



THE  
CITY OF McDONOUGH  
IN THE SPOTLIGHT

ANNUAL BUDGET  
FY JUNE 30, 2015







The City of McDonough offers special thanks to the Document Review Committee, the Management Staff and all employees for assisting in the preparation of this documentation

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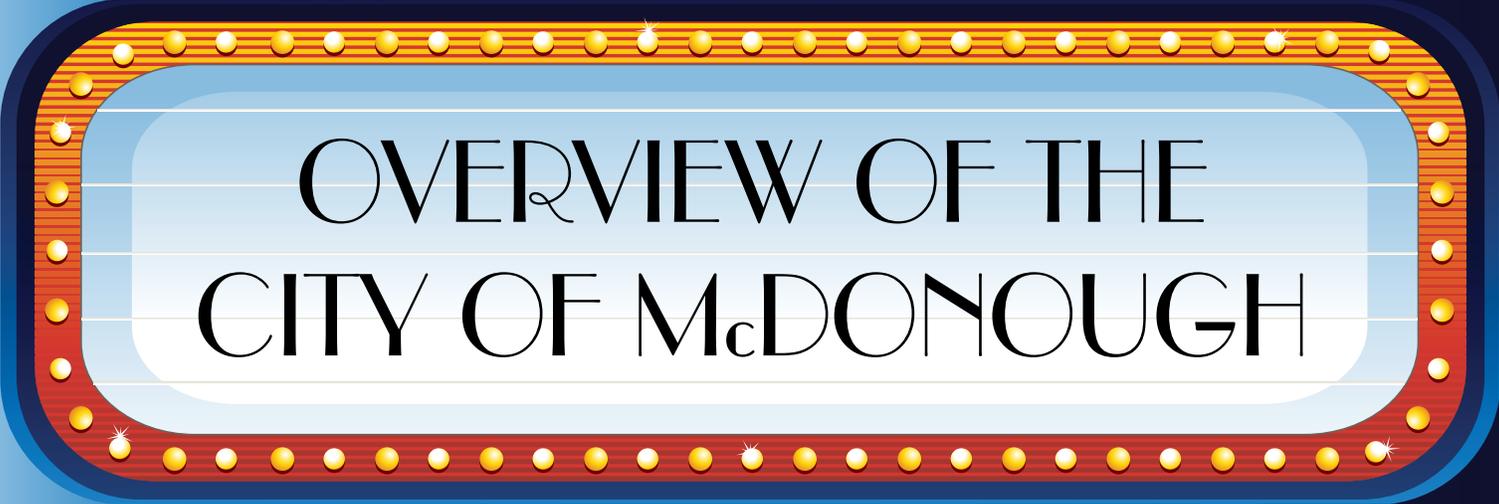
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OVERVIEW OF THE  
CITY OF McDONOUGH

State of Georgia  
City of MCDONOUGH

Resolution No. 14-06-16 (H)

A RESOLUTION FO THE MAYOR AND COUNCIL OF THE CITY OF MCDONOUGH, GEORGIA, ADOPTING THE FISCAL YEAR 2014-2015 BUDGET; APPROPRIATING REVENUES FOR SPECIFIED PURPOSES, FUNCTIONS AND ACTIVITIES BY FUND FOR THE BUDGET PERIOD; AND FOR OTHER PURPOSES.

**WHEREAS**, the City is required to adopt and operate under an annual balanced budget pursuant to state and local law;

**WHEREAS**, the City Administrator has prepared a proposed budget for the ensuring fiscal year;

**WHEREAS**, the proposed budget has been submitted to the Mayor and Council for their review prior to the enactment of this resolution, and a copy of the proposed budget was posted at City Hall and on the City's website;

**WHEREAS**; the notice of proposed budget and schedule of budget hearings was duly advertised in the Henry Daily Herald via a display advertisement published on the following dates: May 28, 2014 and June 6, 2014, and

**WHEREAS**, public hearings concerning the budget were held on June 5, 2014 and June 16, 2014; and a special called meeting concerning the budget was held on June 12, 2014.

**NOW, THEREFORE BE IT RESOLVED**, as follows:

**Section 1.** The General Fund Annual Operating Budget of \$12,985,653<sup>272 oph</sup> and Total Annual Operating Budget of \$25,555,183 for the Fiscal Year 2014-2015, beginning July 1, 2014 and ending June 30, 2015, is hereby approved in the form attached hereto and incorporated herein. Appropriation is hereby made of those revenues shown in the attached budget for the specific purposes, functions and activities, by fund.

**Section 2.** A copy of the 2014-2015 Annual Operating Budget shall at all times be on file in the office of the City Administrator of the City of McDonough and shall be part of the public records for the City of McDonough.

**Section 3.** The 2014-2015 Annual Operating Budget shall become effective at 12:01am on July 1, 2014.

So Resolved this 16<sup>th</sup> day of June, 2014

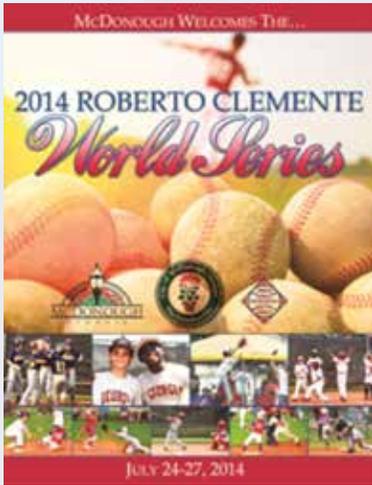
City of McDonough, Georgia

  
Billy Copeland, Mayor

Attest:   
Janis Price, City Clerk

# City of McDonough

## Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of McDonough**

**Georgia**

For the Fiscal Year Beginning

**July 1, 2013**

A handwritten signature in black ink, appearing to read "Jeffrey R. Egan".

Executive Director

# City of McDonough

## Vision Statement

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**Our 15 year vision:**

The City of McDonough will be the model of a caring and thriving gateway community that embraces our historic past while charging a vibrant, safe and sustainable future.

# City of McDonough

## A City of Ethics and Character

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The City of McDonough has earned many distinctions. Among the brightest, is the designation by Georgia Municipal Association as a “City of Ethics” and as a “City of Character by the International Association of Character Cities.



# MESSAGE FROM THE CITY ADMINISTRATOR



**FREDERICK D. GARDINER, AICP**  
**CITY ADMINISTRATOR**

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June 10, 2014

The Honorable Mayor and Council  
And the Citizens of the City of McDonough:

In accordance with Official Code of Georgia Annotated (OCGA 36-81-3), I am pleased to present the Adopted Fiscal Year 2014-2015 (FY 15) Budget for the City of McDonough, which began July 1, 2014 and ends June 30, 2015. Thanks to the Accounting and Finance staff along with our Department Heads and their staff for assisting with the development of the City's most important policy document; its fiscal year budget. Earlier this year, the City was informed that for the first time ever, that the Government Finance Officers Association of the United States and Canada (GFOA) awarded McDonough its Distinguished Budget Presentation Award for FY13-14 Budget Document. The 2014 -2015 budget document was developed on the same basis as the previous year and will be submitted to GFOA in anticipation of obtaining the Distinguished Budget Presentation Award for the second year.

The total citywide budget that includes all funds for FY 2014-15 is \$25,555,183, which represents an increase of 11% over the current FY 14 adopted budget of \$22,632,257. The General Fund is the largest component of this total with expenditures of \$12,985,292 and increase of 8.9% or \$1,159,362 over the current adopted amount of \$11,826,291.

## REVENUES

In the City of McDonough, taxes continue to be the number source of revenue for the General Fund and this year is no exception. Under FY15 Budget property tax collected was estimated and approved at \$3,365,279 which is 24.5% from FY14 estimate of \$2,540,000. The next top revenue source for this year's General Fund is our Local Option Sales Tax or LOST, which is estimated at \$2,800,000. This represents a decrease from FY14's estimate of \$3,000,000 as numerous new commercial projects predicted for the current year didn't happen. Insurance Premium Tax is the City's third major source of revenue under taxes and is estimated at \$1,140,000. There has been a slow but steady growth in this revenue source over the last two years, with a major increase

# MESSAGE FROM THE CITY ADMINISTRATOR (Cont.)

from \$400,000 to \$1,030,000 in FY11, just after our decennial census. Franchise taxes, which are charges to companies utilizing the City's right of ways, are estimated to decrease very modestly to \$1,110,000 from \$1,200,000 projected in FY14 budget year. Overall, Taxes are estimated at \$9,856,779 or a 7.3% increase above FY14's budgeted amount.

Other major sources of revenue for the General Fund are Licenses and Permits, which has been estimated at \$495,158 or 7.5% decrease from FY14's budgeted amount of \$531,641. There are signs that our permits may pick up this year as there has been a recent spike in residential building permits and with four major commercial projects being approved through zoning and development review. Fines and Forfeitures are estimated to increase to \$1,700,000 up from the \$1,300,000 in FY14. This increase takes into account the invalidation of our radar and laser permit, which doesn't allow the City to ticket for speeding. Interfund Transfer is estimated at \$570,000; however, Hotel Motel Fund transfer to the General Fund is estimated at \$320,000.

The adopted budget was approved based on a 12% millage rate increase from 4.387 to 4.997 mills. At our May 19, 2014 Mayor and Council Meeting, the Council requested that we illustrate the funding of additional public safety personnel and facilities and with that we developed a budget that highlighted the funding necessary to add four firefighters, one police and fund the construction of the municipal court building. On a house valued at \$150,000 would experience an increase in the city tax by \$36.60 per year or \$3.05 per month.

## STRATEGIC PLAN GOALS AND INITIATIVES

This fiscal year's budget represents a focus on five (5) key strategic plan areas: Public Safety, Information Technology, Community Development, Transportation and Organizational Structure and Management. With that, our FY15 General Fund Budget Expenditure has increased from FY14's amended \$12,221,291 to \$12,985,272, which represents a 5.8% increase or \$763,981. The majority of this increase (\$505,000) is associated with Mayor and Council Strategic Plan goals of Safety and Security and the need to increase the size of the fire and police departments to cope with continued population growth of the City.

## PUBLIC SAFETY

FY 15 Budget makes an investment in an investment in public safety with the proposed hiring of four (4) additional firefighters, one (1) police officer and the construction of the municipal court building. This additional investment represents a \$505,000 cost to the General Fund, which resulted in the proposed tax increase from 4.387 to 4.997. The additional firefighter will increase in our

# MESSAGE FROM THE CITY ADMINISTRATOR

response times in providing the ability to interject two fire or emergency events at the same time. This would also allow for the proper utilization of our multiple fire equipment at our stations. The police department also will be served by additional officer, which along with last year's four officers will enhance their ability to address crime as we continue to grow beyond our present 23,000 population level. The other aspect of our public safety investment is the construction of a new municipal court building. This project was voted on by McDonough residents as part of SPLOST III in 2007, whereby the City bond financed the funds to purchase the property to construct a public safety complex (police headquarters and municipal court). The police headquarters was completed last year with the staff moving into the building in February 2014. Presently, the municipal court is housed in an early 1900 former church building and two 10 year old trailers. With the investment in the present police and court building, the City of McDonough will see a \$2 million dollar saving from the previous location and concept for the public safety complex.

## INFORMATION TECHNOLOGY

In 2012 on the recommendation of the City Administrator, Mayor and Council approved hiring an in-house IT professional to oversee modernizing the City's computer systems. Since that time, we have added two new capital buildings (police headquarters and Public Works Building) with a third coming online with the new municipal court. These buildings, plus the updating of buildings, plus the updating of our existing facilities illustrated the need for additional in IT as helpdesk and network administration needs increased. Approved in this budget is a new position (Network Administrator) that will assist our IT Manager with moving the City toward innovative leadership in our information technology service delivery. Major goals listed in the 2012 Strategic Plan associated with FY15 funding levels are to 1. Expand wireless network citywide, 2. Provide for fiber network at selected City locations; 3. Improve data handling strategy and service to become technology leader.

In the FY15 Budget, IT budget has increased to \$458,967 from FY14's \$326,631, which represents a 28.8% increase in funding. This increase in the General Fund IT expenditure is focused on updating the City's software packages such as network security, Incode Accounting systems and police software. Under the Special Purpose Local Option Sales Tax (SPLOST), the city allotted \$600,000 for the purchase of new desktops computers, server update from Windows update of the Audio/Video System in Council Chambers and the purchase of a document management System.

# MESSAGE FROM THE CITY ADMINISTRATOR (Cont.)

## COMMUNITY DEVELOPMENT

Under FY15 budget, we have budgeted \$100,000 to start and complete the development of the City's first Unified Development Code (UDC). This process will look at bringing our zoning, development regulations, subdivision regulations and design guidelines into one document. It will give proper guidance to staff and the business and development community with the steps necessary to do business within the City of McDonough. Overall, the Community Development budget has decrease from FY14's \$491,969 to FY15's \$374,979.

## TRANSPORTATION

The City has elected to fund a number of priority projects via SPLOST IV, which started with collections in April 2014. Under SPLOST IV, the City identified its top priority Transportation Projects estimated at \$2,873,500 to be bond financed in 2014. These bonded projects include the following: 1. Repaving City streets based upon Paving Condition Index (PCI) at \$750,000; 2. Roadway Improvements at \$1,273,500, 4. Highway 20/81 Intersection Improvement at \$750,000; and 5. Pavement Improvement at \$100,000. These expenditures will also be highlighted in the Capital Improvement Program (CIP) and presently do not impact the City's General Fund.

## MANAGEMENT AND ORGANIZATION

The organization Study was started in FY14; however the majority of the work will be conducted under this fiscal year. This project started with Mayor Copeland wanting to measure the City's organizational structure and management, moreover, to get a 360 view of the organization a pay and compensation study was budget. The 2012 Strategic Plan calls for the review of Internal Practices and with that a goal to look at government consolidation of services. With that, the FY15 Budgets funds the Management and Organization Study at \$40,000 and the Pay and Compensation Study at \$20,000.

## CONCLUSION

The FY 2015 Budget is balanced by fund and complies with the goals and objectives outlined in the City's Strategic Plan. This plan was developed to provide guidance and focus for Mayor, Council and Staff in achieving the mission statement identified during that process.

Sincerely,



Frederick D. Gardiner, AICP,  
City Administrator

# City of McDonough

## McDonough Mayor And Council Retreat

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### VISION STATEMENT

The City of McDonough will be a model of a caring and thriving gateway community that embraces our historic past while charging a vibrant, safe, and sustainable future.

### GOAL

To link all discussion items to the 2012 McDonough Strategic Plan developed by Mayor, Council and staff in August 2012. At that meeting, the city government engaged in a vision statement development along with focus areas and goals to assist the City with accomplishing that vision. The chart opposite is an attempt to link the requested discussion items submitted by the Mayor and Council for the retreat head January 2014.



# City of McDonough

## McDonough Mayor And Council Retreat

### GOVERNING BODY DISCUSSION ITEMS

COUNCIL ITEMS	DESCRIPTION	STRATEGIC PLAN FOCUS AREA	DESCRIPTION
1	Review of Hotel/Motel Collection Process	Focus Area #5	Economic Development
2	Role of Mayor, Council and Administrator	Focus Area #1	Innovative Leadership
3	Discussion of Public Works	Focus Areas #6 & 7	Modern Infrastructure & Transportation
4	Comprehensive Transportation Plan	Focus Area #7	Integrated Transportation System
5	Street Improvement Program	Focus Area #6 & 7	Modern Infrastructure & Transportation
6	Senior Citizen Ordinance	Focus Area #6	Modern Infrastructure
7	Fund Manpower Study	Focus Area #1	Innovative Leadership
8	Need for Parks & Recreation Director	Focus Area #4	Culture and Recreation Resources
9	Help Line on website (311 System)	Focus Area #6	Modern Infrastructure
10	Stop Vandalism in Cemetery	Focus Area #2	Safety and Security
11	Funding New Municipal Court Building	Focus Area #2	Safety and Security
12	Comp Plan for O&M of old Court Building	Focus Area #4	Culture and Recreation Resources
13	Implement Cemetery Expansion Plan	Focus Area #4	Culture and Recreation Resources
14	Locating an Ambulance at Fire Station	Focus Area #2	Safety and Security
15	Starting a Senior Commission	Focus Area #2	Safety and Security
16	Jonesboro Road Overlay District	Focus Area #4 & 6	Culture & Recreation and Modern Infrastructure
17	Development of Jonesboro Road Park	Focus Area #4	Culture and Recreation Resources
18	Camp Creek Train Site Development	Focus Area #4	Culture and Recreation Resources
19	Comprehensive Communication Plan	Focus Area #1	Innovative Leadership
20	Jonesboro Road & McDonough Pkwy Sidewalk	Focus Area #7	Integrated Transportation System
21	Truman House	Focus Area #3	Downtown Viability
22	Cultural Arts Museum	Focus Area #4	Culture and Recreation Resources
23	Gateway Grants	Focus Area #5	Economic Development
24	Annexations	Focus Area #5	Economic Development
25	Clay Plaza Restoration	Focus Area #4	Culture and Recreation Resources
26	Bridges Road Redevelopment	Focus Area #2	Safety and Security
27	Youth Council Members and Bylaws	Focus Area #1	Innovative Leadership
28	Community Center	Focus Area #4	Culture and Recreation Resources
29	Maintaining Court Bldg. as Recreation Ctr. For Youth	Focus Area #4	Culture and Recreation Resources
30	Joint projects with DDA and Mainstreet	Focus Area #3	Downtown Viability
31	SPLOST Funding Management (SPLOST III vs. IV)	Focus Area #6 & 7	Modern Infrastructure & Transportation
32	Security & Safety Issue at Park	Focus Area #2	Safety and Security
33	Update on collection of fines and court fees	Focus Area #2	Safety and Security
34	Taping/video of Council Meetings	Focus Area #1	Innovative Leadership

# City of McDonough

## Fiscal Year 2014-2015 - Budget Highlights and Priorities

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The Fiscal Year 2014-2015 Budget advances service delivery by comprehensively funding court facility and public safety needs, equipment deficiencies relative to police, an improved fire and emergency response, eliminating obsolete computer systems, and improvements to transportation infrastructure systems.

### HIGHLIGHTS

- Upgrades in Information Technology
- New IT Administrator Position
- Upgraded Information Servers-Eliminating XP Systems
- Document Imaging and Storage
- Court and Council Audio/Visual Systems

### NEW UNIFIED DEVELOPMENT CODE

- Sign Ordinance
- Zoning Regulations
- Subdivisions and Development Regulations
- Overlay District and Design Guidelines

### PUBLIC SAFETY

- Increases funding for Police Officer Bullet Proof Vests, ammunition and weapons
- Construction of a new Municipal Court Building
- Additional funding for crime scene investigations
- Addition of one new police officer position, and four additional firefighters.

### CITY OPERATIONS

- Review of Departmental Operations and Management
- Pay and compensation Study

### TRANSPORTATION SYSTEM IMPROVEMENTS

- Intersection Improvements
- One Way Pairs Project
- Downtown Streetscape Projects

### PRIORITIES

- Equipment safety enhancements for the Police Force
- Increased capacity to answer simultaneous fire response and medical emergency calls
- Elimination of computer equipment no longer serviceable
- Development of newly revised zoning and land use regulations
- Studies of City Department Operations and Employee Compensation
- Improvements for transportation thoroughfares and street system pairs and routing.

# City of McDonough

## Organizational Chart

### Citizens

Mayor    District 1 – District 2 – District 3 – District 4 – At Large – At Large

Executive Assistant    City Clerk    City Attorney

City Administrator    Deputy City Administrator    Assistant To The City Administrator

#### Business Development

- Main Street
- Economic Development
- Downtown Development
- Hospitality & Tourism
- Occupational Taxes

#### Finance

- Financial Reporting
- Cash Collections
- Payroll
- Budgets
- Accounts Payable
- Information Technology
- Utility Billing

#### Human Resources

- Benefits
- Hiring
- Training
- Risk Management
- Retirement

#### Community Development

- Planning and Zoning
- Building Inspections
- Code Enforcement

#### Police

- Crime Prevention
- Investigations
- Traffic Control
- Municipal Court

#### Fire

- Fire Service
- EMS
- Mutual Fund
- Fire Safety Education

#### Public Works

- Street Maintenance
- Stormwater Management
- Water & Sewer
- GIS

# City of McDonough

## Maps

McDonough and Surrounding Interstates



McDonough and Surrounding Metro Cities



Downtown McDonough



# City of McDonough

## Mayor and Council



### **MAYOR BILLY COPELAND**

Mayor Billy Copeland is a fifth generation member of the Copeland family in McDonough. He was born and raised in the same abode as his father. The Mayor and wife Gloria are the parents of Bill and Allison Copeland, and five grandchildren. His education includes degrees from the Greenleaf Business College, and a law degree from the Atlanta Law School. His post graduate studies also include attendance at the Georgia State University Night School in Atlanta. For 35 years Mr. Copeland was employed by the Norfolk and Southern Railway. During that time his responsibilities included the coordination of property tax issues for a territory that included six of the Southeastern United States. His government experience also encompasses 30 years as Mayor, and as a Councilmember. He also serves on the Board of Directors for the Georgia Municipal Association, Vice Chairperson of the Metro-Atlanta Mayor's Association, and President of the South Region of the Georgia Municipal Association's Third District. In 2012 he was inducted into the Georgia Municipal Association's Hall of Fame.



### **RUFUS STEWART, *District One***

Rufus Stewart was born and raised in the City of McDonough. He is a graduate of Henry County High School and Atlanta Area Technical School. He has been employed by Snapper Power Equipment for thirty-nine years. He has served on the City Council since 1989; twenty-three consecutive years. Mayor Pro Tem Stewart is a lifelong and active member of Shiloh Baptist Church, serving as the Superintendent of Sunday School, on the Deacons Board, and in the mass choir. Mayor Pro Tem Stewart's son, Genaro, serves the United States Military and is stationed in Washington, D.C.



### **COUNCILMEMBER GAIL NOTTI, *Mayor Pro Tem, At - Large***

Councilmember Gail Notti was born and raised in the City of McDonough. She is a graduate of Henry County High School and holds Bachelors, Masters, and Specialist Degrees. She has earned multiple certifications through the Carl Vinson Institute for Government. She retired after teaching in the Henry County School System for twenty-nine years. Gail was elected to the Council in 2000. Among her many public service accomplishments, she was instrumental in creation of the Welcome Center and Main Street Program, started the City's Youth Camp (now in its seventh year of operation), spearheaded the expansion of Alexander Park, and was the Chairperson of McDonough Historical Commission when over three hundred homes were placed on the National Register. She is married and the mother of three adult children.

# City of McDonough

## Mayor and Council (Cont.)

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### **COUNCILMEMBER ROGER PRUITT, *At - Large***

Councilmember Roger Pruitt is a graduate of Lyons high School in Lyons, Georgia. He served four years in the U.S. Air Force. He has an Associate Degree in Civil Technology from Savannah State College. Mr. Pruitt also attained a Certificate in Data Processing and Programming from the Savannah Automation School. After retiring from the State of Georgia Department of Transportation after 34 years of service, he also served as the City of McDonough Third District Councilman in 2004 and 2005. He and wife Sharon are the proud parents of two grown children, having been residents of the City for 45 years.



### **COUNCILMEMBER SANDRA VINCENT, *District Two***

Councilmember Sandra Vincent, who was elected to the Council in 2005, attended Tuskegee University as a Political Science major, and is a Charter Class graduate from AIM Biblical Studies Institute. She has worked in government for over twenty years, with combined expertise in community, economic development, housing, and human resources. She is an advocate for the arts, historic preservation, downtown revitalization, and overall quality of life. She is the mother of four daughters.



### **COUNCILMEMBER CRAIG ELROD, *District Three***

Councilmember Craig Elrod was born and raised in the City of McDonough. He is a graduate of Henry County High School and Georgia Southern University. He is the holder of a Bachelor of Business Administration degree. Mr. Elrod is employed by the Best Insurance Group, having worked with local residents and business owners since 2004. Mr. Elrod and wife Stacey have one daughter.



### **COUNCILMEMBER KAMILI VARNER, *District Four***

Councilmember Kamali Varner was born and raised in the City of McDonough. She is a graduate of Henry County High School and is currently pursuing a Degree in Organizational Leadership through Troy University. Kam is employed as an Inventory Analyst for K-Mart Distribution Center. She is the City liaison on the Main Street Board. Kam is actively involved in her Church and activities to support local youth. She is the mother of three sons.

# City of McDonough

## Management Staff

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### **FREDRICK GARDINER, *City Administrator***

The City Administrator is appointed by the Mayor and City Council. This position is responsible to the governing body for implementing the services and policies that are adopted, as well as run the day-to-day operations of the City. Among the duties outlined in our Charter, the City Administrator recommends the annual budget and advises the Council on policy and legislative matters.

Mr. Frederick Gardiner, who prefers to be called Fred, was appointed as the City Administrator in March of 2012. He previously served as the Development Services Director for the City of Griffin, Georgia. He has also worked for the City of Villa Rica, Georgia; Henry County, Georgia; the City of Decatur, Illinois; and internationally, with the Bahamas Telecommunication Corporation's Development Division.

Fred holds both a Master of Urban and Regional Planning Degree and a Bachelor of Science Degree in Management from Alabama A&M University. He has received professional certificates through University of Georgia's Carl Vinson Institute of Government and is a certified planner with the American Institute of Certified Planners. Fred is a member of the International City/County Manager's Association and the Georgia City/County Managers Association.



### **JANIS PRICE, *City Clerk***

After a thirty-year career in the financial industry, Janis Price was hired as Clerk of the City of McDonough in 2006. In 2011 she completed the required certification hours and received the designation of Certified City Clerk. The City Clerk is the custodian of all City Records. Janis graduated Cum Laude from Wesleyan College. She serves on the Atlanta Regional Commission's Local Government Training Advisory Committee. Janis has been responsible for maintaining and updating all City ordinances for the City's Code of Ordinances, executing the agendas and minutes for all City Council meetings, and responding to all Open Records Requests on a timely basis. Janis serves on the Atlanta Regional Commission's Local Government Training Advisory Committee, and is a member of the GA Municipal Clerks and Finance Officers Association.



### **LEIGH HANCHER, *City Attorney***

Leigh joined the City of McDonough as City Attorney in April 2014. She has over 12 years of experience as an attorney. She is a graduate of Georgia State University and a member of Georgia State Bar. Leigh is responsible for providing legal representation for the City and its agencies, officers or employees. She is responsible for reviewing contracts, drafting ordinances and resolutions and advises City departments in an effort to reduce risk.

# City of McDonough

## Management Staff

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### **PRESTON DORSEY, *Chief of Police***

In 1999, Preston Dorsey was named the City of McDonough Chief of Police and, in recent years, was named Director of Court Services and Probation. He commands a staff of the 56 men and women. Chief Dorsey currently serves as the Chairman of the Board for the Flint Circuit Drug Task Force, which also includes the Police departments of Hampton and Locust Grove; the Henry County Police and Sheriff's Departments; the Henry County District Attorney's Office; and the Henry County State Court Solicitor's Office. Chief Dorsey has had the honor of being appointed by Governors and U.S. Representatives to serve on several committees through the Georgia Chiefs' Association, at both the State and Federal level. He had the distinction of being the first Police Chief from Henry County elected to a position with the Georgia Chiefs' Association, serving as District 10 Representative for two years. He, too, was the first Police Chief in Henry County to be nominated for the prestigious Chief of the Year award.



### **STEVE MORGAN, *Fire Chief***

In 2008, Steve Morgan was named Chief of the City of McDonough Fire Department. Previously he served the City of McDonough for over two decades as a volunteer firefighter, police reserve, volunteer fire captain, police reserve captain, paid firefighter, fire inspector, arson investigator, fire department captain, and fire marshal. He also served on the City's special response team, with SWAT training, for nine years. Chief Morgan is a member of the National Fire Protection Association, Metro Atlanta Fire Chiefs Association, International Association of Fire Chiefs, and International Association of Arson Investigators.



### **CARLA TUCK, *Human Resources Director***

Carla Tuck has worked in municipal government for over 26 years and, in 2007, joined the City of McDonough team as the first Human Resources Director. Her Department is responsible for employee hiring, recruitment, retention, benefits, risk management, and training. Her major projects have included rewriting the City's Personnel Policy Handbook, as well as updating employee job descriptions and evaluation forms. She also has created training manuals relating to management, provided lunch and learn opportunities, and secured outside professionals to train employees in areas such as diversity, conflict resolution, and drugs and alcohol. Carla graduated from Georgia State University with a degree in Public and Urban Affairs. She became a Certified Human Resource Manager in 2009 and, in 2011, received her Advanced Certification in Personnel Management.



### **KEITH DICKERSON, *Public Works Director***

In April 2014, Keith Dickerson was appointed as Interim Public Works Director. He is a graduate of Kansas State University. Prior to this appointment He worked as the Wastewater Manager for the City for the past 10 years. As the Wastewater Manager his department has won eight Gold and Platinum awards for 100% compliance, Upgraded the Wastewater plant from 1 Million Gallons a Day (MGD) to 2 MGD, installed SCADA system for monitoring lift stations, and made numerous upgrades to the plant equipment and lift stations. Projects that are currently underway in the Public Works Department include Big Spring Park, Alexander Park additions, Rainer Park, and several paving projects.

# City of McDonough

## Management Staff

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### **ADAM CAUSEY, *Business Development Director***

In 2012, Adam Causey was hired as the first City of McDonough Business Development Director. His Department will lead and shape the economic development policy. As well, the position is responsible for directing the Main Street Program, reorganizing the Downtown Development Authority, and serving as the primary representative to business owners and community leaders in regard to economic and business development items. Prior to his employment with the City of McDonough, Adam managed the Downtown Development Authority for the City of Griffin for five years. Adam holds a Bachelor of Business Administration degree from the University of Georgia and a Master of Public Administration degree from Georgia State University. He is a member of the American Institute of Certified Planners, the International Council of Shopping Centers, and the Georgia Economic Developers Association.



### **RODNEY C. HEARD, *Community Development Director***

Initiated employment with the City in May 2001 and have maintained 13 years of continuous service within the Community Development Department. Graduate of Southern Polytechnic State University, School of Architecture (1995), Marietta, Georgia with specialized Undergraduate degree in Environmental Development. Studies consisted of Financial Management; Construction; Architectural Design; and Zoning/Land Use that was supplemented by a two (2) year study in Architectural Engineering. Professional affiliations include, but are not limited to, American Planning Association (APA)/Georgia Planning Association (GPA); Congress for New Urbanism (CNU); Henry Council for Quality Growth; Urban Land Institute (ULI); and Urban Forestry Council (UFC).



### **LOLITA GRANT, *Finance Director***

Lolita Grant joined the City of McDonough, as Finance Director, in April 2013. Her areas of responsibility include financial reporting, accounts payable and receivable, cash management, operating and capital budgeting, payroll, utility billing and collections, and debt management. Before coming to the City of McDonough, Lolita served as the Finance Director for the City of Riverdale, Georgia. She has experience in both the public and governmental sectors as an auditor and accounting manager. She has performed both financial and internal audits. In addition, she has experience in the development and implementation of financial management policies and procedures that improve operation efficiencies and effectiveness as well as in strengthen internal controls.

Lolita has a Bachelor in Accounting and maintains an active Georgia Certified Public Accountant (CPA) License. She is a member of the Government Finance Officers Association, the Georgia Government Finance Officers Association and the American Institute of Certified Public Accountants.

# City of McDonough

## Profile of the City

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### GENERAL INFORMATION

The City of McDonough is centrally located in the heart of Henry County, twenty-five miles south of Atlanta and only twenty minutes from Hartsfield-Jackson International Airport. This picturesque city is a center for activities and the arts. Our beautiful and historic Square is surrounded by a thriving business district offering unique shops, antiques, as well as both casual and fine dining. McDonough is both a National Main Street City and City of Character and has a 1920's prototype Service Station that houses our Welcome Center, which is located on the Square and is the headquarters of both Main Street McDonough and McDonough Hospitality and Tourism. The city is also home of the annual AABC Roberto Clemente World Series for seven and eight year olds. The City of McDonough is truly a great place to live, work, shop, worship, and play. Our community possesses all the charm of a small southern town while offering the latest in modern technology.

### HISTORY OF MCDONOUGH

Until 1821 the McDonough area was part of the Creek Indian Nation. On March 2, 1821, the First Treaty of Indian Springs was created; subsequently, on December 21, 1821, Henry County was founded. On December 17, 1823, McDonough was established as the County Seat. McDonough was named for Commodore Thomas Mac-donough, a hero in the Battle of Lake Champlain, War of 1812.

In the 1830's and 1840's, McDonough was a leading commercial center for wagon trains. Several stagecoach lines intersected in the town, including the New York to New Orleans Stagecoach. Travelers were accommodated with six hotels. The Georgia Railroad bypassed McDonough to the north. The Monroe Railroad bypassed McDonough to the west. These contemporary transportation systems led to the rise of new commercial centers in the region.

McDonough finally got its own railroad in 1882 with the construction of the East Tennessee, Virginia, and Georgia Railroad, which is now Norfolk Southern Railroad. In 1886, the Georgia Midland and Gulf Railroad were built to connect the cotton market of McDonough with the cotton mills of Columbus. The "new" courthouse was erected in 1896.

New construction and prosperity continued through this decade. January 1, 1900, marked the establishment of the McDonough Library. June 23, 1900 was one of the most tragic days in our history; this was the date of the Camp Creek train wreck at McDonough. Of the 38 people on the train, only seven survived. In 1910 the Monument in the center of the Square was erected. Also during this time, many new businesses were incorporated. Electricity, public water, and telephone service came to McDonough. The economy was dependent on cotton farming and by 1919; Henry County was harvesting 63,000 acres of cotton annually. World War I led to higher cotton demand and higher prices. The headline of the local paper, in October of 1919, boasted cotton prices of 41 cents per pound.

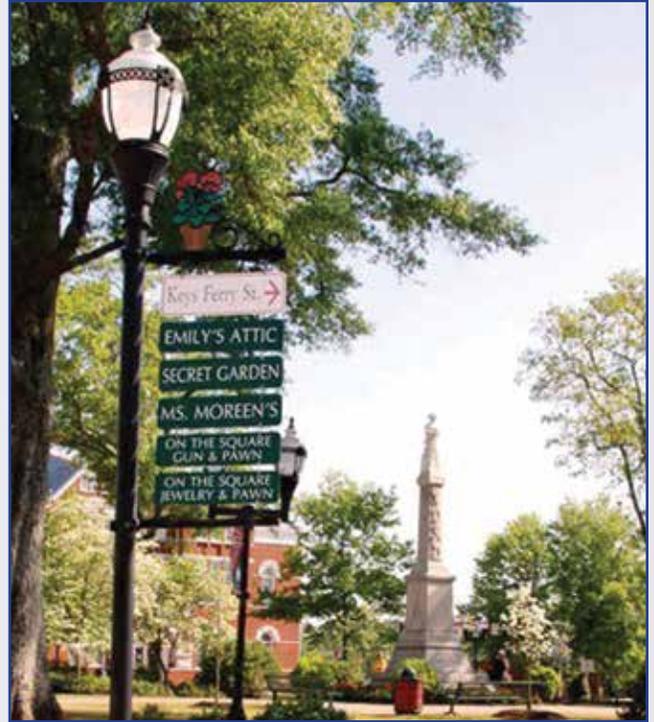
Decades later in the 1970's, I-75 opened up the convenient possibility of living in McDonough and working in Atlanta. This arrangement, which some called bedroom communities and some called sprawl, brought an unprecedented wave of growth and prosperity to McDonough.

# City of McDonough

## Profile of the City

During the decade of the 1980's, greater government representation for the citizens of McDonough was initiated with the creation of four voting districts, reflected in the new City Charter. A new City Hall was built and officially opened in 1979. Shortly after, the facility was "computerized." Also in that year, a full time fire department was created. The downtown Square was revitalized in 1981. Four events were initiated early in this decade and are still held annually: the Easter Egg Hunt, the Music in the Park series, the Easter Sunrise Service on the Square, and the annual Christmas Parade.

In 1991 McDonough officially became known as "The Geranium City." The citizens rallied during the Desert Storm Operation to support troops. A 40-inch by 6 feet banner was delivered to the command post of General Norman Schwarzkopf that contained hundreds of hand written messages to members of the Armed Services. In 1993 McDonough and the Mayor were recognized for a Job Training Summer Youth Program with a Presidential Award for Outstanding Civic Leadership Ceremony in Washington, D.C. Many projects were initiated in this decade for the benefit of the expanding community, which was growing in population through a significantly increased rate of annexations. A twenty- seven acre, single space landfill was converted to a recreational complex known as South Cedar Park. To address the increasing traffic burden, plans for one-way pairs and an outer perimeter were drafted. During this decade, the city also became a member of the Atlanta Regional Commission. In 1996, 55,000 people gathered on the Square to witness the Olympic Torch Relay. McDonough was the third to last city through which the torch passed and was the only city in which the Olympic Committee allowed seven special citizens to touch the famous token of the Games. Also in 1996, McDonough hosted the Nation's Bank Paralympics Torch Relay and erected a commemorative lamp in the Square Park. In 1997 the population of McDonough was 4,200.



Today, our historic town has over 20,000 citizens. Our primary industries include Briggs and Stratton, Encompass, Norfolk Southern Training Center, South Pointe retail center, as well as a number of major manufacturers and distribution centers in our industrial area. We, too, are home to Board of Education offices, as well as the judicial system and a Henry County government complex. Our annual major events throughout the year include a multi-ecumenical Easter Sunrise Service, The Geranium Festival, a Fourth of July Ice Cream Social and Patriotic Program, a Job Fair with major industries in the County and Atlanta area, the Christmas Tree Lighting and Parade, and the New Year's Eve Geranium Drop.

The City of McDonough is wonderfully diverse and staunchly patriotic. We come together in our churches and on our ball fields. We work hard and promote progress. We play hard and respect tradition. The City of McDonough— The Geranium City— is in close proximity to downtown Atlanta, three-and-a-half hours from the Savannah port and Atlantic Ocean, and two hours to the beautiful North Georgia mountains. In other words, we believe our town to be the "New Promised Land."

# City of McDonough

## Major Industries, Retailers, Hotels and Vehicle Dealerships

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### MAJOR INDUSTRIES:

- Bennett International Inc.
- Briggs & Stratton (a.k.a. Snapper)
- Dowling Textiles
- Encompass Group

### MAJOR RETAILERS:

- South Point Regional Retail Development  
(Exit 218, I-75 Corridor)
- Academy Sports
- Hobby Lobby
- JC Penny
- Kohl's
- TJ Maxx
- Toys R Us & Babies R Us
- Wal-Mart

### MAJOR HOTELS:

- Hilton Garden Inn Hotels
- Holiday Inn Express Hotel & Suites

### MAJOR VEHICLE DEALERSHIPS:

- Bellamy-Strickland
- Legacy Ford
- Legacy Hyundai
- McDonough Toyota
- Sons Honda

### MAJOR SPECIALTY DEALERSHIPS:

- Mason Tractor Company
- Select Truck of Atlanta
- Atlanta Freightliner Truck

### SCHOOLS:

- Henry County Middle School
- Henry County High School
- McDonough Elementary School
- Wesley Lakes Elementary School

# City of McDonough

## Jurisdictional Comparisons of Income and Unemployment

INDEX	MCDONOUGH	STATE-WIDE	NATIONAL
Income per Capital	\$20,002	\$25,309	\$28,051
Median Household Income	\$48,280	\$50,693	\$53,046
(Owner-Occupied)	\$71,267	\$61,811	\$63,664
(Renter)	\$46,708	\$34,642	\$35,685
Median earning (Male)	\$44,772	\$45,301	\$47,473
Median earning (Female)	\$36,191	\$36,022	\$37,412
Unemployment (2008-2012)	12.2%	10.7%	9.21%
Unemployment (2000)	3.8%	3.5%	4.0%
Poverty Level (2008-2012)	16.0%	17.4%	14.9%

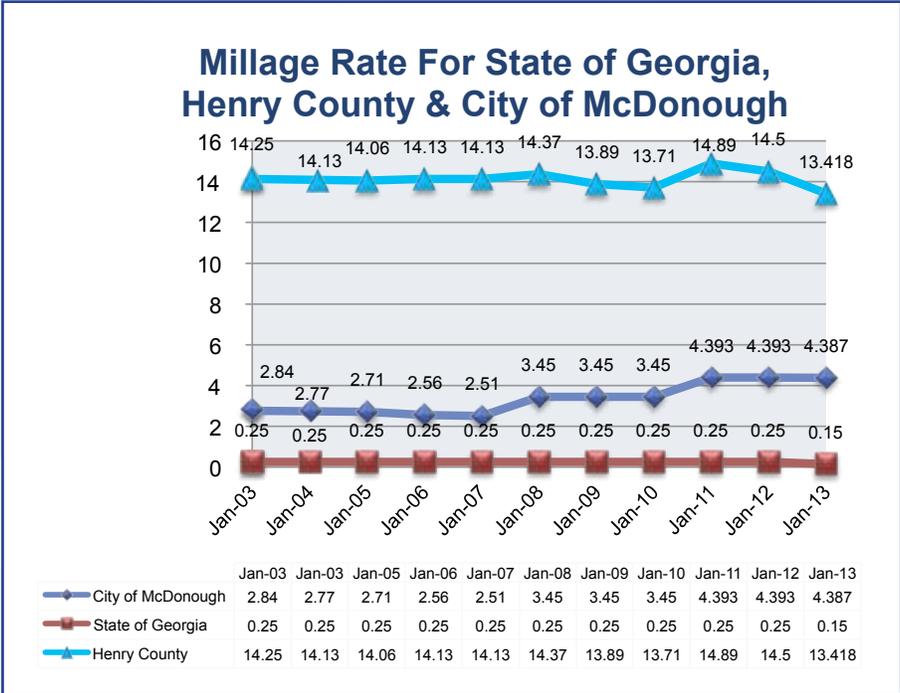
Source: U.S. Census Bureau, 2012 American Community Survey

U.S. Census Bureau, Statistical Abstract of the U.S.: 2012

Owner-Occupied and Renter Income is based from 2013 budget book.

# City of McDonough

## Tax Distribution by Government Entity For Calendar Year 2013



# City of McDonough

## Readers guide to the Budget

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### **PURPOSE**

The budget is a document that summarizes all public service programs provided by the City government. It is the annual plan for coordinating revenues and expenditures. The budget presented covers the period of July 1, 2013 to June 30, 2014.

### **BUDGET OVERVIEW**

This section provides information on the fund structure and basis of accounting/budget, the budget process, budget calendar and the City's organizational chart. It also includes revenues and expenditure summaries for the total City budget, discussion of major revenue sources, indebtedness and personnel staffing.

### **GENERAL FUND**

The General Fund is used to account for primary government services. A summary of estimated revenues is provided for the total General Fund; for each operating department within the General Fund; A summary of historical and recommended expenditures is also included.

### **OTHER FUNDS**

This section consists of budgetary information related to the City's Special Revenue, and Enterprise Funds.

### **CAPITAL IMPROVEMENT PLAN**

This section provides detailed budget information on the five-year Capital Improvement Plan.

### **GLOSSARY**

This section provides definitions of budget related terms

### **FUNDS STRUCTURE**

The accounts of the City are organized on basis of funds and account groups, each of which is considered a

separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance/retained, revenues and expenditures. The following fund types are used: government, proprietary and component units.

### **GOVERNMENT FUND TYPES**

Government Funds are those through which most governmental functions of the City are financed. The modified accrual basis of budgeting is used for all government funds.

#### **General Fund**

The general operating fund of the City accounts for all financial transactions not required to be accounted for in other funds. The General Fund accounts for the normal recurring activities of the City such as police, fire, public works, general government, etc. These activities are funded by such revenue sources as general property taxes, other local taxes, permits, privilege fees and regulatory licenses, fines and forfeitures, charges for services, received costs and non-categorical aid from the state and federal governments.

#### **Special Revenue Funds**

The Special Revenue Funds account for the proceeds specific revenue resources (other than ex-pendable trusts or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

#### **Capital Projects Fund**

Capital Projects Funds account for the acquisition, construction or renovation of major capital of major capital facilities of the City (other than those financed by Proprietary Funds or Trust Funds).

# City of McDonough

## Readers guide to the Budget (Cont.)

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### Proprietary Funds

Proprietary Funds account for operations similar to those found in the private sector. The Proprietary Fund measurement focus is upon determination of net income, financial position and changes in financial position. The individual Proprietary Fund types are:

### ENTERPRISE FUNDS

#### Solid Waste Management Fund

This fund accounts for the collection of household and yard waste. The cost of providing this service is financed through property taxes.

#### Water and Sewer Fund

This source is utilized for activities associated with capital development, operation and maintenance of the water and sewer system within the City of McDonough, Georgia, and parts of Henry County.

#### Stormwater Management Fund

This source is utilized to account for departmental functions related to preventing future flood problems and implementing corrective measures designed to reduce instances of damage from future flood occurrences and improving the infrastructure to the benefit of the City's natural drainage system.

### SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenues legally marked for a particular purpose. The individual Special Revenue Fund types are:

#### Hotel Motel Tax Fund

The Hotel Motel Tax Fund accounts for the collection of taxes paid by individuals who rent hotel/motel rooms. These funds are restricted in use and a portion of the funds can only be used for marketing and tourism activities.

### SPLOST FUNDS

The SPLOST Funds are mandated by law and will serve as the repository for all Special Purpose Local Option Sales Taxes.

### BASIS OF BUDGETING

The budgets of governmental fund types (General Fund, Special Revenue and Capital Projects Funds) of the City are prepared on the modified accrual basis. For the modified accrual basis, obligations (such as purchase orders) are recorded as expenditures. Revenues are recognized when they are measurable and available.

The level of control or level of which expenditures may not legally exceed the budget is at the department level for the General Fund and the fund level for all other funds. Any change in appropriation level of the Fund must be approved by the City Council. The City Administrator or the Director of Finance may approve any changes within the Fund which do not require an alteration of the appropriation level. Appropriations lapse at year end, except appropriations for the Grants Fund and Capital Improvement Fund, which are carried forward until such time as the grant or project is completed.

### BASIS OF ACCOUNTING

The Comprehensive Annual Financial Report (CAFR) presents the status of the City's Finances on the basis of "generally accepted accounting principles" (GAAP) as opposed to being expended when paid (Budget). Exceptions are as follows:

- Compensated absences are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).
- Depreciation expenses are recorded on a GAAP basis only.
- The CAFR includes fund expenditures and revenues on both a GAAP and budgetary basis for comparison purposes.

# City of McDonough

## Budget Process

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### **NEEDS ASSESSMENT PHASE**

The City Administrator and the Director of Finance are primarily responsible for the preparation of the annual budget for the City. The City Administrator and Finance Director, in conjunction with departments, project revenues and expenditures for the next fiscal year. Projections are based on historical data, economic conditions, and forecasts. Each department assesses current financial conditions, operational needs, service delivery and budget priority. Capital Improvement Plans are reviewed and updated based upon budget priorities, economic conditions, and/or operational review of plant and equipment.

### **POLICY/STRATEGY DEVELOPMENT PHASE**

The budget begins with Mayor and Council developing goals and objectives for the upcoming fiscal year during their annual retreats. The City Administrator, Finance Director and/or department heads assist Mayor and Council by providing information required to establish budget priority, operational strategies and the establishment of short and long-term goals. Mayor and Council review financial data, policies, economic trends, current financial conditions, changes to federal and state regulations, and the current state of the City. Once the budget priorities are established, the Management Staff puts together a work plan consistent with the priorities established by Mayor and Council. The work plan becomes the framework for formulating plans for the upcoming budget.

### **BUDGET DEVELOPMENT PHASE**

At the departmental level, Capital Improvement Plans are re-evaluated and adjusted; personnel needs are evaluated and operating budgets are developed. The Director of Finance and City Administrator work closely with department directors to ensure informed requests are made throughout the process.

### **REVIEW/MODIFICATION PHASE**

Administration budget hearings are held with each department director. Revenues are projected and adjustments are made as needed until a balanced budget is developed.

### **ADOPTION PHASE**

The City Charter requires that the proposal budget be submitted to the Mayor and City Council in the form of a draft ordinance of appropriations at least six weeks prior to the start of the fiscal year.

### **IMPLEMENTATION PHASE**

City staff is responsible for budgetary control throughout the fiscal year. Revenues and expenditures are monitored and the budget is adjusted and/or amended as needed.

### **CAPITAL BUDGET**

The City develops a capital budget based upon the Capital Project Plan.

# City of McDonough

## Budget Roles and Responsibilities

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All employees are a part of the budget process and contribute to the preparation of annual budget.

### **MAYOR AND CITY COUNCIL**

Mayor and City Council are responsible for establishing budgetary priorities, conducting a public hearing and adoption of a balance budget.

### **CITY ADMINISTRATOR**

The City Administrator is ultimately responsible for the submittal of a balanced budget. to Mayor and Council for approval. He/she is also responsible for communicating budget priorities established by Mayor and Council to staff and develop an annual workflow plan.

### **FINANCE DIRECTOR**

The Finance Director is primarily responsible for the budget document. He/she is responsible for the financial projections, budget worksheets, coordinating the Capital Improvement Five Year Plan, review of budget request, and recommending operating amounts to the City Administrator. The Finance Director is also responsible for the submission of the budget to the State Auditor and Governmental Financial Officers Association.

### **DEPARTMENT HEADS**

Department Heads develop operational budget requests based upon budget priorities established by Mayor and Council. They work closely with the City Administrator and Financial Director in identifying operating and program cost. In addition, they work with the Financial Director in reviewing and updating the CIP Five Year Projected Budget.

### **BUDGET ANALYST**

The Budget Analyst is primarily responsible for document assembly and analysis. The Budget Analyst is involved in all departmental budget meetings and data entry changes. The incumbent serves to advise the Finance Director and all other Department Heads on levels of resource allocations.

# City of McDonough

## Budget Calendar

DATE	DAY	DESCRIPTION	RESPONSIBLE PARTY (IES)
12-05-2013	Thursday	Present Budget Calendar to Mayor and Council	City Administrator
12-20-2013	Friday	Small Tools and Equipment Requests due	Department Heads
12-31-2013	Tuesday	Large Capital Items Request due	Department Heads
1-10-2014	Friday	Projected Revenues due	Department Heads
1-20-2014	Monday	Budget Meeting with Mayor and Council  General Fund Revenue Projection	City Admin/ Finance
2-21-2014	Friday	Projected Expenditures due	Department Heads
2-27-2014	Thursday	Expenditure and Revenue Justification Sessions	City Admin/Finance  Department Heads
3-20-2014	Thursday	Draft General Fund Budget Presentation- Expenditures and Revenues	City Administrator
3-28-2014	Friday	Special Fund Revenue Projection due	Finance
4-04-2014	Friday	Draft Special Fund Budget Presentation- Expenditures and Revenues	City Administrator
5-01-2014	Thursday	Draft Budget Presentation to Mayor And Council #1	City Administrator  Finance
5-19-2014	Monday	Final Draft Budget Presentation to Mayor and Council #2	City Administrator  Finance
5-20-2014	Tuesday	Legal Advertisement of City Budget	City Clerk/Finance
6-05-2014	Thursday	First Reading of City Budget	Mayor, City Council City Admin/Finance
6-16-2014	Monday	Second and Final Reading of City Budget	Mayor, City Council City Admin/Finance

# City of McDonough

## Budgeted Positions

The City of McDonough is committed to providing the most effective and efficient services to our citizens. These services are provided daily through 172 full and part-time employees. These employees are dedicated to providing the highest quality of services possible for the citizens each day. The FY 2014/-2015 personnel services budget funds the salary and benefits offered to all personnel. The goal of the personal services budget is to provide employees with a salary and benefit package that promotes the retention of a successful and dedicated workforce.

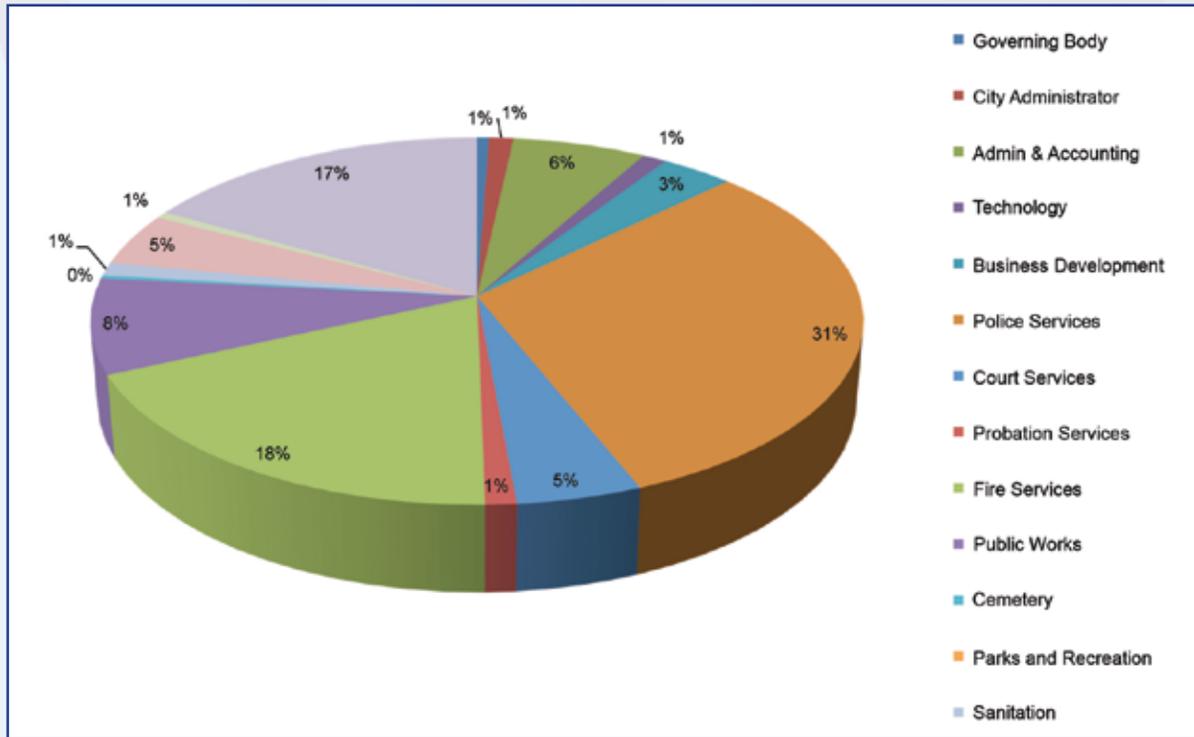
### Five Year Budgeted Positions

DEPARTMENT	FY 2011	FY 2012	FY 2013	FY 2014	Recommended for FY 2015
Governing Body	1	1	1	1	1
Management	3	3	3	3	2
Administration and Accounting	11	10	9	8.5	11
Technology			1	2	2
Business Development/Main Street	4	4	5	5	6
Police Services	46	49	49	51	53
Court Services	9	8	8	8	8
Probation Services	2	2	2	2	2
Fire Services	24	28	28	28	32
Public Works	9.5	11.5	14.5	13.5	14.5
Cemetery	0.5	0.5	0.5	.05	0.5
Parks and Recreation	1	0	0	0	0
Sanitation	2	2	2	2	2
Planning and Inspections	8	9	9	9	8
City Promotions	1	1	1	1	1
Water/Stormwater Utilities	28	28	29	31.5	29
<b>Total Employees</b>	<b>147</b>	<b>154</b>	<b>162</b>	<b>166</b>	<b>172</b>

# City of McDonough

## Budgeted Positions (Cont.)

### RECOMMENDED BUDGET POSITIONS FOR YR 2015 (%)



# City of McDonough

## Personnel Highlights and Significant Changes



The City of McDonough, Georgia evaluates operations to insure effective and efficient uses of resources and personnel. The Fiscal Year 2015 Budget includes 172 positions. The Departments associated with Public Safety and the Courts make up 95 positions, or 55% of all funded positions. The Water and Sewer Enterprise Fund accounts for 31.5 positions, or 18% of all funded positions. The Public works Department employs 14.5 positions, or 8% of all funded positions. combined the three entities comprise 82% of all funded positions.

The Fiscal Year 2015 Budget added four new firefighter positions, one police officer, and one new position of Network Administrator for the Information Technology Department.



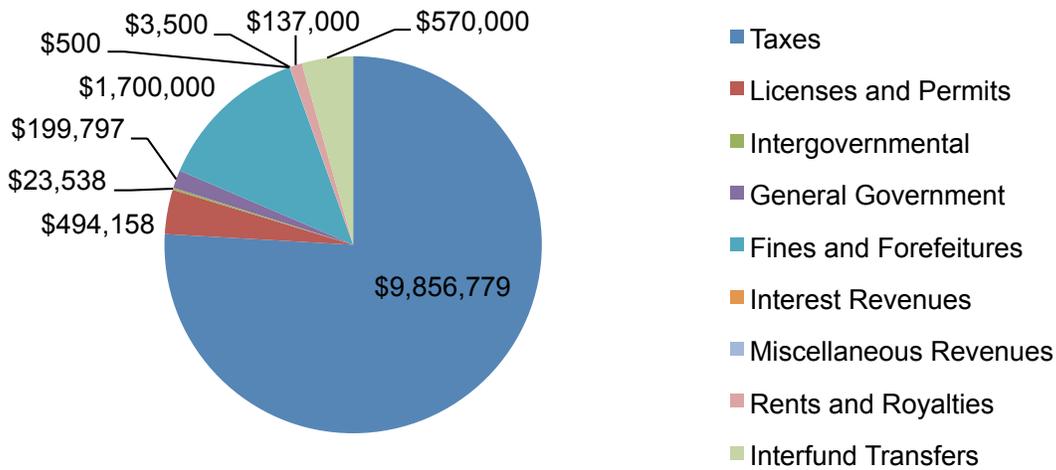
CITY OF McDONOUGH  
FINANCIAL SUMMARIES

# City of McDonough

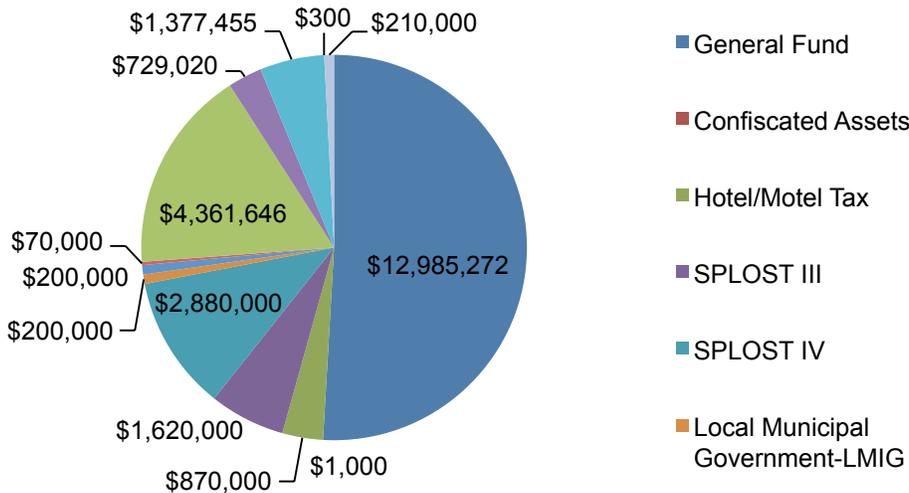
## Major Revenue Sources

The proposed budget for fiscal year ending June 30th, 2014 reflects general fund revenues of \$12,985,272, an increase in projected revenues of \$513,708 (unaudited) from last fiscal year.

### GENERAL FUND REVENUES BY SOURCE



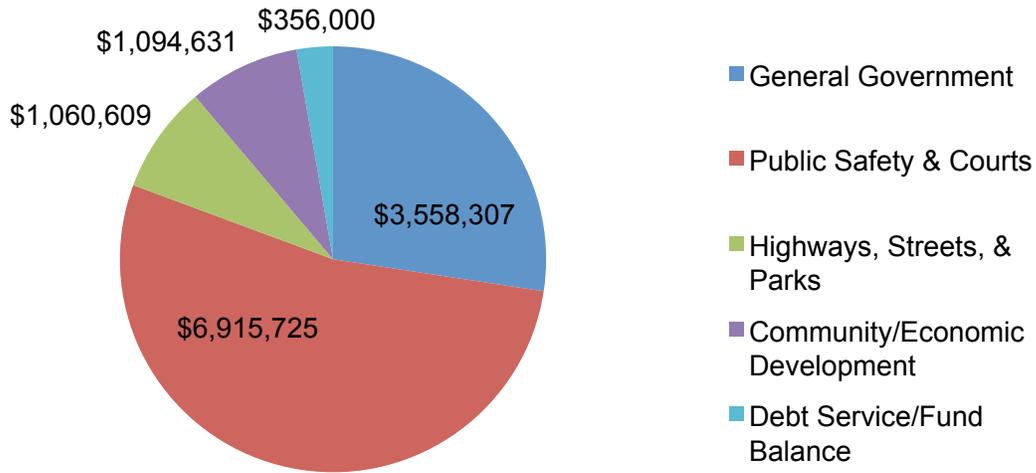
### TOTAL REVENUES BY FUND



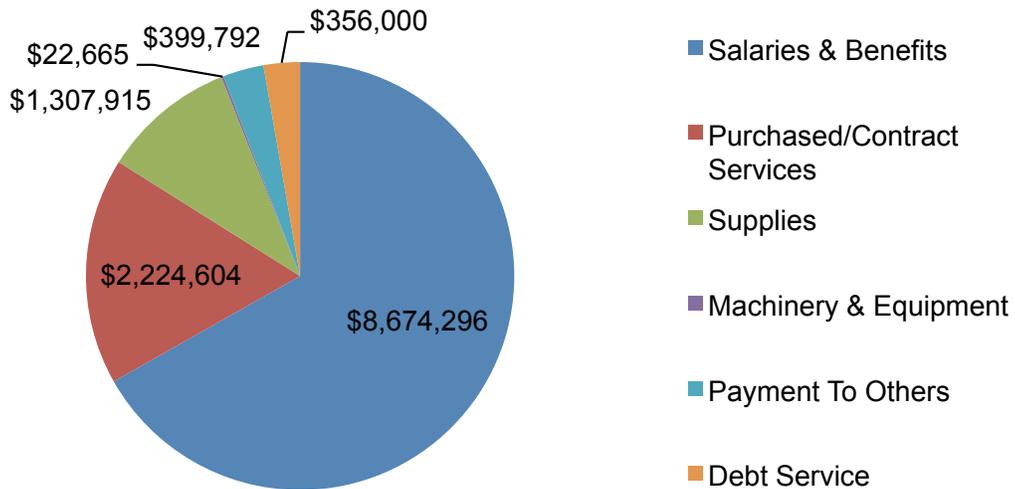
# City of McDonough

## Major Revenue Sources (Cont.)

### GENERAL FUND EXPENDITURES BY FUNCTION



### GENERAL FUND EXPENDITURES



# City of McDonough

## Major Revenue Sources



# City of McDonough

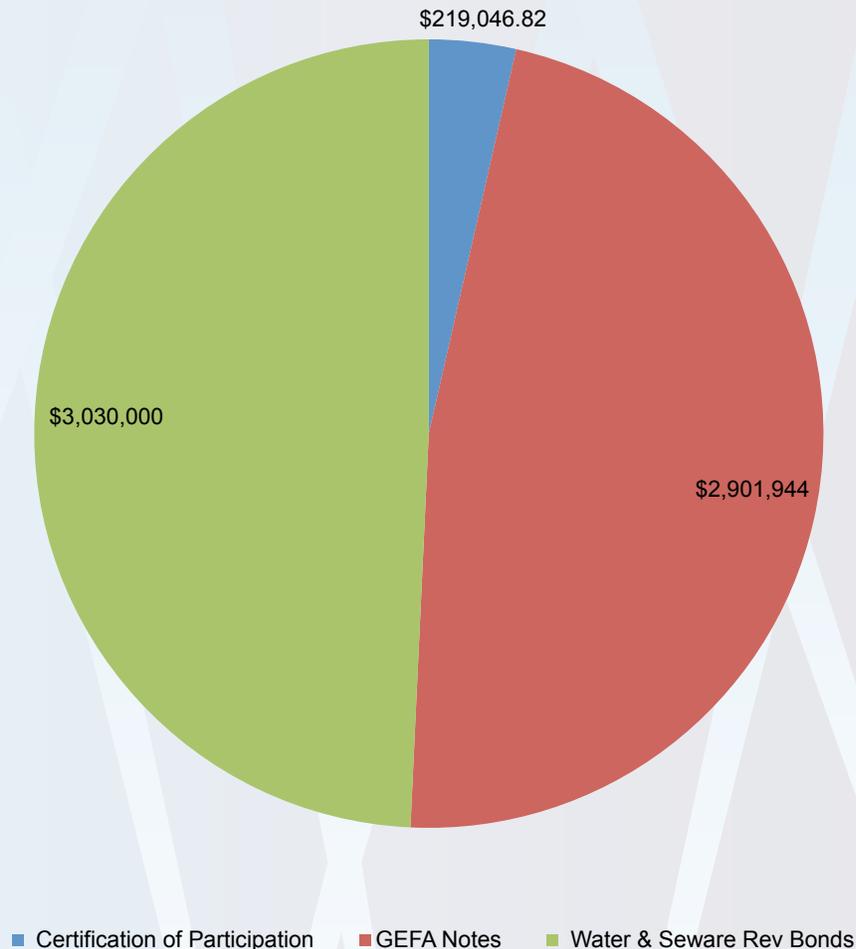
## Major Revenue Sources (Cont.)

### DEBT SERVICE SCHEDULE

#### Budgeted For The Period Ending June 30, 2015

Description	Fund	Beg. Balance 7/1/2014	Interest	Budgeted Debt Service Payments	Projected Balance 6/30/2015
Certification of Participation	SPLOST III	\$ 645,249	\$ 18,961	\$ 426,202	\$ 219,047
GEFA Notes	Water/Sewer	\$ 3,000,000	\$ 31,044	\$ 98,006	\$ 2,901,994
Water & Seware Rev Bonds	Water/Sewer	\$ 3,309,000	\$ 52,297	\$ 279,000	\$ 3,030,000

#### Estimated Balance Due At June 30, 2015



# City of McDonough

## Major Revenue Sources (Cont.)

### GENERAL FUND FINANCIAL SUMMARY AS OF 06/30/2015

REVENUE SUMMARY	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 YTD BALANCE	2014-2015 DEPT REQUEST	2014-2015 ADOPTED BUDGET
TAXES	8,727,122	8,803,031	8,979,498	8,982,300	9,856,779
LICENSE & PERMITS	619,978	426,876	475,144	468,858	494,158
INTERGOVERNMENTAL	72,205	24,925	19,235	23,538	23,538
GENERAL GOVERNMENT	169,305	151,128	5,695	199,797	199,797
FINES & FORFEITURES	1,205,287	1,572,591	1,799,964	1,700,000	1,700,000
INTEREST REVENUES	0	283	-138	500	500
MISC REVENUES	5,680	795	3,610	0	3,500
RENTS & ROYALTIES	270,009	133,625	282,848	107,500	137,000
INTERFUND TRANSFERS	339,824	289,918	905,708	570,000	570,000
<b>TOTAL REVENUES</b>	<b>\$ 11,409,410</b>	<b>\$ 11,403,172</b>	<b>\$ 12,471,564</b>	<b>\$ 12,052,493</b>	<b>\$ 12,985,272</b>

EXPENDITURE SUMMARY	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 YTD BALANCE	2014-2015 DEPT REQUEST	2014-2015 ADOPTED BUDGET
GOVERNING BODY	272,917	218,101	273,541	329,015	365,092
CITY ADMINISTRATOR	0	339,210	389,666	410,988	316,292
CITY CLERK	0	8,494	276,827	184,661	171,605
FINANCIAL ADMINISTRATION	1,922,560	1,545,303	30	0	0
FINANCE	0	361,069	955,780	1,100,021	1,107,039
LEGAL	0	0	26,679	159,370	144,387
CODE ENFORCEMENT	81,425	80,891	79,885	90,467	83,829
IT	0	191,735	302,610	752,709	458,967
HUMAN RESOURCES	0	0	127,897	168,135	135,159
BUILDING MAINTENANCE	0	4,660	748,220	911,119	770,294
MUNICIPAL COURT	776,203	943,286	894,028	879,172	808,778
PROBATION SERVICES	144,119	151,073	159,870	170,490	167,134
TRAFFIC ADMINISTRATION	0	0	0	875,603	673,126
CRIMINAL INVESTIGATIONS	0	0	0	540,873	540,873
TRAFFIC CONTROL	3,347,488	4,697,218	3,483,227	2,694,683	2,662,559
FIRE FIGHTING	1,597,313	1,728,763	1,730,059	2,090,073	2,063,255
HIGHWAYS & STREETS	1,245,411	1,494,375	960,035	1,238,489	973,290
CEMETERY	13,247	27,417	25,850	30,964	31,129
PARK AREAS	152,132	122,584	49,659	58,150	56,190
PLANNING & ZONING	487,768	450,613	325,448	589,489	374,579
BUILDING DEPARTMENT	246,929	259,208	254,233	380,405	273,322
MAIN STREET PROGRAM	172,258	181,608	155,936	208,858	184,596
CITY SPONSORED PROMOTIONS	125,801	169,122	79,718	89,472	89,472
BUSINESS DEVELOPMENT	0	50,451	91,755	172,330	178,305
DEBT SERVICE	0	0	0	0	356,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,585,572</b>	<b>\$ 13,025,181</b>	<b>\$ 11,390,955</b>	<b>\$ 14,125,536</b>	<b>\$ 12,985,272</b>

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>\$ 823,838</b>	<b>\$ (1,622,009)</b>	<b>\$ 1,080,608</b>	<b>\$ (2,073,043)</b>	<b>\$ -</b>
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Beginning Fund Balance 7/1/2014 (unaudited) \$ 1,427,073

Budgeted Fund Balance 6/30/2015 \$ 1,427,073

# City of McDonough

## Major Revenue Sources (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 WATER & SEWER FUND

REVENUES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL CHARGE FOR SERVICES	4,095,988	4,242,330	4,245,551	4,492,170	4,327,400	4,355,995	4,355,995
TOTAL INTEREST REVENUES	5,530	7,355	7,753	4,972	5,651	5,651	5,651
TOTAL MISCELLANEOUS REVENUES	8,339	8,069	2,009,025	2,680,781	0	0	0
<b>TOTAL REVENUES</b>	<b>4,109,857</b>	<b>4,257,754</b>	<b>6,262,329</b>	<b>7,177,923</b>	<b>4,333,051</b>	<b>4,361,646</b>	<b>4,361,646</b>

EXPENDITURES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL PERSONNEL SERVICES	1,432,528	1,482,246	1,687,285	1,638,493	1,721,625	1,721,625	1,721,625
TOTAL PURCHASED/CONTRACT SERV	528,876	426,708	2,842,583	2,800,595	812,984	832,779	832,779
TOTAL SUPPLIES	787,266	790,840	776,265	575,174	855,727	863,827	863,827
TOTAL MACHINERY & EQUIPMENT	9,483	70,519	245,061	189,493	266,000	266,000	266,000
TOTAL NOT USED INDIRECT ALLOCATION	95,251	94,610	91,890	91,890	91,531	411,531	411,531
TOTAL NOT USED DEPRECIATION EXPENSE	761,799	773,942	0	600	0	0	0
TOTAL DEBT SERVICE	180,096	263,987	619,245	268,264	0	265,884	265,884
<b>TOTAL EXPENDITURES</b>	<b>3,795,299</b>	<b>3,902,852</b>	<b>6,262,329</b>	<b>5,564,509</b>	<b>3,747,867</b>	<b>4,361,646</b>	<b>4,361,646</b>

Excess Revenues over (Under) Expenditure: \$ 314,558.00 \$ 354,902.00 \$ - \$ 1,613,414.00 \$ 585,184.00 \$ - \$ -

Beginning Fund Balance \$ 18,618,990  
Ending Fund Balance \$ 18,618,990

### City of McDonough Adopted Budget June 30th, 2015 SANITATION FUND

Revenue	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
Charges for services	762,389	557,959	755,000	731,358	682,202	726,020	726,020
Other Revenues	1,009	302,947	5,000	5,890	3,000	3,000	3,000
<b>Total Revenues</b>	<b>763,398</b>	<b>860,906</b>	<b>760,000</b>	<b>737,247</b>	<b>685,202</b>	<b>729,020</b>	<b>729,020</b>

Expenditures	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
Personal Services	115,175	104,439	192,454	192,311	228,621	228,621	228,621
Purchased/Contracted Services	59,695	1,251,731	347,000	116,446	408,450	402,268	402,268
Supplies	11,087	1,896	18,046	19,965	16,300	16,300	16,300
Machinery & Equipment	0	0	202,500	269,079	307,500	81,831	81,831
Cost Allocation	43,738	33,637	0	0	0	0	0
Other	14,100	2,783	0	0	0	0	0
Deb Service	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>243,795</b>	<b>1,394,486</b>	<b>760,000</b>	<b>597,801</b>	<b>960,871</b>	<b>729,020</b>	<b>729,020</b>
<b>Revenue Ove/(Under) Expenditures</b>	<b>519,603</b>	<b>(533,580)</b>	<b>0</b>	<b>139,446</b>	<b>(275,669)</b>	<b>0</b>	<b>0</b>

Net Position \$ 3,363,177  
Ending Fund Balance (Unaudited) \$ 3,363,177

# City of McDonough

## Major Revenue Sources (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 SPLOST IV

REVENUES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL SPLOST IV TAXES	0	0	0	0	2,880,000	2,880,000	2,880,000
<b>TOTAL SPLOST IV REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,880,000</b>	<b>2,880,000</b>	<b>2,880,000</b>

SPLOST IV EXPENDITURES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL GENERAL ADMINISTRATION	0	0	0	0	780,000	680,000	680,000
TOTAL IT DEPARTMENT	0	0	0	0	500,000	600,000	600,000
TOTAL CEMETERY	0	0	0	0	500,000	500,000	500,000
<b>TOTAL SPLOST IV EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,880,000</b>	<b>2,880,000</b>	<b>2,880,000</b>

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>						
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Beginning Fund Balance (unaudited)  
Ending Fund Balance

\$ 0  
\$ 0

### City of McDonough Adopted Budget As of June 30th, 2014 HOTEL MOTEL

REVENUES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL HOTEL/MOTEL TAXES	561,534	483,196	541,000	765,700	870,000	870,000	870,000
TOTAL HOTEL/MOTEL INTEREST REVENUES	2	0	100	0	0	0	0
<b>TOTAL HOTEL/MOTEL REVENUES</b>	<b>561,536</b>	<b>483,196</b>	<b>541,100</b>	<b>765,700</b>	<b>870,000</b>	<b>870,000</b>	<b>870,000</b>

HOTEL/MOTEL EXPENDITURES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL MAIN STREET PROGRAM	224,614	193,278	256,100	305,221	1,001,125	594,625	594,625
TOTAL OPERATING TRANSFERS OUT	338,892	289,918	285,000	0	0	320,000	320,000
<b>TOTAL HOTEL/MOTEL EXPENDITURES</b>	<b>563,507</b>	<b>483,196</b>	<b>541,100</b>	<b>305,221</b>	<b>1,001,125</b>	<b>914,625</b>	<b>914,625</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>(1,971)</b>	<b>0</b>	<b>0</b>	<b>460,479</b>	<b>(131,125)</b>	<b>(44,625)</b>	<b>(44,625)</b>

Beginning Fund Balance (unaudited)  
Ending Fund Balance

\$ 0  
\$ (44,523)

# City of McDonough

## Major Revenue Sources (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2015 SPLOST III

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
Revenues	\$ 1,036,733	\$ 910,664	\$ 1,588,378	\$ 1,208,601	\$ 1,620,000	\$ 1,620,000	\$ -
<b>Total Revenues</b>	<b>\$ 1,036,733</b>	<b>\$ 910,664</b>	<b>\$ 1,588,378</b>	<b>\$ 1,208,601</b>	<b>\$ 1,620,000</b>	<b>\$ 1,620,000</b>	<b>\$ -</b>

Expenditures	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
Parkes	\$ 37,509	\$ 348,495		\$ 271,216	\$ 1,620,000	\$ 1,179,600	\$ 1,179,600
Public Safety	\$ 216,590	\$ 2,021,085	\$ 1,588,378	\$ 113,710		\$ 440,400	\$ 440,400
Roads, Bridges, Sidewalks	\$ 37,059			\$ 42,383			
Public Works	\$ 920,292						
Water Storage Tank	\$ 96,720						
Highways & Streets		\$ 381,784					
Water & Sewer							
Debt Services	\$ 184,502	\$ 188,819		\$ 516,608			
	<b>\$ 1,492,672</b>	<b>\$ 2,940,183</b>	<b>\$ 1,588,378</b>	<b>\$ 943,917</b>	<b>\$ 1,620,000</b>	<b>\$ 1,620,000</b>	<b>\$ 1,620,000</b>

Beginning Balance Unaudited  
Budgeted Balance 6/30/2015

\$ (1,620,000)  
\$ 3,121,800  
\$ 1,501,800

Note: SPLOST III Ended 4/4/2014

### City of McDonough Adopted Budget As of June 30th, 2014 SANITATION FUND

REVENUE SUMMARY	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 YTD BALANCE	2014-2015 YTD BALANCE	2014-2015 Department Requested	2014-2015 ADOPTED BUDGET
Charge for Services	\$ 703,877	\$ 1,411,482	\$ 1,411,103	\$ 1,390,884	\$ 1,377,455	\$ 1,377,455
Miscellaneous	\$ -	\$ -	\$ -	\$ 613	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 703,877</b>	<b>\$ 1,411,482</b>	<b>\$ 1,411,103</b>	<b>\$ 1,391,497</b>	<b>\$ 1,377,455</b>	<b>\$ 1,377,455</b>

EXPENDITURE SUMMARY	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 YTD BALANCE	2014-2015 YTD Balance	2014-2015 Department Requested	2014-2015 ADOPTED BUDGET
Solid Waste Collection	\$ 609,485	\$ 1,407,468	\$ 1,403,385	\$ 1,465,832	\$ 1,259,592	\$ 1,245,592
Transfer to General Fund	\$ -	\$ (99,267)	\$ (64,748)	\$ -	\$ 117,863	\$ 117,863
<b>TOTAL EXPENDITURES</b>	<b>\$ 609,485</b>	<b>\$ 1,308,201</b>	<b>\$ 1,338,637</b>	<b>\$ 1,465,832</b>	<b>\$ 1,377,455</b>	<b>\$ 1,363,455</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>\$ 94,392</b>	<b>\$ 103,281</b>	<b>\$ 72,466</b>	<b>\$ (74,335)</b>	<b>\$ -</b>	<b>\$ 14,000</b>

Beginning Balance 7/1/2014  
Budgeted Balance 6/30/2015

\$ 83,546  
\$ 97,546

# City of McDonough

## Major Revenue Sources (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 IMPACT FEES

REVENUES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL RESIDENTIAL & COMMERCIAL	272,915	65,533	65,000	136,418	70,000	70,000	70,000
TOTAL INTEREST REVENUES	1,034	1,405	1,000	897	0	0	0
TOTAL IMPACT FEE REVENUE	1	0	0	0	0	0	0
<b>TOTAL IMPACT FEES REVENUE</b>	<b>273,949</b>	<b>66,938</b>	<b>66,000</b>	<b>137,315</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>

DEPARTMENTAL EXPENDITURES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL FINANCE ADMINISTRATION	532,660	0	0	0	0	0	0
TOTAL PUBLIC SAFETY	0	0	0	883,850	0	0	0
TOTAL FIRE DEPARTMENT	1	91,216	0	0	44,450	44,450	44,450
TOTAL PARK AREAS	33,500	0	66,000	21,534	25,550	25,550	25,550
TOTAL DEBT SERVICE	0	0	0	0	0	0	0
<b>TOTAL IMPACT FEES EXPENDITURES</b>	<b>566,161</b>	<b>91,216</b>	<b>66,000</b>	<b>905,384</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>(292,212)</b>	<b>(24,278)</b>	<b>0</b>	<b>(768,070)</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Beginning Fund Balance (unaudited)  
Ending Fund Balance

\$ 910,209  
\$ 135,046

### City of McDonough Adopted Budget As of June 30th, 2014 CONFISCATED ASSETS

REVENUES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL FINES & FORFEITURES	0	11,696	15,020	2,412	1,000	1,000	1,000
TOTAL INVESTMENT INCOME	0	0	10	0	0	0	0
TOTAL MISCELLANEOUS	0	(1,140)	0	(153)	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>10,556</b>	<b>15,010</b>	<b>2,259</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

EXPENDITURES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
TOTAL PURCHASE/CONTRACT SVC	1,418	2,271	2,250	527	856	856	856
TOTAL SUPPLIES	3,238	1,953	12,760	5,783	0	0	0
TOTAL CAPITAL OUTLAYS	0	0	0	0	0	0	0
TOTAL BANK CHARGES	0	0	0	0	144	144	144
<b>TOTAL EXPENDITURES</b>	<b>4,657</b>	<b>4,224</b>	<b>15,010</b>	<b>6,310</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>(4,657)</b>	<b>6,332</b>	<b>0</b>	<b>(4,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>
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# MAYOR AND COUNCIL



# City of McDonough

## Mayor And Council Profile

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### VISION STATEMENT

The City of McDonough will be the model of a caring and thriving gateway community that embraces our historic past while charting a vibrant, safe, and sustainable future.

### MISSION STATEMENT

The principal task of the Mayor and Council is to ensure that the City is operated in an effective and efficient manner and provide opportunities for our citizens to express their concern.

The Mayor and Council are responsible for:

- Directing and controlling the City's business affairs
- Performance of the City's services and facilities
- Overseeing allocation of the City's finances and resources
- Determining the policies for the City
- Planning for the future needs of the City
- Developing and communicating policies, strategies and projects to ensure the social, economic, environmental and culture wellbeing of the community.
- Represent the interests of the community
- Provide leadership and guidance to the community

# City of McDonough

## Mayor And Council Budget

### PERSONAL SERVICES

**Regular Salaries/Wages:** Administrative Assistant to Mayor and Council. **Recommended: \$41,769**

**Mayor and Council:** Established compensation for Mayor and Council. **Recommended: \$90,000**

**Group Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$20,846**

**Life Insurance:** Life insurance benefits paid in accordance with City policy. **Recommended: \$354**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$8,170**

**Medicare:** The City's mandatory contribution into Medicare as required by federal regulations. **Recommended: \$1,911**

**Retirement:** The City's cost associated with contributions to employee's retirement in accordance with City policy. **Recommended: \$46,057**

**Worker's Compensation:** Allocated cost of workers' compensation insurance costs. **Recommended: \$10,499**

**Total Personal Services: \$219,606**

### PURCHASED/CONTRACTED SERVICES

**Cell Phones:** Cell phones assigned to Mayor, Councilmembers, and administrative staff. **Recommended: \$6,286**

**Dues and Fees:** Cost to attend professional meetings directly related to operations. **Recommended: \$7,000**

**Travel:** Allowance of \$3,200 per year for each member of Council and the Mayor to include NLC, GMA and other meetings directly related to City business. **Recommended: \$26,100**

**Education & Training:** Registration fees and materials for Georgia Municipal Association, National League of Cities, Atlanta Regional Commission, and related meetings/training. **Recommended: \$10,500**

**Contracts and Fees:** Costs associated with a meeting facilitator at special called meetings of the Mayor and City Council. **Recommended: \$1,000**

**Printing and Binding:** Costs associated printing and binding for monthly meeting and other public forums. **Recommended: \$8,500**

**Postage:** Routine postage for newsletter, information material to the public and other official correspondence. **Recommended: \$23,000**

**Business Community Program:** Funds to match small donations from community businesses for paint recycling City Council sponsored projects. **Recommended \$1,000**

Other Events Council designated and sponsored events. **Recommended \$ 36,500**

**Total Purchased/Contracted Services: \$141,386**

### SUPPLIES

**Office Supplies:** Routine supplies consumed in the normal course of business such as paper, letterhead, business cards, folders, binders, etc. **Recommended: \$1,100**

**Meals:** Meals associated with the Transportation Committee, Mayor's Roundtable, Transportation Committee, other activities sanctioned by the Mayor and Council. **Recommended: \$2,500**

**Miscellaneous:** Expenses associated with Town Hall meetings, police security, etc. **Recommended: \$500**

**Total Supplies: \$4,100**

**Total Budgeted: \$365,092**

# City of McDonough

## Mayor And Council Budget

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### GOVERNING BODY

		2013 - 2014				2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.1110.51.1100	REGULAR EMPLOYEES	39,264	39,559	39,780	46,139	41,769	41,769	41,769
100-5.1110.51.1150	MAYOR AND COUNCIL	120,412	85,133	90,000	83,272	90,000	90,000	90,000
100-5.1110.51.2100	GROUP INSURANCE	21,050	17,611	20,084	14,625	20,846	20,846	20,846
100-5.1110.51.2110	LIFE INSURANCE	338	271	354	361	354	354	354
100-5.1110.51.2200	SOCIAL SEC (FICA) CONTRIB	9,458	7,410	8,046	7,781	8,170	8,170	8,170
100-5.1110.51.2300	MEDICARE PAYABLE	2,212	1,733	1,882	1,820	1,911	1,911	1,911
100-5.1110.51.2400	RETIREMENT	44,560	43,407	45,768	43,208	46,057	46,057	46,057
100-5.1110.51.2700	WORKER'S COMPENSATION	141	146	0	302	158	10,499	10,499
100-5.1110.51.7622	SUMMER YOUTH PROGRAM	0	0	25,000	22,886	25,000	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>237,435</b>	<b>195,270</b>	<b>231,065</b>	<b>220,243</b>	<b>234,265</b>	<b>219,606</b>	<b>219,606</b>

#### PURCHASED/CONTRACT SVCS

100-5.1110.52.1000	PROFESSIONAL/TECH SVC	0	0	0	9,950	0	22,500	22,500
100-5.1110.52.3210	PAGERS AND CELL PHONES	4,729	3,903	5,500	5,010	4,550	6,286	6,286
100-5.1110.52.3400	PRINTING AND BINDING	0	0	3,000	1,045	8,500	8,500	8,500
100-5.1110.52.3500	TRAVEL	17,847	5,720	22,400	16,396	29,600	26,100	26,100
100-5.1110.52.3600	DUES AND FEES	0	0	5,000	200	4,500	7,000	7,000
100-5.1110.52.3601	BUSINESS COMM PROG	0	0	0	0	1,000	1,000	1,000
100-5.1110.52.3700	EDUCATION & TRAINING	8,377	6,465	12,000	4,368	10,500	10,500	10,500
100-5.1110.52.3970	POSTAGE	1,037	3,425	3,000	2,289	23,000	23,000	23,000
100-5.1110.52.4970	OTHER EVENTS	0	0	6,700	4,550	6,500	36,500	36,500
<b>TOTAL PURCHASED/CONTRACT SVCS</b>		<b>31,990</b>	<b>19,513</b>	<b>57,600</b>	<b>43,809</b>	<b>89,150</b>	<b>141,386</b>	<b>141,386</b>

#### SUPPLIES

100-5.1110.53.1105	OFFICE SUPPLIES	562	311	600	530	1,100	1,100	1,100
100-5.1110.53.1300	MEALS	1,268	1,201	2,500	1,707	2,500	2,500	2,500
100-5.1110.53.1795	MISCELLANEOUS	1,663	1,807	900	380	2,000	500	500
<b>TOTAL SUPPLIES</b>		<b>3,493</b>	<b>3,319</b>	<b>4,000</b>	<b>2,616</b>	<b>5,600</b>	<b>4,100</b>	<b>4,100</b>

#### TOTAL GOVERNING BODY

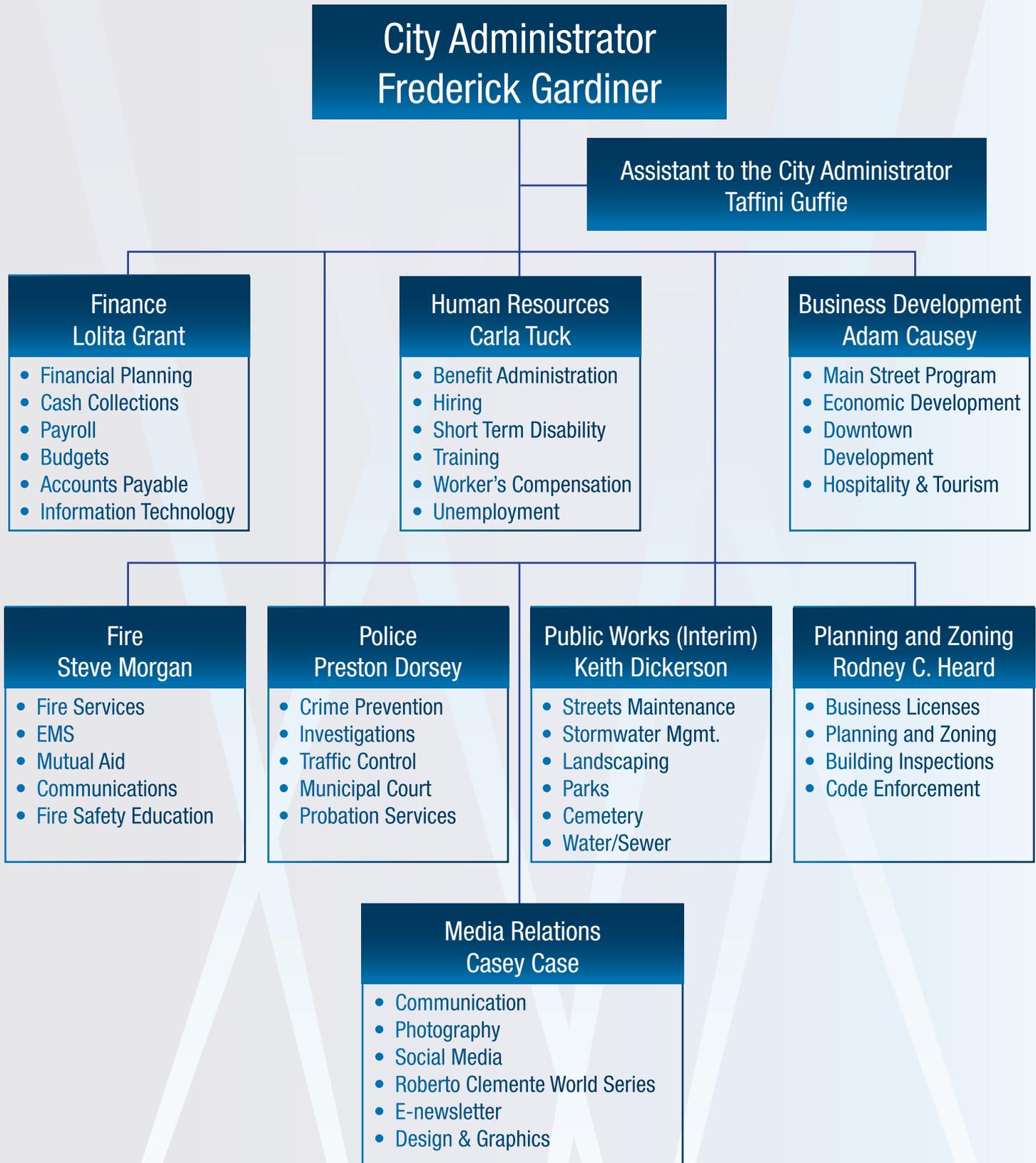
<b>272,917</b>	<b>218,101</b>	<b>292,665</b>	<b>266,668</b>	<b>329,015</b>	<b>365,092</b>	<b>365,092</b>
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# CITY ADMINISTRATOR



# City of McDonough

## City Administrator - Organizational Chart



# City of McDonough

## City Administrator - Profile

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### VISION STATEMENT

The Office of the City Administration is committed to managing all of the City's resources to provide services to the community that they cannot provide for themselves in an expeditious and cost-effective manner. To be sensitive and responsive to community needs and issues that affects the quality of life and provides transparencies and accountability.

### MISSION STATEMENT

The City Administrator insures the efficient management of the daily operations of City Government. The incumbent provides guidance to the Governing body on the implementation of legislated policies in the areas of employee discipline, transparent and compliant fiscal practices, and effective strategies to optimize and achieve the delivery of services.

### OVERVIEW OF DEPARTMENT

The City Administrator serves as the Chief Administrative Officer of the City and is responsible to the Mayor and Council for the proper administration of all affairs of the City. This includes the following:

- To prepare, or have prepared, a standard schedule of pay for each position in the city government, including minimum, intermediate and maximum rates of pay;
- To consolidate or combine officers, positions or department under his/her jurisdiction, with the approval of the mayor and city council. The city administrator may serve as the head of one or more departments;
- To investigate, either personally or through the proper authorities, any and all complaints involving any city department, division or employee in a professional and timely manner;
- To prepare, revise and/or amend an employee personnel policy, subject to the approval of the Mayor and City council;
- To prepare annual operating budgets, along with all supporting materials, for review and approval by the Mayor and City Council.
- To prepare, or have prepared, a capital improvements plan and/or budget as desired by the Mayor and City Council;
- To administer the annual operating budgets throughout the fiscal year. The City Administrator may approve budget transfer requests up to and including the full amount of the budget for the fiscal year, except that no funds shall be transferred from contingency funds without the approval of the Mayor and City Council;
- To supervise the purchase of all materials, supplies and equipment for which funds are provided in the budget, to let contracts necessary for the operation or maintenance of city services, and to receive sealed bids for purchases or contracts. The City Administrator may authorize purchases for amounts up to and including the full amount of the budget for the fiscal year without the prior approval of the Mayor and City council. The Administrator may prepare purchasing rules and procedures subject to the approval of the Mayor and City Council;
- To advise the Mayor and City Council of the financial condition of the City and make recommendations as needed;
- To implement all policies, programs and procedures which have been established by the Mayor and City Council;
- To enforce, or have enforced, all laws and ordinances adopted by the Mayor and City Council;
- To perform other duties as may be required by the mayor and city council in accordance with the provisions of the City's Charter and Code of Ordinance;
- To assist and coordinate with external partners both public and private to move the City towards its strategic goals;

# City of McDonough

## City Administrator - Profile (Cont.)

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### FISCAL YEAR 2013-2014 ACCOMPLISHMENTS

- Cemetery expansion planning begun
- City Council meetings are now videotaped.
- Completion and occupancy of the new 19,000 Square Feet Police Headquarters Building
- Successfully implemented a mobile application for code enforcement and public work (see click fix)
- Comprehensive Transportation Plan One-way Pairs was presented to the Mayor and City Council

#### Downtown Viability

- Court Building and landscaping plans were presented to the City Council
- Joint meetings between Tourism Board and City Council established
- Continued planning processes for best uses of Hotel/Motel Tax proceeds
- Began Regular series of meetings with Henry County Development Authority
- Larger Public Safety presence downtown
- Clay Plaza appraisal and engineering analysis completed

#### Cultural and Recreation Resources

- Investigate Public Private Partnerships for Park Fund Raiser (Continuing Initiative)
- Explore Skateboard Park and Funding Opportunities (Continuing Initiative)
- Investigate Train Viewing Platform (Continuing Initiative)
- Investigate Camp Creek Train Wreck Marker (Continuing Initiative)
- Landscaping Plan for Bid Springs Park retention presented to the Mayor and City Council

#### Modern Infrastructure – Technology

- Continue to expand the use of wireless network
- Planning for new intersection improvements at McGarity Street; Lawrenceville, and Highway 20
- New Street Light placements.
- Planning for sidewalk programs for Jonesboro Street/Road and McDonough Parkway begun.
- Comprehensive planning of sewer line upgrades and replacements

### FISCAL YEAR 2014-2015 GOALS

- On-going training for city employees
- Continued transition to automation and expanded use of electronic management systems
- Increased use of workload benchmarking
- Continued meetings and collaborations with the McDonough 101 Citizen's Government Academy, and the McDonough Youth Association

# City of McDonough

## City Administrator - Budget

### PERSONAL SERVICES

**Regular Salaries/Wages:** 2 Full-time equivalent employees, City Administrator, , Assistant to The City Administrator. **Recommended: \$152,858**

**Part time:** Temporary help as designated.  
**Recommended: \$2,500**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$27,039**

**Life Insurance:** Life insurance benefits paid in accordance with City policy. **Recommended: \$154**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations.  
**Recommended: \$9,632**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations.  
**Recommended: \$2,253**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with City policy. **Recommended: \$22,164**

**Workers Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$10,572**

**Total Personal Services: \$227,172**

### PURCHASED/CONTRACTED SERVICES

**Professional Services:** Design of City's website.  
**Recommended: \$25,000**

**Auto Repairs & Maintenance:** Routine repairs associated with administrative vehicle, including oil changes, car wash, wiper blades and minor repairs and replacement parts. **Recommended: \$1,000**

Cell Phones: Mobile devices for use by City Administrator, and Assistant to the Administrator.  
**Recommended: \$2,666**

**Public Notices:** Special program advertisements initiated by the City Administrator's Office.

**Recommended: \$500**

**Advertising:** Official solicitations and notices made on behalf of the City. **Recommended: \$500**

**Printing & Binding:** Costs associated with document printing. **Recommended: \$1,500**

**Travel:** Meals, lodging, and other expenses associated with mandatory and continuing education and/or professional development. Conferences include Georgia Planning Association, Carl Vinson Institute Training Georgia Municipal Association Training in Savannah, Georgia, and Mayor's Day in Atlanta, Georgia.  
**Recommended: \$3,600**

**Dues and Fees:** American Institute Consulting Planners, American Planning Association, Georgia Planning Association, and International City Managers Association. **Recommended: \$1,655**

**Education & Training:** Cost for professional development and continuing education including continuing International City Manager's Association training classes, Carl Vinson Institute, and Georgia Planning Association. **Recommended: \$1,925**

**Contingency:** Funds reserved for initiatives and projects that meet fiscal Strategic Plan goals and objectives during the fiscal year. Funds will remain in contingent status until the projects are identified. **Recommended: \$47,095**

**Postage:** Cost for correspondence and other mailings.  
**Recommended: \$250**

**Total Purchased/Contracted Services: \$85,691**

# City of McDonough

## City Administrator - Budget (Cont.)

### SUPPLIES

**Office Supplies:** Routine items consumed during the normal course of business to include copier paper, letterhead, business cards, writing instruments, staples, file folders, etc. **Recommended: \$910**

**Operating Supplies:** Items principally used such as specialized instruments, etc. **Recommended: \$260**

**Gasoline/Diesel:** For use in administrative vehicle. **Recommended: \$1,000**

**Books & Periodicals:** Printed materials books and periodicals for educational purposes. **Recommended: \$110**

**Community Meetings and Sessions Community information meetings and participation sessions:**  
**Recommended: \$1,000**

**Public Notices:** Public notifications utilizing print and electronic media sources. **Recommended: \$150**

**Total Supplies: \$3,430**

**Total Budgeted: \$316,293**

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### CITY ADMINISTRATOR

				2013 - 2014		2014-2015		
		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
<b>PERSONNEL SERVICES</b>								
100-5.1300.51.1100	REGULAR EMPLOYEES	0	207,515	218,637	214,032	216,238	152,858	152,858
100-5.1300.51.1160	PART TIME EMPLOYEES	0	0	2,000	1,299	2,000	2,500	2,500
100-5.1300.51.2100	GROUP INSURANCE	0	22,010	26,401	30,933	40,548	27,039	27,039
100-5.1300.51.2110	LIFE INSURANCE	0	171	205	214	205	154	154
100-5.1300.51.2200	FICA	0	12,122	13,679	12,833	13,531	9,632	9,632
100-5.1300.51.2300	MEDICARE	0	2,835	3,199	3,001	3,164	2,253	2,253
100-5.1300.51.2400	RETIREMENT	0	30,116	31,354	30,164	31,354	22,164	22,164
100-5.1300.51.2700	WORKERS COMP	0	11,937	10,803	20,803	10,803	10,572	10,572
<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>286,704</b>	<b>306,278</b>	<b>313,279</b>	<b>317,843</b>	<b>227,172</b>	<b>227,172</b>
<b>PURCHASED/CONTRACT SVCS</b>								
100-5.1300.52.1200	PROFESSIONAL SERVICES	0	0	30,000	24,493	15,000	25,000	25,000
100-5.1300.52.2210	AUTO REPAIRS & MAINT	0	0	1,000	103	1,000	1,000	1,000
100-5.1300.52.2250	OTHER EQPT REPAIR	0	0	1,500	0	1,000	0	0
100-5.1300.52.3210	PAGES & CELL PHONES	0	2,223	4,250	4,046	4,000	2,666	2,666
100-5.1300.52.3300	ADVERTISING	0	0	500	0	500	500	500
100-5.1300.52.3310	PUBLIC NOTICES	0	42	500	0	500	500	500
100-5.1300.52.3400	PRINTING & BINDING	0	305	1,500	0	2,000	1,500	1,500
100-5.1300.52.3500	TRAVEL	0	2,668	5,000	1,924	6,000	3,600	3,600
100-5.1300.52.3600	DUES & FEES	0	2,019	2,000	969	2,151	1,655	1,655
100-5.1300.52.3700	EDUCATION & TRAINING	0	4,657	6,000	5,912	6,000	1,925	1,925
100-5.1300.52.3970	POSTAGE	0	1,539	500	0	250	250	250
100-5.1300.52.9998	CONTINGENCY	0	32,032	52,984	35,226	50,000	47,095	47,095
<b>TOTAL PURCHASED/CONTRACT SVCS</b>		<b>0</b>	<b>45,485</b>	<b>105,734</b>	<b>72,673</b>	<b>88,401</b>	<b>85,691</b>	<b>85,691</b>
<b>SUPPLIES</b>								
100-5.1300.53.1105	OFFICE SUPPLIES	0	548	1,500	554	910	910	910
100-5.1300.53.1160	OPERATING SUPPLIES	0	653	1,000	0	260	260	260
100-5.1300.53.1270	GASOLINE	0	24	5,000	221	1,000	1,000	1,000
100-5.1300.53.1301	COMMUNITY MEETINGS/SESSIONS	0	0	0	0	550	1,000	1,000
100-5.1300.53.1400	BOOKS & PERIODICALS	0	0	1,500	0	500	110	110
100-5.1300.53.1600	SMALL EQUIPMENT	0	0	1,000	262	374	0	0
100-5.1300.53.1795	MISCELLANEOUS	0	5,800	2,500	1,886	1,000	0	0
100-5.1300.53.3310	PUBLIC NOTICES	0	0	0	0	150	150	150
<b>TOTAL SUPPLIES</b>		<b>0</b>	<b>7,021</b>	<b>12,500</b>	<b>2,923</b>	<b>4,744</b>	<b>3,430</b>	<b>3,430</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.1300.54.2500	EQUIPMENT	0	0	1,300	0	0	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>0</b>	<b>1,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CITY ADMINISTRATOR</b>		<b>0</b>	<b>339,210</b>	<b>425,812</b>	<b>388,874</b>	<b>410,988</b>	<b>316,293</b>	<b>316,292</b>

# City of McDonough

## City Administrator - Media Relations Budget

### PERSONAL SERVICES

**Regular Salaries/Wages:** 1 Full-Time equivalent employee. **Recommended: \$59,956**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$5,928**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$51**

**FICA:** the City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$3,717**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$869**

**Retirement:** the City's cost associated with contributions to Medicare as required by federal regulations. **Recommended: \$8,694**

**Workers' Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$227**

**Total Personal Services: \$79,442**

### PURCHASED/CONTRACTED SERVICES

**Cell phones:** Annual monthly service for one unit. **Recommended: \$780**

**Promotions:** Small items such as a limited number of City pins/memorabilia (\$500), Christmas Parade (\$250) **Recommended: \$750**

**American Amateur Baseball Congress:** Dues associated with annual Roberto Clemente Tournament. **Recommended: \$7,500**

**Total Purchased/Contracted Services: \$9,030**

### SUPPLIES

**Computer Equipment:** Photo-shop equipment, digital imaging, specialized camera equipment. **Recommended: \$1,400**

**Total Supplies: \$1,400**

**Total Budgeted: \$89,472**

## Media Relations Organizational Chart



# City of McDonough

## City Administrator - Media Relations Budget (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

MEDIA RELATIONS		2013 - 2014				2014-2015		
		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
<b>PERSONNEL SERVICES</b>								
100-5.7541.51.1100	REGULAR EMPLOYEES	56,361	57,644	59,956	60,173	59,956	59,956	59,956
100-5.7541.51.1160	SUMMER YOUTH PROGRAM	0	24,976	0	0	0	0	0
100-5.7541.51.1300	OVERTIME	0	0	0	0	0	0	0
100-5.7541.51.2100	GROUP INSURANCE	5,329	5,447	5,538	5,558	5,928	5,928	5,928
100-5.7541.51.2110	LIFE INSURANCE	56	45	51	36	51	51	51
100-5.7541.51.2200	SOCIAL SEC (FICA)	3,289	3,592	3,717	3,637	3,717	3,717	3,717
100-5.7541.51.2300	MEDICARE PAYABLE	769	840	869	850	869	869	869
100-5.7541.51.2400	RETIREMENT CONTRIBUTIONS	8,213	8,523	8,694	7,494	8,694	8,694	8,694
100-5.7541.51.2700	WORKER'S COMP	0	219	227	227	227	227	227
<b>TOTAL PERSONNEL SERVICES</b>		<b>74,016</b>	<b>101,287</b>	<b>79,052</b>	<b>77,975</b>	<b>79,442</b>	<b>79,442</b>	<b>79,442</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.7541.52.1205	.1205PRE EMPLOY DRUG SCREEN City Sp	0	0	0	0	0	0	0
100-5.7541.52.2310	RENTAL OF LAND & BUILDING	39,920	41,020	0	0	0	0	0
100-5.7541.52.3210	CELL PHONES	726	728	750	667	780	780	780
100-5.7541.52.3300	Advertisement Media Relations	0	0	0	0	0	0	0
100-5.7541.52.3310	PUBLIC NOTICES	0	0	154	(154)	0	0	0
100-5.7541.52.3320	PROMOTIONS	0	503	750	0	750	750	750
100-5.7541.52.3325	AABC	11,040	15,000	7,500	554	7,500	7,500	7,500
100-5.7541.52.3326	BUS TOUR	0	0	0	0	0	0	0
100-5.7541.52.3330	QUALITY GROWTH	0	0	0	0	0	0	0
100-5.7541.52.3500	TRAVEL	0	0	0	0	0	0	0
100-5.7541.52.3600	DUES & FEES	0	0	0	0	0	0	0
100-5.7541.52.3850	CONTRACT LABOR	0	9,962	0	0	0	0	0
100-5.7541.52.3855	CONTRACTS AND FEES	0	0	0	0	0	0	0
100-5.7541.52.3856	SUMMER YOUTH PROG	0	0	0	0	0	0	0
100-5.7541.52.9998	CONTINGENCIES	0	0	0	0	0	0	0
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>51,685</b>	<b>67,213</b>	<b>9,154</b>	<b>1,067</b>	<b>9,030</b>	<b>9,030</b>	<b>9,030</b>
<b>SUPPLIES</b>								
100-5.7541.53.1105	OFFICE SUPPLIES	0	0	0	0	0	0	0
100-5.7541.53.1160	OPERATING SUPPLIES	0	80	14	14	1,000	1,000	1,000
100-5.7541.53.1400	BOOKS AND PERIODICALS	0	0	52	52	0	0	0
100-5.7541.53.1785	UNIFORMS	0	0	0	0	0	0	0
100-5.7541.53.1795	MISCELLANEOUS	100	542	0	0	0	0	0
100-5.7541.53.2400	COMPUTER SUPPLIES AND EQUIP	0	0	1,179	610	0	0	0
<b>TOTAL SUPPLIES</b>		<b>100</b>	<b>622</b>	<b>1,246</b>	<b>677</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL MEDIA RELATIONS</b>		<b>125,801</b>	<b>169,122</b>	<b>89,452</b>	<b>79,718</b>	<b>89,472</b>	<b>89,472</b>	<b>89,472</b>

# OFFICE OF THE CITY CLERK



### VISION STATEMENT

The Office of The City Clerk acts in service to the Governing Body and citizens facilitating all legal requirements relative to meetings, agendas, official communications, and legislation.

### MISSION STATEMENT

The City Clerk functions as the official keeper of the City's seal and documentarian of record for all adopted legislation. This position is also responsible for the cataloging of City records and contracts as well as responding to all legally submitted public request for information. The Clerk organizes agendas for all City Council meetings and posts all information relative to all required public hearings, budget adoptions and amendments, plan reviews. The Office plans and organizes all events for Mayor and Council: retreats, seminars, training classes, and ceremonial gatherings. In addition, the City Clerk works in conjunction with the Henry County Election Superintendent regarding the voter registration list and qualifying candidates for municipal elections. The City Clerk reports to the Governing Body and the City Administrator.

### OVERVIEW OF DEPARTMENT

**The Office of the City Clerk provides the following services:**

- Records keeping
- Legal documentation and liaison
- Distribution, and preparation of agenda, documents and minutes for City Council meetings
- Liability insurance for property, vehicles, and equipment (GIRMA)
- Open meeting/records act compliance

#### **Fiscal Year 2014 2015 Operating Highlights**

- Number of requests for open record requests responded to
- Meeting agendas/minutes published
- Public hearings and legal notices organized or posted
- Legislative adoptions cataloged
- Insurance claims serviced
- Implementation of an electronic document control system

#### **Accomplishments Fiscal Year 2013-2014**

- 94 Open Records Request responded to
- 46 Agendas and 46 sets of Minutes completed
- 29 Public notices published
- 14 Ordinances and Resolutions adopted
- 22 Insurance claims serviced
- Successful completion of 2013 election of Mayor and four Councilmembers

# City of McDonough

## City Clerk - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** 1 full time City Clerk, 1 Assistant 32 hours weekly. **Recommended: \$84,636**

**Health Insurance:** Health insurance benefits costs paid in accordance with City policy. **Recommended: \$6,167**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$154**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$5,247**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$1,227**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with City policy. **Recommended: \$9,136**

**Worker's Compensation:** Provided per Georgia Municipal Association occupational class and wages. **Recommended: \$321**

**Total Personal Services: \$106,888**

### PURCHASED/CONTRACTED SERVICES

**Auto Repairs & Maintenance:** Routine repairs and maintenance associated with administrative vehicle. **Recommended: \$750**

**Other Equipment Repair:** Routine maintenance associated with office equipment. **Recommended: \$500**

**Cell Phones:** City Clerk business usage. **Recommended: \$750**

**Advertising:** Costs associated with job announcements and other administrative functions. **Recommended: \$500**

**Public Notices:** Costs associated with required notifications of meetings, hearings, and other special purposed forums. **Recommended: \$5,000**

**Printing & Binding:** Costs associated with the reproduction of the fiscal year budget document, planning materials, and departmental reports. **Recommended: \$1,000**

**Promotions:** Costs associated with promotional items and mementos such as the Geranium Festival and activities sponsored through the Main Street Program. **Recommended: \$1,000**

**Code Update:** Costs associated with recodification with Municode, and continuing updates to the City's website. **Recommended: \$10,000**

**Travel:** Meals, lodging, per diem associated with mandatory and continuing education and/or professional development. Georgia Municipal Association conferences, Ga. Clerk's Association, Mayor's Day. **Recommended: \$2,500**

**Dues & Fees:** Professional dues payments for City Clerk. Includes Membership costs associated with GMA Cable and Telecommunications Management Services. **Recommended: \$7,500**

# City of McDonough

## City Clerk - Budget

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**Education & Training:** For professional development and continuing education including continuing conferences and training classes. **Recommended: \$4,000**

**Contracts & Fees:** Lease payments associated with multiple use copier and fee paid to Georgia Municipal Association for telecommunications services audit. **Recommended: \$12,200**

**Postage:** Routine office postage expense, and shipping. **Recommended: \$3,000**

**Total Purchased/Contracted Services: \$48,700**

### SUPPLIES

**Office Supplies:** Routine expense items including copier paper (multiple uses), letterhead, business cards, and writing instruments staples, file folders, license print outs, etc. **Recommended: \$2,302**

**Operating Supplies:** Consumable supply items including tissue paper, cleansing products, and paper towels. **Recommended: \$1,500**

**Books & Periodicals:** Newspaper subscriptions (local) books, materials, used during the conduct of City business. **Recommended: \$1,000**

**Small Equipment:** Small equipment needed for the City Council Chambers. **Recommended: \$500**

**Election Expense:** Contingency in the event of a required special election. **Recommended: \$2,500**

**Miscellaneous:** Expenses for unplanned occurrences such as funerals, illness, and certificates. **Recommended: \$3,000**

**Other Events:** Holiday preparations. **Recommended: \$5,215**

**Total Supplies: \$16,017**

**Total Budgeted: \$171,605**

# LEGAL SERVICES



# City of McDonough

## Office Of City Attorney - Legal Services

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### MISSION STATEMENT

The City Attorney endeavors to provide timely, accurate, and high quality legal representation consistent with a commitment to professionalism. The office functions as both advisor and advocate in pursuing the City's goals, while remaining dedicated to the principles of ethical behavior, efficiency and accountability.

The Office of the City Attorney is created under the City Charter and appointed to be the chief legal officer for the City. The City Attorney represents and advises the Mayor and Council, and all City officers and employees, departments, appointed boards and commissions, in matters of law pertaining to their office and City operations. The City Attorney's office does not, and cannot, provide legal advice to the public.

### OVERVIEW OF DEPARTMENT

The Office of the City Attorney provides the following services:

- Proactively advises Mayor and Council to ensure legality of legislation.
- Advises City departments in an effort to reduce risk to the City.
- Drafts ordinances and resolutions.
- Negotiates and drafts contracts, including real estate documents and development agreements.
- Provides consultation and legal advice, as requested by the Mayor and Council, City Administrator, City Clerk, and boards and commissions.
- Reviews open records requests and subpoenas.
- Defends litigation filed against the City, its agencies, officers or employees.
- Recommends and manages outside counsel when necessary.
- Approves the form of all bonds and certificates of insurances given to the City.
- Manages legal affairs of the City.

### FISCAL YEAR 2014-2015 OPERATING HIGHLIGHTS

- Perform codification and comprehensive update of City Code of Ordinances
- Digitization of City records and creation of electronic archive with enhanced public accessibility
- Creation of orientation handbook for newly elected officials and provide additional training
- Collaborate with outside consultant team on creation of a unified development code
- Complete and implement updated comprehensive risk management program
- Facilitate financing of new municipal court; bond validation, if necessary.

# City of McDonough

## Legal Services - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** 1 Full-Time equivalent employee. City Attorney. **Recommended: \$95,000**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$6,083**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$103**

**FICA:** the City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$5,890**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$1,378**

**Workers Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$346**

**Total Personal Services: \$108,800**

### PURCHASED/CONTRACTED SERVICES

**Mobile Phones:** Annual monthly service for one unit. **Recommended: \$720**

**Legal specialized Services:** Special consultations legal counsel. **Recommended: \$25,000**

**Travel:** City related travel and business conferences. **Recommended: \$1,500**

**Dues and Fees:** Association fees and membership costs. **Recommended: \$975**

**Training:** Costs for Ga Bar Association seminars, and the International Law Association. **Recommended: \$700**

**Total Purchased/Contracted Services: \$28,895**

### SUPPLIES

**Office supplies:** Items for daily use such as correspondence, filings, and records keeping. **Recommended: \$692**

**Books and Periodicals:** West Law Publications. **Recommended: \$6,000**

**Total Supplies: \$6,692**

**Total Budgeted: \$144,387**

# City of McDonough

## Legal Services - Budget

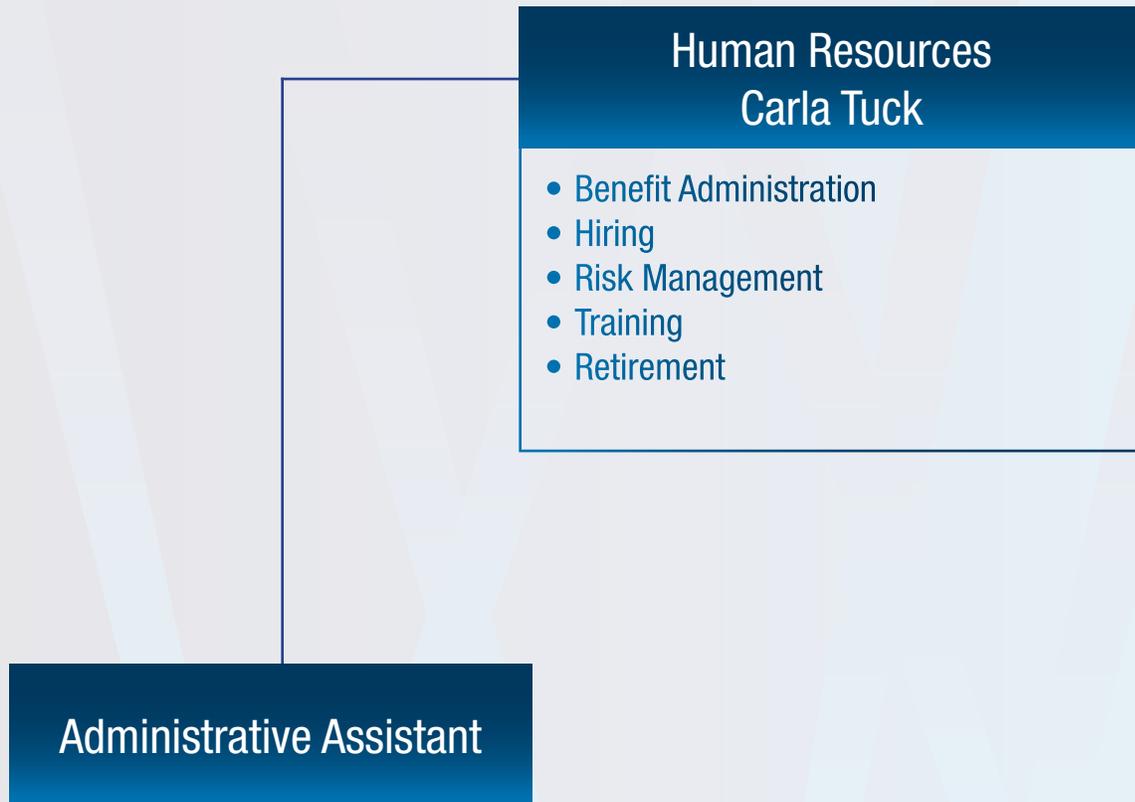
### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### LEGAL

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.1530.51.1100	REGULAR SALARIES	0	0	0	20,462	95,000	95,000	95,000
100-5.1530.51.2100	GROUP INSURANCE	0	0	0	1,015	6,083	6,083	6,083
100-5.1530.51.2110	LIFE INSURANCE	0	0	0	26	103	103	103
100-5.1530.51.2200	SOCIAL SECURITY	0	0	0	1,269	5,890	5,890	5,890
100-5.1530.51.2300	MEDICARE PAYABLE	0	0	0	297	1,378	1,378	1,378
100-5.1530.51.2400	RETIREMENT CONTRIBUTIONS	0	0	0	0	13,775	0	0
100-5.1530.51.2700	WORKER'S COMPENSATION	0	0	0	0	346	346	346
<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>23,068</b>	<b>122,575</b>	<b>108,800</b>	<b>108,800</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.1530.52.1230	LEGAL-SPECIALIZED SVC	0	0	0	0	25,000	25,000	25,000
100-5.1530.52.3210	PAGERS AND CELL PHONES	0	0	0	460	720	720	720
100-5.1530.52.3500	TRAVEL	0	0	0	0	1,500	1,500	1,500
100-5.1530.52.3600	DUES AND FEES	0	0	0	0	975	975	975
100-5.1530.52.3700	TRAINING	0	0	0	0	700	700	700
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>460</b>	<b>28,895</b>	<b>28,895</b>	<b>28,895</b>
<b>SUPPLIES</b>								
100-5.1530.53.1105	OFFICE SUPPLIES	0	0	0	0	1,000	692	692
100-5.1530.53.1400	BOOKS AND PERIODICALS	0	0	0	0	6,000	6,000	6,000
100-5.1530.53.1600	SMALL EQUIPMENT	0	0	0	0	900	0	0
<b>TOTAL SUPPLIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,900</b>	<b>6,692</b>	<b>6,692</b>
<b>TOTAL LEGAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>23,529</b>	<b>159,370</b>	<b>144,387</b>	<b>144,387</b>

# HUMAN RESOURCES





# City of McDonough

## Human Resources - Profile

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### MISSION STATEMENT

This mission of the Human Resources Department is to create a work environment that enables employees to develop and advance in their careers to better serve the citizens of McDonough.

### CORE FUNCTIONS

- Recruit and retain top performing employees
- Provide competitive benefits
- Comply with City, State, and Federal employment laws
- Ensure fair and equitable treatment of all applicants and employees

### OVERVIEW OF DEPARTMENT

The McDonough Human Resources Department provides a friendly, open door policy atmosphere and places great value in each employee and his/her contributions to the City. The department strives to hire, compensate, support, and develop a diverse workforce dedicated to delivering quality services to the community.

#### Goals

- Conduct a compensation study to be completed by December 31, 2014
- Create a culture of wellness by promoting a healthy lifestyle of mind and body through informative newsletters, fitness opportunities, lunch and learns, stress seminars, and financial education
- Ensure supervisor training of applicable personnel laws to include FMLA, ADA, FLSA, Workers' Compensation, Sexual Harassment, USERRA, ADEA, and HIPAA
- Increase frequencies of educational lunch and learns with the goal of one lunch and learn per month
- Create policy for education reimbursement by September 30, 2014
- Conduct employee evaluations on anniversary dates

### FY2013-2014 ACCOMPLISHMENTS

- Provided Wellness Programs including Weight Loss Challenge, Tobacco Cessation Program, monthly health and exercise opportunities, and lunch and learns
- Saved \$50,000 by continuing opt out of health insurance incentive
- Obtained \$5,000 gift from insurance carrier for annual employee Health Fair
- Provided various supervisor training sessions
- Educated employees regarding benefits by communicating relevant information through the HR page on the City's website as well as periodic mass emails
- Utilize online health and wellness information from carrier and educate employees on the benefits

### FY2014-2015 OPERATING HIGHLIGHTS

- Continuation of Wellness Program
- Increase lunch and learn opportunities focusing on health, wellness, and financial well-being of employees
- Create department policies and procedures for each function of the department
- Develop calendar of upcoming training programs for employees, supervisors, and department heads
- Revision of personnel policy and redistribution to employees
- Organize employee health fair
- Employee evaluations to be completed on anniversary dates

# City of McDonough

## Human Resources - Budget

---

### PERSONAL SERVICES

**Regular Salaries/Wages:** 1 Full-time equivalent employee. **Recommended: \$70,331**

**Part-Time Wages:** One part-time employee. **Recommended: \$13,790**

**Health Insurance:** Health Insurance benefits paid in accordance with City policy. **Recommended: \$13,533**

**Life Insurance:** Life Insurance paid in accordance with City policy. **Recommended: \$103**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$5,216**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations **Recommended: \$1,220**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with the City policy. **Recommended: \$10,198**

**Workers Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$319**

**Total Personal Services: \$114,710**

### PURCHASED/CONTRACTED SERVICES

**Cell Phones:** Mobile device for HR Director. **Recommended: \$800**

**Travel:** Meals, lodging, and other costs associated with mandatory and continuing education and/or professional development at State Human Resources Management Conference. **Recommended: \$1,249**

**Dues & Fees:** Professional dues Human Resources Director. **Recommended: \$300**

**Education & Training:** For professional development and continuing education. **Recommended: \$3,850**

**Contracts & Fees:** Drug and substance abuse testing. **Recommended: \$6,250**

**Postage:** Postage charges for correspondence, notifications, and employment solicitations. **Recommended: \$250**

**Advertising:** Costs associated with employment solicitations and notifications. **Recommended: \$125**

**Public Notices:** Costs for job postings and notices. **Recommended: \$125**

**Health and Wellness Program:** Costs for employee fitness and wellness program. **Recommended: \$5,000**

**Total Purchased/Contracted Services: \$17,949**

# City of McDonough

## Human Resources - Budget (Cont.)

### SUPPLIES

**Office Supplies:** Routine items consumed during the normal course of business to include copier paper, writing instruments staples, etc. **Recommended: \$1,250**

**Books & Periodicals:** Printed material associated with Human Resources materials, books and periodicals for educational purposes. **Recommended: \$500**

**Other Events:** Lunch and Learn Programs monthly. **Recommended: \$750**

**Total Supplies: \$2,500**

**Total Budgeted: \$135,159**



APRIL 3, 2014

The City of McDonough  
is RECOGNIZING  
EMPLOYEES today,

within the Community Development  
DEPARTMENT, who ARE

"SHINING STARS" with

RESPECT TO CUSTOMER SERVICE.

# City of McDonough

## Human Resources - Budget (Cont.)

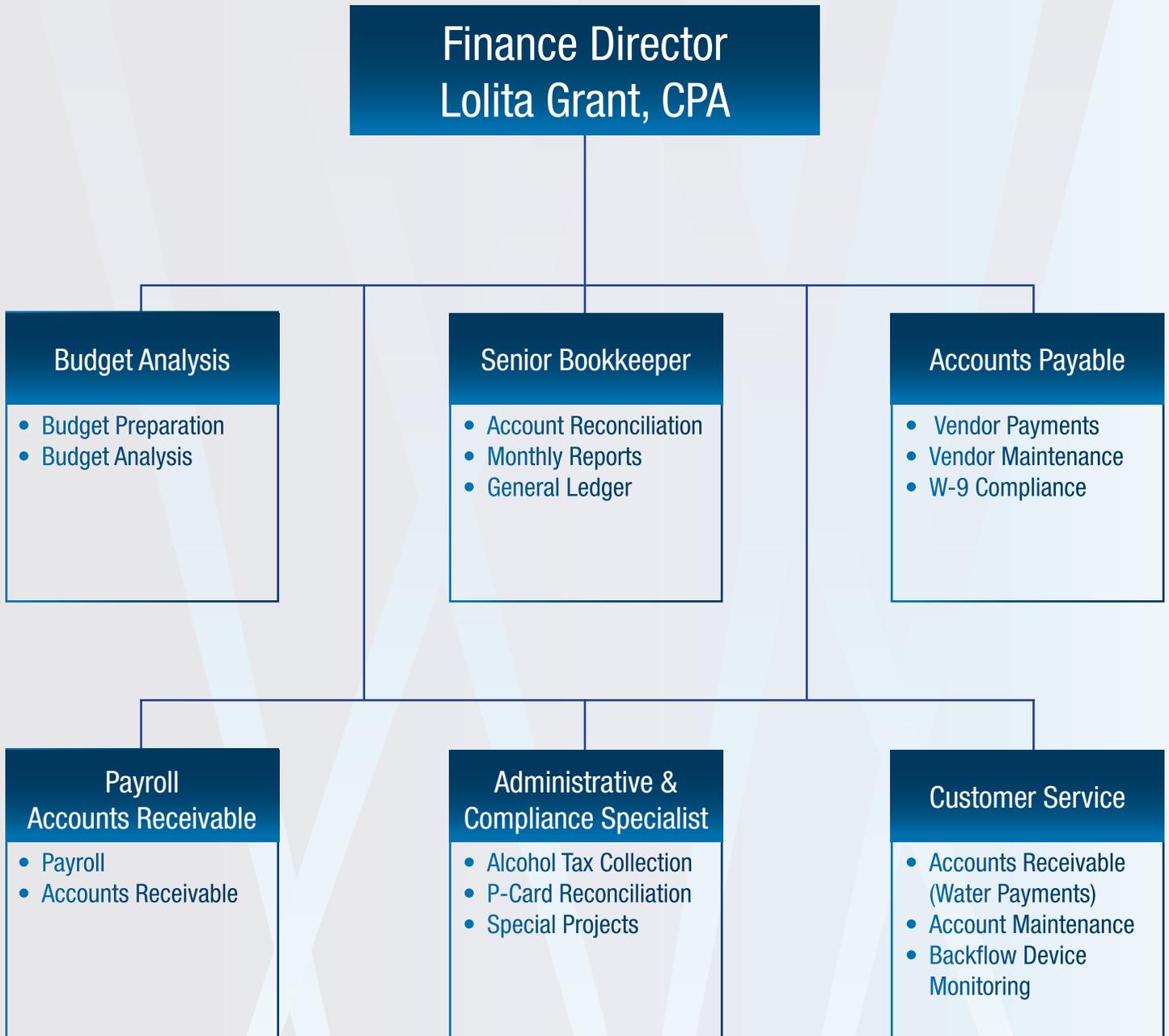
### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### HUMAN RESOURCES

				2013 - 2014		2014-2015		
PERSONEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.154.0.51.1100	Regular Employees	0	0	70,331	70,548	70,331	70,331	70,331
100-5.154.0.51.1160	Part-Time	0	0	13,790	11,953	13,790	13,790	13,790
100-5.154.0.51.2100	Group Insurance	0	0	12,630	12,641	13,533	13,533	13,533
100-5.154.0.51.2110	Life Insurance	0	0	103	68	103	103	103
100-5.154.0.51.2200	Social Security (FICA)	0	0	5,216	4,885	5,216	5,216	5,216
100-5.154.0.51.2300	Medicare Payable	0	0	1,220	1,142	1,220	1,220	1,220
100-5.154.0.51.2400	Retirement Contributions	0	0	10,198	8,998	10,198	10,198	10,198
100-5.154.0.51.2500	Tuition Reimbursements	0	0	0	0	10,000	0	0
100-5.154.0.51.2700	Workers Compensation	0	0	319	319	319	319	319
<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>113,807</b>	<b>110,554</b>	<b>124,710</b>	<b>114,710</b>	<b>114,710</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.154.0.52.3210	PAGERS and Cell Phones	0	0	750	709	750	800	800
100-5.154.0.52.3300	Advertising	0	0	458	223	500	125	125
100-5.154.0.52.3310	PUBLIC NOTICES Human Res	0	0	42	42	0	125	125
100-5.154.0.52.3500	TRAVEL	0	0	1,250	975	1,275	1,249	1,249
100-5.154.0.52.3600	DUES and Fees	0	0	300	235	300	300	300
100-5.154.0.52.3700	Education and Training	0	0	13,850	10,323	3,850	3,850	3,850
100-5.154.0.52.3855	Contracts and Fees	0	0	3,000	2,360	23,750	6,250	6,250
100-5.154.0.52.3970	Postage	0	0	250	0	250	250	250
100-5.154.0.52.5160	Health and Wellness Proram	0	0	0	0	10,000	5,000	5,000
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>0</b>	<b>0</b>	<b>19,900</b>	<b>14,866</b>	<b>40,675</b>	<b>17,949</b>	<b>17,949</b>
<b>SUPPLIES</b>								
100-5.154.0.53.1105	Office Supplies	0	0	1,500	1,390	1,500	1,250	1,250
100-5.154.0.53.1400	Books and Periodicals	0	0	500	399	500	500	500
100-5.154.0.53.1729	Other Events	0	0	750	236	750	750	750
<b>TOTAL SUPPLIES</b>		<b>0</b>	<b>0</b>	<b>2,750</b>	<b>2,026</b>	<b>2,750</b>	<b>2,500</b>	<b>2,500</b>
<b>TOTAL HUMAN RESOURCES</b>		<b>0</b>	<b>0</b>	<b>136,457</b>	<b>127,445</b>	<b>168,135</b>	<b>135,159</b>	<b>135,159</b>

# FINANCE DEPARTMENT





# City of McDonough

## Finance Department - Profile

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### VISION STATEMENT

To provide ethical, transparent, accurate, timely, reliable financial reporting and management services in an efficient, professional manner. Financial management services shall adhere to the standards established by regulatory agencies.

### MISSION STATEMENT

The mission of the Finance Department is to provide financial management services and leadership to achieve the City's strategic goals and policies. Ensure financial accountability to citizens, business and stakeholders.

### OVERVIEW OF DEPARTMENT

The Finance Department is responsible for providing the following services:

- Recommending all financial accounting policies and procedures
- Implementing and monitoring financial controls to safeguard the City's Assets
- Collection and documentation of cash receipts
- Payments to vendors in a timely and accurate manner
- Coordinate the Annual Financial Auditing
- Preparing the Annual Budget
- Monthly Reconciliation Reports
- Monthly Financial Reporting
- Capital Assets
- Payroll

### GOALS FOR FY 2015

- Obtain the Georgia Finance Officer Associates Financial Reporting Award
- Training and development of staff updates in financial controls and financial reporting
- Expanded use of electronic payroll modules
- Train staff on the City's financial policies and procedures.
- Develop Grant Management policies and procedures

### FY 2014 ACCOMPLISHMENTS

- Awarded the Government Finance Officer Association Award for Distinguished Budget Presentation for Fiscal Year Ending June 30, 2014.
- Conducted and trained staff on Accounts Payable and Budget Policies and Procedures
- Prepared the City's first Comprehensive Annual Financial Report
- Revised the Financial Management and Purchasing Policies
- Completed the digitization of the City's Budget preparation process and purchase order system.

# City of McDonough

## Finance Department - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** 5 Full-time equivalent employees, and 1 full time equivalent with cost shared by the Water and Sewer Enterprise Fund. **Recommended: \$282,341**

**Overtime:** Additional work measures requiring work hours beyond the normal 40 hour work week. **Recommended: \$3,000**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$29,487**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$257**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$17,591**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$4,114**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with City policy. **Recommended: \$30,637**

**Unemployment Compensation:** The City's cost associated with mandatory unemployment benefits. **Recommended: \$22,002**

**Workers Comp:** Allocated cost of Worker's Compensation insurance. **Recommended: \$10,850**

**TOTAL Personal Services: \$400,279**

### PURCHASED/CONTRACTED SERVICES

**Property Tax Payments to Henry County:** Payments to the County for property acquisitions made after January 1st. **Recommended \$6,500**

**Pre -Employment/Drug Screen:** Drug testing and screening for new employees. **Recommended: \$200**

**Auditing:** Cost for annual audit and financial report. **Recommended: \$48,000**

**Insurance:** Comprehensive Georgia Inter-local Risk Management Agency Property and Liability insurance through the Georgia Municipal Association. **Recommended: \$581,000**

**Cell Phones:** Usage by the Director. **Recommended: \$1,440**

**Printing & Binding:** Periodicals, books, accounting standards and regulations. **Recommended: \$3,230**

**Travel:** Meals, lodging, and travel associated with mandatory and continuing education and/or professional development. **Recommended: \$3,390**

**Dues & Fees:** CPA license certifications, Government Finance Officers Association, and related dues. **Recommended: \$1,100**

# City of McDonough

## Finance Department - Budget (Cont.)

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**Education & Training:** For professional development and continuing education, Carl Vinson Inst., GFOA, etc.

**Recommended: \$3,950**

**Contracts & Fees:** Costs associated with temporary services in support of general ledger, budget, and other services as needed. **Recommended: \$13,500**

**Postage:** Standard postal service fees associated with routine mailings, notifications to the public and as required.

**Recommended: \$4,520**

**Total Purchased/Contracted Services: \$666,830**

### SUPPLIES

**Office Supplies:** Routine items consumed during the normal course of business to include copier paper (multiple uses), letterhead, business cards, and writing instruments staples, file folders, license print outs, etc. **Recommended: \$2,580**

**Operating Supplies:** Costs of supplies associated with supplies for printing and mailing invoices, etc. **Recommended: \$3,500**

**Books & Periodicals:** Printed material associated with Government Finance Officers Association, audit and compliance regulations. **Recommended: \$500**

**Small Equipment:** Small items for daily use. **Recommended: \$350**

**Total Supplies: \$6,930**

### PAYMENTS TO OTHERS

Bank Charges **Recommended: \$33,000**

Total Payment to Others: **\$33,000**

**Total Budgeted: 1,107,039**

# City of McDonough

## Finance Department - Budget (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### FINANCE

				2013 - 2014		2014-2015		
		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
<b>PERSONNEL SERVICES</b>								
100-5.151.2.51.1100	REGULAR EMPLOYEES	0	193,352	270,128	223,004	280,724	282,341	282,341
100-5.151.2.51.1300	OVERTIME	0	2,686	3,000	811	3,000	3,000	3,000
100-5.151.2.51.2100	GROUP INSURANCE	0	15,406	23,299	15,539	29,487	29,487	29,487
100-5.151.2.51.2110	LIFE INSURANCE	0	182	257	240	257	257	257
100-5.151.2.51.2200	FICA	0	11,541	16,934	13,557	17,591	17,591	17,591
100-5.151.2.51.2300	MEDICARE	0	2,699	3,960	3,171	4,114	4,114	4,114
100-5.151.2.51.2400	RETIREMENT	0	28,302	16,890	7,674	30,637	30,637	30,637
100-5.151.2.51.2600	.2600 UNEMPLOYMENT INS	0	10,636	22,000	1,892	22,000	22,002	22,002
100-5.151.2.51.2700	WORKERS COMP	0	10,638	10,774	20,774	10,801	10,850	10,850
<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>275,442</b>	<b>367,242</b>	<b>286,662</b>	<b>398,611</b>	<b>400,279</b>	<b>400,279</b>

#### PURCHASED/CONTRACT SERV

100-5.151.2.52.1000	PROPERTY TAX PMTS HENRY CO	0	0	0	6,710	6,500	6,500	6,500
100-5.151.2.52.1205	PRE EMPLOY DRUG SCREEN F	0	0	0	0	200	200	200
100-5.151.2.52.1220	AUDITS	0	40,005	46,947	35,845	50,500	48,000	48,000
100-5.151.2.52.3100	INSURANCE OTHER THAN EMP B	0	0	525,000	520,064	575,000	581,000	581,000
100-5.151.2.52.3210	PAGERS & CELL PHONES	0	979	1,000	755	1,440	1,440	1,440
100-5.151.2.52.3220	TELEPHONE	0	121	0	0	0	0	0
100-5.151.2.52.3400	PRINTING & BINDING	0	58	2,000	976	3,730	3,230	3,230
100-5.151.2.52.3500	TRAVEL	0	1,660	2,500	968	3,390	3,390	3,390
100-5.151.2.52.3600	DUES & FEES	0	-565	1,000	740	1,000	1,100	1,100
100-5.151.2.52.3700	EDUCATION & TRAINING	0	1,397	2,500	1,868	3,750	3,950	3,950
100-5.151.2.52.3855	CONTRACTS & FEES	0	30,806	6,000	50,831	7,500	13,500	13,500
100-5.151.2.52.3970	POSTAGE	0	38	1,000	2,289	4,550	4,520	4,520
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>0</b>	<b>74,499</b>	<b>587,947</b>	<b>621,046</b>	<b>657,560</b>	<b>666,830</b>	<b>666,830</b>

#### SUPPLIES

100-5.151.2.53.1105	OFFICE SUPPLIES	0	3,991	3,000	3,428	5,000	2,580	2,580
100-5.151.2.53.1160	OPERATING SUPPLIES	0	1,741	3,273	3,272	3,500	3,500	3,500
100-5.151.2.53.1270	GASOLINE	0	0	500	0	0	0	0
100-5.151.2.53.1400	BOOKS & PERIODICALS	0	531	500	0	500	500	500
100-5.151.2.53.1600	SMALL EQPT	0	177	780	778	700	350	350
100-5.151.2.53.1795	MISCELLANEOUS	0	591	500	75	1,150	0	0
<b>TOTAL SUPPLIES</b>		<b>0</b>	<b>7,030</b>	<b>8,553</b>	<b>7,553</b>	<b>10,850</b>	<b>6,930</b>	<b>6,930</b>

#### MACHINERY & EQUIPMENT

100-5.151.2.54.2400	COMPUTERS	0	99	0	0	0	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### PAYMENTS TO OTHERS

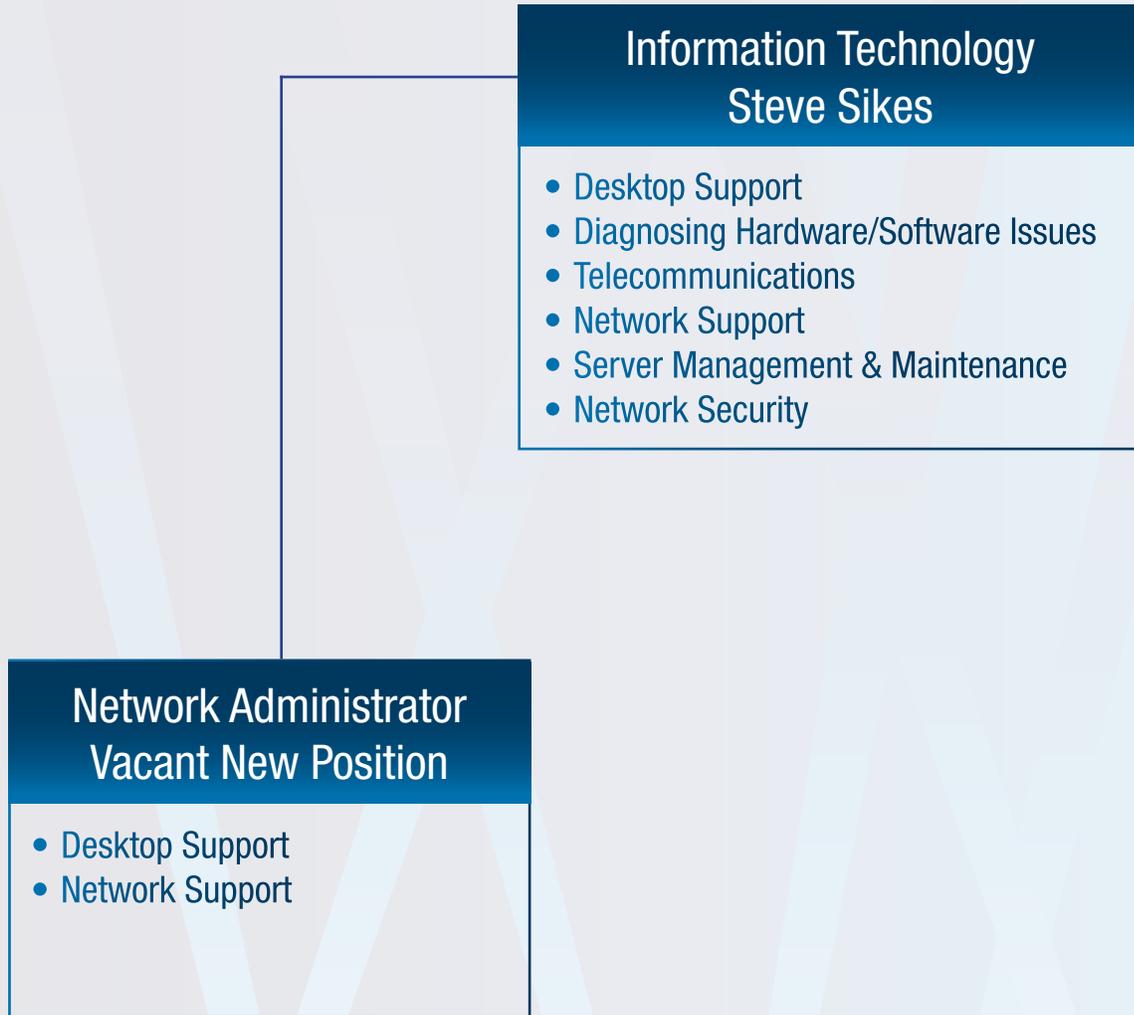
100-5.151.2.57.3010	BANK CHARGES	0	3,999	30,000	40,439	33,000	33,000	33,000
<b>TOTAL PAYMENTS TO OTHERS</b>		<b>0</b>	<b>3,999</b>	<b>30,000</b>	<b>40,439</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>

#### TOTAL FINANCE

<b>0</b>	<b>361,069</b>	<b>993,742</b>	<b>955,699</b>	<b>1,100,021</b>	<b>1,107,039</b>	<b>1,107,039</b>
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# INFORMATION TECHNOLOGY





# City of McDonough

## Information Technology - Profile

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### MISSION STATEMENT

The Office of Information Technology Manager provides technology planning, implementation, and support services for the City of McDonough, Georgia. It is tasked with maintaining existing information and data base systems, while working to rebuild the technology infrastructure vital to the provision of services.

### OVERVIEW OF DEPARTMENT

The Department of Information Technology (“IT”) oversees and guides all technology-related activities associated with the delivery of products and services managed by every department of the City. The Office provides a strategic framework and direction for leveraging technology to create business value.

### CORE FUNCTIONS

- End user and systems support
- LAN and WLAN management
- Telecommunications
- Technology research.. “Planning our Future”

### OFFICE DESCRIPTION

The Office of the Information Technology Manager provides technology planning, implementation & support services for the City of McDonough, including

- **Design, implementation & management** of all City site network connectivity and infrastructure.

**Physical & Virtual Server management & maintenance:** The Office of Information Technology insures responsible maintenance of the City’s mainframe, software, and database assets. The Office also provides oversight for the consolidation and migration of internal systems, and daily server operations.

- **Desktop & Notebook Support:** Distributing and maintaining computer hardware and software. Our technical expertise is enhanced through forming close relationships with key partners and vendors to provide our customers with superior service. Our services focus on three main goals - increasing your productivity, reducing your costs through the use of standards, and improving end-user satisfaction.
- **Telecommunications (“Telecom”):** role is to facilitate voice, data and video communications for employees to perform their job and provide City services. Telecom is the underlining infrastructure that enables most technology operations. This includes regular review of various service provider contracts, negotiation of new service & management of said services.
- **Cellular:** Order, repair & configure all cell/mobile phone, smartphones, etc.
- **Network Security** protecting the City’s [Information] assets by managing risks appropriately and implementing necessary controls to defend against attacks to ensure that confidentiality, integrity and availability of the City’s information and information systems are sustained. We develop, implement and enforce security policies (web connections and the associated firewall, virus, and filtering controls), standards and procedures; and ensure that applicable regulatory compliances are met. Focus on the operational, tactical and strategic security needs of the City, utilizing industry standards best practices.

### FY2015 OPERATING HIGHLIGHTS

- Complete the Network Infrastructure Rebuild that is ongoing & 90% complete.
- Bring all servers up to most current Server OS
- Complete the Migrate Exchange 2003 to Exchange 2010 by the end of July, 2014.
- Deploy Public Mesh WiFi along pre-defined North/South Corridor of city from Alexander Park to Richard Craig Park including Square.
- Replace all XP computers (50) with current OS.
- Deploy Document Storage & Retrieval system software & data array hardware to support same. This will immediately provide resources to ease the load on City Clerk locating Open Records Requests expand capabilities of Inspection department & move the City more toward paperless systems.
- Replace current Police Records Management System software.
- Replace current Court Software.
- Install Court Audio & Video capture system.
- Install Council Chambers Audio & Video capture system.

### 2014 ACCOMPLISHMENTS

- Maintained 3 physical servers, 12 virtual servers, 100 computers and 40 notebooks in use by the Police Department in the field.
- Served 150 users and 150 Exchange email accounts.
- Deployed new Enterprise class POE switches to eight City sites connecting them via leased lines or private fiber to City Hall Datacenter creating a more secure, fully VLANed network. VLANs provide “virtual” pathways to separate the traffic of computers, servers, phones, camera systems, card access systems, offsite backup, wifi traffic, etc. from interfering with one another. This provides the best speed possible for communications between like devices.
- Deployed approx. 70% of new IP phones for City, all managed from central point in Data Center.
- Designed all aspects of Network & Phone systems for new Public Safety Building including building low voltage wiring design, IP Security cameras, IP Interrogation Cameras, IP Card Access System & Private Fiber to City Hall Data Center.
- Designed & deployed offsite backup of Datacenter utilizing new network infrastructure.
- Installed Enterprise class secure & public open wifi in City Hall, Public Safety & Welcome Center all centrally managed.

# City of McDonough

## Information Technology - Budget

### PERSONAL SERVICES

**Regular Salaries/Wages:** 2 Full-time equivalent employees. **Recommended: \$115,000**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$5,932**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$51**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$5,800**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$1,312**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with City policy. **Recommended: \$9,845**

**Workers' Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$343**

**Total Personal Services: \$138,283**

### PURCHASED/CONTRACTED SERVICES

**Computer Repairs:** Costs associated with the repair and maintenance of all computers. **Recommended: \$11,200**

**Technical-Software Maintenance:** Costs associated with the maintenance of software and security for finance, public safety, and permitting data support systems. **Recommended: \$100,950**

**Cell Phones:** Mobile devices in use by staff. **Recommended: \$3,115**

**Telephones:** City-wide monthly costs for communication services. **Recommended: \$117,381**

#### Distributed

City Hall: .....	\$39,837	Court Services.....	\$16,641
Fire Department:.....	\$9,423	Probation Services .	\$1,632
Police.....	\$30,336	Welcome Center.....	\$4,323
Public Works .....	\$9,357	Fire Station 51 .....	\$5,832

**Dues and Fee:** Costs associated with professional affiliations, associations, and certifications.

**Recommended: \$ 1,000**

**Travel:** Cost of meals, lodging, and other expenses associated with travel for mandatory and continuing education and/or professional development.

**Recommended: \$1,500**

**Education & Training:** Cost for professional development and continuing education including new software technology applications, network programming, etc. **Recommended: \$976**

**Contracts & Fees:** Annual costs associated with network engineering. **Recommended: \$31,250**

**Contracted Services:** Annual costs associated with leases of telephone equipment, cable television charges, and copiers. **Recommended: \$ 49,792**

#### Distributed

City Hall: .....	\$12,840	Court Services.....	\$3,372
Public Safety		Probation Services	\$2,248
Building .....	\$21,840	Welcome Center....	\$5,292
Public Works .....	\$3,600	Fire Station 51 .....	\$600

**Total Purchased Contracted Services: \$317,164**

### SUPPLIES

**Office Supplies:** Routine items consumed during the normal course of business to include copier paper, business cards, writing instruments staples, file folders, etc. **Recommended: \$300**

**Operating Supplies:** Cost of flash drives, cables, and other expenses associated with network management and response. **Recommended: \$500**

**Books & Periodicals:** Cost of printed material associated with software management and installations, network management, and desktop support. **Recommended: \$200**

**Small Equipment:** Small items and tools for daily use. **Recommended \$2,520**

**Total Supplies: \$3,520**

**Total Budgeted: \$458,967**

# City of McDonough

## Information Technology - Budget (Cont.)

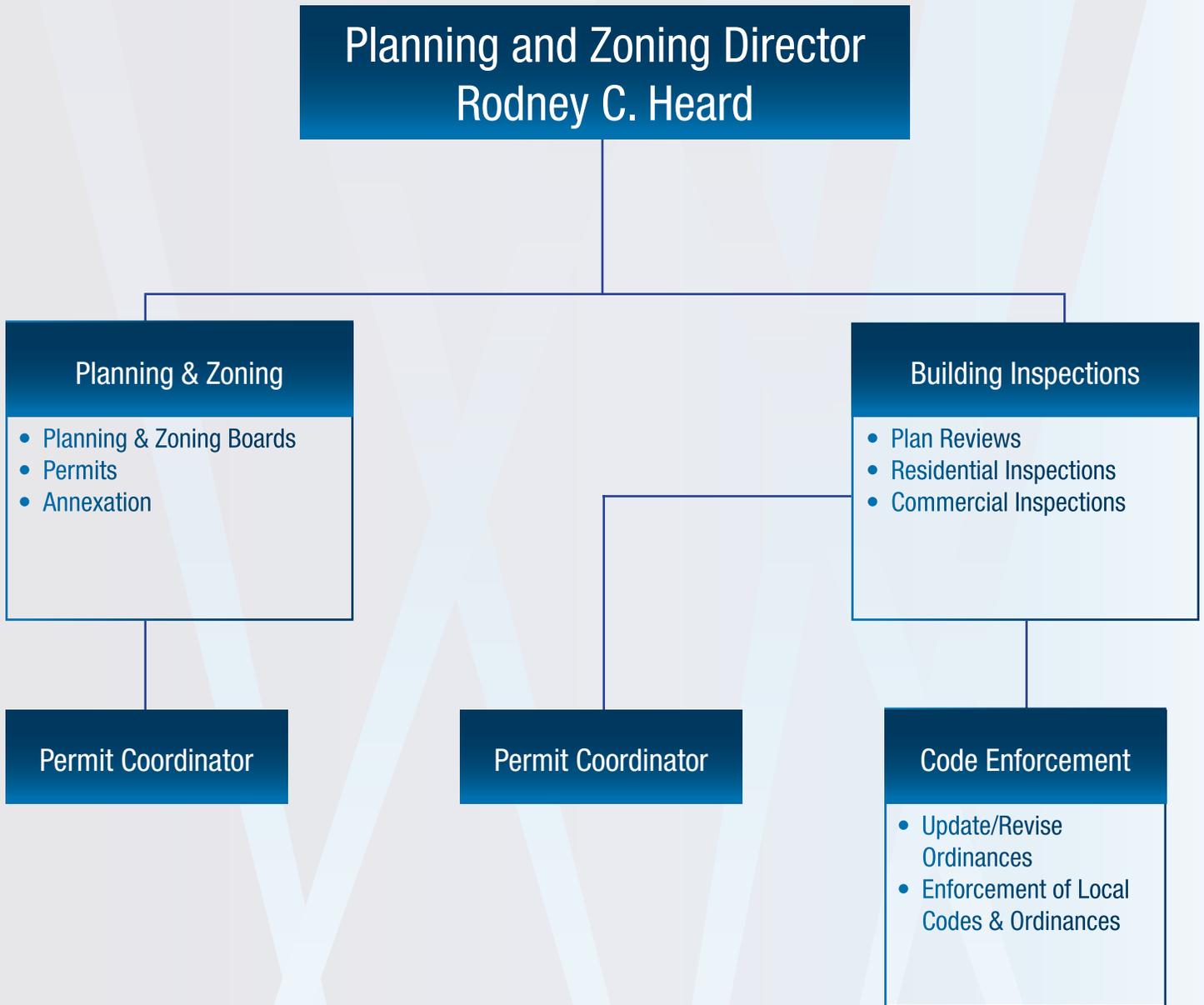
### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### IT

		2013 - 2014				2014-2015		
PERSONEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.1535.51.1100	REGULAR EMPLOYEES	0	54,251	61,200	61,417	111,200	115,000	115,000
100-5.1535.51.1160	PART TIME	0	8,175	23,811	16,365	22,620	0	0
100-5.1535.51.2100	GROUP INSURANCE	0	4,541	4,769	5,562	19,382	5,932	5,932
100-5.1535.51.2110	LIFE INS	0	39	51	56	103	51	51
100-5.1535.51.2200	FICA	0	3,713	5,271	4,788	8,297	5,800	5,800
100-5.1535.51.2300	MEDICARE	0	868	1,233	1,120	1,940	1,312	1,312
100-5.1535.51.2400	RETIREMENT CONTRIBUTION	0	0	8,874	0	8,874	9,845	9,845
100-5.1535.51.2700	WORKERS COMP	0	223	322	322	507	343	343
<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>71,810</b>	<b>105,531</b>	<b>89,629</b>	<b>172,923</b>	<b>138,283</b>	<b>138,283</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.1535.52.1301	TECHNICAL-SOFTWARE MAINT	0	0	0	0	114,550	100,950	100,950
100-5.1535.52.1302	TECHNICAL- HARDWARE MAIN	0	0	0	0	15,000	0	0
100-5.1535.52.1303	PURCHASE OF SOFTWARE	0	0	0	0	164,300	0	0
100-5.1535.52.2220	COMPUTER REPAIRS	0	28,082	15,000	14,178	35,000	11,200	11,200
100-5.1535.52.2250	OTHER EQPT REPAIR	0	945	3,250	2,988	5,000	0	0
100-5.1535.52.3210	PAGES & CELL PHONES	0	2,524	2,000	2,412	3,500	3,115	3,115
100-5.1535.52.3220	NETWORK/TELEPHONE	0	500	500	750	0	0	0
100-5.1535.52.3221	NETWORK/TELEPHONES-City	0	0	23,095	30,659	25,860	39,837	39,837
100-5.1535.52.3222	NETWORK/TELEPHONES-Fire	0	0	7,500	7,030	6,420	9,423	9,423
100-5.1535.52.3223	NETWORK/TELEPHONES-P.S./	0	0	900	738	7,200	30,336	30,336
100-5.1535.52.3224	NETWORK/TELEPHONES PW FA	0	0	2,400	2,689	6,000	9,357	9,357
100-5.1535.52.3225	NETWORK/TELEPHONES CT SVC	0	0	10,625	11,702	11,748	16,641	16,641
100-5.1535.52.3226	NETWORK/TELEPHONE PROB SVC	0	0	1,750	1,091	1,632	1,632	1,632
100-5.1535.52.3227	TELEPHONES-Water Plant	0	0	2,700	2,658	3,996	0	0
100-5.1535.52.3228	TELEPHONES-Wastewater	0	0	0	0	4,920	0	0
100-5.1535.52.3229	TELEPHONES-WELCOME CENTE	0	0	5,860	4,529	7,188	4,323	4,323
100-5.1535.52.3230	NETWORK/TELEPHONES Avalon FS	0	0	7,500	8,410	0	5,832	5,832
100-5.1535.52.3500	TRAVEL	0	845	500	371	1,500	1,500	1,500
100-5.1535.52.3600	DUES & FEES	0	33	25	13	1,000	1,000	1,000
100-5.1535.52.3700	EDUCATION & TRAINING	0	285	1,000	285	976	976	976
100-5.1535.52.3851	CONTRACTED SERVICES-City Hall	0	0	12,000	16,418	9,840	12,840	12,840
100-5.1535.52.3852	CONTRACTED SERVICES-Fire	0	0	8,500	6,088	5,952	0	0
100-5.1535.52.3853	CONTRACTED SERVICES-PSBI	0	0	6,550	2,657	14,400	21,840	21,840
100-5.1535.52.3854	CONTRACTED SERVICES-PUBL	0	0	6,000	2,122	3,600	3,600	3,600
100-5.1535.52.3855	CONTRACTS & FEES	0	27,872	72,300	71,923	26,500	31,250	31,250
100-5.1535.52.3856	CONTRACTED SERVICES_Court	0	0	4,600	4,283	6,996	3,372	3,372
100-5.1535.52.3857	CONTRACTED SERVICES_Prob	0	0	1,445	1,469	0	2,248	2,248
100-5.1535.52.3858	CONTRACTED SERVICES-Wate	0	0	260	254	384	0	0
100-5.1535.52.3860	CONTRACTED SERVICES-Main St	0	0	9,790	6,801	5,064	5,292	5,292
100-5.1535.52.3861	CONTRACTED SERVICES-Avalon	0	0	250	160	60	600	600
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>0</b>	<b>61,087</b>	<b>206,300</b>	<b>202,678</b>	<b>488,586</b>	<b>317,164</b>	<b>317,164</b>
<b>SUPPLIES</b>								
100-5.1535.53.1105	OFFICE SUPPLIES	0	1,314	1,000	210	1,000	300	300
100-5.1535.53.1160	OPERATING SUPPLIES	0	1,834	1,500	1,188	2,500	500	500
100-5.1535.53.1400	BOOKS & PERIODICALS	0	0	100	13	200	200	200
100-5.1535.53.1600	SMALL EQPT	0	217	1,000	281	2,000	2,520	2,520
<b>TOTAL SUPPLIES</b>		<b>0</b>	<b>3,366</b>	<b>4,100</b>	<b>1,692</b>	<b>5,700</b>	<b>3,520</b>	<b>3,520</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.1535.54.2400	COMPUTERS	0	55,473	10,700	3,818	41,800	0	0
100-5.1535.54.2401	PURCHASE XP COMPUTERS	0	0	0	1,273	43,700	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>55,473</b>	<b>10,700</b>	<b>5,091</b>	<b>85,500</b>	<b>0</b>	<b>0</b>
<b>TOTAL IT</b>		<b>0</b>	<b>191,735</b>	<b>326,631</b>	<b>299,090</b>	<b>752,709</b>	<b>458,967</b>	<b>458,967</b>

# COMMUNITY DEVELOPMENT





# City of McDonough

## Community Development - Profile

### VISION STATEMENT

The City of McDonough is a dynamic and progressive municipality with a unique Southern charm located within the Southern Crescent of the Metropolitan Atlanta Region. The Community Development Department employs the use of the best planning and development practices and the responsible enforcement of ordinances and regulations in order to provide professional and efficient levels of service. Team associates exercise a professional work ethic and high degree of due diligence in their interaction with the citizens, elected officials, development community, and city boards.

### MISSION STATEMENT

To create an ecological advanced, culturally enriched and economical sustainable community supported by the city's Livable Communities Initiative (LCI ) program sponsored by the Atlanta Regional Commission (ARC). Our primary goal is to preserve and protect the natural environment in order to enhance the sustainability of the City of McDonough throughout future generations.

### OVERVIEW OF DEPARTMENT

The department assists with the local government's activities that encourage, manage, and monitor growth strategies that are organized into three divisions:

- Growth Management
- Occupational Tax Licenses
- Construction Management

### GROWTH MANAGEMENT

Develops the variety of community plans, supplemented by the ARC Livable Communities Initiatives, needed to effectively guide the City's growth and also obtain additional assistance from State and Federal funding programs. This division monitors their effects, drafts local legislation and regulations (i.e. zoning ordinance) that assist in successful implementation of plan. The

professional staff personnel work together with other City Departments, such as Police, Fire and Public Works, to provide a "one-stop- shop" for reviewing proposals and plans for development projects. The division's activities include:

- Community planning (Comprehensive short and long term planning)
- Urban Design
- Zoning
- Parks and Public spaces
- City Boards (Technical support)

### CONSTRUCTION MANAGEMENT

Oversee the various phases of construction development, beginning with the plan preview process and continuing to the final completion of a building structure. This division insures that the activities relating to the development of a site, and during the lifespan of the development, comply with local, State, and Federal requirements. The professional staff personnel also work together with other City Departments, such as Police, Fire and Public Works, to provide a "one-stop- shop" for reviewing construction plans for development projects. The division's activities include:

- Plan Review
- Permitting
- Inspections
- Code Enforcement

### CITY BOARDS

The Growth Management professional staff personnel provide technical support to the following city boards:

- **Municipal Planning Commission** – To initiate comprehensive surveys and studies of existing conditions and probable future developments. The seven (7) member board primarily prepares plans for physical, social, and economic growth to promote the public health and general welfare of the public.
- **City Tree Board (Municipal Planning Commission)** – To study, investigate and counsel for the perpetual care, preservation, required pruning, planting, replanting, or disposition of trees and shrubs. The focus of the efforts by the seven (7) member board involves the City’s parks, along streets, and in other public areas.
- **Board of Zoning Appeals** – To review appeals where there is alleged there is an error in any order, requirement, decision, or determination made by the Community Development Director in the enforcement of the Zoning ordinance. The duties of the seven (7) member board also include review and granting of variances from city codes by way of supporting documentation of hardships created by a literal interpretation of the city codes.
- **Historic Preservation Commission** – To initiate comprehensive surveys and studies of existing conditions and probable future developments pertaining the preservation and protection of historically significant sites within the City. The seven (7) member board primarily recommends actions on historic districts, sites, buildings, structures, or objects.

### DEPARTMENT GOALS

The Community Development team associates daily activities are focused on:

- Utilizing signature branding & marketing strategies in informational data distributed to residents, businesses, State, and Federal agencies to showcase the City as a progressive, imaginative, and focused on quality of life attributes.
- Creating a business-friendly investment climate that generates innovative development and redevelopment opportunities for expansion of the city’s land use portfolio.
- Creating a matrix consisting of connectivity corridors linking the city parks and open spaces (passive/active) areas for establishing the city’s “Green Infrastructure” program.
- Retrofit the city’s street network in accord with Complete Street design standards to foster a safer, more convenient, and desirable pedestrian environment that assists in the attracting high quality development & redevelopment opportunities.
- Promoting community awareness of city regulations to minimize code infractions and enforcement actions.

### FISCAL YEAR 2014-2015 OPERATING HIGHLIGHTS

Herein are the primary goals, and status of completion, that are part of the 2014-2015 operations:

- **Adoption of a Unified Land Development Code (UDC)**

*Action:* Establish new, innovative zoning codes to encourage Mixed-Use development within the Town Square District and create Gateway Corridor Overlays for major transportation routes within the city limits connecting to the I-75 Corridor.

*Status:* Active, Consultant selected and programming to commence in June 2014.

- **Major Update of Zoning Map**

*Action:* Inventory of all city parcels, including zoning, and recording of information into city's GIS database.

*Status:* Active, inventory complete and Zoning Map awaiting final review, followed by adoption by City Council in Summer 2014.

- **Major Update of Impact Fee Ordinance**

*Action:* Review, revise existing Ordinance, and adopt major update to allow collection of impact fees associated with Mixed-Used Development to be outlined with proposed Unified Land Development Code (UDC).

*Status:* Active, preliminary review of the ordinance sections needing to be revised completed. Next steps involve a detailed analysis for calculation of fees. Proposed adoption is within the Fall 2014.

- **Develop Community Awareness Campaign for Neighborhood Revitalization Program**

*Action:* Inventory of city parcels with derelict residential properties, recording of information into city's GIS database, and initiation of necessary code enforcement for code compliance and clean-up.

*Status:* Active, on-going.

- **Develop a "Green Infrastructure" program**

*Action:* Inventory of city parcels (i.e. parks, passive open space, active open spaces) recording of information into city's GIS database, and creation of master plan for adoption.

*Status:* Active, on-going with proposed adoption of master plan within the Fall 2014.

- **Identification of new annexation areas**

*Action:* Inventory of unincorporated parcels abutting city limits within the locations encompassing Exit 218 (I-75 Corridor) – South Point Development area and identified Village Activity Centers (city-wide), recording of information into city's GIS database, and scheduling of processing (i.e. Notification letters, Public Hearings, etc.).

*Status:* Active, on-going.

- **Inspections & Code Enforcement Ordinance Updates**

*Action:* Continual updates to the Building/Construction & Life Safety Codes for encouraging innovative development & redevelopment opportunities, and with respect to the health, safety and general welfare of the public.

*Status:* Active, on-going.

# City of McDonough

## Community Development - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** 3 Full-time equivalent employees. **Recommended: \$168,547**

**Overtime:** Additional work measures requiring hours beyond the normal 40 hour work week. **Recommended: \$500**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$32,963**

**Life Insurance:** Life insurance benefits paid in accordance with City policy. **Recommended: \$205**

**FICA:** The City's contribution to Social Security in accordance with City policy. **Recommended: \$10,512**

**Medicare:** The City's contribution to Medicare in accordance with City policy. **Recommended: \$2,458**

**Retirement:** The City's costs associated with contributions to employee's retirement, in accordance with City policy. **Recommended: \$17,914**

**Workers Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$1,485**

**Total Personal Services: \$234,584**

### PURCHASED/CONTRACTED SERVICES

**Advisory Board Fees:** Compensation to members for participating in Planning Commission and Zoning Board meetings. **Recommended: \$8,450**

**Pre-Employment Drug Screening:** Drug and substance abuse screening prior to employment, and random testing. **Recommended: \$500**

**Professional Services:** Land Use Development Infrastructure assessment. **Recommended: \$100,000**

**Engineering:** Third party consultation with professional engineer to assist with Plan Reviews. **Recommended: \$10,000**

**Auto Repairs & Maintenance:** Routine repairs associated with departmental vehicles including oil changes, car wash, wiper blades and minor repairs and replacement parts. **Recommended: \$2,870**

**Cell Phones:** Mobile devices for departmental use. **Recommended: \$618**

**Public Notices:** Required legal advertisements associated with City ordinances. **Recommended: \$2,500**

**Printing & Binding:** Informational materials and plans relating to community development. **Recommended: \$1,000**

**Travel:** Meals, lodging, and other expenses associated with mandatory and continuing education and/or professional development/training including Georgia Association Business Tax Officials meetings. **Recommended: \$2,520**

**Dues & Fees:** Dues to American Planning Assoc., Georgia Planning Assoc., Georgia Urban Forestry Council, National Historic Preservation Foundation. **Recommended: \$905**

# City of McDonough

## Community Development - Budget (Cont.)

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**Education & Training:** Registration fees to American Institute Consulting Planning certification maintenance classes, Georgia Planning association, Occupational License training, and other training. **Recommended: \$1,885**

**Postage:** Standard postal service fees associated with routine mailings, notifications to the public information. **Recommended: \$818**

**Total Purchased/Contracted Services: \$133,065**

### SUPPLIES

**Office Supplies:** Routine items consumed during the normal course of business to include copier paper, letterhead, business cards, and writing instruments staples, file folders, license print outs, etc. **Recommended: \$3,500**

**Operating Supplies:** Specialized instruments and cleaning supplies related to the Community Development Department. **Recommended: \$1,425**

**Gasoline:** Fuel cost associated with the daily operation of vehicles with performing inspections, training, and other activities required to job duties. **Recommended: \$504**

**Books & Periodicals:** Printed material associated with function to include American Planning Association, Georgia Planning Association and Georgia Association Business Tax Officials materials, books and periodicals for educational purposes. **Recommended: \$500**

**Uniforms:** Replacement of uniforms for staff. **Recommended: \$112**

**Miscellaneous:** Tow rope, flashlights, etc. **Recommended: \$363**

**Total Supplies: \$6,404**

### MACHINERY AND EQUIPMENT

**Furniture:** Chairs and cubicles. **Recommended: \$525**

**Total Budgeted: \$374,579**

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

Community Development		2011-2012		2012-2013		2013 - 2014		2014-2015		
		ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET		
<b>PERSONNEL SERVICES</b>										
100-5.7400.51.1100	REGULAR EMPLOYEES	216,466	248,410	255,704	208,901	255,704	168,547	168,547		
100-5.7400.51.1152	PIR TAX ADJUSTMENT	0	0	0	0	0	0	0	0	0
100-5.7400.51.1160	PART TIME	0	0	0	0	0	0	0	0	0
100-5.7400.51.1300	OVERTIME	0	0	1,000	122	1,000	500	500		
100-5.7400.51.2100	GROUP INSURANCE	25,126	26,994	29,524	24,931	38,768	32,963	32,963		
100-5.7400.51.2110	LIFE INSURANCE	238	257	257	206	257	205	205		
100-5.7400.51.2200	SOCIAL SEC (FICA) CNTRIB	12,617	15,093	15,916	12,577	15,916	10,512	10,512		
100-5.7400.51.2300	MEDICARE PAYABLE	2,951	3,530	3,722	2,941	3,722	2,458	2,458		
100-5.7400.51.2400	RETIREMENT CONTRIBUTIONS	16,696	23,557	37,077	35,877	23,471	17,914	17,914		
100-5.7400.51.2600	2600 UNEMPLOYMENT INSURANCE	0	0	0	0	0	0	0		
100-5.7400.51.2700	WORKER'S COMPENSATION	886	691	969	969	2,725	1,485	1,485		
<b>TOTAL PERSONNEL SERVICES</b>		<b>274,980</b>	<b>318,631</b>	<b>344,169</b>	<b>286,524</b>	<b>341,563</b>	<b>234,584</b>	<b>234,584</b>		
<b>PURCHASED/CONTRACT SERV</b>										
100-5.7400.52.1110	ADVISORY BOARD FEES	6,900	5,300	6,000	5,050	10,850	9,450	9,450		
100-5.7400.52.1200	PROFESSIONAL SERVICES	113,575	58,939	86,950	9,902	100,000	100,000	100,000		
100-5.7400.52.1205	PRE EMPLOY DRUG SCREEN P/Z	0	0	0	0	1,000	500	500		
100-5.7400.52.1230	LEGAL	0	0	2,500	0	12,000	0	0		
100-5.7400.52.1240	LEGAL-INDIGENT	0	0	0	0	0	0	0		
100-5.7400.52.1250	ENGINEERING	0	0	17,150	152	60,000	10,000	10,000		
100-5.7400.52.1251	HOK ENGINEERING FEES	0	0	0	0	0	0	0		
100-5.7400.52.1255	LITTLE DEER TRAIL DESIGN	0	0	0	0	0	0	0		
100-5.7400.52.1260	BUILDING INSPECTIONS	0	0	0	0	0	0	0		
100-5.7400.52.2200	REPAIRS & MAINTENANCE	0	0	0	0	0	0	0		
100-5.7400.52.2210	AUTO/TRUCK-REPAIRS & MAI	422	87	1,000	662	2,870	2,870	2,870		
100-5.7400.52.2220	COMPUTER REPAIRS/MAINT	0	0	0	0	0	0	0		
100-5.7400.52.2240	BLDG REPAIRS AND MAINT	0	0	0	0	0	0	0		
100-5.7400.52.2250	OTHER EQUIP REPAIR/MAINT	0	0	1,000	750	0	0	0		
100-5.7400.52.2320	RENTAL OF EQUIP & VEHICL	0	0	0	0	0	0	0		
100-5.7400.52.3100	INS. OTHER THAN EMP BEN	0	0	0	0	0	0	0		
100-5.7400.52.3210	PAGERS AND CELL PHONES	1,476	1,565	1,800	1,571	618	618	618		
100-5.7400.52.3220	TELEPHONE	5,254	6,532	0	0	0	0	0		
100-5.7400.52.3310	PUBLIC NOTICES	4,450	3,266	2,500	2,080	3,800	2,500	2,500		
100-5.7400.52.3400	PRINTING & BINDING	280	514	1,000	476	1,000	1,000	1,000		
100-5.7400.52.3500	TRAVEL	2,336	3,874	2,225	759	6,860	2,520	2,520		
100-5.7400.52.3600	DUES & FEES	1,165	3,951	2,650	2,370	905	905	905		
100-5.7400.52.3700	EDUCATION & TRAINING	5,764	4,278	3,275	2,983	4,300	1,885	1,885		
100-5.7400.52.3850	CONTRACT LABOR	38,300	28,968	3,000	2,349	0	0	0		
100-5.7400.52.3855	CONTRACTS AND FEES	19,913	4,188	3,800	351	0	0	0		
100-5.7400.52.3900	OTHER (PURCHASED SRVCS)	0	0	0	0	0	0	0		
100-5.7400.52.3970	POSTAGE	60	0	2,250	1,727	6,975	818	818		
100-5.7400.52.9998	CONTINGENCIES	0	0	0	0	3,000	0	0		
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>199,897</b>	<b>121,462</b>	<b>137,100</b>	<b>31,181</b>	<b>214,178</b>	<b>133,065</b>	<b>133,065</b>		
<b>SUPPLIES</b>										
100-5.7400.53.1100	GENERAL SUPPLIES & MAT	0	0	0	0	0	0	0		
100-5.7400.53.1105	OFFICE SUPPLIES	8,248	3,890	4,000	2,685	6,522	3,500	3,500		
100-5.7400.53.1110	COMPUTER SUPPLIES	0	0	0	0	0	0	0		
100-5.7400.53.1160	OPERATING SUPPLIES	1,702	1,901	1,500	1,442	1,425	1,425	1,425		
100-5.7400.53.1170	SIGNS	0	0	300	0	0	0	0		
100-5.7400.53.1270	ENERGY-GASOLINE/DIESEL	0	2,545	900	355	1,566	504	504		
100-5.7400.53.1280	UTILITIES	0	0	0	0	0	0	0		
100-5.7400.53.1400	BOOKS & PERIODICALS	541	1,259	500	283	2,039	500	500		
100-5.7400.53.1600	SMALL EQUIPMENT	704	462	200	31	0	0	0		
100-5.7400.53.1785	UNIFORMS	175	244	600	281	588	112	112		
100-5.7400.53.1795	MISCELLANEOUS	177	120	600	612	1,583	363	363		
<b>TOTAL SUPPLIES</b>		<b>11,548</b>	<b>10,421</b>	<b>8,600</b>	<b>5,690</b>	<b>13,723</b>	<b>6,404</b>	<b>6,404</b>		
<b>MACHINERY &amp; EQUIPMENT</b>										
100-5.7400.54.1403	.1403 TEA GRANT PROJECT ACCT	0	0	0	0	0	0	0		
100-5.7400.54.2200	VEHICLES	0	0	0	0	0	0	0		
100-5.7400.54.2300	FURNITURE & FIXTURES	0	199	2,100	2,052	16,025	525	525		
100-5.7400.54.2400	COMPUTERS	1,116	0	0	0	0	0	0		
100-5.7400.54.2500	EQUIPMENT	227	0	0	0	0	0	0		
100-5.7400.54.2599	CAPITAL OUTLAY	0	0	0	0	0	0	0		
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>1,343</b>	<b>199</b>	<b>2,100</b>	<b>2,052</b>	<b>16,025</b>	<b>525</b>	<b>525</b>		
<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>487,768</b>	<b>450,613</b>	<b>491,969</b>	<b>325,448</b>	<b>685,489</b>	<b>374,579</b>	<b>374,579</b>		



# City of McDonough

## Code Enforcement - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** Full-time equivalent Code Enforcement Officer. **Recommended: \$57,054**

**Overtime:** Additional work measures requiring work hours beyond the normal 40 hour work week. **Recommended: \$1,000**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$5,918**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$51**

**FICA:** The City's contribution to Social Security in accordance with City policy. **Recommended: \$3,599**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$842**

**Retirement:** The City's costs associated with contributions to employees' retirement, in accordance with City policy. **Recommended: \$8,273**

**Workers' Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$1,476**

**Total Personal Services: \$78,239**

### PURCHASED/CONTRACTED SERVICES

**Auto Repairs & Maintenance:** Oil changes, tire rotation, and other minor repairs. **Recommended: \$500**

**Cell Phones:** Mobile devices for departmental use. **Recommended: \$802**

**Travel:** Meals, lodging, and other expenses associated with mandatory and continuing education and/or professional development/training. **Recommended: \$630**

**Dues & Fees:** Fees participation in Peace Officer Standards Training Certification, Code Enforcement continuing education, and State certified Soil and Erosion certification. **Recommended: \$75**

**Education and Training:** Registration fees to attend Peace Officer Standards Training, Soil and Erosion Control, and Code Enforcement classes. **Recommended: \$220**

**Training Materials:** Manuals, brochures, and other printed materials. **Recommended: \$200**

**Postage:** Postal charges to send official notifications, warnings, and court summons, as well as other correspondence as required by City Code or State Statute. **Recommended: \$500**

**Total Purchased Contracted Services: \$3,000**

### SUPPLIES

**Operating Supplies:** Citation books, batteries, tape, etc. **Recommended: \$178**

**Gasoline:** Fuel for inspection vehicles. **Recommended: \$1,100**

**Uniforms:** Replacement of uniforms for staff. **Recommended: \$695**

**Total Supplies: \$1,973**

**Total Budgeted: \$83,829**

# City of McDonough

## Code Enforcement - Budget (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### CODE ENFORCEMENT

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.1532.51.1100	REGULAR EMPLOYEES	56,266	52,471	57,054	58,096	57,054	57,054	57,054
100-5.1532.51.1300	OVERTIME	282	727	1,000	1,235	1,000	1,000	1,000
100-5.1532.51.2100	GROUP INSURANCE	5,360	8,471	5,539	6,080	5,918	5,918	5,918
100-5.1532.51.2110	LIFE INSURANCE	51	64	51	81	51	51	51
100-5.1532.51.2200	SOCIAL SEC (FICA) CNTRIB	3,399	3,296	3,599	3,661	3,599	3,599	3,599
100-5.1532.51.2300	MEDICARE PAYABLE	795	771	842	856	842	842	842
100-5.1532.51.2400	RETIREMENT CONTRIBUTIONS	7,816	8,113	8,273	4,073	8,273	8,273	8,273
100-5.1532.51.2700	WORKER'S COMPENSATION	1,377	1,424	1,476	1,476	1,476	1,502	1,502
<b>TOTAL PERSONNEL SERVICES</b>		<b>75,346</b>	<b>75,337</b>	<b>77,834</b>	<b>75,558</b>	<b>78,213</b>	<b>78,239</b>	<b>78,239</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.1532.52.1205	PRE EMPLOY DRUG SCREEN C	0	0	0	0	500	500	500
100-5.1532.52.2210	AUTO/TRUCK-REPAIRS & MAI	286	646	730	724	924	690	690
100-5.1532.52.3210	PAGERS AND CELL PHONES	952	1,136	750	667	309	802	802
100-5.1532.52.3500	TRAVEL	0	57	900	859	2,591	630	630
100-5.1532.52.3600	DUES & FEES	0	300	200	150	75	75	75
100-5.1532.52.3700	EDUCATION & TRAINING	0	517	450	412	440	220	220
100-5.1532.52.3710	.3710 TRAINING MATERIALS	0	0	0	0	300	200	200
100-5.1532.52.3855	CONTRACTS AND FEES	3,488	1,408	0	0	0	0	0
100-5.1532.52.3970	POSTAGE	0	0	200	0	2,959	500	500
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>4,725</b>	<b>4,064</b>	<b>3,230</b>	<b>2,811</b>	<b>8,098</b>	<b>3,617</b>	<b>3,617</b>
<b>SUPPLIES</b>								
100-5.1532.53.1105	OFFICE SUPPLIES	0	0	0	0	858	0	0
100-5.1532.53.1160	OPERATING SUPPLIES	0	300	250	44	178	178	178
100-5.1532.53.1170	SIGNS	0	0	0	0	0	0	0
100-5.1532.53.1270	ENERGY-GASOLINE/DIESEL	1,225	1,073	1,125	1,099	1,740	1,100	1,100
100-5.1532.53.1600	SMALL EQUIPMENT	0	0	125	0	0	0	0
100-5.1532.53.1785	UNIFORMS	58	117	400	364	907	695	695
100-5.1532.53.1795	MISCELLANEOUS	55	0	20	8	55	0	0
<b>TOTAL SUPPLIES</b>		<b>1,338</b>	<b>1,491</b>	<b>1,920</b>	<b>1,515</b>	<b>3,738</b>	<b>1,973</b>	<b>1,973</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.1532.54.2300	FURNITURE & FIXTURES	0	0	0	0	418	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>418</b>	<b>0</b>	<b>0</b>
<b>TOTAL CODE ENFORCEMENT</b>		<b>81,425</b>	<b>80,891</b>	<b>82,984</b>	<b>79,885</b>	<b>90,467</b>	<b>83,829</b>	<b>83,829</b>

# City of McDonough

## Building Department - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** 4 Full-time equivalent employees. **Recommended: \$164,130**

**Overtime:** Additional work measures requiring hours beyond the normal 40 hour work week. **Recommended: \$1,500**

**Health Insurance:** Health Insurance benefits paid in accordance with City policy. **Recommended: \$49,959**

**Life Insurance:** Life Insurance paid in accordance with City policy. **Recommended: \$205**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$9,959**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$2,329**

**Retirement:** The City's cost associated with contributions to employees' retirement in accordance with the City policy. **Recommended: \$18,017**

**Workers' Compensation:** Allocated cost of Workers' Compensation insurance cost. **Recommended: \$3,126**

**Total Personal Services: \$249,225**

### PURCHASED/CONTRACTED SERVICES

**Pre-employment Drug Screen:** Drug and substance abuse screening and testing prior to employment, and random tests. **Recommended: \$500**

**Auto Repairs & Maintenance:** Cost associated with routine maintenance of vehicles assigned Building Code Division. **Recommended: \$4,032**

**Cell Phones:** Cost of cell phones assigned to staff. **Recommended: \$2,751**

**Public Notices:** Legal advertisements and notifications. **Recommended: \$500**

**Printing & Binding:** Cost of printing Informational pamphlets and educational handouts distributed to the general public. **Recommended: \$802**

**Travel:** Meals, lodging, and other expenses associated with mandatory and continuing education and/or professional development/training. **Recommended: \$2,660**

**Dues & Fees:** Dues associated with professional and statutory requirements such as International Codes Compliance Code Enforcement classes and State Erosion & Sediment Control classes. **Recommended: \$545**

**Education & Training:** Registration fees and pertinent material associated with mandatory certification and/or continuing professions education and/or profession development training. **Recommended: \$2,090**

**Postage:** Postage charges to for official notifications, warnings, court summons, as well as other correspondence as required by City Code or State Statute. **Recommended: \$343**

**Total Purchase and Contract Services Cost: \$14,223**

# City of McDonough

## Building Department - Budget (Cont.)

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### SUPPLIES

**Office Supplies:** Paper, writing, instruments, files, letterhead and other routine supplies. **Recommended: \$1000**

**Operating Supplies:** Daily items such as pens, writing pads, paper, clip boards, etc. **Recommended: \$852**

**Small Equipment:** Flash lights, hard hats, tape measures, electrical testers, probe rods, etc. **Recommended: \$200**

**Uniforms:** Replacement of uniforms for staff. **Recommended: \$1,053**

**Miscellaneous:** Incidental, non-recurring, operational expenditures. **Recommended: \$1,010**

**Gasoline:** Fuel cost associated with the daily operation of vehicles related with performing inspections, training and other activities required to job duties. **Recommended: \$4,500**

**Books & Periodicals:** Cost of International Codes Compliance books, educational planning material, etc.  
**Recommended: \$1,460**

**Total Supplies: \$9,875**

**Total Budgeted: \$273,322**

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### BUILDING DEPARTMENT

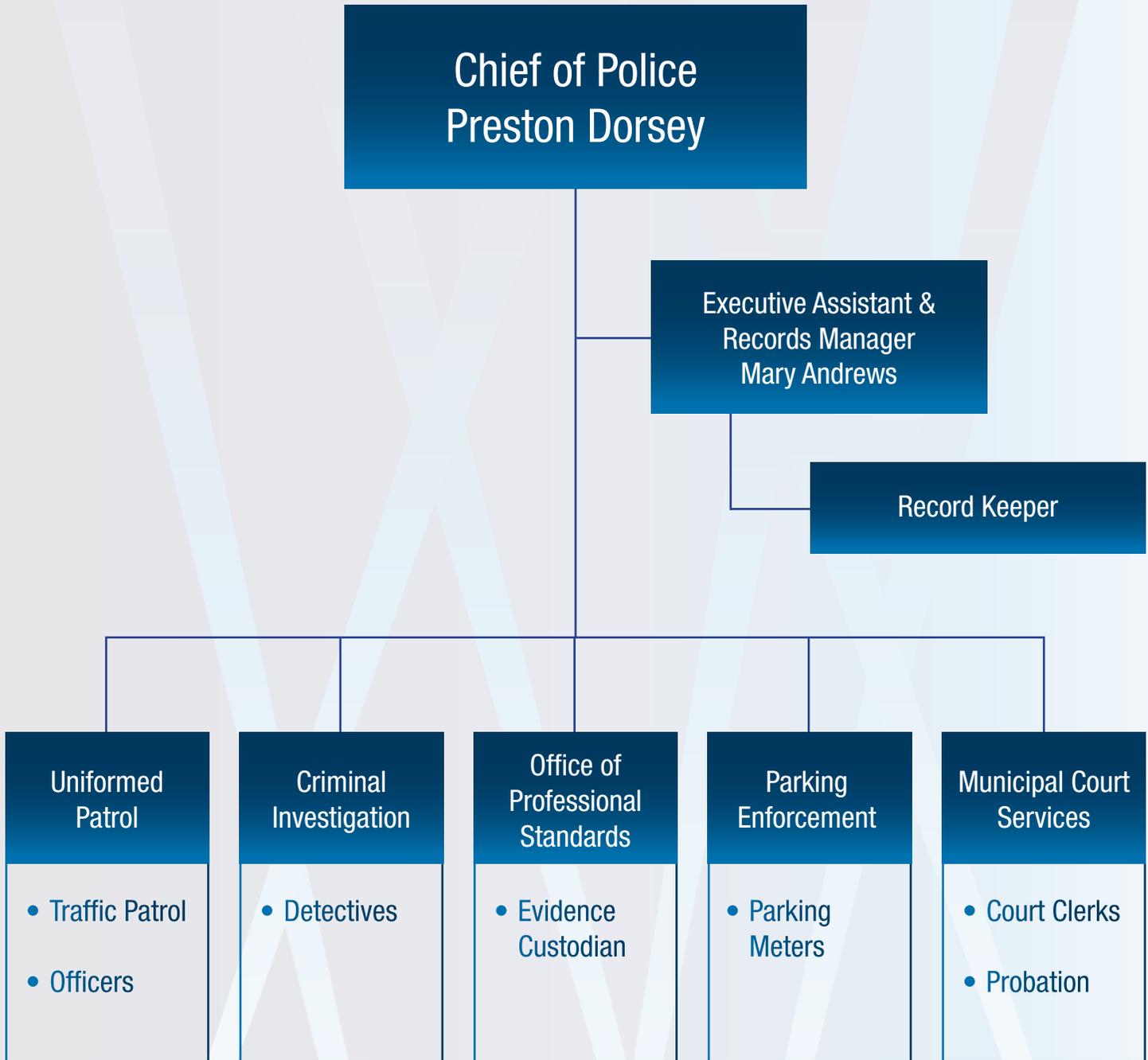
		2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
				CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
<b>PERSONNEL SERVICES</b>								
100-5.7450.51.1100	REGULAR EMPLOYEES	159,880	156,902	164,130	159,294	164,130	164,130	164,130
100-5.7450.51.1300	OVERTIME	0	351	1,500	687	1,500	1,500	1,500
100-5.7450.51.2100	GROUP INSURANCE	26,571	28,636	38,695	36,163	41,275	49,959	49,959
100-5.7450.51.2110	LIFE INSURANCE	156	137	205	163	205	205	205
100-5.7450.51.2200	SOCIAL SEC (FICA) CNTRIB	9,620	9,324	9,959	9,312	9,959	9,959	9,959
100-5.7450.51.2300	MEDICARE PAYABLE	2,250	2,181	2,329	2,178	2,329	2,329	2,329
100-5.7450.51.2400	RETIREMENT CONTRIBUTIONS	21,649	22,843	18,678	17,478	22,726	18,017	18,017
100-5.7450.51.2700	WORKER'S COMPENSATION	2,912	2,981	3,087	3,925	3,087	3,126	3,126
<b>TOTAL PERSONNEL SERVICES</b>		<b>223,038</b>	<b>223,353</b>	<b>238,583</b>	<b>229,200</b>	<b>245,211</b>	<b>249,225</b>	<b>249,225</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.7450.52.1205	PRE EMPLOYMENT DRUG SCR	0	0	0	0	1,500	500	500
100-5.7450.52.1230	LEGAL	0	0	3,500	161	15,000	0	0
100-5.7450.52.1300	Technical Services	0	0	18,150	6,276	10,000	0	0
100-5.7450.52.2210	AUTO/TRUCK-REPAIRS & MAI	2,866	1,469	1,750	1,459	10,198	4,032	4,032
100-5.7450.52.2250	OTHER EQUIP REPAIR/MAINT	0	0	500	0	0	0	0
100-5.7450.52.3210	PAGERS AND CELL PHONES	2,337	3,180	2,500	2,423	927	2,751	2,751
100-5.7450.52.3220	TELEPHONE	5,534	6,005	275	0	0	0	0
100-5.7450.52.3310	PUBLIC NOTICES	0	0	150	60	3,000	500	500
100-5.7450.52.3400	PRINTING & BINDING	0	197	625	391	1,952	802	802
100-5.7450.52.3500	TRAVEL	0	0	1,000	465	19,880	2,660	2,660
100-5.7450.52.3600	DUES & FEES	155	235	400	290	545	545	545
100-5.7450.52.3700	EDUCATION & TRAINING	1,270	1,277	2,000	778	3,060	2,090	2,090
100-5.7450.52.3850	CONTRACT LABOR	0	1,210	1,000	0	0	0	0
100-5.7450.52.3855	CONTRACTS AND FEES	1,466	13,477	17,775	5,600	26,000	0	0
100-5.7450.52.3970	POSTAGE	22	0	245	12	10,350	343	343
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>13,650</b>	<b>27,049</b>	<b>49,870</b>	<b>17,915</b>	<b>102,412</b>	<b>14,223</b>	<b>14,223</b>
<b>SUPPLIES</b>								
100-5.7450.53.1105	OFFICE SUPPLIES	1,183	171	625	417	5,656	1,000	1,000
100-5.7450.53.1160	OPERATING SUPPLIES	418	842	0	0	852	852	852
100-5.7450.53.1170	SIGNS	0	60	475	227	0	0	0
100-5.7450.53.1270	ENERGY-GASOLINE/DIESEL	5,260	4,262	5,000	4,540	6,960	4,500	4,500
100-5.7450.53.1400	BOOKS & PERIODICALS	830	225	975	740	2,750	1,460	1,460
100-5.7450.53.1600	SMALL EQUIPMENT	0	100	200	0	0	0	0
100-5.7450.53.1785	UNIFORMS	345	984	1,725	140	2,720	1,053	1,053
100-5.7450.53.1795	MISCELLANEOUS	332	270	250	123	1,476	1,010	1,010
<b>TOTAL SUPPLIES</b>		<b>8,368</b>	<b>6,913</b>	<b>9,250</b>	<b>6,187</b>	<b>20,414</b>	<b>9,875</b>	<b>9,875</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.7450.54.2300	FURNITURE & FIXTURES	0	744	0	0	8,875	0	0
100-5.7450.54.2400	COMPUTERS	1,177	0	0	0	0	0	0
100-5.7450.54.2500	EQUIPMENT	0	0	0	0	1,618	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>1,177</b>	<b>744</b>	<b>0</b>	<b>0</b>	<b>10,493</b>	<b>0</b>	<b>0</b>
<b>PAYMENTS TO OTHERS</b>								
100-5.7450.57.3010	BANK CHARGES	697	1,148	0	931	1,875	0	0
<b>TOTAL PAYMENTS TO OTHERS</b>		<b>697</b>	<b>1,148</b>	<b>0</b>	<b>931</b>	<b>1,875</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUILDING DEPARTMENT</b>		<b>246,929</b>	<b>259,208</b>	<b>297,703</b>	<b>254,233</b>	<b>380,405</b>	<b>273,322</b>	<b>273,322</b>

# POLICE DEPARTMENT



# City of McDonough

## Police Department - Organizational Chart



# City of McDonough

## Police Department - Profile

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### MISSION STATEMENT

The City of McDonough Police Department is dedicated to the highest standards of law enforcement and community service. A safe City to reside, work, and to be entertained, is achieved by a force of effective and responsive professionals working with diligence to insure the rights of all citizens and visitors.

#### Department Values

- Human life and dignity
- Honor, ethics, integrity, professional excellence and community trust
- Highest dedication to community service
- Fair and impartial enforcement of all laws
- Preservation of the Constitutional rights of victims and the accused
- A cohesive and effective staff, and police personnel

### VISION STATEMENT

To continually evolve in the most effective manner, to enrich the quality of life for the City of McDonough, Georgia.

### OVERVIEW OF DEPARTMENT

The City of McDonough, Georgia Police Department is comprised of four divisions reporting to the Chief of Police. The Department also provides for the administration of the Municipal Court and Probation Services.

### DIVISIONS/OFFICE DESCRIPTIONS

- **Uniformed Patrol**

The first line response to the community. It provides emergency call responses, domestic and public conflict resolutions, while maintaining safety and visibility through a regular schedule of assigned patrol duties.

- **Criminal Investigations**

The Division is responsible for investigations of crimes against persons and property, including burglaries, assaults, homicides, and incidents of theft.

- **Administration/Support Services**

This Division consolidates all the management functions of the Department. The Business Administration Section, Office of Professional Standards, and Records Division, maintain statistical information, financial data, and professional compliance in direct support to the Chief of Police.

- **Court Services**

Is the Judicial Branch of the Department. All matters of criminal due process are adjudicated through legal arraignments and court trials. The Municipal Court maintains a calendar of trials processing misdemeanor and traffic offenses, incidents of theft, drug possession and criminal peddling. The Probation Services Division operates through the Court pursuant to active court case dispositions.

# City of McDonough

## Court / Probation Services - Profile

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### VISION STATEMENT

To administer judicial due process of all criminal dispositions under the laws and statutes governed by the people of the City of McDonough, Georgia.

### MISSION STATEMENT

To dispense justice with equality and fairness while promoting respect for the justice system.

### DEPARTMENT OVERVIEW

- The adjudication of all criminal (misdemeanor) and traffic offenses occurring within the City of McDonough
- The maintenance of a record for prosecuting in excess of 99% of all citations and criminal offenses annually
- Provide customer service in a safe and secure environment

### CORE FUNCTIONS

- Case adjudication
- Court administration
- Customer service

### FY 2014 ACCOMPLISHMENTS

- An additional day was added to service the Municipal Court's trial calendar

### PERFORMANCE MEASURES

- Start of construction for the new Court and Probation Building.
- \*Actual numbers of additional pre-trial and trial cases cleared
- \*Actual changes in waiting times before trials convene (days/months reduced)
- Continuation with implementation of new records management and retention system

\*Data will be collected during fiscal year 2014-2015



# City of McDonough

## Police Department - Performance Metrics

<b>Performance Metrics</b>					
<b>Performance Measure</b>	<b>FY 2010</b>	<b>FY 2011-2012</b>	<b>FY 2012-2013</b>	<b>FY 2013-2014</b>	<b>FY 2014-2015</b>
Homicide	0	0	0	2	1
Rape	0	2	9	4	2
Robbery	26	20	23	21	23
Thefts	598	427	498	625	650
Assaults	166	144	168	153	160
Burglaries	153	169	163	89	95
Citations Issued	6107	7872	8948	10,000	11,000
Total Arrests	1081	976	969	838	1,000
Driving Under the Influence	111	130	67	105	120
Service Calls	N/A	38,199	45,000	87,000	90,000
Citation Revenues from Court	661,897.59	730,124.85	1,034,163.00	1,200,000.00	2,000,000
Parks and Recreation	1	0	0	0	0
Sanitation	2	2	2	2	2
Planning and Inspections	8	9	9	9	8
City Promotions	1	1	1	1	1
Water/Stormwater Utilities	28	28	29	31.5	29
Total Employees	147	154	162	166	172

### PERFORMANCE MEASURES: 2013-2014 ACCOMPLISHMENTS

- Developed method to track call response times through the 911 Center
- Achieved an overall reduction of serious criminal offenses by 10% through enhanced community policing and visibility
- Reduced down time in patrol vehicles by strategic placement of officers within zones and with increased foot patrol
- Implemented new evidence procedures for greater case analysis and prosecutions
- Completed traffic study with Department of Transportation for Keys Ferry Street, and John Frank Ward Boulevard”
- Revised the Internal Affairs Investigation process
- Enhanced New Hire procedures
- Pre-certification preparation to obtain Department certification by the Georgia Chief’s Certification Program
- Reviewed programs for computer compatibility and implementation of E-Ticket System for traffic citations

# City of McDonough

## Police Department - Administration

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### PERSONAL SERVICES

**Regular Salaries / Wages:** 6 Full-time employees. **Recommended: \$264,112**

**Overtime:** Allocation to compensate eligible employees engaged in approved activities. Activities include special event coverage, shift extensions, training and court appearances. **Recommended: \$500**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$36,903**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$359**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$16,406**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$3,837**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with the City policy. **Recommended: \$37,600**

**Worker's Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$7,358**

**Total Personal Services: \$367,076**

### PURCHASED/CONTRACTED SERVICES

**Pre-Employment Drug Screen:** Prior to employment, and random testing and screen for substance abuse. **Recommended: \$ 3,000**

**Auto Repairs & Maintenance:** Routine and emergency maintenance to fleet vehicles. **Recommended: \$40,000**

**Radio Repairs:** Routine and emergency repair to radios. **Recommended: \$1,000**

**Other Equipment Repair:** Removal of police equipment for auctions, repair of intoxilyzer, lasers and tasers. **Recommended: \$1,500**

**Cell Phones:** Cell phones, supplies and air cards to supervisory staff, detectives and narcotics officers for duty use. **Recommended: \$29,000**

**Public Notices:** Publication of required legal notices, including auctions and employment. **Recommended: \$700**

**Promotions:** Items and materials distributed to the public to promote and enhance public safety functions. **Recommended: \$1,000**

**Printing & Binding:** Ticket books, forms, letterhead and Standard Operating Procedure Manuals. **Recommended: \$3,280**

**Travel:** Travel to Georgia Association Chiefs of Police Conference, Regional Organized Crime Information Center Conference, other travel associated with training, education & investigations. **Recommended: \$2,840**

# City of McDonough

## Police Department - Administration (Cont.)

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**Dues & Fees:** Georgia Association Chiefs of Police, International Association of Chiefs of Police, Regional Organized Crime Information Center and other associated membership fees. **Recommended: \$1,225**

**Education & Training:** Tuition fees associated with Georgia Association Chiefs of Police and Regional Organized Crime Information Center Conferences, Peace Officer Standards Training Courses, Leadership Training, Interpersonal Communications Courses, Forensic/Investigative, K9 Officer training, SWAT psychological evaluation/ testing. The line includes training supplies, traffic law manuals, employment law manual, and other training materials. **Recommended: \$2,000**

**Contracted Services:** Costs associated with training and professional certifications requirements. **Recommended: \$960**

Postage: Postage official notices and correspondence. **Recommended: \$1,200**

**Total Purchased/Contracted Services: \$86,705**

## SUPPLIES

**Office Supplies:** Consumable items such as paper, pens, ribbons, staples, etc. **Recommended: \$7,002**

**Signs:** Manufacture and installation of parking signs, SWAT vehicle signs, striping and lettering of police vehicles. **Recommended: \$700**

**Gasoline/Diesel:** Fueling for 47 police vehicles.

**Recommended: \$165,000**

**Uniforms:** Shirts, pants, shoes, ties, hats, accessory belts and holders, holsters, jackets, dress jackets, name tags, rank pins, rain and SWAT duty gear. **Recommended: \$24,018**

**Tires:** Replacement based upon normal wear and tear. **Recommended: \$16,188**

**Total Supplies: \$215,006**

## MACHINERY AND EQUIPMENT

**Furniture and Fixtures:** Lateral files for new facility. **Recommended: \$4,340**

**Total Budgeted: \$673,126**

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### CRIMINAL INVESTIGATIONS

				2013 - 2014		2014-2015		
PERSONEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.3221.51.1100	REGULAR SALARIES	0	0	0	0	341,961	341,961	341,961
100-5.3221.51.1300	OVERTIME	0	0	0	0	11,000	11,000	11,000
100-5.3221.51.2100	GROUP INSURANCE	0	0	0	0	86,428	86,428	86,428
100-5.3221.51.2110	LIFE INSURANCE	0	0	0	0	411	411	411
100-5.3221.51.2200	SOCIAL SECURITY (FICA)	0	0	0	0	21,884	21,884	21,884
100-5.3221.51.2300	MEDICARE PAYABLE	0	0	0	0	5,118	5,118	5,118
100-5.3221.51.2400	RETIREMENT CONTRIBUTIONS	0	0	0	0	41,431	41,431	41,431
100-5.3221.51.2700	WORKER'S COMPENSATION	0	0	0	0	17,231	17,231	17,231
<b>TOTAL PERSONEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>625,464</b>	<b>625,464</b>	<b>625,464</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.3221.52.3850	CONTRACTED SERVICES	0	0	0	0	4,850	750	750
100-5.3221.52.3855	CONTRACTS AND FEES	0	0	0	0	0	4,100	4,100
100-5.3221.52.4001	4001 INVESTIGATIVE ACCT (CID)	0	0	0	0	1,000	1,000	1,000
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,850</b>	<b>5,850</b>	<b>5,850</b>
<b>SUPPLIES</b>								
100-5.3221.53.1160	OPERATING SUPPLIES	0	0	0	0	9,559	9,559	9,559
<b>TOTAL SUPPLIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,559</b>	<b>9,559</b>	<b>9,559</b>
<b>TOTAL CRIMINAL INVESTIGATIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>540,873</b>	<b>540,873</b>	<b>540,873</b>

#### TRAFFIC ADMINISTRATION

				2013 - 2014		2014-2015		
PERSONEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.3210.51.1100	REGULAR SALARIES	0	0	0	0	264,112	264,112	264,112
100-5.3210.51.1300	OVERTIME	0	0	0	0	500	500	500
100-5.3210.51.2100	GROUP INSURANCE	0	0	0	0	36,903	36,903	36,903
100-5.3210.51.2110	LIFE INSURANCE	0	0	0	0	359	359	359
100-5.3210.51.2200	SOCIAL SECURITY FICA	0	0	0	0	16,406	16,406	16,406
100-5.3210.51.2300	MEDICARE PAYABLE	0	0	0	0	3,837	3,837	3,837
100-5.3210.51.2400	RETIREMENT CONTRIBUTIONS	0	0	0	0	37,600	37,600	37,600
100-5.3210.51.2700	WORKER'S COMPENSATION	0	0	0	0	7,358	7,358	7,358
<b>TOTAL PERSONEL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>367,075</b>	<b>367,075</b>	<b>367,075</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.3210.52.1205	PRE-EMPLOYMENT DRUG SCREEN	0	0	0	0	3,000	3,000	3,000
100-5.3210.52.2210	AUTO/TRUCK-REPAIRS	0	0	0	0	56,000	40,000	40,000
100-5.3210.52.2230	RADIO REPAIRS MAINT	0	0	0	0	1,000	1,000	1,000
100-5.3210.52.2240	BUILDING REPAIRS AND MAINT	0	0	0	0	40,400	0	0
100-5.3210.52.2250	OTHER EQUIP REP/MAINT	0	0	0	0	5,100	1,500	1,500
100-5.3210.52.3210	PAGERS AND CELLPHONES	0	0	0	0	24,000	29,000	29,000
100-5.3210.52.3310	PUBLIC NOTICES	0	0	0	0	1,700	700	700
100-5.3210.52.3400	PRINTING AND BINDING	0	0	0	0	5,880	3,280	3,280
100-5.3210.52.3500	TRAVEL	0	0	0	0	3,800	2,840	2,840
100-5.3210.52.3600	DUES AND FEES	0	0	0	0	1,225	1,225	1,225
100-5.3210.52.3700	EDUCATION AND TRAINING	0	0	0	0	0	2,000	2,000
100-5.3210.52.3850	CONTRACTED SERVICES	0	0	0	0	960	960	960
100-5.3210.52.3970	POSTAGE	0	0	0	0	2,496	1,200	1,200
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>145,561</b>	<b>86,705</b>	<b>86,705</b>
<b>SUPPLIES</b>								
100-5.3210.53.1105	OFFICE SUPPLIES	0	0	0	0	12,000	7,002	7,002
100-5.3210.53.1165	PROMOTIONS	0	0	0	0	1,000	1,000	1,000
100-5.3210.53.1170	SIGNS	0	0	0	0	700	700	700
100-5.3210.53.1270	ENERGY-GASOLINE/DIESEL	0	0	0	0	180,000	165,000	165,000
100-5.3210.53.1785	UNIFORMS	0	0	0	0	43,299	24,018	24,018
100-5.3210.53.1795	MISCELLANEOUS	0	0	0	0	1,100	1,098	1,098
100-5.3210.53.1798	TIRES	0	0	0	0	16,188	16,188	16,188
<b>TOTAL SUPPLIES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>254,287</b>	<b>215,006</b>	<b>215,006</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.3210.54.2300	FURNITURE AND FIXTURES	0	0	0	0	8,680	4,340	4,340
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,680</b>	<b>4,340</b>	<b>4,340</b>
<b>PAYMENTS TO OTHERS</b>								
100-5.3210.57.9000	CONTINGENCIES	0	0	0	0	100,000	0	0
<b>TOTAL PAYMENTS TO OTHERS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL TRAFFIC ADMINISTRATION</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>875,603</b>	<b>673,126</b>	<b>673,126</b>

# City of McDonough

## Police Department - Criminal Investigations Division

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### PERSONAL SERVICES

**Regular Salaries / Wages:** 8 Full-time employees. **Recommended: \$341,961**

**Overtime:** Allocation to compensate eligible employees engaged in approved activities. Shift extensions, and training and court appearances. **Recommended: \$11,000**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$86,428**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$411**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$21,884**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$5,118**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with the City policy. **Recommended: \$41,431**

**Worker's Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$17,231**

**Total Personal Services: \$525,464**

### PURCHASED/CONTRACTED SERVICES

**Contracted Services:** This line item is associated with telephone subpoenas, used for authorized investigatory purposes. **Recommended: \$750**

**Contracts and Fees:** Costs associated with on-line investigatory services. **Recommended: \$ 4,100**

**Investigative CID:** Costs associated with payments to criminal informants. **Recommended: \$1,000**

**Total Purchased/Contracted Services: \$5,850**

### SUPPLIES

**Operating Supplies:** Costs associated with crime scene analysis, and required crime scene investigatory controls. **Recommended: \$9,559**

**Total Supplies \$9,559**

**Total Budgeted: \$540,873**

# City of McDonough

## Police Department - Traffic Patrol Division

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### PERSONAL SERVICES

**Regular Salaries / Wages:** 40 Full-time employees. **Recommended: \$1,730,244**

**Overtime:** Allocation to compensate eligible employees engaged in approved activities, shift extensions, training and court appearances. **Recommended: \$55,000**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$392,788**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$2,054**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$110,685**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$25,886**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with the City policy. **Recommended: \$210,906**

**Worker's Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$42,735**

**Total Personal Services: \$2,570,299**

### SUPPLIES

**Operating Supplies:** Costs associated with K-9 supplies, duty ammunition, body armor, etc. **Recommended: \$46,910**

**Small Equipment:** Costs associated with lasers, range supplies, targets and weapons. **Recommended: \$45,350**

**Total Supplies \$92,260**

**Total Budgeted: \$2,662,559**

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

POLICE PATROL DIVISION		2013 - 2014				2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-TD ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.3230.51.1100	REGULAR EMPLOYEES	1,958,112	2,042,752	2,252,976	2,101,473	1,700,537	1,730,244	1,730,244
100-5.3230.51.1152	:1152 P/R TAX ADJUSTMENT	0	0	0	0	0	0	0
100-5.3230.51.1160	PART TIME	0	0	0	0	0	0	0
100-5.3230.51.1300	OVERTIME	55,846	52,078	66,000	59,595	54,500	55,000	55,000
100-5.3230.51.2100	GROUP INSURANCE	369,960	391,472	410,860	413,955	390,604	392,788	392,788
100-5.3230.51.2110	LIFE INSURANCE	2,543	2,440	2,671	2,716	2,003	2,054	2,054
100-5.3230.51.2200	SOCIAL SEC (FICA) CNTRIB	116,337	123,353	140,677	127,048	107,274	110,685	110,685
100-5.3230.51.2300	MEDICARE PAYABLE	27,200	28,849	32,900	29,713	25,068	25,886	25,886
100-5.3230.51.2400	RETIREMENT CONTRIBUTIONS	257,164	240,524	306,078	286,078	210,906	210,906	210,906
100-5.3230.51.2600	2600 UNEMPLOYMENT INSURANCE	0	0	0	0	0	0	0
100-5.3230.51.2700	WORKER'S COMPENSATION	82,361	89,642	101,765	109,824	81,856	42,735	42,735
<b>TOTAL PERSONNEL SERVICES</b>		<b>2,869,523</b>	<b>2,971,109</b>	<b>3,313,927</b>	<b>3,130,402</b>	<b>2,572,748</b>	<b>2,570,299</b>	<b>2,570,299</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.3230.52.1205	PRE EMPLOY DRUG SCREEN P	0	0	0	1,613	0	0	0
100-5.3230.52	REPAIRS & MAINTENANCE	0	0	0	0	0	0	0
100-5.3230.52.2210	AUTO/TRUCK-REPAIRS & MAINT	41,413	48,259	42,000	40,583	0	0	0
100-5.3230.52.2220	COMPUTER REPAIRS/MAINT	0	0	0	544	0	0	0
100-5.3230.52.2230	RADIO REPAIRS AND MAINT	472	910	1,500	0	0	0	0
100-5.3230.52.2240	BLDG REPAIRS AND MAINT	7,977	8,976	0	0	0	0	0
100-5.3230.52.2250	OTHER EQUIP REPAIR/MAINT	3,029	1,586	1,500	1,215	0	0	0
100-5.3230.52.3210	PAGERS AND CELL PHONES	17,248	19,450	25,000	26,213	0	0	0
100-5.3230.52.3220	TELEPHONE	11,520	10,089	0	0	0	0	0
100-5.3230.52.3310	PUBLIC NOTICES	261	0	500	465	0	0	0
100-5.3230.52	PROMOTIONS	0	0	0	0	0	0	0
100-5.3230.52.3400	PRINTING & BINDING	2,696	2,120	3,000	2,704	0	0	0
100-5.3230.52.3500	TRAVEL	2,664	881	2,500	845	0	0	0
100-5.3230.52.3600	DUES & FEES	520	320	1,500	630	0	0	0
100-5.3230.52.3700	EDUCATION & TRAINING	23,728	28,305	25,000	18,536	37,110	0	0
100-5.3230.52	:3710 TRAINING MATERIALS	0	0	0	0	0	0	0
100-5.3230.52	CONTRACT LABOR	0	0	0	0	0	0	0
100-5.3230.52.3855	CONTRACTS AND FEES	20,800	22,541	6,500	5,859	0	0	0
100-5.3230.52	:3960 PRISONER EXPENSE	0	0	0	0	0	0	0
100-5.3230.52.3970	POSTAGE	1,221	2,742	2,000	1,186	0	0	0
100-5.3230.52.3980	INVESTIGATIONS	11,252	4,645	6,000	4,650	875	0	0
100-5.3230.52	:3990 JAIL EXPENSE	0	0	0	0	0	0	0
100-5.3230.52	:4001 INVESTIGATIVE ACCT (CID)	0	0	0	0	0	0	0
100-5.3230.52	CONTINGENCIES	0	0	0	0	0	0	0
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>144,802</b>	<b>150,823</b>	<b>117,000</b>	<b>105,043</b>	<b>37,965</b>	<b>0</b>	<b>0</b>
<b>SUPPLIES</b>								
100-5.3230.53	GENERAL SUPPLIES & MAT	0	0	0	0	0	0	0
100-5.3230.53.1105	OFFICE SUPPLIES	6,182	5,442	10,000	6,780	0	0	0
100-5.3230.53.1110	COMPUTER SUPPLIES	222	0	0	0	0	0	0
100-5.3230.53.1160	OPERATING SUPPLIES	24,473	17,627	14,500	10,923	29,000	46,910	46,910
100-5.3230.53.1165	PROMOTIONS	0	0	1,000	0	0	0	0
100-5.3230.53.1170	SIGNS	295	0	500	270	0	0	0
100-5.3230.53	:ENERGY-NATURAL GAS	0	0	0	0	0	0	0
100-5.3230.53	:ENERGY-ELECTRICITY	0	0	0	0	0	0	0
100-5.3230.53.1270	ENERGY-GASOLINE/DIESEL	173,008	164,579	150,000	162,433	0	0	0
100-5.3230.53.1280	UTILITIES	18,609	17,123	0	0	0	0	0
100-5.3230.53.1598	POLICE-COMP UPDATE EXPE	18,226	15,390	0	16,727	0	0	0
100-5.3230.53.1600	SMALL EQUIPMENT	35,206	8,889	8,000	15,924	54,950	45,350	45,350
100-5.3230.53.1785	UNIFORMS	40,595	43,586	29,000	22,842	0	0	0
100-5.3230.53.1795	MISCELLANEOUS	30	100	0	0	0	0	0
100-5.3230.53.1798	TIRES	13,914	13,292	12,000	11,886	0	0	0
<b>TOTAL SUPPLIES</b>		<b>330,760</b>	<b>285,829</b>	<b>225,000</b>	<b>247,783</b>	<b>83,950</b>	<b>92,260</b>	<b>92,260</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.3230.54.2300	FURNITURE & FIXTURES	1,867	7,804	0	0	0	0	0
100-5.3230.54.2400	COMPUTERS	535	0	0	0	0	0	0
100-5.3230.54.2599	CAPITAL OUTLAY	0	1,281,652	0	0	0	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>2,403</b>	<b>1,289,456</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PAYMENTS TO OTHERS</b>								
100-5.3230.57.9000	:9000 CONTINGENCIES	0	0	0	0	0	0	0
<b>TOTAL PAYMENTS TO OTHERS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TRAFFIC CONTROL</b>		<b>3,347,488</b>	<b>4,697,218</b>	<b>3,655,927</b>	<b>3,483,227</b>	<b>2,694,683</b>	<b>2,662,559</b>	<b>2,662,559</b>

# City of McDonough

## Municipal Court - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** 4 Full-time equivalent employees. 1 Police Major (Directs Court Services), 1 Asst. Court Clerk and 2 Deputy Clerks. **Recommended: \$200,432**

**Part Time:** 4 Part-time employees. Includes 1 Asst. Court Clerk and 3 Security (Bailiffs). **Recommended: \$57,158**

**Overtime:** For occasional work associated with extraordinary court related duties. **Recommended: \$1,000**

**Health Insurance:** Health insurance paid in accordance with City Policy. **Recommended: \$29,936**

**Life Insurance:** Life insurance paid in accordance with City Policy. **Recommended: \$257**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$16,033**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$3,750**

**Retirement:** The costs associated with contributions to employees' retirement in accordance with City policy. **Recommended: \$28,367**

**Worker's Compensation:** Allocated cost of workers' compensation insurance. **Recommended: \$4,019**

**Total Personal Services: \$340,953**

### PURCHASED/CONTRACTED SERVICES

**Pre-Employment Drug Screening:** Drug and substance abuse drug screening , and random testing. **Recommended: \$200**

**Auto Repair & Maintenance:** Routine oil changes, car wash, and other minor auto repairs. **Recommended: \$1,500**

**Other Equipment Repair:** Office machines, and other items not related to auto or building. **Recommended: \$750**

**Rental-Land & Building:** Rental of the modular office to house Court Clerk's offices. **Recommended: \$21,600**

**Cell Phones:** Cell phone for emergency purposes and to contact Community Service Workers. **Recommended: \$500**

**Public Notices:** To publish required legal notices. **Recommended: \$300**

**Travel:** Mandatory training for Judges, Clerks and Solicitor for certification maintenance and seminars for legal updates. **Recommended: \$1,000**

**Dues & Fees:** Georgia Crime Information Center, GA Court Clerks Council membership and annual dues for Municipal Court Judges. **Recommended: \$300**

**Education & Training:** Georgia Crime Information Center Terminal Agency Coordinator Training (Required), Institute of Continuing Judicial Education for Judges and Clerks (Required). **Recommended: \$2,750**

**Contract Labor:** Interpreter, court appointed attorney, Judge, Judge Pro Tem, and Solicitor. **Recommended: \$100,100**

**Contracts & Fees:** Alarm system for Court building and administrative offices, Pitney Bowes Postage Machine. **Recommended: \$3,740**

**Postage:** Charges to send official/court notifications, warnings, and court summons, as well as other correspondence as required by judicial process or code. **Recommended: \$2,000**

**Total Purchased/Contracted Services: \$134,740**

# City of McDonough

## Municipal Court - Budget (Cont.)

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### SUPPLIES

**Office Supplies:** Routine consumables office supplies including paper, pens, etc. **Recommended: \$3,368**

**Computer Supplies:** Replace broken building wiring. **Recommended: \$300**

**Gasoline/Diesel:** Fuel costs associated with issuance of warrants, criminal history pick up and other court related services. **Recommended: \$1,750**

**Small Equipment:** Cuffs, leg irons and other small items for use by the Court. **Recommended: \$1,025**

**Uniforms:** Apparel for office personnel. **Recommended: \$470**

**Total Supplies: \$6,913**

### MACHINERY AND EQUIPMENT

**Furniture and Fixtures:** 2 desk chairs. **Recommended: \$300**

**Total Machinery and Equipment \$300**

### PAYMENTS TO OTHERS

**Georgia Crime Victims:** **Recommended: \$1,020**

**Victim's Assistance:** **Recommended: \$42,000**

**Henry County Drug Abuse Treatment:** **Recommended: \$3,000**

**Henry County Driver's Ed & Training:** **Recommended: \$26,004**

**POAB: (For Police Officers):** **Recommended: \$50,004**

**POPIDF-B: (For Police Officers):** **Recommended: \$64,200**

**Prosecutor's Training:** **Recommended: \$68,004**

**Henry County Jail Fund:** **Recommended: \$56,040**

**Henry County Spinal Injury Fund:** **Recommended: \$2,400**

**Bank Charges:** Transaction fees charged to Probation Services. City charges \$6.00 per transaction and adds to the cost paid by those convicted. **Recommended: \$13,200**

**Total Payments to Others: \$325,872**

**Total Budget 808,778**

# City of McDonough

## Municipal Court - Budget (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### MUNICIPAL COURT

PERSONNEL SERVICES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.2650.51.1100	165,414	174,560	201,722	201,190	200,432	200,432	200,432
100-5.2650.51.1160	55,593	59,609	57,708	45,931	57,158	57,158	57,158
100-5.2650.51.1300	234	462	1,000	531	1,000	1,000	1,000
100-5.2650.51.2100	17,052	20,063	25,320	28,104	29,936	29,936	29,936
100-5.2650.51.2110	203	205	257	274	257	257	257
100-5.2650.51.2200	13,158	14,068	16,147	14,756	16,033	16,033	16,033
100-5.2650.51.2300	3,077	3,290	3,776	3,451	3,750	3,750	3,750
100-5.2650.51.2400	14,209	24,470	28,554	27,354	28,367	28,367	28,367
100-5.2650.51.2700	6,720	6,949	6,693	9,148	4,019	4,019	4,019
<b>TOTAL PERSONNEL SERVICES</b>	<b>275,661</b>	<b>303,676</b>	<b>341,177</b>	<b>330,740</b>	<b>340,953</b>	<b>340,953</b>	<b>340,953</b>

#### PURCHASED/CONTRACT SERV

100-5.2650.52.1205	0	0	0	0	200	200	200
100-5.2650.52.2210	662	466	750	290	1,500	1,500	1,500
100-5.2650.52.2220	40	0	0	0	0	0	0
100-5.2650.52.2221	15,763	24,670	19,000	31,508	31,200	0	0
100-5.2650.52.2240	3,574	9,294	0	143	6,000	0	0
100-5.2650.52.2250	0	196	250	0	750	750	750
100-5.2650.52.2310	17,194	24,602	21,600	0	21,600	21,600	21,600
100-5.2650.52.3210	595	582	500	673	500	500	500
100-5.2650.52.3220	8,657	10,370	0	0	7,000	0	0
100-5.2650.52.3310	175	470	500	181	300	300	300
100-5.2650.52.3500	617	658	1,000	1,119	1,000	1,000	1,000
100-5.2650.52.3600	250	20	500	42	300	300	300
100-5.2650.52.3700	1,138	856	1,000	1,000	2,750	2,750	2,750
100-5.2650.52.3850	95,610	103,050	95,000	102,157	126,350	100,100	100,100
100-5.2650.52.3855	22,609	19,783	9,000	7,666	7,120	3,740	3,740
100-5.2650.52.3970	1,827	2,203	2,000	410	2,000	2,000	2,000
<b>TOTAL PURCHASED/CONTRACT SERV</b>	<b>168,712</b>	<b>197,219</b>	<b>151,100</b>	<b>145,188</b>	<b>208,570</b>	<b>134,740</b>	<b>134,740</b>

#### SUPPLIES

100-5.2650.53.1105	5,107	4,181	5,000	4,310	5,502	3,368	3,368
100-5.2650.53.1110	0	73	0	0	300	300	300
100-5.2650.53.1160	2,340	2,622	2,500	2,137	2,846	0	0
100-5.2650.53.1270	6,885	2,737	3,000	2,091	2,196	1,750	1,750
100-5.2650.53.1280	17,729	18,065	0	0	0	0	0
100-5.2650.53.1600	719	658	500	42	1,025	1,025	1,025
100-5.2650.53.1785	321	289	1,000	242	3,500	470	470
100-5.2650.53.1795	180	1,192	1,500	1,114	1,008	0	0
<b>TOTAL SUPPLIES</b>	<b>33,281</b>	<b>29,816</b>	<b>13,500</b>	<b>9,938</b>	<b>16,377</b>	<b>6,913</b>	<b>6,913</b>

#### MACHINERY & EQUIPMENT

100-5.2650.54.2300	0	0	0	0	600	300	300
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>300</b>	<b>300</b>

#### PAYMENTS TO OTHERS

100-5.2650.57.2100	860	824	1,000	650	1,020	1,020	1,020
100-5.2650.57.2110	31,335	41,208	30,000	46,327	42,000	42,000	42,000
100-5.2650.57.2111	0	8,050	0	0	0	0	0
100-5.2650.57.2115	3,160	2,609	1,250	8,001	3,000	3,000	3,000
100-5.2650.57.2116	23,131	31,859	20,000	15,440	26,004	26,004	26,004
100-5.2650.57.2120	39,742	56,121	32,000	56,230	50,004	50,004	50,004
100-5.2650.57.2125	66,440	93,241	65,000	96,521	64,200	64,200	64,200
100-5.2650.57.2130	58,910	82,856	50,000	85,337	68,004	68,004	68,004
100-5.2650.57.2145	62,036	81,052	50,000	92,254	56,040	56,040	56,040
100-5.2650.57.2150	2,995	2,709	2,000	1,938	2,400	2,400	2,400
100-5.2650.57.3010	9,939	12,044	11,000	4,990	0	13,200	13,200
<b>TOTAL PAYMENTS TO OTHERS</b>	<b>298,549</b>	<b>412,574</b>	<b>262,250</b>	<b>407,688</b>	<b>312,672</b>	<b>325,872</b>	<b>325,872</b>

#### TOTAL MUNICIPAL COURT

	776,203	943,286	768,027	893,552	879,172	808,778	808,778
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# City of McDonough

## Probation Services - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** 2 Full-time equivalent Probation Officers. **Recommended: \$77,979**

**Overtime:** For unexpected services associated with Probation functions. **Recommended: \$1,000**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$22,476**

**Life Insurance:** Life insurance paid in accordance with city policy. **Recommended: \$103**

**FICA:** The City's mandatory contribution into social Security as required by federal regulations.

**Recommended: \$4,897**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$1,145**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with the City policy.  
**Recommended: \$10,839**

**Workers Comp:** Allocated cost of Worker's Compensation insurance. **Recommended: \$300**

**Total Personal Services \$118,689**

### PURCHASED/CONTRACTED SERVICES

**Pre-Employment Drug Screen:** Drug and substance abuse screening prior to employment, and random testing.  
**Recommended: \$75**

**Travel:** Costs associated with Probation Association Conference and other continuing education classes.  
**Recommended: \$300**

**Dues & Fees:** Georgia Probation Agency membership fees and other conference registration fees. **Recommended: \$250**

**Education & Training:** Professional development and continuing education courses. **Recommended: \$250**

**Postage:** Postage associated with correspondence for probation related items. **Recommended: \$100**

**Total Purchased/Contracted Services: \$1,075**

# City of McDonough

## Probation Services - Budget (Cont.)

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### SUPPLIES

**Office Supplies:** Consumable supplies such as paper, file folders, writing instruments, tape, etc. **Recommended: \$600**

**Computer Supplies:** Toner cartridges. **Recommended: \$600**

**Operating Supplies:** Items include required drug testing supplies, testing supplies, hand soap, paper towels, toilet tissue, etc. **Recommended: \$4,800**

**Miscellaneous:** Unanticipated expenses. **Recommended: \$150**

**Total Supplies \$6,150**

### MACHINERY AND EQUIPMENT

**Furniture and Fixtures:** Replacement chairs. **Recommended: \$300**

### PAYMENTS TO OTHERS

**Victims Compensation/Probation Fees:** **Recommended: \$20,000**

**Total Payments to Others: \$20,000**

**TOTAL Budgeted: \$167,134**

# City of McDonough

## Probation Services - Budget (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### PROBATION SERVICES

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.2660.51.1100	REGULAR EMPLOYEES	75,723	77,563	77,979	77,034	77,979	77,979	77,979
100-5.2660.51.1300	OVERTIME	424	277	500	706	1,000	1,000	1,000
100-5.2660.51.2100	GROUP INSURANCE	20,137	20,603	20,043	20,940	22,426	22,426	22,426
100-5.2660.51.2110	LIFE INSURANCE	111	103	103	111	103	103	103
100-5.2660.51.2200	SOCIAL SEC (FICA) CNTRIB	4,226	4,473	4,866	4,360	4,897	4,897	4,897
100-5.2660.51.2300	MEDICARE PAYABLE	988	1,046	1,138	1,020	1,145	1,145	1,145
100-5.2660.51.2400	RETIREMENT CONTRIBUTIONS	9,393	10,535	10,839	9,639	10,839	10,839	10,839
100-5.2660.51.2700	WORKER'S COMPENSATION	261	282	296	296	296	300	300
<b>TOTAL PERSONNEL SERVICES</b>		<b>111,264</b>	<b>114,881</b>	<b>115,764</b>	<b>114,105</b>	<b>118,685</b>	<b>118,689</b>	<b>118,689</b>

#### PURCHASED/CONTRACT SERV

100-5.2660.52.1205	PRE EMPLOY DRUG SCREEN-P	0	161	0	194	75	75	75
100-5.2660.52.2240	BLDG REPAIRS AND MAINT	150	0	0	0	1,200	0	0
100-5.2660.52.3500	TRAVEL	257	42	250	0	300	300	300
100-5.2660.52.3600	DUES AND FEES	0	0	250	0	250	250	250
100-5.2660.52.3700	EDUCATION & TRAINING	0	0	250	0	250	250	250
100-5.2660.52.3710	TRAINING MATERIALS	0	0	0	0	100	100	100
100-5.2660.52.3855	CONTRACTS AND FEES	3,001	4,292	500	51	1,560	0	0
100-5.2660.52.3970	POSTAGE	0	0	100	0	100	100	100
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>3,408</b>	<b>4,495</b>	<b>1,350</b>	<b>245</b>	<b>3,835</b>	<b>1,075</b>	<b>1,075</b>

#### SUPPLIES

100-5.2660.53.1105	OFFICE SUPPLIES	139	74	995	612	600	600	600
100-5.2660.53.1110	COMPUTER SUPPLIES	0	0	0	0	600	600	600
100-5.2660.53.1160	OPERATING SUPPLIES	4,079	4,042	4,000	3,559	4,800	4,800	4,800
100-5.2660.53.1280	UTILITIES	1,698	3,043	0	0	0	0	0
100-5.2660.53.1600	SMALL EQUIPMENT	0	70	5	5	500	0	0
100-5.2660.53.1795	MISCELLANEOUS	0	0	0	0	150	150	150
<b>TOTAL SUPPLIES</b>		<b>5,916</b>	<b>7,229</b>	<b>5,000</b>	<b>4,175</b>	<b>6,650</b>	<b>6,150</b>	<b>6,150</b>

#### MACHINERY & EQUIPMENT

100-5.2660.54.2300	FURNITURE & FIXTURES	0	0	0	0	400	300	300
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>300</b>	<b>300</b>

#### PAYMENTS TO OTHERS

100-5.2660.57.2111	VICTIMS COMP/PROBATION F	23,531	24,468	20,000	37,752	40,920	40,920	40,920
<b>TOTAL PAYMENTS TO OTHERS</b>		<b>23,531</b>	<b>24,468</b>	<b>20,000</b>	<b>37,752</b>	<b>40,920</b>	<b>40,920</b>	<b>40,920</b>

#### TOTAL PROBATION SERVICES

<b>144,119</b>	<b>151,073</b>	<b>142,114</b>	<b>156,277</b>	<b>170,490</b>	<b>167,134</b>	<b>167,134</b>
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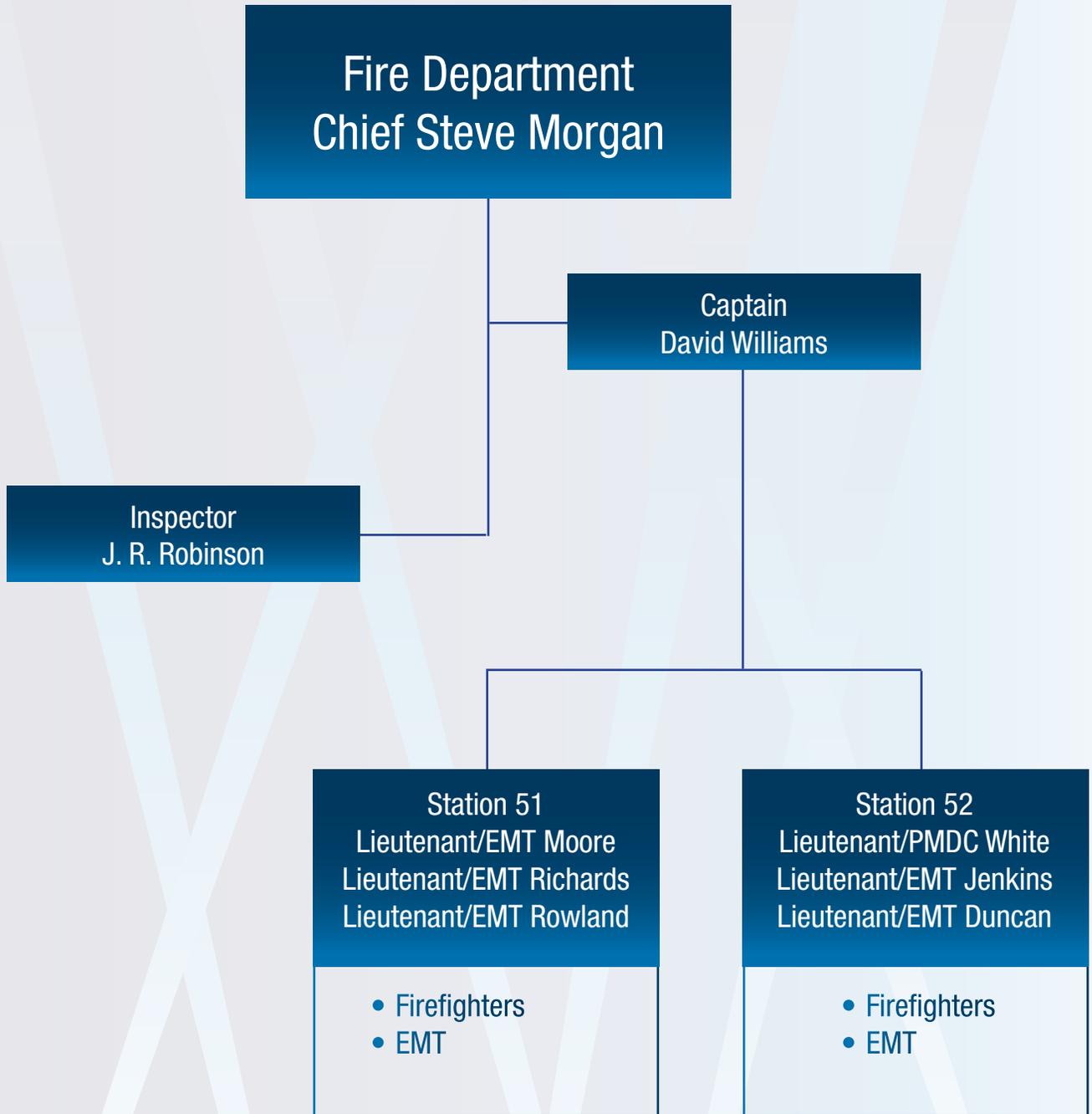
# DEPARTMENT OF FIRE SERVICES



# City of McDonough

## Fire Department - Organizational Chart

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# City of McDonough

## Fire Department - Profile

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### VISION STATEMENT

The City of McDonough, Georgia fire Department is dedicated to the safety and education of the community. It is a dynamic organization that adjusts to the needs of the residents to provide excellent emergency protection services.

### MISSION STATEMENT

The mission of the City of McDonough fire Department is to protect lives and physical asset value at risk from fires, health conditions, and other environmental hazards. This function is discharged through the coordination of community fire safety awareness information and programs, a rigorous program of training, professional certifications, and maintenance of an excellent record of emergency response times.

### DEPARTMENT OVERVIEW

The City of McDonough operates two stations and provides fire rescue and medical services to over 22,000 residents covering 12 square miles. The fire department is responsible for protecting life, property, and resources through the delivery of public safety services. Prevention, preparedness, mitigation and response represent the core of the program efforts. The organized divisions include administration, prevention, training, and operations.

### FISCAL YEAR 2013-2014 ACCOMPLISHMENTS

- Utilizing SPLOST funds, the Fire Department replaced two aging pumper trucks.
- The Department moved into space vacated by the Police Department. The relocation created more space for administration, training, and storage.
- A breathe air filling machine is accommodated for in the fiscal year 2014-2015 capital improvements budget.

### FISCAL YEAR 2015 OPERATING HIGHLIGHTS

#### Public Fire/Life Safety

- (1) **Goal:** reinforce a proactive business inspection program to enhance public safety and reduce fire loss in the city.  
**Objective:** inspect 85% of businesses within a 12 month period for FY 2014 with the goal of completing 100% by 2015
- (2) **Goal:** provide EMS wellbeing checks.  
**Objective:** be proactive in providing EMS response to special events and health checks in the city.
- (3) **Goal:** provide a fire safety literature and smoke detector distribution program at community events and through the schools.  
**Objective:** continue an aggressive program to equip residents with working smoke detectors

# City of McDonough

## Fire Department - Profile (Cont.)

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### Emergency preparedness & response

- (4) **Goal:** provide for safety and welfare of the public by responding to all fire and EMS calls within departmental standards current average response time is 6.24 minutes this is well within national standards.  
**Objective:** responding to all emergency calls for service within the city within 6 minutes 100% of the time.
- (5) **Goal:** improve ISO rating from 4 to 3 for the city:  
**Objective:** request ISO to re-evaluate the city's fire protection/response capabilities once we have an ISO study done by a consultant.

### Facilities & Equipment management

- (6) **Goal:** ensure that all departmental apparatus and facilities are in safe and proper working order and equipped to meet ISO standards.  
**Objective:** maintain our capital improvement program (CIP) aimed at correcting facility and equipment concerns.
- (7) **Goal:** ensure that all air bottles are easily made ready for use.  
**Objective:** continue from last year to purchase breath air machine from impact fees
- (8) **Goal:** provide the appropriate apparatus and equipment needed to meet the increasing demands on the department and that meet ISO Standards.  
**Objective:** evaluate all apparatus and vehicles and update capital improvement program (CIP) to reflect overall department as well as ISO requirements

### Emergency management

- (9) **Goal:** ensure all city employees are trained to the proper level in accordance with our city emergency management plan (CEMP)  
**Objective:** provide and track basic and advanced national incident management system (NIMS) and work to educate all members of each emergency support function (ESF) in their duties and responsibilities as outlined in the emergency management plan
- (10) **Goal:** provide hands on training through drills, tabletop exercises and scenario based exercises in house and in conjunction with all county wide events.  
**Objective:** exercise each emergency support function (ESF) and participate in an annual county disaster exercise

# City of McDonough

## Fire Department - Performance Metrics

<b>Performance Metrics</b>						
	<b>CY 2009</b>	<b>CY 2010</b>	<b>FY 2011</b>	<b>FY 2012*</b>	<b>FY 2013</b>	<b>FY 2014 Projected</b>
Total Calls	2,537	2,811	2,662	2,504	2,559	2,559
Fire Calls	121	167	171	153	124	151
EMS Calls	1,528	1,694	1,541	1,423	1,456	1,500
Alarm Calls	261	275	246	235	278	245
Dispatch/Cancel	342	392	382	372	372	270
Assistance Calls	162	161	192	229	241	180
Utility Calls	123	108	111	77	88	100

\*2012 Data included, but not shown

5 Weather incidents

8 Citizen related complaints

2 Excessive heat and burn calls

# City of McDonough

## Fire Department - Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** 31 Fire Full-time equivalent employees. **Recommended: \$1,286,968**

**Part-Time:** 4 Part-time Fire Fighters to cover vacation, sick time, and emergencies. **Recommended: \$58,000**

**Overtime:** Additional measures requiring work hours for emergency response, disaster preparedness, and weather-driven events. **Recommended: \$26,700**

**Health Insurance:** Health insurance benefits paid in accordance with city policy. **Recommended: \$243,273**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$1,438**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$86,132**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$20,063**

**Retirement:** The City's cost associated with contributions to employee's retirement, in accordance with City policy. **Recommended: \$134,176**

**Worker's Compensation:** Allocated cost of worker's compensation insurance. **Recommended: \$43,193**

**Total Personal Services: \$1,899,944**

### PURCHASED/CONTRACTED SERVICES

**Pre-Employment Drug Screening:** Drug and substance abuse screening prior to employment, and random testing. **Recommended: \$600**

**Auto Repairs & Maintenance:** Routine maintenance and parts, for fire engines. **Recommended: \$35,000**

**Radio Repairs & Maintenance:** Radio Communications, service & maintenance. **Recommended: \$2,000**

**Other Equipment Repairs:** Small equipment repairs. **Recommended: \$6,000**

**Pagers and Cell Phones:** Mobile phones. **Recommended: \$2,250**

**Public Notices:** Ads and public notifications. **Recommended: \$125**

**Travel:** Travel to attend Fire House Seminar. **Recommended: \$1,600**

**Dues and Fees:** Georgia Fire Chief's Association. **Recommended: \$1,825**

**Education & Training:** Registration fees for EMT certification and other required training including Airway passage trainer, etc. **Recommended: \$5,200**

**Contracts & Fees:** Oxygen bottle refills, cable communications and related expenses. **Recommended: \$2,500**

**Postage:** Official correspondence and mailings. **Recommended: \$600**

**Total Purchase/Contracted Services: \$57,700**

# City of McDonough

## Fire Department - Budget (Cont.)

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### SUPPLIES

**Office Supplies:** Routine consumable items- paper, writing instruments, forms, files, tape, etc. **Recommended: \$1,500**

**Operating Supplies:** Routine custodial supplies associated with emergency operations such as new blades for k-12 saw, spray paint for hydrants, etc. **Recommended: \$7,600**

**Gasoline/Diesel:** Cost of fuel Fire Department equipment and vehicles. **Recommended: \$30,000**

**Small Equipment:** Emergency response and suppression equipment, AEDs, ladders, tools, etc. **Recommended: \$31,411**

**Uniforms:** Uniforms for fire fighters to include turn-out gear. **Recommended: \$24,600**

**Tires:** Replacement based upon normal wear and tear. **Recommended: \$7,000**

**Miscellaneous:** Hydrating fluids for Geranium Festival, smoke detectors, US Flags. **Recommended: \$2,500**

**Total Supplies: \$104,611**

### MACHINERY AND EQUIPMENT

**Furniture and Fixtures:** Fire house appliances and furnishings. **Recommended: \$1,000**

**Total Machinery and Equipment. \$1,000**

**Total Budgeted: \$2,063,255**

# City of McDonough

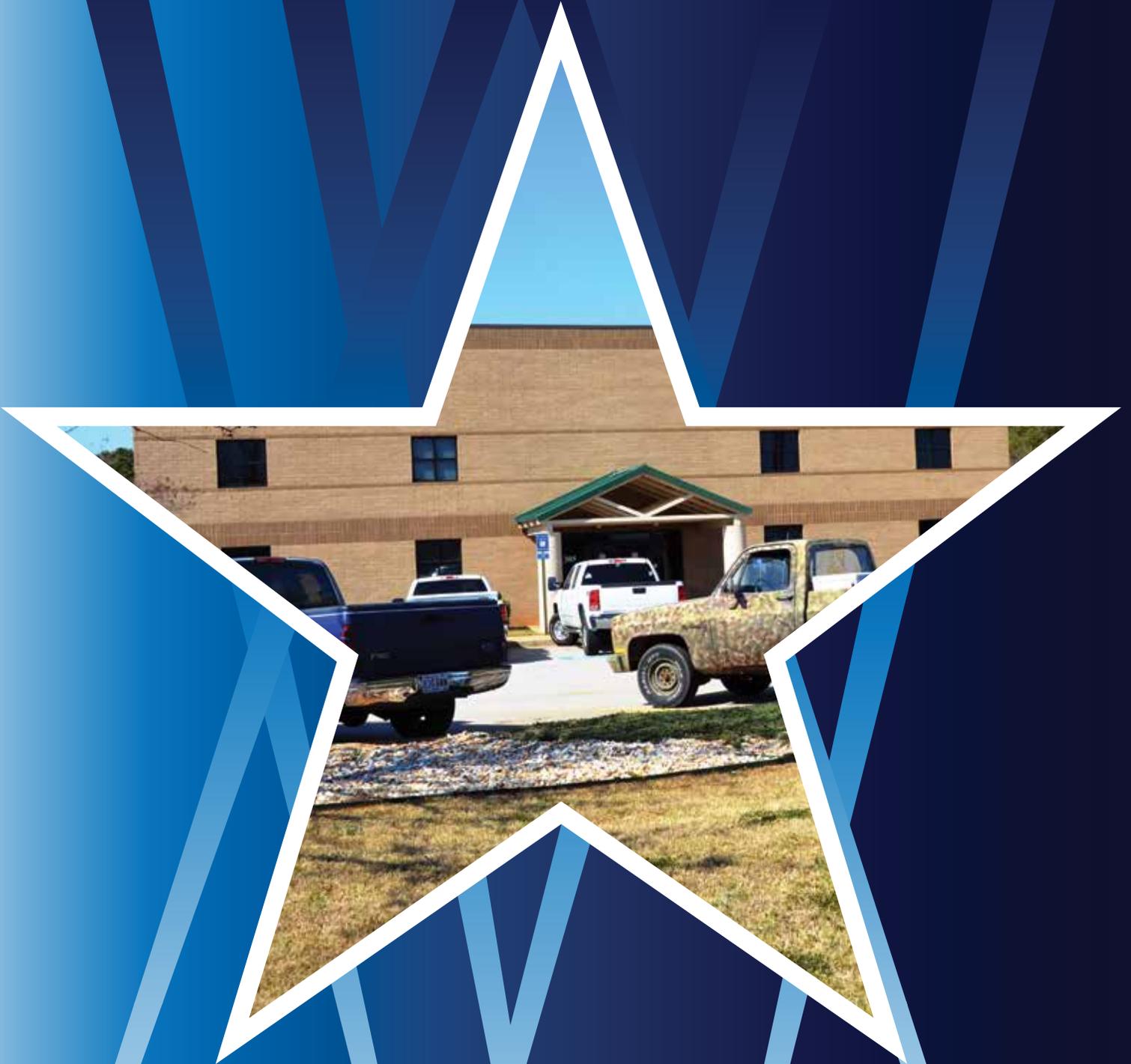
## Fire Department - Budget (Cont.)

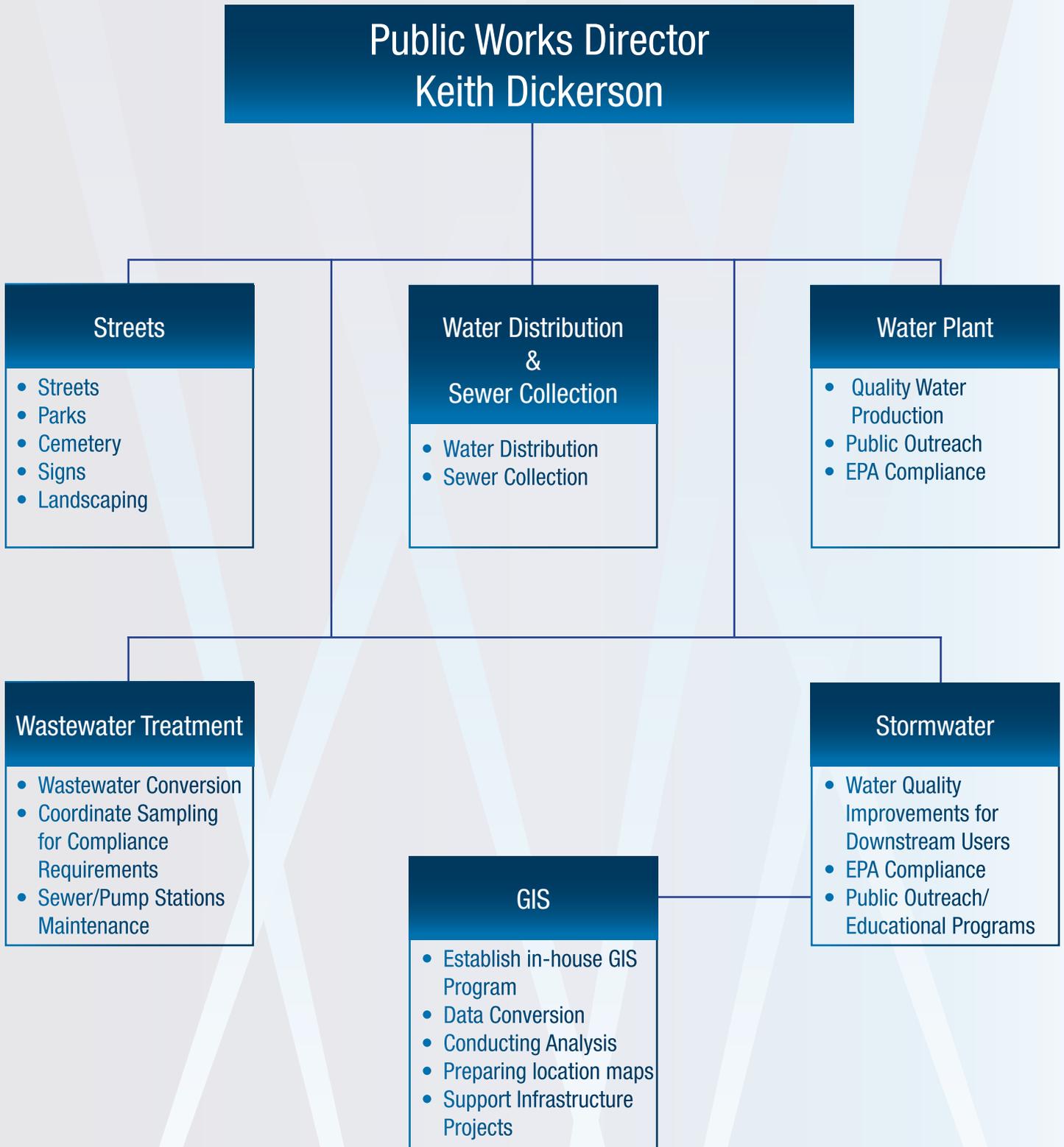
### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### FIRE FIGHTING

		2013 - 2014				2014-2015		
PERSONEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.3520.51.1100	REGULAR EMPLOYEES	889,927	1,039,715	1,141,912	1,095,203	1,286,280	1,286,968	1,286,968
100-5.3520.51.1160	PART TIME	48,727	54,410	58,000	46,880	58,000	58,000	58,000
100-5.3520.51.1300	OVERTIME	21,838	19,456	26,700	35,487	26,700	26,700	26,700
100-5.3520.51.1350	1350 VOLUNTEERS	11,996	9,295	12,000	0	12,000	0	0
100-5.3520.51.2100	GROUP INSURANCE	129,499	164,968	180,813	181,939	251,064	243,273	243,273
100-5.3520.51.2110	LIFE INSURANCE	1,058	1,147	1,233	1,313	1,438	1,438	1,438
100-5.3520.51.2200	SOCIAL SEC (FICA) CNTRIB	56,566	65,981	75,305	69,826	85,745	86,132	86,132
100-5.3520.51.2300	MEDICARE PAYABLE	13,229	15,431	17,612	16,330	20,053	20,063	20,063
100-5.3520.51.2400	RETIREMENT CONTRIBUTIONS	116,505	116,994	134,795	130,065	134,176	134,176	134,176
100-5.3520.51.2700	WORKER'S COMPENSATION	27,421	33,033	34,260	37,098	41,106	43,193	43,193
<b>TOTAL PERSONNEL SERVICES</b>		<b>1,316,766</b>	<b>1,520,429</b>	<b>1,682,630</b>	<b>1,614,142</b>	<b>1,916,562</b>	<b>1,899,944</b>	<b>1,899,944</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.3520.52.1205	PRE EMPLOY DRUG SCREEN Fire	0	0	0	0	3,000	600	600
100-5.3520.52.2210	AUTO/TRUCK-REPAIRS & MAINT	24,596	36,995	36,000	35,944	35,000	35,000	35,000
100-5.3520.52.2230	2230 RADIO REPAIRS AND MAINT	2,402	1,044	663	663	2,000	2,000	2,000
100-5.3520.52.2250	OTHER EQUIP REPAIR/MAINT	7,240	5,251	3,600	3,597	6,000	6,000	6,000
100-5.3520.52.3210	PAGERS AND CELL PHONES	925	1,596	2,250	2,000	2,250	2,250	2,250
100-5.3520.52.3320	TELEPHONE	9,246	9,879	0	0	0	0	0
100-5.3520.52.3310	PUBLIC NOTICES	0	0	105	105	125	125	125
100-5.3520.52.3500	TRAVEL	0	645	800	417	1,600	1,600	1,600
100-5.3520.52.3600	DUES & FEES	0	0	400	200	325	1,825	1,825
100-5.3520.52.3700	EDUCATION & TRAINING	6,682	3,063	3,920	3,919	7,000	5,200	5,200
100-5.3520.52.3855	CONTRACTS AND FEES	8,165	9,048	3,490	2,310	4,000	2,500	2,500
100-5.3520.52.3970	POSTAGE	29	0	50	0	600	600	600
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>66,881</b>	<b>74,743</b>	<b>50,988</b>	<b>48,865</b>	<b>61,900</b>	<b>57,700</b>	<b>57,700</b>
<b>SUPPLIES</b>								
100-5.3520.53.1105	OFFICE SUPPLIES	817	1,002	1,075	1,075	1,500	1,500	1,500
100-5.3520.53.1110	COMPUTER SUPPLIES	2,346	0	0	0	0	0	0
100-5.3520.53.1160	OPERATING SUPPLIES	9,207	10,559	7,500	7,416	8,000	7,600	7,600
100-5.3520.53.1270	ENERGY-GASOLINE/DIESEL	26,259	27,101	34,487	30,951	30,000	30,000	30,000
100-5.3520.53.1280	UTILITIES	33,725	37,458	0	0	0	0	0
100-5.3520.53.1600	SMALL EQUIPMENT	5,386	5,857	3,675	3,672	31,411	31,411	31,411
100-5.3520.53.1785	UNIFORMS	15,636	20,007	15,000	14,987	30,200	24,600	24,600
100-5.3520.53.1795	MISCELLANEOUS	3,007	4,758	2,856	2,819	2,500	2,500	2,500
100-5.3520.53.1798	TIRES	6,600	5,549	6,619	6,133	7,000	7,000	7,000
<b>TOTAL SUPPLIES</b>		<b>102,982</b>	<b>112,290</b>	<b>71,212</b>	<b>67,053</b>	<b>110,611</b>	<b>104,611</b>	<b>104,611</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.3520.54.2300	FURNITURE & FIXTURES	848	1,119	0	0	1,000	1,000	1,000
100-5.3520.54.2500	EQUIPMENT	20,636	18,681	0	0	0	0	0
100-5.3520.54.2599	CAPITAL OUTLAY	89,200	1,500	0	0	0	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>110,684</b>	<b>21,300</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL FIRE FIGHTING</b>		<b>1,597,313</b>	<b>1,728,763</b>	<b>1,804,830</b>	<b>1,730,059</b>	<b>2,090,073</b>	<b>2,063,255</b>	<b>2,063,255</b>

# PUBLIC WORKS





# City of McDonough

## Public Works - Profile

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### VISION STATEMENT

The Department of Public Works provides resources for the management and maintenance of the City's infrastructure. It serves to provide excellent customer interface and timely problem resolutions.

### MISSION STATEMENT

The network of streets, water and sewer connections, plant facilities, will be operated in Compliance within all Federal and State regulations, and in satisfaction to the citizens of McDonough, Georgia

### OVERVIEW OF DEPARTMENT

The City of McDonough Public Works Department is comprised of five divisions and is responsible for the City infrastructure. It includes street maintenance, water distribution, sewer collection and storm water system. Public Works also maintains the street right-of-way, our City Parks, and the City Cemetery. This department also provides brush chipping and street sweeping.

### CORE FUNCTIONS & DIVISION DESCRIPTIONS

**The Director of Public Director** develops a work program for all divisions within the department. The incumbent provides positive leadership and directs policy to support the work program.

**The McDonough Water Plant Division** works to produce quality water for our citizens within the City's service area. Our primary source of water is the City Reservoir to the north of the City. The Plant also relies of well water to supplement the water supply. The Water Plant efficiently produces water that meets or exceeds EPA standards for water quality. If an unanticipated event occurred that took our plant out of service, measures are in place for interconnectivity with the Henry County water system. The operating permit for this division requires public outreach and education as well as yearly water quality reports in water bills.

**The McDonough Wastewater Plant** also called the Walnut Creek Water Pollution Control Plant. The facility converts waste water into clean water and inert solids which are land applied. The operating permit requires the monitoring of wastewater quality as compared to standards governed by the State of Georgia Environmental Protection Division. For the past several years the Plant has received awards for exceeding though

se standards. The plant uses natural living organisms to process the waste which breaks it down into smaller quantities of solids. The wastewater plant also maintains the twelve sewage pump stations.

**The Streets Division** provides maintenance for parks, the cemetery, and the rights of way of City streets. It is committed to a very high level of service, and it has historically worked to maintain the rights-of-ways shared with the Georgia Department of Transportation. The Division is also responsible for signage, pothole repairs, curb and sidewalk repairs, dead animal removal, the chipping service, the street sweeper. This Division assists the Water Plant with grass maintenance at the reservoir and at the water towers. This division also assists Storm-water with maintenance on roadside ditches, and driveway culverts, cross drains, and catch basins.

**The Water Distribution and Sewer Collection Division** maintain the water distribution and sewer collection systems in the City. The primary function of the Division is to maintain water lines from the water plant to the water customer. All service/meter activities are controlled by this Division. The staff replaces water meters on a regular schedule to ensure proper billing. The Division also maintains sewage collection system along the City right-of-way to its final destination; the wastewater plant. Occasional cleaning of sewer lines is necessary due to blockages from fats, oils, and grease in the sewer lines.

# City of McDonough

## Public Works - Profile (Cont.)

**The Storm-water Division** is responsible for maintenance required by our Non-Point Source Discharge and Elimination System permit through the Georgia Environmental Protection Division. The division's emphasis is on improving water quality for downstream users. This division annually provides a report to Georgia Environmental Protection Division on inspection, maintenance, and education activities.

**GIS and Mapping Division** Is a new addition to the city, McDonough will modernize the way it collects, analyzes, shares, and stores information, and it will be done in-house. Prior to this hire, all GIS related work was outsourced, costing the city many thousands of dollars each year. This forward-thinking move will save the city thousands of dollars by reducing the amount of money spent on private consultations and man hours. Having accurate data in an easily accessible, easily deciphered way will allow city officials to make better decisions, recover lost revenues, reduce the effects of "Brain Drain", and improve response times to citizen requests.

**Solid Waste Collection and Disposal** is an enterprise operation, and the services are provided under contract by a private company.

### FISCAL YEAR 2014-2015 OPERATING HIGHLIGHTS

#### Water Plant

- Respond to water complaints within 24 Hours
- Submits monthly lab reports to the state agency by the due date
- Performs preventative maintenance on recommended schedule
- Performs housekeeping services ground maintenance on a weekly schedule

#### Wastewater

- Respond to Pump Station call within 2 hours

- Submits monthly lab reports to the state agency by the due date
- Performs preventative maintenance on recommended schedule
- Complete Pump Station Maintenance on schedule

#### Water Distribution

- Cut-offs completed in a timely manner
- Reinstates are completed within 24 hours
- Radio reads completed in two business days
- Flush 100 Hydrants per month between the months of March –October
- Respond to Main Breaks within one hour and repairs completed within six hours

#### Sewer Collection

- Respond to Sewer blockage within one hour
- Perform quarterly sewer jetting at 45 locations
- Check creek sewer crossings monthly
- Respond to camera inspections in one day

#### Streets

- Lawn care maintenance of the City Square every seven days
- Right-of-way on all City streets cut every 14 days
- Adhere to weekly schedule for yard waste removal
- Concrete sidewalk repairs completed within three weeks
- Removal of expired animals from City streets within four hours of notification
- Pothole patching completed within 24 hours of notification
- Service cut in pavement for utility work completed within 2 weeks

#### Storm-water

- Respond to storm-water call within four hours
- Adhere to street sweeper routes
- Annual outreach activities completed in a timely manner
- Meet deadline and objectives established by Storm-water Master Plan and Improvements List

# City of McDonough

## Public Works - Profile (Cont.)

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### GIS and Mapping

- Update zoning map
- Assist in the creation and management of a Streetlight Utility
- Update City limits on a continual basis to include new annexations
- Provide maps for informational use to the City Website to reduce number of calls to City Hall

## ACCOMPLISHMENTS—FY 2013-2014

### Water Plant

- Installed new aluminum sulfate rack mounted pump system
- Installed two 8 inch valves and actuators on inlet valves on filters 3 and 4
- Installed new flow meter at North Well
- Upgraded HVAC systems to high efficiency units

### Wastewater Plant

- Met all of their performance measures
- Awarded the Platinum Award for 100% compliance and zero violation in the past 6 Years from the Georgia Association of Water Professionals
- Replaced all galvanized metal supports with stainless steel

### Water Distribution

- Met all of their performance measures
- Replaced 152 water services
- Purchased pneumatic saw for assisting with main break repairs
- Installed fire line and pit meter for the new Public Works Building

### Sewer Collection

- Purchase new Hydro Jet sewer truck/equipment
- Purchase new hose mender for the Jet machine
- Rehab sewer infrastructure and camera inspection for a total of 20,000 linear feet.
- Relined a total of 55 sewer manholes

### Streets

- Purchased new Brush Chipper for Chipper route
- Completed the grading and install of 2 acre Dog Park
- Planted and maintained 2400 Geraniums
- Installed new fountain at Rainer Park

### Storm-water

- Purchased New Street Sweeper
- Started Construction on Big Springs Park Bio-Retention Pond and Stream bank Restoration
- Began process for Residential Detention Pond acquisition, so that the City can maintain those ponds
- Inspected 269 catch basins, 25 outfalls, and 23 detention ponds
- Jointly with Henry County, hosted a booth at the Geranium festival to be more visible and approachable to the public.

### GIS and Mapping

- Created a Zoning Map, modernizing the Zoning records
- Improved Storm-water billing process to eliminate billing errors
- Provided enhanced mapping technologies to support decision making
- Installed a Wide Format Plotter, bringing map/ graphics production in-house

# City of McDonough

## Public Works - Highways & Streets Budget

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### PERSONAL SERVICES

**Regular Salaries/Wages:** Includes 15 Public Works employees and allocated costs for Public Works and Finance Director. **Recommended: \$363,738**

**Overtime:** Additional work measures requiring work hours beyond the normal 40 hour work week. **Recommended: \$30,000**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$81,677**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$624**

**FICA:** The City's mandatory contribution to Social Security as required by federal regulations. **Recommended: \$24,412**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$5,709**

**Retirement:** The City's cost associated with contributions to employees' retirement, in accordance with the City policy. **Recommended: \$51,162**

**Worker's Compensation:** Allocated cost of Workers' Compensation insurance. **Recommended: \$38,332**

**Total Personal Services: \$595,654**

### PURCHASED/CONTRACTED SERVICES

**Engineering:** Evaluations for core samples and soils analysis conducted for small projects by outside engineering firms. **Recommended: \$ 550**

**Repairs & Maintenance:** Repair of weed eaters, lawn mowers, chain saws, pipe saw and other small equipment. **Recommended: \$ 3,000**

**Auto Repairs & Maintenance:** Repair and maintenance of fleet trucks and van. **Recommended: \$26,750**

**Other Equipment Repair:** Repair of track and bush hog, back hoe, bobcat and other equipment maintenance. **Recommended: \$ 20,310**

**Rental Equipment & Vehicles:** Rental of arrow boards, tarps, and other equipment needed on an occasional basis. **Recommended: \$7,500**

**Cell Phones:** Staff radios and cell phones assigned to employees. **Recommended: \$10,800**

**Travel:** Cost to attend the State Public Works conference, and other travel related to continuing education and training for employees. **Recommended: \$250**

**Dues & Fees:** Renewal of Professional Engineering License, Georgia Water Conservation Commission, and Erosion & Sedimentation Control Renewal. **Recommended: \$200**

**Education & Training:** Registration fees for trench safety, Underground Utility Location, and other safety and performance training courses. **Recommended: \$1,600**

# City of McDonough

## Public Works - Highways & Streets Budget (Cont.)

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**Contracts & Fees:** Temporary laborers to perform Public Works functions for street maintenance, tree removal and construction inspections. **Recommended: \$118,400**

**Total Purchased/Contracted Services: \$186,360**

### SUPPLIES

**Office Supplies:** Normal supplies consumed in the course of business including paper, file, writing instruments, business cards, etc. **Recommended: \$800**

**Operating Supplies:** Cost to include asphalt, oil, blades, safety equipment, weed killer, concrete, sand, gravel, etc. **Recommended: \$83,500**

**Signs:** Replacement of street, safety, hazards, and other signage. **Recommended: \$4,000**

**Gasoline/Diesel:** Fuel costs associated with the daily operation of vehicles to perform related. **Recommended: \$57,996**

**Uniforms:** Rental uniforms all employees. **Recommended: \$11,200**

**Small Equipment:** Small tools, weed eaters, back pack sprayers, hand and electrical saws, etc. **Recommended: \$13,780**

**Landscaping:** Geraniums, grass seed, sod, fertilizer, hay, straw, and mulch distributed throughout the City. **Recommended: \$13,000**

**Tires:** Purchase of tire replacements for fleet vehicles. **Recommended: \$7,000** Miscellaneous: Car wash for City owned vehicles. etc. **Recommended: \$7,000**

**Total Supplies: \$191,276**

**Total Budgeted: \$973,290**

**City of McDonough  
Adopted Budget As of June 30th, 2014  
DEPARTMENTAL EXPENDITURES**

### HIGHWAYS & STREETS

				2013 - 2014		2014-2015		
<b>PERSONEL SERVICES</b>		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.4210.51.1100	REGULAR EMPLOYEES	366,991	426,325	399,641	392,579	452,368	363,738	363,738
100-5.4210.51.1300	OVERTIME	20,830	22,801	21,000	33,584	30,000	30,000	30,000
100-5.4210.51.2100	GROUP INSURANCE	68,885	81,463	82,531	86,354	112,298	81,677	81,677
100-5.4210.51.2110	LIFE INSURANCE	669	749	822	885	804	624	624
100-5.4210.51.2200	SOCIAL SEC (FICA) CNTRIB	22,720	26,475	26,080	25,140	29,907	24,412	24,412
100-5.4210.51.2300	MEDICARE PAYABLE	5,313	6,192	6,099	5,879	6,994	5,709	5,709
100-5.4210.51.2400	RETIREMENT CONTRIBUTIONS	28,736	68,035	44,332	43,132	55,565	51,162	51,162
100-5.4210.51.2700	WORKER'S COMPENSATION	26,098	33,605	39,447	50,321	44,872	38,332	38,332
<b>TOTAL PERSONEL SERVICES</b>		<b>540,242</b>	<b>665,645</b>	<b>619,952</b>	<b>637,875</b>	<b>732,808</b>	<b>595,654</b>	<b>595,654</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.4210.52.1205	Pre Employ Screen Hwys/S	0	0	325	320	1,500	550	550
100-5.4210.52.1250	ENGINEERING	3,875	1,435	0	0	5,000	0	0
100-5.4210.52.2200	REPAIRS & MAINTENANCE	3,702	6,091	200	199	0	0	0
100-5.4210.52.2210	AUTO/TRUCK-REPAIRS & MAI	17,347	39,696	30,145	30,008	30,000	26,750	26,750
100-5.4210.52.2220	COMPUTER REPAIRS/MAINT	0	139	0	0	0	0	0
100-5.4210.52.2240	BLDG REPAIRS AND MAINT	2,948	15,408	0	0	0	0	0
100-5.4210.52.2250	OTHER EQUIP REPAIR/MAINT	15,697	16,223	18,800	16,472	31,000	20,310	20,310
100-5.4210.52.2320	.2320 RENTAL OF EQUIP & VEHICL	1,994	4,028	6,900	6,893	7,500	7,500	7,500
100-5.4210.52.3210	PAGERS AND CELL PHONES	6,949	9,432	9,000	8,953	8,901	10,800	10,800
100-5.4210.52.3220	TELEPHONE	4,233	2,994	0	0	0	0	0
100-5.4210.52.3310	PUBLIC NOTICES	150	915	0	0	0	0	0
100-5.4210.52.3500	TRAVEL	478	262	400	247	1,000	250	250
100-5.4210.52.3600	DUES & FEES	110	24	0	0	200	200	200
100-5.4210.52.3700	EDUCATION & TRAINING	755	1,138	1,655	1,651	2,000	1,600	1,600
100-5.4210.52.3855	CONTRACTS AND FEES	106,953	131,761	95,000	94,989	190,000	118,400	118,400
100-5.4210.52.9998	CONTINGENCIES	0	9,318	0	-639	0	0	0
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>165,191</b>	<b>238,865</b>	<b>162,425</b>	<b>159,092</b>	<b>277,101</b>	<b>186,360</b>	<b>186,360</b>
<b>SUPPLIES</b>								
100-5.4210.53.1100	GENERAL SUPPLIES & MAT	15,295	22,078	0	0	0	0	0
100-5.4210.53.1160	OPERATING SUPPLIES	95,005	116,709	79,475	74,892	95,500	83,500	83,500
100-5.4210.53.1170	SIGNS	9,307	8,926	4,000	3,007	8,000	4,000	4,000
100-5.4210.53.1180	.1180 DRAINAGE SUPPLIES	405	0	0	0	0	0	0
100-5.4210.53.1270	ENERGY-GASOLINE/DIESEL	55,033	62,575	55,000	54,166	78,000	57,996	57,996
100-5.4210.53.1280	UTILITIES	283,507	300,790	0	315	0	0	0
100-5.4210.53.1600	SMALL EQUIPMENT	14,464	11,230	0	2,165	13,780	13,780	13,780
100-5.4210.53.1785	UNIFORMS	11,232	12,121	11,000	8,344	12,500	11,200	11,200
100-5.4210.53.1795	MISCELLANEOUS	250	93	0	0	0	0	0
100-5.4210.53.1797	.1797 LANDSCAPING	7,203	14,193	11,500	11,427	13,000	13,000	13,000
100-5.4210.53.1798	TIRES	3,524	5,317	7,000	6,504	7,000	7,000	7,000
<b>TOTAL SUPPLIES</b>		<b>496,413</b>	<b>554,821</b>	<b>168,775</b>	<b>161,406</b>	<b>228,580</b>	<b>191,276</b>	<b>191,276</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.4210.54.1400	BUILDINGS	0	16,561	0	0	0	0	0
100-5.4210.54.1406	.1406 SIDEWALKS, STREETS	32,982	0	0	0	0	0	0
100-5.4210.54.2100	MACHINERY	10,583	18,484	0	0	0	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>43,565</b>	<b>35,045</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL HIGHWAYS &amp; STREETS</b>		<b>1,245,411</b>	<b>1,494,375</b>	<b>951,152</b>	<b>958,373</b>	<b>1,238,489</b>	<b>973,290</b>	<b>973,290</b>

# City of McDonough

## Public Works - Cemetary

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### PERSONAL SERVICES

**Regular Salaries/Wages:** One half- time employee. The position of Community Service Coordinator is assigned to this cost center. The balance is charged to Public Works, including all benefits beyond FICA and Medicare. **Recommended: \$16,706**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$310**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$26**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$1,036**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$225**

**Worker's Compensation:** Allocated cost of Worker's Compensation insurance. **Recommended: \$678**

**Total Personal Services: \$21,229**

### SUPPLIES

**Signs:** Postings. **Recommended \$1,500**

**Total Supplies: \$1,500**

### MACHINERY AND EQUIPMENT

**Cemetery Improvements:** Plants materials sand and fence repairs. **Recommended: \$1,000**

**Total Machinery and Equipment: \$1,000**

**Total Budgeted: \$31,129**

# City of McDonough

## Public Works - Cemetery

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### CEMETERY

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.4950.51.1100	REGULAR EMPLOYEES	8,581	15,660	15,506	16,706	16,706	16,706	16,706
100-5.4950.51.1300	OVERTIME	88	0	0	416	0	0	0
100-5.4950.51.2100	GROUP INSURANCE	0	0	0	0	310	310	310
100-5.4950.51.2110	LIFE INSURANCE	0	0	0	0	26	26	26
100-5.4950.51.2200	SOCIAL SEC (FICA) CNTRIB	475	1,034	961	1,032	1,036	1,036	1,036
100-5.4950.51.2300	MEDICARE PAYABLE	111	242	225	241	225	225	225
100-5.4950.51.2400	RETIREMENT CONTRIBUTIONS	0	0	0	0	2,248	2,248	2,248
100-5.4950.51.2700	WORKER'S COMPENSATION	644	653	678	969	678	678	678
<b>TOTAL PERSONNEL SERVICES</b>		<b>9,899</b>	<b>17,589</b>	<b>17,370</b>	<b>19,364</b>	<b>21,229</b>	<b>21,229</b>	<b>21,229</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.4950.52.2200	REPAIRS AND MAINTENANCE	0	0	5,000	4,545	5,000	7,400	7,400
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>0</b>	<b>0</b>	<b>5,000</b>	<b>4,545</b>	<b>5,000</b>	<b>7,400</b>	<b>7,400</b>
<b>SUPPLIES</b>								
100-5.4950.53.1160	OPERATING SUPPLIES	1,355	1,489	1,500	1,341	1,500	1,500	1,500
100-5.4950.53.1600	SMALL EQUIPMENT	1,794	1,632	0	0	2,235	0	0
<b>TOTAL SUPPLIES</b>		<b>3,148</b>	<b>3,120</b>	<b>1,500</b>	<b>1,341</b>	<b>3,735</b>	<b>1,500</b>	<b>1,500</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.4950.54.1245	.1245 CEMETERY IMPROVEMENTS	200	6,708	1,000	600	1,000	1,000	1,000
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>200</b>	<b>6,708</b>	<b>1,000</b>	<b>600</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>TOTAL CEMETERY</b>		<b>13,247</b>	<b>27,417</b>	<b>24,870</b>	<b>25,850</b>	<b>30,964</b>	<b>31,129</b>	<b>31,129</b>

# City of McDonough

## Public Works - Parks

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**PERSONAL SERVICES TOTAL: \$0**

### **PURCHASED/CONTRACTED SERVICES**

**Other Equipment Repair:** Repair of lights and electrical outlets Repair and replacement of drinking fountains.  
**Recommended: \$3,000**

**Contracts & Fees:** Sound system & alarm maintenance for Craig Park, Simpson St. and Alexander Park, arborist services, and weed inhibitor service. **Recommended: \$8,440**

**Total Purchased Services: \$11,440**

### **SUPPLIES**

**Operating Supplies:** Mulch, fertilizer, trees, trash bags, lime, pesticides and herbicides. **Recommended: \$10,000**

**Small Equipment:** Blowers, back packs, hedge trimmers, etc. **Recommended: \$2,250**

**Christmas Décor:** Replacement and assembly of Holiday decorations. **Recommended: \$15,000**

**Christmas Parade:** Float decorations, port a potty rentals, payment to Santa. **Recommended: \$1,200**

**Other Events/Geranium Festival:** Annual festival costs for floral plantings and decorations. **Recommended: \$1,100**

**Total Supplies: \$29,550**

### **MACHINERY AND EQUIPMENT**

**Recreation Trail:** Landscaping, tree replacement, etc. **Recommended: \$2,500**

**Park Improvements:** Replacement and repair of equipment relative to City Parks not covered by County.  
**Recommended: \$4,000**

**Capital Outlay:** Zero Turn mowers. **Recommended. \$8,700**

**Total Machinery and Equipment: \$15,200**

**Total Budgeted: \$56,190**

# City of McDonough

## Public Works - Parks (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### PARK AREAS

		2013 - 2014				2014-2015		
		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
<b>PURCHASED/CONTRACT SERV</b>								
100-5.6220.52.2210	AUTO/TRUCK-REPAIRS & MAINT	0	0	3,900	3,847	0	0	0
100-5.6220.52.2240	BLDG REPAIRS AND MAINT	7,497	3,282	0	0	0	0	0
100-5.6220.52.2250	OTHER EQUIP REPAIR/MAINT	2,000	2,730	2,600	2,547	3,000	3,000	3,000
100-5.6220.52.3855	CONTRACTS AND FEES	9,255	4,140	13,700	12,705	7,000	8,440	8,440
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>18,751</b>	<b>10,151</b>	<b>20,200</b>	<b>19,100</b>	<b>10,000</b>	<b>11,440</b>	<b>11,440</b>
<b>SUPPLIES</b>								
100-5.6220.53.1160	OPERATING SUPPLIES	16,949	10,159	9,099	9,076	10,000	10,000	10,000
100-5.6220.53.1280	UTILITIES	87,312	76,214	0	0	0	0	0
100-5.6220.53.1600	SMALL EQUIPMENT	872	955	0	0	2,250	2,250	2,250
100-5.6220.53.1720	.1720 CHRISTMAS DECORATIONS	6,026	13,661	17,941	17,941	15,000	15,000	15,000
100-5.6220.53.1721	.1721 CHRISTMAS PARADE	450	1,021	1,030	1,030	1,200	1,200	1,200
100-5.6220.53.1729	OTHER EVENTS/GERANIUM FEST	0	0	1,100	990	0	1,100	1,100
<b>TOTAL SUPPLIES</b>		<b>111,609</b>	<b>102,011</b>	<b>29,170</b>	<b>29,037</b>	<b>28,450</b>	<b>29,550</b>	<b>29,550</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.6220.54.1120	.1120 #4100-19 RECREATION TRAIL	0	0	1,605	1,400	5,000	2,500	2,500
100-5.6220.54.1210	.1210 PARK IMPROVEMENTS	11,722	874	125	123	4,000	4,000	4,000
100-5.6220.54.1215	.1215 PARKS	108	0	0	0	1,000	0	0
100-5.6220.54.1240	.1240 YOUTH ASSOCIATION EQUIPMENT	0	0	0	0	1,000	0	0
100-5.6220.54.2599	CAPITAL OUTLAY	9,943	9,548	0	0	8,700	8,700	8,700
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>21,772</b>	<b>10,422</b>	<b>1,730</b>	<b>1,523</b>	<b>19,700</b>	<b>15,200</b>	<b>15,200</b>
<b>TOTAL PARK AREAS</b>		<b>152,132</b>	<b>122,584</b>	<b>51,100</b>	<b>49,659</b>	<b>58,150</b>	<b>56,190</b>	<b>56,190</b>

# City of McDonough

## Public Works - Sewer Maintenance

### City of McDonough Adopted Budget As of June 30th, 2014 SEWER MAINTENANCE DEPARTMENTAL EXPENDITURES

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
505-5.4331.51.2700	WORKERS COMPENSATION	212	0	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>		<b>212</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PURCHASED/CONTRACT SERV</b>								
505-5.4331.52.1250	ENGINEERING	46,160	17,723	157,888	137,842	20,000	20,000	20,000
505-5.4331.52.1798	TIRES	0	0	0	0	0	0	0
505-5.4331.52.2200	REPAIRS & MAINTENANCE	4,741	5,566	1,500	319	5,500	5,500	5,500
505-5.4331.52.2210	AUTO/TRUCK-REPAIRS/MAIN	3,582	18,912	1,612	1,504	5,500	5,500	5,500
505-5.4331.52.2250	OTHER EQUIP REPAIR/MAINT	604	0	500	0	0	0	0
505-5.4331.52.2320	RENTAL OF EQUIP & VEHICLE	0	0	500	0	1,000	1,000	1,000
505-5.4331.52.3100	INSURANCE	0	0	0	0	12,000	12,000	12,000
505-5.4331.52.3500	TRAVEL	0	0	0	0	1,505	1,505	1,505
505-5.4331.52.3600	DUES & FEES	340	0	0	0	1,125	1,125	1,125
505-5.4331.52.3700	EDUCATION & TRAINING	0	0	0	0	3,850	3,850	3,850
505-5.4331.52.3850	CONTRACT LABOR	0	4,052	3,000	2,100	15,000	15,000	15,000
505-5.4331.52.3855	CONTRACTS & FEES	132,675	1,242	2,000,000	2,244,521	20,000	20,000	20,000
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>188,102</b>	<b>47,495</b>	<b>2,165,000</b>	<b>2,386,286</b>	<b>85,480</b>	<b>85,480</b>	<b>85,480</b>
<b>SUPPLIES</b>								
505-5.4331.53.1100	GENERAL SUPPLIES & MAT	0	0	700	0	1,000	1,000	1,000
505-5.4331.53.1105	OFFICE SUPPLIES	0	454	0	0	1,000	1,000	1,000
505-5.4331.53.1160	OPERATING SUPPLIES	10,184	9,873	7,943	4,497	10,000	10,000	10,000
505-5.4331.53.1280	UTILITIES	17,406	16,569	4,000	1,443	24,000	24,000	24,000
505-5.4331.53.1600	SMALL EQUIPMENT	2,341	1,365	6,500	4,483	6,950	6,950	6,950
505-5.4331.53.1785	UNIFORMS	0	0	0	0	0	0	0
505-5.4331.53.1795	MISCELLANEOUS	51	187	1,200	300	1,200	1,200	1,200
505-5.4331.53.1796	CRUSHED STONE	4,454	5,803	5,000	2,071	4,000	4,000	4,000
505-5.4331.53.1797	LANDSCAPING SUPPLIES	376	711	1,000	166	1,000	1,000	1,000
505-5.4331.53.1798	TIRES	480	0	750	0	1,200	1,200	1,200
<b>TOTAL SUPPLIES</b>		<b>39,789</b>	<b>34,962</b>	<b>27,093</b>	<b>12,960</b>	<b>50,350</b>	<b>50,350</b>	<b>50,350</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
505-5.4331.54.1402	LINE CONSTRUCTION	0	0	45,180	10,751	40,000	40,000	40,000
505-5.4331.54.1408	MASTER METER INSTALLATION	0	0	0	0	0	0	0
505-5.4331.54.2100	MACHINERY	0	0	52,345	52,345	0	0	0
505-5.4331.54.2200	VEHICLES	0	0	0	0	0	0	0
505-5.4331.54.2300	FURNITURE & FIXTURES	0	2,119	0	0	0	0	0
505-5.4331.54.2500	EQUIPMENT	0	0	13,712	13,712	8,500	8,500	8,500
505-5.4331.54.2599	CAPITAL OUTLAY-AS400/COM	0	0	0	0	60,000	60,000	60,000
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>2,119</b>	<b>111,237</b>	<b>76,808</b>	<b>108,500</b>	<b>108,500</b>	<b>108,500</b>
<b>**NOT USED**</b>								
505-5.4331.55.1000	INDIRECT COST ALLOCATION	7,161	7,490	9,986	0	9,986	9,986	9,986
<b>TOTAL **NOT USED**</b>		<b>7,161</b>	<b>7,490</b>	<b>9,986</b>	<b>0</b>	<b>9,986</b>	<b>9,986</b>	<b>9,986</b>
<b>**NOT USED**</b>								
505-5.4331.57.1000	DEPRECIATION EXPENSE	434,693	437,485	0	0	0	0	0
<b>TOTAL **NOT USED**</b>		<b>434,693</b>	<b>437,485</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SEWER MAINTENANCE</b>		<b>669,958</b>	<b>529,551</b>	<b>2,313,316</b>	<b>2,476,055</b>	<b>254,316</b>	<b>254,316</b>	<b>254,316</b>

### City of McDonough Adopted Budget As of June 30th, 2014 SEWER TREATMENT DEPARTMENTAL EXPENDITURES

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
505-5.4335.51.1100	REGULAR EMPLOYEES	290,889	297,506	307,465	307,158	313,535	313,535	313,535
505-5.4335.51.1300	OVERTIME	4,373	9,706	10,000	10,578	12,000	12,000	12,000
505-5.4335.51.2100	GROUP INSURANCE	57,999	59,739	66,250	64,361	67,018	67,018	67,018
505-5.4335.51.2110	LIFE INSURANCE	390	360	360	389	360	360	360
505-5.4335.51.2200	SOCIAL SEC (FICA) CNTRIB	16,736	18,030	19,683	18,620	20,183	20,183	20,183
505-5.4335.51.2300	MEDICARE PAYABLE	3,914	4,217	4,603	4,355	4,720	4,720	4,720
505-5.4335.51.2400	RETIREMENT CONTRIBUTIONS	34,735	41,981	42,117	40,918	42,998	42,998	42,998
505-5.4335.51.2700	WORKER'S COMPENSATION	4,555	4,764	4,996	5,227	5,100	5,100	5,100
<b>TOTAL PERSONNEL SERVICES</b>		<b>413,591</b>	<b>436,302</b>	<b>455,474</b>	<b>451,606</b>	<b>465,914</b>	<b>465,914</b>	<b>465,914</b>
<b>PURCHASED/CONTRACT SERV</b>								
505-5.4335.52.1000	PROFESSIONAL/TECHNICAL SVCS	0	0	1,000	0	0	0	0
505-5.4335.52.1250	ENGINEERING	18,255	7,730	11,200	7,929	55,000	55,000	55,000
505-5.4335.52.1798	Tires	0	0	0	0	2,500	2,500	2,500
505-5.4335.52.2200	REPAIRS & MAINTENANCE	15,162	14,604	20,000	16,613	20,000	20,000	20,000
505-5.4335.52.2210	AUTO/TRUCK-REPAIRS/MAIN	3,716	6,955	7,000	3,586	4,500	4,500	4,500
505-5.4335.52.2240	BLDG REPAIRS & MAINT	2,652	1,383	2,000	128	2,000	2,000	2,000
505-5.4335.52.2250	OTHER EQUIP REPAIR/MAINT	470	0	0	0	0	0	0
505-5.4335.52.3100	INSURANCE	0	0	40,620	0	40,620	40,620	40,620
505-5.4335.52.3210	PAGERS & CELL PHONES	805	1,048	1,000	849	840	840	840
505-5.4335.52.3220	TELEPHONE	0	0	4,000	2,255	4,070	4,070	4,070
505-5.4335.52.3310	PUBLIC NOTICES	0	187	1,300	514	500	500	500
505-5.4335.52.3500	TRAVEL	1,591	1,243	3,500	2,641	3,000	3,000	3,000
505-5.4335.52.3600	DUES & FEES	0	780	1,000	285	1,500	1,500	1,500
505-5.4335.52.3700	EDUCATION & TRAINING	2,767	2,811	4,500	4,168	3,500	3,500	3,500
505-5.4335.52.3850	CONTRACT LABOR	11,551	11,533	10,500	8,574	12,000	12,000	12,000
505-5.4335.52.3855	CONTRACTS & FEES	35,594	40,625	39,000	32,993	40,000	40,000	40,000
505-5.4335.52.3970	POSTAGE	45	22	300	0	300	300	300
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>92,608</b>	<b>88,923</b>	<b>146,920</b>	<b>80,535</b>	<b>190,330</b>	<b>190,330</b>	<b>190,330</b>
<b>SUPPLIES</b>								
505-5.4335.53.1100	GENERAL SUPPLIES & MAT	15,381	13,967	16,000	14,656	16,000	16,000	16,000
505-5.4335.53.1105	OFFICE SUPPLIES	1,180	973	1,500	1,329	1,800	1,800	1,800
505-5.4335.53.1160	OPERATING SUPPLIES	144,277	151,668	162,500	154,345	165,400	165,400	165,400
505-5.4335.53.1180	MISC. INC-HARDLINE PLUMBI	(37,570)	(67,130)	0	(79,130)	0	0	0
505-5.4335.53.1270	ENERGY-GASOLINE/DIESEL	11,183	8,475	10,000	8,651	10,000	10,000	10,000
505-5.4335.53.1280	UTILITIES	138,037	142,394	140,000	122,319	155,000	155,000	155,000
505-5.4335.53.1600	SMALL EQUIPMENT	11,287	16,601	15,000	13,839	15,000	15,000	15,000
505-5.4335.53.1785	UNIFORMS	5,317	4,815	6,000	4,390	6,000	6,000	6,000
505-5.4335.53.1795	MISCELLANEOUS	1,807	3,339	4,500	3,447	3,500	3,500	3,500
<b>TOTAL SUPPLIES</b>		<b>290,898</b>	<b>275,101</b>	<b>355,500</b>	<b>243,846</b>	<b>372,700</b>	<b>372,700</b>	<b>372,700</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
505-5.4335.54.2200	VEHICLES	0	0	20,000	18,907	0	0	0
505-5.4335.54.2500	Building	0	0	4,000	3,949	0	0	0
505-5.4335.54.2501	CAPITAL OUTLAY - HS PUMP	652	16,281	51,000	27,867	55,000	55,000	55,000
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>652</b>	<b>16,281</b>	<b>75,000</b>	<b>50,723</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
<b>**NOT USED**</b>								
505-5.4335.55.1000	INDIRECT COST ALLOCATION	27,994	25,962	35,000	0	0	0	0
<b>TOTAL ***NOT USED***</b>		<b>27,994</b>	<b>25,962</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>**NOT USED**</b>								
505-5.4335.57.3010	BANK CHARGES	622	671	0	600	0	0	0
<b>TOTAL ***NOT USED***</b>		<b>622</b>	<b>671</b>	<b>0</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SEWER TREATMENT</b>		<b>826,365</b>	<b>843,241</b>	<b>1,067,894</b>	<b>827,309</b>	<b>1,083,944</b>	<b>1,083,944</b>	<b>1,083,944</b>

# City of McDonough

## Public Works - Waterplant

### City of McDonough Adopted Budget As of June 30th, 2014 WATER PLANT DEPARTMENTAL EXPENDITURES

#### WATER PLANT

				2013 - 2014		2014-2015		
		2011-2012	2012-2013	CURRENT	Y-T-D	DEPT	ADMIN	ADOPTED
PERSONNEL SERVICES		ACTUAL	ACTUAL	BUDGET	ACTUAL	REQ	RECOMM	BUDGET
505-5.4420.51.1100	REGULAR EMPLOYEES	301,846	301,236	320,927	310,018	318,839	318,839	318,839
505-5.4420.51.1300	OVERTIME	1,409	2,231	4,000	3,205	4,000	4,000	4,000
505-5.4420.51.2100	GROUP INSURANCE	50,914	43,336	39,049	51,282	57,614	57,614	57,614
505-5.4420.51.2110	LIFE INSURANCE	390	351	360	381	360	360	360
505-5.4420.51.2200	SOCIAL SEC (FICA) CNTRIB	17,706	18,335	20,145	18,532	20,016	20,016	20,016
505-5.4420.51.2300	MEDICARE PAYABLE	4,141	4,288	4,711	4,334	4,681	4,681	4,681
505-5.4420.51.2400	RETIREMENT CONTRIBUTIONS	34,637	43,055	43,489	42,289	43,535	43,535	43,535
505-5.4420.51.2700	WORKER'S COMPENSATION	16,751	17,310	18,266	19,182	18,285	18,285	18,285
<b>TOTAL PERSONNEL SERVICES</b>		<b>427,794</b>	<b>430,141</b>	<b>450,947</b>	<b>449,223</b>	<b>467,330</b>	<b>467,330</b>	<b>467,330</b>

#### PURCHASED/CONTRACT SERV

505-5.4420.52.1000	PROFESSIONAL TECHNICAL SERVICES	0	0	1,205	0	0	0	0
505-5.4420.52.1250	ENGINEERING	16,133	16,235	19,295	0	20,500	20,500	20,500
505-5.4420.52.2210	AUTO/TRUCK-REPAIRS/MAIN	998	1,039	1,500	301	1,500	900	900
505-5.4420.52.2240	BLDG REPAIRS & MAINT	5,956	11,622	14,000	8,805	14,000	20,500	20,500
505-5.4420.52.2250	OTHER EQUIP REPAIR/MAINT	5,883	3,396	7,500	3,222	7,500	7,500	7,500
505-5.4420.52.2260	TANK MAINTENANCE	27,267	35,300	50,000	35,539	50,000	50,000	50,000
505-5.4420.52.3100	INSURANCE	0	0	40,364	0	40,364	40,364	40,364
505-5.4420.52.3210	PAGERS & CELL PHONES	934	1,376	1,750	1,383	1,750	1,750	1,750
505-5.4420.52.3220	TELEPHONE	10,687	11,715	12,000	5,021	11,700	11,700	11,700
505-5.4420.52.3310	PUBLIC NOTICES	250	0	500	0	500	500	500
505-5.4420.52.3500	TRAVEL	772	1,566	2,000	751	3,000	3,000	3,000
505-5.4420.52.3600	DUES & FEES	1,099	455	2,000	350	875	875	875
505-5.4420.52.3700	EDUCATION & TRAINING	320	2,315	3,000	657	2,800	2,800	2,800
505-5.4420.52.3820	CONTRACT LABOR	33,644	46,408	42,000	24,204	42,010	42,010	42,010
505-5.4420.52.3855	CONTRACTS & FEES	15,269	24,847	20,000	14,651	20,000	20,000	20,000
505-5.4420.52.3970	POSTAGE	1,054	1,379	1,250	985	1,250	1,250	1,250
505-5.4420.52.9998	CONTINGENCIES	0	0	15,000	0	30,000	30,000	30,000
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>120,267</b>	<b>157,653</b>	<b>233,364</b>	<b>95,869</b>	<b>247,749</b>	<b>253,649</b>	<b>253,649</b>

#### SUPPLIES

505-5.4420.53.1100	GENERAL SUPPLIES & MAT	586	0	0	0	0	0	0
505-5.4420.53.1105	OFFICE SUPPLIES	701	1,458	1,000	1,226	3,001	3,001	3,001
505-5.4420.53.1110	COMPUTER SUPPLIES	40	0	0	239	0	0	0
505-5.4420.53.1160	OPERATING SUPPLIES	97,492	116,421	115,000	106,586	110,000	110,000	110,000
505-5.4420.53.1270	ENERGY-GASOLINE/DIESEL	4,869	3,182	4,800	3,194	4,800	4,800	4,800
505-5.4420.53.1280	UTILITIES	103,790	94,906	95,000	59,897	95,000	95,000	95,000
505-5.4420.53.1600	SMALL EQUIPMENT	401	1,164	7,000	3,684	8,146	8,146	8,146
505-5.4420.53.1785	UNIFORMS	5,735	4,776	6,000	2,945	5,995	5,995	5,995
505-5.4420.53.1795	MISCELLANEOUS	6,216	7,328	7,500	4,510	7,500	7,500	7,500
505-5.4420.53.1798	TIRES	0	0	0	0	0	600	600
<b>TOTAL SUPPLIES</b>		<b>219,831</b>	<b>229,234</b>	<b>236,300</b>	<b>182,281</b>	<b>234,442</b>	<b>235,042</b>	<b>235,042</b>

#### MACHINERY & EQUIPMENT

505-5.4420.54.2100	MACHINERY	6,379	49,886	24,170	15,100	33,500	33,500	33,500
505-5.4420.54.2500	BUILDING	0	0	15,000	0	0	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>6,379</b>	<b>49,886</b>	<b>39,170</b>	<b>15,100</b>	<b>33,500</b>	<b>33,500</b>	<b>33,500</b>

#### \*\*NOT USED\*\*

505-5.4420.55.1000	INDIRECT COST ALLOCATION	30,574	25,981	0	0	34,641	34,641	34,641
<b>**TOTAL NOT USED**</b>		<b>30,574</b>	<b>25,981</b>	<b>0</b>	<b>0</b>	<b>34,641</b>	<b>34,641</b>	<b>34,641</b>

#### TOTAL WATER PLANT

<b>804,844</b>	<b>892,895</b>	<b>959,781</b>	<b>742,472</b>	<b>1,017,662</b>	<b>1,024,162</b>	<b>1,024,162</b>
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### City of McDonough Adopted Budget As of June 30th, 2014 WATER DISTRIBUTION DEPARTMENTAL EXPENDITURES

				2013 - 2014		2014-2015		
		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
<b>PERSONNEL SERVICES</b>								
505-5.4440.51.1100	REGULAR EMPLOYEES	411,828	417,168	534,441	512,502	525,636	525,636	525,636
505-5.4440.51.1300	OVERTIME	11,577	13,782	15,000	9,206	15,000	15,000	15,000
505-5.4440.51.2100	GROUP INSURANCE	82,396	79,294	98,309	86,810	112,174	112,174	112,174
505-5.4440.51.2110	LIFE INSURANCE	668	608	668	710	768	768	768
505-5.4440.51.2200	SOCIAL SEC (FICA) CNTRIB	24,531	25,631	34,617	31,122	33,519	33,519	33,519
505-5.4440.51.2300	MEDICARE PAYABLE	5,737	5,994	8,096	7,279	7,839	7,839	7,839
505-5.4440.51.2400	RETIREMENT CONTRIBUTIONS	39,353	60,410	71,580	70,965	72,879	72,879	72,879
505-5.4440.51.2700	WORKER COMPENSATION	14,842	12,917	18,153	19,069	20,566	20,566	20,566
<b>TOTAL PERSONNEL SERVICES</b>		<b>590,932</b>	<b>615,803</b>	<b>780,864</b>	<b>737,663</b>	<b>788,381</b>	<b>788,381</b>	<b>788,381</b>
<b>PURCHASED/CONTRACT SERV</b>								
505-5.4440.52.1205	PRE EMPLOY DRUG SCREEN Water	0	0	500	85	720	720	720
505-5.4440.52.1250	ENGINEERING	3,362	9,654	50,000	31,743	50,000	50,000	50,000
505-5.4440.52.2200	REPAIRS & MAINTENANCE	6,140	8,497	5,200	3,009	5,200	5,200	5,200
505-5.4440.52.2210	AUTO/TRUCK-REPAIRS/MAIN	3,458	5,766	6,200	2,615	6,200	6,200	6,200
505-5.4440.52.2240	BLDG REPAIRS & MAINT	3,644	8,440	2,500	233	2,500	2,500	2,500
505-5.4440.52.2250	OTHER EQUIP REPAIR/MAINT	1,861	0	2,500	150	0	0	0
505-5.4440.52.2320	RENTAL OF EQUIP & VEHICLE	0	12	500	0	1,000	1,000	1,000
505-5.4440.52.2400	COMPUTERS	1,115	0	0	0	2,400	2,400	2,400
505-5.4440.52.3100	INSURANCE	0	0	0	0	10,500	10,500	10,500
505-5.4440.52.3210	PAGERS & CELL PHONES	5,057	5,378	6,500	5,698	5,605	6,500	6,500
505-5.4440.52.3320	TELEPHONE	3,097	4,030	3,800	1,656	4,200	4,200	4,200
505-5.4440.52.3310	PUBLIC NOTICES	586	1,252	1,000	284	1,200	1,200	1,200
505-5.4440.52.3500	TRAVEL	2,498	413	3,000	1,928	1,575	1,575	1,575
505-5.4440.52.3600	DUES & FEES	365	1,005	1,000	338	1,125	1,125	1,125
505-5.4440.52.3700	EDUCATION & TRAINING	3,166	2,855	4,125	3,852	4,200	4,200	4,200
505-5.4440.52.3850	CONTRACT LABOR	14,787	8,240	17,200	8,401	20,000	20,000	20,000
505-5.4440.52.3855	CONTRACTS & FEES	27,134	25,802	28,000	24,650	25,000	28,000	28,000
505-5.4440.52.3920	WATER SUB-HENRY COUNTY	32,980	30,891	142,274	121,116	125,000	135,000	135,000
505-5.4440.52.3970	POSTAGE	18,650	20,401	23,000	19,860	23,000	23,000	23,000
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>127,899</b>	<b>132,637</b>	<b>297,299</b>	<b>225,618</b>	<b>289,425</b>	<b>303,320</b>	<b>303,320</b>
<b>SUPPLIES</b>								
505-5.4440.53.1100	GENERAL SUPPLIES & MAT	365	0	3,500	2,583	2,500	4,000	4,000
505-5.4440.53.1105	OFFICE SUPPLIES	8,249	6,336	9,500	7,854	6,000	9,000	9,000
505-5.4440.53.1160	OPERATING SUPPLIES	61,509	87,455	54,200	46,453	85,550	85,550	85,550
505-5.4440.53.1270	ENERGY-GASOLINE/DIESEL	22,444	19,439	22,500	20,742	21,000	24,000	24,000
505-5.4440.53.1280	UTILITIES	103,893	104,096	15,000	6,337	15,000	15,000	15,000
505-5.4440.53.1400	BOOKS & PERIODICALS	0	1,455	289	289	0	0	0
505-5.4440.53.1600	SMALL EQUIPMENT	3,235	3,190	2,500	2,456	3,000	3,000	3,000
505-5.4440.53.1732	NEW METERS	24,194	17,993	35,083	30,512	49,685	49,685	49,685
505-5.4440.53.1785	UNIFORMS	5,338	6,449	7,800	6,535	7,500	7,500	7,500
505-5.4440.53.1795	MISCELLANEOUS	2,597	596	500	0	500	500	500
505-5.4440.53.1796	CRUSHED STONE	1,448	1,146	1,500	0	2,500	2,500	2,500
505-5.4440.53.1797	LANDSCAPING SUPPLIES	259	2,134	2,500	1,931	2,500	2,500	2,500
505-5.4440.53.1798	TIRES	3,217	1,254	2,500	2,378	2,500	2,500	2,500
<b>TOTAL SUPPLIES</b>		<b>236,748</b>	<b>251,543</b>	<b>157,372</b>	<b>128,070</b>	<b>198,235</b>	<b>205,735</b>	<b>205,735</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
505-5.4440.54.1106	COMPUTER EQUIPMENT	0	0	628	628	2,000	2,000	2,000
505-5.4440.54.1402	LINE CONSTRUCTION	0	0	0	0	20,000	20,000	20,000
505-5.4440.54.2200	VEHICLES	8	0	0	0	25,000	25,000	25,000
505-5.4440.54.2300	FURNITURE & FIXTURES	852	2,047	0	0	0	0	0
505-5.4440.54.2500	EQUIPMENT	1,592	185	5,000	4,898	7,000	7,000	7,000
505-5.4440.54.2599	CAPITAL OUTLAY-AS400/COM	0	0	14,026	14,026	15,000	15,000	15,000
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>2,452</b>	<b>2,233</b>	<b>19,654</b>	<b>19,553</b>	<b>69,000</b>	<b>69,000</b>	<b>69,000</b>
<b>INDIRECT COST ALLOCATION</b>								
505-5.4440.55.1000	INDIRECT COST ALLOCATION	29,522	35,178	46,904	0	46,904	46,904	46,904
505-5.4440.55.1100	OPERATING TRANSFER TO GF	0	0	0	0	0	320,000	320,000
<b>TOTAL INDIRECT COST ALLOCATION</b>		<b>29,522</b>	<b>35,178</b>	<b>46,904</b>	<b>0</b>	<b>46,904</b>	<b>366,904</b>	<b>366,904</b>
<b>**NOT USED**</b>								
505-5.4440.57.1000	DEPRECIATION EXPENSE	280,584	290,685	0	0	0	0	0
505-5.4440.57.5000	BAD DEBT	45,900	45,100	0	0	0	0	0
<b>**TOTAL NOT USED**</b>		<b>326,484</b>	<b>335,785</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL WATER DISTRIBUTION</b>		<b>1,314,036</b>	<b>1,373,179</b>	<b>1,302,093</b>	<b>1,110,903</b>	<b>1,391,945</b>	<b>1,733,340</b>	<b>1,733,340</b>

# City of McDonough

## Water Department - Debt Service

**City of McDonough  
Adopted Budget As of June 30th, 2014  
WATER FUND DEBT SERVICE DEPARTMENTAL EXPENDITURES**

	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
<b>DEBT SERVICE</b>							
505-5.8000.58.1301 GEFA NOTES-PRINCIPAL	0	0	420,065	234,519	0	230,700	230,700
505-5.8000.58.2100 INTEREST-BONDS	22,994	0	0	31,394	0	0	0
505-5.8000.58.2300 INTEREST-GEFA	156,924	142,853	199,180	1,737	0	35,184	35,184
505-5.8000.58.3000 FISCAL AGENT'S FEES	178	0	0	615	0	0	0
505-5.8000.58.3100 DEBT ISSUANCE COST	0	121,133	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>	<b>180,096</b>	<b>263,987</b>	<b>619,245</b>	<b>268,264</b>	<b>0</b>	<b>265,884</b>	<b>265,884</b>
<b>TOTAL WATER/SEWER FUND EXPENDITURES</b>	<b>3,795,299</b>	<b>3,902,852</b>	<b>6,262,329</b>	<b>5,425,003</b>	<b>3,747,867</b>	<b>4,361,646</b>	<b>4,361,646</b>
<b>REVENUE OVER/ (UNDER) EXPENDITURES</b>	<b>314,558</b>	<b>354,903</b>	<b>0</b>	<b>1,752,919</b>	<b>585,184</b>	<b>0</b>	<b>0</b>

**City of McDonough  
Adopted Budget As of June 30th, 2014  
SANITATION COLLECTION DEPARTMENTAL EXPENDITURES**

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
540.5.4520..51.2100	REGULAR EMPLOYEES	66,311	65,888	60,216	61,089	60,216	60,216	60,216
540.5.4520..51.1300	OVERTIME	309	2,120	2,000	6,523	5,000	5,000	5,000
540.5.4520..51.2100	GROUP INSURANCE	16,935	17,012	17,851	17,462	19,011	19,011	19,011
540.5.4520..51.2110	LIFE INSURANCE	111	103	103	86	103	103	103
540.5.4520..51.2200	SOCIAL SEC (FICA) CNTRIB	3,646	3,882	3,857	3,812	4,043	4,043	4,043
540.5.4520..51.2300	MEDICARE PAYABLE	852	908	902	891	946	946	946
540.5.4520..51.240	RETIREMENT CONTRIBUTIONS	9,316	8,562	8,731	7,531	8,731	8,731	8,731
540.5.4520..51.2700	WORKER'S COMPENSATION	7,076	5,964	6,717	7,188	6,717	6,717	6,717
<b>TOTAL PERSONNEL SERVICES</b>		<b>104,556</b>	<b>104,439</b>	<b>100,377</b>	<b>104,582</b>	<b>104,767</b>	<b>104,767</b>	<b>104,767</b>
<b>PURCHASED/CONTRACT SERV</b>								
540.5.4520..52.1270	ENERGY-GASOLINE/DIESEL	0	0	0	0	14,000	14,000	14,000
540.5.4520..52.2110	DISPOSAL	0	0	2,000	36	2,650	2,650	2,650
540.5.4520..52.2210	AUTO/TRUCK-REPAIRS & MAINT	3,564	11,251	6,500	5,229	5,000	5,000	5,000
540.5.4520..52.2250	OTHER EQUIP REPAIR/MAINT	1,779	7,835	14,000	13,881	8,000	8,000	8,000
540.5.4520..52.3100	INSURANCE	0	0	2,700	0	2,700	2,700	2,700
540.5.4520..52.3210	PAGERS & CELL PHONES	0	0	1,800	667	775	775	775
540.5.4520..52.3850	CONTRACT LABOR	785	0	0	0	0	0	0
540.5.4520..52.3855	CONTRACTS & FEES	0	11	19,500	5,960	5,000	5,000	5,000
540.5.4520..52.3850	RESIDENTIAL SANT-CONTRAC	866,103	881,233	800,000	818,875	800,000	800,000	800,000
540.5.4520..52.3862	COMMERCIAL SANT-CONTRACT	369,589	351,401	294,975	339,904	312,000	312,000	312,000
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>1,241,819</b>	<b>1,251,731</b>	<b>1,141,475</b>	<b>1,184,553</b>	<b>1,150,125</b>	<b>1,150,125</b>	<b>1,150,125</b>
<b>SUPPLIES</b>								
540.5.4520..53.1160	OPERATING SUPPLIES	733	424	0	0	500	500	500
540.5.4520..53.1270	ENERGY-GASOLINE/DIESEL	0	0	14,000	12,464	0	0	0
540.5.4520..53.1785	UNIFORMS	397	821	1,700	1,542	1,700	1,700	1,700
540.5.4520..53.1798	TIRES	2,125	652	2,500	0	2,500	2,500	2,500
<b>TOTAL SUPPLIES</b>		<b>3,255</b>	<b>1,896</b>	<b>18,200</b>	<b>14,006</b>	<b>4,700</b>	<b>4,700</b>	<b>4,700</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
540.5.4520..54.2599	CAPITAL OUTLAY A5400 COM	0	0	49,500	43,959	0	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>0</b>	<b>49,500</b>	<b>43,959</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SOLID WASTE COLLECTION</b>		<b>1,349,630</b>	<b>1,358,065</b>	<b>1,309,552</b>	<b>1,347,100</b>	<b>1,259,592</b>	<b>1,259,592</b>	<b>1,259,592</b>
<b>TRANSFER TO GENERAL FUND</b>								
540.5.9000.61.1500	TRANSFER TO GENERAL FUND	(99,267)	(64,748)	250,000	0	0	117,863	117,863
<b>TOTAL TRANSFER TO GENERAL FUND</b>		<b>(99,267)</b>	<b>(64,748)</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>117,863</b>	<b>117,863</b>
<b>TOTAL EXPENDITURES</b>		<b>1,250,362</b>	<b>1,293,317</b>	<b>1,559,552</b>	<b>1,347,100</b>	<b>1,259,592</b>	<b>1,377,455</b>	<b>1,377,455</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>								

# City of McDonough

## Public Works - Stormwater

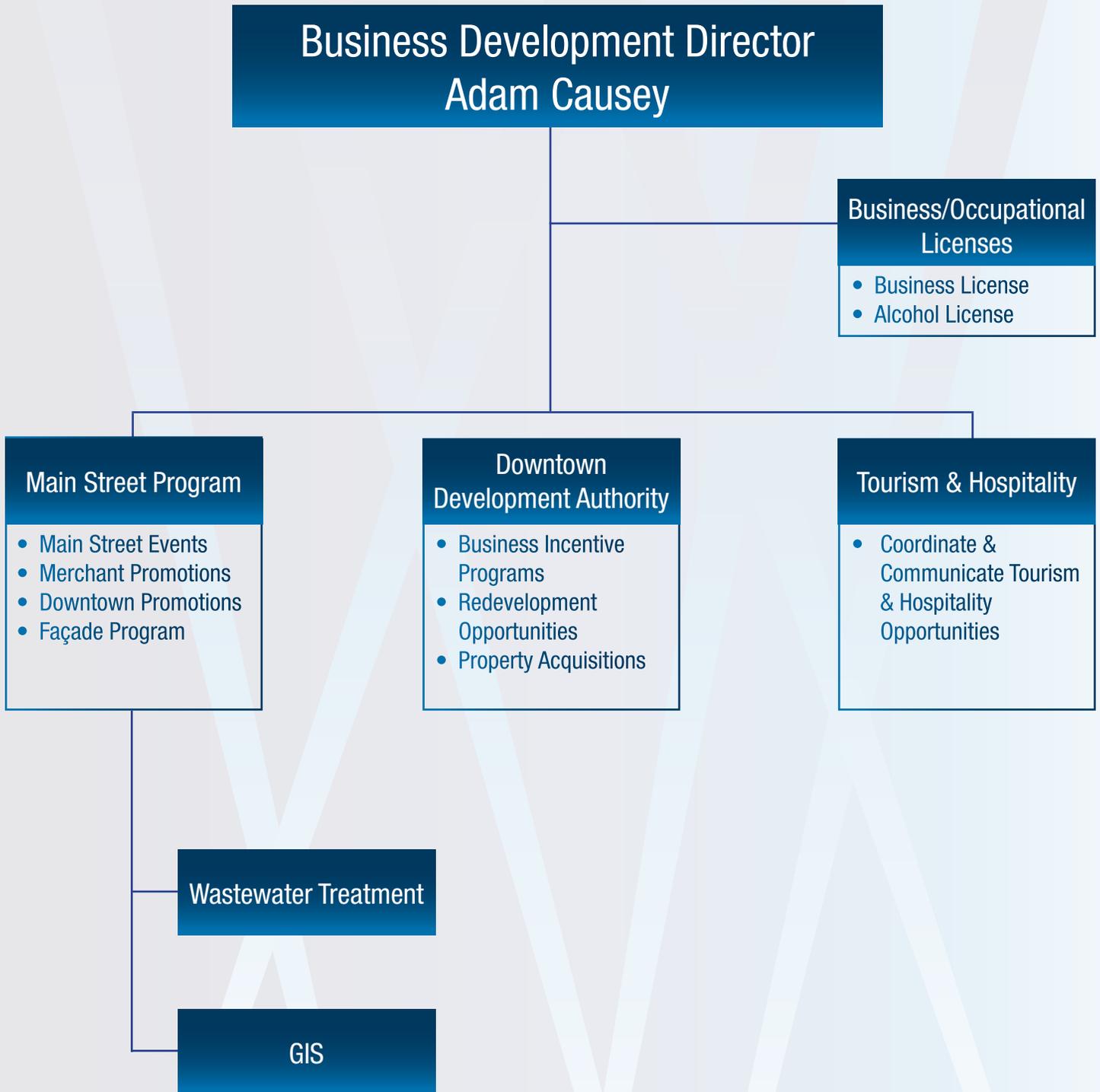
### City of McDonough Adopted Budget As of June 30th, 2014 STORMWATER DEPARTMENTAL EXPENDITURES

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
506-5.4970.51.1100	REGULAR EMPLOYEES	86,517	78,076	144,364	146,665	163,665	163,665	163,665
506-5.4970.51.1300	OVERTIME	3,603	2,409	3,000	3,966	4,500	4,500	4,500
506-5.4970.51.2100	GROUP INSURANCE	10,607	10,294	16,254	13,857	17,484	17,484	17,484
506-5.4970.51.2110	LIFE INSURANCE	111	103	154	150	175	175	175
506-5.4970.51.2200	SOCIAL SEC (FICA) CONTRI	5,239	4,704	9,137	9,130	10,426	10,426	10,426
506-5.4970.51.2300	MEDICARE PAYABLE	1,225	1,100	2,137	2,135	2,438	2,438	2,438
506-5.4970.51.2400	RETIREMENT CONTRIBUTIONS	5,753	12,442	13,683	12,483	23,383	23,383	23,383
506-5.4970.51.2700	WORKERS COMPENSATION	2,119	3,039	3,725	3,925	6,550	6,550	6,550
<b>TOTAL PERSONNEL SERVICES</b>		<b>115,175</b>	<b>112,166</b>	<b>192,454</b>	<b>192,311</b>	<b>228,621</b>	<b>228,621</b>	<b>228,621</b>
<b>PURCHASED/CONTRACT SERV</b>								
506-5.4970.52.1200	PROFESSIONAL	5,700	15,925	53,450	52,940	55,000	55,000	55,000
506-5.4970.52.1205	PRE EMPLOY DRUG SCREEN ST W	0	0	0	0	100	100	100
506-5.4970.52.1225	UTILITY BILLING EXPENSE	9,087	11,450	0	0	0	0	0
506-5.4970.52.1250	ENGINEERING	17,840	11,362	29,550	16,813	180,000	173,818	173,818
506-5.4970.52.1303	PURCHASE OF SOFTWARE	0	0	0	0	50,000	50,000	50,000
506-5.4970.52.1798	TIRES	695	0	0	0	0	0	0
506-5.4970.52.2200	REPAIRS & MAINTENANCE	33	4,370	0	0	0	0	0
506-5.4970.52.2210	AUTO/TRUCK-REPAIRS/MAINT	12,988	29,404	15,000	5,287	15,000	15,000	15,000
506-5.4970.52.2220	COMPUTER REPAIRS/MAINT	1,140	0	1,250	0	1,250	1,250	1,250
506-5.4970.52.2240	BLDG REPAIRS & MAINT	500	3,177	1,250	233	0	0	0
506-5.4970.52.2250	OTHER EQUIP REPAIR/MAINT	2,025	0	0	0	0	0	0
506-5.4970.52.3210	PAGERS & CELL PHONES	767	826	2,500	1,785	1,000	1,000	1,000
506-5.4970.52.3310	PUBLIC NOTICES	0	125	1,000	769	1,000	1,000	1,000
506-5.4970.52.3400	PRINTING & BINDING	435	1,245	600	58	600	600	600
506-5.4970.52.3500	TRAVEL	255	73	1,000	847	1,500	1,500	1,500
506-5.4970.52.3700	TRAINING	130	640	4,113	4,108	2,000	2,000	2,000
506-5.4970.52.3706	NEWSPAPER ARTICLES	0	147	0	0	0	0	0
506-5.4970.52.3850	CONTRACT LABOR	7,140	1,200	3,000	3,000	1,500	1,500	1,500
506-5.4970.52.3855	CONTRACTS & FEES	0	1,488	79,962	13,877	97,500	97,500	97,500
506-5.4970.52.3970	POSTAGE	943	63	500	30	2,000	2,000	2,000
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>59,677</b>	<b>81,493</b>	<b>193,175</b>	<b>99,746</b>	<b>408,450</b>	<b>402,268</b>	<b>402,268</b>
<b>SUPPLIES</b>								
506-5.4970.53.1105	OFFICE SUPPLIES	125	58	500	242	1,000	1,000	1,000
506-5.4970.53.1160	OPERATING SUPPLIES	1,780	1,343	6,646	4,214	7,550	7,550	7,550
506-5.4970.53.1270	ENERGY-GASOLINE/DIESEL	7,854	3,246	8,500	8,242	5,000	5,000	5,000
506-5.4970.53.1280	UTILITIES	152	4,736	3,422	3,422	0	0	0
506-5.4970.53.1600	SMALL EQUIPMENT	496	0	0	0	0	0	0
506-5.4970.53.1785	UNIFORMS	233	315	650	0	1,000	1,000	1,000
506-5.4970.53.1796	CRUSHED STONES	0	0	1,900	1,874	500	500	500
506-5.4970.53.1797	LANDSCAPING SUPPLIES	195	0	0	0	0	0	0
506-5.4970.53.1798	TIRES	253	0	1,250	0	1,250	1,250	1,250
<b>TOTAL SUPPLIES</b>		<b>11,087</b>	<b>9,697</b>	<b>22,868</b>	<b>17,994</b>	<b>16,300</b>	<b>16,300</b>	<b>16,300</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
506-5.4970.54.1200	SITE IMPROVEMENT-PROP ACQ	0	0	1,100	0	2,500	2,500	2,500
506-5.4970.54.1408	CONSTRUCTION	0	469	175,000	4,013	270,000	44,331	44,331
506-5.4970.54.2100	MACHINERY	0	0	141,300	141,275	0	0	0
506-5.4970.54.2499	OTHER CAPITAL OUTLAY	0	0	34,103	34,103	35,000	35,000	35,000
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>0</b>	<b>469</b>	<b>351,503</b>	<b>179,391</b>	<b>307,500</b>	<b>81,831</b>	<b>81,831</b>
<b>TOTAL STORMWATER MANAGEMENT</b>		<b>185,939</b>	<b>203,826</b>	<b>760,000</b>	<b>489,442</b>	<b>960,871</b>	<b>729,020</b>	<b>729,020</b>
<b>TOTAL EXPENDITURES</b>		<b>185,939</b>	<b>203,826</b>	<b>760,000</b>	<b>489,442</b>	<b>960,871</b>	<b>729,020</b>	<b>729,020</b>



# BUSINESS DEVELOPMENT





# City of McDonough

## Business Development - Profile

### VISION STATEMENT

The Business Development Department will work to encourage open communication between private enterprise and local government so that quality, sustainable, and profitable development can flourish. The Department, through the Main Street Program, will partner with stakeholder groups to plan and promote unique businesses, activities, and events that highlight the historic nature of McDonough Square.

### MISSION STATEMENT

The mission of this Department is to increase economic activity and wealth in the community by fostering an environment that promotes business creation, leverages historic resources, and actively engages in targeted redevelopment.

### OVERVIEW OF DEPARTMENT

Business Development is tasked with retaining and recruiting successful businesses that are compatible with the local economy and creating and promoting incentive packages to foster business creation. The Main Street Program is charged with promoting and enhancing economic activity in McDonough Square. The Downtown Development Authority will manage redevelopment activities within the central business district.

Main Street Advisory Board members:

**Downtown Development Authority Directors:** Jay Mercer, Chairman; Adam Price, Vice Chairman; Eddie Ausband; Patrick Jaugstetter; Bob Knowles; Cedric LeJeune; Donna Tidwell

### FY 2015 GOALS & OBJECTIVES

Business Development:

- Create a "Guide to doing business in McDonough" & business incentive package
- Complete an annexation/development concept plan for Hwy 20 exit
- Finish CID/BID feasibility study for Hwy 20 corridor/downtown
- Create a retail/office roadmap (with or without consultant)
- Complete the Tourism Product Development Plan
- Lease the former police HQ
- Finalize façade grant program
- 2 DDRLF applications to GCF/DCA
- Create a downtown development opportunity map
- Continue redevelopment plans for Downtown and Industrial Drive
- Sign Ordinance User Guide

#### Main Street

- Camp Creek Train Tragedy Tourism Site Development (Stop 1 – Proposed McDonough Historic Trail)

**Estimate:** \$20,000 - \$25,000 Hotel/Motel

**Objective:** To create a tourism destination at the Camp Creek Train Tragedy site. Main Street placed a historic marker there in June 2013. Collector coins have been minted and issued for each site. This is the first stop in a proposed historic trail. Collectors will be able to build a collection of five to ten coins when trail is completed.

- Implement Downtown Parking Way-finding Signage Plan, Phase II. (Phase I of Project completed June 2013)

# City of McDonough

## Business Development - Profile (Cont.)

### **Estimate Phase II signage: \$2,000.00 General Fund**

**Objective:** To finalize Parking Directional Signage Project to continue down Macon and Griffin Streets

- Implement Downtown Banner Program, Phase I: Seasonal Banners

**Objective:** To create develop and implement a “sense of place” in the Historic Downtown Area

- Create Downtown Tourism Brochure and Walking Tour, Phase I: Research and Development

**Estimated Budget:** \$15,000 Hotel/Motel

**Objective:** To create develop and implement a “sense of place” in the Historic Downtown Area

- Develop a strategy for attracting “downtown friendly” new businesses to McDonough and retaining established businesses

**Objective:** To bring a better mix of businesses to the downtown area.

- Lunch and Learn Educational Series

**Estimated Budget:** \$1,000 General Fund

**Objective:** To encourage local entrepreneurship and attract attention to available retail spaces in the downtown area.

- Acquire old train depot for renovation with 2015 CDBG funds

**Objective:** To encourage local Economic Development through CDBG Approved Project

- Review Main Street By-laws, Mission and Vision Statements

**Objective:** To meet DCA Annual Assessment Criteria

- Continue Joint MSP/Merchants Association (GMMA) Promotions Committee Meetings ; On-going ; Ongoing

**Objective:** To meet DCA Annual Assessment and Main Street 4-Point Approach Criteria

- Recruit capable and willing board members

**Objective:** To ensure that the MSAB has members who are genuinely interested in the economic development within the context of historic preservation in ways that are designed to promote the sustainability of the City of McDonough’s Downtown Commercial District.

- Increase local media coverage of Main Street and Downtown activities, initiatives, projects, etc.

**Estimated Budget:** \$15,000 General Fund

**Objective:** To improve local and regional coverage of Main Street and Downtown events, initiatives, workshops, projects, etc.

- Facilitate Main Street Hosted Events and Promotions (i.e. Music on the Square, Free Movie Friday, Ladies Night Out, etc.)

**Estimated Budget:** \$35,000 General Fund

**Objective:** To attract tourist to McDonough via a defined strategy that includes: Special events, marketing, collateral materials, advertising, branding.

- Create Downtown-Specific Marketing Plan

**Estimated Budget:** \$10,000 General Fund

**Objective:** To create a Downtown Specific marketing plan to attract tourist to McDonough via a defined strategy that includes: Tourism Trail information, Downtown Specific marketing, collateral materials, advertising, branding.

### **2014-2015 Operating Highlights**

- Number of new businesses (citywide & downtown)
- Number of jobs created
- Dollar amount of investment (property improvements)
- Dollar amount of hotel/motel & sales taxes collected
- Completion of special projects (SPLOST, Tourism Development, etc.)
- Amount of visitors to historic district
- Number of incentives realized

# City of McDonough

## Business Development - Profile (Cont.)

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### 2013 Accomplishments

- Increased Hotel / Motel Tax from 3% to 5%. The increase of approximately \$200,000 per year will be shared with the Tourism & Hospitality Board and spent on activities to bring more visitors to McDonough.
- Created the Downtown McDonough Urban Redevelopment Plan.
- Installed new signage around the Square to direct visitors to off-street parking.
- Reconstituted the Downtown Development Authority.
- Coordinated location of filming activities for “A Madea Christmas” motion picture and “Resurrection” ABC television series.
- Finalized city partnership with fiber provider to install high-speed network for commercial developments.
- Partnered with land owners, developers, businesses, and the Community Development Department to review and assist with development or redevelopment of key commercial and residential projects.
- Main Street Manager named “2013 McDonough News Maker of the Year” in the Henry Neighbor Newspaper
- Ladies Night Out (2nd Thursday of Every month) has been a successful Promotional Vehicle with over 1,000 people participating in 2013
- Chili Cook-off attracted over 1,300 people to the Square in October
- Downtown Trick-or-Treat and Halloween Costume Contest event attracted more than 1,800 people to the Square
- Scarecrow Contest, a first time event, had over 2,000 people voting for their favorite Scarecrow
- The Downtown Christmas Tree Decorating Contest Promotion had over 1,200 people vote for their favorite Christmas Tree

### New Main Street Businesses:

- Joni’ Western Store
- Ink to Blanks
- Photo Magic
- Miracle’s Barber Shop
- Queen Bee Coffee (Opened in Courthouse Square Market)
- Queen Bee Coffee (Renovated a downtown building and moved from the market)
- Salon Primp
- Studio Red
- Invert Skate Shop (New Owner)
- Skyline Consulting
- Marie’s Gift and Décor
- El Castillo Mexican Restaurant
- Dog Eared Books
- Treehouse Toys
- Communities in Schools
- Kill Joy T-Shirts
- Atlanta Cell Tech
- MVP Motors

# City of McDonough

## Business Development - Profile (Cont.)

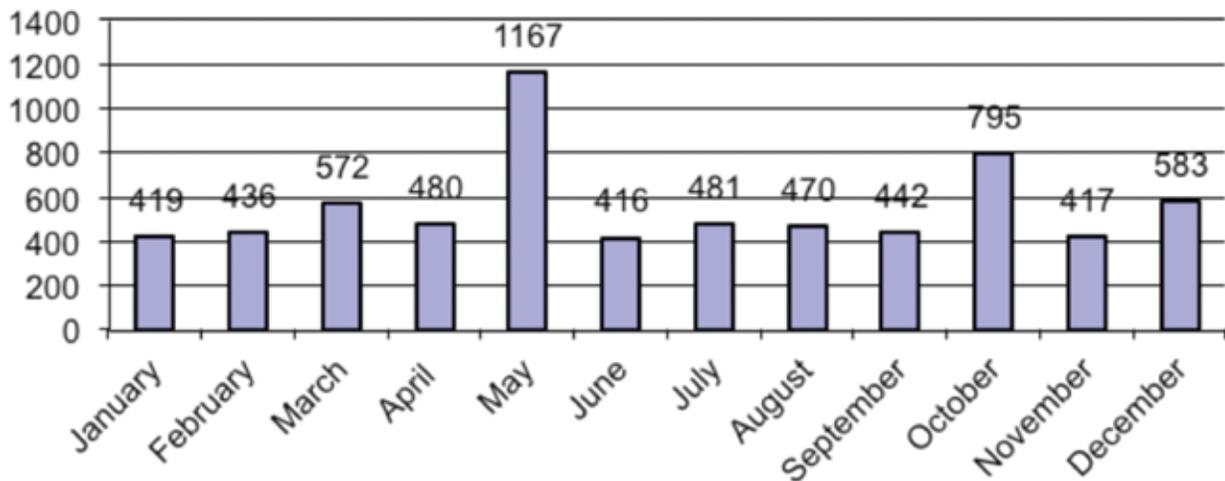
### Main Street Events:

- Ladies Night Out (Every 2nd Thursday of the month)
- Princess and Pirate Parade
- Quinlan's Run
- T.C. Carter Safety Day
- Summer Concerts on the Square
- Free Movie Fridays on the Square
- Easter Bunny on the Square
- Annual Fall Festival and Chili Cook-off
- Merchants Sidewalk Sale
- St. Patty's Day Celebration on the Square
- The Downtown Trick-or-Treat Event
- Small Business Saturday
- Kids Downtown Shop Around
- Santa Saturdays
- Downtown Holiday Kick-off
- Annual Downtown Christmas Tree Lighting
- Downtown Christmas Tree Decorating Contest

The McDonough Main Street Program also collaborated with the Greater McDonough Business Association, McDonough Hospitality and Tourism, and McDonough Arts to host other special events on the Square: Spring Arts Fest, Winter Arts Festival, Scarecrow Contest and Showcase and the New Year's Eve Geranium Drop.

6,678 visitors to the Square in 2013

### Yearly Visitors Chart



# City of McDonough

## Business Development - Budget

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### PERSONAL SERVICES

**Regular Salaries:** 2 Full time equivalent position. Business Development Director, Occupational Tax Coordinator **Recommended: \$116,873**

**Health Insurance:** Health insurance paid in accordance with City policy. **Recommended: \$11,789**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$154**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations. **Recommended: \$7,246**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations. **Recommended: \$1,695**

**Workers Comp:** Allocated cost of worker's compensation insurance costs. **Recommended: \$431**

**Total Personal Services: \$155,135**

### PURCHASED/CONTRACTED SERVICES

**Professional Services/Engineering:** Design Fees redevelopment proposals. **Recommended: \$12,500**

**Cell Phones:** Mobile Device for Director. **Recommended: \$800**

**Advertising:** Advertisements as needed for development projects. **Recommended: \$1,000**

**Public Notices:** Notices and solicitations placed with print media. **Recommended: \$720**

**Printing & Binding:** Informational materials and hand-outs to the general public for related matters. City wide business recruitment materials. **Recommended: \$2,000**

**Travel:** Travel associated continuing education and/or professional development. **Recommended: \$2,000**

**Dues & Fees:** Professional certifications and memberships. Georgia Economic Development Association classes; International Council Shopping Center classes. **Recommended: \$850**

**Education & Training:** For professional development and continuing education including continuing American Institute of Consulting Planner certification maintenance classes. **Recommended: \$2,350**

**Total Purchased Contract Services: \$22,220**

### SUPPLIES

**Office Supplies:** Routine office supplies consumed during the normal course of business. **Recommended: \$250**

**Operating Supplies:** Items principally used the Business Development operations. **Recommended: \$300**

**Books & Periodicals:** Books and periodicals associated with Business Development. **Recommended: \$150**

**Small Equipment:** Tools and equipment needed to support events, Main Street facility, etc. **Recommended: \$250**

**Total Supplies: \$950**

**Total Budgeted: \$178,305**

# City of McDonough

## Business Development - Budget (Cont.)

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### BUSINESS DEVELOPMENT

				2013 - 2014		2014-2015		
PERSONEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.7550.51.1100	REGULAR EMPLOYEES	0	41,922	76,500	76,717	76,500	116,873	116,873
100-5.7550.51.2100	GROUP INSURANCE	0	3,177	5,549	5,618	5,984	11,789	11,789
100-5.7550.51.2110	LIFE INSURANCE	0	43	103	111	103	154	154
100-5.7550.51.2200	FICA	0	2,451	4,743	4,733	4,743	7,246	7,246
100-5.7550.51.2300	MEDICARE	0	573	1,109	1,107	1,109	1,695	1,695
100-5.7550.51.2400	RETIREMENT CONTRIBUTIONS	0	0	0	0	11,093	16,947	16,947
100-5.7550.51.2700	WORKERS COMP	0	244	252	252	278	431	431
<b>TOTAL PERSONNEL SERVICES</b>		<b>0</b>	<b>48,410</b>	<b>88,256</b>	<b>88,538</b>	<b>99,810</b>	<b>155,135</b>	<b>155,135</b>
PURCHASED/CONTRACT SERV								
100-5.7550.52.1200	PROFESSIONAL SERVICES	0	0	10,000	0	52,500	12,500	12,500
100-5.7550.52.1230	LEGAL	0	0	3,500	0	0	0	0
100-5.7550.52.3210	PAGERS & CELL PHONES	0	363	1,000	667	1,000	800	800
100-5.7550.52.3300	ADVERTISING	0	0	3,000	0	5,000	1,000	1,000
100-5.7550.52.3310	PUBLIC NOTICES	0	0	500	291	720	720	720
100-5.7550.52.3400	PRINTING AND BINDING	0	0	5,000	0	5,000	2,000	2,000
100-5.7550.52.3500	TRAVEL	0	280	2,000	10	3,000	2,000	2,000
100-5.7550.52.3600	DUES & FEES	0	250	600	563	850	850	850
100-5.7550.52.3700	EDUCATION & TRAINING	0	150	3,500	1,130	3,500	2,350	2,350
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>0</b>	<b>1,043</b>	<b>29,150</b>	<b>2,660</b>	<b>71,570</b>	<b>22,220</b>	<b>22,220</b>
SUPPLIES								
100-5.7550.53.1105	OFFICE SUPPLIES	0	536	250	222	250	250	250
100-5.7550.53.1160	OPERATING SUPPLIES	0	462	250	64	300	300	300
100-5.7550.53.1400	BOOKS & PERIODICALS	0	0	250	163	150	150	150
100-5.7550.53.1600	SMALL EQUIPMENT	0	0	250	0	250	250	250
100-5.7550.53.1795	Miscellaneous	0	0	250	71	0	0	0
<b>TOTAL SUPPLIES</b>		<b>0</b>	<b>997</b>	<b>1,250</b>	<b>520</b>	<b>950</b>	<b>950</b>	<b>950</b>
<b>TOTAL BUSINESS DEVELOPMENT</b>		<b>0</b>	<b>50,451</b>	<b>118,656</b>	<b>91,718</b>	<b>172,330</b>	<b>178,305</b>	<b>178,305</b>

# City of McDonough

## Business Development - Main Street Budget

### PERSONAL SERVICES

**Regular Salaries & Wages:** 2 full-time equivalent positions to include Manager and Receptionist.

**Recommended: \$77,532**

**Part Time:** 2 part-time positions to fill-in on holidays and weekends and for supplemental assistance.

**Recommended: \$7,344**

**Volunteers:** Stipends paid to program volunteers.

**Recommended: \$500**

**Health Insurance:** Health insurance benefits paid in accordance with City policy. **Recommended: \$19,324**

**Life Insurance:** Life insurance paid in accordance with City policy. **Recommended: \$500**

**FICA:** The City's mandatory contribution into Social Security as required by federal regulations.

**Recommended: \$5,219**

**Medicare:** The City's mandatory contribution to Medicare as required by federal regulations.

**Recommended: \$1,221**

**Retirement:** The City's cost associated with contributions to employees' retirement in accordance with City policy. **Recommended: \$11,068**

**Workers Comp:** Allocated cost of Worker's compensation insurance. **Recommended: \$315**

**Total Personal Services: \$122,626**

### PURCHASED/CONTRACTED SERVICES

**Cell Phones:** Manager's usage for Main Street Management business. **Recommended: \$1,500**

**Advertising:** Costs associated with promotional advertisements placed with print and electronic media.

**Recommended: \$14,500**

**Promotions:** Main Street activities and promotional events for 2013-2014. **Recommended: \$31,000**

**Printing & Binding:** Outsourced printing such as brochures, walking maps, etc. **Recommended: \$800**

**Travel:** Travel associated with Department of Community Affairs meetings, Downtown Main Street Workshops, and Manager's meetings. **Recommended: \$2,500**

**Dues & Fees:** National Trust for Historic Preservation (\$250), GA Downtown Association Membership (\$125), McDonough Arts Council (\$100), Misc. (\$125). **Recommended: \$600**

**Education & Training:** Department Community Affairs Downtown Development (April-\$425), Hands on Workshops & Manager's Training (\$350), GA Downtown Assoc. (Oct.-\$325), Annual Meeting (Nov-\$400).

**Recommended: \$1,500**

**Contract Labor:** Outside assistance related to special events operating production & concerts costs, sound equipment, and labor. **Recommended: \$2,800**

**Contracts & Fees:** Telecommunications monthly (\$200), Productions & Concerts (\$2,500), Copier Meter Use (\$2,000), Sound Equipment (\$1,800). **Recommended: \$6,500**

**Other Expenses:** Lunches for artists, students, GDA auction items, RC reception. **Recommended: \$500**

**Postage:** Routine mailings associated with various Main Street functions and events. **Recommended: \$100**

**Total Purchased/Contracted Services: \$56,600**

# City of McDonough

## Business Development - Main Street Budget (Cont.)

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### SUPPLIES

**Office Supplies:** Paper, writing, instruments, and other routine supplies. **Recommended: \$1,500**

**Operating Supplies:** Message board lights, and other supplies for the Center. **Recommended: \$1,270**

**Meals:** Employee recognitions and winter meeting.  
**Recommended: \$1,000**

**Books and Periodicals:** Literature, pamphlets, historical fact summaries, and other handouts. **Recommended: \$300**

**Public Notices:** Advertisements, notices to the public.  
**Recommended: \$600**

**Miscellaneous:** Incidental operating cost items.  
**Recommended: \$200**

**Total Supplies: \$5,370**

**Total Budgeted: \$184,596**

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

#### MAIN STREET PROGRAM

				2013 - 2014		2014-2015		
PERSONNEL SERVICES		2011-2012 ACTUAL	2012-2013 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.7540.51.1100	REGULAR EMPLOYEES	69,123	64,334	77,532	76,561	77,532	77,532	77,532
100-5.7540.51.1160	PART TIME EMPLOYEES	5,565	6,367	6,053	6,083	7,344	7,344	7,344
100-5.7540.51.1300	OVERTIME	73	0	0	0	500	500	500
100-5.7540.51.2100	GROUP INSURANCE	7,660	15,220	14,876	19,509	15,967	19,324	19,324
100-5.7540.51.2110	LIFE INSURANCE	92	99	85	107	103	103	103
100-5.7540.51.2200	SOCIAL SEC (FICA) CNTRIB	4,608	4,277	5,054	4,856	5,219	5,219	5,219
100-5.7540.51.2300	MEDICARE PAYABLE	1,078	1,000	1,182	1,136	1,221	1,221	1,221
100-5.7540.51.2400	RETIREMENT CONTRIBUTIONS	9,506	9,865	4,117	2,917	11,068	11,068	11,068
100-5.7540.51.2700	WORKERS COMPENSATION	266	271	305	305	314	315	315
<b>TOTAL PERSONNEL SERVICES</b>		<b>97,971</b>	<b>101,434</b>	<b>109,204</b>	<b>111,473</b>	<b>119,268</b>	<b>122,626</b>	<b>122,626</b>
<b>PURCHASED/CONTRACT SERV</b>								
100-5.7540.52.2100	CLEANING	0	222	0	0	1,200	0	0
100-5.7540.52.2240	BLDG REPAIRS AND MAINT	1,312	648	0	0	0	0	0
100-5.7540.52.2320	2320 RENTAL OF EQUIP & VEHICL	3,236	500	0	500	2,000	1,500	1,500
100-5.7540.52.3210	PAGERS AND CELL PHONES	348	461	1,000	667	1,000	800	800
100-5.7540.52.3220	TELEPHONE	6,487	8,129	0	0	0	0	0
100-5.7540.52.3300	ADVERTISING	6,031	10,905	15,000	12,120	15,000	14,500	14,500
100-5.7540.52.3320	PROMOTIONS	32,683	34,076	34,885	15,727	33,700	31,000	31,000
100-5.7540.52.3330	3330 QUALITY GROWTH	0	0	0	450	0	0	0
100-5.7540.52.3400	PRINTING & BINDING	0	0	500	107	1,000	800	800
100-5.7540.52.3500	TRAVEL	578	2,153	2,500	1,531	2,500	2,500	2,500
100-5.7540.52.3600	DUES & FEES	375	431	600	450	600	600	600
100-5.7540.52.3700	EDUCATION & TRAINING	370	580	1,500	1,090	1,500	1,500	1,500
100-5.7540.52.3850	CONTRACT LABOR	2,090	1,935	3,000	2,450	2,800	2,800	2,800
100-5.7540.52.3855	CONTRACTS AND FEES	12,266	12,892	6,500	522	6,500	0	0
100-5.7540.52.3900	.3900 OTHER (PURCHASED SRVCS)	113	175	615	605	500	500	500
100-5.7540.52.3970	POSTAGE	12	9	100	12	100	100	100
<b>TOTAL PURCHASED/CONTRACT SERV</b>		<b>65,900</b>	<b>73,117</b>	<b>66,200</b>	<b>36,231</b>	<b>68,400</b>	<b>56,600</b>	<b>56,600</b>
<b>SUPPLIES</b>								
100-5.7540.53.1105	OFFICE SUPPLIES	1,152	801	1,000	1,162	1,500	1,500	1,500
100-5.7540.53.1160	OPERATING SUPPLIES	370	402	750	848	1,540	1,270	1,270
100-5.7540.53.1280	UTILITIES	5,068	4,782	0	0	0	0	0
100-5.7540.53.1300	Meals	0	0	750	694	1,000	1,000	1,000
100-5.7540.53.1400	BOOKS & PERIODICALS	31	0	200	31	300	300	300
100-5.7540.53.1600	SMALL EQUIPMENT	0	0	250	241	500	500	500
100-5.7540.53.1729	OTHER EVENTS	181	393	0	0	0	0	0
100-5.7540.53.1795	MISCELLANEOUS	0	0	500	330	500	200	200
100-5.7540.53.3310	PUBLIC NOTICES	0	0	500	0	600	600	600
<b>TOTAL SUPPLIES</b>		<b>6,802</b>	<b>6,377</b>	<b>3,950</b>	<b>3,306</b>	<b>5,940</b>	<b>5,370</b>	<b>5,370</b>
<b>MACHINERY &amp; EQUIPMENT</b>								
100-5.7540.54.2500	EQUIPMENT	1,585	679	2,500	1,544	15,250	0	0
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>		<b>1,585</b>	<b>679</b>	<b>2,500</b>	<b>1,544</b>	<b>15,250</b>	<b>0</b>	<b>0</b>
<b>TOTAL MAIN STREET PROGRAM</b>		<b>172,258</b>	<b>181,608</b>	<b>181,854</b>	<b>152,554</b>	<b>208,858</b>	<b>184,596</b>	<b>184,596</b>

*McDonough*  
**WELCOME CENTER  
MAIN STREET OFFICE**

Atlanta St. →

THE RUCKER CO.

LAURA CRUMBLEY  
CPA



# BUILDING MAINTENANCE



### Building Maintenance Lynn Bailey

- Vendors
- Utilities budgets and payments
- Building Maintenance
- Police
- Fire
- City Hall
- Public Works
- Water Facilities
- Main Street

# City of McDonough

## Building Maintenance - Profile

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### MISSION STATEMENT

To provide comprehensive and efficient maintenance services to all facilities owned by the City of McDonough, Georgia.

### OVERVIEW OF DEPARTMENT

The Department manages the payment of all monthly utility charges, buildings maintenance services, and contracting needs related to minor interior and exterior improvements.

### FISCAL YEAR 2014 ACCOMPLISHMENTS

- The Department unified the payment of all utility charges under one financial reporting cost center
- Implemented systematic tracking of energy usage and facility requirements by specific locations
- Established procedure for monitoring maintenance contracts, and service delivery
- Implemented a City-wide budgeting procedure for facilities maintenance and capital planning

# City of McDonough

## Building Maintenance - Budget

### PURCHASED/CONTRACT SERVICES

Building Maintenance Costs including cleaning, pest control, and contingent services: **Recommended**

City Hall .....	\$12,216
Fire Dept 88 Keys Ferry St .....	12,924
Public Safety Facility .....	5,556
Public Works Facility .....	5,000
Court Services.....	1,500
Probation.....	1,000
Welcome Center.....	1,392
Fire Station 51 .....	1,008
Square Park.....	6,900
Simpson Park.....	300

Contracted Services- Costs associated with annual electrical, plumbing, HVAC, grounds maintenance, and security monitoring. **Recommended:**

City Hall .....	\$32,941
Fire Dept. 88 Keys Ferry St .....	1,853
Public Safety Building .....	22,725
Public Works Facility .....	1,500
Court Services.....	6,288
Welcome Center.....	4,500
Fire Station 51 .....	1,433
Square .....	888
<b>Total Purchased Contracted Services</b>	<b>\$187,964</b>

### SUPPLIES

**Operating Supplies;** Daily operating supply items supporting daily use. **Recommended: \$4,800**

**Electricity Costs;** Monthly utility charges for electrical services at all City operated sites.

**Recommended:**

City Hall .....	\$55,000
Fire Dept. 88 Keys Ferry St .....	27,000
Public Safety Facility .....	50,000

# City of McDonough

## Building Maintenance - Budget (Cont.)

Public Works Facility .....	15,500
Court Services .....	7,250
Probation Services .....	4,250
Welcome Center .....	3,250
Bus Shelters .....	1,500
Simpson Park .....	3,500
Alexander Park .....	14,300
Avalon Park .....	36,500
Press Boxes .....	30,000
Street Lights .....	250,000
Subdivision Sectors .....	33,500
Traffic Lights .....	2,400
Warning Sirens .....	350

**Small Equipment:** Small office equipment including tools, flashlights, and desk items supporting daily use.  
**Recommended:** \$1,500

**Water Utility Charges:** Charges for consumption at City operated sites.

**Recommended:**

Public Works Facility .....	\$ 130
1067 Industrial Pkwy .....	5,000
1059 Industrial Pkwy .....	4,000
1045 Industrial Pkwy .....	4,000
300 Simpson St.....	2,900

**Gas Utility Charges:** Charges for consumption at all City operated sites. **Recommended:**

369 Macon St.....	\$2,000
373 Macon St.....	6,000
Fire Dept. 88 Keys Ferry St .....	4,800
Square .....	2,000
Public Works Facility .....	7,300
Public Safety Facility .....	3,600

**Total Supplies.....** \$582,330

**TOTAL BUILDING MAINTENANCE** \$ \$770,294

# City of McDonough

## Building Maintenance - Budget

### City of McDonough Adopted Budget As of June 30th, 2014 DEPARTMENTAL EXPENDITURES

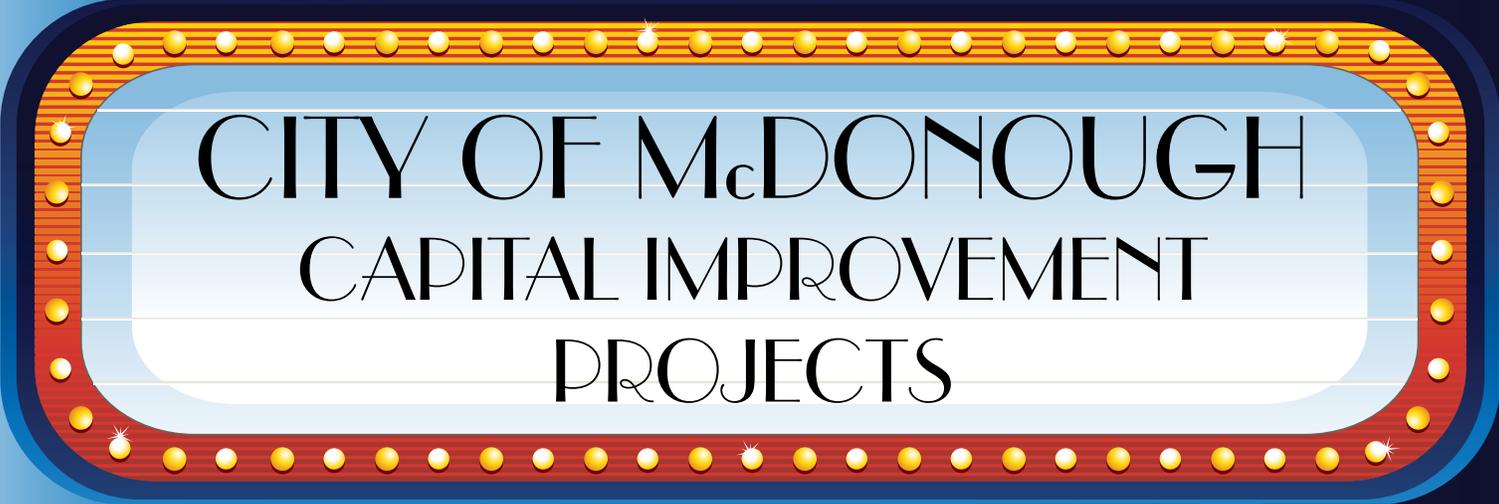
#### BUILDING MAINTENANCE

PURCHASED/CONTRACT SERV	2011-2012 ACTUAL	2012-2013 ACTUAL	2013 - 2014		2014-2015		
			CURRENT BUDGET	Y-T-D ACTUAL	DEPT REQ	ADMIN RECOMM	ADOPTED BUDGET
100-5.1565.52.2200	0	0	0	0	0	12,216	12,216
100-5.1565.52.2201	0	0	0	0	0	12,924	12,924
100-5.1565.52.2202	0	0	0	0	0	5,556	5,556
100-5.1565.52.2203	0	0	0	0	0	5,000	5,000
100-5.1565.52.2204	0	0	0	230	0	1,500	1,500
100-5.1565.52.2205	0	0	0	0	0	1,000	1,000
100-5.1565.52.2206	0	0	0	0	0	1,392	1,392
100-5.1565.52.2207	0	0	0	0	0	1,008	1,008
100-5.1565.52.2208	0	0	0	0	0	6,900	6,900
100-5.1565.52.2209	0	0	0	0	0	300	300
100-5.1565.52.2310	0	0	42,269	64,317	79,920	68,040	68,040
100-5.1565.52.3851	0	0	48,000	47,448	42,000	32,941	32,941
100-5.1565.52.3852	0	0	21,500	20,050	78,204	1,853	1,853
100-5.1565.52.3853	0	0	11,200	12,300	12,000	22,725	22,725
100-5.1565.52.3854	0	0	7,500	10,871	7,161	1,500	1,500
100-5.1565.52.3856	0	0	7,200	7,752	6,798	6,288	6,288
100-5.1565.52.3857	0	0	750	0	0	0	0
100-5.1565.52.3858	0	0	240	240	0	0	0
100-5.1565.52.3860	0	0	5,300	4,261	5,496	4,500	4,500
100-5.1565.52.3861	0	0	1,800	1,706	2,652	1,433	1,433
100-5.1565.52.3862	0	0	6,150	5,797	8,251	888	888
100-5.1565.52.3863	0	0	1,750	1,537	0	0	0
100-5.1565.52.3864	0	0	2,750	2,392	0	0	0
<b>TOTAL PURCHASED/CONTRACT SERV</b>	<b>0</b>	<b>0</b>	<b>156,409</b>	<b>178,899</b>	<b>242,482</b>	<b>187,964</b>	<b>187,964</b>

#### SUPPLIES

100-5.1565.53.1160	0	0	0	0	4,800	4,800	4,800
100-5.1565.53.1280	0	0	0	0	98,183	0	0
100-5.1565.53.1281	0	0	55,500	48,527	50,000	55,000	55,000
100-5.1565.53.1282	0	0	30,500	22,138	27,000	27,000	27,000
100-5.1565.53.1283	0	0	12,500	13,126	50,000	50,000	50,000
100-5.1565.53.1284	0	1,853	13,000	13,903	15,500	15,500	15,500
100-5.1565.53.1285	0	0	8,000	7,148	7,250	7,250	7,250
100-5.1565.53.1286	0	0	4,200	3,781	4,000	4,250	4,250
100-5.1565.53.1287	0	0	39,000	35,956	0	0	0
100-5.1565.53.1289	0	0	3,500	3,210	3,250	3,250	3,250
100-5.1565.53.1294	0	0	1,300	1,541	1,250	1,500	1,500
100-5.1565.53.1295	0	0	3,350	3,172	3,500	3,500	3,500
100-5.1565.53.1296	0	0	14,500	12,509	14,000	14,300	14,300
100-5.1565.53.1297	0	0	30,000	30,804	36,500	36,500	36,500
100-5.1565.53.1298	0	0	26,200	27,926	30,000	30,000	30,000
100-5.1565.53.1299	0	2,793	3,702	3,702	0	0	0
100-5.1565.53.1301	0	0	153,670	224,856	255,000	250,000	250,000
100-5.1565.53.1302	0	0	30,483	35,751	33,500	33,500	33,500
100-5.1565.53.1303	0	14	2,175	2,210	2,000	2,400	2,400
100-5.1565.53.1304	0	0	275	235	350	350	350
100-5.1565.53.1305	0	0	4,500	4,400	0	0	0
100-5.1565.53.1600	0	0	0	0	2,000	1,500	1,500
100-5.1565.53.4411	0	0	2,500	2,318	0	0	0
100-5.1565.53.4418	0	0	40	51	50	0	0
100-5.1565.53.4419	0	0	140	92	130	130	130
100-5.1565.53.4420	0	0	3,550	3,648	4,075	5,000	5,000
100-5.1565.53.4421	0	0	5,000	4,690	4,600	4,000	4,000
100-5.1565.53.4422	0	0	4,250	4,293	4,525	4,000	4,000
100-5.1565.53.4423	0	0	2,700	2,124	3,200	2,900	2,900
100-5.1565.53.4702	0	0	1,000	992	1,500	0	0
100-5.1565.53.4703	0	0	5,300	-1,351	1,224	2,000	2,000
100-5.1565.53.4704	0	0	7,675	5,747	0	6,000	6,000
100-5.1565.53.4706	0	0	500	416	0	0	0
100-5.1565.53.4707	0	0	4,500	3,146	2,750	4,800	4,800
100-5.1565.53.4708	0	0	2,600	1,896	1,000	2,000	2,000
100-5.1565.53.4709	0	0	11,650	5,486	6,500	7,300	7,300
100-5.1565.53.4710	0	0	2,500	585	1,000	3,600	3,600
<b>TOTAL SUPPLIES</b>	<b>0</b>	<b>4,660</b>	<b>490,260</b>	<b>529,029</b>	<b>668,637</b>	<b>582,330</b>	<b>582,330</b>

<b>TOTAL BUILDING MAINTENANCE</b>	<b>0</b>	<b>4,660</b>	<b>646,669</b>	<b>707,928</b>	<b>911,119</b>	<b>770,294</b>	<b>770,294</b>
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CITY OF McDONOUGH  
CAPITAL IMPROVEMENT  
PROJECTS

# City of McDonough

## Capital Improvement Projects

### FISCAL YEAR 2015-2019 CAPITAL IMPROVEMENTS PLAN

A Capital Improvement Program (CIP) is a multi-year plan that assesses capital facility needs against overall goals and objectives. The CIP contains projects budgeted in the current fiscal year, as well as projects in subsequent years for which funding may not have been obtained or authorized. Identifying capital projects and their anticipated funding sources assists in the planning and scheduling of finances for projects and the manpower needed to plan, design, and construct the projects. McDonough's CIP represents a compilation and plan for projects of over \$5,000 in value, and useful life span of at least ten years. The current CIP projects costs between the years 2015- 2019. The first year of the 5-Year CIP is referred to as the short term funding, while the remaining four years are referred to as the programmed amounts per project (Long term funding).

Examples of projects in McDonough's 5-Year CIP new vehicles in public safety departments, and Information Technology upgrades, funding for a downtown arts center, park improvements and rehabilitation projects, and Audio and visual improvements to the City Council Chambers.

**Through the utilization of SPLOST IV funding, the City of McDonough will purchase three new Pump trucks, one per year, by Fiscal year 2017.**



### PHILLIPS DRIVE AT INTERSECTION OF OLD GRIFFIN ROAD

**Project Description:** Installation of sidewalks, storm-water drainage and improvements, and re-paving of entire length of Phillips Drive



# City of McDonough

## Capital Improvement Projects (Cont.)

### BIG SPRINGS PARK IMPROVEMENTS AND MASTER PLAN

**Description:** Addition of retention ponds, trails, and a pavilion overlook feature.



### NEW WATER METERS

**Project Description:** Replacement of obsolete water meters with new meters. The photograph shows the new equipment type.

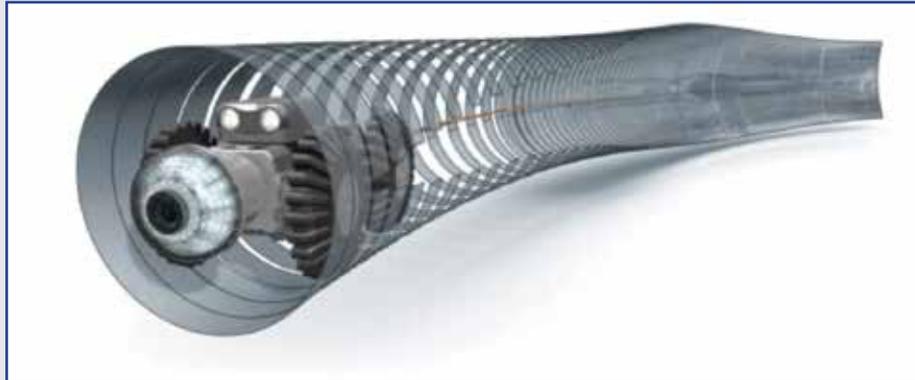


# City of McDonough

## Capital Improvement Projects (Cont.)

### ROBOTIC SENSORS FOR WATER LEAK DETECTIONS

**Project Description:** Camera and sensor equipment detects water leaks. An example of the equipment technology type is displayed in the illustration below.



### FIRE HYDRANT CORROLATORS

**Project Description:** Detects leaks from fire hydrants.



# City of McDonough

## Capital Improvement Projects (Cont.)

### THE REDEVELOPMENT OF THE POLK BUILDING, SPLOST IV FUNDING

As it is referred to locally, is an opportunity to reimagine a community asset that has sat vacant and unused for quite some time. The building's proximity to (and the view of) the Square and its central location amongst a hub of commerce and governmental activity make it a logical project for the DDA and other community partners. The masonry building is approximately 6,000 square feet in area over two floors. Several architects have toured the building and noted its apparent solid construction, though there are many adverse conditions related to years of disinvestment in the property. Any renovation project is an opportunity to revive a very unique building. Used as a former U.S. Post Office, the building retains a 1941 oil-on-canvas mural titled "Cotton Gin Mill" by Jean Charlot. Some research indicates that this mural was funded by the Section of Fine Arts under the Treasury Department and not the Works Progress Administration (WPA) of the post-Depression New Deal. In any event, it is a piece of history worth preserving and hangs adjacent to a lighted display featuring reproductions of the Declaration of Independence, Preamble to the U.S. Constitution, and the Bill of Rights. This building already houses a mixture of tourism and arts related artifacts and that continued use would be very appropriate. Its proximity to the county courthouse and adjacent parking lot and deck would allow enhanced public space integration along Lawrenceville Street to include new landscaping, art and history exhibits, and McDonough Square merchant and event information. The building is sizeable enough to house several different office spaces, meeting spaces, fabrication and gallery space, and other uses in conjunction with area partners. A partial list of potential building uses could be:

- McDonough Hospitality & Tourism office
- McDonough DDA & Business Development office
- McDonough Arts office
- Artist fabrication and gallery space
- Public meeting and reception space
- Job search / employment assistance center
- Educational opportunities (for local schools, arts, continuing education, etc.)
- Business incubator
- "Maker" space for manufactured works / new product testing
- Commercial kitchen incubator / food truck commissary
- Annex for a renovated Clay Plaza Theater



Photograph of the Polk Building as it appears today. SPLOST IV funds were allocated for the redevelopment of the structure into a Downtown Arts Center.

# City of McDonough

## Capital Facilities and Services (Cont.)

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### DEPARTMENT OF COMMUNITY DEVELOPMENT

#### General

##### ***Departmental Vehicle Replacement Program***

The Community Development Department has six vehicles that need replacing including three pick-up trucks, two SUVs and one sedan. These vehicles were purchased between 1999 and 2005, or eight to fourteen years ago. The average age of this fleet is 9.6 years. This program would begin replacing one vehicle each year.

##### ***Exterior Rehab @ 32 Jonesboro Street***

32 Jonesboro Street is a historic house which the city acquired in 2010. The building is dilapidated and the Building Official has written up a scope of remedial work and obtained cost estimates from three contractors. The work includes roofing, removing vinyl siding and repairing and painting the siding, soffits, gutters and trim to bring it up to code.

##### ***Business Development-Downtown Development Authority/Community Development***

Interior Rehab @ 32 Jonesboro Street: The 32 Jonesboro Street house has approximately 2,000 square feet of floor space. Whether the building is used by the City or is rented out, a thorough interior rehabilitation will be necessary. No detailed estimate of renovation costs has been prepared for interior renovations. The amount shown is based on a conceptual cost of \$50 per square foot. In the event the property is leased, this cost could potentially become one for the tenant rather than the city.

##### ***Business Development-Downtown Development Authority/Community Development***

Aerial Utilities Relocation Program: Most of the City's streets are festooned with utility poles and overhead utility lines. The Downtown Square is one of the few exceptions. This program would include working with Georgia Power, telephone and cable providers and GDOT to incrementally bury power, telephone, CCTV and traffic signal cables in order to improve the appearance of our streets and the reliability of the utilities. With a set amount of funding each year, it would be necessary to determine how many feet could be buried on a case-by-case basis, since conditions will vary from block to block. These funds could potentially be combined with Complete Streets funding to provide greater local matches for projects that may be partially funded through ARC and/or GDOT grants.

##### ***Business Development-Downtown Development Authority/Community Development***

Downtown Performing Arts Center: Every Downtown revitalization plan for over a decade has recommended developing a performing arts venue in Downtown. Most have suggested the old theater building at the intersection of Macon Street and John Frank Ward Blvd. now known as Clay Plaza be purchased and rehabbed as the arts center. No detailed work has been done on the concept. This budget figure is based on a property acquisition cost estimate of \$500,000, which is based on the Tax Assessor's appraisal of \$476,000 and design and construction costs estimated at \$200 per square foot for the 12,000 square foot building. If done using the DDA, owner financing could be used initially, with primary funding coming from an increase of the city's hotel-motel tax from 5% to 8%.

# City of McDonough

## Capital Facilities and Services (Cont.)

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### ***Business Development-Downtown Development Authority/Community Development***

SR 20/81 E-W One-Way Pair System through Central McDonough: Jonesboro Rd, Keys Ferry Street: This project has been “on the books” since 1986. GDOT has proposed to advance it in FY2014 using all state and federal funds. GDOT’s plan calls for extending the existing one-way pair almost half a mile in each direction. In the scope of the 2012 LCI Supplemental Study ARC charged the city with revisiting the nature of the project, which the city is still in the process of doing in partnership with GDOT. The city and its consultants have proposed an alternative that would instead shorten the pair to extend only 800-1,000 feet each side of the Square and reduce the cost by about 50%. This cost is based on the city’s proposal. Public Works and Community Development are jointly working on this project with GDOT.

### ***Streetscape Improvements***

Square and Atlanta Street This project includes bicycle and pedestrian safety upgrades and new streetscape on the streets surrounding the McDonough Town Square and extending along both northbound Macon Street and southbound Atlanta Street 0.27 miles and continuing along Atlanta Street (GA Highway 42/ US Highway 23) approximately 0.29 miles to its intersection with Spring Creek Blvd. It also includes a new barrier-separated two-way cycle track along Atlanta Street from Spring Creek Blvd to the Square. The project’s estimated cost is approximately \$1.9 million, with about \$1.6 million coming from a federal transportation grant through the Atlanta Regional Commission’s Livable Centers Initiative. The project was added to the regional Transportation Improvement Program in December, 2012. A GDOT project number and project manager have been assigned to the project and survey work should be able to proceed in the fourth quarter of FY2013.

Complete Streets/Sidewalk Extension Program This ongoing program is intended to be the implementation of the complete streets policy and design standards developed as part of the 2011-2012 Downtown LCI Supplemental Study. It will add or improve sidewalks, bicycle facilities and other improvements to make McDonough’s streets accessible to all travelers, regardless of the transportation mode they choose or their physical capabilities. The program is recommended to commence in FY2014, with a funding level of \$1 million annually. This program is intended to work in parallel with others such as the Aerial Utility Relocation and the Public Spaces Landscaping programs and use its funding to leverage State and Federal grant funds such as the LCI program.

### **Parks and Recreation Projects**

#### ***Public Works-Storm-water/Community Development***

Big Spring Park Improvements Design work is advancing on the new Downtown Park and regional detention pond on the site of former county ball fields located on Veterans’ Drive. Construction is scheduled to begin in June, last for approximately six months and cost about \$400,000. Nearly half of the cost of the project will be funded by State grants from EPD in the amount of \$155,000 and \$15,000 from the Soil and Water Conservation Commission. These funds will allow for stream bank restoration and transform the area into a healthy habitat for both citizens and wildlife. The remaining balance will come from the city’s storm-water utility revenues. The park will include the two-acre pond with aerator fountain, walking paths, a small pavilion and seating areas, a duck box, aquatic edible vegetation, a boardwalk and explanatory signs.

# City of McDonough

## Capital Facilities and Services

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### ***Public Works/Community Development***

Public Spaces Tree Planting/Landscaping Program This is a proposed program which will begin to remedy the general lack of trees throughout much of the city, particularly along its streets. An extensive and healthy tree canopy is a major asset for any city and is especially important in creating the sort of vibrant and appealing 21st Century Southern Town that citizens and elected officials desire for the City of McDonough. This program will entail overhauling the city's landscape-related ordinances, establishing a "tree bank," conducting a citywide tree inventory and installation of new trees on streets and in other public spaces that do not currently have them. The tree bank will provide a mechanism for property developers who cannot install all the landscape materials required by ordinance on their sites to pay into the tree bank, in cash or in kind, as a means to fulfill their planting requirement. It would also allow for the acceptance of gifts and grant funds from any source. The program is planned to commence with the 2014 Fiscal Year, seeded with a budget of \$100,000 from city funds and become an ongoing program.

### ***Public Works/Community Development***

Acquisition and Development of Passive Parks- This new program is building on the city's successful development of the Bryan-Cleveland Neighborhood Pocket Park, containing the City's first large scale water fountain, to introduce additional passive park spaces of all scales throughout the city. The City was able to proceed with development of a first dog park through the use of private endowments in FY2014, and received by impact fees and grants.

### ***Public Works/Community Development***

Improvements to Jonesboro Road Park (Wesley Lakes Subdivision) -This is a joint City-County project. The property was purchased by the city using SPLOST funds. It is the county's responsibility to obtain design services for the park, construct the facilities and maintain it. The city has been collaborating with the county in an effort to advance the project. To date, the county has taken no action on this project.

Cemetery Upgrade and Expansion- The opportunity to purchase the building and properties at 50 Lawrenceville Street for the city's Public Safety complex has freed the 6.5 acre "Mercer" property immediately south of the city cemetery to use for expanding the cemetery to create an additional source of revenue and enhance the historic cemetery as a tourist attraction.

## **Housing**

Rehabilitate or demolish substandard housing throughout the city. This is an ongoing program started in 2010 by the Building and Code Enforcement Division. To date, the program has succeeded in initiating the demolition of nearly fifty derelict buildings. The department's goal is to create a land bank authority and expand this program into a complete neighborhood revitalization program. Ideally, the neighborhood revitalization program will be undertaken with a private sector partner that is a Community Housing Development Organization (CHDO). Program design and planning for this project is expected begin during in the second quarter of FY2014.







CITY OF McDONOUGH  
FREQUENTLY ASKED  
QUESTIONS

# City of McDonough

## Frequently Asked Questions

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**Q. Where is City Hall located?**

A. The City of McDonough City Hall is located at 136 Keys Ferry Street, McDonough, 30253.

**Q. What is there to see and do in the City of McDonough?**

A. Visit website [www.mcdonoughga.org](http://www.mcdonoughga.org) to view attractions and access a calendar of events.

**Q. I am thinking of starting or moving my business to the City of McDonough. Who can I contact regarding economic development, site locations, etc.?**

A. Contact our Business Development Director, Adam Causey, by phone, 770-957-3915, or by e-mail, [accausey@mcdonough-ga.gov](mailto:accausey@mcdonough-ga.gov)

**Q. Where can I get information about the community make-up of the City of McDonough/Henry County?**

A. You can obtain community demographics and other important resource information from the Atlanta Regional Commission, [www.atlantaregional.com](http://www.atlantaregional.com)

**Q. Who is my sanitation provider? Do I have to use the service provided through the city?**

A. By ordinance, the City of McDonough provides garbage services to all properties within city limits through a contract with Republic Services.

**Q. How do I find out more about the city's residential curbside recycling program?**

A. Through Republic Services, the city offers no-sort recycling pick-up every other week. Participants can register with [www.recyclebank.com](http://www.recyclebank.com) to earn points, good toward gifts, for their efforts.

**Q. How and where can I pay my water bill?**

A. Water bills are processed at City Hall, 136 Keys Ferry Street. Customers may make a payment at the City Hall Customer Service Window, by mail, online at [www.mcdonoughga.org](http://www.mcdonoughga.org), or by telephone. In addition, customers may make a payment at the drive-thru window or place a payment in the drop-box (located in the drive-thru area.) The city accepts checks, cash, or credit cards (For Visa or Master Card, a \$5 service charge will be applied).

**Q. Where do I get information about zoning, building permits, etc. in the City of McDonough?**

A. The Community Development and Building Departments are located on the third floor of City Hall.

**Q. Where do I file a Code Enforcement complaint?**

A. On the third floor of City Hall.

# City of McDonough

## Frequently Asked Questions

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**Q. Where is the City of McDonough Municipal Court located?**

A. 369 Macon Street, McDonough, GA 30253.

**Q. What is the Stormwater fee money used for?**

A. All Stormwater fee revenue goes towards the administration and implementation of the Stormwater Management Plan (SWMP) adopted by the City of McDonough. Examples of use of these funds include: city storm sewer infrastructure repair costs; water direction and redirection improvements along main roads and subdivisions; upgrading and modernization projects; restoration of already impaired or polluted waterways and others.

**Q. How is the Stormwater fee calculated?**

A. First, the property or land area use is identified. The rates are determined based on impervious surfaces area, or the area that rain water cannot soak into the ground. For residential properties, a fixed rate of \$39.60 is charged annually through the property tax office. For commercial and industrial uses, the \$39.60 is charged based on the average residential impervious area, or impervious unit, of 3,000 square feet. This amount is sent to the Henry County Property Tax office for collection.

**Q. How do I pay the Stormwater fee?**

A. You probably already have. There is a line item Stormwater Fee on your property tax statement. If you are a City of McDonough resident, then you are helping to resolve the situation and keep our water bodies cleaner. Most cities and counties in the Metro Atlanta area have a Stormwater Fee.

**Q. When is the Christmas Parade?**

A. The City of McDonough Christmas Tree Lighting and Parade are held the first Saturday in December. Applications to participate in the parade are made available on the city's website in August.

**Q. When is the Geranium Festival?**

A. The Geranium Festival, which is hosted by the McDonough Lions Club, is held on the third Saturday in May.

**Q. What makes the City of McDonough so special??**

A. The City of McDonough, also known as the Geranium City, is twenty-eight miles from Atlanta, thirty minutes from the world's busiest airport – Hartsfield Jackson International Airport, three-and-a-half hours from the Savannah port and Atlantic Ocean, and two hours to the beautiful North Georgia mountains. Because of our prime location, we believe our town to be the “New Promised Land.”





CITY OF McDONOUGH  
BUDGET QUESTIONS  
AND ANSWERS

# City of McDonough

## What Is A Budget

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A budget is a financial plan for a city that includes estimates of resources available, including revenues, expenditures, and fund balances. The document is prepared by the City Administrator and staff and is adopted by the Mayor and Council after input from the public. The budget document is prepared to provide financial, operational, and/or policy information to residents and interested parties. The budget packet provides detailed information of how the city's resources will be used to fund services and programs.

The document begins with a transmittal letter from the City Administrator. The transmittal letter serves as an introduction to the budget and summarizes significant information such as the impact of the economy on projected revenues, major developments, capital projects, and significant changes, projected revenues and/or expenditures.

The budget documents also contain the following information:

- Budgetary structure, policies, and procedures
- Financial trend analysis
  - Departmental budgets which includes line items expenditures and revenues
- Capital Improvement Projects Fund (CIP)
- Personnel Data
- Glossary of terms to assist the reader in understanding the document.

When reviewing this document, please remember that the information has been developed based on both organizational structure and financial structure. The organizational structure is reflected in the Departmental budgets, which may be divided into program budgets.

# City of McDonough

## Budget Questions And Answers

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**Q: What is the purpose of the City Budget?**

A: The budget is an annual financial plan that specifies the level of municipal services to be provided and the resources, including personnel positions, capital expenditures, and operating expenses needed to provide these services. The document reflects the policies and priorities set by the Mayor and City Council.

**Q: How and when is the budget prepared?**

A: The city begins the budget process in December when each department submits to the Director of Finance requests for funding for programs and operational needs, as well as projected revenues for the next fiscal year. Mayor and Council consider the request during their Winter Retreat, which is also when budgetary priorities are set. After the budgetary priorities are established by Mayor and Council, the City Administrator, Finance Director, and Department Heads review and adjust the requests for funding based on projected revenues. The developed proposed budget is submitted to Mayor and Council and two public hearings are held to gather citizen input. Following the public hearings, Mayor and Council make changes and/or adopt the final budget with a resolution. The ordinance is later adopted establishing the millage rate, using the budget as a base.

**Q: What is a fiscal year?**

A: A fiscal year is a 12-month operating cycle that comprises a budget and financial reporting period. The city's fiscal year begins on July 1 and ends on June 30 of the following year.

**Q: How does the city obtain revenues?**

A: From sales, franchise, occupational, real estate, fee for services, fines and forfeitures, grants, and other miscellaneous revenues. Examples of these revenue sources include Local Optional Sales Taxes, Special Local Option Sales Taxes, business licensing, and solid waste fees.

**Q: How is the revenue obtained by the city used?**

A: Municipal revenue is used to pay for personnel service, operating supplies, other operating costs such as utilities and insurance, and capital purchases such as buildings, vehicles, and equipment as specified in the City Budget.

**Q: What is the millage rate?**

A: The millage rate is 4.375 mills. The city assesses property taxes of \$9.90 for every \$1,000 of taxable value.

**Q: What is a fund?**

A: A fund is a separate accounting entity within the city that receives revenues from a specific source and expends them on a specific activity or activities. The city is comprised of nine separate funds, all of which perform specific activities.

**Q: What is the difference between Ad Valorem Tax and Property Tax?**

A: There is no difference. Both are different names that are used to describe the same tax.

# City of McDonough

## Budget Presentation Considerations

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**Q: What is an operating budget?**

A: An operating budget is an annual financial plan for recurring expenditures, such as salaries, utilities, and supplies.

**Q: What is a capital improvement budget?**

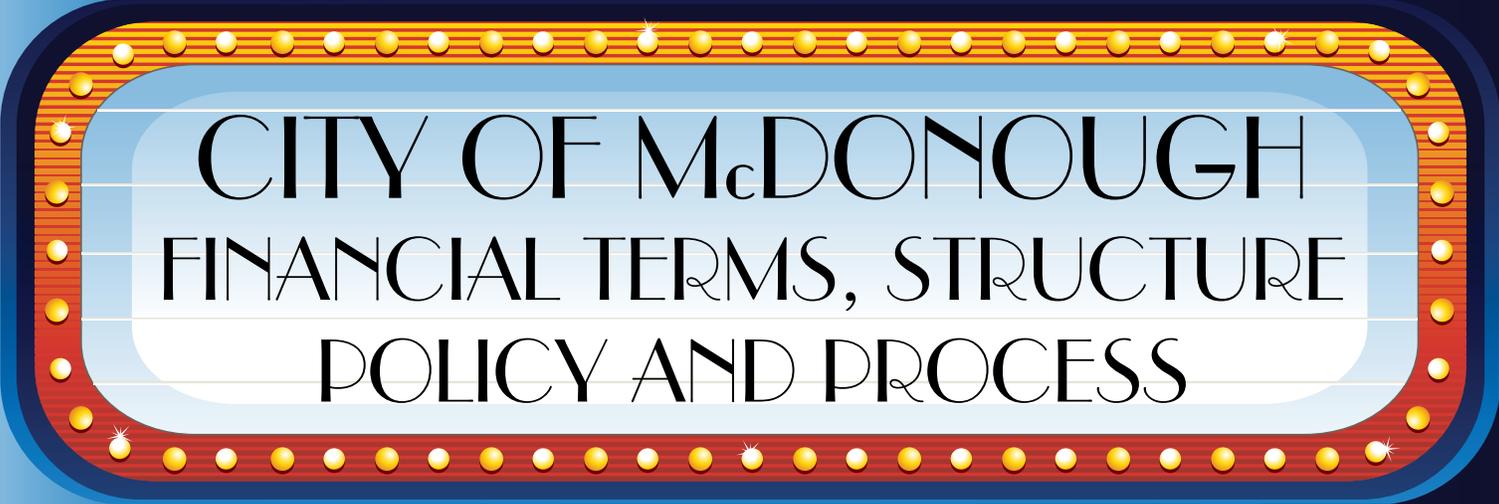
A: A capital improvement budget is both a short-term and long-term range plan for the construction of physical assets, such as buildings, streets, sewers, as well as vehicles and equipment.

**Q: What is an enterprise fund?**

A: An enterprise fund earns its own revenues by charging customers for the services that it provides. It receives no tax funds.

**Q: Who establishes the rules by which the City of McDonough adopts its annual budget and property taxes?**

A: The property tax rate and budget adoption processes, are governed by both the City Charter and State Statutes.



CITY OF McDONOUGH  
FINANCIAL TERMS, STRUCTURE  
POLICY AND PROCESS

### A. Fund Descriptions and Fund Structure

The City of McDonough utilizes fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the city fall within either the categories of governmental or proprietary funds.

**Governmental Funds** - This source of funding accounts for near term inflows and outflows of spendable resources, as well as upon balances of resources available at the end of the fiscal year. Data generated from tracking reports supports evaluations of city's near term financing requirements. The City of McDonough maintains four major governmental funds. The city's major governmental funds are the General Fund, two Special Local Options Sales Tax Capital Funds, and a segmented reserve for Developmental Impact Fees. The city adopts all governmental funds on fiscal year basis.

**Proprietary Funds** - Enterprise fund sources are termed and used by the City of McDonough, Georgia, as business-type activities within government-wide financial statements. The Water and Sewer Fund, Solid Waste Management, and Stormwater Funds comprise the enterprise funding structure for the city.

### B. Department/Fund Relationship

**Governmental Funded Departments** - These sources represent most of the city's governmental functions and how their respective services are financed. All current departmental liabilities are paid from the fund to which the department's functions are assigned. The governmental activities of the City of McDonough include general government, public safety and courts, highways and streets, parks and recreation, cemetery, community development, economic development, and code enforcement. The business-type activities of the City of McDonough, Georgia, include water and sewer, solid waste, and stormwater management.

#### Governmental Funds

**General Fund** - The primary operating fund is used to account all financial resources except for functions required to be documented, tracked, and reported by other fund sources.

**SPLOST Capital Projects Funds** - This source is utilized to account for the acquisition and construction of major capital facilities that received approval from the voters of Henry County through the special purpose local option sales tax referenda.

**Development Impact Fee Capital Projects Fund** - The City of McDonough's Development Impact Fee Ordinance was adopted in July 2003. Provisions under the ordinance allow for the assessment, collection, and expense of this source for system-enhancing capital developments only. Specific authorized uses and area of service is dedicated for public safety (police and fire rescue) purposes only, and for those capital projects planned for construction within the city limits of McDonough, Georgia. The State of Georgia Development Impact Fee Act requires this source of funds be maintained and tracked within separate interest bearing accounts from other sources of capital and especially sources of operating funds.

# City of McDonough

## Financial Terms, Structure, Policy And Process (Cont.)

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**Proprietary Funds** - This source is utilized to account for any activity for which a fee is charged to external users for specific services provided by a department within the City of McDonough, Georgia. All of the city's enterprise sources are considered major fund groups.

**Water and Sewer Fund** - This source is utilized for activities associated with capital development, operation and maintenance of the water and sewer system within the City of McDonough, Georgia, and parts of Henry County.

**Solid Waste Management Fund** - This source of funding supports enterprise purposes accounting for revenues generated from charges for sanitation and recycling services provided to the residential and commercial users of the city.

**Stormwater Management Fund** - This source is utilized to account for departmental functions related to preventing future flood problems and implementing corrective measures designed to reduce instances of damage from future flood occurrences and improving the infrastructure to the benefit of the city's natural drainage system.

### C. Basis of Budgeting

The Council of the City of McDonough, Georgia, adopts a fiscal year budget for all sources of funding. Public hearings are conducted in order to obtain citizen comments and input for the process. The operating budget includes proposed expenditures and the means of financing them. The fiscal budget is legally enacted by passage of a resolution. Any revisions that alter the total expenditures of any department must be approved by the City Council. Formal budgetary integration is employed as a management control device during the fiscal operating year. Governmental funds are adopted based upon general accepted accounting principles (GAAP) at the legal level of budgetary control which is applied to the City of McDonough, Georgia, at the department level. Expenditures may not exceed appropriations within the department.

### D. Financial Policies

#### Fund Financial Statements

Only current assets and current liabilities are included on the city's balance sheet. All statements of revenues, expenditures, and changes in fund balance reports on the sources and uses of current financial resources get reflected on it. This approach differs from the manner in which the governmental activities of government-wide financial statements are prepared. All proprietary funds are accounted for based upon a flow of economically driven measures. A compilation of assets and liabilities associated with the operation of fund sources is included within the statement of fund net assets.

#### Accrual Accounting

Revenues are recognized and incurred while both are earned and as expense occurs.

### **Modified Accrual Accounting**

Revenues are recorded when susceptible to accrual; both measurable and available. Revenue collection occurs within the current period or within 60 days after the end of the fiscal year. Expenses as a matter of practice are recognized when liability is incurred.

### **Financial Policy Summary:**

- Revenues susceptible to accrual will be taxes, state and federal grants, fines, interest on revenues, and charges for service. Revenues not collectible within 60 days are recorded as deferred.
- Cash investments will be recorded at fair value and held until maturity.
- Proprietary sources of funds are classified as restrictive assets on balance sheets and are limited by the applicable restrictive covenants of use.
- Fund Equity - Governmental Funds
- Non-spendable - Funds legally required remaining intact.
- Restricted expenses - Only for specific purposes including enabling legislation and/or constrained in use by creditors, grantors, contributors, or laws or regulations of other governments.
- Legal Encumbrances—Amounts or encumbrances of funds determined by formal actions by the City Council of McDonough, Georgia, governing use and legal recognition of commitment.
- Assigned Funds—Amounts can only be designated by the City Council of McDonough, Georgia.
- Unassigned - This category includes of all other spendable amounts for uses not assigned the City Council of McDonough, Georgia.

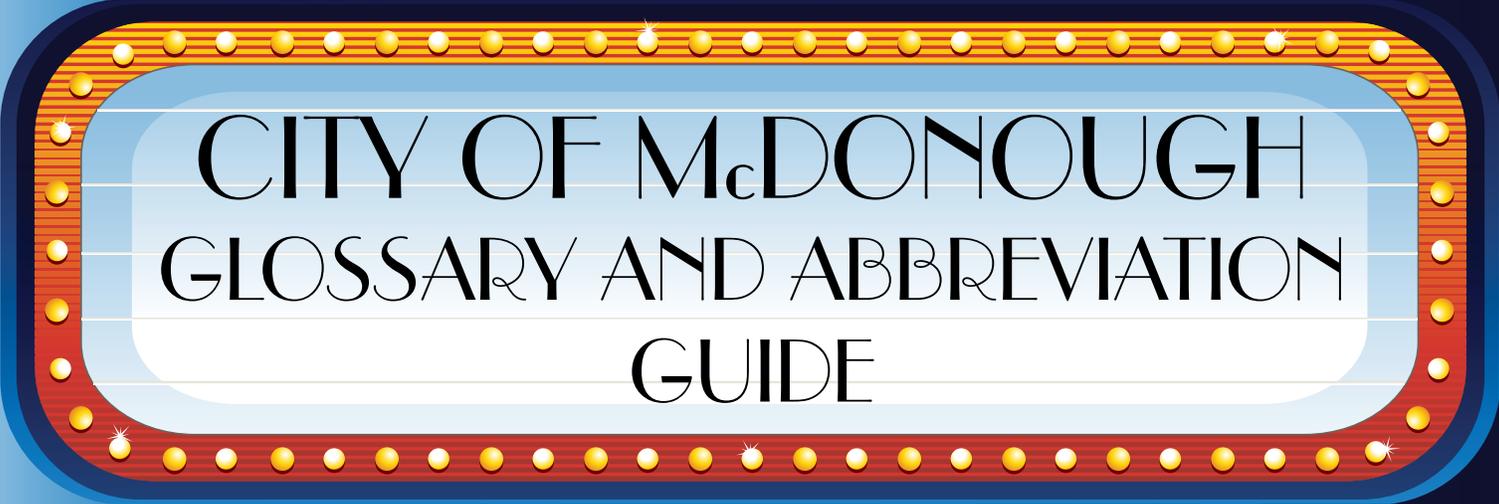
### **E. Budget Process**

Section 3.01.040 of the City ordinance requires that the City of McDonough shall operate on a balanced budget. A budget resolution or ordinance is balanced when the sum of estimated revenues and appropriated fund balances is equal to appropriations. No later than June 1 of each fiscal year, the Budget Officer shall prepare and present to the Mayor and Council a proposed balanced budget for the ensuing budget period. It shall be the duty and responsibility of the Budget Officer to assist the Mayor and Council to adopt the fiscal budget prior to the commencement of the applicable budget year.

The proposed budget, at a minimum, shall:

1. Provide an estimate of the financial requirements for each fund requiring a budget for the appropriate budget period;
2. Provide, for the appropriate budget period, a statement of the amounts budgeted for the anticipated revenues by source and the amounts budgeted for expenditures;
3. Provide a statement of the amounts budgeted for expenditures by department for each fund, including the general fund, special revenue fund, and each debt service fund in use by the city;
4. Include any additional items as required by the Mayor and Council.

Upon adoption, the budget shall serve as an appropriation authorization at the legal level of control for the expenditure of funds not to exceed the amount budgeted therein.



CITY OF McDONOUGH  
GLOSSARY AND ABBREVIATION  
GUIDE

**Accounting Period:** A period at the end of which and for which financial statements, budgets, or other reports are prepared, typically an annual period. The City's annual accounting period begins July 1 and ends June 30.

**Accounting Procedures:** All processes which identify, record, classify and summarize financial information to produce financial records.

**Accounting System:** The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

**Accounts Payable:** A liability account reflecting amounts on open accounts owed to others for goods and services received by the City.

**Accounts Receivable:** An asset account reflecting amounts owed on open accounts from others for goods and services furnished by a government.

**Accrual Basis:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing or related cash flows.

**Ad Valorem Tax:** A tax levied on the assessed value of real property. This tax is also known as property tax.

**Amortization:** (1) Gradual reduction, redemption or liquidation of the balance of an intangible asset or liability according to a specified schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of periodic payments.

**Appraise:** To make an estimate of value, particularly of the value of property. If the property is valued for purposes of taxation, the less-inclusive term "assess" is substituted for this term.

**Assessed Valuation:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**Assessment:** (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

**Audit:** A methodical examination of the utilization and changes in resources. It concludes in a written report of the findings. A financial audit is a test of management's financial statements and internal accounting control procedures to determine the extent to which: internal accounting controls are both available and being used; and to determine whether the financial statements fairly present the City's financial condition and results of operations.

**Authority:** A government or public agency created to perform a single function of a restricted group of related activities. Usually such units are financed from service charges, fees and tolls, but in some instances they also have taxing powers. An authority may be completely independent of other governments or partially dependent upon other governments for its creation, its financing or the exercise of certain powers.

**Available (Undesignated) Fund Balance:** This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

**Balanced Budget:** A budget in which planned funds available equal planned expenditures.

**Bond:** A written promise to repay a specified sum of borrowed money, called the face value of principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter typically runs for a longer period of time.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**Budget Adjustment:** A legal procedure utilized by City staff to revise a budget appropriation. The Finance Director has the authority to adjust expenditures within departmental budgets according to budget policy, but no change in the total budget can occur without approval of the Conyers City Council.

**Budget Calendar:** The schedule of key dates or milestones, which the City follows in the preparation, adoption, and administration of the budget.

**Budgetary Basis:** This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**Capital Improvement Plan:** A plan for purchasing capital expenditures over a period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have part and specifies the full resources estimated to be available to finance the projected expenditures.

**Capital Outlay:** An expenditure for the acquisition of, or addition to, a fixed asset. Items acquired for less than \$ 5,000 are not considered capital outlay.

**Consumer Price Index (CPI):** A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living - i.e., economic inflation.

**Contingency:** Funds set aside for future appropriation with the approval of the Conyers City Council.

**Cost Allocation:** A method used to charge Internal Service Funds and Enterprise Funds for their share of central administration costs.

**Current Assets:** Those assets, which are available or can be made available to finance current operations or to pay current liabilities. Those assets, which will be used or converted into cash within one year. Some examples are cash, short-term investments and taxes receivable which will be collected within one year.

# City of McDonough

## Glossary And Abbreviation Guide (Cont.)

**Debt Limit:** The maximum amount of gross or net debt which is legally permitted.

**Debt Service:** The payment of principal and interest on borrowed funds, such as bonds.

**Debt Service Requirement:** The amount of money required to pay interest on outstanding debt, serial maturities of principal for serial bonds and required contributions to accumulate monies for future retirement of term bonds.

**Deficit:** An excess of liabilities and reserves of a fund over its assets.

**Department:** A major administrative division of the City which indicates overall management responsibility for operations within a functional area.

**Depreciation:** The decrease in value of physical assets due to use and the passage of time.

**Distinguished Budget Presentation Program:** A voluntary program administered by the Government Finance Officers Association to encourage governments to publish efficiently organized and easily readable budget documents, and to provide peer recognition and technical assistance to the fiscal officers preparing them.

**Eminent Domain:** The power of a government to acquire private property for public purposes. It is frequently used to obtain real property which cannot be purchased from owners in a voluntary transaction. Where the power of eminent domain is exercised, owners are compensated by the government in an amount determined by the courts.

**Encumbrance:** An amount of money committed for the payment of goods and services not yet received or paid for.

**Enterprise Fund:** A self-supporting fund designated to account for activities supported by user charges. Examples are water, solid waste and sewer funds.

**Entitlement:** The amount of payment to which a state or local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statutes.

**Expenditure:** This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.

**Financial and Compliance Audit:** An examination leading to the expression of an opinion on (1) the fairness of presentation of the audited entity's basic financial statements in conformity with generally accepted accounting principles (GAAP), and (2) the audited entity's compliance with the various finance-related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship. Public sector oversight bodies typically require independent auditors to include responses to standardized legal compliance audit questionnaires in financial and compliance audit reports.

**Fiscal Year:** A 12-month period to which the operating budget applies and at the end of which a government determines its financial position and the results of its operations. For the City, the fiscal year begins on July 1 and ends on June 30.

**Fixed Assets:** Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, improvements other than buildings, machinery, and equipment.

**Franchise:** A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**Fringe Benefits:** Employer's share of F.I.C.A. taxes, hospitalization, dental, disability, workmen compensation, unemployment, and retirement contributions made on behalf of City employees.

**Full Faith and Credit:** A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

**Full-Time Position:** A position which qualifies for full City benefits, usually required to work 40 hours per week.

**Fund:** A set of interrelated accounts to record assets, liabilities, equity, revenues, and expenditures associated with a specific purpose.

**Fund Balance:** The fund equity (excess of assets over liabilities) of governmental funds and trust funds.

**Fund Type:** In governmental accounting, all funds are classified into eight generic fund types: General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service, and Trust and Agency.

**GAAP:** Generally Accepted Accounting Principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

**General Fund:** A fund containing revenues such as property taxes not designated by law for a special purpose. Some of the departments that are part of the General Fund include, City Administration, Community Relations, Planning & City Services, Parks & Recreation, and Police.

**General Obligation Bonds:** Bonds for the payment of which the full faith and credit of the issuing government is pledged.

**Grants:** Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

**Interfund Transfers:** Contributions and operating transfers made to another fund of the City.

**Line Item Budget:** A budget that lists each expenditure category (salary, materials, services, etc.) separately, along with the dollar amount budgeted for each specified category.

**Intergovernmental Revenues:** Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

**Internal Audit:** An independent appraisal activity within an organization for the review of operations as a service to management. It is a managerial control which functions by measuring and evaluating the effectiveness of other controls.

**Investments:** Securities, bonds and real property (land or buildings) held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in the normal course of governmental operations.

**Lease-Purchase Agreements:** Contractual agreements which are termed "leases" but, which in substance amount to installment purchase contracts.

**Levy:** (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**Liabilities:** Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**Millage:** The tax rate on real property based on \$1 per \$1,000 of assessed property value.

**Modified Accrual Basis:** The accrual basis of accounting adopted to the governmental fund type. It is a modified version of the full accrual basis of accounting that, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

**Obligations:** Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

**Obsolescence:** The decrease in the value of fixed assets resulting from economic, social, technological or legal changes.

**Operating Costs:** Outlays for such current period items as expendable supplies, contractual services, and utilities.

**Ordinance:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which must be by resolution.

**Part-Time:** Part-time employees work less than 30 hours per week and are not entitled to full-time employee benefits.

**Personnel Costs:** Refers to all costs directly associated with employees, including salaries and fringe benefits.

**Professional Services:** Expenditures incurred by the City to obtain the services of recognized, licensed professionals such as doctors, engineers, certified public accountants, etc.

**Program:** A program is a distinct, clearly identifiable activity, function, cost center, or organizational unit which is budgeted as a subunit of a department. A program budget utilizes the separate program budgets as its basic component.

**Property Tax:** A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

**Purchase Order:** A document which authorizes the delivery of specified merchandise or the rendering of certain services, establishes their cost, and creates a commitment on both the provider and receiver of the product or service.

**Reclassification:** The moving of an existing position from one personnel classification (title) to another based on a study by the Human Resources Department that the person is performing the duties of a classification other than that in which the employee is currently placed.

**Requisition:** A written demand or request, usually from one department to the purchasing officer or to another department, for specified products or services.

**Reserve:** (1) An account used to earmark a portion of fund balance to indicate that it has been earmarked for a particular purpose; and (2) an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**Resolution:** A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Retained Earnings:** An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the Enterprise Fund's property.

**Salaries:** Total expenditures for hourly, daily, and monthly salaries including overtime pay and sick pay.

**Special Assessment:** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**Statute:** A written law enacted by a duly organized and constituted legislative body.

# City of McDonough

## Glossary And Abbreviation Guide (Cont.)

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**Surety Bond:** A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through nonperformance or through defalcation. For example, a surety bond might be required of an independent contractor. Surety bonds also include fidelity bonds covering government officials and employees.

**Surplus:** An excess of the assets of a fund over its liabilities and reserved equity.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the City of Conyers are approved by the City Council and are within limits determined by the State.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base. For example, 25 mills per dollar of assessed valuation of taxable property.

**Taxable Value:** The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

**Temporary Position:** A temporary position is filled for a specified period of time, is not permanent in nature, and does not qualify for regular City benefits.

**Trust Funds:** Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

**User Charges:** The payment of a fee for direct receipt of a public service by the party benefiting from the service.

## Glossary & Abbreviation Guide

**CAFR:** Comprehensive Annual Financial Report

**CIP:** Capital Improvement Program

**C.O.P.S:** Certificates of Participation

**CPI:** Consumer Price Index

**C.O.P.S:** Certificates of Participation

**CPI:** Consumer Price Index

**FICA:** Federal Insurance Contributions Act

**FTE:** Full-Time Equivalent

**GAAP:** Generally Accepted Accounting Principles

**GASB:** Government Accounting Standards Board

**GASMA:** Georgia Association of Stormwater Management Agencies

**GMA:** Georgia Municipal Association

**GFOA:** Government Finance Officers Association

**GMEBS:** Georgia Municipal Employee Benefit System

**IS:** Global Information Systems

**HUD:** Federal Department of Housing and Urban Development

**MIS:** Management of Information Systems

**UC:** Unclassified

**SPLOST:** Special Purpose Local Option Sales Taxes

The image features a vibrant, stylized marquee sign. At the top, a podium with three tiers is depicted, each tier topped with a golden star. The podium is set against a dark blue background with light blue rays emanating from behind it. Below the podium is a curved marquee sign with a red border and a row of yellow lights. The sign contains the text "THE CITY OF McDONOUGH" in a black, serif font. The entire scene is set against a blue gradient background with light blue rays extending downwards from the sign.

THE  
CITY OF McDONOUGH