

City of Cornelia 2021 Budget



Adopted December 1, 2020



City of Cornelia
Office of the City Manager
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December 1, 2020

Honorable Mayor and Commissioners

Re: Budget for 2021

I am happy to be able to present to you this proposed budget and program of services that will be provided to the citizens of Cornelia in 2021. Once again we have strived to keep the cost of providing city services as low as possible despite rising costs. This proposed Budget allows us to continue to provide our citizens with the highest level of services while staying within our means.

The 2021 General Fund Budget is larger than the 2020 General Fund Budget by \$408,298. We are adding 2 fulltime Police Officer in order to begin addressing our personnel shortage. We are still patrolling the streets of Cornelia with the same number of officers that we had in 1995. The remainder of the increase is due to increased costs to provide services to our citizens.

The Water and Sewer budget is smaller than the 2020 budget by \$824,728. Capital projects in the Water & Sewer Budget include: the Hoyt Street Sewer Project, \$662,250 and the Habersham terrace Sewer Project, \$523,250. For the first time in many years we will not be able to use grant funds for our capital project. Therefore, these projects will be funded with water and sewer funds.

SPLOST projects planned in 2020 include re-surfacing Alston Ridge Subdivision, Phase 2 of the Level Grove Sidewalk Project, and the purchase of a new dump truck.

Stormwater Utility Projects in 2020 include the Old Level Grove Road Drainage Project, the Hoyt Street Drainage Project, the Habersham Terrace Drainage Project, and the North Main Street Drainage Project. These projects will be funded with our Stormwater Utility Fund. Also included in this fund a portion of the cost for 2 employees whose primary function is stormwater maintenance.

Also included in this Budget are the E911 Radio fees (\$15,400), County Animal Control fees (\$35,372), and a commitment of \$15,000 to the Habersham Partnership for Growth.

The budget calls for the creation of 2 new Police Officer positions and 1 Public Works Laborer position. I am requesting a 3% cost of living raise for all of our employees.

The General Fund will rely on a transfer from the Water-Sewer fund in the amount of \$850,000. The General Fund will be utilizing \$239,514 from prior fund balance, \$350,000 in grant funds and \$500,000 in loan funds. The Water and Sewer Fund will use \$1,126,924 of its prior fund balance. This money is available because of our strong fund balance as well as several capital projects that were budgeted in 2020 have been moved to the 2021 Budget.

We will use \$60,000 from our Hotel-Motel Tax Capital Improvement funds which have been accumulated in a special account for the purpose of tourism related capital projects. We will still maintain a healthy balance in this account at the end of 2021 based on current revenue projections.

Noteworthy programs and projects to improve Cornelia in 2021 include the following:

- ❖ Habersham Terrace Sewer and Drainage Project - \$765,000
- ❖ Street Resurfacing - \$125,000
- ❖ Hoyt Street Sewer and Drainage Project - \$613,000
- ❖ North Main Street Drainage Project - \$130,000
- ❖ Level Grove Sidewalk Phase II - \$1,200,000
- ❖ City Park Camera Project - \$25,000

These projects and the daily services provided by the City's work force will continue to keep Cornelia a great place to live.

The Program of Services before you is within the means of the city's finances. We have remained conservative in our revenue estimates based on current economic trends and the previous year collections. This proposed budget does not rely on any increases to taxes or utility fees.

With these thoughts in mind, I present you with the 2021 Budget for the City of Cornelia.

Sincerely,

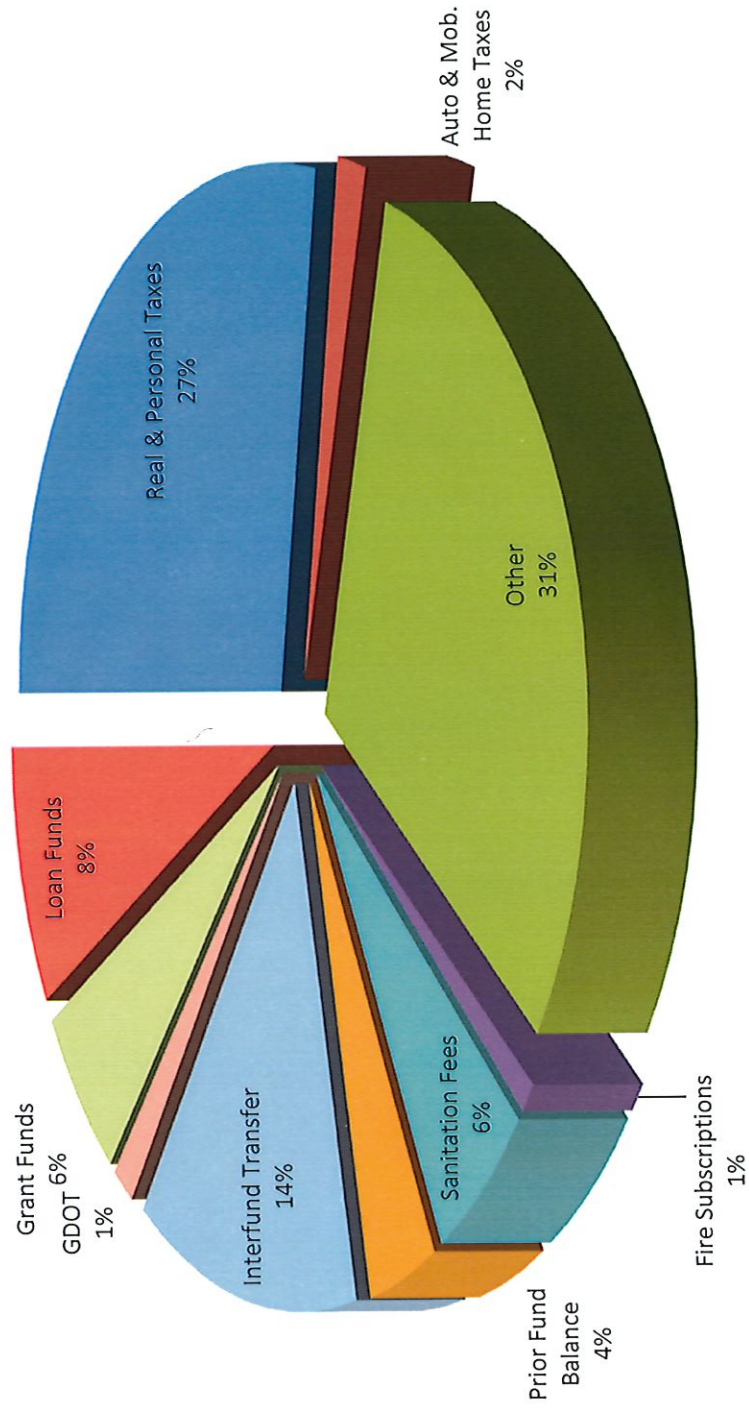


Donald Anderson
City Manager

General Fund Budget

	Approved 2020	Approved 2021
Revenues		
Real and Personal Taxes	\$1,655,653	\$1,719,261
Auto & Mob. Home Taxes	\$108,500	\$108,300
Other	\$1,966,850	\$1,958,550
Fire Subscriptions	\$65,000	\$65,000
Sanitation Fees	\$360,000	\$380,000
GDOT	\$21,780	\$83,215
Prior Fund Balance	\$317,759	\$239,514
Interfund Transfer	\$850,000	\$850,000
Loan Funds	\$500,000	\$500,000
Grant Funds	\$0	\$350,000
Total	\$5,845,542	\$6,253,840
Expenses		
General Government	\$937,700	\$937,100
City Manager	\$309,744	\$350,348
Human Resources	\$141,113	\$147,098
Police Department	\$1,784,120	\$1,901,663
Fire Department	\$1,070,851	\$1,475,839
Street Division	\$947,000	\$820,435
Sanitation Division	\$428,247	\$423,674
Recreation Division	\$111,900	\$84,900
Planning Department	\$114,867	\$112,783
Totals	\$5,845,542	\$6,253,840

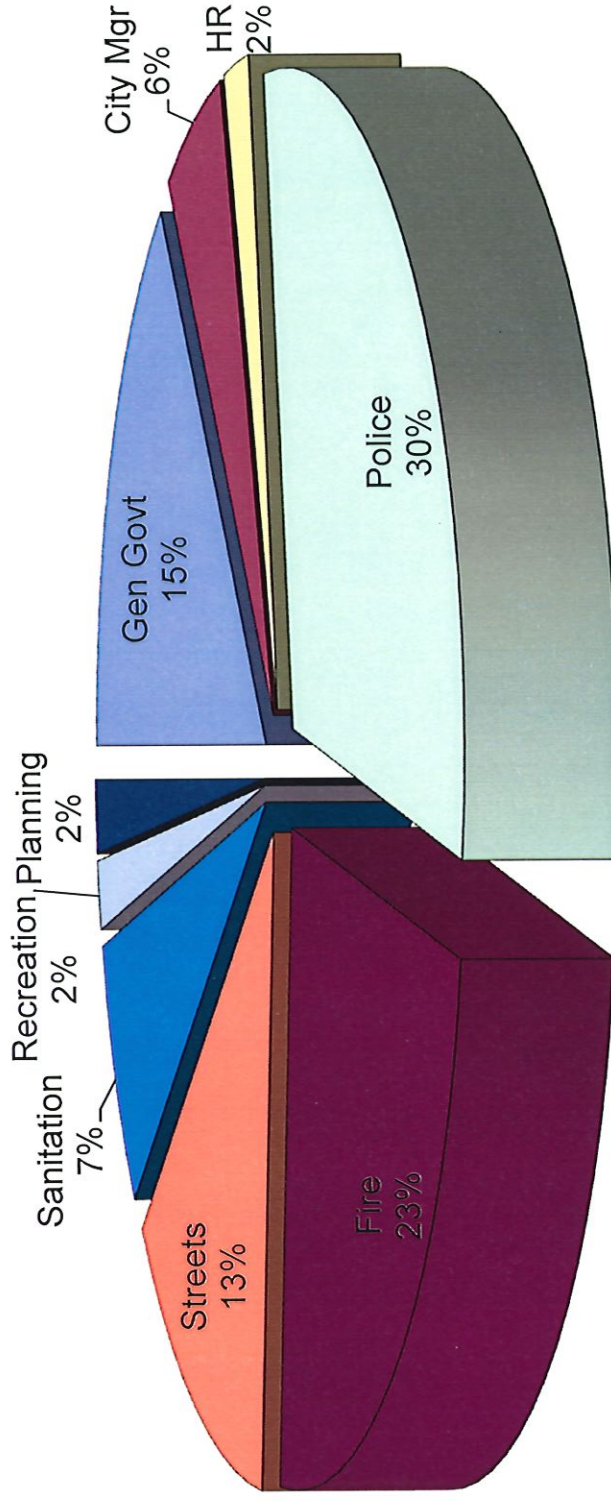
General Fund Revenue



General Fund Revenue

G/L Account	G/L Description	Approved 2020	Approved 2021
31.1000	Tax Collection	\$1,655,653	\$1,719,261
31.1310	Automobile Tax	\$0	\$0
31.1315	Motor Vehicle Ad Valorum	\$105,000	\$105,000
31.1320	Mobile Home Tax	\$3,500	\$3,300
31.1325	Intangible Tax	\$3,000	\$3,000
31.1600	Real Estate Transfer Tax	\$2,500	\$2,500
31.1700	Franchise Tax	\$525,000	\$535,000
31.4100	Motel Tax	\$300,000	\$300,000
31.4200	Beer & Wine Tax	\$195,000	\$205,000
31.4210	Liquor tax	\$1,800	\$2,500
31.4230	Mixed Drink Tax	\$15,000	\$20,000
31.6200	Insurance Premium Tax	\$285,000	\$335,000
31.9000	Interest on Taxes	\$2,000	\$2,000
31.9500	FIFA	\$0	\$0
31.9900	Tax Collection Cost	\$0	\$0
32.1000	Business License	\$120,000	\$120,000
32.1100	Beer & Wine License	\$37,000	\$38,000
32.1200	Alcohol Bev. License	\$15,000	\$18,000
33.1500	Grant Funds	\$0	\$350,000
33.7000	In Lieu of Taxes	\$14,000	\$17,000
34.1000	Administrative Fees	\$2,000.00	\$2,000.00
34.1120	Probation Fees	\$12,000.00	\$1,000.00
34.1300	Building Permits	\$55,000	\$75,000
34.1305	Rezoning Fees	\$1,000	\$1,000
34.2200	Fire Protection	\$65,000	\$65,000
34.2350	GCIC History Fees	\$100,000	\$60,000
34.3300	GDOT Right of Way Payment	\$21,780	\$21,780
34.3910	GDOT LMIG Payment	\$0	\$61,435
34.4110	Residential Garbage Fees	\$360,000	\$380,000
34.7305	Community House Rental	\$20,000	\$20,000
35.1000	Police Fines & Forfeiture	\$220,000	\$175,000
35.1006	Restitution	\$500	\$500
35.1010	Code Enforcement fines	\$5,000	\$5,000
36.1000	Interest Income	\$1,000	\$1,000
38.5700	Photocopies	\$50	\$50
38.9000	Miscellaneous	\$35,000	\$20,000
38.9200	Loan Funds	\$500,000	\$500,000
38.9500	Prior year fund balance	\$317,759	\$239,514
39.1000	Interfund transfer	\$850,000	\$850,000
TOTAL		\$5,845,542	\$6,253,840

General Fund Expenditures



General Government

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

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

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

PROFESSIONAL FEES - These fees will be used to pay for the City Attorney's monthly fees, Architectural fees for the new municipal complex, and other professional services needed.

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

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

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

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

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

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

RESERVE CAPITAL IMPROVEMENT - This line item includes \$647,000 to pay the bond payment for the new municipal complex.

CITY MANAGER

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

SALARIES -Included is the salary for the City Manager and an Administrative Assistant.

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

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

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

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

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

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

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

SUPPLIES - These costs are for supplies used by the City Manager.

GAS AND OIL - These costs are associated with the use of city vehicle by the City Manager.

City Manager Budget

G/L Account	G/L Description	Approved 2020	Approved 2021
110-51-1100	SALARY	\$173,450	\$179,589
110-51-1105	OVERTIME	\$300	\$300
110-51-2110	EMPLOYEE HEALTH INS.	\$27,374	\$17,474
110-51-2200	SOCIAL SECURITY	\$13,900	\$14,391
110-51-2400	GMEBS	\$16,020	\$17,226
110-51-2700	WORKER'S COMP.	\$1,200	\$1,221
110-52-1200	PROFESSIONAL FEES	\$25,000	\$25,000
110-52-1255	SPECIAL PROJECTS	\$10,000	\$10,000
110-52-2205	EQUIPMENT MAINT.	\$1,000	\$1,000
110-52-2210	VEHICLE MAINTENANCE	\$600	\$500
110-52-2310	EQUIPMENT RENTAL	\$0	\$3,500
110-52-3100	LIABILITY INSURANCE	\$7,660	\$11,127
110-52-3105	VEHICLE INSURANCE	\$1,380	\$3,360
110-52-3210	TELEPHONE	\$960	\$960
110-52-3300	ADVERTISING	\$1,000	\$1,000
110-52-3500	MEETINGS/TRAVEL	\$3,000	\$3,000
110-52-3600	MEMBERSHIP FEES	\$2,000	\$2,000
110-52-3611	DUES	\$2,000	\$2,000
110-52-3615	SUBSCRIPTIONS	\$1,000	\$1,000
110-52-3700	TRAINING	\$3,000	\$3,000
110-53-1010	UNIFORMS	\$200	\$200
110-53-1100	SUPPLIES	\$4,000	\$4,000
110-53-1270	GASOLINE	\$1,700	\$1,500
110-54-2100	NEW EQUIPMENT	\$3,000	\$2,000
110-54-2200	VEHICLE PURCHASE	\$0	\$35,000
110-54-2300	OFFICE FURNISHINGS	\$0	\$0
110-61-1005	CONTINGENCY	\$10,000	\$10,000
TOTAL		\$309,744	\$350,348

HUMAN RESOURCES

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

SALARIES – Salary for the Human Resources Director.

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

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

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

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

Human Resources Department Budget

G/L Account	G/L Description	Approved 2020	Approved 2021
115-51-1100	SALARY	\$80,600	\$83,973
115-51-2110	HEALTH INSURANCE	\$9,193	\$8,544
115-51-2200	SOCIAL SECURITY	\$6,450	\$6,718
115-51-2300	UNEMPLOYMENT COMP.	\$6,000	\$6,000
115-51-2400	GMEBS	\$5,530	\$8,053
115-51-2700	WORKER'S COMP	\$140	\$160
115-52-1200	PROFESSIONAL FEES	\$17,500	\$17,750
115-52-1205	MEDICAL	\$6,000	\$6,000
115-52-2310	EQUIPMENT RENTAL	\$0	\$0
115-52-3210	TELEPHONE	\$0	\$0
115-52-3300	ADVERTISING	\$1,000	\$1,000
115-52-3500	TRAVEL	\$1,000	\$1,000
115-52-3600	DUES/FEES	\$100	\$100
115-52-3615	SUBSCRIPTIONS	\$0	\$0
115-52-3700	TRAINING	\$1,000	\$1,000
115-53-1010	UNIFORMS	\$0	\$0
115-53-1100	SUPPLIES	\$1,000	\$1,200
115-54-2100	NEW EQUIPMENT	\$800	\$800
115-61-1035	EMPLOYEE INCENTIVES	\$4,800	\$4,800
TOTAL		\$141,113	\$147,098

POLICE DEPARTMENT

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

SALARIES - Salaries in this department are for 19 certified officers: Chief of Police, Assistant Chief of Police, 10 Patrol Officers, 3 Lieutenants/detectives, 4 Sergeants and 1 Code Enforcement Officer. The department also includes the Clerk of the Court, and an Administrative Assistant as well as a Probation Officer/Police Officer.

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

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

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

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

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

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

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

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

LEASE PAYMENT - This line item includes the lease payments computer software.

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

Police Department Budget

G/L Account	G/L Description	Approved 2020	Approved 2021
120-51-1100	SALARIES	\$953,100	\$1,014,589
120-51-1105	OVERTIME	\$32,620	\$30,528
120-51-2110	HEALTH INSURANCE	\$191,225	\$187,508
120-51-2200	SOCIAL SECURITY	\$79,000	\$83,609
120-51-2400	GMEBS	\$70,930	\$97,532
120-51-2700	WORKER'S COMP	\$47,200	\$45,114
120-52-1200	PROFESSIONAL FEES	\$66,000	\$67,000
120-52-2110	LAUNDRY	\$2,500	\$1,500
120-52-2205	EQUIPMENT MAINT.	\$10,500	\$6,500
120-52-2210	VEHICLE MAINTENANCE	\$20,000	\$30,000
120-52-2215	RADIO MAINTENANCE	\$8,000	\$8,000
120-52-2310	EQUIPMENT RENTAL	\$5,000	\$5,000
120-52-3005	PRISONER EXPENSE	\$3,000	\$3,000
120-52-3105	VEHICLE INSURANCE	\$27,220	\$32,764
120-52-3110	POLICE LIABILITY	\$35,225	\$57,419
120-52-3205	POSTAGE	\$500	\$500
120-52-3210	TELEPHONE	\$0	\$0
120-52-3214	GCIC TELEPHONE	\$1,000	\$1,000
120-52-3300	ADVERTISING	\$400	\$400
120-52-3600	MEMBERSHIP FEES	\$1,300	\$1,300
120-52-3700	TRAINING	\$20,000	\$20,000
120-52-3900	CONTRACT LABOR	\$5,000	\$5,000
120-52-3925	UNDERCOVER EXPENSE	\$250	\$250
120-53-1005	OFFICE SUPPLIES	\$6,000	\$6,000
120-53-1010	UNIFORMS	\$15,000	\$22,000
120-53-1020	SOFTWARE SUPPORT	\$28,000	\$29,000
120-53-1100	SUPPLIES	\$6,000	\$6,000
120-53-1150	GRANT MATCH	\$0	\$0
120-53-1235	LIGHTS & POWER	\$12,000	\$12,000
120-53-1250	HEAT	\$1,000	\$0
120-53-1270	GAS & OIL	\$50,000	\$50,000
120-54-2000	CAPITAL EXPENSE	\$0	\$0
120-54-2100	NEW EQUIPMENT	\$10,000	\$10,000
120-54-2200	VEHICLE PURCHASE	\$0	\$0
120-54-2300	OFFICE FURNISHINGS	\$1,000	\$1,000
120-57-2080	VICTIMS ASSISTANCE	\$250	\$250
120-57-2081	HAB CO VICTIMS ASSIST.	\$4,000	\$4,000
120-57-2082	GA PROBATION FEE/DUI	\$400	\$400
120-57-2083	GA BRAIN/SPINAL TRUST	\$500	\$500
120-57-2084	INDIGENT DEFENSE	\$10,000	\$10,000
	COUNTY JAIL FUND	\$9,500	\$9,500
120-57-2091	REFUNDS	\$500	\$500
120-57-2095	PEACE OFFICER A&B FUND	\$17,000	\$17,000
120-58-1000	LEASE PAYMENT	\$33,000	\$25,000
TOTAL		\$1,784,120	\$1,901,663

FIRE DEPARTMENT

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

SALARIES - Salaries in this department are for 14 fire personnel. These include: Chief (1), Assistant Chief (1), Lieutenants (4) one who acts as Fire Marshall, Firefighters (8), and several part time Firefighters.

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

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

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

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

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

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

UTILITIES - Costs heat/air conditioning and lighting fire facilities

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

Fire Department Budget

G/L Account	G/L Description	Approved 2020	Approved 2021
140-51-1100	SALARIES	\$572,800	\$579,371
140-51-1105	OVERTIME	\$51,100	\$69,735
140-51-2110	EMPLOYEE GROUP INS.	\$122,770	\$129,792
140-51-2200	SOCIAL SECURITY	\$49,900	\$51,928
140-51-2400	GMEBS	\$67,600	\$53,853
140-51-2700	WORKER'S COMP.	\$16,810	\$16,245
140-52-1200	PROFESSIONAL FEES	\$0	\$0
140-52-2110	LAUNDRY	\$500	\$500
140-52-2205	EQUIPMENT MAINT.	\$15,000	\$15,000
140-52-2210	VEHICLE MAINTENNACE	\$15,000	\$15,000
140-52-2215	RADIO MAINTENANCE	\$6,600	\$6,600
140-52-2310	EQUIPMENT RENTAL	\$2,000	\$2,000
140-52-2311	FIRE HOSE	\$3,000	\$3,000
140-52-3100	LIABILITY INSURANCE	\$10,730	\$34,048
140-52-3105	VEHICLE INSURANCE	\$17,935	\$13,691
140-52-3210	TELEPHONES	\$1,680	\$2,400
140-52-3500	MEETINGS & TRAVEL	\$2,500	\$2,500
140-52-3600	MEMBERSHIP FEES	\$1,000	\$8,000
140-52-3611	DUES	\$500	\$500
140-52-3615	SUBSCRIPTIONS	\$1,000	\$1,000
140-52-3650	FIRE SAFETY	\$700	\$700
140-52-3700	TRAINING	\$3,500	\$7,000
140-52-3920	VOLUNTEERS	\$2,000	\$2,000
140-53-1005	OFFICE SUPPLIES	\$600	\$600
140-53-1010	UNIFORMS	\$12,250	\$25,000
140-53-1100	SUPPLIES	\$6,000	\$6,000
140-53-1120	GRANTS MATCH	\$4,500	\$0
140-53-1235	LIGHTS & POWER	\$20,000	\$17,000
140-53-1250	HEAT	\$5,000	\$4,500
140-53-1270	GAS & OIL	\$15,000	\$15,000
140-54-2000	CAPITAL EXPENSE	\$0	\$0
140-54-2100	NEW EQUIPMENT	\$9,500	\$9,500
140-54-2200	VEHICLE PURCHASE	\$0	\$350,000
140-54-1000	LEASE Payment	\$33,376	\$33,376
TOTAL		\$1,070,851	\$1,475,839

STREET DIVISION

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

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

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

STREET REPAIRS – These funds will be used to complete the 2021 paving project which includes Alston Ridge Subdivision.

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

STREET LIGHTS – This is the cost to maintain 568 Georgia Power street lights within the city.

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

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

CAPITAL EXPENSE – These funds will be used to complete Phase II of the Level Grove Sidewalk Project.

SANITATION DIVISION

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

SALARIES –Salaries for four sanitation workers.

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

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

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

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

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

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

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

NEW EQUIPMENT – Budgeted here are the costs of new trash carts and other equipment necessary to provide this service.

NEW VEHICLES – This line item includes the lease payment for the garbage truck that was purchased in 2020.

RECREATION DIVISION

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

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

UTILITIES – These costs are for the lights, power, and heat at the parks, the Ballard Center, and Community House.

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

PLANNING DEPARTMENT

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

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

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

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

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

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

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

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

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

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

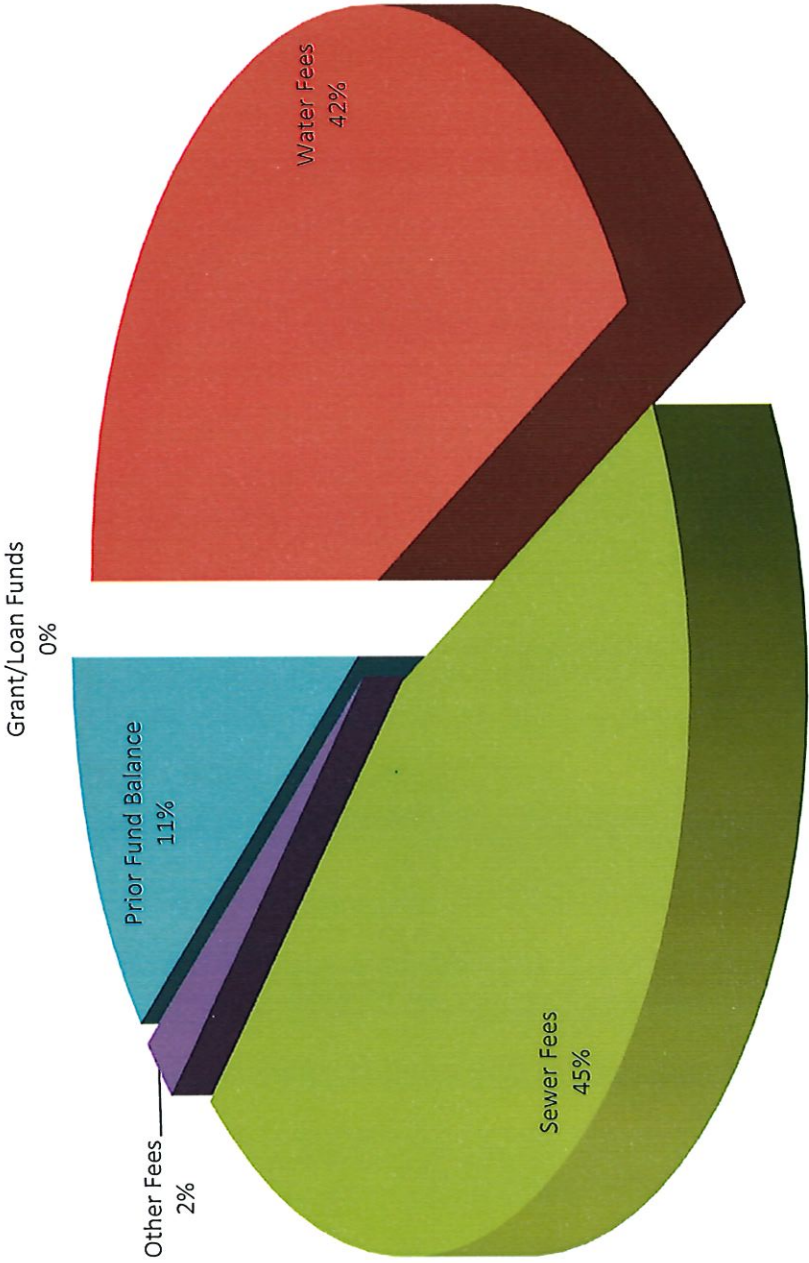
GAS AND OIL – This is for vehicles driven by the Building Inspector.

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

Planning Department Budget

G/L Account	G/L Description	Approved 2020	Approved 2021
280-51-1100	SALARIES	\$57,700	\$59,893
280-51-2110	EMPLOYEE GROUP INS.	\$9,127	\$8,478
280-51-2200	SOCIAL SECURITY	\$4,620	\$4,791
280-51-2400	GMEBS	\$5,050	\$5,710
280-51-2700	WORKER'S COMP.	\$1,100	\$1,174
280-52-1200	PROFESSIONAL FEES	\$20,000	\$5,000
280-52-1275	CODIFICATION	\$0	\$5,000
280-52-2205	EQUIPMENT MAINTENANCE	\$500	\$500
280-52-2210	VEHICLE MAINTENANCE	\$800	\$600
280-52-2310	EQUIPMENT RENTAL	\$0	\$3,000
280-52-3100	INSURANCE-GEN LIABILITY	\$1,150	\$2,240
280-52-3105	VEHICLE INSURANCE	\$690	\$627
280-52-3210	TELEPHONES	\$480	\$480
280-52-3205	POSTAGE	\$500	\$500
280-52-3300	ADVERISING	\$1,000	\$1,000
280-52-3500	MEETINGS & TRAVEL	\$2,000	\$2,000
280-52-3600	MEMBERSHIP FEES	\$1,000	\$1,200
280-52-3615	SUBSCRIPTIONS	\$300	\$300
280-52-3700	TRAINING	\$3,000	\$3,000
280-53-1010	UNIFORMS	\$100	\$100
280-53-1100	SUPPLIES	\$1,000	\$1,000
280-53-1270	GAS & OIL	\$1,000	\$750
280-54-2100	NEW EQUIPMENT	\$500	\$500
280-54-2200	NEW VEHICLES	\$0	\$0
280-60-1010	BOARD MEMBER TRAINING	\$2,500	\$2,000
280-60-1015	BOARD MEMBER STIPEND	\$750	\$2,940
TOTAL		\$114,867	\$112,783

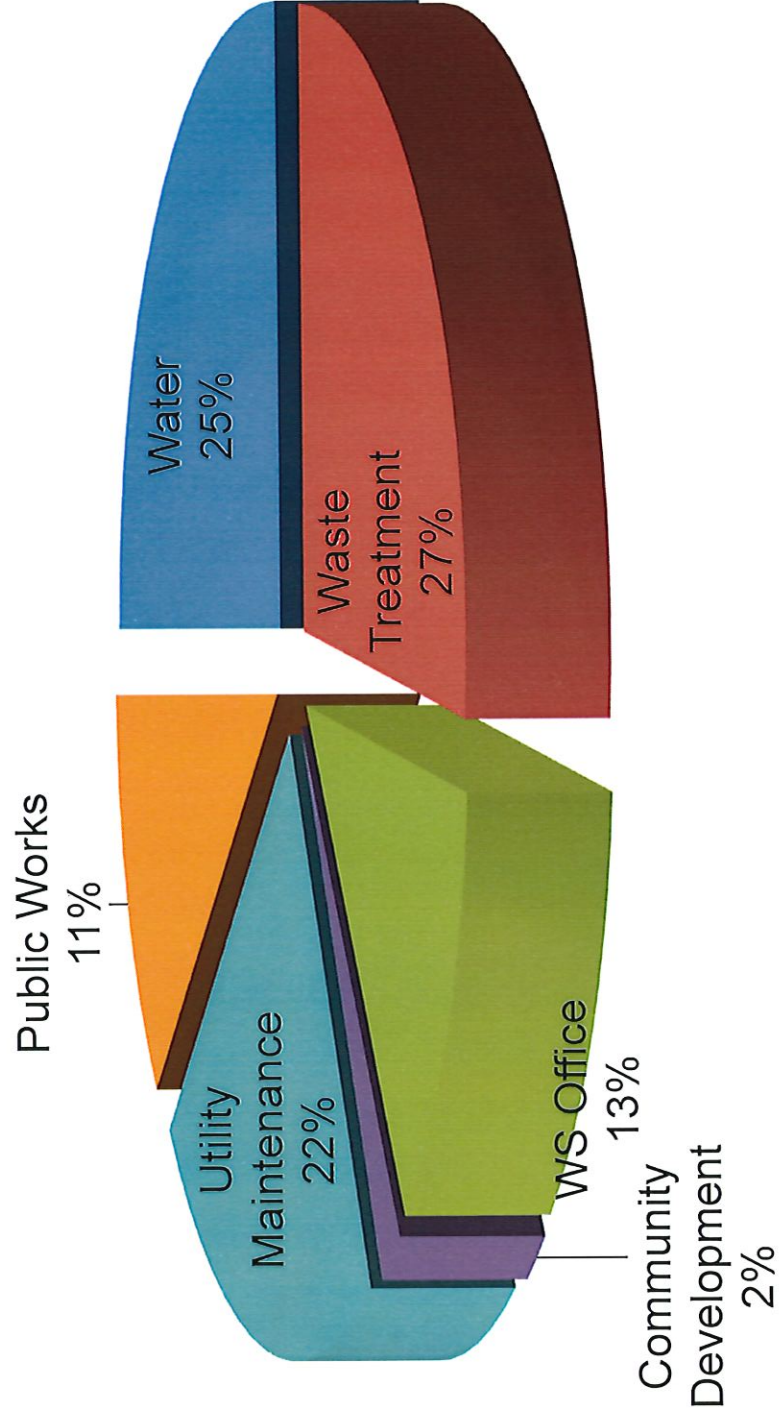
Water and Sewer Revenue



Water and Sewer Revenues

	Revenues	Approved 2020	Approved 2021
33.1400	Grant Funds	\$750,000	\$0
34.4210	Water Fees	\$4,000,000	\$4,300,000
34.4220	Sewer Fees	\$4,100,000	\$4,600,000
34.4225	Sewer Taps	\$50,000	\$30,000
34.4230	Water Taps	\$60,000	\$50,000
34.4240	Sewer Surcharge and Fines	\$5,000	\$5,000
36.1000	Interest Income	\$2,500	\$1,000
38.8000	Miscellaneous	\$116,000	\$116,000
38.8500	Convenience Fees	\$0	\$0
38.9000	Fieldale WWTP Upgrade Paym	\$402,800	\$0
38.9200	GEFA Loan	\$200,000	\$0
38.9500	Prior fund balance	\$1,453,352	\$1,126,924
Total		\$11,139,652	\$10,228,924

Water and Sewer Fund Expenditures



WATER PLANT DIVISION

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

SALARIES – Salaries for the Public Utilities Director, one (1) supervisor, five (5) operators and (1) administrative to assist all Utility departments.

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

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

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

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

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

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

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

CHEMICALS – These major costs are for Alum, pre-lime, KmNO_4 , Fluoride, Chlorine, Phosphate, post lime. It is anticipated that these costs will increase this year.

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

WASTEWATER PLANT DIVISION

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

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

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

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

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

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

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

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

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

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

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

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

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

Waste Water Plant Budget

G/L Account	G/L Description	Approved 2020	Approved 2021
222-51-1100	SALARIES	\$239,100	\$259,117
222-51-1105	OVERTIME	\$5,000	\$6,430
222-51-2100	HEALTH INSURANCE	\$45,633	\$42,392
222-51-2200	SOCIAL SECURITY	\$20,050	\$21,244
222-51-2400	GMEBS	\$19,400	\$24,880
222-51-2700	WORKER'S COMP.	\$3,900	\$3,920
222-52-1200	PROFESSIONAL FEES	\$25,000	\$25,000
222-52-1265	TRANSFER TO R/E FUND	\$0	\$100,000
222-52-1270	COMMERCIAL LAB FEES	\$20,000	\$20,000
222-52-2105	LANDFILL FEES	\$110,000	\$375,000
222-52-2200	EQUIPMENT MAINT.	\$54,000	\$60,000
222-52-2205	VEHICLE MAINTENANCE	\$11,500	\$11,500
222-52-2310	EQUIPMENT RENTAL	\$1,800	\$1,800
222-52-2320	MACHINE HIRE	\$500	\$500
222-52-2410	BUILDING MAINTENANCE	\$10,000	\$30,000
222-52-3100	GEN. LIABILITY INS.	\$50,800	\$26,188
222-52-3105	VEHICLE INSURANCE	\$2,070	\$1,401
222-52-3205	POSTAGE	\$250	\$250
222-52-3210	TELEPHONES	\$720	\$775
222-52-3212	RENT	\$705,796	\$705,796
222-52-3605	DUES & LICENSES	\$500	\$1,500
222-52-3700	TRAINING	\$4,500	\$5,000
222-52-3900	CONTRACT SERVICES	\$110,000	\$110,000
222-53-1010	UNIFORMS	\$2,800	\$2,650
222-53-1025	CHEMICALS	\$185,000	\$200,000
222-53-1100	SUPPLIES	\$29,500	\$29,500
222-53-1230	LIGHTS & POWER	\$230,000	\$245,000
222-53-1270	GAS & OIL	\$10,000	\$10,000
222-54-1410	EPD FINES	\$5,000	\$5,000
222-54-2000	CAPITAL EXPENSE	\$800,000	\$0
222-54-2010	NEW EQUIPMENT	\$75,000	\$110,000
222-54-2200	NEW VEHICLE	\$0	\$0
222-54-2300	FURNITURE	\$500	\$250
TOTAL		\$2,778,319	\$2,435,093

WATER AND SEWER OFFICE

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

SALARIES –Salaries for the City Clerk, two (2) accounting clerks, and a full time cashier are included in this budget.

PROFESSIONAL, AUDIT, and CODIFICATION, RECORDING FEES - These are costs for professional services. Recording of legal documents by the city is charged here. These are the proportionate share for the Water and Sewer functions.

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

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

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

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

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

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

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

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

Water and Sewer Office Budget

G/L Account	G/L Description	Approved 2020	Approved 2021
224-51-1100	SALARIES	\$194,050	\$201,348
224-51-1105	OVERTIME	\$1,800	\$1,909
224-51-2100	HEALTH INSURANCE	\$44,255	\$32,602
224-51-2200	SOCIAL SECURITY	\$15,700	\$16,261
224-51-2400	GMEBS	\$30,900	\$19,302
224-51-2700	WORKER'S COMP.	\$555	\$640
224-52-1200	PROFESSIONAL FEES	\$30,000	\$30,000
224-52-1210	UTILITY BILLS	\$22,000	\$22,000
224-52-1220	SOFTWARE SUPPORT	\$25,000	\$25,000
224-52-1230	AUDIT FEES	\$16,500	\$16,500
224-52-1250	TRANSFER SEWER FEES	\$425,000	\$425,000
224-52-1260	TRANSFER WATER FEES	\$425,000	\$425,000
224-52-1275	CODIFICATION PROJECT	\$5,000	\$5,000
224-52-2210	EQUIP./VEHICLE MAINT.	\$1,000	\$1,000
224-52-2215	OFFICE MACH. RRP & MAINT.	\$0	\$0
224-52-2310	EQUIPMENT RENTAL	\$12,000	\$12,000
224-52-3100	GEN. LIABILITY INS.	\$6,130	\$7,199
224-52-3105	VEHICLE INSURANCE	\$670	\$627
224-52-3120	PUBLIC OFFICIALS LIAB.	\$0	\$0
224-52-3205	POSTAGE	\$2,500	\$2,500
224-52-3210	TELEPHONES	\$0	\$0
224-52-3300	ADVERTISING	\$500	\$500
224-52-3500	MEETINGS & TRAVEL	\$2,000	\$2,000
224-52-3615	SUBSCRIPTIONS	\$0	\$0
224-52-3700	TRAINING	\$3,000	\$3,000
224-52-3900	CONTRACT LABOR	\$4,000	\$0
224-53-1010	UNIFORMS	\$400	\$400
224-53-1100	SUPPLIES	\$8,000	\$8,000
224-53-1230	LIGHTS & POWER	\$2,500	\$30,000
224-53-1250	HEAT	\$1,200	\$1,500
224-53-1270	GAS & OIL	\$500	\$500
224-54-2000	CAPITAL EXPENSE	\$0	\$0
224-54-2010	NEW EQUIPMENT	\$5,000	\$5,000
224-54-2200	NEW VEHICLE	\$30,000	\$0
224-54-2400	OFFICE FURNISHINGS	\$0	\$0
TOTAL		\$1,315,160	\$1,294,788

Information Systems

The Information Systems Department is charged with maintaining all of the city technology functions. These include all city servers, computers, telephones, security cameras, and software.

SALARIES – Salary for the Information Systems Director.

SOFTWARE SUPPORT – This line item is used for the maintenance of all software used during daily operations of the city.

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

TELEPHONE – Cost of the City's telephone system.

FIBER OPTICS – Cost of the City's internet.

TRAINING – Training money is spent to keep staff abreast of the latest trends in technology used for the operation of city government.

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

CONTRACT LABOR – This line item is used for contractors that are needed to help our It Director maintain the Information System for the city.

SUBSCRIPTIONS – These funds are for our annual Google Email subscription and our annual Microsoft Licenses.

NEW EQUIPMENT – This is the cost of updating the data switches at all of our city buildings.

Community Development Department

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

SALARIES - Included in this budget is the salary for the Community Development Director, a Special Events & Tourism Coordinator, and the Depot Museum Curator.

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

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

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

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

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

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

SUPPLIES - These costs are for office supplies.

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

Public Works

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

SALARIES –Included in this Division is 1 Director, 1 Foreman, 1 mechanic, and 11 Skilled Laborers

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

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

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

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

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

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

NEW EQUIPMENT – This line item is for equipment needed for the Public Works Department.

UTILITIES MAINTENANCE

The Utilities Division is charged with maintenance of the water distribution system, the storm water drainage system, and the wastewater (sewer) collection system including a series of valves, pump, lift stations, and other parts of the systems that are not part of the Water and Wastewater Plants.

SALARIES – Salaries included are for (1) supervisor (2) crew leader, and (6) laborers.

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

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

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

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

TRAINING – Training for certification for system maintenance employees.

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

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

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

CAPITAL EXPENSE – These funds will be used for the Habersham Terrace Sewer Project. Also, included in this line item are funds for the Hoyt Street Sewer Project.

NEW EQUIPMENT – These funds will be used to purchase equipment needed to complete the tasks of maintaining the city's utility system.

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

Special Revenue Accounts

Special Revenue Accounts are funds that have a specific purpose and can only be used in accordance with the laws governing their use.

Our Special Revenue Accounts are SPLOST, Hotel-Motel Tax Capital Improvement Fund and Storm Water Utility Fund. The use of these funds is restricted by law and can only be used for specific purposes.

Hotel-Motel Tax Capital Improvement Fund

These funds are used to complete capital projects related to the promotion of tourism in the city.

Christmas in the Park – this is the cost for the annual Christmas light display at City Park.

City Park Camera Project – this is the cost to install the surveillance cameras on the Walking Trail at City Park.

Website Maintenance – these are the costs associated with maintaining the city's website.

Park Maintenance – these funds will be used to replace the picnic tables and trash cans at our public parks.

Community House Stove- these funds will be used to replace the commercial stove at the Community House.

SPLOST

SPLOST funds are used to complete capital projects identified in the SPLOST Referendum.

Water Project – These funds will be used to purchase a Dump Truck for the Utilities Department.

Roads & Bridges – These funds will be used for our matching portion of our LMIG grant to pave Alston Ridge Subdivision. We will also be completing the Level Grove Sidewalk Project.

Storm Water Utility Fund

These funds are used to maintain and improve the city's drainage system.

Personnel Costs – These a portion of the cost for two (2) employees assigned to the Utilities Maintenance Department whose primary roles are Stormwater Maintenance.

Storm Drainage Maintenance – These are the costs associated with maintaining the city's existing drainage system.

Professional Fees – This is the cost of the engineering associated with the maintenance of the city's drainage system.

Old Level Grove Road Project - This project will install storm drainage in order to get the stormwater off of the residents in the area.

Hoyt Street Drainage Project – This is the stormwater portion of the Hoyt Street Sewer and Stormwater Project.

Habersham Terrace Drainage Project – This is the stormwater portion of the Habersham Terrace Sewer and Stormwater Project.

North Main Street Drainage Project – This is a Stormwater Project to that will fix flooding issues on Etta Street due to undersized infrastructure.

