

FY 2021

ANNUAL BUDGET

CITY
OF
VALDOSTA

Annual Budget

Prepared by:
Mark Barber
City Manager

L Charles Dinkins Jr
Finance Director
Amy Hall
Budget Manager
Carolyn Sampson-Burgess
Budget Analyst

FY 2021

City
of
Valdosta



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Valdosta
Georgia**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

ORDINANCE NO. 2020-9

AN ORDINANCE ADOPTING THE 2020 - 2021 MUNICIPAL BUDGET

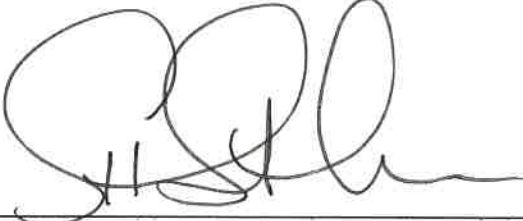
BE IT ORDAINED by the Mayor and Council of the City of Valdosta, and it is hereby ordained by the authority of the same as follows:

Section 1. The Annual Budget for the Fiscal Year 2020 - 2021, beginning July 1, 2020 and ending June 30, 2021, 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be utilized by the City Manager for other items or purposes within the City with respect to which said allocations were originally made.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 25th day of June, 2020.



Mayor, City of Valdosta

Attest:

Jessica S. Bolden
Clerk of Council, City of Valdosta



FY 21

Introduction

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 2020-2021 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.

FY 21

Introduction

How to Use this Budget Document continued

- 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,
 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

June 25, 2020

The Honorable Mayor and Council
Valdosta, Georgia

Mayor Matheson 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, 2021.

The FY 2021 Budget for all funds equals \$114,857,436, an increase of \$14,965,274 from the City of Valdosta budget for FY 2020.

This budget includes funding a 3% cost of living increase implemented at January 1, 2021. 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 2020 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, and more. In recent months, sales tax collections have strengthened but the burgeoning pandemic threatens this positive trend. The overall direction of the economy directly impacts the amount of SPLOST revenue collected by the City.

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The tax millage rate for this fiscal year is anticipated to be 7.809. In fact the City has lowered the mileage 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 7.809 mills will fund a 3% cost of living adjustment at mid-year 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 \$4.6 million. This is a decrease in fund balance of approximately \$900,000 thousand when compared to the prior fiscal year.

Because of the economic conditions and expenditure decreases, we expect to end the 2021 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 long term 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. Despite this positive long term outlook, the short term economic outlook for Valdosta as with the entire nation, is clouded by the current pandemic.

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) bonded

debt. The fact that the City has no GO bonded debt is a significant achievement for a municipality of Valdosta's size.

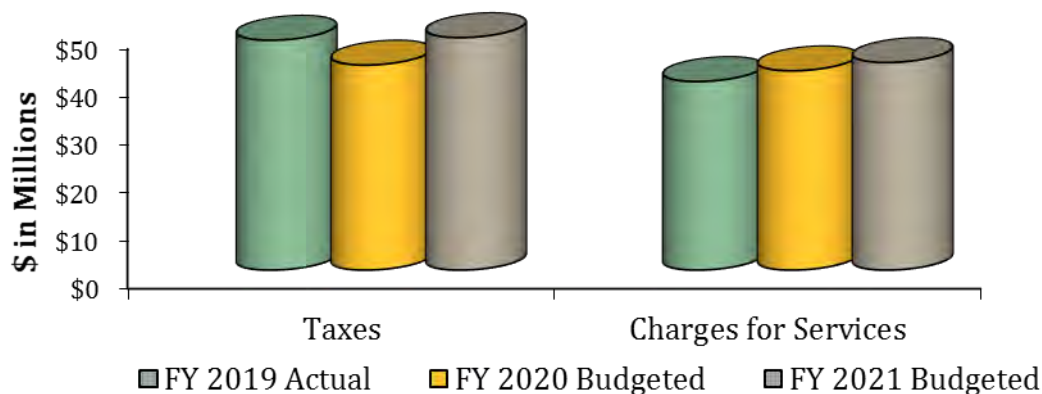
Utilities

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. The fund has also benefitted from improvements finance by SPLOST.

2021 – Revenues Sources and Budget Highlights

The City of Valdosta expects to adopt a property tax rate of 7.809 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 (\$48,486,433 projected for FY 2021) and Charges for Services (\$43,297,756 projected in FY 2021) together constitute \$91,784,189 or 85.3% of the total budgeted revenues of \$107,626,077 (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 hampered the growth of revenues for several years but there has been recent improvement. Although we have seen some revenue improvement, we have projected these revenue sources very conservatively in light of the expected economic impacts of COVID-19.



Intergovernmental revenues include federal, state, and local grant monies received by the City. The FY 2021 budget of \$2,975,998 in intergovernmental revenue is a decrease from the FY 2020 budget of \$3,308,538. 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.

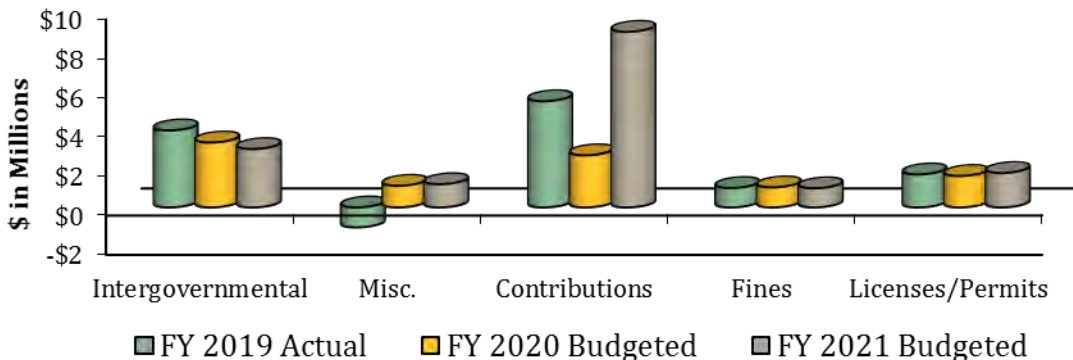
Miscellaneous revenue includes sales of surplus property, insurance proceeds from lost or destroyed property, and revenues not properly recorded in other classifications. Miscellaneous revenues account for 1% of City revenues.

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 \$8,945,456 for FY 2021.

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 2020 with the FY 2021 projection at \$974,500, a decrease from FY 2020 of \$47,500.

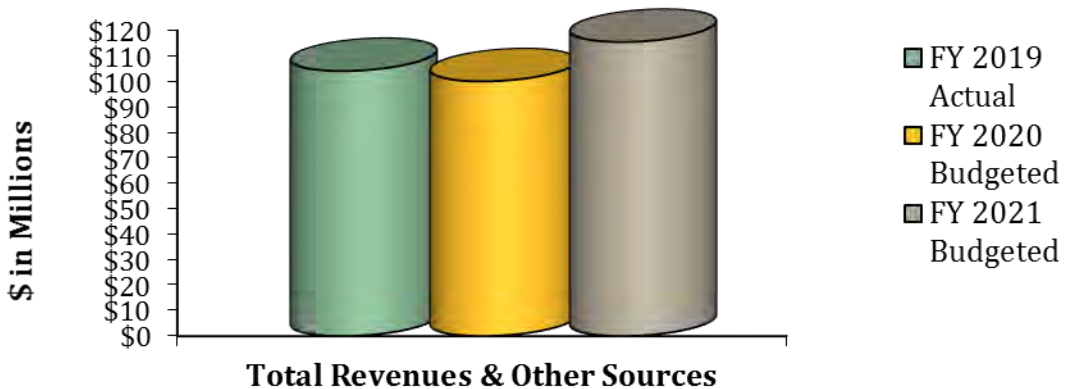
License and Permits includes building, electrical, plumbing, and business licenses and other licenses or permits of a local nature. These revenues are by nature dependent on the local economy and have been significantly impacted by the economic recession. We have attempted to budget these revenues conservatively. The FY 2021 projection of \$1,755,000 is an increase of \$149,300 from FY 2020.

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 2021 are \$7,789,765 compared to \$5,931,487 for FY 2020. 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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Taxes	\$47,941,011	\$42,769,284	\$48,486,433
Charges for Services	39,334,018	41,569,522	43,297,756
Intergovernmental	3,925,898	3,308,538	2,975,998
License & Permits	1,683,134	1,605,700	1,755,000
Contributions	5,415,388	2,657,016	8,952,456
Fines & Forfeitures	989,435	1,022,000	974,500
Miscellaneous	-1,018,186	1,101,989	1,183,934
Total Revenues	\$98,270,698	\$94,034,049	\$107,626,077
Other Financing Sources	5,770,100	5,931,487	7,789,765
Total Revenues & Other Sources	\$104,040,798	\$99,965,536	\$115,415,842

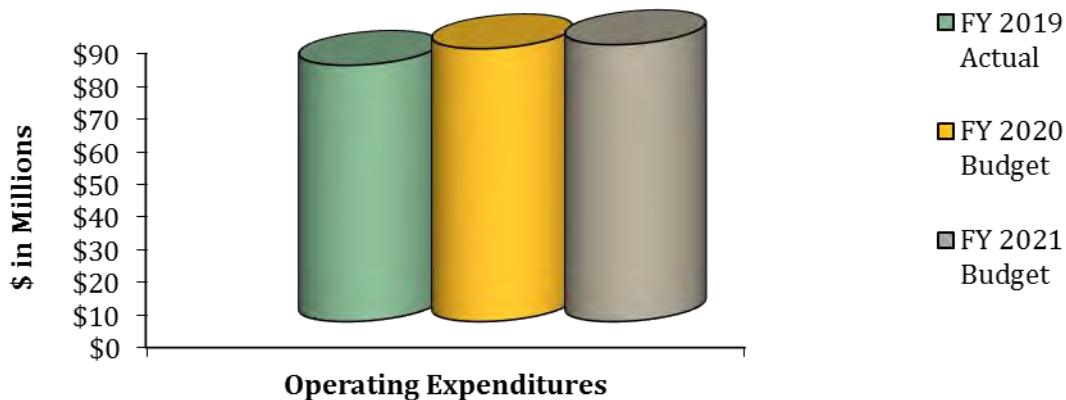


FY 2021 Operating Expenditures and Budget Highlights

The following table provides a summary of the operating expenditures for fiscal years 2019 through 2021

Expenditures	FY 2018 Actual	FY 2019 Budget	FY 2020 Budget
Personal Services	\$35,378,437	\$37,742,289	\$38,541,562
Contractual Services	10,683,050	11,490,349	12,441,028
Supplies	5,181,225	5,664,668	5,942,019
Travel & Training	564,208	720,639	790,504
Other Services & Charges	26,703,371	27,826,627	27,088,824
Total Operating Expenditures	\$78,510,291	\$83,444,572	\$84,803,937

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 2021 Outlook, Significant Issues and Priorities

The long term outlook for Valdosta in FY 2021 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.

Because 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.

COVID-19

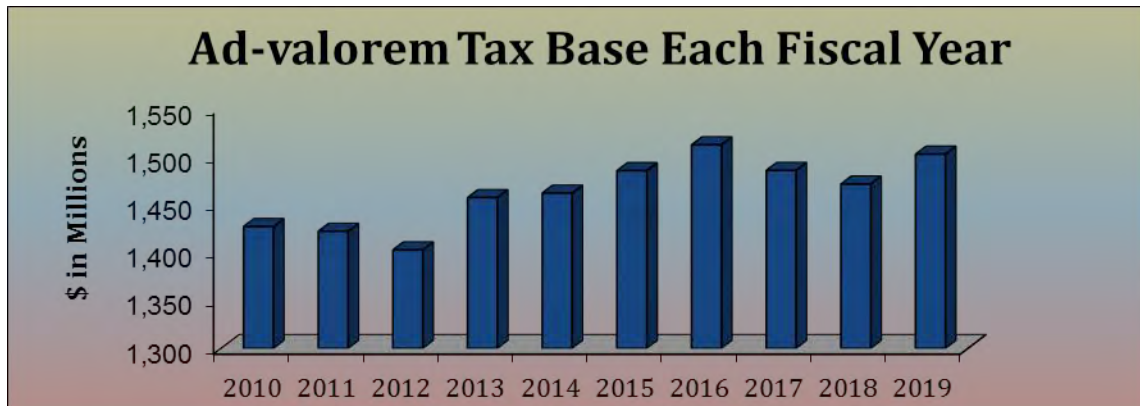
The COVID-19 pandemic has affected the entire globe and the City of Valdosta is no exception. The City faces the prospect of significantly decreased economic activity and reduced revenues as a result. While the City has not experienced the tremendous impacts that other areas have seen, this budget has been conservative in revenue forecasts.

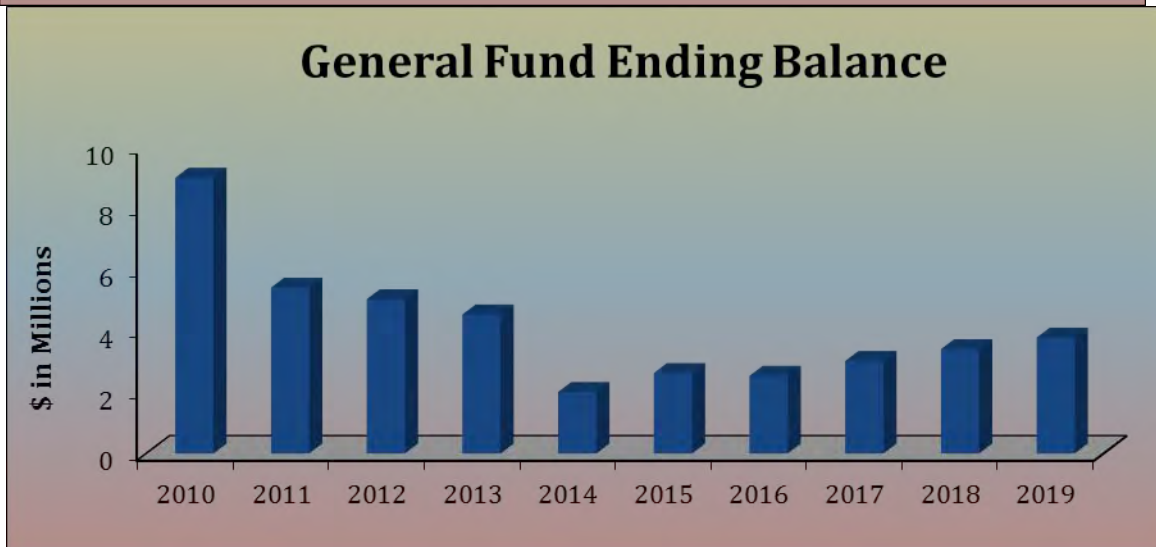
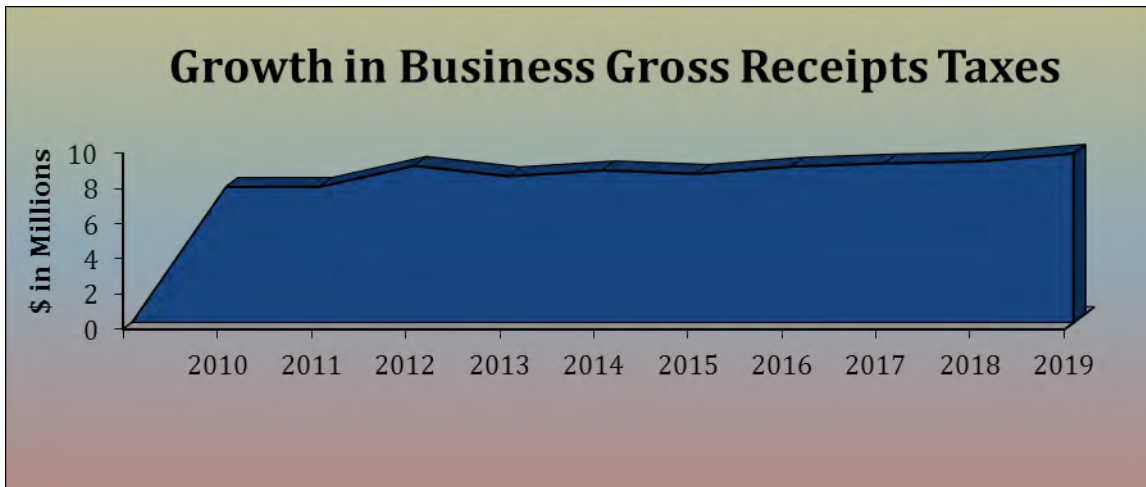
Financial Condition

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 continue to be able to provide adequate services to our citizens despite the current economic uncertainties.

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, 2019.

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



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" A 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
Brian Boutwell
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 & 07M 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.

TSPLOST Fund – Accounts for financing and construction of various road improvement projects. These improvements will be financed in whole or in part by the City's discretionary share of a 1% regional sales tax levied for the purpose of improving the road system in the Southern Georgia Region in accordance with the Georgia Transportation Investment Act (TIA)

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.

City of Valdosta, Georgia

Description of Funds

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.

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.

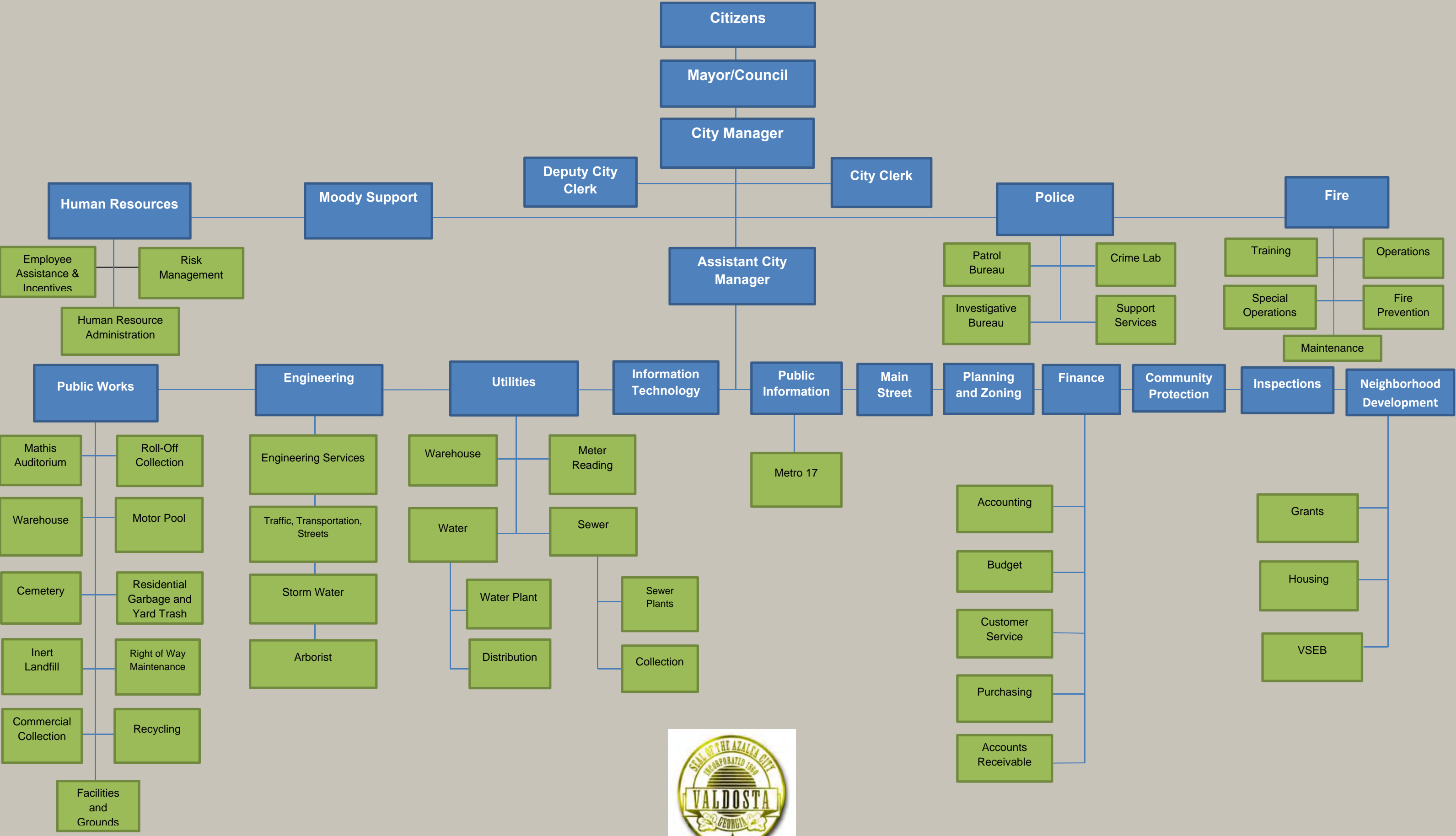
Worker’s Compensation Fund – Accounts for transactions associated with worker’s compensation claims for employees of the City. The fund generates revenue by charging each department a premium per employee, based on the job type, and incurs expenses which worker’s compensation claims are filed and paid.

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

FY 21

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.

Policies and Objectives continued

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

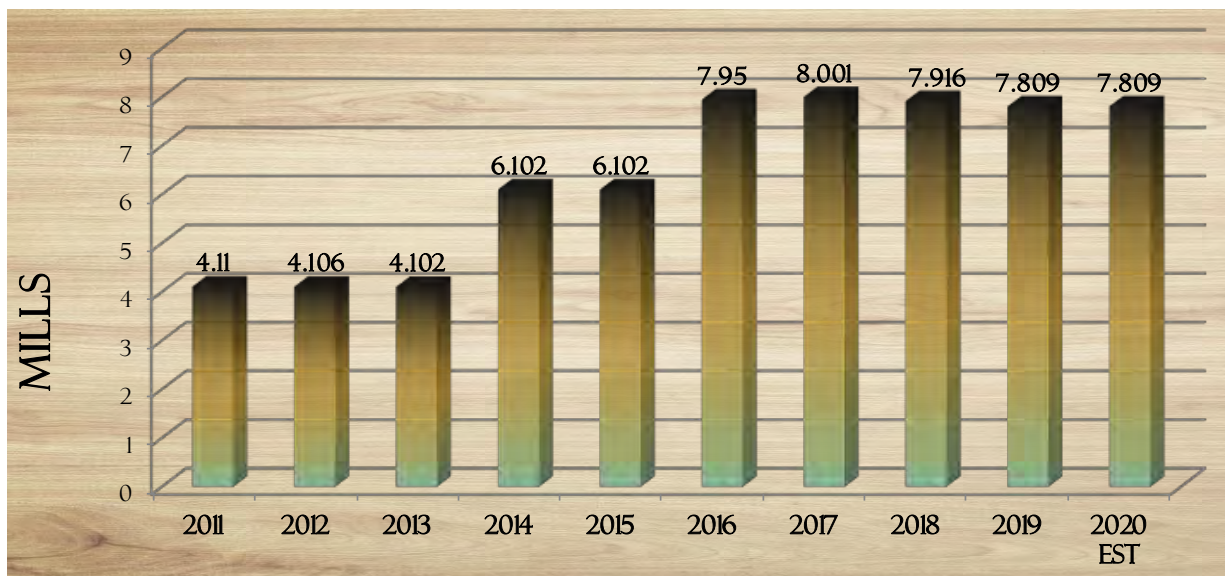
Policies and Objectives continued

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 21 the millage was estimated to remain the same. The following graph itemizes the City's millage rate for ten years:



Policies and Objectives continued

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.

Policies and Objectives continued

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.).

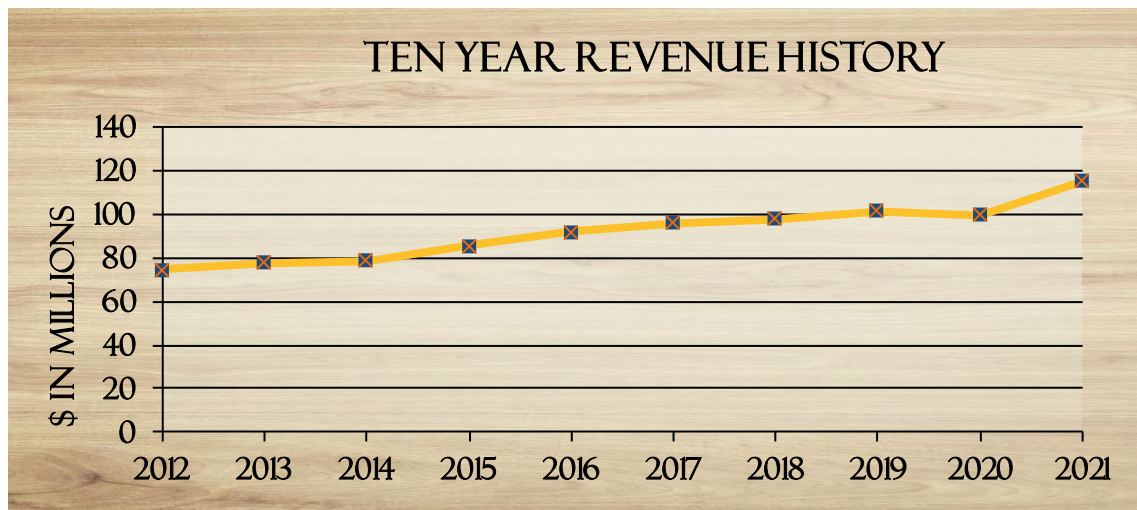
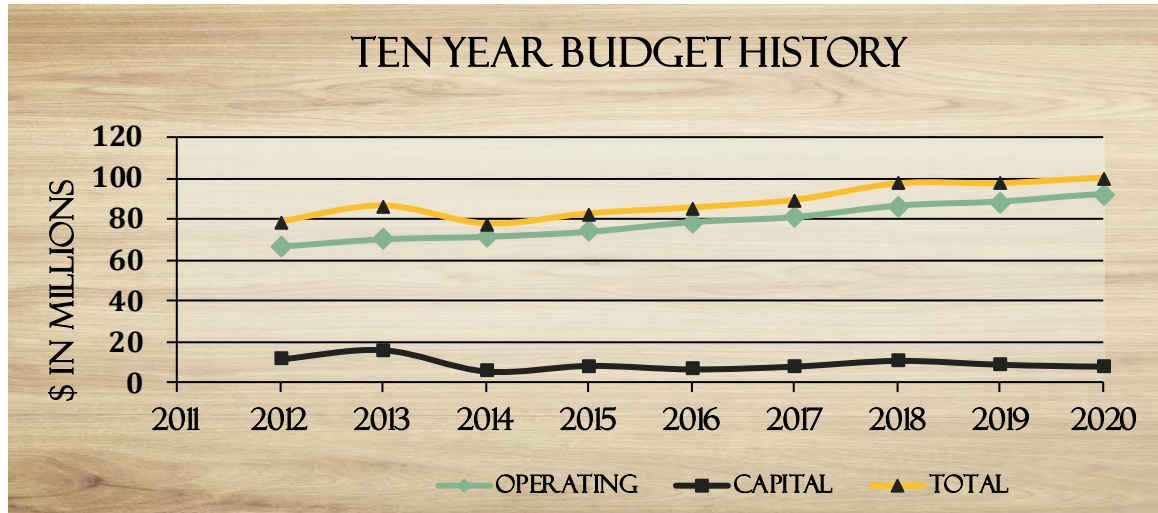
H. Nonrecurring Revenues

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:

Policies and Objectives continued



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

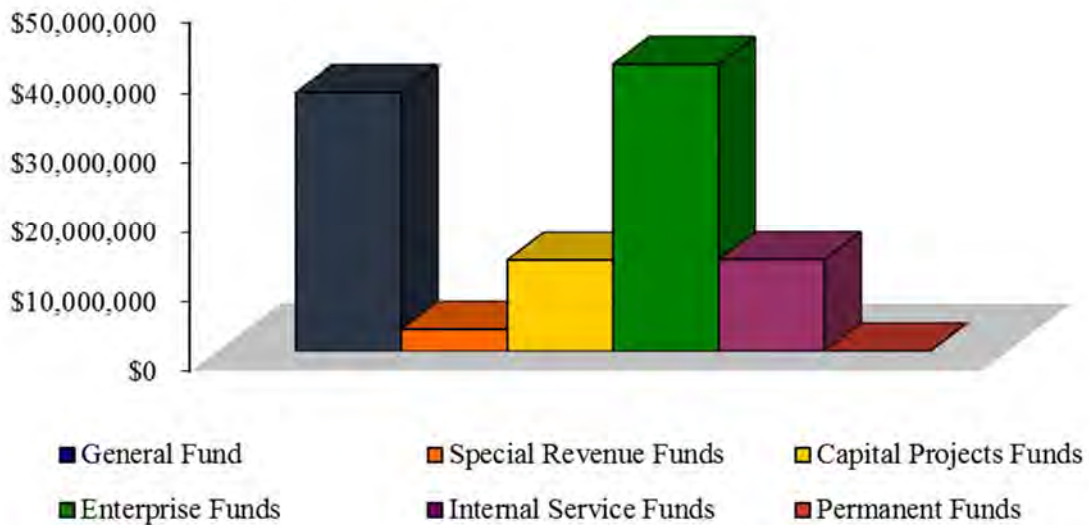
Fiscal Summary

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	\$33,580,333	\$2,501,100	\$12,406,000	\$0	\$0	\$0	\$48,487,433
Licenses & Permits	525,000	0	0	1,230,000	0	0	1,755,000
Intergovernmental	1,526,918	659,080	630,000	160,000	0	0	2,975,998
Charges for Services	147,350	0	0	30,100,976	13,049,430	0	43,297,756
Fines & Forfeitures	972,000	0	0	2,500	0	0	974,500
Contributions & Donations	0	0	0	8,945,456	0	7,000	8,952,456
Miscellaneous	371,600	0	0	706,302	80,000	25,032	1,182,934
Totals by Fund	\$37,123,201	\$3,160,180	\$13,036,000	\$41,145,234	\$13,129,430	\$32,032	\$107,626,077

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:

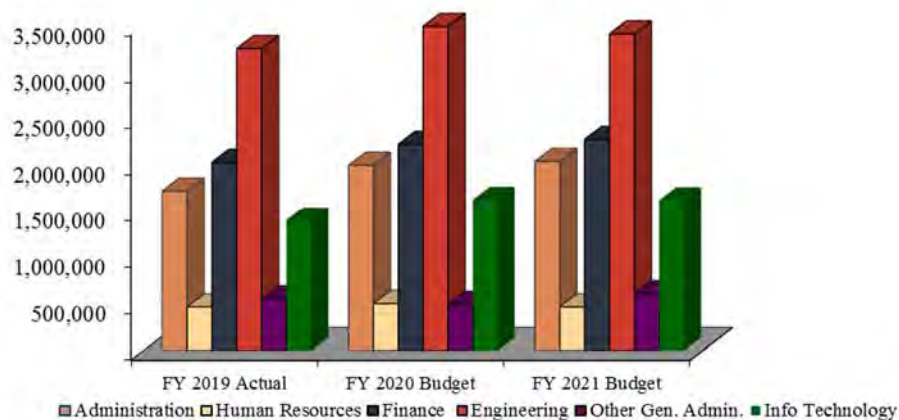
- Administration
- Accounting
- Budget
- Customer Service
- Accounts Receivable
- Purchasing
- Information Technology
- Accommodation Tax

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

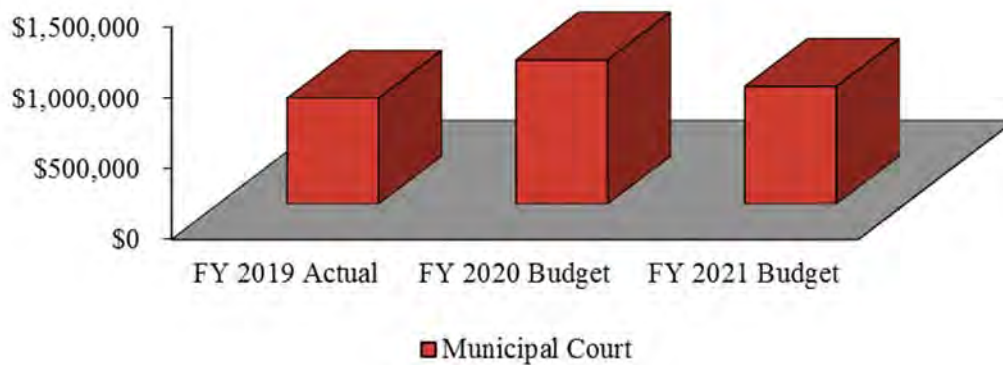
Department	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Administration	\$1,722,695	\$2,000,027	\$2,042,329
Human Resources	466,886	502,674	466,124
Finance	2,032,663	2,227,262	2,279,337
Engineering	3,254,664	3,494,506	3,413,212
Other General Administration	553,058	492,310	608,749
Information Technology	1,403,831	1,628,068	1,622,734
Total	\$9,433,797	\$10,344,847	\$10,432,485

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Municipal Court	\$748,798	\$1,018,042	\$832,205
Total	\$748,798	\$1,018,042	\$832,205

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

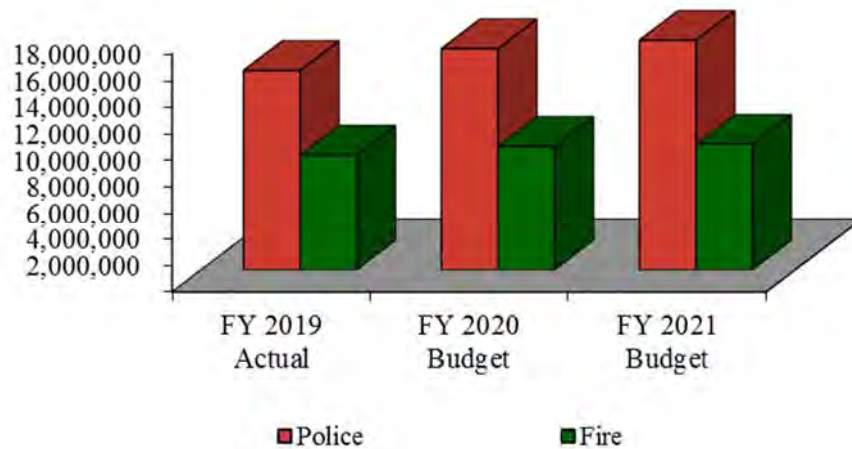
Police cont:

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

Fire:

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

Public Safety Operating Expenditures



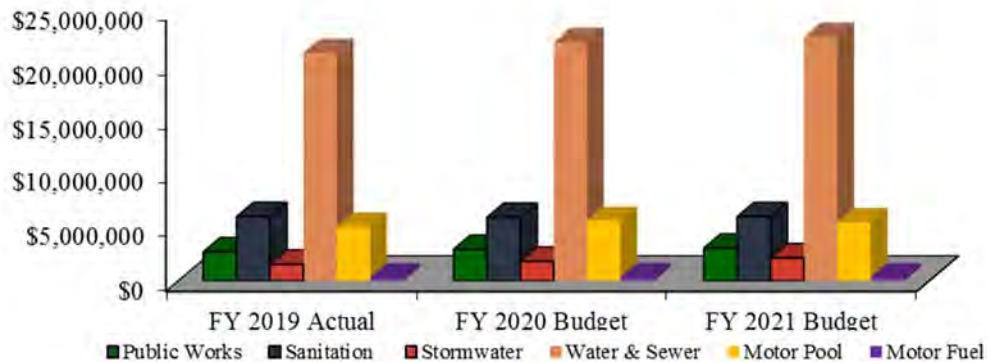
Department	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Police	\$15,090,832	\$16,733,506	\$17,364,550
Fire	8,709,773	9,381,928	9,538,262
Total	\$23,800,605	\$26,115,434	\$26,902,812

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



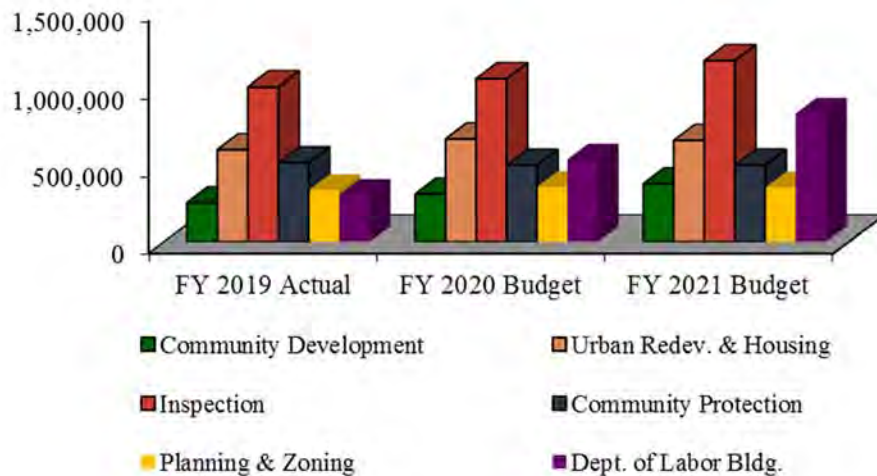
Department	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Public Works	\$2,676,957	\$2,911,610	\$3,021,378
Sanitation	5,925,932	5,852,324	5,915,208
Stormwater	1,540,416	1,806,508	2,119,174
Water & Sewer	21,127,872	22,094,121	22,543,408
Motor Pool	5,005,078	5,550,398	5,421,653
Motor Fuel	345,705	372,309	350,329
Total	\$36,621,960	\$38,587,270	\$39,371,150

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Community Development	\$258,546	\$314,223	\$380,340
Urban Redev. & Housing	599,963	668,771	659,080
Inspection	1,001,253	1,051,935	1,168,042
Community Protection	516,514	499,488	500,446
Planning & Zoning	338,740	359,654	355,122
Department of Labor	309,335	537,061	831,467
Total	\$3,024,351	\$3,431,132	\$3,894,497

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
<u>Revenues by Source</u>							
Taxes	\$33,580,333	\$2,501,100	\$12,406,000	\$0	\$0	\$0	\$48,487,433
Licenses & Permits	525,000	0	0	1,230,000	0	0	1,755,000
Intergovernmental	1,526,918	659,080	630,000	160,000	0	0	2,975,998
Charges for Services	147,350	0	0	30,100,976	13,049,430	0	43,297,756
Fines & Forfeitures	972,000	0	0	2,500	0	0	974,500
Contributions & Donations	0	0	0	8,945,456	0	7,000	8,952,456
Miscellaneous	371,600	0	0	706,302	80,000	25,032	1,182,934
Interfund Transfers	5,141,829	0	0	275,000	2,372,936	0	7,789,765
	\$42,265,030	\$3,160,180	\$13,036,000	\$41,420,234	\$15,502,366	\$32,032	\$115,415,842
<u>Expenditures By Category</u>							
Personal Services	\$27,902,713	\$48,827	\$0	\$9,762,583	\$827,439	\$0	\$38,541,562
Contractual Services	3,990,155	684	0	4,954,782	3,495,407	0	12,441,028
Supplies	1,709,553	0	0	2,031,962	2,200,504	0	5,942,019
Travel & Training	676,092	0	0	96,262	18,150	0	790,504
Other Services & Charges	5,516,221	2,582,778	0	4,847,235	8,639,791	8,104	21,594,129
Depreciation	0	0	0	5,494,695	0	0	5,494,695
Capital Expenditures	468,400	0	19,634,004	12,409,000	3,193,000	0	35,704,404
Capital Distribution	0	0	0	-12,409,000	-3,193,000	0	-15,602,000
Debt Service	223,196	0	0	1,805,302	132,832	0	2,161,330
Interfund Transfers	1,714,499	675,000	749,735	4,250,531	400,000	0	7,789,765
	\$42,200,829	\$3,307,289	\$20,383,739	\$33,243,352	\$15,714,123	\$8,104	\$114,857,436
Excess (Deficit) of Sources over Uses	64,201	-147,109	-7,347,739	8,176,882	-211,757	23,928	558,406
Beginning Fund Balance	4,572,461	3,516,111	18,803,813	143,723,457	1,287,877	1,617,435	173,521,154
Ending Fund Balance	\$4,636,662	\$3,369,002	\$11,456,074	\$151,900,339	\$1,076,120	\$1,641,363	\$174,079,560

FY 21

All Funds

Revenue Schedule

Fund	2019 Actual	2020 Budget	2021 Approved
General Fund	\$38,522,679	\$40,824,687	\$42,265,030
Confiscated Funds	16,085	0	0
Property Evidence	0	0	0
U.S. Dept. of Justice	14,428	0	0
HUD Federal Grant	369,571	668,771	659,080
GA DCA Chip 2016-116	228,163	0	0
Accommodations Tax	3,339,737	3,500,100	2,501,100
SPLOST VII	11,706,548	5,700,000	0
SPLOST VIII	0	0	11,710,000
T SPLOST	503,864	630,000	696,000
Road Improvement Fund	616,269	830,000	630,000
Airport Development	1,213,756	0	0
Sanitation	5,728,960	5,857,492	6,085,230
Water & Sewer Revenue	25,193,096	23,162,824	31,132,426
Inspections	1,229,120	1,134,700	1,297,050
Department of Labor Building	469,157	469,157	469,152
Storm Water	1,808,869	1,806,876	1,813,376
Mathis Auditorium	387,585	385,763	320,000
Motor Fuel	354,290	325,000	303,000
Motor Pool	5,007,718	5,550,398	5,421,653
Group Insurance	7,669,452	6,767,988	7,729,736
Workers Compensation	719,594	693,680	728,243
Information Technology	1,403,831	1,628,068	1,622,734
Sunset Hill	31,715	30,032	32,032
TOTAL	\$106,534,487	\$99,965,536	\$115,415,842

FY 21**All Funds**

Expenditure Schedule

Fund	2019 Actual	2020 Budget	2021 Approved
General Fund	\$38,143,020	\$40,623,264	\$42,200,829
Confiscated Funds	37,505	420	290
Property Evidence	1,323	0	0
U.S. Dept. of Justice	14,428	0	0
GA DCA CHIP 02M-X-092-2-2695	3,600	0	0
HUD Federal Grant	599,963	668,771	659,080
GA DCA CHIP 04M-X-092-2-2915	5,745	0	0
GA DCA CHIP 06M-X-092-2-2951	22,100	0	0
GA DCA CHIP 07M-X-092-2-2961	24,000	0	0
GA DCA CHIP 07R-X-092-2-2979	11,000	0	0
GA DCA CHIP 2016-116	85,146	0	0
Accommodations Tax	2,738,798	3,556,521	2,647,919
SPLOST VII	8,691,996	7,712,893	7,023,086
SPLOST VIII	0	0	12,438,918
Airport Development	1,099,578	0	0
Road Improvement	1,419,011	630,000	670,000
General Capital Projects	0	0	251,735
Sanitation	5,925,932	5,852,324	5,915,208
Water & Sewer Revenue	21,127,892	22,094,121	22,543,408
Inspections	1,001,253	1,051,935	1,168,042
Department of Labor Building	309,335	537,061	831,467
Storm Water	1,540,416	1,806,508	2,119,174
Mathis Auditorium	285,130	325,230	315,724
Motor Fuel	345,705	372,309	350,329
Motor Pool	5,005,078	5,550,398	5,421,653
Group Insurance	7,669,452	6,767,988	7,729,736
Workers Compensation	429,968	700,000	940,000
Information Technology	1,403,831	1,628,068	1,622,734
Sunset Hill	9,836	14,351	8,104
TOTAL	\$97,951,041	\$99,892,162	\$114,857,436

FY 21 Financial Plan

	Governmental Funds				Proprietary Funds		Permanent Fund
	<i>Total Combined</i>	<i>General Fund</i>	<i>Special Revenue Funds</i>	<i>Capital Project Funds</i>	<i>Enterprise Funds</i>	<i>Internal Service Funds</i>	<i>Cemetery Trust Fund</i>
Projected Sources of Funds:							
Revenues:							
Taxes	\$48,486,433	\$33,580,333	\$2,500,100	\$12,406,000	\$0	\$0	\$0
Locally Generated Non-Tax Revenues	47,095,341	1,893,101	1,000	0	32,039,778	13,129,430	32,032
Revenues from Other Governments	3,098,847	1,649,767	659,080	630,000	160,000	0	0
Capital Contributed to Fund	8,945,456	0	0	0	8,945,456	0	0
Receipts from Other Funds of the City	7,789,765	5,141,829	0	0	275,000	2,372,936	0
Total Sources	115,415,842	42,265,030	3,160,180	13,036,000	41,420,234	15,502,366	32,032
Projected Uses of Funds:							
Operating Expenditures	84,803,937	39,794,734	2,632,289	0	27,187,519	15,181,291	8,104
Capital Expenditures	35,704,404	468,400	0	19,634,004	12,409,000	3,193,000	0
Capital Distribution	(15,602,000)	0	0	0	(12,409,000)	(3,193,000)	0
Debt Service	2,161,330	223,196	0	0	1,805,302	132,832	0
Disbursements to Other Funds of the City	7,789,765	1,714,499	675,000	749,735	4,250,531	400,000	0
Total Uses	114,857,436	42,200,829	3,307,289	20,383,739	33,243,352	15,714,123	8,104
Excess (Deficit) of Sources Over Uses	558,406	64,201	(147,109)	(7,347,739)	8,176,882	(211,757)	23,928
Estimated Fund Balance: July 1, 2020	173,521,154	4,572,461	3,516,111	18,803,813	143,723,457	1,287,877	1,617,435
Estimated Fund Balance As of June 30,	\$174,079,560	\$4,636,662	\$3,369,002	\$11,456,074	\$151,900,339	\$1,076,120	\$1,641,363

General Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$32,392,064	\$32,939,184	\$33,580,333
Locally Generated Non-Tax Revenues	1,910,108	2,078,200	1,893,101
Revenues from Other Governments	1,563,181	1,649,767	1,649,767
Receipts from Other Funds of the City	2,657,326	4,157,536	5,141,829
Total Sources	38,522,679	40,824,687	42,265,030
Anticipated Uses of Funds:			
Operating Expenditures	35,683,530	39,101,838	39,794,734
Capital Expenditures	321,386	270,725	468,400
Debt Service	135,264	237,437	223,196
Disbursements to Other Funds of the City	2,002,840	1,013,264	1,714,499
Total Uses	38,143,020	40,623,264	42,200,829
Excess (Deficit) of Sources Over Uses	379,659	201,423	64,201
Fund Balance at Beginning of Year:			
Nonspendable	2,677,584	4,868,536	4,868,536
Restricted	226,914	235,318	235,318
Committed	10,767	10,767	10,767
Assigned	485,233	0	0
Unassigned	0	(1,334,464)	(1,133,041)
Fund Balance at End of Year	\$3,780,157	\$3,981,580	\$4,045,781

Confiscated Funds

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$16,085	\$0	\$0
Total Sources	16,085	0	0
Anticipated Uses of Funds:			
Operating Expenditures	37,503	420	290
Total Uses	37,503	420	290
Excess (Deficit) of Sources Over Uses	(21,418)	(420)	(290)
Fund Balance at Beginning of Year:			
Fund Balance at End of Year	\$35,669	\$35,249	\$34,959

Property Evidence Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	1,324	0	0
Total Uses	1,324	0	0
Excess (Deficit) of Sources Over Uses	(1,324)	0	0
Fund Balance at Beginning of Year:	5,035	3,711	3,711
Fund Balance at End of Year	\$3,711	\$3,711	\$3,711

U.S. DOJ Local Law Block Grant Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$14,428	\$0	\$0
Total Sources	14,428	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	14,428	0	0
Total Uses	14,428	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 2019 ACTUAL	FY 2020 BUDGET	FY 2021 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 02M-X-092-2-2695 Grant Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 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:	9,600	6,000	6,000
Fund Balance at End of Year	\$6,000	\$6,000	\$6,000

Federal HUD Grant Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$369,571	\$668,771	\$659,080
Total Sources	369,571	668,771	659,080
Anticipated Uses of Funds:			
Operating Expenditures			
	599,963	668,771	659,080
Total Uses	599,963	668,771	659,080
Excess (Deficit) of Sources Over Uses	(230,392)	0	0
Fund Balance at Beginning of Year:	1,661,823	1,431,431	1,431,431
Fund Balance at End of Year	\$1,431,431	\$1,431,431	\$1,431,431

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

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	5,745	0	0
Total Uses	5,745	0	0
Excess (Deficit) of Sources Over Uses	(5,745)	0	0
Fund Balance at Beginning of Year:	5,745	0	0
Fund Balance at End of Year	\$0	\$0	\$0

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

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	22,100	0	0
Total Uses	22,100	0	0
Excess (Deficit) of Sources Over Uses	(22,100)	0	0
Fund Balance at Beginning of Year	36,800	14,700	14,700
Fund Balance at End of Year	\$14,700	\$14,700	\$14,700

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

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$0	\$0	\$0
Total Sources	0	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	24,000	0	0
Total Uses	24,000	0	0
Excess (Deficit) of Sources Over Uses	(24,000)	0	0
Fund Balance at Beginning of Year	62,300	38,300	38,300
Fund Balance at End of Year	\$38,300	\$38,300	\$38,300

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

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 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	37,000	26,000	26,000
Fund Balance at End of Year	\$26,000	\$26,000	\$26,000

CHIP 2016-116 Grant Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$228,163	\$0	\$0
Total Sources	228,163	0	0
Anticipated Uses of Funds:			
Operating Expenditures			
	85,146	0	0
Total Uses	85,146	0	0
Excess (Deficit) of Sources Over Uses	143,017	0	0
Fund Balance at Beginning of Year	257,611	400,628	400,628
Fund Balance at End of Year	\$400,628	\$400,628	\$400,628

Accomodations Tax Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$3,194,648	\$3,500,100	\$2,500,100
Interest	320	0	1,000
Total Sources	3,194,968	3,500,100	2,501,100
Anticipated Uses of Funds:			
Operating Expenditures	2,314,935	2,415,758	1,972,919
Disbursements to Other Funds of the City	365,553	1,140,763	675,000
Total Uses	2,680,488	3,556,521	2,647,919
Excess (Deficit) of Sources Over Uses	514,480	(56,421)	(146,819)
Fund Balance at Beginning of Year	900,420	1,414,900	1,358,479
Fund Balance at End of Year	\$1,414,900	\$1,358,479	\$1,211,660

SPLOST VII Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$11,706,548	\$10,500,000	\$0
Receipts from Other Funds of the City	0	0	0
Total Sources	11,706,548	10,500,000	0
Anticipated Uses of Funds:			
Capital Expenditures	8,691,996	7,642,112	7,023,086
Total Uses	8,691,996	7,642,112	7,023,086
Excess (Deficit) of Sources Over Uses	3,014,552	2,857,888	(7,023,086)
Fund Balance at Beginning of Year	5,909,089	8,923,641	11,781,529
Fund Balance at End of Year	\$8,923,641	\$11,781,529	\$4,758,443

SPLOST VIII Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$0	\$5,000,000	\$11,710,000
Receipts from Other Funds of the City	0	0	0
Total Sources	0	5,000,000	11,710,000
Anticipated Uses of Funds:			
Capital Expenditures	0	0	11,940,918
Disbursements to Other Funds of the City	0	0	498,000
Total Uses	0	0	12,438,918
Excess (Deficit) of Sources Over Uses	0	5,000,000	(728,918)
Fund Balance at Beginning of Year	0	0	5,000,000
Fund Balance at End of Year	\$0	\$5,000,000	\$4,271,082

TSPLOST Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Taxes	\$503,864	\$630,000	\$696,000
Total Sources	503,864	630,000	696,000
Anticipated Uses of Funds:			
Capital Expenditures	0	0	0
Total Uses	0	0	0
Excess (Deficit) of Sources Over Uses	503,864	630,000	696,000
Fund Balance at Beginning of Year	0	503,864	1,133,864
Fund Balance at End of Year	\$503,864	\$1,133,864	\$1,829,864

Road Improvement Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$616,269	\$611,000	\$630,000
Total Sources	616,269	611,000	630,000
Anticipated Uses of Funds:			
Capital Expenditures			
	1,419,011	656,000	670,000
Total Uses	1,419,011	656,000	670,000
Excess (Deficit) of Sources Over Uses	(802,742)	(45,000)	(40,000)
Fund Balance at Beginning of Year	1,211,476	408,734	363,734
Fund Balance at End of Year	\$408,734	\$363,734	\$323,734

Airport Development Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Revenues from Other Governments	\$1,213,756	\$0	\$0
Total Sources	1,213,756	0	0
Anticipated Uses of Funds:			
Capital Expenditures			
	1,099,578	0	0
Total Uses	1,099,578	0	0
Excess (Deficit) of Sources Over Uses	114,178	0	0
Fund Balance at Beginning of Year	415,564	529,742	529,742
Fund Balance at End of Year	\$529,742	\$529,742	\$529,742

General Capital Projects Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 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	0	0	0
Disbursements to Other Funds of the City	0	0	251,735
Total Uses	0	0	251,735
Excess (Deficit) of Sources Over Uses	0	0	(251,735)
Fund Balance at Beginning of Year	251,735	251,735	251,735
Fund Balance at End of Year	\$251,735	\$251,735	\$0

Sanitation Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$5,413,049	\$5,697,492	\$5,925,230
Revenues From Other Governments	315,911	160,000	160,000
Total Sources	5,728,960	5,857,492	6,085,230
Anticipated Uses of Funds:			
Operating Expenditures	5,469,357	5,569,815	5,550,355
Capital Expenditures	0	9,000	0
Capital Expenditure Distribution	0	(9,000)	0
Disbursements to Other Funds of the City	456,575	282,509	364,853
Total Uses	5,925,932	5,852,324	5,915,208
Excess (Deficit) of Sources Over Uses	(196,972)	5,168	170,022
Retained Earnings (Deficit) Beginning of Year	248,846	51,874	57,042
Retained Earnings at End of Year	\$51,874	\$57,042	\$227,064

Water & Sewer Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$19,786,308	\$20,511,308	\$22,186,970
Capital Contributed to Fund	5,406,788	2,651,516	8,945,456
Total Sources	25,193,096	23,162,824	31,132,426
Anticipated Uses of Funds:			
Operating Expenditures	16,636,772	17,726,391	17,944,800
Capital Expenditures	2,866,205	16,211,000	12,409,000
Capital Expenditure Distribution	(2,866,205)	(16,211,000)	(12,409,000)
Debt Service	1,911,357	1,963,996	1,771,844
Disbursements to Other Funds of the City	2,579,743	2,403,734	2,826,764
Total Uses	21,127,872	22,094,121	22,543,408
Excess (Deficit) of Sources Over Uses	4,065,224	1,068,703	8,589,018
Retained Earnings at Beginning of Year	132,424,423	136,489,647	137,558,350
Retained Earnings at End of Year	\$136,489,647	\$137,558,350	\$146,147,368

Inspection Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$1,229,120	\$1,134,700	\$1,297,050
Total Sources	1,229,120	1,134,700	1,297,050
Anticipated Uses of Funds:			
Operating Expenditures	855,528	927,857	928,899
Disbursements to Other Funds of the City	145,726	124,078	239,143
Total Uses	1,001,254	1,051,935	1,168,042
Excess (Deficit) of Sources Over Uses	227,866	82,765	129,008
Retained Earnings at Beginning of Year	(75,363)	152,503	235,268
Retained Earnings at End of Year	\$152,503	\$235,268	\$364,276

Department of Labor Building Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 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	260,367	293,841	298,009
Debt Service	48,969	43,220	33,458
Disbursements to Other Funds of the City	0	200,000	500,000
Total Uses	309,336	537,061	831,467
Excess (Deficit) of Sources Over Uses	159,821	(67,904)	(362,310)
Retained Earnings at Beginning of Year	779,196	939,017	871,113
Retained Earnings at End of Year	\$939,017	\$871,113	\$508,803

Stormwater Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$1,808,869	\$1,806,876	\$1,813,376
Total Sources	1,808,869	1,806,876	1,813,376
Anticipated Uses of Funds:			
Operating Expenditures	1,335,445	1,627,681	1,866,980
Disbursements to Other Funds of the City	204,971	178,827	252,194
Total Uses	1,540,416	1,806,508	2,119,174
Excess (Deficit) of Sources Over Uses	268,453	368	(305,798)
Retained Earnings at Beginning of Year	3,209,895	3,478,348	3,478,716
Retained Earnings at End of Year	\$3,478,348	\$3,478,716	\$3,172,918

Auditorium Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$46,822	\$45,000	\$45,000
Receipts from Other Funds of the City	340,763	340,763	275,000
Total Sources	387,585	385,763	320,000
Anticipated Uses of Funds:			
Operating Expenditures	270,438	316,918	303,147
Disbursements to Other Funds of the City	14,692	8,312	12,577
Total Uses	285,130	325,230	315,724
Excess (Deficit) of Sources Over Uses	102,455	60,533	4,276
Retained Earnings (Deficit) at Beginning of Year	(120,899)	(18,444)	42,089
Retained Earnings at End of Year	(\$18,444)	\$42,089	\$46,365

Motor Fuel Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$354,290	\$325,000	\$303,000
Total Sources	354,290	325,000	303,000
Anticipated Uses of Funds:			
Operating Expenditures	345,705	317,309	295,329
Disbursements to Other Funds of the City	0	55,000	55,000
Total Uses	345,705	372,309	350,329
Excess (Deficit) of Sources Over Uses	8,585	(47,309)	(47,329)
Retained Earnings (Deficit) at Beginning of Year	65,223	73,808	26,499
Retained Earnings at End of Year	\$73,808	\$26,499	(\$20,830)

Motor Pool Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$5,007,718	\$5,550,398	\$5,421,653
Capital Contributed to Fund	0	0	0
Total Sources	5,007,718	5,550,398	5,421,653
Anticipated Uses of Funds:			
Operating Expenditures	4,955,697	5,417,566	5,288,821
Capital Expenditures	4,753,196	2,789,150	3,193,000
Capital Expenditure Distribution	(4,753,196)	(2,789,150)	(3,193,000)
Debt Service	49,381	132,832	132,832
Total Uses	5,005,078	5,550,398	5,421,653
Gain/(Loss) on Sale of Assets	(2,640)	0	0
Excess (Deficit) of Sources Over Uses	2,640	0	0
Retained Earnings at Beginning of Year	0	0	0
Retained Earnings at End of Year	\$0	\$0	\$0

Group Insurance Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$4,897,441	\$5,334,800	\$5,356,800
Receipts from Other Funds of the City	2,772,011	1,433,188	2,372,936
Total Sources	7,669,452	6,767,988	7,729,736
Anticipated Uses of Funds:			
Operating Expenditures	7,669,452	6,767,988	7,729,736
Total Uses	7,669,452	6,767,988	7,729,736
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 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$719,594	\$693,680	\$728,243
Total Sources	719,594	693,680	728,243
Anticipated Uses of Funds:			
Operating Expenditures	429,968	650,000	540,000
Disbursements to Other Funds of the City	0	50,000	400,000
Total Uses	429,968	700,000	940,000
Excess (Deficit) of Sources Over Uses	289,626	(6,320)	(211,757)
Retained Earnings (Deficit) at Beginning of Year	588,251	877,877	871,557
Retained Earnings (Deficit) at End of Year	\$877,877	\$871,557	\$659,800

Information Technology Fund

	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$1,403,831	\$1,628,068	\$1,622,734
Total Sources	1,403,831	1,628,068	1,622,734
Anticipated Uses of Funds:			
Operating Expenditures	1,403,831	1,628,068	1,622,734
Total Uses	1,403,831	1,628,068	1,622,734
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 2019 ACTUAL	FY 2020 BUDGET	FY 2021 APPROVED
Projected Sources of Funds:			
Revenues:			
Locally Generated Non-Tax Revenues	\$32,325	\$30,032	32,032
Total Sources	32,325	30,032	32,032
Anticipated Uses of Funds:			
Operating Expenditures			
	9,837	14,351	8,104
Total Uses	9,837	14,351	8,104
Excess (Deficit) of Sources Over Uses	22,488	15,681	23,928
Fund Balance at Beginning of Year	1,708,471	1,730,959	1,746,640
Fund Balance at End of Year	\$1,730,959	\$1,746,640	\$1,770,568

Section D

Revenues

KEY REVENUE SOURCES

Key Revenue Sources & Assumptions

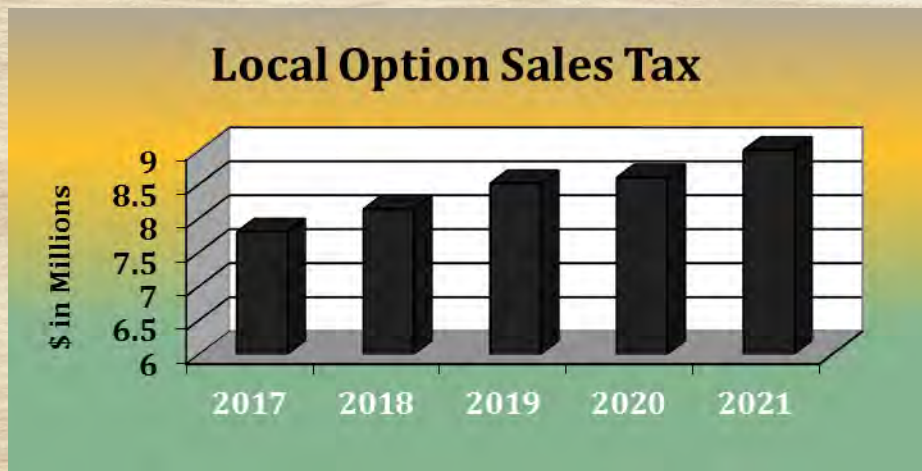
One of the analytical tools used during the FY 2021 Financial Planning process was a comprehensive revenue forecast. The forecast considered key revenue projection factors such as changes in population, increase in the consumer price index (CPI) and other growth factors. The trending of these key factors 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 2021 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 2021 Financial Plan.

General Assumptions

The FY 2021 revenue projections are conservatively budgeted to take in consideration the current trend of the economy and the resulting expected growth in revenues.

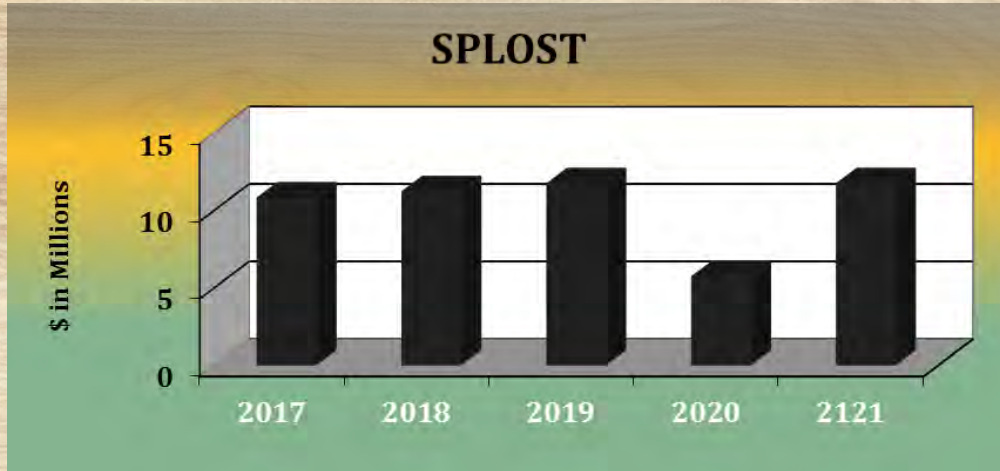
TAXES



FY 2021 Budget: \$9,000,000
FY 2020 Budget: \$8,600,000 and FY 2019 Actual: \$8,512,523
% of Total Revenue in FY 2020: 7.8%

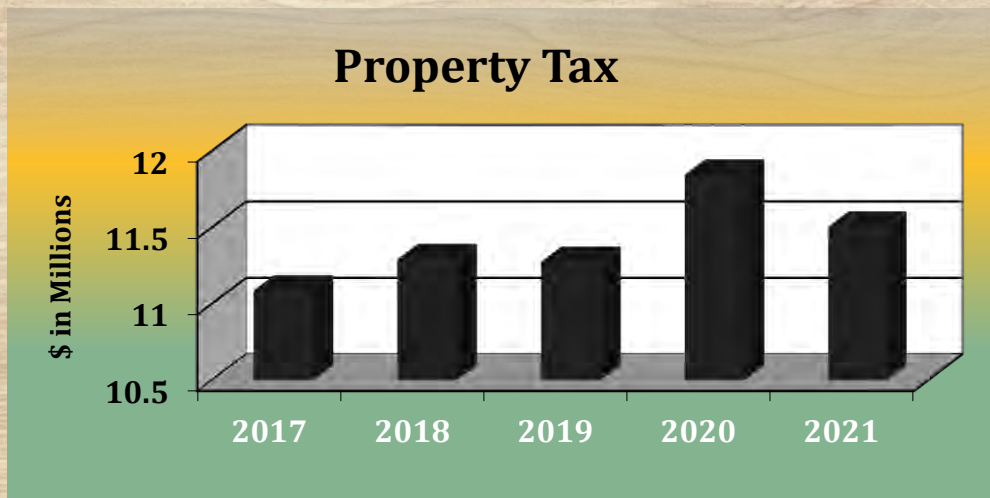
The City shares with the County 1% of all taxable retail sales occurring in Lowndes County. This tax is collected for cities and counties by the Georgia Department of Revenue (DOR) and is remitted the following month to the local jurisdictions. The percentage of the sales tax allocated to the City is 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 2021 Budget: \$11,710,000
FY 2020 Budget: \$5,700,000 and FY 2019 Actual: \$11,706,548
% of Total Revenue in FY 2021: 10.1%

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%. SPLOST VIII, Special Purpose Local Option Sales Tax, is an additional 1% sales tax enacted which is to be collected from January 2020 through December 2025. The City's distribution of SPLOST VIII is 48.51%. Note: In FY 20 SPLOST VIII was not voted on until after the budget was adopted. 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.

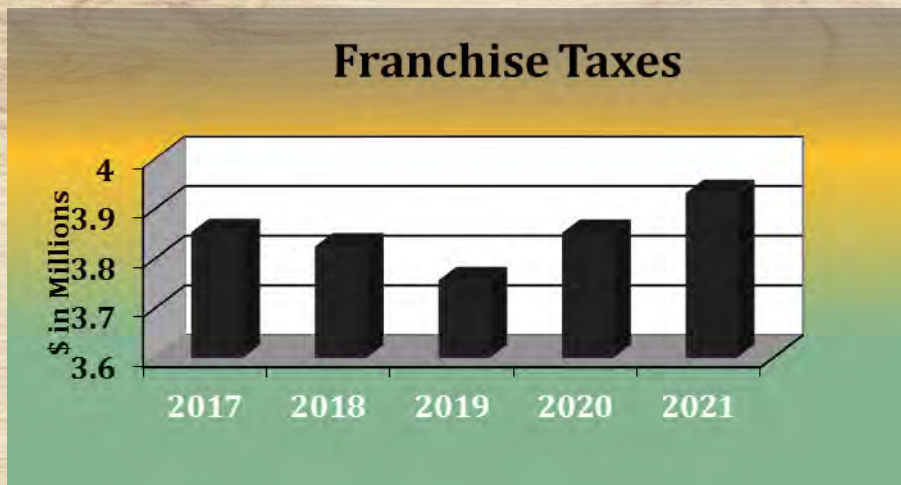


FY 2021 Budget: \$11,500,000
FY 2020 Budget: \$11,840,000 and FY 2019 Actual: \$11,270,840
% of Total Revenue in FY 2021: 10%

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

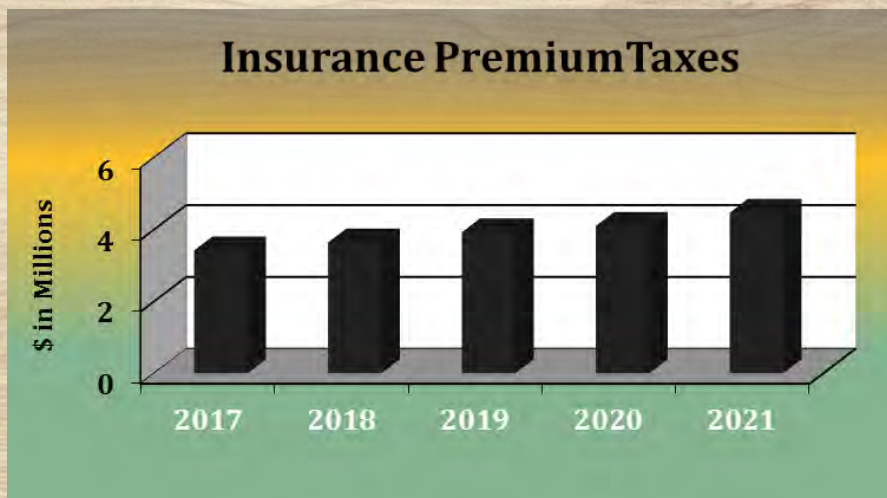
Key Revenue Sources & Assumptions

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 2021 Budget: \$3,930,000
FY 2020 Budget: \$3,850,000 and FY 2019 Actual: \$3,754,428
% of Total Revenue in FY 2021: 3.4%

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 2021 Budget: \$4,467,799
FY 2020 Budget: \$4,100,000 and FY 2019 Actual: \$3,924,921
% of Total Revenue in FY 2021: 3.9%

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

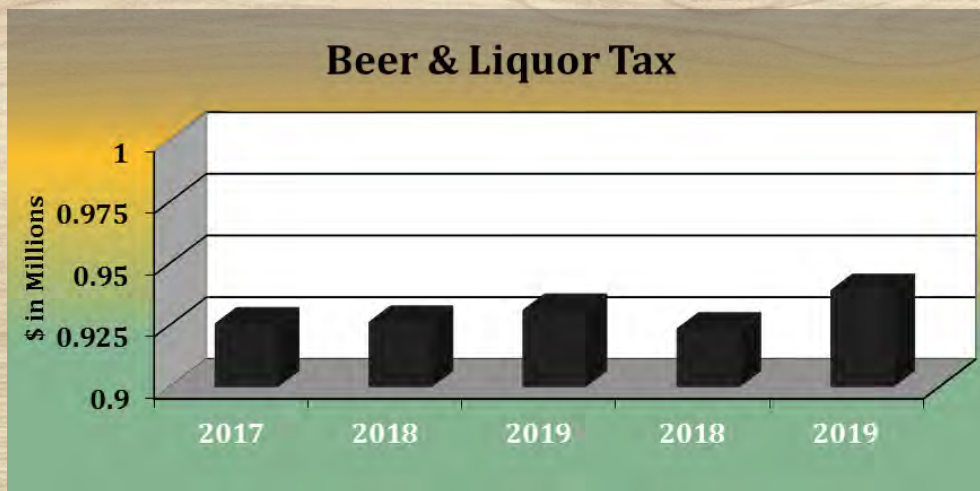
Key Revenue Sources & Assumptions

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 2021 Budget: \$1,675,000
FY 2020 Budget: \$1,700,000 and FY 2019 Actual: \$1,639,834
% of Total Revenue in FY 2021: 1.5%

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 2021 Budget: \$939,000
FY 2020 Budget: \$923,400 and FY 2019 Actual: \$930,972
% of Total Revenue in FY 2021: 0.8%

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 2021.

LICENSES AND PERMITS



FY 2021 Budget: \$1,297,050
FY 2020 Budget \$1,134,700 and FY 2019 Actual: \$1,229,119
% of Total Revenue in FY 2021: 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 2021 2.6%

FY 2021 Revenue \$2,975,996

FY 2020 Revenue \$3,308,538

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 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.

Key Revenue Sources & Assumptions

CHARGES FOR SERVICES



FY 2021 Budget: \$22,008,170
FY 2020 Budget: \$20,400,808 and FY 2019 Actual: \$19,649,441
% of Total Revenue in FY 2021: 19.1%

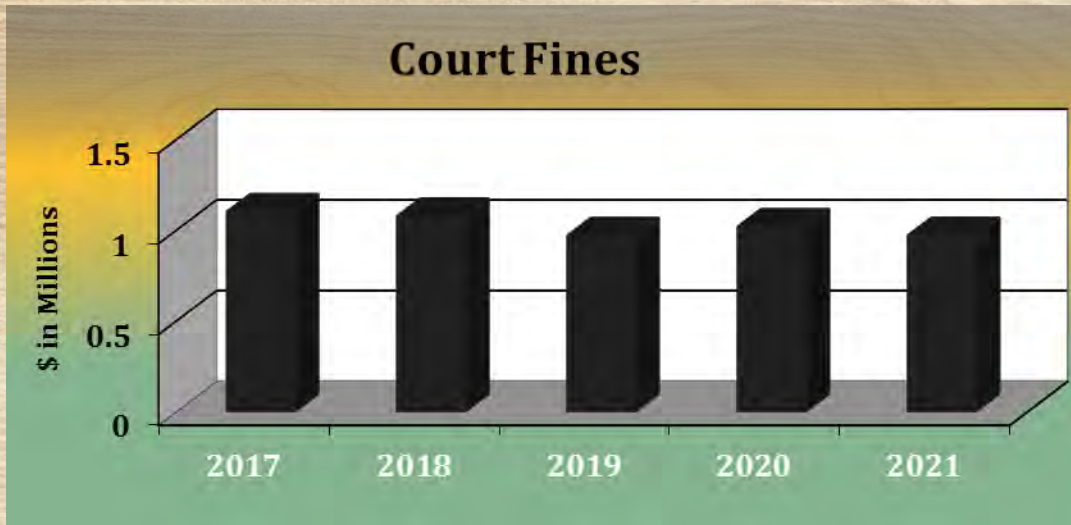
The Water and Sewer Fund charges all customers for the services it provides. With implementation of the rate study the revenue is projected to increase slightly each year since FY 2014.



FY 2021 Budget: \$5,925,230
FY 2020 Budget: \$5,697,492 and FY 2019 Actual: \$5,565,840
% of Total Revenue in FY 2021: 5.1%

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.

Key Revenue Sources & Assumptions



FY 2021 Budget: \$974,500
FY 2020 Budget: \$1,022,000 and FY 2019 Actual: \$973,420
% of Total Revenue in FY 2020: 0.8%

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

2021 Revenue Summary

				2019 Actual	2020 Budget	2021 Budget
Fund 101 - General Fund						
Department 00 - Non-department						
Division 0000 - Non-Division						
<i>Taxes</i>						
Real Property - Current				11,270,839.92	11,840,000.00	11,500,000.00
Timber Tax				16.80	250.00	250.00
Motor Vehicle				441,573.52	185,984.00	100,364.00
Mobile Home Tax				7,319.63	7,550.00	7,420.00
Railroad Equipment Tax				34,295.56	25,000.00	37,500.00
Heavy Duty Equipment				1,198.99	1,000.00	1,000.00
Property Not On Digest				38,238.65	41,000.00	39,000.00
Motor Vehicle Title Tax (TAVT)				1,283,684.74	1,200,000.00	1,300,000.00
Real Estate Transfer				65,147.33	45,000.00	63,000.00
Intangibles				192,090.62	135,000.00	200,000.00
Franchise				3,754,428.22	3,850,000.00	3,930,000.00
Local Option Sales - LOST				8,512,523.42	8,600,000.00	9,000,000.00
Beer Tax				646,285.82	668,400.00	660,000.00
Liquor Tax				284,686.31	255,000.00	279,000.00
Business & Occupation				1,639,834.03	1,700,000.00	1,675,000.00
Insurance Premium Tax				3,924,920.74	4,100,000.00	4,467,799.00
Financial Institution				179,800.70	185,000.00	220,000.00
Penalties & Interest				115,179.20	100,000.00	100,000.00
<i>Taxes Totals</i>				\$32,392,064.20	\$32,939,184.00	\$33,580,333.00
<i>Licenses and permits</i>						
Alcoholic Beverage License				457,248.42	460,000.00	460,000.00
Insurance Company Business				60,450.00	65,000.00	62,000.00
<i>Licenses and permits Totals</i>				\$517,698.42	\$525,000.00	\$522,000.00
<i>Charges for services</i>						
Misc Billing Contra				(204,847.72)	.00	.00

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
<i>Charges for services Totals</i>	(\$204,847.72)	\$0.00	\$0.00
<i>Interest income</i>			
Interest on Investments	72,252.55	40,000.00	50,000.00
<i>Interest income Totals</i>	\$72,252.55	\$40,000.00	\$50,000.00
<i>Miscellaneous</i>			
Rent	170,847.50	124,800.00	129,600.00
Warehouse Rent	30,000.00	30,000.00	30,000.00
Insurance Claims	6,742.36	12,000.00	2,500.00
Cemetery	40,725.00	36,000.00	36,000.00
Miscellaneous	128,258.36	121,000.00	123,500.00
<i>Miscellaneous Totals</i>	\$376,573.22	\$323,800.00	\$321,600.00
Division 0000 - Non-Division Totals	\$33,153,740.67	\$33,827,984.00	\$34,473,933.00
Department 00 - Non-department Totals	\$33,153,740.67	\$33,827,984.00	\$34,473,933.00
Department 11 - Legislative			
Division 1101 - Mayor and council			
<i>Intergovernmental revenues</i>			
Georgia Local Assistance Grant Landbank Authority	8,037.32	.00	.00
<i>Intergovernmental revenues Totals</i>	\$8,037.32	\$0.00	\$0.00
Division 1101 - Mayor and council Totals	\$8,037.32	\$0.00	\$0.00
Department 11 - Legislative Totals	\$8,037.32	\$0.00	\$0.00
Department 13 - Elections			
Division 1301 - Administration			
<i>Charges for services</i>			
Department Revenue	.00	6,700.00	.00
<i>Charges for services Totals</i>	\$0.00	\$6,700.00	\$0.00
Division 1301 - Administration Totals	\$0.00	\$6,700.00	\$0.00
Department 13 - Elections Totals	\$0.00	\$6,700.00	\$0.00
Department 14 - Law			
Division 1402 - Solicitor			
<i>Fines and forfeitures</i>			
Local Indigent Def	5,580.44	6,000.00	8,000.00
<i>Fines and forfeitures Totals</i>	\$5,580.44	\$6,000.00	\$8,000.00
Division 1402 - Solicitor Totals	\$5,580.44	\$6,000.00	\$8,000.00
Department 14 - Law Totals	\$5,580.44	\$6,000.00	\$8,000.00
Department 15 - Human resources			
Division 1501 - Administration			
<i>Charges for services</i>			
Collection Fee - Garn/Child Supp	4,590.57	4,500.00	5,000.00
<i>Charges for services Totals</i>	\$4,590.57	\$4,500.00	\$5,000.00
Division 1501 - Administration Totals	\$4,590.57	\$4,500.00	\$5,000.00
Department 15 - Human resources Totals	\$4,590.57	\$4,500.00	\$5,000.00

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
Department 16 - Finance			
Division 1604 - Customer service			
<i>Charges for services</i>			
Insufficient Fund Fees	958.81	700.00	850.00
<i>Charges for services Totals</i>	<u>\$958.81</u>	<u>\$700.00</u>	<u>\$850.00</u>
Division 1604 - Customer service Totals	\$958.81	\$700.00	\$850.00
Department 16 - Finance Totals			
Department 17 - Engineering			
Division 1701 - Administration			
<i>Licenses and permits</i>			
Land Disturbing Activity	1,000.00	1,500.00	1,500.00
NPDES Permitting	3,796.80	2,500.00	1,500.00
<i>Licenses and permits Totals</i>	<u>\$4,796.80</u>	<u>\$4,000.00</u>	<u>\$3,000.00</u>
Division 1701 - Administration Totals	\$4,796.80	\$4,000.00	\$3,000.00
Department 17 - Engineering Totals			
Department 32 - Police department			
Division 3220 - Patrol bureau			
<i>Intergovernmental revenues</i>			
Airport Security	23,350.00	20,000.00	.00
Other Agency-Funded Officers	979,782.17	1,168,478.00	1,039,553.00
Federal DOJ Bulletproof Vest	7,283.08	.00	.00
Contribution from GEMA	2,051.95	.00	.00
State of GA GOHS TEN - DOT	12,608.06	.00	.00
<i>Intergovernmental revenues Totals</i>	<u>\$1,025,075.26</u>	<u>\$1,188,478.00</u>	<u>\$1,039,553.00</u>
Division 3220 - Patrol bureau Totals	\$1,025,075.26	\$1,188,478.00	\$1,039,553.00
Division 3250 - Support services bureau			
<i>Intergovernmental revenues</i>			
Miscellaneous other local agencies	33,138.72	16,568.00	16,568.00
<i>Intergovernmental revenues Totals</i>	<u>\$33,138.72</u>	<u>\$16,568.00</u>	<u>\$16,568.00</u>
<i>Charges for services</i>			
Department Revenue	56,493.04	65,000.00	50,000.00
Over and Under	(100.49)	.00	.00
<i>Charges for services Totals</i>	<u>\$56,392.55</u>	<u>\$65,000.00</u>	<u>\$50,000.00</u>
<i>Fines and forfeitures</i>			
Court Fines & Forfeitures	947,435.82	1,000,000.00	950,000.00
Seat Belt Fines	15,394.20	12,000.00	14,000.00
<i>Fines and forfeitures Totals</i>	<u>\$962,830.02</u>	<u>\$1,012,000.00</u>	<u>\$964,000.00</u>

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
<i>Contributions and donations</i>			
Contribution & Donation	2,500.00	.00	.00
<i>Contributions and donations Totals</i>			
Division 3250 - Support services bureau Totals	\$2,500.00	\$0.00	\$0.00
Division 3260 - Crime lab	\$1,054,861.29	\$1,093,568.00	\$1,030,568.00
<i>Intergovernmental revenues</i>			
Contributions from Other Govt	15,000.00	32,500.00	49,000.00
<i>Intergovernmental revenues Totals</i>			
Division 3260 - Crime lab Totals	\$15,000.00	\$32,500.00	\$49,000.00
Department 32 - Police department Totals	\$2,094,936.55	\$2,314,546.00	\$2,119,121.00
Department 35 - Fire department			
Division 3510 - Administration			
<i>Charges for services</i>			
Department Revenue	45,131.40	16,000.00	30,000.00
<i>Charges for services Totals</i>			
Charges for services Totals	\$45,131.40	\$16,000.00	\$30,000.00
<i>Contributions and donations</i>			
Contribution & Donation	.00	500.00	.00
<i>Contributions and donations Totals</i>			
Division 3510 - Administration Totals	\$0.00	\$500.00	\$0.00
Division 3522 - Operations	\$45,131.40	\$16,500.00	\$30,000.00
<i>Intergovernmental revenues</i>			
Airport Crash Rescue	309,900.00	319,197.00	328,773.00
<i>Intergovernmental revenues Totals</i>			
Division 3522 - Operations Totals	\$309,900.00	\$319,197.00	\$328,773.00
Division 3540 - Special operations	\$309,900.00	\$319,197.00	\$328,773.00
<i>Intergovernmental revenues</i>			
Contribution from GEMA	79,000.00	.00	.00
<i>Intergovernmental revenues Totals</i>			
Division 3540 - Special operations Totals	\$79,000.00	\$0.00	\$0.00
Department 35 - Fire department Totals	\$79,000.00	\$0.00	\$0.00
Department 35 - Fire department Totals	\$434,031.40	\$335,697.00	\$358,773.00
Department 39 - Other protective services			
Division 3950 - Community protection			
<i>Charges for services</i>			
Housing	835.31	12,000.00	1,500.00
<i>Charges for services Totals</i>			
Division 3950 - Community protection Totals	\$835.31	\$12,000.00	\$1,500.00
Department 39 - Other protective services Totals	\$835.31	\$12,000.00	\$1,500.00
Department 42 - Street department			
Division 4226 - Right of way maintenance			
<i>Intergovernmental revenues</i>			
Right of Way Maintenance - State	93,030.00	93,024.00	93,024.00
<i>Intergovernmental revenues Totals</i>			
Intergovernmental revenues Totals	\$93,030.00	\$93,024.00	\$93,024.00

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
<i>Charges for services</i>			
Lot Clearing	32,072.61	30,000.00	30,000.00
<i>Charges for services Totals</i>			
Division 4226 - Right of way maintenance Totals	\$32,072.61	\$30,000.00	\$30,000.00
Department 42 - Street department Totals	\$125,102.61	\$123,024.00	\$123,024.00
Department 63 - Urban redevelopment			
Division 6350 - Planning & Zoning			
<i>Charges for services</i>			
Zoning Applications	30,653.00	32,000.00	30,000.00
<i>Charges for services Totals</i>			
Division 6350 - Planning & Zoning Totals	\$30,653.00	\$32,000.00	\$30,000.00
Department 63 - Urban redevelopment Totals	\$30,653.00	\$32,000.00	\$30,000.00
Department 65 - Community Development			
Division 6501 - Administration			
<i>Miscellaneous</i>			
Miscellaneous	2,090.00	.00	.00
<i>Miscellaneous Totals</i>			
Division 6501 - Administration Totals	\$2,090.00	\$0.00	\$0.00
Department 65 - Community Development Totals	\$2,090.00	\$0.00	\$0.00
Fund 101 - General Fund Totals			
	\$35,865,353.48	\$36,667,151.00	\$37,123,201.00
Fund 210 - Confiscated Funds			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Fines and forfeitures</i>			
Other confiscations/escheats	16,015.00	.00	.00
<i>Fines and forfeitures Totals</i>			
	\$16,015.00	\$0.00	\$0.00
<i>Interest income</i>			
Interest on Investments	69.98	.00	.00
<i>Interest income Totals</i>			
Division 0000 - Non-Division Totals	\$69.98	\$0.00	\$0.00
Department 00 - Non-department Totals	\$16,084.98	\$0.00	\$0.00
Fund 210 - Confiscated Funds Totals			
	\$16,084.98	\$0.00	\$0.00
Fund 211 - Property Evidence Fund			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Interest income</i>			
Interest on Investments	.05	.00	.00
<i>Interest income Totals</i>			
Division 0000 - Non-Division Totals	\$0.05	\$0.00	\$0.00
Department 00 - Non-department Totals	\$0.05	\$0.00	\$0.00
Fund 211 - Property Evidence Fund Totals			
	\$0.05	\$0.00	\$0.00

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
Fund 225 - U. S Dept. of Justice			
Department 32 - Police department			
Division 3209 - DOJ JAG 2017-DJ-BX-0771			
<i>Intergovernmental revenues</i>			
Federal DOJ grant	14,428.27	.00	.00
<i>Intergovernmental revenues Totals</i>	<u>\$14,428.27</u>	<u>\$0.00</u>	<u>\$0.00</u>
Division 3209 - DOJ JAG 2017-DJ-BX-0771 Totals	<u>\$14,428.27</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 32 - Police department Totals	<u>\$14,428.27</u>	<u>\$0.00</u>	<u>\$0.00</u>
Fund 225 - U. S Dept. of Justice Totals	<u>\$14,428.27</u>	<u>\$0.00</u>	<u>\$0.00</u>
Fund 231 - HUD Federal Grant			
Department 63 - Urban redevelopment			
Division 6382 - CDBG HUD entitlement grant			
<i>Intergovernmental revenues</i>			
Federal CDBG HUD Entitlement gra	369,571.20	668,771.00	659,080.00
<i>Intergovernmental revenues Totals</i>	<u>\$369,571.20</u>	<u>\$668,771.00</u>	<u>\$659,080.00</u>
Division 6382 - CDBG HUD entitlement grant Totals	<u>\$369,571.20</u>	<u>\$668,771.00</u>	<u>\$659,080.00</u>
Department 63 - Urban redevelopment Totals	<u>\$369,571.20</u>	<u>\$668,771.00</u>	<u>\$659,080.00</u>
Fund 231 - HUD Federal Grant Totals	<u>\$369,571.20</u>	<u>\$668,771.00</u>	<u>\$659,080.00</u>
Fund 239 - GA DCA CHIP 2016-116			
Department 63 - Urban redevelopment			
Division 6381 - CHIP grants			
<i>Intergovernmental revenues</i>			
Federal CHIP grant	228,163.00	.00	.00
<i>Intergovernmental revenues Totals</i>	<u>\$228,163.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Division 6381 - CHIP grants Totals	<u>\$228,163.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 63 - Urban redevelopment Totals	<u>\$228,163.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Fund 239 - GA DCA CHIP 2016-116 Totals	<u>\$228,163.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Fund 291 - Accommodations Tax			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Taxes</i>			
Accomodations Tax	3,338,524.94	3,500,000.00	2,500,000.00
Interest & Pen - Accom Tax	10.69	100.00	100.00
<i>Taxes Totals</i>	<u>\$3,338,535.63</u>	<u>\$3,500,100.00</u>	<u>\$2,500,100.00</u>
<i>Interest income</i>			

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
Interest on Investments	1,200.88	.00	1,000.00
<i>Interest income Totals</i>	<u>\$1,200.88</u>	<u>\$0.00</u>	<u>\$1,000.00</u>
Division 0000 - Non-Division Totals	<u>\$3,339,736.51</u>	<u>\$3,500,100.00</u>	<u>\$2,501,100.00</u>
Department 00 - Non-department Totals	<u>\$3,339,736.51</u>	<u>\$3,500,100.00</u>	<u>\$2,501,100.00</u>
Fund 291 - Accommodations Tax Totals	<u>\$3,339,736.51</u>	<u>\$3,500,100.00</u>	<u>\$2,501,100.00</u>
Fund 325 - SPLOST 2013			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Taxes</i>			
Spec. Purpose Local Option Sales	11,706,547.61	5,700,000.00	.00
<i>Taxes Totals</i>	<u>\$11,706,547.61</u>	<u>\$5,700,000.00</u>	<u>\$0.00</u>
Division 0000 - Non-Division Totals	<u>\$11,706,547.61</u>	<u>\$5,700,000.00</u>	<u>\$0.00</u>
Department 00 - Non-department Totals	<u>\$11,706,547.61</u>	<u>\$5,700,000.00</u>	<u>\$0.00</u>
Fund 325 - SPLOST 2013 Totals	<u>\$11,706,547.61</u>	<u>\$5,700,000.00</u>	<u>\$0.00</u>
Fund 326 - SPLOST 2019			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Taxes</i>			
Spec. Purpose Local Option Sales	.00	.00	11,710,000.00
<i>Taxes Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,710,000.00</u>
Division 0000 - Non-Division Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,710,000.00</u>
Department 00 - Non-department Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,710,000.00</u>
Fund 326 - SPLOST 2019 Totals	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,710,000.00</u>
Fund 331 - TSPLOST 2018			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Taxes</i>			
Spec. Purpose Local Option Sales	503,863.96	630,000.00	696,000.00
<i>Taxes Totals</i>	<u>\$503,863.96</u>	<u>\$630,000.00</u>	<u>\$696,000.00</u>
Division 0000 - Non-Division Totals	<u>\$503,863.96</u>	<u>\$630,000.00</u>	<u>\$696,000.00</u>
Department 00 - Non-department Totals	<u>\$503,863.96</u>	<u>\$630,000.00</u>	<u>\$696,000.00</u>
Fund 331 - TSPLOST 2018 Totals	<u>\$503,863.96</u>	<u>\$630,000.00</u>	<u>\$696,000.00</u>

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
Fund 341 - Airport Development			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Intergovernmental revenues</i>			
Contribution from FAA	1,098,990.37	.00	.00
Contribution from DOT	54,511.11	.00	.00
Cont fm Airport Authority	60,254.99	.00	.00
<i>Intergovernmental revenues Totals</i>	<u>\$1,213,756.47</u>	<u>\$0.00</u>	<u>\$0.00</u>
Division 0000 - Non-Division Totals	<u>\$1,213,756.47</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 00 - Non-department Totals	<u>\$1,213,756.47</u>	<u>\$0.00</u>	<u>\$0.00</u>
Fund 341 - Airport Development Totals	<u>\$1,213,756.47</u>	<u>\$0.00</u>	<u>\$0.00</u>
Fund 343 - Road Improvement Fund			
Department 17 - Engineering			
Division 1701 - Administration			
<i>Intergovernmental revenues</i>			
Contribution from DOT	616,269.28	830,000.00	630,000.00
<i>Intergovernmental revenues Totals</i>	<u>\$616,269.28</u>	<u>\$830,000.00</u>	<u>\$630,000.00</u>
Division 1701 - Administration Totals	<u>\$616,269.28</u>	<u>\$830,000.00</u>	<u>\$630,000.00</u>
Department 17 - Engineering Totals	<u>\$616,269.28</u>	<u>\$830,000.00</u>	<u>\$630,000.00</u>
Fund 343 - Road Improvement Fund Totals	<u>\$616,269.28</u>	<u>\$830,000.00</u>	<u>\$630,000.00</u>
Fund 501 - Sanitation			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Intergovernmental revenues</i>			
Deep South Revenue Sharing	152,791.70	160,000.00	160,000.00
<i>Intergovernmental revenues Totals</i>	<u>\$152,791.70</u>	<u>\$160,000.00</u>	<u>\$160,000.00</u>
<i>Charges for services</i>			
Special Pick Up	61,746.34	80,000.00	106,000.00
Landfill Charges	255.00	400.00	250.00
Recycling Revenues	14,743.27	30,000.00	30,000.00
<i>Charges for services Totals</i>	<u>\$76,744.61</u>	<u>\$110,400.00</u>	<u>\$136,250.00</u>
<i>Fines and forfeitures</i>			
Other Fines	5,010.00	4,000.00	2,500.00
<i>Fines and forfeitures Totals</i>	<u>\$5,010.00</u>	<u>\$4,000.00</u>	<u>\$2,500.00</u>

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
<i>Miscellaneous</i>			
Miscellaneous	278.43	.00	300.00
Miscellaneous	824.81	500.00	500.00
<i>Miscellaneous Totals</i>			
	<u>\$1,103.24</u>	<u>\$500.00</u>	<u>\$800.00</u>
Division 0000 - Non-Division Totals	\$235,649.55	\$274,900.00	\$299,550.00
Department 00 - Non-department Totals	\$235,649.55	\$274,900.00	\$299,550.00
Department 45 - Solid waste and recycling			
Division 4521 - Residential garbage			
<i>Charges for services</i>			
Residential Pick Up	4,002,412.83	4,020,000.00	4,008,000.00
Residential Adjustment	1,509.60	1,512.00	1,680.00
<i>Charges for services Totals</i>			
	<u>\$4,003,922.43</u>	<u>\$4,021,512.00</u>	<u>\$4,009,680.00</u>
Division 4521 - Residential garbage Totals	\$4,003,922.43	\$4,021,512.00	\$4,009,680.00
Division 4522 - Commercial collection			
<i>Charges for services</i>			
Small Business Pick Up	263,658.88	286,880.00	285,000.00
Commercial Pick Up	1,122,779.83	1,195,000.00	1,294,800.00
<i>Charges for services Totals</i>			
	<u>\$1,386,438.71</u>	<u>\$1,481,880.00</u>	<u>\$1,579,800.00</u>
Division 4522 - Commercial collection Totals	\$1,386,438.71	\$1,481,880.00	\$1,579,800.00
Division 4524 - Roll-off collections			
<i>Charges for services</i>			
Roll Off Fees	92,621.42	79,200.00	196,200.00
<i>Charges for services Totals</i>			
	<u>\$92,621.42</u>	<u>\$79,200.00</u>	<u>\$196,200.00</u>
Division 4524 - Roll-off collections Totals	\$92,621.42	\$79,200.00	\$196,200.00
Division 4540 - Recyclables collection			
<i>Intergovernmental revenues</i>			
Deep South Reg. Solid Waste - Magic of Recycling Program	7,987.20	.00	.00
<i>Intergovernmental revenues Totals</i>			
	<u>\$7,987.20</u>	<u>\$0.00</u>	<u>\$0.00</u>
Division 4540 - Recyclables collection Totals	\$7,987.20	\$0.00	\$0.00
Division 4550 - Recyclables distribution			
<i>Intergovernmental revenues</i>			
State of GA EPA FSF	2,340.50	.00	.00
<i>Intergovernmental revenues Totals</i>			
	<u>\$2,340.50</u>	<u>\$0.00</u>	<u>\$0.00</u>
Division 4550 - Recyclables distribution Totals	\$2,340.50	\$0.00	\$0.00
Department 45 - Solid waste and recycling Totals	<u>\$5,493,310.26</u>	<u>\$5,582,592.00</u>	<u>\$5,785,680.00</u>
Fund 501 - Sanitation Totals	<u>\$5,728,959.81</u>	<u>\$5,857,492.00</u>	<u>\$6,085,230.00</u>

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
Fund 502 - Water and Sewer Revenue			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Charges for services</i>			
Over/Under	(245.15)	.00	.00
<i>Charges for services Totals</i>	(\$245.15)	\$0.00	\$0.00
<i>Interest income</i>			
Interest on investments	2,089.48	.00	2,000.00
<i>Interest income Totals</i>	\$2,089.48	\$0.00	\$2,000.00
<i>Contributions and donations</i>			
Capital Contribution Revenue	5,406,787.96	2,651,516.00	8,945,456.00
<i>Contributions and donations Totals</i>	\$5,406,787.96	\$2,651,516.00	\$8,945,456.00
<i>Miscellaneous</i>			
Gain on Sale of Assets	(2,249,584.05)	.00	.00
<i>Miscellaneous Totals</i>	(\$2,249,584.05)	\$0.00	\$0.00
Division 0000 - Non-Division Totals	\$3,159,048.24	\$2,651,516.00	\$8,947,456.00
Department 00 - Non-department Totals	\$3,159,048.24	\$2,651,516.00	\$8,947,456.00
Department 43 - Water			
Division 4300 - Water Non Divisional			
<i>Charges for services</i>			
Service Fee	8,079,042.37	8,430,000.00	8,961,000.00
Hydrant Water	5,532.06	1,500.00	1,500.00
Late/Reconnect Fee	855,803.67	888,000.00	890,400.00
New Service Fee	118,088.14	116,000.00	116,000.00
Income Adjustment	1,535.00	1,536.00	1,800.00
Water Taps	36,100.00	35,000.00	.00
Outside Sampling	10,615.00	10,000.00	.00
<i>Charges for services Totals</i>	\$9,106,716.24	\$9,482,036.00	\$9,970,700.00
<i>Miscellaneous</i>			
Recovery of Bad Debt	67,436.65	50,000.00	40,000.00
Miscellaneous	67,090.84	60,000.00	135,800.00
<i>Miscellaneous Totals</i>	\$134,527.49	\$110,000.00	\$175,800.00
Division 4300 - Water Non Divisional Totals	\$9,241,243.73	\$9,592,036.00	\$10,146,500.00
Department 43 - Water Totals	\$9,241,243.73	\$9,592,036.00	\$10,146,500.00
Department 44 - Sanitation and waste water			
Division 4400 - Sewer Non Divisional			
<i>Charges for services</i>			
Service Fee	10,533,099.72	10,910,000.00	12,035,550.00
Income Adjustment	1,670.15	1,572.00	1,920.00

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
Sewer Taps	8,200.00	7,200.00	.00
<i>Charges for services Totals</i>	<u>\$10,542,969.87</u>	<u>\$10,918,772.00</u>	<u>\$12,037,470.00</u>
<i>Miscellaneous</i>			
Miscellaneous	250.00	500.00	1,000.00
<i>Miscellaneous Totals</i>	<u>\$250.00</u>	<u>\$500.00</u>	<u>\$1,000.00</u>
Division 4400 - Sewer Non Divisional Totals	<u>\$10,543,219.87</u>	<u>\$10,919,272.00</u>	<u>\$12,038,470.00</u>
Department 44 - Sanitation and waste water Totals	<u>\$10,543,219.87</u>	<u>\$10,919,272.00</u>	<u>\$12,038,470.00</u>
Fund 502 - Water and Sewer Revenue Totals	<u>\$22,943,511.84</u>	<u>\$23,162,824.00</u>	<u>\$31,132,426.00</u>
Fund 503 - Inspection			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Licenses and permits</i>			
Electrical Permits	95,748.25	90,000.00	111,000.00
Plumbing Permits	89,061.25	72,000.00	117,900.00
Building Permits	326,518.34	300,000.00	345,000.00
Mechanical Permits	120,141.00	120,000.00	159,000.00
Sprinkler Permits	2,228.00	2,500.00	3,000.00
<i>Licenses and permits Totals</i>	<u>\$633,696.84</u>	<u>\$584,500.00</u>	<u>\$735,900.00</u>
<i>Charges for services</i>			
Plan Review	57,330.58	50,000.00	55,000.00
<i>Charges for services Totals</i>	<u>\$57,330.58</u>	<u>\$50,000.00</u>	<u>\$55,000.00</u>
<i>Interest income</i>			
Interest on investments	.00	.00	300.00
<i>Interest income Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$300.00</u>
<i>Miscellaneous</i>			
Miscellaneous	11,150.00	8,000.00	11,750.00
<i>Miscellaneous Totals</i>	<u>\$11,150.00</u>	<u>\$8,000.00</u>	<u>\$11,750.00</u>
Division 0000 - Non-Division Totals	<u>\$702,177.42</u>	<u>\$642,500.00</u>	<u>\$802,950.00</u>
Department 00 - Non-department Totals	<u>\$702,177.42</u>	<u>\$642,500.00</u>	<u>\$802,950.00</u>
Department 68 - Other Governments/Agencies			
Division 6801 - Lowndes County			
<i>Licenses and permits</i>			
Electrical Permits	28,409.00	35,000.00	37,500.00
Plumbing Permits	6,707.00	7,500.00	6,500.00
Building Permits	444,219.04	400,000.00	405,000.00
Mechanical Permits	35,742.00	40,000.00	35,000.00

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
<i>Licenses and permits Totals</i>	\$515,077.04	\$482,500.00	\$484,000.00
Division 6801 - Lowndes County Totals	\$515,077.04	\$482,500.00	\$484,000.00
Division 6802 - Hahira			
<i>Licenses and permits</i>			
Electrical Permits	1,160.00	1,000.00	1,000.00
Plumbing Permits	.00	500.00	500.00
Building Permits	4,362.00	4,500.00	4,500.00
Mechanical Permits	1,030.00	500.00	1,500.00
<i>Licenses and permits Totals</i>	\$6,552.00	\$6,500.00	\$7,500.00
Division 6802 - Hahira Totals	\$6,552.00	\$6,500.00	\$7,500.00
Division 6803 - Lake Park			
<i>Licenses and permits</i>			
Electrical Permits	540.00	500.00	500.00
Plumbing Permits	.00	100.00	100.00
Building Permits	4,733.00	2,600.00	1,900.00
Mechanical Permits	40.00	.00	100.00
<i>Licenses and permits Totals</i>	\$5,313.00	\$3,200.00	\$2,600.00
Division 6803 - Lake Park Totals	\$5,313.00	\$3,200.00	\$2,600.00
Department 68 - Other Governments/Agencies Totals	\$526,942.04	\$492,200.00	\$494,100.00
Fund 503 - Inspection Totals	\$1,229,119.46	\$1,134,700.00	\$1,297,050.00
Fund 505 - Department of Labor Building			
Department 18 - Other general and administrative			
Division 1824 - Department of labor building			
<i>Miscellaneous</i>			
Rent	469,157.04	469,157.00	469,152.00
<i>Miscellaneous Totals</i>	\$469,157.04	\$469,157.00	\$469,152.00
Division 1824 - Department of labor building Totals	\$469,157.04	\$469,157.00	\$469,152.00
Department 18 - Other general and administrative Totals	\$469,157.04	\$469,157.00	\$469,152.00
Fund 505 - Department of Labor Building Totals	\$469,157.04	\$469,157.00	\$469,152.00

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
Fund 512 - Storm Water			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Interest income</i>			
Interest on investments	481.44	.00	500.00
<i>Interest income Totals</i>	<u>\$481.44</u>	<u>\$0.00</u>	<u>\$500.00</u>
Division 0000 - Non-Division Totals	<u>\$481.44</u>	<u>\$0.00</u>	<u>\$500.00</u>
Department 00 - Non-department Totals	<u>\$481.44</u>	<u>\$0.00</u>	<u>\$500.00</u>
Department 42 - Street department			
Division 4250 - Operation & Maintenance			
<i>Charges for services</i>			
Service Fee	1,807,991.45	1,806,000.00	1,812,000.00
Income Adjustment	877.80	876.00	876.00
<i>Charges for services Totals</i>	<u>\$1,808,869.25</u>	<u>\$1,806,876.00</u>	<u>\$1,812,876.00</u>
Division 4250 - Operation & Maintenance Totals	<u>\$1,808,869.25</u>	<u>\$1,806,876.00</u>	<u>\$1,812,876.00</u>
Department 42 - Street department Totals	<u>\$1,808,869.25</u>	<u>\$1,806,876.00</u>	<u>\$1,812,876.00</u>
Fund 512 - Storm Water Totals	<u>\$1,809,350.69</u>	<u>\$1,806,876.00</u>	<u>\$1,813,376.00</u>
Fund 555 - Auditorium			
Department 52 - Parks and facilities			
Division 5211 - Mathis auditorium			
<i>Miscellaneous</i>			
Rent	46,822.50	45,000.00	45,000.00
<i>Miscellaneous Totals</i>	<u>\$46,822.50</u>	<u>\$45,000.00</u>	<u>\$45,000.00</u>
Division 5211 - Mathis auditorium Totals	<u>\$46,822.50</u>	<u>\$45,000.00</u>	<u>\$45,000.00</u>
Department 52 - Parks and facilities Totals	<u>\$46,822.50</u>	<u>\$45,000.00</u>	<u>\$45,000.00</u>
Fund 555 - Auditorium Totals	<u>\$46,822.50</u>	<u>\$45,000.00</u>	<u>\$45,000.00</u>
Fund 595 - Motor fuel			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Charges for services</i>			
Fuel Sales	354,289.71	325,000.00	303,000.00
<i>Charges for services Totals</i>	<u>\$354,289.71</u>	<u>\$325,000.00</u>	<u>\$303,000.00</u>
<i>Interest income</i>			
Interest on investments	35.23	.00	.00
<i>Interest income Totals</i>	<u>\$35.23</u>	<u>\$0.00</u>	<u>\$0.00</u>
Division 0000 - Non-Division Totals	<u>\$354,324.94</u>	<u>\$325,000.00</u>	<u>\$303,000.00</u>
Department 00 - Non-department Totals	<u>\$354,324.94</u>	<u>\$325,000.00</u>	<u>\$303,000.00</u>
Fund 595 - Motor fuel Totals	<u>\$354,324.94</u>	<u>\$325,000.00</u>	<u>\$303,000.00</u>

City of Valdosta

2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
Fund 601 - Motor pool			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Charges for services</i>			
Fuel Sales	345,502.13	317,000.00	295,000.00
Vehicle Services	4,639,959.53	5,198,398.00	5,091,653.00
<i>Charges for services Totals</i>	\$4,985,461.66	\$5,515,398.00	\$5,386,653.00
<i>Miscellaneous</i>			
Insurance Claims	22,256.04	10,000.00	10,000.00
Sale of Property	11,457.48	25,000.00	25,000.00
Gain on Sale of Assets	(14,097.29)	.00	.00
<i>Miscellaneous Totals</i>	\$19,616.23	\$35,000.00	\$35,000.00
Division 0000 - Non-Division Totals	\$5,005,077.89	\$5,550,398.00	\$5,421,653.00
Department 00 - Non-department Totals	\$5,005,077.89	\$5,550,398.00	\$5,421,653.00
Fund 601 - Motor pool Totals	\$5,005,077.89	\$5,550,398.00	\$5,421,653.00
Fund 602 - Group Insurance			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Charges for services</i>			
Employee Insurance Premium	4,641,875.37	5,116,800.00	5,116,800.00
Retiree Insurance Premium	147,288.68	140,000.00	162,000.00
Cobra Insurance Premium	40,768.30	33,000.00	33,000.00
<i>Charges for services Totals</i>	\$4,829,932.35	\$5,289,800.00	\$5,311,800.00
<i>Miscellaneous</i>			
Miscellaneous	67,508.64	45,000.00	45,000.00
<i>Miscellaneous Totals</i>	\$67,508.64	\$45,000.00	\$45,000.00
Division 0000 - Non-Division Totals	\$4,897,440.99	\$5,334,800.00	\$5,356,800.00
Department 00 - Non-department Totals	\$4,897,440.99	\$5,334,800.00	\$5,356,800.00
Fund 602 - Group Insurance Totals	\$4,897,440.99	\$5,334,800.00	\$5,356,800.00
Fund 603 - Workmen's Compensation			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Charges for services</i>			
Employee Insurance Premium	719,394.29	693,680.00	728,243.00
<i>Charges for services Totals</i>	\$719,394.29	\$693,680.00	\$728,243.00

City of Valdosta 2021 Revenue Summary

	2019 Actual	2020 Budget	2021 Budget
<i>Miscellaneous</i>			
Miscellaneous	200.00	.00	.00
<i>Miscellaneous Totals</i>			
	\$200.00	\$0.00	\$0.00
Division 0000 - Non-Division Totals	\$719,594.29	\$693,680.00	\$728,243.00
Department 00 - Non-department Totals	\$719,594.29	\$693,680.00	\$728,243.00
Fund 603 - Workmen's Compensation Totals	\$719,594.29	\$693,680.00	\$728,243.00
Fund 604 - IT Services			
Department 16 - Finance			
Division 1610 - Information technology			
<i>Charges for services</i>			
Information Technology Charges	1,402,997.17	1,627,568.00	1,622,734.00
Information Technology Charges- External Customers	788.34	500.00	.00
<i>Charges for services Totals</i>			
	\$1,403,785.51	\$1,628,068.00	\$1,622,734.00
<i>Interest income</i>			
Interest on Investments	45.93	.00	.00
<i>Interest income Totals</i>			
	\$45.93	\$0.00	\$0.00
Division 1610 - Information technology Totals	\$1,403,831.44	\$1,628,068.00	\$1,622,734.00
Department 16 - Finance Totals	\$1,403,831.44	\$1,628,068.00	\$1,622,734.00
Fund 604 - IT Services Totals	\$1,403,831.44	\$1,628,068.00	\$1,622,734.00
Fund 791 - Sunset Hill Permanent Fund			
Department 00 - Non-department			
Division 0000 - Non-Division			
<i>Interest income</i>			
Interest on Investments	1,490.61	.00	.00
<i>Interest income Totals</i>			
	\$1,490.61	\$0.00	\$0.00
<i>Contributions and donations</i>			
Perpetual Care Income	6,100.00	5,000.00	7,000.00
<i>Contributions and donations Totals</i>			
	\$6,100.00	\$5,000.00	\$7,000.00
<i>Miscellaneous</i>			
Rent	24,733.68	25,032.00	25,032.00
<i>Miscellaneous Totals</i>			
	\$24,733.68	\$25,032.00	\$25,032.00
Division 0000 - Non-Division Totals	\$32,324.29	\$30,032.00	\$32,032.00
Department 00 - Non-department Totals	\$32,324.29	\$30,032.00	\$32,032.00
Fund 791 - Sunset Hill Permanent Fund Totals	\$32,324.29	\$30,032.00	\$32,032.00
Net Grand Totals	\$98,513,289.99	\$94,034,049.00	\$107,626,077.00

Section E

Department Budget
Highlights

FY 21

Section E

**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 2019-2021.

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 2020 and may also list departmental and divisional goals and objectives for 2021. 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 2019. Projections for the year 2020 and 2021 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.

FY 21

General Government

Administration

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**

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.

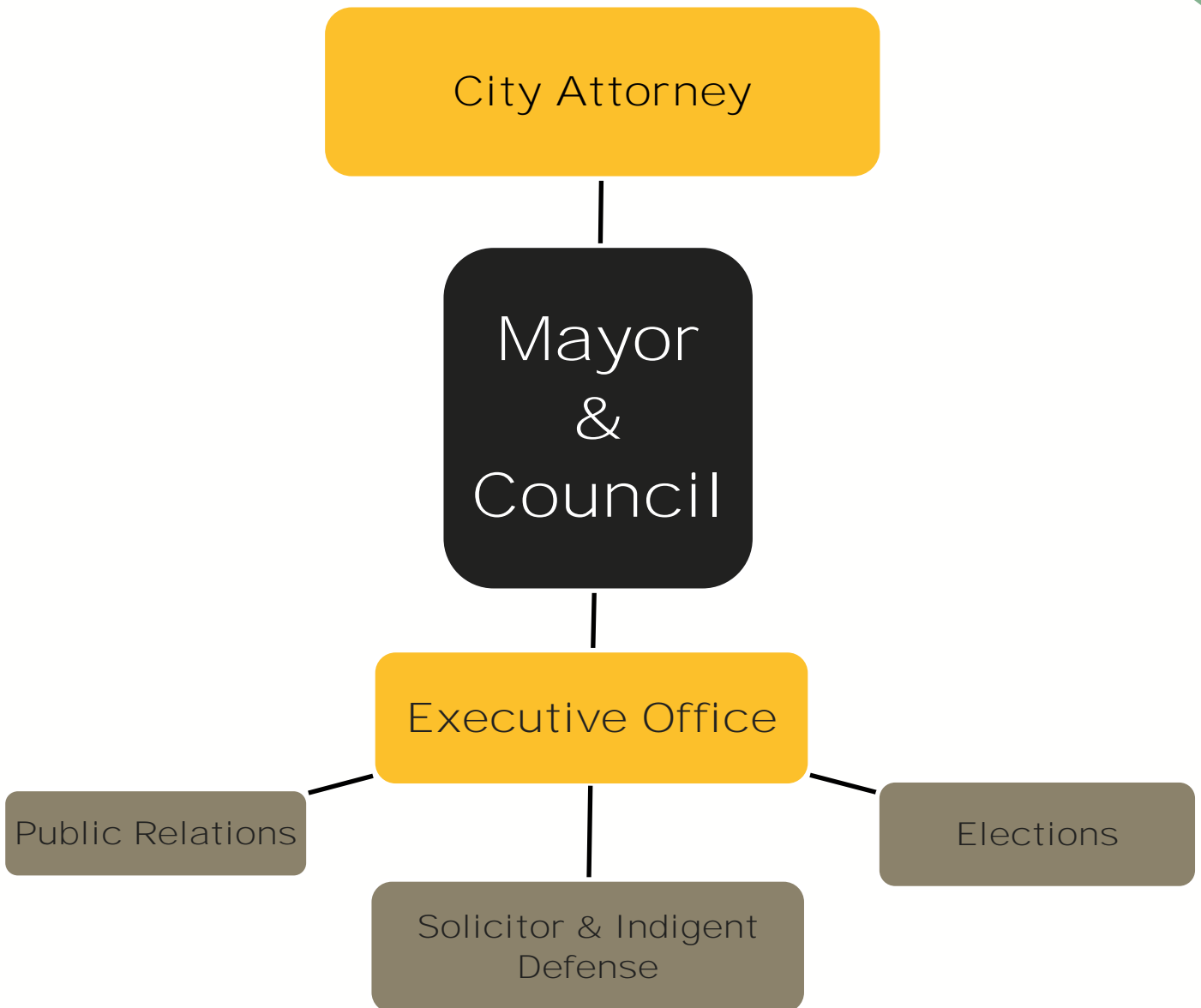
Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$745,212	\$767,986	\$780,228
Contractual Services	262,178	253,854	283,252
Supplies	42,118	31,700	55,820
Travel, Training & Membership	185,668	246,714	246,657
Other Services & Charges	487,517	699,773	676,372
Total Expenditures	\$1,722,693	\$2,000,027	\$2,042,329
Positions			
Full Time	16	16	16
Total Positions	16	16	16

FY 21

Organizational
Chart

ADMINISTRATION



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.

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$210,540	\$213,472	\$210,187
Contractual Services	197,265	127,055	207,629
Supplies	18,678	15,300	19,620
Travel, Training & Membership	146,042	208,136	208,987
Other Services & Charges	182,757	203,337	242,417
Total Expenditures	\$755,282	\$767,300	\$888,840

POSITIONS

FY 19 * 8

FY 20 * 8

FY 21 * 8

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 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.

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$401,384	\$420,460	\$416,615
Contractual Services	54,546	60,946	59,599
Supplies	14,990	6,900	21,500
Travel, Training & Membership	14,205	12,800	8,980
Other Services & Charges	28,462	42,892	35,922
Total Expenditures	\$513,587	\$543,998	\$542,616

POSITIONS

FY 19 * 5

FY 20 * 5

FY 21 * 5

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of 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

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.

Significant Accomplishments and/or Changes:

- Wrote and produced 194 press releases, 52 weekly E-newsletters, 4 City Beat newsletters, the 2019 Annual Report, 2019 Water Quality Report, and other items as requested
- Continued to grow the effectiveness and integrity of Twitter, YouTube, Instagram and Facebook accounts, partnering with a VSU Social Media class for a mutually-beneficial educational project
- **Improved the use of our 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 17 of them during 2019
- Joined Nextdoor, a private neighborhood networking social media platform, as a Public Agency
- Managed Metro Channel 17, produced 21 programs, 9 VYC shows, and 185 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 120% in 2019 with a monthly reach of 50,000

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, improving engagement and reach
- 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$133,288	\$134,054	\$153,426
Contractual Services	10,367	15,853	16,024
Supplies	8,450	9,500	14,700
Travel, Training & Membership	25,421	25,778	28,690
Other Services & Charges	30,222	38,544	33,033
Total Expenditures	\$207,748	\$223,729	\$245,873

POSITIONS

FY 19 * 2

FY 20 * 3

FY 21 * 3

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Production of bi monthly newsletters	4	4	4
Press Releases/media advisories/PSA's	194	180	200
Weekly E-Newsletters	52	52	52
Social Media Posts	1787	1000	1500
Tours through City facilities	17	12	15
PIO speaking events	6	8	6
<i>City Focus</i> new show on Channel 17	21	25	24
Video PSAs	185	20	100
Event Coordination	32	20	30

Administration

Elections

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

Significant Accomplishments and/or Changes:

- None

Division Objectives:

- N/A

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Contractual Services	\$0	\$50,000	\$0
Total Expenditures	\$0	\$50,000	\$0

Administration

City
Attorney

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.

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Other Services & Charges	\$225,621	\$300,000	\$250,000
Total Expenditures	\$225,621	\$300,000	\$250,000

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 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

Significant Accomplishments and/or Changes:

- None

Division Objectives:

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Other Services & Charges	\$20,455	\$115,000	\$115,000
Total Expenditures	\$20,455	\$115,000	\$115,000

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 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
% of ordinances reviewed within 10 days	95%	95%	95%

FY 21

Human Resources Department

Human Resources

Department Goals

- **Benefit Lunch and Learns**
- **Focus on Wellness Programs**
- **Management / Supervisory Training**
- **Sexual Harassment / Generation Training**
- **Employee Engagement – Revamp ERC**

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Garnishment Admin Fees	\$4,591	\$4,500	\$5,000
Total Funds Generated	\$4,591	\$4,500	\$5,000

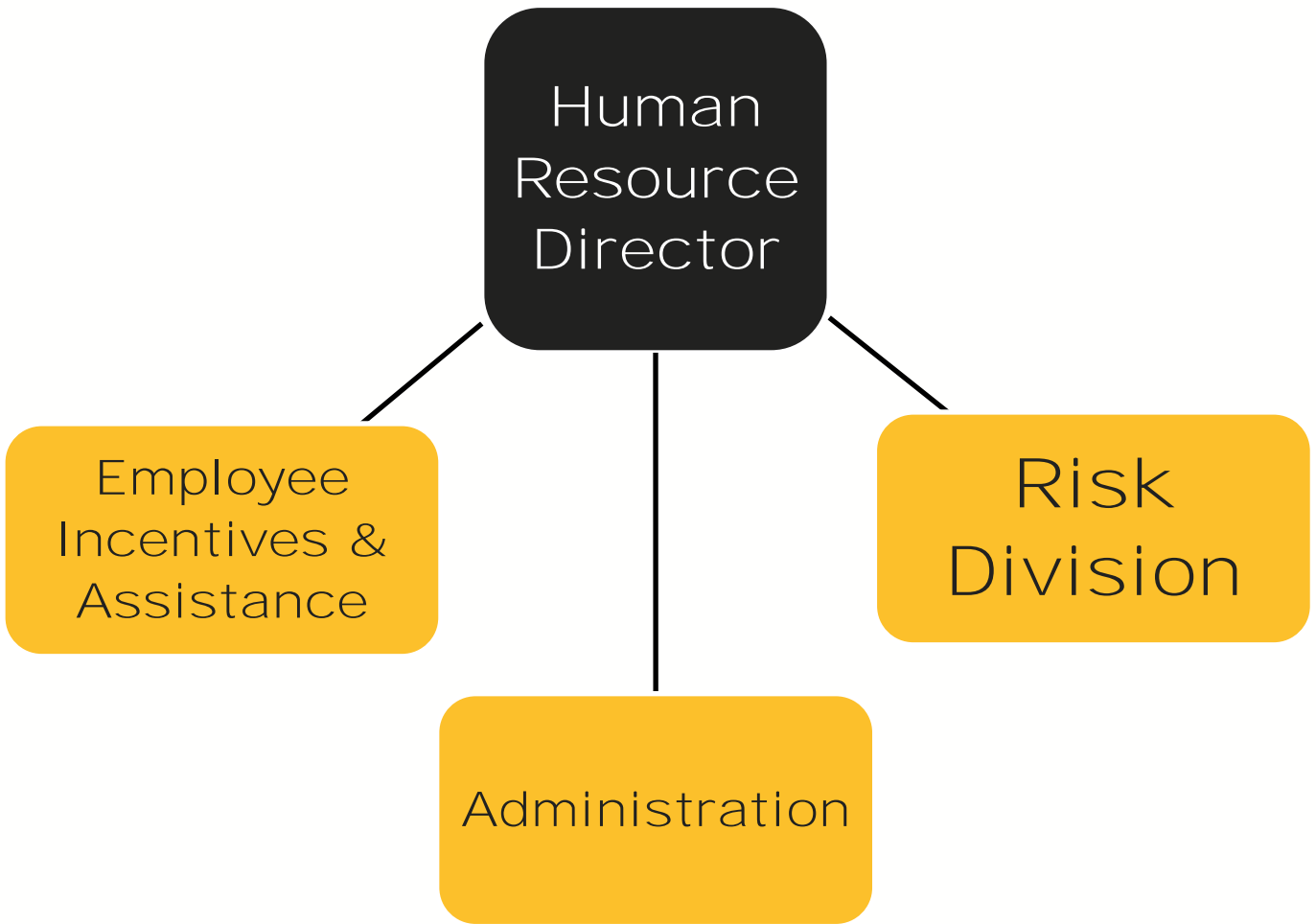
Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$332,264	\$347,221	\$356,735
Contractual Services	53,079	41,606	35,470
Supplies	8,781	8,100	11,100
Travel, Training & Membership	9,660	13,711	13,711
Other Services & Charges	63,103	92,036	49,108
Total Expenditures	\$466,887	\$502,674	\$466,124

Positions	FY 2019	FY 2020	FY 2021
Full Time	4	4	4
Total Positions	4	4	4

FY 21

**Organizational
Chart**

HUMAN
RESOURCES



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.

Significant Accomplishments and/or Changes:

- Sped up the hiring process from 3-4 weeks to less than 2 weeks
- **Reduced workers' compensation expenditures by 45%** during the comparable period last year
- Developed a Safety Committee Manual signed and approved by the City Manager
- Launched an effective safety and loss control program for the protection of employee, general public, facilities and financial strengths
- Decreased expenditures in submitted liability claims found to be non-compensable, due to reduction in overall liability claims
- Facilitated a monthly general self-inspection for each department and its facilities to identify and prevent hazards

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

Human Resources

Administration
Continued

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Garnishment Admin Fees	\$4,177	\$4,500	\$5,000
Total Funds Generated	\$4,177	\$4,500	\$5,000

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$330,383	\$342,221	\$353,735
Contractual Services	31,983	5,964	5,970
Supplies	8,781	8,100	11,100
Travel, Training & Membership	9,660	13,711	13,711
Other Services & Charges	37,314	61,562	29,108
Total Expenditures	\$418,121	\$431,558	\$413,624

POSITIONS

FY 19 * 5

FY 20 * 5

FY 21 * 5

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Classification & Pay System Review	.5%	.05%	.75%
Revise HR Policies & Procedures Manual	50%	50%	.75%
Rules and Regulations	50%	50%	.75%

Human Resources

Employee Incentives &

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

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$1,881	\$5,000	\$3,000
Total Expenditures	\$1,881	\$5,000	\$3,000

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of training sessions	12	12	15
Electronic recruitment system	50%	75%	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.

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 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

Budget Performance Measures

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
General Liability/Annual Percent Reduction	40%	40%	40%
Expand Return to work/Modified Duty Program	20%	20%	25%

FY 21

Finance Department

Finance

Department Goals

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

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.

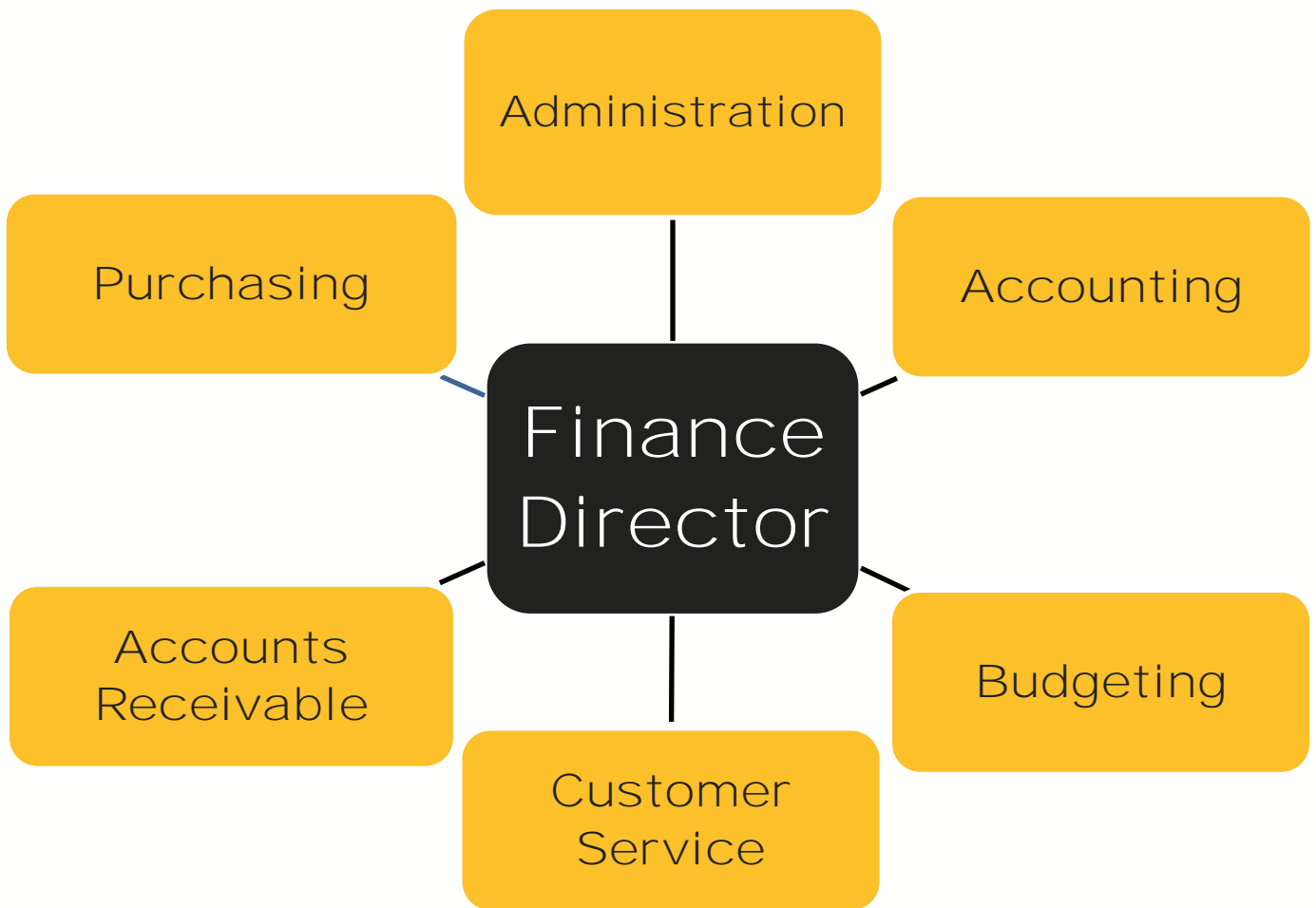
Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$1,584,589	\$1,630,346	\$1,639,393
Contractual Services	169,184	186,645	203,912
Supplies	20,846	19,970	32,085
Travel, Training & Membership	10,348	16,632	22,527
Other Services & Charges	247,700	373,669	381,420
Total Expenditures	\$2,032,667	\$2,227,262	\$2,279,337
Positions			
Full Time	23	24	24
Total Positions	23	24	24

FY 21

**Organizational
Chart**

FINANCE



Finance

Administration

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

Significant Accomplishments and/or Changes:

- None

Division Objectives:

- Prepare and improve a 5 year capital expenditure plan
- Develop a cash flow analysis in order to meet financial obligations as they become due
- Ensure maximum investment yield on idle cash

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$181,581	\$198,024	\$200,005
Contractual Services	1,031	1,446	1,221
Supplies	476	350	700
Travel, Training & Membership	2,512	4,950	5,815
Other Services & Charges	63,232	79,425	100,653
Total Expenditures	\$248,832	\$284,195	\$308,394

POSITIONS

FY 19 * 2

FY 20 * 2

FY 21 * 2

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of monthly financial statements reviewed	100%	100%	100%
% of available funds in interest bearing accounts	99%	99%	99%
% yield of secured investments	2.0%	2.0%	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.

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 31 years in a row

Division Objectives:

- Prepare the Comprehensive Annual Financial Report (CAFR) and receive the GFOA award
- Decrease our reliance on paper documents
- Streamline the monthly and yearly closing process

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$439,796	\$446,318	\$439,999
Contractual Services	6,621	5,051	7,185
Supplies	2,687	2,550	5,650
Travel, Training & Membership	3,192	3,820	7,935
Other Services & Charges	59,829	85,172	56,587
Total Expenditures	\$512,125	\$542,911	\$517,356

POSITIONS

FY 19 * 5

FY 20 * 6

FY 21 * 6

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Average number of working days to compile departmental reports	10	9	10
Consecutive years receiving GFOA's CAFR award	31	32	33

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.

Significant Accomplishments and/or Changes:

- Awarded the GFOA Distinguished Budget Presentation Award for the Fiscal Year 2019 Budget Document

Division Objectives:

- Monitor the expenditures of each department to ensure they stay within budget
- Adopt the budget 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$170,960	\$174,391	\$176,129
Contractual Services	739	1,734	1,912
Supplies	3,028	2,460	2,900
Travel, Training & Membership	146	2,212	2,050
Other Services & Charges	10,278	13,978	13,979
Total Expenditures	\$185,151	\$194,775	\$196,970

POSITIONS

FY 19 * 2

FY 20 * 2

FY 21 * 2

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Date of budget adoption	June 21 st	May 23 rd	May 21 st
% of dates met on the budget calendar	99%	99%	99%

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.

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
- Customers have 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$595,947	\$610,087	\$617,613
Contractual Services	125,506	141,472	138,659
Supplies	12,553	12,190	15,635
Travel, Training & Membership	1,035	1,405	1,645
Other Services & Charges	94,916	162,376	113,116
Total Expenditures	\$829,957	\$927,530	\$886,668

POSITIONS

FY 19 * 11

FY 20 * 11

FY 21 * 11

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of over/short to total revenue collected	.01%	.01%	.01%
# of Customers utilizing automatic debit	1,775	1,800	1,900
# of Customers utilizing online payment services	45,300	50,000	52,000
# of customers utilizing IVR (phone payments)	14,664	13,000	16,000

Finance

Accounts Receivable

City 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.

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
- Progress continues 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 system which promotes timely decisions for new business license applicants

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$48,951	\$50,756	\$51,606
Contractual Services	33,430	34,100	51,687
Supplies	1,453	535	5,300
Travel, Training & Membership	1,297	1,515	2,002
Other Services & Charges	9,247	18,080	82,556
Total Expenditures	\$94,378	\$104,986	\$193,151

POSITIONS

FY 19 * 1

FY 20 * 1

FY 21 * 1

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Billing completed by 3 rd business day of month	97%	100%	100%
Date business license renewals mailed	Dec 2nd	Dec 3 rd	Dec 4th
Average # days to process new applications	3	3	3

Finance

Purchasing

The City 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.

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$147,354	\$150,770	\$154,041
Contractual Services	1,857	2,842	3,248
Supplies	649	1,885	1,900
Travel, Training & Membership	2,166	2,730	3,080
Other Services & Charges	10,198	14,638	14,529
Total Expenditures	\$162,224	\$172,865	\$176,798

POSITIONS

FY 19 * 2

FY 20 * 2

FY 21 * 2

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Department requests responded to in five days	100%	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	100%	98%	98%

FY 21

Engineering Department

Engineering

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.**
- **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**
- **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**

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

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Engineering Revenues	\$4,797	\$4,000	\$3,000
Total Funds Generated	\$4,797	\$4,000	\$3,000

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$1,419,700	\$1,563,410	\$1,593,297
Contractual Services	1,469,034	1,460,367	1,458,867
Supplies	115,057	156,830	110,651
Travel, Training & Membership	7,745	16,268	17,449
Other Services & Charges	225,494	230,906	232,948
Capital	17,635	66,725	0
Total Expenditures	\$3,254,665	\$3,494,506	\$3,413,212

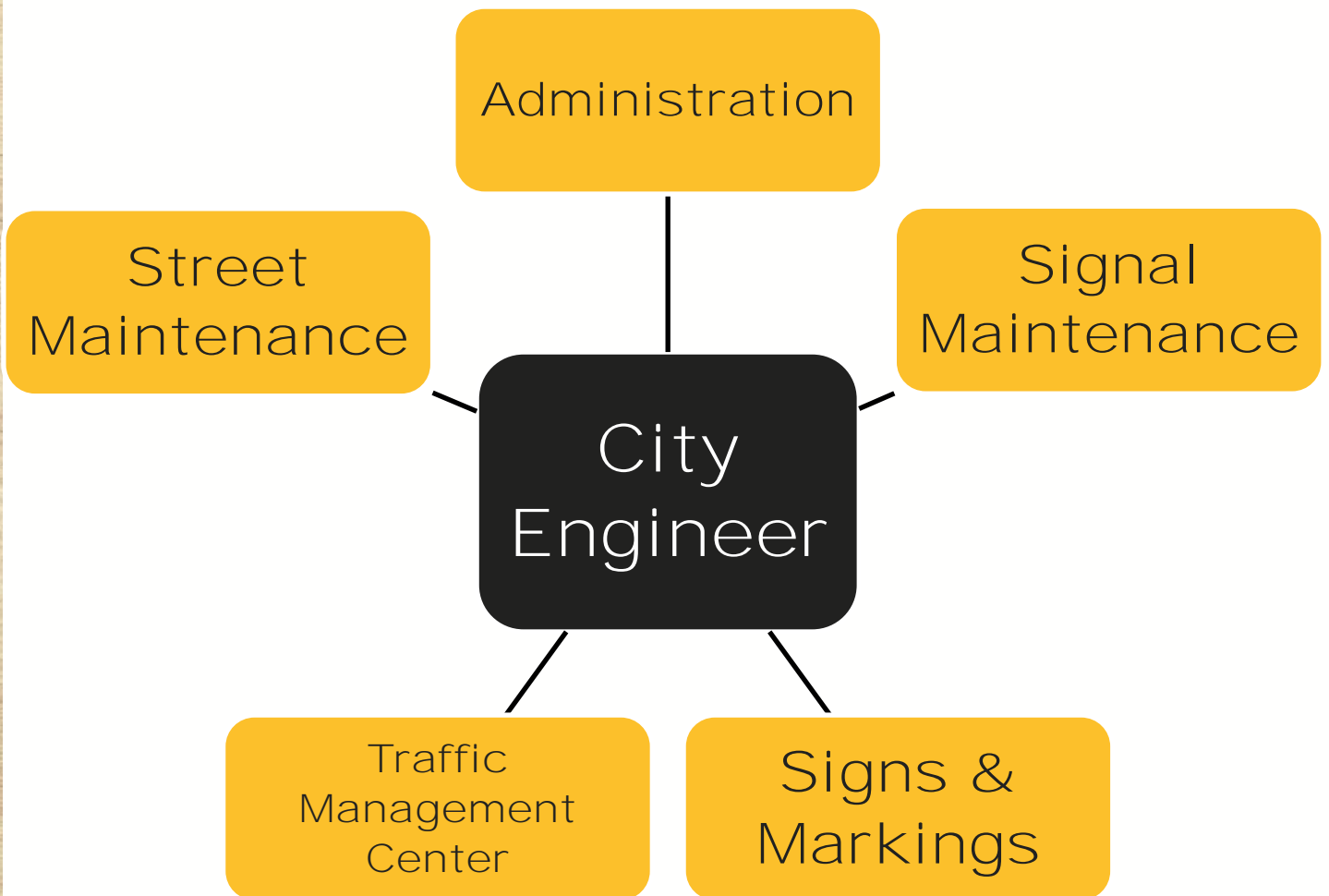
Positions

Full Time	25	27	27
Total Positions	25	27	27

FY 21

**Organizational
Chart**

ENGINEERING



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.

Significant Accomplishments and/or Changes:

- Awarded and completed Patterson Streetscape Project, Williams Street Road Improvement, Lake Park Sidewalk, Wisenbaker Lane Culvert repairs and various street repairs
- Bid Lee Street and Ulmer Avenue Sidewalks
- Bid and awarded the 2020 LMIG resurfacing projects
- Bid and awarded Forrest Street at Park Avenue intersection improvements and Lakeland Avenue storm pipe repair
- Recertified in the State LAP Program

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 2021 LMIG resurfacing project
- IMS Pavement Evaluation of all city streets
- Acknowledge and assign all SCF tickets within 2 hours

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Engineering Revenues	\$4,797	\$4,000	\$3,000
Total Funds Generated	\$4,797	\$4,000	\$3,000

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$1,419,700	\$1,563,410	\$1,593,297
Contractual Services	1,469,034	1,460,367	1,458,867
Supplies	115,057	156,830	110,651
Travel, Training & Membership	7,745	16,268	17,449
Other Services & Charges	225,494	230,906	232,948
Capital	17,635	66,725	0
Total Expenditures	\$3,254,665	\$3,494,506	\$3,413,212

POSITIONS

FY 19 * 9

FY 20 * 9

FY 21 * 9

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Development plans reviewed in 10 working days	100%	100%	100%
Utility permits and erosion control plans reviewed in five days or less	100%	100%	100%
% of projects awarded within 10% of Engineer's estimate	75%	90%	85%

Engineering

Signal Maintenance

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

Significant Accomplishments and/or Changes:

- Assisted the GDOT with the mast arm traffic lights and poles for downtown.
- Replaced 102 LED lights.
- Installed 42 banners for various groups, 21 signal heads, Max Time Monitoring Program, & TIMMS Unit at 128 Intersections.

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, 336 cabinets to 332 cabinets, pedestrian crosswalk signals with countdown signals
- Install 128 EDI Conflict Monitors
- 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**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$196,261	\$183,006	\$187,097
Contractual Services	8,937	5,280	4,869
Supplies	31,254	77,707	38,730
Travel, Training & Membership	2,356	1,590	1,690
Other Services & Charges	26,095	31,862	31,428
Capital Outlay	0	13,245	0
Total Expenditures	\$264,903	\$312,690	\$263,814

POSITIONS

FY 19 * 4

FY 20 * 3

FY 21 * 3

Activity

	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of signal malfunctions repaired within 2 hrs. on weekdays	100%	100%	100%
Traffic cabinets w/controllers replaced	1	5	5

Engineering

Signs and Markings

The Signs and Markings are responsible for the placement and repair or traffic control signs and pavement markings. Signal Maintenance Division is responsible for the day-to-day maintenance signals

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$145,997	\$153,385	\$154,777
Contractual Services	3,200	3,274	3,309
Supplies	32,262	38,395	35,730
Travel, Training & Membership	80	2,110	160
Other Services & Charges	10,111	10,332	11,652
Total Expenditures	\$191,650	\$207,496	\$205,628

POSITIONS

FY 19 * 3

FY 20 * 3

FY 21 * 3

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of existing signs replaced	263	200	200
SPLOST striping	2 miles	3 miles	2 miles
Thermoplastic stop bar and arrow	10	15	15
Traffic count studies	10	15	10

Engineering

Traffic Management Center

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

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$284,331	\$296,997	\$299,286
Contractual Services	1,432,662	1,419,880	1,424,102
Supplies	10,125	15,140	11,790
Travel, Training & Membership	366	3,890	3,406
Other Services & Charges	28,572	51,132	38,964
Capital Outlay	0	53,480	0
Total Expenditures	\$1,756,056	\$1,840,519	\$1,777,548

POSITIONS

FY 19 * 3

FY 20 * 4

FY 21 * 4

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Maintain traffic cameras	100%	100%	100%
Retime traffic signals	128	128	128
Repair fiber optic cable breaks locations	0	10	5

Engineering

Street Maintenance

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

Significant Accomplishments and/or Changes:

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

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$246,239	\$360,243	\$385,277
Contractual Services	14,512	19,442	14,372
Supplies	38,150	17,559	20,255
Travel, Training & Membership	240	2,310	4,220
Other Services & Charges	81,843	74,063	75,983
Capital outlay	17,635	0	0
Total Expenditures	\$398,619	\$473,617	\$500,107

POSITIONS

FY 19 * 6

FY 20 * 8

FY 21 * 8

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% Pothole repair in less than 48 hours	60%	100%	90%
Linear feet of sidewalk repaired	401	800	600
Linear feet of washouts repaired	1,599	2,000	2,000

FY 21

Other General & Administrative Department

Other General Admin

Department Goals

- Proactively engage facility needs and maintenance
- Maximize facility office space and common area use
- Implement energy savings measures in City Hall, City Hall Annex, Rental Property and the Customer Service Building
- Improve camera monitoring system at each facility
- Conduct emergency preparedness training and exercises for employee utilizing the workspace
- Upgrade interior office and common space within City Hall
- Utilize green space across from City Hall for downtown and community purposes

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.

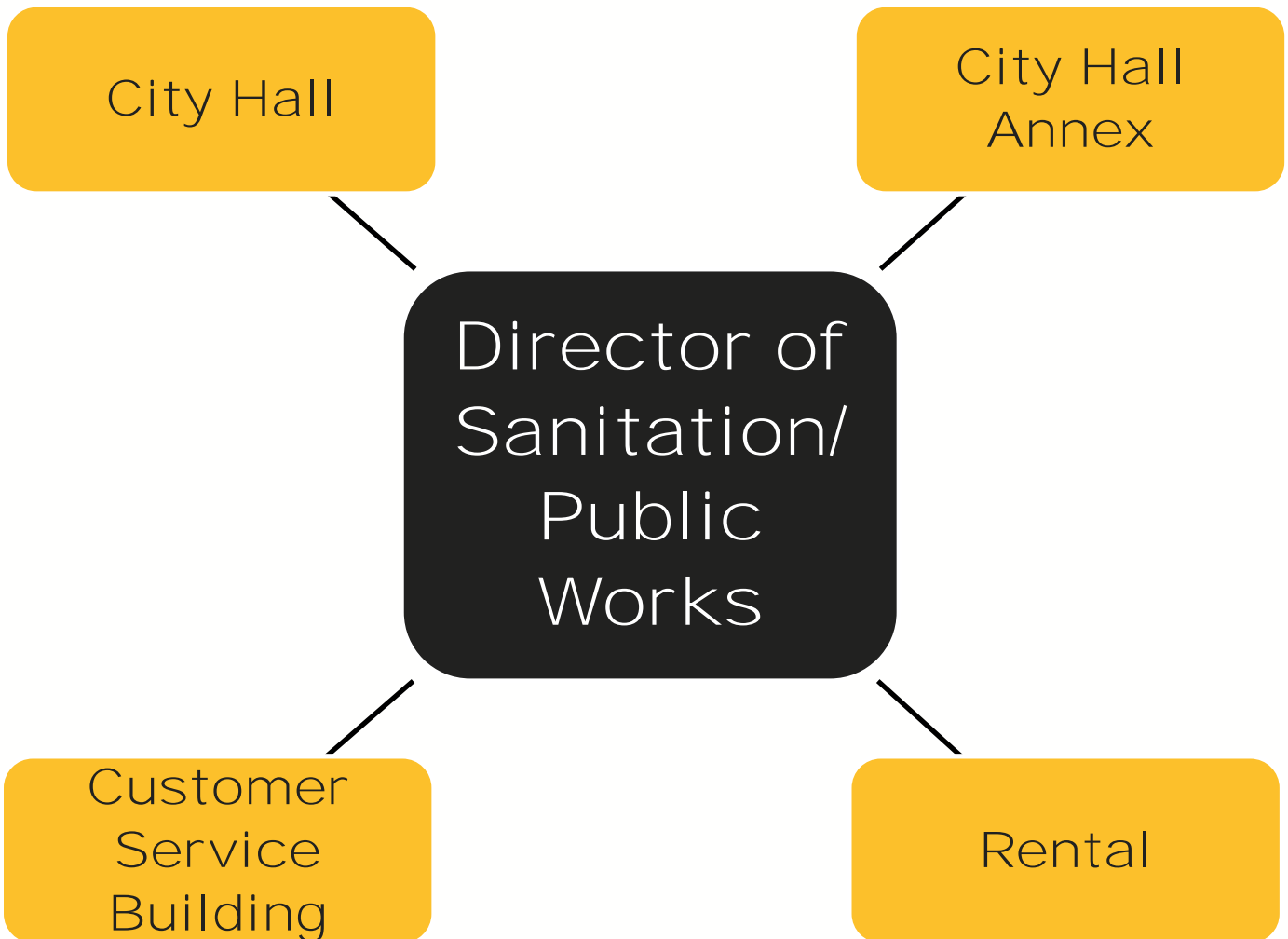
Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$151,855	\$152,592	\$167,747
Contractual Services	186,061	195,616	188,137
Supplies	26,411	10,318	9,591
Travel, Training & Membership	1,560	17	1,858
Other Services & Charges	115,353	76,767	90,416
Capital	71,818	57,000	151,000
Total Expenditures	\$553,058	\$492,310	\$608,749
Positions			
Full Time	3	3	3
Total Positions	3	3	3

FY 21

**Organizational
Chart**

**OTHER GENERAL
ADMINISTRATION**



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

Significant Accomplishments and/or Changes:

- Installed first floor glass door access point

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$103,481	\$105,201	\$119,840
Contractual Services	67,688	57,547	64,477
Supplies	9,814	5,580	5,621
Travel, Training & Membership	1,560	17	1,858
Other Services & Charges	73,975	39,052	54,044
Capital	57,000	25,000	62,000
Total Expenditures	\$313,518	\$232,397	\$307,840

POSITIONS

FY 19 * 2

FY 20 * 2

FY 21 * 2

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% audits showing building satisfactory or better	98%	98%	98%
% of audits showing “immediate action required”	25%	20%	20%
Minor repairs completed within 15 days	98%	98%	20%

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.

Significant Accomplishments and/or Changes:

- None

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$48,374	\$47,391	\$47,907
Contractual Services	71,861	86,913	72,208
Supplies	239	1,588	820
Other Services & Charges	17,034	16,372	14,372
Capital	0	0	82,000
Total Expenditures	\$137,508	\$152,264	\$217,307

POSITIONS

FY 19 * 1

FY 20 * 1

FY 21 * 1

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of facility audits showing building cleanliness as satisfactory or better	98%	98%	98%
% of audits showing "immediate action required"	10%	10%	98%
Events hosted in the Multi-Purpose Room	219	230	230

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.

Significant Accomplishments and/or Changes:

- Replaced A/C vents throughout the facility
- Cleaned A/C ductwork throughout the facility

Division Objectives:

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Contractual Services	\$19,803	\$16,102	\$14,252
Supplies	233	1,000	1,000
Other Services & Charges	1,626	1,343	2,000
Capital	8,880	0	0
Total Expenditures	\$30,542	\$18,445	\$17,252

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of facility audits showing building cleanliness as satisfactory or better	98%	98%	98%
% of audits showing "immediate action required"	98%	98%	98%

Other General Admin

Rental

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

Significant Accomplishments and/or Changes:

- None

Division Objectives:

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Contractual Services	\$26,709	\$35,054	\$37,200
Supplies	16,125	2,150	2,150
Other Services & Charges	22,718	20,000	20,000
Capital	5,938	32,000	7,000
Total Expenditures	\$71,490	\$89,204	\$66,350

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of facility audits showing building cleanliness as satisfactory or better	95%	98%	98%
% of audits showing "immediate action required"	10%	2%	2%

FY 21

Judicial

FY 21

Municipal Court Department

Municipal Court

Department Goals

- **Assure general compliance with State law and local ordinance 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**

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Court Fines & Forfeitures	\$953,016	\$1,006,000	\$958,000
Total Funds Generated	\$953,016	\$1,006,000	\$958,000

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$339,606	\$372,509	\$374,779
Contractual Services	49,445	63,984	52,363
Supplies	10,145	18,225	25,745
Travel, Training & Membership	9,303	14,400	12,453
Other Services & Charges	340,299	542,924	366,865
Capital	0	6,000	0
Total Expenditures	\$748,798	\$1,018,042	\$832,205

Positions	FY 2019	FY 2020	FY 2021
Full Time	5	5	5
Total Positions	5	5	5

FY 21

**Organizational
Chart**

**MUNICIPAL
COURT**

Municipal
Court Judge

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.

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 122,832 hours of work completed by over 1,215 WAP participants on various municipal projects. In addition to providing a productive means of work for participants, this program saved the City approximately 15,354 days of potential incarceration costs or \$767,700 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 122,832 hours of work completed, it would have cost the City approximately \$890,532
- Continuation of the Municipal Court Community Service Program. In the year 2019, Probationers completed approximately 17,492 hours of community service hours at soup kitchens, libraries, non-profit organizations, recreational facilities and public cemeteries. In addition, Probationers donated approximately 4,494 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 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 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

Municipal Court

Administration
Continued

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

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Court Fines & Forfeitures	\$953,016	\$1,006,000	\$958,000
Total Funds Generated	\$953,016	\$1,006,000	\$958,000

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$339,606	\$372,509	\$374,779
Contractual Services	49,445	63,984	52,363
Supplies	10,145	18,225	25,745
Travel, Training & Membership	9,303	14,400	12,453
Other Services & Charges	340,299	542,924	366,865
Capital	0	6,000	0
Total Expenditures	\$748,798	\$1,018,042	\$832,205

POSITIONS

FY 19 * 5

FY 20 * 5

FY 21 * 5

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of court sessions	176	185	200
Dockets processed	7,612	8,500	10,000
Probation cases supervised	1,647	1,800	2,000

FY 21

Public Safety

FY 21

Police Department

Police

Department Goals

- **Take 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 fleet by replacing all remaining unserviceable vehicles through the motor pool**
- **Maintain all law enforcement accreditations including but limited to CALEA & ANAB**

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Seat Belt Fines	\$15,394	\$12,000	\$14,000
User Fees - Police Revenue	56,393	65,000	50,000
Other Agency Funded Officers	1,025,075	1,188,478	1,039,553
Total Funds Generated	\$1,096,862	\$1,265,478	\$1,103,553

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$11,255,236	\$12,403,087	\$12,840,012
Contractual Services	995,506	1,069,419	1,164,471
Supplies	413,968	772,311	878,017
Travel, Training & Membership	177,664	202,179	224,062
Other Services & Charges	2,089,380	2,239,510	2,106,587
Capital Outlay	159,076	47,000	151,400
Total Expenditures	\$15,090,830	\$16,733,506	\$17,364,549

Positions

Full Time	183	188	192
Temporary	13	13	13
Total Positions	196	201	205

FY 21

**Organizational
Chart**

POLICE



Police

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.

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**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$888,147	\$813,223	\$871,722
Contractual Services	104,729	150,100	144,510
Supplies	59,248	104,110	111,410
Travel, Training & Membership	38,966	52,215	49,630
Other Services & Charges	408,084	218,488	279,237
Capital Outlay	96,025	47,000	85,500
Total Expenditures	\$1,595,199	\$1,385,136	\$1,542,009

POSITIONS

FY 19 * 12

FY 20 * 12

FY 21 * 12

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of vehicles replaced annually	9%	15%	15%
% of citizen satisfaction from annual citizen surveys	96.7%	95%	95%

Police

Patrol

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.

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
- Utilize the Automatic Vehicle Locator System (AVL) Closest Car Dispatch (CCD) system to continue to help officers arrive more quickly to high-priority calls
- In 2019 officers responded to a total of 72,427 calls for services

Division Objectives:

- Reduce **burglaries in the City by 10% in FY 2021**
- Reduce traffic accidents in the City by 10% in FY 2021
- Reduce robberies in the City by 10% in FY 2021

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Seat Belt Fines	\$15,394	\$12,000	\$14,000
Total Funds Generated	\$15,394	\$12,000	\$14,000

Categories of Expenditures	FY 2019	FY 2020	FY 2021
Personal Services	\$6,321,974	\$7,262,225	\$7,699,601
Contractual Services	160,830	183,724	189,693
Supplies	87,727	67,580	83,520
Travel, Training & Membership	40,800	36,636	43,120
Other Services & Charges	1,065,511	1,117,025	998,994
Total Expenditures	\$7,676,842	\$8,667,190	\$9,014,928

POSITIONS

FY 19 * 117

FY 20 * 122

FY 21 * 126

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Reduction in burglaries	421	379	342
Reduction in robberies	74	67	61
Reduction in traffic accidents	3,591	3,232	2,909

Police

Investigative

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.

Significant Accomplishments and/or Changes:

- The Valdosta Police Department exceeded the national clearance rates for all but one major Part 1 Crimes (as defined by the FBI) to include Murder, Rape, Robbery, Aggravated Assault, Auto Theft and Burglary
- 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 18.3% a 3% increase from 2018 which is higher than the national average (13.1%)
- The Investigative Bureau Property and Burglary Unit recovered \$1,255,718 of property and the Narcotics Unit seized \$168,342 of contraband or property
- The Investigative Bureau as a whole arrested 356 offenders and filed 627 felony charges and 360 misdemeanor charges against offenders

Division Objectives:

- **Schedule 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**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$1,693,885	\$1,892,758	\$1,925,481
Contractual Services	39,562	47,439	45,545
Supplies	30,228	54,102	70,382
Travel, Training & Membership	31,204	37,711	45,736
Other Services & Charges	222,402	237,917	213,213
Total Expenditures	\$2,017,281	\$2,269,927	\$2,300,357

POSITIONS

FY 19 * 30

FY 20 * 30

FY 21 * 30

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Part 1 Crimes: Improved clearance rates compared to national average:			
Homicide (national avg. 62.5%)	40%	85%	85%
Rapes (national avg. 40.1%)	46.1%	55%	60%
Robberies (national avg. 28.1%)	45%	55%	60%
Aggravated Assaults (natl. avg. 55.8%)	71.9%	70%	70%
Burglaries (national avg. 12.8%)	18.3%	19%	19%
Auto Thefts (national avg. 11.9%)	39.5%	50%	50%
Investigative Bureau Performance:			
Cases Assigned	3,037	2,734	2,461
Total warrants obtained	987	1,085	1,193
Arrests	356	391	430

Police

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

Significant Accomplishments and/or Changes:

- Delivered Training Unit ensured all sworn and civilian police personnel received all annual training requirements for FY 20, 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 on changing laws
- Ensure all training documents to include lesson plans, presentations, handouts, and testing documents are completed for all in-house courses taught

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$404,039	\$409,676	\$413,269
Contractual Services	9,213	9,191	9,249
Supplies	153,606	430,149	483,590
Travel, Training & Membership	17,761	22,889	26,454
Other Services & Charges	56,934	32,290	20,556
Total Expenditures	\$641,553	\$904,195	\$953,118

POSITIONS

FY 19 * 5

FY 20 * 5

FY 21 * 5

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 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

Support Services

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.

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.

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**
- Reduce GCIC error through monthly internal audits

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
User Fees - Police Revenue	\$56,393	\$65,000	\$50,000
Other Agency Funded Officers	1,025,075	1,188,478	1,039,553
Total Funds Generated	\$1,081,468	\$1,253,478	\$1,089,553

Categories of Expenditures	FY 2019	FY 2020	FY 2021
Personal Services	\$1,036,732	\$1,092,985	\$1,125,871
Contractual Services	484,576	481,914	584,544
Supplies	39,798	59,120	65,460
Travel, Training & Membership	6,781	9,720	9,570
Other Services & Charges	202,394	545,161	503,440
Capital Outlay	59,283	0	0
Total Expenditures	\$1,829,564	\$2,188,900	\$2,288,885

POSITIONS

FY 19 * 19

FY 20 * 19

FY 21 * 19

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
GCIC Monthly Discrepancies Corrected Internally	0	2	2
Documents processed by Records Section	173,814	191,195	210,314

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

Significant Accomplishments and/or Changes:

- The 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 Homerville Police Department, the **Lanier County Sheriff's Office, Pierce County** Sheriff Office, the Lake Park Department, 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 they have begun testing cases

Division Objectives:

- 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$910,459	\$932,220	\$804,068
Contractual Services	196,596	197,051	190,930
Supplies	43,361	57,250	63,655
Travel, Training & Membership	42,152	43,008	49,552
Other Services & Charges	134,055	88,629	91,147
Capital Outlay	3,768	0	65,900
Total Expenditures	\$1,330,391	\$1,318,158	\$1,265,252

POSITIONS

FY 19 * 13

FY 20 * 13

FY 21 * 13

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Total items processed	5,469	9,000	6,616
Conducting External Proficiency Tests	23	23	23

FY 21

Fire Department

Fire

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)**

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Fire Revenue	\$45,131	\$16,500	\$30,000
Airport Crash Rescue	388,900	319,197	328,773
Total Funds Generated	\$434,031	\$335,697	\$358,773

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$7,015,710	\$7,125,432	\$7,311,147
Contractual Services	314,844	339,154	349,516
Supplies	411,408	374,569	460,743
Travel, Training & Membership	112,198	114,700	120,032
Other Services & Charges	782,756	1,308,273	1,180,824
Capital Outlay	72,857	119,800	116,000
Total Expenditures	\$8,709,773	\$9,381,928	\$9,538,262

Positions	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Full Time	108	110	111
Temporary	1	1	1
Total Positions	109	111	112

FY 21

**Organizational
Chart**

FIRE



Fire

Administration

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

Significant Accomplishments and/or Changes:

- Completed evaluation on new Structural Firefighting Gear with new accountability feature
- Initiated the use of Structural Firefighting gear with particulate reduction system as part of our cancer reduction initiative
- Analyzed incident information and location for streamlining education efforts

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)

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Fire Revenue	\$45,131	\$16,500	\$30,000
Total Expenditures	\$45,131	\$16,500	\$30,000

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$491,469	\$563,734	\$492,220
Contractual Services	17,610	18,281	18,602
Supplies	8,276	15,282	10,457
Travel, Training & Membership	9,314	22,502	24,667
Other Services & Charges	84,241	91,630	77,694
Capital Outlay	0	9,000	0
Total Expenditures	\$610,910	\$720,429	\$623,640

POSITIONS
FY 19 * 6
FY 20 * 7
FY 21 * 7

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Community Partnerships Programs	10%	10%	10%
Review, modify, and/or created policies and guidelines	10%	30%	30%

Fire

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.

Significant Accomplishments and/or Changes:

- **Replaced the department's Air/Light** truck with a truck that offers more resources to firefighters on fire scenes
- 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
- Converted all Mobile Data Terminals to New World for in truck information for continued enhancement of communications

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
- Reduce property loss through effective hazard mitigation
- Continue analytics review to ensure resources staged and deployed efficiently

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Airport Crash Rescue	\$388,900	\$319,197	\$328,773
Total Expenditures	\$388,900	\$319,197	\$328,773
Categories of Expenditures			
Personal Services	\$5,818,447	\$5,806,469	\$6,083,722
Contractual Services	198,500	212,622	216,068
Supplies	141,467	174,090	287,925
Travel, Training & Membership	19,213	40,050	38,250
Other Services & Charges	601,302	1,057,693	962,893
Capital Outlay	47,695	70,800	50,000
Total Expenditures	\$6,826,624	\$7,361,724	\$7,638,858

POSITIONS

FY 19 * 92

FY 20 * 93

FY 21 * 94

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 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	86%	90%	90%
Initial response unit arrive 560 seconds after initial dispatch on all structure fires 90% of the time	61%	80%	90%

Fire

Fire Prevention

The 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.

Significant Accomplishments and/or Changes:

- 17th Annual Junior Fire Marshal's Fun Day
- 6th Annual Citizen Fire Academy
- **Distributed Fire Safety information in the City's monthly** utilities bill (October 2019)
- Continued education efforts through social media accounts

Division Objectives:

- Review building construction plans, conduct annual fire inspections and re-inspections
- Add more Fire Inspectors to ensure 100% of all buildings are inspected
- Develop a community risk reduction program for the Accreditation process

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$298,165	\$325,039	\$308,215
Contractual Services	5,144	7,938	10,642
Supplies	25,817	33,500	31,850
Travel, Training & Membership	4,238	6,373	11,150
Other Services & Charges	27,231	41,848	40,553
Capital Outlay	17,162	0	15,000
Total Expenditures	\$377,757	\$414,698	\$417,410

POSITIONS
FY 19 * 5
FY 20 * 5
FY 21 * 5

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
# of inspections conducted	1,414	1,412	1,618
# of CO (Certificate of Occupancy) Inspections	68	84	102
# of new building construction plans reviews	86	248	309
# of fire educational programs	268	342	378

Fire

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.

Significant Accomplishments and/or Changes:

- Completed pump capacity tests on all fire department pumpers and aerials
- Design a method to pump test 2,000 gpm aerial truck with hiring an outside contractor
- 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$136,676	\$139,179	\$141,023
Contractual Services	65,671	76,033	78,189
Supplies	88,249	75,341	76,550
Travel, Training & Membership	1,967	4,500	4,500
Other Services & Charges	49,456	51,112	58,626
Capital Outlay	0	25,000	0
Total Expenditures	\$342,019	\$371,165	\$358,888

POSITIONS

FY 19 * 2

FY 20 * 2

FY 21 * 2

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
# of emergency vehicle repairs	533	500	500
# of small engine repairs (request)	25	10	10
# of pump test conducted	10	10	10
# of aerial and ground ladders tested	50	50	50

Fire

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.).

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$191,499	\$212,480	\$250,575
Contractual Services	26,541	22,960	24,192
Supplies	117,156	60,556	40,961
Travel, Training & Membership	36,906	20,750	20,940
Other Services & Charges	13,343	58,200	35,818
Capital Outlay	8,000	15,000	51,000
Total Expenditures	\$393,445	\$389,946	\$423,486

POSITIONS

FY 19 * 3

FY 20 * 3

FY 21 * 3

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Recruit Training Program Hours (per recruit)	240	320	320
Train personnel to receive EMT certification	30	10	10
Company Officer Training classes (per officer)	12	12	12
Total Training Hours (per firefighter)	200	200	200

Fire

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.

Significant Accomplishments and/or Changes:

- Filled vacant positions for GSAR regionally
- Received grant funding for GSAR through the Department of Homeland Security
- Updated rescue equipment in cache (Search Camera, Rope Rescue Equipment, RTV)

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 operation 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$79,454	\$78,531	\$35,392
Contractual Services	1,378	1,320	1,823
Supplies	30,443	15,800	13,000
Travel, Training & Membership	40,560	20,525	20,525
Other Services & Charges	7,183	7,790	5,240
Total Expenditures	\$159,018	\$123,966	\$75,980

POSITIONS
FY 19 * 1
FY 20 * 1
FY 21 * 1

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Haz-Mat Site Surveys	10	10	10
Haz-Mat team training hours (locally)	814	750	750
GSAR team training hours (locally)	250	250	250

FY 21

Other Protective Services

Community Protection

Department Goals

- Provide informative brochures to the public and update website as needed
- Complete continuing education with both state certifying organization and in-house 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
- Continue adjustments and planning with the developer on the customized Hiperweb software to complete the Code Enforcement Automation process

Department Summary

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

Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$335,298	\$340,109	\$352,043
Contractual Services	109,003	107,991	86,898
Supplies	9,488	2,350	2,100
Travel, Training & Membership	5,300	8,752	6,062
Other Services & Charges	57,425	40,286	53,343
Total Expenditures	\$516,514	\$499,488	\$500,446
Positions			
Full Time	6	6	6
Total Positions	6	6	6

FY 21

**Organizational
Chart**

COMMUNITY
PROTECTION

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.

Significant Accomplishments and/or Changes:

- Processed 100% of delinquent occupational tax certificates in a timely manner
- Marshals initiated more than 5,000 new cases with new automated code enforcement process
- Demolished ten (10) units

Division Objectives:

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$335,298	\$340,109	\$352,043
Contractual Services	109,003	107,991	86,898
Supplies	9,488	2,350	2,100
Travel, Training & Membership	5,300	8,752	6,062
Other Services & Charges	57,425	40,286	53,343
Total Expenditures	\$516,514	\$499,488	\$500,446

POSITIONS
FY 19 * 6
FY 20 * 6
FY 21 * 6

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of violation abatements	96%	97%	97%
% of court cases won	100%	100%	100%
% of notice processed within three days	100%	100%	100%

FY 21

Public Works

FY 21

Public Works Department

PUBLIC WORKS

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**

Department Summary

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

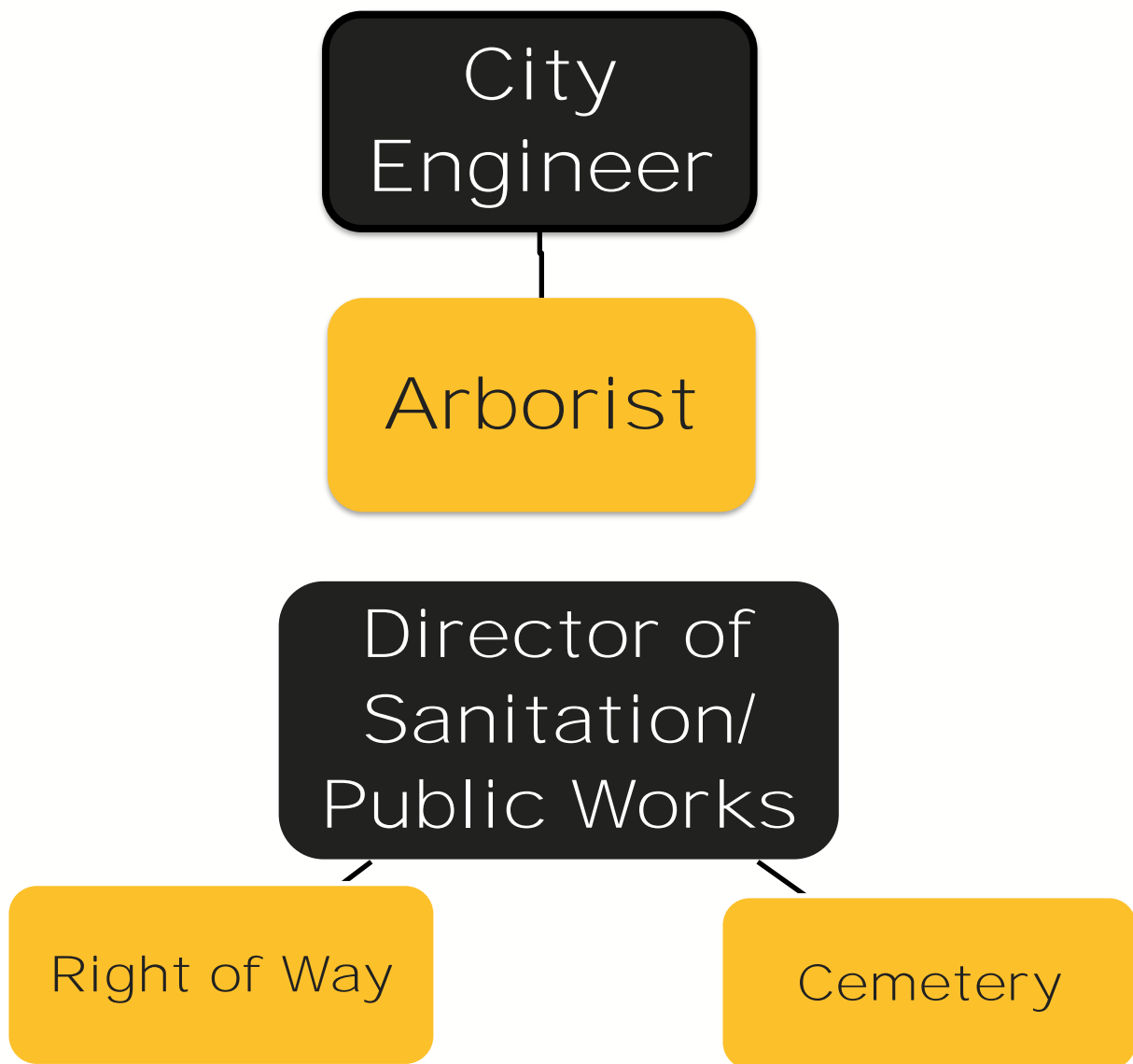
Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$1,746,636	\$1,963,478	\$1,940,420
Contractual Services	168,471	159,014	155,623
Supplies	55,871	66,627	50,501
Travel, Training & Membership	4,121	5,721	5,966
Other Services & Charges	416,725	383,040	503,144
Capital Outlay	0	8,500	50,000
Total Expenditures	\$2,391,824	\$2,586,380	\$2,705,654
Positions			
Full Time	43	43	43
Total Positions	43	43	43

FY 21

**Organizational
Chart**

PUBLIC WORKS



Public Works

Right of Way

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.

Significant Accomplishments and/or Changes:

- Provided support for the City's Food Truck Thursday event by setting up the tent
- Provided composting mulch to J. L. Newbern Middle School for a garden project
- Superintendent completed module 3 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

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Lot Clearing Fees	\$32,073	\$30,000	\$30,000
State Highway Maintenance	93,030	93,024	93,024
Total Funds Generated	\$125,103	\$123,024	\$123,024

Categories of Expenditures	FY 2019	FY 2020	FY 2021
Personal Services	\$1,182,231	\$1,350,145	\$1,338,658
Contractual Services	109,702	118,150	116,656
Supplies	30,472	37,881	30,110
Travel, Training & Membership	1,670	2,390	2,690
Other Services & Charges	301,391	262,929	360,061
Capital Outlay	0	8,500	0
Total Expenditures	\$1,625,466	\$1,779,995	\$1,848,175

POSITIONS

FY 19 * 28

FY 20 * 28

FY 21 * 28

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Avg. street sweeping miles per yr. on est. state routes	1,556	1,325	1,556
Linear Miles swept	1,556	1,350	1,556
Avg response time for citizen generated svc requests	1 day	1 day	1 day
Maintain or exceed set intervals for route completion	Every 60 dys	Every 60 dys	Every 60 dys

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.

Significant Accomplishments and/or Changes:

- Continued updating signage and cemetery database
- Offered public outreach by speaking at Valdosta State University Learning in Retirement group about Cemetery history and provided a walking tour

Division Objectives:

- Assist the public and funeral homes with the location of graves and points of interest
- Continue to maintain the high standard of beautification in the cemetery
- Provide high level of customer service and compassion

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$421,264	\$448,241	\$443,443
Contractual Services	43,478	22,754	22,940
Supplies	18,453	18,041	13,741
Travel, Training & Membership	1,133	1,226	1,421
Other Services & Charges	80,309	80,232	100,127
Capital Outlay	0	0	50,000
Total Expenditures	\$564,637	\$570,494	\$631,672

POSITIONS

FY 19 * 12

FY 20 * 12

FY 21 * 12

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of funerals per year on time and accurately placed	100%	100%	100%
% of citizen concerns answered within 5 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, maintain and protect Valdosta's urban forest

Significant Accomplishments and/or Changes:

- Recognized as the Tree City USA Community for 33rd consecutive year
- Gave away 500 tree seedlings
- Celebrated both Georgia & National Arbor Day
- Assisted in 4 educational events
- 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 other opportunities

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$143,141	\$165,092	\$158,319
Contractual Services	15,291	18,110	16,027
Supplies	6,946	10,705	6,650
Travel, Training & Membership	1,318	2,105	1,855
Other Services & Charges	35,025	39,879	42,956
Total Expenditures	\$201,721	\$235,891	\$225,807

POSITIONS

FY 19 * 3

FY 20 * 3

FY 21 * 3

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of trees planted or better	55	30	30
Number of trees pruned	2,696	2,000	2,500
Number of education programs	4	4	4
Number of participants	322	250	300

FY 21

Urban Development Department

Planning & Zoning

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 all members the community**
- **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**
- **Provided 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**

Department Summary

The Planning & Zoning Office is a division within the Urban Development

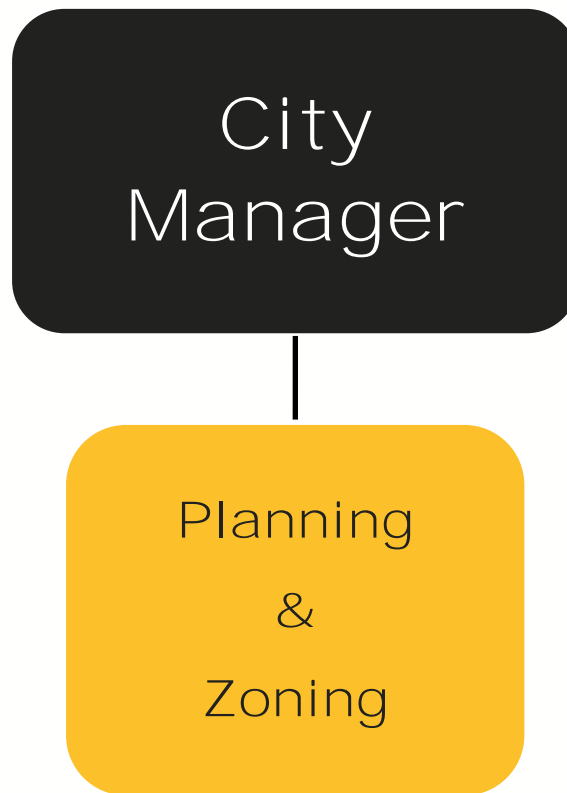
Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$292,796	\$298,284	\$299,186
Contractual Services	5,458	6,856	5,742
Supplies	1,269	3,756	1,100
Travel, Training & Membership	1,281	3,945	2,015
Other Services & Charges	37,936	34,313	47,079
Capital Outlay	0	12,500	0
Total Expenditures	\$338,740	\$359,654	\$355,122

FY 21

**Organizational
Chart**

**PLANNING &
ZONING**



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.

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
- 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

Division Objectives:

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$292,796	\$298,284	\$299,186
Contractual Services	5,458	6,856	5,742
Supplies	1,269	3,756	1,100
Travel, Training & Membership	1,281	3,945	2,015
Other Services & Charges	37,936	34,313	47,079
Capital Outlay	0	12,500	0
Total Expenditures	\$338,740	\$359,654	\$355,122

POSITIONS

FY 19 * 4

FY 20 * 4

FY 21 * 4

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of business license applications reviewed within 3 days	98%	97%	99%
% of plans reviewed within 5 days	98%	95%	99%
% 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

FY 21

Community Development Department

Community Development

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 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

Department Summary

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

Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$170,387	\$240,481	\$247,726
Contractual Services	20,785	6,371	5,903
Supplies	1,430	750	72,100
Travel & Training & Membership	3,536	2,457	3,300
Other Services & Charges	62,410	54,664	41,811
Reserved Expenditures	0	9,500	9,500
Total Expenditures	\$258,548	\$314,223	\$380,340
Positions			
Full Time	3	4	4
Total Positions	3	4	4

FY 21

**Organizational
Chart**

COMMUNITY
DEVELOPMENT

Neighborhood
Development
Manager

Administration

Neighborhood
Development

City Manager

Main Street

Community Development

Administration

The division coordinates all administrative activities of the Neighborhood Development and Community Protection division 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 (VSEB) programs.

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** and introduce the process of incremental community economic development
- 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
- 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

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 government
- 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
- Secured the relocation of the Georgia Heirs Property Law Group of Valdosta from Fitzgerald with a location in the basement of City Hall. Continue to promote the Georgia Heirs Property Law Group and their services to citizens with heirs property issues to continue to maintain the City's affordable housing stock

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$49,180	\$101,265	\$104,113
Contractual Services	9,531	5,256	4,861
Supplies	457	750	2,100
Travel & Training & Membership	3,161	2,257	3,000
Other Services & Charges	13,642	900	700
Reserved Expenditures	0	9,500	9,500
Total Expenditures	\$75,971	\$119,928	\$124,274

POSITIONS
FY 19 * 0
FY 20 * 1
FY 21 * 1

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Assist in Policy Research on Various Projects	4	2	2

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.

Significant Accomplishments and/or Changes:

- The CVDA district saw a gain of 10 new businesses/expansion and 42 net new jobs
- Valdosta **Main Street continues GEMs (Georgia's Exceptional Main Streets) Designation** and received National Main Street accreditation for the 24th consecutive year
- Downtown was host to 920 events
- The CVDA district had 26 public improvement projects totaling \$182,899 in investment & \$4.2 million in private investment

Division Objectives:

- **Continue to receive National Main Street Accreditation**
- Net gain of (6) 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$83,388	\$71,516	\$75,258
Contractual Services	10,195	193	195
Supplies	973	0	70,000
Other Services & Charges	13,437	19,413	23,981
Total Expenditures	\$107,993	\$91,122	\$169,434

POSITIONS

FY 19 * 2

FY 20 * 2

FY 21 * 2

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Attendance at events	88,000	55,000	75,000
Net gain of new businesses	10	6	6
Facilitate tax credits applications	2	2	2
Facilitate loan packages	2	2	2
Events per year	920	160	850

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.

Significant Accomplishments and/or Changes:

- Coordinated community resources to complete the 2021 Homeless Count for Lowndes County
- Completed four (4) owner-occupied rehabilitations/reconstructions in Designated Revitalization Area (DRA)
- 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
- 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
- Served on Valdosta/Lowndes County 2020 Census Complete Count Committee to ensure all of the citizens of Valdosta are accounted for in the 2020 Census in April 2020

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

Community Development

Neighborhood
Development cont.

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$37,819	\$67,700	\$68,355
Contractual Services	1,059	922	847
Travel & Training & Membership	375	200	300
Other Services & Charges	15,275	7,773	16,844
Total Expenditures	\$54,528	\$76,595	\$86,346

POSITIONS

FY 19 * 1

FY 20 * 1

FY 21 * 1

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Housing Rehabilitation/Reconstruction	4	16	6

Community Development

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Other Services & Charges	\$20,056	\$26,578	\$286
Total Expenditures	\$20,056	\$26,578	\$286

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.

FY 21

Confiscated Funds

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

Confiscated Funds

FY 21

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.

Department Goals:

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

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Supplies	\$1,904	\$0	\$0
Other Services & Charges	35,601	420	290
Capital Outlay	0	0	0
Total Expenditures	\$37,505	\$420	\$290

FY 21

Property Evidence Fund

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

Property Evidence

FY 21

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

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Supplies	\$1,323	\$0	\$0
Total Expenditures	\$1,323	\$0	\$0

FY 21

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 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.

Department Goals:

- Purchase needed equipment for the Valdosta Police Department

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Other Services & Charges	4,731	0	0
Capital Outlay	9,697	0	0
Total Expenditures	\$14,428	\$0	\$0

FY 21

CDBG CHIP 02M, 04M, 06M and 07M 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.

Chip 02-M-X-092-2-2695

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.

Department Goals:

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

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Grant	\$3,600	\$0	\$0
Total Expenditures	\$3,600	\$0	\$0

Chip 04M-X-092-2-2915

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.

Department Goals:

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

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Grant	\$5,745	\$0	\$0
Total Expenditures	\$5,745	\$0	\$0

Chip 06M-X-092-2-2951

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.

Department Goals:

- Construct quality homes for low to moderate income families

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Grant	\$22,100	\$0	\$0
Total Expenditures	\$22,100	\$0	\$0

Chip 07M-X-092-2-2961

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.

Department Goals:

- Construct quality homes for low to moderate income families

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Grant	\$24,000	\$0	\$0
Total Expenditures	\$24,000	\$0	\$0

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.

Department Goals:

- Construct quality homes for low to moderate income families

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Grant	\$11,000	\$0	\$0
Total Expenditures	\$11,000	\$0	\$0

Chip 2016-116

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.

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Grant	\$85,146	\$0	\$0
Total Expenditures	\$85,146	\$0	\$0

FY 21

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

FY 21

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.

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)**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$163,195	\$50,963	\$48,827
Contractual Services	388	0	685
Supplies	2,579	0	0
Travel & Training	550	0	0
Other Services & Charges	433,251	617,808	609,569
Total Expenditures	\$599,963	\$668,771	\$659,081

Activity	FY 2018 ACTUAL	FY 2019 PROJECTED	FY 2021 PROJECTED
Housing Rehabilitation/Reconstruction	6	5	14
Group Workcamp Repair	12	19	14

FY 21

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

FY 21

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

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Tax Commisions	\$99,514	\$105,000	\$75,000
Tourism Authority	1,388,152	1,455,000	1,040,000
Conference Center	249,950	210,000	200,000
Airport Authority	387,526	393,366	411,530
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	373,655	1,153,155	681,389
Total Expenditures	\$2,738,797	\$3,556,521	\$2,647,919

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.

FY 21

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 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**

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.

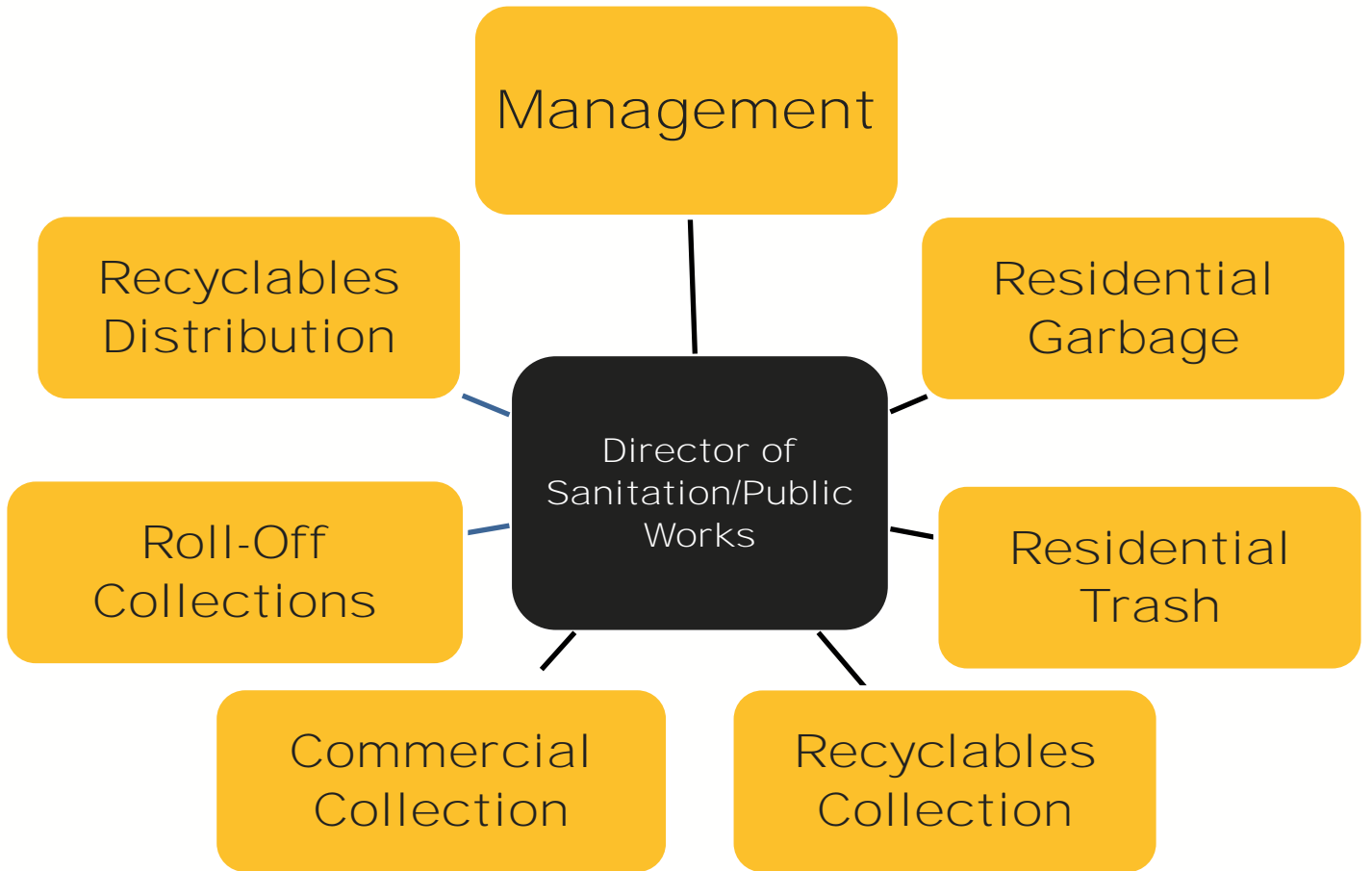
Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$2,585,303	\$2,588,879	\$2,498,512
Contractual Services	1,088,564	1,098,878	1,256,457
Supplies	111,470	170,670	183,472
Travel, Training & Membership	2,793	8,103	8,203
Other Services & Charges	2,137,803	1,985,794	1,968,563
Capital Outlay	0	9,000	0
Capital Outlay Distributed	0	-9,000	0
Total Expenditures	\$5,925,933	\$5,852,324	\$5,915,207
Positions			
Full Time	54	54	54
Total Positions	54	54	54

FY 21

**Organizational
Chart**

SANTATION



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.

Significant Accomplishments and/or Changes:

- Public Works Director submitted two articles that were published by the APWA Reporter
- Celebrated National Public Works Week (Public Works It Starts Here) May 20th – 24th with a variety of events. Showcased 9 Superior performers during the Fourth Annual Awards banquet
- Public Works donated two wildcat theme trash cans to S.L. Mason Elementary School to promote our Anti-Litter campaign (“Love Where You Live”)
- Partnered with Neighborhood Development on 2 Bulk trash amnesty days
- Public Works Director and Operations Superintendent interviewed with Valdosta Scene Magazine and Channel 17 to discuss the role of Public Works after the storm
- VHS Great Promise Partnership (GPP) student graduated from the program and is presently a part-time employee for the City

Division Objectives:

- Upgrade 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, etc.

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$306,035	\$310,294	\$357,308
Contractual Services	64,236	68,491	55,805
Supplies	8,082	8,626	9,674
Travel, Training & Membership	2,414	6,903	7,003
Other Services & Charges	669,973	367,196	448,835
Capital Outlay	0	9,000	0
Capital Outlay Distributed	0	-9,000	0
Total Expenditures	\$1,050,740	\$761,510	\$878,625

POSITIONS

FY 19 * 5

FY 20 * 5

FY 21 * 5

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Average response time on 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.

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 residential address audit**
- **Reduce the number of complaints**
- **Encourage household waste reduction**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$517,795	\$513,757	\$519,000
Contractual Services	417,884	430,506	471,686
Supplies	57,069	76,931	77,301
Travel, Training & Membership	177	420	420
Other Services & Charges	433,167	593,773	553,116
Total Expenditures	\$1,426,092	\$1,615,387	\$1,621,523

POSITIONS

FY 19 * 10

FY 20 * 10

FY 21 * 10

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of cans collected vs. house count	98%	98%	98%
Customers Serviced	17,136	23,000	18,127
Garbage Tonnage	15,884	15,000	16,221
# of complaints per route per week	1	1	1
# of backdoor/handicapped services	249	201	261

Sanitation

Commercial
Collection

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

Significant Accomplishments and/or Changes:

- Established cardboard route at the Pepsi Cola
- Enhanced marketing and advertisement by creating service flyers for distribution to increase customer base
- Created refurbishing container process

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**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$327,534	\$331,716	\$335,110
Contractual Services	396,046	373,035	373,249
Supplies	20,952	40,819	41,045
Other Services & Charges	393,387	441,706	354,510
Total Expenditures	\$1,137,919	\$1,187,276	\$1,103,914

POSITIONS

FY 19 * 6

FY 20 * 6

FY 21 * 6

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of overtime reduced	12%	20%	10%
# of customer serviced	1,274	1,601	1,294
New customers per month	16	20	20
Garbage tonnage	13,606	15,601	14,602
# of dumpsters in inventory	N/A	12	12

Sanitation

Residential Trash

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

Significant Accomplishments and/or Changes:

- Provided superb service to 17,136 customers weekly
- Reduced cost of grinding operations by 30%
- Generated funds from composted material

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**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$1,093,022	\$1,087,174	\$1,165,484
Contractual Services	113,721	117,780	139,966
Supplies	8,242	13,733	13,969
Travel & Training & Membership	202	780	780
Other Services & Charges	499,495	472,652	430,895
Total Expenditures	\$1,714,682	\$1,692,119	\$1,751,094

POSITIONS

FY 19 * 25

FY 20 * 25

FY 21 * 25

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of complaints per route per week	2	2	1
Tons of trash collected daily	60	65	65
% of accurate (Route Completion) service collection days	93%	92%	94%

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.

Significant Accomplishments and/or Changes:

- Delivered 2 each 30 yard containers to inventory
- Established a call for service at Valdosta Mall; reduced dump service by 50%

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**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$63,013	\$64,301	\$64,964
Contractual Services	21,995	39,764	39,806
Supplies	8,872	9,572	9,601
Other Services & Charges	44,632	32,865	67,959
Total Expenditures	\$138,512	\$146,502	\$182,330

POSITIONS

FY 19 * 1

FY 20 * 1

FY 21 * 1

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of pulls per day	8	8	8
Customer serviced per month	54	40	55
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.

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$258,935	\$284,362	\$7,625
Contractual Services	20,229	17,485	17,675
Supplies	4,395	11,779	16,355
Other Services & Charges	85,655	71,027	105,347
Total Expenditures	\$369,214	\$384,653	\$147,002

POSITIONS

FY 19 * 6

FY 20 * 6

FY 21 * 6

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of complaints per route per week	1	1	1
Reduce the contaminated recycling material	5%	5%	5%
Tons of recycling material collected	1,371	1,300	1,300
Reduce the number of missed pickups	1	1	1
% of non-productive operating time for crews per week	5%	5%	5%

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.

Significant Accomplishments and/or Changes:

- Public Works Director received a grant to attend The Resource Recycling Conference and Trade Show in New Orleans, Louisiana. Event focused on reducing contamination to maximize sorting and product quality.
- The Goodwill Summer Youth program toured the Recycling Center.
- 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$18,969	-\$2,725	\$49,021
Contractual Services	54,453	51,817	158,270
Supplies	3,858	9,210	15,527
Other Services & Charges	11,494	6,575	7,901
Total Expenditures	\$88,774	\$64,877	\$230,719

POSITIONS

FY 19 * 1

FY 20 * 1

FY 21 * 1

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
% of eligible households recycling	75%	70%	80%
Number of bales generated monthly per OCC	80	80	80

FY 21

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 Goals

- **Mapbase flow between Mudcreek and Withlacoochee**
- **Install treatment plants and Gornto Lift Station**
- **Fully deploy AMI system**
- **Improve water quality from Water Treatment Plant**
- **Improve power reliability at Water Treatment Plant**
- **Improve inspection protocols for Water and sewer facilities**
- **Develop standardized SOP**
- **Rewrite section 98 within City Code of Ordinances**

Department Summary

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

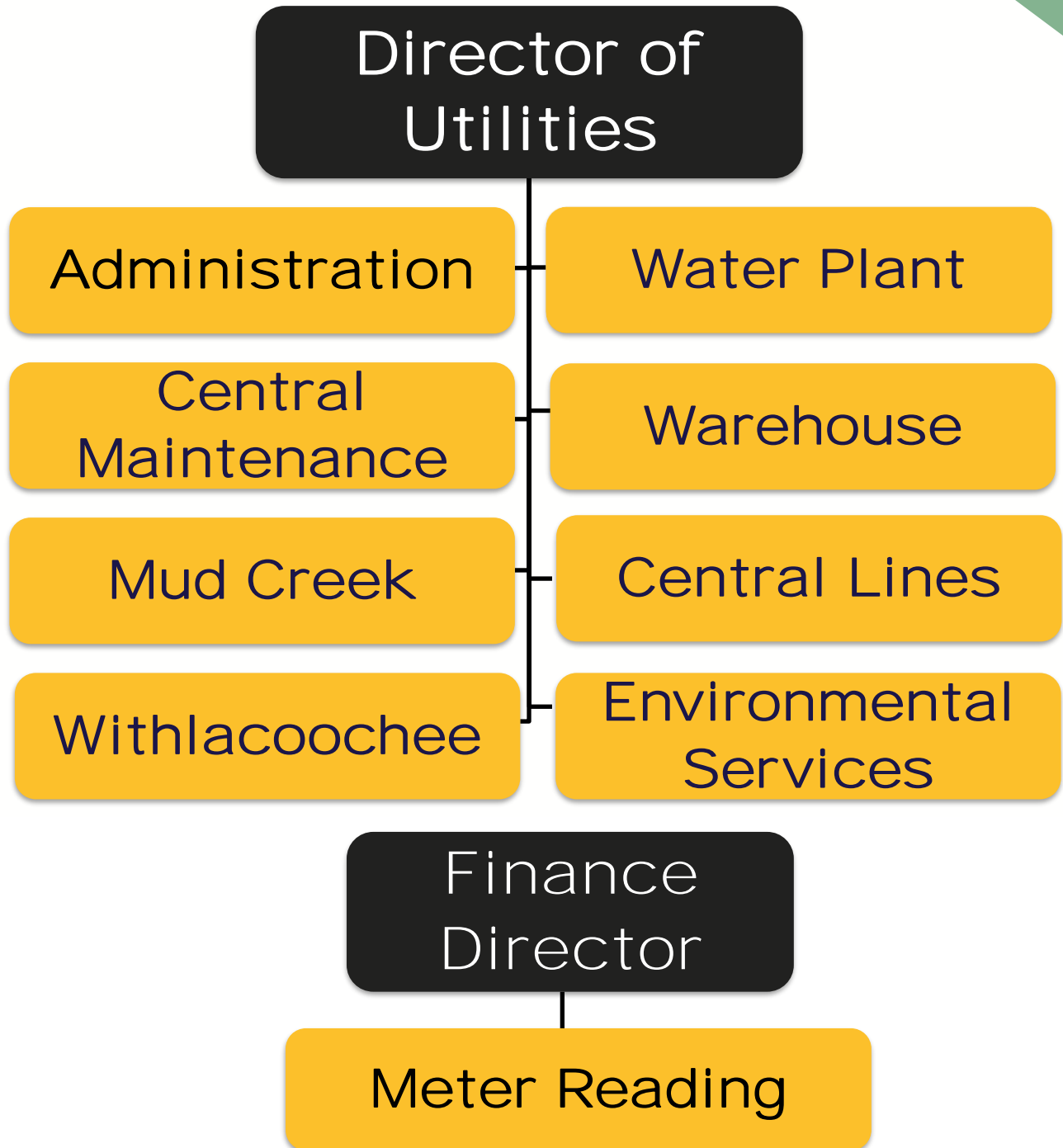
Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$5,073,204	\$5,419,201	\$5,684,672
Contractual Services	2,034,146	2,387,018	2,710,128
Supplies	1,244,558	1,416,825	1,444,203
Travel, Training & Membership	99,716	53,454	78,554
Other Services & Charges	10,737,254	10,853,627	10,854,008
Capital	2,866,206	16,211,000	12,409,000
Capital Outlay Distributed	(2,866,206)	(16,211,000)	(12,409,000)
Debt Service	1,911,357	1,963,996	1,771,844
Total Expenditures	\$21,100,235	\$22,094,121	\$22,543,409
Positions			
Full Time	94	97	100
Total Positions	94	97	100

FY 21

**Organizational
Chart**

WATER & SEWER



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.

Significant Accomplishments and/or Changes:

- Continued Implementation of Rate Analysis to support costs of services
- Selected an Automated Meter Reading provider
- Implemented a water conservation program, an in-house orientation process, a drone inspection program, and a water distribution flow model
- Started Waterfirst application process
- **Updated GIS equipment, implemented real time corrections within 2"**
- Updated CAD (computer aided design) specifications

Division Objectives:

- Manage the operations, spending and growth of all divisions in the department
- Provide accurate, timely, and quality reports, correspondence, records, and other clerical and personnel management functions for all water operations
- Record, dispatch and provide closure for all incoming requests for service
- Educate public on importance of water conservation and preservation
- **Manage and inspect new and replacement infrastructure and record "As-Built"** information. Implement new technology to assist in water system modeling
- Improve inspection and permitting process
- Acquire Survey Drone and FAA Mobile Pilot Certifications
- Begin Monthly coordination meetings with Engineering Staff

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$786,256	\$657,207	\$818,106
Contractual Services	30,425	71,477	343,171
Supplies	35,136	34,700	40,700
Travel, Training & Membership	10,519	12,000	18,800
Other Services & Charges	9,422,020	8,642,288	8,473,831
Total Expenditures	\$10,284,356	\$9,417,672	\$9,694,608

POSITIONS

FY 19 * 12

FY 20 * 12

FY 21 * 9

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Water cost per CCF (under 5.0 CCF)	1.47	1.47	1.47
Water cost per CCF (over 5 CCF)	2.03	2.03	2.03
Sewer cost per CCF (under 5.0 CCF)	2.94	2.94	2.94
Sewer cost per CCF (over 5 CCF)	3.24	3.24	3.24

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.

Significant Accomplishments and/or Changes:

- The Cleaned the elevated storage tanks and pressure washed the outside
- Repaired the line and flange for the sulfuric acid transfer pump
- Repaired the phosphate line with a new saddle to prevent the line from leaking.
- Connected all raw well flow meters to SCADA system
- Replaced packing system for stripper 1, 2, and 3

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**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$711,808	\$611,832	\$643,012
Contractual Services	444,807	497,171	497,375
Supplies	368,617	368,410	376,410
Travel, Training & Membership	4,635	6,704	6,704
Other Services & Charges	111,992	506,665	502,961
Capital Outlay	43,000	1,013,000	1,000,000
Capital Outlay Distributed	(43,000)	(1,013,000)	(1,000,000)
Total Expenditures	\$1,641,859	\$1,990,782	\$2,026,462

POSITIONS

FY 19 * 11

FY 20 * 10

FY 21 * 10

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Average volume of water sold (MGD)	9.97	10.26	10.56
Average volume of water treated (MGD)	8.79	9.05	9.32
Power purchased, 1000 KWH/year	11.85	12.20	12.56
Avg. purchased power cost, cents/KWH	5.00	5.15	5.30

Water & Sewer

Central Lines

The Central Lines Division maintains the water mains needed to deliver treated water to the customers of the City and the meters and meter services whose purpose is to measure service to the customer. This division also maintains the sewer lines to collect wastewater from the customers of the City and to deliver the water to the plants for disposal.

Significant Accomplishments and/or Changes:

- The Implemented Manhole Rehabilitation, Valve Insertion and Fire Hydrant repair Programs
- Purchased additional Televising equipment in order to better assess the condition of the collection system as well as pin point repair locations.
- Rehabilitated 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 8 of our Manhole Rehabilitation Program.

Division Objectives:

- **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**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$1,125,423	\$1,402,373	\$1,350,897
Contractual Services	288,539	304,566	307,602
Supplies	226,875	352,505	352,505
Travel, Training & Membership	936	8,850	17,650
Other Services & Charges	524,654	806,464	818,438
Capital Outlay	2,392,353	6,116,000	2,305,000
Capital Outlay Distributed	(2,392,353)	(6,116,000)	(2,305,000)
Total Expenditures	\$2,166,427	\$2,874,758	\$2,847,092

POSITIONS

FY 19 * 26

FY 20 * 27

FY 21 * 26

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Miles of new mains installed	2.0	3.0	3.0
Miles of mains maintained	441	499	445
Miles of sewers maintained	380	386	383
Miles of new sewers added	2.0	1.6	3.0

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.

Significant Accomplishments and/or Changes:

- Successfully deployed new AMI system
- 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.
- Updated Hiperweb system
- Created Warehouse Technician position to offer support to Warehouse Supervisor

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget	POSITIONS
Personal Services	\$55,246	\$50,336	\$50,906	FY 19 * 1
Contractual Services	33,753	53,074	15,835	FY 20 * 1
Supplies	4,955	22,525	22,525	FY 21 * 1
Other Services & Charges	39,458	21,475	47,784	
Total Expenditures	\$133,412	\$147,410	\$137,050	

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of requests per year	4,222	4,250	5,000
% of items stocked within 7 days of receipt	98%	98%	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.

Significant Accomplishments and/or Changes:

- Meter Readers, as a whole, have attained a consistent error rate of 2% or less with manual reading.
- 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 transition to and implementation of AMI smart meter technology. The City is partnering with IBT AMI Solutions which offers a cellular based AMI system where data is transmitted through AT&T's latest 5G network.

Division Objectives:

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$467,292	\$522,583	\$499,593
Contractual Services	308,014	304,320	360,035
Supplies	76,632	98,200	71,828
Travel, Training & Membership	73,328	500	250
Other Services & Charges	0	76,823	62,949
Capital Outlay	0	5,000,000	7,000,000
Capital Outlay Distributed	0	(5,000,000)	(7,000,000)
Total Expenditures	\$925,266	\$1,002,426	\$994,655

POSITIONS

FY 19 * 11

FY 20 * 11

FY 21 * 11

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of water customers billed monthly	19,750	22,500	21,500
% of rechecked readings before billing	4.8%	5%	5%
% of customer requesting rereads	3.5%	4%	6%
Annual service orders performed	42,902	46,500	35,000

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.

Significant Accomplishments and/or Changes:

- Lift station standby diesel generators have been installed at 10 lift stations
- **Martin's Pastry received an overhauled generator (new engine and alternator) with refurbished fuel tank and weather enclosure**
- **One 4" portable diesel diaphragm pump purchased for Withlacoochee waste water plant basin (Sequence Batch Reactor) maintenance**
- Installed wireless equipment monitoring and control (SCADA)
- Purchase and installation of emergency standby generators and automatic transfer switches in work at the Gornto, Fry Street, and High School elevated water storage tanks.
- Automatic generator transfer switches to be installed at 9 city lift stations currently equipped with generators but using manual switching during power outages.

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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$748,225	\$826,332	\$935,450
Contractual Services	61,774	125,350	148,835
Supplies	180,263	169,335	173,585
Travel, Training & Membership	1,540	7,500	7,500
Other Services & Charges	461,071	497,897	483,397
Capital Outlay	430,853	2,767,000	1,379,000
Capital Outlay Distributed	(430,853)	(2,767,000)	(1,379,000)
Total Expenditures	\$1,452,873	\$1,626,414	\$1,748,767

POSITIONS

FY 19 * 14

FY 20 * 16

FY 21 * 17

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Number of PM's	3247	3150	3350
Number of CM's performed	417	415	415
Work order back logs	140	115	100
Number of emergency work orders	6	8	7

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.

Significant Accomplishments and/or Changes:

- The violations of NPES 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 a monthly basis
- Maintain proper training, certification of all division personnel and provide reports of plant operations

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$550,351	\$473,889	\$492,535
Contractual Services	348,074	417,521	422,259
Supplies	73,492	99,000	110,000
Travel, Training & Membership	5,105	6,100	9,550
Other Services & Charges	47,764	155,280	239,140
Capital Outlay	0	1,250,000	0
Capital Outlay Distributed	0	(1,250,000)	0
Total Expenditures	\$1,024,786	\$1,151,790	\$1,273,484

POSITIONS

FY 19 * 9

FY 20 * 8

FY 21 * 8

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Average volume of wastewater treated daily (MGD)	3.1	3.3	3.3
Average daily influent BOD, Mg/1	298	250	300
Average BOD removal as % of influent	99.4%	99%	99%
Average daily influent TSS, Mg/1	251	250	275
Average TSS removal as % of influent	98.6%	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.

Significant Accomplishments and/or Changes:

- The injection point for our sodium bisulfite solution application at the effluent monitoring station was moved to accommodate maintenance and repairs when needed
- Replaced filtration cloths on all disc filters in three filter chambers
- **Replaced all 6" check valves on the sequencing batch reactor basins waste activated sludge lines**
- All operators are certified with a minimum GA Class 3 Wastewater Operator license. All shifts are manned by licensed operators 24 hours per day, 7 days per week

Division Objectives:

- Maintain **compliance with our state issued operating/discharge permit.**
- **Provide highly efficient operation of the treatment plant and all associated equipment and pump stations.**
- **Maintain proper training and certification of all divisional personnel**
- **Maintain operational records and maintenance programs to ensure effective operation of plant.**
- **Install support booms with all associated mounting equipment, hardware and to also include the conduit, wiring, and disconnects to supply power to 12 mixers in the sequencing batch reactors**

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$628,603	\$463,454	\$480,087
Contractual Services	518,760	607,382	608,789
Supplies	278,588	211,150	235,650
Travel, Training & Membership	3,653	7,400	13,200
Other Services & Charges	130,295	130,235	133,088
Capital Outlay	0	65,000	725,000
Capital Outlay Distributed	0	(65,000)	(725,000)
Total Expenditures	\$1,559,899	\$1,419,621	\$1,470,814

POSITIONS

FY 19 * 10

FY 20 * 8

FY 21 * 8

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Average volume of WW treated daily (MGD)	4.5	4.2	4.2
Average volume influent BOD, Mg/1	245	250	250
Average BOD removal as % of influent	97%	98%	98%
Average daily influent TSS, Mg/1	250	250	250
Average TSS removal as % of influent	99%	99%	99%

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.

Significant Accomplishments and/or Changes:

- Backflow maintaining 90% compliance for the year
- F.O.G. maintaining a 90% compliance for the year
- Implemented truck inspections for GA Commercial Waste Vehicle Inspection Program

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 central laboratory
- Move the central laboratory to a new location
- Continue finding issues that are causing problems with the collection system and our treatment plants.
- Keep working and updating sampling SOP 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.

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$0	\$411,195	\$414,086
Contractual Services	0	6,157	6,227
Supplies	0	61,000	61,000
Travel, Training & Membership	0	4,400	4,900
Other Services & Charges	0	16,500	92,420
Total Expenditures	\$0	\$499,252	\$578,633

POSITIONS

FY 19 * 0

FY 20 * 7

FY 21 * 7

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Complete F.O.G. Inspections	189	400	300
Complete Backflow Inspections	761	950	450
Permit Industry Inspections	13	13	13
EPD Watershed Sites Sampled	11	11	11

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.

Budget Comparisons

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Debt Service	\$1,911,357	\$1,963,996	\$1,771,844
Total Expenditures	\$1,911,357	\$1,963,996	\$1,771,844

FY 21

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 Goals

- **Work with the Homes Builders Association (HBA) to provided Continuing Education seminars for Contractors CEU's**
- **Continue to get all personnel trained on the new 2020 code changes within their field**
- **Educate, maintain and improve communication with our community through pamphlets, brochures, newsletters, in-house seminars and continue to seek out and use the latest technology and codes available**
- **Switch from New World Permits and Inspections module to Sages so that we can to connect with the City of Valdosta Business License division**
- **Assist customers with online plan submittals through the Sages programs**

Department Summary

The Inspection Department has one division, Administration.

Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$564,965	\$628,429	\$583,817
Contractual Services	47,102	96,979	85,687
Supplies	40,711	41,380	16,175
Travel, Training & Membership	1,238	7,020	5,260
Other Services & Charges	347,238	278,127	477,103
Total Expenditures	\$1,001,254	\$1,051,935	\$1,168,042
Positions			
Full Time	10	10	10
Total Positions	10	10	10

FY 21

**Organizational
Chart**

INSPECTION

City
Manager

Administration

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 included Permitting, Plan Review and Investigation.

Significant Accomplishments and/or Changes:

- Studied and cross trained personnel on the new 2020 ICC Codes within other fields
- The Inspection Department was organized to be user and customer friendly
- Plans reviewed through the Sages program cost savings for the customer

Division Objectives:

- Plan Reviewer to have plans approved and ready for permitting within 10 work days of submittal date, applies to plans which have complete information upon submittal
- Assist customers with on line plan submittals through Sages programs
- 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$564,965	\$628,429	\$583,817
Contractual Services	47,102	96,979	85,687
Supplies	40,711	41,380	16,175
Travel, Training & Membership	1,238	7,020	5,260
Other Services & Charges	347,238	278,127	477,103
Total Expenditures	\$1,001,254	\$1,051,935	\$1,168,042

POSITIONS

FY 19 * 10

FY 20 * 10

FY 21 * 10

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Inspections completed in 24 hours	100%	100%	100%
Plan Reviewed 10 days or less	60%	85%	85%

FY 21

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

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 Building

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Rent	\$469,157	\$469,157	\$469,152
Total Funds Generated	\$469,157	\$469,157	\$469,152
Categories of Expenditures			
Contractual Services	\$152,598	\$163,020	\$163,020
Supplies	311	5,500	5,500
Other Services & Charges	156,427	368,541	662,947
Total Expenditures	\$309,336	\$537,061	\$831,467

FY 21

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 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 stormwater**
- **Document and digitally map complaints / work orders in reference to the stormwater system**

Department Summary

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

Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$677,157	\$885,948	\$833,652
Contractual Services	271,902	312,754	646,512
Supplies	67,306	69,600	69,420
Travel, Training & Membership	2,073	2,821	3,000
Other Services & Charges	522,460	535,385	566,590
Total Expenditures	\$1,540,898	\$1,806,508	\$2,119,174
Positions			
Full Time	14	16	16
Temporary	5	1	1
Total Positions	19	17	17

FY 21

**Organizational
Chart**

STORMWATER

City Engineer

Operation &
Maintenance

STORMWATER

Operation & 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.

Significant Accomplishments and/or Changes:

- Completed and submitted the 2019 Annual stormwater Report to Georgia EPD
- Removed and replaced an 8X4 box culvert on S. Lee Street in-house, saving the City approximately \$160,000
- Gave away 98 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

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Personal Services	\$677,157	\$885,948	\$833,652
Contractual Services	271,902	312,754	646,512
Supplies	67,306	69,600	69,420
Travel, Training & Membership	2,073	2,821	3,000
Other Services & Charges	522,460	535,385	566,590
Total Expenditures	\$1,540,898	\$1,806,508	\$2,119,174

POSITIONS

FY 19 * 19

FY 20 * 17

FY 21 * 17

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Feet of storm sewer pipe cleaned and maintained	51,041	50,000	50,000
Feet of canals maintained	570,240	400,000	400,000
Number of articles published	11	10	10
Public presentations / media coverage	36	30	30

FY 21

Auditorium Fund

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

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.

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

Auditorium

Mathis
Auditorium cont.

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Auditorium Rental	\$46,823	\$45,000	\$45,000
Total Funds Generated	\$46,823	\$45,000	\$45,000

Categories of Expenditures	FY 2019	FY 2020	FY 2021
Personal Services	\$138,396	\$165,380	\$161,929
Contractual Services	94,635	94,011	92,979
Supplies	15,358	15,667	18,192
Travel, Training & Membership	16	1,195	1,245
Other Services & Charges	36,725	48,977	41,379
Total Expenditures	\$285,130	\$325,230	\$315,724

POSITIONS

FY 19 * 3

FY 20 * 4

FY 21 * 4

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Programs / events scheduled	93	100	110
Number of customer only rental	80	95	98
Number of City co-sponsored events	13	15	20
Number of City hosted events	13	15	15
Multi-Purpose room events	70	80	85
Auditorium theater events	23	30	32
Dollars of rental income	\$50,620	\$70,000	\$70,000
Customer complaints monthly	1	1	1
Indigent use deferment	24,330	20,000	20,000
Response to customer concerns	2 hrs.	2 hrs.	1 hr.

FY 21

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

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.

Gasoline & Diesel Resale

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

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Fuel Sales	\$354,325	\$325,000	\$303,000
Total Funds Generated	\$354,325	\$325,000	\$303,000

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Supplies	\$345,502	\$317,000	\$295,000
Other Services & Charges	239	55,309	55,329
Total Expenditures	\$345,741	\$372,309	\$350,329

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.

FY 21

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 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**

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Vehicle Rental	\$5,005,078	\$5,550,398	\$5,421,653
Total Funds Generated	\$5,005,078	\$5,550,398	\$5,421,653

Categories of Expenditures			
Personal Services	\$786,930	\$798,554	\$827,439
Contractual Services	193,975	205,713	208,687
Supplies	2,176,992	2,092,020	2,110,504
Travel, Training & Membership	2,769	2,550	3,150
Other Services & Charges	1,844,413	2,451,561	2,271,873
Capital Outlay	1,706,934	2,789,150	3,193,000
Capital Outlay Distribution	-1,706,934	-2,789,150	-3,193,000
Total Expenditures	\$5,005,079	\$5,550,398	\$5,421,653

Positions

Full Time	15	15	15
Total Positions	15	15	15

FY 21

**Organizational
Chart**

MOTOR POOL

Director of
Sanitation/
Public
Works

Garage

Motor Pool

Garage

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.

Significant Accomplishments and/or Changes:

- Received much needed vehicles/equipment across multiple departments
- Achieved an above 98% fleet readiness across all departments
- Completed 7,790 Fleet/Maintenance work orders
- Continues in shop training program for vehicle mechanics
- Replaced brake rotor machine

Division Objectives:

- Maintain **the City's fleet to maximize availability to serve the public**
- **Maintain appropriate fuel inventory to meet City's demands**
- Maintain current regulation requirements with EPD compliance records for underground fuel storage tanks
- Reduce sub-let labor cost
- Complete 100% warehouse inventory to ensure accuracy
- Expand north side of Maintenance Center to enclose entire shop
- Refurbish 24 dumpsters

Budget Comparisons & Performance Measures

Funds Generated By Division	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Vehicle Rental	\$5,005,078	\$5,550,398	\$5,421,653
Total Funds Generated	\$5,005,078	\$5,550,398	\$5,421,653

Categories of Expenditures	FY 2019	FY 2020	FY 2021
Personal Services	\$786,930	\$798,554	\$827,439
Contractual Services	193,975	205,713	208,687
Supplies	2,176,992	2,092,020	2,110,504
Travel, Training & Membership	2,769	2,550	3,150
Other Services & Charges	1,844,413	2,451,561	2,271,873
Capital Outlay	1,706,934	2,789,150	3,193,000
Capital Outlay Distribution	-1,706,934	-2,789,150	-3,193,000
Total Expenditures	\$5,005,079	\$5,550,398	\$5,421,653

POSITIONS

FY 19 * 15

FY 20 * 15

FY 21 * 15

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Percent of services completed on time	98%	98%	98%
Cost per month for small engine repairs/maintenance	\$3,257	\$2,900	\$3,300
Total fuel gallons dispensed	626,446	630,000	630,000
Work orders completed	7,790	7,800	7,800
Percent of fleet operational on daily basis	98%	98%	98%
Total vehicles/equipment maintained	890	890	900

FY 21

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 Fund

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.

Summary

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Contractual Services	\$1,617,193	\$1,687,388	\$1,774,806
Supplies	49,425	17,600	16,000
Other Services & Charges	6,002,835	5,063,000	5,938,930
Total Expenditures	\$7,669,453	\$6,767,988	\$7,729,736

FY 21

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

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.

Summary

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 2019 Actual	FY 2020 Budget	FY 2021 Budget
Executive Office	\$632	\$785	\$881
Public Relations	230	228	251
Human Resources	556	569	575
Finance Administration	299	326	329
Accounting	711	711	700
Budget	281	284	287
Customer Service	923	920	931
Accounts Receivable/License	75	76	77
Purchasing	239	242	248
Engineering Administration	898	1,113	1,125
Signal Maintenance	4,450	3,870	3,975
Signs and Markings	3,200	3,274	3,309
Traffic Mgt. Center	6,571	6,740	6,796
Street Repair	5,683	8,252	8,359
City Hall	763	772	1,093
City Hall Annex	819	783	794
Municipal Court	554	593	598
Police Administration	15,331	13,511	14,020
Patrol Bureau	157,527	180,228	185,681
Investigation Bureau	38,762	44,607	45,545
Training Bureau	9,213	9,191	9,249
Support Services	14,134	14,339	14,334
Crime Lab	23,240	23,084	22,572

WORKER'S COMPENSATION

Expenditure Summary Continued

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Fire Administration	6,999	8,081	6,134
Fire Operations	96,133	95,225	96,087
Fire Prevention	5,144	5,598	5,650
Fire Maintenance	2,311	2,283	2,319
Fire Training	3,306	3,556	3,618
Special Operations	1,378	1,320	1,151
Community Protection	6,068	5,965	6,204
Public Works - Right of Way Maint	52,895	58,980	59,614
Cemetery	14,153	14,422	14,541
Arborist	6,256	6,567	6,630
Planning and Zoning	474	476	478
Community Development Administration	0	167	172
Neighborhood Development	106	107	108
Main Street	195	193	195
Sanitation Management	512	574	581
Residential Garbage	30,636	29,155	29,486
Commercial Collection	19,474	19,035	19,249
Residential Trash	62,690	62,780	64,966
Roll-off Collection	3,765	3,764	3,806
Recyclables Collection	14,863	15,585	15,784
Recyclables Distribution	1,111	2,729	2,770
Water/ Sewer Administration	4,174	2,799	7,955
Water Plant	14,394	12,280	13,510
Central Lines	20,692	23,214	22,853
Water / Sewer Warehouse	1,081	949	960
Water/ Sewer Meter Reading	7,327	7,684	7,775
Central Maintenance	11,679	13,305	14,486
Mud Creek Sewer Plant	6,755	5,442	6,463
Withlacoochee Sewer Plant	8,402	5,468	6,694
Environmental Services	0	4,907	761
Inspection Administration	5,802	6,681	6,805
Operation and Maintenance	10,765	13,224	13,294
Mathis Auditorium	2,318	2,741	2,653
Motor Pool Maintenance - Garage	12,132	11,415	11,588
HUD Entitlement Grant	242	79	74
Total Expenditures	\$913,966	\$963,245	\$979,091

FY 21

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.

IT Services

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

Department Summary

IT Services 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.

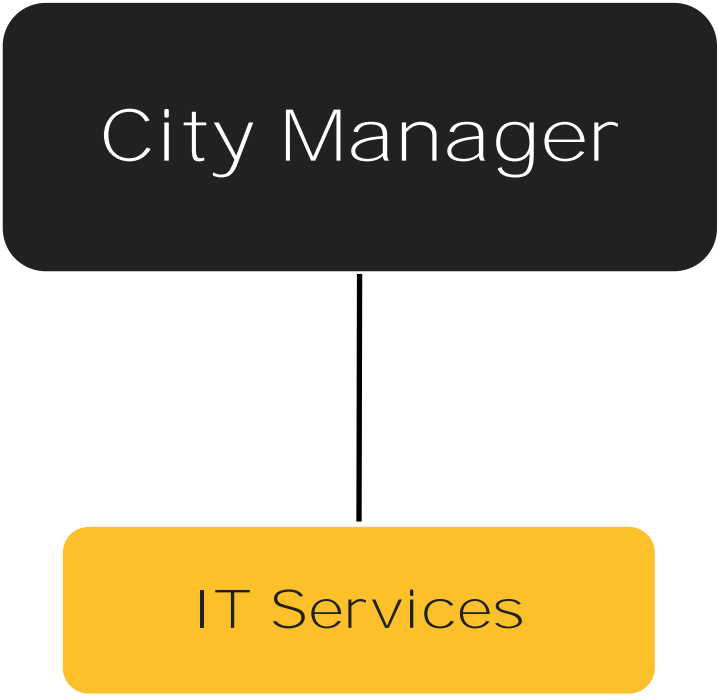
Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Contractual Services	1,379,498	1,553,711	1,511,914
Supplies	7,027	52,900	74,000
Travel, Training & Membership	0	0	15,000
Other Services & Charges	17,307	21,457	21,820
Total Expenditures	\$1,403,832	\$1,628,068	\$1,622,734

FY 21

**Organizational
Chart**

IT SERVICES



IT SERVICES

Information Technology

Information Technology is responsible for managing the day to day operation 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.

Significant Accomplishments and/or Changes:

- None

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%

Budget Comparisons & Performance Measures

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Contractual Services	1,379,498	1,553,711	1,511,914
Supplies	7,027	52,900	74,000
Travel, Training & Membership	0	0	15,000
Other Services & Charges	17,307	21,457	21,820
Total Expenditures	\$1,403,832	\$1,628,068	\$1,622,734

POSITIONS

Services are outsourced to a 3rd party

Activity	FY 2019 ACTUAL	FY 2020 PROJECTED	FY 2021 PROJECTED
Net CSAT Score	N/A	98	N/A
Customer Service Satisfaction Survey	90%	95%	N/A
% decrease in DP expenditures days	3%	2%	N/A
Incidents/End Point	N/A	0.25	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.

FY 21

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

Sunset Hill 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.

Summary

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

Expenditure Summary

Categories of Expenditures	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Other Services & Charges	\$9,836	\$14,351	\$8,104
Total Expenditures	\$9,836	\$14,351	\$8,104

Section F

Capital Improvement Program

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

Capital Plan Overview

City of
Valdosta, GA

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 2021 Five Year Capital Plan Summary

City of Valdosta, GA

Machinery and Equipment

Department	Approved Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Estimated Funding 2024-25	Total 5 - Year Funding
Police	151,400	-	-	-	-	151,400
Fire	217,000	254,000	-	-	-	471,000
Water	16,000,934	1,824,000	1,850,000	1,875,000	1,875,000	23,424,934
Sub-Total	\$ 16,369,334	\$ 2,078,000	\$ 1,850,000	\$ 1,875,000	\$ 1,875,000	\$ 24,047,334

Funding Source	Approved Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Estimated Funding 2024-25	Total 5 - Year Funding
Current Revenue (CR)	\$ 167,400	\$ -	\$ -	\$ -	\$ -	\$ 167,400
User Fees (UR)	3,176,000	324,000	350,000	375,000	375,000	4,600,000
GA Environmental Facilities Authority (GEFA)	7,000,000	-	-	-	-	7,000,000
Special Purpose Sales Taxes VII (ST VII)	3,067,900	-	-	-	-	3,067,900
Special Purpose Sales Taxes VIII (ST VIII)	2,958,034	1,754,000	1,500,000	1,500,000	1,500,000	9,212,034
Sub-Total	\$ 16,369,334	\$ 2,078,000	\$ 1,850,000	\$ 1,875,000	\$ 1,875,000	\$ 24,047,334

The FY 21 approved capital will be used to replace and upgrade machinery and equipment within the departments listed above. To have the ability to monitor intersections within the city remotely funds were approved in the Administration Division of the Police Department to expand the TMC camera system. Funds were also approved to purchase a Vigilant ALPR Database to have access to Motorola Vigilant automatic license plate database for investigating case. Funds were approved to replace the virtual and backup server. In the Crime Lab Division funds were approved to purchase a High Performance Liquid Chromatography (HPLC) Hemp Analyzer to distinguish the different between hemp and marijuana in criminal cases. Funds were also approved for a Generator at the morgue to support the bottom floor vault and lights. The Fire Department Training Division will purchase two Thermal Imaging Cameras to assist with safety during immediately dangerous to life or health atmosphere. The Administration Division will replace the current Self Contained Breathing Apparatus (SCBA) to be in compliance with the National Fire Protection Association (NFPA). Also, the Operations Division in the Fire Department will replace the Cascade System at Station 2. The Water and Sewer Department will upgrade and replace equipment at the Water, Mud Creek and Withlacoochee Plant. Switchgear will be purchased in the Water Plant Division. Large water meters, trailer mounted sewer cleaning unit, self propelled lateral evaluation system and manhole monitoring equipment will be purchased in the Central Line Division. Also additional generators will be purchased to provide emergency power to lift station 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. A screening system for Headworks will be purchased in the Withlacoochee Treatment Plant division.

Water and Sewer Utility Systems Relocation, Expansion, and Repairs

Projects	Approved Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Estimated Funding 2024-25	Total 5 - Year Funding
Water Department	\$ 4,765,000	\$ 7,440,000	\$ 7,890,000	\$ 5,750,000	\$ 1,750,000	\$ 27,595,000
Sub-Total	\$ 4,765,000	\$ 7,440,000	\$ 7,890,000	\$ 5,750,000	\$ 1,750,000	\$ 27,595,000

Funding Source	Approved Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Estimated Funding 2024-25	Total 5 - Year Funding
User Fee (UF)	\$ 1,815,000	\$ 2,990,000	\$ 2,990,000	\$ 850,000	\$ 850,000	\$ 9,495,000
Special Purpose Sales Taxes VIII (ST VIII)	2,950,000	4,450,000	4,900,000	4,900,000	900,000	18,100,000
Sub-Total	\$ 4,765,000	\$ 7,440,000	\$ 7,890,000	\$ 5,750,000	\$ 1,750,000	\$ 27,595,000

The Water and Sewer Central Line Division approved capital will be used to expand the water transmission systems in new development and the airport loop. Also, additions and extensions will be made to the City's sewer lines, water main and water distribution due to the increase demands. Several projects were approved to support improvement of the City's sewer system.

FY 2021 Five Year Capital Plan Summary

City of Valdosta, GA

Water and Sewer Treatment Plant Repair and Expansion

Plants	Approved Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Estimated Funding 2024-25	Total 5 - Year Funding
Water Department	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000
Sub-Total	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000

Funding Source						
Special Purpose Sales Taxes VIII (ST VIII)	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000
Sub-Total	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000

Water and Sewer Water Treatment Plant Division approved capital funds will be used for maintenance and rehabilitation of raw water wells.

Streets, Intersections and Traffic Improvements

Projects	Approved Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Estimated Funding 2024-25	Total 5 - Year Funding
Intersection Improvements	\$ 120,200	\$ -	\$ -	\$ -	\$ -	\$ 120,200
Road Improvement	2,000,000	-	-	-	-	2,000,000
Street Improvement Maintenance	70,000	70,000	70,000	70,000	70,000	350,000
Resurfacing (LMIG 2020)	650,100	-	-	-	-	650,100
Sidewalk Improvement	1,578,090	-	-	-	-	1,578,090
Piping of Ditches	143,000	-	-	-	-	143,000
Drainage Improvement	369,600	-	-	-	-	369,600
Traffic Improvement	109,435	40,000	40,000	40,000	40,000	269,435
Sub-Total	\$ 5,040,425	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 5,480,425

Funding Source						
Special Purpose Sales Taxes VII (ST VII)	\$ 2,956,330	\$ -	\$ -	\$ -	\$ -	\$ 2,956,330
Special Purpose Sales Taxes VIII (ST VIII)	\$ 2,084,095	110,000	110,000	110,000	110,000	\$ 2,524,095
Sub-Total	\$ 5,040,425	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 5,480,425

Intersection improvements were approved for Gateway Enhancements Exit 16. Road improvement were approved for the Jerry Jones/Eager Road right of way acquisition project from Baytree to Oak Street. Street improvement maintenance approved funds will be used to purchase asphalt and concrete to repair various streets throughout the city. Funds for the LMIG 2021 resurfacing projects and general bike lane striping were approved. Sidewalk improvements will include Fry Street, Baymeadows (Moore St. & Park Ave.), Lee Street (MLK to Griffin) design, construction and pole relocation. Culvert emergency funds were approved for piping of ditches. Drainage improvements funds were approved for Lake Park Road culvert and Briggs Street culvert. Traffic improvements were approved to include 2070 XL Controllers, striping of roads, and traffic cabinets.

FY 2021 Five Year Capital Plan Summary

City of Valdosta, GA

Facilities, Parks and Misc. Improvement

Department	Approved Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Estimated Funding 2024-25	Total 5 - Year Funding
Other General Administration	\$ 151,000	-	-	-	-	\$ 151,000
Engineering Department	38,856	-	-	-	-	38,856
Fire Department	100,000	-	-	-	-	100,000
Public Works Department	50,000	-	-	-	-	50,000
Parks	963,333	-	-	-	-	963,333
Water and Sewer	918,000	-	-	-	-	918,000
Motor Pool	135,000	-	-	-	-	135,000
Sub-Total	\$ 2,356,189	-	-	-	-	\$ 2,356,189

Funding Source						
Current Revenue (CR)	\$ 301,000	-	-	-	-	\$ 301,000
User Fees (UF)	553,000	-	-	-	-	553,000
Special Purpose Sales Taxes VII (ST VII)	998,856	-	-	-	-	998,856
Special Purpose Sales Taxes VIII (ST VIII)	503,333	-	-	-	-	503,333
Sub-Total	\$ 2,356,189	-	-	-	-	\$ 2,356,189

Capital funds were approved for Facilities and Parks miscellaneous repairs and renovations throughout the City. Approved capital funds will be used to do renovations in City Hall, City Hall Annex and the Care Here Clinic. The Fire Department will do repairs/renovations in Station 1, 2 and 6. Fire Prevention will build a protective shelter with concrete pad and Training will be building a metal building with electrical service. Public Works Cemetery Division will be replacing the metal fencing. Water and Sewer funds will be used to build a EQ Basin maintenance building and a vacuum truck shelter/awning in Central Lines. The Withlacoochee Treatment Plant will be building a maintenance/lab building. Motor Pool Garage will expand the maintenance center northside building. Repairs and renovations will be done in various Parks. In Greer Park a shelter replacement, Scott and Vallotton Parks basketball courts repairs/renovates and Scott Park track resurfacing. Also, Saunders Parks courts resurfacing,

Purchase of Vehicles

Department	Approved Funding 2020-21	Estimated Funding 2021-22	Estimated Funding 2022-23	Estimated Funding 2023-24	Estimated Funding 2024-25	Total 5 - Year Funding
Engineering	141,800	-	-	-	-	\$ 141,800
Police	416,500	-	-	-	-	416,500
Fire	158,500	-	-	-	-	158,500
Parks and Facilities	128,600	-	-	-	-	128,600
Public Works	345,000	-	-	-	-	345,000
Sanitation	975,000	-	-	-	-	975,000
Water & Sewer	550,500	-	-	-	-	550,500
Stormwater	205,100	-	-	-	-	205,100
Motor Pool	137,000	-	-	-	-	137,000
Sub-Total	\$ 3,058,000	-	-	-	-	\$ 3,058,000

Funding Source						
User Fees (UF)	\$ 2,298,000	-	-	-	-	\$ 2,298,000
Lease	760,000	-	-	-	-	760,000
Sub-Total	\$ 3,058,000	-	-	-	-	\$ 3,058,000

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		SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
	FOR FY 2021			1st Year 2020/2021	2nd Year 2021/2022	3rd Year 2022/2023	4th Year 2023/2024	5th Year 2024/2025

Machinery and Equipment

GENERAL FUND

POLICE DEPARTMENT

Administration Division

TMC Camera System Expansion	\$ 49,500	CR	\$ 49,500					
Vigilant ALPR Database	10,000	CR	10,000					
Virtual Server Replacement	9,000	CR	9,000					
Backup Server Replacement	17,000	CR	17,000					
Total Administration Division	\$ 85,500		\$ 85,500					

Crime Laboratory Division

High Performance Liquid Chromatography (HPLC) Hemp Analyzer	\$ 49,800	CR	\$ 49,800					
Generator - support morgue, vault and lights on bottom floor	16,100	CR	16,100					
Total Crime Laboratory Division	\$ 65,900		\$ 65,900					

Total Police Department	\$ 151,400		\$ 151,400					
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FIRE DEPARTMENT

Fire Training Division

Thermal Imaging Camera #1	\$ 8,000	CR	\$ 8,000					
Thermal Imaging Camera #2	8,000	CR	8,000					
Total Fire Training Division	\$ 16,000		\$ 16,000					

Total Fire Department	\$ 16,000		\$ 16,000					
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TOTAL GENERAL FUND	\$ 167,400		\$ 167,400					
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WATER AND SEWER FUND

WATER DEPARTMENT

Water Plant Division

Switchgear	\$ 1,000,000	UF	\$ 1,000,000					
Total Water Plant Division	\$ 1,000,000		\$ 1,000,000					

Central Lines Division

Self Propelled Lateral Evaluation System	\$ 125,000	UF	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Manhole Monitoring Equipment	50,000	UF	50,000					
Trailer Mounted Sewer Cleaning Unit	72,000	UF	72,000					
Large Meter Replacement	25,000	UF	25,000	49,000	50,000	50,000	50,000	50,000
Total Central Lines Division	\$ 272,000		\$ 272,000	\$ 49,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Central Maintenance Division

Equipment Replacement (Mud Creek)	\$ 50,000	UF	\$ 50,000	\$ 75,000	\$ 75,000	\$ 100,000	\$ 100,000	
Equipment Replacement (Water Plant)	75,000	UF	75,000	75,000	75,000	75,000	75,000	75,000
Equipment Replacement (Withlacoochee)	50,000	UF	50,000	75,000	75,000	75,000	75,000	75,000
PDG Portable Diesel Fuel Tank	7,000	UF	7,000					
Smart Utilities Equipment	25,000	UF	25,000					
10 Lift Station Generation w/ATS	285,000	UF	285,000					
SCADA Lift Stations Treatment Plants	50,000	UF	50,000	50,000	75,000	75,000	75,000	75,000
Remer Lift Station Check Valves	35,000	UF	35,000					
Gornto Lift Station Check Valves	35,000	UF	35,000					
Gornto Master Lift Station Diesel Generator w/ATS	767,000	UF	767,000					
Total Central Maintenance Division	\$ 1,379,000		\$ 1,379,000	\$ 275,000	\$ 300,000	\$ 325,000	\$ 325,000	

Meter Reading Division

AMI Project	\$ 7,000,000	GEFA	\$ 7,000,000					
Total Meter Reading Division	\$ 7,000,000		\$ 7,000,000					

Total Water Department	\$ 9,651,000		\$ 9,651,000	\$ 324,000	\$ 350,000	\$ 375,000	\$ 375,000	
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SEWER DEPARTMENT

Withlacoochee Plant

Screening System for Headworks	\$ 525,000	UF	\$ 525,000					
Total Withlacoochee Plant	\$ 525,000		\$ 525,000					

Total Sewer Department	\$ 525,000		\$ 525,000					
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TOTAL WATER & SEWER FUND	\$ 10,176,000		\$ 10,176,000	\$ 324,000	\$ 350,000	\$ 375,000	\$ 375,000	
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SPLOST VII FUNDS

WATER DEPARTMENT

Administration Division

EQ Basin	\$ 1,967,900	VII	\$ 1,967,900					
AMI Project	1,100,000	VII	1,100,000					
Total Administration Division	\$ 3,067,900		\$ 3,067,900					

Total Water Department	\$ 3,067,900		\$ 3,067,900					
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TOTAL SPLOST VII FUND (ST VII)	3,067,900		3,067,900					
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FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL		APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
	FOR FY 2021	SOURCE OF FUNDING	1st Year	2nd Year	3rd Year	4th Year	5th Year
			2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
SPLOST VIII FUNDS							
FIRE DEPARTMENT							
Administration Division							
Cascade	\$ 75,000	ST VIII	\$ 75,000	\$ -	\$ -	\$ -	\$ -
SCBA Air Packs	126,000	ST VIII	126,000	254,000	-	-	-
Total Administration Division	\$ 201,000		\$ 201,000	\$ 254,000	-	-	-
Total Fire Department	\$ 201,000		\$ 201,000	\$ 254,000	-	-	-
WATER DEPARTMENT							
Administration Division							
Lift Station Replacement	\$ 750,000	ST VIII	\$ 750,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
AMI Project	1,440,034	ST VIII	1,440,034	-	-	-	-
Diesel Generator - Plant	567,000	ST VIII	567,000	-	-	-	-
Total Administration Division	\$ 2,757,034		2,757,034	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Total Water Department	\$ 2,757,034		\$ 2,757,034	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
TOTAL SPLOST VIII FUND (ST VIII)	\$ 2,958,034		\$ 2,958,034	\$ 1,754,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000

TOTAL BY SOURCE OF FUNDS: MACHINERY AND EQUIPMENT

Current Revenue (CR)	\$ 167,400	\$ 167,400	\$ -	\$ -	\$ -	\$ -
User Fees (UF)	3,176,000	3,176,000	324,000	350,000	375,000	375,000
GA Environmental Facilities Authority (GEFA)	7,000,000	7,000,000	-	-	-	-
Special Purpose Sales Taxes VII (ST VII)	3,067,900	3,067,900	-	-	-	-
Special Purpose Sales Taxes VIII (ST VIII)	2,958,034	2,958,034	1,754,000	1,500,000	1,500,000	1,500,000
TOTAL	\$ 16,369,334	\$ 16,369,334	\$ 2,078,000	\$ 1,850,000	\$ 1,875,000	\$ 1,875,000

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	\$ 50,000	\$ 50,000
Sewer System Expansion	500,000	UF	500,000	-	-	-	-
Water Main Extension (General)	500,000	UF	500,000	500,000	500,000	500,000	500,000
Water Distribution Expansion (General)	200,000	UF	200,000	200,000	200,000	200,000	200,000
Water Transmission System Expansion (Airport Loop)	75,000	UF	75,000	2,150,000	2,150,000	-	-
Water Transmission System Expansion (new development)	500,000	UF	500,000	100,000	100,000	100,000	100,000
Total Central Lines Division	\$ 1,815,000		\$ 1,815,000	\$ 2,990,000	\$ 2,990,000	\$ 850,000	\$ 850,000
Total Water Departments	\$ 1,815,000		\$ 1,815,000	\$ 2,990,000	\$ 2,990,000	\$ 850,000	\$ 850,000
TOTAL WATER AND SEWER FUND	\$ 1,815,000		\$ 1,815,000	\$ 2,990,000	\$ 2,990,000	\$ 850,000	\$ 850,000

SPLOST VIII FUND							
WATER DEPARTMENT							
Administration							
GDOT Utilities Adjustment	\$ 500,000	ST VIII	\$ 500,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Manhole Rehab-Liner Replacement	450,000	ST VIII	450,000	50,000	500,000	500,000	500,000
EPD Sewer Collection	2,000,000	ST VIII	2,000,000	4,000,000	4,000,000	4,000,000	-
Total Administration	\$ 2,950,000		\$ 2,950,000	\$ 4,450,000	\$ 4,900,000	\$ 4,900,000	\$ 900,000
Total Water Departments	\$ 2,950,000		\$ 2,950,000	\$ 4,450,000	\$ 4,900,000	\$ 4,900,000	\$ 900,000
TOTAL SPLOST VIII FUND (ST VIII)	\$ 2,950,000		\$ 2,950,000	\$ 4,450,000	\$ 4,900,000	\$ 4,900,000	\$ 900,000

TOTAL BY SOURCE OF FUNDS: WATER & SEWER UTILITY SYSTEMS

User Fees (UF)	\$ 1,815,000	\$ 1,815,000	\$ 2,990,000	\$ 2,990,000	\$ 850,000	\$ 850,000
Special Purpose Sales Tax VIII (ST VIII)	2,950,000	2,950,000	4,450,000	4,900,000	4,900,000	900,000
TOTAL	\$ 4,765,000	\$ 4,765,000	7,440,000	7,890,000	5,750,000	1,750,000

WATER & SEWER TREATMENT PLANT REPAIR AND EXPANSION

SPLOST VIII FUND							
WATER & SEWER							
Administration							
WTP Water Well Rehab	\$ 400,000	ST VIII	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Total Administration Division	\$ 400,000		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Total Water & Sewer Administration	\$ 400,000		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
TOTAL SPLOST VIII FUND (ST VIII)	\$ 400,000		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000

FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL		APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
	FOR FY 2021	SOURCE OF FUNDING	1st Year 2020/2021	2nd Year 2021/2022	3rd Year 2022/2023	4th Year 2023/2024	5th Year 2024/2025

TOTAL BY SOURCE OF FUNDS: WATER & SEWER TREATMENT PLANT

Special Purpose Sales Tax VIII (ST VIII)	\$ 400,000	\$ 400,000	400,000	400,000	400,000	400,000	400,000
TOTAL	\$ 400,000	\$ 400,000	400,000	400,000	400,000	400,000	400,000

STREETS, INTERSECTIONS AND TRAFFIC IMPROVEMENT

SPLOST VII FUND

ENGINEERING DEPARTMENT

Administration Division

Road Improvements	\$ 2,000,000	ST VII	\$ 2,000,000	-	-	-	-
Sidewalk Improvements	764,330	ST VII	764,330	-	-	-	-
Drainage Improvement	192,000	ST VII	192,000	-	-	-	-
Total Administration Division	\$ 2,956,330		\$ 2,956,330	-	-	-	-
Total Engineering Department	\$ 2,956,330		\$ 2,956,330	-	-	-	-

TOTAL SPLOST VII FUND (ST VII)	\$ 2,956,330		\$ 2,956,330	-	-	-	-
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SPLOST VIII FUND

ENGINEERING DEPARTMENT

Administration Division

Intersection Improvements	\$ 120,200	ST VIII	\$ 120,200	\$ -	\$ -	\$ -	\$ -
Street Improvement Maintenance	70,000	ST VIII	70,000	70,000	70,000	70,000	70,000
Resurfacing (LMIG 2020)	650,100	ST VIII	650,100	-	-	-	-
Sidewalk Improvement	813,760	ST VIII	813,760	-	-	-	-
Piping of Ditches	143,000	ST VIII	143,000	-	-	-	-
Drainage Improvement	177,600	ST VIII	177,600	-	-	-	-
Traffic Improvement	109,435	ST VIII	109,435	40,000	40,000	40,000	40,000
Total Administration Division	\$ 2,084,095		\$ 2,084,095	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
Total Engineering Department	\$ 2,084,095		\$ 2,084,095	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000

TOTAL SPLOST VIII FUND (ST VIII)	\$ 5,040,425		\$ 5,040,425	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
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TOTAL BY SOURCE OF FUNDS: STREETS, INTERSECTIONS AND TRAFFIC IMPROVEMENT

Special Purpose Sales Tax VII (ST VII)	\$ 2,956,330	\$ 2,956,330	-	-	-	-	-
Special Purpose Sales Tax VIII (ST VIII)	2,084,095	2,084,095	110,000	110,000	110,000	110,000	110,000
TOTAL	\$ 5,040,425	\$ 5,040,425	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000

FACILITIES, PARKS AND MISC. IMPROVEMENTS

GENERAL FUND

OTHER GENERAL ADMINISTRATION DEPARTMENT

City Hall Division

Human Resources- Conference Room Renovation	\$ 3,000	CR	\$ 3,000	-	-	-	-
Human Resources - Office Window	5,000	CR	5,000	-	-	-	-
City Hall Flooring	30,000	CR	30,000	-	-	-	-
Security Cameras	12,000	CR	12,000	-	-	-	-
Paint Lobby	12,000	CR	12,000	-	-	-	-
Total City Hall Division	\$ 62,000		\$ 62,000	-	-	-	-

City Hall Annex Division

Neighborhood Development - Access Doors	\$ 7,000	CR	\$ 7,000	-	-	-	-
City Hall Annex - Pressure Wash & Paint	75,000	CR	75,000	-	-	-	-
Total City Hall Annex Division	\$ 82,000		\$ 82,000	-	-	-	-

Rental Division

Care Here Clinic - Renovation Lobby	\$ 7,000	CR	\$ 7,000	-	-	-	-
Total Rental Division	\$ 7,000		\$ 7,000	-	-	-	-

Total Other General Administration Department	\$ 151,000		\$ 151,000	-	-	-	-
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FIRE DEPARTMENT

Operation Division

Station 1 - Flooring - replmt	\$ 20,000	CR	\$ 20,000	-	-	-	-
Station 1 - Painting Interior walls & trim	10,000	CR	10,000	-	-	-	-
Station 2 - Painting Interior walls & trim	10,000	CR	10,000	-	-	-	-
Station 6 - Painting	10,000	CR	10,000	-	-	-	-
Total Operation Division	\$ 50,000		\$ 50,000	-	-	-	-

Fire Prevention Division

Protective Shelter w/Concrete Pad	\$ 15,000	CR	\$ 15,000	-	-	-	-
Total Fire Prevention Division	\$ 15,000		\$ 15,000	-	-	-	-

Fire Training Division

Metal Building w/Electrical Service	\$ 35,000	CR	\$ 35,000	-	-	-	-
Total Fire Training Division	\$ 35,000		\$ 35,000	-	-	-	-

Total Fire Department	\$ 100,000		\$ 100,000	-	-	-	-
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FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL		SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
	FOR FY 2021			1st Year 2020/2021	2nd Year 2021/2022	3rd Year 2022/2023	4th Year 2023/2024	5th Year 2024/2025
PUBLIC WORKS DEPARTMENT								
Cemetery								
Metal Fencing - replacement	50,000	CR	50,000	-	-	-	-	
Total Cemetery Division	\$ 50,000		50,000	-	-	-	-	
Total Public Works Department	\$ 50,000		\$ 50,000	-	-	-	-	
TOTAL GENERAL FUND	\$ 301,000		\$ 301,000	-	-	-	-	
WATER AND SEWER FUND								
Water Department								
Central Lines Division								
Vacuum Truck Shelter / Awning	218,000	UF	218,000	-	-	-	-	
Total Central Lines Division	\$ 218,000		\$ 218,000	-	-	-	-	
Total Water Department	\$ 218,000		\$ 218,000	-	-	-	-	
Sewer Department								
Withlacoochee Division								
Maintenance Lab Building	200,000	UF	200,000	-	-	-	-	
Total Withlacoochee Division	\$ 200,000		\$ 200,000	-	-	-	-	
Total Sewer Department	\$ 200,000		\$ 200,000	-	-	-	-	
TOTAL WATER AND SEWER FUND	\$ 418,000		\$ 418,000	-	-	-	-	
MOTOR POOL FUNDS								
EQUIPMENT MAINTENANCE DEPARTMENT								
Garage								
Maintenance Center Northside Building Expansion	135,000	UF	135,000	-	-	-	-	
Total Garage Division	\$ 135,000		\$ 135,000	-	-	-	-	
Total Equipment Maintenance	\$ 135,000		\$ 135,000	-	-	-	-	
MOTOR POOL FUNDS	\$ 135,000		\$ 135,000	-	-	-	-	
SPLOST VII FUNDS								
Engineering Department								
MLK Monument Railing	38,856	ST VII	38,856	-	-	-	-	
Total Engineering Department	\$ 38,856		\$ 38,856	-	-	-	-	
Water Department								
EQ Basin Maintenance Building	500,000	ST VII	500,000	-	-	-	-	
Total Water Department	\$ 500,000		\$ 500,000	-	-	-	-	
Parks								
Various Parks	460,000	ST VII	460,000	-	-	-	-	
Total Parks	\$ 460,000		\$ 460,000	-	-	-	-	
TOTAL SPLOST VII FUNDS (ST VII)	\$ 998,856		\$ 998,856	-	-	-	-	
SPLOST VIII Funds								
Parks								
Existing Parks	503,333	ST VIII	503,333	-	-	-	-	
Total Parks	\$ 503,333		\$ 503,333	-	-	-	-	
TOTAL SPLOST VIII FUNDS (ST VIII)	\$ 503,333		\$ 503,333	-	-	-	-	
TOTAL BY SOURCE OF FUNDS: FACILITIES, PARKS AND MISC. IMPROVEMENTS								
Current Revenue (CR)	\$ 301,000		\$ 301,000	-	-	-	-	
User Fees (UR)	553,000		553,000	-	-	-	-	
Special Local Purpose Sales Tax VII (ST VII)	998,856		998,856	-	-	-	-	
Special Local Purpose Sales Tax VIII (ST VIII)	503,333		503,333	-	-	-	-	
TOTAL	\$ 2,356,189		\$ 2,356,189	-	-	-	-	

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	-	-	-	-
Street Maintenance Division							
Caterpillar Backhoe - \$120,000 less buyback	65,000	UF	65,000	-	-	-	-
Chassis Cab F550 XL	48,300	UF	48,300	-	-	-	-
Total Street Maintenance Division	\$ 113,300		\$ 113,300	-	-	-	-
Total Engineering Department	\$ 141,800		\$ 141,800	-	-	-	-

FIVE YEAR CAPITAL PLAN DETAIL

		APPROVED CAPITAL		APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
		FOR FY 2021	SOURCE OF FUNDING	1st Year 2020/2021	2nd Year 2021/2022	3rd Year 2022/2023	4th Year 2023/2024	5th Year 2024/2025
POLICE DEPARTMENT								
Patrol Bureau Division								
Sedan	Replace-0304	\$ 24,500	UF	\$ 24,500	-	-	-	-
Sedan	Replace-0306	24,500	UF	24,500	-	-	-	-
Sedan	Replace-0321	24,500	UF	24,500	-	-	-	-
Sedan	Replace-0324	24,500	UF	24,500	-	-	-	-
Sedan	Replace-0326	24,500	UF	24,500	-	-	-	-
Sedan	Replace-0328	24,500	UF	24,500	-	-	-	-
Sedan	Replace-0329	24,500	UF	24,500	-	-	-	-
Sedan	Replace-0330	24,500	UF	24,500	-	-	-	-
Sedan	Replace-0331	24,500	UF	24,500	-	-	-	-
Sedan	Replace-0338	24,500	UF	24,500	-	-	-	-
Total Patrol Bureau Division		\$ 245,000		\$ 245,000	-	-	-	-
Investigative Bureau Division								
Sedan-Unmarked	Replace-0251	\$ 24,500	UF	\$ 24,500	-	-	-	-
Sedan-Unmarked	Replace-0271	24,500	UF	24,500	-	-	-	-
Sedan-Unmarked	Replace-0271	24,500	UF	24,500	-	-	-	-
Sedan-Unmarked	Replace-0271	24,500	UF	24,500	-	-	-	-
Sedan-Unmarked	Replace-0252	24,500	UF	24,500	-	-	-	-
Total Investigative Bureau Division		\$ 122,500		\$ 122,500	-	-	-	-
Support Services Bureau Division								
Sedan	Replace-0320	\$ 24,500	UF	\$ 24,500	-	-	-	-
Total Support Services Bureau Division		\$ 24,500		\$ 24,500	-	-	-	-
Crime Laboratory Division								
Sedan	Replace-1608	\$ 24,500	UF	\$ 24,500	-	-	-	-
Total Crime Laboratory Division		\$ 24,500		\$ 24,500	-	-	-	-
Total Police Department		\$ 416,500		\$ 416,500	-	-	-	-
FIRE DEPARTMENT								
Fire Prevention								
Super Crew Cab Truck 1/2 Ton	Replace-1610	\$ 28,500	UF	\$ 28,500	-	-	-	-
Smart Fire Safety Training Trailer		130,000	UF	130,000	-	-	-	-
Total Special Operations Division		\$ 158,500		\$ 158,500	-	-	-	-
Total Fire Department		\$ 158,500		\$ 158,500	-	-	-	-
PARKS AND FACILITIES								
Cemetery Division								
Exmark Mower 60'	Replace-6849	\$ 10,800	UF	\$ 10,800	-	-	-	-
F-150 Super Cab Trk w/roll n lock bed cover	Replace-0368	29,800	UF	29,800	-	-	-	-
Total Cemetery Division		\$ 40,600		\$ 40,600	-	-	-	-
Arborist Division								
F-450 35ft Bucket Truck Dump Truck	Replace-2031	\$ 88,000	UF	\$ 88,000	-	-	-	-
Total Arborist Division		\$ 88,000		\$ 88,000	-	-	-	-
Total Parks and Facilities Department		\$ 128,600		\$ 128,600	-	-	-	-
PUBLIC WORKS								
Right of Way Maintenance Division								
Tractor w/Mower Deck	Replace-4220	\$ 48,000	UF	\$ 48,000	-	-	-	-
Air Street Sweeper	Replace-5205	245,000	UF	245,000	-	-	-	-
F-350 Crew Cab Truck	Replace-1730	34,000	UF	34,000	-	-	-	-
Finishing Mower 150' Woods Tri Deck		18,000	UF	18,000	-	-	-	-
Total Right of Way Maintenance Division		\$ 345,000		\$ 345,000	-	-	-	-
Total Public Works Department		\$ 345,000		\$ 345,000	-	-	-	-

FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL		SOURCE OF FUNDING	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
	FOR FY 2021			1st Year 2020/2021	2nd Year 2021/2022	3rd Year 2022/2023	4th Year 2023/2024	5th Year 2024/2025
SANITATION								
Residential Garbage Division								
Rear Loader Garbage Truck	New	\$ 300,000	LEASE	\$ 300,000	-	-	-	
Rear Loader Garbage Truck	New	300,000	LEASE	300,000	-	-	-	
Total Residential Garbage Division		\$ 600,000		\$ 600,000	-	-	-	
Residential Trash Division								
Automated Leaf Truck	New	\$ 215,000	UF	\$ 215,000	-	-	-	
Grapple Loader		160,000	LEASE	160,000	-	-	-	
Total Residential Garbage Division		\$ 375,000		\$ 375,000	-	-	-	
Total Sanitation Fund		\$ 975,000		\$ 975,000	-	-	-	
WATER & SEWER								
Administration								
Quad-Cab Pickup Truck		\$ 30,000	UF	\$ 30,000	-	-	-	
Total Administration Division		\$ 30,000		\$ 30,000	-	-	-	
Central Lines Division								
All Terrain Vehicle		\$ 20,000	UF	\$ 20,000	-	-	-	
Caterpillar Backhoe		125,000	UF	125,000	-	-	-	
F-250 Crew Cab Truck	R-1402	60,000	UF	60,000	-	-	-	
Mini Excavator w/Trailer		85,000	UF	85,000	-	-	-	
F-350 Super Duty Service Truck	R-1762	43,000	UF	43,000	-	-	-	
Total Central Lines Division		\$ 333,000		\$ 333,000	-	-	-	
Central Maintenance Division								
F-350 Super Duty Service Truck		\$ 85,000	UF	\$ 85,000	-	-	-	
Crew Cab Pickup Truck		28,000	UF	28,000	-	-	-	
Total Central Maintenance Division		\$ 113,000		\$ 113,000	-	-	-	
Environmental Services Division								
F-250 Pickup Truck		\$ 30,000	UF	\$ 30,000	-	-	-	
Total Mud Creek Division		\$ 30,000		\$ 30,000	-	-	-	
Withlacoochee Division								
Zero Turn Mower 72"		\$ 14,000	UF	\$ 14,000	-	-	-	
Kawasaki Mule 4x4		22,000	UF	22,000	-	-	-	
Zero Turn Mower 72"		8,500	UF	8,500	-	-	-	
Total Environmental Services Division		\$ 44,500		\$ 44,500	-	-	-	
Total Water & Sewer Fund		\$ 550,500		\$ 550,500	-	-	-	
I Stormwater Fund								
Operation & Maintenance Division								
F-150 Truck	Replace-1411	\$ 35,000	UF	\$ 35,000	-	-	-	
Motor Grader 685-C	New	170,100	UF	170,100	-	-	-	
Total Operation & Maintenance Division		\$ 205,100		\$ 205,100	-	-	-	
Total Stormwater Fund		\$ 205,100		205,100	-	-	-	
Motor Pool								
Equipment Maintenance								
Dodge Charger	R-0245	\$ 24,500	UF	\$ 24,500	-	-	-	
Dodge Charger	R-0246	24,500	UF	24,500	-	-	-	
F-550 Service Truck w/crane body	R-1758	88,000	UF	88,000	-	-	-	
Total Equipment Maintenance Division		\$ 137,000		\$ 137,000	-	-	-	
Total Motor Pool Fund		\$ 137,000		\$ 137,000	-	-	-	
TOTAL PURCHASE OF VEHICLES		\$ 3,058,000		\$ 3,058,000	-	-	-	

TOTAL BY SOURCE OF FUNDS: PURCHASE OF VEHICLES

User Fees (UF)	\$ 2,298,000	\$ 2,298,000	-	-	-	-
Lease	760,000	760,000	-	-	-	-
TOTAL	\$ 3,058,000	\$ 3,058,000	-	-	-	-

TOTAL CAPITAL FUNDING BY SOURCE

Source of Funds						
Current Revenue (CR)	\$ 468,400	\$ 468,400	\$ -	\$ -	\$ -	\$ -
User Fee (UR)	7,842,000	7,842,000	3,314,000	3,340,000	1,225,000	1,225,000
GA Environmental Facilities Authority (GEFA)	7,000,000	7,000,000	-	-	-	-
Lease	760,000	760,000	-	-	-	-
Special Local Purpose Sales Tax VII (ST VII)	7,023,086	7,023,086	-	-	-	-
Special Local Purpose Sales Tax VIII (ST VIII)	8,895,462	8,895,462	6,714,000	6,910,000	6,910,000	2,910,000
TOTAL	\$ 31,988,948	\$ 31,988,948	\$ 10,028,000	\$ 10,250,000	\$ 8,135,000	\$ 4,135,000

FIVE YEAR CAPITAL PLAN DETAIL

	APPROVED CAPITAL	SOURCE	APPROVED CAPITAL FOR FIVE YEAR CAPITAL PROGRAM				
	FOR FY 2021	OF FUNDING	1st Year 2020/2021	2nd Year 2021/2022	3rd Year 2022/2023	4th Year 2023/2024	5th Year 2024/2025

CAPITAL OUTLAY BY DEPARTMENT

Engineering	\$ 5,079,281		\$ 5,079,281	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
Other General Administration	151,000		151,000	-	-	-	-
Police	151,400		151,400	-	-	-	-
Fire	317,000		317,000	254,000	-	-	-
Public Works	50,000		50,000	-	-	-	-
Water and Sewer	22,083,934		22,083,934	9,664,000	10,140,000	8,025,000	4,025,000
Motor Pool - Garage	135,000		135,000	-	-	-	-
Parks	963,333		963,333	-	-	-	-
Motor Pool - Vehicles	3,058,000		3,058,000	-	-	-	-
TOTAL	\$ 31,988,948		\$ 31,988,948	\$ 10,028,000	\$ 10,250,000	\$ 8,135,000	\$ 4,135,000

CAPITAL OPERATING IMPACT

FY 2021 Capital Plan Impact on Operating Budget

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
General Fund					
ENGINEERING					
Street Maintenance Division					
Intersection Improvements					
Maintenance	250	500	750	1,500	2,000
Road Improvement					
Maintenance	500	1,000	1,500	2,000	2,500
Street Maintenance Improvement					
Maintenance	500	750	1,500	2,000	2,500
Traffic Improvement					
Maintenance	750	1,200	1,500	2,500	3,000
Sidewalk Improvement					
Maintenance	500	800	1,500	2,000	3,000
Resurfacing					
Maintenance	500	750	1,200	1,500	2,000
Drainage Improvement					
Maintenance	500	750	900	1,050	1,500
Piping of Ditches					
Maintenance	500	1,000	1,200	1,500	2,500
Net Increase (Decrease) in Operating Expenses	4,000	6,750	10,050	14,050	19,000
Engineering Increase (Decrease) In Operating Expenses	4,000	6,750	10,050	14,050	19,000
OTHER GENERAL ADMINISTRATION					
City Hall					
Renovations					
Depreciation	0	200	500	750	1,500
City Hall Annex					
Renovations and Repairs					
Depreciation	0	250	500	1,000	1,500
Rental					
Renovations - Lobby Care Hare Clinic					
Depreciation	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	700	1,500	2,500	4,000
Other General Administration (Decrease) In Operating Expenses	-	700	1,500	2,500	4,000
POLICE DEPARTMENT					
Administration Division					
TMC Camera System Expansion					
Depreciation	0	150	300	600	1,000
Vigilant ALPR Database					
Depreciation	0	200	500	700	1,500
Equipment - Machinery Replacements					
Depreciation	0	250	500	1,000	1,500
Dell In Car Computers					
Maintenance Contract	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	850	1,800	3,050	5,000
Police Increase (Decrease) In Operating Expenses	-	850	1,800	3,050	5,000

FY 2021 Capital Plan Impact on Operating Budget

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
FIRE					
Operations					
Fire Stations - Renovation - Repairs					
Depreciation	0	250	500	1,000	1,600
Equipment					
Depreciation	0	250	500	1,000	1,500
Dell In Car Computer					
Maintenance	0	250	500	750	1,000
Fire Prevention					
Protective Shelter w/concrete pad					
Depreciation	0	0	500	750	1,000
Fire Training					
Thermal Imaging Cameras					
Depreciation	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	1,000	2,500	4,250	6,100
Fire Increase (Decrease) In Operating Expenses	-	1,000	2,500	4,250	6,100
PUBLIC WORKS DEPARTMENT					
Cemetery					
Metal Fencing - replacement					
Depreciation	0	0	250	500	750
Net Increase (Decrease) in Operating Expenses	0	0	250	500	750
Public Works Increase (Decrease) In Operating Expenses	0	0	250	500	750
Total General Fund Increase (Decrease) In Operating Expenses	4,000	9,300	16,100	24,350	34,850
Water & Sewer Fund					
WATER DEPARTMENT					
Water Plant					
Water Well Rehab					
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
Switchgear					
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
Net Increase (Decrease) in Operating Expenses	0	1,000	2,500	3,500	8,000
Vacuum Truck Shelter Awning					
Depreciation	0	500	1,000	1,500	2,000
Net Increase (Decrease) in Operating Expenses	0	500	1,000	1,500	2,000
Self Propelled Evaluation System					
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

FY 2021 Capital Plan Impact on Operating Budget

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Manhole Liner Replacement and Monitoring Equipment					
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
Trailer Mounted Sewer Cleaning Unit					
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
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					
Gornito Master Lift Station Diesel Generator w/ATS and check valves					
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
Lift Station Replacement					
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	11,500	58,150	87,450	118,050	164,500

FY 2021 Capital Plan Impact on Operating Budget

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Water & Sewer Fund					
SEWER DEPARTMENT					
Mud creek Treatment Plant					
Maintenance/Lab Building					
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
Diesel Generators					
Depreciation	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	250	500	750	1,000
Screening System for Headworks					
Depreciation	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	250	500	750	1,000
Withlacoochee Treatment Plant					
EQ Basin and Maintenance Building					
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
Sewer Increase (Decrease) In Operating Expenses	10,000	24,500	31,000	35,500	39,000
Meter Reading					
AMI Radio Read Meters					
Depreciation	0	500	750	1,000	1,500
Maintenance & Supplies	0	1,000	1,500	2,000	2,500
Net Increase (Decrease) in Operating Expenses	0	1,500	2,250	3,000	4,000
Meter Reading Increase (Decrease) In Operating Expenses	-	1,500	2,250	3,000	4,000
Total Water & Sewer Fund Increase (Decrease) In Operating Expenses	21,500	84,150	120,700	156,550	207,500
Motor Pool Fund					
MOTOR POOL DEPARTMENT					
Maintenance Division					
Maintenance Center Northside Building Expansion					
Depreciation	0	250	500	750	1,000
Net Increase (Decrease) in Operating Expenses	0	250	500	750	1,000
Vehicle Additions & Replacements					
Depreciation	0	150,000	300,000	375,000	425,000
Maintenance (Decrease)	0	(75,000)	(125,000)	(200,000)	(275,000)
Net Increase (Decrease) in Operating Expenses	0	75,000	175,000	175,000	150,000
Garage Increase (Decrease) in Operating Expenses	0	75,250	175,500	175,750	151,000
Total Motor Pool Fund Increase (Decrease) In Operating Expenses	-	75,500	176,000	176,500	152,000
CITY WIDE INCREASE (DECREASE) IN OPERATING EXPENSES	25,500	168,763	312,425	356,838	393,600

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.

FY 21

Debt Service Requirements

DEBT SERVICE OVERVIEW

This section summarizes the debt service obligations of the City at the beginning of the 2020-2021 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, 2020.

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, 2020 Principal Outstanding \$1,043,471
- 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, 2020 Principal Outstanding \$12,443,310
- 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, 2020 Principal Outstanding \$8,613,295
- 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, 2020 Principal Outstanding \$9,797,971
- 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, 2020 Principal Outstanding \$19,951,801
- Interest Rate: 1.4%
- Funding Source: Water and Sewer Revenue Fund

FY 21

**Debt Service
Requirements**

**DEBT SERVICE
Continued**

Georgia Environmental Facilities Authority (GEFA) Loan #2013-L31WJ

- Purpose: Upgrades to Sanitary Sewer
- Maturity Date: 2038
- Original Principal Amount: \$10,551,369; July 1, 2020 Principal Outstanding \$9,564,679
- Interest Rate: 2.4%
- Funding Source: Water and Sewer Revenue Fund

Georgia Environmental Facilities Authority (GEFA) Loan #GF2017012

- Purpose: Upgrades Water and Sewer
- Maturity Date: 2039
- Original Principal Amount: \$5,509,187; July 1, 2020 Principal Outstanding \$5,382,949
- Interest Rate: 2.39%
- Funding Source: Water and Sewer Revenue Fund

*One loan will be initiated in FY 2021

FY 21**Overview****DEBT SERVICE REQUIREMENTS****COMPUTATION OF LEGAL DEBT MARGIN**

Gross Assessed Valuation (2019-2020)	\$1,486,183,000
Legal Debt Limit – 10.00% of Gross Assessed Value	148,618,300
General Obligation Bonded Debt	<u>0</u>
Legal Debt Margin as of June 30, 2020	\$148,618,300

Water & Sewer Revenue Fund

	FY 2019 Actual	FY 2020 Estimated	FY 2021 Requested	FY 2021 Approved
GEFA Loan #DW97-036				
Principal	287,243	295,959	304,937	304,937
Interest	45,589	36,874	27,895	27,895
GEFA Loan #CWSRF 08-003				
Principal	904,536	932,049	960,398	960,398
Interest	416,027	388,514	360,165	360,165
GEFA Loan #CWSRF 08-003 Phase II				
Principal	560,962	578,024	595,605	595,605
Interest	284,897	267,835	250,254	250,254
GEFA Loan #2006-L53WJ*				
Principal	674,948	703,287	732,816	732,816
Interest	447,809	419,470	389,941	389,941
GEFA Loan #CWSRF 13-006				
Principal	1,746,220	1,803,357	1,861,318	1,861,318
Interest	419,959	362,821	304,861	304,861
GEFA Loan #2013-L31WJ				
Principal	419,457	429,635	440,060	440,060
Interest	245,336	235,158	224,733	224,733
GEFA Loan #GF2017012				
Principal	0	108,096	220,103	220,103
Interest	0	65,298	126,685	126,685
Total Water & Sewer Revenue Fund	6,452,983	6,626,377	6,799,771	6,799,771
Total Debt Service Requirements	\$6,452,983	\$6,626,377	\$6,799,771	\$6,799,771

Schedule of Debt Service Requirements

Georgia Environmental Facilities Authority

#DW97-036

Fiscal Year Ending June 30	Principal	Interest
2021	304,937	27,895
2022	314,189	18,643
2023	323,722	9,111
2024	100,626	892
	\$1,043,474	\$56,541

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
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
2030	1,257,664	62,900
	\$11,031,000	\$2,174,632

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
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
2030	779,958	65,900
	\$6,841,036	\$1,617,548

Water & Sewer

Original Loan Value: \$12,709,794

Monthly Payment: \$70,488

Interest Rate: 3.0%

Payment Due: Monthly - beginning August 1, 2012

Georgia Environmental Facilities Authority

#2006-L53WJ

Fiscal Year Ending June 30	Principal	Interest
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
2030	1,061,098	61,659
	\$8,879,766	\$2,347,807

Water & Sewer

Original Loan Value: \$14,028,996

Monthly Payment: \$93,563.11

Interest Rate: 4.12%

Payment Due: Monthly - beginning Oct. 1, 2013

Georgia Environmental Facilities Authority

#CWSRF 13-006

Fiscal Year Ending June 30	Principal	Interest
2021	1,899,008	267,171
2022	1,925,765	240,413
2023	1,952,900	213,279
2024	1,980,416	185,762
2025	2,008,321	157,858
2026	2,036,618	129,560
2027	2,065,315	100,864
2028	2,094,415	71,763
2029	2,123,926	42,253
2030	1,865,117	12,452
	\$19,951,801	\$1,421,375

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
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
2030	546,042	118,751
	\$4,913,585	\$1,734,345

Water & Sewer

Original Loan Value: \$10,551,369

Monthly Payment: \$55,399

Interest Rate: 2.4%

Payment Due: Monthly - beginning March 1, 2018

Georgia Environmental Facilities Authority

#GF2017012

Fiscal Year Ending June 30	Principal	Interest
2021	220,103	126,685
2022	225,421	121,367
2023	230,868	115,920
2024	236,447	110,341
2025	242,160	104,628
2026	248,012	98,777
2027	254,004	92,784
2028	260,142	86,646
2029	266,428	80,360
2030	272,866	73,922
	\$2,456,451	\$1,011,430

Water & Sewer

Original Loan Value: \$5,509,187

Monthly Payment: \$28,899

Interest Rate: 2.39%

Payment Due: Monthly - beginning January 1, 2020

Section H

Position Chart

SUMMARY POSITION CHART

	FULL TIME EQUIVALENT UNITS				ACTUAL POSITIONS
	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 PROPOSED
General Fund	437	448	454	453	453
HUD Grant Fund	2	1	1	1	1
Sanitation Fund	54	54	54	54	54
Water & Sewer Fund	94	97	103	100	100
Department of Labor	0	0	1	0	0
Stormwater Fund	19	17	17	17	17
Inspection Fund	10	10	10	10	10
Auditorium Fund	3	4	4	4	4
Motor Pool Fund	15	15	15	15	15
TOTAL PERSONNEL	634	646	659	654	654

POSITION CHART

	PAY GRADE	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 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		8	8	8	8	8
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	1	1	1	1	1
Subtotal		3	3	3	3	3
Total Executive Department		8	8	8	8	8
Human Resources						
Administration						
Human Resources Director	26	1	1	1	1	1
Senior Human Resources Manager	21	0	1	1	1	1
Senior Human Resources Analyst	19	1	0	0	0	0
Human Resources Analyst	18	1	0	0	0	0
Human Resources Coordinator	17	0	1	1	1	1
Human Resources Generalist	17	1	1	1	1	1
Subtotal		4	4	4	4	4
Total Human Resources Department		4	4	4	4	4
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	2	3	3	3	3
Subtotal		5	6	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 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 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						
23 24 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 Assistant	12	1	1	1	1	1
Subtotal		9	9	9	9	9
Signal Maintenance						
Sign & Signal Supervisor	18	1	0	0	0	0
Traffic Technician II	14	3	3	3	3	3
Subtotal		4	3	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	1	1	1	1
Traffic Technician III	16	2	2	2	2	2
Subtotal		3	4	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	3	3	3	3
Subtotal		6	8	8	8	8
Total Engineering Department						
25 27 27 27 27						
Other General Administrative						
City Hall						
Facilities Manager	21	1	1	1	1	1
Custodian II	8	1	1	1	1	1
Subtotal		2	2	2	2	2
City Hall Annex						
Custodian II	8	1	1	1	1	1
Subtotal		1	1	1	1	1
Total Facilities Department						
3 3 3 3 3						
Judicial						
Municipal Court Administration						
Judge	UNC	1	1	1	1	1
Court Administrator	18	1	1	1	1	1
Clerk of Court	14	1	1	1	1	1
Deputy Clerk	10	2	2	2	2	2
Subtotal		5	5	5	5	5
Total Judicial Department						
5 5 5 5 5						

POSITION CHART

	PAY GRADE	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 APPROVED
Police						
<u>Administration</u>						
Chief of Police	26	1	1	1	1	1
Public Safety Information Technology Manager	23	1	1	1	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	1	1	1
Police Officer	14	1	1	1	1	1
Police Office (Valdosta Housing Authority)	14	1	1	1	1	1
Permit Enforcement Officer	14	1	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		12	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	5	5	5	5	5
Police Sergeant - Patrol	18	10	12	12	12	12
Police Office	14	83	86	90	90	90
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		117	122	126	126	126
<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	1	1	1	1	1
Administrative Secretary	10	1	1	1	1	1
Subtotal		5	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
<u>Crime Laboratory</u>						
Crime Laboratory Director	23	1	1	1	1	1
Quality Manager	20	1	1	1	1	1
Criminalist Drug Chemist	16	2	2	2	2	2
Crime Laboratory Lieutenant	20	1	1	1	1	1
Criminalist Firearms & Toolmark Examiner	16	2	2	2	2	2
Criminalist Latent Prints Examiner	16	1	1	1	1	1
Criminalist Crime Scene Technician	16	3	3	3	3	3
Evidence Technician	12	2	2	2	2	2
Subtotal		13	13	13	13	13
Total Police Department		196	201	205	205	205

POSITION CHART

	PAY GRADE	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 APPROVED
Fire						
Administration						
Fire Chief	26	1	1	1	1	1
Assistant Fire Chief	24	1	1	1	1	1
Administrative Battalion Chief	23	2	2	2	2	2
Professional Standards Manager	18	0	1	1	1	1
Administrative Assistant	12	1	1	1	1	1
Fire Records Technician	10	1	1	1	1	1
Subtotal		6	7	7	7	7
Operations						
Operations Battalion Chief	23	3	3	3	3	3
Fire Lieutenant	18	24	24	24	24	24
Professional Standards Manager	18	1	0	0	0	0
Community Risk Reduction Officer	18	0	2	3	3	3
Fire Sergeant	16	27	27	27	27	27
Fire Corporal	14	15	15	15	15	15
Fire Fighter	13	22	22	22	22	22
Subtotal		92	93	94	94	94
Fire Prevention						
Fire Marshal	23	1	1	1	1	1
Fire Lieutenant	18	2	2	2	2	2
Fire Inspectors	TEMP	1	1	1	1	1
Fire & Life Public Safety Educator	16	1	1	1	1	1
Subtotal		5	5	5	5	5
Fire Maintenance						
Fire Maintenance Supervisor	18	1	1	1	1	1
Fire Mechanic	15	1	1	1	1	1
Subtotal		2	2	2	2	2
Fire Training						
Fire Captain	20	1	1	1	1	1
Fire Lieutenant	18	1	1	1	1	1
Fire Training Officer	18	1	1	1	1	1
Subtotal		3	3	3	3	3
Special Operations						
Fire Captain	20	1	1	1	1	1
Subtotal		1	1	1	1	1
Total Fire Department		109	111	112	112	112
Other Protective Services						
Community Protection						
Senior City Marshal	15	0	1	1	1	1
City Marshall	14	6	4	4	4	4
Community Sustainability Coordinator	14	0	1	1	1	1
Subtotal		6	6	6	6	6
Total Other Protective Services		6	6	6	6	6
Public Works						
Right of Way Maintenance						
Public Works Superintendent	21	1	1	1	1	1
Public Works Supervisor	16	2	2	2	2	2
Heavy Equipment Operator	12	4	6	6	6	6
Crewleader	12	6	6	6	6	6
Groundskeeper II	9	1	1	1	1	1
Light Equipment Operator	10	5	3	3	3	3
Maintenance Worker I/II	8/9	0	9	9	9	9
Maintenance Worker I	8	9	0	0	0	0
Subtotal		28	28	28	28	28

POSITION CHART

	PAY GRADE	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 APPROVED
Cemetery						
Cemetery Supervisor	16	1	1	1	1	1
Assistant Cemetery Supervisor	12	1	1	1	1	1
Light Equipment Operator	10	3	3	3	3	3
Groundskeeper I/II	8/9	3	3	3	3	3
Maintenance Worker I	TEMP	4	4	4	4	4
Subtotal		12	12	12	12	12
Arborist						
Urban Forestry Supervisor	18	1	1	1	1	1
Heavy Equipment Operator	12	1	1	1	1	1
Maintenance Worker I/II	8/9	1	1	2	1	1
Subtotal		3	3	4	3	3
Total Public Works Department		43	43	44	43	43
Zoning						
Planning & Zoning						
Planning & Zoning Administrator	23	1	1	1	1	1
Historic Preservation & Special Projects	19	1	1	1	1	1
Zoning Coordinator	16	1	1	1	1	1
Planning & Zoning Technician	14	1	1	1	1	1
Subtotal		4	4	4	4	4
Total Zoning		4	4	4	4	4
Community Development						
Administration						
Community Development Manager	23	0	1	1	1	1
Subtotal		0	1	1	1	1
Main Street						
Program Director	20	1	1	1	1	1
Program Coordinator	14	1	1	1	1	1
Subtotal		2	2	2	2	2
Neighborhood Development						
Rehab Construction Coordinator	16	1	1	1	1	1
Subtotal		1	1	1	1	1
Total Community Development		3	4	4	4	4
Total General Fund		437	448	454	453	453
HUD Grant Fund						
HUD Grant						
Neighborhood Development Manager	21	1	0	0	0	0
Neighborhood Development Coordinator	12	1	1	1	1	1
Subtotal		2	1	1	1	1
Total HUD Grant Fund		2	1	1	1	1
Sanitation Fund						
Management						
Public Works Director	25	1	1	1	1	1
Public Works Coordinator	16	1	1	1	1	1
Administrative Assistant	12	1	1	1	1	1
Sanitation Representative	10	1	1	1	1	1
Customer Service Assistant	10	1	1	1	1	1
Subtotal		5	5	5	5	5
Residential Garbage						
Public Works Supervisor	16	1	1	1	1	1
Refuse Collection Driver	12	9	9	9	9	9
Subtotal		10	10	10	10	10
Commercial Collection						
Public Works Supervisor	16	1	1	1	1	1
Heavy Equipment Operator	12	3	3	3	3	3

POSITION CHART

	PAY GRADE	FULL TIME EQUIVALENT UNITS				ACTUAL PERSONNEL
		FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 APPROVED
Refuse Collection Driver	12	1	1	1	1	1
Maintenance Worker II	9	1	1	1	1	1
Subtotal		6	6	6	6	6
Residential Trash						
Public Works Supervisor	16	1	1	1	1	1
Heavy Equipment Operator	12	6	6	6	6	6
Crewleader	12	7	7	7	7	7
Maintenance Worker I/II	8/9	11	11	11	11	11
Subtotal		25	25	25	25	25
Roll-Off Collections						
Heavy Equipment Operator	12	1	1	1	1	1
Subtotal		1	1	1	1	1
Recycling Collection						
Recycling Collection Driver	11	3	3	3	3	3
Maintenance Worker II	9	3	3	3	3	3
Subtotal		6	6	6	6	6
Recycling Distribution						
Recyclery Attendant	12	1	1	1	1	1
Subtotal		1	1	1	1	1
Total Sanitation Fund		54	54	54	54	54
Water & Sewer Fund						
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	0	0	0	0
Senior Construction Inspector	18	1	1	1	1	1
Safety & Training Coordinator	18	0	0	1	0	0
GIS and Modeling Technician	14	1	1	0	0	0
GIS Technician I/II/III	12/13/14	0	0	2	2	2
Administrative Coordinator	14	1	1	1	1	1
Backflow Prevention Program Coordinator	12	1	0	0	0	0
F.O.G. Prevention Program Coordinator	12	1	0	0	0	0
Utility Locator Technician	12	0	0	2	2	2
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	9	13	12	12
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	0	0	0	0
Subtotal		11	10	10	10	10

POSITION CHART

	FULL TIME EQUIVALENT UNITS					ACTUAL PERSONNEL
	PAY GRADE	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 APPROVED
Central Lines						
Central Lines Superintendent	21	1	1	1	1	1
Central Line Assistant Superintendent	18	0	1	1	1	1
Water Distribution Supervisor	16	2	2	0	0	0
Central Lines Supervisor	16	0	0	2	2	2
Vacuum Truck Operator	12	1	1	0	0	0
Heavy Equipment Operator	12	2	2	4	4	4
Utility Locator Technician	12	3	3	0	0	0
Utilities Crewleader	12	4	3	0	0	0
Utilities Crewleader I/II	12/14	0	0	4	4	4
Senior Utility Service Worker	10	1	2	2	2	2
Utility Service Worker	9	12	12	0	0	0
Central Lines Technician I/II/III	9/10/11	0	0	12	12	12
Subtotal		26	27	26	26	26
Warehouse						
Warehouse Supervisor	12	1	1	0	1	1
Warehouse Supervisor	14	0	0	1	0	0
Warehouse Technician	9	0	0	1	0	0
Subtotal		1	1	2	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	1	1
SCADA Technician	18	0	1	1	1	1
Electronic System Technician	18	1	1	1	1	1
Apprentice Electrician/Instrumentation Technician	16	0	1	1	1	1
CMMS Maintenance Technician	14	1	1	1	1	1
Maintenance Supervisor I/II	14/16	0	0	4	4	4
Maintenance Supervisor	14	3	3	0	0	0
Senior Lift Station Operator	13	1	1	0	0	0
Maintenance Technician I/II/III	10/11/12	0	0	7	7	7
Lift Station Operator	12	1	1	0	0	0
Utility Maintenance Technician	10	6	6	0	0	0
Subtotal		14	16	17	17	17
Total Water		75	74	79	77	77
Sewer						
Mud Creek Plant						
Wastewater Treatment Plant Superintendent	21	1	1	1	1	1
WTP Asst Supt	18	1	1	0	1	1
WTP Asst Supt	18	0	0	1	0	0
Laboratory Analyst	14	1	0	0	0	0
Water Treatment Plant Operator I/II/III	12/13/14	6	6	6	6	6
Subtotal		9	8	8	8	8
Withlacoochee 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	0	0	0	0
Laboratory Analyst	14	1	0	0	0	0
Water Treatment Plant Operator I/II/III	12/13/14	6	6	6	6	6
Subtotal		10	8	8	8	8

POSITION CHART

	FULL TIME EQUIVALENT UNITS					ACTUAL PERSONNEL
	PAY GRADE	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 APPROVED
Environmental Services						
Environmental Manager	21	0	1	1	1	1
Wastewater Treatment Plant Laboratory Supervisor	19	0	1	1	1	1
Laboratory Analyst	14	0	2	2	2	2
Backflow Prevention Program Coordinator	12	0	1	1	1	1
F.O.G. Prevention Program Coordinator	12	0	1	1	1	1
Environmental Technician	12	0	1	1	1	1
Environmental Apprentice	10	0	0	1	0	0
Subtotal		0	7	8	7	7
Total Sewer		19	23	24	23	23
Total Water & Sewer Fund		94	97	103	100	100
Inspection Fund						
Administration						
Director	25	1	0	0	0	0
Inspections Manager	23	1	1	1	1	1
Code Compliance Investigator	14	1	1	1	1	1
Building Inspector	16	1	1	1	1	1
Mechanical Inspector	16	1	1	1	1	1
Plumbing Inspector	16	1	1	1	1	1
Electrical Inspector	16	1	2	2	2	2
Plans Coordinator	14	1	1	1	1	1
Permit Technician	12	2	2	2	2	2
Subtotal		10	10	10	10	10
Total Inspection Fund		10	10	10	10	10
DEPARTMENT OF LABOR BUILDING						
OTHER GENERAL ADMINISTRATION						
Maintenance Worker II	9	0	0	1	0	0
Subtotal		0	0	1	0	0
Total Department of Labor Building		0	0	1	0	0
Stormwater Fund						
Operation and Maintenance						
Stormwater Manager	21	1	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	6	6	6	6
Maintenance Worker I	TEMP	5	1	1	1	1
Subtotal		19	17	17	17	17
Total Stormwater Fund		19	17	17	17	17
Auditorium Fund						
Mathis Auditorium						
Auditorium Coordinator	14	1	1	1	1	1
Maintenance Worker II	9	2	2	2	2	2
Custodian	TEMP	0	1	1	1	1
Subtotal		3	4	4	4	4
Total Auditorium Fund		3	4	4	4	4

POSITION CHART

	FULL TIME EQUIVALENT UNITS					ACTUAL PERSONNEL
	PAY GRADE	FY 2019 BUDGET	FY 2020 BUDGET	FY 2021 REQUEST	FY 2021 RECOMMEND	FY 2021 APPROVED
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	0	0	0	0
Welder / Small Engine Mechanic	14	0	1	1	1	1
Mechanic I	12	2	2	2	2	2
Warehouse Technician	10	1	1	0	1	1
Warehouse Technician	12	0	0	1	0	0
Tire Repair Technician	11	0	1	1	1	1
Tire Repair Technician	10	1	0	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		634	646	659	654	654

Section I

Budget Reference

Budget Process

In preparation for the 2020 – 2021 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, 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 2019	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 2020	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 2020	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 2020	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
MAY 2020	City Manager reviews and completes Recommended Column
	Budgeting reviews budget and creates data files for Mayor and Council review
JUNE 2020	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.

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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.

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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).

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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.

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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.

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TRANSFER FEE

A fee for transferring a utility account.

TRANSPORTATION SPECIAL PURPOSE SALES TAX FUND

This fund is set up to account for financing and construction of various road improvement projects. These improvements will be financed in whole or in part by the City's discretionary share of a 1% regional sales tax levied for the purpose of improving the road system in the Southern Georgia Region in accordance with the Georgia Transportation Investment Act (TIA)

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
ISO	Insurance Service Organization

Acronym Guide

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
SOP	Standard Operating Procedures
SPLOST	Special Purpose Option Sales Tax

Acronym Guide

TE	Transportation Enhancement
TIA	Transportation Investment Act
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