

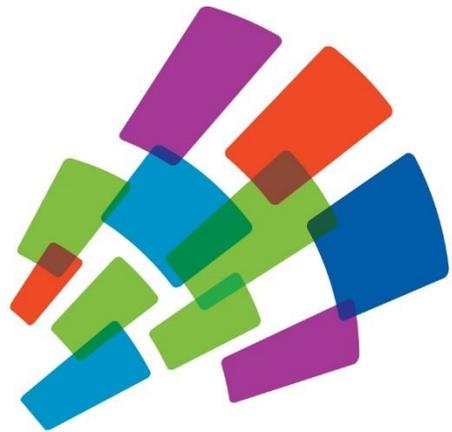
Jonesboro

FY2018
ANNUAL BUDGET
AND PROGRAM OBJECTIVES



BUDGET BOOK





Jonesboro

great community, many stories

City of Jonesboro

City Officials

Joy B. Day
Mayor

Jack Bruce
Councilmember

Larry Boak
Councilmember

Billy Powell
Councilmember

Pat Sebo
Councilmember

Ed Wise
Councilmember

Alfred Dixon
Councilmember



Ricky L. Clark, Jr.
City Manager

Sandra Meyers
Finance Officer

Chief Franklin Allen
Chief of Police

Joe Nettleton
Public Works Director



October 13, 2017

Honorable Mayor and Members of the City Council
City of Jonesboro, Georgia

I am pleased to present to you the proposed Fiscal Year (FY' 18) balanced budget as required by Georgia statute. This budget contains a summary of revenues and expenditures for the General Fund and budgets for Special Projects. In addition, this budget represents our strategic plan for the fiscal year. As with years prior, we are projecting improvements in local job growth and sales tax collections to increase due to new in businesses locating in the City. Along with this growth comes increased demands on City services and infrastructure, and ultimately the requests for and use of City dollars. We will continue to build upon previous years' efforts to make the City leaner and more effective to ensure the long-term protection of our quality of life.

I am presenting you with a balanced \$4.7 million General Fund budget that achieves the following:

- Increase of 1.5 (total 3.0) millage rate
- Provides a 2% step increase for all employees hired before October 1, 2017
- Decrease in purchasing of office supplies
- Implementation of a Purchase Requisition process to monitor costs
- No additional personnel
- Purchase of two (2) new vehicles for the Police Department
- Purchase of two (2) new trucks for the Public Works Department
- No cuts in personnel for any full-time employees.
- \$80,000.00 appropriation for Reserves

The proposed spending plan maintains existing services, provides long term funding for future projects, and advances the City's strategic direction in public safety and education, at a property tax rate below revenue neutral. Efficient management across the organization, coupled with a focus on strategic goals has enabled me to bring this recommended budget to the City Council for its consideration.

Respectfully Submitted,

Ricky L. Clark, Jr.
City Manager

EXECUTIVE SUMMARY

The Fiscal Year 2018 (FY2018) Proposed Budget is the product of prioritizing revenue sources with expenditures through a comprehensive process of looking at the City's financial health not only for the upcoming year, but well into the future. Our administration has worked hard to fulfill its commitment to stabilize our City finances, provide a safe and secure City and to make the delivery of City services to our constituents more effective, efficient and equitable, and to do all of these things without placing any undue burden on the real property tax payers in our City.

Year after year, the City has presented budgets that have been structurally balanced, without the use of reserves. During that time period, despite the pressures of unfunded mandates, and the slow growth of our national economy, we have been able to double our unrestricted fund balance.

It is important to note, that this budget contains no reductions to City programs or to the City workforce and includes a 2% raise for City employees. Lastly, this budget does not call for the use of any reserves out of the City General Fund but in fact appropriates approximately \$80,000 to the reserve account.

OVERVIEW

The FY2018 Proposed Budget consists of five operating departments across various funds, including the General Fund, SPLOST, Proprietary Funds & Solid Waste Funds. Of the total budget, \$4.7 Million reflects the cost of General Fund activities such as public safety, parks, neighborhood services, economic development, planning and development, public works and the general management of the City.

The citywide budget also includes 57 authorized positions (AP), which includes both part-time and full-time employees.

BUDGET DEVELOPMENT PROCESS

The Mayor, City Manager & the Finance Officer began the FY2018 budget process by utilizing projection data for FY18 revenues. In February of 2017, the City Council retreat was held as an effort to align the City Council goals with the City Executive Staff guiding principles. By request of the City Manager, City Council members were asked to submit their budget priorities to the Executive Staff for consideration to be included in the FY' 18 Budget. City staff set out to prepare the FY2018 Proposed Budget by relying on the following budget development strategies:

1. Fund current operations without a property tax increase
2. General Fund reserves would not be used for operations
3. Departments to only request those items needed to operate and allow for the City to begin planning for long range capital improvement projects.

As staff worked to close the budget gap, the inclusion or exclusion of various citywide expenditures, revenue opportunities, individual programs and existing service levels were all evaluated against these strategies.

As with last year, the City Manager utilized the Management Plan to provide key guidance in weighing critical decisions throughout the budget development process. The Management Plan, which is displayed below, is designed to provide staff with a framework to help Jonesboro in fulfilling its vision to be the “*One Great Community, Many Stories.*” These core objectives are a useful measure for allocating limited resources amongst competing needs.

FY2018 MANAGEMENT PLAN



Throughout the budget development process, staff updated City Executive Staff & the Mayor on the performance of the FY2018 budget. While revenue downturn was the hallmark of the FY2018 budget the City Executive staff tightened their belts to ensure the same level of city services was provided. Even though the amount generated from property taxes remains constant even with the increased millage rate, staff is hopeful that the Special Election slated for November 2017, the homestead exemption is lowered and will serve as a “hedge” against the future. Ultimately, the fruit of these efforts is a FY2018 Proposed Budget that is balanced. Due to some tough reduction in line items, department-wide, there is no need to use the excess fund balance in the General Fund.

SIGNIFICANT ISSUES

Before highlighting specifics of the FY2018 budget, below are several topics that received significant attention during the budget development process: budget development improvements, pay plan, and capital projects funding.

Budget Development Improvements. Continuing to update the budget processes is intended to provide more funding to support existing and proposed new City infrastructure, focusing on maintenance of current assets before funding expansions; to facilitate a more proactive approach

to budget management; to enhance budget accuracy; and to increase transparency in financial stability.

Maintain updating processes for the FY2018 financial planning and budgeting process to assist in “continuing the journey,” both as a City and individual departments, include the following:

- Emphasize corporate decision-making regarding needs and funding priorities based on performance measures;
- Continue not to rely on the usage of fund balance;
- Develop a five-year, master plan-based on capital funding strategies that include operating and capital expenses, secured and potential funding, funding prioritization and annual spending schedules by project/budget item;
- Producing attainable revenue and expenditure budgets that come in under budget at fiscal year-end.

Capital Planning. The City Manager wishes to develop a Five-Year Capital Improvement Plan, as mentioned at the strategic retreat, which includes the identification and prioritization of current and future funding of capital projects. Through this strategy, the City is prepared to make sound decisions as it relates to capital planning.

MAJOR FUNDING AND ORGANIZATIONAL CHANGES

Changes to the FY 2018 Budget reflect the challenges present as the City strives to continue providing its citizens with high levels of service, while operating within constrained budget parameters. These changes include departmental improvements to ensure City services operate in the most efficient and effective manner possible.

Program Improvements. Providing essential public programs at the required levels of services sometimes necessitates program improvements, even in the most challenging of times. As part of the budget development process, departments submitted any/all personnel changes, which were then vetted against the core objectives outlined by Mayor & Council. Due to future forecasted infrastructure projects, there are no new personnel requests within the FY’ 18 Budget.

ORGANIZATIONAL CHANGES

The FY2018 Proposed Budget includes a few minor changes to the City’s organizational structure, including the following:

- **Comprehensive Pay Scale.** Due to pay compression issues throughout our organization, the minimum salary/grade was increased to \$12.06. This pay compression issue created a pay inequity within the Public Works Department and the Police Department. Those employees with affected salaries have been raised to above the minimum threshold of the pay scale. The four (4) employees within the Public Works Department and the two (2) within the Police Department that were affected, will not receive the two (2) percent step increase effective January 1, 2018.

GENERAL FUND REVENUES

The economic outlook for Jonesboro is encouraging. After reviewing FY' 17 Revenues and FY' 18 Revenue projections, we have seen an uptick in fees, taxes, etc. Due to this projection, revenues have increased.

Proposed General Fund Revenue Budget			
<u>FY2017</u>	<u>FY2018</u>	<u>Percent</u>	<u>Dollar</u>
<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
\$4,611,386.00	\$4,725,128.00	2%	\$113,742

PROPERTY TAX

As with other municipalities, the City receives a portion of its revenue from property taxes assessed on real and personal property. City staff works with Clayton County appraisal offices to prepare property tax revenue projections. By State law, the County Assessor is responsible for the valuation of all property within the County. The certified property tax rolls received from the County showed a slight increase in the City's property tax base. The FY' 18 Budget includes the approved increase to a 3.0 millage rate. An increase of 1.5.

When updating the five-year financial forecast and preparing the budget for the City Council consideration, staff analyzed many of the factors affecting property tax revenue, including the homestead exemption, anticipated commercial growth, the impact of foreclosures, as well other exemptions. Last year, Mayor & Council approved a contract with GTS to begin collection proceedings on delinquent taxes. To date, we have collected over 60% of delinquent taxes.

LOCAL OPTION SALES & USE TAXES

Sales tax collections are a major revenue component. Economic conditions within the City of Jonesboro have been making a continued recovery from the economic recession which impacted all businesses. The City has seen a decrease in the commercial vacancy rate and is steadily working to offer economic development incentives.

Among other small cities, Jonesboro is continuing a positive trend with year-to-date sales tax revenue. There were no significant adjustments at the time of budget preparation.

GENERAL FUND EXPENDITURES

Proposed General Fund Expenditure Budget			
<u>FY2017</u>	<u>FY2018</u>	<u>Percent</u>	<u>Dollar</u>
<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>	<u>Change</u>
\$4,407,586.00	\$4,725,128.00	2 %	\$113,742

For FY2018 General Fund expenditures are keeping pace with revenues. However, costs are increasing due to a variety of factors, including rising supply and contractual service costs, rising fixed costs (insurance, etc.)

Salary and Benefit Changes. In keeping with the City's commitment to invest in its employees, the following salary and benefit changes are included in the FY 2018 budget:

- 2% Step increase for all employees hired on or before October 1, 2017
- Continuity in 100% Major Medical Coverage by City for employees
- 50% Coverage by City for dependents.

BUDGET FORMAT

The FY2018 proposed budget document for the City of Jonesboro provides historical and current comparisons of revenues and expenditures; planned allocations of resources - both fiscal and personnel; and brief descriptions of the anticipated annual accomplishment of the City programs outlined in each department's business plan.

FUND STRUCTURE

Operating budgets are divided into several funds. Activities supported by tax dollars are included in the General Fund. Enterprise Funds are those funded by a fee-for-service basis, such as the Solid Waste Fund. Services that are provided internally by City departments on a fee-for-service basis are specified within each department. Finally, Special Revenue Funds are financial accounts for special revenue sources. An example is the Hotel-Motel Tax Fund, which administers revenue collected from the City's hotel and motel tax and from the operation of the City's venues. Each of these fund types is included in the City of Jonesboro proposed budget.

BUDGET DOCUMENT

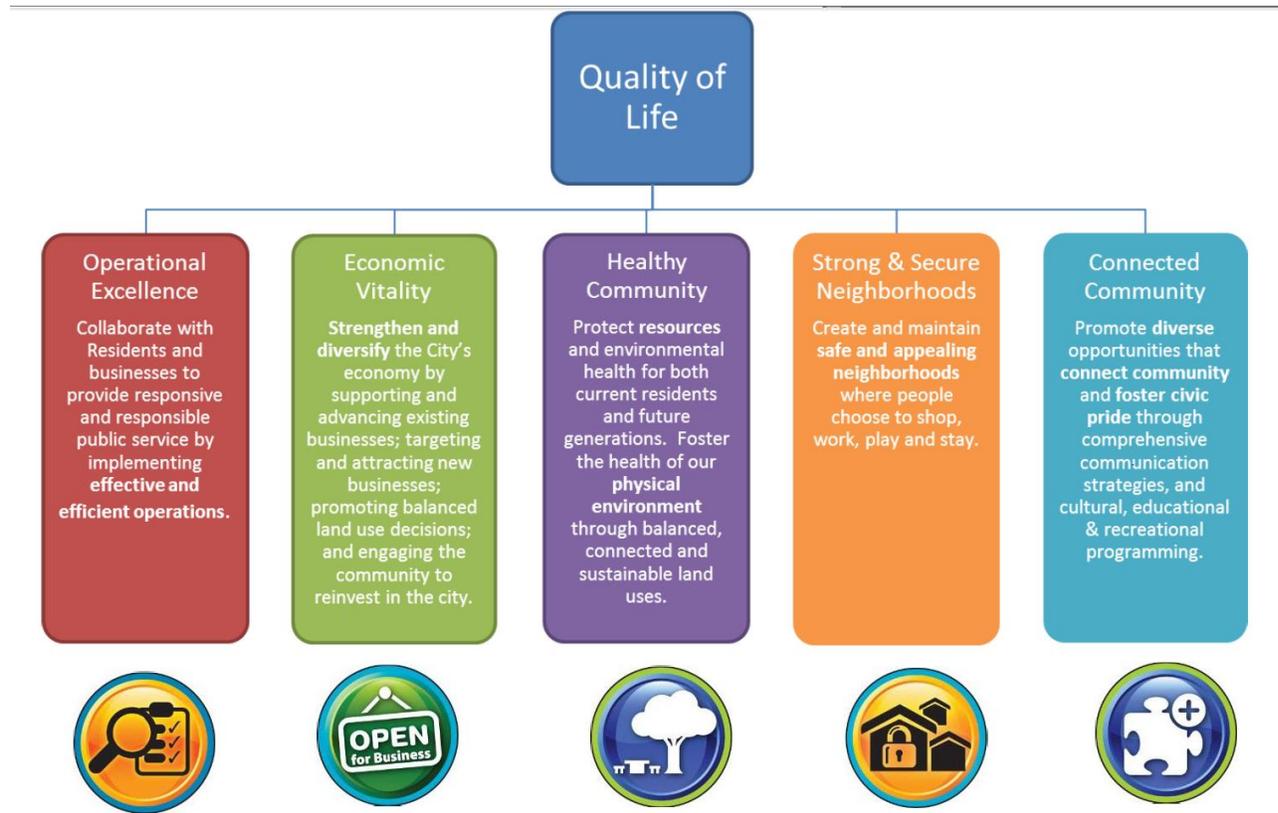
The budget document itself is divided into several sections. The document begins with an overview of the City's proposed budget in the City Manager's message. It is followed by introductory information and summaries of revenues and expenditures. The next sections describe personnel resources by department and finally, a calendar of budget milestones is included.

CITY STRATEGIC GOALS FOR CITY DEPARTMENTS

The Jonesboro City Council conducted a strategic retreat to deal proactively with the many opportunities and challenges facing the Jonesboro community. This process was very influential in guiding the activities of citizens, council and staff for years to come. Overall, the City of Jonesboro will continue to concentrate on the five-step strategic outline presented at the 2017 Retreat:

- Operational Excellence
- Economic Vitality
- Healthy Community
- Strong & Secure Neighborhoods
- Connected Community

The intention of these strategic objectives is to provide a clear and concise statement regarding City Council goals for Jonesboro in the next five years and to stimulate broader discussion of the important issues facing Jonesboro now and in the future. These strategic goals are interrelated and all departments will strive toward the achievement and realization of these goals.



GOVERNMENTAL FUNDS

Departments that comprise the General Fund are listed in an alphabetical order in the budget document.

- City Hall
- Code Enforcement
- Court Services
- Police Department
- Public Works Department

PROPRIETARY FUNDS

This section is comprised of the Proprietary Funds that account for the City's organizations and activities similar to businesses found in the private sector. These funds are intended to be self-supporting with services being financed through user charges or on a cost reimbursement basis.

Enterprise Funds:

Solid Waste Management



GOVERNMENTAL FUNDS

GENERAL FUND

Administration / Mayor & Council

The FY2018 proposed City Hall budget is \$1,246,878 which is a 4.0 percent decrease from the FY2017 amended budget. The decrease accounts for a leaner budget due to the forecasted capital projects. In addition, no major repairs have been budgeted for City Hall and office expenditures have been decreased. The measure will be accompanied by a purchasing requisition process city-wide to ensure the recommended budget remains in-tact. Further, the City Hall Budget includes funding to further the City's desire for continued marketing and advertising of the City (i.e. Four City Concerts). Included in the City Hall Budget is an appropriation of \$2,500 for the Jonesboro Beautification Commission, \$10,000 for the annual Downtown Development Authority appropriation and the annual payment for Lee Street Park is included.

Office of Code Enforcement

The FY2018 proposed Code Enforcement budget is \$68,424.00 which is only a 4.0 percent increase from the FY2017 adopted budget. The primary change to the Code Enforcement budget includes a deduction in the cost associated with the dilapidated house demolition program as handled by the Code Enforcement Office. The FY' 18 budget increase is primarily attributed to increased insurance, salary, etc.

Office of Court Services

The FY2018 proposed Court Services budget is \$357,786.00 which is a 3.5 percent increase from the FY2017 adopted budget. The factors attributing to the increase include increased fixed costs and also salary increase. In addition, we are recommending that both the Judge and the Solicitor receive the 2% increase that employees are receiving.

Office of Public Works

The FY2018 Public Works Department Budget is \$803,428.00 which is a 7.5% increase from the FY2017 amended budget. The factors attributing to the increase the purchase of a new truck to assist in departmental operations. An additional truck is also being purchased through the Solid Waste enterprise fund., The Public Works Department has one outstanding lease payment. Further, based on events at Lee Street Park, funding is allocated for equipment, supplies & maintenance and overtime for personnel.

Police Department

The FY2018 proposed Police Department budget is \$2,245,886.00 which is a 4.5 percent increase from the FY2017 amended budget. The proposed budget provides for no additional staff and the purchase of two (2) Dodge Chargers. The proposed Police Department budget also includes several line item decreases including the fuel usage. Lastly, the proposed budget includes the debt service for the two vehicles purchased last year.

GENERAL FUND REVENUE SUMMARY

31.1000	General Property Taxes			
31.1100	Real Property - Current Year	70,000.00	70,000.00	\$70,000.00
31.1200	Real Property - Prior Year	5,000.00	8,000.00	\$5,000.00
31.1300	Personal Property - Current Year	2,000.00	5,000.00	\$5,000.00
31.1310	Motor Vehicle	5,000.00	5,000.00	\$5,000.00
31.1315	TAVT Tax	39,000.00	39,000.00	\$15,000.00
31.1400	Personal Property - Prior Years	0.00	0	\$0.00
31.1600	Real Estate Transfer Tax (intang)	1,000.00	1,000.00	\$1,000.00
31.1610	Recording Transfer Tax	200.00	300.00	\$500.00
31.1700				
31.1710	Electric	240,000.00	240,000.00	\$240,000.00
31.1730	Gas	20,000.00	20,000.00	\$20,000.00
31.1750	Television Cable	30,000.00	40,000.00	\$50,000.00
31.1760	Telephone	40,000.00	40,000.00	\$41,000.00
31.3000				
31.3100	Local Option Sales & Use Taxes	1,400,000.00	1,400,000.00	\$1,500,000.00
31.4000				
31.4200	Alcoholic Beverage Excise Tax	60,000.00	60,000.00	\$60,245.00
31.6000	Business Taxes			
31.6100	Business and Occupation Taxes	200,000.00	225,000.00	\$230,000.00
31.6200	Insurance Premium Taxes	270,000.00	270,000.00	\$270,000.00
31.6300	Financial Institution Taxes	25,000.00	30,000.00	\$30,000.00
31.9500	FIFA	0.00	0.00	\$100.00
Total Tax		\$2,407,200.00	\$2,453,300.00	\$2,542,845.00

32.1000	ALCOHOL FEES			
32.1101	Application Fee	1500.00	1500.00	\$2,500.00
32.1102	Alcohol Background Fee	1,000.00	1,000.00	\$1,000.00
32.1103	Alcohol ID Fee	5,000.00	5,000.00	\$6,000.00
32.1110	Beer/Wine	25,000.00	25,000.00	\$25,000.00
32.1140	Alcohol Temp License Fee	\$2,000.00	3,300.00	\$3,000.00
32.1130	Alcohol Pouring License	\$4,000.00	8,000.00	\$8,000.00
32.2210	Zoning & Land Use	10,000.00	10,000.00	\$7,000.00
32.2230	Signs	4,000.00	5,000.00	\$5,000.00
32.3100				
32.3110	Certificate of Occupancy Permits	2,500.00	2,500.00	\$3,000.00
32.3120	Building Permits	15,000.00	38,000.00	\$41,000.00
32.3130	Plumbing Permits	1,000.00	5,000.00	\$5,000.00
32.3140	Electrical Permits	2,000.00	5,000.00	\$5,000.00
32.3150	Demolition Fee	500.00	500.00	\$500.00
32.3160	HVAC Permits	1,000.00	6,000.00	\$6,000.00
32.3171	Certificate of Appropriateness	300.00	300.00	\$500.00
32.3900	Special Event Permits	0.00	400.00	\$500.00
32.3910	Yard Sale Permits	200.00	200.00	\$200.00
Total Licenses & Permits		\$22,500.00	\$116,700.00	\$119,200.00

33.4150	State Grant Indirect	0.00	40,000.00	\$0.00
33.6100	GMA Wellness Grant	5,000.00	5,000.00	\$4,000.00
Total Intergovernmental		\$5,000.00	\$45,000.00	\$4,000.00

34.000				
34.1120	Probation Fees	900,000.00	900,000.00	\$900,000.00
34.1910	Election Qualifying Fee	1,000.00	1,000.00	\$0.00
34.1930	Plan Review Fees	3,000.00	3,000.00	\$7,000.00
34.2120	Accident Reports - Misc. Other	15,000.00	15,000.00	\$10,800.00
34.2902	DEA Overtime Reimbursement	17,500.00	\$17,500.00	\$17,500.00
34.5410	AT&T Parking Fees	14,400.00	14,400.00	\$14,400.00
34.6910	Sale of Cemetery Lots	5,000.00	5,000.00	\$3,000.00
34.6920	Burial Fees	500.00	500.00	\$500.00
34.9300	Return Check Fees	0.00	0	\$0.00
Total Charges For Services		\$956,400.00	\$956,400.00	\$953,200.00

FINES & FORFEITURES				
35.1170	Municipal Court	800,000.00	800,000.00	\$800,000.00
Total Fines & Forfeitures		\$800,000.00	\$800,000.00	\$800,000.00

INVESTMENT INCOME				
36.1020	Interest Revenues-Cemetery	0.00		
.	Interest Revenues-Payroll	0.00		
36.1070	Interest Revenues-General Fund	1,000.00	1,000.00	\$10,000.00
36.1080	Interest Revenues-Municipal	0.00		\$2,500.00
36.1090	Interest Revenue- Firehouse Museum	0.00		
	Total Investment Income	\$1,000.00	\$1,000.00	\$12,500.00
37.1025	Concert Sponsors	25,000.00	35,000.00	\$35,000.00
37.1026	Contributions to Veteran Markers	100.00	100.00	\$100.00
37.1060	Contribution to Firehouse Museum	0.00	0.00	\$0.00
Total Investment Income		\$25,100.00	\$35,100.00	\$35,100.00

MISCELLANEOUS REVENUE				
38.1010	Park Pavilion Rental	1,386.00	1,386.00	\$1,500.00
38.1011	Lee Street Park Rental	10,000.00	10,000.00	\$4,000.00
38.1020	Fire Station Rental	75,000.00	75,000.00	\$75,000.00
38.1030	Event Vendors	10,000.00	10,000.00	\$13,000.00
38.1100	Rental Property (Cloud Street)	9,000.00	9,000.00	\$9,000.00
38.2001	Disposal Fees	1,000.00	1,000.00	\$1,000.00
38.9000	Miscellaneous Revenue	5,000.00	5,000.00	\$10,600.00
38.9050	Lee Street Concession Stand	4,000.00	4,000.00	\$0.00
38.9100	Transfer of Reserve Funds	0.00	65000.00	\$0.00
38.9300	Towing Fees	12,000.00	12,000.00	\$15,000.00
Total Miscellaneous Revenue		\$127,386.00	\$192,386.00	\$129,100.00

REVENUE - CAPITAL PROJECTS				
39.2100	Sale of Assets	11,500.00	11,500.00	\$0.00
39.3200	Capital Lease	0.00	0.00	\$129,183.00
Total Revenue - Capital Projects		\$11,500.00	\$11,500.00	\$129,183.00
Total FY' 2018 Revenue		\$4,356,086.00	\$4,611,386.00	\$4,725,128.00



DEPARTMENTAL BUDGETS



Great art!

Our character is not just one of a typical small town, but a Home Town epitomized our People. There is a purity in Jonesboro's charm, one founded on respect for each other, warmth and hospitality! We celebrate our many cultures, and are proud of the progressive nature that truly is ingrained in the Jonesboro Spirit. As each new chapter is written in Jonesboro, the characters include young and old, multiple races and nationalities, local natives and new transplants.



DEPARTMENTAL BUDGET SUMMARY

DEPARTMENT: CITY HALL	FUND: 1500
SUMMARY OF DEPARTMENT RESPONSIBILITIES:	
<p>City Hall is comprised of four divisions: Administration, Mayor & Council, Human Resources, Finance & Zoning.</p> <p>Administration is responsible for administering the programs and policies established by the City Council. It directs and coordinates the operations of the City and informs and advises the City Council regarding City transactions, existing conditions and future requirements. City Hall handles all permits and licensing, zoning, finance & human resources related activities.</p> <p>The Mayor and Council, as the legislative body, oversees the City at large. The Mayor directs the day-to-day operations.</p>	
BUDGET NOTES:	
PERSONNEL SERVICES	This line item Line item covers the elected official's salaries of \$74,000 and four full time employees as well as funding for Firehouse Museum part-time staff member. Also included is the mileage stipend for the City Manager and a 2% increase for all employees. There are no additional position recommended budget. 2017 Budget was \$327,500 and the 2017 Budget is set at \$247,000
51.1100 SALARIES	
51.1300 OVERTIME	Line Item covers pay for staff who are required to work special events.
51.2100 INSURANCE	Line item includes health and dental insurance for four full-time employees.
51.2200 SOCIAL SECURITY	Line item is for employer's share of Social Security for City Hall employees and Mayor and Council.
51.2300 MEDICARE	Line item is for employer's share of Medicare for City Hall employees and the Mayor and Council.
51.2400 RETIREMENT	Line item is the City's contribution to the retirement program through GMA for all full-time employees and retirement for the Mayor and Council Members.
51.2600 UNEMPLOYMENT INSURANCE	Administration Department portion of unemployment insurance paid into the State Department of Labor.
51.2700 WORKERS COMPENSATION	Workers Compensation necessary for employees.
52.1210 LEGAL SERVICES	Budgeting that covers our City Attorney fees and other charges for other litigation.

52.1220 AUDIT	Line item is for charges for the annual audit that is required yearly by State law.
52.1230 ENGINEERING FEES	This line item covers fees for all engineering of site plans and plan reviews.
52.1240 INSPECTIONS	This line item is for all inspection fees for buildings, electrical, heating and air, and plumbing when permits are issued.
52.1290 OTHER PROFESSIONAL SERVICES	This line item covers fees for Municipal Code updates, alarm company monitoring services which also monitor the telephone system and other professional cost.
52.1300 IT SERVICES	This line item covers the yearly fee for services from Sophicity who maintains all our computer hardware.
52.1310 PAYROLL PROCESSING	Fees from ADP who processes our payroll, pays all taxes, unemployment insurance, child support payments, bankruptcy payments, quarterly taxes, and W-2 forms. Also reporting that is required for the Affordable Care Act.
52.1320 BANK FEES - CREDIT CARD PAYMENTS	Line item will be for charges from SunTrust for credit card payments we collect.
52.1330 SOFTWARE SUPPORT	This line item covers our software support with Tyler Technology.
52.2250 PEST CONTROL SERVICES	This line item covers the monthly fee of \$30 from Taylor Exterminating. This covers City Hall, the Firehouse Museum and the rental house on Cloud Street.
52.2310 RENTAL OF LAND	This line item covers the right of way rental for Norfolk Southern Railroad.
52.2321 CITY EVENTS	This line item will cover summer concerts, Christmas Lighting Event, Jonesboro Days and Business Breakfast Meetings.
52.2330 RENTAL OF POSTAGE METER/COPY MACHINE	This line item covers the cost of leasing from Konica Minolta our copier and the postage meter from Pitney Bowes.
OTHER PURCHASED SERVICES	This line item is for insurance coverage for our general liability, public officials, auto, and property.
52.3100 INSURANCE (NON-BENEFIT)	
52.3210 TELEPHONE	The line item is for the City Hall telephone service.

52.3211 TELEPHONE FIREHOUSE MUSEUM	This line item covers the cost of the telephone service at the Firehouse Museum.
52.3230 CELLULAR PHONES	This line item is for three cellular phones, Mayor Day, City Manager Ricky Clark and Executive Assistant Cable Brooks.
52.3260 POSTAGE	This line item covers cost of postage for all mailings from City Hall that covers such items as taxes, business license renewals, issued business licenses, all official correspondence, etc.
52.3310 LEGAL NOTICES	This line item covers all Public Notices that are required to be published in the legal organ newspaper.
52.3330 PROMOTIONAL ADVERTISING	This line item covers advertising that promotes the city events.
52.3410 ELECTIONS	This line item covers the cost of ordering ballots and fees for programming machines.
52.3420 NEWSLETTER	This line item is for the cost of printing and mailing the City's Newsletter.
52.3500 TRAVEL EXPENSE	This line item covers travel expense for elected officials and city hall staff for schools and conferences to cover mileage, hotel accommodations and meals.
52.3600 DUES & FEES	This line item is for membership fees for the Georgia Municipal Association, Clayton County Chamber of Commerce, Clayton County Municipal Association functions and also professional memberships for City Hall Staff.
52.3700 EDUCATION & TRAINING	This line item is for training classes for both elected officials and city hall staff.
52.3701 GMA WELLNESS PROGRAM	City has been awarded the wellness grant again from GMA. The grant was in the amount of \$4,000 and will be used for breakfast or luncheons for city employees to receive information of health and wellness programs offered.
52.3851 POLL WORKERS	This line item covers the cost of the election manager and election clerks. No election is scheduled for 2018.
52.3905 SPECIAL EVENTS	This line item covers some expense for City Employee Christmas Breakfast or luncheon. Gift cards for employees (Christmas). Flowers (funerals, etc.) Last year this line item was used for the fireworks display at the 4 th of July concert. Plans are to have a fireworks display again for 2018.

<p style="text-align: center;">SUPPLIES</p> <p style="text-align: center;">53.1110 OFFICE & BUILDING SUPPLIES</p>	This line item covers all office supplies and cleaning supplies for City Hall.
<p style="text-align: center;">53.1111 OFFICE SUPPLIES FOR FIREHOUSE MUSEUM</p>	This line item covers supplies for the Museum. .
<p style="text-align: center;">53.1115 NEIGHBORHOOD WATCH</p>	This line item covers expenses generated from Neighborhood Watch.
<p style="text-align: center;">53.1171 BUILDING MAINTENANCE</p>	Line item covers any maintenance related expenses at City Hall. This line item also covers routine maintenance of both the Firehouse Museum & City Hall.
<p style="text-align: center;">ENERGY</p> <p style="text-align: center;">53.1210 WATER/SEWERAGE</p>	This line item covers payments to CCWA for services to City Hall.
<p style="text-align: center;">53.1211 WATER/SEWERAGE FIREHOUSE MUSEUM</p>	This line item covers payments to the CCWA for services to the Firehouse Museum.
<p style="text-align: center;">53.1212 WATER/SEWERAGE CLOUD STREET</p>	
<p style="text-align: center;">53.1220 NATURAL GAS</p>	This line item cover payments to Gas South for City Hall.
<p style="text-align: center;">53.1230 ELECTRIC</p>	This line item covers payments to Georgia Power for the City Hall
<p style="text-align: center;">53.1231 ELECTRICITY FOR FIREHOUSE MUSEUM</p>	This line item is for payment to Georgia Power for the Firehouse Museum.
<p style="text-align: center;">53.1232 NATURAL GAS FIREHOUSE MUSEUM</p>	This line item is for payment to Georgia Power for the Firehouse Museum.
<p style="text-align: center;">SMALL EQUIPMENT</p> <p style="text-align: center;">53.1610 COMPUTER EQUIPMENT/MAINTENANC E</p>	This line item is for computer equipment and/or maintenance for City Hall.
<p style="text-align: center;">53.1620 FURNITURE OR FIXTURES</p>	This litem item covers furniture and fixtures for City Hall.

53.1690 BEAUTIFICIATION COMMISSION	This litem item covers expenses generated by the newly formed Jonesboro Beautification Commission.
53.1700 SUPPLIES FOR LEE STREET PARK	Line item is for concession stand purchases
54.2200 VEHICLE PURCHASE	No vehicle requested within the FY' 18 Budget.
54.2301 FURNITURE & FIXTURES	Line Item covers furniture and fixtures at Lee Street Park.
57.9000 CONTINGENCY	This line item can be used for an unexpected non-budgeted expense and the funds will be moved to that line item. .
CAPITAL EXPENSE 58.1301	No payments.
58.2300 INTEREST - LEE STREET PARK	This Line Item covers interest payments for Lee Street Park.

DEPT. 1500 – ADMINISTRATION (LINE ITEM DETAIL)

Acct#	Account Name	2017 Approved	Amended FY' 17	Requested FY' 18
51.1000 PERSONAL SERVICES – SALARIES & WAGES				
51.1100	Regular Employees	\$247,000.00	\$247,000.00	\$270,700.00
51.1100	Mayor and Council	\$67,200.00	\$67,200.00	\$74,000.00
51.1300	Overtime	\$2,000.00	\$6,000.00	\$6,000.00

51.2000 PERSONAL SERVICES – EMPLOYEE BENEFITS				
51.2100	Group Insurance	\$34,400.00	\$34,400.00	\$41,578.00
51.2200	Social Security (FICA) Contributions	\$15,400.00	\$15,400.00	\$20,000.00
51.2300	Medicare	\$3,800.00	\$3,800.00	\$5,000.00
	Social Security (FICA) Contributions - Mayor & Council	\$4,170.00	\$4,170.00	\$5,000.00
	Medicare - Mayor & Council	\$1,000.00	\$1,000.00	\$1,000.00
51.2400	Retirement Contributions	\$22,774.00	\$22,774.00	\$21,000.00
51.2600	Unemployment Insurance	\$3,500.00	\$3,500.00	\$2,800.00
51.2700	Worker's Compensation	\$2,000.00	\$4,000.00	\$5,000.00
TOTAL PERSONAL SERVICES AND EMPLOYEE BENEFITS		\$403,244.00	\$409,244.00	\$452,078.00

52.1000 PURCHASED PROFESSIONAL & TECH SERVICES				
52.1200 PROFESSIONAL				
52.1210	Legal Expense	\$65,000.00	\$65,000.00	\$65,000.00
52.1220	Audit	\$20,000.00	\$26,000.00	\$26,000.00
52.1230	Planning/Development/Engineering	\$40,000.00	\$65,000.00	\$55,000.00
52.1240	Inspections	\$5,000.00	\$32,000.00	\$5,000.00
52.1290	Other Professional Services	\$10,000.00	\$35,000.00	\$20,000.00
52.1300	IT Services	\$25,000.00	\$25,000.00	\$25,000.00
52.1310	Payroll Processing	\$16,000.00	\$16,000.00	\$16,000.00
52.1320	Bank Fees for Credit Cards	\$2,000.00	\$2,000.00	\$2,000.00
52.1330	Software Support	\$9,000.00	\$9,000.00	\$8,000.00

TOTAL PROFESSIONAL SERVICES	\$192,000.00	\$275,000.00	\$222,000.00
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52.2200				
52.2250	Pest Control	\$400.00	\$400.00	\$500.00
52.2300 RENTALS				
52.2310	Rental of Land	\$1,200.00	\$1,200.00	\$3,000.00
52.2321	City Events	\$45,000.00	\$65,000.00	\$55,000.00
52.2330	Rental of Copiers/Maintenance	\$8,000.00	\$8,000.00	\$8,000.00
52.3000				
52.3100	Insurance, other than employee benefits	\$27,000.00	\$40,000.00	\$40,000.00
52.3200				
52.3210	Telephone	\$4,440.00	\$4,440.00	\$5,000.00
52.3211	Telephone Firehouse Museum	\$1,380.00	\$1,380.00	\$1,300.00
52.3230	Cellular Phones	\$2,000.00	\$2,000.00	\$2,000.00
52.3260	Postage	\$6,000.00	\$6,000.00	\$6,000.00
52.3290	Other	\$0.00	\$0.00	\$0.00
52.3300 ADVERTISING				
52.3310	Legal Notices	\$4,000.00	\$6,000.00	\$6,000.00
52.3330	Advertising	\$20,000.00	\$20,000.00	\$15,000.00
52.3400 PRINTING & BINDING				
52.3410	Elections	\$3,000.00	\$6,500.00	\$0.00
52.3420	Newsletter	\$8,000.00	\$8,000.00	\$8,000.00
52.3500	Travel	\$16,000.00	\$16,000.00	\$14,000.00
52.3600	Dues and Fees	\$6,000.00	\$9,000.00	\$9,000.00
52.3700	Education & Training	\$10,000.00	\$10,000.00	\$8,000.00
52.3701	GMA Wellness Program	\$4,000.00	\$4,000.00	\$4,000.00
52.3851	Poll Workers	\$1,500.00	\$1,500.00	\$0.00
52.3905	Special Events	\$16,000.00	\$16,000.00	\$14,000.00
TOTAL PURCHASED/CONTRACTED SERVICES		\$183,920.00	\$225,420.00	\$198,800.00

53.1000 SUPPLIES				
53.1100	General Supplies & Material			
53.1110	Office and Building Supplies	\$18,000.00	\$18,000.00	\$15,000.00
53.1111	Supplies for Firehouse Museum	\$1,000.00	\$1,000.00	\$1,000.00
53.1150	Supplies for Neighborhood Watch	\$1,000.00	\$1,000.00	\$500.00
53.1171	Building Maintenance	\$20,000.00	\$20,000.00	\$5,000.00
53.1200 ENERGY				
53.1210	Water/Sewerage	\$1,000.00	\$1,000.00	\$1,000.00

53.1211	Water/Sewerage Firehouse Museum	\$800.00	\$800.00	\$800.00
53.1212	Water/Sewerage Cloud Street	\$400.00	\$700.00	\$700.00
53.1220	Natural Gas	\$3,500.00	\$3,500.00	\$3,500.00
53.1230	Electricity	\$6,000.00	\$6,000.00	\$6,000.00
53.1231	Electricity Firehouse Museum	\$4,000.00	\$4,000.00	\$4,000.00
53.1232	Natural Gas Firehouse Museum	\$2,000.00	\$2,000.00	\$2,000.00
53.1610	Computer Equip/Maint. (less than \$5000)	\$6,000.00	\$6,000.00	\$5,000.00
53.1620	Furniture/Fixtures	\$5,000.00	\$5,000.00	\$2,500.00
53.1700	Supplies/Lee Street Park	\$6,000.00	\$6,000.00	\$4,000.00
53.1690	Beautification Commission	\$5,000.00	\$5,000.00	\$2,500.00
TOTAL SUPPLIES/ENERGY/SMALL EQUIPMENT		\$79,700.00	\$80,000.00	\$53,500.00

54.1300	Property Purchase	\$0.00	\$65,000.00	\$0.00
54.2200	Vehicle Purchase	\$0.00		
54.2301	Furniture & Fixtures	\$0.00		
	Transfer to Reserve (Municipal Complex)			\$80,000.00
INTERGOVERNMENTAL				
57.2100	Payments to Downtown Develop. Authority	\$10,000.00	\$10,000.00	\$10,000.00
57.4001	Returned Checks	\$0.00	\$500.00	\$500.00
57.9000	Contingencies	\$15,000.00	\$15,000.00	\$15,000.00
TOTAL INTERGOVERNMENTAL		\$25,000.00	\$140,000.00	\$105,500.00

58.1000	Debt Service Principal			
58.1200	Capital Lease - Principle			
58.1212	Vehicle Lease	\$0.00	\$0.00	\$0.00
58.1230	Other Debt - Fire Station	\$0.00		\$0.00
58.1301	Lee Street Park URD payment	\$150,000.00	\$150,000.00	\$150,000.00
58.2300	Other Debt Building - Interest on Fire Station	\$0.00	\$0.00	\$0.00
58.2301	Interest Lee Street Park URD	\$68,385.00	\$68,385.00	\$65,000.00
TOTAL DEBT SERVICE		\$218,385.00	\$218,385.00	\$215,000.00
TOTAL EXPENDITURES		\$1,102,249.00	\$1,298,549.00	\$1,246,878.00



Great stories!

Our character is not just one of a typical small town, but a Home Town epitomized our People. There is a purity in Jonesboro's charm, one founded on respect for each other, warmth and hospitality! We celebrate our many cultures, and are proud of the progressive nature that truly is ingrained in the Jonesboro Spirit. As each new chapter is written in Jonesboro, the characters include young and old, multiple races and nationalities, local natives and new transplants.



Jonesboro

DEPARTMENT:
COURT SERVICES

FUND:
2500

SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Court Services consists of the Clerk of Court, Probation Officers, Probation Supervisor and Intake Officer.

Court Services; specifically, the Court Clerks are responsible for the processing and filing of all Court related documents, management of all judicial proceedings, complying with open records request, validation of citations and warrants, GCIC compliance of warrant entry and removal, mandated reporting to Georgia Department of Transportation of traffic violation adjudicated in Municipal Court. Probation is responsible for the registering of violators, case file management of probation cases, conducting daily reporting of probationers, GCIC compliance, compliance with the Georgia Department of Community Supervision, receiving and accounting for probation fines collected, conducting interviews of probationers and case file maintenance.

BUDGET NOTES:

PERSONNEL SERVICES	Line Item is for salaries for the Court Clerk. The position of part-time court clerk has not been funded for FY' 18.
51.1100 SALARIES	
51.2100 INSURANCE	Line item is for health, dental and life for Court Services.
51.2200 SOCIAL SECURITY	Line item is for city's portion of employee's social security.
51.2300 MEDICARE	Line item is for city's portion of Medicare.
51.2400 RETIREMENT	Line Item is for Employee Retirement Benefits.
PROFESSIONAL SERVICES/CONTRACT SERVICES	Yearly salary for Municipal Court Judge.
52.1290 JUDGE	
52.1291 SOLICITOR	Yearly salary for Municipal Court Solicitor
52.1320 COURT REPORTER/INTERPRETER S	This expense line item covers the cost of hiring mainly an interpreter.
52.3310 LEGAL NOTICES	Line items covers mandated legal notices for certain arrests.

52.3500 TRAVEL	Line item covers cost of mileage, hotel, and meals . Some travel expense for this Department were included in the Police Department's Budget line item by Chief Allen.
52.3600 DUES AND FEES	Line item covers cost of membership dues for Court Services.
52.3700 EDUCATION AND TRAINING	Line item covers expense for all conferences and training classes.

Acct#	Account Name	2017 Approved	Amended FY' 17	Requested FY' 18	Recommended FY' 18
51.1000 PERSONAL SERVICES - SALARIES & WAGES					
51.1100	Regular Employees	\$204,500.00	\$204,500.00	\$189,220.00	\$192,000.00
51.2100	Group Insurance	\$38,000.00	\$38,000.00	\$43,700.00	\$62,436.00
51.2200	Social Security (FICA) Contributions	\$12,800.00	\$12,800.00	\$12,800.00	\$12,000.00
51.2300	Medicare	\$3,800.00	\$3,800.00	\$3,800.00	\$3,000.00
51.2400	Retirement Contributions	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
TOTAL PERSONAL SERVICES AND EMPLOYEE BENEFITS		\$265,100.0 0	\$265,100.0 0	\$255,520.00	\$275,436.00
52.1000 PURCHASED PROFESSIONAL & TECH SERVICES					
52.1200 PROFESSIONAL					
52.1290	Judge Salary	\$42,700.00	\$42,700.00	\$42,700.00	\$43,600.00
52.1291	Solicitor Salary	\$34,700.00	\$34,700.00	\$34,700.00	\$35,400.00
52.1320	Court Reporter/Interpreter	\$500.00	\$500.00	\$500.00	\$1,000.00
Total Professional Services		\$77,900.00	\$77,900.00	\$77,900.00	\$80,000.00
52.3280	Credit Card Merchant Fee	\$0.00			
52.3310	Legal Notices	\$400.00	\$400.00	\$400.00	\$400.00
52.3500	Travel	\$500.00	\$500.00	\$500.00	\$500.00
52.3600	Dues and Fees	\$750.00	\$750.00	\$750.00	\$750.00
52.3700	Education & Training	\$1,000.00	\$1,000.00	\$1,000.00	\$700.00
Total Services		\$2,650.00	\$2,650.00	\$2,650.00	\$2,350.00
TOTAL BUDGET		\$345,650.0 0	\$345,650.0 0	\$336,070.0 0	\$357,786.00

DEPARTMENT:

POLICE DEPARTMENT

FUND:

3200

SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Police Department, under the direction of the Chief of Police, develops and implements programs to deter crime and to protect life and property in Jonesboro. Specific departmental responsibilities are:

- 1) To reduce violent crime and gang-related activities through enhanced enforcement activities and crime prevention programs.
- 2) To increase the safety of residents and to decrease crime throughout Jonesboro neighborhoods.
- 3) To increase the safety of youth and reduce juvenile crime through crime prevention and intervention programs.
- 4) To enhance crime fighting and prevention tools and efforts through diverse recruitment, training, and retention of high quality officers, technology and equipment, and capital improvements.

BUDGET NOTES AS PROVIDED BY CHIEF ALLEN:

PERSONNEL SERVICES	This line item covers personnel within the Police Department. There are no additional positions budgeted for FY' 18. Based on the current staffing level, I feel we are optimized for the most efficient and effective level of service and I do not project a need to add additional personnel. The overall goal would be to maintain current staffing levels and replace existing personnel as required through attrition, retirement, termination and/or resignation.
51.1100 SALARIES	
51.1300 OVERTIME	It shall be the responsibility of the Chief to monitor overtime expenditures to prevent exceeding the budgeted amount. Chief Allen has incorporated a system in which employees are grant compensation time if normal work hours are exceeded. This has been proven to be an effective method of compensation with the police department. However, due to the increasing number of City sponsored events the overtime budget may be effected in 2018. It has been generally agreed upon that when City sponsored events are held and additional officers are required to work the event, the officers will be paid at their overtime rate.
51.1310 OVERTIME DEA	This line item is for the personnel assigned to the DEA. This is offset by the revenue line item.
51.2100 INSURANCE	Health and dental insurance for Police Department.
51.2200 SOCIAL SECURITY	This line item is for the city's share of employees Social Security

51.2300 MEDICARE	This line item is for the city's share of the employees Medicare.
51.2400 RETIREMENT	City contribution for employee's retirement through Georgia Municipal Association.
51.2600 UNEMPLOYMENT INSURANCE	Police Department share for entire department.
51.2700 WORKERS COMP	Workers Compensation.
PURCHASED/CONTRACT SERVICES	Computer support will be charged through Technology Fees.
52.1300 IT SERVICES	
52.1330 SOFTWARE SUPPORT	Fees for software support for Police Department covers Mega Path, Georgia Technology Authority, Bell South (A T & T) G.C.I.C.
52.1340 DRUG TESTING	Line item is used to purchase drug testing kits used by the Probation Office.
52.1350 BACKGROUND INVESTIGATIONS	Fees for conducting some background investigation using Thomason Rueters, Inc.
52.2230 COMPUTER EQUIPMENT	Line item cover small equipment purchases, (keyboards, mouse, etc.)
52.2250 PEST CONTROL	Covers \$30 a month for pest control - Taylor Exterminating.
52.2330 RENTAL COPIER/POSTAGE METER	Line item covers the monthly fee for copier and postage machine
52.3100 INSURANCE	This line item covers liability, property, public official's liability insurance. .
52.3210 TELEPHONE	also covers replace telephones and repairs. Service is being changed to Comcast.
52.3230 CELLULAR PHONES	Verizon cellular telephones
52.3260 POSTAGE	Postage services for the Police Department.
52.3310 LEGAL NOTICES	Line item is for required legal notices for DUI's etc.
52.3500 TRAVEL	Staff travel expense (hotel, gas, meals) for training and conferences.
52.3600 DUES AND FEES	Membership fees for Chief Association. This also covers several membership dues for the Police Department.
52.3700 EDUCATION AND TRAINING	This line item is reserved for training expenses when officers attend out of state training. Typically, specific seminars and conferences are budget for and any additional training depends on the amount of funds available in the item. Chief Allen will monitor the line item to ensure that the training costs are specifically assigned to the budgeted

	conferences. With the inception of a training officer, cost for outside training can be minimized and restricted to an as needed basis.
SUPPLIES 53.1110 OFFICE SUPPLIES	Chief Allen has issued a strict ordering policy for office and building supplies. Office staff has been encouraged to be extremely thrift in their usage of supplies. Every employee is making a conscious effort to reduce spending and certain supplies that are considered a luxury are being eliminated from future orders. Also, the police department is converting more to electronic transmission and maintaining an electronic file in place of hardcopies
53-1130 UNIFORMS	The costs of uniforms are directly attributed to turn over and replacement officers. A newly hired officer costs approximately \$700.00 to \$750.00 dollars to outfit.
53.1140 VEHICLE/EQUIPMENT PARTS	This line item is for vehicle equipment and parts that are ordered by Public Works.
53.1141 EQUIPMENT	Line item to cover additional equipment expense for vehicles.
53.1171 BUILDING MAINTENANCE	Line item covers building maintenance.
53.1210 WATER/SEWER	Payments are made to the Clayton County Water Authority
53.1220 NATURAL GAS	Payments are made to Gas South.
53.1230 ELECTRIC	Payments are made to the Georgia Power Company.
53.1270 GASOLINE	This line item is directly affected by the cost of crude oil and the gasoline manufacturing. This market is extremely hard to predict and anticipate projected costs. The objective of the police department is the remain operational with the approved line item that has been budgeted for 2018 in conjunction with this significant reduction in the budgeted amount. The goal for the police department is to maximize fuel efficiency and directives have been issued to the officers to eliminate idling vehicles and cease unnecessary travel. Through the combined efforts of all personnel the police department will remain under budget in this line item.
53.1610 COMPUTER EQUIP.	Items will be budgeted under the Technology Fee.
53.1620 FURNITURE/FIXTURES	
53.1690 OTHER SMALL EQUIPMENT	No funds budgeted
54.1200 SITE IMPROVEMENTS	Additional improvements to Police Department.
54.2000 MACHINERY & EQUIPMENT	Police Department Equipment.
54.2200	This line items covers the cost of two additional vehicles for the Police Department. expiring in 2017.

CAPITAL OUTLAY - VEHICLES	
DEBT SERVICES	Lease payment(s) through GMA Lease Program.
58.1220 VEHICLES- LEASE	
58.1220 INTEREST	Interest payments for leased vehicles.
58.1300 OTHER DEBT BUILDING	No funds are budgeted as the Police Department is paid for in full.
58.2300 OTHER DEBT INTEREST	N/A



Acct#	Account Name	2017 Approved	Amended FY' 17	Requested FY' 18	Recommended FY' 18
51.1000 PERSONAL SERVICES - SALARIES & WAGES					
51.1100	Regular Employees	1,283,000.00	\$1,283,000.00	\$1,308,660.00	\$1,308,660.00
51.1300	Overtime	15,000.00	20,000.00	\$25,000.00	\$20,000.00
51.1310	Overtime (DEA)	17,500.00	17500.00	\$17,500.00	\$17,500.00
51.2000					
51.2100	Group Insurance	220,000.00	\$220,000.00	\$253,000.00	\$284,766.00
51.2200	Social Security (FICA) Contributions	80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
51.2300	Medicare	19,000.00	\$19,000.00	\$19,000.00	\$19,000.00
51.2400	Retirement Contributions	61,274.00	\$61,274.00	\$61,274.00	\$53,300.00
51.2600	Unemployment Insurance	7,000.00	\$7,000.00	\$7,000.00	\$6,000.00
51.2700	Worker's Compensation	40,500.00	\$40,500.00	\$40,500.00	\$40,500.00
TOTAL PERSONAL SERVICES AND EMPLOYEE BENEFITS		1,743,274.00	\$1,748,274.00	\$1,811,934.00	\$1,829,726.00

52.1000 PURCHASED PROFESSIONAL & TECH SERVICES					
52.1200 PROFESSIONAL					
52.1330	Software Support	6,000.00	\$6,000.00	\$4,000.00	\$4,000.00
52.1340	Drug Testing	3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
52.1350	Background Investigation(s)	1,800.00	\$1,800.00	\$1,800.00	\$1,800.00
52.2000 PURCHASED PROPERTY SERVICES					
52.2200 REPAIRS & MAINTENANCE					
52.2230	Computer	500.00	\$500.00	\$500.00	\$500.00
52.2250	Pest Control	360.00	\$360.00	\$360.00	\$360.00
52.2300 Rentals					
52.2330	Rental of copiers/maintenance	3,200.00	\$3,200.00	\$3,200.00	\$3,200.00
52.3000 Other Purchased Services					

52.3100	Insurance, other than employee benefits	67,000.00	\$67,000.00	\$67,000.00	\$67,000.00
52.3200	Communications				
52.3210	Telephone	8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
52.3230	Cellular Telephones	21,000.00	\$21,000.00	\$15,000.00	\$15,000.00
52.3260	Postage	3,000.00	\$3,000.00	\$3,500.00	\$3,500.00
52.3310	Legal Notices	2,000.00	\$2,000.00	\$1,000.00	\$1,000.00
52.3500	Travel	9,000.00	\$9,000.00	\$6,000.00	\$6,000.00
52.3600	Dues and Fees	1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
52.3700	Education & Training	6,000.00	\$6,000.00	\$4,000.00	\$4,000.00
TOTAL PURCHASED/CONTRACTED SERVICES		\$132,360.00	\$132,360.00	\$118,860.00	\$118,860.00

53.1000	SUPPLIES				
53.1110	Office and Building Supplies	25,000.00	\$25,000.00	\$15,000.00	\$15,000.00
53.1130	Uniforms	20,000.00	\$20,000.00	\$15,000.00	\$15,000.00
53.1140	Vehicles/Equipment Parts	30,000.00	\$30,000.00	\$25,000.00	\$20,000.00
53.1141	Equipment Parts	5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
53.1171	Building Maintenance	4,000.00	\$4,000.00	\$1,000.00	\$1,000.00
TOTAL SUPPLIES		84,000.00	84,000.00	\$61,000.00	\$56,000.00

53.1200	Energy				
53.1210	Water/Sewerage	2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
53.1220	Natural Gas	3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
53.1230	Electricity	15,300.00	\$15,300.00	\$15,300.00	\$15,300.00
53.1270	Gasoline/Diesel	70,000.00	\$70,000.00	\$70,000.00	\$65,000.00
TOTAL ENERGY		90,300.00	\$90,300.00	\$90,300.00	\$85,300.00

SMALL EQUIPMENT					
53.1610	Computer Equip/Maintenance (less than \$5000)	0.00		\$0.00	\$0.00
53.1620	Furniture & Fixtures (less than \$5000)	0.00		\$0.00	\$0.00
53.1690	Other Small Equipment (less than \$5000)	0.00		\$0.00	\$0.00
TOTAL SMALL EQUIPMENT		0.00	\$0.00	\$0.00	\$0.00

54.1000	PROPERTY				
54.1200	Site Improvements	5,000.00	5,000.00	\$1,000.00	\$1,000.00
54.2000	Equipment	10,000.00	10,000.00	\$10,000.00	\$2,000.00
54.2200	Capital Outlay Vehicle	0.00	0.00	\$95,000.00	\$95,000.00
54.2201	Vehicle Equipment	0.00	0.00		
54.2400	Computers	0.00	0		
54.2410	Hardware	0.00	0		
Total Capital Outlay		15,000.00	15,000.00	\$106,000.00	\$98,000.00
58.1000	Principal				
58.1200	Capital Lease - Principle				
58.1210	Lease - Machinery	0.00	0		
58.1220	Lease - Vehicles	76,100.00	76,100.00		\$55,000.00
58.2220	Other Debt -Vehicle Interest	5,000.00	5,000.00		\$3,000.00
58.1230	Lease - Other	0.00	0.00		
58.1300	Other Debt - Building	0.00	0.00		
58.2300	Other Debt Building - Interest	0.00	0.00		
TOTAL DEBT SERVICE		81,100.00	\$81,100.00	\$0.00	\$58,000.00
TOTAL EXPENDITURES		2,146,034.00	2,151,034.00	\$2,188,094.00	\$2,245,886.00

DEPARTMENT:
PUBLIC WORKS

FUND:
3200

SUMMARY OF DEPARTMENT RESPONSIBILITIES:

The Public Works Department strives to improve the condition of the City's infrastructure by effectively managing City roadways, drainage structures, alleyways, street lights, street signs, pavement markings, traffic signals and City-owned buildings.

The Department also includes Fleet Maintenance & Street Services. Street Services is responsible for maintenance and repair work on City streets through routine maintenance, major maintenance, concrete pavement rehabilitation and also responds during inclement weather and other emergencies.

BUDGET NOTES:

PERSONNEL SERVICES	This line item covers personnel services. It includes a 2% increase.
51.1100 SALARIES	
51.1300 OVERTIME	This line item covers any overtime required by Public Works Personnel.
51.2100 GROUP INSURANCE	Health insurance for employees.
51.2200 SOCIAL SECURITY	City's share of Social Security.
21.2300 MEDICARE	City's share of Medicare.
51.2400 RETIREMENT	City contribution for employee's retirement through Georgia Municipal Association.
51.2600 UNEMPLOYMENT INSURANCE	This is paid with our payroll taxes into the Department of Labor.
51.2700 WORKERS COMP	Workers Compensation Insurance.
52.2110 DISPOSAL	Landfill fees are used for disposal of leaf and limbs, items the city picks up for residents, etc.
52.2160 TREE REMOVAL	Tree removal costs for those issues that City staff is unable to remove.
52.2210 STREET MAINTENANCE	Repair and maintenance of equipment.
52.3100 INSURANCE	(non benefit). Insurance is for Property and Casualty.
52.3210 TELEPHONE	Telephone services at Public Works and also internet service. (Comcast)

52.3230 CELLULAR PHONES	Line item covers both the Public Works Director's cell phone and the City Mechanic.
52.3500 TRAVEL	Travel expense for school or conferences.
52.3600 DUES/FEES	Membership fees.
52.3700 EDUCATION & TRAINING	Conferences and training.
53.1110 OFFICE SUPPLIES	Office Supplies for entire department.
52.1111 TOOLS	Purchase of new tools for shop.
53.1130 UNIFORMS	Uniform expense
53.1140 VEHICLE PARTS	Line item covers equipment and parts needed for vehicle repairs.
53.1141 MOWER EQUIPMENT PARTS	Parts and Supplies for weed eaters, lawnmower blades, belts, tires etc.
53.1142 SAFETY EQUIPMENT	Line item is for traffic cones, A-frame barricades, flags, etc.
53.1143 SIGNS-BANNERS	New signs (stop, yield, MPH, etc.)
53.1144 CHRISTMAS SUPPLIES	Christmas decorations, lights, bulbs, etc.
53.1150 LANDSCAPING SUPPLIES	Supplies for landscaping.
53.1160 PARK SUPPLIES	Line item is for supplies for Massengale and Battleground parks.
53.1171 BUILDING MAINTENANCE	Building maintenance expenses for Public Works.
53.1180 CEMETERY EQUIPMENT	Equipment necessary for Cemetery.
53.1190 OTHER SUPPLIES	Supplies for building, vehicles, equipment, tools.
53.1210 WATER/SEWAGE	Line Item is for water and sewer for Gloria Drive and three parks.
53.1220 NATURAL GAS	Heating for Gloria Drive Public Works building.
53.1230 ELECTRICITY	Line item is for electricity at Public Works.
53.1231 STREET LIGHTS	Line item covers all street light, flashing signals and traffic lights.
53.1270 GASOLINE	Fuel cost for Public Works vehicles.
53.1610 COMPUTER EQUIPMENT UNDER \$5,000	

53.1690 OTHER SMALL EQUIPMENT UNDER \$5,000	Line item used to purchase items such as blowers, etc.
CAPITAL -PROPERTY	
54.1101 CDBG ENGINEERING FEES	
54.1200 SITE IMPROVEMENTS	Site improvements at Public Works.
54.1201 MACHINERY	
54.2200 CAPITAL OUTLAY - VEHICLE	One additional vehicle at Public Works
DEBT SERVICE	Debt Service for lease purchases.
58-1210 LEASE-MACHINERY	
58-1220	

Acct#	Account Name	2017 Approved	Amended FY' 17	Requested FY' 18	Recommended FY' 18
51.1000	Personal Services - Salaries & Wages				
51.1100	Regular Employees	\$300,000.00	\$300,000.00	\$322,787.00	\$318,000.00
51.1300	Overtime	\$3,500.00	\$6,000.00	\$6,500.00	\$6,500.00
51.2000	Personal Services - Employee Benefits				
51.2100	Group Insurance	\$82,000.00	\$82,000.00	\$82,000.00	\$93,120.00
51.2200	Social Security (FICA) Contributions	\$18,600.00	\$18,600.00	\$18,600.00	\$10,010.00
51.2300	Medicare	\$4,400.00	\$4,400.00	\$4,400.00	\$2,340.00
51.2400	Retirement Contributions	\$26,274.00	\$26,274.00	\$26,274.00	\$27,000.00
51.2600	Unemployment Insurance	\$3,000.00	\$3,000.00	\$3,000.00	\$2,000.00
51.2700	Worker's Compensation	\$24,000.00	\$24,000.00	\$24,000.00	\$28,000.00
Total Personal Services and Employee Benefits		\$461,774.00	\$464,274.00	\$487,561.00	\$486,970.00
52.1000	Purchased Professional & Tech Services				
52.1200	Professional				
52.1300	Technical				
52.2000	Purchased-Property Services				
52.2100	Cleaning Services				
52.2100	Disposal	\$7,500.00	\$7,500.00	\$8,000.00	\$7,500.00
52.2160	Tree Removal	\$9,500.00	\$9,500.00	\$12,000.00	\$9,500.00
52.2200					
52.2210	Street Maintenance	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
52.3000					
52.3100	Insurance, other than employees	\$26,000.00	\$26,000.00	\$26,000.00	\$30,000.00
52.3200					
52.3210	Telephone & Internet	\$1,300.00	\$1,300.00	\$1,450.00	\$1,300.00
52.3230	Cellular Phones	\$1,400.00	\$1,400.00	\$1,400.00	\$1,200.00
52.3500	Travel	\$0.00	\$0.00	\$0.00	\$0.00
52.3600	Dues and Fees	\$100.00	\$100.00	\$100.00	\$100.00
52.3700	Education & Training	\$0.00	\$0.00	\$0.00	\$0.00
Total Purchased/Contracted Services		\$50,800.00	\$50,800.00	\$53,950.00	\$54,600.00

53.1000	Supplies				
53.1100	General Supplies & Materials				
53.1110	Office	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
53.1111	Tools	\$1,000.00	\$1,000.00	\$2,700.00	\$1,500.00
53.1130	Uniforms	\$4,200.00	\$4,200.00	\$5,000.00	\$5,000.00
53.1140	Vehicle/Equipment Parts	\$15,000.00	\$15,000.00	\$13,000.00	\$13,000.00
53.1141	Equipment Parts	\$6,200.00	\$6,200.00	\$6,200.00	\$5,000.00
53.1142	Safety Equipment	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00
53.1143	Signs & Banners	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
53.1144	Christmas Supplies	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
53.1150	Landscaping	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
53.1160	Park Supplies	\$5,000.00	\$5,000.00	\$7,000.00	\$7,000.00
53.1171	Building Improvements	\$5,000.00	\$5,000.00	\$15,000.00	\$5,000.00
53.1180	Cemetery Equipment	\$0.00	\$0.00	\$15,400.00	\$0.00
53.1190	Other Supplies	\$15,000.00	\$15,000.00	\$12,500.00	\$12,500.00
TOTAL				\$104,300.00	\$76,000.00
53.1200	Energy				
53.1210	Water/Sewerage	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00
53.1220	Natural Gas	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00
53.1230	Electricity	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
53.1231	Street Lights-Signals-etc	\$110,000.00	\$110,000.00	\$115,000.00	\$115,000.00
53.1270	Gasoline/Diesel	\$13,000.00	\$13,000.00	\$10,000.00	\$10,000.00
TOTAL				\$141,500.00	\$141,500.00
53.1600	Small Equipment				
53.1610	Computer Equip/Maint (Less than \$5000)	\$250.00	\$250.00	\$0.00	\$0.00
53.1690	Other Small Equipment (Less than \$5000)	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
Total Supplies		\$220,650.00	\$220,650.00	\$249,300.00	\$221,000.00
54.1000	Property				
54.1101	CDBG Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00
54.1200	Site Improvements	\$0.00	\$0.00	\$0.00	\$0.00
54.1401	Infrastructure (Curb-cuts)	\$0.00	\$0.00	\$0.00	\$0.00
54.2200	Capital Outlay - Vehicle	\$5,000.00	\$5,000.00	\$54,097.00	\$23,683.00
54.2201	Capital Outlay - Equipment	\$0.00	\$0.00	\$0.00	\$8,500.00

54.2102	Cemetery Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay		\$5,000.00	\$5,000.00	\$54,097.00	\$32,183.00
54.1300	Lee Street Park storage facility			\$100,000.00	\$0.00
57.1000	Intergovernmental				
57.2000	Payments to Other Agencies				
Total Other Cost		\$0.00	\$0.00	\$100,000.00	\$0.00
		Debt Service			
58.1000	Principal				
58.1200	Capital Lease - Principal				
58.1210	Lease - Machinery	\$0.00	\$0.00		\$0.00
58.1220	Lease - Vehicles	\$6,330.00	\$6,330.00		\$8,000.00
58.2000	Interest	\$675.00	\$675.00		\$675.00
Total Debt Service		\$7,005.00	\$7,005.00	\$0.00	\$8,675.00
Total Expenditures		\$745,229.00	\$747,729.00	\$944,908.00	\$803,428.00

DEPARTMENT:
CODE ENFORCEMENT

FUND:
7450

SUMMARY OF DEPARTMENT RESPONSIBILITIES:

Mission: To promote and maintain a safe and desirable living and working environment for the citizens of Jonesboro. It is our responsibility to help maintain and improve the quality of our community by administering a fair and unbiased enforcement program to abate violations of the City Codes of Ordinances.

Description of Duties: Code Enforcement conducts inspection of all residential and commercial properties within the City Limits relating to violations on premises and structures (interior & exterior) which includes tall grass, illegal signage, junk vehicles, cleanliness of premises, zoning inspections, erosion control inspections, business licenses, animal control and noise abatements.

BUDGET NOTES:

PERSONNEL SERVICES	This line item covers the salary for one Code Enforcement Officer.
51.1100 SALARIES	
51.1300 OVERTIME	Line item covers any overtime.
51.2100 GROUP INSURANCE	Health and dental insurance for one employee and children.
51.2300 MEDICARE	City's portion of Medicare.
51.2400 RETIREMENT	This line item is the City's contribution for employee's retirement through the Georgia Municipal Association.
51.2600 UNEMPLOYMENT INSURANCE	Unemployment Insurance - This line item has been budgeted with the Administration Department.
51.2700 WORKERS COMP	This line item has been included with the Administration Department in previous years.
52.2200 REPAIRS & DEMOLITION	This line item was added during the 2016 Budget year with a budget amendment.
52.3500 TRAVEL	This line item will cover expense for hotel and meals when employee attends training.
52.3600 DUES - FEES	This line items covers membership fees for GACE and ICC.
SUPPLIES 53.1130	Office Supplies

UNIFORMS	
53.1140 VEHICLES	Vehicle Equipment Parts - Service in the past has been covered under the Public Works Department Budget.
53.1270 GASOLINE	Gasoline for Code Enforcement

Acct#	Account Name	2017 Approved	Amended FY' 17	Request FY' 18	Recommended FY' 18
51.1000	Personal Services - Salaries & Wages				
51.1100	Regular Employees	\$41,500.00	\$41,500.00	\$42,800.00	\$42,800.00
51.2100	Group Insurance	\$9,800.00	\$9,800.00	\$12,000.00	\$12,000.00
51.2200	Social Security (FICA) Contributions	\$3,000.00	\$3,000.00	\$2,700.00	\$2,700.00
51.2300	Medicare	\$650.00	\$650.00	\$650.00	\$650.00
51.2400	Retirement Contributions	\$1,274.00	\$1,274.00	\$2,000.00	\$2,000.00
51.2700	Workers Compensation	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00
	Total Personal Services and Employee Benefits	\$58,224.00	\$58,224.00	\$63,424.00	\$64,150.00
	Services				
52.2200	Repairs & Demolitions	\$5,000.00	\$5,000.00	\$5,000.00	\$2,500.00
52.3260	Cellular Telephone	\$500.00	\$500.00	\$500.00	\$500.00
52.3500	Travel	\$1,000.00	\$1,000.00	\$1,000.00	\$750.00
52.3600	Dues and Fees	\$500.00	\$500.00	\$250.00	\$250.00
52.3700	Education & Training	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00
	Total Services	\$8,500.00	\$8,500.00	\$8,250.00	\$5,000.00
53.1130	Uniforms	\$500.00	\$500.00	\$500.00	\$500.00
53.1270	Gasoline	\$1,200.00	\$1,200.00	\$1,500.00	\$1,500.00
58.1200	Vehicle Lease - Purchase	\$0.00	\$0.00	\$0.00	\$0.00
		\$1,700.00	\$1,700.00	\$2,000.00	\$2,000.00
	Total Budget	\$68,424.00	\$68,424.00	\$73,674.00	\$71,150.00

2017 SOLID WASTE REVENUES

34.4110 – Sanitation Fee Collected – Fees are collected at this time on the property tax bills. We have some business customers that we bill separately from the tax bills.

Acct#	Account Name	2017 Approved	Amended FY' 17	Requested FY' 18
	Sanitation Revenues			
34.4110	Refuse Collection Fees	\$164,400.00	\$164,400.00	\$180,600.00
36.1010	Interest	\$0.00	\$0.00	\$0.00
	Transfer From Reserves	\$0.00	\$0.00	\$0.00
39.3200	Capital Lease	\$0.00	\$0.00	\$25,000.00
Total Personal Services and Employee Benefits		\$164,400.00	\$164,400.00	\$205,600.00

Acct#	Account Name	Approved 2017	Amended FY' 17	Requested FY' 18
51.1000	Personal Services - Salaries & Wages			
51.1100	Regular Employees	\$50,800.00	\$50,800.00	\$55,500.00
51.2200	Social Security (FICA) Contributions	\$3,200.00	\$3,200.00	\$3,500.00
51.2300	Medicare	\$740.00	\$740.00	\$900.00
51.2700	Workers Compensation	\$6,000.00	\$6,000.00	\$8,000.00
Total Personal Services and Employee Benefits		\$60,740.00	\$60,740.00	\$67,900.00
	Other Costs			
52.2110	Disposal Landfill Fees	\$84,000.00	\$84,000.00	\$90,000.00
52.3100	Insurance (Non- Benefit)	\$6,000.00	\$6,000.00	\$9,000.00
53.1100	Supplies/Materials	\$200.00	\$200.00	\$200.00
53.1130	Uniforms	\$500.00	\$500.00	\$500.00
53.1140	Vehicle/Equipment Parts	\$8,000.00	\$8,000.00	\$8,000.00
53.1270	Gasoline	\$5,000.00	\$5,000.00	\$5,000.00

54.2200	Vehicle Purchase	\$0.00	\$0.00	\$25,000.00
Total Other Costs		\$103,700.00		\$137,700.00
Total Budget		\$164,440.00	\$164,440.00	\$205,600.00