



City of
Rincon, Georgia



2020 Approved Budget



**City of Rincon, Georgia
Approved Annual Budget
Calendar Year 2020**

Mayor

Ken Lee

Council Members

Reese Browher

Ann Daniel

James Dasher

Kevin Exley

Levi Scott, Jr.

Paul Wendelken

City Manager

John Klimm

City Clerk

Dulcia King

City Attorney

J. Raymond Dickey



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City of Rincon

FY 2020 Approved Annual Budget

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Introduction

Mayor & City Council



Ken Lee
Mayor



Reese Browher
Council Member



Levi Scott, Jr.
Council Member



James Dasher
Council Member



Kevin Exley
Council Member



Ann Daniel
Council Member



Paul Wendelken
Council Member



Appointed Officials and Department Directors

FY 2020 BUDGET

City Manager
John Klimm

City Clerk
Dulcia King

City Attorney
J. Raymond Dickey

Planning & Zoning Director
LaMeisha Hunter Kelly

Public Works Director
Tim Bowles

Police Chief
John Murrell

Fire Chief
Corey Rahn

Recreation Director
Mike Osborne

Wastewater Treatment Director
Tommy Kee

Organization Chart

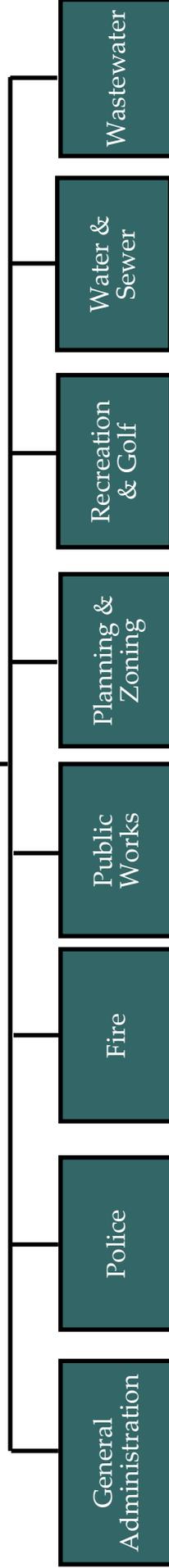
Citizens of Rincón



City Attorney

Mayor &
City Council

City Manager





Budget Objective

The following information is provided to assist the reader in understanding the purpose of this approved budget document. The City of Rincon's approved FY 2020 Annual Budget includes financial and service delivery information, combined with policy statements, in a means designed to easily communicate the information to the reader. The FY 2020 Approved Budget, therefore, is intended to serve four purposes.

Budget as a Policy Document

As a policy document, the Budget indicates which services the City will provide during the next year. Additionally, the level of services and reasons for their provision are stated. The City Manager's Budget Message summarizes long-term and short-term concerns for the City, financial situations and how the Budget will address specific issues in FY 2020. Within the Departmental Summaries section, we list specific short-term and long-term priorities and goals.

Budget as an Operations Guide

As an operations guide, the Budget indicates how departments and funds are organized to provide services to the citizens of Rincon and visitors to the community. Approved changes for FY 2020 are summarized in the Budget Message and detailed in the Funds, Personnel Summary and Departmental Summaries sections. Additionally, within the Departmental Summaries section, each department lists the mission statement, department description, department goals and objectives, approved budgetary additions and/or deletions, line-item history, year-end projections and approved funding for FY 2020.

Budget as a Financial Plan

As a financial plan, the Budget summarizes and details the cost to the citizens for current and approved service levels and includes funding information. Within the Budget Message is a narrative description of the major revenue sources for each fund, expected receipts and summaries of approved expenditures. Information is typically listed in five columns: 2017 Budget Actual, 2018 Actual Budget, 2019 Budget Thru December, and 2020 Approved Budget.

Budget as a Communication Device

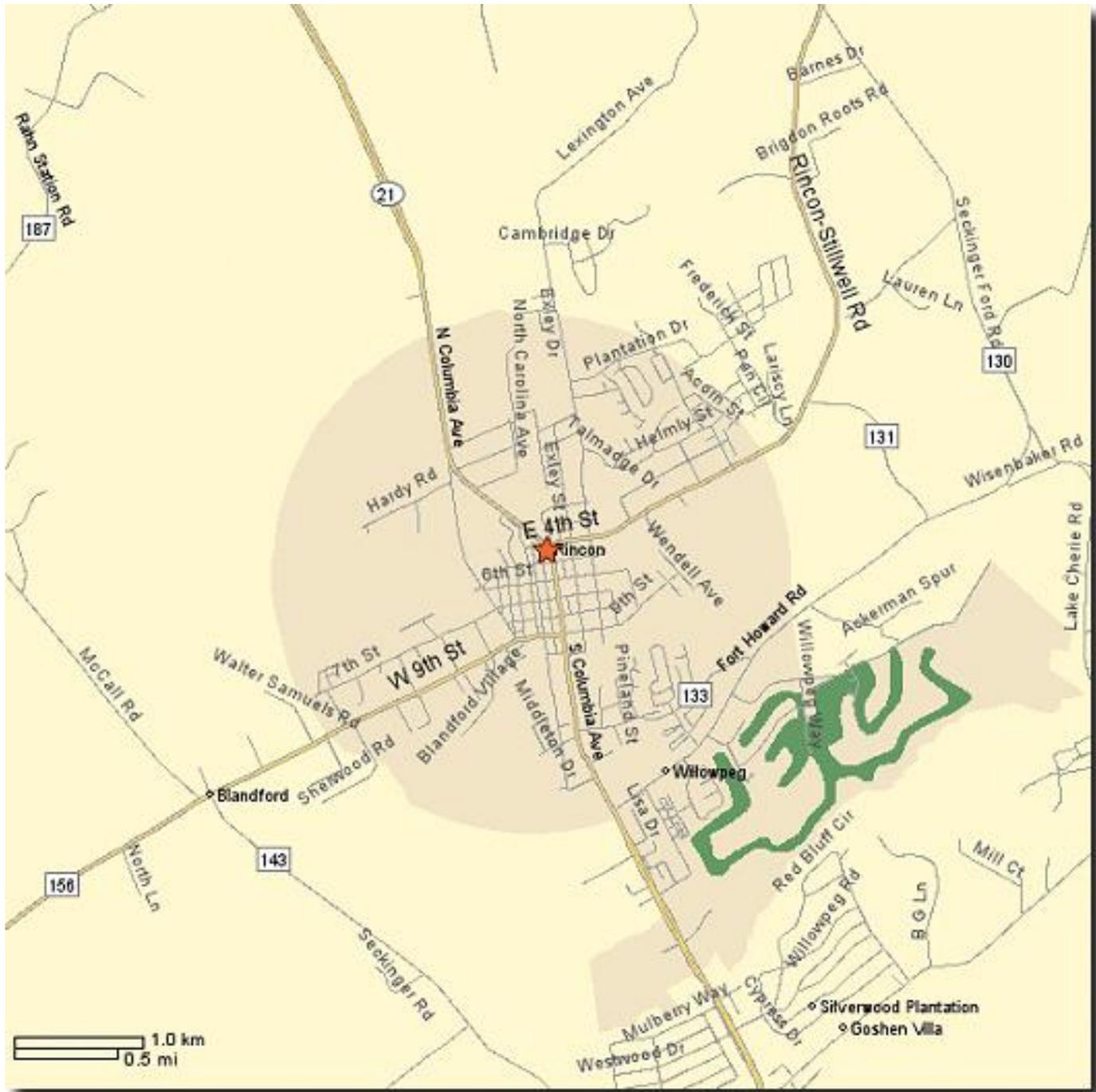
The Budget is designed to be a user-friendly document, providing summary information in text, chart, table, and graph. A glossary of financial budget terms is included for the reader's reference. Additionally, a Table of Contents provides an ordered list of sections within the document. Should the reader have any questions about the Approved FY 2020 Budget, he or she may contact City Staff, at (912) 826-5745.

VISION/MISSION STATEMENT

The City of Rincon government exists to serve our citizens, businesses and visitors in an open, honest, efficient and fiscally responsible manner. Public Service is at our core and our mission is to provide the highest quality services possible while continuously improving the services provided. We believe in a first-rate school system for our children, safe neighborhoods, sound economic development, an impressive quality of life and a low tax burden for our residents.

GUIDING PRINCIPLES

- **Ethics and Integrity**- We believe that ethics and integrity are the foundation of public trust and confidence and that all meaningful relationships are built on these values.
- **Financial Responsibility**- We believe that fiscal responsibility and prudent stewardship of public funds, both short term and long term, are essential for citizen confidence in government.
- **Open and Honest Communication** - We believe that open and honest communication is paramount for an involved citizenry and fosters a positive working environment for employees.
- **Visionary Leadership and Planning**- We believe that the very essence of leadership is to be visionary and innovative while planning for our future.
- **Excellence and Quality in the Delivery of Services**- We believe that service to our residents is our reason for being and commit to delivering services in a professional, cost- effective, and efficient manner.
- **Respect for the Individual**- We believe that citizens we serve are to be treated with the utmost respect and deserve the best treatment the city can provide.
- **Thoughtful Long-Range Community Planning**- We believe in the development of our community through thoughtful, careful planning that is communicated in a positive manner.
- **Professionalism**- We believe that continuous staff improvement and innovation is the mark of a professional organization, and we are committed to applying this principle to the services we offer and to the development of employees to be the best they can be.



Regional Economy

Recent Economic Growth

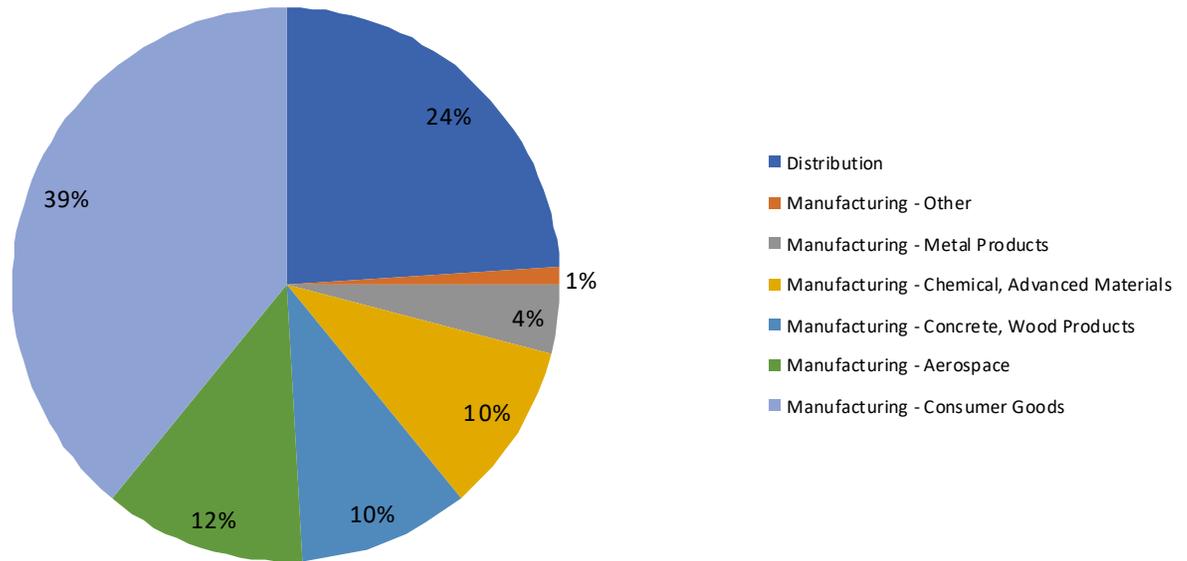
Regional Assets:

- Port of Savannah is the 4th largest and fastest growing container port in the nation
- Savannah-Hilton Head International Airport Offering Daily direct flights to over 20 US cities
- Home to Fort Stewart & Hunter Army Airfield—20,000 soldiers
- Part of the savannah MSA— 500,000+ area population

Local Assets:

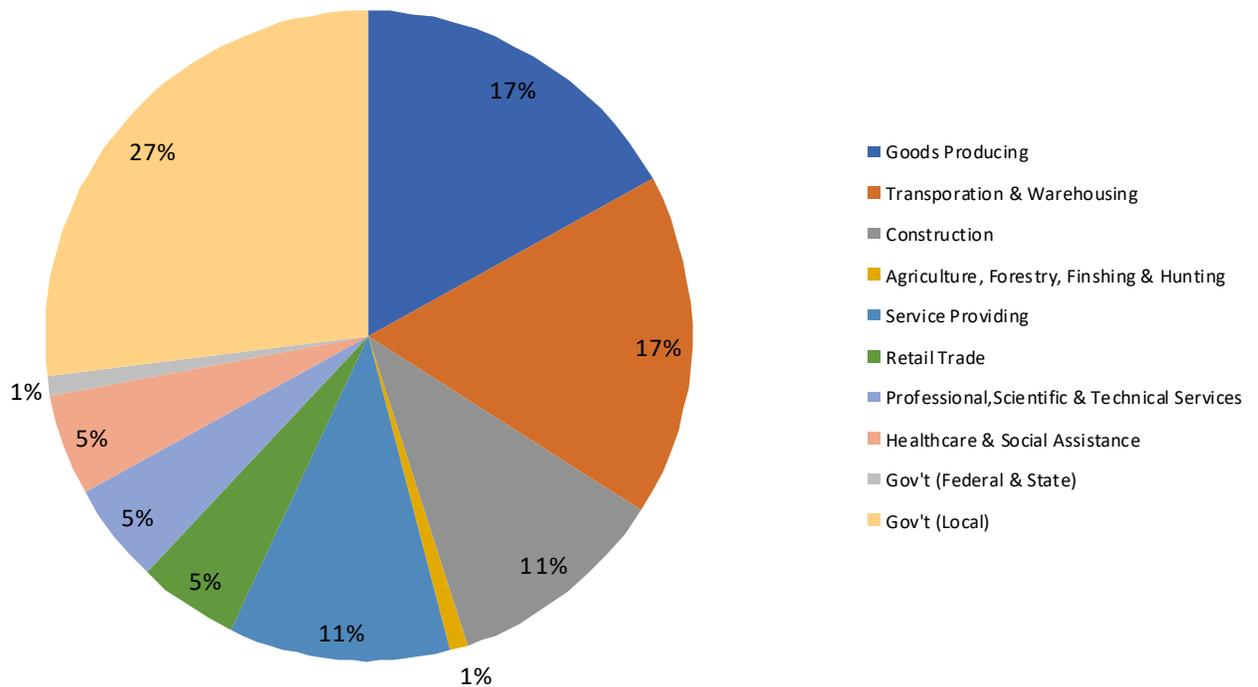
- Award-winning Georgia QuickStart training program facilitated through Savannah Technical College
- Industry focused programming at Savannah Technical College & Effingham County College and Career Academy
- Chamber of Commerce Workforce Development Committee
- Area labor force—215,000+

Effingham County Industrial Employment



Source by ECIDA Industry Survey 2018

Effingham County Top Employment Sectors





City Manager's Message



2020 Budget Presentation

I hereby submit to you my budget proposal for your consideration. Once again, I am not giving you a budget proposal that is millions over available revenue so that **you** have to then make tough choices on budget cuts. I am submitting to you a budget that is balanced.

I am recommending that we continue the freeze on all frozen positions from this year and only ask that you consider one position that would bring with it significant new revenues. In addition, I am requesting that we consider a 2% Cost of Living adjustment for our employees next year.

The General Fund budget proposal requests a total of \$ **4,182,888** in general fund revenues and expenses of \$**4,087,081**.

A snapshot of the recent history of the General Fund is as follows:

The 2017 approved General Fund Budget was \$**5,427,213**

The 2018 approved General Budget was for \$**5,045,697.33**

The 2019 approved General Fund Budget was for \$**3,986,925**

The 2020 request is \$**4,087,081**, still well below historic spending levels.

Other funds requests are as follows:

Fire Fund- \$**1,095,787**

Hotel/Motel Fund- \$**6500**.

SPLOST- \$**1,862,096**

Water Fund-\$**1,546,481**

Sewer Fund- \$**1,913,386**

Sanitation- \$**595,572**

Golf Course- \$**813,595**

The total budget of \$**11,920,497** includes an additional SPLOST request of **1,862,096** for SPLOST projects included.

The total City budget compares to past years as follows:

2020- \$**11, 920,497**

2019- \$**9,964,471**

2018- \$**16,587, 429**

2017- **15,034,835**

Accomplishments for 2019 included:

- Completion of the state required Comprehensive Plan update. Thanks to our Planning and Zoning Board, our Planning staff and our Council for your commitment to finish this project.
- Renovations of numerous City Buildings including the Golf Course Clubhouse, City Hall and the Police Department.
- Thanks to you, implementation of a comprehensive Employee Compensation Plan.
- Completion of a Golf Course Operational Audit and implementation of recommendations regarding facilities, restaurant and membership reforms designed to bring in more restaurant revenues more members.

Some of the Challenges we face next year will include:

- Plotting a strategy for the future of our Fire Department. For years, we have collaborated with Effingham County providing what they have publicly declared as “excellent service”. But that future is uncertain, and we need to determine over the next year what our future should be.
- Completing the transformation of our Golf operation bringing predictability and accountability to that operation.
- Hiring key permanent staff in the critical areas of Police and Finance.
- Introduction of Finance reforms to ensure accuracy, utility and regularity of reports
- Capital Projects Management- getting projects done.
- Succession planning in our key departments, is it necessary?
- Decision on Sanitation services for 2020 and beyond.
- Conclusion of Service Delivery negotiations with the County.
- Begin discussions, if you so choose, about the future of City buildings, specifically City Hall and the Police Department.

SPLOST PROJECTS (ATTACHED) \$1,862,096

OTHER PROJECTS INCLUDED IN BUDGET- \$533,000

DPW-

Street Improvements- LMIG- \$125,000

Streets- Construct and Patch- \$50,000

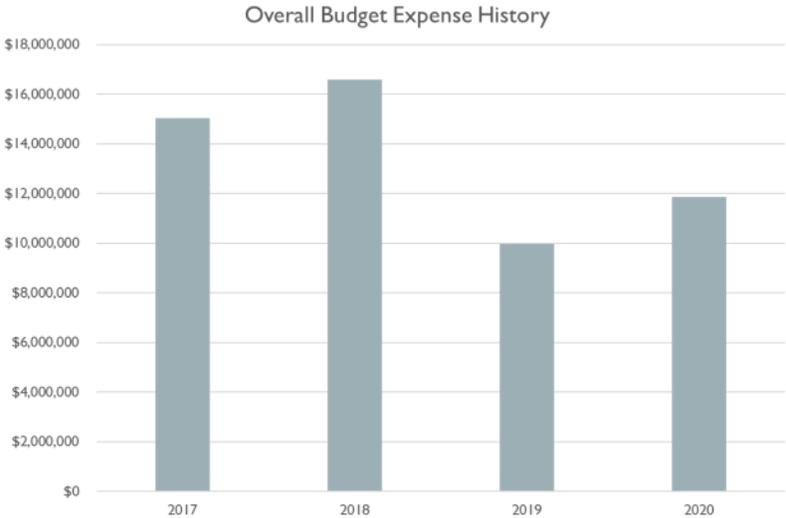
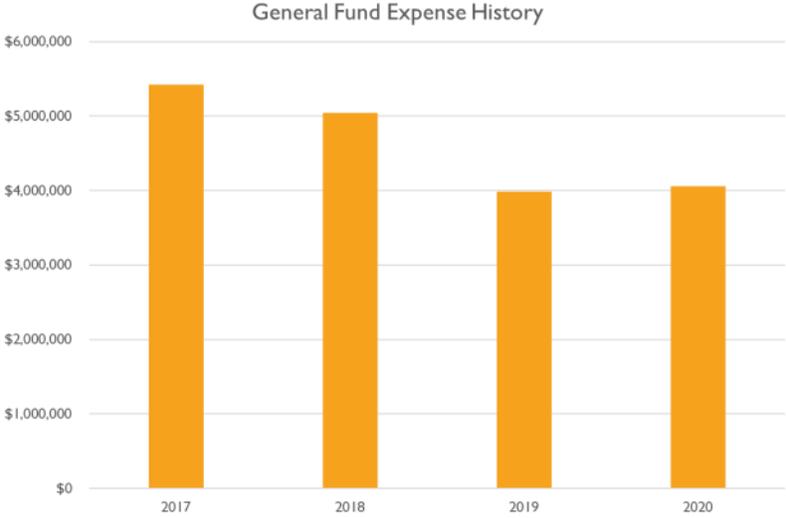
Water Operations-

Lower Floridean Well- \$200,000

7Th Street Improvements- \$158,000

North Tank- 100,000

Summary by Year



2006 ref	1,088,853.74	558,604.75	46,455.39	283,300.34	145,427.24	55,066.03	-
Expended 12/31/2013	(863,643.27)	(191,435.27)	(30,356.00)	(140,536.00)	(433,116.00)	(68,200.00)	
Revised cost adjustment	225,210.47	367,169.48	16,099.39	142,764.34	(287,688.76)	(13,133.97)	-
	-	(367,169.48)	32,214.82	34,131.93	287,688.76	13,133.97	-
2011 ref	225,210.47	-	48,314.21	176,896.26	-	-	-
Beg Revenues from 2012	270,387.00	161,229.06	3,325.76	3,325.76	34,044.43	66,761.25	1,700.73
Actual Revenues 2013	848,068.00	505,694.47	10,431.24	10,431.24	106,780.24	209,396.47	5,334.35
Expended 12/31/2013	(158,863.73)	(158,863.73)	0	0	0	0	0
Projected Ending Cash 12/31/2013	1,184,801.74	508,059.80	62,071.21	190,653.26	140,824.67	276,157.72	7,035.08
Actual Revenues 2014	983,763.00	586,608.04	12,100.28	12,100.28	123,865.60	242,900.92	6,187.87
Expended 12/31/2014	(712,375.00)	(285,689.00)	(111,340.00)	(89,936.00)	(169,330.00)	(51,239.00)	(4,841.00)
Projected Ending Cash 12/31/2014	1,456,189.74	808,978.84	(37,168.51)	112,817.54	95,360.27	467,819.64	8,381.95
100.000%	100.000%	59.629%	1.230%	1.230%	12.591%	24.691%	0.629%
Total	Total	Wtr/Swr	Fire	Police	Strts/Drainage	Recreation	Public Bldg
Actual Revenues 2015	742,932.00	443,002.92	9,138.06	9,138.06	93,542.57	183,437.34	4,673.04
Expended 12/31/2015	(601,796.00)	(232,053.00)	(24,315.00)	(116,351.00)	(3,904.00)	(225,173.00)	
Actual Ending Cash 12/31/2015	1,597,326.74	1,019,929.36	(52,345.43)	5,604.62	184,998.97	426,084.23	13,055.00
Resolution Amended		50.00%	8.125%	8.125%	25.00%	8.75%	0.00%
Actual Revenues 2016	661,876.95	330,938.48	53,777.50	53,777.50	165,469.24	57,914.23	-
Actual Expended 12/31/2016	(738,706.00)	(275,059.00)	-	(123,717.00)	(26,983.00)	(312,947.00)	
Actual Ending Cash 12/31/2016	1,520,497.69	1,075,808.83	1,432.07	(64,334.88)	323,485.20	171,051.46	13,055.00
Total	Total	Wtr/Swr	Fire	Police	Strts/Drainage	Recreation	Public Bldgs
SPLOST 2017	100%	50.00%	8.125%	8.125%	25.00%	8.75%	0.00%
Actual Revenues 2017	1,209,056.75	604,528.38	98,235.86	98,235.86	302,264.19	105,792.47	-
Actual Expended 12/31/2017	(221,167.45)	(118,266.10)	0	0	(96,000.00)	(2,491.35)	(4,410.00)
Actual Ending Cash 12/31/2017	2,508,386.99	1,562,071.11	99,667.93	33,900.98	529,749.39	274,352.58	8,645.00

	100%	40.00%	8.125%	8.125%	8.125%	25.00%	8.75%	10.00%
Actual Revenues 2018	1,540,255.42	616,102.17	125,145.75	125,145.75	385,063.86	134,772.35	154,025.54	
Actual Expended 12/31/2018	(114,332.13)	(10,600.00)	-	-	(53,400.75)	(50,331.38)	0	
Actual Ending Cash 12/31/2018	3,934,310.28	2,167,573.27	224,813.68	159,046.73	861,412.50	358,793.55	162,670.54	
	100%	40.00%	8.125%	8.125%	25.00%	8.75%	10.00%	
Projected Revenues 2019	1,300,000.00	520,000.00	105,625.00	105,625.00	325,000.00	113,750.00	130,000.00	
Projected Total Available 2019	5,234,310.28	2,687,573.27	330,438.68	264,671.73	1,186,412.50	472,543.55	292,670.54	
Projected Expended 12/31/2019	(573,862.61)	238,801.12	(38,000.00)	(89,000.00)	(630,144.75)	(46,518.98)	(9,000.00)	
Projected Ending Cash 12/31/2019	4,660,447.67	2,926,374.39	292,438.68	175,671.73	556,267.75	426,024.57	283,670.54	
	Total	Wtr/Swr	Fire	Police	Strts/Drainage	Recreation	Public Bldgs	
	100%	40.00%	8.125%	8.125%	25.00%	8.75%	10.00%	
Projected Revenues 2020	1,100,000.00	440,000.00	89,375.00	89,375.00	275,000.00	96,250.00	110,000.00	
Projected Total Available 2020	5,760,447.67	3,366,374.39	381,813.68	265,046.73	831,267.75	522,274.57	393,670.54	
Projected Expended 12/31/2020	-	-	-	-	-	-	-	
Projected Ending Cash 12/31/2020	5,760,447.67	3,366,374.39	381,813.68	265,046.73	831,267.75	522,274.57	393,670.54	

Budget 2020 - SPLOTS Details		
Building Maintenance	\$ 25,000.00	
	\$ 25,000.00	
Police - Vehicle Equipment	\$ 79,215.00	
Police Dept - Patrol Cars	\$ 142,381.00	
Police Dept - Radio Equipment	\$ 20,400.00	
	\$ 241,996.00	
Fire Dept - 1 Vehicle	\$ 375,000.00	
	\$ 375,000.00	
Streets - Striping	\$ 12,000.00	
Streets - LMIG 2020	\$ 250,000.00	
Drainage - Lexington Ave Culvert	\$ 200,000.00	
Drainage - Hole 15 on Dressler	\$ 200,000.00	
Streets - Mini Excavator (1/3)	\$ 11,700.00	
	\$ 673,700.00	
7th Street Sewer	\$ 115,000.00	
Sewer - Vehicle	\$ 13,000.00	
Sewer - Vehicle	\$ 15,000.00	
Sewer - Mini Excavator (1/3)	\$ 11,700.00	
Sewer - Trailer mounted pump	\$ 23,000.00	
Sewer - 9th to WWTP Upgrade	\$ 100,000.00	
WWTP - Disk Filters	\$ 60,000.00	
WWTP - Treatment Pond Liner	\$ 200,000.00	
WWTP Expansion - Engineering	\$ 100,000.00	
WWTP - Mower	\$ 15,000.00	
Water - 7th Street Water	\$ 99,000.00	
Water - Line Improvements	\$ 100,000.00	
Lower Floridian Waterline - Engineering	\$ 200,000.00	
Water - Vehicle	\$ 13,000.00	
Water - Vehicle	\$ 15,000.00	
Water - Mini Excavator (1/3)	\$ 11,700.00	
Sewer - Trailer mounted pump	\$ 23,000.00	
	\$ 1,114,400.00	
Recreation - Addition to Maintenance Bldg	\$ 75,000.00	
Recreation - Empires Room at Macomber	\$ 20,000.00	
Recreation - Macomber shade cover	\$ 80,000.00	
Recreation - Disk Golf Baskets	\$ 8,000.00	
Recreation - Batting Cages	\$ 15,000.00	
Recreation - Freedom Park	\$ 70,000.00	Restrooms and Modular Concessions
Recreation - Gator	\$ 15,000.00	
Recreation - Mower	\$ 40,000.00	
Recreation - Playground Equipment	\$ 25,000.00	
Recreation - Landscaping	\$ 10,000.00	
	\$ 358,000.00	
*Highlighted projects proposed for 2020		

Budget Calendar



Budget Calendar	
August 15– October 18	Administration/Finance Department work to conceptualize new budget format
September 1– September 30	Calculate preliminary account end-of-year projections
October 1–October 1	Budget request packets delivered to Department Heads
October 1– October 21	Identify FY 19goals completed
October 1– October 21	Project outstanding goals from FY 19
October 1– October 11	Administration/Finance Department works with Department Heads to identify goals, needs, sources of funding, completion of the budget packet....etc..
October 11– October 11	Calculate final end-of-year revenue projections
October 11–October 11	Receive completed Department Head budget requests
October 11–October 18	Analyze Department Head requests vs revenue projections
October 11–October 18	Hold conferences with Department Heads to align goals, as needed
October 11–October 18	Assemble budget
October 21–October 21	Budget Workshop with City Council
October 21–October 28	Amend budget as needed
November 8–November 8	Advertise for public hearing regarding the budget
November 25–November 25	Conduct public hearing for proposed budget
December 9–December 9	First reading of adopting the budget by ordinance
December 16–December 16	Second and final reading of adopting the budget by ordinance. FY20 Budget Adopted
December 9–December 31	Send budget to Department Heads. Hold meeting if necessary
January 1, 2020– December 31, 2020	Budget implemented



City at a Glance

About Your City

The City of Rincon is located in the southeast area of Effingham County. Rincon is just 10 miles from the Savannah International Airport, and just 20 miles from downtown Savannah.

Just before the turn of the century, the City of Rincon sprang up around the miles and miles of railroad tracks making their way along the eastern seaboard through the sleepy countryside of rural Georgia. It had taken more than 150 years for residents to move beyond the original 1751 Salzburger New Ebenezer settlement along the Savannah River, but once the railroad came to town, a new city and a new era had arrived.

Chief Engineer George Wadley named the newly founded city Rincon, which was Spanish for "little spot" or "corner." Aptly named, Rincon began as just a small area in the county named for Lord Effingham, a former member of the House of Lords in England. Businesses soon began popping up, managed by area natives and created to meet the needs of the railroad workers, followed by houses and various churches. Successful local businesses became the order of the day.

Echoing the line-and-grid street system of Savannah, Rincon systematically marched its way along the tracks and settled itself in an organized, orderly fashion. Serenaded by wistful train whistles and lulled to sleep by the steady clackety-clack of train cars on the rails, residents of the "little spot" of Rincon found a place they could call home.

Sawmills, cotton gins and turpentine stills dotted the landscape, providing additional means for business opportunities. Early landowners saw potential in the railroad and granted rights of way for its progression. Economic growth and development resulted, and the city of Rincon was incorporated August 3, 1927.



As a fledgling city in the late 1920s, Rincon elected Frank Bowers as its first mayor. The new government disbanded in 1929 but reactivated in 1954 and reconstituted its city governmental structure. The population was around 500. Although it later grew to be the largest municipality in Effingham, Rincon's hometown atmosphere revolved around locally-owned businesses, strong community and civic organizations, and family-focused activities.

Life in Rincon continued at a slow and steady pace until the early 1980s. The city experienced a dynamic growth spurt with the arrival of large industrial and retail companies both within and just beyond Rincon's city limits. Rincon had once again "arrived."

The City of Rincon now is home to more than 9,000 people and a wide array of small local businesses, large retail outlets, restaurants, grocery stores and gas stations. Although more commonly used by larger cities, the council-manager form of government allows Rincon to effectively administer the vast number of services it provides.

Public services, infrastructure and great potential for quality residential and business development abound in what began as a small stop along a turn-of-the-century railroad line. By focusing on the incorporation of both hometown traditions and progressive yet balanced growth, the City of Rincon makes its community more than just a great place to work and live. It makes Rincon a great place to call home.



Population

Population estimates, July 1, 2017, (v2017)	9,902
Population estimates base, April 1, 2010	8,912
Population, percent change— April 1, 2010 (estimates base) to July 1,2017, (v2017)	11.1%
Population, Census, April 1, 2010	8,836

Age and Sex

Persons under 5 years, percent	7.8%
Persons under 18 years, percent	32.1%
Persons 65 years and over, percent	8.2%
Female persons, percent	49.6%

Race and Hispanic Origin

White alone, percent	71.7%
Black or African American alone, percent	21.3%
American Indian and Alaska Native alone, percent	.1%
Asian alone, percent	2.1%
Native Hawaiian and Other Pacific Islander alone, percent	.1%
Two or More Races, percent	2.5%
Hispanic or Latino, percent	7.6%
White alone, not Hispanic or Latino, percent	65.5%

Population Characteristics

Veterans, 2012-2016	926
Foreign born persons, percent, 2012-2016	6.2%

Housing

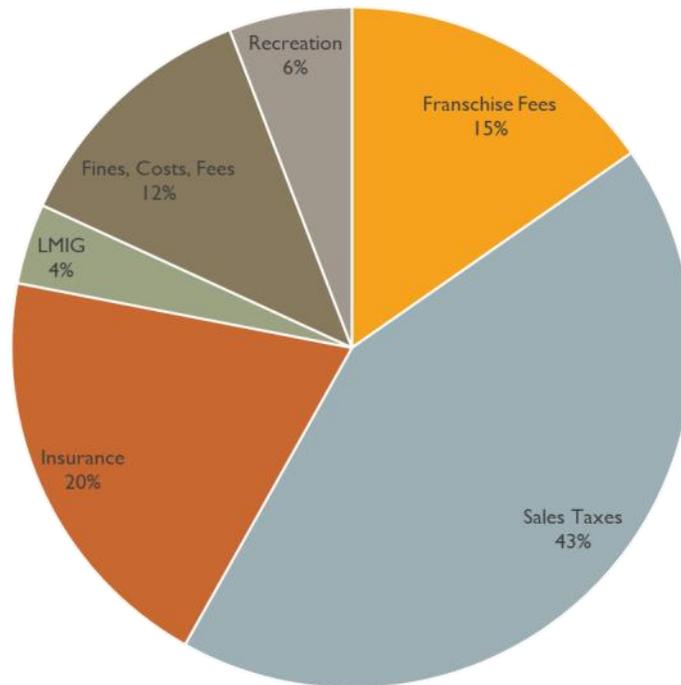
Owner-occupied housing unit rate, 2012-2016	55.4%
Median value of owner-occupied housing units, 2012-2016	\$151,200



Budget at a Glance

City of Rincon

2020 General Fund Revenue Summary



Franchise Fees	\$500,000
Sales Taxes	\$1,400,000
Insurance	\$650,000
LMIG	\$125,000
Fines, Cost & Fees	\$401,500
Recreation	\$191,000

* 80% of General Fund come from these sources

City of Rincon

2020 Revenue Summary

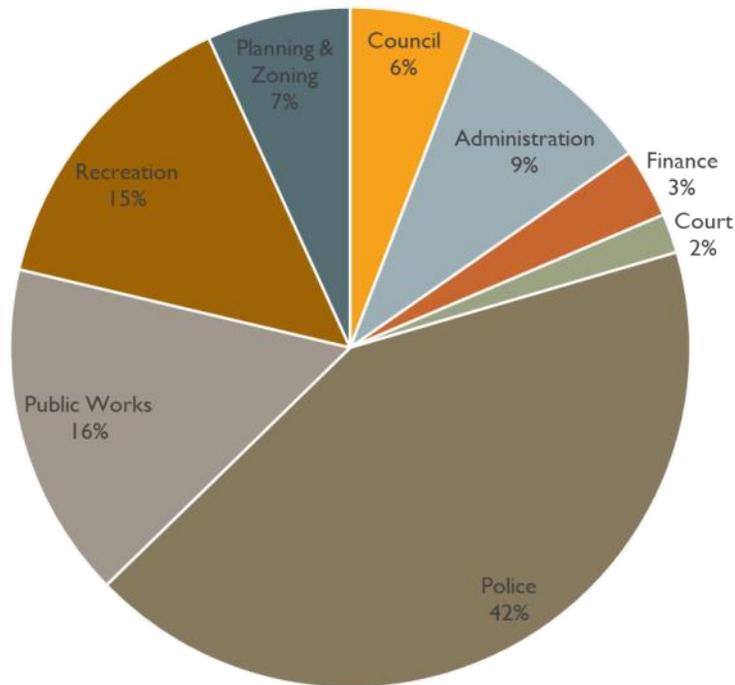
Fire & Rescue Fund	\$ 1,255,257
Hotel Motel Fund	\$ 6,500
SPLOST	\$ 2,242,138
Water Fund	\$ 2,064,000
Water Impact	\$ 408,000
Sewer Fund	\$ 1,790,942
Sewer Impact	\$ 153,356
Sanitation/Solid Waste	\$ 670,769
Golf Course Fund	\$ 843,114
Total Revenue:	\$ 13,616,964



City of Rincon

2020 General Fund

Expenditures Summary



Council	\$ 239,053
Administration	\$386,684
Finance	\$135,186
Court	\$76,033
Police	\$1,725,940
Public Works	\$653,198
Recreation	\$592,033
Planning & Zoning	\$278,955

City of Rincon

2020 Expenditure Summary

Fire & Rescue Fund	\$ 1,095,787
Hotel Motel Fund	\$ 6,500
SPLOST	\$ 1,862,096
Water Fund	\$ 1,138,481
Water Impact	\$ 408,000
Sewer Fund	\$ 1,789,386
Sewer Impact	\$ 124,000
Sanitation/Solid Waste	\$ 595,572
Golf Course Fund	\$ 813,595
<hr/>	
Total Expense:	\$ 11,920,497





Revenues

City of Rincon

2020 Revenue Details

		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Revenue					
GENERAL FUND					
INTANGIBLE TAX		6,082	5,000	11,191	12,544
MOTOR VECHICLE- PREV YR		382,908	275,000	233,758	150,000
REAL ESTATE TRANSFER TAX		3,367	3,000	3,701	4,092
FRANCHISE FEES		499,748	500,000	111,530	500,000
SALES TAX		1,512,523	1,300,000	1,150,494	1,400,000
BEER/WINE TAXES		183,381	150,000	167,984	202,558
LIQUOR BY THE DRINK TAX		9,765	4,500	13,855	18,026
BUSINESS OCCUPATION TAX		107,647	100,000	90,978	100,000
INSURANCE OCCUPATION TAX		1,125	14,000	19,500	20,000
INSURANCE PREMIUMS		638,767	595,000	678,513	650,000
TAX PENALTIES AND INTEREST		-	1,200	-	1,200
BEER/WINE LICENSE FEES		31,833	20,000	12,469	12,469
BEER / WINE / POURING LICENSE		25,193	15,000	18,253	18,253
ZONING/PLANNING FEES		11,475	10,000	11,170	3,543
LAND DEVELOPMENT PERMITS		64,947	15,000	12,520	5,315
RECORD PLATS		1,160	250	195	89
SIGN PERMITS		1,585	2,000	3,451	709
SPECIAL EVENTS PERMITS		10,790	2,000	4,816	709
MISC. PERMITS		3,646	8,000	18,236	2,835
PLUMBING PERMITS		53,369	10,000	25,915	12,000
ELECTRICAL PERMITS		34,385	15,000	54,630	25,000
MECHANICAL PERMITS		14,278	8,000	17,725	8,000
BUILDING PERMITS		75,004	35,000	55,401	25,000
CAPITAL COST RECOVER FEE		66,505	20,000	103,100	-
PROJECT DEVELOP/ENGINEERING		17,992	5,000	23,728	1,772
RE-INSPECTION FEES		5,425	2,000	2,000	709
PENALTY AND INTEREST		1,496	1,000	2,977	1,000
FEMA/GEMA		40,363	75,000	-	-
DOT-DEPT.OF TRANS GRANT \$ LMIG		114,510	124,000	120,043	125,000
DNR - COASTAL INCENTIVE GRANT			75,000	-	18,500
CONTEMPT CHARGES		31,499	90,000	41,398	65,700
MISCELLANEOUS REVENUE POLICE		-	-	396	-

General Fund cont	2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
FINES,COSTS AND BONDS	283,361	550,000	317,909	401,500
TECHNOLOGY FEE	10,027	40,000	15,908	30,000
OPEN RECORDS	1,149	1,000	1,371	1,000
RETURNED CHECK FEE	35	100	70	100
FINES - ADMINISTRATIVE FEES	15,743	7,500	26,204	25,000
ACCIDENT REPORTS	1,240	500	1,326	1,000
JAIL FEE	5,127	-	29,476	-
PEACE OFFICERS ANNUITY & BENEFIT	2,782	-	16,994	-
LOCAL VICTIM WITNESS	4,839	1,000	14,833	-
PRE TRIAL DIVERSION	850	1,500	7,880	5,000
CRIME LAB FEE	75	-	275	-
CRIMINAL HISTORY REPORTS	6,382	10,000	3,780	5,000
PD SPECIAL EVENTS REVENUE	638	500	-	500
CONDEMNED PROPERTY	66,357	2,000	-	500
POPIDF-A	13,610	7,000	26,802	-
POPIDF-B	14,672	7,000	29,608	-
GCVB PROBATION FEES	2,141	5,000	9,469	10,021
PROBATION FEES	54,947	60,000	45,608	45,000
(DETF) DRIVERS ED. TRAINING FU	1,831	800	3,759	-
RESTITUTION	1,005	400	6,446	8,594
RECREATION DEPT.REVENUES	153,193	125,000	11,269	91,000
CONCESSION STAND REVENUES	37,262	40,000	49,169	45,000
FAIR REVENUE	-	-	42,634	55,000
FREEDOM RINGS REVENUE	-	-	8,582	-
BILLBOARD LEASE	10,126	11,000	8,620	11,000
RENTAL INCOME REVENUE		300	-	-
ELECTIONS QUAL FEES	-	-	360	-
BUILDING RENTAL - HINELY	3,530	3,000	4,980	4,000
BUILDING RENTAL - LIONS CLUB	3,610	3,000	2,700	3,000
DAILY OVERAGE/SHORTAGE REC	(254)	-	313	-
INTEREST INCOME	12,255	3,500	33,944	25,000
INTEREST INCOME - POLICE CK	-	50	426	50
MISC. REVENUES	20,648	1,500	432	1,500
SCRAP METAL - REVENUE	800	500	1,031	1,000
REPAYMENT - GOLF COURSE	28,100	28,100	25,758	28,100
Unallocated Revenue	21,139	-	(38,100)	
Total General Fund Revenue	4,727,988	4,390,200	3,719,759	4,182,888

SANITATION/SOLID WASTE				
SANITATION PICK UP FEE CH	652,719	620,000	550,656	658,182
PENALTIES	11,157	8,000	9,829	10,530
INTEREST INCOME	1,083	1,000	1,685	2,057
Sanitation/Solid Waste:	664,959	629,000	562,170	670,769

		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
FIRE FUND					
FIRE DEPT EFFINGHAM COUNTY		580,675	485,000	402,141	625,000
FIRE DEPT STA 4 - EFF CO		-	140,000	126,160	-
PENALTIES		1,842	3,500	-	3,500
MISCELLANEOUS REVENUE		50,414	-	8,650	-
FIRE FEES VIA UTILITY		462,230	619,126	437,711	619,126
INTEREST INCOME		541	350	4,901	350
DONATIONS FOR FIRE DEPT		7,281	-	-	7,281
	Fire Fund	1,102,983	1,247,976	979,562	1,255,257
HOTEL MOTEL FUND					
HOTEL/MOTEL TAX		3,521	6,500	6,399	6,500
	Hotel Motel Fund	3,521	6,500	6,399	6,500
SPLOST					
SPLOST - CURRENT YEAR REVENUE		1,551,048	1,300,000	1,149,561	1,100,000
SPLOST - INTEREST INCOME		24,466	10,000	41,014	22,000
SPLOST - CARRY FORWARD			-	-	1,120,138
	SPLOST	1,575,514	1,310,000	1,190,574	2,242,138
WATER FUND					
WATER SALES		1,687,066	1,360,000	1,685,700	1,500,000
PENALTIES		25,273	15,000	25,552	15,000
WATER RECONNECTS		177,960	133,000	172,970	133,000
WATER TAP FEES		62,400	30,000	104,100	30,000
CALL OUT FEES		50	-	150	-
MISC. WATER REVENUE		1,316	1,500	1,609	1,500
METER/METER FEES		5,135	2,500	-	2,500
TOWER RENTAL		146,682	60,000	-	72,000
CDBG REVENUE (Water)		-	300,000	-	300,000
INTEREST INCOME - Water Fund		201	6,000	(579)	10,000
WATER UNALLOCATED FUNDS			-	(80)	-
	Water Fund	2,106,083	1,902,000	1,970,945	2,064,000
Water Impact					
WATER IMPACT FEES		111,370	60,000	140,280	60,000
INTEREST INCOME		17,591	6,000	22,405	6,000
INTEREST INCOME - WATER IMPACT		6,595	6,000	9,669	-
WATER-CASH CARRY FORWARD					342,000
	Water Impact Total:	135,556	72,000	172,354	408,000

		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Sewer Impact					
SEWER IMPACT FEES		238,132	110,000	510,370	148,356
INTEREST INCOME - SEWER IMPACT		5,353	1,000	7,844	5,000
OTHER FINANCING (SWR IMP) SOURCES- CDBG		-	400,500	-	-
	Sewer Impact Total:	243,485	511,500	518,214	153,356
SEWER FUND					
SEWER USE SALES		1,538,265	1,430,000	1,372,774	1,500,000
PENALTIES		24,580	20,000	23,011	24,562
Interest Income - Sewer Fund					8,000
SEWER TAP FEES		33,800	10,000	72,550	7,800
GEFA LOAN - CWSRF		1,227,836	-	184,169	-
CDBG REVENUE- (SEWER)		-	450,000	-	250,000
INEREST INCOME - GEFA WWTP		540	-	457	580
	Sewer Fund	2,825,021	1,910,000	2,171,175	1,790,942
GOLF COURSE FUND					
MEMBERSHIP FEES		79,300	145,000	112,554	180,600
GREEN FEES		62,255	130,000	110,353	130,000
CART FEES		65,377	135,000	110,281	130,000
RANGE FEES		7,723	16,000	14,860	16,000
TOURNAMENT FEES		13,002	24,000	17,616	16,720
RENTAL FEES		649	2,000	2,882	2,000
GROUP GOLFERS		-	-	1,230	1,500
GIFT CERTIFICATES		5,015	3,500	2,330	1,500
RAIN CHECKS		-	-	353	-
HANDICAP FEES		1,120	1,500	465	1,400
HOLE SPONSOR		250	4,500	-	10,800
MISCELLANEOUS/STORAGE		148	24,000	30	-
SALES TAX COMMISSION		54	900	15,941	20,000
TOURNAMENT FOOD		2,855	-	751	-
PROSHOP SALES		230,259	-	724	1,500
GOLF BALL SALES		5,544	10,000	8,577	9,600
CLOTHING SALES		5,858	6,000	6,028	8,000
GLOVE SALES		1,580	2,750	2,478	2,500
GOLF CLUB SALES		7,264	3,000	6,326	4,500
HEAD GEAR SALES		1,445	1,600	2,438	2,400
MISCELLANEOUS PROSHOP SALES		5,876	7,000	4,526	3,000
Pro-Shop Snack SALES		29,400	-	109	28,000
FOOD SALES		13,109	25,000	28,739	150,000

Golf Course Revenue Cont.	2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
BEVERAGES	5,040	10,000	11,682	26,000
BAR SALES	22,967	30,000	33,775	40,000
MISCELLANEOUS GRILL SALES	34	1,250	414	-
TOURNAMENT MEALS	1,785	2,500	150	-
OVER/SHORT	1,193	-	(32)	-
INTEREST ON CHECKING	323	150	812	200
TRANSFER IN FROM WATER FUND		56,894	56,894	56,894
UNALLOCATED REVENUE		-	(56)	-
Golf Course Fund Total Revenue	569,425	642,544	553,261	843,114
Revenue Total:	\$13,575,494	\$12,621,720	\$11,206,212	\$13,616,964





Expenses

General Fund Expenses



		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Expense					
GENERAL FUND					
Council Members					
Regular employees		22,200	22,200	20,350	22,200
Group Health insurance		13,215	62,514	23,966	31,941
Group Life Insurance		313	420	327	420
Social Security (FICA) contributions		1,274	1,698	1,033	1,698
Retirement contributions		2,852	1,394	2,672	2,730
Legal Fees		198,850	100,000	158,110	100,000
Public Officials Insurance		12,108	28,000	-	28,000
Advertising Community Promotion)		44,274	50,000	5,055	6,000
Legal Ads		4,123	3,000	951	3,000
BUSINESS TRAVEL		312	400	-	400
Dues and fees (Memberships)		24,496	20,000	12,487	18,500
Employee Recognition		5,626	4,500	646	6,000
Meetings and Conferences		5,511	10,000	3,988	8,664
Office Supplies		270	500	305	500
Workshops		1,757	2,500	1,172	2,500
Operating Supplies		3,320	3,000	2,445	3,000
Tablets For Council		3,441	3,500	2,129	3,500
Christmas Decorations		-	-	18	-
Live Oak Public Library		3,500	12,000	-	-
	Council Total:	347,442	325,626	235,654	239,053
Administration					
Regular employees		140,796	62,914	59,193	67,462
Overtime		4,350	4,200	1,695	4,200
Group Health insurance		18,055	13,689	6,978	9,126
Group Life Insurance		115	70	165	71
Social Security (FICA) contributions		11,053	4,600	4,301	5,110
Retirement contributions		9,124	3,776	5,079	3,776
Workers' compensation		10,047	108,798	96,816	108,798
Professional Contracted Services		10,850	17,000	18,244	18,000
Legal Fees		360	1,500	3,581	1,500
Building Maintenance		3,578	6,000	4,979	6,000
Vehicle Maintenance		563	600	393	600
Property/Liability Insurance		3,625	46,464	34,528	51,110
Vehicle Insurance		496	16,631	13,106	16,631
Telephone		5,213	5,000	3,658	5,000
Advertising		368	1,200	749	1,200
Travel (Business and Milage)		3,989	-	1,292	1,000
Dues and fees (Memberships)		1,682	2,500	2,010	2,500
Education and training		3,383	10,500	10,855	11,000
Meetings and Conferences		1,636	-	12	-
MERCHANT & BANK FEES		1,110	-	801	1,000
Office Supplies		2,690	2,500	1,159	2,000
Postage		566	2,000	756	2,000
Meals & Entertainment		852	600	502	600
Operating Supplies		1,628	3,500	3,477	3,500
Computer Support and IT		7,266	6,500	6,305	6,500
FUEL / OIL		242	500	266	500
Utilities		15,288	15,000	12,611	15,000
Building Improvements		638	2,500	-	2,500
Office Equipment		627	1,000	-	1,000
Computer Software		100,000	40,000	6,318	39,000
	Administration Total:	360,190	379,542	299,829	386,684

		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Finance					
Regular employees		42,556	42,901	40,902	41,503
Overtime		3,541	3,500	186	2,000
Group Health insurance		3,791	6,084	4,464	6,084
Group Life Insurance		65	40	110	40
Social Security (FICA) contributions		4,014	2,858	3,015	3,113
Retirement contributions		1,863	2,346	1,746	2,346
Professional Contracted Services		17,174	20,000	14,682	20,000
Audit Fees		37,695	30,000	-	30,000
Office Equipment Maintenance		966	1,200	643	1,200
Telephone		405	400	344	400
Dues and fees (Memberships)		255	500	200	500
Education and training		5,174	9,000	4,361	9,000
Merchant and Bank Fees		502	5,000	-	5,000
Office Supplies		3,532	3,000	3,052	3,000
Postage		938	1,000	559	1,000
Computer Support and IT		4,943	7,000	1,940	7,000
Office Equipment		-	3,000	187	3,000
	Finance Total:	127,414	137,829	76,392	135,186
Court					
Regular employees		31,850	29,453	23,719	35,485
Overtime		1,291	1,000	832	1,000
Group Health insurance		1,412	-	6,235	9,126
Group Life Insurance		45	60	45	60
Social Security (FICA) contributions		2,479	2,253	1,766	2,661
Retirement contributions		1,534	1,850	1,437	1,701
Professional Contracted Services		12,959	13,100	12,224	13,100
Legal Fees		208	1,000	1,875	1,000
PRE TRIAL DIVERSION FEE		-	1,500	-	1,500
Office Equipment Maintenance		286	750	310	750
Telephone		1,773	1,000	757	1,000
Education and training		635	600	893	600
MERCHANT & BANK FEES		(39,862)	-	2,758	3,000
Office Supplies		2,705	1,800	1,557	1,800
Postage		534	200	137	200
Operating Supplies, Misc.		127	250	143	250
Technology Fee/Court Expense		-	2,500	166	2,500
Computer Support and IT		119	300	333	300
	Court Total:	18,095	57,616	55,186	76,033
Police					
Regular employees		937,581	1,054,572	770,201	1,052,066
Overtime		39,573	36,000	60,485	40,000
Group Health insurance		180,801	214,920	115,505	200,090
Group Life Insurance		940	1,440	918	1,260
Social Security (FICA) contributions		70,375	78,350	61,510	78,905
Retirement contributions		48,341	64,319	45,295	64,319
Professional Contracted Services		9,604	4,000	6,947	6,800
GCIC - TECHNICAL		7,031	10,000	5,922	10,000
Jail Fees		2,564	-	28,495	-
POLICE OFFICER ANNUITY & BENEFIT		5,003	-	16,616	-
GA CRIME VICTIM FUND		3,087	-	10,106	-
EFF CO DRUG ABUSE TREATMENT		192	-	543	-
EFF CO VICTIM WITNESS		3,499	-	14,215	-
POPIDF A		6,502	-	25,757	-
DETF DRIVER EDUCATION & TRAINING FUND		831	-	3,638	-
POPIDF B		6,939	-	28,715	-
CRIME LAB FEE		75	-	300	-
BRAIN & SPINAL INJURY TRUST FUND		37	-	82	-

		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Building Maintenance		4,514	7,500	11,235	10,000
Vehicle Maintenance		21,159	35,000	49,804	40,000
Office Equipment Maintenance		957	-	(86)	-
EQUIPMENT MAINTENANCE		945	2,000	1,792	1,000
DEBT SERVICE - SOFTWARE		40,300	40,300	40,300	40,300
Telephone		16,476	20,000	12,192	15,000
RADIO/PAGER/RADAR MAINTENANCE		6,933	7,500	3,884	7,500
Legal Ads		1,090	1,000	320	600
Dues and fees (Memberships)		539	1,000	1,081	1,500
Education and training		5,169	8,500	5,516	10,000
MERCHANT & BANK FEES		(21,235)	-	1,817	2,000
Office Supplies		7,921	6,000	9,032	8,000
Postage		390	200	189	350
Operating Supplies, Misc.		2,302	5,000	5,124	6,000
Computer Support and IT		5,283	5,000	5,373	7,000
Police Equipment (new line item)					30,000
CID Operation Supplies		2,079	3,500	2,125	4,000
FUEL/OIL		52,181	47,000	25,702	43,800
Utilities		11,993	12,000	11,297	12,000
UNIFORMS		17,931	15,000	12,805	17,700
Condemned Funds Expenditures		76,989	15,000	5,690	2,000
Computers		1,480	10,250	6,623	8,250
K-9 Unit		2,402	2,400	180	3,500
Police Dept - Firearms		653	1,500	555	1,500
Restitution		781	500	5,267	500
	Police Total:	1,582,207	1,709,751	1,413,067	1,725,940
Public Works					
Regular employees		112,223	136,219	68,789	104,711
Overtime		2,088	950	1,059	1,000
Group Health insurance		25,498	53,388	15,285	24,336
Group Life Insurance		265	240	135	160
Social Security (FICA) contributions		7,731	10,075	5,229	7,853
Retirement contributions		6,946	6,090	6,509	4,461
Professional Contracted Services		70,183	80,000	61,334	80,000
Building Maintenance		4,022	700	589	1,000
Vehicle Maintenance		6,544	6,500	3,254	6,500
Rental of equipment		2,026	2,000	1,850	2,000
Telephone		1,572	2,000	994	2,000
Legal Ads		120	200	180	200
Dues and fees (Memberships)		249	600	202	600
Education and training		68	500	-	500
Office Supplies		217	200	11	200
Operating Supplies, Misc.		28,685	37,000	32,561	37,000
Inmate Small Equipment		10,147	9,000	8,761	15,000
Parts / Repairs		9,326	9,000	9,761	10,000
COMPUTER SUPPORT / IT		20	-	(20)	500
Electricity		139,461	10,000	1,694	2,500
FUEL / OIL		8,512	7,000	5,967	7,000
UNIFORMS		2,103	2,842	2,532	3,000
Landscaping		13,705	500	-	500
Street Improvements - LMIG		209,778	-	1,788	125,000
Street Light			140,000	119,232	112,000
Streets - Construct & Patch		10,291	-	-	50,000
Sidewalks		-	-	-	-
Signs/Sign Posts		2,141	3,000	290	3,000
Streets - Sweeper Lease		27,176	27,177	11,325	27,177
Misc Equipment		3,109	28,000	25,250	25,000
	Public Works Totals:	704,206	573,181	384,560	653,198

		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Recreation					
Regular employees		173,577	184,376	157,814	195,692
Overtime		20,437	13,500	11,830	15,000
UMPIRE PAY		47,073	45,000	33,151	45,000
Group Health insurance		35,167	62,510	30,264	44,946
Group Life Insurance		160	240	190	240
Social Security (FICA) contributions		13,326	13,765	12,147	13,765
Retirement contributions		5,017	9,290	4,701	9,290
Professional Contracted Services		17,919	7,500	7,509	7,600
Building Maintenance		4,709	7,000	3,422	7,000
Vehicle Maintenance		151	1,000	639	1,000
Grounds Maintenance		8,511	15,000	10,508	15,000
Telephone		5,245	4,700	5,350	4,700
Legal Ads		1,834	4,700	413	1,000
Dues and fees (Memberships)		53	800	740	800
Meetings and Conferences		3,051	2,000	1,852	2,000
Merchant and Bank Fees		(2,255)	-	7,572	8,000
Office Supplies		1,673	14,000	1,651	5,000
Operating Supplies		76,537	73,000	70,355	84,000
FUEL / OIL		3,308	2,500	2,077	2,500
Utilities		67,119	65,000	61,466	65,000
SENIORS PROGRAM / DINNERS		1,011	1,000	271	1,000
CONCESSIONS - COST OF GOODS		21,479	20,000	17,531	20,000
FAIR EXPENSE		-	-	22,315	22,500
FREEDOM RINGS EXPENSE		-	-	21,222	21,000
	Recreation Total:	505,102	546,881	484,991	592,033
Planning & Zoning					
Regular employees		179,778	90,470	77,980	102,614
Overtime		4,189	3,000	3,775	3,000
Group Health insurance		24,636	23,652	14,013	19,773
Group Life Insurance		195	130	165	130
Social Security (FICA) contributions		13,517	6,506	6,451	7,696
Retirement contributions		7,276	5,341	6,817	5,341
Professional Contracted Services		63,200	50,000	63,257	78,000
Engineering Fees		28,112	20,000	19,283	20,000
CAPITAL COST RECOVERY PAYMENT		12,462	20,000	92,320	-
Vehicle Maintenance		334	500	678	2,500
Office Equipment Maintenance		4,203	3,000	2,335	2,500
Planning / Zoning Comission		1,252	1,000	894	1,000
Telephone		2,626	3,000	2,256	3,000
Legal Ads		1,583	1,200	1,386	1,450
Printing and binding		257	600	351	600
Dues and fees (Memberships)		4,050	1,200	147	1,200
Education and training		3,276	6,000	4,259	6,000
MERCHANT AND BANK FEES		129	-	4,609	5,000
Office Supplies		4,540	3,000	3,124	3,000
Postage		4,860	5,000	1,878	4,750
GICH		-	2,500	-	1,000
Operating Supplies, Misc.		2,365	1,500	686	1,500
Computer Support and IT		15,869	2,000	475	2,000
Infrastructure Data Base		-	6,000	-	6,000
FUEL / OIL		751	750	183	750
Books and periodicals		-	150	-	150
	Planning & Zoning Total	379,460	256,499	307,322	278,955

SANITATION/SOLID WASTE					
REGULAR EMPLOYEES			21,840	16,385	25,271
OVERTIME			500	383	500
GROUP HEALTH INSURANCE			35,136	3,309	6,639
GROUP LIFE INSURANCE			180	-	54
SOCIAL SECURITY (FICA) CONTRIBUTION			1,671	1,242	1,895
RETIREMENT CONTRIBUTION			1,372	-	1,212
Garbage Fee Payments		538,956	560,000	369,132	560,000
Sanitation/Waste Total:		538,956	620,699	390,450	595,572



Fire Fund Expenses



	2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
FIRE FUND				
Regular employees	430,970	430,420	374,878	491,234
Volunteer Stipends	45,106	79,200	42,800	60,000
Overtime	58,465	17,000	30,256	35,000
Other Pay	-	1,000	-	-
Group Health insurance	77,492	136,526	69,655	118,799
Group Life Insurance	585	720	495	720
CANCER INSURANCE	3,996	5,600	2,466	5,600
Social Security (FICA) contributions	35,794	42,188	28,970	36,843
Retirement contributions	14,336	26,168	13,433	26,168
Workers' compensation	26,635	19,631	10,827	19,631
Professional Contracted Services	8,689	15,000	14,696	15,000
AUDIT FEES	-	-	-	-
Legal Fees	53	10,000	5,938	10,000
Equipment Testing	5,477	5,000	1,095	5,000
Building Maintenance	5,208	11,000	3,424	20,000
Vehicle Maintenance	17,152	18,000	13,993	20,000
EQUIPMENT MAINTENANCE	25,056	25,000	21,262	25,000
Property/Liability Insurance	18,800	4,690	5,549	5,159
Vehicle Insurance	-	10,633	2,106	11,133
Telephone	5,929	6,700	5,315	7,000
RADIO/PAGER/RADAR MAINTENANCE	3,701	6,000	1,402	6,000
Education and training	6,362	10,000	6,644	10,000
DONATIONS/CHARITY EXPENSE	-	-	5,825	-
Medical Supplies	4,142	5,000	4,569	6,000
Operating Supplies	5,985	10,500	9,408	12,000
FUEL / OIL	26,052	22,000	11,182	22,000
Utilities	11,278	10,000	6,538	10,000
UNIFORMS	4,828	6,500	3,933	6,500
AEDS	2,730	-	-	3,000
Building Rescue Equip & Engine	358	-	-	30,000
Office Equipment	683	-	-	1,500
Office Furniture	1,500	-	-	1,500
Capital Equipment	37,357	-	-	50,000
Misc Equipment	23,786	-	-	25,000
Employee Salaries		104,173	1,791	-
Health Insurance		34,132	484	-
Life Insurance	10	180	-	-
Cancer Insurance		400	126	-
FICA-PAYROLL EXPENSE		7,969	135	-
Retirement		6,542	-	-
Equipment Testing		150	-	-
Building Maintenance	2,055	1,900	177	-
VEHICLE MAINTENANCE	738	620	408	-
EQUIPMENT MAINTENANCE	33	420	309	-
Telephone	875	850	486	-
Operating Supplies	286	375	132	-
Utilities	5,976	5,150	4,513	-
Misc Equipment	237	2,600	-	-
Fire Fund Exepenses:	918,715	1,099,937	705,397	1,095,787

Hotel/Motel Fund

Expenses



		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
HOTEL MOTEL FUND					
Advertising		3,521	6,500	5,820	6,500
	Hotel/Motel Fund:	3,521	6,500	5,820	6,500



SPLOST Fund Expenses



SPLOST		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
BUILDING MAINTENANCE			25,000	6,389	25,000
BUILDING MAINTENANCE (Police)			75,000	45,906	-
Police - Vehicle Equipment			25,000	42,730	79,215
Police Dept - Patrol Cars		45,176	76,500	-	142,381
Police Dept - Radio Equipment			37,500	-	20,400
Fire Dept - Misc. Equipment			28,500	20,994	-
CAPITAL EQUIPMENT			36,000	625	-
Fire Dep. - 1 Vehicle			-	-	375,000
Streets - Stripping		7,245	-	-	-
FIBER OPTICS INSTALLATION			-	-	-
Street- Carolina Ave		46,156	-	206,267	-
STREETS - LMIG 2019			250,000	-	250,000
DRAINAGE - 9TH STREET		-	-	10,043	200,000
DRAINAGE - HOLE 15 ON DRESSLER			-	10,618	200,000
Streets - Mini Excavator (1/3)			-	-	11,700
SPLOST - TRANSPORT VEHICLE			-	18,178	-
7th St Sewer		1,875	-	191,501	-
Sewer - Vehicle			-	-	13,000
Sewer - Vehicle					15,000
Sewer - Mini Excavator (1/3)					11,700
Sewer - Trailer Mounted Pump					23,000
SEWER - 9TH TO WWTP UPGRADE		-	-	2,800	-
Sewer - Vehicle			-	14,150	
WWTP - Disk Filter			-	-	60,000
WWTP - TREATMENT POND LINER		6,910	-	-	-
WWTP - Mower					15,000
WWTP EXPANSION		-	-	-	-
Water - 7th St. Water		1,875	-	938	-
Water - Line Improvements		-	-	3,413	-
WATER LINE EXT FROM LOWER FLORIDAN		-	-	-	-
Water - Vehicle					13,000
Water - Vehicle					15,000
Water - Mini Excavator (1/3)					11,700
Sewer - Trailer Mounted Pump					23,000
RECREATION - BUILDING MAINTENANCE			-	9,000	75,000
Recreation - Empires Room at Macomber					20,000
Recreation - Macomber shade cover					80,000
Recreation - Disk Golf Baskets					8,000
Recreation - Batting Cages					15,000
Recreation - Freedom Park		176	-	-	70,000
Recreation - Macomber Park		14,942			
Recreation - Gator					15,000
Recreation - Mower		-	-	-	40,000
Recreation - Veterans Park		1,201	-	-	-
Recreation - Macomber Park Land		7,304			
Recreation - Equipment		26,709	60,350	26,720	25,000
Recreation - Landscaping					10,000
	SPLOST Total:	159,569	613,850	610,269	1,862,096

Water Fund Expenses



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	2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
WATER FUND				
Water Administration				
Regular employees	139,756	102,129	110,970	112,232
Overtime	8,128	1,200	2,803	3,000
Group Health insurance	22,900	50,346	12,898	18,024
Group Life Insurance	120	260	140	260
Social Security (FICA) contributions	8,847	7,813	8,117	8,467
Retirement contributions	3,322	6,414	3,113	6,414
Workers' compensation	448	382	153	382
Professional Contracted Services	4,288	5,000	12,370	18,600
AUDIT FEES	-	7,500	-	7,500
LEGAL FEES	-	45,000	1,438	28,000
Telephone	859	1,000	483	1,000
Legal Ads	210	300	-	300
Education and training	75	5,000	513	5,000
MERCHANT AND BANK FEES	34,525	-	31,872	35,000
Office Supplies	2,225	1,500	1,406	1,500
Postage	26,155	20,000	25,373	26,600
Operating Supplies	7,472	12,000	12,979	12,000
Computer Support and IT	10,051	10,000	2,332	7,400
Utilities	190	200	-	200
Office Equipment	250	1,000	-	1,000
Water Administration Total:	269,821	277,044	226,960	292,879
Water Operations				
Regular employees	135,405	148,400	156,202	251,706
Overtime	3,665	4,400	3,332	4,000
Group Health insurance	25,435	39,547	33,837	57,799
Group Life Insurance	130	260	265	390
Social Security (FICA) contributions	10,393	11,008	11,118	18,827
Retirement contributions	7,088	9,036	6,641	12,034
Workers' compensation	14,297	12,740	16,651	12,740
Professional Contracted Services	55,530	80,000	37,669	45,000
Engineering Fees	1,609	2,000	1,415	2,000
Vehicle Maintenance	2,064	5,000	3,193	6,000
Watershed Plan	11,928	25,000	8,445	10,000
Property/Liability Insurance	10,088	5,104	5,549	5,614
Vehicle Insurance	3,826	1,742	1,805	1,742
Telephone	4,845	4,000	3,050	4,000
Legal Ads	561	500	493	500
Dues and fees (Memberships)	175	1,500	1,218	1,500
Education and training	959	750	106	750
Merchant and Bank Fees	691	-	3,312	-
Postage	4,337	4,000	3,104	4,000
Operating Supplies, Misc.	17,185	10,000	15,475	20,000
Chemicals	29,316	25,550	22,895	25,000
Parts / Repairs	3,493	3,500	4,141	3,500
Meter Supplies	595	5,000	3,865	5,000
FUEL / OIL	13,476	11,000	5,941	7,000
Utilities	73,954	60,000	58,598	60,000
UNIFORMS	1,484	1,300	1,491	2,500
DNR - COASTAL INCENTIVE GRANT	-	75,000	43,593	18,500
Pipes/fittings	11,269	18,000	9,475	15,000
Water - Meters	37,550	50,000	36,240	90,000
Misc. Waterlines	2,548	-	16,195	60,000
North Tank	77,325	-	678	100,000
Office Equipment	-	500	-	500
Capital Outlay-Right Spot	-	-	6,082	-
Water Operations Total:	561,221	614,837	551,334	845,602

		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Water Impact					
7th St Improvements 1 & 2		18,616	350,000	192,436	158,000
Lower Floridian Well		454,961	-	63,280	200,000
DEBT SVC INTEREST GEFA 2016		27,760	89,600	29,259	50,000
	Water Impact Total:	501,337	439,600	284,974	408,000
	Fund: 505 - WATER FUND Total:	1,062,558	1,331,481	1,034,009	1,546,481



Sewer Fund Expenses



	2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
SEWER FUND				
Sewer Operations				
Regular employees	119,844	115,653	261,282	359,596
Overtime	6,748	4,100	13,631	15,000
Group Health insurance	18,070	30,420	45,411	75,085
Group Life Insurance	175	200	115	523
Social Security (FICA) contributions	9,402	8,571	19,563	27,020
Retirement contributions	6,146	7,036	5,759	17,271
Workers' compensation	13,408	12,740	1,477	12,740
Professional Contracted Services	14,216	14,000	13,808	15,000
AUDIT FEES	-	7,500	-	7,500
PROFESSIONAL OR LEGAL FEE	-	45,000	-	-
Engineering Fees	-	2,000	1,415	2,000
Vehicle Maintenance	2,853	2,500	5,547	7,000
Property/Liability Insurance	39,156	15,000	5,940	16,500
Vehicle Insurance	1,659	4,200	2,654	4,200
Telephone	871	1,000	615	700
Legal Ads	89	300	65	300
Dues and fees (Memberships)	224	2,000	736	1,500
Education and training	185	750	375	500
Merchant and Bank Fees	-	-	7	-
Operating Supplies, Misc.	27,377	30,000	25,597	28,000
Parts / Repairs	6,107	5,000	5,533	5,000
FUEL / OIL	9,714	7,000	4,619	7,000
Utilities	27,118	27,000	24,501	25,000
UNIFORMS	2,739	2,300	1,059	2,500
7th St Improvements 1 & 2	16,828	-	1,103	-
Infrastructure Replacement	8,646	80,000	65,533	50,000
Pipes/fittings	1,711	2,000	1,776	200
Misc Equipment	1,632	13,000	-	-
Sewer Operations Total:	334,918	439,270	508,121	680,135
Waste Water Treatment				
Regular employees	129,170	136,079	100,635	143,583
Overtime	3,125	2,300	2,973	3,500
Group Health insurance	36,622	53,388	23,056	44,262
Group Life Insurance	140	180	125	180
Social Security (FICA) contributions	9,039	10,151	7,120	10,769
Retirement contributions	6,240	8,333	5,847	8,333
Workers' compensation	6,480	5,377	1,190	5,377
Professional Contracted Services	91,993	85,000	76,838	85,000
Engineering Fees	1,000	1,000	-	1,000
BONDS (2015) - INTEREST EXPENSE	363,649	554,907	351,061	554,907
Building Maintenance	667	250	172	250
Vehicle Maintenance	-	350	-	350
Office Equipment Maintenance	-	400	-	400
Rental of equipment	-	300	-	300
Property/Liability Insurance	4,925	12,901	5,875	14,191
Vehicle Insurance	-	1,500	1,615	1,500
Telephone	3,377	3,500	2,227	3,500
Legal Ads	105	250	177	250
Education and training	4,197	4,500	3,433	4,500
OFFICE SUPPLIES	-	200	279	200
Postage	7	-	461	-
Operating Supplies	18,688	14,000	9,950	20,000
Chemicals	35,975	47,500	34,461	47,000
Parts / Repairs	41,258	47,000	49,689	50,000
FUEL / OIL	3,506	3,000	1,636	3,000
Utilities	117,980	105,000	88,255	105,000
UNIFORMS	-	1,900	1,018	1,900
9TH ST EMERGENCY LIFT STATION	-	-	60	-

Waster Water Expense Cont.		2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Cap -2.0 MGD Headworks		(77,847)	-	172,819	-
DEBT SVC INTEREST GEFA 2016		20,732	-	4,555	-
Waster Water Total:		821,028	1,099,266	945,527	1,109,251
Sewer Impact					
Grinder Pump Purch/Repair		46,169	50,000	50,118	50,000
DEBT SERVICE - GEFA 2016		2,348	74,000	21,467	74,000
Sewer Impact Total:		48,517	124,000	71,585	124,000
SEWER FUND Total:		1,204,463	1,662,536	1,525,233	1,913,386



Golf Fund Expenses



	2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Fund: 580 - GOLF COURSE FUND				
Maintenance				
Regular employees		137,321	114,202	116,367
Overtime		2,000	11,061	2,000
Group Health insurance		51,234	15,433	9,126
Group Life Insurance		273	155	120
Social Security (FICA) contributions		10,478	9,215	8,803
Retirement contributions		5,504	4,623	3,173
Workers' compensation		3,156	364	-
Professional Contracted Services		200	2,532	950
Building Maintenance		500	16,227	10,000
EQUIPMENT MAINTENANCE		8,500	19,896	25,000
Other Maintenance		500	2,625	1,400
Equipment Lease		960	590	17,000
Telephone		1,650	677	-
Legal Ads		-	-	600
Education and training		350	331	-
Licenses and Taxes		300	300	300
Merchant and Bank Fees		-	96	-
POLLINATOR PROJECT EXPENSE		-	390	250
Sand		3,500	2,966	6,000
Seed And Sod		500	179	-
Small Tools		550	-	2,000
Course Accessories		1,500	1,483	2,000
Fertilizer And Chemicals		41,052	27,638	50,588
FUEL / OIL		6,500	7,778	10,000
UNIFORMS		200	-	100
Capital Leased Equipment		14,000	-	29,070
Insectide (New Line Item)				3,000
Irrigation Computer Service Plan (New Line Item)				6,060
Preventive Maintenance Irrigation Pump (New Line Item)				2,000
Maintenance Total:	-	290,728	238,761	305,907
Pro-Shop Cost of Sales				
CLOTHING PURCHASES		3,600	2,962	6,000
GLOVE PURCHASES		2,200	-	2,000
GOLF CLUB PURCHASES		2,250	5,805	4,000
HEAD GEAR PURCHASES		1,504	1,228	1,500
MISC PROSHOP PURCHASES		3,500	2,303	2,000
HANDICAP SERVICE COST		1,300	1,515	1,500
GOLF BALLS		5,500	4,569	6,600
Pro-Shop Cost of Sales Total:	-	19,854	18,382	23,600



	2018 Budget Actual	2019 Approved Budget	As of 12/5/2019	2020 Proposed Budget
Pro-Shop & Cart Barn Administration				
Regular employees		112,316	85,262	142,980
Overtime		-	467	2,000
Group Health insurance		7,974	3,496	9,126
Group Life Insurance		84	25	60
Social Security (FICA) contributions		8,502	6,566	10,877
Retirement contributions		1,409	1,180	1,956
Workers' compensation		2,483	3,142	3,000
Professional Contracted Services		1,000	3,987	-
AUDIT FEES		2,000	-	2,000
MAINTENANCE - OTHER (GOLFCART)		4,000	7,260	2,000
Building Maintenance		2,000	5,344	12,725
Security System		490	1,031	480
Rental of equipment		500	115	-
Property/Liability Insurance		5,390	3,791	4,300
Telephone		4,500	3,246	4,500
Legal Ads		1,500	628	3,000
Dues and fees (Memberships)		450	521	500
Merchant and Bank Fees		9,000	9,924	9,000
Office Supplies		1,500	1,459	2,300
Operating Supplies		2,500	2,765	2,500
Computer Support and IT		300	490	1,260
Utilities		40,000	42,269	45,000
WATER UTILITIES		3,000	1,115	1,200
UNIFORMS		300	-	280
Tournament Expense		500	2,949	1,600
Miscellaneous Expenses		250	750	500
Repay General Fund		28,100	25,758	28,100
Over / Short		-	(6)	-
Pro-Shop & Cart Barn Admin Total:	-	240,048	213,533	291,244
Fairway Bistro Cost of Sales				
Cost of Food - Grill		13,460	21,320	50,000
Cost of Beverages - Grill		2,500	4,653	6,500
Cost of Bar Sales - Grill		13,000	17,437	13,000
Miscellaneous Cost - Grill		100	233	2,400
Tournament Meal Cost - Grill		1,250	625	-
Fairway Bistro Cost of Sales:	-	30,310	44,269	71,900
Fairway Bistro Administration				
Regular employees - Grill		40,805	33,071	65,421
Overtime		-	1,223	1,000
HEALTH INSURANCE		7,974	3,773	9,126
LIFE INSURANCE		84	35	60
Social Security (FICA) contributions		3,031	3,000	4,501
Workers' compensation		780	-	780
Professional Contracted Services		600	1,507	2,200
LEGAL FEES -- GRILLE		-	2,375	-
Equipment Maintenance - Grill				2,400
Rental of equipment		500	495	500
Equipment Lease		1,080	1,080	4,155
Licenses and Taxes		2,400	7,204	20,000
Grill - Other Supplies		4,000	6,731	7,800
Grill - Furniture & Fixtures		200	1,198	-
Miscellaneous Expenses		150	776	3,000
Fairway Bistro Admin Total	-	61,604	62,468	120,943
GOLF COURSE FUND Total:		642,544	577,413	813,595



Personnel

of Full Time Employees by Department

Department	FY 2018	FY 2019	Approved FY 2020
Administration	3	3	3
Court	1	1	1
Finance	2	2	2
Golf Course	5	5	6
Police	24	24	21
Planning & Zoning	4	4	4
Public Works	2	3	2
Recreation	3	4	4
Fire	13	14	11
Water Administration	3	3	3
Water Department	5	5	4
Sewer Department	6	5	5
WWTP	3	3	3
Total:	74	76	69



Personnel Schedule

	ADMIN	B & Z	COURT	FINANCE	FIRE	GOLF MANT	GOLF PRO SHOP	GRILL	POLICE	PUBLIC WORKS	RECREATION	SANITATION	SEWER	WATER	WATER ADMIN	WWTP
ACCOUNTING CLERK				33%												
ADMINISTRATION & FINANCE TECH	33%															
BUILDING INSPECTOR		33%														
CITY CLERK	50%													33%		
CITY MANAGER	33%													25%		
COURT CLERK			100%												33%	
EQUIPMENT OPERATOR													100%			
FINANCE DIRECTOR				33%									33%			
FIRE CAPTAIN					100%											
FIRE FIGHTER					100%											
GOLF MAINTENANCE						100%										
GOLF MAINTENANCE SUPERINTENDENT						100%										
GOLF PRO SHOP SUPERVISOR							100%									
GRILL SUPERVISOR								100%								
INTERIM CHIEF									100%							
INTERIM LIEUTENANT									100%							
LIEUTENANT																
METER READER														100%		
PERMIT TECHNICIAN		50%											25%			
PLANNING & DEVELOPMENT DIRECTOR	33%												33%			
POLICE CLERK									100%							
POLICE OFFICER									100%							
PROBATION OFFICER									100%							
PUBLIC WORKS DIRECTOR										33%			33%			
PUBLIC WORKS FOREMAN														100%		
PUBLIC WORKS LABORER																
RECREATION COORDINATOR											100%					
RECREATION DIRECTOR											100%					
POLICE CORPORAL									100%							
POLICE SERGEANT									100%							
SEWER LABORER										11%			78%			
UTILITIES CLERK												30%	30%			
WWTP DIRECTOR															30%	100%
WWTP OPERATOR																100%
WATER LABORER																100%
WATER OPERATOR																100%
ZONING & DEVELOPMENT TECH.	100%															



Departments



City Administration Department

The Department of City Administration includes the City Manager, City Clerk and Human Resources. The Department is responsible for the overall administration of the City of Rincon governmental operation. The mission of the Department is to ensure that residents receive the highest quality services possible within the budgetary constraints of the City. The City Manager is responsible for planning, directing, and supervising the activities of all City employees, is responsible for the proper administration of the policies and affairs of the City and is responsible for policy development and implementation. The City Manager manages and controls the functions of all City departments and performs duties and functions relative to a wide range of City programs and functions and reports to the City Council.

The Department of City Administration oversees the general administration and operations of the departments of the City of Rincon; executes the policies, directives and legislative actions of the City Council, and prepares and presents policy improvements/changes to same. The City Manager manages activities of City departments by assigning priorities and objectives to department heads and professional staff and reviews/approves management reports regarding department and administrative activities. The City Manager monitors the financial condition of the City and advises the Council of the same; estimates present and future financial needs; works and consults with Council Members and department heads concerning budget preparation; reviews and analyzes the financial position and related matters of the City; submits approved budget to City Council for review, consideration, and approval and administers and monitors operating budget.

The City Manager maintains communication with City Council for the exchange of information, development of policies, resolution of conflicts, etc. and makes decisions based on examination of alternatives and recommendations that impact on a broad range of functional areas.

The Department of General Administration is responsible for staff development and motivation; provides instruction and guidance to department heads as needed; oversees and controls the planning, development, and implementation of various City systems and functions. The Department maintains effective working relationships with elected officials, representatives of local, state, and federal agencies, local civic organizations, the media and others involved with City government.

The City Clerk City manages and coordinates the activities and operations of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and maintenance of official City records; administers municipal elections; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and City Council.

Accomplishments & Goals:

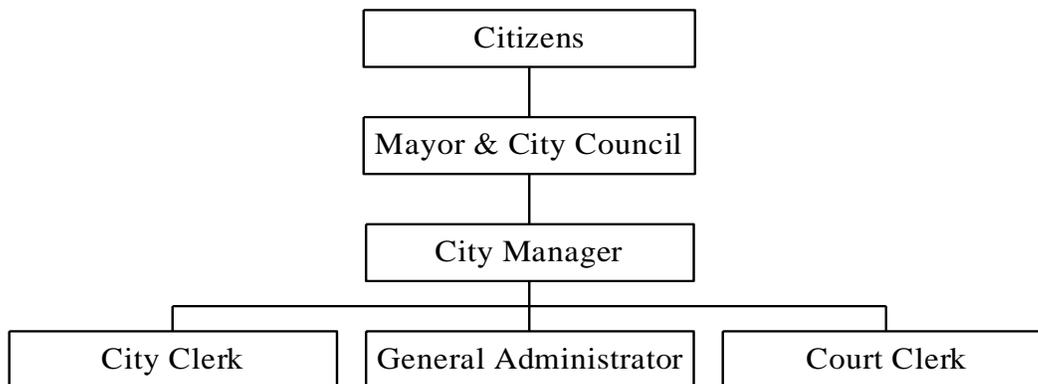
Accomplishments for FY 2019

- ◇ *Completion of the state required Comprehensive Plan update*
- ◇ *Renovations of numerous city Buildings including the Golf course clubhouse, City Hall and the Police Department*
- ◇ *Completion of a Golf course Operational Audit and implementation of recommendations.*

Goals for FY 2020

- ◇ *Plotting a strategy for the future of our Fire Department*
- ◇ *Completing the transformation of our Golf operation*
- ◇ *Hiring key permanent staff in the critical areas of Police and Finance*
- ◇ *Capital Projects Management – getting projects done*

City Administration Organization Chart

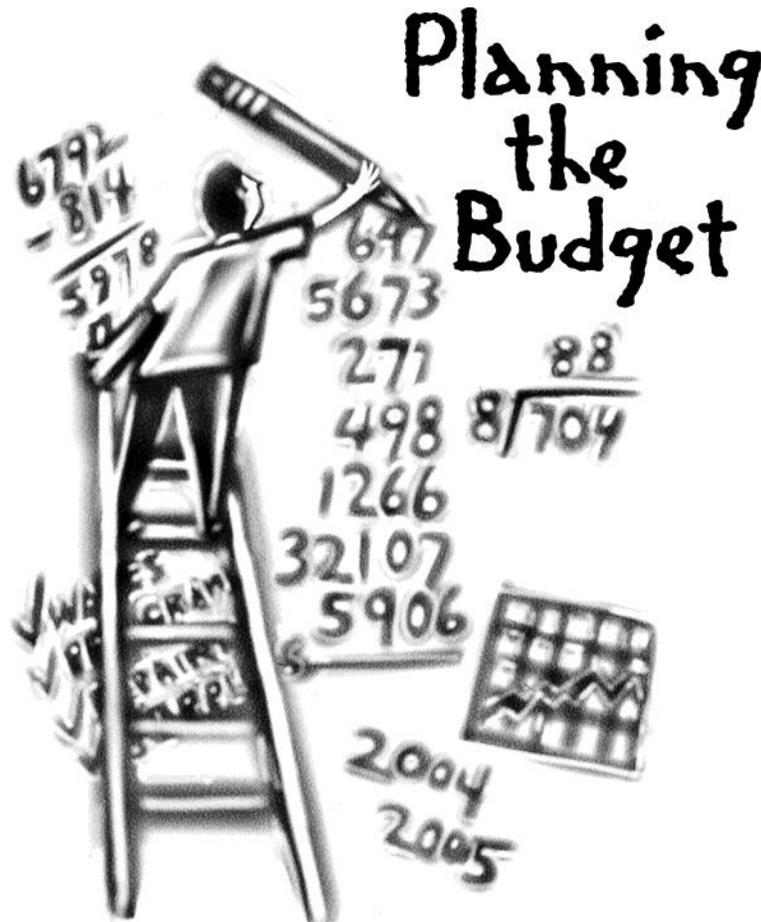


Full Time Position	FY 2018	FY 2019	Approved FY
City Manager	1	1	1
City Clerk	1	1	1
General Administrator	1	1	1
Court Clerk	1	1	1

Finance Department

This department is headed by the Finance Director. The mission of Financial Administration is to provide superior customer and financial services with integrity for the enhancement of the City and the community.

Financial Administration is responsible for the accounting and financial reporting of all City operations. This department is responsible for assisting the City Manager in the preparation of the Budget and the Capital Improvements Program. Once the Budget is adopted, this department is responsible for entering it into the accounting system, including any subsequent amendments. They then administer the Budget, prepare monthly finance reports, and work with the auditor on the annual outside audit. This department is also responsible for all investments, debt management, bank reconciliations, paying all invoices, payroll processing, and fixed assets.



Accomplishments & Goals:

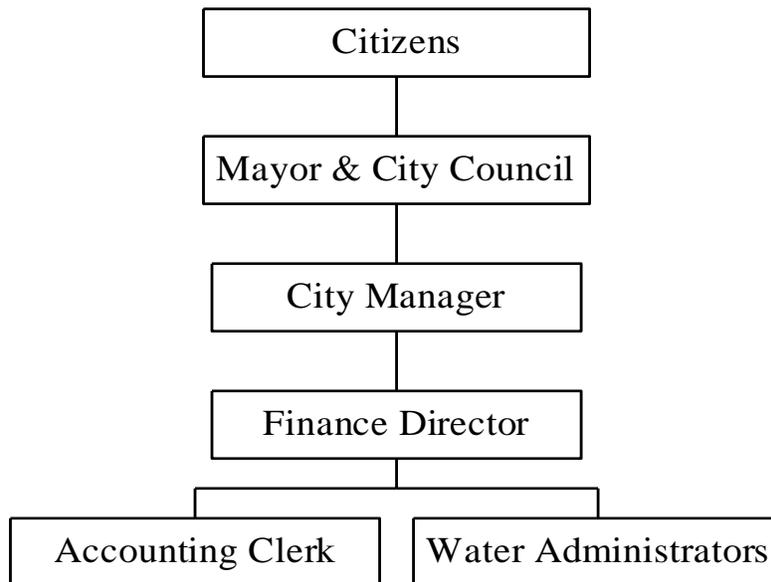
Accomplishments for FY 2019:

- ◇ *Reduction in bank accounts*
- ◇ *Increase in electronic payments, reductions of checks issued*
- ◇ *Timely bank reconciliations*
- ◇ *Timely posting of revenues*

Goals for FY 2020:

- ◇ *Strive for financial reporting excellence*
- ◇ *Improve budget processing procedures*
- ◇ *Early submission of year-end financials for audit*

Finance Organization Chart



Full Time Positions	FY 2018	FY 2019	Approved FY 2020
Finance Director	1	1	1
Accounting Clerk	1	1	1
Water Administrators	3	3	3

Planning & Development Services Department

The Planning & Development Services for the City of Rincon is primarily responsible for all community and economic development functions of the City as well as project management. The department is also responsible for all planning activities involving the City, providing Code Enforcement, and issuing Occupation Tax Certificates and Alcoholic Beverage Licenses. The economic development function of the department concentrates on providing excellent customer service for all economic development projects and land use permits issued within the City's boundaries and for those properties wishing to annex into the City's jurisdiction. Essential tasks of the City Planner include managing land use projects from concept to completion, providing project management services between the customer and the citywide Development Team, and overseeing capital projects. This department is committed to working with staff, developers, citizens, and economic development professionals to ensure that the City of Rincon is an excellent place to do business! This team also reviews and issues permits and approvals independent of building permit projects. We work with other City departments in the review of permits and license applications, as well as providing one stop permitting services for the customer. The Rincon Planning & Development Board is supported by staff from this department.

The community development function of the department provides services in grant applications, management, and project delivery. Community Development also works to bring additional amenities and quality of life attributes to economic development and planning functions of the department, particularly through ordinance and policy recommendations that achieve the vision of the economic development and planning goals of the City of Rincon.

The planning function of the department refers to a variety of short- and long-range planning, strategic planning activities, and associated implementation services engaged in by the department. We are charged with ensuring that the city fulfills the requirements of all federal, state, and regional mandates regarding long range planning and implementation. Currently, the department is managing a \$750,000 Community Development Block Grant to upgrade water and sewer services along the 7th Street Corridor, a \$18,5000 Coastal Incentive Grant to complete a stormwater utility assessment, overseeing a \$2.5 million Georgia Environmental Facilities Authority loan to complete the Lower Floridan Well and Wellhouse project, overseeing a \$2 million Georgia Environmental Facilities Authority loan to replace the Headworks at the Wastewater Treatment facility, and completing the Waterfirst certification process for the city.

Accomplishments & Goals:

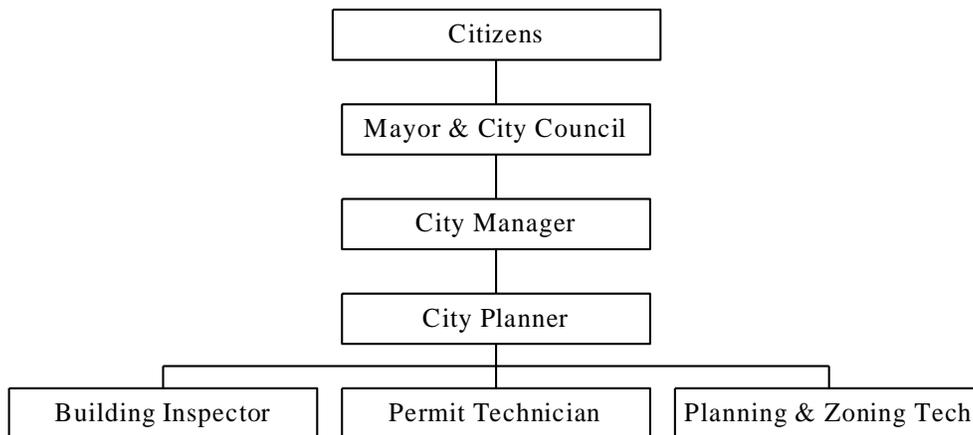
Accomplishments for FY 2019:

- ◇ Rebranded as the Planning and Development Services Department
- ◇ Update and complete city's comprehensive Plan to meet state-mandated requirements
- ◇ Completed assessment for stormwater utility
- ◇ Obtained \$18,500 Coastal Incentive Grant to implement storm water utility fee
- ◇ Annex three properties
- ◇ Processed 114 ERU;s and 581 permits

Goals for FY 2020:

- ◇ Coordinate revision and update of Rincon Zoning Ordinance and Land Use Map
- ◇ Annex properties into the City of Rincon
- ◇ Obtain Department of Transportation LARP certification to enable the city to manage federal transportation funds
- ◇ Enable on-line permit applications and plan submittal, to assist with Code Enforcement, and to expedite permit approval

Planning & Zoning Organization Chart



Full Time Positions	FY 2018	FY 2019	Approved FY 2020
City Planner	1	1	1
Building Inspector	1	1	1
Permit Technician	1	1	1
Planning & Zoning Tech	1	1	1

Public Works Department

Public Works provides community services enhancing the quality of life for the citizens of Rincon while protecting the environment by ensuring safe and clean neighborhoods and public places.

The Public Works Department is to provide the most cost-effective infrastructure and services possible while ensuring residents are able to live their lives and conduct business in a safe and healthy and environmentally sound manner in a community they can be proud of .

The services within Public Works that accounts for General fund includes streets and drainage. Solid waste pickup and removal is contracted out to a private firm and is managed through the Public Works Department.



Accomplishments & Goals:

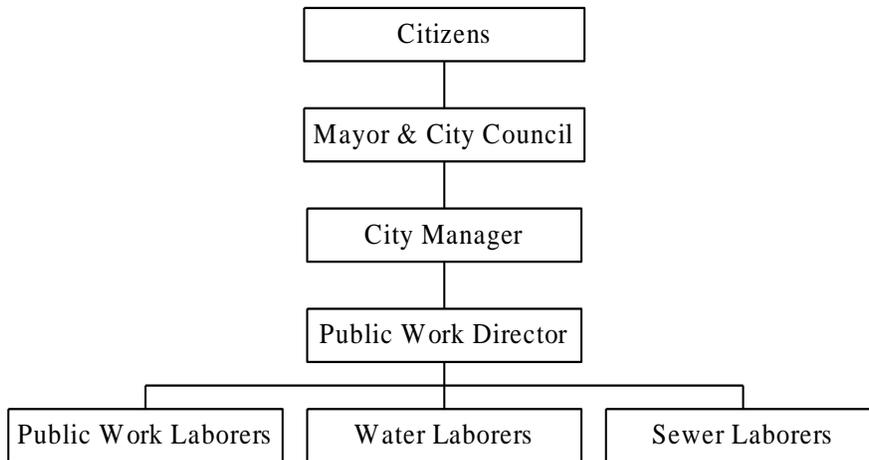
Accomplishments for FY 2019:

- ◇ *W. 7th Street water and sewer upgrades*
- ◇ *Paving of Lexington Avenue*
- ◇ *W. 9th Street lift station repairs*
- ◇ *W. 9th Street drainage improvement*

Goals for FY 2020:

- ◇ *Continue water and sewer improvements on w. 7th Street*
- ◇ *Three drainage improvements/ repairs on Lexington Avenue, Richland Avenue and Dressler Avenue that was damaged from a storm*
- ◇ *Promote and retain a competent and well-trained staff dedicated to servicing the needs of residents and businesses*

Public Works Organization Chart



Full Time Position	FY 2018	FY 2019	Approved FY
Public Works Director	1	1	1
Water Laborers	4	5	3
Public Works Laborers	2	4	2
Sewer Laborers	6	3	5

Police Department

The Rincon Police Department is comprised of two divisions. The Administrative Division is responsible for records, training, Municipal Court Probation, GCIC operation, property / evidence handling, and the police clerk. The Patrol Division is responsible for all uniformed patrol and traffic operations, criminal investigations and K-9. The department operates twenty-four hours per day, seven days per week to provide full service law enforcement support under a community oriented policing philosophy.

The Rincon Police Department is a dedicated and diverse group of professionals who are committed to the community we serve by providing a safe and desirable place to live, work or visit. Our mission is to partner with the community to solve problems and improve public safety in a manner that is fair, impartial, transparent, and consistent.



Accomplishments & Goals:

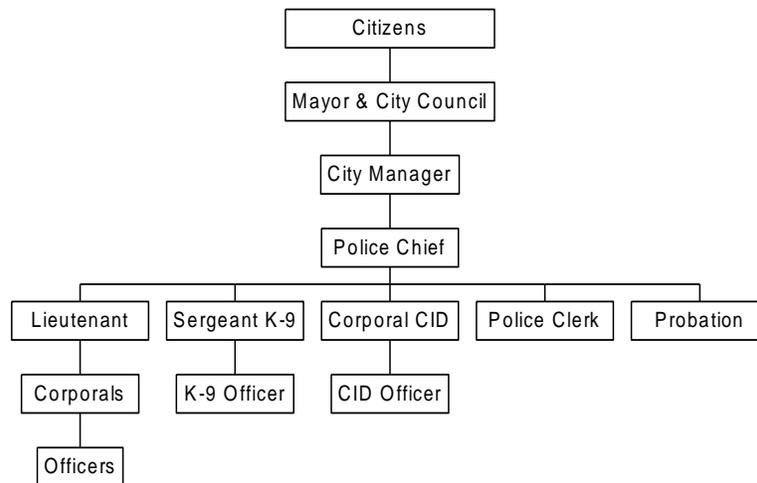
Accomplishments for FY 2019:

- ◇ Hire part time personnel for the Property room to reorganize and maintain proper record keeping for evidence and property storage
- ◇ Repurposed an existing storage building behind our station and converted in into offices and kennel areas for the canine team to operate

Goals for FY 2020:

- ◇ Stabilizing and properly staffing patrol, CID and canine units
- ◇ Developing a successful fleet maintenance program that reduces breakdown and cost
- ◇ Reviewing, updating and implementing policy and procedure for the department
- ◇ Continuing to strengthen our partnerships with the community through existing outreach programs and future projects with businesses and neighborhoods

Police Organization Chart



Full Time Positions	FY 2018	FY 2019	Approved FY 2020
Police Chief	1	1	1
Police Lieutenant	1	1	1
Police Clerk	1	1	1
Probation Officer	1	1	1
Sergeants	1	1	1
Corporals	2	2	5
Officers	15	15	11

Parks & Recreation Department

The Rincon Recreation Department oversees the operation and maintenance of all parks within City of Rincon, including: Macomber Call Park, Veteran's Park, Peter J. Giles Park , Patriot's Park, and the Vernon Hinley Center. The Recreation Department is also responsible for the managing the city's Recreation programs.

The Rincon Recreation Department wants to enhance the quality of life by providing safe well maintained parks and public places; preserving open space and historic resources and to provide the best quality program and activities for the community that are safe, competitive and educational. Programs that create, promote and enhance a healthy lifestyle, as well as encouraging good sportsmanship, teamwork and fair play.

The department also oversees programs offered by the Senior Citizen Center which has its own operation budget.



Accomplishments & Goals:

Accomplishments for FY 2019:

- ◇ Filled positions to operator department
- ◇ Concession revenues were up by almost \$10,000
- ◇ Field rentals up

Goals for FY 2020:

- ◇ Shade cover over on the new side?
- ◇ Umpires room new side?
- ◇ Re-do flooring of the Macomber building
- ◇ Develop more special events to bring in revenues

Recreation Organization Chart



Full Time Positions	FY 2018	FY 2019	Approved FY
Recreation Director	1	1	1
Recreation Coordinator	3	3	3

Fire Department

The department is made up of four stations currently staffed by 37 personnel, 14 of which are state certified firefighters. The department offers a full range of emergency medical response, fire suppression, vehicle and technical rescue and fire safety education. The department operates 3 shifts with each shift working 24-hour period providing the community with 24/7-365 days per year coverage. This "24on/48/off" schedule is considered the industry standard which provides 4 personnel on each shift complimented with certified volunteers. The Captain and Mechanic are also State certified firefighters that work 0800-1700 Monday through Friday.

Our four current station locations are equipped with two staffed pumpers and two volunteer pumpers, 1 reserve pumper, 1 ladder, four rescues and one 3500 gallon tender. All units are dispatched by Effingham County 911 center which has enhanced 9-1-1 telephone system. The department is actively involved in fire prevention. In addition the department presents fire safety programs to hundreds of school children throughout the Rincon Fire protection District.

The City of Rincon Fire Department's Mission is to protect the lives and property of the citizens of our city and surrounding communities that we serve through fire suppression, fire prevention, and first responder emergency medical services. We accomplish this mission with unprecedented customer service, community outreach, and strive to produce the highest quality firefighters with our dedication to training and professionalism through our core values of integrity, compassion, and dedication.



Accomplishments & Goals:

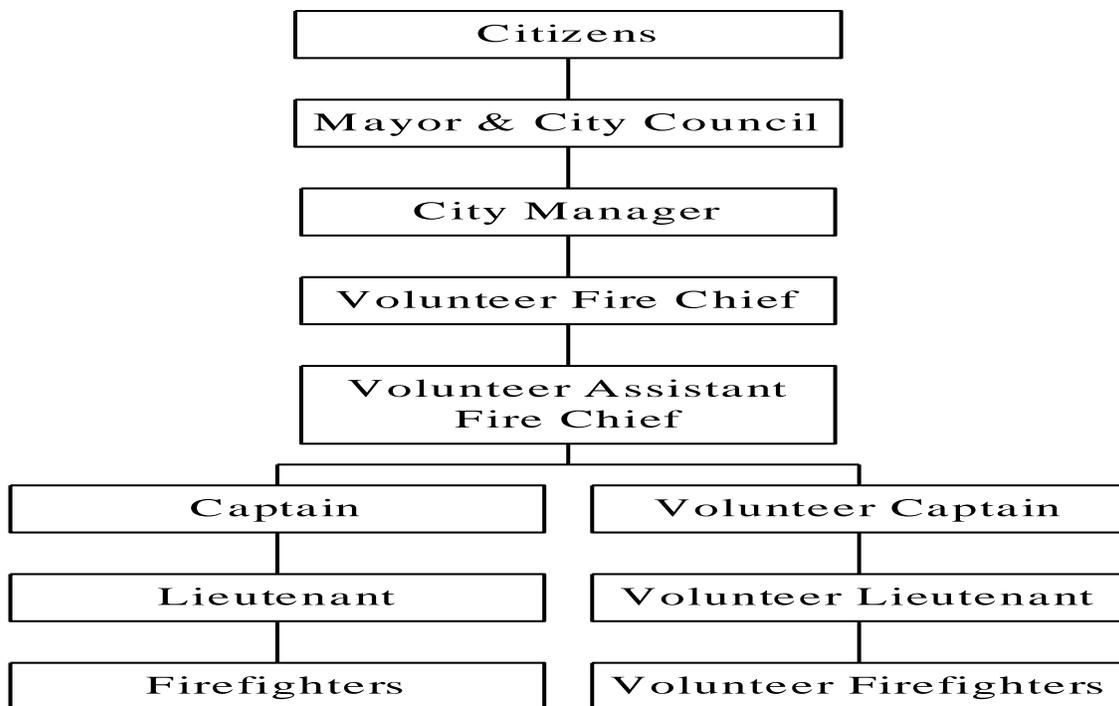
Accomplishments for FY 2019 :

- ◇ *Maintained call volumes*
- ◇ *Maintained staff*
- ◇ *Replace breathing air system*

Goals for FY 2020:

- ◇ *Designing & Replacing two engines and equipment*
- ◇ *Add three firefighters and staff Station 3 with two-24 positions*
- ◇ *Purchasing radios to replace and upgrade*

Fire Organization Chart



Full Time Positions	FY 2018	FY 2019	Approved FY 2020
Captain	1	1	1
Fire Lieutenant	0	0	1
Firefighters	13	13	9

Wastewater Treatment Plant Department

The basic function of wastewater treatment is to speed up the natural processes by which water is purified.

The Wastewater Treatment Plant Department treats household and light industrial waste biologically, disinfects it to meet or exceed Georgia Environmental Protections and NPDES permit perimeters, and to protect downstream users along with the aquatic environment upon which all life depends.

The mission of the Wastewater Treatment Plant Department is to protect the citizens, the interests of Rincon, the environment, and all receiving waterways by eliminating pollutants in waste water and by meeting or exceeding the requirements mandated by standards set by the State and Federal government.



Accomplishments & Goals:

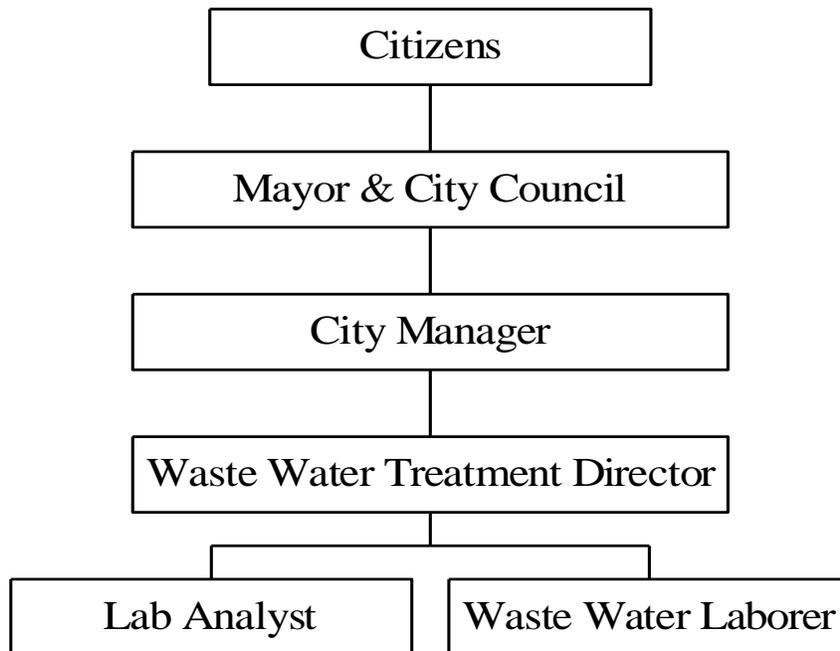
Accomplishments for FY 2019 :

- ◇ *Internal reuse pumps and piping have been installed*
- ◇ *We applied for and were issued a new NPDES permit*
- ◇ *We are under budget on chemical usage*

Goals for FY 2020:

- ◇ *100% compliance with new NPDES permit*
- ◇ *0 accidents for the year*
- ◇ *Operate within approved budget*
- ◇ *Train and educate staff*

Wastewater Treatment Plant Organization Chart



Full Time Positions	FY 2018	FY 2019	Approved FY 2020
WWTP Director	1	1	1
Lab Analyst	1	1	1
Operator	1	1	1

Lost Plantation Golf Department

The basic function of the Lost Plantation Golf Course is to provide a welcoming and safe environment to our members and guests. Lost Plantation Golf Club offers many benefits to the residents of Rincon and beyond. Players enjoy a lush, well-manicured course, and dine at the fully renovated Fairway Bistro restaurant. The course also displaces reclaimed water and limits the environmental impact of the City's waste water facility, in turn saving the course from financing irrigation.

Lost Plantation Golf Club's mission is to provide members with an exceptional golfing experience, build community relationships between the City of Rincon and business, industry and education, and host unique fundraising tournaments for charities, schools and organizations. The Club serves as an educational forum for youth who wish to expand their golf game under the direction of a PGA Pro. The City's Fairway Bistro located at Lost Plantation Golf Club offers an exclusive dining experience, featuring authentic Italian and American fare at their finest!



Accomplishments & Goals:

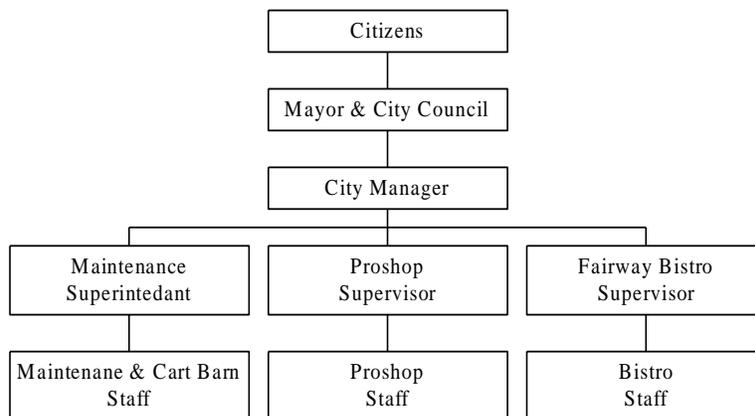
Accomplishments for FY 2019 :

- ◇ LPGC hosted golf tournaments for local civic groups as well as member-specific tournaments, increasing course play and membership value
- ◇ LPGC completed a total renovation of the clubhouse including the pro shop, conference room and newly expanded dining room for the Fairway Bistro
- ◇ PPGC restructured internal procedures and trained staff to provide more streamlined service to its members and revenue reporting to the City of Rincon

Goals for FY 2020:

- ◇ LPGC plans to increase membership by 25%, from 85 current members to a minimum of 107 members.
- ◇ LPGC plans to host a minimum of eight profit-rendering tournaments, including a first-ever invitational tournament, with minimum tournament profits of \$12,0000
- ◇ LPGC plans to continue supporting local businesses by offering affordable sponsorship opportunities marketed to the 1,000+ players on the course each month
- ◇ LPGC plans to invest in course maintenance equipment and increase fertilizer to improve the grasses on all 18 holes and the driving range
- ◇ LPGC plans to value its members by hosting members-only functions, continued discounted play and purchases, and increased online communication of events and champions

Golf Course Organization Chart



Full Time Positions	FY 2018	FY 2019	Approved FY 2020
Maintenance Workers	4	3	4
Fairway Bistro	1	1	2



Glossary

Glossary

ACCOUNT GROUP

A self-balancing set of accounts which are not a fund or a fiscal entity. General Fixed Assets Account Group and General Long-Term Debt Account Group are such examples.

ACCOUNTING SYSTEM

The total structure of records and procedures that identify, record, classify, summarize and report information on the financial position and results of operations of a governmental unit or any of its funds.

ACCRUAL BASIS ACCOUNTING

A method of accounting in which revenues are recorded when measurable and available, and expenses are recognized when a good or service issued.

ACCRUED REVENUE

Revenue earned during the current accounting period which will not be collected until a subsequent accounting period.

AGENCY FUND

A fund consisting of resources received and held by the governmental unit as an agent for others.

APPROPRIATION

An authorization by the City Council to incur obligations and to expend public funds for a stated purpose. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSETS

Resources owned or held by a government that have monetary value.

AUDIT

A methodical examination of the utilization of and changes in resources. It concludes in a written report of the findings. A financial audit is a test of the management's financial statements and internal accounting control procedures to determine the extent to which: internal accounting controls are both available and being used, and to determine whether the financial statements fairly present the City's financial condition and results of operations.

AVAILABLE (UNDESIGNATED) FUND BALANCE

This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.

BALANCED BUDGET

A budget in which planned revenues and resources available equal planned expenditures.

BUDGET

An annual financial plan embodying estimated expenditures for providing services and the approved means of financing them.

BUDGET AMENDMENT

A budget amendment alters the total appropriation for a department or fund and requires approval by a resolution passed by the Rincon City Council.

BUDGET CALENDAR

The schedule of key dates that a government follows in preparation and adoption of the budget.

BUDGET CONTROL

The control or management of the approved Budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT

The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

BUDGET MESSAGE

A general discussion of the approved budget as presented in writing by the City Manager to Mayor and Council. The message contains an explanation of the principal budget items and recommendations regarding the financial policy for the coming year.

BUDGET RESOLUTION

The formal statement approved by the Mayor and Council which shows budgeted revenues and expenditures for the approaching fiscal year.

CAFR (Comprehensive Annual Financial Report)

This official annual report, prepared by the Finance Department, presents the status of the City's finances in a standardized format.

CALEA (Commission on Accreditation for Law Enforcement Agencies)

The primary purpose of the Commission is to improve law enforcement services by creating a national body of standards developed by law enforcement professionals. It recognizes professional achievements by establishing and administering an accreditation process through which a law enforcement agency can demonstrate that it meets those standards.

CAPITAL COST RECOVERY FEE

Fees charged to a new development to offset the cost of infrastructure improvements to the water and sewer system. Fees are based upon the developments proportionate share of demand placed upon the infrastructure.

CAPITAL EXPENDITURES - Capital outlay of five thousand dollars (\$5,000.00) or more for assets that have a useful life in excess of one year.

CAPITAL PROJECTS FUND

A fund used to account for financial resources used for the acquisition or construction of major capital equipment or facilities.

CAPITAL OUTLAY

Expenditures that result in the acquisition of, or addition to fixed assets.

CONSTRUCTION IN PROGRESS

The cost of construction work that has been started but not yet completed.

CONTRACTUAL SERVICE

An agreement to perform a service or task by external organizational units. A group of accounts which cover the above, as well as travel and training and other miscellaneous services.

CONTINGENCY FUNDS

Funds set aside to provide for unforeseen expenditures of uncertain amounts.

DEBT LIMIT

The maximum amount of gross or net debt which is legally permitted.

DEBT SERVICE

Expenditures for principal and interest payments on loans, notes, and bonds.

DEPARTMENT

Departments are the major functional sub-divisions of and correspond roughly to the functional hierarchy used by the City. Each department has been assigned to one of the functions according to the type of activity it performs. For example, the Police Department is part of the Public Safety function.

DEPRECIATION

- (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.
- (2) The portion of the cost of a capital asset which is charged as an expense during a fiscal period.

ENCUMBRANCE

A contingent liability, contract, purchase order, payroll commitment, tax payable, or legal penalty that is chargeable to an account. It ceases to be an encumbrance when paid-out or when the actual liability amount is determined and recorded as an expense.

ENTERPRISE FUND

A self-supporting fund designated to account for activities supported by user charges; examples include: Water, Solid Waste and Sewer Funds.

EXCISE TAX

A levy on a specific type of transaction at a rate specific to that transaction. Also known as a selective sales tax, these taxes are separate from general sales tax and usually are based on a separate statutory authority. One example is hotel/motel tax.

EXPENSE

Outflows or other uses of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations; for example, depreciation.

FIDUCIARY FUND

Any fund held by a governmental unit as an agent or trustee.

FISCAL PERIOD

Any period at the end of which a governmental unit determines its financial position and the results of its operations

FISCAL YEAR

A 12-month period of time of an annual budget, at the end of which a governmental unit determines its financial position and the results of its operations

FIXED ASSETS

Assets of a long-term nature which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, machinery, and equipment.

FRANCHISE TAX

Fees levied on a corporation in return for granting a privilege sanctioning a monopoly or permitting the use of public property, usually subject to regulation set by the governing body.

FRINGE BENEFITS

Employers' share of F.I.C.A taxes, health and dental insurance premiums, disability insurance, life insurance, worker's compensation, unemployment taxes, and retirement contributions made on behalf of the City employees.

FULL-TIME POSITION

A position which qualifies for full City benefits and requires the employee to work at least 30 hours per week.

FUND

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE

Fund equity (excess of assets over liabilities) available for appropriation.

FUND EQUITY

The excess of assets over liabilities. A portion of the equity may be reserved or designated; the remainder is Fund Balance

GAAP

Generally Accepted Accounting Principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standards setting bodies.

GEFA

Georgia Environmental Facilities Authority

GENERAL FUND

A fund used to account for all transactions of a governmental unit that are not accounted for in another fund.

GFOA

Government Finance Officers Association

GOAL

A goal is a statement of desired conditions to be maintained or achieved through the efforts of an organization. Actual total achievement may be impossible, but the goal is a standard against which to measure progress toward ideal conditions. A goal is a definition of results toward which the work of the organization is directed.

GOVERNMENTAL FUND

A generic classification adopted by the National Council on Governmental Accounting to refer to all funds other than proprietary and fiduciary funds. General fund, special revenue funds and capital projects funds are all examples of governmental fund types.

GRANT

A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function, activity or for the acquisition or construction of fixed assets.

INFRASTRUCTUR

An underlying base or foundation; the basic facilities needed for the functioning of the City.

INTERFUND LOAN

A loan made by one fund to another to be repaid at a later date.

INTERGOVERNMENTAL REVENUE

Revenue from other governments in the form of entitlements, grants, shared revenues or payments in lieu of taxes.

INVESTMENT

Securities held for the production of income in the form of interest and dividends.

LIABILTY

Debts or other legal obligations arising out of transactions in the past that must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

LINE-ITEM

A detailed classification of an expense or expenditures classified within each department.

LINE-ITEM BUDGET

A budget featuring things to be purchased. By relating appropriations to commodities, a line-item budget represents a “shopping list” approach to allocation problems. This approach is believed to express official and citizen interest in the values of economy and control. Also known as traditional budgeting.

LONG-TERM DEBT

Debt with a maturity date of more than one year after the date of issuance.

LOST

Local Option Sales Tax

MPC

Metropolitan Planning Commission

MODIFIED ACCRUAL BASIS OF ACCOUNTING

Governmental funds use the modified accrual basis of accounting. Revenues are recognized in the period in which they become both available and measurable. Expenditures are recognized at the time a liability is incurred.

NON-OPERATING EXPENSE

Proprietary fund income that is not derived from the basic operations of such enterprises.

OBJECT CODE

Expenditure classification according to the types of items purchased or services obtained; for example, personnel services, materials & supplies, contractual services, and capital.

OBJECTIVE

An objective is a decision about the amount of progress to be made within a specified period of time. It states in measurable and quantitative terms the results to be achieved within a specified time and plans the incremental steps to achieve the goal.

OPERATING BUDGET

Plans of current expenditures and the approved means of financing them. The annual operating budget (or, in the case of some governments, the biennial operating budget) is the primary means by which most of the financing acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

OPERATING COSTS

Operating costs are proprietary (Enterprise) fund expenses that directly relate to the fund’s primary service activities. For example: salaries and wages, expendable supplies, and contractual services.

OPERATING TRANSFER

Legally authorized inter-fund transfers from a fund receiving revenue to the fund that incurs the expenditures.

ORDINANCE

A formal legislative enactment by the governing body of a municipality. It is not in conflict with any higher form of law, such as state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

ORGANIZATIONAL CHART

A chart representing the authority, responsibility, and relationships among departmental entities within the City organization.

PART-TIME

Part-time employees work fewer than 30 hours per week and are not entitled to full-time employee benefits.

PERSONNEL COSTS

All costs directly associated with employee, including salaries and fringe benefits

PROFESSIONAL SERVICES

Expenditures incurred by the City to obtain the services of recognized, licensed professionals such as Doctors, Engineers, Certified Public Accountants, etc.

RESERVE

- (1) An account used to earmark a portion of fund balance to indicate that it has been earmarked for a particular purpose;
- (2) an account used to earmark a portion of fund equity as legally segregated for a future use.

REVENUE

Income of a government from taxation, excise taxes, or other sources to fund government operations other than from inter-fund transfers and debt issue proceeds.

SALARIES & BENEFITS

The costs of all salaries, wages, and associated fringe benefits required to provide a governmental service.

SPLOST

Special Purpose Local Option Sales Tax

SPECIAL REVENUE FUND

A fund established to account for revenues from specific taxes or other earmarked revenue sources that by law are designated to finance particular functions or activities of government.

UNRESERVED FUND BALANCE

The amount remaining in a fund that is not designated for some future use and which is available for further appropriation or expenditure.

USER CHARGES

The payment of a fee for direct receipt of a public service by the party benefiting from the service.



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