (estimate 27,199)
\$ 4,000 EAP Program (includes yearly drug & alcohol training)
\$ 4,000 Promotional Assessment
\$ 100 Shipping & postage
\$ 1,500 Other (psychologicals, fingerprints, polygraphs)
\$ 1,800 Cobra Administration Fee
\$ 531 **ACA CERF fee per covered life (177 employees @ \$3.00pm)
\$14,100 ***Firefighters' Cancer Insurance Benefits

\$56,031

** This requested amount is for the annual PPACA CERF fee that the City of Americus is required to pay to cover health insurance renewal dates January 1, 2017 through January 31, 2017. The total is an estimate based on the average number of covered lives multiplied by \$3.00. For policy and plan years ending after Sept. 30, 2015, and before Oct. 1, 2019, the applicable dollar amount has not been determined by the Secretary of Health and Human Services.

*** This additional increased amount is to cover the cost for purchasing the Firefighters' Cancer Insurance that goes into effect January 1, 2018, House Bill 146, the Firefighter Cancer Insurance Bill, requires the City to provide a lump sum payment to any firefighter diagnosed with certain types of cancer and up to 3 years of disability payments. The estimated cost is \$300 per firefighter.

Recommended Amount: \$53,531

CITY OF AMERICUS
2018 OPERATING BUDGET

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

100-15-1540-522206 COMPUTER-REPAIR & MAINT 2,000.00

Requested Amount: \$2,000

This includes CSI software maintenance and upgrades for the Personnel Module.

100-15-1540-523200 TELEPHONE 2,615.00

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 5,599.00

Requested Amount: \$6,899.00

The amount requested includes advertising position vacancies in order to obtain a qualified pool of applicants. This considers both expected price and volume.

Recommended Amount: \$5,599

100-15-1540-523600 DUES & SUBSCRIPTIONS 1,998.00

Requested: \$1,998

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-15-1540-523700 TRAINING AND MEETINGS 3,510.00

Requested: \$8,710

Requested

\$1,810 GLGPA Spring & Fall Conference for HR Staff Members
\$ 0 * Bi-Annual Anti-Harassment Training for all Employees
\$ 500 Defensive Driving Workbooks
\$ 500 Workers Comp Training
\$ 500 Legal update training
\$5,200 ** SHRM Conference for HR Staff Members
\$ 200 *** CPR Classes
\$8,710

* Next anti-harassment training will be held in 2019

** Amount included an increase to cover the cost of HR Staff Members to attend a national human resources conference.

*** Amount includes the cover the cost of CPR Classes offered to all employees.

Recommended Amount: \$3,510

100-15-1540-531100 OFFICE/COMPUTER SUPPLIES 2,000.00

Requested Amount: \$2,000

\$1,000 Printer Cartridges
\$ 500 Other office supplies
\$ 500 1/2 of copier supplies
\$2,000

100-15-1540-531210 WATER, SEWAGE & GARBAGE

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

100-15-1540-531225 STORM WATER

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

100-15-1540-531230 ELECTRICITY

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-15-1540-531402 SAFETY PROGRAM EXPENSE 2,500.00

Requested Amount: \$2,500

This is for annual employee safety incentives

100-15-1540-551000 ALLOCATION OF EXPENSES

100-15-1540-551101 DATA CENTER EXPENSE 1,538.00

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

15 HUMAN RESOURCES 295,216.00



CITY MANAGER

Budgeted 2018

Steve Kennedy
City Manager

Paula Martin
City Clerk

Erica Johnson
Administrative
Assistant**

Patrick Kay
DDA/ Mainstreet
Director

Nicole Thurston
Tourism Director

Qaijuan Willis
DDA Office
Assistant

Steve Short
Administrative
Assistant

Diane Bankston
PT Welcome
Center Assistant

Carter Flynn
PT Tourism
Assistant

STREET TROLLEY 923

**Time is shared between City
Manager and Human Resources.

CITY OF AMERICUS
2018 OPERATING BUDGET

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 – 2018

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.

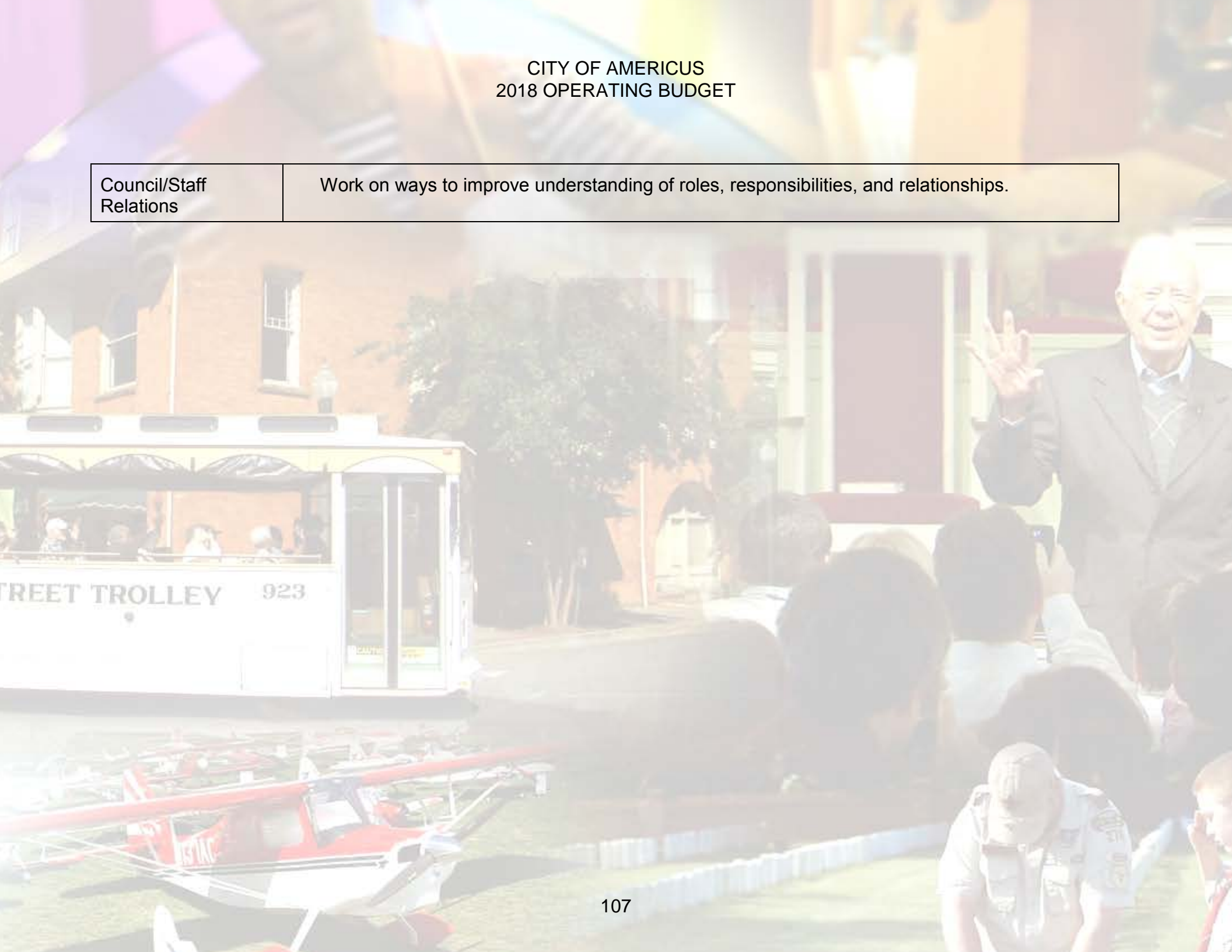
CITY OF AMERICUS
2018 OPERATING BUDGET

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

CITY OF AMERICUS
2018 OPERATING BUDGET

Council/Staff
Relations

Work on ways to improve understanding of roles, responsibilities, and relationships.



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
18 CITY MANAGER						
100-18-1320-511000 REGULAR PAY	224,015	182,021	194,059	205,692	205,692	205,692
100-18-1320-511300 OVERTIME PAY	537	0	0	0	0	0
100-18-1320-512100 GROUP MEDICAL INSURANCE	9,753	8,625	9,347	8,725	8,725	8,725
100-18-1320-512101 OPT OUT INSURANCE PLAN	3,000	3,000	3,000	3,000	3,000	3,000
100-18-1320-512110 GROUP DENTAL INSURANCE	621	457	209	457	457	457
100-18-1320-512200 SOCIAL SECURITY PAYMENTS	15,986	13,925	14,309	15,735	15,735	15,735
100-18-1320-512400 RETIREMENT SYSTEM	17,940	19,185	18,172	21,680	21,680	21,680
100-18-1320-512700 WORKERS' COMPENSATION	646	608	606	704	704	704
100-18-1320-522000 OTHER OUTSIDE SERVICES	27,495	10,700	8,242	18,015	3,700	3,700
100-18-1320-522201 OFFICE EQUIP-REP & MAINT	1,720	900	1,994	900	900	900
100-18-1320-522202 AUTO & TRUCK-REP & MAINT	0	0	0	0	0	0
100-18-1320-522206 COMPUTER-REP & MAINT	11,583	12,467	11,399	12,467	12,467	12,467
100-18-1320-523101 CLAIM SETTLEMENTS	0	0	123,945	0	0	0
100-18-1320-523200 TELEPHONE	4,164	3,200	4,256	4,250	4,250	4,250
100-18-1320-523301 ADVERTISING EXPENSE	160	0	0	750	750	750
100-18-1320-523600 DUES & SUBSCRIPTIONS	280	1,520	1,368	1,420	1,420	1,420
100-18-1320-523700 TRAINING & MEETINGS	7,660	10,500	8,791	14,000	14,000	14,000
100-18-1320-523900 UNIFORMS	0	1,200	1,166	1,200	1,200	1,200
100-18-1320-531100 OFFICE/COMPUTER SUPPLIES	3,889	3,000	2,546	3,000	3,000	3,000
100-18-1320-531210 WATER, SEWAGE & GARBAGE	0	0	0	0	0	0
100-18-1320-531225 STORM WATER	0	0	0	0	0	0
100-18-1320-531230 ELECTRICITY	3,800	0	3,975	0	0	0
100-18-1320-531270 GASOLINE ALLOCATED	26	0	0	0	0	0
100-18-1320-531700 OTHER SUPPLIES	0	0	0	0	0	0
100-18-1320-542101 OFFICE EQUIPMENT	0	0	0	0	0	0
100-18-1320-542400 COMPUTER EQUIPMENT	700	0	0	0	0	0
100-18-1320-542900 OTHER CAPITAL EXPENDITURE	0	0	0	0	0	0
100-18-1320-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-18-1320-551101 DATA CENTER EXPENSE	2,106	2,239	2,411	2,239	2,035	2,035
100-18-1400-571000 ELECTION EXPENSE	0	0	0	0	0	0
100-18-1530-521201 LEGAL EXPENSES	1,871	3,000	2,310	3,000	3,000	3,000
18 CITY MANAGER	337,952	276,547	412,105	317,234	302,715	302,715

**CITY OF AMERICUS
2018 OPERATING BUDGET**

18 CITY MANAGER

100-18-1320-511000 REGULAR PAY 205,692.00

Personnel Requirements:

	Current
City Manager	1
City Clerk	1
Administrative Assistant(25%)	.25
	2.25

This amount includes a twenty-five percent allocation of the Administrative Assistant salary in supporting the HR Department

100-18-1320-511300 OVERTIME PAY

100-18-1320-512100 GROUP MEDICAL INSURANCE 8,725.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-18-1320-512101 OPT OUT INSURANCE PLAN 3,000.00

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

100-18-1320-512110 GROUP DENTAL INSURANCE 457.00

This amount represents \$203 per employee.

100-18-1320-512200 SOCIAL SECURITY PAYMENTS 15,735.00

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

100-18-1320-512400 RETIREMENT SYSTEM 21,680.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-18-1320-512700 WORKERS' COMPENSATION 704.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-18-1320-522000 OTHER OUTSIDE SERVICES 3,700.00

The requested amount includes the following:

\$1,300 Document Purging *
\$2,000 Codification of Ordinances, includes annual fee of \$350 *
\$ 400 Code of Ordinances-Internet *
\$9,315 Legal Review of City Ordinances**
\$5,000 Other expenses
\$18,015

* The requested amounts are based on actual spent in 2017.

** We have not done a complete recodification of our City Ordinances since 2007. Recodification is expensive and time consuming. A Legal Review is recommended.

The recommended amount includes the following:

\$1,300 Document Purging *
\$2,000 Codification of Ordinances, includes annual fee of \$350 *
\$ 400 Code of Ordinances-Internet *
\$3,700

100-18-1320-522201 OFFICE EQUIP-REP & MAINT 900.00

Requested Amount: \$900

The requested amount is for copier and radio maintenance. The copier maintenance is shared equally with the Human Resources department.

100-18-1320-522202 AUTO & TRUCK-REP & MAINT

Requested Amount: \$0

There is not a vehicle allocated to this department.

100-18-1320-522206 COMPUTER-REP & MAINT 12,467.00

The requested amount includes the following:

\$ 4,500 Laserfiche software maintenance
\$ 1343 CSI software/hardware maintenance
\$ 6,624 Accela monthly fee (formally IQM2)
\$12,467

The requested amounts are based on actual recommended in 2017.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-18-1320-523200 TELEPHONE 4,250.00

The requested amount includes the following:

\$ 500 Enterprise Billing (Mediacom internet)
\$ 500 Bandwidth (telephone)
\$1,150 Fax/elevator through AT&T
\$2,100 Cell phones (2)
\$4,250

This is based on actual spent for 2017 annualized.

100-18-1320-523301 ADVERTISING EXPENSE 750.00

Requested Amount: \$750

This includes advertising for City Holiday closings and other miscellaneous advertising required. We share the closing ads with Sumter County.

100-18-1320-523600 DUES & SUBSCRIPTIONS 1,420.00

The request includes the following:

\$ 125 GCCMA (CM)
\$ 75 GMC/FOA
\$ 20 GA Records Assoc.
\$ 135 IIMC dues
\$1,000 ICMA dues (CM)
\$ 35 NIGP GA Chapter dues (purchasing)
\$ 30 GPAG (purchasing)
\$ 0 Notary Renewal for City Clerk * This was renewed in 2017.
\$1,420

CITY OF AMERICUS
2018 OPERATING BUDGET

100-18-1320-523700 TRAINING & MEETINGS 14,000.00

CM

Requested

\$ 1,200 GCCMA Spring & Fall Conference
\$ 1,000 GMA Annual Conference
\$ 1,400 ICMA Conference

CITY CLERK

Requested

\$ 1,600 Municipal Clerks Conference-Feb & Sept*
\$ 2,400 GMA Annual Conference
\$ 800 Georgia Records Conference **
\$ 800 Finance Officer Certification*
\$ 500 Other travel ***
\$ 2,500 IIMC International Conference - Norfolk, Virginia ****
\$ 1,000 Region III, IIMC Conference - Greenville, South Carolina****
\$ 800 Other expenses, meals for business meetings _____
\$14,000

*Required to maintain certification.

** This training is needed to stay abreast of the Records Retention laws.

*** Other travel is related to the City Clerk serving on various boards for the Clerks and Finance Officers Association as well as the GMA Member Services Committee.

**** IIMC Conferences are a great networking conference with Clerks from all over the world. I currently serve as the Secretary of the GMC/FOA and it is important that board members attend. I will serve as Treasurer in 2018.

100-18-1320-523900 UNIFORMS 1,200.00

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.

100-18-1320-531100 OFFICE/COMPUTER SUPPLIES 3,000.00

Requested Amount: \$3,000

The amount requested is based on the actual amount spent YTD.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-18-1320-531210 WATER, SEWAGE & GARBAGE

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

100-18-1320-531225 STORM WATER

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

100-18-1320-531230 ELECTRICITY

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

100-18-1320-531270 GASOLINE ALLOCATED

Requested Amount: \$0

100-18-1320-531700 OTHER SUPPLIES

Requested Amount: \$0

100-18-1320-542101 OFFICE EQUIPMENT

Requested Amount: \$0

100-18-1320-542400 COMPUTER EQUIPMENT

Requested Amount: \$700

IPAD and accessories for City Manager

100-18-1320-542900 OTHER CAPITAL EXPENDITURE

Recommended Amount: \$0

100-18-1320-551000 ALLOCATION OF EXPENSES

100-18-1320-551101 DATA CENTER EXPENSE 2,035.00

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

100-18-1400-571000 ELECTION EXPENSE

Requested Amount: 0

We will have an election in 2017 for (4) seats.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-18-1530-521201 LEGAL EXPENSES

3,000.00

Requested Amount: \$3,000

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

18 CITY MANAGER

302,715.00



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
19 REES PARK EDC						
100-19-1530-521201 LEGAL EXPENSES	0	0	0	0	0	0
100-19-1565-531108 BUILDING REPAIR & MAINT	15,382	54,188	35,061	54,382	1,382	1,382
100-19-7520-522000 OTHER OUTSIDE SERVICES	843	750	2,528	750	750	750
100-19-7520-523100 INSURANCE EXPENSE	4,839	4,802	5,974	4,700	4,700	4,700
100-19-7520-523200 TELEPHONE	7,725	5,800	10,614	5,800	5,800	5,800
100-19-7520-531210 WATER, SEWAGE, & GARBAGE	3,380	3,700	4,385	0	3,700	3,700
100-19-7520-531225 STORM WATER	362	500	258	0	500	500
100-19-7520-531230 ELECTRICITY	13,225	11,500	14,483	0	11,500	11,500
100-19-7520-531700 OTHER SUPPLIES	50	500	118	500	500	500
100-19-7520-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
19 REES PARK EDC	45,806	81,740	73,420	66,132	28,832	28,832

CITY OF AMERICUS
2018 OPERATING BUDGET

19 REES PARK EDC

100-19-1530-521201 LEGAL EXPENSES

Requested Amount: \$0

100-19-1565-531108 BUILDING REPAIR & MAINT 1,382.00

Requested

\$ 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
\$50,000 Other maintenance and construction____
\$54,382

\$50,000 is requested for maintenance of the building throughout the year. This includes, elevator, air conditioners, sound system, lighting of the parking lot and building, equipment in kitchen, etc.

Recommended Amount: \$1,382

* Repair & Maintenance funded with SPLOST Funds

100-19-7520-522000 OTHER OUTSIDE SERVICES 750.00

Requested Amount: \$750

This is for the professional cleaning of the tablecloths if needed for City related functions.

100-19-7520-523100 INSURANCE EXPENSE 4,700.00

Requested Amount: \$4,700

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, 2018 resulting in an effective rate for 2018 of 3.33%.

100-19-7520-523200 TELEPHONE 5,800.00

Requested Amount: \$5,800

The requested amount is based on the actual 2017 mid-year cost annualized. This is for cost of internet services and AT&T services related to phones for alarms.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-19-7520-531210 WATER, SEWAGE, & GARBAGE 3,700.00

The request is the City's portion after allocations to the PDA, Chamber of Commerce, and Visions. The requested amount is the 2016 ytd amount annualized and rounded.

100-19-7520-531225 STORM WATER 500.00

Requested Amount: \$500

This is a full year of storm water fees at \$37.20 per month. A portion of this is to be billed to all renters.

100-19-7520-531230 ELECTRICITY 11,500.00

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

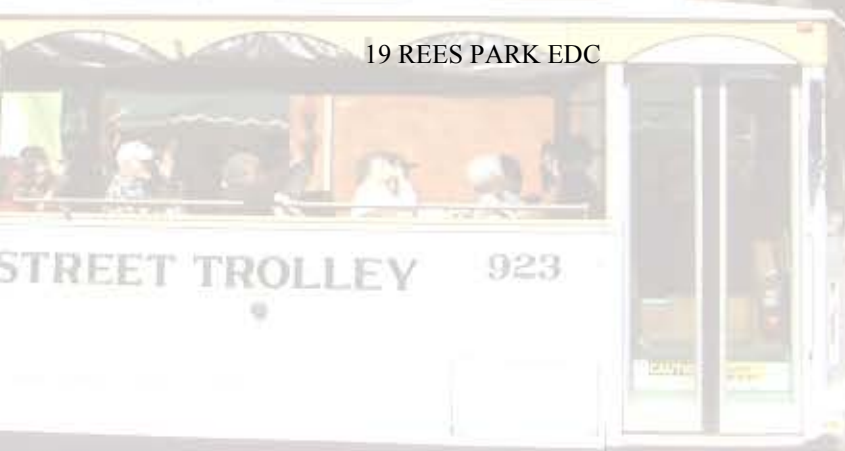
100-19-7520-531700 OTHER SUPPLIES 500.00

Requested Amount: \$500

The requested amount is for the purchase of cleaning supplies.

100-19-7520-551000 ALLOCATION OF EXPENSES

19 REES PARK EDC 28,832.00



CITY OF AMERICUS
 2018 OPERATING BUDGET
FIRE DEPARTMENT
 Budgeted 2018

Roger Bivins
 Fire Chief

Harriet Williams
 Admin. Assistant

Terry Westbury
 Battalion Chief

Reginald Harris
 Battlion Chief

Tommy Whitaker
 Battalion Chief

Zane Newman
 Fire Marshal

CAPTAINS
 Lynwood Blake
 Greg Hamlin
 Keith Dutcher

CAPTAINS
 David Summerlin
 Stephen Morris
 Jared Ward

CAPTAINS
 Lance Morris
 Greg Barfield
 Frank Butcher

Daniel Whitt, Cpt.
 Admin. Ofc. Training

ENGINEERS
 Stevie Lowery
 Todd Shufflebarger
 Stewert Harden
 Chad Crook

ENGINEERS
 Lewis Hughes
 Brian Justice
 David Mays
 Jacob Allen

ENGINEERS
 Christopher Holloway
 Wes Skipper
 Scott Manucy
 Addison Walls

Vacant
 Prevention Officer

FIREFIGHTERS
 Jonathan Rooks
 Cody Vickers
 Billy Jones
 Trevor Avery
 Chris Scott
 Vacant
 Vacant

FIREFIGHTERS
 Christopher Brown
 Rodney Coley
 Cody Bruer
 Robert Burns
 Vacant
 Vacant
 Vacant

FIREFIGHTERS
 Glenn Howard
 David Gilliam
 Benjamin Eiler
 Anthony Harvey
 Brad Eubanks
 Jarriel Pines
 Vacant

CITY OF AMERICUS
2018 OPERATING BUDGET

FIRE & EMERGENCY SERVICES

MISSION STATEMENT / GENERAL OBJECTIVES

To provide for our citizens the most advanced, safety conscious protection of life and property from fire, accident, natural disaster, and most any other form of life and property threatening hazards. Our personnel, training, and equipment shall meet the highest possible standards. While accomplishing these goals, each and every officer and member of this department is an integral part of the decision making process. We shall further continue to enhance the service to our citizens by maintaining and striving to better our ISO rating of 2, which provides substantial monetary savings in the form of reduced insurance premiums. We shall promote, encourage, and fully participate in the TEAM concept with all Federal or State agencies, elected officials, and City or County managers and departments. This will help us to maintain our City as a true “Shining City on a Hill”.

GOALS – 2018

- The primary goal is to provide fire suppression and first responder service to the citizens of Americus. This will be done by ensuring that personnel are properly trained.
- 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 Mutual Aid agreements.



CITY OF AMERICUS
2018 OPERATING BUDGET

- Continue and expand our Smoke Detector program.
- 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 classes to the public and 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.

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	AMENDED		<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
	<u>ACTUAL</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>				
20 FIRE						
100-20-1530-521201 LEGAL EXPENSE	0	0	0	0	0	0
100-20-3500-511000 REGULAR PAY	1,827,772	1,736,914	1,716,660	1,698,983	1,650,477	1,650,477
100-20-3500-511300 OVERTIME PAY	37,756	70,000	107,395	103,791	85,000	85,000
100-20-3500-511301 BUILT IN OVERTIME	91,854	96,000	101,428	96,000	96,000	96,000
100-20-3500-512100 GROUP MEDICAL INSURANCE	232,465	282,900	305,166	307,120	307,120	307,120
100-20-3500-512101 OPT OUT INSURANCE PLAN	26,194	27,001	17,655	18,001	18,001	18,001
100-20-3500-512110 GROUP DENTAL INSURANCE	9,555	10,150	3,987	10,150	10,150	10,150
100-20-3500-512200 SOCIAL SECURITY PAYMENTS	146,456	145,573	144,618	145,256	140,477	140,477
100-20-3500-512400 RETIREMENT SYSTEM	184,704	200,567	187,117	200,131	193,546	193,546
100-20-3500-512700 WORKERS' COMPENSATION	52,246	50,196	50,072	45,860	44,453	44,453
100-20-3500-522000 OTHER OUTSIDE SERVICES	20,498	24,085	22,865	16,835	16,835	16,835
100-20-3500-522201 OFFICE EQUIP-REP & MAINT	1,293	1,500	420	1,500	1,500	1,500
100-20-3500-522202 AUTO & TRUCK-REP & MAINT	140,709	65,000	76,124	75,000	75,000	75,000
100-20-3500-522203 MACH & EQUIP-REP & MAINT	3,573	8,000	7,497	8,000	8,000	8,000
100-20-3500-522206 COMPUTER-REPAIR & MAINT	0	0	0	0	0	0
100-20-3500-523200 TELEPHONE	22,428	23,268	13,625	23,268	23,268	23,268
100-20-3500-523600 DUES & SUBSCRIPTIONS	8,215	12,273	10,396	12,749	12,749	12,749
100-20-3500-523700 TRAINING & MEETINGS	18,206	20,000	18,422	42,500	40,000	40,000
100-20-3500-523900 UNIFORMS	15,122	18,000	17,833	23,500	23,500	23,500
100-20-3500-531100 OFFICE/COMPUTER SUPPLIES	3,800	4,500	4,499	6,000	6,000	6,000
100-20-3500-531101 JANITORIAL SUPPLIES	6,060	6,500	6,306	8,000	8,000	8,000
100-20-3500-531210 WATER, SEWAGE & GARBAGE	3,632	4,000	3,428	4,000	4,000	4,000
100-20-3500-531220 NATURAL GAS	1,876	14,000	11,085	14,000	14,000	14,000
100-20-3500-531225 STORM WATER	500	1,350	488	1,350	1,350	1,350
100-20-3500-531230 ELECTRICITY	38,935	32,000	24,354	32,000	28,000	28,000
100-20-3500-531270 GASOLINE ALLOCATED	21,831	19,200	26,529	19,200	19,200	19,200
100-20-3500-531700 OTHER SUPPLIES	5,550	6,755	7,263	15,000	15,000	15,000
100-20-3500-531740 FLAG EXPENSE	1,910	4,000	4,012	4,000	4,000	4,000
100-20-3500-541300 BUILDINGS	0	4,000	2,890	4,000	4,000	4,000
100-20-3500-542100 MACHINERY & EQUIPMENT	17,794	143,804	69,259	312,913	192,913	192,913
100-20-3500-542101 OFFICE EQUIPMENT	0	0	0	4,000	4,000	4,000
100-20-3500-542200 TRUCKS & AUTOMOBILES	0	600,000	35,599	47,119	647,119	647,119
100-20-3500-551101 DATA CENTER EXPENSE	7,193	8,954	8,179	8,954	9,221	9,221

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
100-20-3500-581200 CAPITAL LEASE PAYMENT	177,496	210,357	217,622	226,853	166,853	166,853
100-20-3500-582200 INTEREST EXPENSE	28,211	0	0	0	0	0
100-20-3530-531107 FIRE PREVENTION SUPPLIES	1,226	2,500	2,899	6,000	6,000	6,000
100-20-3570-522210 STAT #3- REPAIR & MAINT	3,567	6,000	5,422	13,500	13,000	13,000
100-20-3570-522211 STAT #2 - REPAIR & MAINT	5,460	8,000	5,520	10,300	10,000	10,000
100-20-3570-531108 PUBLIC SAFETY BLDG REP & MAINT	8,047	13,000	7,785	14,200	14,000	14,000
100-20-3570-581301 PDA LOAN PAYMENTS	0	0	0	0	0	0
20 FIRE	3,172,133	3,880,347	3,244,419	3,580,033	3,912,732	3,912,732

CITY OF AMERICUS
2018 OPERATING BUDGET

20 FIRE

100-20-1530-521201 LEGAL EXPENSE

Requested Amount: \$0

100-20-3500-511000 REGULAR PAY

1,650,477.00

Personnel Requirements:

	Current
Fire Chief	1
Battalion chief	3
Admin Assistant	1
Training & Prevention Capt.	1
Captain	9
Engineer	12
Firefighter	21
Prevention/Training Ofc	1
Fire Marshal	1
	<u>50</u>

The requested amount includes \$5,000 for education incentives, and \$2,436 for vacation buy backs.

100-20-3500-511300 OVERTIME PAY

85,000.00

Requested Amount: \$103,791

This line item is difficult to predict. 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. Also, because we have had so many personnel leave in the last few years, we frequently have to hold over personnel to maintain staffing requirements, resulting in additional overtime.

Recommended Amount: \$85,000

100-20-3500-511301 BUILT IN OVERTIME

96,000.00

Requested Amount: \$96,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-20-3500-512100 GROUP MEDICAL INSURANCE 307,120.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-20-3500-512101 OPT OUT INSURANCE PLAN 18,001.00

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

100-20-3500-512110 GROUP DENTAL INSURANCE 10,150.00

This amount represents \$203 per employee.

100-20-3500-512200 SOCIAL SECURITY PAYMENTS 140,477.00

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

100-20-3500-512400 RETIREMENT SYSTEM 193,546.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-20-3500-512700 WORKERS' COMPENSATION 44,453.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

STREET TROLLEY 923

CITY OF AMERICUS
2018 OPERATING BUDGET

100-20-3500-522000 OTHER OUTSIDE SERVICES 16,835.00

Requested amount: 16835

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:

\$ 3,100 Annual ladder testing (required annually)
\$ 2,100 Air sample testing & servicing
\$ 4.750 SCBA Flow Testing & Fit Testing*
\$ 1,305 Other items (air cylinders, gas, etc.)
\$ 1,300 Overhead door inspection
\$ 480 Pest Control
\$ 1,800 Hazmat monitor testing (radiation leak & annual maintenance)
\$ 2,000 Annual testing/calibration/maintenance/repair (including shipping)
of our 4 gas detectors_____

\$16.835

*All bottles have to be Hydro tested every 5 years and this was done in 2016. The other two testings must be done yearly.

100-20-3500-522201 OFFICE EQUIP-REP & MAINT 1,500.00

Requested Amount: \$1,500

This is for annual maintenance on the copier.

100-20-3500-522202 AUTO & TRUCK-REP & MAINT 75,000.00

Requested Amount: \$75000

The amount requested is based on the current year to date, which is over the expected cost, and an increase due to the extreme age of our pumper engines.

100-20-3500-522203 MACH & EQUIP-REP & MAINT 8,000.00

Requested Amount: \$8,000

The account is for maintenance of all small engines, SCBA compressors, repairing of hose bed covers, radio equipment maintenance, etc. This line item total is necessary for the daily operations of the department.

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

Requested Amount: \$0

CITY OF AMERICUS
2018 OPERATING BUDGET

100-20-3500-523200 TELEPHONE 23,268.00

Requested Amount: \$23,268

This amount represents the lines at all 3 stations, and cell phones. This is the first full year of having the new internet phone system at Station #1, and Stations #2 and #3 have just transitioned to the new system. We have no idea of what the difference in cost will be.

100-20-3500-523600 DUES & SUBSCRIPTIONS 12,749.00

Requested Amount: \$12,749

\$ 165 NFPA (1 @ \$165)
\$ 360 GAFC (1 @ \$100/4 @ \$65)
\$1,300 GAFF (52 @ \$25)
\$ 450 IAFC (\$225 each)
\$ 500 GMAG
\$ 470 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
\$ 10 SW GA Fire Invst Assoc
\$ 75 Intl Assoc of Arson Invst
\$ 25 GA Assoc of Code Enfcmt
\$ 50 Intl Code Congress
\$4,750 NFPA Complete Access Fire Code Subs. for all departmental
personnel Svc.**
\$ 120 Central GA Fire Chiefs Association
\$12,749

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.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-20-3500-523700 TRAINING & MEETINGS 40,000.00

Requested Amount: \$42,500

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 required 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. The Hazmat team is being reconfigured and all team members will require additional and specialized training.

Recommended Amount: \$40,000

100-20-3500-523900 UNIFORMS 23,500.00

Requested Amount: \$23,500

The requested amount is to buy our 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 two 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, 3 Battalion Chiefs, Training Officer and Fire Prevention Specialist

100-20-3500-531100 OFFICE/COMPUTER SUPPLIES 6,000.00

Requested Amount 6000.00

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-20-3500-531101	JANITORIAL SUPPLIES	8,000.00
	Requested Amount: \$8,000	
	The requested amount is for janitorial supplies for all 3 fire stations. The cost of supplies has increased and the small reserve supply has been depleted.	
100-20-3500-531210	WATER, SEWAGE & GARBAGE	4,000.00
	Requested Amount: \$4,000	
	This amount is for all three stations.	
100-20-3500-531220	NATURAL GAS	14,000.00
	Requested Amount: \$14,000	
	This is for heating the Public Safety building and the other two stations.	
100-20-3500-531225	STORM WATER	1,350.00
	Requested Amount: \$1,350	
	This is for the Public Safety building and the other two stations.	
100-20-3500-531230	ELECTRICITY	28,000.00
	Requested Amount: \$32,000	
	This is for half of the Public Safety Building and for the two other stations.	
	Recommended Amount: \$28,000	
100-20-3500-531270	GASOLINE ALLOCATED	19,200.00
	Requested Amount: \$19,200	
	This is the cost of fuel for all fire department vehicles. This includes both staff vehicles as well as emergency and rescue units.	
100-20-3500-531700	OTHER SUPPLIES	15,000.00
	Requested Amount: 15000.	
	This is comprised of batteries, towels, medical supplies, gloves, test strips, alcohol pads, oxygen bottles, 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 since last year.	

CITY OF AMERICUS
2018 OPERATING BUDGET

100-20-3500-531740 FLAG EXPENSE 4,000.00

Requested Amount: \$4,000

This covers replacing all damaged or worn flags on all city-maintained flag poles. There are 12 poles, with a total of 38 flags. The order will be placed closer to the end of the year.

Recommended: \$4,000

100-20-3500-541300 BUILDINGS 4,000.00

Requested Amount: \$4,000

100-20-3500-542100 MACHINERY & EQUIPMENT 192,913.00

Requested Amount: \$312,913

\$ 18,669 Protective Clothing
\$ 7,000 Nozzles, Gauges & Appliances*
\$ 57,133 Update Hazmat equipment**
\$ 25,275 Class A Uniforms
\$ 40,988 MAKO Breathing Air System
\$ 31,740 Replacements of Scott Airpack SCBA and Facepieces***
\$120,000 Training Center / Burn Building
\$ 6,872 Fire Hose
\$ 5,236 Positive Pressure Ventilation Fans

\$312,913

* This is the amount needed for the CIP budget for 2018, to replace 20% of the Nozzles, Gauges & Appliances (It will 5 years for all to be replaced, at 20% each year. By then, the oldest needs to be replaced. This is year number two.)

** This amount is required for two years to be able to update all of the Hazmat equipment. This is the second year. Total is \$114,266.

*** This is to replace equipment that is no longer NFPA compliant.

Recommended Amount: \$192,913

The recommended amount removes the burn building. It will be purchased with SPLOST Funds.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-20-3500-582200 INTEREST EXPENSE

Requested Amount: \$0

100-20-3530-531107 FIRE PREVENTION SUPPLIES 6,000.00

Requested Amount: \$6000.

The request is for the purchase of safety materials and the upkeep of equipment for the Prevention Program. The amount includes new supplies and materials for education of the elderly. Due to economic conditions, many of the community outreach programs which have supported this program in the past, have been unable to provide funding in recent years. 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.

100-20-3570-522210 STAT #3- REPAIR & MAINT 13,000.00

Requested Amount: \$13,500

The requested amount includes general maintenance of Station #3. The Station was built in 1999 and funds are needed to paint inside, replace the carpet and to replace the signage outside. This has not yet been done because we had to replace the air conditioner unit. Also, the worn out mattresses need replacing.

Recommended Amount: \$13,000

100-20-3570-522211 STAT #2 - REPAIR & MAINT 10,000.00

Requested Amount: 10,300.

The requested amount includes general maintenance of the Station. Station #2 was built in 1993. There are many repairs that have been done, and many more that need to be done. Our employees are doing most of the labor, which saves money. The carpet needs to be replaced and the worn out mattresses need to be replaced, as well.

Recommended Amount \$10,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-20-3570-531108 PUBLIC SAFETY BLDG REP & MAINT 14,000.00

Requested Amount: \$14,200

This amount includes repair and maintenance for the Fire portion of the building. This includes general maintenance and upkeep of ice maker, light bulbs, filters, etc. The mattresses also are worn out and need replacing. There is a very good possibility we will have to replace 2 air conditioners units in the near future.

Recommended Amount :\$14,000

100-20-3570-581301 PDA LOAN PAYMENTS

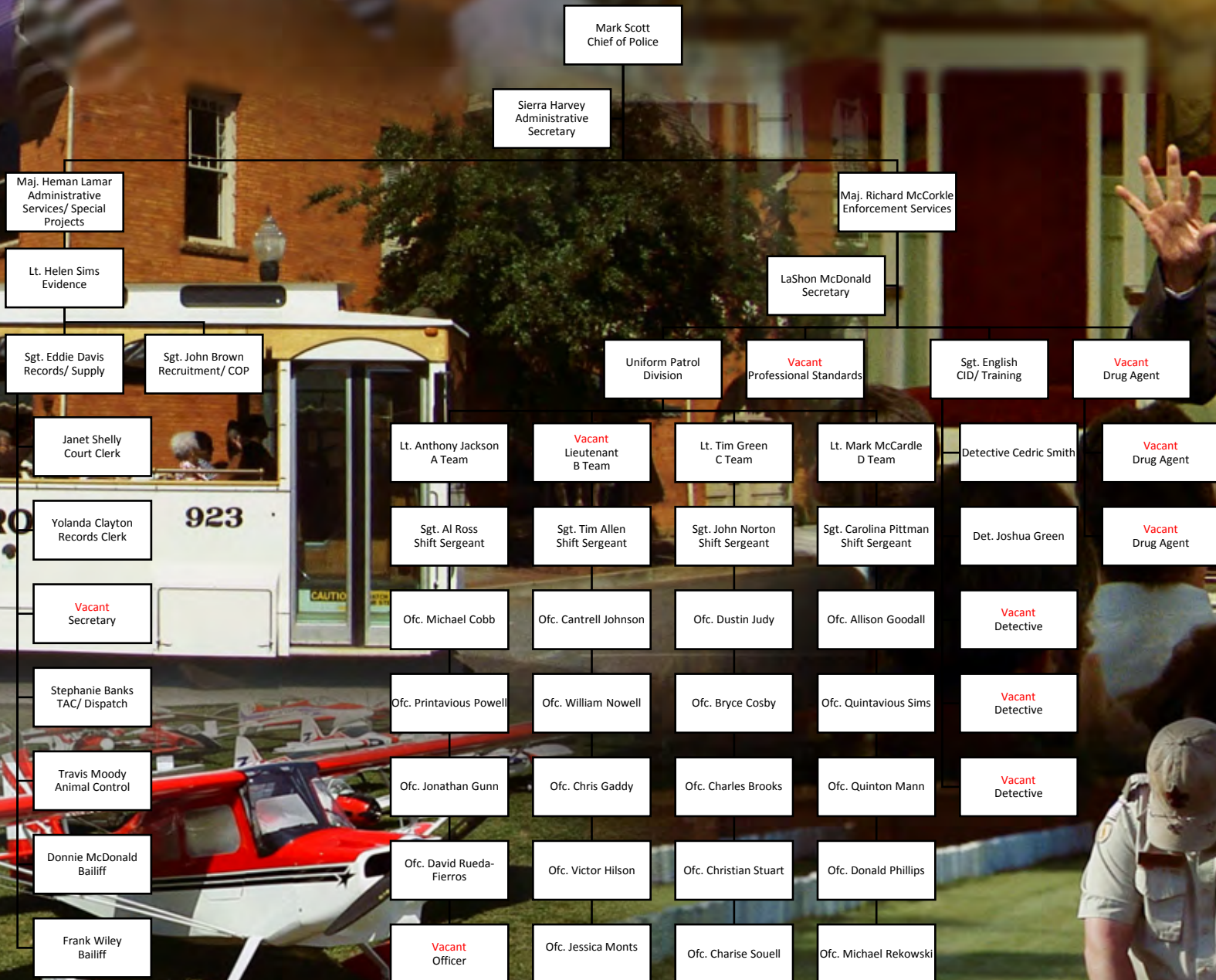
Recommended Amount: \$0

20 FIRE

3,912,732.00

STREET TROLLEY 923

Americus Police Department Budgeted 2018



CITY OF AMERICUS
2018 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 – 2018

1. **Goal** - Strengthen partnerships and increase cooperation between the Americus Police Department and other Court, Law Enforcement and Public Safety Agencies in the area.
2. **Goal** – Strengthen partnerships with community groups and develop new relationships with community stakeholders.
3. **Goal** – Implement Crisis Response Teams
4. **Goal** – Enhance Technology
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** – Fill all allotted sworn positions.



CITY OF AMERICUS
2018 OPERATING BUDGET

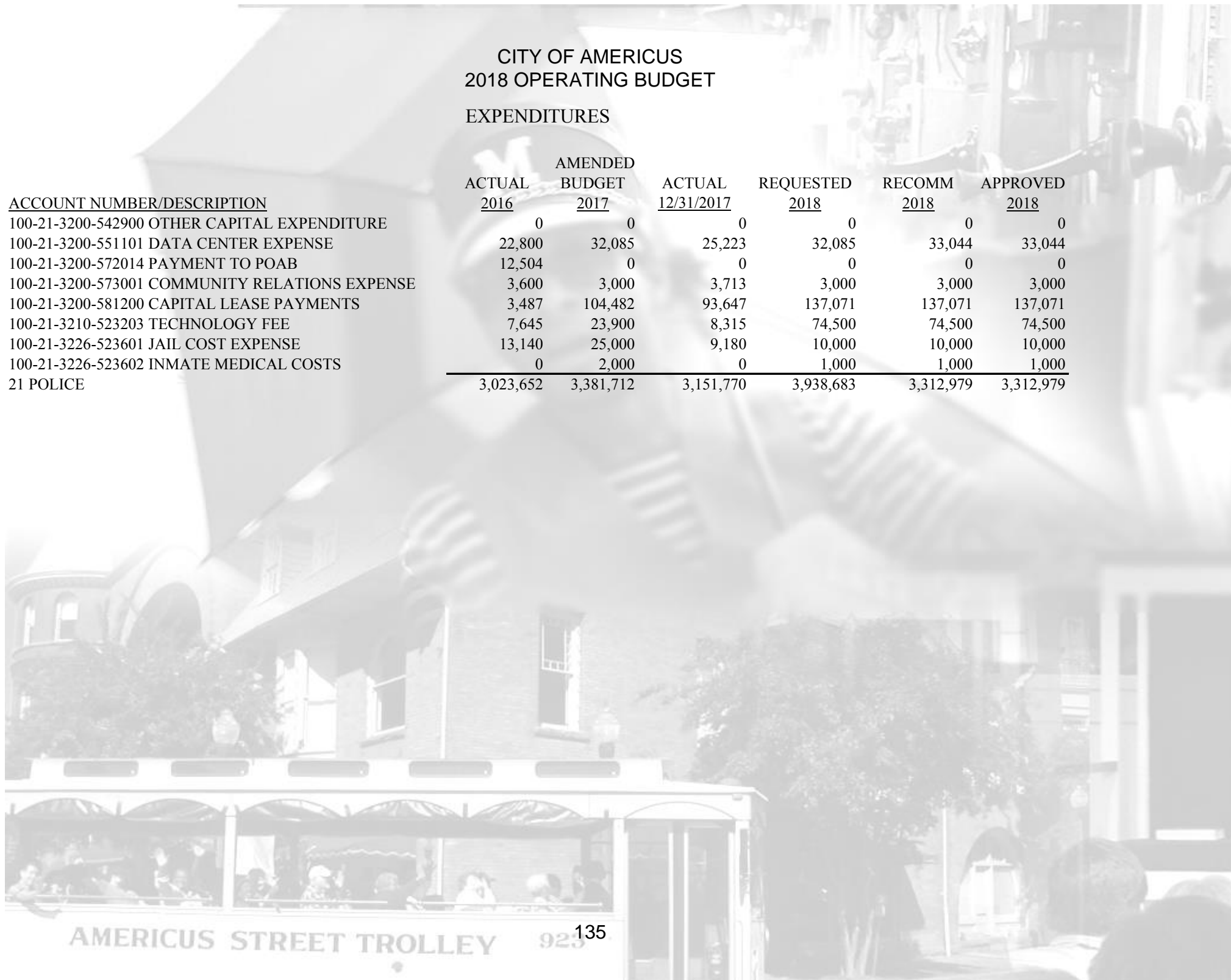
EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	AMENDED		<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
	<u>ACTUAL</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>				
21 POLICE						
100-21-1530-521201 LEGAL EXPENSE	197	0	0	2,000	2,000	2,000
100-21-3200-511000 REGULAR PAY	1,592,054	1,752,297	1,621,319	1,998,879	1,547,979	1,547,979
100-21-3200-511300 OVERTIME PAY	204,263	115,000	244,031	230,000	200,000	200,000
100-21-3200-512100 GROUP MEDICAL INSURANCE	237,925	262,200	282,899	293,160	293,160	293,160
100-21-3200-512101 OPT OUT INSURANCE PLAN	20,886	21,001	22,847	24,001	24,001	24,001
100-21-3200-512110 GROUP DENTAL INSURANCE	7,020	9,135	2,725	10,150	10,150	10,150
100-21-3200-512200 SOCIAL SECURITY PAYMENTS	133,987	142,848	140,734	170,509	133,720	133,720
100-21-3200-512400 RETIREMENT SYSTEM	191,940	196,813	183,620	234,924	184,237	184,237
100-21-3200-512700 WORKERS' COMPENSATION	83,183	74,451	74,267	83,590	65,303	65,303
100-21-3200-522000 OTHER OUTSIDE SERVICES	8,890	7,000	9,641	13,000	10,000	10,000
100-21-3200-522201 OFFICE EQUIP-REP & MAINT	3,273	2,000	2,196	3,000	3,000	3,000
100-21-3200-522202 AUTO & TRUCK-REP & MAINT	49,533	70,000	64,721	63,000	50,000	50,000
100-21-3200-522203 MACH & EQUIP-REP & MAINT	4,348	5,000	4,192	5,400	5,400	5,400
100-21-3200-522206 COMPUTER-REP & MAINT	10,176	10,250	9,738	10,250	5,250	5,250
100-21-3200-523100 INSURANCE EXPENSE	45,677	53,147	86,237	53,147	53,147	53,147
100-21-3200-523200 TELEPHONE	30,559	47,275	34,350	47,000	40,000	40,000
100-21-3200-523600 DUES & SUBSCRIPTIONS	1,135	2,500	1,325	2,500	2,500	2,500
100-21-3200-523602 BUY MONEY EXPENSE	110	500	0	500	500	500
100-21-3200-523700 TRAINING & MEETINGS	13,586	20,000	28,147	25,000	25,000	25,000
100-21-3200-523900 UNIFORMS	9,186	20,000	26,513	20,000	20,000	20,000
100-21-3200-531100 OFFICE/COMPUTER SUPPLIES	14,371	16,500	17,497	19,500	19,500	19,500
100-21-3200-531101 JANITORIAL SUPPLIES	4,465	6,500	5,101	5,800	5,800	5,800
100-21-3200-531104 AMMUNITION	1,527	7,000	5,935	5,000	5,000	5,000
100-21-3200-531210 WATER, SEWAGE & GARBAGE	3,498	2,000	2,026	2,000	2,000	2,000
100-21-3200-531220 NATURAL GAS	8,737	0	0	0	0	0
100-21-3200-531225 STORM WATER	1,652	920	1,646	920	920	920
100-21-3200-531230 ELECTRICITY	18,326	12,000	13,315	12,000	12,000	12,000
100-21-3200-531270 GASOLINE ALLOCATED	62,614	91,908	66,268	100,000	88,000	88,000
100-21-3200-531700 OTHER SUPPLIES	8,464	10,000	9,359	10,000	10,000	10,000
100-21-3200-531705 CANINE COSTS	0	0	0	2,797	2,797	2,797
100-21-3200-542100 MACHINERY & EQUIPMENT	53,649	20,000	19,386	20,000	20,000	20,000
100-21-3200-542102 JAG GRANT EXPENSES	6,842	0	6,956	0	0	0
100-21-3200-542200 TRUCKS & AUTOMOBILES	128,404	213,000	24,701	213,000	213,000	213,000

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	2016	BUDGET 2017	12/31/2017	2018	2018	2018
100-21-3200-542900 OTHER CAPITAL EXPENDITURE	0	0	0	0	0	0
100-21-3200-551101 DATA CENTER EXPENSE	22,800	32,085	25,223	32,085	33,044	33,044
100-21-3200-572014 PAYMENT TO POAB	12,504	0	0	0	0	0
100-21-3200-573001 COMMUNITY RELATIONS EXPENSE	3,600	3,000	3,713	3,000	3,000	3,000
100-21-3200-581200 CAPITAL LEASE PAYMENTS	3,487	104,482	93,647	137,071	137,071	137,071
100-21-3210-523203 TECHNOLOGY FEE	7,645	23,900	8,315	74,500	74,500	74,500
100-21-3226-523601 JAIL COST EXPENSE	13,140	25,000	9,180	10,000	10,000	10,000
100-21-3226-523602 INMATE MEDICAL COSTS	0	2,000	0	1,000	1,000	1,000
21 POLICE	3,023,652	3,381,712	3,151,770	3,938,683	3,312,979	3,312,979



CITY OF AMERICUS
2018 OPERATING BUDGET

21 POLICE

100-21-1530-521201 LEGAL EXPENSE 2,000.00

Requested Amount: \$2000

This is the cost of legal fees incurred to handle various police matters, ordinance changes, and prosecution of cases. Although we spent less than \$200 on legal fees the first half of 2017, at least \$2000 needs to be budgeted to cover unexpected legal issues

Recommended Amount: \$2000

100-21-3200-511000 REGULAR PAY 1,547,979.00

Personnel Requirements:

	Current
Police Chief	1
Administrative Secretary	1
Property Evidence Custodian	1
Secretary	2
Animal Control	1
Lieutenant	5
Major	2
Investigators	3
Sergeant	8
Officer*	24
Dispatcher	1
Records Clerk	1
Total	50

100-21-3200-511300 OVERTIME PAY 200,000.00

Requested Amount: \$230,000

Budget request is projected from current expenditure and anticipated need to cover continued staff shortages.

Recommended Amount \$200,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-21-3200-523100 INSURANCE EXPENSE 53,147.00

Requested Amount: \$53,147

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 5%. The projected rates will be effective May 1, 2018 resulting in an effective rate for 2018 of 3.33%.

100-21-3200-523200 TELEPHONE 40,000.00

Requested Amount: \$47,000

\$475/month AT&T

\$215/month Bandwidth

\$700/month Mediacom

\$1167/month Cell Phones

\$1320/month Air Cards for Laptops

The requested amount includes an increase of \$8,640 for monthly service on air cards for the in-car laptops and an increase of \$1,635 based on cost overrun of the 2016 budget for cell and VOIP phone service.

Recommended Amount \$40,000

100-21-3200-523600 DUES & SUBSCRIPTIONS 2,500.00

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

\$ 300 GA Assoc of Chiefs of Police

\$ 360 International Assoc of Chiefs

\$ 150 Georgia Assoc of Animal Care and Control

\$ 450 National Safety Council

\$ 100 Thompson Publishing

\$1,090 GSIN, Rotary Club Dues and GACP Dues for Command Personnel

\$2,500

100-21-3200-523602 BUY MONEY EXPENSE 500.00

\$500 requested to pay informants.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-21-3200-523700 TRAINING & MEETINGS 25,000.00

Requested Amount: \$25,000

This line item covers all training costs associated with putting new hires through the police academy and providing in-service and training and continuing education for all existing employees. Increase reflects anticipated hiring of eight new officers.

100-21-3200-523900 UNIFORMS 20,000.00

Requested Amount: \$20,000

\$ 3,000 New officers
\$14,000 Replacement uniforms
\$ 300 Animal control
\$ 2,700 Uniform accessories (holsters, handcuffs, etc.)
\$20,000

The requested amount is for uniforms for department employees and duty accessories. We will be systematically replacing worn equipment and uniforms over the next two years.

100-21-3200-531100 OFFICE/COMPUTER SUPPLIES 19,500.00

Requested Amount: \$19,500

This line item includes all printed forms (such as traffic tickets) as well as copy paper, pens, printer ink cartridges for office etc. Requested amount is increased \$3000 over 2017 to cover ink cartridges and paper for in-car printers.

100-21-3200-531101 JANITORIAL SUPPLIES 5,800.00

Requested Amount: \$5,800

This amount covers the expenses for janitorial supplies for the Police Department's portion of the Public Safety Building.

100-21-3200-531104 AMMUNITION 5,000.00

Requested Amount: \$5,000

The requested amount includes ammunition for firearms training requirements, as well as normal use in the day to day operations.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-21-3200-531210 WATER, SEWAGE & GARBAGE 2,000.00

Requested Amount: \$2,000

The amount requested is based on actual and projected usage in 2017.

100-21-3200-531220 NATURAL GAS

The expense for Natural Gas is covered by the Fire Department's Budget.

100-21-3200-531225 STORM WATER 920.00

Requested Amount: \$920

This is for 1/2 of the storm water fees for the Public Safety Building and parking lot.

100-21-3200-531230 ELECTRICITY 12,000.00

Requested Amount: \$12,000

The amount requested is an estimated amount based on past usage.

100-21-3200-531270 GASOLINE ALLOCATED 88,000.00

Requested Amount: \$100,000

This estimate anticipates an additional 10 officers successfully trained and driving a patrol car in 2018.

Recommended Amount: \$88,000

100-21-3200-531700 OTHER SUPPLIES 10,000.00

Requested Amount: \$10,000

This includes crime scene supplies, intoximeters supplies, and safety supplies. Increase is based on 2016 expenditures and anticipated increase of both patrol and investigative staff.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-21-3200-531705 CANINE COSTS 2,797.00

The department will be purchasing a K-9 in 2018. The cost of the animal and training will be covered by outside sources. The estimate below is for startup costs and animal maintenance.

Impact Crate	\$830.00
Premier Canine cooling system	\$219.00
F-Series Alert System	\$39.00
Indoor Crate	\$159.00
Misc. Items (Leads, Collars, Bowls etc...)	\$300.00
Bi-Annual Vet cost (Yearly)	\$400.00
Est. Feed Cost	\$500.00
Outdoor Kennel	\$350.00
Total	\$2797.00

100-21-3200-542100 MACHINERY & EQUIPMENT 20,000.00

Requested Amount: \$20,000
\$ 8,940 Taser International (3rd year of a 3-year plan)
\$ 5,000 Vests/Body Armor (\$2,500 Gen Fund; \$2,500 BPV grant)
\$ 3,200 Hand held laser radar
\$ 2,860 Additional body cameras and equipment for filled positions
\$20,000

100-21-3200-542102 JAG GRANT EXPENSES

100-21-3200-542200 TRUCKS & AUTOMOBILES 213,000.00

Requested Amount: \$213,000
Vehicle Replacement (six turn key with radar and in car dash camera);
(lease purchase)

100-21-3200-542900 OTHER CAPITAL EXPENDITURE

There are no other anticipated capital needs for 2017.

100-21-3200-551101 DATA CENTER EXPENSE 33,044.00

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

CITY OF AMERICUS 2018 OPERATING BUDGET

100-21-3200-572014 PAYMENT TO POAB

Requested Amount: \$0

This line item was supposed to be moved to the Municipal Court Department's budget for 2017 and should be transferred for 2018. This is a fee that is added to court fines and paid to the state.

100-21-3200-573001 COMMUNITY RELATIONS EXPENSE 3,000.00

Requested Amount: \$3,000

Neighborhood Watch Programs, the Great program, back to school programs, crime prevention and other similar programs base on community and police involvement.

100-21-3200-581200 CAPITAL LEASE PAYMENTS 137,071.00

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

\$ 51,469	Police Cars (2015)	last payment due 11/30/18
\$ 42,801	Police Cars (2016)	last payment due 11/30/19
\$ 42,801	Police Cars (2017)	assumes 12 months of payments
\$ 0	Police Cars (2018)	assumes no payment in 2018
<u>\$137,071</u>		

Recommended:

\$ 51,469	Police Cars (2015)	last payment due 11/30/18
\$ 42,801	Police Cars (2016)	last payment due 11/30/19
\$ 42,801	Police Cars (2017)	assumes purchase in late 2017
\$ 0	Police Cars (2018)	assumes no payment in 2018
<u>\$137,071</u>		

100-21-3210-523203 TECHNOLOGY FEE 74,500.00

Requested Amount: \$74,500

The Technology Fee is added on to the fine in all Municipal Court cases. It was increased from \$10 to 25\$ by City Council this year to pay for the transition to Interop Records Management Software. The budgeted amount is based on our best guess of what the receipts will be in 2018.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-21-3226-523601 JAIL COST EXPENSE 10,000.00

Requested Amount: \$10,000

This is the estimated amount due to Sumter County for housing prisoners charged in Municipal Court. The majority of those charge in Municipal Court are released on summons. This request reflects a \$15,000 decrease in anticipated housing costs.

100-21-3226-523602 INMATE MEDICAL COSTS 1,000.00

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. This is very difficult to predict but is based on actual medical costs that were billed to other line items in 2017.

21 POLICE 3,312,979.00



PLANNING AND ZONING DEPARTMENT

Budgeted 2018

VACANT

Planning and Zoning
Director

Deborah Goodin

Permit Clerk &
Sign Ordinance Official

BUILDING RISK MANAGEMENT DEPARTMENT

Budgeted 2018

VACANT

Chief Building
Official

Roger Willis
Chief Building
Inspector

Aimee Argo
Code Enforcement
Officer

CITY OF AMERICUS
2018 OPERATING BUDGET

PLANNING AND INSPECTION

MISSION STATEMENT/GENERAL OBJECTIVES

The Planning and Inspection Department of the City of Americus was formed in 2014, to include 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 – 2018

- 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.

CITY OF AMERICUS
2018 OPERATING BUDGET

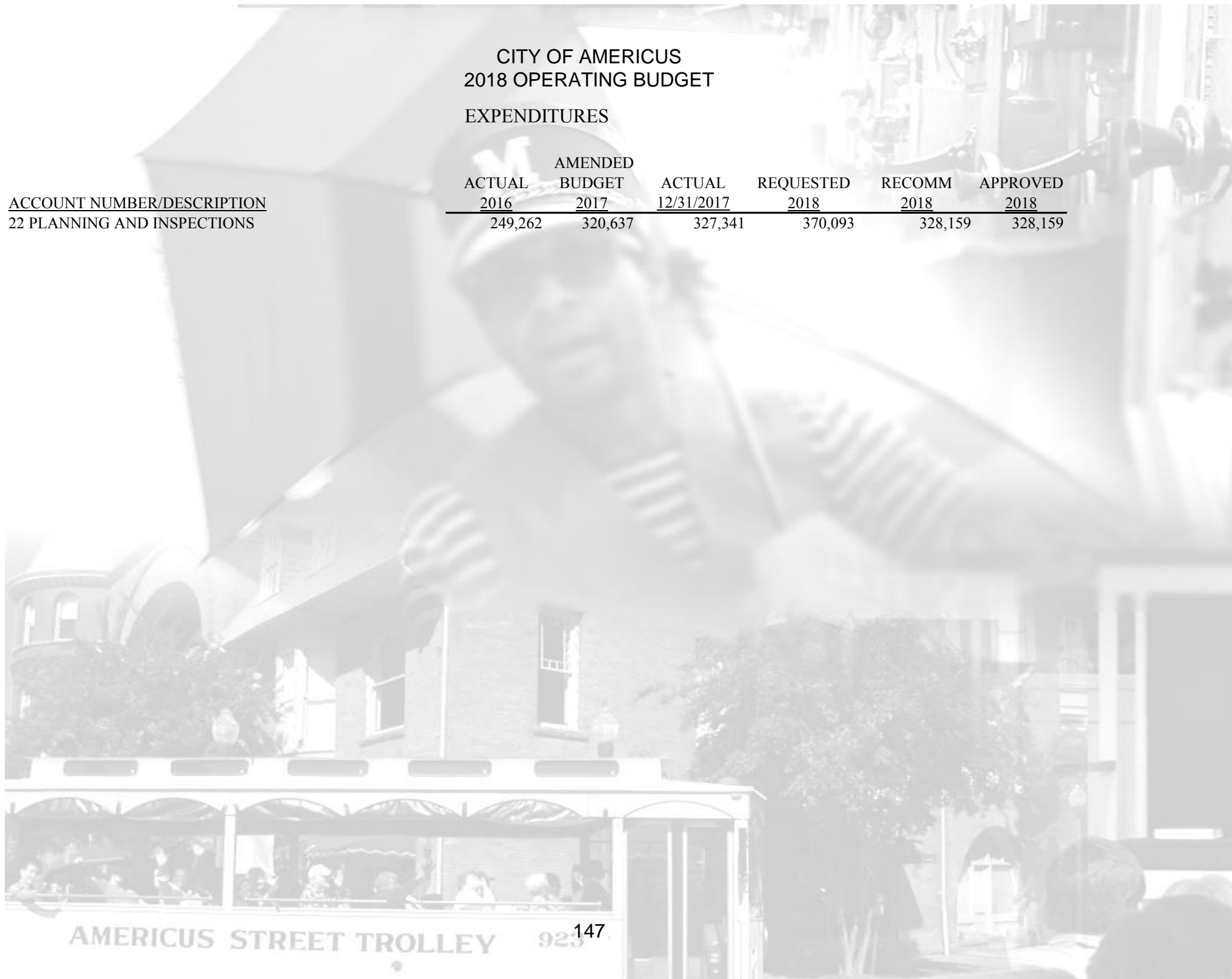
EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
22 PLANNING AND INSPECTIONS						
100-22-1530-521201 LEGAL EXPENSE	4,250	6,500	3,400	7,000	6,000	6,000
100-22-1565-531108 MUNICIPAL BLDG REP & MAINT	9,017	9,000	10,136	9,000	8,500	8,500
100-22-3500-531109 ARSON INVESTIGATION	81	200	196	400	200	200
100-22-7200-511000 REGULAR PAY	150,764	151,602	141,973	168,462	168,327	168,327
100-22-7200-511300 OVERTIME PAY	105	0	1,785	5,000	500	500
100-22-7200-512100 GROUP MEDICAL INSURANCE	24,953	27,600	29,805	27,920	27,920	27,920
100-22-7200-512101 OPT OUT INSURANCE PLAN	0	0	0	0	0	0
100-22-7200-512110 GROUP DENTAL INSURANCE	794	812	345	812	812	812
100-22-7200-512200 SOCIAL SECURITY PAYMENTS	11,157	11,598	10,694	13,270	12,915	12,915
100-22-7200-512400 RETIREMENT SYSTEM	14,304	15,979	15,185	18,283	17,794	17,794
100-22-7200-512700 WORKERS COMPENSATION	2,526	3,598	3,590	2,386	2,342	2,342
100-22-7200-522000 OTHER OUTSIDE SERVICES	1,951	12,565	45,645	12,565	2,565	2,565
100-22-7200-522130 LOT CLEANING EXPENSE	-4,952	20,000	21,111	40,000	23,700	23,700
100-22-7200-522202 AUTO & TRUCK REP & MAINT	1,519	1,850	6,976	3,500	2,500	2,500
100-22-7200-522206 COMPUTER-REP & MAINT	0	15,000	1,250	15,000	15,000	15,000
100-22-7200-523200 TELEPHONE	6,158	5,300	6,242	5,300	5,300	5,300
100-22-7200-523301 ADVERTISING EXPENSE	0	0	0	500	500	500
100-22-7200-523600 DUES & SUBSCRIPTIONS	890	2,210	828	2,210	2,210	2,210
100-22-7200-523700 TRAINING & MEETINGS	5,396	12,550	7,307	13,550	10,000	10,000
100-22-7200-523900 UNIFORMS	440	600	546	600	600	600
100-22-7200-531100 OFFICE /COMPUTER SUPPLIES	2,909	4,500	2,942	4,500	4,500	4,500
100-22-7200-531101 JANITORIAL SUPPLIES	1,240	1,400	1,236	1,400	200	200
100-22-7200-531210 WATER, SEWER, & GARBAGE	3,196	3,100	2,599	3,500	3,500	3,500
100-22-7200-531225 STORM WATER	1,385	1,450	1,371	1,450	1,200	1,200
100-22-7200-531230 ELECTRICITY	3,797	2,800	3,655	2,800	2,800	2,800
100-22-7200-531270 GASOLINE ALLOCATED	3,899	4,500	3,818	4,500	3,000	3,000
100-22-7200-531700 OTHER SUPPLIES	1,328	2,938	492	3,200	2,200	2,200
100-22-7200-541300 MUNICIPAL BUILDING	0	0	0	0	0	0
100-22-7200-542100 MACHINERY & EQUIPMENT	0	0	0	0	0	0
100-22-7200-542200 TRUCKS & AUTOMOBILES	0	0	0	0	0	0
100-22-7200-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-22-7200-551101 DATA CENTER EXPENSE	2,156	2,985	4,214	2,985	3,074	3,074
100-22-7200-581200 CAPITAL LEASE PAYMENTS	0	0	0	0	0	0

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
22 PLANNING AND INSPECTIONS	249,262	320,637	327,341	370,093	328,159	328,159



CITY OF AMERICUS
2018 OPERATING BUDGET

22 PLANNING AND INSPECTIONS

100-22-1530-521201 LEGAL EXPENSE 6,000.00

Requested Amount: \$7,000

The requested amount is for title searches for condemned properties and other nuisance abatements and associated legal fees. These costs are billed back to the property owner under the demolition line item.

Community Development Portion: \$2,000

This amount is for review and update of ordinances, street closings, property deeds prepared, and other misc. legal matters. Also included in this request is review of bylaws for the Urban Redevelopment Agency.

Recommended Amount: \$6,000

100-22-1565-531108 MUNICIPAL BLDG REP & MAINT 8,500.00

Requested Amount: \$9,000

\$ 1,440 Albany Elevator

\$ 6,560 General repair & maintenance (includes ADA)

\$ 1,000 Community Development

\$ 9,000

Community Development: \$1,000

This amount is for miscellaneous repairs at Furlow School, the Train Depot, Joyce Myers Park, and Rees Park Economic Development Center.

Recommended Amount: \$8,500

100-22-3500-531109 ARSON INVESTIGATION 200.00

Requested Amount: \$400

This is to purchase evidence containers, tools, a ladder, and other equipment used during fire investigations.

Recommended Amount: \$200

CITY OF AMERICUS
2018 OPERATING BUDGET

100-22-7200-511000 REGULAR PAY 168,327.00

Personnel Requirements:

	Current	Requested
Planning & Inspection Director	1	1
Administrative Coordinator*	1	1
Chief Building Official**	1	1
Chief Building Inspector	1	1
Bldg Inspector/Code Enforcement	<u>1</u>	<u>1</u>
	5	5

*Formerly Code Enforcement Technician

**Approved during 2017

100-22-7200-511300 OVERTIME PAY 500.00

Requested Amount: \$5000

The requested amount represents \$2500 for each hourly employee. This will provide better customer service by reducing the amount of comp time hours earned.

Recommended Amount: \$500

100-22-7200-512100 GROUP MEDICAL INSURANCE 27,920.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-22-7200-512101 OPT OUT INSURANCE PLAN

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

100-22-7200-512110 GROUP DENTAL INSURANCE 812.00

This amount represents \$203 per employee.

100-22-7200-512200 SOCIAL SECURITY PAYMENTS 12,915.00

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-22-7200-512400 RETIREMENT SYSTEM 17,794.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-22-7200-512700 WORKERS COMPENSATION 2,342.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

100-22-7200-522000 OTHER OUTSIDE SERVICES 2,565.00

Requested Amount: \$12,565

\$ 500	Service fire extinguishers
\$ 355	Pest Control
\$ 360	Silent Alarm
\$ 600	Code Enforcement ROBO Call/Litter Training & Prevention
\$ 750	State license permit information uploads
<u>\$10,000</u>	CD-Archway Partnership Project
\$12,565	

Recommended Amount: \$2,565

\$ 500	Service fire extinguishers
\$ 355	Pest Control
\$ 360	Silent Alarm
\$ 600	Code Enforcement ROBO Call/Litter Training & Prevention
\$ 750	State license permit information uploads
<u>\$2,565</u>	

100-22-7200-522130 LOT CLEANING EXPENSE 23,700.00

Requested Amount: \$40,000

The requested amount includes cleaning up vacant lots, cutting grass, secure dilapidated structures, cut down dangerous trees outside of right of way, demolition of dilapidated structures/billed back to owner. This is an increase from the previous year due to the increase of abandoned properties in the city.

Recommended Amount: \$23,700

CITY OF AMERICUS
2018 OPERATING BUDGET

100-22-7200-522202 AUTO & TRUCK REP & MAINT 2,500.00

Requested Amount: \$3,500

We anticipate only routine PM's on the department's vehicles in 2018.

Recommended Amount: \$2,500

100-22-7200-522206 COMPUTER-REP & MAINT 15,000.00

Requested Amount: \$15,000

The three-year contract is up with the provider. This is our yearly fee.

100-22-7200-523200 TELEPHONE 5,300.00

Requested Amount: \$5,300

The requested amount includes telephone and internet as follows:

\$3,000 Enterprise Billing (Mediacom)
\$ 700 Bandwidth (telephone - 6 lines)
\$1,600 Cell phones
\$5,300 Average for the year.

100-22-7200-523301 ADVERTISING EXPENSE 500.00

Requested Amount: \$500

This amount is for all advertising necessary for public hearings in reference to HPC, and notices informing the public of changes to codes or policies.

STREET TROLLEY 923

CITY OF AMERICUS 2018 OPERATING BUDGET

100-22-7200-523600 DUES & SUBSCRIPTIONS

2,210.00

Requested Amount: \$2,210

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 purchase of current code books for the department. The request also covers dues and subscriptions formally paid by Community Development Department.

\$1,200	ICC Code Access and Code Books
\$ 50	Georgia Association of Code Enforcement (1)
\$ 150	International Code Congress (3)
\$ 100	BOAG (3)
\$ 100	SWGIA (3)
\$ 25	CD-Arbor Day Foundation
\$ 25	CD-National Alliance of Preservation Comm
\$ 400	CD-American Planning Association
\$ 60	CD-GAZA
\$ 100	CD-GAAPA
\$2,210	

CITY OF AMERICUS
2018 OPERATING BUDGET

100-22-7200-523700 TRAINING & MEETINGS 10,000.00

Requested Amount: \$13,550

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
\$ 1,500 BOAG
\$ 1,800 ICC Code Hearings
\$ 1,000 GACE
\$ 1,000 GSIA
\$ 1,000 GACE Fall
\$ 1,000 GACE Spring
\$ 1,000 CD-CDBG/CHIP Workshops
\$ 1,500 CD-APA Spring/Fall
\$ 500 CD-HPC GAPC
\$ 750 CD-Planning & Zoning Training
\$ 2,500 CD-Carl Vinson Inst.*
\$13,550

*This is requested for training on the topics of land use, meeting decorum, and planning. The training will be for our Planning and Zoning Commissioners, Variance Board Members, Staff, and the Mayor and Council.

Recommended Amount: \$10,000

100-22-7200-523900 UNIFORMS 600.00

Requested Amount: \$ 600

The requested amount includes three employees at \$200 each.

100-22-7200-531100 OFFICE /COMPUTER SUPPLIES 4,500.00

Requested Amount: \$4,500

Community Development Portion: \$1,500

The budget request is for annexation info, committee handbooks, HPC guidelines, and binders as well as paper and other supplies.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-22-7200-531101 JANITORIAL SUPPLIES 200.00

Requested Amount: \$1,400

The requested amount includes the purchase of cleaning supplies and equipment for the Municipal Building.

Recommended Amount: \$200

100-22-7200-531210 WATER, SEWER, & GARBAGE 3,500.00

Requested Amount: \$3,500

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

100-22-7200-531225 STORM WATER 1,200.00

Requested Amount: \$1,450

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

Recommended Amount: \$1,200

100-22-7200-531230 ELECTRICITY 2,800.00

Requested Amount: \$2800

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

100-22-7200-531270 GASOLINE ALLOCATED 3,000.00

Requested Amount: \$4,500

This is the amount required to operate the department's 3 vehicles.

Recommended Amount:\$3,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-22-7200-531700 OTHER SUPPLIES 2,200.00

Requested Amount: \$3,200

\$1,000 Recycling
\$1,000 Radio, video, and other types of supplies
\$1,200 CD-Keep America Beautiful_____
\$3,200

Recommended Amount: \$2,200

100-22-7200-541300 MUNICIPAL BUILDING

Requested Amount: \$0

100-22-7200-542100 MACHINERY & EQUIPMENT

Requested Amount: \$0

100-22-7200-542200 TRUCKS & AUTOMOBILES

100-22-7200-551000 ALLOCATION OF EXPENSES

100-22-7200-551101 DATA CENTER EXPENSE 3,074.00

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

100-22-7200-581200 CAPITAL LEASE PAYMENTS

Requested Amount: \$0

22 PLANNING AND INSPECTIONS 328,159.00

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
23 MUNICIPAL COURT						
100-23-1530-521201 LEGAL EXPENSE	0	3,000	0	0	0	0
100-23-2650-511000 REGULAR PAY	56,977	53,795	55,032	55,408	55,414	55,414
100-23-2650-511300 OVERTIME PAY	185	200	317	0	200	200
100-23-2650-512100 GROUP MEDICAL INSURANCE	6,482	6,900	7,444	6,980	6,980	6,980
100-23-2650-512101 OPT OUT INSURANCE PLAN	0	0	0	0	0	0
100-23-2650-512110 GROUP DENTAL INSURANCE	207	203	86	203	203	203
100-23-2650-512200 SOCIAL SECURITY PAYMENTS	3,308	4,131	3,235	4,239	4,254	4,254
100-23-2650-512400 RETIREMENT SYSTEM	5,340	5,691	5,604	3,662	3,684	3,684
100-23-2650-512700 WORKERS' COMPENSATION	1,445	1,359	1,356	141	142	142
100-23-2650-522000 OTHER OUTSIDE SERVICES	0	200	90	0	200	200
100-23-2650-523200 TELEPHONE	0	0	0	0	0	0
100-23-2650-523600 DUES & SUBSCRIPTIONS	225	200	0	0	200	200
100-23-2650-523700 TRAINING & MEETINGS	199	1,000	1,218	0	1,000	1,000
100-23-2650-531102 MUNICIPAL COURT OPERATIONS	20,345	19,728	14,744	0	16,748	16,748
100-23-2650-572014 PAYMENT TO POAB	0	18,000	8,262	0	15,000	15,000
23 MUNICIPAL COURT	94,712	114,407	97,387	70,633	104,025	104,025

CITY OF AMERICUS
2018 OPERATING BUDGET

23 MUNICIPAL COURT

100-23-1530-521201 LEGAL EXPENSE

Requested Amount: \$3,000

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

100-23-2650-511000 REGULAR PAY 55,414.00

Personnel Requirements

Municipal Judge (part-time)	1
Municipal Court Clerk	1
Bailiff (part-time)	<u>2</u>
	4

100-23-2650-511300 OVERTIME PAY 200.00

Requested Amount: \$200

100-23-2650-512100 GROUP MEDICAL INSURANCE 6,980.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-23-2650-512101 OPT OUT INSURANCE PLAN

100-23-2650-512110 GROUP DENTAL INSURANCE 203.00

This amount represents \$203 per employee.

100-23-2650-512200 SOCIAL SECURITY PAYMENTS 4,254.00

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

100-23-2650-512400 RETIREMENT SYSTEM 3,684.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-23-2650-512700 WORKERS' COMPENSATION 142.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-23-2650-522000 OTHER OUTSIDE SERVICES 200.00

Requested Amount: \$200
This is for court interpreter services.

100-23-2650-523200 TELEPHONE

100-23-2650-523600 DUES & SUBSCRIPTIONS 200.00

Requested Amount: \$200

100-23-2650-523700 TRAINING & MEETINGS 1,000.00

Requested Amount: \$1,000
\$ 500 Clerk's training
\$ 500 Judge's training
\$1,000
This is for Municipal Court personnel training.

100-23-2650-531102 MUNICIPAL COURT OPERATIONS 16,748.00

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.

Recommended amount:

\$ 1,500 Supplies/forms
\$ 200 Witness fees
\$14,748 Additional judicial
\$ 300 Miscellaneous
\$16,748

CITY OF AMERICUS
2018 OPERATING BUDGET

100-23-2650-572014 PAYMENT TO POAB 15,000.00

Requested Amount: \$18,000

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 has been moved from the Police Department's budget for 2017.

Recommended Amount: \$15,000

23 MUNICIPAL COURT

104,025.00



CITY OF AMERICUS 2018 OPERATING BUDGET PUBLIC WORKS DEPARTMENT Budgeted 2018



CITY OF AMERICUS
2018 OPERATING BUDGET

STREET DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

GOALS – 2018

- | | |
|--|----------|
| * Continue to develop preventive maintenance program | On-going |
| * Enhance street paving and repair program | On-going |

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
30 STREET						
100-30-4200-511000 REGULAR PAY	143,271	139,048	108,564	143,306	143,306	143,306
100-30-4200-511300 OVERTIME PAY	7,937	5,000	4,387	6,000	6,000	6,000
100-30-4200-512100 GROUP MEDICAL INSURANCE	11,336	13,800	14,819	20,940	20,940	20,940
100-30-4200-512101 OPT OUT INSURANCE PLAN	6,000	6,000	4,039	3,000	3,000	3,000
100-30-4200-512110 GROUP DENTAL INSURANCE	828	812	345	812	812	812
100-30-4200-512200 SOCIAL SECURITY PAYMENTS	11,745	11,020	8,890	11,422	11,422	11,422
100-30-4200-512400 RETIREMENT SYSTEM	12,804	15,183	14,444	15,737	15,737	15,737
100-30-4200-512700 WORKERS' COMPENSATION	14,684	15,190	15,152	15,015	15,015	15,015
100-30-4200-522000 OTHER OUTSIDE SERVICES	7,149	10,000	29,385	14,000	14,000	14,000
100-30-4200-522202 AUTO & TRUCK-REP & MAINT	24,583	19,000	39,623	53,000	35,000	35,000
100-30-4200-522203 MACH & EQUIP-REP & MAINT	1,445	3,000	3,167	7,000	7,000	7,000
100-30-4200-522211 SIDEWALK REP & MAINT	16,526	8,000	12,047	10,000	10,000	10,000
100-30-4200-523200 TELEPHONE	18,731	15,400	24,160	20,000	20,000	20,000
100-30-4200-523700 TRAINING AND MEETINGS	1,411	2,000	1,855	4,000	4,000	4,000
100-30-4200-523900 UNIFORMS	2,752	4,000	2,258	4,400	4,400	4,400
100-30-4200-531105 HAND TOOLS	536	1,500	1,999	2,000	2,000	2,000
100-30-4200-531230 ELECTRICITY	338,609	295,000	309,415	460,000	309,000	309,000
100-30-4200-531270 GASOLINE ALLOCATED	14,639	17,214	15,919	35,000	35,000	35,000
100-30-4200-531603 STREET SIGNS	5,786	8,000	5,337	8,000	8,000	8,000
100-30-4200-531700 OTHER SUPPLIES	8,925	10,081	12,472	20,000	20,000	20,000
100-30-4200-542100 MACHINERY & EQUIPMENT	484	2,500	1,611	5,000	5,000	5,000
100-30-4200-542200 TRUCKS & AUTOMOBILES	0	25,000	23,346	25,000	25,000	25,000
100-30-4200-542900 OTHER CAPITAL EXPENDITURE	0	0	0	0	0	0
100-30-4200-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-30-4200-551101 DATA CENTER EXPENSE	157	746	163	3,000	768	768
100-30-4200-581200 CAPITAL LEASE PAYMENTS	0	40,380	38,420	5,500	5,500	5,500
100-30-4221-531110 STREET-REP & MAINT	0	0	19,925	0	0	0
100-30-4221-541200 STREET RESURFACING	1,094	139,801	4,994	1,040,681	143,000	143,000
30 STREET	651,433	807,675	716,736	1,932,813	863,900	863,900

CITY OF AMERICUS
2018 OPERATING BUDGET

30 STREET

100-30-4200-511000 REGULAR PAY 143,306.00

Personnel Requirements:

	Current	Requested
Street Superintendent	1	1
Equipment Operator	2	1
Crew Leader	0	1
Heavy Equipment Operator	$\frac{1}{4}$	$\frac{1}{4}$

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

100-30-4200-511300 OVERTIME PAY 6,000.00

Requested Amount: \$6000

Recommended Amount: \$6000 This is the estimated amount for 2018. The on call person, the one who cut grass with the tractor and the correction officers have to be supervised when they work overtime.

100-30-4200-512100 GROUP MEDICAL INSURANCE 20,940.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-30-4200-512101 OPT OUT INSURANCE PLAN 3,000.00

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

100-30-4200-512110 GROUP DENTAL INSURANCE 812.00

This amount represents \$203 per employee.

100-30-4200-512200 SOCIAL SECURITY PAYMENTS 11,422.00

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

100-30-4200-512400 RETIREMENT SYSTEM 15,737.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-30-4200-512700	WORKERS' COMPENSATION	15,015.00
This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.		
100-30-4200-522000	OTHER OUTSIDE SERVICES	14,000.00
Requested Amount: \$14,000		
\$4,000 Tree removal		
\$5,000 Equipment Rental		
\$4,500 Debris Removal		
\$ 500 Downtown Clock Service (annual maintenance fee)		
<u>\$14,000</u>		
100-30-4200-522202	AUTO & TRUCK-REP & MAINT	35,000.00
Requested Amount: \$53,000		
The amount requested is for vehicle maintenance and is based on the current ytd amount annualized.		
Recommended Amount: \$35,000		
100-30-4200-522203	MACH & EQUIP-REP & MAINT	7,000.00
Requested Amount: \$7,000		
The amount requested includes repairs and maintenance to saws, power tools, asphalt roller and wacker packer and other equipment.		
Recommended Amount: \$7,000		
100-30-4200-522211	SIDEWALK REP & MAINT	10,000.00
Requested Amount: \$10,000		
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 cost increases. The requested amount also includes \$5,000 for outside sourcing of some repair and maintenance jobs.		
100-30-4200-523200	TELEPHONE	20,000.00
Requested Amount: \$20,000		
The requested amount includes AT&T land lines for traffic lights downtown and cell phone service for the Superintendent and On call phone.		

CITY OF AMERICUS
2018 OPERATING BUDGET

100-30-4200-523700 TRAINING AND MEETINGS 4,000.00

Requested Amount: \$4000

This is the expected amount for training and travel in this department.

Recommended Amount: \$4,000

100-30-4200-523900 UNIFORMS 4,400.00

Requested Amount: \$4,400

The requested amount is for uniforms for department employees.

100-30-4200-531105 HAND TOOLS 2,000.00

Requested Amount: \$2,000

The amount is for brooms, rakes, and shovels, wrenches, sockets set, hammers and other types of hand tools.

Recommended Amount: \$2,000

100-30-4200-531230 ELECTRICITY 309,000.00

Requested Amount: \$460,000

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

Recommended Amount: \$309,000

100-30-4200-531270 GASOLINE ALLOCATED 35,000.00

Requested Amount: \$35,000

The requested amount is based on gas usage.

Recommended Amount: \$35,000

100-30-4200-531603 STREET SIGNS 8,000.00

Requested Amount: \$8,000

\$ 5,000 Replacement signs with DOT mandated changes

\$ 3,000 Purchase of letters, blanks, etc._____

\$ 8,000

CITY OF AMERICUS
2018 OPERATING BUDGET

100-30-4200-531700 OTHER SUPPLIES 20,000.00

Requested Amount: \$20,000

The amount requested is for the purchase of rock, safety vests, gloves, saw blades, cold mix, safety glasses, dirt, pipe, sand, etc.

100-30-4200-542100 MACHINERY & EQUIPMENT 5,000.00

Requested Amount: \$5,000

The requested amount is for miscellaneous saws, blowers and drills, etc.

100-30-4200-542200 TRUCKS & AUTOMOBILES 25,000.00

Requested Amount: \$25,000

\$25,000 Service Truck Replacement (lease purchase)

The request to purchase a new pick-up truck is based on the condition of unit 304 and the cost associated with repair and maintenance of the existing truck.

100-30-4200-542900 OTHER CAPITAL EXPENDITURE

Requested Amount: \$0

100-30-4200-551000 ALLOCATION OF EXPENSES

100-30-4200-551101 DATA CENTER EXPENSE 768.00

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

CITY OF AMERICUS
2018 OPERATING BUDGET

100-30-4200-581200 CAPITAL LEASE PAYMENTS 5,500.00

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

\$ 5,500	Pickup Truck (2017)	last payment due (2021)
\$ 0	Pickup Truck (2018)	assumes no payment in 2018 _____
<u>\$ 5,500</u>		

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

TSPLOST funds will be utilized when necessary.

100-30-4221-541200 STREET RESURFACING 143,000.00

Requested: \$1,040,681

\$ 127,892	LMIG Resurfacing
\$ 12,789	Transfer from TSPLOST
\$ 900,000	Transfer from SPLOST
<u>\$1,040,681</u>	

Recommended:

\$ 130,000	LMIG Resurfacing
\$ 13,000	Transfer from TSPLOST
<u>\$ 143,000</u>	

30 STREET

863,900.00

CITY OF AMERICUS
2018 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 – 2018

- 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

SHOP DEPARTMENT

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
31 CEMETERY						
100-31-4850-511000 REGULAR PAY	11,904	11,544	11,616	11,851	11,851	11,851
100-31-4850-512200 SOCIAL SECURITY PAYMENTS	907	883	899	907	907	907
100-31-4850-512700 WORKERS' COMPENSATION	327	310	309	501	501	501
100-31-4850-522000 OTHER OUTSIDE SERVICES	240	1,090	491	760	760	760
100-31-4850-522200 BUILDING REP & MAINT	480	3,500	966	500	500	500
100-31-4850-522206 COMPUTER-REP & MAINT	27	500	108	250	250	250
100-31-4850-523200 TELEPHONE	2,874	2,250	3,130	2,400	2,400	2,400
100-31-4850-523600 DUES & SUBSCRIPTIONS	0	100	0	100	100	100
100-31-4850-523700 TRAINING AND MEETINGS	978	900	940	900	900	900
100-31-4850-531101 JANITORIAL SUPPLIES	0	50	61	50	50	50
100-31-4850-531210 WATER, SEWAGE & GARBAGE	22,207	13,050	10,914	20,000	18,500	18,500
100-31-4850-531220 NATURAL GAS	0	0	0	0	0	0
100-31-4850-531225 STORM WATER	2,314	2,975	1,536	2,500	2,500	2,500
100-31-4850-531230 ELECTRICITY	1,055	1,500	951	1,500	1,500	1,500
100-31-4850-531700 OTHER SUPPLIES	0	100	170	100	100	100
100-31-4850-541200 LAND & IMPROVEMENTS	0	3,500	0	3,500	3,500	3,500
31 CEMETERY	43,314	42,252	32,091	45,819	44,319	44,319

CITY OF AMERICUS
2018 OPERATING BUDGET

31 CEMETERY

100-31-4850-511000 REGULAR PAY 11,851.00

Personnel Requirements:
Cemetery Clerk (part time) 1

This position works 1,040 hours per year and earns \$50 per pay period for on-call pay.

100-31-4850-512200 SOCIAL SECURITY PAYMENTS 907.00

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

100-31-4850-512700 WORKERS' COMPENSATION 501.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

100-31-4850-522000 OTHER OUTSIDE SERVICES 760.00

Requested Amount: \$760

The request includes the following:

\$ 360 Alarm services
\$ 200 Pest Control
\$ 200 Miscellaneous
\$ 760

100-31-4850-522200 BUILDING REP & MAINT 500.00

Requested Amount: \$500

The requested amount is maintenance at the Sexton's office and shed at Oak Grove, including repairs to windows and doors to make the building more secure.

100-31-4850-522206 COMPUTER-REP & MAINT 250.00

Requested Amount: \$250.

This is for repairs, updates, and software for the cemetery laptop.

100-31-4850-523200 TELEPHONE 2,400.00

Requested Amount: \$2,400

CITY OF AMERICUS
2018 OPERATING BUDGET

100-31-4850-523600 DUES & SUBSCRIPTIONS 100.00

Requested Amount: \$100

This is for GMCA dues.

100-31-4850-523700 TRAINING AND MEETINGS 900.00

Requested Amount: \$900

This is the amount for mileage paid to the cemetery clerk for use of personal vehicle to manage three cemeteries. This amount also includes travel expense for Cemetery Clerk to attend one Cemetery Association meeting.

100-31-4850-531101 JANITORIAL SUPPLIES 50.00

Requested Amount: \$50

100-31-4850-531210 WATER, SEWAGE & GARBAGE 18,500.00

Requested Amount: \$20,000

Recommended Amount: \$18,500

100-31-4850-531220 NATURAL GAS

Requested Amount: \$0

100-31-4850-531225 STORM WATER 2,500.00

Requested Amount: \$2,500

This is the fees for all cemeteries for a full year.

100-31-4850-531230 ELECTRICITY 1,500.00

Requested Amount: \$1,500

This is the same as the 2017 budgeted amount.

100-31-4850-531700 OTHER SUPPLIES 100.00

Requested Amount: \$100

The amount is for survey flags, framing for marking of graves, and section signage at all cemeteries.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-31-4850-541200 LAND & IMPROVEMENTS 3,500.00

Requested Amount: \$3,500

This is for signage and improvements to the new section at Eastview
Cemetery.

31 CEMETERY 44,319.00



CITY OF AMERICUS
2018 OPERATING BUDGET

MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

GOALS – 2018

- 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

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	AMENDED		<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
	<u>ACTUAL</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>				
32 SHOP						
100-32-4800-511000 REGULAR PAY	102,093	121,879	114,196	145,215	118,380	118,380
100-32-4800-511300 OVERTIME PAY	6,313	4,000	5,856	4,000	4,000	4,000
100-32-4800-512100 GROUP MEDICAL INSURANCE	19,446	27,600	29,765	27,920	20,940	20,940
100-32-4800-512101 OPT OUT INSURANCE PLAN	0	0	0	0	0	0
100-32-4800-512110 GROUP DENTAL INSURANCE	621	812	259	812	609	609
100-32-4800-512200 SOCIAL SECURITY EXP	7,969	9,630	8,826	11,415	9,362	9,362
100-32-4800-512400 RETIREMENT SYSTEM	9,612	13,268	12,660	15,727	12,899	12,899
100-32-4800-512700 WORKERS COMPENSATION	1,648	2,006	2,001	2,534	2,074	2,074
100-32-4800-522000 OTHER OUTSIDE SERVICES	197	0	80	1,000	1,000	1,000
100-32-4800-522200 BUILDING REP & MAINT	828	1,800	871	1,950	1,950	1,950
100-32-4800-522201 OFFICE EQUIP REP& MAINT	348	350	58	360	360	360
100-32-4800-522202 AUTO & TRUCK-REP & MAINT	1,030	3,000	2,528	3,000	1,000	1,000
100-32-4800-522203 MACH & EQUIP-REP & MAINT	270	1,000	212	1,000	1,000	1,000
100-32-4800-522206 COMPUTER-REP & MAINT	1,046	2,000	110	2,000	1,000	1,000
100-32-4800-523200 TELEPHONE	2,142	3,682	1,702	3,000	3,000	3,000
100-32-4800-523700 TRAINING & MEETINGS	0	1,000	785	2,000	1,000	1,000
100-32-4800-523900 UNIFORMS	907	2,000	657	800	800	800
100-32-4800-531100 OFFICE/COMPUTER SUPPLIES	951	1,500	1,347	2,200	2,200	2,200
100-32-4800-531210 WATER, SEWAGE & GARBAGE	14,920	15,554	6,874	5,500	5,500	5,500
100-32-4800-531220 NATURAL GAS	4,313	5,000	3,726	4,500	4,500	4,500
100-32-4800-531225 STORM WATER	2,227	1,816	2,208	2,200	2,200	2,200
100-32-4800-531230 ELECTRICITY	13,577	8,000	8,773	8,000	8,000	8,000
100-32-4800-531270 GASOLINE ALLOCATED	758	892	888	700	700	700
100-32-4800-531700 OTHER SUPPLIES	8,421	9,579	8,827	12,000	10,500	10,500
100-32-4800-542100 MACHINERY & EQUIPMENT	33,667	10,000	5,086	2,200	2,200	2,200
100-32-4800-542200 TRUCKS & AUTOMOBILES	0	20,000	21,596	0	0	0
100-32-4800-542400 COMPUTER EQUIPMENT	0	0	0	2,500	0	0
100-32-4800-551101 DATA CENTER EXPENSE	1,890	2,239	3,184	4,200	2,305	2,305
100-32-4800-551102 ALLOCATION TO SUMTER COUNTY	0	0	0	0	0	0
100-32-4800-551103 ALLOCATION TO CITY DEPTS	-68,259	0	-135,482	0	0	0
100-32-4800-581200 CAPITAL LEASE PAYMENT	0	4,400	4,487	4,400	4,400	4,400
32 SHOP	166,937	273,007	112,081	271,133	221,879	221,879

CITY OF AMERICUS
2018 OPERATING BUDGET

32 SHOP

100-32-4800-511000 REGULAR PAY 118,380.00

Personnel Requirements:

	Current	Requested
Fleet Maintenance Service Writer*	1	1
Automotive Mechanic	2	1
Fleet Maintenance Superintendent**	$\frac{1}{4}$	$\frac{1}{3}$

*Title change from Administrative Secretary

**Title change from Heavy Equipment Mechanic

100-32-4800-511300 OVERTIME PAY 4,000.00

Requested Amount: \$4000

This is the anticipated amount of overtime in 2018.

100-32-4800-512100 GROUP MEDICAL INSURANCE 20,940.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-32-4800-512101 OPT OUT INSURANCE PLAN

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

100-32-4800-512110 GROUP DENTAL INSURANCE 609.00

This amount represents \$203 per employee.

100-32-4800-512200 SOCIAL SECURITY EXP 9,362.00

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

100-32-4800-512400 RETIREMENT SYSTEM 12,899.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-32-4800-512700 WORKERS COMPENSATION 2,074.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-32-4800-522000 OTHER OUTSIDE SERVICES 1,000.00

Requested Amount: \$1,000

Equipment rental.

1,950.00

100-32-4800-522200 BUILDING REP & MAINT

Repairs to the building and office as follows:

\$ 300 Pest control
\$ 450 Security system monitoring
\$1,200 Other building repairs
\$1,950

100-32-4800-522201 OFFICE EQUIP REP& MAINT 360.00

Requested Amount: \$360

The requested amount is for copier maintenance at \$30 per month.

100-32-4800-522202 AUTO & TRUCK-REP & MAINT 1,000.00

Requested Amount: \$3,000

This is for regular maintenance for the duty vehicles at the shop.

1999 Service Truck

1994 Parts Truck

1999 Crown Vic

Recommended Amount: \$1000

100-32-4800-522203 MACH & EQUIP-REP & MAINT 1,000.00

Requested Amount: \$1,000

This is requested amount is for routine maintenance on diagnostic equipment and other shop equipment.

100-32-4800-522206 COMPUTER-REP & MAINT 1,000.00

The requested amount includes the following:

\$ 500 Software user maintenance
\$ 1500 Other computer or printer repairs
\$2,000

Recommended Amount: \$1000

100-32-4800-523200 TELEPHONE 3,000.00

Requested Amount: \$3,000

This covers land lines and cell phones.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-32-4800-523700 TRAINING & MEETINGS 1,000.00

Requested Amount: \$2,000

The requested amount is for training for department employees.

Recommended Amount: \$1,000

100-32-4800-523900 UNIFORMS 800.00

Requested Amount: \$800

The requested amount is for two employees within the department.

100-32-4800-531100 OFFICE/COMPUTER SUPPLIES 2,200.00

Requested Amount: \$2,200

100-32-4800-531210 WATER, SEWAGE & GARBAGE 5,500.00

Requested Amount: \$5,500

The requested amount is the 2018 ytd amount annualized.

100-32-4800-531220 NATURAL GAS 4,500.00

Requested Amount: \$4,500 This is the projected amount of natural gas for heating the whole shop.

Recommended Amount: \$4,500

100-32-4800-531225 STORM WATER 2,200.00

Requested Amount: \$2,200

This is the storm water fee for the shop.

100-32-4800-531230 ELECTRICITY 8,000.00

Requested Amount: \$8,000

The amount is for electricity at the shop, maintenance buildings, and for the security lights.

100-32-4800-531270 GASOLINE ALLOCATED 700.00

Requested Amount: \$700

This amount is for the service truck and the parts truck.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-32-4800-531700 OTHER SUPPLIES 10,500.00

Requested Amount: \$12,000

This is the purchase of supplies that are not charged to work orders. The costs include tire disposal, cleaning solutions, safety supplies, rags, etc.

Recommended Amount: \$10,500

100-32-4800-542100 MACHINERY & EQUIPMENT 2,200.00

Recommended Amount: \$2,200

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

100-32-4800-542200 TRUCKS & AUTOMOBILES

Requested Amount: \$0

This amount is for a service truck equipped with up-to-date accessories to serve the current fleet. (lease purchase)

100-32-4800-542400 COMPUTER EQUIPMENT

Requested Amount: \$2,500

To upgrade shop computer.

Recommended Amount: \$0

100-32-4800-551101 DATA CENTER EXPENSE 2,305.00

Request amount: \$4,200

This is the amount allocated to this department for internet, other computer connections, and repair.

100-32-4800-551102 ALLOCATION TO SUMTER COUNTY

CITY OF AMERICUS
2018 OPERATING BUDGET

100-32-4800-551103 ALLOCATION TO CITY DEPTS

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

Hourly Rate	Type of Equipment/work
Current	
\$70.00	Heavy Equipment/Vehicles
\$70.00	Specialized Equip (vac-con truck, sweeper, etc.)
\$65.00	Light Duty Vehicles
\$85.00	Firetrucks, Pumps, Platforms, etc.

Preventive Maintenance (oil change, etc.) rates are half of the above rates.

100-32-4800-581200 CAPITAL LEASE PAYMENT 4,400.00

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

\$ 4,400 Service Truck (2017) last payment due (2021)

\$ 4,400

32 SHOP

221,879.00

STREET TROLLEY 923

CITY OF AMERICUS
 2018 OPERATING BUDGET
 CITY OF AMERICUS
 2018 OPERATING BUDGET

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.

PUBLIC WORKS

MISSION STATEMENT/GENERAL OBJECTIVES

GOALS - 2018

Time Frame

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

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
34 PUBLIC WORKS						
100-34-1530-521201 LEGAL EXPENSE	0	1,000	75	1,000	1,000	1,000
100-34-1565-571000 BUILDING REPAIR & MAINT	0	0	0	0	0	0
100-34-4100-511000 REGULAR PAY	4,781	105,021	109,943	112,613	112,613	112,613
100-34-4100-511300 OVERTIME PAY	0	0	1,995	0	0	0
100-34-4100-512100 GROUP MEDICAL INSURANCE	6,398	13,800	14,926	13,960	13,960	13,960
100-34-4100-512101 OPT OUT INSURANCE PLAN	0	0	0	0	0	0
100-34-4100-512110 GROUP DENTAL INSURANCE	0	406	35	406	406	406
100-34-4100-512200 SOCIAL SECURITY PAYMENTS	276	8,034	8,524	8,615	8,615	8,615
100-34-4100-512400 RETIREMENT SYSTEM	10,260	11,069	10,612	11,869	11,869	11,869
100-34-4100-512700 WORKERS' COMPENSATION	360	342	342	287	287	287
100-34-4100-522000 OTHER OUTSIDE SERVICES	26,925	24,000	30,608	30,000	28,750	28,750
100-34-4100-522130 LOT CLEANING EXPENSE	0	0	0	0	0	0
100-34-4100-522201 OFFICE EQUIP-REP AND MAIN	0	0	0	500	500	500
100-34-4100-522202 AUTO & TRUCK-REP & MAINT	38	0	1,154	500	500	500
100-34-4100-522203 MACH & EQUIP-REP & MAINT	180	1,000	92	1,000	1,000	1,000
100-34-4100-522206 COMPUTER-REPAIR & MAINT	2,500	5,700	0	5,700	0	0
100-34-4100-523200 TELEPHONE	9,440	10,222	11,590	10,600	10,600	10,600
100-34-4100-523600 DUES & SUBSCRIPTIONS	350	1,000	475	939	939	939
100-34-4100-523700 TRAINING & MEETINGS	26	2,950	3,405	5,000	5,000	5,000
100-34-4100-523900 UNIFORMS	0	0	0	0	0	0
100-34-4100-531100 OFFICE/COMPUTER SUPPLIES	1,838	3,500	3,222	3,800	3,800	3,800
100-34-4100-531230 ELECTRICITY	2,196	5,040	6,187	4,200	4,200	4,200
100-34-4100-531270 GASOLINE ALLOCATED	303	2,496	1,060	1,000	1,000	1,000
100-34-4100-531700 OTHER SUPPLIES	1,748	3,900	2,329	1,000	1,000	1,000
100-34-4100-541300 BUILDINGS	0	0	0	0	0	0
100-34-4100-542101 OFFICE EQUIPMENT	0	0	0	0	0	0
100-34-4100-542200 TRUCKS & AUTOMOBILES	0	0	0	0	0	0
100-34-4100-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-34-4100-551101 DATA CENTER EXPENSE	1,211	746	1,550	1,500	1,537	1,537
100-34-4100-581200 CAPITAL LEASE PAYMENTS	0	0	0	0	0	0
34 PUBLIC WORKS	68,830	200,226	208,123	214,489	207,576	207,576

CITY OF AMERICUS
2018 OPERATING BUDGET

34 PUBLIC WORKS

100-34-1530-521201 LEGAL EXPENSE 1,000.00

Requested Amount: \$1,000

This amount should cover any minor legal expenses for the department and additional easement work.

100-34-1565-571000 BUILDING REPAIR & MAINT

Requested Amount: \$0

100-34-4100-511000 REGULAR PAY 112,613.00

Personnel Requirements: 105,021

Current

Administrative Assistant	1
Public Works Director	<u>1</u>
	2

100-34-4100-511300 OVERTIME PAY

Requested Amount: \$0

100-34-4100-512100 GROUP MEDICAL INSURANCE 13,960.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-34-4100-512101 OPT OUT INSURANCE PLAN

Requested Amount: \$0

100-34-4100-512110 GROUP DENTAL INSURANCE 406.00

This amount represents \$203 per employee.

100-34-4100-512200 SOCIAL SECURITY PAYMENTS 8,615.00

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

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2018 OPERATING BUDGET

100-34-4100-512400 RETIREMENT SYSTEM 11,869.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-34-4100-512700 WORKERS' COMPENSATION 287.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

100-34-4100-522000 OTHER OUTSIDE SERVICES 28,750.00

Requested Amount: \$30,000

The requested amount includes UPS/FedEx expenses, Advanced Disposal pick ups at the yard, and other miscellaneous services.

Recommended Amount: \$28,750

100-34-4100-522130 LOT CLEANING EXPENSE

Requested Amount: \$0

This line item has been moved to the Planning and Inspections department.

100-34-4100-522201 OFFICE EQUIP-REP AND MAIN 500.00

Requested Amount: \$500

100-34-4100-522202 AUTO & TRUCK-REP & MAINT 500.00

Requested Amount: \$500

Repair and maint for Public Works vehicle.

100-34-4100-522203 MACH & EQUIP-REP & MAINT 1,000.00

Requested Amount: \$1000

This is for the radio maintenance contract and other miscellaneous repairs. The reason for the increase this year is because repair cost for the radio has risen.

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

\$5,700 HyperWeb (work order program)

100-34-4100-523200 TELEPHONE 10,600.00

Requested Amount: \$10,600

The requested amount is for Verizon Wireless, AT&T land lines, and Lightyear long distance service.

Recommended Amount: \$10,600

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100-34-4100-523600 DUES & SUBSCRIPTIONS 939.00

Requested Amount: \$939.00

\$ 30 GWPCA membership fee

\$325 GA Rural Water Assoc. membership fee

\$284 SE Storm Water Assoc.

\$100 APWA

\$100 GWP

\$100 GSWCC_____

\$939.00

100-34-4100-523700 TRAINING & MEETINGS 5,000.00

Requested Amount: \$5,000

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

Recommended Amount: \$5,000

100-34-4100-523900 UNIFORMS

Requested Amount: \$0

100-34-4100-531100 OFFICE/COMPUTER SUPPLIES 3,800.00

Requested Amount: \$3,800

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

Recommended Amount: \$3,800

100-34-4100-531230 ELECTRICITY 4,200.00

Requested Amount: \$4,200

100-34-4100-531270 GASOLINE ALLOCATED 1,000.00

Requested Amount: \$1,000

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

Recommended Amount: \$1,000

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100-34-4100-531700 OTHER SUPPLIES 1,000.00

Requested Amount: \$1,000

This request covers general supplies for the Public Works office, City Shop, depot, and shops such as paper towels, restroom supplies, and cleaning products. This amount also includes \$100 for cleaning supplies for Rees Park School.

Recommended Amount: \$1,000

100-34-4100-541300 BUILDINGS

Recommended Amount: \$0

100-34-4100-542101 OFFICE EQUIPMENT

\$0

100-34-4100-542200 TRUCKS & AUTOMOBILES

Requested Amount: \$0

100-34-4100-551000 ALLOCATION OF EXPENSES

100-34-4100-551101 DATA CENTER EXPENSE 1,537.00

Requested Amount: \$1,500

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

100-34-4100-581200 CAPITAL LEASE PAYMENTS

Requested Amount: \$0

34 PUBLIC WORKS 207,576.00

CITY OF AMERICUS
2018 OPERATING BUDGET

GROUNDS & MAINTENANCE DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

GOALS – 2018

TIME-FRAME

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

On-going
On-going
On-going

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
36 GROUNDS/MAINTENANCE						
100-36-4340-511000 REGULAR PAY	150,293	177,528	155,318	250,722	209,522	209,522
100-36-4340-511300 OVERTIME PAY	8,961	7,000	11,277	7,000	7,000	7,000
100-36-4340-512100 GROUP MEDICAL INSURANCE	39,757	41,400	44,588	48,860	41,880	41,880
100-36-4340-512101 OPT OUT INSURANCE PLAN	3,000	3,000	3,577	3,000	3,000	3,000
100-36-4340-512110 GROUP DENTAL INSURANCE	1,397	1,421	293	1,624	1,421	1,421
100-36-4340-512200 SOCIAL SECURITY PAYMENTS	11,980	14,116	12,772	19,716	16,564	16,564
100-36-4340-512400 RETIREMENT SYSTEM	20,988	19,449	18,419	27,164	22,821	22,821
100-36-4340-512700 WORKER'S COMPENSATION	15,015	11,678	11,649	11,502	9,646	9,646
100-36-4340-522000 OTHER OUTSIDE SERVICES	2,763	5,000	11,818	20,340	20,340	20,340
100-36-4340-522202 AUTO & TRUCK- REP & MAINT	18,367	15,000	41,682	35,000	35,000	35,000
100-36-4340-522203 MACH & EQUIP-REP & MAINT	9,588	10,000	10,578	10,000	10,000	10,000
100-36-4340-523200 TELEPHONE	0	350	0	420	420	420
100-36-4340-523700 TRAINING AND MEETINGS	0	0	0	1,000	1,000	1,000
100-36-4340-523900 UNIFORMS	5,429	14,603	5,045	10,000	10,000	10,000
100-36-4340-531105 HAND TOOLS	713	1,000	1,539	1,000	1,000	1,000
100-36-4340-531210 WATER, SEWAGE & GARBAGE	3,025	3,500	2,580	3,500	3,500	3,500
100-36-4340-531220 NATURAL GAS	0	0	0	0	0	0
100-36-4340-531225 STORM WATER	167,184	102,508	128,981	167,000	140,000	140,000
100-36-4340-531230 ELECTRICITY	0	714	0	500	500	500
100-36-4340-531270 GASOLINE ALLOCATED	22,642	28,000	22,313	28,000	28,000	28,000
100-36-4340-531700 OTHER SUPPLIES	11,639	14,000	13,032	12,000	12,000	12,000
100-36-4340-542100 MACHINERY & EQUIPMENT	29,891	35,000	29,444	50,000	36,900	36,900
100-36-4340-542200 TRUCKS AND AUTOMOBILES	13,000	25,000	14,435	20,000	15,000	15,000
100-36-4340-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
100-36-4340-551101 DATA CENTER EXPENSE	157	746	165	746	768	768
100-36-4340-581200 CAPITAL LEASE PAYMENTS	0	5,500	0	0	0	0
100-36-6240-531112 PLANTS & FLOWERS	845	4,000	171	40,000	35,000	35,000
36 GROUNDS/MAINTENANCE	536,634	540,513	539,677	769,094	661,282	661,282

CITY OF AMERICUS
2018 OPERATING BUDGET

36 GROUNDS/MAINTENANCE

100-36-4340-511000 REGULAR PAY 209,522.00

Personnel Requirements:

	Current	Requested
Correctional Officer	7	7
Grounds & Maintenance Superintendent	$\frac{1}{8}$	$\frac{0}{7}$

100-36-4340-511300 OVERTIME PAY 7,000.00

Requested Amount: \$7,000

To catch up on lost time which was caused by unavoidable conditions: weather and other official transactions.

100-36-4340-512100 GROUP MEDICAL INSURANCE 41,880.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

100-36-4340-512101 OPT OUT INSURANCE PLAN 3,000.00

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

100-36-4340-512110 GROUP DENTAL INSURANCE 1,421.00

This amount represents \$203 per employee.

100-36-4340-512200 SOCIAL SECURITY PAYMENTS 16,564.00

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

100-36-4340-512400 RETIREMENT SYSTEM 22,821.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-36-4340-512700 WORKER'S COMPENSATION 9,646.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

CITY OF AMERICUS
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100-36-4340-522000 OTHER OUTSIDE SERVICES 20,340.00

The request is for the following: \$20,340

\$340 Porta Potty rental (4 @ \$85 per month)
\$20,000 Herbicide Treatment

100-36-4340-522202 AUTO & TRUCK- REP & MAINT 35,000.00

Requested Amount: \$35,000

The requested amount is for repairs on vans in the department. We are having to keep vans longer which means higher maintenance cost.

100-36-4340-522203 MACH & EQUIP-REP & MAINT 10,000.00

Requested Amount: \$10,000

The request covers maintenance of mowers, weed eaters, edgers, backpack blowers, and radios, as well as an inventory of parts for these repairs. We are having to keep equipment longer which means higher maintenance and cost. The mowers need to be up graded to commercial mowers to handle the number of hours and stress put on ones we have now. which is causing more down time because of the repairs. Due to the higher labor rates and parts this request is required to handle such demands.

Recommended Amount: \$10,000

100-36-4340-523200 TELEPHONE 420.00

Requested Amount: \$420

This is amount covers for alarm monitoring fee.

100-36-4340-523700 TRAINING AND MEETINGS 1,000.00

Request Amount: \$1,000

Annual certifications.

CITY OF AMERICUS
2018 OPERATING BUDGET

100-36-4340-523900 UNIFORMS 10,000.00

Requested Amount: \$10,000

The requested amount covers uniforms for seven employees within the department.

100-36-4340-531105 HAND TOOLS 1,000.00

Requested Amount: \$1,000

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

100-36-4340-531210 WATER, SEWAGE & GARBAGE 3,500.00

Requested Amount: \$3,500

This is for the various sprinkler systems for watering the city owned landscape. The amount requested is the current year to date amount annualized.

100-36-4340-531220 NATURAL GAS

100-36-4340-531225 STORM WATER 140,000.00

Requested Amount: \$167,000

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

Recommended Amount: \$140,000

100-36-4340-531230 ELECTRICITY 500.00

Requested Amount: \$500

This is for the electricity for the grounds and maintenance building.

100-36-4340-531270 GASOLINE ALLOCATED 28,000.00

Requested Amount: \$28,000

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

Recommended Amount: \$28,000

CITY OF AMERICUS
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100-36-4340-531700 OTHER SUPPLIES 12,000.00

Requested Amount: \$12,000

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

100-36-4340-542100 MACHINERY & EQUIPMENT 36,900.00

Requested Amount: \$50,000

\$35,000 Mowers and Equipment

Need to get at least two commercial mowers so the repairs would be less. The hours put on these residential mowers are wearing them down too quickly.

Recommended Amount \$36,900

100-36-4340-542200 TRUCKS AND AUTOMOBILES 15,000.00

Requested Amount: \$20,000

\$20,000 Inmate Van Replacement

Recommended Amount: \$15,000

100-36-4340-551000 ALLOCATION OF EXPENSES

100-36-4340-551101 DATA CENTER EXPENSE 768.00

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

100-36-4340-581200 CAPITAL LEASE PAYMENTS

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

\$0 Pickup Truck (2017) assumes no payments in 2018

CITY OF AMERICUS
2018 OPERATING BUDGET

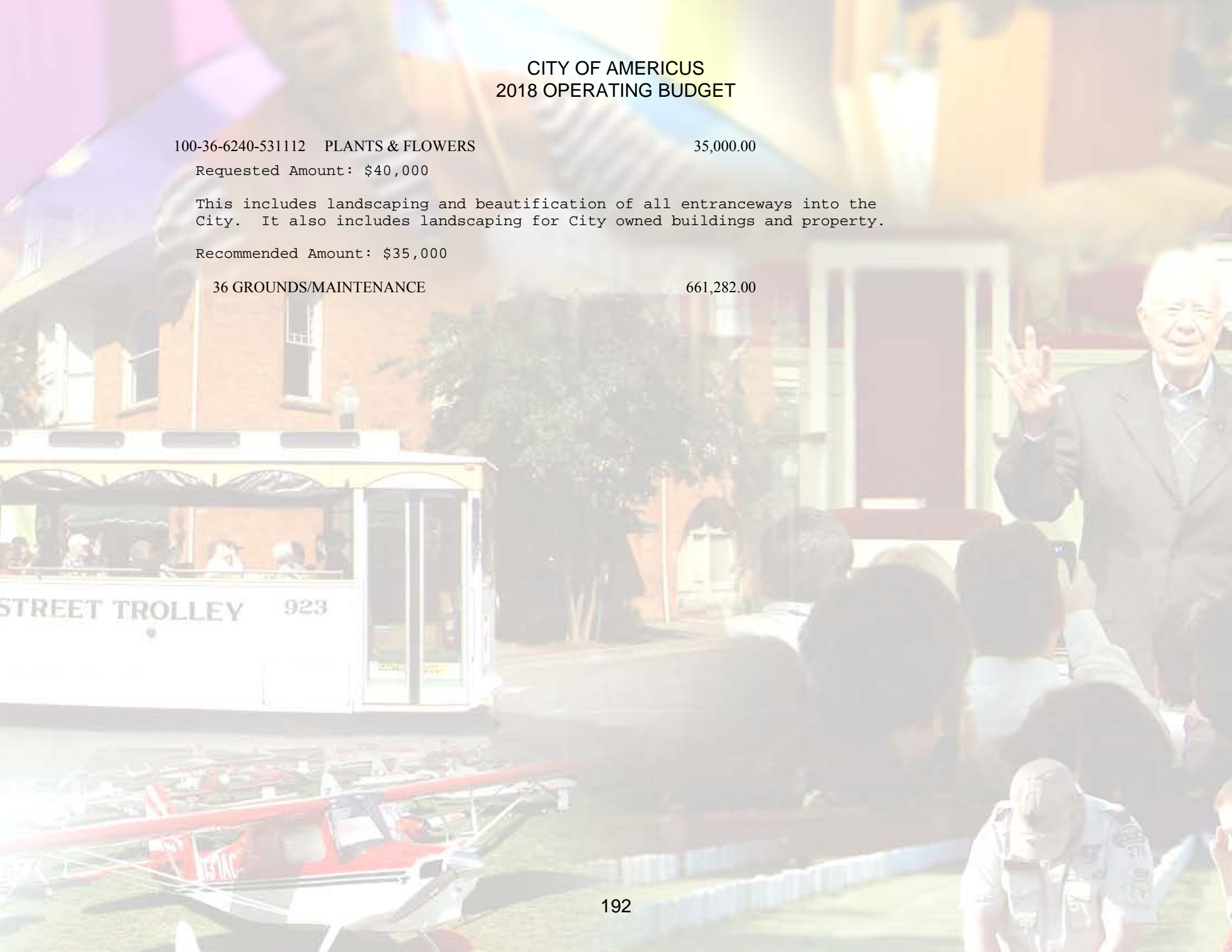
100-36-6240-531112 PLANTS & FLOWERS 35,000.00

Requested Amount: \$40,000

This includes landscaping and beautification of all entranceways into the City. It also includes landscaping for City owned buildings and property.

Recommended Amount: \$35,000

36 GROUNDS/MAINTENANCE 661,282.00



MAIN STREET DEPARTMENT

Budgeted 2018

Patrick Kay
Main Street Director

Qajuan Willis
Program Coordinator,
Main Street



CITY OF AMERICUS
2018 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 - 2018

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 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
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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.



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REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
202 DOWNTOWN DEVELOPMENT FUND						
202-00-0000-311102 PROPERTY TAX SURTAX REVENUE	33,484	0	-18,439	0	0	0
202-00-0000-316101 BUSINESS LICENSE SURTAX REVENUE	8,462	0	0	0	0	0
202-00-0000-334110 OTHER GRANTS	0	0	0	0	0	0
202-00-0000-347300 TASTE OF SUMTER REVENUE	200	0	0	0	0	0
202-00-0000-371000 DONATIONS	40,000	0	0	0	0	0
202-00-0000-381001 TROLLEY FEES	11,070	0	615	0	0	0
202-00-0000-382000 RENTAL INCOME	36,000	18,000	18,750	9,000	9,000	9,000
202-00-0000-389000 OTHER MISC INCOME	2,195	0	0	0	0	0
202-00-0000-389003 CARRYOVER OF FUND BALANCE	0	0	0	0	0	0
202-00-0000-389005 CITY ALLOCATION REVENUE	88,067	0	0	0	0	0
202-00-0000-391000 TRANSFER FROM MAIN STREET	0	0	48,664	0	0	0
202-00-0000-391200 TRANSFER FROM GENERAL FUND	0	0	26,800	0	0	0
202-00-0000-392100 SALE OF DDA PROPERTY	0	0	119,000	70,000	70,000	70,000
202-65-7550-611000 TRANSFER TO MAIN ST.	0	0	-11,440	0	0	0
202 DOWNTOWN DEVELOPMENT FUND	219,479	18,000	183,950	79,000	79,000	79,000

CITY OF AMERICUS
2018 OPERATING BUDGET

202 DOWNTOWN DEVELOPMENT FUND

202-00-0000-311102 PROPERTY TAX SURTAX REVENUE

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-316101 BUSINESS LICENSE SURTAX REVENUE

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-334110 OTHER GRANTS

Requested Amount: \$0

202-00-0000-347300 TASTE OF SUMTER REVENUE

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: \$9,000

9,000

202-00-0000-389000 OTHER MISC INCOME

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-389003 CARRYOVER OF FUND BALANCE

202-00-0000-389005 CITY ALLOCATION REVENUE

Recommended Amount: \$0

202-00-0000-391000 TRANSFER FROM MAIN STREET

202-00-0000-391200 TRANSFER FROM GENERAL FUND

CITY OF AMERICUS
2018 OPERATING BUDGET

202-00-0000-392100 SALE OF DDA PROPERTY

70,000

Requested amount: \$70000

202-65-7550-611000 TRANSFER TO MAIN ST.

202 DOWNTOWN DEVELOPMENT FUND

79,000



CITY OF AMERICUS
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EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
65 DOWNTOWN DEVELOPMENT						
202-65-1530-521201 LEGAL EXPENSES	1,675	1,500	1,155	2,500	2,500	2,500
202-65-7550-511000 REGULAR PAY	96,341	0	0	0	0	0
202-65-7550-511300 OVERTIME PAY	4,353	0	0	0	0	0
202-65-7550-512100 GROUP MEDICAL INSURANCE	9,753	0	0	0	0	0
202-65-7550-512101 OPT OUT INSURANCE PLAN	3,231	0	0	0	0	0
202-65-7550-512110 GROUP DENTAL INSURANCE	104	0	0	0	0	0
202-65-7550-512200 SOCIAL SECURITY EXP	8,088	0	108	0	0	0
202-65-7550-512400 RETIREMENT SYSTEM	3,084	0	0	0	0	0
202-65-7550-512700 WORKERS COMPENSATION	1,739	0	0	0	0	0
202-65-7550-521203 AUDIT FEES	0	0	0	0	0	0
202-65-7550-522000 OTHER OUTSIDE SERVICES	48,880	15,620	6,322	0	0	0
202-65-7550-522201 OFFICE EQUIP REP & MAINT	0	0	0	0	0	0
202-65-7550-522202 AUTO & TRUCK REP & MAINT	169	0	0	0	0	0
202-65-7550-522206 COMPUTER REPAIR & MAINT	0	0	0	0	0	0
202-65-7550-523100 INSURANCE EXPENSE	519	0	298	0	0	0
202-65-7550-523200 TELEPHONE	1,433	0	406	0	0	0
202-65-7550-523201 POSTAGE	253	0	24	0	0	0
202-65-7550-523301 ADVERTISING EXPENSE	16,668	0	-2,583	0	0	0
202-65-7550-523600 DUES & SUBSCRIPTIONS	793	0	370	0	0	0
202-65-7550-523700 TRAINING & MEETINGS	7,593	0	357	0	0	0
202-65-7550-523900 UNIFORMS	0	0	0	0	0	0
202-65-7550-523906 TROLLEY EXPENSE	2,830	0	1,410	0	0	0
202-65-7550-523908 TASTE OF SUMMER EXPENSES	500	0	0	0	0	0
202-65-7550-531100 OFFICE /COMPUTER SUPPLIES	1,240	0	0	0	0	0
202-65-7550-531112 FLOWERS & PLANTS	0	0	0	0	0	0
202-65-7550-531210 WATER,SEWER,& GARBAGE	162	0	0	0	0	0
202-65-7550-531220 NATURAL GAS	0	0	0	0	0	0
202-65-7550-531225 STORM WATER	1,206	880	0	0	0	0
202-65-7550-531230 ELECTRICITY	896	0	118	0	0	0
202-65-7550-531270 GASOLINE ALLOCATED	41	0	588	0	0	0
202-65-7550-531700 OTHER SUPPLIES	8,315	0	421	0	0	0
202-65-7550-541461 ACQUISITION	0	0	70,194	0	0	0
202-65-7550-542900 OTHER CAPITAL EXPENDITURE	59,134	0	250	0	0	0

CITY OF AMERICUS
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EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
202-65-7550-551101 DATA CENTER EXPENSE	1,261	0	0	0	0	0
202-65-7550-573006 PAYMENT TO OTHERS	0	0	6,613	0	0	0
202-65-7550-581300 PRINCIPAL PAYMENTS	0	0	0	0	0	0
202-65-7550-581302 DEBT SERVICE PAYMENTS	0	0	0	0	0	0
202-65-7550-582300 INTEREST EXPENSE	0	0	0	0	0	0
65 DOWNTOWN DEVELOPMENT	280,260	18,000	86,051	2,500	2,500	2,500

CITY OF AMERICUS
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65 DOWNTOWN DEVELOPMENT

202-65-1530-521201 LEGAL EXPENSES 2,500.00

Requested Amount: \$2500

202-65-7550-511000 REGULAR PAY

202-65-7550-511300 OVERTIME PAY

202-65-7550-512100 GROUP MEDICAL INSURANCE

The requested \$0

202-65-7550-512101 OPT OUT INSURANCE PLAN

Requested Amount: \$0

202-65-7550-512110 GROUP DENTAL INSURANCE

Requested Amount: \$0

202-65-7550-512200 SOCIAL SECURITY EXP

Requested Amount: \$0

202-65-7550-512400 RETIREMENT SYSTEM

Requested Amount: \$0

202-65-7550-512700 WORKERS COMPENSATION

Requested Amount: \$0

202-65-7550-521203 AUDIT FEES

202-65-7550-522000 OTHER OUTSIDE SERVICES

Requested Amount: \$0

202-65-7550-522201 OFFICE EQUIP REP & MAINT

Requested Amount: \$0

202-65-7550-522202 AUTO & TRUCK REP & MAINT

Requested Amount: \$0

CITY OF AMERICUS
2018 OPERATING BUDGET

202-65-7550-522206 COMPUTER REPAIR & MAINT

Requested Amount: \$0

202-65-7550-523100 INSURANCE EXPENSE

Requested Amount: \$0

202-65-7550-523200 TELEPHONE

Recommended Amount: \$0

202-65-7550-523201 POSTAGE

Requested Amount: \$0

202-65-7550-523301 ADVERTISING EXPENSE

Requested: \$0

202-65-7550-523600 DUES & SUBSCRIPTIONS

Requested: \$0

202-65-7550-523700 TRAINING & MEETINGS

Requested \$0

202-65-7550-523900 UNIFORMS

Requested Amount: \$0

202-65-7550-523906 TROLLEY EXPENSE

Requested Amount: \$0

202-65-7550-523908 TASTE OF SUMTER EXPENSES

Requested Amount: \$0

202-65-7550-531100 OFFICE /COMPUTER SUPPLIES

Requested Amount: \$0

202-65-7550-531112 FLOWERS & PLANTS

Requested Amount: \$0

202-65-7550-531210 WATER,SEWER,& GARBAGE

Requested Amount: \$0

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2018 OPERATING BUDGET

202-65-7550-531220 NATURAL GAS

Requested Amount: \$0

202-65-7550-531225 STORM WATER

Requested Amount: \$0

202-65-7550-531230 ELECTRICITY

202-65-7550-531270 GASOLINE ALLOCATED

Requested Amount: \$0

202-65-7550-531700 OTHER SUPPLIES

Requested Amount: \$0

202-65-7550-541461 ACQUISITION

202-65-7550-542900 OTHER CAPITAL EXPENDITURE

Requested: \$0

202-65-7550-551101 DATA CENTER EXPENSE

Requested Amount: \$0

202-65-7550-573006 PAYMENT TO OTHERS

202-65-7550-581300 PRINCIPAL PAYMENTS

Requested Amount: \$0

This is budgeted in Debt Service Payments.

202-65-7550-581302 DEBT SERVICE PAYMENTS

Requested Amount: \$0

The City of Americus loans and the Citizens Bank loan for the Stein Building were paid in full in 2014.

202-65-7550-582300 INTEREST EXPENSE

Requested Amount: \$0

This is budgeted in Debt Service Payments.

65 DOWNTOWN DEVELOPMENT

2,500.00

CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
270 MAIN STREET						
270-00-0000-311102 PROPERTY TAX SURTAX REVENUE	0	16,783	0	16,600	16,600	16,600
270-00-0000-316101 BUSINESS LICENSE SURTAX REVENUE	0	7,760	0	7,760	7,760	7,760
270-00-0000-334110 OTHER GRANTS	0	0	0	0	0	0
270-00-0000-347300 TASTE OF SUMTER REVENUE	0	10,000	0	0	0	0
270-00-0000-361000 OTHER INTEREST EARNED	0	0	117	0	0	0
270-00-0000-371000 DONATIONS	0	0	5,000	0	0	0
270-00-0000-381001 TROLLEY FEES	0	6,000	11,263	8,000	8,000	8,000
270-00-0000-382000 RENTAL INCOME	0	0	0	0	0	0
270-00-0000-389000 OTHER MISC INCOME	0	1,500	3,314	1,500	3,500	3,500
270-00-0000-389003 CARRYOVER OF FUND BALANCE	0	0	0	0	0	0
270-00-0000-389005 CITY ALLOCATION REVENUE	0	202,459	202,459	202,459	220,810	220,810
270-00-0000-391000 TRANSFER FROM DDA	0	0	11,440	0	0	0
270-00-0000-391200 TRANSFER FROM GENERAL FUND	0	0	0	0	0	0
270-00-0000-392100 SALE OF DDA PROPERTY	0	0	0	0	0	0
270 MAIN STREET	0	244,502	233,593	236,319	256,670	256,670

CITY OF AMERICUS
2018 OPERATING BUDGET

270 MAIN STREET

270-00-0000-311102	PROPERTY TAX SURTAX REVENUE	16,600
	Recommended Amount: \$16,600	
270-00-0000-316101	BUSINESS LICENSE SURTAX REVENUE	7,760
	Requested Amount: \$7,760	
270-00-0000-334110	OTHER GRANTS	
	Requested Amount: \$0	
270-00-0000-347300	TASTE OF SUMTER REVENUE	
	All revenue and expenses will be run out of the Friends of Downtown Americus Account.	
270-00-0000-361000	OTHER INTEREST EARNED	
270-00-0000-371000	DONATIONS	
	Requested Amount: \$0	
270-00-0000-381001	TROLLEY FEES	8,000
	Requested Amount: \$8,000	
270-00-0000-382000	RENTAL INCOME	
	Recommended Amount: \$0	
270-00-0000-389000	OTHER MISC INCOME	3,500
	Requested Amount: \$1,500	
270-00-0000-389003	CARRYOVER OF FUND BALANCE	

CITY OF AMERICUS
2018 OPERATING BUDGET

270-00-0000-389005 CITY ALLOCATION REVENUE 220,810

The following is a recap of recent allocations.

2009	\$101,940	
2010	\$ 94,000	(7.8%)
2011	\$ 84,600	(10.0%)
2012	\$ 84,600	0.0%
2013	\$ 94,600	11.8%
2014	\$ 88,067	(7.42%)
2015	\$144,028	38.9%
2015	\$ 88,067	(38.9%)
2016	\$ 88,067	0%
2017	\$202,459	229.9%
2018	\$202,459	0% requested
2018	\$230,765	13.98% recommended

270-00-0000-391000 TRANSFER FROM DDA

270-00-0000-391200 TRANSFER FROM GENERAL FUND

270-00-0000-392100 SALE OF DDA PROPERTY

Requested amount: \$0

270 MAIN STREET

256,670

STREET TROLLEY 923

CITY OF AMERICUS
2018 OPERATING BUDGET

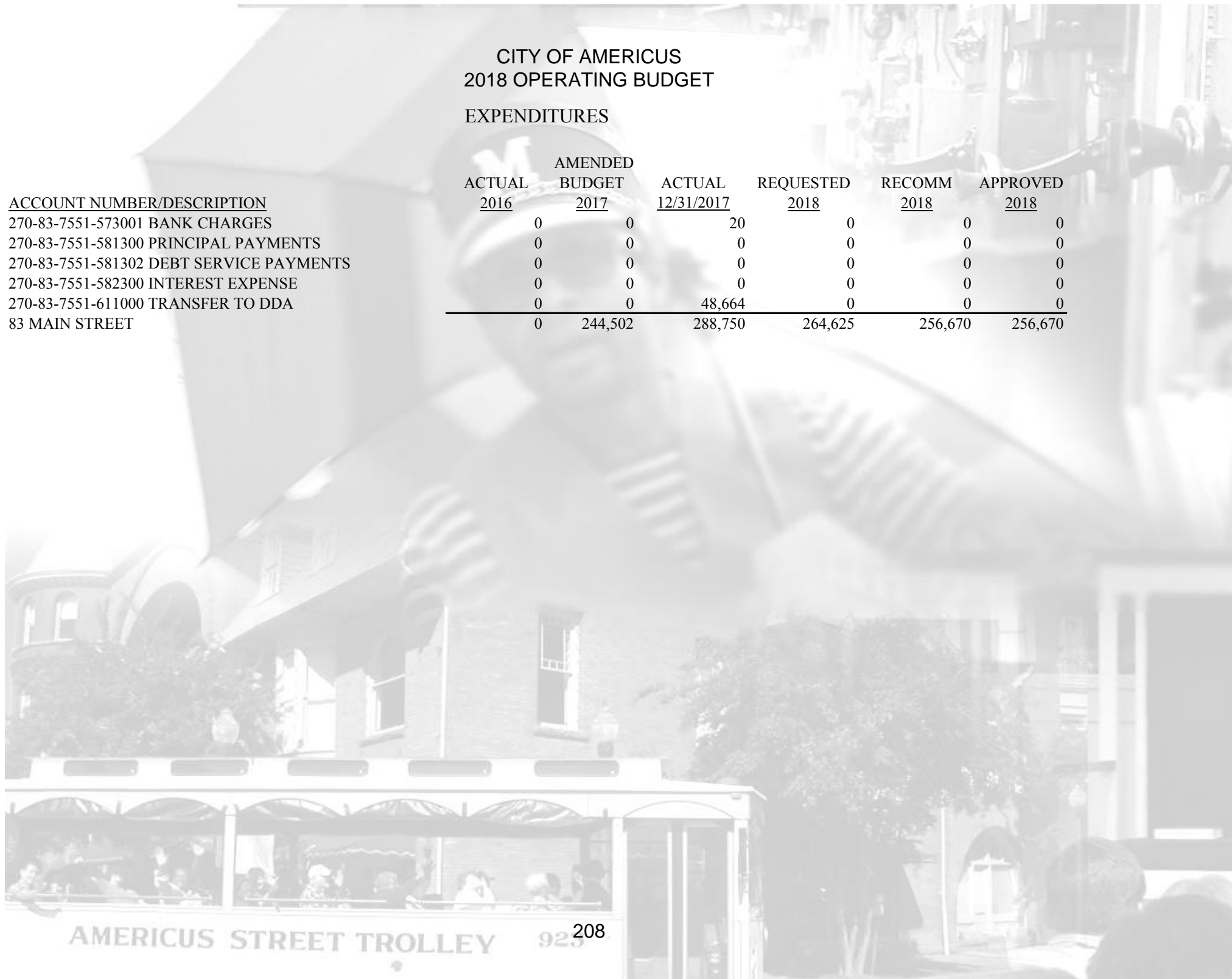
EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>2016</u>	AMENDED BUDGET <u>2017</u>	ACTUAL <u>12/31/2017</u>	REQUESTED <u>2018</u>	RECOMM <u>2018</u>	APPROVED <u>2018</u>
83 MAIN STREET						
270-83-1530-521201 LEGAL EXPENSES	0	1,000	2,349	2,500	2,500	2,500
270-83-7551-511000 REGULAR PAY	0	111,822	97,360	121,711	125,711	125,711
270-83-7551-511300 OVERTIME PAY	0	0	4,756	0	0	0
270-83-7551-512100 GROUP MEDICAL INSURANCE	0	0	63	6,980	6,980	6,980
270-83-7551-512101 OPT OUT INSURANCE PLAN	0	6,000	3,116	3,000	3,000	3,000
270-83-7551-512110 GROUP DENTAL INSURANCE	0	406	236	406	406	406
270-83-7551-512200 SOCIAL SECURITY EXP	0	8,554	8,817	9,311	9,311	9,311
270-83-7551-512400 PMTS TO RETIREMENT SYS	0	11,786	11,280	10,636	10,636	10,636
270-83-7551-512700 WORKERS COMPENSATION	0	364	363	416	416	416
270-83-7551-521203 AUDIT FEES	0	0	0	0	0	0
270-83-7551-522000 OTHER OUTSIDE SERVICES	0	5,000	13,152	9,000	9,000	9,000
270-83-7551-522201 OFFICE EQUIP-REP & MAINT	0	250	0	250	250	250
270-83-7551-522202 AUTO & TRUCK REP & MAINT	0	6,000	3,961	2,000	2,000	2,000
270-83-7551-522206 COMPUTER REPAIR & MAINT	0	0	0	0	0	0
270-83-7551-523100 INSURANCE EXPENSE	0	2,371	1,422	0	0	0
270-83-7551-523200 TELEPHONE	0	2,124	1,091	0	0	0
270-83-7551-523201 POSTAGE	0	650	151	450	450	450
270-83-7551-523301 ADVERTISING EXPENSE	0	11,000	13,922	13,000	13,000	13,000
270-83-7551-523600 DUES & SUBSCRIPTIONS	0	1,050	1,339	723	723	723
270-83-7551-523700 TRAINING & MEETINGS	0	2,900	6,018	6,000	6,000	6,000
270-83-7551-523900 UNIFORMS	0	0	0	0	0	0
270-83-7551-523906 TROLLEY EXPENSES	0	3,500	9,943	7,000	3,000	3,000
270-83-7551-523908 TASTE OF SUMTER-EXPENSES	0	9,180	0	0	0	0
270-83-7551-531100 OFFICE /COMPUTER SUPPLIES	0	1,750	4,101	2,000	2,000	2,000
270-83-7551-531112 FLOWERS & PLANTS	0	3,000	1,839	2,000	2,000	2,000
270-83-7551-531210 WATER,SEWER,&GARBAGE	0	300	379	0	0	0
270-83-7551-531220 NATURAL GAS	0	0	0	0	0	0
270-83-7551-531225 STORM WATER	0	220	1,048	0	0	0
270-83-7551-531230 ELECTRICITY	0	0	1,501	0	0	0
270-83-7551-531270 GASOLINE ALLOCATED	0	1,500	736	750	750	750
270-83-7551-531700 OTHER SUPPLIES	0	11,283	10,904	20,000	17,000	17,000
270-83-7551-542900 OTHER CAPITAL EXPENDITURE	0	41,000	38,904	45,000	40,000	40,000
270-83-7551-551101 DATA CENTER EXPENSE	0	1,492	1,315	1,492	1,537	1,537

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
270-83-7551-573001 BANK CHARGES	0	0	20	0	0	0
270-83-7551-581300 PRINCIPAL PAYMENTS	0	0	0	0	0	0
270-83-7551-581302 DEBT SERVICE PAYMENTS	0	0	0	0	0	0
270-83-7551-582300 INTEREST EXPENSE	0	0	0	0	0	0
270-83-7551-611000 TRANSFER TO DDA	0	0	48,664	0	0	0
83 MAIN STREET	0	244,502	288,750	264,625	256,670	256,670



CITY OF AMERICUS
2018 OPERATING BUDGET

83 MAIN STREET

270-83-1530-521201 LEGAL EXPENSES 2,500.00

Requested Amount: \$2500

270-83-7551-511000 REGULAR PAY 125,711.00

Personnel Requirements:

	Current
Main Street Director	1
Program Coordinator*	1
Trolley Driver (part-time)	$\frac{1}{3}$

*Title change from Office Assistant

270-83-7551-511300 OVERTIME PAY

270-83-7551-512100 GROUP MEDICAL INSURANCE 6,980.00

270-83-7551-512101 OPT OUT INSURANCE PLAN 3,000.00

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

270-83-7551-512110 GROUP DENTAL INSURANCE 406.00

This amount represents \$203 per employee.

270-83-7551-512200 SOCIAL SECURITY EXP 9,311.00

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

270-83-7551-512400 PMTS TO RETIREMENT SYS 10,636.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

270-83-7551-512700 WORKERS COMPENSATION 416.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

270-83-7551-521203 AUDIT FEES

CITY OF AMERICUS
2018 OPERATING BUDGET

270-83-7551-522000 OTHER OUTSIDE SERVICES 9,000.00

Recommended Amount: \$9,000

\$ 2,500 Street Light Repair/Maintenance

\$ 6,000 Downtown Landscaping

\$ 500 Design Assistant

\$ 9,000

270-83-7551-522201 OFFICE EQUIP-REP & MAINT 250.00

Recommended Amount: \$250

270-83-7551-522202 AUTO & TRUCK REP & MAINT 2,000.00

Requested Amount: \$2,000

\$2,000 Maintenance of small bus

Recommended Amount: \$2,000

270-83-7551-522206 COMPUTER REPAIR & MAINT

270-83-7551-523100 INSURANCE EXPENSE

Recommended Amount: \$2,371

The request includes a projected increase of approximately 10%. The projected rates will be effective May 1, 2017 resulting in an effective rate for 2017 of 6.67%.

270-83-7551-523200 TELEPHONE

Recommended Amount: \$2,124

270-83-7551-523201 POSTAGE 450.00

Recommended Amount: \$450

This amount includes costs associated with newsletters, event notices, monthly mail outs, surveys, and general mailings.

270-83-7551-523301 ADVERTISING EXPENSE 13,000.00

Recommended: \$13,000

\$5,000 Magazine

\$2,500 Newspaper

\$3,500 Television

\$2,000 Online

\$13,000

Recommended Amount: \$13,000

CITY OF AMERICUS
2018 OPERATING BUDGET

270-83-7551-523600 DUES & SUBSCRIPTIONS 723.00

Recommended: \$723

\$ 15 National Trust Historic Preservation
\$ 100 Georgia Grown
\$ 350 National Main Street
\$ 125 Georgia Downtown Association
\$ 85 Chamber of Commerce
\$ 48 Americus Times Recorder_____
\$ 723

270-83-7551-523700 TRAINING & MEETINGS 6,000.00

Requested: \$6,000

\$ 900 National Main Streets Conference (NMSC) (2 Staff Registrations Fees)
\$ 500 NMSC Travel (2 Staff)
\$1,400 NMSC Hotel (2 Staff)
\$ 600 Georgia Downtown State Conference (2 Staff Registrations Fees)
\$ 600 Quarterly Training Travel (2 Staff)
\$ 500 Annual MS Board Retreat
\$ 500 Board Member Training
\$1,000 Staff Training_____
\$6,000

Recommended: \$6,000

270-83-7551-523900 UNIFORMS

270-83-7551-523906 TROLLEY EXPENSES 3,000.00

Recommended Amount: \$7,000

\$2,000 Repair & Maintenance
\$5,000 Driver Cost

270-83-7551-523908 TASTE OF SUMTER-EXPENSES

Recommended Amount: \$0

All Sponsorship Events will be run through Friends of Downtown Americus
501c3 (both income and expenses)

270-83-7551-531100 OFFICE /COMPUTER SUPPLIES 2,000.00

Recommended Amount: \$2,000

The requested amount is for normal supplies needed to run the office.
(paper, pens, business cards, letterhead, envelopes, copy paper, ink
cartridges, etc.)

270-83-7551-531112 FLOWERS & PLANTS

2,000.00

CITY OF AMERICUS
2018 OPERATING BUDGET

Recommended Amount: \$2,000

\$1,500 New Flower Pots
\$ 500 New Plants_____
\$2,000

270-83-7551-531210 WATER,SEWER,&GARBAGE

Recommended Amount: \$300
This amount is for the Farmer's Market.

270-83-7551-531220 NATURAL GAS

270-83-7551-531225 STORM WATER

The recommended amount includes the following:

\$ 180 Lenny's Market
\$ 40 Pro-rata share of Municipal Building_____
\$ 220

270-83-7551-531230 ELECTRICITY

270-83-7551-531270 GASOLINE ALLOCATED 750.00

Recommended Amount: \$750
This is for miscellaneous travel for City Business in personal vehicles.

270-83-7551-531700 OTHER SUPPLIES 17,000.00

Requested Amount: \$20,000

\$ 1,000 Welcome Back Bash Event for GSW & SGTC
\$ 500 Printing of Student Discount Card
\$ 3,500 First Friday Promotional Items, Decorations & Printing
\$ 1,500 Christmas Open House Event
\$ 2,500 Business Class for Merchants
\$ 2,000 Business Recruitment Brochure
\$ 2,000 Business Recruitment Visits
\$ 500 Downtown Newsletter
\$ 1,500 Annual Volunteer Dinner
\$ 2,000 Visitors Guide/Map Printing
\$ 2,000 Lenny's Farmers Market
\$ 500 Welcome Baskets
\$ 500 Other_____
\$20,000

Recommended Amount: \$17,000

CITY OF AMERICUS
2018 OPERATING BUDGET

270-83-7551-542900 OTHER CAPITAL EXPENDITURE 40,000.00

Recommended: \$45,000

\$25,000 Facade Grant Program

\$15,000 Street Furniture (benches, trash cans, flower boxes, etc.)

\$ 5,000 Christmas Decorations (Upgrade & Replacment)

The recommended amount was reduced to \$40,000.

270-83-7551-551101 DATA CENTER EXPENSE 1,537.00

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 PAYMENTS

270-83-7551-582300 INTEREST EXPENSE

270-83-7551-611000 TRANSFER TO DDA

83 MAIN STREET

256,670.00

STREET TROLLEY 923

TOURISM DEPARTMENT

Budgeted 2018

Nicole Kirksey
Tourism Director

Steve Short
Administrative
Assistant

Dianne Bankston
Welcome Center
Host

Sara Flynn
Tourism Assistant

CITY OF AMERICUS
2018 OPERATING BUDGET

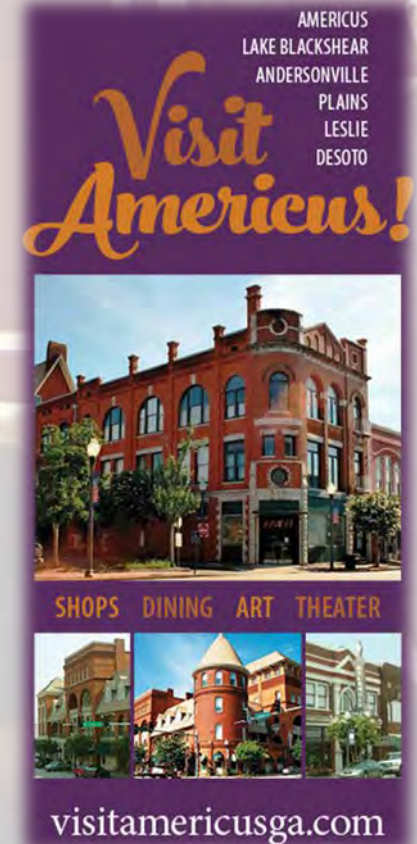
TOURISM COUNCIL

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 – 2018

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. State wide 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



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
205 TOURISM						
0 205-00-0000-341903 WELCOME CENTER SALES	6,060	8,000	6,258	10,000	10,000	10,000
0 205-00-0000-389000 MISCELLANEOUS INCOME	0	0	0	0	0	0
0 205-00-0000-389002 CASH SHORT & OVER	0	0	0	0	0	0
0 205-00-0000-391000 HOTEL/MOTEL TAX	139,894	177,619	177,619	177,619	192,206	192,206
0 205 TOURISM FUND	145,955	185,619	183,877	187,619	202,206	202,206

CITY OF AMERICUS
2018 OPERATING BUDGET

205 TOURISM FUND

205-00-0000-341903 WELCOME CENTER SALES 10,000

Requested Amount: \$8000

This is for the sale of items at the Welcome Center. The plans are to revamp the contents sold with personalized souvenirs. Rebranded items.

205-00-0000-389000 MISCELLANEOUS INCOME

Requested Amount: 0

205-00-0000-389002 CASH SHORT & OVER

Requested Amount: \$0

205-00-0000-391000 HOTEL/MOTEL TAX 192,206

The following is a recap of recent allocations.

2003	\$150,000	3.5%	
2004	\$150,000	0%	
2005	\$165,000	10.0%	
2006	\$180,000	9.1%	
2007	\$185,400	3.0%	
2008	\$180,765	(2.5%)	
2009	\$189,800	5.0%	
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%	approved
2018	\$177,619	26.9%	requested
2018	\$192,206	%	recommended

205 TOURISM FUND

202,206

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
17 TOURISM						
205-17-7540-511000 REGULAR PAY	67,580	73,278	79,039	92,593	84,593	84,593
205-17-7540-511300 OVERTIME PAY	97	0	108	0	0	0
205-17-7540-512100 GROUP MEDICAL INSURANCE	3,273	6,900	7,482	6,980	6,980	6,980
205-17-7540-512101 OPT OUT INSURANCE PLAN	0	0	0	0	0	0
205-17-7540-512110 GROUP DENTAL INSURANCE	86	203	86	203	203	203
205-17-7540-512200 SOCIAL SECURITY PAYMENTS	5,020	5,606	5,905	7,083	7,083	7,083
205-17-7540-512400 RETIREMENT SYSTEM	1,236	5,606	7,496	5,289	5,289	5,289
205-17-7540-512700 WORKERS COMPENSATION	263	694	692	881	881	881
205-17-7540-521203 AUDIT FEES	0	0	0	0	0	0
205-17-7540-522000 OTHER OUTSIDE SERVICES	1,894	2,700	769	2,700	2,700	2,700
205-17-7540-522201 OFFICE EQUIP-REP AND MAIN	120	250	0	250	250	250
205-17-7540-522206 COMPUTER-REP AND MAINT	0	0	0	0	0	0
205-17-7540-522310 RENT EXPENSE	0	0	0	0	0	0
205-17-7540-523100 INSURANCE EXPENSE	1,200	2,500	1,200	0	0	0
205-17-7540-523200 TELEPHONE	315	300	666	300	300	300
205-17-7540-523201 POSTAGE	2,713	1,500	1,254	1,500	1,500	1,500
205-17-7540-523301 MARKETING & PROMOTIONS	17,917	54,700	48,396	64,000	54,000	54,000
205-17-7540-523600 DUES AND SUBSCRIPTIONS	985	1,690	1,145	1,690	1,690	1,690
205-17-7540-523700 TRAINING AND MEETINGS	3,837	8,000	8,194	7,000	5,000	5,000
205-17-7540-523905 MERCHANT FEES	531	450	740	450	450	450
205-17-7540-531100 OFFICE/COMPUTER SUPPLIES	1,551	4,250	3,861	4,250	4,250	4,250
205-17-7540-531210 WATER,SEWER,AND GARBAGE	0	0	0	0	0	0
205-17-7540-531220 NATURAL GAS	0	0	0	0	0	0
205-17-7540-531225 STORM WATER	0	0	0	0	0	0
205-17-7540-531230 ELECTRICITY	1,872	0	1,956	0	0	0
205-17-7540-531270 GASOLINE ALLOCATED	58	2,500	0	2,500	2,500	2,500
205-17-7540-531500 WELCOME CENTER PURCHASES	3,226	8,000	7,009	18,000	18,000	18,000
205-17-7540-531700 OTHER SUPPLIES	0	0	179	0	0	0
205-17-7540-542101 OFFICE EQUIPMENT	0	0	0	0	0	0
205-17-7540-542400 COMPUTER EQUIPMENT	0	0	0	0	0	0
205-17-7540-551101 DATA CENTER EXPENSE	99	1,492	116	1,492	1,537	1,537
205-17-7540-571000 LINDBERGH BOOGIE FESTIVAL	0	0	0	0	0	0
205-17-7540-571001 SAM SHORTLINE	5,000	5,000	5,000	5,000	5,000	5,000

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

ACCOUNT NUMBER/DESCRIPTION
205-17-7540-573000 BANK CHARGES
17 TOURISM

<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
0	0	0	0	0	0
118,873	185,619	181,294	222,161	202,206	202,206



CITY OF AMERICUS
2018 OPERATING BUDGET

17 TOURISM

205-17-7540-511000 REGULAR PAY 84,593.00

Personnel Requirements:

	Current	Recommended
Tourism Director	1	1
Guest Services Coordinator (full time)		1
Welcome Center Host (part-time)	2	1
Tourism Office Assistant (part-time)	<u>1</u>	<u>1</u>
	4	4

205-17-7540-511300 OVERTIME PAY

205-17-7540-512100 GROUP MEDICAL INSURANCE 6,980.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

205-17-7540-512101 OPT OUT INSURANCE PLAN

Requested Amount:0

205-17-7540-512110 GROUP DENTAL INSURANCE 203.00

This amount represents \$203 per employee.

205-17-7540-512200 SOCIAL SECURITY PAYMENTS 7,083.00

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

205-17-7540-512400 RETIREMENT SYSTEM 5,289.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

205-17-7540-512700 WORKERS COMPENSATION 881.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

CITY OF AMERICUS
2018 OPERATING BUDGET

205-17-7540-522000 OTHER OUTSIDE SERVICES 2,700.00

Requested Amount: \$2,700

The request is for the cost of e-mail hosting as well as hosting for the 2 websites the Tourism Council owns.

205-17-7540-522201 OFFICE EQUIP-REP AND MAIN 250.00

Requested Amount: \$250

The requested amount is for maintenance on the copy machine. This is for half of the expense, the other half is located within DDA.

205-17-7540-522206 COMPUTER-REP AND MAINT

Requested Amount: \$0

205-17-7540-522310 RENT EXPENSE

Requested Amount: \$0

205-17-7540-523100 INSURANCE EXPENSE

Requested Amount: \$0

Recommended Amount: \$2,500

205-17-7540-523200 TELEPHONE 300.00

Requested Amount: \$300

The requested amount is for monthly service to Bandwidth for 2 telephones lines.

205-17-7540-523201 POSTAGE 1,500.00

Requested Amount: \$1,500

CITY OF AMERICUS
2018 OPERATING BUDGET

205-17-7540-531100 OFFICE/COMPUTER SUPPLIES 4,250.00

Requested

\$2,500 Ink cartridges, paper, etc.

\$1,750 Gift store bags for merchandise and other misc. office supplies

\$4,250

205-17-7540-531210 WATER,SEWER,AND GARBAGE

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

205-17-7540-531220 NATURAL GAS

Amount Requested: \$0

205-17-7540-531225 STORM WATER

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

205-17-7540-531230 ELECTRICITY

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

205-17-7540-531270 GASOLINE ALLOCATED 2,500.00

Requested Amount: \$2,500

205-17-7540-531500 WELCOME CENTER PURCHASES 18,000.00

Requested Amount: 18,000

\$8,000 - Rebranded T-shirts, mugs, keychains, magnets, postcard, umbrellas,
food items, etc.

\$10,000 - Revamp Welcome Center: Paint, new flooring, large flat screen tv,
couch, and new rack design. Get on track with Regional Visitor Center
Guidelines

= \$18,000

205-17-7540-531700 OTHER SUPPLIES

Requested Amount: \$0

205-17-7540-542101 OFFICE EQUIPMENT

Requested Amount: \$0

205-17-7540-542400 COMPUTER EQUIPMENT

Requested Amount: \$0

CITY OF AMERICUS
2018 OPERATING BUDGET

205-17-7540-551101 DATA CENTER EXPENSE 1,537.00

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

205-17-7540-571000 LINDBERGH BOOGIE FESTIVAL

Requested Amount: \$0

205-17-7540-571001 SAM SHORTLINE 5,000.00

Requested Amount: \$5,000

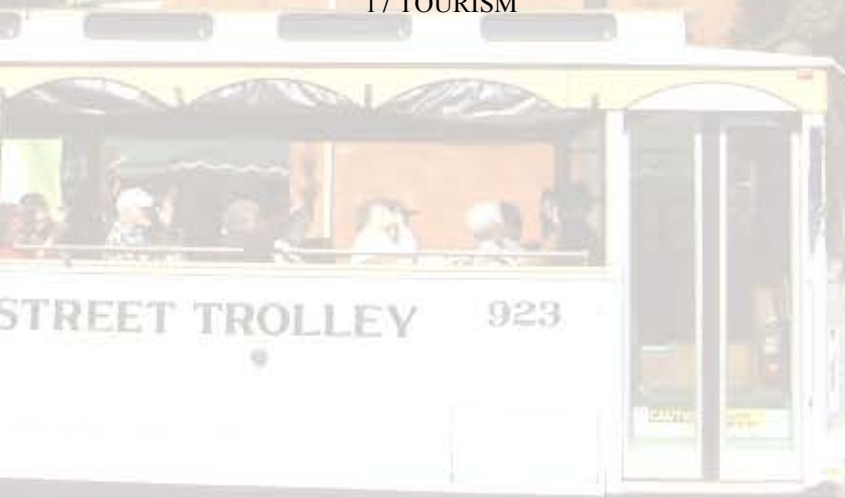
This amount will be designated to the S.A.M. Shortline Excursion Train to help market and promote Americus and Sumter County through the train.

205-17-7540-573000 BANK CHARGES

Requested Amount: \$0

17 TOURISM

202,206.00



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
220 COMMUNITY DEVELOPMENT						
220-00-0000-361001 INTEREST ON REV LOANS	1,000	854	0	775	775	775
220-00-0000-361004 INT ON 2004 HOUSING LOAN	0	0	0	0	0	0
220-00-0000-389000 OTHER MISC INCOME	0	0	10	0	0	0
220 COMMUNITY DEVELOPMENT	1,000	854	10	775	775	775

CITY OF AMERICUS
2018 OPERATING BUDGET

220 COMMUNITY DEVELOPMENT

220-00-0000-361001 INTEREST ON REV LOANS

775

Requested Amount: \$775

The revenue can be used to loan additional monies for business development.
This is the anticipated amount for 2017.

Estimated Interest 2018	Principal Balance @ 6/30/17	
\$775	\$ 20,070	Cafe Campesino

220-00-0000-361004 INT ON 2004 HOUSING LOAN

Requested Amount: \$0

220-00-0000-389000 OTHER MISC INCOME

Requested Amount: \$0

220 COMMUNITY DEVELOPMENT

775



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>2016</u>	AMENDED BUDGET <u>2017</u>	ACTUAL <u>12/31/2017</u>	REQUESTED <u>2018</u>	RECOMM <u>2018</u>	APPROVED <u>2018</u>
62 CD FUND						
220-62-7300-611001 TRANSFER TO GENERAL FUND	0	0	10,508	0	0	0
220-62-7300-611007 TRANSFER TO 2007 CDBG	0	0	0	0	0	0
220-62-7300-611100 TRANSFER TO TE PROJECT	0	0	0	0	0	0
62 CD FUND	0	0	10,508	0	0	0

CITY OF AMERICUS
2018 OPERATING BUDGET

62 CD FUND

220-62-7300-611001 TRANSFER TO GENERAL FUND

220-62-7300-611007 TRANSFER TO 2007 CDBG

Requested Amount: \$0

220-62-7300-611100 TRANSFER TO TE PROJECT

Approved Amount: \$0

62 CD FUND



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
221 STATE REVOLVING LOAN						
221-00-0000-361000 OTHER INTEREST EARNED	147	150	346	150	150	150
221-00-0000-361001 REVOLVING LOAN INTEREST	1,144	1,100	0	725	725	725
221 STATE REVOLVING LOAN	1,291	1,250	346	875	875	875

CITY OF AMERICUS
2018 OPERATING BUDGET

221 STATE REVOLVING LOAN

221-00-0000-361000 OTHER INTEREST EARNED 150

Requested Amount: \$150

This is the interest earned on the bank balance.

221-00-0000-361001 REVOLVING LOAN INTEREST 725

Requested Amount: \$725

The revenue can be used to loan additional monies for business development.

Estimated Interest 2018	Principal Balance @6/30/17	
\$ 145	\$ 4,474	Windsor Spa LLC
\$ 580	\$12,333	Cafe Campesino
\$ 0	\$0	Other New Loans
\$ 725	\$16,807	

221 STATE REVOLVING LOAN

875

STREET TROLLEY 923

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
63 STATE REVOLVING LOAN						
221-63-7300-615500 COMM DEV LOANS	0	0	0	0	0	0
63 STATE REVOLVING LOAN	0	0	0	0	0	0



CITY OF AMERICUS
2018 OPERATING BUDGET

63 STATE REVOLVING LOAN

221-63-7300-615500 COMM DEV LOANS

Requested Amount: (\$968)

This is the amount of principal retirement for the year for the following loans:

(\$968) Trinity Records (John Lundy)

These loans were recorded to deferred revenue when they were set up.

63 STATE REVOLVING LOAN



CITY OF AMERICUS
2018 OPERATING BUDGET

AMERICUS STREET TROLLEY EXPENDITURES

	ACTUAL <u>2016</u>	AMENDED BUDGET <u>2017</u>	ACTUAL <u>12/31/2017</u>	REQUESTED <u>2018</u>	RECOMM <u>2018</u>	APPROVED <u>2018</u>
226 2001 PROGRAM INCOME	0	0	0	0	0	0
226-00-0000-331121 PROGRAM INCOME						
226-00-0000-361002 INTEREST-CDBG PROG INCOME	896					
226 2001 PROGRAM INCOME	<u>896</u>					

CITY OF AMERICUS
2018 OPERATING BUDGET

226 2001 PROGRAM INCOME

226-00-0000-331121 PROGRAM INCOME

Requested Amount: \$0

226-00-0000-361002 INTEREST-CDBG PROG INCOME

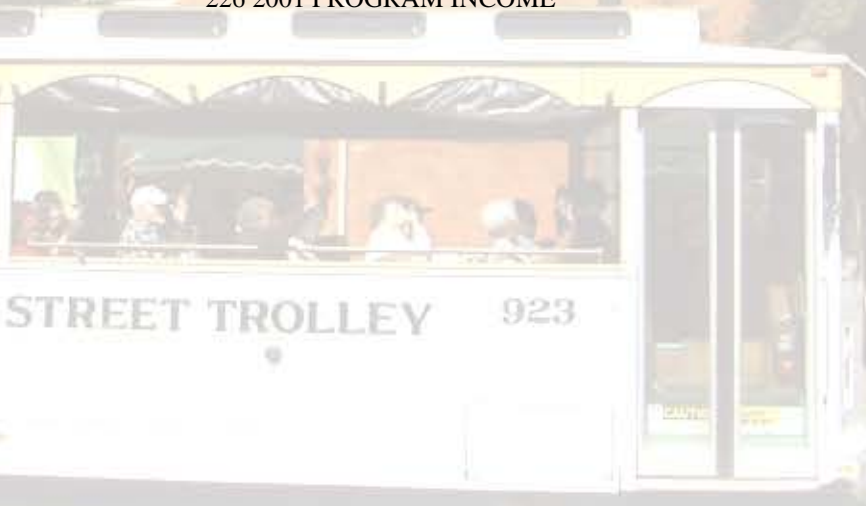
Requested Amount: \$0

The following loan in this fund has no interest charges.

Estimated Interest 2016	Principal Balance @7/31/17
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\$ 0	\$14,617	Bennie Rouland (No Interest Loan)
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226 2001 PROGRAM INCOME



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
229 TE PROJECT						
229-00-0000-331150 TE REVENUE	0	0	0	0	0	0
229-00-0000-391102 TRANSFER FROM GENERAL FUND	75,000	0	0	0	0	0
229-00-0000-391105 TRANSFER FROM WACHOVIA	<u>0</u>	0	0	0	0	0
229 TE PROJECT	75,000	0	0	0	0	0

CITY OF AMERICUS
2018 OPERATING 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 2016.

229-00-0000-391102 TRANSFER FROM GENERAL FUND

Requested Amount: \$0

There is no match portion requested for 2017.

229-00-0000-391105 TRANSFER FROM WACHOVIA

Requested Amount: \$0

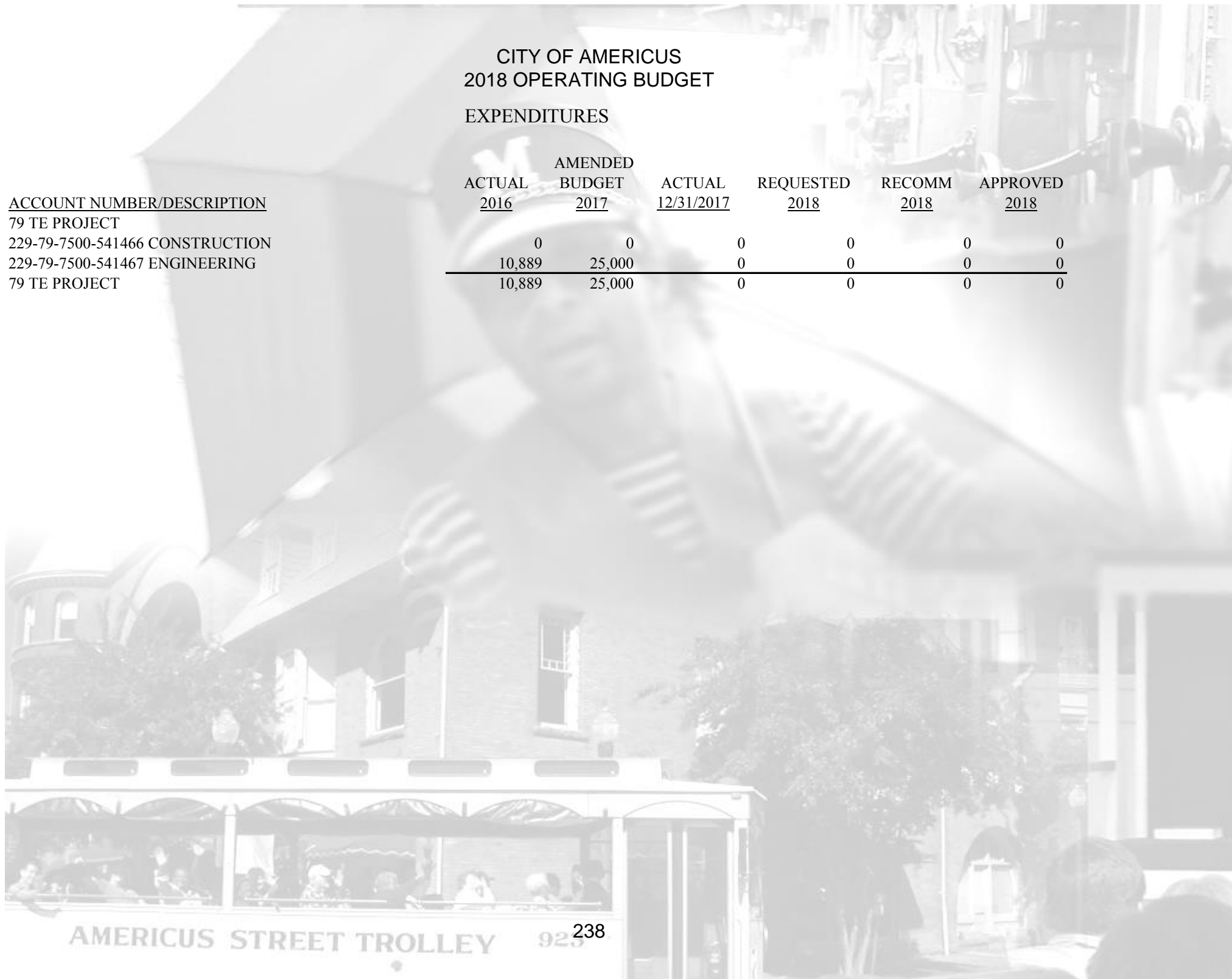
229 TE PROJECT



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
79 TE PROJECT						
229-79-7500-541466 CONSTRUCTION	0	0	0	0	0	0
229-79-7500-541467 ENGINEERING	10,889	25,000	0	0	0	0
79 TE PROJECT	10,889	25,000	0	0	0	0



CITY OF AMERICUS
2018 OPERATING BUDGET

79 TE PROJECT

229-79-7500-541466 CONSTRUCTION

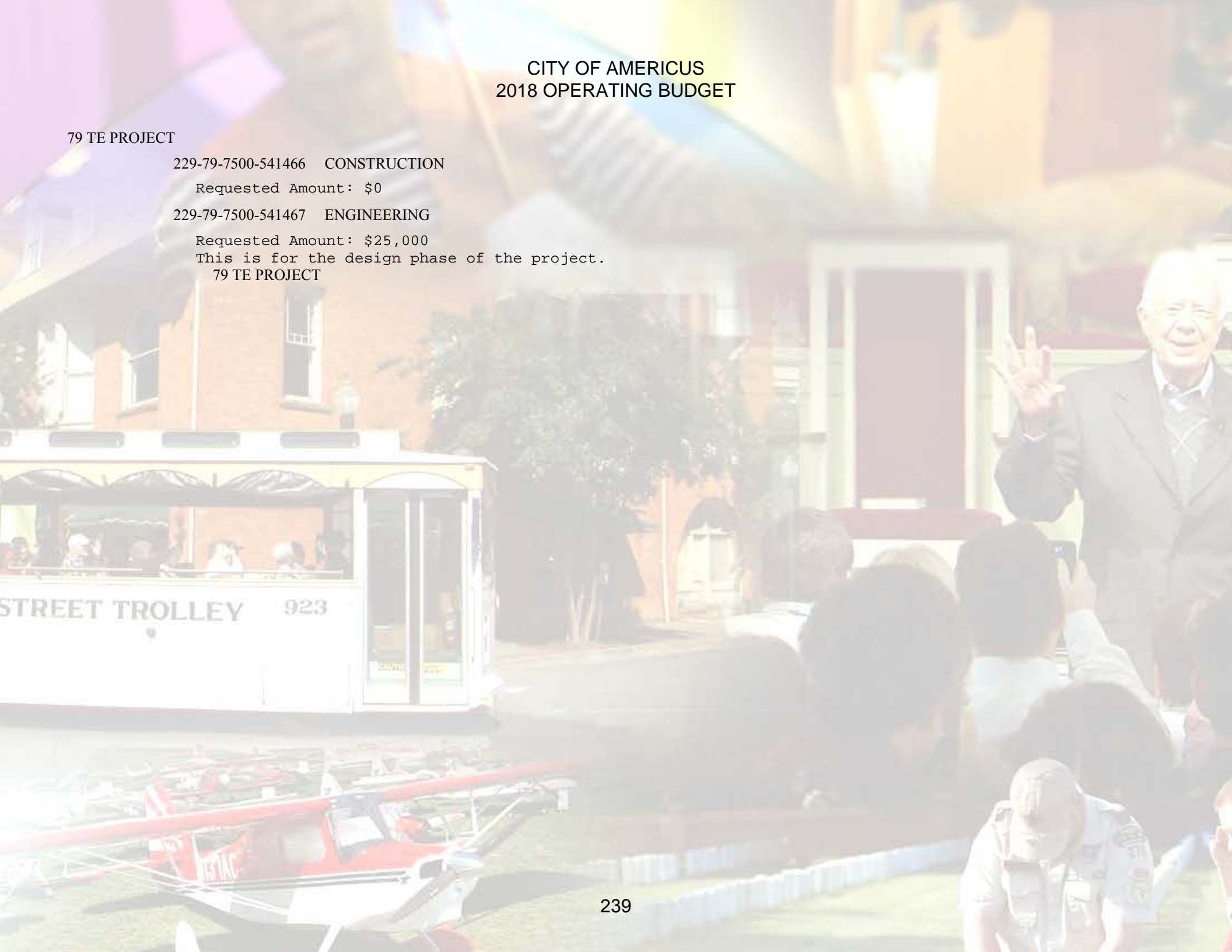
Requested Amount: \$0

229-79-7500-541467 ENGINEERING

Requested Amount: \$25,000

This is for the design phase of the project.

79 TE PROJECT



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
234 2014 CDBG FUND						
234-00-0000-334100 2014 CDBG FUNDS	154,107	424,894	8,427	248,038	248,038	248,038
234-00-0000-391102 TRANSFER FROM GEN FUND	0	0	0	0	0	0
234-00-0000-391200 TRANSFER FROM TSPLOST	0	0	0	0	0	0
234 2014 CDBG FUND	154,107	424,894	8,427	248,038	248,038	248,038

CITY OF AMERICUS
2018 OPERATING BUDGET

234 2014 CDBG FUND

234-00-0000-334100 2014 CDBG FUNDS 248,038

Requested Amount: \$248,038

234-00-0000-391102 TRANSFER FROM GEN FUND

234-00-0000-391200 TRANSFER FROM TSPLOST

234 2014 CDBG FUND

248,038



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
90 2014 CDBG PROJECT						
234-90-7300-541450 STREET IMPROVEMENTS	0	194,881	3,937	235,038	235,038	235,038
234-90-7300-541452 FLOOD & DRAINAGE	0	172,013	96,104	0	0	0
234-90-7300-541455 DEMOLITION/CLEARANCE	0	3,000	0	0	0	0
234-90-7300-541461 ACQUISITION	13,239	0	2,024	0	0	0
234-90-7300-541463 GENERAL ADMINISTRATION	10,000	20,000	5,000	13,000	13,000	13,000
234-90-7300-541467 PROFESSIONAL SERVICES	0	10,000	5,936	0	0	0
234-90-7300-552200 CONTINGENCY	0	25,000	0	0	0	0
234-90-7323-541465 REHAB OF PRIVATE PROP	60,680	0	0	0	0	0
234-90-7323-541470 RECONSTRUCTION-PRIVATE PROP	76,851	0	0	0	0	0
90 2014 CDBG PROJECT	160,770	424,894	113,001	248,038	248,038	248,038

CITY OF AMERICUS
2018 OPERATING BUDGET

90 2014 CDBG PROJECT

234-90-7300-541450 STREET IMPROVEMENTS 235,038.00

Requested Amount: \$235,038

234-90-7300-541452 FLOOD & DRAINAGE

234-90-7300-541455 DEMOLITION/CLEARANCE

234-90-7300-541461 ACQUISITION

234-90-7300-541463 GENERAL ADMINISTRATION 13,000.00

Requested Amount: \$13,000

\$13,000 General Administration

234-90-7300-541467 PROFESSIONAL SERVICES

234-90-7300-552200 CONTINGENCY

234-90-7323-541465 REHAB OF PRIVATE PROP

234-90-7323-541470 RECONSTRUCTION-PRIVATE PROP
90 2014 CDBG PROJECT 248,038.00

STREET TROLLEY 923

CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
275 HOTEL/MOTEL TAX FUND						
275-00-0000-314100 HOTEL/MOTEL TAX FUND	318,227	325,000	290,738	318,000	325,000	325,000
275 HOTEL/MOTEL TAX FUND	318,227	325,000	290,738	318,000	325,000	325,000
	0	0	0	0	0	0
	1,725,368	0	746,471	0	3,408,100	3,408,100
	0	0	0	0	0	0
	652	0	429	0	0	0
	0	0	0	0	480	48
	1,726,020	0	746,900	0	3,408,580	3,408,580

CITY OF AMERICUS
2018 OPERATING BUDGET

275 HOTEL/MOTEL TAX FUND

275-00-0000-314100 HOTEL/MOTEL TAX FUND 325,000

Requested Amount: \$318,000

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:

\$177,619	Tourism Fund
\$100,000	Rylander Theater Operating expenses
\$ 0	DDA Marketing
\$ 0	Transportation for Train
<u>\$ 40,381</u>	General Fund
\$318,000	

Recommended: \$325,000

\$192,206	Tourism Fund
\$100,000	Rylander Theater Operating expenses
\$ 0	DDA Marketing
\$ 0	Transportation for Train
<u>\$ 32,794</u>	General Fund
\$325,000	

275 HOTEL/MOTEL TAX FUND

325,000

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
37 HOTEL/MOTEL TAX						
275-37-7540-611000 TRANSFER TO GEN FUND	318,227	325,000	290,738	318,000	325,000	325,000
37 HOTEL/MOTEL TAX	318,227	325,000	290,738	318,000	325,000	325,000



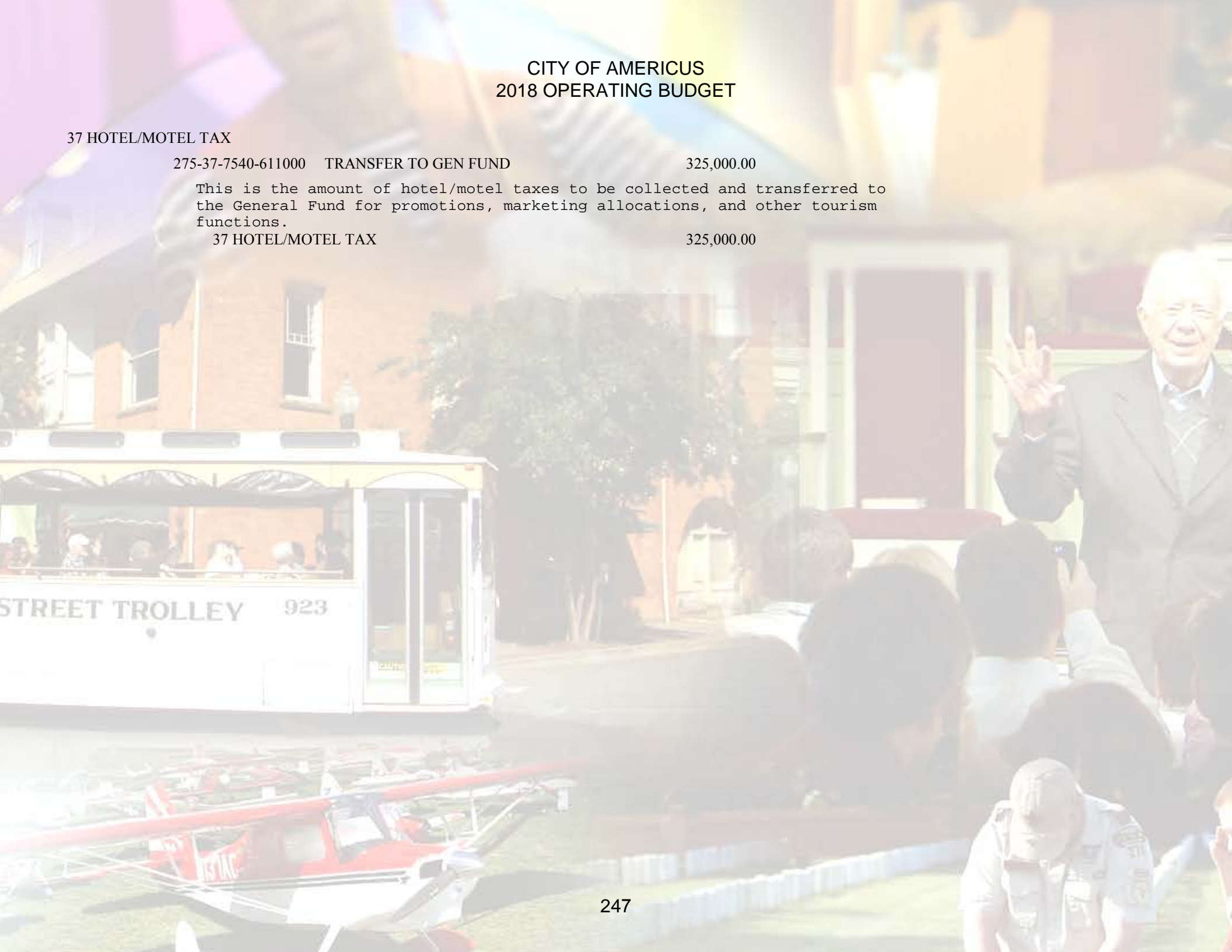
CITY OF AMERICUS
2018 OPERATING BUDGET

37 HOTEL/MOTEL TAX

275-37-7540-611000 TRANSFER TO GEN FUND 325,000.00

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 325,000.00



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
280 SPLOST						
280-00-0000-313200 SPLOST REVENUE	0	0	0	0	0	0
280-00-0000-313201 2014 SPLOST REVENUE	1,725,368	0	746,471	0	3,408,100	3,408,100
280-00-0000-313900 GO BOND REVENUE	0	0	0	0	0	0
280-00-0000-361001 INTEREST EARNED ON BOND ACCT	652	0	37,136	0	0	0
280-00-0000-361002 INTEREST EARNED ON 2014 SPLOST ACC	0	0	0	0	480	480
280 SPLOST	1,726,020	0	746,900	0	3,408,580	3,408,580

CITY OF AMERICUS
2018 OPERATING BUDGET

280 SPLOST

280-00-0000-313200 SPLOST REVENUE

Recommended Amount: \$0

The final payment for the 2007 SPLOST was received in 2013.

280-00-0000-313201 2014 SPLOST REVENUE

3,408,100

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
<u>\$9,650,697</u>	

These projects will be paid with Bond Revenues as well as SPLOST funds received after debt payments are made through Sumter County.

280-00-0000-313900 GO BOND REVENUE

Requested Amount: \$0

These 2014 SPLOST referendum projects were specifically identified to be paid with GO Bond Revenues received in 2014 according to the official statement. The GO Bond debt payments will be paid through SPLOST proceeds as they are received through Sumter County.

\$ 618,783	City Building/Facilities Repair/Renovation
\$ 81,217	Paving/Repair County Roads
\$2,000,000	Paving/Repair Roads and Bridges
\$ 300,000	Repair/Renovation Rylander Theater
\$1,000,000	South Jackson St Corridor (half in 2015 & half in 2016)
<u>\$4,000,000</u>	

CITY OF AMERICUS
2018 OPERATING BUDGET

280-00-0000-361001 INTEREST EARNED ON BOND ACCT

280-00-0000-361002 INTEREST EARNED ON 2014 SPLOST ACCT

480

280 SPLOST

3,408,580



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
39 SPLOST - PUBLIC SAFETY						
280-39-1110-542900 MUNICIPAL BLDG RENOVATION	0	24,719	1,025	0	0	0
280-39-1110-542901 CITY BLDG REPAIR/RENOVATION	33,591	250,000	211,225	0	270,000	270,000
280-39-1110-611000 TRANSFER TO GENERAL FUND	0	0	0	0	0	0
280-39-3200-542900 PUBLIC SAFETY BUILDING	2,165	0	0	0	0	0
280-39-4200-542900 STREET IMPROVEMENTS	0	1,081,217	1,882,350	0	1,183,100	1,183,100
280-39-4200-542901 SOUTH JACKSON ST CORRIDOR	285,528	500,000	393,525	0	0	0
280-39-6160-542900 RYLANDER THEATER	76,885	226,783	0	0	195,000	195,000
280-39-6200-542900 PUBLIC PARKS & GREEN SPACES	298,661	0	46,814	0	760,000	760,000
280-39-6220-542900 BELTWAY RECREATIONAL TRAIL	0	0	0	0	1,000,000	1,000,000
280-39-7540-542900 TOURISM SIGNAGE	0	0	0	0	0	0
39 SPLOST - PUBLIC SAFETY	696,829	2,082,719	2,534,940	0	3,408,100	3,408,100

CITY OF AMERICUS
2018 OPERATING BUDGET

39 SPLOST - PUBLIC SAFETY

280-39-1110-542900 MUNICIPAL BLDG RENOVATION

280-39-1110-542901 CITY BLDG REPAIR/RENOVATION 270,000.00

Recommended Amount: \$270,000

This amount includes \$ 50,000 REES Park Repair & Maintenance & \$120,000 for the Burn Building in the Fire Department

280-39-1110-611000 TRANSFER TO GENERAL FUND

280-39-3200-542900 PUBLIC SAFETY BUILDING

280-39-4200-542900 STREET IMPROVEMENTS 1,183,100.00

Recommended Amount: \$1,183,100

280-39-4200-542901 SOUTH JACKSON ST CORRIDOR

280-39-6160-542900 RYLANDER THEATER 195,000.00

Recommended Amount: \$195,000

This is the SPLOST allocation dedicated to Building Repair and Maintenance SPECIAL PROJECTS for the Rylander Theatre

280-39-6200-542900 PUBLIC PARKS & GREEN SPACES 760,000.00

280-39-6220-542900 BELTWAY RECREATIONAL TRAIL 1,000,000.00

280-39-7540-542900 TOURISM SIGNAGE

39 SPLOST - PUBLIC SAFETY 3,408,100.00

CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
281 TSPLOST						
281-00-0000-313201 TSPLOST REVENUE	214,185	210,000	172,597	0	215,810	215,810
281-00-0000-361000 OTHER INTEREST EARNED	39	100	3	0	0	0
281 TSPLOST	<u>214,223</u>	<u>210,100</u>	<u>172,600</u>	<u>0</u>	<u>215,810</u>	<u>215,810</u>

CITY OF AMERICUS
2018 OPERATING BUDGET

281 TSPLOST

281-00-0000-313201 TSPLOST REVENUE 215,810

Requested Amount: \$215,810

The requested amount is an average of the actual revenue received for the previous three years and 2017 year end estimate.

281-00-0000-361000 OTHER INTEREST EARNED

Requested Amount: \$100

The requested amount is an estimate.

281 TSPLOST

215,810



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
48 TSPLOST						
281-48-1110-542900 TRAIN DEPOT	9,420	0	0	0	0	0
281-48-1110-542901 CARTER REGIONAL AIRPORT	31,323	0	0	0	0	0
281-48-4200-531110 STREET-REP & MAINT	3,673	35,000	27,045	0	0	0
281-48-4200-541466 STREET IMPROVEMENTS	427,375	162,391	128,779	0	202,810	202,810
281-48-4200-611000 TRANSFER TO GENERAL FUND	12,709	12,709	0	0	13,000	13,000
281-48-4200-611001 TRANSFER TO CDBG GRANT	0	0	0	0	0	0
48 TSPLOST	484,499	210,100	155,824	0	215,810	215,810

CITY OF AMERICUS
2018 OPERATING BUDGET

48 TSPLOST

281-48-1110-542900 TRAIN DEPOT

281-48-1110-542901 CARTER REGIONAL AIRPORT

281-48-4200-531110 STREET-REP & MAINT

281-48-4200-541466 STREET IMPROVEMENTS 202,810.00

Recommended Amount: \$202,810

This is the amount remaining after the transfer to the general fund for LMIG.

281-48-4200-611000 TRANSFER TO GENERAL FUND 13,000.00

Recommended Amount: \$13,000

We will use this for the 10% match for LMIG projects.

281-48-4200-611001 TRANSFER TO CDBG GRANT

Requested Amount: \$0

48 TSPLOST 215,810.00

STREET TROLLEY 923

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
64 2007 CHIP PROJECT						
343-64-7300-541463 ADMINISTRATION	1,080	0	0	0	0	0
64 2007 CHIP PROJECT	1,080	0	0	0	0	0



CITY OF AMERICUS
2018 OPERATING BUDGET

64 2007 CHIP PROJECT

343-64-7300-541463 ADMINISTRATION

Requested Amount: \$0

64 2007 CHIP PROJECT



CITY OF AMERICUS
2018 OPERATING BUDGET

WATER & SEWER MAINTENANCE DEPARTMENT

GOALS – 2018

- 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



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
505 WATER & SEWER FUND						
505-00-0000-315901 FOG REVENUE & SURCHARGES	250	6,000	0	6,000	6,000	6,000
505-00-0000-344210 WATER BILLINGS	2,929,968	2,752,754	2,589,874	2,772,580	2,772,580	2,772,580
505-00-0000-344230 SEWER BILLINGS	3,257,810	2,989,731	2,927,940	3,077,919	3,077,919	3,077,919
505-00-0000-349400 METER SALES	44,874	23,025	13,169	7,000	7,000	7,000
505-00-0000-349401 SEWER CONNECTIONS	1,400	2,000	1,800	2,000	2,000	2,000
505-00-0000-349402 WATER RECONNECT FEES	56,945	55,200	48,043	50,000	50,000	50,000
505-00-0000-349404 PENALTY	253,553	209,900	300,576	280,000	280,000	280,000
505-00-0000-349900 WEB PAY CONVENIENCE FEES	29,925	36,500	35,228	36,500	36,500	36,500
505-00-0000-361000 OTHER INTEREST EARNED	202	200	525	200	200	200
505-00-0000-361001 INTEREST ON REV BOND RESERVE	450	500	407	0	0	0
505-00-0000-381002 WATER TOWER RENTAL-VERIZON	9,725	9,000	10,016	9,000	9,000	9,000
505-00-0000-389000 OTHER MISC INCOME	8,914	1,000	3,328	1,000	1,000	1,000
505-00-0000-389002 CASH SHORT AND OVER	-769	0	-107	0	0	0
505-00-0000-389003 INS PROCEEDS-2010 REVENUE BOND	270,500	0	1,000	0	0	0
505-00-0000-389004 RECOVERY OF BAD DEBT	8,792	14,000	5,239	14,000	14,000	14,000
505-00-0000-389006 CARRYOVER OF RET EARNINGS	0	399,315	0	0	399,315	399,315
505-00-0000-390000 CONTRIBUTIONS	0	0	0	0	0	0
505-00-0000-392110 GAIN/LOSS - SALE OF CAPITAL ASSETS	0	0	11,825	0	0	0
505-00-0000-392200 RECYCLING PROCEEDS	0	0	379	0	0	0
505-00-0000-393400 PREMIUM ON BONDS SOLD	38,350	44,000	0	27,590	27,590	27,590
505 WATER & SEWER FUND	6,910,889	6,543,125	5,949,244	6,283,789	6,683,104	6,683,104

**CITY OF AMERICUS
2018 OPERATING BUDGET**

505 WATER & SEWER FUND

505-00-0000-315901 FOG REVENUE & SURCHARGES 6,000

Requested Amount: \$6,000

This is for FOG (fats, oils, greases) fees paid by businesses that create a level of hazard in the waste water system. High level is \$250 and low level is \$75.

\$2,250	FOG - Low Hazard surcharge (30)	
\$7,500	FOG - High Hazard surcharge (30)	
<u>\$9,750</u>		

505-00-0000-344210 WATER BILLINGS 2,772,580

Requested Amount: \$2,772,580

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.

505-00-0000-344230 SEWER BILLINGS 3,077,919

Requested Amount: \$3,077,919

This amount is needed to meet the operating expenses and the debt service payments of the sewer system.

Current	Requested	Recommended	
\$12.50	\$12.50	\$12.50	Residential/Small Comm/Industrial Base
\$ 2.95	\$ 2.95	\$ 2.95	Operating (per 100 cu ft)

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.

CITY OF AMERICUS
2018 OPERATING BUDGET

505-00-0000-349400	METER SALES	7,000
	Requested Amount: \$7,000	
	This is for new meter installations not replacements.	
505-00-0000-349401	SEWER CONNECTIONS	2,000
	Requested Amount: \$2,000	
	The requested amount is for new sewer connections.	
505-00-0000-349402	WATER RECONNECT FEES	50,000
	Requested Amount: \$50,000	
	This amount is for 1,000 reconnects at \$50 each.	
505-00-0000-349404	PENALTY	280,000
	Requested Amount: \$280,000	
	This amount represents the amount of penalty received as a result of the customer not paying the utility bill by the due date.	
505-00-0000-349900	WEB PAY CONVENIENCE FEES	36,500
	Requested Amount: \$36,500	
	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: \$36,500	
505-00-0000-361000	OTHER INTEREST EARNED	200
	Requested Amount: \$200	
	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 \$1,000,000.	
505-00-0000-361001	INTEREST ON REV BOND RESERVE	
	Requested Amount: \$500	
	This is the interest on the 2010 & 2013 Revenue Bond idle cash.	
505-00-0000-381002	WATER TOWER RENTAL-VERIZON	9,000
	Requested Amount: \$9,000	
	This is rental income from Verizon for use of our water tower.	
505-00-0000-389000	OTHER MISC INCOME	1,000
	Requested Amount: \$1,000	
	This is revenue that is not specific to a separate line item.	

CITY OF AMERICUS
2018 OPERATING BUDGET

505-00-0000-389002 CASH SHORT AND OVER

Requested Amount: \$0

505-00-0000-389003 INS PROCEEDS-2010 REVENUE BOND

505-00-0000-389004 RECOVERY OF BAD DEBT

14,000

Requested Amount: \$14,000

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 EARNINGS

399,315

The carryover of retained earnings from the previous year is comprised of the following:

\$ 37,000 Clarifier Rehabilitation (41) (2015 carryover)
 \$ 60,000 Booster Pump Station (41) (2014 carryover)
 \$ 52,000 High Service Pump, Motor, Elec. Replacement (41) (2014 carryover)
 \$ 42,550 Clarifier Rehabilitation (41) (2016 carryover)
 \$ 52,000 High Service Pump, Motor, Elec. Replacement (41) (2016 carryover)
 \$ 22,000 GENSET Containment and AGST (42) (2015 carryover)
 \$ 22,000 GENSET Containment and AGST (42) (2014 carryover)
 \$ 7,900 Aerator Gearbox (spare) (42) (2014 carryover)
 \$ 6,800 Aerator Motor (spare) (42) (2014 carryover)
 \$ 6,985 7.5 HP Submersible Decant Pump (42) (2016 carryover)
 \$ 7,200 DR3900 Spectrophotometer (42) (2016 carryover)
 \$ 22,880 RAS Pump Variable Frequency Drives (42) (2016 carryover)
 \$ 60,000 Sensus FlexNet Upgrade (43) (2016 carryover)
\$399,315

505-00-0000-390000 CONTRIBUTIONS

Requested Amount: \$0

505-00-0000-392110 GAIN/LOSS - SALE OF CAPITAL ASSETS

Requested Amount: \$0

505-00-0000-392200 RECYCLING PROCEEDS

Requested Amount: \$0

505-00-0000-393400 PREMIUM ON BONDS SOLD

27,590

Requested Amount: \$27,590

This is the bond premium amortized over the life of the revenue bonds.

505 WATER & SEWER FUND

6,683,104

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	AMENDED		<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
	<u>ACTUAL</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>				
40 W&S MAINTENANCE DEPT						
505-40-1565-531108 BUILDING REPAIR & MAINT	0	0	0	0	0	0
505-40-4400-511000 REGULAR PAY	187,827	243,262	218,772	264,013	264,553	264,553
505-40-4400-511300 OVERTIME PAY	19,668	18,000	18,416	0	18,000	18,000
505-40-4400-512100 GROUP MEDICAL INSURANCE	58,315	55,200	59,514	62,820	62,820	62,820
505-40-4400-512101 OPT OUT INSURANCE PLAN	0	3,000	0	0	0	0
505-40-4400-512110 GROUP DENTAL INSURANCE	1,425	1,827	621	1,827	1,827	1,827
505-40-4400-512200 SOCIAL SECURITY PAYMENTS	15,317	19,987	17,840	20,197	21,615	21,615
505-40-4400-512400 RETIREMENT SYSTEM	25,560	27,537	25,951	27,827	29,781	29,781
505-40-4400-512700 WORKERS' COMPENSATION	14,783	13,869	13,835	22,266	23,327	23,327
505-40-4400-522000 OTHER OUTSIDE SERVICES	5,119	35,600	23,718	39,600	39,600	39,600
505-40-4400-522009 CONTRACTED MAINTENANCE PROGRA	0	5,000	5,000	5,000	5,000	5,000
505-40-4400-522202 AUTO & TRUCK-REP & MAINT	18,539	15,000	21,611	21,000	21,000	21,000
505-40-4400-522203 MACH & EQUIP-REP & MAINT	1,887	2,600	293	2,000	2,000	2,000
505-40-4400-522207 W & S SYSTEM-REP & MAINT	84,008	100,000	51,896	150,000	150,000	150,000
505-40-4400-523200 TELEPHONE EXPENSE	1,828	1,200	1,931	1,500	1,500	1,500
505-40-4400-523600 DUES & SUBSCRIPTIONS	0	1,000	210	1,000	1,000	1,000
505-40-4400-523700 TRAINING & MEETINGS	13	1,000	1,532	8,000	8,000	8,000
505-40-4400-523900 UNIFORMS	4,786	12,800	4,093	12,800	12,800	12,800
505-40-4400-531105 HAND TOOLS	1,761	2,500	2,932	2,500	2,500	2,500
505-40-4400-531270 GASOLINE ALLOCATED	13,441	10,000	17,910	14,000	14,000	14,000
505-40-4400-531600 WATER METERS	14,238	25,000	2,424	25,000	25,000	25,000
505-40-4400-531700 OTHER SUPPLIES	23,757	25,000	20,855	0	0	0
505-40-4400-542100 MACHINERY & EQUIPMENT	0	0	1,645	4,000	4,000	4,000
505-40-4400-542200 AUTOS AND TRUCKS	0	0	0	50,000	50,000	50,000
505-40-4400-542900 OTHER CAPITAL EXPENDITURE	0	40,000	19,739	240,000	240,000	240,000
505-40-4400-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
505-40-4400-551101 DATA CENTER EXPENSE	157	746	165	13,000	768	768
40 W&S MAINTENANCE DEPT	492,430	660,128	530,902	988,350	999,091	999,091



CITY OF AMERICUS
2018 OPERATING BUDGET

40 W&S MAINTENANCE DEPT

505-40-1565-531108 BUILDING REPAIR & MAINT

Requested Amount: \$0

505-40-4400-511000 REGULAR PAY 264,553.00

Personnel Requirements:

	Current
Water & Sewer Supt.	1
Crew Leader	3
Heavy Equipment Operator	2
Equipment Operator	1
Environmental Inspectors	1
Environmental Compliance Insp	1
	9

This amount also includes on-call pay of \$60 per week for 52 weeks for 2 employees.

505-40-4400-511300 OVERTIME PAY 18,000.00

Requested Amount: \$18,000

This amount is for emergency call-outs.

505-40-4400-512100 GROUP MEDICAL INSURANCE 62,820.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

505-40-4400-512101 OPT OUT INSURANCE PLAN

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

505-40-4400-512110 GROUP DENTAL INSURANCE 1,827.00

This amount represents \$203 per employee.

505-40-4400-512200 SOCIAL SECURITY PAYMENTS 21,615.00

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

505-40-4400-512400 RETIREMENT SYSTEM 29,781.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

CITY OF AMERICUS
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505-40-4400-512700 WORKERS' COMPENSATION 23,327.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

505-40-4400-522000 OTHER OUTSIDE SERVICES 39,600.00

Requested: \$39,600

\$ 1,000 Engineering not related to a specific project
\$ 5,000 Consumer Water Quality reports (price increase)
\$20,000 FOG, backflow, water audit, and water model support
\$ 1,000 Surveying
\$ 600 Miscellaneous ads
\$ 2,000 Postage/shipping
\$10,000 Railroad permits_____
\$39,600

505-40-4400-522009 CONTRACTED MAINTENANCE PROGRAMS 5,000.00

Requested Amount: \$5,000

\$5,000 Easement cleaning (Georgia Power)

505-40-4400-522202 AUTO & TRUCK-REP & MAINT 21,000.00

Requested Amount: \$21,000

505-40-4400-522203 MACH & EQUIP-REP & MAINT 2,000.00

Requested Amount: \$2,000

The requested amount is for the maintenance and repair to the packers, pumps, saws, etc.

CITY OF AMERICUS
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505-40-4400-522207 W & S SYSTEM-REP & MAINT 150,000.00

Requested Amount: \$150,000
The requested amount is for repairs to lift stations and general water and sewer system maintenance. This includes valve inserts for the Hydra Stop machine.

Requested	
\$ 25,000	Lift station repairs
\$ 25,000	Hydra Stop inserts
<u>\$100,000</u>	Other repairs: Fire Hydrant and Valve replacement, system repairs
\$150,000	

505-40-4400-523200 TELEPHONE EXPENSE 1,500.00

Requested Amount: \$15,000
The requested amount is for cell phone charges for the Supervisor, on call phone and all lift station land lines.

505-40-4400-523600 DUES & SUBSCRIPTIONS 1,000.00

Requested Amount: \$1000	
\$ 900	Utilities Protection Center dues (required-line locates)
\$ 100	Georgia FOG Alliance_____
\$1000	

505-40-4400-523700 TRAINING & MEETINGS 8,000.00

Requested Amount: \$8,000
This is planned amount for the mileage for on-call employees. This amount also includes attending FOG training and Backflow certification.

505-40-4400-523900 UNIFORMS 12,800.00

Requested Amount: \$12,800

505-40-4400-531105 HAND TOOLS 2,500.00

Requested Amount: \$2,500

The amount requested includes pipe wrenches, socket wrenches, shovels, brooms, and other miscellaneous tools as required.

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505-40-4400-531270 GASOLINE ALLOCATED 14,000.00

Requested Amount: \$14,000

The amount requested includes fuel for the vehicles and equipment in this department.

505-40-4400-531600 WATER METERS 25,000.00

Requested Amount: \$25,000

The amount requested includes the purchase of new meters and the repair work not covered by warranty.

505-40-4400-531700 OTHER SUPPLIES

Requested Amount: \$25,000

The amount requested includes pipe, curb stops, saddles, fire hydrants, as well as safety equipment. A recent inventory of these items has indicated a need to increase purchases in order to have materials available when needed.

505-40-4400-542100 MACHINERY & EQUIPMENT 4,000.00

Requested Amount: \$4000

Pumps and other equipment

505-40-4400-542200 AUTOS AND TRUCKS 50,000.00

Recommended Amount: \$50,000

Replace two pick-up trucks

CITY OF AMERICUS
2018 OPERATING BUDGET

505-40-4400-542900 OTHER CAPITAL EXPENDITURE 240,000.00

Requested Amount: \$240,000

\$120,000 Water Line Replacement & Extension

\$120,000 Sewer Line Replacement & Extension

\$240,000

505-40-4400-551000 ALLOCATION OF EXPENSES

505-40-4400-551101 DATA CENTER EXPENSE 768.00

Requested Amount: \$13,000

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

This amount also includes upgrading computer and work order program.

40 W&S MAINTENANCE DEPT

999,091.00

STREET TROLLEY 923

CITY OF AMERICUS
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EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
41 WATER PLANT						
505-41-4400-522000 OTHER OUTSIDE SERVICES	684,461	756,518	756,378	564,161	564,161	564,161
505-41-4400-522201 OFFICE EQUIP-REP & MAINT	0	0	0	0	0	0
505-41-4400-522203 MACH & EQUIP-REP & MAINT	258	2,000	0	0	0	0
505-41-4400-522210 WATER TANK- REP & MAINT	111,075	102,000	29,077	113,940	113,940	113,940
505-41-4400-531108 BUILDING REP & MAINT	0	0	0	0	0	0
505-41-4400-531210 WATER, SEWAGE & GARBAGE	36,245	35,000	11,765	0	35,000	35,000
505-41-4400-531220 NATURAL GAS	399	420	411	0	420	420
505-41-4400-531225 STORM WATER	974	975	974	0	975	975
505-41-4400-541300 BUILDINGS	0	8,235	0	0	0	0
505-41-4400-542100 MACHINERY & EQUIPMENT	0	254,500	26,771	254,500	254,500	254,500
505-41-4400-561000 DEPRECIATION EXPENSE	916,423	910,928	910,928	869,728	869,728	869,728
41 WATER PLANT	1,749,836	2,070,576	1,736,304	1,802,330	1,838,725	1,838,725

CITY OF AMERICUS 2018 OPERATING BUDGET

41 WATER PLANT

505-41-4400-522000 OTHER OUTSIDE SERVICES 564,161.00

Requested Amount: \$564,161

This is the contract with CH2M HILL to provide the operation of the water treatment plant.

Year	Total	Water Plant	WWTP	% change
2003	\$1,024,282	\$471,170	\$553,112	2.7%
2004	\$1,055,000	\$485,300	\$569,700	3.0%
2005	\$1,076,100	\$495,000	\$581,100	2.0%
2006	\$1,119,144	\$503,615	\$615,529	4.0%
2007	\$1,204,298	\$541,289	\$663,009	7.6%
2008	\$1,258,491	\$566,231	\$692,260	4.5%
2009	\$1,315,123	\$591,805	\$723,318	4.5%
2010	\$1,354,576	\$609,559	\$745,017	3.0%
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%
2014	\$1,444,535	\$650,041	\$794,494	2.0%
2015	\$1,462,590	\$658,165	\$804,425	2.0%
2016	\$1,506,468	\$677,910	\$828,558	3.0%
2017	\$1,681,150	\$756,518	\$924,632	11.6%*
2018	\$1,711,852	\$564,161	\$1,147,691	0.2%

*The proposed 2018 fee for Waste Water includes \$146,059 for Lift Station Rehabilitation. The 2018 base fee includes a 2% adjustment.

505-41-4400-522201 OFFICE EQUIP-REP & MAINT

Requested Amount: \$0

505-41-4400-522203 MACH & EQUIP-REP & MAINT

Requested Amount: \$2,000

This amount is for repairs over \$2,000 each per the contract with CH2M Hill.

505-41-4400-522210 WATER TANK- REP & MAINT 113,940.56

Requested Amount: \$113,940.56

This is the contract with Utility Services for inspection, cleaning, and painting of all water tanks periodically.

505-41-4400-531108 BUILDING REP & MAINT

Requested Amount: \$0

CITY OF AMERICUS
2018 OPERATING BUDGET

505-41-4400-531210 WATER, SEWAGE & GARBAGE 35,000.00

Requested Amount: \$35,000

This is the estimated expense related to the services at the water plant.

505-41-4400-531220 NATURAL GAS 420.00

Recommended Amount: \$420

This provides the natural gas to run the gas heater in the lab.

505-41-4400-531225 STORM WATER 975.00

Requested Amount: \$975

This is for storm water fees for the water plant.

505-41-4400-541300 BUILDINGS

Requested Amount: \$8,235

\$8,235 Ceiling Hung Gas Heaters (4) (2016 carryover)

505-41-4400-542100 MACHINERY & EQUIPMENT 254,500.00

Requested Amount: \$254,500

\$ 37,000 Clarifier Rehabilitation (2015 carryover)

\$ 60,000 Booster Pump Station (2014 carryover)

\$ 52,000 High Service Pump, Motor, Elec. Replacement (2014 carryover)

\$ 42,550 Clarifier Rehabilitation (2016 carryover)

\$ 52,000 High Service Pump, Motor, Elec. Replacement (2016 carryover)

\$ 7,000 Spectrophotometer

\$ 3,950 Clear Well Tank Repair

\$254,500

Recommended Amount: \$254,500

505-41-4400-561000 DEPRECIATION EXPENSE 869,728.00

This is the amount of depreciation on water related fixed assets. The depreciation is calculated by the straight-line method using the GFOA suggested life.

41 WATER PLANT 1,838,724.56

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
42 WASTEWATER PLANT						
505-42-4300-522000 OTHER OUTSIDE SERVICES	836,564	924,632	924,632	1,147,691	1,147,691	1,147,691
505-42-4300-522110 SLUDGE DISPOSAL	117,696	142,250	109,902	0	142,250	142,250
505-42-4300-522200 BUILDING REPAIR& MAINT	0	0	0	49,100	49,100	49,100
505-42-4300-522201 OFFICE EQUIP-REP & MAINT	0	0	0	0	0	0
505-42-4300-522203 MACH & EQUIP-REP & MAINT	258	2,000	0	0	0	0
505-42-4300-523200 TELEPHONE EXPENSE	0	0	0	0	0	0
505-42-4300-531210 WATER, SEWAGE & GARBAGE	11,761	18,920	13,368	0	18,920	18,920
505-42-4300-531225 STORM WATER	1,339	2,150	1,246	0	2,150	2,150
505-42-4300-531230 ELECTRICITY	19,237	24,300	16,135	0	24,300	24,300
505-42-4300-531700 OTHER SUPPLIES	0	0	0	0	0	0
505-42-4300-541200 LAND & IMPROVEMENTS	0	0	0	0	0	0
505-42-4300-541300 BUILDING	0	0	0	0	0	0
505-42-4300-542100 MACHINERY & EQUIPMENT	0	98,865	16,297	105,265	105,265	105,265
505-42-4300-542200 TRUCKS & AUTOMOBILES	0	0	0	0	0	0
505-42-4300-561000 DEPRECIATION EXPENSE	675,305	695,757	695,757	625,794	625,794	625,794
42 WASTEWATER PLANT	1,662,160	1,908,874	1,777,337	1,927,850	2,115,470	2,115,470

**CITY OF AMERICUS
2018 OPERATING BUDGET**

42 WASTEWATER PLANT

505-42-4300-522000 OTHER OUTSIDE SERVICES 1,147,691.00

Requested Amount: \$1,147,691

This is the contract with CH2M HILL to provide the operation of the waste water treatment plant.

Year	Total	Water Plant	WWTP	% change
2003	\$1,024,282	\$471,170	\$553,112	2.7%
2004	\$1,055,000	\$485,300	\$569,700	3.0%
2005	\$1,076,100	\$495,000	\$581,100	2.0%
2006	\$1,119,144	\$503,615	\$615,529	4.0%
2007	\$1,204,298	\$541,289	\$663,009	7.6%
2008	\$1,258,491	\$566,231	\$692,260	4.5%
2009	\$1,315,123	\$591,805	\$723,318	4.5%
2010	\$1,354,576	\$609,559	\$745,017	3.0%
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%
2014	\$1,444,535	\$650,041	\$794,494	2.0%
2015	\$1,462,590	\$658,165	\$804,425	2.0%
2016	\$1,506,468	\$677,910	\$828,558	3.0%
2017	\$1,681,150	\$756,518	\$924,632	11.6%*
2018	\$1,711,852	\$564,161	\$1,147,691	0.2%

*The proposed 2018 fee includes \$146,059 for Lift Station Rehabilitation. The 2018 base fee includes a 2% adjustment.

505-42-4300-522110 SLUDGE DISPOSAL 142,250.00

This line item is for recording the hauling and disposal of sludge from the waste water plant. The sludge is recycled into fertilizer.

Recommended Amount: \$142,250

505-42-4300-522200 BUILDING REPAIR& MAINT 49,100.00

Requested Amount: \$49,100

The request includes money for minor repairs to the building and grounds.

- \$20,000 Replacing Wastewater Treatment Plant Office Roof
- \$20,000 Replacing Wastewater Treatment Maintenance Shop
- \$9,100 Replacing Wastewater Treatment Dewatering Building Roof

CITY OF AMERICUS
2018 OPERATING BUDGET

505-42-4300-522201 OFFICE EQUIP-REP & MAINT

Requested Amount: \$0

505-42-4300-522203 MACH & EQUIP-REP & MAINT

Requested Amount: \$2,000

This amount is for repairs over \$2,000 each per the contract with CH2M Hill.

505-42-4300-523200 TELEPHONE EXPENSE

Requested Amount: \$0

505-42-4300-531210 WATER, SEWAGE & GARBAGE 18,920.00

Requested Amount: \$18,920

This is for the utility expenses at the Wastewater Treatment Plant.

505-42-4300-531225 STORM WATER 2,150.00

Requested Amount: \$2,150

This is the storm water fees for the waste water plant and lift stations.

505-42-4300-531230 ELECTRICITY 24,300.00

Requested Amount: \$24,300

The requested amount is for electricity for sewer 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

CITY OF AMERICUS
2018 OPERATING BUDGET

505-42-4300-542100 MACHINERY & EQUIPMENT 105,265.00

Requested Amount: \$105,265

\$ 22,000 GENSET Containment and AGST (2015 carryover)
\$ 22,000 GENSET Containment and AGST (2014 carryover)
\$ 7,900 Aerator Gearbox (spare) (2014 carryover)
\$ 6,800 Aerator Motor (spare) (2014 carryover)
\$ 6,985 7.5 HP Submersible Decant Pump (2016 carryover)
\$ 7,200 DR3900 Spectrophotometer (2016 carryover)
\$ 22,880 RAS Pump Variable Frequency Drives (2016 carryover)
\$ 3,100 HACH Rugged HQ40D Dissolved Oxygen Meter
\$ 6,400 Replacing obsolete drying oven
\$105,265

505-42-4300-542200 TRUCKS & AUTOMOBILES

Requested Amount: \$0

505-42-4300-561000 DEPRECIATION EXPENSE 625,794.00

This is the amount of depreciation expense for the sewer related fixed assets. The depreciation is calculated using the straight-line method with the GFOA suggested life.

42 WASTEWATER PLANT 2,115,470.00

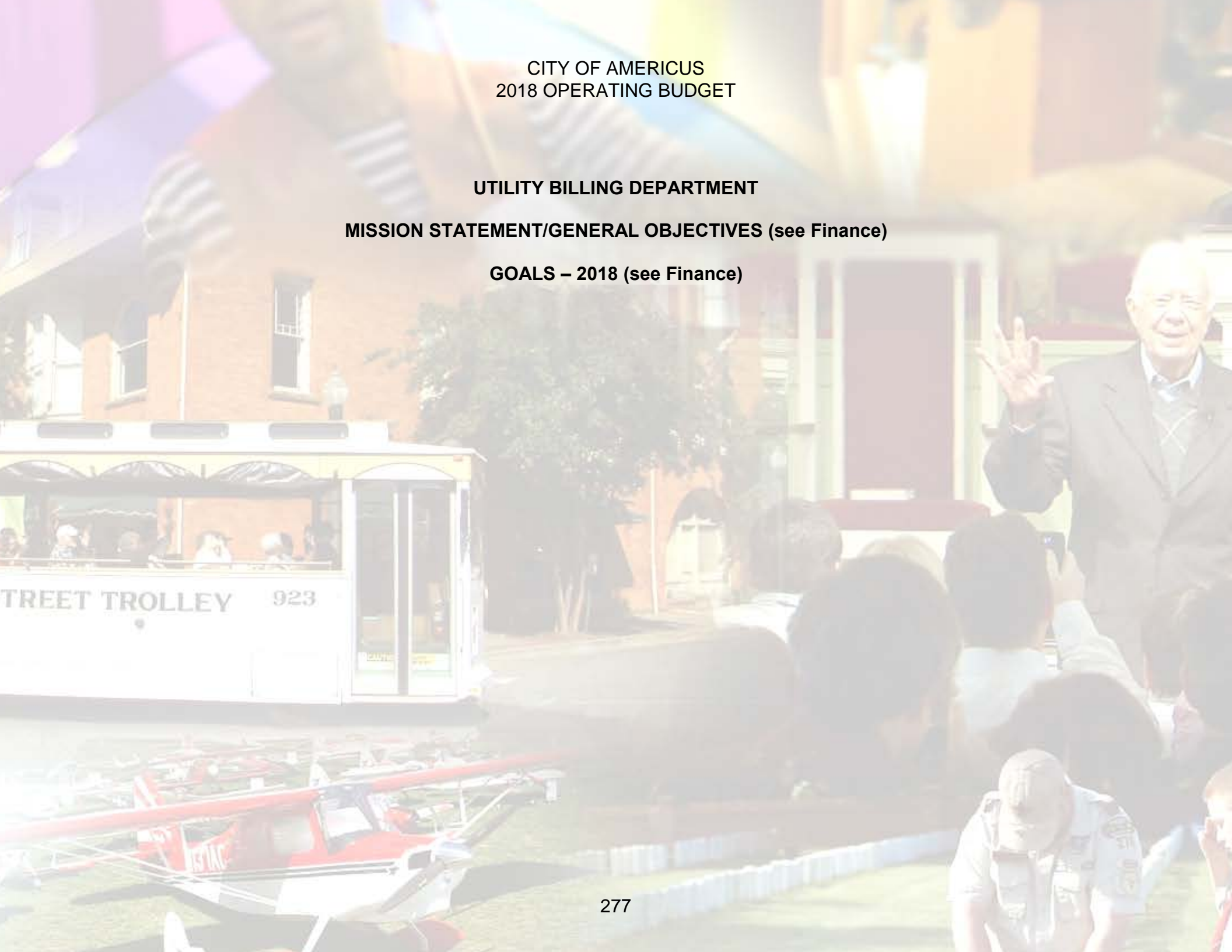
STREET TROLLEY 923

**CITY OF AMERICUS
2018 OPERATING BUDGET**

UTILITY BILLING DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Finance)

GOALS – 2018 (see Finance)



CITY OF AMERICUS
2018 OPERATING BUDGET

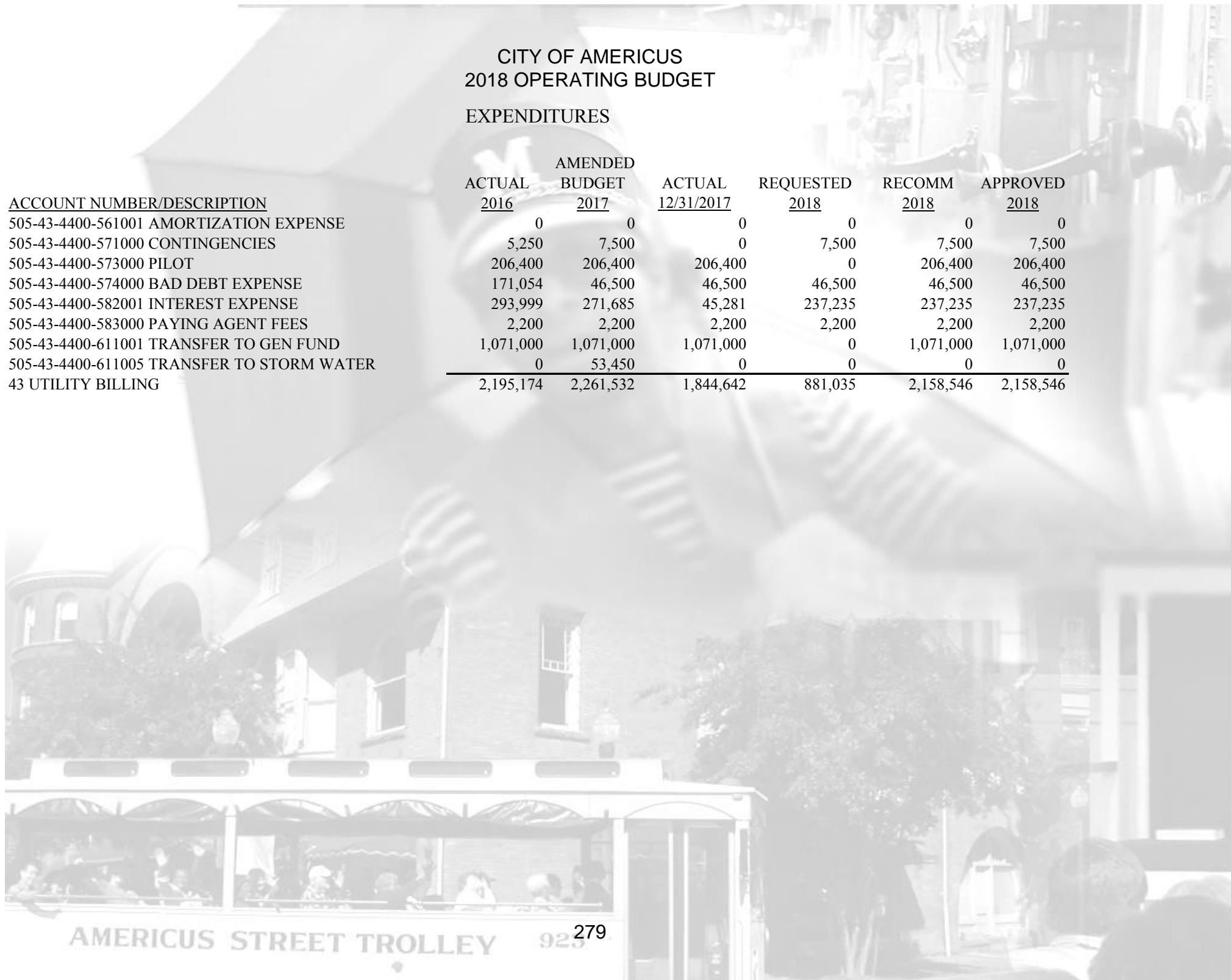
EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	AMENDED		<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
	<u>ACTUAL</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>				
43 UTILITY BILLING						
505-43-1530-521201 LEGAL EXPENSE	0	500	0	500	500	500
505-43-1565-531108 BUILDING REPAIR & MAINT	207	1,200	375	1,200	1,200	1,200
505-43-4400-511000 REGULAR PAY	201,692	182,415	165,864	190,093	190,093	190,093
505-43-4400-511300 OVERTIME PAY	8,765	8,000	9,426	9,000	9,000	9,000
505-43-4400-512100 GROUP MEDICAL INSURANCE	32,401	34,500	37,197	41,880	41,880	41,880
505-43-4400-512101 OPT OUT INSURANCE PLAN	3,346	3,000	3,462	0	0	0
505-43-4400-512110 GROUP DENTAL INSURANCE	1,139	1,218	604	1,218	1,218	1,218
505-43-4400-512200 SOCIAL SECURITY PAYMENTS	15,317	14,643	13,789	15,231	15,231	15,231
505-43-4400-512400 RETIREMENT SYSTEM	18,696	20,175	18,996	20,984	20,984	20,984
505-43-4400-512401 PENSION EXPENSE	-23,384	0	0	0	0	0
505-43-4400-512700 WORKERS' COMPENSATION	2,467	2,681	2,675	2,497	2,497	2,497
505-43-4400-521100 PURCHASED/CONTRACTED SERVICES	0	0	0	0	0	0
505-43-4400-521203 AUDIT FEES	0	0	0	0	0	0
505-43-4400-521302 COLLECTION COSTS	977	5,300	81	5,300	5,300	5,300
505-43-4400-522000 OTHER OUTSIDE SERVICES	2,699	44,700	5,028	44,700	44,700	44,700
505-43-4400-522202 AUTO & TRUCK-REP & MAINT	0	500	500	856	856	856
505-43-4400-522203 MACH & EQUIP-REP & MAINT	96	200	769	1,171	1,171	1,171
505-43-4400-522206 COMPUTER -REP & MAINT	18,276	32,070	12,394	29,840	29,840	29,840
505-43-4400-523100 INSURANCE EXPENSE	39,597	36,313	49,168	35,600	35,600	35,600
505-43-4400-523200 TELEPHONE	7,129	9,260	7,249	9,260	9,260	9,260
505-43-4400-523201 POSTAGE	51,663	62,375	50,090	20,000	20,000	20,000
505-43-4400-523301 ADVERTISING EXPENSES	0	500	0	500	500	500
505-43-4400-523700 TRAINING & MEETING	2,529	7,000	321	7,000	7,000	7,000
505-43-4400-523900 UNIFORMS	201	450	310	450	450	450
505-43-4400-523905 MERCHANT FEES	31,183	36,500	39,878	40,100	40,100	40,100
505-43-4400-523909 SALE FEES	0	1,000	0	1,000	1,000	1,000
505-43-4400-531100 OFFICE/COMPUTER SUPPLIES	21,873	29,000	22,121	27,000	27,000	27,000
505-43-4400-531270 GASOLINE ALLOCATED	1,481	3,600	1,724	1,500	1,500	1,500
505-43-4400-531700 OTHER SUPPLIES	1,075	1,220	1,294	1,220	1,220	1,220
505-43-4400-542200 TRUCKS & AUTOMOBILES	0	0	0	0	0	0
505-43-4400-542900 OTHER CAPITAL EXPENDITURE	0	60,000	23,369	75,000	75,000	75,000
505-43-4400-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
505-43-4400-551101 DATA CENTER EXPENSE	5,845	4,477	6,577	4,500	4,611	4,611

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
505-43-4400-561001 AMORTIZATION EXPENSE	0	0	0	0	0	0
505-43-4400-571000 CONTINGENCIES	5,250	7,500	0	7,500	7,500	7,500
505-43-4400-573000 PILOT	206,400	206,400	206,400	0	206,400	206,400
505-43-4400-574000 BAD DEBT EXPENSE	171,054	46,500	46,500	46,500	46,500	46,500
505-43-4400-582001 INTEREST EXPENSE	293,999	271,685	45,281	237,235	237,235	237,235
505-43-4400-583000 PAYING AGENT FEES	2,200	2,200	2,200	2,200	2,200	2,200
505-43-4400-611001 TRANSFER TO GEN FUND	1,071,000	1,071,000	1,071,000	0	1,071,000	1,071,000
505-43-4400-611005 TRANSFER TO STORM WATER	0	53,450	0	0	0	0
43 UTILITY BILLING	2,195,174	2,261,532	1,844,642	881,035	2,158,546	2,158,546



**CITY OF AMERICUS
2018 OPERATING BUDGET**

43 UTILITY BILLING

505-43-1530-521201 LEGAL EXPENSE 500.00

Requested Amount: \$500
This is to cover legal fees for ordinance changes, utility collection service contracts, and other requirements. Same amount budgeted for 2017

505-43-1565-531108 BUILDING REPAIR & MAINT 1,200.00

Requested Amount: \$1,200
The requested amount is for general repairs and maintenance. Same amount budgeted for 2017

505-43-4400-511000 REGULAR PAY 190,093.00

Personnel requirements:

	Current
Customer Service Administrator	1
Customer Service Representative	2
Utility Billing Technician	1
Courier/Meter Reader	1
Revenue Collector	1
	6

505-43-4400-511300 OVERTIME PAY 9,000.00

Requested Amount: \$9,000
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. The requested amount is a ytd annualized.

505-43-4400-512100 GROUP MEDICAL INSURANCE 41,880.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

505-43-4400-512101 OPT OUT INSURANCE PLAN

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

505-43-4400-512110 GROUP DENTAL INSURANCE 1,218.00

This amount represents \$203 per employee.

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505-43-4400-512200 SOCIAL SECURITY PAYMENTS 15,231.00

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

505-43-4400-512400 RETIREMENT SYSTEM 20,984.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

505-43-4400-512401 PENSION EXPENSE

505-43-4400-512700 WORKERS' COMPENSATION 2,497.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

505-43-4400-521100 PURCHASED/CONTRACTED SERVICES

505-43-4400-521203 AUDIT FEES

505-43-4400-521302 COLLECTION COSTS 5,300.00

Requested Amount: \$5,300.00

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 2017.

505-43-4400-522000 OTHER OUTSIDE SERVICES 44,700.00

The requested amount \$44,700.00

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 and outside agency (estimated cost of \$40,000.00)

505-43-4400-522202 AUTO & TRUCK-REP & MAINT 856.00

Requested Amount: \$856.00

The requested amount is an annualized amount for the normal repair and maintenance of the Courier/Meter Reader's vehicle.

CITY OF AMERICUS
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505-43-4400-522203 MACH & EQUIP-REP & MAINT 1,171.00

Requested Amount: \$1171.00

This amount is for incidental repairs. The requested amount was annualized for 2018.

505-43-4400-522206 COMPUTER -REP & MAINT 29,840.00

The requested amount includes the following:

\$15,000 CSI Software & Hardware
\$ 1,140 Maintenance for DocE Serve
\$ 500 Maintenance for Handheld Device
\$12,400 Flexnet (radio read) maintenance contract
\$ 500 Miscellaneous printer repairs
\$ 800 Utility Billing Software program changes (1 per year)
\$29,840

Removed the fees for the folder/sealer and maintenance for the handheld devices, we will no longer be using these items.

505-43-4400-523100 INSURANCE EXPENSE 35,600.00

Requested Amount: \$36,313

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, 2018 resulting in an effective rate for 2018 of 3.33%.

505-43-4400-523200 TELEPHONE 9,260.00

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)
\$ 360 Courier cell phone
\$9,260

This is the same amount budgeted for 2017.

505-43-4400-523201 POSTAGE 20,000.00

Requested Amount: \$20,000.00

The requested amount is for mailing any miscellaneous mailing for Utility Billing. This is an estimated amount because of our new bill printing system.

CITY OF AMERICUS
2018 OPERATING BUDGET

505-43-4400-523301 ADVERTISING EXPENSES 500.00

Requested Amount: \$500

The amount requested is for advertising expenses for Senior Citizens Discount, Budget Billing, and Periodic Ads for payment options. The requested amount is the same as the 2017 budgeted amount.

505-43-4400-523700 TRAINING & MEETING 7,000.00

Requested Amount: \$7,000.00

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 an online CSR training and other related training when needed.

505-43-4400-523900 UNIFORMS 450.00

Requested Amount: \$450.00

This amount is for uniforms for the courier/meter reader. The requested amount is a ytd annualized.

505-43-4400-523905 MERCHANT FEES 40,100.00

Requested Amount: \$40,100.00 I fees for the utility billing payment website. These costs are recovered from the customer. The revenue is recorded in the "Web Pay - Convenience Fees" line item. This amount is ytd annualized.

505-43-4400-523909 SALE FEES 1,000.00

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 2017 budgeted amount.

505-43-4400-531100 OFFICE/COMPUTER SUPPLIES 27,000.00

Requested Amount: \$27,000.00

The amount covers utility bills, delinquent notices, computer paper, binders, etc. The requested amount is the ytd annualized.

505-43-4400-531270 GASOLINE ALLOCATED 1,500.00

Requested Amount: \$1,500.00

The amount requested is ytd annualized.

505-43-4400-531700 OTHER SUPPLIES 1,220.00

Requested Amount: \$1,220.00

This amount is the same amount budgeted for 2017

CITY OF AMERICUS
2018 OPERATING BUDGET

505-43-4400-542200 TRUCKS & AUTOMOBILES

505-43-4400-542900 OTHER CAPITAL EXPENDITURE 75,000.00

Requested Amount: \$75,000

Recommended Amount:

Of this amount \$25,000 is for an upgrade to the Sensus FlexNet system to include analytics software. The Sensus Analytics software will interface with billing to supply meter reads back to billing for generation of bills from the FlexNet system. Sensus analytics also provides customer service information to handle incoming calls regarding consumption and it replaces the software used daily for the Billing Technician. \$50,000 is for the IVR System (Interactive Voice Response),

505-43-4400-551000 ALLOCATION OF EXPENSES

505-43-4400-551101 DATA CENTER EXPENSE 4,611.00

\$4,500.00

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

505-43-4400-561001 AMORTIZATION EXPENSE

Requested Amount: \$0

505-43-4400-571000 CONTINGENCIES 7,500.00

Requested Amount: \$7,500.00

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. The requested amount is the same as the 2017 recommended amount.

505-43-4400-573000 PILOT 206,400.00

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.

$(40,000,000 \times 50\% \times .01032 = \$206,400)$

**CITY OF AMERICUS
2018 OPERATING BUDGET**

505-43-4400-574000 BAD DEBT EXPENSE 46,500.00

Requested Amount: \$46,500.00

This is the same as the 2017 recommended budgeted amount and annualized.

505-43-4400-582001 INTEREST EXPENSE 237,235.00

Requested Amount: \$237,235

<u>Interest</u>	<u>Principal</u>	<u>Total</u>	
\$151,965	\$ 957,348	\$1,109,313	Revenue Bonds - 2010
\$ 85,270	\$ 335,000	\$ 420,270	Revenue Bonds - 2013
<u>\$237,235</u>	<u>\$1,292,348</u>	<u>\$1,529,583</u>	

The Principal balance due at 12/31/18 will be:

\$3,081,120	Revenue Bonds - 2010 (Payout-Sep 1, 2021)(Rate 2.61%)
\$4,025,000	Revenue Bonds - 2013 (Payout-Sep 1, 2028)
<u>\$7,106,120</u>	

505-43-4400-583000 PAYING AGENT FEES 2,200.00

Requested Amount: \$2,200

This is for the 2010 and 2013 Revenue Bonds.

505-43-4400-611001 TRANSFER TO GEN FUND 1,071,000.00

Requested: \$1,071,000

505-43-4400-611005 TRANSFER TO STORM WATER

Requested Amount: \$0

Recommended Amount: \$53,450

43 UTILITY BILLING 2,158,546.00

NATURAL GAS SERVICES DEPARTMENT

Budgeted 2018

David Wooden
Natural Gas Director

Diann Duke
Administrative
Assistant

Darrell King
Gas Utility
Superintendent

Freddie Harris
Gas Utility Worker

Chris Lee
Gas Utility Service
Technician

Johnnie White
Gas Utility
Equipment Operator

Brandon Sims
Gas Utility Worker

CITY OF AMERICUS
2018 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:

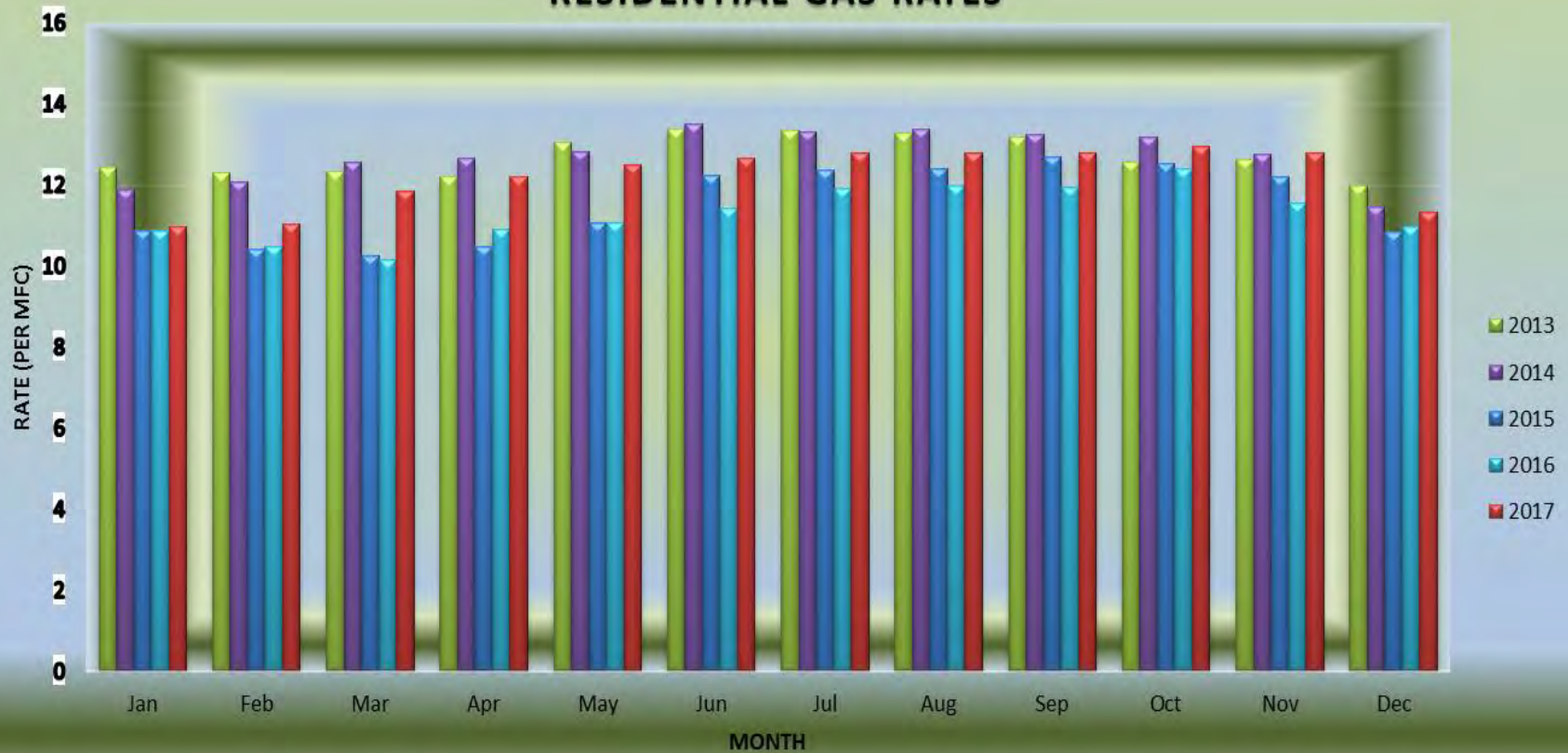
- That each customer is a valued and respected individual
- That the safety of our customers, employees and the general public must always come first
- That we provide improving value to our customers through innovation and creativity in our jobs, our product and the services we provide
- That we take responsibility and ownership in the performance of our duties

GOALS -2018

- 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
- We are committed to make customer service our top priority.

CITY OF AMERICUS
2018 OPERATING BUDGET

CITY OF AMERICUS
2018 OPERATING BUDGET
RESIDENTIAL GAS RATES



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
515 NATURAL GAS FUND						
515-00-0000-334110 OTHER GRANTS	0	0	0	0	0	0
515-00-0000-341941 SALES TAX COMPENSATION	1,483	1,500	1,099	1,500	1,500	1,500
515-00-0000-344410 RESIDENTIAL GAS SALES	565,873	852,969	536,933	777,179	777,179	777,179
515-00-0000-344411 SMALL AND LARGE COMM. GAS SALES	1,109,237	1,251,751	1,148,395	1,203,309	1,203,309	1,203,309
515-00-0000-344412 INDUSTRIAL GAS SALES	42,660	6,227	25,207	6,861	6,861	6,861
515-00-0000-344413 INTERRUPTIBLE GAS SALES	332,244	509,111	406,887	493,024	493,024	493,024
515-00-0000-349402 GAS RECONNECT SALES	15,016	17,000	11,235	0	0	0
515-00-0000-349405 SERVICE DEPT SALES	109,173	100,000	13,803	100,000	100,000	100,000
515-00-0000-349406 SERVICE LINE SALES	743	500	35	500	500	500
515-00-0000-361000 OTHER INTEREST EARNED	102	100	369	0	0	0
515-00-0000-389000 OTHER MISC RECEIPTS	112,857	135,000	147,474	112,000	112,000	112,000
515-00-0000-389004 RECOVERY OF BAD DEBT	0	1,000	0	0	0	0
515-00-0000-389006 CARRYOVER OF RET EARNINGS	0	0	0	0	0	0
515-00-0000-392101 SALE OF CITY PROPERTY	0	0	7,278	0	0	0
515-00-0000-392200 RECYCLING PROCEEDS	191	0	0	0	0	0
515-00-0000-393601 LOAN PROCEEDS	0	0	0	0	0	0
515 NATURAL GAS FUND	2,289,579	2,875,158	2,298,716	2,694,373	2,694,373	2,694,373

CITY OF AMERICUS
2018 OPERATING 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

777,179

Requested Amount: \$777,179

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-344411 SMALL AND LARGE COMM. GAS SALES

1,203,309

Requested Amount: \$1,203,309

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-344412 INDUSTRIAL GAS SALES

6,861

Requested Amount: \$6,861

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-344413 INTERRUPTIBLE GAS SALES

493,024

Requested Amount: \$493,024

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-349402 GAS RECONNECT SALES

Requested Amount: \$17,000

The requested amount includes 340 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 gas water heaters. In an effort to increase customer service and possible load, we are promoting the sale and installation of heaters.

CITY OF AMERICUS
2018 OPERATING BUDGET

515-00-0000-349406	SERVICE LINE SALES	500
	Requested Amount: \$500	
515-00-0000-361000	OTHER INTEREST EARNED	
	Requested Amount: \$100	
	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	112,000
	Requested Amount: \$112,000	
	The amount requested is from MGAG projection of portfolio refunds.	
515-00-0000-389004	RECOVERY OF BAD DEBT	
	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 EARNINGS	
	Requested Amount: \$0	
515-00-0000-392101	SALE OF CITY PROPERTY	
	Requested Amount: \$0	
515-00-0000-392200	RECYCLING PROCEEDS	
515-00-0000-393601	LOAN PROCEEDS	
	Recommended Amount: \$0	
515 NATURAL GAS FUND		2,694,373

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
80 COST OF GAS						
515-80-4700-531500 FIRM GAS	922,404	1,143,633	1,008,959	1,059,867	1,059,867	1,059,867
515-80-4700-531501 INTERRUPTIBLE GAS	204,916	321,123	267,046	311,752	311,752	311,752
515-80-4700-615000 PROPANE COSTS	0	0	0	0	0	0
80 COST OF GAS	1,127,320	1,464,756	1,276,005	1,371,619	1,371,619	1,371,619



CITY OF AMERICUS
2018 OPERATING BUDGET

80 COST OF GAS

515-80-4700-531500 FIRM GAS 1,059,867.00

Requested Amount: 1,059,867.00

The requested amount is the projected amount prepared by MGAG.

515-80-4700-531501 INTERRUPTIBLE GAS 311,752.00

Requested Amount: \$311,752

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 1,371,619.00



CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	AMENDED		<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
	<u>ACTUAL</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>				
81 SERVICE DEPT						
515-81-1530-521201 LEGAL FEES	480	500	0	500	500	500
515-81-4700-511000 REGULAR PAY	243,086	251,331	242,619	258,348	258,348	258,348
515-81-4700-511300 OVERTIME PAY	7,100	5,000	3,771	5,000	5,000	5,000
515-81-4700-512100 GROUP MEDICAL INSURANCE	38,891	41,400	44,692	41,880	41,880	41,880
515-81-4700-512101 OPT OUT INSURANCE PLAN	3,000	3,000	3,000	6,000	6,000	6,000
515-81-4700-512110 GROUP DENTAL INSURANCE	1,406	1,421	587	1,421	1,421	1,421
515-81-4700-512200 SOCIAL SECURITY PAYMENTS	18,863	19,609	19,322	20,146	20,146	20,146
515-81-4700-512400 RETIREMENT SYSTEM	30,636	27,017	25,467	27,757	27,757	27,757
515-81-4700-512401 PENSION EXPENSE	14,802	0	0	0	0	0
515-81-4700-512700 WORKERS COMPENSATION	6,634	5,041	5,029	5,148	5,148	5,148
515-81-4700-521202 ENGINEERING FEES	13,595	13,200	12,100	13,200	13,200	13,200
515-81-4700-521203 AUDIT FEES	0	0	0	0	0	0
515-81-4700-522000 OTHER OUTSIDE SERVICES	2,067	2,800	3,980	2,800	2,800	2,800
515-81-4700-522009 CONTRACTED MAINTENANCE PROGRA	6,675	10,000	4,205	10,000	10,000	10,000
515-81-4700-522200 BUILDING REP & MAINT	976	1,000	1,265	1,000	1,000	1,000
515-81-4700-522201 OFFICE EQUIP REP & MAINT	652	800	530	800	800	800
515-81-4700-522202 AUTO & TRUCK-REP & MAINT	10,428	14,000	10,116	14,000	14,000	14,000
515-81-4700-522203 MACH & EQUIP-REP & MAINT	1,939	4,200	2,278	5,000	5,000	5,000
515-81-4700-522206 COMPUTER-REP & MAINT	0	100	0	100	100	100
515-81-4700-522207 GAS SYSTEM-REP & MAINT	45,542	50,000	45,086	50,000	50,000	50,000
515-81-4700-523100 INSURANCE EXPENSE	19,399	17,888	22,527	17,500	17,500	17,500
515-81-4700-523200 TELEPHONE	18,193	17,610	17,522	20,970	20,970	20,970
515-81-4700-523202 FREIGHT EXPRESS	65	300	248	300	300	300
515-81-4700-523301 ADVERTISING EXPENSE	4,548	6,300	6,146	7,300	7,300	7,300
515-81-4700-523600 DUES & SUBSCRIPTIONS	3,260	4,200	4,023	4,325	4,325	4,325
515-81-4700-523700 TRAINING & MEETINGS	11,182	13,800	11,750	14,700	14,700	14,700
515-81-4700-523900 UNIFORM EXPENSE	4,205	5,000	4,707	5,000	5,000	5,000
515-81-4700-523909 SALE FEES	0	200	0	200	200	200
515-81-4700-531100 OFFICE/COMPUTER SUPPLIES	1,410	1,500	1,247	3,600	3,600	3,600
515-81-4700-531101 JANITORIAL SUPPLIES	1,633	3,000	1,301	3,000	3,000	3,000
515-81-4700-531105 HAND TOOLS	2,708	5,000	3,387	3,000	3,000	3,000
515-81-4700-531210 WATER,SEWER,& GARBAGE	784	1,000	643	1,000	1,000	1,000
515-81-4700-531220 NATURAL GAS	947	1,600	609	2,000	2,000	2,000

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
515-81-4700-531225 STORM WATER	430	800	57	800	800	800
515-81-4700-531230 ELECTRICITY	11,435	10,000	7,990	10,000	10,000	10,000
515-81-4700-531270 GASOLINE ALLOCATED	12,717	14,500	14,019	13,000	13,000	13,000
515-81-4700-531601 SERVICE DEPARTMENT PARTS	105,399	100,000	79,964	100,000	100,000	100,000
515-81-4700-531700 OTHER SUPPLIES	201	4,750	4,351	2,000	2,000	2,000
515-81-4700-541400 GAS MAINS & VALVES	0	25,000	7,655	50,000	50,000	50,000
515-81-4700-542200 TRUCKS & AUTOMOBILES	0	0	0	25,000	25,000	25,000
515-81-4700-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
515-81-4700-551101 DATA CENTER EXPENSE	1,527	2,239	1,645	2,239	2,305	2,305
515-81-4700-552200 CONTINGENCY	0	5,000	0	5,000	5,000	5,000
515-81-4700-561000 DEPRECIATION EXPENSE	122,394	122,394	122,394	117,500	117,500	117,500
515-81-4700-574000 BAD DEBT EXPENSE	-15,430	12,500	12,500	12,500	12,500	12,500
515-81-4700-582001 INTEREST EXPENSE	0	0	0	0	0	0
515-81-4700-611001 TRANSFER TO GENERAL FUND	289,000	374,400	374,400	375,000	375,000	375,000
515-81-4700-611007 TRANSFER TO W&S FUND	0	0	0	0	0	0
81 SERVICE DEPT	1,042,779	1,199,400	1,123,133	1,259,034	1,259,100	1,259,100

CITY OF AMERICUS
2018 OPERATING BUDGET

81 SERVICE DEPT

515-81-1530-521201 LEGAL FEES 500.00

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 258,348.00

Personnel Requirements:

	Current
Natural Gas Director	1
Gas Utility Superintendent	1
Administrative Assistant	1
Gas Utility Technician	1
Gas Utility Equip. Oper.	1
Gas Utility Worker	2
	7

Eliminates the Operations Manager position. This amount also includes \$3,120 for on-call pay.

515-81-4700-511300 OVERTIME PAY 5,000.00

Requested Amount: \$5,000
The requested amount includes customer service after hours, holidays, weekends.

515-81-4700-512100 GROUP MEDICAL INSURANCE 41,880.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

515-81-4700-512101 OPT OUT INSURANCE PLAN 6,000.00

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

515-81-4700-512110 GROUP DENTAL INSURANCE 1,421.00

This amount represents \$203 per employee.

CITY OF AMERICUS
2018 OPERATING BUDGET

515-81-4700-512200 SOCIAL SECURITY PAYMENTS 20,146.00

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

515-81-4700-512400 RETIREMENT SYSTEM 27,757.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

515-81-4700-512401 PENSION EXPENSE

515-81-4700-512700 WORKERS COMPENSATION 5,148.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

515-81-4700-521202 ENGINEERING FEES 13,200.00

Requested Amount: \$13,200

The amount requested is for annual retainer fee for the gas consultant. The cost is \$1,100 per month. Our Annual Leak Survey, Atmospheric Corrosion Survey, Regulator & Relief Inspection, and CP Survey are covered in this cost.

515-81-4700-521203 AUDIT FEES

515-81-4700-522000 OTHER OUTSIDE SERVICES 2,800.00

Requested Amount: \$2800

The requested amount includes Pest Control, GIS charges, & other external assistance.

515-81-4700-522009 CONTRACTED MAINTENANCE PROGRAMS 10,000.00

Requested Amount: \$10,000

This covers costs related to DIMP compliance. We will continue to replace Galvanized Services as we find them as well as replace (2) Rectifiers at Magnolia Street and Industrial Blvd.

CITY OF AMERICUS
2018 OPERATING BUDGET

515-81-4700-522200	BUILDING REP & MAINT	1,000.00
	Requested Amount: \$1,000	
	The amount requested is for general repairs and maintenance on the office and warehouse.	
515-81-4700-522201	OFFICE EQUIP REP & MAINT	800.00
	Requested Amount: \$800	
	The requested amount is for the incidental repairs of office equipment, and for the maintenance agreement on the copy machine.	
515-81-4700-522202	AUTO & TRUCK-REP & MAINT	14,000.00
	Requested Amount: \$14,000	
	The amount requested is for repairs and maintenance of the vehicles in the gas department.	
515-81-4700-522203	MACH & EQUIP-REP & MAINT	5,000.00
	Requested Amount: \$5,000	
	The amount requested is for maintenance on the backhoe, ditch witch, air compressors, and also for annual calibration on our C.G.I's, Flamepack's, and Electrofusion Machine. This amount also includes the Albany Communications (hand held radio's) cost.	
515-81-4700-522206	COMPUTER-REP & MAINT	100.00
	Requested Amount: \$100	
	The requested amount is to cover any repairs other than provided by NEOS.	
515-81-4700-522207	GAS SYSTEM-REP & MAINT	50,000.00
	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	17,500.00
	Requested Amount: \$17,500	
	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, 2018 resulting in an effective rate for 2018 of 3.33%.	

**CITY OF AMERICUS
2018 OPERATING BUDGET**

515-81-4700-523200 TELEPHONE 20,970.00

Requested Amount: \$20,970

This amount includes land lines, cell phones, & long distance calling.

\$15,000	AT&T land lines
\$ 2,500	Verizon cell phones (2 additional)
\$ 110	Long distance
\$ 3,360	Mediacom (Internet)
<u>\$20,970</u>	

515-81-4700-523202 FREIGHT EXPRESS 300.00

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 7,300.00

Requested Amount: \$7,300

\$ 2,000	APGA - Telephone Survey (Goal Program)
\$ 2,300	South GA advertising (Television)
\$ 3,000	Radio/Newspaper Ads (Regulatory Requirements & Appliance Marketing)
<u>\$ 7,300</u>	

These are all part of our Public Awareness Program and are required by the Georgia Public Service Commission.

515- 81-4700-523600 DUES & SUBSCRIPTIONS 4,325.00

Requested Amount: \$4,325

\$1,800	American Public Gas Association Dues
\$ 500	GMA Gas Section Dues
\$1,500	Utilities Protection Center Dues
\$ 500	Shrimp Renewal (Simple, Handy, Risked Based Integrity Management Plan)
\$ 25	Ga. 811 Contractor Surveyor
<u>\$4,325</u>	

These are organizations that help promote and to support natural gas research. They also lobby in Congress for support on gas prices and other legislation.

*Required to be member of one call (Utilities Protection).

CITY OF AMERICUS
2018 OPERATING BUDGET

515-81-4700-523700 TRAINING & MEETINGS 14,700.00

Requested Amount: \$14,700

\$10,000 OQT (Operator Qualification Training) (6 employees)
\$ 1,800 GMA Gas Section and Annual Pipeline Safety Seminar (2 employees)
\$ 1,000 Emergency Liaison Meeting/OQT Regional Training
\$ 1,400 MGAG Annual Meeting (2 employees)
\$ 500 Georgia Underground Utilities Conference (updates) (1 employee)
\$14,700

515-81-4700-523900 UNIFORM EXPENSE 5,000.00

Requested Amount: \$5,000

The requested amount is for uniform rental and any related items

515-81-4700-523909 SALE FEES 200.00

Requested Amount: \$200

This is the handling charges for the sale of surplus assets.

515-81-4700-531100 OFFICE/COMPUTER SUPPLIES 3,600.00

Requested Amount: \$3,600

The amount requested is for misc. materials needed around the office such as copier paper, ink cartridges, pens, paper, etc. This amount also includes the purchase of a new copier for the office.

515-81-4700-531101 JANITORIAL SUPPLIES 3,000.00

Requested Amount: \$3,000

The amount requested is for floor mats, shop rags, toiletries, cleaning supplies, etc.

515-81-4700-531105 HAND TOOLS 3,000.00

Requested Amount: \$3,000.

The requested amount is for both new and replacement tools.

515-81-4700-531210 WATER,SEWER,& GARBAGE 1,000.00

Requested Amount: \$1,000.00

515-81-4700-531220 NATURAL GAS 2,000.00

Requested Amount: \$2,000.00

This amount covers the gas costs for the office building, the warehouse, and the gas lights on the Lee Street bridge.

CITY OF AMERICUS
2018 OPERATING BUDGET

515-81-4700-531225	STORM WATER	800.00
	Requested Amount: \$800	
	This is storm water charges for the Natural Gas properties and building.	
515-81-4700-531230	ELECTRICITY	10,000.00
	Requested Amount: \$10,000	
515-81-4700-531270	GASOLINE ALLOCATED	13,000.00
	Requested Amount: \$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 PARTS	100,000.00
	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.	
515-81-4700-531700	OTHER SUPPLIES	2,000.00
	Requested Amount: \$2,000	
	This amount includes weed killer, sand, crush run, etc.	
515-81-4700-541400	GAS MAINS & VALVES	50,000.00
	Requested: \$50,000	
	This amount is for the installation of new gas mains and valves when feasible as well as the repairs and replacement of existing valves and main extensions.	
515-81-4700-542200	TRUCKS & AUTOMOBILES	25,000.00
	Requested: \$25,000	
515-81-4700-551000	ALLOCATION OF EXPENSES	
515-81-4700-551101	DATA CENTER EXPENSE	2,305.00
	This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.	
515-81-4700-552200	CONTINGENCY	5,000.00
	Requested Amount: \$5,000	
	The requested amount is for emergency situations.	

**CITY OF AMERICUS
2018 OPERATING BUDGET**

515-81-4700-561000 DEPRECIATION EXPENSE 117,500.00

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.

515-81-4700-574000 BAD DEBT EXPENSE 12,500.00

Requested Amount: \$12,500
The is the anticipated exposure for 2017.

515-81-4700-582001 INTEREST EXPENSE

Recommended Amount: \$0

515-81-4700-611001 TRANSFER TO GENERAL FUND 375,000.00

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	\$750,000	
2004	\$750,000	
2005	\$375,000*	
2006	\$ 92,500	
2007	\$230,000	
2008	\$ 0	
2009	\$300,000	
2010	\$300,000	
2011	\$300,000	
2012	\$300,000	
2013	\$300,000	
2014	\$300,000	
2015	\$300,000	
2016	\$280,000	
2016	\$289,000	requested
2017	\$374,400	recommended
2018	\$375,000	requested

*Collins & Aikman declared bankruptcy.

515-81-4700-611007 TRANSFER TO W&S FUND
Approved Amount: \$0
81 SERVICE DEPT 1,259,100.00

CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
540 SOLID WASTE FUND						
540-00-0000-344110 SANITATION SERVICES	2,744,715	2,817,745	2,760,095	2,786,566	2,786,566	2,786,566
540-00-0000-361000 OTHER INTEREST EARNED	80	100	259	100	100	100
540-00-0000-389002 CASH SHORT & OVER	0	0	0	0	0	0
540-00-0000-389003 CARRYOVER OF RET EARNINGS	0	0	0	0	0	0
540-00-0000-389004 RECOVERY OF BAD DEBT	0	0	0	0	0	0
540 SOLID WASTE FUND	<u>2,744,795</u>	<u>2,817,845</u>	<u>2,760,354</u>	<u>2,786,666</u>	<u>2,786,666</u>	<u>2,786,666</u>

CITY OF AMERICUS
2018 OPERATING BUDGET

540 SOLID WASTE FUND

540-00-0000-344110 SANITATION SERVICES 2,786,566

Request Amount: \$2,786,566

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 2017 to 2021. The rates are as follows:

Current	Requested	Approved	
\$24.01	\$25.47	\$	Residential Hobo
\$28.11	\$29.82	\$	Commercial Hobo
\$ 6.11	\$ 6.48	\$	Dumpster rate
\$10.89	\$11.56	\$	Additional hobo

540-00-0000-361000 OTHER INTEREST EARNED 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 EARNINGS

540-00-0000-389004 RECOVERY OF BAD DEBT

Requested Amount: \$0

540 SOLID WASTE FUND

2,786,666

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
33 SANITATION						
540-33-1530-521201 LEGAL EXPENSE	0	0	0	0	0	0
540-33-4500-521203 AUDIT FEES	0	0	0	0	0	0
540-33-4500-522000 OTHER OUTSIDE SERVICES	2,265,091	2,394,750	2,318,943	2,410,200	2,410,200	2,410,200
540-33-4500-523100 INSURANCE EXPENSE	11,512	11,789	15,524	15,366	15,366	15,366
540-33-4500-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
540-33-4500-571000 LANDFILL PAYMENTS	56,662	80,000	65,792	80,000	80,000	80,000
540-33-4500-574000 BAD DEBT EXPENSE	-22,022	31,000	31,000	31,000	31,000	31,000
540-33-4500-611000 TRANSFER TO GENERAL FUND	250,000	250,000	250,000	250,000	250,000	250,000
33 SANITATION	2,561,243	2,767,539	2,681,259	2,786,566	2,786,566	2,786,566

CITY OF AMERICUS 2018 OPERATING BUDGET

33 SANITATION

540-33-1530-521201 LEGAL EXPENSE

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 SERVICES 2,410,200.00

Requested Amount: \$2,410,200

This is the amount charged by our contractor for the pick up 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 2017 to 2021.

540-33-4500-523100 INSURANCE EXPENSE 15,366.00

Requested Amount: \$15,366

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, 2018 resulting in an effective rate for 2018 of 3.33%.

540-33-4500-551000 ALLOCATION OF EXPENSES

540-33-4500-571000 LANDFILL PAYMENTS 80,000.00

Requested Amount: \$80,000

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:

\$ 64,795	1997	paid in 1997
\$ 42,491	1998	paid in 2001
\$ 25,000	1999	paid in 2002
\$ 27,000	2000	paid in 2002
\$ 27,800	2001	did not pay
\$ 30,330	2002	paid in 2004
\$ 56,871	2003	paid in 2004
\$ 68,156	2004	paid in 2005
\$ 0	2005	written off
\$189,071	2006-2009	billed in 2010 (pd \$100,000 in 2011 and bal in 2012)
\$200,000	2010-2015	billed in 2015 2013
\$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)

CITY OF AMERICUS
2018 OPERATING BUDGET

540-33-4500-574000 BAD DEBT EXPENSE 31,000.00

Requested Amount: \$31,000

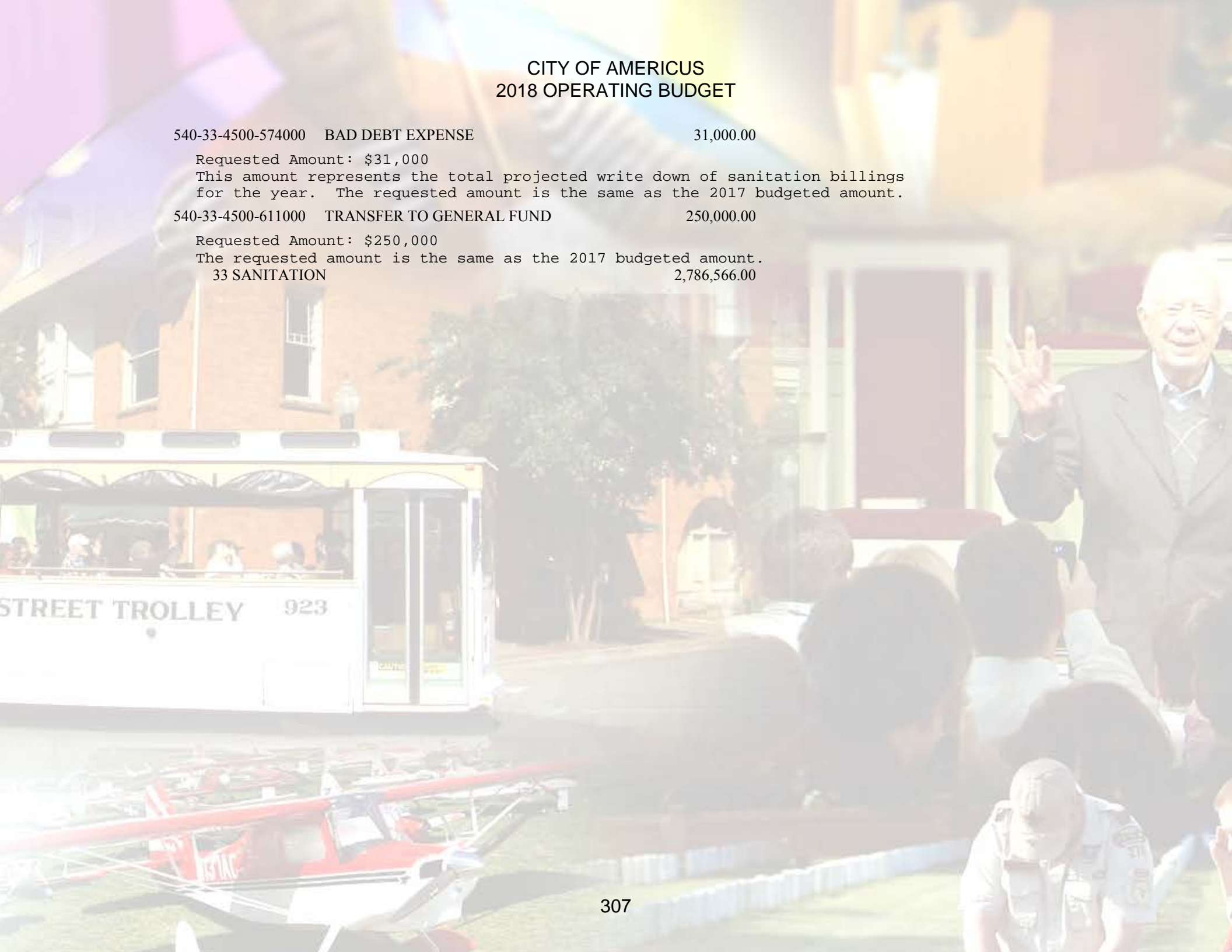
This amount represents the total projected write down of sanitation billings for the year. The requested amount is the same as the 2017 budgeted amount.

540-33-4500-611000 TRANSFER TO GENERAL FUND 250,000.00

Requested Amount: \$250,000

The requested amount is the same as the 2017 budgeted amount.

33 SANITATION 2,786,566.00



Theater Authority Budgeted 2018

Heather Stanley
Managing Director

Ray Manila
Technical Director

Will Dozier
Administrator

Shatora Smith
Patron Services
Coordinator

Kenyon Holden
Custodian



CITY OF AMERICUS
2018 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
2018 OPERATING BUDGET

GOALS – 2018

Strategic Plan: The Americus Theatre and Cultural Authority will update its Strategic Plan to reflect current concerns and goals for 2018 and the future. This will once again be facilitated by the Fox Theatre Institute. The previous Strategic Planning session resulted in successful formation of subcommittees to address the needs of Building Repair, Finance, and Publicity.

Programming: Heather Stanley is intent on bringing in larger acts/shows to the Rylander Theatre in an effort to increase tourism to Americus and to bring the Rylander Theatre to the public's attention at a state level. 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.

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.

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.



CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
555 THEATER FUND						
555-00-0000-334110 GRANTS RECEIVED	32,000	45,000	10,000	45,000	45,000	45,000
555-00-0000-341902 SOUVENIR SALES	88	1,500	0	1,500	1,500	1,500
555-00-0000-341920 ADVERTISING/SPONSORSHIP RECEIPTS	0	0	0	0	0	0
555-00-0000-341921 CONCESSION SALES	770	3,500	1,011	3,500	3,500	3,500
555-00-0000-341941 SALES TAX COMPENSATION	57	0	0	50	50	50
555-00-0000-347300 THEATER RECEIPTS	51,788	65,000	34,764	65,000	65,000	65,000
555-00-0000-347901 RESTORATION FEES	808	5,000	631	5,000	5,000	5,000
555-00-0000-361000 INTEREST EARNED	6	0	4	0	0	0
555-00-0000-371000 DONATIONS	1,177	2,000	2,824	2,000	2,000	2,000
555-00-0000-371002 PROGRAM SPONSORSHIPS	0	0	0	0	0	0
555-00-0000-371004 YIPPIE SPONSORSHIPS/REVENUE	0	0	0	0	0	0
555-00-0000-382000 RENTAL INCOME	11,339	23,500	13,925	23,500	23,500	23,500
555-00-0000-389001 INSURANCE PROCEEDS	18,028	0	-30	0	0	0
555-00-0000-389002 CASH SHORT/OVER	-50	0	0	0	0	0
555-00-0000-389004 CREDIT CARD FEES	4,084	6,000	2,946	0	0	0
555-00-0000-390000 CONTRIBUTIONS	0	0	0	0	0	0
555-00-0000-391102 TRANSF FROM CITY GEN FUND	90,000	95,000	95,000	95,000	85,000	85,000
555-00-0000-391107 HOTEL/MOTEL TAX TRANSFER	100,000	100,000	100,000	100,000	100,000	100,000
555-00-0000-393601 LOAN PROCEEDS	0	0	0	0	0	0
555 THEATER FUND	310,095	346,500	261,075	340,550	330,550	330,550

CITY OF AMERICUS
2018 OPERATING BUDGET

555 THEATER FUND

555-00-0000-334110 GRANTS RECEIVED 45,000

Requested Amount: \$45,000

The grant agreements specify spending as follows:

Charles L MIX Grant
\$35,000 Performances

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.

Recommended Amount: \$45,000

555-00-0000-341902 SOUVENIR SALES 1,500

Requested Amount: \$1,500

Rylander souvenirs are also being sold at the Welcome center.

555-00-0000-341920 ADVERTISING/SPONSORSHIP RECEIPTS

Requested Amount: \$0

This revenue is for the sale of ads in annual playbill.

555-00-0000-341921 CONCESSION SALES 3,500

Requested Amount: \$3,500

Concessions are offered at various performances. Rylander volunteers serve these out of George's Soda Fountain located within the Rylander Building.

555-00-0000-341941 SALES TAX COMPENSATION 50

Requested Amount: \$50

Recommended Amount: \$0

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.

CITY OF AMERICUS
2018 OPERATING BUDGET

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/REVENUE	
	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. This is based on the fee schedule established in 2014. The amount includes Sumter Players contractual fees for the 2017-2018 season. A mix of rentals and sponsored events are planned for 2018.	
555-00-0000-389001	INSURANCE PROCEEDS	
	Requested Amount: \$0	

CITY OF AMERICUS
2018 OPERATING BUDGET

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 Vendini (ticketing company) and associated merchant accounts.

555-00-0000-390000 CONTRIBUTIONS

Requested Amount: \$0

555-00-0000-391102 TRANSF FROM CITY GEN FUND

85,000

The request includes the following:
\$95,000 Allocation for 2018

Recommended amount: \$85,000

555-00-0000-391107 HOTEL/MOTEL TAX TRANSFER

100,000

Requested Amount: \$100,000

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.

\$192,206	Tourism Fund
\$100,000	Rylander Theater Operating expenses
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 32,794	General Fund _____
<u>\$325,000</u>	

555-00-0000-393601 LOAN PROCEEDS

Requested Amount: \$0

555 THEATER FUND

330,550

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
50 LIVE PERFORMANCES						
555-50-6160-521204 LIVE PERFORMANCES	46,854	58,000	48,074	58,000	58,000	58,000
555-50-6160-521210 RYL / GSW SHARED PROD	0	8,000	0	0	0	0
555-50-6160-521218 YIPPIE PRODUCTIONS	0	0	0	0	0	0
555-50-6160-523301 MARKETING EXPENSES	3,837	5,000	3,909	4,000	4,000	4,000
555-50-6160-531113 CONCESSION EXPENSE	869	1,000	1,102	1,000	1,000	1,000
555-50-6160-531500 SOUVENIR EXPENSE	0	750	0	750	750	750
50 LIVE PERFORMANCES	51,561	72,750	53,085	63,750	63,750	63,750



CITY OF AMERICUS
2018 OPERATING BUDGET

50 LIVE PERFORMANCES

555-50-6160-521204 LIVE PERFORMANCES 58,000.00

Requested Amount: \$58,000

This is the cost of performances that are not part of the Friends of the Rylander series. This includes payment of the House Organist for concerts.

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 4,000.00

Requested Amount: \$4,000

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 1,000.00

Requested Amount: \$1,000

The concession items are purchased by the Rylander and served at performances by volunteers.

555-50-6160-531500 SOUVENIR EXPENSE 750.00

Requested Amount: \$750

This is for the purchase of novelty items sold at performances, the Welcome Center, and tours.

50 LIVE PERFORMANCES 63,750.00

CITY OF AMERICUS
2018 OPERATING BUDGET

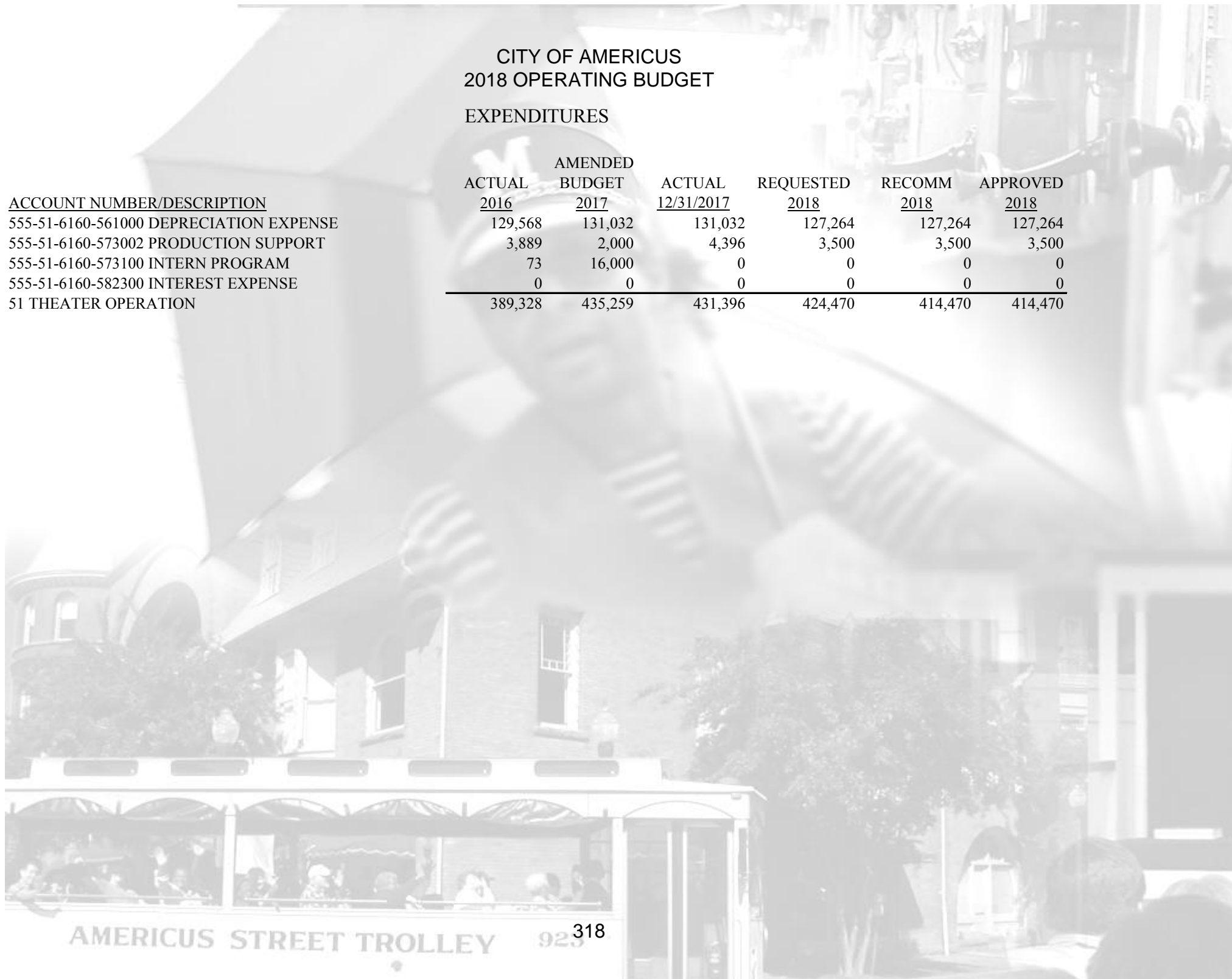
EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	AMENDED		<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
	<u>ACTUAL</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>				
51 THEATER OPERATION						
555-51-1530-521201 LEGAL EXPENSE	0	0	0	0	0	0
555-51-6160-511000 REGULAR PAY	126,656	132,128	127,665	141,297	141,297	141,297
555-51-6160-511300 OVERTIME PAY	931	1,700	2,371	3,000	3,000	3,000
555-51-6160-512100 GROUP MEDICAL INSURANCE	19,504	20,700	22,371	13,960	13,960	13,960
555-51-6160-512101 OPT OUT INSURANCE PLAN	577	0	3,000	3,000	3,000	3,000
555-51-6160-512110 GROUP DENTAL INSURANCE	552	609	259	609	609	609
555-51-6160-512200 SOCIAL SECURITY	8,906	10,238	9,734	11,039	11,039	11,039
555-51-6160-512400 RETIREMENT SYSTEM	10,392	14,105	13,441	12,701	12,701	12,701
555-51-6160-512401 PENSION EXPENSE	-9,380	0	0	0	0	0
555-51-6160-512700 WORKERS COMPENSATION	2,669	1,576	1,573	4,378	4,378	4,378
555-51-6160-521203 AUDIT FEES	0	0	0	0	0	0
555-51-6160-522000 OTHER OUTSIDE SERVICES	4,300	6,600	8,904	6,600	6,600	6,600
555-51-6160-522201 EQUIPMENT REP & MAINT	1,223	4,000	6,857	4,000	4,000	4,000
555-51-6160-522206 COMPUTER - REP & MAINT	1,193	1,000	372	1,000	1,000	1,000
555-51-6160-523100 INSURANCE EXPENSE	12,302	13,049	17,584	12,800	12,800	12,800
555-51-6160-523200 TELEPHONE	6,970	5,600	6,975	5,600	5,600	5,600
555-51-6160-523201 POSTAGE	85	100	0	100	100	100
555-51-6160-523600 DUES AND SUBSCRIPTIONS	835	1,000	660	1,035	1,035	1,035
555-51-6160-523700 TRAINING & MEETINGS	2,947	3,000	1,919	3,265	3,265	3,265
555-51-6160-523900 UNIFORMS	0	0	0	0	0	0
555-51-6160-523905 TICKET/MERCHANT FEES	10,756	9,000	11,861	9,000	9,000	9,000
555-51-6160-531100 OFFICE/COMPUTER SUPPLIES	1,584	2,000	743	2,000	2,000	2,000
555-51-6160-531101 JANITORIAL SUPPLIES	848	1,000	985	1,000	1,000	1,000
555-51-6160-531108 BUILDING REP& MAINT	9,305	10,000	22,866	10,000	10,000	10,000
555-51-6160-531115 PRODUCTION SUPPLIES	116	1,000	675	1,000	1,000	1,000
555-51-6160-531210 WATER,SEWER,GARBAGE	2,112	3,500	2,550	3,500	3,500	3,500
555-51-6160-531220 NATURAL GAS	164	2,500	2,911	2,500	2,500	2,500
555-51-6160-531225 STORM WATER	202	322	239	322	322	322
555-51-6160-531230 ELECTRICITY	39,313	37,000	27,140	37,000	27,000	27,000
555-51-6160-531700 OTHER SUPPLIES	227	500	174	500	500	500
555-51-6160-542101 OFFICE FURNITURE & EQUIP	510	4,000	2,139	2,500	2,500	2,500
555-51-6160-542400 COMPUTER EQUIPMENT	0	0	0	0	0	0
555-51-6160-542900 OTHER CAPITAL EXPENDITURE	0	0	0	0	0	0

CITY OF AMERICUS
2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>2016</u>	<u>BUDGET</u> <u>2017</u>	<u>12/31/2017</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
555-51-6160-561000 DEPRECIATION EXPENSE	129,568	131,032	131,032	127,264	127,264	127,264
555-51-6160-573002 PRODUCTION SUPPORT	3,889	2,000	4,396	3,500	3,500	3,500
555-51-6160-573100 INTERN PROGRAM	73	16,000	0	0	0	0
555-51-6160-582300 INTEREST EXPENSE	0	0	0	0	0	0
51 THEATER OPERATION	389,328	435,259	431,396	424,470	414,470	414,470



CITY OF AMERICUS
2018 OPERATING BUDGET

51 THEATER OPERATION

555-51-1530-521201 LEGAL EXPENSE

Requested Amount: \$0
We are not expecting legal expense in 2017.

555-51-6160-511000 REGULAR PAY 141,297.00

Personnel Requirements:

Managing Director	1
Administrative Assistant	1
Technical Director	1
Patron Services Coordinator	1
Custodian (part-time)	<u>1</u>
	5

555-51-6160-511300 OVERTIME PAY 3,000.00

Requested Amount: \$3,000
This is overtime worked by the Theater Technician, Administrative Assistant, and Box Office Assistant during peak performance periods. Increase requested due to higher number of events and loss of Interns (GSW/Mix Partnership Grant).

555-51-6160-512100 GROUP MEDICAL INSURANCE 13,960.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

555-51-6160-512101 OPT OUT INSURANCE PLAN 3,000.00

Requested Amount: \$0

555-51-6160-512110 GROUP DENTAL INSURANCE 609.00

This amount represents \$203 per employee.

555-51-6160-512200 SOCIAL SECURITY 11,039.00

The requested amount is 7.65% of the total salary in the department.

555-51-6160-512400 RETIREMENT SYSTEM 12,701.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

CITY OF AMERICUS
2018 OPERATING BUDGET

555-51-6160-512401 PENSION EXPENSE

555-51-6160-512700 WORKERS COMPENSATION 4,378.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

555-51-6160-521203 AUDIT FEES

555-51-6160-522000 OTHER OUTSIDE SERVICES 6,600.00

Requested Amount: \$6,600

This includes support for theater operations, internet service, consulting services for theater operations, and physical plant concerns. Specific amounts are as follows:

\$1,950 Elevator Inspection (Thyssenrupp & GA DOL)
\$1,000 NFPA Testing (Johnson Electronic)
\$ 900 Pest Control
\$ 300 Fire Sprinkler System Inspection
\$2,000 Web-site Maintenance (anticipated fee increase)
\$ 300 Gutter cleaning
\$ 150 Bat Inspection/Maintenance_____
\$6,600

555-51-6160-522201 EQUIPMENT REP & MAINT 4,000.00

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 & MAINT 1,000.00

Requested Amount: \$1,000

This includes incidental repairs and upgrades for the 4 computers, server, fax machine, telephones, and copier/printer/scanner at the Theater.

CITY OF AMERICUS
2018 OPERATING BUDGET

555-51-6160-523100 INSURANCE EXPENSE 12,800.00

Requested Amount: \$12,800

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, 2018 resulting in an effective rate for 2018 of 3.33%.

555-51-6160-523200 TELEPHONE 5,600.00

Requested Amount: \$5,600

This includes the monthly service fee for the land lines and U-Verse internet.

555-51-6160-523201 POSTAGE 100.00

Requested Amount: \$100

This is for mailing contracts and other correspondence.

555-51-6160-523600 DUES AND SUBSCRIPTIONS 1,035.00

Requested Amount: \$1,035

Dues for the Managing Director are as follows:

\$ 400	League of Historic American Theaters
\$ 100	Georgia Arts Network
\$ 150	Presidential Pathways
\$ 135	Americus/Sumter County Chamber of Commerce
\$ 250	Fox Theater Institute/Georgia Presenters
<u>\$1,035</u>	

555-51-6160-523700 TRAINING & MEETINGS 3,265.00

Requested Amount: \$3,265

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; the Georgia Arts Network Board of Directors, the state Arts Advocacy organization; as well as on the Professional Development Board for South Arts-Performing Arts Exchange. These positions are all volunteer, but their individual responsibilities require more travel than in previous years.

CITY OF AMERICUS
2018 OPERATING BUDGET

555-51-6160-523900 UNIFORMS

Requested Amount: \$0

555-51-6160-523905 TICKET/MERCHANT FEES 9,000.00

Requested Amount: \$9,000

This is the amount for Vendini charges for the sale of tickets.

555-51-6160-531100 OFFICE/COMPUTER SUPPLIES 2,000.00

Requested Amount: \$2,000

This is for paper, ink cartridges, office supplies and stationary items.

555-51-6160-531101 JANITORIAL SUPPLIES 1,000.00

Requested Amount: \$1,000

This includes the purchase of such items as cleaning solutions, deodorizers, tissue paper, etc.

555-51-6160-531108 BUILDING REP& MAINT 10,000.00

Requested Amount: 10,000

This includes expenses for the routine/quarterly maintenance of the physical plant, HVAC, and plaster and paint restoration.

555-51-6160-531115 PRODUCTION SUPPLIES 1,000.00

Requested Amount: \$1,000

This includes minor purchases for batteries, seating rope, paint, tape or tie-line for drops, tablecloths for receptions, prop adjustments, and set modifications.

555-51-6160-531210 WATER,SEWER,GARBAGE 3,500.00

Requested Amount: \$3,500

555-51-6160-531220 NATURAL GAS 2,500.00

Requested Amount: \$2,500

This is the amount of gas necessary to operate the heating system in the Theater.

555-51-6160-531225 STORM WATER 322.00

Requested Amount: \$322

The request is for the fees for the Rylander and Owers buildings.

555-51-6160-531230 ELECTRICITY 27,000.00

Requested Amount: \$37,000

This is the projected total of the electric bill for the operation of the Theater.

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555-51-6160-531700 OTHER SUPPLIES 500.00

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 & EQUIP 2,500.00

Requested Amount: \$2,500

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 EXPENDITURE

Requested amount: \$0

555-51-6160-561000 DEPRECIATION EXPENSE 127,264.00

Requested Amount: \$131,032

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 3,500.00

Requested Amount: \$3,500

This is for casual labor for support of production activity. Portions of this line item is offset by volunteers and crew expense billed to users through rental agreements.

Increase is requested due to a higher number of events planned for 2018 and the loss of the Interns (GSW/Mix Partnership Grant).

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.

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2018 OPERATING BUDGET

555-51-6160-582300 INTEREST EXPENSE

Requested Amount: \$0

51 THEATER OPERATION

414,470.00



CITY OF AMERICUS
2018 OPERATING BUDGET

STORM WATER DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

GOALS – 2018

- Continue to develop preventive maintenance program
- Continue to implement identified replacement projects

On-going
On-going

CITY OF AMERICUS
2018 OPERATING BUDGET

REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
580 STORM WATER MANAGEMENT						
580-00-0000-344260 STORM WATER BILLINGS	895,251	825,900	930,648	900,000	900,000	900,000
580-00-0000-344265 STORM WATER CREDITS	0	-121,000	-118,290	121,600	- 121,600	- 121,600
580-00-0000-389000 OTHER MISC INCOME	0	0	105	0	0	0
580-00-0000-389004 RECOVERY OF BAD DEBT	0	0	0	0	0	0
580-00-0000-389006 CARRYOVER OF RETAINED EARNINGS	0	0	0	0	0	0
580-00-0000-390000 CONTRIBUTIONS	0	0	0	0	0	0
580-00-0000-391104 TRANS FROM 2010 REVENUE	0	53,450	0	0	0	0
BOND580-00-0000-393400 PREMIUMS ON BONDS SOLD	13,926	15,250	0	0	0	0
580 STORM WATER MANAGEMENT	791,776	773,600	812,463	1,031,620	788,420	788,420

CITY OF AMERICUS
2018 OPERATING BUDGET

580 STORM WATER MANAGEMENT

580-00-0000-344260 STORM WATER BILLINGS 900,000

Requested Amount: \$900,000

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 -121,600

Recommended Amount: (\$121,600)

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 RETAINED EARNINGS

Requested Amount: \$85,000

\$85,000 4 Wheel Drive Backhoe (58) 2014 carryover

Recommended Amount: \$0

580-00-0000-390000 CONTRIBUTIONS

Requested Amount: \$0

580-00-0000-391104 TRANS FROM 2010 REVENUE BOND

Requested Amount: \$0

580-00-0000-393400 PREMIUMS ON BONDS SOLD 10,020

Requested Amount: \$10,020

This is the bond premium amortized over the life of the revenue bonds.

580 STORM WATER MANAGEMENT

788,420

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2018 OPERATING BUDGET

EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	AMENDED		<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
	<u>ACTUAL</u> <u>2016</u>	<u>BUDGET</u> <u>2017</u>				
58 STORM WATER MGT						
580-58-1530-521201 LEGAL EXPENSES	0	0	0	0	0	0
580-58-4320-511000 REGULAR PAY	81,068	77,418	54,519	79,139	79,139	79,139
580-58-4320-511300 OVERTIME PAY	8,249	2,000	1,701	0	0	0
580-58-4320-512100 GROUP MEDICAL INSURANCE	19,446	20,700	22,320	20,940	20,940	20,940
580-58-4320-512101 OPT OUT INSURANCE PLAN	0	0	0	0	0	0
580-58-4320-512110 GROUP DENTAL INSURANCE	707	609	190	609	609	609
580-58-4320-512200 SOCIAL SECURITY PAYMENTS	6,633	5,938	4,295	6,054	6,054	6,054
580-58-4320-512400 RETIREMENT SYSTEM	7,692	8,181	8,099	8,341	8,341	8,341
580-58-4320-512401 PENSION EXPENSE	-574	0	0	0	0	0
580-58-4320-512700 WORKERS COMPENSATION	8,799	8,272	8,251	8,065	8,065	8,065
580-58-4320-521203 AUDIT FEES	0	0	0	0	0	0
580-58-4320-521302 COLLECTION COSTS	0	0	0	0	0	0
580-58-4320-522000 OTHER OUTSIDE SERVICES	450	5,000	825	5,000	5,000	5,000
580-58-4320-522202 AUTO & TRUCK-REP & MAINT	11,183	26,256	25,015	28,000	28,000	28,000
580-58-4320-523100 INSURANCE EXPENSE	12,280	13,131	16,906	12,900	12,900	12,900
580-58-4320-523700 TRAINING AND MEETINGS	221	0	0	0	0	0
580-58-4320-523900 UNIFORMS	1,160	2,500	1,038	2,500	2,500	2,500
580-58-4320-531116 MATERIALS	1,308	6,000	238	6,000	6,000	6,000
580-58-4320-531270 GASOLINE ALLOCATED	2,350	5,000	3,458	5,000	5,000	5,000
580-58-4320-531700 OTHER SUPPLIES	1,144	8,000	1,168	8,000	8,000	8,000
580-58-4320-542100 MACHINERY & EQUIPMENT	13	85,000	0	85,000	0	0
580-58-4320-542900 OTHER CAPITAL EXPENDITURE	0	53,450	13,001	0	0	0
580-58-4320-551000 ALLOCATION OF EXPENSES	0	0	0	0	0	0
580-58-4320-561000 DEPRECIATION EXPENSE	47,614	47,484	47,484	47,484	47,484	47,484
580-58-4320-561001 AMORTIZATION EXPENSE	0	0	0	0	0	0
580-58-4320-574000 BAD DEBT EXPENSE	-373	10,000	9,167	10,000	10,000	10,000
580-58-4320-582001 INTEREST EXPENSE	0	65,335	10,889	55,185	55,185	55,185
580-58-4320-611001 TRANSFER TO GEN FUND	205,000	205,000	205,000	0	285,000	285,000
58 STORM WATER MGT	414,371	655,274	433,564	388,217	588,217	588,217

CITY OF AMERICUS
2018 OPERATING BUDGET

58 STORM WATER MGT

580-58-1530-521201 LEGAL EXPENSES

Requested Amount: \$0

580-58-4320-511000 REGULAR PAY

79,139.00

Personnel Requirements

Current

Heavy Equipment Operator	1
Equipment Operator Senior	1
Equipment Operator	<u>1</u>
	3

580-58-4320-511300 OVERTIME PAY

Requested Amount: \$2,000

580-58-4320-512100 GROUP MEDICAL INSURANCE

20,940.00

The requested amount represents \$6,900 per employee. This is the cost after reducing the premium for employee withholding and expected Opt Out participation. The request assumes that the employee's portion will remain at \$15 every pay period.

580-58-4320-512101 OPT OUT INSURANCE PLAN

580-58-4320-512110 GROUP DENTAL INSURANCE

609.00

This amount represents \$203 per employee.

580-58-4320-512200 SOCIAL SECURITY PAYMENTS

6,054.00

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

580-58-4320-512400 RETIREMENT SYSTEM

8,341.00

This amount is 10.54% of the total salary of the department. Per GMA, contribution rates have declined slightly.

580-58-4320-512401 PENSION EXPENSE

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580-58-4320-512700 WORKERS COMPENSATION 8,065.00

This amount represents a percentage of the total salaries for the department based on labor classes and 2017 rates.

580-58-4320-521203 AUDIT FEES

580-58-4320-521302 COLLECTION COSTS

580-58-4320-522000 OTHER OUTSIDE SERVICES 5,000.00

Requested Amount: \$5,000

This is to cover engineering fees and other services not related to a capital project.

580-58-4320-522202 AUTO & TRUCK-REP & MAINT 28,000.00

Requested Amount: \$28,000

This is for the two street sweepers and a portion of the preventive maintenance for the Sewer Vacuum truck.

580-58-4320-523100 INSURANCE EXPENSE 12,900.00

Requested Amount: \$12,900

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, 2018 resulting in an effective rate for 2018 of 3.33%.

580-58-4320-523700 TRAINING AND MEETINGS

Requested Amount: \$0

580-58-4320-523900 UNIFORMS 2,500.00

Requested Amount: \$2,500

The requested amount is for uniforms for 3 department employees.

580-58-4320-531116 MATERIALS 6,000.00

Requested Amount: \$6,000

This is for various materials and supplies needed for small non-capitalized projects that are done in-house.

580-58-4320-531270 GASOLINE ALLOCATED 5,000.00

Requested Amount: \$5,000

This is the fuel for the dump truck, vac-con truck and excavator.

**CITY OF AMERICUS
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580-58-4320-531700 OTHER SUPPLIES 8,000.00

Requested Amount: \$8,000
This is for small equipment that does not qualify for capitalization.

580-58-4320-542100 MACHINERY & EQUIPMENT

Requested Amount: \$85000
\$85,000 4 Wheel Drive Backhoe (2014 carryover) *

Recommended \$0

580-58-4320-542900 OTHER CAPITAL EXPENDITURE

580-58-4320-551000 ALLOCATION OF EXPENSES

580-58-4320-561000 DEPRECIATION EXPENSE 47,484.00

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 10,000.00

Recommended Amount: \$10,000
This is the estimated amount for utility billing write down for the storm water utility.

580-58-4320-582001 INTEREST EXPENSE 55,185.00

Requested Amount: \$55,185

Interest	Principal	Total	
\$55,185	\$347,652	\$402,837	Revenue Bonds - 2010

The principal balance at 12/31/17 will be:

\$1,118,880 Revenue Bond (Payout-Sep 1, 2021) (Rate 2.61%)

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580-58-4320-611001 TRANSFER TO GEN FUND 285,000.00

Requested Amount: \$205,000

Recommended Amount: \$205,000

58 STORM WATER MGT 588,217.00



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REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>AMENDED BUDGET 2017</u>	<u>ACTUAL 12/31/2017</u>	<u>REQUESTED 2018</u>	<u>RECOMM 2018</u>	<u>APPROVED 2018</u>
600 INSURANCE						
600-00-0000-341901 AGGREGATE STOP LOSS REIMB	0	0	200,540	0	0	0
600-00-0000-341902 SPECIFIC CLAIM REIMBURSMT	0	0	0	0	0	0
600-00-0000-349200 CLAIMS FUNDING REVENUE	990,657	982,698	1,109,748	0	982,698	982,698
600-00-0000-361000 OTHER INTEREST EARNED	22	0	100	0	0	0
600-00-0000-391102 TRANSFER FROM GENERAL FUND	105,000	0	0	0	0	0
600 INSURANCE	1,095,679	982,698	1,310,389	0	982,698	982,698

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2018 OPERATING BUDGET

600 INSURANCE

600-00-0000-341901 AGGREGATE STOP LOSS REIMB

600-00-0000-341902 SPECIFIC CLAIM REIMBURSMT

600-00-0000-349200 CLAIMS FUNDING REVENUE

982,698

Recommended Amount: \$982,698

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 EARNED

600-00-0000-391102 TRANSFER FROM GENERAL FUND

600 INSURANCE

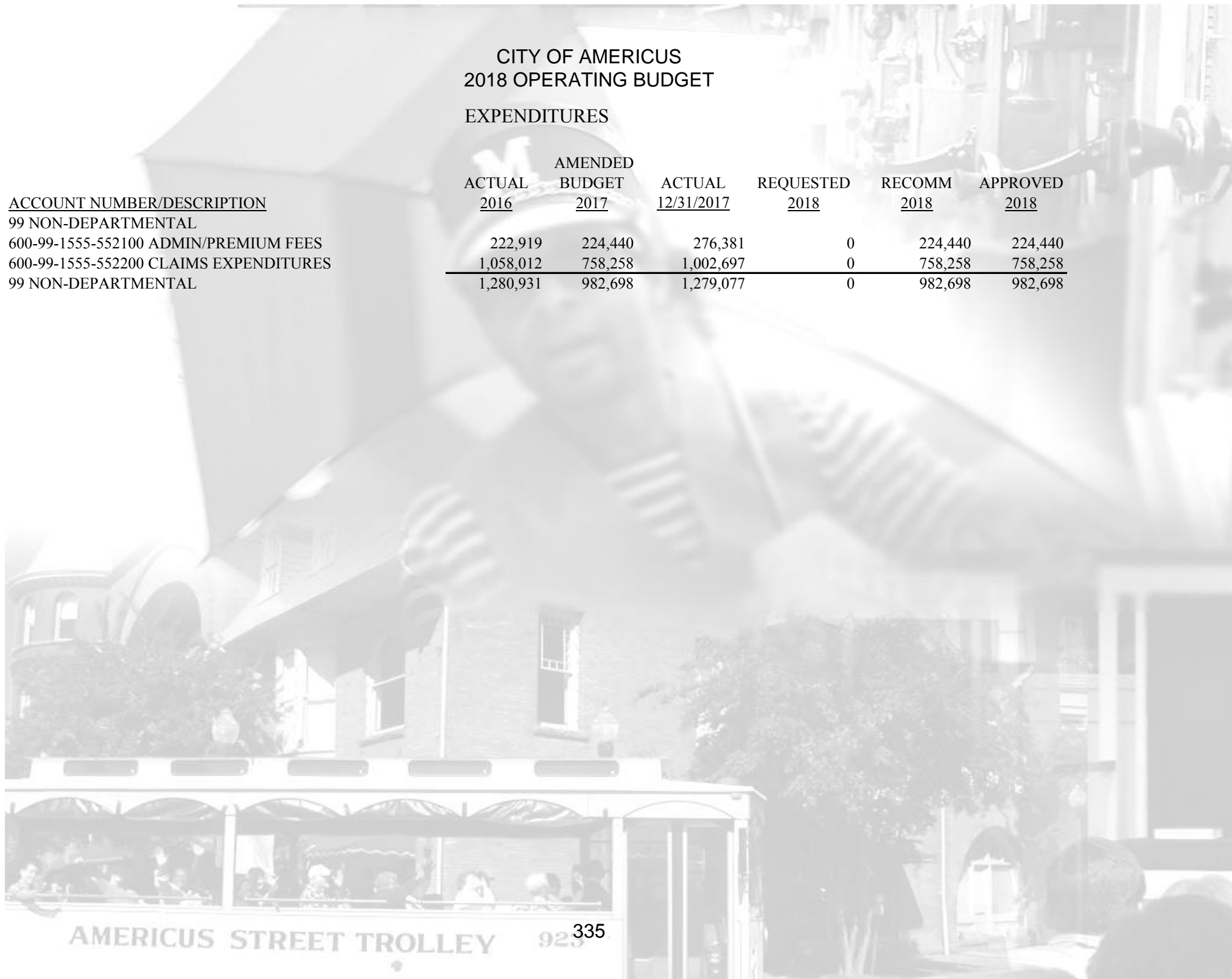
923

982,698

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EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2016</u>	<u>AMENDED</u> <u>BUDGET</u> <u>2017</u>	<u>ACTUAL</u> <u>12/31/2017</u>	<u>REQUESTED</u> <u>2018</u>	<u>RECOMM</u> <u>2018</u>	<u>APPROVED</u> <u>2018</u>
99 NON-DEPARTMENTAL						
600-99-1555-552100 ADMIN/PREMIUM FEES	222,919	224,440	276,381	0	224,440	224,440
600-99-1555-552200 CLAIMS EXPENDITURES	1,058,012	758,258	1,002,697	0	758,258	758,258
99 NON-DEPARTMENTAL	1,280,931	982,698	1,279,077	0	982,698	982,698



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99 NON-DEPARTMENTAL

600-99-1555-552100 ADMIN/PREMIUM FEES 224,440.00

Requested Amount: \$224,440

This amount represents an estimate for 2018 based on the 2017 ytd annualized for administration fees.

600-99-1555-552200 CLAIMS EXPENDITURES 758,258.00

Recommended Amount: \$758,258

I recommend we budget the claims plus administration to equal the funding revenues for 2017.

99 NON-DEPARTMENTAL 982,698.00



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GLOSSARY OF FINANCIAL TERMS

Ad Valorem Tax - Taxes levied by the City for real and personal property inside the corporate limits of the City.

Appropriation - 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)

Bonded Debt - Payments required on bonds sold by the City for various purposes.

Budget - A financial plan for a specific period of time (fiscal year) which matches all anticipated revenues and planned expenses with various City services.

Budget Calendar - The schedule of key dates which the City follows in the preparation, adoption, and administration of the annual budget.

Budget Message - 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.

Budgetary Control - 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.

Capital Improvement Program - This is a multi-year instrument used by the City of Americus to identify needed capital improvements

CITY OF AMERICUS
2018 OPERATING BUDGET

and to coordinate the financial timing of such improvements in a way that maximizes the return to the public.

Debt Service - Interest and principal payments associated with General Obligation Bonds, Revenue Bonds, and various loans for system improvements and capital purchases.

Debt Service Requirements - 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.

Depreciation – 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.

Encumbrance - 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.

Enterprise Fund – 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 insure 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.

Franchise Fee - Tax levied against the utility companies for use of City right of way and for doing business within the City.

Fund - 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.

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Fund Accounting - 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.

Fund Balance - The net of unrestricted monies remaining in a fund after the year's expenses and revenues have been added and subtracted.

GEFA - Georgia Environmental Facilities Authority. This state agency provides low interest loans for Water and Sewer improvements with a 20 year pay back.

General Fund - 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.

Hotel/Motel Tax - Tax levied on rooms for rent in the City of Americus. (Hotels, Motels, Bed & Breakfasts).

Infrastructure - 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

Interfund Transfer - 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.

Line item budget - A budget that lists each expenditure category separately along with the dollar amount budgeted for each specified category.

Local Option Sales Tax (LOST) - Sales tax collections from local businesses for the purpose of reducing property taxes and maintaining governmental operations.

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Local Maintenance & Improvement Grant (LMIG) – State DOT grant program for resurfacing roads. This replaces the LARP program.

Maintenance & Repair - Expenses resulting from the purchase of labor and materials for the repair or maintenance of City property by an outside vendor.

Millage Rate - The Ad Valorem tax rate expressed in terms of levy per thousand dollars of taxable assessed value.

Motor Vehicle Tax - 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 on a monthly basis.

Mobile Home Tax - 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 on a monthly basis.

Operating Budget - 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.

Paying Agents - The agency, usually a commercial bank, where the maturing interest coupons and principal of a bond issues will be paid.

Paying Agents Fee - 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

CITY OF AMERICUS
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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.

Special Purpose Local Option Sales Tax (SPLOST) – 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.

Taxes - 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.

Training - Expenses incurred as a result of City approved instructional courses either in-house or for various certifications.

Travel - Expenses incurred in the conduct of City business or to attend various training schools. This includes food, hotel costs, and mileage.

TSPLOST – This is the additional 1% sales to which was adopted by the votes in the River Valley Region to assist with funding work on roads, bridges, and other transportation projects.