

# CITY OF HAMPTON

Fiscal Year 2023  
***ADOPTED BUDGETS***  
October 1, 2022



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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 1

# Table of Contents

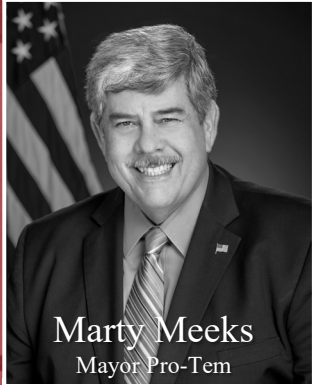
	Page Index
Table of Contents .....	2
Elected Officials.....	3
City Administration.....	4
City Manager Letter.....	5-9
Section 1: Introduction & Overview.....	10-17
Section 2: Financial Structure, Policy & Process.....	18-30
Section 3: Departmental Budget Detail.....	31-67



## Elected Officials



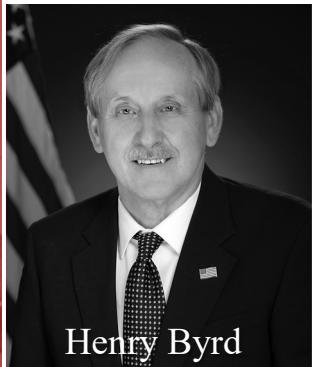
Ann N. Tarpley  
Mayor



Marty Meeks  
Mayor Pro-Tem



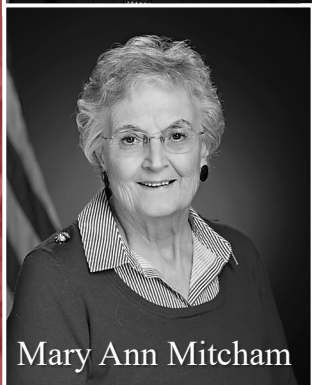
Sheila Barlow



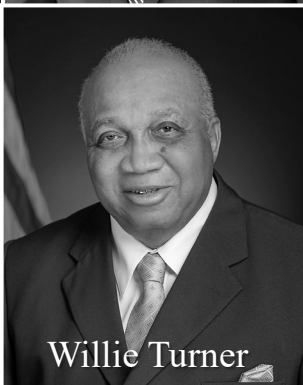
Henry Byrd



Devlin Cleveland



Mary Ann Mitcham



Willie Turner



*City of Hampton Mayor and Council*

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



# City Administration



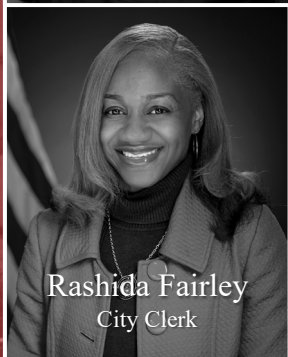
Chief James Turner  
Police Department



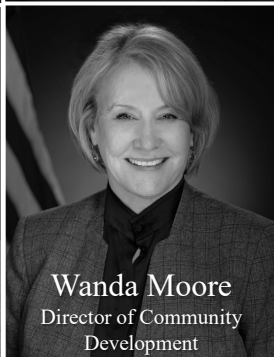
Andrea Atwater  
Director of Human Resources



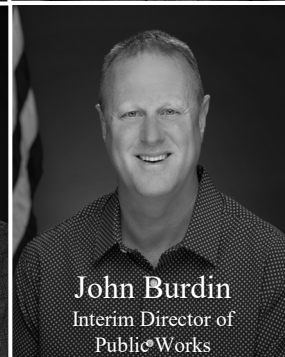
Ben Brengman  
IT Manager



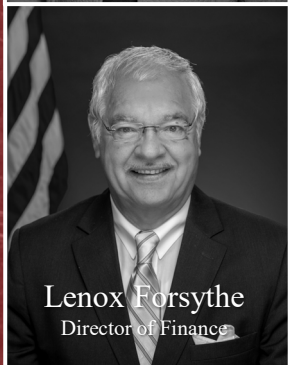
Rashida Fairley  
City Clerk



Wanda Moore  
Director of Community  
Development



John Burdin  
Interim Director of  
Public Works



Lenox Forsythe  
Director of Finance



Grace Buckley  
City Accountant



Kc Krzic  
Main Street/Economic  
Development Director



Alex S. Cohilas, City Manager  
Shelby Bentley, Executive Assistant of the City Manager

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 4





**MAYOR**  
ANN N. TARPLEY

**MAYOR PRO-TEM**  
MARTY MEEKS

**CITY COUNCIL**  
SHEILA BARLOW  
HENRY BRYD  
DEVLIN CLEVELAND  
MARY ANN MITCHAM  
WILLIE TURNER

**CITY MANAGER**  
ALEX S. COHILAS

1 October 2022

Mayor and Council  
City of Hampton  
Hampton, Georgia

Re: Fiscal Year 2023 Budget 



Dear Honorable Mayor and Council:

It is my great honor and pleasure to present to you and our citizens the **Proposed FY 2023 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, and financial advisor, along with direct feedback from you and the council.

The year's budgetary process was more challenging than virtually any other year in city history due to significant and unique circumstances. One being the uncertainty of revenue projections, and the other, addressing long overdue infrastructure improvement needs.

Every ten years, each county in Georgia begins negotiation with their respective cities on how to fairly and equitably divide Local Option Sales Tax (LOST) revenue. At the end of negotiations, a signed agreement is sent to the Georgia Department of Revenue, governing how millions of dollars of sales tax revenue will be distributed in the coming decade to each jurisdiction. The portion of LOST revenue each jurisdiction receives is, by law, utilized to roll back a portion of property tax and still maintain a balanced budget necessary to carry out the core functions of government.

Henry County, and the four cities therein, last negotiated division of LOST revenue in 2012. That agreement expires this year and a new one must be agreed upon by year end, or LOST revenue can no longer be collected. Such an occurrence would be devastating to all Henry County property owners, since budgets would then be balanced by a combination of dramatic increases in property taxes, and severe cuts in service.

Sadly, Henry County government has taken an unrealistic and adversarial posture in their negotiation with the cities, attempting to pressure the cities into accepting a clearly unfair division of LOST revenue. Consequently, Hampton, like the other cities entered this year's budget adoption cycle without any clear understanding of what portion, if any, LOST revenue we can rely upon.

Since 1979, the City of Hampton repeatedly rolled back the city property millage rate to zero. Over time Hampton became so dependent on LOST revenue that it made up sixty-two percent (62%) of our General Fund revenue. Depending on such a volatile funding source left the city vulnerable to sudden downturns in the economy.

In addition, over the past three years it became more and more apparent that serious infrastructure needs in the areas of roads, stormwater, electric grid, and parks could no longer be ignored. It also became clear that additional staff and competitive wages were needed to meet the growing needs and demands of our citizens.

Before I address the goals and objectives of the FY 2023 Budget, let me first highlight some of the major accomplishments of this past year:

- Hired new staff including:
  - 2 Police Officers (Police Department)
  - 1 Event Coordinator (Main Street)
  - 1 GIS Tech (Comm Dev)
  - 1 Planner (Comm Dev)
- Landed Project Archer, a \$400 Million Dollar Economic Development Project, creating more than 1200 full time jobs
- Completion of West Main Street Improvements Phase I
- West Main Street Improvements Phase 2 design completed, and project has begun
- Completion of East Hampton Community Park Phase I
- Grant Award received to design Phase 2 of East Hampton Community Park
- East King/Floyd Road Intersection Improvements begun
- Completion of McBrayer Park Improvements Phase I (Skate Park, concept plan for Phase 2, and restroom/concession building upgrades)
- 80% Completion of Georgia Avenue Stormwater Improvements; 100% completion within first quarter of FY 23
- Completion of Caldwell Drive Sidewalk Improvements
- Caldwell Drive Stormwater (Existing conditions evaluated and designed, construction bid released and award pending 1<sup>st</sup> quarter FY 23)
- Thompson Creek Sewer Outfall/ Sewer System Improvement (project underway)
- LCI King, George, and Daniel Streets Revitalization Study (underway, to be completed by December 2022)
- 2020 LMIG Central Avenue Improvements from Westlawn to Georgia Avenue (project underway; to be completed 1<sup>st</sup> quarter FY 23)
- 2021 LMIG Central Avenue Improvements from West Main to McBrayer Park parking lot area (GDOT LMIG grant awarded)
- 2022 LMIG Tom Eason Drive Improvements from James Street to Elm Street (GDOT LMIG grant awarded)
- Completion of Municipal City Hall Improvements
- Completion of ARPA I Projects (Public works equipment, lift stations improvements, vehicle purchase, wastewater pump rebuild)



- Annexed 1,587 acres of undeveloped property at GA Highway 20 and Highway 1941
- Minter Drive Mixed Use Rezoning consisting of commercial, single-family attached and detached residential units, and multi-family apartments
- Support of TSPLOST and subsequent new allocation of TSPLOST funds
- Collection of over \$2.9 mil in water and sewer connection fees for new development
- Design of Elm Street Paving project underway (culvert replacement)
- Woolsey Road, Elmwood Pointe, and Elm Street Station Stormwater evaluation underway
- Completion of Gateway Signage (design and construction documents)
- City Branding Project underway (completion 1<sup>st</sup> quarter FY 23)
- Glenn Mitchell Train Depot Roof Replacement Design (underway)

That being said, I am quite pleased to present to you a balanced ***FY 2023 Budget*** that overcomes the challenges we face and provides for the needs of the citizens we serve, by highlighting the following:

- This budget contemplates a reduction of LOST revenue from 6.70% to 5.94%
- A 0.39 per thousand gallons rate increase by Henry County Water Authority
- Rollback of property tax from 17.065 mils to 4.50 mils
- Inflationary increases in Sanitation expenses / rates
- 10% cost of living increases for Police Department to remain competitive
- 5% cost of living increase for civilian employees
- Addition of 8 new positions- 2 parks, 2 streets, 4 water
- Addressing Critical Capital Infrastructure needs in:
  - Water
  - Wastewater
  - Stormwater
  - Electric Grid
- Investing in Parks & Recreation
- Street & Intersection Improvements
- New Sidewalks
- New Equipment for Public Works
- New Police Vehicles
- Efficient use of Federal/State Grant Funds

This budget contains an aggressive Capital Project List to be completed within FY 2023 addressing the referenced infrastructure needs, including but not limited to the following:

- Water
  - Water Master Plan / Well Exploration
  - Water and Sewer Connection Fee Analysis Study
  - SCADA System Upgrades
- Wastewater
  - Wastewater Master Plan Update
  - Additional Lift Station Connections
- Stormwater
  - Thompson Creek Sewer Outfall Project
  - Caldwell Drive Stormwater Improvements Phase 1
  - Caldwell Drive Stormwater Improvements Phase 2
  - West Main Street Improvements PH2
  - GA Avenue Drainage Repairs
  - College Street/McBrayer Park stormwater/drainage repairs
- Electric Grid
  - HWY 20 Electric System Improvement Project
  - Electric Grid Master Improvement Plan
- Parks & Rec
  - Coley Park Lighting Phase 1
  - McBrayer Park Upgrade Phase 2
  - East Hampton Community Park Phase 2
  - East Hampton Irrigation System
  - North Forty Park Trail Phase 2
  - Coley Park Irrigation
- Street & Intersection Improvements
  - East King and Floyd Road Roundabout Intersection Improvements
  - McDonough Street/Derrick Avenue Intersection Improvement
  - Repave McDonough Street from East Main to East of Eva Drive
  - Repave Watercourse Way
  - Repave Pebble Rock Road
  - Repave Georgia Avenue from W. Main Street to Central Avenue
  - Repave Central Avenue from Westlawn Avenue to Georgia Avenue

This budget addresses many longstanding needs, prepares us for future growth which you all have carefully and thoughtfully considered, and we have collectively planned for. As expressed in our April retreat, the goal is to achieve smart growth that allows us to retain all charm and



best qualities small town America has to offer, yet keeps our downtown business district financially healthy, and provides an environment where quality investment and growth can prosper.

This budget, submitted for your approval, is faithful to the goals and principles we all believe in and seek for our future.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Alex S. Cohilas', written in a cursive style.

Alex S. Cohilas  
City Manager  
City of Hampton

# **Section 1.**

## **Introduction & Overview**

### **City of Hampton, Georgia**

### **Annual Operating & Capital Budget**

### **Fiscal Year 2023**



# General Fund Budget Summary / FY2023

General Fund Revenues	FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
General Taxes	4,687,451	4,790,357	5,048,289	4,829,669
Property Taxes	-	-	-	1,172,019
License & Permits	245,125	311,005	1,251,157	358,877
Charges for Services	30,306	38,533	34,164	50,000
Fines & Forfeitures	250,774	300,000	310,000	335,000
Interest Earned	12,338	5,928	11,811	20,000
Inter-GovernmentL (Covid-Bal)	276,825	121,000	121,000	-
Miscellaneous Revenue	32,752	12,422	91,873	15,000
<b>Total Anticipated Revenues</b>	<b>5,535,571</b>	<b>5,579,245</b>	<b>6,868,294</b>	<b>6,780,565</b>
<b>Other Financing Sources</b>				
Transfer from Enterprise Fund	576,245	762,968	762,968	408,878
<b>Total Revenues &amp; Other Sources</b>	<b>6,111,816</b>	<b>6,342,213</b>	<b>7,631,262</b>	<b>7,189,443</b>
General Fund Expenditures	FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
Mayor	14,672	22,193	26,851	26,693
City Council	74,603	104,533	84,061	107,058
Elections	-	7,500	-	-
City Manager	262,317	317,512	297,301	262,225
City Clerk	118,307	129,468	98,953	101,322
Administration	346,318	664,334	484,563	529,400
Financial Services	283,653	287,046	270,666	326,710
Information Technology	142,791	172,975	228,266	210,754
Human Resources	115,660	145,432	149,078	189,617
Community Development	357,633	622,569	525,483	816,565
Economic Development (Main Street )	110,664	326,783	172,512	542,799
Police	1,700,479	1,948,196	1,844,717	2,190,010
Municipal Court	163,366	194,496	210,291	241,014
Facilities	274,801	279,500	249,878	319,925
Streets & Highway	599,669	703,081	665,625	857,029
Parks & Recreation	163,005	416,595	205,252	468,322
<b>Total Expenditures</b>	<b>4,727,938</b>	<b>6,342,213</b>	<b>5,513,497</b>	<b>7,189,443</b>
General Fund Surplus	924,662	-	2,117,765	-
Transfer to Capital Improvement Fund	459,216	-	-	-
<b>Total Expenditures and Transfers</b>	<b>6,111,816</b>	<b>6,342,213</b>	<b>7,631,262</b>	<b>7,189,443</b>
General Fund Impact Fees	FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
<b>Impact Fees Revenues:</b>				
Public Safety Impact Fee	229	28,643	339,564	14,894
Parks & Recreation Impact Fee	1,958	252,964	647,589	131,541
<b>Total Impact Fee Revenues</b>	<b>2,187</b>	<b>281,607</b>	<b>987,153</b>	<b>146,435</b>
<b>Impact Fee Expenditures:</b>				
Transfers to Capital Projects Fund	2,187	281,607	987,153	146,435
<b>Total Impact Fee Expenditures</b>	<b>2,187</b>	<b>281,607</b>	<b>987,153</b>	<b>146,435</b>

# General Fund Revenue Detail / FY2023

General Taxes		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100-0000-31-1310	MOTOR VEHICLE TITLE AV TAX	268,346	263,426	263,085	273,057
100-0000-31-1600	REAL ESTATE TRANSFER	11,884	10,151	21,804	20,928
100-0000-31-1610	INTANGIBLE TAX	27,467	26,529	36,771	36,803
100-0000-31-1705	FRANCHISE TAX - EMC	32,621	31,689	31,508	32,640
100-0000-31-1710	FRANCHISE TAX-GA POWER	87,060	72,855	69,038	77,520
100-0000-31-1730	FRANCHISE TAX-NAT'L GAS	41,482	42,388	46,113	46,920
100-0000-31-1750	FRANCHISE TAX - CABLE TV	73,211	72,742	72,836	75,072
100-0000-31-1760	FRANCHISE TAX - TELEPHONE	23,568	19,630	16,612	24,786
100-0000-31-1770	POLE ATTACHMENT FEE	24,402	33,186	13,375	18,190
100-0000-31-3100	LOCAL OPTION SALE/USE TAX	3,385,777	3,468,009	3,738,051	3,473,950
100-0000-31-4200	BEER/WINE VENDOR TAX	109,898	126,314	103,965	98,991
100-0000-31-4300	ON SITE/BEER WINE TAX	8,280	3,223	8,041	7,005
100-0000-31-6100	BUSINESS AND OCCUPATION TAX	33,684	32,455	49,821	54,992
100-0000-31-6200	INSURANCE PREMIUM TAX	559,771	587,760	577,269	588,815
<b>Total General Taxes</b>		<b>4,687,451</b>	<b>4,790,357</b>	<b>5,048,289</b>	<b>4,829,669</b>

Property Tax		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100-0000-31-1100	Real Property- Curr Year	-	-	-	1,172,019
100-0000-31-1300	Personal Property- Curr Year	-	-	-	-
100-0000-31-9110	Penalties & Interest Delinquent RPT	-	-	-	-
100-0000-31-9120	Penalties & Interest Delinquent PPT	-	-	-	-
<b>Total Property Taxes</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,172,019</b>



# General Fund Revenue Detail (Continued)

License & Permits	FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100-0000-32-1110	BEER / WINE BUSINESS LIC	12,500	12,500	12,500
100-0000-32-1120	LIC. BEER/WINE ON SITE CON.	2,600	2,600	3,100
100-0000-32-1130	LIC. SPIRITS ON SITE CONSUMP	3,000	3,000	3,000
100-0000-32-3105	DEMOLITION PERMIT	300	300	700
100-0000-32-3110	BUILDING PERMITS	9,265	68,148	663,131
100-0000-32-3115	ELECTRICAL PERMIT	4,700	13,403	43,395
100-0000-32-3120	PLUMBING PERMIT	2,000	13,404	41,800
100-0000-32-3125	HVAC PERMIT	2,200	12,829	42,100
100-0000-32-3132	TEMPORARY PERMIT : SPECIAL EVENTS	150	-	200
100-0000-32-3133	SITE DEVELOPMENT PERMIT	-	-	850
100-0000-32-3135	SIGN PERMIT	1,040	1,200	900
100-0000-32-3136	PERMIT REPRINT FEE	-	-	1,280
100-0000-32-3138	POOL PERMIT	300	500	100
100-0000-32-3140	PLAN / PLAT REVIEW	-	3,700	90,850
100-0000-32-3142	RESIDENTIAL PLAN REVIEW FEE	106,250	72,250	-
100-0000-32-3145	LAND DISTURBANCE FEE	1,100	6,367	51,733
100-0000-32-3150	ACCESSORY STRUCTURES	-	-	100
100-0000-32-3153	WIRELESS COMMUNI FACILITY	-	-	2,000
100-0000-32-3160	INSP. RECALL FEES	2,200	3,000	7,130
100-0000-32-3162	BLDG. ADMN FEE	66	660	100
100-0000-32-3165	VARIANCE	-	-	100
100-0000-32-3170	DEVELOPMENT PERMIT	275	825	-
100-0000-32-3173	SUBDIVISION INSPECTION	-	2,000	-
100-0000-32-3174	CONDITIONAL USE PERMIT	-	500	-
100-0000-32-3175	REZONING PERMIT	1,750	5,000	-
100-0000-32-3180	MOVIE/FILMING PERMIT	13,250	15,177	28,500
100-0000-32-3181	REZONING RESIDENT-SINGLE,MULTI	1,250	1,875	1,875
100-0000-32-3182	REZONING -MIXED USE DISTRICTS	875	1,750	-
100-0000-32-3183	REZONING -COM,OFFICE,INDIV	2,150	2,150	-
100-0000-32-3184	DEVELOP OF REGIONAL IMPACT	800	1,200	-
100-0000-32-3186	COMPREHENSIVE PLAN AMEND	600	900	-
100-0000-32-3190	MODIFICATION -ZONING CONDITION	425	850	-
100-0000-32-3192	CONDITIONAL USE PERMIT	-	-	1,026
100-0000-32-3193	VARIANCE AND APPEALS	600	900	300
100-0000-32-3196	ECF ADMINISTRATIVE REVIEW	350	1,050	350
100-0000-32-3197	ADMINISTRATIVE VARIANCE	4,400	3,200	3,800
100-0000-32-3199	ZONING VERIFICATION LETTER	850	1,000	500
100-0000-32-4101	CONCEPT/PRELIMINARY/PLAN REVIEW	375	500	600
100-0000-32-4105	FINAL PLAT	3,525	1,200	1,925
100-0000-32-4107	INDIVIDUAL PLAT	50	150	2,400
100-0000-32-4109	LAND DISTURBANCE PERMIT	2,875	6,867	4,988
100-0000-32-4111	NPDES FEES	1,704	6,400	6,996
100-0000-32-4112	NPDES INSPECTION	-	-	2,290
100-0000-32-4113	LAND DISTURB/COMPLIANCE REV	-	2,000	-
100-0000-32-4117	SITE PLAN REVIEW < 10 ACRES	3,400	5,100	65,150
100-0000-32-4119	SITE PLAN REVIEW > 10 ACRES	1,200	1,200	4,500
100-0000-32-4122	COST PLAN/PLAN REVIEW	55,050	32,550	15,799
100-0000-32-4126	BUILDING CONST.PLAN REVIEW	-	-	38,674
100-0000-32-4128	FIRE SPRINKLER PLAN REVIEW	-	-	150
100-0000-32-4130	FIRE ALARM PLAN REVIEW	-	-	100,165
100-0000-32-4138	FIRE COMPLIANCE INSPECTION	200	300	300
100-0000-32-6106	FIREWORKS SALE LICENSE	500	500	100
100-0000-32-6108	CERTIFICATE OF OCCUPANY	1,000	2,000	5,700
<b>Total License &amp; Permits</b>	<b>245,125</b>	<b>311,005</b>	<b>1,251,157</b>	<b>358,877</b>

# General Fund Revenue Detail (Continued)

Inter-Governmental		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
100-000-33-4120	COVID-19	86,302	121,000	121,000	-
100-0000-33-4200	GEORGIA FORESTY GRANT	54,037	-	-	-
100-4200-38-3006	REIMBURSED STREETS-HC SDS	136,486	-	-	-
<b>Total Capital Grants</b>		<b>276,825</b>	<b>121,000</b>	<b>121,000</b>	<b>0</b>

Charges for Services		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
100-0000-34-1910	ELECTION QUALIFYING FEE	2,412	864	-	-
100-0000-34-1930	RENTAL OF DEPOT ROOM	17,674	25,741	29,630	40,000
100-6200-34-1926	PARKS SERVICES	10,220	11,928	4,534	10,000
<b>Total Charges for Services</b>		<b>30,306</b>	<b>38,533</b>	<b>34,164</b>	<b>50,000</b>

Fines & Foreitures		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
100-0000-35-1160	MUNICIPAL COURT FINES	220,977	300,000	310,000	335,000
100-0000-35-1161	CONFISCATIONS	29,797	-	-	-
<b>Total Fines &amp; Forfeitures</b>		<b>250,774</b>	<b>300,000</b>	<b>310,000</b>	<b>335,000</b>

Interest Earned		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
100-0000-36-1000	INTEREST REVENUES	6,091	5,928	11,811	20,000
100-0000-36-1005	REALIZED GAIN/LOSS ON INVESTMENT	6,247	-	-	-
<b>Total Interest Earned</b>		<b>12,338</b>	<b>5,928</b>	<b>11,811</b>	<b>20,000</b>



# General Fund Revenue Detail (Continued)

Other Miscellaneous Revenue		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
100-0000-39-1000	TRANSFER FROM ENTERPRISE	576,245	714,392	762,968	408,878
100-0000-37-1000	DONATIONS - FROM OTHER SOURCES	9,681	9,114	-	9,000
100-0000-38-9000	OTHER (MISCELLANEOUS REV)	19,017	2,935	6,558	3,000
100-3200-35-1901	OTHER PUBLIC SERVICE REV	1818	-	-	-
100-3200-38-3001	REIMBURSEMENT POLICE DEPT	2,187	-	79,588	-
100-7555-34-7300	MAIN STREET EVENTS REVENUE	49	60	-	-
100-7555-37-1000	DONATIONS - PRIVATE SOURCES	-	313	5,427	3,000
100-7555-38-3004	REIMBURSEMENT MAIN STREET	-	-	300	-
<b>Total Other Miscellaneous Revenue</b>		<b>32,752</b>	<b>12,422</b>	<b>91,873</b>	<b>15,000</b>

Impact Fees		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
100-3200-34-1920	PUBLIC SAFETY IMPACT FEES	229	28,643	339,564	14,894
100-6200-34-1925	PARKS & REC IMPACT FEES	1,958	252,964	647,589	131,541
<b>Total Impact Fees</b>		<b>2,187</b>	<b>281,607</b>	<b>987,153</b>	<b>146,435</b>

<b>Total Revenues</b>		<b>5,535,571</b>	<b>5,579,245</b>	<b>6,868,294</b>	<b>6,780,565</b>
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# Enterprise Fund Summary / FY2023

Enterprise Fund Revenues	FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
<b>Enterprise Fund Revenues</b>				
Wastewater	1,071,168	1,128,962	1,189,675	1,526,340
Water	1,201,744	1,254,250	1,356,989	1,557,717
Sanitation	582,571	582,980	585,213	837,162
Electric	3,759,117	4,156,648	4,318,721	4,631,041
Development Electric Installation fee	-	-	384,900	834,400
Interest Income	1,367	5,000	4,659	6,000
Other Revenues	43,469	137,996	84,756	91,125
Transfer from General Fund	-	421,523	421,523	-
<b>Total Enterprise Fund Revenues</b>	<b>6,659,436</b>	<b>7,687,359</b>	<b>8,346,436</b>	<b>9,483,785</b>
Enterprise Fund Expenditures	FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
Enterprise Financial Services	355,320	418,449	357,003	439,819
Public Works	446,877	360,632	352,092	377,804
Wastewater	362,179	458,916	468,372	519,243
30-Day Reserve Wastewater	-	38,243	39,031	39,031
Depreciation	467,038	154,490	154,490	308,980
Water	1,048,628	1,249,875	1,264,864	1,787,348
30-Day Reserve water	-	104,156	105,405	104,156
Depreciation	141,332	29,490	29,490	58,980
Sanitation	381,563	458,500	553,224	737,526
Electric	3,107,473	3,349,488	4,063,576	4,334,311
30-Day Reserve Electric	-	279,124	338,631	279,124
Depreciation	98,102	23,027	23,027	46,054
Net Non- Operating Revenues (Expenses)	(1,352,604)	-	-	-
Transfer to General Fund	576,245	762,968	762,968	408,878
<b>Total Enterprise Fund Expenditures</b>	<b>5,632,153</b>	<b>7,687,359</b>	<b>8,512,174</b>	<b>9,441,253</b>
Enterprise Fund Surplus (deficits)	1,027,283	-	-165,738	42,532
Total Expenditures and Transfers	6,659,436	7,687,359	8,346,436	9,483,785
Enterprise Fund Impact Fees	FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
<b>Connection Fees Revenues:</b>				
Sewer Connection Fees	758,709	1,741,418	1,515,009	1,683,611
Water Connection Fees	493,462	874,774	831,805	578,954
<b>Total Connection Fee Revenues</b>	<b>1,252,171</b>	<b>2,616,192</b>	<b>2,346,814</b>	<b>2,262,565</b>
<b>Connection Fee Expenditures:</b>				
Transfer to Capital Projects Fund	1,252,171	2,616,192	2,346,814	2,262,565
<b>Total Connection Fee Expenditures</b>	<b>1,252,171</b>	<b>2,616,192</b>	<b>2,346,814</b>	<b>2,262,565</b>

# Enterprise Fund Revenue Detail / FY2023

Investment Income		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
520-0000-36.1000	INTEREST INCOME	1,367	5,000	4,659	6,000
Total investment Income		1,367	5,000	4,659	6,000
Wastewater		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
520-4300-34.1321	SEWER CONNECTION FEES	758,709	1,741,418	1,515,009	1,683,611
520-4300-34.4253	SEWER BASE RATE	303,178	375,179	370,043	428,335
520-4300-34-4255	SEWER CHARGES	767,990	753,783	819,632	1,098,005
Total Wastewater Revenue		1,829,877	2,870,380	2,704,684	3,209,951
Water		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
520-4400-34.1322	WATER CONNECTION FEE	493,462	874,774	831,805	578,954
520-4400-34.4210	SALE OF WATER	888,482	866,225	963,288	1,131,830
520-4400-34.4211	WATER BASE RATE	313,262	388,025	393,701	425,887
Total Water Revenue		1,695,206	2,129,024	2,188,794	2,136,671
Sanitation		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
520-4500-34.41110	SANITATION COLLECTION	582,571	582,980	585,213	837,162
Total Sanitation Revenue		582,571	582,980	585,213	837,162
Electric		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
520-4600-34.1232	ELECTRICAL TAP FEES	80,272	98,000	173,800	80,072
520-4600-34.1325	DEVELOPMENT ELECTRIC FEE	-	-	384,900	834,400
520-4600-34.4211	ELECTRIC BASE RATE	-	302,962	298,446	389,968
520-4600-34.4310	SALES OF ELECTRICITY	3,623,240	3,705,747	3,750,138	4,095,001
520-4600-34.4311	SECURITY LIGHTS	12,136	12,225	23,915	24,000
520-4600-38.3005	REIMBURSEMENT STREET LIGHTS	27,370	21,803	25,494	22,000
520-4600-38.3007	REIMB ELECTRICAL DEPT	16,099	15,911	46,928	20,000
Total Electric Revenue		3,759,117	4,156,648	4,703,621	5,465,441
Other Fees		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
520-9999-34.6900	OTHER FEES	11,692	34,000	37,530	38,200
520-9999-34.6901	AMP	332	-	-	500
520-9999-34.9300	BAD CHECK FEES	1,216	2,000	1,613	1,700
520-9999-34.9310	SERVICE AND PENALTY	30,229	101,996	45,613	50,725
Total Other Fees		43,469	137,996	84,756	91,125
Total Revenues		7,911,607	9,882,028	10,271,727	11,746,350

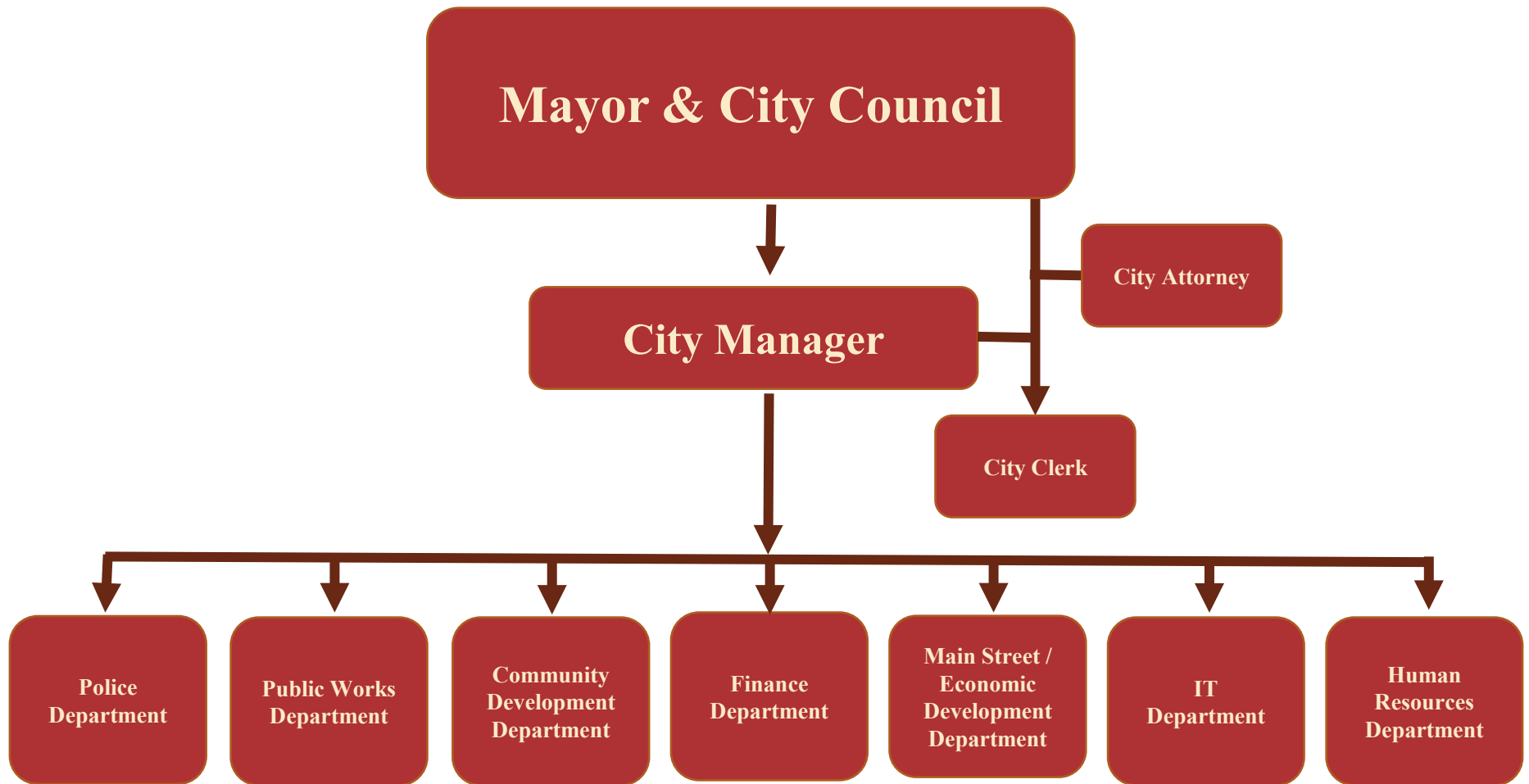


## **Section 2.**

# **Financial Structure, Policy & Process**

**City of Hampton, Georgia**  
**Annual Operating & Capital Budget**  
**Fiscal Year 2023**

# 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

TSPLOST Transportation Projects Fund

Capital Improvement Projects Fund

Capital Grants Funds

American Rescue Plan Act Fund

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.

For the fiscal year 2023, the governing authority adopts an operating millage rate of 4.5 mills to provide property tax revenues to the General Fund. These taxes are generated based on the property values that are determined by the Henry County Tax Assessor's Office, which also include personal property, motor vehicles, mobile homes, timber and heavy-duty equipment. Tax bills are levied in the fall of each tax year and appear on the Henry County Annual Property Tax Statement and payment is due mid-November payable to Henry County Tax Commissioner.

### **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 use for Capital Projects.

### **TSPLOST Fund**

This fund accounts for the special purpose local options sales tax revenue use for Transportation Projects.

### **American Rescue Plan Act Fund**

The American Rescue Plan Act (ARPA) is a federal economic stimulus fund to facilitate the country's recovery from the economic and health impact of COVID-19 pandemic. ARPA funds are to support pressing economic recovery challenges, from public health and vaccinations to affordable housing to broadband access and infrastructure.

### **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 of 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 receipted 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 Details**

## **City of Hampton, Georgia**

### **Annual Operating & Capital Budget**

### **Fiscal Year 2023**

**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 2021 Budget:** \$14,672

**FY 2022 Adopted Budget:** \$22,193

**Proposed 2023 Budget:** \$26,693

# MAYOR

Mayor		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1310.51.1100	REGULAR EMPLOYEES	10,800	10,800	10,800	10,800
100.1310.51.2200	SOCIAL SEC (FICA) CONTR	826	826	826	826
100.1310.51.2400	RETIREMENT CONTRIBUTION	42	2,325	2,325	2,325
100.1310.51.2600	UNEMPLOYMENT INSURANCE	0	42	42	42
100.1310.52.1240	PUBLIC RELATIONS	129	1,000	565	1,000
100.1310.52.3220	TELEPHONE	2,743	2,000	3,453	4,000
100.1310.52.3500	TRAVEL	-	2,000	3,618	3,500
100.1310.52.3700	EDUCATION/TRAINING	-	2,000	2,856	3,000
100.1310.53.1100	SUPPLIES- OFFICE	132	1,000	753	1,000
100.1310.53.1120	SMALL EQUIPMENT < \$5K	-	-	1,488	-
100.1310.53.1730	UNIFORMS PURCHASE	-	200	125	200
<b>Total Mayor</b>		<b>14,672</b>	<b>22,193</b>	<b>26,851</b>	<b>26,693</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets  
Page 32

# CITY COUNCIL

**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 2021 Budget: \$74,603**

**FY 2022 Adopted Budget: \$104,533**

**Proposed 2023 Budget: \$107,058**

City Council		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1110.51.1100	REGULAR EMPLOYEES	50,400	50,400	50,400	50,400
100.1110.51.2200	SOCIAL SEC (FICA) CONTR	3,906	3,856	3,856	3,856
100.1110.51.2400	RETIREMENT CONTRIBUTION	-	19,425	9,713	18,750
100.1110.51.2600	UNEMPLOYMENT INSURANCE	202	252	252	252
100.1110.52.3220	TELEPHONE	10,162	10,200	4,672	6,000
100.1110.52.3400	PRINTING & BINDING	-	500	-	-
100.1110.52.3501	TRAVEL - MM	472	2,000	1,267	2,000
100.1110.52.3502	TRAVEL - M.M	1,341	2,000	963	2,000
100.1110.52.3503	TRAVEL - WT	1,741	2,000	2,131	2,000
100.1110.52.3504	TRAVEL - DC	1,622	2,000	3,530	2,000
100.1110.52.3505	TRAVEL - HB	-	2,000	-	2,000
100.1110.52.3506	TRAVEL - SB	-	2,000	1,365	2,000
100.1110.52.3700	EDUCATION/TRAINING	-	-	-	2,000
100.1110.52.3701	EDUCATION/TRAINING MM	810	1,000	619	2,000
100.1110.52.3702	EDUCATION/TRAINING M.M	175	1,000	24	2,000
100.1110.52.3703	EDUCATION/TRAINING WT	1,250	1,000	1,074	2,000
100.1110.52.3704	EDUCATION/TRAINING DC	875	1,000	1,554	2,000
100.1110.52.3705	EDUCATION/TRAINING HB	-	1,000	24	2,000
100.1110.52.3706	EDUCATION/TRAINING SB	-	1,000	1,766	2,000
100.1110.53.1100	SUPPLIES- OFFICE	310	400	367	600
100.1110.53.1330	UNIFORMS	1,337	1,500	484	1,200
<b>Total City Council</b>		<b>74,603</b>	<b>104,533</b>	<b>84,061</b>	<b>107,058</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets  
Page 33



# CITY MANAGER

**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 2021 Budget: \$262,317**

**FY 2022 Adopted Budget: \$317,512**

**Proposed 2023 Budget: \$262,225**

City Manager		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1320.51.1100	REGULAR EMPLOYEES	198,793	227,449	222,782	183,911
100.1320.51.1300	OVERTIME	1,065	2,000	52	-
100.1320.51.2100	GROUP HEALTH INSURANCE	8,051	8,392	11,726	13,926
100.1320.51.2200	SOCIAL SEC (FICA) CONTR	13,655	17,553	16,909	14,069
100.1320.51.2400	RETIREMENT CONTRIBUTION	14,296	22,486	23,299	17,527
100.1320.51.2600	UNEMPLOYMENT INSURANCE	126	126	168	84
100.1320.51.2700	WORKERS COMPENSATION	442	607	912	742
100.1320.52.1240	PUBLIC RELATIONS	1,324	3,000	2,004	3,200
100.1320.52.2220	REPAIR/MAINT VEHICLE	-	-	-	1,200
100.1320.52.3220	TELEPHONE	4,485	4,792	3,807	4,800
100.1320.52.3300	ADVERTISING	-	1,000	-	-
100.1320.52.3400	PRINTING AND BINDING	-	1,400	-	1,500
100.1320.52.3500	TRAVEL	2,999	15,000	3,751	7,000
100.1320.52.3650	PROFESSIONAL DUES	1,157	1,585	1,229	1,295
100.1320.52.3700	EDUCATION & TRAINING	3,737	6,822	3,363	4,872
100.1320.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
100.1320.53.1110	SUPPLIES-OFFICE	1,817	2,200	2,911	3,700
100.1320.53.1115	COMPUTER SUPPLIES	-	-	-	500
100.1320.53.1270	ENERGY-MOTOR FUEL/LUB	3,282	2,800	4,389	3,500
100.1320.53.1730	UNIFORM PURCHASE	-	300	0	400
100.1320.54.2300	PURCHASE OF FURNITURE	7,088	-	0	-
<b>Total City Manager</b>		<b>262,317</b>	<b>317,512</b>	<b>297,301</b>	<b>262,225</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 34

## 2022 Accomplishments

- Landed Project Archer, a \$400 Million Dollar Economic Development Project, creating more than 1200 full time jobs
- Completion of West Main Street Improvements Phase I
- West Main Street Improvements Phase 2 design completed, and project has begun
- Completion of East Hampton Community Park Phase I
- Grant Award received to design Phase 2 of East Hampton Community Park
- Completion of McBrayer Park Improvements Phase I (Skate Park, concept plan for Phase 2, and restroom/concession building upgrades)
- 80% Completion of Georgia Avenue Stormwater Improvements; 100% completion within first quarter of FY 23
- Completion of Caldwell Drive Sidewalk Improvements
- Completion of Municipal City Hall Improvements
- Completion of ARPA I Projects (Public works equipment, lift stations improvements, vehicle purchase, wastewater pump rebuild)

## 2023 Goals and Objectives

- Manage FY 23 budget in spite of LOST revenue reduction
- Properly manage the growth and development in the city
- Implement cost of living increase for the Police Department
- Increase staffing in Parks, Street, and Water Departments
- Complete Water Master Plan for future growth
- Complete Wastewater Master plan to accommodate future growth
- Complete Georgia Avenue and Caldwell Drive storm water projects
- Complete GA Highway 20 electric grid upgrade
- Undertake next phase of improvements to McBrayer, Coley, and East Hampton Parks



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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 35

**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 2021 Budget:** \$118,307

**FY 2022 Adopted Budget:** \$129,468

**Proposed 2023 Budget:** \$101,322

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

# CITY CLERK

City Clerk		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1330.51.1100	REGULAR EMPLOYEES	85,198	85,122	66,227	68,187
100.1330.51.2100	GROUP HEALTH INSURANCE	10,670	11,201	3,669	499
100.1330.51.2200	SOCIAL SEC (FICA) CONTR	5,592	6,512	4,459	5,216
100.1330.51.2400	RETIREMENT CONTRIBUTION	5,911	8,342	8,768	6,498
100.1330.51.2600	UNEMPLOYMENT INSURANCE	42	42	42	42
100.1330.51.2700	WORKERS COMPENSATION	135	159	265	182
100.1330.52.1232	CONTRACTUAL SERVICES	6,243	6,290	4,932	4,573
100.1330.52.3220	TELEPHONE	1,948	1,500	1,195	1,000
100.1330.52.3500	TRAVEL	993	4,450	5,221	6,500
100.1330.52.3650	PROFESSIONAL DUES	215	400	450	525
100.1330.52.3700	EDUCATION AND TRAINING	675	4,000	2,153	2,200
100.1330.53.1100	SUPPLIES-OFFICE	685	1,250	1,439	3,700
100.1330.53.1115	COMPUTER SUPPLIES	-	-	-	1,000
100.1330.53.1120	SMALL EQUIPMENT < \$5K	-	-	-	1,000
100.1330.53.1730	UNIFORM PURCHASE	-	200	133	200
<b>Total City Clerk</b>		<b>118,307</b>	<b>129,468</b>	<b>98,953</b>	<b>101,322</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets  
Page 36



# ELECTIONS

**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 2021 Budget: \$0**

**FY 2022 Adopted Budget: \$7,500**

**Proposed 2023 Budget: \$0**

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

Elections		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1400.52.3300	ADVERTISING	-	500	-	-
100.1400.52.3851	POLL WORKER	-	6,500	-	-
100.1400.53.1100	SUPPLIES-OFFICE	-	500	-	-
<b>Total Elections</b>		0	7,500	0	0

**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 2021 Budget: \$346,318**

**FY 2022 Adopted Budget: \$664,334**

**Proposed 2023 Budget: \$529,400**

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

# ADMINISTRATION

Administration	FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1500.51.1100	REGULAR EMPLOYEES	-	-	51,794
100.1500.51.1200	TEMPORARY EMPLOYEES	7,220	30,000	20,000
100.1500.51.2100	GROUP HEALTH INSURANCE	-	-	9,904
100.1500.51.2200	SOCIAL SEC (FICA) CONTR	688	2,295	5,492
100.1500.51.2400	RETIREMENT CONTRIBUTION	-	-	4,936
100.1500.51.2600	UNEMPLOYMENT INSURANCE	37	-	42
100.1500.51.2700	WORKER'S COMPENSATION	-	-	138
100.1500.52.1210	PROFESSIONAL SERVICE	1,411	-	30,300
100.1500.52.1220	PROFESSIONAL SER-ATTORNEY	60,918	99,000	99,000
100.1500.52.1240	PUBLIC RELATIONS	10,163	8,900	12,000
100.1500.52.1330	TECHNICAL SER-COMPUTER	-	1,500	1,500
100.1500.52.2210	REPAIR/MAINT EQUIPMENT	104	-	-
100.1500.52.2320	RENTAL OF EQUIPMENT	23,448	34,000	34,000
100.1500.52.3100	INSURANCE LIB/BOND	119,972	303,745	160,000
100.1500.52.3210	POSTAGE	-	1,044	1,044
100.1500.52.3220	TELEPHONE/WEB/PG/CALLING	22,114	21,000	21,000
100.1500.52.3300	ADVERTISING	4,623	1,000	13,000
100.1500.52.3400	PRINTING AND BINDING	2,888	4,000	5,000
100.1500.52.3500	YOUTH OPPORTUNITIES	9,032	11,800	11,800
100.1500.52.3501	TRAVEL	-	-	15,000
100.1500.52.3610	GMA DUES	4,313	6,000	7,000
100.1500.52.3650	PROFESSIONAL DUES	450	750	750
100.1500.52.3700	EDUCATION AND TRAINING	-	-	10,436
100.1500.52.3920	PRE EMPLOYMENT PHYSICAL	-	-	-
100.1500.53.1110	SUPPLIES-OFFICE	11,322	12,000	16,400
100.1500.53.1120	SMALL EQUIPMENT SUPPLIES < \$5k	-	-	1,000
100.1500.53.1300	HOSPITALITY	-	-	28
100.1500.53.1730	UNIFORM	605	1,300	1,300
100.1500.57.1050	MEALS/WHEELS-FRIENDS LI	-	5,000	-
100.1500.57.3100	BANK CHARGES	-	-	600
100.1500.57.4100	OVER / SHORT BALANCING	85	-	-
100.1500.57.4200	COVID-19	66,925	121,000	-
<b>Total Administration</b>		<b>346,318</b>	<b>664,334</b>	<b>529,400</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 38



**Function:** The Financial Services Department is responsible for the management & oversight of the City's budget, financial reporting, Disbursement Activities, Manages and facilitates cash management, utility billings and collections of City's Revenues. Accounts Receivable & Payables, Payroll, Investments, business tax collection, Year-end audits.

**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. Residents/customers have electronic access supported with a new updated billing format.

**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 2021 Budget: \$283,653**

**FY 2022 Adopted Budget: \$287,046**

**Proposed 2023 Budget: \$326,710**

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

October 1, 2022

# FINANCIAL SERVICES

Financial Services		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1511.51.1100	REGULAR EMPLOYEES	151,206	170,500	147,113	191,487
100.1511.51.2100	GROUP HEALTH INSURANCE	8,039	8,391	7,331	10,403
100.1511.51.2200	SOCIAL SEC (FICA) CONTR	10,619	13,043	11,033	14,649
100.1511.51.2400	RETIREMENT CONTRIBUTION	10,046	16,709	13,676	18,252
100.1511.51.2600	UNEMPLOYMENT INSURANCE	84	84	110	84
100.1511.51.2700	WORKER'S COMPENSATION	241	319	659	510
100.1511.52.1210	PROFESSIONAL SERVICES	42,176	33,500	40,500	40,000
100.1511.52.1232	CONTRACTUAL SERVICES	394	-	422	500
100.1511.52.1330	TECHNICAL SERVICES	-	13,000	13,796	15,000
100.1511.52.2210	REPAIR/MAINT EQUIPMENT	435	-	-	-
100.1511.52.3210	POSTAGE	-	500	-	1,000
100.1511.52.3220	TELEPHONE/WEB PG	2,444	3,000	2,562	3,000
100.1511.52.3400	PRINTING AND BINDING	-	1,000	-	-
100.1511.52.3500	TRAVEL	-	-	-	1,000
100.1511.52.3650	PROFESSIONAL DUES	918	1,500	1,290	1,200
100.1511.52.3700	EDUCATION AND TRAINING	1,877	2,000	58	1,000
100.1511.52.3910	DRUG TESTING	-	-	-	125
100.1511.52.3930	BANK CHARGES/PAYROLL	20,338	18,000	27,910	22,000
100.1511.52.3931	CREDIT CARD SURCHARGES	30,978	-	-	-
100.1511.53.1110	SUPPLIES-OFFICE	3,858	1,000	1,163	2,000
100.1511.53.1115	COMPUTER SUPPLIES	-	-	3,043	3,000
100.1511.53.1120	SMALL EQUIPMENT < \$5k	-	4,000	-	1,000
100.1511.53.1730	UNIFORM PURCHASE	-	500	-	500
<b>Total Financial Services</b>		<b>283,653</b>	<b>287,046</b>	<b>270,666</b>	<b>326,710</b>

**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 2021 Budget: \$142,791**

**FY 2022 Adopted Budget: \$172,975**

**Proposed 2023 Budget: \$210,754**

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

# INFORMATION TECHNOLOGY

Information Technology		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1535.51.1100	REGULAR EMPLOYEES	67,123	68,989	64,903	84,053
100.1535.51.2100	GROUP HEALTH INSURANCE	5,914	7,976	8,988	9,904
100.1535.51.2200	SOCIAL SEC (FICA) CONTR	4,562	5,278	4,965	6,430
100.1535.51.2400	RETIREMENT CONTRIBUTION	4,618	6,761	8,664	8,010
100.1535.51.2600	UNEMPLOYMENT INSURANCE	84	42	205	42
100.1535.51.2700	WORKERS COMPENSATION	107	129	204	224
100.1535.52.1230	PROFESSIONAL SERVICES	9,744	13,000	83,437	49,540
100.1535.52.3220	TELEPHONE/WEB PG	1,315	1,400	2,097	2,600
100.1535.52.3500	TRAVEL	-	2,000	616	4,000
100.1535.52.3650	PROFESSIONAL DUES	1,100	13,000	1,733	200
100.1535.52.3700	EDUCATION AND TRAINING	4,403	12,000	4,428	3,000
100.1535.53.1110	SUPPLIES OFFICE	1,044	1,200	1,691	1,500
100.1535.53.1115	COMPUTER SUPPLIES	6,264	5,000	12,337	5,000
100.1535.53.1730	UNIFORM PURCHASE	-	200	-	250
100.1535.54.2400	CAPITAL OUTLAY COMPUTER	36,513	36,000	33,998	36,000
<b>Total Information Technology</b>		<b>142,791</b>	<b>172,975</b>	<b>228,266</b>	<b>210,754</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 40

# HUMAN RESOURCE DEPARTMENT

**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 2021 Budget: \$115,660**

**FY 2022 Adopted Budget: \$145,432**

**Proposed 2023 Budget: \$189,617**

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

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

October 1, 2022

Human Resources		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1540.51.1100	REGULAR EMPLOYEES	83,695	88,500	87,670	89,972
100.1540.51.2100	GROUP HEALTH INSURANCE	10,700	11,201	8,592	13,926
100.1540.51.2200	SOCIAL SEC (FICA) CONTR	5,751	6,770	6,706	6,883
100.1540.51.2400	RETIREMENT CONTRIBUTION	5,749	8,673	8,787	8,574
100.1540.51.2600	UNEMPLOYMENT INSURANCE	42	42	42	42
100.1540.51.2700	WORKERS COMPENSATION	133	166	256	240
100.1540.52.1230	PROFESSIONAL SERVICES	-	350	107	26,050
100.1540.52.1232	CONTRACTUAL SERVICE	197	250	16,235	12,250
100.1540.52.1240	PUBLIC RELATION	-	1,000	-	1,500
100.1540.52.3210	POSTAGE	55	30	-	30
100.1540.52.3220	TELEPHONE/WEB PG	1,231	1,350	1,381	1,350
100.1540.52.3300	ADVERTISING	-	-	-	500
100.1540.52.3400	PRINTING AND BINDING	-	2,500	1,255	2,500
100.1540.52.3500	TRAVEL	-	2,000	0	2,000
100.1540.52.3650	PROFESSIONAL DUES	-	300	372	300
100.1540.52.3700	EDUCATION AND TRAINING	1,699	1,700	612	1,700
100.1540.52.3852	EMPLOYEE EVENTS AND REC	1,207	3,000	3,792	4,200
100.1540.52.3910	EMPLOYEE DRUG/PRE EMPLOYMEN	435	1,500	1,187	1,500
100.1540.52.3912	EMPLOYEE HEALTH AND WELLNESS	3,285	9,500	9,087	9,500
100.1540.53.1110	SUPPLIES OFFICE	642	1,500	1,683	1,500
100.1540.53.1115	COMPUTER SUPPLIES	675	1,000	-	1,000
100.1540.53.1120	SMALL EQUIPMENT SUPPLIES< \$5K	-	3,900	1,087	3,900
100.1540.53.1730	UNIFORM PURCHASE	164	200	228	200
<b>Total Human Resources</b>		<b>115,660</b>	<b>145,432</b>	<b>149,078</b>	<b>189,617</b>

**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 2021 Budget: \$357,633**

**FY 2022 Adopted Budget: \$622,569**

**Proposed 2023 Budget: \$ 816,565\***

**\*Note:** Increase budget for professional and contract services which are directly tied to increase of development. The unrestricted permit fees collected are allocated to fund these budget line items. Also unique to this budget is the cost associated with the 2023 Comprehensive Plan Update.

**Change:** No change to the department.

# COMMUNITY DEVELOPMENT

Community Development		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.7450.51.1100	REGULAR EMPLOYEES	153,738	276,833	220,464	329,516
100.7450.51.1300	OVERTIME	2,856	3,000	8,244	-
100.7450.51.2100	GROUP HEALTH INSURANCE	19,352	39,879	28,564	49,518
100.7450.51.2200	SOCIAL SEC (FICA) CONTR	9,665	21,407	15,206	25,208
100.7450.51.2400	RETIREMENT CONTRIBUTION	8,283	27,424	12,127	31,403
100.7450.51.2600	UNEMPLOYMENT INSURANCE	158	252	261	252
100.7450.51.2700	WORKER'S COMPENSATION	249	524	694	5,118
100.7450.52.1230	PROFESSIONAL SERVICE-ENGINEER	123,173	112,000	108,670	115,800
100.7450.52.1232	CONTRACT SERVICES	19,768	75,000	97,372	156,000
100.7450.52.1236	TITLE SEARCH/PROFESSIONAL	11,807	20,000	2,302	80,000
100.7450.52.2220	REPAIR AND MAINT VEHICLE	322	400	46	500
100.7450.52.3210	POSTAGE	61	1,000	203	500
100.7450.52.3220	TELEPHONE	2,712	3,750	5,308	4,200
100.7450.52.3300	ADVERTISEMENT	57	300	126	500
100.7450.52.3400	PRINTING AND BINDING	1,039	1,800	311	1,200
100.7450.52.3500	TRAVEL	-	500	474	2,000
100.7450.52.3650	PROFESSIONAL DUES	-	640	466	1,200
100.7450.52.3700	EDUCATION AND TRAINING	140	2,000	680	5,000
100.7450.52.3910	DRUG TESTING	230	460	234	150
100.7450.53.1110	SUPPLIES OFFICE	1,424	1,000	1,468	-
100.7450.53.1112	HISTORICAL SUPPLIES/TRA	120	12,500	-	-
100.7450.53.1113	TREE BOARD SUPPLIES/TRA	15	200	-	-
100.7450.53.1115	COMPUTER SUPPLIES	-	-	-	4,500
100.7450.53.1120	SMALL EQUIPMENT SUPPLIES < \$5K	-	4,800	9,497	1,700
100.7450.53.1270	ENERGY MOTOR FUEL	164	300	278	800
100.7450.53.1300	HOSPITALITY	-	-	-	500
100.7450.53.1730	UNIFORM PURCHASE	241	600	673	1,000
100.7450.54.2300	PURCHASE OF FURN/FIX	375	-	-	-
100.7450.54.2400	CAPITAL OUTLAY COMPUTER	1,684	-	-	-
100.7450.54.2500	PURCHASE OF EQUIPMENT	-	16,000	11,815	-
<b>Total Community Development</b>		<b>357,633</b>	<b>622,569</b>	<b>525,483</b>	<b>816,565</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets  
Page 42



## 2022 Accomplishments

The Community Development Department in 2022 issued over 300 building permits, land disturbance permits for single-family residential developments total of 410 units, 173-acre industrial development with 1.2 million s.f. facility, and Floyd Road Improvement project. The department collected over 2.9 million in water and sewer connection fees, and 1.1 million in permit fees. Staff facilitated annexation of 1,587-acres undeveloped land, rezoned 132-acres for mix used development, and 50-acres for planned development. Staff coordinated the city's GDOT LMIG applications and project oversight of \$150,000 LCWF Grant for East Hampton Community Park Phase 2, \$100,000 CDBG funding for West Main Street Phase II project, Gateway Signage Project, Branding Initiative, Official Zoning Map approval, Henry Trails Plan, CTP Update, CIE Updates to DCA/ARC, and 90% Completion of LCI Study for King, George, and Daniel Street Revitalization Strategy.

We now provide GIS services in-house which has greatly enhanced the quality and timeliness of work completed and allows us to provide the most current information for our elected officials and citizens.

## 2023 Goals and Objectives

The Community Development Department will dedicate efforts to implement new on-line application processes, permitting, and payment collections. Staff will attend training opportunities that increase our level of experience and productivity, so we remain highly skilled in our respective fields. We will complete East Hampton Community Park Phase 2 Construction, LCI Revitalization Study, 2023 Comp Plan Update, and continue to look for new funding and grant opportunities.

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

October 1, 2022



FY 2023 Annual Operating and Capital Budgets

Page 43



# ECONOMIC DEVELOPMENT

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

Coordinate market initiatives, Main Street events, revitalize historic structures, and other economic 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.

## ***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 2021 Budget: \$110,664***

***FY 2022 Adopted Budget: \$326,783***

***Proposed 2022 Budget: \$542,799***

***Change:*** No change to the department.

Economic Development		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.7555.51.1100	REGULAR EMPLOYEES	58,486	110,040	49,583	164,184
100.7555.51.2100	GROUP HEALTH INSURANCE	7,038	15,952	6,554	19,807
100.7555.51.2200	SOCIAL SEC (FICA) CONTR	4,393	8,418	4,409	12,560
100.7555.51.2400	RETIREMENT CONTRIBUTION	4,983	10,784	8,070	15,647
100.7555.51.2600	UNEMPLOYMENT INSURANCE	42	84	158	84
100.7555.51.2700	WORKER'S COMPENSATION	93	206	256	2,267
100.7555.52.1230	PROFESSIONAL SERVICES	2,346	5,000	1,862	5,000
100.7555.52.1240	PUBLIC RELATIONS	66	1,000	410	1,200
100.7555.52.1330	TECHNICAL SERVICES-COMPU	-	500	144	600
100.7555.52.2140	DOWNTOWN BEAUTIFICATION	-	10,000	288	-
100.7555.52.2212	TRAIL GRANT	-	-	-	25,000
100.7555.52.2320	RENTAL OF EQUIPMENT	2,871	4,000	324	5,000
100.7555.52.3210	POSTAGE	4	100	-	250
100.7555.52.3220	TELEPHONE - WEB	1,551	1,500	2,197	2,500
100.7555.52.3300	ADVERTISING	10,197	10,000	2,722	10,000
100.7555.52.3400	PRINTING AND BINDING	-	2,000	306	2,000
100.7555.52.3500	TRAVEL	-	5,000	497	5,000
100.7555.52.3650	PROFESSIONAL DUES	375	1,500	450	1,500
100.7555.52.3700	EDUCATION AND TRAINING	200	5,000	179	7,200
100.7555.52.3852	EVENTS	12,302	20,000	14,149	45,000
100.7555.52.3910	DRUG TESTING	-	-	438	-
100.7555.53.1110	SUPPLIES OFFICE	611	2,500	434	2,500
100.7555.53.1112	HISTORICAL TRAINING-SUPPLIES	4,005	10,000	11,917	13,000
100.7555.53.1115	COMPUTER SUPPLIES	-	3,000	1,164	1,000
100.7555.53.1730	UNIFORM PURCHASE	-	200	-	1,500
100.7555.54.2317	TRANSFER TO HDA	-	50,000	50,000	50,000
100.7555.54.2315	TRANSFER TO DDA	-	50,000	-	-
100.7555.54.2400	CAPITAL OUTLAY COMPUTER	1,101	-	-	-
100.7555.54.2500	PURCHASE OF EQUIPMENT	-	-	16,000	150,000
<b>Total Economic Development</b>		<b>110,664</b>	<b>326,783</b>	<b>172,512</b>	<b>542,799</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 44

**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:** 20 Sworn officers / 2 Non-sworn officers

**Actual 2021 Budget: \$1,700,479**

**FY 2022 Adopted Budget: \$1,948,196**

**Proposed 2023 Budget: \$2,190,010**

**Change:** No change to the department.

# POLICE DEPARTMENT

Police		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.3200.51.1100	REGULAR EMPLOYEES	1,016,805	1,134,635	1,054,197	1,275,056
100.3200.51.1300	OVERTIME	18,363	15,000	17,917	18,000
100.3200.51.1400	NIGHT SHIFT DIFF	8,746	13,150	5,637	13,150
100.3200.51.1500	WEEKEND PAY	8,792	7,500	8,115	7,500
100.3200.51.2100	GROUP HEALTH INSURANCE	190,442	242,626	179,932	254,034
100.3200.51.2200	SOCIAL SEC (FICA) CONTR	67,590	88,406	74,823	100,498
100.3200.51.2400	RETIREMENT CONTRIBUTION	74,889	113,252	110,656	123,326
100.3200.51.2600	UNEMPLOYMENT INSURANCE	1,001	882	1,393	882
100.3200.51.2601	POAB ANNUITY	1,920	4,600	3,233	4,600
100.3200.51.2700	WORKER'S COMPENSATION	29,669	38,264	53,862	48,706
100.3200.52.1230	CONTRACTUAL SERVICES	3,924	30,750	27,088	57,252
100.3200.52.1240	PUBLIC / COMMUNITY RELA	9,591	5,000	6,253	12,000
100.3200.52.2150	RANGE REPAIRS	6,400	3,000	2,013	3,000
100.3200.52.2201	REPAIRS/MAINT BUILDING	3,930	3,000	820	10,000
100.3200.52.2210	REPAIRS/MAINT EQUIPMENT	2,636	4,000	5,796	6,500
100.3200.52.2220	REPAIRS/MAINT VEHICLE	25,736	18,667	25,767	30,000
100.3200.52.2330	RENTAL OF EQUIPMENT	3,215	3,500	2,547	2,800
100.3200.52.3210	POSTAGE	234	600	396	600
100.3200.52.3220	TELEPHONE	25,999	27,386	27,035	27,836
100.3200.52.3221	GPS TRACKING	2,717	3,700	2,305	3,700
100.3200.52.3250	GLENN NETWORK/GCIC	3,071	3,100	2,180	-
100.3200.52.3300	ADVERTISEMENT	25	120	-	120
100.3200.52.3400	PRINTING AND BINDING	565	700	641	1,250
100.3200.52.3500	TRAVEL	1,736	4,000	1,987	7,750
100.3200.52.3640	GA ASSOC CHIEF	175	350	1,967	1,500
100.3200.52.3700	EDUCATION AND TRAINING	11,617	20,000	12,235	20,000
100.3200.52.3710	CLERKS TRAINING	-	270	0	300
100.3200.52.3910	DRUG TESTING	2,495	300	107	300
100.3200.52.3911	PSYCHOLOGICAL EVALUATION	1,590	1,980	1,527	2,500
100.3200.52.3920	PRE-EMPLOYMENT PHYSICAL	870	1,250	532	1,250
100.3200.53.1110	SUPPLIES OFFICE	3,506	3,250	3,877	4,000
100.3200.53.1111	SUPPLIES - INVESTIGATOR	3,220	4,000	2,268	4,000
100.3200.53.1112	LEADS ON LINE	4,553	4,592	6,811	5,100
100.3200.53.1115	COMPUTER SUPPLIES	-	1,000	53	1,000
100.3200.53.1120	SMALL EQUIPMENT SUPPLIES < \$5K	-	8,000	9,360	24,000
100.3200.53.1270	ENERGY MOTOR FUEL/LUB	53,105	52,000	77,391	85,000
100.3200.53.1730	UNIFORM PURCHASE	23,833	25,821	25,617	32,500
100.3200.54.2200	PURCHASE OF VEHICLE	83,918	-	-	-
100.3200.54.2401	POWER DMS PROGRAM	3,601	3,750	6,627	-
100.3200.54.2500	PURCHASE OF EQUIPMENT	-	55,796	81,752	-
<b>Total Police</b>		<b>1,700,479</b>	<b>1,948,196</b>	<b>1,844,717</b>	<b>2,190,010</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 45

# 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 2021 Budget: \$163,366**

**FY 2022 Adopted Budget: \$194,496**

**Proposed 2023 Budget: \$241,014**

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

Municipal Court		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.2650.51.1100	REGULAR EMPLOYEES	50,392	51,778	46,429	53,934
100.2650.51.2200	SOCIAL SEC (FICA) CONTR	7,625	7,976	12,159	18,658
100.2650.51.2400	RETIRMENT CONTRIBUTION	3,579	3,961	2,836	4,126
100.2650.51.2100	GROUP HEALTH INSURANCE	3,652	5,074	5,348	5,140
100.2650.51.2600	UNEMPLOYMENT INSURANCE	42	42	56	42
100.2650.51.2700	WORKER'S COMPENSATION	80	97	1,894	745
100.2650.52.1221	PROFESS SERV-CITY JUDGE	9,450	11,000	12,000	13,500
100.2650.52.1222	PROFESS SERV-INDIG DEF	1,500	3,000	333	3,000
100.2650.52.1223	PROFESS SERV-SOLICITOR	-	-	107	-
100.2650.52.1224	PROFESS SERV-TRANSLATOR	80	300		300
100.2650.52.3220	TELEPHONE	623	665	737	900
100.2650.52.3245	COURTWARE SOLUTION	17,199	16,800	21,091	21,000
100.2650.52.3500	TRAVEL	-	500	153	-
100.2650.52.3620	WITNESS FEES	-	100	-	100
100.2650.52.3650	PROFESSIONAL DUES	197	250	-	250
100.2650.52.3700	EDUCATION TRAINING	-	500	200	500
100.2650.53.1110	SUPPILES-OFFICE	269	350	480	600
100-2650-53.1120	SMALL EQUIPMENT < \$5k	-	-	18,000	500
100.2650.53.1730	UNIFORM PURCHASE	-	-	-	250
100.2650.57.1020	PROSECUTOR TRAINING FUN	25,543	31,817	34,513	41,000
100.2650.57.1030	PEACE OFFICER A&B FUND	15,327	11,817	23,532	28,000
100.2650.57.1040	FLINT VICTIMS ASST FUND	7,095	10,817	8,671	10,817
100.2650.57.1041	GA CRIME VICTIM DUI FUN	234	2,067	104	2,067
100.2650.57.1042	FELONY/MISDEMEANOR FUND	225	2,067	93	2,067
100.2650.57.1080	HENRY CO JAIL AGREEMENT	14,912	21,817	17,812	21,817
100.2650.57.1085	CO DRUG ABUSE ED FUND	2,315	4,067	1,044	4,067
100.2650.57.1090	BRAIN & SPINAL TRUST FUND	1,247	3,317	460	3,317
100.2650.57.1095	DRIVERS ED/TRAINING FUN	1,780	4,317	2,239	4,317
<b>Total Municipal Court</b>		<b>163,366</b>	<b>194,496</b>	<b>210,291</b>	<b>241,014</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 46

**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 four new street laborers and four new park and recreation employees.

# PUBLIC WORKS DEPARTMENT FACILITIES

Facilities		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.1565.52.1233	CONTRACTUAL SERVICES	-	-	-	4,075
100.1565.52.2120	EXTERMINATING	1,500	4,500	11,370	6,000
100.1565.52.2201	REPAIRS/MAINT BUILDING	25,367	25,000	19,284	41,000
100.1565.52.2210	REPAIRS/MAINT EQUIPMENT	23,735	38,500	5,039	-
100.1565.52.2320	RENTAL OF EQUIPMENT	-	-	-	25,000
100.1565.52.3220	TELEPHONE	284	500	262	500
100.1565.53.1110	OFFICE SUPPLIES	101	-	-	-
100.1565.53.1120	SMALL EQUIPMENT < \$5k			-	4,500
100.1565.53.1160	SUPPLIES BUILDING	14,956	20,000	8,528	23,500
100.1565.53.1210	ENERGY WATER / SEWERAGE	12,042	12,000	13,992	15,000
100.1565.53.1220	ENERGY NATURAL GAS	5,916	7,000	6,642	7,350
100.1565.53.1230	ENERGY ELECTRICITY	173,459	172,000	184,595	190,000
100.1565.53.1730	UNIFORM PURCHASE	808	-	166	-
100.1565.54.2300	PURCHASE FUR/FIX	-	-	-	3,000
100.1565.54.2500	PURCHASE OF EQUIPMENT	16,633	-	-	-
<b>Total Facilities</b>		<b>274,801</b>	<b>279,500</b>	<b>249,878</b>	<b>319,925</b>

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

October 1, 2022

FY 2023 Annual Operating and Capital Budgets

Page 47



# PUBLIC WORKS DEPARTMENT *(continued)*

## STREETS & HIGHWAY

Streets & Highway		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.4200.51.1100	REGULAR EMPLOYEES	284,689	383,229	359,898	485,841
100.4200.51.1300	OVERTIME	17,871	15,000	15,816	15,000
100.4200.51.2100	GROUP HEALTH INSURANCE	58,491	89,636	72,407	126,479
100.4200.51.2200	SOCIAL SEC (FICA) CONTR	20,889	30,464	29,890	38,314
100.4200.51.2400	RETIREMENT CONTRIBUTION	17,024	39,027	29,911	47,730
100.4200.51.2600	UNEMPLOYMENT INSURANCE	522	462	543	546
100.4200.51.2700	WORKER'S COMPENSATION	19,273	29,843	32,106	38,368
100.4200.52.1210	PROFESSIONAL SERVICES	4,718	15,000	6,196	15,000
100.4200.52.2205	REPAIRS/MAINT STREETS/SIDWALK	-	15,000	23,010	17,000
100.4200.52.2210	REPAIRS/MAINT EQUIPMENT	10,980	10,000	5,935	14,000
100.4200.52.2220	REPAIRS/MAINT VEHICLE	11,501	15,000	11,017	15,000
100.4200.52.2230	REPAIRS/MAINT RIGHT/WAY	5,010	7,000	3,638	7,000
100.4200.52.3220	TELEPHONE	2,298	2,500	2,146	2,500
100.4200.52.3221	GPS TRAINING	836	1,000	638	1,000
100.4200.52.3500	TRAVEL	-	-	360	1,000
100.4200.52.3700	EDUATION AND TRAINING	249	2,600	3,227	3,000
100.4200.52.3910	DRUG TEST	561	-	665	250
100.4200.52.3920	PRE-EMPLOYMENT PHYSICAL	-	320	-	-
100.4200.53.1120	SMALL EQUIPMENT SUPPLIES < \$5K	3,889	5,500	1,220	5,000
100.4200.53.1160	SUPPLIES BUILDING	792	1,000	928	1,500
100.4200.53.1165	SUPPLIES - SIGNS	1,580	6,500	4,630	6,000
100.4200.53.1230	ENERGY / TRAFFIC LIGHTS	-	-	-	-
100.4200.53.1270	ENERGY / MOTOR FUEL	23,207	30,000	25,557	10,000
100.4200.53.1730	UNIFORM PURCHASE	498	4,000	2,888	6,500
100.4200.54.1100	LAND ACQUISITION	54,175	-	-	-
100.4200.54.1430	MAINTENANCE OF SIDE WALK	3,340	-	-	-
100.4200.54.2200	PURCHASE OF VEHICLE	-	-	33,000	-
100.4200.54.2500	PURCHASE OF EQUIPMENT	57,276	-	-	-
<b>Total Streets &amp; Highway</b>		<b>599,669</b>	<b>703,081</b>	<b>665,625</b>	<b>857,029</b>



# PUBLIC WORKS DEPARTMENT *(continued)*

## PARKS & RECREATION

Parks & Recreation		FY2021 Actuals	Budget FY2022	Projected FY2022	Budget FY2023
100.6200.51.1100	REGULAR EMPLOYEES	97,251	195,463	106,264	245,558
100.6200.51.1200	TEMPORARY EMPLOYEES	-	20,000	-	20,000
100.6200.51.1300	OVERTIME	2,955	4,500	3,438	4,500
100.6200.51.2100	GROUP HEALTH INSURANCE	14,471	31,903	18,981	73,347
100.6200.51.2200	SOCIAL SEC (FICA) CONTR	7,149	16,827	8,100	20,659
100.6200.51.2400	RETIREMENT CONTRIBUTION	5,331	19,547	7,996	23,831
100.6200.51.2401	UNEMPLOYMENT INSURANCE	237	294	299	336
100.6200.51.2700	WORKER'S COMPENSATION	2,783	5,060	3,836	3,540
100.6200.52.2230	REPAIRS/MAINT /RIGHTWAY	-	15,000	7,132	22,000
100.6200.52.2210	REPAIRS/MAINT BUILDING	7,240	19,500	4,208	3,200
100.6200.52.2210	REPAIRS/MAINT EQUIPMENT	10,091	23,700	2,466	20,000
100-6200-52.2220	REPAIRS/MAINT VEHICLE	724	-	-	4,500
100.6200.52.2240	REPAIRS/MAINT REHAB	4,447	32,000	1,954	14,000
100.6200.52.3220	TELEPHONE	2,581	2,800	2,064	2,800
100-6200-52-3910	DRUG TESTING	-	-	1,026	250
100.6200.53.1150	SPLASH PAD SUPPLIES	1,675	7,500	2,104	2,500
100.6200.53.1160	SUPPLIES BUILDING	4,110	4,500	1,078	2,000
100.6200.53.1300	SUPPLIES CONCESSION	1,517	9,500	828	2,000
100.6200.53.1230	ENERGY ELECTRICITY	-	7,000	-	-
100.6200.53.1730	UNIFORM PURCHASE	443	1,500	478	3,300
100.6200.54.2200	PURCHASE OF VEHICLE	-	-	33,000	-
<b>Total Parks &amp; Recreation</b>		<b>163,005</b>	<b>416,595</b>	<b>205,252</b>	<b>468,322</b>

# SPLOST FUND CAPITAL PROJECTS

	<i>Project Number</i>	<i>Funding Source</i>	<i>Activity</i>	<i>Years</i>	<i>Prior Cost Estimate</i>	<i>Actual Spent</i>	<i>New Cost Estimate</i>	<i>Responsible Party</i>	<i>Status</i>
1	21322MCH	SPLOST IV	Municipal City Hall Improvements	2020-2022	\$250,000	\$130,066	-	Office of City Manager	COMPLETE
2	21322OFL	SPLOST IV	Old Fortson Library/ Community Center	2021-2024	\$39,635	\$0	\$159,569	Public Works	In progress
3	20322DU	SPLOST IV	Glenn Mitchell/Train Depot Roof Repair	2020-2024	\$392,140	\$11,627	\$380,513	Office of City Manager	In progress
4	23322ESH	SPLOST IV	Purchase Equipment-Streets & HWY	2020-2024	\$160,365	\$47,150	\$113,215	Public Works	In progress
5	21322SBP	SPLOST IV	McBrayer Skatepark	2022-2023	-	-\$1,886	-	Public Works	COMPLETE
6	23322EKF	SPLOST IV	East King, West Floyd Roundabout Intersection IMP	2023-2024	-	\$0	\$245,721	Public Works	In progress
7	23324OFP	SPLOST V	Old Forston Library Adjoining Property Purchase	2023-2024	-	\$0	\$119,400	Office of City Manager	In progress
8	23324 TES	SPLOST V	Tom Eason Sidewalks-paving from James St to Elm St (LMIG 30% Match)	2023-2025	-	\$0	\$27,752	Public Works	Ongoing
9	23324CAW	SPLOST V	Central Ave sidewalks paving from W.main to parking Lot (LMIG 30% Match)	2023-2024	-	\$0	\$24,875	Public Works	Ongoing
10	23324CAS	SPLOST V	Central Ave sidewalks Westlawn to GA AVE (LMIG 30% Match)	2022-2023	-	\$0	\$73,429	Public Works	In progress
11	23324WMS	SPLOST V	West Main Street Improvements PH2	2020-2024	-	\$0	\$300,000	Public Works	In progress
12	23324SPB	SPLOST V	Street pole banners - Entrance signs	2023-2024	-	\$0	\$10,000	Main Street	Ongoing
13	23324CPL	SPLOST V	Coley Park Lighting	2023-2024	-	\$0	\$600,000	Office of City Manager	Ongoing
14	23324MCB	SPLOST V	McBrayer Park Upgrades PH 1 (Park Improvements)	2023-2024	-	\$0	\$500,000	Public Works	Ongoing
15	23324EHP2	SPLOST V	East Hampton Community Park PH 2	2023-2024	-	\$0	\$500,000	Comm. Dev. / Public Works	In progress
16	23324LAE	SPLOST V	ITB Landscape Arch. & Engineering Design	2023-2024	-	\$0	\$50,000	Community Development	In progress
17	22324GWS	SPLOST V	Gateway Signage Design and Branding PH 1	2023-2024	-	\$20,000	\$150,000	Office of City Manager	In progress
18	23324MCC	SPLOST V	McBrayer Pk, Central Ave., Oak St. (Increase sewer gravity flow)	2023-2025	-	\$0	\$750,000	Public Works	In progress
					\$842,140	\$206,957	\$4,004,474		

SPLOST IV EXPENDITURES: \$899,018

SPLOST V EXPENDITURES: \$3,105,456

**TOTAL EXPENDITURES: \$4,004,474**

# CAPITAL FUND OUTLAY PROJECTS

Project ▾	Funding Source ▾	Activity ▾	Years ▾	Prior Cost Estimate ▾	Actual Spent ▾	New Cost Estimate ▾	Responsible Party ▾	Status ▾
1	SEWER CONNECTION FEES	Debt Service Requirements	2022-2024	\$753,509	\$0	\$753,509	City Manager	In progress
2	PARK & REC., ADMIN. IMPACT FEES	Land Acquisition	2023-2028	\$0	\$28,061	\$0	City Manager	Ongoing
3	POLICE IMPACT FEES	Public Safety (Police Vehicle)	2022-2024	\$46,520	\$2,393	\$185,502	Public Safety	Ongoing
		<b>Parks and Recreation:</b>						
4	PARK & REC., ADMIN. IMPACT FEES	Coley Park Irrigation Upgrade	2022-2024	\$20,000	\$0	\$20,000	Public Works	Ongoing
5	PARK & REC., ADMIN. IMPACT FEES	Coley Park Lighting	2022-2024	\$80,000	\$0	\$500,000	Public Works	Ongoing
6	PARK & REC., ADMIN. IMPACT FEES	East Hampton Community Park Irrigation	2022-2024	\$35,000	\$0	\$35,000	Public Works	Ongoing
7	PARK & REC., ADMIN. IMPACT FEES	East Hampton Community Park-PH2	2022-2024	\$148,140	\$13,225	\$134,915	Public Works	In progress
8	PARK & REC., ADMIN. IMPACT FEES	North Forty Trail Park-PH2	2022-2024	\$47,211	\$0	\$47,211	Public Works	In progress
9	PARK & REC., ADMIN. IMPACT FEES	Stage (Mobile Trailer)	2022-2024	\$0	\$0	\$10,000	Public Works	Ongoing
		<b>Highways and Streets:</b>						
10	WATER CONNECTION FEES	West Main Street Water Main Replacement PH2	2022-2024	\$200,000	\$0	\$200,000	Public Works	In progress
11	WATER CONNECTION FEES	Well #9	2020-2024	\$0	\$0	\$0	Public Works	Ongoing
12	SEWER CONNECTION FEES	Wastewater Master Plan Update	2023-2024	\$0	\$0	\$25,000	Public Works	Ongoing
13	WATER CONNECTION FEES	Water Master Plan / Well Exploration	2023-2024	\$0	\$0	\$100,000	Public Works	Ongoing
14	PROCEEDS FROM DEBT ISSUANCE	Cherry Street Underground Power	2023-2028	\$0	\$0	\$225,000	Public Works	Ongoing
15	PROCEEDS FROM DEBT ISSUANCE	Vac Truck	2023-2028	\$0	\$0	\$508,000	Public Works	Ongoing
		<b>New Stormwater:</b>						
16	PROCEEDS FROM DEBT ISSUANCE	Elm Street Station Stormwater Improvements	2023-2028	\$0	\$0	\$95,000	Public Works	Ongoing
17	PROCEEDS FROM DEBT ISSUANCE	Elmwood Point Stormwater Improvements	2023-2028	\$0	\$0	\$75,000	Public Works	Ongoing
18	PROCEEDS FROM DEBT ISSUANCE	Rosenwald Drive Stormwater Improvements	2023-2028	\$0	\$0	\$30,000	Public Works	Ongoing
19	PROCEEDS FROM DEBT ISSUANCE	Woolsey Road Drainage Improvements	2023-2028	\$0	\$0	\$1,000,000	Public Works	Ongoing
20	WATER CONNECTION FEES	East King/Floyd Rd Roundabout Intersection Improvements	2023-2024	\$0	\$0	\$150,000	Public Works	In progress
21	SEWER CONNECTION FEES	East Main, George Street, East King, HWY 20 Sewer IMP	2023-2028	\$0	\$0	\$1,160,000	Public Works	Ongoing
22	SEWER CONNECTION FEES	Diameter Various Segments Table 4.2 due to flat slopes	2023-2028	\$0	\$0	\$30,000	Public Works	Ongoing
		<b>Stormwater (\$2,000,000):</b>						
23	GF RESERVE TRANSFER	West Main Street Stormwater-PH2	2020-2024	\$275,184	\$1,160	\$195,270	Public Works	In progress
24	GF RESERVE TRANSFER	College Street / McBrayer Park Drainage Repairs	2020-2024	\$400,000	\$7,651	\$392,349	Public Works	In progress
25	GF RESERVE TRANSFER	Georgia Avenue Drainage Repairs	2020-2023	\$724,260	\$255,921	\$457,470	Public Works	In progress
26	GF RESERVE TRANSFER	Caldwell Drive Stormwater Improvements	2023-2028	\$0	\$0	\$463,420	Public Works	In progress
		<b>Road Improvements (\$1,000,000):</b>						
27	GF RESERVE TRANSFER	Elm Street Paving	2020-2024	\$750,000	\$7,930	\$742,070	Public Works	Ongoing
28	GF RESERVE TRANSFER	East King/Floyd Rd Roundabout	2020-2024	\$250,000	\$0	\$250,000	Public Works	In progress
		<b>Intersection Improvements (\$500,000):</b>						
29	PRIVATE CONTRIBUTIONS	East King/Floyd Rd Roundabout	2020-2024	\$500,000	\$69,669	\$430,331	Public Works	In progress
				<b>\$3,979,824</b>	<b>\$386,010</b>	<b>\$8,215,047</b>		

# GRANT FUND PROJECTS

	<i>Project Number</i>	<i>Funding Source</i>	<i>Activity</i>	<i>Years</i>	<i>Prior Cost Estimate</i>	<i>Actual Spent</i>	<i>New Cost Estimate</i>	<i>Responsible Party</i>	<i>Status</i>
	22234LRS	Capital Grant Fund	LCI Revitalization Study	2022-2023	\$0	\$72,916	\$0	Community Dev / Public Works	In progress
1	17341CWD	Capital Grant Fund	Caldwell Drive Sidewalks	2021-2022	\$51,185	\$20,740	\$0	Community Dev / Public Works	COMPLETE
2	21341WSS	Capital Grant Fund	West Main Street Sidewalks PH1	2020-2022	\$45,584	\$7,043	\$0	Community Dev / Public Works	COMPLETE
3	20341CWD	Capital Grant Fund	Caldwell Drive Stormwater Improvements	2020-2023	\$0	\$0	\$30,445	Community Dev / Public Works	In progress
4	23341TES	Capital Grant Fund	Tom Eason, James Street to Elm Street Sidewalks-LMIG 2022	2023-2025	\$0	\$0	\$92,508	Community Dev / Public Works	Ongoing
5	21341CMM	Capital Grant Fund	Central Ave, W.Main to McBrayer Park Sidewalk-LMIG 2021	2021-2024	\$128,000	\$0	\$82,917	Community Dev / Public Works	Ongoing
6	21341CAS	Capital Grant Fund	Central Avenue, Westlawn to GA Ave. Sidewalk-LMIG 2020	2021-2023	\$119,577	\$0	\$94,771	Community Dev / Public Works	In progress
7	21341CP1	Capital Grant Fund	E. Hampton Community Park Phase 2-LWCF	2021-2023	\$212,045	\$0	\$212,045	Community Dev / Public Works	In progress
8	19341FDG	Capital Grant Fund	Floyd Rd, Daniel St, George St Sidewalk (Reallocated to WM S/W PH-1)	2018-2022	\$112,000	\$0	\$0	Community Dev / Public Works	COMPLETE
9	20341WSS	Capital Grant Fund	West Main Street Improvements Phase 2 (CDBG)	2020-2024	\$0	\$0	\$138,541	Community Dev / Public Works	In progress
					\$668,391	\$100,699	\$651,227		



# 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-I	2 Influent Pumps Lift Station #1	2022-2024	\$25,000	\$14,131	-	Public Works	COMPLETE
2	AMERICAN RESCUE PLAN ACT-I	Pump Panel	2022-2024	\$6,500	\$6,500	-	Public Works	COMPLETE
3	AMERICAN RESCUE PLAN ACT-I	RAS Pump , Auotclave	2022-2024	\$19,000	\$19,000	-	Public Works	COMPLETE
4	AMERICAN RESCUE PLAN ACT-I	Bar Screen Panel , Reused Pump #2	2022-2024	\$15,000	\$15,000	-	Public Works	COMPLETE
5	AMERICAN RESCUE PLAN ACT-I	Equipment (Wastewater)	2022-2024	\$0	\$140,556	-	Public Works	COMPLETE
6	AMERICAN RESCUE PLAN ACT-I	Equipment (Water)	2022-2024	\$0	\$23,270	-	Public Works	COMPLETE
7	AMERICAN RESCUE PLAN ACT-I	THOMPSON CREEK SEWER -OUTFALL	2022-2024	\$950,000	\$212,896	\$737,104	Public Works	In progress
8	AMERICAN RESCUE PLAN ACT-I	Meters	2022-2024	\$31,350	\$5,435	-	Public Works	COMPLETE
9	AMERICAN RESCUE PLAN ACT-I	Lift Station	2022-2024	\$22,000	\$35,000	-	Public Works	COMPLETE
10	AMERICAN RESCUE PLAN ACT-I	Mobile Pumps	2022-2024	\$10,000	\$10,000	-	Public Works	COMPLETE
11	AMERICAN RESCUE PLAN ACT-I	Service truck to clean clarifier	2022-2024	\$12,000	\$0	-	Public Works	COMPLETE
12	AMERICAN RESCUE PLAN ACT-I	Water and Sewer Connection Fee Analysis	2022-2024	\$80,000	\$0	\$80,000	Community Dev.	In progress
13	AMERICAN RESCUE PLAN ACT-I	Rebuild Equipment/Wastewater Reuse Pump	2022-2024	\$13,000	\$0	-	Public Works	COMPLETE
14	AMERICAN RESCUE PLAN ACT-I	CMP, HDPE, Clamps, Stone, Concrete, Lids, Camera	2022-2024	\$65,000	\$15,096	-	Public Works	COMPLETE
15	AMERICAN RESCUE PLAN ACT-I	Repair Maint Lift Station	2022-2024	\$50,000	\$50,000	-	Public Works	COMPLETE
16	AMERICAN RESCUE PLAN ACT-I	Lift station repairs- 2 pumps	2022-2024	\$30,000	\$7,634	-	Public Works	COMPLETE
17	AMERICAN RESCUE PLAN ACT-I	Caldwell Drive Stormwater Improvements	2022-2024	\$0	\$0	\$104,190	Public Works	In progress
18	AMERICAN RESCUE PLAN ACT-II	Caldwell Drive Stormwater Improvements	2023-2025	\$0	\$0	\$238,445		In progress
19	AMERICAN RESCUE PLAN ACT-II	HWY 20 Electric System Improvements	2023-2025	\$0	\$0	\$860,000		In progress
20	AMERICAN RESCUE PLAN ACT-II	Scada Upgrades	2023-2025	\$0	\$0	\$100,000		In progress
21	AMERICAN RESCUE PLAN ACT-II	Water Master Plan / Well Exploration	2023-2025	\$0	\$0	\$100,000	Public Works	In progress
22	AMERICAN RESCUE PLAN ACT-II	Additional Lift Station Connection	2023-2025	\$0	\$0	\$14,000	Public Works	In progress
				\$1,328,850	\$554,518	\$2,233,739		

ARPA I EXPENDITURES: \$921,294

ARPA II EXPENDITURES: \$1,312,445

TOTAL EXPENDITURES: \$2,233,739



# ENTERPRISE FUND – ENTERPRISE FINANCIAL SERVICES

Enterprise Financial Services		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
520.1511.51.1100	REGULAR EMPLOYEE	137,750	142,584	117,198	154,436
520.1511.51.1300	OVERTIME	818	8,200	1,330	4,000
520.1511.51.2100	GROUP HEALTH INSURANCE	31,659	31,903	21,306	39,616
520.1511.51.2200	SOCIAL SEC (FICA) CONTR	9,724	11,535	9,452	12,257
520.1511.51.2400	RETIREMENT CONTRIBUTION	7,417	14,777	13,042	15,274
520.1511.51.2600	UNEMPLOYMENT INSURANCE	177	168	224	168
520.1511.51.2700	WORKER'S COMPENSATION	220	282	344	417
520.1511.52.1230	PROFESSIONAL SERVICES	24,156	32,000	32,495	40,000
520.1511.52.1330	TECHNICAL SERVICES	29,906	31,000	27,458	15,000
520.1511.52.3210	POSTAGE	17,421	15,500	18,253	22,000
520.1511.52.3220	TELEPHONE	3,483	3,500	3,487	3,600
520.1511.52.3400	PRINTING AND BINDING	-	3,000	-	1,500
520.1511.52.3500	TRAVEL	-	2,000	-	-
520.1511.52.3650	PROFESSIONAL DUES	-	1,000	-	1,000
520.1511.52.3700	EDUCATION AND TRAINING	1,892	2,500	191	2,000
520.1511.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	80	250
520.1511.52.3930	BANK CHARGES	22,126	4,500	18,907	8,000
520.1511.52.3931	CREDIT CARD SURCHARGES	61,485	108,000	90,271	110,000
520.1511.53.1110	SUPPLIES OFFICE	7,086	5,000	2,964	3,500
520.1511.53.1115	COMPUTER SUPPLIES	-	500	-	4,800
520.1511.53.1120	SMALL EQUIPMENT SUPPLIES < \$5k	-	-	-	1,500
520.1511.53.1730	UNIFORM PURCHASE	-	500	-	500
<b>Total Enterprise Financial Services</b>		<b>355,320</b>	<b>418,449</b>	<b>357,003</b>	<b>439,819</b>

# ENTERPRISE FUND – PUBLIC WORKS DEPARTMENT

Public Works		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
520.4100.51.1100	REGULAR EMPLOYEE	267,067	234,194	202,567	239,710
520.4100.51.1300	OVERTIME	9,044	7,000	3,541	7,000
520.4100.51.2100	GROUP HEALTH INSURANCE	40,598	31,273	26,381	29,710
520.4100.51.2200	SOCIAL SEC (FICA) CONTR	19,301	18,451	15,390	18,873
520.4100.51.2400	RETIREMENT CONTRIBUTION	18,508	23,637	31,996	23,510
520.4100.51.2600	UNEMPLOYMENT INSURANCE	210	168	245	168
520.4100.51.2700	WORKER'S COMPENSATION	2,786	2,771	4,489	3,832
520.4100.52.1310	PROFESSIONAL SERVICES	59,088	17,628	31,919	25,000
520.4100.52.1310	TECHNICAL SERVICES	1,001	-	-	-
520.4100.52.2210	REPAIRS/MAINT EQUIPMENT	1,206	1,600	127	1,500
520.4100.52.2220	REPAIRS/MAINT VEHICLE	2,566	1,500	1,469	3,200
520.4100.52.3210	POSTAGE	67	60	58	200
520.4100.52.3220	TELEPHONE	5,006	4,500	6,016	6,200
520.4100.52.3500	TRAVEL	1,903	2,500	334	2,500
520.4100.52.3650	PROFESSIONAL DUES	360	300	-	400
520.4100.52.3700	EDUCATION AND TRAINING	1,435	1,500	440	1,500
520.4100.53.1110	SUPPLIES-OFFICE	9,349	5,200	5,614	5,400
520.4100.53.1270	ENERGY / MOTOR FUEL	6,646	7,500	20,770	7,500
520.4100.53.1730	UNIFORM PURCHASE	736	850	736	1,600
<b>Total Public Works</b>		<b>446,877</b>	<b>360,632</b>	<b>352,092</b>	<b>377,804</b>

# ENTERPRISE FUND – WASTEWATER DEPARTMENT

Wastewater		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
520.4300.51.1100	REGULAR EMPLOYEE	157,298	211,851	200,072	212,198
520.4300.51.1300	OVERTIME	18,008	11,000	11,425	12,000
520.4300.51.2100	GROUP HEALTH INSURANCE	30,417	39,400	39,118	38,858
520.4300.51.2200	SOCIAL SEC (FICA) CONTR	11,721	17,048	14,846	17,151
520.4300.51.2400	RETIREMENT CONTRIBUTION	8,120	21,839	15,792	21,366
520.4300.51.2600	UNEMPLOYMENT INSURANCE	203	210	3,019	168
520.4300.51.2700	WORKER'S COMPENSATION	1,717	2,568	2,884	3,051
520.4300.52.1010	PURCHASED/CONTRACTED SERVICES	20,127	22,000	27,182	23,000
520.4300.52.1320	TECH SERV BACKUP GENERATOR	-	10,000	3,702	10,000
520.4300.52.2210	REPAIRS/MAINT EQUIPMENT	32,329	22,000	22,682	35,000
520.4300.52.2220	REPAIRS/MAINT VEHICLE	2,902	3,500	6,563	7,000
520.4300.52.2240	SLUDGE REMOVAL	32,870	50,000	63,888	62,000
520.4300.52.2320	RENTAL OF EQUIPMENT	-	-	294	-
520.4300.52.3210	POSTAGE	7	250	653	3,500
520.4300.52.3220	TELEPHONE	3,094	4,000	2,234	3,800
520.4300.52.3500	TRAVEL	1,796	1,500	1,487	3,800
520.4300.52.3650	PROFESSIONAL DUES	265	350	432	400
520.4300.52.3700	EDUCATION AND TRAINING	1,729	750	1,952	3,500
520.4300.52.3910	DRUG TEST	140	-	-	-
520.4300.53.1110	SUPPLIES-OFFICE	104	150	263	350
520.4300.53.1115	COMPUTER SUPPLIES	-	1,200	-	1,200
520.4300.53.1120	SMALL EQUIPMENT < \$5k	-	-	-	5,000
520.4300.53.1131	SUPPLIES NEW SUBDIVISIONS	-	-	-	-
520.4300.53.1150	SUPPLIES WASTEWATER SYSTEM	32,874	25,000	31,640	35,000
520.4300.53.1270	ENERGY / MOTOR FUEL	5,257	4,500	15,150	6,000
520.4300.53.1600	WATERSHED PROTECTION	-	4,500	-	6,500
520.4300.53.1601	DNR/EPD PERMIT REQ TEST	-	4,000	650	4,000
520.4300.53.1730	UNIFORM PURCHASE	1,201	1,300	1,213	4,400
520.4300.54.2500	PURCHASE OF EQUIPMENT	-	-	1,231	-
<b>Total Wastewater</b>		<b>362,179</b>	<b>458,916</b>	<b>468,372</b>	<b>519,243</b>

# ENTERPRISE FUND – WATER DEPARTMENT

Water		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
520.4400.51.1100	REGULAR EMPLOYEE	116,848	232,852	151,307	354,472
520.4400.51.1300	OVERTIME	21,354	25,000	41,862	32,500
520.4400.51.2100	GROUP HEALTH INSURANCE	27,311	56,360	34,576	110,078
520.4400.51.2200	SOCIAL SEC (FICA) CONTR	9,044	19,726	14,665	26,735
520.4400.51.2400	RETIREMENT CONTRIBUTION	7,017	25,269	16,816	35,214
520.4400.51.2600	UNEMPLOYMENT INSURANCE	136	252	248	420
520.4400.51.2700	WORKER'S COMPENSATION	4,966	10,966	12,372	20,643
520.4400.52.1010	PURCHASED/CONTRACTED SERVICES	36,170	60,000	32,750	38,000
520.4400.52.1210	PROFESSIONAL SERVICES	23,132	18,000	2,218	18,000
520.4400.52.2200	REPAIR AND MAINT LIFT STATION	15,645	26,000	9,605	38,000
520.4400.52.2210	REPAIRS/MAINT EQUIPMENT	23,505	26,000	10,446	15,000
520.4400.52.2220	REPAIRS/MAINT VEHICLE	4,208	6,000	3,516	7,500
520.4400.52.2320	RENTAL OF EQUIPMENT	3,500	-	-	6,000
520.4400.52.3210	POSTAGE	145	300	1,394	2,000
520.4400.52.3220	TELEPHONE	3,315	4,000	2,917	4,200
520.4400.52.3221	GPS TRACKING	627	650	410	780
520.4400.52.3500	TRAVEL	213	4,500	1,734	4,500
520.4400.52.3700	EDUCATION AND TRAINING	861	6,000	1,502	6,000
520.4400.52.3910	DRUG TEST	-	-	288	500
520.4400.53.1115	COMPUTER SUPPLIES/tablets	-	-	-	4,000
520.4400.53.1120	SMALL EQUIPMENT < \$5k	-	-	-	6,000
520.4400.53.1131	SUPPLIES NEW SUBDIVISIONS	-	-	203	-
520.4400.53.1140	SUPPLIES - WATER SYSTEM	42,765	-	60,956	60,000
520.4400.53.1270	ENERGY / MOTOR FUEL	15,995	22,000	17,824	22,000
520.4400.53.1510	PURCHASE OF WATER - RESALE	690,718	704,000	834,743	918,500
520.4400.53.1730	UNIFORM PURCHASE	1,153	2,000	1,772	5,760
520.4400.54.2200	PURCHASE OF VEHICLE	-	-	-	50,546
520.4400.54.2500	PURCHASE OF EQUIPMENT	-	-	10,741	-
<b>Total Water</b>		<b>1,048,628</b>	<b>1,249,875</b>	<b>1,264,864</b>	<b>1,787,348</b>

# ENTERPRISE FUND – SANITATION DEPARTMENT

Sanitation		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
520.4500.52.2110	SANITATION CONTRACT	363,849	425,000	519,751	690,726
520.4500.52.2210	REPAIRS/MAINT EQUIPMENT	1,599	4,500	-	4,800
520-4500-53.1130	City Wide-Cleanup Day	-	5,000	9,843	17,000
520.4500.57.1090	COUNTY LANDFILL FEES	16,115	24,000	23,630	25,000
<b>Total Sanitation</b>		<b>381,563</b>	<b>458,500</b>	<b>553,224</b>	<b>737,526</b>



# ENTERPRISE FUND – ELECTRIC DEPARTMENT

Electrical		<i>FY2021 Actuals</i>	<i>Budget FY2022</i>	<i>Projected FY2022</i>	<i>Budget FY2023</i>
520.4600.51.1100	REGULAR EMPLOYEE	319,900	375,596	377,335	405,241
520.4600.51.1300	OVERTIME	28,106	30,000	25,618	30,000
520.4600.51.2100	GROUP HEALTH INSURANCE	37,750	52,983	55,070	65,908
520.4600.51.2200	SOCIAL SEC (FICA) CONTR	23,292	31,028	20,046	33,296
520.4600.51.2400	RETIREMENT CONTRIBUTION	19,721	39,748	40,917	41,477
520.4600.51.2600	UNEMPLOYMENT INSURANCE	200	252	252	252
520.4600.51.2601	WORKERS COMPENSATION	3,998	5,481	7,405	6,536
520.4600.52.1210	PROFESSIONAL SERVICES	51,017	90,000	84,144	170,000
520.4600.52.1230	PROFESSIONAL SERVICES ENGINEER	39,502	25,000	397	28,000
520.4600.52.2210	REPAIRS/MAINT EQUIPMENT	20,264	20,000	8,659	20,000
520.4600.52.2220	REPAIRS/MAINT VEHICLE	9,172	15,000	6,572	15,000
520.4600.52.2230	REPAIR AND MAINT /R W	25,208	-	-	45,000
520.4600.52.2320	RENTAL OF EQUIPMENT	-	2,500	-	800
520.4600.52.3220	TELEPHONE	2,186	2,800	3,234	4,000
520.4600.52.3221	GPS TRACKING	627	600	547	650
520.4600.52.3400	PRINTING AND BINDING	45	-	-	-
520.4600.52.3500	TRAVEL	-	2,500	2,096	2,500
520.4600.52.3700	EDUCATION AND TRAINING	7,000	9,000	3,354	6,000
520.4600.52.3910	DRUG TEST	35	-	-	-
520.4600.53.1115	COMPUTER SUPPLIES	-	-	-	450
520.4600.53.1120	SMALL EQUIPMENT < \$5k	-	-	-	2,000
520.4600.53.1130	SUPPLIES ELECTRIC SYSTEM	9,058	125,000	135,751	250,000
520.4600.53.1131	SUPPLIES NEW SUBDIVISION	1,217	-	645,690	449,201
520.4600.53.1231	ENERGY STREET LIGHTS	1,954	5,000	1,932	25,000
520.4600.53.1270	ENERGY / MOTOR FUEL	10,261	10,000	19,484	25,000
520.4600.53.1510	PURCHASE OF ELECTRIC RESALE	2,489,931	2,500,000	2,618,741	2,700,000
520.4600.53.1730	UNIFORM PURCHASE	2,137	7,000	6,332	8,000
520.4600.54.1414	ELECTRICAL IMPROVEMENT	4,075	-	-	-
520.4600.54.2500	PURCHASE OF EQUIPMENT	817	-	-	-
<b>Total Electrical</b>		<b>3,107,473</b>	<b>3,349,488</b>	<b>4,063,576</b>	<b>4,334,311</b>

# SPLOST IV FUND BALANCES, REVENUES & EXPENSES

322-SPLOST IV Revenues		BUDGET FY23
Beginning Fund Balance		997,709
Intergovernmental		-
Interest Income		-
Total Revenues		0
Total Revenues and Fund Balance		997,709
322-SPLOST IV Expenditures		BUDGET FY23
General Government		
Municipal Building CITY Hall Improvement		-
Old Fortson Library		159,569
Glenn Mitchel Train Depot-Roof Repair		380,513
Purchase Equipment-Streets & HWY		113,215
Parks & Recreation		
Park Improvements -McBrayer		-
Park Improvements-Coley Park		-
Mc Brayer Skate Park		-
Street Project		-
East King / West Floyd Roundabout IMP		245,721
Transfers to Capital Grants Fund		
CBDG Match		-
LWCF Match		-
Total Expenditures		899,018
Net Revenue over Expenditures		(899,018)
Ending Fund Balance		98,691

# SPLOST V FUND BALANCES, REVENUES & EXPENSES

324-SPLOST V Revenues	Budget FY2023
Beginning Fund Balance	4,016,250
Intergovernmental-FY23 Collections	1,860,095
Interest Income	-
<b>Total Revenues</b>	<b>1,860,095</b>
<b>Total Revenues and Fund Balance</b>	<b>5,876,345</b>
324-SPLOST V Expenditures	Budget FY2023
General Government	-
Old Fortson Library Adjoining Property Purchase	119,400
<b>TRANSPORTATION</b>	
Tom Eason Sidewalks-paving from James St to Elm St (LMIG 30% Match)	27,752
Central Ave sidewalks paving from W.main to parking Lot(LMIG 30% Match)	24,875
Central Ave sidewalks Westlawn to GA AVE (LMIG 30% Match)	73,429
West Main Street Improvements PH2	300,000
SPLOST V Allocation (needs \$300,000)	
Street pole banners-Entrance signs	10,000
<b>PARK &amp; RECREATION</b>	
Coley Park Lighting	600,000
McBrayer Park Upgrades PH 1 (PARK Improvements)	500,000
East Hampton Community Park PH2	500,000
ITB Landscape Arch & Engineering Design for Gateway Signage	50,000
Gateway Signage Design and Branding PH 1	150,000
McBrayer Park, Central Avenue, Oak Street (Increase sewer gravity flow)	750,000
<b>Total Expenditures</b>	<b>3,105,456</b>
<b>Net Revenue over Expenditures</b>	<b>(1,245,361)</b>
<b>Ending Fund Balance</b>	<b>2,770,889</b>

# TSPLOST FUND BALANCES, REVENUES & EXPENSES

355- T SPLOST Anticipated Revenues		Budget FY2023
Beginning Fund Balance		766,607
Intergovernmental-Collections FY23		1,821,600
Future collections -2022-2027		6,888,793
Interest Income		-
<b>Total Revenues</b>		<b>8,710,393</b>
<b>Total Revenues and Fund Balance</b>		<b>9,477,000</b>
355-T SPLOST Anticipated Expenditures		Budget FY2023
Elm Street - 2023		850,000
Resurfacing Projects-Targeted Areas -2023		1,400,000
Barham Street Major Transportation Project		650,000
Central Avenue Major Transportation Project-2023		322,000
College Street Major Transportation Project - 2023		425,000
East King, McDonough, and Rosenwald Intersection Project		1,200,000
East Main St. from HWY 20 north to city limits Major Tran		1,200,000
Elm St. from E. Main St. to Bridgemill Dr. Resurfacing Project- 2023		500,000
Hampton Locust Grove and McDonough St. Intersection Project		380,000
McDonough St. from Shelby St. to E. Main St. Resurfacing Project		350,000
Woolsey Road Major Transportation Project		2,200,000
<b>Total Expenditures</b>		<b>9,477,000</b>
<b>Net Revenue over/ Expenditures</b>		<b>-766,607</b>
<b>Ending Fund Balance</b>		<b>-</b>

# HOTEL / MOTEL

## FUND BALANCES, REVENUES & EXPENSES

<b>275-Hotel / Motel Tax Fund Anticipated Revenues</b>	<b><i>FY2021 Actuals</i></b>	<b><i>Budget FY2022</i></b>	<b><i>Projected FY2022</i></b>	<b><i>Budget FY2023</i></b>
<b>Beginning Fund Balance</b>	33,321	46,140	52,963	58,873
General Taxes	20,667	21,040	22,000	21,435
HMT (Short term vac rentals)	1,326	3,600	2,500	2,500
Interest Income	0	50	0	50
<b>Total Revenue</b>	21,993	24,690	24,500	23,985
<b>Total Fund Balance and Revenues</b>	55,314	70,830	77,463	82,858
<b>275-Hotel / Motel Tax Fund Anticipated Expenditures</b>	<b><i>FY2021 Actuals</i></b>	<b><i>Budget FY2022</i></b>	<b><i>Projected FY2022</i></b>	<b><i>Budget FY2023</i></b>
Public Relations	0	8,000	2,000	7,000
Chamber of Commerce	8,523	9,867	8,706	9,500
<b>Total Expenditures</b>	8,523	17,867	10,706	16,500
<b>Net Revenue over Expenditures</b>	13,470	6,823	13,794	7,485
<b>Ending Fund Balance</b>	46,791	52,963	66,757	66,358



# AMERICAN RESCUE PLAN ACT

## FUND BALANCES, REVENUES & EXPENSES

<b>230-American Rescue Plan Act Revenues</b>		<b>BUDGET FY2023</b>
Beginning Fund Balance		943,461
Intergovernmental - ARPA II		1,507,376
Interest Income		-
<b>Total Revenues</b>		<b>1,507,376</b>
<b>Total Revenues and Fund Balance</b>		<b>2,450,837</b>
<b>230-American Rescue Plan Act Anticipated Expenditures</b>		<b>BUDGET FY2023</b>
<b>Public Works/Utilities</b>		
2 Influent Pumps Lift Station #1		-
Pump Panel		-
RAS Pump , Autoclave		-
Bar Screen Panel , Re-used Pump #2		-
Equipment (WW)		-
Equipment (Water)		-
Thompson Creek Sewer Outfall		737,104
Meters		-
Lift Station		-
Mobile Pumps		-
Service truck to clean clarifier		-
Water and Sewer Connection Fee Analysis		80,000
Rebuild Equipment/Wastewater Reuse Pump		-
CMP, HDPE, Clamps, Stone, Concrete, Lids, Camera		-
Repair Maintain Lift Station		-
Lift station repairs- 2 pumps		-
Caldwell Drive Stormwater Improvements		104,190
<b>Total Expenditures-ARPA I</b>		<b>921,294</b>
Caldwell Drive Stormwater improvements		238,445
HWY 20 Electric System Improvements		860,000
Scada Upgrades		100,000
Waste water Master Plan/ well exploration		100,000
Additional Lift Station Connection		14,000
<b>Total Expenditures-ARPA II</b>		<b>1,312,445</b>
<b>Total Expenditures</b>		<b>2,233,739</b>
<b>Net Revenue over/ Expenditures</b>		<b>-726,363</b>
<b>Ending Fund Balance</b>		<b>217,098</b>

# CAPITAL GRANTS FUND

## BALANCES, REVENUES & EXPENSES

341 - Capital Grant Fund Revenues	FY2021 Actuals	Budget FY2022	BUDGET FY23
Beginning Fund Balance	-	68,591	342,514
GA DOT LMIG Grant	187,688	92,508	270,196
GA DOT SAP Grant	-	-	30,445
LCI Grant	-	100,000	-
CDBG Grant	200,000	100,000	138,541
LWCF Grant	26,019	-	212,045
GA Dept. Natural Resources Reimbursement (LCWF)	-	150,000	-
Draw down Reserve	-	225,000	-
<b>Total Revenues</b>	<b>413,707</b>	<b>667,508</b>	<b>651,227</b>
<b>Total Fund Balance and Revenues</b>	<b>413,707</b>	<b>736,099</b>	<b>993,741</b>
341 - Capital Grant Fund Expenditures	FY2021 Actuals	Budget FY2022	BUDGET FY23
Tom Eason Sidewalks-James St to Elm Street	-	-	92,508
West Main St Sidewalks Phase I	80,981	45,584	-
West Main st Sidewalks Phase II	-	-	138,541
West Main st Widening	200,000	-	-
Central Ave. Sidewalks from Westlawn to GA Ave.	3,580	119,577	94,771
FLOYD RD,DANIEL/GEORGE STREET (reallocated to W.Main PH1)	-	112,000	-
East King/Floyd Rd Roundabout Intersection	-	-	-
Central Ave. Sidewalks from W. Main to McBrayer Parking Lot	-	128,000	82,917
East Hampton Community Park PH1	37,139	-	-
East Hampton Community Park PH2	-	212,045	212,045
Caldwell Drive Sidewalks	92,007	51,185	-
Caldwell Drive Stormwater	-	-	30,445
<b>Total Expenditures</b>	<b>413,707</b>	<b>668,391</b>	<b>651,227</b>
<b>Net Revenue over Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>-</b>	<b>67,708</b>	<b>342,514</b>

# CAPITAL OUTLAY FUND

## BALANCES, REVENUES & EXPENSES

350 - Capital Project Fund Revenues		BUDGET FY23
Beginning Fund Balance		7,070,891
Police Impact Fees		14,894
Park Impact Fee		131,541
Water Connection Fee		578,954
Sewer Connection Fee		1,683,611
Proceeds from Debt Issuance **		1,933,000
Contributions-Private		500,000
Total Revenue		4,842,000
Total Fund Balance and Revenues		11,912,891

# CAPITAL OUTLAY FUND BALANCES, REVENUES & EXPENSES (Cont'd)

350 - Capital Project Fund Anticipated Expenditures	BUDGET FY23
General Government	-
Debt Service Requirements	753,509
Land Acquisition	-
Public Safety-Vehicle	185,502
<b>Parks and Recreation</b>	
East Hampton Community Park-Ph 1 (\$221,094)	-
East Hampton Community Park-Ph 2 (\$150,000)	134,915
North Forty Trail Park - Ph 2 (\$50,000)	47,211
Coley Park Lighting	500,000
E.Hampton irrigation	35,000
Coley Park Irrigation	20,000
Stage (Mobile Trailer)	10,000
<b>Highways &amp; Streets</b>	
West Main Street Water Main Replacement PH2	200,000
Well #9	-
Wastewater Master Plan update	25,000
Water Master Plan / Well Exploration	100,000
Cherry Street-Underground Power **	225,000
Vac Truck **	508,000
<b>New Stormwater</b>	
Elm Street Station Stormwater Improvements **	95,000
Elmwood Point Stormwater Improvements **	75,000
Rosenwald Drive **	30,000
Woolsey Road Drainage Improvements **	1,000,000
East King/Floyd Rd \$250k (Roundabout Intersection Improvement)	150,000
Sewer Upgrade (E. Main, George St., E. King, HWY 20)	1,160,000
Increase diameter of various segments (Table 4.2 due to flat slopes)	30,000
<b>Stormwater: \$2,000,000</b>	
West Main Street Stormwater PH2 (\$200,000)	195,270
College Street / McBrayer Park Drainage Repairs (\$400,000)	392,349
Georgia Avenue Drainage Repairs (\$750,000)	457,470
Caldwell Drive Stormwater improvements	463,420
<b>Road Paving : \$1,000,000</b>	
Elm Street \$750k	742,070
East King/Floyd Rd \$250k (Roundabout Intersection Improvement)	250,000
East King/Floyd Rd \$500k (Intersection Improvements)	430,331
<b>Total Expenditures</b>	<b>8,215,047</b>
<b>Net Revenue over/ Expenditures</b>	<b>-3,373,047</b>
<b>Ending Fund Balance</b>	<b>3,697,844</b>
<b>Summary Ending Fund Balances</b>	
Sewer Connection	1,971,172
Water Connection	1,385,320
Parks & Rec Impact Fee	114,096
Public Safety Impact Fee	71,575
<b>Total ending Fund Balances</b>	<b>3,542,163</b>

\$1,933,000





**FY 2023 ADOPTED - Annual Operating and Capital Budgets**

**October 1, 2022**