



Annual Budget

Valdosta, GA | Fiscal Year 2020

Annual Budget

Prepared by:

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City Manager

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Valdosta
Georgia**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

ORDINANCE NO. 2019-8

AN ORDINANCE ADOPTING THE 2019 - 2020 MUNICIPAL BUDGET

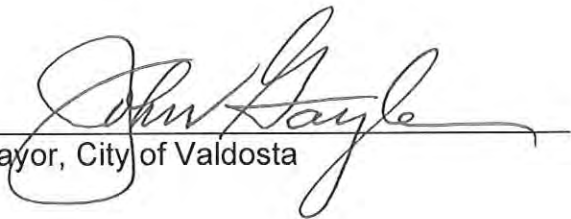
BE IT ORDAINED by the Mayor and Council of the City of Valdosta, and it is hereby ordained by the authority of the same as follows:

Section 1. The Annual Budget for the Fiscal Year 2019 - 2020, beginning July 1, 2019 and ending June 30, 2020, as presented, is hereby approved.

Section 2. An official copy of said Budget shall at all times be on file in the office of the Clerk of the City of Valdosta, and by reference hereto shall be part of this Ordinance and the public records of the City of Valdosta as if fully set out at length herein.

Section 3. Unless the Mayor and Council of the City of Valdosta object, amounts budgeted for specific items or purposes and not required to be utilized for such specific items or purposes, may be utilized by the City Manager for other items or purposes within the City with respect to which said allocations were originally made.

Adopted this 23rd day of May, 2019.



Mayor, City of Valdosta

Attest:



Clerk of Council, City of Valdosta



How to Use this Budget Document

This section is intended to familiarize and assist readers with the organization and presentation layout in this Annual Budget document.

It is hoped that through clear and easily understood graphs, schedules, and accompanying narrative text, the users of the City of Valdosta's Annual Budget for the fiscal year 2019-2020 will be able to discern important economic trends and issues facing the City. Plans for dealing with these issues are presented in narrative summary style, illustrating strategies used by the City of Valdosta officials in pursuing economic and efficient solutions. These strategies are defined at the operating level through information concerning the departmental goals, objectives, and performance measurement criteria where applicable and available.

This document has been prepared with a layout that is intended to achieve the following objectives:

- To present a coherent statement of programmatic policies and goals for the City and its operating departments, with articulation of current budget priorities and issues.
- To present revenue and expenditure summaries of all appropriated funds along with:
 1. Comparisons of prior-year sources of revenue to current budget
 2. Assumptions used for current revenues
 3. Discussion of significant revenue trends
 4. Projections of fund balance
 5. Current debt obligations and decisions, and the effect of debt levels on current and future revenues of the City.
 6. The basis of budgeting used to account for the funds of the City.
- To present a description of the activities, services, and/or functions performed or delivered by the operating unit or programs of the City including the following information, where applicable and available:
 1. Objective measurement of results by unit or program, with goals and objectives for the current budget year,

How to Use this Budget Document

2. An organization chart for all City departments and/or programs,
 3. Summary schedules of personnel, with descriptions of any significant changes in staffing or reorganizations planned for the budget year.
- To present schedules and discussions of current City debt obligations.
 - To present City of Valdosta's Capital Improvement Program and describe how it addresses the need to plan for future capital improvements.
 - To give summary schedule(s) of personnel staffing levels by department and division.
 - Finally, this budget document includes a glossary and acronym guide of key terms used in the budget.

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Section A

Introduction



CITY of VALDOSTA, GEORGIA

L. Mark Barber
City Manager

May 23, 2019

The Honorable Mayor and Council
Valdosta, Georgia

Mayor Gayle and Members of the City Council:

In accordance with the City Manager's duties and responsibilities as outlined in the Charter of Valdosta, Chapter 3, Subchapter C Section 4.42 (3), please find herein the budget for the fiscal year ending June 30, 2020.

The FY 2020 Budget for all funds equals \$99,892,162, an increase of \$2,584,191 from the City of Valdosta budget for FY 2019.

This budget includes funding a 1.5% cost of living increase. It was the consensus of both elected and appointed officials that it was important to recognize the outstanding work of our staff and the manner in which they serve our citizens and visitors each and every day.

The majority of the city's capital projects are paid for by the Special Purpose Local Option Sales Tax (SPLOST), which is a one cent sales tax. This was approved during FY 2014 by the citizens to continue for six years. This mechanism has been extremely beneficial in allowing the City to fund much needed capital projects. The list of capital projects includes sidewalks, drainage improvements, water and sewer projects including the Withlacoochee Wastewater Treatment Plant and the Withlacoochee Force Main, and more. In the economic downturn, sales tax collections have slowed, which also reduces the amount of SPLOST revenue.

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The tax millage rate for this fiscal year is anticipated to be 7.916. In fact the City has lowered the millage rate 11 times in the last 23 years and the current millage rate remains one of the lowest among comparable governments. Due to diligent fiscal oversight by the individual department heads, guided by your commitment to sound financial management, we have consistently avoided the need for ad valorem tax increases, while other communities have implemented these revenue enhancement measures in order to balance their budgets. Our City also has no general obligation bonded debt and has not incurred such debt since 1972.

The 7.916 mills will fund a 1.5% cost of living adjustment as well as the increasing costs of necessities such as electricity, fuel and the increasing costs associated with providing quality services. Throughout the years we have expanded our services and continued to improve our citizens' quality of life. Our City continues to have among the lowest property taxes in Georgia as well as among the lowest utility rates.

Measurement Focus Budgeting

To meet growing demands and maintain a low tax burden on its citizens, the City of Valdosta government proactively measures service levels and associated costs of those services.

The City is attempting to increase productivity and services by channeling funds in accordance with measurable outputs rather than fund sections and projects according to requested input. This causes both departments and the work force to focus on performance and quality of service. In view of this philosophy concerning budgeting based on service and satisfaction, it is the management's opinion that measurement of performance should be the test for evaluating efficiency of government administration and effectiveness of elected officials. Performance indicators allow City officials to measure service quality by comparing end results to objectives. Each department formulated its own objectives that set specific targets for each unit of government.

It is the City's belief that a system of measurement will generate greater productivity by measuring each department's efficiency over time. If each organization measures the result of its work, even if they do not link funding or rewards to those results, these performance indicators will shape and influence the behavior of the organization. Therefore, each department of the City reviews and updates its goals annually to ensure that they coincide with the overall goals of the City as set by the Mayor and Council. The goals and objectives are written in such a way as to be both measurable and attainable. With these measurement tools in place we will achieve enhanced program performance and improved results of operations, and create positive influences affecting our budget preparation.

The section that follows presents some of the most significant challenges Valdosta faced in preparing the budget. It also presents an analysis of the key issues the City faces in the year ahead and how the design of this budget meets these challenges.

Significant Challenges and Accomplishments

The major challenge facing the City this budget year is the same as many other governmental entities are experiencing, that is, how to continue to provide the high quality services our citizens need and deserve and expect in the face of limited or even declining revenues. We accomplished this primarily through an account by account examination of all department budgets, limiting operating expenditure growth only to the absolute needs. The budget fully funds the employee Health Care Clinic for employees, dependents and retirees. This is a tremendous benefit for employees as it reduces employees' out of pocket medical expenses and prescription expenses as well, thus saving money.

The estimated fund balance for the General Fund at June 30, 2019 was approximately \$5.5 million. This is an increase in fund balance of approximately \$2.1 million when compared to the prior fiscal year.

Because of the economic conditions and expenditure decreases, we expect to end the 2019 fiscal year with a net gain. We were also fortunate to have built and maintained adequate fund balances. General fund reserves should be used only as needed but certainly maintaining necessary services essential to the needs and expectations of our citizens is a valid use of reserves. General Fund reserves were significantly reduced during the economic downturn but revenues have started to stabilize. This should allow the General Fund to maintain its current fund balance without placing an undue burden on other funds.

Revenues have been conservatively budgeted. With the uncertainty of the national and state economy, the management of the City remains committed to not using unrealistic revenue estimates in order to balance the budget. We believe that the economic outlook for the City remains positive, as we have a strong economic pull factor (the second highest in Georgia), Valdosta State University and Moody AFB are growing, and we continue add new jobs and have interest in additional new development.

Solid Waste

The fund has been producing a profit until recent years due to an increase in Sanitation fees, streamlining of the department, and additional services being provided.

Infrastructure Improvements

The City has completed construction on an unprecedented number of public buildings and facilities in the last several years with the trend continuing into this year. Finally, multiple additions to the Water and Sewer system, along with other road and signal upgrades have been accomplished in the past several years with many more planned for the upcoming year. Overall, these projects will continue to greatly benefit all citizens of Valdosta. The importance of SPLOST revenues cannot be overemphasized. It allows the City to "pay as we go" on all capital projects except the largest water & sewer projects. This enables us to keep our bonded debt at a minimum with no general obligation (GO) debt. The fact that the City has no GO bonded debt is a significant achievement for a municipality of Valdosta's size.

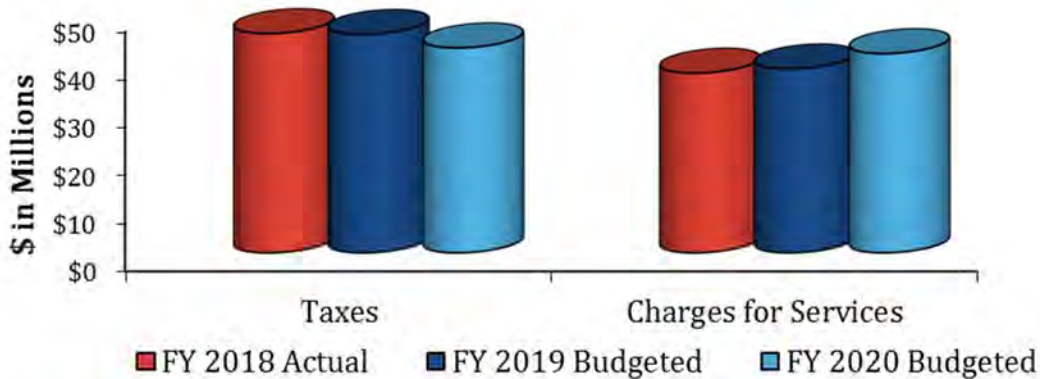
Utilities

The Water and Sewer Fund is expected to have another good year, with positive cash flows and adequate fund balance. Funding for much of the upgrades to the Water and Sewer system has been financed by low interest loans from the Georgia Environmental Facilities Authority (GEFA). Use of these loans has proven to be more cost effective than issuing bond debt.

2020 – Revenues Sources and Budget Highlights

The City of Valdosta expects to adopt a property tax rate of 7.916 mills. Minimal growth in the digest, along with slightly improved sales tax revenue, has allowed the City to expand services within a balanced budget.

Revenues from both Taxes (\$42,769,284 projected for FY 2020) and Charges for Services (\$41,569,522 projected in FY 2020) together constitute \$84,338,806 or 89.7% of the total budgeted revenues of \$94,034,049 (less interfund transfers). These revenue sources are relatively stable and projections of revenue for the coming year are very conservative. The downturn in the national economy has hampered the growth of revenues. Although we have seen some revenue improvement, we have nevertheless projected these revenue sources very conservatively.



Intergovernmental revenues include federal, state, and local grant monies received by the City. The FY 2020 budget of \$3,308,538 in intergovernmental revenue is an increase from the FY 2019 budget of \$2,898,658. The City chooses to make adjustments to the budget throughout the year as the awards are made instead of budgeting for grants which have not yet been awarded. This method of budgeting for grants results in very conservative projections and prevents the revenue budget from being overstated.

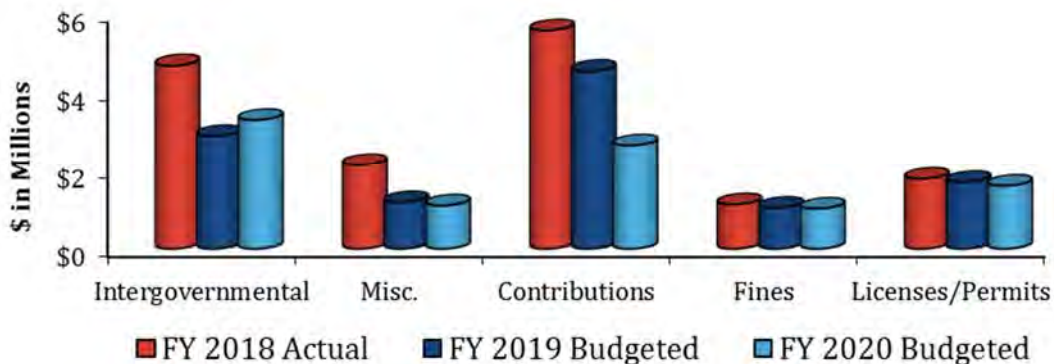
Miscellaneous revenue includes sales of surplus property, insurance proceeds from lost or destroyed property, and revenues not properly recorded in other classifications. Miscellaneous revenues account for less than 2% of City revenues.

Contributions include payments made for perpetual care of the City’s cemetery and miscellaneous contributions made by the public and local businesses of Valdosta for various City activities. These also include capital contributions to the Water & Sewer Fund. Contributions are projected at \$2,651,516 for FY 2020.

Fines and Forfeitures include court fines, fees, and proceeds from the sale of judicially confiscated property. Collections have been fairly stable from fiscal years 2000 through 2019 with the FY 2020 projection at \$1,022,000, a decrease from FY 2019 of \$19,500.

License and Permits includes building, electrical, plumbing, and business licenses and other licenses or permits of a local nature. These revenues are by nature dependent on the local economy and have been significantly impacted by the economic recession. We have attempted to budget these revenues conservatively. The FY 2020 projection of \$1,605,700 is a decrease of \$95,900 from FY 2019.

Other Sources of Funds includes the operating transfers made between the various funds of the City and capital leases. The operating transfers in are considered a source of funds for the receiving fund and transfers out are a use of funds in the disbursing fund. The operating transfers in for FY 2020 are \$5,931,487 compared to \$6,358,947 for FY 2019. Most of the operating transfers are transfers into the General Fund as payments for services provided to the other funds.



The table below summarizes this information:

Revenue Category	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Taxes	\$45,746,535	\$45,579,450	\$42,769,284
Charges for Services	37,494,541	38,368,710	41,569,522
Intergovernmental	4,692,735	2,898,658	3,308,538
License & Permits	1,784,897	1,701,600	1,605,700
Contributions	5,585,231	4,551,955	2,657,016
Fines & Forfeitures	1,129,422	1,041,500	1,022,000
Miscellaneous	2,147,918	1,184,403	1,101,989
Total Revenues	\$98,581,279	\$95,326,276	\$94,034,049
Other Financing Sources	5,390,732	6,358,947	5,931,487
Total Revenues & Other Sources	\$103,972,011	\$101,685,223	\$99,965,536

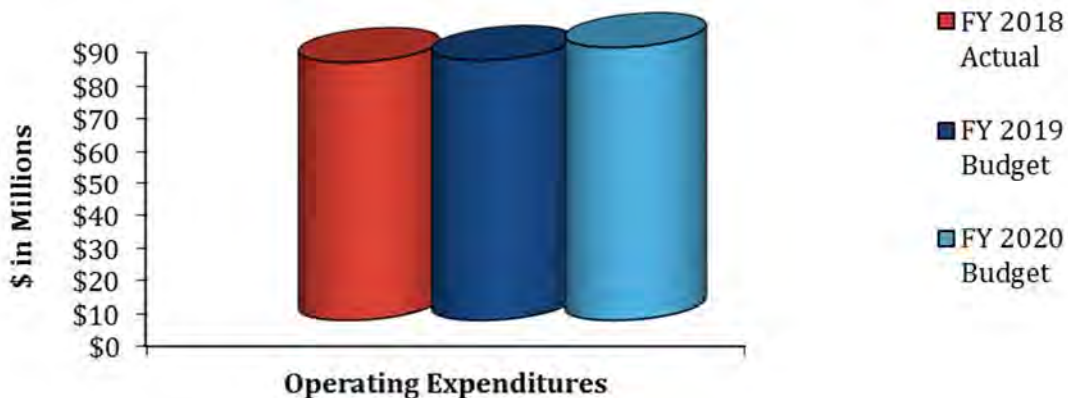


FY 2020 Operating Expenditures and Budget Highlights

The following table provides a summary of the operating expenditures for fiscal years 2018 through 2020

Expenditures	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Personal Services	\$35,500,357	\$36,612,352	\$37,742,289
Contractual Services	11,098,774	11,085,370	11,490,349
Supplies	5,025,892	5,361,089	5,664,668
Travel & Training	558,577	826,316	720,639
Other Services & Charges	26,827,944	25,758,642	27,943,947
Total Operating Expenditures	\$79,011,544	\$79,643,769	\$83,561,892

Due to the downturn in the economy and the resulting effect upon revenue collections, the budgeted operating expenditures of the City are focused on maintaining the City’s current service levels. We are committed to “living within our means” nevertheless we continue to experience increases in some costs, such as retirement and health care that follow economic and national trends. Increases in electrical rates and fuel costs continue to be a challenge city wide.



FY 2020 Outlook, Significant Issues and Priorities

The outlook for Valdosta in FY 2020 remains optimistic for the general welfare of our citizens. Through the prudent use of City funds, we expect to provide the citizens of and visitors to Valdosta quality services that rival any other municipality in the State. Areas of concern continue, however, and new demands are certain to challenge the city in the new budget year. I would like to emphasize some of the issues that will take greatest priority and some strategies incorporated within this budget to meet these demands.

Public Expectations vs. Public Resources

There continues to be a desire to expand and increase services within the existing framework of revenues. To accomplish both is a continuing challenge. A continuation of community expectations for new or expanded services will require careful thought and deliberation. It will necessitate careful consideration of these demands and the additional revenues or reduction in other services required to compensate for the expansion of services.

Regulatory, Environmental, and Unfunded Mandates

New federal and state regulations, most of which are unfunded and passed along directly to local governments, have increased the costs of construction and operation, and will significantly impact all future growth. Particularly in the area of water/sewer and engineering, the City will incur significant increases in costs that must be passed along to the customer.

Slowing Economy/Increased Costs

This has been a difficult year in preparing the budget. The slow economy coupled with the need to provide quality services to the citizens has forced us to make difficult choices. While other cities have reduced their work force, furloughed employees and taken other drastic measures in order to balance our budgets, we have been able to avoid these consequences.

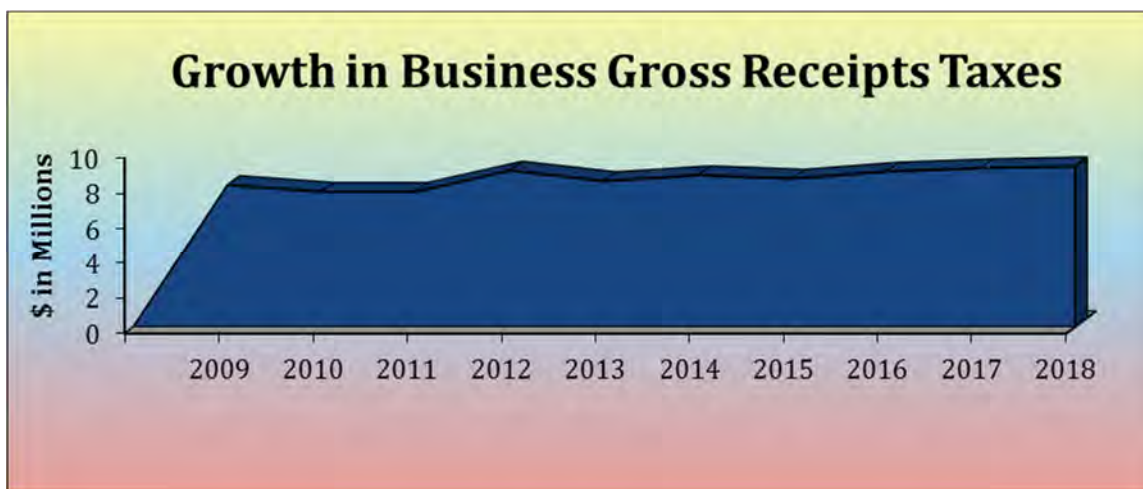
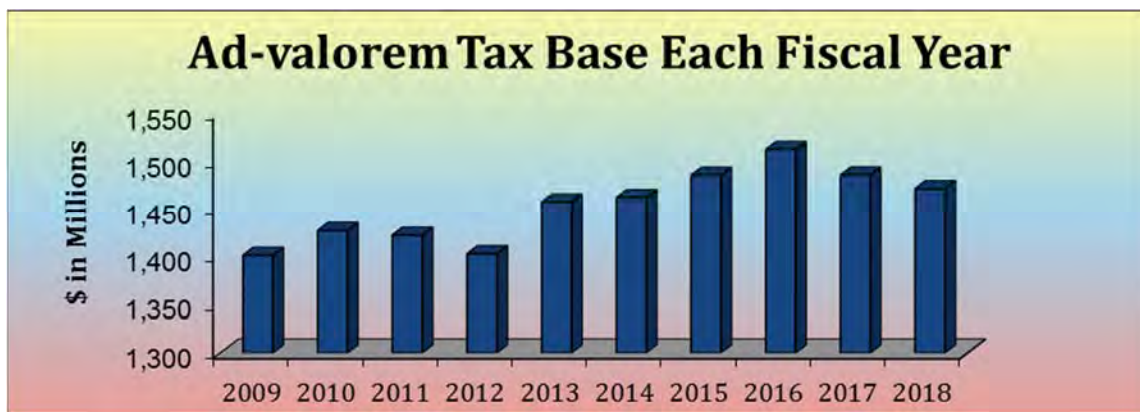
Since we do not subscribe to a “use it or lose it” approach to budgeting, we were able to ask our department heads and staff and to use level funding and even reduce their requests and they were willing to do so without the fear that they would sacrifice budget dollars in the future. I commend their efforts for making these tough choices.

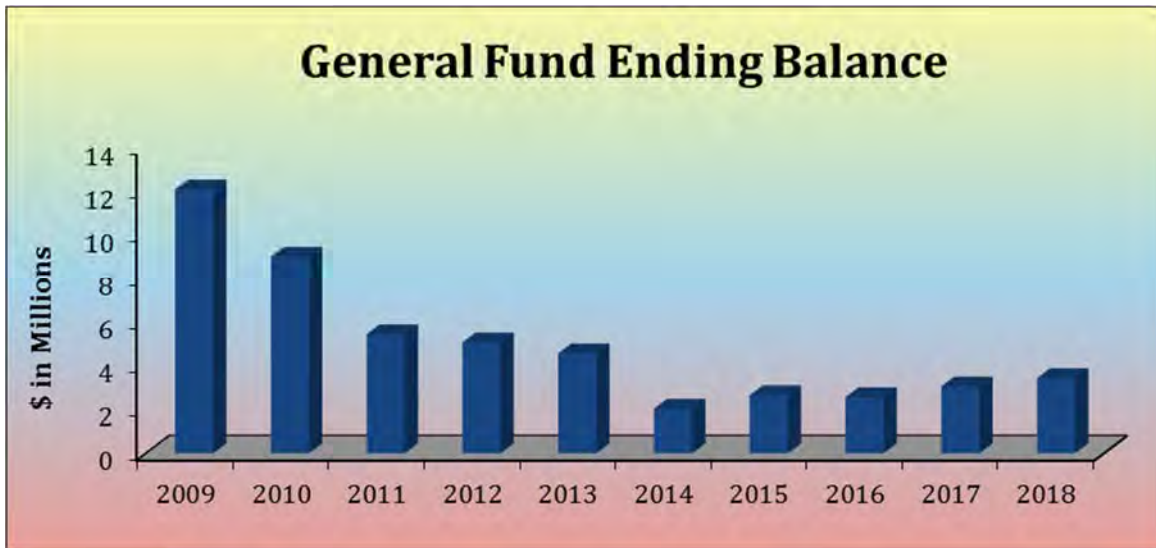
Financial Condition

The financial condition and long term outlook for the City is generally positive. The growth trend of three primary economic indicators supports this view. Though these benchmarks are somewhat flattened for FY 2011 through FY 2018, we are confident that as the economy improves, these indicators will resume increasing as they have done in the past.

- A. Property Values – Represent growth in construction and development.
- B. Business Gross Receipts Taxes – These taxes are based on a business' gross receipts. As the receipts from the taxes increase, it reflects the health of Valdosta's economy.
- C. General Fund's Ending Fund Balance – Reflects the City's ability to meet ever increasing demands for general service while remaining financially sound and fiscally responsible by providing a buffer for short-term fluctuations in the economy.

The following graphs evaluate the growth trends of these factors.





Using the three factors noted above as monitors for evaluating the City’s financial condition and considering the City has incurred no bonded general obligation debt since FY 1972 and has a most recent rating of Moody’s A and Standard and Poor’s A + investment risk rating on the City’s Revenue Bonds, it is our opinion that Valdosta will be able to weather this present economic setback and still be able to provide adequate services to our citizens.

Distinguished Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation Award to the City of Valdosta for its budget for the fiscal year beginning July 1, 2018.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for one year only. We believe our current budget document continues to conform to program requirements and are submitting this document to GFOA to determine its eligibility for another award.

Conclusion

The opportunity to improve the quality of life in Valdosta through implementation of this budget is an exciting prospect. The daily activities of conducting business with the City are going to improve with new facilities. The completion of additional projects will enhance the future delivery of services to residents. Transportation planning will accelerate projects needed to sustain economic development and growth. Utility expansion will prepare our city for future opportunities.

With many challenges and opportunities still to be met, we cannot and will not rest on our laurels. The visions of the elected officials of this city offer great promise for the future of our community. With continued support, an excellent quality of life for this and future generations will be assured.

Finally, this budget report was prepared with the assistance of each department of the City and with tremendous effort by the Budget Division of the Finance Department. To all those involved in this project, I want to express my appreciation. To the users of this document, I would encourage a detailed examination of the information provided, and I would welcome suggestions for future programs and services which may be addressed in subsequent budgets.

Respectfully yours,

L. Mark Barber
City Manager



Valdosta — A City Without Limits...A Region of Opportunity

A - 12



South Georgia Medical Center



Lowndes County Chamber of Commerce



Valdosta State University



The Crescent



James H. Rainwater
Conference Center

Valdosta, Georgia "A City Without Limits" Region of Opportunity



THE CITY OF VALDOSTA is a designated Metropolitan Statistical Area. Located off of I-75, US 84, US 41, minutes from I-10, and within hours of several major east coast and gulf maritime ports. It is served by air, through General Aviation and a Commercial Airline at the Valdosta Regional Airport, and connected as a regional rail center by CSX, Norfolk Southern, and Valdosta Railway. There is also a Greyhound bus station. Valdosta is positioned between Atlanta, Georgia and Orlando, Florida on I-75. The City is equal distance between the Atlantic Ocean on the east and the Gulf of Mexico on the southwest. Valdosta covers 31.30 square miles and is situated in the Coastal Plain area of the state with gentle rolling plains averaging 233 feet above sea level.

THE CITY OF VALDOSTA was originally incorporated by an Act of the General Assembly of Georgia on December 7, 1860. Georgia laws 1901, Act Number 213, as amended, provided the basic charter.

THE CITY OF VALDOSTA is known as “**The Azalea City**” because of its plentiful plantings of azaleas that provide beautiful blooms in the spring. The city hosts an annual Azalea Festival in March. Valdosta has several sites listed on the National Historic Register including the beautiful district of Fairview.

THE CITY OF VALDOSTA is governed by an elected Mayor and seven council members with daily operations managed by an appointed City Manager. As authorized by its charter and code, the services provided by the City are General Government (Administration, Human Resources, Finance and Engineering), Judicial (Municipal Court), Public Safety (Police and

Fire), Public Works (Streets, Sanitation, Water and Sewer, Storm Water) and Housing & Development (Community Development and Inspections).



THE CITY OF VALDOSTA is Georgia's tenth largest city with a growing population of approximately 54,474 and is the county seat of Lowndes County. Moderate temperatures prevail and outdoor activities occur on a year-round basis. Extremes of temperatures are a rarity due to Valdosta's strategic location. Spring and summer seasons are extended compared to other areas of the United States. High winds seldom threaten the community and rainfall measures about 41.8 inches annually, with snow being a definite oddity. The average annual temperature in Valdosta is 68.4 degrees Fahrenheit.



THE CITY OF VALDOSTA is recognized as the trading, shopping, medical, and business center for a ten-county area in Georgia and Florida. Due to the strategic location, strong industrial and business opportunities, and progressive economy, Valdosta is a great place to live, work, and visit. Valdosta is benefiting from many recent expansions and additions to its growing industry with five industrial parks located within the city limits.



THE CITY OF VALDOSTA educational needs are met by **Valdosta State University**, a Regional University of the University System of Georgia and the third largest employer in the community. Approximately 11,375 students are enrolled each semester from Georgia counties, several states, and international countries. **Wiregrass Georgia Technical College**, a unit of the Georgia Department of Technical and Adult Education system enrolls approximately 3,246 students per semester.



THE CITY OF VALDOSTA high school is **Valdosta High** home of the Wildcats, nationally known for its football program. The City school system is also comprised of two middle and five elementary schools. Several private schools and special need programs are also in the area to serve the residents. Overall the City school system provides quality education to over 7,000 students annually.



THE CITY OF VALDOSTA Moody Air Force Base is home to the Air Force's 347th Rescue Wing and 479th Flying Fighter Training Group. Located just outside the city limits and is the largest employer in the community. Moody employs about 5000 military and civilian workers. Its economic impact upon the City region is estimated to be \$323 million and it is estimated that over 6,000 people live in the City due to its' presence.



THE CITY OF VALDOSTA health care is provided by **South Georgia Medical Center**, the second largest employer in the community. South Georgia Medical is a full service, acute care hospital with 418 beds. SGMC offers a full range of services to include: Ambulatory Services, Women & Children, Birthplace, Cardiology, Cardiac Rehabilitation, Community Health Promotion, Open Heart Center, Cancer Center, Diagnostic Imaging, Emergency Room, Hospice, Laboratory, Medical Library, Nursing Services, Nutrition Services, Outpatient Center, Pharmacy, Physical Therapy, Psychiatric & Chemical dependency services, Respiratory Therapy, Social Services, Diabetes and Wound Healing Clinics, Speech Therapy, Surgical Services, Volunteers, and two Walk-In Clinics.



THE CITY OF VALDOSTA social activities includes organized recreation programs for all ages. Residents can enjoy 505 acres of parks, 27 softball and baseball fields, 5 supervised playgrounds, and 15 tennis courts. The outdoor activities are endless, especially for hunting, fishing, water skiing, and golfing. The Valdosta area also has its own amusement park, Wild Adventures, which is a 170-acre family theme park featuring animals, rides, a water park, and shows. Valdosta provides cultural events through Valdosta State University, the Lowndes Valdosta Arts Commission and the Valdosta Symphony Orchestra. The events include plays, concerts, lectures and art exhibits. Valdosta has more than 150 churches and one synagogue to provide spiritual guidance.



THE CITY OF VALDOSTA provides Water and Sewer service to approximately 27,000 customers, with an average daily water consumption of 11 million gallons. Also, the City operates two wastewater treatment facilities. The system has 31 miles of sanitary sewers and over 250 miles of water mains with 2,000 fire hydrants. Georgia Power and Colquitt EMC provided electric service to approximately 20,000 customers.

THE CITY OF VALDOSTA has fifteen commercial banks and one savings and loan institution that serve the financial needs of the community. The City is kept safe by the 196 people employed by the police department and by the fire department that has 7 fire stations and a total of 109 employees.

*The following are the ten largest employers in Valdosta:

Moody Air Force Base	**5,478
South Georgia Medical Center	2,559
Valdosta State University	2,311
Fresh Beginnings Inc. and Elead 1 one	1,582
Lowndes County School System	1,388
Valdosta City School System	1,270
Lowe's Distribution Center	992
Wild Adventures	900
Wal-Mart Supercenters	859
City of Valdosta	582
Lowndes County	558

**Valdosta-Lowndes County Chamber of Commerce*

***Moody Air Force Base – Military & Civilian Personnel*

*The unemployment rate for Lowndes County is 4.8%.

THE CITY OF VALDOSTA residents are informed and entertained by one daily newspaper, five radio stations, one television station, and two television news bureaus for area stations, as well as Channel 17, the City's cable government access channel.

City of Valdosta, Georgia

Mission Statement

Quality Service by Quality
People

Quality with Vision

City of Valdosta is to be known by our customers and others for responsive, efficient and high quality municipal service.

What Is Our Mission? Long Term City Goals

- Service with respect to our customers
- Continuous improvements of our relationship with our community and the news media
- Pride—in delivery of our services to our customers at all times
- Increase the approach of being “User Friendly” with the services provided by the City to our customers
- Continue to utilize technology to improve service delivery and customer service

Where Are We Going? Short Term City Goals

- CG1: Development Authority and others to enhance economic development in the City and the community. Continue to work in partnership with the Valdosta-Lowndes Development Authority
- CG2: Continue to operate the city in a fiscally responsible manner
- CG3: Collaborate with the community and regional leaders to continue advocacy efforts on behalf of Moody Air Force Base in support of its value to national defense and our community and seek opportunities for base growth and expansion in preparation for any potential future Base Realignment and Closure Commissions (BRAC)
- CG4: Conduct meetings of City elected officials and staff with school system and parents to identify and encourage good life decisions for our youth and to help prepare them for future success

City of Valdosta, Georgia

Mission Statement

- CG5: Form committee & conduct study for Public Transportation for the City of Valdosta
- CG6: Develop a plan to review and revise the city charter in phases – Mayor will appoint a review committee
- CG7: Revise the Entertainment Ordinance for Downtown Valdosta to accommodate Special Event privileges
- CG8: Hold quarterly meetings with the county and neighbor cities to ensure mutual growth and collaborative planning

City of Valdosta, Georgia

Principal Officials

Mayor

John Gayle

Council Member – At Large
Council Member – District I
Council Member – District II
Council Member – District III
Council Member – District IV
Council Member – District V
Council Member – District VI

Ben Norton
Vivian Miller-Cody
Sandra Tooley
Joseph “Sonny” Vickers
Eric Howard
Tim Carroll
Andy Gibbs

City Manager

L. Mark Barber

Clerk of Council
City Attorney
Municipal Court Judge
City Auditor

Teresa Bolden
Tim Tanner
Vernita Lee Bender
Henderson & Godbee
Certified Public Accountants

Finance Director
Human Resource Director
City Engineer
Chief of Police
Fire Chief
Director of Sanitation/Public Works
Director of Utilities

Chuck Dinkins
Catherine Ammons
Pat Collins
Leslie Manahan
Freddie Broome
Richard Hardy
Darryl Muse

City of Valdosta, Georgia

Description of Funds

In order to assist the reader in understanding the budget fully, what follows is a list of all the funds of the City along with a brief description of each. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities, and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Governmental Funds:

General Fund – (Major Fund) The principal fund of the City which accounts for all financial transactions not accounted for in other funds. Principal revenue sources are property taxes, sales taxes, fines, intergovernmental revenues, etc. Expenditures are for General Government, Public Safety, Municipal Court, Parks & Recreation, Public Works, and Community Development.

Special Revenue Funds

Confiscated Assets Fund – Accounts for funds confiscated by the Police Department which are used to purchase supplies and equipment.

CDBG/CHIP 01M, 02M, 04M & 06M Grant Funds – Accounts for the receipt of grants from the Department of Community Affairs which is used to build houses for families with low to moderate income.

Local Law Enforcement Grant Fund – Accounts for an annual grant which is awarded to the Police Department based on crime statistics. The funds are generally used to purchase new equipment.

Urban Development Action Grant Fund – Accounts for receipt of grant funds from the U.S Housing and Urban Development which is used for down payment assistance to low to moderate income families.

Federal HUD Grant Fund– Accounts for entitlement grant funds received from the U.S. Department of Housing and Urban Development. These funds are used to complete a variety of community development projects meeting federal guidelines.

Accommodations Tax Fund – Accounts for motel/hotel taxes which are levied to fund the operation of the Rainwater Conference Center, the Annette Howell Center for the Arts and the Valdosta /Lowndes Tourism Authority.

City of Valdosta, Georgia

Description of Funds

Capital Projects Funds

Special Purpose Local Option Sales Tax (SPLOST) VII Fund – (Major Fund) Accounts for numerous capital improvements throughout the City. Funds are collected from a 1% sales tax approved by the voters of Lowndes County for the period of January 20014 to December 2019.

Road Improvement Fund – Accounts for grant funds received from the Georgia Department of Transportation (GDOT) under the Local Maintenance & Improvement Grant (LMIG). The LMIG program provides funding for a portion of GDOT approved road projects.

Airport Development Fund – Accounts for the financing and construction of capital improvements at the Valdosta Regional Airport.

General Capital Projects Fund – Accounts for the finance of various capital improvement projects with funding primarily from General Fund revenues and grants from the Georgia Department of Transportation.

Proprietary Funds:

Enterprise Funds

Sanitation Fund – (Major Fund) Established to finance and account for the cost of providing both residential and commercial trash and garbage pickup to the citizens and businesses of Valdosta.

Water & Sewer Fund – (Major Fund) Established to finance and account for the cost of providing both water and sewer services to residents and businesses of the City.

Inspection Fund – Established to finance and account for the cost of providing inspection of residential and commercial construction and regulate zoning issues within Lowndes County.

Department Of Labor Building Fund – (Major Fund) Established to account for the revenues and costs associated with the operation of the building leased to the Georgia Department of Labor.

Stormwater Fund – (Major Fund) Established to finance and account for the cost of providing storm water and drainage maintenance service to residents and businesses of the City.

Auditorium Fund – Established to finance and account for the cost of associated with the Mathis City Auditorium.

City of Valdosta, Georgia

Description of Funds

Motor Fuel Fund - Established to sell gasoline and diesel fuels to other nonprofit and governmental entities. Proceeds from this fund are used to defray costs of operating the City fueling center.

Internal Service Funds

Motor Pool Fund – Accounts for the costs of operating a maintenance facility for the City Government’s automotive equipment. The fund purchases automotive equipment and rents the equipment to the user departments for the cost of depreciation, maintenance, fuel, and overhead. The fund is set up to break even; therefore, at the end of the year, an adjustment is done to either increase or decrease the charges made to department throughout the year.

Group Insurance Fund – Accounts for transactions related to the provision of health care benefits for permanent employees of the City. The fund generates revenue by charging each department a set premium per employee and incurs expenses when health care claims are filed and paid.

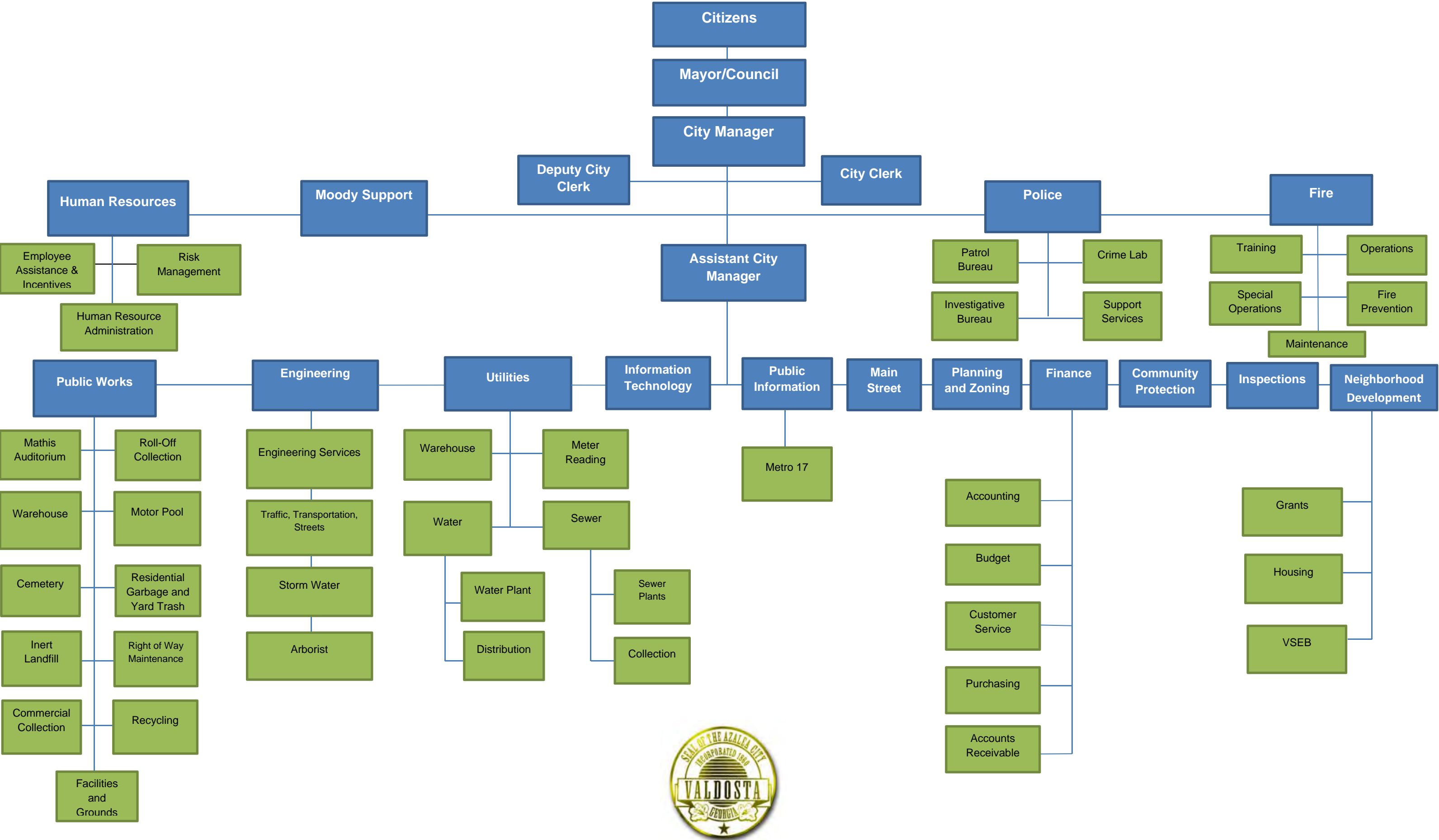
Worker’s Compensation Fund – Accounts for transactions associated with worker’s compensation claims for employees of the City. The fund generates revenue by charging each department a premium per employee, based on the job type, and incurs expenses which worker’s compensation claims are filed and paid.

Information Technology Fund – Accounts for the cost of providing information technology to the city. User departments are charged for IT services based on hours of service provided and costs incurred on their behalf.

Fiduciary Funds:

Trust and Agency Funds

Cemetery Trust Fund – A non-expendable trust fund used to account for perpetual care of the Sunset Hill Cemetery with revenue generated from the sale of lots. The interest earned on investments is transferred to the General Fund which has a division responsible for the maintenance of the cemetery.



**APPROVED FY 2015-2016
ORGANIZATIONAL CHART**

Section B

Policies & Objectives

Policies & Objectives Overview

The overall goal of the City's Financial Plan is to link what we want to accomplish over the next year with the resources which are available. Formal statements of budgetary policies and major objectives provide the foundation for achieving this goal. This section outlines the policies used in guiding the preparation and management of the City's overall budget and the major objectives to be accomplished. This section is composed of two parts:

- Budgetary Policies
- Major City Goals Work Program

BUDGET POLICIES

The following policies guide the preparation and execution of the 2019-2020 Financial Plan:

- Financial Policy
- Cash Management
- Budget Basis for All Funds
- Tax Millage Rate
- Motor Pool Equipment Replacement
- Five Year Capital Improvement Program
- Capital Financing and Debt Management

MAJOR GOALS SUMMARY

The Mayor and Council have set the following as goals for the City:

1. To Provide a High Quality of Life for the Residents
2. To Provide for Economic and Community Growth
3. To Provide for Capital and Infrastructure Expansion

Each of the major city goals in the work program support one of the above Mayor and Council Goals.

The budgetary process incorporates many policies in order to assure that the budget is a management plan of action for the fiscal year. The following is a summary of the City's more significant policies applied in the preparation of the annual budget.

A. Financial Policy

The financial policy established the framework for overall fiscal planning and management. The policy set forth guidelines for both current activities and long range planning. The overall goals of the financial policy are:

Balanced Budget – The City is required to adopt a balanced budget each fiscal year by Georgia Code Section 36-81-3. A balanced budget is one in which the sum of estimated revenues and appropriated fund balances is equal to appropriations.

Fiscal Conservatism – To ensure that the City is at all times in solid financial condition, defined as:

Cash solvency – the ability to pay bills

Budgetary solvency – the ability to balance the budget

Long-run solvency – the ability to pay future costs

Service level solvency – the ability to provide needed and desired services

Flexibility – To ensure that the City is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.

Adherence to the Highest Accounting and Management Practices – As set by the Governmental Accounting Standards Board and the Government Finance Officer’s Association standards for financial reporting and budgeting.

B. Cash Management

In order to maximize interest earnings, the City commingles the cash of all funds excluding the special revenue funds and permanent funds. Interest revenue derived from commingled cash is allocated to the participating funds monthly based on the relative cash balance of each fund. The City only invests in those instruments authorized by Georgia Code Section 36-83-4 and the City investment policy. The criteria for selecting investments and the order of priority are:

Safety – The safety and risk associated with an investment refer to the potential loss of principal, interest or combination of these amounts. The City only operates in those investments that are considered extremely safe.

Liquidity – This refers to the ability to “cash in” at any moment in time with minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the unexpected need for funds occurs.

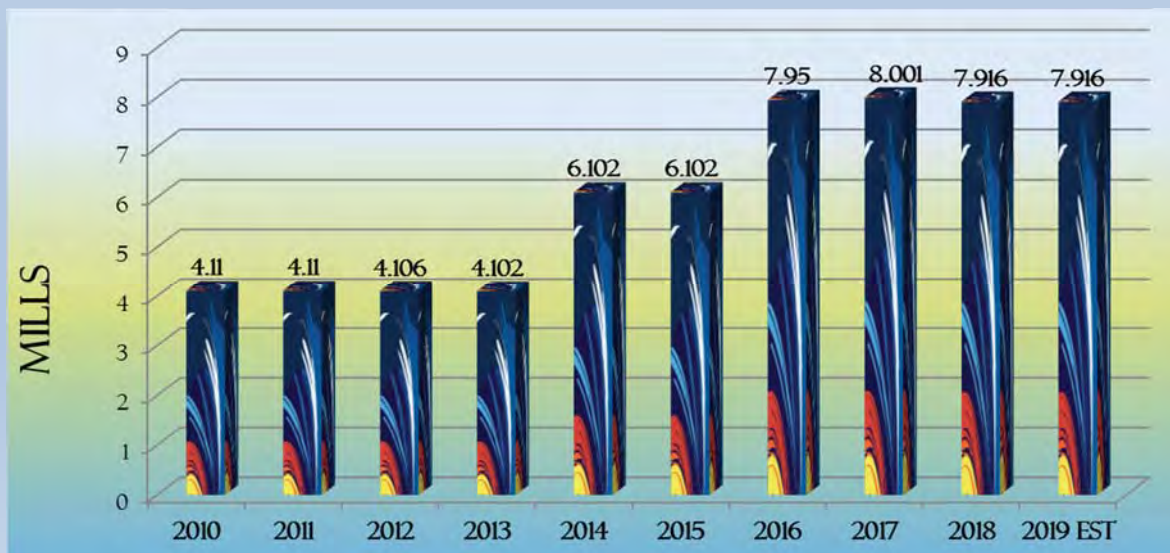
Yield – The yield is the potential dollar earnings an investment can provide and sometimes is described as a rate of return. The City’s objective is to attain a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Yield is of secondary importance compared to safety and liquidity.

C. Budget Basis for all Funds

The City of Valdosta utilizes the same basis of accounting for budgeting as used in the audited financial statements. The City uses an accrual basis of accounting in budgeting for the proprietary funds. Under this basis, revenues are recognized when earned and expenses are recognized when incurred, regardless of when payment is made. Also, in the Proprietary Funds, purchases of capital items (defined as items \$5,000 or more and at least a one year useful life) are not expensed when purchased but are depreciated over the life of the asset in accordance with Generally Accepted Accounting Principles (GAAP). In order to budget the purchase of capital items in these funds, the City shows an expense in the Capital Outlay account when purchased and a contra-expense in the Capital Outlay Distribution account. This produces no net effect on expenses of the fund while still showing the purchases in the income statements. The governmental funds use the modified accrual basis of accounting for the funds' revenues. Funds must be available by July 31 to be recognized as revenues. The expenditures utilize a budgetary basis which employs encumbrance accounting. If items or services are ordered but not received by June 30, the amount of the purchase is encumbered and carried forward into the next fiscal year. Capital items in these funds are expensed rather than capitalized.

D. Tax Millage

The City's charter allows the city government to set a millage rate of up to 10 mills. Tax digest millage rates are set and listed below on a calendar year basis. From FY 2009 to FY 2011, the rate remained at 4.11 mills. In FY 2013 the millage was reduced to 4.106 and for FY 2014, Mayor and Council adopted a decreased millage rate of 4.102. The FY 2015 millage was increased for the first time in 22 years to 6.102. In FY 17 the millage rate increased but still remained one of the lowest in the state in comparable locals. In FY 20 the millage was estimated to remain the same. The following graph itemizes the City's millage rate for ten years:



E. Motor Pool Equipment Replacement

The City Administration and Finance Department has set a goal to replace the motor pool fleet every five years on average. This is the twentieth budget year since this plan was initiated, and the fleet continues to be replaced on a regular basis in order to keep maintenance costs to a minimum.

F. Five Year Capital Improvement Program

Each department is required to develop and annually update a comprehensive capital improvement plan.

The plan provides a five year expenditure analysis of a department's need for improvements to land, buildings, and equipment. The threshold for an item to be included in the Capital Improvement Program is \$5,000 and a life greater than one year.

G. Capital Financing and Debt Management

According to Georgia State law, a city's legal debt limit for general obligation debt is ten percent (10%) of the total assessed property values within the city limits. Currently, the City has no outstanding general obligation debt. Currently, the City has five loans with the Georgia Environmental Facilities Authority. The details of these loans are outlined in Section G of this document.

The debt management objectives are:

It is the policy of the Mayor/Council and City Manager that the City of Valdosta shall not issue general obligation debt except in the most dire of circumstances, i.e. natural disaster, major catastrophe, etc. The City has not had any such debt since 1970.

- Long term debt will be confined to capital improvement that cannot be financed from current revenues.
- The payback period of the debt will not exceed the expected useful life of the project.
- Long term debt will not be used for operations.
- The City will maintain good communications with bond rating agencies about its financial condition and will follow a policy of full disclosure on every financial report and bond prospectus.

The City's policies on financing of capital expenditures are as follows:

- The City adheres to a “pay as you go” policy on all capital expenditures except those which are “high dollar” projects with long useful lives, i.e. water/sewer line expansions, expansions of water/sewage treatment facilities, etc.
- Projects that do not meet the above criteria are paid for out of funds that are available within the time period of the acquisition/construction timeframe of the capital expenditure.
- The primary vehicle that the City uses to fund these capital projects is the Special Local Option Sales Tax (SPLOST), which is a voluntary one cent sales tax paid on retail sales within the City. Each SPLOST referendum outlines what the monies may be used for and in what amounts.
- Projects that do not meet the criteria for long-term financing or SPLOST funds are paid for out of other sources such as grants or current revenues (sales taxes, user fees, license fees, etc.).

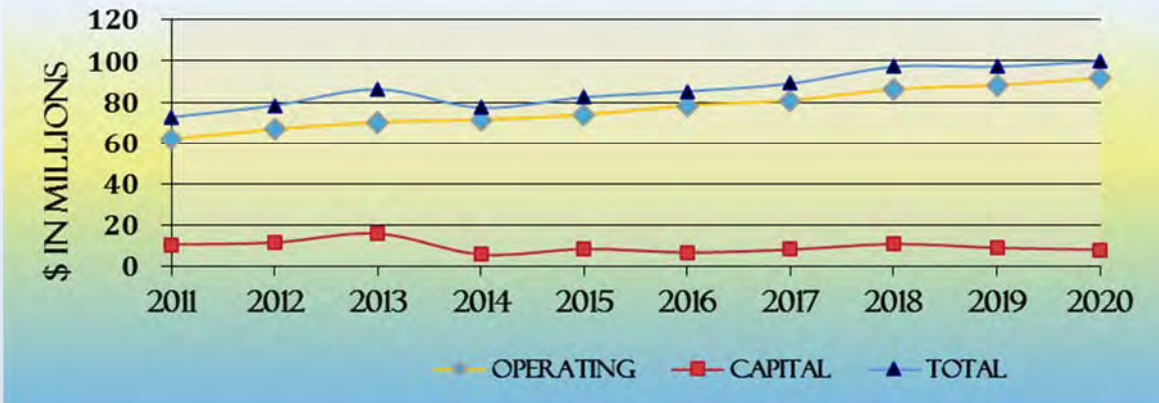
H. Nonrecurring Revenues

Nonrecurring revenues are those revenues which are of a one-time nature and cannot be reasonably expected to be available beyond the current year. The City's policy regarding nonrecurring revenue sources is as follows:

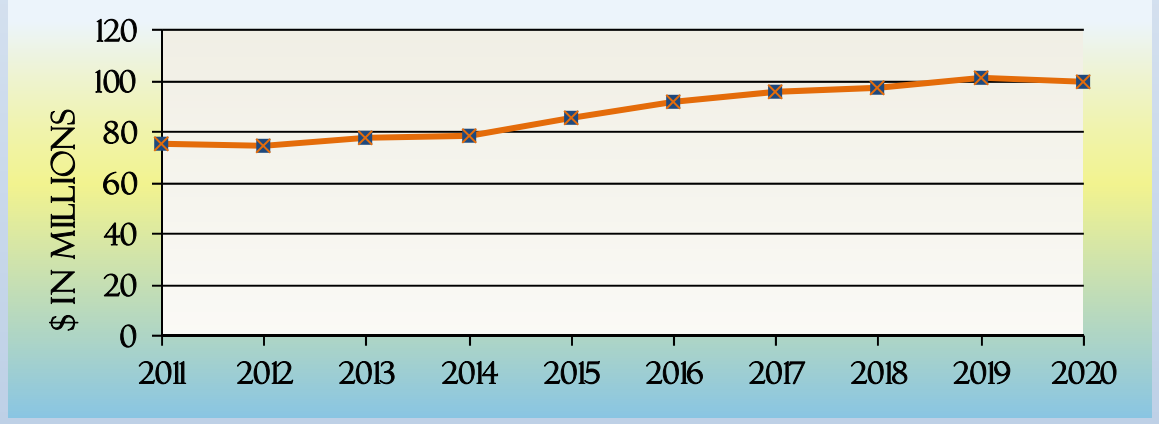
- The City does not budget nonrecurring revenue sources in preparing the annual budget.
- Grants are not budgeted at the beginning of the fiscal year. The budget for these monies is increased during the course of the year as the qualifying expenditures are made. This is commonly known as the “reimbursement basis”. This supports the principle of conservatism in budgeting, which the City is committed to.

The following two graphs show the City's revenue and expenditure history over the last ten years:

TEN YEAR BUDGET HISTORY



TEN YEAR REVENUE HISTORY



Additional discussion concerning revenue sources and trends is contained in Section D of this document.

The City’s budget is expected to remain somewhat constant for the foreseeable future. The management of the City is committed to matching level of services to available revenue without obligating the City by borrowing funds, i.e. “living within our means”.

Section C

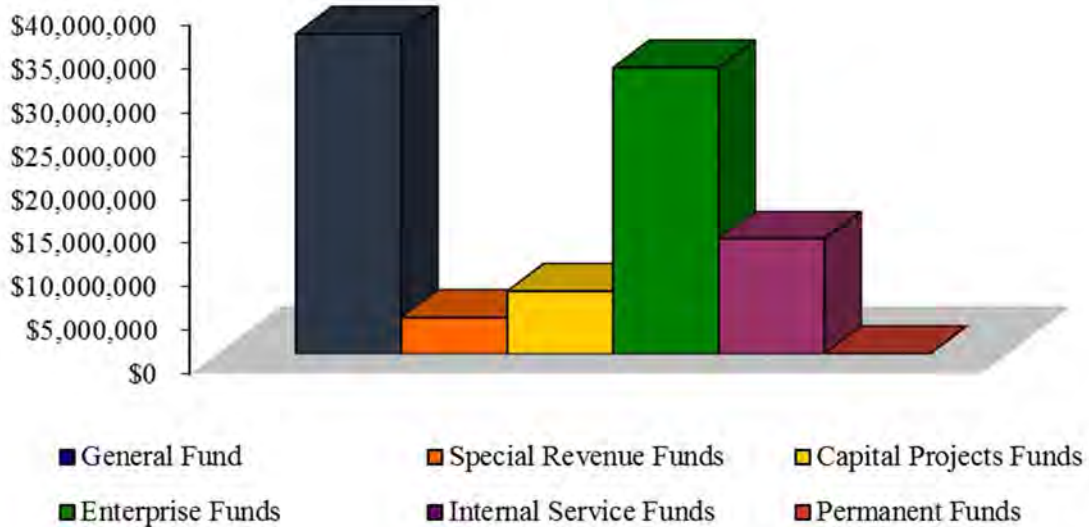
Fiscal Summary

REVENUES

Total Revenues by Fund and Source

Revenue Type	General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds	Permanent Funds	Total by Source
Taxes	\$32,939,184	\$3,500,100	\$6,330,000	\$0	\$0	\$0	\$42,769,284
Licenses & Permits	529,000	0	0	1,076,700	0	0	1,605,700
Intergovernmental	1,649,767	668,771	830,000	160,000	0	0	3,308,538
Charges for Services	166,900	0	0	28,275,676	13,126,946	0	41,569,522
Fines & Forfeitures	1,018,000	0	0	4,000	0	0	1,022,000
Contributions & Donations	500	0	0	2,651,516	0	5,000	2,657,016
Miscellaneous	363,800	0	0	633,157	80,000	24,310	1,101,267
Totals by Fund	\$36,667,151	\$4,168,871	\$7,160,000	\$32,801,049	\$13,206,946	\$29,310	\$94,033,327

Approved Revenues by Fund



General Government Function Summary

The General Government function is charged with all expenditures for the legislative branch of the City. It is also charged with expenditures made by the City Manager and other auxiliary staff departments and divisions. The departments and their divisions are:

Administration:

- Mayor and Council
- City Attorney
- Executive Office
- Public Relations
- Elections
- Solicitor

Human Resources:

- Administration
- Employee Incentives
- Risk Division

Finance:

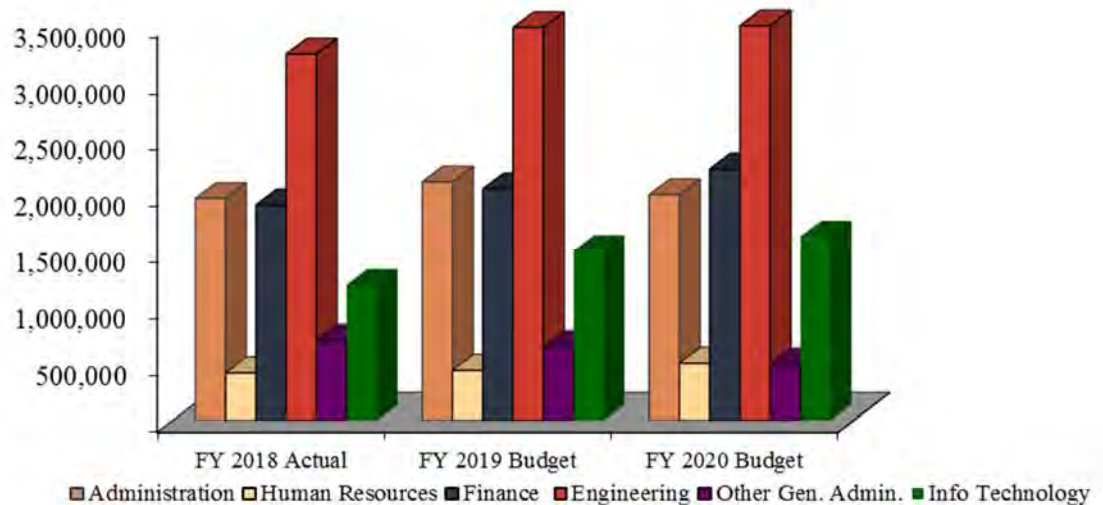
- Administration
- Accounting
- Budget
- Customer Service
- Accounts Receivable
- Purchasing
- Information Technology
- Accommodation Tax

Other General Administrative:

- City Hall
- City Hall Annex
- Customer Service Building
- Rental
- Group Insurance
- Worker Compensation

Engineering:

- Administration
- Signal Maintenance
- Sign and Markings
- Traffic Management Center
- Street Repair



General Government Operating Expenditures

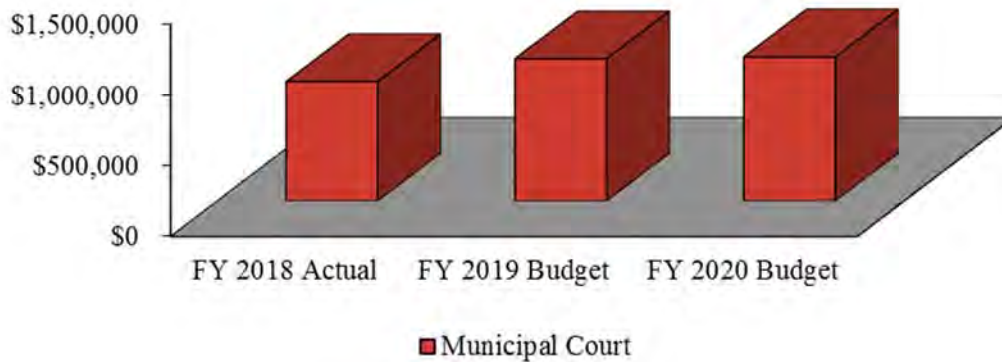
Department	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Administration	\$1,966,491	\$2,112,931	\$2,000,027
Human Resources	417,105	440,082	502,674
Finance	1,909,092	2,050,089	2,227,262
Engineering	3,243,831	3,478,442	3,494,506
Other General Administration	704,115	648,105	492,310
Information Technology	1,196,949	1,500,751	1,628,068
Total	\$9,437,583	\$10,230,400	\$10,344,847

Judicial Function Summary

The Judicial function is to hear and decide all cases brought by Valdosta Police Department and City Marshals which constitute a violation of local ordinance or state law (misdemeanor).

Municipal Court:
Administration

Judicial Operating Expenditures



Department	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Municipal Court	\$843,864	\$1,004,810	\$1,018,042
Total	\$843,864	\$1,004,810	\$1,018,042

Public Safety Function Summary

Public safety is a major function of government, which has as its objective the protection of persons and property. The departments and their divisions are:

Police:

- Administration
- Patrol Bureau
- Investigative Bureau
- Training
- Support Services Bureau
- Crime Lab

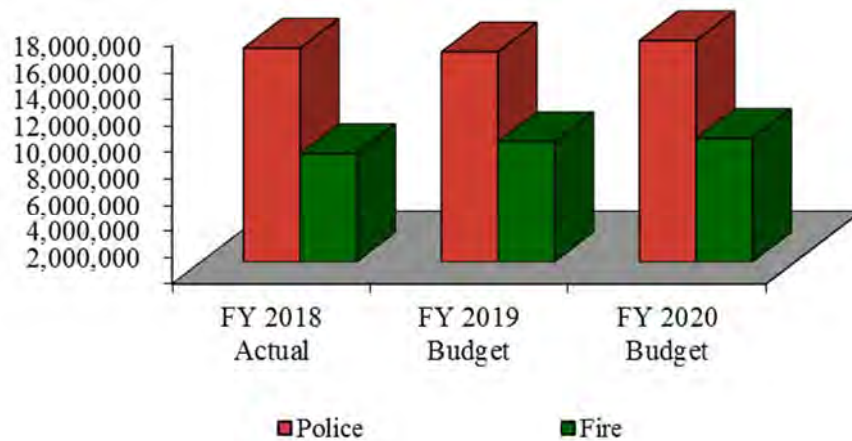
Police cont:

- Special Services:
- Local Law Enforcement Grant
- Confiscated Funds

Fire:

- Administration
- Operations
- Fire Prevention
- Fire Maintenance
- Fire Training
- Special Operations

Public Safety Operating Expenditures



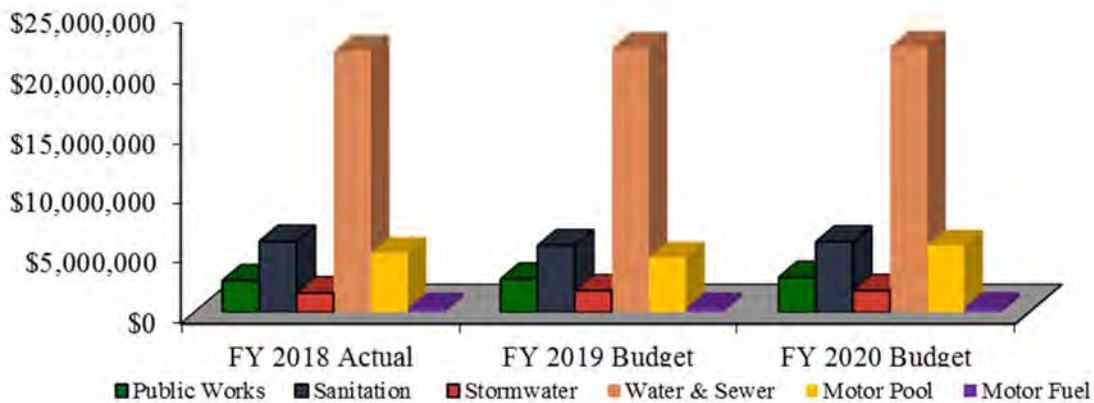
Department	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Police	\$16,167,895	\$15,886,534	\$16,733,506
Fire	8,226,297	9,125,790	9,381,928
Total	\$24,394,192	\$25,012,324	\$26,115,434

Public Works Function Summary

Public Works Function includes expenditures for construction, maintenance, and repair of street surfaces, curbs and gutters in streets, bridges, and railroad crossings. Other charges include costs incurred for the collection of garbage and other refuse and delivering it to a place of disposal, the collection and disposal of sewage, water treatment and distribution, and the maintenance of the City's motor vehicle fleet. The departments and their divisions are:

Public Works:	Sanitation:	Stormwater	Sewer:
Right of Way	Management	Storm Sewer &	Mud Creek Plant
Maintenance	Residential Garbage	Drainage	Withlacoochee Plant
Cemetery	Commercial	Water:	
Arborist	Collection	Administration	Motor Fuel
Mathis Auditorium	Residential Trash	Water Plant	Motor Pool
	Roll-Off Collection	Central Lines	
	Recyclables	Warehouse	
	Recyclables	Meter Reading	
	Distribution	Central Maintenance	

Public Works Operating Expenditures



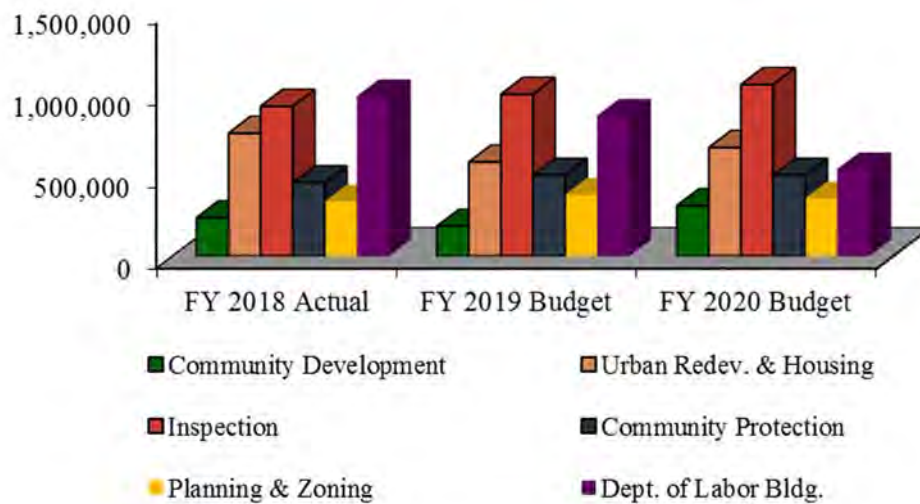
Department	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Public Works	\$2,628,502	\$2,759,234	\$2,911,610
Sanitation	5,906,927	5,533,634	5,852,324
Stormwater	1,619,042	1,793,912	1,806,508
Water & Sewer	21,743,469	21,987,151	22,094,121
Motor Pool	4,938,108	4,535,569	5,550,398
Motor Fuel	318,234	335,115	372,309
Total	\$37,154,282	\$36,944,615	\$38,587,270

Housing & Development Function Summary

Housing and development is a function whose activities are directed towards developing the area encompassed by government and providing assistance to and opportunity for economically disadvantaged persons and businesses.

Community Development: Administration Grant Administration Neighborhood Development Main Street	Urban Redevelopment & Housing: Urban Development Action Grant Community Development Block Grants	Urban Redevelopment (cont): Federal HUD Grant DCA CDBG Grants Community Protection Planning & Zoning Department of Labor Inspection
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Housing & Development Operating Expenditures



Department	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Community Development	\$240,938	\$188,179	\$314,223
Urban Redev. & Housing	755,569	579,645	668,771
Inspection	919,868	992,756	1,051,935
Community Protection	453,906	500,170	499,488
Planning & Zoning	339,758	380,407	359,654
Department of Labor	981,759	862,090	537,061
Total	\$3,691,798	\$3,503,247	\$3,431,132

All Funds Combined Budget Summary of Revenues, Expenditures and Fund Balance

	General Fund	Special Revenue Funds	Capital Projects Funds	Enterprise Funds	Internal Service Funds	Permanent Funds	Total Budget
Revenues by Source							
Taxes	\$32,939,184	\$3,500,100	\$6,330,000	\$0	\$0	\$0	\$42,769,284
Licenses & Permits	529,000	0	0	1,076,700	0	0	1,605,700
Intergovernmental	1,649,767	668,771	830,000	160,000	0	0	3,308,538
Charges for Services	166,900	0	0	28,275,676	13,126,946	0	41,569,522
Fines & Forfeitures	1,018,000	0	0	4,000	0	0	1,022,000
Contributions & Donations	500	0	0	2,651,516	0	5,000	2,657,016
Miscellaneous	363,800	0	0	633,157	80,000	25,032	1,101,989
Interfund Transfers	4,157,536	0	0	340,763	1,433,188	0	5,931,487
	\$40,824,687	\$4,168,871	\$7,160,000	\$33,141,812	\$14,640,134	\$30,032	\$99,965,536
Expenditures By Category							
Personal Services	\$27,204,935	\$50,963	\$0	\$9,687,837	\$798,554	\$0	\$37,742,289
Contractual Services	3,890,877	0	0	4,152,660	3,446,812	0	11,490,349
Supplies	1,465,506	0	0	2,036,642	2,162,520	0	5,664,668
Travel & Training	645,496	0	0	72,593	2,550	0	720,639
Other Services & Charges	5,895,024	3,033,986	0	4,666,770	5,995,732	14,351	19,605,863
Depreciation	0	0	0	6,163,310	2,057,454	0	8,220,764
Capital Expenditures	270,725	0	7,867,893	16,220,000	2,789,150	0	27,147,768
Capital Distribution	0	0	0	-16,220,000	-2,789,150	0	-19,009,150
Debt Service	237,437	0	0	2,007,216	132,832	0	2,377,485
Interfund Transfers	1,013,264	1,140,763	475,000	3,252,460	50,000	0	5,931,487
	\$40,623,264	\$4,225,712	\$8,342,893	\$32,039,488	\$14,646,454	\$14,351	\$99,892,162
Excess (Deficit) of Sources over Uses	201,423	-56,841	-1,182,893	1,102,324	-6,320	15,681	73,374
Beginning Fund Balance	5,498,858	3,452,663	7,555,390	137,704,657	618,251	1,617,435	156,447,254
Ending Fund Balance	\$5,700,281	\$3,395,822	\$6,372,497	\$138,806,981	\$611,931	\$1,633,116	\$156,520,628

Revenue Schedule (All Funds)

Fund	2018 Actual	2019 Budget	2020 Approved
General Fund	\$38,807,772	\$39,565,180	\$40,824,687
Confiscated Funds	42,935	0	0
Property Evidence	5,969	0	0
U.S. Dept. of Justice	3,939	0	0
HUD Federal Grant	512,199	590,000	668,771
GA DCA Chip 2016-116	149,374	0	0
Accommodations Tax	3,194,968	3,000,300	3,500,100
SPLOST VII	11,190,161	10,500,000	5,700,000
TSPLOST	0	450,000	630,000
Road Improvement Fund	911,748	611,000	830,000
Airport Development	792,493	0	0
Sanitation	5,870,885	5,618,132	5,857,492
Water & Sewer Revenue	24,044,459	23,728,495	23,162,824
Inspections	1,315,570	1,220,100	1,134,700
Department of Labor Building	469,157	469,157	469,157
Stormwater	1,795,287	1,794,878	1,806,876
Mathis Auditorium	395,598	391,763	385,763
Motor Fuel	326,258	288,500	325,000
Motor Pool	4,924,078	4,535,569	5,550,398
Group Insurance	7,248,243	6,792,088	6,767,988
Workers Compensation	728,175	600,000	693,680
Information Technology	1,196,949	1,500,751	1,628,068
Sunset Hill	31,715	29,310	30,032
TOTAL	<u>\$103,957,932</u>	<u>\$101,685,223</u>	<u>\$99,965,536</u>

Expenditure Schedule (All Funds)

Fund	2018 Actual	2019 Budget	2020 Approved
General Fund	\$38,426,249	\$39,515,247	\$40,623,264
Confiscated Funds	68,353	1,461	420
Property Evidence	3,067	0	0
U.S. Dept. of Justice	3,939	0	0
GA DCA CHIP 01M-X-092-2-2568	1,350	0	0
GA DCA CHIP 02M-X-092-2-2695	3,600	0	0
HUD Federal Grant	755,569	579,645	668,771
GA DCA CHIP 04M-X-092-2-2915	17,390	0	0
GA DCA CHIP 06M-X-092-2-2951	22,700	0	0
GA DCA CHIP 07M-X-092-2-2961	25,500	0	0
GA DCA CHIP 07MR-X-092-2-2979	11,000	0	0
GA DCA CHIP 2016-116	1,763	0	0
Accommodations Tax	2,655,698	3,642,186	3,556,521
SPLOST VII	8,425,792	7,642,112	7,712,893
Road Improvement	238,866	656,000	630,000
Airport Development	802,986	0	0
General Capital Projects	5,500	0	0
Sanitation	5,906,927	5,533,634	5,852,324
Water & Sewer Revenue	21,743,469	21,987,151	22,094,121
Inspections	919,868	992,756	1,051,935
Department of Labor Building	981,759	862,090	537,061
Stormwater	1,619,042	1,793,912	1,806,508
Mathis Auditorium	278,539	326,278	325,230
Motor Fuel	318,234	335,115	372,309
Motor Pool	4,938,108	4,535,569	5,550,398
Group Insurance	7,248,243	6,792,088	6,767,988
Workers Compensation	565,922	600,000	700,000
Information Technology	1,196,949	1,500,751	1,628,068
Sunset Hill	12,005	11,976	14,351
TOTAL	<u>\$97,198,385</u>	<u>\$97,307,971</u>	<u>\$99,892,162</u>

APPROVED FINANCIAL PLAN FOR FY 2020

	GOVERNMENTAL FUNDS				PROPRIETARY FUNDS		PERMANENT FUND
	TOTAL COMBINED	GENERAL FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	CEMETERY TRUST FUND
PROJECTED SOURCES OF FUNDS:							
REVENUES:							
TAXES	\$42,769,284	\$32,939,184	\$3,500,100	\$6,330,000	\$0	\$0	\$0
LOCALLY GENERATED NON-TAX REVENUES	45,304,711	2,078,200	0	0	29,989,533	13,206,946	30,032
REVENUES FROM OTHER GOVERNMENTS	3,308,538	1,649,767	668,771	830,000	160,000	0	0
CAPITAL CONTRIBUTED TO FUND	2,651,516	0	0	0	2,651,516	0	0
RECEIPTS FROM OTHER FUNDS OF THE CITY	5,931,487	4,157,536	0	0	340,763	1,433,188	0
TOTAL SOURCES	<u>99,965,536</u>	<u>40,824,687</u>	<u>4,168,871</u>	<u>7,160,000</u>	<u>33,141,812</u>	<u>14,640,134</u>	<u>30,032</u>
PROJECTED USES OF FUNDS:							
OPERATING EXPENDITURES	83,444,572	39,101,838	3,084,949	0	26,779,812	14,463,622	14,351
CAPITAL EXPENDITURES	27,147,768	270,725	0	7,867,893	16,220,000	2,789,150	0
CAPITAL DISTRIBUTION	(19,009,150)	0	0	0	(16,220,000)	(2,789,150)	0
DEBT SERVICE	2,377,485	237,437	0	0	2,007,216	132,832	0
DISBURSEMENTS TO OTHER FUNDS OF THE CITY	5,931,487	1,013,264	1,140,763	475,000	3,252,460	50,000	0
TOTAL USES	<u>99,892,162</u>	<u>40,623,264</u>	<u>4,225,712</u>	<u>8,342,893</u>	<u>32,039,488</u>	<u>14,646,454</u>	<u>14,351</u>
EXCESS (DEFICIT) OF SOURCES OVER USES	73,374	201,423	(56,841)	(1,182,893)	1,102,324	(6,320)	15,681
ESTIMATED FUND BALANCE: JULY 1, 2019	156,447,254	5,498,858	3,452,663	7,555,390	137,704,657	618,251	1,617,435
ESTIMATED FUND BALANCE AS OF JUNE 30, 2020	<u>\$156,520,628</u>	<u>\$5,700,281</u>	<u>\$3,395,822</u>	<u>\$6,372,497</u>	<u>\$138,806,981</u>	<u>\$611,931</u>	<u>\$1,633,116</u>

General Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$31,361,726	\$31,629,150	\$32,939,184
Locally Generated Non-Tax Revenues	3,179,382	2,160,836	2,078,200
Revenues from Other Governments	1,426,931	1,537,658	1,649,767
Receipts from Other Funds of the City	2,839,733	4,237,536	4,157,536
Total Sources	38,807,772	39,565,180	40,824,687
Anticipated Uses of Funds:			
Operating Expenditures	35,618,659	37,314,604	39,101,838
Capital Expenditures	1,038,933	739,995	270,725
Debt Service	206,020	193,896	237,437
Disbursements to Other Funds of the City	1,562,637	1,266,752	1,013,264
Total Uses	38,426,249	39,515,247	40,623,264
Excess (Deficit) of Sources Over Uses	381,523	49,933	201,423
Fund Balance at Beginning of Year:			
Nonspendable	3,292,866	3,551,702	3,551,702
Restricted	214,291	206,002	206,002
Committed	10,767	10,767	10,767
Assigned	0	0	0
Unassigned	(498,949)	(1,235,605)	(144,714)
Fund Balance at End of Year	\$3,400,498	\$2,582,799	\$3,825,180

Confiscated Funds

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$42,934	\$0	\$0
Total Sources	42,934	0	0
Anticipated Uses of Funds:			
Operating Expenditures	68,354	1,461	420
Total Uses	68,354	1,461	420
Excess (Deficit) of Sources Over Uses	(25,420)	(1,461)	(420)
Fund Balance at Beginning of Year:			
Fund Balance at End of Year	\$57,087	\$55,626	\$55,206

Property Evidence Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$5,968	\$0	\$0
Total Sources	5,968	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	3,065	0	0
Total Uses	3,065	0	0
Excess (Deficit) of Sources Over Uses	2,903	0	0
Fund Balance at Beginning of Year:	2,132	5,035	5,035
Fund Balance at End of Year	\$5,035	\$5,035	\$5,035

U.S. DOJ Local Law Block Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$3,939	\$0	\$0
Total Sources	3,939	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	3,939	0	0
Total Uses	3,939	0	0
Excess (Deficit) of Sources Over Uses	0	0	0
Fund Balance at Beginning of Year:	0	0	0
Fund Balance at End of Year	\$0	\$0	\$0

Urban Development Action Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	0	0	0
Total Uses	0	0	0
Excess (Deficit) of Sources Over Uses	0	0	0
Fund Balance at Beginning of Year:	62,784	62,784	62,784
Fund Balance at End of Year	\$62,784	\$62,784	\$62,784

CDBG CHIP 01M-X-092-2-2568 Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Disbursements to Other Funds of the City			
	1,350	0	0
Total Uses	1,350	0	0
Excess (Deficit) of Sources Over Uses	(1,350)	0	0
Fund Balance at Beginning of Year:	1,350	0	0
Fund Balance at End of Year	\$0	\$0	\$0

CDBG CHIP 02M-X-092-2-2695 Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	3,600	0	0
Total Uses	3,600	0	0
Excess (Deficit) of Sources Over Uses	(3,600)	0	0
Fund Balance at Beginning of Year:	13,200	9,600	9,600
Fund Balance at End of Year	\$9,600	\$9,600	\$9,600

Federal HUD Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$512,199	\$590,000	\$668,771
Total Sources	512,199	590,000	668,771
Anticipated Uses of Funds:			
Operating Expenditures			
	755,569	579,645	668,771
Total Uses	755,569	579,645	668,771
Excess (Deficit) of Sources Over Uses	(243,370)	10,355	0
Fund Balance at Beginning of Year:	1,905,193	1,661,823	1,672,178
Fund Balance at End of Year	\$1,661,823	\$1,672,178	\$1,672,178

CDBG CHIP 04M-X-092-2-2915 Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	17,390	0	0
Total Uses	17,390	0	0
Excess (Deficit) of Sources Over Uses	(17,390)	0	0
Fund Balance at Beginning of Year:	23,135	5,745	5,745
Fund Balance at End of Year	\$5,745	\$5,745	\$5,745

CDBG CHIP 06M-X-092-2-2951 Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	22,700	0	0
Total Uses	22,700	0	0
Excess (Deficit) of Sources Over Uses	(22,700)	0	0
Fund Balance at Beginning of Year	59,500	36,800	36,800
Fund Balance at End of Year	\$36,800	\$36,800	\$36,800

CHIP 07M-X-092-2-2961 Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	25,500	0	0
Total Uses	25,500	0	0
Excess (Deficit) of Sources Over Uses	(25,500)	0	0
Fund Balance at Beginning of Year	87,800	62,300	62,300
Fund Balance at End of Year	\$62,300	\$62,300	\$62,300

CHIP 07MR-X-092-2-2979 Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	11,000	0	0
Total Uses	11,000	0	0
Excess (Deficit) of Sources Over Uses	(11,000)	0	0
Fund Balance at Beginning of Year	48,000	37,000	37,000
Fund Balance at End of Year	\$37,000	\$37,000	\$37,000

CHIP 2016-116 Grant Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$149,374	\$0	\$0
Total Sources	149,374	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	1,763	0	0
Total Uses	1,763	0	0
Excess (Deficit) of Sources Over Uses	147,611	0	0
Fund Balance at Beginning of Year	110,000	257,611	257,611
Fund Balance at End of Year	\$257,611	\$257,611	\$257,611

Accommodations Tax Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$3,194,648	\$3,000,300	\$3,500,100
Interest	320	0	0
Total Sources	3,194,968	3,000,300	3,500,100
Anticipated Uses of Funds:			
Operating Expenditures			
	2,314,935	2,251,423	2,415,758
Disbursements to Other Funds of the City	340,763	1,390,763	1,140,763
Total Uses	2,655,698	3,642,186	3,556,521
Excess (Deficit) of Sources Over Uses	539,270	(641,886)	(56,421)
Fund Balance at Beginning of Year	900,420	1,439,690	797,804
Fund Balance at End of Year	\$1,439,690	\$797,804	\$741,383

SPLOST VII Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$11,190,161	\$10,500,000	\$5,700,000
Receipts from Other Funds of the City	0	0	0
Total Sources	11,190,161	10,500,000	5,700,000
Anticipated Uses of Funds:			
Capital Expenditures			
	8,425,792	7,642,112	7,712,893
Total Uses	8,425,792	7,642,112	7,712,893
Excess (Deficit) of Sources Over Uses	2,764,369	2,857,888	(2,012,893)
Fund Balance at Beginning of Year	3,144,721	5,909,090	8,766,978
Fund Balance at End of Year	\$5,909,090	\$8,766,978	\$6,754,085

TSPLOST Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$0	\$450,000	\$630,000
Total Sources	0	450,000	630,000
Anticipated Uses of Funds:			
Capital Expenditures			
	0	0	0
Total Uses	0	0	0
Excess (Deficit) of Sources Over Uses	0	450,000	630,000
Fund Balance at Beginning of Year	0	0	450,000
Fund Balance at End of Year	\$0	\$450,000	\$1,080,000

Road Improvement Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$911,748	\$611,000	\$830,000
Total Sources	<u>911,748</u>	<u>611,000</u>	<u>830,000</u>
Anticipated Uses of Funds:			
Capital Expenditures			
	238,866	656,000	630,000
Total Uses	<u>238,866</u>	<u>656,000</u>	<u>630,000</u>
Excess (Deficit) of Sources Over Uses	672,882	(45,000)	200,000
Fund Balance at Beginning of Year	538,594	1,211,476	1,166,476
Fund Balance at End of Year	<u>\$1,211,476</u>	<u>\$1,166,476</u>	<u>\$1,366,476</u>

Airport Development Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$792,493	\$0	\$0
Total Sources	<u>792,493</u>	<u>0</u>	<u>0</u>
Anticipated Uses of Funds:			
Capital Expenditures			
	802,986	0	0
Total Uses	<u>802,986</u>	<u>0</u>	<u>0</u>
Excess (Deficit) of Sources Over Uses	(10,493)	0	0
Fund Balance at Beginning of Year	426,057	415,564	415,564
Fund Balance at End of Year	<u>\$415,564</u>	<u>\$415,564</u>	<u>\$415,564</u>

General Capital Projects Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Receipts from Other Funds of the City	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Capital Expenditures			
	5,500	0	0
Total Uses	5,500	0	0
Excess (Deficit) of Sources Over Uses	(5,500)	0	0
Fund Balance at Beginning of Year	257,235	251,735	251,735
Fund Balance at End of Year	\$251,735	\$251,735	\$251,735

Sanitation Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$5,047,948	\$5,458,132	\$5,697,492
Revenues From Other Governments	822,937	160,000	160,000
Total Sources	5,870,885	5,618,132	5,857,492
Anticipated Uses of Funds:			
Operating Expenditures	5,525,676	5,157,630	5,569,815
Capital Expenditures	0	0	9,000
Capital Expenditure Distribution	0	0	(9,000)
Disbursements to Other Funds of the City	381,251	376,004	282,509
Total Uses	5,906,927	5,533,634	5,852,324
Excess (Deficit) of Sources Over Uses	(36,042)	84,498	5,168
Retained Earnings (Deficit) Beginning of Year	284,888	248,846	333,344
Retained Earnings at End of Year	\$248,846	\$333,344	\$338,512

Water & Sewer Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$18,741,429	\$19,183,039	\$20,511,308
Capital Contributed to Fund	5,303,030	4,545,456	2,651,516
Total Sources	24,044,459	23,728,495	23,162,824
Anticipated Uses of Funds:			
Operating Expenditures	17,557,671	17,528,825	17,726,391
Capital Expenditures	5,386,372	7,236,000	16,211,000
Capital Expenditure Distribution	(5,386,372)	(7,236,000)	(16,211,000)
Debt Service	2,028,210	2,014,520	1,963,996
Disbursements to Other Funds of the City	2,157,588	2,443,806	2,403,734
Total Uses	21,743,469	21,987,151	22,094,121
Excess (Deficit) of Sources Over Uses	2,300,990	1,741,344	1,068,703
Retained Earnings at Beginning of Year	130,123,433	132,424,423	134,165,767
Retained Earnings at End of Year	\$132,424,423	\$134,165,767	\$135,234,470

Inspection Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$1,315,570	\$1,220,100	\$1,134,700
Total Sources	1,315,570	1,220,100	1,134,700
Anticipated Uses of Funds:			
Operating Expenditures	803,964	862,129	927,857
Disbursements to Other Funds of the City	115,904	130,627	124,078
Total Uses	919,868	992,756	1,051,935
Excess (Deficit) of Sources Over Uses	395,702	227,344	82,765
Retained Earnings at Beginning of Year	(471,065)	(75,363)	151,981
Retained Earnings at End of Year	(\$75,363)	\$151,981	\$234,746

Department of Labor Building Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$469,157	\$469,157	\$469,157
Total Sources	469,157	469,157	469,157
Anticipated Uses of Funds:			
Operating Expenditures	284,966	303,358	293,841
Debt Service	58,732	58,732	43,220
Disbursements to Other Funds of the City	638,061	500,000	200,000
Total Uses	981,759	862,090	537,061
Excess (Deficit) of Sources Over Uses	(512,602)	(392,933)	(67,904)
Retained Earnings at Beginning of Year	1,291,798	779,196	386,263
Retained Earnings at End of Year	\$779,196	\$386,263	\$318,359

Stormwater Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$1,795,287	\$1,794,878	\$1,806,876
Total Sources	1,795,287	1,794,878	1,806,876
Anticipated Uses of Funds:			
Operating Expenditures	1,437,333	1,608,601	1,627,681
Disbursements to Other Funds of the City	181,709	185,311	178,827
Total Uses	1,619,042	1,793,912	1,806,508
Excess (Deficit) of Sources Over Uses	176,245	966	368
Retained Earnings at Beginning of Year	3,033,650	3,209,895	3,210,861
Retained Earnings at End of Year	\$3,209,895	\$3,210,861	\$3,211,229

Auditorium Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$54,835	\$51,000	\$45,000
Receipts from Other Funds of the City	340,763	340,763	340,763
Total Sources	395,598	391,763	385,763
Anticipated Uses of Funds:			
Operating Expenditures	265,720	315,594	316,918
Disbursements to Other Funds of the City	12,819	10,684	8,312
Total Uses	278,539	326,278	325,230
Excess (Deficit) of Sources Over Uses	117,059	65,485	60,533
Retained Earnings (Deficit) at Beginning of Year	(237,958)	(120,899)	(55,414)
Retained Earnings at End of Year	(\$120,899)	(\$55,414)	\$5,119

Motor Fuel Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$326,258	\$288,500	\$325,000
Total Sources	326,258	288,500	325,000
Anticipated Uses of Funds:			
Operating Expenditures	318,234	280,115	317,309
Disbursements to Other Funds of the City	0	55,000	55,000
Total Uses	318,234	335,115	372,309
Excess (Deficit) of Sources Over Uses	8,024	(46,615)	(47,309)
Retained Earnings (Deficit) at Beginning of Year	57,199	65,223	18,608
Retained Earnings at End of Year	\$65,223	\$18,608	(\$28,701)

Motor Pool Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$4,866,938	\$4,535,569	\$5,550,398
Capital Contributed to Fund	57,140	0	0
Total Sources	4,924,078	4,535,569	5,550,398
Anticipated Uses of Funds:			
Operating Expenditures	4,889,889	4,466,332	5,417,566
Capital Expenditures	713,389	2,977,248	2,789,150
Capital Expenditure Distribution	(713,389)	(2,977,248)	(2,789,150)
Debt Service	48,219	69,237	132,832
Total Uses	4,938,108	4,535,569	5,550,398
Gain/(Loss) on Sale of Assets	14,030	0	0
Excess (Deficit) of Sources Over Uses	(14,030)	0	0
Retained Earnings at Beginning of Year	0	0	0
Retained Earnings at End of Year	\$0	\$0	\$0

Group Insurance Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$5,038,007	\$5,011,440	\$5,334,800
Receipts from Other Funds of the City	2,210,236	1,780,648	1,433,188
Total Sources	7,248,243	6,792,088	6,767,988
Anticipated Uses of Funds:			
Operating Expenditures	7,248,243	6,792,088	6,767,988
Total Uses	7,248,243	6,792,088	6,767,988
Excess (Deficit) of Sources Over Uses	0	0	0
Retained Earnings (Deficit) at Beginning of Year	0	0	0
Retained Earnings (Deficit) at End of Year	\$0	\$0	\$0

Workers Compensation Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$728,175	\$600,000	\$693,680
Total Sources	728,175	600,000	693,680
Anticipated Uses of Funds:			
Operating Expenditures	565,922	600,000	650,000
Disbursements to Other Funds of the City	0	0	50,000
Total Uses	565,922	600,000	700,000
Excess (Deficit) of Sources Over Uses	162,253	0	(6,320)
Retained Earnings (Deficit) at Beginning of Year	425,998	588,251	588,251
Retained Earnings (Deficit) at End of Year	\$588,251	\$588,251	\$581,931

Information Technology Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$1,196,949	\$1,500,751	\$1,628,068
Total Sources	1,196,949	1,500,751	1,628,068
Anticipated Uses of Funds:			
Operating Expenditures	1,196,949	1,500,751	1,628,068
Total Uses	1,196,949	1,500,751	1,628,068
Excess (Deficit) of Sources Over Uses	0	0	0
Retained Earnings (Deficit) at Beginning of Year	0	0	0
Retained Earnings (Deficit) at End of Year	\$0	\$0	\$0

Sunset Hill Cemetery Trust Fund

	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$31,715	\$29,310	30,032
Total Sources	31,715	29,310	30,032
Anticipated Uses of Funds:			
Operating Expenditures			
	12,005	11,976	14,351
Total Uses	12,005	11,976	14,351
Excess (Deficit) of Sources Over Uses	19,710	17,334	15,681
Fund Balance at Beginning of Year	1,688,761	1,708,471	1,725,805
Fund Balance at End of Year	\$1,708,471	\$1,725,805	\$1,741,486

Section D

Revenues



KEY REVENUE SOURCES

Key Revenue Sources & Assumptions

One of the analytical tools used during the FY 2020 Financial Planning process was a comprehensive revenue forecast. The forecast considered key revenue projection factors such as changes in population, increase in the consumer price index (CPI) and other growth factors. The trending of these key factors and their effect on revenues provided an historical basis for the revenue forecast.

Sources used in developing these projections include economic trends as reported in the national media. Ultimately, however, the FY 2020 revenue projections reflect the staff's best judgment about the performance of the local economy over the next year and how it will affect the City's revenues. The following provides a brief description of the City's major revenue sources along with the general assumptions used in preparing revenue projection for the FY 2020 Financial Plan.

General Assumptions

The FY 2020 revenue projections are conservatively budgeted to take in consideration the current trend of the economy and the resulting expected growth in revenues.

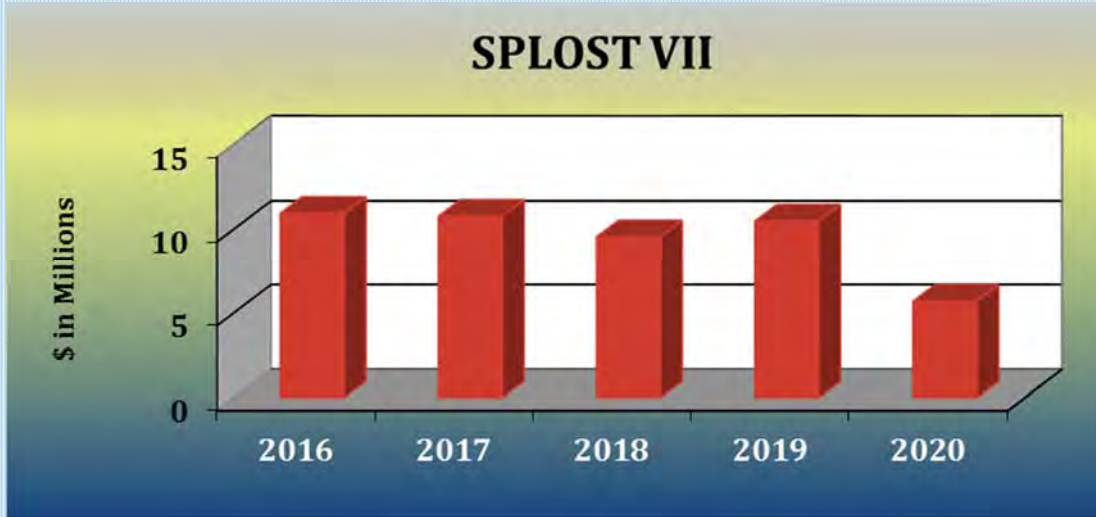
TAXES



FY 2020 Budget: \$8,600,000
FY 2019 Budget: \$8,250,000 and FY 2018 Actual: \$8,134,543
% of Total Revenue in FY 2020: 8.6%

The City shares with the County 1% of all taxable retail sales occurring in Lowndes County. This tax is collected for cities and counties by the Georgia Department of Revenue (DOR) and is remitted the following month to the local jurisdictions. The percentage of the sales tax allocated to the City is based on a distribution rate agreed on by both the City and the County. The distribution rate was renegotiated and the new rate took effect January 1, 2003.

Key Revenue Sources & Assumptions



FY 2020 Budget: \$5,700,000
FY 2019 Budget: \$10,500,000 and FY 2018 Actual: \$11,190,160
% of Total Revenue in FY 2020: 5.7%

SPLOST VII, Special Purpose Local Option Sales Tax, is an additional 1% sales tax enacted which is to be collected from January 2014 through December 2019. The City’s distribution of SPLOST VII is 53.35%. These monies are to fund specific capital projects voted upon by the citizens. The tax is collected for the local jurisdiction by the Georgia Department of Revenue. The vote for SPLOST VIII will not take place until November 2019.

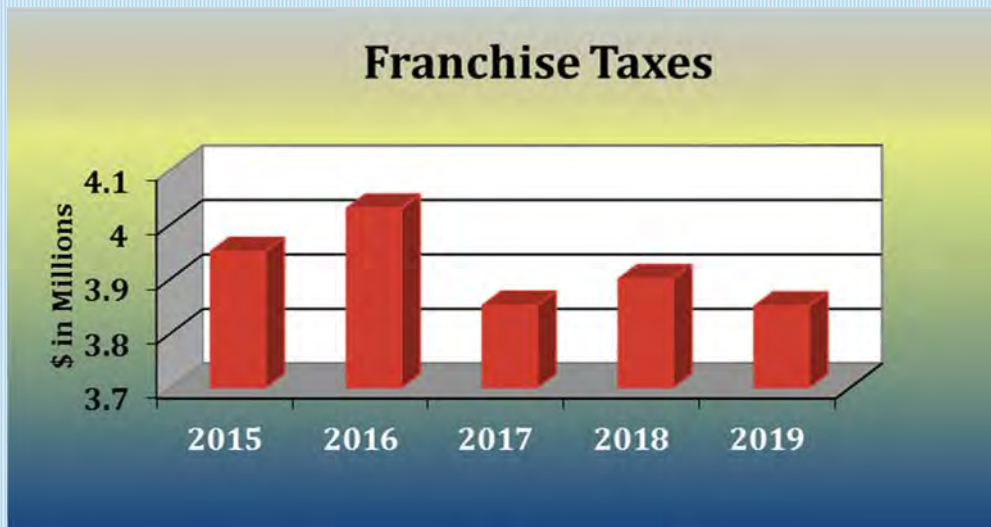


FY 2020 Budget: \$11,840,000
FY 2019 Budget: \$11,580,000 and FY 2018 Actual: \$11,287,598
% of Total Revenue in FY 2020: 11.8%

Property tax assessment, collection, and apportionment are performed by the Tax Commissioners Office. The City contains approximately 51% of all taxable property within the County. The growth in property taxes is based primarily on the trend of both population and development within the City. In addition, when property ownership changes, improvements are made, or when the Tax

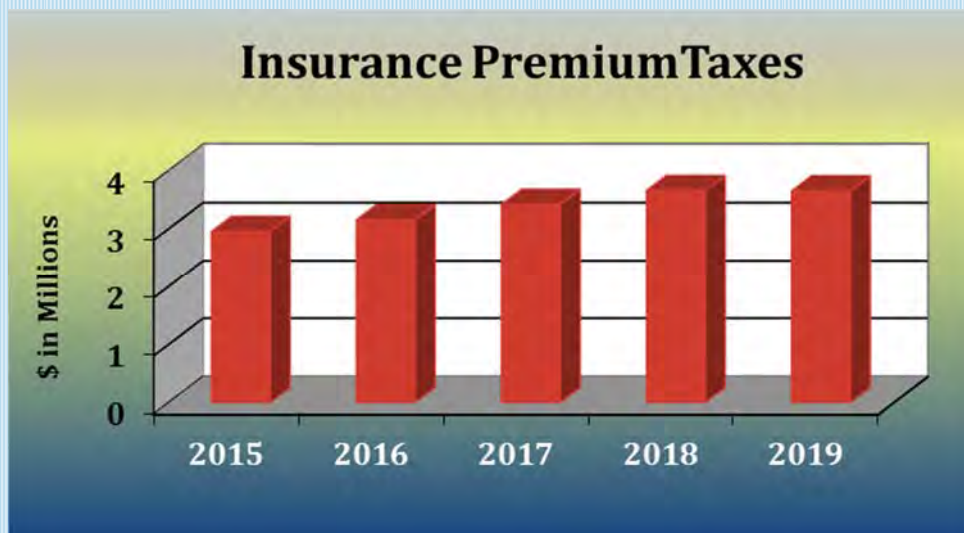
Key Revenue Sources & Assumptions

Assessors revalue property, the tax base increases due to the reassessed value of property. In FY 2017 the City adopted its second millage increase since 1992.



FY 2020 Budget: \$3,850,000
FY 2019 Budget: \$3,850,000 and FY 2018 Actual: \$3,822,471
% of Total Revenue in FY 2020: 3.9%

Franchise taxes are levied by the City on a variety of utilities as a percentage of their sales. The City forecasts its changes based upon purchasing trends and price changes in services provided by the private utility companies. The forecast is a conservative estimate and remains consistent based on the economic climate.



FY 2020 Budget: \$4,100,000
FY 2019 Budget: \$3,650,000 and FY 2018 Actual: \$3,639,669
% of Total Revenue in FY 2020: 4.1%

Key Revenue Sources & Assumptions

This tax is collected by the Georgia Department of Revenue and returned to the City based upon the percentage of Georgia's population in Valdosta. The State collects 1% of the gross direct premium on all insurance sold in the State. Growth in this tax is estimated to increase by the percentage at which the City's population increases in relation to that of the State. These revenues are cyclical in nature and are based on actual trends.



FY 2020 Budget: \$1,700,000
FY 2019 Budget: \$1,600,000 and FY 2018 Actual: \$1,522,108
% of Total Revenue in FY 2020: 1.7%

Persons conducting business in the City are subject to a municipal business occupation tax. The rate is based upon business' gross receipts for the entire calendar year. The tax is not regulatory and is only imposed for the purpose of raising general purpose revenues. This revenue source is projected to remain stable.

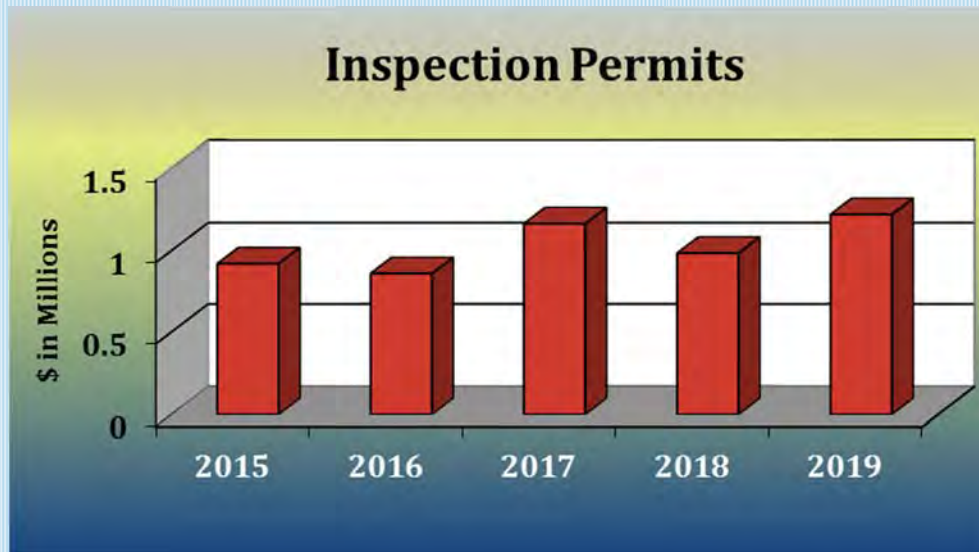


FY 2020 Budget: \$923,400
FY 2019 Budget: \$935,000 and FY 2018 Actual: \$926,443
% of Total Revenue in FY 2020: 0.9%

Key Revenue Sources & Assumptions

Beer and Liquor taxes are paid by the wholesale distributor per container at the time of delivery to the retail store. Growth is estimated upon historic data and population growth. Projections are based on historical trends; therefore no significant change is anticipated for FY 2019.

LICENSES AND PERMITS



FY 2020 Budget: \$1,134,700
FY 2019 Budget \$1,220,100 and FY 2018 Actual: \$1,315,570
% of Total Revenue in FY 2020: 1.1%

A fee is charged for the issuance of permits to construct or repair residential or commercial property. The fee is set as a function of the construction costs. The revenues are projected based on the fee structure and the expected construction activity for the coming year. Construction activity in the Lowndes County area is improving and an increase has been projected in permit revenues.

INTERGOVERNMENTAL REVENUE

% of Total Revenue in FY 2020 3.3%

FY 2020 Revenue \$3,308,538

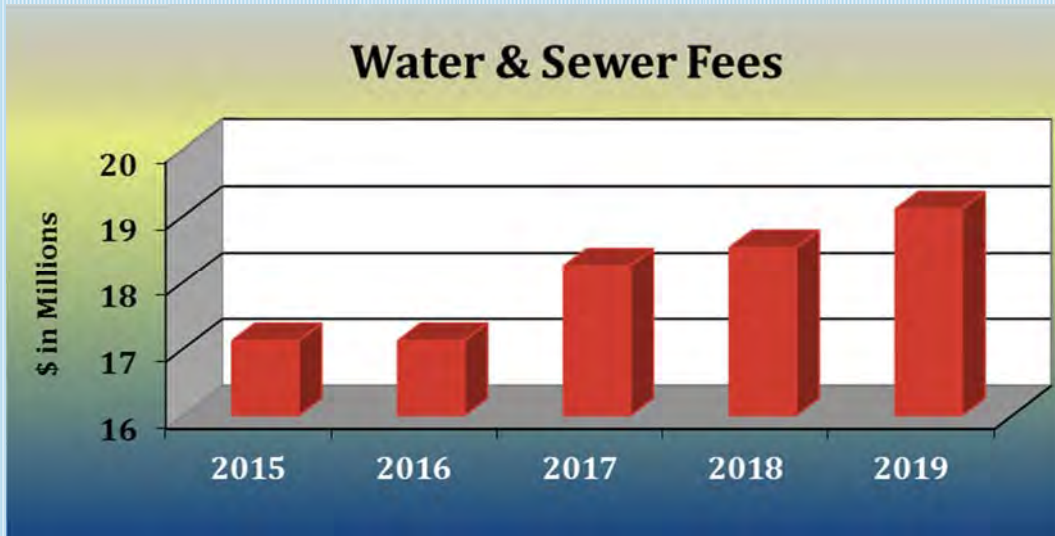
FY 2019 Revenue \$2,898,658

These revenues consist of funds received from the federal government, the State of Georgia and local governments and agencies in the form of grants and entitlements. They are based on the programs and projects that are eligible for participation in a grant or entitlement. Due to the uncertainty of the amount of grants to be awarded in the coming year, the City has chosen to budget conservatively and perform budget adjustments as the grants are awarded. Also, given the wide

Key Revenue Sources & Assumptions

fluctuations from year to year in the amount of grant funding available and awarded, no trend is presented because it could not be considered useful in analyzing these types of revenues.

CHARGES FOR SERVICES



FY 2020 Budget: \$20,400,808
FY 2019 Budget: \$19,112,540 and FY 2018 Actual: \$18,549,332
% of Total Revenue in FY 2020: 20.4%

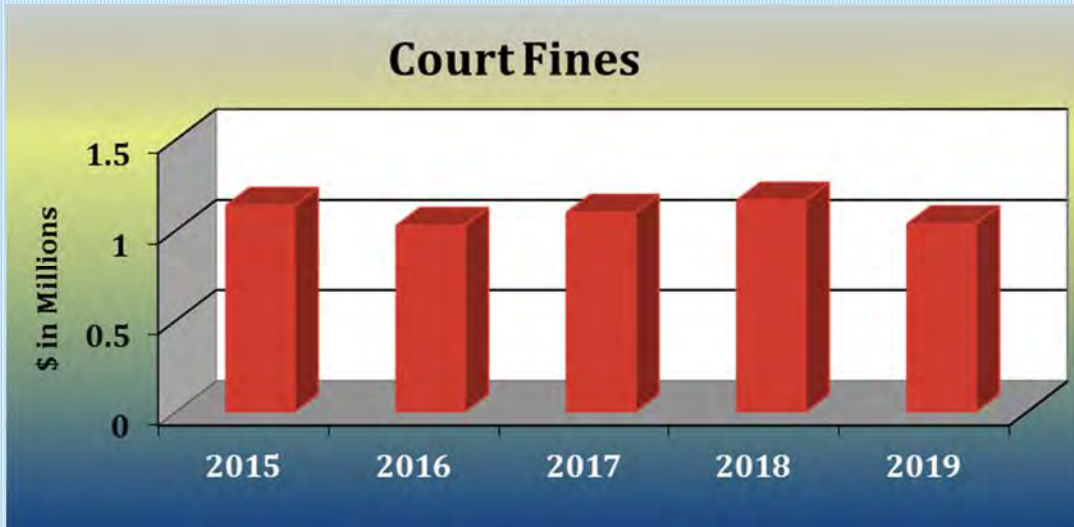
The Water and Sewer Fund charges all customers for the services it provides. With implementation of the rate study the revenue is projected to increase slightly each year since FY 2014.



FY 2020 Budget: \$5,697,492
FY 2019 Budget: \$5,458,132 and FY 2018 Actual: \$5,047,948
% of Total Revenue in FY 2020: 5.7%

Key Revenue Sources & Assumptions

Sanitation fees are collected for commercial and residential garbage, yard trash, and roll off collection services. Revenue projection is based on a consistent level in the customer base.



FY 2020 Budget: \$1,018,000
FY 2019 Budget: \$1,038,000 and FY 2018 Actual: \$1,076,741
% of Total Revenue in FY 2020: 1.0%

Court fines are derived from fees imposed for the commission of statutory offenses, and are based on historical trends.

**SUMMARY
SCHEDULE
OF REVENUES
&
OTHER SOURCES**

**BY FUND TYPE, FUND
AND MAJOR
CATEGORY**

REVENUE SCHEDULE

City of Valdosta 2020 Revenue Summary

				2018 Actual	2019 Budget	2020 Budget
Fund: 101 - General Fund						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>1000 - Taxes</i>						
Real Property - Current	\$	11,287,598.40	\$	11,580,000.00	\$	11,840,000.00
Timber Tax		206.25		250.00		250.00
Motor Vehicle		413,732.87		420,000.00		185,984.00
Mobile Home Tax		8,066.41		7,900.00		7,550.00
Railroad Equipment Tax		31,292.36		23,500.00		25,000.00
Heavy Duty Equipment		882.33		1,500.00		1,000.00
Property Not On Digest		39,473.81		45,000.00		41,000.00
Motor Vehicle Title Tax (TAVT)		1,105,357.47		838,000.00		1,200,000.00
Real Estate Transfer		35,051.33		43,000.00		45,000.00
Intangibles		94,715.30		135,000.00		135,000.00
Franchise		3,822,471.11		3,850,000.00		3,850,000.00
Local Option Sales - LOST		8,134,542.86		8,250,000.00		8,600,000.00
Beer Tax		634,324.37		685,000.00		668,400.00
Liquor Tax		291,818.27		250,000.00		255,000.00
Business & Occupation		1,522,107.76		1,600,000.00		1,700,000.00
Insurance Premium Tax		3,639,668.65		3,650,000.00		4,100,000.00
Financial Institution		176,396.26		190,000.00		185,000.00
Penalties & Interest		124,020.28		60,000.00		100,000.00
<i>Account Classification Total: 1000 - Taxes</i>	\$	31,361,726.09	\$	31,629,150.00	\$	32,939,184.00
<i>2000 - Licenses and permits</i>						
Alcoholic Beverage License		454,212.79		460,000.00		460,000.00
Insurance Company Business		61,650.00		70,000.00		65,000.00
<i>Account Classification Total: 2000 - Licenses and permits</i>	\$	515,862.79	\$	530,000.00	\$	525,000.00
<i>3000 - Intergovernmental revenues</i>						
GEMA Disaster Recovery - Federal		5,468.75		-		-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>	\$	5,468.75	\$	-	\$	-
<i>4000 - Charges for services</i>						
Misc Billing Contra		36,610.47		-		-
<i>Account Classification Total: 4000 - Charges for services</i>	\$	36,610.47	\$	-	\$	-
<i>6000 - Interest income</i>						
Interest on Investments		43,512.76		22,500.00		40,000.00
<i>Account Classification Total: 6000 - Interest income</i>	\$	43,512.76	\$	22,500.00	\$	40,000.00
<i>7000 - Contributions and donations</i>						
Contribution & Donation		249,595.05		-		-
<i>Account Classification Total: 7000 - Contributions and donations</i>	\$	249,595.05	\$	-	\$	-
<i>8000 - Miscellaneous</i>						
Rent		240,572.50		154,936.00		124,800.00
Warehouse Rent		30,000.00		30,000.00		30,000.00
Insurance Claims		40,588.27		36,000.00		12,000.00
Cemetery		36,773.36		36,000.00		36,000.00
Sale of Property		81,996.18		-		-
Miscellaneous		175,733.04		150,000.00		121,000.00
Capital Leases		448,123.21		-		-
<i>Account Classification Total: 8000 - Miscellaneous</i>	\$	1,053,786.56	\$	406,936.00	\$	323,800.00
Division Total: 0000 - Non-Division	\$	33,266,562.47	\$	32,588,586.00	\$	33,827,984.00
Department Total: 00 - Non-department	\$	33,266,562.47	\$	32,588,586.00	\$	33,827,984.00
Department: 11 - Legislative						
Division: 1101 - Mayor and council						
<i>3000 - Intergovernmental revenues</i>						
Georgia Local Assistance Grant Landbank Authority		6,507.15		-		-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>	\$	6,507.15	\$	-	\$	-
Division Total: 1101 - Mayor and council	\$	6,507.15	\$	-	\$	-
Department Total: 11 - Legislative	\$	6,507.15	\$	-	\$	-
Department: 12 - Executive						
Division: 1202 - Public Relations						
<i>7000 - Contributions and donations</i>						
Contribution & Donation		600.00		-		-
<i>Account Classification Total: 7000 - Contributions and donations</i>	\$	600.00	\$	0.00	\$	0.00
Division Total: 1202 - Public Relations	\$	600.00	\$	0.00	\$	0.00
Department Total: 12 - Executive	\$	600.00	\$	0.00	\$	0.00

City of Valdosta 2020 Revenue Summary

		2018 Actual	2019 Budget	2020 Budget
Department: 13 - Elections				
Division: 1301 - Administration				
<i>4000 - Charges for services</i>				
Department Revenue		3,825.00	-	6,700.00
<i>Account Classification Total: 4000 - Charges for services</i>		\$ 3,825.00	\$ -	\$ 6,700.00
Division Total: 1301 - Administration		\$ 3,825.00	\$ -	\$ 6,700.00
Department Total: 13 - Elections		\$ 3,825.00	\$ -	\$ 6,700.00
Department: 14 - Law				
Division: 1402 - Solicitor				
<i>5000 - Fines and forfeitures</i>				
Local Indigent Def		5,253.61	9,000.00	6,000.00
<i>Account Classification Total: 5000 - Fines and forfeitures</i>		\$ 5,253.61	\$ 9,000.00	\$ 6,000.00
Division Total: 1402 - Solicitor		\$ 5,253.61	\$ 9,000.00	\$ 6,000.00
Department Total: 14 - Law		\$ 5,253.61	\$ 9,000.00	\$ 6,000.00
Department: 15 - Human resources				
Division: 1501 - Administration				
<i>4000 - Charges for services</i>				
Collection Fee - Garn/Child Supp		4,177.40	5,000.00	4,500.00
<i>Account Classification Total: 4000 - Charges for services</i>		\$ 4,177.40	\$ 5,000.00	\$ 4,500.00
Division Total: 1501 - Administration		\$ 4,177.40	\$ 5,000.00	\$ 4,500.00
Department Total: 15 - Human resources		\$ 4,177.40	\$ 5,000.00	\$ 4,500.00
Department: 16 - Finance				
Division: 1604 - Customer service				
<i>4000 - Charges for services</i>				
Insufficient Fund Fees		742.17	900.00	700.00
<i>Account Classification Total: 4000 - Charges for services</i>		\$ 742.17	\$ 900.00	\$ 700.00
<i>8000 - Miscellaneous</i>				
Recovery of Bad Debt		979.10	-	-
<i>Account Classification Total: 8000 - Miscellaneous</i>		\$ 979.10	\$ -	\$ -
Division Total: 1604 - Customer service		\$ 1,721.27	\$ 900.00	\$ 700.00
Department Total: 16 - Finance		\$ 1,721.27	\$ 900.00	\$ 700.00
Department: 17 - Engineering				
Division: 1701 - Administration				
<i>2000 - Licenses and permits</i>				
Land Disturbing Activity		1,625.00	1,500.00	1,500.00
NPDES Permitting		6,487.80	2,500.00	2,500.00
<i>Account Classification Total: 2000 - Licenses and permits</i>		\$ 8,112.80	\$ 4,000.00	\$ 4,000.00
Division Total: 1701 - Administration		\$ 8,112.80	\$ 4,000.00	\$ 4,000.00
Department Total: 17 - Engineering		\$ 8,112.80	\$ 4,000.00	\$ 4,000.00
Department: 32 - Police department				
Division: 3210 - Police administration				
<i>7000 - Contributions and donations</i>				
Contribution & Donation		3,765.60	-	-
<i>Account Classification Total: 7000 - Contributions and donations</i>		\$ 3,765.60	\$ -	\$ -
Division Total: 3210 - Police administration		\$ 3,765.60	\$ -	\$ -
Division: 3220 - Patrol bureau				
<i>3000 - Intergovernmental revenues</i>				
Airport Security		23,640.00	18,000.00	20,000.00
Other Agency-Funded Officers		813,520.99	1,074,733.00	1,168,478.00
Federal DOJ Bulletproof Vest		3,029.84	-	-
Federal Stimulus Funding		29,500.00	-	-
Contribution from GEMA		1,985.71	-	-
State of GA GOHS TEN - DOT		10,679.87	-	-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>		\$ 882,356.41	\$ 1,092,733.00	\$ 1,188,478.00
Division Total: 3220 - Patrol bureau		\$ 882,356.41	\$ 1,092,733.00	\$ 1,188,478.00
Division: 3230 - Investigative bureau				
<i>3000 - Intergovernmental revenues</i>				
Miscellaneous other local agencies		15,533.00	-	-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>		\$ 15,533.00	\$ -	\$ -
Division Total: 3230 - Investigative bureau		\$ 15,533.00	\$ -	\$ -

City of Valdosta 2020 Revenue Summary

	2018 Actual	2019 Budget	2020 Budget
Division: 3250 - Support services bureau			
<i>3000 - Intergovernmental revenues</i>			
Miscellaneous other local agencies	16,568.00	27,000.00	16,568.00
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>	\$ 16,568.00	\$ 27,000.00	\$ 16,568.00
<i>4000 - Charges for services</i>			
Department Revenue	60,454.90	70,000.00	65,000.00
Over and Under	(29.00)	-	-
<i>Account Classification Total: 4000 - Charges for services</i>	\$ 60,425.90	\$ 70,000.00	\$ 65,000.00
<i>5000 - Fines and forfeitures</i>			
Court Fines & Forfeitures	1,045,506.61	1,000,000.00	1,000,000.00
Seat Belt Fines	25,981.23	29,000.00	12,000.00
<i>Account Classification Total: 5000 - Fines and forfeitures</i>	\$ 1,071,487.84	\$ 1,029,000.00	\$ 1,012,000.00
<i>7000 - Contributions and donations</i>			
Contribution & Donation	1,500.00	-	-
<i>Account Classification Total: 7000 - Contributions and donations</i>	\$ 1,500.00	\$ -	\$ -
Division Total: 3250 - Support services bureau	\$ 1,149,981.74	\$ 1,126,000.00	\$ 1,093,568.00
Division: 3260 - Crime lab			
<i>3000 - Intergovernmental revenues</i>			
Contributions from Other Govt	71,666.66	15,001.00	32,500.00
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>	\$ 71,666.66	\$ 15,001.00	\$ 32,500.00
Division Total: 3260 - Crime lab	\$ 71,666.66	\$ 15,001.00	\$ 32,500.00
Department Total: 32 - Police department	\$ 2,123,303.41	\$ 2,233,734.00	\$ 2,314,546.00
Department: 35 - Fire department			
Division: 3510 - Administration			
<i>4000 - Charges for services</i>			
Department Revenue	29,731.21	19,000.00	16,000.00
<i>Account Classification Total: 4000 - Charges for services</i>	\$ 29,731.21	\$ 19,000.00	\$ 16,000.00
<i>7000 - Contributions and donations</i>			
Contribution & Donation	250.00	1,000.00	500.00
<i>Account Classification Total: 7000 - Contributions and donations</i>	\$ 250.00	\$ 1,000.00	\$ 500.00
Division Total: 3510 - Administration	\$ 29,981.21	\$ 20,000.00	\$ 16,500.00
Division: 3522 - Operations			
<i>3000 - Intergovernmental revenues</i>			
Airport Crash Rescue	300,880.00	309,900.00	319,197.00
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>	\$ 300,880.00	\$ 309,900.00	\$ 319,197.00
Division Total: 3522 - Operations	\$ 300,880.00	\$ 309,900.00	\$ 319,197.00
Division: 3540 - Special operations			
<i>3000 - Intergovernmental revenues</i>			
Contribution from GEMA	34,921.33	-	-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>	\$ 34,921.33	\$ -	\$ -
Division Total: 3540 - Special operations	\$ 34,921.33	\$ -	\$ -
Department Total: 35 - Fire department	\$ 365,782.54	\$ 329,900.00	\$ 335,697.00
Department: 39 - Other protective services			
Division: 3950 - Community protection			
<i>4000 - Charges for services</i>			
Housing	9,870.00	18,000.00	12,000.00
<i>Account Classification Total: 4000 - Charges for services</i>	\$ 9,870.00	\$ 18,000.00	\$ 12,000.00
Division Total: 3950 - Community protection	\$ 9,870.00	\$ 18,000.00	\$ 12,000.00
Department Total: 39 - Other protective services	\$ 9,870.00	\$ 18,000.00	\$ 12,000.00
Department: 42 - Street department			
Division: 4226 - Right of way maintenance			
<i>3000 - Intergovernmental revenues</i>			
Right of Way Maintenance - State	93,030.00	93,024.00	93,024.00
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>	\$ 93,030.00	\$ 93,024.00	\$ 93,024.00
<i>4000 - Charges for services</i>			
Lot Clearing	43,371.80	18,000.00	30,000.00
<i>Account Classification Total: 4000 - Charges for services</i>	\$ 43,371.80	\$ 18,000.00	\$ 30,000.00
Division Total: 4226 - Right of way maintenance	\$ 136,401.80	\$ 111,024.00	\$ 123,024.00
Department Total: 42 - Street department	\$ 136,401.80	\$ 111,024.00	\$ 123,024.00
Department: 63 - Urban redevelopment			
Division: 6350 - Planning & Zoning			
<i>4000 - Charges for services</i>			
Zoning Applications	27,370.80	27,000.00	32,000.00
<i>Account Classification Total: 4000 - Charges for services</i>	\$ 27,370.80	\$ 27,000.00	\$ 32,000.00
Division Total: 6350 - Planning & Zoning	\$ 27,370.80	\$ 27,000.00	\$ 32,000.00
Department Total: 63 - Urban redevelopment	\$ 27,370.80	\$ 27,000.00	\$ 32,000.00

City of Valdosta 2020 Revenue Summary

				2018 Actual	2019 Budget	2020 Budget
Department: 65 - Community Development						
Division: 6501 - Administration						
<i>7000 - Contributions and donations</i>						
Contribution & Donation				6,050.00	500.00	-
<i>Account Classification Total: 7000 - Contributions and donations</i>				\$ 6,050.00	\$ 500.00	\$ -
<i>8000 - Miscellaneous</i>						
Miscellaneous				2,500.00	-	-
<i>Account Classification Total: 8000 - Miscellaneous</i>				\$ 2,500.00	\$ -	\$ -
Division Total: 6501 - Administration				\$ 8,550.00	\$ 500.00	\$ -
Department Total: 65 - Community Development				\$ 8,550.00	\$ 500.00	\$ -
REVENUES Total				\$ 35,968,038.25	\$ 35,327,644.00	\$ 36,667,151.00
Fund REVENUE Total: 101 - General Fund				\$ 35,968,038.25	\$ 35,327,644.00	\$ 36,667,151.00
Fund: 210 - Confiscated Funds						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>5000 - Fines and forfeitures</i>						
Other confiscations/escheats				42,882.34	-	-
<i>Account Classification Total: 5000 - Fines and forfeitures</i>				\$ 42,882.34	\$ -	\$ -
<i>6000 - Interest income</i>						
Interest on Investments				52.23	-	-
<i>Account Classification Total: 6000 - Interest income</i>				\$ 52.23	\$ -	\$ -
Division Total: 0000 - Non-Division				\$ 42,934.57	\$ -	\$ -
Department Total: 00 - Non-department				\$ 42,934.57	\$ -	\$ -
REVENUES Total				\$ 42,934.57	\$ -	\$ -
Fund REVENUE Total: 210 - Confiscated Funds				\$ 42,934.57	\$ -	\$ -
Fund: 211 - Property Evidence Fund						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>5000 - Fines and forfeitures</i>						
Other confiscations/escheats				5,968.41	-	-
<i>Account Classification Total: 5000 - Fines and forfeitures</i>				\$ 5,968.41	\$ -	\$ -
<i>6000 - Interest income</i>						
Interest on Investments				0.31	-	-
<i>Account Classification Total: 6000 - Interest income</i>				\$ 0.31	\$ -	\$ -
Division Total: 0000 - Non-Division				\$ 5,968.72	\$ -	\$ -
Department Total: 00 - Non-department				\$ 5,968.72	\$ -	\$ -
REVENUES Total				\$ 5,968.72	\$ -	\$ -
Fund REVENUE Total: 211 - Property Evidence Fund				\$ 5,968.72	\$ -	\$ -
Fund: 225 - U. S Dept. of Justice						
Department: 32 - Police department						
Division: 3208 - DOJ JAG 2016-DJ-BX-0199						
<i>3000 - Intergovernmental revenues</i>						
Federal DOJ grant				3,939.33	-	-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>				\$ 3,939.33	\$ -	\$ -
Division Total: 3208 - DOJ JAG 2016-DJ-BX-0199				\$ 3,939.33	\$ -	\$ -
Department Total: 32 - Police department				\$ 3,939.33	\$ -	\$ -
REVENUES Total				\$ 3,939.33	\$ -	\$ -
Fund REVENUE Total: 225 - U. S Dept. of Justice				\$ 3,939.33	\$ -	\$ -
Fund: 231 - HUD Federal Grant						
Department: 63 - Urban redevelopment						
Division: 6382 - CDBG HUD entitlement grant						
<i>3000 - Intergovernmental revenues</i>						
Federal CDBG HUD Entitlement gra				511,559.41	590,000.00	668,771.00
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>				\$ 511,559.41	\$ 590,000.00	\$ 668,771.00
<i>8000 - Miscellaneous</i>						
Program income				640.00	-	-
<i>Account Classification Total: 8000 - Miscellaneous</i>				\$ 640.00	\$ -	\$ -
Division Total: 6382 - CDBG HUD entitlement grant				\$ 512,199.41	\$ 590,000.00	\$ 668,771.00
Department Total: 63 - Urban redevelopment				\$ 512,199.41	\$ 590,000.00	\$ 668,771.00
REVENUES Total				\$ 512,199.41	\$ 590,000.00	\$ 668,771.00
Fund REVENUE Total: 231 - HUD Federal Grant				\$ 512,199.41	\$ 590,000.00	\$ 668,771.00

City of Valdosta 2020 Revenue Summary

				2018 Actual	2019 Budget	2020 Budget
Fund: 239 - GA DCA CHIP 2016-116						
Department: 63 - Urban redevelopment						
Division: 6381 - CHIP grants						
<i>3000 - Intergovernmental revenues</i>						
	Federal CHIP grant			149,374.00	-	-
	<i>Account Classification Total: 3000 - Intergovernmental revenues</i>			\$ 149,374.00	\$ -	\$ -
	Division Total: 6381 - CHIP grants			\$ 149,374.00	\$ -	\$ -
	Department Total: 63 - Urban redevelopment			\$ 149,374.00	\$ -	\$ -
	REVENUES Total			\$ 149,374.00	\$ -	\$ -
	Fund REVENUE	Total: 239 - GA DCA CHIP 2016-116		\$ 149,374.00	\$ -	\$ -
Fund: 291 - Accommodations Tax						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>1000 - Taxes</i>						
	Accomodations Tax			3,194,496.60	3,000,000.00	3,500,000.00
	Interest & Pen - Accom Tax			151.70	300.00	100.00
	<i>Account Classification Total: 1000 - Taxes</i>			\$ 3,194,648.30	\$ 3,000,300.00	\$ 3,500,100.00
	<i>6000 - Interest income</i>					
	Interest on Investments			319.87	-	-
	<i>Account Classification Total: 6000 - Interest income</i>			\$ 319.87	\$ -	\$ -
	Division Total: 0000 - Non-Division			\$ 3,194,968.17	\$ 3,000,300.00	\$ 3,500,100.00
	Department Total: 00 - Non-department			\$ 3,194,968.17	\$ 3,000,300.00	\$ 3,500,100.00
	REVENUES Total			\$ 3,194,968.17	\$ 3,000,300.00	\$ 3,500,100.00
	Fund REVENUE	Total: 291 - Accommodations Tax		\$ 3,194,968.17	\$ 3,000,300.00	\$ 3,500,100.00
Fund: 325 - SPLOST 2013						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>1000 - Taxes</i>						
	Spec. Purpose Local Option Sales			11,190,160.21	10,500,000.00	5,700,000.00
	<i>Account Classification Total: 1000 - Taxes</i>			\$ 11,190,160.21	\$ 10,500,000.00	\$ 5,700,000.00
	Division Total: 0000 - Non-Division			\$ 11,190,160.21	\$ 10,500,000.00	\$ 5,700,000.00
	Department Total: 00 - Non-department			\$ 11,190,160.21	\$ 10,500,000.00	\$ 5,700,000.00
	REVENUES Total			\$ 11,190,160.21	\$ 10,500,000.00	\$ 5,700,000.00
	Fund REVENUE	Total: 325 - SPLOST 2013		\$ 11,190,160.21	\$ 10,500,000.00	\$ 5,700,000.00
Fund: 331 - TSPLOST 2018						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>1000 - Taxes</i>						
	Spec. Purpose Local Option Sales			-	450,000.00	630,000.00
	<i>Account Classification Total: 1000 - Taxes</i>			\$ -	\$ 450,000.00	\$ 630,000.00
	Division Total: 0000 - Non-Division			\$ -	\$ 450,000.00	\$ 630,000.00
	Department Total: 00 - Non-department			\$ -	\$ 450,000.00	\$ 630,000.00
	REVENUES Total			\$ -	\$ 450,000.00	\$ 630,000.00
	Fund REVENUE	Total: 331 - TSPLOST 2018		\$ -	\$ 450,000.00	\$ 630,000.00
Fund: 341 - Airport Development						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>3000 - Intergovernmental revenues</i>						
	Contribution from FAA			553,323.53	-	-
	Contribution from DOT			176,004.60	-	-
	Cont fm Airport Authority			59,546.57	-	-
	<i>Account Classification Total: 3000 - Intergovernmental revenues</i>			\$ 788,874.70	\$ -	\$ -
	<i>6000 - Interest income</i>					
	Loan interest			3,618.29	-	-
	<i>Account Classification Total: 6000 - Interest income</i>			\$ 3,618.29	\$ -	\$ -
	Division Total: 0000 - Non-Division			\$ 792,492.99	\$ -	\$ -
	Department Total: 00 - Non-department			\$ 792,492.99	\$ -	\$ -
	REVENUES Total			\$ 792,492.99	\$ -	\$ -
	Fund REVENUE	Total: 341 - Airport Development		\$ 792,492.99	\$ -	\$ -

City of Valdosta 2020 Revenue Summary

				2018 Actual	2019 Budget	2020 Budget
Fund: 343 - Road Improvement Fund						
Department: 17 - Engineering						
Division: 1701 - Administration						
<i>3000 - Intergovernmental revenues</i>						
Contribution from DOT				911,748.48	611,000.00	830,000.00
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>				\$ 911,748.48	\$ 611,000.00	\$ 830,000.00
Division Total: 1701 - Administration				\$ 911,748.48	\$ 611,000.00	\$ 830,000.00
Department Total: 17 - Engineering				\$ 911,748.48	\$ 611,000.00	\$ 830,000.00
REVENUES Total				\$ 911,748.48	\$ 611,000.00	\$ 830,000.00
Fund REVENUE		Total: 343 - Road Improvement Fund		\$ 911,748.48	\$ 611,000.00	\$ 830,000.00
Fund: 501 - Sanitation						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>3000 - Intergovernmental revenues</i>						
Deep South Revenue Sharing				156,647.86	160,000.00	160,000.00
GEMA Disaster Recovery - Federal				662,294.60	-	-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>				\$ 818,942.46	\$ 160,000.00	\$ 160,000.00
<i>4000 - Charges for services</i>						
Special Pick Up				42,433.03	42,000.00	80,000.00
Landfill Charges				455.00	420.00	400.00
Recycling Revenues				56,333.25	70,000.00	30,000.00
<i>Account Classification Total: 4000 - Charges for services</i>				\$ 99,221.28	\$ 112,420.00	\$ 110,400.00
<i>5000 - Fines and forfeitures</i>						
Other Fines				3,830.00	3,500.00	4,000.00
<i>Account Classification Total: 5000 - Fines and forfeitures</i>				\$ 3,830.00	\$ 3,500.00	\$ 4,000.00
<i>8000 - Miscellaneous</i>						
Mulch Sales				17,588.07	-	-
Miscellaneous				9,198.95	-	-
Container Sales				-	2,000.00	-
Miscellaneous				693.07	500.00	500.00
<i>Account Classification Total: 8000 - Miscellaneous</i>				\$ 27,480.09	\$ 2,500.00	\$ 500.00
Division Total: 0000 - Non-Division				\$ 949,473.83	\$ 278,420.00	\$ 274,900.00
Department Total: 00 - Non-department				\$ 949,473.83	\$ 278,420.00	\$ 274,900.00
Department: 45 - Solid waste and recycling						
Division: 4521 - Residential garbage						
<i>4000 - Charges for services</i>						
Residential Pick Up				3,508,058.39	3,934,000.00	4,020,000.00
Residential Adjustment				1,509.60	1,512.00	1,512.00
<i>Account Classification Total: 4000 - Charges for services</i>				\$ 3,509,567.99	\$ 3,935,512.00	\$ 4,021,512.00
Division Total: 4521 - Residential garbage				\$ 3,509,567.99	\$ 3,935,512.00	\$ 4,021,512.00
Division: 4522 - Commercial collection						
<i>4000 - Charges for services</i>						
Small Business Pick Up				253,177.76	254,400.00	286,880.00
Commercial Pick Up				1,055,130.29	1,054,800.00	1,195,000.00
<i>Account Classification Total: 4000 - Charges for services</i>				\$ 1,308,308.05	\$ 1,309,200.00	\$ 1,481,880.00
Division Total: 4522 - Commercial collection				\$ 1,308,308.05	\$ 1,309,200.00	\$ 1,481,880.00
Division: 4524 - Roll-off collections						
<i>4000 - Charges for services</i>						
Roll Off Fees				99,541.07	95,000.00	79,200.00
<i>Account Classification Total: 4000 - Charges for services</i>				\$ 99,541.07	\$ 95,000.00	\$ 79,200.00
Division Total: 4524 - Roll-off collections				\$ 99,541.07	\$ 95,000.00	\$ 79,200.00
Division: 4540 - Recyclables collection						
<i>3000 - Intergovernmental revenues</i>						
Deep South Reg. Solid Waste - Magic of Recycling Program				3,993.60	-	-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>				\$ 3,993.60	\$ 0.00	\$ 0.00
Division Total: 4540 - Recyclables collection				\$ 3,993.60	\$ 0.00	\$ 0.00
Department Total: 45 - Solid waste and recycling				\$ 4,921,410.71	\$ 5,339,712.00	\$ 5,582,592.00
REVENUES Total				\$ 5,870,884.54	\$ 5,618,132.00	\$ 5,857,492.00
Fund REVENUE		Total: 501 - Sanitation		\$ 5,870,884.54	\$ 5,618,132.00	\$ 5,857,492.00

City of Valdosta 2020 Revenue Summary

				2018 Actual	2019 Budget	2020 Budget
Fund: 502 - Water and Sewer Revenue						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>3000 - Intergovernmental revenues</i>						
	GEMA Disaster Recovery - Federal			33,371.61	-	-
	<i>Account Classification Total: 3000 - Intergovernmental revenues</i>			\$ 33,371.61	\$ -	\$ -
<i>4000 - Charges for services</i>						
	Over/Under			(183.19)	-	-
	<i>Account Classification Total: 4000 - Charges for services</i>			\$ (183.19)	\$ -	\$ -
<i>6000 - Interest income</i>						
	Interest on investments			980.09	500.00	-
	<i>Account Classification Total: 6000 - Interest income</i>			\$ 980.09	\$ 500.00	\$ -
<i>7000 - Contributions and donations</i>						
	Capital Contribution Revenue			5,303,030.32	4,545,455.00	2,651,516.00
	<i>Account Classification Total: 7000 - Contributions and donations</i>			\$ 5,303,030.32	\$ 4,545,455.00	\$ 2,651,516.00
	Division Total: 0000 - Non-Division			\$ 5,337,198.83	\$ 4,545,955.00	\$ 2,651,516.00
	Department Total: 00 - Non-department			\$ 5,337,198.83	\$ 4,545,955.00	\$ 2,651,516.00
Department: 43 - Water						
Division: 4300 - Water Non Divisional						
<i>4000 - Charges for services</i>						
	Service Fee			7,736,121.38	8,050,000.00	8,430,000.00
	Hydrant Water			2,776.57	4,000.00	1,500.00
	Late/Reconnect Fee			681,053.95	714,000.00	888,000.00
	New Service Fee			119,450.39	123,000.00	116,000.00
	Income Adjustment			1,415.39	-	1,536.00
	Water Taps			53,822.23	45,000.00	35,000.00
	Outside Sampling			11,450.00	9,900.00	10,000.00
	<i>Account Classification Total: 4000 - Charges for services</i>			\$ 8,606,089.91	\$ 8,945,900.00	\$ 9,482,036.00
<i>8000 - Miscellaneous</i>						
	Recovery of Bad Debt			52,981.52	45,000.00	50,000.00
	Miscellaneous			36,211.34	15,000.00	60,000.00
	<i>Account Classification Total: 8000 - Miscellaneous</i>			\$ 89,192.86	\$ 60,000.00	\$ 110,000.00
	Division Total: 4300 - Water Non Divisional			\$ 8,695,282.77	\$ 9,005,900.00	\$ 9,592,036.00
	Department Total: 43 - Water			\$ 8,695,282.77	\$ 9,005,900.00	\$ 9,592,036.00
Department: 44 - Sanitation and waste water						
Division: 4400 - Sewer Non Divisional						
<i>4000 - Charges for services</i>						
	Service Fee			9,900,524.13	10,160,000.00	10,910,000.00
	Septic Tank			(50.00)	-	-
	Income Adjustment			1,499.47	1,440.00	1,572.00
	Sewer Taps			7,000.00	5,200.00	7,200.00
	Industrial Pretreatment Permits			100.00	-	-
	<i>Account Classification Total: 4000 - Charges for services</i>			\$ 9,909,073.60	\$ 10,166,640.00	\$ 10,918,772.00
<i>8000 - Miscellaneous</i>						
	Miscellaneous			102,904.60	10,000.00	500.00
	<i>Account Classification Total: 8000 - Miscellaneous</i>			\$ 102,904.60	\$ 10,000.00	\$ 500.00
	Division Total: 4400 - Sewer Non Divisional			\$ 10,011,978.20	\$ 10,176,640.00	\$ 10,919,272.00
	Department Total: 44 - Sanitation and waste water			\$ 10,011,978.20	\$ 10,176,640.00	\$ 10,919,272.00
	REVENUES Total			\$ 24,044,459.80	\$ 23,728,495.00	\$ 23,162,824.00
	Fund REVENUE Total: 502 - Water and Sewer Revenue			\$ 24,044,459.80	\$ 23,728,495.00	\$ 23,162,824.00
Fund: 503 - Inspection						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>2000 - Licenses and permits</i>						
	Electrical Permits			100,617.25	90,000.00	90,000.00
	Plumbing Permits			107,777.00	100,000.00	72,000.00
	Building Permits			331,852.64	318,000.00	300,000.00
	Mechanical Permits			160,687.50	141,600.00	120,000.00
	Sprinkler Permits			4,994.00	3,600.00	2,500.00
	<i>Account Classification Total: 2000 - Licenses and permits</i>			\$ 705,928.39	\$ 653,200.00	\$ 584,500.00
<i>4000 - Charges for services</i>						
	Plan Review			45,174.36	45,000.00	50,000.00
	<i>Account Classification Total: 4000 - Charges for services</i>			\$ 45,174.36	\$ 45,000.00	\$ 50,000.00
<i>8000 - Miscellaneous</i>						
	Miscellaneous			9,475.00	7,500.00	8,000.00
	<i>Account Classification Total: 8000 - Miscellaneous</i>			\$ 9,475.00	\$ 7,500.00	\$ 8,000.00
	Division Total: 0000 - Non-Division			\$ 760,577.75	\$ 705,700.00	\$ 642,500.00
	Department Total: 00 - Non-department			\$ 760,577.75	\$ 705,700.00	\$ 642,500.00

City of Valdosta 2020 Revenue Summary

	2018 Actual	2019 Budget	2020 Budget
Department: 68 - Other Governments/Agencies			
Division: 6801 - Lowndes County			
<i>2000 - Licenses and permits</i>			
Electrical Permits	40,198.00	40,000.00	35,000.00
Plumbing Permits	5,710.00	20,000.00	7,500.00
Building Permits	437,526.02	400,000.00	400,000.00
Mechanical Permits	38,819.50	40,000.00	40,000.00
Sprinkler Permits	142.00	-	-
<i>Account Classification Total: 2000 - Licenses and permits</i>	\$ 522,395.52	\$ 500,000.00	\$ 482,500.00
Division Total: 6801 - Lowndes County	\$ 522,395.52	\$ 500,000.00	\$ 482,500.00
Division: 6802 - Hahira			
<i>2000 - Licenses and permits</i>			
Electrical Permits	2,340.00	1,000.00	1,000.00
Plumbing Permits	100.00	500.00	500.00
Building Permits	21,146.00	5,400.00	4,500.00
Mechanical Permits	1,920.00	1,800.00	500.00
<i>Account Classification Total: 2000 - Licenses and permits</i>	\$ 25,506.00	\$ 8,700.00	\$ 6,500.00
Division Total: 6802 - Hahira	\$ 25,506.00	\$ 8,700.00	\$ 6,500.00
Division: 6803 - Lake Park			
<i>2000 - Licenses and permits</i>			
Electrical Permits	620.00	600.00	500.00
Plumbing Permits	-	100.00	100.00
Building Permits	6,471.00	5,000.00	2,600.00
<i>Account Classification Total: 2000 - Licenses and permits</i>	\$ 7,091.00	\$ 5,700.00	\$ 3,200.00
Division Total: 6803 - Lake Park	\$ 7,091.00	\$ 5,700.00	\$ 3,200.00
Department Total: 68 - Other Governments/Agencies	\$ 554,992.52	\$ 514,400.00	\$ 492,200.00
REVENUES Total	\$ 1,315,570.27	\$ 1,220,100.00	\$ 1,134,700.00
Fund REVENUE	Total: 503 - Inspection	\$ 1,315,570.27	\$ 1,220,100.00
Fund: 505 - Department of Labor Building			
Department: 18 - Other general and administrative			
Division: 1824 - Department of labor building			
<i>8000 - Miscellaneous</i>			
Rent	469,157.04	469,157.00	469,157.00
<i>Account Classification Total: 8000 - Miscellaneous</i>	\$ 469,157.04	\$ 469,157.00	\$ 469,157.00
Division Total: 1824 - Department of labor building	\$ 469,157.04	\$ 469,157.00	\$ 469,157.00
Department Total: 18 - Other general and administrative	\$ 469,157.04	\$ 469,157.00	\$ 469,157.00
REVENUES Total	\$ 469,157.04	\$ 469,157.00	\$ 469,157.00
Fund REVENUE	Total: 505 - Department of Labor Building	\$ 469,157.04	\$ 469,157.00
Fund: 512 - Storm Water			
Department: 00 - Non-department			
Division: 0000 - Non-Division			
<i>6000 - Interest income</i>			
Interest on investments	74.75	-	-
<i>Account Classification Total: 6000 - Interest income</i>	\$ 74.75	\$ -	\$ -
Division Total: 0000 - Non-Division	\$ 74.75	\$ -	\$ -
Department Total: 00 - Non-department	\$ 74.75	\$ -	\$ -
Department: 42 - Street department			
Division: 4250 - Operation & Maintenance			
<i>4000 - Charges for services</i>			
Service Fee	1,794,339.20	1,794,000.00	1,806,000.00
Income Adjustment	877.80	878.00	876.00
Late Fee	(4.55)	-	-
<i>Account Classification Total: 4000 - Charges for services</i>	\$ 1,795,212.45	\$ 1,794,878.00	\$ 1,806,876.00
Division Total: 4250 - Operation & Maintenance	\$ 1,795,212.45	\$ 1,794,878.00	\$ 1,806,876.00
Department Total: 42 - Street department	\$ 1,795,212.45	\$ 1,794,878.00	\$ 1,806,876.00
REVENUES Total	\$ 1,795,287.20	\$ 1,794,878.00	\$ 1,806,876.00
Fund REVENUE	Total: 512 - Storm Water	\$ 1,795,287.20	\$ 1,794,878.00
Fund: 555 - Auditorium			
Department: 52 - Parks and facilities			
Division: 5211 - Mathis auditorium			
<i>8000 - Miscellaneous</i>			
Rent	54,835.00	51,000.00	45,000.00
<i>Account Classification Total: 8000 - Miscellaneous</i>	\$ 54,835.00	\$ 51,000.00	\$ 45,000.00
Division Total: 5211 - Mathis auditorium	\$ 54,835.00	\$ 51,000.00	\$ 45,000.00
Department Total: 52 - Parks and facilities	\$ 54,835.00	\$ 51,000.00	\$ 45,000.00
REVENUES Total	\$ 54,835.00	\$ 51,000.00	\$ 45,000.00
Fund REVENUE	Total: 555 - Auditorium	\$ 54,835.00	\$ 51,000.00

City of Valdosta 2020 Revenue Summary

				2018 Actual	2019 Budget	2020 Budget
Fund: 595 - Motor fuel						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>4000 - Charges for services</i>						
Fuel Sales				326,247.95	288,500.00	325,000.00
<i>Account Classification Total: 4000 - Charges for services</i>				\$ 326,247.95	\$ 288,500.00	\$ 325,000.00
<i>6000 - Interest income</i>						
Interest on investments				10.26	-	-
<i>Account Classification Total: 6000 - Interest income</i>				\$ 10.26	\$ -	\$ -
Division Total: 0000 - Non-Division				\$ 326,258.21	\$ 288,500.00	\$ 325,000.00
Department Total: 00 - Non-department				\$ 326,258.21	\$ 288,500.00	\$ 325,000.00
REVENUES Total				\$ 326,258.21	\$ 288,500.00	\$ 325,000.00
Fund REVENUE		Total: 595 - Motor fuel		\$ 326,258.21	\$ 288,500.00	\$ 325,000.00
Fund: 601 - Motor pool						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>3000 - Intergovernmental revenues</i>						
Contribution from GEMA				44,000.00	-	-
<i>Account Classification Total: 3000 - Intergovernmental revenues</i>				\$ 44,000.00	\$ -	\$ -
<i>4000 - Charges for services</i>						
Fuel Sales				318,109.08	280,000.00	317,000.00
Vehicle Services				4,530,547.99	4,245,569.00	5,198,398.00
<i>Account Classification Total: 4000 - Charges for services</i>				\$ 4,848,657.07	\$ 4,525,569.00	\$ 5,515,398.00
<i>7000 - Contributions and donations</i>						
Capital Contribution Revenue				13,139.54	-	-
<i>Account Classification Total: 7000 - Contributions and donations</i>				\$ 13,139.54	\$ -	\$ -
<i>8000 - Miscellaneous</i>						
Insurance Claims				18,281.55	10,000.00	10,000.00
Sale of Property				18,990.64	-	25,000.00
Gain on Sale of Assets				(4,960.99)	-	-
<i>Account Classification Total: 8000 - Miscellaneous</i>				\$ 32,311.20	\$ 10,000.00	\$ 35,000.00
Division Total: 0000 - Non-Division				\$ 4,938,107.81	\$ 4,535,569.00	\$ 5,550,398.00
Department Total: 00 - Non-department				\$ 4,938,107.81	\$ 4,535,569.00	\$ 5,550,398.00
REVENUES Total				\$ 4,938,107.81	\$ 4,535,569.00	\$ 5,550,398.00
Fund REVENUE		Total: 601 - Motor pool		\$ 4,938,107.81	\$ 4,535,569.00	\$ 5,550,398.00
Fund: 602 - Group Insurance						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>4000 - Charges for services</i>						
Employee Insurance Premium				4,654,671.92	4,740,000.00	5,116,800.00
Retiree Insurance Premium				120,805.00	120,000.00	140,000.00
Cobra Insurance Premium				30,857.22	31,440.00	33,000.00
<i>Account Classification Total: 4000 - Charges for services</i>				\$ 4,806,334.14	\$ 4,891,440.00	\$ 5,289,800.00
<i>8000 - Miscellaneous</i>						
Miscellaneous				231,672.48	120,000.00	45,000.00
<i>Account Classification Total: 8000 - Miscellaneous</i>				\$ 231,672.48	\$ 120,000.00	\$ 45,000.00
Division Total: 0000 - Non-Division				\$ 5,038,006.62	\$ 5,011,440.00	\$ 5,334,800.00
Department Total: 00 - Non-department				\$ 5,038,006.62	\$ 5,011,440.00	\$ 5,334,800.00
REVENUES Total				\$ 5,038,006.62	\$ 5,011,440.00	\$ 5,334,800.00
Fund REVENUE		Total: 602 - Group Insurance		\$ 5,038,006.62	\$ 5,011,440.00	\$ 5,334,800.00
Fund: 603 - Workmen's Compensation						
Department: 00 - Non-department						
Division: 0000 - Non-Division						
<i>4000 - Charges for services</i>						
Employee Insurance Premium				727,853.17	600,000.00	693,680.00
WC Settlement Premiums				322.12	-	-
<i>Account Classification Total: 4000 - Charges for services</i>				\$ 728,175.29	\$ 600,000.00	\$ 693,680.00
Division Total: 0000 - Non-Division				\$ 728,175.29	\$ 600,000.00	\$ 693,680.00
Department Total: 00 - Non-department				\$ 728,175.29	\$ 600,000.00	\$ 693,680.00
REVENUES Total				\$ 728,175.29	\$ 600,000.00	\$ 693,680.00
Fund REVENUE		Total: 603 - Workmen's Compensation		\$ 728,175.29	\$ 600,000.00	\$ 693,680.00

City of Valdosta 2020 Revenue Summary

	2018 Actual	2019 Budget	2020 Budget
Fund: 604 - IT Services			
Department: 16 - Finance			
Division: 1610 - Information technology			
<i>4000 - Charges for services</i>			
Information Technology Charges	1,196,553.72	1,500,751.00	1,627,568.00
Information Technology Charges- External Customers	395.85	-	500.00
<i>Account Classification Total: 4000 - Charges for services</i>	\$ 1,196,949.57	\$ 1,500,751.00	\$ 1,628,068.00
Division Total: 1610 - Information technology	\$ 1,196,949.57	\$ 1,500,751.00	\$ 1,628,068.00
Department Total: 16 - Finance	\$ 1,196,949.57	\$ 1,500,751.00	\$ 1,628,068.00
REVENUES Total	\$ 1,196,949.57	\$ 1,500,751.00	\$ 1,628,068.00
Fund REVENUE	Total: 604 - IT Services	\$ 1,196,949.57	\$ 1,500,751.00
Fund: 791 - Sunset Hill Permanent Fund			
Department: 00 - Non-department			
Division: 0000 - Non-Division			
<i>6000 - Interest income</i>			
Interest on Investments	398.21	-	-
<i>Account Classification Total: 6000 - Interest income</i>	\$ 398.21	\$ -	\$ -
<i>7000 - Contributions and donations</i>			
Perpetual Care Income	7,300.00	5,000.00	5,000.00
<i>Account Classification Total: 7000 - Contributions and donations</i>	\$ 7,300.00	\$ 5,000.00	\$ 5,000.00
<i>8000 - Miscellaneous</i>			
Rent	24,016.77	24,310.00	25,032.00
<i>Account Classification Total: 8000 - Miscellaneous</i>	\$ 24,016.77	\$ 24,310.00	\$ 25,032.00
Division Total: 0000 - Non-Division	\$ 31,714.98	\$ 29,310.00	\$ 30,032.00
Department Total: 00 - Non-department	\$ 31,714.98	\$ 29,310.00	\$ 30,032.00
REVENUES Total	\$ 31,714.98	\$ 29,310.00	\$ 30,032.00
Fund REVENUE	Total: 791 - Sunset Hill Permanent Fund	\$ 31,714.98	\$ 29,310.00
REVENUE GRAND Totals:		\$ 98,581,230.46	\$ 95,326,276.00

Section E

Department Budget Highlights

BUDGET HIGHLIGHTS DEPARTMENT OVERVIEW

The following pages present a view of the budget expenditures by Fund, Department, and Division or Program.

Fiscal data is provided for each department, division or program for FY 2018-2020.

The count for full time and permanent part-time positions is provided for each department and division

Department and division descriptions are provided that explain the basic service activities for which the unit is responsible.

Highlights, goals, and objectives are presented which may give highlights of 2019 and may also list departmental and divisional goals and objectives for 2020. Goals that relate to the citywide goals are notated with the corresponding number. These citywide goals can be found on page A-19 of this document.

The significant accomplishments and changes section details any major changes that the division has undergone or any noteworthy item it has accomplished.

Comparisons of prior-year results of operations and current budget plans are facilitated by the page section, "Performance Measurement Criteria." Standards of measurement established by the operating unit are given for the fiscal-year period 2018. Projections for the year 2019 and 2020 are also given. When data is not available, it will be stated.

General Fund

The principal fund of the City which accounts for all financial transactions not accounted for in other funds. Principal revenue sources are property taxes, sales taxes, fines, intergovernmental revenues, etc. Expenditures are for General Government, Public Safety, Municipal Court, Public Works and Public Involvement.

General Government

Administration

DEPARTMENT SUMMARY

The Administration department is within the General Government Function. It includes the Mayor and Council, Executive Office, Public Relations, Elections, and City Attorney.

EXPENDITURE SUMMARY:

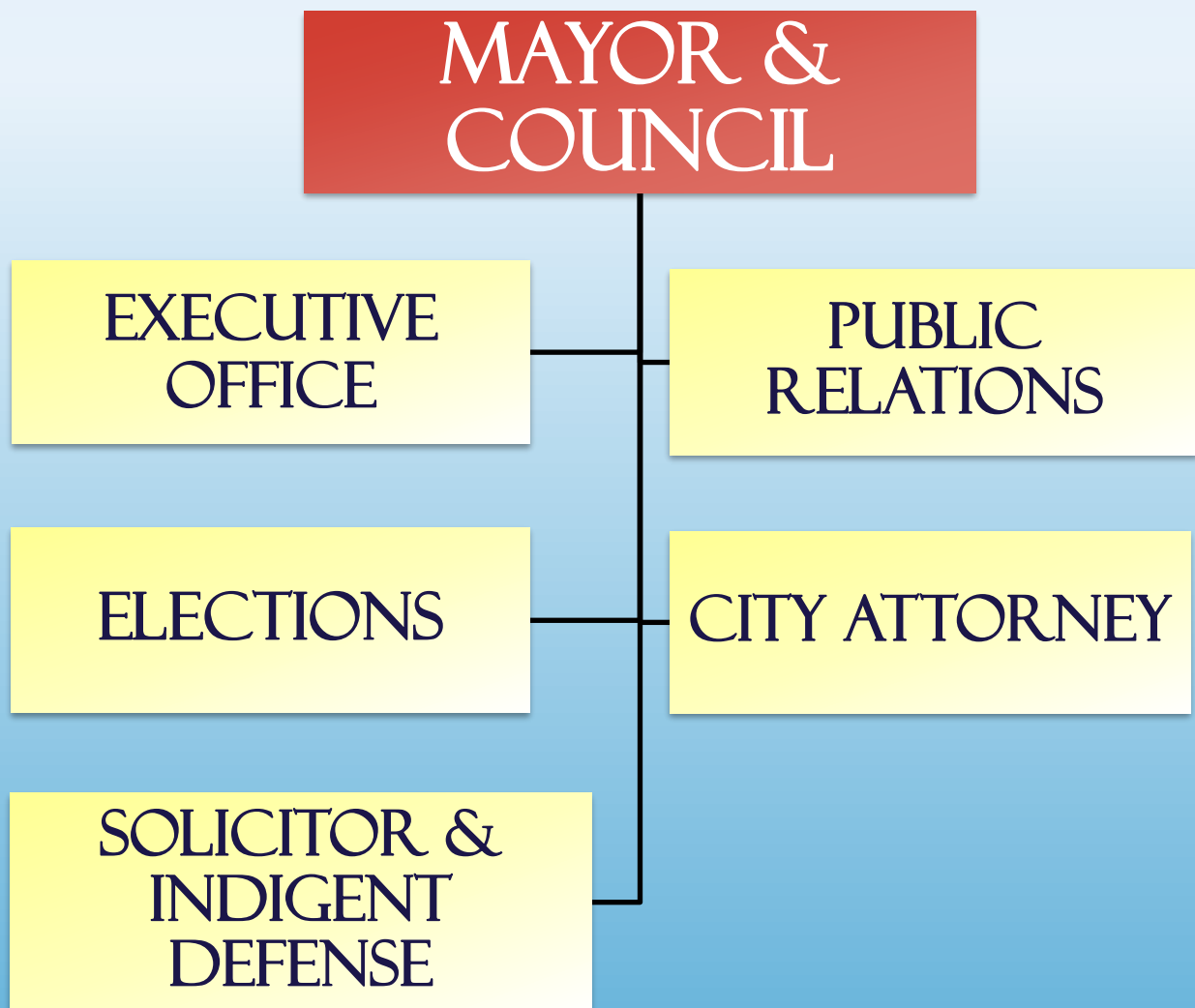
CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$897,214	\$813,350	\$767,986
CONTRACTUAL SERVICES	228,095	234,715	253,854
SUPPLIES	36,704	33,832	31,700
TRAVEL, TRAINING & MEMBERSHIP	204,722	255,674	246,714
OTHER SERVICES & CHARGES	599,756	775,360	699,773
TOTAL EXPENDITURES	\$1,966,491	\$2,112,931	\$2,000,027
POSITIONS			
FULL TIME	15	16	16
TOTAL POSITIONS	15	16	16

DEPARTMENT GOALS:

- Continue to improve the quality of life for the residents of Valdosta
- Promote economic and community growth
- Continue with infrastructure expansion and capital improvement
- Enhance economic development downtown
- Operate the City in a fiscally responsible manner

Administration

ORGANIZATIONAL CHART



Administration

MAYOR & COUNCIL

Through legislative action and instruction to the City Manager, the Mayor and Council govern the City of Valdosta by enacting ordinances concerning municipal affairs, subject only to limitations and restrictions of the city charter and the state constitution.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$204,934	\$206,967	\$213,472
CONTRACTUAL SERVICES	154,981	128,001	127,055
SUPPLIES	18,213	16,100	15,300
TRAVEL, TRAINING & MEMBERSHIP	163,177	214,229	208,136
OTHER SERVICES & CHARGES	215,249	225,879	203,337
TOTAL EXPENDITURES	\$756,554	\$791,176	\$767,300
POSITIONS			
FULL TIME	8	8	8
TOTAL POSITIONS	8	8	8

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- None

DIVISION OBJECTIVES:

- Implement programs to enhance the quality of life for City residents through economic development, infrastructure replacement and expansion of public facilities
- Work with Lowndes County Commissioners to fund joint projects for the betterment of our community

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Adopt Code supplements	1	1	1
Review/amend city zoning designations	1	1	1
Study/address transportation needs	1	1	1
Study/address technology infrastructure	1	1	1

Administration

EXECUTIVE

The Executive Office Division provides information and recommendations to the Mayor and Council, implements council policies, directs the delivery of municipal services, oversees accomplishment of City objectives, and provides clerical and administrative support to the Mayor and Council.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$553,905	\$460,983	\$420,460
CONTRACTUAL SERVICES	54,888	61,512	60,946
SUPPLIES	11,790	8,542	6,900
TRAVEL, TRAINING & MEMBERSHIP	18,360	17,050	12,800
OTHER SERVICES & CHARGES	23,914	34,956	42,892
TOTAL EXPENDITURES	\$662,857	\$583,043	\$543,998
POSITIONS			
FULL TIME	5	5	5
TOTAL POSITIONS	5	5	5

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- None

DIVISION OBJECTIVES:

- Organize material for agenda items
- Supervise and evaluate performance of department heads
- Oversee updating of the Code of Ordinances
- Provide administrative oversight for construction of SPLOST projects

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Documents processed within 3 days of receipt	99%	100%	99%
Detailed reports issued with Agenda Packets	23	23	23
News releases issued	245	250	250
Bi-weekly staff meetings	26	23	23

Administration

PUBLIC RELATIONS

The Public Information Division is responsible for providing accurate and timely information to the citizens and the news media through the use of traditional communication tools – press releases, public service announcements, annual reports, photos, newsletters, brochures, information booths, guest speaking, special events, etc. The Public Information Division collaborates with department personnel to obtain current and pertinent information about city services, which is then made available to citizens and other interested individuals and groups through these communication tools. The Division is also charged with maintaining the integrity of the City’s website, supervising the operation of Metro Valdosta 17, overseeing advertising and promotions, managing the City’s social media efforts, and monitoring the City’s overall internal and external communication strategy.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$138,375	\$145,400	\$134,054
CONTRACTUAL SERVICES	6,003	20,202	15,853
SUPPLIES	6,701	9,190	9,500
TRAVEL, TRAINING & MEMBERSHIP	23,185	23,550	25,778
OTHER SERVICES & CHARGES	31,961	24,525	38,544
TOTAL EXPENDITURES	\$206,225	\$222,867	\$223,729
POSITIONS			
FULL TIME	2	3	3
TOTAL POSITIONS	2	3	3

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Wrote and produced 175 press releases, 52 weekly E-newsletters, 4 City Beat newsletters, the 2018 Annual Report, 2018 Water Quality Report, and other items as requested
- Continued to grow the effectiveness and integrity of Twitter, YouTube and Facebook accounts, partnering with a VSU Social Media class for a mutually-beneficial educational project
- Improved the E-news structure and distribution by utilizing Mail Chimp and social media feeds, increasing our reach with the 750 city news tips sent in 2018
- Improved the use of our new Valdosta Click ‘N Fix app through the creation of instructional videos, promotional materials and educational events
- Designed a new city website and conducted annual refresher training for 40 Content Managers
- Continued to coordinate tours and public education events—over 24 of them during 2018
- Managed Metro Channel 17, produced 25 programs, 4 VYC shows, and 26 PSAs
- Provided photo/video support for several dozen events, meetings, services, and etc.
- Chaired the Valdosta Youth Council and the Valdosta Gov’t 101 Citizens Orientation
- Increase Facebook Likes by 109% in 2018 with a monthly reach of 40-70K

Administration

PUBLIC RELATIONS CONTINUED

DIVISION OBJECTIVES:

- Continue to serve the city leadership, media, and citizens with public information services, printed and electronic materials, online newsletters and publications, E-news blasts, city website, public events/tours, public meetings, promotions, photo/video services, and Metro Valdosta 17 to maintain positive image for the city government and to engage citizens in their local government
- Further expand our social media contact with citizens
- Maintain a positive image for the city government through good relationships with local and regional media sources and special interest groups
- Increase awareness and viewership of Metro Valdosta 17 with more coverage of city services and features with city leadership/staff, as well as key community partners
- Utilize the new modern city website for ultimate citizen interactivity with local government information, services and programs
- Continue to look for mutually beneficial partnerships and other creative and affordable ways to inform and engage citizens in their local government

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Production of bi monthly newsletters	4	4	4
Press Releases/media advisories/PSA's	175	150	180
Weekly E-Newsletters	52	52	52
Social Media Posts	1,300	1,100	2,000
Tours through City facilities	14	12	12
PIO speaking events	5	6	8
<i>City Focus</i> new show on Channel 17	25	25	25
Video PSAs	26	14	20
Water Quality Report	1	1	1
Annual Report	1	1	1
Event Coordination	20	15	25

Administration

ELECTIONS

The Elections Division exists to organize and implement plans to conduct municipal elections.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
CONTRACTUAL SERVICES	\$12,223	\$25,000	\$50,000
TOTAL EXPENDITURES	\$12,223	\$25,000	\$50,000

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- None

DIVISION OBJECTIVES:

- N/A

Administration

CITY ATTORNEY

The City Attorney provides comprehensive legal services and opinions to assist the Mayor and Council, City Manager, and Department Heads in carrying out the activities of government. The City Attorney also reviews contracts, ordinances, and other legal documents for presentation and approval.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
TRAVEL, TRAINING & MEMBERSHIP	\$0	\$845	\$0
OTHER SERVICES & CHARGES	217,516	368,000	300,000
TOTAL EXPENDITURES	\$217,516	\$368,845	\$300,000

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- None

DIVISION OBJECTIVES:

- Provide elected and appointed officials accurate, timely and well researched legal advice
- Reduce workers' comp claims by 10% through negotiating settlements
- Reduce current number of lawsuits

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
% Reduction in Workers Claims	10%	26%	10%
% of contracts reviewed within 7 days	100%	100%	100%
Annual report on states of litigation	1	1	1
Ordinances reviewed within 10 days	95%	95%	95%

Administration

SOLICITOR/INDIGENT DEFENSE

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
OTHER SERVICES & CHARGES	\$111,116	\$122,000	\$115,000
TOTAL EXPENDITURES	\$111,116	\$122,000	\$115,000

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- None

DIVISION OBJECTIVES:

- To act as prosecutor in Municipal Court cases which go to trial

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
To win cases prosecuted	99%	98%	99%

HUMAN RESOURCES DEPARTMENT

Human Resources

DEPARTMENT SUMMARY

The Human Resources Department is incorporated in the General Government Function. The staff is responsible for Policy and Procedure Development, Safety Administration, Recruitment and Selection, Wellness Program, Training and Development, Classification and Compensation, Benefits, Retirement, Workers' Compensation, Unemployment Compensation, Attendance and Leave, Employee Development and Employee Relations.

EXPENDITURE SUMMARY:

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GARNISHMENT ADMIN FEES	\$4,177	\$5,000	\$4,500
TOTAL FUNDS GENERATED	\$4,177	\$5,000	\$4,500

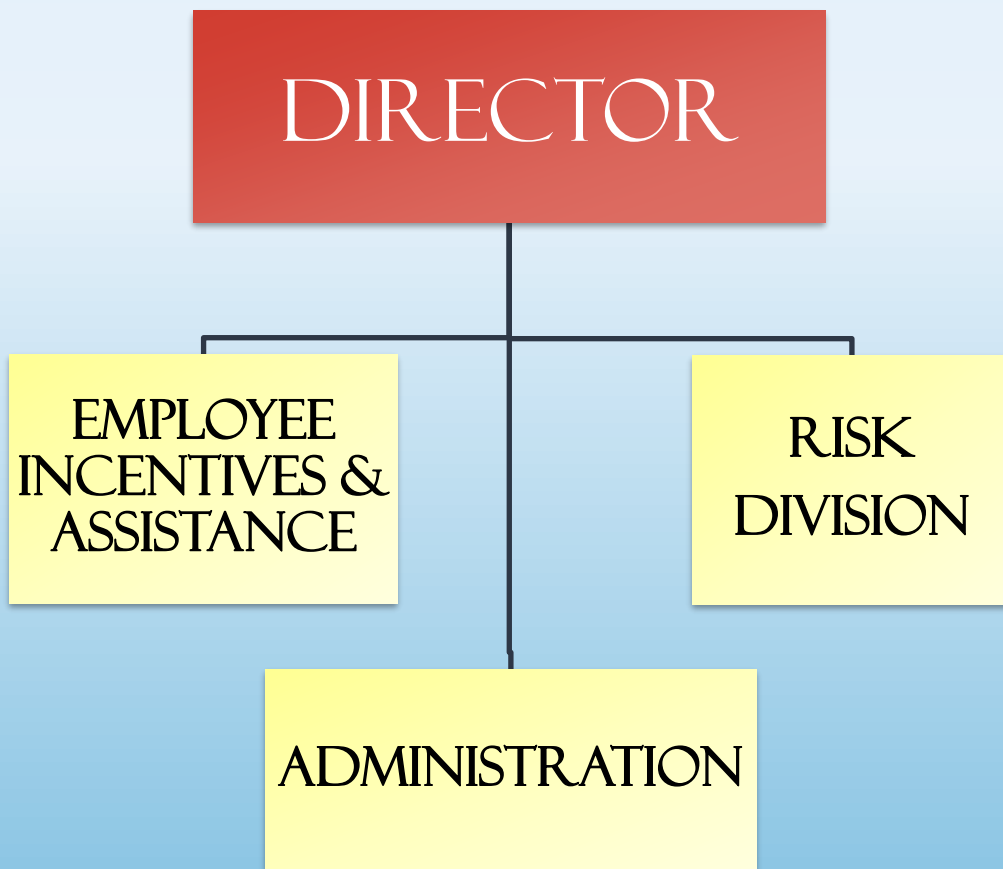
CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$270,844	\$316,783	\$347,221
CONTRACTUAL SERVICES	16,112	40,106	41,606
SUPPLIES	7,494	3,600	8,100
TRAVEL, TRAINING & MEMBERSHIP	595	23,559	13,711
OTHER SERVICES & CHARGES	115,576	56,034	92,036
CAPITAL OUTLAY	6,484	0	0
TOTAL EXPENDITURES	\$417,105	\$440,082	\$502,674
POSITIONS			
FULL TIME	4	4	4
TOTAL POSITIONS	4	4	4

DEPARTMENT GOALS:

- Expansion of the CareHere Clinic Operations
- Increase in staff and hours of operation for CareHere Clinic
- Management / Supervisory Training
- Champion Career and Professional Growth
- Revamp the onboarding process

Human Resources

ORGANIZATIONAL CHART



Human Resources

ADMINISTRATION

The Administration Division's duties include policy and procedure development, analysis of job to salary standards, staffing, performance standards and evaluation development, training, employee relations, risk and liability, grievances, records and report retention, personnel research, workers' compensation, employee benefits and the retirement program. These functions are varied, but integral to the overall administrative success of the City of Valdosta.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GARNISHMENT ADMIN FEES	\$4,177	\$5,000	\$4,500
TOTAL FUNDS GENERATED	\$4,177	\$5,000	\$4,500

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$267,064	\$311,783	\$342,221
CONTRACTUAL SERVICES	5,649	5,916	5,964
SUPPLIES	7,494	3,600	8,100
TRAVEL, TRAINING & MEMBERSHIP	595	23,559	13,711
OTHER SERVICES & CHARGES	23,589	34,851	61,562
CAPITAL OUTLAY	6,484	0	0
TOTAL EXPENDITURES	\$310,875	\$379,709	\$431,558
POSITIONS			
FULL TIME	4	4	4
TOTAL POSITIONS	4	4	4

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Developed New Job Descriptions for all City of Valdosta classifications
- Revised the City of Valdosta's Human Resources Policies and Procedures
- Reduced workers' compensation expenditures by 47% during the comparable period last year
- Increased employee and vendor participation at the Annual Health Fair
- Decreased expenditures in submitted liability claims found to be non-compensable, due to reduction in overall liability claims
- Developed a monthly HR newsletter highlighting employee birthday/anniversaries as well as helpful HR advice

Human Resources

ADMINISTRATION CONTINUED

DIVISION OBJECTIVES:

- Creation of City wide Organizational Charts for each Department identifying specific position and incumbent related data
- Implement an Integrated Technology and Social Media Policy and Procedure
- Revamp Performance Evaluation System Process and Procedure
- Creation of a City of Valdosta Benefits Handbook
- Implement an Upgraded Wellness, Health and Safety program that include Risk Assessments, Safety Awareness, Defensive Driving Class and Certifications, etc.
- Promote and improve communication and collaboration within/between departments

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Classification & Pay System Review	0%	.05%	.05%
Revise HR Policies & Procedures Manual	0%	10%	50%
Rules and Regulations	0%	25%	50%

Human Resources

EMPLOYEE INCENTIVES & ASSISTANCE

The Employee Incentives & Assistance Division handles the employee of the month program to reward a selected employee each month for service above and beyond their daily work activities, and provides in house training for all city employees.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$3,780	\$5,000	\$5,000
TOTAL EXPENDITURES	\$3,780	\$5,000	\$5,000

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Revamp ERC committee to focus more on employee incentives
- Offered Voluntary CPR and AED certification training for City employees
- Supervisory Training on Human Resources Policy & Procedures, Program and Processes

DIVISION OBJECTIVES:

- Work with the Information Technology group to implement electronic recruitment and selection and Hiring tools
- Conduct Management/Supervisory training
- Develop an Internal Supervisory Training Program
- Implement a comprehensive Electronic Benefits Enrollment System
- Work with Information Technology on Intranet Communication Tool for Human Resources and City wide departmental data and information capabilities

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of training sessions	0	10	12
Electronic Recruitment System	0%	75%	75
Intranet Communication Tool	0%	0%	75

Human Resources

RISK DIVISION

The Risk Division of Human Resources is tasked with administering programs aimed at: (1) protecting the health and safety of employees, (2) providing guidance on safe, efficient work habits, (3) protecting the safety and assets of citizens and customers of governmental services, (4) reducing or eliminating hazards, (5) protecting the financial assets of the City, and (6) providing for the efficient utilization of insurance resources through sound risk financing.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
CONTRACTUAL SERVICES	\$10,463	\$34,190	\$35,642
OTHER SERVICES & CHARGES	91,987	21,183	30,474
TOTAL EXPENDITURES	\$102,450	\$55,373	\$66,116

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Reduced Workers' Compensation expenditures by 47
- Increased Risk Assessment Activities; thereby reducing the number of reported work-related injuries
- Increased the number of employee returned to full and/or modified duty
- Decreased loss time due to work related injuries
- Increased the CareHere Clinic utilization
- Implemented an upgraded Health and Safety Program
- Implemented a more improve Health Program
- Expanded the return to work/modified duty program

DIVISION OBJECTIVES:

- Expand the Health and Health & Safety program, including Risk Assessment activities; thereby, reducing the number of reported work-related injuries
- Implement quarterly safety meetings with representation from all departments
- Reduce Worker's Compensation expenditure
- Expand the Health and Wellness Plan
- Expand return to work / modified duty program

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
General liability/Annual Percent Reduction	0	30%	40%
Expand Return to Work/Modified Duty Program	0	30%	20%
Workers Compensation / annual % reduction	0	25%	0%
Wellness Programs / Clinic Utilization	0	100%	0%

FINANCE DEPARTMENT

Finance

DEPARTMENT SUMMARY

The Finance Department is responsible for safeguarding the fiscal integrity of the City of Valdosta through the development and implementation of sound financial policies and practices. The Finance Department is comprised of Administration, Accounting, Budget, Customer Service, Accounts Receivable, Purchasing, Economic Development/VSEB and Information Technology divisions and is part of the General Government Function.

EXPENDITURE SUMMARY:

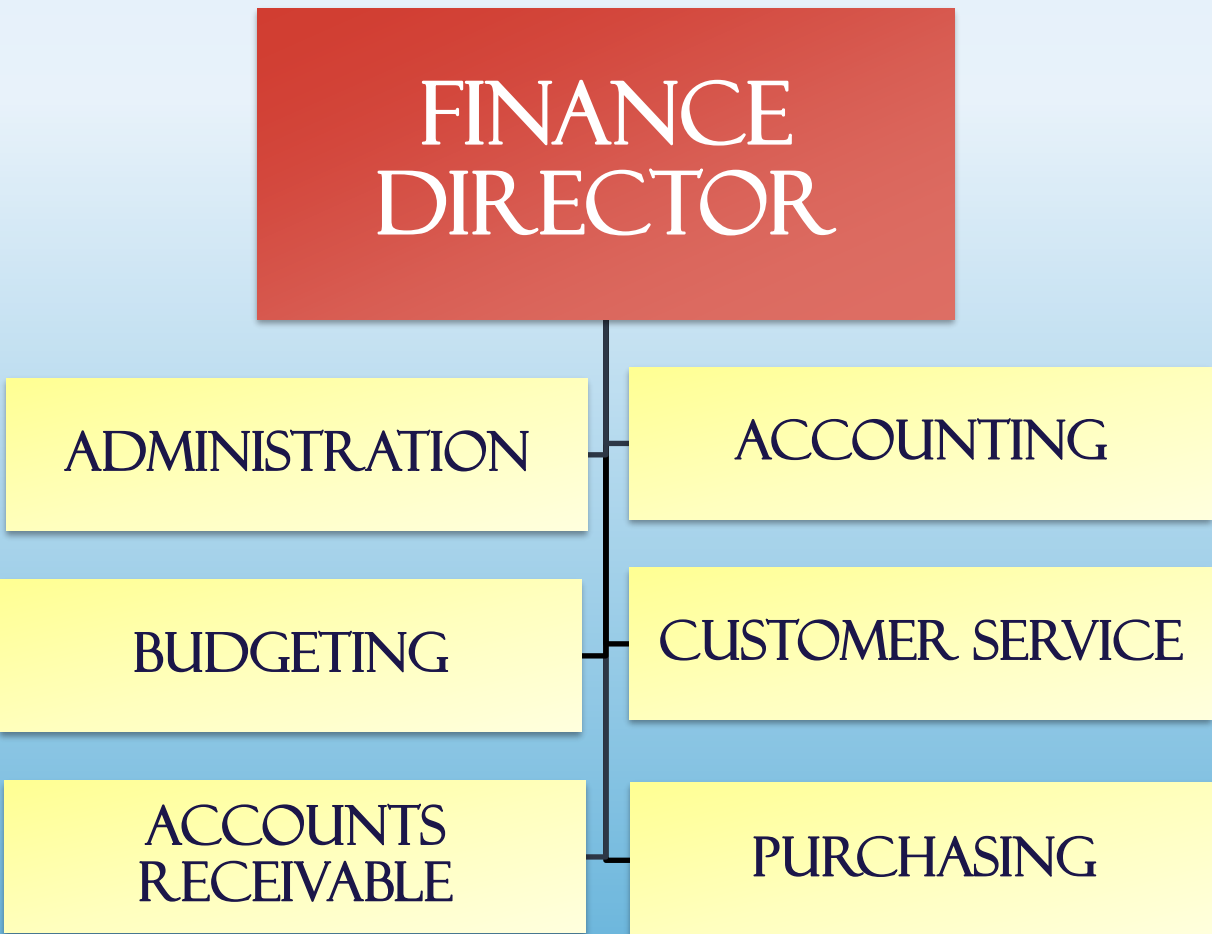
CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$1,473,216	\$1,507,132	\$1,630,346
CONTRACTUAL SERVICES	154,692	208,359	186,645
SUPPLIES	18,387	21,181	19,970
TRAVEL, TRAINING & MEMBERSHIP	10,333	16,966	16,632
OTHER SERVICES & CHARGES	252,464	296,451	373,669
TOTAL EXPENDITURES	\$1,909,092	\$2,050,089	\$2,227,262
POSITIONS			
FULL TIME	24	23	24
TOTAL POSITIONS	24	23	24

DEPARTMENT GOALS:

- Improve external and internal customer relations
- Provide timely and accurate financial reporting
- Continue to build a team of dedicated professionals to accomplish the mission of the Finance Department

Finance

ORGANIZATIONAL CHART



Finance

ADMINISTRATION

The Finance Director plans, organizes, leads, and monitors the activities of the six other divisions: Accounting, Customer Service, Purchasing, Accounts Receivable and Budget.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$186,470	\$191,099	\$198,024
CONTRACTUAL SERVICES	1,199	1,677	1,446
SUPPLIES	335	1,000	350
TRAVEL, TRAINING & MEMBERSHIP	3,778	4,380	4,950
OTHER SERVICES & CHARGES	78,443	70,298	79,425
TOTAL EXPENDITURES	\$270,225	\$268,454	\$284,195
POSITIONS			
FULL TIME	2	2	2
TOTAL POSITIONS	2	2	2

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- None

DIVISION OBJECTIVES:

- Monitor and review revenue and expenditures to ensure financial stability
- Develop a cash flow analysis in order to meet financial obligations as they become due
- Ensure maximum investment yield on idle cash

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
% of monthly financial statements reviewed	100%	100%	100%
% of available funds in interest bearing accounts	98%	99%	99%
% yield of secured investments	2.0%	1.5%	2.0%

Finance

ACCOUNTING

The Accounting Division coordinates preparation of the City's Comprehensive Annual Financial Report, issues interim financial reports, administers the disbursement of City funds in accordance with adopted fiscal policies and internal control procedures, and administers the City's banking service contract.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$363,266	\$367,374	\$446,318
CONTRACTUAL SERVICES	7,759	9,113	5,051
SUPPLIES	2,728	2,500	2,550
TRAVEL, TRAINING & MEMBERSHIP	1,992	4,560	3,820
OTHER SERVICES & CHARGES	59,805	78,979	85,172
TOTAL EXPENDITURES	\$435,550	\$462,526	\$542,911
POSITIONS			
FULL TIME	6	5	6
TOTAL POSITIONS	6	5	6

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting (CAFR) award this year for a total of 30 years in a row

DIVISION OBJECTIVES:

- Prepare the Comprehensive Annual Financial Report (CAFR) and receive the GFOA award
- Process vendor invoices in a timely manner
- Make necessary correcting journal entries as they occur

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Average number of working days to compile departmental reports	9	9	9
Consecutive years receiving GFOA's CAFR award	30	31	32

Finance

BUDGET

The Budget Division assists City departments in making informed choices for the provision of services and capital assets and promotes interested parties involvement in the decision process. Additionally, this division exists to provide for the fiscal soundness of the City of Valdosta by assisting in the preparation and administration of the City's annual operating budget by improving operational productivity and efficiency and by providing accurate and timely budget reports and analyses to be used by management in the policy making process.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$168,405	\$167,977	\$174,391
CONTRACTUAL SERVICES	1,406	2,171	1,734
SUPPLIES	2,004	2,927	2,460
TRAVEL, TRAINING & MEMBERSHIP	610	2,212	2,212
OTHER SERVICES & CHARGES	10,173	14,105	13,978
TOTAL EXPENDITURES	\$182,598	\$189,392	\$194,775
POSITIONS			
FULL TIME	2	2	2
TOTAL POSITIONS	2	2	2

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Awarded the GFOA Distinguished Budget Presentation Award for the Fiscal Year 2018 Budget Document

DIVISION OBJECTIVES:

- Monitor the expenditures of each department to ensure they stay within budget
- Have the budget adopted by the last City Council meeting in May
- Meet 99% of the dates on the budget process calendar
- Continue to receive the Distinguished Budget Presentation award

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Date of budget adoption	June 21st	May 23rd	May 21st
% of dates met on the budget calendar	99%	99%	99%
#/% of Departments submitting budget by the deadline	11/97%	11/97%	11/97%

Finance

CUSTOMER SERVICE

The Customer Service Division is responsible for the collection of all water, sewer and sanitation payments, serves as a central depository for outside agencies of the City, assists with the establishment of new customer, provides assistance and resolution to customers with special situations and provides mail services to all City departments.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$561,821	\$587,006	\$610,087
CONTRACTUAL SERVICES	110,391	147,790	141,472
SUPPLIES	10,505	12,300	12,190
TRAVEL, TRAINING & MEMBERSHIP	1,427	1,065	1,405
OTHER SERVICES & CHARGES	86,358	109,945	162,376
TOTAL EXPENDITURES	\$770,502	\$858,106	\$927,530
POSITIONS			
FULL TIME	11	11	11
TOTAL POSITIONS	11	11	11

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Utility Bill customers can access account information and pay utility bill on line using a debit or credit card through the City of Valdosta website
- Customers may retrieve such information as a reprint of their bill, payment history and consumption analysis history of their water usage
- Paperless billing is fully functional offering customers the option to receive bill via email
- Commercial account holders with multi meters have the option of summary billing. This allows the multiple meter customers the option of compiling all bills into one summary bill
- Upgraded phone service now allowing customers access to their account information 24 hrs. a day and make secure credit card payments by phone

DIVISION OBJECTIVES:

- Maintain over and short at a level of .1% of total revenue collection
- Maintain adequate documentation of all transactions
- Offer multiple payment methods for city utility customers

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
% of over/short to total revenue collected	.01%	.01%	.01%
# of Customers utilizing automatic debit	1,285	1,750	1,800
# of Customers utilizing online payment services	44,539	50,000	50,000
# of customers utilizing IVR (phone payments)	11,900	13,000	13,000

Finance

ACCOUNTS RECEIVABLE/LICENSING

The Accounts Receivable Division is responsible for the billing of all City services not paid on a cash basis except for utility billing. In addition, this division also administers the business occupation tax system, including annual renewals of all city businesses and issues tax certificates to new businesses.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$49,227	\$48,676	\$50,756
CONTRACTUAL SERVICES	31,726	44,074	34,100
SUPPLIES	2,001	669	535
TRAVEL, TRAINING & MEMBERSHIP	940	1,175	1,515
OTHER SERVICES & CHARGES	7,548	9,630	18,080
TOTAL EXPENDITURES	\$91,442	\$104,224	\$104,986
POSITIONS			
FULL TIME	1	1	1
TOTAL POSITIONS	1	1	1

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Ongoing progress is being made toward the ability to email renewal applications to business owner thereby reducing printing and postage
- Progress continues toward online business license process
- Progress continues toward miscellaneous accounts receivable and retirement billing to be added to the web payment options along with the ability to email the statements and invoices to the account holder to reduce printer and postage cost
- Progress continue toward retirement billing will also be offered to our retirees as an auto-draft option
- Revised the Business Occupational Tax Ordinance

DIVISION OBJECTIVES:

- Provide billing services to all City Departments
- Renew business licenses in a timely manner
- Maintain a system which promotes a timely decision for new business license applicants

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Billing completed by 3 rd business day of month	95%	100%	100%
Date business license renewals mailed	Dec. 11th	Dec. 3rd	Dec. 3rd
Average # days to process new applications	3	3	3

Finance

PURCHASING

The Purchasing Division provides centralized procurement of all equipment, supplies and services necessary to operate the City, and supports all departments with information, specifications and standards. Also, the Purchasing Division gives advice on procedures, policy and law.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$144,027	\$145,000	\$150,770
CONTRACTUAL SERVICES	2,211	3,534	2,842
SUPPLIES	814	1,785	1,885
TRAVEL, TRAINING & MEMBERSHIP	1,586	3,574	2,730
OTHER SERVICES & CHARGES	10,137	13,494	14,638
TOTAL EXPENDITURES	\$158,775	\$167,387	\$172,865
POSITIONS			
FULL TIME	2	2	2
TOTAL POSITIONS	2	2	2

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Maximize revenues for the disposal of surplus items by utilizing the GovDeals website
- Maintain annual commodity and service contracts for staff to assure best pricing and service available

DIVISION OBJECTIVES:

- Attend the National Institute of Governmental Purchasing Annual Forum and two Governmental Purchasing Association of Georgia conferences in order to stay abreast of new technologies and procedures while gaining the necessary contact hours to maintain CPPB and CPPO national certifications
- Provide excellent service for internal and external customers

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Department requests responded to in five days	97%	97%	97%
Invitations for bid, requests for proposals issued within 30 days of receipt of adequate specifications	96%	96%	96%
% of vendor applications processed within three days of receipt	98%	98%	98%

ENGINEERING DEPARTMENT

Engineering

DEPARTMENT SUMMARY

The Engineering Department is part of the General Government Function. This department includes the Administration, Signal Maintenance, Signs & Markings, Traffic Management Center and Street Repair Divisions.

EXPENDITURE SUMMARY:

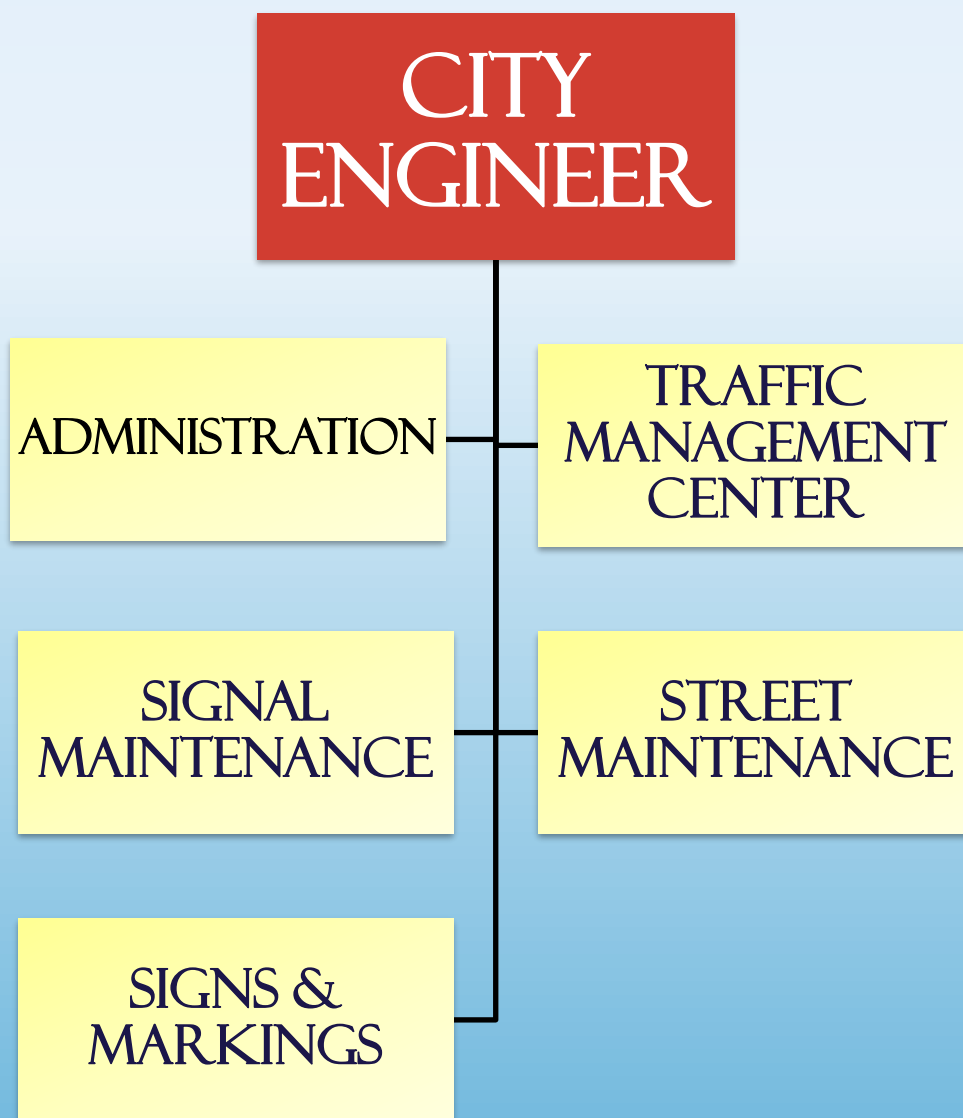
CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$1,463,775	\$1,453,861	\$1,563,410
CONTRACTUAL SERVICES	\$1,484,460	\$1,458,094	\$1,460,367
SUPPLIES	\$67,065	\$98,150	\$156,830
TRAVEL, TRAINING & MEMBERSHIP	\$14,209	\$15,057	\$16,268
OTHER SERVICES & CHARGES	\$214,322	\$230,145	\$230,906
CAPITAL	\$0	\$223,135	\$66,725
TOTAL EXPENDITURES	\$3,243,831	\$3,478,442	\$3,494,506
POSITIONS			
FULL TIME	25	25	27
TOTAL POSITIONS	25	25	27

DEPARTMENT GOALS:

- Provide land acquisition and construction management for Special Purpose Local Option Sales Tax (SPLOST) and Water/Sewer projects
- Bid out (3) Sidewalk projects: Baymeadows Dr., Bemiss Rd., and Fry St.
- Bid out (3) Stormwater projects: Briggs St Culvert, Lakeland Ave Pipe Replacement, and Lake Park Rd Culvert Replacement
- Construct two I-75 Gateway Entry Signs at Exit 16 and 18
- Complete 2020 LMIG Resurfacing for selected streets
- Assist GDOT with Jerry Jones Road widening
- Continue to implement the Stormwater Master Plan
- Ensure that all construction meets the Stormwater Management Ordinance
- Improve safety on arterial and collector streets by installing handicap ramps and repairing major sidewalk hazards
- Continue to GPS locate and maintain easements, signs, sidewalks, storm water, and handicap ramps on city right-of-way
- Continue striping on city arterials and collectors and street markings at intersections
- Acknowledge and assign See Click Fix issues within two hours

Engineering

ORGANIZATIONAL CHART



Engineering

ADMINISTRATION

The Engineering Department's Administration Division is responsible for reviewing plans, preparing construction plans and specifications, obtaining bids, managing contracts, inspecting work on public rights-of-way and other related matters. This division works with each City department to complete capital improvement projects.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
ENGINEERING REVENUES	\$8,113	\$4,000	\$4,000
TOTAL FUNDS GENERATED	\$8,113	\$4,000	\$4,000

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$589,935	\$556,271	\$569,779
CONTRACTUAL SERVICES	11,923	13,253	12,491
SUPPLIES	2,678	3,850	8,029
TRAVEL, TRAINING & MEMBERSHIP	5,674	8,367	6,368
OTHER SERVICES & CHARGES	69,841	63,308	63,517
CAPITAL OUTLAY	0	113,402	0
TOTAL EXPENDITURES	\$680,051	\$758,451	\$660,184
POSITIONS			
FULL TIME	9	9	9
TOTAL POSITIONS	9	9	9

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Awarded and completed Five Points Parking Lot Resurfacing, Lake Park Road Sidewalk, Patterson Street Culvert, N Lee Street Sidewalk, Williams Street Road Improvements and various street repairs
- Bid Wisenbaker Lane Box Culverts, Bid Ulmer Avenue Sidewalk
- Completed 2017, 2018 and 2019 LMIG Resurfacing, Lee Street Sidewalk from Gordon to Ora Lee West, Alden Avenue Ditch Piping, Annexed Islands 37, 38, 41, 45, 48, 51, 52, 53, 57. Island 66 will be completed by June 30, 2019
- Recertified in the State LAP Program

Engineering

ADMINISTRATION CONTINUED

DIVISION OBJECTIVES:

- Review soil erosion and sedimentation control plans and utility permits within 30 days
- Review and inspect development plans and subdivision plans within 30 working days
- Provide inspection of new and private stormwater facilities for annual report
- Provide CIP progress information to the public via the city website or Public Info Coordinator
- Bid and award the 2020 LMIG resurfacing project
- IMS Pavement Evaluation of all city streets

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Utility permits & erosion control plans reviewed in 5 days or less	100%	100%	100%
Development plans reviewed in 10 working days	100%	100%	100%
Percent of projects awarded within 10% of Engineer's estimate	75%	80%	90%

Engineering

SIGNAL MAINTENANCE

The Signal Maintenance Division is responsible for the day to day maintenance signals throughout the City.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$253,770	\$242,717	\$183,006
CONTRACTUAL SERVICES	8,087	7,786	5,280
SUPPLIES	6,566	29,195	77,707
TRAVEL, TRAINING & MEMBERSHIP	1,642	1,815	1,590
OTHER SERVICES & CHARGES	23,520	32,023	31,862
CAPITAL OUTLAY	0	0	13,245
TOTAL EXPENDITURES	\$293,585	\$313,536	\$312,690
POSITIONS			
FULL TIME	4	4	3
TOTAL POSITIONS	4	4	3

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Assisted the GDOT with the mast arm traffic lights and poles for downtown.
- Replaced 102 LED lights.
- Installed 35 banners for various groups, 18 signal heads, Max Time Monitoring Program, & TIMMS Unit at 128 Intersections.
- Responded to 116 after hour's calls.

DIVISION OBJECTIVES:

- Maintain the TIMMS Unit and its operating system
- Promote public safety by installing and maintaining traffic signals as needed
- Upgrade older intersection(s) with new wire and components, 7 - 336 cabinets to 332 cabinets, pedestrian crosswalk signals with countdown signals on city owned streets
- Work in tandem with the Traffic Management Center Division to monitor and observe traffic conditions and correct malfunctioning signal timing's as soon as possible

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
% of signal malfunctions repaired within two hours on weekdays	100%	100%	100%
Traffic cabinets w/controllers replaced	5	5	5
Sight visibility improvement at intersections	63	50	50
Rewire signalized intersection extend life	0	2	3
Install HD traffic cameras for the TMC division	0	2	7

Engineering

SIGNS AND MARKINGS

The Signs and Markings are responsible for the placement and repair or traffic control signs and pavement markings.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$125,037	\$147,359	\$153,385
CONTRACTUAL SERVICES	2,783	3,210	3,274
SUPPLIES	30,840	35,288	38,395
TRAVEL, TRAINING & MEMBERSHIP	834	1,425	2,110
OTHER SERVICES & CHARGES	13,666	11,669	10,332
TOTAL EXPENDITURES	\$173,160	\$198,951	\$207,496
POSITIONS			
FULL TIME	3	3	3
TOTAL POSITIONS	3	3	3

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- 248 signs installed & 650 signs repaired
- 58 speed studies conducted
- 6300 feet of curb painted
- 250 feet of striping painted

DIVISION OBJECTIVES:

- Continue to promote safe streets citywide by maintaining and upgrading traffic control signs, traffic control markings, and striping where warranted
- Complete the upgrading of signs to city standards where needed
- Upgrade citywide 25% of signalized city intersection signs to the latest standards
- Conduct traffic counts as necessary to select best suited traffic control measures

PERFORMANCE MEASURES

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of existing signs replaced	154	200	200
SPLOST Striping	3 miles	2 miles	3 miles
Thermoplastic stop bar and arrow installed	10	15	15
Traffic count studies	99	20	20

Engineering

TRAFFIC MANAGEMENT CENTER

The Traffic Management Center Division is responsible for communications with traffic signals throughout the City.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$204,796	\$203,474	\$296,997
CONTRACTUAL SERVICES	1,448,518	1,418,996	1,419,880
SUPPLIES	13,336	14,005	15,140
TRAVEL, TRAINING & MEMBERSHIP	2,699	1,730	3,890
OTHER SERVICES & CHARGES	26,391	39,806	51,132
CAPITAL OUTLAY	0	0	53,480
TOTAL EXPENDITURES	\$1,695,740	\$1,678,011	\$1,840,519
POSITIONS			
FULL TIME	3	3	4
TOTAL POSITIONS	3	3	4

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Continue to maintain signal communications along Ashley Street (15), Patterson Street (13), and St. Augustine Road (5). Repaired all fiber breaks and reestablished continuity to 99% of signals
- Work with Police Department to install cameras at city buildings
- Collected traffic data and submitted to GDOT an Engineering Traffic Study for the new Valdosta High School for modification and inclusion in the city's radar permit

DIVISION OBJECTIVES:

- Develop a multi-year plan to establish TMC communication to all traffic signals
- Assist GDOT with upgrades of (13) traffic signals downtown
- TIMMS Unit Installation which includes updating all 128 signalized locations
- Jerry Jones Widening Traffic Control Assistance to GDOT
- Continue to monitor and implement design changes around the Mall area to help traffic flow better; especially during the Holidays

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Maintain traffic cameras	100%	100%	100%
Retime traffic signals	128	128	128
Repair fiber optic cable breaks locations	7	10	10

Engineering

5

STREET MAINTENANCE

The Street Maintenance Division is responsible for repairing sidewalks, paved roads, paved driveways, and contracted shoulder maintenance.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$290,237	\$304,040	\$360,243
CONTRACTUAL SERVICES	13,149	14,849	19,442
SUPPLIES	13,645	15,812	17,559
TRAVEL, TRAINING & MEMBERSHIP	3,360	1,720	2,310
OTHER SERVICES & CHARGES	80,904	83,339	74,063
CAPITAL OUTLAY	0	109,733	0
TOTAL EXPENDITURES	\$401,295	\$529,493	\$473,617
POSITIONS			
FULL TIME	6	6	8
TOTAL POSITIONS	6	6	8

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- 593 LF sidewalk repairs
- 906 potholes repaired
- 3,505 SF base/root repair
- 2 ADA handicap ramps

DIVISION OBJECTIVES:

- Repair 4,000 SF of base/root area
- Mill and repair 4000 SF of bad asphalt
- Repair 800 feet of defective sidewalk
- Repair 100% of potholes within 48 hours of report – Asphalt availability
- Install 10 handicap ramps

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Pothole repair in less than 48 hrs.	80%	100%	100%
Linear feet of sidewalk repaired	675LF	1,000 LF	800 LF
Linear feet of washouts repaired	1,818LF	2,000 LF	2,000 LF

OTHER GENERAL
ADMINISTRATIVE
DEPARTMENT

Other General Admin

DEPARTMENT SUMMARY

The Other General Administrative Department is part of the general government function and includes City Hall, City Hall Annex, Rental Property and the Customer Service Building.

EXPENDITURE SUMMARY:

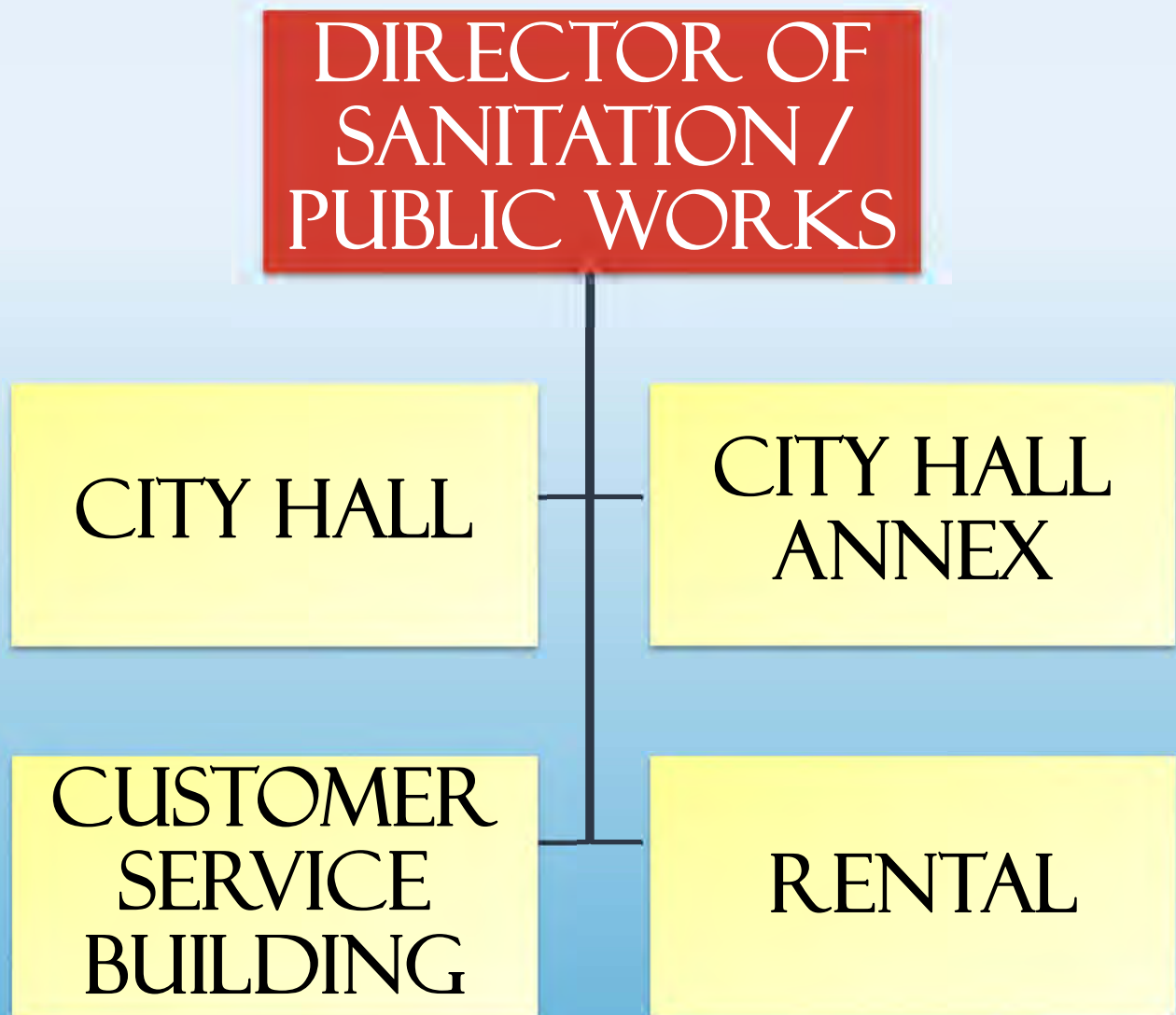
CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$88,302	\$165,483	\$152,592
CONTRACTUAL SERVICES	201,968	221,597	195,616
SUPPLIES	11,425	10,890	10,318
TRAVEL, TRAINING & MEMBERSHIP	0	1,517	17
OTHER SERVICES & CHARGES	149,119	72,618	76,767
CAPITAL OUTLAY	253,301	176,000	57,000
TOTAL EXPENDITURES	\$704,115	\$648,105	\$492,310
POSITIONS			
FULL TIME	2	3	3
TOTAL POSITIONS	2	3	3

DEPARTMENT GOALS:

- Upgrade interior office and common space within City Hall
- Implement energy savings measures in City Hall, City Hall Annex and the Customer Service Building
- Improve camera monitoring system at City Hall
- Utilize green space across from City Hall for downtown and community purposes.

Other General Admin

ORGANIZATIONAL CHART



Other General Admin

CITY HALL

This division maintains the historic City Hall building, which houses the offices of the Mayor and Council, Executive Office, Human Resources and Finance.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$40,335	\$120,086	\$105,201
CONTRACTUAL SERVICES	62,559	65,717	57,547
SUPPLIES	7,766	5,883	5,580
TRAVEL, TRAINING & MEMBERSHIP	0	1,517	17
OTHER SERVICES & CHARGES	25,422	33,968	39,052
CAPITAL OUTLAY	0	105,000	25,000
TOTAL EXPENDITURES	\$136,082	\$332,171	\$232,397
POSITIONS			
FULL TIME	1	2	2
TOTAL POSITIONS	1	2	2

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- 2 Air Conditioner units replaced
- Upgrades to Council Chambers, Human Resource and Finance
- Relocated the Executive Administration , Human Resources, Purchasing and Facilities staff office within City Hall
- Painted exterior of City Hall

DIVISION OBJECTIVES:

- Maintain City Hall in a clean, safe, and accessible condition
- Set clear maintenance standards minor repairs completed within 15 days
- Maintain historic character of the building

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
% audits showing building satisfactory or better	98%	98%	98%
Percent of audits showing "immediate action required"	20%	10%	20%
Minor repairs completed within 15 days	95%	98%	98%

Other General Admin

CITY HALL ANNEX

This division maintains the daily operation of the City Hall Annex building. The annex is occupied by the Engineering, Planning and Zoning, Community Development and Inspections departments.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$47,967	\$45,397	\$47,391
CONTRACTUAL SERVICES	90,798	94,180	86,913
SUPPLIES	1,706	2,500	1,588
OTHER SERVICES & CHARGES	95,508	10,107	16,372
CAPITAL OUTLAY	0	11,000	0
TOTAL EXPENDITURES	\$235,979	\$163,184	\$152,264
POSITIONS			
FULL TIME	1	1	1
TOTAL POSITIONS	1	1	1

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Multi-Purpose room replaced carpet with tile

DIVISION OBJECTIVES:

- Maximize space utilization
- Provide space for staff meetings, conferences and public hearings
- Maintain City Hall Annex in a clean, safe, and accessible condition
- Set clear maintenance standards and have minor repairs done in 15 days

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
% of facility audits showing building cleanliness as satisfactory or better	98%	98%	98%
% of audits showing "immediate action required"	10%	2%	10%

Other General Admin

CUSTOMER SERVICE BUILDING

The Customer Service Building Division accounts for the costs associated with operating the Customer Service Building. The Customer Service Building houses Customer Service and the Licensing divisions of the Finance Department.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
CONTRACTUAL SERVICES	\$20,315	\$23,900	\$16,102
SUPPLIES	992	357	1,000
OTHER SERVICES & CHARGES	10,092	1,343	1,343
CAPITAL OUTLAY	0	10,000	0
TOTAL EXPENDITURES	\$31,399	\$35,600	\$18,445

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Installed new bullet proof glass at the drive through window

DIVISION OBJECTIVES:

- Provide a clean and friendly environment in which people can conduct business with the City of Valdosta
- Work order completed within fifteen (15) days of notice
- Set clear maintenance standards, quarterly audits, and document results

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percent of facility audits showing building cleanliness as satisfactory or better	98%	98%	98%
Percent of audits showing "immediate action required"	98%	20%	98%

Other General Admin

RENTAL

The Rental Property Division accounts for the costs associated with operating the various rental property.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
CONTRACTUAL SERVICES	\$28,296	\$37,800	\$35,054
SUPPLIES	961	2,150	2,150
OTHER SERVICES & CHARGES	18,097	27,200	20,000
CAPITAL OUTLAY	253,301	50,000	32,000
TOTAL EXPENDITURES	\$300,655	\$117,150	\$89,204

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Recoil as new tenancy in Five Points

DIVISION OBJECTIVES:

- Provide a clean and friendly environment in which people can conduct business with the City of Valdosta
- Work order completed within fifteen (15) days of notice
- Set clear maintenance standards, quarterly audits, and document results

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percent of facility audits showing building cleanliness as satisfactory or better	85%	90%	98%
Percent of audits showing "immediate action required"	10%	5%	2%

Judicial

MUNICIPAL COURT DEPARTMENT

Municipal Court

DEPARTMENT SUMMARY

Municipal Court is the judicial arm of municipal government, hearing cases and sentencing offenders for violations of state law (Official Code of Georgia) and city ordinance (Municipal Code for the City of Valdosta).

EXPENDITURE SUMMARY:

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
COURT FINES & FORFEITURES	\$1,076,742	\$1,038,000	\$1,018,000
TOTAL FUNDS GENERATED	\$1,076,742	\$1,038,000	\$1,018,000

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$310,696	\$355,652	\$372,509
CONTRACTUAL SERVICES	55,091	66,689	63,984
SUPPLIES	10,314	20,800	18,225
TRAVEL, TRAINING & MEMBERSHIP	11,551	22,800	14,400
OTHER SERVICES & CHARGES	442,713	538,869	542,924
CAPITAL	13,499	0	6,000
TOTAL EXPENDITURES	\$843,864	\$1,004,810	\$1,018,042
POSITIONS			
FULL TIME	4	5	5
TOTAL POSITIONS	4	5	5

DEPARTMENT GOALS:

- Assure general compliance with State law and local ordinance to enhance the quality of life for all citizens of Valdosta and in so doing, interpret and apply the law consistently and impartially to protect the rights and liberties guaranteed by the Constitutions of the State of Georgia and the United States of America
- To provide efficient, ethical handling of all court cases with an emphasis on timeliness, quality customer service, and accessibility
- To strengthen the accurate and timely processing, maintenance, and protection of all public records of the Municipal Court
- To ensure that all policies and procedures established by the Judiciary, State Legislature, Mayor and City Council are implemented in a professional and dedicated manner and to ensure accessibility, fairness, and courtesy in the administration of justice
- To reduce inmate-housing expenses incurred by the City of Valdosta through viable and appropriate alternatives to incarceration when feasible and just
- To streamline the judicial process for the Citizens and Officers who must appear in Municipal Court while adhering to all legal and legislative procedural requirements

Municipal Court

ORGANIZATIONAL CHART

MUNICIPAL
COURT JUDGE

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graph TD; A[MUNICIPAL COURT JUDGE] --- B[ADMINISTRATION]
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ADMINISTRATION

Municipal Court

ADMINISTRATION

The Municipal Court serves as the judicial arm of municipal government. The Court hears cases and sentences offenders for violations of state law (Official Code of Georgia) and city ordinance (Municipal Code for the City of Valdosta). These cases include violations of criminal statute, traffic regulations, local code violations, abatement of nuisances, business regulations, housing regulations and environmental issues. The Court utilizes a private probation company for supervision of offenders and collection of fines. The Court also hears cases involving violation of probation as required.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
COURT FINES & FORFEITURES	\$1,076,742	\$1,038,000	\$1,018,000
TOTAL FUNDS GENERATED	\$1,076,742	\$1,038,000	\$1,018,000

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$310,696	\$355,652	\$372,509
CONTRACTUAL SERVICES	55,091	66,689	63,984
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OTHER SERVICES & CHARGES	442,713	538,869	542,924
CAPITAL	13,499	0	6,000
TOTAL EXPENDITURES	\$843,864	\$1,004,810	\$1,018,042
POSITIONS			
FULL TIME	4	5	5
TOTAL POSITIONS	4	5	5

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Continuation of the Municipal Court Work Alternative Program (WAP). This program has operated as a sentencing alternative since June of 2001. To date, our local community has benefited from approximately 118,032 hours of work completed by over 1,148 WAP participants on various municipal projects. In addition to providing a productive means of work for participants, this program saved the City approximately 16,973 days of potential incarceration costs or \$696,227.80 in fees. Further, some participants have been hired past their service requirements to transform court obligations into permanent gainful employment. Moreover, if the City had to pay these individuals for approximately 118,032 hours of work completed, it would have cost the City approximately \$855,732
- Continuation of the Municipal Court Community Service Program. In the year 2017, Probationers completed approximately 39,542 hours of community service hours at soup kitchens, libraries, non-profit organizations, recreational facilities and public cemeteries. In addition, Probationers donated approximately 3,197 pounds of food to the local food bank

Municipal Court

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES CONTINUED:

- Continuation of the Municipal Court Community Service Program. In the year 2017, Probationers completed approximately 39,542 hours of community service hours at soup kitchens, libraries, non-profit organizations, recreational facilities and public cemeteries. In addition, Probationers donated approximately 3,197 pounds of food to the local food bank
- Continuation of the Municipal Court Release Upon Payment Program (RUPP), which provides the Court with the ability to immediately release inmates upon compliance with previously established probation conditions for offenders who qualify. This program has effectively and dramatically reduced overall inmate housing and administrative costs since its inception
- Continuation of the Electronic Work Release (EWRP) and Monitored Home Confinement (MHCP) programs. This program has also saved the City inmate housing costs. This program allows offenders who qualify to maintain gainful employment while satisfying court or state mandated conditions of probation
- Continuation of the Municipal Court Indigent Defense Program. Changes to this program were made to comply with the Georgia legislature's mandated new qualifications for appointment of legal counsel for those who cannot afford it and qualify under the State's Indigent Defense Guidelines
- Continuation of the Court's participation in the Lowndes County Jail's Work Release Program (WRP) to allow inmates with serious (but non-violent) charges to maintain gainful employment while being housed during non-work hours. This program, which strives to permanently place participants with a job when released from jail, has greatly increased the ratio of successfully completed probations where State law or the manner of probation violation would otherwise mandate incarceration
- Continuation of the Municipal Court Mock Trial Program which began in 2007. The Court hosts a Mock Trial Program where area schools are invited to attend court and witness a mock trial. Students, through the Mock Trial Program, are able to learn about the court system, the functions of the court, the administration of justice and the trial process
- Continuation of the Municipal Court's involvement with the youth in the community through the Drug Education for Youth (DEFY) program, the Lowndes Youth Leadership League, Georgia Special Olympics, Valdosta High School Students Mentorship in Leadership Education (SMILE), local career days and a variety of other special events

DIVISION OBJECTIVES:

- Conversion of recordkeeping, accounting and document processing procedures (mandated House Bill EX1) to a software-based system capable of integrating all court functions and responsibilities
- Transfer of records and data processing functions from the Valdosta Police Department to the Municipal Court
- Hiring and training of additional personnel to accommodate new duties and functions upon the transfer of recordkeeping, accounting and document-processing responsibilities to the Court

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of court sessions	178	185	200
Dockets processed	10,000	11,500	12,000
Defendants placed on probation	2,000	2,250	2,000

Public Safety

POLICE DEPARTMENT



Police Department

DEPARTMENT SUMMARY

The Police Department is part of the Public Safety Function. This department includes the Administration Division, Patrol Bureau, Support Services Bureau, Investigative Bureau, Training Bureau and Crime Lab.

EXPENDITURE SUMMARY:

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
SEAT BELT FINES	\$25,981	\$29,000	\$12,000
USER FEES - POLICE REVENUE	\$60,455	\$70,000	\$65,000
OTHER AGENCY FUNDED OFFICERS	\$829,054	\$1,074,733	\$1,168,478
TOTAL FUNDS GENERATED	\$915,490	\$1,173,733	\$1,245,478

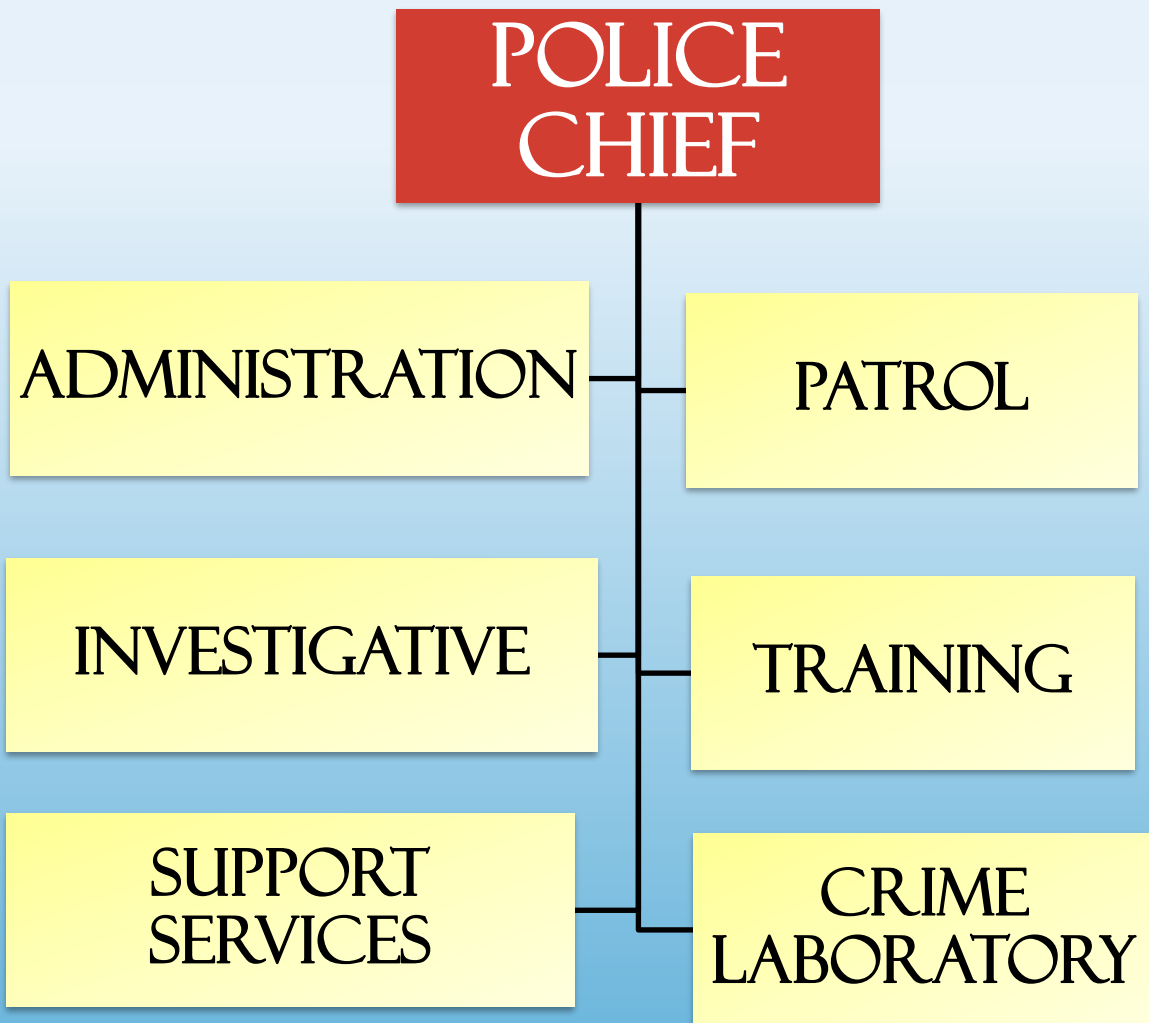
CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$11,456,368	\$11,922,186	\$12,403,087
CONTRACTUAL SERVICES	1,249,221	1,019,852	1,069,419
SUPPLIES	534,335	679,155	772,311
TRAVEL, TRAINING & MEMBERSHIP	165,530	247,657	202,179
OTHER SERVICES & CHARGES	2,082,307	1,845,684	2,239,510
CAPITAL	680,134	172,000	47,000
TOTAL EXPENDITURES	\$16,167,895	\$15,886,534	\$16,733,506
POSITIONS			
FULL TIME	176	183	188
TEMPORARY	13	13	13
TOTAL POSITIONS	189	196	201

DEPARTMENT GOALS:

- Maintain a citizen approval rating of 95% or higher based on annual citizen surveys
- Add additional sworn staffing to the Patrol and Investigative Bureaus based on documented workload assessments, to address increased calls for service and cases investigated
- Purchase equipment that will supplement current inventory and replace outdated equipment such as desktop work stations, ticket printers, in car computers, body-worn cameras, and in-car video and audio
- Continue to replace the department's vehicle fleet by replacing all remaining unserviceable vehicles through the motor pool
- Maintain law enforcement accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA), law enforcement certification through the Georgia State Certification Program, and Crime Laboratory Accreditation through the ANSI National Accreditation Board (ANAB)

Police Department

ORGANIZATIONAL CHART



Police Department

ADMINISTRATION

The mission of the Valdosta Police Department is to maintain social order within prescribed ethical and constitutional limits while providing professional law enforcement services to the citizens and visitors of Valdosta. Administration includes the office of the Chief of Police, Professional Standards (Internal Affairs), Public Safety Information, Public Safety Information Technology (IT), Training Unit and Community Relations Office.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$849,332	\$903,917	\$813,223
CONTRACTUAL SERVICES	101,134	159,289	150,100
SUPPLIES	66,378	127,580	104,110
TRAVEL, TRAINING & MEMBERSHIP	42,746	72,637	52,215
OTHER SERVICES & CHARGES	366,880	258,829	218,488
CAPITAL OUTLAY	104,904	128,000	47,000
TOTAL EXPENDITURES	\$1,531,374	\$1,650,252	\$1,385,136
POSITIONS			
FULL TIME	10	12	12
TOTAL POSITIONS	10	12	12

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- In 2019, the department maintained three voluntary accreditations; two for law enforcement and one for crime laboratory. The Laboratory received a site visit in 2019 from the ANSI National Accreditation Board (ANAB) and no issues were noted
- The police department continues to use Automatic License Plate Reader (ALPR) Systems, Guardian Tracking Employee Performance Monitoring System, and continuous to add cameras to the City-Wide Camera System.
- The department deployed two replication servers for redundancy for our current servers. Citizen Satisfaction Surveys reflected the police department had a 94% approval rating

DIVISION OBJECTIVES:

- Upgrade the departmental vehicle fleet by replacing 15% per year
- Increase community confidence in the police department by increasing approval rating to 95%
- Maintain "Triple Crown Accreditation" by maintaining law enforcement accreditation through CALEA and State Certification, and Crime Laboratory Accreditation through ASCLD

PERFORMANCE MEASURES

*Numbers below are based on calendar year. FY 2018 = 2017, FY 2019 = 2018 FY 2020 = 2019

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percentage of vehicles replaced annually	12%	25%	15%
Percentage of citizen satisfaction from annual analysis of citizen surveys	94%	97%	95%

Police Department

PATROL BUREAU

This Bureau is responsible for the safety of all Valdosta citizens. The Patrol Bureau handles all calls for service and is responsible for checking and protecting property while the owner is not present. Patrol Bureau includes the following units: Uniform Patrol, Traffic, and Power Squad School and Resource Officers.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
SEAT BELT FINES	\$25,981	\$29,000	\$12,000
TOTAL FUNDS GENERATED	\$25,981	\$29,000	\$12,000

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$6,394,449	\$6,706,636	\$7,262,225
CONTRACTUAL SERVICES	163,985	168,468	183,724
SUPPLIES	90,420	93,125	67,580
TRAVEL, TRAINING & MEMBERSHIP	31,748	24,900	36,636
OTHER SERVICES & CHARGES	1,042,162	1,002,879	1,117,025
CAPITAL OUTLAY	0	44,000	0
TOTAL EXPENDITURES	\$7,722,764	\$8,040,008	\$8,667,190
POSITIONS			
FULL TIME	100	104	109
TEMPORARY	13	13	13
TOTAL POSITIONS	113	117	122

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- The department has upgraded the body camera system, in which there is a longer battery life. The cameras are part of the officer's radios which allows for less equipment worn by officers.
- Continue the burglary and vehicle break-in prevention efforts by working with the Investigative Bureau, the community, and in-car real-time crime analysis system, allowing officers to view where crimes are occurring and using the system to help predict where future crimes will occur
- The department recorded 2,701 overall Part 1 Crimes in which was a decrease from the previous year of 14%.
- Utilize the Automatic Vehicle Locator System (AVL) Closest Car Dispatch (CCD) system to continue to help officers arrive more quickly to high-priority calls

DIVISION OBJECTIVES:

- Reduce burglaries in the City by 10% in FY 2020
- Reduce traffic accidents in the City by 10% in FY 2020
- Reduce robberies in the City by 10% in FY 2020

Police Department

PATROL BUREAU CONTINUED

PERFORMANCE MEASURES

*Numbers below are based on calendar year. FY 2018 = 2017, FY 2019 = 2018, FY 2020 = 2019

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Reduction in burglaries	401	518	510
Reduction in robberies	76	45	40
Reduction in traffic accidents	3,789	2,468	2,400

Police Department

INVESTIGATIVE BUREAU

The Investigative Bureau is responsible for the investigation of all reported criminal activity within the City of Valdosta. The Bureau includes a Crimes Against Persons Unit, Crimes Against Property Unit, Juvenile Unit, Narcotics Unit, Domestic Violence Unit, Cold Case Squad, Criminalistics and Property Evidence Unit.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$1,911,717	\$1,955,506	\$1,892,758
CONTRACTUAL SERVICES	45,364	46,351	47,439
SUPPLIES	45,788	67,895	54,102
TRAVEL, TRAINING & MEMBERSHIP	39,351	57,020	37,711
OTHER SERVICES & CHARGES	204,511	232,934	237,917
CAPITAL OUTLAY	12,328	0	0
TOTAL EXPENDITURES	\$2,259,059	\$2,359,706	\$2,269,927
POSITIONS			
FULL TIME	30	30	30
TOTAL POSITIONS	30	30	30

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- For the tenth straight year, the Valdosta Police Department exceeded the national clearance rates for all major Part 1 Crimes (as defined by the FBI) to include Murder, Rape, Robbery, Aggravated Assault, Auto Theft, and Burglary
- The Investigative Bureau also solved (2) out of (3) murders, along with a 2016 cold case homicide. Since 2013 the bureau has worked 37 murders and has solve 32, for a clearance rate of 86.5%, well above the FBI National Clearance Rate of 59.4%
- The Investigative Bureau created a Burglary Unit in 2014 and as a result, clearance rates for burglaries increased over the past several years. The department had a clearance rate of 15% which is higher than the national average (13.1%)
- The Investigative Bureau Property and Burglary Unit recovered \$1,159,017 of property and the Narcotics Unit seized \$267,286.80 of contraband or property
- The Investigative Bureau as a whole arrested 407 offenders and filed 801 felony charges and 339 misdemeanor charges against offenders

Police Department

INVESTIGATIVE BUREAU CONTINUED

DIVISION OBJECTIVES:

- Increase clearance rates in Part 1 Crimes as reported in the Uniformed Crime Report
- Increase drug operations and arrests and compare statistics with previous years
- Reduce incidents of domestic violence through proactive investigations
- Review and solve homicide cases that are more than one year old

PERFORMANCE MEASURES

*Numbers below are based on calendar year. FY 2018 = 2017, FY 2019= 2018, FY 2020 = 2019

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Part 1 Crimes: Improved clearance rates compared to national average:			
Homicide (national avg. 62.5%)	100%	75%	85%
Rapes (national avg. 40.1%)	54%	60%	65%
Robberies (national avg. 28.1%)	31.6%	55%	59%
Aggravated Assaults (natl. avg. 55.8%)	68.2%	70%	70%
Burglaries (national avg. 12.8%)	15%	19%	19%
Auto Thefts (national avg. 11.9%)	38.2%	45%	50%
Investigative Bureau Performance:			
Cases Assigned	2,869	3,300	2,280
Total Warrants obtained	1,140	1,650	1,100
Arrests	407	700	540

Police Department

TRAINING

The Training Unit is responsible for ensuring all sworn and civilian police personnel receive initial and annual training requirements pursuant to Georgia Law, Peace Officer Standards and Training (POST) Council, International and State Law Enforcement Accreditation Standards, and American Society of Crime Laboratory Director's (ASCLD) Accreditation standards. The unit also maintains and ensures readiness of police department equipment.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$314,062	\$385,952	\$409,676
CONTRACTUAL SERVICES	7,396	8,737	9,191
SUPPLIES	244,600	270,193	430,149
TRAVEL, TRAINING & MEMBERSHIP	4,458	19,566	22,889
OTHER SERVICES & CHARGES	8,896	18,063	32,290
CAPITAL OUTLAY	81,445	0	0
TOTAL EXPENDITURES	\$660,857	\$702,511	\$904,195
POSITIONS			
FULL TIME	4	5	5
TOTAL POSITIONS	4	5	5

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- The Training Unit ensured all sworn and civilian police personnel received all annual training requirements for FY 19, complying with state and accreditation requirements. Additional training was required due to the new state and 6th Edition Accreditation Standards

DIVISION OBJECTIVES:

- Ensure all officers and civilians receive annual training & retraining in compliance with state law and accreditation standards
- Ensure all equipment is maintained in a readiness posture for initial and re-issue
- Ensure all equipment i.e. speed detection devices, breath testing devices, and other equipment are re-calibrated in compliance with state law and accreditation standards
- Ensure police personnel receive legislative updates to stay current with changing laws
- Ensure all training documents to include lesson plans, presentations, handouts, and testing documents are completed for all in-house courses taught

PERFORMANCE MEASURES

*Numbers below are based on calendar year. FY 2018=2017, FY 2019=2018, FY 2020=2019.

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Ensure all sworn and civilian police personnel received initial and annual retraining requirements.	100%	100%	100%
Ensure all equipment under the control of the Quartermaster was maintained in a state of readiness.	100%	100%	100%

Police Department

SUPPORT SERVICES BUREAU

Support Services Bureau includes the Records Section, the Front Desk, Drug Abuse Resistance Education (D.A.R.E.) Officers, School Resource Officers, Community Relations Officer, and Building Maintenance.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
USER FEES - POLICE REVENUE	\$60,455	\$70,000	\$65,000
OTHER AGENCY FUNDED OFFICERS	829,054	1,074,733	1,168,478
TOTAL EXPENDITURES	\$889,509	\$1,144,733	\$1,233,478

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$1,031,517	\$1,048,132	\$1,092,985
CONTRACTUAL SERVICES	693,955	419,416	481,914
SUPPLIES	45,113	51,700	59,120
TRAVEL, TRAINING & MEMBERSHIP	6,316	10,585	9,720
OTHER SERVICES & CHARGES	303,517	220,403	545,161
CAPITAL OUTLAY	422,219	0	0
TOTAL EXPENDITURES	\$2,502,637	\$1,750,236	\$2,188,900
POSITIONS			
FULL TIME	19	19	19
TOTAL POSITIONS	19	19	19

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- The department and bureau maintains a document upload system to allow the paperless transfer of case files, to include videos, to the prosecutor's office.
- The department has implemented a computerized open records logging system to monitor open records requests.
- Georgia Crime Information Center (GCIC) testing and recertification continues to progress with the use of computers. Paper records are no longer in use for officers and civilian employees who are GCIC certified. We successfully negotiated the GCIC audit in December of 2015 and made significant operational changes as a result to include a computerized criminal history dissemination log.

Police Department

SUPPORT SERVICES BUREAU CONTINUED

DIVISION OBJECTIVES:

- Move fine collection to the Municipal Court and implement a new computerized court tracking system to ensure immediate and seamless transfer and access of fine and court data between the police department and municipal court
- Reduce workload of desk and records clerks by becoming more efficient through the use of computers and the department and city court's paperless efforts
- Process all records, reports and other documentation generated by the department's sworn and non-sworn personnel with minimal mistakes by Desk and Records Clerks to comply with department policy and GCIC Rules and Regulations
- Reduce GCIC errors through monthly internal audits and through the annual/biennial GCIC onsite audits

PERFORMANCE MEASURES

*Numbers below are based on calendar year. FY 2018 = 2017, FY 2019 = 2018, FY 2020 = 2019.

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
GCIC Monthly Discrepancies Corrected Internally	0	5	2
Documents processed by Records Section	203,418	180,000	194,400

Police Department

CRIME LABORATORY

The Crime Laboratory is responsible for receiving, safeguarding, processing, and analyzing property/evidence received from law enforcement agencies and preparing documented results for possible criminal prosecution. The Lab will accomplish this mission by following the best practices for a professional crime laboratory

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$955,291	\$922,043	\$932,220
CONTRACTUAL SERVICES	237,387	217,591	197,051
SUPPLIES	42,036	68,662	57,250
TRAVEL, TRAINING & MEMBERSHIP	40,911	62,949	43,008
OTHER SERVICES & CHARGES	156,341	112,576	88,629
CAPITAL OUTLAY	59,238	0	0
TOTAL EXPENDITURES	\$1,491,204	\$1,383,821	\$1,318,158
POSITIONS			
FULL TIME	13	13	13
TOTAL POSITIONS	13	13	13

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- In April 2015, the Valdosta/Lowndes Regional Crime Laboratory became the first locally-operated crime laboratory ever in Georgia to obtain crime laboratory accreditation through the American Society of Crime Laboratory Directors (ASCLD). In 2019, the laboratory passed a site visit from ANSI National Accreditation Board with no issues noted
- The crime laboratory is now teamed with the Pierce County Sheriff's Office, the Lake Park Police Department, the Remerton Police Department, the Quitman Police Department, and Valdosta State University, all of which are contributing funding toward the operation of the laboratory
- The crime laboratory has improved its turnaround time for all services offered by the laboratory to include marijuana identification, crime scene investigations, latent print processing, drug chemistry, and firearms/ballistics comparison to 21 days or less.
- The laboratory has met ANAB accreditation for Blood Alcohol Testing, and is working with the Georgia Bureau of Investigations to get this discipline on track.

Police Department

CRIME LABORATORY CONTINUED

DIVISION OBJECTIVES:

- Initiate blood alcohol testing (BAT) analysis for driving under the influence of alcohol and drug case, the final analysis goal set for the crime laboratory
- Building personnel depth in each area/service of the laboratory eliminates the need to take work outside of the laboratory for peer reviews and verifications of results, thus improved efficiency and productivity
- Maintain a turn around on all evidence submissions returned to requesting agencies in 21 days or less Maintain ANSI National Accreditation Board (ANAB) Accreditation

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Total items processed	4,460	8,000	7,000
Conducting External Proficiency Tests	24	21	22

FIRE DEPARTMENT



Fire Department

DEPARTMENT SUMMARY

The Public Safety Function includes the Fire Department. This department includes the Administration, Fire Training, Operations, Fire Prevention, Fire Maintenance, and Special Operations Divisions.

EXPENDITURE SUMMARY:

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
FIRE REVENUE	\$29,981	\$20,000	\$16,500
AIRPORT CRASH RESCUE	300,880	309,900	319,197
TOTAL FUNDS GENERATED	\$330,861	\$329,900	\$335,697

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$6,751,629	\$7,170,964	\$7,125,432
CONTRACTUAL SERVICES	293,460	331,686	339,154
SUPPLIES	328,080	374,484	374,569
TRAVEL, TRAINING & MEMBERSHIP	102,196	135,248	114,700
OTHER SERVICES AND CHARGES	665,417	981,548	1,308,273
CAPITAL	85,515	131,860	119,800
TOTAL EXPENDITURES	\$8,226,297	\$9,125,790	\$9,381,928
POSITIONS			
FULL TIME	108	108	110
TEMPORARY	0	1	1
TOTAL POSITIONS	108	109	111

DEPARTMENT GOALS:

- Take proactive measures to ensure the department is operating safely and efficiently
- Ensure that all Insurance Service Organization (ISO) mandated requirements are met
- Continue to work towards achieving accreditation through the Commission on Fire Accreditation International (CFAI)

Fire Department

ORGANIZATIONAL CHART



Fire Department

ADMINISTRATION

The Administration Division administers and implements the established policies of the Fire Department to all divisions.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
FIRE REVENUE	\$29,981	\$20,000	\$16,500
TOTAL EXPENDITURES	\$29,981	\$20,000	\$16,500

CATEGORIES OF EXPENDITURES

PERSONAL SERVICES	\$541,246	\$548,905	\$563,734
CONTRACTUAL SERVICES	16,674	18,149	18,281
SUPPLIES	2,835	14,230	15,282
TRAVEL, TRAINING & MEMBERSHIP	9,767	17,675	22,502
OTHER SERVICES AND CHARGES	78,489	102,069	91,630
CAPITAL OUTLAY	0	0	9,000
TOTAL EXPENDITURES	\$649,011	\$701,028	\$720,429
POSITIONS			
FULL TIME	6	6	7
TOTAL POSITIONS	6	6	7

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Established a Cancer Reduction policy to improve the department's overall cancer reduction initiatives.
- Purchased a new data analytical software to help monitor performances
- Became a registered agency for accreditation

DIVISION OBJECTIVES:

- Review, modify and/or create Standard Operating Policies and Guidelines
- Continue to establish community partnerships
- Continue to work on maintaining the department class 1 Insurance Service Organization (ISO) rating
- Continue working towards being Accredited through CFAI (Commission on Fire Accreditation International)

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Community Partnerships Programs	10	10	10
Review, modify, and/or created policies and guidelines	20	20	20

Fire Department

OPERATIONS

The Operations Division protects the lives and property of the citizens of Valdosta from the ravages of fire and other manmade disasters by maintaining highly trained fire fighters and rescue personnel.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
AIRPORT CRASH RESCUE	\$300,880	\$309,900	\$319,197
TOTAL FUNDS GENERATED	\$300,880	\$309,900	\$319,197

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$5,611,810	\$5,914,199	\$5,806,469
CONTRACTUAL SERVICES	188,315	218,206	212,622
SUPPLIES	123,014	163,465	174,090
TRAVEL, TRAINING & MEMBERSHIP	19,594	39,775	40,050
OTHER SERVICES AND CHARGES	497,152	751,379	1,057,693
CAPITAL OUTLAY	85,515	48,860	70,800
TOTAL EXPENDITURES	\$6,525,400	\$7,135,884	\$7,361,724
POSITIONS			
FULL TIME	92	92	93
TOTAL POSITIONS	92	92	93

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Approved to purchase 2 new Sutphen 100 ft. Ladder Trucks to replace 2 older ladder trucks.
- Maintained minimum staffing of 27 per shift for majority of the year to address safety and operations efficiency concerns and help maintain the current ISO rating.
- Successfully changed to a statewide Records Management System (Image trend)
- Added Dell computers to all the fire trucks with CAD Integrations to enhance response times and communication with the 911 dispatchers

DIVISION OBJECTIVES:

- First fire engine arrive on all structure fires in 320 seconds or less after the initial dispatch
- The initial response units arrive on all structure fires in 560 seconds or less after the initial dispatch
- Test, inspect, and service fire hydrants within city limits
- Effectively control fires with minimum fire loss

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Hydrant Inspections and flow testing	4173	4173	4173
Pre-incident Surveys (Target Hazards)	85	85	85
First engine arrive 320 seconds after initial dispatch on all structure fires 90% of the time.	80%	90%	85%
Initial response unit arrive 560 seconds after initial dispatch on all structure fires 90% of the time.	100%	90%	90%

Fire Department

FIRE PREVENTION

Fire Prevention Division enforces all applicable fire codes, investigates all suspicious fires for cause/origin, enforces fire lane violation, educates the public through Public Service Announcements and educational programs, and inspects trench / excavation for compliance. It also educates the public in fire prevention by offering the following programs: the Jr. Fire Marshals Program, Neighborhood Watch, puppet shows, and tours of the fire safety house.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$290,889	\$314,773	\$325,039
CONTRACTUAL SERVICES	5,066	5,001	7,938
SUPPLIES	13,235	37,550	33,500
TRAVEL, TRAINING & MEMBERSHIP	925	11,323	6,373
OTHER SERVICES AND CHARGES	21,256	33,535	41,848
CAPITAL OUTLAY	0	18,000	0
TOTAL EXPENDITURES	\$331,371	\$420,182	\$414,698
POSITIONS			
FULL TIME	4	4	4
TEMPORARY	0	1	1
TOTAL POSITIONS	4	5	5

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- 16th Annual Junior Fire Marshal's Fun Day
- 5th Annual Citizen Fire Academy
- Distributed Fire Safety information in the City's monthly utilities bill (October 2017)
- Created new social media accounts to aid in promoting Fire Safety

DIVISION OBJECTIVES:

- Add more Fire Inspectors to the Division to ensure 100% of all buildings are inspected
- Review building construction plans, conduct annual fire inspections and re-inspections
- Utilize department programs to enhance fire safety education programs, such as the fire safety house, puppet shows, station tours and etc.
- Investigate fires to determine a cause
- Develop a community risk reduction program for the Accreditation Process

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of inspections conducted	1501	1,200	1,200
Number of CO (Certificate of Occupancy) Inspections	35	25	25
Number of new building construction plans reviews	30	30	30
Number of fire educational programs	320	320	350

Fire Department

FIRE MAINTENANCE

The Fire Maintenance Division performs maintenance on all Fire Department vehicles and equipment. It also schedules preventive maintenance on vehicles and equipment, and it keeps records of all parts and labor used for repair and maintenance.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$110,312	\$113,222	\$139,179
CONTRACTUAL SERVICES	60,915	67,543	76,033
SUPPLIES	92,440	77,693	75,341
TRAVEL, TRAINING & MEMBERSHIP	4,391	12,950	4,500
OTHER SERVICES AND CHARGES	53,100	43,000	51,112
CAPITAL OUTLAY	0	25,000	25,000
TOTAL EXPENDITURES	\$321,158	\$339,408	\$371,165
POSITIONS			
FULL TIME	2	2	2
TOTAL POSITIONS	2	2	2

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Completed pump capacity tests on all fire department pumpers and aerials
- Completed testing on all fire department ground and aerial ladders

DIVISION OBJECTIVES:

- Schedule preventive maintenance on vehicles and equipment
- Conduct all pump capacity testing on the engine and aerial trucks
- Conduct all aerial and ground ladder testing

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of emergency vehicle repairs	200	200	200
Number of small engine repairs (request)	25	50	25
Number of pump test conducted	10	10	10
Number of aerial and ground ladders tested	50	50	50

Fire Department

5

FIRE TRAINING

The Fire Training Division is responsible for all training of Fire Department personnel. It keeps all records of training hours for the State and Insurance Services Organization (I.S.O.).

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$122,271	\$203,207	\$212,480
CONTRACTUAL SERVICES	21,186	21,503	22,960
SUPPLIES	59,475	67,946	60,556
TRAVEL, TRAINING & MEMBERSHIP	48,457	21,000	20,750
OTHER SERVICES AND CHARGES	9,681	43,174	58,200
CAPITAL OUTLAY	0	40,000	15,000
TOTAL EXPENDITURES	\$261,070	\$396,830	\$389,946
POSITIONS			
FULL TIME	3	3	3
TOTAL POSITIONS	3	3	3

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Delivered Officer Development classes sponsored by Georgia Fire Academy
- Partnered with Wiregrass Georgia Technical College to deliver an Emergency Medical Technician (EMT) certification training
- Completed upgrades to the training classroom trailer

DIVISION OBJECTIVES:

- Meet the required ISO training hours
- Deliver a Fire Instructor and Fire Officer Classes
- Analyze Performance Incident Reports to determine trends for training needs
- Participate in test validations at Georgia Firefighter Standards and Training Division
- Provide EMT training through Wiregrass Georgia Technical College

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Recruit Training Program Hours (per recruit)	240	240	240
Train personnel to receive EMT certification	30	20	20
Company Officer Training classes (per officer)	12	12	12
Total Training Hours (per firefighter)	250	250	250

Fire Department

SPECIAL OPERATIONS

The Special Operations Division coordinates the Hazardous Materials (HazMat) Program/WMD Program, the technical rescue program, arson investigations, promotional testing and entry-level testing programs for the department.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$75,101	\$76,658	\$78,531
CONTRACTUAL SERVICES	1,304	1,284	1,320
SUPPLIES	37,081	13,600	15,800
TRAVEL & TRAINING	19,062	32,525	20,525
OTHER SERVICES AND CHARGES	5,739	8,391	7,790
TOTAL EXPENDITURES	\$138,287	\$132,458	\$123,966
POSITIONS			
FULL TIME	1	1	1
TOTAL POSITIONS	1	1	1

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Offered regional GSAR Training
- Received grants funding for GSAR and Haz-Mat
- Deployed to assist during Hurricane Irma Michael

DIVISION OBJECTIVES:

- Gather and organize information needed for training programs
- Procure equipment and develop training programs for members
- Develop S.O.P.'s so that members can safely and effectively manage special operations incidents
- Maintain the GSAR truck and a level of readiness, conduct regional training and continue to build relationships with Fire Departments in GEMA Area 2

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Haz-Mat Site Surveys	10	10	10
Haz-Mat team training hours (locally)	96	96	96
GSAR team training hours (locally)	64	64	64

OTHER PROTECTIVE SERVICES

Community Protection

DEPARTMENT SUMMARY

The Community Protection Division operates as part of Other Protective Services function.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$315,236	\$337,237	\$340,109
CONTRACTUAL SERVICES	86,126	99,154	107,991
SUPPLIES	2,002	3,446	2,350
TRAVEL, TRAINING & MEMBERSHIP	5,440	5,527	8,752
OTHER SERVICES & CHARGES	45,102	54,806	40,286
TOTAL EXPENDITURES	\$453,906	\$500,170	\$499,488
POSITIONS			
FULL TIME	7	6	6
TOTAL POSITIONS	7	6	6

DEPARTMENT GOALS:

- Provide informative brochures to the public and update website as needed
- Complete continuing education to maintain staff certifications and community engagement
- Maintain and improve involvement with our community through semi-annual clean-ups and routine observations of each zone, and promote the use of Valdosta Click n Fix to increase response time and issue resolution
- Continue to utilize New World for the Community Protective Division
- Complete final adjustments to the customized Hiperweb software to complete the Code Enforcement Automation process

Community Protection

ORGANIZATIONAL CHART

NEIGHBORHOOD
DEVELOPMENT MANAGER

COMMUNITY PROTECTION

Community Protection

COMMUNITY PROTECTION

Enforces City codes and ordinances, investigates complaints concerning violations of City ordinances, conducts searches of deed records to located property owners, files liens, places legal ads, testifies in municipal court proceedings, checks businesses within the city limits for proper occupation tax certificates and conducts landscape plan review as well as on-site inspections. This division has one (1) Senior Marshal, four (4) full-time Marshals and one (1) Community Sustainability Coordinator.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$315,236	\$337,237	\$340,109
CONTRACTUAL SERVICES	86,126	99,154	107,991
SUPPLIES	2,002	3,446	2,350
TRAVEL, TRAINING & MEMBERSHIP	5,440	5,527	8,752
OTHER SERVICES & CHARGES	45,102	54,806	40,286
TOTAL EXPENDITURES	\$453,906	\$500,170	\$499,488
POSITIONS			
FULL TIME	7	6	6
TOTAL POSITIONS	7	6	6

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Changes to the organization and process of Code Enforcement to include new positions and automation of the code process.
- All Marshals are fully certified through GACE, with the exception of the new staff members added in FY19.
- Processed 100% of delinquent occupational tax certificates in a timely manner
- Marshals initiated more than 3,911 new cases and have resolved more than 3,750
- Demolished eleven (11), but if we had additional funding it would have been twenty-six (26) and repaired twenty-two (22) substandard buildings

DIVISION OBJECTIVES:

- Successfully abate 97% of noted code violations
- Prevail in 100% of court cases
- Process all initial notifications within three (3) days of initial identification of code violation
- Demolished twenty (20) substandard buildings and repair twenty (20) substandard houses

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percentage of violation abatements	96%	97%	97%
Percentage of court cases won	100%	100%	100%
Percentage of notice processed within 3 days	100%	100%	100%

Public Works



PUBLIC WORKS DEPARTMENT

Public Works

DEPARTMENT SUMMARY

The Public Works Department operates as a part of the public works function, which includes Right of Way Maintenance and Cemetery and Arborist.

EXPENDITURE SUMMARY:

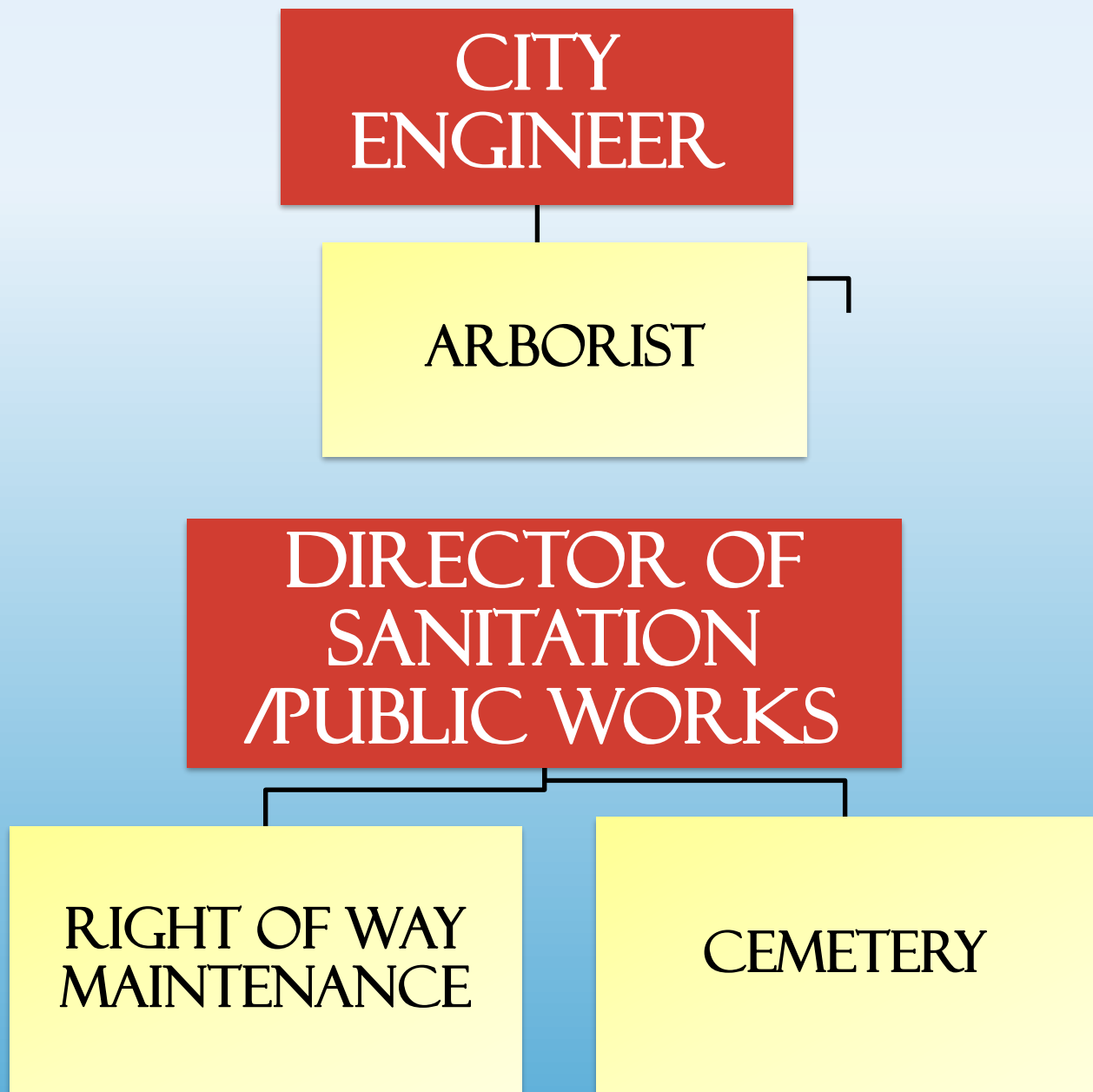
CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$1,736,830	\$1,899,930	\$1,963,478
CONTRACTUAL SERVICES	250,140	156,844	159,014
SUPPLIES	51,671	53,266	66,627
TRAVEL, TRAINING & MEMBERSHIP	1,194	3,860	5,721
OTHER SERVICES & CHARGES	310,128	312,056	383,040
CAPITAL OUTLAY	0	7,000	8,500
TOTAL EXPENDITURES	\$2,349,963	\$2,432,956	\$2,586,380
POSITIONS			
FULL TIME	43	43	43
TOTAL POSITIONS	43	43	43

DEPARTMENT GOALS:

- Facilitate communication within the Department by conducting weekly staff meetings with the Public Works Management Team
- Encourage employee professional development by preparing a training plan for each division and ensuring that each employee receives a timely annual job performance appraisal
- Monitor departmental staffing levels by maintaining a vacancy rate of less than 5 percent
- Develop a Cross-Training Plan
- Create Standard Operations Procedures
- Improve the appearance of vacant lots throughout the City
- Improve the appearance of the City's rights-of-way
- Provide and maintain a 75 acre municipal cemetery to park standards
- Provide and monitor mosquito surveillance program

Public Works

ORGANIZATIONAL CHART



Public Works

RIGHT-OF-WAY MAINTENANCE

This division is responsible for the maintenance and upkeep of City rights-of-way, curbs, gutters, sidewalks, grass cutting, litter pick-up, street sweeping, and mosquito spraying.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
LOT CLEARING FEES	\$43,371	\$18,000	\$30,000
STATE HIGHWAY MAINTENANCE	93,030	93,024	93,024
TOTAL FUNDS GENERATED	\$136,401	\$111,024	\$123,024

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$1,176,497	\$1,324,656	\$1,350,145
CONTRACTUAL SERVICES	187,658	115,242	118,150
SUPPLIES	37,277	34,184	37,881
TRAVEL, TRAINING & MEMBERSHIP	812	1,180	2,390
OTHER SERVICES & CHARGES	230,988	193,786	262,929
CAPITAL OUTLAY	0	0	8,500
TOTAL EXPENDITURES	\$1,633,232	\$1,669,048	\$1,779,995
POSITIONS			
FULL TIME	28	28	28
TOTAL POSITIONS	28	28	28

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Supervisor and Crewleaders got recertified in Flagging and Work Zone Safety Course
- Supervisor and Crewleaders attended Traffic Incident Management Training Class
- Superintendent and Supervisor attended Basic Storm Spotter Training Class
- Superintendent and Supervisors attended Storm Recovery Training Class
- Superintendent completed module 1 of Public Works Officials Executive Management Certification Program Conference

DIVISION OBJECTIVES:

- Provide environmental and quality of life benefits by operating an effective and efficient street sweeping service
- Provide annual vegetation management through herbicide application on City owned lots and Right-of-Ways
- Maintain or exceed established intervals for route completion
- Reduce average response time for citizen generated service requests to 2 days
- Continued to cross train on heavy equipment
- Eliminate all vegetation on street surfaces and sidewalks
- Provide quality of life benefits by applying seasonal Mosquito pellets to City owned bodies of water

Public Works

RIGHT-OF-WAY MAINTENANCE CONT.

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Avg street sweeping miles per year on established state routes	1,556	1,325	1,556
Linear Miles swept	1,556	1,350	1,556
Avg response time for citizen generated service requests (business days)	1 day	1 day	1 day
Avg # of times curb miles are maintained per year.	12	12	12
Maintain or exceed set intervals for route completion	Every 60 days	Every 60 days	Every 60 days

Public Works

CEMETERY

This division is responsible for maintaining a cemetery with perpetual care maintenance. Sunset Hill Cemetery provides limited funeral services and lot sales.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$418,480	\$432,275	\$448,241
CONTRACTUAL SERVICES	44,521	22,400	22,754
SUPPLIES	10,625	13,707	18,041
TRAVEL, TRAINING & MEMBERSHIP	226	860	1,226
OTHER SERVICES & CHARGES	52,762	87,459	80,232
CAPITAL OUTLAY	0	7,000	0
TOTAL EXPENDITURES	\$526,614	\$563,701	\$570,494
POSITIONS			
FULL TIME	12	12	12
TOTAL POSITIONS	12	12	12

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Arborist/Valdosta Tree Commission and Sunset Hill cemetery installed twenty-five trees throughout the Cemetery
- Updated landscape at the front entrance
- Continued updating signage
- Continued updating cemetery data base
- A guest speaker at Valdosta State University Learning in Retirement group about Cemetery history and notable individuals buried at Sunset Hill Cemetery and provided a walking tour.

DIVISION OBJECTIVES:

- Arborist/Valdosta Tree Commission and Sunset Cemetery installed two live oaks at the Slave Memorial
- Completed cost comparison of Georgia cemetery

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percentage of funerals per year on time and accurately placed	100%	100%	100%
Percentage of citizen concerns answered within five working days	100%	100%	100%
Square miles mowed monthly	250	250	250
Number of burials / interments	100	100	100

Public Works

ARBORIST

The purpose of this division is to manage, maintains and protects Valdosta's urban forest.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$141,853	\$142,999	\$165,092
CONTRACTUAL SERVICES	17,961	19,202	18,110
SUPPLIES	3,769	5,375	10,705
TRAVEL, TRAINING & MEMBERSHIP	156	1,820	2,105
OTHER SERVICES & CHARGES	26,378	30,811	39,879
TOTAL EXPENDITURES	\$190,117	\$200,207	\$235,891
POSITIONS			
FULL TIME	3	3	3
TOTAL POSITIONS	3	3	3

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Recognized as the Tree City USA Community for 32nd consecutive year
- Gave away 600 tree seedlings
- Celebrated both Georgia & National Arbor Day
- Assisted in 4 educational events
- Developed Division logo
- Provided monthly Arbor Tips

DIVISION OBJECTIVES:

- Planting, pruning, removal, and maintenance of all City trees
- Education programs with the Valdosta Tree Commission, KLVB, schools and etc.

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of trees planted	14	10	30
Number of trees pruned	1,115	1,000	2,000
Number of education programs	3	3	4
Number of participants	125	90	250

URBAN REDEVELOPMENT DEPARTMENT

Planning & Zoning

DEPARTMENT SUMMARY

The Planning & Zoning Office is a division within the Urban Redevelopment.

EXPENDITURE SUMMARY:

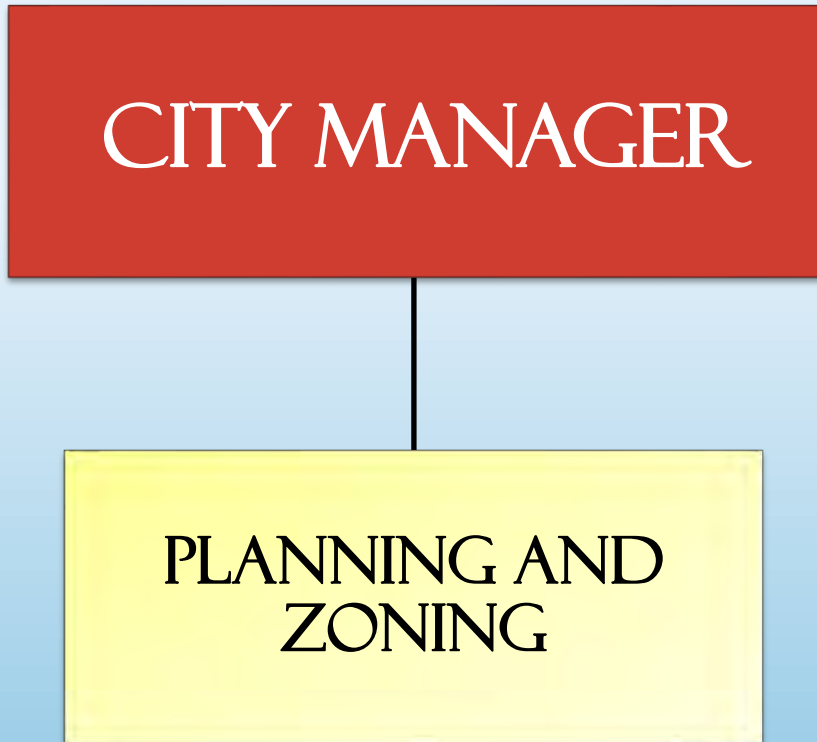
CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$271,822	\$286,998	\$298,284
CONTRACTUAL SERVICES	12,150	4,253	6,856
SUPPLIES	963	1,350	3,756
TRAVEL, TRAINING & MEMBERSHIP	1,036	2,010	3,945
OTHER SERVICES & CHARGES	53,787	55,796	34,313
CAPITAL OUTLAY	0	30,000	12,500
TOTAL EXPENDITURES	\$339,758	\$380,407	\$359,654
POSITIONS			
FULL TIME	4	4	4
TOTAL POSITIONS	4	4	4

DEPARTMENT GOALS:

- Provide efficient and effective customer service by processing all applications in a timely manner and ensuring processes are as streamlined as possible
- Maintain and improve communication with the community through personal interaction, an up-to-date website, quarterly email blasts of the Planners Post newsletter, and other informational materials
- Continue to provide opportunities for specific discussion and education with members of the local development community, including design professionals, sign industry, board of realtors, homebuilders association, as well as members of the general public
- Periodically update the Land Development Regulations (LDR) to reflect a pro-business environment, promote orderly growth and development, and improve the quality of life for our citizens
- Provide expertise and diligence in fulfilling special planning projects which serve the City's mission and purpose. Specifically, continue planning review and implementation of TE Grant Projects and GDOT Gateway Grant applications for beautification of Valdosta's significant gateway entrances, update the City's Urban Redevelopment Plans to facilitate incentives in areas needing revitalization, and undertake other special planning projects as needed
- Continue collaboration with significant economic engines such as Valdosta State University and South Georgia Medical Center in master planning to ensure orderly growth and development of their environs
- Continue partnering with the other member governments of the Greater Lowndes Planning Commission (GLPC) in preparing a new Joint Ordinance to include the City of Remerton
- Continue preparations on the 2020 census, including LUCA and BAS updates, and participation on a local complete count committee

Planning & Zoning

ORGANIZATIONAL CHART



Planning & Zoning

PLANNING & ZONING

The Planning & Zoning Division strives to ensure quality growth and land development consistent with the Greater Lowndes 2030 Comprehensive Plan. This goal is achieved through the effective implementation of the Land Development Regulation (LDR) and efficient processing of land use cases; business license requests; sign permit applications; and building plan reviews. The Planning & Zoning staff strives to provide the community with continual education and awareness regarding the City's Land Development Regulations, Comprehensive Plan, as well as general land planning and development principles.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$271,822	\$286,998	\$298,284
CONTRACTUAL SERVICES	12,150	4,253	6,856
SUPPLIES	963	1,350	3,756
TRAVEL, TRAINING & MEMBERSHIP	1,036	2,010	3,945
OTHER SERVICES & CHARGES	53,787	55,796	34,313
CAPITAL OUTLAY	0	30,000	12,500
TOTAL EXPENDITURES	\$339,758	\$380,407	\$359,654
POSITIONS			
FULL TIME	4	4	4
TOTAL POSITIONS	4	4	4

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Continued updating and revising the Land Development Regulations (LDR) to promote sound economic development and smart growth policy
- Partnered with other local governments of Lowndes County and the Southern Georgia Regional Commission to prepare and adopt major updates to the Greater Lowndes Comprehensive Plan
- Hosted another Historic Preservation Month in May in coordination with the Valdosta Historic Preservation Commission, Valdosta Heritage Foundation and Lowndes County Historical Society and presented the annual Preservation Awards
- Hosted another Community Planning Month in October and partnered with Lowndes County, Southern Georgia Regional Commission and other economic engines to showcase planning efforts in our community. This year's theme was "Innovation in Planning"
- Partnered with the Valdosta Police Department to proactively enforce the alcohol ordinance
- Conducted Historic Walking Tours of downtown for both VSU students and the Learning in Retirement classes
- Assisted the Metropolitan Planning Organization (MPO) with updates to the 2045 Transportation Master Plans

Planning & Zoning

PLANNING & ZONING

DIVISION OBJECTIVES:

- Process all business tax (license) applications within 3 days
- Review all building development plans within 3 days
- Review all sign applications within 5 days

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percentage of business tax applications with 72 hours	99%	97%	99%
Percentage of plans reviewed within 5 days	98%	95%	99%
Percentage of sign applications reviewed within 5 days	98%	99%	99%

* ~90% of all delays related to need for additional information or need for action by applicant

COMMUNITY
DEVELOPMENT
DEPARTMENT

Community Development

DEPARTMENT SUMMARY

The Community Development Department includes Administration, Grants, Neighborhood Development and Main Street.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$142,180	\$134,103	\$240,481
CONTRACTUAL SERVICES	4,698	10,450	6,371
SUPPLIES	2,107	2,388	750
TRAVEL & TRAINING & MEMBERSHIP	3,164	2,444	2,457
OTHER SERVICES & CHARGES	76,979	29,294	54,664
RESERVED EXPENDITURES	11,810	9,500	9,500
TOTAL EXPENDITURES	\$240,938	\$188,179	\$314,223
POSITIONS			
FULL TIME	6	3	4
TOTAL POSITIONS	6	3	4

DEPARTMENT GOALS:

- Continue to represent the City's interest and position on committees and advisory boards.
- Successfully administer all entitlement programs funded by the U.S. Department of Housing and Urban Development (HUD)
- Continues to seek out financial and programmatic resources to support neighborhood and community development efforts
- Successfully administer and support the Valdosta / Lowndes Land Bank Authority
- Continue to administer and coordinate programming and membership to the Valdosta Small Emerging Business (VSEB) program
- Continue to guide and direct the local effort in regards to affordable community development and sustainability through the Chamber of Commerce, Metropolitan Planning Organization, Georgia Initiative for Community Housing, Land Bank Authority.

Community Development

ORGANIZATIONAL CHART



Community Development

ADMINISTRATION

This division coordinates all administrative activities of all divisions and develops all departmental policies and procedures. The division is responsible for development and coordination of the Valdosta Lowndes County Land Bank Authority, Georgia Initiative for Community Housing (GICH) and Valdosta Small Emerging Business programs.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$24,898	\$0	\$101,265
CONTRACTUAL SERVICES	2,902	9,242	5,256
SUPPLIES	569	831	750
TRAVEL & TRAINING & MEMBERSHIP	3,164	2,245	2,257
OTHER SERVICES & CHARGES	13,634	1,189	900
RESERVED EXPENDITURES	11,810	9,500	9,500
TOTAL EXPENDITURES	\$56,977	\$23,007	\$119,928
POSITIONS			
FULL TIME	2	0	1
TOTAL POSITIONS	2	0	1

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Completed (4) VSEB and community educational training opportunities
- Continued partnerships with other community organizations (Habitat for Humanity, Valdosta Housing Authority, Goodwill Industries, Valdosta State University, Valdosta/Lowndes County Chamber of Commerce, etc.) to provide assistance in addressing the needs of the citizens
- Assisted in the City's implementation of the new Redevelopment/Blight Tax
- Working with Valdosta/Lowndes County Chamber of Commerce as a member of its Business Incubator Advisory Board. Also, continuing to work to secure federal grant funding for the incubator start-up in Valdosta
- Increased public knowledge by creating several brochures and public information sessions to inform the citizens of the different services and resources available through the City and to assist in maintaining compliance with municipal laws, ordinances, and City-wide campaigns ("Love Where You Live")
- Created new quarterly newsletter for the VSEB program participants

Community Development

ADMINISTRATION CONTINUED

DIVISION OBJECTIVES:

- Assist Valdosta/Lowndes County Land Bank Authority with the return of blighted and/or abandoned properties to Lowndes County Tax Registry
- Promote membership in Valdosta Small Emerging Business program
- Provide small business training and information required for small business participation from state and local governments
- Continue to assist with Valdosta/Lowndes County Land Bank Authority conversion/expansion throughout Lowndes County. Also, look to create development opportunities in the City through the newly expanded resources of the Land Bank
- Conduct up to four (4) community education opportunities for certified VSEBs on small business related topics

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Assist in Policy Research on Various Projects	2	3	2

Community Development

GRANTS

The Grants division supports capital and program improvements of the City through identification, application and administration of funds from outside sources. Also included in this division are those programs funded by Community Development Block Grant Funds. These programs are designed to provide decent and affordable housing, provide a suitable living environment and increase economic opportunities for citizens of the City of Valdosta. The services of CDBG primarily benefit low to moderate income citizens.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$20,302	\$0	\$0
CONTRACTUAL SERVICES	445	0	0
OTHER SERVICES & CHARGES	3,572	0	0
TOTAL EXPENDITURES	\$24,319	\$0	\$0
POSITIONS			
FULL TIME	1	0	0
TOTAL POSITIONS	1	0	0

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Completed five (5) owner-occupied reconstruction/rehabilitation project in the DRA
- Continued to provide continuing education opportunities for small businesses and those individuals seeking job training and career skills
- Provided economic development and opportunities for up to 13 entry level positions to students at-risk of dropping out of high school with the Great Promise Partnership Program

DIVISION OBJECTIVES:

- Apply for a minimum of two (2) grants to promote community development
- Obtain 50% of grants applied for
- Seek additional funding sources to leverage to continue community projects for affordable housing, fair housing education and economic development

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Grants submitted/Grants Awarded	0	2	2
Number houses rehab/reconstructed	5	6	6

Community Development

MAIN STREET

The Main Street division manages the process of enhancing downtown's position as the governmental, cultural, and economic center of the Greater Lowndes County area by involving businesses, property owners, government, churches, and the entire community.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$69,976	\$69,017	\$71,516
CONTRACTUAL SERVICES	182	233	193
SUPPLIES	1,538	1,557	0
OTHER SERVICES & CHARGES	14,398	19,941	19,413
TOTAL EXPENDITURES	\$86,094	\$90,748	\$91,122
POSITIONS			
FULL TIME	2	2	2
TOTAL POSITIONS	2	2	2

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- The CVDA district saw a gain of 6 new businesses and 40 net new jobs
- Valdosta Main Street continues GEMs (Georgia's Exceptional Main Streets) Designation
- Valdosta Main Street received National Main Street accreditation for the 23rd consecutive year

DIVISION OBJECTIVES:

- Continue to receive National Main Street Accreditation
- Net gain of (5) new businesses and (20) new jobs
- Help Historic Preservation Planner facilitate (2) tax credit projects. Facilitate (2) low interest projects
- Continue to promote Downtown Valdosta as a destination

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Promotion events per year	165	48	160
Net gain of new businesses	6	5	6
Facilitate tax credits applications	1	2	2
Facilitate loan packages	0	2	2
Attendance at events	52,700	42,000	55,000

Community Development

NEIGHBORHOOD DEVELOPMENT

Neighborhood Development improves the community through coordinating, administering, and providing citizens of low-moderate income of the City of Valdosta with the benefits of both public and private programs designed to address decent and suitable living conditions and economic/community development.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$62,251	\$65,086	\$67,700
CONTRACTUAL SERVICES	1,169	975	922
TRAVEL & TRAINING & MEMBERSHIP	0	199	200
OTHER SERVICES & CHARGES	6,757	7,478	7,773
TOTAL EXPENDITURES	\$70,177	\$73,738	\$76,595
POSITIONS			
FULL TIME	1	1	1
TOTAL POSITIONS	1	1	1

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Coordinated community resources to complete the 2019 Homeless Count for Lowndes County
- Completed four (5) owner-occupied rehabilitations/reconstructions in Designated Revitalization Area (DRA)
- Completed twice annually Bulk Trash Amnesty Day event where 40 tons of bulk debris was collected by the Neighborhood Development, Community Protection, and Public Works departmental staffs in a three hour event. This free of charge service will be offered to citizens twice yearly. Added new activity called Azalea City Yard Showcase to assist in City neighborhood beautification.
- Completed ten (10) owner occupied reconstruction projects utilizing Community HOME Investment Program (CHIP) grant funds from DCA in partnership with 12 new construction builds with Habitat for Humanity.
- Continue to promote and establish community partnerships to provide services to low-moderate income citizens of the City of Valdosta that address the promotion of economic/community development (CG5)
- Completed the installation of the first Neighborhood Action Association (NAA) in the Devonwood Community. These community focused groups will be created in each neighborhood in the Designated Revitalization Area (DRA). Tom Town will be the next NAA to be formally created.

Community Development

NEIGHBORHOOD DEVELOPMENT CONT.

DIVISION OBJECTIVES:

- Complete repair and/or reconstruction of owner occupied homes utilizing Community Development Block Grant (CDBG)
- Continue to promote and establish community partnerships to provide services to low-moderate income citizens of the City of Valdosta that address the promotion of economic/community development
- Continue to provide the resources and structure for the Neighborhood Action Associations (NAAs) throughout the City to promote community, affordable, safe, and decent living environments that can be sustained by the citizens

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Housing Rehabilitation/Reconstruction	15	14	6
Group Workcamp Repair	0	5	0

GREAT PROMISE INTERNSHIP

Great Promise Partnership is a program designed to assist at-risk high school youth with job training and mentorship. The students selected to participate in the program are required to stay in school, which will lead to graduation, while earning an income and job training. This program will give the students job training and mentorship which will prepare them for further education or workforce training after graduation. Attendance and successful completion of course work is a requirement of the program.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	-\$35,247	\$0	\$0
OTHER SERVICES & CHARGES	38,618	686	26,578
TOTAL EXPENDITURES	\$3,371	\$686	\$26,578

Special Revenue Funds

Special Revenue Funds account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.

Confiscated Funds

Confiscated Fund is used to account for confiscated funds taken in by the City of Valdosta's Police Department.

Confiscated Funds

The Confiscated Fund is used to account for confiscated funds collected by the City of Valdosta's Police Department. Funds are then used to purchase equipment as needed.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
SUPPLIES	\$35,148	\$0	\$0
OTHER SERVICES & CHARGES	20,066	1,461	420
CAPITAL OUTLAY	13,140	0	0
TOTAL EXPENDITURES	\$68,354	\$1,461	\$420

DEPARTMENT GOALS:

- Purchase needed operating supplies and equipment for the Valdosta Police Department.

Property Evidence Fund

This special revenue fund is used to account for property collected by the City of Valdosta's police Department

Property Evidence Fund

Property Evidence Fund is used to account for property collected by the City of Valdosta Police Department.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
SUPPLIES	\$3,067	\$0	\$0
TOTAL EXPENDITURES	\$3,067	\$0	\$0

U.S. Department of Justice Grant

U.S Department of Justice Local Law Enforcement Grant is used to account for Local Law Enforcement Block Grant funds from the U.S. Department of Justice which are to be used to purchase equipment in the City's Police Department.

U. S. Department of Justice

U. S. Department of Justice Local Law Enforcement Block Grant is awarded to the City of Valdosta Police Department to purchase needed equipment to increase the public safety of the officers and the citizens of the city.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
SUPPLIES	\$3,939	\$0	\$0
OTHER SERVICES & CHARGES	0	0	0
CAPITAL OUTLAY	0	0	0
TOTAL EXPENDITURES	\$3,939	\$0	\$0

DEPARTMENT GOALS:

- Purchase needed equipment for the City of Valdosta Police Department

CDBG CHIP 01M & 02M Grant Funds

GA DCA Chip Grant is used to account for grant funds received from the Georgia Department of Community Affairs. The Chip program provides funding for a portion of construction costs for thirteen new homes for eligible low and moderate income persons.

URBAN REDEVELOPMENT & HOUSING SUMMARY

A department to account for expenditures related to funds received in accordance with Title I, Section 119, of the Housing and Community Development Act of 1974. The federal grant was designated for the use of financing second mortgages for qualified home buyers.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GRANT	\$1,350	\$0	\$0
TOTAL EXPENDITURES	\$1,350	\$0	\$0

DEPARTMENT GOALS:

- To account for the loan servicing fees from South Georgia Regional Development Center

URBAN REDEVELOPMENT & HOUSING SUMMARY

A department to account for expenditures related to funds received in accordance with Title I, Section 119, of the Housing and Community Development Act of 1974. The federal grant was designated for the use of financing second mortgages for qualified home buyers.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GRANT	\$3,600	\$0	\$0
TOTAL EXPENDITURES	\$3,600	\$0	\$0

DEPARTMENT GOALS:

- To account for the loan servicing fees from South Georgia Regional Development Center

Federal HUD Grant Fund

The Federal HUD Grant Fund accounts for grant funds from the U.S. Department of Housing and Urban Development. A variety of community development projects are funded by this grant.

Federal HUD Grant

The Federal HUD Grant is used to account for entitlement grant funds received from the US Department of Housing and Urban Development. These funds are used to complete a variety of community development projects meeting federal guidelines.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$239,210	\$126,410	\$50,963
CONTRACTUAL SERVICES	538	0	0
SUPPLIES	926	0	0
TRAVEL & TRAINING	1,336	0	0
OTHER SERVICES & CHARGES	513,559	453,235	617,808
CAPITAL OUTLAY	0	0	0
TOTAL EXPENDITURES	\$755,569	\$579,645	\$668,771

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Offered year-round community development focused assistance to citizen through the Community Development Block Grant (CDGB) Program
- Began the strategic neighborhood by neighborhood approach to implement the Neighborhood Revitalization and Consolidated Plan efforts in the Designated Revitalization Areas (DRA) of the City of Valdosta

DIVISION OBJECTIVES:

- Coordinate and administer homeowner rehabilitation and reconstruction
- Complete community activities with DRA which address the national objectives of the entitlement grant
- Research economic development programs for possible implementation in the DRA to address the neighborhood needs in this area (e.g. business incubators or small business seed loans)

PERFORMANCE MEASURES

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Housing Rehabilitation/Reconstruction	6	5	14
Group Workcamp Repair	12	19	14

CDBG CHIP 04M, 06M, 07M & 2016-116 Grant Funds

GA DCA Chip Grant is used to account for grant funds received from the Georgia Department of Community Affairs. The Chip program provides funding for a portion of construction costs for thirteen new homes for eligible low and moderate income persons.

URBAN REDEVELOPMENT & HOUSING SUMMARY

A department to account for expenditures related to funds received in accordance with Title I, Section 119, of the Housing and Community Development Act of 1974. The federal grant was designated for the use of financing second mortgages for qualified home buyers.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GRANT	\$17,390	\$0	\$0
TOTAL EXPENDITURES	\$17,390	\$0	\$0

DEPARTMENT GOALS:

- To account for the loan servicing fees from South Georgia Regional Development Center

URBAN REDEVELOPMENT & HOUSING SUMMARY

The Urban Redevelopment and Housing Department in the CDBG CHIP 06M Grant Fund is used to account for grant funds received from the GA Department of Community Affairs. The CHIP program provides grant funding for a portion of construction costs for new homes for eligible low and moderate income persons as well as home owner rehabilitation projects.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GRANT	\$22,700	\$0	\$0
TOTAL EXPENDITURES	\$22,700	\$0	\$0

DEPARTMENT GOALS:

- Construct quality homes for low to moderate income families

URBAN REDEVELOPMENT & HOUSING SUMMARY

The Urban Redevelopment and Housing Department in the CDBG CHIP 07M Grant Fund is used to account for grant funds received from the GA Department of Community Affairs. The CHIP program provides grant funding for a portion of construction costs for new homes for eligible low and moderate income persons as well as home owner rehabilitation projects.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GRANT	\$25,500	\$0	\$0
TOTAL EXPENDITURES	\$25,500	\$0	\$0

DEPARTMENT GOALS:

- Construct quality homes for low to moderate income families

URBAN REDEVELOPMENT & HOUSING SUMMARY

The Urban Redevelopment and Housing Department in the CDBG CHIP 07MR Grant Fund is used to account for grant funds received from the GA Department of Community Affairs. The CHIP program provides funding for a portion of construction costs for new homes for eligible low and moderate income person as well as funding for home owner rehabilitation projects.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GRANT	\$11,000	\$0	\$0
TOTAL EXPENDITURES	\$11,000	\$0	\$0

DEPARTMENT GOALS:

- Construct quality homes for low to moderate income families

Chip 2016-116

URBAN REDEVELOPMENT & HOUSING SUMMARY

A department to account for grant funds received from the Georgia Department of Community Affairs. The CHIP program provides funding for a portion of construction costs for new homes for eligible low and moderate income persons as well as funding form home owner rehabilitation.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
GRANT	\$1,763	\$0	\$0
TOTAL EXPENDITURES	\$1,763	\$0	\$0

Accommodations Tax Fund

The Accommodations Tax Fund accounts for the hotel/motel tax levied in Lowndes County to support the operation of the Rainwater Conference Center the Howell Center for the Arts and the Valdosta/Lowndes Tourism Authority.

Accommodations Tax

This tax is levied on hotel/motel lodgings in Lowndes County. It is used to support the operations of the Rainwater Conference Center, the Annette Howell Turner Center for the Arts and to fund the operations of the Lowndes/Valdosta Tourism Authority.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
TAX COMMISSIONS	\$95,307	\$85,000	\$105,000
TOURISM AUTHORITY	1,331,996	1,277,538	1,455,000
CONFERENCE CENTER	249,950	249,950	210,000
AIRPORT AUTHORITY	387,526	387,526	393,366
ARTS COMMISSION	190,000	190,000	190,000
PUBLIC ART	25,000	25,000	25,000
HISTORICAL SOCIETY	25,000	25,000	25,000
OTHER SERVICES & CHARGES	350,918	1,402,172	1,153,155
TOTAL EXPENDITURES	\$2,655,697	\$3,642,186	\$3,556,521

Enterprise Funds

Enterprise Funds are funds in which the services provided are financed and operated similarly to those of a private business. Revenues generated from services provided by these funds meet the expenses incurred.

Sanitation Fund

The Sanitation Fund is setup to finance and account for the cost of providing both residential and commercial trash and garbage pickup to citizens and businesses of the City. Fund also provides and maintains a sanitary landfill for disposal of trash and garbage.

SANITATION DEPARTMENT

Sanitation

DEPARTMENT SUMMARY

Sanitation is a department within the Public Works Function. It includes Management, Residential Garbage, Commercial Collection, Residential Trash, Roll-Off Collection, Recycling Collection and Recycle Distribution.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$2,699,174	\$2,656,906	\$2,588,879
CONTRACTUAL SERVICES	1,057,192	895,194	1,098,878
SUPPLIES	137,779	171,402	170,670
TRAVEL, TRAINING & MEMBERSHIP	4,747	7,960	8,103
OTHER SERVICES & CHARGES	2,008,034	1,802,172	1,985,794
CAPITAL OUTLAY	6,386	0	9,000
CAPITAL OUTLAY DISTRIBUTED	-6,386	0	-9,000
TOTAL EXPENDITURES	\$5,906,926	\$5,533,634	\$5,852,324
POSITIONS			
FULL TIME	55	54	54
TOTAL POSITIONS	55	54	54

DEPARTMENT GOALS:

- Facilitate communication within the Department by conducting weekly staff meetings with the Public Works Management Team
- Encourage employee professional development
- Prepare a training plan for each division
- Develop a Cross-Training Plan
- Create a Professional Development Plan
- Ensure that every employee receives a timely, annual job performance appraisal
- Monitor staffing levels by maintaining a vacancy rate of less than 5 percent
- Improve Standard Operation Procedures and efficiency for the Department
- Conduct Self-Assessment
- Reduce the waste stream and increase recycling participation through the use of drops sites
- Increase Commercial Collection customer base
- Increase recycling sorting level to make it a commodity
- Implement 2 recycling drop sites

Sanitation

ORGANIZATIONAL CHART

DIRECTOR OF
SANITATION /PUBLIC
WORKS

MANAGEMENT

RESIDENTIAL
GARBAGE

COMMERCIAL
COLLECTION

RESIDENTIAL TRASH

ROLL-OFF
COLLECTIONS

RECYCLABLES
COLLECTION

RECYCLABLES
DISTRIBUTION

Sanitation

MANAGEMENT

The Management Division of the Sanitation Department provides administrative assistance to the entire department, while focusing on customer relations and services provided on a daily basis. It also serves as the operating center for reporting, data entry, and record keeping for the overall department.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$414,751	\$343,218	\$310,294
CONTRACTUAL SERVICES	78,564	65,279	68,491
SUPPLIES	11,094	8,574	8,626
TRAVEL, TRAINING & MEMBERSHIP	4,527	6,760	6,903
OTHER SERVICES & CHARGES	569,488	449,815	367,196
CAPITAL OUTLAY	6,386	0	9,000
CAPITAL OUTLAY DISTRIBUTED	-6,386	0	-9,000
TOTAL EXPENDITURES	\$1,078,424	\$873,646	\$761,510
POSITIONS			
FULL TIME	6	5	5
TOTAL POSITIONS	6	5	5

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Implemented weekly staff reporting for all divisions
- In house division and departmental training for all staff
- Public Works Director was appointed member of the National American Public Works Association (APWA) Small Cities/Rural Communities Committee.
- Celebrated National Public Works Week (The Power of Public Works) May 21st – 25th with a variety of events. Showcased 9 Superior performers during the 2nd Annual Awards banquet
- Public Works hosted a Tractor Mower Operator Safety Training (TMOST) at Mathis Auditorium sponsored by GDOT Local Technical Assistance Program (LTAP).
- Public Works Director conducted a Litter Survey of the City with the Director of KLV.B.
- Completed Litter Control Project (Love Where You Live) – Awarded grant from Deep South Solid Waste Management Authority for the purchase and installation of 20 trash receptacles. Placed a trash receptacles in a 20 highly littered areas
- Conducted three site visits at other municipalities
- Valdosta High School student employed in Public Works graduated from the Great Promise Partnership (GPP) program.
- The department initiated clean-up efforts of debris left by Hurricane Michael. Using modified equipment which provided 24-hour day operations 640 tons of yard debris was removed from streets and right-of-ways throughout the City
- Partnered with Neighborhood Development on 2 Bulk trash amnesty days

Sanitation

MANAGEMENT CONTINUED

DIVISION OBJECTIVES:

- Utilize the IT system and other databases to maintain essential reporting information on a monthly basis
- Become more customer friendly for services provided and reduce the response time for service requests
- Enhance the division's capability to deliver quality service by providing timely and appropriate training for its employees
- Educate the customers in all service areas utilizing door hangers, media and etc.

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Average response time – service requests	8 hours	8 hours	8 hours

Sanitation

RESIDENTIAL GARBAGE

This division is responsible for daily collection of residential garbage and additional small items placed on the curbside.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$515,715	\$505,611	\$513,757
CONTRACTUAL SERVICES	388,700	331,115	430,506
SUPPLIES	83,230	76,311	76,931
TRAVEL, TRAINING & MEMBERSHIP	220	420	420
OTHER SERVICES & CHARGES	369,170	388,482	593,773
TOTAL EXPENDITURES	\$1,357,035	\$1,301,939	\$1,615,387
POSITIONS			
FULL TIME	10	10	10
TOTAL POSITIONS	10	10	10

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Updated handicapped (back door) house database
- Implemented roll out maintenance procedures; increased life of containers and efficiency

DIVISION OBJECTIVES:

- Concentrate on collecting extra bags/junks around roll out to prevent enforcement issues
- Complete house count and collection ratio
- Reduce the number of complaints
- Encourage household waste reduction

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percentage of cans collected vs. house count	98	98	98
Customers Serviced	2,902	23,000	23,000
Garbage Tonnage	4,672	12,950	15,000
Number of complaints per route per week	1	1	1
Number of backdoor / handicapped services	205	345	201

Sanitation

COMMERCIAL COLLECTION

This division collects and disposes of commercial business solid waste on a predetermined schedule and route.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$319,279	\$313,326	\$331,716
CONTRACTUAL SERVICES	347,501	267,173	373,035
SUPPLIES	15,071	40,100	40,819
OTHER SERVICES & CHARGES	341,289	325,582	441,706
TOTAL EXPENDITURES	\$1,023,140	\$946,181	\$1,187,276
POSITIONS			
FULL TIME	6	6	6
TOTAL POSITIONS	6	6	6

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Established cardboard route at the Valdosta Mall and Natures Nate
- Enhanced marketing and advertisement by creating service flyers for distribution to increase customer base
- Created refurbishing container process
- Increased revenue by rate increase and modestly increased customer base

DIVISION OBJECTIVES:

- Purchase routing software for better efficiency
- Implement volume pricing for customers
- Reduce overtime costs
- Increase customer base cardboard recycling
- Increase customer base by 5%
- Maintain a dumpster inventory of 4 containers

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percent of overtime reduced	20%	30%	20%
Number of customer serviced	1,531	1,620	1,601
New customers/ month	21	15	20
Garbage tonnage	14,672	16,100	15,601
Number of dumpsters in inventory	13	12	12

Sanitation

RESIDENTIAL TRASH

Collects yard trash from curbside collection program and disposes of material in the inert landfill storage area.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$1,099,285	\$1,127,635	\$1,087,174
CONTRACTUAL SERVICES	162,143	133,889	117,780
SUPPLIES	8,068	11,950	13,733
TRAVEL & TRAINING	0	780	780
OTHER SERVICES & CHARGES	574,585	459,772	472,652
TOTAL EXPENDITURES	\$1,844,081	\$1,734,026	\$1,692,119
POSITIONS			
FULL TIME	25	25	25
TOTAL POSITIONS	25	25	25

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Provided superb service to 22,993 customers weekly
- Reduced cost of grinding operations by 30%
- Generated funds from composted material
- Educated new and existing contractors of Article II. Refuse Collection and Disposal ordinance with Recollection flyer

DIVISION OBJECTIVES:

- Set operational procedures for crews, trucks, and routing methods
- Re-organize routes for maximum productivity
- Implement a cross training program for claw truck and rear end loader
- Concentrate on cleaning up the debris on the street after collection
- Concentrate on removing all litter from collected material
- Add and update equipment/vehicle fleet

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of complaints per route per week	2	2	2
Percent of accurate (Route Completion) service collection days	92%	92%	92%
Tons of trash collected daily	83	70	90

Sanitation

ROLL-OFF COLLECTION

This division collects and disposes of solid waste or yard waste material on a predetermined schedule. Customers rent a roll-off container which is used to deposit the waste and are charged a rental and disposal fee.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$63,240	\$61,826	\$64,301
CONTRACTUAL SERVICES	32,680	39,662	39,764
SUPPLIES	5,279	9,500	9,572
OTHER SERVICES & CHARGES	38,224	30,775	32,865
TOTAL EXPENDITURES	\$139,423	\$141,763	\$146,502
POSITIONS			
FULL TIME	1	1	1
TOTAL POSITIONS	1	1	1

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Added 4 each 30 yard containers to inventory
- Established a call for service at Valdosta Mall; reduced dump service by 50%
- Created a marketing plan to expand the customer base
- Conducted marker rate study increased revenue by 15%

DIVISION OBJECTIVES:

- Make roll-off containers available for all residential and commercial construction disposals
- Address new sector of collection and increase the awareness of this service among possible customers
- Develop a roll-off container ID system and maintenance plan

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of pulls per day	8	8	8
Customer serviced per month	33	42	40
Increase customer base	5%	5%	5%

Sanitation

RECYCLABLES COLLECTION

This division is responsible for the daily collection of residential recycling material commodities. The division also aids in meeting waste reduction efforts.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$241,089	\$257,978	\$284,362
CONTRACTUAL SERVICES	18,843	16,200	17,485
SUPPLIES	11,953	11,397	11,779
OTHER SERVICES & CHARGES	100,015	134,055	71,027
TOTAL EXPENDITURES	\$371,900	\$419,630	\$384,653
POSITIONS			
FULL TIME	6	6	6
TOTAL POSITIONS	6	6	6

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Configured recycle trailers to allow for sorting of OCC (cardboard) and paper from comingled material
- Increased customer base and revenue for clean OCC; increased baled OCC loads
- Hosted two (2) E-Recycling events
- Implemented a recycle program at the high school

DIVISION OBJECTIVES:

- Identify items that are not recyclable and areas where participation is low
- Implement new daily route system for recyclables for increased efficiency and productivity
- Provide extra value added services to our customers such as cardboard and paper collection
- Increase customer satisfaction and reduce the number of complaints
- Service all routes on scheduled days

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of complaints per route per week	1	1	1
Percent of non-productive operating time for crews per week	5%	5%	5%
Reduce the contaminated recycling material	5%	5%	5%
Tons of recycling material collected	7,728	1,300	1,300
Reduce the number of missed pickups	1	1	1

Sanitation

RECYCLABLES DISTRIBUTION

This division maintains accepted recyclable materials, which are processed and baled in preparation for distribution and sale. Maintains accurate records and paper work for recycle collection.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$45,815	\$47,312	-\$2,725
CONTRACTUAL SERVICES	28,761	41,876	51,817
SUPPLIES	3,084	13,570	9,210
OTHER SERVICES & CHARGES	15,263	13,691	6,575
TOTAL EXPENDITURES	\$92,923	\$116,449	\$64,877
POSITIONS			
FULL TIME	1	1	1
TOTAL POSITIONS	1	1	1

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Increased pool of buyers for “clean” OCC (cardboard)
- Incorporated community service workers in sorting process

DIVISION OBJECTIVES:

- Ensure that materials brought into the Recycling Center are separated and free from debris
- Reduce contamination levels in material
- Increase sorting level to enhance commodity marketing
- Increase the number of households participating in recycling through education
- Increase recycling education at special events

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percent of eligible households recycling	65%	67%	70%
Number of bales generated monthly per OCC	80	80	80

Water & Sewer Revenue Fund

The Water and Sewer Revenue Fund is set up to finance and account for the cost of providing both water and sewer services to the residents and businesses of the City. All activities necessary to provide such services are included in the fund, including financing and related debt services.

WATER & SEWER DEPARTMENT

Water & Sewer

DEPARTMENT SUMMARY

Water & Sewer is a department within the Public Works Function. It includes Administration, Water Plant, Central Maintenance, Central Lines, Warehouse, Meter Reading, Mud Creek Water Pollution Control Plant and Withlacoochee Water Pollution Control Plant.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$5,144,207	\$5,181,699	\$5,419,201
CONTRACTUAL SERVICES	2,105,650	2,411,756	\$2,387,018
SUPPLIES	1,225,287	1,299,102	\$1,416,825
TRAVEL, TRAINING & MEMBERSHIP	25,413	74,457	\$53,454
OTHER SERVICES & CHARGES	11,178,398	11,005,617	\$10,853,627
CAPITAL	5,282,633	7,236,000	\$14,961,000
CAPITAL OUTLAY DISTRIBUTED	-5,282,633	-7,236,000	-14,961,000
DEBT SERVICE	\$2,028,210	\$2,014,520	\$1,963,996
TOTAL EXPENDITURES	\$21,707,165	\$21,987,151	\$22,094,121
POSITIONS			
FULL TIME	93	94	97
TOTAL POSITIONS	93	94	97

DEPARTMENT GOALS:

- Close out EPD Consent Order
- Continue system rehabilitation
- Continue system operations and technology improvements
- Upgrade City Water and Sewer facilities
- Implement Rate Study recommendations and 20-year Capital Plan
- Implement System Control and Data Acquisition (SCADA) at Lift Station and Treatment facilities
- AMI Automated Meter Infrastructure

Water & Sewer

ORGANIZATIONAL CHART

DIRECTOR OF UTILITIES

ADMINISTRATION

WATER PLANT

CENTRAL
MAINTENANCE

WAREHOUSE

MUD CREEK

CENTRAL LINES

WITHLACOOCHEE

ENVIRONMENTAL
SERVICES

**FINANCE
DIRECTOR**

METER READING

Water & Sewer

ADMINISTRATION

This division plans and directs the operations of all water and sewer divisions and provides administrative, clerical, and dispatching services. This division also provides orderly growth of the water and sewer system and drainage system of the City. It manages design, construction, and inspection of new facilities, as well as, enforces City codes and State and Federal regulations concerning delivery of water service, care of public water ways in the city, collection and treatment and discharge of wastewater to the Publicly Owned Treatment Works and discharge of water to the environment.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$789,882	\$797,965	\$657,207
CONTRACTUAL SERVICES	56,743	76,656	71,477
SUPPLIES	24,115	23,890	34,700
TRAVEL, TRAINING & MEMBERSHIP	10,350	15,700	12,000
OTHER SERVICES & CHARGES	9,025,758	9,322,985	8,642,288
CAPITAL OUTLAY	0	30,000	0
CAPITAL OUTLAY DISTRIBUTED	0	-30,000	0
TOTAL EXPENDITURES	\$9,906,848	\$10,237,196	\$9,417,672
POSITIONS			
FULL TIME	12	12	9
TOTAL POSITIONS	12	12	9

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Continue Implementation of Rate Analysis to support costs of services
- SCADA available throughout the City. Asset performance will be available to all critical personnel
- Mitigated design challenges at Mud Creek and Withlacoochee Waste Water Treatment Facilities
- Posted and Received proposals for Automated Meter Reading
- Emergency Power Generation was Installed at Seven lift stations

Water & Sewer

ADMINISTRATION CONTINUED

DIVISION OBJECTIVES:

- Manage the operations, spending and growth of the water treatment plants, water distribution and sewer collection, warehouse, and Environmental Services throughout the city.
- Provide accurate, timely, and quality reports, correspondence, records, and other clerical and personnel management functions for all water operations
- Continue to record, dispatch and provide closure for all incoming requests for service
- Manage and inspect new and replacement infrastructure and record “As-Built” information. Implement new technology to assist in water system modeling
- Implement System Control and Data Acquisition (SCADA) at Lift Stations and Treatment facilities

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Water cost per CCF (under 5.0 CCF)	\$1.40	\$1.40	\$1.54
Water cost per CCF (over 5.0 CCF)	\$1.84	\$1.84	\$1.93

Water & Sewer

WATER PLANT

The Water Plant Division's purpose is to operate and maintain all water supply, water treatment, and water transmission facilities of the City to provide an adequate supply of safe, potable water to meet domestic, commercial, and industrial uses of its customers according to all applicable standards. It also maintains an adequate quantity for fire protection needs of the City.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$678,202	\$640,761	\$611,832
CONTRACTUAL SERVICES	457,259	498,159	497,171
SUPPLIES	373,585	346,949	368,410
TRAVEL, TRAINING & MEMBERSHIP	4,442	8,007	6,704
OTHER SERVICES & CHARGES	316,405	187,408	506,665
CAPITAL OUTLAY	11,160	1,100,000	1,013,000
CAPITAL OUTLAY DISTRIBUTED	-11,160	-1,100,000	-1,013,000
TOTAL EXPENDITURES	\$1,829,893	\$1,681,284	\$1,990,782
POSITIONS			
FULL TIME	11	11	10
TOTAL POSITIONS	11	11	10

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Accomplish or change Rehab wells 4, 6 and 7 for electrical
- Clean 1 and 2 Ozone Generators and installing the nitrogen boost system

DIVISION OBJECTIVES:

- Provide continuous operation of the water plant, wells, and water pumping equipment
- Perform regular inspection, preventative maintenance, and replacement of all division equipment and perform emergency maintenance as required and maintain proper maintenance records
- Measure the volume of water produced and performs routine and special chemical and bacteriological analysis of the raw and finished water
- Maintain records and provide reports of production, water quality, materials used, and available supply
- Maintain proper training and certification of all division personnel
- Fine tune the treatment process in order to provide the best product to the water users
- Continue to implement CMMS maintenance program
- Continue to update the operation manual for the Water Plant

Water & Sewer

WATER PLANT CONTINUED

^P PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Average volume of water sold (MGD)	9.97	9.97	10.37
Power purchased, 1000 KWH/year	11,95	11,95	13,14
Avg. purchased power cost, cents/KWH	13.39	13.39	14.73
Fluoride samples out of range	1.0%	1.0%	1.0%

Water & Sewer

CENTRAL LINES

The Central Lines Division maintains more than three hundred (300) miles of water mains to deliver treated water to the customers of the City and approximately twenty thousand (20,000) meters and meter services whose purpose is to measure service to the customer. The personnel install new meters and provide service to the public. This division also maintains over three hundred miles of sewer lines to collect wastewater from the customers of the City and to deliver the water to the plants for disposal. Personnel in this division locate and/or install new services and provide services to the public.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$1,191,689	\$1,332,095	\$1,402,373
CONTRACTUAL SERVICES	283,315	312,711	304,566
SUPPLIES	290,046	236,824	352,505
TRAVEL, TRAINING & MEMBERSHIP	724	12,950	8,850
OTHER SERVICES & CHARGES	756,831	789,310	806,464
CAPITAL OUTLAY	5,225,274	3,062,000	6,116,000
CAPITAL OUTLAY DISTRIBUTED	-5,225,274	-3,062,000	-6,116,000
TOTAL EXPENDITURES	\$2,522,605	\$2,683,890	\$2,874,758
POSITIONS			
FULL TIME	25	26	27
TOTAL POSITIONS	25	26	27

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Complied Phase 6 of Manhole Rehabilitation
- Continued upgrading and replacing sewer outfalls and rehab collector sewers to cut down on infiltration and inflow which uses capacity that could be utilized for growth and it is a factor in sewer overflows
- Identified and collected data for manholes to be placed on Phase 7 of our Manhole Rehabilitation Program.
- Collected data on sewer mains with I & I issues to be placed on Sewer Rehabilitation #9 project (CIPP #9)

Water & Sewer

CENTRAL LINES CONTINUED

DIVISION OBJECTIVES:

- Perform preventative and emergency maintenance on all water mains, valves, and fire hydrants including flushing of mains, operation and testing of valves and hydrants, repair of leaks and breaks, and replacement of obsolete equipment. Also, perform preventive maintenance on all sewer lines, manholes. This data is entered into the computer / GPS and stored in the CMMS system
- Install new meters for all customers requesting service from the City and to maintain all meters including replacement as necessary
- Provide existing or new citizens, businesses, and industries within the city's sewer system a well maintained service through a regular maintenance program or replacement if necessary
- Provide customer service by responding to request for assistance, location of facilities and information in a timely manner
- Provide the distribution and collection staff with more training in work zone safety, confined space entry or any other training program to help them do their job in a more proficient and safer manner
- Full implementation of the CMMS maintenance program

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
New meters installed annually	26	35	12
Miles of new mains installed	2.8	3.0	3.0
New fire hydrants installed annually	30	30	42
Miles of mains maintained	397	445	499
Miles of mains replaced	0	1.5	1.5
Fire hydrants replaced	4	15	12
Miles of sewers maintained	384	355	386
Miles of new sewers added	1.5	3.0	1.6

Water & Sewer

WAREHOUSE

The purpose of the Warehouse Division is to maintain an adequate stock of supplies and materials needed to carry on the functions of the department and maintain proper records to account for the cost of materials used for each purpose and to replenish stock levels in order that materials will be available. The division maintains proper housing to provide secure storage of valuable inventories in an atmosphere that will protect the materials from the elements.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$54,248	\$48,324	\$50,336
CONTRACTUAL SERVICES	34,521	43,043	53,074
SUPPLIES	11,502	18,000	22,525
OTHER SERVICES & CHARGES	36,959	43,333	21,475
TOTAL EXPENDITURES	\$137,230	\$152,700	\$147,410
POSITIONS			
FULL TIME	1	1	1
TOTAL POSITIONS	1	1	1

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- As the City continues to use new technology and improve efficiency, the Warehouse has been involved with the purchasing department to sell surplus items on the Internet to dispose of outdated equipment and supplies and also to earn additional income
- Completed turn in of lead water distribution components and procured new lead free water
- Distribution components in according to new Safe Drinking Water Act (SDWA)
- Working together with all departments to make sure safety is first in the City by providing and procuring safety equipment.

DIVISION OBJECTIVES:

- Maintain an adequate stock of common materials as well as specialty items that are required to maintain the water mains, hydrants, and services and other infrastructure of the water system
- House the material and maintain a system to locate and disburse all items as needed and account for the cost of materials used
- Take advantage of the savings inherent with bulk purchasing of needed items
- Automate purchasing, receiving, and issuing of all stock items
- Implement CMMS maintenance program

Water & Sewer

WAREHOUSE CONTINUED

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of requests per year / average number of days before item is disbursed	4,1220/2	4,170/2	4.22/2
Percent of items stocked within seven (7) days of receipt	97%	97%	98%

Water & Sewer

METER READING

The Meter Reading Division maintains account records for the meter services of all customers of the Water and Sewer System and reads all meters monthly. Meter Reading also checks the readings and transmits each customer's monthly consumption into the data processing system for billing. The division turns the water on for all new customers and off for departing customers.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$518,054	\$514,916	\$522,583
CONTRACTUAL SERVICES	299,988	329,377	304,320
SUPPLIES	79,237	87,950	98,200
TRAVEL, TRAINING & MEMBERSHIP	128	500	500
OTHER SERVICES & CHARGES	59,482	66,868	76,823
CAPITAL OUTLAY	0	2,000,000	5,000,000
CAPITAL OUTLAY DISTRIBUTED	0	-2,000,000	-5,000,000
TOTAL EXPENDITURES	\$956,889	\$999,611	\$1,002,426
POSITIONS			
FULL TIME	11	11	11
TOTAL POSITIONS	11	11	11

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- The Meter Readers, as a whole, have attained a consistent error rate of 1% or less
- Service technicians ensure that citizens receive same day water services even as daily work orders continue to increase in number as the City growth increases
- The department is preparing for the implementation of AMI Metering Systems. AMI is the 'smart meter' of the future in which it transmits data/reading using radio wave frequencies to communicate with the City's electronic devices
- The department participated in the Great Promise Partnership (GPP) program with the help of the City's Community Development Block Grant Program we employed one Valdosta High School student. They have gained valuable mentoring and real life job experience

DIVISION OBJECTIVES:

- Monthly assessments of accuracy levels the department has currently achieved in order to improve productivity
- Provide ongoing assistance to Customer Service in their efforts to provide same day water services to the citizens of Valdosta
- In order to increase productivity, office personnel will assign daily work orders to servicemen according to their location to save on fuel and increase community response
- Improve usage of the CMMS maintenance program

Water & Sewer

METER READING CONTINUED

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of water customers billed monthly	23,220	26,000	24,000
Number of water customers billed monthly	20,703	21,800	22,500
Percent of rechecked readings before billing	5.5%	8%	5%
Percentage of customer requesting rereads	4.2%	4.5%	4%
Annual service orders performed	45,840	62,800	46,500

Water & Sewer

CENTRAL MAINTENANCE

The Central Maintenance Division is responsible for maintaining in top working condition all mechanical and electrical systems at the water plant and both wastewater treatment plants as well as 30 lift stations. This includes but is not limited to pumps, motors, generators, control systems, chemical and other treatment systems as well as SCADA system. This division fully utilizes our CMMS (computerized maintenance management system) to track all maintenance requirements, preventive and predictive maintenance, corrective maintenance as well as emergency repairs. They utilize some contractual services as needed when those services cannot be performed in house.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$757,070	\$739,665	\$826,332
CONTRACTUAL SERVICES	69,741	102,760	125,350
SUPPLIES	191,839	230,339	169,335
TRAVEL, TRAINING & MEMBERSHIP	3,071	9,000	7,500
OTHER SERVICES & CHARGES	487,439	361,233	497,897
CAPITAL OUTLAY	46,199	894,000	2,767,000
CAPITAL OUTLAY DISTRIBUTED	-46,199	-894,000	-2,767,000
TOTAL EXPENDITURES	\$1,509,160	\$1,442,997	\$1,626,414
POSITIONS			
FULL TIME	14	14	16
TOTAL POSITIONS	14	14	16

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Lift station standby diesel generators have been installed at 7 lift stations with 3 more to be completed by June 2019. These will power pumps in the event of utility power grid failure. All are being provided by Powerhouse Diesel Generators, a local Valdosta business. New generators installed at:
94 Commons, Boys and Girls Club, Eastwind, Hyde Park, Ponderosa, Rogers, Valdosta High School. The last 3 new generators to be completed by June 2019 are Big Country Club, Cherry Creek #1, and Good year.
- Martin's Pastry will receive an overhauled generator (new engine and alternator). This will save the city money and provide reliable backup power to an important customer.
- One 6" portable diesel pump purchased for emergency lift station bypass. Additionally, this unit can be used at both waste water plants and anywhere else in the city requiring sewer bypass or water removal.
- One 6" skid mounted diesel pump was purchased and installed at the Lakeland lift station. This can be used during high flow storm events and eliminates the need for a generator if utility power is lost.

Water & Sewer

CENTRAL MAINTENANCE CONTINUED

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES CONTINUED:

- Rehabilitated and upgraded the Martin's Pastry lift station and force main. State of the art pumps and controls were installed and will integrate with our wireless SCADA system. These upgrades will handle the increased load from the new production expansion project at Martin's Pastry.
- Completed the new Lonesome Dove subdivision lift station. State of the art pumps and controls were installed and will integrate with our wireless SCADA system. This station will serve approximately 100 new customers.
- Installed control panel awnings at the following lift stations: Lift Station 94, Airport #1, and Lakeland. These lower control equipment temperatures, enhancing reliability and provide protection from rain.

DIVISION OBJECTIVES:

- To ensure all lift station, treatment plant and associated mechanical and electrical equipment as well as controls systems are fully functional and well maintained for optimal long term operations
- Performing preventive and predictive maintenance on schedule to maximize reliability and meet all regulatory requirements and expectations

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Number of PM's	2,990	6,500	3,150
Number of CM's performed	375	450	415
Work order back logs	115	125	115
Number of emergency work orders	8	8	8
Annual contracted service orders performed	14	10	12

Water & Sewer

MUD CREEK PLANT

The Mud Creek Plant Division operates and maintains the Mud Creek Water Pollution Control Plant (WPCP) facilities and the associated Mud Creek Sewer Outfall and Knights Creek Sewer Outfall. It also delivers all wastewater collected in the basin to the plant and properly treats the water, removes, and properly disposes of all pollutants before discharge of the water to the environment.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$534,134	\$510,081	\$473,889
CONTRACTUAL SERVICES	360,308	426,987	417,521
SUPPLIES	45,146	108,800	99,000
TRAVEL, TRAINING & MEMBERSHIP	2,612	13,100	6,100
OTHER SERVICES & CHARGES	52,636	107,921	155,280
CAPITAL OUTLAY	0	0	1,250,000
CAPITAL OUTLAY DISTRIBUTED	0	0	-1,250,000
TOTAL EXPENDITURES	\$994,836	\$1,166,889	\$1,151,790
POSITIONS			
FULL TIME	9	9	8
TOTAL POSITIONS	9	9	8

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- No violations of NPDES Permit
- Renovated laboratory in old operations building to combine with lab in current operations building to form a centralized wastewater laboratory for both Mud Creek and Withlacoochee's lab analysis

DIVISION OBJECTIVES:

- Operate treatment plant to meet effluent limits of NPDES Permit
- Provide continuous operation of the plant and system required to meet permit.
- Measure the volume of water treated, perform routine and special analysis of the influent and effluent, maintain records and provide reports of plant operations
- Maintain proper training, certification of all division personnel and provide reports of plant operations on
- Maintain proper training, certification of all division personnel and provide reports of plant operations

Water & Sewer

MUD CREEK PLANT CONTINUED

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Average volume of wastewater treated daily (MGD)	3.0	3.2	3.3
Average daily influent BOD, Mg/1	225	250	250
Average BOD removal as % of influent	99%	99%	99%
Average daily influent TSS, Mg/1	210	210	250
Average TSS removal as % of influent	99%	99%	99%

Water & Sewer

WITHLACOOCHEE SEWER PLANT

This division's purpose is to operate and maintain the Withlacoochee Water Pollution Control (WWPC) facilities and the associated Withlacoochee Outfall to deliver all wastewater collected in the basin to the plant and to properly treat the water, remove, and properly dispose of all pollutants before discharging of the water to the environment.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$620,928	\$597,892	\$463,454
CONTRACTUAL SERVICES	543,775	622,063	607,382
SUPPLIES	209,817	246,350	211,150
TRAVEL, TRAINING & MEMBERSHIP	4,086	15,200	7,400
OTHER SERVICES & CHARGES	442,888	126,559	130,235
CAPITAL OUTLAY	0	150,000	65,000
CAPITAL OUTLAY DISTRIBUTED	0	-150,000	-65,000
TOTAL EXPENDITURES	\$1,821,494	\$1,608,064	\$1,419,621
POSITIONS			
FULL TIME	10	10	8
TOTAL POSITIONS	10	10	8

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- The solar field for the Withlacoochee plant has produced 610,951 kW of power, producing a savings of over \$55,000.00 on our monthly power bills.
- Relocated the sodium bisulfite delivery closer to the injection point at the effluent monitoring/meeting station at the old plant. This provides a safer work environment for our operators due to less handling and more efficient operation of the system.
- Purchased replacement cloths for our disc filters to improve filtration volume and improved backwash/cleaning of the filter disc. We also are now using bulk sodium hypochlorite solution in the place of granular calcium hypochlorite (HTH) for filter disc cleaning. This has resulted in improved cleaning of the disc filter cloths with no buildup of calcium residue in the cloth fibers. The switch to using the bulk sodium hypochlorite solution resulted in a cost savings of over 40% from using the granular HTH.
- Mark improvements in operational abilities of our operations due to increased training and accountability

Water & Sewer

WITHLACOOCHEE SEWER PLANT CONTINUED

DIVISION OBJECTIVES:

- Provide highly efficient operation of the plant and pumping equipment
- Maintain proper training and certification of all divisional personnel
- Maintain operational records and maintenance programs to ensure effective operation of plant

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Average volume of WW treated daily (MGD)	4.5	4.0	4.0
Average volume influent BOD, Mg/1	213.8	250	250
Average BOD removal as % of influent	98%	97%	97%
Average daily influent TSS, Mg/1	262	250	260
Average TSS removal as % of influent	99%	98%	98%
Average volume of WW sales (MGD) (both plants)	8.1	8.7	6.4

Water & Sewer

ENVIRONMENTAL SERVICES

This division's purpose is planning, directing, and coordinating the permitting activities of the Wastewater Plants, administering and enforcing the city of Valdosta's Industrial Pre-Treatment Program, conducts physical inspections of the industrial facilities to determine their compliance with sewer use ordinances and wastewater discharge permit requirements. Operation of the State's (FOG) Fats, Oils, and Grease program as well as regulation of Backflow devices and Grease Traps.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$0	\$0	\$411,195
CONTRACTUAL SERVICES	0	0	6,157
SUPPLIES	0	0	61,000
TRAVEL, TRAINING & MEMBERSHIP	0	0	4,400
OTHER SERVICES & CHARGES	0	0	16,500
TOTAL EXPENDITURES	\$0	\$0	\$499,252
POSITIONS			
FULL TIME	0	0	7
TOTAL POSITIONS	0	0	7

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Backflow maintaining 90% compliance for the year
- F.O.G. maintaining a high percentage of compliance with the implementation and changes made to that section this previous year
- Transitioning the Laboratory Supervisor from a tenured employee, to a new supervisor and analyst while still maintained exceptional work habits and performance throughout the transition period
- Locating numerous sources that are causing issues .to our collection system and our plants
- Implementing inspection fees and violation fees to help keep business in compliance
- Implementing a new fee schedule for Advanced Waste to pay for the treatment of their leachate
- Implementing new sampling schedules for industries, watersheds and rivers
- Implementing the new F.O.G. program
- Laboratory procedure changes implemented by the new supervisor

Water & Sewer

ENVIRONMENTAL SERVICES CONTINUED

DIVISION OBJECTIVES:

- Maintain a high percentage of compliance in the cross connection program and keep working to insure all commercial establishments have backflow devices
- Maintain a high percentage of compliance for the F.O.G. program and possibly implement a non-compliance fee and surcharge for the F.O.G. program
- Update outdated equipment at the combined laboratory
- Move the combines to a new location
- Continue finding issues that are causing problems with the collection system and our treatment plants.
- Keep working and updating sampling procedures and location to accurately tell the water quality thru-out the city
- Keep working with industries on upgrading facilities to treat their effluent to decrease possible issues with our collection system and treatment facilities dated equipment at the combined laboratory.

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Complete F.O.G. Inspections	415	415	400
Complete Backflow Inspections	1,057	1,057	950
Permit Industry Inspections	13	13	13
EPD Watershed Sites Sampled	13	13	13
Sample Days by combined Laboratory	330	313	313
Industrial Wastewater, Watersheds and River Samples	936	750	700

Water & Sewer

DEBT SERVICE SUMMARY

The Debt Service section accounts for the costs of borrowed funds to operate the Water and Sewer enterprise. The section accounts for the interest and fiscal charges made on the Water and Sewer Revenue Bond Series 1991, and two Georgia Environmental Facility Authority loans. This money was used to construct the Mud Creek Pollution Control Plant, the Withlacoochee Water Pollution Control Plant, the Guess Road Water Plant, and water tanks and distribution lines.

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
DEBT SERVICE	\$2,028,210	\$2,014,520	\$1,963,996
TOTAL EXPENDITURES	\$2,028,210	\$2,014,520	\$1,963,996

Inspection Fund

The Inspection fund is set up to finance and account for the cost of providing inspection of residential and commercial construction within Lowndes County.

INSPECTION DEPARTMENT

Inspection

DEPARTMENT SUMMARY

The Inspection Department includes Administration.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$574,257	\$557,793	\$628,429
CONTRACTUAL SERVICES	51,975	64,964	96,979
SUPPLIES	7,383	37,780	41,380
TRAVEL, TRAINING & MEMBERSHIP	5,585	2,800	7,020
OTHER SERVICES & CHARGES	280,669	329,419	278,127
TOTAL EXPENDITURES	\$919,869	\$992,756	\$1,051,935
POSITIONS			
FULL TIME	13	10	10
TOTAL POSITIONS	13	10	10

DEPARTMENT GOALS:

- Provide “Continuing Education” seminars for our construction public
- Continue to get all personnel certified within their field
- Maintain and improve communication with our community through pamphlets, brochures, newsletters, in-house seminars, and to continue to seek out and use the latest technology available
- Switch from New world Permits and inspections module to Sages permits and inspections to connect with our digital plans.

Inspection

ORGANIZATIONAL CHART



Inspection

ADMINISTRATION

The Administration Division is responsible for ensuring compliance of all ordinances for building, plumbing, electrical, mechanical, and gas codes in addition to the Historic District Ordinance. This also includes Permitting, Plan Review, and Investigation.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$574,257	\$557,793	\$628,429
CONTRACTUAL SERVICES	51,975	64,964	96,979
SUPPLIES	7,383	37,780	41,380
TRAVEL, TRAINING & MEMBERSHIP	5,585	2,800	7,020
OTHER SERVICES & CHARGES	280,669	329,419	278,127
TOTAL EXPENDITURES	\$919,869	\$992,756	\$1,051,935
POSITIONS			
FULL TIME	13	10	10
TOTAL POSITIONS	13	10	10

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Cross train personnel within other fields
- Organized the Inspection Department to a customer friendly environment
- Push for more on line inspections

DIVISION OBJECTIVES:

- Plan Reviewer to have plans approved and ready for permitting within 45 work days of submittal date, applies to plans which have complete information upon submittal and also excludes unusually large jobs
- To complete all scheduled inspections within 24 hours of the time the request is reviewed
- To conduct 1 meeting a month with the HBA Home Builders Association to inform and listen to any concern they have with our department
- Continue to cross train all personnel within each inspection field

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Inspections completed in 24 hours	95%	95%	100%
Personnel completing certification within 3 years	95%	95%	100%

Department of Labor Fund

This fund is set up to account for the revenues and costs associated with the operation of the building leased to the Georgia Department of Labor.

Department of Labor

This division maintains the Department of Labor building. The building was built by the City for the Central Valdosta Development Authority.

EXPENDITURE SUMMARY

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
RENT	\$469,157	\$469,157	\$469,157
TOTAL FUNDS GENERATED	\$469,157	\$469,157	\$469,157

CATEGORIES OF EXPENDITURES			
CONTRACTUAL SERVICES	\$165,003	\$173,816	\$163,020
SUPPLIES	894	5,500	5,500
OTHER SERVICES & CHARGES	815,862	682,774	368,541
TOTAL EXPENDITURES	\$981,759	\$862,090	\$537,061

Storm Water Fund

The Storm Water Fund is set up to finance and account for the cost of providing storm water and drainage maintenance services to the residents and businesses of the City. All activities necessary to provide such services are included in the fund.

Stormwater

DEPARTMENT SUMMARY

Stormwater is part of the public works function and falls under the City Engineer.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$764,676	\$816,926	\$885,948
CONTRACTUAL SERVICES	216,457	337,538	312,754
SUPPLIES	66,023	62,400	69,600
TRAVEL, TRAINING & MEMBERSHIP	690	3,450	2,821
OTHER SERVICES & CHARGES	571,194	573,598	535,385
TOTAL EXPENDITURES	\$1,619,040	\$1,793,912	\$1,806,508
POSITIONS			
FULL TIME	13	14	16
TEMPORARY	5	5	1
TOTAL POSITIONS	18	19	17

DEPARTMENT GOALS:

- Maintain compliance with Georgia EPD Phase II requirements as stated in the City's approved Notice of Intent (NOI)
- Perform daily maintenance of City drainage systems to ensure proper flow of storm- water
- Document and digitally map complaints / work orders in reference to the stormwater system

Stormwater

ORGANIZATIONAL CHART

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graph TD; A[CITY ENGINEER] --- B[OPERATION AND MAINTENANCE]
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CITY ENGINEER

OPERATION AND MAINTENANCE

Stormwater

OPERATION AND MAINTENANCE

The purpose of the division is to maintain the existing City stormwater system, while ensuring full compliance with the Georgia Environmental Protection Division (EPD) Phase II permit requirements. Activities include planning and directing daily tasks, administering the stormwater utility, routine maintenance of stormwater infrastructure, education / outreach, and preparing all necessary documents for the annual report and permit renewal with the EPD.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PERSONAL SERVICES	\$764,676	\$816,926	\$885,948
CONTRACTUAL SERVICES	216,457	337,538	312,754
SUPPLIES	66,023	62,400	69,600
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OTHER SERVICES & CHARGES	571,194	573,598	535,385
TOTAL EXPENDITURES	\$1,619,040	\$1,793,912	\$1,806,508
POSITIONS			
FULL TIME	13	14	16
TEMPORARY	5	5	1
TOTAL POSITIONS	18	19	17

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Completed and submitted the 2018 Annual stormwater Report to Georgia EPD
- The City's Storm Water Management Program (SWMP) was approved by the Environmental Protection Division (EPD)
- Removed and replaced an 8X4 box culvert on S. Lee Street in-house, saving the City approximately \$32,000
- Gave away 110 rain barrels

DIVISION OBJECTIVES:

- Collect funds needed for operation of storm water activities
- Meet all Phase II Stormwater requirements
- Keep all drainage facilities clean, repaired and in a good condition to minimize flooding

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Feet of storm sewer pipe cleaned and maintained	51,283	50,000	50,000
Catch basins inspected and/or cleaned	4,714	1,600	2,000
Number of articles published	12	10	10
Public presentations / media coverage	30	30	30

Auditorium Fund

The Auditorium Fund accounts for the revenue and costs associated with operating the Mathis City Auditorium.

Mathis Auditorium

This division maintains the Mathis Auditorium which houses a multipurpose room of five thousand (5,000) square feet and a twelve hundred (1,200) seat auditorium.

EXPENDITURE SUMMARY:

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
AUDITORIUM RENTAL	\$54,835	\$51,000	\$45,000
TOTAL FUNDS GENERATED	\$54,835	\$51,000	\$45,000

CATEGORIES OF EXPENDITURES			
PERSONAL SERVICES	\$137,132	\$141,051	\$165,380
CONTRACTUAL SERVICES	91,133	105,893	94,011
SUPPLIES	13,001	13,475	15,667
TRAVEL, TRAINING & MEMBERSHIP	115	1,180	1,195
OTHER SERVICES & CHARGES	24,340	53,995	40,665
TOTAL EXPENDITURES	\$265,721	\$315,594	\$316,918
POSITIONS			
FULL TIME	3	3	3
TEMPORARY	0	0	1
TOTAL POSITIONS	3	3	4

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Continued Mathis Auditorium renovation
- Established Mathis City Auditorium on social media
- Successfully hosted 93 events and 177 days rental
- Continued indigent use for the Arts
- Installed Wi-Fi capability in facility

DIVISION OBJECTIVES:

- Exceed or meet customer expectations
- Promote Mathis Auditorium as a co-sponsor of events
- Increase the number of paid rentals
- Maintain facility in a clean, safe, and accessible condition

Mathis Auditorium

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Programs / events scheduled	93	100	100
Number of customer only rental	73	85	95
Number of City co-sponsored events	10	10	15
Number of City hosted events	10	10	15
Multi-Purpose room events	77	75	80
Auditorium theatre events	20	25	30
Dollars of rental income	53,925	\$70,000	\$70,000
Customer complaints monthly	1	1	1
Indigent use deferment	\$18,000	\$19,000	\$20,000
Response to customer concerns	Less than 2 hrs.	Less than 2 hrs.	Less than 2 hrs.

Motor Fuel Fund

Sales of gasoline and diesel fuel to other non-profit and governmental entities are accounted for in the Motor Fuel Fund. Proceeds from this fund are used to defray costs of operating the city fueling center.

Motor Fuel

GASOLINE/DIESEL RESALE

The Motor Fuel Fund is used to account for the proceeds of sales of motor fuel to other governmental and non-profit entities. These funds are used to defray the cost of operating the city fueling center.

EXPENDITURE SUMMARY:

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
FUEL SALES	\$326,258	\$288,500	\$325,000
TOTAL FUNDS GENERATED	\$326,258	\$288,500	\$325,000

CATEGORIES OF EXPENDITURES			
SUPPLIES	\$318,109	\$280,000	\$317,000
OTHER SERVICES & CHARGES	126	55,115	55,309
TOTAL EXPENDITURES	\$318,235	\$335,115	\$372,309

DIVISION OBJECTIVES:

- Continue to provide fueling services for the City of Valdosta
- To enhance revenues of the City while providing other governmental entities fuel at a lesser cost than they could obtain otherwise, benefiting taxpayers as a whole

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
# of gallons sold to outside agencies	135,775	147,595	150,000
# of gallons sold total	600,699	625,109	630,000

Internal Service Funds

Internal Service Funds account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

Motor Pool Fund

The Motor Pool Fund accounts for the cost of operating a maintenance facility for the City Government's automotive equipment. The fund purchases automotive equipment and rents the equipment to the user departments for the cost of depreciation, maintenance, fuel, and overhead. The fund is set up to break even, therefore at the end of the year, an adjustment is done to either increase or decrease the charges made to departments throughout the year.

Motor Pool

DEPARTMENT SUMMARY

The Public Works Function includes the Motor Pool Department. This department has one division, the Garage Division, which provides maintenance and repair to the entire City's vehicle fleet and small engine equipment.

EXPENDITURE SUMMARY:

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
VEHICLE RENTAL	\$4,938,108	\$4,535,569	\$5,550,398
TOTAL FUNDS GENERATED	\$4,938,108	\$4,535,569	\$5,550,398

CATEGORIES OF EXPENDITURES

PERSONAL SERVICES	\$763,589	\$767,888	\$798,554
CONTRACTUAL SERVICES	520,772	212,782	205,713
SUPPLIES	2,122,727	2,092,548	2,092,020
TRAVEL, TRAINING & MEMBERSHIP	724	4,150	2,550
OTHER SERVICES & CHARGES	1,530,296	1,458,201	2,451,561
CAPITAL OUTLAY	757,389	2,977,248	2,789,150
CAPITAL OUTLAY DISTRIBUTION	-757,389	-2,977,248	-2,789,150
TOTAL EXPENDITURES	\$4,938,108	\$4,535,569	\$5,550,398

POSITIONS			
FULL TIME	15	15	15
TOTAL POSITIONS	15	15	15

DEPARTMENT GOALS:

- Facilitate communication within the Department by conducting weekly staff meeting with the Public Works Management Team
- Encourage employee professional development by preparing a training plan for each division and ensuring that each employee receives a timely annual job performance appraisal
- Monitor departmental staffing levels by maintaining a vacancy rate of less than 5 percent
- Maximize the city's fleet availability
- Maximize technicians' billing hours
- Proactively maintain the fleet to reduce unscheduled maintenance

Motor Pool

ORGANIZATIONAL CHART

DIRECTOR OF
SANITATION /
PUBLIC WORKS

GARAGE

Motor Pool

GARAGE DIVISION

The Garage Division provides scheduled and unscheduled preventive maintenance and repairs for ten city departments. It also maintains an increasing fleet inventory of over 800 pieces of equipment and vehicles. This includes small engine repairs and welding assignments.

BUDGET COMPARISONS

FUNDS GENERATED BY DIVISION	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
VEHICLE RENTAL	\$4,938,108	\$4,535,569	\$5,550,398
TOTAL FUNDS GENERATED	\$4,938,108	\$4,535,569	\$5,550,398

CATEGORIES OF EXPENDITURES

PERSONAL SERVICES	\$763,589	\$767,888	\$798,554
CONTRACTUAL SERVICES	520,772	212,782	205,713
SUPPLIES	2,122,727	2,092,548	2,092,020
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OTHER SERVICES & CHARGES	1,530,296	1,458,201	2,451,561
CAPITAL OUTLAY	757,389	2,977,248	2,789,150
CAPITAL OUTLAY DISTRIBUTION	-757,389	-2,977,248	-2,789,150
TOTAL EXPENDITURES	\$4,938,108	\$4,535,569	\$5,550,398
POSITIONS			
FULL TIME	15	15	15
TOTAL POSITIONS	15	15	15

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Received much needed vehicles/equipment across multiple departments
- Achieved an above 98% fleet readiness across all departments
- Completed 7,695 Fleet/Maintenance work orders
- Created an in shop training program for vehicle mechanics
- Upgraded fuel management hardware system
- Replaced tire balancer machine and painted the Maintenance Center

DIVISION OBJECTIVES:

- Maintain the City's fleet to maximize availability to serve the public
- Maintain appropriate fuel inventory to meet City's demands
- Reduce sub-let labor cost
- Complete 100% warehouse inventory to ensure accuracy
- Upgrade fuel management hardware system
- Refurbish 24 dumpsters

Motor Pool

GARAGE DIVISION CONTINUED

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Percent of services completed on time	98%	98%	98%
Cost per month for small engine repairs/maintenance	\$2,952	\$2,863	\$2,900
Total fuel gallons dispensed	600,699	625,109	630,000
Work orders completed	7,332	7,695	7,800
Percent of fleet operational on daily basis	98%	98%	98%
Total vehicles/equipment maintained	890	890	890

Group Insurance Fund

The Group Insurance Fund accounts for transactions related to the provision of health care benefits for permanent employees of the City. The fund generates revenue by charging each department a set premium per employee and incurs expenses when health care claims are filed and paid.

Group Insurance

The Group Insurance division accounts for medical payments, administrative payments to third party administrator, premium for the stop loss coverage insurance policy, and bank service fees for the Group Insurance Fund.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
CONTRACTUAL SERVICES	\$1,690,594	\$1,642,588	\$1,687,388
SUPPLIES	15,645	15,500	17,600
OTHER SERVICES & CHARGES	5,542,004	5,134,000	5,063,000
TOTAL EXPENDITURES	\$7,248,243	\$6,792,088	\$6,767,988

Worker's Compensation Fund

The Worker's Compensation Fund accounts for transactions associated with worker's compensation claims for employees of the City. The fund generates revenue by charging each department a premium per employee, based on the job type, and incurs expenses which worker's compensation claims are filed and paid.

Worker's Compensation

The Worker's Compensation division accounts for the medical, indemnity, and administrative payments made to or on behalf of City employees who have been injured on the job.

EXPENDITURE SUMMARY:

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
EXECUTIVE OFFICE	\$913	\$697	\$785
PUBLIC RELATIONS	240	253	228
HUMAN RESOURCES	444	521	569
FINANCE ADMINISTRATION	313	317	326
ACCOUNTING	593	593	711
BUDGET	280	291	284
CUSTOMER SERVICE	879	894	920
ACCOUNTS RECEIVABLE/LICENSE	77	74	76
PURCHASING	236	234	242
ENGINEERING ADMINISTRATION	992	1,117	1,113
SIGNAL MAINTENANCE	5,961	5,464	3,870
SIGNS AND MARKINGS	2,783	3,210	3,274
TRAFFIC MGT. CENTER	4,771	4,656	6,740
STREET REPAIR	6,637	6,837	8,252
CITY HALL	881	1,045	772
CITY HALL ANNEX	809	762	783
MUNICIPAL COURT	513	575	593
POLICE ADMINISTRATION	15,425	16,426	13,511
PATROL BUREAU	160,972	164,972	180,228
INVESTIGATION BUREAU	44,967	44,319	44,607
TRAINING BUREAU	7,396	8,737	9,191
SUPPORT SERVICES	13,730	13,569	14,339
CRIME LAB	24,734	23,322	23,084
FIRE ADMINISTRATION	7,958	7,949	8,081
FIRE OPERATIONS	94,074	96,180	95,225
FIRE PREVENTION	5,066	5,001	5,598
FIRE MAINTENANCE	1,946	1,957	2,283
FIRE TRAINING	2,145	3,398	3,556
SPECIAL OPERATIONS	1,306	1,284	1,320
COMMUNITY PROTECTION	5,220	6,138	5,965
PUBLIC WORKS - RIGHT OF WAY MAINT	52,926	58,694	58,980
CEMETERY	14,411	14,068	14,422
ARBORIST	6,446	6,374	6,567

Worker's Compensation

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
PLANNING AND ZONING	446	463	476
COMMUNITY DEVELOPMENT ADMIN	0	1	167
GRANTS ADMINISTRATOR	43	0	0
NEIGHBORHOOD DEVELOPMENT	100	104	107
MAIN STREET	182	190	193
GREAT PROMISE INTERNSHIP	205	0	0
SANITATION MANAGEMENT	678	560	574
RESIDENTIAL GARBAGE	29,243	28,315	29,155
COMMERCIAL COLLECTION	19,087	18,173	19,035
RESIDENTIAL TRASH	62,818	63,889	62,780
ROLL-OFF COLLECTION	3,808	3,662	3,764
RECYCLABLES COLLECTION	13,453	14,300	15,585
RECYCLABLES DISTRIBUTION	2,653	2,676	2,729
WATER/ SEWER ADMINISTRATION	5,309	5,118	2,799
WATER PLANT	14,119	12,992	12,280
CENTRAL LINES	20,925	22,185	23,214
WATER / SEWER WAREHOUSE	1,071	923	949
WATER/ SEWER METER READING	8,132	7,525	7,684
CENTRAL MAINTENANCE	12,026	11,359	13,305
MUD CREEK SEWER PLANT	6,479	6,130	5,442
WITHLACOOCHEE SEWER PLANT	8,386	7,861	5,468
ENVIRONMENTAL SERVICES	0	0	4,907
INSPECTION ADMINISTRATION	6,203	6,564	6,681
OPERATION AND MAINTENANCE	11,715	13,160	13,224
MATHIS AUDITORIUM	2,326	2,244	2,741
MOTOR POOL MAINTENANCE - GARAGE	12,186	12,119	11,415
HUD ENTITLEMENT GRANT	216	205	79
TOTAL EXPENDITURES	\$727,853	\$740,646	\$761,248

Information Technology Fund

The Information Technology Fund is used to account for the cost of providing information technology to the city. User departments are charged for IT services based on hours of service provided and costs incurred on their behalf.

Information Technology

DEPARTMENT SUMMARY

Information Technology accounts for the cost of providing information technology to the city. User departments are charged for IT services based on hours of service provided and costs incurred on their behalf. Information Technology is part of the Finance Department.

EXPENDITURE SUMMARY

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
CONTRACTUAL SERVICES	1,163,248	1,389,040	1,553,711
SUPPLIES	5,416	80,840	52,900
OTHER SERVICES & CHARGES	28,285	30,871	21,457
TOTAL EXPENDITURES	\$1,196,949	\$1,500,751	\$1,628,068

DEPARTMENT GOALS:

- Evaluate all software used by the City to minimize cost and maximize productivity
- Introduce various hardware and software components to extend the City's network and resources to the mobile workforce
- Reduce Data Processing cost
- Reduce total communication cost associated with landline phones, mobile phones and Internet
- Reduce the City's dependency on paper and print related products
- Provide technology support to all departments within the City

Information Technology

ORGANIZATIONAL CHART

CITY MANAGER

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graph TD; CM[CITY MANAGER] --- IT[INFORMATION TECHNOLOGY];
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INFORMATION
TECHNOLOGY

Information Technology

INFORMATION TECHNOLOGY

Information Technology is responsible for managing the day to day operation of the technology/communications functions and for providing services to support and enhance the operation of city departments. It is further responsible for management, planning, needs assessments, inventory control, long range planning, budgeting, software and hardware recommendations, network operation, system security and overall operation of all technology and communications related functions and services. This division also acts as monitor and liaison between outside technology and communications service providers and the City.

BUDGET COMPARISONS

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
CONTRACTUAL SERVICES	1,163,248	1,389,040	1,553,711
SUPPLIES	5,416	80,840	52,900
OTHER SERVICES & CHARGES	28,285	30,871	21,457
TOTAL EXPENDITURES	\$1,196,949	\$1,500,751	\$1,628,068

SIGNIFICANT ACCOMPLISHMENTS AND/OR CHANGES:

- Installed a Virtual Server Infrastructure combining several physical servers into one unit allowing for less power consumption, less physical space utilized and less maintenance cost
- Expanded the use of the New World Systems Esuite Employee time entry module
- Outfitted all field personnel with Tablets allowing real time access to schedules and inspection information

DIVISION OBJECTIVES:

- Consolidate desktop deployments to better utilize environment
- Economic Impact – reduce data processing and communications expenditures
- Use new technology improvements to reduce the total paper used by the City to at least 3%

PERFORMANCE MEASURES:

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2020 PROJECTED
Net CSAT Score	N/A	98	95
Customer Service Satisfaction Survey	90%	95%	95%
% decrease in DP expenditures	3%	2%	2%
Incidents/End Point	N/A	0.21	0.25
Hours/Incident	N/A		

Permanent Funds

Permanent Funds are used to account for assets held by the city in a trustee capacity or as an agent for private individuals, organizations or other governmental agencies. These funds include non-expendable trust and agency funds.

Cemetery Trust Fund

A non-expendable trust fund to provide perpetual care for the Sunset Hill Cemetery. For reporting purposes, there are two distinct sections of the cemetery, designated New Section and Old Section. The primary difference between the two sections is that the sale price of lots in the New Section includes perpetual care, whereas in the Old Section, perpetual care is sold separately. Interest income earned on investments is transferred to the General Fund to aid in maintaining the cemetery.

Sunset Hill Permanent Fund

This division accounts for the expenditures to provide perpetual care for the Sunset Hill Cemetery.

CATEGORIES OF EXPENDITURES	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2020 BUDGET
OTHER SERVICES	\$12,005	\$11,976	\$14,351
TOTAL EXPENDITURES	\$12,005	\$11,976	\$14,351

Section F

Capital Improvement Program

This section outlines the capital projects (those which exceed \$5000 in cost) to be undertaken by the City.

City of Valdosta, Georgia

Capital Plan Overview

The Capital Improvement Program has been created to give users of this document an understanding of the capital plan for the City in the next five years. In order to be considered as part of the capital plan, an item or project must cost at least \$5,000 and have a useful life of greater than one year. The capital plan is divided into three separate areas in order to aid the users of this document. The areas are as follows: Capital Plan Summary, Capital Plan Detail, and Capital Plan Impact on Operating Budget.

Capital Plan Summary – Groups the capital projects into six separate sections and provides a summary by department or type of project for each section. It also shows the method of funding for the projects. This is designed to provide a brief overview of the type of projects the City is planning for the next five years and the funding. Additionally, under each section a summary is given to provide explanations for some of the projects which are budgeted in that area.

Capital Plan Detail – This also groups the capital projects into six sections like the summary. The detail lists each project which has been budgeted, along with the amount of funding in each year, and the source of that funding. Within each of the six sections, the projects are first sorted by which fund the item is being purchased in, then by which department or division will be using the capital item. Therefore, each fund has a total of the capital items budgeted in that section, and each department has a total of capital items budgeted within each fund. At the end of each section, a Total by Source of Funds list has been created to give a summary of the funding for that section. At the end of the entire list of capital projects, a Source of Funds list has been included which gives the total funding sources for the City's capital plan. Lastly, there is a summary of capital projects by department.

Capital Plan Impact on Operating Budget – In order to provide the users of this document with a better understanding of the long term impacts of capital purchases, this section has been included. Projects are sorted by the fund, department, and division on which they will impact the operating budget, regardless of which fund they were purchased or constructed in. For each item which is expected to impact the operating budget, an estimate has been made to determine what the amount will be. If an item is not expected to have an impact, then it is not included in this section. All amounts are the finance department staff's best estimates based upon the information available at the time this budget was published.

FY 2020 Five Year Capital Plan Summary City of Valdosta, GA

Machinery and Equipment

DEPARTMENT	APPROVED FUNDING 2019-20	ESTIMATED FUNDING 2020-21	ESTIMATED FUNDING 2021-22	ESTIMATED FUNDING 2022-23	ESTIMATED FUNDING 2022-23	TOTAL 5 - YEAR FUNDING
Engineering	\$ 66,725	\$ -	\$ -	\$ -	\$ -	\$ 66,725.00
Municipal Court	26,000	-	-	-	-	26,000
Police	47,000	2,000,000	-	-	-	2,047,000
Fire	33,000	2,000,000	-	-	-	2,033,000
Public Works	8,500	-	-	-	-	8,500
Water	9,446,000	4,243,000	2,272,000	275,000	325,000	16,561,000
Motor Pool	12,750	-	-	-	-	12,750
Sub-Total	\$ 9,639,975	\$ 8,243,000	\$ 2,272,000	\$ 275,000	\$ 325,000	\$ 20,754,975

Funding Source						
Current Revenue (CR)	\$ 161,225	\$ -	\$ -	\$ -	\$ -	\$ 161,225
User Fees (UR)	4,458,750	243,000	272,000	275,000	325,000	5,573,750
GA Environmental Facilities Authority (GEFA)	5,000,000	4,000,000	2,000,000	-	-	11,000,000
Special Purpose Sales Taxes VII (ST VII)	20,000	4,000,000	-	-	-	4,020,000
Sub-Total	\$ 9,639,975	\$ 8,243,000	\$ 2,272,000	\$ 275,000	\$ 325,000	\$ 20,754,975

The FY20 approved capital will be used to replace and upgrade machinery and equipment within the departments listed above. The Engineering Department approved capital funds will be used to purchase a new trencher for side road work in the Signal Division and five traffic cabinets for the Traffic Management Center. The Municipal Court will install new computer software and upgrading the security video system. The Administration Division of the Police Department will do a TMC camera system expansion and upgrade the APS eTicket software. The Fire Department Administration Division will replace their copier. The Operations Division will purchase two ready rack extractor and dryer for Station 1 and 2. Pavement repairs will be done at the Maintenance Center and the chain link fence will be replaced at the Training Center. The Right of Way Division of Public Works will replace a twenty two year old Mosquito Fogger. Two ozone generators will be purchased in the Water Plant Division of Water and Sewer. Large water meters, epoxy coating sprayer and valve insertion equipment will be purchased in Water and Sewer Central Line Division. Equipment will be replaced or upgraded at Mud Creek, Withlacoochee and the Water Plant. Also several generators will be added to service pump stations during area wide power outages. The Meter Reading Division will purchase and install AMI radio read meters to reduce errors, risks and cost of operations.

Water and Sewer Utility Systems Relocation, Expansion, and Repairs

PROJECTS	APPROVED FUNDING 2018-19	ESTIMATED FUNDING 2019-20	ESTIMATED FUNDING 2020-21	ESTIMATED FUNDING 2021-22	ESTIMATED FUNDING 2022-23	TOTAL 5 - YEAR FUNDING
Water Department	\$ 5,765,000	\$ 1,790,000	\$ 1,440,310	\$ 1,440,000	\$ 1,800,000	\$ 12,235,310
Sub-Total	\$ 5,765,000	\$ 1,790,000	\$ 1,440,310	\$ 1,440,000	\$ 1,800,000	\$ 12,235,310

Funding Source						
User Fee (UF)	\$ 5,765,000	\$ 1,790,000	\$ 1,440,310	\$ 1,440,000	\$ 1,800,000	\$ 12,235,310
Sub-Total	\$ 5,765,000	\$ 1,790,000	\$ 1,440,310	\$ 1,440,000	\$ 1,800,000	\$ 12,235,310

The Water and Sewer Central Line Division approved capital will be used to expand the transmission systems in new development and the airport loop. Also, it will be used for additions and extensions to the City's sewer lines due to the increase demands. New water main extensions were approved on Perimeter Road at the new high school. Sewer Main replacements were approved for Iola Drive at Williams, Adair at Lamar and Jerry Jones.

FY 2020 Five Year Capital Plan Summary

City of Valdosta, GA

Water and Sewer Treatment Plant Repair and Expansion

PLANTS	APPROVED FUNDING 2019-20	ESTIMATED FUNDING 2020-21	ESTIMATED FUNDING 2021-22	ESTIMATED FUNDING 2022-23	ESTIMATED FUNDING 2023-24	TOTAL 5 - YEAR FUNDING
Water Department	\$ 900,000	\$ 5,000,000	\$ 1,500,000	\$ 400,000	\$ 400,000	\$ 8,200,000
Sub-Total	\$ 900,000	\$ 5,000,000	\$ 1,500,000	\$ 400,000	\$ 400,000	\$ 8,200,000

Funding Source						
User Fees (UF)	\$ 900,000	\$ 5,000,000	\$ 1,500,000	\$ 400,000	\$ 400,000	\$ 8,200,000
Sub-Total	\$ 900,000	\$ 5,000,000	\$ 1,500,000	\$ 400,000	\$ 400,000	\$ 8,200,000

Water and Sewer Water Treatment Plant Division approved capital funds will be used for an additional water treatment facility. The Water Treatment Rehabilitation Program was also included in the approved funds.

Streets, Intersections and Traffic Improvements

PROJECTS	APPROVED FUNDING 2019-20	ESTIMATED FUNDING 2020-21	ESTIMATED FUNDING 2021-22	ESTIMATED FUNDING 2022-23	ESTIMATED FUNDING 2023-24	TOTAL 5 - YEAR FUNDING
Intersectic Fa	\$ 220,100	-	-	-	-	\$ 220,100
Road Improvement	655,000	-	-	-	-	655,000
Street Improvement Maintenance	90,000	-	-	-	-	90,000
Resurfacing (LMIG 2020)	630,200	-	-	-	-	630,200
Sidewalk Improvement	1,161,230	-	-	-	-	1,161,230
Piping of Ditches	143,200	-	-	-	-	143,200
Drainage Improvement	496,705	-	-	-	-	496,705
Traffic Improvement	169,942	-	-	-	-	169,942
Sub-Total	\$ 3,566,377	-	-	-	-	\$ 3,566,377

Funding Source						
Special Purpose Sales Taxes VII (ST VII)	\$ 3,566,377	-	-	-	-	\$ 3,566,377
Sub-Total	\$ 3,566,377	-	-	-	-	\$ 3,566,377

Intersection improvements were approved for Park Avenue and Forrest Street. Road improvement were approved for the Jerry Jones/Eager Road right of way acquisition project from Baytree to Oak Street per GDOT agreement. Also, road improvement funds were approved for the William Street construction project from Park Ave to Woodrow Wilson. Street improvement maintenance will purchase asphalt and concrete to repair various streets throughout the city. Intersection improvements will include construction on Baytree Road at Alden Avenue. LMIG 2020 resurfacing projects were approved. Approved capital funds for sidewalk improvements will include Ulmer Ave construction from Statenville and Griffin Ave, design and construction for Baymeadow Drive between Moore and Park Avenue, Bemiss Road between Lakeland Avenue to Ledge Dale Circle and Fry Street between MLK, Jr. to Mildred Hunter. Emergency funds were approved for piping of ditches. Drainage improvements funds were approved for Lakeland Avenue - pipe replacement, Lake Park Road - Culvert Replacement and Briggs Street Culvert Rehabilitation. Traffic improvements were approved to include striping of roads, conflict monitors, (10) preemptions services and upgrades and repairs on the Traffic Management Building.

FY 2020 Five Year Capital Plan Summary

City of Valdosta, GA

Facilities, Parks and Misc Improvement

Department	Approved Funding 2019-20	Estimated Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Total 5 - Year Funding
Other General Administration	\$ 57,000	\$ -	\$ -	-	-	\$ 57,000
Fire Department	40,000	-	-	-	-	40,000
Community Development	12,500	20,000	15,000	-	-	47,500
Sanitation	9,000	-	-	-	-	9,000
Water and Sewer	100,000	-	-	-	-	100,000
Sub-Total	\$ 218,500	\$ 20,000	\$ 15,000	-	-	\$ 253,500

Funding Source						
Current Revenue (CR)	\$ 109,500	\$ 20,000	\$ 15,000	-	-	\$ 144,500
User Fees (UF)	109,000	-	-	-	-	109,000
Sub-Total	\$ 218,500	\$ 20,000	\$ 15,000	-	-	\$ 253,500

Capital funds were approved for Facilities and Parks miscellaneous repairs and renovations throughout the City. Capital funds were approved for renovations in City Hall, the Women's Building and the Bennion Properties. Also, the Women's Building parking lot area will be cleared for safe parking. The Fire Department will repair the driveway and add surface in front of bay at the Maintenance Center. Also asphalt and concrete work be done at the Training Center and the current chain link fence will be replaced. The tile in the Public Works office areas will be replaced. Water and Sewer funds will be used to build a maintenance shop, shower and storage for the Withlacoochee and Central Maintenance Division. In the Central Lines Division phase 2 of the vacuum truck shelter will be completed to protect the trucks. A storage building to enclose blowers for climate control will be purchased.

Purchase of Vehicles

DEPARTMENT	APPROVED FUNDING 2019-20	ESTIMATED FUNDING 2020-21	ESTIMATED FUNDING 2021-22	ESTIMATED FUNDING 2022-23	ESTIMATED FUNDING 2023-24	TOTAL 5 - YEAR FUNDING
Engineering	\$ 52,900	-	-	-	-	\$ 52,900
Other General Administration	24,000	-	-	-	-	24,000
Police	258,500	-	-	-	-	258,500
Fire	105,000	-	-	-	-	105,000
Community Development	30,000	-	-	-	-	30,000
Parks and Facilities	45,000	-	-	-	-	45,000
Public Works	52,500	-	-	-	-	52,500
Sanitation	1,081,500	-	-	-	-	1,081,500
Water & Sewer	621,000	-	-	-	-	621,000
Inspection	56,000	-	-	-	-	56,000
Stormwater	450,000	-	-	-	-	450,000
Sub-Total	\$ 2,776,400	-	-	-	-	\$ 2,776,400

Funding Source						
User Fees (UF)	\$ 1,333,400	-	-	-	-	\$ 1,333,400
Lease	1,443,000	-	-	-	-	1,443,000
Sub-Total	\$ 2,776,400	-	-	-	-	\$ 2,776,400

The City of Valdosta Motor Pool Fund is used to purchase all vehicles. The new vehicles are leased to the departments for the cost of maintenance, repairs, overhead, and depreciation. Currently, the City has a five year rotation schedule on all cars and seven year rotation on trucks in order to avoid the increased maintenance cost and down time associated with older vehicles. The majority of the vehicles approved are replacements necessary to comply with the rotation schedule to minimal the impact on the operating budget.

FIVE YEAR CAPITAL PLAN

FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL FOR FY 2020	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
			1st Year 2019/2020	2nd Year 2020/2021	3rd Year 2021/2022	4th Year 2022/2023	5th Year 2023/2024
Machinery and Equipment							
GENERAL FUND							
ENGINEERING							
Signal Maintenance Division							
Trencher	\$ 13,245	CR	\$ 13,245	-	-	-	-
Total Operations Division	\$ 13,245		\$ 13,245	-	-	-	-
Traffic Management Center Division							
Traffic Cabinets (5 @ \$10,696)	\$ 53,480	CR	\$ 53,480	-	-	-	-
Total Prevention Division	\$ 53,480		\$ 53,480	-	-	-	-
Total Engineering Department	\$ 66,725		\$ 66,725	-	-	-	-
MUNICIPAL COURT							
Administration Division							
Security Video System Upgrade	\$ 6,000	CR	\$ 6,000	-	-	-	-
Total Administration Division	\$ 6,000		\$ 6,000	-	-	-	-
Total Municipal Court Department	\$ 6,000		\$ 6,000	-	-	-	-
POLICE DEPARTMENT							
Administration Division							
TMC Camera System Expansion	\$ 37,000	CR	\$ 37,000	-	-	-	-
APS eTicket Software Upgrade	10,000	CR	10,000	-	-	-	-
Total Administration Division	\$ 47,000		\$ 47,000	-	-	-	-
Total Police Department	\$ 47,000		\$ 47,000	-	-	-	-
FIRE DEPARTMENT							
Administration							
Copier	\$ 9,000	CR	\$ 9,000	-	-	-	-
Total Administration Division	\$ 9,000		\$ 9,000	-	-	-	-
Operations Division							
Ready Rack Extractor & Dryer (Station 1)	\$ 12,000	CR	\$ 12,000	-	-	-	-
Ready Rack Extractor & Dryer (Station 2)	12,000		12,000	-	-	-	-
Total Operations Division	\$ 24,000		\$ 24,000	-	-	-	-
Total Fire Department	\$ 33,000		\$ 33,000	-	-	-	-
PUBLIC WORKS DEPARTMENT							
Right Away Maintenance							
Mosquito Fogger	\$ 8,500	CR	\$ 8,500	-	-	-	-
Total Right Away Maintenance Division	\$ 8,500		\$ 8,500	-	-	-	-
TOTAL PUBLIC WORKS DEPARTMENT	\$ 8,500		\$ 8,500	-	-	-	-
TOTAL GENERAL FUND	\$ 161,225		\$ 161,225	-	-	-	-
MOTOR POOL FUND							
Equipment Maintenance Department							
Garage Division							
Brake Lathe	\$ 12,750	UF	\$ 12,750	-	-	-	-
Total Garage Division	\$ 12,750		\$ 12,750	-	-	-	-
TOTAL MOTOR POOL FUND	\$ 12,750		\$ 12,750	-	-	-	-
WATER AND SEWER FUND							
WATER DEPARTMENT							
Water Plant							
Ozone Generator	\$ 56,500	UF	\$ 56,500	-	-	-	-
Ozone Generator	56,500	UF	56,500	-	-	-	-
Total Water Plant Division	\$ 113,000		\$ 113,000	-	-	-	-
Central Lines Division							
Valve Insertion Equipment	\$ 80,000	UF	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Diesel Bypass Pump	50,000	UF	50,000	-	-	-	-
Epoxy Coating Sprayer	50,000	UF	50,000	-	-	-	-
Trailer Mounted Sewer Cleaning Unit	72,000	UF	72,000	-	-	-	-
Large Meter Replacement	49,000	UF	49,000	43,000	47,000	50,000	50,000
Total Central Lines Division	\$ 301,000		\$ 301,000	\$ 43,000	\$ 47,000	\$ 50,000	\$ 50,000

FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL FOR FY 2020	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
			1st Year 2019/2020	2nd Year 2020/2021	3rd Year 2021/2022	4th Year 2022/2023	5th Year 2023/2024
Central Maintenance Division							
Equipment Replacement (Mud Creek)	\$ 75,000	UF	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 100,000
Equipment Replacement (Water Plant)	75,000	UF	75,000	75,000	75,000	75,000	100,000
Equipment Replacement (Withlacoochee)	50,000	UF	50,000	50,000	75,000	75,000	75,000
Generators (Qty. 4)	55,000	UF	55,000	-	-	-	-
Auto Transfer Switchers (ATS) for Lift Station Generators (Qty. 10)	125,000	UF	125,000	-	-	-	-
Submersible Mixers (Qty 12)	400,000	UF	400,000	-	-	-	-
Lift Station Generation (Qty 9)	255,000	UF	255,000	-	-	-	-
Double Diaphragm Pump	22,000	UF	22,000	-	-	-	-
Hypo Chlorite Rectifier WTP	85,000	UF	85,000	-	-	-	-
Check Valves - Gormto Lift Station	35,000	UF	35,000	-	-	-	-
Diesel Generator _ Gormto Lift Station	1,500,000	UF	1,500,000	-	-	-	-
Towable Man Lift	25,000	UF	25,000	-	-	-	-
Diesel Generator	65,000	UF	65,000	-	-	-	-
Total Central Maintenance	\$ 2,767,000		\$ 2,767,000	\$ 200,000	\$ 225,000	\$ 225,000	\$ 275,000
Mud Creek							
Diesel Generator - Plant	\$ 1,200,000	UF	\$ 1,200,000	-	-	-	-
Total Mud Creek Division	1,200,000		\$ 1,200,000	-	-	-	-
Withlacoochee							
Diesel Generator	\$ 65,000	UF	\$ 65,000	-	-	-	-
Total Withlacoochee Plant Division	\$ 65,000		\$ 65,000	-	-	-	-
Meter Reading Division							
AMI Radio Read Meter	\$ 5,000,000	GEFA	\$ 5,000,000	\$ 4,000,000	\$ 2,000,000	-	-
Total Meter Reading Division	\$ 5,000,000		\$ 5,000,000	4,000,000	2,000,000	-	-
TOTAL WATER DEPARTMENT	\$ 9,446,000		\$ 9,446,000	\$ 4,243,000	\$ 2,272,000	\$ 275,000	\$ 325,000
TOTAL WATER & SEWER FUND	\$ 9,446,000		\$ 9,446,000	\$ 4,243,000	\$ 2,272,000	\$ 275,000	\$ 325,000
SPLOST VII FUNDS							
GENERAL FUND							
MUNICIPAL COURT DEPARTMENT							
Administration Division							
Software and Conversion	\$ 20,000	ST VII	\$ 20,000	-	-	-	-
Total Administration Division	\$ 20,000		\$ 20,000	-	-	-	-
TOTAL MUNICIPAL COURT DEPARTMENT	\$ 20,000		\$ 20,000	-	-	-	-
POLICE DEPARTMENT							
Administration Division							
County Wide Radio	-	ST VII	-	\$ 2,000,000	-	-	-
Total Administration Division	-		-	\$ 2,000,000	-	-	-
TOTAL POLICE DEPARTMENT	-		-	\$ 2,000,000	-	-	-
FIRE DEPARTMENT							
Administration Division							
County Wide Radio	-	ST VII	-	\$ 2,000,000	-	-	-
Total Administration Division	-		-	\$ 2,000,000	-	-	-
TOTAL FIRE DEPARTMENT	-		-	\$ 2,000,000	-	-	-
TOTAL SPLOST VII FUND	-		-	\$ 4,000,000	-	-	-

TOTAL BY SOURCE OF FUNDS: MACHINERY AND EQUIPMENT

Current Revenue (CR)	\$ 161,225	\$ 161,225	\$ -	\$ -	\$ -	\$ -
User Fees (UF)	4,458,750	4,458,750	243,000	272,000	275,000	325,000
GA Environmental Facilities Authority (GEFA)	5,000,000	5,000,000	4,000,000	2,000,000	-	-
Special Purpose Sales Taxes VII (ST VII)	20,000	20,000	4,000,000	-	-	-
TOTAL	\$ 9,639,975	\$ 9,639,975	\$ 8,243,000	\$ 2,272,000	\$ 275,000	\$ 325,000

FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL FOR FY 2020	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
			1st Year 2019/2020	2nd Year 2020/2021	3rd Year 2021/2022	4th Year 2022/2023	5th Year 2023/2024

WATER & SEWER UTILITY SYSTEMS RELOCATIONS, EXPANSIONS AND REPAIRS

WATER AND SEWER FUND

WATER DEPARTMENT

Central Lines Division

Sewer Additions -(manhole and install sewer service)	\$ 40,000	UF	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 50,000
Manhole Rehab - Liner Replacement	500,000	UF	500,000	500,000	350,310	650,000	500,000
Water Transmission System Expansion (new development)	100,000	UF	100,000	100,000	100,000	100,000	100,000
Water Main Extension (General)	500,000	UF	500,000	500,000	-	-	500,000
Water Main Extension (Perimeter Road - High School)	200,000	UF	200,000	-	500,000	200,000	200,000
Water Distribution Expansion (General)	200,000	UF	200,000	200,000	200,000	200,000	200,000
Water Transmission System Expansion (Airport Loop)	2,150,000	UF	2,150,000	-	-	-	-
Sewer System Extensions	250,000	UF	250,000	250,000	250,000	250,000	250,000
Sewer Replacement - Iola Dr (SEP) Williams	400,000	UF	400,000	-	-	-	-
Sewer Main Replacement - Jerry Jones (Eng. Pavement Project)	200,000	UF	200,000	200,000	-	-	-
Sewer Main Replacement - Adair-Lamar (SEP)	300,000	UF	300,000	-	-	-	-
North Ashley to Patterson (SEP)	300,000	UF	300,000	-	-	-	-
GDOT Utility Adjustments	625,000	UF	625,000	-	-	-	-

Total Central Lines Division \$ 5,765,000 \$ 5,765,000 \$ 1,790,000 \$ 1,440,310 \$ 1,440,000 \$ 1,800,000

Total Water Departments \$ 5,765,000 \$ 5,765,000 \$ 1,790,000 \$ 1,440,310 \$ 1,440,000 \$ 1,800,000

TOTAL WATER AND SEWER FUND \$ 5,765,000 \$ 5,765,000 \$ 1,790,000 \$ 1,440,310 \$ 1,440,000 \$ 1,800,000

TOTAL BY SOURCE OF FUNDS: WATER & SEWER UTILITY SYSTEMS

User Fees (UF)	\$ 5,765,000	\$ 5,765,000	\$ 1,790,000	\$ 1,440,310	\$ 1,440,000	\$ 1,800,000
TOTAL	\$ 5,765,000	\$ 5,765,000	\$ 1,790,000	\$ 1,440,310	\$ 1,440,000	\$ 1,800,000

WATER & SEWER TREATMENT PLANT REPAIR AND EXPANSION

WATER AND SEWER FUND

Water Department

Water Plant Division

WTP Well Rehab	\$ 400,000	UF	\$ 400,000	-	-	\$ 400,000	\$ 400,000
WTP II	500,000	UF	500,000	5,000,000	1,500,000	-	-

Total Water Plant Division \$ 900,000 \$ 900,000 \$ 5,000,000 \$ 1,500,000 \$ 400,000 \$ 400,000

Total Water Department \$ 900,000 \$ 900,000 \$ 5,000,000 \$ 1,500,000 \$ 400,000 \$ 400,000

TOTAL WATER & SEWER FUND \$ 900,000 \$ 900,000 \$ 5,000,000 \$ 1,500,000 \$ 400,000 \$ 400,000

TOTAL WATER & SEWER TREATMENT PLANT: \$ 900,000 \$ 900,000 \$ 5,000,000 \$ 1,500,000 \$ 400,000 \$ 400,000

TOTAL BY SOURCE OF FUNDS: WATER & SEWER TREATMENT PLANT

User Fees (UF)	\$ 900,000	\$ 900,000	\$ 5,000,000	\$ 1,500,000	\$ 400,000	\$ 400,000
TOTAL	\$ 900,000	\$ 900,000	\$ 5,000,000	\$ 1,500,000	\$ 400,000	\$ 400,000

STREETS, INTERSECTIONS AND TRAFFIC IMPROVEMENT

SPLOST VII FUND

ENGINEERING DEPARTMENT

Administration Division

Intersection Improvements	\$ 220,100	ST VII	\$ 220,100	-	-	-	-
Road Improvement	655,000	ST VII	655,000	-	-	-	-
Street Improvement Maintenance	90,000	ST VII	90,000	-	-	-	-
Resurfacing (LMIG 2020)	630,200	ST VII	630,200	-	-	-	-
Sidewalk Improvement	1,161,230	ST VII	1,161,230	-	-	-	-
Piping of Ditches	143,200	ST VII	143,200	-	-	-	-
Drainage Improvement	496,705	ST VII	496,705	-	-	-	-
Traffic Improvement	169,942	ST VII	169,942	-	-	-	-

Total Street Maintenance Division \$ 3,566,377 \$ 3,566,377 - - - -

TOTAL ENGINEERING DEPARTMENT \$ 3,566,377 \$ 3,566,377 - - - -

TOTAL SPLOST VII FUND \$ 3,566,377 \$ 3,566,377 - - - -

TOTAL BY SOURCE OF FUNDS: STREETS, INTERSECTIONS AND TRAFFIC IMPROVEMENT

Special Purpose Sales Tax VII (ST VII)	\$ 3,566,377	\$ 3,566,377	-	-	-	-
TOTAL STREET, INTERSECTIONS & TRAFFIC IMPROVEMENT	\$ 3,566,377	\$ 3,566,377	-	-	-	-

FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL FOR FY 2020	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
			1st Year 2019/2020	2nd Year 2020/2021	3rd Year 2021/2022	4th Year 2022/2023	5th Year 2023/2024

FACILITIES, PARKS AND MISC. IMPROVEMENTS

GENERAL FUND

OTHER GENERAL ADMINISTRATION DEPARTMENT

City Hall								
Renovation	\$ 25,000	CR	\$ 25,000	-	-	-	-	-
Total City Hall Division	\$ 25,000		\$ 25,000	-	-	-	-	-

Rental Division								
Parking Lot (Woman's Building)	\$ 12,000	CR	\$ 12,000	-	-	-	-	-
Renovation Projects (Women's Building & Bennion Properties)	20,000	CR	20,000	-	-	-	-	-
Total Rental Division	\$ 32,000		\$ 32,000	-	-	-	-	-

TOTAL OTHER GENERAL ADMINISTRATION DEPARTMENT	\$ 57,000		\$ 57,000	-	-	-	-	-
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FIRE DEPARTMENT

Maintenance Division								
Pavement Repairs	\$ 25,000	CR	\$ 25,000	-	-	-	-	-
Total Maintenance Center Division	\$ 25,000		\$ 25,000	-	-	-	-	-

Training								
Fence - 6' Vinyl Chain Link Fence & Gate	\$ 15,000	CR	\$ 15,000	-	-	-	-	-
Total Prevention Division	\$ 15,000		\$ 15,000	-	-	-	-	-

TOTAL FIRE DEPARTMENT	\$ 40,000		\$ 40,000	-	-	-	-	-
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COMMUNITY DEVELOPMENT

Planning & Zoning								
Three-Year Preservation Plan	\$ 12,500	CR	\$ 12,500	\$ 20,000	\$ 15,000	-	-	-
Total Planning and Zoning Division	\$ 12,500		\$ 12,500	\$ 20,000	\$ 15,000	-	-	-

TOTAL COMMUNITY DEVELOPMENT DEPARTMENT	\$ 12,500		\$ 12,500	\$ 20,000	\$ 15,000	-	-	-
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TOTAL GENERAL FUND	\$ 109,500		\$ 109,500	\$ 20,000	\$ 15,000	-	-	-
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SANITATION FUND

Management								
Tile Replacement	\$ 9,000	UF	\$ 9,000	-	-	-	-	-
Total Management Division	\$ 9,000		\$ 9,000	-	-	-	-	-

TOTAL SANITATION FUND	\$ 9,000		\$ 9,000	-	-	-	-	-
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WATER AND SEWER FUND

Water Department

Central Lines Division								
Vacuum Truck Shelter Phase 2	\$ 50,000	UF	\$ 50,000	-	-	-	-	-
Total Central Lines Division	\$ 50,000		\$ 50,000	-	-	-	-	-

Mud Creek								
Storage Building - blowers	\$ 50,000	UF	\$ 50,000	-	-	-	-	-
Total Central Lines Division	\$ 50,000		\$ 50,000	-	-	-	-	-

TOTAL WATER AND SEWER FUND	\$ 100,000		\$ 100,000	-	-	-	-	-
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TOTAL BY SOURCE OF FUNDS: FACILITIES, PARKS AND MISC. IMPROVEMENTS

Current Revenue (CR)	\$ 109,500		\$ 109,500	\$ 20,000	\$ 15,000	-	-	-
User Fees (UR)	109,000		109,000	-	-	-	-	-
TOTAL	\$ 218,500		\$ 218,500	\$ 20,000	\$ 15,000	-	-	-

PURCHASE OF VEHICLES

MOTOR POOL FUND

ENGINEERING DEPARTMENT

Administration Division								
Truck F-150 Crew Cab	\$ 28,500	UF	\$ 28,500	-	-	-	-	-
Total Administration Division	\$ 28,500		\$ 28,500	-	-	-	-	-

Signal Maintenance Division								
Bucket Truck 1702 Boom Overhaul	\$ 17,500	UF	\$ 17,500	-	-	-	-	-
Total Signal Maintenance Division	\$ 17,500		\$ 17,500	-	-	-	-	-

Street Maintenance Division								
Mini Excavator/ Bob Cat Tilt Trailer	\$ 6,900	UF	\$ 6,900	-	-	-	-	-
Total Street Maintenance Division	\$ 6,900		\$ 6,900	-	-	-	-	-

Total Engineering Department	\$ 52,900		\$ 52,900	-	-	-	-	-
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OTHER GENERAL ADMINISTRATION

FIVE YEAR CAPITAL PLAN DETAIL

		APPROVED CAPITAL FOR FY 2020	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
				1st Year 2019/2020	2nd Year 2020/2021	3rd Year 2021/2022	4th Year 2022/2023	5th Year 2023/2024
City Hall/Customer Service								
Dodge Charger V-6	Replace-01-18	\$ 24,000	UF	\$ 24,000	-	-	-	-
Total Other General Administration		\$ 24,000		\$ 24,000	-	-	-	-
POLICE DEPARTMENT								
Patrol Bureau Division								
Sedan	Replace-0310	\$ 23,500	UF	\$ 23,500	-	-	-	-
Sedan	Replace-1626	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0345	23,500	UF	23,500	-	-	-	-
Sedan	Replace-1634	23,500	UF	23,500	-	-	-	-
Sedan	Replace-0350	23,500	UF	23,500	-	-	-	-
Sedan	Replace-1628	23,500	UF	23,500	-	-	-	-
Total Patrol Bureau Division		\$ 141,000		\$ 141,000	-	-	-	-
Investigative Bureau Division								
Sedan-Unmarked	Replace-0251	\$ 23,500	UF	\$ 23,500	-	-	-	-
Sedan-Unmarked	Replace-0271	23,500	UF	23,500	-	-	-	-
Sedan-Unmarked	Replace-0252	23,500	UF	23,500	-	-	-	-
Total Investigative Bureau Division		\$ 70,500		\$ 70,500	-	-	-	-
Support Services Bureau Division								
Sedan	Replace-0320	\$ 23,500	UF	\$ 23,500	-	-	-	-
Total Support Services Bureau Division		\$ 23,500		\$ 23,500	-	-	-	-
Crime Laboratory Division								
Sedan	Replace-1608	\$ 23,500	UF	\$ 23,500	-	-	-	-
Total Crime Laboratory Division		\$ 23,500		\$ 23,500	-	-	-	-
Total Police Department		\$ 258,500		\$ 258,500	-	-	-	-
FIRE DEPARTMENT								
Operations Division								
Mower Commercial Zero Turn 52" Z1720		\$ 6,500	UF	\$ 6,500	-	-	-	-
Total Operations Division		\$ 6,500		\$ 6,500	-	-	-	-
Maintenance Division								
Truck F450 Reg ab w/Utility Body & Lift Gate	Replace-16-05	\$ 50,000	UF	\$ 50,000	-	-	-	-
Total Prevention Division		\$ 50,000		\$ 50,000	-	-	-	-
Training Division								
XL Red Ford Transit 15 Passenger Van	Replace-1046	\$ 42,000	UF	\$ 42,000	-	-	-	-
Mower Commercial Zero Turn 52" Z1720		6,500		6,500	-	-	-	-
Total Special Operations Division		\$ 48,500		\$ 48,500	-	-	-	-
Total Fire Department		\$ 105,000		\$ 105,000	-	-	-	-
COMMUNITY DEVELOPMENT DEPARTMENT								
Community Protection Division								
Crew Truck 4 Door	Replace-15-35	\$ 30,000	UF	\$ 30,000	-	-	-	-
Total Community Development Department		\$ 30,000		\$ 30,000	-	-	-	-
PARKS AND FACILITIES								
Arborist Division								
Dump Truck	Replace-2031	\$ 45,000	UF	\$ 45,000	-	-	-	-
Total Parks and Facilities Department		\$ 45,000		\$ 45,000	-	-	-	-
PUBLIC WORKS DEPARTMENT								
Right of Way Maintenance Division								
Mower 60' Zero Turn		\$ 10,500	UF	\$ 10,500	-	-	-	-
Mower 60' Zero Turn		10,500	UF	10,500	-	-	-	-
Total Right of Way Maintenance Division		\$ 21,000		\$ 21,000	-	-	-	-
Cemetery Division								
Tractor B26 Kubota Diesel	Replace 68-044	\$ 31,500	UF	\$ 31,500	-	-	-	-
Total Cemetery Division		\$ 31,500		\$ 31,500	-	-	-	-
Total Public Works Department		\$ 52,500		\$ 52,500	-	-	-	-
SANITATION FUND								
Residential Garbage Division								
Garbage Truck Rear Loader	New	\$ 295,000	LEASE	\$ 295,000	-	-	-	-
Garbage Truck Rear Loader	New	295,000	LEASE	295,000	-	-	-	-
Truck F-150 Crew Cab	Replace-15-54	28,500	UF	28,500	-	-	-	-
Total Residential Garbage Division		\$ 618,500		\$ 618,500	-	-	-	-

FIVE YEAR CAPITAL PLAN DETAIL

		APPROVED CAPITAL FOR FY 2020	SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
				1st Year 2019/2020	2nd Year 2020/2021	3rd Year 2021/2022	4th Year 2022/2023	5th Year 2023/2024
Residential Trash Division								
Truck Automated Leaf	New	\$ 198,000	LEASE	\$ 198,000	-	-	-	-
Total Residential Garbage Division		\$ 198,000		\$ 198,000	-	-	-	-
Commercial Collection Division								
Garbage Truck Front Loader	New	\$ 265,000	LEASE	\$ 265,000	-	-	-	-
Total Roll-Off Collection Division		\$ 265,000		\$ 265,000	-	-	-	-
Total Sanitation Fund		\$ 1,081,500		\$ 1,081,500	-	-	-	-
WATER & SEWER FUND								
Water Plant Division								
Truck Crew Cab (4) Door	Replace-0248	\$ 30,000	UF	\$ 30,000	-	-	-	-
Total Water Plant Division		\$ 30,000		\$ 30,000	-	-	-	-
Central Lines Division								
Truck Service F-550 Super Duty w/Crane	New	\$ 85,000	UF	\$ 85,000	-	-	-	-
Mobile Televising Unit w/Van	New	150,000	UF	150,000	-	-	-	-
Dump Truck F-450	New	50,000	UF	50,000	-	-	-	-
Caterpillar Backhoe	New	125,000	UF	125,000	-	-	-	-
Truck Service F-350 Super Duty	R-1764	46,000	UF	46,000	-	-	-	-
Total Central Lines Division		\$ 456,000		\$ 456,000	-	-	-	-
Central Maintenance Division								
Van Ford Transit T-250	NP-25	\$ 35,000	UF	\$ 35,000	-	-	-	-
Truck Pickup Crew Cab	Replace-1520	30,000	UF	30,000	-	-	-	-
Total Central Maintenance Division		\$ 65,000		\$ 65,000	-	-	-	-
Mud Creek Division								
Tractor w/bush hog mower	Replace-4606	\$ 40,000	UF	\$ 40,000	-	-	-	-
Total Mud Creek Division		\$ 40,000		\$ 40,000	-	-	-	-
Environmental Services Division								
Truck Crew Cab Pickup	New	\$ 30,000	UF	\$ 30,000	-	-	-	-
Total Environmental Services Division		\$ 30,000		\$ 30,000	-	-	-	-
Total Water & Sewer Fund		\$ 621,000		\$ 621,000	-	-	-	-
Inspection Fund								
Administration Division								
Truck Full Size Pickup	Replace-1616	\$ 28,000	UF	\$ 28,000	-	-	-	-
Truck Full Size Pickup	Replace-1615	28,000	UF	28,000	-	-	-	-
Total Administration Division		\$ 56,000		\$ 56,000	-	-	-	-
Total Inspection Fund		\$ 56,000		\$ 56,000	-	-	-	-
Stormwater Fund								
Operation and Maintenance Division								
Truck VacCon	New	\$ 390,000	LEASE	\$ 390,000	-	-	-	-
Truck Chipper	Replace-2034	60,000	UF	60,000	-	-	-	-
Total Operation and Maintenance Division		\$ 450,000		\$ 450,000	-	-	-	-
Total Stormwater Fund		\$ 450,000		\$ 450,000	-	-	-	-
TOTAL PURCHASE OF VEHICLES		\$ 2,776,400		\$ 2,776,400	-	-	-	-
TOTAL BY SOURCE OF FUNDS: PURCHASE OF VEHICLES								
User Fees (UF)		\$ 1,333,400		\$ 1,333,400	-	-	-	-
Lease		1,443,000		1,443,000	-	-	-	-
TOTAL		\$ 2,776,400		\$ 2,776,400	-	-	-	-
TOTAL CAPITAL FUNDING BY SOURCE								
Source of Funds								
Current Revenue (CR)		\$ 270,725		\$ 270,725	\$ 20,000	\$ 15,000	\$ -	\$ -
User Fee (UR)		12,566,150		12,566,150	7,033,000	3,212,310	2,115,000	2,525,000
GA Environmental Facilities Authority (GEFA)		5,000,000		5,000,000	4,000,000	2,000,000	-	-
Lease		1,443,000		1,443,000	-	-	-	-
Special Purpose Sales Tax VII (ST VII)		3,586,377		3,586,377	4,000,000	-	-	-
TOTAL		\$ 22,866,252		\$ 22,866,252	\$ 15,053,000	\$ 5,227,310	\$ 2,115,000	\$ 2,525,000

FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED		APPROVED CAPITAL FOR				
	CAPITAL FOR FY 2020	SOURCE OF FUNDING	1st Year 2019/2020	2nd Year 2020/2021	3rd Year 2021/2022	4th Year 2022/2023	5th Year 2023/2024
CAPITAL OUTLAY BY DEPARTMENT							
Engineering	\$ 3,633,102	\$ 3,633,102	\$ -	\$ -	\$ -	\$ -	\$ -
Other General Administration	57,000	57,000	-	-	-	-	-
Municipal Court	26,000	26,000	-	-	-	-	-
Police	47,000	47,000	2,000,000	-	-	-	-
Fire	73,000	73,000	2,000,000	-	-	-	-
Public Works	8,500	8,500	-	-	-	-	-
Community Development	12,500	12,500	20,000	15,000	-	-	-
Sanitation	9,000	9,000	-	-	-	-	-
Water	16,211,000	16,211,000	11,033,000	5,212,310	2,115,000	2,525,000	-
Motor Pool - Garage	12,750	12,750	-	-	-	-	-
Motor Pool - Vehicles	2,776,400	2,776,400	-	-	-	-	-
TOTAL	\$ 22,866,252	\$ 22,866,252	\$ 15,053,000	\$ 5,227,310	\$ 2,115,000	\$ 2,525,000	



CAPITAL OPERATING IMPACT

FY 2020 Capital Plan Impact on Operating Budget

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
General Fund					
ENGINEERING					
Signals Maintenance Division					
Trencher					
Depreciation	250	250	500	700	1,500
Traffic Management Center					
Traffic Cabinets					
Depreciation	0	150	250	350	500
Street Maintenance Division					
Intersection Improvements					
Maintenance	250	500	1,000	1,500	2,000
Road Improvement					
Maintenance	500	750	1,000	1,500	2,000
Street Maintenance Improvement					
Maintenance	500	750	1,000	1,500	2,000
Traffic Improvement					
Maintenance	250	500	1,500	2,000	3,000
Sidewalk Improvement					
Maintenance	200	500	1,200	1,800	2,000
Resurfacing					
Maintenance	500	750	900	1,050	1,500
Drainage Improvement					
Maintenance	500	750	900	1,050	1,500
Piping of Ditches					
Maintenance	0	500	1,050	1,500	2,500
Net Increase (Decrease) in Operating Expenses	<u>2,950</u>	<u>5,400</u>	<u>9,300</u>	<u>12,950</u>	<u>18,500</u>
Engineering Increase (Decrease) in Operating Expenses	<u>2,950</u>	<u>5,400</u>	<u>9,300</u>	<u>12,950</u>	<u>18,500</u>
OTHER GENERAL ADMINISTRATION					
City Hall					
Renovations					
Depreciation	0	250	500	1,000	1,500
Rental					
Renovation Women Building and Bennion Properties					
Depreciation	0	500	1,500	2,000	2,500
Net Increase (Decrease) in Operating Expenses	<u>0</u>	<u>750</u>	<u>2,000</u>	<u>3,000</u>	<u>4,000</u>
Other General Administration (Decrease) in Operating Expenses	<u>0</u>	<u>750</u>	<u>2,000</u>	<u>3,000</u>	<u>4,000</u>

FY 2020 Capital Plan Impact on Operating Budget

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
MUNICIPAL COURT					
Administration					
Software and Conversion					
Depreciation	0	250	500	750	1,000
Security Video System Upgrade					
Depreciation	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	500	1,000	1,500	2,000
Municipal Court Increase (Decrease) in Operating Expenses	0	500	1,000	1,500	2,000
 POLICE DEPARTMENT					
Administration Division					
TMC Camera System Expansion					
Depreciation	0	150	300	600	1,000
APS etickets Software Upgrade					
Depreciation	0	200	500	700	1,500
Dell In Car Computers					
Maintenance Contract	500	1,500	2,000	2,500	2,800
Net Increase (Decrease) in Operating Expenses	500	1,850	2,800	3,800	5,300
Police Increase (Decrease) in Operating Expenses	500	1,850	2,800	3,800	5,300
 FIRE					
Operations					
(2) Ready Rack Extractor & Dryer (Station 1 and 2)					
Depreciation	0	250	500	1,000	1,600
Firefighter PPE					
Maintenance	250	500	750	1,000	1,500
Dell In Car Computer					
Maintenance	500	750	950	1,500	2,000
Maintenance					
Pavement Repairs					
Depreciation	0	300	500	750	1,000
Training					
Fence - 6' Vinyl Chain link Fence & Gate					
Depreciation	0	0	200	500	750
Net Increase (Decrease) in Operating Expenses	750	1,800	2,900	4,750	6,850
Fire Increase (Decrease) in Operating Expenses	750	1,800	2,900	4,750	6,850

FY 2020 Capital Plan Impact on Operating Budget

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
PUBLIC WORKS DEPARTMENT					
Right of Way					
Mosquito Fogger					
Depreciation	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	250	500	750	1,000
Public Works Increase (Decrease) in Operating Expenses	0	250	500	750	1,000
Total General Fund Increase (Decrease) in Operating Expenses	4,200	10,550	18,500	26,750	37,650
Water & Sewer Fund					
WATER DEPARTMENT					
Water Plant					
Wells					
Utilities	1,500	2,000	3,000	4,000	4,500
Maintenance	0	500	1,000	1,500	2,000
Depreciation	0	2,000	3,000	4,500	5,500
Net Increase (Decrease) in Operating Expenses	1,500	4,500	7,000	10,000	12,000
(2) Ozone Generator					
Depreciation	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	250	500	750	1,000
Central Lines					
Large Meter Replacement					
Depreciation	0	1,000	2,500	3,500	8,000
Maintenance & Supplies	0	1,500	2,000	3,000	4,000
Net Increase (Decrease) in Operating Expenses	0	2,500	4,500	6,500	12,000
Sewer System Additions/Extensions/Replacement					
Depreciation	0	500	1,500	2,000	3,000
Maintenance & Supplies	0	150	500	800	1,000
Net Increase (Decrease) in Operating Expenses	0	650	2,000	2,800	4,000
Water Trans System Expansion					
Depreciation	0	1,500	4,000	8,000	13,000
Maintenance & Supplies	0	2,500	5,000	7,000	10,000
Net Increase (Decrease) in Operating Expenses	0	4,000	9,000	15,000	23,000
Water Distribution System Expansion					
Depreciation	0	1,500	4,000	8,000	13,000
Maintenance & Supplies	0	8,000	7,000	5,000	2,500
Net Increase (Decrease) in Operating Expenses	0	9,500	11,000	13,000	15,500

FY 2020 Capital Plan Impact on Operating Budget

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Water Main Extension					
Depreciation	0	2,500	4,000	8,000	13,000
Maintenance & Supplies	0	2,500	5,000	7,000	9,000
Net Increase (Decrease) in Operating Expenses	0	5,000	9,000	15,000	22,000
Central Maintenance					
Diesel Generator - Gornto Lift Station					
Depreciation	0	5,000	7,000	9,000	10,500
Maintenance & Supplies	5,000	7,000	8,000	8,000	8,000
Net Increase (Decrease) in Operating Expenses	5,000	12,000	15,000	17,000	18,500
Equipment Replacement					
Depreciation	0	500	1,000	1,500	2,000
Maintenance & Supplies	0	750	950	1,500	2,000
Net Increase (Decrease) in Operating Expenses	0	1,250	1,950	3,000	4,000
Water Increase (Decrease) in Operating Expenses	6,500	39,650	59,950	83,050	112,000
Meter Reading					
AMI Radio Read Meters					
Depreciation	0	250	500	1,000	1,500
Maintenance & Supplies	0	1,000	1,500	2,000	2,500
Net Increase (Decrease) in Operating Expenses	0	1,250	2,000	3,000	4,000
Meter Reading Increase (Decrease) in Operating Expenses	0	1,250	2,000	3,000	4,000
Total Water & Sewer Fund Increase (Decrease) in Operating Expenses	6,500	40,900	61,950	86,050	116,000

FY 2020 Capital Plan Impact on Operating Budget

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Motor Pool Fund					
MOTOR POOL DEPARTMENT					
Maintenance Division					
Brake Lathe					
Depreciation	0	0	250	500	750
Net Increase (Decrease) in Operating Expenses	0	0	250	500	750
Vehicle Additions & Replacements					
Depreciation	0	250,000	325,000	375,000	425,000
Maintenance (Decrease)	0	(200,000)	(225,000)	(250,000)	(275,000)
Net Increase (Decrease) in Operating Expenses	0	50,000	100,000	125,000	150,000
Garage Increase (Decrease) in Operating Expenses	0	50,000	100,250	125,500	150,750
Total Motor Pool Fund Increase (Decrease) in Operating Expenses	0	50,000	100,500	126,000	151,500
CITY WIDE INCREASE (DECREASE) IN OPERATING EXPENSES	8,488	97,400	173,788	228,713	290,713

Section G

Debt Service Requirements

This section outlines the outstanding debt obligations and the amounts in the current and future years to retire such debt.

Debt Service Requirements Overview

This section summarizes the debt service obligations of the City at the beginning of the 2019-2020 Fiscal Year. These obligations represent the City's annual installment payments of principal and interest for previous capital improvement plan projects or acquisitions funded through debt financing. The following is a description of each lease or bond obligations existing at July 1, 2019.

Georgia Environmental Facilities Authority (GEFA) Loan #DW97-036

- Purpose: Water main replacements and upgrades
- Maturity Date: 2024
- Original Principal Amount: \$4,285,812; July 1, 2019 Principal Outstanding \$1,339,432
- Interest Rate: 3.0%
- Funding Source: Water and Sewer Revenue Fund

Georgia Environmental Facilities Authority (GEFA) Loan #CWSRF 08-003

- Purpose: Water main replacements and upgrades
- Maturity Date: 2031
- Original Principal Amount: \$19,842,659; July 1, 2019 Principal Outstanding \$13,375,358
- Interest Rate: 3.0%
- Funding Source: Water and Sewer Revenue Fund

Georgia Environmental Facilities Authority (GEFA) Loan #CWSRF 08-003 Phase II

- Purpose: Water main replacements and upgrades
- Maturity Date: 2032
- Original Principal Amount: \$12,709,794; July 1, 2019 Principal Outstanding \$9,191,319
- Interest Rate: 3.0%
- Funding Source: Water and Sewer Revenue Fund

Georgia Environmental Facilities Authority (GEFA) Loan #2006-L53WJ

- Purpose: Water main replacements and upgrades
- Maturity Date: 2031
- Original Principal Amount: \$14,028,996; July 1, 2019 Principal Outstanding \$10,501,258
- Interest Rate: 4.12%
- Funding Source: Water and Sewer Revenue Fund

Georgia Environmental Facilities Authority (GEFA) Loan #CWSRF 13-006

- Purpose: Sewer main replacements and upgrades
- Maturity Date: 2034
- Original Principal Amount: \$37,767,771; July 1, 2019 Principal Outstanding \$26,740,256
- Interest Rate: 1.4%
- Funding Source: Water and Sewer Revenue Fund

Georgia Environmental Facilities Authority (GEFA) Loan #2013-L31WJ

- Purpose: Upgrades to Sanitary Sewer
- Maturity Date: 2038
- Original Principal Amount: \$10,551,369; July 1, 2019 Principal Outstanding \$9,994,313
- Interest Rate: 2.4%
- Funding Source: Water and Sewer Revenue Fund

*One loan will be added & one loan initiated in FY 2020

Debt Service Requirements Overview

COMPUTATION OF LEGAL DEBT MARGIN

Gross Assessed Valuation (2018-2019)	\$1,446,816,807
Legal Debt Limit – 10.00% of Gross Assessed Value	144,681,681
General Obligation Bonded Debt	0
Legal Debt Margin as of June 30, 2019	\$144,681,681

Schedule of Debt Service

	FY 2018 Actual	FY 2019 Estimated	FY 2020 Requested	FY 2020 Approved
Water & Sewer Revenue Fund				
GEFA Loan #DW97-036				
Principal	278,785	287,243	295,959	295,959
Interest	54,047	45,589	36,874	36,874
GEFA Loan #CWSRF 08-003				
Principal	877,835	904,536	932,049	932,049
Interest	442,727	416,027	388,514	388,514
GEFA Loan #CWSRF 08-003 Phase II				
Principal	544,403	560,962	578,024	578,024
Interest	301,455	284,897	267,835	267,835
GEFA Loan #2006-L53WJ*				
Principal	647,751	674,948	703,287	703,287
Interest	475,006	447,809	419,470	419,470
GEFA Loan #CWSRF 13-006				
Principal	1,647,978	1,746,220	1,803,357	1,803,357
Interest	518,201	419,959	362,821	362,821
GEFA Loan #2013-L31WJ				
Principal	0	419,457	429,635	429,635
Interest	0	245,336	235,158	235,158
Total Water & Sewer Revenue Fund	5,788,188	6,452,983	6,452,983	6,452,983
Total Debt Service Requirements	\$5,788,188	\$6,452,983	\$6,452,983	\$6,452,983

*Phases I and II consolidated Sept. 2013

Schedule of Debt Service Requirements

Georgia Environmental Facilities Authority

#DW97-036

Fiscal Year Ending June 30	Principal	Interest
2020	295,958	36,874
2021	304,937	27,895
2022	314,189	18,643
2023	323,722	9,111
2024	100,626	892
	\$1,339,432	\$93,415

Water & Sewer

Original Loan Value: \$4,285,812

Quarterly Payment: \$83,208.12

Interest Rate: 3.0%

Payment Due: February 1, May 1, August 1, November 1 - beginning August 1, 2004

Georgia Environmental Facilities Authority

#CWSRF 08-003

Fiscal Year Ending June 30	Principal	Interest
2020	932,048	388,514
2021	960,398	360,165
2022	989,609	330,954
2023	1,019,709	300,854
2024	1,050,724	269,838
2025	1,082,684	237,879
2026	1,115,615	204,949
2027	1,149,547	171,017
2028	1,184,511	136,052
2029	1,220,539	100,024
	\$10,705,384	\$2,500,246

Water & Sewer

Original Loan Value: \$19,842,659

Monthly Payment: \$110,046.91

Interest Rate: 3.0%

Payment Due: Monthly - beginning June 1, 2011

Georgia Environmental Facilities Authority

#CWSRF 08-003 Phase II

Fiscal Year Ending June 30	Principal	Interest
2020	578,024	267,835
2021	595,605	250,254
2022	613,721	232,138
2023	632,388	213,471
2024	651,622	194,236
2025	671,442	174,416
2026	691,865	153,994
2027	712,908	132,950
2028	734,592	111,266
2029	756,935	88,923
	\$6,639,102	\$1,819,483

Water & Sewer

Original Loan Value: \$12,709,794
 Monthly Payment: \$70,488
 Interest Rate: 3.0%
 Payment Due: Monthly - beginning August 1, 2012

#2006-L53WJ

Georgia Environmental Facilities Authority

#2006-L53WJ

Fiscal Year Ending June 30	Principal	Interest
2020	703,287	419,470
2021	732,816	389,941
2022	763,585	359,172
2023	795,646	327,112
2024	829,052	293,705
2025	863,862	258,896
2026	900,133	222,625
2027	937,926	184,831
2028	977,307	145,450
2029	1,018,341	104,416
	\$8,521,955	\$2,705,618

Water & Sewer

Original Loan Value: \$14,028,996
 Monthly Payment: \$93,563.11
 Interest Rate: 4.12%
 Payment Due: Monthly - beginning Oct. 1, 2013

#CWSRF 13-006

Georgia Environmental Facilities Authority

#CWSRF 13-006

Fiscal Year Ending June 30	Principal	Interest
2020	1,803,357	362,821
2021	1,828,767	337,412
2022	1,854,535	311,644
2023	1,880,665	285,513
2024	1,907,164	259,014
2025	1,934,037	232,142
2026	1,961,287	204,891
2027	1,988,922	177,256
2028	2,016,947	149,232
2029	2,045,366	120,813
	\$19,221,047	\$2,440,738

Water & Sewer

Original Loan Value: \$37,767,771
 Monthly Payment: \$180,515
 Interest Rate: 1.4%
 Payment Due: Monthly - beginning July 1, 2017

Georgia Environmental Facilities Authority

#2013-L31WJ

Fiscal Year Ending June 30	Principal	Interest
2020	429,635	235,158
2021	440,060	224,733
2022	450,739	214,054
2023	461,676	203,117
2024	472,879	191,914
2025	484,354	180,439
2026	496,107	168,686
2027	508,146	156,647
2028	520,476	144,317
2029	533,106	131,687
	\$4,797,178	\$1,850,752

Water & Sewer

Original Loan Value: \$10,551,369
 Monthly Payment: \$55,399
 Interest Rate: 2.4%
 Payment Due: Monthly - beginning March 1, 2018

Section H

Position Chart

City of Valdosta, Georgia

Position Chart Summary

This section details the City's positions for each department and division. The chart is organized first by fund, then department, and lastly by division. The first column after the position name gives the pay grade for that position. The current pay grades range from 8 to 27. The Mayor and Council have a set salary therefore the pay grade is classification as MAC. The City Manager and Judge are unclassified and the pay grade classification would be indicated as UNC. TEM denotes a temporary or part-time employee.

The subsequent four columns in the position chart detail the number of each position for the given period as expressed in Full Time Equivalent Units (FTE's). An FTE is a unit of measurement for positions. Using FTE's, a temporary or part-time positions can be given a fraction of the weight attributed to full time positions in order to show the number of temporary positions required to create one full time position. Lastly, the final column of the chart indicates the actual number of positions approved for FY 2020 not based on actual personnel. This column reflects total positions both full and part-time.

Overall, ten new full time positions and one part-time position were approved and ten positions were not funded for FY 2020. What follows is a brief description of the positions requested and/or approved in each department for FY 2020.

Administration: No change

Human Resources: In the Administration Division a Human Resources Manager and Coordinator were requested and approved. Also, the Senior Human Resources Analyst and the Human Resources Analyst were eliminated from the Position Chart.

Finance: An additional Accounting Technician position in the Accounting Division was requested and approved. Also, the Purchasing Division requested a reclassification of the Purchasing Technician position but it was not approved.

Engineering: The request to transfer the Sign and Signal Supervisor position from the Signal Maintenance Division to the Traffic Management Center was approved. Two new full-time Maintenance Worker I/II positions were requested and approved in the Street Maintenance Division. Also, two part-time Maintenance Worker I were requested but not approved.

City of Valdosta, Georgia

Position Chart Summary

Other General Administrative: In the City Hall Division a temporary Custodian was requested but not approved.

Municipal Court: A Solicitor position was requested but not approved.

Police: An additional Information Technology Analyst was requested but not approved in the Administration Division. If this position was approved the Public Safety Info Tech Manager position would have been eliminated from the Position Chart. Four new Police Officers, a Sergeant Patrol SRO and a Sergeant Patrol were requested and approved in the Patrol Bureau Division.

Fire: Three Community Risk Reduction Officers were requested in the Operations Division only two were approved. Also, a reclassification request for the Professional Standards Manager was not approved. In the Prevention Division a reclassification request for the Fire Safety Educator was not approved.

Other Protective Services: In the Administration Division a Senior City Marshal and Community Sustainability Coordinator were requested and approved. Also, two City Marshal positions were deleted from the Position Chart.

Public Works: No change

Zoning: No change

Community Development: In the Administration Division a Community Development Manager position was requested and approved.

HUB Grant Fund: The Neighborhood Development Manager was transferred to the Community Development Department with a position name change to the Community Development Manager.

Sanitation: No change

City of Valdosta, Georgia

Position Chart Summary

Water & Sewer: A request for a Safety and Training Coordinator position in the Administration Division eliminating the Assistant Superintendent position in the Mud Creek Division was not approved. In the Central Lines Division an Assistant Superintendent and a Senior Utility Service Worker were requested and approved. A Utilities Crewleader position was eliminated from the Position Chart. Also, three additional Utility Service Worker positions were requested but not approved. In the Central Maintenance Division an Apprentice Electrician/Instrumentation Technician and a SCADA Technician were requested and approved. Also, an Assistant Superintendent was requested but not approved.

Inspection: No change

Storm Water: Two additional Maintenance Workers I/II in the Operation and Maintenance Division were requested and approved. Also two part-time Maintenance Workers I were eliminated from the position chart.

Mathis Auditorium: A temporary Custodian was requested and approved.

Motor Pool: A reclassification for the Welder/Small Engine Mechanic position was requested and approved.

City of Valdosta, Georgia

Position Chart Summary

SUMMARY POSITION CHART

	FULL TIME EQUIVALENT UNITS				ACTUAL
	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED	FY 2020 APPROVED
GENERAL FUND	431	437	453	448	448
HUD GRANT FUND	2	2	1	1	1
SANITATION FUND	55	54	54	54	54
WATER & SEWER FUND	93	94	102	97	97
STORMWATER FUND	19	19	17	17	17
INSPECTION FUND	13	10	10	10	10
AUDITORIUM FUND	3	3	4	4	4
MOTOR POOL FUND	15	15	15	15	15
TOTAL PERSONNEL	631	634	656	646	646

POSITION CHART

	PAY GRADE	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED	FY 2020 APPROVED
GENERAL FUND						
LEGISLATIVE						
MAYOR AND COUNCIL						
Mayor	MAC	1	1	1	1	1
Councilman	MAC	7	7	7	7	7
SUBTOTAL		8	8	8	8	8
TOTAL LEGISLATIVE DEPARTMENT						
EXECUTIVE						
EXECUTIVE OFFICE						
City Manager	UNC	1	1	1	1	1
Assistant City Manager	27	1	1	1	1	1
Moody Support Director	TEMP	1	1	1	1	1
City Clerk	20	1	1	1	1	1
Associate City Clerk	18	1	1	1	1	1
SUBTOTAL		5	5	5	5	5
PUBLIC RELATIONS						
Public Information Officer	21	1	1	1	1	1
Media Production Coordinator	16	1	1	1	1	1
Public Information Specialist	TEMP	0	1	1	1	1
SUBTOTAL		2	3	3	3	3
TOTAL EXECUTIVE DEPARTMENT						
HUMAN RESOURCES						
ADMINISTRATION						
Human Resources Director	26	1	1	1	1	1
Senior Human Resources Analyst	19	1	1	0	0	0
Senior Human Resources Manager	21	0	0	1	1	1
Human Resources Analyst	18	1	1	0	0	0
Human Resources Coordinator	17	0	0	1	1	1
Human Resources Generalist	17	1	1	1	1	1
SUBTOTAL		4	4	4	4	4
TOTAL HUMAN RESOURCES DEPARTMENT						
FINANCE						
Administration						
Finance Director	26	1	1	1	1	1
Finance Technician	12	1	1	1	1	1
SUBTOTAL		2	2	2	2	2
ACCOUNTING						
Principal Accountant	19	3	3	3	3	3
Accounting Technician	12	3	2	3	3	3
SUBTOTAL		6	5	6	6	6
BUDGETING						
Budget Manager	21	1	1	1	1	1
Budget Analyst	17	1	1	1	1	1
SUBTOTAL		2	2	2	2	2
CUSTOMER SERVICE						
Revenue Collection Administrator	21	1	1	1	1	1
Asst. Revenue Collection Admin.	16	1	1	1	1	1
Customer Service Representative	12	9	9	9	9	9
SUBTOTAL		11	11	11	11	11
ACCOUNTS RECEIVABLE						
Business License Technician	12	1	1	1	1	1
SUBTOTAL		1	1	1	1	1

POSITION CHART

	PAY GRADE	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED	FY 2020 APPROVED
PURCHASING						
Purchasing Agent	21	1	1	1	1	1
Purchasing Technician	12	1	1	1	1	1
SUBTOTAL		2	2	2	2	2
TOTAL FINANCE DEPARTMENT						
24 23 24 24 24						
ENGINEERING						
ADMINISTRATION						
City Engineer	26	1	1	1	1	1
Assistant Director of Engineering	23	1	1	1	1	1
Engineering Project Manager	22	1	1	1	1	1
Development Review Engineer	19	1	1	1	1	1
Construction Inspector	18	2	2	2	2	2
Stormwater Engineering Technician	17	1	1	1	1	1
GIS/Real Property Coordinator	18	1	1	1	1	1
Administrative Coordinator	14	0	0	1	0	0
Administrative Assistant	12	1	1	0	1	1
SUBTOTAL		9	9	9	9	9
SIGNAL MAINTENANCE						
Sign & Signal Supervisor	18	1	1	0	0	0
Traffic Technician II	14	3	3	3	3	3
SUBTOTAL		4	4	3	3	3
SIGNS AND MARKINGS						
Traffic Technician I	12	3	3	3	3	3
SUBTOTAL		3	3	3	3	3
TRAFFIC MANAGEMENT CENTER						
Traffic Manager	21	1	1	1	1	1
TMC Signals & Signs Supervisor	18	0	0	1	1	1
Traffic Technician III	16	2	2	2	2	2
SUBTOTAL		3	3	4	4	4
STREET MAINTENANCE						
Street Maintenance Supervisor	16	1	1	1	1	1
Heavy Equipment Operator	12	1	1	1	1	1
Crew Leader	12	1	1	1	1	1
Light Equipment Operator	10	2	2	2	2	2
Maintenance Worker I/II	8/9	1	1	3	3	3
Maintenance Worker I	TEMP	0	0	2	0	0
SUBTOTAL		6	6	10	8	8
TOTAL ENGINEERING DEPARTMENT						
25 25 29 27 27						
OTHER GENERAL ADMINISTRATIVE						
CITY HALL						
Facilities Manager	21	0	1	1	1	1
Custodian II	8	1	1	1	1	1
Groundskeeper - Rental	TEMP	0	0	1	0	0
SUBTOTAL		1	2	3	2	2
CITY HALL ANNEX						
Custodian II	8	1	1	1	1	1
SUBTOTAL		1	1	1	1	1
TOTAL FACILITIES DEPARTMENT						
2 3 4 3 3						

POSITION CHART

	PAY GRADE	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED	FY 2020 APPROVED
JUDICIAL						
<u>MUNICIPAL COURT ADMINISTRATION</u>						
Judge	UNC	1	1	1	1	1
Solicitor	25	0	0	1	0	0
Court Administrator	18	1	1	1	1	1
Clerk of Court	14	1	1	1	1	1
Deputy Clerk	10	1	2	2	2	2
SUBTOTAL		4	5	6	5	5
TOTAL JUDICIAL DEPARTMENT		4	5	6	5	5
POLICE						
<u>ADMINISTRATION</u>						
Chief of Police	26	1	1	1	1	1
Public Safety Information Technology Manager	23	1	1	0	1	1
Captain - Professional Standards	21	1	1	1	1	1
Lieutenant - Professional Standards	20	1	1	1	1	1
Information Technology Analyst	18	1	1	2	1	1
Police Officer	14	1	1	1	1	1
Police Office (Valdosta Housing Authority)	14	0	1	1	1	1
Permit Enforcement Officer	14	0	1	1	1	1
Lieutenant - IT	20	1	1	1	1	1
Digital Media Technician	12	1	1	1	1	1
Administrative Coordinator	14	1	1	1	1	1
Administrative Secretary	10	1	1	1	1	1
SUBTOTAL		10	12	12	12	12
<u>PATROL BUREAU</u>						
Major - Patrol	23	1	1	1	1	1
Captain - Patrol	21	4	4	4	4	4
Lieutenant - Patrol	20	4	5	5	5	5
Police Sergeant - Patrol	18	10	10	12	12	12
Police Officer	14	80	83	86	86	86
Administrative Secretary	10	1	1	1	1	1
Parking Enforcement	TEMP	3	3	3	3	3
School Crossing Guard	TEMP	10	10	10	10	10
SUBTOTAL		113	117	122	122	122
<u>INVESTIGATIONS BUREAU</u>						
Major - CID	23	1	1	1	1	1
Lieutenant - CID	20	1	1	1	1	1
Sergeant - CID	18	4	4	4	4	4
Detective	15	21	21	21	21	21
Evidence Technician	12	2	2	2	2	2
Administrative Secretary	10	1	1	1	1	1
SUBTOTAL		30	30	30	30	30
<u>TRAINING BUREAU</u>						
Captain - Training	21	1	1	1	1	1
Lieutenant - Training	20	2	2	2	2	2
Sergeant	18	0	1	1	1	1
Administrative Secretary	10	1	1	1	1	1
SUBTOTAL		4	5	5	5	5
<u>SUPPORT SERVICES BUREAU</u>						
Major - Support Services	23	1	1	1	1	1
Lieutenant - Support Services	20	1	1	1	1	1
Police Officer	14	4	4	4	4	4
Records Technician	10	6	6	6	6	6
Administrative Clerk	9	4	4	4	4	4
Court Clerk	10	1	1	1	1	1
Building Service Worker	8	1	1	1	1	1
Custodian	TEMP	1	1	1	1	1
SUBTOTAL		19	19	19	19	19

POSITION CHART

	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
	PAY GRADE	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED
CRIME LABORATORY					
Crime Laboratory Director	23	1	1	1	1
Quality Manager	20	1	1	1	1
Criminalist Drug Chemist	16	2	2	2	2
Crime Laboratory Lieutenant	20	1	1	1	1
Criminalist Firearms & Toolmark Examiner	16	2	2	2	2
Criminalist Latent Prints Examiner	16	1	1	1	1
Criminalist Crime Scene Technician	16	3	3	3	3
Evidence Technician	12	2	2	2	2
SUBTOTAL		13	13	13	13
TOTAL POLICE DEPARTMENT					
		189	196	201	201
FIRE					
ADMINISTRATION					
Fire Chief	26	1	1	1	1
Assistant Fire Chief	24	1	1	1	1
Administrative Battalion Chief	23	2	2	2	2
Professional Standards Manager	18	0	0	1	1
Administrative Assistant	12	1	1	1	1
Fire Records Technician	10	1	1	1	1
SUBTOTAL		6	6	7	7
OPERATIONS					
Operations Battalion Chief	23	3	3	3	3
Fire Lieutenant	18	24	24	24	24
Professional Standards Manager	18	1	1	0	0
Community Risk Reduction Officer	18	0	0	3	2
Fire Sergeant	16	27	27	27	27
Fire Corporal	14	15	15	15	15
Fire Fighter	13	22	22	22	22
SUBTOTAL		92	92	94	93
FIRE PREVENTION					
Fire Marshal	23	1	1	1	1
Fire Lieutenant	18	2	2	2	2
Fire Inspectors	TEMP	0	1	1	1
Fire & Life Public Safety Educator	16	1	1	0	1
Fire & Life Public Safety Educator	18	0	0	1	0
SUBTOTAL		4	5	5	5
FIRE MAINTENANCE					
Fire Maintenance Supervisor	18	1	1	1	1
Fire Mechanic	15	1	1	1	1
SUBTOTAL		2	2	2	2
FIRE TRAINING					
Fire Captain	20	1	1	1	1
Fire Lieutenant	18	1	1	1	1
Fire Training Officer	18	1	1	1	1
SUBTOTAL		3	3	3	3
SPECIAL OPERATIONS					
Fire Captain	20	1	1	1	1
SUBTOTAL		1	1	1	1
TOTAL FIRE DEPARTMENT					
		108	109	112	111
OTHER PROTECTIVE SERVICES					
COMMUNITY PROTECTION					
Senior City Marshal	15	0	0	1	1
City Marshall	14	6	6	4	4
Community Sustainability Coordinator	14	0	0	1	1
Administrative Assistant	12	1	0	0	0
SUBTOTAL		7	6	6	6
TOTAL OTHER PROTECTIVE SERVICES					
		7	6	6	6

POSITION CHART

	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
	PAY GRADE	FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED
PUBLIC WORKS					
<u>RIGHT OF WAY MAINTENANCE</u>					
Public Works Superintendent	21	1	1	1	1
Public Works Supervisor	16	2	2	2	2
Heavy Equipment Operator	12	4	6	6	6
Crewleader	12	6	6	6	6
Groundskeeper II	9	1	1	1	1
Light Equipment Operator	10	5	3	3	3
Maintenance Worker I/II	8/9	0	0	9	9
Maintenance Worker I	8	9	9	0	0
SUBTOTAL		28	28	28	28
<u>CEMETERY</u>					
Cemetery Supervisor	16	1	1	1	1
Assistant Cemetery Supervisor	12	1	1	1	1
Light Equipment Operator	10	3	3	3	3
Groundskeeper I/II	8/9	3	3	3	3
Maintenance Worker I	TEMP	4	4	4	4
SUBTOTAL		12	12	12	12
<u>ARBORIST</u>					
Urban Forestry Supervisor	18	1	1	1	1
Heavy Equipment Operator	12	1	1	1	1
Maintenance Worker I/II	8/9	1	1	1	1
SUBTOTAL		3	3	3	3
TOTAL PUBLIC WORKS DEPARTMENT		43	43	43	43
ZONING					
<u>PLANNING & ZONING</u>					
Planning & Zoning Administrator	23	1	1	1	1
Historic Preservation & Special Projects	19	1	1	1	1
Zoning Coordinator	16	1	1	1	1
Planning & Zoning Technician	14	1	1	1	1
SUBTOTAL		4	4	4	4
TOTAL ZONING		4	4	4	4
COMMUNITY DEVELOPMENT					
<u>ADMINISTRATION</u>					
Community Development Manager	23	0	0	1	1
Assistant to the City Manager	27	1	0	0	0
Administrative Assistant	10	1	0	0	0
SUBTOTAL		2	0	1	1
<u>GRANTS</u>					
Grants Administrator	18	1	0	0	0
SUBTOTAL		1	0	0	0
<u>MAIN STREET</u>					
Program Director	20	1	1	1	1
Program Coordinator	14	1	1	1	1
SUBTOTAL		2	2	2	2
<u>NEIGHBORHOOD DEVELOPMENT</u>					
Rehab Construction Coordinator	16	1	1	1	1
SUBTOTAL		1	1	1	1
TOTAL COMMUNITY DEVELOPMENT		6	3	4	4
TOTAL GENERAL FUND		431	437	453	448

POSITION CHART

		FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED	FY 2020 APPROVED
WATER & SEWER FUND	PAY GRADE					
WATER						
ADMINISTRATION						
Utilities Director	26	1	1	1	1	1
Assistant Utilities Director	23	1	1	1	1	1
Utility Design Coordinator	21	1	1	1	1	1
Environmental Manager	21	1	1	0	0	0
Senior Construction Inspector	18	1	1	1	1	1
Safety and Training Coordinator	18	0	0	1	0	0
GIS and Modeling Technician	14	1	1	1	1	1
Administrative Coordinator	14	1	1	1	1	1
Backflow Prevention Program Coordinator	12	1	1	0	0	0
F.O.G. Prevention Program Coordinator	12	1	1	0	0	0
Utilities Customer Service Assistant	8	1	1	1	1	1
Administrative Clerk	9	1	1	1	1	1
Maintenance Worker I	8	1	1	1	1	1
SUBTOTAL		12	12	10	9	9
WATER PLANT						
Water Treatment Plant Superintendent	21	1	1	1	1	1
Assistant Water Treatment Plant Superintendent	18	1	1	1	1	1
Laboratory Analyst	14	2	2	2	2	2
Water Treatment Plant Operator I/II/III	12/13/14	6	6	6	6	6
Environmental Technician	12	1	1	0	0	0
SUBTOTAL		11	11	10	10	10
CENTRAL LINES						
Central Lines Superintendent	21	1	1	1	1	1
Central Line Assistant Superintendent	18	0	0	1	1	1
Water Distribution Supervisor	16	2	2	2	2	2
Vacuum Truck Operator	12	1	1	1	1	1
Heavy Equipment Operator	12	2	2	2	2	2
Utility Locator Technician	12	2	3	3	3	3
Utilities Crewleader	12	4	4	3	3	3
Senior Utility Service Worker	10	1	1	2	2	2
Utility Service Worker	9	12	12	15	12	12
SUBTOTAL		25	26	30	27	27
WAREHOUSE						
Warehouse Supervisor	12	1	1	1	1	1
SUBTOTAL		1	1	1	1	1
METER READING						
Utility Service Manager	17	1	1	1	1	1
Meter Reading Supervisor	12	1	1	1	1	1
Senior Utility Service Worker	10	2	2	2	2	2
Utility Service Worker	9	7	7	7	7	7
SUBTOTAL		11	11	11	11	11
CENTRAL MAINTENANCE						
Central Maintenance Superintendent	21	1	1	1	1	1
Assistant Superintendent	18	0	0	1	0	0
SCADA Technician	18	0	0	1	1	1
Electronic System Technician	18	1	1	1	1	1
Apprentice Electrician/Instrumentation Technician	16	0	0	1	1	1
CMMS Maintenance Technician	14	1	1	1	1	1
Maintenance Supervisor	14	3	3	3	3	3
Senior Lift Station Operator	13	1	1	1	1	1
Lift Station Operator	12	1	1	1	1	1
Utility Maintenance Technician	10	6	6	6	6	6
SUBTOTAL		14	14	17	16	16
TOTAL WATER		74	75	79	74	74

POSITION CHART

		FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED	FY 2020 APPROVED
SEWER	PAY GRADE					
MUD CREEK PLANT						
Wastewater Treatment Plant Superintendent	21	1	1	1	1	1
Wastewater Treatment Plant Asst Superintendent	18	1	1	1	1	1
Laboratory Analyst	14	1	1	0	0	0
Water Treatment Plant Operator I/II/III	12/13/14	6	6	6	6	6
SUBTOTAL		9	9	8	8	8
WITHLACOCOCHEE PLANT						
Wastewater Treatment Plant Superintendent	21	1	1	1	1	1
Wastewater Treatment Plant Assistant Superintendent	18	1	1	1	1	1
Wastewater Treatment Plant Laboratory Supervisor	19	1	1	0	0	0
Laboratory Analyst	14	1	1	0	0	0
Water Treatment Plant Operator I/II/III	12/13/14	6	6	6	6	6
SUBTOTAL		10	10	8	8	8
ENVIRONMENTAL SERVICES						
Environmental Manager	21	0	0	1	1	1
Wastewater Treatment Plant Laboratory Supervisor	19	0	0	1	1	1
Laboratory Analyst	14	0	0	1	1	1
Laboratory Analyst	14	0	0	1	1	1
Backflow Prevention Program Coordinator	12	0	0	1	1	1
F.O.G. Prevention Program Coordinator	12	0	0	1	1	1
Environmental Technician	12	0	0	1	1	1
SUBTOTAL		0	0	7	7	7
TOTAL SEWER		19	19	23	23	23
TOTAL WATER & SEWER FUND		93	94	102	97	97
INSPECTION FUND						
ADMINISTRATION						
Director	25	1	1	0	0	0
Inspections Manager	23	0	1	1	1	1
Plans Examiner	18	1	0	0	0	0
Development Process Coordinator	17	1	0	0	0	0
Code Compliance Investigator	14	1	1	1	1	1
Building Inspector	16	1	1	1	1	1
Mechanical Inspector	16	2	1	1	1	1
Plumbing Inspector	16	1	1	1	1	1
Electrical Inspector	16	1	1	2	2	2
Plans Coordinator	14	1	1	1	1	1
Administrative Assistant	12	1	0	0	0	0
Permit Technician	12	2	2	2	2	2
SUBTOTAL		13	10	10	10	10
TOTAL INSPECTION FUND		13	10	10	10	10
STORMWATER FUND						
ADMINISTRATION						
Stormwater Manager	21	1	0	0	0	0
SUBTOTAL		1	0	0	0	0
OPERATION AND MAINTENANCE						
Stormwater Manager	21	0	1	1	1	1
Stormwater Supervisor	16	1	1	1	1	1
Stormwater Maintenance Technician	10	1	1	1	1	1
Sewer Cleaner Operator	12	1	1	1	1	1
Heavy Equipment Operator	12	3	3	3	3	3
Crew Leader	12	2	2	2	2	2
Light Equipment Operator	10	1	1	1	1	1
Maintenance Worker I/II	8/9	4	4	6	6	6
Maintenance Worker I	TEMP	5	5	1	1	1
SUBTOTAL		18	19	17	17	17
TOTAL STORMWATER FUND		19	19	17	17	17

POSITION CHART

FULL TIME EQUIVALENT UNITS						ACTUAL PERSONNEL
		FY 2018 BUDGET	FY 2019 BUDGET	FY 2020 REQUEST	FY 2020 APPROVED	FY 2020 APPROVED
AUDITORIUM FUND		PAY GRADE				
MATHIS AUDITORIUM						
Auditorium Coordinator	14	1	1	1	1	1
Maintenance Worker II	9	2	2	2	2	2
Custodian	TEMP	0	0	1	1	1
SUBTOTAL		3	3	4	4	4
TOTAL AUDITORIUM FUND		3	3	4	4	4
MOTOR POOL FUND						
GARAGE						
Superintendent - Motor Pool	21	1	1	1	1	1
Mechanic II	14	4	4	4	4	4
Administrative Coordinator	14	1	1	1	1	1
Welder / Small Engine Mechanic	12	1	1	0	0	0
Welder / Small Engine Mechanic	14	0	0	1	1	1
Mechanic I	12	2	2	2	2	2
Warehouse Technician	10	1	1	1	1	1
Tire Repair Technician	11	0	0	1	1	1
Tire Repair Technician	10	1	1	0	0	0
Service Technician	10	4	4	4	4	4
SUBTOTAL		15	15	15	15	15
TOTAL MOTOR POOL FUND		15	15	15	15	15
TOTAL CITY OF VALDOSTA		631	634	656	646	646

Section I

Budget Reference Materials

Budget Process

In preparation for the 2019 – 2020 Budget, several key events, retreat, and meetings were held and documents produced which significantly affected its development. In formulating the budget, Mayor and Council, City Manager and Department Heads follow the guidance of the Comprehensive Plan in assessing their needs and requirements for continuing to provide high quality services to the citizens.

The Comprehensive Plan is a document which was formulated by the City and the South Georgia Regional Development Commission outlining expected growth, population trends, and infrastructure needs of the City.

MAYOR AND COUNCIL PLANNING RETREAT

The Mayor and Council and City Manager also meet with an outside facilitator for their annual retreat. The purpose of this retreat is to discuss current issues facing the City as well as formulate goals they would like the City to accomplish over the next two to three years. As part of this process, the department heads' programs and projects are reviewed and discussed. The Council develops a work program based on their goals and the department heads' requested objectives. This work program is then shared with departments.

POLICY

Per the City's Charter Section 4.42, the Mayor and Council shall provide by ordinance for the adoption of an annual operating budget, a capital improvement program and a capital budget which it shall apply to all departments and agencies of the City. The budget will be submitted by the City Manager to the Mayor and Council for its consideration prior to the commencement of the ensuing fiscal year.

RESPONSIBILITY

Department heads are responsible for preparing their budgets in accordance with the guidelines provided by the Budget Division of the Finance Department and other special instructions provided by the City Manager. Finance will provide cost experience data as may be required by any City department. The Assistant City Manager, Finance Director and the Budget Division will prepare all revenue, debt service, and payroll estimates. The Budget Division will confirm the completeness of all departments' budgets. If a budget is found to be incorrect or incomplete, it will be promptly sent back to the originating department head for correction. The corrected budget will be returned to the Budget Division within three working days. The Budget Division will not change any department request without notification of the affected department head.

Budget Process

BUDGET PREPARATION

The calendar used to prepare the budget is presented following this section. Development of the operating budget begins in December of each year. The process provides department heads an opportunity to examine their programs(s), to propose changes in current services, to recommend revisions in organization and methods, and to outline requirements for capital outlay items.

BUDGET REVIEW

During the budget review phase, the Budget Division reviews each department's expenditures for the current year and makes their estimates. The Budget Division analyzes requests for new positions, operating budgets, and capital budgets.

The information is then compiled and presented to the City Manager. The City Manager, Assistant City Manager, Finance Director and the Budget Division staff conduct meetings with each department head to review their requested budgets. At the completion of these meetings, and with the City Manager's recommendations, the Budget Division recompiles the financial data and presents the recommended budget to the City Manager for financial review. The City Manager reviews all department budgets and makes reductions and adjustments according to his judgment and expertise based on his long career with the City.

BUDGET ADOPTION

The City Manager and the Assistant City Manager present the proposed budget to the Mayor and Council for their review. A public hearing is held, and after requested changes are made, the budget is adopted by ordinance.

BUDGET IMPLEMENTATION

The Budget Division establishes a budgetary control system that will insure compliance with the budget. The Budget staff is responsible for setting up the budget for tracking purposes and is tasked with making sure the funds are available during the year to cover expenditures and appropriations.

Budget Process

BUDGET REVISIONS

Any changes in total fund appropriations must be approved by the Mayor and Council. Shifts in appropriations within funds, at the department level, may be done administratively on the authority of the City Manager. As per the Personnel Policy, the City Manager may transfer, demote, suspend or reinstate employees. Per this authority, shifts in appropriations relating to personnel changes may be done administratively by the City Manager. The Assistant City Manager is authorized to transfer budget amounts within a department. Budgets for the City may be increased or decreased as the Mayor and Council deems appropriate. Increases that are greater than the forecasted revenues must be approved by the City Council. A public hearing is not required if the undesignated fund balance is sufficient to cover the increase.

Budget Calendar

DATES	
DECEMBER 2018	Prepare goals, summaries, objectives, and performance measures for distribution to Departments for changes and review.
	Prepare departmental budget material and begin calculating current year estimates.
JANUARY 2019	Prepare request forms
	Initialize Budget and compare to the CAFR
	Project & enter salaries, benefits, and related items
	Project & enter vehicle rental and related items
	Enter budget estimates and review with Finance Director
PER REQUEST	Budget Meeting with department representatives
FEBRUARY 2019	Open budget screens for departments to enter requested budget
	Budgeting review & revise budget estimated column
	Departments turns in budget information
	Budgeting reviews and verifies Estimated & Requested Columns
MARCH-APRIL 2019	Human Resources reviews personnel requests and changes
	Purchasing reviews capital requests
	Revenues projected and entered
	Budgeting enter comments and final changes to budget
	Departments review comments, verify budget, and notify the Budget Division of any requested changes or corrections
	Departments and City Manager review final requested budget
	Department budget hearings with the City Manager
APRIL 2019	City Manager reviews and completes Recommended Column
	Budgeting reviews budget and creates data files for Mayor and Council review
MAY 2019	Proposed budget emailed to Mayor & Council
	Mayor & Council budget hearings
	Budget Adopted

Section J

Glossary

Glossary of Budget and Financial Terminology

ACCRUAL BASIS	A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.
AD VALOREM PROPERTY TAXES	Taxes levied on an assessed valuation as of January 1 of real and/or personal property, based on a millage rate set by the Mayor and Council.
ADJUSTMENTS	Corrections given to water, sewer, and sanitation billing customers for errors that could result from a misread of the meter, the resident being out of town not using the sanitation service, and /or the resident having a plumbing problem.
AIRPORT AUTHORITY	A commission of members appointed by the City of Valdosta and Lowndes County to oversee the operation of the Valdosta Lowndes County Regional Airport.
APPROPRIATION	An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.
APPROPRIATION ORDINANCE	The formal budgetary document enacted by Mayor and Council which contains all approved appropriations for the fiscal year.
ASSIGNED	Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Through resolution, the City Council has authorized the City's Chief Financial Officer, Finance Director, or Director of Administrative Services to assign fund balances.
AUTHORIZED PERSONNEL (POSITIONS)	The total number of personnel (positions) authorized for employment in a particular department or division during the fiscal year.
AUTO AD VALOREM	Taxes levied on an assessed valuation as of January 1 of automobiles within the city limits of Valdosta, based on a millage rate set by Mayor and Council.
AVAILABLE FUND BALANCE	Financial resources carried forward at the end of a fiscal year which have not been reserved or designated for a specific purpose such as working capital. These resources are considered "available" to finance future budgets.
AUDIT	The examination of documents, records, reports, systems of internal control, accounting and financial procedures.

Glossary of Budget and Financial Terminology

BANK OCCUPATION TAX	A tax levied on banks within the city limits.
BALANCED BUDGET	A budget in which planned funds available equal planned expenditures
BEER TAX	A privileged tax paid per ounce of beer purchased, acquired or received by a dealer during the license year.
BOND	A form of borrowing (debt financing) which reflects a written promise from the city to repay a sum of money on a specified date at a specific interest rate. Bonds are used to finance large capital projects such as buildings, streets, and utility infrastructures.
BUDGET	A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various City services.
BUDGET ADJUSTMENT	A legal procedure utilized by City staff to revise a budget appropriation. City staff has the prerogative to adjust expenditures within or between departmental budgets according to budget policy, but no increase in the total budget can occur without approval of the City Council.
BUDGET CALENDAR	The schedule of key dates or milestones which the City follows in the preparation, adoption, and administration of the budget.
BUDGET DOCUMENT	The instrument used by the City Manager to present a comprehensive financial plan to the City Council.
BUDGET ORDINANCE	The official enactment by the City Council legally authorizing City Officials to obligate and expend resources.
BUDGETARY BASIS	The accounting method used to estimate financing sources and uses in the budget.
BUDGET CONTROL	The control or management of a government unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
BUDGET MESSAGE	Included in the opening section of the budget, the Budget Message provides the Mayor and Council and the public with a general summary of the most important aspects of the budget, changes from the previous fiscal year, and the views and recommendations of the City Manager.

Glossary of Budget and Financial Terminology

BUDGET POLICIES	General and specific guidelines that govern financial plan preparation and administration.
BUILDING PERMITS	Revenue obtained from businesses and or individuals for the right to erect structures.
BUSINESS OCCUPATION TAX	Revenues from taxes assessed on enterprises conducting business within Valdosta city limits.
CAPITAL EXPENDITURE	Includes expenditures which result in the acquisition of/or addition to fixed assets. They must have a cost of over \$5,000 and a useful life greater than 1 year.
CAPITAL PROJECTS FUND	A fund type used to account for financial resources used for the acquisition or construction of major capital facilities.
CAPITAL IMPROVEMENT BUDGET	The Capital Improvement Plan (CIP) as approved by the City Council. The Capital Budget is based on a set of long-term capital improvement programs. When the CIP is reviewed each year, the programs are approved for the current year and included in one of the various funds for the current year.
CAPITAL IMPROVEMENT PROGRAM	A plan for capital expenditures to be incurred each year over a five (5) year period. This plan will meet the Capital needs as defined in the long-term work program of departments and other agencies of City government. The program sets forth each project in which Valdosta is to be involved, and specifies the resources estimated to be available to finance the projected expenditures.
CAPITAL IMPROVEMENT PROJECTS	An item for which the purchase, construction, or other acquisition will represent a public betterment to the community and add to the total capital assets of the City.
CEMETERY TRUST FUND	A non-expendable trust fund to provide perpetual care for the Sunset Hill Cemetery. Purchase of lots in the cemetery now includes payment for perpetual care of the cemetery.
CEMETERY SALES	Revenue from the sale of lots in the Sunset Hill Cemetery and the payment for upkeep of those lots not bought with perpetual care.
CERTIFICATES OF PARTICIPATION	Form of lease-purchase financing used to acquire capital equipment.
CHARGES FOR SERVICE	Charges for current services exclusive of revenue of public utilities and other public enterprises.

Glossary of Budget and Financial Terminology

COMMITTED	Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the City Council through the adoption of a resolution. Only the City Council may modify or rescind the commitment.
CONTAINER SALES	Sales of large containers, 4 yard, 6 yard, or 8 yard capacities, to be used by commercial enterprises for their sanitary waste disposal.
CONTINGENCY	Monies budgeted for uncertainties with future appropriation to be approved by Mayor & Council.
CONTRACTUAL SERVICES	Services provided by outside vendors that have contractual agreements with the City of Valdosta to provide maintenance and public utilities.
CONTRIBUTIONS	Monies donated to the government by individuals, companies or agencies to be used for specific purposes.
COUNTY INSPECTION	Revenue earned from Lowndes County for the cost of the Inspection Department.
DEBT INSTRUMENT	Methods of borrowing funds, including general obligation bonds, revenue bonds, and certificates of participation.
DEBT SERVICE	The amount of money required to pay serial maturities for serial bonds and interest on outstanding debt.
DEBT SERVICE FUNDS	A fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.
DEBT SERVICE REQUIREMENT	The amount of money necessary for scheduled payment of outstanding debt, both principal and interest, becoming due during the fiscal period, and contributions which may be required to accumulate monies for the future retirement of bonds.
DEFICIT	An excess of expenditures or expense over revenues and resources.
DEPARTMENT	A major administrative unit of the City with overall management responsibility for an operation or a group of related operations within a functional area.
DEPRECIATION EXPENSES	Depreciation of capital assets within the various enterprise funds.

Glossary of Budget and Financial Terminology

ELECTION FEES	Fees levied on the qualifying candidates to cover the cost of the election process.
ELECTRICAL PERMIT	Revenue from businesses and individuals for the right to perform electrical work.
ENCUMBRANCES	Commitments related to unperformed (executory) contracts for goods and services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.
ENTERPRISE FUNDS	A fund type in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to insure that revenues are adequate to meet all necessary expenditures.
EXAMINATION FEE	Revenues from the examination given to various contractors to see if they qualify to be licensed to do operate within the city limits.
EXPENDITURE	Decreases in net financial resources. Expenditures include current expenses requiring the present or futures use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlement and shared revenues.
EXPENSES	Outflows or other consumption of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or general operations.
FIDUCIARY FUND	A fund category used to account for activities in which the government is acting as an agent (collecting funds belonging to another agency) or trustee (managing pension plans for employees or holding gifts/endowments). This category includes one fund type: trust and agency fund.
FINANCIAL INSTITUTIONS TAX	An annual business occupation tax upon state and national banking associations, federal savings and loan associations and state building and loan associations at a rate of .0025 times the gross receipts of said institutions.
FINANCIAL PLAN	A document which establishes management policies, goals, and objectives for all functions, departments, and divisions within the City for a fiscal year.

Glossary of Budget and Financial Terminology

FINES & FORFEITURES

Fines and forfeitures include monies derived penalties imposed on, or property forfeited by, persons involved in the commission of statutory offenses, violations of lawful administrative rules and regulations, or the neglect of official duty.

FISCAL YEAR

The time period designated by the City signifying the beginning and ending period for recording financial transactions. Valdosta has specified July 1 to June 30 as its fiscal year.

FORFEITED PROPERTY REVENUE

Monies derived from confiscated deposits held as performance guarantees.

FRANCHISE TAXES

Taxes levied for the privilege granted by the City of Valdosta permitting the continuing use of public property, such as city streets by regulated public utilities.

FRINGE BENEFITS

Total employer's share of social security, medicare, taxes, hospitalization, dental, disability, worker's compensation, deferred compensation, long term disability, unemployment, and retirement contributions made on behalf of City employees.

FULL TIME EQUIVALENT UNIT

A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be equivalent to .5 of a full-time position.

FUNCTION

A group of related programs crossing organizational (department) boundaries and aimed at accomplishing a broad goal or major service. The six functions in the City's financial plan are: General Government, Judicial, Public Works, Parks, Recreation and Cultural Affairs, and Economic Development.

FUND

A fiscal and accounting entity which is comprised of a self-balancing set of accounts which reflect all assets, liabilities, equity, revenue, an expenditures (or expenses) necessary to disclose financial position and the results of operations. Funds are established as individual entities in order to segregate financial records for the purpose of legal compliance, different natures of the activities performed, measurement of different objectives, and to facilitate management control. The six generic fund types used by the City are: General Fund, Special Revenue, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

Glossary of Budget and Financial Terminology

FUND BALANCE	Refers to the excess of assets over liabilities and is therefore also known as surplus funds.
GA DEPARTMENT OF COMMUNITY AFFAIRS	A department with the Georgia State government.
GENERAL FUND	The primary operating fund of the city. All revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General fund resources can be utilized for any legitimate governmental purpose. (See Fund)
GEOGRAPHICAL INTER FACE SYSTEM	A computerized system that draws maps of the County and cities within the county, which includes all information pertaining to the land use.
GOAL	A statement of broad direction, purpose, or intent.
GOVERNMENTAL FUND TYPES	Funds used to account for the acquisition, use and balances of expendable resources and related current liabilities – except those accounted for in proprietary funds and fiduciary funds. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they are to be paid. The difference between assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on a determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than net income determination. Under current GAAP, there are four governmental types: general, special revenue, debt service and capital projects. Currently, the City has no outstanding general obligation debt and therefore is not using a debt service fund.
GRANT	A contribution by a government or other organization to support a particular function.
GROSS RECEIPTS & BUSINESS TAX	Taxes levied in proportion to gross receipts on business activities of all or designated types of businesses.
GROUP INSURANCE FUND	This fund accounts for transactions related to the provision of health care benefits for permanent employees of the City

Glossary of Budget and Financial Terminology

HAHIRA PERMITS

Inspection services provided by the Inspection Department for building, electrical, plumbing, and mechanical services in Hahira, Lowndes County.

HOUSE BILL 489

Passed during the 1997 Georgia State Legislative session, House Bill 489, also known as the Service Delivery Strategy Act, seeks to establish fair and equitable distribution of services for all citizens throughout the state's respective cities and counties.

INFRASTRUCTURE

Basic installations and facilities upon which the continuance and growth of a community depend; examples include roads and public utilities.

INSPECTION FUND

This fund is set up to finance and account for the cost of providing inspection of residential and commercial building with Lowndes County, the demolition of sub-standard housing within the city limits of Valdosta, and to regulate zoning issues within Lowndes County.

INSURANCE

Premium expense for all insurance bought by the City other than that insurance provided to employees through the payroll system.

INSURANCE PREMIUM TAX

A tax on the gross direct premiums received during the preceding license year.

INTANGIBLES

Tax levied on intangible personal property such as securities, mortgages and cash based on returns filed with the State of Georgia.

INTER-GOVERNMENTAL REVENUES

Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

INTER DEPARTMENTAL

Allocation of costs for services performed by a division for another division or capital project.

INTEREST INCOME

Revenue earned for the use or detention of money i.e.: Accounts Receivable for assessment, investment in Savings Accounts, Treasury Bills, Repurchase Agreements and Certificates of Deposit.

INTERAL SERVICE FUNDS

A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

Glossary of Budget and Financial Terminology

INVESTMENT	Commitment of funds in order to gain interest or profit. All investments made by the City are secured by the full faith and credit of the United States government of issues agencies thereof.
LAND BANK	Land acquired by the city and held for future use.
LAND/LAND IMPROVEMENTS	Capital expenditures for acquisition or development of land or improvements to existing City owned land will be charged to this account.
LEASE PURCHASE	Method of acquiring high cost equipment or property and spreading payments over a specified period of time.
LEVY	To impose taxes for the support of government activities.
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.
LIQUOR TAX	A privilege tax for the right to sell alcoholic beverages.
LOCAL LAW ENFORCEMENT BLOCK GRANT	Federal grants to local governments for a wide range of local law enforcement activities, including hiring and training of law enforcement officers, procurement of equipment and technology, establishment or support of drug courts, and other crime prevention activities.
LOWNDES COUNTY	The county in which the City of Valdosta resides. It also refers to the county government of which the City of Valdosta is the largest city and the county seat.
MAJOR CONSTRUCTION PROJECTS	Includes projects and improvements that are not funded by a grant.
MAJOR FUND	A fund whose revenues, expenditures/expenses, assets or liabilities are at least 10% of corresponding totals for all governmental or enterprise funds. The General Fund is always a major fund.
MECHANICAL PERMIT	Revenue from businesses and individuals for the right to install heating and air conditioning equipment.
MILLAGE RATE	The ad valorem tax rate expressed in terms of the levy per thousand dollars of taxable assessed value.

Glossary of Budget and Financial Terminology

MISCELLANEOUS REVENUE	All revenue of that cannot be classified in one of the other categories.
MOBILE HOME TAX	Taxes levied on an assessed valuation as of January 1 of mobile homes within the City limits of Valdosta, based on a millage rate set by Mayor and Council.
MODIFIED ACCRUAL BASIS	A basis of accounting recommended for use by governmental funds in which revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred pursuant to appropriation authority.
MOTOR POOL FUND	This fund accounts for the cost of operating a maintenance facility for automotive equipment. The fund purchases the automotive equipment and leases the equipment to user departments on a predetermined per mile basis or a monthly rate based on accumulated historical costs.
NEW SERVICE FEE	A fee for establishment of new utility accounts.
NON BUSINESS LICENSES & PERMITS	Revenues from all non-business licenses and permits levied according to benefits presumably conferred by the license or permit.
NON OPERATING REVENUES	Proprietary fund revenues which are incidental to, or by products of, the fund's primary service activities.
NONSPENDABLE	Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.
OBJECTIVE	A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.
OPERATING BUDGET	The portion of the budget pertaining to daily operations that provides basic governmental services. The operating budget contains appropriations for such expenditures as personal services, fringe benefits, commodities, services and capital outlay.

Glossary of Budget and Financial Terminology

OPERATING TRANSFERS

All interfund transfers other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

OPERATING REVENUE

Proprietary fund revenues which are directly related to the fund's primary service activities. They consist primarily of user charges for services.

OTHER FINANCING SOURCES

Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statements.

OTHER FINANCING USES

Governmental fund operating transfers out and the amount of refund bonds proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statements.

OTHER SERVICES & CHARGES

Includes expenditures/expenses for services that are required by the City for administration of its assigned functions.

PARKING FINES

Monies collected for violation of parking laws.

PERFORMANCE MEASURE

Special quantitative and qualitative measure of work performed as an objective of a department or division.

PERSONAL SERVICES

Includes expenditure for salaries, wages, and related benefits provided for persons employed by the City of Valdosta.

PERPETUAL CARE

The amount of money that the purchaser pays at the time a cemetery lot is bought to be invested by the City to offset the cost of maintaining the cemetery lot.

PLANS & CONSTRUCTION

Revenue from the administrative review of plans & specifications on commercial building.

PLUMBING PERMIT

Revenue from businesses and individuals to secure the approval to perform plumbing work.

POLICE REVENUE

Revenue collected from reproducing accident reports through the Police Department.

Glossary of Budget and Financial Terminology

POLICIES

These are definite courses or methods of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.

PROFESSIONAL SERVICES

Expenditures incurred by the City to obtain the services of recognized licensed professionals such as Doctors, Engineers, Certified Public Accountants, etc.

PROPERTY TRANSFER TAX

Tax paid on the transfer of real property. The tax is levied on the purchase price of the property.

PROPRIETARY FUND TYPES

Sometimes referred to as income determination or commercial-type funds, the classification used to account for government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities and accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

PUBLIC UTILITIES

Tax levied on the property of the public utilities based on the values given by the tax assessor's office.

PUBLIC UTILITY SERVICES

Cost of electricity, natural gas, water and sewer, and communication services purchased for City Buildings and facilities.

RAILROAD EQUIPMENT TAX

Tax levied on railroads located within the corporate limits of Valdosta.

RECREATIONAL SCHOLARSHIP FUND

An expendable trust fund to account for all proceeds collected from fund raisers. The proceeds are used to fund scholarships for qualified participants in the recreation activities and programs of the Parks & Recreation Department.

RENTALS AND LEASES

Expenditures incurred in the renting or leasing of real estate, equipment, etc.

RESIDUAL EQUITY TRANSFERS

Nonrecurring or non-routine transfers of equity between funds (e.g., contribution of enterprise fund or internal service fund capital by the general fund or a debt service fund).

Glossary of Budget and Financial Terminology

RESERVE	An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.
RESTRICTED	Fund balances are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.
RETAINED EARNINGS	A fund equity account which accumulates net earnings (or losses) of a propriety fund. As in the case of fund balance, retained earnings may include certain reservations of fund equity.
RETURNED CHECK FEE	Revenue collected on the return of non-sufficient fund checks paid to the City.
REVENUE	Funds that the City receives as income. These receipts include such items as taxes, licenses fees, user fees, service charges, fines and penalties, and grants.
REVENUE BONDS	Bonds whose principal and interest are payable from pledged revenue sources, and which are not legally backed by the full faith and credit of the City. Revenue bonds may be authorized by the City Council.
SUPPLIES	Articles and commodities which are consumed when used; categories include: office, operating, agricultural, cleaning, clothing, chemicals, etc.
SURPLUS SALE PROPERTY	Revenue from the sale of City property no longer considered to be of value to the City.
SALES TAXES	Local option 1% sales taxes collected in Lowndes County and distributed by the state of Georgia to the local governments within Lowndes County.
SANITATION FUND	This fund is set up to finance and account for the cost of providing both residential and commercial trash and garbage pickup to citizens and businesses of the City.
SANITATION FEES	Revenue collected from users for the operation of the Enterprise Fund that includes monthly collection fees, adjustments, and landfill charges.
SELECTIVE SALES & USE TAXES	Taxes imposed upon the sale or consumption of selected goods or services.

Glossary of Budget and Financial Terminology

SEWER FEES	Revenue collected from users of the sewer system for the sewer collection services provided.
SMALL TOOLS AND MINOR EQUIPMENT	Purchase of small powered and non-powered hand tools and small equipment costing less than \$5,000 and/or having a useful life expectancy of less than a year.
SPECIAL ASSESSMENTS	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.
SPECIAL PURPOSE SALES TAX REVENUES	Special sales and use tax imposed by Lowndes County for a specific period to time not to exceed five (5) years (four years if tax is for roads, streets and bridges). The tax imposed is one percent and is subject to referendum approval.
SPECIAL REVENUE FUNDS	This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects) that are legally restricted to expenditures for specific purposes.
SPLOST VII	A Special Purpose Local Option Sales Tax to fund capital projects from January 1, 2014 to December 31, 2019.
SUPPLIES	Includes articles and commodities purchased by the City to aid the departments in accomplishing their mission and which are consumed or materially altered when used.
TARGET AREA	The highest crime rate area within the City limits.
TAX COST	Revenue from penalties and interest assessed and collected on delinquent taxes owed.
TAX DIGEST	The total taxable net assessed value on all real property after the total of all appeals that have been or could be filed or arbitrations demanded have been reduced.
TAXES	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by Valdosta are approved by the City Council and are within the limits determined by the State.
TAX NOT ON DIGEST	Property located or identified after the digest is approved by Lowndes County for submission to the State.

Glossary of Budget and Financial Terminology

TRANSFER FEE

A fee for transferring a utility account.

TRAVEL & TRAINING

Those expenditures/expenses related to employee training cost and expenses incurred in the conduct of City business including subsistence.

TRUST AND AGENCY FUNDS

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include non-expendable trust and agency funds. A non-expendable trust fund is a fund in which the principal may not be expended. These funds are accounted for in essentially the same manner as proprietary funds. Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

USER FEES

Fees for services provided to the user.

VEHICLE SERVICES

Cost to the City of Valdosta of vehicles for city operations whether City or privately owned.

WAREHOUSE RENT

Rent paid by the Water Sewer Fund for rental of an office complex and warehouse from the General Fund.

WATER AND SEWER REVENUE FUND

This fund is set up to finance and account for the cost of providing both water and sewer services to the residents and businesses of the City.

WATER FEES

Revenue collected from users of the system for the sale of water. This includes water fees, adjustments, hydrant water, reconnect fee, and miscellaneous water sales.

WORKING CAPITAL

Fund equal to 45 days of the General Fund's budget which is set aside as a designation to be used in extraordinary emergency situations only.

Acronym Guide

AED	Automated External Defibrillator
ASCLD	American Society of Crime Laboratory Directors
ATF	Alcohol Tobacco Firearms
AVL	Automatic Vehicle Locator
CAD	Computer aided Dispatch
CAFR	Comprehensive Annual Financial Report
CALEA	Commission on Accreditation for Law Enforcement Agencies
CCD	Closest Car Dispatch
CDBG	Community Development Block Grant
CFAI	Commission on Fire Accreditation International
CHIP	Community Home Investment Program
CISM	Critical Incident Stress Management
CIP	Capital Improvement Program
CMMS	Computerized Maintenance Management System
COPRS	Comprehensive Police Reporting System
CPPB	Certified Professional Public Buyer
CPPO	Certified Public Procurement Officer
CPR	Cardio Pulmonary Resuscitation
COPRS	Comprehensive Police Reporting System
CVDA	Central Valdosta Development Authority
D.A.R.E.	Drug Abuse Resistance Education
DCA	Department of Community Affairs
DEFY	Drug Education for Youth
DHS	Department of Highway Safety
DMS	Defense Message System

Acronym Guide

DP	Data Processing
DRA	Designated Revitalization Area
EMT	Emergency Medical Technician
EPA	Environmental (Federal) Protection Agency
EPR	Enterprise Resource Planning
EWRP	Electronic Work Release Program
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FF II	Firefighter II
FTE	Full time equivalent unit
FY	Fiscal Year
GA	Georgia
GACE	Georgia Association of Code Enforcement
GAAP	Generally Accepted Accounting Principles
GA DOT	Georgia Department of Transportation
GCIC	Georgia Crime Information Center
GFOA	Government Finance Officers Association
GGFOA	Georgia Government Finance Officers Association
GIS	Geographical Information System
GLPC	Greater Lowndes Planning Commission
GMA	Georgia Municipal Association
GPS	Global Positioning System
GSAR	Georgia Search and Rescue
HAZMAT	Hazardous materials
HD	High Definition
HUD	Housing and Urban Development

Acronym Guide

ISO	Insurance Service Organization
KWH	Kilowatt Hour
LDR	Land Development Regulations
LED	Light Emitting Device
LF	Linear Foot
LIDAR	Light Detection and Ranging
LIMS	Laboratory Information Management System
LOST	Local Option Sales Tax
LMIG	Local Maintenance Improvement Grant
MGD	Million Gallon a Day
MHCP	Monitored Home Confinement Program
NIBIN	National Integrated Ballistics Network
MPO	Metropolitan Planning Organization
NOC	Utility accounts that are not on the computer billing by error
NOI	Notice of Intent
NPDES	National Pollutant Discharge Elimination System
OCC	Old Corrugated Cardboard
PIO	Public Information Officer
POST	Peace Officer Standards and Training
ROW	Right of Way
RUPP	Release Upon Payment Program
SCADA	Supervisory Control Data Acquisition
SDWA	Safe Drinking Water Act
SRO	School Resource Officers
SF	Special Force
SMILE	Students Mentorship in Leadership Education

Acronym Guide

SOP	Standard Operating Procedures
SPLOST	Special Purpose Option Sales Tax
TE	Transportation Enhancement
TMC	Traffic Management Center
UDAG	Urban Development Action Grant
VSEB	Valdosta Small Emerging Business
VSU	Valdosta State University
WAP	Work Alternative Program
WMD	Weapons Mass Destruction
WPCP	Water Pollution Control Plant
WRP	Work Release Program
WWPC	Withlacoochee Water Pollution Control
ZBOA	Zoning Board of Appeals

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