

# CITY OF HAMPTON

Fiscal Year 2022  
***ADOPTED BUDGET***  
October 1, 2021



***“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”***



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***“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”***

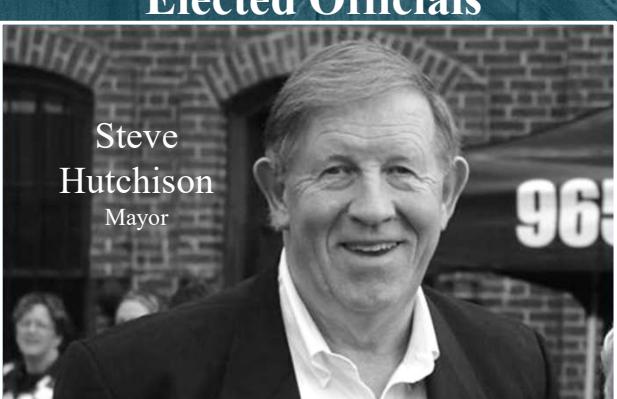
October 1, 2021

FY 2022 Annual Operating and Capital Budget

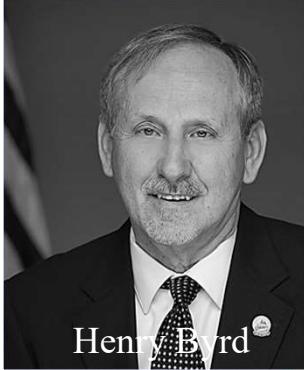
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## Elected Officials

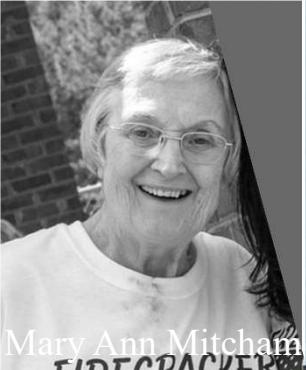
Steve  
Hutchison  
Mayor



Marty Meeks  
Mayor Pro Tem

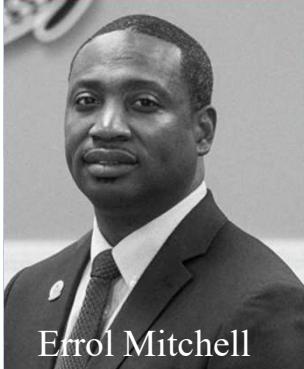


Henry Byrd

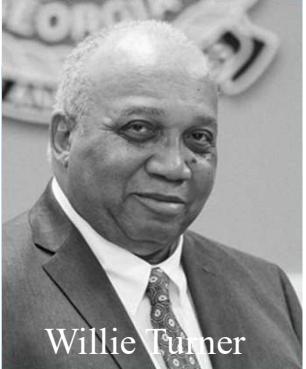


Mary Ann Mitcham

Errol Mitchell



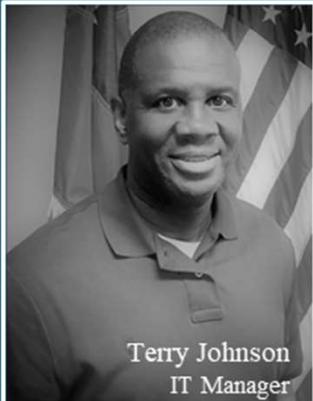
Willie Turner



***"BRIDGING THE GAP BETWEEN THE  
PAST AND THE PRESENT, BUILDING  
TOWARD THE FUTURE"***



# City Administration



Terry Johnson  
IT Manager



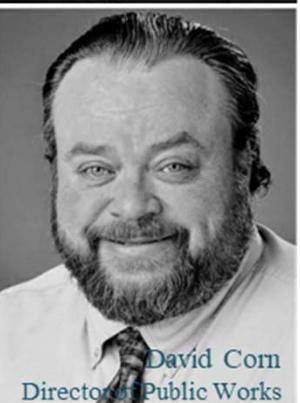
Andrea Atwater  
Director of  
Human Resources



James Turner  
Chief of Police



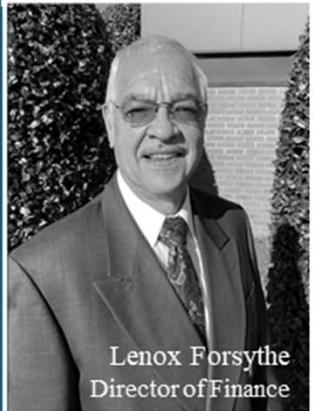
Melissa Brooks  
City Clerk



David Corn  
Director of Public Works



Wanda Moore  
Director of Community  
Development



Lenox Forsythe  
Director of Finance



Grace Buckley  
City Accountant



Kenda Woodard-Amin  
Main Street and Economic  
Development Director



Alex Cohilas, City Manager

Rashida Fairley, Executive Assistant to the City Manager

***“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”***

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1 October 2021

Mayor and Council  
City of Hampton  
Hampton, Georgia

MAYOR  
STEVE HUTCHISON

MAYOR PRO-TEM  
MARTY MEEKS

CITY COUNCIL  
STEPHANIE BODIE  
HENRY BRYD  
MARY ANN MITCHAM  
ERROL MITCHELL  
WILLIE TURNER

CITY MANAGER  
ALEX S. COHILAS



Re: Fiscal Year 2022 Budget 

Dear Honorable Mayor and Council:

It is my great honor and pleasure to present to you and our citizens the **Proposed FY 2022 Budget** for the City of Hampton. The work product you find contained herein is not the result of my labor alone, rather it represents the collective effort of our talented directors, staff members, and our financial advisor.

During the course this past fiscal year, we have had to endure, adapt to, and overcome several significant challenges. First, COVID caused us to “go virtual” for certain periods of time and generated new unforeseen operational expenses. Eventually COVID struck our staff and caused significant staffing shortages. Next, we lost Chief Austin, who after a long and meritorious career, resigned as Chief of the Hampton Police Department to accept the position as Chief of Locust Grove. After an extensive and thorough search to determine the best person to lead our Police Department, Chief James Turner was appointed in August, to lead our department into the future.

In addition to dealing with COVID, our city had to settle two significant lawsuits, one dealing with a Police Department incident which occurred two years ago. The ramifications thereof have impacted the 2022 budget by way of a momentous increase in our liability insurance premium. Thankfully, we have undertaken significant steps to prevent any similar reoccurrences.

The last major challenge we had to overcome was taking operational control of Coley Park in January of 2021. This occurred as result of the settlement of an almost three-year legal dispute between the cities of Henry County and the Henry County Board of Commissioners over the respective roles and responsibilities of each governmental entity as it pertains to the Service Delivery Strategy (SDS) agreement. SDS agreements must be updated every ten (10) years. Hampton, Locust Grove, Stockbridge, and McDonough were finally able to achieve a more equitable settlement of our SDS agreement dispute with Henry County Government in January of 2021. That agreement resulted in a lowering of County property tax that our citizens will have to pay going forward because of the decision by the Mayor and Council to bring planning and zoning, geographic information system (GIS), and park services back into the City.

The addition of operational responsibility of Coley Park took place after the 2021 budget was adopted and therefore the costs and manpower requirements were not forecast in the 2021 budget when adopted. However, we were able to allocate SPLOST funds for capital improvements to both Coley Park and McBrayer Park. Thereafter, our Public Works department did a great job of coordinating a vast array of improvements to both parks, despite being understaffed. The net result of the decision to bring Coley Park back to Hampton has been a resurgence of youth participation in organized athletics.

Before I address the goals and objectives of the ***FY 2022 Budget***, let me first highlight some of the major accomplishments of this past year:

- Completed the most aggressive project list ever accomplished by the city in one year
- Completed Phase I of the West Main Street Road improvement and sidewalk project
- Completed Phase I of the Coley Park field and facilities improvement project
- Completed the new skateboard park project at McBrayer Park
- Paved seventeen roads, representing a \$1.4mil capital project
- Completed Phase I of the East Hampton Community Park
- Completed multiple sidewalk construction projects
- Completed the Caldwell Drive Phase I sidewalk grant project
- Began and completed Phase I of City Hall improvement project
- Completed major stormwater repair project at South Hampton Subdivision
- Hired a new City Planner
- Hired an IT Manager
- Hired a Street Superintendent
- Hired a new Police Chief and four new officers
- Implemented new employee evaluation form
- Implemented Pay for Performance policy

In preparing our 2022 budget it became very clear that certain longstanding issues had to be addressed. Specifically, our city has grown in population by more than 20% in the last ten years and is presently growing at a rate of 3.65% per annum, a rate which will accelerate rapidly over the course of the next five years. In addition, we have extended our city boundary limits significantly through annexation and our level of city services through the settlement of SDS negotiations.

Moreover, there was a desire to forestall for as long as possible the implementation of a city property tax. Concurrent with that desire, was the understanding and request to have each utility: ***Water, Wastewater, Electric & Sanitation*** stand on its own, in terms of an accurate correlation between cost of operation and utility rates. The ***FY 2022 Budget*** addresses the fact that the city has not had a rate increase in almost seven years; has never funded depreciation and not ever funded an appropriate thirty-day supply of materials and equipment for each utility. Furthermore, there is an irrefutable need to add new employees to meet the demand of our growing city, which is on target to add more than six hundred new homes in the next eighteen months.

I am pleased to present to you our balanced ***FY 2022 Budget*** which contains the following highlights:

- **Administration:** Increase in insurance rates due to increased PD Claims - \$343,134
- **Community Development:** Addition of two staff members in Community Development, increase in contract professional services and inspections, computer software, and historic preservation study and training - \$212,125
  - Due to increased development and growth, one GIS Technician and one Zoning Specialist is needed.
- **Public Safety:** Increase in public safety staffing and training - \$209,919
  - An increase in public safety staff is needed to help meet minimum staffing requirements of the department.
- **Streets & Highways:** Increase of two staff members in Street Department - \$57,743
  - The street department continues to be understaffed. With an increase in services across a greater area, the street department will continue to need additional staff.
- **Parks & Recreation:** Increase of two staff members in Parks and Recreation, maintenance, irrigation, and lighting upgrades - \$251,885
  - Due to taking on Coley Park, McBrayer Park continued maintenance, and addition new East Hampton Community Park.
- **Economic Development:** Increase of one staff member to manage economic development as the city continues to attract businesses to the area, includes new Hampton Development Authority, and downtown beautification - \$121,928
- **Projects:**
  - West Main Street Improvements - Phase II
  - East Hampton Community Park - Phase II
  - Coley Park Improvements - Phase II to include Musco Lighting
  - East King/Floyd Rd Roundabout
  - McBrayer Park Improvements - Phase I
  - Stormwater Improvements
  - Thompson Creek sewer outfall/sewer system improvement
  - King, George, and Daniel Streets Revitalization LCI Study
  - This budget does not call for the establishment of any property tax, however it does call for a modest utility rate increase that will be spread out over the next three years.

This budget addresses many longstanding needs, prepares us for the future, and provides us with a greater level of financial security and sustainability. This budget, submitted for your approval, is faithful to the goals and principles we all believe in and seek for our future.

Respectfully Submitted,



Alex S. Cohlas

City Manager

***"BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE"***

# Section 1. Introduction & Overview

## City of Hampton, Georgia Annual Operating & Capital Budget Fiscal Year 2022

***“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”***

October 1, 2021

FY 2022 Annual Operating and Capital Budget  
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# General Fund Budget Summary / FY2022

General Fund Anticipated Revenues	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
General Taxes	4,158,638	3,832,900	4,658,729	4,790,357
License & Permits	162,795	246,280	254,883	311,005
Charges for Services	7,263	7,008	26,100	26,605
Fines & Forfeitures	308,981	250,000	211,282	300,000
Interest Earned	3,992	15,000	5,812	5,928
Inter-GovernmentL (Covid-Bal)	225,328	-	74,000	121,000
Miscellaneous Revenue	82,922	38,116	23,068	24,350
<b>Total Anticipated Revenues</b>	<b>4,949,919</b>	<b>4,389,304</b>	<b>5,253,874</b>	<b>5,579,245</b>
<b>Other Financing Sources</b>				
Transfer from Enterprise Fund	154,934	599,245	599,245	762,968
Capital Reserve Rollover	-	3,000,000	205,496	2,794,504
<b>Total Anticipated Revenues &amp; Other Sources</b>	<b>5,104,853</b>	<b>7,988,549</b>	<b>6,058,615</b>	<b>9,136,717</b>
Reserve Draw down-surplus from FY21 Budget	-	-	-	421,523
<b>Total Revenue Sources</b>	<b>5,104,853</b>	<b>7,988,549</b>	<b>6,058,615</b>	<b>9,558,240</b>
General Fund Anticipated Expenditures	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
Mayor	18,178	21,779	14,729	22,193
City Council	70,186	79,656	76,143	104,533
Elections	6,345	7,500	-	7,500
City Manager	176,790	281,517	266,972	317,512
City Clerk	110,794	123,308	121,936	129,468
Administration	524,170	321,200	348,963	664,334
Financial Services	150,567	257,332	242,420	287,046
Information Technology	158,821	160,937	143,701	172,975
Human Resources	109,409	127,116	113,776	145,432
Community Development	243,104	410,444	362,364	622,569
Economic Development (Main Street )	87,768	204,855	120,142	326,783
Police	1,564,571	1,738,278	1,714,164	1,948,197
Municipal Court	162,292	176,030	151,856	194,496
Facilities	250,411	268,550	233,144	279,500
Streets & Highway	352,323	645,337	525,627	703,080
Parks & Recreation	129,563	164,710	149,945	416,595
Transfer out (Capital Outlay)	34,371	3,000,000	205,496	2,794,504
<b>Total Expenditures</b>	<b>4,149,663</b>	<b>7,988,549</b>	<b>4,791,378</b>	<b>9,136,717</b>
General Fund Surplus FY21 budget	955,190	-	1,267,237	-
Transfer to Enterprise	-	-	-	421,523
<b>Total Expenditures and Transfers</b>	<b>5,104,853</b>	<b>7,988,549</b>	<b>6,058,615</b>	<b>9,558,240</b>
General Fund Impact Fees	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
<b>Impact Fees Revenues:</b>				
Public Safety Impact Fee	966	21,768	344	28,643
Parks & Recreation Impact Fee	9,790	192,252	1,958	252,964
<b>Total Impact Fee Revenues</b>	<b>10,756</b>	<b>214,020</b>	<b>2,302</b>	<b>281,607</b>
<b>Impact Fee Expenditures:</b>				
Transfers to Capital Projects Fund	10,756	214,020	2,302	281,607
<b>Total Impact Fee Expenditures</b>	<b>10,756</b>	<b>214,020</b>	<b>2,302</b>	<b>281,607</b>

# General Fund Revenue Detail / FY2022

General Taxes		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100-0000-31-1310	MOTOR VEHICLE TITLE AV TAX	182,439	150,000	258,260	263,426
100-0000-31-1600	REAL ESTATE TRANSFER	2,194	2,000	9,952	10,151
100-0000-31-1610	INTANGIBLE TAX	5,646	5,500	26,009	26,529
100-0000-31-1705	FRANCHISE TAX - EMC	56,153	35,000	31,068	31,689
100-0000-31-1710	FRANCHISE TAX-GA POWER	129,777	85,000	71,426	72,855
100-0000-31-1730	FRANCHISE TAX-NAT'L GAS	39,507	30,000	41,557	42,388
100-0000-31-1750	FRANCHISE TAX - CABLE TV	72,047	80,000	71,316	72,742
100-0000-31-1760	FRANCHISE TAX - TELEPHONE	23,130	25,000	19,245	19,630
100-0000-31-1770	POLE ATTACHMENT FEE	10,668	10,000	32,536	33,186
100-0000-31-3100	LOCAL OPTION SALE/USE TAX	2,965,640	2,750,000	3,378,137	3,468,009
100-0000-31-4200	BEER/WINE VENDOR TAX	101,867	92,000	123,837	126,314
100-0000-31-4300	ON SITE/BEER WINE TAX	4,837	3,400	3,160	3,223
100-0000-31-6100	BUSINESS AND OCCUPATION TAX	34,074	35,000	32,455	32,455
100-0000-31-6200	INSURANCE PREMIUM TAX	530,659	530,000	559,771	587,760
<b>Total General Taxes</b>		<b>4,158,638</b>	<b>3,832,900</b>	<b>4,658,729</b>	<b>4,790,357</b>

# General Fund Revenue Detail (Continued)

License & Permits		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100-0000-32-1110	BEER / WINE BUSINESS LIC	13,806	14,000	12,500	12,500
100-0000-32-1120	LIC. BEER/WINE ON SITE CON.	2,750	3,000	2,600	2,600
100-0000-32-1130	LIC. SPIRITS ON SITE CONSUMP	3,000	3,500	3,000	3,000
100-0000-32-3105	DEMOLITION PERMIT	500	400	400	300
100-0000-32-3110	BUILDING PERMITS	18,588	53,233	13,367	68,148
100-0000-32-3115	ELECTRICAL PERMIT	8,700	9,500	6,000	13,403
100-0000-32-3120	PLUMBING PERMIT	6,400	9,500	2,700	13,404
100-0000-32-3125	HVAC PERMIT	6,325	9,500	3,150	12,829
100-0000-32-3130	CO PERMITS	-	1,972	-	-
100-0000-32-3135	SIGN PERMIT	1,400	500	1,248	1,200
100-0000-32-3136	PERMIT REPRINT FEE	-	-	-	-
100-0000-32-3138	POOL PERMIT	100	400	400	500
100-0000-32-3140	PLAN / PLAT REVIEW	67,193	80,750	106,250	3,700
100-0000-32-3142	Residential Plan Reviews Fee	43	3,000	-	72,250
100-0000-32-3145	LAND DISTURBANCE FEE	100	2,600	1,375	6,367
100-0000-32-3148	SOIL EROSION FEES	-	-	-	-
100-0000-32-3155	DEVELOPMENT SITE REVIEWS	-	-	-	-
100-0000-32-3160	INSP. RECALL FEES	9,305	9,500	2,400	3,000
100-0000-32-3162	BLDG. ADMN FEE	1,003	1,400	197	660
100-0000-32-3165	VARIANCE	-	-	-	-
100-0000-32-3170	DEVELOPMENT PERMIT	1,021	42,300	275	825
100-0000-32-3173	SUBDIVISION INSPECTION	-	-	-	2,000
100-0000-32-3174	CONDITIONAL USE PERMIT	-	-	-	500
100-0000-32-3175	REZONING PERMIT	-	-	2,625	5,000
100-0000-32-3180	MOVIE/FILMING PERMIT	1,250	1,225	14,455	15,177
100-0000-32-3181	REZONING RESIDENT-SINGLE, MULTI	625	-	1,875	1,875
100-0000-32-3182	REZONING -MIXED USE DISTRICTS	-	-	875	1,750
100-0000-32-3183	REZONING -COM, OFFICE, INDIV	-	-	1,075	2,150
100-0000-32-3184	DEVELOP OF REGIONAL IMPACT	-	-	1,200	1,200
100-0000-32-3186	COMPREHENSIVE PLAN AMEND	300	-	900	900
100-0000-32-3190	MODIFICATION -ZONING CONDITION	-	-	425	850
100-0000-32-3193	VARIANCE AND APPEALS	300	-	900	900
100-0000-32-3196	ECF ADMINISTRATIVE REVIEW	-	-	700	1,050
100-0000-32-3197	ADMINISTRATIVE VARIANCE	3,400	-	3,000	3,200
100-0000-32-3199	ZONING VERIFICATION LETTER	-	-	1,125	1,000
100-0000-32-4101	CONCEPT/PRELIMINARY/PLAN REVIEW	375	-	375	500
100-0000-32-4103	PRELIMINARY PLAT -DEV PLAN REVIEW	9,950	-	-	-
100-0000-32-4105	FINAL PLAT	125	-	1,200	1,200
100-0000-32-4107	INDIVIDUAL PLAT	125	-	100	150
100-0000-32-4109	LAND DISTURBANCE PERMIT	3,621	-	2,325	6,867
100-0000-32-4111	NPDES FEES	1,640	-	2,316	6,400
100-0000-32-4113	LAND DISTURB/COMPLIANCE REV	-	-	-	2,000
100-0000-32-4117	SITE PLAN REVIEW < 10 ACRES	850	-	5,100	5,100
100-0000-32-4119	SITE PLAN REVIEW > 10 ACRES	-	-	1,200	1,200
100-0000-32-4122	COST PLAN/PLAN REVIEW	-	-	55,050	32,550
100-0000-32-4138	FIRE COMPILANCE INSPECTION	-	-	200	300
100-0000-32-6106	FIREWORKS SALE LICENSE	-	-	500	500
100-0000-32-6108	CERTIFICATE OF OCCUPANY	-	-	1,500	2,000
<b>Total License &amp; Permits</b>		<b>162,795</b>	<b>246,280</b>	<b>254,883</b>	<b>311,005</b>

# General Fund Revenue Detail (Continued)

Capital Grants		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100-0000-33-1000	COPS GRANT	-	-	-	-
100-0000-33-2000	MAIN STREET GRANT	-	-	-	-
100-0000-33-4000	GA DOT LMIG GRANT	-	-	-	92,508
100-0000-33-4001	LCI GRANT	-	-	-	100,000
100-0000-33-4120	COVID-19	225,328	-	74,000	121,000
100-0000-33-4100	CDBG GRANT	-	-	-	100,000
100-0000-33-4110	GA DEPT. NATURAL RESOURCES REIMB LWCF	-	-	-	150,000
100-0000-33-4200	GEORGIA FORESTY GRANT	-	-	4,973	4,973
<b>Total Capital Grants</b>		<b>225,328</b>	<b>-</b>	<b>78,973</b>	<b>568,481</b>
Charges for Services		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100-0000-34-1910	ELECTION QUALIFYING FEE	-	1,008	864	864
100-0000-34-1930	RENTAL OF DEPOT ROOM	7,263	6,000	25,236	25,741
100-0000-34-1933	IMPACT - ADMIN FEE	-	-	-	-
100-0000-34-1935	LEASED PROPERTY	-	-	-	-
<b>Total Charges for Services</b>		<b>7,263</b>	<b>7,008</b>	<b>26,100</b>	<b>26,605</b>
Fines & Forfeitures		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100-0000-35-1160	MUNICIPAL COURT FINES	220,386	250,000	211,282	300,000
100-0000-35-1161	CONFISCATIONS	88,595	-	-	-
100-0000-35-2000	CODE ENFORCEMENT COURT FINES	-	-	-	-
<b>Total Fines &amp; Forfeitures</b>		<b>308,981</b>	<b>250,000</b>	<b>211,282</b>	<b>300,000</b>
Interest Earned		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100-0000-36-1000	INTEREST REVENUES	3,992	15,000	5,812	5,928
<b>Total Interest Earned</b>		<b>3,992</b>	<b>15,000</b>	<b>5,812</b>	<b>5,928</b>

# General Fund Revenue Detail (Continued)

Other Miscellaneous Revenue		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100-0000-39-1000	TRANSFER FROM ENTERPRISE	120,563	599,245	599,245	714,392
100-0000-37-1000	DONATIONS - FROM OTHER SOURCES	50	-	8,936	9,114
100-0000-38-1010	EMC CAPITAL CREDIT REFUND	-	24	-	-
100-0000-38-9000	OTHER (MISCELLANEOUS REV)	3,785	25,092	1,407	2,935
100-0000-39-3500	PROCEEDS FROM CAPITAL LEASE	67,997	-	-	-
100-1500-38-1111	CC ADMN. FEE	6,066	7,000	-	-
100-1500-38-3002	REIMBURSEMENT ADMIN	-	-	-	-
100-1500-38-3006	ARC REIMBURSEMENT	-	-	-	-
100-3200-33-1000	COPS GRANT	-	-	-	-
100-3200-35-1901	OTHER PUBLIC SERVICE REV	-	-	665	-
100-3200-38-3001	REIMBURSEMENT POLICE DEPT	1,930	-	-	-
100-6200-34-1926	PARKS SERVICES	3,179	3,000	11,694	11,928
100-7450-38-3003	REIMBURSE COMM DIRECTOR	-	-	-	-
100-7555-34-7300	MAIN STREET EVENTS REVENUE	(85)	2,000	59	60
100-7555-37-1000	DONATIONS - PRIVATE SOURCES	-	-	307	313
100-7555-38-3004	REIMBURSEMENT MAIN STREET	-	1,000	-	-
<b>Total Other Miscellaneous Revenue</b>		<b>82,922</b>	<b>38,116</b>	<b>23,068</b>	<b>24,350</b>

Impact Fees		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100-3200-34-1920	PUBLIC SAFETY IMPACT FEES	966	21,768	344	28,643
100-6200-34-1925	PARKS & REC IMPACT FEE	9,790	192,252	1958	252,964
<b>Total Impact Fees</b>		<b>10,756</b>	<b>214,020</b>	<b>2,302</b>	<b>281,607</b>
<b>Total Revenues</b>		<b>4,949,919</b>	<b>4,389,304</b>	<b>5,253,874</b>	<b>5,579,245</b>

# Enterprise Fund Summary / FY2022

Enterprise Fund Anticipated Revenues	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
<b>Enterprise Fund Revenues</b>				
Wastewater	1,095,306	1,076,290	1,056,504	1,128,962
Water	1,180,931	1,191,290	1,173,969	1,254,250
Sanitation	456,907	546,000	571,292	582,980
Electric	3,686,621	3,865,980	3,755,836	4,156,648
Interest Income	2,453	10,000	1,074	5,000
Other Revenues	132,246	153,576	110,120	137,996
Transfer from General Fund	-	-	-	421,523
<b>Total Enterprise Fund Revenues</b>	<b>6,554,464</b>	<b>6,843,136</b>	<b>6,668,795</b>	<b>7,687,359</b>
<b>Enterprise Fund Anticipated Expenditure</b>				
Enterprise Financial Services	505,065	349,899	387,499	418,449
Public Works	488,072	420,275	468,930	360,632
Wastewater	300,581	537,980	341,959	458,916
30-Day Reserve Wastewater	-	-	-	38,243
Depreciation	-	-	-	154,490
Water	1,134,061	1,252,922	1,086,693	1,249,875
30-Day Reserve water	-	-	-	104,156
Depreciation	-	-	-	29,490
Sanitation	416,747	435,500	318,702	458,500
Electric	2,950,916	3,247,315	3,212,184	3,349,488
30-Day Reserve Electric	-	-	-	279,124
Depreciation	-	-	-	23,027
Net Non-Operating Revenues	(505,001)	-	-	-
Transfer to General Fund	154,934	599,245	599,245	762,968
<b>Total Enterprise Fund Expenditures</b>	<b>5,445,375</b>	<b>6,843,136</b>	<b>6,415,212</b>	<b>7,687,359</b>
<b>Enterprise Fund Surplus (deficits)</b>	<b>1,109,089</b>	<b>-</b>	<b>253,583</b>	<b>-</b>
<b>Total Expenditures and Transfers</b>	<b>6,554,464</b>	<b>6,843,136</b>	<b>6,668,795</b>	<b>7,687,359</b>
<b>Enterprise Fund Impact Fees</b>				
<b>Connection Fees Revenues:</b>				
Sewer Connection Fees	899,612	1,734,192	910,450	1,741,418
Water Connection Fees	14,580	793,712	420,076	874,774
<b>Total Impact Fee Revenues</b>	<b>914,192</b>	<b>2,527,904</b>	<b>1,330,526</b>	<b>2,616,192</b>
<b>Impact Fee Expenditures:</b>				
Transfer to Capital Projects Fund	914,192	2,527,904	1,330,526	2,616,192
<b>Total Impact Fee Expenditures</b>	<b>914,192</b>	<b>2,527,904</b>	<b>1,330,526</b>	<b>2,616,192</b>
<b>Sewer Debt Account</b>				
Beginning Balance - Sewer Debt Account	-	-	-	1,529,500
Debt Service	-	-	-	753,509
<b>Ending Balance - Sewer Debt Account</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>775,991</b>

# Enterprise Fund Revenue Detail / FY2022

Investment Income		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520-0000-36.1000	INTEREST INCOME	2,453	10,000	1,074	5,000
<b>Total investment Income</b>		<b>2,453</b>	<b>10,000</b>	<b>1,074</b>	<b>5,000</b>
<b>Wastewater</b>					
520-4300-34.1321	SEWER CONNECTION FEES	899,612	1,734,192	910,450	1,741,418
520-4300-34.4253	SEWER BASE RATE	301,800	322,125	311,435	375,179
520-4300-34-4254	SEWER DEBT	39,843	-	-	-
520-4300-34-4255	SEWER CHARGES	753,663	754,165	745,069	753,783
520-4300-38-3008	SLUDGE PROCESSING	-	-	-	-
<b>Total Wastewater Revenue</b>		<b>1,994,918</b>	<b>2,810,482</b>	<b>1,966,954</b>	<b>2,870,380</b>
Water		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520-4400-34.1322	WATER CONNECTION FEE	14,580	793,712	420,076	874,774
520-4400-34.4210	SALE OF WATER	867,097	854,165	861,036	866,225
520-4400-34.4211	WATER BASE RATE	313,511	337,125	312,933	388,025
520-4400-38.3006	REIMB WATER DEPT	323	-	-	-
<b>Total Water Revenue</b>		<b>1,195,511</b>	<b>1,985,002</b>	<b>1,594,045</b>	<b>2,129,024</b>
Sanitation		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520-4500-34.41110	SANITATION COLLECTION	456,907	546,000	571,292	582,980
<b>Total Sanitation Revenue</b>		<b>456,907</b>	<b>546,000</b>	<b>571,292</b>	<b>582,980</b>
Electric		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520-4600-34.1232	ELECTRICAL TAP FEES	44,688	74,480	6,488	98,000
520-4600-34.4211	ELECTRIC BASE RATE	-	-	-	302,962
520-4600-34.4310	SALES OF ELECTRICITY	3,606,985	3,751,500	3,698,052	3,705,747
520-4600-34.4311	SECURITY LIGHTS	12,011	15,000	12,136	12,225
520-4600-38.3005	REIMBURSEMENT STREET LIGHTS	15,868	21,000	21,803	21,803
520-4600-38.3007	REIMB ELECTRICAL DEPT	7,069	4,000	17,357	15,911
<b>Total Electric Revenue</b>		<b>3,686,621</b>	<b>3,865,980</b>	<b>3,755,836</b>	<b>4,156,648</b>
Other Fees		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520-9999-34.6900	OTHER FEES	27,227	23,500	31,036	34,000
520-9999-34.6901	AMP	288	700	481	-
520-9999-34.9300	BAD CHECK FEES	1,736	2,500	1,296	2,000
520-9999-34.9310	SERVICE AND PENALTY	102,995	126,876	77,307	101,996
<b>Total Other Fees</b>		<b>132,246</b>	<b>153,576</b>	<b>110,120</b>	<b>137,996</b>
<b>Total Revenues</b>		<b>7,468,656</b>	<b>9,371,040</b>	<b>7,999,321</b>	<b>9,882,028</b>

## Section 2. Financial Structure, Policy & Process

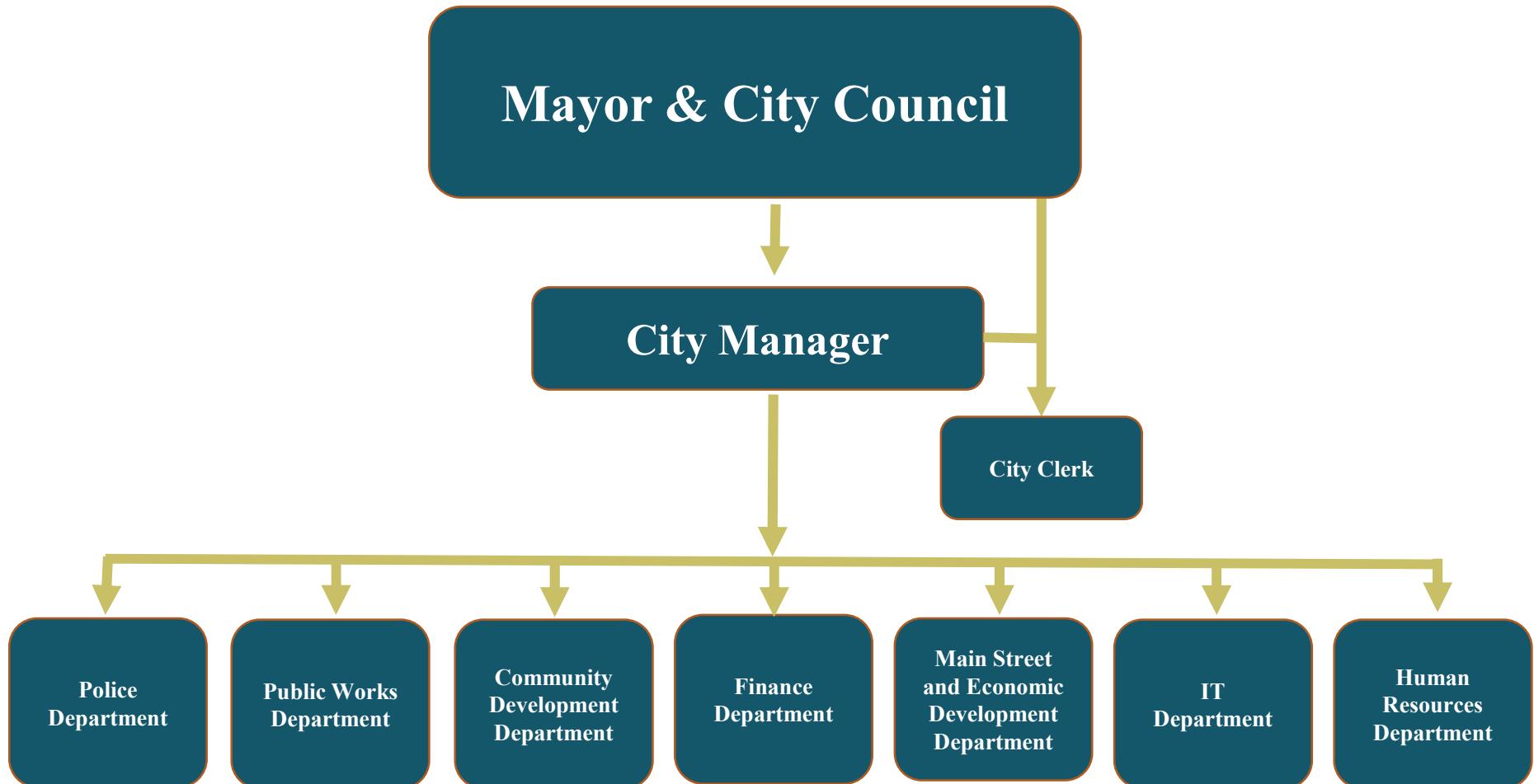
**City of Hampton, Georgia  
Annual Operating & Capital Budget  
Fiscal Year 2022**

***“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”***

October 1, 2021

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# Organization Chart by Department



# Fund Structure

Financial reporting treats each government as a collection of separate funds rather than one single entity. For this reason, government budgets are prepared using the fund structure. The Governmental Accounting Standards Board defines a fund as:

***"A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial transactions, 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."***

All funds are classified into fund types and the number of funds in a government can vary. The City of Hampton currently uses governmental funds and a proprietary fund to account for the use of financial resources.

## Governmental Funds

**General Fund**

**SPLOST Capital Projects Fund**

**Capital Improvement Projects Fund**

**Capital Grants Funds**

**Hotel / Motel Tax Fund**

## Proprietary Fund

**Used to Account for the following Activities:**

**Water & Wastewater**

**Electric**

**Sanitation**

## Fund Descriptions

### **General Fund**

The General Fund is a governmental fund. It is established to account for all resources obtained and used for those services commonly provided by cities which are not accounted for in any other fund. These services include among other items: General Government consisting of the Mayor and Council, City Manager, City Clerk, Finance & Administration; Public Works; and Community Development.

### **Capital Outlay and Capital Grant Funds**

The Capital Projects Funds are governmental funds established to account for capital projects except for the rescue plan grant dedicated to sewer and water infrastructure. The projects included in the capital projects budget are intended to improve or expand the city infrastructure, provide for significant maintenance requirements, or provide for the acquisition of large pieces of equipment.

### **SPLOST Fund**

This fund accounts for the special purpose local options sales tax revenue

### **Hotel / Motel Tax Fund**

The Hotel / Motel Tax Fund is a special revenue fund used to track legally restricted revenues from Hotel / Motel Taxes

### **Enterprise Fund**

This fund includes the city's appropriation for the annual fee charged to residents for:

- Water Service
- Wastewater Service
- Electric Service
- Sanitation Service

Although generally accepted accounting principals or Georgia statutes do not require the City to adopt budgets for enterprise funds, the City will adopt budgets in order to monitor revenues and control expenses, and to monitor contributions from the enterprise fund surplus for capital projects.

# Financial Policies and Procedures

## Accounting Policies

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. In addition, such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

### **SCOPE**

This policy applies to all accounting records that are the responsibility and under the management of the City's Department of Finance.

### **GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City also will follow the Financial Accounting Standards Board's pronouncements, as applicable.

### **FUND STRUCTURE**

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts (see below). Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

### **CHART OF ACCOUNTS**

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting act in 1997 as amended in 4<sup>th</sup> Edition May 2020 (House Bill 491). This law requires the DCA to prepare and issue a standardized chart of accounts for Georgia governments. It shall be the policy of the City to implement and utilize the account classifications as the chart of accounts prescribes.

## Cash Management Policy

### **PROCEDURES FOR CASH COLLECTION POINTS**

The following list of procedures is required for the operation of cash collection points:

- All cash received must be recorded through a computerized accounting system with computer generated official City receipts or official City temporary cash receipts. When a cash collection point with a computerized accounting system uses temporary cash receipts, those temporary receipts must be converted over to computerized receipts as soon as possible. If the conversion cannot be accomplished within 48 hours, the cash should be deposited into the department's primary operating account and tracked in detail until it is recorded on the computerized accounting system. The customer must be presented an official City receipt form with a duplicate record being retained by the receiving department. All numbered receipts must be accounted for, including the original or voided receipts.
- The cash collection point must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting, depositing, disbursement, and reconciling.

## Financial Policies and Procedures *(continued)*

- The funds received must be reconciled to the computerized accounting system cash report or to the total of the temporary receipts at the end of the day or at the end of each shift. Cash must be reconciled separately from checks, credit cards, and money orders by comparing actual cash received to the cash total from the cash report or to the sum of the cash sales from the manual receipts.
- All cash must be protected immediately by using a cash drawer, safe or other secure place until they are deposited. A secure area for processing and safeguarding funds received is to be provided and restricted to authorized personnel.
- Checks must be made payable to City of Hampton and must be endorsed promptly with a restrictive endorsement stamp payable to City of Hampton. The endorsement stamps must be ordered through the Finance Department.
- Checks or credit card transactions will not be cashed or written for more than the amount of purchase.
- Collections must be deposited to the City Depository within 24 hours.
- All cash must be deposited intact, and not intermingled or substituted with other cash.
- Refunds or expenditures must be paid through the appropriate City bank account on a signature City generated check.
- Each Department will use only depository issued deposit slips for reconciliation of the supporting documentation to the deposit and to the monthly statements of account.

### CASH RECEIVED IN PERSON

- A receipt must be issued for each payment received. At a minimum, manual prenumbered receipts must include the date, mode of payment (cash, check or credit card), and the identification of the department and the person issuing the receipt. Machine generated receipts must contain all information required by the accounting system to properly credit and track the payment.
- All checks must be endorsed immediately with a restrictive endorsement stamp payable to City of Hampton.
- All voided transactions are to be approved and initialed by the area supervisor.
- Only one cashier is allowed access to a specific cash drawer during a single shift.
- Cash must be kept in a safe or a secure place.

### CASH RECEIVED THROUGH THE MAIL

- The mail must be opened with two people present and all checks must be endorsed immediately with a restrictive endorsement stamp. All cash must be listed on a "Daily Mail Collection Report".
- If the cash is not credited directly into the appropriate City account or received through a computerized accounting system, a list of the checks, credit card transactions and or cash should be prepared in duplicate. The list should include the customer's name, amount received, check number and any other information available that may assist in proper allocation of the funds. The envelope should also be retained as part of the records. An official City temporary receipt should be prepared, the original going to the customer, one copy should be kept in the area, one should accompany any deposit processed thru the Finance Department, and a copy left intact in the receipt book and returned to the Finance Department.

## Financial Policies and Procedures *(continued)*

- Cash must be stored in a safe or other secure place approved by the Auditor's Office until it is deposited.
- Unidentified receipts must be deposited to a depository account approved for such. All reasonable attempts should be made to identify the correct account and transfer the funds.

### BALANCING OF CASH RECEIPTS

- All funds collected must be balanced daily, by mode of payment, by comparing the total of the cash, checks and credit cards to the computerized accounting reports, to the pre-numbered receipts totals, and to the totals of the money received by mail.
- Over/short amounts must be separately recorded and investigated and resolved to the extent possible as set out in the over/short portion of this policy.

### PREPARATION OF DEPOSITS

- Checks must be made payable to City of Hampton. A double calculator tape of the checks should be included with the checks bundled together.
- Cash must be recorded on the deposit slip in the appropriate space.
- Attach a copy of the Transmittal Batch showing transaction totals for credit card receipts.
- Only Depository issued deposit slips including the appropriate account number(s) and sub-code(s) are to be used.
- Someone not involved with collecting the cash, opening the mail or reconciling the deposit must verify the deposit.
- The deposit must be delivered to the Depository by way of Code Enforcement.
- Locking deposit bags are available at the Depository.

### PRE-NUMBERED RECEIPTS

Official City temporary pre-numbered receipt books are issued by the Finance Department.

### RECONCILIATION OF CASH COLLECTED

- Balance all cash receipts daily to the accounting system and supporting documentation (daily deposit slip, system receipts, and system reports) and resolve all discrepancies.
- Balance the total monthly receipts to the monthly bank account statements and accounting system monthly reports and resolve all discrepancies.

### EXCEPTIONS

The City Manager must approve any exception to these procedures. For example, in cases where there is not enough staff available to maintain complete separation of duties, an alternate process to safeguard City funds must be established and approved by the City Manager.

### RECORD RETENTION

All cash receipts and related documents must be maintained in accordance with Record Retention schedules. Accounting reports, deposit slips, credit card receipts, copies of manual cash receipts, etc. should be kept for seven years.

# Financial Reporting

*Georgia Law on Local Government Audits, O.C.G.A. Section 36- 81-7, requires an independent annual audit for the City. The annual independent audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding, consistent with the 1996 (and any future) amendments to the Single Audit Act.*

## SCOPE

This policy applies to all funds that are the responsibility and under the management of the City of Hampton and its Department of Finance.

## CHOOSING THE AUDIT FIRM

A properly licensed Georgia independent public accounting firm shall conduct the audit. When necessary, the City will issue a request for proposal to choose an audit firm for a period of five years with two five-year renewal options. The City will request two proposals from qualified public accounting firms. One proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be opened after three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

## AUDITING AGREEMENT

The agreement between the independent auditor and the City shall be in form of a written contract or an engagement letter. The contract or engagement letter shall include the request for proposal as an appendix to the written document and all issues addressed in the request for proposal shall be required as part of the contract or engagement letter.

## INTERNAL AUDIT

The City shall work towards developing and maintaining a strong internal audit function, whereby applying financial practices and policies to transactions. The City shall develop accounting practices and procedures, which will be documented for use in internal control evaluation.

## MALFEASANCE AND EMBEZZLEMENT

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

## Financial Reporting *(continued)*

The Department of Finance shall develop and maintain an ongoing system of financial reporting to meet the information needs of the government, authorities, and regulatory agencies. In addition, the City Manager, Mayor, Council, Department Heads and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

### **COMPREHENSIVE ANNUAL FINANCIAL REPORT**

In conjunction with the annual independent audit, the City shall work towards preparing and publishing a Yearly Annual Financial Report (YAFR). The City shall prepare the YAFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. Annually, the City will submit its YAFR to the GFOA to determine its eligibility to receive the GFOA's "Certificate of Achievement for Excellence in Financial Reporting." The City shall make this report available to the elected officials, bond rating agencies, creditors and citizens. All financial statements and schedules contained within the YAFR shall be audited, with the purpose to effectively communicate the complete financial affairs of the City to all interested readers.

### **ANNUAL BUDGET DOCUMENT**

The City shall prepare and publish an annual budget document in accordance with the policies contained within this document. This budget shall measure the annual funding and forecast the financial position of the City for the two subsequent fiscal years.

### **FINANCIAL REPORTING TO THE CITY COUNCIL**

On a monthly basis, the Finance Department shall prepare and present a summarized "Statement of Revenues and Expenditures" to the City Council for all of the City's operating funds. This report shall detail prior year comparisons to provide data for analysis.

### **FINANCIAL REPORTING TO THE ADMINISTRATION**

In addition to the external reporting detailed above, the Finance Department shall coordinate the reporting needs of each department in order to design and implement those reports which the departments need to make sound business decisions. At a minimum, departments will receive reports detailing monthly department financial activity including expenses, any personnel costs in excess of the approved budget, and recommended budget line-item reallocations.

### **EXTERNAL FINANCIAL REPORTING**

The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the YAFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year-end, as required.

# Equity Policy

## **FINANCIAL RESPONSIBILITY**

The City will live within its means. All departments supported by the resources of this City must function within the limits of the financial resources identified or available specifically to them. A balance must be maintained between revenues and expenditures, so that the public can realize the benefits of a strong and stable government. It is important to understand that this policy is applied to budget entities over periods of time which extend beyond current appropriations. By law, budgets cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends. The City will not develop a legacy of shortages or a legacy of mixing one-time resources and expect the continued delivery of services, the very reason for which it exists.

# Budget Policy

The budget process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided within estimated resources. The budget policy guides this process. The budget policy also directs the City's financial health and stability.

*Georgia law (e.g., O.C.G.A. 36-81-2 et seq.) provides the budget requirements for Georgia local governments. The information below provides an outline of the City's application of those laws. The City's goal will be to adopt operating budgets where current revenues equal anticipated expenditures. All departments supported by the resources of this City must function within the limits of the financial resources identified or available specifically to them. A balance must be struck between revenues and expenditures, so that the public can realize the benefits of a strong and stable government. It is important to understand that this policy is applied to budget entities over periods of time which extend beyond current appropriations. By law, budgets cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends.*

## SCOPE

This policy applies to all budgeted funds, which are the responsibility, and under the management of the City of Hampton and its Department of Finance.

## FINANCING CURRENT COSTS

Current costs shall be financed with current revenues, including the use of authorized fund balances. The City shall avoid balancing current expenditures through the obligation of future year's resources. The City shall strive to avoid short-term borrowing to meet cash flow requirements. However, the City may enter into short- term borrowing should a critical need arise.

## BUDGET OBJECTIVE BY TYPE OF FUND

The following budget objectives are established for the different funds the City uses:

1. General Fund – The annual budget for the General Fund shall provide for general government operations of the City and maintain working capital necessary for the City's financial health and stability.
2. Special Revenue Fund(s) – The City adopts annual budgets for each special revenue fund that demonstrates that any legally restricted revenue sources are used consistent with the applicable laws and/or regulations (i.e. Hotel/Motel Fund).
3. Capital Project Fund(s) – The City adopts project budgets for each of its capital project funds. These adopted appropriations do not lapse at the end of a fiscal year; rather they remain in effect until project completion or reappropriation by City Council.
4. Debt Service Fund(s) – The City adopts annual budgets for its debt service funds (if applicable). Any remaining fund balances from prior years plus current years projected revenues shall be sufficient to meet all annual debt service requirements.

## Budget Policy *(continued)*

5. Enterprise Fund(s) - Although generally accepted accounting principles (GAAP) or Georgia statutes do not require the City to adopt budgets for enterprise funds, the City will adopt budgets for enterprise funds in order to monitor revenues and control expenses. The City will use a business approach if and when budgeting enterprise funds. Enterprise funds shall be self-supporting whenever possible and subsidized losses will be minimized when break-even is not possible. See revenue policies in Section IV

Additionally, the City classifies funds as either operating funds or non-operating funds. Operating funds are those funds that include appropriations for the payment of salary/benefits and whose maintenance & operating appropriations are necessary to continue the daily operations of the City. The General Fund will always be an operating fund. Non-operating funds are those funds that do not include appropriations for the payment of salary/benefits and whose maintenance & operating appropriations are not critical to the daily operations of the City. Examples of non-operating funds are the SPLOST Fund, and Grant Operating Fund.

### OPERATING BUDGET

The operating budget shall be prepared on an annual basis and include those funds detailed in Section I that are subject to annual appropriation (all funds excluding the Capital Project Funds).

Prior year budget appropriations and prior year actual data will be provided as reference data, with the current year appropriation. At a minimum, the City shall adopt annual balanced budgets for the general fund, each special revenue fund, and each debt service fund (if applicable) in accordance with O.C.G.A. 36-81-3.

The annual proposed budget should be submitted to the governing authority while being held by the Department of Finance for public review/inspection in accordance with O.C.G.A. 36-81-3.

Public meetings will be conducted after proper advertisement prior to the City Council adopting and approving the annual budget document. (O.C.G.A. 36-81-5 and 36-81-6).

### DEPARTMENTAL APPROPRIATIONS

The budget shall be developed based upon "line-item" expenditures within each department. This type of budget focuses on categories of expenditures such as personal services, contractual services, supplies, equipment, etc. within each department. At a minimum, each department's appropriation in each fund shall be detailed within the budget document. (O.C.G.A. 36-81-3 and 36-81-5).

### BUDGET PREPARATION CATEGORIES

Each department shall submit budget requests separately for:

- Current services - A current services budget is defined as that level of funding which is necessary to provide the same level of service for the upcoming year that is currently being provided. The current services budget will include replacement capital equipment.

## Budget Policy *(continued)*

- Expanded services - An expanded services budget includes funding requests associated with new services, additional personnel or new capital projects/equipment.

### BALANCED BUDGET

The budget shall be balanced for each budgeted fund. Total anticipated revenues plus that portion of fund balance in excess of authorized reserves (see operating budget policy G below) that is designated as a budget-funding source shall equal total estimated expenditures for each fund.

### BASIS OF BUDGETING

Neither GAAP nor Georgia statutes address a required budgetary basis of budgeting, the City adopts budgets in conformity with GAAP for all budgeted funds. All governmental funds use the modified accrual basis of accounting and proprietary fund budgets (when applicable) use the accrual basis of accounting.

### LEVEL OF BUDGET ADOPTION AND CONTROL

All budgets shall be adopted at the legal level of budgetary control, which is the department level within each individual fund. See policy J below for amending the budget.

### BUDGET STABILIZATION RESOURCES

The City shall establish a fund balance reserve in all operating funds (defined in Section I of this policy) for working capital. The purpose of working capital is to cover the cost of expenditures caused by unforeseen emergencies, cover shortfalls caused by revenue declines, and

to eliminate any short-term borrowing for cash flow purposes. This reserve shall accumulate and then be maintained at all times at an amount which represents no less than twenty five percent (25%) of operating and debt expenditures.

### UTILIZATION OF PRIOR YEAR'S FUND BALANCE IN BUDGET

If necessary, the City may use fund balance in excess of the reserve for working capital (see budget policy F above) as a funding source for that fund's budget. The amount of unreserved fund balance shall be estimated conservatively, taking into consideration future year needs.

### BUDGET CONTROL REPORTS

The City shall maintain a system of budgetary control reports to assure adherence to the budget. The City will prepare and distribute to departments, timely monthly financial reports comparing actual vs. budget.

## Section 3. Departmental Budget Detail

**City of Hampton, Georgia  
Annual Operating & Capital Budget  
Fiscal Year 2022**

***“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”***

October 1, 2021

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**Function:** The City of Hampton Mayor shall preside at all meetings of the City Council and serve as the head of the City for the purpose of service of process and for ceremonial purposes and be the official spokesperson for the city and chief advocate of policy. The Mayor has power to administer oaths and to take affidavits and sign as a matter of course on behalf of the city all written and approved contracts, ordinances, and other instruments executed by the city which by law are required to be in writing. The Mayor and Mayor Pro-tempore, while acting as mayor, shall have right to vote on all questions before the council when said vote is a tie. The Mayor has power to establish committees and appoint members, subject to the approval of a majority of the city council, act as liaison between the council and the city manager and fulfill such other executive and administrative duties as the city council shall by ordinance establish.

**Positions:** 1 Full-Time Elected Official

**Mission Statement:** To serve and protect our citizens while preserving our heritage and planning for its future. ***“Remember working together builds character and friendships”.***

**Actual 2020 Budget: \$18,178**

**FY 2021 Adopted Budget: \$21,779**

**Proposed 2022 Budget: \$22,193**

# MAYOR

Mayor		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1310.51.1100	REGULAR EMPLOYEES	10,800	10,800	10,800	10,800
100.1310.51.2200	SOCIAL SEC (FICA) CONTR	799	826	826	826
100.1310.51.2400	RETIREMENT CONTRIBUTION	-	-	-	2,325
100.1310.51.2600	UNEMPLOYMENT INSURANCE	-	-	36	42
100.1310.52.1240	PUBLIC RELATIONS	673	1,000	7	1,000
100.1310.52.3220	TELEPHONE	3,941	1,653	2,884	2,000
100.1310.52.3400	PRINTING & BINDING	-	1,000	-	-
100.1310.52.3500	TRAVEL	333	4,000	-	2,000
100.1310.52.3700	EDUCATION/TRAINING	798	2,000	-	2,000
100.1310.53.1100	SUPPLIES- OFFICE	84	300	176	1,000
100.1310.53.1300	HOSPITALITY	600	-	-	-
100.1310.53.1730	UNIFORMS	150	200	-	200
100.1310.53.2400	COMPUTER MAINTENANCE/PU	-	-	-	-
<b>Total Mayor</b>		<b>18,178</b>	<b>21,779</b>	<b>14,729</b>	<b>22,193</b>

**“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

**Function:** Except otherwise provided by law or city charter, the city council shall be vested with all the powers of government of the City of Hampton as provided by Article I of this charter. The council shall have the authority to adopt and provide for the execution of such ordinances, resolutions, rules, and regulations, not inconsistent with this charter, the Constitution, and the laws of the State of Georgia, which it shall deem necessary, expedient, or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, prosperity, or well-being of the inhabitants of the City of Hampton and may enforce such ordinance by imposing penalties for violation thereof. By ordinance the council may create, change, alter, abolish, or consolidate offices, agencies, and departments of the city and may assign additional functions to any of the offices, agencies, and departments expressly provided for by this charter.

**Positions:** 6 Part-Time Elected Officials

**Mission Statement:** To promote or protect the safety, health, peace, security, good order, comfort, convenience, or general welfare of the City of Hampton and its citizens.

**Actual 2020 Budget: \$70,186**

**FY 2021 Adopted Budget: \$79,656**

**Proposed 2022 Budget: \$104,533**

# CITY COUNCIL

City Council		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1110.51.1100	REGULAR EMPLOYEES	50,400	50,400	50,400	50,400
100.1110.51.2100	GROUP HEALTH INSURANCE	-	-	-	-
100.1110.51.2200	SOCIAL SEC (FICA) CONTR	4,202	3,856	3,856	3,856
100.1110.51.2400	RETIREMENT CONTRIBUTION	-	-	-	19,425
100.1110.51.2600	UNEMPLOYMENT INSURANCE	-	-	259	252
100.1110.52.3220	TELEPHONE	8,094	5,100	10,878	10,200
100.1110.52.3300	ADVERTISING	975	-	-	-
100.1110.52.3400	PRINTING & BINDING	-	1,000	-	500
100.1110.52.3501	TRAVEL - MM	-	2,000	937	2,000
100.1110.52.3502	TRAVEL - M.M	-	2,000	721	2,000
100.1110.52.3503	TRAVEL - WT	-	2,000	1,657	2,000
100.1110.52.3504	TRAVEL - EM	474	2,000	1,492	2,000
100.1110.52.3505	TRAVEL - HB	-	2,000	-	2,000
100.1110.52.3506	TRAVEL - SB	-	2,000	-	2,000
100.1110.52.3701	EDUCATION/TRAINING MM	418	1,000	860	1,000
100.1110.52.3702	EDUCATION/TRAINING M.M	418	1,000	1,010	1,000
100.1110.52.3703	EDUCATION/TRAINING WT	418	1,000	1,150	1,000
100.1110.52.3704	EDUCATION/TRAINING EM	2,668	1,000	1,010	1,000
100.1110.52.3705	EDUCATION/TRAINING HB	418	1,000	-	1,000
100.1110.52.3706	EDUCATION/TRAINING SB	418	1,000	-	1,000
100.1110.52.3920	PRE EMPLOYMENT PHYSICAL	80	-	-	-
100.1110.53.1100	SUPPLIES- OFFICE	423	100	413	400
100.1110.53.1330	UNIFORMS	780	1,200	1,500	1,500
100.1110.54.2400	CAPITAL OUTLAY COMPUTER	-	-	-	-
Total City Council		70,186	79,656	76,143	104,533

**“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

**Function:** The City Manager is the Chief Administrative Officer of the City government. This is a high-level executive management position responsible for directing and supervising the operations of the City. Work involves managing and supervising all City departments to achieve goals using available resources. Responsibilities include fiscal administration, providing leadership and direction in the development of short and long-range goals, advising the Mayor and City Council of financial conditions and future needs of the City, and monitoring and ensuring government best practices and compliance with laws and regulations.

**Positions:** 3 Full-Time Employees, 1 Part-Time Intern

**Mission Statement:** We will make the City of Hampton a great place to live, work and visit by fostering a dynamic and sustainable environment with exceptional public services.

**Actual 2020 Budget: \$176,790**

**FY 2021 Adopted Budget: \$281,517**

**Proposed 2022 Budget: \$317,512**

# CITY MANAGER

City Manager		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1320.51.1100	REGULAR EMPLOYEES	200,869	200,550	200,550	227,449
100.1320.51.1101	SALARY REIMB FROM ENT FUND	(110,945)	-	-	-
100.1320.51.1300	OVERTIME	1,574	2,000	1,251	2,000
100.1320.51.2100	GROUP HEALTH INSURANCE	7,380	7,761	7,761	8,392
100.1320.51.2200	SOCIAL SEC (FICA) CONTR	14,828	15,342	15,342	17,553
100.1320.51.2400	RETIREMENT CONTRIBUTION	14,613	18,781	18,781	22,486
100.1320.51.2600	UNEMPLOYMENT INSURANCE	-	-	126	126
100.1320.51.2700	WORKERS COMPENSATION	261	472	472	607
100.1320.52.1240	PUBLIC RELATIONS	240	3,000	-	3,000
100.1320.52.2210	REPAIR/MAINT EQUIPT	-	-	-	-
100.1320.52.2220	REPAIR/MAINTAIN VEHICLE	24	-	-	-
100.1320.52.3220	TELEPHONE	2,745	2,800	4,812	4,792
100.1320.52.3300	ADVERTISING	-	-	-	1,000
100.1320.52.3400	PRINTING AND BINDING	395	1,200	-	1,400
100.1320.52.3500	TRAVEL	1,553	11,500	1,197	15,000
100.1320.52.3650	PROFESSIONAL DUES	975	1,445	1,445	1,585
100.1320.52.3700	EDUCATION & TRAINING	2,121	2,650	3,140	6,822
100.1320.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
100.1320.53.1110	SUPPLIES-OFFICE	437	1,500	1,947	2,200
100.1320.53.1270	ENERGY-MOTOR FUEL/LUB	1,217	2,200	3,060	2,800
100.1320.53.1730	UNIFORMS	182	300	-	300
100.1320.54.2300	PURCHASE OF FURNITURE	-	8,016	7,088	-
100.1320.54.2400	CAPITAL OUTLAY COMPUTER	-	2,000	-	-
100.1320.54.2500	PURCHASE OF EQUIPMENT	38,321	-	-	-
<b>Total City Manager</b>		<b>176,790</b>	<b>281,517</b>	<b>266,972</b>	<b>317,512</b>

**“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

# 2021 Accomplishments

- ❖ Implemented employee evaluation form.
- ❖ Instituted competitive promotional test procedure for police department.
- ❖ Hired a new Street Superintendent.
- ❖ Hired a new Police Chief
- ❖ Hired a new Planner I
- ❖ Hired a new IT Manager
- ❖ Completed several SPLOST, Capital Grant, Capital Outlay projects to include:
  - Phase 1 of West Main Street Improvements.
  - Phase 1 of Coley Park Improvements.
  - The Skateboard Park at McBrayer Park.
  - 1.4 M in Road paving projects (17 Streets)
  - 200k in sidewalk construction projects.
  - East Hampton Community Park Phase 1.
  - South Hampton Subdivision stormwater damage repaired.
  - City Hall Improvements Phase 1 completed to include:
    - Receptionist desk removed and replaced by a wall with 2 access-controlled doors, glass front and granite countertop.
    - Fogged glass windows replaced.
    - Key locks to exterior doors removed and replaced with access control stations.

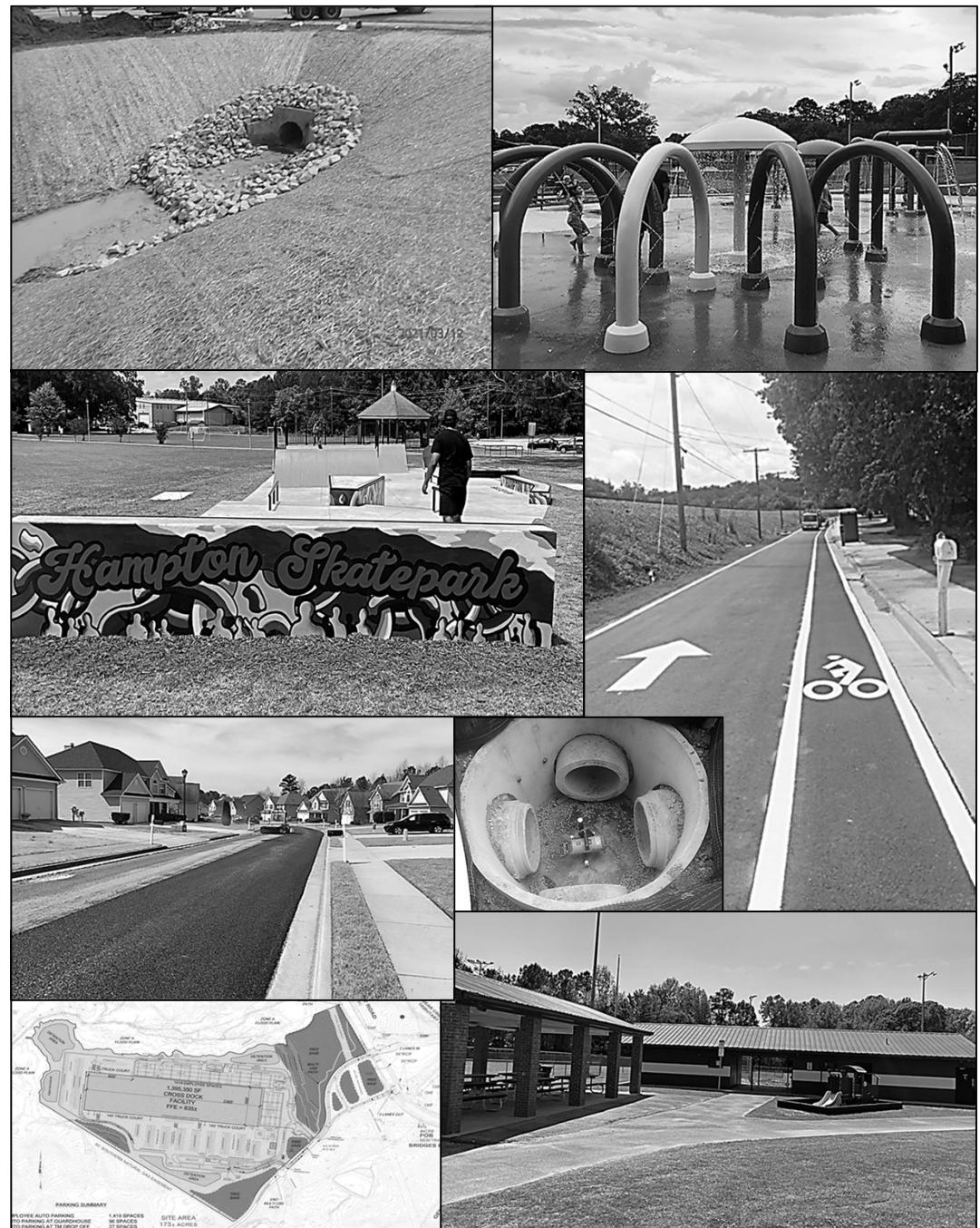
## 2022 Goals and Objectives

Hire New Staff to include 2 Police Officers (Police Department), 1 Event Coordinator (Main Street), 1 GIS Tech and 1 Zoning Specialist (Comm Dev), 2 Street Labors (Street Dept), 2 Park Labors (Park & Rec Dept)

New Projects to include West Main Street PH2, East Hampton Community Park PH2, Coley Park Improvements PH2 to i/c Musco Lighting, East King Floyd Rd Roundabout, McBrayer Park Improvements PH1, Stormwater Improvements, Thompson Creek Sewer Outfall/ Sewer System Improvement, LCI King, George, and Daniel Streets Revitalization Study.

### **“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

October 1, 2021



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**Function:** The City Clerk's Office is responsible for maintaining public records, attending, and taking minutes of city council meetings, responding to open records requests, overseeing the local election process for compliance, ensuring the distribution of legal notices and City ordinances. The City Clerk is an appointee of Mayor and Council.

**Positions: 1 Full-Time Employee**

**Mission Statement:** To facilitate and support City legislative processes and meetings, record and provide access to the City's official records, preserve the City's history, support economic growth, and manage elections process with integrity.

**Goals:** Revise Sec. 2-2 Records retention of the City's Code of Ordinances. Convert paper records into an electronic database. Circulate Recordkeeping Requirements and the Importance of following a Retention Schedule. Improve efficiency with the open records process. Develop a plan and process for storage and preservation of historical documents.

**Actual 2020 Budget: \$110,794**

**FY 2021 Adopted Budget: \$123,308**

**Proposed 2022 Budget: \$129,468**

**Change:** No changes made to the department.

# CITY CLERK

City Clerk	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1330.51.1100 REGULAR EMPLOYEES	85,742	84,872	84,872	85,122
100.1330.51.2100 GROUP HEALTH INSURANCE	10,600	10,841	10,841	11,201
100.1330.51.2200 SOCIAL SEC (FICA) CONTR	6,127	6,493	6,493	6,512
100.1330.51.2400 RETIREMENT CONTRIBUTION	5,292	7,919	7,919	8,342
100.1330.51.2600 UNEMPLOYMENT INSURANCE	-	-	40	42
100.1330.51.2700 WORKERS COMPENSATION	61	144	144	159
100.1330.52.1232 CONTRACTUAL SERVICES	-	6,000	6,000	6,290
100.1330.52.2200 REPAIR & MAINTENANCE-BUILDING	-	-	-	-
100.1330.52.3220 TELEPHONE	1,702	1,939	1,835	1,500
100.1330.52.3400 PRINTING AND BINDING	-	-	-	-
100.1330.52.3500 TRAVEL	-	2,000	777	4,450
100.1330.52.3650 PROFESSIONAL DUES	230	400	287	400
100.1330.52.3700 EDUCATION AND TRAINING	600	1,500	1,825	4,000
100.1330.53.1100 SUPPLIES-OFFICE	440	1,000	903	1,250
100.1330.53.1730 PURCHASE OF UNIFORMS	-	200	-	200
100.1330.54.2100 PURCHASE OF FURNITURE/F	-	-	-	-
100.1330.54.2400 CAPITAL OUTLAY COMPUTER	-	-	-	-
<b>Total City Clerk</b>	<b>110,794</b>	<b>123,308</b>	<b>121,936</b>	<b>129,468</b>

**“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

**Function:** The city authorizes the Henry County Board of Elections and Registration to conduct all municipal primaries and elections within the city and to perform all of the duties of superintendent of elections as specified under O.C.G.A. Tit. 21, Ch. 2, with the exception of the qualification of candidates. By ordinance, the council may prescribe rules and regulations governing qualifying fees, nomination of candidates, absentee ballots, write-in votes, challenge of votes, and such other rules and regulations as may be necessary for the conduct of elections in the City of Hampton.

**Positions:** Temporary Poll Employees

**Mission Statement:** The City of Hampton is committed to maintaining current and accurate voter files, maximizing voter registration and voter turnout efforts, educating the voting public, providing the best possible services and conducting efficient, fair, honest and impartial elections at a minimum cost to the electorate.

**Actual 2020 Budget: \$6,345**

**FY 2021 Adopted Budget: \$7,500**

**Proposed 2022 Budget: \$7,500**

**Change:** No changes made to the department.

# ELECTIONS

<b>Elections</b>		<b>FY2020 Actuals</b>	<b>Budget FY2021</b>	<b>Projected FY2021</b>	<b>Budget FY2022</b>
100.1400.52.3300	ADVERTISING	0	500	0	500
100.1400.52.3851	POLL WORKER	6,345	6,500	0	6,500
100.1400.53.1100	SUPPLIES-OFFICE	0	500	0	500
<b>Total Elections</b>		<b>6,345</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>

**Function:** Encompasses the City of Hampton's legal team and Youth Opportunities.

**Mission Statement:** The mission of the City of Hampton is to continue to provide the highest quality public services that effectively address changing community needs in a fiscally responsible, ethical and transparent manner.

**Actual 2020 Budget:** \$524,170

**FY 2021 Adopted Budget:** \$321,200

**Proposed 2022 Budget:** \$664,334

**Change:** No changes made to the department.

# ADMINISTRATION

Administration		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1500.51.1200	TEMPORARY EMPLOYEES	-	45,000	6,469	30,000
100.1500.51.1300	OVERTIME	-	1,500	-	-
100.1500.51.2200	SOCIAL SEC (FICA) CONTR	-	3,557	676	2,295
100.1500.52.1110	ADMIN SERV-GMA TELECOM	-	-	32	-
100.1500.52.1210	PROFESSIONAL SERVICE	14,250	4,400	1,881	-
100.1500.52.1220	PROFESSIONAL SER-ATTORNEY	33,468	81,000	62,919	99,000
100.1500.52.1232	CONTRACT SERVICES	3,431	6,000	1,187	-
100.1500.52.1240	PUBLIC RELATIONS	10,222	8,900	7,977	8,900
100.1500.52.1330	TECHNICAL SER-COMPUTER	68,557	-	-	1,500
100.1500.52.2210	REPAIR/MAINT EQUIPMENT	400	2,000	-	-
100.1500.52.2320	RENTAL OF EQUIPMENT	29,399	15,263	24,164	34,000
100.1500.52.3100	INSURANCE LIB/BOND	98,630	98,630	119,973	303,745
100.1500.52.3210	POSTAGE	-	2,500	64	1,044
100.1500.52.3220	TELEPHONE/WEB/PG/CALLING	18,808	15,000	23,381	21,000
100.1500.52.3300	ADVERTISING	5,128	2,200	2,873	1,000
100.1500.52.3400	PRINTING AND BINDING	826	3,000	2,025	4,000
100.1500.52.3500	YOUTH OPPORTUNITIES	1,895	11,800	3,881	11,800
100.1500.52.3610	GMA DUES	3,705	5,000	5,000	6,000
100.1500.52.3650	PROFESSIONAL DUES	50	750	600	750
100.1500.52.3920	PRE EMPLOYMENT PHYSICAL	80	-	-	-
100.1500.53.1110	SUPPLIES-OFFICE	6,703	8,400	11,256	12,000
100.1500.53.1300	HOSPITALITY	82	-	-	-
100.1500.53.1730	UNIFORMS	-	1,300	605	1,300
100.1500.57.1050	MEALS/WHEELS-FRIENDS LI	-	5,000	-	5,000
100.1500.57.1051	HANDS ON HENRY/LIFE MAN	-	-	-	-
100.1500.57.2030	HC CHAMBER COMMERCE DUE	-	-	-	-
100.1500.57.3100	BANK CHARGE	2,913	-	-	-
100.1500.57.3101	CREDIT CARD SURCHARGES	-	-	-	-
100.1500.57.4100	OVER / SHORT BALANCING	295	-	-	-
100.1500.57.4200	COVID-19	225,328	-	74,000	121,000
<b>Total Administration</b>		524,170	321,200	348,963	664,334

**“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

**Function:** The Financial Services Department is responsible for the management & oversight of the City's budget, accounts receivable & payable, investments, business tax collection, audits, cashiering functions, utility billing and accounting activities.

**Positions:** 6 Full-Time Employees (*No changes*)

**Mission Statement:** To provide the highest quality of fiscal services effectively and efficiently to the citizens of Hampton, elected officials, all city departments while continually enhancing the city's image and creditability in the finance community. This objective encompasses exercising continuous stewardship of City resources by protecting and enhancing the financial health of the City through establishment of strong internal controls, empowerment & development of staff, demanding ethical and best practice through the department and to deliver accurate, timely and reliable financial information to the City decision makers.

**Accomplishments:** Utilization of technology to improve efficiency and costs reduction by completing the implementation / enhancement INCODE accounting modules including inventory processing, capital project tracking and online utility information availability. Migration to one credit card payment vendor resulting in net savings and support more efficient and timely cash reconciliation.

**Future Goals:** Continue development of staff. Obtain certificates of excellence in annual reporting and yearly budgeting from GFOA; migrate to cloud-based budgetary software modernizing budgetary process built with GFOA-optimized templates; implement INCODE accounting modules i.e., accounting receivables processing, fixed assets recording & depreciating. Work with City Financial Advisor re: credit rating.

**Actual 2020 Budget: \$150,567**

**FY 2021 Adopted Budget: \$257,332**

**Proposed 2022 Budget: \$287,046**

**“BRIDGING THE GAP BETWEEN THE**

October 1, 2021

# FINANCIAL SERVICES

Financial Services	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1511.51.1100 REGULAR EMPLOYEES	110,445	145,837	146,123	170,500
100.1511.51.1101 SALARY-BEN REIMB FROM ENT FUND	(84,438)	-	-	-
100.1511.51.2100 GROUP HEALTH INSURANCE	3,886	7,761	7,833	8,392
100.1511.51.2200 SOCIAL SEC (FICA) CONTR	8,946	11,156	9,973	13,043
100.1511.51.2400 RETIREMENT CONTRIBUTION	5,984	13,595	12,021	16,709
100.1511.51.2600 UNEMPLOYMENT INSURANCE	-	-	-	84
100.1511.51.2700 WORKER'S COMPENSATION	242	233	276	319
100.1511.52.1210 PROFESSIONAL SERVICES	53,089	48,250	36,401	33,500
100.1511.52.1232 CONTRACTUAL SERVICES	-	-	288	-
100.1511.52.1240 PUBLIC RELATIONS	-	-	-	-
100.1511.52.1330 TECHNICAL SERVICES	-	-	-	13,000
100.1511.52.2210 REPAIR/MAINT EQUIPMENT	-	-	360	-
100.1511.52.2211 DRUG TESTING	80	-	-	-
100.1511.52.2320 RENTAL OF EQUIPMENT	-	-	-	-
100.1511.52.3210 POSTAGE	2,677	3,000	-	500
100.1511.52.3220 TELEPHONE/WEB PG	3,190	2,000	2,516	3,000
100.1511.52.3300 ADVERTISING	-	-	-	-
100.1511.52.3400 PRINTING AND BINDING	3,801	3,000	-	1,000
100.1511.52.3500 TRAVEL	76	-	-	-
100.1511.52.3650 PROFESSIONAL DUES	945	1,500	918	1,500
100.1511.52.3700 EDUCATION AND TRAINING	-	2,000	1,877	2,000
100.1511.52.3930 BANK CHARGES/PAYROLL	40,485	12,000	19,976	18,000
100.1511.52.3931 CREDIT CARD SURCHARGES	-	5,500	-	-
100.1511.53.1110 SUPPLIES-OFFICE	-	1,000	3,858	1,000
100.1511.53.1115 SMALL EQUIPMENT/SUPPLIES <5K	-	-	-	4,000
100.1511.53.1730 UNIFORM	-	500	-	500
100.1511.54.2300 CAPITAL OUTLAY-FURNITURE	-	-	-	-
100.1511.54.2400 CAPITAL OUTLAY COMPUTER	1,159	-	-	-
<b>Total Financial Services</b>	<b>150,567</b>	<b>257,332</b>	<b>242,420</b>	<b>287,046</b>

**PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

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**Function:** Information Technology Department provides the highest quality technology-based services, in the most cost-effective manner, to facilitate City of Hampton services.

**Positions:** 1 Full-Time Employee

**Mission Statement:** The mission of the Information Technology Department is to establish and meet customer expectations in delivering core City-wide technology services and assist them in identifying opportunities to productively introduce new technology. Ensure all customers have easy access to accurate and timely City information and services via the Internet and Intranet.

**Goals:** Centralize City-wide IT functions to deliver core infrastructure services. Deploy and ensure support of a common infrastructure that meets the organization's business needs. Forecast and budget to deliver appropriate services. Implement and maintain effective IT governance to ensure IT investments are aligned with the City's Strategic Plan, business priorities, and IT standards.

**Actual 2020 Budget: \$158,821**

**FY 2021 Adopted Budget: \$160,937**

**Proposed 2022 Budget: \$172,975**

**Change:** No changes made to the department.

# INFORMATION TECHNOLOGY

Information Technology		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1535.51.1100	REGULAR EMPLOYEES	58,467	66,669	64,281	68,989
100.1535.51.2100	GROUP HEALTH INSURANCE	5,528	6,281	7,429	7,976
100.1535.51.2200	SOCIAL SEC (FICA) CONTR	4,402	5,101	4,192	5,278
100.1535.51.2400	RETIREMENT CONTRIBUTION	1,030	6,215	5,531	6,761
100.1535.51.2600	UNEMPLOYMENT INSURANCE	-	-	56	42
100.1535.51.2700	WORKERS COMPENSATION	61	111	335	129
100.1535.52.1230	PROFESSIONAL SERVICES	1,545	10,460	12,273	13,000
100.1535.52.1232	CONTRACTUAL SERVICE	-	-	-	-
100.1535.52.2210	REPAIRS/MAINTAIN EQUIPMENT	-	-	-	-
100.1535.52.2320	RENTAL OF EQUIPMENT	-	-	-	-
100.1535.52.3210	POSTAGE	-	-	-	-
100.1535.52.3220	TELEPHONE/WEB PG	896	1,700	1,367	1,400
100.1535.52.3300	ADVERTISING	-	-	-	-
100.1535.52.3400	PRINTING AND BINDING	-	200	-	-
100.1535.52.3500	TRAVEL	-	2,000	-	2,000
100.1535.52.3650	PROFESSIONAL DUES	5,874	12,000	1,466	13,000
100.1535.52.3700	EDUCATION AND TRAINING	3,900	12,000	5,871	12,000
100.1535.53.1110	SUPPLIES OFFICE	46	1,000	945	1,200
100.1535.53.1115	COMPUTER SUPPLIES	2,850	1,000	3,955	5,000
100.1535.53.1730	UNIFORM	-	200	-	200
100.1535.54.2400	CAPITAL OUTLAY COMPUTER	6,225	36,000	36,000	36,000
100.1535.54.2500	CAPITAL OUTLAY EQUIPMENT	67,997	-	-	-
Total Information Technology		158,821	160,937	143,701	172,975

**“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

**Function:** The Director of Human Resource has three main areas of responsibility: employee recruitment, employee benefits, and professional development/training.

The Director periodically conducts pay studies which allows the City to recruit and retain quality talent, works with municipal insurance brokers to seek the most competitive rates for employee health and pension benefits, and creates training programs for professional development of department heads and supervisors. The Director ensures all departmental policies comply with state and federal law.

**Positions:** 1 Full-Time Employee

**Mission Statement:** To provide employees with unique opportunities to develop career skill sets in a stable work environment with equal opportunities for growth. Above all, employees will be provided the same level of caring and respect as our citizens who reside here.

**Goals:** The goals and objectives for the Human Resources Department are to balance the needs and goals of both the City of Hampton and its workforce. As the City continues to grow and develop, the needs and goals will continue to change. It is through cooperative action and forward-thinking mindset that City employees will be made better prepared for the future.

**Actual 2020 Budget: \$109,409**

**FY 2021 Adopted Budget: \$127,116**

**Proposed 2022 Budget: \$145,432**

**Change:** No changes made to department.

**“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

# HUMAN RESOURCE DEPARTMENT

Human Resources	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1540.51.1100 REGULAR EMPLOYEES	82,300	84,069	80,287	88,500
100.1540.51.2100 GROUP HEALTH INSURANCE	11,299	10,841	10,425	11,201
100.1540.51.2200 SOCIAL SEC (FICA) CONTR	5,961	6,432	5,373	6,770
100.1540.51.2400 RETIREMENT CONTRIBUTION	5,238	7,839	6,872	8,673
100.1540.51.2600 UNEMPLOYMENT INSURANCE	-	-	56	42
100.1540.51.2700 WORKERS COMPENSATION	61	140	748	166
100.1540.52.1210 PROFESSIONAL DUES	-	-	-	0
100.1540.52.1230 PROFESSIONAL SERVICES	-	-	144	350
100.1540.52.1232 CONTRACTUAL SERVICE	-	-	-	250
100.1540.52.1240 PUBLIC RELATION	10	-	-	1,000
100.1540.52.2210 REPAIRS/MAINTAIN EQUIPMENT	-	-	-	-
100.1540.52.2320 RENTAL OF EQUIPMENT	-	-	-	-
100.1540.51.2940 GIRMA CLAIM LOSS	-	-	-	-
100.1540.52.3210 POSTAGE	-	-	73	30
100.1540.52.3220 TELEPHONE/WEB PG	2,117	2,400	1,312	1,350
100.1540.52.3300 ADVERTISING	-	-	-	-
100.1540.52.3400 PRINTING AND BINDING	-	-	-	2,500
100.1540.52.3500 TRAVEL	-	-	-	2,000
100.1540.52.3650 PROFESSIONAL DUES	50	100	67	300
100.1540.52.3700 EDUCATION AND TRAINING	-	1,595	1,699	1,700
100.1540.52.3852 EMPLOYEE EVENTS AND REC	1,228	1,500	1,500	3,000
100.1540.52.3910 EMPLOYEE DRUG/PRE EMPLOYMENT	105	-	-	1,500
100.1540.52.3912 EMPLOYEE HEALTH AND WELLNESS	0	10,500	3,720	9,500
100.1540.53.1110 SUPPLIES OFFICE	863	1,300	1,300	1,500
100.1540.53.1115 COMPUTER SUPPLIES	-	200	-	1,000
100.1540.53.1120 SMALL EQUIPMENT SUPPLIES<\$5K	-	-	-	3,900
100.1540.53.1730 UNIFORM	177	200	200	200
100.1540.54.2400 CAPITAL OUTLAY COMPUTER	-	-	-	-
<b>Total Human Resources</b>	<b>109,409</b>	<b>127,116</b>	<b>113,776</b>	<b>145,432</b>

**PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

**Function:** The Community Development Department upholds the goals and objectives set forth in the City of Hampton's Comprehensive Plan, which are implemented through the City's Zoning Codes and Regulations. The department provides technical expertise and serves as a liaison to many community boards, city departments, and City Council. The Department is committed to providing excellent customer service to the development community with "one-stop shopping" counter services to fast-track the permitting process whenever possible.

**Positions:** 5 Full-Time Employees

**Mission Statement:** The department is committed to enhancing the present and future quality of life by ensuring an attractive, safe and environmentally-conscious community; constructing public infrastructure and recreational facilities; promoting active citizen participation; exercising stewardship through technical excellence, innovation and fiscal responsibility; creating a positive and inclusive climate for residents, businesses, and stakeholders.

**Actual 2020 Budget: \$243,104**

**FY 2021 Adopted Budget: \$410,444**

**Proposed 2022 Budget: \$622,569**

**Reason for Change:** Addition of a full-time GIS Technician and Zoning Specialist.

**Change:** Two new employees added to the department.

## **"BRIDGING THE GAP BETWEEN THE**

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# **COMMUNITY DEVELOPMENT**

Community Development		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.7450.51.1100	REGULAR EMPLOYEES	125,435	169,911	169,911	276,833
100.7450.51.1300	OVERTIME	5,322	4,261	2,861	3,000
100.7450.51.2100	GROUP HEALTH INSURANCE	14,630	21,773	21,773	39,879
100.7450.51.2200	SOCIAL SEC (FICA) CONTR	12,228	13,324	13,324	21,407
100.7450.51.2400	RETIREMENT CONTRIBUTION	10,642	13,716	13,716	27,424
100.7450.51.2600	UNEMPLOYMENT INSURANCE	-	-	-	252
100.7450.51.2700	WORKER'S COMPENSATION	121	1,109	1,109	524
100.7450.52.1230	PROFESSIONAL SERVICE-ENGINEERS	26,705	108,000	104,337	112,000
100.7450.52.1232	CONTRACT SERVICES	40,282	50,000	14,795	75,000
100.7450.52.1236	TITLE SEARCH/PROFESSIONAL	-	14,000	11,672	20,000
100.7450.52.1240	PUBLIC RELATIONS	-	-	-	-
100.7450.52.1330	TECHNICAL SERVICE	-	-	-	-
100.7450.52.2220	REPAIR AND MAINT VEHICLE	276	400	32	400
100.7450.52.3210	POSTAGE	338	300	49	1,000
100.7450.52.3220	TELEPHONE	2,932	3,750	2,821	3,750
100.7450.52.3221	GPS TRACKING	-	-	-	-
100.7450.52.3300	ADVERTISEMENT	40	300	76	300
100.7450.52.3400	PRINTING AND BINDING	738	1,000	1,251	1,800
100.7450.52.3500	TRAVEL	-	500	-	500
100.7450.52.3650	PROFESSIONAL DUES	997	640	-	640
100.7450.52.3700	EDUCATION AND TRAINING	133	2,000	-	2,000
100.7450.52.3910	DRUG TESTING	144	160	-	460
100.7450.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
100.7450.53.1110	SUPPLIES OFFICE	815	1,000	1,897	1,000
100.7450.53.1112	HISTORICAL SUPPLIES/TRA	-	200	160	12,500
100.7450.53.1113	TREE BOARD SUPPLIES/TRA	-	200	20	200
100.7450.53.1114	DDA TRAINING	-	-	-	-
100.7450.53.1120	SMALL EQUIPMENT SUPPLIES < \$5K	-	-	2,059	4,800
100.7450.53.1270	ENERGY MOTOR FUEL	1,193	300	180	300
100.7450.53.1730	UNIFORM PURCHASE	133	600	321	600
100.7450.54.2200	PURCHASE OF VEHICLE	-	-	-	-
100.7450.54.2300	PURCHASE OF FURN/FIX	-	1,000	-	-
100.7450.54.2400	CAPITAL OUTLAY COMPUTER	-	2,000	-	-
100.7450.54.2500	PURCHASE OF EQUIPMENT	-	-	-	16,000
Total Community Development		243,104	410,444	362,364	622,569

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# 2021 Accomplishments

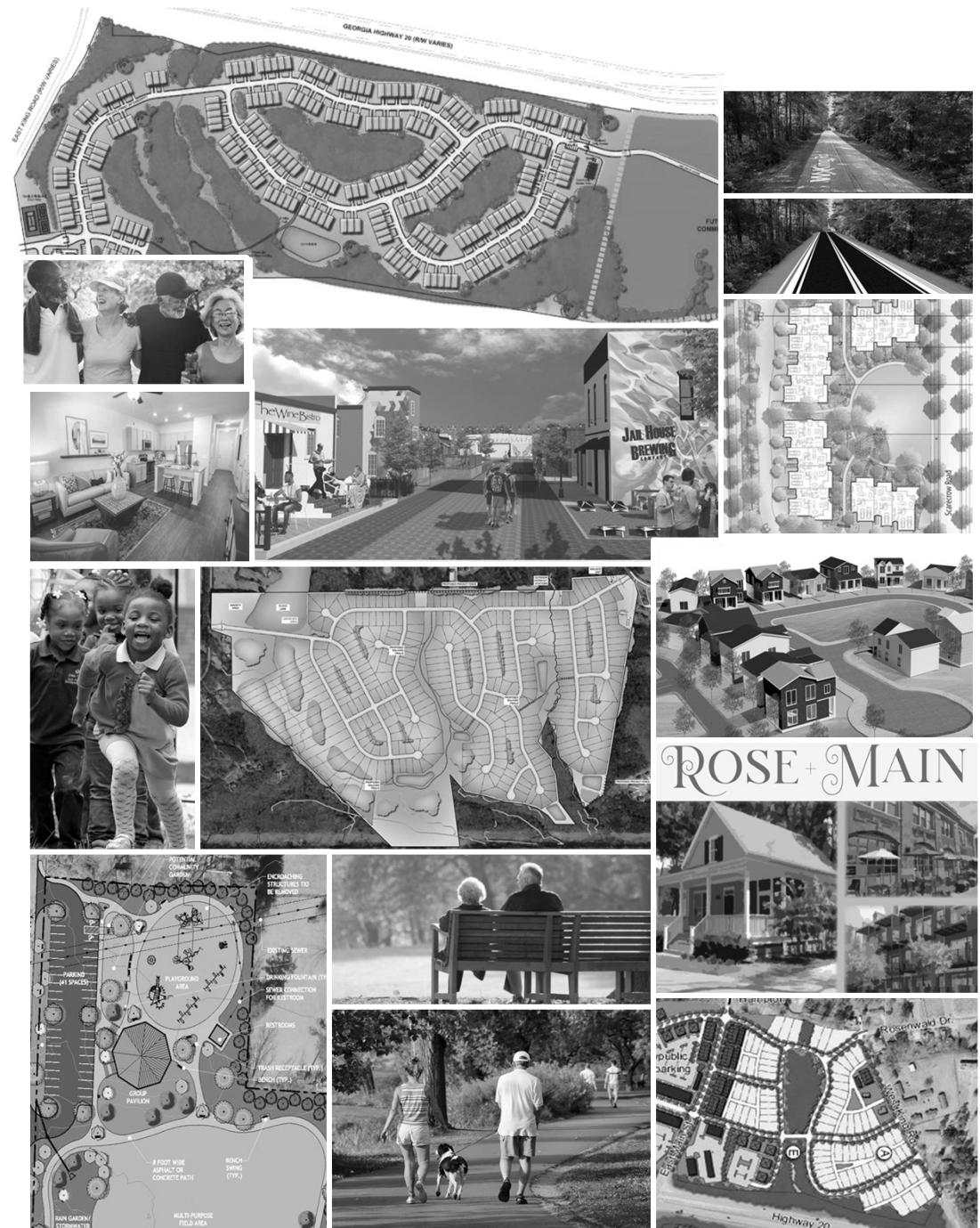
The Community Development Department in 2021 issued over 100 building permits, land disturbance permits for developments totaling over 500 homes, collected over one million in water and sewer connection fees, rezone 546-acre property for mix used development, completed 15 text amendments, facilitated GDOT Local Maintenance Improvement Grant applications and funding, LCWF funding for East Hampton Community Park, CDBG funding for West Main Street Phase I project, facilitated task orders to complete Wastewater Master Plan, Sewer System Upgrade Project, MS4 Reporting and approval from GA EPD, Draft Zoning Map update, engineering design for Elm Street and GA Avenue Stormwater improvement projects, Caldwell Drive sidewalk project, CIE Updates to DCA/ARC, GOMI Survey completion to maintain QLG status, application and award of \$100,000 LCI Grant for Revitalization Strategy Study, completion of ordinance update and comprehensive DCA evaluation to maintain HHPC CLG status.

## 2022 Goals and Objectives

The Community Development Department will dedicate efforts to implement procedures and standards that are readily available and easy to follow for our citizens and development community. Staff will take opportunity to attend training opportunities, so we remain relevant, engaged, and highly skilled in our respective fields. We will work to maintain the efficiency of the department while adding new staff and services. We will complete East Hampton Community Park Phase 2, LCI Revitalization Study, and continue to look for new funding and grant opportunities.

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**Function:** Support existing businesses, encourage entrepreneurship, recruit new businesses, and coordinate economic development activities of the Hampton Development Authority, Hampton Downtown Development Authority, and Hampton Mainstreet Program. Development of a strategic plan and accompanying policies to support the achievement of economic growth and job opportunities.

Coordinate market initiatives, Main Street events, and other general revitalization programs that market the downtown district and community through a series of targeted activities which highlight local culture, art, music, dance and traditions that are uniquely Hampton.

**Positions:** 2 Full-Time Employees

**Mission Statement:**

The mission of the Economic Development Department is to encourage, promote, and support growth and development with the City of Hampton. Hampton Main Street Program mission is to preserve and enhance the historic charm and integrity of the community and to reinforce the downtown as the heartbeat of the community utilizing the 4 - Point Approach of the National Main Street Program.

**Actual 2020 Budget: \$87,768**

**FY 2021 Adopted Budget: \$254,855**

**Proposed 2022 Budget: \$326,783**

**Change:** Events Coordinator position added to department.

**“BRIDGING THE GAP BETWEEN THE**

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# ECONOMIC DEVELOPMENT

Economic Development		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.7555.51.1100	REGULAR EMPLOYEES	48,598	61,383	61,383	110,040
100.7555.51.1300	OVERTIME	-	-	-	-
100.7555.51.2100	GROUP HEALTH INSURANCE	3,947	7,501	7,501	15,952
100.7555.51.2200	SOCIAL SEC (FICA) CONTR	1,271	4,696	4,696	8,418
100.7555.51.2400	RETIREMENT CONTRIBUTION	1,227	5,723	5,723	10,784
100.7555.51.2600	UNEMPLOYMENT INSURANCE	-	-	-	84
100.7555.51.2700	WORKER'S COMPENSATION	121	102	139	206
100.7555.52.1001	ECONOMIC DEVELOPMENT/DD	-	-	-	-
100.7555.52.1230	PROFESSIONAL SERVICES	1,775	5,000	4,500	5,000
100.7555.52.1240	PUBLIC RELATIONS	-	1,000	-	1,000
100.7555.52.1330	TECHNICAL SERVICES-COMPU	120	500	-	500
100.7555.52.2140	DOWNTOWN BEAUTIFICATION	-	-	-	10,000
100.7555.52.2212	TRAIL GRANT	-	-	-	-
100.7555.52.2213	HISTORIC GRANT	-	-	-	-
100.7555.52.2320	RENTAL OF EQUIPMENT	1,531	4,000	3,828	4,000
100.7555.52.3210	POSTAGE	153	500	5	100
100.7555.52.3220	TELEPHONE - WEB	2,391	5,000	1,648	1,500
100.7555.52.3300	ADVERTISING	8,424	10,000	9,600	10,000
100.7555.52.3400	PRINTING AND BINDING	824	2,000	-	2,000
100.7555.52.3500	TRAVEL	-	3,000	-	5,000
100.7555.52.3650	PROFESSIONAL DUES	1,012	1,500	500	1,500
100.7555.52.3700	EDUCATION AND TRAINING	3,350	4,950	267	5,000
100.7555.52.3852	EVENTS	8,967	20,000	15,534	20,000
100.7555.52.3910	DRUG TESTING	-	-	-	-
100.7555.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
100.7555.53.1110	SUPPLIES OFFICE	986	2,500	470	2,500
100.7555.53.1112	HISTORICAL TRAINING-SUPPLIES	2,787	15,000	3,249	10,000
100.7555.53.1115	COMPUTER SUPPLIES	-	-	1,100	3,000
100.7555.53.1300	HOSPITALITY	-	-	-	-
100.7555.53.1730	PURCHASE OF UNIFORMS	284	500	-	200
100.7555.54.2300	PURCHASE OF FUN /FIX	-	-	-	-
100.7555.54.2310	PURCHASE OF DECORATIONS	-	-	-	-
100.7555.54.2317	TRANSFER TO HDA	-	-	-	50,000
100.7555.54.2315	TRANSFER TO DDA	-	50,000	-	50,000
100.7555.54.2400	CAPITAL OUTLAY COMPUTER	-	-	-	-
100.7555.54.2500	PURCHASE OF EQUIPMENT	-	-	-	-
Total Economic Development		87,768	204,855	120,142	326,783

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**Function:** To engage in crime prevention and investigation activities to secure the safety of the lives and property of the community. Provide public safety information to the community through partnership with civic groups, educators, and religious organizations. The Police Department is actively engaged in teaching 21st Century Policing, and gun safety including personal safety classes for women and elderly citizens. The Police Department partners with the Henry County Sheriff's Department on their special response team (SRT).

**Mission Statement:** It is the mission of the Hampton Police Department to serve the community, safeguard lives and property, while enforcing all federal, state, and local laws in a professional, ethical, and equal manner.

**Goals:** Maintain the agency's state certification by meeting and complying with all required standards. To continue de-escalation and crisis intervention training with a new interactive training simulator. A commitment to focus on training and testing of current policies and procedures.

**Positions:** 21 Sworn officers / 2 Non-sworn officers

**Actual 2020 Budget: \$1,564,571**

**FY 2021 Adopted Budget: \$1,738,278**

**Proposed 2022 Budget: \$1,948,197**

**Change:** Two new officers that will allow each shift to have 4 officer minimum per shift.

**“BRIDGING THE GAP BETWEEN THE**

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# POLICE DEPARTMENT

Police		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.3200.51.1100	REGULAR EMPLOYEES	1,018,387	1,085,701	1,042,022	1,159,635
100.3200.51.1300	OVERTIME	17,812	15,000	18,057	15,000
100.3200.51.1400	NIGHT SHIFT	7,437	13,150	8,865	13,150
100.3200.51.1500	WEEKEND PAY	-	7,500	8,385	7,500
100.3200.51.2100	GROUP HEALTH INSURANCE	191,525	215,609	214,157	242,626
100.3200.51.2200	SOCIAL SEC (FICA) CONTR	72,558	85,210	85,210	88,406
100.3200.51.2400	RETIREMENT CONTRIBUTION	91,046	105,523	99,856	113,252
100.3200.51.2600	UNEMPLOYMENT INSURANCE	-	-	1,160	882
100.3200.51.2601	POAB ANNUITY	2,125	4,600	2,167	4,600
100.3200.51.2700	WORKER'S COMPENSATION	26,485	33,847	35,949	38,264
100.3200.52.1230	CONTRACTUAL SERVICES	0	1,000	2,736	5,750
100.3200.52.1240	PUBLIC / COMMUNITY RELA	902	5,000	543	5,000
100.3200.52.1300	TECHNICAL SERVICES	-	-	-	-
100.3200.52.2150	RANGE REPAIRS	1,318	6,750	8,533	3,000
100.3200.52.2201	REPAIRS/MAINT BUILDING	1,526	2,600	2,996	3,000
100.3200.52.2210	REPAIRS/MAINT EQUIPMENT	2,746	4,000	3,515	4,000
100.3200.52.2220	REPAIRS/MAINT VEHICLE	15,375	14,500	27,783	18,667
100.3200.52.2330	RENTAL OF EQUIPMENT	3,045	3,500	2,873	3,500
100.3200.52.3210	POSTAGE	513	600	303	600
100.3200.52.3220	TELEPHONE	24,128	23,500	26,192	27,386
100.3200.52.3221	GPS TRACKING	2,926	3,300	1,976	3,700
100.3200.52.3250	GLENN NETWORK/GCIC	2,090	3,000	3,951	3,100
100.3200.52.3300	ADVERTISEMENT	-	120	-	120
100.3200.52.3400	PRINTING AND BINDING	255	350	473	700
100.3200.52.3500	TRAVEL	1,546	4,000	1,961	4,000
100.3200.52.3640	GA ASSOC CHIEF	290	350	233	350
100.3200.52.3700	EDUCTION AND TRAINING	7,066	20,000	23,564	71,796
100.3200.52.3710	CLERKS TRAINING	-	-	-	270
100.3200.52.3910	DRUG TESTING	286	300	2,205	300
100.3200.52.3911	PSYCHOLOGICAL EVALUATION	795	990	2,120	1,980
100.3200.52.3920	PRE-EMPLOYMENT PHYSICAL	225	750	750	1,250
100.3200.53.1110	SUPPLIES OFFICE	3,072	3,250	2,361	3,250
100.3200.53.1111	SUPPLIES - INVESTIGATOR	3,054	4,000	3,471	4,000
100.3200.53.1112	LEADS ON LINE	2,128	4,528	6,071	4,592
100.3200.53.1115	COMPUTER SUPPLIES	-	-	-	1,000
100.3200.53.1120	SMALL EQUIPMENT SUPPLIES < \$5K	-	-	-	2,000
100.3200.53.1210	ENERGY WATER SWER	-	-	-	-
100.3200.53.1220	ENERGY NATURAL GAS	-	-	-	-
100.3200.53.1230	ENDERGY ELECTRICITY	-	-	-	-
100.3200.53.1270	ENERGY MOTOR FUEL/LUB	47,390	48,000	50,856	52,000
100.3200.53.1730	UNIFORM PURCHASES	11,760	14,000	18,069	25,821
100.3200.54.2200	PURCHASE OF VEHICLE	-	-	-	-
100.3200.54.2300	PURCHASE OF FURN/FIX	-	-	-	-
100.3200.54.2400	CAPITAL OUTLAY COMPUTER	-	-	-	-
100.3200.54.2401	POWER DMS PROGRAM	4,760	3,750	4,801	3,750
100.3200.54.2500	PURCHASE OF EQUIPMENT	-	-	-	10,000
<b>Total Police</b>		<b>1,564,571</b>	<b>1,738,278</b>	<b>1,714,164</b>	<b>1,948,197</b>

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# MUNICIPAL COURT

**Function:** The Municipal Court is responsible for record keeping and administrative duties for the City of Hampton Municipal Court System.

**Positions:** 1 Full-Time Employee

**Mission Statement:** The mission of the Municipal Court is to provide the citizens of the City of Hampton a judicial system dedicated to the principles of fair and impartial justice administered with respect and equality while providing a high level of integrity, professionalism and customer service.

**Goals:** To improve the efficiency and processing of Municipal Court fines by automating the collection of fees. Continue to improve on daily operational processes.

**Actual 2019 Budget: \$162,292**

**FY 2020 Adopted Budget: \$176,030**

**Proposed 2021 Budget: \$194,496**

**Change:** No changes made to the department.

Municipal Court		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.2650.51.1100	REGULAR EMPLOYEES	49,540	50,763	50,149	51,778
100.2650.51.1300	OVERTIME	42	-	-	-
100.2650.51.2200	SOCIAL SEC (FICA) CONTR	7,426	7,806	7,429	7,976
100.2650.51.2400	RETIRMENT CONTRIBUTION	3,721	3,883	3,836	3,961
100.2650.51.2100	GROUP HEALTH INSURANCE	4,542	4,736	4,385	5,074
100.2650.51.2600	UNEMPLOYMENT INSURANCE	-	-	56	42
100.2650.51.2700	WORKER'S COMPENSATION	2,732	592	131	97
100.2650.52.1221	PROFESS SERV-CITY JUDGE	13,050	11,000	11,000	11,000
100.2650.52.1222	PROFESS SERV-INDIG DEF	2,750	3,000	1,667	3,000
100.2650.52.1223	PROFESS SERV-SOLICITOR	-	-	-	-
100.2650.52.1224	PROFESS SERV-TRANSLATOR	160	250	107	300
100.2650.52.1230	CONTRACT/COURT OFFICER	-	-	-	-
100.2650.52.3220	TELEPHONE	246	-	673	665
100.2650.52.3245	COURTWARE SOLUTION	13,750	16,800	14,977	16,800
100.2650.52.3400	PRINTING	-	250	-	-
100.2650.52.3500	TRAVEL	-	500	-	500
100.2650.52.3620	WITNESS FEES	-	100	-	100
100.2650.52.3630	JUDICIAL DUES	-	-	-	-
100.2650.52.3650	PROFESSIONAL DUES	55	250	144	250
100.2650.52.3700	EDUCATION TRAINING	225	500	-	500
100.2650.53.1110	SUPPLIES-OFFICE	353	350	-	350
100.2650.53.1730	UNIFORM	-	-	-	-
100.2650.54.2400	CAPITAL OUTLAY COMPUTER	-	-	-	-
100.2650.57.1020	PROSECUTOR TRAINING FUN	28,152	30,000	20,383	31,817
100.2650.57.1030	PEACE OFFICER A&B FUND	8,285	10,000	11,905	11,817
100.2650.57.1040	FLINT VICTIMS ASST FUND	7,647	9,000	5,961	10,817
100.2650.57.1041	GA CRIME VICTIM DUI FUN	187	250	312	2,067
100.2650.57.1042	FELONY/MISDEMEANOR FUND	150	250	267	2,067
100.2650.57.1043	JOSHUA'S LAW FUND	-	-	-	-
100.2650.57.1080	HENRY CO JAIL AGREEMENT	14,565	20,000	12,829	21,817
100.2650.57.1085	CO DRUG ABUSE ED FUND	2,055	2,250	2,811	4,067
100.2650.57.1090	BRAIN & SPINAL TRUST FUND	891	1,000	1,340	3,317
100.2650.57.1095	DRIVERS ED/TRAINING FUN	1,768	2,500	1,493	4,317
<b>Total Municipal Court</b>		<b>162,292</b>	<b>176,030</b>	<b>151,856</b>	<b>194,496</b>

**"BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE"**

# PUBLIC WORKS DEPARTMENT

## FACILITIES

**Function:** The Public Works Department is responsible for providing top notch service to the citizens of Hampton. The Public Works Department is comprised of The Street Department, The Water and Sewer Department, The Electric Department, The Wastewater Plant, Park and Recs and the newly created Stormwater Department. The Public Works Department creates a safe, comfortable, and affordable place for the citizens of Hampton to call home and a place visitors desire to return to time and time again.

**Positions:** 36 Full-Time Employees

**Mission Statement:** To protect the infrastructure of the City by providing safe, clean water supply, and high-grade electrical services to our community.

**Goals:** We intend to aggressively attack the stormwater issues that have plagued the city for years. Pave roadways throughout the city that have failed due to poor installation and stormwater runoff. We desire to decrease our ecological footprint and begin transforming the City of Hampton into a Greener City. We intend to focus on City presentation, by increasing the City's curb appeal.

**Change:** Addition of two new street laborers and two new park and recreation employees.

Facilities	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.1565.51.1100 REGULAR EMPLOYEES	-	-	-	-
100.1565.51.1300 OVERTIME	-	-	-	-
100.1565.51.2100 GROUP HEALTH INSURANCE	-	-	-	-
100.1565.51.2200 SOCIAL SEC (FICA) CONTR	-	-	-	-
100.1565.51.2400 RETIREMENT CONTRIBUTION	-	-	-	-
100.1565.51.2700 WORKERS COMPENSATION	741	-	-	-
100.1565.52.1210 PROFESSIONAL SERVICES	-	-	-	-
100.1565.52.1233 CONTRACTUAL SERVICES	-	-	-	-
100.1565.52.2120 EXTERMINATING	1,375	12,000	1,500	4,500
100.1565.52.2201 REPAIRS/MAINT BUILDING	21,702	38,000	21,609	25,000
100.1565.52.2210 REPAIRS/MAINT EQUIPMENT	14,007	40,500	30,751	38,500
100.1565.52.2310 RENTAL OF LAND / BUILDING	-	-	-	-
100.1565.52.2320 RENTAL OF EQUIPMENT	200	-	-	-
100.1565.52.3220 TELEPHONE	14	-	379	500
100.1565.52.3910 DRUG TESTING	-	-	-	-
100.1565.52.3920 PRE-EMPLOYMENT PHYSICAL	-	-	-	-
100.1565.53.1110 OFFICE SUPPLIES	260	-	67	-
100.1565.53.1160 SUPPLIES BUILDING	14,952	11,250	17,567	20,000
100.1565.53.1165 SUPPLIES COMMUNITY WORK	1,162	-	-	-
100.1565.53.1210 ENERGY WATER / SEWERAGE	12,084	9,000	5,843	12,000
100.1565.53.1220 ENERGY NATURAL GAS	5,026	6,800	5,827	7,000
100.1565.53.1230 ENERGY ELECTRICITY	173,146	125,000	148,629	172,000
100.1565.53.1270 ENERGY GASOLINE	-	-	-	-
100.1565.53.1730 UNIFORM PURCHASE	1,047	-	972	-
100.1565.54.2100 PURCHASE OF MACHINERY	-	-	-	-
100.1565.54.2300 PURCHASE FUR/FIX	-	-	-	-
100.1565.54.2400 CAPITAL OUTLAY COMPUTER	-	-	-	-
100.1565.54.2500 PURCHASE OF EQUIPMENT	4,695	26,000	-	-
<b>Total Facilities</b>	<b>250,411</b>	<b>268,550</b>	<b>233,144</b>	<b>279,500</b>

**“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”**

# PUBLIC WORKS DEPARTMENT *(continued)*

## STREETS & HIGHWAY

Streets & Highway		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.4200.51.1100	REGULAR EMPLOYEES	236,455	327,215	286,231	383,229
100.4200.51.1200	TEMPORARY EMPLOYEES	-	-	-	-
100.4200.51.1300	OVERTIME	12,468	15,000	18,618	15,000
100.4200.51.2100	GROUP HEALTH INSURANCE	51,092	56,219	52,000	89,636
100.4200.51.2200	SOCIAL SEC (FICA) CONTR	18,634	26,179	26,179	30,464
100.4200.51.2400	RETIREMENT CONTRIBUTION	16,624	34,237	32,428	39,026
100.4200.51.2600	UNEMPLOYMENT INSURANCE	-	-	-	462
100.4200.51.2700	WORKER'S COMPENSATION	22,417	23,388	23,388	29,843
100.4200.52.1210	PROFESSIONAL SERVICES	885	-	-	15,000
100.4200.52.2205	REPAIRS/MAINT STREETS/SIDWALKS	(49,675)	-	-	15,000
100.4200.52.2210	REPAIRS/MAINT EQUIPMENT	7,608	8,000	11,000	10,000
100.4200.52.2220	REPAIRS/MAINT VEHICLE	6,004	6,000	6,789	15,000
100.4200.52.2230	REPAIRS/MAINT RIGHT/WAY	-	5,000	5,521	7,000
100.4200.52.2231	TREE PRESERVATION /TREE	-	-	-	-
100.4200.52.2232	REPAIRS AND MAINT STROM	-	-	-	-
100.4200.52.2320	RENTAL OF EQUIPMENT	-	-	-	-
100.4200.52.2330	LEASE PURCHASE OF VEHICLE	-	-	-	-
100.4200.52.3220	TELEPHONE	3,036	2,000	1,867	2,500
100.4200.52.3221	GPS TRAINING	836	1,000	608	1,000
100.4200.52.3500	TRAVEL	18	-	-	-
100.4200.52.3700	EDUATION AND TRAINING	95	1,000	132	2,600
100.4200.52.3850	CONTRACT LABOR	-	-	-	-
100.4200.52.3910	DRUG TEST	239	-	507	-
100.4200.52.3911	PSYCHOLOGICAL EVALUATION	300	-	-	-
100.4200.52.3920	PRE-EMPLOYMENT PHYSICAL	0	-	-	320
100.4200.53.1120	SMALL EQUIPMENT SUPPLIES < \$5K	45	6,000	4,012	5,500
100.4200.53.1121	OPERATING SUPPLIES	-	-	-	-
100.4200.53.1160	SUPPLIES BUILDING	220	100	-	1,000
100.4200.53.1165	SUPPLIES - SIGNS	1,380	1,500	-	6,500
100.4200.53.1230	ENERGY / TRAFFIC LIGHTS	-	-	-	-
100.4200.53.1270	ENERGY / MOTOR FUEL	20,260	16,000	14,548	30,000
100.4200.53.1730	UNIFORM PURCHASE	3,382	3,500	232	4,000
100.4200.54.1100	LAND ACQUISITION	-	-	41,567	-
100.4200.54.1430	MAINATENANCE OF SIDE WALK	-	-	-	-
100.4200.54.2200	PURCHASE OF VEHICLE	-	-	-	-
100.4200.54.2400	CAPITAL OUTLAY COMPUTER	-	-	-	-
100.4200.54.2500	PURCHASE OF EQUIPMENT	-	113,000	-	-
100.4200.57.1010	PRISONERS LUNCH	-	0	-	-
<b>Total Streets &amp; Highway</b>		<b>352,323</b>	<b>645,338</b>	<b>525,627</b>	<b>703,080</b>

October 1, 2021

FY 2022 Annual Operating and Capital Budget

# PUBLIC WORKS DEPARTMENT *(continued)*

## PARKS & RECREATION

Parks & Recreation		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
100.6200.51.1100	REGULAR EMPLOYEES	81,876	84,278	84,278	195,463
100.6200.51.1200	TEMPORARY EMPLOYEES	7,563	10,000	10,000	20,000
100.6200.51.1300	OVERTIME	613	4,500	3,703	4,500
100.6200.51.2100	GROUP HEALTH INSURANCE	18,324	14,078	14,078	31,903
100.6200.51.2200	SOCIAL SEC (FICA) CONTR	5,897	7,207	7,207	16,827
100.6200.51.2400	RETIREMENT CONTRIBUTION	4,725	4,489	4,489	19,547
100.6200.51.2401	UNEMPLOYMENT INSURANCE	-	-	-	294
100.6200.51.2700	WORKER'S COMPENSATION	303	1,258	1,258	5,060
100.6200.52.1230	PROFESS SERV ENGINEER	-	-	-	-
100.6200.52.2230	REPAIRS/MAINT /RIGHTWAY	-	-	-	15,000
100.6200.52.2210	REPAIRS/MAINT BUILDING	2,257	5,000	5,000	19,500
100.6200.52.2210	REPAIRS/MAINT EQUIPMENT	373	8,000	7,000	23,700
100.6200.52.2240	REPAIRS/MAINT REHAB	1,977	4,000	4,000	32,000
100.6200.52.3220	TELEPHONE	2,582	2,800	2,006	2,800
100.6200.53.1150	OPERATING SUPPLIES	1,592	6,000	6,000	7,500
100.6200.53.1160	SUPPLIES BUILDING	1,228	1,500	335	4,500
100.6200.53.1210	ENERGY WATER / SEWAGE	-	3,000	-	-
100.6200.53.1300	SUPPLIES CONCESSION	-	200	-	9,500
100.6200.53.1230	ENERGY ELECTRICITY	-	8,000	-	7,000
100.6200.53.1730	UNIFORM	253	400	591	1,500
100.6200.54.2500	PURCHASE OF EQUIPMENT	-	-	-	-
100.6200.54.2600	OLD FORTSON LIBRARY	-	-	-	-
100.6200.57.2010	HAMPTON YOUTH ASSOCIATION	-	-	-	-
<b>Total Parks &amp; Recreation</b>		<b>129,563</b>	<b>164,710</b>	<b>149,945</b>	<b>416,595</b>

# SPLOST FUND CAPITAL PROJECTS

Project Number	Funding Source	Activity	Years	Prior Cost Estimate	Actual Spent	New Cost Estimate	Responsible Party	Status
1 21322	SPLOST	Category 1 Road Improvements / Paving	2020-2022	\$1,400,000	\$1,222,061	\$0	Public Works	COMPLETE
2 21322SWC	SPLOST	Category 2 Sidewalk installation	2020-2022	\$200,000	\$124,640	\$0	Public Works	COMPLETE
3 20322DU	SPLOST	Glenn Mitchell/Train Depot Roof Repair	2020-2022	\$400,000	\$34,459	\$392,140	Office of City Manager	In progress
4 21322SBP	SPLOST	McBrayer Skate Park	2020-2022	\$100,768	\$173,695	\$0	City Mgr./Public Works	COMPLETE
5 21322MCH	SPLOST	Municipal City Hall Improvements	2020-2022	\$451,000	\$25,512	\$250,000	Office of City Manager	In progress
6 21322OFL	SPLOST	Old Fortson Library/Community Center	2020-2022	\$250,000	\$0	\$200,000	Public Works	In progress
7 21322PIM	SPLOST	Park Improvements-McBrayer	2020-2022	\$100,000	\$56,262	\$0	Public Works	COMPLETE
8 21322PIM	SPLOST	Park Improvements-Coley Park	2020-2022	\$300,000	\$167,151	\$0	Public Works	COMPLETE
9 19322WMS	SPLOST	West Main Street Widening and Bike Path-PH1	2018-2022	\$400,000	\$345,748	\$0	Public Works	COMPLETE

\$3,601,768      \$2,149,528      \$842,140

# CAPITAL FUND OUTLAY PROJECTS

Project	Funding Source	Activity	Years	Prior Cost Estimate	Actual Spent	New Cost Estimate	Responsible Party	Status
1	GF RESERVE TRANSFER	General Government (Land Acquisition)	2020	\$0	\$6,754	\$0	City Manager	COMPLETE
2	SEWER CONNECTION FEES	Debt Service Requirements	2022-2024	\$53,283	\$753,509	\$753,509	City Manager	In progress
3	POLICE IMPACT FEES	Public Safety	2022-2024	\$37,200	\$16,860	\$46,520	Public Safety	Ongoing
<i>Parks and Recreation:</i>								
4	PARK & REC., ADMIN. IMPACT FEES	Coley Park Irrigation Upgrade	2022-2024	\$0	\$0	\$20,000	Public Works	Ongoing
5	PARK & REC., ADMIN. IMPACT FEES	Coley Park Lighting	2022-2024	\$0	\$0	\$80,000	Public Works	Ongoing
6	PARK & REC., ADMIN. IMPACT FEES	East Hampton Community Park Irrigation	2022-2024	\$0	\$0	\$35,000	Public Works	Ongoing
7	PARK & REC., ADMIN. IMPACT FEES	East Hampton Community Park-PH1	2020-2021	\$221,094	\$266,221	\$0	Community Development	COMPLETE
8	PARK & REC., ADMIN. IMPACT FEES	East Hampton Community Park-PH2	2022-2024	\$150,000	\$0	\$148,140	Public Works	Ongoing
9	PARK & REC., ADMIN. IMPACT FEES	North Forty Trail Park-PH2	2022-2024	\$50,000	\$2,789	\$47,211	Public Works	In progress
<i>Highways and Streets:</i>								
10	ELECTRICAL FEES	Electric line improvements	2020-2022	\$0	\$10,024	\$0	Public Works/Utility	COMPLETE
11	SEWER CONNECTION FEES	Purchase Equipment	2020-2022	\$0	\$13,243	\$0	Public Works	COMPLETE
12	WATER CONNECTION FEES	Waterline Well Construction	2020-2022	\$0	\$2,136	\$0	Public Works	COMPLETE
13	WATER CONNECTION FEES	Well #9	2020-2022	\$300,000	\$0	\$0	Public Works	Future
14	WATER CONNECTION FEES	West Main Street Water Main Replacement-PH2	2020-2022	\$200,000	\$0	\$200,000	Public Works	Ongoing
<i>Stormwater (\$2,000,000):</i>								
15	GF RESERVE TRANSFER	West Main Street Stormwater-PH2	2020-2022	\$200,000	\$38,420	\$275,184	Public Works	In progress
16	GF RESERVE TRANSFER	Kyndal Drive Culvert Replacement	2020-2022	\$650,000	\$111,396	\$0	Public Works	COMPLETE
17	GF RESERVE TRANSFER	College Street / McBrayer Park Drainage Repairs	2020-2022	\$400,000	\$0	\$400,000	Public Works	Ongoing
18	GF RESERVE TRANSFER	Georgia Avenue Drainage Repairs	2020-2022	\$750,000	\$25,740	\$724,260	Public Works	In progress
<i>Road Improvements (\$1,000,000):</i>								
19	GF RESERVE TRANSFER	Elm Street Paving	2020-2022	\$750,000	\$0	\$750,000	Public Works	Ongoing
20	GF RESERVE TRANSFER	East King/Floyd Rd Roundabout	2020-2022	\$250,000	\$30,420	\$419,820	Public Works	In progress

\$4,011,577

\$1,247,092

\$3,899,644

# GRANT FUND PROJECTS

Project Number	Funding Source	Activity	Years	Prior Cost Estimate	Actual Spent	New Cost Estimate	Responsible Party	Status
1 17341CWD	Capital Grant Fund	Caldwell Drive Sidewalks	2021-2022	\$0	\$92,006	\$51,185	Community Dev/ Public Works	In Progress
2 21341CMM	Capital Grant Fund	Central Ave, W.Main to McBrayer Park Sidewalk	2020-2022	\$0	\$0	\$128,000	Community Dev/ Public Works	Ongoing
3 21341CAS	Capital Grant Fund	Central Avenue Sidewalk	2020-2022	\$0	\$0	\$119,577	Community Dev/ Public Works	In Progress
4 21341CWG	Capital Grant Fund	Central Ave-Westlawn-Georgia Ave	2020-2022	\$0	\$0	\$0	Community Dev/ Public Works	Duplicate
5 21341CP1	Capital Grant Fund	E. Hampton Community Park Phase 1	2018-2022	\$100,000	\$37,139	\$0	Community Dev/ Public Works	COMPLETE
6 21341CP1	Capital Grant Fund	E. Hampton Community Park Phase 2	2020-2022	\$150,000	\$0	\$212,045	Community Dev/ Public Works	In Progress
7 19341FDG	Capital Grant Fund	Floyd Rd, Daniel St, George St Sidewalk	2018-2022	\$0	\$0	\$112,000	Community Dev/ Public Works	Ongoing
8 21341WMW	Capital Grant Fund	West Main Street Road Widening-PH1	2018-2022	\$200,000	\$200,000	\$0	Community Dev/ Public Works	COMPLETE
9 21341WSS	Capital Grant Fund	West Main Street Sidewalks-PH1	2018-2022	\$126,566	\$80,982	\$45,584	Community Dev/ Public Works	COMPLETE
				\$576,566	\$410,127	\$668,391		

# AMERICAN RESCUE PLAN ACT FUND PROJECTS

Project	Funding Source	Activity	Years	Prior Cost Estimate	Actual Spent	New Cost Estimate	Responsible Party	Status
Public Works/Utilities:								
1	AMERICAN RESCUE PLAN ACT	2 Influent Pumps Lift Station #1	2022-2024	\$0	\$0	\$25,000	Public Works	Ongoing
2	AMERICAN RESCUE PLAN ACT	Pump Panel	2022-2024	\$0	\$0	\$6,500	Public Works	Ongoing
3	AMERICAN RESCUE PLAN ACT	RAS Pump , Autoclave	2022-2024	\$0	\$0	\$19,000	Public Works	Ongoing
4	AMERICAN RESCUE PLAN ACT	Bar Screen Panel , Reused Pump #2	2022-2024	\$0	\$0	\$15,000	Public Works	Ongoing
5	AMERICAN RESCUE PLAN ACT	Equipment	2022-2024	\$0	\$10,595	\$0	Public Works	COMPLETE
6	AMERICAN RESCUE PLAN ACT	THOMPSON CREEK SEWER -OUTFALL	2022-2024	\$0	\$0	\$950,000	Public Works	Ongoing
7	AMERICAN RESCUE PLAN ACT	Meters	2022-2024	\$0	\$0	\$31,350	Public Works	Ongoing
8	AMERICAN RESCUE PLAN ACT	Lift Station	2022-2024	\$0	\$0	\$22,000	Public Works	Ongoing
9	AMERICAN RESCUE PLAN ACT	Mobile Pumps	2022-2024	\$0	\$0	\$10,000	Public Works	Ongoing
10	AMERICAN RESCUE PLAN ACT	Service truck to clean clarifier	2022-2024	\$0	\$0	\$12,000	Public Works	Ongoing
11	AMERICAN RESCUE PLAN ACT	Water Sewer connection fee analysis	2022-2024	\$0	\$0	\$80,000	Public Works	Ongoing
12	AMERICAN RESCUE PLAN ACT	Rebuild Equipment/Wastewater Reuse Pump	2022-2024	\$0	\$0	\$13,000	Public Works	Ongoing
13	AMERICAN RESCUE PLAN ACT	CMP, HDPE, Clamps, Stone, Concrete, Lids, Camera	2022-2024	\$0	\$0	\$65,000	Public Works	Ongoing
14	AMERICAN RESCUE PLAN ACT	Repair Maint Lift Station	2022-2024	\$0	\$0	\$50,000	Public Works	Ongoing
15	AMERICAN RESCUE PLAN ACT	Lift station repairs- 2 pumps	2022-2024	\$0	\$0	\$30,000	Public Works	Ongoing
						\$10,595	\$1,328,850	

# ENTERPRISE FUND –

## ENTERPRISE FINANCIAL SERVICES

Enterprise Financial Services		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520.1511.51.1100	REGULAR EMPLOYEE	139,653	137,345	132,920	142,584
520.1511.51.1100	SALARY-BEN REIMB TO GEN FUND	195,384	0	0	0
520.1511.51.1300	OVERTIME	8,796	8,200	839	8,200
520.1511.51.2100	GROUP HEALTH INSURANCE	30,209	31,422	31,264	31,903
520.1511.51.2200	SOCIAL SEC (FICA) CONTR	10,120	11,134	9,000	11,535
520.1511.51.2400	RETIREMENT CONTRIBUTION	13,431	12,805	12,553	14,777
520.1511.51.2600	UNEMPLOYMENT INSURANCE	0	0	224	168
520.1511.51.2700	WORKER'S COMPENSATION	60	243	328	282
520.1511.52.1230	PROFESSIONAL SERVICES	51,942	31,750	30,400	32,000
520.1511.52.1330	TECHNICAL SERVICES	2,720	25,000	32,307	31,000
520.1511.52.2320	RENTAL OF EQUIPMENT	0	0	0	0
520.1511.52.3210	POSTAGE	15,313	14,000	15,451	15,500
520.1511.52.3220	TELEPHONE	1,327	1,500	3,676	3,500
520.1511.52.3400	PRINTING AND BINDING	237	0	0	3,000
520.1511.52.3500	TRAVEL	0	0	0	2,000
520.1511.52.3650	PROFESSIONAL DUES	0	1,000	0	1,000
520.1511.52.3700	EDUCATION AND TRAINING	0	2,000	1,251	2,500
520.1511.52.3700	PRE-EMPLOYMENT PHYSICAL	0	0	0	0
520.1511.52.3910	DRUG TESTING	0	0	0	0
520.1511.52.3930	BANK CHARGES	1,158	2,000	19,425	4,500
520.1511.52.3931	CREDIT CARD SURCHARGES	24,009	66,000	93,361	108,000
520.1511.53.1110	SUPPLIES OFFICE	3,629	5,000	4,500	5,000
520.1511.53.1115	COMPUTER SUPPLIES	0	0	0	500
520.1511.53.1730	UNIFORM PURCHASED	0	500	0	500
520.1511.54.2200	PURCHASE OF VEHICLE	0	0	0	0
520.1511.54.2300	PURCHASE OF FURN/FIX	0	0	0	0
520.1511.54.2400	CAPITAL OUTLAY COMPUTERS	1,969	0	0	0
520.1511.54.2500	PURCHASE OF EQUIPMENT	5,108	0	0	0
<b>Total Enterprise Financial Services</b>		<b>505,065</b>	<b>349,899</b>	<b>387,499</b>	<b>418,449</b>

# ENTERPRISE FUND – PUBLIC WORKS DEPARTMENT

Public Works		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520.4100.51.1100	REGULAR EMPLOYEE	229,369	268,252	268,252	234,194
520.4100.51.1300	OVERTIME	5,864	0	8,693	7,000
520.4100.51.2100	GROUP HEALTH INSURANCE	37,435	40,617	39,557	31,273
520.4100.51.2200	SOCIAL SEC (FICA) CONTR	17,870	20,521	21,186	18,451
520.4100.51.2400	RETIREMENT CONTRIBUTION	34,179	27,025	27,824	23,637
520.4100.51.2600	UNEMPLOYMENT INSURANCE	2,267	9,724	280	168
520.4100.51.2700	WORKER'S COMPENSATION	0	0	3,484	2,771
520.4100.52.1310	PROFESSIONAL SERVICES	114,781	23,226	72,692	17,628
520.4100.52.1310	TECHNICAL SERVICES	4,476	4,500	1,176	0
520.4100.52.2210	REPAIRS/MAINT EQUIPMENT	601	1,500	2,067	1,600
520.4100.52.2220	REPAIRS/MAINT VEHICLE	9,873	1,200	509	1,500
520.4100.52.3210	POSTAGE	46	100	45	60
520.4100.52.3220	TELEPHONE	8,037	9,500	5,004	4,500
520.4100.52.3221	GPS TRACKING	0	500	0	0
520.4100.52.3222	HYPER-WEB	0	150	0	0
520.4100.52.3300	ADVERTISING	0	0	0	0
520.4100.52.3400	PRINTING AND BINDING	0	0	0	0
520.4100.52.3500	TRAVEL	0	1,500	847	2,500
520.4100.52.3650	PROFESSIONAL DUES	360	360	480	300
520.4100.52.3700	EDUCATION AND TRAINING	7,684	2,000	1,913	1,500
520.4100.52.3805	GIS LICENSES UPGRADE	0	0	0	0
520.4100.52.3910	DRUG TEST	0	0	0	0
520.4100.52.3920	PRE-EMPLOYMENT PHYSICAL	80	0	0	0
520.4100.52.3930	HEPATITIS/TETANUS SHOT	0	0	0	0
520.4100.53.1110	SUPPLIES-OFFICE	5,347	5,500	7,315	5,200
520.4100.53.1270	ENERGY / MOTOR FUEL	5,678	3,500	6,624	7,500
520.4100.53.1730	UNIFORM PURCHASE	1,844	600	981	850
520.4100.54.2300	PURCHASE OF FURNITURE/FIX	0	0	0	0
520.4100.54.2400	CAPITAL OUTLAY COMPUTER	1,506	0	0	0
520.4100.54.2500	PURCHASE OF EQUIPMENT	775	0	0	0
<b>Total Public Works</b>		<b>488,072</b>	<b>420,275</b>	<b>468,930</b>	<b>360,632</b>

# ENTERPRISE FUND – WASTEWATER DEPARTMENT

Wastewater		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520.4300.51.1100	REGULAR EMPLOYEE	107,819	251,907	136,903	211,851
520.4300.51.1300	OVERTIME	291	8,000	15,977	11,000
520.4300.51.2100	GROUP HEALTH INSURANCE	18,174	20,804	28,208	39,400
520.4300.51.2200	SOCIAL SEC (FICA) CONTR	7,808	19,271	9,709	17,048
520.4300.51.2400	RETIREMENT CONTRIBUTION	9,187	14,466	12,212	21,839
520.4300.51.2600	UNEMPLOYMENT INSURANCE	-	-	168	210
520.4300.51.2700	WORKER'S COMPENSATION	1,466	1,632	1,578	2,568
520.4300.52.1010	PURCHASED/CONTRACTED SERVICES	22,614	18,000	25,616	22,000
520.4300.52.1210	PROFESSIONAL SERVICES	1,179	-	-	-
520.4300.52.1230	PROFESSIONAL SERV-ENGINEER	-	-	-	-
520.4300.52.1320	TECH SERV BACKUP GENERATOR	1,439	-	-	10,000
520.4300.52.1330	TECHNICAL SERVICE COMPUTER	-	-	-	-
520.4300.52.2210	REPAIRS/MAINT EQUIPMENT	21,632	15,000	41,831	22,000
520.4300.52.2220	REPAIRS/MAINT VEHICLE	-	700	2,844	3,500
520.4300.52.2240	SLUDGE REMOVAL	65,153	125,000	35,044	50,000
520.4300.52.2320	RENTAL OF EQUIPMENT	-	-	-	-
520.4300.52.2330	LEASE PURCHASE OF VEHICLE	-	-	-	-
520.4300.52.3210	POSTAGE	180	500	10	250
520.4300.52.3220	TELEPHONE	4,128	3,200	3,479	4,000
520.4300.52.3221	GPS TRACKING	-	-	-	-
520.4300.52.3222	HYPER WEB	-	-	-	-
520.4300.52.3300	ADVERTISING	-	-	-	-
520.4300.52.3400	PRINTING AND BINDING	-	-	-	-
520.4300.52.3500	TRAVEL	1,420	2,000	2,395	1,500
520.4300.52.3600	FEES EPD	-	-	-	-
520.4300.52.3650	PROFESSIONAL DUES	-	350	-	350
520.4300.52.3700	EDUCATION AND TRAINING	1,140	2,000	2,045	750
520.4300.52.3805	GIS LICENSES UPGRADE	-	-	-	-
520.4300.52.3910	DRUG TEST	89	-	-	-
520.4300.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
520.4300.53.1110	SUPPLIES-OFFICE	-	150	139	150
520.4300.53.1115	COMPUTER SUPPLIES	-	-	-	1,200
520.4300.53.1131	SUPPLIES NEW SUBDIVISIONS	-	-	-	-
520.4300.53.1150	SUPPLIES WASTEWATER SYSTEM	14,161	35,000	17,569	25,000
520.4300.53.1270	ENERGY / MOTOR FUEL	3,287	3,800	4,631	4,500
520.4300.53.1600	WATERSHED PROTECTION	5,788	4,500	-	4,500
520.4300.53.1601	DNR/EPD PERMIT REQ TEST	-	4,000	-	4,000
520.4300.53.1730	UNIFORM PURCHASE	1,392	1,200	1,601	1,300
520.4300.54.2300	PURCHASE OF FURNITURE/FIX	-	-	-	-
520.4300.54.2400	CAPITAL OUTLAY COMPUTER	-	6,500	-	-
520.4300.54.2500	PURCHASE OF EQUIPMENT	12,234	-	-	-

**Total Wastewater**

October 1, 2021

300,581

537,980

341,959

458,916

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# ENTERPRISE FUND – WATER DEPARTMENT

Water		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520.4400.51.1100	REGULAR EMPLOYEE	160,004	174,837	121,647	232,852
520.4400.51.1200	TEMPORARY EMPLOYEES	0	25,000	0	0
520.4400.51.1300	OVERTIME	24,215	20,000	22,615	25,000
520.4400.51.2100	GROUP HEALTH INSURANCE	41,786	43,265	27,639	56,360
520.4400.51.2200	SOCIAL SEC (FICA) CONTR	12,551	15,600	9,024	19,726
520.4400.51.2400	RETIREMENT CONTRIBUTION	16,791	16,437	12,904	25,269
520.4400.51.2600	UNEMPLOYMENT INSURANCE	0	0	182	252
520.4400.51.2700	WORKER'S COMPENSATION	7,707	7,733	20,442	10,966
520.4400.52.1010	PURCHASED/CONTRACTED SERVICES	23,928	30,000	48,227	60,000
520.4400.52.1210	PROFESSIONAL SERVICES	30,577	10,000	17,696	18,000
520.4400.52.1230	PROFESSIONAL SERVICES ENGINEER	(460)	0	0	0
520.4400.52.2200	REPAIR AND MAINTLIFT STATION	22,681	36,000	20,692	26,000
520.4400.52.2210	REPAIRS/MAINT EQUIPMENT	38,414	9,500	26,548	26,000
520.4400.52.2220	REPAIRS/MAINT VEHICLE	5,462	3,500	4,968	6,000
520.4400.52.2320	RENTAL OF EQUIPMENT	0	100	4,667	0
520.4400.52.2330	LEASE PURCHASE OF VEHICLE	0	0	0	0
520.4400.52.3210	POSTAGE	731	750	86	300
520.4400.52.3220	TELEPHONE	3,719	2,700	3,573	4,000
520.4400.52.3221	GPS TRACKING	627	700	456	650
520.4400.52.3222	HYPER WEB	0	0	0	0
520.4400.52.3300	ADVERTISING	0	0	0	0
520.4400.52.3400	PRINTING AND BINDING	0	0	0	0
520.4400.52.3500	TRAVEL	0	1,000	284	4,500
520.4400.52.3600	FEES EPD	0	0	0	0
520.4400.52.3650	PROFESSIONAL DUES	0	0	0	0
520.4400.52.3700	EDUCATION AND TRAINING	0	800	1,150	6,000
520.4400.52.3805	GIS LICENSES UPGRADE	0	0	0	0
520.4400.52.3910	DRUG TEST	39	0	0	0
520.4400.52.3920	PRE-EMPLOYMENT PHYSICAL	0	0	0	0
520.4400.52.3930	HEPATITIS/TETANUS SHOT	0	0	0	0
520.4400.52.9000	INTEREST EXPENSE	0	0	0	0
520.4400.53.1110	SUPPLIES-OFFICE	0	0	0	0
520.4400.53.1131	SUPPLIES NEW SUBDIVISIONS	0	0	0	0
520.4400.53.1140	SUPPLIES - WATER SYSTEM	2,753	0	0	0
520.4400.53.1270	ENERGY / MOTOR FUEL	15,127	15,000	15,664	22,000
520.4400.53.1510	PURCHASE OF WATER - RESALE	726,464	838,000	687,999	704,000
520.4400.53.1730	UNIFORM PURCHASE	945	2,000	639	2,000
520.4400.54.2300	PURCHASE OF FURNITURE/FIX	0	0	0	0
520.4400.54.2400	CAPITAL OUTLAY COMPUTER	0	0	0	0
520.4400.54.2500	PURCHASE OF EQUIPMENT	0	0	39,591	0
<b>Total Water</b>		<b>1,134,061</b>	<b>1,252,922</b>	<b>1,086,693</b>	<b>1,249,875</b>

# ENTERPRISE FUND – SANITATION DEPARTMENT

Sanitation		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520.4500.52.1010	PURCHASED/CONTRACTED SERVICES	0	0	0	0
520.4500.52.2110	SANITATION CONTRACT	383,107	381,000	296,750	425,000
520.4500.52.2210	REPAIRS/MAINT EQUIPMENT	2,862	4,500	4,307	4,500
520.4500.53.1110	SUPPLIES-OFFICE	0	0	0	0
520.4500.53.1130	SUPPLIES CLEAN UP DAY	0	0	0	5,000
520.4500.53.1300	HOSPITALITY	0	0	0	0
520.4500.54.2300	PURCHASE OF FURNITURE/FIX	0	0	0	0
520.4500.54.2400	CAPITAL OUTLAY COMPUTER	0	0	0	0
520.4500.54.2500	PURCHASE OF EQUIPMENT	0	0	0	0
	COUNTY LANDFILL FEES				
520.4500.57.1090	(Including City-wide Clean-up)	30,778	50,000	17,645	24,000
<b>Total Sanitation</b>		<b>416,747</b>	<b>435,500</b>	<b>318,702</b>	<b>458,500</b>

# ENTERPRISE FUND – ELECTRIC DEPARTMENT

Electrical		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
520.4600.51.1100	REGULAR EMPLOYEE	281,758	323,208	303,473	375,596
520.4600.51.1300	OVERTIME	34,985	30,000	28,420	30,000
520.4600.51.2100	GROUP HEALTH INSURANCE	28,459	39,672	37,413	52,983
520.4600.51.2200	SOCIAL SEC (FICA) CONTR	22,775	27,020	21,675	31,028
520.4600.51.2400	RETIREMENT CONTRIBUTION	10,465	36,094	30,200	39,748
520.4600.51.2600	UNEMPLOYMENT INSURANCE	0	8,910	267	252
520.4600.51.2601	WORKERS COMPENSATION	2,641	4,238	2,596	5,481
520.4600.52.1210	PROFESSIONAL SERVICES	36,486	88,668	88,845	90,000
520.4600.52.1230	PROFESSIONAL SERVICES ENGINEER	39,467	36,000	21,941	25,000
520.4600.52.2210	REPAIRS/MAINT EQUIPMENT	4,892	7,000	17,868	20,000
520.4600.52.2220	REPAIRS/MAINT VEHICLE	2,051	10,000	12,011	15,000
520.4600.52.2230	REPAIR AND MAINT /R W	36,934	20,000	33,611	0
520.4600.52.2320	RENTAL OF EQUIPMENT	146	200	0	2,500
520.4600.52.3210	POSTAGE	0	0	0	0
520.4600.52.3220	TELEPHONE	2,273	2,200	2,167	2,800
520.4600.52.3221	GPS TRACKING	418	475	456	600
520.4600.52.3300	ADVERTISING	0	0	0	0
520.4600.52.3400	PRINTING AND BINDING	0	125	0	0
520.4600.52.3500	TRAVEL	0	2,000	0	2,500
520.4600.52.3650	PROFESSIONAL DUES	0	0	0	0
520.4600.52.3700	EDUCATION AND TRAINING	11,686	12,000	9,333	9,000
520.4600.52.3805	GIS LICENSES UPGRADE	0	0	0	0
520.4600.52.3910	DRUG TEST	168	80	47	0
520.4600.52.3920	PRE-EMPLOYMENT PHYSICAL	0	125	0	0
520.4600.52.9000	INTEREST EXPENSE	0	0	0	0
520.4600.53.1110	SUPPLIES-OFFICE	0	0	0	0
520.4600.53.1130	SUPPLIES ELECTRIC SYSTEM	(5,943)	0	0	125,000
520.4600.53.1131	SUPPLIES NEW SUBDIVISION	0	0	0	0
520.4600.53.1231	ENERGY STREET LIGHTS	830	22,000	2,368	5,000
520.4600.53.1270	ENERGY / MOTOR FUEL	6,679	6,500	9,145	10,000
520.4600.53.1510	PURCHASE OF ELECTRIC RESALE	2,424,208	2,494,000	2,494,000	2,500,000
520.4600.53.1730	UNIFORM PURCHASE	8,678	6,800	3,240	7,000
520.4600.54.1414	ELECTRICAL IMPROVEMENT	0	55,000	91,707	0
520.4600.54.2300	PURCHASE OF FURNITURE/FIX	0	0	0	0
520.4600.54.2400	CAPITAL OUTLAY COMPUTER	0	0	0	0
520.4600.54.2500	PURCHASE OF EQUIPMENT	860	15,000	1,401	0
<b>Total Electrical</b>		<b>2,950,916</b>	<b>3,247,315</b>	<b>3,212,184</b>	<b>3,349,488</b>

# SPLOST IV BALANCES, FUND REVENUES & FUND BALANCE

322-SPLOST Anticipated Revenues	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
<b>Beginning Fund Balance</b>	3,732,608	3,600,768	3,518,027	1,369,774
Intergovernmental	652,254	-	-	-
Interest Income	3,450	1,000	1,275	-
<b>Total Revenues</b>	655,704	1,000	1,275	-
<b>Total Revenues and Fund Balance</b>	4,388,312	3,601,768	1,275	1,369,774
322-SPLOST Anticipated Expenditures	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
<b>General Government</b>				
Municipal Building CITY Hall Improvement	123,522	451,000	25,512	250,000
Old Fortson Library	3,560	250,000	-	200,000
Glenn Mitchel Train Depot	18,100	400,000	34,459	392,140
<b>Public Safety</b>	-	-	-	-
Vehicles	228,767	-	-	-
<b>Public Works/Utilities</b>				
Road Paving	-	1,400,000	1,222,061	-
West main Street Widening	17,050	400,000	345,748	-
Category 2 Sidewalk Construction	16,863	200,000	124,640	-
Equipment	462,423	-	-	-
<b>Parks &amp; Recreation</b>				
Park Improvements	-	100,000	56,262	-
Park Improvements	-	300,000	167,151	-
Skateboard Park	-	100,768	173,695	-
<b>Transfers to Capital Grants Fund</b>				-
CBDG Match	-	-	-	-
LWCF Match	-	-	-	-
<b>Total Expenditures</b>	870,285	3,601,768	2,149,528	842,140
<b>Net Revenue over Expenditures</b>	-214,581	-3,600,768	-2,148,253	-842,140
<b>Ending Fund Balance</b>	3,518,027	-	1,369,774	416,279

# HOTEL / MOTEL

## FUND REVENUES & EXPENSES

275-Hotel / Motel Tax Fund Anticipated Revenues	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
<b>Beginning Fund Balance</b>	31,369	34,995	33,321	46,140
General Taxes	14,763	15,908	20,627	21,040
HMT (Short term vac rentals)	-	-	604	3,600
Interest Income	32	40	40	50
<b>Total Revenue</b>	14,795	15,948	21,271	24,690
<b>Total Revenues and Fund Balance</b>	46,164	50,943	54,592	70,830
275-Hotel / Motel Tax Fund Anticipated Expenditures	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
Description				
Public Relations	6,757	7,060	-	8,000
Chamber of Commerce	6,086	5,750	8,452	9,867
<b>Total Expenditures</b>	12,843	12,810	8,452	17,867
<b>Net Revenue over Expenditures</b>	1,952	3,138	12,819	6,823
<b>Ending Fund Balance</b>	33,321	38,133	46,140	52,963

# AMERICAN RESCUE PLAN ACT

## FUND REVENUES & EXPENSES

230-American Rescue Plan Act Anticipated Revenues	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
<b>Beginning Fund Balance</b>				1,496,781
Intergovernmental	-	-	1,507,376	0
<b>Interest Income</b>	-	-	-	-
<b>Total Revenues</b>	-	-	1,507,376	0
<b>Total Revenues and Fund Balance</b>	-	-	1,507,376	1,496,781
230-American Rescue Plan Act Anticipated Expenditures	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
<b>Public Works/Utilities</b>				
2 Influent Pumps Lift Station #1	-	-	-	25,000
Pump Panel	-	-	-	6,500
RAS Pump , Auotclave	-	-	-	19,000
Bar Screen Panel , Reused Pump #2	-	-	-	15,000
Equipment			10,595	0
THOMPSON CREEK SEWER -OUTFALL	-	-	-	950,000
Meters	-	-	-	31,350
Lift Station	-	-	-	22,000
Mobile Pumps	-	-	-	10,000
Service truck to clean clarifier	-	-	-	12,000
Water Sewer connection fee analysis	-	-	-	80,000
Rebuild Equipment/Wastewater Reuse Pump	-	-	-	13,000
CMP, HDPE, Clamps, Stone, Concrete, Lids, Camera	-	-	-	65,000
Repair Maint Lift Station	-	-	-	50,000
Lift station repairs- 2 pumps	-	-	-	30,000
<b>Total Expenditures</b>	-	-	10,595	1,328,850
<b>Net Revenue over Expenditures</b>		<b>1,496,781</b>		<b>-1,328,850</b>
<b>Ending Fund Balance</b>		1,496,781		167,931

# CAPITAL GRANTS FUND

## BALANCES, REVENUES & EXPENSES

341 - Capital Grant Fund Anticipated Revenues	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
<b>Beginning Fund Balance</b>	7,686	221,337	94,771	68,591
GA DOT LMIG Grant	-	-	92,917	92,508
LCI Grant	-	-	-	100,000
CDBG Grant	-	200,000	119,454	100,000
LWCF Grant	9,945	250,000	85,028	-
GA. Dept. Natural Resources Reimbursement (LWCF)	-	-	-	150,000
Forestry Trail Grant	-	-	4,973	-
Draw down Reserve	-	-	-	225,000
CDBG Match (From SPLOST)	-	-	-	-
LWCF Match (From SPLOST)	-	-	-	-
<b>Total Revenues</b>	9,945	450,000	302,372	667,508
<b>Total Fund Balance and Revenues</b>	17,631	671,337	397,143	736,099
341 - Capital Grant Fund Anticipated Expenditures	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
Public Safety	-	-	-	-
Highway and Streets:	-	-	-	-
Site Improvement Parks	9,945	-	-	-
West Main Street Sidewalks	-	126,566	80,982	45,584
West Main Street Widening-PH1	-	200,000	200,000	-
CENTRAL AVE SIDEWALK	-	-	3,668	119,577
FLOYD RD,DANIEL/GEORGE STREET	-	-	-	112,000
CENTRAL AVE-WESTLAWN-GEORGE AVE	-	-	-	-
CENTRAL AVE-W.MAIN-MCBRAYER PARKING LOT	-	-	-	128,000
Hampton Community Park P1	-	100,000	37,139	-
Hampton Community Park P2	-	150,000	-	212,045
Caldwell Drive	-	-	6,763	51,185
<b>Total Expenditures</b>	9,945	576,566	328,552	668,391
<b>Net Revenue over Expenditures</b>	0	-126,566	-26,180	-883
<b>Ending Fund Balance</b>	7,686	94,771	68,591	67,708

# CAPITAL OUTLAY FUND

## BALANCES, REVENUES & EXPENSES

350 - Capital Project Fund Anticipated Revenues	FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
Beginning Fund Balance	-	1,053,922	4,376,975	4,485,931
Draw down from reserve	-	3,000,000	205,496	
Police Impact Fee	-	21,768	229	28,643
Park Impact Fee	-	192,252	1,958	252,964
Water Connection Fee	-	793,712	420,076	874,774
Sewer Connection Fee	-	1,734,192	758,709	1,741,418
General Fund Transfer	38,939	-	-	-
Transfer from SPLOST	233,466	-	-	-
<b>Total Revenue</b>	<b>272,405</b>	<b>5,741,924</b>	<b>1,386,468</b>	<b>2,897,799</b>
<b>Total Fund Balance and Revenues</b>	<b>272,405</b>	<b>6,795,846</b>	<b>5,763,443</b>	<b>7,383,730</b>

# CAPITAL OUTLAY FUND

## BALANCES, REVENUES & EXPENSES (*continued*)

350 - Capital Project Fund Anticipated Expenditures		FY2020 Actuals	Budget FY2021	Projected FY2021	Budget FY2022
General Government (Land Acq)		241,782	-	6,754	-
Debt Service		-	53,283	753,509	753,509
Public Safety		19,739	37,200	16,860	46,520
<b><i>Parks and Recreation</i></b>					
<i>East Hampton Community Park Phase 1</i>		7,570	221,094	266,221	-
<i>East Hampton Community Park Phase 2</i>		-	150,000	-	148,140
<i>North Forty Trail \$50,000</i>		1,626	50,000	2,789	47,211
Coley Park Lighting		-	-	-	80,000
E. Hampton irrigation -New		-	-	-	35,000
Coley Park irrigation upgrade		-	-	-	20,000
<b><i>Highways and Streets</i></b>					
Well#9		-	300,000	-	-
West Main Street Water Main Replacement-PH2		1,688	200,000	-	200,000
Electrical Line Improvement		-	-	10,024	-
Purchase Equipment				13,243	
Waterline Well Construction		-	-	2,136	-
<b><i>Road Paving: \$1,000,000</i></b>					
Elm Street		-	750,000	-	750,000
East King/Floyd Rd		-	250,000	30,420	419,820
<b><i>Stormwater: \$2,000,000</i></b>					
West Main Street Stormwater -PH2		-	200,000	38,420	275,184
Kyndal Drive Culvert Replacement		-	650,000	111,396	-
College Street / McBrayer Park Drainage Repairs		-	400,000	-	400,000
Georgia Avenue Drainage Repairs		-	750,000	25,740	724,260
<b>Total Expenditures</b>		272,405	4,011,577	1,277,512	3,899,644
<b>Net Revenue over Expenditures</b>		-	1,730,347	108,956	-1,001,845
<b>Ending Fund Balance</b>		-	<b>2,784,269</b>	<b>4,485,931</b>	<b>3,484,086</b>



## FY 2022 ADOPTED - Annual Operating and Capital Budget

October 1, 2021