



City of Social Circle

Program of Services

Adopted Budget for
July 1, 2019 – June 30, 2020
Adopted June 18, 2019

About Social Circle

Social Circle is a picturesque City located about 50 miles east of Atlanta along Interstate 20 in Walton and Newton Counties. The City is about 11 square miles in size and currently about 4,500 in population. The median income is \$50,000 and the median age is 37. Above the gnat line and below the snow line, the community is blessed with a comfortable climate and beautiful landscaping with colorful blooms throughout the year. Regularly rated as one of the safest communities in Georgia, the City maintains a professional, well trained, and community connected Police Department and Fire Department. A City Transit system provides transportation throughout the community. The Social Circle City Schools, an independent School District, provides primary, elementary, middle and high school campuses which are within walking distance of most neighborhoods. This highly rated School District also provides technical training in Nursing and Trades, a Jr ROTC program, and state of the art athletic facilities at the high school campus. Most high school students take dual enrollment courses in technical college classes prior to graduation.

The City was founded in 1832 and retains its historic downtown and residential districts, which still comprise the core of the City. The Great Walton Railroad extends to the center of the city and provides a connection to the CSX railway. The historic Train Depot remains adjacent to downtown and the railway is still active. The City center is a national historic district, and still boasts a pedestrian scale intriguing downtown with sidewalk dining and a mix of local owned shops, professional offices, and restaurants. City Hall is contained within a restored historic home which has charmed the City for over 100 years and served as a residence, and boarding house, and now the City Hall. Mature tree lined two lane roadways with sidewalks extend north south, and east west from the city center. Neighborhoods surround the city center and provide a range of housing sizes, architectural character, and price ranges. Golf carts frequent City streets for short trips. The City is diverse and populated with families who have lived here for generations, as well as recent residents attracted by the pleasant lifestyle, pretty scenery, and distance from the bustle of Atlanta. The Blue Willow Restaurant, renowned for its classic southern cooking and fried green tomatoes and located in a 1917 home in the heart of the City historic district, attracts visitors and tourists from across the state, across the country and around the world.

Although close enough to Atlanta for the convenience of the airport, employment, and cultural and retail, Social Circle is not part of the suburban sprawl of the City. It is surrounded by rolling countryside. The historic downtown is the setting for monthly festivals and activities that draw the community, visitors and tourists. The signature festival is the Friendship Festival, which occurs the first Saturday in October each year and draws thousands of visitors to the City. This street festival boasts bands, artists and vendors, food, and a parade.

Termed a small City with a big heart, the community is known for a high level of activity in volunteer and community service. In addition, the churches, civic groups and volunteer agencies partner effectively and frequently to accomplish shared goals. The Back to School Bash brings all members of the community downtown just prior to the beginning of the school year to supply every grade school child with backpacks and supplies to start the school year, as well as haircuts, manicures, and encouragement to succeed in the upcoming year.

Social Circle is also home to a significant industrial center, and employment base served from the interstate with a Social Circle parkway that routes truck traffic around the downtown and residential areas. The industries range from local to international corporations. The Stanton Springs Industrial Park is adjacent to the City, home to Takeda Pharmaceuticals and a new Facebook data center, this area is emerging as an employment center.

About the Budget

The purpose of the City of Social Circle Budget document is to provide information on the use of public funds to provide public services. This document provides the Citizens and all interested parties a comprehensive view of the organization of the City government, the types of revenues collected by the City, the services provided by the City and expenditures associated with those services, the future vision for City growth, the goals and objectives of each City function, and an annual report of accomplishments for the prior year. In addition, key financial policies, multi-year budget forecast trends, and fund balance changes are described.

The Budget reflects a fiscal year that begins on July 1 and ends on June 30 of each year.

The Budget is adopted by the Mayor and City Council after being publicly available and subject to public hearings. The City Charter requires that the budget be balanced for all funds. Specifically, the total appropriations from any fund shall not exceed the estimated fund balance, reserves, and revenues.

The Major Funds which comprise the City Budget are described in the following table:

Name	Source of Funds	Service Type
General Fund	Property taxes, Business Licenses, Franchise Fees, Intergovernmental Funds, Permit Fees, Court Fines	Police and Fire Public Works Administration Transit, Library, Municipal Court
Water & Sewer Fund*	Water and Sewer Use Charges	Drinking Water & Wastewater Treatment
Gas Fund*	Natural Gas Use Charges	Natural Gas
Solid Waste Fund*	Solid Waste Collection Charges	Curbside Solid Waste & Recycling Collection
SPLOST 2012-2018	Special Purpose Local Option Sales Tax (2012-2018)	Defined Capital Projects
Confiscations	Confiscations from State and Federal Criminal Law Violations	Law Enforcement Equipment & Capital Projects
Stanton Trust	Interest from the Stanton Trust	Library

**The Water and Sewer Fund, Gas Fund, and Solid Waste Fund are considered Enterprise Funds. These utility services are operated like a business where the revenues paid for the utility service support the expenses.*

As part of the budget process each year, the Mayor and City Council adopt fees, service charges, and tax rates. The Mayor and Council consider each year the provision of efficient effective public services and revenue history and trends to adopt a budget that is fiscally responsible and responsive to the priorities of the community.

The budget may be amended by the Mayor and Council during the year to address circumstances that arise. An amendment of the budget must be advertised on a public Council meeting agenda and approval requires a majority vote of the Mayor and Council. Any amendment must maintain a balanced budget, revenues must be identified to support appropriations.

After each fiscal year, an audit (Financial Statement) is prepared detailing the actual revenues and expenditures. The Audit is presented to the Mayor and City Council, and available for public review prior to the end of December.

The basis of accounting used for each of the funds in the City's Budget and the City's Financial Statement is as follows:

Fund	Budget Basis	Financial Statement Basis
General Fund	Modified Accrual	Modified Accrual
Water & Sewer Fund Gas Fund Solid Waste Fund	Modified Accrual	Full Accrual
All Other Funds	Modified Accrual	Modified Accrual

The bases of accounting are defined below:

Basis of Accounting	Revenues	Expenditures/Expenses
Modified Accrual	Recognized when they become both <i>measurable</i> and <i>available</i> to finance expenditures	Generally recorded when a liability is <i>incurred</i> , however <i>debt service</i> expenditures are recognized to the extent they are <i>due and payable</i> .
Full Accrual	Recorded when they are <i>earned</i> , whether or not cash is received at the time.	Recorded when goods and <i>services are received</i> , whether or not cash disbursements are made at the time.

We hope you find this document informative and helpful. For additional information regarding the City of Social Circle, please see our website at socialcirclega.gov.

Budget Calendar

Fiscal Year July 1, 2019 through June 30, 2020

Past Strategic Plan Review and Current Needs by Department	December 1, 2018
City Council Retreat – Strategic Goals & Vision	January 11 & 12, 2019
Input from Appointed Committees and Advisory Boards	February 26, 2019
Department Request for Capital Projects	February 27, 2019
Presentation of Managers Recommended CIP	March 19, 2019
Department Submission of Operating Budget Requests	April 1, 2019
Work Session on Operating Budget Key Issues	March 19, 2019
Public Comment on Capital Improvement Plan	April 16, 2019
Presentation on Manager's Recommended Operating Budget	April 16, 2019
Publication of Manager's Recommended Operating Budget	May 3, 2019
Public Hearing on Manager's Recommended Budget	May 21, 2019
Extra Budget Work Session Dates	May 28 & 30, 2019
Public Hearing for Proposed Millage Rate	June 11, 2019, noon
Public Hearing for Proposed Millage Rate	June 11, 2019, 6:00 pm
Public Hearing for Proposed Millage Rate & Adoption of Millage Rate and Operating Budget	June 18, 2019, 6:30 pm



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Social Circle
Georgia**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

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General Information

Budget Resolutions

STATE OF GEORGIA

CITY OF SOCIAL CIRCLE

RESOLUTION NO. 2019-RES-

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SOCIAL CIRCLE, GEORGIA

TO ADOPT THE FISCAL YEAR 2019-2020 BUDGET FOR EACH FUND OF THE CITY OF SOCIAL CIRCLE, GEORGIA, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, AND PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE.

WHEREAS, sound governmental operations require a General Fund Budget in order to plan the financing of service for the residents of the City of Social Circle; and

WHEREAS, the City Manager, according to Section 6.25 of the City Charter of the City of Social Circle, has prepared and submitted to the Mayor and City Council a budget for the year beginning July 1, 2019 and ending June 30, 2020, and

WHEREAS, the Mayor and City Council are now required by Section 6.26 of the City Charter of the City of Social Circle to take action not later than the fourth Monday in June of each year to adopt a balanced budget for the City, and

WHEREAS, Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated (OCGA) requires a balanced budget for the City's Fiscal Year, which runs from July 1st to June 30th of each year; and

WHEREAS, the Mayor and City Council of the City of Social Circle have reviewed the proposed FY 2018-2019 budget as presented by the City Manager and provided public notice and held public hearings as required by Georgia Law; and

WHEREAS, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures and expenses; and

WHEREAS, the Mayor and City Council wishes to adopt this proposal as the Fiscal Year 2018-2019 Annual Budget, effective from July 1, 2019 to June 30, 2020.

NOW THEREFORE BE IT RESOLVED THAT, the Mayor and Council of the City of Social Circle adopt take the following actions:

Section 1. That the proposed Fiscal Year 2019-2020 Budget, attached hereto and incorporated herein as a part of this Resolution is hereby adopted as the Budget for the City of Social Circle, Georgia for Fiscal Year 2019-2020, which begins July 1, 2019 and ends on June 30, 2020.

Section 2. That the several items of revenues, other financial resources, and sources of cash shown in the budget for each fund in the amounts shown anticipated are hereby adopted, and that the several amounts shown in the budget for each fund as proposed expenditures or expenses, and uses of cash are hereby appropriated to the departments named in each fund.

Section 3. That the "legal level of control" as defined in OCGA §36-81 is set at the departmental level, meaning that the City Manager in her capacity as Budget Officer is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further budget amendment approved by the Mayor and City Council.

Section 4. That all appropriations shall lapse at the end of a Fiscal Year.

Section 5. That this resolution shall be and remain in full force and effect from and after its date of adoption.

SO, RESOLVED this 18th day of JUNE 2019.


Hal W. Dally, Mayor

ATTEST: 
Susan M. Roper, City Clerk

APPROVED AS TO FORM:


Anthony O. L. Powell, City Attorney
Webb, Tanner & Powell P.C.

Adopted by the City Council at a regular meeting on June 18, 2019.

3 Council members voting in favor

0 Council members voting against

0 Council members abstaining

RESOLUTION APPROVING MILLAGE RATE**RESOLUTION NO. 2019-RES-****RESOLUTION APPROVING MILLAGE RATE****A Resolution of the Mayor and Council of the City of Social Circle (City) approving the 2019 millage rate.**

WHEREAS, the City is authorized under Georgia law and by the City Charter to set the millage rate.

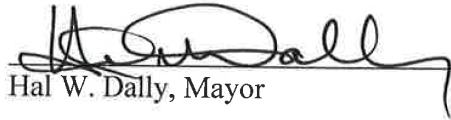
BE IT RESOLVED by the Mayor and Council of the City of Social Circle, and it is hereby resolved as follows:

The City hereby approves the proposed 2019 millage rate of 7.90. This rate applies to all personal and real property for which a value is determined, a tax assessed, and the same collected by the local government.

The rate shall apply for the 2019-2020 fiscal year. The revenue shall be used by the City as determined by the Mayor and Council and per Georgia law and the Charter. The Mayor and City Clerk are hereby directed to execute all necessary documents and take all actions reasonably necessary to operate within said millage rate.

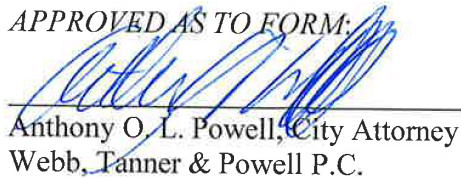
All resolutions and parts of resolutions in conflict with this resolution are repealed. This resolution is deemed to be severable, and if any phrase, clause, sentence, paragraph or part of this resolution shall for any reason be determined invalid, such determination shall not affect, impair or invalidate the remainder of this resolution. This resolution shall become effective immediately upon passage.

SO, RESOLVED this 18th day of JUNE 2019.


Hal W. Dally, Mayor

ATTEST

Susan M. Roper, City Clerk

APPROVED AS TO FORM:

Anthony O. L. Powell, City Attorney
Webb, Tanner & Powell P.C.

Adopted by the City Council at a regular meeting on June 18, 2019.

3 Council members voting in favor

0 Council members voting against

0 Council members abstaining

Executive Summary

TO: Mayor and City Council
FROM: Adele Schirmer, City Manager
DATE: July 1, 2019

Adopted Operating Budget and Program of Services for FY 2019/2020.

The Operating Budget and Program of Services is a document which provides annual funding levels and explains the relationship of the requested funding to the values, goals, and vision of the City.

The challenge of every budget consideration is matching the public services provided to the community's willingness to pay for those services.

During the development of the budget each year consideration is given to accomplishing the Mayor and Council's Strategic Goals for 2018-2020, furthering the vision of the community defined in the Comprehensive Plan and the Short-Term Work program, addressing priorities of each of the City's Boards and Commissions, meeting regulatory mandates, and providing operational services in a reliable, sustainable, and efficient manner.

Although this Budget establishes short term funding (1 year), each annual budget has long term implications in maintaining the fiscal and physical condition of the City. Therefore, forecasting of revenue is based upon a look back at historic trends for each specific source, and a forward projection which is informed by current economic activity and adjusted by potential future impacts. Similarly, planned expenditures are based upon both historic trends, and analyses of current and emerging cost implications. In the budget preparation, your staff considers and recommends revenues and expenditures that will maintain and enhance the City's future condition. In addition, fund reserves are evaluated to assure the City can react to emergencies, or economic downturns while maintaining financial stability for critical services.

The Budget is comprised of an **Operating Budget** that includes costs which can be expected to recur every year such as fuel and personnel costs, and a **Capital Improvement Plan** that includes larger one-time expenditures such as new facilities, infrastructure or major equipment.

The **Capital Improvement Plan** includes a five-year horizon so that large expenditures can be planned and funded appropriately. Funding for Capital projects proposed in the first year of the Five-Year Capital Improvement Plan is included in the adopted Budget.

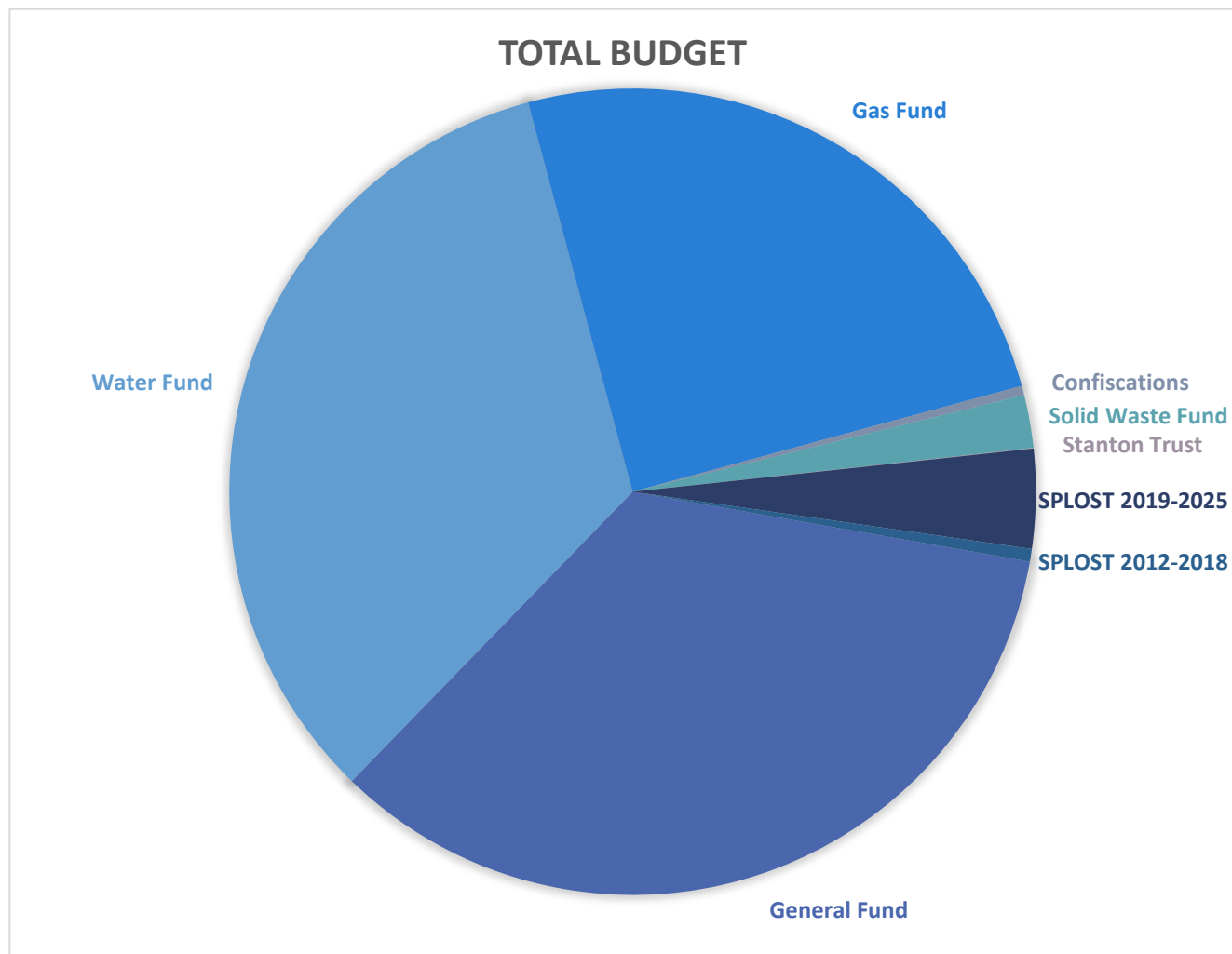
The City **Operations Budget** is comprised of four major funds, the General Fund, the Water & Sewer Fund, the Gas Fund, and the Solid Waste Fund. In addition, the SPLOST (Special Purpose Local Option Sales Tax) provides funding for Capital Projects. These funds are further defined in **the About the Budget** section on page 4

The City Budget consideration process allows for a period of public input and work sessions to enable the Mayor and Council to delve into the details of the proposed budget and identify amendments that will better conform the recommended budget to the priorities and goals of the governing body.

The **Operating Budget and Program of Services for FY2019/2020** was available online and in hard copy for public evaluation, Council work sessions, and public hearings as the Mayor and Council considered the Budget, City services, Tax rates, and utility fees.

Total Budget

	2016-17	2017-18	2018-19	2019-20	% Change
General Fund	\$ 4,665,340	\$ 4,584,630	\$ 5,408,724	\$ 5,544,826	+2.5%
Water & Sewer Fund	2,833,402	2,436,453	6,466,640	5,397,957	-17%
Gas Fund	3,538,161	3,488,179	4,194,852	4,010,403	-4%
Solid Waste Fund	314,088	325,472	327,920	341,362	2%
Confiscations	15,180	215,424	65,000	60,000	-8%
SPLOST 2012-2018	154,217	330,268	674,784	82,051	-88%
SPLOST 2019-2025				640,000	
Stanton Trust	3,931	10,945	4,800	4,000	-17%
Entity-Wide	\$ 11,524,319	\$ 11,391,371	\$ 17,142,720	\$ 16,080,599	-6%



Significant changes in the **Adopted Operating Budget and Program of Services** from the prior year are highlighted in the following discussion.

The City of Social Circle operates used a balanced budget, where revenues equal expenditures by fund and at an entity-wide level.

General Fund

The **General Fund** revenues are projected to be stable from the current year, with slight increase in revenues. Very preliminary projections for Property Tax revenue from the County Assessor's office indicate a 5% increase in the Tax Digest due to growth (3%) and reassessments (2%). ***The City tax rate remains at the current rate, 7.9 mils.***

The City millage rate remains stable due in part to Payments in Lieu of Taxes (PILOT) from the City utility services which are operated on an enterprise, or business basis. The total PILOT to the general fund from the Gas, Water, and Solid Waste Funds approximately equal the revenue generated by the property tax.

Other general fund revenues include Local Option Sales Tax, franchise fees, grants, business taxes, and permits and fines. These revenues are reflecting increasing strength in economic conditions.

A new revenue included in the budget is payment by the Social Circle City Schools to the City for two City Police Department, School Resource Officers to be assigned in the City Schools.

Public Safety (Police and Fire) services account for more than half of all the general fund expenditures. These services are highly valued by the community and serve to create a safe and secure environment. The culture of excellence in each of these departments has enabled the City Police and Fire Departments to remain fully staffed with talented and dedicated individuals despite industry challenges in these fields. This supports a high level of service to the community, which is reliable and consistent.

Police Department

Community engagement, respect, and professionalism define the culture of the Police Department. Public outreach programs such as a Citizens Police Academy, Firearms Safety Program, Pizza with the Police, Operation Santa, Police Night Out, and others are continually offered and build communication and trust throughout the community. This connection with the citizenry led to the re-establishment of City School Resource Officers (SRO) in the Social Circle City School system in 2019/2020. The strong partnership between the City Police Department and County Sheriff will continue through this transition. ***The approved budget includes two additional Police Officers to be the SRO's in the High/Middle School and the Primary/Elementary Schools. A new revenue is reflected from the Social Circle City School system that supports the salary and benefits cost of these two officers.***

Maintaining safety in the community requires proactive evaluation. In addition to building communication and connection throughout the community, we must assess the demand for police services as compared to the resources on staff at any one time. We have seen over the last year a concerning number of 911 calls which we were not able to respond to immediately because all officers on duty were engaged in a call. The Police Department has assessed the most cost-effective approach to increasing resources, and as a result ***this approved budget also funds one Police supervisor who will increase the officer resources on critical patrol shifts*** and provide supervision coverage across all shifts. This staff expansion responds to 911 call demand during critical shifts.

Fire Department

The Fire Department provides advanced medical trained staff on each duty shift and is the first response to emergency medical calls within the City. This is a level of service highly valued by the community which is not replicated by most nearby departments. In addition, the Fire Department provides Fire Safety inspections, fire hydrant testing, and community outreach programs. The Department is staffed with professional firefighters, with a minimum of four firefighters on each shift. In this budget, ***conversion of one part time firefighter to a full-time firefighter is included.*** This adjustment enables more flexibility in scheduling staff to account for training and other duty interruptions.

Included in this budget is the lease of a fire pumper truck to replace the fire truck that was wrecked in an accident in 2019. Lease purchase proceeds and insurance funds received will fund the purchase. 2019/20 debt service payments will not begin until 2020/21.

Public Works

Public works services account for approximately 12% of the general fund expenditures. This work includes street maintenance, mowing, and cemetery and property maintenance. Weekly collection of brush and leaves or grass clippings is provided by this staff. This budget funds these services at their current level. Staff continues to improve operational efficiency of these services with scheduling and route management. In addition, seasonal staff are used in Spring through Fall to enable better response to increased service needs during the growing season. Significant increases in street paving were achieved in the 2018 by contracting with Walton County where City costs were limited to materials. This service approach is continued in the approved budget.

Downtown/Main Street

The **Downtown/ Main Street** program accounts for a small portion of the general fund expenditures, however supports a Commission and a volunteer base that raises approximately \$80,000 in private funds each year for downtown improvements, festivals, entertainment, and advertising to create a vibrant business atmosphere. The Main Street budget supports the operation of the Welcome Center downtown, public restrooms, and one staff person. **The Main Street staff position was changed in the budget from full time to a 30 hour per week position.** The staff person facilitates the work of the Commission and volunteers and downtown property owners and merchants.

Transit

Transit services account for approximately 3% of the general fund expenditures. The budget maintains current services levels with no significant changes in this department. Daily round trip services to the medical and government areas of Monroe and Covington from Social Circle were added in 2018, to supplement the regular daily around town routes. The Transit service is supported by fare box revenue (10%), federal grants (45%), and local funds (45%).

Library

The **Library** funding is increased 4 % in the recommended budget to reflect an increased payment to the Uncle Remus system for staffing. The Stanton Memorial Library is part of the Regional Uncle Remus Library system. The City does provide funding to Uncle Remus to support operations and provides the Library building. It should be noted that the size of the **Library** was expanded by 50% and a complete renovation was completed during 2018/19. This expansion project was funded through a combination of City SPLOST, State, and Uncle Remus funding. The additional size of the library warrants this increase in funding to support additional staff hours to assure the area is adequately supervised.

Administration and Financial Services

Administration and Financial Services account for approximately 11% of the general fund expenditures. No significant changes are recommended in this department. Recent technology and software upgrades continue to support enhancements in efficiency and customer access to information. Building permit services are contracted such that increases in building permit activity is supported by building permit fees.

City Council, Municipal Court, Legal and Management

City Council, Municipal Court, Legal, and Management services comprise the balance of the general fund. There are no changes to current services in these functional areas.

Water and Sewer Fund

The budget continues a significant annual investment in replacement and extension of water and sewer system infrastructure. ***Investment of \$2 m per year in water and sewer infrastructure projects for the next 10 years is planned to achieve the condition, sustainability, and service levels needed to support the community and the long term planned economic growth.*** This budget follows the 2018 financial plan for addressing the City infrastructure needs while minimizing impact on utility rates.

A rate-increase of 2.5% on the water rate, and 2.5% on the sewer rate was approved, in accordance with the long-term rate study completed in 2018 to support the debt service on the investment in water and sewer system improvements. Completion of these projects is improving service pressures and flows now and will result in operational cost savings in future years. A typical residential customer in Social Circle uses 3000 gallons of water and sewer per month. At a usage of 3000 gallons, the water and sewer bill would go from \$58.47 to \$59.94 per month

No personnel or program changes are included in this budget.

The water fund does support the general fund through a Payment in Lieu of Taxes (PILOT) of approximately 10% of revenues.

Solid Waste Fund

Curbside collection of solid waste, recycling, and bulk items is provided by the City through a third-party contractor. The annual contract is subject to a rate increase based upon a specific annual consumer price index, however the increase is limited to no more than 2% per year.

Based upon the current index, there will be an increase in solid waste contract cost of 2% for FY2019/20. Therefore, the monthly solid waste customer charge is increasing by 2%. The monthly garbage fee will increase from \$15.30 to \$15.60.

The solid waste fund does support the general fund through a Payment in Lieu of Taxes (PILOT) of approximately 10% of revenues.

Gas Fund

There are no significant changes proposed in the Gas Fund. Personnel and programs will remain unchanged. The current condition of the gas system is good; thus, capital projects and system investments are oriented toward supporting economic growth.

The gas fund does support the general fund through a Payment in Lieu of Taxes (PILOT) of approximately 23% of revenues.

Conclusion

The Adopted Operating Budget and Program of Services for FY2019-2020 was developed to achieve the Strategic Goals of the Mayor and Council, implement Comprehensive Plan initiatives, enhance public safety, improve cost efficiency and effectiveness of services, enhance water system flows and pressures and sewer system reliability, and respond to the customer service needs.

Opportunities for Council discussion and public comment on this Budget and Program of Services for FY2019/2020 were held at the regular May and June Council meetings, and work sessions.

The FY2019/2020 Operating Budget was adopted by City Council on June 18, 2019, which is prior to the July 1, 2019 requirement stated in the City Charter.

Annual Report for FY2018-2019

City Council

- Adopted a balanced budget and provided oversight of City government to provide appropriate services to the community.
- Provided policy direction and made funding decisions associated with the Strategic Goals adopted for FY2018-2020.
- Enabled the completion of over \$1m in water system rehabilitation to address service and fire flow needs.
- Initiated a comprehensive review and update of the City Code of Ordinances.
- Provided financial oversight of City and obtained a compliant Government Audit Report.
- Planned for appropriate designation of SPLOST funds for the period 2019-2025 to accomplish City needs and minimize impact on tax and rate payers.



- Obtained State funding and provided City SPLOST funds to accomplish the expansion and rehabilitation of the Stanton Memorial Library.

City Manager

- A Social Circle Citizens Academy was initiated to provide information to citizens regarding City services and opportunities to participate.



- Social Circle was accepted into the Georgia Initiative for Community Housing in 2018. This three-year strategic planning program supported by Georgia DCA, UGA, and GMA assists participating Cities to accomplish locally defined housing and neighborhood revitalization strategies.
- A Master plan is underway, with assistance from the NEGRG and Social Circle Planning Commission to define the location and prioritization for sidewalk, trails and parks. Public input will define the recommended routes and types of facilities. The plan will be presented to the City Council for adoption consideration in Summer 2019.
- Construction of the Stanton Memorial Library expansion and rehabilitation will be completed this summer. The new facility will reopen in June.

City Clerk

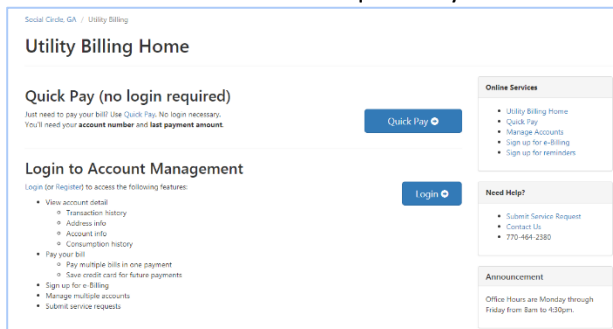
- Assisted with the audit during the transition of the New Finance Officer.



- The city code of ordinances, zoning ordinance and subdivision ordinance have all been codified by Municode and are available on the City's website.
- Supported Mayor and Council for meetings, agendas, minutes and public record maintenance consistent with Georgia Law.
- Travel and Training arrangements were made as needed for Mayor and Council official events.
- The annual "Thank You" reception was held in December at the Church at the Grove. It was a very nice, very well attended event and much appreciated by the Boards and Commissions members.
- Received and responded to all requests for records by the public.

Finance and Administration

- The audit was completed and submitted to the Department of Audits in November 2018. The document was posted to the City's website for ease of viewing by the public and was also loaded onto the "TED" website as required by law.



- The Automated Electronic Posting (AMS) software integrates with the new accounting software purchased during FYE 2017. This same software is now used for our online utility and tax payments. This streamlines the city's customer service.
- We now use an automated IVR system that integrate over the phone payments for utilities directly into our financial software. This provides a quicker and more efficient process for the customers, as well as, frees up time for City Hall employees.
- TCM is a scanning software that works alongside our financial software and allows employees to scan in documents and attach them within the system for ease of access. This allows for more accurate file retention and organization.

Police Department

- Continue to build a trusting relationship within the community – Engage and sponsor more activities involving the community. i.e. Citizens Police Academy, Citizens Firearms Course, Pizza with the police and Coffee with a Cop.
- Continue to improve our training program- Use of interactive technology training aids. This will afford the officers to have access to more high-quality training on-site.
- We reduced property crime by 11.79% last year, our goal was 10% (overall crime as decreased 7.69% from the previous year)
- We continued to work with all the schools in the city along with the Walton County Sheriff's Office to ensure the safety and security of everyone. We conducted a joint active shooter training with local public safety agencies within Walton County.

- We held our first awards banquet this year. This event was to highlight and recognize the staff at the police department of their hard work and dedication. (this event was paid for through our Lion-Hearted Fund.



- Obtained Georgia Chiefs of Police State Certification ahead of schedule and have received praise from GA Chiefs Association as well as the Georgia Municipal Association on how well we did.

Fire Department

- Completion of a new fire training facility at Station 17.



- Completion of State of Georgia EMS Refresher for all staff.
- Completed Interagency Training with Newton EMA. Three staff members were trained in Swift Water Rescue.
- Complete pre-fire plans on all commercial buildings
- Conducted Fire and Life Safety inspections on commercial buildings
- Remodeled kitchen and living facilities Station 6
- Instituted a comprehensive vehicle and equipment maintenance program
- Installed new citizen warning system for tornado emergencies
- Worked with Walton County EMA to institute and Emergency Operations Center for major incidents.
- Participated on Georgia Emergency Management Agency Type 3 Incident Management Team
- Worked as Coordinators at Georgia Emergency Management Center State Operations Center during major events

Public Works – Streets

- Crews kept the brush removal on schedule even with equipment malfunctions. The can-do attitude of the staff is commendable.
- Public Works staff are continuing to replace and repair road signs throughout the city making it safer for the citizens.
- The city has been kept mowed in the main areas improving safety and security.



- Toward the latter part of 2016 the City inherited the Burke Field ballfields and related facilities. The Public Works staff have done a good job keeping it mowed and slowly upgrading the facilities for public use.
- Public Works provided much support to all downtown functions such as festivals and events that supports the citizens and tourists.
- Public Works have continued their effort to repair and replace drains throughout the city improving water runoff, preventing flooding on some streets and roadways. Their efforts have improved drainage immensely. Staff is finally able to start on some of our bigger projects such as ISO-NOVA and Wildwood replacing or adding much needed drainage.
- Public Works staff have improved the Public Works Yard by grading and installing a solid gravel base that improves the overall look of the yard as a professional work area. The new base prevents standing water, eliminates potholes and is easier on equipment. Continuous improvement.
- Public Works Staff also replaced doors, removed old wood, improved drainage, around the main public works building. The long-time flooding of the building is no longer a problem and the facility is slowly being cleaned up and organized inside making it a better place to work and provide better services to the citizens. Staff has taken ownership of the facility and yard and are constantly improving their work area when time permits. Staff has painted office and floors in the Public works building making it look very professional.

- Vehicle and equipment maintenance were our target this year. A new maintenance inspection checklist was introduced and all vehicle and equipment that had maintenance or safety issues were taken to the shop and repaired. Currently all our equipment is 100% operational.
- The federally funded sidewalk project on North Cherokee is nearing its completion and the contractors and staff have done a great job improving Social Circles appearance boosting the morale and health of its citizens.

Cemetery

- The Benny Hill Cemetery received some new grass seed this fiscal period. It looks much better and the public has said that to the crew and management.
- Both cemeteries appearance continues to get better and better. The staff has taken ownership of each cemetery and it shows. The grass is mowed professionally and in a timely manner allowing families to enjoy visiting their loved ones without walking through knee high grass.



- When the staff finishes their mowing and landscaping they have taken it on themselves to clean headstones that have been neglected for years. Their efforts are improving the appearance of each cemetery making them some of the most well-maintained cemeteries in the area. This gives the citizens confidence and pride in their community.
- Council approved a fulltime position making cemetery maintenance and upkeep more consistent. This gives the city two fulltime staff to maintain the cemeteries year-round.
- The cemetery crew has taken on the task to reduce or eliminate the unsightly weeds. Their goal for this fiscal year is to maintain the grass at a short height preventing weeds from taking root and over seeding to reduce weeds as well.

Transit

- In June 2018 we expanded service to the first and third Saturdays each month.
- In October 2018 we started offering rides to Medical and Government offices in Monroe and Covington daily and increased the rate from \$3/roundtrip to \$5/roundtrip.



- We continue to offer rides to students who are involved with the dual enrollment programs offered at Athens Tech in Monroe and Georgia State University in Covington
- We started using the new QRyde software in December 2018.

Main Street & Main Street Commission

- Downtown events and festivals were provided that created energy, interest and community in the heart of the City. Family friendly activities included Taste of Social Circle, The Independence Day Celebration, Back to School Bash, Friendship Festival and Social Circle Christmas.
- The Friendship Festival saw a crowd of over 5,000 in attendance which included vendors and festival goers throughout the day. This was the first year that we did not include a parade as part of the event. We utilized the use of the street by not having a parade and were able to increase the number of vendors that we hosted. We were able to fill 134 vendor spaces with changes made from the previous year.
- The Social Circle Christmas event increased its activities and branched out onto Cherokee this year. We were able to purchase a new Christmas tree this year with matched funds from the Walton Foundation. We welcomed an excited group of visitors to the Downtown area to light the Christmas tree, enjoy Santa, crafts, snow, s'mores, carolers, a petting zoo and a hayride. The Live Nativity represented the true meaning of Christmas.
- 3 Twisted Sisters, Well Mannered, Buckeye's and All-Star Alarms opened downtown in 2018. We

look forward to new businesses in the downtown area in this next year.

- The Downtown Development Authority encouraged property owners to take advantage of the Façade/Systems Grant Program. We have had several businesses apply recently.
- The DDA received the USDA Rural Grant funding that is allowing us to begin work on Friendship Park. We are projecting a completion date of December 1, 2019
- Our fundraising campaign has been implemented and is doing well. Our Downtown Drawdown fundraiser just saw its second year and raised funds for Downtown improvements. Money has been used to purchase and install new banners and new flag and banner hardware.



Wastewater Treatment Plant and Sewer Collection and Disposal

- Completed installation of approximately 2447' of 8" PVC sewer line extension in Industrial area for economic development.



- Completed the replacement of Belt Press at wastewater treatment plant, while maintaining operations and providing consistent service
- Annual public education program initiated, focusing on preventing introduction of cooking grease into the collection system

Water Treatment Plant and Water Distribution System

- A new 12" mag meter was installed on the backwash line at the water plant. This meter was mandated by EPD on our last Sanitary Survey. We can now accurately measure the water used to backwash our filters and what is being discharged into the lagoon.
- Ceiling and floor tiles were replaced in the laboratory and the bathroom. Everything received a fresh coat of paint and looks very professional.
- A new PH meter for the lab was installed and calibrated to ensure accurate readings for water quality and monthly reports.
- Staff received training at water schools to ensure their licenses are current. In addition, one operator was able to make her level II certification improving the qualifications of our staff.
- Received a visit from EPD. EPD performed their annual inspection of the plant and distribution and continues to be impressed at the progress the plant is making.
- Hired a new certified operator for the water plant reducing OT and improving water plant performance.
- Distribution superintendent and staff has replaced over 100 additional resident water meters with the new Neptune AMR meters. This bring the total to over 350 new meters installed. This has improved accuracy, increased revenue and customer confidence.
- Distribution staff replaced 2 hydrants this fiscal year and has inspected all that were identified by the Fire Department.
- Since the surge vault installation only one major break was repaired professionally and efficiently. All staff worked together to get this break repaired and services restored to the customers.
- Distribution system staff has repaired many water leaks on service lines and have replaced many curbs stops and old plastic line with copper. They treat all leaks as emergencies and replace and repair within 48 hours. This has reduced our water loss considerably throughout the distribution system and has improved customer satisfaction and confidence immensely
- Social Circle gained 10 points on their water audit making us one of the most improved in the region according to GRWA.

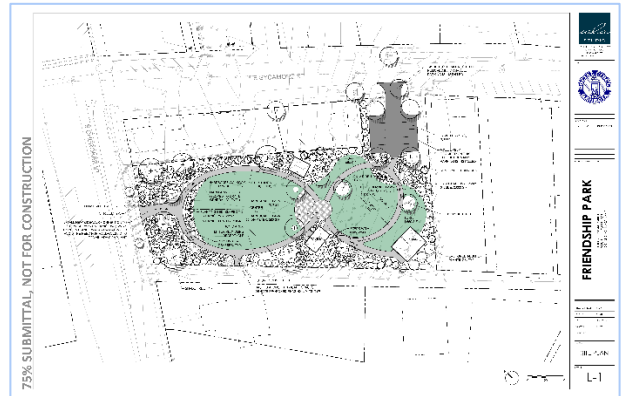
Gas Distribution System

- Moved Gas main out of R/W for HWY 11/CSX Bridge
- Run 2" gas main to fire department on Willow Springs Church Rd. Scheduled to move
- Fire Department to Social Circle Gas.
- Moved regulator station away from the Bypass at Standridge.
- Upgrade meter set and repaired main to increase gas supply to Master rack.
- Responded to Approx. 500 locate tickets.
- Repaired main line valve on 6" steel main on Malcolm Road. – Grade 2 leak, grade 2 leak in front of IMMEC, grade 2 leak in Meadows, repaired Grade 2 leak in Dove, repaired over 20 grade 3 leaks.

Boards & Commissions

Downtown Development Authority

- Secured USDA grant for \$100,000 for park improvements utilizing the capital from the apartment sale.



- Developed and implemented matching economic development grant to help fund infrastructure improvements funded by private businesses downtown.
- Approved and funded façade grants downtown.
- Approved Phase II of Friendship Park
- Received two properties from the City to re-sell to create funds for downtown improvements.

Social Circle Development Authority

- Shane Short, Director of the Walton Country Development Authority met regularly with the Authority to discuss industrial activity in and near Social Circle. The most significant project was the announcement and initial construction of the Facebook Data Center in Stanton Springs. During Shane Short's leadership of the Walton Authority, the level of cooperation is such that there has been no need for SCDA to assume control of the recruitment of industry. This has not always been the case
- It is noted with sadness that we lost long time member Jim Metcalf after a lengthy illness.
- Welcomed new members who resided inside the city and replaced three members that no longer resided inside the city limits. The new members are Ashley Abercrombie, Mamie Phillips, and Beth Wells who replaced Ted Calloway, Bill Clegg, and Mabel Standridge.
- Reaffirmed the Authority's commitment to the proposed Athens Tech Campus on property the Authority owns along the By-Pass. All paperwork has been completed to transfer the property to the State once the State appropriates funding for the project. This is the highest rated capital project for Athens Tech.

Social Circle Planning Commission

- Kicked-off of the citywide sidewalk master plan that will provide guidance and prioritizing where sidewalks and trails should be constructed.
- Approved a major subdivision plan that will introduce 27 new single-family homes to the city.
- Navigated a couple of contentious public hearings that would have introduced an industrial development that could have added up to 10 new jobs but would have had a negative impact on nearby residential properties. Ultimately the applicant withdrew their request.
- Recommended a variance for a new resident to live in his camper while he built his own home and is now moved in with his family.
- Amended the Zoning Ordinance to help be less restrictive on a property owner on the requirements of (Section 1107) Parking and Storage or Use of Boats and Recreational Vehicles.
- Completed an in-house class to the Planning Commission on Variance Guidelines when someone request a Variance.
- Recommended a Conditional Use and keep the original zoning on a General Commercial building for 146 Sycamore Street. It was approved

- Recommended a Zoning Amendment to have a Conditional Use Permit for Agritourism with Special Events in AG Zoning for at 1012 N. Cherokee Road. It was approved.
- Recommended to divide 4 large tracts located in the city limits, the Creekside Subdivision and gave a variance recommendation a greater setback requirement on Lot 2 and Lot 4. Both were approved.
- Recommended to allow a less footage setback for an accessory structure on a citizen's property and have it blend in. It was approved, and we were able to save quite a few trees in that process.
- Recommended a Text Amendment to allow Dog Grooming in AG Zoning District. It was approved.
- Recommended a Text Amendment to allow Condominiums in O & I Zoning District. It was approved.

Historic Preservation Commission

- Preserved historic office building at 230 S. Cherokee Rd. preventing its demolition. This 1920's vintage cottage architecture served as Conner Smith Realty for 30 years.
- Worked with property owners for approval or approval with conditions for all COA applications submitted to date this year.
- Elected to GA Alliance of Preservation Commissions Board of Directors, a statewide historic preservation Board.
- Continued success with new residential construction in the Historic District, new home at 515 Hickory Dr. to build in theme with surrounding existing historic homes.

Georgia Initiative for Community Housing (GICH)

- Formed a stakeholder's group consisting of 15-20 people. New members are welcome at all meetings.
- Stakeholders have met monthly since December.
- In February, stakeholders attended the first of six biennial retreats hosted by the state.
- Developed a six-month work plan to focus on:
 - Housing assessment data collection
 - Neighborhood cleanups
 - Downtown improvements
 - Social Circle recreation center
 - Affordable housing needs assessment
 - Public education on GICH program

Tree Board

- Received the Tree City Award for our 17th year. We celebrate Arbor Day with Mayor, City Officials and the Garden Club in February of each year at Gunter Hall. We received donations for some of our trees through these special civic groups. The

Tree Board approved to have a sign honoring our groups on our Tree City USA signs. We have worked with the City to enhance our town with tree planting downtown and in along the city corridors.



- Tree Board Member and Historic Preservation Member Lynn Mills, architect, planned and designed the landscaping for our new library.
- The Tree Board will continue to successfully review and approve landscape plans for residential homes and for commercial projects throughout out city.

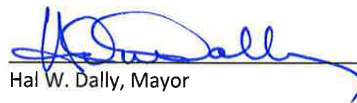
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Strategic Goals

City of Social Circle City Council Strategic Goals 2018-2020

1. **Staff Expansion:** Increase administrative staff resources to enhance customer service. Improve efficiency and accuracy and assure reliability of City services. Expand police and fire personnel one position per year.
2. **Develop Master Plans for Parks, Sidewalks and Trails:** A sidewalk network should allow safe routes between neighborhoods, schools, downtown and shopping centers. Parks and public open spaces should be located throughout the City to provide for active and passive recreation for all, especially youth. A trail network should be planned that links between parks, schools, neighborhoods and connects to the sidewalk system to allow for recreation and safe transportation with minimal road crossings. The elements of this master plan will be prioritized and serve as the basis for funding and grant applications to complete the facilities.
3. **Improve the Public Works Lot:** Provide for sheltered and organized spaces at the Public Works yard to enhance equipment maintenance, efficiency of operations and provide secure and weather protected materials storage. Assure staff spaces are safe, sanitary and promote team operations and training opportunities.
4. **Fund Youth Programs:** Investigate options for partnering with existing agencies to provide much more opportunity for youth activity in Social Circle. Increase LOCAL resources dedicated to youth, recreation and development of youth leadership.
5. **Review Codes and Charter:** Review the Charter and City Code and identify inconsistencies and out of date regulations. Prepare and act on Charter changes and ordinances necessary to address the issues identified.
6. **Continue Infrastructure Improvements:** Consider adoption of a financial long range plan to fund the water system and sewer system projects identified through the recent master plan evaluation. Adopt rate strategies that support the completion of projects and aggressively pursue grant opportunities.

Adopted by City Council this 1st day of March, 2018.



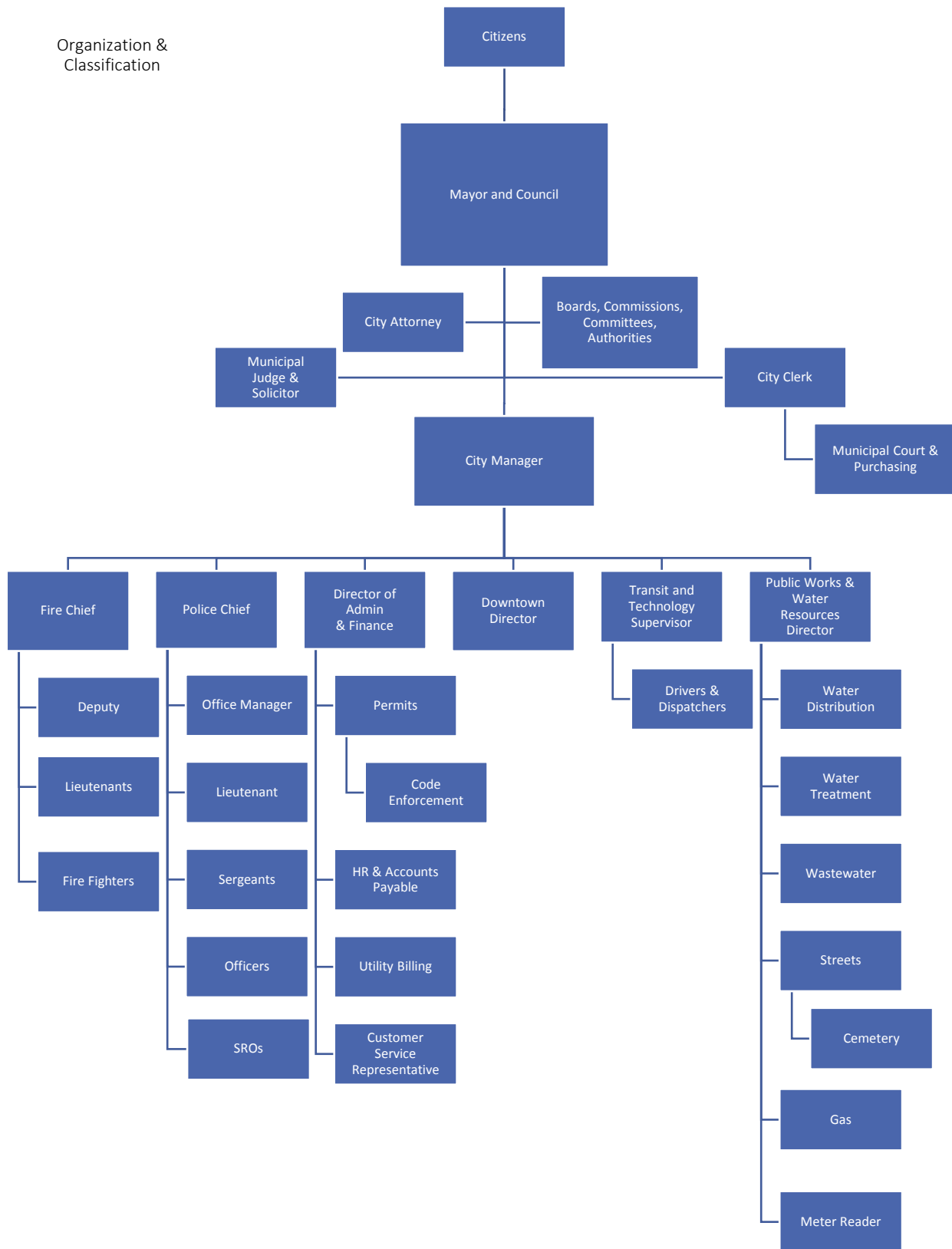
Hal W. Dally, Mayor

ATTEST:



Susan M. Roper, City Clerk

Organizational Chart



City of Social Circle Comprehensive Plan

Adopted June 20, 2017

Developed by the City of Social Circle



Acknowledgements

Walton County Unified Comprehensive Plan Steering Committee

Kevin Little, Chairman, Walton County
Mike Martin, Planning Director, Walton County
Charna Parker, Assistant Planning Director,
Walton County
Ashley Blackstone, Mayor, Between
Jimmy Guthrie, Mayor, Good Hope
Randy Carithers, Mayor, Jersey
Dan Curry, Mayor, Loganville
Robbie Schwartz, Project Specialist,
Loganville
Greg Thompson, Mayor, Monroe
Pat Kelley, Planning Director, Monroe
Hal Dally, Mayor, Social Circle
Adele Schirmer, Manager, Social Circle
Lamar Lee, Mayor, Walnut Grove
Shane Short, Executive Director, Development
Authority of Walton County
Mike Owens, President, Axis Risk Consulting
Eddie Sheppard, resident
William Malcolm, resident
Chip Dempsey, resident

Social Circle

Hal W. Dally, Mayor
David Keener, Mayor Pro Tem
Tyson Jackson, Council Member
Scott Simpkins, Council Member
Steve Shelton, Council Member
Adele Schirmer, City Manager
Susan Roper, Clerk
Jenny Watt, Marketing Coordinator

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Chapter 1

Introduction & Overview

Communities with a sense of place, a shared community vision, and a commitment to achieving that vision through public and private action are those that will thrive through changing times.

A Comprehensive Plan is an organized way of determining community needs and setting goals and objectives to address them. The comprehensive plan provides guidance to orchestrate resources and events to achieve the desired vision of the community.

Under the Georgia Planning Act, 1989...

“Coordinated and comprehensive planning by all levels of government within the State of Georgia is of vital importance to the state and its citizens. The state has an essential public interest in promoting, developing, sustaining, and assisting coordinated and comprehensive planning by all levels of government. This article is intended to provide for the coordination of planning, at the direction of the Governor, by departments, agencies, commissions, and other institutions of the state, and this article shall be liberally construed to achieve that end.”

The Georgia Department of Community Affairs is designated to facilitate the oversight of Plans.

The adoption of a compliant Comprehensive Plan enables the City to be a qualified local government (QLG) with access to incentives such as CDBG grants and GEFA loans.

Walton County Comprehensive Plan

Walton County, and the cities of Between, Good Hope, Jersey, Loganville, Monroe, Social Circle, and Walnut Grove joined together to complete a Comprehensive Plan in June 2007.

Under State Law, a Comprehensive Plan for these jurisdictions requires update and adoption by June 30, 2017 (Loganville’s deadline is 2018).

Walton County has contracted with the Northeast Georgia Regional Commission (NEGRC) to prepare these plan updates. Social Circle has opted to conduct its own supplemental planning activities and develop its own plan document.

Social Circle Comprehensive Plan

The development of a City Comprehensive Plan was identified by the City as an objective in the Annual Operating Budget for FY2016/17.

Objectives for Fiscal Year 2016–17

“City Comprehensive Plan will be developed, with extensive community input, which will add to the previously adopted Future Land Use plan a specific Vision for Social Circle. In addition, the elements of the future land use plan will be described and details of intended timing, balance of uses, type of development, and long term infrastructure elements to support the vision will be included. A Comprehensive Plan will provide additional written detail and dimension to the Future Land Use map to communicate to the public, future residents, potential industries, and commercial investors how the community desires to guide the growth of Social Circle, to preserve its character unique identity and protect its historic fabric.”

Process & Public Involvement

Under the Georgia standards, public participation must include

1. Identification of Stakeholders
2. Identification of Public Participation Techniques
3. Involvement with the Stakeholders with those techniques
4. Legally required public hearings

A steering committee must be used which includes elected officials and economic development professionals.

Walton County Public Input & Steering Committee

Walton County designated a steering committee for the 2017 update of the Countywide Comprehensive Plan. The Steering Committee included from Social Circle two elected officials, and Mike Owens. The NEGRC has held three meetings with the designated steering committee towards the plan update. These meetings were held at the County Courthouse as follows:

October 27, 2016; 2:30 pm - public hearing

October 27, 2016; 3:00 pm - overview of Process and input

January 10, 2017; 2:30 pm - review of Goals/Vision/SWOT Analysis

January 26, 2017; 2:30 pm - review of Work Program

Following the second steering committee meeting, the NEGRC determined that the overall Walton County Comprehensive Plan would consist of a separate document for each community. With this approach, the individual City identities and Vision could be reflected, while also coordinating a Countywide perspective.

March 2017 - NEGRC Delivery of Draft Plans
April 2017

-Public Hearing on
Comprehensive Plan
(Countywide)

April/May 2017 -Submission of Plan to DCA for
Compliance Review

June 2017 -Adoption by each Governing
Body

City of Social Circle Public Input & Steering Committee

In addition to the NEGRC work on the Comprehensive Plan, a robust public input process was developed by Social Circle to gain community insight into the Plan. A summary of the public input is provided below:

Date, Time, Place	Invitees	Topics	Attendees/ Respondents
July 25, 2016 12 pm-1pm Magnolia Manor	Rotary Club	City Vision	20
December, 2016	Online Survey by UGA	Downtown	246
January 6, 2017	Mayor & Council, School Board, Sr. City Staff, School Admin	City School Collaboration; Strengths & Opportunities	25
January 7, 2017 10 am- 2 pm, Saturday Community Room	Mayor & Council, Sr. City Staff, Planning Commission, Downtown Development Auth, Main Street Board	Overview; Stakeholder Identification; Public Participation Techniques; Vision Elements; SWOT	23
January 16, 2017 Web Page	Public	Plan Process; Upcoming Meetings; Notes from Prior Meetings; Survey Opportunity	-
January, February Newsletters	Public- Mailed with Utility Bills	Plan Input Information ; Offer to Attend Group Meetings	-
January, February Facebook Blasts	Public- City of Social Circle Facebook	Notice of Meeting Schedule Input Opportunities	-
January 23, 2017 5 pm, Monday Community Room	Public, Planning Commission	General; Vision; SWOT Analysis	19
January 26, 2017 6 pm, Thursday Social Circle Community Room	Public, Tree Board, Garden Clubs	Natural Resources; Vision; SWOT Analysis	10
January 23-31, 2017	High School Student Focus Groups in Advisory Classes	Vision; SWOT Analysis	50 +/-
January 31, 2017 11 am- 1pm, Tuesday Social Circle Theater	Public, Industry Representatives and Economic Development Professionals	Economic Development Focus; Vision; SWOT Analysis	21
February 6, 2017 7 pm, Monday Social Circle Methodist Church	Boy Scout Troop	General; Vision; SWOT Analysis	17

Date, Time, Place	Invitees	Topics	Attendees/Respondents
February 9, 2017 11 am- 1 pm, Thursday Magnolia Manor	Public, SCDDA, Downtown property owners and business owners	Downtown Focus; Vision; SWOT Analysis	18
February 13, 2017 8:30 am, Monday Welcome Center	Public, MS/HS PTO	General; Vision; SWOT Analysis	6
February 13, 2017 2:00 pm, Monday City Hall	City Department Heads and Senior Staff	Infrastructure & General; Vision; SWOT Analysis	10
February 13, 2017 6:00 pm, Monday Gunter Hall	Historic Preservation Society of Social Circle, Historic Preservation Commission, Public	Historic Resources; Vision; SWOT Analysis	17
February 15, 2017 3:15 pm, Wednesday Social Circle Elementary School	Elementary School PTO	General; Vision; SWOT Analysis	7
February 18, 2017 9 am – 1pm, Saturday Welcome Center	Public- Drop In Opportunity	General; Vision; SWOT Analysis	4
February 20, 2017 7:00 pm, Monday Mars Hill Fellowship Hall	Public, Communities of Faith, Neighborhood Organizations	Neighborhoods; Vision; SWOT Analysis	18
February, 2017	Web Based Survey	Vision; SWOT Analysis	26
DRAFT REVIEWS			
February 27, 2017	Planning Commission	Vision & Future Land Use	
March 6, 2017	Social Circle City School Board	Vision & Future Land Use	
March 9, 2017	Downtown Development Auth	Vision & Character Area	
March 13, 2017	Historic Preservation Commission	Vision & Character Area	
March 14, 2017	Main Street Commission	Vision Review & Character Area	
March 23, 2017	Tree Board	Vision Review	
April 18, 2017	Mayor & Council	Vision Review; Land Use; Character Areas; Work Plan	

Chapter 2

Needs & Opportunities

The following list of needs and opportunities results from a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis conducted from all public meetings and survey results during the months of January and February 2017, with both steering committee and public present, as well as professional analysis of relevant data and results of the online questionnaire.

**Italicized entries indicate high priorities*

Gateways

Needs

- *The edges of the City are not apparent, and some of the approaches into the City could be much improved.*
- Community, downtown activities are not well promoted with signage.

Opportunities

- The city is surrounded by rural areas, which presents an opportunity to create a sense of arrival and a strong first impression which reflects the values of the community. Each roadway entrance into the City limits should be accommodated with a sign, with a consistent design motif, scaled per the roadway, and extensively landscaped and maintained like a front entry. Each gateway sign provides an opportunity for a special event banner or placard which can be changed, creating interest and attention.
- *The Exits off I-20 to Social Circle provide the strongest opportunity to create a sense of arrival and draw traffic from the interstate into the city. These gateway signs should be carefully placed to create a terminated vista, should be sized per the roadway and traffic volume, should have a consistent motif which reflects the community character, and should be well set back from the roadway with extensive and manicured landscaping. The gateway signage at the interstate exits should be the dominant visual element greeting the driver as they enter the City.*

Infrastructure

Needs

- *The City water treatment plant is limited in capacity to 1 MGD. Future growth in industry and population will require additional water supply.*
- *The City water distribution system is aged and the network suffers from lack of interconnection internally and to adjacent water systems. This results in areas of poor water pressure and flow.*
- *The City wastewater treatment plant is aged and limited in capacity. Future growth in industry and population will require additional treatment capacity.*
- *The City wastewater collection system is aged and constrained by an excessive number of pump stations which load the collection system. High inflow and infiltration during heavy rain events exacerbates capacity constraints.*
- Areas of the City storm water drainage system and waterways are subject to overflow and flooding during heavy rains. Erosion is apparent in some locations. Water quality measures are needed to protect the waterways within the City.
- Roadways within the City need pavement restoration. Current funding levels are inadequate to maintain pavement condition.

Opportunities

- Walton County, the City of Monroe, and Newton County Water and Sewer Authority have excess water treatment capacity and distribution systems that are feasible for interconnection. Regional water treatment capacity is available.
- The Newton County Water and Sewer Authority has excess sewer treatment capacity available, and is located topographically downstream from the City, providing an opportunity for regional cooperation and removal of a significant number of pump stations from the City system.
- A master plan which details short and long term water and sewer system improvements with priorities will position the City well for implementation of critical improvements in a logical sequence and will maximize opportunities for state and federal grant assistance, and public private partnerships through the development process, and consideration of impact fees.
- Establishment of a storm water utility fee would provide revenue related to property impact which would enable funding of storm water improvements to address flooding and water quality treatment.
- Walton County owns and operates paving equipment. City taxes support the County labor and equipment for paving streets. A partnership between the City and County in which the City pays for paving materials, and the County provides labor and equipment would extend the amount of roadway pavement maintenance provided.

Community Facilities, Parks & Recreation

Needs

- There is a shortage of parks and recreational opportunities for residents. Passive parks are needed within neighborhoods and public passive parks are needed in all areas of the City.
- *An off-road trail system is needed which provides for bike, and pedestrian access throughout the City with a minimum of roadway crossings. This trail system should provide for connections between the downtown, neighborhoods, parks, schools, and employment centers to serve for recreation and non- vehicle access options.*
- *A public recreation facility is needed within the City which provides a gym, indoor exercise equipment, rooms for fitness classes, rooms for wellness and nutrition education, and other related needs.*
- The Senior Center is currently a shared space with the courtroom. A space is needed in which more services can be provided to the seniors, such as health and wellness classes, games, recreation and fitness, and activity centers.
- Recreation programming within the City is provided by Walton County, and is limited. Additional programming is needed to provide local youth an opportunity to participate in organized sports and activities without need to commute to neighboring Cities.
- *The library needs expansion to serve the current and future residents and integrate opportunity for access to technology into the facility.*
- Public meetings, including Council meetings and appointed Boards and Commissions, are held in the Community Room. Audio visual and sound equipment is needed to enhance the ability for the audience to follow presentations and discussion.

Opportunities

- There is much open space and undeveloped land within the City which provides an opportunity for a park network to be planned, which can be implemented prior to or in conjunction with future development. This enhances public private partnership opportunities and the ability to set aside sensitive environmental areas for passive park use, and other areas for active recreation uses.
- Extensive Citizen interest in a trail network provides the opportunity to develop a trails master plan for the community. There is much open space and undeveloped land within the City which provides an opportunity for a trail network to be integrated into sensitive environmental areas such as stream corridors, and to connect to parks, schools, and neighborhoods.
- A recreation center in Social Circle would serve a regional County need, and would fulfill the past County plans for a recreation center in each City in Walton County. This project would be SPLOST eligible.
- A recreation center in Social Circle would facilitate the programming of additional recreational opportunities for youth and Seniors in the City. This would serve senior center and activity needs.
- The City and Uncle Remus Library Board have funded the local share for the Library expansion, and the site parking has been reconfigured to accommodate the building expansion. Preparation of Schematic and Design Development plans will strengthen the attainment of State funds for the expansion project.
- Rehabilitation of the community room to better serve AV needs for public meetings would also enhance the opportunity to film and broadcast public meetings.

Community Facilities, Parks & Recreation Opportunities (Continued)

- Stephens Park is an opportunity for more community recreation and activity. The fencing, lighting and restroom and press box facilities in place provide the basic infrastructure for significant community festivals, recreation, and concerts.
- The County owned Pond site opposite the South Walton Recreation Park and Ballfields creates an opportunity for a passive park, native landscaping, an educational water feature, and an internal trail system that connects to the Citywide trail network.
- Consider a community pool or splash pad park.
- Teen activity areas are needed, such as indoor trampoline, rock climbing, gametime, skyzone, etc.

Community Involvement

Needs

- There is significant involvement by civic groups and volunteers in community activities, however there is less awareness of opportunities for appointment to Boards and Commissions.
- Opportunities to develop youth leadership are limited.
- Interaction relating to community issues between youth, professionals, and seniors and retirees is limited which leads to lack of understanding between generations.
- More interaction is needed between City Schools and City Government and local employers to build internship opportunities and provide for professional skill development and work ethic training.
- Local residents are not aware of local employment opportunities by businesses and industries.
- Communication from City government to residents is lacking. Website, Facebook, and monthly newsletters provide some information, but more is needed on ongoing issues.
- City Council meetings and Boards and Commissions are not broadcast, thus it is difficult for residents to stay informed.

Opportunities

- *A community leadership program would educate citizens on Social Circle government services and provide an opportunity for citizens to apply for consideration to Board and Commission appointments.*
- *Focus groups could be created for specific issues or plans which include youth and all ages, to build leadership in the community and obtain broad input and consensus on community issues.*
- An internship and mentoring program at Social Circle City Schools by local professionals and employers could build job opportunities for graduates, and provide experience and development of critical work skills while strengthening the match between the local residents and employment needs of current employers.
- A local Facebook page or employment posting could facilitate the match of the local population with available jobs in the community. This enhance workforce development and employee retention for local industry, reduce unemployment within the City, and reduce commuter traffic.
- A periodic town hall type meeting relating to City business would be beneficial to maintain community dialogue and provide updates on ongoing programs or projects.
- Through a partnership with the Social Circle School system, or adjacent Technical Colleges, public meetings could be filmed and broadcast via YouTube and linked to the website providing the ability for those who cannot attend meetings to stay informed. A local radio show or “e-news” paper could also be created though such a partnership providing valuable experience and exposure to students.

Economic Development

Needs

- More activities are needed for corporate visitors after hours.
- Local industry growth rates need to be projected and communicated to the school systems so they can create the training program and capacity that will fill the need at the time needed.
- More entertainment options are needed for youth.

Opportunities

- Walton Economic Development Authority is promoting a program for workforce development that would create a training pipeline between the public high schools, at the technical colleges and the local industry.
- There is a need by the movie and TV industry for filming locations.
- Interest in Social Circle tourism can be created through promotion of the films that have been located in Social Circle, as well as future films. For example, a baseball themed focus could link area tournaments with the filming of "42".
- A weekend, drive in theater may be an attraction for area entertainment that can be located in a rural area, separated from neighborhoods.

Housing

Needs

- A shortage of housing exists in the \$250,000 - \$500,000 range. Potential homebuyers are looking for housing within the City within this range and it is not available. There is ample housing in the starter home range of affordability.
- *Code enforcement is needed to address run down homes, lack of lawn and building maintenance in some neighborhoods, and zoning violations and abandoned vehicles. Citizens take pride in every neighborhood and additional enforcement support is needed to address the occasional problem property which affects the attractiveness of the neighborhood.*
- The Rental housing market is very tight, making it difficult for those who do not wish to buy to locate in the area.
- While there is housing around the downtown, there are no downtown living options.

Opportunities

- The City is attractive to new residents due to area employers, the strong school system, and easy access to the Atlanta metropolitan area. This demand supports the provision of attractive neighborhood development, and enables property values in existing neighborhoods to be maintained.
- Citizens' desire for stronger Code enforcement indicates pride in the community and creates an opportunity to build community involvement within neighborhoods for cleanup days and neighbor assistance.
- Demand for rental housing creates an opportunity to reduce vacant homes and creates financial feasibility for investor improvement of existing housing stock.
- The demand for rental housing and desirability of downtown living for some residents supports the feasibility of developing downtown housing in the Mill area.

Chapter 3

Vision 2040

Social Circle is a picturesque city, which retains its Victorian charm and authentic historic downtown, within the historic Georgia Heartland. Social Circle is a rare city within commuting proximity to Atlanta that remains separated from the urban sprawl, and welcomes economic activity and growth in a manner and form that strengthens its sense of place. Social Circle is a sustainable, adaptable community with abundant natural resources nearby. It is a walkable, friendly, community that retains its small town charm and hometown feel with a high quality of life for residents.

Social Circle is a complete community with a variety of attractive neighborhoods, a highly rated independent school system, abundant recreation and activity opportunities for all ages, and a variety of commercial areas including an authentic historic downtown, with unique shops and restaurants and frequent festivals and entertainment, as well as larger commercial centers at the North end of the City, and along the Social Circle Parkway to the east, and at the I-20 interchange. The Social Circle Parkway provides convenient access via a scenic tree lined corridor through rural countryside to an Athens Technical College Campus, and an expansive industrial sector which provides a wealth of employment options and is well served with power, rail, natural gas, and water and sewer.

Surrounded by rural countryside, each gateway into the City provides a sense of arrival, and displays attractive welcoming and colorfully landscaped signage that indicates residents' pride in their community. The City enjoys clean air, clean water, protected natural water ways, and is within a short drive to the Hard Labor Creek Reservoir, Golf courses, Hard Labor Creek State Park, and Charlie Elliott Nature Center. The Georgia Department of Natural Resources is headquartered in Social Circle, and promotes and provides opportunities for citizens to enjoy Georgia nature.

The authentic historic downtown is located within the center of the City and is the heart of the community. Vibrant with activity, variety, shopping, dining and downtown living, it is an attraction to residents and tourists alike.

Spanning out from the downtown is a well preserved residential historic district in which homes predominate and Bed and Breakfast Inns are sensitively tucked providing a delightful accommodation for visitors without changing the residential character of the district. The character of the historic district is protected through preservation and restoration of all contributing buildings.

Neighborhoods radiate from the downtown in all directions, such that all are walkable to the downtown and sidewalks are continuous along the streets. Street trees line the roadways providing shade and clean air, and attractiveness. Housing of all price ranges and many styles is provided within the City, and every neighborhood is well maintained and safe and secure. A perimeter roadway extends from North Cherokee Road around the west side of the City to South Cherokee, providing access between neighborhoods.

Community parks are located throughout the City, with trail and roadway connections providing for easy access from neighborhoods. A trail and bicycle path network encircles the city adjacent to the Parkway, and connects to the downtown, school campuses, parks and recreation areas, and neighborhoods. The trail network winds through and around neighborhoods by following creeks and water ways, and minimizing roadway crossings.

A City Transit system provides service throughout the community, enabling easy access to schools, industry, shopping, and other destinations.

The independent City School system is exceptional as compared nationally and is a key attraction to the City. The school facilities are current and progressive, the curriculum is responsive to the needs of all students, and the school provides a strong foundation for college bound as well as skilled labor. There is partnership between the school and local industry and business which provides for mentoring, internships, and development of the future work force needed in the Social Circle.

The Athletic complex at the High School provides exceptional facilities for competitive sports and the School sports activities are supported by the community with high attendance and sponsorship. In addition, athletic parks are located within the city to provide for baseball, softball, soccer, and football. A recreation center serves the community and provides for basketball, volleyball and other health and wellness programs.

Youth activities abound, with opportunities for organized team sports, as well as dance, theater, hiking, biking, and more. Community focus groups promote youth involvement and develop leadership opportunities.

A commercial area is centered around the intersection of North Cherokee Road and Route 11, providing a high visibility attractive center which ample parking around the stores, and landscaped street frontage which fosters the Social Circle gateway image.

The Social Circle parkway provides a convenient route for traffic from I-20 to the thriving Industrial area located to the northeast of the City center. The Industries are clustered in this area, and are identified with high quality buildings, corridor landscaping which provides a campus like feel to the Parkway and attractive well landscaped monument signage. The industries are energy efficient and environmentally sensitive providing a clean and healthy environment for those working in and living around the industry.

Transparency and fiscal conservatism in government and a high level of volunteerism and engagement in Civic organizations characterize the community. The varied civic groups continue a strong tradition of working together to provide for the needs of the community. City services are efficient and effective and responsive to the needs and priorities of the community. Infrastructure is reliable, sustainable, and compliant and continually updated to support economic growth and environmental considerations.

Chapter 4

Land Use

Pursuant to the rules of the Georgia Department of Community Affairs, the following Character Areas Map and Defining Narrative provide the physical planning component of the comprehensive plan.

The DCA defines a character area as a specific district or section of the community that:

- Has unique or special characteristics to be preserved or enhanced (such as a downtown, a historic district, [an] arts district, a neighborhood, or a transportation corridor);
- Has potential to evolve into a unique area with more intentional guidance of future development through adequate planning and implementation (such as a strip commercial corridor that could be revitalized into a more attractive village development pattern); or
- Requires special attention due to unique development issues (rapid change of development patterns, economic decline, etc.)
- Character areas typically provide greater flexibility than traditional future land use maps, in which each parcel is assigned a single category such as Residential or Commercial.

The following table provides an overview of each of the character areas, including a brief description, zoning compatibility, and appropriate land uses for each:

Character Areas Compatibility Index

CHARACTER AREA	DESCRIPTION OF CHARACTER AREA	ZONING COMPATIBILITY*	APPROPRIATE LAND USES*
Agricultural & Estate Single Family Residential	Pasture lands and woodlands, conservation areas and open lands, cultivated agriculture, agritourism, farms, and residences associated with farms or on larger tracts of land with pastoral views and a high degree of building separation	Agricultural, Agricultural -2	Residential, Agricultural, Agritourism,
Neighborhoods	Existing neighborhoods and land planned for future residential development. Smaller lots, predominantly single-family residential, walkable areas with complete streets, preserved tree canopy, and neighborhood-appropriate commercial activity. Public schools, parks and recreation areas are located within or adjacent to the neighborhood character areas.	R15, R25, Residential Medium Density, Planned Unit Development	Single Family residential
Village Residential	Small lot and multifamily residential areas with low intensity commercial uses. These village scale areas are walkable and compact and provide for traditional neighborhood patterns and live work development patterns.	Residential Medium Density, NC, Residential High Density, Planned Unit	Residential, Neighborhood Commercial
Historic Residential	Predominately single family homes located within a local historic district. Sensitive commercial uses which enhance the historic character of the district and preserve the contributing buildings and property characteristics are permitted. This is a highly walkable area with mature trees and characteristic walls and fences which blends seamlessly into the downtown historic district.	R-25, R-15, NC, Residential Medium Density	Residential, Office, Commercial, Institutional

Continued on next page...

Character Areas Compatibility Index (continued)

CHARACTER AREA	DESCRIPTION OF CHARACTER AREA	ZONING COMPATIBILITY*	APPROPRIATE LAND USES*
Downtown	Historic downtown district including rail depot and warehouses and mill buildings. Sidewalks are wide and shaded with street side commercial activity. The character of the area is preserved through a local historic district. The downtown hosts frequent festivals and activities and is the heart and soul of the community. Churches, parks, and theater are located downtown in a scale which does not dominate adjacent properties.	CBD, NC, PUD, RMD	Commercial, Office, Residential, Government, Recreation
Commercial Institutional	Larger scale commercial businesses which cannot be accommodated downtown and institutions such as College campuses define this character area. Not a strip commercial pattern, this area is marked by centralized entrances, shared parking, mature and extensive landscaping, and a coordinated architectural style.	Office/ Institutional, General Commercial, Mixed Use Business Park	Commercial, Office, Institutional, Recreation,
Gateway Interchange	A commercial and mixed use employment center area. The interchange character area presents prominent distinctive landscaping and a sense of arrival from the Interchange. Large scale buildings are well set back from the roadway, landscaped, and accessed through consolidated entrances.	General Commercial, Light Industrial, Heavy Industrial, Mixed Use Business Park	Commercial, Industrial, Office, Institutional
Industrial	Industrial uses predominate. Entrances are well signed, building entries are distinctively landscaped, a landscaped buffer with greenway trail network separates industrial areas from road frontage preserving the aesthetic character of the City.	I-1 Light Industrial, I-2 Heavy Industrial, MUB Mixed Use Business Park	Industry, Offices

**Note: not all zoning and land use classifications will necessarily be appropriate in all locations within a character area.*

Character Areas Defining Narrative

Agricultural & Estate Single Family Residential

The City of Social Circle is nestled within a rural area, and surrounded by Agricultural zoning in the adjacent unincorporated County areas. The Agricultural and Large Lot residential character area provides an opportunity for farms and estate homes to protect the rural edges of the City and provide the transition into the City center while maintaining the sense of entry into a historic community and small town atmosphere.

Within the Agricultural and Large Lot residential area homes and buildings are set back from the roadways, and off road trails may meander adjacent to the roadways but are separated from them. Farms, forests, and pastures characterize the area and livestock is common. Agritourism type businesses are encouraged in this character area which are sensitive to and reflect the rural character. Examples may include farm setting catering or wedding venues, large animal veterinary clinics, beds and breakfasts, or farm to table restaurants. The structures in this character area should be residential or rural agricultural in style and drives and parking areas sensitively placed and out of view from the adjacent roadways.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
Agricultural, Agricultural -2	Residential, Agricultural, Agri-tourism,



Implementation Measures

- Maintain buffer areas between agriculture and residential neighborhoods
- Plan and implement an off-road trail network that spans throughout the city, connects to parks, schools, neighborhoods and the downtown.
- Create a western perimeter roadway route with a stakeholders group that will provide for connections between neighborhoods and facilitate traffic circulation
- Provide for conditional uses within the Agricultural zoning districts which allow for appropriate agri-tourism and agri-businesses.

Neighborhoods

Neighborhoods radiate from the downtown in all directions, such that all are walkable to the downtown and sidewalks are continuous along the streets. Street trees line the roadways providing shade and clean air, and attractiveness. Housing of all price ranges and many styles is provided within the City, and every neighborhood is well maintained and safe and secure. Golf carts are a popular mode of transportation within neighborhoods and along City streets to the downtown, parks, and recreation areas.

Neighborhood residents and associations are active in looking out for each other, participating in community cleanups and improvement activities, and other volunteer and civic activities.

Properties are well maintained, trees and flowers and gardens and forests greet the eye, where civic engagement is reflected in every neighborhood.

Small neighborhood convenience stores and historic markets are located in some neighborhoods to provide for convenience and maintain the history of these micro communities, but remain small, and limited in hours and activity so as to not detract from the residential quality of life. These shops are conditional uses, such that the impact of each is evaluated individually and restricted to maintain the residential character of the area.

Paths and recreational amenities such as pools, clubhouses, and playgrounds are located within neighborhoods to foster quality of life and informal gatherings and fellowship.

A citywide trail and bicycle path network encircles the city adjacent to the Parkway, and connects to the downtown, school campuses, parks and recreation areas, and neighborhoods. The trail network winds through and around neighborhoods by following creeks and water ways, and minimizing roadway crossings.

A City library is located centrally, walkable from the City schools and most neighborhoods. The library is well supported by the community and



provides a variety of activities for families, seniors, students and youth.

Social Circle City Schools are located adjacent to neighborhoods facilitating community involvement in the schools and easy pedestrian and bicycle access by students.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
R15, R25, Residential Medium Density, Planned Unit Development	Single Family residential

Implementation Measures

- Encourage development of residential neighborhoods which fill market needs and are consistent with the character of the City and provide amenities such as trails, playgrounds, and other community recreation or gathering areas.
- Develop a comprehensive trail plan to identify the future trail network so that it is implemented with development and through grant opportunities.
- Create neighborhood watch and partnership with Police to enhance safety and security in all neighborhoods.
- Use code enforcement and consider derelict property millage rate increase to facilitate the correction of code violations and derelict structures.
- Provide speed enforcement and driver education to minimize speeding traffic and enhance bike, pedestrian, and golf cart safety.
- Require storm water management facilities that are attractive and effective and are an attraction, rather than a detriment to neighborhoods, consider rehabilitation of existing facilities accordingly.
- Create a western perimeter roadway route with a stakeholders group that will provide for connections between neighborhoods and facilitate traffic circulation

Village Residential

The Urban Village character area provides for small areas of more dense or clustered housing with micro-commercial shops. The village character area allows for live work housing where a small shop may be located below with a residence above. Within the urban village character area, buildings are close to the streets and sidewalks are provided throughout. Parking is in the rear or in alleys. Street trees are provided throughout the area, and small squares or pocket parks are interspersed. The Urban village harkens to Charleston or Savannah type row houses and traditional neighborhood patterns with a grid street network. The Urban Village character areas are small, not more than 30 acres in size, and retain architectural style and character that is consistent with the Social Circle small town feel. Individual residences may be smaller than found elsewhere in the City, however quality and detail of design is high such that these neighborhoods maintain their value over time. The walkways within the neighborhood connect to the Citywide trail system.

Capability

ZONING COMPATIBILITY	APPROPRIATE LAND USES
Residential Medium Density, NC, Residential High Density, Planned Unit	Residential, Neighborhood Commercial



Implementation Measures

- Encourage development of urban village neighborhoods which fill market needs and are consistent with the character of the City. These neighborhoods may meet the desires of young professionals and those attracted to urban living within the Social Circle area.
- Evaluate Zoning and Subdivision ordinance provisions to assure they provide for the desired character area attributes.

Historic Residential

Spanning outward from the downtown is a well preserved residential historic district in which homes predominate and Bed and Breakfast Inns are sensitively tucked providing a delightful accommodation for visitors without changing the residential character of the district. The character of the historic district is protected through preservation and restoration of all contributing buildings.

The structures in the district represent the major architectural styles and periods of the time. Included are examples of Greek Revival, Plantation Plain, Gothic Revival, Second Empire, Queen Anne, American Victorian, Victorian Eclectic, Italianate, Colonial, Georgian, Neoclassical, "Half-Houses," Federal, Bungalow, Tudor, Craftsman, and Ranch.

The tree lined streets and well-kept public and private properties are reflective of the early 1900's. Sidewalks are located along all streets and are shaded with street trees. Driveway connections are narrow, and parking is typically beside or behind the homes and buildings.

The iconic Gunter Hall, an 1840's era building which has adorned three different sites within the City, is preserved by the Historic Preservation Society of Social Circle and available for rent to the public for meetings and events.

New construction, fences, landscape and driveways are sensitive to and complement the historic district character. The community history and heritage is exhibited through the beauty of the buildings and placement.

With the historic homes, are located Churches and small shops which retain the character of their construction. Noteworthy are the Methodist church and the Mill Village store. In addition, there are some structures along the main roadways which are preserved in their historic character, while used for low intensity office or commercial, as a conditional use. The scale and number of these conditional uses is small so as not to change the historic character of the corridor.



Within the historic character area, signage, streetlights, and historic information markers area located to emphasize the significant history specific to Social Circle. Two historic cemeteries are located within the district. These manicured sites, with markers dating back over 200 years, provide an attraction for tourism and reflect the generations of many families still a part of the community.

The size of the historic character area, and the level of preservation of the building fabric is unique to Social Circle and highly valued throughout the community. The local historic district zoning, overseen by the Historic Preservation Commission serves to guide activities within the district to maintain this cherished identity.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
R-25, R-15, NC, Residential Medium Density	Residential, Office, Commercial, Institutional

Implementation Measures

- Continue use of the Local Historic District to preserve existing buildings, and maintain the character of the district.
- Promote and educate the community on the rich local history to encourage rehabilitation and maintenance of structures and properties
- Expand advertisement of the historic properties and settings to promote tourism and business.
- Remove aged and dying oak trees in the right of way and plant understory trees and encourage planting of large canopy trees within front yards
- Provide sidewalks along the frontage of all streets within the historic character area, and maintain existing sidewalks to remain accessible and attractive.
- Encourage infill development, and assure the compatibility with the surrounding properties
- Use code enforcement and consider derelict property millage rate increase to facilitate the correction of code violations and maintenance of historic properties, to avoid demolition by neglect.

Downtown

In the center of the City, the authentic historic downtown is filled with shops and restaurants and businesses that are unique and home grown. Every storefront is active and the sidewalks are full of activity and energy and people of all ages. Sidewalk cafes dot the street scape, colorful plants adorn the storefronts and hanging baskets adorn the post top streetlights. A City Square, located in the downtown, provides for a farmer's market, a gathering space for picnics and lingering in the mild climate, a venue for frequent festivals, and a stage which supports live music events in a gently sloping amphitheater.

The iconic City Well is a focal point, well landscaped and lit and seasonally decorated which reminds of the history of the City. Vehicle traffic is slow, yet steady, providing a steady stream of customers. Golf carts, bikes, strollers, and pedestrians abound due to the proximity of the downtown to neighborhoods.

Churches are dotted around the downtown and bolster the family atmosphere, the weeklong activity, and the safety and stability of the area while respecting the scale of the buildings in the district and do not dominate the adjacent properties.

The Social Circle Theater is located to the east of Downtown, providing a venue for live theater and dance and youth productions.

On the southern end of downtown, the historic depot, mill, and warehouses around the train tracks are restored and active with small businesses and downtown living. The train tracks are in active use and the locomotives, and train cars draw tourists viewing the historic cooling tower, and relics of commerce and passenger movement of the past.

The Mill area extends adjacent to a large green space with springs that provide pleasing water features and native landscaping in the shadow of the downtown.



An entrepreneurial atmosphere is apparent in the downtown where modern businesses, film industry, and marketing and service proprietors share space with arts and crafts, restaurants, clothing stores, and unique storefronts. Broadband and high speed internet service support business growth.

Parking is plentiful, but hidden in small lots throughout the area, and shared lots in the Churches and Schools adjacent to the downtown, and golf cart and horse and carriage shuttles provide practical and enjoyable shuttles between the parking and the stores.

New construction within the historic downtown is sensitive in context and design so as to complement the charm and character of the downtown and provides for loft living opportunities.

Sidewalks are wide and shaded with street side dining and information gathering spaces. The architectural character of the buildings is preserved and signage is visible, while consistent with the historic styles. A variety of displays activate the storefronts and invite shoppers.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
CBD, NC, PUD, RMD	Commercial, Office, Residential, Government, Recreation

Implementation Measures

- Create an environment for business vitality downtown. Use National Main Street Program, incentives, entrepreneur development, business recruitment, shop local, festivals, decorations, and other programs to generate activity and interest downtown. Consider iconic businesses such as Blue Willow which have national identity, and support and enhance that presence through marketing.
- Identify and remove barriers to repurposing historic buildings. Facilitate the improvement of downtown buildings, and development of new and rehabilitation of vacant structures using the Downtown Development Authority, historic tax credits, and other incentive programs.
- Facilitate new business activity downtown through expedited issuance of permits, incentive programs to address code compliance (façade grants, fire and electrical upgrades,) and consider grants for A/E assistance through DDA.
- Improve the public spaces downtown to beautify the area, and to attract residents, and invite tourists and facilitate commercial activity. Recognize that small changes can have major positive impact. Walkability of the downtown should be enhanced, with sidewalk maintenance, and well-lit expansions to promote pedestrian friendliness.
- Create a square, gathering area, in the downtown to facilitate events, lunch time activities, a farmer's market, concerts, and casual enjoyment of the area.
- Create the identity of Social Circle downtown as the "home town" of the surrounding region, to build ownership and support of businesses and activities downtown.
- Implement code enforcement and blight tax rates as necessary to effect building maintenance of historic downtown structures being neglected.
- Consider a program to encourage the division of larger spaces to smaller areas to enable more business variety on a more affordable scale. Consider creating business fronts on the alleys to divide spaces and expand storefront opportunities.
- Engage the downtown property owners and business owners to update the downtown master plan to include sidewalk widening and street side cafes, parking areas, downtown square, lodging, mill area, and downtown living opportunities.

Commercial Institutional

The commercial and institutional character areas are planned to provide for convenient larger scale businesses which cannot be accommodated downtown. The mix of uses should be such that they do not duplicate or draw from the downtown, but provide additional larger scale stores or entertainment venues such as movie theaters.

The commercial and institutional character areas provide for larger scale commercial or institutional uses clustered together with consolidated access points and shared or connected parking. Large expanses of parking are discouraged. Buildings and parking should be arranged to create an integrated village type layout. Landscaping is provided along the road frontage and within parking areas to provide shade and aesthetic appeal. Signage at the consolidated entries is encouraged which identifies the center and the businesses within the center. Architecture which is conducive to the business, yet also reflects and enhances the small town feel of the area is encouraged.

Commercial properties are grouped together in nodes located at the north end of the City at the intersection of North Cherokee and the Social Circle Parkway (State Route 11), and clustered together adjacent to the Social Circle Parkway (State Route 11) and including the Athens Technical College Campus. Each of the two areas has a unique focus.

The northern Commercial and Institutional Character area provides the opportunity for a strong sense of entry into the city. The intersection of Rte. 11 and North Cherokee provide the setting for highly landscaped and attractive Gateway signage welcoming visitors and reinforcing the sense of place. In addition, this gateway signage should route Industrial traffic to the Parkway. The northern Commercial and Institutional character area supports medical offices and facilities as well as grocery stores and similar larger retail. Attractive signage, and Street trees and landscaping are encouraged. Trails



should be provided adjacent to the parkway and along North Cherokee that are safe and inviting for pedestrian and bicycle use.

Sidewalks provide connections within the commercial and institutional area from parking to buildings and between buildings such that it is safe and inviting for shoppers to walk from store to store within the Center.

The eastern Commercial and Institutional Character area spans both sides of the Parkway. A parkway perimeter trail is planned and trail system connections should be provided which follow natural drainageways and streams and which lead radially back to the downtown to promote connectivity and the ability for residents to walk and bike throughout the City. The parkway bridges within this character area provide opportunity for trail crossings under the parkway to provide for safety. The Athens Tech Campus is a key element of this character area. This campus feel will set the tone for the surrounding commercial and institutional development in terms of architecture, landscaping, and sensitivity to the topography of the area.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
Office/ Institutional, General Commercial, Mixed Use Business Park	Commercial, Office, Institutional, Recreation

Implementation Strategies:

- Plan and provide utility service (water, sewer, gas) to support desired uses
- Consider regional storm water management plans which provide opportunity for a recreational amenity and trail route
- Develop a city-wide trail plan which identifies trail routes prior to development proposals
- Require construction of trails and sidewalks during development of sites
- Maintain current AG zoning of area and use rezoning process to assure the character area elements are in place and included in a development proposal.
- Evaluate GC and OI and MUB Zoning Regulations to assure consistency with these goals.

Gateway Interchange

The Gateway interchange character area presents prominent distinctive well landscaped City entrance signage that greets visitors and commuters as they exit Interstate 20. The entrance signage provides a strong sense of arrival, reflects the character of Social Circle and invites and entices the visitor to continue into the City center.

This mixed-use area is appropriate for attractive uses that cater to interstate travelers near I 278, such as hotels, restaurants, well placed and attractive gas stations, and large scale retail. Like the Commercial and Institutional character area, strip development is discouraged and consolidated entries and signage are encouraged. The commercial elements have related architectural elements and parking areas are interconnected and buildings and parking is arranged to not present an expanse of asphalt apparent from the road frontage.

Also appropriate in this character area are large scale industrial uses and employment centers due to the ready access to I20 and railroad and utilities, and proximity to the Stanton Springs Industrial Park. Large scale industries should be well set back from the roadways, and present attractive façade and attractive landscaping. Prominent signage is appropriate on the industry for identification. All industrial site development, and parking areas should be well set back from I20 and screened and landscaped. Large parking areas should be landscaped or arranged on the site such that a sea of asphalt is not the prevalent view provided to I20 or I 278 traffic.



Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
General Commercial, Light Industrial, Heavy Industrial, Mixed Use Business Park	commercial, industrial, office, institutional

Implementation Measures

- Develop a plan for Gateway signage and landscaping at the interchange that can be accommodated within proposals for development.
- Facilitate water and sewer services with adequate capacity for large scale commercial and employment centers.
- Encourage location of a full-service hotel to accommodate corporate visitors, with shuttle access to downtown

Industrial

The Industrial character area provides for large scale industries conveniently served with public utilities and rail and easily accessed with tractor trailers via the Social Circle Parkway.

Industries in Social Circle are clean and environmentally sensitive with practices and technology that protects clean air and water.

The industries are set well back from the roadway, and present an attractive front façade and obvious main entrance with a park like approach. Landscaping is prevalent along the parkway and shade trees are provided within parking areas. Loading docks and storage areas are strategically and aesthetically located to the side and rear of buildings with appropriate landscaping and fencing. Identification signage is prominent on the buildings and at the entrances.

Off road trails are provided adjacent to the parkway which connect to a Citywide trail network that follows water ways and creeks. This network provides for lunchtime recreation for employees and pedestrian and bicycle access to the downtown.

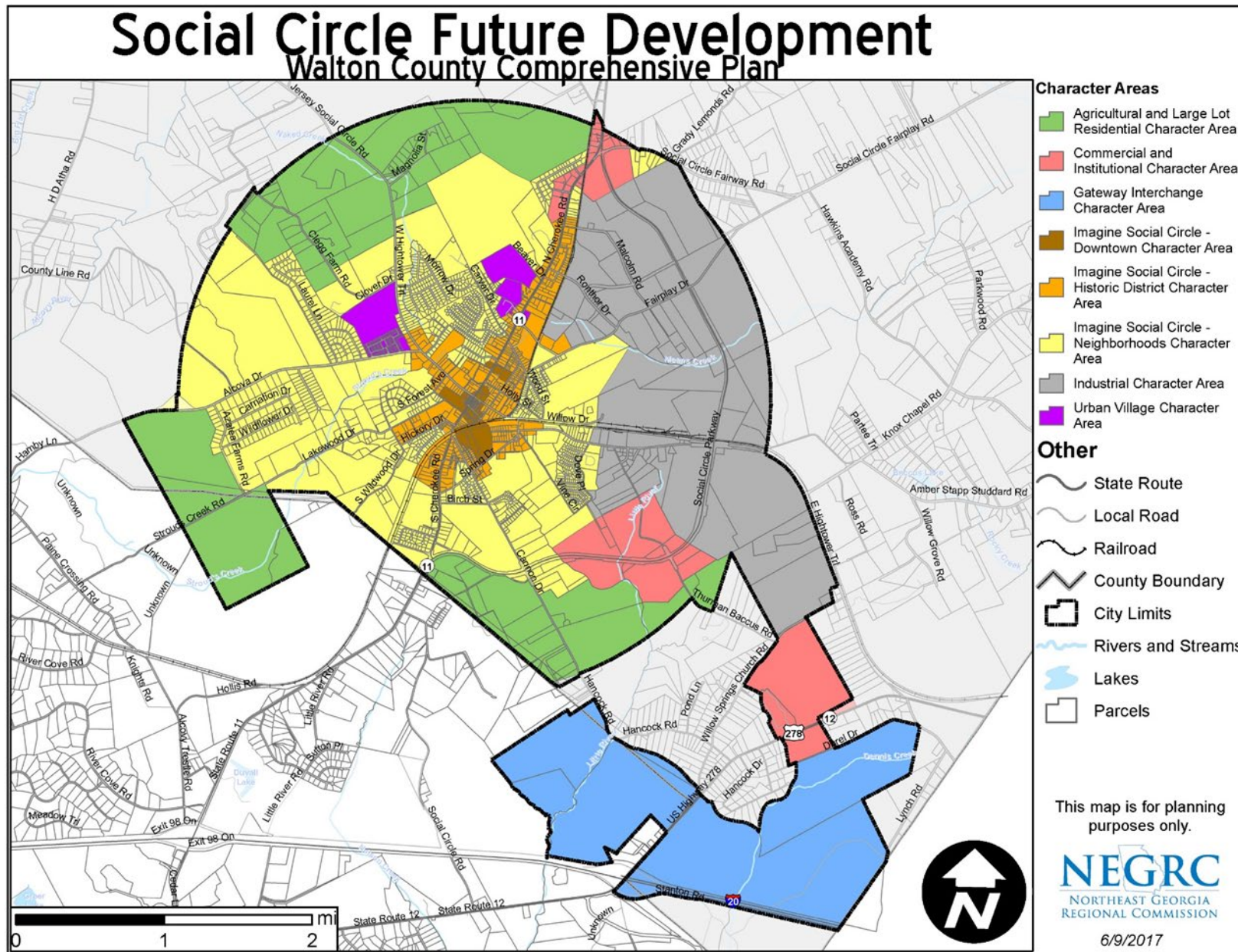
Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
I-1 Light Industrial, I-2 Heavy Industrial, MUB Mixed Use Business Park	Industry, Offices



Implementation Measures

- Collaborate with existing industry to identify and meet their needs to support job growth and industry viability.
- Provide gateway signage at the north and south end of the Social Circle Bypass which creates a sense of entry into the “Social Circle Industrial Center”, identifies the Industries, and direct industrial traffic to remain on the parkway.
- Partner with Walton County Economic Development Authority, Social Circle Development Authority, Newton County Development Authority, and Stanton Springs Joint Development Authority to market the area for Industrial growth and new industry.
- Provide Transit commuting routes to Shire and other industries to facilitate commuting of employees from Social Circle and to provide ready access to downtown.
- Plan and provide utility service (water, sewer, gas) to support Industry growth
- Consider regional storm water management plans which provide opportunity for a recreational amenity and trail route



Chapter 5

Community Work Program

The Short-Term Work Program (2017-2021), updated every five years, provides a list of specific activities that the community plans to address as immediate priorities. A Report of Plan Accomplishments, which provides status commentary on the previous work plan (2012-2016), follows.

Short-Term Work Program, 2017-2021

(*entries with an asterisk represent carryover items from the previous STWP)

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
1	Develop a pattern book of pictures the provide examples of the types of development characteristics encouraged in each character area to educate applicants and developers regarding the type of growth desired	2017-18	Planning Commission Assistant City Clerk	Minimal	City GF
2	*Fund, Design, and construct a Recreation Center in Social Circle in partnership with Walton County which provides for all ages activity needs and includes a Senior Center.	2017-18- funding plan 2023 construction	Walton County Social Circle City Manager	TBD	SPOLST- County CDBG
3	Create a pattern book of storm water management approaches such as low impact design and water feature creation and encourage use of such through the development process.	2018-19	Planning Commission City Manager	\$20,000	City GF (Grants?)
4	Study the feasibility of a storm water utility fee to fund public storm water system improvements and rehabilitation of unsightly ponds	2018-19	City Manager City Finance City PW Director	Minimal	City GF
5	*Develop a City-wide trail master plan through the use of a stakeholders group that includes youth, and other interested parties. Publish the plan.	2017-18	Planning Commission & City Manager	\$5000	City GF
6	*Study western perimeter roadway route with a stakeholders group that will provide for connections between neighborhoods traffic circulation	2017-18	Planning Commission	Minimal	City GF
7	Review the Zoning Ordinance and Subdivision Ordinance to assure the districts and regulations support the vision and character areas.	2017-18	Planning Commission	Minimal	City GF
8	Develop City Industrial growth incentive program criteria for adoption which can be offered when appropriate, rapidly.	2017-18	City Council, City Manager	Minimal	Utility Funds
9	*Complete a comprehensive wastewater collection system master plan which identifies and prioritizes system expansions and rehabilitation.	2017-18	City Wastewater Superintendent	\$100,000	City Utility Fund
10	*Design and construct wastewater collection network to serve Industrial growth areas	2018-19	City Wastewater Superintendent	Unknown	Utility Fund GEFA
11	*Partner regionally to provide for wastewater treatment to meet future wastewater needs	2017-18	City Council, City Manager	Unknown	Utility Fund
12	*Complete a comprehensive water distribution system master plan which identifies and priorities system expansions and rehabilitation.	2017-18	City PW & Water Resources Director	\$50,000	Utility Fund
13	*Partner regionally to provide for water treatment in excess of existing plant capacity to meet future water needs	2017-18	City Council, City Manager	Unknown	Utility Fund
14	Create a Geocache to attract and guide regional visitors to the rich history and things to do in Social Circle	2018-2019	City Downtown Director, Main Street	Minimal	Main Street

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
15	Place uniform signs on all Downtown parking areas. Provide attractive landscaping and lighting to encourage use.	2018-19	City Downtown Director, Main Street	\$5,000	Donations
16	Designate Golf cart parking areas downtown which are convenient and close.	2018-19	Police Chief	\$1,000	City GF
17	Build small downtown parking areas which are convenient to the center, yet which do not detract from or remove historic building stock.	2019-20	City Downtown Director	Unknown	GF, SPLOST
18	Develop shared use parking agreements with churches and schools in and around the downtown to reduce need for additional pavement and assure current parking areas are used to the maximum extent possible.	2020-21	City Downtown Director	Minimal	GF
19	Complete a market study to assess the market potential and niche most appropriate for the downtown. Potential emphases may be arts, gateway to the outdoors, pub atmosphere, etc.	2018-19	DDA & City Downtown Director	\$30,000	GF, DDA, DCA Grants
20	Develop a comprehensive marketing plan for the downtown which benefits all the businesses in the area.	2017-18	City Downtown Director, consultant	Unknown	City GF, Main Street
21	Develop a plan for lodging (hotels, beds and breakfasts,) in the downtown, amend ordinances as needed to implement the plan	2018-19	Planning Commission, Assistant City Clerk	Minimal	City GF
22	Research and develop a financial incentive package which can be provided to potential business owners to facilitate and encourage development of the desired business mix in the desired locations. Provide an example pro forma for redevelopment of the Mill area.	2018-19	DDA & City Downtown Director	Minimal	DDA
23	Implement a regular late night downtown to attract shoppers who commute during the day.	2017-18	Main Street & City Downtown Director	Minimal	Main Street
24	Establish a focus group to evaluate current City Codes and ordinances to recommend streamlining and amendments to facilitate business development downtown.	2017-18	DDA, Assistant City Clerk, Fire Chief, & Building Official	Minimal	GF
25	Provide a “build a business” program to educate potential entrepreneurs on business plans, marketing, financing, and other needs to establish businesses downtown.	2017-18	DDA & City Downtown Director	Minimal	Main Street, DDA
26	Establish high speed internet downtown, and free wi-fi	2021-22	City IT Staff	Unknown	SPLOST
27	Engage the downtown property owners and business owners to update the downtown master plan to include sidewalk widening and street side cafes, parking areas, downtown square, lodging, mill area, and downtown living opportunities	2018-19	DDA & City Downtown Director	\$75,000	GF
28	Create Financial incentives to help establish downtown businesses Local crowdsource funding, DDA low interest loan pool, local bank funded	2019-20	DDA & City Downtown Director	Unknown	DDA, Private, Grants
29	Create a museum downtown with a rotating display and which is related to City history. Include children’s museum items of interest and activities	2020-21	City Downtown Director & Main Street	Unknown	Grants

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
30	Create marketing materials which attract visitors to downtown, provide the marketing materials to local industries, as well as regional hotels, visitor centers, restaurants, etc.	2018-19	City Downtown Director and City Marketing Staff	Unknown	City GF
31	Evaluate downtown angled street parking to provide safer backing into traffic. Consider as part of a downtown streetscape plan.	2018-19	City PW Director	Minimal	City GF
32	Create a prominent sign or marquee or regular banner location to advertise downtown events.	2018-19	DDA & City Downtown Director	Unknown	USDA Grant
33	Establish a “kitchen creation incentive” through DDA to facilitate the location of restaurants in the downtown historic buildings.	2019-20	DDA	Unknown	Grants and Revolving Loans
34	Establish a regular transit route from industry, college campus, and employment centers to the downtown to support lunchtime restaurant traffic.	2019-20	City Transit Supervisor	Unknown	City/GDOT
35	Study the feasibility of private development of train cars as lodging to expand the train tourism draw downtown.	2020-21	DDA	Unknown	DDA, Grants
36	Develop a private “Tiny Business” village downtown	2020-21	DDA, Private	Unknown	DDA, Grants
37	Evaluate rent rates downtown and consider whether there are programs that could be implemented to incentivize startup businesses with a deferred or ramped rental rate.	2020-21	DDA	Minimal	DDA
38	Study the infrastructure downtown and create a plan to improve and separate water, sewer, and gas services to each downtown building while meeting service needs.	2020-21	City PW Director	Unknown	Utility Funds
39	Create a changing downtown decoration, seasonally, which generates interest and atmosphere.	2017-18	Main Street	Unknown	Donations
40	Create a program to advertise art, events, or history in vacant storefronts to create a sense of vibrancy and progress.	2018-19	Main Street	Minimal	Main Street
41	Design and construct a library expansion to meet current and future needs	2017-18	City Manager, Uncle Remus Library, Stanton Library Board	\$2.3 m	GPLS, SPLOST, Uncle Remus
42	Develop a shared use plan for Stephens park with SCCS which maximizes value and efficiency for the community and school system and implement improvements	2018-19	City, SCCS	Minimal	City GF, SCCS
43	Implement AV improvements in the City Community Room to facilitate effective meetings, transparency, and ADA compliance.	2020-21	City IT staff	Unknown	City GF
44	Increase Police Staffing to increase from 2 to 3 officers on all shifts	2020-2021	City Council	Unknown	City GF
45	Increase Fire Staffing to increase from 3 to 4 officers on all shifts	2020-2021	City Council	Unknown	City GF
46	Design a passive park with trails and water feature in partnership with County across from South Walton Park	2021-2022	City, County	Unknown	Grants

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
47	Implement a City Leadership Academy to build awareness of City programs and involvement in boards and commissions	2018-19	City Manager	Minimal	City GF
48	Advertise annually for applicants for City Boards and Commissions	2017-18	City Clerk	Minimal	City GF
49	Host Annual Town Hall meetings for Citizens to provide input on City issues	2018-19	City Council	Minimal	City GF
50	Host a local bulletin board for City employers to post job openings	2017-18	City Marketing Staff	Minimal	City GF
51	Develop a Gateway signage plan which is scalable to all gateways and reflects the community vision and sense of place	2017-18	City Planning Commission	Unknown	GDOT Grant, CLG Grant, City GF
52	Construct Gateway Signage at north and south end of Parkway	2018-19	City PW Director, SCDA	Unknown	GDOT Grant
53	Construct Gateway signage at historic district	2019-20	City PW Director, HPC	Unknown	CLG Grant
54	Construct Gateway signage at I-20 and 278	2020-21	City PW Director, SCDA	Unknown	GDOT Grant
55	Construct Gateway signage at Alcova, E Hightower, W Hightower	2021-22	City PW Director	Unknown	City GF
56	Amend zoning ordinance for conditional uses within the Agricultural zoning districts which allow for appropriate agri-tourism and agri-businesses	2017-18	Planning Commission, Assistant City Clerk	none	City GF
57	Create a welcome packet for the City which can be updated annually which promotes City businesses and the amenities and activities of the City	2017-18	City Marketing Staff	Minimal	City GF
58	Promote establishment of Boys and Girls club in City and other after school youth activities	2019-20	City, SCCS, Civic Groups	Unknown	Private
59	Participate in Georgia initiative for Community Housing (GICH) program	2018-19	City Staff, Housing Team	Minimal	City GF
60	Initiate a farmer's market downtown	2017-18	City Downtown Director, GFMA	Minimal	Private
61	Initiate student internship program in City Government with SCCS	2018-19	City Clerk	Unknown	City GF
62	Study opportunities to improve internet/broadband service throughout the community	2018-19	City IT Staff	Unknown	City GF
63	Create a master plan for parks throughout the City	2018-19	Planning Commission, NEGRC	Unknown	Grants
64	Implement parks plan	2019-20	City Council, City Manager	Unknown	SPLOST
65	*Fund sidewalk extensions annually, prioritizing from the downtown outward	2020-21	City Council, City Manager	Unknown	SPLOST, CDBG
66	Develop a master plan for Gas system extensions and interconnections to serve growth areas and provide redundant feeds. Implement projects annually.	2017-18	City Gas Superintendent	\$20,000/ Unknown	City Gas Fund
67	Create a Fire Training Center at the PW lot, to move training activities away from neighborhood areas.	2020-21	City Fire Chief	Unknown	SPLOST

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
68	Build a sidewalk for Hightower Trail from Vine Circle to the three-way stop.	2018-2019	City Council, PW Director	\$110,000	SPLOST
69	Implement code enforcement program to address derelict properties, zoning violations, and nuisances. Adopt derelict property millage rate.	2017-2018	Assistant City Clerk, City Council	\$30,000/yr	City GF
70	Construct a downtown square on the parking lot across from Ace to host a farmer's market, festivals, and events and provide an outdoor gathering space.	2018-2019	DDA & City Downtown Director	\$600,000	USDA RD grant, private grants, DDA fundraising, City GF, in-kind

Report of Plan Accomplishments, 2012-2016

Activity	Status	Notes
Construct the sidewalk promenade from downtown to Blue Willow	Underway	2018 completion
Construct a pocket park (Marco Estates @ Corinth)	Abandoned	Park site moved to Burks Field (2017 completion)
Create a sidewalk plan (including engineering plans) for Hightower Trail from Vine Circle to the four way stop.	Underway	2019 completion, see STWP element #68
Implement the downtown improvement plan (complete in phases)	Postponed	(Long-term completion; will not be carried over)
Construct an amphitheatre @ depot (Ware St), one way around park with angled parking on both sides	Postponed	(Long-term completion; will not be carried over)
Create a sidewalk plan for Cherokee Road from Wildwood to Great Walton RR	Postponed	(Long-term completion; will not be carried over)
Implement city's pocket park plan	Postponed	(Long-term completion; will not be carried over)
4 lane E Hightower Trail from Vine Circle to Highway 278	Postponed	(Long-term completion; will not be carried over)
Develop pass through from Dally Square to S Cherokee. Public restrooms and gas appliance store/display	Postponed	(Long-term completion; will not be carried over)
Replace F-750 dump truck	Abandoned	Fleet downsized
Develop a plan for public works facility & grounds	Underway	2017 completion
Sidewalk repair & street repair	Underway	(Ongoing; will not be carried over)
Replace 2 F-150 pickups	Underway	Ongoing fleet management program
Replace F-350 dump truck	Underway	Ongoing fleet management program
Build out on public works bldg plan	Underway	2019 completion

Activity	Status	Notes
Sidewalk repair & street repair	Underway	(Ongoing; will not be carried over; duplicate of 12)
Pave Vine Circle to wastewater treatment plant	Completed	
Replace F-700 chipper truck	Completed	
Replace leaf vac machine	Completed	
Clean sludge pond	Completed	
Replace 2 effluent filter actuators	Completed	
Repair material lift elevator repair	Completed	
Design detached chlorine room design plan	Underway	2017 completion (not detached, internal rehab.)
Replace lab equipment	Complete	
Replace chlorine dioxide system	Underway	2018 completion
Develop additional clearwater well (above ground)	Abandoned	See STWP element #13
Connect water treatment plant to county at HD Atha	Postponed	(Long-term completion; will not be carried over)
Develop offsite raw water storage	Complete	Hard Labor Creek Reservoir complete
Construct detached chlorine room	Abandoned	Existing building rehab. Preferred
Replace water under Great Walton RR @ N Cherokee	Underway	2018 completion
Replace F-250 & F-150	Underway	Ongoing fleet management program
Continue identification of inflow infiltration	Underway	(Ongoing; will not be carried over)
Repair or replace sewer main identified above	Underway	(Ongoing; will not be carried over)
Replace backhoe	Underway	Ongoing fleet management program
Generator maintenance plan	Complete	
Replace lab equipment	Complete	
Replace ADF lift station	Complete	

Activity	Status	Notes
Seal manholes	Underway	(Ongoing; will not be carried over)
Contract for generator maintenance	Complete	
Replace lab equipment	Complete	
Rehab existing treatment plant. Install return loop to water treatment	Abandoned	Alternate approach underway, see STWP element #13
Replace Edmondson & railroad lift station	Underway	See STWP element #9
Southern leg truck route utility relocation	Complete	
Replace F-150 truck	Underway	Ongoing fleet management program
Seal manholes	Underway	(Ongoing; will not be carried over)
Extend gas line out Cannon Drive to Hwy 278	Complete	
Evaluate Transco tap and/or Monroe contract	Complete	
Develop appliance store/display	Abandoned	No longer a priority
Expand gas service	Underway	(Ongoing; will not be carried over)
Replace bunker gear (2 per year)	Underway	(Ongoing; will not be carried over)
Replace 2 police cars per year	Underway	Ongoing fleet management program
Replace bunker gear (2 per year)	Underway	(Ongoing; will not be carried over; duplicate of 50)
Improve citizen warning system	Postponed	Evaluating current technology options, will not be carried over
Follow the future land use map when locating new development*	Underway	(Ongoing; will not be carried over)
Assist elderly residents with receiving government assistance to improve housing. *	Underway	(Ongoing, assigned to housing authority; will not be carried over)
Seek government funding to rehabilitate substandard housing and to construct new low-/ moderate-income housing units.*	Underway	(Ongoing; will not be carried over)

Activity	Status	Notes
Promote and encourage use of state and federal tax-incentive programs for rehabilitation of historic properties. *	Underway	2017 completion
Incorporate comprehensive plan into planning review. *	Underway	(Ongoing; will not be carried over)

Financial Policies

City of Social Circle

Financial Policies

Amended date: 4/16/19

The City of Social Circle has a responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan for the provision of public services. The following financial policies are necessary to carry out these objectives responsibly and efficiently.

A. Budgetary

1. **Timing:** The City Manager will prepare a budget annually and present the budget to the Council at least 60 days before the beginning of the new fiscal year. The City Council will adopt an annual budget prior to the first day of the budget year.
2. **Review:** The budget review process shall include public hearings. At the time the proposed budget is transmitted to members of the City Council by the City Manager, a copy will be made available for public inspection at City Hall and advertised in a local newspaper of general circulation. At least one week prior to the meeting of the City Council at which adoption of the budget resolution will be considered, the City Council must conduct a public hearing. The notice of the time and place of the required budget hearing must be published at least one week before the hearing date. Advertisement and hearings specified by state law will be implemented as required.
3. **Department Participation:** All departments will be given an opportunity to participate in the budget process. Each department will have an opportunity to request personnel, goods, capital items and services needed to carry on its responsibility in an exemplary manner.
4. **Budget Year:** Annual fixed budgets (July 1 through June 30) are adopted for all funds except capital project funds and trust funds. Project budgets are adopted for major capital projects.
5. **Balanced Budget:** The budget must be balanced for all budgeted funds. Total anticipated revenues plus that portion of beginning fund balance in excess of the required fund balance reserve, must be equal to or greater than the total estimated expenditures for the general fund. Total estimated revenues must equal total estimated expenditures/expenses for all other funds. The fund balance is the excess of the assets of a fund over its liabilities – the cash balance of a fund as of the beginning of the fiscal year. Any use of fund balance must be for one-time expenditures and not for ongoing expenditures.
6. **Non-Expendable Fund Balance:**
 - a) **General Fund:** The City Council will establish a Non-Expendable fund balance target to pay expenditures caused by unforeseen emergencies, for cash shortfalls caused by revenue declines, and to eliminate any short-term borrowing. The Non-Expendable fund balance shall be maintained at an amount which represents 25% of Total Expenditures including Debt Service.
 - b) **Utility Enterprise:** The City Council will establish a Non-Expendable fund balance target to pay expenditures caused by unforeseen emergencies, for cash shortfalls caused by revenue declines, and to eliminate any short-term borrowing. The Non-Expendable Utility Enterprise Fund balance goal shall be six months of operations, or 50% of Total Expenditures including Debt Service. Further, should the balance fall below the guideline, it shall be replenished within three fiscal years. Prior to any use of the fund balance that would cause it to fall below the guideline, the City Manager must clearly explain the budgetary actions taken by staff to address the financial need and minimize the amount required as well as the plan to replenish.
7. **Appropriations Lapse:** All appropriations lapse at fiscal year-end. Any encumbered appropriations at year-end may be re-appropriated by the City Council in the subsequent year. All unencumbered appropriations will lapse at year-end. However, the appropriation authority for major capital projects and capital assets carries forward automatically to the subsequent year. All other encumbered appropriations lapse at year-end.
8. **Contingency:** The City Council will include an amount in each fund (Line item for contingency) for unforeseen operating expenditures. The amount of the contingency will be no more than three percent (3%) of the operating budget or \$150,000 whichever is less.

Edited 10/29/19

9. **Level of Budget Adoption:** The budget shall be adopted at the department total level. The expenditures may not exceed the total for any department without the governing body's approval. However, the City Manager shall have the authority to transfer appropriations within a department from one line-item to another line item within the same department.
10. **Budget Categories:** The following chart of accounts categories exist for budgetary preparation and presentment:
 - a) Personnel Services and Benefits
 - b) Contractual Services
 - c) Supplies and Materials
 - d) Capital Outlay
 - e) Debt Service
11. **Reports:** The City will maintain a budgetary control system to ensure adherence to the budget and will prepare timely, monthly financial reports comparing actual revenues and expenditures with budgeted amounts.
12. **Enterprise Funds:** The enterprise operations of the City are to be self-supporting; current revenues will cover current expenditures including debt service and capital improvements.
13. **Inter-fund Transfers:** Funds may be transferred from the Water & Sewer Fund, Gas Fund, Solid Waste Fund, SPLOST Fund to the General Fund operational budget as a revenue line item when all of the following conditions are met:
 - When there are excess funds in the Water and Sewer Fund, Gas Fund, Solid Waste Fund, operational account.
 - When funds are budgeted from the SPLOST for specific projects.
 - When the transfer of funds will not result in reducing the cash fund balance of the Water and Sewer Fund, Gas Fund, Solid Waste Fund, below the Non-Expendable Balance
 - When the transfer is part of the budget approval or amendment process.

The long-term goal is to establish a fixed PILOT (payment in lieu of taxes) payment from the enterprise funds to the general fund to increase predictability of transfer amounts.
14. **Pension Plan:** Annually the City will budget and make payments to the pension plan that will maintain the plan's actuarial soundness.
15. **Asset Maintenance:** The adopted operating budget will provide sufficient resources for the regular repair and maintenance of all of the City's capital assets. Repair and maintenance of capital assets will not be deferred in order to balance the operating budget.
16. **Salaries:** The City will strive to pay prevailing salary and wage rates to its employees. Prevailing rates will be determined by a compensation survey of both the private and public sectors in our geographical area as determined by the City Council.
17. **Pay Go Policy:** A portion of the annual General Fund cash flow shall be used for one-time capital projects. The long-term goal of designating annual cash for capital is 5% of General Fund Revenues.

B. Revenues

1. **Intent:** The City will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any single revenue source.
2. **Fees and User Charges:** The City will establish fees and user charges at a level related to the total cost (i.e., operating, direct, indirect, and capital or debt service) of providing that service.
 - a) When establishing user charges the following issues must be considered:
 - Ability to pay
 - Pricing to limit or encourage demand
 - Identifiable benefits
 - Discourage waste
 - Cost of collection

- b) When imposing new fees and/or charges, the proposed fee/charge should be examined using the following criteria:
 - Sufficiency- Fees and/or charges should recover the full cost of insurance, administration, and enforcement, recognizing that adjustments may be necessary for the benefit of the public;
 - Efficiency- Fees/charges should be designed for easy, inexpensive administration by the City and easy, inexpensive compliance by the individual/business paying the fee/charge. A minimum of the revenue raised through the collection of a fee/charged should be consumed in the process of raising it;
 - Simplicity- Fees/charges should be understood easily by the payee and the City officials, leaving as small a margin as possible for subjective interpretations.
 3. **Collecting Revenues:** The City will follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e., turned off) for non-payment. Real property will be sold to satisfy non-payment of property taxes.
 4. **Revenue Analysis:** An understanding of the revenue source increases the reliability of the revenue system. The City will try to understand its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.
 5. **Revenue History and Projection:** The City will maintain a ten-year revenue history and prepare a five-year revenue projection with an annual update. This information will be used for operating budget preparation.
 6. **Tax Rate:** Property tax rates shall be maintained at a rate adequate to fund necessary and appropriate service levels. Based upon taxable values, rates will be adjusted to fund this service level.
 7. **Grants:** The City will aggressively seek public and private grants, contracts, and other outside sources of revenue for funding projects.
 8. **Contributions and Donations:** Unless authorized by the City Council, contributions and donations to programs operated by the city shall be subject to the city's accounting and budgetary policies. The city welcomes both restricted and unrestricted contributions that are compatible with city programs and objectives.
- C. Purchasing**
1. **Intent:** The purpose of this policy is to provide guidance for the procurement of goods and services in compliance with the procurement provisions of the city and the State of Georgia. The goal of this policy is to establish, foster and maintain the following principles:
 - To consider the best interest of the city in all transactions.
 - To purchase without prejudice, seeking to obtain the maximum value for each dollar expended with maximum quality standards.
 - To ascribe to and work for honesty and truth in buying.
 2. **Vendors:** The city will make every effort to obtain high-quality goods and services. All procurement procedures will be conducted in a fair and impartial manner with avoidance of any impropriety. All qualified vendors have access to City business. No bidder will be arbitrarily or capriciously excluded. It is the intent of the City that competition be sought to the greatest practical degree. The conditions of the contract shall be made clear in advance of the competition. Specifications shall reflect the needs of the city.
 3. **Authority to purchase:**
 - Department heads authorize purchases of goods and services not to exceed \$5000.
 - City Manager authorizes purchases of all pre-budgeted goods and services as long as costs do not exceed budgeted amounts and bidding policy is followed.
 - City Council authorizes purchases of non-pre-budgeted goods and services in excess of \$25,000.

4. Bidding and price requirements:

- Less than \$1,000: Best available price. (Document comparisons in excess of \$150)
- \$1,001 to \$10,000: Competition required to the extent it exists. Three written price quotes via fax, e-mail or direct.
- \$10,001 plus: Requires competitive bids to the extent it exists and advertisement in local a newspaper or other appropriate media.
- Utility and Roadway construction projects require compliance with Georgia State law.
- E-technology may be used for bidding when available and appropriate.
- Professional Services consultants shall be selected based upon qualifications, and reasonable pricing rather than low bid. The City Manager shall use a request for proposal process in the selection of professional services, such that several firms may submit qualifications to be considered for specific projects or services. The selection shall be based upon the best value for the City.

5. **Award of bids:** Bids are awarded to the lowest responsive and responsible bidder. A responsive bidder is one that conforms in all material respects to the need of the city. Responsible means a bidder who has the capability to perform the requirement.

6. **Local bidder preference:** If all other relative factors are met, the city is authorized to negotiate with and select a local vendor if a local vendor's bid is within five percent (5%) of the lowest bid.

7. **Interest of city officials in expenditure of public funds:** No official of the City or Social Circle will be interested directly or indirectly in any transaction with, sale to, work for, or contract of the city or any department of City or service involving the expenditure of public funds. The city shall not use a vendor who is an elected official or a member of the immediate family of an elected official, City Attorney, City Manager, City Clerk, a Department Head, or Accounts Payable/Payroll Clerk. The city shall not use a vendor for goods or services in any department who is a member of the immediate family of an employee of that department.

8. **Ineligible vendors:** Any person, firm, or corporation which is in arrears to the city for taxes, utility bills, or otherwise, will not be qualified to bid on any purchase until their lien to the city has been cleared. No purchase order will be approved for such vendors.

9. **State contract purchasing:** The city is authorized to use state contracts in lieu of issuing bids to vendors or buying locally when it is to the economic advantage of the city or when deemed appropriate by the City Manager. The State contract price may be used to establish the maximum price for a good or service.

10. **Backup-policy and emergency purchases:** The city should strive to decrease dependency on single-source vendors in order to achieve maximum efficiency in its purchases. In order to achieve fiscal independence, it is strongly suggested that each department have back-up vendors for each recurring and/or large purchase. In cases of emergency, a purchase or contract may be awarded without competitive bidding but the procurement shall be made with as much competition as the circumstances allow (i.e. informal quotes). An emergency is defined as a threat to life or property or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the City Manager.

11. **Purchase Order (PO):** A purchase order cannot be issued unless sufficient funds are available in the budget. The following is the established City procedure for use of purchase orders.

- Department heads may authorize purchase orders not exceeding \$5000.
- Purchase orders greater than \$5000 must be approved in advance by the City Manager.
- Purchase order must be authorized by Department Head, City Manager or designee before goods or services are ordered.

12. Credit Card:

- City credit card is managed by the Clerk's office and approval for use is granted by the City Manager.
- City credit card is to be used for city business only.
- City credit card is to be used to purchase goods, services, or for specific expenditures incurred under approved conditions (Such as travel expenses or on-line purchases).
- The credit card user is responsible for documentation and safekeeping of the credit card during its use. The employee must obtain a receipt for each transaction when a purchase is made using the city credit card. The receipt shall be dated and a description of the service or item purchased shall be written on the back of the receipt. After use the credit card user shall immediately return the card to the Clerk's office along with documentation of use.

D. Capital Budget Policies

1. **Scope:** A capital projects plan will be developed and updated annually. A five-year Capital Improvement Program (CIP) will assist in the planning, acquisition, and financing of capital projects. A major capital project is generally defined as a non-recurring capital expenditure that has an expected useful life of more than 5 years and an estimated total cost of \$25,000 or more. Examples include park improvements, streetscapes, computer systems, trucks, loaders, and new or expansion of facilities.
2. **Control:** All capital expenditures must be approved as part of each department budget or a capital improvement budget. Before committing to a Capital Improvement Project, the City Manager or his/her designee must verify fund availability.
3. **Program Planning:** The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Program or Strategic Plan. During the annual budget process each department submits its budget request including operating and capital needs. Upon review of the request, major capital projects are placed in the capital improvements fund. Other capital outlay is placed in the department's operating budget. Capital outlay is generally defined as an individual item in excess of five thousand dollars (\$5,000) with a life expectancy of more than two years but less than 5 years.
4. **Timing:** At the beginning of the fiscal year, the City Manager or his/her designee will work with department heads to schedule the appropriate timing of capital purchases to ensure the availability of funds.
5. **Reporting:** Periodic financial reports will be provided to enable the City Manager to monitor and control the capital budget and to enable the department heads to manage their capital budgets.

E. Debt Policy

1. **Intent:** The City of Social Circle recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost fluctuations, a debt management strategy is required. The city strives to balance service demands and the amount of debt incurred. The city realizes that failure to meet the demands of growth may inhibit its continued economic vitality, but also realizes that too much debt may have a detrimental effect as well.
The goal of the city's debt policy is to maintain a sound fiscal position and to protect the credit rating of the city. When the City of Social Circle utilizes debt financing, it will insure the debt is financed soundly and conservatively.
2. **Conditions for using debt:** Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:
 - When non-continuous projects (Those not requiring continuous annual appropriations) are desired.
 - When it can be determined that future users will receive a benefit from the improvement.
 - When it is necessary to provide basic services to residents and taxpayers.
 - When total debt, including debt issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers.
3. **Sound financing of debt:** When the City utilizes debt financing, it will insure that the debt is soundly financed by:
 - Taking a prudent and cautious stance toward debt, incurring debt only when necessary.
 - Conservatively projecting the revenue sources that will be used to pay the debt.
 - Ensuring that the terms of any long-term debt incurred by the city shall not exceed the expected useful life of the asset for which the debt is incurred and shall be limited to capital improvements only.
 - Determining that the benefits of the improvement exceed the cost, including interest costs.
 - Maintain total debt service for general obligation debt, intergovernmental Debt and leases but not including SPLOST Debt such that it does not exceed 10 % of the Operating Revenues of the General Fund.
 - The City will maintain total Tax-Supported Debt, including SPLOST Debt and Leases, as a percentage of total taxable full value of the City at a level not to exceed 3.0%.
 - The City intends to maintain its 10-year Tax Supported Debt, including SPLOST Debt and Leases, payout ratio at or above 60% at the end of the each adopted five-year CIP.

F. Investment Policies

Investment earnings can be an important source of revenue. However, the overriding concern at all times is the safety and preservation of the city's investments. The ability to respond efficiently to cash flow requirements is another important consideration. Therefore, the objective of investment is to maximize interest earnings, within an environment that strongly emphasizes legal compliance and safety while providing cash flow and liquidity to meet the city's financial obligations.

1. **Scope:** This policy applies to all investments, which are the responsibility of and under the management of the City of Social Circle.
2. **Safety:** Investments shall be made with prudence, judgment and care, not for speculation but for investment considering the primary objective of safety as well as a secondary objective of obtaining competitive market rates of return.

Specifically, the city shall seek to maximize safety through the following strategies:

- All City investments shall be federally insured or fully collateralized to protect investment principal and accrued interest.
 - Market risk shall be avoided by limiting investments to a maximum one-year of maturity, except for special circumstances where an interest rate differential and certainty of ability to hold the investment to maturity would justify a longer maturity. The City Manager shall approve any exceptions to the one-year maturity limit.
 - Undue credit risk shall be avoided by monitoring the financial condition of financial institutions participating in the city's investment program.
3. **Legal Investment Instruments:** The city shall invest in only such investment instruments permitted by State of Georgia law for local governments which include certificates of deposit, repurchase agreements, direct and agency obligations of the United States, obligations of the State of Georgia, pooled investment programs of the State of Georgia, and no-load mutual funds of direct obligations of the United States.
 4. **Competitive Investment Rates:** The City shall seek competitive investment rates within its safety criteria. Maximum opportunity shall be provided to all local financial institutions to bid and compete for City investments due to the importance of the financial institutions to the local economy.
 5. **Liquidity:** Provision shall be made for adequate liquidity of investments so that the city could efficiently meet, without financial penalty, disbursements and cash flow needs, including emergency needs.
 6. **Interest Allocation:** Investment earnings shall be distributed to individual funds based upon each fund's amount of participation.

G. Grants

The purpose of this policy is to provide direction in the application, acceptance and administration of funds awarded through grants to the city from other local governments, the state or federal governments, non-profit agencies, philanthropic organizations and the private sector.

1. Application and Acceptance of Grants.

The City Manager is given authority to make application for and accept grants that:

- (a) are expected to be \$200,000 or less on an annual basis with no required City match; or,
- (b) are expected to be \$100,000 or less on an annual basis with a required match of 20% or less; or,
- (c) are expected to be \$50,000 or less on an annual basis with a required match of over 40 %.

The City Council must approve the application of and acceptance of any grants in excess of the limits established in the above.

The City will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of the intergovernmental aid without first reviewing the program and its merits as a budgetary increment. Therefore, no grant will be accepted that will incur management and reporting cost greater than the grant amount.

2. Grant Administration.

Each department must notify the Finance Director upon acceptance of any grants. Prior to the receipt or expenditure of grant revenues, the Finance Director must be provided with the following information.

- Copy of grant application
- Notification of grant award
- Financial reporting and accounting requirements including separate account codes and/or bank accounts
- Schedule of grant payment

Each department is responsible for the management of its grant funds and periodic reports.

H. Fixed Assets

A fixed asset is defined as a financial resource with all of the following criteria:

- It is tangible in nature.
- It has a useful life of greater than one year.
- It is not a repair part or supply item.
- It has an individual item value equal to, or greater than, the capitalization threshold of \$5,000.

A record of fixed assets is important for the following reasons:

- For financial statement information
- For determining insurable values
- For control and accountability
- For maintenance scheduling and cost analysis
- For estimating and accounting for depreciation for preparation of capital and operating budgets
- For debt management

1. General Policy

- Each department head is ultimately responsible for the proper recording, acquisition, transfer and disposal of all assets within their department. City property may not be acquired, transferred, or disposed of without first providing proper documentation. A fixed asset information form must accompany each step.

2. Recording of Fixed Assets

- Fixed assets must be reviewed quarterly .
- Assets will recapitalize acquisition cost, including expenses incurred in preparing the asset for use.
- Donated assets shall be recorded at fair market value as determined by the Department Head. Fair market value may be defined as, but is not limited to, an average of documented prices for equivalent items from three separate vendors.
- The city will recognize acquisition cost based on individual unit prices. Assets should not be grouped. For example, in acquiring equipment, if three mowers were acquired simultaneously at \$5,000 each, this would not be an asset of \$15,000 consisting of three PC's. Instead it would be three separate acquisitions of \$5,000. Each mower would be recorded as a separate controllable item.
- For equipment purchases, title is considered transferred the date the equipment is received. Similarly, for donated assets, title is considered transferred when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset.
- Constructed assets are transferred from the construction in progress account to the related building, improvements other than buildings, or equipment accounts when they become operational. Constructed buildings, for example, are assumed to be operational when an authorization to occupy the building is issued, regardless of whether or not final payments have been made on all of the construction contracts.

3. Acquisition of Fixed Assets

The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:

- New purchases
- Donations
- Transfers from other city departments
- City surplus
- Internal/external construction
- Lease purchases
- Trade-in
- Forfeiture or condemnation

4. Lease Purchases

Assets may be lease purchased through installment purchases (An agreement in which title passes to the department.) or to lease financing arrangements (An agreement in which title may or may not pass).

5. Transfer of Fixed Assets

An asset transferred between departments usually represents the sale of an item from one department to another and may be treated as a new purchase. A fixed asset form must be sent to the Clerk's office for all transfers.

6. Sale of Fixed Assets

Sale of fixed assets must be to the highest, responsible bidder and must be conducted by sealed bid or by auction. The sale must be publicized in accordance with state laws.

7. Disposal of Fixed Assets

When an asset is disposed of its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal of information, remains on the master file for three years, in the Finance Director's office, after which time it is purged from the system according to general accepted accounting principles. This preserves an audit trail for disposed items, and facilitates departmental comparisons between actual or historical useful life information with useful life guidelines. Such comparisons permit a more precise definition of an assets useful life than those provided by the Internal Revenue Service or other guidelines initially used.

A disposal action is appropriate only when certain conditions occur resulting in an asset no longer in the possession of the agency. Assets no longer in use, which remains in the possession of the department, are considered surplus property and not a disposal.

Fixed assets may be disposed of in any one of six ways:

- Sale or trade-in
- Abandonment/Retirement
- Lost or stolen
- Transfer
- Cannibalization
- Casualty loss

Only when the asset is no longer in possession of the department, due to one of the six reasons listed above, is disposal action appropriate.

Assets are abandoned or retired when there is no longer any use for them in the department, they are of no use to any other city department, they cannot be repaired, transferred, cannibalized, sold, or traded-in. Thus meaning that, there is no safe and appropriate use for the abandoned goods to the city or for others.

Stolen items must be reported to Social Circle Police Department and the police report filed. A copy of this report must accompany the disposal record.

Casualty losses must be documented within 24 hours of loss and reported to the City Clerk immediately for follow-up with the city's insurance carrier.

Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Ideally, this method will allow departments to look at cannibalized items on the disposal report and assess what surplus parts may be available. Departments will send documentation of items cannibalized to the Finance Director's office, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund.

All assets no longer in the possession of the department, due to one of the six qualifying conditions and after submission of all appropriate documentation to the Finance Director's office, will be removed from the master departmental asset file and considered disposed.

Department management is responsible for reviewing disposal reports, evaluating causes and trends leading to disposals, and implementing procedures to more effectively manage and control disposals when the dispositions represent problems, in efficiencies, and/or the incurrence of unnecessary cost.

8. Physical Inventory

An annual physical inventory of all fixed assets will be performed under the direction of the Finance Director's office. The inventory will be conducted with the least amount of interruption possible to the department's daily operation. A full report of the results of the inventory will be sent, within 30 days of completion, to all departments for verification and acceptance.

I. Accounting, Audits, and Financial Reporting

The city shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of insuring that overall city goals and objectives are met.

1. Accounting Records and Reporting

The City will maintain its accounting records in accordance with state and federal laws and regulations and in a manner to facilitate an efficient audit process. The city will report its financial condition and results of operations in accordance with state regulations and applicable governmental accounting standards. The city's accounts shall be kept up in such a manner as to show fully the financial conditions of the city.

The city will maintain a Chart of Accounts that complies with the requirements of the State of Georgia and is in accordance with generally accepted accounting principles.

2. Auditing

An independent auditor or auditing firm will annually perform the city's financial audit. The auditor must be a certified public accountant (CPA) that can demonstrate that she or he has the capability to conduct the city's audit in accordance with generally accepted auditing standards. The auditors' opinions will be supplemented in the city's Comprehensive Annual Financial Report (CAFR). A copy of the audit will be sent to the State Auditor who will respond with comments regarding compliance. Results of the annual audit shall be provided to the City Council in a timely manner.

3. Simplified Fund Structure

The city will attempt to minimize the number of funds. Funds will be categorized in accordance with applicable state accounting requirements.

4. Financial Reporting

Internal financial reports will be prepared that are sufficient to plan, monitor, and control the city's financial affairs. Monthly accounting reports are meant to transmit information regarding the financial situation of the city. These regular reports are made available to the Mayor, City Council, City Manager, department heads, and other staff as necessary.

J. Separation of Duties

The purpose of this policy is to clearly define the separation of duties in the financial system.

1. Accounts Payable Vendor Setup

- a. The City will maintain a list of vendors. All new vendor setup requires the approval of the Finance Officer and the City Clerk.
- b. On a monthly basis, the Finance Officer will provide the City Clerk any changes/ for approval.

2. Check Signatures

All checks require at least two signatures. Neither of the signatures can be the same as the employee who originated the check.

Financial Trends, Analyses and Projections

Financial Trends, Analyses and Projections

The development of the annual budget begins each year with an analysis of the fiscal condition of the City. The City has a formally adopted set of Financial Policies which are reviewed annually and amended periodically to address current conditions and long-term implications. The most recent evaluation of the Financial Policies by City Council was in April 2019 in conjunction with the annual operating budget review. These policies set forth the budget process, establish minimum fund balances to be maintained, set forth purchasing procedures, and create a standard investment policy.

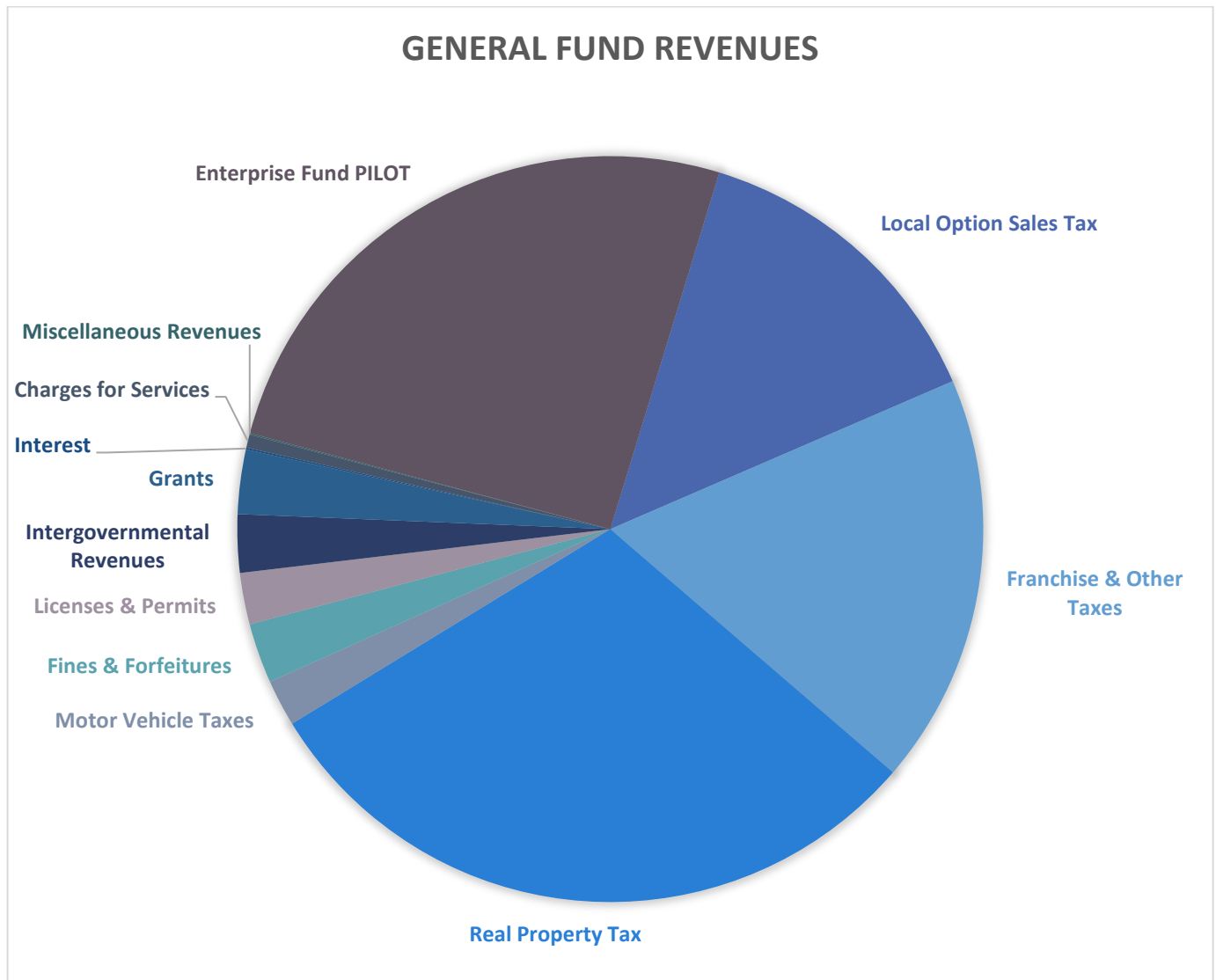
The financial trends of the City are evaluated with a review of a ten-year history of the revenues and expenditures in each fund, a consideration of current events or circumstances that would alter the past trends, and an evaluation of anticipated activities or economic conditions or regulations that would affect future projections. The data for this historical revenues and expenditures was obtained from the Annual Financial Report (Audit) prepared for the City from each of the prior years.

The consideration of current circumstances includes a review of the year to date revenues and expenses for the current fiscal year, an evaluation of construction activity, industry production, and business license changes, and a determination of operations impacts that can be predicted to result from completion of capital projects which are underway. The evaluation of future implications to the historic trends includes consideration of regional economic activity, changes in regulation or law, and longer-term development patterns.

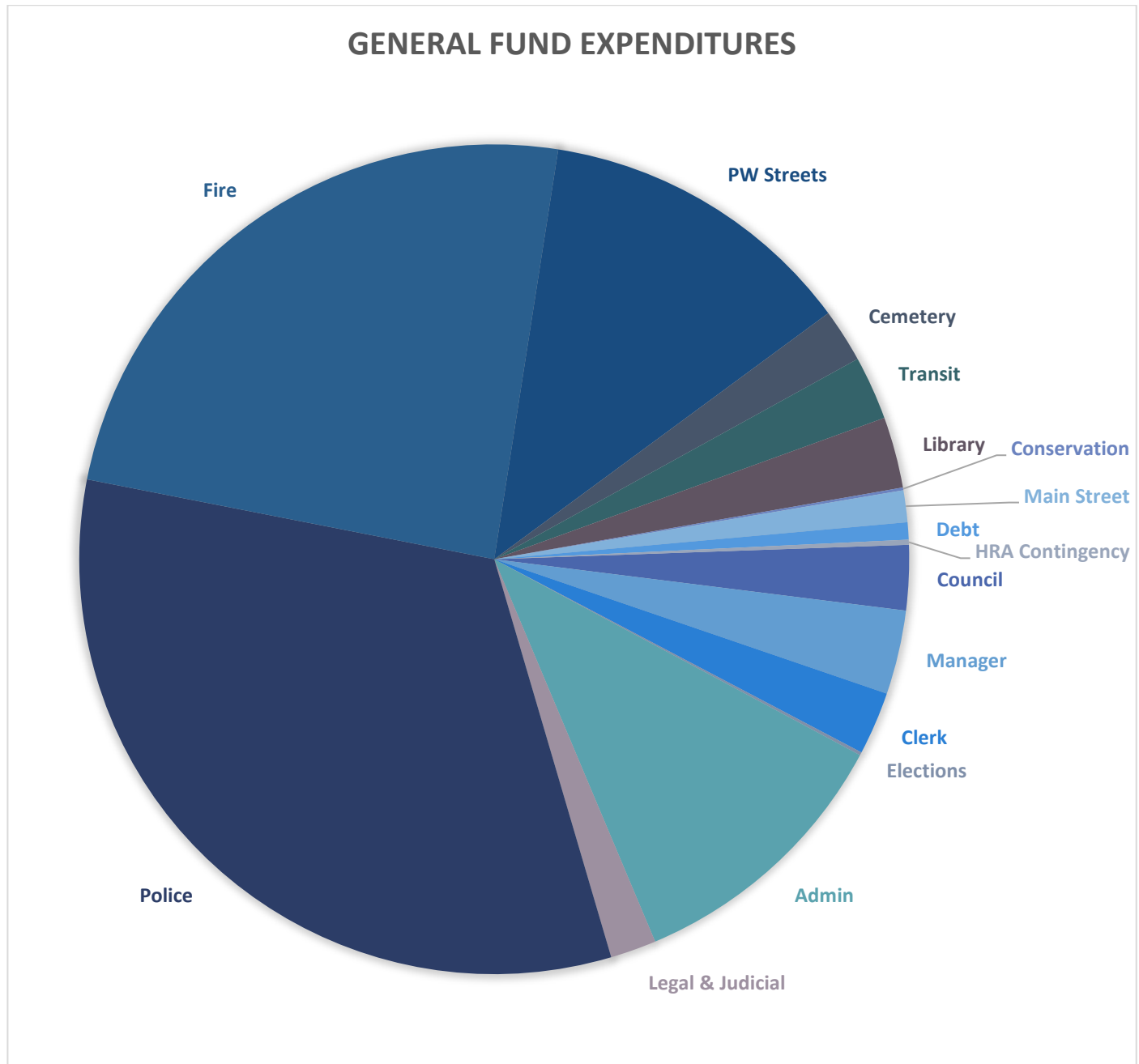
The revenues and expenditures are evaluated in each fund without transfers between funds, to provide an accurate picture of the self-sufficiency of each fund. The fund balance of each fund is also reviewed against the minimum balance set forth in the Financial Policies.

General Fund – Revenue Sources and Services Funded

General Fund Revenues include property taxes, other taxes, licenses and permits, fines and forfeitures, revenue from other government collections, grants, fees for services and interest income.



General fund services include management, finance and administration, police and fire services, public works, cemetery, library, transit, and main street (downtown) departments.

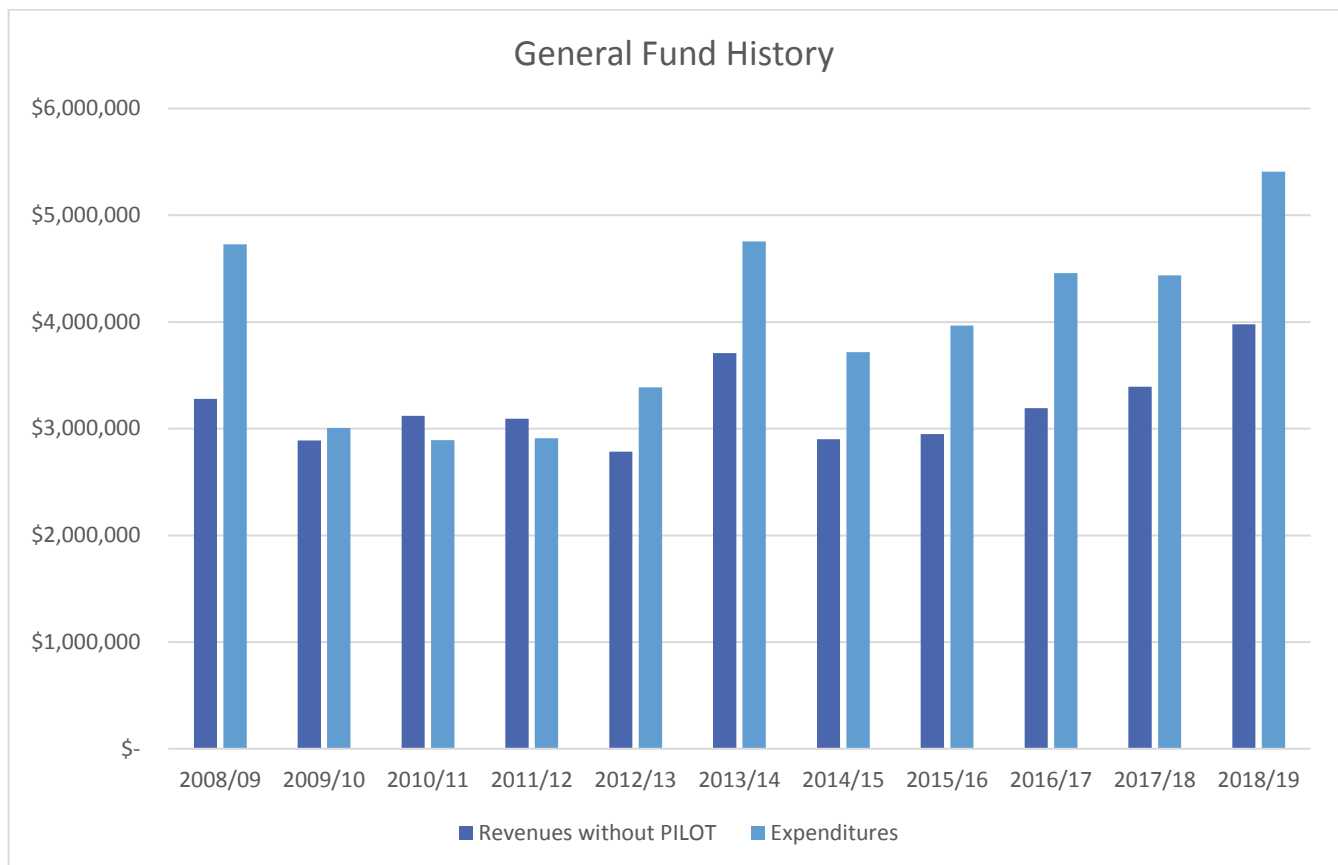


General Fund Revenues and Expenditures- Historical

A review of the **general fund revenues** from the prior 10 years shows flat trend when the area property values (tax digest) and licenses and fees were affected by the recession. The increased revenue in fiscal year 2013-14 was due to proceeds from a capital lease and sale of assets. Evaluating the revenue without this onetime impact, indicates a stable economic condition. FY2016-2017 property assessments revealed the first increase in property values since the recession which began in 2008. A millage rate-increase of 0.5 mils, coupled with this property value increase resulted in a decrease in the gap between general fund revenues and expenditures. FY2017-2018 property assessments reflected another 3% increase, business licenses and fees reflected increases of approximately 5%, however utility franchise fees decreased. Fiscal year 2018-2019 revenues reflected strengthening business license and fees revenues, stable utility franchise fee revenues, a 3% increase in property assessments, and revenue from a TEA grant.

General fund expenditures fund management, finance and administration, police and fire services, public works, cemetery, library, transit, and main street (downtown) departments. The spike in expenditures in 2013/14 was related to the capital outlay associated with the separation of the public safety department into a police department and a fire department. Expenditures in the general fund increased approximately six percent per year from 2014/15 through 2016/17, driven by capital project expenses, expansion in general administration staff, and increasing costs for health insurance and general liability insurance. General fund expenses leveled off in 2017/18 due to reduced capital expenditures for paving. The increase in expenses in 2018/19 reflect the completion of a capital project funded through a TEA grant, and the impact of market rate adjustments for public safety staff.

It is clear from the analysis of the general fund that expenditures are exceeding revenues (without transfers from other funds) and the gap of funding is supported by transfers from the enterprise funds, termed Payments in Lieu of Taxes (PILOT). The City is experiencing growth reflected in a modest increase in revenues, however the increase in cost of services is supported by the enterprise fund PILOT.

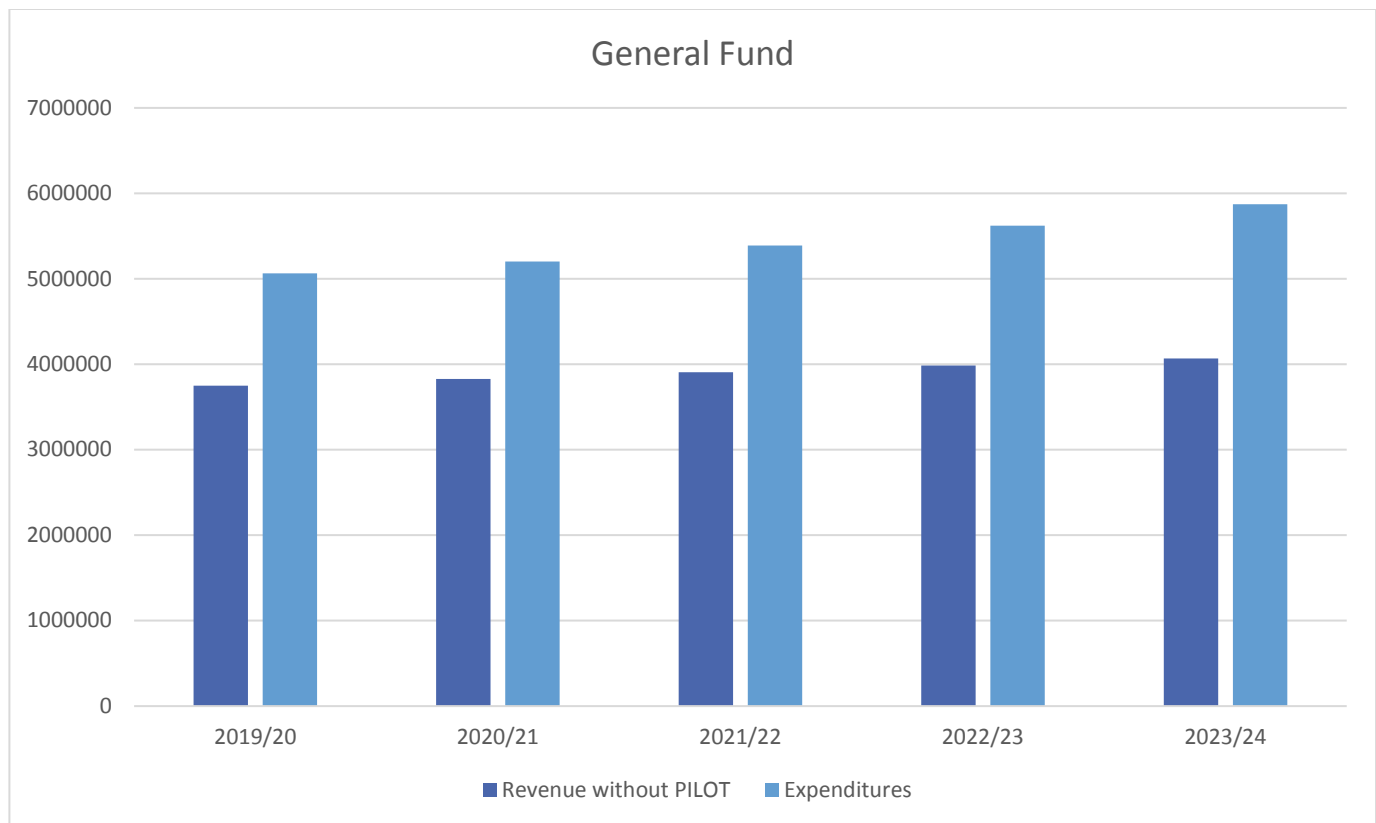


General Fund Revenues and Expenditure- Projections

Five-year budget projections were developed for the Capital Improvement Plan development. The factors used to create the projections included continued modest growth in general fund revenues, which is attributable to an improving economic outlook, an increase in construction of new homes and sales of existing homes, and the opening of new businesses within the City – particularly within the downtown area. In addition, industrial business expansion is occurring with existing industries within the City and new industries have located adjacent to the City in the Stanton Springs Industrial Park. Vacancies in the downtown district are reduced and new restaurants are opening in the northern commercial area. Residential single-family home development has increased, and building permit applications are increasing. The economic outlook is positive, and increases in Local Option Sales Tax, the City Net Digest, and business taxes are apparent. In addition, utility franchise tax receipts are reflecting a modest increase. Projections reflect these indicators, however with conservative rates of increase.

The financial policies were amended in 2017 to establish a fixed transfer amount from the utility funds as a payment in lieu of taxes, or PILOT. This transfer amount is now established as a percentage of each utility fund revenue. The PILOT is 10% of Water and Sewer Fund revenues, and 25% of Gas Fund revenues. This has been factored into the projections.

All current public services were projected to continue, with current levels of service improved as feasible through efficiencies and operations. No new programs were included in the budget projections for the purpose of the Capital Improvement Plan development. Overall general fund operating expenses were projected to increase 3% per year. Health insurance costs have stabilized based upon a competitive bid of the service in 2017-18, and the establishment of a health insurance, benefits allowance combination in which increases in employer health insurance cost are offset by reductions in the benefits allowance.



Projection of General Funds Available for Capital Improvement Projects

The five-year projection of revenues and expenditures was used to determine the sufficiency of revenue to support expenses and to determine the capacity to fund Capital projects. For the purposes of the General Fund projection, the current millage rate of 7.9 mils was included in the assumptions.

Fiscal Year	2019/20	2020/21	2021/22	2022/23	2023/24
Revenue without Transfers	\$3,750,409	\$3,826,968	\$3,905,115	\$3,984,881	\$4,066,302
Expenditures (LMIG Match in SPLOST)	\$5,064,878	\$5,203,236	\$5,388,060	\$5,620,434	\$5,874,529
Subtotal	-\$1,314,469	-\$1,376,268	-\$1,482,945	-\$1,635,553	-\$1,808,227
Transfer from Water	\$339,796	\$347,991	\$356,387	\$364,988	\$373,800
Transfer from Gas (23%)	\$941,218	\$960,042	\$979,243	\$998,829	\$1,018,805
Transfer from Solid Waste	\$32,155	\$32,798	\$33,454	\$39,000	\$39,000
Transfer from Stanton Trust	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300
Funds Available for CIP	\$0	-\$34,137	-\$112,561	-\$231,436	-\$375,322

It is apparent from the analysis funds are not available for General Fund Capital Projects from general operating revenues. In addition, the projection shows that the revenues are insufficient to fund anticipated expenditures in future years. This analysis points out the need to increase general fund revenues to maintain current levels of service.

The Special Purpose Local Option Sales Tax (SPLOST) is an effective revenue source used for capital project funding for general fund services such as public works projects, facilities, and police and fire equipment. This analysis indicates that the continuation of such SPLOST funding is critical to providing for the capital project needs, or significant tax increases will be necessary.

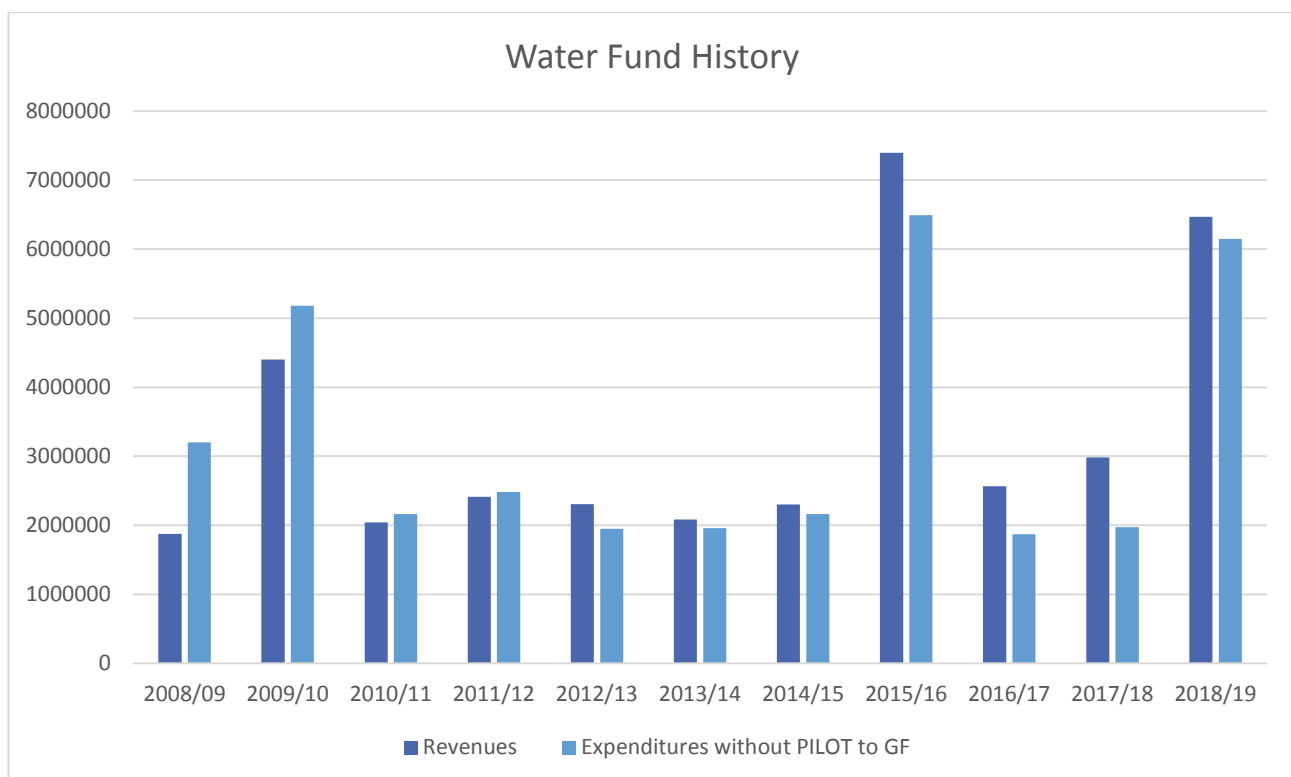
Water and Sewer Fund Revenues and Expenditures- Historical

Water and Sewer Fund Revenues include water and sewer utility bill proceeds, fees for services, grants and bond proceeds, and capital recovery charges. A review of the water and sewer fund revenues from the prior 10 years reflects a significant reduction in industrial water use revenues attributable to plant closings and change in product line, followed by stabilized and gradually increasing revenues. Prior year rate increases, and the re-funding of bonds for lower interest rates is reflected in the last five years of experience.

Capital Cost Recovery Fees are one-time fees that are paid at the time of connection to the water and sewer system. These fees, which vary by meter size, are established to reflect the cost to the system of serving the new customer. The revenues from these fees are not to support operations of the utility system, but to support the capital construction which provides system capacity.

Expense increases in 2008/09 and 2009/10 reflect capital projects. Expense history since 2010/11 is directly related to operational costs. The revenues and expenses in FY2015/16 reflect the refunding of prior bonds to reduce debt costs and the sale of new bonds to support a water main extension to improve fire flows downtown. The water fund history indicates that revenues are sufficient to maintain operational expenditures, however funding had been unavailable for investment in capital projects to increase capacity for economic growth and to address service issues associated with system age and deferred maintenance.

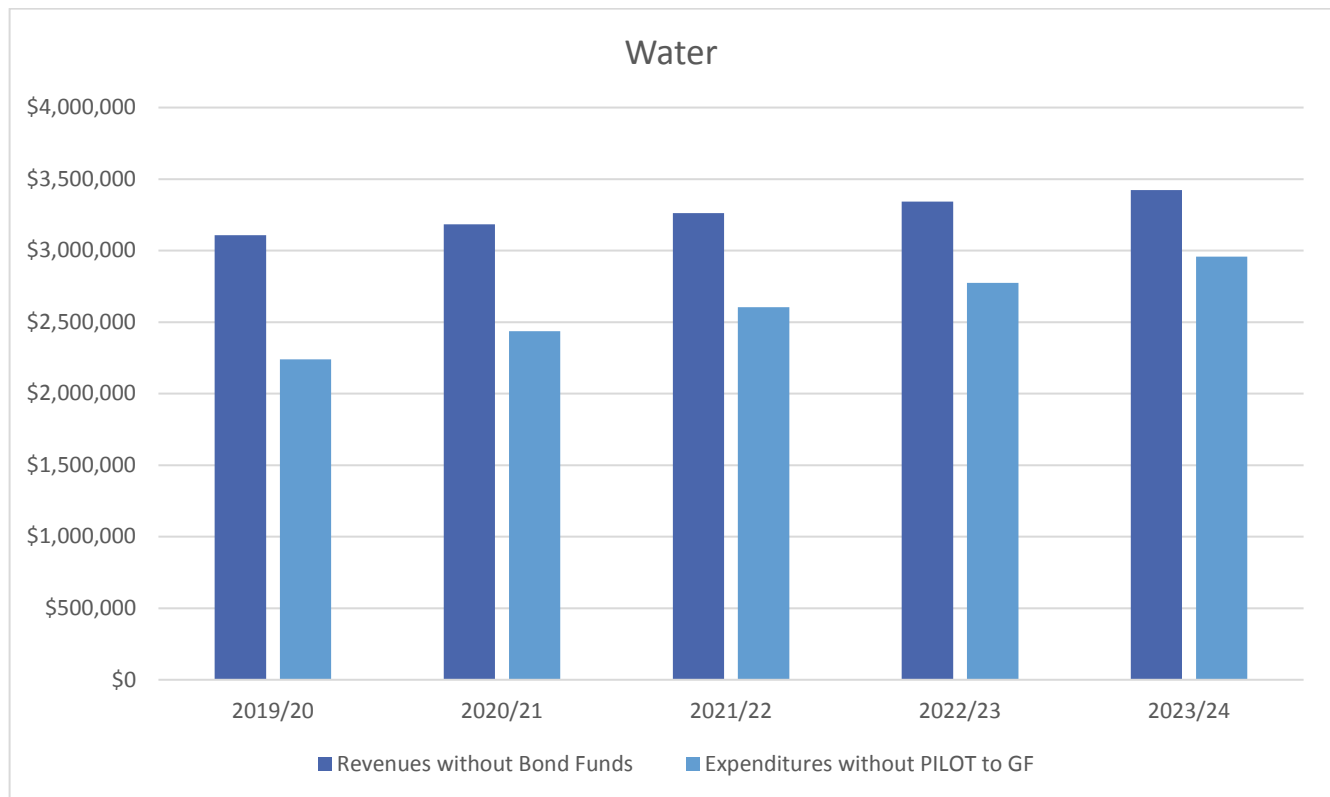
Comprehensive master plans were accomplished for the water and sewer system in 2017 to assess condition and capacity of the system, anticipate infrastructure needs associated with the City Comprehensive Plan for economic growth, and prioritize projects and define costs. A ten-year plan of investment of \$2 m per year in infrastructure was defined. In addition to this bonded investment, establishment of a 10% allocation from total revenues for pay as you go projects was recommended. A financial plan was then developed in 2018 to set forth a multiyear rate plan to support this system rehabilitation. A 2.5% rate increase per year was selected to support this system rehabilitation and prepare to serve the desired economic growth. The 2018/19 revenues and expenses reflect the initiation of this 10 year plan with \$2 m. in bond funds appropriated, and \$1 m in fund balance and cost recovery funds used to initiate infrastructure projects.



Water & Sewer Fund Revenues and Expenditures – Projections

The revenues of the water and sewer funds were evaluated relative to current conditions. The revenue increase achieved in the last two years is continuing in the current year with the planned 2.5% rate increase and stable usage. Expenditures in the water and sewer fund are projected to increase at 2% per year, due to personnel and benefit costs.

Improvements achieved with completion of capital projects are yielding a reduction in unaccounted for water loss and reduced pipe breaks, and reductions in power and chemical costs for treatment. These efficiencies reduce the effect of debt service on operation costs.



Projection of Water & Sewer Funds Available for Capital Improvement Projects

The five-year projection of revenues and expenditures was used to determine the sufficiency of revenue to support expenses to meet bond covenants and debt coverage ratios and to determine the capacity to fund Capital projects. For the purposes of the Water & Sewer fund projection, a rate increase of 2.5% was included in the assumptions and PILOT (payment in lieu of taxes) to the general fund were included in accordance with the Financial Policies.

	2019/20	2020/21	2021/22	2022/23	2023/24
Revenues	\$3,107,458	\$3,183,601	\$3,261,633	\$3,341,600	\$3,423,552
Expenditures without Transfers or Capital	\$2,238,735	\$2,437,217	\$2,604,240	\$2,775,344	\$2,956,926
PILOT to GF	\$339,796	\$347,991	\$356,387	\$364,988	\$373,800
Paygo Available for CIP	\$528,927	\$398,393	\$301,006	\$201,268	\$92,826
Bond Funded Capital Projects	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Total available for Capital	\$2,528,927	\$2,398,393	\$2,301,006	\$2,201,268	\$2,092,826

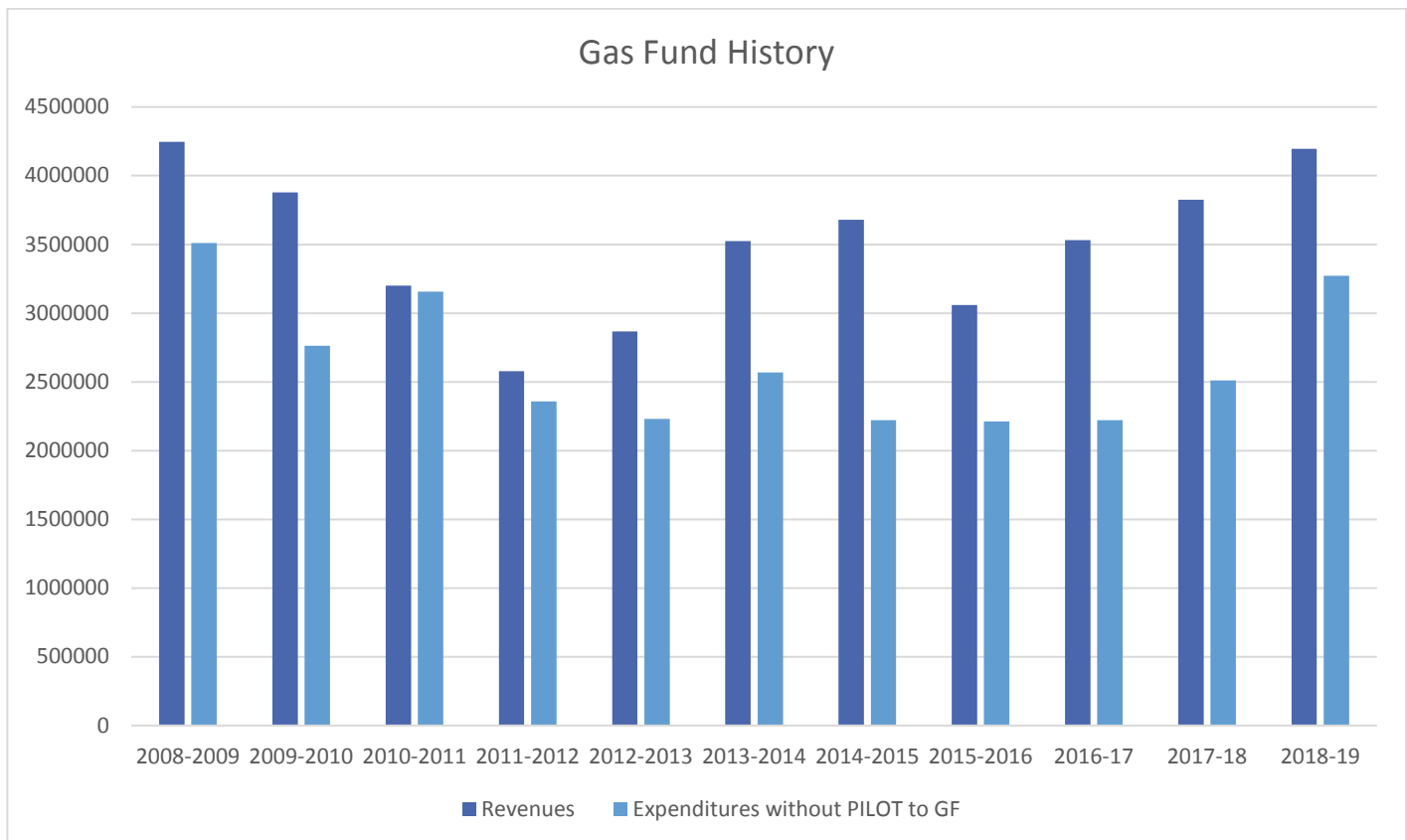
Gas Fund Revenues and Expenditures – Historical

Gas Revenues include gas tap fees, gas charges, and other miscellaneous revenues. The City Gas utility provides service to residential, commercial and industrial customers. Most of the usage is industrial. The history of gas revenues reflects the loss of industrial usage associated with the economic recession. After FY2010-11, revenue and expense variations are strongly related to winter weather severity. The City established a direct tap onto the TRANSCO gas main, enabling Social Circle gas customers to benefit from amongst the lowest retail gas rate in the region due to the elimination of distribution costs to other carriers.

In 2016-17 the City began receiving gas revenues associated with the Shire (now Takeda) Pharmaceutical plant in Stanton Springs Industrial Park, which is not within but is adjacent to the City limits. The gas system in Stanton Springs is operated through a partnership with the Cities of Covington and Madison. Revenues and expenses are shared, and the City share is 37.5%. In the current fiscal year, gas usage by the Takeda plant has increased reflecting the initiation of production. Prior to 2018/19, the operation has been in testing mode. Revenue increases in 2017-18 reflected the operation of a new regenerative thermal oxidizer at the Isonova Industrial plan which increased gas sales.

Gas operating costs are minimized and the most significant expense is the wholesale gas purchase. The steep increase in expense in 2018/19 was associated with a capital project to relocate gas mains in conflict with a roadway project.

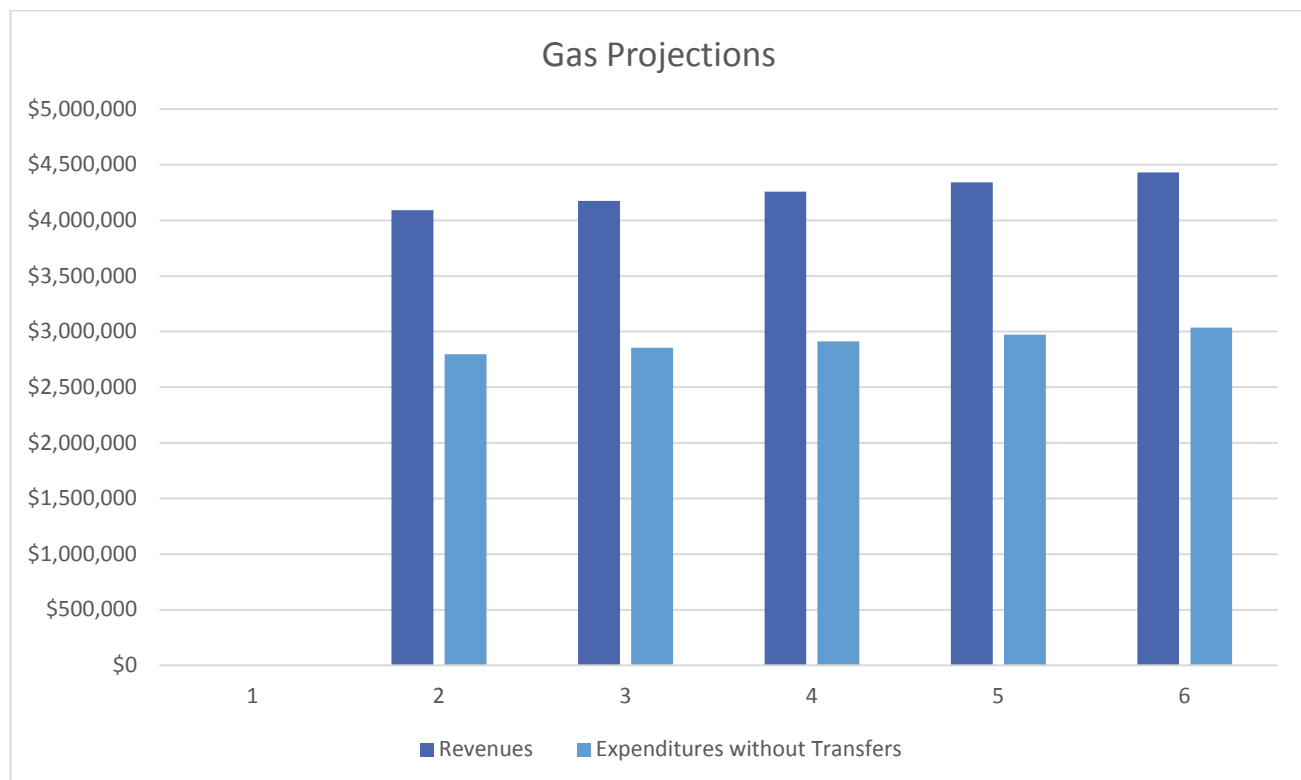
The Gas revenue is typically sufficient to support operating and capital costs of the system and provide fund transfers (Payment in Lieu of Taxes- PILOT) to the general fund. Transfers to the general fund increased significantly in recent years to address general fund shortfalls. The financial policies were amended in 2016-2017 to establish a PILOT payment to the general fund which is based upon a steady percentage of gas fund revenues.



Gas Fund Revenues and Expenditures – Projections

The gas fund revenue projections reflect a two percent per year growth from the current usage. This projection may be overly conservative as the Takeda Pharmaceutical plant has begun production however their usage has been consistently lower than anticipated from the initial design. The highest gas user is Isonova who accounts for more than 40% of the total gas sales. Their use is consistent and based upon demand for their product- protein for dog treats- which has been increasing over the last two years. The balance of the gas system customers, both industry and residential are greatly influenced by weather. Due to these variables, a conservative 2% growth in revenue is projected. As stated above, the economic outlook for the gas system is bright with high interest from new industries in the area. A diversification of demand would further strengthen the gas system outlook so the stability of the fund is not so heavily influenced by one customer.

The gas fund expense projections also reflect a two percent per year growth. Operational costs are minimal as the primary expense is wholesale gas.



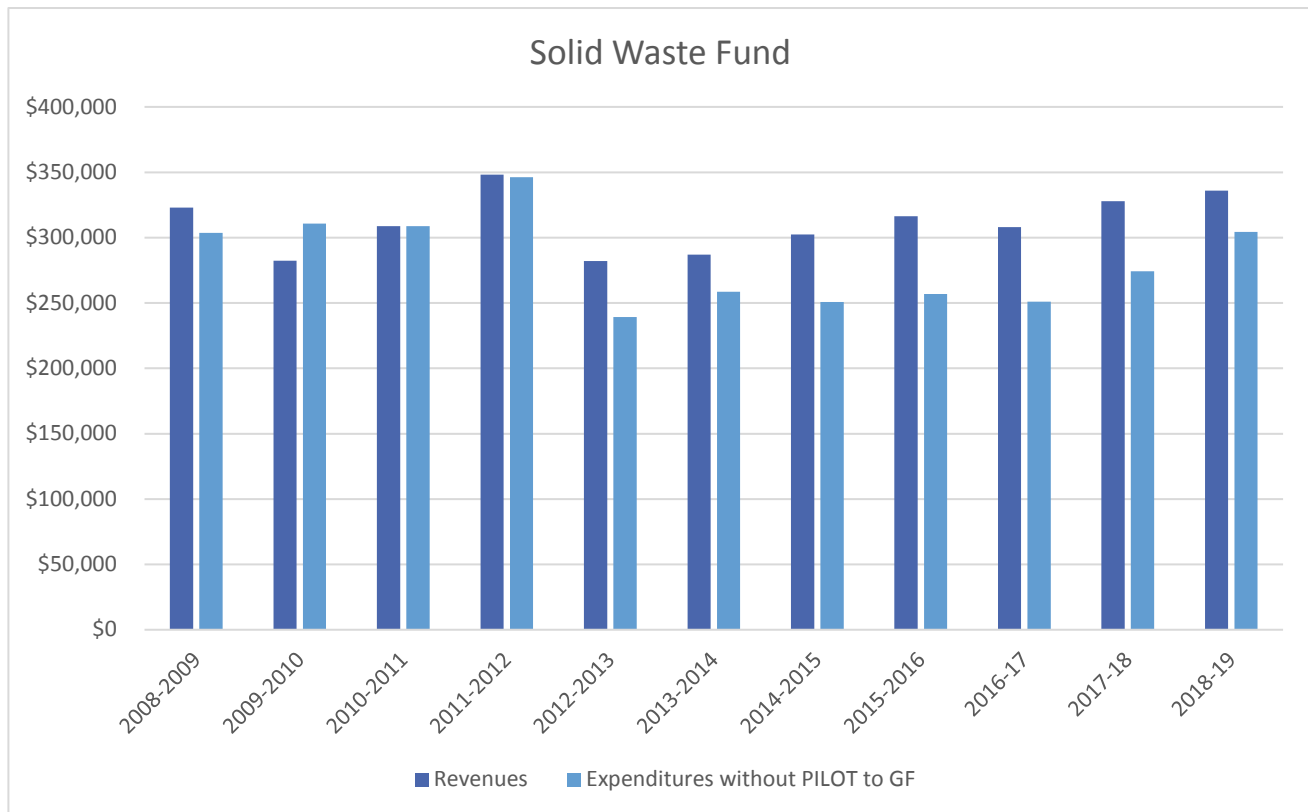
Projection of Gas Funds Available for Capital Improvement Projects

The five-year projection of revenues and expenditures was used to determine the sufficiency of revenue to support expenses and to determine the capacity to fund Capital projects. For the purposes of this projection, no rate increases were included in the assumptions and PILOT (payment in lieu of taxes) to the general fund were included in accordance with the Financial Policies.

	2019/20	2020/21	2021/22	2022/23	2023/24
Revenues	\$4,092,254	\$4,174,099	\$4,257,581	\$4,342,733	\$4,429,587
Expenditures without Transfers	\$2,796,069	\$2,853,825	\$2,912,829	\$2,973,107	\$3,034,692
PILOT to GF (23%)	\$941,218	\$960,042	\$979,243	\$998,829	\$1,018,805
Net Available for CIP	\$354,967	\$360,232	\$365,509	\$370,797	\$376,090

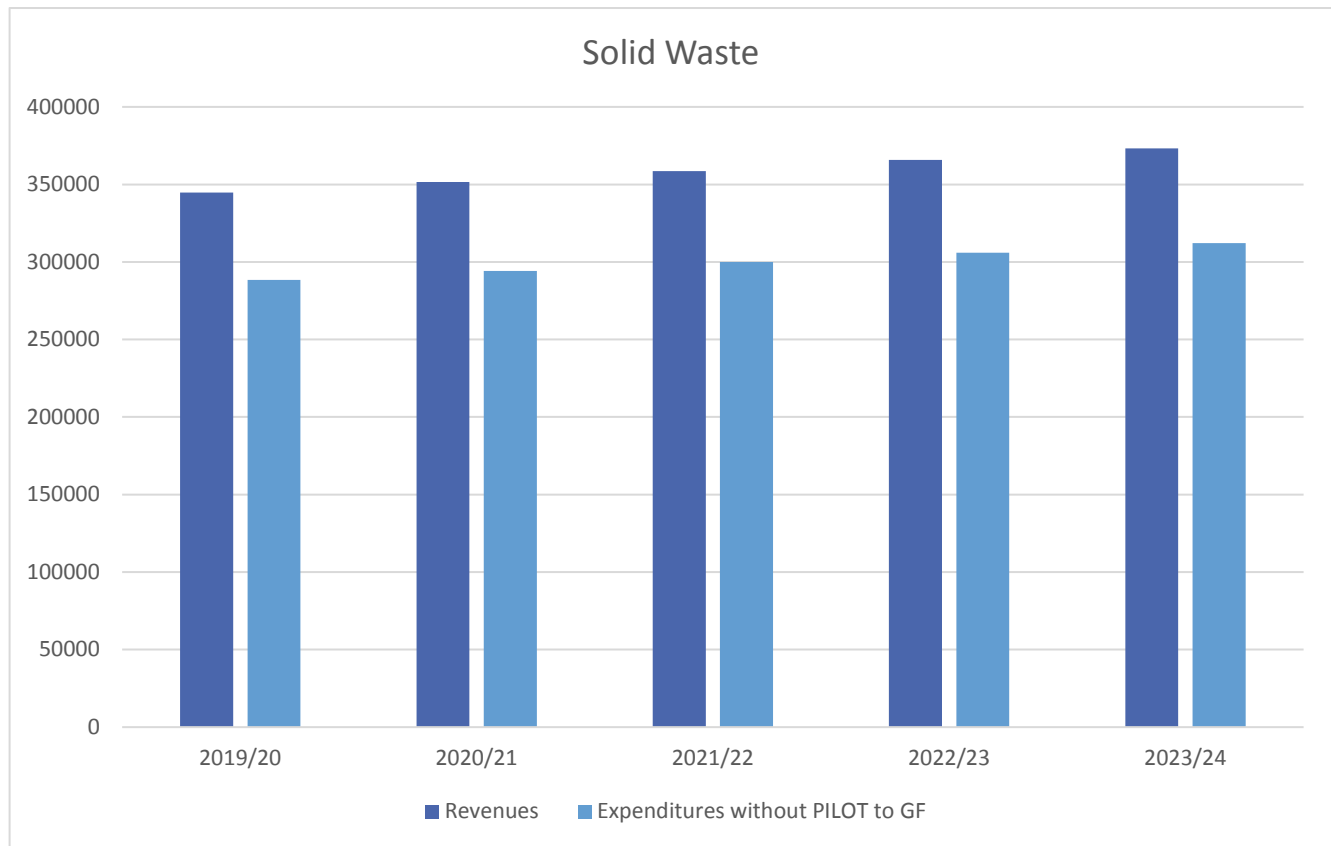
Solid Waste Fund Revenues and Expenditures- Historical

Solid Waste Revenues include garbage franchise fees and garbage collection charges to residential customers for curbside collection of solid waste, recycling, and bulky items. The City contracts for solid waste services. A change in the service contract resulted in a reduction of expenditures in fiscal year 2012-13. The contract is based upon the number of customers and a monthly cost per customer. Annual contract escalations are based upon a consumer price index factor, limited to 2% per year. The revenues and expenses were stable in the resultant period, with revenues sufficient to pay expenses. The contract was renewed in fiscal year 2016-2017 for an additional three-year term.



Solid Waste Fund Revenues and Expenditures – Projections

Revenues are projected to be stable, reflecting a stable base of residential customers. Although there are new homes being constructed, and a positive economic outlook for additional residential development, increase in customers is less than one percent per year. The expenses of the fund are contract costs for collection. The contract was recently renewed and annual escalations are based upon the number of customers and an annual consumer price index factor, but not to exceed 2% per year. Therefore, projections for revenue and expense are based upon a 2% per year increase. Contract increases are projected to result in equal collection rate increases, 2% per year.



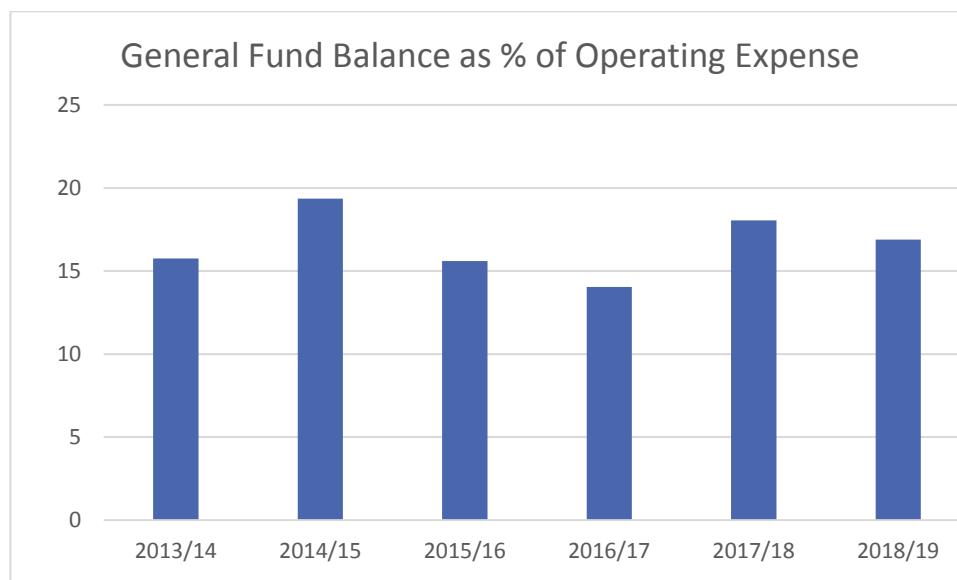
The solid waste fund analysis indicates revenues will continue to be sufficient to pay expenses, with the pass through of contract cost increases to customer rates. The fund will maintain a PILOT to the general fund in accordance with the financial policies which represents 10% of the revenues. There are no Capital Projects associated with the Solid Waste Fund.

Fund Balances

General Fund Balance

A fund balance is the unassigned/unreserved funding that is maintained. The purpose of fund balance is to assure cash flow, and to provide for emergency needs or buffer the immediate financial impacts of an economic downturn. Fund balance is one of the measures evaluated by bonding agencies when assessing the fiscal condition of the City, and issuing a bond rating. The bond rating establishes the interest rates that will be charged to the City for debt. The City of Social Circle Financial Policy establishes a goal of fund reserves equal to three months or 25% of operating expenses. An evaluation of the fund balance history indicates a declining then stable balance in the general fund which reflected impacts of the economic downturn. In the prior year, fund balance is building towards the reserve goal.

A financial policy has been established which limits use of general fund balance to one time expenditures, and sets a three year period to replenish the fund balance. Because the General Fund Balance is below the goal, no use of Fund Balance is proposed.

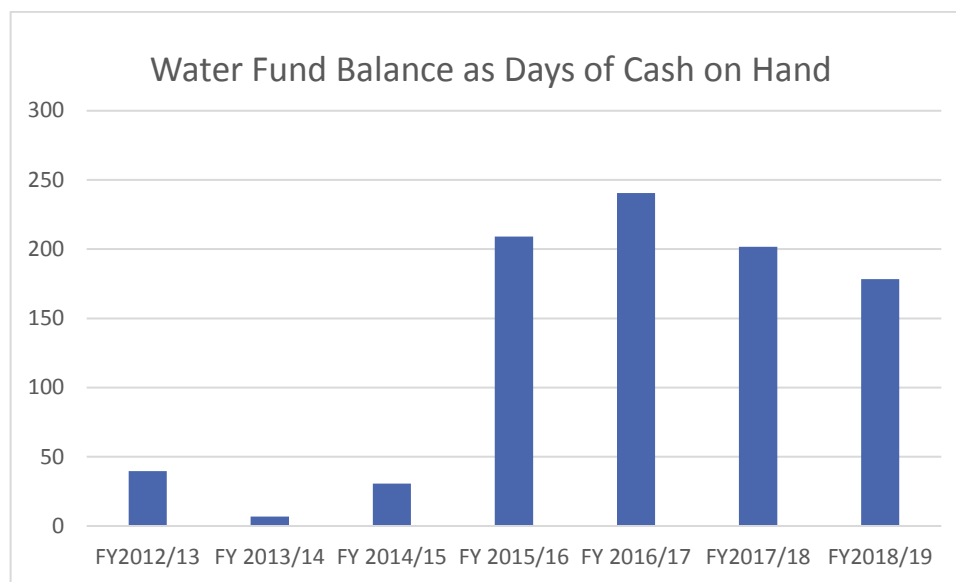


General Fund Balance				
	Fund Balance	Operating Expenditures	%	Policy
2010/11	839,000	2,891,753	29%	25
2011/12	949,640	2,911,638	33%	25
2012/13	1,114,277	3,387,438	33%	25
2013/14	757,173	4,804,226	16%	25
2014/15	719,481	3,717,246	19%	25
2015/16	618,659	3,965,673	16%	25
2016/17	625,759	4,458,382	14%	25
2017/18	816,842	4,527,239	18%	25
2018/19	816,842	4,828,705	17%	25

Water & Sewer Fund Balance

The City of Social Circle Financial Policy establishes a goal of six months of unrestricted cash on hand, or 50% of the operating expenses for the water and sewer fund balance. An evaluation of the fund balance history indicates a stable balance in the water and sewer fund which meets financial policy goals.

The unrestricted cash and cash equivalents are funds available for emergency use. The restricted cash and cash equivalents include bond proceeds that are committed to a specific capital project, sinking fund deposits required by bond covenants, and proceeds from Capital Cost Recovery fees that must be spent on capital projects which provide additional capacity in the water and sewer system. The reduction in Restricted Cash in FY2015/16 was associated with the re-funding of a bond series to reduce debt costs. The reduction in restricted cash in FY2017/18 is associated with the construction of a water main replacement on Clark Street that was funded in the 2015 bonds. The reduction in unrestricted cash fund balance in FY2017/18 was approved to fund a capital project to replace water mains in accordance with the capital improvement plan.



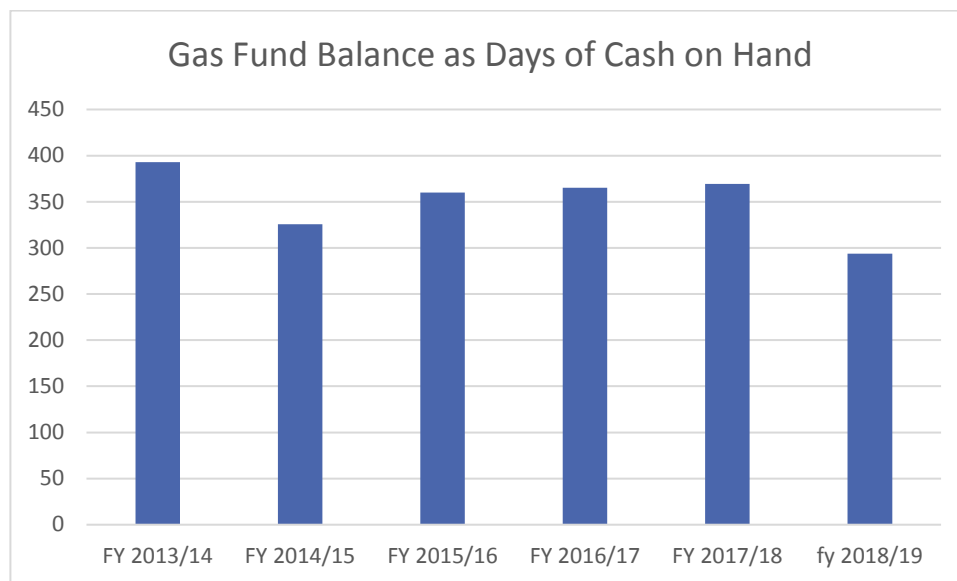
Water Fund				
	Cash + Cash Investments	Operating Exp. + Debt Svc + Transfers	Days Cash on Hand	Policy
FY2012/13	226,551	2,090,384	40	182
FY 2013/14	38,660	2,046,899	7	182
FY 2014/15	165,481	1,973,509	31	182
FY 2015/16	1,106,789	1,932,772	209	182
FY 2016/17	1,543,257	2,340,686	241	182
FY2017/18	1,350,790	2,443,842	202	182
FY2018/19	1,350,790	2,762,421	178	182

Gas Fund Balance

The City of Social Circle Financial Policy establishes a minimum six months of cash on hand, or 50% of operating expenditures for the gas fund balance. The gas fund revenues are subject to significant variations related to weather. In addition, a few significant industrial gas customers represent more than two thirds of the total gas usage. The maintenance of this fund balance protects the financial condition of the gas fund in the event of warm winters, or the reduction in production of a significant industry.

It is important to note that in this measurement, the operating expenditures **do not include** the PILOT from the gas fund to the general fund. Thus, a healthy fund balance provides a short-term buffer for the gas fund and the general fund in the event of a significant reduction in gas fund revenues.

An evaluation of the fund balance history indicates healthy and stable gas fund balance which exceeds the financial policy target.

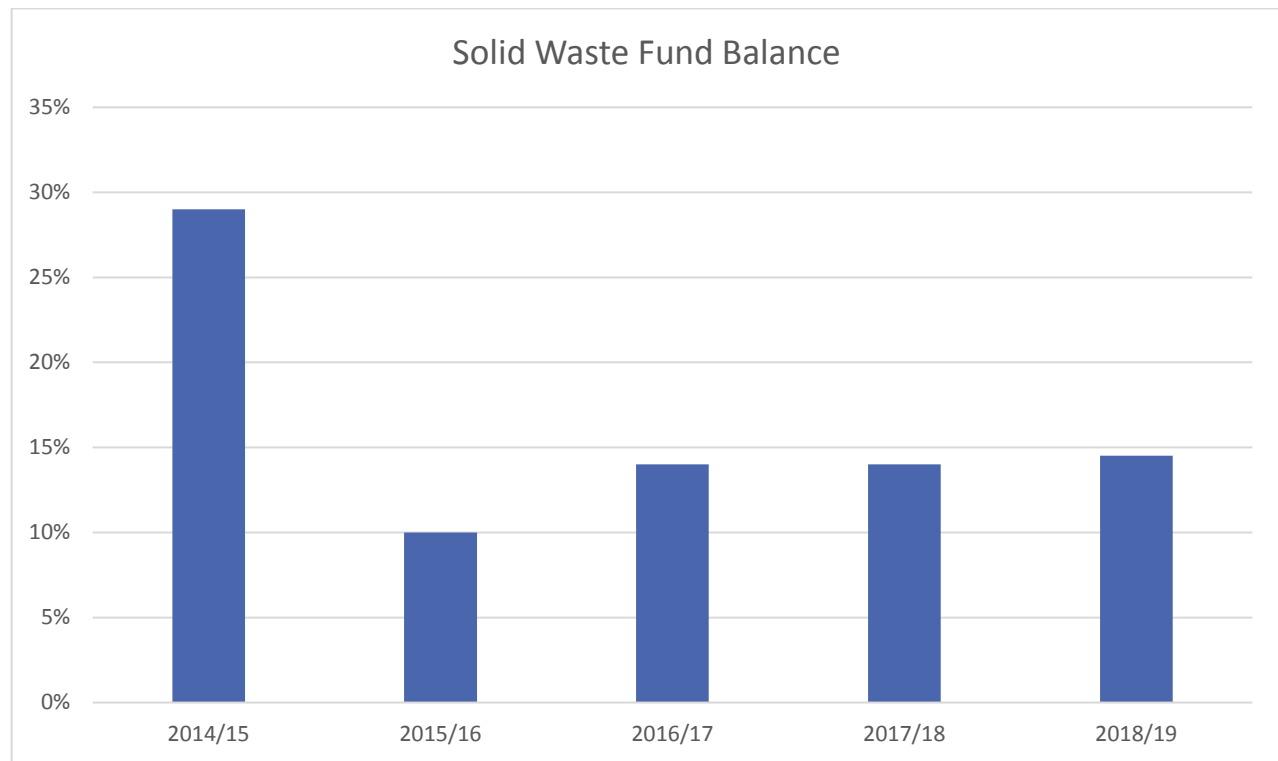


Gas Fund				
	Cash & Cash Investments.	Operating Expenditures + Transfers	Days Cash on Hand	Policys
FY2012/13	3,014,344	2,691,993	409	
FY 2013/14	3,198,806	2,972,634	393	182
FY 2014/15	2,767,093	3,100,802	326	182
FY 2015/16	2,818,242	2,857,800	360	182
FY 2016/17	3,039,796	3,037,047	365	182
FY 2017/18	3,196,147	3,158,912	369	182
fy 2018/19	3,073,824	3,821,507	294	182

Solid Waste Fund Balance

The City of Social Circle Financial Policy establishes a minimum \$10,000 for the solid waste fund balance.

	Fund Balance	Operating Expense	Percentage
2014/15	\$69,841	\$242,062	29%
2015/16	\$24,964	\$251,965	10%
2016/17	\$38,535	\$278,652	14%
2017/18	\$38,535	\$274,291	14%
2018/19	\$44,177	\$304,307	15%



The solid waste fund balance is compliant with the financial policy.

Special Purpose Local Option Sales Tax (SPLOST) Fund

The 2012-2018 SPLOST was projected to yield a total revenue of \$3,100,000 over the six years. SPLOST funds are required to be used for Capital expenditures, rather than operating costs. The categories of Capital expenditures, and the distribution of funds into each is established at the time the SPLOST is approved. For this budget, the SPLOST allocations and expenditures were reviewed to determine available funding remaining in each category for appropriation to new capital projects. The approved and previously allocated funds are illustrated in the following table.

Use of Funds	Allocation	Projects	Committed	Remaining
Transportation	\$850,000	Det. Pond	\$97,024	
		Willow Spr. Pvg	\$74,343	
		TEA Grnt SW	\$103,857	
		W Hightower SW	\$314,092	
		LMIG Match	\$98,103	\$18,315
		Alcova Roundabout & Sidewalk	\$113,116	
		Fairplay Culvert	\$ 31,150	
Water & Sewer	\$500,000	Meters & ADF PS	\$367,254	
		WWTP Basin Conduit, Water Valves Valves	\$109,010	\$23,736
Public Safety	\$1,000,000	Fire Station	\$918,000	
		Police	\$82,000	
Recreation	\$250,000	Playground	\$50,996	
		E. Hightower Bridge Sidewalk/Trail (TAP Grant Match)		\$199,004
		Trail Project	\$90,000	
Library	\$500,000	Match for State Funds for Expansion Project	\$500,000	

In addition, a SPLOST continuation referendum was approved for the period 2019-2025. The City is projected to receive funding in the amount of \$2,895,868 over the next six years. The designated fund use is provided below:

Use of Funds	Allocation
Transportation	\$1,000,000
Public Safety	\$ 385,000
Building Upgrades	\$ 250,000
Parks & Recreation	\$ 100,000
Water & Sewer Infrastructure	\$ 1,160,868
	\$ 2, 895,868

Receipt of these funds is anticipated to begin in April 2019. Level funding receipt over the six-year period is projected.

Capital Improvement Plan

Capital Improvement Plan

Capital Improvements are typically one time, or not annual, expenditures which are new facilities, infrastructure improvements, or major equipment. Capital investments must be made on a regular basis for the City to deliver services which are reliable, efficient, compliant and financially sustainable. Adequate capital project funding enables

- Equipment to be replaced before maintenance costs exceed the cost of a new vehicle,
- Service interruptions due to failing equipment or systems to be avoided,
- Infrastructure improvements to be planned prior to demand so that desired growth and economic development can be accommodated,
- Public Safety services to be timely by appropriate location of facilities, and
- Public facilities and amenities to be provided to create and sustain the quality of life desired by the community.

The development of a Capital Improvement plan is a three-stage process, whereby

- the amount of funds available for Capital projects is projected,
- the Capital project needs are identified, and
- Funding is allocated to projects based upon priority.

The City of Social Circle Capital Improvement plan is a five-year plan. Since Capital projects are typically large expenditures that do not recur every year, a time frame longer than one year is necessary to determine funding trends and create a plan that is fiscally constrained. This means that the five-year plan is one that can be reasonably predicted to be accomplished within the financial means of the City.

The amount of funds determined to be available for Capital Projects was determined as follows:

Total Revenues – Annual Operating Needs = Funds for Capital Improvements

Total Revenues were defined as those revenues currently in place, such as property tax, utility fees, etc. No tax rate increases were included in the total revenue projection.

Annual operating needs are defined as expenditures which are repeated annually to provide City services. These include personnel costs, fuel, supplies for typical services, electricity, etc.

This year, the plan development began in January at the Annual Retreat of the Mayor and City Council. The Council reviewed their Strategic Goals for 2018-2020 which were adopted on March 1, 2018, and considered key issues facing the City.

Continued investment in the water and sewer system were identified as a priority to address current service issues and system expansions to support growth as envisioned in the City Comprehensive Plan. Continued implementation of a 10-year plan of investment of \$2 million per year in bonded projects along with 10% of fund revenue in pay as you go projects was confirmed. The 2018 financial plan recommendation of 2.5% water and sewer rate increases per year to support this investment is included in this recommended budget. As these improvements are accomplished, cost of volume rates will decrease due to fewer main breaks and pump station failures, less water loss, and increased energy efficiency.

City Boards and Commissions were invited to a Council work session to suggest project and program funding consideration for the upcoming budget process.

In February, each department submitted Capital project requests with consideration of the Council Strategic Goals, prior Strategic plans, the prior Capital Improvement Plan, the Social Circle Comprehensive Plan -**Vision 2040** workplan, infrastructure needs to maintain compliance and reliability in City services, and facility needs to create and sustain the quality of life desired by the community.

Anticipated operating cost impacts associated with each capital project request were required. A Department Head subcommittee evaluated all requested projects and provided recommendations. Another department head subcommittee prepared revenue forecasts.

A five-year Capital Improvement plan was developed which proposed funding for specific projects per fund. The plan was presented to the Mayor and City Council at a March work session.

The Recommended Capital Improvement plan is included on the following pages. The projects included in the first year of the five-year plan, or Fiscal Year 2019/20, are allocated funding in the Recommended Budget for 2019/20.

It should be noted that there were significant Capital Project needs that were not able to be funded in this fiscally constrained five-year plan. These projects are listed as deferred projects. This indicates that the City revenues are not sufficient without grants, future SPLOST, or increases in tax rates or utility fees to meet these deferred needs and program desires.

The adopted Capital Improvement Plan for Fiscal Year 2019/20 through Fiscal Year 2023/24 provides for the continuation of City services in a compliant and reliable manner.

Detailed project listings are included on the following pages.

2012-2018 SPLOST Projects

Use of Funds	Allocation	Projects	Expended	Remaining
Transportation	\$850,000	Detention. Pond	\$97,024	
		Willow Springs. Paving	\$74,343	
		TEA SW Match	\$103,857	
		W Hightower SW	\$314,092	
		LMIG Match	\$ 98,103	\$18,315
		Alcova Roundabout & S/W	\$113,116	
		Fairplay Culvert	\$ 31,150	
Water & Sewer	\$500,000	Large Water Meters	\$ 50,103	
		ADF Lift Station	\$ 317,151	
		WWTP & SCADA	\$ 49,000	\$23,736
		Water Treatment Plant Rehab.	\$ 60,010	
Public Safety	\$1,000,000	Fire Station	\$918,450	
		Police	\$ 81,550	
Recreation	\$250,000	Playground	\$ 50,996	
		E. Hightower Trail/Sidewalk (TAP Grant Match)		\$199,004
*Strategic Goals #2				
Library	\$500,000	Library Expansion	\$ 500,000	

SPLOST Projects

2012-2018 SPLOST	Project	2019/20	2020/21	2021/22	2022/23	2023/24
Transportation	LMIG Paving Match	\$18,315				
Water & Wastewater	WWTP Upgrades	\$13,736				
Recreation	E. Hightower Trail, S/W (TAP Grant Match)	\$50,000	\$149,004			
Total		\$82,051				

2019-2025 SPLOST

Use of Funds	Allocation
Transportation	\$1,000,000
Public Safety	\$ 385,000
Building Upgrades	\$ 250,000
Parks & Recreation	\$ 100,000
Water & Sewer Infrastructure	<u>\$ 1,160,868</u>
	\$ 2, 895,868

SPLOST Projects

2019-2025 SPLOST	Projects	2019/20	2020/21	2021/22	2022/23	2023/24
Transportation	Traffic Signal Replacement & Curb Returns	\$300,000				
	N. Cherokee S/W (TAP Grant Match)	\$50,000	\$151,000			
*Strategic Goals #2	Sidewalks		\$145,000	\$45,000		
	LMIG Match	\$30,000	\$32,000	\$34,000	\$36,000	\$38,000
	Roadway Drainage Improvements		\$29,000	\$30,000	\$30,000	
*Strategic Goals #2	N. Cherokee Streetlights (TEA Grant Sidewalk)	\$50,000				
Public Safety	Replace Scott Air Packs	\$210,000				
	Police Car Camera System Upgrade		\$70,000			
	Police Car Replacements			\$35,000	\$35,000	35,000
Recreation	Park Improvements			\$50,000		
*Strategic Goals #2	Trail Project				\$50,000	
Building Upgrades	City Hall Roof, Repainting, HVAC, File Room		30,000	75,000		
*Strategic Goals #6						
*Strategic Goals #3	PW Pole Barn		35,000			
	PD Generator Replacement			60,000		
	Station 6 Generator Replacement			30,000		
	Station 6 HVAC Replacement				20,000	

2019-2025 SPLOST	Projects	2019/20	2020/21	2021/22	2022/23	2023/24
Water & Sewer Infrastructure	Generator at Water Treatment Plant				50,000	
	Tank Altitude Valve Replacements				35,000	
	Water Tank Intake Screens			18,000		
	W/M Replacement under Small CSX Bridge			100,000		
	Refurbish Filters at WTP					409,000
	Projects to be defined				230,000	
TOTAL		\$640,000	\$492,000	\$477,000	\$486,000	\$482,000

Deferred General Fund Projects

Fund	Project	Deferred Needs
General	Wayfinding Signage	\$50,000
	Downtown Parking Expansion (2)	\$250,000
	Council Chamber/Courtroom Upgrade	\$50,000
	Watershed & Storm System Mapping & Master Plan	\$30,000
Fire	Platform Ladder Truck	\$1,200,000
	2009 Expedition Replacement	50,000
Police	Police Department Expansion Feasibility Study	\$30,000
	PD Vehicle Replacements	\$70,000/year
Admin	Replace Kitchen Door & Windows	\$40,000
	City Hall Shed for Signs & Materials	\$12,000
Streets	Electronic Gates @ PW Yard & WTP	\$60,000
	Mower Replacements	40,000
	Replace 2- 2005 F150 Pickup Trucks	\$50,000
	Grapple Arm Brush Truck	\$145,000
	Articulating Boom Lift	\$30,000
	93 HP Backhoe/Loader	\$150,000
General	Comprehensive Equipment Depreciation & Replacement Schedule	tbd

Recommended General Fund Project

Projects	2019/20	2020/21	2021/22	2022/23	2023/24
Fire Pumper Truck	\$477,854				

Included in this budget is the lease of a fire pumper truck to replace the fire truck that was wrecked in an accident in 2019. Lease purchase proceeds and insurance funds received will fund the purchase. 2019/20 debt service payments will not begin until 2020/21.

Recommended Water Projects

Fund	Project	2019/20	2020/21	2021/22	2022/2023	2023/24
Water & waste	Available Funds	\$ 2,528,927	\$ 2,398,393	\$ 2,301,006	\$ 2,201,268	\$ 2,092,826
Water	WTP Backwash Pump & Motor Replacement	40,000				
Water	Downtown W/M Replacement (GEFA) (Alleys, Hightower to Ware/Hickory)	384,000				
	AMI Meter Gateway System		190,000	220,006	100,000	
	Replace W/M with AMI Compatible			100,000	100,000	
	Oak Dr. WM Repl. (N. Cherokee to Willow) (GEFA)	378,000				
	WTP SCADA			100,000		
	Windsong/Park Place WM Loop		154,000			
	WTP Sludge Filtering System Rolloff	35,000				
	S. Cherokee Ph II WM Repl.(Cannon to SC Pkwy)				448,000	
	Galvanized WM Replacements		100,000		100,000	100,000
	Spring St. WM Repl. (Hightower to S. Cherokee)				621,000	
	Valve & Fire Hydrant Rehab & Replacement	50,000	50,000	100,000	100,000	100,000
	N. Cherokee WM Repl. (Heritage to Ronthor)			576,000		
	N. Cherokee WM Repl. (Ronthor to City Limits)					896,000
	WTP Chlorine Gas to Liquid Bleach	19,216				
	WTP Parshall Flume @ Backwash Lagoon	25,000				
	N Cherokee PRV at Walton Interconnect (GEFA)	35,000				
	Replace 2004 F350 Truck		40,000			
	Replace 2005 Crown Vic		25,000			
	Economic Development Water & Sewer Projects				240,428	996,826

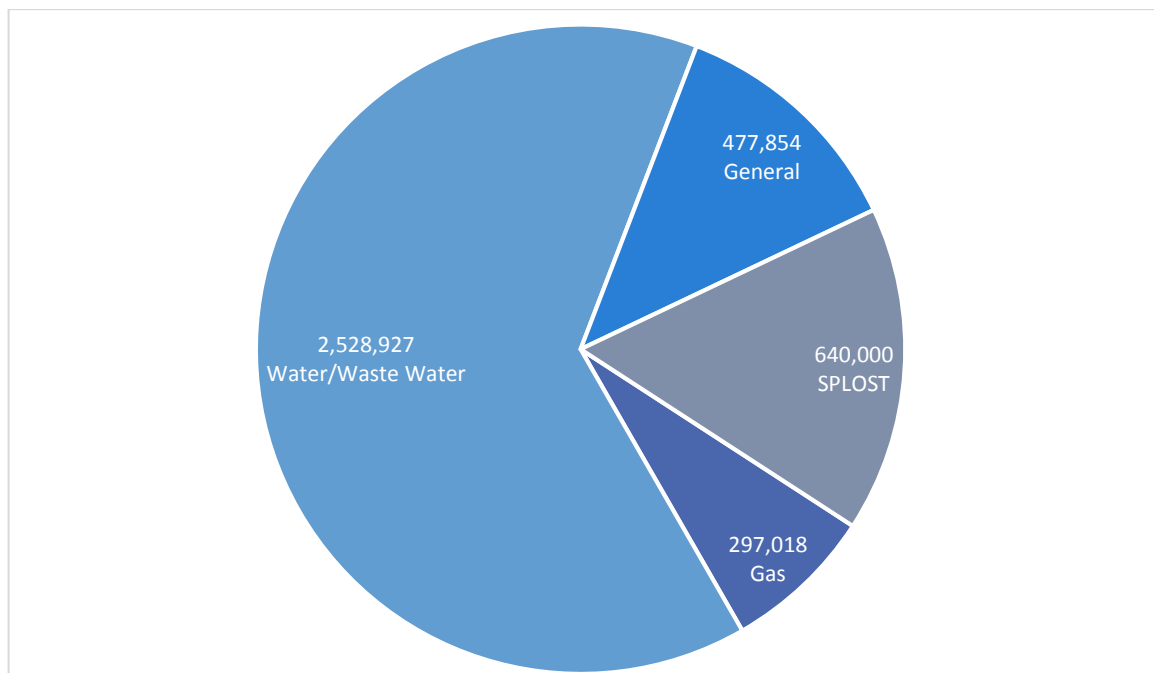
Recommended Waste Water Projects

Fund	Project	2019/20	2020/21	2021/22	2022/23	2023/24
Waste Water	N Tower Road Sewer Replacement		\$84,927			
	Downtown Alley Sewer Replacement (2)	\$186,711				
	S05, S06, S07, S31 (Eliminates 3 PS) (GEFA)	\$1,320,000	71,363			
	S02, S03, S04 (New PS, Eliminates 3 PS)		\$923,103			
	S08 (Eliminates 1 PS)			\$125,000		
	S29 Ronthor/Fairplay Sewer Rehabilitation		\$675,000			
	S01 Goodyear Interceptor (Eliminates 1 PS)				\$170,000	
	S09 Walton Court to Dove Landing (Elim. 1 PS)				\$75,000	
	N Cherokee Road Sewer Point Repairs	\$20,000				
	701 N Cherokee Lateral Reroute	\$21,000				
	2020 Sewer CDBG (Cannon, Cedar, Spring)	\$15,000	30,000	1,050,000		
	2021 Sewer CDBG (Marco Estates)		15,000	30,000	867,840	
	Total	\$2,528,927	\$2,398,393	\$2,301,006	\$2,201,268	\$2,092,826

Recommended Gas Fund Projects

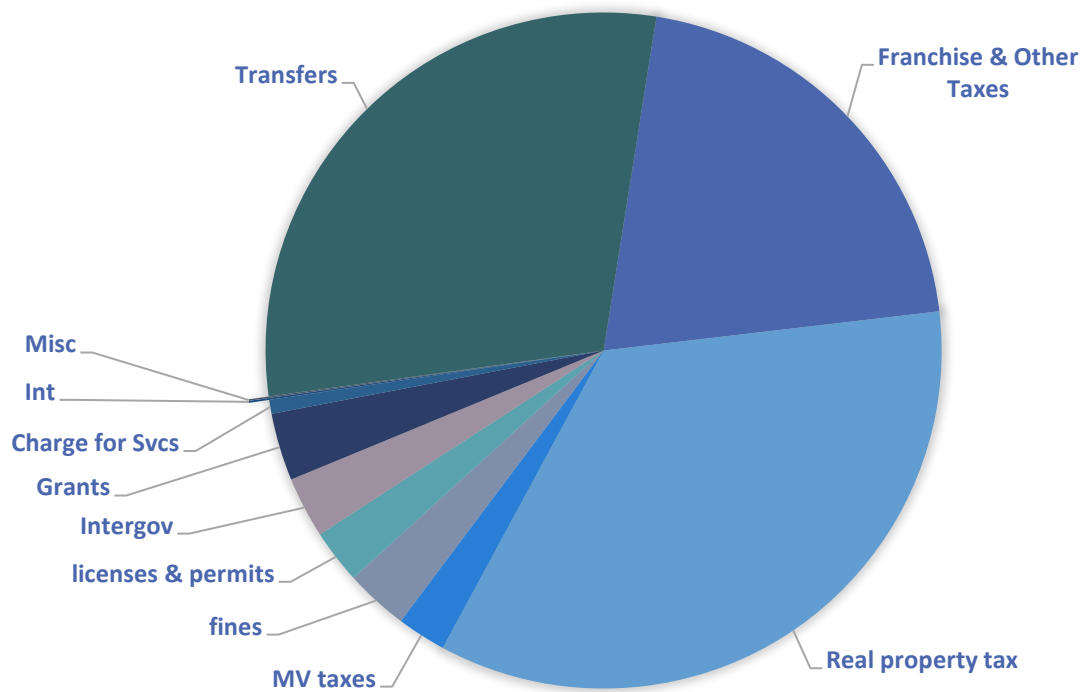
Fund	Project	2019/20	2020/21	2021/22	2022/23	2023/24
Gas	Available Funds	\$ 297,018	\$ 360,232	\$ 365,509	\$ 370,797	\$ 376,090
	Extend 6" Gas Main from Thurman Baccus to S. Cherokee		\$190,232	\$300,000		
	Replace Gas Office & Parts Building		\$60,000			
	Replace Mini Excavator, Utility Truck		\$85,000	\$65,509		
	Regulator station Fencing	\$40,000				
	Gas Extensions& Improvements	\$245,018			\$370,797	\$376,090
	ATV for annual leak detection & quarterly pipeline survey	\$12,000				
	Replace Air Compressor (50 hp)		\$25,000			
	Total	\$297,018	\$360,232	\$365,509	\$370,797	\$376,090

Total Anticipated Capital Expenditures for Budget Year - \$4,240,817

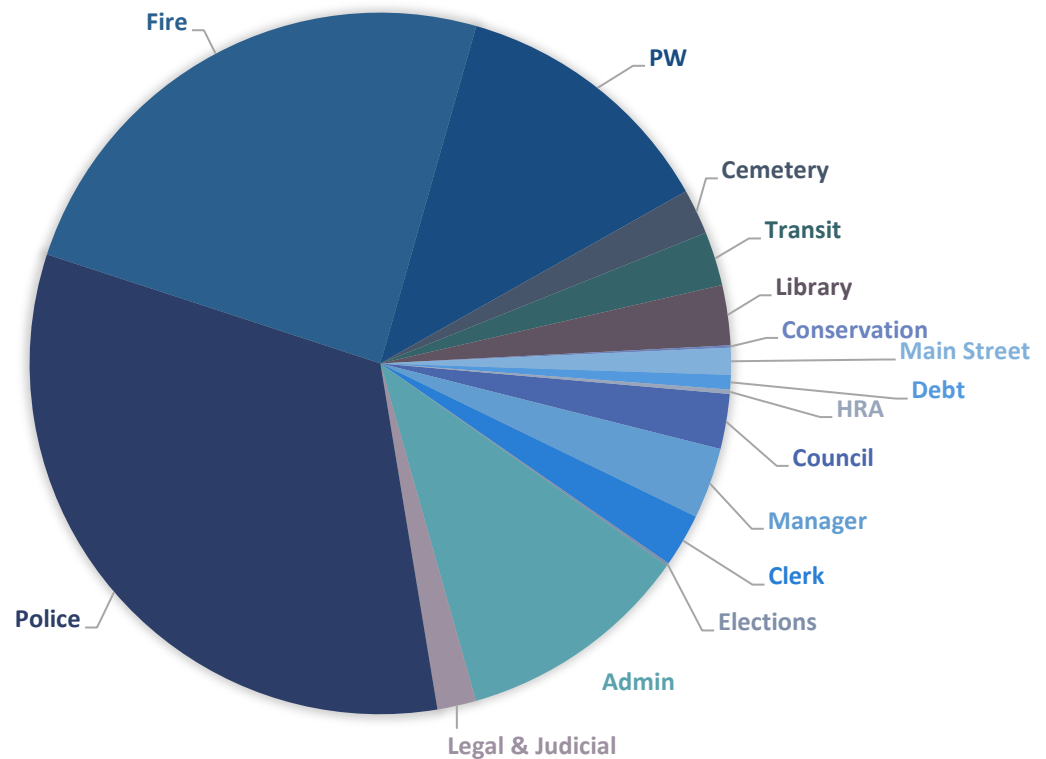


General Fund

GENERAL FUND REVENUES



GENERAL FUND EXPENSES



General Fund Revenue

The General Fund Revenue of the City comes from various sources including taxes, fee for services, use of the City's assets, and grants. There are different Funds that are used to ensure that monies collected are spent according to Governmental Accounting Standards.

Taxes

Property Taxes – Property Tax is the historic mainstay for general revenue for the City of Social Circle. Social Circle has six significant property taxes, with Real Property tax the largest of the property taxes. The real property tax is determined by the City Council setting the millage rate annually. This rate, currently 7.90 mills, or \$0.0079, is multiplied by 40% of the assessed value of real property to determine property tax owed. This revenue is estimated based upon a preliminary tax digest from Walton County Tax Assessor dated 4/8/2019 and a proposed millage rate of 7.9 mills.

Taxation on Motor Vehicles - Beginning March 1, 2013, the sales tax and ad valorem tax on automobiles was replaced with a one-time title tax fee of 6.5% in 2013, 6.75 in 2014, and 7% in 2015 when titling an automobile. The premise of this provision is to eliminate the ad valorem tax on vehicles and capture revenue from the casual sale of automobiles. The state and local governments will split the revenue from the title tax fee. In 2018 GA HB329 was adopted increasing the local government share from 51% to 65%. Current owners of automobiles taxed under the old system will continue to pay ad valorem until the vehicle is re-titled. Cities are required to account for these two methods of taxation separately.

Franchise Tax – The City collects franchise taxes from Georgia Power (4%), telephone service companies (3%), and the cable services (5%).

Alcohol Beverage Tax – These revenues are derived from beverage distributors at varying rates: Liquor = \$.22 per liter; Beer = \$.05 per 12oz. or \$6.00 per container on tap; Wine = \$.22 liter. Taxes on liquor sold by the drink is three percent (3%) of the charge to the public.

Local Option Sales Tax (LOST) – This is a local sales tax on purchases within the county.

Occupation Tax – Social Circle levies and collects business and occupation taxes on businesses and practitioners with offices or locations within the municipal limits. These taxes are based by the business type and size.

Insurance Premium Tax - Social Circle levies a tax of 1 percent on life insurance companies based on gross direct premiums on policies of persons residing within their boundaries. Each municipality may levy a gross premium tax of no more than 2.5 percent on all other types of insurance companies doing business in Georgia. Insurance premiums taxes are collected by the Georgia Commissioner of Insurance and distributed to the municipalities levying the taxes based on premiums allocated on a population ratio formula.

Licenses and Permits

These revenues include licenses to operate businesses in the city. The City also collects licenses from establishments that serve Beer, Wine, and Alcohol; Insurance business licenses, golf cart permits and zoning and land use licenses. Beginning July 2015 building and sign permits were issued from City Hall through services with Bureau Veritas.

Fines and Forfeitures

These revenues are derived from traffic and parking tickets, other violations of laws enforced by the Police Department, court charges, and code enforcement fines.

Intergovernmental - State

Walton County Fire – This revenue is for first response service by Social Circle Fire Department to Walton County residents in an area under served by the Walton County Fire service. The amount of this fee was established in 2008 and has been unchanged since. This service contract was ended in 2018.

SCBOE Resource Officer – This line item is used to account for revenue from the Social Circle Board of Education. for two police officers to be assigned as school resource officers. This contract was reinstated in Spring 2019.

Housing Authority in Lieu Taxes – These are collected from the Housing Authority in an amount equal to 10% of net rents received.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
100 - General Fund						
Taxes						
311100	Real Property Tax-City	1,216,954	1,341,982	1,452,594	1,417,150	1,481,646
311110	Public Utility Tax-City	-	-	-	-	-
311200	Delinquent Property Taxes	14,931	14,274	15,000	11,920	20,400
311310	Motor Vehicle Tax- City	24,205	24,038	23,000	12,547	15,554
311315	Motor Vehicle Title Tax Fee	51,379	62,502	65,000	49,848	63,921
311316	Alternative Ad Valorem Tax	667	3,270	2,000	415	-
311320	Mobile Home Tax-City	757	610	500	443	273
311340	Intangible Regular And Recording Tax	21,550	46,749	18,000	14,772	20,640
311350	Railroad Equipment Tax	4,184	-	2,100	-	2,142
311600	Real Estate Transfer Tax	10,183	20,279	10,000	6,599	10,000
311710	Electric Franchise Tax	411,951	400,279	412,000	429,766	438,362
311750	Tv Cable Franchise Tax	36,474	38,718	38,000	20,360	41,535
311760	Telephone Franchise Tax	6,474	6,378	4,000	2,738	5,586
313100	Local Option Sales And Use Tax	563,656	593,270	580,000	471,332	698,151
314200	Alcoholic Beverage Tax	58,348	66,019	65,000	43,527	58,536
316100	Business And Occupation Tax	19,750	23,640	24,000	18,999	24,000
316200	Insurance Premium Tax	263,887	280,997	285,000	302,540	308,591
316300	Financial Institution Tax	10,429	11,364	10,500	13,118	15,000
319000	Penalties And Interest On Delinquent Taxes	17,015	28,684	25,000	11,731	15,000
Taxes Total		2,732,792	2,963,052	3,031,694	2,827,806	3,219,337
Licenses & Permits						
321100	Alcoholic Beverage License	4,275	2,000	2,000	1,468	4,500
321150	Alcohol Server Permit	-	80	100	765	1,000
321220	Insurance Business License	11,420	11,580	12,000	11,840	12,000
321290	Golf Cart Permit Fees	36	144	150	60	100
322200	Building And Sign Permits	51,236	55,542	65,000	72,786	83,226
322201	Building Compliance Letter	5,350	5,615	6,000	7,300	8,000
322210	Zoning And Land Use License	2,190	1,380	3,000	1,800	2,500
323190	Fire Inspection Fees	-	725	1,000	1,100	1,750
Licenses & Permits Total		74,507	77,066	89,250	97,119	113,076
Fines & Forfeitures						
351170	Fines And Forfeitures- Court	94,361	129,897	120,000	103,806	131,741
Fines & Forfeitures Total		94,361	129,897	120,000	103,806	131,741
Intergovernmental - State						
336002	Walton County Fire	52,000	-	65,000	65,000	-
336005	Schoe-Resource Officer	-	-	-	-	107,146
336008	School Tax Collection Fee	-	-	11,000	11,000	11,165
336009	School Elections	-	1,588	-	-	3,000
338001	Housing Authority -In Lieu Of Taxes	7,566	6,507	5,200	4,710	6,280
Intergovernmental-State Total		59,566	8,095	81,200	80,710	127,591

Grants and Other Sources

Five sources of grants are anticipated in the 2017-18 fiscal year: A Section 18 Transportation Grant for assistance in funding the transit system, and a Georgia Municipal Association health and safety grant and LMIG Grant from GDOT for roadway paving. Forest Land Grant is issued from the Department of Revenue from Property Taxes. If additional grants are received the budget will be amended to address the grant revenue and associated expenditures.

Charges for Services

These fees are collected to provide for the reimbursement of costs to provide certain services. These include: copying and faxing services, election qualifying fees, credit card fees, accident reports, cemetery, and cremorial fees.

Interest Income

This is money derived from the investment of cash that is not being used for current operating expenses. This reflects investment of City funds in the Georgia Fund 1 administered by the State for public funds.

Donations

This is money that is being donated through the utility bill round-up program. The money is split between the Fire Department's Secret Santa program and Main Street's Back to School Bash.

Miscellaneous Revenue

Other Revenue - Revenue for items not otherwise covered in another revenue line item in the budget.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Grants & Other Sources						
331111	Section 18 Transportation Grant	38,709	55,476	57,471	-	57,471
334314	Gma Safety Grant	5,200	14,555	6,000	-	-
334315	Gma Health Promotion Grant	4,000	-	6,000	-	-
334323	St Of Ga - Grant Gema	68,826	200,556	-	8,827	-
334324	St Of Ga Grant - Lmig	-	-	74,000	77,527	79,000
335200	Forest Land Protection Act Grant	3,321	3,353	4,000	-	4,000
336007	Freds Grant	-	-	-	-	-
336105	Miscellaneous Grants	2,350	-	2,019	-	1,000
336110	Tea Grant	-	-	400,000	105,546	-
336322	Grant - Walton Co Health Care Foundation G	86,007	-	25,000	27,020	-
Grants & Other Sources Total		208,413	273,940	574,490	218,921	141,471
Charges for Services						
341400	Copying And Fax Services	169	247	500	201	150
341910	Election Qualifying Fee	-	738	-	135	750
341911	Credit Card Fees	-	-	-	9,524	7,800
342120	Accident Reports	318	382	400	304	500
342121	Criminal History	40	2,200	1,200	3,343	2,500
342122	Open Records Requests	219	39	100	251	200
342310	Fingerprinting Fees	-	-	-	-	400
343902	Arbor Glen Storm Drainage Payments	3,317	11,387	38,000	10,905	-
345510	Passenger Fares	6,361	6,698	10,000	5,591	6,765
347950	Burk Park Rental Fee	-	150	1,000	-	-
349100	Cemetery Fees	5,060	13,880	6,000	13,680	10,000
Charges for Services Total		15,483	35,721	57,200	43,933	29,065
Interest Income						
361000	Interest Income	753	1,845	20,000	2,390	4,057
361002	Rent-Community Center	-	-	-	-	-
Interest Income Total		753	1,845	20,000	2,390	4,057
Donations						
371001	Secret Santa Donations	-	-	-	14	500
371002	Back To School Bash Donations	-	-	-	14	500
Donations Total		-	-	-	28	1,000
Miscellaneous Revenue						
383000	Insurance Reimbursement For Damagers	-	-	-	92,853	-
389001	Other Revenue	7,161	22,576	5,000	44,952	3,060
Miscellaneous Revenue Total		7,161	22,576	5,000	137,804	3,060

Other Financing Sources

Transfers and Fund Balances - Payment in lieu of taxes (PILOT) are transferred from the enterprise funds to the General Fund to appropriate a share of general administrative expenses to these utilities. As provided in the Financial Policies, these PILOT payments are based upon a percentage of revenues from the enterprise utility funds.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Proposed Budget
Other Financing Sources						
391102	Use Of Fund Balance Reserves	298,308	-	140,000	-	92,715
391202	Transfer From Gas (Fire Station)	150,000	-	-	-	-
391203	Transfer In From Gas	768,066	757,090	922,323	768,603	922,323
391204	Transfer In From Water	200,000	276,866	319,343	266,119	339,796
391205	Transfer In From Solid Waste	33,250	35,753	31,524	23,643	32,155
391206	Transfer In- Stanton Trust	4,218	-	-	1,994	1,300
391210	Transfer In - Hotel Motel	-	-	-	-	-
391215	Transfer In From Scdda	-	-	16,700	-	-
392000	Capital Lease Proceeds	-	-	-	-	385,139
392100	Proceeds From Sale Of Assets	18,462	2,729	-	3,469	-
393800	Capital Contributions	-	-	-	-	-
Other Financing Sources Total		1,472,304	1,072,437	1,429,890	1,063,827	1,773,428
Total Revenues/Other Sources		4,665,340	4,584,630	5,408,724	4,577,883	5,544,826

Mayor and Council

Hal W. Dally, Mayor

David L. Keener, Mayor Pro tempore (District 3)

Traysa Price, Council Member (District 1)

Tyson Jackson, Council Member (District 2)

Steve Shelton, Council Member (District 4)



Mission Statement

The Mission of the Mayor and City Council is to govern the City with long term vision, respond to the needs of the citizens and business community, assure fiscal responsibility with public funds, and promote transparency of City Government.

Accomplishments for Fiscal Year 2018-2019

- Adopted a balanced budget and provided oversight of City government to provide appropriate services to the community.
- Provided policy direction and made funding decisions associated with the Strategic Goals adopted for FY2018-2020.
- Enabled the completion of over \$1m in water system rehabilitation to address service and fire flow needs.
- Initiated a comprehensive review and update of the City Code of Ordinances.
- Provided financial oversight of City and obtained a compliant Government Audit Report.
- Planned for appropriate designation of SPLOST funds for the period 2019-2025 to accomplish City needs and minimize impact on tax and rate payers.
- Obtained State funding and provided City SPLOST funds to accomplish the expansion and rehabilitation of the Stanton Memorial Library.

Objectives for Fiscal Year 2019-2020

- Provide policy direction to assure the City government continues to improve customer service, provide for the effective and efficient use of resources, support quality of life community wide, and promote economic growth which is consistent with the Social Circle Comprehensive Plan- Vision 2020.
- Increase employment in the City through collaboration with the Walton County and Social Circle Economic Development Authorities and through promotion of a business-friendly culture and perspective.
- Facilitate the implementation of a Recreation and Community Center in Social Circle by Walton County through the 2019-2025 SPLOST.

City Council

The City Council Expenditure Budget houses costs of the Mayor and City Council. The Mayor and Council are elected to four-year staggered terms. The Mayor is elected by the voters at large, Each of the Council members is elected by the voters of the district in which they reside.

Personnel Costs

Salaries - This line item includes the monthly salaries of the Mayor and City Council. These elected positions receive a stipend of: Mayor \$600. per month, and Council \$400. per month.

Employee Benefit Costs - Social Security, Medicare, as required by law, and Retirement Contributions which are provided the Mayor and members of the Council are included in these line items.

Contractual Services

Property and Liability Insurance - Public Officials Liability Insurance is included here. We are insured through the Georgia Interlocal Risk Management Agency (GIRMA). The Association rates each member agency annually based on our previous years' experiences (losses) to provide liability rates.

Dues and Fees - Memberships for City: Walton County Chamber, Newton County Chamber and Newton Tomorrow.

Travel and Training - Training money is spent to keep the Mayor and Council Members abreast of the latest trends in the governance of local government. Included is member training through the Georgia Municipal Association, workshops, and possibly new council member training as required by law.

Supplies & Maintenance Costs

General Supplies and Maintenance - These costs are for office supplies to support the operation of the Mayor and Council.

Food Council - These costs are for snacks and meals when the Mayor and Council are required to work through normal meal times and meal meetings outside of City Hall.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 1110 - City Council						
Personnel Costs						
511100	Salaries Regular	24,671	26,400	26,400	22,000	26,400
512200	Social Security-Fica	1,530	1,637	1,637	1,364	1,637
512300	Medicare	288	383	383	319	383
512400	Retirement Contributions	9,750	9,750	9,750	7,313	9,750
Personnel Costs Total		36,239	38,170	38,170	30,996	38,170
Contractual Services						
521302	Software/Hardware Support	295	346	1,788	1,683	3,200
523100	Property & Liability Insurance	70,598	65,184	59,684	29,733	65,000
523600	Dues & Fees	1,300	760	2,500	515	2,500
523700	Travel And Training	8,340	13,011	15,000	2,044	15,000
Contractual Services Total		80,534	79,300	78,972	33,974	85,700
Supplies & Maintenance Costs						
531100	General Supplies And Materials	80	173	500	159	500
531300	Food Purchases	1,674	4,142	4,000	2,444	4,000
Supplies & Maintenance Costs Total		1,754	4,315	4,500	2,603	4,500
City Council Total		118,527	121,785	121,642	67,573	128,370

City Manager

Adele P. Schirmer, City Manager



Mission Statement

The mission of the City Manager is to facilitate the vision and policy direction established by the Mayor and City Council and lead City staff to excel in customer service, exhibit teamwork and partnership, demonstrate professionalism and respect in all interactions, and to provide quality workmanship.

Accomplishments Fiscal Year 2018-2019

- A Social Circle Citizens Academy was initiated to provide information to citizens regarding City services and opportunities to participate.
- Social Circle was accepted into the Georgia Initiative for Community Housing in 2018. This three year strategic planning program supported by Georgia DCA, UGA, and GMA assists participating Cities to accomplish locally defined housing and neighborhood revitalization strategies.
- A Master plan is underway, with assistance from the NEGRC and Social Circle Planning Commission to define the location and prioritization for sidewalk, trails and parks. Public input will define the recommended routes and types of facilities. The plan will be presented to the City Council for adoption consideration in Summer 2019.
- Construction of the Stanton Memorial Library expansion and rehabilitation will be completed this summer. The new facility will reopen in June.

Objectives Fiscal Year 2019-2020

- Seek grant funds which support the City Council goals and Comprehensive Plan Vision.
- Identify service enhancements and cost efficiencies.
- Encourage and promote attainment of excellence in each area of City services.
- Continuously assess opportunities for partnership, collaboration and transparency in City government operations.

City Manager

The City Manager is the Chief Executive of the City and possesses all the executive and administrative power granted to the city under the Constitution and laws of the State of Georgia and all the executive and administrative powers contained in the City Charter.

Personnel Costs

Salaries - The salary for the City Manager is included in this line item

Group Insurance - Group (Health) Insurance for the employees listed above is included in this line item.

Benefit Dollars – A cafeteria type benefit program in which employees can select the benefit that meets their needs, within a fixed monthly cost per employee. In 2017/18 the monthly benefit dollars allowance was \$250 which reflected the monthly savings per employee achieved through a re-bid and restructuring of the City health insurance program. The health insurance program will renew in October. If health insurance costs increase, the benefit dollars will decrease such that the net per employee is unchanged. The benefits that employees can select under the Benefit Dollars include health insurance premiums for spouse or family coverage, vision, life insurance, flexible spending accounts, short term disability insurance, and deferred compensation.

Social Security – FICA - Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare - Medicare at the rate of 1.45% is paid for the employee listed above.

Unemployment - The City of Social Circle is a reimbursable employer which means that we do not pay insurance quarterly. We are billed for costs when the City becomes liable.

Retirement - The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for the city manager.

Workers Comp - The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Software/Hardware Support –Funds to pay for software support for City Hall’s government software and for payment to our IT consultants for software support.

Cell Phones - includes cell phone costs.

Travel – Chief Executive - The following meetings: Georgia City/County Managers, Georgia Municipal Association Conference, miscellaneous meetings based on the City Manager’s participation in regional and state government organizations.

Dues and Fees - Memberships for City Manager: International City/County Management Association, Georgia City County Manager Association, and other membership costs

Education and Training - Training money is spent to keep staff abreast of the latest trends in the operation of city government. Included is training through the Georgia Municipal Association, workshops through the International City/County Management Association, and other seminars or training opportunities.

Supplies & Materials Costs

General Supplies - These costs are for office supplies to support the City Manager.

Gas and Diesel - This is for one vehicle driven by City Manager.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 1320 - City Manager						
Personnel Costs						
511100	Salaries Regular	115,191	126,217	126,000	105,656	130,228
512100	Group Insurance	67	72	2,150	112	2,150
512190	Benefit Dollars	-	3,031	3,000	2,100	2,400
512200	Social Security-Fica	7,216	7,923	7,800	6,637	8,043
512300	Medicare	1,688	1,853	1,950	1,552	1,881
512400	Retirement Contributions	6,138	5,544	6,188	4,784	8,328
512700	Workers' Compensation	412	692	500	487	500
Personnel Costs Total		130,712	145,331	147,588	121,328	153,530
Contractual Services						
521302	Software/Hardware Support	-	-	2,232	1,599	2,500
523100	Property & Liability Insurance	89	548	518	258	550
523201	Telephone	-	-	210	103	500
523204	Cell Phones	636	503	700	421	600
523500	Travel	1,784	949	1,700	582	2,000
523600	Dues & Fees	2,071	3,237	1,600	625	1,600
523700	Education & Training	2,238	2,752	2,000	1,691	2,000
523850	Contractual Services	1,600	1,250	1,250	2,500	1,250
Contractual Services Total		8,419	9,238	10,210	7,778	11,000
Supplies & Materials Costs						
531100	General Supplies And Materials	702	227	40	280	250
531270	Gas And Diesel	846	998	1,000	592	1,000
Supplies & Materials Costs Total		1,548	1,225	1,040	872	1,250
City Manager Total		140,679	155,795	158,838	129,978	165,780

City Clerk

Susan M. Roper. City Clerk / Finance Officer



Mission Statement

The City Clerk serves the Mayor and City Council, staff, and general public through compliance with Open Meetings and Open Records laws and providing transparency of government through easy public access to agendas, minutes, Codes, ordinances, resolutions, and official City records. In addition, the Clerk oversees Municipal Elections and Municipal Court, manages City records, and ensures proper billing and collection of property taxes.

Accomplishments Fiscal Year 2018-2019

- Assisted with the audit during the transition of the New Finance Officer.
- The city code of ordinances, zoning ordinance and subdivision ordinance have all been codified by Municode and are available on the City's website.
- Supported Mayor and Council for meetings, agendas, minutes and public record maintenance consistent with Georgia Law.
- Travel and Training arrangements were made as needed for Mayor and Council official events.
- The annual "Thank You" reception was held in December at the Church at the Grove. It was a very nice, very well attended event and much appreciated by the Boards and Commissions members.
- Received and responded to all requests for records by the public.

Objectives Fiscal Year 2019-2020

- Support will be provided to Mayor and Council for meetings, agendas, minutes and public record maintenance consistent with Georgia Law.
- Travel and Training arrangements will be made as needed for Mayor and Council official events.
- An annual reception will be coordinated for all Mayor and Council appointed Board, Commission, Committee and Authority members for the Council to recognize the benefit these volunteers provide to the city.
- The City has utilized meeting software from IQM2 since 2012 which has served us well and helped us in becoming more transparent. It saves valuable resources in time and material in getting information out to Mayor and Council, Staff and the Public. I will be researching other software to make sure what we are using is the best and most economical for Social Circle.
- Initiate file management with records retention program review, and implementation of compliance through catalog, organization, and removal of records.
- Complete a benchmark evaluation of the Municipal Court operations for best practices, and implement recommendations.

City Clerk

The City Clerk Expenditure Budget houses the offices of the City Clerk who is appointed by the City Council. The City Clerk is also the Finance Director for the City

Personnel Costs

Salaries - The salary for the City Clerk is included in this line item.

Group Insurance - Group (Health) Insurance for the employees listed above is included in this line item.

Benefit Dollars – A cafeteria type benefit program in which employees can select the benefit that meets their needs, within a fixed monthly cost per employee.

Social Security – FICA - Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare - Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment - The City of Social Circle is a reimbursable employer which means that we do not pay insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – 100% of the premium for a defined benefit retirement plan for each employee.

Workers Comp - The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Software/Hardware Support –Funds to pay for software support for City Hall’s government software and for payment to our IT consultants for software support.

Cell Phones - Cell phone costs

Travel - All travel costs for the City Clerk to different training events.

- GMA Annual Convention
- Clerks Training
- Election Training

Dues & Fees - Annual Dues for the Clerks Association is paid from this line item.

Education & Training - See Travel above.

Contractual Services - Cost for Muni Code for maintenance of the City Code.

Supplies & Maintenance Costs

General Supplies and Materials - Office supplies to support the operation of the City Clerk.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 1330 - City Clerk						
Personnel Costs						
511100	Salaries Regular	80,303	82,529	84,000	69,400	86,894
512100	Group Insurance	8,239	6,557	5,897	5,008	6,341
512190	Benefit Dollars	-	2,266	3,000	2,190	2,400
512200	Social Security- Fica	4,763	4,946	5,250	4,120	5,357
512300	Medicare	1,114	1,157	1,300	963	1,253
512400	Retirement Contributions	4,169	3,763	4,121	3,186	5,547
512700	Workers' Compensation	412	470	500	487	500
Personnel Costs Total		99,000	101,686	104,068	85,354	108,292
Contractual Services						
521302	Software/Hardware Support	-	-	2,232	1,545	2,400
522201	Repairs & Maintenance Building	-	-	-	-	4,000
523201	Telephone	-	-	210	103	870
523204	Cell Phones	553	503	700	393	528
523500	Travel	1,002	1,198	1,000	-	1,000
523600	Dues & Fees	62	70	1,500	93	6,000
523700	Education & Training	693	597	1,000	45	1,000
523850	Contractual Services	-	1,500	-	-	-
Contractual Services Total		2,309	3,868	6,642	2,179	15,798
Supplies & Materials Costs						
531100	General Supplies And Materials	27	-	190	66	500
Supplies & Materials Costs Total		27	-	190	66	500
City Clerk Total		101,336	105,554	110,900	87,599	124,590

Elections

The Elections Expenditure Budget houses all Municipal election and School District election expenses. During the budget year, there will be an election for both City and School District positions.

Contractual Services

Advertising - Required Public Notices regarding elections are paid in this line item.

Contractual Services - Compensation for Election Poll Workers is paid in this line item.

Supplies & Materials Costs

General Supplies and Materials - Expenses to hold elections are paid in this line item.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 1400 - Elections						
Contractual Services						
523300	Advertising	60	780	200	140	1,000
523850	Contractual Services	-	3,638	-	-	4,500
Contractual Services Total		60	4,418	200	140	5,500
Supplies & Materials Costs						
531100	General Supplies And Materials	-	363	-	-	500
Supplies & Materials Costs Total		-	363	-	-	500
Elections Total						
Elections Total		60	4,781	200	140	6,000

Finance and Administration

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Director of Administration and Finance	0	0	0	1	1
Deputy City Clerk	1	1	1	1	1
Municipal Court Clerk	1	1	1	1	1
Customer Service Representatives	2	2	1	1	1
Accounting /Payroll Technician	1	1	1	1	1
Utility Billing Clerk	0	1	0	0	0
Administrative Assistant	1	0	0	0	0
Transit/IT Specialist	0	0	0.67	0.67	0.67
SUBTOTAL	6	6	4.67	5.67	5.67



Mission Statement

We are a team of individuals who maintain financial information while adhering to GAAP & GASB standards. We strive to provide excellent and quality customer service. We also reach to achieve excellence on financial integrity and accuracy through teamwork and leadership.

Accomplishments Fiscal Year 2018-2019

- The audit was completed and submitted to the Department of Audits in November 2018. The document was posted to the City's website for ease of viewing by the public and was also loaded onto the "TED" website as required by law.
- The Automated Electronic Posting (AMS) software integrates with the new accounting software purchased during FYE 2017. This same software is now used for our online utility and tax payments. This streamlines the city's customer service.
- We now use an automated IVR system that integrate over the phone payments for utilities directly into our financial software. This provides a quicker and more efficient process for the customers, as well as, frees up time for City Hall employees.
- TCM is a scanning software that works alongside our financial software and allows employees to scan in documents and attach them within the system for ease of access. This allows for more accurate file retention and organization.

Objectives Fiscal Year 2019-2020

- The staff of the finance department is looking to relocate to an area where we can better assist the public and provide both drive-thru and walk-in areas for customers with easy access.
- Set up and organize file room with new filing protocol. This organization is intended to work alongside the new implementation of the scanning software and capabilities. This project also works alongside the relocation of our finance department offices.
- Service order will be entered and completed electronically using handheld tablet by the water and gas staff. This will provide accuracy and performance speed among all employees. Service orders will be entered from City Hall as needed and then sent electronically to the workers on the field to be completed.
- Complete a CAFR (Certified Annual Financial Report) Audit for 2018/19 and create a PAFR

General Administration

The General Administration Expenditure budget houses the costs that support all the other department and activities including payroll processing, accounts payable, planning and zoning, utility bill processing and collections, and other general administrative functions.

Personnel Costs

Salaries – Salaries for the Finance Director, Deputy City Clerk, Court Clerk, Accounts Payable/Payroll Clerk, Customer Service Representative and 2/3 of the Transit/Technology Supervisor.

Group Insurance – Group (Health) Insurance for the employees listed above

Benefit Dollars – A cafeteria type benefit program in which employees can select the benefit that meets their needs, within a fixed monthly cost per employee.

Social Security – FICA – Social Security at the rate of 6.2% for the employees listed above.

Medicare – Medicare at the rate of 1.45% for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – 100% of the premium for a defined benefit retirement plan for each employee.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Audit/Accounting – The City of Social Circle currently contracts with an audit firm to perform the annual audit. The cost for the annual audit is shared equally by the General fund, Water and Sewer Fund, and Gas Fund.

Walton County Clerk – Funds to cover the costs to record and release fifa's for property taxes. These fees are paid by the taxpayer, but the costs don't usually fall in the same budget year as the receipts from the taxpayer.

Software/Hardware Support – Funds to pay for software support for City Hall's government software and for payment to our IT consultants for software support.

Custodial – Custodial services for public spaces in City Hall.

Repairs & Maintenance – Building – Costs to maintain City Hall: including costs for paint, pressure washing and repairs and HVAC repairs.

Repairs & Maintenance – Equipment - Costs to repair and maintain equipment in City Hall.

Rental of Equipment or Vehicle – Service maintenance costs for copiers and printers.

Insurance Liability – Property and Liability insurance costs for General Liability for all other departments not otherwise specifically rated, for City Hall Building and the City Managers car.

Telephone - Telephone costs for phone lines in City Hall.

Postage – Cost of postage for mailing the property tax bills. The rest of the postage for the postage machine in City Hall and the mailing of Utility Bills is paid in the gas fund.

Cell Phones – Costs for cell phones and hot spots

Advertising – Official public notice advertising, help wanted ads, and other general-purpose advertising as well as all advertisements for Planning & Zoning and Historic Preservation.

Travel – Includes travel costs for City Hall personnel to different training events including: Court Clerk – Annual Training; Payroll Clerk – GLGPA Annual Training; Records Retention – Annual Training; and Asst. Clerk Finance Officer Training.

Dues and Fees – Includes payment for the following: IQM2, Acro Time, Premier Security, WC Chamber, GA Chamber, GMA Dues, Arbor Day, Drug & Alcohol Testing for City Hall Employees.

Education & Training – See travel above

Contract Labor – Costs for administrative work that is sent to an outside agency when necessary.

Contractual Services – Payment to Bureau Veritas for contracted Code Enforcement inspections including property maintenance and zoning violations.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 1510 - General Administration						
Personnel Costs						
511100	Salaries Regular	198,209	187,939	261,084	180,744	243,294
511300	Salary Overtime	-	17,555	-	5,560	3,000
512100	Group Insurance	47,531	36,554	33,436	23,215	38,046
512190	Benefit Dollars	-	15,094	17,010	12,860	14,400
512200	Social Security- Fica	11,447	12,029	16,400	10,919	14,909
512300	Medicare	2,677	2,928	4,000	2,554	3,487
512400	Retirement Contributions	9,461	7,872	8,810	6,812	15,438
512600	Unemployment	-	-	-	-	-
512700	Workers' Compensation	800	1,046	1,100	1,037	1,100
Personnel Costs Total		270,125	281,018	341,840	243,701	333,674
Contractual Services						
521202	Audit/Accounting	20,479	17,660	10,000	12,333	14,000
521301	Walton Co. Clerk	2,583	1,987	1,500	1,652	2,000
521302	Software/Hardware Support	47,392	36,305	17,000	21,807	20,000
522130	Custodial	5,750	6,760	5,000	4,160	5,000
522201	Repairs & Maintenance Building	7,379	4,081	5,000	3,383	5,000
522202	Repairs & Maintenance Equipment	4,404	2,841	4,000	2,382	4,000
522320	Rental Of Equipment Or Vehicles	4,439	5,462	4,000	3,702	4,000
523100	Property & Liability Insurance	40,381	31,939	31,115	15,500	31,115
523201	Telephone	4,162	4,087	4,400	4,372	4,500
523202	Postage	706	60	1,000	747	1,000
523204	Cell Phones	2,268	3,006	1,200	2,555	3,000
523300	Advertising	6,690	7,217	6,000	1,615	5,000
523500	Travel	6,756	3,149	3,000	2,555	3,000
523510	Travel - Gich	-	-	3,000	1,916	5,000
523600	Dues & Fees	23,236	17,978	20,000	20,027	14,500
523610	Building Permit Fees	50,365	36,074	45,000	26,565	45,000
523650	Credit Card Fees	-	-	-	3,970	-
523700	Education & Training	3,171	2,336	3,000	2,421	3,500
523800	Contract Labor	-	-	500	-	500
523850	Contractual Services	1,240	22,872	15,000	15,939	15,000
Contractual Services Total		231,401	203,815	179,715	147,602	185,115

Supplies & Materials Costs

General Supplies and Materials – Office supplies to support the operation of the City Administration. Part of the cost is shared with Water and Gas.

Electricity – Cost of electricity for City Hall.

Gasoline/Diesel –Cost of fuel for the Meals on Wheels Van.

Food Purchases –Cost of food and drinks for Court Staff and other food events/meetings.

Other Supplies –Supplies for cleaning of rugs and carpets at City hall

Capital Outlay

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 1510 - General Administration						
Supplies & Materials Costs						
531100	General Supplies And Materials	16,283	13,883	18,000	14,701	18,000
531230	Electricity	9,927	10,971	10,000	5,667	10,000
531270	Gas And Diesel	1,235	847	1,500	-	1,000
531300	Food Purchases	1,242	211	-	248	500
531700	Other Supplies	729	1,150	1,000	371	500
Supplies & Materials Costs Total		29,417	27,062	30,500	20,987	30,000
Capital Outlay						
542100	Capital Outlay	1,046	-	1,000	-	-
542101	Mainstreet Upgrade Migration	-	-	-	-	-
542102	Future Capital	-	-	-	-	-
542103	Gma Health Grant Expenses	-	-	-	-	-
542200	Capital Outlay	-	6,724	-	5,598	-
542500	Capital Outlay-Cip	23,972	50,591	18,445	3,722	-
549999	Capital Outlay Under Capitalization	-	-	-	-	-
Capital Outlay Costs Total		25,019	57,315	19,445	9,320	-
General Administration Total		555,961	569,209	571,500	421,609	548,789

Legal and Judicial

The Legal Expenditure Budget includes the cost of legal advice from the City Attorney on a contract basis and Judicial Services for the Social Circle. The City Attorney and Municipal Judge are appointment by the City Council.

Legal

Contractual Services

Legal Services – This is the cost of the advice from the City Attorney and Solicitor who contract with the City on an hourly basis.

Judicial Services

Contractual Service

Dues & Fees – Annual training through the Institute of Continuing Education of Georgia is provided for the Judge. If there is a need for an interpreter services in the court, fees for these services are paid through this line item.

Municipal Judge – Costs for the Municipal Judge who is appointed by the City Council.

Court Appointed Attorney – When the Judge finds that a citizen who is before the court and needs legal advice from an attorney but cannot afford such service, the Judge will appoint any attorney at no cost to the citizen. The City pays for these attorney fees.

Peace Officers - The City is required to pay a percentage of fines into the Peace Officers & Annuity Fund for Police Officers Retirement.

Solicitor - Cost for the Solicitor for monthly Municipal Court.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 1530 - Legal						
Contractual Services						
521201	Legal Services	99,445	60,471	45,000	38,254	50,000
Contractual Services Total		99,445	60,471	45,000	38,254	50,000
Legal Total						
		99,445	60,471	45,000	38,254	50,000
Dept 2650 - Judicial Services						
Contractual Services						
523600	Dues & Fees	720	1,233	1,000	1,085	1,500
523853	Municipal Judge	-	9,898	15,000	11,250	15,000
523854	Solicitor	-	9,236	8,000	9,992	15,000
523855	Court Appointed Attorney	294	-	1,000	-	1,000
573001	Peace Officers	5,127	6,483	6,000	6,074	8,100
Contractual Services Total		6,142	26,849	31,000	28,401	40,600
Judicial Services Total						
		6,142	26,849	31,000	28,401	40,600

Police Department

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Chief	1	1	1	1	1
Asst. Chief	0	0	0	0	0
Lieutenant	1	1	1	1	1
Sergeant	3	3	3	3	4
Police Officer	9	9	10	10	10
School Resource Officer	0	0	0	0	2
Administrative Assistant	1	1	1	1	1
Part Time	0	1	0	0	0
SUBTOTAL	15	16	16	16	19



Mission Statement

It is the mission of the Social Circle Police Department to enhance the quality of life for the people within our community by providing professional, high quality and effective police services in partnership with the community

Accomplishments Fiscal Year 2018-2019

- Continue to build a trusting relationship within the community – Engage and sponsor more activities involving the community. i.e. Citizens Police Academy, Citizens Firearms Course, Pizza with the police and Coffee with a Cop.
- Continue to improve our training program- Use of interactive technology training aids. This will afford the officers to have access to more high-quality training on-site.
- Reduce property crimes – We reduced property crime by 11.79% last year, our goal was 10% (overall crime as decreased 7.69% from the previous year)
- School Safety- We continued to work with all the schools in the city along with the Walton County Sheriff's Office to ensure the safety and security of everyone. We conducted a joint active shooter training with local public safety agencies within Walton County.
- Awards Banquet- We held our first awards banquet this year. This event was to highlight and recognize the staff at the police department of their hard work and dedication. (this event was paid for through our Lion-Hearted Fund.
- Obtained Georgia Chiefs of Police State Certification- We completed this task ahead of schedule and have received praise from GA Chiefs Association as well as the Georgia Municipal Association on how well we did.

Objectives Fiscal Year 2019-2020

- Continue to build a trusting relationship with our community- As in years past, we will continue to foster positive relationships through our community outreach events.
- Upgrade and fix areas of the police department internally and externally-
- We need to repair or replace the remaining windows and front door of the police department. Most of our windows have gaps at the top allowing heat and cool air to escape the building.
- Upgrade our patrol room and kitchen area due to cabinets and work stations falling apart.
- Community Room and PD floor upgrade to a less maintenance type of flooring.
- School Resource Officer Program- Both the City of and School Board agreed to having the police department be responsible for the SRO program. This program will be fully implemented by the beginning of the school year 2019.
- Additional Manpower- Increase the staff by two full time officer positions to allow reduction of overtime and most importantly handle the calls for service by our citizens.
- Reduce crime by 5%
- Continue to provide high quality training
- Implement our Chaplain program

Police Department

The Social Circle 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.

Personnel Costs

Salaries – Salaries in this department are for 18 certified officers and 1 Office Manager/GCIC Terminal Agency Coordinator. The sworn officers include the following: (1) Police Chief, (1) Lieutenant (4) Sergeants (there are 2 Sergeants over the two Patrol Division team. (1) Sergeant over the Criminal Investigation Division (CID) and (1) Sergeant assigned to the Support Services Division. There are (10) Patrol Officers in the Patrol Division, (1) Investigator in the Criminal Investigations Division (CID). There are (2) School Resource Officers to be assigned to Social Circle City School while in session.

Group Insurance – Group (Health) Insurance for the employees listed above.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Software/Hardware Support – Costs associated with computer software, hardware, and support

Custodial – Costs associated with cleaning the Police Department's office building and the Community Room portion of the building.

Repairs & Maintenance Building – Costs that are directly related to the repair and maintenance of the Police Department's office building and grounds and the Community Room.

Repairs & Maintenance/Equipment – Costs that are directly related to the repair and maintenance of Police Department equipment, including 15 patrol vehicles, a van, two vehicles for Chief and Lieutenant.

Rental of Vehicles or Equipment – Costs related to the internet service for the police department.

Telephones – Office telephones used by the Police Department in its office building.

Cell Phones – Cell phone service for smart phones and wifi

Advertising – This cost is related to advertising expenses for advertisements in area telephone directories or other publications and for job vacancies when needed.

Dues & Fees – Costs related to dues and fees that result from professional membership fees that are related to agency and personnel association memberships. This includes employee memberships and related fees to the Georgia Crime Information Center (GCIC), Georgia Association of Chiefs of Police (GACP), International Association of Chiefs of Police, Georgia Law Enforcement Firearms Instructors, the Georgia Police Accreditation Coalition (GPAC), the Regional Organized Crime Information Center (ROCIC), the Georgia Terminal Agency Coordinator's Association, and fee related to the Georgia Technology Administration.

Education and Training – Officer training from inside and outside sources will be provided to personnel for specific areas to meet state requirements and for the general education and improvement of the agency. The agency will seek out and attend training opportunities from, but not limited to the Georgia Association of Chiefs of Police (GACP) Conferences, the Georgia Police Accreditation Coalition (GPAC), the Regional Organized Crime Information Center (ROCIC), and GCIC 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 and less lethal equipment qualification and training needs

Contractual Services – Recurring monthly, quarterly, or annual service charges associated with the Police Department building and equipment, including pest control, employee secure ID badges, WI-FI services, copier maintenance, forensic scale calibrations, radar/laser recertification, polygraph, and other professional fees.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 3210 - Police Department						
Personnel Costs						
511100	Salaries Regular	656,616	677,898	779,321	650,126	945,083
511300	Salary Overtime	-	35,803	61,530	41,239	55,640
512100	Group Insurance	105,656	102,462	90,606	77,983	120,480
512190	Benefit Dollars	-	34,339	48,000	32,905	45,600
512200	Social Security- Fica	38,931	44,397	52,065	42,555	58,037
512300	Medicare	9,175	10,383	12,000	9,952	13,573
512400	Retirement Contributions	33,108	30,102	34,434	26,624	60,096
512700	Workers' Compensation	31,603	38,183	32,000	43,284	45,000
Personnel Costs Total		875,088	973,567	1,109,956	924,668	1,343,509
Contractual Services						
521302	Software/Hardware Support	18,967	14,274	10,000	9,722	10,000
522130	Custodial	5,260	5,854	15,000	5,858	15,000
522201	Repairs & Maintenance Building	5,305	3,140	10,000	6,903	15,000
522202	Repairs & Maintenance Equipment	21,657	24,158	25,000	10,561	25,500
522320	Rental Of Vehicles Or Equipment	446	224	500	-	500
523100	Property & Liability Insurance	70,708	80,621	72,315	36,025	72,315
523201	Telephone	4,978	5,494	5,500	4,565	4,500
523204	Cell Phones	5,715	9,218	9,600	5,483	12,000
523300	Advertising	153	225	750	60	500
523600	Dues & Fees	8,649	3,970	5,000	5,032	5,000
523700	Education & Training	3,791	9,802	10,000	4,563	10,000
523850	Contractual Services	6,277	30,496	16,250	10,820	19,000
523920	Fingerprinting Services	-	-	-	369	-
Contractual Services Total		151,906	187,475	179,915	99,962	189,315

Supplies & Materials Costs

General Supplies and Materials -Costs are for cleaning supplies and other items used by the police department to maintain the agency offices and the Community Room, which is located in the same building. Additionally, this line item includes ammunition, batteries, crime scene processing supplies, and emergency response supplies, and office supplies.

Electricity – Costs heat/air conditioning and lighting police facilities, including the Community Room which is primarily used by other groups Walton County Seniors, City Council, Commission, and Boards, and the Municipal Court.

Gas and Diesel – Fuel for all vehicles used by the police department.

Small Equipment (less than \$500) – Costs related to small equipment and supplies used in daily operations of the Police Department that have a purchase price of \$500 or less.

Other Supplies – Costs related to supplies and materials related to investigative functions.

Uniforms –Cost to supply uniforms for officers in the department. A full uniform cost is about \$1,000 new.

Replacement parts include seasonal uniform shirts and pants, coats, gun belt, footwear, ballistic vests, traffic vests, and rain wear.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 3210 - Police Department						
Supplies & Materials Costs						
531100	General Supplies And Materials	17,330	13,810	20,000	12,486	20,000
531230	Electricity	13,876	13,237	15,500	7,518	15,500
531270	Gas And Diesel	33,895	39,987	48,000	27,755	53,000
531600	Small Equipment	1,911	9,248	11,000	7,450	11,000
531700	Other Supplies	4,010	14,548	5,750	2,849	6,000
531701	Uniforms	11,309	7,932	8,500	5,861	15,000
Supplies & Materials Costs Total		82,332	98,763	108,750	63,919	120,500
Capital Outlays						
542100	Capital Outlay	-	-	-	-	-
542101	Grant Expenses	-	-	-	-	-
542200	Capital Outlay 6 Police Vehicles	24,400	-	-	-	-
542500	Capital Improvement Plan	-	11,295	-	-	-
549999	Capital Outlay Items Under Capitalization	-	-	-	-	-
Capital Outlays Total		24,400	11,295	-	-	-
Police Total		1,133,726	1,271,099	1,398,621	1,088,549	1,653,324

Fire Department

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Chief	1	1	1	1	1
Deputy Chief	1	1	1	1	1
Lieutenant	3	3	3	3	3
Sergeants	1	0	0	0	0
Firefighter	5	7	9	9	10
Part Time Firefighter	3.75	3.75	2.25	2.25	1
Paid Volunteers	10	10	3		
SUBTOTAL	24.75	25.75	19.25	16.25	16



Mission Statement

Through professionalism, dedication, integrity and training the Social Circle Fire Department works to safeguard the lives and property and to enhance the quality of life of the people of the City of Social Circle.

Accomplishments Fiscal Year 2018-2019

1. Emergency Response and Training:
 - a. Completion of a new fire training facility at Station 17.
 - b. Completion of State of Georgia EMS Refresher for all staff.
 - c. Completed Interagency Training with Newton EMA. Three staff members were trained in Swift Water Rescue.
2. Fire Prevention and Life Safety:
 - a. Complete pre-fire plans on all commercial buildings
 - b. Conducted Fire and Life Safety inspections on commercial buildings
3. Facilities and Equipment Management:
 - a. Remolded Kitchen and Living facilities Station 6
 - b. Instituted a comprehensive vehicle and equipment maintenance program
4. Emergency Preparedness and Management:
 - a. Installed new citizen warning system for tornado emergencies
 - b. Worked with Walton County EMA to institute and Emergency Operations Center for major incidents.
 - c. Participated on Georgia Emergency Management Agency Type 3 Incident Management Team
 - d. Worked as Coordinators at Georgia Emergency Management Center State Operations Center during major events

Objectives Fiscal Year 2019-2020

- **Administration:** Provide leadership and support to enable to the department to accomplish its mission. Evolve as an organization to continually meet the needs and demands of our community, citizens and visitors. Strive to improve communication throughout the organization including internal and external customers.
- **Emergency Response and Training:** Provide the highest level of emergency response consistent with identified community needs and expectations. Provide challenging training and education that is current and effective, enabling the department to complete its mission. Provide rapid response and aggressive intervention for all emergencies to which the department is called. Provide current training and mentoring for personnel to meet growing demands of City and Fire Department. Improve EMS delivery.
- **Fire Prevention and Life Safety:** Provide for the reduction of fire related loss through increased prevention efforts. Proactively improve life safety, minimize loss and reduce risks from fire through; education, application of codes, and investigation.
- **Facilities and Equipment Management:** Through effective leadership, maximize the use of equipment and resources in our charge to ensure the safety of our personnel while being good stewards of the tax dollars spent to fund our department. Ensure that all departmental apparatus and facilities are in safe and proper working order and meet minimal State of Georgia standards for compliance of fire departments. Provide the appropriate equipment and apparatus needed to meet the increasing demands on the Fire Department.
- **Emergency Preparedness and Management:** Through preparation, education, and planning provide for effective operations during major incidents that result from inclement weather, disasters, and manmade emergencies. Provide the highest level of service possible to the Citizens of Social Circle for Emergency Preparedness by focusing on hazard mitigation and education.

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 inside the incorporated city limits.

Personnel Costs

Salaries – The request includes the current fire personnel of (1) Fire Chief, (1) Deputy Chief, (3) Lieutenants, (10) EMT/Firefighter/Drivers, (2) Part Time personnel, and (1) High School Intern Part Time and (2) Volunteers.

Group Insurance – Group (Health) Insurance for the employees listed above.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Contractual Services

Hardware/Software Support –IT services for network support only to VC3. It includes no hardware or hardware repairs, or local system maintenance /support.

Custodial - This line item addresses cleaning and janitorial supplies for both stations.

Repairs and Maintenance Buildings - Repair and maintenance of both stations. These funds include repair of bay doors, general station supplies, and repair of building fixtures and equipment.

Repairs and Maintenance Equipment - Cost of maintaining and operating the city's fleet of fire apparatus and administrative vehicles. Costs are associated with DEF fluid, tire repair and replacement, repairs to pumps and motors caused from mechanical failures, small engine repair, and shop repair fees from Walton County vehicle maintenance shop

Property & Liability Insurance – Insurance for the fire department's fleet of vehicles and buildings.

Telephone – Telephones used by the Fire Department.

Cell Phones – Cell phone service including smart phones, wifi and internet access at fire station 17.

Advertising - This is cost associated with newspaper ads and general advertising.

Dues and Fees - Includes dues and fees to professional organizations, including NFPA online code access, Target Solutions, Active 911, International Code Council, Ga. State Firefighters Association, and Ga. Association of Fire Chiefs.

Education and Training - Training and education of staff to fulfill professional licensing requirements, including Fire Safety Education materials for public outreach programs.

Contractual Services - Includes aerial and ground ladder testing, breathing air compressor maintenance, generator contract, functional flow testing and maintenance on self-contained breathing apparatus, annual pump certifications, Direct TV, Comcast, Pest Control, Drug and Alcohol testing, and third-party hose testing.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 3500 - Fire Department						
Personnel Costs						
511100	Salaries Regular	577,750	607,795	733,454	593,107	748,780
511101	Volunteer Fireman Salary	-	-	-	-	-
511300	Salary Overtime	-	15,535	50,412	29,849	40,000
512100	Group Insurance	88,760	62,864	67,572	48,588	95,116
512101	Firefighter Insurance	-	1,445	2,000	2,302	3,000
512190	Benefit Dollars	-	27,603	42,000	28,544	36,000
512200	Social Security- Fica	35,027	39,093	48,345	39,281	45,915
512300	Medicare	8,192	9,143	11,000	9,187	10,736
512350	Unemployment	-	-	-	-	-
512400	Retirement Contributions	24,059	23,053	29,229	22,599	47,544
512700	Workers' Compensation	13,098	26,115	25,000	19,623	22,000
Personnel Costs Total		746,886	812,646	1,009,012	793,081	1,049,091
Contractual Services						
521302	Software/Hardware Support	8,017	11,735	9,000	7,158	9,300
522130	Custodial	3,323	4,540	4,000	1,904	4,000
522201	Repairs & Maintenance Building	8,395	14,486	15,100	9,668	15,000
522202	Repairs & Maintenance Equipment	26,520	23,950	20,980	11,918	25,000
523100	Property & Liability Insurance	20,181	17,997	17,746	8,354	20,000
523201	Telephone	1,749	1,857	2,000	2,622	3,000
523204	Cell Phones	2,741	2,942	3,800	3,011	4,600
523300	Advertising	875	703	1,000	922	1,000
523600	Dues & Fees	6,187	6,247	6,148	6,394	7,500
523700	Education & Training	8,602	8,133	14,300	3,246	12,750
523850	Contractual Services	17,723	21,091	18,770	5,525	15,530
Contractual Services Total		104,314	113,681	112,844	60,722	117,680

Supplies & Materials Costs

General Supplies & Materials - Includes funds for office supplies, batteries for equipment, rehab supplies for the fire ground/ station, disposable EMS supplies to maintain equipment required for licensure.

Secret Santa Purchases – Items purchased for the Secret Santa. Money comes from donations through the round-up program on the utility bill.

Natural Gas – Based off an estimate from the city's gas department for the operation of the new fire station. The station operates mostly all gas appliances and is run off the City of Madison gas system.

Electricity - Includes the annual rate for the current station and the cost from Walton EMC for the operation of fire station 17.

Gas & Diesel – Cost for fuel to operate the fire departments fleet at two stations and admin vehicles

Small Equipment (less than \$500) - Includes funding for purchase, addition or replacement of small equipment and hand-held items.

Other Supplies - Funding in this line item includes replacement of PPE.

Uniforms - Uniformed firefighters are given a set amount of funds per employee to be used to ensure all personnel are presenting a professional image and have proper uniforms to work on shift.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 3500- Fire Department						
Supplies & Materials Costs						
531100	General Supplies And Materials	13,598	12,196	14,571	5,791	16,400
531199	Secret Santa Purchases	-	-	-	-	500
531220	Natural Gas	642	993	1,000	525	-
531230	Electricity	13,313	11,156	13,000	7,921	13,000
531270	Gas And Diesel	12,077	12,891	11,760	8,773	15,000
531600	Small Equipment	2,605	2,469	6,000	2,175	6,000
531700	Other Supplies	1,405	7,221	6,000	3,761	6,000
531701	Uniforms	11,801	12,004	11,000	9,014	12,000
Supplies & Materials Costs Total		55,442	58,931	63,331	37,960	68,900
Capital Outlays						
542100	Capital Outlay-Machinery	-	21,250	63,370	62,705	-
542101	Wchcf Grant Expenses	59,008	28,171	26,829	26,829	-
542103	Gma Safety Grant Expenses	23,803	-	-	-	-
542200	Capital Outlay- Vehicles	-	15,245	-	-	477,854
542201	Capital Outlay Ffe Fire Station	-	-	57,000	55,192	-
549999	Capital Outlay Under Cap Limits	-	-	-	-	-
Capital Outlays Total		82,811	64,666	147,199	144,726	477,854
Fire Total						
		989,453	1,049,923	1,332,386	1,036,489	1,713,525

Public Works (Street) Department

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Streets Foreman	1	1	1	1	1
Crew Leader	1	1	1	1	1
Maintenance Worker	5	5	3	3	3
Seasonal Maintenance Worker	0	0	1.5	1.5	1.5
SUBTOTAL	7	7	6.5	6.5	6.5



Mission Statement

As public servants, each employee will always strive to provide the highest customer service for each citizen of Social Circle. This means responding to all citizen requests in a timely manner no matter how small or how large. We will provide the highest quality work, appearance, and integrity when performing any task throughout the city. Each employee is dedicated in providing essential services to the citizens. Quality training is provided to each employee to perform their best for the citizens of Social Circle. Public Works is dedicated in providing a safe work environment for each employee allowing him or her to perform each task with confidence, in-turn keeping the infrastructure of the city safe, aesthetically pleasing, and functional for the citizens of Social Circle.

Accomplishments Fiscal Year 2018-2019

- This year was no exception when it came to remove large dangerous trees throughout the city. Crews kept the brush removal on schedule even with equipment malfunctions. The can-do attitude of the staff is commendable.
- Public Works staff are continuing to replace and repair road signs throughout the city making it safer for the citizens.
- The city has been kept mowed in the main areas improving safety and security.
- Towards the later part of 2016 the City inherited the Burke Field ballfields and related facilities. The Public Works staff have done a good job keeping it mowed and slowly upgrading the facilities for public use.
- Public Works provided much support to all downtown functions such as festivals and events that supports the citizens and tourists.
- Public Works have continued their effort to repair and replace drains throughout the city improving water runoff, preventing flooding on some streets and roadways. Their efforts have improved drainage immensely. Staff is finally able to start on some of our bigger projects such as ISO-NOVA and Wildwood replacing or adding much needed drainage.
- Public Works staff have improved the Public Works Yard by grading and installing a solid gravel base that improves the overall look of the yard as a professional work area. The new base prevents standing water, eliminates potholes and is easier on equipment. Continuous improvement.
- Public Works Staff also replaced doors, removed old wood, improved drainage, around the main public works building. The long-time flooding of the building is no longer a problem and the facility is slowly being cleaned up and organized inside making it a better place to work and provide better services to the citizens. Staff has taken ownership of the facility and yard and are constantly improving their work area when time permits. Staff has painted office and floors in the Public works building making it look very professional.
- Vehicle and equipment maintenance was our target this year. A new maintenance inspection checklist was introduced and all vehicle and equipment that had maintenance or safety issues were taken to the shop and repaired. Currently all our equipment is 100% operational.
- The federally funded sidewalk project on North Cherokee is nearing its completion and the contractors and staff have done a great job improving Social Circles appearance boosting the morale and health of its citizens.

Objectives Fiscal Year 2019-2020

- Continue to maintain all equipment in good working order and identify equipment that must be replaced to continue the high level of service to the customers
- Continue to hone service delivery for brush and leaf removal by cross training all streets personnel to learn how to operate the brush and leaf equipment
- Develop a strategy to provide pothole repair and road repairs
- Continue to improve the appearance and functionality of the public works compound by making it a better place to work and an area to be proud of

Public Works Street

The Public Works/Street Expenditure Budget houses the Street Department.

Personnel Costs

Salaries – Salaries for the Street Foreman, Crew Leader, and three (3) Public Works Maintenance Workers and two (2) seasonal maintenance workers.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Engineering – This line item covers the cost associated with any engineering or surveying that needs to be done in the street department.

Tree Trimming – This line item includes funds to pay for a tree trimming contractor should those services be needed on a project that the street department crew aren't set up to handle.

Repairs & Maintenance – Equipment – This line item includes costs to repair and maintain equipment for the Street Department including vehicle tires, auto parts, tractor equipment,

Insurance Liability – This line item includes Property and Liability insurance costs for General Liability for the Street Department.

Cell Phones – Cell phone costs

Contractual Services – This line item is for contractor work that is required by the street department.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4210 - Public Works						
Personnel Costs						
511100	Salaries Regular	221,013	173,508	178,000	141,168	183,861
511300	Salary Overtime	-	15,171	13,000	10,777	10,000
512100	Group Insurance	52,854	46,077	29,485	30,995	31,705
512190	Benefit Dollars	-	11,315	15,000	9,779	12,000
512200	Social Security- Fica	13,494	11,739	12,000	9,506	11,200
512300	Medicare	3,156	2,745	3,000	2,223	2,619
512400	Retirement Contributions	11,385	9,058	7,010	5,420	11,597
512700	Workers' Compensation	29,200	10,589	28,000	15,698	31,000
Personnel Costs Total		331,103	280,202	285,495	225,566	293,982
Contractual Services						
521203	Engineering-Street	-	2,000	3,000	2,903	4,000
521302	Software/Hardware Support	6	959	1,500	1,346	2,000
522141	Tree Trimming	23,055	13,150	13,900	9,245	15,000
522202	Repairs & Maintenance Equipment	36,035	10,405	31,800	30,180	30,000
522203	Road Maintenance Contract	10,890	-	15,000	14,480	15,000
523100	Property & Liability Insurance	7,361	8,685	8,398	3,697	8,400
523201	Telephone	-	-	210	121	-
523204	Cell Phones	2,795	3,786	4,000	2,771	4,000
523850	Contractual Services	141	141	2,000	687	3,000
Contractual Services Total		80,283	39,126	79,808	65,430	81,400

Supplies & Maintenance

General Supplies and Materials – These costs are for supplies to support the operation of the Street Department, including cleaning supplies, small tools, weed killer, mosquito spray, street signs, concrete and asphalt, dumpster, and new employee drug and alcohol testing.

Electricity – This line item includes the cost of electricity for the City yard and all City Street lights.

Gasoline/Diesel – This line item includes the cost of fuel for the Street Department.

Small Equipment – This is for equipment costing less than \$500 that is needed in the street department.

Other Supplies – printing, shop towel service, playground equipment parts.

Uniforms – Uniform costs for department employees

Capital Outlay

Infrastructure – Paving – This is for paving completed by contractors supported by the GDOT LMIG grant and matched 30% by City funds.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4210 - Public Works						
Supplies & Maintenance Costs						
531100	General Supplies And Materials	50,994	40,564	49,109	39,266	65,000
531115	Hurricane Irma	-	13,042	-	-	-
531230	Electricity	76,705	86,088	80,000	49,141	80,000
531270	Gas And Diesel	15,889	19,778	25,500	16,800	25,500
531600	Small Equipment Less Than \$5	-	587	-	918	1,000
531700	Other Supplies	2,581	-	-	-	-
531701	Uniforms	4,402	3,502	3,500	3,215	3,500
Supplies & Maintenance Costs Total		150,571	163,560	158,109	109,339	175,000
Capital Outlay Costs						
541401	Infrastructure - Paving	160,322	121,509	106,000	18,460	79,000
542100	Capital Outlay	50,452	1,680	-	-	-
542101	Capital Outlays- N. Cherokee Sw	-	-	400,000	346,385	-
542102	Capital Outlay - Storm Drainage	50,606	52,452	-	-	-
542200	Capital Outlay-Vehicles	-	-	-	-	-
542202	Streetscape Project	-	-	-	-	-
542500	Capital Improvement Plan	-	9,825	36,000	33,789	-
549999	Capital Outlay - Items Under Capitalization	-	-	-	-	-
Capital Outlay Costs Total		261,380	185,465	542,000	398,634	79,000
Public Works Total		823,336	668,353	1,065,412	798,969	629,382

Cemetery Department

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Crew Leader	1	1	1	1	1
Cemetery Worker	1	1	1	1	1
SUBTOTAL	2	2	2	2	2



Mission Statement

To provide efficient, compassionate, and professional cemetery services and to preserve, protect, and maintain the historical, natural, and cultural resources of the municipal cemeteries.

Accomplishments Fiscal Year 2018-2019

The Cemetery Crew has been working non-stop this fiscal year. They have performed much landscaping by cutting out trees and bushes at Memorial cemetery and Benny Hill Cemetery. Staff filled in dangerous holes throughout Benny Hill cemetery and Memorial Cemetery. Their efforts have really been noticed by management and most importantly the public.

- The Benny Hill Cemetery received some new grass seed this fiscal period. It looks much better and the public has said that to the crew and management.
- Both cemeteries appearance continues to get better and better. The staff has taken ownership of each cemetery and it shows. The grass is mowed professionally and in a timely manner allowing families to enjoy visiting their loved ones without walking through knee high grass.
- When the staff finishes their mowing and landscaping they have taken it on themselves to clean headstones that have been neglected for years. Their efforts are improving the appearance of each cemetery making them some of the most well-maintained cemeteries in the area. This give the citizens confidence and pride in their community.
- Council approved a fulltime position making cemetery maintenance and upkeep more consistent. This gives the city two fulltime staff to maintain the cemeteries year-round.
- The cemetery crew has taken on the task to reduce or eliminate the unsightly weeds. Their goal for this fiscal year is to maintain the grass at a short height preventing weeds from taking root and over seeding to reduce weeds as well.

Objectives Fiscal Year 2019-2020

- Continue to work on the roadways throughout both cemeteries
- Continue to seed bare areas with grass and keep manicured
- Continue to work with the Cemetery Committee towards cleaning monuments and gravestones
- Remove the remaining bushes in both cemeteries
- Landscape those areas that was suggested by our professional landscape contractors
- Install metal gates in Memorial Cemetery to prevent through traffic
- Purchase and install a new software program to facilitate the location of graves and to keep an accurate database on past and future graves

Cemetery

This budget houses the maintenance of the City's two cemeteries: Lakeview and Bennie Hill

Personnel Costs

Salaries – Salaries for the Cemetery Crew Leader and one (1) Maintenance Worker are included in this budget.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Engineering – This line item covers the cost associated with any engineering or surveying that needs to be done in the cemetery.

Repairs & Maintenance – Equipment – This line item includes costs to repair and maintain equipment for the Street Department.

Insurance Liability – This line item includes Property and Liability insurance costs for General Liability associated with the cemeteries and vehicles assigned to this function.

Cell Phones – Cell phone cost.

Contractual Services – None scheduled for this year

Supplies & Materials Costs

Supplies & Materials – These costs are for supplies to support the operation of the two cemeteries.

Gasoline/Diesel – This line item includes the cost of fuel for the vehicles used by cemetery staff.

Uniforms – For two employees in the cemetery division

Small Equipment – Small tools and equipment for use in cemeteries.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4950 - Cemetery						
Personnel Costs						
511100	Salaries Regular	53,018	52,917	54,500	42,915	56,088
511300	Salary Overtime	-	4,037	-	899	-
512100	Group Insurance	15,746	12,362	6,000	6,754	12,682
512190	Benefit Dollars	-	3,726	3,000	2,654	4,800
512200	Social Security- Fica	3,202	3,505	3,700	2,719	3,415
512300	Medicare	749	820	950	636	799
512400	Retirement Contributions	2,733	2,421	2,628	2,032	3,537
512600	Unemployment	-	-	-	-	-
512700	Workers' Compensation	356	7,388	5,000	4,060	5,000
Personnel Costs Total		75,804	87,176	75,778	62,668	86,321
Contractual Services						
521203	Engineering	200	-	2,000	-	-
521302	Software/Hardware Support	4	43	1,500	1,061	5,000
522104	Survey - Cemetery	-	-	-	-	2,000
522202	Repairs & Maintenance Equipment	325	-	1,000	487	1,000
523100	Property & Liability Insurance	598	764	518	258	500
523204	Cell Phones -	591	1,071	1,276	983	1,200
523600	Dues & Fees	765	225	1,000	85	1,000
523700	Education & Training	-	-	1,000	776	1,000
523850	Contractual Services	-	-	-	-	-
Contractual Services Total		2,481	2,103	8,294	3,651	11,700
Supplies & Materials Costs						
531110	General Supplies And Materials	5,657	2,615	5,000	2,162	5,000
531270	Gas And Diesel	2,562	2,468	2,500	2,006	2,000
531701	Uniforms	1,533	997	1,000	602	800
Supplies & Materials Costs Total		9,752	6,080	8,500	4,769	7,800
Capital Outlay Costs						
542100	Capital Outlay	-	-	-	-	-
Capital Outlay Costs Total		-	-	-	-	-
Cemetery Total		88,037	95,359	92,572	71,088	105,821

Health and Welfare Transportation

Employee Positions by Department	FY2016 Actual	FY20172 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Transit/IT Specialist	0	0	0.33	0.33	0.33
Van Driver	1	1	1	1	1
Part Time Van Driver	0.5	0.5	0.5	0.5	0.5
Part Time Dispatchers	0	1	1	1	1
SUBTOTAL	1.5	2.5	2.83	2.83	2.83



Mission Statement

Provide friendly, safe, reliable and cost-effective public transit service on a combination of flexible and fixed routes within Social Circle Monday through Saturday, and between Social Circle and Monroe and Covington medical service districts on M-F.

Accomplishments Fiscal Year 2018-2019

- **Expanded Service Days** – In June 2018 we expanded service to the first and third Saturdays each month.
- **Expanded Service Area** – In October 2018 we started offering rides to Medical and Government offices in Monroe and Covington daily and increased the rate from \$3/roundtrip to \$5/roundtrip.
- **Move on when ready students** – We continue to offer rides to students who are involved with the dual enrollment programs offered at Athens Tech in Monroe and Georgia State University in Covington
- **New Dispatch Software** – We started using the new QRYde software in December 2018.

Objectives Fiscal Year 2019-2020

- **Improve Service** – Continue to evaluate the best practices of other transit systems to identify service improvements which can be implemented.
- **Marketing** – Continue to explore ways of changing the perception of the bus from a senior and disabled transportation to available to all residents to increase ridership.

Health and Welfare Transportation

The Health and Welfare Transportation Budget houses costs association with the bus service provided to city residents. This budget is supported through grants from Georgia Department of Transportation Section 18 Grant.

Personnel Costs

Salaries – Salaries for 1/3 of Transit/IT Supervisor, one (1) full time and one (1) part time bus driver who provide on-call bus service in the City, two (2) part time dispatchers.

Group Insurance – Group (Health) Insurance for the full-time employee listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment –The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for the full-time employees referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Audit/Accounting – The City of Social Circle currently contracts with an audit firm to perform the annual audit. The cost for the annual audit is shared equally by the General fund, Water and Sewer Fund, and Gas Fund.

Software/Hardware Support – Software and tablets in the buses allow for administrative staff to alert drivers to new passengers

Repair and Maintenance – Equipment –Service maintenance costs of the vehicles and computer equipment for the bus service.

Insurance Liability – This is for a proportionate share of liability and vehicle insurance for operation of the two buses in the program.

Telephone - Telephone costs for phone lines in City Hall related to the service.

Cell Phones – Cell phone costs.

Advertising –This is for announcement for future drivers, changes to the service program, or other expenses to make the program visible to the citizenry.

Dues and Fees – Cost of certifying drivers.

Education & Training – Used for training for staff

Supplies & Materials Costs

General Supplies and Materials –Office supplies to support the bus program.

Gasoline/Diesel –This line item includes the cost of fuel for buses.

Capital Outlay Costs

Capital Outlay Bus – Program rules require the City to pay 10% of the cost of one new bus during the budget year prior to receiving the bus.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 5540 - Health & Welfare Transportation						
Personnel Costs						
511100	Salaries Regular	63,649	71,471	76,500	58,674	75,000
511105	Salaries Regular - Non-5311	-	-	5,000	-	1,000
511300	Salary Overtime	-	2,370	1,800	509	1,000
511305	Salaries Overtime - Non-5311	-	-	1,000	-	1,000
512100	Group Insurance	8,231	9,410	7,843	6,985	6,341
512190	Benefit Dollars	-	2,826	3,990	2,800	2,400
512200	Social Security- Fica	3,912	4,605	5,300	3,742	5,000
512300	Medicare	915	1,077	1,350	875	1,049
512400	Retirement Contributions	1,806	1,754	1,908	1,475	2,000
512700	Workers' Compensation	1,518	2,010	1,800	-	1,800
Personnel Costs Total		80,031	95,522	106,491	75,060	96,590
Contractual Services						
521202	Audit/Accounting	1,000	1,000	1,000	1,000	1,000
521302	Software/Hardware Support	4,026	7,625	5,300	2,783	5,400
522202	Repairs & Maintenance Equipment	3,021	3,703	1,200	693	1,200
522205	Repairs & Maint. Equip - Non-5311	-	-	300	-	500
522320	Rental Of Vehicles Or Equipment	-	-	800	544	800
523100	Property & Liability Insurance	1,603	2,019	1,084	852	1,500
523105	Property & Liability Insurance - Non-5311	-	-	300	-	600
523201	Telephone	213	-	1,212	194	1,000
523204	Cell Phones	1,505	1,521	1,500	1,953	2,000
523300	Advertising	30	30	500	40	500
523500	Travel	(441)	-	200	-	200
523600	Dues & Fees	30	75	250	92	200
523700	Education & Training	350	-	300	-	300
523850	Contractual Services	-	-	400	156	300
Contractual Services Total		11,338	15,973	14,346	8,307	15,500
Supplies & Materials Costs						
531100	General Supplies And Materials	427	1,305	600	629	600
531103	Tires & Tubes	-	-	1,300	807	1,300
531105	General Supplies & Materials Non-5311	-	-	100	-	100
531106	Tires & Tubes - Non-5311	-	-	300	-	300
531230	Electricity	-	-	500	399	1,000
531270	Gas And Diesel	9,473	9,426	10,000	5,746	10,000
531275	Gas & Diesel - Non-5311	-	-	2,000	-	500
Supplies & Materials Costs Total		9,900	10,731	14,800	7,581	13,800
Capital Outlay Costs						
542200	Capital Outlay-Vehicles	-	4,547	-	-	-
549999	Capital Outlay - Items Under Capitalization	-	-	-	-	-
Capital Outlay Costs Total		-	4,547	-	-	-
Health & Welfare Transportation Total		101,269	126,773	135,637	90,947	125,890

Library

The budget covers the costs associated with operation and maintenance of the W.H. Stanton Library. The Library is operated by the Uncle Remus Regional Library System, in the city owned building on West Hightower Trail

Personnel Costs

Salaries – There are no salaries as employees at the Library are employed by the Uncle Remus Regional Library System under contract with the City to provide services at the Library.

Contractual Services

Repairs and Maintenance Equipment – These costs are associated with repair of equipment at the library.

Repairs and Maintenance Building – These costs are associated with the Library building, system within the building such as heating and air conditioning, electrical issues, etc.

Contract Labor – These costs are for special programs supported by the city at the Library.

Insurance Liability – This is for a proportionate share of liability insurance for library building. to operate the Library in Social Circle.

Telephone - This line item includes telephone costs for phone lines for the Library.

Postage – This line item is for postage associated with library services.

Uncle Remus Regional Library - This is the contract cost paid to the regional library system

Supplies & Maintenance Costs

General Supplies and Materials – These costs are for supplies such as custodial, restrooms restocking, and other cost to keep the Library building functioning.

Utilities Costs – The cost of water/sewer, natural gas, electricity, and garbage collection are budgeted here.

Books and Periodicals – These costs are for the purchase of books and other items for the Library. These are usually paid through the use of the Stanton Trust, monies which can only be derived from the proceeds of the Trust's assets.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 6510 - Library						
Contractual Services						
522201	Repairs & Maintenance Building	242	609	400	2,116	400
522202	Repairs & Maintenance Equipment	4,011	3,303	800	443	800
523100	Property & Liability Insurance	3,652	3,664	2,889	1,439	2,889
523201	Telephone	1,414	1,466	1,600	1,122	1,000
523202	Postage	-	-	100	-	-
523852	Contract Labor	-	-	-	-	-
572002	Uncle Remus Regional Library	108,000	110,230	112,435	84,326	121,860
Contractual Services Total		117,319	119,271	118,224	89,446	126,949
Supplies & Materials Costs						
531100	General Supplies And Materials	-	493	2,200	216	1,000
531210	Water/Sewer	830	528	750	88	750
531220	Natural Gas	723	825	1,000	444	1,000
531230	Electricity	7,726	8,042	8,484	2,776	7,000
531280	Garbage	390	360	400	61	400
531400	Books & Periodicals	2,000	1,994	3,000	-	3,000
Supplies & Materials Costs Total		11,669	12,241	15,834	3,585	13,150
Library Total		128,988	131,512	134,058	93,031	140,099

Conservation Projects

Historic Preservation

Tree Board Commission

Planning Commission

This budget is for the support of the Historical Preservation Commission and the Tree Board Commission of the City.

Supplies and Materials

Historic Preservation Commission – Cost may include occasional studies required when reviewing the area within the City's historic districts. Previously, expenses have been made for training.

Tree Board Commission and Planning Commission – Board member training and trees planted by tree board, city staff, and volunteers

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 7322 - Conservation Projects						
Supplies & Materials Costs						
572001	Historic Preservation	1,160	127	3,000	60	2,000
572002	Tree Board Commission	38	135	3,500	707	3,500
Supplies & Materials Costs Total		1,198	262	6,500	767	5,500
Conservation Projects Total						
		1,198	262	6,500	767	5,500

Main Street

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Executive Director	1	1	1	1	0.75
SUBTOTAL	1	1	1	1	0.75



Mission Statement

To create an environment for business vitality downtown that is ultimately family friendly, that offers services and goods to the citizens, and that encourages ownership and pride in the City. In addition, Main Street creates, encourages, and promotes events and activities downtown to support community gatherings and the business environment.

Accomplishments Fiscal Year 2018-2019

- **Downtown Events** – Downtown events and festivals were provided that created energy, interest and community in the heart of the City. Family friendly activities included Taste of Social Circle, The Independence Day Celebration, Back to School Bash, Friendship Festival and Social Circle Christmas.
- **The 24th Annual Friendship Festival** – This corner stone event saw a crowd of over 5,000 in attendance which included vendors and festival goers throughout the day. This was the first year that we did not include a parade as part of the event. We utilized the use of the street by not having a parade and were able to increase the number of vendors that we hosted. We were able to fill 134 vendor spaces with changes made from the previous year.
- **Social Circle Christmas** – This seasonal event increased its activities and branched out onto Cherokee this year. We were able to purchase a new Christmas tree this year with matched funds from the Walton Foundation. We welcomed an excited group of visitors to the Downtown area to light the Christmas tree, enjoy Santa, crafts, snow, s'mores, carolers, a petting zoo and a hayride. The Live Nativity represented the true meaning of Christmas.
- **New Businesses** – 3 Twisted Sisters, Well Mannered, Buckeye's and All-Star Alarms opened downtown in 2018. We look forward to new businesses in the downtown area in this next year.
- **Façade/Systems Grant Program** - The Downtown Development Authority encouraged property owners to take advantage of the Façade/Systems Grant Program. We have had several businesses apply recently.
- **USDA Rural Grant** - The DDA received the USDA Rural Grant funding that is allowing us to begin work on Friendship Park. We are projecting a completion date of December 1, 2019
- **Fundraising** – Our fundraising campaign has been implemented and is doing well. Our Downtown Drawdown fundraiser just saw its second year and raised funds for Downtown improvements. Money has been used to purchase and install new banners and new flag and banner hardware.

Objectives Fiscal Year 2019-2020

- **Downtown Events** - Continue to promote, grow and make possible events downtown that encourage interest, excitement and spotlight our businesses. These events will include Taste of Social Circle, Independence Day Celebration, Back to School Bash, Friendship Festival, Chili Cookoff (with combined efforts of Kiwanis of Social Circle) and Social Circle Christmas. Continue to expand all events to bring more interest in our downtown area.
- **Restaurants** - Remain dedicated to the Social Circle restaurants as we continue to grow Taste of Social Circle into an event that brings not only the community, but the surrounding areas to sample what Social Circle has to offer.
- **Historic Preservation** - Promote historic preservation through recognition, education and demonstration projects.
- **Welcome Center** - Market it to be a gathering place for the community to view art, museum pieces and local exhibits. Provide additional opportunities for visitors to learn more about the history of Social Circle.
- **Businesses** - Recruit businesses to downtown and provide promotion, support and advertisement of existing businesses through social media, activities, group advertising, coffee calls all while being responsive to their business needs.
- **Friendship Park** - Support the development of Friendship Park through grants, sponsorships and partnerships.

Main Street

The Main Street Division staffs the Downtown Development Authority and Main Street Program that has operated in the City of Social Circle since 1998. Guidelines for the program are set by Georgia Department of Community Affairs', Office of Downtown Development. The Main Street Executive Director's salary and benefits, and the operating cost for the Welcome Center, are funded by City General Funds. Downtown projects and activities are supported through sponsorships, fundraising, event revenues, grants and other sources.

Personnel Costs

Salaries— Salaries in this Division are for the Downtown Director.

Group Insurance —Group (Health) Insurance plan for the Downtown Director.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment —The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees

Contractual Services

Custodial – Cleaning services for the Welcome Center are funded through this.

Repair & Maintenance Building – Maintenance for the welcome center is funded in this line item.

Rental of Equipment - Comcast, Wi-fi, and Welcome Center copier costs.

Insurance Liability— Those portions of the General Liability Insurance attributable to Welcome Center & Main Street activities and offices

Telephone - Welcome Center phones are included in this line item.

Cell Phones – Cell phone service

Advertising —Funds used to promote city in the Georgia Connector, Walton Tribune & Covington News Newcomers Guides, Chamber of Commerce Publication, and Walton Tribune Visions

Training and Travel – The Memorandum of Understanding with Department of Community Affairs requires attendance at the following: Georgia Downtown Conference, National Main Street Conference; Historic Preservation Commission conference; one regional managers meeting, and one statewide managers meeting, for a total of at least 30 hours of training annually.

Dues & Fees - Georgia Downtown Association; National Downtown Association; Treasures on 1-20; Historic Heartland; Annual Audit; Walton County Chamber dues.

Supplies & Materials Costs

General Supplies & Materials - Cost to operate the Welcome Center and office of Main Street Program.

Back to School Bash Purchases – Items purchased for the Back to School Bash. Money comes from donations through the round-up program on the utility bill.

Electricity - Cost to operate the Welcome Center and office of Main Street Program

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 7540 - Main Street						
Personnel Costs						
511100	Salaries Regular	52,854	64,943	58,500	57,350	31,425
512100	Group Insurance	4,980	1,620	2,150	38	-
512190	Benefit Dollars	-	1,870	3,000	2,008	-
512200	Social Security- Fica	3,252	4,002	3,950	3,524	1,925
512300	Medicare	760	936	1,000	824	450
512400	Retirement Contributions	2,647	2,885	3,097	2,394	-
512700	Workers' Compensation	232	123	150	2,610	200
Personnel Costs Total		64,725	76,379	71,847	68,749	34,000
Contractual Services						
521302	Software/Hardware Support	2,458	5,729	3,900	3,269	4,200
522130	Custodial	2,530	-	-	-	-
522201	Repairs & Maintenance Building	1,350	1,000	1,000	754	2,000
522202	Repairs & Maintenance Equipment	-	-	5,500	-	750
522320	Rental Of Vehicles Or Equipment	3,402	3,219	4,200	1,951	4,200
523100	Property & Liability Insurance	1,955	1,628	1,306	488	1,306
523201	Telephone	677	1,031	1,125	900	1,400
523204	Cell Phones	487	503	525	393	550
523300	Advertising	3,698	3,379	3,500	2,020	3,500
523500	Travel	1,672	544	750	152	750
523600	Dues & Fees	2,347	765	1,500	918	1,500
523700	Education & Training	2,488	1,115	3,500	740	2,000
523850	Contractual Services	1,220	882	-	-	-
Contractual Services Total		24,285	19,796	26,806	11,584	22,156
Supplies & Maintenance Costs						
531100	General Supplies And Materials	5,311	4,540	2,500	1,568	3,500
531230	Electricity	3,242	3,103	3,000	1,521	3,000
531270	Gas And Diesel	-	-	-	-	-
Supplies & Maintenance Costs Total		8,553	7,643	5,500	3,089	6,500
Capital Outlay Costs						
541100	Capital Outlay Parks	-	-	16,700	-	-
542200	Capital Outlay	-	-	-	-	-
549999	Capital Outlay Under Cap	-	-	-	-	-
Capital Outlay Costs Total		-	-	16,700	-	-
Main Street Total		97,563	103,817	120,853	83,421	62,656

General Fund Debt

This budget division is to account for leases, contingency funds, transfer out of the General Fund for items that are not normally budgeted for in any other department.

Other Financing Uses

Lease Principal Fire Truck – This lease for two (2) 2013 fire truck began in September 2014 and will run for fifteen (15) years through budget year FY 2028-29. This is the principal payment for 2017-2018.s

Lease Interest Fire Truck - This lease for the 2013 fire truck began in September 2014 and will run for fifteen (15) years through budget year FY 2028-29. This is the interest payment for 2017-18.

Operating Transfers Out

HRA - A health reimbursement account established to pay the second \$1500 of an employee's deductible under the health insurance plan. The employee is responsible for the first \$1500 of the deductible. The balance in the HRA account is owned by the City and unused funds roll forward into the following year's HRA. The establishment of this HRA was part of the City restructuring of the health insurance plan to reduce costs without reducing employee benefits.

Contingency – General Fund – This number is derived by subtracting the 2017-18 expenditures in the General Fund from the expected revenues for 2017-18.

Operating Transfer Out – There are no anticipated transfers out of the General Fund anticipated this year.

Account	Description	2016-2017 Total Activity	2017-2017 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 8000 - Other Financing Uses						
Debt Service						
581202	Lease Principal Fire Truck	40,153	41,482	42,339	42,339	22,000
582202	Lease Interest Fire Truck	21,162	19,833	21,265	21,276	12,000
Debt Services Total		61,315	61,315	63,604	63,615	34,000
Dept 9000 - Operating Transfers Out						
Operating Transfers Out						
573000	Hra	-	-	20,000	3,971	10,000
579000	Contingency-General Fund	-	-	-	-	-
612004	Transfers Out - Scdda	-	-	-	-	-
Operating Transfers Out Total		-	-	20,000	3,971	10,000
Other Financing Uses Total		61,315	61,315	83,604	67,586	44,000
Total Expenses		4,447,033	4,552,859	5,408,724	4,104,399	5,544,826
Revenues over (under) Expense		218,307	31,771	-	473,484	-

EXISTING DEBT SUMMARY										
Fund	Department	Description	Vendor	Lease/ Loan Date	Lease/ Loan Maturity	Lease/ Loan Amount	Rate	Principal Payment	Interest Payment	Outstanding Balance as of 6/30/2020
GF	FIRE	2013 GUARDIAN PUMPER	SUTPHEN	8/9/2013	9/16/2028	\$715,834.00	3.31%	\$25,776.26	\$4,766.10	\$260,181.46
GF	FIRE	E ONE 2000 GPM PUMPER	E ONE	12/1/2019	12/1/2029	\$385,139.00	3.54%	\$0.00	\$0.00	\$385,139.00

Debt as a Percentage of Revenues

Financial Policy – Maintain total debt service for general obligation debt, intergovernmental Debt and leases but not including SPLOST Debt such that it does not exceed 10% of the Operating Revenues of the General Fund.

2019 Operating General Fund	\$	5,554,826
10% of 2019 Operative General Fund Revenue	\$	554,423
2019 Annual Debt Payments	\$	30,542

Tax-Supported Debt as a Percentage of Full Value

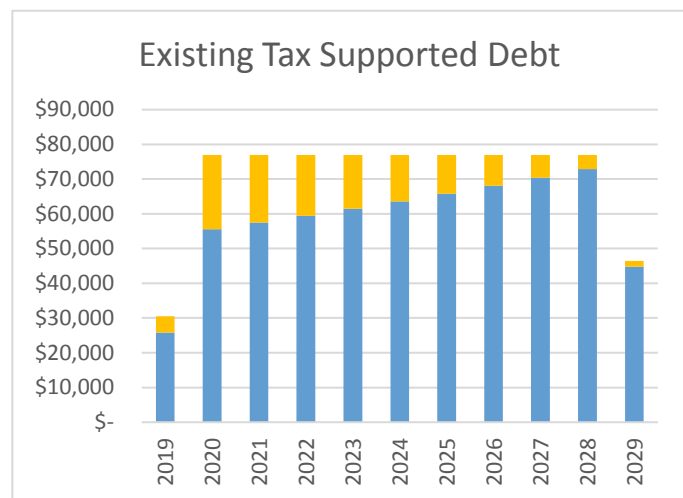
Financial Policy– The City will maintain total Tax-Supported Debt, including SPLOST Debt and Leases, as a percentage of total taxable full value of City at a level not to exceed 3.0%.

2019 total Proposed Taxable Full Value	\$	236,884,200
3% of the 2019 Total Proposed Taxable Full Value	\$	7,106,526
2019 Annual GF Debt Balance	\$	645,320

Existing Tax-Supported Debt

Financial Policy– The City intends to maintain it's 10-year Tax Supported Debt, including SPLOST Debt and Leases, payout ratio at or above 60% at the end of the each adopted five-year

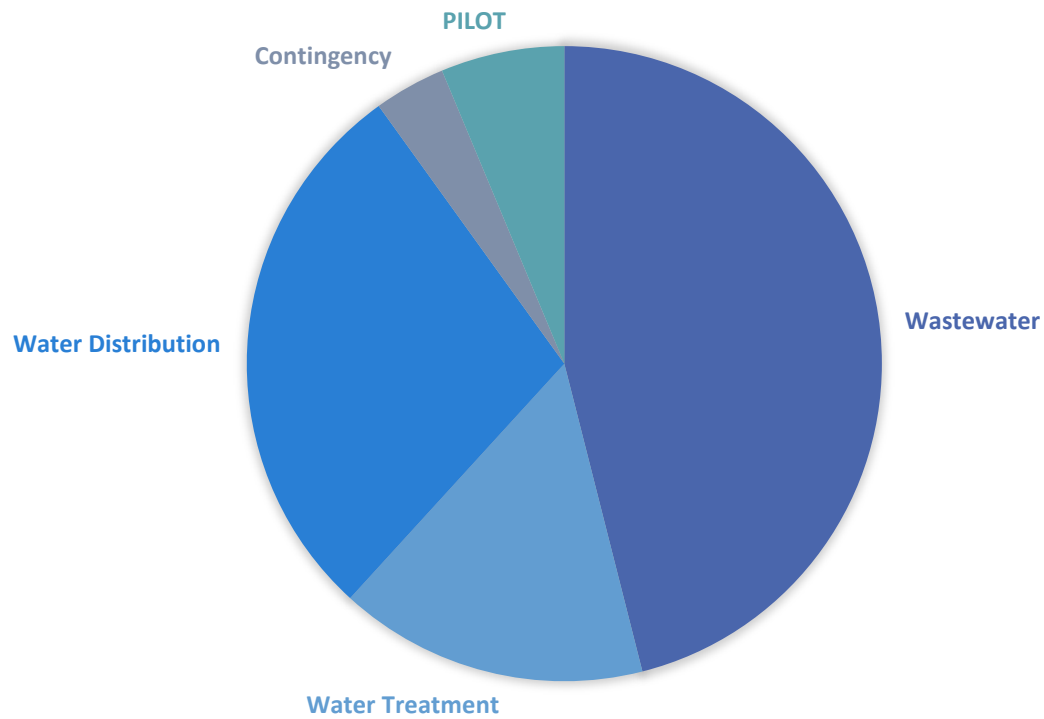
Fiscal Year	Principal	Interest	Total	Payout Ratio
2019	\$ 25,776	\$ 4,766	\$ 30,542	4.70%
2020	\$ 55,553	\$ 21,393	\$ 76,945	16.70%
2021	\$ 57,467	\$ 19,479	\$ 76,945	28.60%
2022	\$ 59,447	\$ 17,498	\$ 76,945	40.50%
2023	\$ 61,496	\$ 15,450	\$ 76,945	52.40%
2024	\$ 63,615	\$ 13,331	\$ 76,945	64.40%
2025	\$ 65,807	\$ 11,138	\$ 76,945	76.30%
2026	\$ 68,075	\$ 8,871	\$ 76,945	88.20%
2027	\$ 70,421	\$ 6,524	\$ 76,945	100.10%
2028	\$ 72,848	\$ 4,097	\$ 76,945	112.00%
2029	\$ 44,819	\$ 1,586	\$ 76,945	119.20%
	\$ 645,322	\$ 124,134	\$ 769,456	



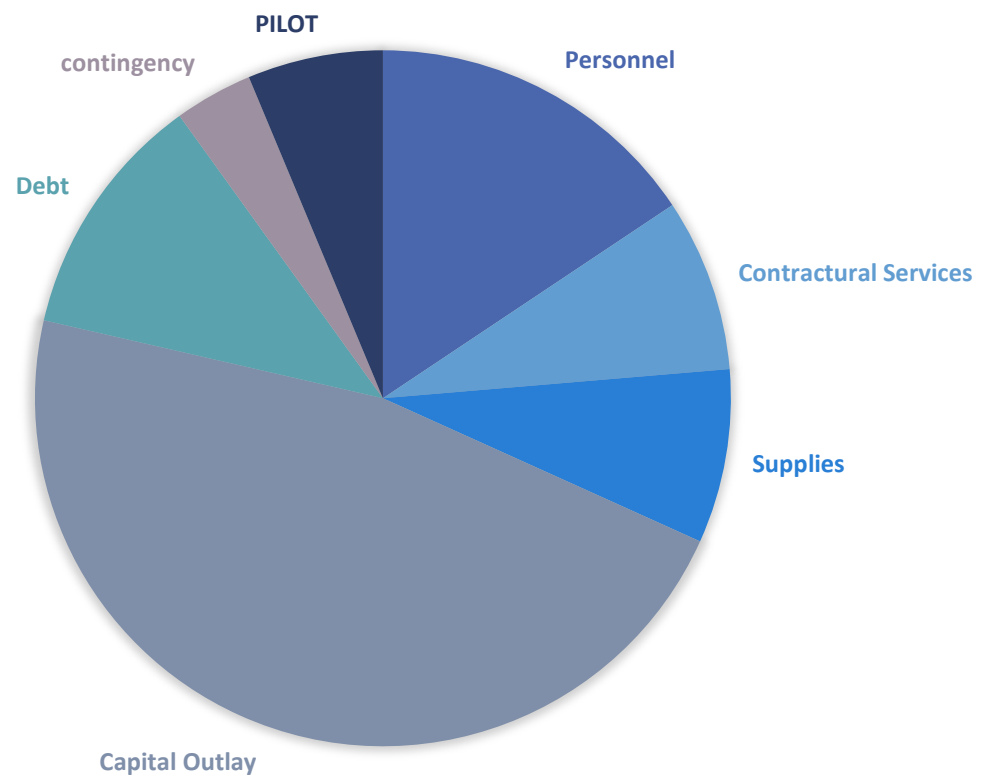
September 2018 interest rate increased from 3.310% to 4.020%

Water and Sewer Fund

WATER FUND EXPENSES



WATER FUND EXPENSE TYPES



Revenue Water and Sewer

The Water and Sewer Revenue of the City comes from various sources including, fees such as water and sewer taps and charges for delivery and removal of water and wastewater. Both funds rely on the water and sewer rate structure, which is designed to support the utility as a business enterprise.

Charges for Services

Water Charges – Charges for water supplied to our customers based on water rates set by the City Council on an annual basis. As of May 1, 2019, we have 1910 active water customers. This budget is based upon the adopted 2.5% increase in rates, or \$10.25 per 1000 gallons in City limits. See Schedule of Fees in Supplemental information.

Capacity Recovery Charge Water – Fees charged to offset the capital cost of the water system, both the treatment plant and delivery system. The fee is based on water meter size as determined by the City per the American Water Works Association Manual M-22, converted to Equivalent Residential Unit times \$4,000. This is a one-time fee charged at initial connection to the water system.

Capacity Recover Charge Sewer – Fees charged to offset the capital cost of the wastewater system, both the treatment plant and collection system. The fee is based on water meter size as determined by the City per the American Water Works Association Manual M-22, converted to Equivalent Residential Unit times \$4,500. This is a one-time fee charged at initial connection to the sewer system.

Water Tap Fees – Fees charged when a new or existing customer wishes to secure a new water connection to the city system. Includes the cost of the meter and installation.

Sewer Tap Fees – Fees charge when a new or existing customer wishes to secure a new sewer connection to the city system. The fee includes the cost of the connection.

Hydrant Hook-Up Charge – Fees charged when a tank truck desires to purchase a load of water from a hydrant.

Water Plant Hook-Up Fee – Fees charged when a large user needs to draw water from the water plant.

Sewer Charges – Charges for wastewater collected based on sewer charges set by the City Council on an annual basis. As of May 1, 2019, we have 1383 active sewer customers. This budget is based upon the adopted 2.5% increase in rates, or \$8.39 per 1000 gallons, in City Limits. See Schedule of Fees in Supplemental Information.

Sewer CCR – Capital Cost Recovery, a charge imposed on certain users based on the sewer collection deficiencies noted in a Consent Order from the Public Services Commission

Penalties – Charges customers pay when they are late on, or fail to pay, their water and sewer bills.

Bad Check Fees – The City charges \$25 for each “bad” check we receive for water and sewer bill payments.

Interest Income

Interest Revenue - Money derived from the investment of cash that is not being used for current operating expenses.

Miscellaneous Revenue

Other Revenue – Revenue received that does not fit within one of the other line items.

Bad Debt Collection – Monies received from the collection of bad debts that have been turned over to a collection agency

Transfers In

Transfers and Fund Balance – Although not revenue by definition, these refer to funds used for operating purposes including transfers from the gas fund and the prior year fund balance.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
505 - Water & Sewer						
Charges for Services						
344210	Water Charges	1,545,706	1,594,306	1,784,508	1,346,293	1,829,120
344212	Capacity Recovery Charge-Water	55,000	32,000	60,000	68,806	160,000
344214	Capacity Recovery Charge-Sewer	57,375	27,000	50,000	81,000	130,500
344220	Water Tap Fees	8,400	6,450	6,000	10,600	23,700
344221	Sewer Tap Fees	-	-	-	-	-
344222	Hydrant Hook Up Charge	-	400	500	200	500
344223	Plant Hook Up Charge	-	-	-	120	-
344255	Sewer Charges	1,055,989	976,878	1,069,015	875,900	1,095,740
344257	Sewer Ccr	29,977	28,046	30,000	24,186	30,000
344290	Penalties	76,752	81,811	75,000	68,185	93,220
349300	Bad Check Fee	950	1,000	1,000	625	1,000
Charges for Services Total		2,830,149	2,747,891	3,076,023	2,475,915	3,363,780
Interest Income						
361000	Interest Revenue	1,429	4,867	20,000	22,607	32,545
Interest Income Total		1,429	4,867	20,000	22,607	32,545
Miscellaneous Revenue						
389001	Other Revenue	1,824	1,108	1,400	2,799	1,632
389005	Bad Debt Collection	-	-	-	-	-
Miscellaneous Revenue Total		1,824	1,108	1,400	2,799	1,632
Transfers In						
393100	2015 Bond Proceeds	-	-	-	-	-
393200	2018 Gefa Loan Proceeds	-	-	2,000,000	260,282	-
393201	2019 Gefa Loan Proceeds	-	-	-	-	2,000,000
393800	Capital Contribution	-	60,010	-	-	-
393997	Use Of Crc In Water Fund Reserve	-	-	294,180	200,000	-
393998	Use Of Fund Balance (Bond Co	-	-	-	-	-
393999	Use From Reserves	-	(377,423)	1,075,037	1,075,037	-
Transfers In Total		-	(317,413)	3,369,217	1,535,319	2,000,000
Water & Sewer Revenues Total		2,833,402	2,436,453	6,466,640	4,036,640	5,397,957

Sewer Collection and Disposal

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Wastewater Plant Superintendent	1	1	1	1	1
Wastewater Plant Operator	1.5	1.5	2	2	2
Wastewater Plant Trainee	1	1	0	0	0
Wastewater Plant Mechanic	1	0	0	0	0
Regulatory/Compliance Specialist			0.5	0.5	0.5
SUBTOTAL	4.5	3.5	3.5	3.5	3.5



Mission Statement

Provide collection and treatment of wastewater throughout the city that is compliant with all environmental and other regulations, cost effective, and reliable.

Accomplishments Fiscal Year 2018-2019

- Completion of installed approximately 2447' of 8" PVC sewer line extension in Industrial area for economic development.
- Replacement of Belt Press at wastewater treatment plant, while maintaining operations and providing consistent service
- Annual public education program initiated, focusing on preventing introduction of grease into the collection system

Objectives Fiscal Year 2019-2020

- Start elimination of list stations with combination of gravity sewer and new lift station – Strategic Goal #6
- Continue public awareness concerning grease into collection system – Strategic Goal #6
- Start public awareness concerning “flushable” wipes into sewer system – Strategic Goal #6

Sewer Collection and Disposal

The Sewer Collection and Disposal 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.

Personnel Costs

Salaries – Salaries for Wastewater Plant Superintendent and two (2) Wastewater Plant Operators.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Audit/Accounting – The City of Social Circle currently contracts with an audit firm to perform the annual audit. The cost for the annual audit is shared equally by the General fund, Water and Sewer Fund, and Gas Fund.

Engineering – This line item supports engineering studies and construction plan development. MFB Lab Consultants checks over all our lab data that is sent to EPD in Discharge Monitoring Reports plus trains operators for new procedures.

Industrial Pretreatment – J&T Environmental Services does inspections at industries, reviews required reports and submits the Industrial Pretreatment Report annually to EPD, for the industrial Pretreatment Program.

Disposal – All costs for dewatering of sewage sludge (land fill tipping fees, polymer, liners, hauling fees, and testing required by land fill). Also, regular trash fee added here.

Repairs and Maintenance Equipment – Any fee accrued as a result of repair, replacement or routine maintenance of plant and pump station equipment.

Telephone – Costs for 2 land lines at wastewater plant (1 office line & 1 line for SCADA system).

Cell Phones – Cell phone service.

Advertising – Costs to advertise for spills or mandated occurrences

Dues and Fees - Costs accrued for license renewal and subscription renewals.

Education and Training – Costs accrued for continuous education points for licensed operators or training for new hires.

Contract Labor - Cost of labor to repair pumps and motors.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4330 - Sewer Collection & Disposal						
Personnel Costs						
511100	Salaries Regular	148,929	142,678	182,580	105,728	136,941
511300	Salary Overtime	-	5,416	6,900	3,302	3,000
512100	Group Insurance	24,697	19,653	18,674	13,711	19,023
512190	Benefit Dollars	-	6,616	9,500	5,832	7,200
512200	Social Security- Fica	8,488	8,671	12,068	6,841	8,398
512300	Medicare	1,985	2,028	2,987	1,600	1,964
512400	Retirement Contributions	8,999	4,113	6,709	11,779	8,696
512700	Workers' Compensation	2,385	2,685	2,600	2,808	2,900
Personnel Costs Total		195,483	191,859	242,018	151,600	188,122
Contractual Services						
521202	Audit/Accounting	9,000	6,000	6,000	6,000	7,000
521203	Engineering	13,958	63,193	18,000	29,938	22,000
521204	Industrial Pre-Treatment	7,280	9,285	10,000	2,475	6,000
521205	Cdbg Admin Fees	-	-	-	-	-
521302	Software/Hardware Support	2,327	5,997	11,132	5,393	11,500
522110	Disposal	21,861	27,723	28,000	15,498	30,000
522202	Repairs & Maintenance Equipment	114,290	107,111	77,000	47,927	75,000
522320	Rental Of Equipment Or Vehicles	-	-	-	-	-
523100	Property & Liability Insurance	27,298	20,052	17,251	8,269	17,500
523201	Telephone	3,553	3,382	4,500	2,865	3,000
523202	Postage	513	374	1,000	-	1,000
523204	Cell Phones	1,258	1,512	2,400	950	2,400
523300	Advertising	70	145	500	-	500
523600	Dues & Fees	(4,579)	(696)	1,000	218	1,000
523700	Education & Training	1,162	1,722	4,000	585	4,000
523850	Contractual Services	-	-	-	-	-
Contractual Services Total		197,991	245,799	180,783	120,118	180,900

Supplies & Materials

Postage – Costs to send samples to lab out of state.

General Supplies and Materials – Any item purchased to keep department functioning (distilled water for testing from Freshway, supplies from Social Circle Ace, lab chemicals from Fisher Scientific, Hach Chemical, or USA Bluebook, etc.), chlorine and sulfur dioxide.

Electricity – Costs for electricity for wastewater plant plus 24 lift stations throughout the city.

Gasoline/Diesel – Gas and diesel used for the department in vehicles and diesel pumps.

Uniforms – Cost to supply uniforms in department

Debt Services

Sewage Collection Debt Service – Principal and Interest for Bonds

- **2010 Bonds: \$1,900,00**
 - Consolidated three GEFA loans and extended water and sewer to General Mills
- **2015 Bonds: \$4,530,000**
 - Funded wastewater plant replacement engineering costs and
 - Funded a downtown water main extension to improve fire flow and pressure.
- **2018 GEFA loan interest and fees:** The recommended budget includes borrowing of funds from the Georgia Environmental Finance Authority (GEFA) for major sewer projects in accordance with the sewer collection system master plan. A financial plan was prepared in 2018 evaluating options for achieving significant investment in the waste water and water system in a fiscally responsible manner while minimizing impact on current and future water and sewer rates. The most cost-effective approach is through GEFA loans, which offer lower interest rates and no bond issuance expenses. In addition, the GEFA loan programs offer some principal forgiveness for eligible projects. City will make application for the principal forgiveness. The proposed budget includes fees for GEFA loan application, and sets aside funds to pay interest costs. Under GEFA programs, principal repayment begins upon the completion of the project. The rate increase proposed funds the debt repayment over the anticipated 25 year term of the loan anticipated at 3% interest.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4330 - Sewer Collection & Disposal						
Supplies & Materials Costs						
531100	General Supplies And Materials	30,646	24,675	28,000	21,104	30,000
531230	Electricity	118,536	120,487	130,000	71,929	130,000
531270	Gas And Diesel	3,627	5,502	5,000	2,930	5,000
531700	Other Supplies (Public Works)	-	-	-	-	-
531701	Uniforms	1,350	1,338	3,000	565	3,000
Supplies & Materials Costs Total		154,159	152,001	166,000	96,527	168,000
Capital Outlays						
542100	Capital Outlay - Machinery	-	-	126,741	112,841	-
542300	2018 Capital Outlay From Gefa Loan	-	-	1,600,000	-	-
542301	2019 Capital Outlay From Gefa Loan	-	-	-	-	1,320,000
542500	Capital Outlay - Cip	-	12,376	475,171	355,976	242,711
Capital Outlays Total		-	12,376	2,201,912	468,817	1,562,711
Debt Services						
581306	Prin Jda Gefa Loan	-	-	3,033	1,499	3,033
581309	2015 Bond Principal	-	-	57,500	57,500	57,500
581310	Lease Prin - F250 4X4 Pu	-	-	-	-	-
581312	Reserve For 2018 Gefa Payments	-	-	243,022	-	-
582306	Int Jda Gefa Loan	830	698	595	315	595
582309	Int 2010 Bond	43,425	43,425	43,425	43,425	43,425
582311	2015 Bond Interest	82,600	80,583	80,400	80,400	80,400
582312	2018 Gefa Loan Int	-	-	-	-	170,766
583000	2018 Gefa Loan Fees	-	-	15,000	-	16,000
583001	2019 Gefa Loan Fees	-	-	-	-	14,000
Debt Services Total		126,855	124,706	442,975	183,139	385,719
Fines						
571001	Epd - Fines	-	-	-	-	-
574000	Bad Debts	-	-	-	-	-
Fines Total		-	-	-	-	-
Sewer Collection & Disposal Total		674,488	726,741	3,233,688	1,020,201	2,485,452

Water Treatment Plant

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
PW & Water Resources Director	0	0	1	1	1
Water Plant Superintendent	1	1	0		
Senior Water Plant Operator	1	1	1	1	1
Water Plant Operator	1	2	3	3	3
Water Plant Operator Trainee	1	0	0	0	0
SUBTOTAL	4	4	5	5	5



Mission Statement

The Social Circle Water Plant is dedicated in providing the best palatable and potable water for its citizens. The plant is operated by a highly professional staff of state certified licensed water operators. The city ensures each operator has the tools and the training to provide a very safe drinking water to the public 24 hours a day. In addition, plant operators are dedicated in providing the flow and pressures needed for fire protection.

Accomplishments Fiscal Year 2018-2019

Water Treatment and Distribution staff have been busy once again this fiscal year. Many upgrades have been accomplished and the water plant housekeeping inside and grounds continue to improve.

- **Backwash meter Installation** - a new 12" mag meter was installed on the backwash line at the water plant. This meter was mandated by EPD on our last Sanitary Survey. We can now accurately measure the water used to backwash our filters and what is being discharged into the lagoon.
- **Laboratory and Bathroom renovation** – Ceiling and floor tiles were replaced in the laboratory and the bathroom. Everything received a fresh coat of paint and looks very professional.
- **New PH meter** – A new PH meter for the lab was installed and calibrated to ensure accurate readings for water quality and monthly reports.
- **Training** - *Staff received training at water schools to ensure their licenses are current. In addition, one operator was able to make her level II certification improving the qualifications of our staff...*
- **EPD Visit** - *Received a visit from EPD. EPD performed their annual inspection of the plant and distribution and continues to be impressed at the progress the plant is making.*
- **New Operator** - *Hired a new certified operator for the water plant reducing OT and improving water plant performance.*

Objectives Fiscal Year 2019-2020

- **Upgrade the filters at the water plant** - The gravity sand filters are the heart of the plant and need attention such as new control panels, media, and most importantly air scouring, or surface sweeps mandated by EPD. These filters are the last stop in treatment before the water is sent to the public for drinking.
- **Lab equipment** - Upgrade lab equipment such as Chlorite testing and PH monitoring
- **Training** - Continue training staff according to EPD guidelines and rules
- **PM's** - Develop a PM program for Water and Distribution
- **Educate Public** - Develop a collaborative and colloquial relationship with the schools and public to educate them about water treatment and distribution

Water Treatment Plant

The Water Plant Division of the Public Works Department is responsible for treating drinking 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

Personnel Costs

Salaries – Salaries for Public Works and Water Resources Director, four (4) water treatment plant operators and half of the Regulatory/Compliance Specialist.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees

Contractual Services

Audit/Accounting – The City of Social Circle currently contracts with an audit firm to perform the annual audit. The cost for the annual audit is shared equally by the General fund, Water and Sewer Fund, and Gas Fund.

Repairs & Maintenance Water – 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.

Repairs & Maintenance Equipment – Costs for repairs on equipment and the water treatment facility

Repairs & Maintenance Tanks – Costs for cleaning and maintaining the City's four elevated storage tanks

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

Telephone – Two Landlines at the water Plant.

Cell Phones – Cell phone service.

Dues and Fees – Dues for License Renewal and Payment for State Sampling

Education and Training – Training for four operators.

Contractual Services – This expense is for electricians and other professionals to provide repair and maintenance services to water plant equipment.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4430 - Water Treatment						
Personnel Costs						
511100	Salaries Regular	247,666	246,900	250,000	188,724	260,242
511300	Salary Overtime	-	19,505	14,000	27,034	13,000
512100	Group Insurance	32,407	38,349	30,468	23,058	33,290
512190	Benefit Dollars	-	9,549	15,500	9,453	12,600
512200	Social Security- Fica	15,083	16,457	16,400	13,258	15,973
512300	Medicare	3,528	3,849	4,100	3,101	3,735
512400	Retirement Contributions	8,283	11,005	12,789	3,296	16,539
512700	Workers' Compensation	11,874	16,417	12,800	17,118	10,300
Personnel Costs Total		318,840	362,032	356,057	285,043	365,679
Contractual Services						
521202	Audit/Accounting	6,000	4,000	8,000	8,000	7,000
521203	Engineering	12,704	18,563	15,000	2,160	15,000
521302	Software/Hardware Support	2,580	6,746	12,100	6,907	12,200
522201	Repairs & Maintenance Building	15,490	13,211	15,000	11,725	15,000
522202	Repairs & Maintenance Equipment	25,553	34,903	35,000	22,545	35,000
522204	Repairs And Maintenance - Tanks	220,131	27,413	60,000	61,805	60,000
523100	Property & Liability Insurance	23,292	21,431	12,658	5,981	12,658
523201	Telephone	2,443	1,498	2,200	838	2,200
523204	Cell Phones	719	2,039	2,000	1,450	2,000
523500	Travel	1,018	125	2,000	803	2,000
523600	Dues & Fees	13,761	852	8,500	7,791	8,500
523700	Education & Training	4,306	2,559	5,000	675	5,000
523850	Contractual Services	10,665	8,570	10,000	843	12,000
Contractual Services Total		338,661	141,909	187,458	131,524	188,558

Supplies & Materials

General Supplies and Materials – Costs for Chemicals and Costs for cleaning supplies, offices supplies, log books, reagents, glassware, and sampling bottles

Electricity – Costs for Electricity for the Water Plant

Gasoline – **Costs** for Gasoline for the Truck used by the Water Plant.

Water Purchased for Resale – Water Purchased from Walton County for Consumption when needed due to plant interruptions or high demand periods.

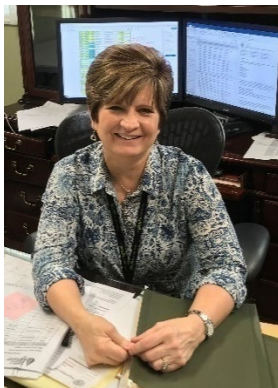
Other Supplies – Cleaning or office supplies that may be needed by the water plant facility

Uniforms – Yearly Costs for supplying uniforms for four water Plant operators

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4430 - Water Treatment						
Supplies & Materials Costs						
531100	General Supplies And Materials	103,329	103,605	20,000	17,700	22,000
531108	Treatment Chemicals	-	-	80,000	47,611	85,000
531230	Electricity	37,233	39,012	40,000	22,432	35,000
531270	Gas And Diesel	574	1,349	1,500	529	1,500
531510	Water Purchased For Resale	56,998	36,863	30,000	18,707	30,000
531700	Other Supplies	2,053	2,129	1,500	1,372	1,500
531701	Uniforms	-	1,459	1,000	596	1,000
Supplies & Materials Costs Total		200,187	184,417	174,000	108,946	176,000
Capital Outlay Costs						
542200	Capital Outlay - Vehicles (Water Treatment)	-	-	-	-	-
542500	Capital Outlay - Cip	31,690	-	-	-	119,216
Capital Outlay Costs Total		31,690	-	-	-	119,216
Debt Service						
574000	Bad Debts	2,174	-	-	-	-
Capital Outlay Costs Total		2,174	-	-	-	-
Water Treatment Department Total		891,553	688,358	717,515	525,512	849,453

Water Distribution

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Water Distribution Supervisor				1	1
Senior Water Distribution Technician	1	1	1	1	1
Water Distribution Technician	1	1	1	1	1
Utility Technician	0	0	1		
Utility Billing Clerk	0	0	1	1	1
Meter Reader	0.5	0.5	0.5	0.5	0.5
SUBTOTAL	2.5	2.5	4.5	4.5	4.5



Mission Statement

The City is dedicated in delivering the highest quality of service by maintaining over 2000 residential water meters, over 300 fire hydrants, over 2000 valves, 4 elevated water storage tanks, and over 55 miles of water distribution mains. Our staff is dedicated in ensuring the water is safe and meets the highest quality drinking water standards for the citizens of Social Circle.

Accomplishments Fiscal Year 2018-2019

- **Distribution superintendent and staff** - has replaced over 100 additional resident water meters with the new Neptune AMR meters. This bring the total to over 350 new meters installed. This has improved accuracy, increased revenue and customer confidence.
- **Hydrants - Distribution** staff replaced 2hydrants this fiscal year and has inspected all that were identified by the Fire Department.
- **Only one** – Since the surge vault installation only one major break was repaired professionally and efficiently. All staff worked together to get this break repaired and services restored to the customers.
- **Many** – Distribution system staff has repaired many water leaks on service lines and have replaced many curbs stops and old plastic line with copper. They treat all leaks as emergencies and replace and repair within 48 hours. This has reduced our water loss considerably throughout the distribution system and has improved customer satisfaction and confidence immensely
- **Water Audit** – Social Circle gained 10 points on their water audit making us one of the most improved in the region according to GRWA.

Objectives Fiscal Year 2019-2020

- **Eliminate Galvanized** – Continue to abandon old galvanized mains and connect service lines to the 6" mains on Hickory and Cannon.
- **Meters** – Continue to replace residential water meters with the new Neptune AMR meters
- **Hydrants** – Replace old and broken hydrants with new M&H hydrants and perform maintenance on those that do not need replaced. Replace by attrition with M&H hydrants
- **Valves mainline** – Continue to identify and replace faulty mainline valves in the distribution system concentrating on the most critical first. Identify the need for insertion valves in key areas of the distribution system.
- **CIP** – All water staff will need to focus on new pipeline construction as contracts are let, and money is available to replace many of our aging infrastructure. Everyone needs to be diligent of what, where, when, and how these new systems are installed to ensure the city and the citizens are getting a high-quality water distribution system that will last many years to come

Water Distribution

The Water Distribution Division of the Public Works Department is responsible for the distribution of drinking water and fire flows in sufficient quantities and pressures to the citizens and industries within the City's water distribution area according to rules and procedures stated in state and federal law

Personnel Costs

Salaries – Salaries for Water Distribution Supervisor, Senior Water Distribution Technician, Water Distribution Technician, Utility Billing Technician and half of the Meter Reader.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Audit/Accounting – The City of Social Circle currently contracts with an audit firm to perform the annual audit. The cost for the annual audit is shared equally by the General fund, Water and Sewer Fund, and Gas Fund.

Engineering – Costs associated with the replacement of parts of the system or new water lines and costs for rate analysis.

Repairs & Maintenance Equipment – This is for repairs of vehicles, tractors, water meters, and water tank inspections and maintenance.

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

Telephone – This is Water Department share of phones

Cell Phones – Yearly cell phone costs for meter reader and two water distribution employees

Dues & Fees – CSX annual fee for pipeline crossing, Georgia Rural Water Association Utility Solutions fee, fees paid when distribution system fails causing damage to private property.

Education & Training – Cost of training for license certification for three employees.

General Supplies & Materials – Pipe fittings, office supplies, cleaning supplies, meters, small hardware, valves.

Gasoline/Diesel – Costs for fuel for department vehicles.

Other Supplies – Shop towels and other supplies used in the department.

Uniforms – Yearly Costs for supplying new uniforms for three employees.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4440 - Water Distribution						
Personnel Costs						
511100	Salaries Regular	135,876	154,759	176,500	159,144	204,334
511300	Salary Overtime	-	12,404	10,000	13,712	10,000
512100	Group Insurance	20,576	23,992	24,571	19,272	26,950
512190	Benefit Dollars	-	7,036	12,500	7,250	10,200
512200	Social Security- Fica	8,010	10,165	11,600	10,500	12,537
512300	Medicare	1,873	2,377	2,900	2,456	2,932
512400	Retirement Contributions	5,111	7,336	9,100	7,036	12,982
512700	Workers' Compensation	6,163	9,140	7,500	10,271	10,300
Personnel Costs Total		177,610	227,209	254,671	229,641	290,235
Contractual Services						
521202	Audit/Accounting	8,000	4,000	8,000	15,683	7,000
521203	Engineering	10,945	8,911	5,500	5,365	6,000
521302	Software/Hardware Support	1,135	8,130	11,100	13,157	12,000
522202	Repairs & Maintenance Equipment	17,689	7,669	9,000	9,220	9,500
523100	Property & Liability Insurance	6,900	8,420	15,308	7,301	15,308
523201	Telephone	1,794	1,908	2,000	1,719	2,000
523204	Cell Phones	1,797	2,899	2,500	2,226	2,500
523600	Dues & Fees	2,798	2,889	3,500	3,350	4,000
523700	Education & Training	3,395	629	2,500	2,936	3,000
523850	Contractual Services	-	16,943	1,000	791	1,500
523851	Contract Labor	2,500	-	-	-	1,000
Contractual Services Total		56,952	62,398	60,408	61,748	63,808
Supplies & Material Cost						
531100	General Supplies And Materials	85,567	75,655	80,000	54,320	82,000
531270	Gas And Diesel	3,871	4,076	5,000	3,081	5,000
531600	Small Equipment	-	-	2,000	-	3,000
531700	Other Supplies	53	2	-	-	-
531701	Uniforms	1,416	2,387	2,500	903	2,500
Supplies & Material Cost Total		90,907	82,120	89,500	58,304	92,500

Capital Outlays

Water Distribution Debt Service – Principal and Interest for

Debt Services

Water Debt Service – Principal and Interest for

- **2010 Bonds.** \$1,900,00
 - Consolidated three GEFA loans and extended water and sewer to General Mills
- **2015 Bonds**
 - Funded wastewater plant replacement engineering costs and
 - Funded a downtown water main extension to improve fire flow and pressure.
- **2018 GEFA loan interest and fees:** The recommended budget includes borrowing of funds from the Georgia Environmental Finance Authority (GEFA) for major sewer projects in accordance with the sewer collection system master plan. A financial plan was prepared in 2018 evaluating options for achieving significant investment in the waste water and water system in a fiscally responsible manner while minimizing impact on current and future water and sewer rates. The most cost-effective approach is through GEFA loans, which offer lower interest rates and no bond issuance expenses. In addition, the GEFA loan programs offer some principal forgiveness for eligible projects. City will make application for the principal forgiveness. The proposed budget includes fees for GEFA loan application and sets aside funds to pay interest costs. Under GEFA programs, principal repayment begins upon the completion of the project. The rate-increase proposed funds the debt repayment over the anticipated 25 year term of the loan anticipated at 3% interest.

Other Financing Uses

Other Costs

- **HRA** - A health reimbursement account established to pay the second \$1500 of an employee's deductible under the health insurance plan. The employee is responsible for the first \$1500 of the deductible. The balance in the HRA account is owned by the City and unused funds roll forward into the following year's HRA. The establishment of this HRA was part of the City restructuring of the health insurance plan to reduce costs without reducing employee benefits.

Transfers

Transfers to General Fund - Payment in lieu of taxes (PILOT) are transferred from the enterprise funds to the General Fund to a share of general administrative expenses to these utilities. As provided in the Financial Policies, these PILOT payments are based upon a percentage of revenues from the enterprise utility funds.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4400 - Water Distribution						
Capital Outlays						
541400	Capital Outlay-Utility Bypass Relocation	-	-	-	-	-
542300	2018 Capital Outlay From Gefa Loan	-	-	400,000	270,498	-
542301	2019 Capital Outlay From Gefa Loan	-	-	-	-	797,000
542500	Capital Outlay - Cip	8,527	3,617	1,177,305	780,069	50,000
Capital Outlays Total		8,527	3,617	1,577,305	1,050,567	847,000
Debt Services						
581307	Lease Principal Gefa 2004L07Ws	-	-	-	-	-
581310	Principal - 2015 Bonds	-	-	-	-	-
581311	2015 Bond Principal	-	-	57,500	57,500	57,500
582309	Int 2010 Bond	43,423	43,425	43,425	43,425	43,425
582311	2015 Bond Interest	82,600	81,500	80,400	80,400	80,400
582312	2018 Gefa Loan Int	-	-	15,000	-	43,860
583000	2018 Gefa Loan Fees	-	-	5,000	4,213	-
583001	2019 Gefa Loan Fees	-	-	-	-	8,000
Debt Services Total		126,023	124,925	201,325	185,538	233,185
Water Distribution Total		460,019	533,107	2,183,209	1,585,798	1,526,728
Dept 9000 - Other Financing Uses						
Depreciation & Amortization						
561000	Depreciation	390,392	415,227	-	-	-
562000	Amortize Bond Closing	-	-	-	-	-
563000	Amortize Bond Discount	(5,740)	(5,625)	-	-	-
Depreciation & Amortization Total		384,652	409,602	-	-	-
Other Costs						
573000	Hra	-	1,575	7,000	2,960	6,000
579000	Contingency	-	-	5,885	-	190,528
Other Costs Total		-	1,575	12,885	2,960	196,528
Transfers						
611003	Transfer To General Fund	200,000	276,866	319,343	266,119	339,796
Transfers Total		200,000	276,866	319,343	266,119	339,796
Other Financing Uses Total		889,495	584,652	299,849	230,722	362,228
Total Water & Sewer Expenditures		2,610,712	2,636,249	6,466,640	3,400,590	5,397,957
Revenues over (under) Expenditures		(222,690)	199,795	-	141,146	-

Utility Fund Debt

Existing Debt Summary										
Fund	Department	Description	Vendor	Lease/ Loan Date	Lease/ Loan Maturity	Lease/ Loan Amount	Rate	Principal Payment	Interest Payment	Outstanding Balance as of 6/30/2018
WATER	SEWER	JDA	GEFA	7/1/2007	7/1/2022	\$ 54,416.08		\$ 3,176.50	\$ 451.25	\$ 7,707.26
WATER		2010 BONDS	SERIES 2010	3/2/2010	2/1/2032	\$ 1,930,000.00	4.50%		\$ 86,850.00	\$ 1,930,000.00
WATER		2015 BONDS	SERIES 2015	12/1/2015	2/1/2045	\$ 4,530,000.00		\$ 115,000.00	\$ 157,350.00	\$ 4,080,000.00
WATER	WATER	WATER IMPROVEMENTS	GEFA2018005	6/1/2019	5/1/2029	\$ 411,049.47	1.06%	\$ 39,207.59	\$ 4,132.57	\$ 368,593.29
Total								\$ 157,384.09	\$ 248,783.82	\$ 6,386,300.55
Proposed Debt Summary										
Fund	Department	Description	Vendor	Lease/ Loan Date	Lease/ Loan Maturity	Lease/ Loan Amount	Rate	Principal Payment	Interest Payment	Outstanding Balance as of 6/30/2018
WATER	SEWER	SEWER IMPROVEMENTS	GEFA	2019	TBD (20 years)	\$ 2,847,000.00	1.59%		\$ 45,000.00	\$ 2,847,000.00
WATER	WATER	WATER IMPROVEMENTS	GEFA	2019	TBD (20 years)	\$ 827,000.00	1.59%		\$ 13,000.00	\$ 827,000.00

Debt Service Coverage Ratio (Legal Rate Covenant)

Provide Net Revenues, net of any receipts of the City that are not included in the Revenue Fund and that are legally available to pay debt service on the Bonds, including without limitation, any federal interest subsidy payments, which are at least equal to 1.10 times the amount required to be paid into the Debt service account in the then current sinking fund year. FY 2019 debt service coverage ratio for Water is 3.22.

Gas Fund

Revenue Gas

The Gas Revenue of the City comes from various sources including fees for connections and the sale of natural gas to our 1214 customers. This Fund relies on the sales of natural gas, at rates approved by the City Council on an annual basis.

Charges for Services

Gas charges – Charges for natural gas supplied to our customers based on gas rates set by the City Council on an annual basis. As of May 1, 2019, we have 1210 active gas customers. This budget recommends a zero increase gas rates effective July 1, 2019.

Stanton Springs - Revenue from Gas Sales at Stanton Springs. (Social Circle portion is 37.5%).

Sales Tax Collected – By law, we collect sales tax on the sale of natural gas and relay that to the state.

Gas Tap Fees – This is the charge when a new or existing customer wishes to secure a new gas connection to the city system. The fee includes the cost of the meter and installation.

Penalties - Gas – These are charges customers pay when they are late on, or fail to pay, their gas bills.

Interest Income

Interest Income - Money derived from the investment of cash that is not being used for current operating expenses.

Miscellaneous Revenues

Other Revenue – During the year we will receive minor amounts of revenue from various sources including our billing administrative charges, customer installation charges, and the sale of assets.

Transco Refunds –Income from our investments in the gas system of the Municipal Gas Authority of Georgia provide returns on an annual basis. Projected returns are affected by the price of natural gas and crude oil, interest rates on the portfolio reserve funds, prices and market volatility that effect seasonal price spreads, and weather driven load changes.

Transfers In

Use from Reserves - This was a transfer from gas fund balance to the operating budget in FY2017/18 to fund the relocation costs associated with the gas main under N. Cherokee Bridge over the CSX Railroad. The bridge is being replaced and the City must remove, then reinstall that gas main.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
515 - Gas						
Charges for Services						
344410	Gas Charges	2,713,531	2,968,283	3,318,709	2,963,348	3,310,873
344412	Stanton Springs Gas	702,724	396,432	369,156	321,909	526,048
344419	Sales Tax Collected	1,266	1,290	1,000	1,023	1,561
344420	Tap Fees -Gas	400	333	600	4,974	4,614
344490	Penalties -Gas	20,481	23,225	18,000	26,382	30,415
Charges for Services Total		3,438,402	3,389,564	3,707,465	3,317,636	3,873,511
Interest Income						
361000	Interest Income	5,361	5,960	20,000	35,338	45,453
Interest Income Total		5,361	5,960	20,000	35,338	45,453
Miscellaneous Revenue						
389001	Other Revenue	1,598	393	1,000	299	510
389003	Transco Refunds	90,592	90,120	91,000	-	89,190
389004	On Bill Financing Administrative Fee	39	90	39	150	107
389005	Customer Installation Charge	2,080	1,929	1,500	(1,280)	1,530
389006	Bad Debt Collection	-	-	-	-	-
389999	Over (Short) Account	89	124	-	216	102
Miscellaneous Revenue Total		94,399	92,656	93,539	(615)	91,439
Transfers In						
399999	Use From Reserves	-	-	373,848	373,848	-
Transfers In Total		-	-	373,848	373,848	-
Gas Revenues Total		3,538,161	3,488,179	4,194,852	3,726,207	4,010,403

Gas Department

Employee Positions by Department	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Budget
Utilities Director	1	1	0	0	0
Gas Supervisor	1	1	1	1	1
Gas Distribution Technician	2	2	2	2	2
Regulatory/Compliance Specialist	0	0	0.5	0.5	0.5
Meter Reader	0.5	0.5	0.5	0.5	0.5
SUBTOTAL	4.5	4.5	4	4	4



Mission Statement

The City of Social Circle provides consistent reliable gas service to over 1400 customers. The Gas Department is responsible for maintaining over 57 miles of gas distribution mains and 15 regulator stations delivering a very safe quality service to their customers. Social Circle Gas Department staff are dedicated to deliver a very reliable and economical source of heat and services for citizens and major industries in the local area. Social Circle Gas Technicians are very well trained and are current on all of Georgia's gas safety regulations.

Gas Distribution System Accomplishments Fiscal Year 2018-2019

The Gas Department Went above and beyond expectations with minimal staffing. In addition, the gas crew has assisted the water distribution crew with many installs and locates.

- Project -- Move Gas main out of R/W for HWY 11/CSX Bridge
- Project – Run 2” gas main to fire department on Willow Springs Church Rd. Scheduled to move
- Fire Department to Social Circle Gas on Tuesday 1/15/2019.
- Project – Move regulator station away from the Bypass at Standridge.
- Upgrade meter set and repaired main to increase gas supply to Master rack.
- Respond to Approx. 500 locate tickets.
- Repaired Main line valve on 6” steel main on Malcolm Road. – Grade 2 leak.
- Repaired Grade 2 leak in front of IMMEC.
- Repaired Grade 2 leak in Meadows.
- Repaired Grade 2 leak in Dove
- Repaired over 20 grade 3 leaks.

Objectives Fiscal Year 2019-2020

- **Install** – new service lines as they are scheduled
- **Exercise** – as many gas valves as possible and repair/replace as needed
- **Provide** – The best training available to ensure gas technicians are current on gas regulations and installation techniques
- **Purchase** – required equipment to ensure each job is of high quality and safe
- **Request** - new position for locates which will free up technicians to perform much needed maintenance. This new position will benefit all departments.

Gas Operations

The Gas Operation of the Utilities Department is responsible for safely delivering quality natural gas in sufficient quantities to the citizens and industries within the City's distribution area according rules and procedures stated in state and federal law

Personnel Costs

Salaries – Salaries for Gas Supervisor, two (2) Gas Distribution Technicians, half of the Meter Reader and half of the Regulatory Compliance Specialist.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Contractual Services

Audit/Accounting – The City of Social Circle currently contracts with an audit firm to perform the annual audit. The cost for the annual audit is shared equally by the General fund, Water and Sewer Fund, and Gas Fund.

Engineering – Cost of engineering services for minor projects in the gas operations and rate analysis work.

Repairs & Maintenance Building – Repairs and maintenance of the Gas Department's portion of City Hall

Repairs & Maintenance Equipment – This is for the equipment, including vehicles, used by the Gas Department

Insurance – Portions of the General Liability Insurance, and Vehicle Insurance allocated to the Gas Department.

Telephone – Cost of Gas portion of City hall phone system.

Cell Phones – Yearly cost for Cell phone use for Utilities Director, Gas Supervisor, and two (2) Gas Technicians and half of meter reader.

Travel – Mileage and meal expenses for travel to gas conferences and training.

Dues and Fees – CSX Annual fee for pipeline crossing

Education and Training – Training for gas department personnel, and GMA Gas Section training.

Public Awareness – This is a program required by law and Public Service Commission regulations to inform the public about the gas system safety

Contract Labor – Quarterly meter testing, leak survey, cathodic protection, and other inspections required to maintain the gas system.

Supplies & Materials Costs

General Supplies and Materials – Costs for small fittings, riser pipe and regulators, meters, leak soap, small hardware items, and other supplies used by the gas department.

Electricity – Cost of power to operate the gas system from Georgia Power and Walton EMC.

Gasoline/Diesel – Costs for fuel for department vehicles.

Gas Purchased for Resale – Cost of purchasing Natural Gas from Municipal Gas Authority of Georgia for resale to our customer.

Other Supplies – Cost of shops towels and other supplies used by the gas department.

Uniforms – Yearly Costs for supplying new uniforms for four employees

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4700 - Gas						
Personnel Costs						
511100	Salaries Regular	146,519	156,587	183,000	131,546	162,057
511300	Salary Overtime	-	9,720	12,000	7,646	8,000
512100	Group Insurance	23,202	24,683	26,537	23,705	25,364
512190	Benefit Dollars	-	7,458	13,500	8,122	9,600
512200	Social Security- Fica	8,717	10,241	12,100	8,344	9,924
512300	Medicare	2,039	2,395	2,900	1,951	2,321
512400	Retirement Contributions	11,654	4,542	8,167	6,314	10,276
512700	Workers' Compensation	5,528	3,575	6,100	4,175	4,180
Personnel Costs Total		197,660	219,200	264,304	191,803	231,722
Contractual Services						
521202	Audit/Accounting	27,824	25,000	10,000	16,333	14,000
521203	Engineering	10,445	540	5,000	-	5,100
521302	Software/Hardware Support	2,558	8,483	28,348	20,358	28,000
522201	Repairs & Maintenance Building	3,933	-	3,000	975	3,060
522202	Repairs & Maintenance Equipment	8,361	6,218	7,500	6,879	7,650
523100	Property & Liability Insurance	9,945	9,735	8,736	3,379	12,318
523201	Telephone	1,792	1,908	1,980	1,594	2,020
523202	Postage	13,986	13,732	13,000	8,890	13,260
523204	Cell Phones	2,610	3,368	3,600	2,099	3,672
523300	Advertising	309	66	400	-	400
523500	Travel	576	586	3,000	613	3,060
523600	Dues & Fees	2,519	7,927	2,800	2,941	2,856
523700	Education & Training	6,336	4,165	5,000	4,014	4,100
523840	Public Awareness	3,084	158	4,000	35	3,000
523850	Contractual Services	-	-	16,000	9,352	16,000
523851	Contract Labor	26,918	17,597	19,000	15,250	19,380
Contractual Services Total		121,197	99,483	131,364	92,712	137,876
Supplies & Material Cost						
531100	General Supplies And Materials	50,817	39,844	36,413	27,266	40,000
531230	Electricity	737	592	1,105	431	1,127
531270	Gas And Diesel	6,652	8,150	6,410	6,952	6,538
531520	Gas Purchased For Resale	1,744,876	2,014,027	2,315,155	1,736,412	2,342,712
531524	Gas Rebates	-	-	-	-	-
531600	Small Equipment (<\$500)	-	-	15,000	-	5,000
531700	Other Supplies	1,411	1,398	1,560	130	1,591
531701	Uniforms	2,553	2,048	2,550	950	2,601
534100	Capital Outlay - Ng Fueling Station	-	-	-	-	-
Supplies & Material Cost Total		1,807,046	2,066,058	2,378,193	1,772,141	2,399,569

Capital Outlays**Capital Project Construction Costs****Contingency**

HRA - A health reimbursement account established to pay the second \$1500 of an employee's deductible under the health insurance plan. The employee is responsible for the first \$1500 of the deductible. The balance in the HRA account is owned by the City and unused funds roll forward into the following year's HRA. The establishment of this HRA was part of the City restructuring of the health insurance plan to reduce costs without reducing employee benefits.

Transfers

Transfer to General Funds – Payment in lieu of taxes (PILOT) are transferred from the enterprise funds to the General Fund to a share of general administrative expenses to these utilities. As provided in the Financial Policies, these PILOT payments are based upon a percentage of revenues from the enterprise utility funds.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4700 - Gas Operations						
Capital Outlays						
541400	Capital Outlay - Utility Bypass Relocation	-	-	-	-	-
542100	Capital Outlay-Machinery & Equipment	(441)	-	50,000	-	12,000
542500	Capital Outlay - Cip	2,691	8,857	445,668	250,028	285,018
Capital Outlays Total		2,250	8,857	495,668	250,028	297,018
Depreciation & Amortization						
561000	Depreciation	101,746	104,796	-	-	-
Depreciation & Amortization Total		101,746	104,796	-	-	-
Other Costs						
574000	Bad Debts	(9,172)	8,225	-	-	-
Other Costs Total		(9,172)	8,225	-	-	-
Gas Total		2,220,726	2,506,618	3,269,529	2,306,685	3,066,185
Dept 9000 - Other Financing Uses						
Contingency						
573000	Hra	-	-	3,000	1,708	3,000
579000	Contingency	-	-	-	-	-
Contingency Total		-	-	3,000	1,708	3,000
Transfers						
611002	Transfer To Water Fund	-	-	-	-	-
611003	Transfer To General Fund	918,066	757,090	922,323	768,603	941,218
Transfers Total		918,066	757,090	922,323	768,603	941,218
Other Financing Uses Total		545,000	918,066	859,390	630,908	925,323
Total Gas Expenditures		3,138,792	3,263,708	4,194,852	3,076,995	4,010,403
Revenues over (under) Expenditures		399,369	224,471	-	649,212	-

Solid Waste Fund

Revenue Solid Waste

The City contracts with Advanced Disposal for garbage collection and recycling services. The City continues to handle billing and citizen contacts about the service.

Franchise Fees

Garbage Franchise Fees – Fees paid by the contractor, Advanced Disposal, for the right to operate within the City of Social Circle. The amount is five per cent (5%) of revenue Advanced Disposal derives from their operations within the City, based on the August 2013 renewal of the franchise.

Charges for Services

Garbage Collection Charges – Fees collected by the city for removal of garbage and recycling. The fee is \$15.60 per standard container, with a senior rate of \$13.53.

Penalties Trash – These are charges customers pay when they are late on, or fail to pay, their garbage bills.

Revenue Other Sources

Interest Revenue - Money derived from the investment of cash that is not being used for current operating expenses.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
540 - Solid Waste						
Franchise Fees						
311790	Garbage Franchise Fee	10,396	13,804	13,611	12,966	13,000
Franchise Fees Total		10,396	13,804	13,611	12,966	13,000
Charges for Services						
344110	Garbage Collection Charges	304,032	302,905	312,120	235,386	318,362
344490	Penalties-Trash	10,811	10,752	10,000	8,398	10,000
Charges for Services Total		314,843	313,657	322,120	243,784	328,362
Revenues Other Sources						
361000	Interest Revenue	4	3	100	2	-
389001	Other Revenue	230	20	-	-	-
389006	Bad Debt Collection	-	-	-	-	-
Revenues Other Sources Total		234	23	100	2	-
Solid Waste Total		325,472	327,484	335,831	256,752	341,362

Solid Waste

The City contracts with Advanced Disposal for garbage collection and recycling services. The City continues to handle billing and handle citizen contacts about the service.

Contractual Services

Disposal – These are the contract costs with Advanced Disposal for the collection and removal of solid waste. Recycling costs are included in this contract.

Landfill Trash – This is the cost of disposal of debris collected by City staff and transportation to the landfill.

Contingency

Contingency

Transfers

Transfer to General Fund – These funds are used in the General Fund for community clean-up and road maintenance due to the heavy trucks on the streets and roads.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4520 - Solid Waste and Recycling						
Contractual Services						
522110	Disposal	269,610	275,870	285,902	165,459	291,618
522111	Landfill Trash	6,733	2,949	5,000	1,053	5,000
Contractual Services Total		276,343	278,819	290,902	166,512	296,618
Supplies & Materials						
531100	General Supplies And Materials	-	-	-	176	-
Supplies & Materials Total		-	-	-	176	-
Other Costs						
574000	Bad Debts	2,309	7,270	-	-	-
Other Costs Total		2,309	7,270	-	-	-
Solid Waste and Recycling Total		278,652	286,090	290,902	166,688	296,618
Dept 9000 - Other Financing Uses						
Contingency						
579000	Contingency	-	-	13,405	-	12,589
Contingency Total		-	-	13,405	-	12,589
Transfers						
611003	Transfer To General Fund	33,250	35,753	31,524	23,643	32,155
Transfers Total		33,250	35,753	31,524	23,643	32,155
Other Financing Uses Total		33,250	35,753	44,929	23,643	44,744
Total Solid Waste Expenditures		311,902	321,843	335,831	190,331	341,362
Revenues over (under) Expenditures		13,570	5,642	-	66,421	-

Other Funds

Confiscations

Occasionally the Police Department makes certain arrests where they confiscate money and property which is eventually forfeited to the City. In addition, the Social Circle Police Department is participating with the DEA Task Force in Atlanta. Funds derived from these confiscations must be used to support police activities and equipment, but not for normal operating costs.

Revenue

Cash Confiscations – Monies derived from confiscations by the Police Department and our association with the DEA Task Force in Atlanta.

Interest Income – Interest earned on the balance in the Confiscations account.

Expenses

Capital Outlays - Due to our participation in the DEA task Force in Atlanta, the Department is expected to receive Federal Confiscations funds in the coming year. The funds will be used for Capital Improvements within the Police Department to include police car replacement, capital equipment needs and building repairs.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
210 - Confiscations						
Revenue Other Sources						
351320	Cash Confiscation	15,155	1,616	5,000	-	-
351321	Cash Confiscations - Federal Funds	-	211,571	60,000	101,606	60,000
Revenue Other Sources Total		15,155	213,187	65,000	101,606	60,000
Interest Income						
361000	Interest Revenue	25	17	-	17	-
Interest Income Total		25	17	-	17	-
Miscellaneous Revenue						
389001	Other Revenue	-	2,220	-	-	-
Miscellaneous Revenue Total		-	2,220	-	-	-
Confiscations Revenue Total		15,180	215,424	65,000	101,623	60,000
Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 3290 - Confiscations						
Contractual Services						
523500	Travel	-	-	-	-	-
523850	Contractual Services	350	155	-	-	-
Contractual Services Total		350	155	-	-	-
Supplies & Materials Costs						
531100	General Supplies And Materials	10,786	2,663	-	2,473	-
Supplies & Materials Total		10,786	2,663	-	2,473	-
Capital Outlays Costs						
542200	Capital Outlay Equip	-	54,243	30,000	46,982	-
542300	Capital Outlay Cars	-	101,014	20,000	44,614	60,000
542400	Capital Outlay Buidling Impr	-	-	15,000	-	-
549999	Capital Outlay Under Cap Limit	-	-	-	-	-
Capital Outlays Costs Total		-	155,257	65,000	91,596	60,000
Confiscations Total		11,136	158,075	65,000	94,070	60,000
Total Confiscation Expenditures		11,136	158,075	65,000	94,070	60,000
Revenues over (under) Expenditures		4,045	57,349	-	7,553	-

SPLOST

A special-purpose local-option sales tax (SPLOST) is a financing method for funding capital outlay projects in Georgia. It is an optional 1% sales tax levied by any county to fund the building of parks, schools, roads, and other public facilities. The revenue generated cannot be used towards operating expenses or most maintenance projects. Cities within a county reach an agreement on the sharing of these revenues prior to adding a SPLOST plan to the ballot. The current SPLOST was approved by the voters in 2012 and effective January 2013 for five years.

2012-2018 SPLOST Projects

Use of Funds	Allocation	Projects	Expended	Remaining
Transportation	\$850,000	Detention. Pond	\$97,024	
		Willow Springs. Paving	\$74,343	
		TEA SW Match	\$103,857	
		W Hightower SW	\$314,092	
		LMIG Match	\$ 98,103	\$18,315
		Alcova Roundabout & S/W	\$113,116	
		Fairplay Culvert	\$ 31,150	
Water & Sewer	\$500,000	Large Water Meters	\$ 50,103	
		ADF Lift Station	\$ 317,151	
		WWTP & SCADA	\$ 49,000	\$23,736
		Water Treatment Plant Rehab.	\$ 60,010	
Public Safety	\$1,000,000	Fire Station	\$918,450	
		Police	\$ 81,550	
Recreation	\$250,000	Playground	\$ 50,996	
		E. Hightower Trail/Sidewalk (TAP Grant Match)		\$199,004
Library	\$500,000	Library Expansion	\$ 500,000	

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
320 - SPLOST						
Revenue Other Sources						
337102	Splost2013	518,549	548,143	252,000	329,051	-
337103	Splost2019	-	-	-	-	640,000
Revenue Other Sources Total		518,549	548,143	252,000	329,051	640,000
Transfers In						
391201	Use Of Fund Balance Reserves	-	-	338,000	-	82,051
Transfers In Total		-	-	338,000	-	82,051
Interest Income						
361000	Interest Revenue	56	327	-	185	-
Interest Income Total		56	327	-	185	-
Miscellaneous Revenue						
389001	Other Revenue	-	-	-	-	-
Miscellaneous Revenue Total		-	-	-	-	-
SPLOST Revenue Total		518,604	548,470	590,000	329,236	722,051

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 4980 - SPLOST 2013						
Contractual Services						
521203	2013 Splost Adf Lift Station	-	-	-	-	-
521204	Splost 2013 Willow Springs Church Road Pa	-	-	-	-	-
521205	Splost 2013 City Hall Detention Pond	1,997	-	-	-	-
521206	Splost - Sidewalk W Hightower Trail	150	-	-	-	-
521207	Industrial Water Meter Replacement Project	-	-	-	-	-
521208	2013 Splost Fire Station	-	-	-	-	-
521209	2013 Splost Police It Equipment	-	-	-	-	-
521210	Splost Downtown Sidewalk Project	46,520	31,884	-	-	-
521211	2013 Splost Fire Station Furnishings	-	-	-	-	-
521212	Alcova Roundabout	6,448	101,238	-	-	-
521213	Playground	1,000	49,996	-	-	-
521214	Fairplay Drive Paving	29,320	-	-	-	-
521215	W Hightower Paving	68,783	-	-	-	-
521217	Replace Conduit Wwtp Basin	-	50,450	-	-	-
521218	Upgrade Pumps & Impellers Ww	-	-	-	-	-
521219	Replace Alt Valves For Press	-	-	-	-	-
521220	East Hightower Bride Sw	-	-	-	-	-
521221	Police Department	-	5,540	-	-	-
521222	Vfd & Surge Valve	-	60,010	-	-	-
521223	Fairplay Culvert Project	-	31,150	-	-	-
521224	Trail Project	-	-	90,000	-	50,000
521225	Library Expansion Project	-	-	500,000	500,000	-
521227	Poplar Street Drainage Improvements	-	-	-	-	-
521228	2013 Splost Wwtp Radios	-	-	10,000	-	13,736
521229	2013 Splost Lmig Splost Paving Match	-	-	-	-	18,315
523600	Dues & Fees	-	-	-	-	-
Contractual Services Total		154,217	330,268	600,000	500,000	82,051
SPLOST 2013 Total		154,217	330,268	600,000	500,000	82,051
Dept 4981 - SPLOST 2019						
Contractual Services						
521229	2019 Lmig Paving Match	-	-	-	-	30,000
521230	2019 Splost Traffic Signal & Curb Returns	-	-	-	-	300,000
521231	2019 Splost N. Cherokee S/W (Tap Grant M	-	-	-	-	50,000
521233	2019 Splost N. Cherokee Streetlights (Tea G	-	-	-	-	50,000
521234	2019 Splost Replace Scott Air Packs	-	-	-	-	210,000
Contractual Services Total		-	-	-	-	640,000
SPLOST 2019 Total		-	-	-	-	640,000

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
Dept 9000 - Other Financing Uses						
Contingency						
579000	Contingency	-	-	(10,000)	-	-
Contingency Total		-	-	(10,000)	-	-
Other Financing Uses Total		-	-	(10,000)	-	-
Total SPLOST Expenditures		154,217	330,268	590,000	500,000	722,051
Revenues over (under) Expenditures		364,388	218,202	-	(170,764)	-

Stanton Trust

The Walthour Fund was left to the City in Trust for use at the Stanton Memorial Library. Only the income from assets of the Trust can be used for support of the Library. The original principle amount of \$350,000 must be kept intact. The funds cannot be used for operations.

Revenue

Interest Income - This is an amount earned on the base amount in the account. The funds are invested in a Georgia Fund 1 account.

Expense

Transfer - All interest earned will be transferred to the Stanton Trust Checking account which is booked in the General Fund.

Account	Description	2016-2017 Total Activity	2017-2018 Total Activity	2018-2019 Total Budget	2018-2019 YTD Activity (Jul-Apr)	2019-2020 Adopted Budget
790 - Stanton Trust						
Interest Income						
361000	Interest Revenue	-	4,748	4,800	4,928	4,000
362000	Securities	8,003	-	-	-	-
363000	Realized Gain Or Loss On Investment	(4,072)	6,197	-	-	-
Interest Income Total		3,931	10,945	4,800	4,928	4,000
Stanton Trust Revenues Total		3,931	10,945	4,800	4,928	4,000
Dept 6500 - Stanton Trust						
Contractual Services						
523600	Dues & Fees	10,350	-	-	-	-
Contractual Services Total		10,350	-	-	-	-
Transfers						
611000	Operating Transfer Out-General	4,218	-	-	-	-
611001	Transfer To Stanton Trust Account	-	-	4,800	-	4,000
Transfers Total		-	-	4,800	-	4,000
Total Stanton Trust Expenditures		14,568	-	4,800	-	4,000
Revenues over (under) Expenditures		(10,636)	10,945	-	4,928	-

Supplemental Information

Employee Positions by Department

FTE Employee Positions by Department		FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Budget	FY2020 Budget
Management						
	City Manager	1	1	1	1	1
	City Clerk	1	1	1	1	1
		2	2	2	2	2
Administration						
	Director of Administration and Finance				1	1
	Deputy City Clerk	1	1	1	1	1
	Municipal Court Clerk	1	1	1	1	1
	Customer Service Representatives	2	2	1	1	1
	Accounting /Payroll Technician	1	1	1	1	1
	Utility Billing Clerk	0	1	0	0	0
	Administrative Assistant	1	0	0	0	0
	Transit/IT Specialist	0	0	0.67	0.67	0.67
	SUBTOTAL	6	6	4.67	5.67	5.67
Police Department						
	Chief	1	1	1	1	1
	Asst. Chief	0	0	0	0	0
	Lieutenant	1	1	1	1	1
	Sergeant	3	3	3	3	4
	Police Officer	9	9	10	10	10
	School Resource Officer	0	0	0	0	2
	Administrative Assistant	1	1	1	0	0
	TAC& Office Manager	0	0	0	1	1
	Part Time	0	1	0	0	0
	SUBTOTAL	15	16	16	16	19
Fire Department						
	Chief	1	1	1	1	1
	Deputy Chief	1	1	1	1	1
	Lieutenant	3	3	3	3	3
	Sergeants	1	0	0	0	0
	Firefighter	5	7	9	9	10
	Part Time Firefighter	3.75	3.75	2.25	2.25	1
	Paid Volunteers	10	10	3		
	*(Subtotal excludes Paid Volunteers)					
	SUBTOTAL	14.75	15.75	16.25	16.25	16
Cemetery						
	Lead Maintenance Worker	1	1	1	1	1
	Cemetery Worker	1	1	1	0	1
	Seasonal Cemetery Worker	0	0	0	1.5	0
	SUBTOTAL	2	2	2	2.5	2
Street Department						
	Streets Foreman	1	1	1	1	1
	Crew Leader	1	1	1	1	1
	Maintenance Worker	5	5	3	3	3
	Seasonal Maintenance Worker	0	0	1.5	1.5	1.5
	SUBTOTAL	7	7	6.5	6.5	6.5
Transportation Department						
	Transit/IT Specialist	0	0	0.33	0.33	0.33
	Van Driver	1	1	1	1	1
	Part Time Van Driver	0.5	0.5	0.5	0.5	0.5
	Part Time Dispatchers	0	1	1	1	1
	SUBTOTAL	1.5	2.5	2.83	2.83	2.83

FTE Employee Positions by Department		FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Budget	FY2020 Budget
Mainstreet						
	Executive Director	1	1	1	1	0.75
Water Treatment Plant						
	PW & Water Resources Director	0	0	1	1	1
	Water Plant Superintendent	1	1	0		
	Senior Water Plant Operator	1	1	1	1	1
	Water Plant Operator	1	2	3	3	3
	Water Plant Operator Trainee	1	0	0	0	0
	SUBTOTAL	4	4	5	5	5
Wastewater Treatment Plant						
	Wastewater Plant Superintendent	1	1	1	1	1
	Wastewater Plant Operator	1.5	1.5	2	2	2
	Wastewater Plant Trainee	1	1	0	0	0
	Wastewater Plant Mechanic	1	0	0	0	0
	Regulatory/Compliance Specialist			0.5	0.5	0.5
	SUBTOTAL	4.5	3.5	3.5	3.5	3.5
Water Distribution						
	Water Distribution Supervisor				1	1
	Senior Water Distribution Technician	1	1	1	1	1
	Water Distribution Technician	1	1	1	1	1
	Utility Technician	0	0	1		
	Utility Billing Clerk	0	0	1	1	1
	Meter Reader	0.5	0.5	0.5	0.5	0.5
	SUBTOTAL	2.5	2.5	4.5	4.5	4.5
Gas Operations						
	Utilities Director	1	1	0	0	0
	Gas Supervisor	1	1	1	1	1
	Gas Distribution Technician	2	2	2	2	2
	Regulatory/Compliance Specialist	0	0	0.5	0.5	0.5
	Meter Reader	0.5	0.5	0.5	0.5	0.5
	SUBTOTAL	4.5	4.5	4	4	4
	Total Employees	64.75	66.75	68.25	69.75	71.75

Adopted Schedule of Fees

2019-2020

City Taxes

Millage Rate	7.90
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Alcohol Sales Permits

Malt beverage & wine (retail)	\$	500.00
Beer & wine pouring license	\$	500.00
Beer, wine & distilled spirits pouring license	\$	500.00 + advertising costs

Licenses and Permits

Business license	\$	100.00 + \$10 for each employee/yr
Yard sale permit (four per year)		no fee
Assembly, parades & sp. Events	\$	10.00
Signs (not requiring a building permit)	\$	5.00

Zoning Administration Fee (In addition to building permit fee)

New construction	\$	100.00
Existing Buildings	\$	75.00
Remodel & Miscellaneous (includes signs)	\$	50.00
Electrical, HVAC, plumbing	\$	25.00

Plan Review Fees

New Single-Family Residential Review	Additional 50% of permit fee
Residential renovations/ additions	Additional 50% of permit fee
All Commercial/Industrial Plan Reviews	Additional 50% of permit fee

Permit Fees**Total Valuation***

\$1,000.00 and Less

\$1,001.00 to \$50,000

\$50,001.00 to \$100,000.00

\$100,001.00 to \$500,000.00

\$500,001.00 and up

Fee

Minimum fee of \$100

\$15 for first \$1,000 plus \$5 for each additional thousand or fraction thereof, to and including \$50,000.00, minimum fee of \$100

\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00

\$460.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000.00

\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof

**Building Valuation is based on the current Building Valuation Data from the International Code Council as recommended by the Georgia Department of Community Affairs. Building Valuation Data can be found at iccsafe.org.*

Certificate of Occupancy or Completion (C/O or C/C)

New single family detached, condo, or townhome

\$ 100.00

New Commercial

\$ 100.00

New or renovated commercial tenant space

\$ 100.00

Trade Permits (Mechanical, Electrical, Plumbing)

Permit Fee

Use permit fee table- minimum \$75
(calculated by building official)**Signs Requiring a Building Permit**

Banner/ Window / Temporary

\$ 75.00

Wall mounted

\$ 100.00

Monument/ Free Standing

\$ 200.00

Demolition

Single family residential house

\$ 150.00

Commercial building

\$ 150.00

Permit Extensions

Subsequent extension

\$ 100.00/ 3 months

Re-Inspections

For each added trip

\$ 75.00

Other

Transfer of Permit/change of contractor	\$	100.00
Structure move/relocate	\$	300.00
Siding or Deck Repair/ Replacement	\$	100.00
Fence Permit	\$	150.00
Inspections outside of normal business hours	\$	125.00 per hour (\$250 minimum)
Replacement of permits, CO's, etc.	\$	25.00
Inground Pool (includes electrical and fence)	\$	300.00
Aboveground Swimming Pool (Includes electrical):	\$	100.00
Elevated Pool Deck with Barrier:	\$	100.00

Permit not required for above ground pools less than 2 feet deep or Seasonal temporary above ground pools 44" or less in height with no fence, no deck, and no permanent power.

Fee for work done without a permit 200% of original permit fee

Temporary Construction Trailer (not including electric permit) \$ 100.00

Planning Applications

Rezone	\$	150.00
Variance	\$	150.00
Conditional use	\$	150.00
Development permit	\$	700.00(minimum) + engineering review cost
Land Disturbance Fee	\$	90.00 (per lot)

Fire Department**Plan Review**

Site Plan	\$	100.00
Building < 5000 Sq. Ft. 50%,80%, and 100% with 1 follow up for non-compliance	\$	100.00
Building > 5000 Sq. Ft. 50%,80%, and 100% with 1 follow up for non-compliance	\$	0.03 per sq. ft.
2 nd Re Inspection	\$	50.00
3 rd Re Inspection and any additional Inspections	\$	100.00
Fire Alarm < 10,000 sq. ft.	\$	150.00
> 10,000 sq. ft.	\$	200.00
Fire Sprinkler <5000 sq. ft.	\$	100.00
> 5000 sq. ft.	\$	150.00
Hood Extinguishing Systems	\$	100.00
Paint Booth Suppression Systems	\$	100.00

Inspections

Annual	No Charge
1 st Follow Up	No Charge
2 nd Follow Up	\$ 50.00
3 rd Follow Up and any additional follow ups	\$ 75.00
After Hours	\$ 30.00 per hour/ 2-hour min.
Tank Installation/Removal	\$ 100.00
Change of Occupancy (New Tenant/Business License)	\$ 150.00
Certificate of Occupancy	\$ 150.00
Certificate of Occupancy (Replacement Copy)	\$ 25.00
Fire Watch	\$ 50.00 per hour/per person
	\$ 150.00 per hour/Apparatus

Permits**Operational Permits Required (IFC2012 [A] Section 105.6)**

Hazardous Materials Storage/Use (2012 IFC 105.6.20)	\$	100.00
Explosives (2012 IFC 105.6.14)	\$	100.00
Construction Burning (30 Days 2012 IFC 105.6.30)	\$	100.00
Tent Permit (up to 30 days) (2012 IFC 105.6.43)	\$	50.00

Reports

Incident Reports	\$	5.00 per copy
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Public Safety

Golf cart registration	\$	12.00 (5 years)
Criminal history	\$	20.00
Alcohol serving permit	\$	20.00
Record restriction	\$	25.00
Incident & accident report		no charge if you are the involved party of the incident. Third party requests fall under the GA Open Records Act.
Finger printing (non-criminal)	\$	41.00
Off-duty officer	\$	35.00 / hour

Cemetery

Cemetery lots	\$	800.00	(living inside city limits)
	\$	2000.00	(living outside city limits)
Crematorium spaces	\$	700.00	(per niche living inside city limits)
	\$	1750.00	(per niche living outside city limits)
Burial Permit Fee	\$	5.00	Open Grave
	\$	75.00	Administration (Marker Fee)
Exhumation Permit Fee	\$	5.00	Open Grave
	\$	75.00	Administration (Marker Fee)

Transit Fees

Local trip one way	\$	1.00
Monroe or Covington trip round trip	\$	5.00

Miscellaneous Fees

Credit card convenience fee	\$	2.95% - \$2 minimum
Fax	\$	2.50
Copies	\$	0.25 each
Large map copies	\$	50.00 each
Medium map copies	\$	35.00 each
Return check fee	\$	25.00

Utilities Fees

Utility Permit Fee (for work within the City Right of Ways)		\$	50.00	(No more than 1000 lf per permit)
Gas				
Gas deposit		\$	200.00	
Gas tap		\$	200.00	(low pressure, inside city limits –Can zero out with 3 gas appliances)
		\$	1750.00	(High Pressure)
Gas excessive flow valve		\$	275.00	(includes installation)
Gas admin/reconnect fee		\$	20.00	
Gas rate	Residential	\$	4.90	meter fee per month
		\$	3.58	MCF Distribution Rate* plus Market Wholesale Rate*
	Commercial	\$	9.10	meter Fee per month
		\$	3.58	MCF Distribution Rate* plus Market Wholesale Rate*
	Industrial	\$	38.65	meter Fee per month
		\$	3.21	MCF Distribution Rate * plus Market Wholesale Rate*
	Large Industrial	\$	281.65	meter fee per month
		\$	2.112	MCF Distribution Rate* plus Market Wholesale Rate*
	Very Large Industrial	\$	1615.40	meter fee per month
		\$	1.8574	MCF Distribution Rate* plus Market Wholesale Rate*

* Market Rate varies monthly and is charged by the City's provider, MGAG

Water

Water deposit	\$	100.00	
Portable water meter deposit	\$	1200.00	
Water admin/reconnect fee	\$	20.00	
Hydrant hook-up fee	\$	100.00	(water usage rate same as inside city rate)
Water tap	\$	300.00	
Irrigation meter tap	\$	300.00	
Water capital cost recovery	\$	4000.00	(5/8" meter) (fees for larger meters calculated on request)
Tanker w/ Back-Flow			
Plant hookup fee	\$	50.00	(water usage rate same as inside city rate)
Water rate (inside city limits)			
0 – 2,000 gallons	\$	20.91	
each additional 1,000 gallons	\$	10.25	
Water rate (outside city limits)			
0 – 2,000 gallons	\$	31.37	
each additional 1,000 gallons	\$	15.36	

Sewer

Sewer tap			calculated based on pipe size
Sewer capital cost recovery	\$	4,500.00	(5/8" meter) (fees for larger meters calculated on request)
Sewer rate (inside city limits)			
0 – 2,000 gallons	\$	20.39	
each additional 1,000 gallons	\$	8.39	
Sewer rate (outside city limits)			
0 – 2,000 gallons	\$	30.63	
each additional 1,000 gallons	\$	12.60	

Garbage/Trash Rates

Sanitation fee	\$	15.60 per month per cart
Seniors discount w/application	\$	13.53 per month per cart
Trash overflow	\$	35.00 per load
Limbs and leaves overflow	\$	35.00 per load
Special pickup	\$	35.00 per load

Glossary

Accrual Basis: A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Appropriation: An authorization granted by Council to a specified unit of the City government to fund expenditures and to incur obligations for specific purposes. It is limited in amount and as to the time when it may be spent, usually expiring at the end of the fiscal year.

Assessment: The official valuation of property by the county tax assessors at 100 percent of the market value.

Assessment Ratio: The ratio which an assessed value of a taxed item bears to market value of that item. In the City of Social Circle, real estate is assessed every four years by Walton County assessors at 100 percent of market value.

Assets: Resources which have monetary value, owned or held by a government

Balanced Budget: a situation in financial planning or the budgeting process where total revenues are equal to or greater than total expenses.

Beginning Balance: Unexpended funds from the previous fiscal year, which may be used to fund payments, during the current fiscal year. This is also referred to as a carry-over balance.

Benefits: The benefit expenditures included in the budget are the City's share of an employee's benefits. Benefits provided by the City of Social Circle include: FICA and Medicare taxes (Social Security), health and dental insurance, life insurance, retirement, unemployment insurance, and worker's compensation insurance.

Bond: A written promise to pay a specified sum of money (called the principal) at a specified date in the future, together with periodic interest at a specified rate. In the budget document, these payments are identified as debt service. Bonds may be used as an alternative to tax receipts to secure revenue for long-term capital improvements. General Obligation Bonds are debt approved by City Council to which the full faith and credit of the City are pledged. The State Constitution mandates taxes on real property sufficient to pay the principal and interest of such bonds.

Budget: A plan for the acquisition and allocation of resources to accomplish specific purposes. The term may be used to describe special purpose fiscal plans or parts of a fiscal plan, such as "the budget of the Police Department or Capital Budget" or may relate to a fiscal plan for an entire jurisdiction, such as "the budget of the City of Social Circle."

CID: Criminal Investigation Division, Police Department

CIP: Capital Improvement Program

Calendar Year: Twelve months beginning January 1 and ending December 31.

Capital Assets: assets of a long-term character (beyond the current year) that are intended to continue to be held or used, such as land, buildings, vehicles, machinery, furniture, and other equipment. Defined as an item that individually cost \$5000 or more with a life expectancy of more than 2 years but less than 5 years.

Capital Expenditures: money spent by an organization on acquiring or maintaining fixed assets, such as land, buildings, and equipment. For the City this is an item with an expected useful life of 5 years or more and an estimated total cost of \$25,000 or more.

Capital Outlay: Capital assets, such as automobiles, machinery, furniture, equipment, etc., which have a life expectancy of more than one year and a value of at least five thousand dollars. Capital outlay also includes non-recurring expenditures less than five thousand dollars for items such as computers and other non-capital assets.

Capital Improvement Program: A five-year plan for public facilities which results in construction or acquisition of fixed assets, primarily buildings and infrastructure needs, such as street improvements. The program also includes funding for parks, sewers, sidewalks, major equipment, etc. and major items of capital equipment related to new facilities.

Cash Management: A conscious effort to manage cash flows in such a way that interest and penalties paid are minimized and interest earned is maximized. Checks received are deposited on the same day, bills are paid no sooner than the due date unless discounts can be obtained by paying earlier, future needs for cash are determined with exactness and cash on hand not needed immediately is invested in short-term, interest-bearing investments.

Commodities: Expendable items that are consumable or have a short life span. Examples include office supplies, fuel, minor equipment, and asphalt.

Comprehensive Annual Financial Report (CAFR): Official annual financial report of a government. It is a set of U.S. government financial statements comprising the financial report of a state, municipal or other governmental entity that complies with the accounting requirements promulgated by the Government Accounting Standards Board (GASB).

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services: Services rendered to a government by private firms, individuals, or other governmental agencies for items such as maintenance agreements, professional consulting services, audit services, etc.

Cost of Living Adjustment (COLA): An increase in salaries to offset the adverse effect of inflation on compensation.

Debt Service Funds: Funds, defined by the State Auditor of Public Accounts, to finance and account for the annual payment of principal and interest on bonds.

Department: A separate functional and accounting entity within a certain fund type.

Disbursement: A cash payment to an outside party, or a transfer of funds to another accounting entity within the Town's financial system.

Encumbrance: A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been entered into for an item, but prior to the cash payment actually being dispersed.

Enterprise Funds: Funds to account for operations that are financed and operated in a manner similar to private business enterprises. Costs of providing goods or services are financed or recovered, at least in part, through user charges.

Expenditures: government purchases or expenses which can be financed by revenue and/or government borrowing, i.e. bonds, tax anticipation, notes, etc.

FICA: Federal Insurance Contributions Act

FTE: Full Time Equivalent, generally referring to part time employment positions, as compared as a total to full time positions.

Fiscal Year: In Social Circle, the twelve months beginning July 1 and ending the following June 30.

Full Faith and Credit: A pledge of a government's taxing power to repay debt obligations.

Fund: A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance: The excess of the assets of a fund over its liabilities.

- GAAP:** Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.
- GASB:** Governmental Accounting Standards Board. It is the source of GAAP used by state and local governments in the U.S. It is the independent organization that establishes and improves standards of accounting and financial reporting for the U.S. state and local governments.
- GCIC:** Georgia Crime Information Center.
- GDOT:** Georgia Department of Transportation
- GFOA:** Government Finance Officers Association. It represents public finance officials throughout the U.S. and Canada. It enhances and promotes the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies for the public benefit.
- GMA:** Georgia Municipal Association
- GMEBS:** Georgia Municipal Employment Benefit System.
- General Fund:** a fund used to account for the ordinary operations of the County government that are financed from taxes and other general revenue.
- HTRG:** Homeowners Tax Relief Grant
- Inflation:** A general increase in prices and the resulting fall in the purchasing value of money.
- Intergovernmental Revenues:** Revenues from other governments, such as the State and Federal governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.
- Liabilities:** future spending of revenue as a result of past transactions and other past events. Liabilities are reported on a balance sheet and are divided into two categories: current liabilities & long-term liabilities.
- Line Item:** A specific expenditure category within a department budget, e.g., travel, postage, printing or office supplies.
- Long-term Debt:** Usually general obligation debt issued by the City for a period of twenty years to finance capital improvements.
- Major Fund:** A fund is considered “major” if it meets certain financial ratio criteria or if governmental officials designate a fund to be a major fund. The General Fund is always considered to be a major fund. This designation as “major” requires certain financial statement reporting whereby users can more easily assess accountability.
- Materials and Supplies:** Expendable materials and operating supplies necessary to conduct departmental operations.
- Millage Rate:** The amount per \$1,000 used to calculate taxes on property. Millage rates are most often found in personal property taxes where the expressed millage rate is multiplied by the total taxable value of the property to arrive at the property taxes due.
- Modified Accrual Basis:** A basis of accounting where revenue is recorded when measurable and available and expenditures are recorded when made.
- Nominal Dollars:** The presentation of dollar amounts not adjusted for inflation. Adjusting for inflation would be done to reflect the real purchasing power of money today.
- Non-Expendable Fund Balance:** refers to the portion of fund revenue over expenditures that is available to be invested but not spent.

Operating Expenditures: Expenditures for current services including personnel and related benefit costs, supplies, and contractual services. It does not include debt service or capital improvements.

PILOT: Payment in Lieu of Taxes

Personnel Services: A category of expenditures which primarily covers wages, salaries, overtime, and benefit costs paid to or on behalf of City Employees.

Position: A group of duties and responsibilities, as prescribed by and office or agency, to be performed by a person on a full-time, part-time, or seasonal basis.

Real-Property: Real estate, including land and improvements (buildings, fences, pavement, etc.) classified for purposes of assessment.

Reserve: An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future project.

Revenue: financial resources other than from interfund transfers and debt issue proceeds. Social Circle receives Revenue through property taxes, sales and other taxes, licenses and permits, grants, fines and forfeitures, charges for service, administration fees, investment income, and miscellaneous sources.

SPLOST: Special Purpose Local Option Sales Tax.

Special Revenue Fund: A fund type used where legal or contractual requirements restrict the use of resources to specific purposes.

Supplemental Appropriation: An additional appropriation made by the governing body after the budget year has started.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfer: A movement of money from one fund or department to another.

Unassigned Fund Balance: The portion of a fund's balance that is a reserve for unanticipated emergencies.

User Charges: The payment of a fee for direct receipt of a public service by the party who benefitted from the service.

City of Social Circle Demographic and Statistical Information

Date of Incorporation: 1832

Governing Body:

Mayor elected at Large

Four Council Members Elected by District

School System

Independent City School System- Social Circle City School System (www.socialcircleschools.com)

Board of Education – Chairman elected at Large, Four Board Members elected by District

Area 12 square miles

Total Estimated Population	4479 (2017 Decennial Census)
Total Dwelling Units	1749 (Walton Economic Development Authority)
Owner Occupied Dwellings	70.2 %
Renter Occupied Dwellings	29.8 %
Registered voters	2946 (Walton Co. Supervisor of Elections)

Median Population Age 37 years (2017 Decennial Census)

Median Household Income \$40,000-\$50,000 (Walton Economic Development Authority)

2019 Taxable valuation (real and personal) \$236,884,200

Net bonded Debt Per capita No General Obligation Bonded Debt.
Tax supported Debt \$645,320 maturing in 2029

Ratio of Net Tax Supported Debt to Assessed Value	0.3%
Tax Supported Debt Service as a Percentage of Operating Revenue	1.2%

City Bond Rating- The City has not been rated for General Obligation Debt:
S&P rated the 2015 Utility Revenue Bond of \$6,460,000 at A+.

Major Employers	Standridge Color Corporation	305
	Social Circle City Schools	246
	General Mills Distribution; Excel	232
	Goodyear Tire & Rubber	218
	IMMEC	148
	Masterack	90
	Social Circle Ace Hardware	62
	Certainfeed	61
	Dart Enterprises	57
	Fouts Brothers	55

Number of Full Time City Employees: 71.75

Fire Protection:

Number of Stations:	2
Number of Employees (FTE):	16
Number of Engines:	3 + 1 Reserve
Number of Ladder Trucks:	1

ISO Classification: 4

Police Protection

Number of Stations:	1
Number of Sworn Officers:	18
Number of Police Vehicles:	23

Miles of Streets: 50

Miles of Watermain:	23
Number of Water Storage Tanks:	4
Water Treatment Plant:	1; 1 mgd capacity
Number of Water Customers:	1910

Miles of Sewer main:	30
Miles of Sewer Force main:	14
Number of Manholes:	641
Number of Pump Stations:	28
Wastewater Treatment Plant:	1; 650,000 gpd capacity
Number of Sewer Customers:	1383

Miles of Gas Main:	57 (30 miles steel; 27 miles plastic)
Gas Pressure:	210-310 psi High pressure mains, 28-45 psi low pressure mains
Number of Gas Customers:	1210