



CITY OF AMERICUS ANNUAL OPERATING BUDGET

Calendar Year End
January 1 - December 31, 2020

2020 OPERATING BUDGET – CITY OF AMERICUS, GEORGIA

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



BUDGET PREPARATION AND PRESENTATION
Vacant, City Manager
Diadra W. Powell, Finance Director



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2020 OPERATING BUDGET

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Americus
Georgia**

For the Fiscal Year Beginning

January 1, 2019

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Americus, Ga for its Annual budget for the fiscal year beginning January 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as a operations guide, and as communications device. This award is valid for a period of one year only. We believe or current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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OUR MISSION

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

OUR VISION

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



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CITY OF AMERICUS MAYOR & COUNCIL

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



Mayor Barry Blount (center),
Council member Juanita Wilson, District 1(seated)
Council member Lou Chase, District 3,(seated)
Council member Kelvin Pless, District 5
Council member Charles Christmas, District 4
Council member Daryl Dowdell, District 6
Council member Nelson Brown, Mayor ProTem District 2

(Council members are listed from left to right.)

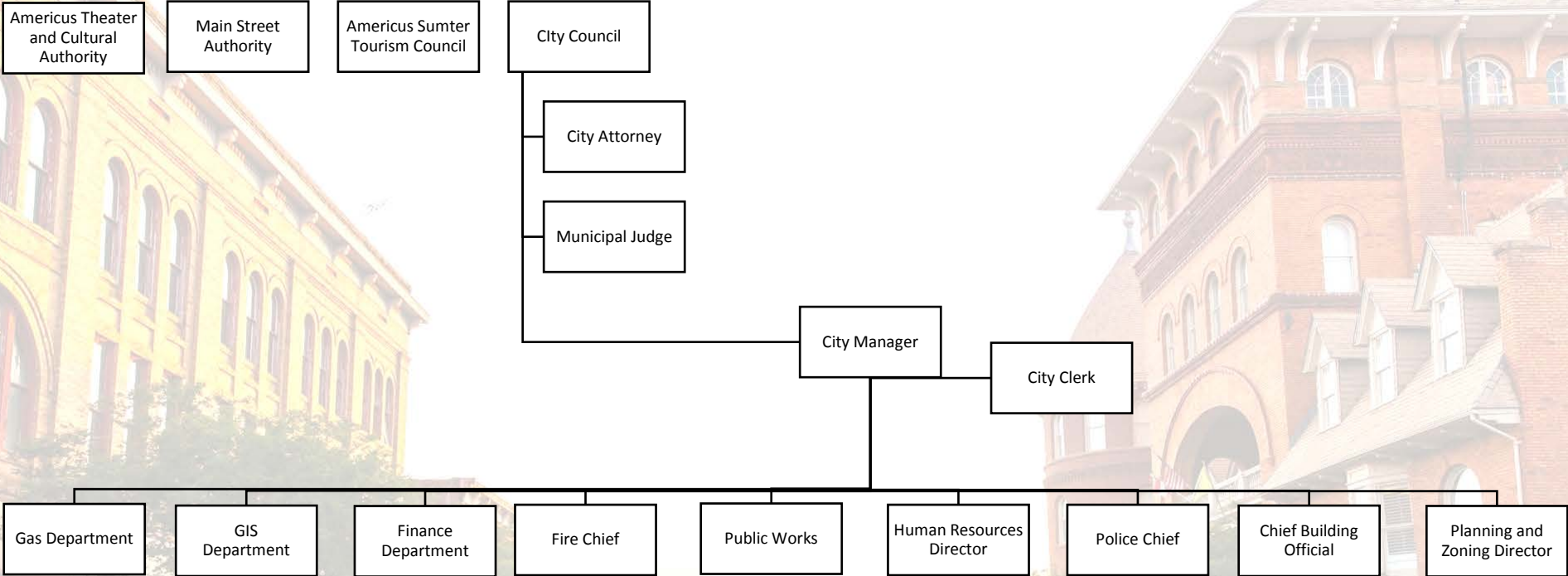
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City of Americus

Budgeted 2020



Government & Organizational Structure

The City Council is the policy making body of the City of Americus. The City Council, along with the Mayor approves the annual budget, all ordinances, resolutions and contracts in public meetings. The Mayor Pro Tem is elected annually to preside over meetings in the absence of the Mayor. City Council members serve for four (4) year staggered terms and are elected by district. The Council appoints members to various Boards, Authorities, and Commissions. The Council also appoints the City Manager, City Attorney, and Municipal Court Judge. The City Manager, as the City's Chief Administrative Officer, is responsible for the enforcement of laws and ordinances and the implementation of policies passed by the Council. The City Manager hires department heads to assist with these responsibilities.

GENERAL GOVERNMENT

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

DEPARTMENT HEADS

Beverly Butcher, GIS Manager
Diadra Powell, Director of Finance
Dee Jones, Director of Human Resources
Nicole Kirksey, Director of Tourism
Roger Bivins, Fire Chief
Mark Scott, Police Chief
Roger Willis, Chief Building Official
Debbie Bell, Director of Planning & Zoning
Heather Stanley, Managing Director of the Rylander Theatre
David D.Wooden, Director of Natural Gas Services
Qaijuan Willis, Director of Main Street
Vacant, Director of Public Services

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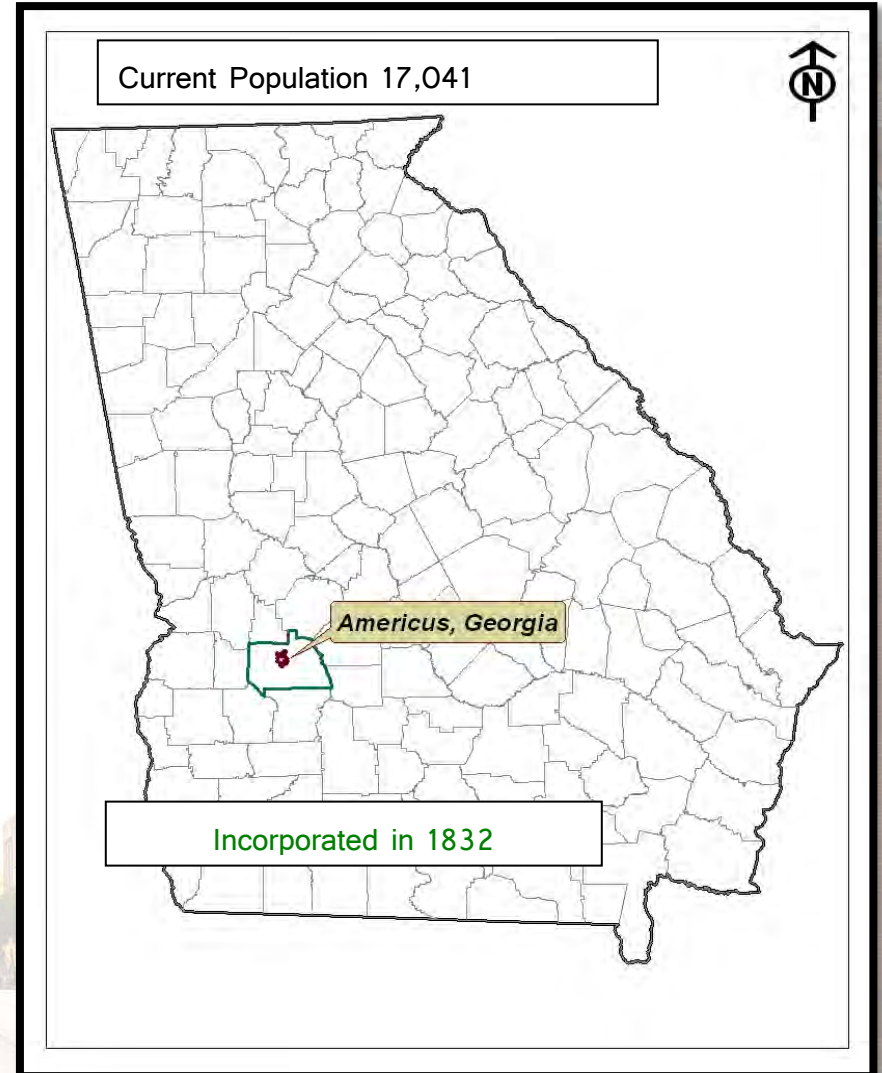
HISTORY OF AMERICUS

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.



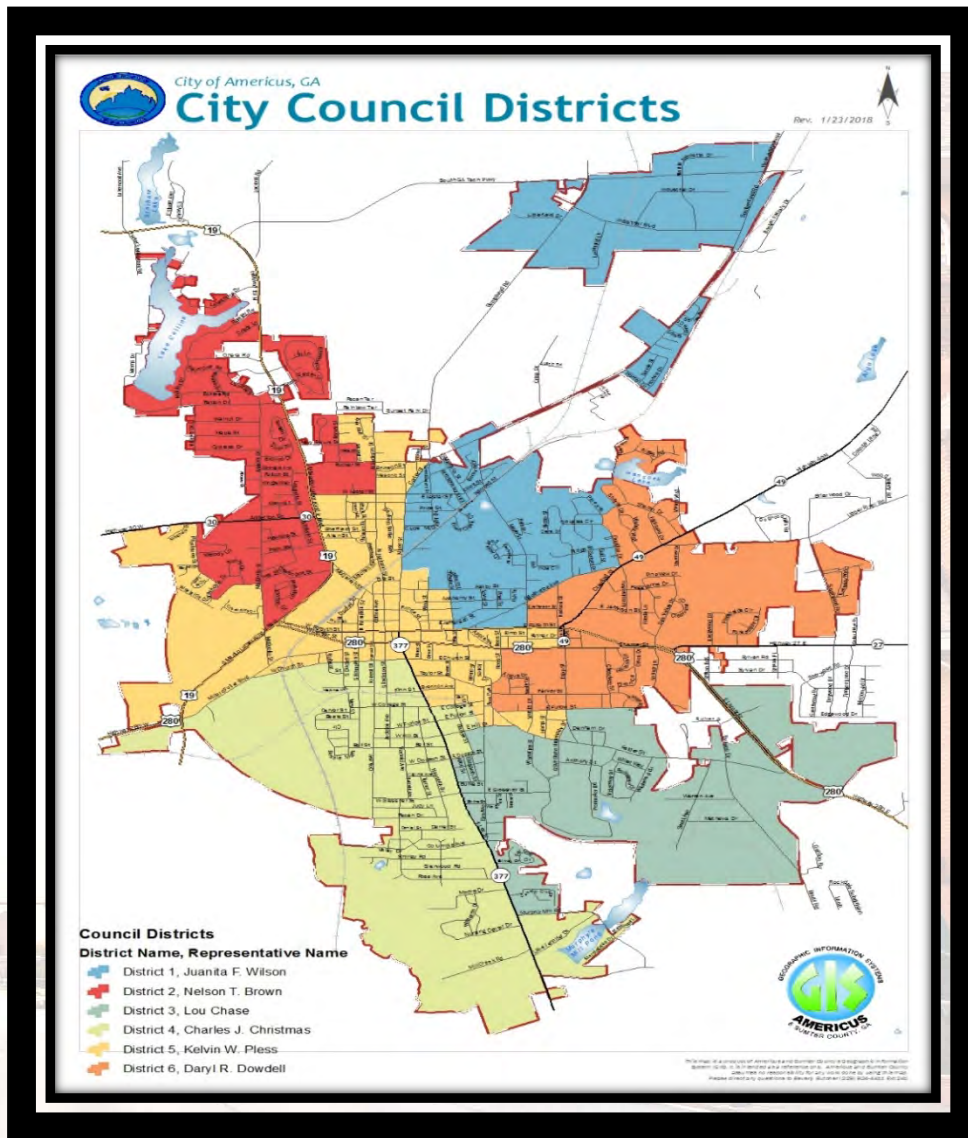
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CITY OF AMERICUS 2020 OPERATING BUDGET

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	43
Water System:	
Number of water customers	
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:	185



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Community Information



CITY OF
Americus

101 W. LAMAR STREET | AMERICUS, GA | 31709 | 229-924-4411

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

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

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

The annual budget serves as the foundation for the City of Americus' financial planning and control. All agencies of the City of Americus are required to submit requests for appropriation to the City Manager. The Finance Department prepares the budget based on these

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requests. The requested budget is submitted to the City Manager. The City Manager uses this information as the starting point for developing the proposed budget. The proposed budget is then presented to the Mayor and Council on or before November 30. The council is required to hold public hearings on the proposed budget and to adopt a final budget no later than December 31, the close of the City's fiscal year. The appropriated budget is prepared by fund, function (e.g., public safety), and department (e.g., police). Department heads may make budget transfers of appropriations within a department. Transfers of appropriations between departments require the special approval of the governing council. Budget-to-actual comparisons are provided in this report for each individual governmental fund for which an appropriated budget is required; however, the City's budget policy includes all funds. The adherence to this policy has played an important role in controlling expenses during the economic downturn. Budget ordinance amendments are prepared throughout the year to adjust for unanticipated events, planned spending reductions, and more accurate monitoring of financial conditions.

FACTORS AFFECTING FINANCIAL AND ECONOMIC CONDITION

Local Economy

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

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

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In addition, the thirteen-block central business improvement district now boasts a reputation as a shopping destination. Several large buildings that formerly housed single businesses have been renovated into mixed use facilities that house a combination of retail, commercial and residential space. One of these larger buildings that formerly housed the Rylander Motor Company has been fully restored and serves as the International Headquarters for Habitat for Humanity. Also, Citizens Bank of Americus refurbished the old Fire Station and other buildings to house their downtown facility. This project represents the largest private renovation in the downtown area to date. Also contributing to the Downtown area is the renovation of Rylander Park to include more green space and improvements at the Farmer's Market.

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

Revenues generated from the City's hotel/motel tax have fluctuated over the past ten years. In comparing 2017, 2018, & 2019, each year, we have seen an increase from \$343,900 to \$355,500. As result of an upward trend in this revenue source, we have increased the budgeted revenues conservatively using a five-year average model associated with Hotel Motel Tax. To \$330,000. Additionally, we have become accustomed to visitors reserving rooms well in advance for small regional meetings, seminars, mini-conventions, motor coach tours and group travel associations and clubs.

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

Local unemployment rates reached a decade high of 14.4% at the end of February 2010, with the average rate for 2019 at 5.1%. The near double-digit rates have prevailed for the last couple of years following the tornado, the closure of industries such as Collins and Aikman, The Tog Shop (Spiegel) and hiring freezes in other businesses and governments. However, the rates have declined steadily over the last two years.

In response to our local economic needs, five entities joined forces in 2008 with the University of Georgia through its Archway

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Partnership. These entities are the City of Americus, Sumter County Board of Commissioners, Sumter County Board of Education, Payroll Development Authority and Phoebe Sumter Hospital. The Archway Program is designed to provide communities with the wealth of expertise of faculty and students and easy access to higher ed resources to find solutions to local issues. Currently, Sumter County is one of eight partnerships in the state.

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

The Americus/Sumter County Payroll Development Authority continues to receive requests for information about Americus from companies located both within and outside the United States. In 2017, the Payroll Development Authority worked with prospects from various industries, looking to coordinate with those who match the workforce population of Sumter County. The Payroll Development Authority's efforts in creating new jobs and bringing businesses to Americus and Sumter County continues to have a significant impact, including over \$13.1 million in leveraged partnership that continued during 2019.

Because of Americus' favorable location and climate, we anticipate these inquiries and visits to continue, even in light of the national recession and our temporary local issues. With a diverse combination of retail and service industries, exciting tourist attractions, excellent education options, the rebuilding of our hospital, and our community-wide Archway Project, Americus is positioned for a strong comeback.

Long Term Financial Planning

Expansion, improvement, and efficiency will be the focus of the Americus city government for the coming years. Being able to expand the city's perimeter in all directions is likely to be a concern of the Mayor and Council over the next decade. The Mayor and Council will continue to emphasize to the state legislature the development of legislation that will be conducive to cities striving to increase their corporate boundaries.

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

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The City of Americus has developed a five-year capital improvement program that provides the framework for the purchase of machinery and equipment and the development and maintenance of the infrastructure to meet current and future needs (See Appendix). In accordance with our debt policy, we continue to utilize the Utility Revenue Bond in the amount of \$13,760,000 in to finance several utility projects and improvements to the City's water and storm water systems. In 2014, the City passed a 2014 SPLOST referendum which provided needed resources for capital improvement projects.

Major planned improvements included in the City are:

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

In 2019, the City passed its 2020 Referendum for SPLOST funds. It too will provide resources for capital improvement projects.

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

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BUDGET GUIDE

The 2020 Annual Operating Budget includes nine sections. These sections each have a brief discrepancies below. This Budget Guide is provided to summarize the information contained in each section and to assist the reader in finding information.

Section 1 - City Manager's Message & Supplemental Information

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

Section 2 – Policies, Procedures, & Budget Compliance

This section outlines the policies used to guide the preparation and management of the City's annual budget. This section also provides detailed information on budget development, budget adoption, the accounting policies and procedures for Fund Accounting, Governmental Funds, Debt Services, and Revenue and Expenditure policies and the calendar year 2020 budget calendar.

Section 3 - General Fund Revenue & Expenditure Detail

This section begins with a graph and chart identifying General Fund Revenues by Source. The General Fund is the City's primary operating fund. It accounts for all financial resources and expenditures except for those required to be accounted for in other funds. The General Fund finances the day-to-day operations and accounts for approximately 21% or \$31,729,449 of the budgeted appropriation. The General Fund depends on revenues generated from such sources as property taxes, sales taxes, utility transfers, service charges, business licenses and permits, insurance taxes, and other revenue to cover its operating costs.

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

Section 4 – Component Units

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

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The Downtown Development Authority/Main Street and Tourism Department make up about 1.7% or of the total \$546,750 of the 2020 Operating Budget.

Downtown Development Authority and Main Street are focus on revitalization and development in the downtown area. This area is also a part of the Central Business Improvement District. A district of blocks with the City where business owners have agreed to an additional tax in support of improving the area in which they do business.

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

Component Units

Section 5 – Special Revenue Funds

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

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

In addition, **Hotel Motel Tax Fund** is used to account for the collection and disbursement of hotel/motel taxes. The City has levied a 7% lodging tax. Of this percentage, 2% is given to the Rylander Theater for use in the operating expenditures and promotion of the Theater. In the 2020 Operating Budget there is \$330,000 budgeted for Hotel Motel Tax. Of this , the Rylander Theatre Fund is receiving \$100,000 and the Tourism Fund is receiving is \$200,000.

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

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

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

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

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

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

Section 6 - SPLOST & TSPLOST

The **Special Purpose Local Option Sales Tax (SPLOST) III** is a referendum approved by voters in November 2014 that allows for an extra penny in sales tax to fund a diverse projects. Georgia law allows local jurisdictions to use SPLOST proceeds to fund capital improvement projects that would otherwise be paid for with General Fund and property tax revenues. SPLOST II expenditures for FY 2020 are projected to be \$2,178,128.

Transportation Special Purpose Local Option Sales Tax (TSPLOST) is a referendum approved by voters in 2012. The City of Americus is a part of the River Valley Region and was one of three regions that approved the ten-year one percent sales tax to fund projects with a 75/25 split. The collection of the tax is split 75% on regional projects and 25% on local projects. The 25% portion is disbursed monthly to the cities in the region where the city has total discretion on the use on other local transportation related projects. TSPLOST expenditures for FY 2020 are projected to be \$217,680.

Section 7 – Proprietary/Enterprise Funds (Utility Funds)

The **Water and Sewer Fund(505)** is the largest of our enterprise funds. It is expected to generate \$6,517,650 in revenue and incur \$7,242,037 in expenses, resulting in net loss of \$724,387. It is important to note that this fund has maintained an average of \$5,000,000 in reserves over the past several years and has Utilized revenue bonds for major capital expenditures. The fund represents about 23% of the total budget. The fund provides 7 million gallons of water per day over 7,000 customers. This includes water distribution, production, water taps, sewer taps, water and sewer maintenance as well as water the water treatment plant.

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

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The **Gas Fund(515)** is our next largest enterprise fund and is projected to generate \$2,627,710 in revenue through charges for service and incur \$2,572,327 in expenses, resulting in a net income of \$55,383. The fund represents about 8% of the total budget. It provides natural gas services to approximately 2.300 customers in Sumter and Surrounding Counties.

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

The **Solid Waste Fund(Sanitation)(540)** is expected to generate \$3,090,190 in revenue through service charges and incur \$2,989,778 in expenses, resulting in a net income of \$100,412. This fund represents about 9.5% of the total budget. Included under the Solid Waste Fund are administration as well as solid waste removal for both commercial and residential customers. This fund is responsible for collecting and properly disposing of solid waste and recyclables through Advanced Disposal, a private contractor. In addition, the fund is expected to support landfill post closure cost generated by Sumter County government at a rate of 67.73% of its total expenses. This fund serves approximately 6,700 customers.

The **Storm Water Fund(580)** is projected to generate \$749,000 in revenue through user fees with expenses totaling \$665.044 during fiscal year 2020. The budget net income for fiscal year 2020 is \$83,956. The Storm Water Fund represents about 2.8% of the total budget. The fund includes stormwater maintenance, street sweeping, and other mitigation. The storm water maintenance program includes maintaining the drainage system, ditches, canals, ponds, and storm water pump stations, and to provide street sweeping services necessary for the collection and disposal of storm water-related debris. Other functions include maintenance of existing storm water infrastructure and installation of new storm water retention ponds.

Nonmajor Proprietary/Enterprise Fund

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

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Section 8 – Health Insurance Internal Service Fund

The Health Insurance Internal Service Fund provides support for General Fund, Main Street & Tourism Fund along with all of the enterprise funds: Water & Sewer, Natural Gas, Solid Waste, Rylander Theater, and Storm Water. The projected budget for this fund is \$1,048,800 for the current operating year. It is self-funded by the government internally to account for resources and expenses associated with the health insurance coverage. The General Fund, Main Street & Tourism Fund along with all the enterprise funds: Water & Sewer, Natural Gas, Solid Waste, Rylander Theater, and Storm Water provided the revenue stream to pay the expenses associated with claims.

Section 9 – Capital and Debt Summary

This section includes the 2020 Operating Budget debt service, capital leases, direct leases and a ten-year history of capital improvement spending as well as the current five-year capital improvement plan.

Reader's should also note that capital items are listed throughout the document. Our 16-digit numbering system provides for the capital details in each department with accounts beginning with "54". The last six digits range from 542000-549999. For example: 100-20-3500-542200 (Trucks & Automobiles).

Section 10 - Appendix

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

CITY OF AMERICUS
2020 OPERATING BUDGET

BUDGET HIGHLIGHTS AND HISTORICAL DATA

- The 2020 proposed budget totals approximately \$31.5 million, which is approximately \$896,438 less than 2019. The decrease is related to SPLOST other capital expenditures.
-
- The salaries account for 24% of the total of all expenditures in the 2020 proposed budget. Except for reclassifications, there are no salary or merit increases budgeted for 2020.
- Benefits such as insurance, social security, retirement, and worker's compensation account for 9% of the budget.
- Our health and dental insurance cost are estimated to increase by approximately \$136,000. This increase was generated by higher than normal claims. However, because of the implementation of our wellness program a few years ago, the increase as high as expected. We continue to look at ways to become healthier.
- No additional City employees are proposed for the 2020. The budget eliminates one position in the Fire. It does include three reclassification. The General Fund has two & Natural Gas has one. The plan includes 184 positions, 170 full-time, 7 elected officials and 7 part-time.

CITY OF AMERICUS
2020 OPERATING BUDGET

BUDGET BY DEPARTMENT

The Budget by Department is shown below. The amounts for each department account for all expenses needed for the department to support our citizens and the City's need for the 2020 budget year including salaries, benefits, capital purchases, and expenses for the day to day operations of each department.

Department	Amount
Mayor & Council *	\$ 1,334,620
Data Center	\$ 281,758
GIS	\$ 200,830
Finance	\$ 804,855
Human Resources	\$ 359,172
City Manager	\$ 300,169
Rees Park EDC	\$ 35,496
Fire	\$ 3,706,351
Police	\$ 3,749,469
Building Risk Management	\$ 254,651
Municipal Court	\$ 99,226
Planning & Zoning	\$ 146,502
Street	\$ 936,742
Cemetery	\$ 51,669
Fleet Maintenance(Shop) **	\$ 275,574
Public Works	\$ 217,009
Grounds & Maintenance	\$ 706,301
Water & Sewer Fund	\$ 7,242,037
Natural Gas Fund	\$ 2,572,327
Solid Waste Fund	\$ 2,989,778
Storm Water Fund	\$ 665,044
SPLOST	\$ 2,178,128
TSPLOST	\$ 217,680
<u>Grant & Misc. Funds</u>	<u>\$ 2,404,061</u>
Total	\$ 31,729,449

* Mayor & Council includes \$785,484 for support of various community entities.

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

CITY OF AMERICUS 2020 OPERATING BUDGET

- Capital Outlay projects for non-enterprise, funds account for 11% of the projected expenditures for 2020. This includes the SPLOST funded projects identified in the 2014 SPLOST referendum. The capital outlay also includes street improvements funded by TSPLOST and LMIG grant program funds.
- Other Operating Expenses (excluding salaries, benefits, and capital projects) account for 56% of the projected expenditures for 2020. These include the cost of utility operations, materials, supplies, utilities, contract services, and repair and maintenance for vehicles, equipment, etc.

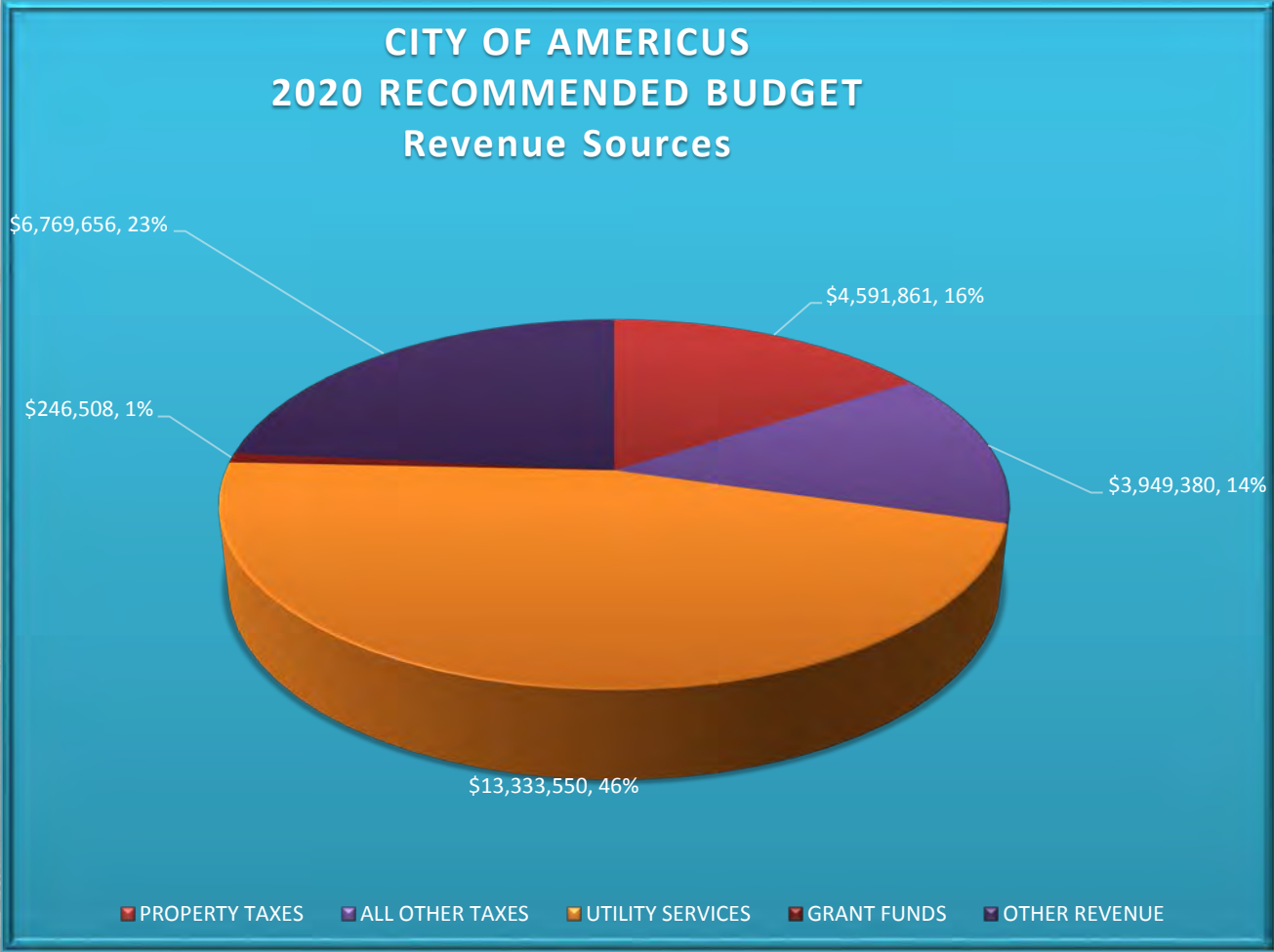
CITY OF AMERICUS
2020 OPERATING BUDGET

CITY OF AMERICUS					
2020 OPERATING BUDGET					
FIVE YEAR BUDGET COMPARISON REPORT					
FUND	2020	2019	2018	2017	2016
100 GENERAL FUND	13,460,394	13,235,382	13,111,047	12,679,512	11,884,529
202 DOWNTOWN DEVELOPMENT FUND	44,714	44,150	2,500	18,000	280,000
205 TOURISM FUND	210,096	211,758	202,206	185,619	146,394
220 COMMUNITY DEVELOPMENT	0	0	0	0	0
221 STATE REVOLVING LOAN	0	0	0	0	0
229 TE PROJECT	0	0	0	25,000	25,000
234 2014 CDBG FUND	0	0	248,038	424,894	534,190
270 MAIN STREET	291,940	256,984	256,670	244,502	0
275 HOTEL/MOTEL TAX FUND	330,000	325,000	325,000	325,000	315,000
280 SPLOST	2,178,128	3,204,728	3,408,100	2,082,719	3,500,000
281 TSPLOST	217,680	216,040	215,810	210,100	215,947
343 2007 CHIP FUND	0	0	0	0	0
344 2014 CHIP FUND	0	0	0	166,000	306,000
345 2019 CHIP FUND	0				
505 WATER & SEWER FUND	7,242,037	6,999,643	7,111,832	6,901,110	6,549,968
515 NATURAL GAS FUND	2,572,327	2,558,481	2,630,719	2,664,156	2,622,964
540 SOLID WASTE FUND	2,989,778	3,152,290	2,786,566	2,767,539	2,719,541
555 THEATER FUND	478,511	491,253	478,220	508,009	509,920
580 STORM WATER MANAGEMENT	665,044	627,023	588,217	655,274	644,377
600 INSURANCE FUND (INTERNAL SERVICE)	1,048,800	1,048,800	982,698	1,299,698	0
	31729449	32,371,532	32,347,623	31,157,132	30,253,830

CITY OF AMERICUS
2020 OPERATING BUDGET

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2020 OPERATING BUDGET

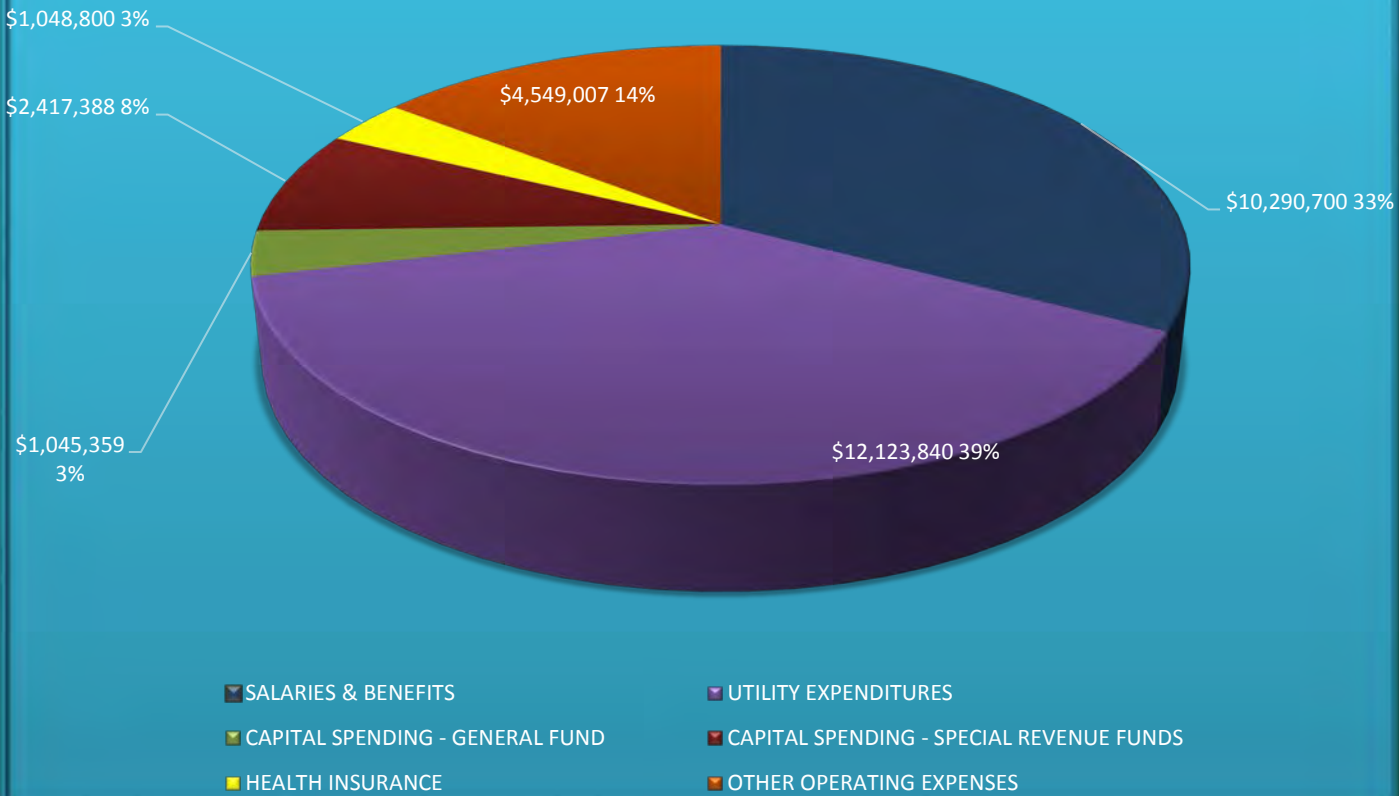


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2020 OPERATING BUDGET

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2020 OPERATING BUDGET

CITY OF AMERICUS
2020 RECOMMENDED BUDGET
Expense Categories



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2020 OPERATING BUDGET

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CITY OF AMERICUS 2020 OPERATING BUDGET

October 29, 2019

Dear Mayor and Council Members:

The 2020 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 2020 is projected to be the same as value budgeted for 2019. In addition, the proposed millage rate for 2020 is the same as the millage rate for 2019. Therefore, the development of the 2020 budget reflects the actual millage rate versus the projected rate. Property tax revenues are based on a combination of projections, historical data, and averages of several years of data.
- **Balanced General Fund** - The General Fund is balanced and maintains a minimal Fund Balance. The General Fund is stabilized by closing the gap between revenues and expenditures. It is imperative that we build up the fund balance each year to provide an emergency reserve of a minimum of three months of operating expenses. The current unassigned fund balance is \$2,998,487. This is approximately 2.5 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 2019 to 2020. There are no layoffs recommended. There is the reduction of one position recommended in 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
2020 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 were 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. However, as costs have risen, we have seen a slight increase in Health Insurance, and Dental Insurance Contributions to the GMA administered Retirement System have gradually decreased since 2015. As markets have rebounded from 2009 unprecedented declines, the City's contributions are returning to normal levels. The contributions will decrease from 10% to 9.69%.

Category	2016	2017	2018	2019 Projected	2020 Recommend
Health Insurance	\$886,879	\$982,698	\$982,698	\$982,698	\$1,200,431
Workers Compensation	\$195,225	\$198,093	\$187,396	\$204,539	\$188,096
Retirement	\$713,078	\$678,709	\$664,193	\$707,013	\$734,731
Dental Insurance	\$36,356	\$35,221	\$35,322	\$36,337	\$39,884
Total	\$1,831,538	\$1,894,721	\$1,869,609	\$1,930,587	\$2,163,142
% Change		3.5%	-1.3%	3.26%	10.49%

CITY OF AMERICUS
2020 OPERATING BUDGET

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

Category	2016	2017	2018	2019 Projected	2020 Recommended
Value of mill	\$307,495	\$314,016	\$317,331	\$317,033	\$317,033
Millage Rate	10.32	10.32	10.92	13.12	13.12
Tax Levy	\$3,173,348	\$3,240,645	\$3,465,255	\$4,163,041	\$4,163,041
% change in Net M & O Digest	(8.61%)	1.01%	0%	0%	0%
% change in Tax Levy		2.12%	6.93%	20.14%	0%

The tax digest in the City of Americus has fluctuated from \$680,292,886 in 2016 to a projected \$673,584,860 in 2019. This translates into a reduction in the value of property within the corporate limits of Americus. Please note that the 2020 Property Tax numbers reflect no increase in millage rate and the value of the mill is projected to be \$ 317,033 for 2020.

Finally, public hearings are scheduled for Thursday, December 12, 2019, at 10:00 a.m. and 6:00 p.m. as well as Thursday, December 17, 2019 at 6:00 p.m. & January 23, 2020 at 6:00 pm at the Russell Thomas Public Safety building. Please let me know if you have any questions concerning the following information.

Sincerely,

Charles L. Coney
City Manager

CITY OF AMERICUS
2020 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 2020. 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.

2020 Budget Assumptions

In an effort to balance the budget for 2020, 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 reduction of one employee in the Fire Department and reclassification of three employees, two in the General Fund, and one in the Gas Department.
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 to offset the increase in contracted Sanitation Services.
4. Upgrades to both the Sensus Software and CSI software will improve the overall efficiency and effectiveness of the City.
4. We will continue to utilize TSPLOST funds for much needed street repairs and maintenance.
5. 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. See appendix for additional details.

Salaries and Wages

The total amount included in the recommended budget for 2020 for all funds for salaries and wages, not including overtime is \$7,083,200 compared to the recommended amount for 2019 of \$6,338,022 this is approximately \$695,178 more. There is no increase in salaries nor is there any merit increases built into the recommended budget for 2020. In addition, there are vacancy factors for the Police Department, Fire Department and Building Risk/Code Enforcement.

CITY OF AMERICUS 2020 OPERATING BUDGET

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



CITY OF AMERICUS
2020 OPERATING BUDGET

The total recommended personnel requirements for 2020 is 185 positions with seven unfunded positions. The recommended number reflects seven part-time positions, seven elected positions, and 171 full time positions.

The following table outlines the personnel requests and recommendations for 2020:

Department	Present Staffing Levels	Requesting Staffing Levels	Recommended Staffing Levels
Mayor & Council	7	7	7
GIS	2	2	2
Finance Department	10	10	10
Human Resources	3	3	3
City Manager	2	2	2
Fire Department	50	49	49
Police Department	50	50	50
Municipal Court	1 full time 1 part-time	1 full time 1 part-time	1 full time 1 part-time
Building Risk/Code	3.5	3.5	3.5
Planning & Zoning	1.5	1.5	1.5
Street Department	4	4	4
Cemetery	1 part-time	1 part-time	1 part-time
Shop	3	3	3
Public Works	2	2	2
Grounds & Maintenance	8	8	8
W&S Maintenance	9	9	9
Utility Billing	6	6	6
Natural Gas	7	7	7
Storm Water	3	3	3
DDA/Main Street	2 full time 1 part-time	2 full time 1 part-time	2 full time 1 part-time
Tourism	2 full time 2 part-time	2 full time 2 part-time	2 full time 2 part-time
Theater	3 full time	3 full time	3 full time

CITY OF AMERICUS
2020 OPERATING BUDGET

Total	2 part-time 179 full time 7 part-time	2 part-time 178 full time 7 part-time	2 part-time 178 full time 7 part-time
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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 \$592,090 in 2020. This is an increase from \$491,500 projected and budgeted in 2019.

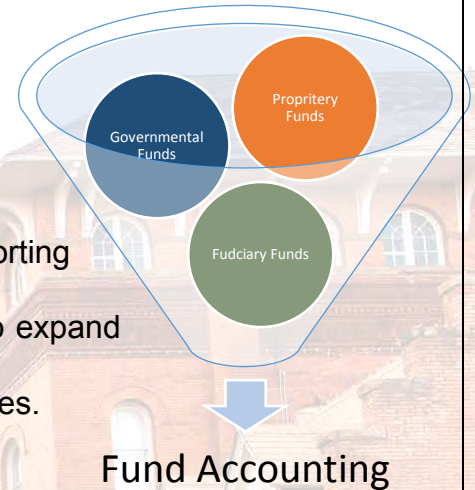
CITY OF AMERICUS 2020 OPERATING BUDGET

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 regard to funding allocations.



FUND ACCOUNTING

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City of Americus, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. 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

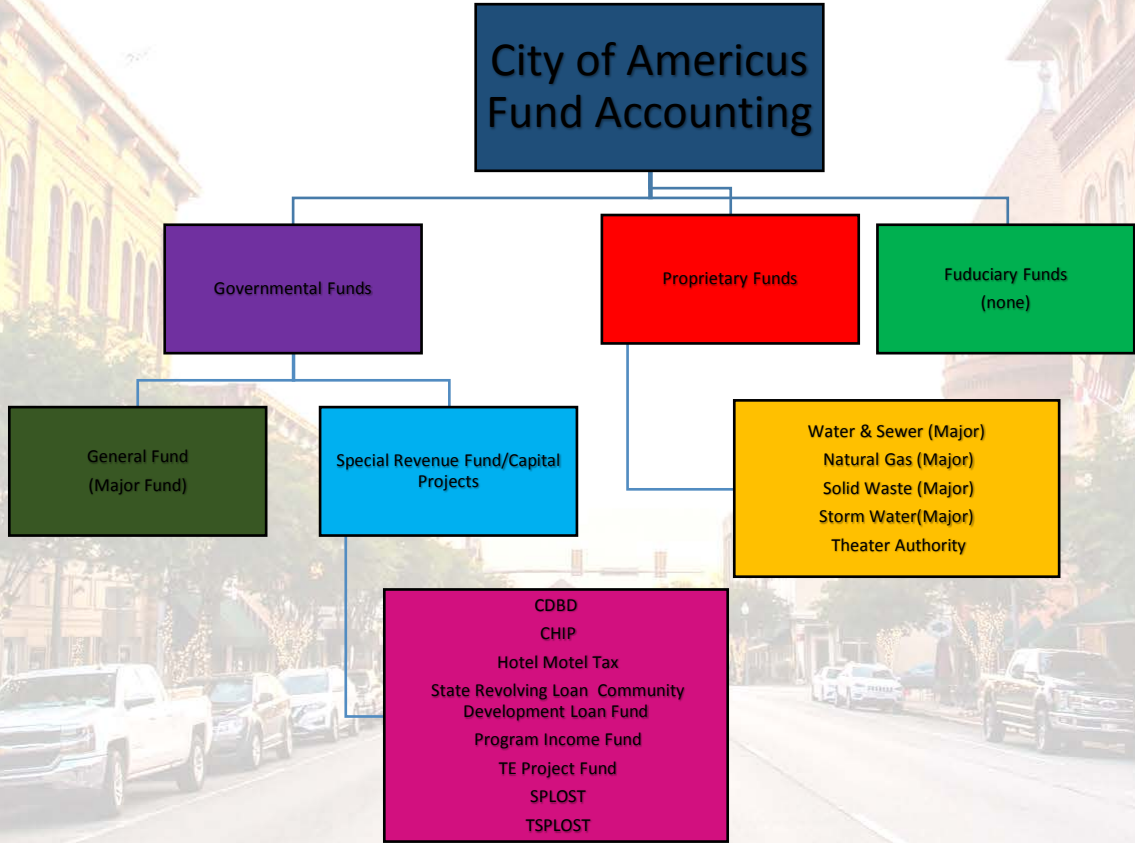
Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable 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 soon to finance

CITY OF AMERICUS
2020 OPERATING BUDGET

governmental services. The governmental funds are the General Fund, Special Revenue Funds, and Component Units.

PROPRIETARY (ENTERPRISE FUNDS & INTERNAL SERVICE FUND)

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



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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 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 29 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.

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2020 OPERATING BUDGET

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 \$317,033,000. The 2020 budget does not anticipate any General Fund debt. Capital projects are either "pay as you go" or financed using the GMA's lease pool offerings. In the Enterprise funds, if the obligation is too large to "pay as you go", then long term debt is allowed. The debt must be with state agency, such as GEFA or MGAG, or put out for bid as a "Revenue Bond" with a defined revenue stream for repayment. In either case, the full Mayor and Council must approve all long-term debt. Currently, the Water and Sewer Fund & Stormwater are the only Enterprise Funds with debt. The details of the debt can be found in the notes section of the line item and the interest expense in the Utility Billing Department for Water & Sewer and Stormwater.

CAPITAL IMPROVEMENT POLICY

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

EXPENDITURE CONTROL

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

CITY OF AMERICUS
2020 OPERATING BUDGET

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

FUND BALANCE POLICY

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

- * The City Manager will authorize Non-spendable, Assigned, and Restricted.
- * The Governing Body will formally vote on Committed Fund balance.

CITY OF AMERICUS
2020 OPERATING BUDGET

* The Unassigned fund balance will be maintained at a level of at least \$2,000,000 in order to sufficiently cover unplanned funding requirements.

2020 BUDGET CALENDAR

Budget Activity	Dates
Departmental 2020 Operating & Capital Budget Request Entered into CSI	July 29- August 16, 2019
City Manager Review Sessions with Department Heads-2020 Operating & Capital Budget	October 16-29, 2019
Council Review of 2020 Operating & Capital Budget	November 12, 2019 & December 2, 2019 December 9, 2019 & December 16 ,2019 & January 9, 2020
Advertisement in the Legal Gazette	December 5, 2019
Public Hearing on 2020 Operating & Capital Budget	December 12 & 30, 2019 & January 23, 2020
Third & Final Reading and Adoption of 2020 Operating & Capital Budget	January 23, 2020
Publication of the 2020 Operating & Capital Budget	March 31,2020



CITY OF AMERICUS
2020 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.

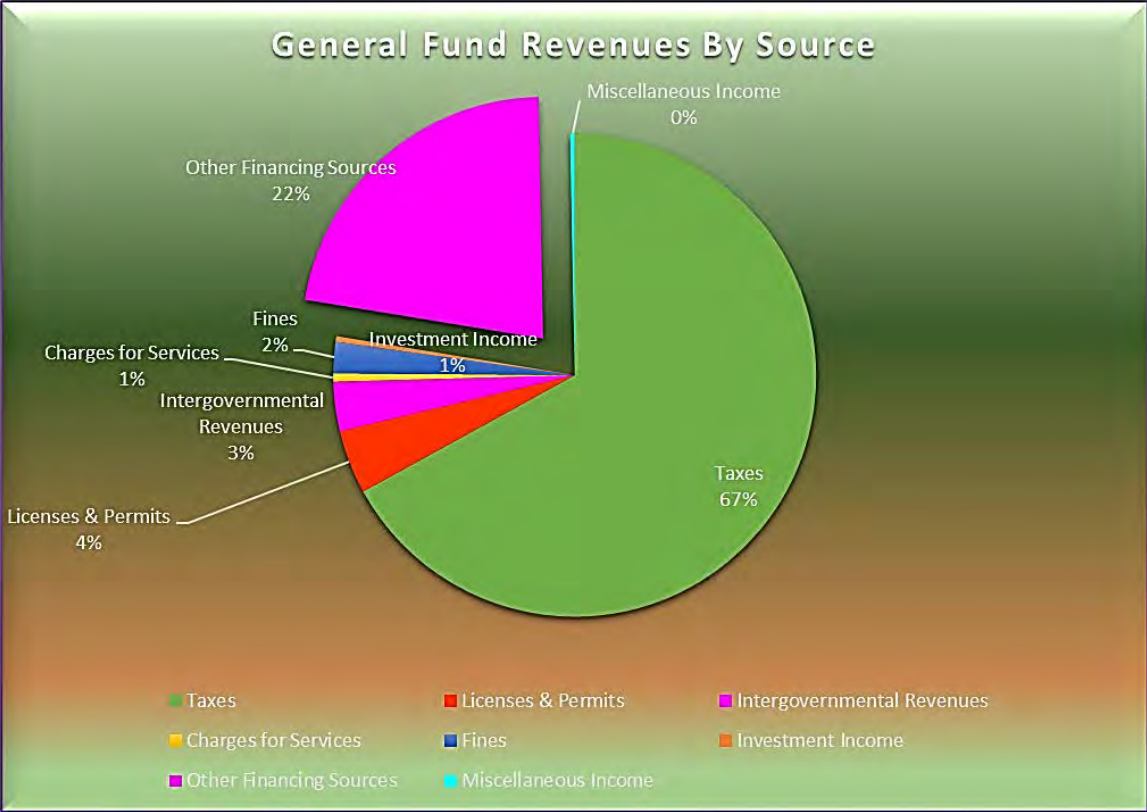
BALANCED BUDGETS

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
2020 OPERATING BUDGET

The **General Fund** is the primary operating fund used by the City of Americus for governmental services revenues and expenditures. It is Within the General Fund are the Mayor & Council, City Manager, Data, GIS, Finance, Human Resources, Fire, Police, Municipal Court, Building Risk/Code Enforcement, Planning & Zoning, Streets, Cemetery, Fleet Maintenance, Public Works Administration, Transportation, and Grounds & Maintenance. 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.

Below is a chart and graph that provides the General Fund revenues sources by source.

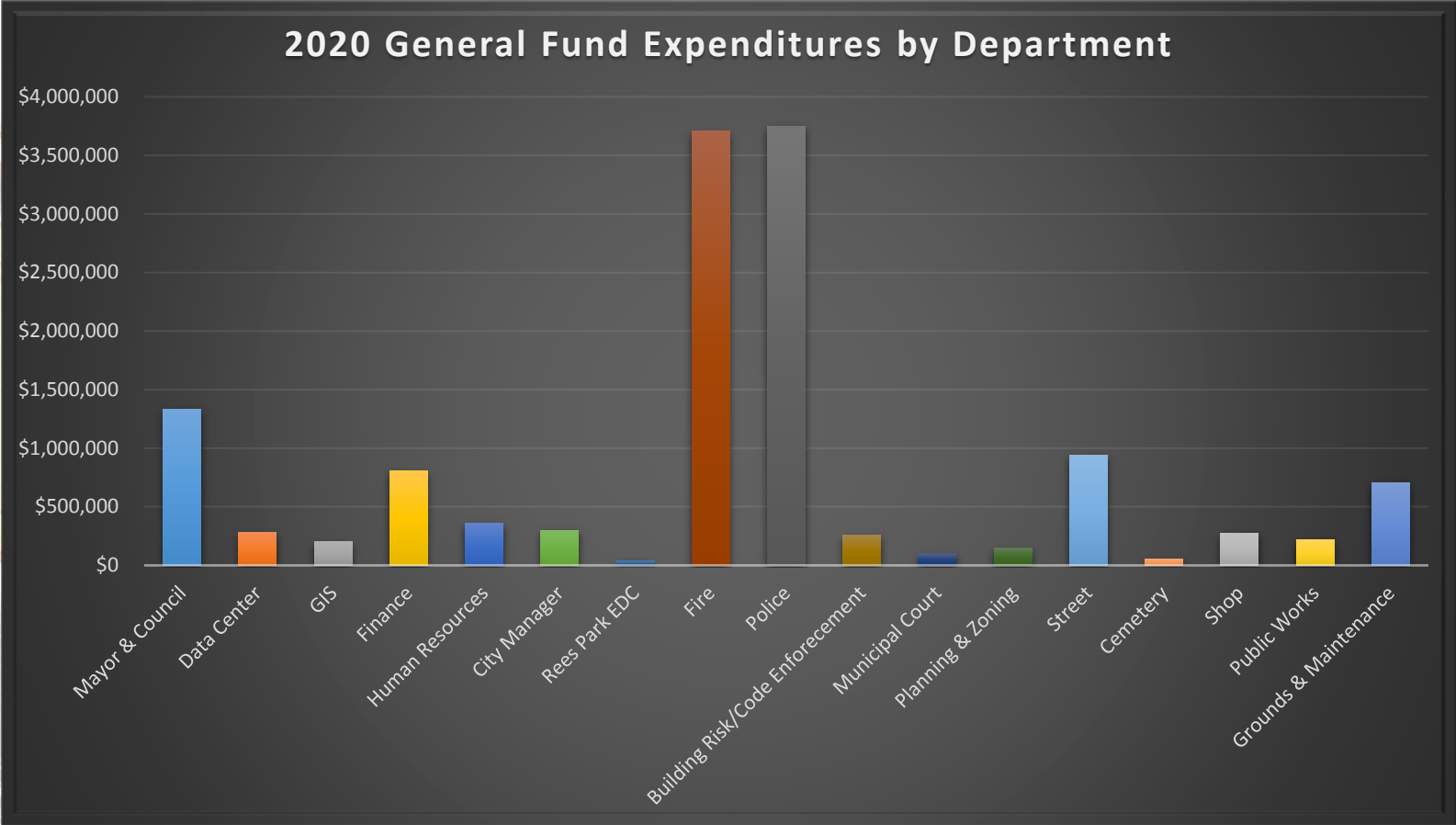


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2020 OPERATING BUDGET

The graphical presentation of the expenditures by Department are listed below.

2020 General Fund Expenditures by Department	
Department	Amount
Mayor & Council	\$1,334,620
Data Center	281,758
GIS	200,830
Finance	804,855
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Shop	275,574
Public Works	217,009
Grounds & Maintenance	706,301
Total	\$ 13,460,394

CITY OF AMERICUS
2020 OPERATING BUDGET



The largest two departments within the General Fund are Fire and Police. Each department averages 48 to 50 employees annually. Salaries and benefits, capital requirements, along with the training requirements contribute to the expenditures covering approximately 55% of the total General Fund Budget.

CITY OF AMERICUS
2020 OPERATING BUDGET

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**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100 GENERAL FUND						
100-00-0000-311000 GENERAL GOVERNMENT LE	3,180,691	3,592,187	4,130,813	4,163,041	4,163,041	4,163,041
100-00-0000-311101 CBID LEVY	17,428	17,428	16,974	16,970	16,970	16,970
100-00-0000-311310 AUTOMOBILE TAXES	40,007	79,700	54,621	101,300	90,000	90,000
100-00-0000-311315 TAVT TAX	329,775	293,500	307,336	293,500	293,500	293,500
100-00-0000-311320 MOBILE HOME TAXES	969	1,240	1,212	1,650	1,650	1,650
100-00-0000-311600 TRANSFER TAXES	19,291	26,700	45,573	26,700	26,700	26,700
100-00-0000-311710 FRANCHISE FEES-GA POWER	707,690	742,800	766,946	751,600	751,600	751,600
100-00-0000-311711 FRANCHISE FEES-SUMTER E	38,366	39,700	41,251	40,100	40,100	40,100
100-00-0000-311750 FRANCHISE FEES-MEDIACOM	185,059	194,100	137,423	191,500	191,500	191,500
100-00-0000-311760 FRANCHISE FEES-AT&T	28,233	35,960	20,449	32,400	32,400	32,400
100-00-0000-311770 MISC FRANCHISE FEES	1,190	2,000	607	1,500	10,000	10,000
100-00-0000-313100 1% LOCAL OPTION SALES TA	1,621,312	1,730,000	1,566,006	1,662,000	1,662,000	1,662,000
100-00-0000-314200 WHISKEY TAXES	48,349	51,300	49,341	50,700	50,700	50,700
100-00-0000-314201 BEER TAXES	286,146	287,300	275,148	284,100	284,100	284,100
100-00-0000-314202 WINE TAXES	21,766	26,000	21,912	20,600	20,600	20,600
100-00-0000-314300 MIXED DRINK EXCISE TAX	18,541	17,200	20,509	17,400	17,400	17,400
100-00-0000-316200 INSURANCE PREMIUMS TAX	1,225,570	1,250,000	1,301,600	1,133,000	1,300,000	1,300,000
100-00-0000-318000 CBID SURTAX	11,634	8,000	9,456	10,500	10,500	10,500
100-00-0000-319100 PENALTY-DEL TAXES	19,494	8,000	21,548	20,000	20,000	20,000
100-00-0000-319101 INTEREST ON DEL TAXES	24,750	18,080	35,197	25,000	25,000	25,000
100-00-0000-319500 FIFAS-DELINQUENT TAXES	4,981	4,480	9,112	11,400	11,400	11,400
100-00-0000-321100 ALCOHOLIC BEV LICENSE	87,010	84,000	91,440	91,000	91,000	91,000
100-00-0000-322100 BUILDING PERMITS	95,591	87,300	145,157	98,000	125,000	125,000
100-00-0000-322130 PLUMBERS PERMITS	4,894	6,800	5,851	5,900	5,900	5,900
100-00-0000-322140 ELECTRICIANS PERMITS	9,056	11,100	9,292	11,100	11,100	11,100

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>RRREQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-00-0000-322160 MECHANICAL PERMITS	12,328	16,900	20,059	16,000	16,000	16,000
100-00-0000-322190 SOIL CONSERVATION PERMIT	0	240	0	- 0	- 0	- 0
100-00-0000-322210 REZONING FEES	750	1,000	1,650	1,000	1,000	1,000
100-00-0000-322230 SIGN PERMITS	3,685	3,100	3,435	3,500	3,500	3,500
100-00-0000-322900 SPECIAL ACTIVITY PERMITS	425	300	400	300	300	300
100-00-0000-322990 CPR TRAINING REVENUES	-4,159	200	1,300	- 0	- 0	- 0
100-00-0000-326100 BUSINESS LICENSES	324,803	316,000	323,401	320,000	320,000	320,000
100-00-0000-333000 HOUSING AUTHORITY - PILOT	41,646	41,200	44,122	41,200	41,200	41,200
100-00-0000-334100 LOCAL,STATE & FED GOVT	0	4,500	125,146	- 0	- 0	- 0
100-00-0000-334110 OTHER GRANTS	22,023	14,700	17,484	- 0	4,328	4,328
100-00-0000-334120 LMIG GRANT	290,477	186,200	186,246	192,180	192,180	192,180
100-00-0000-338000 W&S PILOT	206,482	206,400	214,313	206,400	206,400	206,400
100-00-0000-340000 TROLLEY FEES-MAINSTREET	12,260	0	-12,260	- 0	- 0	- 0
100-00-0000-341900 OTHER SERVICES	0	0	0	- 0	- 0	- 0
100-00-0000-341930 MAPS SOLD	555	1,600	8,054	- 0	- 0	- 0
100-00-0000-341940 ADMIN SERVICES-CBID	872	530	793	750	750	750
100-00-0000-341942 ADMIN COSTS COMMUNITY	0	0	0	- 0	- 0	- 0
100-00-0000-342120 ACCIDENT REPORTS	386	300	184	300	300	300
100-00-0000-342310 FINGERPRINT FEE	0	0	0	- 0	- 0	- 0
100-00-0000-345510 TRANSPORTATION SERVICE	229,822	110,400	161,200	- 0	- 0	- 0
100-00-0000-349100 CEMETERY LOT SALES	16,275	24,800	10,250	20,500	15,000	15,000
100-00-0000-349300 RETURNED CHECK FEES	3,711	5,600	4,401	5,600	5,600	5,600
100-00-0000-349900 GIS SERVICES	4,833	5,000	190	5,000	5,000	5,000
100-00-0000-351130 POLICE COURT	303,844	268,000	359,447	268,000	280,000	280,000
100-00-0000-351203 TECHNOLOGY ADD ON FEE	25,828	13,180	27,541	26,600	26,600	26,600
100-00-0000-352200 FORFEITED PROPERTY MONEY	7,127	0	8,194	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-00-0000-361000 OTHER INTEREST EARNED	48,855	50,600	2,726	50,000	50,000	50,000
100-00-0000-371000 DONATIONS	28,321	0	5,000	- 0	- 0	- 0
100-00-0000-381001 TROLLEY FEES	0	0	0	- 0	- 0	- 0
100-00-0000-381003 REES PARK EDC RENTALS	25,148	13,200	22,727	22,500	22,500	22,500
100-00-0000-389000 OTHER MISC INCOME	72,235	34,000	32,035	41,000	41,000	41,000
100-00-0000-389001 INSURANCE PROCEEDS	6,380	0	33,388	- 0	- 0	- 0
100-00-0000-389002 CASH SHORT & OVER	-20	0	0	- 0	- 0	- 0
100-00-0000-389003 CARRYOVER OF FUND BALA	0	739,957	0	362,639	183,000	183,000
100-00-0000-391000 TRANSF FROM HOTEL/MOTE	355,562	325,000	295,295	330,000	330,000	330,000
100-00-0000-391010 TRANSFER FROM DDA	0	0	0	- 0	- 0	- 0
100-00-0000-391100 SHARED REVENUE-NAT GAS	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	375,000	375,000	375,000	375,000	375,000	375,000
100-00-0000-391103 TRANSFER FROM SOLID WA	250,000	250,000	250,000	250,000	250,000	250,000
100-00-0000-391105 TRANSFER FROM CD FUNDS	0	0	0	- 0	- 0	- 0
100-00-0000-391108 TRANSFER FROM STORM W	285,000	285,000	285,000	285,000	285,000	285,000
100-00-0000-391110 SHARED REV-W&S	0	0	0	- 0	220,000	220,000
100-00-0000-391200 TRANSFER FROM TSPLOST	29,048	18,600	18,625	19,220	19,220	19,220
100-00-0000-392100 SALE OF CITY PROPERTY	7,312	0	12,895	- 0	- 0	- 0
100-00-0000-392200 RECYCLING PROCEEDS	474	0	215	- 0	- 0	- 0
100-00-0000-393500 CAPITAL LEASE PROCEEDS	0	238,000	853,324	289,000	243,354	243,354
100-00-0000-393601 LOAN PROCEEDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
100 GENERAL FUND	12,086,079	13,235,382	13,847,557	13,263,650	13,460,394	13,460,394

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

**APPROVED
BUDGET**

100 GENERAL FUND

100-00-0000-311000 GENERAL GOVERNMENT

4,163,041

Gen Govt Levy
 \$317,033 Value of a mil in 2019
 13.12 2019 current millage rate
 13.12 2020 projected millage rate

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

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	\$317,331	(3.4%)
2019	\$317,033	(.009%)
2020	\$317,033	projected

100-00-0000-311101 CBID LEVY

16,970

Requested Amount: \$16,970

This is the levy on the real and personal property within the Central Business Improvement District, tax District 06. In 2008 the levy changed from 1.0 mil to 1.5 mils. A signed petition for this increase was obtained in 2012. As required by law, at least 51% of the assessed tax basis signed the petition. The 2019 value of a mil in the CBID district is \$11,319.

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

ACCOUNT NUMBER/DESCRIPTION

APPROVED
BUDGET

100-00-0000-311310 AUTOMOBILE TAXES

Requested Amount: \$101,300

90,000

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 ad valorem tax will be replaced with a title tax fee. The bill contains a clause for a "trailing ad valorem", which keeps the calculation the same until title changes. As a result, the requested amount is calculated by using the estimated value of automobiles from the 2017 tax digest. The calculation of ad valorem tax includes deducting a 1.75% collection fee charged by the County.

$$((15,723,000 \times 50\% \times .01312) - \$1800) = \$101,340 \text{ rounded} = \$101,300$$

Recommended Amount: \$90,000

100-00-0000-311315 TAVT TAX

293,500

Requested Amount: \$293,500

100-00-0000-311320 MOBILE HOME TAXES

1,650

Requested Amount: \$1,650

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

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

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

ACCOUNT NUMBER/DESCRIPTION

APPROVED
BUDGET
26,700

100-00-0000-311600 TRANSFER TAXES

Requested Amount: \$26,700

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:

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%	
2018	\$24,400	0.0%	
2019	\$26,700	9.4%	projected
2020	\$26,700		requested

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

751,600

Requested Amount: \$751,600

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

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	\$744,227	(2.56%)	
2018	\$707,690	(5.16%)	
2019	\$766,946	7.73%	projected
2020	\$751,600	(2.04%)	requested

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

**APPROVED
BUDGET**

ACCOUNT NUMBER/DESCRIPTION

100-00-0000-311711 FRANCHISE FEES-SUMTER

40,100

Requested Amount: \$40,100

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

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%
2016	\$45,600	12.1%
2017	\$39,667	(14.4%)
2018	\$38,366	(3.39%)
2019	\$39,700	(0.6%) projected
2020	\$40,100	.009 requested

100-00-0000-311750 FRANCHISE FEES-MEDIAC

191,500

Requested Amount: \$191,500

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:

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%)
2018	\$195,800	(0.2%)
2019	\$194,100	(0.9%) projected
2020	\$191,500	requested

CITY OF AMERICUS

2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

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

32,400

Requested Amount: \$32,400

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:

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%)	
2018	\$ 41,600	(1.0%)	
2019	\$ 35,960	(13.6%)	projected
2020	\$ 32,400		requested

100-00-0000-311770 MISC FRANCHISE FEES

10,000

Requested Amount: \$1,500

Recommended Amount:\$10,000

Projected increase due to Pineland and 5G, etc.& other insights from City Manager.

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

**APPROVED
BUDGET**

ACCOUNT NUMBER/DESCRIPTION

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

1,662,000

Requested Amount: \$1,662,000

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:

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%	
2018	\$1,730,000	(13.4%)	
2019	\$1,730,000	0%	projected
2020	\$1,662,000		requested
2020	\$1,662,000		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

50,700

Requested Amount: \$50,700

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.

CITY OF AMERICUS

2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-00-0000-314201 BEER TAXES		284,100
Requested Amount: \$284,100		
The malt beverage/beer tax is collected by the wholesaler from the retailer. It is based on \$.05 per 12-ounce container and \$6.00 on each container of tap or draft beer. The report is filed and the tax paid monthly by the wholesaler by the 20th of each month.		
100-00-0000-314202 WINE TAXES		20,600
Requested Amount: \$20,600		
The wine tax is collected from all retailers by the wholesale dealer. The wholesaler remits the report and the tax each month by the 20th. This tax is based on the number and size of the containers.		
100-00-0000-314300 MIXED DRINK EXCISE TA		17,400
Requested Amount: \$17,400		
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 T		1,300,000
Requested Amount: \$1,133,000		
This tax is a percentage of the gross direct premiums sold. The taxes on insurance premiums are collected by the State Insurance Commissioner and distributed based on population formulas. A history of the collection information is as follows:		
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	2.1%
2019	\$1,013,000	5.8%
2019	\$1,250,000	23.4% projected
2020	\$1,133,000	requested
2020	\$1,300,000	recommended

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

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

**APPROVED
BUDGET
10,500**

ACCOUNT NUMBER/DESCRIPTION

100-00-0000-318000 CBID SURTAX

Requested Amount: \$10,500

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

100-00-0000-319100 PENALTY-DEL TAXES

20,000

Requested Amount: \$20,000

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

25,000

Requested Amount: \$25,000

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

11,400

Requested Amount: \$11,400

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

100-00-0000-321100 ALCOHOLIC BEV LICENSE

91,000

Requested Amount: \$91,000

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

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
<p>100-00-0000-322100 BUILDING PERMITS</p> <p style="margin-left: 20px;">Requested Amount: \$98,000 The requested budgeted amount is a five-year average of the actual amount collected.</p> <p style="margin-left: 20px;">Recommended Amount: \$125,000 The recommended amount is based on knowledge from the Department & City Manager of upcoming projects and expected permit in 2020.</p>	125,000
<p>100-00-0000-322130 PLUMBERS PERMITS</p> <p style="margin-left: 20px;">Requested Amount: \$5,900</p>	5,900
<p>100-00-0000-322140 ELECTRICIANS PERMITS</p> <p style="margin-left: 20px;">Requested Amount: \$11,100 The budgeted amount is a five-year average of the actual amount collected.</p>	11,100
<p>100-00-0000-322160 MECHANICAL PERMITS</p> <p style="margin-left: 20px;">Requested Amount: \$16,000 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.</p>	16,000
<p>100-00-0000-322190 SOIL CONSERVATION PER</p>	
<p>100-00-0000-322210 REZONING FEES</p> <p style="margin-left: 20px;">Requested Amount: \$ 1,000 These fees accompany re-zoning requests and requests for variances.</p>	1,000
<p>100-00-0000-322230 SIGN PERMITS</p> <p style="margin-left: 20px;">Requested Amount: \$3,500</p>	3,500

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-00-0000-322900 SPECIAL ACTIVITY PERM

300

Requested Amount: \$300

This is the revenue received for Special Activity Permits. The estimated revenue is 20 permits at \$50 each.

100-00-0000-322990 CPR TRAINING REVENUE

100-00-0000-326100 BUSINESS LICENSES

320,000

Requested Amount: \$320,000

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

100-00-0000-333000 HOUSING AUTHORITY - P

41,200

Requested Amount: \$41,200

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

2008	\$18,896	192.2%*	
2009	\$17,823	(5.7%)	
2010	\$19,493	9.4%	
2011	\$18,272	(6.2%)	
2012	\$19,122	4.6%	
2013	\$25,018	30.8%	
2014	\$36,944	47.6%	
2015	\$38,226	3.4%	
2016	\$20,500	(46.4%)	
2017	\$38,200	86.3%	
2018	\$41,200	7.9%	
2019	\$41,200	0.0%	projected
2020	\$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.

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
100-00-0000-334100 LOCAL, STATE & FED GOV	0
Requested Amount: \$4,500	
\$ 0 State and Federal Reimb for replacement van (35)	
\$ 4,500 Sumter County proceeds for GIS system support (13)	
\$ 4,500	
100-00-0000-334110 OTHER GRANTS	4,328
Recommended Amount: \$4,328	
Reimbursement for 6 of 12 Vests/Body Armor (21) BPV grant	
100-00-0000-334120 LMIG GRANT	192,180
Requested Amount: \$192,180	
LMIG monies are used to improve transportation systems. This is the sixth year that GDOT is sending the funds to the local governments.	
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 2019.	
(31,500,000 x 50% x .01312 = \$206,640) Rounded up to \$206,400	
100-00-0000-340000 TROLLEY FEES-MAINSTR	
100-00-0000-341900 OTHER SERVICES	
Requested Amount: \$0	
100-00-0000-341930 MAPS SOLD	

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
100-00-0000-341940 ADMIN SERVICES-CBID	750
Requested Amount: \$750	
This is a 3% collection/administration charge retained from the collections to cover the expenses of billing surtax on the property tax bill and on the business license bill. The budgeted amount is 3% of the CBID Levy.	
100-00-0000-341942 ADMIN COSTS COMMUNITY	
Requested Amount: \$0	
100-00-0000-342120 ACCIDENT REPORTS	300
Requested Amount: \$300	
The Police and Fire Departments charge an average of \$2.00 per copy. The budgeted amount is a five-year average of the actual amount collected.	
100-00-0000-342310 FINGERPRINT FEE	
100-00-0000-345510 TRANSPORTATION SERVI	
100-00-0000-349100 CEMETERY LOT SALES	15,000
Requested Amount: \$20,500	
The City currently charges the following per cemetery lot:	
Resident	Non-resident
\$ 525	\$ 3,300 Oak Grove
\$ 475	\$ 3,300 Eastview
Recommended Amount: \$15,000	
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.	

**CITY OF AMERICUS
2020 PERATING BUDGET- REVENUE DETAIL**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
100-00-0000-349900 GIS SERVICES Requested Amount: \$5,000 This is the amount billed to Sumter County and other agencies for GIS services. The amount is a five-year average.	5,000

100-00-0000-351130 POLICE COURT Requested Amount: \$268,000 This number includes cash received for fines and forfeitures as well as the amount of installment fines recorded through the Municipal Court.	280,000
--	---------

The following is a history of the receipts:

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

100-00-0000-351203 TECHNOLOGY ADD ON FE Requested Amount: \$26,600 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.	26,600
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CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

~~100-00-0000-352200~~ FORFEITED PROPERTY M

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
2018	\$ 0 projected
2019	\$ 0 requested

100-00-0000-361000 OTHER INTEREST EARNED

50,000

Requested Amount: \$50,000

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

100-00-0000-371000 DONATIONS

Requested Amount: \$0

We do not anticipate any donations for the budget year.

100-00-0000-381001 TROLLEY FEES

Requested Amount: \$0

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

100-00-0000-381003 REES PARK EDC RENTALS

22,500

Requested Amount: \$22,500

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET
41,000

ACCOUNT NUMBER/DESCRIPTION

100-00-0000-389000 OTHER MISC INCOME

Requested Amount: \$41,000

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

100-00-0000-389001 INSURANCE PROCEEDS

Requested Amount: \$0

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

100-00-0000-389002 CASH SHORT & OVER

Requested Amount: \$0

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET
183,000

ACCOUNT NUMBER/DESCRIPTION
100-00-0000-389003 CARRYOVER OF FUND BA

Requested Amount: \$362,639

\$ 100,000	Software Upgrade (12) 2016 carryover
\$ 3,000	Data Center Cleanup (12) 2018 carryover
\$ 213,000	Police Car Replacement (21) 2019 Carryover
\$ 25,000	Service Truck Replacement (30) 2019 Carryover
\$ 21,639	Large Truck Tire Changer (32) 2019 Carryover

\$362,639

Expenditures are listed in the departments above.

Recommended: \$183,000

\$ 100,000	Software Upgrade (12) 2016 carryover
\$ 3,000	Data Center Cleanup (12) 2018 carryover
\$ 25,000	Service Truck Replacement (30) 2019 Carryover
\$ 18,000	Equipment (36) 20119 Carryover
\$ 37,000	Fund Balance

\$ 183,000

Expenditures are listed in the departments above.

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

330,000

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

Requested Amount: \$330,000

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

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

Requested amount:

\$230,000	Tourism Fund (increase in funding)
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 0	General Fund (reduced to zero)

\$330,000

Recommended amount:

\$200,096	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 29,904	General Fund

\$330,000

100-00-0000-391010 TRANSFER FROM DDA

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

100-00-0000-391101 TRANSFER FROM W&S FU

1,071,000

Requested Amount: \$1,071,000

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
100-00-0000-391102 TRANSFER FROM GAS FU Requested Amount: \$375,000	375,000
100-00-0000-391103 TRANSFER FROM SOLID W Requested Amount: \$250,000	250,000
100-00-0000-391105 TRANSFER FROM CD FUN	
100-00-0000-391108 TRANSFER FROM STORM Requested Amount: \$285,000 Recommended Amount: \$285,000	285,000
100-00-0000-391110 SHARED REV-W&S	220,000
100-00-0000-391200 TRANSFER FROM TSPLOST Requested Amount: \$19,220 LMIG projects require a 10% match. This amount represents the 10% match for LMIG projects.	19,220
100-00-0000-392100 SALE OF CITY PROPERTY	
100-00-0000-392200 RECYCLING PROCEEDS	

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
100-00-0000-393500 CAPITAL LEASE PROCEED

253,354

Requested: \$ 289,000

\$ 216,000 Vehicle Replacement (21)
\$ 28,000 Service Truck Replacement (22)
\$ 45,000 Service Truck Replacement (20)

\$ 289,000

These revenues offset the expenditures within the departments identified above.

Recommended: \$ 243,354.80

\$243,354.80 Vehicle Replacement (21)

These revenues offset the expenditures within the departments identified above.

100-00-0000-393601 LOAN PROCEEDS

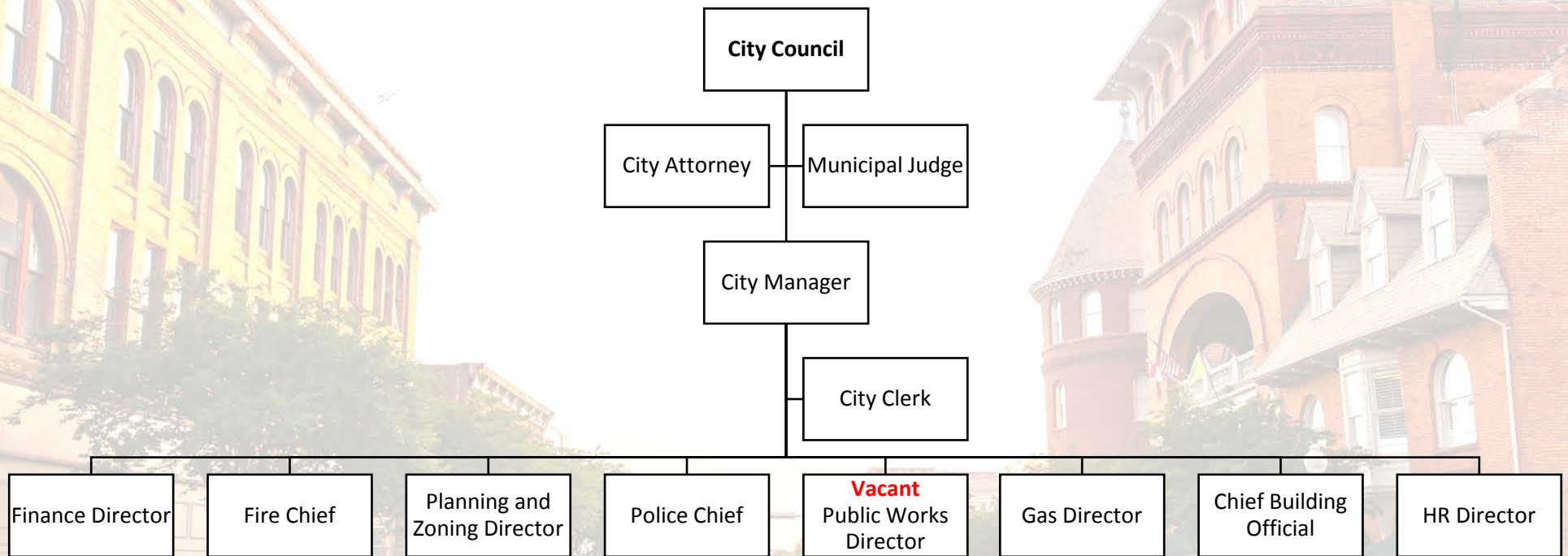
Recommended Amount: \$0

100 GENERAL FUND

13,460,394

CITY OF AMERICUS
2020 OPERATING BUDGET

City of Americus
Budgeted 2020



CITY OF AMERICUS
2020 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 – 2020

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



**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
10 MAYOR AND COUNCIL						
100-10-1110-511000 REGULAR PAY	58,543	58,201	57,306	58,201	58,201	58,201
100-10-1110-512100 GROUP MEDICAL INSURANC	21,154	20,940	21,177	20,940	23,187	23,187
100-10-1110-512110 GROUP DENTAL INSURANCE	1,772	1,421	1,547	1,421	1,652	1,652
100-10-1110-512200 SOCIAL SECURITY PAYMEN	933	786	824	786	786	786
100-10-1110-512400 RETIREMENT SYSTEM	5,923	5,820	5,349	5,640	5,640	5,640
100-10-1110-512401 PENSION EXPENSE	0	0	0	- 0	- 0	- 0
100-10-1110-512600 UNEMPLOYMENT EXPENSES	3,053	0	4,137	- 0	- 0	- 0
100-10-1110-512700 WORKERS' COMPENSATION	149	124	136	124	124	124
100-10-1110-521100 PURCHASED/CONTRACTED	0	0	6,000	- 0	- 0	- 0
100-10-1110-522000 OTHER OUTSIDE SERVICES	1,758	4,500	4,195	2,500	5,000	5,000
100-10-1110-523100 INSURANCE EXPENSE	50,139	54,907	45,904	57,119	57,119	57,119
100-10-1110-523301 ADVERTISING EXPENSE	2,885	0	750	1,000	1,000	1,000
100-10-1110-523600 DUES & SUBSCRIPTIONS	19,604	21,945	30,621	21,945	21,945	21,945
100-10-1110-523700 TRAINING & MEETINGS	23,348	24,900	17,499	25,800	24,300	24,300
100-10-1110-531100 OFFICE/COMPUTER SUPPLIE	1,160	0	520	- 0	- 0	- 0
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 CONT	0	0	0	- 0	- 0	- 0
100-10-1110-542900 OTHER CAPITAL EXPENDITU	8,095	0	4,269	- 0	- 0	- 0
100-10-1110-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0
100-10-1110-551102 CONTINGENCIES	6,068	20,000	2,053	- 0	20,000	20,000
100-10-1110-573001 RYLANDER THEATER	185,000	185,000	185,000	200,000	200,000	200,000
100-10-1110-574000 BAD DEBT EXPENSE	84,142	0	50,862	- 0	- 0	- 0
100-10-1110-581300 PRINCIPAL PAYMENTS	105,353	117,800	117,791	- 0	121,550	121,550
100-10-1110-581301 PDA-DEBT SERVICE-LOWE'S	0	0	0	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-10-1110-582200 INTEREST EXPENSE	56,338	52,500	11,919	- 0	48,700	48,700
100-10-1110-611003 TRANSFER TO INSURANCE F	0	0	0	- 0	- 0	- 0
100-10-1110-611004 TRANSFER TO DOWNTOWN	0	0	0	- 0	- 0	- 0
100-10-1400-571000 ELECTION EXPENSE	0	5,100	160	- 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	27,112	13,500	36,581	- 0	30,000	30,000
100-10-3910-571000 SUMTER HUMANE SOCIETY	85,000	85,000	85,000	94,380	85,000	85,000
100-10-5400-571000 BOYS AND GIRLS CLUBS	25,000	0	0	- 0	- 0	- 0
100-10-5440-571000 ONE SUMTER	50,000	50,000	50,000	50,000	- 0	- 0
100-10-6153-571000 AMERICUS ARTS COUNCIL	2,000	2,000	2,000	5,000	2,000	2,000
100-10-6500-571000 LAKE BLACKSHEAR REG LIB	81,360	82,000	82,000	83,400	82,000	82,000
100-10-7323-572000 HABITAT FOR HUMANITY	0	0	0	- 0	- 0	- 0
100-10-7520-571000 AIRPORT AUTHORITY	17,000	17,000	17,000	17,000	17,000	17,000
100-10-7520-572018 AMER/SUMTER CO PAYROLL	40,000	40,000	40,000	40,000	40,000	40,000
100-10-7520-572020 LAND BANK AUTHORITY	0	0	0	- 0	- 0	- 0
100-10-7540-571000 TOURISM COUNCIL	192,206	201,758	201,758	245,573	200,096	200,096
100-10-7550-571000 MAIN STREET	37,539	247,384	461,489	318,820	282,120	282,120
100-10-7640-572000 LEAP/CIS	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
10 MAYOR AND COUNCIL	1,199,835	1,319,786	1,551,045	1,256,849	1,334,620	1,334,620

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

10 MAYOR AND COUNCIL

100-10-1110-511000 REGULAR PAY 58,201

Personnel Requirements:

	Current
Mayor	1
Mayor Pro Tem	1
Councilmembers	5
	7

The salaries will remain the same for elected officials for 2019. 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 INSURA 23,187

The requested amount represents \$6,980 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.

The recommended amount represents \$7,729 per employee.

100-10-1110-512110 GROUP DENTAL INSURAN 1,652

This amount represents \$236 per employee. All members of Council participate in this.

100-10-1110-512200 SOCIAL SECURITY PAYM 786

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

100-10-1110-512400 RETIREMENT SYSTEM 5,640

This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-10-1110-512700 WORKERS' COMPENSATIO 124

This amount represents a percentage of the total salaries for the department based on labor classes and 2019 Rates.

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-10-1110-522000 OTHER OUTSIDE SERVICE 5,000

Requested Amount: \$2,500

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

\$2,500

(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 will not be a Walk of Fame ceremony in 2020.

Recommended: \$5,000

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

\$5,000

(2) There was no Walk of Fame in 2019, CM wants to have one in 2020.

100-10-1110-523100 INSURANCE EXPENSE 57,119

Requested Amount: \$57,119

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, 2020 resulting in an effective rate for 2020 of 3.33%.

100-10-1110-523301 ADVERTISING EXPENSE 1,000

Requested Amount: \$1,000

The requested amount is the 2019 amount annualized.

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

100-10-1110-523600 DUES & SUBSCRIPTIONS

21,945

The budget request includes the following:
 \$ 5,400 Georgia Municipal Association
 \$16,545 River Valley Regional Commission*

\$21,945

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

100-10-1110-523700 TRAINING & MEETINGS

24,300

Requested Amount \$25,800

\$10,500 Other Training (up to \$1,500 per Council member*
 \$13,800 GMA Annual Conference
 \$ 1,500 Newly Elected Officials Training **

\$25,800

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 2019. The budgeted amount is estimated as if all three elected positions needed training.

Recommended Amount \$24,300

\$10,500 Other Training (up to \$1,500 per Council member*
 \$13,800 GMA Annual Conference

\$24,300

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

**APPROVED
BUDGET**

ACCOUNT NUMBER/DESCRIPTION

100-10-1110-551102 CONTINGENCIES 20,000

Requested Amount: \$20,000
This category is to capture the costs for unplanned expenditures or the deductible portion of claims against the City. This amount represents the 2018 amount annualized.

100-10-1110-573001 RYLANDER THEATER 200,000

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

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%	
2018	\$ 85,000	(10.5%)	
2019	\$100,000	17.6%	projected
2020	\$100,000		recommended

Requested amount includes the following:
\$100,000 Hotel/Motel tax money
\$100,000 Gen Fund monies (reg. allocation)

\$200,000

100-10-1110-581300 PRINCIPAL PAYMENTS 121,550

Requested Amount: \$0

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.

Recommended: \$121,550

Amortization Schedule payment for 2020 is \$121,550

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-10-1110-582200 INTEREST EXPENSE

\$48,700

Requested Amount: \$0

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 2019 actual amount.

Recommended: \$48,700

Amortization Schedule payment is	\$ 8,170
GMA Interest for 2019 Estimate	\$40,530
	\$48,700

100-10-1530-521200 CITY ATTORNEY RETAIN

7,200

Requested Amount: \$7,200

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

100-10-1530-521201 OTHER LEGAL EXPENSES

30,000

Requested Amount: \$54,408

This is difficult to estimate because we cannot anticipate all legal matters that may occur in a year. This amount represents the 2019 amount annualized.

Recommended Amount: \$30,000

100-10-3910-571000 SUMTER HUMANE SOCIE

85,000

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%
2018	\$85,000	21.4% projected
2019	\$85,000	0% requested

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION APPROVED BUDGET

100-10-6153-571000 AMERICUS ARTS COUNCI

2,000

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%	projected
2019	\$ 5,000	1.5%	requested
2019	\$ 2,000	0.0%	recommended

100-10-6500-571000 LAKE BLACKSHEAR REG

82,000

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%	projected
2019	\$ 82,000	.79%	requested

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-10-7520-571000 AIRPORT AUTHORITY 17,000

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%	projected
2019	\$17,000	0.0%	requested

100-10-7520-572018 AMER/SUMTER CO PAYRO 40,000

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

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%	projected
2019	\$600,000	(1400.0%)	requested
2019	\$40,000	0.0%	recommended

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-10-7540-571000 TOURISM COUNCIL 200,096

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

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	\$192,206	%	
2019	\$245,032	27.5%	
2019	\$201,758	(16.34%)	
2020	\$245,573		requested
2020	\$200,096		recommended

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

Requested amount:

\$230,000	Tourism Fund (increase in funding) **
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 0	General Fund (reduced to zero)
<hr/>	
\$330,000	

**Amount differ from request because the estimated revenue is not sufficient for both the Theater and Tourism Fund's request.

Recommended amount:

\$200,033	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 29,967	General Fund
<hr/>	
\$330,000	

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

100-10-7550-571000 MAIN STREET

282,120

Requested Amount \$318,820 Recommended Amount:

\$ 16,460	CBID levy (estimate)	\$ 16,640
\$ 7,760	CBID surtax	\$ 7,760
\$294,600	General Fund	\$257,720

\$318,820		\$282,120
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The following is a history of General Fund allocation excluding the CBID levy and surtax.

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%	
2018	\$220,810	9.1%	
2019	\$247,384	11.1%	projected
2020	\$318,820		requested
2020	\$257,720		recommended

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

10 MAYOR AND COUNCIL

1,334,620

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
12 DATA CENTER						
100-12-1535-522000 OTHER OUTSIDE SERVICES	79,283	89,754	-28,984	150,885	100,885	100,885
100-12-1535-522206 COMPUTER-REP AND MAINT	0	0	507	- 0	- 0	- 0
100-12-1535-542400 COMPUTER EQUIPMENT	34,575	163,000	49,999	573,700	173,000	173,000
100-12-1535-551101 DATA CENTER EXPENSE	4,570	7,873	4,861	- 0	7,873	7,873
100-12-1535-551102 ALLOCATION OF EXPENSES	<u>-75,225</u>	<u>0</u>	<u>28,730</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
12 DATA CENTER	43,203	260,627	55,114	724,585	281,758	281,758

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

12 DATA CENTER

100-12-1535-522000 OTHER OUTSIDE SERVICE

100,885

The request includes the following:

\$72,772	Reflects a 3% increase in Service and Maint Contract and includes the SRA, Network Security and Cybersecurity Training
\$ 6,888	Office365 Exchange Online (Email)
\$ 125	Annual fees for domain name www.americusga.gov
\$ 7,200	Office365 Pro Plus (increase due to Windows10 Upgrade)
\$ 2,000	SonicWall NSA 2650 Security Services
\$ 1,500	SonicWall TZ SOHO Security Services
\$ 2,400	Phone System cloud subscription
\$57,000	This is an estimate to increase internet speed for all offices
\$ 1,000	Extend secutiry options on two servers.

\$150,885

Recommended Amount: \$100,885

The recommended amount removes \$50,000 from the estimate for internet speed increases in offices.

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-12-1535-542400 COMPUTER EQUIPMENT

173,000

Requested Amount: \$573,700

- \$ 1,800 SonicWall Upgrades/Replacements at Remote Sites
- \$ 8,000 Windows 10 Upgrade Licensing with Services
- \$ 1,500 Windows 10 Upgrade with Services for devices with licensing
- \$ 7,500 FreePBX Server with Call Center Licensing
- \$ 3,000 Data Center Clean-up (carryover from 2018)
- \$ 33,000 Replacement PCs (50 computers, includes 1 monitor)
- \$ 6,500 Repair and Maintenance of printers, software, etc.
- \$100,000 CSI Software Upgrade (2016 Carry Over)
- \$400,000 ERP software upgrade
- \$ 12,000 Issue Tracking Software
- \$ 11,700 Windows 7 Extended Security Updates for approximately 100 computers

\$573,700

Recommended:173,000

- \$ 1,800 SonicWall Upgrades/Replacements at Remote Sites
- \$ 8,000 Windows 10 Upgrade Licensing with Services
- \$ 1,500 Windows 10 Upgrade with Services for devices with licensing
- \$ 7,500 FreePBX Server with Call Center Licensing
- \$ 3,000 Data Center Clean-up (carryover from 2018)
- \$ 33,000 Replacement PCs (50 computers, includes 1 monitor)
- \$ 6,500 Repair and Maintenance of printers, software, etc.
- \$100,000 CSI Software Upgrade (2016 Carry Over)
- \$ 11,700 Windows 7 Extended Security Updates for approximately 100 computers

\$173,000

Removal of \$400,000 for ERP. May have opportunity to finance via Revenue Bond. Also includes removal of Issue Tracking Software.

100-12-1535-551101 DATA CENTER EXPENSE

7,873

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.

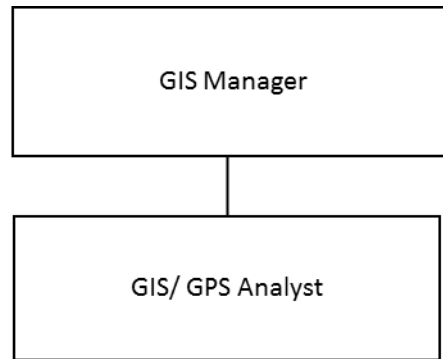
12 DATA CENTER

281,758

CITY OF AMERICUS
2020 OPERATING BUDGET

GIS DEPARTMENT

Budgeted 2020



CITY OF AMERICUS
2020 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.

2020 Goals & Objectives

1. The 2020 Census Data work started in March of 2018. This will continue to work with the Census providing data/information needed.
2. E-911 is changing to a new system and software later in the year and we will be working on getting GIS data to their new format.
3. Continue to build new GIS data to help with day to day operation of both City and County governments.
4. Continue working on building footprints, information, and location on tax parcels.
5. Continue on with the next level in GIS. Which means keep all GIS maps, data, apps, services for our City and County departments up to current standards.
6. Continue to update GIS Facebook page to post new maps or changes to GIS maps.
7. Continue to work with Storm Water Project with CAO, Finance Dept and Public Works.
8. Continue to update and maintain all GIS layers and the GIS website.

CITY OF AMERICUS
2020 OPERATING BUDGET

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

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
13 GIS						
100-13-1535-511000 REGULAR PAY	88,165	107,381	106,698	114,898	107,381	107,381
100-13-1535-511300 OVERTIME PAY	0	0	0	- 0	- 0	- 0
100-13-1535-512100 GROUP MEDICAL INSURANC	13,956	13,960	13,972	13,960	15,458	15,458
100-13-1535-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
100-13-1535-512110 GROUP DENTAL INSURANCE	431	406	451	406	472	472
100-13-1535-512200 SOCIAL SECURITY PAYMEN	6,557	8,215	8,154	8,790	8,215	8,215
100-13-1535-512400 RETIREMENT SYSTEM	9,007	10,738	8,149	11,134	10,405	10,405
100-13-1535-512700 WORKER'S COMPENSATION	895	913	1,004	4,363	4,078	4,078
100-13-1535-522000 OTHER OUTSIDE SERVICES	7,016	11,000	1,518	12,000	10,000	10,000
100-13-1535-522201 OFFICE EQUIP-REP & MAINT	1,385	2,500	95	2,500	2,500	2,500
100-13-1535-522202 AUTO & TRUCK-REP & MAIN	176	1,000	353	1,000	1,000	1,000
100-13-1535-522206 COMPUTER-REP AND MAINT	10,675	16,000	16,769	16,700	16,700	16,700
100-13-1535-523200 TELEPHONE	1,887	1,000	2,089	1,122	1,122	1,122
100-13-1535-523600 DUES & SUBSCRIPTIONS	120	100	0	200	200	200
100-13-1535-523700 TRAINING & MEETINGS	4,910	7,000	1,355	7,800	7,800	7,800
100-13-1535-523900 UNIFORMS	0	300	71	300	300	300
100-13-1535-531100 OFFICE/COMPUTER SUPPLIE	2,636	3,300	2,048	3,500	3,500	3,500
100-13-1535-531210 WATER SEWER AND GARBA	0	0	0	900	900	900
100-13-1535-531225 STORM WATER	0	0	0	250	250	250
100-13-1535-531230 ELECTRICITY	4,796	3,600	4,562	3,600	3,600	3,600
100-13-1535-531270 GASOLINE ALLOCATED	345	800	723	800	800	800
100-13-1535-542101 OFFICE EQUIPMENT	0	0	0	- 0	- 0	- 0
100-13-1535-542400 COMPUTER EQUIPMENT	0	2,700	0	3,000	3,000	3,000
100-13-1535-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0
100-13-1535-551101 DATA CENTER EXPENSE	1,784	3,149	1,882	3,149	3,149	3,149

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-13-1535-581200 CAPITAL LEASE PAYMENT	0	0	0	- 0	- 0	- 0
13 GIS	154,740	194,062	169,891	210,372	200,830	200,830

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

13 GIS

100-13-1535-511000	REGULAR PAY	107,381
	Personnel Requirements:	
	Current	
	GIS Manager	1
	GIS/GPS Analyst (full-time)	1
		2
100-13-1535-512100	GROUP MEDICAL INSURA	15,458
	The requested amount represents \$6,980 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.	
	The recommended amount represents \$7,729 per employee.	
100-13-1535-512110	GROUP DENTAL INSURAN	472
	This amount represents \$236 per employee.	
100-13-1535-512200	SOCIAL SECURITY PAYM	8,215
	This amount is 7.65% of the total salary of the department.	
100-13-1535-512400	RETIREMENT SYSTEM	10,405
	This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.	
100-13-1535-512700	WORKER'S COMPENSATIO	4,078
	This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.	

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION APPROVED BUDGET

100-13-1535-522000 OTHER OUTSIDE SERVICE 10,000

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

Part of this amount goes to contract GIS work. Support is a critical aspect to ensuring the success of any project from start to finish and beyond. This will leverage support and maintenance for the City of Americus & Sumter County Departments. The following items requiring support includes: Geodatabase Support, Geodatabase Management, ESRI software upgrades (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, equipment, servers or lack of personnel. We will also use this to continue to build our Utilities Network for Water, Sewer and Storm Water, Building footprints, Easement and Right-of-Way databases with the help of outside sources.

100-13-1535-522201 OFFICE EQUIP-REP & MAI 2,500

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 2019 and repairs at cost of \$600 so far for 2018 & 2019.

100-13-1535-522202 AUTO & TRUCK-REP & M 1,000

Requested Amount: \$1000

The amount requested is for vehicle maintenance.

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

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

16,700

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 2018#
- \$ 915 Trimble Positions Software Maintenance Contract 2019#
- \$ 1,200 miscellaneous upgrades

\$ 16,685

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

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

100-13-1535-523200 TELEPHONE

1,122

Requested Amount: \$1122

This is the estimated amount to cover telephone services for the GIS Department.
Amount based on cost from 2019.

100-13-1535-523600 DUES & SUBSCRIPTIONS

200

Requested Amount: \$200

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

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-13-1535-523700 TRAINING & MEETINGS

7,800

Requested Amount: \$7,800

This amount will cover the training and travel expenses of the GIS Coordinator and/or the GIS/GPS Analyst that are needed to maintain the high level of efficiency and accuracy that is required for field operations and database work. These conferences and training meetings are very beneficial to the department in the form of education and networking within the state and the GIS industry. This is also to cover any GIS sponsored meetings and/or luncheons. Also, due to hiring a new GIS/GPS Analyst in 2018, he will need additional training. We will be adding new and additional software in 2019 and 2020 to our GIS Department. There will be additional cost for this training. We were not able to complete all of our training in 2019 due to budget cuts.

100-13-1535-523900 UNIFORMS

300

Requested Amount: \$300

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

100-13-1535-531100 OFFICE/COMPUTER SUPPL

3,500

Requested Amount: \$3,500

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

100-13-1535-531210 WATER SEWER AND GAR

900

Requested Amount: \$990

Utility services

100-13-1535-531225 STORM WATER

250

Requested Amount \$250

Utility services

100-13-1535-531230 ELECTRICITY

3,600

Electricity Services

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-13-1535-531270 GASOLINE ALLOCATED

800

Requested Amount: \$800

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

100-13-1535-542400 COMPUTER EQUIPMENT

3,000

Requested Amount: \$3000

I will need to replace the main GIS computer this year. (Beverly's Computer) This computer is replaced every two years due to changes in our software and our computer systems must stay as current as possible. Once this computer is replaced it will be moved to the GIS Analyst.

100-13-1535-551101 DATA CENTER EXPENSE

3,149

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

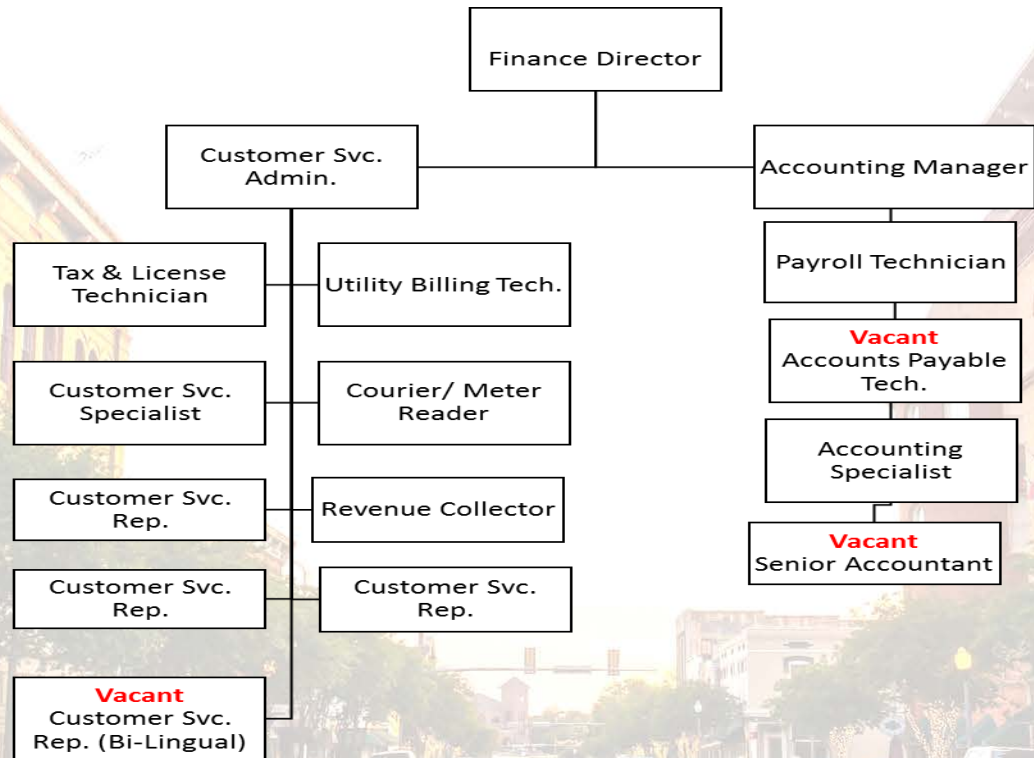
13 GIS

200,830

CITY OF AMERICUS
2020 OPERATING BUDGET

Finance Department

2020



CITY OF AMERICUS
2020 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 – 2020

Quality Customer Service:

- Continue to improve internal reporting and processes to increase employee productivity
- Cross train employees regarding customer service and utility billing duties
- Continue to utilize agencies to assist in collection of delinquent utility customers
- Continue to improve the telephone system for improved customer service to include automated interactive voice response(IVR) system for payment arrangements, balances, and payments.
- Update ordinances to include purchasing policies and e-signatures
- Upgrade financial software, and billing software
- 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

Time Frame

On-going
On-going
On-going
2018-2020
On-going
2020
On-going

Educate/Involve Citizens:

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

Time Frame

As Needed
As Needed

Treasury Management / Record Keeping:

- Complete annual audit & submission of CAFR for Certificate of Achievement in Financial Reporting
- Improve collection of Storm Water only accounts through garnishment/court

Time Frame

May/June
On-going

CITY OF AMERICUS
2020 OPERATING BUDGET

- Continue to improve annual operating budget and submission of Budget Documents for Distinguished Budget On-going
- Continue to look at ways to improve payment methods/ options for our citizens to include payment kiosk Ongoing
- 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
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
14 FINANCE DEPARTMENT						
100-14-1510-511000 REGULAR PAY	304,985	397,845	320,622	455,132	388,498	388,498
100-14-1510-511300 OVERTIME PAY	11,622	10,000	10,900	12,800	12,800	12,800
100-14-1510-512100 GROUP MEDICAL INSURANC	48,828	45,370	45,365	48,860	56,348	56,348
100-14-1510-512101 OPT OUT INSURANCE PLAN	7,385	9,000	9,000	9,000	9,000	9,000
100-14-1510-512110 GROUP DENTAL INSURANCE	2,089	2,030	1,178	2,030	2,360	2,360
100-14-1510-512200 SOCIAL SECURITY PAYMEN	23,936	31,200	25,950	35,797	30,699	30,699
100-14-1510-512400 RETIREMENT SYSTEM	31,878	40,785	28,814	45,343	38,886	38,886
100-14-1510-512700 WORKERS COMPENSATION	790	867	954	993	850	850
100-14-1510-521100 PURCHASED/CONTRACTED	0	0	0	- 0	- 0	- 0
100-14-1510-521203 AUDIT FEES	39,000	36,000	44,000	45,000	44,000	44,000
100-14-1510-521205 CLERK OF COURT	2,904	6,500	14,650	11,400	11,400	11,400
100-14-1510-522000 OTHER OUTSIDE SERVICES	39,149	48,200	48,558	56,100	55,100	55,100
100-14-1510-522201 OFFICE EQUIP-REP & MAINT	4,173	5,000	2,835	2,900	2,900	2,900
100-14-1510-522206 COMPUTER-REP & MAINT	20,077	22,500	18,787	23,400	23,400	23,400
100-14-1510-523100 INSURANCE EXPENSE	2,463	3,500	3,546	3,300	3,300	3,300
100-14-1510-523200 TELEPHONE	8,140	9,800	9,934	10,000	9,864	9,864
100-14-1510-523201 POSTAGE	7,711	11,000	6,244	16,000	11,000	11,000
100-14-1510-523301 ADVERTISING EXPENSE	0	4,500	1,842	4,500	4,500	4,500
100-14-1510-523550 TAG / TITLE EXPENSE	1,668	500	1,281	1,500	1,500	1,500
100-14-1510-523600 DUES & SUBSCRIPTIONS	340	770	544	770	770	770
100-14-1510-523700 TRAINING AND MEETINGS	8,343	15,500	10,978	15,500	14,500	14,500
100-14-1510-523909 SALE FEES	0	1,000	0	1,000	1,000	1,000
100-14-1510-531100 OFFICE/COMPUTER SUPPLIE	9,165	11,100	6,432	11,000	11,000	11,000
100-14-1510-531210 WATER, SEWAGE & GARBAG	2,099	1,500	1,356	1,700	1,700	1,700
100-14-1510-531225 STORM WATER	538	540	517	580	580	580

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-14-1510-531230 ELECTRICITY	9,698	9,800	9,123	9,800	9,800	9,800
100-14-1510-531270 GASOLINE ALLOCATED	0	0	23	- 0	- 0	- 0
100-14-1510-531700 OTHER SUPPLIES	2,442	2,200	1,108	2,200	2,200	2,200
100-14-1510-541300 BUILDINGS	0	0	0	- 0	- 0	- 0
100-14-1510-542101 OFFICE EQUIPMENT	0	5,000	5,056	- 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	7,845	6,300	8,106	- 0	6,300	6,300
100-14-1510-573000 BANK CHARGES	21,186	23,000	21,566	23,000	23,000	23,000
100-14-1510-581300 PRINCIPAL PAYMENTS	17,915	18,400	19,910	18,800	18,800	18,800
100-14-1510-582300 INTEREST EXPENSE	4,165	3,800	4,010	3,300	3,300	3,300
100-14-1530-521201 LEGAL EXPENSES	2,067	2,500	2,140	2,500	2,500	2,500
100-14-1565-531108 BUILDING REPAIR & MAINT	<u>1,994</u>	<u>5,800</u>	<u>4,470</u>	<u>4,000</u>	<u>3,000</u>	<u>3,000</u>
14 FINANCE DEPARTMENT	644,598	791,807	689,800	878,205	804,855	804,855

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

14 FINANCE DEPARTMENT

100-14-1510-511000 REGULAR PAY 388,498

Personnel Requirements:

Current

Finance Director	1
Accounting Manager	1
Customer Service Rep	2
Customer Service Specialist	1
Accounts Payable Technician	1
Accounting Specialist	1
Payroll Technician	1
Tax & Licensed Technician	1
Senior Accountant*	1

10

* Position is budgeted for hiring after mid-year.

100-14-1510-511300 OVERTIME PAY 12,800

Requested Amount: \$12,800

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 INSURA 56,348

The requested amount represents \$6,980 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.

The recommended amount represents \$7,729 per employee.

100-14-1510-512101 OPT OUT INSURANCE PLA 9,000

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

100-14-1510-512110 GROUP DENTAL INSURAN 2,360

This amount represents \$236 per employee.

100-14-1510-512200 SOCIAL SECURITY PAYM 30,699

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

CITY OF AMERICUS		APPROVED
<u>ACCOUNT NUMBER/DESCRIPTION</u>	2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>BUDGET</u>
100-14-1510-512400	RETIREMENT SYSTEM	38,886
	This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.	
100-14-1510-512700	WORKERS COMPENSATIO	850
	This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.	
100-14-1510-521203	AUDIT FEES	44,000
	This is the allocation of the total audit fees to the Finance Department. The total amount for 2019 includes the following:	
	\$44,000 Audit*	
	\$ 1,000 Revenue Bond Disclosure or Misc research	
	<u> </u>	
	\$45,000	
	*Included the addition of the Health Insurance Fund	
	Recommended Amount: \$44,000	
100-14-1510-521205	CLERK OF COURT	11,400
	Requested Amount: \$11,400	
	This amount is based on the charge of \$12.00 per Fifa for each delinquent account. The estimated amount for 2020 is 950 Fifas. There is a corresponding revenue account because the fifa is paid by the taxpayer.	

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

**APPROVED
BUDGET**

100-14-1510-522000 OTHER OUTSIDE SERVICE

\$55,100

Requested Amount: \$56,100

- \$ 600 CAFR Application
- \$ 1,700 Printing of CAFR
- \$ 5,000 Printing of Budget
- \$ 9,000 GMA hotel tax management services
- \$ 5,500 Interim Tax Billing (Harris)
- \$ 5,500 Final Tax Billing (Harris)
- \$ 3,700 Web-pay maintenance - Taxes (Harris)
- \$ 700 Matching Interim and Final Bills (Harris)
- \$ 9,800 User Fees for Tax Service (Harris-11 Users)
- \$ 1,500 Annual Browser Maintenance (New Look-11 Users)
- \$ 1,500 Floor Cleaning Services(annual)
- \$ 3,600 Facility cleaning services
- \$ 2,500 Payments to State for uncashed checks
- \$ 3,200 Landscape (Customer Service Center)
- \$ 800 Softdocs - New Bank accounts (estimated 2)
- \$ 1,500 Equifax (minimum monthly charge) and credit checks

\$56,100

Recommended Amount: \$55,100

- \$ 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)
- \$ 3,700 Web-pay maintenance - Taxes (Harris)
- \$ 700 Matching Interim and Final Bills (Harris)
- \$ 9,800 User Fees for Tax Service (Harris-11 Users)
- \$ 1,500 Annual Browser Maintenance (New Look-11 Users)
- \$ 1,500 Floor Cleaning Services(annual)
- \$ 3,600 Facility cleaning services
- \$ 2,500 Payments to State for uncashed checks
- \$ 3,200 Landscape (Customer Service Center)
- \$ 800 Softdocs - New Bank accounts (estimated 2)
- \$ 1,500 Equifax (minimum monthly charge) and credit checks

\$55,100

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

100-14-1510-522201 OFFICE EQUIP-REP & MAI

2,900

Requested: \$2,900

\$1,000 Postage meter and scales

\$1,200 Copier Maintenance

\$ 700 Miscellaneous repairs

\$2,900

100-14-1510-522206 COMPUTER-REP & MAINT

23,400

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

\$19,600 CSI maintenance contract (increase annually)

\$ 600 Softdocs maintenance contract

\$ 600 Incidental printer repairs

\$ 1,000 CSI Gemini maintenance (data backup & recovery)

\$ 1,600 Maintenance for folder/sealer (checks)

\$23,400

100-14-1510-523100 INSURANCE EXPENSE

3,300

Requested Amount: \$3,300

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, 2020 resulting in an effective rate for 2020 of 3.33%.

100-14-1510-523200 TELEPHONE

9,864

The requested amount includes the following:

\$2,420 Enterprise Billing (Mediacom)

\$ 960 Bandwidth (telephone lines)

\$5,250 AT&T Club Service

\$ 480 Birch Communications (long distance)

\$ 800 Finance Director cell phone (include hotspot/wi-fi)

\$ 80 Fusion Cloud

\$10,000

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

11,000

100-14-1510-523201 POSTAGE

Requested Amount: \$16,000

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 and postal processing changes. The requested amount is the 2018 YTD amount annualized.

Recommended Amount: \$11,000

100-14-1510-523301 ADVERTISING EXPENSE

4,500

Requested Amount: \$4,500

This amount includes newspaper and radio advertising for the following:

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

100-14-1510-523550 TAG / TITLE EXPENSE

1,500

Requested Amount: \$1,500

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

100-14-1510-523600 DUES & SUBSCRIPTIONS

770

The requested amount includes the following:

- \$570 GFOA (3 memberships)
- \$150 GGFOA (3 memberships)
- \$ 50 Times Recorder

\$770

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET
14,500

ACCOUNT NUMBER/DESCRIPTION

100-14-1510-523700 TRAINING AND MEETING

Requested Amount: \$15,500

- \$ 5,000 Georgia Finance Officers Association (3 employees)
- \$ 1,500 Spring Finance Officers or GMA Annual Meeting (Finance Director)
- \$ 1,000 Webinars (GFOA & CSI)
- \$ 8,000 Carl Vinson Inst. of Gov't (Staff training including Finance Officer Certification, updates to Payroll Policies, etc.) (10 employees)

\$15,500

Recommended Amount: \$14,500

100-14-1510-523909 SALE FEES

1,000

Requested Amount: \$1,000

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

100-14-1510-531100 OFFICE/COMPUTER SUPPL

11,000

Requested Amount: \$11,100

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

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

1,700

Requested Amount: \$1,700

The requested amount is the 2019 current ytd amount annualized.

100-14-1510-531225 STORM WATER

580

Requested Amount: \$580

This is the storm water fees for the building and parking lot at the Customer Service Center. The requested amount is the 2019 ytd annualized.

100-14-1510-531230 ELECTRICITY

9,800

Requested Amount: \$9,800

This is for electricity at the Customer Service Center. The requested amount is the 2019 current ytd amount annualized.

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>APPROVED BUDGET</u>
100-14-1510-531700 OTHER SUPPLIES Requested Amount: \$2,200 This is for janitorial supplies and other supplies needed to support the Customer Service Center.		2,200
100-14-1510-551101 DATA CENTER EXPENSE This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.		6,300
100-14-1510-573000 BANK CHARGES 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 2019 YTD amount annualized.		23,000
100-14-1510-581300 PRINCIPAL PAYMENTS Requested Amount: \$18,800 This is the capital lease payment to the Payroll Development Authority for the Customer Service Center.		18,800
100-14-1510-582300 INTEREST EXPENSE Requested Amount: \$3,300 This is the capital lease payment to the Payroll Development Authority for the Customer Service Center.		3,300
100-14-1530-521201 LEGAL EXPENSES 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.		2,500

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET
3.000

ACCOUNT NUMBER/DESCRIPTION

100-14-1565-531108 BUILDING REPAIR & MAI

Requested Amount: \$4,000

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

Recommended Amount: \$3,000

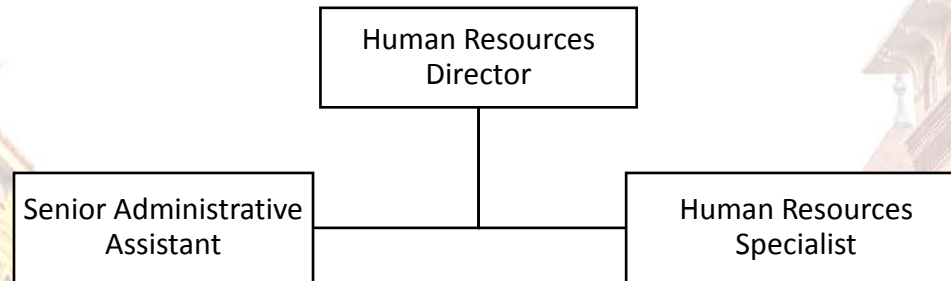
14 FINANCE DEPARTMENT

804,855

CITY OF AMERICUS
2020 OPERATING BUDGET

HUMAN RESOURCES DEPARTMENT

Budgeted 2020



CITY OF AMERICUS
2020 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 – 2020

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

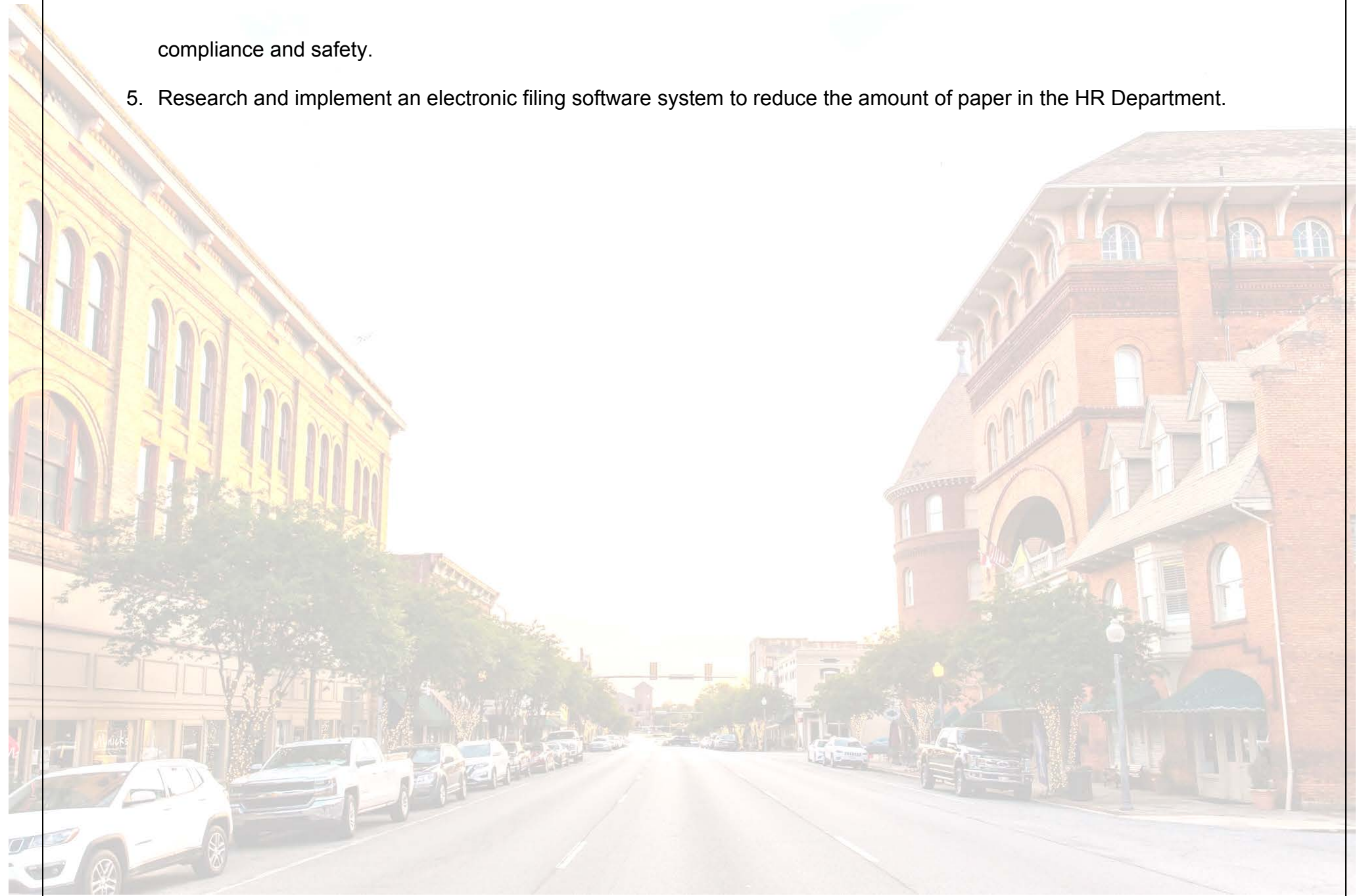


work with the Safety Committee to be and implement proactive initiatives to compensation claims with our on a quarterly basis to identify training

CITY OF AMERICUS
2020 OPERATING BUDGET

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
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
15 HUMAN RESOURCES						
100-15-1530-521201 LEGAL EXPENSES	3,724	4,000	13,213	10,000	10,000	10,000
100-15-1540-511000 REGULAR PAY	160,251	160,880	160,106	172,292	160,880	160,880
100-15-1540-511300 OVERTIME PAY	4,205	4,500	5,682	5,000	4,500	4,500
100-15-1540-512100 GROUP MEDICAL INSURANC	19,227	20,940	20,977	20,940	23,187	23,187
100-15-1540-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
100-15-1540-512110 GROUP DENTAL INSURANCE	800	609	614	609	708	708
100-15-1540-512200 SOCIAL SECURITY PAYMEN	12,010	12,652	12,298	13,563	12,652	12,652
100-15-1540-512400 RETIREMENT SYSTEM	15,346	16,538	13,869	17,180	16,025	16,025
100-15-1540-512700 WORKERS' COMPENSATION	381	351	387	376	351	351
100-15-1540-512900 WELLNESS PROGRAM	5,729	12,500	9,180	12,500	12,500	12,500
100-15-1540-512901 EMPLOYEE RELATION EXP	10,332	8,400	11,100	8,400	8,400	8,400
100-15-1540-522000 OTHER OUTSIDE SERVICES	78,128	74,661	60,179	82,030	72,030	72,030
100-15-1540-522201 OFFICE EQUIP-REP & MAINT	1,664	7,500	2,219	7,500	7,500	7,500
100-15-1540-522206 COMPUTER-REPAIR & MAIN	1,732	2,000	1,688	2,000	2,000	2,000
100-15-1540-523200 TELEPHONE	2,997	2,615	3,600	2,615	2,615	2,615
100-15-1540-523301 ADVERTISING EXPENSE	1,180	5,599	869	5,599	3,254	3,254
100-15-1540-523600 DUES & SUBSCRIPTIONS	2,607	1,998	2,738	1,998	1,998	1,998
100-15-1540-523700 TRAINING AND MEETINGS	2,587	17,210	16,875	8,710	8,710	8,710
100-15-1540-531100 OFFICE/COMPUTER SUPPLIE	3,867	4,500	2,882	4,500	4,500	4,500
100-15-1540-531210 WATER, SEWAGE & GARBAG	0	0	0	- 0	- 0	- 0
100-15-1540-531225 STORM WATER	0	0	0	- 0	- 0	- 0
100-15-1540-531230 ELECTRICITY	2,664	2,000	2,534	2,000	2,000	2,000
100-15-1540-531402 SAFETY PROGRAM EXPENSE	702	2,500	3,217	3,000	3,000	3,000
100-15-1540-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>2018</u>	BUDGET <u>2019</u>	ACTUAL <u>12/31/2019</u>	REQUESTED <u>2020</u>	RECOMM <u>2020</u>	APPROVED <u>2020</u>
100-15-1540-551101 DATA CENTER EXPENSE	1,717	2,362	1,855	2,362	2,362	2,362
15 HUMAN RESOURCES	331,850	364,315	346,081	383,174	359,172	359,172

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

15 HUMAN RESOURCES

100-15-1530-521201 LEGAL EXPENSES 10,000

Requested Amount: \$10,000 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 160,880

Personnel Requirements: Current

Human Resources Director 1
Human Resources Specialist 1
Sr. Administrative Assistant 1

3

100-15-1540-511300 OVERTIME PAY 4,500

Requested Amount: \$5,000
The requested amount includes overtime for open enrollment, organizing annual Health Fair, wellness events and other special projects in order to meet deadlines. The requested amount has increased to compensate for the addition of the Sr. Administrative Assistant position which is no longer split between two Departments. The position is requested fully in the HR Budget's Department.

Recommended Amount: \$4,500

100-15-1540-512100 GROUP MEDICAL INSURA 23,187

The requested amount represents \$6,980 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.

The recommended amount represents \$7,729 per employee.

100-15-1540-512110 GROUP DENTAL INSURAN 708

This amount represents \$236 per employee.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION APPROVED BUDGET

100-15-1540-512200 SOCIAL SECURITY PAYM 12,652

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

100-15-1540-512400 RETIREMENT SYSTEM 16,025

This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-15-1540-512700 WORKERS' COMPENSATIO 351

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

100-15-1540-512900 WELLNESS PROGRAM 12,500

Requested \$12,500

- \$5,500 Incentives for program participation
- \$1,000 Annual Health Fair
- \$6,000 Employee Gym Membership Shared Cost

\$12,500

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

100-15-1540-512901 EMPLOYEE RELATION EX 8,400

Requested \$8,400

- \$3,000 Employee Recognition program
- \$ 400 New Employee Orientation
- \$5,000 Employee Appreciation and Holiday Event

\$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 \$5,000 to cover the cost of annual employee appreciation and holiday event.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

100-15-1540-522000 OTHER OUTSIDE SERVICE 72,030

Requested \$82,030

The requested amount includes the following:

- \$39,500 Employment Screenings and Physicals (estimate 39,456)
- \$ 4,000 EAP Program (includes yearly drug & alcohol training)
- \$ 4,000 Promotional Assessment
- \$ 100 Shipping & postage
- \$ 1,500 Other (psychological, fingerprints, polygraphs)
- \$ 1,800 Cobra Administration Fee
- \$14,100 Firefighters' Cancer Insurance Benefits
- \$ 5,165 GA Firefighters' Pension Fund
- \$ 1,865 Peace Officer's Annuity and Benefit Fund
- \$10,000 *Performance Appraisal Software

*Performance Management Software will allow the ability to automate, track, and enhance overall employee performance and support the purpose of employee check-ins, coaching, and evaluation process with user-friendly tools that help eliminate tasks and provide efficiency to the City's employee performance appraisal process while reducing the risk of errors.

Recommended Amount: \$72,030

The recommended amount removes \$10,000 Performance Appraisal Software.

100-15-1540-522201 OFFICE EQUIP-REP & MAI 7,500

100-15-1540-522206 COMPUTER-REPAIR & MA 2,000

Requested Amount: \$2,000

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

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

100-15-1540-523200 TELEPHONE

2,615

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

3,254

Requested Amount: \$5,599

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

100-15-1540-523600 DUES & SUBSCRIPTIONS

1,998

Requested Amount: \$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
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-15-1540-523700 TRAINING AND MEETING

8,710

Requested Amount: \$8,710

Requested

\$1,810 GLGPA Spring & Fall Conference for HR Staff Members
 \$ 0 Biennial Anti-Harassment Training for all Employees (Off year)
 \$ 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 2021
 ** 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.

100-15-1540-531100 OFFICE/COMPUTER SUPPL

4,500

Requested Amount: \$4,500
 \$1,000 Printer Cartridges
 \$3,000 Cabinets and etc.
 \$ 500 1/2 of copier supplies

\$4,500

*This includes an additional amount to cover the cost of upgrading all personnel files and personnel file room improvements.

100-15-1540-531230 ELECTRICITY

2,000

100-15-1540-531402 SAFETY PROGRAM EXPEN

3,000

Requested Amount: \$2,500
 This is for annual employee safety incentives T-Shirts and Giveaways.

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-15-1540-551101 DATA CENTER EXPENSE

2,362

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

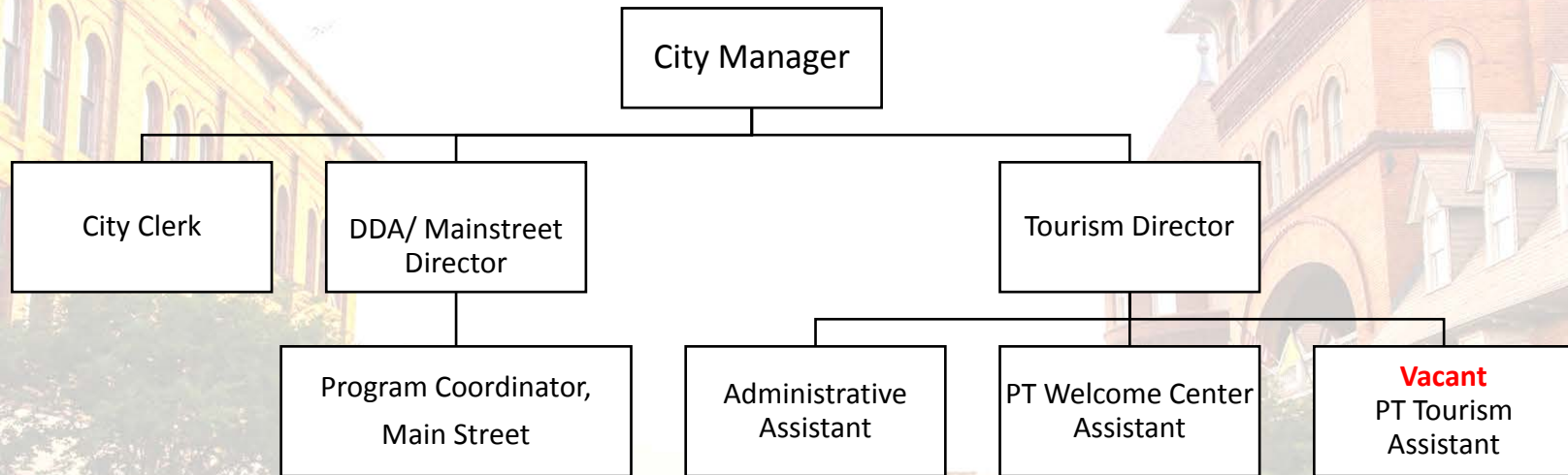
15 HUMAN RESOURCES

359,172

CITY OF AMERICUS
2020 OPERATING BUDGET

CITY MANAGER

Budgeted 2020



CITY OF AMERICUS
2020 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 – 2020

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

CITY OF AMERICUS
2020 OPERATING BUDGET

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

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
18 CITY MANAGER						
100-18-1320-511000 REGULAR PAY	196,029	192,466	172,430	250,586	198,837	198,837
100-18-1320-511300 OVERTIME PAY	0	0	0	- 0	- 0	- 0
100-18-1320-512100 GROUP MEDICAL INSURANC	8,613	13,960	14,031	13,960	8,478	8,478
100-18-1320-512101 OPT OUT INSURANCE PLAN	0	0	1,962	3,000	3,000	3,000
100-18-1320-512110 GROUP DENTAL INSURANCE	1,153	406	166	609	472	472
100-18-1320-512200 SOCIAL SECURITY PAYMEN	13,294	14,724	12,949	19,170	15,211	15,211
100-18-1320-512400 RETIREMENT SYSTEM	20,905	19,247	18,895	24,282	19,267	19,267
100-18-1320-512700 WORKERS' COMPENSATION	702	554	609	721	572	572
100-18-1320-522000 OTHER OUTSIDE SERVICES	6,251	23,700	2,898	13,700	3,700	3,700
100-18-1320-522201 OFFICE EQUIP-REP & MAINT	1,609	1,800	1,912	1,800	1,800	1,800
100-18-1320-522202 AUTO & TRUCK-REP & MAIN	0	0	0	- 0	- 0	- 0
100-18-1320-522206 COMPUTER-REP & MAINT	11,398	12,467	11,391	12,467	12,467	12,467
100-18-1320-523101 CLAIM SETTLEMENTS	39,701	0	112,038	- 0	- 0	- 0
100-18-1320-523200 TELEPHONE	3,396	4,450	4,829	5,980	5,980	5,980
100-18-1320-523301 ADVERTISING EXPENSE	483	0	90	750	750	750
100-18-1320-523600 DUES & SUBSCRIPTIONS	235	0	970	2,560	2,560	2,560
100-18-1320-523700 TRAINING & MEETINGS	10,157	14,500	16,105	42,240	18,400	18,400
100-18-1320-523900 UNIFORMS	0	1,200	2,536	1,200	600	600
100-18-1320-531100 OFFICE/COMPUTER SUPPLIE	3,957	5,000	6,524	2,000	2,000	2,000
100-18-1320-531210 WATER, SEWAGE & GARBAG	0	0	0	- 0	- 0	- 0
100-18-1320-531225 STORM WATER	0	0	0	- 0	- 0	- 0
100-18-1320-531230 ELECTRICITY	5,062	4,000	4,815	- 0	- 0	- 0
100-18-1320-531270 GASOLINE ALLOCATED	0	0	219	- 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

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-18-1320-542400 COMPUTER EQUIPMENT	0	700	0	- 0	- 0	- 0
100-18-1320-542900 OTHER CAPITAL EXPENDITU	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	2,591	1,575	2,770	- 0	1,575	1,575
100-18-1400-571000 ELECTION EXPENSE	0	0	0	- 0	- 0	- 0
100-18-1530-521201 LEGAL EXPENSES	<u>380</u>	<u>0</u>	<u>4,522</u>	<u>5,000</u>	<u>4,500</u>	<u>4,500</u>
18 CITY MANAGER	325,915	310,749	392,661	400,025	300,169	300,169

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

18 CITY MANAGER

100-18-1320-511000 REGULAR PAY 198,837

Personnel Requirements:

	Current	Requested	Recommended
City Manager	1	1	1
City Clerk	1	1	1
Administrative Coordinator		1	0
	2	3	2

The requested amount includes the addition of the Administrative Coordinator and associated salary.

The recommended amount removes the Administrative Coordinator

100-18-1320-512100 GROUP MEDICAL INSURA 8,478

The requested amount represents \$6,980 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.

The recommended amount represents \$7,729 per employee.

100-18-1320-512101 OPT OUT INSURANCE PLA 3,000

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

100-18-1320-512110 GROUP DENTAL INSURAN 472

This amount represents \$236 per employee.

100-18-1320-512200 SOCIAL SECURITY PAYM 15,211

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

100-18-1320-512400 RETIREMENT SYSTEM 19,267

This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

100-18-1320-512700 WORKERS' COMPENSATIO 572

This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

100-18-1320-522000 OTHER OUTSIDE SERVICE

3,700

Requested Amount \$13,700

The requested amount includes the following:

- \$1,300 Document Purging *
- \$1,000 Codification of Ordinances, includes annual fee of \$350 *
- \$ 400 Code of Ordinances-Internet *
- \$10,000 Legal Review of City Ordinances**

\$13,700

* The requested amounts are based on actual spent in 2019.

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

Recommended Amount: \$3,700

Recommended amount removes the Legal Review of City Ordinances.

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

1,800

Requested Amount: \$1800

The requested amount is for copier and radio maintenance. The copier maintenance is shared equally with the Human Resources department. We are also charged a per copy amount for color copies. This is the 2019 number annualized.

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

12,467

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 2019.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

**APPROVED
BUDGET**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>BUDGET</u>
100-18-1320-523200 TELEPHONE	5,980
The requested amount includes the following:	
\$1,083 Enterprise Billing (Mediacom internet)	
\$ 882 Bandwidth (telephone)	
\$1,977 Fax/elevator through AT&T	
\$2,038 Cell phones (2)	
\$5,980	
This is based on actual spent for 2019 annualized.	
100-18-1320-523301 ADVERTISING EXPENSE	750
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	2,560
The request includes the following:	
\$ 125 GCCMA (CM)	
\$ 75 GMCA	
\$ 20 GA Records Assoc.	
\$ 135 IIMC dues	
\$1,100 ICMA dues (CM)	
\$ 35 NIGP GA Chapter dues (purchasing)	
\$ 30 GPAG (purchasing)	
\$ 0 Notary Renewal for City Clerk * This was renewed in 2017.	
\$ 150 Government Finance Officers Association (CM)	
\$ 150 Government Finance Officers Association (City Clerk)	
\$ 300 Japan American Society (JASG) (CM)	
\$ 440 SCI (CM)	
\$2,560	
100-18-1320-523700 TRAINING & MEETINGS	18,400
CM	
Requested GCCMA Spring & Fall Conference	
\$ 1,200	
\$ 2,400 GMA Annual Conference	
\$ 3,000 ICMA Conference	
\$ 1,200 Mayor's Day	
\$ 1,000 Other Travel	
\$ 500 other expenses, meals for business meetings.	

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

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 - St. Louis Missouri ****
\$ 1,500	Region III, IIMC Conference - Orlando, Florida****
\$ 1,000	GPAG Conference
\$ 800	Other expenses, meals for business meetings
\$ 1,200	Mayor's Day

\$22,400

*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 and the GMA Legislative Police Committee.

**** IIMC Conferences are a great networking conference with Clerks from all over the world. I currently serve as the Vice President of the GMC/FOA and it is important that board members attend. I will serve as President in 2020.

Other Training and Meetings:

\$10,000 Leadership Development *

\$10,000 Youth Council **

\$20,000

* Organizations that invest in leadership development perform better than

those that don't. Independent, in-depth studies have consistently reached the same conclusion, leadership development is one of the most pressing issues facing organizations globally today and represents a great chance

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

for to seize competitive advantage. One of the most influential internal engines to drive change is a leadership development program that sets out to nurture management talent that is entrepreneurial, enterprise-wide, and strategically driven. Expected deliverables include, but are not limited to, retreats, workshops, cyber study, book studies, management library, application-based learning, peer-to-peer assessments, etc.

** Throughout the state, city leaders are beginning to see their younger residents as a resource for community problem-solving, which has sparked an interest and investment in forming youth councils. These councils work with elected officials, staff and other community leaders to learn first-hand about the public sector and how we tackle important issues. Through this process, student delegates are also discovering that their voice, views, and talents matter to their city leaders and to the betterment of there communities. This is a Georgia Municipal Association and National League of Cities supported initiative.

Recommended:18,400

Changes to the below items:

CM

Requested

\$ 1,200	GCCMA Spring & Fall Conference
\$ 1,900	GMA Annual Conference
\$ 1,000	ICMA Conference
\$ 1,200	Mayor's Day
\$ 1,000	Other Travel
\$ 500	other expenses, meals for business meetings.

CITY CLERK

Requested

\$ 1,600	Municipal Clerks Conference-Feb & Sept*
\$ 1,900	GMA Annual Conference
\$ 800	Georgia Records Conference **
\$ 800	Finance Officer Certification*
\$ 500	Other travel ***
\$ 2,000	IIMC International Conference - St. Louis Missouri ****
\$ 1,500	Region III, IIMC Conference - Orlando, Florida****
\$ 1,000	GPAG Conference
\$ 300	Other expenses, meals for business meetings
\$ 1,200	Mayor's Day

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

Other Training and Meetings:

\$0 Leadership Development *
\$0 Youth Council **

\$

100-18-1320-523900 UNIFORMS 600

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.

Recommended Amount: \$ 600

Change to 1 polo type shirt per employee

100-18-1320-531100 OFFICE/COMPUTER SUPPL 2,000

Requested Amount: \$2,000

The amount based and the actual year to date spent.

100-18-1320-551101 DATA CENTER EXPENSE 1,575

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

100-18-1530-521201 LEGAL EXPENSES 4,500

Requested Amount: \$5,000

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

Recommended Amount: \$4,500

18 CITY MANAGER

300,169

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
19 REES PARK EDC						
100-19-1530-521201 LEGAL EXPENSES	0	0	0	- 0	- 0	- 0
100-19-1565-531108 BUILDING REPAIR & MAINT	8,440	4,382	9,644	43,382	4,382	4,382
100-19-7520-522000 OTHER OUTSIDE SERVICES	3,296	1,500	1,794	5,600	- 0	- 0
100-19-7520-523100 INSURANCE EXPENSE	4,879	5,420	3,899	5,114	5,114	5,114
100-19-7520-523200 TELEPHONE	11,039	5,800	3,398	5,800	5,800	5,800
100-19-7520-531210 WATER, SEWAGE, & GARBA	5,353	3,700	2,215	- 0	3,700	3,700
100-19-7520-531225 STORM WATER	288	500	288	500	500	500
100-19-7520-531230 ELECTRICITY	15,961	11,500	16,925	- 0	15,000	15,000
100-19-7520-531700 OTHER SUPPLIES	0	5,000	262	5,000	1,000	1,000
100-19-7520-551000 ALLOCATION OF EXPENSES	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
19 REES PARK EDC	49,257	37,802	38,425	65,396	35,496	35,496

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

19 REES PARK EDC

100-19-1565-531108 BUILDING REPAIR & MAI

4,382

Requested Amount \$43,382

\$ 1,832	HVAC maintenance contract
\$ 1,320	Elevator maintenance contract \$110 per month
\$ 360	Fire Alarm
\$ 220	Security System
\$ 270	Pest Control
\$ 380	Annual termite inspection
\$39,000	Other maintenance and construction - SPLOST (CARRYOVER FROM 2019)

\$43382

Recommended Amount \$4,382

\$ 1,832	HVAC maintenance contract
\$ 1,320	Elevator maintenance contract \$110 per month
\$ 360	Fire Alarm
\$ 220	Security System
\$ 270	Pest Control
\$ 380	Annual termite inspection

\$ 4,382

This recommended amount removes the carryover. It is reflected in SPLOST (Fund 280).

100-19-7520-523100 INSURANCE EXPENSE

5,114

Requested Amount: \$5,114

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, 2020 resulting in an effective rate for 2020 of 3.33%.

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

5,800

100-19-7520-523200 TELEPHONE

Requested Amount: \$5,800

The requested amount is based on the actual 2018 mid-year cost annualized. This is for cost of internet services and AT&T services related to phones for alarms.

100-19-7520-531210 WATER, SEWAGE, & GAR

3,700

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

100-19-7520-531225 STORM WATER

500

Requested Amount: \$500

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

100-19-7520-531230 ELECTRICITY

15,000

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

1,000

Requested Amount: \$5000

The requested amount is for the purchase of cleaning supplies. We need to purchase new tables, chairs and tablecloths if we continue to rent. The ones we have are completely worn out.

Recommended: \$1,000

Recommended is for the purchase of cleaning supplies.

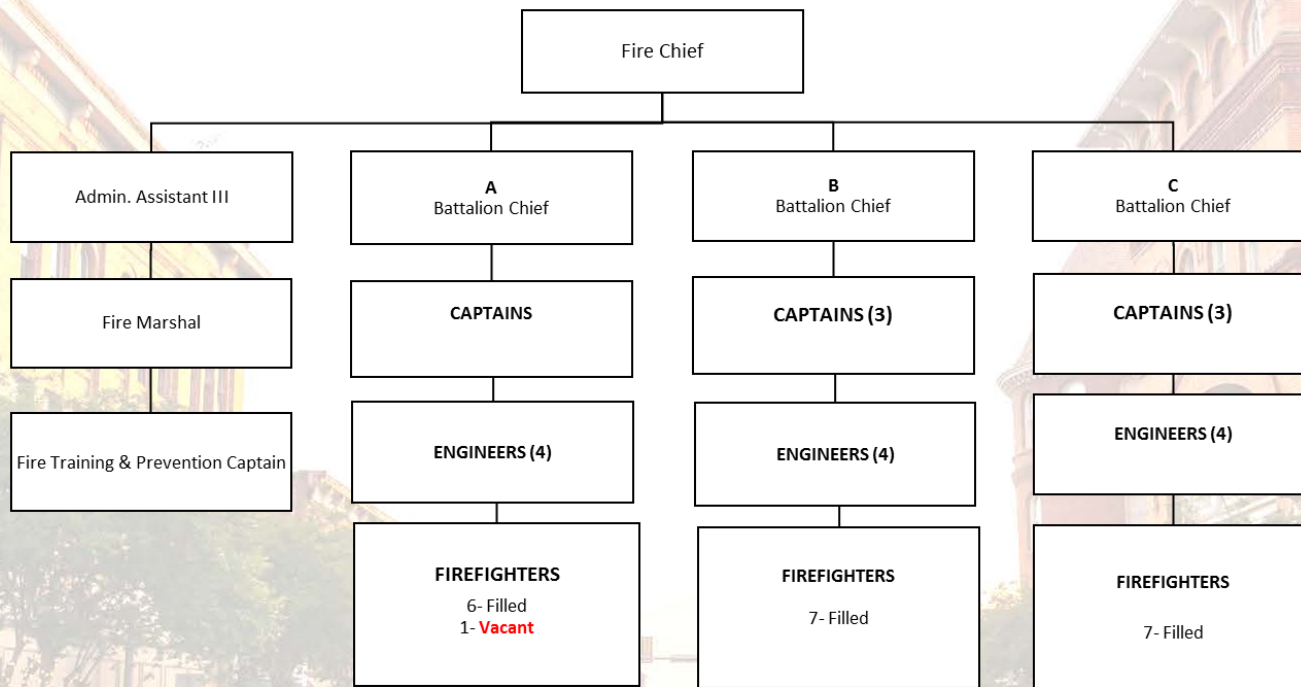
19 REES PARK EDC

35,496

CITY OF AMERICUS
2020 OPERATING BUDGET

FIRE DEPARTMENT

Budgeted 2020



CITY OF AMERICUS
2020 OPERATING BUDGET

FIRE & EMERGENCY SERVICES

MISSION STATEMENT / GENERAL OBJECTIVES

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

GOALS – 2020



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



CITY OF AMERICUS 2020 OPERATING BUDGET

- To build upon and expand the health, wellness and physical conditioning of our employees.



**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
20 FIRE						
100-20-1530-521201 LEGAL EXPENSE	0	0	0	- 0	- 0	- 0
100-20-3200-542102 HOMELAND SECURITY GRA	0	0	42,896	- 0	- 0	- 0
100-20-3500-511000 REGULAR PAY	1,826,208	1,334,365	2,172,410	2,325,138	2,065,331	2,065,331
100-20-3500-511300 OVERTIME PAY	136,117	100,000	96,716	125,000	85,000	85,000
100-20-3500-511301 BUILT IN OVERTIME	110,230	96,000	130,021	135,000	135,000	135,000
100-20-3500-512100 GROUP MEDICAL INSURANC	306,758	286,180	286,047	286,180	328,180	328,180
100-20-3500-512101 OPT OUT INSURANCE PLAN	22,155	21,001	27,578	27,000	27,000	27,000
100-20-3500-512110 GROUP DENTAL INSURANCE	13,238	10,150	8,646	10,150	10,620	10,620
100-20-3500-512200 SOCIAL SECURITY PAYMEN	154,164	117,074	178,876	197,763	174,682	174,682
100-20-3500-512400 RETIREMENT SYSTEM	186,188	153,037	168,276	250,500	221,264	221,264
100-20-3500-512700 WORKERS' COMPENSATION	44,384	30,847	33,908	52,885	47,128	47,128
100-20-3500-522000 OTHER OUTSIDE SERVICES	4,374	25,911	23,037	26,926	26,926	26,926
100-20-3500-522201 OFFICE EQUIP-REP & MAINT	1,180	1,500	1,180	1,500	1,500	1,500
100-20-3500-522202 AUTO & TRUCK-REP & MAIN	78,941	85,000	70,715	78,000	70,000	70,000
100-20-3500-522203 MACH & EQUIP-REP & MAIN	3,900	8,000	9,430	12,000	8,000	8,000
100-20-3500-522206 COMPUTER-REPAIR & MAIN	0	0	0	- 0	- 0	- 0
100-20-3500-523200 TELEPHONE	14,162	10,000	18,393	17,000	17,000	17,000
100-20-3500-523600 DUES & SUBSCRIPTIONS	8,860	12,779	10,795	12,769	12,769	12,769
100-20-3500-523700 TRAINING & MEETINGS	22,088	42,500	29,607	32,500	25,000	25,000
100-20-3500-523900 UNIFORMS	19,007	30,000	23,038	30,000	23,000	23,000
100-20-3500-531100 OFFICE/COMPUTER SUPPLIE	5,786	6,000	6,000	6,000	6,000	6,000
100-20-3500-531101 JANITORIAL SUPPLIES	6,751	8,000	7,645	10,000	8,000	8,000
100-20-3500-531210 WATER, SEWAGE & GARBAG	3,257	6,000	5,178	6,000	6,000	6,000
100-20-3500-531220 NATURAL GAS	12,744	14,000	8,855	14,000	14,000	14,000
100-20-3500-531225 STORM WATER	1,408	2,270	2,315	2,270	2,270	2,270

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-20-3500-531230 ELECTRICITY	32,425	47,600	49,181	48,000	48,00	48,000
100-20-3500-531270 GASOLINE ALLOCATED	35,146	19,200	36,393	32,000	28,00	28,000
100-20-3500-531700 OTHER SUPPLIES	12,032	15,000	8,226	15,000	12,00	12,000
100-20-3500-531740 FLAG EXPENSE	3,568	4,000	4,000	4,000	3,00	3,000
100-20-3500-541300 BUILDINGS	2,395	4,000	0	4,000	2,00	2,000
100-20-3500-542100 MACHINERY & EQUIPMENT	116,575	131,045	101,579	193,299	94,16	94,162
100-20-3500-542101 OFFICE EQUIPMENT	520	4,000	2,001	4,000	2,00	2,000
100-20-3500-542200 TRUCKS & AUTOMOBILES	44,875	600,000	598,003	45,000	-	- 0
100-20-3500-551101 DATA CENTER EXPENSE	10,962	9,448	9,415	15,000	9,44	9,448
100-20-3500-581200 CAPITAL LEASE PAYMENT	154,307	234,000	291,927	149,071	149,07	149,071
100-20-3500-582200 INTEREST EXPENSE	15,397	0	0	- 0	-	- 0
100-20-3530-531107 FIRE PREVENTION SUPPLIES	5,127	6,000	5,119	7,000	6,00	6,000
100-20-3570-522210 STAT #3- REPAIR & MAINT	9,389	13,500	9,998	15,000	10,00	10,000
100-20-3570-522211 STAT #2 - REPAIR & MAINT	5,870	10,300	6,911	12,000	8,00	8,000
100-20-3570-531108 PUBLIC SAFETY BLDG REP &	18,473	25,000	17,673	30,000	20,00	20,000
100-20-3570-581301 PDA LOAN PAYMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
20 FIRE	3,448,963	3,523,707	4,501,986	4,231,951	3,706,351	3,706,351

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

20 FIRE

100-20-3500-511000 REGULAR PAY 2,065,331

Personnel Requirements:

	Current	Requested	Recommended
Fire Chief	1	1	1
Battalion Chief	3	3	3
Admin Assistant	1	0	0
Admin Assistant III *	0	1	1
Training & Prevention Capt.	1	1	0
Captain	9	9	9
Engineer	12	12	12
Firefighter	21	21	21
Prevention/Training Ofc	1	1	0
Fire Marshal	1	1	1
	50	50	49

The requested amount includes a reclassification from Administrative Assistant to Administrative Assistant III and the increase in salary related to the title change.

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

The recommended budget removes the Fire Prevention/Training Officer & has a vacancy factor two for Fire Fighter position.

100-20-3500-511300 OVERTIME PAY 85,000

Requested Amount: \$125,000

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.

Recommended Amount: \$85,000

Reducing based upon more efficient labor management.

100-20-3500-511301 BUILT IN OVERTIME 135,000

Requested Amount: \$135,000

CITY OF AMERICUS		APPROVED
<u>ACCOUNT NUMBER/DESCRIPTION</u>	2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>BUDGET</u>
100-20-3500-512100	GROUP MEDICAL INSURA	328,180
	The requested amount represents \$6,980 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.	
	The recommended amount reduces this amount by a vacancy factor of two.	
100-20-3500-512101	OPT OUT INSURANCE PLA	27,000
	This amount represents \$3,000 per employee for expected Opt Out participation.	
100-20-3500-512110	GROUP DENTAL INSURAN	10,620
	This amount represents \$236 per employee.	
100-20-3500-512200	SOCIAL SECURITY PAYM	174,682
	This amount is 7.65% of the total salary of the department.	
100-20-3500-512400	RETIREMENT SYSTEM	221,264
	This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.	
100-20-3500-512700	WORKERS' COMPENSATIO	47,128
	This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.	

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-20-3500-522000 OTHER OUTSIDE SERVICE

26,926

Requested amount: \$26,926

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
- \$ 5,000 SCBA Flow Testing & Fit Testing*
- \$ 2,540 Other items (air cylinders, gas, etc.)
- \$ 1,300 Overhead door inspection
- \$ 960 Pest Control
- \$ 2,000 Annual testing/calibration/maintenance/repair (including shipping) of our 4 gas detectors
- \$ 8,726 Fire Policy and Daily Training Notices
- \$ 1,200 Public Safety building HVAC monitoring

\$26,926

*All bottles have to be Hydro tested every 5 years. This was done in 2016 and is due again in 2021. The other two testing's must be done yearly.

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

1,500

Requested Amount: \$1,500

This is for annual maintenance on the copier.

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

70,000

Requested Amount: \$78,000

The amount requested is based on the previous two years' average. The City Shop doesn't have a diesel mechanic on staff, and we must use an outside service shop for many repairs.

Recommended Amount: \$70,000

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

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

8,000

Requested Amount: \$12,000

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.

Recommended Amount: \$8,000

100-20-3500-523200 TELEPHONE

17,000

Requested Amount: \$17,000

This amount represents the lines at all 3 stations, and cell phones.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

100-20-3500-523600 DUES & SUBSCRIPTIONS

12,769

Requested Amount: \$12,769

\$ 165	NFPA (1 @ \$165)
\$ 425	GAFC (1 @ \$100/5 @ \$65)
\$1,225	GAFF (49 @ \$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
\$ 375	Intl Assoc of Arson Invst (3 @ \$125)
\$ 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
<hr/>	
\$12,769	

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

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-20-3500-523700 TRAINING & MEETINGS

25,000

Requested Amount: \$32,500

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

Recommended Amount: \$25,000

100-20-3500-523900 UNIFORMS

23,000

Requested Amount: \$30,000

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 2-in-1. They serve as winter wear to keep our employees warm when working out in the elements and will keep them dry. The request will also cover uniforms for all fire department staff to include Fire Chief, Administrative Assistant, Fire Marshal, and 3 Battalion Chiefs, Training Officer and Fire Prevention Specialist.

Recommended Amount \$23,000

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-20-3500-531100 OFFICE/COMPUTER SUPPLIES

6,000

Requested Amount \$6,000

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

100-20-3500-531101 JANITORIAL SUPPLIES

8,000

Requested Amount: \$10,000

The requested amount is for janitorial supplies for all 3 fire stations. The cost of supplies has increased.

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

6,000

Requested Amount: \$6,000

This amount is for all three stations and includes the total of funds for the Public Safety Building. This amount includes funds that should be moved from the Police budget to the Fire budget. There is only one bill for the PSB, and it's not possible to determine which Department uses how much of any of the utilities. The gas funds are already all in the Fire Department budget.

100-20-3500-531220 NATURAL GAS

14,000

Requested Amount: \$14,000

This is for heating the Public Safety building and the other two stations.

100-20-3500-531225 STORM WATER

2,270

Requested Amount: \$2,270

This is for the Public Safety building and the other two stations. This amount is for all three Fire Stations and includes the total of funds for the Public Safety Building.

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-20-3500-531230 ELECTRICITY

48,000

Requested Amount: \$48,000

The is for the Public Safety Building and for the two other Fire Stations, as well as the electricity for the PSB parking lot lights, and the Hose Room / Evidence Lock-Up behind the PSB, and the old Red Cross Building, which is now used by the Fire Dept. for training and classes.

100-20-3500-531270 GASOLINE ALLOCATED

28,000

Requested Amount: \$32,000

This is the cost of fuel for all fire department vehicles.

Recommended Amount: \$28,000

100-20-3500-531700 OTHER SUPPLIES

12,000

Requested Amount: \$15,000

This is comprised of batteries, towels, medical supplies, gloves, test strips, alcohol pads, oxygen bottles, 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.

Recommended Amount \$12,000

100-20-3500-531740 FLAG EXPENSE

3,000

Requested Amount: \$4,000

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

Recommended Amount: \$3,000

100-20-3500-541300 BUILDINGS

2,000

Requested Amount: \$4,000

Recommended Amount: \$2,000

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

100-20-3500-542100 MACHINERY & EQUIPME

94,162

Requested Amount: \$193,299

- \$ 32,890 Protective Clothing****
- \$ 7,000 Nozzles, Gauges & Appliances*
- \$ 20,000 Update Hazmat equipment**
- \$ 6,500 Class A Uniforms
- \$ 21,660 Extrication Equipment (Jaws of Life)
- \$ 44,772 Replacements of Scott Airpack SCBA and Facepieces***
- \$ 15,477 Fire Hoses***
- \$ 45,000 Fire Marshal Pick-Up truck

\$193,299

* This is the amount needed for the CIP budget for 2019, 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 amount is required to be able to update expiring Hazmat equipment. This is an ongoing plan, which will require \$20,000.00 per year,

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

All items except the Extrication Equipment and Fire Marshal's truck are on a 5-year rotating replacement plan.

Recommended Amount: \$94,162

- \$ 23,890 Protective Clothing****
- \$ 4,000 Nozzles, Gauges & Appliances*
- \$ 15,000 Update Hazmat equipment**
- \$ 3,500 Class A Uniforms
- \$ 44,772 Replacements of Scott Airpack SCBA and Facepieces***
- \$ 3,000 Fire Hoses***

\$ 94,162

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-20-3500-542101 OFFICE EQUIPMENT

2,000

Requested Amount: \$4,000

Recommended Amount: \$2,000

100-20-3500-551101 DATA CENTER EXPENSE

9,448

Requested Amount \$15,000

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

100-20-3500-581200 CAPITAL LEASE PAYMEN

149,071

Requested amount \$149,071 This includes the principal and interest payments for the following capital leases:

\$ 7,120	2017 Ford 350	last payment due 2021
\$ 55,415	2013 Pierce Pumper	last payment due 2022
\$ 8,975	2018 Ford F150	last payment due 2023
\$ 77,561	2019 Pierce Pumper	last payment due 2028

\$ 149,071

100-20-3530-531107 FIRE PREVENTION SUPPLI

6,000

Requested Amount: \$7,000.

The request is for the purchase of safety materials and the upkeep of equipment for the Prevention Program, including all community outreach and involvement activities. The amount includes new supplies and materials for education of the elderly. The Fire Department is taking a much more aggressive approach in Fire Prevention and becoming more community minded. We are participating in more community and school events, and plan on extending our program even further.

Recommended Amount: \$6,000

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

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

10,000

Requested Amount: \$15,000

The requested amount includes general maintenance and repair or replacement of items essential for station life, for Station #3. The Station was built in 1999 and funds are needed to paint inside, replace the carpet, and replace the signage outside.

Recommended Amount: \$10,000

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

8,000

Requested Amount: \$12,000

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

Recommended Amount: \$8,000

100-20-3570-531108 PUBLIC SAFETY BLDG RE

20,000

Requested Amount: \$30,000

This amount is for repair and maintenance for the entire Public Safety Building and repair or replacement of items essential for station life for Fire Station #1. This includes general maintenance and upkeep of ice maker, light bulbs, filters, etc. This also includes the annual monitoring fee for the HVAC system.

Recommended Amount: \$20,000

20 FIRE

3,706,351

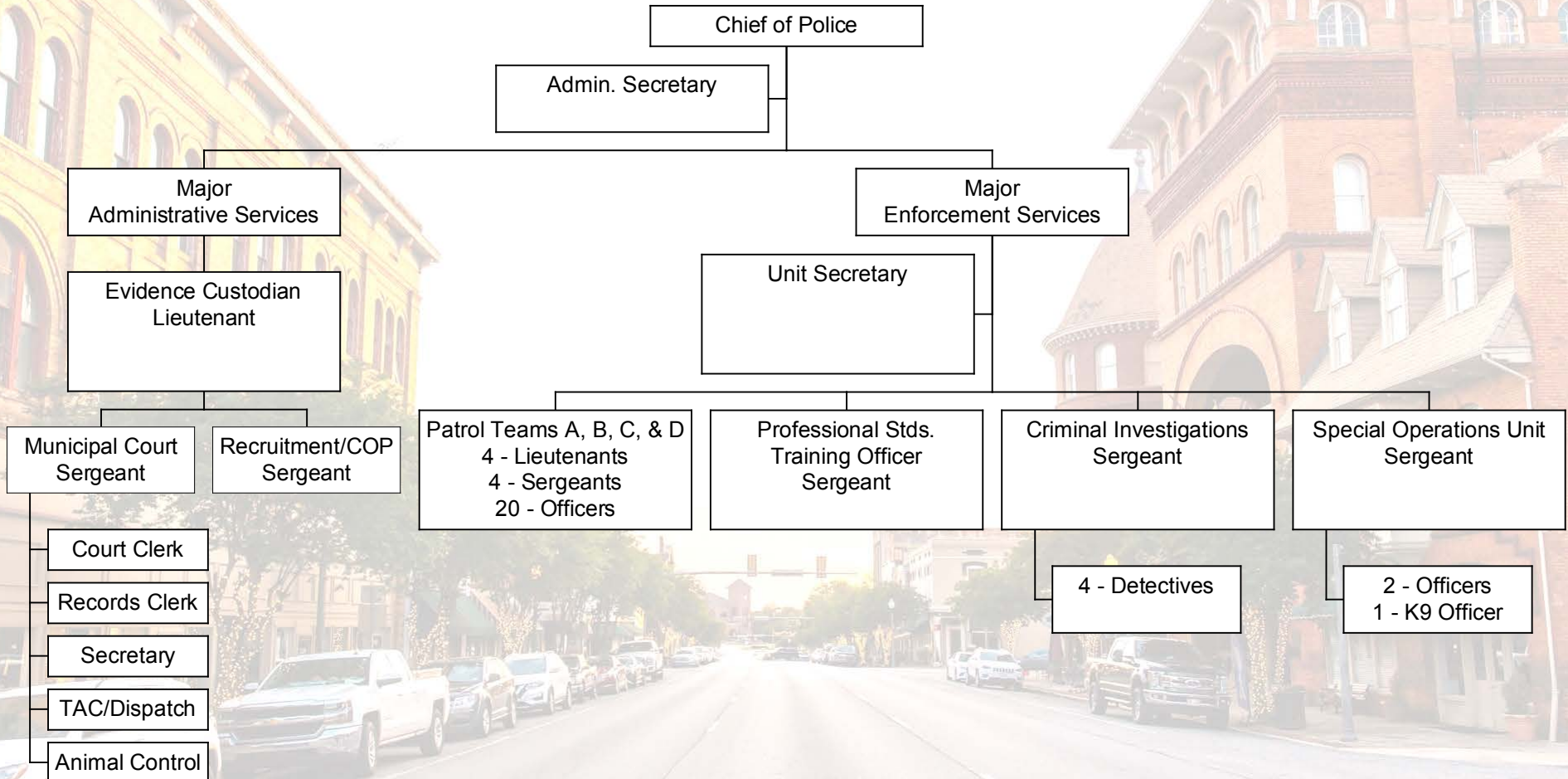
CITY OF AMERICUS
2020 OPERATING BUDGET

Americus Police Department Organizational Chart

Budgeted Positions

for 2020

Authorized Sworn Positions 44
Authorized Civilian Positions 7
(Includes Municipal Court Clerk)



CITY OF AMERICUS
2020 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 – 2020

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



**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
21 POLICE						
100-21-1530-521201 LEGAL EXPENSE	40	2,000	820	2,000	2,000	2,000
100-21-3200-511000 REGULAR PAY	1,858,953	1,867,186	1,865,780	2,171,265	1,886,069	1,886,069
100-21-3200-511300 OVERTIME PAY	247,456	200,000	168,053	250,000	230,000	230,000
100-21-3200-512100 GROUP MEDICAL INSURANC	292,956	244,300	244,231	307,120	359,862	359,862
100-21-3200-512101 OPT OUT INSURANCE PLAN	28,848	30,001	21,809	18,000	18,000	18,000
100-21-3200-512110 GROUP DENTAL INSURANCE	11,801	10,150	7,962	10,150	10,856	10,856
100-21-3200-512200 SOCIAL SECURITY PAYMEN	158,433	158,140	154,135	185,227	161,797	161,797
100-21-3200-512400 RETIREMENT SYSTEM	177,701	206,719	160,608	234,621	204,943	204,943
100-21-3200-512700 WORKERS' COMPENSATION	65,202	65,351	71,806	78,504	67,454	67,454
100-21-3200-522000 OTHER OUTSIDE SERVICES	20,924	15,000	19,527	19,840	16,230	16,230
100-21-3200-522201 OFFICE EQUIP-REP & MAINT	1,310	2,000	1,470	5,615	5,615	5,615
100-21-3200-522202 AUTO & TRUCK-REP & MAIN	77,128	50,000	85,329	77,000	75,000	75,000
100-21-3200-522203 MACH & EQUIP-REP & MAIN	4,037	5,400	6,309	5,400	5,400	5,400
100-21-3200-522206 COMPUTER-REP & MAINT	6,801	5,250	8,910	5,000	4,500	4,500
100-21-3200-523100 INSURANCE EXPENSE	53,813	48,800	44,836	55,210	55,210	55,210
100-21-3200-523200 TELEPHONE	36,854	40,000	41,153	42,000	42,000	42,000
100-21-3200-523600 DUES & SUBSCRIPTIONS	2,010	2,500	2,270	2,500	2,500	2,500
100-21-3200-523602 BUY MONEY EXPENSE	100	1,000	539	2,000	500	500
100-21-3200-523700 TRAINING & MEETINGS	39,948	25,000	26,055	25,000	25,000	25,000
100-21-3200-523900 UNIFORMS	16,362	15,000	14,070	20,000	15,000	15,000
100-21-3200-531100 OFFICE/COMPUTER SUPPLIE	20,843	20,000	17,257	20,000	12,000	12,000
100-21-3200-531101 JANITORIAL SUPPLIES	5,535	6,000	5,467	4,000	4,000	4,000
100-21-3200-531104 AMMUNITION	1,716	4,000	3,880	4,000	4,000	4,000
100-21-3200-531210 WATER, SEWAGE & GARBAG	2,000	0	0	- 0	- 0	- 0
100-21-3200-531220 NATURAL GAS	127	0	0	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-21-3200-531225 STORM WATER	920	0	0	- 0	- 0	- 0
100-21-3200-531230 ELECTRICITY	15,675	0	0	- 0	- 0	- 0
100-21-3200-531270 GASOLINE ALLOCATED	94,935	88,000	97,927	92,000	87,000	87,000
100-21-3200-531700 OTHER SUPPLIES	8,975	10,000	6,944	10,000	10,000	10,000
100-21-3200-531705 CANINE COSTS	1,793	1,200	1,065	1,950	1,950	1,950
100-21-3200-542100 MACHINERY & EQUIPMENT	33,210	30,000	22,563	31,645	39,808	39,808
100-21-3200-542102 JAG GRANT EXPENSES	2,910	0	12,113	- 0	- 0	- 0
100-21-3200-542200 TRUCKS & AUTOMOBILES	222,456	213,000	210,570	429,000	243,354	243,354
100-21-3200-542900 OTHER CAPITAL EXPENDITU	0	0	0	- 0	- 0	- 0
100-21-3200-551101 DATA CENTER EXPENSE	27,286	39,366	30,346	35,000	35,000	35,000
100-21-3200-572014 PAYMENT TO POAB	0	0	0	- 0	- 0	- 0
100-21-3200-573001 COMMUNITY RELATIONS EX	3,628	3,000	2,938	4,000	3,000	3,000
100-21-3200-581200 CAPITAL LEASE PAYMENTS	9,316	140,000	94,800	85,420	85,420	85,420
100-21-3210-523203 TECHNOLOGY FEE	18,832	25,000	20,109	25,000	20,000	20,000
100-21-3226-523601 JAIL COST EXPENSE	20,835	10,000	21,105	15,000	15,000	15,000
100-21-3226-523602 INMATE MEDICAL COSTS	<u>0</u>	<u>1,000</u>	<u>1,581</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
21 POLICE	3,591,667	3,584,363	3,494,335	4,274,467	3,749,469	3,749,469

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

21 POLICE

100-21-1530-521201 LEGAL EXPENSE 2,000

Requested Amount: \$2000

This is the cost of legal fees paid to the City Attorney to review legal contracts, give legal opinions, and provide other legal services for the department. Although we have not had to utilize this line item in 2019 it needs to be budgeted as a contingency.

100-21-3200-511000 REGULAR PAY 1,886,069

Personnel Requirements:

	Current	Requested
Police Chief	1	1
Administrative Secretary	1	1
Secretary	2	2
Animal Control	1	1
Evidence Custodian-Lieutenant	1	1
Patrol Lieutenants	5	4
Major	2	2
Investigators	3	4
Sergeant	9	9
Officer*	23	23
Dispatcher	1	1
Records Clerk	1	1
 Total	50	50

*The recommended salary amount includes a vacancy factor of four sworn officer for the year. This position is not funded.

100-21-3200-511300 OVERTIME PAY 230,000

Requested Amount: \$250,000

Budget request is projected from current expenditure, which reflect new pay plan implemented in 2020 plus 4% to cover possible merit increases in 2020.

Recommended Amount: \$230,000

Reducing based upon more efficient labor management.

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL</u>	<u>APPROVED BUDGET</u>
100-21-3200-512100	GROUP MEDICAL INSURA The requested amount represents \$6,980 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. The recommended amount reduces the amount by a vacancy factor of 5.	359,862
100-21-3200-512101	OPT OUT INSURANCE PLA This amount represents \$3,000 per employee for expected Opt Out participation.	18,000
100-21-3200-512110	GROUP DENTAL INSURAN This amount represents \$236 per employee.	10,856
100-21-3200-512200	SOCIAL SECURITY PAYM This amount is 7.65% of the total salary of the department.	161,797
100-21-3200-512400	RETIREMENT SYSTEM This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.	204,943
100-21-3200-512700	WORKERS' COMPENSATIO This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.	67,454

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-21-3200-522000 OTHER OUTSIDE SERVICE 16,230

Requested Amount: \$19,840

- \$ 4065 CALEA Annual Payment
- \$ 700 Interpreter Services
- \$ 1000 Wrecker Service
- \$ 400 Dept of Agriculture - Animal Control License and Drug Scale Calibration
- \$ 540 Pest Control
- \$ 200 The Lily Pad (psych. testing for crime victims)
- \$ 900 Lexis Nexis (data search engine)
- \$ 500 Georgia Technical Authority (Monthly Payments for GCIC access)
- \$ 700 GBI (background checks)
- \$ 3000 Synergistic Software, Livescan
- \$ 385 Pro Tech Security Systems Annual Monitoring Fee for Evidence Room Alarm
- \$ 2840 Power DMS Records Mgt. and Accreditation Software
- \$ 4610 Miscellaneous services such as Wayne's Electric, Parker Heating

\$19,840

Recommended Amount: \$16,230

100-21-3200-522201 OFFICE EQUIP-REP & MAI 5,615

Requested Amount \$5615

The primary copier for the department went down in June of 2019 and had to be replaced. The cost for the new copier was partially billed in 2019 with the remainder of \$4015 due in 2020. The maintenance contract for all copiers is \$1200

- \$ 4,015 Payoff for new copier
- \$ 1,200 Maintenance contract for two APD copiers
- \$ 400 Repairs not covered by maintenance contract

\$ 5,615

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-21-3200-522202 AUTO & TRUCK- REP & M

75,000

Requested Amount: \$77,000

This is to cover all repairs to the fleet. This request is based on projected expenditures for 2019 fleet maintenance costs (over budget) and includes estimated repairs for older vehicles that are still being utilized as well as installation or removal of radio and computer equipment.

\$ 60,700 City Shop (\$5050.00 Average Monthly billing from City Shop)

\$ 16,300 Body work and repairs outside scope of City Shop

\$ 77,000

Recommended Amount: \$75,000

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

5,400

Requested Amount: \$5,400

\$4,200 Radio/radar maintenance (Albany Comm and Mobile Comm of America)

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

\$5,400

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

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

4,500

Requested Amount: \$5,000

This is for miscellaneous upgrades and repairs for the video camera server, laptop computers, in-car printers, and other computer equipment not serviced by NEOS.

100-21-3200-523100 INSURANCE EXPENSE

55,210

Requested Amount: \$55,210

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, 2020 resulting in an effective rate for 2020 of 3.33%.

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-21-3200-523200 TELEPHONE

Requested Amount: \$42,000

42,000

\$25000.00 \$2083.33/ month AT&T First Net (All APD Cell Phones and In Car Modems)

\$ 2760.00 \$230.00/ month Fusion Cloud Services (Fiber Optic Service)

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

\$ 2806.44 \$233.87/month VOIP Telephone Service (Bandwidth.com)

\$ 8834.00 \$736/month Mediacom (Internet Service)

The requested amount is based on projected expenditures for 2020.

100-21-3200-523600 DUES & SUBSCRIPTIONS

2,500

Requested \$2500.00

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

Requested Amount \$2,000

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

Recommended Amount: \$1,000

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION APPROVED BUDGET

100-21-3200-523700 TRAINING & MEETINGS 25,000
 Requested Amount: \$25,000

This line item covers all training costs associated with putting new hires through the police academy and providing in-service training and continuing education for all existing employees. This line item was over budget for 2018 and on budget for 2019 but should level out as our need to hire additional officer's decreases. However, with a full roster, the cost for annual in-service training will increase.

100-21-3200-523900 UNIFORMS 15,000

Requested Amount: \$20,000
 \$ 3,000 New officers
 \$ 9,000 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.

Recommended Amount: \$15,000

100-21-3200-531100 OFFICE/COMPUTER SUPPL 12,000

Requested Amount: \$20,000
 This line item includes all office supplies, copy paper, pens, and printer ink cartridges for office etc. Requested amount is based on current expenditures and the cost of ink cartridges and paper for in-car printers. Thermal paper for the in-car printers was purchased with grant funding in 2019, but will come from budget in 2020.

Recommended Amount: \$12,000

100-21-3200-531101 JANITORIAL SUPPLIES 4,000

Requested Amount: \$4000.00

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

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-21-3200-531104 AMMUNITION 4,000

Requested Amount: \$4,000

The requested amount includes ammunition, targets and range supplies for firearms training requirements, as well as duty rounds carried by sworn personnel. Includes pistol, shotgun and rifle rounds.

100-21-3200-531270 GASOLINE ALLOCATED 87,000

Requested Amount: \$92,000

The department used an average of \$7655 of gas per month in 2019. This estimate anticipates a full staff of 44 sworn officers, each with an assigned police vehicle, and no major increases in gas prices in 2020.

Rcommended Amount: \$87,000

100-21-3200-531700 OTHER SUPPLIES 10,000

Requested Amount: \$10,000

This includes crime scene supplies, intoximeters supplies, and safety supplies. Increase is based on 2019 expenditures and anticipated increase of both patrol and investigative staff.

Sirchie Fingerprint Laboratories (Crime Scene Supplies)
 Dash Medical Supplies (Exam Gloves and Protective Clothing)
 Dana Safety Supply (Traffic Vests and Misc. Equipment)
 Tri Tech Forensics (Crime Scene Supplies)

100-21-3200-531705 CANINE COSTS 1,950

Requested \$1950.00.

\$ 300 Misc. Items (Leads, Collars, Training Aids etc.)
 \$ 400 Annual Vet cost
 \$ 700 Est. Feed Cost
 \$ 550 Recertification Training Expense

 \$1,950 Total

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-21-3200-542100 MACHINERY & EQUIPME

39,808

Requested Amount: \$31,645

\$ 21,145	Axon International (Annual Payment on Axon Body and Car
Cameras,	
	includes increase for additional personnel and storage space)
\$ 8,655	12 Sets of Body Armor (\$721 Each GF Reimbursed for half by
Grant)	
\$ 1,845	Replacement Equipment (Batons, OC Spray, Handcuffs)
<hr/>	
\$ 31,645	

Recommended Amount: \$39,807

\$ 21,145	Axon International (Annual Payment on Axon Body and Car
Cameras,	
	includes increase for additional personnel and storage space)
\$ 8,655	12 Sets of Body Armor (\$721 Each GF Reimbursed for half by
Grant)	
\$ 1,845	Replacement Equipment (Batons, OC Spray, Handcuffs)
\$ 8,166	
<hr/>	
\$ 39,808	

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-21-3200-542200 TRUCKS & AUTOMOBILES

243,354.80

Requested Amount: \$429,000

\$213,000 Vehicle Replacement 2019 Carryover Lease Purchase

\$216,000 Vehicle Replacement (six turn key with stripes, RADAR and all required
(equipment); (Lease Purchase)

\$429,000

No Payments due in 2020 for these Lease Purchases

Recommended Amount: \$243,354.80

Recommended amount removes 2019 carry over and increases the amount projected for 2020 vehicles based on bids.

100-21-3200-551101 DATA CENTER EXPENSE

35,000

Requested \$35,000.00

This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment. Based on 2019 expenditures.

\$ 28,535.64 Neos Annual Service Contract

\$ 1,500.00 Coopercraft (Building Security Cameras and Interview Room Cameras)

\$ 3,684.00 \$307 per month SJE 35 (Computer Allocation)

100-21-3200-573001 COMMUNITY RELATIONS

3,000

Requested Amount: \$4,000

Neighborhood Watch Programs, the Great program, back to school programs, crime prevention and other similar programs based on community and police involvement. We are requesting an increase in this category to accommodate increased community involvement in 2019 and anticipated in 2020.

Recommended Amount \$3,000

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-21-3200-581200 CAPITAL LEASE PAYMEN

85,420

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

\$ 38,366 2018 Police Cars 6 Ford Interceptors last payment due 2022
 \$ 4,940 2018 Ford F250 last payment due 2022
 \$ 42,114 2019 Police Cars 6 Ford Interceptors last payment due 2023

 \$ 85,420

100-21-3210-523203 TECHNOLOGY FEE

20,000

Requested Amount: \$25,000

The Technology Fee is added on to the fine in all Municipal Court cases. It was increased from \$10 to 25\$ by City Council in 2018 to pay for the transition to Interop Records Management Software. The budgeted amount is based on projected expenditures in 2019.

Recommended Amount: \$20,000

100-21-3226-523601 JAIL COST EXPENSE

15,000

Requested Amount: \$15,000

This is the estimated amount due to Sumter County for housing prisoners charged in Municipal Court. Amount is based on current and projected expenditures in 2019 and increased number of arrests trending in monthly department reports.

100-21-3226-523602 INMATE MEDICAL COSTS

1,000

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 needs to be in place if a city prisoner is taken to the hospital.

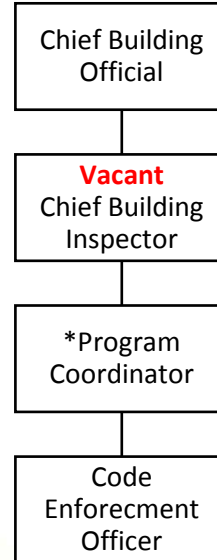
21 POLICE

 3,749,469

CITY OF AMERICUS
2020 OPERATING BUDGET

BUILDING RISK/CODE ENFORCEMENT

Budgeted 2020



(*50% shared responsibilities with Planning and Zoning)

CITY OF AMERICUS
2020 OPERATING BUDGET

Building Risk/Code Enforcement & Planning & Zoning

MISSION STATEMENT/GENERAL OBJECTIVES

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

GOALS – 2020

- 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
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
22 BUILDING RISK & CODE ENFO						
100-22-1530-521201 LEGAL EXPENSE	974	4,000	380	8,000	1,500	1,500
100-22-1565-531108 MUNICIPAL BLDG REP & MA	12,230	15,000	22,222	30,000	14,060	14,060
100-22-3500-531109 ARSON INVESTIGATION	197	300	194	- 0	- 0	- 0
100-22-7200-511000 REGULAR PAY	105,336	145,177	133,585	160,748	117,716	117,716
100-22-7200-511300 OVERTIME PAY	3,092	2,500	2,401	2,500	1,000	1,000
100-22-7200-512100 GROUP MEDICAL INSURANC	27,827	24,430	24,418	24,430	18,948	18,948
100-22-7200-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
100-22-7200-512110 GROUP DENTAL INSURANCE	922	710	557	711	590	590
100-22-7200-512200 SOCIAL SECURITY PAYMEN	7,943	11,297	10,247	12,488	9,082	9,082
100-22-7200-512400 RETIREMENT SYSTEM	17,169	14,768	15,508	15,819	11,504	11,504
100-22-7200-512700 WORKERS COMPENSATION	2,339	1,800	1,978	1,724	1,257	1,257
100-22-7200-522000 OTHER OUTSIDE SERVICES	125,442	3,815	4,108	3,940	3,940	3,940
100-22-7200-522130 LOT CLEANING EXPENSE	23,466	27,000	12,540	35,000	22,500	22,500
100-22-7200-522202 AUTO & TRUCK REP & MAIN	8,782	4,000	2,544	5,000	5,000	5,000
100-22-7200-522206 COMPUTER-REP & MAINT	1,250	15,000	0	15,000	15,000	15,000
100-22-7200-523200 TELEPHONE	6,186	7,000	6,170	7,000	7,000	7,000
100-22-7200-523301 ADVERTISING EXPENSE	364	500	144	2,000	1,000	1,000
100-22-7200-523600 DUES & SUBSCRIPTIONS	499	1,600	1,241	450	450	450
100-22-7200-523700 TRAINING & MEETINGS	7,037	7,300	4,566	8,300	7,300	7,300
100-22-7200-523900 UNIFORMS	307	600	593	600	600	600
100-22-7200-531100 OFFICE /COMPUTER SUPPLIE	4,660	4,000	1,717	3,000	3,000	3,000
100-22-7200-531101 JANITORIAL SUPPLIES	1,781	2,000	1,456	2,000	1,500	1,500
100-22-7200-531210 WATER, SEWER, & GARBAG	1,503	3,000	1,500	3,000	1,000	1,000
100-22-7200-531225 STORM WATER	1,411	1,450	1,330	1,500	1,500	1,500
100-22-7200-531230 ELECTRICITY	4,116	3,500	4,175	4,000	3,500	3,500

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-22-7200-531270 GASOLINE ALLOCATED	3,043	4,000	2,067	4,000	1,50	1,500
100-22-7200-531700 OTHER SUPPLIES	722	2,000	132	2,000	2,00	2,000
100-22-7200-541300 MUNICIPAL BUILDING	0	0	0	- 0	-	- 0
100-22-7200-542100 MACHINERY & EQUIPMENT	0	0	0	- 0	-	- 0
100-22-7200-542200 TRUCKS & AUTOMOBILES	0	0	0	28,000	-	- 0
100-22-7200-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	-	- 0
100-22-7200-551101 DATA CENTER EXPENSE	5,348	3,149	5,754	- 0	2,20	2,204
100-22-7200-581200 CAPITAL LEASE PAYMENTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
22 BUILDING RISK & CODE ENFO	373,945	309,896	261,526	381,210	254,651	254,651

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

22 BUILDING RISK & CODE ENFO

100-22-1530-521201 LEGAL EXPENSE

1,500

Requested Amount: \$8,000

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. We also intend on taking Blighted Property Owners to court seek an Ad Valorem tax increase on the property.

Recommended Amount: \$1,500

Recommended amount is the same as the budgeted amount for 2019.

100-22-1565-531108 MUNICIPAL BLDG REP &

14,060

Requested Amount: \$30,000

- \$ 1,440 Albany Elevator
- \$ 16,560 General repair & maintenance
- \$ 9,500 Welcome Center flooring replacement
- \$ 2,500 Painting of common areas

\$ 30,000

The amount for general repair and maintenance is increased due to floor replacement in the Welcome Center, painting of common areas, the PM contract for the HVAC system and other miscellaneous repairs.

NOTE: painting will be done after the roofing is replaced.

Recommended Amount: \$14,060

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

**APPROVED
BUDGET**

ACCOUNT NUMBER/DESCRIPTION

100-22-7200-511000 REGULAR PAY 117,716

Personnel Requirements:

	Current	Requested	Recommended
Administrative Coordinator	1	0	0
Chief Building Official	1	1	1
Chief Building Inspector**	1	1	1
Code Enforcement Officer	1	1	1
Program Coordinator*	0	.5	.5
		—	
	4	3.5	3.5

*The requested positions and salaries include a reclassification of the Administrative Coordinator position to Program Coordinator as well as the associated salary for the position. The Program Coordinator position will be divided equally between BRM (22) and P&Z(25).

Anticipate hiring Chief Building Inspector January 2020.

**The recommended amount delays hiring Chief Building Inspector until 2021.

100-22-7200-511300 OVERTIME PAY 1,000

Requested Amount: \$2500

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

Recommended Amount: \$1000

100-22-7200-512100 GROUP MEDICAL INSURA 18,948

The requested amount represents \$6,980 per employee. This cost is 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.

100-22-7200-512110 GROUP DENTAL INSURAN 590

This amount represents \$236 per employee.

100-22-7200-512200 SOCIAL SECURITY PAYM 9,082

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

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>APPROVED BUDGET</u>
100-22-7200-512400 RETIREMENT SYSTEM		11,504
This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.		
100-22-7200-512700 WORKERS COMPENSATIO		1,257
This amount represents a percentage of the total salaries for the department based on labor classes and the 2019 rates.		
100-22-7200-522000 OTHER OUTSIDE SERVICE		3,940
Requested Amount: \$3,940		
\$ 600	Service fire extinguishers	
\$ 380	Pest Control	
\$ 360	Silent Alarm	
\$ 600	Code Enforcement ROBO Call/Litter Training & Prevention	
\$ 750	State license permit information uploads	
\$ 1,250	Copier Maintenance Agreement	
<hr style="width: 10%; margin-left: 0;"/>		
\$3,940		
100-22-7200-522130 LOT CLEANING EXPENSE		22,500
Requested Amount: \$35,000		
The requested amount includes cleaning up vacant lots, cutting grass, securing dilapidated structures, 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: \$22,500		
100-22-7200-522202 AUTO & TRUCK REP & MA		5,000
Requested Amount: \$5,000		
We anticipate only routine PM's on the department's vehicles in 2020. However, the vehicles are aging and will potentially need more repairs.		

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
100-22-7200-522206 COMPUTER-REP & MAINT	15,000
Requested Amount: \$15,000	
The three-year contract is up with the provider. This is our yearly fee.	
100-22-7200-523200 TELEPHONE	7,000
Requested Amount: \$7,000	
The requested amount includes telephone and internet as follows:	
\$2,800 Enterprise Billing (Mediacom)	
\$ 700 Bandwidth (telephone - 4 lines)	
\$3,140 Mobile Devices	
\$ 360 Yellow Pages	
<hr style="width: 10%; margin-left: 0;"/> \$7,000 Average for the year.	
100-22-7200-523301 ADVERTISING EXPENSE	1,000
Requested Amount: \$2,000	
This amount is for all advertising necessary for public hearings in reference to Blighted Property Tax Increase, other public notices and informing the public of changes to codes or policies.	
Recommended Amount: \$1,000	

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-22-7200-523600 DUES & SUBSCRIPTIONS

450

Requested Amount: \$450

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

\$ 50 Georgia Association of Code Enforcement (1)
\$ 150 International Code Congress (3)
\$ 100 BOAG (3)
\$ 100 GSIA (3)
\$ 100 SWGIA (3)
\$ 50 subscriptions

\$ 450

\$ 50 Georgia Association of Code Enforcement (1)
\$ 150 International Code Congress (3)
\$ 100 BOAG (3)
\$ 100 GSIA (3)
\$ 100 SWGIA (3)
\$ 50 subscriptions

\$ 450

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-22-7200-523700 TRAINING & MEETINGS

7,300

Requested Amount: \$8,300

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

Requested

- \$ 1,800 BOAG
- \$ 1,800 ICC Code Hearings
- \$ 1,000 GACE
- \$ 1,200 GSIA
- \$ 1,000 GACE Fall
- \$ 1,000 GACE Spring
- \$ 500 SWGIA

\$8,300

Recommended

- \$ 1,800 BOAG
- \$ 1,800 ICC Code Hearings
- \$ 1,200 GSIA
- \$ 1,000 GACE Fall
- \$ 1,000 GACE Spring
- \$ 500 SWGIA

\$7,300

100-22-7200-523900 UNIFORMS

600

Requested Amount: \$ 600

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

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION APPROVED BUDGET

100-22-7200-531100 OFFICE /COMPUTER SUPP

3,000

Requested Amount: \$3,000

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

100-22-7200-531101 JANITORIAL SUPPLIES

1,500

Requested Amount: \$2,000

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

Recommended Amount: \$1,500

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

1,000

Requested Amount: \$3,000

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

Recommended Amount: \$1,000

100-22-7200-531225 STORM WATER

1,500

Requested Amount: \$1,500

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

100-22-7200-531230 ELECTRICITY

3,500

Requested Amount: \$4,000

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

Recommended Amount; \$3,500

CITY OF AMERICUS		APPROVED
<u>ACCOUNT NUMBER/DESCRIPTION</u>	2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>BUDGET</u>
100-22-7200-531270	GASOLINE ALLOCATED	1,500
	Requested Amount: \$4,000	
	This is the amount required to operate the department's 3 vehicles.	
	Recommended Amount \$1,500	
100-22-7200-531700	OTHER SUPPLIES	2,000
	Requested Amount: \$2,000	
	\$1,00 Recycling	
	\$1,00 Radio, video, and other types of supplies	
	\$	
	\$2,00	
100-22-7200-551101	DATA CENTER EXPENSE	2,204
	This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.	
22 BUILDING RISK & CODE ENFO		254,651



CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

MUNICIPAL COURT DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see POLICE DEPT.)

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
23 MUNICIPAL COURT						
100-23-1530-521201 LEGAL EXPENSE	0	0	0	3,000	1,000	1,000
100-23-2650-511000 REGULAR PAY	56,799	57,853	54,460	58,806	54,959	54,959
100-23-2650-511300 OVERTIME PAY	343	0	675	- 0	- 0	- 0
100-23-2650-512100 GROUP MEDICAL INSURANC	6,964	6,980	6,972	6,980	7,765	7,765
100-23-2650-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
100-23-2650-512110 GROUP DENTAL INSURANCE	640	203	458	203	236	236
100-23-2650-512200 SOCIAL SECURITY PAYMEN	3,242	4,426	3,813	4,499	4,204	4,204
100-23-2650-512400 RETIREMENT SYSTEM	5,649	3,719	5,110	3,917	3,544	3,544
100-23-2650-512700 WORKERS' COMPENSATION	142	124	136	126	118	118
100-23-2650-522000 OTHER OUTSIDE SERVICES	40	200	459	200	200	200
100-23-2650-523200 TELEPHONE	0	0	0	- 0	- 0	- 0
100-23-2650-523600 DUES & SUBSCRIPTIONS	230	200	0	200	200	200
100-23-2650-523700 TRAINING & MEETINGS	1,255	1,000	417	1,000	1,000	1,000
100-23-2650-531102 MUNICIPAL COURT OPERAT	17,771	15,000	17,556	15,000	15,000	15,000
100-23-2650-572014 PAYMENT TO POAB	<u>11,215</u>	<u>21,000</u>	<u>13,640</u>	<u>21,000</u>	<u>11,000</u>	<u>11,000</u>
23 MUNICIPAL COURT	104,290	110,705	103,696	114,931	99,226	99,226

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

23 MUNICIPAL COURT

100-23-1530-521201	LEGAL EXPENSE	1,000
	Requested Amount: \$3,000	
	The requested amount includes legal fees related to the operation of the municipal court cases.	
	Recommended Amount: \$1,000	
100-23-2650-511000	REGULAR PAY	54,959
	Personnel Requirements	
	Current	
	Municipal Judge (part-time) 1	
	Municipal Court Clerk 1	
	<hr style="width: 10%; margin: 0 auto;"/> 2	
100-23-2650-512100	GROUP MEDICAL INSURA	7,765
	The requested amount represents \$6,980 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.	
100-23-2650-512110	GROUP DENTAL INSURAN	236
	This amount represents \$236 per employee.	
100-23-2650-512200	SOCIAL SECURITY PAYM	4,204
	This is 7.65% of the total salaries of the department.	
100-23-2650-512400	RETIREMENT SYSTEM	3,544
	This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.	
100-23-2650-512700	WORKERS' COMPENSATIO	118
	This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.	
100-23-2650-522000	OTHER OUTSIDE SERVICE	200
	Requested Amount: \$200	
	This is for court interpreter services.	

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>APPROVED BUDGET</u>
100-23-2650-523600 DUES & SUBSCRIPTIONS		200
Dues for Professional Associations: \$200		
100-23-2650-523700 TRAINING & MEETINGS		1,000
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 OPER		15,000
Recommended Amount: \$15,000		
This is for other court costs not included elsewhere. Examples are printed forms and supplies, witness fees, Public Defender, City Solicitor, Indigent Defense and other costs of operating the Municipal Court.		
Recommended Amount:		
\$ 1,500 Supplies/forms		
\$ 200 Witness fees		
\$13,000 City Solicitor and Public Defender Fees		
\$ 300 Miscellaneous		
<u>\$15,000</u>		

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-23-2650-572014 PAYMENT TO POAB

11,000

Requested Amount: \$21,000

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

For fines from \$ 4.01 - \$ 25.00 the amount due on each case is \$3.00

For fines from \$25.01 - \$ 50.00 the amount due on each case is \$4.00

For fines from \$50.01 - \$100.00 the amount due on each case is \$5.00

For fines \$100.01 and over the amount due is 5% of each case.

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

Requested Amount: \$21,000 based on the percentage of fines received thus far in 2018.

Recommended Amount: \$11,000

23 MUNICIPAL COURT

99,226

CITY OF AMERICUS
2020 OPERATING BUDGET

PLANNING AND ZONING DEPARTMENT

Budgeted 2020

Planning and
Zoning
Director

*Program
Coordinator

(*50% shared responsibilities with Building Risk Management)

CITY OF AMERICUS
2020 OPERATING BUDGET

PLANNING & ZONING DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Building Risks/Code Enforcement)



**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
25 PLANNING & ZONING						
100-25-1530-521201 LEGAL EXPENSES	0	2,000	800	2,000	2,000	2,000
100-25-1565-531108 MUNICIPAL BLDG-REP & MA	0	0	0	5,000	1,000	1,000
100-25-3500-531109 ARSON INVESTIGATION	0	0	0	- 0	- 0	- 0
100-25-7400-511000 REGULAR PAY	0	35,662	40,325	98,671	92,174	92,174
100-25-7400-511300 OVERTIME PAY	0	0	0	1,500	1,000	1,000
100-25-7400-512100 GROUP MEDICAL INSURANC	0	3,490	3,450	10,470	11,968	11,968
100-25-7400-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
100-25-7400-512110 GROUP DENTAL INSURANCE	0	102	93	305	354	354
100-25-7400-512200 SOCIAL SECURITY PAYMEN	0	2,728	3,052	7,663	7,128	7,128
100-25-7400-512400 RETIREMENT SYSTEM	0	3,566	0	9,707	9,029	9,029
100-25-7400-512700 WORKERS COMPENSATION	0	329	363	214	199	199
100-25-7400-522000 OTHER OUTSIDE SERVICES	0	0	0	1,000	1,000	1,000
100-25-7400-522130 LOT CLEANING EXPENSE	0	0	0	- 0	- 0	- 0
100-25-7400-522202 AUTO & TRUCK REP & MAIN	0	0	0	1,500	1,500	1,500
100-25-7400-522206 COMPUTER REPAIR & MAIN	0	0	0	1,000	1,000	1,000
100-25-7400-523200 TELEPHONE	0	0	241	3,000	3,000	3,000
100-25-7400-523301 ADVERTISING EXPENSE	0	0	0	1,500	1,500	1,500
100-25-7400-523600 DUES & SUBSCRIPTIONS	0	0	285	1,255	1,255	1,255
100-25-7400-523700 TRAINING & MEETINGS	0	6,250	3,989	6,250	6,250	6,250
100-25-7400-523900 UNIFORMS	0	0	0	200	200	200
100-25-7400-531100 OFFICE /COMPUTER SUPPLIE	0	1,500	1,259	3,000	3,000	3,000
100-25-7400-531101 JANITORIAL SUPPLIES	0	0	0	- 0	- 0	- 0
100-25-7400-531210 WATER,SEWER,&GARBAGE	0	0	0	- 0	- 0	- 0
100-25-7400-531225 STORM WATER	0	0	0	- 0	- 0	- 0
100-25-7400-531230 ELECTRICITY	0	0	0	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-25-7400-531270 GASOLINE ALLOCATED	0	0	0	1,000	-	- 0
100-25-7400-531700 OTHER SUPPLIES	0	1,200	1,232	4,000	2,	2,000
100-25-7400-541300 BUILDINGS	0	0	0	- 0	-	- 0
100-25-7400-542200 TRUCKS & AUTOMOBILES	0	0	0	- 0	-	- 0
100-25-7400-551101 DATA CENTER EXPENSE	0	0	0	- 0	945	945
100-25-7400-581200 CAPITAL LEASE PAYMENT	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
25 PLANNING & ZONING	0	56,827	55,089	159,235	146,502	146,502

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

25 PLANNING & ZONING

100-25-1530-521201 LEGAL EXPENSES 2,000

Requested amount: \$2000

This amount is for review and update of ordinances, street closings, property deeds prepared, and other misc. legal matters.

100-25-1565-531108 MUNICIPAL BLDG-REP & 1,000

Requested amount: \$5000

This is for repairs and maintenance for Joyce Myers Park, 2 Train Depots, Brookdale Park, Rees Park and Furlow School. Expense was previously under Community Development.

Recommended amount: 1,000

100-25-7400-511000 REGULAR PAY 92,174

Personnel Requirements:

	Current	Requested
Planning & Zoning Director	1	1
Program Coordinator*	0	.5
	1	1.5

*The requested amount includes the addition of a position as well as a reclassification of the same position of the Administrative Coordinator (See Department 22) to Program Coordinator along with the associated salary for the position. The Program Coordinator position will be divided equally between BRM (22) and P&Z (25).

100-25-7400-511300 OVERTIME PAY 1,000

Requested amount: \$1500

Overtime for Program Coordinator

Recommended Amount: \$1,000

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL	APPROVED <u>BUDGET</u>
100-25-7400-512100 GROUP MEDICAL INSURA		11,968
<p>The requested amount represents \$6,980 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.</p>		
<p>* Amount reflects hiring of director mid-year.</p>		
100-25-7400-512110 GROUP DENTAL INSURAN		354
<p>This amount represents \$236 per employee.</p>		
<p>* Amount reflects hiring of director mid-year.</p>		
100-25-7400-512200 SOCIAL SECURITY PAYM		7,128
<p>This is 7.65% of the total salaries of the department.</p>		
<p>* Amount reflects hiring of director mid-year.</p>		
100-25-7400-512400 RETIREMENT SYSTEM		9,029
<p>This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.</p>		
<p>* Amount reflects hiring of director mid-year.</p>		
100-25-7400-512700 WORKERS COMPENSATIO		199
<p>This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.</p>		
100-25-7400-522000 OTHER OUTSIDE SERVICE		1,000
<p>Requested amount: \$1000</p>		
<p>This is for service needs for Joyce Myers Park, 2 Train Depots, Brookdale Park, Rees Park and Furlow School. Expense was previously under Community Development.</p>		
100-25-7400-522202 AUTO & TRUCK REP & MA		1,500
<p>Requested amount: \$1500</p>		
<p>P & Z Director vehicle 2007 Ford Freestyle - repairs & maintenance services.</p>		
100-25-7400-522206 COMPUTER REPAIR & MA		1,000
<p>Requested amount: \$1000</p>		
<p>This is for software + computer repair.</p>		

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
100-25-7400-523200 TELEPHONE	3,000
Requested amount: \$3000	
2 office phone lines & 1 cell phone	
100-25-7400-523301 ADVERTISING EXPENSE	1,500
Requested amount: \$1500	
Public notice advertisements required for rezoning's, ordinance changes, Historic District demo & new const.	
100-25-7400-523600 DUES & SUBSCRIPTIONS	1,255
Requested Amount: \$1255	
\$ 125 GA State License - Landscape Architecture	
\$ 30 Georgia Alliance of Preservation Comm Membership	
\$ 165 ISA (International Society of Arboriculture) Membership	
\$ 150 ISA (International Society of Arboriculture) Arborist Certification (renews every 3 years)	
\$ 325 ISA (International Society of Arboriculture) Municipal Specialist - Arboriculture -- Cert Exam (one-time exam fees; recert. will be \$100 every 3 yrs.)	
\$ 35 GAZA Membership	
\$ 225 Keep Americus Beautiful	
\$ 200 Georgia Recycling Coalition	
\$ 1255	
100-25-7400-523700 TRAINING & MEETINGS	6,250
Requested amount: \$6250	
This line item covers training costs to earn Continuing Ed credits for State Landscape Architect License; ISA Arborist & Municipal Specialist certifications; Georgia Soil & Water Erosion Control Certifications; conferences related to planning/zoning issues and Keep Americus Beautiful programming.	
Some of these conferences were previously under Dept 25.	
100-25-7400-523900 UNIFORMS	200
Requested amount: \$200	
Staff requesting golf shirts with City logo	

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>APPROVED BUDGET</u>
100-25-7400-531100 OFFICE /COMPUTER SUPP		3,000
Requested amount: \$3000		
This represents office supplies for both Departments 22 and 25.		
Departments 22 and 25 provides copy paper & paper products for entire floor.		
100-25-7400-531700 OTHER SUPPLIES		2,000
Requested amount: \$4000		
This amount is for Keep Americus Beautiful program supplies such as trash bags, tools (reusable), safety vests (reusable), educational materials, etc.		
The \$1200 in prior year budget was to re-establish the affiliate certification and advertise for the new ordinance.		
Recommended Amount: \$2,000		
100-25-7400-551101 DATA CENTER EXPENSE		945
25 PLANNING & ZONING		146,502

CITY OF AMERICUS
2020 OPERATING BUDGET

STREET DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

GOALS – 2020

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

On-going
On-going

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
30 STREET						
100-30-1530-521201 LEGAL EXPENSES	0	0	60	- 0	- 0	- 0
100-30-4200-511000 REGULAR PAY	131,487	157,171	151,861	168,203	157,123	157,123
100-30-4200-511300 OVERTIME PAY	6,464	5,000	5,726	10,000	5,000	5,000
100-30-4200-512100 GROUP MEDICAL INSURANC	20,865	20,940	20,882	27,920	27,920	27,920
100-30-4200-512101 OPT OUT INSURANCE PLAN	3,000	3,000	1,615	- 0	- 0	- 0
100-30-4200-512110 GROUP DENTAL INSURANCE	1,050	812	564	812	944	944
100-30-4200-512200 SOCIAL SECURITY PAYMEN	10,466	12,406	11,614	13,633	12,402	12,402
100-30-4200-512400 RETIREMENT SYSTEM	15,177	16,217	13,714	17,268	15,710	15,710
100-30-4200-512700 WORKERS' COMPENSATION	14,992	13,760	15,122	14,993	13,756	13,756
100-30-4200-522000 OTHER OUTSIDE SERVICES	43,820	15,500	14,051	19,100	19,100	19,100
100-30-4200-522202 AUTO & TRUCK-REP & MAIN	39,435	40,000	30,115	40,000	35,000	35,000
100-30-4200-522203 MACH & EQUIP-REP & MAIN	2,228	7,000	7,077	17,500	17,500	17,500
100-30-4200-522211 SIDEWALK REP & MAINT	5,390	8,000	9,949	20,000	20,000	20,000
100-30-4200-523200 TELEPHONE	24,778	20,000	35,554	33,000	20,000	20,000
100-30-4200-523700 TRAINING AND MEETINGS	6	2,000	886	2,000	2,000	2,000
100-30-4200-523900 UNIFORMS	1,649	2,700	2,382	2,700	2,700	2,700
100-30-4200-531105 HAND TOOLS	1,125	2,000	981	2,000	2,000	2,000
100-30-4200-531230 ELECTRICITY	330,229	315,000	338,701	315,000	300,000	300,000
100-30-4200-531270 GASOLINE ALLOCATED	17,924	19,000	20,795	19,000	19,000	19,000
100-30-4200-531603 STREET SIGNS	5,717	8,000	3,451	8,000	5,000	5,000
100-30-4200-531700 OTHER SUPPLIES	14,070	20,000	15,767	20,000	15,000	15,000
100-30-4200-542100 MACHINERY & EQUIPMENT	6,791	5,000	952	5,000	5,000	5,000
100-30-4200-542200 TRUCKS & AUTOMOBILES	0	25,000	0	25,000	25,000	25,000
100-30-4200-542900 OTHER CAPITAL EXPENDITU	0	0	0	- 0	- 0	- 0
100-30-4200-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-30-4200-551101 DATA CENTER EXPENSE	172	787	192	- 0	787	787
100-30-4200-581200 CAPITAL LEASE PAYMENTS	685	4,400	4,527	4,400	4,400	4,400
100-30-4221-531110 STREET-REP & MAINT	5,780	0	127	- 0	- 0	- 0
100-30-4221-541200 STREET RESURFACING	<u>458,508</u>	<u>204,800</u>	<u>80,778</u>	<u>211,400</u>	<u>211,400</u>	<u>211,400</u>
30 STREET	1,161,806	928,493	787,444	996,929	936,742	936,742

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

30 STREET

100-30-4200-511000 REGULAR PAY	157,123
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Personnel Requirements:

	Current
Street Superintendent	1
Equipment Operator	1
Crew Leader	1
Heavy Equipment Operator	1
	4

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

100-30-4200-511300 OVERTIME PAY	5,000
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Requested Amount: \$10,000

This is the estimated amount for 2020. The on-call person, the employees responsible for cutting grass with the tractor and the correction officers must be supervised when they work overtime.

Recommended Amount: \$5,000.

100-30-4200-512100 GROUP MEDICAL INSURA	27,920
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The requested amount represents \$6,980 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.

100-30-4200-512110 GROUP DENTAL INSURAN	944
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This amount represents \$236 per employee.

100-30-4200-512200 SOCIAL SECURITY PAYM	12,402
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This amount is 7.65% of the total salary of the department.

100-30-4200-512400 RETIREMENT SYSTEM	15,710
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This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION APPROVED BUDGET

100-30-4200-512700 WORKERS' COMPENSATIO 13,756

This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.

100-30-4200-522000 OTHER OUTSIDE SERVICE 19,100

Requested Amount: \$19,100

- \$1,500 Fence Repair/Electrician repair City maintained traffic lights
- \$5,000 Tree removal
- \$5,000 Equipment Rental
- \$5,000 Debris Removal
- \$ 600 Downtown Clock Service (annual maintenance fee)
- \$2,000 Engineering/Planning work completed for City streets/sidewalks

\$19,100

100-30-4200-522202 AUTO & TRUCK-REP & M 35,000

Requested Amount: \$40,000

The amount requested is for vehicle maintenance & is based on the current YTD amount annualized, as well as the 2019 EOY total.

Recommended Amount: \$35,000

100-30-4200-522203 MACH & EQUIP-REP & MA 17,500

Requested Amount: \$17,500

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

100-30-4200-522211 SIDEWALK REP & MAINT 20,000

Requested Amount: \$20,000

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

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

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-30-4200-523200 TELEPHONE 20,000

Requested Amount: \$33,000

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

Recommended Amount: \$20,000

100-30-4200-523700 TRAINING AND MEETING 2,000

Requested Amount: \$2,000

This is the expected amount for training & travel in the department.

100-30-4200-523900 UNIFORMS 2,700

Requested Amount: \$2,700

The requested amount is for uniforms for the Street Department employees.

100-30-4200-531105 HAND TOOLS 2,000

Requested Amount: \$2000

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

100-30-4200-531230 ELECTRICITY 300,000

Requested Amount: \$315,000

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

Recommended Amount: \$300,000

100-30-4200-531270 GASOLINE ALLOCATED 19,000

Requested Amount: \$19,000

The requested amount is based on gas usage.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

<p>100-30-4200-531603 STREET SIGNS</p> <p style="padding-left: 20px;">Requested Amount: \$8,000</p> <p style="padding-left: 20px;">\$ 5,000 Replacement signs with DOT mandated changes</p> <p style="padding-left: 20px;">\$ 3,000 Purchase of letters, blanks, etc.</p> <p style="padding-left: 20px;">\$ 8,000</p> <p style="padding-left: 20px;">Recommended Amount: \$5,000</p>	5,000
<p>100-30-4200-531700 OTHER SUPPLIES</p> <p style="padding-left: 20px;">Requested Amount: \$20,000</p> <p style="padding-left: 20px;">The amount requested is for the purchase of rock, safety vests, gloves, saw blades, cold mix, safety glasses, dirt, pipe, sand, No Natz, work keys, lubricants, shop towels, water/gatorade, hand soap, weed/ant killer, spray paint, etc.</p> <p style="padding-left: 20px;">Recommended Amount: \$15,000</p>	15,000
<p>100-30-4200-542100 MACHINERY & EQUIPME</p> <p style="padding-left: 20px;">Requested Amount: \$5,000</p> <p style="padding-left: 20px;">The requested amount is for miscellaneous saws, blowers, drills, mowers, trimmers, other equipment</p>	5,000
<p>100-30-4200-542200 TRUCKS & AUTOMOBILES</p> <p style="padding-left: 20px;">Requested Amount: \$25,000</p> <p style="padding-left: 20px;">\$25,000 Service Truck Replacement 2019 Carryover (GMA Lease Purchase)</p> <p style="padding-left: 20px;">The request to purchase a new pick-up truck is based on the condition of unit 304 as well as the cost associated with repair & maintenance of the existing truck.</p>	25,000
<p>100-30-4200-551101 DATA CENTER EXPENSE</p> <p style="padding-left: 20px;">This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.</p>	787

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-30-4200-581200 CAPITAL LEASE PAYMEN	4,400
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Recommended Amount \$4,400 This includes the principal & interest payments for the following capital leases:

\$ 4,400 2017 Ford F150 last payment due (2021)

100-30-4221-541200 STREET RESURFACING	211,400
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Requested Amount: \$211,400

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

\$ 192,180 LMIG Resurfacing
\$ 19,220 Transfer from TSPLOST

\$ 211,400

30 STREET

936,742



CITY OF AMERICUS
2020 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 – 2020

- 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

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
31 CEMETERY						
100-31-4850-511000 REGULAR PAY	12,592	13,938	14,003	14,823	13,938	13,938
100-31-4850-512200 SOCIAL SECURITY PAYMEN	957	1,066	1,088	1,134	1,066	1,066
100-31-4850-512700 WORKERS' COMPENSATION	501	495	545	260	245	245
100-31-4850-522000 OTHER OUTSIDE SERVICES	2,784	820	1,203	820	820	820
100-31-4850-522200 BUILDING REP & MAINT	322	500	349	500	500	500
100-31-4850-522206 COMPUTER-REP & MAINT	132	250	120	250	250	250
100-31-4850-523200 TELEPHONE	2,124	2,400	2,015	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	984	900	867	900	900	900
100-31-4850-531101 JANITORIAL SUPPLIES	0	50	0	50	50	50
100-31-4850-531210 WATER, SEWAGE & GARBAG	24,730	18,500	25,484	25,000	25,000	25,000
100-31-4850-531220 NATURAL GAS	0	0	0	- 0	- 0	- 0
100-31-4850-531225 STORM WATER	2,634	2,500	2,750	2,800	2,800	2,800
100-31-4850-531230 ELECTRICITY	1,155	1,500	1,026	1,500	1,500	1,500
100-31-4850-531700 OTHER SUPPLIES	0	100	0	100	100	100
100-31-4850-541200 LAND & IMPROVEMENTS	<u>0</u>	<u>3,300</u>	<u>0</u>	<u>3,300</u>	<u>2,000</u>	<u>2,000</u>
31 CEMETERY	48,915	46,419	49,449	53,937	51,669	51,669

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

31 CEMETERY

100-31-4850-511000	REGULAR PAY	13,938
	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 PAYM	1,066
	This amount is 7.65% of the total salary of the department.	
100-31-4850-512700	WORKERS' COMPENSATIO	245
	This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.	
100-31-4850-522000	OTHER OUTSIDE SERVICE	820
	Requested Amount: \$820	
	The requested amount includes the following:	
	\$ 420 Alarm services (\$105/quarter monitoring fee)	
	\$ 200 Pest Control	
	\$ 200 Miscellaneous	
	<hr style="width: 50px; margin-left: 0;"/>	
	\$ 820	
100-31-4850-522200	BUILDING REP & MAINT	500
	Requested Amount: \$500	
	The requested amount is for the maintenance at the Sexton's office & shed at Oak Grove, which includes repairs to windows & doors to make the building more secure.	
100-31-4850-522206	COMPUTER-REP & MAINT	250
	Requested Amount: \$250	
	The requested amount is for the repair, update, & software for the cemetery laptop.	
100-31-4850-523200	TELEPHONE	2,400
	Requested Amount: \$2,400	

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL</u>	<u>APPROVED BUDGET</u>
100-31-4850-523600 DUES & SUBSCRIPTIONS		100
Requested Amount: \$100		
This is for GMCA dues.		
100-31-4850-523700 TRAINING AND MEETING		900
Requested Amount: \$900		
This is the amount for mileage paid to the Cemetery Clerk for use of personal vehicle to manage 3 cemeteries. This amount also includes travel expenses for Cemetery Clerk to attend 1 Cemetery Association meeting.		
100-31-4850-531101 JANITORIAL SUPPLIES		50
Requested Amount: \$50		
100-31-4850-531210 WATER, SEWAGE & GARB		25,000
Requested Amount: \$25,000		
100-31-4850-531225 STORM WATER		2,800
Requested Amount: \$2,800		
This is all of the Storm Water charges for all 3 cemeteries for a full year.		
100-31-4850-531230 ELECTRICITY		1,500
Requested Amount: \$1,500		
This is the same as the 2017-18 budgeted amounts.		
100-31-4850-531700 OTHER SUPPLIES		100
Requested Amount: \$100		
The amount requested is for survey flags, framing to mark graves, & section signage at all 3 cemeteries.		

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-31-4850-541200 LAND & IMPROVEMENTS

2,000

Requested Amount: \$3,300

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

Recommended Amount: \$2,000

The recommended amount includes using inmate labor and an arborist.

31 CEMETERY

51,669

CITY OF AMERICUS
2020 OPERATING BUDGET

FLEET MAINTENANCE(SHOP) DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

GOALS – 2020

- 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
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
32 SHOP						
100-32-4800-511000 REGULAR PAY	124,409	128,054	131,539	170,614	128,054	128,054
100-32-4800-511300 OVERTIME PAY	7,552	8,000	7,785	10,000	8,000	8,000
100-32-4800-512100 GROUP MEDICAL INSURANC	20,893	20,940	20,984	27,920	23,187	23,187
100-32-4800-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
100-32-4800-512110 GROUP DENTAL INSURANCE	793	609	599	812	708	708
100-32-4800-512200 SOCIAL SECURITY PAYMEN	9,591	10,408	10,356	13,817	10,408	10,408
100-32-4800-512400 RETIREMENT SYSTEM	12,444	13,605	11,248	17,502	13,184	13,184
100-32-4800-512700 WORKERS COMPENSATION	2,071	1,922	2,112	2,555	1,922	1,922
100-32-4800-522000 OTHER OUTSIDE SERVICES	442	1,000	565	1,000	1,000	1,000
100-32-4800-522200 BUILDING REP & MAINT	1,623	1,720	1,302	1,300	1,300	1,300
100-32-4800-522201 OFFICE EQUIP REP& MAINT	232	360	30	360	360	360
100-32-4800-522202 AUTO & TRUCK-REP & MAIN	8,583	1,300	2,521	1,300	1,300	1,300
100-32-4800-522203 MACH & EQUIP-REP & MAIN	620	1,000	1,307	1,500	1,500	1,500
100-32-4800-522206 COMPUTER-REP & MAINT	3,961	2,000	961	2,000	2,000	2,000
100-32-4800-523200 TELEPHONE	1,591	4,500	1,564	4,500	4,500	4,500
100-32-4800-523700 TRAINING & MEETINGS	4,040	2,000	382	2,000	2,000	2,000
100-32-4800-523900 UNIFORMS	855	1,100	787	1,250	1,000	1,000
100-32-4800-531100 OFFICE/COMPUTER SUPPLIE	1,469	2,200	1,259	2,200	1,000	1,000
100-32-4800-531210 WATER, SEWAGE & GARBAG	7,013	7,000	7,185	7,000	7,000	7,000
100-32-4800-531220 NATURAL GAS	4,753	4,500	7,378	7,500	6,000	6,000
100-32-4800-531225 STORM WATER	1,998	2,300	2,361	2,300	2,300	2,300
100-32-4800-531230 ELECTRICITY	10,414	12,600	9,964	12,600	10,000	10,000
100-32-4800-531270 GASOLINE ALLOCATED	981	900	1,127	1,100	1,100	1,100
100-32-4800-531700 OTHER SUPPLIES	10,359	10,000	9,499	10,000	10,000	10,000
100-32-4800-542100 MACHINERY & EQUIPMENT	1,318	29,139	5,650	26,989	26,989	26,989

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED % REM</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-32-4800-542200 TRUCKS & AUTOMOBILES	0	0	0	- 0	- 0	- 0
100-32-4800-542400 COMPUTER EQUIPMENT	1,503	4,000	0	4,000	4,000	4,000
100-32-4800-551101 DATA CENTER EXPENSE	2,531	2,362	4,161	- 0	2,362	2,362
100-32-4800-551102 ALLOCATION TO SUMTER C	0	0	0	- 0	- 0	- 0
100-32-4800-551103 ALLOCATION TO CITY DEPT	-105,550	0	-101,119	- 0	- 0	- 0
100-32-4800-581200 CAPITAL LEASE PAYMENT	<u>685</u>	<u>4,400</u>	<u>4,527</u>	<u>4,400</u>	<u>4,400</u>	<u>4,400</u>
32 SHOP	137,175	277,919	146,033	336,519	275,574	275,574

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

32 SHOP

100-32-4800-511000 REGULAR PAY 128,054

Personnel Requirements:

	Current	Requested	Recommended
Fleet Maintenance Service Writer	1	1	1
Fleet Maintenance Superintendent	1	1	1
Heavy Equipment Mechanic *	1	2	1
	3	4	3

The requested amount includes and additional Heavy Equipment Mechanic and the associated salary.

*The recommended amount removed the Heave Equipment Mechanic requested.

100-32-4800-511300 OVERTIME PAY 8,000

Requested Amount: \$10,000

This is the anticipated amount of overtime in 2020.

Recommended Amount: \$8,000

100-32-4800-512100 GROUP MEDICAL INSURA 23,187

The requested amount represents \$6,980 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.

100-32-4800-512110 GROUP DENTAL INSURAN 708

This amount represents \$236 per employee.

100-32-4800-512200 SOCIAL SECURITY PAYM 10,408

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

100-32-4800-512400 RETIREMENT SYSTEM 13,184

This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-32-4800-512700 WORKERS COMPENSATIO 1,922

This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.

100-32-4800-522000 OTHER OUTSIDE SERVICE 1,000

Requested Amount: \$1,000

Equipment rental.

100-32-4800-522200 BUILDING REP & MAINT 1,300

Requested Amount: \$1,300

Repairs to the building & office as follows:

\$ 300	Pest control
\$ 420	Security system monitoring (12 months @ \$35)
\$ 580	Other building repairs - anything outside the scope of SPLOST
<hr/>	
\$ 1,300	

100-32-4800-522201 OFFICE EQUIP REP& MAIN 360

Requested Amount: \$360

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

100-32-4800-522202 AUTO & TRUCK-REP & M 1,300

Requested Amount: \$1,300

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

2017 F150
1999 Service Truck
1999 Crown Vic

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>APPROVED BUDGET</u>
100-32-4800-522203 MACH & EQUIP-REP & MA Requested Amount: \$1,500 The requested amount is for routine maintenance on diagnostic equipment & other shop equipment.		1,500
100-32-4800-522206 COMPUTER-REP & MAINT Requested Amount: \$2,000 The requested amount includes the following: \$ 500 Software user maintenance \$1,500 Other computer or printer repairs <u>\$2,000</u>		2,000
100-32-4800-523200 TELEPHONE Requested Amount: \$4,500 This request covers the land lines & cell phones for the Shop.		4,500
100-32-4800-523700 TRAINING & MEETINGS Requested Amount: \$2,000 The requested amount is for training for Shop department employees.		2,000
100-32-4800-523900 UNIFORMS Requested Amount: \$1,250 The requested amount is for TWO employees within the Shop Department. If another employee hiring is approved Requested Amount would be \$1,875		1,000
100-32-4800-531100 OFFICE/COMPUTER SUPPL Requested Amount: \$2,200		1,000
100-32-4800-531210 WATER, SEWAGE & GARB Requested Amount: \$7,000 The requested amount is the 2018 YTD amount annualized.		7,000

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>APPROVED BUDGET</u>
100-32-4800-531220 NATURAL GAS		6,000
Requested Amount: \$7,500		
This is the projected amount of natural gas for heating the whole shop.		
100-32-4800-531225 STORM WATER		2,300
Requested Amount: \$2,300		
This is the storm water fee for the shop.		
100-32-4800-531230 ELECTRICITY		10,000
Requested Amount: \$12,600		
The amount is for electricity at the shop, maintenance buildings, & for the security lights.		
100-32-4800-531270 GASOLINE ALLOCATED		1,100
Requested Amount: \$1,100		
This amount is for the service truck & the parts truck.		
100-32-4800-531700 OTHER SUPPLIES		10,000
Requested Amount: \$10,000		
This is the purchase of supplies that are NOT charged to City Work Orders. The costs included are tire disposal, cleaning solutions, safety supplies, shop rags, etc.		

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

100-32-4800-542100 MACHINERY & EQUIPME 26,989
 Requested Amount: \$26,989

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

Large Truck Tire Changer	\$21,639	2019 Carryover
Auto Diagnostic Tool	\$ 5,350	

Total	\$26,989	

Recommended Amount: \$5,350

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

Auto Diagnostic Tool	\$ 5,350	

Total	\$ 5,350	

100-32-4800-542400 COMPUTER EQUIPMENT 4,000
 Requested Amount: \$4,000

Update Laptop & Replace Toner

100-32-4800-551101 DATA CENTER EXPENSE 2,362
 This is the amount allocated to this department for internet, other computer connections, & repair.

100-32-4800-581200 CAPITAL LEASE PAYMEN 4,400
 Requested Amount \$4,400 This includes the principal & interest payments for the following capital lease:

\$ 4,400	2017 Ford 150	last payment due 2021
\$ 4,400		

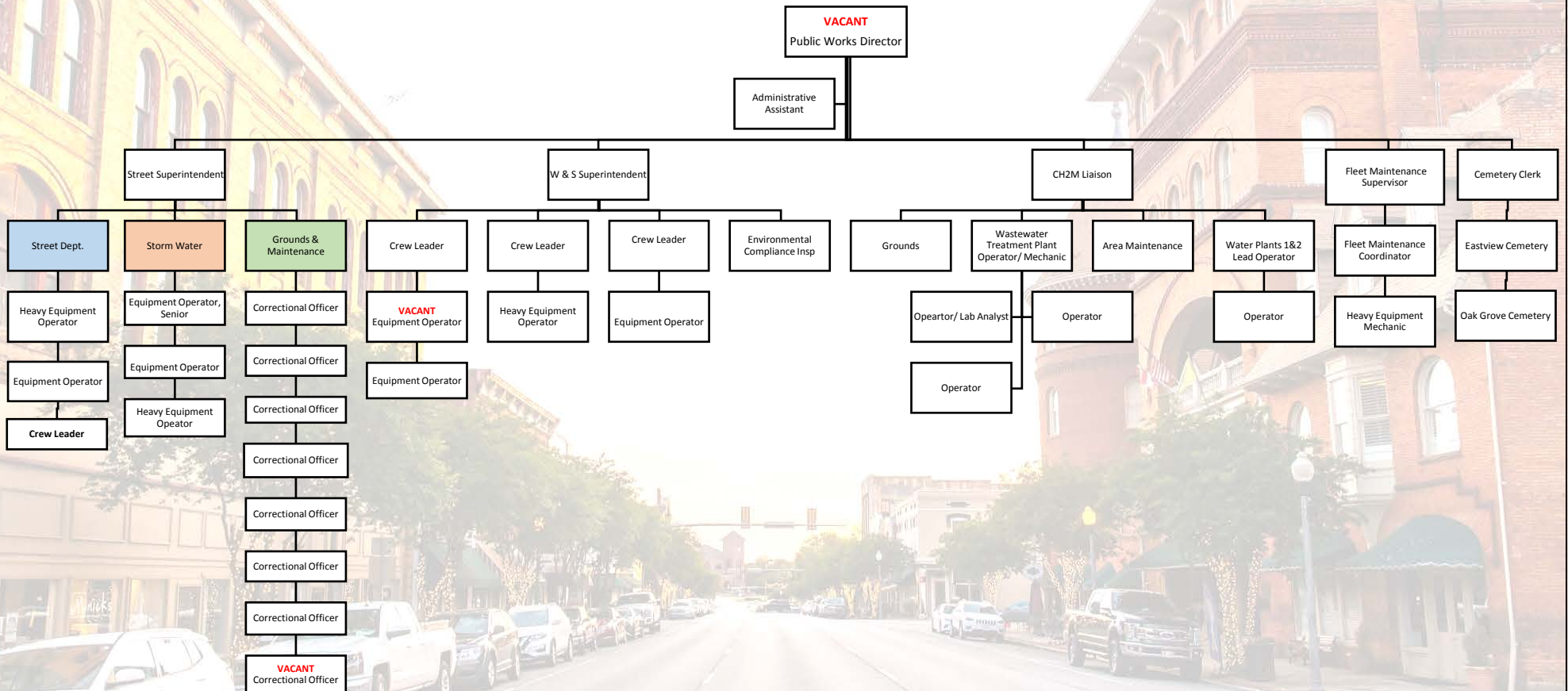
32 SHOP

275,574

CITY OF AMERICUS
2020 OPERATING BUDGET

PUBLIC WORKS DEPARTMENT

Budgeted 2020



CITY OF AMERICUS
2020 OPERATING BUDGET

PUBLIC WORKS

MISSION STATEMENT/GENERAL OBJECTIVES

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

GOALS - 2020

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

Time Frame

On-going
On-going
On-going
On-going
On-going
On-going
On-going
On-going
On-going
As needed

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

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
34 PUBLIC WORKS						
100-34-1530-521201 LEGAL EXPENSE	128	1,000	153	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	105,989	113,275	64,926	112,372	100,256	100,256
100-34-4100-511300 OVERTIME PAY	303	0	1,628	- 0	- 0	- 0
100-34-4100-512100 GROUP MEDICAL INSURANC	13,973	13,960	13,930	13,960	15,458	15,458
100-34-4100-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
100-34-4100-512110 GROUP DENTAL INSURANCE	114	406	198	406	472	472
100-34-4100-512200 SOCIAL SECURITY PAYMEN	8,057	8,666	5,015	8,596	7,670	7,670
100-34-4100-512400 RETIREMENT SYSTEM	11,442	11,328	10,350	10,889	9,715	9,715
100-34-4100-512700 WORKERS' COMPENSATION	287	243	268	955	852	852
100-34-4100-522000 OTHER OUTSIDE SERVICES	308,149	33,700	26,006	33,700	32,000	32,000
100-34-4100-522130 LOT CLEANING EXPENSE	0	0	0	- 0	- 0	- 0
100-34-4100-522201 OFFICE EQUIP-REP AND MAI	41	500	210	500	500	500
100-34-4100-522202 AUTO & TRUCK-REP & MAIN	277	1,000	443	1,000	1,000	1,000
100-34-4100-522203 MACH & EQUIP-REP & MAIN	104	1,000	96	1,000	1,000	1,000
100-34-4100-522206 COMPUTER-REPAIR & MAIN	0	5,700	0	5,700	- 0	- 0
100-34-4100-523200 TELEPHONE	12,322	12,100	19,309	21,100	21,100	21,100
100-34-4100-523600 DUES & SUBSCRIPTIONS	350	939	527	1,111	1,111	1,111
100-34-4100-523700 TRAINING & MEETINGS	4,288	5,000	3,100	5,000	5,000	5,000
100-34-4100-523900 UNIFORMS	0	0	0	- 0	- 0	- 0
100-34-4100-531100 OFFICE/COMPUTER SUPPLIE	1,968	3,800	3,313	3,800	3,800	3,800
100-34-4100-531230 ELECTRICITY	4,090	6,500	6,934	7,000	6,500	6,500
100-34-4100-531270 GASOLINE ALLOCATED	968	1,800	780	1,800	1,000	1,000
100-34-4100-531700 OTHER SUPPLIES	1,725	1,000	7,245	9,750	7,000	7,000
100-34-4100-541300 BUILDINGS	0	0	0	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
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	1,808	1,575	1,887	- 0	1,575	1,575
100-34-4100-581200 CAPITAL LEASE PAYMENTS	<u>0</u>	<u>4,319</u>	<u>0</u>	<u>4,400</u>	<u>- 0</u>	<u>- 0</u>
34 PUBLIC WORKS	476,383	227,811	166,318	244,039	217,009	217,009

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

34 PUBLIC WORKS

100-34-1530-521201	LEGAL EXPENSE		1,000
	Requested Amount: \$1,000		
	This amount should cover any minor legal expenses for the department and additional easement work.		
100-34-4100-511000	REGULAR PAY		100,256
	Personnel Requirements:		
		Current	
	Administrative Assistant	1	
	Public Works Director	1	
		2	
100-34-4100-512100	GROUP MEDICAL INSURA		15,458
	The requested amount represents \$6,980 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.		
100-34-4100-512110	GROUP DENTAL INSURAN		472
	This amount represents \$236 per employee.		
100-34-4100-512200	SOCIAL SECURITY PAYM		7,670
	This amount is 7.65% of the total salary of the department.		
100-34-4100-512400	RETIREMENT SYSTEM		9,715
	This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.		
100-34-4100-512700	WORKERS' COMPENSATIO		852
	This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.		

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION	APPROVED BUDGET
<p>100-34-4100-522000 OTHER OUTSIDE SERVICE</p> <p style="padding-left: 20px;">Requested Amount: \$33,700</p> <p style="padding-left: 20px;">The requested amount includes UPS/FedEx expenses, Advanced Disposal pickups at the yard, & other miscellaneous services.</p> <p style="padding-left: 20px;">This request also includes \$8,200 per year for a 3-year contract with GA Power for a new Security System.</p> <p style="padding-left: 20px;">Recommended Amount: \$32,000</p>	<p>32,000</p>
<p>100-34-4100-522201 OFFICE EQUIP-REP AND M</p> <p style="padding-left: 20px;">Requested Amount: \$500</p>	<p>500</p>
<p>100-34-4100-522202 AUTO & TRUCK-REP & M</p> <p style="padding-left: 20px;">Requested Amount: \$1,000</p> <p style="padding-left: 20px;">Repair & Maintenance for Public Works Vehicle.</p>	<p>1,000</p>
<p>100-34-4100-522203 MACH & EQUIP-REP & MA</p> <p style="padding-left: 20px;">Requested Amount: \$1,000</p> <p style="padding-left: 20px;">This is for the radio maintenance contract & other miscellaneous repairs. The reason for the increase starting in 2018 is because repair cost for the radio has risen.</p>	<p>1,000</p>
<p>100-34-4100-523200 TELEPHONE</p> <p style="padding-left: 20px;">Requested Amount: \$21,100</p> <p style="padding-left: 20px;">The requested amount is for AT&T /First Net WIREless and AT&T land lines,</p>	<p>21,100</p>

CITY OF AMERICUS

ACCOUNT NUMBER/DESCRIPTION 2020 OPERATING BUDGET-EXPENDITURE DETAIL APPROVED BUDGET

100-34-4100-523600 DUES & SUBSCRIPTIONS

1,111

Requested Amount: \$1,111

- \$ 42 GWPCA membership fee
- \$360 GA Rural Water Assoc. membership fee
- \$284 SE Storm Water Assoc.
- \$100 APWA
- \$100 GWP
- \$100 GSWCC
- \$125 GCCMA

\$1,111

100-34-4100-523700 TRAINING & MEETINGS

5,000

Requested Amount: \$5,000

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

100-34-4100-531100 OFFICE/COMPUTER SUPPL

3,800

Requested Amount: \$3,800

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

100-34-4100-531230 ELECTRICITY

6,500

Requested Amount: \$7,000

100-34-4100-531270 GASOLINE ALLOCATED

1,000

Requested Amount: \$1,800

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

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
100-34-4100-531700 OTHER SUPPLIES	7,000
Requested Amount: \$9,750	
This request covers general supplies for the Public Works office, & Train Depot. General Supplies included are paper towels, restroom supplies, cleaning products, etc. This amount also includes \$100 for cleaning supplies for Rees Park School.	
Recommended Amount: \$7,000	
100-34-4100-551101 DATA CENTER EXPENSE	1,575
This is the amount allocated to this department for internet, other computer connections, repairs, & the upgrade of computer equipment.	
34 PUBLIC WORKS	217,009

CITY OF AMERICUS
2020 OPERATING BUDGET

GROUNDS & MAINTENANCE DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

GOALS – 2020

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
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
36 GROUNDS/MAINTENANCE						
100-36-4340-511000 REGULAR PAY	208,715	268,996	220,271	314,815	259,211	259,211
100-36-4340-511300 OVERTIME PAY	17,869	20,000	6,447	25,000	20,000	20,000
100-36-4340-512100 GROUP MEDICAL INSURANC	41,770	41,880	41,826	55,840	54,851	54,851
100-36-4340-512101 OPT OUT INSURANCE PLAN	5,654	6,000	3,000	3,000	3,000	3,000
100-36-4340-512110 GROUP DENTAL INSURANCE	1,929	1,624	1,325	1,827	1,888	1,888
100-36-4340-512200 SOCIAL SECURITY PAYMEN	16,939	22,211	16,677	25,996	21,360	21,360
100-36-4340-512400 RETIREMENT SYSTEM	22,011	28,900	19,899	32,928	27,056	27,056
100-36-4340-512700 WORKER'S COMPENSATION	9,631	10,696	11,755	14,799	12,168	12,168
100-36-4340-522000 OTHER OUTSIDE SERVICES	24,713	34,080	25,952	33,060	3,060	3,060
100-36-4340-522202 AUTO & TRUCK- REP & MAI	19,378	20,000	18,361	20,000	20,000	20,000
100-36-4340-522203 MACH & EQUIP-REP & MAIN	26,671	23,000	13,203	23,000	23,000	23,000
100-36-4340-523200 TELEPHONE	0	420	0	420	420	420
100-36-4340-523700 TRAINING AND MEETINGS	0	1,000	0	1,000	1,000	1,000
100-36-4340-523900 UNIFORMS	5,523	9,500	5,063	9,500	9,500	9,500
100-36-4340-531105 HAND TOOLS	2,443	2,000	2,000	5,000	5,000	5,000
100-36-4340-531210 WATER, SEWAGE & GARBAG	1,248	4,000	1,156	4,000	4,000	4,000
100-36-4340-531220 NATURAL GAS	0	0	0	- 0	- 0	- 0
100-36-4340-531225 STORM WATER	154,740	167,000	154,454	167,000	150,000	150,000
100-36-4340-531230 ELECTRICITY	577	500	450	500	500	500
100-36-4340-531270 GASOLINE ALLOCATED	26,545	34,500	26,666	34,500	25,000	25,000
100-36-4340-531700 OTHER SUPPLIES	14,182	13,000	12,808	13,000	13,000	13,000
100-36-4340-542100 MACHINERY & EQUIPMENT	33,373	30,000	17,919	18,000	18,000	18,000
100-36-4340-542200 TRUCKS AND AUTOMOBILE	0	10,000	0	10,000	10,000	10,000
100-36-4340-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0
100-36-4340-551101 DATA CENTER EXPENSE	136	787	72	- 0	787	787

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
100-36-4340-581200 CAPITAL LEASE PAYMENTS	0	0	0	- 0	- 0	- 0
100-36-6240-531112 PLANTS & FLOWERS	<u>39,170</u>	<u>30,000</u>	<u>23,126</u>	<u>30,000</u>	<u>23,500</u>	<u>23,500</u>
36 GROUNDS/MAINTENANCE	673,217	780,094	622,428	843,185	706,301	706,301

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
36 GROUNDS/MAINTENANCE

100-36-4340-511000 REGULAR PAY 259,211

Personnel Requirements:

	Current	Requested	Recommended
Correctional Officer	8	8	8
G&M Coordinator*	0	1	0
	8	9	8

The requested amount includes an additional position of Grounds & Maintenance Coordinator and the associated salary.

*The recommended removes the G&M Coordinator position.

100-36-4340-511300 OVERTIME PAY 20,000

Requested Amount: \$25,000

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

100-36-4340-512100 GROUP MEDICAL INSURA 54,851

The requested amount represents \$6,980 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 PLA 3,000

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

100-36-4340-512110 GROUP DENTAL INSURAN 1,888

This amount represents \$236 per employee.

100-36-4340-512200 SOCIAL SECURITY PAYM 21,360

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

100-36-4340-512400 RETIREMENT SYSTEM 27,056

This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

CITY OF AMERICUS

ACCOUNT NUMBER/DESCRIPTION 2020 OPERATING BUDGET-EXPENDITURE DETAIL APPROVED BUDGET

100-36-4340-512700 WORKER'S COMPENSATIO 12,168

This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.

100-36-4340-522000 OTHER OUTSIDE SERVICE 3,060

Requested Amount: \$33,060

This request is for the following:

\$ 3,060 Porta Potty Rental (4 potties @ \$70 per month)

\$30,000 Herbicide Treatment

\$33,060

Recommended Amount: \$3,060

The recommended amount removes the herbicide treatment. This will be included in plants and flowers.

100-36-4340-522202 AUTO & TRUCK- REP & M 20,000

Requested Amount: \$20,000

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

100-36-4340-522203 MACH & EQUIP-REP & MA 23,000

Requested Amount: \$23,000

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

100-36-4340-523200 TELEPHONE 420

Requested Amount: \$420

This is amount needed to cover the alarm monitoring fee (12 months @ \$35).

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
100-36-4340-523700 TRAINING AND MEETING Requested Amount: \$1,000 Annual G/M Certifications.	1,000
100-36-4340-523900 UNIFORMS Requested Amount: \$9,500 The requested amount covers uniforms for 6 - 8 Employees within the G/M Department.	9,500
100-36-4340-531105 HAND TOOLS Requested Amount: \$5,000 The request is for hand tools such as rakes, brooms, & shovels for the inmate crews.	5,000
100-36-4340-531210 WATER, SEWAGE & GARB Requested Amount: \$4,000 This is for the various sprinkler systems for watering the city-owned landscaped areas. The amount requested is the current YTD amount annualized.	4,000
100-36-4340-531225 STORM WATER Requested Amount: \$167,000 The budget request includes all storm water fees for streets, sidewalks, & parks. Recommended Amount: \$150,000	150,000
100-36-4340-531230 ELECTRICITY Requested Amount: \$500 This is for the electricity for the G/M Building.	500

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION		APPROVED BUDGET
<p>100-36-4340-531270 GASOLINE ALLOCATED</p> <p style="margin-left: 20px;">Requested Amount: \$34,500</p> <p style="margin-left: 20px;">This request covers the correctional vans, all grass cutting equipment, & the amount of gas needed to operate on.</p> <p style="margin-left: 20px;">Recommended Amount: \$25,000</p>		25,000
<p>100-36-4340-531700 OTHER SUPPLIES</p> <p style="margin-left: 20px;">Requested Amount: \$13,000</p> <p style="margin-left: 20px;">This amount is for safety vests for Correctional Officers. It is also for wasp spray, gloves, trash bags, & safety glasses for inmate crews.</p>		13,000
<p>100-36-4340-542100 MACHINERY & EQUIPME</p> <p style="margin-left: 20px;">Requested Amount: \$18,000</p> <p style="margin-left: 20px;">2019 Carryover after mowers purchased</p>		18,000
<p>100-36-4340-542200 TRUCKS AND AUTOMOBILI</p> <p style="margin-left: 20px;">Requested Amount: \$10,000</p> <p style="margin-left: 20px;">\$10,000 Inmate Van Replacement</p>		10,000
<p>100-36-4340-551101 DATA CENTER EXPENSE</p> <p style="margin-left: 20px;">This is the amount allocated to the G/M Department for internet, other computer connections, repair, & upgrade of computer equipment.</p>		787
<p>100-36-6240-531112 PLANTS & FLOWERS</p> <p style="margin-left: 20px;">Requested Amount: \$30,000</p> <p style="margin-left: 20px;">This includes landscaping & beautification of all entrance ways into the City. It also includes landscaping for City owned buildings & property.</p> <p style="margin-left: 20px;">Recommended Amount: \$23,500</p>		23,500
<p>36 GROUNDS/MAINTENANCE</p>		706,301



CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

COMPONENT UNITS

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
202 DOWNTOWN DEVELOPMENT FUND						
202-00-0000-311102 PROPERTY TAX SURTAX RE	0	0	0	- 0	- 0	- 0
202-00-0000-316101 BUSINESS LICENSE SURTAX	0	0	0	- 0	- 0	- 0
202-00-0000-334110 OTHER GRANTS	0	0	0	- 0	- 0	- 0
202-00-0000-347300 TASTE OF SUMTER REVENU	0	0	0	- 0	- 0	- 0
202-00-0000-371000 DONATIONS	0	0	0	- 0	- 0	- 0
202-00-0000-381001 TROLLEY FEES	0	0	0	- 0	- 0	- 0
202-00-0000-382000 RENTAL INCOME	0	0	600	- 0	- 0	- 0
202-00-0000-389000 OTHER MISC INCOME	0	31,650	0	31,650	31,650	31,650
202-00-0000-389003 CARRYOVER OF FUND BALA	0	0	0	- 0	- 0	- 0
202-00-0000-389005 CITY ALLOCATION REVENU	0	0	0	- 0	- 0	- 0
202-00-0000-391000 TRANSFER FROM MAIN STR	0	0	0	- 0	- 0	- 0
202-00-0000-391200 TRANSFER FROM GENERAL	0	0	0	- 0	- 0	- 0
202-00-0000-392100 SALE OF DDA PROPERTY	0	0	0	- 0	- 0	- 0
202 DOWNTOWN DEVELOPMENT FUND	0	31,650	600	31,650	31,650	31,650

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET
FUND

ACCOUNT NUMBER/DESCRIPTION

202 DOWNTOWN DEVELOPMENT

202-00-0000-311102 PROPERTY TAX SURTAX

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-316101 BUSINESS LICENSE SURTAX

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-334110 OTHER GRANTS

Requested Amount: \$0

202-00-0000-347300 TASTE OF SUMTER REVE

Requested Amount: \$0

202-00-0000-371000 DONATIONS

Requested Amount: \$0

202-00-0000-381001 TROLLEY FEES

Requested Amount: \$0

Recommended Amount: \$0

202-00-0000-382000 RENTAL INCOME

Requested Amount: \$0

202-00-0000-389000 OTHER MISC INCOME

Requested Amount: \$31,650

31,650

Recommended Amount: \$0

202-00-0000-389003 CARRYOVER OF FUND BA

202-00-0000-389005 CITY ALLOCATION REVE

Recommended Amount: \$0

202-00-0000-391000 TRANSFER FROM MAIN S



CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET
TRANSFER FROM GENER

ACCOUNT NUMBER/DESCRIPTION

202-00-0000-391200

Requested Amount: \$0

202-00-0000-392100 SALE OF DDA PROPERTY

Requested amount: \$0

202 DOWNTOWN DEVELOPMENT FUND

31,650

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
65 DOWNTOWN DEVELOPMENT						
202-65-1530-521201 LEGAL EXPENSES	320	2,500	961	2,500	2,500	2,500
202-65-7550-511000 REGULAR PAY	0	0	0	- 0	- 0	- 0
202-65-7550-511300 OVERTIME PAY	0	0	0	- 0	- 0	- 0
202-65-7550-512100 GROUP MEDICAL INSURANC	0	0	0	- 0	- 0	- 0
202-65-7550-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
202-65-7550-512110 GROUP DENTAL INSURANCE	391	0	255	- 0	- 0	- 0
202-65-7550-512200 SOCIAL SECURITY PAYMEN	16	0	0	- 0	- 0	- 0
202-65-7550-512400 RETIREMENT SYSTEM	0	0	0	- 0	- 0	- 0
202-65-7550-512700 WORKERS COMPENSATION	0	0	0	- 0	- 0	- 0
202-65-7550-521203 AUDIT FEES	0	0	0	- 0	- 0	- 0
202-65-7550-522000 OTHER OUTSIDE SERVICES	0	30,000	16,250	30,000	30,000	30,000
202-65-7550-522201 OFFICE EQUIP REP & MAINT	0	0	0	- 0	- 0	- 0
202-65-7550-522202 AUTO & TRUCK REP & MAIN	0	0	0	- 0	- 0	- 0
202-65-7550-522206 COMPUTER REPAIR & MAIN	0	0	0	- 0	- 0	- 0
202-65-7550-523100 INSURANCE EXPENSE	2,292	2,500	1,663	2,764	2,764	2,764
202-65-7550-523200 TELEPHONE	1,411	0	1,895	- 0	- 0	- 0
202-65-7550-523201 POSTAGE	0	150	0	150	150	150
202-65-7550-523301 ADVERTISING EXPENSE	-34	3,000	-2,000	3,000	3,000	3,000
202-65-7550-523600 DUES & SUBSCRIPTIONS	160	1,000	160	1,000	1,000	1,000
202-65-7550-523700 TRAINING & MEETINGS	530	5,000	0	5,000	5,000	5,000
202-65-7550-523900 UNIFORMS	0	0	0	- 0	- 0	- 0
202-65-7550-523906 TROLLEY EXPENSE	206	0	0	- 0	- 0	- 0
202-65-7550-523908 TASTE OF SUMTER EXPENSE	0	0	0	- 0	- 0	- 0
202-65-7550-531100 OFFICE /COMPUTER SUPPLIE	0	0	0	- 0	- 0	- 0
202-65-7550-531112 FLOWERS & PLANTS	0	0	0	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
202-65-7550-531210 WATER,SEWER,& GARBAGE	0	0	0	- 0	- 0	- 0
202-65-7550-531220 NATURAL GAS	0	0	0	- 0	- 0	- 0
202-65-7550-531225 STORM WATER	0	0	0	- 0	- 0	- 0
202-65-7550-531230 ELECTRICITY	194	0	267	- 0	300	300
202-65-7550-531270 GASOLINE ALLOCATED	239	0	1,091	- 0	- 0	- 0
202-65-7550-531700 OTHER SUPPLIES	0	0	0	- 0	- 0	- 0
202-65-7550-541461 ACQUISITION	0	0	0	- 0	- 0	- 0
202-65-7550-542900 OTHER CAPITAL EXPENDITU	0	0	0	- 0	- 0	- 0
202-65-7550-551101 DATA CENTER EXPENSE	0	0	0	- 0	- 0	- 0
202-65-7550-573006 PAYMENT TO OTHERS	0	0	0	- 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
202-65-7550-611000 TRANSFER TO MAIN ST.	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
65 DOWNTOWN DEVELOPMENT	5,725	44,150	20,542	44,414	44,714	44,714

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
65 DOWNTOWN DEVELOPMENT	
202-65-1530-521201 LEGAL EXPENSES	2,500
Requested Amount: \$2,500	
202-65-7550-522000 OTHER OUTSIDE SERVICE	30,000
Requested Amount: \$30,000	
\$10,000 Plumbing on 131 Cotton Avenue	
\$ 5,000 Electrical on 131 Cotton Avenue	
\$10,000 HVAC on 131 Cotton Avenue	
\$ 5,000 Carpentry on 131 Cotton Avenue	
<u> </u> Total	
202-65-7550-523100 INSURANCE EXPENSE	2,764
Requested Amount: \$2,764	
202-65-7550-523201 POSTAGE	150
Requested Amount: \$150	
Postage for mailouts, bid requests, and RFP's	
202-65-7550-523301 ADVERTISING EXPENSE	3,000
Requested Amount: \$3,000	
Advertising Available Property and contract bid work on DDA Properties	
202-65-7550-523600 DUES & SUBSCRIPTIONS	1,000
Requested Amount: \$1,000	
Dues to National and State Organizations for Economic Development	
202-65-7550-523700 TRAINING & MEETINGS	5,000
Requested Amount: \$5,000	
\$3,000 Training and Conferences	
\$2,000 Meetings for Board and Prospects	
<u> </u> Total	
202-65-7550-531230 ELECTRICITY	300
65 DOWNTOWN DEVELOPMENT	44,714

CITY OF AMERICUS
2020 OPERATING BUDGET

MAIN STREET DEPARTMENT

Budgeted 2020

Main Street
Director

Program
Coordinator,
Main Street

Trolley Driver
(Part-Time)

CITY OF AMERICUS
2020 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 - 2020

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
2020 OPERATING BUDGET

8. Continue to build partnerships and strengthen stakeholders for events and real estate development.
9. Continue working closely with Payroll Development Authority, Chamber of Commerce, and CED Director with the City of Americus to develop a more aggressive plan to recruit new business to downtown Americus.
10. Review zoning ordinances and codes and partner with the Community Development Department of the City of Americus to create an entertainment zone adjacent to the Downtown Central Business Improvement District.

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
270 MAIN STREET						
270-00-0000-311102 PROPERTY TAX SURTAX RE	16,905	16,898	16,465	16,460	16,460	16,460
270-00-0000-316101 BUSINESS LICENSE SURTAX	11,285	7,760	9,172	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 REVENU	0	0	0	- 0	- 0	- 0
270-00-0000-361000 OTHER INTEREST EARNED	135	0	101	- 0	- 0	- 0
270-00-0000-371000 DONATIONS	0	0	0	- 0	- 0	- 0
270-00-0000-381001 TROLLEY FEES	12,260	8,000	12,235	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	2,360	1,600	57,946	2,000	2,000	2,000
270-00-0000-389003 CARRYOVER OF FUND BALA	0	0	0	- 0	- 0	- 0
270-00-0000-389005 CITY ALLOCATION REVENU	184,008	222,726	167,044	296,600	257,720	257,720
270-00-0000-391000 TRANSFER FROM DDA	0	0	0	- 0	- 0	- 0
270-00-0000-391200 TRANSFER FROM GENERAL	0	0	0	- 0	- 0	- 0
270-00-0000-392100 SALE OF DDA PROPERTY	0	0	0	- 0	- 0	- 0
270 MAIN STREET	226,954	256,984	262,963	330,820	291,940	291,940

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

ACCOUNT NUMBER/DESCRIPTION

APPROVED
BUDGET

270 MAIN STREET

270-00-0000-311102 PROPERTY TAX SURTAX

16,460

Requested Amount: \$16,460

270-00-0000-316101 BUSINESS LICENSE SURTAX

7,760

Requested Amount: \$7,760

270-00-0000-334110 OTHER GRANTS

Requested Amount: \$0

270-00-0000-347300 TASTE OF SUMTER REVE

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

Requested Amount: \$0

270-00-0000-389000 OTHER MISC INCOME

2,000

Requested Amount: \$2,000

Fees from the Farmers Market, rental of Lenny's Market, and Parade Entry Fees.

270-00-0000-389003 CARRYOVER OF FUND BA

Requested Amount: \$0

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET
CITY ALLOCATION REVE

ACCOUNT NUMBER/DESCRIPTION

270-00-0000-389005

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	\$202,810	0.2%	
2019	\$222,725	(12.7%)	projected
2020	\$296,620	24.9%	requested
2020	\$257,807		recommended

270-00-0000-391000 TRANSFER FROM DDA

270-00-0000-391200 TRANSFER FROM GENER

270-00-0000-392100 SALE OF DDA PROPERTY

Requested amount: \$0

270 MAIN STREET

291,940

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
83 MAIN STREET						
100-83-7551-580000 MAIN STREET EXPENDITURE	232,461	0	-232,461	- 0	- 0	- 0
270-83-1530-521201 LEGAL EXPENSES	1,080	2,500	360	2,500	2,500	2,500
270-83-7551-511000 REGULAR PAY	96,064	110,974	93,313	122,160	114,028	114,028
270-83-7551-511300 OVERTIME PAY	8,739	5,000	2,745	5,000	5,000	5,000
270-83-7551-512100 GROUP MEDICAL INSURANC	6,982	13,960	13,967	13,960	15,457	15,457
270-83-7551-512101 OPT OUT INSURANCE PLAN	1,500	0	0	- 0	- 0	- 0
270-83-7551-512110 GROUP DENTAL INSURANCE	0	406	0	406	472	472
270-83-7551-512200 SOCIAL SECURITY PAYMEN	8,145	8,872	7,327	9,728	9,109	9,109
270-83-7551-512400 RETIREMENT SYSTEM	12,782	9,517	11,548	10,306	9,518	9,518
270-83-7551-512700 WORKERS COMPENSATION	415	329	363	1,142	1,068	1,068
270-83-7551-521203 AUDIT FEES	0	0	0	- 0	- 0	- 0
270-83-7551-522000 OTHER OUTSIDE SERVICES	6,790	19,148	16,969	32,520	20,340	20,340
270-83-7551-522201 OFFICE EQUIP-REP & MAINT	0	250	0	500	500	500
270-83-7551-522202 AUTO & TRUCK REP & MAIN	651	500	2,367	2,000	1,500	1,500
270-83-7551-522206 COMPUTER REPAIR & MAIN	0	500	0	500	500	500
270-83-7551-523100 INSURANCE EXPENSE	0	700	370	715	715	715
270-83-7551-523200 TELEPHONE	236	0	500	600	600	600
270-83-7551-523201 POSTAGE	-9	450	-80	350	350	350
270-83-7551-523301 ADVERTISING EXPENSE	14,314	15,000	26,442	20,000	17,000	17,000
270-83-7551-523600 DUES & SUBSCRIPTIONS	1,241	1,523	2,480	2,668	2,668	2,668
270-83-7551-523700 TRAINING & MEETINGS	10,674	6,500	8,774	14,200	12,250	12,250
270-83-7551-523900 UNIFORMS	0	0	0	- 0	- 0	- 0
270-83-7551-523906 TROLLEY EXPENSES	1,224	3,500	288	3,500	1,500	1,500
270-83-7551-523908 TASTE OF SUMTER-EXPENSE	0	0	0	- 0	- 0	- 0
270-83-7551-531100 OFFICE /COMPUTER SUPPLIE	2,612	2,000	3,257	9,150	8,150	8,150

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED % REM</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
270-83-7551-531112 FLOWERS & PLANTS	1,023	2,000	1,710	2,000	1,500	1,500
270-83-7551-531210 WATER,SEWER,&GARBAGE	117	100	73	200	200	200
270-83-7551-531220 NATURAL GAS	0	0	0	- 0	- 0	- 0
270-83-7551-531225 STORM WATER	1,076	1,200	1,053	1,200	1,200	1,200
270-83-7551-531230 ELECTRICITY	1,840	1,000	2,740	2,440	2,440	2,440
270-83-7551-531270 GASOLINE ALLOCATED	703	500	0	500	500	500
270-83-7551-531700 OTHER SUPPLIES	15,957	18,980	10,375	31,000	21,300	21,300
270-83-7551-542900 OTHER CAPITAL EXPENDITU	36,589	30,000	28,422	40,000	40,000	40,000
270-83-7551-551101 DATA CENTER EXPENSE	1,717	1,575	1,855	1,575	1,575	1,575
270-83-7551-573001 BANK CHARGES	0	0	0	- 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
83 MAIN STREET	464,923	256,984	4,756	330,820	291,940	291,940

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

83 MAIN STREET

270-83-1530-521201	LEGAL EXPENSES		2,500
	Requested Amount: \$2,500		
	Costs for attachment agreements, legal inquiries, and contracts.		
270-83-7551-511000	REGULAR PAY		114,028
	Personnel Requirements:		
		Current	
	Main Street Director	1	
	Program Coordinator	1	
	Trolley Driver (part-time)	1	
		3	
270-83-7551-511300	OVERTIME PAY		5,000
	Requested Amount: \$5,000		
	Overtime for Program Coordinator at events and additional work related needs after work hours and on weekends.		
270-83-7551-512100	GROUP MEDICAL INSURA		15,457
	The requested amount represents \$6,980 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.		
270-83-7551-512110	GROUP DENTAL INSURAN		472
	This amount represents \$236 per employee.		
270-83-7551-512200	SOCIAL SECURITY PAYM		9,109
	This amount is 7.65% of the total salary of the department.		
270-83-7551-512400	RETIREMENT SYSTEM		9,518
	This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.		
270-83-7551-512700	WORKERS COMPENSATIO		1,068
	This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.		

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

270-83-7551-522000 OTHER OUTSIDE SERVICE 20,340

Requested Amount: \$32,520

\$ 2,500 Street Light Repair/Maintenance
 \$ 20,000 Downtown Beautification (tree trimming/maintenance, cleaning,
 etc.)
 \$ 1,000 Design Assistance
 \$ 1,020 Potty at Lenny's Market
 \$ 8,000 Downtown Americus Website

\$ 32,520

Recommended Amount: \$22,520

\$ 2,500 Street Light Repair/Maintenance
 \$ 10,000 Downtown Beautification (tree trimming/maintenance, cleaning,
 etc.)
 \$ 1,000 Design Assistance
 \$ 840 Potty at Lenny's Market
 \$ 6,000 Downtown Americus Website

\$ 20,340

270-83-7551-522201 OFFICE EQUIP-REP & MAI 500

Requested Amount: \$500

270-83-7551-522202 AUTO & TRUCK REP & MA 1,500

Requested Amount: \$2,000

Maintenance of Trolley and Express Van (Bus)

Recommended Amount: \$1,500

Maintenance of Express Van (Bus)

270-83-7551-522206 COMPUTER REPAIR & MA 500

Requested Amount: \$500

270-83-7551-523100 INSURANCE EXPENSE 715

Requested Amount: \$715

Musical License Insurance for BMI and ASCAP when bands and other musicians
 play downtown and in the community.

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>APPROVED BUDGET</u>
270-83-7551-523200 TELEPHONE		600
Requested Amount: \$600		
City Cellphone use for Main Street Director		
270-83-7551-523201 POSTAGE		350
Requested Amount: \$350		
This amount includes costs associated with newsletters, event notices, monthly mail outs, surveys, and general mailings.		
270-83-7551-523301 ADVERTISING EXPENSE		17,000
Requested Amount: \$20,000		
\$5,000 Magazine		
\$3,000 Newspaper		
\$4,000 Television		
\$3,000 Online- Social Media		
\$5,000 Electrical Billboard		
<hr/> \$20,000		
Recommended Amount: \$17,000		
\$3,000 Magazine		
\$3,000 Newspaper		
\$4,000 Television		
\$2,000 Online- Social Media		
\$5,000 Electrical Billboard		
<hr/> \$17,000		
270-83-7551-523600 DUES & SUBSCRIPTIONS		2,668
Requested Amount: \$2,668		
\$ 15 National Trust Historic Preservation		
\$ 100 Georgia Grown		
\$ 350 National Main Street		
\$ 125 Georgia Downtown Association		
\$ 85 Chamber of Commerce		
\$ 48 Americus Times Recorder		
\$1,020 Americus Rotary Club		
\$ 325 Pandora Subscription (Downtown Speaker System)		
\$ 600 Graphic Design Software Subscription		
<hr/> \$2,668 Total		

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

270-83-7551-523700 TRAINING & MEETINGS

12,250

Requested Amount: \$14,200

\$ 900 National Main Streets Conference (NMSC) (2 Staff Registrations Fees)
 \$2,000 NMSC Travel (2 Staff)
 \$2,000 NMSC Hotel (2 Staff)
 \$ 750 Georgia Downtown Assoc. State Conference (2 Staff Registrations Fees)
 \$1,800 GDA Conference Hotel (2 Staff)
 \$ 600 GDA Travel (2 Staff)
 \$1,500 Marketing College (Festivals & Events Planning certification-1st yr)
 \$ 600 Main Street 201 Training Travel (2 Staff)
 \$ 500 Annual Main Street Board Retreat
 \$1,000 Board Member Training
 \$ 550 Staff Training
 \$2,000 Business Education

\$14,200

Recommended Amount: \$12,700

\$ 900 National Main Streets Conference (NMSC) (2 Staff Registrations Fees)
 \$1,000 NMSC Travel (1 Staff)
 \$1,000 NMSC Hotel (1 Staff)
 \$ 750 Georgia Downtown Assoc. State Conference (2 Staff Registrations Fees)
 \$1,800 GDA Conference Hotel (2 Staff)
 \$ 600 GDA Travel (2 Staff)
 \$ 600 Main Street 201 Training Travel (2 Staff)
 \$ 500 Annual Main Street Board Retreat
 \$1,000 Board Member Training(required)
 \$ 550 Staff Training
 \$2,000 Business Education
 \$2,000 Business Recruitment & Downtown Visits

\$12,700

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

270-83-7551-523906 TROLLEY EXPENSES

1,500

Requested Amount: \$3,500

\$2,000 Repair & Maintenance

\$1,500 Back Up Driver Cost

Recommended Amount: \$2,000

\$2,000 Repair & Maintenance

270-83-7551-531100 OFFICE /COMPUTER SUPP

8,150

Requested Amount: \$9,150

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

\$ 1,000 New Computer for Program Coordinator

\$ 850 Ink

\$ 300 Copy Paper

\$ 2,000 Other Office Supplies (envelopes, business cards, letterhead,
etc.)

\$ 5,000 New Color Copier (to print event posters, flyers, etc. -
In-house)

\$ 9,150

Recommended Amount: \$8,150

\$ 1,000 New Computer for Program Coordinator

\$ 850 Ink

\$ 300 Copy Paper

\$ 1,000 Other Office Supplies (envelopes, business cards, letterhead,
etc.)

\$ 5,000 New Color Copier (to print event posters, flyers, etc. -
In-house)

\$ 8,150

CITY OF AMERICUS		APPROVED
2020 OPERATING BUDGET-EXPENDITURE DETAIL		<u>BUDGET</u>
<u>ACCOUNT NUMBER/DESCRIPTION</u>		
270-83-7551-531112	FLOWERS & PLANTS	1,500
	Requested Amount: \$2,000	
	\$1,500 New Plants	
	\$ 500 Additional Planters	
	<u>\$2,000</u>	
270-83-7551-531210	WATER,SEWER,&GARBAG	200
	Requested Amount: \$200	
	This amount is for the Farmer's Market and Rylander Park	
270-83-7551-531225	STORM WATER	1,200
	Requested Amount: \$1,200	
	\$ 500 Lenny's Market	
	\$ 700 Rylander Park	
	<u>\$ 1,200</u>	
270-83-7551-531230	ELECTRICITY	2,440
	Requested Amount: \$2,440	
	\$ 800 Lenny's Market	
	\$ 800 Rylander Park	
	\$ 840 Pole Attachments (\$70/month)	
	<u>\$2,440</u>	
270-83-7551-531270	GASOLINE ALLOCATED	500
	Requested Amount: \$500	
	This is fuel for the bus and trolley.	

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION

APPROVED
BUDGET
21,300

270-83-7551-531700 OTHER SUPPLIES

Requested Amount: \$31,000

\$ 2,000	Student & Faculty Welcome Back Event
\$ 3,000	First Friday Promotional Items, Decorations & Printing
\$ 5,000	Christmas Open House Event
\$ 2,000	Business Recruitment Brochure
\$ 2,000	Business Recruitment & Downtown Visits
\$ 1,000	Downtown Newsletter
\$ 2,000	Annual Volunteer Appreciation Dinner
\$ 2,500	Downtown Map Printing & Rack Card Printing
\$ 5,000	Lenny's Farmers Market (promotional, repair work, upgrades)
\$ 5,000	Main Street Promotional Items (pole banners, pens, fans, t-shirts, cups, etc.)
\$ 500	Welcome Baskets
\$ 1,000	Other

\$31,000

Recommended Amount: \$21,500

\$ 3,000	First Friday Promotional Items, Decorations & Printing
\$ 2,500	Christmas Open House Event
\$ 2,000	Business Recruitment Brochure
\$ 1,000	Downtown Newsletter
\$ 2,000	Annual Volunteer Appreciation Dinner
\$ 2,500	Downtown Map Printing & Rack Card Printing
\$ 3,000	Lenny's Farmers Market (promotional, repair work, upgrades)
\$ 4,000	Main Street Promotional Items (pole banners, pens, fans, t-shirts, cups, etc.)
\$ 500	Welcome Baskets
\$ 1,000	Other

\$21,500

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

270-83-7551-542900 OTHER CAPITAL EXPEND

40,000

Requested Amount: \$40,000

\$20,000 Facade Grant Program

\$10,000 Street Furniture (pole banners, bike racks, benches, trash cans,
flower boxes, etc.)

\$10,000 Christmas Decorations (Upgrade & Replacement)

\$40,000 Total

270-83-7551-551101 DATA CENTER EXPENSE

1,575

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

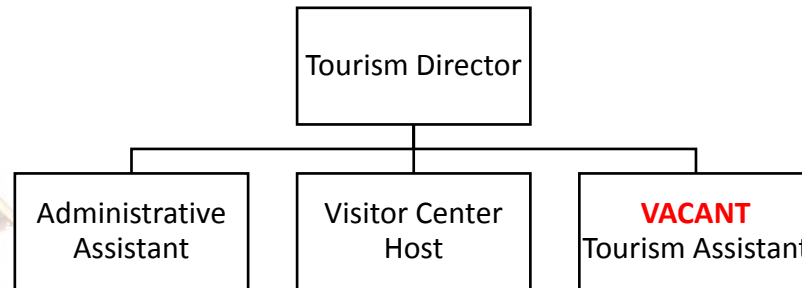
83 MAIN STREET

291,940

CITY OF AMERICUS
2020 OPERATING BUDGET

TOURISM DEPARTMENT

Budgeted 2020



CITY OF AMERICUS
2020 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 – 2020

1. Revamp Welcome Center
 - a. Reason: The Welcome Center should stand as a resource for visitors and citizens in Americus-Sumter County.
 - i. Reorganize & Decorate
 - ii. Create Multi-media waiting room
 - iii. Purchase rebranded materials
2. Promote Homegrown World Renown Brand Americus-Sumter County Tourism
 - a. present new tourism video & photography
 - b. Increase social media
 - c. Statewide ad campaigns
 - d. Buzz marketing events
3. Create Tourism Product
 - a. Create Cemetery, Architecture, & Culinary Tour
 - b. Create African American/Civil Rights Story Tour
 - c. Create Destination Wedding Program



**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
205 TOURISM FUND						
205-00-0000-341903 WELCOME CENTER SALES	7,163	10,000	9,743	10,000	10,000	10,000
205-00-0000-389000 MISCELLANEOUS INCOME	0	0	0	- 0	- 0	- 0
205-00-0000-389002 CASH SHORT & OVER	0	0	12	- 0	- 0	- 0
205-00-0000-391000 HOTEL/MOTEL TAX	<u>192,206</u>	<u>201,758</u>	<u>201,758</u>	<u>245,573</u>	<u>200,096</u>	<u>200,096</u>
205 TOURISM FUND	199,369	211,758	211,513	255,573	210,096	210,096

CITY OF AMERICUS

2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

205 TOURISM FUND

205-00-0000-341903 WELCOME CENTER SALE

10,000

Requested Amount: \$10,000

This is for the sale of items at the Americus Visitor Center.

The plan is to continue to sell branded items, snacks, and other souvenirs as needed.

205-00-0000-389000 MISCELLANEOUS INCOME

Requested Amount: 0

205-00-0000-389002 CASH SHORT & OVER

Requested Amount: \$0

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET
HOTEL/MOTEL TAX

ACCOUNT NUMBER/DESCRIPTION

205-00-0000-391000

The following is a recap of recent allocations.

2010	\$160,000	(15.7%)	
2011	\$144,000	(10.0%)	
2012	\$151,200	5.0%	
2013	\$151,200	0.0%	
2014	\$148,309	(1.9%)	
2015	\$139,894	(17.4%)	
2016	\$139,894	0%	
2017	\$177,619	26.9%	
2018	\$192,206	26.9%	
2019	\$201,758	(17.7%)	projected
2020	\$245,573		requested
2020	\$215,013		recommended

Requested amount:

\$230,000	Tourism Fund (increase in funding) **
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 0	General Fund (reduced to zero)
<hr/>	
\$330,000	

**Amount differ from request because the estimated revenue is not sufficient for both the Theater and Tourism Fund's request.

Recommended amount:

\$200,096	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 29,904	General Fund

\$330,000

205 TOURISM FUND

210,096

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
17 TOURISM						
205-17-7540-511000 REGULAR PAY	93,024	106,187	97,025	126,317	106,135	106,135
205-17-7540-511300 OVERTIME PAY	2,096	500	2,585	- 0	- 0	- 0
205-17-7540-512100 GROUP MEDICAL INSURANC	7,012	13,960	13,996	20,940	15,457	15,457
205-17-7540-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
205-17-7540-512110 GROUP DENTAL INSURANCE	453	406	394	609	472	472
205-17-7540-512200 SOCIAL SECURITY PAYMEN	6,838	8,162	7,296	9,663	8,119	8,119
205-17-7540-512400 RETIREMENT SYSTEM	8,603	6,427	7,778	11,032	9,077	9,077
205-17-7540-512700 WORKERS COMPENSATION	801	853	938	317	266	266
205-17-7540-521203 AUDIT FEES	0	0	0	- 0	- 0	- 0
205-17-7540-522000 OTHER OUTSIDE SERVICES	0	0	0	- 0	- 0	- 0
205-17-7540-522201 OFFICE EQUIP-REP AND MAI	350	250	368	400	400	400
205-17-7540-522206 COMPUTER-REP AND MAINT	0	200	0	200	200	200
205-17-7540-522310 RENT EXPENSE	0	0	0	- 0	- 0	- 0
205-17-7540-523100 INSURANCE EXPENSE	1,200	1,200	1,200	1,260	1,260	1,260
205-17-7540-523200 TELEPHONE	807	900	683	900	900	900
205-17-7540-523201 POSTAGE	515	500	244	200	200	200
205-17-7540-523301 MARKETING & PROMOTION	54,898	44,500	22,183	46,500	40,000	40,000
205-17-7540-523600 DUES AND SUBSCRIPTIONS	2,125	2,285	2,670	2,285	2,285	2,285
205-17-7540-523700 TRAINING AND MEETINGS	10,071	5,000	10,307	16,000	10,000	10,000
205-17-7540-523905 MERCHANT FEES	449	450	539	450	450	450
205-17-7540-531100 OFFICE/COMPUTER SUPPLIE	2,452	2,500	945	2,000	2,000	2,000
205-17-7540-531210 WATER,SEWER,AND GARBA	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	2,491	603	2,370	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
205-17-7540-531270 GASOLINE ALLOCATED	134	0	0	- 0	- 0	- 0
205-17-7540-531500 VISITOR CENTER PURCHASE	16,869	10,300	9,283	10,500	10,500	10,500
205-17-7540-531700 OTHER SUPPLIES	0	0	0	- 0	- 0	- 0
205-17-7540-542101 OFFICE EQUIPMENT	0	0	414	300	300	300
205-17-7540-542400 COMPUTER EQUIPMENT	0	0	0	500	500	500
205-17-7540-551101 DATA CENTER EXPENSE	140	1,575	160	200	1,575	1,575
205-17-7540-571000 LINDBERGH BOOGIE FESTIV	0	0	0	- 0	- 0	- 0
205-17-7540-571001 SAM SHORTLINE	5,000	5,000	0	5,000	- 0	- 0
17 TOURISM	216,330	211,758	181,377	<u>255,573</u>	<u>210,096</u>	<u>210,096</u>

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

17 TOURISM

205-17-7540-511000 REGULAR PAY 106,135

Personnel Requirements:

	Current	Requested	Recommended
Tourism Director	1	1	1
Guest Services Coordinator (full-time)	1	1	1
Welcome Center Host (part-time)	1	1	1
Tourism Office Assistant (part-time)	1	0	1
Administrative Assistant I (full-time)*	0	1	0
	4	4	4

The requested amount includes a reclassification of the Tourism Office Assistant to Administrative Assistant I and the associated salary.

The request also changes the position from a part-time position to a full-time position with the associated benefits.

*The recommended amount removes the request for a full-time Administrative Assist I.

205-17-7540-512100 GROUP MEDICAL INSURA 15,457

The requested amount represents \$6,980 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.

205-17-7540-512110 GROUP DENTAL INSURAN 472

This amount represents \$236 per employee.

205-17-7540-512200 SOCIAL SECURITY PAYM 8,119

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

205-17-7540-512400 RETIREMENT SYSTEM 9,077

This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

205-17-7540-512700 WORKERS COMPENSATIO 266

This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.

CITY OF AMERICUS
 2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

205-17-7540-522201 OFFICE EQUIP-REP AND M

Requested Amount: \$400

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 MAI

200

Requested Amount: \$200

For potential maint.

205-17-7540-523100 INSURANCE EXPENSE

1,260

Requested Amount: \$1260

205-17-7540-523200 TELEPHONE

900

Requested Amount: \$900

The requested amount is for monthly service to Bandwidth for 3 telephone lines.

205-17-7540-523201 POSTAGE

200

Requested Amount: \$200

For mail outs as needed. (Brochures, rack cards, etc.)

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

205-17-7540-523301 MARKETING & PROMOTI

Requested \$46,500

The following tactics correspond with our Strategic Marketing Plan adopted by our Board of Directors:

\$5,000 - Georgia Travel Guide Listing (State Travel Guide) Ad that goes in State Visitors Guide (we cut it out last year due to budget cuts)

\$2,000 - Social Media Marketing (Boosting posts, sponsored ads, etc. across Facebook & other social media sites as deemed worthy & audience appropriate (Digital Marketing Strategy)

\$12,500 - Media Relations/Public Relations with LRC, Inc. (Press Room Service) (This service brings international & national writers to our area.)

\$5,000 - Travel Writer Expenditures: Hotel stay, dining, etc. 4 visits, 6 writers, 2 nights per visit + food. (Required with contract service with LRC)

\$5,000 - FAM Tours of State Welcome Center Staff & CVBs (Lodging + Food: 4 visits, 6 individuals, up to 2 nights per visit + food (Marketing staff from state to learn about our area and put Americus as a priority.)

\$3,000 - Graphic Artist services on all ad campaigns (Basic time/art costs around \$300 + a piece.) We produce several pieces a year.

\$10,000 - Video/Photo Production for 90 second, 60 second and 30 second commercials for at least 1 campaign. Production runs around \$8,000 a video. (+ Food & Hotel for videoographer.)

**This was cut late 2019. This project needs to be completed in 2020.

\$4,000 - Georgia On My Mind Days (travel throughout state to market Americus & Sumter County) Includes hotel + Mileage + Food + Incidentals to Set Up

(There are 11 different days, 6 of those days require one-night stay in a hotel.) Dates between March 6th and July 10th. Adds to state certification for the RVIC requirements.

Recommended Amount: \$40,000

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

205-17-7540-523600 DUES AND SUBSCRIPTION

\$2,285 The requested budget includes the following:
 \$ 150 Presidential Pathways
 \$ 350 GACVB
 \$ 135 Chamber of Commerce
 \$ 55 Secretary of State annual registrations
 \$1,300 Rotary Club of Americus
 \$ 295 Southeastern Tourism Society Dues

\$2,285

205-17-7540-523700 TRAINING AND MEETING

10,000

\$16,000.00 The requested amount includes the following:

\$2,000 Georgia Governor's Conference on Tourism (1 Staff Members * required)
 \$4,000 Southeastern Tourism Society Marketing College (1 Staff Members seeking credentials * required) Includes Hotel + meals + Alumni Classes & mileage)
 \$3,000 Regional Visitor Information Center Conference (3 staff members * Required includes hotel, mileage and conference)
 \$2,000 Southeast Tourism Society Connections Conference (1 staff + travel meals + Hotel) Typically out of state travel is involved.
 \$2,000 January Tourism Retreat (food + speaker fees & hotel) Food runs upwards of \$1000 for 75 people. Speaker fees range and if needed, hotel night.
 \$2,000 July Tourism Retreat (food + speaker fees & hotel) (same as above.)
 \$1,000 PPTA Meeting - Food & miles (Monthly meeting, includes lunch and workshop, plus driving as far north as Gay, GA and as far South/East as Cordele.

\$16,000

Recommended Amount: \$10,000

\$1,000 Georgia Governor's Conference on Tourism (2 Staff Members * required)
 \$2,000 Southeastern Tourism Society Marketing College (2 Staff Members seeking credentials * required) Includes Hotel + meals + Alumni Classes & mileage)
 \$2,000 Regional Visitor Information Center Conference (3 staff members *Required includes hotel, mileage and conference)
 \$2,000 January Tourism Retreat (food + speaker fees & hotel) Food runs

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

upwards of
\$1000 for 75 people. Speaker fees range and if needed, hotel night.
\$2,000 July Tourism Retreat (food + speaker fees & hotel) (same as above.)
\$1,000 PPTA Meeting - Food & miles (Monthly meeting, includes lunch and
workshop, plus driving as far north as Gay, GA and as far South/East as
Cordele.

\$10,000

205-17-7540-523905 MERCHANT FEES 450
Requested Amount: \$450
This is for the merchant fees related to credit card purchases at the
Welcome Center.

205-17-7540-531100 OFFICE/COMPUTER SUPPL 2,000
Requested \$2000
\$2,000 Ink cartridges, paper, etc.

\$2,000

205-17-7540-531500 VISITOR CENTER PURCHA 10,500
Requested Amount: \$10,500

\$9,000 - Rebranded T-shirts, mugs, keychains, magnets, postcard, umbrellas,
food items, etc. that say "Visit Americus"
\$1,000 - First Friday supplies for the event
\$500 - Holiday Decor for First Floor of City Hall
=====
\$10,500

205-17-7540-542101 OFFICE EQUIPMENT 300
Requested Amount: \$300

205-17-7540-542400 COMPUTER EQUIPMENT 500
Requested Amount: \$500

Software for publishing or photos

205-17-7540-551101 DATA CENTER EXPENSE 1,575
This is the amount allocated to this department for internet, other
computer connections, repair, & upgrade of computer equipment.

17 TOURISM

210,096

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
220 COMMUNITY DEVELOPMENT						
220-00-0000-361001 INTEREST ON REV LOANS	0	775	0	600	600	600
220-00-0000-361004 INT ON 2004 HOUSING LOAN	0	0	0	- 0	- 0	- 0
220-00-0000-389000 OTHER MISC INCOME	<u>0</u>	<u>0</u>	<u>759</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
220 COMMUNITY DEVELOPMENT	0	775	759	600	600	600

CITY OF AMERICUS

2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
220 COMMUNITY DEVELOPMENT

220-00-0000-361001 INTEREST ON REV LOANS

600

Requested Amount: \$600

The revenue can be used to loan additional monies for business development.
This is the anticipated amount for 2019.

Estimated Interest 2019	Principal Balance @6/30/19	
\$600	\$ 20,186	Cafe Campesino

220-00-0000-361004 INT ON 2004 HOUSING LO

Requested Amount: \$0

220-00-0000-389000 OTHER MISC INCOME

Requested Amount: \$0

220 COMMUNITY DEVELOPMENT

600

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
62 CD FUND						
220-62-7300-611001 TRANSFER TO GENERAL FU	0	0	0	- 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	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
62 CD FUND	0	0	0	0	0	0

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
221 STATE REVOLVING LOAN						
221-00-0000-361000 OTHER INTEREST EARNED	776	150	836	150	150	150
221-00-0000-361001 REVOLVING LOAN INTERES	<u>0</u>	<u>725</u>	<u>0</u>	<u>450</u>	<u>450</u>	<u>450</u>
221 STATE REVOLVING LOAN	776	875	836	600	600	600

CITY OF AMERICUS

2020 OPERATING BUDGET- REVENUE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>		<u>APPROVED BUDGET</u>
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 INTER		450
Requested Amount: \$450		
The revenue can be used to loan additional monies for business development.		
Estimated Interest 2019	Principal Balance @6/30/19	
\$ 0	\$ 4,914 Windsor Spa LLC	
\$ 450	\$11,306 Cafe Campesino	
\$ 0	\$ 0 Other New Loans	
\$ 450	\$16,220	
221 STATE REVOLVING LOAN		600

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</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
2020 OPERATING BUDGET-REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
226 2001 PROGRAM INCOME						
226-00-0000-331121 PROGRAM INCOME	899	0	153	- 0	- 0	- 0
226-00-0000-361002 INTEREST-CDBG PROG INCO	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
226 2001 PROGRAM INCOME	899	0	153	0	0	0

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

226 2001 PROGRAM INCOME

226-00-0000-331121 PROGRAM INCOME

Requested Amount: \$0

226-00-0000-361002 INTEREST-CDBG PROG IN

Requested Amount: \$0

The following loan in this fund has no interest charges.

Estimated Interest 2020	Principal Balance @9/30/2019
\$ 0	\$12,516

Bennie Rouland (No Interest Loan)

Makes monthly payments of \$74.68

226 2001 PROGRAM INCOME

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
229 TE PROJECT						
229-00-0000-331150 TE REVENUE	0	0	0	- 0	- 0	- 0
229-00-0000-391102 TRANSFER FROM GENERAL	0	0	0	- 0	- 0	- 0
229-00-0000-391105 TRANSFER FROM WACHOVI	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
229 TE PROJECT	0	0	0	0	0	0

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

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 2020.

229-00-0000-391102 TRANSFER FROM GENER

Requested Amount: \$0

There is no match portion requested for 2020.

229-00-0000-391105 TRANSFER FROM WACHO

Requested Amount: \$0

229 TE PROJECT

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
79 TE PROJECT						
229-79-1530-521201 LEGAL EXPENSES	0	0	570	- 0	- 0	- 0
229-79-7500-541466 CONSTRUCTION	0	0	2,950	- 0	- 0	- 0
229-79-7500-541467 ENGINEERING	<u>0</u>	<u>0</u>	<u>25,185</u>	<u>25,000</u>	<u>- 0</u>	<u>- 0</u>
79 TE PROJECT	0	0	28,705	25,000	0	0

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
275 HOTEL/MOTEL TAX FUND						
275-00-0000-314100 HOTEL/MOTEL TAX FUND	<u>355,562</u>	<u>325,000</u>	<u>295,295</u>	<u>330,000</u>	<u>330,000</u>	<u>330,000</u>
275 HOTEL/MOTEL TAX FUND	355,562	325,000	295,295	330,000	330,000	330,000

CITY OF AMERICUS

2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
275 HOTEL/MOTEL TAX FUND

275-00-0000-314100 HOTEL/MOTEL TAX FUND

330,000

Requested Amount: \$330,000

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

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

Recommended amount:

\$200,096	Tourism Fund
\$100,000	Rylander Theater Operating expenses (same as prior years)
\$ 0	DDA Marketing
\$ 0	Transportation for Train
\$ 29,904	General Fund

\$330,000

275 HOTEL/MOTEL TAX FUND

330,000

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
37 HOTEL/MOTEL TAX						
275-37-7540-611000 TRANSFER TO GEN FUND	355,562	325,000	295,295	330,000	330,000	330,000
37 HOTEL/MOTEL TAX	355,562	325,000	295,295	330,000	330,000	330,000

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
37 HOTEL/MOTEL TAX	
275-37-7540-611000 TRANSFER TO GEN FUND	330,000
This is the amount of hotel/motel taxes to be collected and transferred to the General Fund for promotions, marketing allocations, and other tourism functions.	
37 HOTEL/MOTEL TAX	<hr/> 330,000

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
345 2019 CHIP FUND						
345-00-0000-331000 2019 CHIP ACCOUNT MATCH	0	0	0	- 0	- 0	- 0
345-00-0000-334100 2019 CHIP FUNDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
345 2019 CHIP FUND	0	0	0	0	0	0



CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

345 2019 CHIP FUND

345-00-0000-331000 2019 CHIP ACCOUNT MAT

We are anticipating these project will begin in 2020. We did not receive any funds in 2019.

345-00-0000-334100 2019 CHIP FUNDS

344 2019 CHIP FUND

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>2018</u>	<u>BUDGET</u> <u>2019</u>	<u>ACTUAL</u> <u>12/31/2019</u>	<u>REQUESTED</u> <u>2020</u>	<u>RECOMM</u> <u>2020</u>	<u>APPROVED</u> <u>2020</u>
92 2019 CHIP ACCOUNT						
345-92-7300-573000 BANK FEES	0	0	0	- 0	- 0	- 0
92	0	0	0	<u>0</u>	<u>0</u>	<u>0</u>

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
280 SPLOST						
280-00-0000-313200 SPLOST REVENUE	20	0	0	- 0	- 0	- 0
280-00-0000-313201 2014 SPLOST REVENUE	942,529	0	655,557	- 0	- 0	- 0
280-00-0000-313900 GO BOND REVENUE	42,543	0	0	- 0	- 0	- 0
280-00-0000-361001 INTEREST EARNED ON BON	26	0	0	- 0	- 0	- 0
280-00-0000-361002 INTEREST EARNED ON 2014	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
280 SPLOST	985,117	0	655,558	0	0	0

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

280 SPLOST ACCOUNT NUMBER/DESCRIPTION

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

Projects approved with SPLOST funds from the 2014 referendum:

\$2,150,000	City Building/Facilities Repair/Renovation (2015)
\$ 81,217	Paving/Repair County Roads (2015)
\$4,000,000	Paving/Repair Roads and Bridges (2015)
\$ 300,000	Repair/Renovation Rylander Theater (2015)
\$1,000,000	South Jackson St Corridor (2015)
\$1,119,480	Public Parks and Green Spaces
\$1,000,000	Beltway Multipurpose Recreational Trail

\$9,650,697

These projects will be paid with Bond Revenues as well as SPLOST funds received after debt payments are made through Sumter County.

280-00-0000-313900 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)

\$4,000,000

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET
INTEREST EARNED ON BO

ACCOUNT NUMBER/DESCRIPTION

280-00-0000-361001

280-00-0000-361002 INTEREST EARNED ON 20

280 SPLOST

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
39 SPLOST - PUBLIC SAFETY						
280-39-1110-542900 MUNICIPAL BLDG RENOVAT	42,700	0	0	- 0	- 0	- 0
280-39-1110-542901 CITY BLDG REPAIR/RENOVA	96,123	1,144,000	463,977	- 0	433,000	433,000
280-39-1110-573000 BANK CHARGES	15	0	30	- 0	- 0	- 0
280-39-1110-611000 TRANSFER TO GENERAL FU	0	0	0	- 0	- 0	- 0
280-39-3200-542900 PUBLIC SAFETY BUILDING	0	0	0	- 0	- 0	- 0
280-39-4200-542900 STREET IMPROVEMENTS	348,880	1,000,000	553,882	- 0	- 0	- 0
280-39-4200-542901 SOUTH JACKSON ST CORRID	91,012	0	0	- 0	- 0	- 0
280-39-6160-542900 RYLANDER THEATER	30,654	140,728	19,016	- 0	140,728	140,728
280-39-6200-542900 PUBLIC PARKS & GREEN SPA	0	0	0	- 0	684,400	684,400
280-39-6220-542900 BELTWAY RECREATIONAL T	0	920,000	4,879	- 0	920,000	920,000
280-39-7540-542900 TOURISM SIGNAGE	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
39 SPLOST - PUBLIC SAFETY	609,384	3,204,728	1,041,784	0	2,178,128	2,178,128

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION	APPROVED BUDGET
39 SPLOST - PUBLIC SAFETY	
280-39-1110-542901 CITY BLDG REPAIR/RENO	433,000
Recommended Amount: \$433,000	
This amount includes the following:	
\$ 89,000 Remaining Burn Building/Training Tower	
\$ 39,000 Remaining Rees Park building Repairs	
\$ 55,000 Finance ADA upgrades	
\$ 250,000 Remaining Public Works Facilities	
\$ 433,000	
280-39-6160-542900 RYLANDER THEATER	140,728
Recommended Amount: \$140,728	
This is the estimated remaining SPLOST allocation dedicated to Building Repair and Maintenance SPECIAL PROJECTS for the Rylander Theatre	
280-39-6200-542900 PUBLIC PARKS & GREEN	684,400
This is the estimated remaining SPLOST allocation for Public Parks & Green Spaces.	
280-39-6220-542900 BELTWAY RECREATIONA	920,000
*This is the estimated remaining SPLOST allocation for Beltway Recreational Trails.	
39 SPLOST - PUBLIC SAFETY	2,178,128

CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
281 TSPLOST						
281-00-0000-313201 TSPLOST REVENUE	229,953	216,040	222,750	217,600	217,600	217,600
281-00-0000-361000 OTHER INTEREST EARNED	<u>26</u>	<u>0</u>	<u>65</u>	<u>80</u>	<u>80</u>	<u>80</u>
281 TSPLOST	229,979	216,040	222,816	217,680	217,680	217,680

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

281 TSPLOST

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

281-00-0000-313201 TSPLOST REVENUE

217,600

Requested Amount: \$217,600

The requested amount is an average of the actual revenue received for the previous six years and 2019-year end estimate.

281-00-0000-361000 OTHER INTEREST EARNED

80

Requested Amount: \$80

The requested amount is an estimate.

281 TSPLOST

217,680

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
48 TSPLOST						
281-48-1110-542900 TRAIN DEPOT	0	0	0	- 0	- 0	- 0
281-48-1110-542901 CARTER REGIONAL AIRPOR	0	0	0	- 0	- 0	- 0
281-48-4200-531110 STREET-REP & MAINT	0	0	0	- 0	- 0	- 0
281-48-4200-541466 STREET IMPROVEMENTS	900	197,440	0	198,460	198,460	198,460
281-48-4200-611000 TRANSFER TO GENERAL FU	29,048	18,600	18,625	19,220	19,220	19,220
281-48-4200-611001 TRANSFER TO CDBG GRANT	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
48 TSPLOST	29,948	216,040	18,625	217,680	217,680	217,680

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION
48 TSPLOST

APPROVED
BUDGET

281-48-4200-541466 STREET IMPROVEMENTS

198,460

Recommended Amount: \$198,460

This is the amount remaining after the transfer to the general fund for LMIG.

281-48-4200-611000 TRANSFER TO GENERAL

19,220

Requested Amount: \$19,220

LMIG projects require a 10% match. This amount represents the 10% match for LMIG projects.

48 TSPLOST

217,680

ENTERPRISE FUNDS

CITY OF AMERICUS
2020 OPERATING BUDGET

WATER & SEWER MAINTENANCE DEPARTMENT

GOALS – 2020

- 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
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTE 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
505 WATER & SEWER FUND						
505-00-0000-315901 FOG REVENUE & SURCHARG	15,850	14,000	17,200	4,600	4,600	4,600
505-00-0000-344210 WATER BILLINGS	2,706,617	2,772,580	2,524,085	2,737,250	2,737,250	2,737,250
505-00-0000-344230 SEWER BILLINGS	3,016,203	3,077,919	2,852,698	3,083,800	3,083,800	3,083,800
505-00-0000-349400 METER SALES	22,800	7,000	20,238	20,300	20,300	20,300
505-00-0000-349401 SEWER CONNECTIONS	2,903	2,000	3,880	2,800	2,800	2,800
505-00-0000-349402 WATER RECONNECT FEES	50,170	50,000	27,775	50,000	50,000	50,000
505-00-0000-349404 PENALTY	285,294	280,000	379,701	299,600	299,600	299,600
505-00-0000-349900 WEB PAY CONVENIENCE FE	43,047	44,300	47,796	62,500	62,500	62,500
505-00-0000-361000 OTHER INTEREST EARNED	1,315	200	1,294	800	800	800
505-00-0000-361001 INTEREST ON REV BOND RE	372	0	382	- 0	- 0	- 0
505-00-0000-361002 INTEREST 2019 REV BOND R	0	0	40,302	- 0	- 0	- 0
505-00-0000-381002 WATER TOWER RENTAL-VE	10,317	9,000	9,745	10,000	10,000	10,000
505-00-0000-389000 OTHER MISC INCOME	22,102	1,000	26,103	5,000	5,000	5,000
505-00-0000-389002 CASH SHORT AND OVER	-147	0	-111	- 0	- 0	- 0
505-00-0000-389003 INS PROCEEDS-2010 REVENU	0	0	0	- 0	- 0	- 0
505-00-0000-389004 RECOVERY OF BAD DEBT	6,132	14,000	3,806	10,000	10,000	10,000
505-00-0000-389006 CARRYOVER OF RET EARNI	0	238,000	0	253,000	231,000	231,000
505-00-0000-390000 CONTRIBUTIONS	0	0	0	- 0	- 0	- 0
505-00-0000-392110 GAIN/LOSS - SALE OF CAPIT	0	0	3,376	- 0	- 0	- 0
505-00-0000-392200 RECYCLING PROCEEDS	0	0	0	- 0	- 0	- 0
505-00-0000-393400 PREMIUM ON BONDS SOLD	27,584	21,330	0	- 0	- 0	- 0
505 WATER & SEWER FUND	6,210,560	6,531,329	5,958,270	6,539,650	6,517,650	6,517,650

CITY OF AMERICUS

2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
505 WATER & SEWER FUND

505-00-0000-315901 FOG REVENUE & SURCHARGE

4,600

Requested Amount: \$4,600

This is for FOG (fats, oils, greases) fees paid by businesses that create a level of hazard in the wastewater system. High level is \$250 and low level is \$75.

\$2,250 FOG - Low Hazard surcharge (30)

\$7,500 FOG - High Hazard surcharge (30)

\$9,750

505-00-0000-344210 WATER BILLINGS

2,737,250

Requested Amount: \$2,737,350

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

3,083,800

Requested Amount: \$3,083,800

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
2020 OPERATING BUDGET- REVENUE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
505-00-0000-349400 METER SALES	20,300
Requested Amount: \$20,300	
This is for new meter installations not replacements.	
505-00-0000-349401 SEWER CONNECTIONS	2,800
Requested Amount: \$2,800	
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	299,600
Requested Amount: \$299,600	
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	62,500
Requested Amount: \$62,500	
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"	
505-00-0000-361000 OTHER INTEREST EARNED	800
Requested Amount: \$800	
This amount is interest earned on the investment of idle cash. The revenue bond covenants require a 90-day reserve of cash which equals approximately \$1,000,000.	
505-00-0000-361001 INTEREST ON REV BOND	
This is the interest on the 2010 & 2013 Revenue Bond idle cash.	
505-00-0000-361002 INTEREST 2019 REV BOND	
505-00-0000-381002 WATER TOWER RENTAL-	10,000
Requested Amount: \$10,000	
This is rental income from Verizon for use of our water tower.	
505-00-0000-389000 OTHER MISC INCOME	5,000
Requested Amount: \$5,000	
This is revenue that is not specific to a separate line item.	

**CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL**

ACCOUNT NUMBER DESCRIPTION

505-00-0000-389002 CASH SHORT AND OVER

**APPROVED
BUDGET**

Requested Amount: \$0

505-00-0000-389003 INS PROCEEDS-2010 REVE

505-00-0000-389004 RECOVERY OF BAD DEBT

10,000

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 EAR

231,000

The carryover of retained earnings from the previous year is comprised of the following:

- \$ 37,000 Clarifier Rehabilitation (41) (2015 carryover)
- \$ 52,000 High Service Pump, Motor, Elec. Replacement (41) (2014 carryover)
- \$ 52,000 High Service Pump, Motor, Elec. Replacement (41) (2016 carryover)
- \$ 22,000 GENSET Containment and AGST (42) (2015 carryover)
- \$ 25,000 Sensus FlexNet Upgrade (43) (2016 carryover)
- \$ 50,000 Interactive Voice Response System (2018 carryover)
- \$ 15,000 WTP Security Upgrade (41) (2019 carryover)

\$253,000

Recommended Amount:

- \$ 37,000 Clarifier Rehabilitation (41) (2015 carryover)
- \$ 52,000 High Service Pump, Motor, Elec. Replacement (41) (2014 carryover)
- \$ 52,000 High Service Pump, Motor, Elec. Replacement (41) (2016 carryover)
- \$ 25,000 Sensus FlexNet Upgrade (43) (2016 carryover)
- \$ 50,000 Interactive Voice Response System (2018 carryover)
- \$ 15,000 WTP Security Upgrade (41) (2019 carryover)

\$231,000

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

505-00-0000-390000 CONTRIBUTIONS

Requested Amount: \$0

505-00-0000-392110 GAIN/LOSS - SALE OF CAP

Requested Amount: \$0

505-00-0000-392200 RECYCLING PROCEEDS

Requested Amount: \$0

505-00-0000-393400 PREMIUM ON BONDS SOL

This is the bond premium amortized over the life of the revenue bonds.

505 WATER & SEWER FUND

6,517,650

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</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	232,166	302,976	271,318	339,115	315,936	315,936
505-40-4400-511300 OVERTIME PAY	18,898	18,000	35,139	50,000	50,000	50,000
505-40-4400-512100 GROUP MEDICAL INSURANC	62,698	62,820	57,594	55,840	62,580	62,580
505-40-4400-512101 OPT OUT INSURANCE PLAN	115	0	3,116	3,000	3,000	3,000
505-40-4400-512110 GROUP DENTAL INSURANCE	2,011	1,827	2,190	1,827	2,124	2,124
505-40-4400-512200 SOCIAL SECURITY PAYMEN	18,480	24,555	23,963	29,767	27,994	27,994
505-40-4400-512400 RETIREMENT SYSTEM	28,727	32,098	25,966	37,705	35,459	35,459
505-40-4400-512700 WORKERS' COMPENSATION	23,291	22,347	24,560	16,706	15,668	15,668
505-40-4400-522000 OTHER OUTSIDE SERVICES	30,927	39,600	15,608	39,600	39,600	39,600
505-40-4400-522009 CONTRACTED MAINTENANC	0	5,000	0	10,000	5,000	5,000
505-40-4400-522202 AUTO & TRUCK-REP & MAIN	25,891	35,000	27,007	35,000	30,000	30,000
505-40-4400-522203 MACH & EQUIP-REP & MAIN	3,173	2,500	2,458	5,000	5,000	5,000
505-40-4400-522207 W & S SYSTEM-REP & MAINT	104,213	150,000	53,366	150,000	125,000	125,000
505-40-4400-523200 TELEPHONE EXPENSE	6,655	2,400	2,488	2,400	2,400	2,400
505-40-4400-523600 DUES & SUBSCRIPTIONS	74	1,000	0	1,000	1,000	1,000
505-40-4400-523700 TRAINING & MEETINGS	979	8,000	1,381	8,000	8,000	8,000
505-40-4400-523900 UNIFORMS	6,452	14,000	5,332	14,000	14,000	14,000
505-40-4400-531105 HAND TOOLS	1,221	2,500	2,424	5,700	5,700	5,700
505-40-4400-531270 GASOLINE ALLOCATED	19,818	18,000	22,199	18,000	18,000	18,000
505-40-4400-531600 WATER METERS	33,744	50,000	38,225	50,000	50,000	50,000
505-40-4400-531700 OTHER SUPPLIES	9,554	25,000	11,305	25,000	15,000	15,000
505-40-4400-542100 MACHINERY & EQUIPMENT	3,632	4,000	3,607	5,850	5,850	5,850
505-40-4400-542200 AUTOS AND TRUCKS	0	115,000	68,252	115,000	115,000	115,000
505-40-4400-542900 OTHER CAPITAL EXPENDITU	0	0	0	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
505-40-4400-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0
505-40-4400-551101 DATA CENTER EXPENSE	<u>76</u>	<u>787</u>	<u>72</u>	<u>- 0</u>	<u>787</u>	<u>787</u>
40 W&S MAINTENANCE DEPT	632,794	937,410	697,568	1,018,510	953,098	953,098

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

40 W&S MAINTENANCE DEPT

505-40-4400-511000 REGULAR PAY

315,936

Personnel Requirements:

	Current	Requested
Water & Sewer Supt.	1	1
Crew Leader	3	3
Heavy Equipment Operator	2	1
Equipment Operator	2	3
Environmental Compliance Insp	1	1
	9	9

The requested amount includes adding an additional Equipment Operator and reducing the number of Heavy Equipment Operators.

This amount also includes on-call pay of \$60 per week for 52 weeks for 2 employees.

505-40-4400-511300 OVERTIME PAY

50,000

Requested Amount: \$30,000

This amount is for emergency callouts.

505-40-4400-512100 GROUP MEDICAL INSURA

62,580

The requested amount represents \$6,980 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 PLA

3,000

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

505-40-4400-512110 GROUP DENTAL INSURAN

2,124

This amount represents \$236 per employee.

505-40-4400-512200 SOCIAL SECURITY PAYM

27,994

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

505-40-4400-512400 RETIREMENT SYSTEM

35,459

This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION	APPROVED BUDGET
<p>505-40-4400-512700 WORKERS' COMPENSATIO</p> <p style="padding-left: 20px;">This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.</p>	<p>15,668</p>
<p>505-40-4400-522000 OTHER OUTSIDE SERVICE</p> <p style="padding-left: 20px;">Requested Amount: \$39,600</p> <p style="padding-left: 20px;">\$ 1,000 Engineering, not related to a Specific Project</p> <p style="padding-left: 20px;">\$ 5,000 Consumer Water Quality Reports (Price Increase)</p> <p style="padding-left: 20px;">\$20,000 FOG, Backflow, Water Audit, & Water Model Support</p> <p style="padding-left: 20px;">\$ 1,000 Surveying</p> <p style="padding-left: 20px;">\$ 600 Miscellaneous Ads</p> <p style="padding-left: 20px;">\$ 2,000 Postage/Shipping</p> <p style="padding-left: 20px;">\$10,000 Railroad Permits</p> <hr style="width: 10%; margin-left: 0;"/> <p style="padding-left: 20px;">\$39,600</p>	<p>39,600</p>
<p>505-40-4400-522009 CONTRACTED MAINTENA</p> <p style="padding-left: 20px;">Requested Amount: \$10,000</p> <p style="padding-left: 20px;">\$5,000 Easement cleaning (Georgia Power)</p> <p style="padding-left: 20px;">\$5,000 3rd Party Boring</p> <hr style="width: 10%; margin-left: 0;"/> <p style="padding-left: 20px;">\$10,000</p> <p style="padding-left: 20px;">Recommended Amount: \$0</p>	<p>5,000</p>
<p>505-40-4400-522202 AUTO & TRUCK-REP & M</p> <p style="padding-left: 20px;">Requested Amount: \$35,000</p> <p style="padding-left: 20px;">Recommended Amount: \$30,000</p>	<p>30,000</p>
<p>505-40-4400-522203 MACH & EQUIP-REP & MA</p> <p style="padding-left: 20px;">Requested Amount: \$5,000</p> <p style="padding-left: 20px;">The requested amount is for the maintenance & repair of the packers, pumps, saws, etc.</p>	<p>5,000</p>

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION APPROVED
BUDGET

505-40-4400-522207 W & S SYSTEM-REP & MA 125,000

Requested Amount: \$150,000

The requested amount is for repairs to all of the lift stations & general W&S System Maintenance. This includes valve inserts for the Hydra Stop machine.

Requested

\$ 25,000 Lift Station Repairs

\$ 25,000 Hydra Stop Inserts

\$100,000 Others: Manholes, Water/Sewer Main, Hydrant, Valve Replacement

\$150,000

Recommended Amount: \$125,000

505-40-4400-523200 TELEPHONE EXPENSE 2,400

Requested Amount: \$2,400

The requested amount is for the Supervisor's cell phone, on-call cell phones, & all lift station land lines.

505-40-4400-523600 DUES & SUBSCRIPTIONS 1,000

Requested Amount: \$1000

\$ 900 Utilities Protection Center dues (required line locates)

\$ 100 Georgia FOG Alliance

\$1000

505-40-4400-523700 TRAINING & MEETINGS 8,000

Requested Amount: \$8,000

This is the planned amount for the mileage for on-call employees.

This amount also includes attending FOG training & Backflow certification.

505-40-4400-523900 UNIFORMS 14,000

Requested Amount: \$14,000

CITY OF AMERICUS

ACCOUNT NUMBER/DESCRIPTION 2020 OPERATING BUDGET-EXPENDITURE DETAIL APPROVED

505-40-4400-531105 HAND TOOLS

BUDGET
5,700

Requested Amount: \$5,700

The amount requested includes pipe wrenches, socket wrenches, shovels, brooms, & other miscellaneous tools as required. Need impact gun and accessories, small compressor, and plasma cutter for truck

505-40-4400-531270 GASOLINE ALLOCATED

18,000

Requested Amount: \$18,000

The amount requested includes fuel for the vehicles & equipment in the W/S Department.

505-40-4400-531600 WATER METERS

50,000

Requested Amount: \$50,000

The amount requested includes the purchase of new meters plus MXU (these have to be replaced along with every meter that is replaced) as well as any repair work not covered by warranty.

505-40-4400-531700 OTHER SUPPLIES

15,000

Requested Amount: \$25,000

The amount requested includes safety equipment, No Natz, gloves, work keys, lubricants, ant/weed killer, shop towels, etc.
A recent inventory of the items needed to repair City Water Lines has indicated a need to increase purchases of materials to have appropriate materials available when needed.

Requested Amount: \$15,000

505-40-4400-542100 MACHINERY & EQUIPME

5,850

Requested Amount: \$5,850

Pumps & other equipment needed. Need to replace Demo saw and need new packer.

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

ACCOUNT NUMBER/DESCRIPTION

APPROVED
BUDGET

505-40-4400-542200 AUTOS AND TRUCKS

115,000

Requested Amount: \$115,000

\$75,000 Boom Truck

\$40,000 New four door Service Truck replaces vehicle#223

\$115,000

Recommended amount: \$40,000

\$40,000 New four door Service Truck replaces vehicle#223

505-40-4400-551101 DATA CENTER EXPENSE

787

This is the amount allocated to the W/S Department for internet, other computer connections, repair, & upgrade of computer equipment.

This amount also includes upgrading the computer & work order programs.

40 W&S MAINTENANCE DEPT

953,098

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
41 WATER PLANT						
505-41-4400-522000 OTHER OUTSIDE SERVICES	761,176	588,578	572,246	600,238	600,238	600,238
505-41-4400-522201 OFFICE EQUIP-REP & MAINT	0	0	0	- 0	- 0	- 0
505-41-4400-522203 MACH & EQUIP-REP & MAIN	13,835	2,000	10,266	14,000	14,000	14,000
505-41-4400-522210 WATER TANK- REP & MAINT	236,475	117,121	117,121	- 0	- 0	- 0
505-41-4400-531108 BUILDING REP & MAINT	0	0	0	- 0	- 0	- 0
505-41-4400-531210 WATER, SEWAGE & GARBAG	18,425	35,000	23,741	35,000	35,000	35,000
505-41-4400-531220 NATURAL GAS	381	420	347	420	420	420
505-41-4400-531225 STORM WATER	1,384	975	1,978	2,300	2,300	2,300
505-41-4400-541300 BUILDINGS	4,670	0	0	- 0	- 0	- 0
505-41-4400-542100 MACHINERY & EQUIPMENT	34,155	210,866	116,091	637,000	156,000	156,000
505-41-4400-561000 DEPRECIATION EXPENSE	<u>878,209</u>	<u>846,711</u>	<u>846,711</u>	<u>842,545</u>	<u>842,545</u>	<u>842,545</u>
41 WATER PLANT	1,948,710	1,801,671	1,688,502	2,131,503	1,650,503	1,650,503

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL**

ACCOUNT NUMBER/DESCRIPTION

APPROVED
BUDGET
600,238

41 WATER PLANT

505-41-4400-522000 OTHER OUTSIDE SERVICE

Requested Amount: \$600,238

This is the contract with CH2M HILL to provide the operation of the water treatment plant.

Year	Total	Water Plant	WWTP	% change
2011	\$1,354,576	\$609,559	\$745,017	0.0%
2012	\$1,388,440	\$624,798	\$763,642	2.5%
2013	\$1,416,209	\$637,294	\$778,915	2.0%
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%
2019	\$1,634,634	\$588,578	\$1,046,056	(4.5%)
2020	\$1,667,327	\$600,238	\$1,067,089	2.0%*

*The proposed 2020 base fee is per contract.

505-41-4400-522203 MACH & EQUIP-REP & MA

14,000

Requested Amount: \$14,000

This amount is for repairs over \$2,000 each per the contract with CH2M Hill.

505-41-4400-531210 WATER, SEWAGE & GARB

35,000

Requested Amount: \$35,000

This is the estimated expense related to the services at the water plant.

505-41-4400-531220 NATURAL GAS

420

Requested Amount: \$420

This provides the natural gas to run the gas heater in the lab.

505-41-4400-531225 STORM WATER

2,300

Requested Amount: \$2,300

This is for storm water fees for the water plant.

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET
156,000

ACCOUNT NUMBER/DESCRIPTION

505-41-4400-542100 MACHINERY & EQUIPME

Requested Amount: \$637,000

\$ 37,000 Clarifier #1 Rehabilitation (2018 carryover)
 \$104,000 High Service Pump, Motor, Elec. Replacement (2018 carryover)
 \$ 15,000 WTP Security Upgrade (2019 carryover)
 \$ 50,000 Paint WTP#1 Clearwell
 \$391,000 Clarifiers Covers WTP#!
 \$ 25,000 Well#8 motor replacement/MCC rehab
 \$ 15,000 Fencing/Security

\$637,000

Recommended Amount: \$156,000

\$ 37,000 Clarifier #1 Rehabilitation (2018 carryover)
 \$104,000 High Service Pump, Motor, Elec. Replacement Water Plant #1 Tree
 Fell (2018 carryover)
 \$ 15,000 WTP Security Upgrade (2019 carryover)

\$156,000

505-41-4400-561000 DEPRECIATION EXPENSE

842,545

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

1,650,503

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
42 WASTEWATER PLANT						
505-42-4300-522000 OTHER OUTSIDE SERVICES	956,628	1,046,056	958,885	1,067,089	1,067,089	1,067,089
505-42-4300-522110 SLUDGE DISPOSAL	111,194	142,250	143,710	142,250	142,250	142,250
505-42-4300-522200 BUILDING REPAIR& MAINT	0	80,500	0	140,500	- 0	- 0
505-42-4300-522201 OFFICE EQUIP-REP & MAINT	0	0	0	- 0	- 0	- 0
505-42-4300-522203 MACH & EQUIP-REP & MAIN	115,406	13,134	22,557	13,134	13,134	13,134
505-42-4300-523200 TELEPHONE EXPENSE	0	0	0	- 0	- 0	- 0
505-42-4300-531210 WATER, SEWAGE & GARBAG	9,835	18,920	13,984	18,920	18,920	18,920
505-42-4300-531225 STORM WATER	929	2,150	696	2,150	2,150	2,150
505-42-4300-531230 ELECTRICITY	16,548	24,300	23,080	24,300	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	138,718	138,718
505-42-4300-542100 MACHINERY & EQUIPMENT	14,978	34,200	27,699	556,300	15,000	15,000
505-42-4300-542200 TRUCKS & AUTOMOBILES	0	105,000	86,576	- 0	- 0	- 0
505-42-4300-561000 DEPRECIATION EXPENSE	<u>631,173</u>	<u>620,094</u>	<u>620,094</u>	<u>631,540</u>	<u>631,540</u>	<u>631,540</u>
42 WASTEWATER PLANT	1,856,691	2,086,604	1,897,281	2,596,183	2,053,101	2,053,101

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL**

APPROVED
BUDGET
1,067,089

42 WASTEWATER PLANT

505-42-4300-522000 OTHER OUTSIDE SERVICE

Requested Amount: \$1,067,089

This is the contract with CH2M HILL to provide the operation of the wastewater treatment plant.

Year	Total	Water Plant	WWTP	% change
2011	\$1,354,576	\$609,559	\$745,017	0.0%
2012	\$1,388,440	\$624,798	\$763,642	2.5%
2013	\$1,416,209	\$637,294	\$778,915	2.0%
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%
2019	\$1,634,634	\$588,578	\$1,046,056	(4.5)%
2020	\$1,667,327	\$600,238	\$1,067,089	2.0%*

*The proposed 2020 base fee is per contract.

505-42-4300-522110 SLUDGE DISPOSAL

142,250

Requested Amount: \$142,250

This line item is for recording the hauling & disposal of sludge from the wastewater plant. The sludge is recycled into fertilizer.

505-42-4300-522203 MACH & EQUIP-REP & MA

13,134

Requested Amount: \$13,134

This amount is for repairs over \$2,000 each per the contract with CH2M Hill.

505-42-4300-531210 WATER, SEWAGE & GARB

18,920

Requested Amount: \$18,920

This is for the utility expenses at the Wastewater Treatment Plant.

505-42-4300-531225 STORM WATER

2,150

Requested Amount: \$2,150

This is the storm water fees for the wastewater plant & lift stations.

CITY OF AMERICUS

<u>ACCOUNT NUMBER/DESCRIPTION</u>	2020 OPERATING BUDGET-EXPENDITURE DETAIL	<u>APPROVED BUDGET</u>
505-42-4300-531230 ELECTRICITY		24,300
Requested Amount: \$24,300		
The requested amount is for electricity for sewer lift stations.		
505-42-4300-541300 BUILDING		138,718
Requested Amount: \$0		
Recommended \$138,718		
\$ 63,218 for roof repair will be completed in 2019		
\$ 15,500 for A/C repair will be completed in 2019		
\$ 60,000 for Replace Railings/Bases will be part of 2019 Revenue Bond		
\$138,718		
505-42-4300-542100 MACHINERY & EQUIPME		15,000
Requested Amount \$556,300		
\$ 22,000 GENSET Containment and AGST (2015 carryover)		
\$479,300 Grit King Replacement		
\$ 15,000 Fencing/Security		
\$ 40,000 Replace Drain Valve Channel 2		
<u>\$556,300</u>		
Recommended Amount \$15,000		
\$ 15,000 Fencing/Security		
505-42-4300-561000 DEPRECIATION EXPENSE		631,540
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		<u>2,053,101</u>



CITY OF AMERICUS
2020 OPERATING BUDGET

UTILITY BILLING DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Finance)

GOALS – 2020 (see Finance)

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
43 UTILITY BILLING						
505-43-1530-521201 LEGAL EXPENSE	0	500	0	500	500	500
505-43-1565-531108 BUILDING REPAIR & MAINT	388	1,200	425	1,200	1,200	1,200
505-43-4400-511000 REGULAR PAY	218,698	222,825	219,210	238,124	222,131	222,131
505-43-4400-511300 OVERTIME PAY	11,674	9,000	14,864	16,790	16,790	16,790
505-43-4400-512100 GROUP MEDICAL INSURANC	41,799	41,880	47,051	34,900	39,393	39,393
505-43-4400-512101 OPT OUT INSURANCE PLAN	0	0	1,039	3,000	3,000	3,000
505-43-4400-512110 GROUP DENTAL INSURANCE	1,551	1,218	1,233	1,218	1,416	1,416
505-43-4400-512200 SOCIAL SECURITY PAYMEN	16,580	17,735	18,881	19,501	18,277	18,277
505-43-4400-512400 RETIREMENT SYSTEM	20,241	23,183	18,296	24,701	23,151	23,151
505-43-4400-512401 PENSION EXPENSE	-7,579	0	0	- 0	- 0	- 0
505-43-4400-512700 WORKERS' COMPENSATION	2,494	2,450	2,693	1,983	1,856	1,856
505-43-4400-521100 PURCHASED/CONTRACTED	0	0	0	- 0	- 0	- 0
505-43-4400-521203 AUDIT FEES	0	0	0	- 0	- 0	- 0
505-43-4400-521302 COLLECTION COSTS	0	5,300	0	5,300	5,300	5,300
505-43-4400-522000 OTHER OUTSIDE SERVICES	37,260	45,000	33,402	45,000	45,000	45,000
505-43-4400-522202 AUTO & TRUCK-REP & MAIN	1,634	2,500	209	2,500	2,500	2,500
505-43-4400-522203 MACH & EQUIP-REP & MAIN	104	1,171	96	1,171	1,171	1,171
505-43-4400-522206 COMPUTER -REP & MAINT	14,067	29,840	17,944	29,840	29,840	29,840
505-43-4400-523100 INSURANCE EXPENSE	37,027	40,700	29,507	38,255	38,255	38,255
505-43-4400-523200 TELEPHONE	7,504	9,260	8,643	9,260	9,260	9,260
505-43-4400-523201 POSTAGE	48,304	32,000	40,371	- 0	- 0	- 0
505-43-4400-523301 ADVERTISING EXPENSES	1,529	1,200	0	1,200	1,200	1,200
505-43-4400-523700 TRAINING & MEETING	67	7,000	262	7,000	7,000	7,000
505-43-4400-523900 UNIFORMS	346	450	438	450	450	450
505-43-4400-523905 MERCHANT FEES	46,491	44,300	59,198	62,500	62,500	62,500

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
505-43-4400-523909 SALE FEES	0	1,000	0	1,000	1,000	1,000
505-43-4400-531100 OFFICE/COMPUTER SUPPLIE	17,437	16,620	11,839	10,340	10,340	10,340
505-43-4400-531270 GASOLINE ALLOCATED	2,303	1,872	2,311	2,040	2,040	2,040
505-43-4400-531700 OTHER SUPPLIES	740	1,220	762	1,220	1,220	1,220
505-43-4400-542200 TRUCKS & AUTOMOBILES	0	0	0	- 0	- 0	- 0
505-43-4400-542900 OTHER CAPITAL EXPENDITU	0	75,000	0	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	7,281	4,724	7,755	6,420	6,420	6,420
505-43-4400-561001 AMORTIZATION EXPENSE	0	0	0	- 0	- 0	- 0
505-43-4400-571000 CONTINGENCIES	0	7,500	0	7,500	7,500	7,500
505-43-4400-573000 PILOT	206,400	206,400	206,400	206,400	206,400	206,400
505-43-4400-574000 BAD DEBT EXPENSE	39,491	46,500	46,500	46,500	46,500	46,500
505-43-4400-582001 INTEREST EXPENSE	225,479	201,210	134,483	407,725	407,725	407,725
505-43-4400-583000 PAYING AGENT FEES	2,200	2,200	2,208	- 0	- 0	- 0
505-43-4400-611001 TRANSFER TO GEN FUND	1,071,000	1,071,000	1,071,000	1,071,000	1,071,000	1,071,000
505-43-4400-611002 SHARED REV TO GEN FUND	0	0	0	- 0	220,000	220,000
505-43-4400-611005 TRANSFER TO STORM WATE	0	0	0	- 0	- 0	- 0
43 UTILITY BILLING	2,072,506	2,173,958	1,997,019	2,379,538	2,585,335	2,585,335

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
43 UTILITY BILLING	
505-43-1530-521201 LEGAL EXPENSE	500
Requested Amount: \$500 This is to cover legal fees for ordinance changes, utility collection service contracts, and other requirements. Same amount budgeted for 2018	
505-43-1565-531108 BUILDING REPAIR & MAI	1,200
Requested Amount: \$1,200 The requested amount is for general repairs and maintenance. Same amount budgeted for 2018	
505-43-4400-511000 REGULAR PAY	222,131
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	16,790
Requested Amount: \$16,791.00 The requested budget includes normal overtime incurred during peak times such as utility billing due dates and cutoff activities as well as rereads where necessary.	
505-43-4400-512100 GROUP MEDICAL INSURA	39,393
The requested amount represents \$6,980 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 PLA	3,000
This amount represents \$3,000 per employee for expected Opt Out participation.	
505-43-4400-512110 GROUP DENTAL INSURAN	1,416
This amount represents \$236 per employee.	

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
505-43-4400-512200 SOCIAL SECURITY PAYM This amount is 7.65% of the total salary of the department.	18,277
505-43-4400-512400 RETIREMENT SYSTEM This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.	23,151
505-43-4400-512700 WORKERS' COMPENSATIO This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.	1,856
505-43-4400-521302 COLLECTION COSTS Requested Amount: \$5,300 The amount represents our expected outside agency costs. These costs are charged on a contingency basis and run from 16.5% to 19%, depending upon the age of the account. The requested amount is the same amount requested for 2018.	5,300
505-43-4400-522000 OTHER OUTSIDE SERVICE Requested Amount \$45,000 This amount is the ytd annualized and charges for the Online Utility Exchange for running a credit risk report on customers to determine the cost of deposit(s) and the cost for bill printing from an outside agency (estimated cost of \$40,000)	45,000
505-43-4400-522202 AUTO & TRUCK-REP & M Requested Amount: \$2,500 The requested amount is the same amount requested for last year for the normal repair and maintenance of the Courier/Meter Reader's vehicle.	2,500
505-43-4400-522203 MACH & EQUIP-REP & MA Requested Amount: \$1,171 This amount is for incidental repairs. The requested amount is the same amount requested for 2019.	1,171

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
<p>505-43-4400-522206 COMPUTER -REP & MAINT</p> <p>The requested amount includes the following:</p> <p>\$15,000 CSI Software & Hardware</p> <p>\$ 1,200 Maintenance for Doc e Serve</p> <p>\$12,400 Flexnet (radio read) maintenance contract</p> <p>\$ 500 Miscellaneous printer repairs</p> <p>\$ 800 Utility Billing Software program changes (1 per year)</p> <p style="margin-left: 20px;"><u>\$29,840</u></p> <p>This is the same amount requested for 2019</p>	<p>29,840</p>
<p>505-43-4400-523100 INSURANCE EXPENSE</p> <p>Requested Amount: \$38,255</p> <p>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, 2020 resulting in an effective rate for 2020 of 3.33%.</p>	<p>38,255</p>
<p>505-43-4400-523200 TELEPHONE</p> <p>The requested amount includes the following:</p> <p>\$3,000 Enterprise Billing (Mediacom)</p> <p>\$2,100 Bandwidth (telephone - 5 lines)</p> <p>\$3,800 Peppermint Way & Grand Ave tower (radio read)</p> <p>\$ 360 Courier cell phones</p> <p style="margin-left: 20px;"><u>\$9,260</u></p> <p>This is the same amount budgeted for 2019.</p>	<p>9,260</p>
<p>505-43-4400-523301 ADVERTISING EXPENSES</p> <p>Requested Amount: \$1200</p> <p>The amount requested is for advertising expenses for Senior Citizens Discount, Budget Billing, and Periodic Ads for payment options. The requested amount is the amount annualized for 2019.</p>	<p>1,200</p>
<p>505-43-4400-523700 TRAINING & MEETING</p> <p>Requested Amount: \$7,000</p> <p>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. This is the same amount budgeted for 2019.</p>	<p>7,000</p>

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
505-43-4400-523900 UNIFORMS Requested Amount: \$450 This amount is for uniforms for the courier/meter reader. The requested amount is the same amount for 2019.	450
505-43-4400-523905 MERCHANT FEES Requested Amount: \$62,500 These fees for the utility billing payment website. These costs are recovered from the customers. The revenue is recorded in the "Web Pay - Convenience Fees" line item. This amount is the annualized amount for 2019.	62,500
505-43-4400-523909 SALE FEES 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 2019 budgeted amount.	1,000
505-43-4400-531100 OFFICE/COMPUTER SUPPL Requested Amount: \$10,340 The amount covers office and computer supplies. The requested amount is the ytd annualized for 2019.	10,340
505-43-4400-531270 GASOLINE ALLOCATED Requested Amount: \$2,040 The amount requested is ytd annualized.	2,040
505-43-4400-531700 OTHER SUPPLIES Requested Amount: \$1,220 This amount is the same amount budgeted for 2019.	1,220

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

ACCOUNT NUMBER/DESCRIPTION APPROVED BUDGET

505-43-4400-542900 OTHER CAPITAL EXPEND 75,000

Requested Amount: \$75,000

Sensus FlexNet Upgrade \$25,000

Interactive Voice Response System \$50,000

\$75,000

This is the same amount budgeted for 2019

505-43-4400-551101 DATA CENTER EXPENSE 6,420

Request Amount \$6,420

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

505-43-4400-571000 CONTINGENCIES 7,500

Requested Amount: \$7,500

This amount is sufficient to cover any unexpected expenditures in the Water and Sewer fund. Generally, this is for sewer backups not covered by insurance. This is the same amount requested for 2019.

505-43-4400-573000 PILOT 206,400

Requested Amount: \$206,400

This is the payment in lieu of taxes from the W&S Fund to the General Fund. This amount is calculated by taking the total value of the Water and Sewer properties inside the city limits and multiplying times the current millage rate for 2015.

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

This is the same amount for 2019.

505-43-4400-574000 BAD DEBT EXPENSE 46,500

Requested Amount: \$46,500

This is the same as the 2019 recommended budgeted amount and annualized.

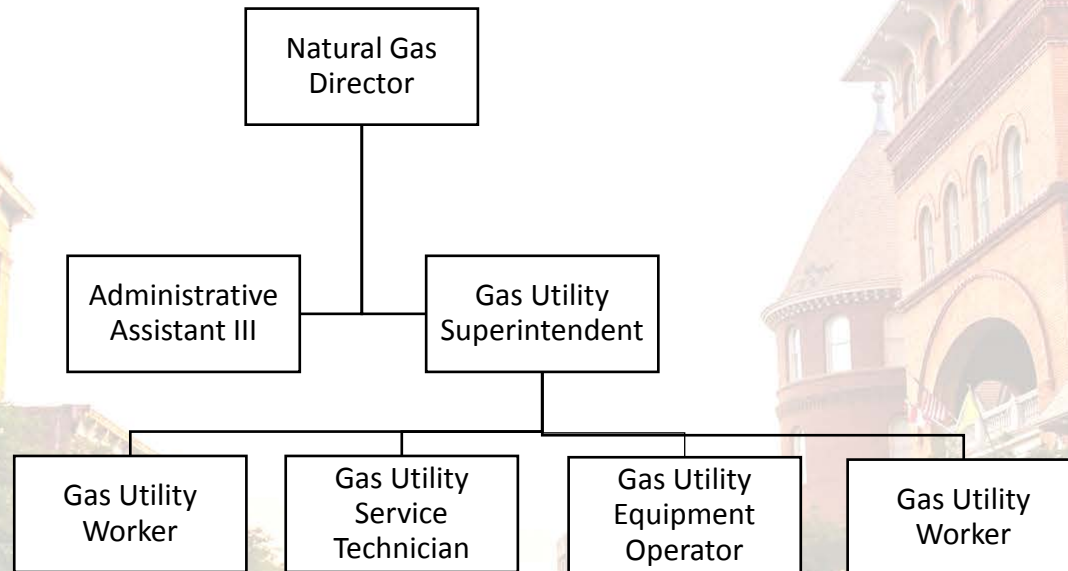
CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>						
505-43-4400-582001 INTEREST EXPENSE	407,725						
Requested Amount: \$407,725							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><u>Interest</u></th> <th style="text-align: left; width: 30%;"><u>Principal</u></th> <th style="text-align: left; width: 40%;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td style="border-top: 1px solid black;">\$407,725</td> <td style="border-top: 1px solid black;">\$728,157</td> <td style="border-top: 1px solid black;">\$1,135,882 Revenue Bond - 2019</td> </tr> </tbody> </table>	<u>Interest</u>	<u>Principal</u>	<u>Total</u>	\$407,725	\$728,157	\$1,135,882 Revenue Bond - 2019	
<u>Interest</u>	<u>Principal</u>	<u>Total</u>					
\$407,725	\$728,157	\$1,135,882 Revenue Bond - 2019					
The Principal balance due at 12/31/20 will be:							
\$17,197,931 Revenue Bond - 2019 (Payout-Sep 1, 2039) (Rate 2.76%)							
505-43-4400-611001 TRANSFER TO GEN FUND	1,071,000						
Requested: \$1,071,000							
505-43-4400-611002 SHARED REV TO GEN FUN	220,000						
43 UTILITY BILLING	2,585,335						

CITY OF AMERICUS
2020 OPERATING BUDGET

NATURAL GAS SERVICES DEPARTMENT

Budgeted 2020



CITY OF AMERICUS
2020 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:

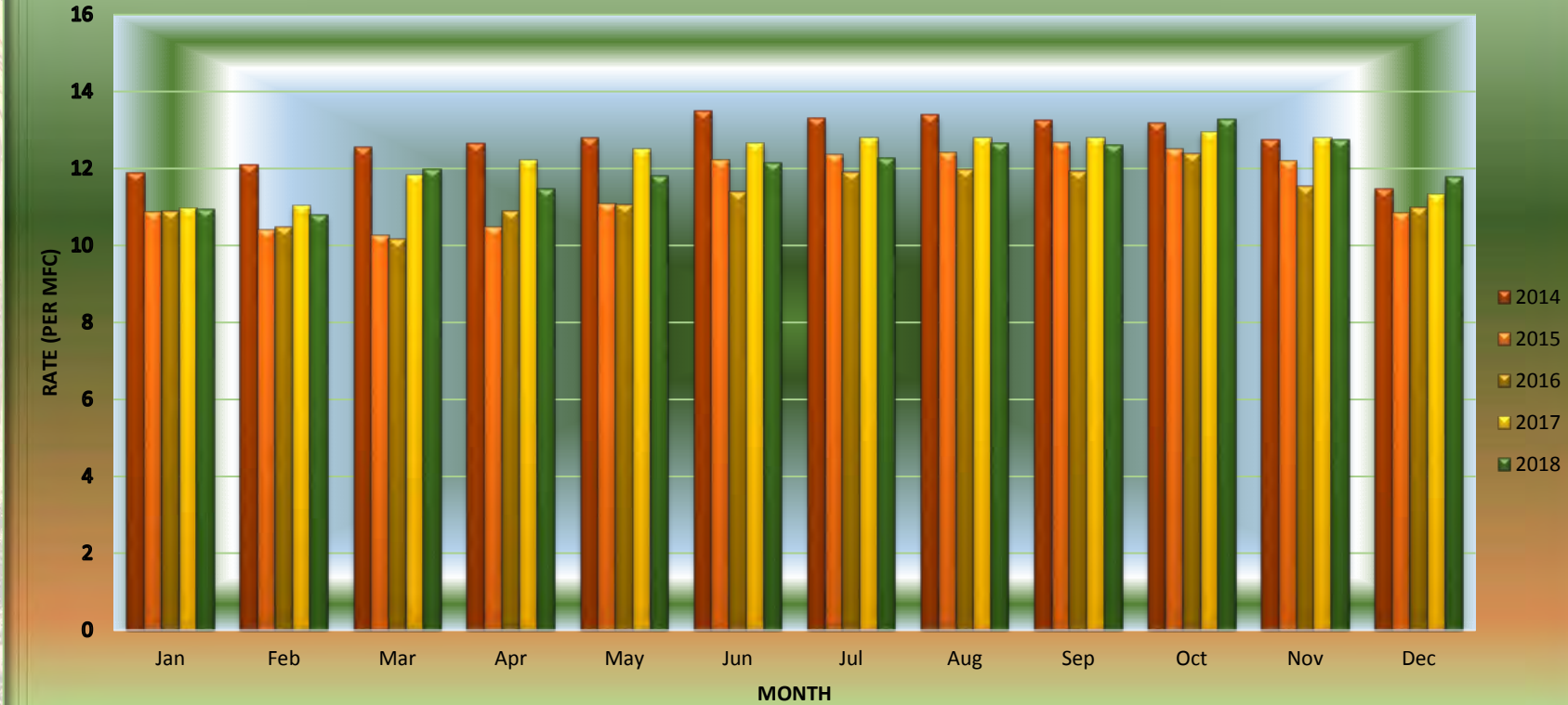
- That each customer is a valued and respected individual
- That the safety of our customers, employees and the general public must always come first
- That we provide improving value to our customers through innovation and creativity in our jobs, our product and the services we provide
- That we take responsibility and ownership in the performance of our duties

GOALS -2020

- 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

CITY OF AMERICUS
2020 OPERATING BUDGET

CITY OF AMERICUS
2020 OPERATING BUDGET
RESIDENTIAL GAS RATES



**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
515 NATURAL GAS FUND						
515-00-0000-334110 OTHER GRANTS	0	0	0	- 0	- 0	- 0
515-00-0000-341941 SALES TAX COMPENSATION	1,306	1,500	1,317	1,500	1,500	1,500
515-00-0000-344410 RESIDENTIAL GAS SALES	664,041	762,431	558,536	753,477	753,477	753,477
515-00-0000-344411 SMALL AND LARGE COMM.	1,338,235	1,174,196	1,120,768	1,243,690	1,243,690	1,243,690
515-00-0000-344412 INDUSTRIAL GAS SALES	53,472	230,339	25,890	22,241	22,241	22,241
515-00-0000-344413 INTERRUPTIBLE GAS SALES	326,494	352,614	371,515	310,002	310,002	310,002
515-00-0000-349402 GAS RECONNECT SALES	9,305	17,000	4,875	8,000	8,000	8,000
515-00-0000-349405 SERVICE DEPT SALES	114,787	100,000	13,840	100,000	100,000	100,000
515-00-0000-349406 SERVICE LINE SALES	0	500	15,556	500	500	500
515-00-0000-361000 OTHER INTEREST EARNED	941	300	1,569	300	300	300
515-00-0000-389000 OTHER MISC RECEIPTS	131,862	118,000	129,013	120,000	120,000	120,000
515-00-0000-389004 RECOVERY OF BAD DEBT	0	0	0	- 0	- 0	- 0
515-00-0000-389006 CARRYOVER OF RET EARNI	0	40,000	0	68,000	68,000	68,000
515-00-0000-392101 SALE OF CITY PROPERTY	0	0	0	- 0	- 0	- 0
515-00-0000-392200 RECYCLING PROCEEDS	726	0	0	- 0	- 0	- 0
515-00-0000-393601 LOAN PROCEEDS	0	0	0	- 0	- 0	- 0
515 NATURAL GAS FUND	<u>2,641,168</u>	<u>2,796,880</u>	<u>2,242,880</u>	<u>2,627,710</u>	<u>2,627,710</u>	<u>2,627,710</u>

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

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

753,477

Requested Amount: \$753,477

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-344411 SMALL AND LARGE COM

1,243,690

Requested Amount: \$1,243,690.00

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-344412 INDUSTRIAL GAS SALES

22,241

Requested Amount: \$22,241

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-344413 INTERRUPTIBLE GAS SAL

310,002

Requested Amount: \$310,002

The requested amount is based on projections by our MGAG rate analyst.

515-00-0000-349402 GAS RECONNECT SALES

8,000

Requested Amount: \$8,000

The requested amount includes 160 reconnects at \$50 each.

CITY OF AMERICUS
 2020 OPERATING BUDGET- REVENUE DETAIL APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

515-00-0000-349405 SERVICE DEPT SALES 100,000

Requested Amount: \$100,000

The requested amount is the current YTD amount annualized and is for the sale of natural gas appliances. In an effort to increase customer service and gas load, we promote the sale and installation of natural gas appliances.

515-00-0000-349406 SERVICE LINE SALES 500

Requested Amount: \$500

The requested amount is for tap fee's associated with service line installations to residents that only install seasonal appliances such as gas grills and gas logs.

515-00-0000-361000 OTHER INTEREST EARNED 300

Requested Amount: \$300

The amount requested is the current year to date amount annualized and adjusted for expected levels of idle cash. This reflects no improvement in the interest rates.

515-00-0000-389000 OTHER MISC RECEIPTS 120,000

Requested Amount: \$120,000

The requested amount is a projection of our portfolio refund for the year by the Municipal Gas Authority.

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.

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

515-00-0000-389006 CARRYOVER OF RET EAR

68,000

Requested Amount: \$68,000

\$40,000 - this amount is to service the new high school, main extensions, valves, and commercial meter sets.

\$28,000 - this amount is to purchase a new service truck that will replace an existing service truck.

515-00-0000-392101 SALE OF CITY PROPERTY

Requested Amount: \$0

515-00-0000-392200 RECYCLING PROCEEDS

Requested Amount: \$0

515-00-0000-393601 LOAN PROCEEDS

Recommended Amount: \$0

515 NATURAL GAS FUND

2,627,710

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
80 COST OF GAS						
515-80-4700-531500 FIRM GAS	1,148,730	1,056,435	893,496	951,178	951,178	951,178
515-80-4700-531501 INTERRUPTIBLE GAS	252,802	215,615	206,447	232,409	232,409	232,409
515-80-4700-615000 PROPANE COSTS	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
80 COST OF GAS	1,401,532	1,272,050	1,099,943	1,183,587	1,183,587	1,183,587

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

80 COST OF GAS

515-80-4700-531500 FIRM GAS

951,178

Requested Amount: 951,178.00

The requested amount is the projected amount prepared by MGAG.

515-80-4700-531501 INTERRUPTIBLE GAS

232,409

Requested Amount: \$232,409

The requested amount is the projected amount prepared by MGAG.

80 COST OF GAS

1,183,587

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
81 SERVICE DEPT						
515-81-1530-521201 LEGAL FEES	0	500	320	500	500	500
515-81-4700-511000 REGULAR PAY	270,225	306,698	293,840	330,009	308,483	308,483
515-81-4700-511300 OVERTIME PAY	5,364	5,000	4,434	5,000	5,000	5,000
515-81-4700-512100 GROUP MEDICAL INSURANC	41,871	41,880	41,885	41,880	47,122	47,122
515-81-4700-512101 OPT OUT INSURANCE PLAN	3,000	6,000	3,000	3,000	3,000	3,000
515-81-4700-512110 GROUP DENTAL INSURANCE	1,851	1,421	1,513	1,421	1,652	1,652
515-81-4700-512200 SOCIAL SECURITY PAYMEN	20,436	23,845	23,792	25,628	23,981	23,981
515-81-4700-512400 RETIREMENT SYSTEM	26,775	31,170	24,196	32,462	30,377	30,377
515-81-4700-512401 PENSION EXPENSE	-7,362	0	0	- 0	- 0	- 0
515-81-4700-512700 WORKERS COMPENSATION	5,139	5,130	5,638	5,418	5,068	5,068
515-81-4700-521202 ENGINEERING FEES	13,200	13,200	14,300	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	300	2,800	326	2,800	2,800	2,800
515-81-4700-522009 CONTRACTED MAINTENANC	7,940	10,000	9,689	20,000	20,000	20,000
515-81-4700-522200 BUILDING REP & MAINT	514	7,500	6,645	1,500	1,500	1,500
515-81-4700-522201 OFFICE EQUIP REP & MAINT	380	800	422	800	800	800
515-81-4700-522202 AUTO & TRUCK-REP & MAIN	9,214	14,000	12,793	14,000	14,000	14,000
515-81-4700-522203 MACH & EQUIP-REP & MAIN	3,155	5,000	2,348	12,000	12,000	12,000
515-81-4700-522206 COMPUTER-REP & MAINT	0	100	0	100	100	100
515-81-4700-522207 GAS SYSTEM-REP & MAINT	67,476	50,000	46,994	60,000	60,000	60,000
515-81-4700-523100 INSURANCE EXPENSE	18,241	19,700	14,697	18,754	18,754	18,754
515-81-4700-523200 TELEPHONE	17,747	16,000	13,747	13,800	13,800	13,800
515-81-4700-523202 FREIGHT EXPRESS	58	300	160	300	300	300
515-81-4700-523301 ADVERTISING EXPENSE	9,319	9,300	6,812	9,300	9,300	9,300
515-81-4700-523600 DUES & SUBSCRIPTIONS	4,150	5,725	4,501	5,725	5,725	5,725

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
515-81-4700-523700 TRAINING & MEETINGS	16,651	15,200	19,865	17,716	17,716	17,716
515-81-4700-523900 UNIFORM EXPENSE	5,283	6,000	5,923	6,500	6,500	6,500
515-81-4700-523909 SALE FEES	0	200	0	200	200	200
515-81-4700-531100 OFFICE/COMPUTER SUPPLIE	2,767	2,000	776	1,500	1,500	1,500
515-81-4700-531101 JANITORIAL SUPPLIES	1,364	3,000	1,602	2,500	2,500	2,500
515-81-4700-531105 HAND TOOLS	8,215	3,000	5,328	3,000	3,000	3,000
515-81-4700-531210 WATER,SEWER,& GARBAGE	649	1,000	663	1,000	1,000	1,000
515-81-4700-531220 NATURAL GAS	959	2,000	534	2,000	2,000	2,000
515-81-4700-531225 STORM WATER	21	800	55	400	400	400
515-81-4700-531230 ELECTRICITY	8,626	10,000	9,180	10,000	10,000	10,000
515-81-4700-531270 GASOLINE ALLOCATED	14,215	13,000	14,135	13,000	13,000	13,000
515-81-4700-531601 SERVICE DEPARTMENT PAR	107,881	100,000	88,114	100,000	100,000	100,000
515-81-4700-531700 OTHER SUPPLIES	1,887	3,000	2,290	4,000	4,000	4,000
515-81-4700-541400 GAS MAINS & VALVES	2,025	25,000	19,708	65,000	65,000	65,000
515-81-4700-542200 TRUCKS & AUTOMOBILES	0	28,000	0	60,000	60,000	60,000
515-81-4700-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0
515-81-4700-551101 DATA CENTER EXPENSE	1,785	2,362	1,919	- 0	2,362	2,362
515-81-4700-552200 CONTINGENCY	0	5,000	4,866	5,000	5,000	5,000
515-81-4700-561000 DEPRECIATION EXPENSE	117,508	115,800	115,800	109,600	109,600	109,600
515-81-4700-573000 BANK CHARGES	20	0	0	- 0	- 0	- 0
515-81-4700-574000 BAD DEBT EXPENSE	6,297	0	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 FU	375,000	375,000	375,000	375,000	375,000	375,000
515-81-4700-611007 TRANSFER TO W&S FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
81 SERVICE DEPT	1,190,147	1,286,431	1,210,313	1,406,513	1,388,740	1,388,740

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
81 SERVICE DEPT

515-81-1530-521201 LEGAL FEES

500

Requested Amount: \$500

This is for fees incurred in the collection of amounts due and for other legal work such as easements.

515-81-4700-511000 REGULAR PAY

308,483

Requested Amount: \$330,009

Personnel Requirements:

	Current	Requested
Natural Gas Director	1	1
Gas Utility Superintendent	1	1
Administrative Assistant	1	0
Gas Utility Technician	1	1
Gas Utility Equip. Oper.	1	1
Gas Utility Worker	2	2
Administrative Assistant III	0	1
	7	7

The requested amount includes a reclassification of the Administrative Assistant to Administrative Assistant III and includes the associated salary.

This amount includes \$3,120 for on-call pay.

515-81-4700-511300 OVERTIME PAY

5,000

Requested Amount: \$5,000

The requested amount is for after hour, holiday, and weekend emergency service calls.

CITY OF AMERICUS

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>2020 OPERATING BUDGET-EXPENDITURES</u>	<u>APPROVED BUDGET</u>
515-81-4700-512100 GROUP MEDICAL INSURA		47,122
<p>The requested amount represents \$6,980 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.</p>		
515-81-4700-512101 OPT OUT INSURANCE PLA		3,000
<p>This amount represents \$3,000 per employee for expected Opt Out participation.</p>		
515-81-4700-512110 GROUP DENTAL INSURAN		1,652
<p>This amount represents \$236 per employee.</p>		
515-81-4700-512200 SOCIAL SECURITY PAYM		23,981
<p>This amount is 7.65% of the total salary of the department.</p>		
515-81-4700-512400 RETIREMENT SYSTEM		30,377
<p>This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.</p>		
515-81-4700-512700 WORKERS COMPENSATIO		5,068
<p>This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.</p>		
515-81-4700-521202 ENGINEERING FEES		13,200
<p>Requested Amount: \$13,200</p>		
<p>The amount requested is the annual retainer fee for the gas consultant who provides us with an updated Public Awareness Plan, Emergency Manual, O & M Manual, and a Integrity Management Plan. This amount also includes our Annual Leak Survey, Atmospheric Corrosion Survey, Regulator & Relief Valve Inspection, and Cathodic Protection Survey. The cost is \$1,100 per month.</p>		

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
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515-81-4700-522000 OTHER OUTSIDE SERVICE	2,800
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Requested Amount: \$2800

The requested amount includes Pest Control, GIS charges, & other external assistance.

515-81-4700-522009 CONTRACTED MAINTENA	20,000
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Requested Amount: \$20,000

This amount covers costs associated with our DIMP Plan (Distribution Integrity Management Plan) such as rectifiers, railroad casing shorts, main samples (Coupons), bridge supports & coating, etc.

515-81-4700-522200 BUILDING REP & MAINT	1,500
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Requested Amount: \$1,500

The amount requested covers the cost of general repairs, maintenance, and appliances for our office as well as warehouse.

515-81-4700-522201 OFFICE EQUIP REP & MAI	800
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Requested Amount: \$800

The requested amount is for the incidental repairs or replacement of office equipment, and for the maintenance agreement on the copy machine.

515-81-4700-522202 AUTO & TRUCK-REP & M	14,000
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Requested Amount: \$14,000

The amount requested is for repairs and maintenance on the service vehicles in the gas department.

CITY OF AMERICUS

ACCOUNT NUMBER/DESCRIPTION

2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

515-81-4700-522203 MACH & EQUIP-REP & MA

12,000

Requested Amount: \$12,000

The amount requested is for repair & maintenance on the backhoe, ditch witch, air compressor, and also for annual calibration on our C.G.I's, Flamepack's, and Electrofusion Machine. It also includes the replacement of less expensive equipment that's under the capital amount of \$10,000. This amount also includes the Albany Communications (handheld radio's)

\$5,300 - Repair & Maintenance, Hand Held Radio's

\$6,000 - Zero Turn Commercial Lawn Mower (This will replace our existing mower that was purchased in 2008).

\$700 - 60 Gallon Electric Air Compressor (This will replace the existing air compressor in our warehouse).

515-81-4700-522206 COMPUTER-REP & MAINT

100

Requested Amount: \$100

The requested amount is to cover any repairs other than provided by NEOS.

515-81-4700-522207 GAS SYSTEM-REP & MAIN

60,000

Requested Amount: \$60,000

The amount requested is the anticipated amount needed for repair and maintenance for the entire gas system.

515-81-4700-523100 INSURANCE EXPENSE

18,754

Requested Amount: \$18,754

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, 2020 resulting in an effective rate for 2020 of 3.33%.

	CITY OF AMERICUS	APPROVED
<u>ACCOUNT NUMBER/DESCRIPTION</u>	2020 OPERATING BUDGET-EXPENDITURES	<u>BUDGET</u>

515-81-4700-523200 TELEPHONE	13,800
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Requested Amount: \$13,800

The amount requested includes (3) Landlines that serve our Lee Street Gate Station, Brady Road Gate Station as well as our office fax. This amount also covers the cost of (4) cell phones, long distance, and Mediacom (Internet).

515-81-4700-523202 FREIGHT EXPRESS	300
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Requested Amount: \$300

The amount requested is for shipping costs related to equipment calibration and also freight charges on water heaters and other gas appliances.

515-81-4700-523301 ADVERTISING EXPENSE	9,300
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Requested Amount \$9,300

- \$ 2,000 APGA - Telephone Survey (Goal Program)
- \$ 2,300 South GA advertising (Television) Call Before You Dig
- \$ 3,000 Radio/Newspaper Ads (Regulatory Requirements)
- \$ 2,000 Appliance Marketing & local sponsorships

\$ 9,300

The Goal Program, South Ga. Advertising, and the Radio/Newspaper Ads are all part of our Public Awareness Program and are required by the Georgia Public Service Commission.

CITY OF AMERICUS

ACCOUNT NUMBER/DESCRIPTION

2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

515-81-4700-523600 DUES & SUBSCRIPTIONS

5,725

Requested Amount: \$5,725

The requested amount is for our membership dues for the American Public Gas Association and Georgia Municipal Association Gas Section which are organizations that help promote and support natural gas research and regulatory compliance. They also lobby in Congress for support on gas pricing and other legislation that effect the gas industry. It also includes our UPC (Utility Protection Center) and GPERI (Georgia Pipeline Emergency Response Initiative) memberships, as well as our annual SHRIMP (Simple, Handy, Risk, Integrity Management, Plan) renewal which is required by the Georgia Public Service Commission.

\$2,000	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
\$1,200	GPERI (Georgia Pipeline Emergency Response Initiative) membership
<u>\$5,725</u>	

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURES	<u>APPROVED BUDGET</u>
515-81-4700-523700 TRAINING & MEETINGS		17,716
Requested Amount: \$17,716		
The amount requested is for our mandatory training and the annual meetings associated with the Georgia Municipal Association Gas Section and the Municipal Gas Authority of Georgia, as well as our Liaison meeting and the Georgia Underground Utilities Conference.		
\$12,516	OQT (Operator Qualification Training) (6 employees)	
\$ 2,200	GMA Gas (2 employees) and Annual Pipeline Safety Seminar (3 employees)	
\$ 1,000	Emergency Liaison Meeting/OQT Regional Training	
\$ 1,500	MGAG Annual Meeting (2 employees)	
\$ 500	Georgia Underground Utilities Conference (updates) (1 employee)	
<u>\$17,716</u>		
515-81-4700-523900 UNIFORM EXPENSE		6,500
Requested Amount: \$6,500		
The requested amount is for uniform rental and replacement of damaged garments and any related items.		
515-81-4700-523909 SALE FEES		200
Requested Amount: \$200		
This is the handling charges for the sale of surplus assets.		
515-81-4700-531100 OFFICE/COMPUTER SUPPL		1,500
Requested Amount: \$1,500		
The amount requested is for misc. materials needed around the office such as copier paper, ink cartridges, pens, paper, etc.		
515-81-4700-531101 JANITORIAL SUPPLIES		2,500
Requested Amount: \$2,500		
The amount requested is for floor mats, shop rags, toiletries, cleaning supplies, etc.		

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURES	<u>APPROVED BUDGET</u>
515-81-4700-531105 HAND TOOLS Requested Amount: \$3,000. The requested amount is for both new and replacement tools.		3,000
515-81-4700-531210 WATER,SEWER,& GARBA Requested Amount: \$1,000.00		1,000
515-81-4700-531220 NATURAL GAS 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.		2,000
515-81-4700-531225 STORM WATER Requested Amount: \$400 This is storm water charges for the Natural Gas properties and building.		400
515-81-4700-531230 ELECTRICITY Requested Amount: \$10,000 This covers the electricity costs for the natural gas office and warehouse, as well as the rectifiers located throughout the city.		10,000
515-81-4700-531270 GASOLINE ALLOCATED Requested Amount: \$13,000 This amount is for fuel for all of the vehicles as well as machinery and equipment at the Gas Department.		13,000
515-81-4700-531601 SERVICE DEPARTMENT P 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.		100,000

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURES	<u>APPROVED BUDGET</u>
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515-81-4700-531700 OTHER SUPPLIES	4,000
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Requested Amount: \$4,000

This amount includes weed killer, sand, crush run, safety supplies, automobile cleaning supplies, etc.

515-81-4700-541400 GAS MAINS & VALVES	65,000
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Recommend Amount \$65,000

This amount is for the installation of new gas mains and valves when feasible as well as repairs and replacement of existing valves and mains. This amount is also for the materials and labor associated with the replacement of our outdated large commercial, and large industrial meter sets. This amount also includes \$40,000 that was carried over from 2019 to serve the new high school.

515-81-4700-542200 TRUCKS & AUTOMOBILES	60,000
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Requested: \$60,000

\$60,000 - this amount is for the replacement of a 2009 Ford F150 Extended Cab.

(truck #9004) and the repair or replacement of a 2014 Ford F150 Extended Cab (truck #9030) that was damaged.

\$28,000 of this amount is a carryover from the 2019 budget.

515-81-4700-551101 DATA CENTER EXPENSE	2,362
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This is the amount allocated to this department for internet, other computer connections, repair, & upgrade of computer equipment.

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURES	<u>APPROVED BUDGET</u>
515-81-4700-552200 CONTINGENCY		5,000
Requested Amount: \$5,000		
The requested amount is for emergency situations.		
515-81-4700-561000 DEPRECIATION EXPENSE		109,600
Requested amount: \$ 109,600		
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
Requested Amount: \$12,500		
The is the anticipated exposure for 2020.		

	CITY OF AMERICUS	APPROVED
<u>ACCOUNT NUMBER/DESCRIPTION</u>	2020 OPERATING BUDGET-EXPENDITURES	<u>BUDGET</u>
515-81-4700-611001 TRANSFER TO GENERAL		375,000

Requested Amount: \$375,000

Following the closing of Collins and Aikman and the tornado, the allocation from the Natural Gas Fund was terminated in 2007. The Gas fund cash flows have recovered somewhat, and the allocation was resumed in 2009. The following is a history of the shared revenue.

2003	\$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
2017	\$374,400
2018	\$375,000
2019	\$375,000

*Collins & Aikman declared bankruptcy.

81 SERVICE DEPT

1,388,740

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
540 SOLID WASTE FUND						
540-00-0000-344110 SANITATION SERVICES	2,783,480	3,170,278	3,217,826	3,090,090	3,090,090	3,090,090
540-00-0000-361000 OTHER INTEREST EARNED	881	100	1,090	100	100	100
540-00-0000-389002 CASH SHORT & OVER	0	0	0	- 0	- 0	- 0
540-00-0000-389003 CARRYOVER OF RET EARNI	0	0	0	- 0	- 0	- 0
540-00-0000-389004 RECOVERY OF BAD DEBT	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
540 SOLID WASTE FUND	2,784,361	3,170,378	3,218,916	3,090,190	3,090,190	3,090,190

CITY OF AMERICUS

ACCOUNT NUMBER/DESCRIPTION

2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

540 SOLID WASTE FUND

540-00-0000-344110 SANITATION SERVICES

3,090,090

Request Amount: \$3,090,090

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 requested also includes the removal of the additional \$3.50 for landfill requirements per person to offset Sumter County's landfill projections for the 2019 budget year.

Current	Requested	Approved	
\$29.73	\$27.02	\$	Residential Hobo
\$34.22	\$31.64	\$	Commercial Hobo
\$10.17	\$ 6.87	\$	Dumpster rate
\$15.41	\$12.26	\$	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 EAR

540-00-0000-389004 RECOVERY OF BAD DEBT

Requested Amount: \$0

540 SOLID WASTE FUND

3,090,190

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
33 SANITATION						
540-33-1530-521201 LEGAL EXPENSE	0	300	0	300	300	300
540-33-4500-521203 AUDIT FEES	0	0	0	- 0	- 0	- 0
540-33-4500-522000 OTHER OUTSIDE SERVICES	2,428,982	2,540,590	2,538,450	2,616,810	2,616,810	2,616,810
540-33-4500-523100 INSURANCE EXPENSE	12,402	13,400	8,984	11,668	11,668	11,668
540-33-4500-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0
540-33-4500-571000 LANDFILL PAYMENTS	68,830	348,000	108,027	80,000	80,000	80,000
540-33-4500-574000 BAD DEBT EXPENSE	8,364	0	31,000	31,000	31,000	31,000
540-33-4500-611000 TRANSFER TO GENERAL FU	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>	<u>250,000</u>
33 SANITATION	2,768,577	3,152,290	2,936,461	2,989,778	2,989,778	2,989,778

CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

33 SANITATION

540-33-1530-521201 LEGAL EXPENSE 300

Requested Amount: \$300

This is for legal work on our contract with Advanced Disposal and Crisp County Solid Waste Management.

540-33-4500-522000 OTHER OUTSIDE SERVICE 2,616,810

Requested Amount: \$2,616,810

This is the amount charged by our contractor for the pickup and disposal of garbage and trash. The requested amount includes a 3% increase as provided for in the current contract. The contract reflects a 3% increase per year for five years which will run from 2017 to 2021.

540-33-4500-523100 INSURANCE EXPENSE 11,668

Requested Amount: \$11,668

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, 2020 resulting in an effective rate for 2020 of 3.33%.

540-33-4500-571000 LANDFILL PAYMENTS 80,000

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:

\$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)
\$ 80,000	2018	(TTL estimated at \$57,750 plus misc billings from County)
\$348,000	2019	(includes TTL and misc billings and required upgrades)
\$ 80,000	2020	requested (includes TTL and misc billings from Sumter County)

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

540-33-4500-574000 BAD DEBT EXPENSE

31,000

Requested Amount: \$31,000

This amount represents the total projected write down of sanitation billings for the year. The requested amount is the same as the 2018 budgeted amount.

540-33-4500-611000 TRANSFER TO GENERAL

250,000

Requested Amount: \$250,000

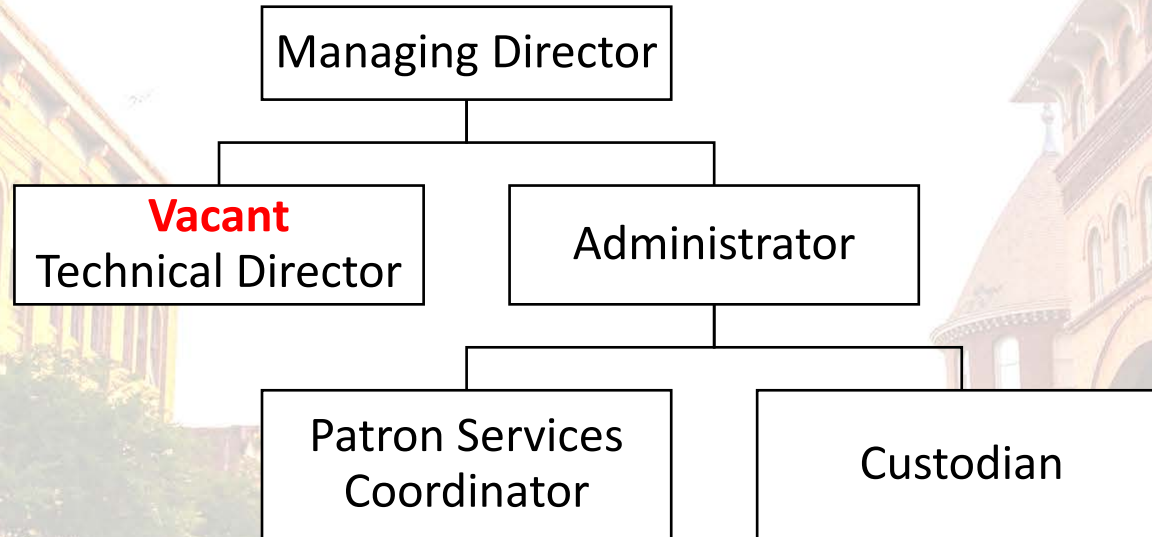
The requested amount is the same as the 2017 budgeted amount.

33 SANITATION

2,989,778

CITY OF AMERICUS
2020 OPERATING BUDGET

Theater Authority
Budgeted 2020





CITY OF AMERICUS
2020 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
2020 OPERATING BUDGET

2019 Accomplishments

Fox Theatre Institute and Georgia Presenters Network: The Rylander Theatre is successfully and consistently reaching its goals as outlined by the Fox Theatre Institute membership guidelines. Heather Stanley has not only fulfilled her obligations by participating at the highest level in the Georgia Presenters organization and professional development seminars (Fundraising, Historic Restoration and Preservation, etc.) hosted by the Fox Theatre Institute, but has served as President of the organization since 2015.

Building and Equipment Repair and Maintenance: Utilizing outside grants and the much-needed SPLOST allocation for the theatre, replacements and upgrades for various structural needs throughout the theatre were accomplished.

Sumter Players, Inc.: The Rylander Theatre continues a long-standing tradition of working closely with the Sumter Players organization and providing box office and technical support for their season which runs September—May.

Programming: Since January 2019, over 7,200 patrons attended the theatre and contributed nearly \$300,000 back into the local economy. The theatre hosted 103 events in 2019 including performances as part of the 2018—2019 Presenters Series which ran September through April and provides professional, touring performances from across the country and Canada at affordable ticket prices.

Rental Revenue: Rental of the Rylander Theatre continues to hold steady each year. The theatre is rented for statewide high school One-Act Play Competitions, awards ceremonies, new and original plays/musicals, professional and local concerts, as well as local dance recitals and civic meetings.

2020 Goals

Programming: Heather Stanley is intent on bringing in larger acts/shows to the Rylander Theatre in an effort to increase tourism to Americus, to increase the theatre's visibility on a state level, and to celebrate the 100th birthday of the theatre. By block booking with other Georgia Presenters as well as Presenters in the Southeast, better rates are obtained, and more programming can be scheduled for the community. In addition, Stanley is also developing programming aimed at families with children.

Building Repair and Maintenance: By working with the Fox Theatre Institute and their Director of Restoration it is the intent of the Rylander Theatre to repair significant interior and exterior building deterioration in an effort to preserve the historic theatre and prevent future and more costly repairs on the interior.

CITY OF AMERICUS 2020 OPERATING BUDGET

Grants: The Rylander Theatre is dedicated to subsidizing programming costs through the application for various grants at the regional and national level (South Arts Presenters Grant, Community Partnership Grant, Fox Theatre Institute Theatre Advancement Grant, etc.). Grant opportunities are also available for operational expenses such as building repair and maintenance. Heather Stanley will apply for appropriate grants as they become available to diversify theatre funding.

Marketing: Making the Rylander Theatre a destination by increased marketing visibility; bringing our programming schedule to the forefront in a regional and statewide capacity.

OTHER GOALS:

- Continue to operate using best practices and highest standards for boards and staff entrusted with the care and operation of the historic theatre.
- Continue to bring in high quality entertainment at affordable prices.
- Make a significant and positive economic impact as a result of programming and operation.
- Continue to preserve and protect the theatre using the standards of historic preservation.
- To form new community partnerships and nurture existing partnerships.
- Apply for and be awarded new state and national grants.
- Continue marketing the theatre as a destination to draw positive attention to Americus and Sumter County.
- Formation of new higher education community partnerships with South Georgia Technical College and the area high schools providing students internship opportunities in various aspects of the theatre business.



**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
555 THEATER FUND						
555-00-0000-334110 GRANTS RECEIVED	45,500	45,000	40,000	45,000	50,000	50,000
555-00-0000-341902 SOUVENIR SALES	0	0	0	- 0	- 0	- 0
555-00-0000-341920 ADVERTISING/SPONSORSHIP	0	0	0	- 0	- 0	- 0
555-00-0000-341921 CONCESSION SALES	404	3,500	1,077	3,500	3,500	3,500
555-00-0000-341941 SALES TAX COMPENSATION	74	0	34	- 0	- 0	- 0
555-00-0000-347300 THEATER RECEIPTS	71,079	65,000	83,822	65,000	65,000	65,000
555-00-0000-347901 RESTORATION FEES	1,813	5,000	5,594	5,000	5,000	5,000
555-00-0000-361000 INTEREST EARNED	5	0	3	- 0	- 0	- 0
555-00-0000-371000 DONATIONS	335	2,000	46	2,000	2,000	2,000
555-00-0000-371002 PROGRAM SPONSORSHIPS	63	0	0	- 0	- 0	- 0
555-00-0000-371004 YIPPIE SPONSORSHIPS/REVE	0	0	0	- 0	- 0	- 0
555-00-0000-382000 RENTAL INCOME	13,686	23,500	16,675	23,500	23,500	23,500
555-00-0000-389001 INSURANCE PROCEEDS	0	0	39,436	- 0	- 0	- 0
555-00-0000-389002 CASH SHORT/OVER	0	0	0	- 0	- 0	- 0
555-00-0000-389004 CREDIT CARD FEES	1,275	0	5,241	- 0	- 0	- 0
555-00-0000-390000 CONTRIBUTIONS	0	0	0	- 0	- 0	- 0
555-00-0000-391102 TRANSF FROM CITY GEN FU	85,000	85,000	85,000	100,000	100,000	100,000
555-00-0000-391107 HOTEL/MOTEL TAX TRANSF	100,000	100,000	100,000	100,000	100,000	100,000
555-00-0000-392110 GAIN/LOSS ON SALE OF FIXE	0	0	0	- 0	- 0	- 0
555-00-0000-393601 LOAN PROCEEDS	0	0	0	- 0	- 0	- 0
555 THEATER FUND	319,233	329,000	376,929	344,000	349,000	349,000

CITY OF AMERICUS

2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
555 THEATER FUND

555-00-0000-334110 GRANTS RECEIVED

50,000

Requested Amount: \$45,000

The grant agreements specify spending as follows:

Charles L MIX Grant

\$35,000 Performance Expenditures

\$35,000

Due to the state of the economy both of these have been at a reduced level the last couple years and budgeted accordingly.

Mattie Marshal Grant

\$10,000 This grant is earmarked for general building repair and maintenance projects.

These grants are not guaranteed revenue each year.

Requested Amount: \$50,000

The grant agreements specify spending as follows:

Charles L MIX Grant

\$40,000 Performance Expenditures

\$40,000

Due to the state of the economy both of these have been at a reduced level the last couple years and budgeted accordingly.

Mattie Marshal Grant

\$10,000 This grant is earmarked for general building repair and maintenance projects.

These grants are not guaranteed revenue each year.

555-00-0000-341902 SOUVENIR SALES

Requested Amount: \$0.00

There are no new Rylander souvenirs being purchased or sold.

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

555-00-0000-341920 ADVERTISING/SPONSORS

Requested Amount: \$0

This revenue is for the sale of ads in annual playbill.

555-00-0000-341921 CONCESSION SALES

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 Theatre.

555-00-0000-341941 SALES TAX COMPENSATION

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.

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.

CITY OF AMERICUS
2020 OPERATING BUDGET- REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

555-00-0000-371002 PROGRAM SPONSORSHIP

Requested Amount: 0

This revenue includes contributions in support of specific programming operations. The 2014 sponsorships are primarily from "The Friends of the Rylander". The "Friends" is a separate non-profit fundraising entity. Several grants have been obtained by the "Friends" which will be used to either sponsor specific performances or support the overall operations of the theater.

555-00-0000-371004 YIPPIE SPONSORSHIPS/RE

Requested Amount: \$0

The "Youth In Plays and Performances Infused in Education" (YIPPIE) program was initiated in 2008 to provide theater exposure to school age children. The theater relies on outside sponsorship for these productions. There has been an overall decrease in sponsorships over the years.

555-00-0000-382000 RENTAL INCOME

23,500

Requested Amount: \$23,500

These are fees paid by others to use the theatre. This is based on the fee schedule established in 2014. The amount includes Sumter Players contractual fees for the 2019-2020 season. A mix of rentals and sponsored events is planned for 2020.

555-00-0000-389001 INSURANCE PROCEEDS

Requested Amount: \$0

555-00-0000-389002 CASH SHORT/OVER

Requested Amount: \$0

555-00-0000-389004 CREDIT CARD FEES

Requested Amount: \$6,000

These are the fees associated with running credit cards for ticket purchases as assigned by Vendini (ticketing company) and associated merchant accounts.

555-00-0000-390000 CONTRIBUTIONS

Requested Amount: \$0

CITY OF AMERICUS
 2020 OPERATING BUDGET-REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

555-00-0000-391102 TRANSF FROM CITY GEN 100,000

The request includes the following:
 \$100,000 Allocation for 2020

The increase is to help offset the potential loss of grant funding from Charles L. Mix Memorial Fund.

555-00-0000-391107 HOTEL/MOTEL TAX TRAN 100,000

Requested Amount: \$100,000 or
 Two percent of the seven percent Hotel/Motel tax is transferred to the Cultural Authority from the General Fund. This amount of money is to be used for general operations of the Theater.

Requested amount:
 \$230,000 Tourism Fund (increase in funding) **
 \$100,000 Rylander Theater Operating expenses (same as prior years)
 \$ 0 DDA Marketing
 \$ 0 Transportation for Train
 \$ 0 General Fund (reduced to zero)

\$330,000

**Amount differs from request because the estimated revenue is not sufficient for both the Theater and Tourism Fund's request.

Recommended amount:
 \$200,096 Tourism Fund
 \$100,000 Rylander Theater Operating expenses (same as prior years)
 \$ 0 DDA Marketing
 \$ 0 Transportation for Train
 \$ 29,904 General Fund

\$330,000

555-00-0000-392110 GAIN/LOSS ON SALE OF F

CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

555-00-0000-393601 LOAN PROCEEDS

Requested Amount: \$0

555 THEATER FUND

349,000

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
50 LIVE PERFORMANCES						
555-50-6160-521204 LIVE PERFORMANCES	50,549	58,000	69,018	58,000	58,000	58,000
555-50-6160-521210 RYL / GSW SHARED PROD	0	0	0	- 0	- 0	- 0
555-50-6160-521218 YIPPIE PRODUCTIONS	0	0	0	- 0	- 0	- 0
555-50-6160-523301 MARKETING EXPENSES	3,269	4,000	1,637	4,000	4,000	4,000
555-50-6160-531113 CONCESSION EXPENSE	659	1,000	726	1,000	1,000	1,000
555-50-6160-531500 SOUVENIR EXPENSE	<u>0</u>	<u>750</u>	<u>0</u>	<u>750</u>	<u>750</u>	<u>750</u>
50 LIVE PERFORMANCES	54,477	63,750	71,381	63,750	63,750	63,750

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
50 LIVE PERFORMANCES

555-50-6160-521204 LIVE PERFORMANCES 58,000

Requested Amount: \$58,000

This is the cost of performances that are not part of the Friends of the Rylander series. This includes fees associated for film screenings, payment of the House Organist for concerts, etc.

This is the line item in which the ticket sales due back to renters is paid out. The revenue component is the Theatre Receipts line item.

555-50-6160-523301 MARKETING EXPENSES 4,000

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

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

Requested Amount: \$750

This is for the purchase of novelty items sold at performances, the Welcome Center, and tours.

50 LIVE PERFORMANCES

 63,750

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
51 THEATER OPERATION						
555-51-1530-521201 LEGAL EXPENSE	0	0	0	- 0	- 0	- 0
555-51-6160-511000 REGULAR PAY	141,257	153,400	118,493	140,632	131,347	131,347
555-51-6160-511300 OVERTIME PAY	1,864	3,000	1,082	3,000	3,000	3,000
555-51-6160-512100 GROUP MEDICAL INSURANC	13,982	13,960	13,966	20,940	22,438	22,438
555-51-6160-512101 OPT OUT INSURANCE PLAN	3,000	3,000	1,039	- 0	- 0	- 0
555-51-6160-512110 GROUP DENTAL INSURANCE	848	609	345	609	708	708
555-51-6160-512200 SOCIAL SECURITY PAYMEN	10,288	11,965	8,959	10,988	10,278	10,278
555-51-6160-512400 RETIREMENT SYSTEM	14,670	13,261	13,258	11,555	10,656	10,656
555-51-6160-512401 PENSION EXPENSE	21,470	0	0	- 0	- 0	- 0
555-51-6160-512700 WORKERS COMPENSATION	4,372	3,994	4,389	4,544	4,248	4,248
555-51-6160-521203 AUDIT FEES	0	0	0	- 0	- 0	- 0
555-51-6160-522000 OTHER OUTSIDE SERVICES	4,805	6,600	6,191	6,600	6,600	6,600
555-51-6160-522201 EQUIPMENT REP & MAINT	1,121	4,000	2,709	4,000	4,000	4,000
555-51-6160-522206 COMPUTER - REP & MAINT	500	1,000	366	1,000	1,000	1,000
555-51-6160-523100 INSURANCE EXPENSE	12,524	14,000	9,906	12,942	12,942	12,942
555-51-6160-523200 TELEPHONE	8,926	5,600	10,524	5,600	5,600	5,600
555-51-6160-523201 POSTAGE	10	100	0	100	100	100
555-51-6160-523600 DUES AND SUBSCRIPTIONS	660	485	125	1,035	1,035	1,035
555-51-6160-523700 TRAINING & MEETINGS	3,508	2,985	2,194	3,265	3,265	3,265
555-51-6160-523900 UNIFORMS	0	0	0	- 0	- 0	- 0
555-51-6160-523905 TICKET/MERCHANT FEES	12,305	9,000	15,567	9,000	9,000	9,000
555-51-6160-531100 OFFICE/COMPUTER SUPPLIE	1,364	2,000	1,129	2,000	2,000	2,000
555-51-6160-531101 JANITORIAL SUPPLIES	712	1,000	1,257	1,000	1,000	1,000
555-51-6160-531108 BUILDING REP& MAINT	12,964	10,000	24,252	10,000	10,000	10,000
555-51-6160-531115 PRODUCTION SUPPLIES	423	1,000	178	1,000	1,000	1,000

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROV 2020</u>
555-51-6160-531210 WATER,SEWER,GARBAGE	2,440	3,500	2,530	3,500	3,500	3,500
555-51-6160-531220 NATURAL GAS	1,792	2,500	1,906	2,500	2,500	2,500
555-51-6160-531225 STORM WATER	221	225	202	225	225	225
555-51-6160-531230 ELECTRICITY	33,092	30,000	28,931	37,000	37,000	37,000
555-51-6160-531700 OTHER SUPPLIES	445	500	315	500	500	500
555-51-6160-542101 OFFICE FURNITURE & EQUIP	595	1,500	0	2,500	2,500	2,500
555-51-6160-542400 COMPUTER EQUIPMENT	0	0	0	- 0	- 0	- 0
555-51-6160-542900 OTHER CAPITAL EXPENDITU	0	0	0	- 0	- 0	- 0
555-51-6160-561000 DEPRECIATION EXPENSE	124,819	124,819	124,819	124,819	124,819	124,819
555-51-6160-573002 PRODUCTION SUPPORT	4,181	3,500	6,632	3,500	3,500	3,500
555-51-6160-573100 INTERN PROGRAM	0	0	0	- 0	- 0	- 0
555-51-6160-582300 INTEREST EXPENSE	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
51 THEATER OPERATION	439,157	427,503	401,264	424,354	414,761	414,761

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

<u>ACCOUNT NUMBER/DESCRIPTION</u>		<u>APPROVED BUDGET</u>
51 THEATER OPERATION		
555-51-6160-511000 REGULAR PAY		131,347
Personnel Requirements:		
	Current	
Managing Director	1	
Administrative Assistant	1	
Technical Director	1	
Patron Services Coordinator (part-time)	1	
Custodian (part-time)	1	
	<hr style="width: 10%; margin: 0 auto;"/> 5	
555-51-6160-511300 OVERTIME PAY		3,000
Requested Amount: \$3,000		
<p>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).</p>		
555-51-6160-512100 GROUP MEDICAL INSURA		22,438
<p>The requested amount represents \$6,980 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.</p>		
555-51-6160-512110 GROUP DENTAL INSURAN		708
<p>This amount represents \$236 per employee.</p>		
555-51-6160-512200 SOCIAL SECURITY PAYM		10,278
<p>The requested amount is 7.65% of the total salary in the department.</p>		
555-51-6160-512400 RETIREMENT SYSTEM		10,656
<p>This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.</p>		
555-51-6160-512700 WORKERS COMPENSATIO		4,248
<p>This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.</p>		

CITY OF AMERICUS

ACCOUNT NUMBER/DESCRIPTION

2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

555-51-6160-522000 OTHER OUTSIDE SERVICE	6,600
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:	
\$2,400 Elevator Inspection (Thyssenrupp & GA DOL)	
\$1,000 NFPA Testing	
\$ 900 Pest Control	
\$ 300 Fire Sprinkler System Inspection	
\$2,000 Web-site Maintenance	
<hr/> \$6,600	
555-51-6160-522201 EQUIPMENT REP & MAINT	4,000
Requested Amount: \$4,000	
This includes expenses for the physical plant machinery such as rigging, stage floor, stage electrics, etc. Outdated lighting and sound systems need increased servicing and/or replacement. Many of our current systems are no longer supported and upgrades are required.	
555-51-6160-522206 COMPUTER - REP & MAIN	1,000
Requested Amount: \$1,000	
This includes tech support, incidental repairs and upgrades for the 5 computers, server, telephones, and copier/printer/scanner at the Theater.	
555-51-6160-523100 INSURANCE EXPENSE	12,942
Requested Amount: \$12,942	
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, 2020 resulting in an effective rate for 2020 of 3.33%.	
555-51-6160-523200 TELEPHONE	5,600
Requested Amount: \$5,600	
This includes the monthly service fee for the land lines and U-Verse internet and Managing Director's business cell phone.	
555-51-6160-523201 POSTAGE	100
Requested Amount: \$100	
This is for mailing contracts and other correspondence.	

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURES	<u>APPROVED BUDGET</u>
555-51-6160-523600 DUES AND SUBSCRIPTION		1,035
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
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; Vice President of 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.		
555-51-6160-523905 TICKET/MERCHANT FEES		9,000
Requested Amount: \$9,000		
This is the amount for Vendini charges for the sale of tickets.		
555-51-6160-531100 OFFICE/COMPUTER SUPPL		2,000
Requested Amount: \$2,000		
This is for paper, ink cartridges, office supplies and stationary items. Majority of the purchases for this line item are made through Quill (City agreement).		
555-51-6160-531101 JANITORIAL SUPPLIES		1,000
Requested Amount: \$1,000		
This includes the purchase of such items as toilet paper, paper towels, cleaning solutions, deodorizers, etc.		

CITY OF AMERICUS		APPROVED
<u>ACCOUNT NUMBER/DESCRIPTION</u>	2020 OPERATING BUDGET-EXPENDITURES	<u>BUDGET</u>
555-51-6160-531108	BUILDING REP& MAINT	10,000
	Requested Amount: 10,000	
	This includes expenses for the routine/quarterly maintenance of the physical plant, HVAC, and unexpected repairs to the historic building.	
555-51-6160-531115	PRODUCTION SUPPLIES	1,000
	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
	Requested Amount: \$3,500	
555-51-6160-531220	NATURAL GAS	2,500
	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	225
	Requested Amount: \$225	
	The request is for the fees for the Rylander.	
555-51-6160-531230	ELECTRICITY	37,000
	Requested Amount: \$37,000	
	This is the projected total of the electric bill for the operation of the Theater.	
555-51-6160-531700	OTHER SUPPLIES	500
	Requested Amount: \$500	
	This includes all supplies that are not included in other line items, such as expenses to participate in Downtown Trick or Treat and Holiday Open House.	
555-51-6160-542101	OFFICE FURNITURE & EQ	2,500
	Requested Amount: \$2,500	
	"Office Equipment" Request is for the purchase of new equipment to include sound, lighting, etc. and to replace existing equipment that is beyond repair.	

<u>ACCOUNT NUMBER/DESCRIPTION</u>	CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURES	<u>APPROVED BUDGET</u>
555-51-6160-561000 DEPRECIATION EXPENSE		124,819
Requested Amount: \$124,819		
This includes depreciation expense on all capital items including the building, props, lighting, sound equipment, etc.		
The Depreciation Expense is unfunded.		
555-51-6160-573002 PRODUCTION SUPPORT		3,500
Requested Amount: \$3,500		
This is for casual labor for support of production activity. Portions of this line item are offset by volunteers and crew expense billed to users through rental agreements.		
Increase is requested due to a higher number of events planned for 2020 and the loss of the Interns (GSW/Mix Partnership Grant).		
51 THEATER OPERATION		414,761



CITY OF AMERICUS
2020 OPERATING BUDGET

STORM WATER DEPARTMENT

MISSION STATEMENT/GENERAL OBJECTIVES (see Public Works)

GOALS – 2020

- Continue to develop preventive maintenance program
- Continue to implement identified replacement projects

On-going

On-going

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
580 STORM WATER MANAGEMENT						
580-00-0000-344260 STORM WATER BILLINGS	868,437	900,000	899,622	868,200	868,200	868,200
580-00-0000-344265 STORM WATER CREDITS	-118,133	-121,600	-118,046	- 119,200	- 119,200	- 119,200
580-00-0000-389000 OTHER MISC INCOME	0	0	0	- 0	- 0	- 0
580-00-0000-389004 RECOVERY OF BAD DEBT	0	0	0	- 0	- 0	- 0
580-00-0000-389006 CARRYOVER OF RETAINED	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	0	0	- 0	- 0	- 0
580-00-0000-393400 PREMIUMS ON BONDS SOLD	<u>10,017</u>	<u>7,800</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
580 STORM WATER MANAGEMENT	760,321	786,200	781,576	749,000	749,000	749,000

CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUE DETAIL

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>APPROVED BUDGET</u>
580 STORM WATER MANAGEMENT	
580-00-0000-344260 STORM WATER BILLINGS	868,200
Requested Amount: \$868,200 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	-119,200
Recommended Amount: (\$119,200) This is for the credit system that is part of the rate structure. The credits are incentives for mitigating storm water runoff.	
580-00-0000-389000 OTHER MISC INCOME	
580-00-0000-389004 RECOVERY OF BAD DEBT	
Requested Amount: \$0 This is the estimated collections on previously written off utility bills. Some of this revenue is offset by related collection cost expense in the Water and Sewer Fund (Department 43). This is the estimate for the Storm Water portion.	
580-00-0000-389006 CARRYOVER OF RETAINE	
580-00-0000-390000 CONTRIBUTIONS	
Requested Amount: \$0	
580-00-0000-391104 TRANS FROM 2010 REVEN	
Requested Amount: \$0	
580-00-0000-393400 PREMIUMS ON BONDS SO	
This is the bond premium amortized over the life of the revenue bonds.	
580 STORM WATER MANAGEMENT	749,000

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
58 STORM WATER MGT						
580-58-1530-521201 LEGAL EXPENSES	0	0	60	- 0	- 0	- 0
580-58-4320-511000 REGULAR PAY	82,123	96,512	94,449	135,278	96,512	96,512
580-58-4320-511300 OVERTIME PAY	7,296	5,000	4,316	10,000	10,000	10,000
580-58-4320-512100 GROUP MEDICAL INSURANC	20,868	20,940	20,883	27,920	23,187	23,187
580-58-4320-512101 OPT OUT INSURANCE PLAN	0	0	0	- 0	- 0	- 0
580-58-4320-512110 GROUP DENTAL INSURANCE	769	609	321	812	708	708
580-58-4320-512200 SOCIAL SECURITY PAYMEN	6,433	7,766	7,659	11,114	8,148	8,148
580-58-4320-512400 RETIREMENT SYSTEM	8,039	10,151	7,257	14,077	10,321	10,321
580-58-4320-512401 PENSION EXPENSE	-27,355	0	0	- 0	- 0	- 0
580-58-4320-512700 WORKERS COMPENSATION	8,052	8,560	9,407	12,171	8,848	8,848
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	20,630	34,125	30,340	34,125	34,125	34,125
580-58-4320-522202 AUTO & TRUCK-REP & MAIN	8,934	28,000	9,065	28,000	25,000	25,000
580-58-4320-523100 INSURANCE EXPENSE	13,658	14,800	10,301	13,273	13,273	13,273
580-58-4320-523700 TRAINING AND MEETINGS	0	500	0	500	500	500
580-58-4320-523900 UNIFORMS	732	1,500	1,302	1,500	1,500	1,500
580-58-4320-531116 MATERIALS	6,974	12,000	0	12,000	10,000	10,000
580-58-4320-531270 GASOLINE ALLOCATED	4,096	5,000	5,230	5,000	5,000	5,000
580-58-4320-531700 OTHER SUPPLIES	197	8,000	314	8,000	8,000	8,000
580-58-4320-542100 MACHINERY & EQUIPMENT	0	0	0	- 0	- 0	- 0
580-58-4320-542900 OTHER CAPITAL EXPENDITU	0	0	0	- 0	- 0	- 0
580-58-4320-551000 ALLOCATION OF EXPENSES	0	0	0	- 0	- 0	- 0
580-58-4320-561000 DEPRECIATION EXPENSE	26,387	33,200	33,200	60,950	60,950	60,950
580-58-4320-561001 AMORTIZATION EXPENSE	0	0	0	- 0	- 0	- 0

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
580-58-4320-574000 BAD DEBT EXPENSE	15,776	10,000	10,000	10,000	10,000	10,000
580-58-4320-582001 INTEREST EXPENSE	0	45,360	29,837	53,972	53,972	53,972
580-58-4320-611001 TRANSFER TO GEN FUND	<u>285,000</u>	<u>285,000</u>	<u>285,000</u>	<u>285,000</u>	<u>285,000</u>	<u>285,000</u>
58 STORM WATER MGT	488,608	627,023	558,942	723,692	665,044	665,044

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

58 STORM WATER MGT

580-58-4320-511000 REGULAR PAY 96,512

Personnel Requirements

	Current	Requested	Recommended
Heavy Equipment Operator	1	2	1
Equipment Operator Senior	1	1	1
Equipment Operator	1	1	1
	3	4	3

This amount includes an increase to the number of Heavy Equipment Operators with the associated salary.

The recommended amount removes the requested additional Heavy Equipment Officer.

580-58-4320-511300 OVERTIME PAY 10,000

Requested Amount: \$10,000

580-58-4320-512100 GROUP MEDICAL INSURA 23,187

The requested amount represents \$6,980 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.

580-58-4320-512110 GROUP DENTAL INSURAN 708

This amount represents \$236 per employee.

580-58-4320-512200 SOCIAL SECURITY PAYM 8,148

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

580-58-4320-512400 RETIREMENT SYSTEM 10,321

This amount is 9.69% of the total salary of the department. Per GMA, contribution rates have declined slightly.

580-58-4320-512700 WORKERS COMPENSATIO 8,848

This amount represents a percentage of the total salaries for the department based on labor classes and 2019 rates.

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>CITY OF AMERICUS 2020 OPERATING BUDGET-EXPENDITURES</u>	<u>APPROVED BUDGET</u>
580-58-4320-522000 OTHER OUTSIDE SERVICE		34,125
Requested Amount: \$34,125		
This request has \$5,000 to cover engineering fees & other services not related to a capital project.		
This also includes the contract for the Water Shed Protection Plan @ \$29,125.		
580-58-4320-522202 AUTO & TRUCK-REP & M		25,000
Requested Amount: \$28,000		
This is maintenance for the two street sweepers and a portion of the preventive maintenance for the Sewer Vacuum truck.		
Recommended Amount: \$25,000		
580-58-4320-523100 INSURANCE EXPENSE		13,273
Requested Amount: \$13,273		
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, 2020 resulting in an effective rate for 2020 of 3.33%.		
580-58-4320-523700 TRAINING AND MEETING		500
Requested Amount: \$500		
580-58-4320-523900 UNIFORMS		1,500
Requested Amount: \$1,500		
The requested amount is for uniforms for 3 department employees.		
580-58-4320-531116 MATERIALS		10,000
Requested Amount: \$12,000		
This is for various materials and supplies needed for small non-capitalized projects that are done in-house.		
Recommended Amount: \$10,000		
580-58-4320-531270 GASOLINE ALLOCATED		5,000
Requested Amount: \$5,000		
This is the fuel for the dump truck, vac-con truck and excavator.		

CITY OF AMERICUS

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>2020 OPERATING BUDGET-EXPENDITURES</u>	<u>APPROVED BUDGET</u>
580-58-4320-531700 OTHER SUPPLIES		8,000
Requested Amount: \$8,000		
This is for small equipment that does not qualify for capitalization.		
580-58-4320-561000 DEPRECIATION EXPENSE		60,950
This is the amount of depreciation on storm water related capital assets.		
The depreciation is calculated by the straight-line method using the GFOA suggested life.		
580-58-4320-574000 BAD DEBT EXPENSE		10,000
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		53,972
Requested Amount: \$53,972		
Interest	Principal	Total
\$53,972	\$96,389.54	\$150,362
Revenue Bond - 2019		
The principal balance at 12/31/20 will be:		
\$2,276,569	Revenue Bond - 2019 (Payout-Sep 1, 2039) (Rate 2.76%)	
580-58-4320-611001 TRANSFER TO GEN FUND		285,000
Requested Amount: \$285,000		
58 STORM WATER MGT		665,044

**CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
600 INSURANCE						
600-00-0000-341901 AGGREGATE STOP LOSS REI	118,309	0	202,335	- 0	- 0	- 0
600-00-0000-341902 SPECIFIC CLAIM REIMBURS	2,374	0	18,858	- 0	- 0	- 0
600-00-0000-349200 CLAIMS FUNDING REVENUE	1,175,906	1,048,800	1,253,512	1,048,800	1,048,800	1,048,800
600-00-0000-361000 OTHER INTEREST EARNED	549	0	743	- 0	- 0	- 0
600-00-0000-391102 TRANSFER FROM GENERAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>- 0</u>	<u>- 0</u>	<u>- 0</u>
600 INSURANCE	1,297,138	1,048,800	1,475,448	1,048,800	1,048,800	1,048,800

CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUE DETAIL

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION

600 INSURANCE

600-00-0000-341901 AGGREGATE STOP LOSS R

600-00-0000-341902 SPECIFIC CLAIM REIMBU

600-00-0000-349200 CLAIMS FUNDING REVEN

1,048,800

Requested Amount: \$1,048,800

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 GENER

600 INSURANCE

1,048,800

**CITY OF AMERICUS
2020 OPERATING BUDGET-EXPENDITURES**

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 2018</u>	<u>BUDGET 2019</u>	<u>ACTUAL 12/31/2019</u>	<u>REQUESTED 2020</u>	<u>RECOMM 2020</u>	<u>APPROVED 2020</u>
99 NON-DEPARTMENTAL						
600-99-1555-552100 ADMIN/PREMIUM FEES	279,113	224,440	353,475	224,440	224,440	224,440
600-99-1555-552200 CLAIMS EXPENDITURES	<u>661,242</u>	<u>824,360</u>	<u>1,339,831</u>	<u>824,360</u>	<u>824,360</u>	<u>824,360</u>
99 NON-DEPARTMENTAL	940,355	1,048,800	1,693,306	1,048,800	1,048,800	1,048,800

CITY OF AMERICUS

2020 OPERATING BUDGET-EXPENDITURES

APPROVED
BUDGET

ACCOUNT NUMBER/DESCRIPTION
99 NON-DEPARTMENTAL

600-99-1555-552100 ADMIN/PREMIUM FEES

224,440

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


824,360

Recommended Amount:\$824,360

I recommend we budget the claims plus administration to equal the funding revenues for 2018.

99 NON-DEPARTMENTAL

1,048,800



CITY OF AMERICUS
2020 OPERATING BUDGET-REVENUES

CAPITAL AND DEBT SUMMARY

CITY OF AMERICUS
2020 OPERATING BUDGET

Below is a Summary of the Existing and New Debt in the 2020 Operating Budget

2020 OPERATING BUDGET CAPITAL WITH FUNDING SOURCE SUMMARY		
	2020 Existing Capital Debt	2020 New Capital Budget
ADMINISTRATION	\$140,350	\$173,000
PUBLIC SAFETY	234,491	422,328
PUBLIC WORKS	8,800	255,530
W&S	118,718	311,850
GAS	0	153,000
SPECIAL REVENUES	0	59,220
SPLOST	0	2,178,128
Totals	\$502,359	\$3,553,056

Note: A Detailed listing of the above Summary continues on the next two pages.

**CITY OF AMERICUS
2020 OPERATING BUDGET**

2020 OPERATING BUDGET CAPITAL WITH FUNDING SOURCE DETAIL			
ADMINISTRATION	Dept	Amount	Funding
Energy Savings Contract	10	121,550	Exsisting General Fund
Customer Service Center	14	18,800	Exsisting General Fund
		140,350	
SonicWall Upgrades/Replacements at Remote Sites	12	1,800	General Fund
Windows 10 Upgrade Licensing with Services	12	8,000	General Fund
Windows 10 Upgrade with Services for devices with licensing	12	1,500	General Fund
FreePBX Server with Call Center Licensing	12	7,500	General Fund
Data Center Clean-up	12	3,000	General Fund
Replacement PCs (50 computers, includes 1 monitor)	12	33,000	General Fund
Repair and Maintenance of printers, software, etc.	12	6,500	General Fund
CSI Software Upgrade (2016 Carry Over)	12	100,000	General Fund
Windows 7 Extended Security Updates for approximately 100 computers	12	11,700	General Fund
		173,000	
PUBLIC SAFETY	Dept	Amount	Funding
2017 Ford 350	20	7,120	Existing GMA Lease
2013 Pierce Pumper	20	55,415	Existing GMA Lease
2018 Ford F150	20	8,975	Existing GMA Lease
2019 Pierce Pumper	20	77,561	Existing GMA Lease
2018 Police Cars 6 Ford Interceptors	21	38,366	Existing GMA Lease
2018 Ford F250	21	4,940	Existing GMA Lease
2019 Police Cars 6 Ford Interceptors	21	42,114	Existing GMA Lease
		234,491	
Protective Clothing	20	23,890	General Fund
Nozzles, Gauges & Appliances	20	4,000	General Fund
Update Hazmat equipment	20	15,000	General Fund
Class A Uniforms	20	3,500	General Fund
Replacements of Scott Airpack SCBA and Facepieces	20	44,772	General Fund
Fire Hoses	20	3,000	General Fund
Fire Marshall Truck	20	45,000	GMA Lease
Axon International	21	21,145	General Fund
12 Sets of Body Armor	21	8,655	General Fund
Replacement Equipment (Batons, OC Spray, Handcuffs)	21	1,845	General Fund
No Description	21	8,166	General Fund
2020 Police Cars	21	243,355	GMA Lease
		422,328	

**CITY OF AMERICUS
2020 OPERATING BUDGET**

PUBLIC WORKS			
	Dept	Amount	Funding
2017 Ford F150	30	4,400	Existing GMA Lease
2017 Ford F150	32	4,400	Existing GMA Lease
		8,800	
Misc. Equipment	30	5,000	General Fund
Service Truck Replacement	30	25,000	GMA Lease
LMIG - Street Resurfacing	30	192,180	Grant
Auto Diagnostic Tool	32	5,350	General Fund
Equipment	36	18,000	General Fund
Inmate Van	36	10,000	General Fund
		255,530	
WATER & SEWER			
	Dept	Amount	Funding
4 door Service Truck	40	40,000	W&S Fund
Roof Repair	42	63,218	W&S Fund
A/C Repair	42	15,500	W&S Fund
		118,718	
Pumps & Other Equipment	40	5,850	W&S or Revenue Bond
Clarifier Rehabilitation	41	37,000	W&S or Revenue Bond
High Service Pump, Motor, Elec. Replacement	41	52,000	W&S or Revenue Bond
High Service Pump, Motor, Elec. Replacement	41	52,000	W&S or Revenue Bond
WTP Security Upgrade	41	15,000	W&S or Revenue Bond
Replace Railings/Bases	42	60,000	W&S or Revenue Bond
Fencing/Sercuity	42	15,000	W&S or Revenue Bond
Sensus FlexNet Upgrade	43	25,000	W&S or Revenue Bond
Interactive Voice Response System	43	50,000	W&S or Revenue Bond
		311,850	
GAS			
	Dept	Amount	Funding
Gas Main & Valves includes carryover of 40,000 for new high school	81	65,000	GAS Fund
Replacement of 2009 Ford F150 Extended Cab	81	60,000	GAS Fund
Replacement of 2014 Ford F150 Extended Cab	81	28,000	GAS Fund
		153,000	
SPECIAL REVENUES & COMPONENT UNITS			
	Dept	Amount	Funding
LMIG Transfer from TSPLOST	30	19,220	TSPLOST
Facade Grant Program	83	20,000	Grant
Street Furniture	83	10,000	270 FUND
Christmas Decorations	83	10,000	270 FUND
		59,220	
SPLOST			
	Dept	Amount	Funding
City Building Repair/Renovations	39	433,000	SPLOST
Rylander Theater Building Repair	39	140,728	SPLOST
Public Parks and Green Spacing	39	684,400	SPLOST
Betlway recreational Trail	39	920,000	SPLOST
		2,178,128	
Grand Total		4,055,415	

CITY OF AMERICUS
2020 OPERATING BUDGET

Debt Service Requirements

The debt service requirements for 2020 include principle and interest for all debt associated with the General Fund as well as Water & Sewer and the Stormwater Fund.

As indicated throughout the document, many of our multimillion-dollar projects are funded through SPLOST or pay as you go funding. Also note that the principle portion of the debt service may be included in 2020 Capital Funding.

<u>Debt Service Requirements: 2020</u>	
<u>Existing Debt Service-Gen Fund</u>	
Energy Contract	\$129,710
Customer Service Center	\$22,080

Current Gen Fund Debt Service	\$151,790
<u>Requested Debt Service-Gen Fund</u>	
No requests	\$0

Total Gen Fund Debt Service	\$151,790
	=====
<u>Existing Debt Service-W&S Fund</u>	
Revenue Bond (2019)	\$1,172,113

	\$1,172,113
Total W&S Debt Service	\$1,172,113
	=====
<u>Existing Debt Service-Storm Water Fund</u>	
Revenue Bond (2019)	\$155,158

Total Storm Water Debt Service	\$155,158
	=====

CITY OF AMERICUS
2020 OPERATING BUDGET

Lease Pool and Direct Borrowing for Capital Needs

The City of Americus utilizes Georgia Municipal Association's Lease Pool or Direct Borrowing Program to fund many of its vehicle purchases within the General Fund to include Fire Engines, Trucks, and Police vehicles annually. Below is list of existing leases for capital items as well as those approved for the 2020 Operating Year.

**Lease Payments for CIP
approved: 2020**

EXISTING LEASES

Fire Truck (2013)	\$55,415
Ford F-350 (2017)	\$7,120
Ford F-150 (2017)	\$4,319
Ford F-150 (2017)	\$4,319
Engine 6 Replacement	\$77,561
Police Interceptors (2018)	\$38,366
Ford F-250 (2018)	\$4,940
2018 Ford F150 (2018)	\$8,975
Police Interceptors (2019)	\$42,114
	<u>\$243,129.00</u>

**RECOMMENDED LEASES FOR
2020**

Police Cars (2020)	\$243,355.00	Police (21)
Service Truck Replacement	\$25,000.00	Street (30)
	<u>\$268,355.00</u>	

Total Lease payments \$511,484.00

CITY OF AMERICUS 2020 OPERATING BUDGET

Five Year Capital Improvement Program

City of Americus 2020-2024		Capital Improvements Projects-Recommended		GEN - GENERAL FUNDS DDA - DOWNTOWN DEV LP - LEASE PURCHASE OTHER - OTHER FINANCING SA - SANITATION MAIN-MAIN STREET		GR - GRANT LO - LOANS SP - SPLOST GAS - NAT GAS GASCO - GAS C/O TSP - TSPLOST		W&S-WATER & SEWER GC - GENERAL FUND C/O W&SCO - WATER & SEWER C/O ST - STORM WATER TH - THEATER FUND STCO - STORM WATER C/O	
Dept. #	Department	Description	Dept Priority	Total Amount	2020	2021	2022	2023	2024
10	Mayor and Council	Christmas Decorations & Lighting	A	\$10,000 GEN	\$5,000 GEN	\$5,000 GEN			
		Christmas Decorations & Lighting	A	\$10,000 MAIN	\$5,000 MAIN	\$5,000 MAIN			
		Facade & Sign Grants	A	\$10,000 GEN	\$5,000 GEN	\$5,000 GEN			
		Facade & Sign Grants	A	\$10,000 MAIN	\$5,000 MAIN	\$5,000 MAIN			
		Christmas Light Façade Bldg Grant	A	\$5,000 GEN	\$2,500 GEN	\$2,500 GEN			
		Christmas Light Façade Bldg Grant	A	\$5,000 MAIN	\$2,500 MAIN	\$2,500 MAIN			
		Historic Building Plaques	A	\$0 GEN					
		Historic Building Plaques	A	\$0 MAIN					
		Benches, Trash & Smoking Receptacles	A	\$0 GEN					
		Benches, Trash & Smoking Receptacles	A	\$0 MAIN					
		Streetscape Enhancements	A	\$0					
		Streetscape Enhancements	A	\$0 MAIN					
		Inmate Crew Van	A	\$0 MAIN					
		Inmate Crew Trailer	A	\$0 MAIN					
		Inmate Crew Tools/Trailer	A	\$0 MAIN					
		City Building/Facilities Repair/Renovation	B	\$433,000 SP	\$433,000 SP				
		Paving/Repair County Roads	A	\$0 SP					
		Paving/Repair Roads and Bridges	A	\$0 SP					
		Repair/Renovation Rylander Theater	A	\$140,728 SP	\$140,728 SP				
		South Jackson Street Corridor	A	\$0 SP					
		Public Parks and Green Spaces	B	\$684,400 SP	\$684,400 SP				
		Beltway Multipurpose Recreational Trail	B	\$1,920,000 SP	\$920,000 SP	\$1,000,000 SP			
		Municipal Bldg Repair/Renovation		\$0 SP					
		Street Improvements (TSPLOST)		\$0 TSP					
Mayor & Council Total:				\$3,228,128	\$2,203,128	\$1,025,000	\$0	\$0	\$0
12	Computer Oper	Sonicwall Upgrades/Replacements at Remote Sites	*	\$1,800	1,800 GEN				
		Windows 10 Upgrade Licensing with Services	*	\$8,000	8,000 GEN				
		Windows 10 Upgrade with Services for devices with licensing	*	\$1,500	1,500 GEN				
		FreePBX Server with Call Center Licensing	*	\$7,500	7,500 GEN				
		Data Center Clean up	*	\$3,000	3,000 GC				
		Replacement PCs (50 computewrs, includes 1 monitor)	*	\$33,000	33,000 GEN				
		Repair and Maintenance of printers, software, etc..	*	\$6,500	6,500 GEN				
		Computer Upgrade for Finance and HR	*	\$100,000	100,000 GC				
		Windows 7 Extended Security Updates approxiamely 100 computers	*	\$11,700	11,700 GEN				
Computer Oper Total:				\$173,000	\$173,000	\$0	\$0	\$0	\$0
13	GIS	Color Laserjet Printer	C	\$6,000		\$6,000 GEN			
		GPS Equipment	C	\$10,000		\$10,000 GEN			
		Vehicle Replacement	C	\$21,000		\$21,000 LP			
GIS Total:				\$37,000	\$0	\$37,000	\$0	\$0	\$0

**CITY OF AMERICUS
2020 OPERATING BUDGET**

Five Year Capital Improvement Program continued

14	Finance Dept	No Requests for Finance Department		\$0						
				\$0						
	Finance Dept Total:			\$0	\$0	\$0	\$0	\$0	\$0	\$0
15	Human Resources	No Requests for Human Resources Dept	A	\$0						
				\$0						
	Human Resources Total:			\$0	\$0	\$0	\$0	\$0	\$0	\$0
18	City Manager			\$0						
				\$0						
				\$0						
	City Manager Dept Total:			\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Rees Park EDC			\$0						
		No Request for Rees Park		\$0						
				\$0						
				\$0						
				\$0						
	Rees Park EDC Total:			\$0	\$0	\$0	\$0	\$0	\$0	\$0
20	Fire Department									
		Protective Clothing (Bunker Gear)	A*	\$155,450	\$23,890 GEN	\$32,890 GEN	\$32,890 GEN	\$32,890 GEN	\$32,890 GEN	\$32,890
		Fire Hose	A*	\$64,908	\$3,000 GEN	\$15,477 GEN	\$15,477 GEN	\$15,477 GEN	\$15,477 GEN	\$15,477
		Nozzles, Guages, and Appliances	A	\$32,000	\$4,000 GEN	\$7,000 GEN	\$7,000 GEN	\$7,000 GEN	\$7,000 GEN	\$7,000
		Power Extrication Tool	A*	\$21,660		\$21,660 GEN				
		Vehicle Replacement	AB	\$45,000		\$45,000 LP				
		Haz Mat Equipment	A*	\$95,000	\$15,000 GEN	\$20,000 GEN	\$20,000 GEN	\$20,000 GEN	\$20,000 GEN	\$20,000
		SCBA Replacement with Facepieces	A*	\$223,860	\$44,772 GEN	\$44,772 GEN	\$44,772 GEN	\$44,772 GEN	\$44,772 GEN	\$44,772
		Class A Uniforms	A*	\$29,500	\$3,500 GEN	\$6,500 GEN	\$6,500 GEN	\$6,500 GEN	\$6,500 GEN	\$6,500
	Fire Department Total:			\$667,378	\$94,162	\$193,299	\$126,639	\$126,639	\$126,639	\$126,639
21	Police Department									
		Vehicle Replacement	*	\$891,355	\$243,355 LP	\$216,000 LP	\$216,000 LP	\$216,000 LP	\$216,000 LP	\$216,000
		Axon International		\$21,145	\$21,145 GEN					
		12 Sets of Body Armor	*	\$8,655	\$8,655 GR					
		Replacement Equipment (Batons, OC Spray, Handcuffs)		\$1,845	\$1,845 GEN					
		No Description		\$8,163	\$8,163 GEN					
	Police Department Total:			\$931,163	\$283,163	\$216,000	\$216,000	\$216,000	\$216,000	\$216,000
22	Building Inspection/Code									
		No Projects for Planning								
	BRM Total:			\$0	\$0	\$0	\$0	\$0	\$0	\$0

**CITY OF AMERICUS
2020 OPERATING BUDGET**

Five Year Capital Improvement Program continued

30	Street Department									
	Misc Equipment (Saws, Blowers, Drills, etc.)	A	\$5,000	\$5,000	GEN					
	Street Resurfacing (LMIG)	A	\$192,180	\$192,180	GR					
	Street Resurfacing TPLOST	A	\$19,220	\$19,220	TSP					
	Service Truck Replacement	A	\$25,000	\$25,000	GC					
	Street Department Total:		\$241,400	\$241,400		\$0	\$0	\$0	\$0	\$0
31	Cemetery Dept									
	No projects for Cemetery									
	Cemetery Department Total:		\$0	\$0		\$0	\$0	\$0	\$0	\$0
32	Maintenance Shop									
	Large Truck Tire Changer		\$21,639	\$21,639	GC					
	Auto Diagnostic Tool		\$5,350	\$5,350	GEN					
	Maintenance Shop Total:		\$26,989	\$26,989		\$0	\$0	\$0	\$0	\$0
34	Public Works									
	No Projects for Public Works									
	Public Works Total:		\$0	\$0		\$0	\$0	\$0	\$0	\$0
36	Grounds & Maint									
	Mowers and Equipment	A	\$18,000	\$18,000	GC					
	Van Replacement	A	\$10,000	\$10,000	GEN					
	Grnds and Maint Total:		\$28,000	\$28,000		\$0	\$0	\$0	\$0	\$0
40	Water & Sewer Maint									
	Pumps, Demo saw, and packer	A	\$5,850	\$5,850	W&S					
	4 Door Service Truck	A	\$40,000	\$40,000	W&S					
	Boom Truck	A	\$75,000	\$75,000	W&S					
	Water & Sewer Maint Dept Total:		\$120,850	\$120,850		\$0	\$0	\$0	\$0	\$0
41	Water Treatment Plant									
	Clarifier Rehabilitation	A	\$37,000	\$37,000	W&SCO					
	High Service Pump, Motor, Elec Replacement	A	\$52,000	\$52,000	W&SCO					
	High Service Pump, Motor, Elec Replacement	A	\$52,000	\$52,000	W&SCO					
	WTP Security	A	\$15,000	\$15,000	W&SCO					
	Water Plant Total:		\$156,000	\$156,000		\$0	\$0	\$0	\$0	\$0

CITY OF AMERICUS
2020 OPERATING BUDGET

Five Year Capital Improvement Program continued

42	Wastewater Trmnt								
		Roof Repair	A	\$63,218	\$63,218 W&S				
		A/C Repair	A	\$15,500	\$15,500 W&S				
		Replace Railings/Bases	A	\$60,000	\$60,000 OTHER				
		Fencing New/Repair/Secuity	A	\$15,000	\$15,000 W&S				
		Wastewater Trmnt Total:		\$15,000	\$153,718	\$0	\$0	\$0	\$0
43	Utility Billing	Sensus FlexNet Upgrade	A	\$150,000	\$25,000 W&SCO	\$25,000 W&S	\$25,000 W&S	\$25,000 W&S	\$25,000
		Interactive Voice Response System		\$50,000	\$50,000 W&SCO				
		Utility Billing Total:		\$200,000	\$75,000	\$25,000	\$25,000	\$25,000	\$25,000
58	Storm Water	No Requests for Storm Water							
		Storm Water Total:		\$0	\$0	\$0	\$0	\$0	\$0
81	Nat Gas Dept	Service Truck	AA	\$32,000	\$32,000 GAS	\$30,000 GAS	\$30,000 GAS		\$35,000
		Service Truck	AA	\$28,000	\$28,000 GASCO				
		Gas Mains & Values	A	\$175,000	\$25,000 GAS	\$50,000 GAS	\$50,000 GAS	\$50,000 GAS	\$50,000
		Gas Mains & Values	A	\$40,000	\$40,000 GASCO				
		Contracted Maintenance	A	\$30,000		\$10,000 GAS	\$10,000 GAS	\$10,000 GAS	\$10,000
		Dump Truck	AB	\$50,000		\$50,000 GAS			
		Odorant Injection System	AA	\$60,000		\$30,000 GAS	\$30,000 GAS		
		Nat Gas Dept Total:		\$415,000	\$125,000	\$170,000	\$120,000	\$60,000	\$95,000
51	Theater	No Projects							
		Theater Total:		\$0	\$0	\$0	\$0	\$0	\$0
		Grand Total:		\$6,239,908	\$3,680,410	\$1,666,299	\$487,639	\$427,639	\$462,639

CITY OF AMERICUS
2020 OPERATING BUDGET

Capital Improvement Ten Year History including 2020 Capital Improvement by Fund and Revenue Sources

HISTORY OF CAPITAL IMPROVEMENTS BUDGET										
DESCRIPTION	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Current Revenues:										
Gen Fund Revenues	\$103,300	\$699,228	\$213,920	\$178,188	\$133,330	\$295,281	\$242,119	\$271,578	\$410,184	\$224,665
W/S Fund Revenues	\$68,000	\$142,633	\$124,900	\$369,117	\$135,862	\$279,850	\$47,000	\$371,400	\$1,800,423	\$214,568
Gas Revenues	\$70,000	\$99,326	\$95,000	\$0	\$58,000	\$95,000	\$25,000	\$75,000	\$103,000	\$57,000
Storm Water Utility Revenues	\$0	\$4,325	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
Sanitation Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Theater Revenues	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other CD funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants:										
CDBG Funds	\$800,000	\$800,000	\$783,000	\$800,000	\$0	\$800,000	\$0	\$0	\$0	\$0
CHIP Funds	\$0	\$300,000	\$300,000	\$300,000	\$0	\$306,000	\$0	\$0	\$0	\$0
TEA project funds	\$0	\$500,000	\$196,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transit System Grants	\$0	\$38,970	\$42,750	\$0	\$43,470	\$0	\$0	\$0	\$0	\$0
Grants-Variou	\$2,470,000	\$71,520	\$8,000	\$0	\$10,000	\$130,392	\$129,592	\$132,500	\$135,000	\$200,835
Funds from Borrowing:										
Gen Fund Lse Purchases	\$66,920	\$1,028,898	\$155,000	\$0	\$100,000	\$245,332	\$883,000	\$305,119	\$238,000	\$243,355
DDA Funding	\$8,200	\$17,700	\$12,000	\$12,500	\$7,500	\$19,750	\$37,000	\$45,000	\$40,500	\$12,500
GEFA Loan Funds	\$7,486,591	\$175,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas Authority financing	\$0	\$212,000	\$422,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PDA Loan Funds	\$0	\$270,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Prior Year's Revenue:										
Carryover-Gen Fund	\$15,100	\$0	\$40,000	\$151,500	\$10,500	\$0	\$100,000	\$700,000	\$100,000	\$167,639
Carryover-W&S	\$0	\$0	\$0	\$0	\$238,600	\$207,700	\$407,550	\$339,315	\$239,000	\$231,000
Carryover-Gas	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,000
Carryover-Solid Waste	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Carryover-Storm Water	\$0	\$0	\$0	\$0	\$85,000	\$85,000	\$85,000	\$0	\$40,500	\$0
Residual Equity Transfer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gen Fund Bal Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenues:										
Other	\$0	\$0	\$0	\$0	\$53,450	\$53,450	\$53,450	\$0	\$0	\$60,000
SPLOST monies	\$2,801,000	\$2,801,000	\$0	\$2,880,596	\$4,000,000	\$3,626,217	\$2,082,719	\$1,648,100	\$1,648,100	\$2,178,128
DOT Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TSPLOST	\$0	\$0	\$241,503	\$0	\$50,000	\$180,947	\$175,100	\$215,810	\$215,810	\$19,220
Donations	\$0	\$28,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$13,894,111	\$7,189,100	\$2,634,073	\$4,776,901	\$4,925,712	\$6,324,919	\$4,267,530	\$2,239,912	\$4,970,517	\$3,676,910

CITY OF AMERICUS 2020 OPERATING BUDGET

cont. of Ten-Year History of Capital Improvements Budget

Lease payments	\$340,081	\$397,688	\$703,663	\$595,488	\$493,538	\$526,232	\$503,808	\$501,508	\$579,634	\$394,919
DDA Debt Service Pmts	\$0	\$0	\$0	\$0	0	0	0	0	0	0
PDA Debt Service Pmts	\$0	\$0	\$0	\$0	0	0	0	0	0	0
Total Debt Service pmts:	\$340,081	\$397,688	\$703,663	\$595,488	\$493,538	\$526,232	\$503,808	\$501,508	\$579,634	\$394,919
General Fund Revenue needs.	\$103,300	\$699,228	\$213,920	\$178,188	\$133,330	\$295,281	\$242,119	\$271,578	\$410,184	\$224,865
Total Gen Fund revenue Needs:	\$443,381	\$1,096,916	\$917,583	\$773,676	\$626,868	\$821,513	\$745,927	\$773,086	\$989,818	\$619,584
%Change from Prior year	-40.61%	147.40%	-16.35%	-15.68%	-18.98%	31.05%	18.99%	-5.89%	20.49%	-16.94%
Required Millage Change	-0.90	1.95	-0.54	-0.44	-0.45	0.60	0.37	-0.15	0.52	-0.39
ANALYSIS OF OTHER FUNDS:										
Water & Sewer Fund										
Depreciation Amount *	\$1,138,516	\$1,433,210	\$1,606,487	\$1,287,446	\$1,554,377	\$1,568,764	\$1,606,685	\$1,495,522	\$1,606,685	\$1,474,085
Debt Service payments	\$1,635,303	\$1,635,303	\$1,634,689	\$1,540,674	\$1,529,407	\$1,527,483	\$1,528,357	\$1,529,583	\$1,528,661	\$1,135,882
Capital Expenditures	\$68,000	\$142,633	\$124,900	\$369,117	\$135,862	\$279,850	\$47,000	\$371,400	\$1,800,423	\$214,568
Difference:	-\$564,787	-\$344,726	-\$153,102	-\$622,345	-\$110,892	-\$238,569	\$31,328	-\$405,461	-\$1,722,399	\$123,635
Gas Fund										
Depreciation Amount *	\$109,179	\$143,155	\$173,694	\$111,788	\$98,925	\$100,988	\$122,394	\$117,500	\$122,394	\$109,600
Gas Refunds **	\$143,970	\$143,970	\$136,841	\$137,698	\$137,698	\$118,350	\$106,183	\$0	\$0	\$0
Debt Service payments	\$0	\$20,237	\$26,856	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$70,000	\$99,326	\$95,000	\$0	\$58,000	\$95,000	\$25,000	\$75,000	\$103,000	\$57,000
Difference:	\$183,149	\$167,562	\$188,679	\$249,486	\$178,623	-\$124,338	\$203,577	\$42,500	\$19,394	\$52,600
Storm Water Fund										
Depreciation Amount *	\$30,000	\$70,000	\$50,954	\$64,301	\$47,484	\$47,484	\$47,484	\$47,484	\$47,484	\$60,950
Debt Service payments	\$403,686	\$403,686	\$403,463	\$403,996	\$403,063	\$402,837	\$403,663	\$402,837	\$402,909	\$150,362
Capital Expenditures	\$0	\$4,325	\$0	\$85,000	\$0	\$0	\$0	\$0	\$0	\$0
Difference:	-\$373,686	-\$338,011	-\$352,509	-\$424,695	-\$355,579	-\$355,353	-\$356,179	-\$355,353	-\$355,425	-\$89,412
VALUE OF A MIL	\$338,172	\$335,842	\$331,479	\$329,800	\$329,800	\$324,400	\$324,400	\$306,902	\$317,331	\$317,033
MILS TO FUND CAPITAL/DEBT SERV	1.31	3.27	2.77	2.35	1.90	2.53	2.30	2.52	3.12	1.95
AVERAGE MILLAGE TO FUND	2.39	2.49	2.52	2.50	2.45	2.46	2.27	2.46	2.46	2.37

CITY OF AMERICUS
2020 OPERATING BUDGET

GLOSSARY OF FINANCIAL TERMS

Accrual- a basis of accounting where revenue and expenses are recognized and recorded when they occur

Ad Valorem Tax -Taxes levied by the City for real and personal property inside the corporate limits of the City.

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)

Audit- An examination , usually by an official or private accounting firm retained by council, that reports on the accuracy of the annual financial report.

Balanced Budget- A budget in which current revenues equal current expenditures.

Bond- A promise to repay borrowed money on a specific date in the future. Local governments use bonds to obtain long term finance for capital projects.

Bonded Debt - Payments required on bonds sold by the City for various purposes.

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

CITY OF AMERICUS
2020 OPERATING BUDGET

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 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/Proprietary 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.

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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.

Full-time Equivalent- Method to determine full time employee hours. Hours worked by several part time employees are converted into the hours worked by full-time employees. On an annual basis, an FTE is considered to be 2,080 hours, which is calculated as: 8 hours per day.

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.

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.

Governmental Fund- Used to account current for essentially

Hotel/Motel Tax - Tax levied on rooms for rent in the City of Americus. (Hotels, Motels, Bed & Breakfasts).

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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.

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.

Major Fund- A fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

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

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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 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.

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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.

