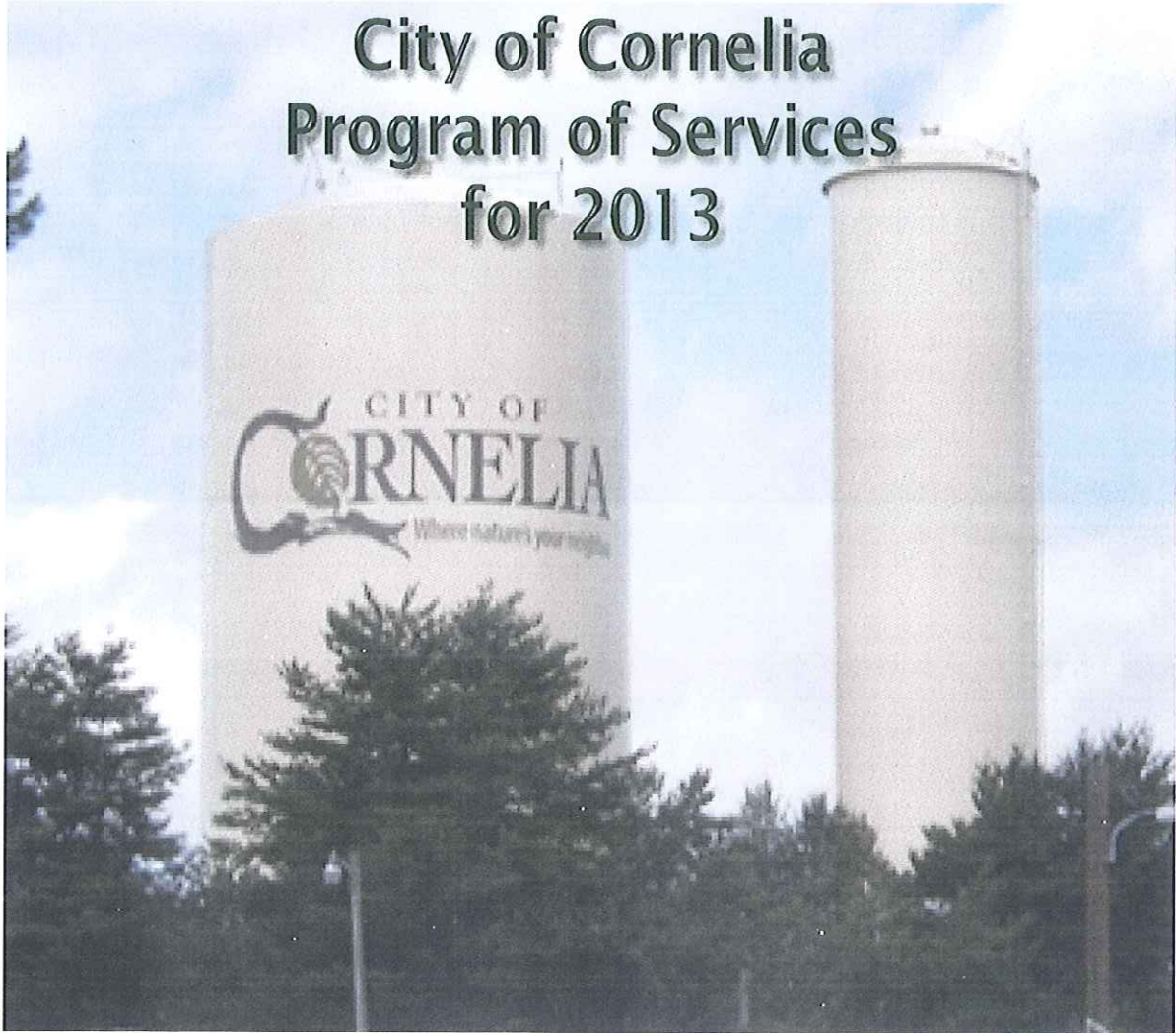


City of Cornelia Program of Services for 2013



Adopted December 12, 2012



Office of the City Manager

PO Box 785

Cornelia, GA. 30531

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December 7, 2012

Honorable Mayor and Commissioners

I am happy to be able to present to you this budget and program of services for 2013. It has once again been a challenge to prepare this Program of Services that will be provided to the citizens of Cornelia next year due to dwindling revenue sources and increased operating expenses.

As you will notice the 2013 General Fund Budget is smaller than the 2012 General Fund Budget. This is a result of t once again tightening our belts to try and do more with less.

The Water and Sewer budget is slightly larger than the 2012 budget. The operation costs associated with providing water and sewer services to our citizens continues to increase. Once again thanks to grant and SPLOST funds we will once again be able to continue the process of upgrading our infrastructure. This will be an ongoing process and we will continue to seek outside funding in order to keep as much of this burden off of our customers.

This budget does allow for a 2.5% cost of living increase for our employees, this will mark the first such increase in several years. I believe that we have no choice but to find a way to grant them this pay increase. We have very good employees who have continued to show up for work each day without any sort of increased compensation despite the fact that the cost of living i.e. gas and groceries has sky rocketed during this period.

The budget does not call for any increases in water and sewer rates, it does call for a slight tax increase as well as an increase to our Sanitation fees. The General Fund will once again rely on a \$500,000 transfer from the Water-Sewer fund but we will be increasing our money placed in the Renewal & Extension Fund from \$600,000 to \$700,000 in order to begin preparing for the future debt service which will be needed to construct the new water plant and reservoir. This represents a \$300,000 increase since 2011. The General Fund will also be utilizing \$175,000 from prior fund balance, the Water and Sewer Fund will use no prior fund balance. This still allows us to keep a good fund balance available in both our funds for any unforeseen costs that we may encounter while keeping the costs to our citizens as low as possible. The budget also relies on \$980,000 in grant funds and \$845,000 from our SPLOST proceeds for the completion of several Capital Projects.

Noteworthy programs and projects to improve Cornelia in 2013 will include the following:

- ❖ Wards 2 & 3 Water Line Replacement Project - \$820,000
- ❖ J. Warren North Lift Station Replacement - \$70,000
- ❖ Little Mud Creek Stream Bank Restoration Project - \$260,000
- ❖ Level Grove Sidewalk Project - \$500,000
- ❖ Spray Park - \$150,000
- ❖ Community House Roof Replacement Project - \$40,000

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

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

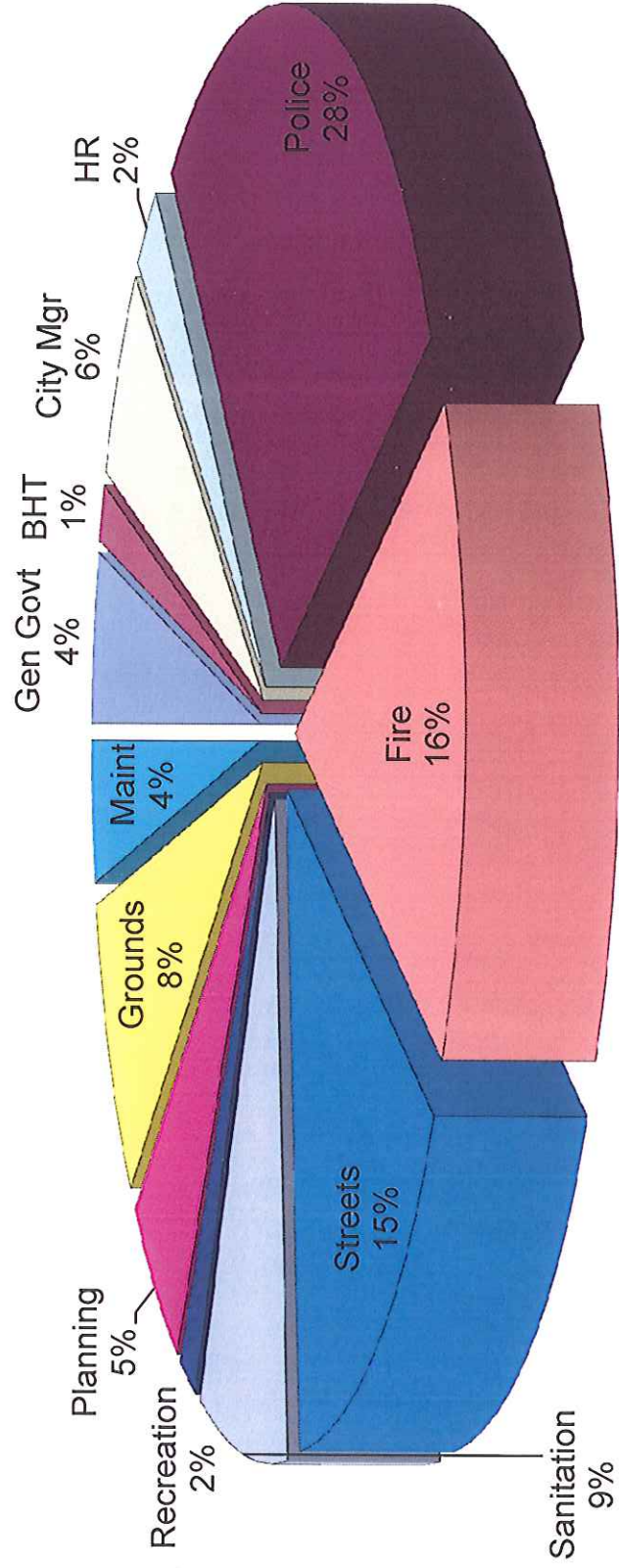
With these thoughts in mind, I present you with a proposed 2013 Program of Services for your review and approval.


Donald Anderson
City Manager




WaterFirst
Committed to Caring for Our Water Resources

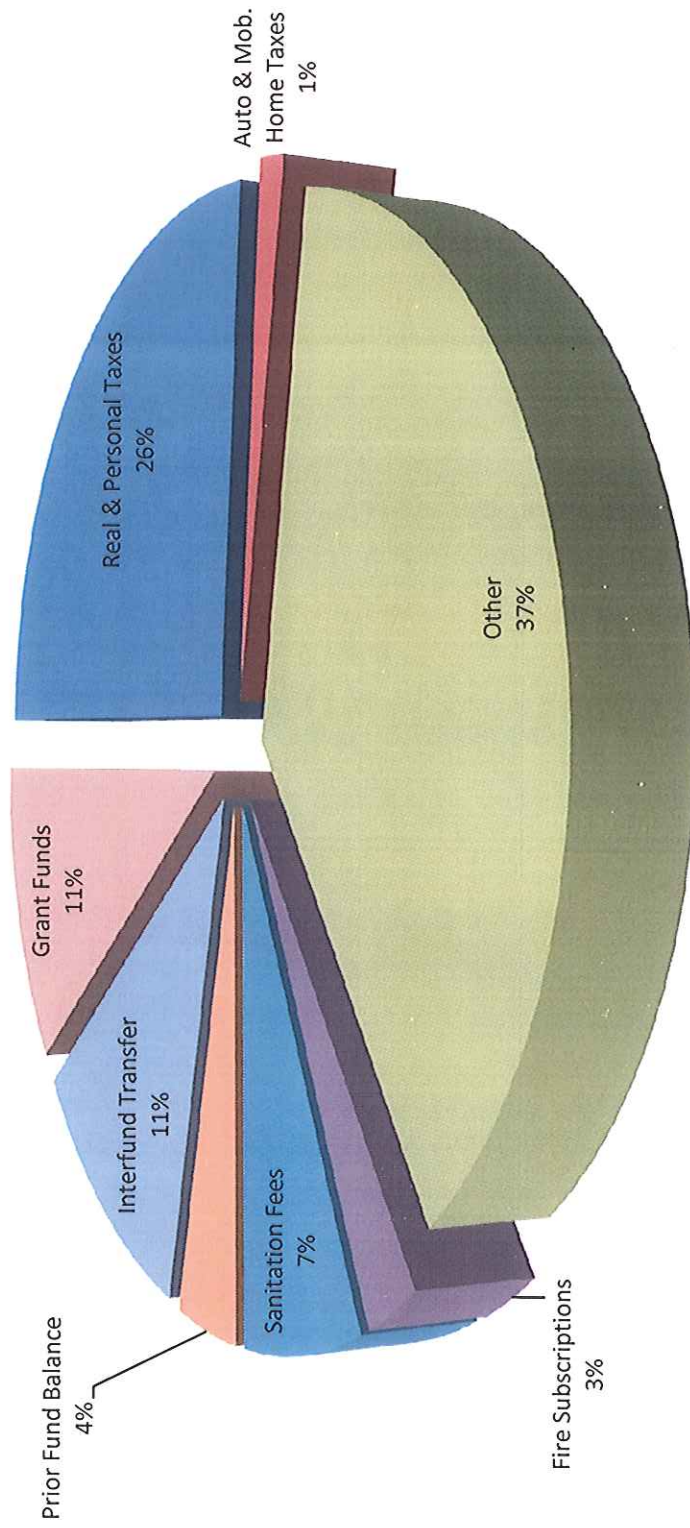
General Fund Expenditures



General Fund Budget

	Approved 2012	Approved 2013
Revenues		
Real and Personal Taxes	\$1,152,160	\$1,186,936
Auto & Mob. Home Taxes	\$63,800	\$66,875
Other	\$1,678,100	\$1,697,350
Fire Subscriptions	\$130,000	\$130,000
Sanitation Fees	\$310,000	\$325,017
SPLOST	\$300,000	\$0
Prior Fund Balance	\$194,708	\$175,000
Interfund Transfer	\$500,000	\$500,000
Grant Funds	\$300,000	\$480,000
Total	\$4,628,768	\$4,561,178
Expenses		
General Government	\$194,600	\$189,600
Better Hometown Division	\$60,729	\$64,041
City Manager	\$245,157	\$246,574
Human Resources	\$104,877	\$107,069
Police Department	\$1,296,277	\$1,292,739
Fire Department	\$733,712	\$745,633
Street Division	\$650,450	\$697,967
Sanitation Division	\$439,006	\$385,370
Recreation Division	\$152,850	\$74,500
Planning Department	\$251,439	\$253,064
Grounds & Forestry Div.	\$333,385	\$347,476
Maintenance & Mechanical Div.	\$166,286	\$157,145
Totals	\$4,628,768	\$4,561,178

General Fund Revenue



General Fund Revenue

G/L Account	G/L Description	Approved 2012	Approved 2013
31.1000	Tax Collection	\$1,151,160	\$1,186,936
31.1310	Automobile Tax	\$59,600	\$66,875
31.1320	Mobile Home Tax	\$4,200	\$4,450
31.1325	Intangible Tax	\$3,000	\$3,500
31.1600	Real Estate Transfer Tax	\$3,000	\$1,000
31.1700	Franchise Tax	\$420,000	\$460,000
31.4100	Motel Tax	\$200,000	\$200,000
31.4200	Beer & Wine Tax	\$120,000	\$160,000
31.4210	Liquor tax	\$1,200	\$1,000
31.4230	Mixed Drink Tax	\$10,000	\$8,000
31.6200	Insurance Premium Tax	\$210,000	\$225,000
31.9000	Interest on Taxes	\$10,000	\$12,000
31.9500	FIFA	\$100	\$100
31.9900	Tax Collection Cost	\$500	\$500
32.1000	Business License	\$110,000	\$105,000
32.1050	Game Machine Permits	\$0	\$0
32.1100	Beer & Wine License	\$28,000	\$30,000
32.1200	Alcohol Bev. License	\$12,000	\$14,000
33.1500	Grant Funds	\$300,000	\$480,000
33.5100	Homeowner tax relief Gt.	\$0	\$0
33.7000	In Lieu of Taxes	\$14,500	\$14,000
33.8020	SPLOST	\$300,000	\$0
34.1000	Administrative Fees	\$1,000.00	\$1,500.00
34.1300	Building Permits	\$25,000	\$35,000
34.1305	Rezoning Fees	\$2,000	\$2,500
34.2200	Fire Protection	\$100,000	\$100,000
34.2210	Contract Fire Protection	\$30,000	\$30,000
34.2350	GCIC History Fees	\$105,000	\$105,000
34.4110	Residential Garbage Fees	\$280,000	\$315,017
34.4150	Trash & Garbage Fees	\$30,000	\$10,000
34.7305	Community House Rental	\$38,000	\$42,000
34.7315	Ballard Center Rental	\$1,500	\$0
34.7600	Programs	\$0	\$0
35.1000	Police Fines & Forfeiture	\$200,000	\$200,000
35.1005	Court Surcharge	\$20,000	\$20,000
35.1006	Restitution	\$200	\$200
35.1010	Code Enforcement fines	\$10,000	\$12,500
36.1000	Interest Income	\$4,000	\$5,000
38.5700	Photocopies	\$100	\$100
38.9000	Miscellaneous	\$115,000	\$15,000
38.9500	Prior year fund balance	\$194,708	\$175,000
39.1000	Interfund transfer	\$500,000	\$500,000
39.2100	Sale of Equipment	\$15,000	\$20,000
TOTAL		\$4,628,768	\$4,561,178

General Government

The General Government Expenditure Budget houses the costs of the Mayor and Commission.
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SALARIES – Included in the General Government budget are the salaries of the Mayor and Commissioners.

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

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

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

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

MEMBERSHIPS AND DUES – Memberships for the Georgia Municipal Association, the Georgia Mountains Regional Commission, and the Soque Watershed Association are paid for out of this line item.

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 Better Hometown Program and Community Development Department.

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

General Government Department Budget

[illegible]

BETTER HOMETOWN DIVISION

The Better Hometown Division manages the Better Hometown Program that has operated in the City of Cornelia since 2002. Guidelines for the program are set by Georgia Department of Community Affairs', Office of Downtown Development.

SALARIES – Salaries in this Division are for the Better Hometown Manager.

INSURANCE – Those portions of the General Liability Insurance attributable to BHT are included in these line items.

MEETINGS AND TRAVEL – Attendance at the following such as Main Street 101 and the Georgia Downtown Conference.

MEMBERSHIPS AND DUES – Georgia Downtown Association and National Downtown Association dues.

PROGRAM FUNDING – This account will be used to pay for the program of the Better Hometown Four Point Committees.

BIG RED APPLE FESTIVAL – The Better Hometown Board will coordinate the Big Red Apple Festival in 2012. These funds are for costs associated with putting on the event.

Better Hometown Budget

G/L Account	G/L Description	Approved 2012	Approved 2013
105-51-1100	SALARIES	\$39,394	\$39,952
105-51-2110	EMPLOYEE GROUP INS.	\$0	\$144
105-51-2200	SOCIAL SECURITY	\$3,152	\$3,196
105-51-2400	GMEBS	\$0	\$3,680
105-51-2700	WORKER'S COMP	\$183	\$169
105-52-2210	VEHICLE MAINTENANCE	\$0	\$0
105-52-3100	GEN. LIABILITY INS.	\$200	\$200
105-52-3210	TELEPHONE	\$3,000	\$3,000
105-52-3205	POSTAGE	\$300	\$300
105-52-3300	ADVERTISING	\$500	\$750
105-52-3500	MEETINGS/TRAVEL	\$500	\$500
105-52-3600	MEMBERSHIP FEES	\$200	\$250
105-52-3615	SUBSCRIPTIONS	\$150	\$0
105-52-3700	TRAINING	\$400	\$400
105-53-1005	SUPPLIES	\$1,000	\$1,250
105-53-1230	HEAT	\$750	\$0
105-53-1235	LIGHTS & POWER	\$1,000	\$0
105-53-1270	GAS & OIL	\$0	\$0
105-60-1020	BIG RED APPLE FESTIVAL	\$3,000	\$3,000
105-61-0300	PROGRAM FUNDS	\$6,000	\$6,000
105-61-1055	BANNERS	\$1,000	\$1,250
TOTAL		\$60,729	\$64,041

CITY MANAGER

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

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

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

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

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

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

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

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

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

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

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

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

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

WEBSITE – This line item is used to pay for the monthly maintenance fee associated with the City's website.

SPECIAL PROJECTS – This line item is used to pay for such programs as the Spay-Neuter Program, and any other projects that may be deemed necessary throughout the year. Also in this line item is the city's 5 year short term plan update which is required by law.

City Manager Budget

		Approved	Approved
G/L Account	G/L Description	2012	2013
110-51-1100	SALARY	\$137,330	\$140,643
110-51-2110	EMPLOYEE HEALTH INS.	\$15,600	\$14,082
110-51-2200	SOCIAL SECURITY	\$10,986	\$11,251
110-51-2400	GMEBS	\$11,948	\$12,877
110-51-2700	WORKER'S COMP.	\$693	\$621
110-52-1200	PROFESSIONAL FEES	\$15,000	\$15,000
110-52-1250	SPECIAL PROJECTS	\$10,000	\$15,000
110-52-2205	EQUIPMENT MAINT.	\$400	\$400
110-52-2210	VEHICLE MAINTENANCE	\$800	\$800
110-52-2310	EQUIPMENT RENTAL	\$0	\$0
110-52-2415	WEBSITE	\$5,000	\$1,500
110-52-3100	LIABILITY INSURANCE	\$5,000	\$5,000
110-52-3105	VEHICLE INSURANCE	\$1,000	\$1,000
110-52-3210	TELEPHONE	\$5,000	\$5,000
110-52-3300	ADVERTISING	\$200	\$200
110-52-3500	MEETINGS/TRAVEL	\$2,500	\$2,000
110-52-3600	MEMBERSHIP FEES	\$1,000	\$1,000
110-52-3611	DUES	\$1,000	\$2,000
110-52-3615	SUBSCRIPTIONS	\$200	\$200
110-52-3700	TRAINING	\$2,500	\$2,000
110-53-1100	SUPPLIES	\$3,000	\$3,000
110-53-1270	GASOLINE	\$5,000	\$5,000
110-54-2100	NEW EQUIPMENT	\$500	\$500
110-54-2300	OFFICE FURNISHINGS	\$500	\$500
110-61-1005	CONTINGENCY	\$10,000	\$7,000
TOTAL		\$245,157	\$246,574

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, Christmas Dinner, service awards, and employee gym.

Human Resources Department Budget

[illegible]

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 17 certified officers: Chief of Police (1), Assistant Chief of Police (1), Lieutenant (1), and 14 Patrol Officers, two of which are assigned as detectives. The department also includes the Clerk of the Court, an Administrative Assistant, and a part time GCIC clerical position

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

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

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

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

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

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

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

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

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

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

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

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

VEHICLE PURCHASE – 2 new vehicles will be purchased but will be paid for out of SPLOST funds.

GRANT MATCH – This line item includes the fourth payment of a (4) year lease that was entered into in 2008 for the purchase of 6 patrol cars. Also included in this line item is money for the first payment of the 5 year loan that was entered into in 2009 with USDA Rural Development for the purchase of 5 patrol cars.

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 2012	Approved 2013
120-51-1100	SALARIES	\$677,882	\$691,289
120-51-1105	OVERTIME	\$10,000	\$10,000
120-51-2110	HEALTH INSURANCE	\$119,333	\$131,619
120-51-2200	SOCIAL SECURITY	\$55,030	\$56,103
120-51-2300	UNEMPLOYMENT	\$5,000	\$5,000
120-51-2400	GMEBS	\$58,990	\$63,178
120-51-2700	WORKER'S COMP	\$41,900	\$42,258
120-52-1200	PROFESSIONAL FEES	\$12,500	\$8,000
120-52-1205	PHYSICAL EXAMS	\$800	\$0
120-52-1300	COURT/RECORDER	\$0	\$0
120-52-2110	LAUNDRY	\$6,000	\$6,000
120-52-2205	EQUIPMENT MAINT.	\$1,000	\$2,000
120-52-2210	VEHICLE MAINTENANCE	\$20,000	\$25,000
120-52-2310	EQUIPMENT RENTAL	\$6,500	\$6,500
120-52-3005	PRISONER EXPENSE	\$22,000	\$17,500
120-52-3105	VEHICLE INSURANCE	\$15,000	\$15,000
120-52-3110	POLICE LIABILITY	\$15,000	\$15,000
120-52-3205	POSTAGE	\$400	\$400
120-52-3210	TELEPHONE	\$15,000	\$13,500
120-52-3211	GCIC LINK	\$7,500	\$0
120-52-3214	GCIC TELEPHONE	\$3,100	\$2,800
120-52-3300	ADVERTISING	\$250	\$250
120-52-3600	MEMBERSHIP FEES	\$650	\$650
120-52-3700	TRAINING	\$5,000	\$6,000
120-52-3925	UNDERCOVER EXPENSE	\$250	\$250
120-53-1005	OFFICE SUPPLIES	\$6,500	\$6,000
120-53-1010	UNIFORMS	\$5,500	\$4,500
120-53-1020	SOFTWARE SUPPORT	\$6,500	\$6,000
120-53-1100	SUPPLIES	\$4,000	\$6,000
120-53-1150	GRANT MATCH	\$20,442	\$20,442
120-53-1235	LIGHTS & POWER	\$10,000	\$9,000
120-53-1250	HEAT	\$3,500	\$3,000
120-53-1270	GAS & OIL	\$60,000	\$65,000
120-54-2000	CAPITAL EXPENSE	\$0	\$0
120-54-2100	NEW EQUIPMENT	\$4,000	\$4,500
120-54-2200	VEHICLE PURCHASE	\$0	\$0
120-54-2300	OFFICE FURNISHINGS	\$500	\$500
120-57-2080	VICTIMS ASSISTANCE	\$1,250	\$1,000
120-57-2081	HAB CO VICTIMS ASSIST.	\$10,000	\$8,500
120-57-2082	GA PROBATION FEE/DUI	\$1,500	\$1,000
120-57-2083	GA BRAIN/SPINAL TRUST	\$3,500	\$2,000
120-57-2084	INDIGENT DEFENSE	\$19,000	\$12,000
120-57-2091	REFUNDS	\$1,000	\$1,000
120-57-2095	PEACE OFFICER A&B FUND	\$35,000	\$20,000
120-52-3900	CONTRACT LABOR	\$5,000	\$4,000
TOTAL		\$1,296,277	\$1,292,739

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 10 fire personnel. These include: Chief (1), Assistant Chief (1), Captains (2), Lieutenants (2), Firefighters (5) one who acts as Fire Marshall, 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.

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

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

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

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

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

UTILITIES – Costs heat/air conditioning and lighting fire facilities

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

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

Fire Department Budget

G/L Account	G/L Description	Approved	Approved
		2012	2013
140-51-1100	SALARIES	\$438,783	\$448,070
140-51-1105	OVERTIME	\$3,000	\$3,000
140-51-2110	EMPLOYEE GROUP INS.	\$67,000	\$69,706
140-51-2200	SOCIAL SECURITY	\$35,342	\$36,086
140-51-2400	GMEBS	\$35,457	\$35,494
140-51-2700	WORKER'S COMP.	\$19,330	\$16,477
140-52-2110	LAUNDRY	\$2,000	\$1,500
140-52-2205	EQUIPMENT MAINT.	\$10,000	\$11,000
140-52-2210	VEHICLE MAINTENNACE	\$10,000	\$11,000
140-52-2310	EQUIPMENT RENTAL	\$1,000	\$500
140-52-2311	FIRE HOSE	\$0	\$0
140-52-3100	LIABILITY INSURANCE	\$7,000	\$7,000
140-52-3105	VEHICLE INSURANCE	\$20,000	\$20,000
140-52-3210	TELEPHONES	\$6,000	\$6,000
140-52-3212	PAGER RENT	\$0	\$0
140-52-3500	MEETINGS & TRAVEL	\$1,500	\$1,500
140-52-3600	MEMBERSHIP FEES	\$500	\$500
140-52-3611	DUES	\$500	\$500
140-52-3615	SUBSCRIPTIONS	\$300	\$300
140-52-3700	TRAINING	\$2,000	\$2,500
140-52-3920	VOLUNTEERS	\$5,000	\$4,500
140-53-1005	OFFICE SUPPLIES	\$500	\$500
140-53-1010	UNIFORMS	\$4,000	\$4,000
140-53-1100	SUPPLIES	\$7,000	\$6,500
140-53-1120	GRANTS MATCH	\$9,500	\$9,500
140-53-1235	LIGHTS & POWER	\$20,000	\$20,000
140-53-1250	HEAT	\$7,000	\$7,000
140-53-1270	GAS & OIL	\$15,000	\$17,500
140-54-2000	CAPITAL EXPENSE	\$2,000	\$1,000
140-54-2100	NEW EQUIPMENT	\$4,000	\$4,000
140-54-2200	VEHICLE PURCHASE	\$0	\$0
TOTAL		\$733,712	\$745,633

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. In addition, the Local Assistance Road Program will continue to address some street improvement needs.

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

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

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

DRAINAGE IMPROVEMENTS – Included in this line item is the cost to repair the damaged storm culvert under Clarkesville Street at Stovall Alley.

NEW EQUIPMENT – Included in this line item is the cost for a scrape blade to be placed on a 4 wheel drive pick up to help with snow and ice events.

CAPITAL EXPENSE – Included in this line item is the cost to begin construction of a sidewalk on Level Grove Road.

STREET DECORATIONS – These costs are for banners in the downtown area.

Street Department Budget

[illegible]

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 and 70 businesses.

SALARIES –Salaries for four laborers, and seasonal labor are included in the Sanitation Division.

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.

Sanitation Department Budget

[illegible]

RECREATION DIVISION

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

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

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

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

CHRISTMAS IN THE PARK – Funds for the annual decoration City Park for the holiday season are within this line item.

Recreation Department Budget

G/L Account	G/L Description	Approved 2012	Approved 2013
260-52-2205	EQUIPMENT MAINT.	\$5,000	\$5,000
260-52-2240	FURNISHINGS	\$1,000	\$2,000
260-52-3210	TELEPHONES	\$750	\$0
260-52-3900	CONTRACT LABOR	\$7,500	\$7,500
260-53-1100	SUPPLIES	\$6,000	\$6,500
260-53-1235	ELECTRICITY (PARKS)	\$10,000	\$10,500
260-53-1245	ELECTRICITY (DEPOT)	\$2,500	\$2,000
260-53-1251	ELECTRICITY (BALLARD)	\$2,700	\$0
260-53-1255	HEAT (DEPOT)	\$1,500	\$1,000
260-53-1260	HEAT (BALLARD CENTER)	\$2,000	\$0
260-53-1265	ELECTRICITY (COMM. HOUSE)	\$12,000	\$12,500
260-53-1275	HEAT (COMM. HOUSE)	\$10,400	\$11,000
260-54-2000	CAPITAL EXPENSE	\$75,000	\$0
260-54-2100	NEW EQUIPMENT	\$6,500	\$6,500
260-57-2075	CHRISTMAS IN PARK	\$10,000	\$10,000
TOTAL		\$152,850	\$74,500

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 are the salaries for the City Planner, Two Code Enforcement Officers, and Building Inspector.

EMPLOYEE BENEFIT COSTS – These costs have been moved to the Human Resources Director's budget.

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

VEHICLE MAINTENANCE – Maintenance of the vehicles used by the Planner, Building Inspector, and Code Enforcement Officer.

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, help wanted and planning issues ads.

MEETING AND TRAVEL – The following meetings: Georgia Association of Code Enforcement for two (2) employees.

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 – Training opportunities for the planners and code enforcement personnel is offered through the Georgia Association of Zoning Administrators and Georgia Association of Code Enforcement. The Code Enforcement Officers are also required to attend Animal Control training throughout the year. The Building Inspector must also 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 members of the planning and code enforcement staff.

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

Planning Department Budget

G/L Account	G/L Description	Approved 2012	Approved 2013
280-51-1100	SALARIES	\$144,363	\$147,863
280-51-1105	OVERTIME	\$500	\$500
280-51-2110	EMPLOYEE GROUP INS.	\$25,267	\$30,924
280-51-2200	SOCIAL SECURITY	\$11,589	\$11,869
280-51-2400	GMEBS	\$12,635	\$13,618
280-51-2700	WORKER'S COMP.	\$8,585	\$7,490
280-52-1200	PROFESSIONAL FEES	\$8,200	\$2,000
280-52-2110	LAUNDRY	\$100	\$100
280-52-2210	VEHICLE MAINTENANCE	\$2,000	\$1,500
280-52-3100	INSURANCE-GEN LIABILITY	\$1,500	\$1,500
280-52-3210	TELEPHONES	\$5,000	\$5,000
280-52-3205	POSTAGE	\$750	\$750
280-52-3300	ADVERTISING	\$1,500	\$1,500
280-52-3500	MEETINGS & TRAVEL	\$4,000	\$4,000
280-52-3600	MEMBERSHIP FEES	\$750	\$750
280-52-3615	SUBSCRIPTIONS	\$200	\$200
280-52-3700	TRAINING	\$5,000	\$5,000
280-53-1010	UNIFORMS	\$800	\$800
280-53-1100	SUPPLIES	\$4,000	\$4,000
280-53-1270	GAS & OIL	\$6,000	\$6,500
280-54-2100	NEW EQUIPMENT	\$5,000	\$4,000
280-54-2200	NEW VEHICLES	\$0	\$0
280-60-1005	PLANNING PROJECTS	\$1,000	\$500
280-60-1010	BOARD MEMBER TRAINING	\$1,200	\$1,200
280-60-1015	BOARD MEMBER STIPEND	\$1,500	\$1,500
TOTAL		\$251,439	\$253,064

BUILDINGS, GROUNDS & FORESTRY DIVISION

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

SALARIES –Included in this Division are the following employees: Supervisor, five (5) Laborers.

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

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

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

MEMBERSHIPS AND DUES – The following memberships; National Arbor Day Foundation, and Upper Chattahoochee River Keepers.

TRAINING – Training opportunities for this division's employees include:, flagger certification, arborist certification classes, soil erosion and sedimentation control certification, and commercial applicators certification.

SUPPLIES – These funds are for plant material, landscape supplies, and special event needs.

UTILITIES – Costs associated with heating, gas and electricity for ½ of the Corporation Yard building.

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

NEW EQUIPMENT – This account is used for the purchase of tools used by the Buildings, Grounds, and Forestry personnel.

Buildings and Grounds Department Budget

[illegible]

MAINTENANCE AND MECHANICAL DIVISION

The Maintenance and Mechanical Division is charged with maintaining all vehicles, buildings, and equipment used by City forces. Employees of this Division also assist with permanent equipment in the Water and Sewer Systems. A similar budget Division is housed in the Water and Sewer Fund.

SALARIES –Included in this Division is one Mechanic and one Skilled Laborer.

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

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

BUILDING MAINTENANCE – Included in this line item are funds for general maintenance of city buildings.

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

SUPPLIES – These are costs for materials used for the repair and maintenance of buildings and vehicles.

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

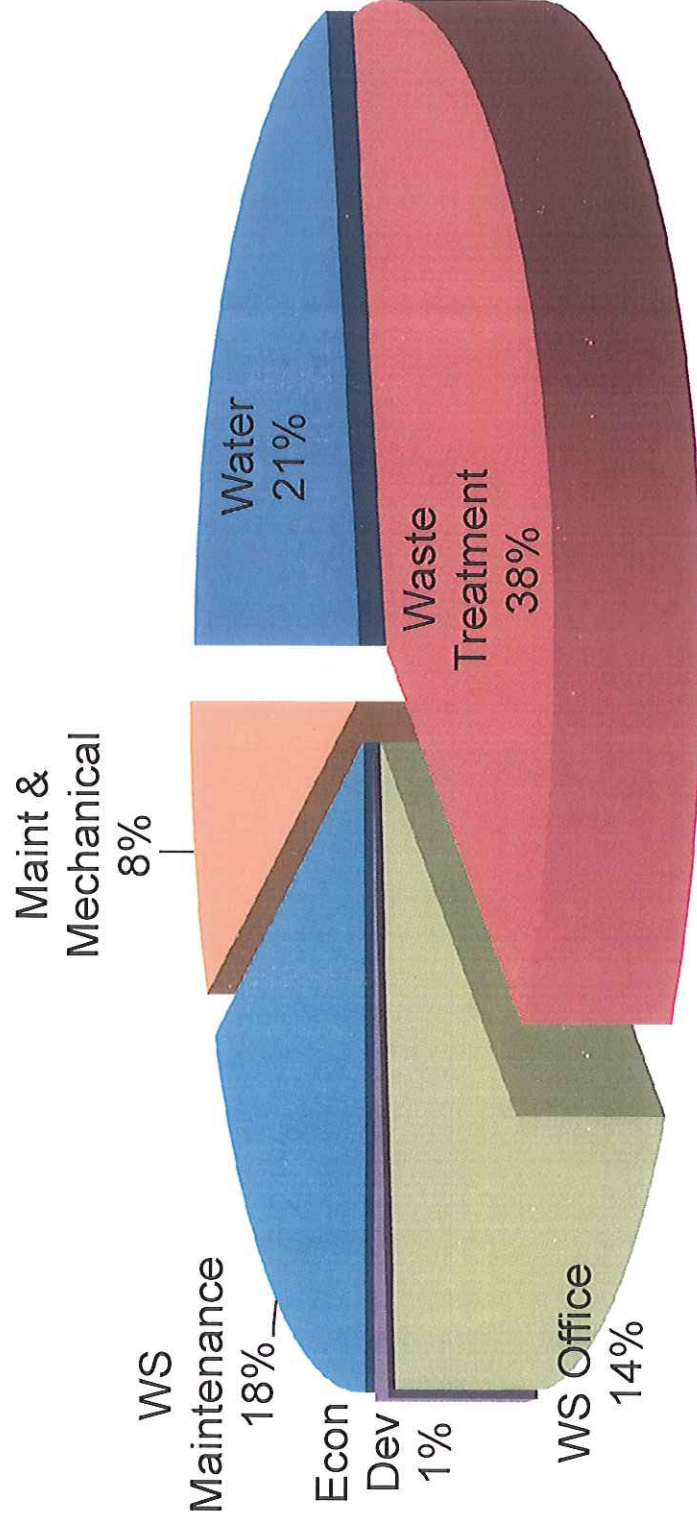
GAS AND OIL – This is for vehicles used by this division.

NEW EQUIPMENT – New equipment for diagnosis and repair of vehicles as well as equipment used to maintain buildings is charged to this account.

Maintenance Mechanical Department GF Budget

[illegible]

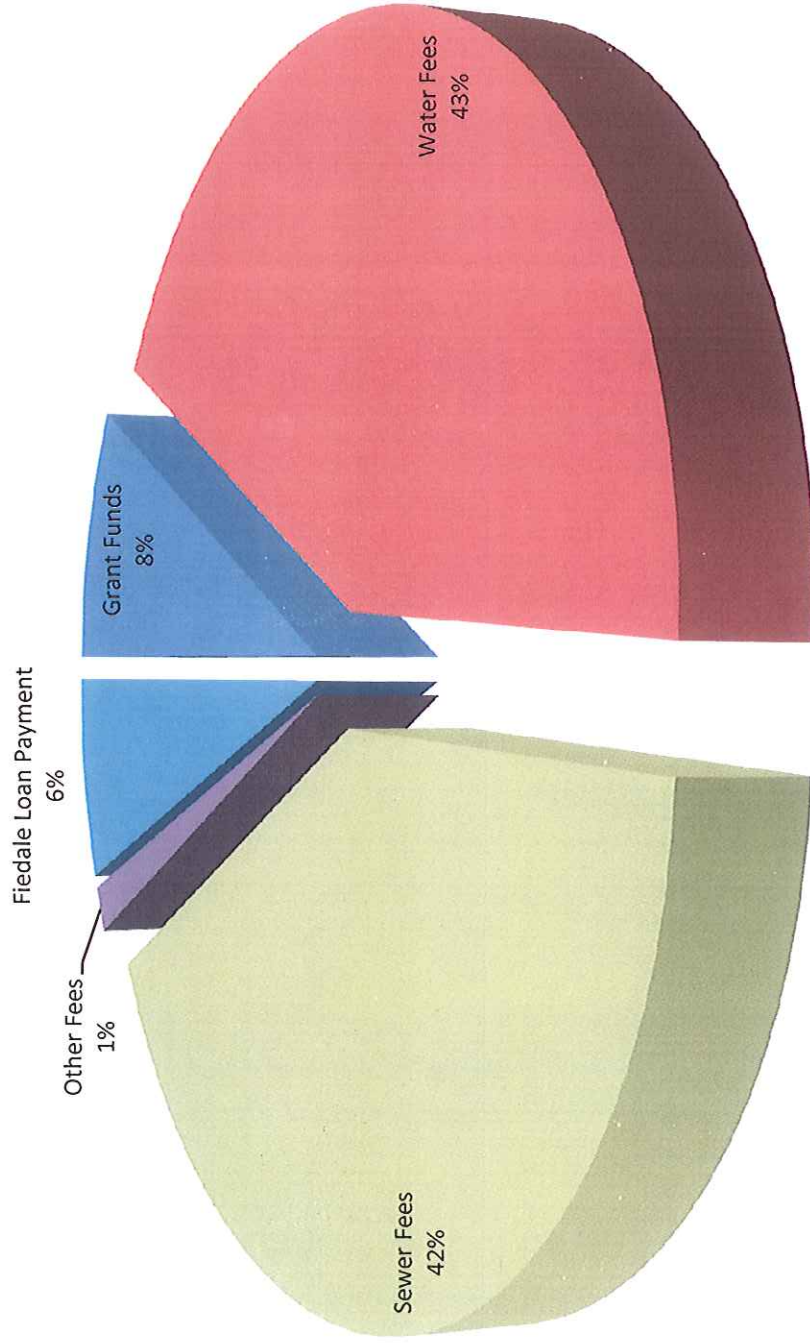
Water and Sewer Fund Expenditures



Water and Sewer Utility Budget

[illegible]

Water and Sewer Revenue



Water and Sewer Revenues

		Approved	Approved
	Revenues	2012	2013
33.1400	Grant Funds	\$500,000	\$500,000
34.4210	Water Fees	\$2,700,000	\$2,800,000
34.4220	Sewer Fees	\$2,600,000	\$2,700,000
34.4225	Sewer Taps	\$75,000	\$30,000
34.4230	Water Taps	\$89,000	\$30,000
34.4235	Septic Tank Haulage	\$1,000	\$0
34.4240	Sewer Surcharge and Fines	\$10,000	\$8,000
34.4245	SPLOST	\$200,000	\$0
36.1000	Interest Income	\$7,500	\$1,000
38.7000	Sewer Interceptor Payment	\$0	\$0
38.8000	Miscellaneous	\$50,000	\$20,451
38.8500	Convenience Fees	\$0	\$2,000
38.9000	Fieldale WWTP Upgrade Payment	\$0	\$402,800
38.9200	GEFA Loan	\$0	\$0
38.9300	BOE Sewer Line Payment	\$0	\$0
38.9500	Prior fund balance	\$139,678	\$0
39.2000	Sale of Equipment	\$5,000	\$0
Total		\$6,377,178	\$6,494,251

WATER PLANT DIVISION

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

SALARIES – Salaries for the Public Utilities Director, five (5) operators, and one (1) laborer.

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

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

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

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

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

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

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

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

CHEMICALS – These major costs is for Alum, pre-lime, KMnO_4 , Fluoride, Chlorine, Phosphate, post lime. It is anticipated that these cost will increase this year.

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

Water Plant Budget

[illegible]

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 rules and procedures stated in state and federal law.

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

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

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

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

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

LANDFILL FEES – These are the cost of deposit sludge in the Habersham 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 new mag meters for the digesters.

Waste Water Plant Budget

[illegible]

WATER AND SEWER OFFICE

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

SALARIES –Salaries for the City Clerk, the Deputy City Clerk, one accounting clerk, and an administrative secretary are included in this budget.

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

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

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

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

TELEPHONE – Cost of City Hall phones.

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

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

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

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

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

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

Water and Sewer Office Budget

[illegible]

Economic Development Division

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.

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

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: Georgia Association of Economic Development, and the Community Development Block Grant workshops.

MEMBERSHIPS AND DUES – The following memberships in the Georgia Association of Economic Development, GCCMA, and Georgia Initiative for Community Housing.

SUPPLIES – These costs are for office supplies.

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

Economic Development Budget

[illegible]

MAINTENANCE AND MECHANICAL (W/S) DIVISION

The Maintenance and Mechanical Division is charged with maintaining all buildings, vehicles and equipment owned by the City.

SALARIES –Included in this Division is 1 supervisor, and 5 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. Included in this budget are repairs needed to the Fire Station, Courtroom, Ballard Center, Community House, and Depot.

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

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

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

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

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

Maintenance Mechanical Department WS Budget

[illegible]

WATER AND SEWER SYSTEM MAINTENANCE

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

SALARIES – Salaries included are for (1) supervisor and (7) laborers.

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

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

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

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

POSTAGE – General correspondence, public notices, and mailing.

TELEPHONE – Cost of office phones and cell phones.

TRAINING – Training for certification for system maintenance employees.

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

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

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

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

CAPITAL EXPENSE – These funds will be used for the waterline replacement project in the Ward 2 area to be funded through a Community Development Block Grant and SPLOST funds. Also, included in this line item are funds to replace the J. Warren North sewer lift station.

NEW EQUIPMENT – These costs include equipment used for water and sewer maintenance activities.

VEHICLE PURCHASE LEASE – No new vehicles will be purchased this year.

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

Water and Sewer System Maintenance Department Budget

[illegible]

SPLOST Budget

SPLOST funds are used to help with the cost of Capital Improvements to better the quality of life for our citizens.

WATER PROJECTS – These funds will be used as matching funds for our CDBG Grant that we received to replace water lines.

PUBLIC SAFETY PROJECTS – These funds will be used to replace a 2004 Chevy Impala and a 2006 Chevy Impala used by the Police Department.

ROADS & BRIDGES – These funds will be used as our matching funds for the Level Grove sidewalk project as well as our matching funds for the Little Mud Creek stream bank restoration project.

PUBLIC FACILITIES – These funds will be used to complete the adaptive re-use study for the old Cornelia Bank building.

RECREATION – These funds will be used to construct a spray park in Downtown.

SPLOST Fund Budget

		Approved
		2013
Revenues		
Fund Balance	\$745,567	
Current Year Income	\$340,000	
Interest Earned	\$450	
Total	\$1,086,017	
Expenses		
Water Projects	\$300,000	
Sewer Projects	\$0	
Public Safety Projects	\$50,000	
Road & Bridge Projects	\$320,000	
Public Facilities Projects	\$25,000	
Recreation Projects	\$150,000	
Totals	\$845,000	