

City of Cornelia

Program of Services for 2016



Approved November 3, 2015



Office of the City Manager

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Cornelia, GA. 30531

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October 20, 2015

Honorable Mayor and Commissioners

Re: Proposed 2016 Budget

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 2016. As always 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 a high level of services while staying within our means.

The 2016 General Fund Budget is significantly larger than the 2015 General Fund Budget by \$1,420,901. The majority of this increase is to replace vehicles that are critical to our operation but the need to replace them has been ignored in recent years. This was done in an attempt to keep expenses down while we struggled through the economic downturn. We have reached a point where they can no longer be nursed back together. We have pickup trucks that may or may not go into gear when they need to. We have Police cars cutting off while responding to emergency calls and we have an 11 year old garbage truck that is costing thousands of dollars each year to keep it running.

In order to fund these expenses I am proposing that the city enter into a lease/purchase agreement with GMA to be paid back over 5 years. The portion of the lease for the Police vehicles will be paid out of SPLOST VI funds that are designated for this purpose. The other vehicles will be paid for with General Fund revenue. To help with this cost I am recommending that the Sanitation fees be increased from \$18.27 to \$19.00 per month.

The Water and Sewer operating budget is larger than the 2015 budget by \$1,189,985, most of this increase will be used to fund much needed capital projects. Capital projects in the Water & Sewer Budget include: the New Water Plant and Reservoir, \$15,000,000, Brookside Sewer Replacement Project, \$975,000, J. Warren South Lift Station Improvements, \$200,000, Lift Station Telemetry Project, \$125,000, and Ethicon Water Meter Replacement Project, \$45,000. Most of these projects will be funded using CDBG grant funds and GEFA funds.

SPLOST projects planned in 2016 include Phase I of the Level Grove Sidewalk project, the Community House Parking Lot Project, the purchase of 11 vehicles for the Police Department, construction of the new engine bays at the North Fire Station, the purchase of a new aerial fire truck, and the beginning of our street resurfacing plan. These projects will cost \$932,000 with \$180,000 of the remaining SPLOST V proceeds and \$752,000 in SPLOST VI proceeds.

The budget does not call for any increase to our water and sewer rates, but as mentioned it does call for a slight increase to our Sanitation fees. Likewise this budget does not call for a tax increase, by leaving the millage rate at 8.5 mills we will generate sufficient revenue to operate in 2016. The General Fund will once again rely on a transfer from the Water-Sewer fund in the amount of \$500,000. We will once again be placing \$1,000,000 into the Renewal & Extension Fund in order to begin preparing for the



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future debt service which will be needed to construct the new water plant and reservoir. This represents a \$600,000 increase to the Renewal & Extension Fund since 2011. The General Fund will also be utilizing \$148,140 from prior fund balance, \$52,000 of which is GDOT LMIG funds which were received in 2015 to be used for our 2016 paving project. The Water and Sewer Fund will use none of its prior fund balance. I know that each of the past few years we have relied on Prior Fund balance in order to balance the budget. I believe that this is why you work to build up a strong fund balance. I am sure that our citizens appreciate us utilizing our fund balance and not raising taxes and user fees during these tough economic times. Even with utilizing a small portion of our fund balance we are still able to maintain a strong fund balance in both of 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 \$1,350,000 in grant funds for the completion of several Capital Projects. 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 substantial balance in this account at the end of 2016 based on current revenue projections.

Noteworthy programs and projects to improve Cornelia in 2016 will include the following:

- ❖ New 4 MGD Water Plant - \$10,000,000
- ❖ New Raw Water Reservoir - \$5,000,000
- ❖ Brookside Sewer Replacement - \$975,000
- ❖ J. Warren North Lift Station Replacement - \$200,000
- ❖ Level Grove Sidewalk Project - \$420,000
- ❖ North Fire Station Engine Bays - \$250,000
- ❖ Purchase of Areal Fire Truck - \$600,000
- ❖ Lift Station Telemetry - \$125,000
- ❖ Splash Park Restrooms - \$10,000
- ❖ Street Resurfacing - \$200,000
- ❖ New 10 Yard Garbage Truck - \$130,000
- ❖ Overlay District Zoning Ordinance Creation - \$40,000
- ❖ Downtown Historic District Designation - \$10,000

These projects and the daily maintenance supplied by the City's work force will continue to keep Cornelia a community that strives to provide its 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 trends and the previous year collections.

With these thoughts in mind, I present you with a proposed 2016 Program of Services for your review and approval.

Sincerely,

Donald Anderson
City Manager

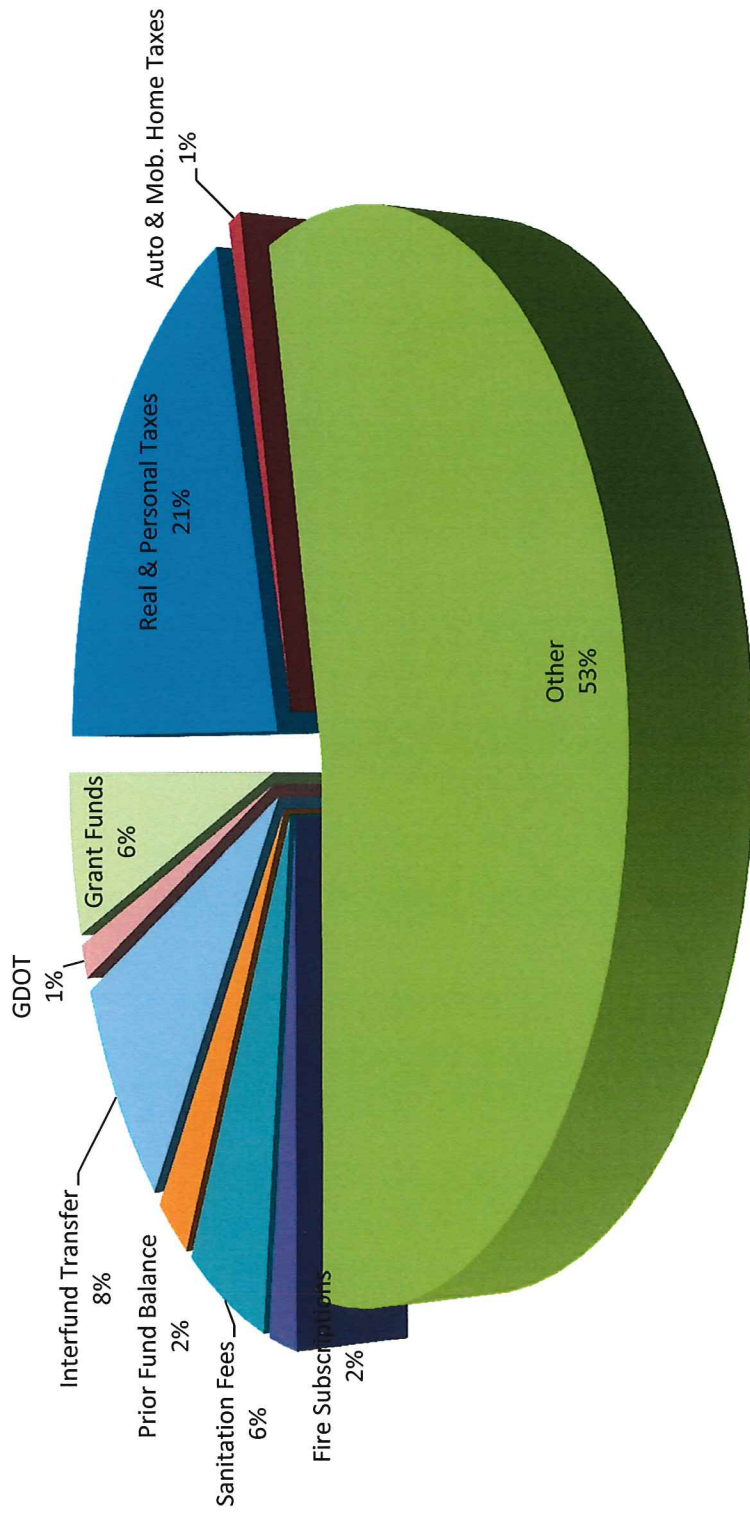
General Fund Budget

	Approved 2015	Approved 2016
Revenues		
Real and Personal Taxes	\$1,239,599	\$1,234,361
Auto & Mob. Home Taxes	\$68,957	\$51,324
Other	\$1,691,050	\$3,184,250
Fire Subscriptions	\$120,000	\$110,000
Sanitation Fees	\$325,000	\$325,000
GDOT	\$109,800	\$73,800
Prior Fund Balance	\$151,568	\$148,140
Interfund Transfer	\$500,000	\$500,000
Grant Funds	\$350,000	\$350,000
Total	\$4,555,974	\$5,976,875
Expenses		
General Government	\$208,750	\$245,500
Main Street/DDA	\$77,957	\$0
City Manager	\$253,686	\$265,061
Human Resources	\$109,372	\$112,852
Police Department	\$1,334,222	\$1,789,921
Fire Department	\$803,032	\$1,673,234
Street Division	\$500,000	\$575,000
Sanitation Division	\$406,042	\$506,098
Recreation Division	\$74,700	\$77,000
Planning Department	\$146,218	\$142,913
Code Enforcement	\$117,537	\$165,065
Grounds & Forestry Div.	\$385,658	\$424,231
Maintenance & Mechanical Div.	\$138,800	\$0
Totals	\$4,555,974	\$5,976,875

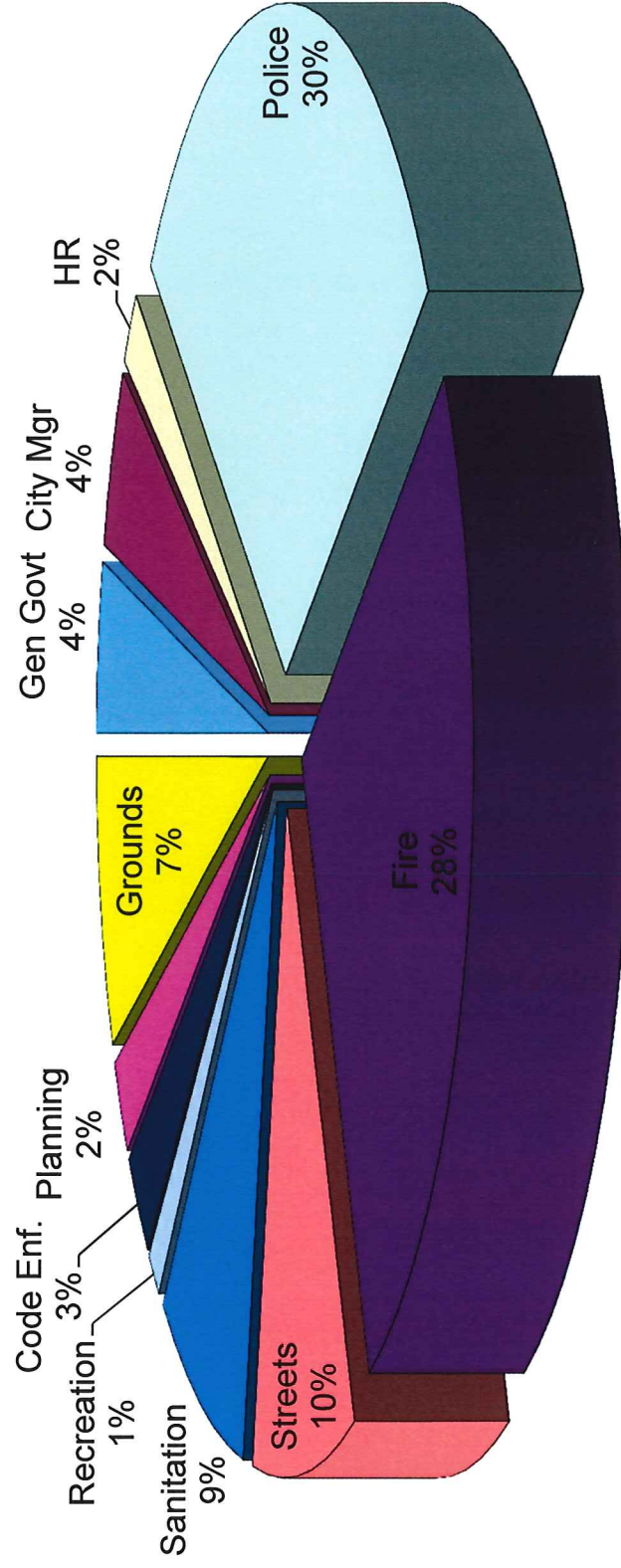
General Fund Revenue

G/L Account	G/L Description	Approved	Approved
		2015	2016
31.1000	Tax Collection	\$1,239,599	\$1,234,361
31.1310	Automobile Tax	\$25,165	\$0
31.1315	Motor Vehicle Ad Valorem	\$40,000	\$47,638
31.1320	Mobile Home Tax	\$3,792	\$3,686
31.1325	Intangible Tax	\$5,000	\$5,000
31.1600	Real Estate Transfer Tax	\$1,000	\$1,000
31.1700	Franchise Tax	\$480,000	\$485,000
31.4100	Motel Tax	\$200,000	\$230,000
31.4200	Beer & Wine Tax	\$165,000	\$170,000
31.4210	Liquor tax	\$1,000	\$2,000
31.4230	Mixed Drink Tax	\$9,000	\$10,000
31.6200	Insurance Premium Tax	\$225,000	\$230,000
31.9000	Interest on Taxes	\$15,000	\$20,000
31.9500	FIFA	\$100	\$0
31.9900	Tax Collection Cost	\$500	\$200
32.1000	Business License	\$105,000	\$110,000
32.1100	Beer & Wine License	\$36,000	\$40,000
32.1200	Alcohol Bev. License	\$15,000	\$15,000
32.2220	Contract Animal Control Fees	\$7,200	\$9,000
32.2500	Animal Surrender Fees	\$500	\$1,000
33.1500	Grant Funds	\$350,000	\$350,000
33.7000	In Lieu of Taxes	\$12,000	\$12,000
34.1000	Administrative Fees	\$1,500.00	\$1,800.00
34.1120	Probation Fees	\$10,000.00	\$15,000.00
34.1300	Building Permits	\$35,000	\$45,000
34.1305	Rezoning Fees	\$1,000	\$1,000
34.2200	Fire Protection	\$80,000	\$70,000
34.2210	Contract Fire Protection	\$40,000	\$40,000
34.2350	GCIC History Fees	\$100,000	\$100,000
34.3300	GDOT Right of Way Payment	\$21,800	\$21,800
34.3910	GDOT LMIG Payment	\$88,000	\$52,000
34.4110	Residential Garbage Fees	\$316,000	\$316,000
34.4150	Trash & Garbage Fees	\$9,000	\$9,000
34.7305	Community House Rental	\$45,000	\$45,000
35.1000	Police Fines & Forfeiture	\$200,000	\$200,000
35.1006	Restitution	\$200	\$200
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	\$15,000	\$60,000
38.9200	Loan Funds		\$1,370,000
38.9500	Prior year fund balance	\$151,568	\$148,140
39.1000	Interfund transfer	\$500,000	\$500,000
TOTAL		\$4,555,974	\$5,976,875

General Fund Revenue



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, 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]

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.

SPECIAL PROJECTS – This line item is used to pay for such programs as the Spay-Neuter Program, Community Garden, Walk to School Program, and any other projects that may be deemed necessary throughout the year.

City Manager Budget

		Approved	Approved
G/L Account	G/L Description	2015	2016
110-51-1100	SALARY	\$147,725	\$164,362
110-51-2110	EMPLOYEE HEALTH INS.	\$16,500	\$16,500
110-51-2200	SOCIAL SECURITY	\$11,818	\$13,149
110-51-2400	GMEBS	\$15,053	\$16,579
110-51-2700	WORKER'S COMP.	\$790	\$1,121
110-52-1200	PROFESSIONAL FEES	\$18,000	\$18,000
110-52-1255	SPECIAL PROJECTS	\$12,000	\$10,000
110-52-2205	EQUIPMENT MAINT.	\$650	\$650
110-52-2210	VEHICLE MAINTENANCE	\$1,000	\$1,000
110-52-2310	EQUIPMENT RENTAL	\$0	\$0
110-52-2415	WEBSITE	\$1,300	\$0
110-52-3100	LIABILITY INSURANCE	\$5,000	\$5,000
110-52-3105	VEHICLE INSURANCE	\$1,000	\$1,000
110-52-3210	TELEPHONE	\$4,000	\$4,000
110-52-3300	ADVERTISING	\$1,250	\$1,000
110-52-3500	MEETINGS/TRAVEL	\$1,250	\$1,000
110-52-3600	MEMBERSHIP FEES	\$1,000	\$1,000
110-52-3611	DUES	\$1,000	\$1,000
110-52-3615	SUBSCRIPTIONS	\$200	\$200
110-52-3700	TRAINING	\$1,250	\$1,000
110-53-1100	SUPPLIES	\$2,200	\$2,000
110-53-1270	GASOLINE	\$4,200	\$3,500
110-54-2100	NEW EQUIPMENT	\$1,000	\$1,000
110-54-2300	OFFICE FURNISHINGS	\$500	\$500
110-61-1005	CONTINGENCY	\$5,000	\$1,500
TOTAL		\$253,686	\$265,061

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

[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 18 certified officers: Chief of Police (1), Assistant Chief of Police (1), and 15 Patrol Officers, three of which are assigned as detectives. The department also includes the Clerk of the Court, and an Administrative Assistant as well as a Probation 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.

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 – 11 new vehicles will be purchased but will be paid for out of SPLOST funds.

GRANT MATCH – This line item includes lease payments for new cameras for the patrol cars as well as lease payments for new 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

		Approved	Approved
G/L Account	G/L Description	2015	2016
120-51-1100	SALARIES	\$664,761	\$719,921
120-51-1105	OVERTIME	\$10,000	\$12,000
120-51-2110	HEALTH INSURANCE	\$143,000	\$152,305
120-51-2200	SOCIAL SECURITY	\$53,981	\$58,554
120-51-2400	GMEBS	\$71,027	\$76,136
120-51-2700	WORKER'S COMP	\$45,353	\$56,330
120-52-1200	PROFESSIONAL FEES	\$17,000	\$26,000
120-52-1205	PHYSICAL EXAMS	\$250	\$0
120-52-1300	COURT/RECORDER	\$0	\$0
120-52-2110	LAUNDRY	\$2,500	\$2,500
120-52-2205	EQUIPMENT MAINT.	\$7,000	\$8,500
120-52-2210	VEHICLE MAINTENANCE	\$25,000	\$17,000
120-52-2310	EQUIPMENT RENTAL	\$7,500	\$5,250
120-52-3005	PRISONER EXPENSE	\$16,000	\$8,000
120-52-3105	VEHICLE INSURANCE	\$15,000	\$15,000
120-52-3110	POLICE LIABILITY	\$15,000	\$15,000
120-52-3205	POSTAGE	\$300	\$300
120-52-3210	TELEPHONE	\$11,000	\$11,000
120-52-3211	GCIC LINK	\$0	\$0
120-52-3214	GCIC TELEPHONE	\$2,600	\$2,600
120-52-3300	ADVERTISING	\$250	\$250
120-52-3600	MEMBERSHIP FEES	\$750	\$1,000
120-52-3700	TRAINING	\$9,000	\$12,000
120-52-3925	UNDERCOVER EXPENSE	\$250	\$250
120-53-1005	OFFICE SUPPLIES	\$6,000	\$6,000
120-53-1010	UNIFORMS	\$5,500	\$10,000
120-53-1020	SOFTWARE SUPPORT	\$9,500	\$12,000
120-53-1100	SUPPLIES	\$5,500	\$5,500
120-53-1150	GRANT MATCH	\$50,000	\$50,000
120-53-1235	LIGHTS & POWER	\$20,000	\$20,000
120-53-1250	HEAT	\$2,000	\$2,000
120-53-1270	GAS & OIL	\$65,000	\$65,000
120-54-2000	CAPITAL EXPENSE	\$0	\$0
120-54-2100	NEW EQUIPMENT	\$5,000	\$5,000
120-54-2200	VEHICLE PURCHASE	\$0	\$358,525
120-54-2300	OFFICE FURNISHINGS	\$500	\$500
120-57-2080	VICTIMS ASSISTANCE	\$300	\$200
120-57-2081	HAB CO VICTIMS ASSIST.	\$5,000	\$4,000
120-57-2082	GA PROBATION FEE/DUI	\$400	\$400
120-57-2083	GA BRAIN/SPINAL TRUST	\$500	\$400
120-57-2084	INDIGENT DEFENSE	\$12,000	\$10,000
	COUNTY JAIL FUND		\$15,000
120-57-2091	REFUNDS	\$1,000	\$500
120-57-2095	PEACE OFFICER A&B FUND	\$20,500	\$18,500
120-52-3900	CONTRACT LABOR	\$8,000	\$6,500
TOTAL		\$1,334,222	\$1,789,921

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 (1), Lieutenants (2), Firefighters (6) one who acts as Fire Marshall, and several part time Firefighters. We also use Part-Time Firefighters in the evenings to improve our response during the evening hours.

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

		Approved	Approved
G/L Account	G/L Description	2015	2016
140-51-1100	SALARIES	\$471,183	\$490,191
140-51-1105	OVERTIME	\$3,000	\$3,000
140-51-2110	EMPLOYEE GROUP INS.	\$79,450	\$80,160
140-51-2200	SOCIAL SECURITY	\$37,935	\$39,455
140-51-2400	GMEBS	\$68,776	\$69,971
140-51-2700	WORKER'S COMP.	\$20,558	\$24,257
140-52-2110	LAUNDRY	\$1,000	\$1,000
140-52-2205	EQUIPMENT MAINT.	\$10,000	\$10,000
140-52-2210	VEHICLE MAINTENNACE	\$10,000	\$10,000
140-52-2310	EQUIPMENT RENTAL	\$500	\$1,400
140-52-2311	FIRE HOSE	\$0	\$0
140-52-3100	LIABILITY INSURANCE	\$7,000	\$7,000
140-52-3105	VEHICLE INSURANCE	\$13,000	\$13,000
140-52-3210	TELEPHONES	\$5,500	\$5,500
140-52-3500	MEETINGS & TRAVEL	\$1,000	\$1,000
140-52-3600	MEMBERSHIP FEES	\$500	\$2,700
140-52-3611	DUES	\$500	\$500
140-52-3615	SUBSCRIPTIONS	\$1,000	\$1,000
140-52-3700	TRAINING	\$2,500	\$2,500
140-52-3920	VOLUNTEERS	\$3,000	\$3,000
140-53-1005	OFFICE SUPPLIES	\$400	\$600
140-53-1010	UNIFORMS	\$4,000	\$4,000
140-53-1100	SUPPLIES	\$6,000	\$6,000
140-53-1120	GRANTS MATCH	\$9,230	\$0
140-53-1235	LIGHTS & POWER	\$20,000	\$20,000
140-53-1250	HEAT	\$7,000	\$7,000
140-53-1270	GAS & OIL	\$15,000	\$15,000
140-54-2000	CAPITAL EXPENSE	\$0	\$250,000
140-54-2100	NEW EQUIPMENT	\$5,000	\$5,000
140-54-2200	VEHICLE PURCHASE	\$0	\$600,000
TOTAL		\$803,032	\$1,673,234

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.

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 storm drainage structures throughout the city.

CAPITAL EXPENSE – Included in this line item is the cost to begin construction of a sidewalk on Level Grove Road. Also included in this line item is a portion of the cost to re-surface Briggs Street, VFW Post Road, Lee Street, and Irvin Street. The remaining funds for these projects are located in the SPLOST Budget.

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

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.

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 a new brush chipping machine.

NEW VEHICLES – Included in this line item is the purchase of a new 10 yard garbage truck.

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.

Recreation Department Budget

[illegible]

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 salaries for the City Planner and 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

		Approved	Approved
G/L Account	G/L Description	2015	2016
280-51-1100	SALARIES	\$90,742	\$93,181
280-51-2110	EMPLOYEE GROUP INS.	\$15,900	\$16,032
280-51-2200	SOCIAL SECURITY	\$7,260	\$7,455
280-51-2400	GMEBS	\$9,247	\$9,399
280-51-2700	WORKER'S COMP.	\$1,494	\$3,746
280-52-1200	PROFESSIONAL FEES	\$1,500	\$1,000
280-52-2205	EQUIPMENT MAINTENANCE	\$200	\$200
280-52-2110	LAUNDRY	\$50	\$0
280-52-2210	VEHICLE MAINTENANCE	\$750	\$500
280-52-2310	EQUIPMENT RENTAL	\$2,000	\$0
280-52-3100	INSURANCE-GEN LIABILITY	\$1,000	\$500
280-52-3210	TELEPHONES	\$2,200	\$1,200
280-52-3205	POSTAGE	\$500	\$500
280-52-3300	ADVERTISING	\$1,000	\$1,000
280-52-3500	MEETINGS & TRAVEL	\$1,000	\$1,000
280-52-3600	MEMBERSHIP FEES	\$625	\$500
280-52-3615	SUBSCRIPTIONS	\$50	\$0
280-52-3700	TRAINING	\$1,500	\$1,500
280-53-1010	UNIFORMS	\$200	\$200
280-53-1100	SUPPLIES	\$2,500	\$1,500
280-53-1270	GAS & OIL	\$3,000	\$1,500
280-54-2100	NEW EQUIPMENT	\$500	\$500
280-54-2200	NEW VEHICLES	\$0	\$0
280-60-1005	PLANNING PROJECTS	\$1,000	\$500
280-60-1010	BOARD MEMBER TRAINING	\$1,000	\$500
280-60-1015	BOARD MEMBER STIPEND	\$1,000	\$500
TOTAL		\$146,218	\$142,913

CODE ENFORCEMENT

Code Enforcement is charge with assuring the citizen's quality of life through the enforcement of the City's Code of Ordinances. They are also charged with providing Animal Control Services for the citizens.

SALARIES – Included in this budget is the salaries for two (2) Code Enforcement Officers.

PROFESSIONAL FEES – These costs included legal services, and other fees necessary to enforce the City's Code of Ordinances.

VEHICLE MAINTENANCE – Maintenance of the vehicles used by the Code Enforcement Officers.

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 Code Enforcement as well as Animal Control training.

MEMBERSHIPS AND DUES – The following memberships in the Georgia Association of Code Enforcement.

SUPPLIES – These costs are for office supplies.

GAS AND OIL – This is for vehicles driven by the Code Enforcement Officers.

NEW VEHICLES – These funds will be used to purchase a new truck to be used for Animal Control and Code Enforcement purposes.

Code Enforcement Budget

[illegible]

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.

NEW VEHICLES – Included in this line item is 1 new pickup truck to be used by this department.

Buildings and Grounds Department Budget

[illegible]

Water and Sewer Utility Budget

[illegible]

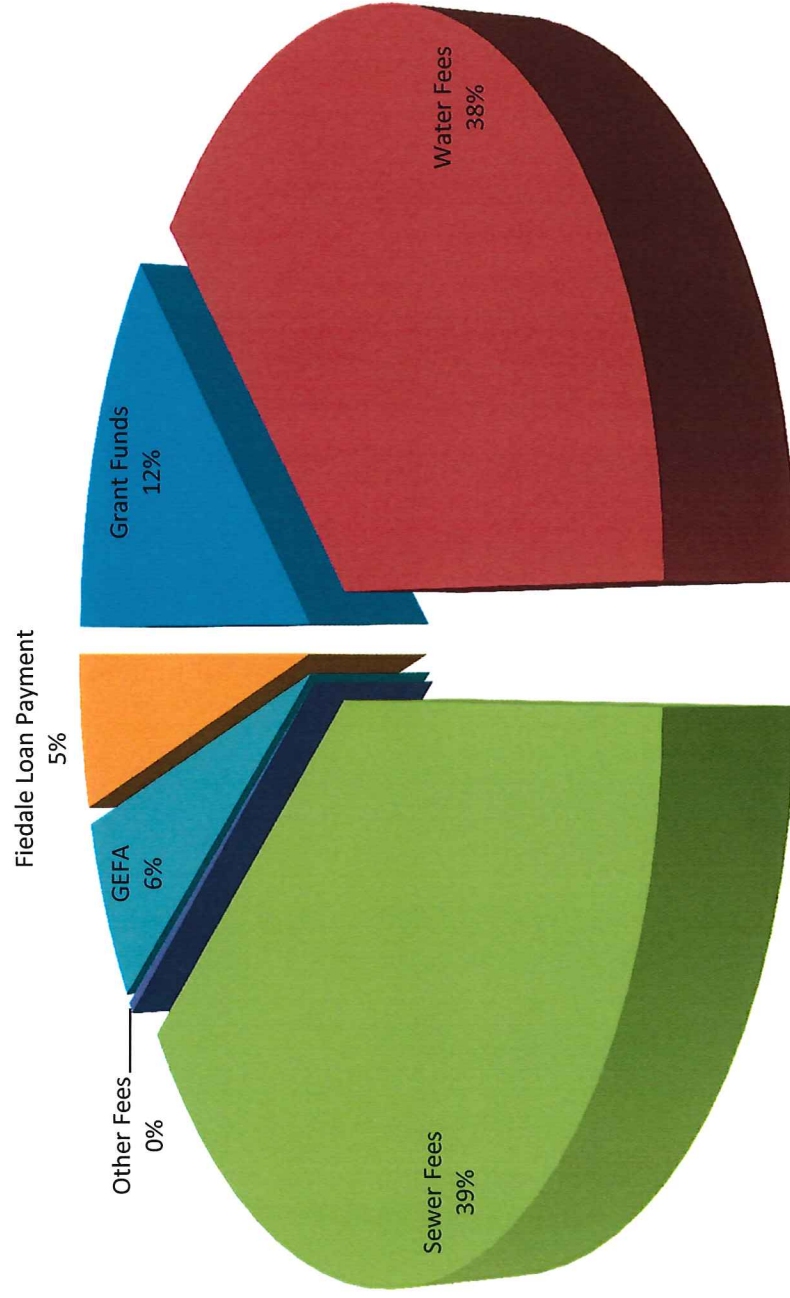
**2016 - 2020 Capital Improvement Plan
for the
City of Cornelia**

Project	Funding	Total Cost
Year 2016		
Reservoir	GEFA	\$4,000,000
Water Plant	GEFA	\$11,000,000
Ethicon Meter Replacement	Water & Sewer Fund	\$45,000.00
J. Warren S. LS Improvements	Water & Sewer Fund	\$200,000.00
Fiber Telemetry	Water & Sewer Fund	\$125,000.00
Brookside/Level Grove/Moss Sewerage System Imp.	CDBG	\$975,000.00
Video Wood St./Foster Street Sewer Line	Water & Sewer Fund	\$30,000.00
Video Cox Street Sewer Line	Water & Sewer Fund	\$30,000.00
Fire Hydrant Replacement	Water & Sewer Fund	\$20,000.00
Total 2016		\$16,425,000
Year 2017		
Meter Replacement	GEFA	\$400,000.00
Valley Dr/Ridgeway/LakeView Hgts Water System Imp.	CDBG	\$706,800.00
Fiber Telemetry	Water & Sewer Fund	\$125,000.00
Stonecypher St./Camp Creek Rd. Water Sys. Improvements	EIP	\$705,100.00
Clarkesville St. Water System Improvements	Water & Sewer Fund	\$63,250.00
Elrod St and Chase St Water System Improvements	Water & Sewer Fund	\$502,300.00
Drain and Inspect Tanks	Water & Sewer Fund	\$60,000.00
Rehab Chenocetah 1.5MG Tank	Water & Sewer Fund	\$275,000.00
Total 2017		\$2,437,450.00
Year 2018		
Move Wilson Rd. LS Generator to Chenocetah BPS	Water & Sewer Fund	\$329,400.00
Skyland Dr Water & Sewer System Improvements	Water & Sewer Fund	\$920,000.00
Fiber Telemetry	Water & Sewer Fund	\$125,000.00
Elevated Grandview Tank	Water & Sewer Fund	\$1,300,000.00
Total 2018		\$2,345,000.00
Year 2019		
Wood St./Foster St. Sewerage System Improvements	CDBG	\$750,000.00
Fiber Telemetry	Water & Sewer Fund	\$125,000.00
Alpine Dr. Sewerage System Improvements	Water & Sewer Fund	\$543,500.00
Chenocetah Avenue Water & Sewer System Improvements	Water & Sewer Fund	\$1,298,130.00
Total 2019		\$2,716,630.00
Year 2020		
Cleveland Rd. Water System Improvements	Water & Sewer Fund	\$542,600.00
8" Slipline to Chenocetah Tanks	Water & Sewer Fund	\$390,800.00
Cox Street Sewerage System Improvements	CDBG	\$506,060.00
Highland/Chambers/Foster Water & Sewer Sys. Imp.	Water & Sewer Fund	\$918,000.00
Total 2020		\$2,357,460.00

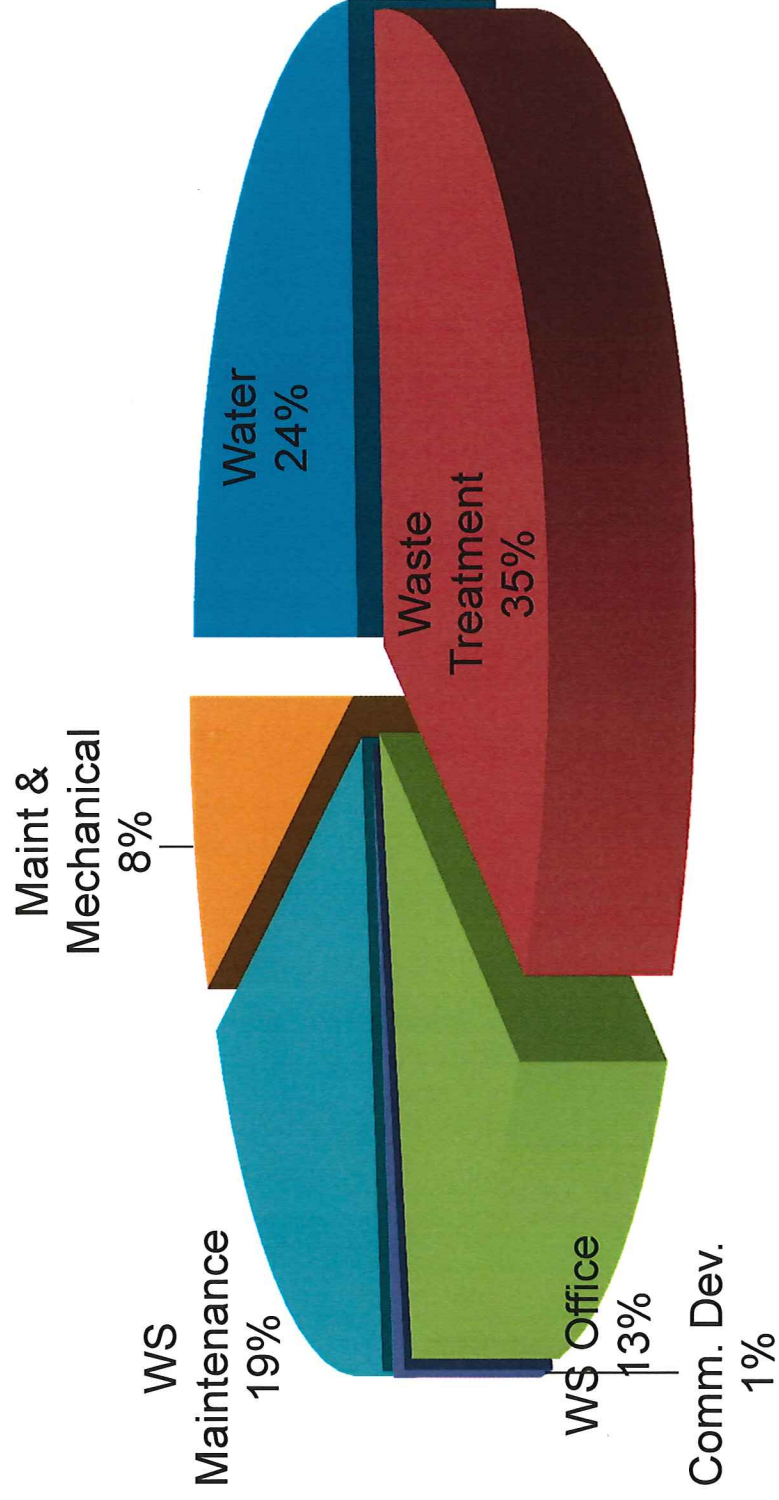
Water and Sewer Revenues

		Approved	Approved
	Revenues	2015	2016
33.1400	Grant Funds	\$500,000	\$1,000,000
34.4210	Water Fees	\$2,980,821	\$3,075,000
34.4220	Sewer Fees	\$3,039,694	\$3,175,000
34.4225	Sewer Taps	\$10,000	\$10,000
34.4230	Water Taps	\$10,000	\$10,000
34.4240	Sewer Surcharge and Fines	\$20,000	\$5,000
36.1000	Interest Income	\$1,000	\$1,000
38.8000	Miscellaneous	\$1,000	\$1,000
38.8500	Convenience Fees	\$2,500	\$3,000
38.9000	Fieldale WWTP Upgrade Payment	\$402,800	\$402,800
38.9200	GEFA Loan	\$15,000,000	\$15,475,000
38.9500	Prior fund balance		\$0
Total		\$21,967,815	\$23,157,800

Water and Sewer Revenue



Water and Sewer Fund Expenditures



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, one (1) supervisor, four (4) operators.

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

CAPITAL EXPENSE – Included in this line item is the cost to construct a new 4mgd water plant as well as a new 90 million gallon reservoir.

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 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

[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]

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 and a Part time employee to help with the functions of the Main Street Program.

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: 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.

Community 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, 1 mechanic, and 6 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 is for vehicles used by this division.

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

CAPITAL EXPENSE – Included in this line item are funds to be used to construct a Public Restroom at the Splash Park.

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 valves, 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 (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.

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 sewer line replacement project that EPD has mandated be replaced to be funded through a Community Development Block Grant and GEFA funds. Also, included in this line item are funds to upgrade the J. Warren South lift station, run fiber optics to some of our lift stations for SCADA purposes, video tape several sewer lines that are chronic problems and replace older fire hydrants.

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

VEHICLE PURCHASE – These funds will be used to purchase a new truck to be used by the Department.

METER AND READING EQUIPMENT – This item is the purchase of new meters for new and replacement installations. Included in this line item are the necessary funds to replace the large water meter located at Ethicon.

Water and Sewer System Maintenance Department Budget

[illegible]

Water and Sewer System Maintenance Department Budget

[illegible]

SPLOST V Fund Budget

[illegible]

SPLOST VI Fund Budget

[illegible]

**2016 - 2020 SPLOST Capital Improvement Plan
for the
City of Cornelia**

Project	Total Cost
Year 2016	
Street resurfacing	\$150,000
Police Vehicles	\$60,000
Fire Station Project	\$75,000
Fire Truck	\$144,000
Community House Parking Lot	\$323,000
	\$752,000
Year 2017	
City Hall Project	\$350,000
Street resurfacing	\$150,000
Police Vehicles	\$60,000
Fire Station Project	\$75,000
Fire Truck	\$144,000
	\$779,000
Year 2018	
Street resurfacing	\$150,000
Police Vehicles	\$60,000
Fire Station Project	\$75,000
Fire Truck	\$144,000
Wayside Street Drainage & Sidewalk Project	\$500,000
Valley Drive/Lakeview Heights Water Line Replacement	\$250,000
	\$1,179,000
Year 2019	
	\$800,000
Level Grove Sidewalk Phase 2	\$200,000
Street resurfacing	\$60,000
Police Vehicles	\$75,000
Fire Station Project	\$144,000
Fire Truck	
	\$1,279,000
Year 2020	
	\$200,000
Street resurfacing	\$60,000
Police Vehicles	\$75,000
Fire Station Project	\$144,000
Fire Truck	
	\$479,000.00

Hotel-Motel Tax Capital Improvement Fund Budget

[illegible]