

FISCAL YEAR 2019 - 2020

CITY OF DOUGLASVILLE, GEORGIA

ADOPTED BUDGET

MAYOR ROCHELLE ROBINSON



CITY MANAGER MARCIA HAMPTON

“

Leading people is the most challenging and, therefore, the most gratifying undertaking of all human endeavors.

”

-Jocko Willink

Retired U.S. Navy SEAL

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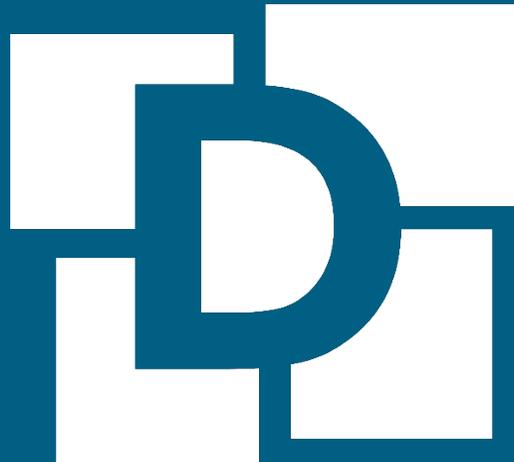
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SECTION ONE

Introduction



MAYOR'S MESSAGE

We are home to more than 30,000 residents that enjoy a family-friendly environment with the benefits of a major city nearby. Our community offers excellent schools, a variety of cultural activities, great civic amenities, and a local community that welcomes everyone.

Douglasville is located 20 miles west of Atlanta, Georgia, and is bisected by Interstate 20. We share in the benefits of being in close proximity to Hartsfield-Jackson International Airport which is the world's busiest airport. We are near major professional sports venues and many major attractions such as the world's largest aquarium, the Georgia Aquarium.

Locally we take pride in our community and the benefits we have to offer to our visitors, residents and businesses. Douglasville is home to many large and small industries, employing some of the best and brightest in Georgia. It is our mission to provide the amenities that companies seek when deciding to relocate or open a business. Arbor Place Mall, located in Douglasville, is one of Georgia's largest regional malls. Our residential and business growth shows that Douglasville continues to be a choice for companies and families. The City of Douglasville provides a high level of customer service to our visitors and residents. From our Public Safety Department to our Parks and Recreation Department, visitors and residents are a top priority.

On behalf of the citizens of Douglasville, I welcome you. We hope to see you soon!

Sincerely,



Rochelle Robinson, Mayor

DOUGLASVILLE AT A GLANCE

VISION

Douglasville is a unique blend of small-town charm coupled with metropolitan amenities. We offer the ideal environment for startups and small businesses, providing high tech centers and fortune 500 companies the infrastructure for growth.



The standard for southern living, Douglasville is the place where innovation meets opportunity. Dedicated to employees, pleasant and responsive to the community and committed to enhancing the quality of life for both visitors and residents alike, Douglasville is the premier city in the nation to live, work, play, and raise a family.

INCORPORATED

1937

COUNTY

Douglas County
www.celebratedouglascounty.com

GOVERNMENT

Council – Manager

AREA

22.6 sq. miles

LOCATION

Douglasville is located 22 miles west of Downtown Atlanta along Interstate 20 and is historically recognized as a railroad down which runs parallel to U.S. Route 78.

POPULATION

2016 Est. 33,252

HISTORY

Located at a natural rise in the topography, Douglasville was originally known as Skint Chestnut. The name derived from a large tree used by Native Americans as a landmark, which was stripped of its bark so as to be more conspicuous.

The Town of Douglasville was established by the Georgia General Assembly on February 25, 1875. The boundaries were as follows: The center shall be a point directly opposite the court house in said town, on the Georgia Western Railroad, thence running along



the center of said road each way three-fourths of a mile, and extending one half mile each way from the center of said road, the form of said territory to be an oblong square.

An election was held on the first Saturday in March 1875, and a mayor, treasurer, records (secretary), and marshal were chosen. Thus, began the official history of Douglasville, today one of the most attractive, historic parts

of the Atlanta metro area. As you might suspect, however, the real stories and history extend back much earlier than 1875.

ECONOMY AND EMPLOYMENT

Douglasville is a diverse city rich with opportunity partly due to its proximity to the City of Atlanta, Hartsfield Jackson International Airport and major interstate arteries.

employment. The City of Douglasville Development Authority has initiated several economic development projects, which will result in a projected \$210 million and 900 new jobs for the City. This includes McMaster-Carr, Gordon Foods, Baxter Healthcare, Tremron, Kehe, and a new addition to Medline.

Employer	Employees	Rank	Percentage of Total City Employment
Wellstar Douglas Hospital	830	1	3.77%
McMaster Carr Supply	600	2	2.72%
Gordon Food Services	350	3	1.59%
Medline	320	4	1.45%
American Red Cross	300	5	1.36%
Staples Customer Center	200	6	0.91%
ALP Lighting	150	7	0.68%
Werner Trucking	148	8	0.67%
Kehe Distributors	115	9	0.52%
Batory Foods	80	10	0.36%
Total	3,093		14.03%

Source: Douglas County Development Authority

Note: This data is obtained from various sources including but not limited to press releases, private discussion, company disclosures and other sources.

MEDIAN HOUSEHOLD INCOME

The City of Douglasville's median household income is \$47,596

CULTURE & RECREATION

The City of Douglasville offers a wide variety of culture and recreational activities. The largest park being Hunter Park, located on Gurley Road and host to many festivals, community events, sports activities and other recreational programs.

In 2003 the City of Douglasville purchased the West Pines Golf Club which operates as a public course.

Jessie Davis Park is located on Douglasville's northside and primarily serves as a community park for nearby

neighborhoods. Additionally, it is popular for its public swimming pool.

In 2018 the City of Douglasville purchased the old Douglas County jail for \$ 850,000 located in the City's historic downtown which is to be demolished and turned into a public green space as dubbed, "Town Green" which will accommodate an outdoor amphitheater, commercial shopping space and civic facilities.

DEMOGRAPHICS

- 27.7% White Alone
- 62.2% Black Alone
- 8.3% Hispanic Origin
- 0.2% American Indian Alone
- 2.1% Asian Alone
- 0.1% Pacific Islander Alone
- 3.9% Two or More Races



ELECTED OFFICIALS

MAYOR

Rochelle Robinson

MAYOR PRO-TEM, COUNCILMAN, WARD 5

Richard S. Segal

COUNCILMAN, WARD 1

Terry S. Miller

COUNCILMAN, WARD 2, POST 1

Nycole Miller

COUNCILMAN, WARD 2, POST 2

Mark Adams

COUNCILWOMAN, WARD 3, POST 1

Dr. Lashun Burr-Danley

COUNCILMAN, WARD 3, POST 2

Sam Davis

COUNCILMAN, WARD 4

Coach Chris Watts

APPOINTED OFFICIALS

CITY MANAGER

Marcia Hampton, ICMA - CM

ASSITANT CITY MANAGER

Chelsea Jackson

CITY CLERK

Vicki Acker, GCC

MUNICIPAL COURT JUDGE

Hon. B. Keith Rollins

CHIEF OF POLICE

Gary Sparks

CHIEF ASSISTANT CITY ATTORNEY

Suzan Littlefield, Esq.

FINANCE DIRECTOR

Karin E. Callan, CPA

INFORMATION TECHNOLOGY DIRECTOR

Vacant

PARKS & RECREATION DIRECTOR

Travis Landrum, CPRP

PUBLIC SERVICES DIRECTOR

Greg Roberts

COMMUNITY DEVELOPMENT DIRECTOR

Patrice Williams

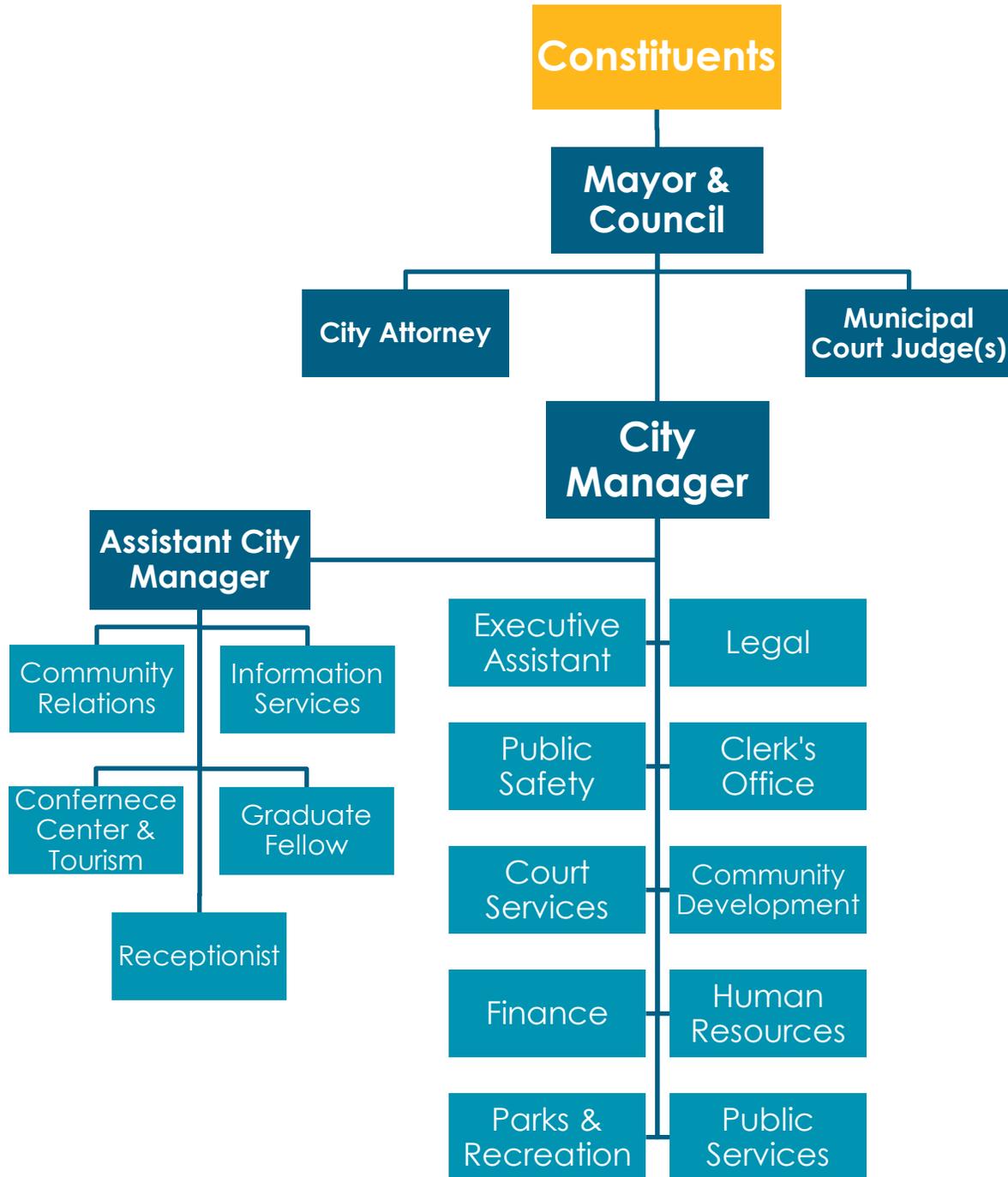
COMMUNITY RELATIONS DIRECTOR

Jason Post

COURT SERVICES ADMINISTRATOR

Angela Cochran

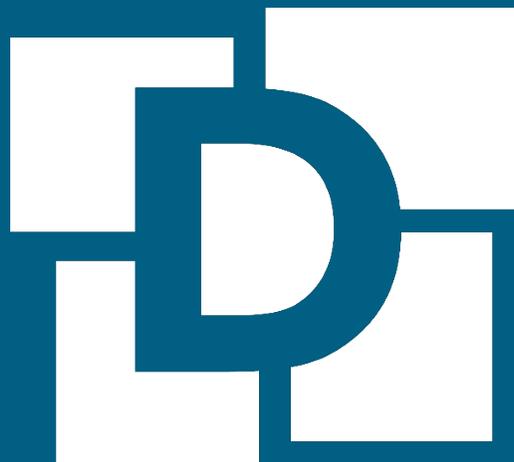
ORGANIZATION CHART



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SECTION TWO

Budget Process



BUDGET SUMMARY

The Finance Department is excited to present the City of Douglasville's budget for fiscal year 2019 – 2020, beginning Jul 1, 2019 and ending June 30, 2020. This document is a result of months of preparations with the anticipation of providing a comprehensive guide to the annual budget and related processes.

BUDGET TASKS	MONTH											
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Begin meeting with city staff and departments to set budget expectations and important milestones					■	■						
Budget "open" in software for departments to begin entering capital requests							■					
Council Retreat with city staff to discuss policies and organizational goals								■				
Budget is developed, and meetings with City Manager takes place								■	■			
Proposed budget is finalized, budget workshops with legislative body in late April or early May										■	■	
Public hearings and budget adoption												■

Budget Philosophy

The annual budget is the financial implementation of both short-term and long-term organizational goals with the primary objective being to balance revenues to expenditures and to utilize public funds in the most effective and efficient manner. This process not only maps out annual budgetary needs but also takes into consideration long-term capital needs such as road and infrastructure improvements, public safety needs and other equipment.

In approaching the annual budget process in this manner, we can do the following:

- Make conservative but reasonable projections
- Include an operating contingency based on GFOA recommendations
- Maintain salaries and benefits below 60% of the total budget
- Budget at minimum 5% toward capital outlays.

BUDGET HIGHLIGHTS

General Information

- The annual maintenance and operations millage rate for City of Douglasville residents is 7.211 mills for fiscal year 2019. In August 2019 the fiscal year 2020 maintenance and operations millage rate was adopted at a rate of 7.211 mills, a 0% change from the prior year.
- Mayor and Council opted to not rollback the millage rate, which would have been 6.936 mills.
- The General Fund amended budget for fiscal year 2019 was \$33,960,955 compared to the adopted fiscal year 2020 General Fund budget of \$33,264,900; which is a 2% decrease from FY19.
 - These decreases are primarily comprised of a 25% reduction in capital outlays that are now being supplemented by the 2016 SPLOST; in addition to a 35% reduction in other financing uses.
- General Fund personnel services and employee benefits adopted for fiscal year 2020 are \$18,814,491 which makes up approximately 57% of the total General Fund budget.
- General Fund capital outlays adopted for fiscal year 2020 are \$2,112,960 and make up approximately 6% of the General Fund budget.
- General Fund other operating expenditures adopted for fiscal year 2020 are \$12,337,449 and make up approximately 37% of the General Fund budget.

Short-Term Factors

With the injection of 37 million dollars in capital funds from the 2016 SPLOST it has allowed the City of Douglasville to make necessary capital improvements in various areas of service; this includes Public Safety (20%), Parks and Recreation (20%), Facilities (15%), and Transportation (45%). Although these funds will assist in catching Douglasville up in many areas as it relates to capital needs, there will be some increase to the city's operating budget with the construction of a new Sanitation facility and improvements to various city parks which will now incur annual maintenance and operations costs.

Long-Term Factors

There are many long-term factors presumed in the annual budget planning process. Namely, balancing imperative capital and operational needs while also levying reasonable taxes on citizens and businesses in Douglasville. In years past, especially during that of the last great recession of 2008 the city has at times opted to forgo

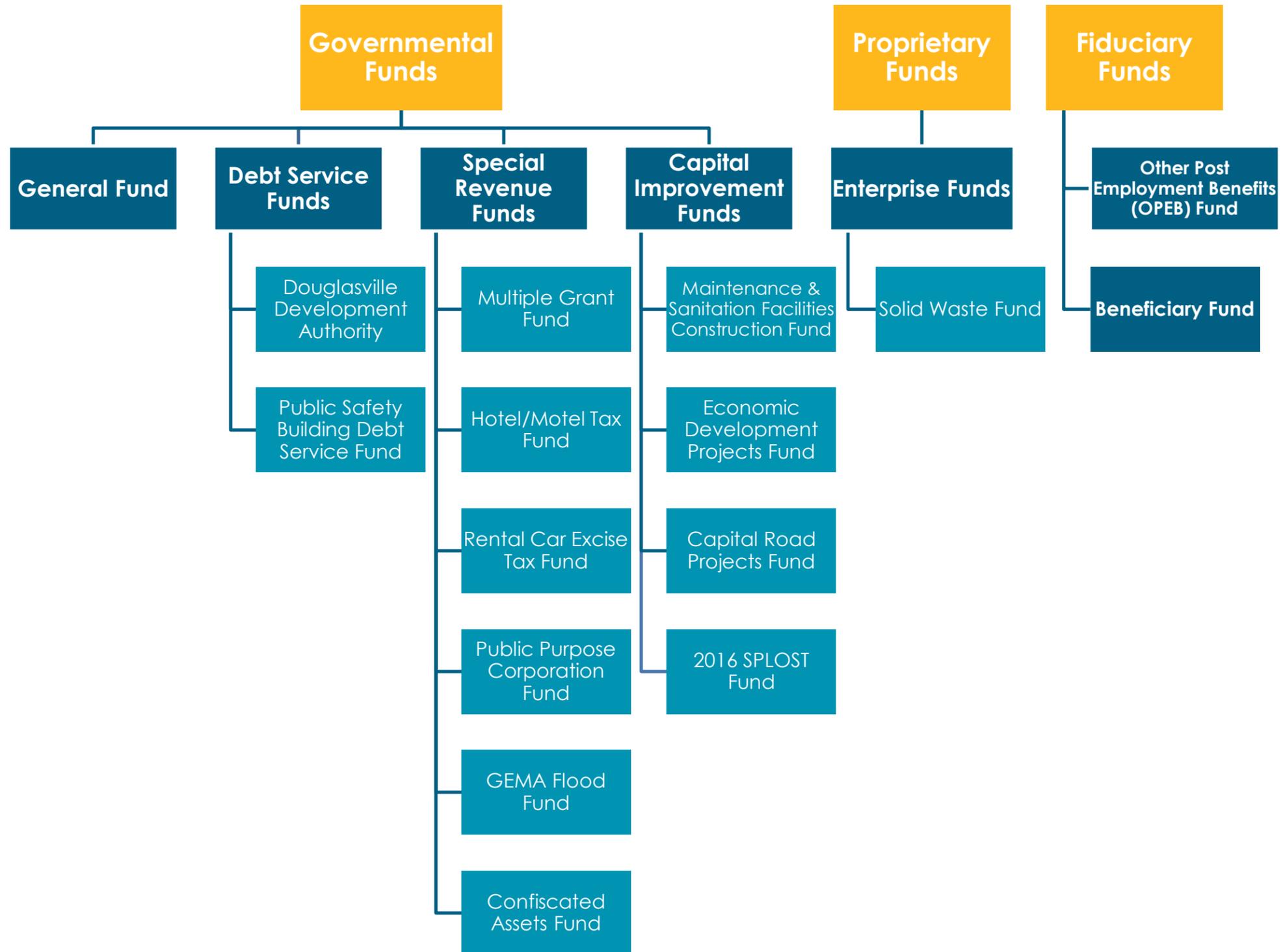
augmentations to city services in order to build a healthy, but reasonable fund balance. However; during even times of financial hardship the City of Douglasville leadership has made it an imperative goal to not reduce services or areas of operations in order to maintain a high quality of life for citizens of Douglasville.

One aspect of prioritizing long-term capital needs is through maintaining a 10-year capital improvement plan. This plays a crucial part in ensuring that the most necessary capital improvements and/or replacements are identified for a period of 10 years. The capital improvement plan gives key decision makers the essential information to plan for expensive infrastructure improvements as services and amenities are expanded throughout the city.

The City of Douglasville has also been very proactive in using subject matter experts and consulting firms to develop various studies in most areas of core government functions and services. Below are some notable examples:

- 10-Year Downtown Master Plan
 - To determine important areas of focus as it relates to economic development, infrastructure and amenity improvements within the historic and central business district of Douglasville. The results of this study are being considered with the implementation of a TAD, or Tax Allocation District.
- 10-Year Parks Master Plan
 - To determine recommended improvements to culture and recreation amenities throughout the City of Douglasville. The results of this study take into consideration community feedback, comparisons to cities of similar land area and population and other factors in order to best determine how to augment recreation amenities.
 - This also includes the redevelopment of the defunct Douglas County jail property that was purchased by the City of Douglasville in July of 2018 for \$850,000. This redevelopment will result in the demolition of the old jail in order to create a Town Greenspace which will feature an amphitheater, parking, retail and shopping, as well as civic buildings.
- Northside Redevelopment Plan
 - To determine recommended infrastructure improvements in order to beautify the northside of Douglasville and allow for easier pedestrian access to Douglasville's historic downtown district.

FUNDS STRUCTURE CHART



FUNDS STRUCTURE

The City of Douglasville's financial transactions are budgeted and recorded into separate funds mandated by Georgia law and according to the Uniform Chart of Accounts—often abbreviated to UCOA. Funds are classified into three separate categories: governmental funds, proprietary funds and lastly, fiduciary funds. Every fund within each category has a set of balancing accounts with specific purposes and are typically comprised of revenues, expenditures/expenses, liabilities, assets and equity.

Governmental Funds

Governmental funds are used to account for typical municipal operations such as the police department, public services and parks and recreation. All governmental funds are budgeted on a modified accrual basis; as well as the basis of accounting.

- **General Fund:** The General Fund accounts in any governmental entity are generally associated with revenues and expenditures that constitute the core operational and administrative functions; such as public safety, finance and accounting, parks and recreation, and community development.
- **Debt Service Funds:** Are used to account for the financial transactions relating to the payment of principal and interest on long-term debts.
- **Special Revenue Funds:** Are used to account for the financial transactions relating to activity with specific restrictions, such as federal grants.
- **Capital Improvement/Projects Funds:** Are used to account for the financial transactions for major capital outlays. An example would be the construction of a new facility.

Proprietary Funds

Proprietary funds account for financial activities in a government that are business-like in nature and are budgeted on a full accrual basis in addition to accounting practices.

- **Enterprise Funds:** Enterprise Funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City of Douglasville has a major proprietary enterprise fund to account for its sanitation/solid waste collection operation. These funds are the same as those functions shown in the business-type activities in the Statement of Net Position and the Statement of Activities.

FUNDS STRUCTURE

Fiduciary Funds

Fiduciary funds account for any assets held in a trustee or agent capacity and are budgeted and accounted for using a modified accrual basis.

- **Other Post-Employment Benefits Fund:** The Other Post-Employment Benefits Fund (OPEB Fund) is a defined post-retirement healthcare, life insurance and benefits fund which is administered through the Georgia Municipal Employees Benefit System.

Major Governmental Funds

The City of Douglasville reports the following as major governmental funds:

- **General Fund:** The city's primary operating fund that accounts for all financial resources relating to general government operations, except those for which are required to be accounted in another fund.
- **SPLOST 2016 Fund:** Proceeds and expenditures relating to the special purpose local option sales tax, Series 2016, received from Douglas County.
- **Conference Center Fund:** Accounts for the construction of the City of Douglasville Downtown Conference and Convention Center through the utilization of bond proceeds.

DEPARTMENT RELATIONSHIPS

Below is a matrix in how the various departments throughout the city's operations relate to major funds.

DEPARTMENT	GENERAL FUND	SPLOST 2016 FUND	SANITATION FUND
Beautification			X
Buildings and Grounds / Facilities	X	X	X
City Clerk	X	X	X
City Manager	X	X	X
Community Development	X		
Community Relations	X	X	
Engineering	X	X	
Finance	X	X	X
Garage	X		X
Human Resources	X		X
Information Services	X	X	X
Inspections	X		
Keep Douglasville Beautiful			X
Legal	X	X	X
Parks and Recreation	X	X	
Planning	X		
Public Safety	X	X	
Tourism	X		
Transportation/Streets	X	X	X
Zoning	X		

ACCOUNTING POLICIES

The City of Douglasville's Department of Finance has a primary mission to maintain the city's good financial standing and provide an accurate record and reporting of financial activities to better assist the legislative body, department directors and other chief staff members in key decision making for the benefit of our citizens.

Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net position."

Fund Balance: Generally, fund balance represents the difference between the assets and liabilities and deferred inflows of resources under the current financial resources' measurement focus of accounting. In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in those funds can be spent.

Fund Balances are classified as follows:

Nonspendable – Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form (i.e., items that are not expected to be converted to cash) or (b) legally or contractually required to be maintained intact.

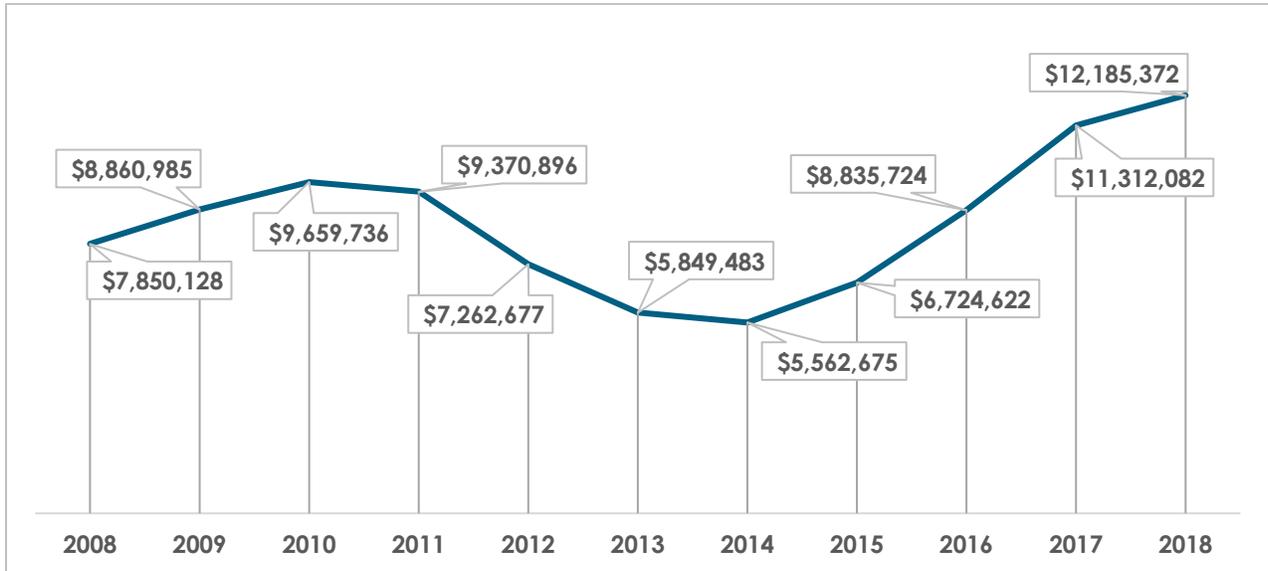
Restricted – Fund balances are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

Committed – Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by the City Council. Approval of a resolution after a formal vote of the City Council is required to establish a commitment of fund balance. Similarly, the City Council may only modify or rescind the commitment by formal vote and adoption of a subsequent resolution.

Assigned – Fund balances are reported as assigned when amounts are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed. Through the adoption of a resolution, the City Council

has expressly delegated to the City Manager and Finance Director the authority to assign fund balances for particular purposes.

Unassigned – Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criteria. The City reports positive unassigned fund balance only in the General Fund. For all other funds, any deficits in fund balance at year-end will be reported as unassigned.



The City of Douglasville's Fund Balance History. 2018 figures based of audited year end balances as of 6/30/2018

Flow Assumptions: When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, it is the City's policy to use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, it is the City's policy to use fund balance in the following order: (1) Committed, (2) Assigned, (3) Unassigned.

Net Position: Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources in reporting which utilizes the economic resources measurement focus. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used (i.e., the amount that the City has spent) for the acquisition, construction or improvement of those assets. Net position is reported as restricted using the same definition as used for restricted fund balance as described in the section above. All other net position is reported as unrestricted.

The City applies restricted resources first when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

ACCOUNTING POLICIES

Establishing Financial and Accounting Policies

The Mayor and City Council are responsible for setting financial policies for the City of Douglasville. This includes a wide variety of areas; but is not limited to: budget adoption and amendments, purchasing procedures, levying taxes, setting regulatory fees and issuing short and long-term debt.

These ordinances and others can be located online at:

<https://library.municode.com/ga/douglasville>

The below is an excerpt from the City of Douglasville Code of Ordinances pertaining to section 6 of the city charter titled: "Finance"

ARTICLE VI. - FINANCE

Section 6.10. - Property tax.

The city council may assess, levy, and collect an ad valorem tax on all real and personal property within the corporate limits of the city that is subject to such taxation by the state and county. This tax is for the purpose of raising revenues to defray the costs of operating the city government, of providing governmental services, for the repayment of principal and interest on general obligations, and for any other public purpose as determined by the city council in its discretion.

Section 6.11. - Millage rate; due dates; payment methods.

The city council by ordinance shall establish a millage rate for the city property tax, a due date, and the time period within which these taxes must be paid. The city council by ordinance may provide for the payment of these taxes by installments or in one lump sum, as well as authorize the voluntary payment of taxes prior to the time when due.

Section 6.12. - Occupation and business taxes.

The city council by ordinance shall have the power to levy such occupation or business taxes as are not denied by law. The city council may classify businesses, occupations, or professions for the purpose of such taxation in any way which may be lawful and may compel the payment of such taxes as provided in Section 6.18 of this charter.

Section 6.13. - Regulatory fees; permits.

The city council by ordinance shall have the power to require businesses or practitioners doing business within this city to obtain a permit for such activity from the city and pay a reasonable regulatory fee for such permit as provided by general law. Such fees shall reflect the total cost to the city of regulating the activity and, if unpaid, shall be collected as provided in Section 6.18 of this charter.

Section 6.14. - Franchises.

- (a) The city council shall have the power to grant franchises for the use of this city's streets and alleys for the purposes of railroads, street railways, telephone companies, electric companies, electric membership corporations, cable television and other telecommunications companies, gas companies, transportation companies, and other similar organizations. The city council shall determine the duration, terms, whether the same shall be exclusive or nonexclusive, and the consideration for such franchises; provided, however, no franchise shall be granted for a period in excess of 35 years and no franchise shall be granted unless the city receives just and adequate compensation therefor. The city council shall provide for the

registration of all franchises with the city clerk in a registration book kept by the clerk. The city council may provide by ordinance for the registration within a reasonable time of all franchises previously granted.

- (b) If no franchise agreement is in effect, the city council has the authority to impose a tax on gross receipts for the use of this city's streets and alleys for the purposes of railroads, street railways, telephone companies, electric companies, electric membership corporations, cable television and other telecommunications companies, gas companies, transportation companies, and other similar organizations.

Section 6.15. - Service charges.

The city council by ordinance shall have the power to assess and collect fees, charges, and tolls for sewers, sanitary and health services, or any other services provided or made available within and outside the corporate limits of the city for the total cost to the city of providing or making available such services. If unpaid, such charges shall be collected as provided in Section 6.18 of this charter.

Section 6.16. - Special assessments.

The city council by ordinance shall have the power to assess and collect the cost of constructing, reconstructing, widening, or improving any public way, street, sidewalk, curbing, gutters, sewers, or other utility mains and appurtenances from the abutting property owners under such terms and conditions as are reasonable. If unpaid, such charges shall be collected as provided in Section 6.18 of this charter.

Section 6.17. - Construction; other taxes.

This city shall be empowered to levy any other tax or fee allowed now or hereafter by law, and the specific mention of any right, power, or authority in this article shall not be construed as limiting in any way the general powers of this city to govern its local affairs.

Section 6.18. - Collection of delinquent taxes and fees.

The city council by ordinance may provide generally for the collection of delinquent taxes, fees, or other revenue due the city under Sections 6.10 through 6.17 of this charter by whatever reasonable means as are not precluded by law. This shall include providing for the dates when the taxes or fees are due; late penalties or interest; issuance and execution of fi. fas.; creation and priority of liens; making delinquent taxes and fees personal debts of the persons required to pay the taxes or fees imposed; revoking city permits for failure to pay any city taxes or fees; and providing for the assignment or transfer of tax executions.

Section 6.19. - General obligation bonds.

The city council shall have the power to issue bonds for the purpose of raising revenue to carry out any project, program, or venture authorized under this charter or the laws of the state. Such bonding authority shall be exercised in accordance with the laws governing bond issuance by municipalities in effect at the time such issue is undertaken.

Section 6.20. - Revenue bonds.

Revenue bonds may be issued by the city council as state law now or hereafter provides. Such bonds are to be paid out of any revenue produced by the project, program, or venture for which they were issued.

Section 6.21. - Short-term loans.

The city may obtain short-term loans and must repay such loans not later than December 31 of each year, unless otherwise provided by law.

Section 6.22. - Lease-purchase contracts.

The city may enter into multiyear lease, purchase, or lease-purchase contracts for the acquisition of goods, materials, real and personal property, services, and supplies, provided the contract terminates without further obligation on the part of the municipality at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed. Contracts must be executed in accordance with the requirements of Code Section 36-60-13 of the O.C.G.A., or other such applicable laws as are or may hereafter be enacted.

Section 6.23. - Fiscal year.

The city council shall set the fiscal year by ordinance. This fiscal year shall constitute the budget year and the year for financial accounting and reporting of each and every office, department, agency, and activity of the city government.

Section 6.24. - Preparation of budgets.

The city council shall provide an ordinance on the procedures and requirements for the preparation and execution of an annual operating budget, a capital improvement plan, and a capital budget, including requirements as to the scope, content, and form of such budgets and plans.

Section 6.25. - Submission of operating budget to city council.

On or before a date fixed by the city council but not later than 45 days prior to the beginning of each fiscal year, the city manager shall submit to the city council a proposed operating budget for the ensuing fiscal year. The operating budget may contain items of capital expenditure, or the city manager, in his or her discretion, may also prepare a separate capital budget. The budget may be accompanied by a message from the city manager containing a statement of the general fiscal policies of the city, the important features of the budget, explanations of major changes recommended for the next fiscal year, a general summary of the budget, and other pertinent comments and information. The operating budget together with any separate capital budget which may be prepared, the budget message, and all supporting documents shall be filed in the office of the city clerk and shall be open to public inspection.

Section 6.26. - Action by city council on budget.

- (a) The city council may amend any operating or capital budget proposed by the city manager, except that a budget as finally amended and adopted must provide for all expenditures required by state law or by other provisions of this charter and for all debt service requirements for the ensuing fiscal year and the total appropriations from any fund shall not exceed the estimated fund balance, reserves, and revenues.
- (b) The city council by ordinance shall adopt the final operating budget and any separate capital budget for the ensuing fiscal year not later than five days prior to the beginning of the fiscal year. If the city council fails to adopt an operating budget by such date, the amounts appropriated for operation for the then current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items prorated accordingly, until such time as the city council adopts a budget for the ensuing fiscal year. No appropriation provided for in a prior capital budget shall lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned. Adoption of a budget shall take the form of an appropriations ordinance setting out the estimated revenues in detail by sources and making appropriations according to fund and by organizational unit, purpose, or activity as set out in the budget preparation ordinance adopted pursuant to Section 6.24 of this charter. After adoption of a budget, the city council may subsequently amend that budget or enact such supplemental budgets as may be necessary, and changes in appropriations may be made as provided in Section 6.28.
- (c) The amounts set out in the adopted operating budget and any separate capital budget for each organizational unit shall constitute the annual appropriations for such, and no expenditure shall be made or encumbrance created in excess of the otherwise unencumbered balance of the appropriations or allotment thereof to which it is chargeable unless the budget is amended as by law provided.

(Ga. Laws 1999, p. 4559, § 1)

Section 6.27. - Tax levies.

The city council shall levy by ordinance such taxes as are necessary. The taxes and tax rates set by such ordinance shall be such that reasonable estimates of revenues from such levy shall at least be sufficient, together with other anticipated revenues, fund balances, and applicable reserves, to equal the total amount appropriated for each of the several funds set forth in the annual operating budget for defraying the expenses of the general government of this city.

Section 6.28. - Changes in appropriations.

The city council or the city finance committee may make changes in the appropriations contained in the current operating budget or any capital budget at any regular meeting or special or emergency meeting, but any additional appropriations may be made only by the city council and only from an unexpended surplus.

(Ga. Laws 1999, p. 4559, § 2)

Section 6.29. - Audits.

There shall be an annual independent audit of all city accounts, funds, and financial transactions by a certified public accountant selected by the city council. The audit shall be conducted according to generally accepted auditing principles. Any

audit of any funds by the state or federal governments may be accepted as satisfying the requirements of this charter. Copies of annual audit reports shall be available at printing costs to the public.

Section 6.30. - Contracting procedures.

No contract with the city shall be binding on the city unless it is in writing and:

- (1) Is signed by the mayor and authorized by the city council and such approval is entered in the city council journal of proceedings pursuant to Section 2.19 of this charter; or
- (2) Is a contract wherein the value of the city's obligation does not exceed \$25,000.00 and is signed by the city manager in compliance with such other restrictions upon his authority as the mayor and council shall impose by ordinance.

(Ord. No. O-2017-62, § 1, 9-18-17)

Section 6.31. - Purchasing.

The city council may by ordinance prescribe procedures for a system of centralized purchasing for the city.

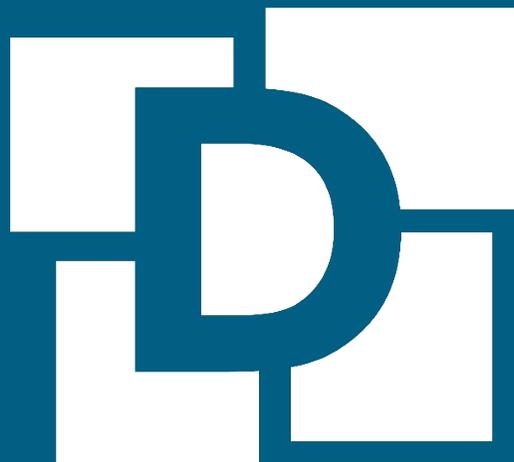
Section 6.32. - Sale and lease of property.

- (a) The city council may sell and convey or lease any real or personal property owned or held by the city for governmental or other purposes as now or hereafter provided by law.
- (b) The city council may quitclaim any rights it may have in property not needed for public purposes upon report by the mayor or city manager and adoption of a resolution, both finding that the property is not needed for public or other purposes and that the interest of the city has no readily ascertainable monetary value.
- (c) Whenever in opening, extending, or widening any street, avenue, alley, or public place of the city a small parcel or tract of land is cut off or separated by such work from a larger tract or boundary of land owned by the city, the city council may authorize the mayor to sell and convey said cut-off or separated parcel or tract of land to an abutting or adjoining property owner or owners where such sale and conveyance facilitates the enjoyment of the highest and best use of the abutting owner's property. Included in the sales contract shall be a provision for the rights of way of said street, avenue, alley, or public place. Each abutting property owner shall be notified of the availability of the property and given the opportunity to purchase said property under such terms and conditions as set out by ordinance. All deeds and conveyances heretofore and hereafter so executed and delivered shall convey all title and interest the city has in such property, notwithstanding the fact that no public sale after advertisement was or is hereafter made.

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SECTION SIX

FUND BALANCE



FUND BALANCE INFO.

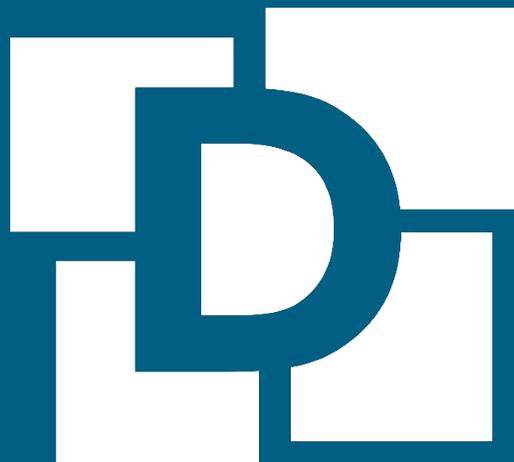
FUND NO.	FUND NAME	BEGINNING FUND BALANCE	NET REVENUES / EXPENDITURES	ENDING FUND BALANCE	+/- % CHANGE
100	GENERAL FUND	14,238,706	2,773,481	17,012,188	19%
210	LOCAL CONFISCATED ASSETS FUND	1,779,921	(375,941)	1,403,980	-21%
212	FEDERAL CONFISCATED ASSETS FUND	177,887	(4,214)	173,672	-2%
250	MULTIPLE GRANT FUND	650,238	(38,028)	612,210	-6%
251	GEMA FLOOD FUND	(103,617)	43	(103,573)	0%
275	CONFERENCE CENTER FUND	296,657	101,330	397,987	34%
276	TOURISM FUND	687,014	28,503	715,517	4%
277	RENTAL CAR EXCISE TAX FUND	59,437	17,744	77,181	30%
311	DOUGLASVILLE PUBLIC PURPOSE CORPORATION FUND	105,159	5,898	111,057	6%
314	DOUGLASVILLE DEVELOPMENT AUTHORITY FUND	182,596	(96,057)	86,538	-53%
316	CAPITAL ROAD FUND	316,740	(316,740)	-	-100%
320	CONFERENCE CENTER CONSTRUCTION FUND	(257,773)	257,773	-	-100%
321	2016 SPLOST FUND	2,466,259	(1,701,293)	764,965	-69%
370	MAINTENANCE & SANITATION FACILITIES CONSTRUCTION FUND	-	1,339,209	1,339,209	
410	PUBLIC SAFETY DEBT SERVICE FUND	439,490	181,673	621,163	41%
540	SOLID WASTE FUND	5,821,963	(1,216,791)	4,605,171	-21%
715	BENEFICIARY FUND	-	-	-	
760	OPEB FUND	275,236	103,195	378,431	37%

Beginning Balances as of 7/1/2018:
Ending Balances as of 6/30/2019 (Unaudited)

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SECTION THREE

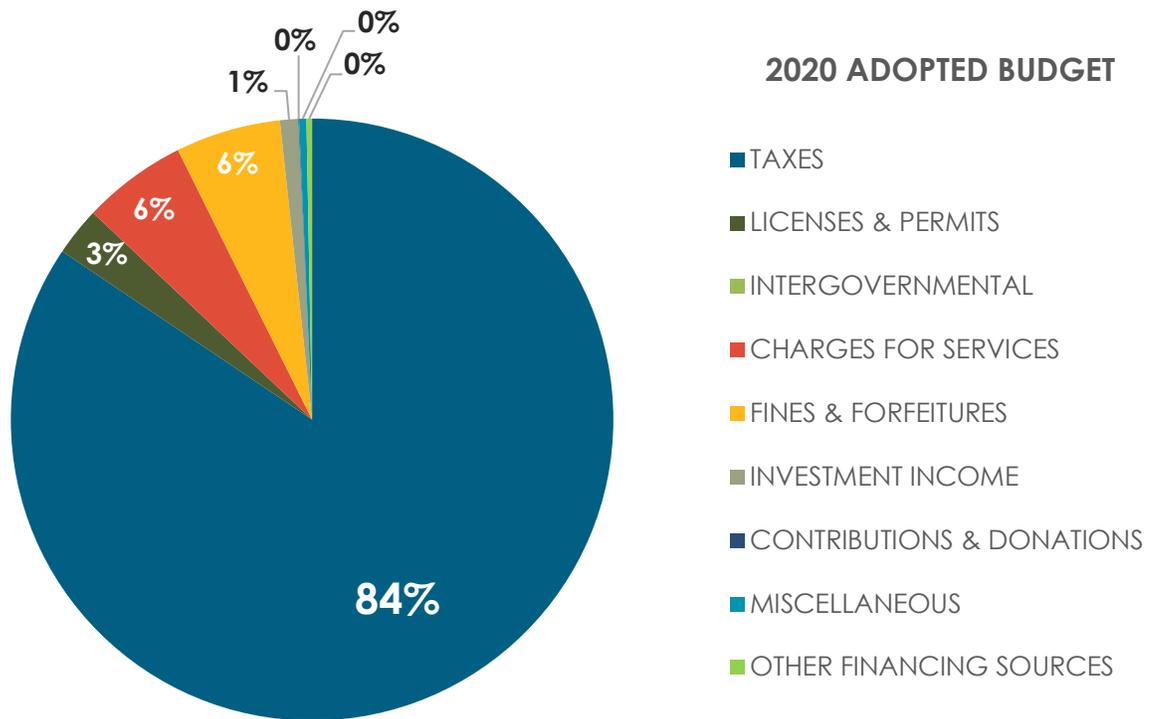
Revenue Sources



REVENUE SOURCES

General Fund Revenues Summary

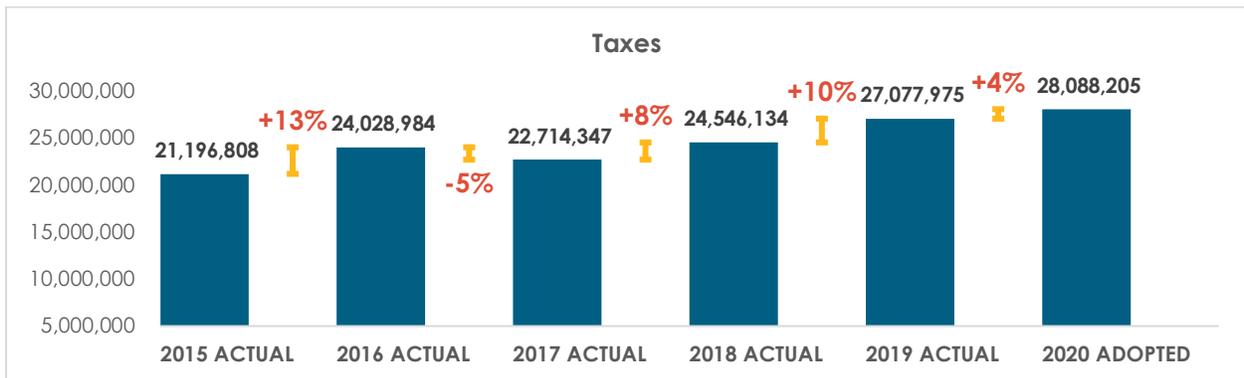
REVENUES		2015 ACTUAL	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ADOPTED	+/- % CHANGE
FUND 100								
31	TAXES	21,196,808	24,028,984	22,714,347	24,546,134	27,077,975	28,088,205	4%
32	LICENSES & PERMITS	794,397	683,421	774,459	997,816	981,104	867,500	-12%
33	INTERGOVERNMENTAL					20,000		
34	CHARGES FOR SERVICES	1,426,452	1,578,917	1,577,474	1,392,461	1,666,453	1,865,242	12%
35	FINES & FORFEITURES	1,527,051	1,845,004	1,701,390	1,726,634	1,863,055	1,875,997	1%
36	INVESTMENT INCOME	10,992	15,321	43,360	132,339	321,034	325,000	1%
37	CONTRIBUTIONS & DONATIONS	96,657	98,839	86,360	82,119	82,415	12,900	-84%
38	MISCELLANEOUS	196,597	200,775	300,911	234,575	316,194	130,056	-59%
39	OTHER FINANCING SOURCES	120,000	213,586	148,500	216,562	284,586	100,000	-65%
		25,368,954	28,664,847	27,346,801	29,328,640	32,612,816	33,264,900	2%



REVENUE SOURCES

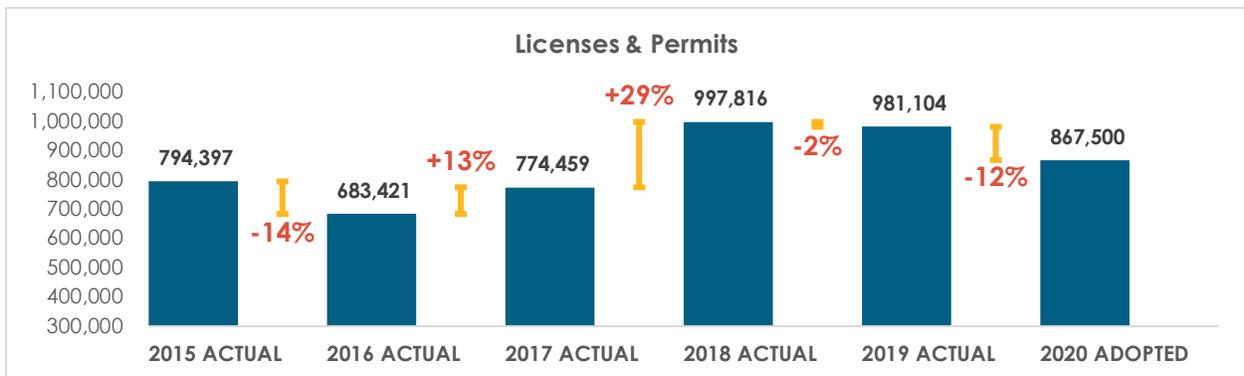
Taxes

The City of Douglasville's taxes are made up from a variety of taxable sources and it makes up the majority of total revenues the City of Douglasville receives. Taxes are broken down as follows: property tax, franchise tax, sales tax, hotel/motel excise tax, alcohol excise tax, and other taxes. The FY 2020 budget is determined based on historical analysis of trends in addition to current economic conditions.



Licenses & Permits

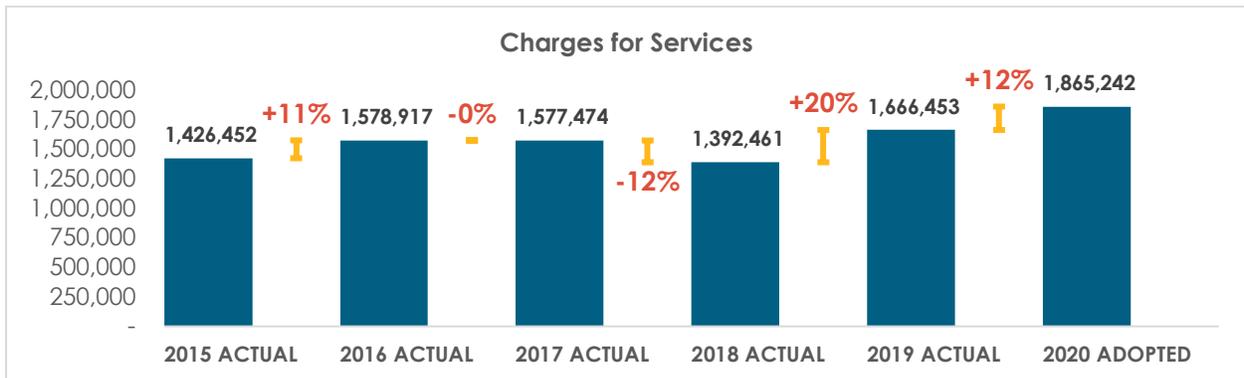
Licenses and permit revenue are primarily comprised of revenue received from businesses in the form of an occupational tax, or often referred to as a business license. This also includes revenues generated from the issuance of licenses related to both package sale and pouring of alcoholic beverages and spirituous liquor. Additionally, building permits, plan review fees, rezoning, and other related permits also make up a portion of this revenue source.



REVENUE SOURCES

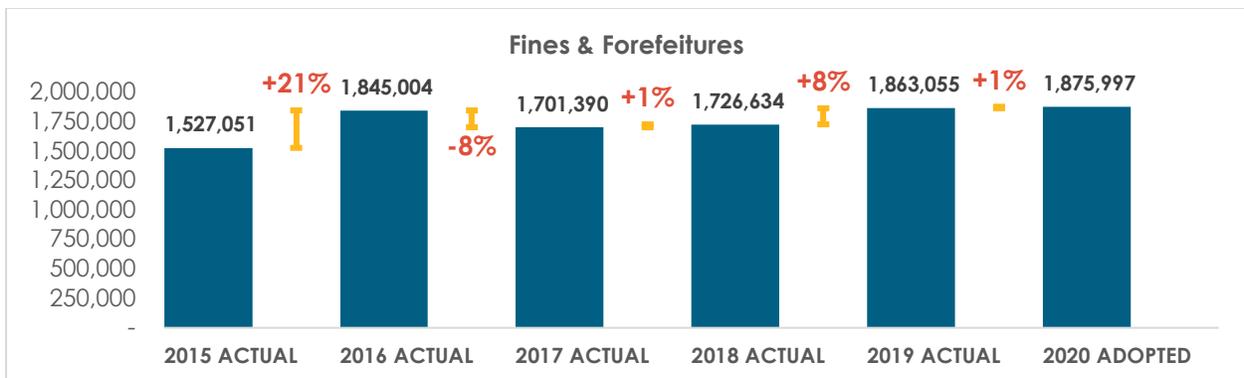
Charges for Services

Charges for services primarily include recreation fees, rental of facilities, program fees, court costs and other fees related to providing a service for the benefit of citizens.



Fine and Forfeitures

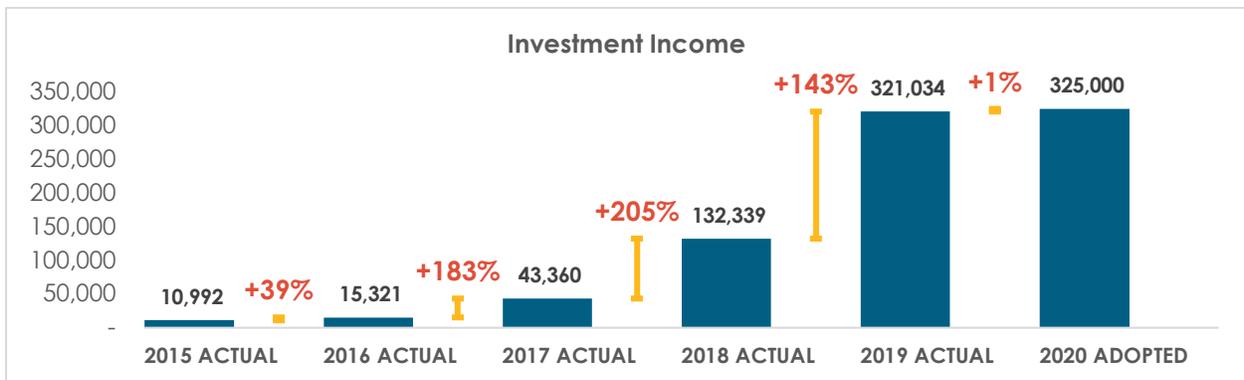
The category of fines and forfeitures is primarily comprised of revenues generated through the City of Douglasville Municipal Court and includes bonds, tickets, court fees and other related fines.



REVENUE SOURCES

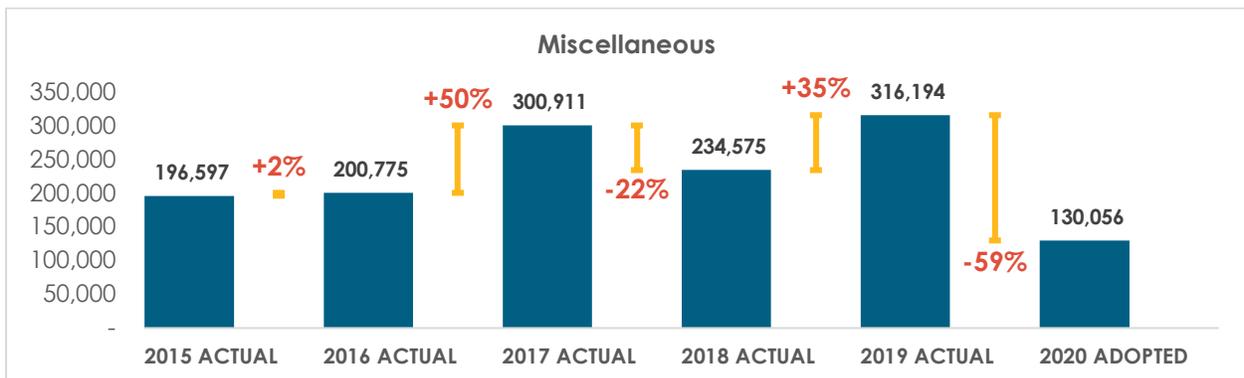
Investment Income

Investment income includes revenues generated through the interest yielded from certificates of deposit investments, balances held in Georgia Fund 1, and interest earned through the checking accounts maintained by the City of Douglasville. These revenues are projected based on historical data and trend analysis based on a variety of factors including economic conditions.



Miscellaneous

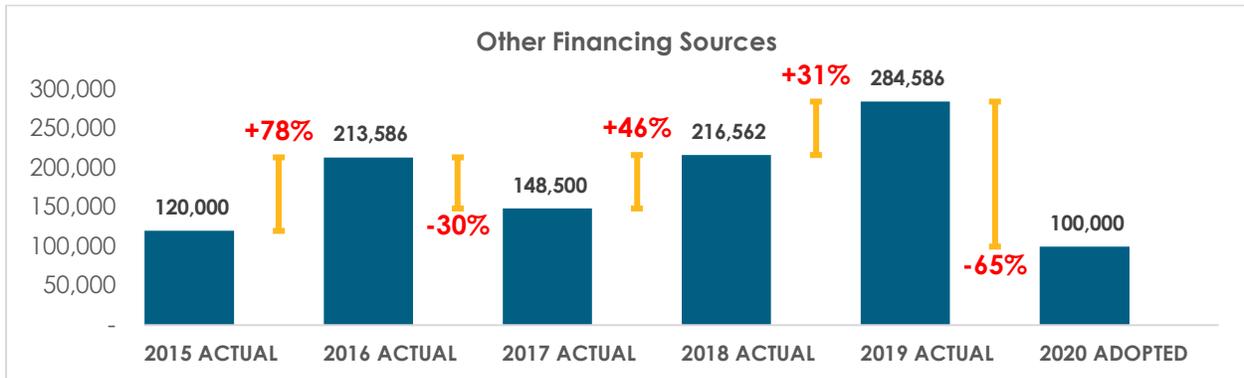
The Miscellaneous category encompasses other revenues received from tower rentals, GIRMA reimbursements and other fees received for city operations.



REVENUE SOURCES

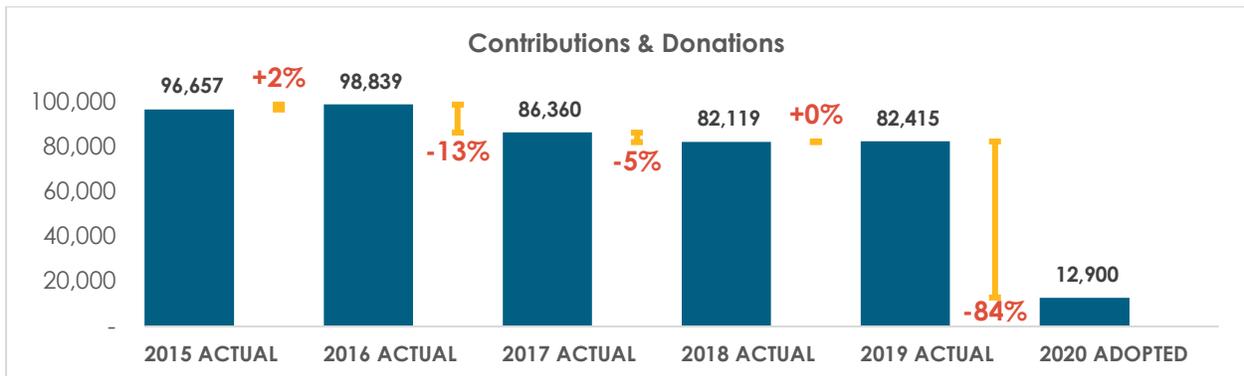
Other Financing Sources

Other finances sources primarily include transfers of funds from the General Fund to supplement other funds and their affiliated operations.



Contributions and Donations

The category of contributions and donations primarily includes revenues generated from the donation of funds for various city endeavors.



DEPARTMENT SUMMARIES

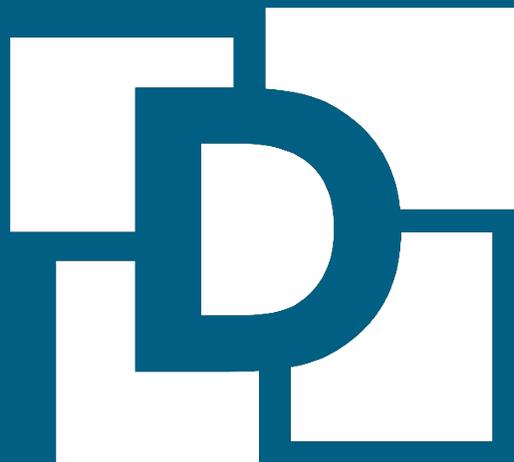
The below table is a breakdown of adopted General Fund revenues by department for fiscal year 2020.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
0000	NON-DEPARTMENTAL REVENUES	28,361,318	29,741,851	29,046,878	-2%
1510	FINANCE	4,979	8,365	7,950	-5%
1540	HUMAN RESOURCES	55,218	20,000	25,000	25%
2650	COURTS	1,856,291	1,876,750	1,875,497	0%
3210	POLICE ADMINISTRATION	155,466	150,000	139,000	-7%
3225	POLICE SRO	200,375	238,355	226,500	-5%
6110	PARK ADMINISTRATION	271,029	314,850	11,400	-96%
6112	HUNTER PARK OPERATIONS	218		145,700	
6115	PARK ATHLETICS			153,400	
6130	JESSIE DAVIS OPERATIONS	81,548	61,985	61,600	-1%
6165	WP OPERATIONS	912,458	963,775	980,775	2%
7210	INSPECTIONS	678,645	536,000	551,000	3%
7350	ZONING	30,271	35,000	27,000	-23%
7351	CODE COMPLIANCE	3,510	2,700	2,000	-26%
7510	COMMUNITY DEVELOPMENT	1,490	11,324	11,200	-1%
		32,612,816	33,960,955	33,264,900	-2%

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SECTION FOUR

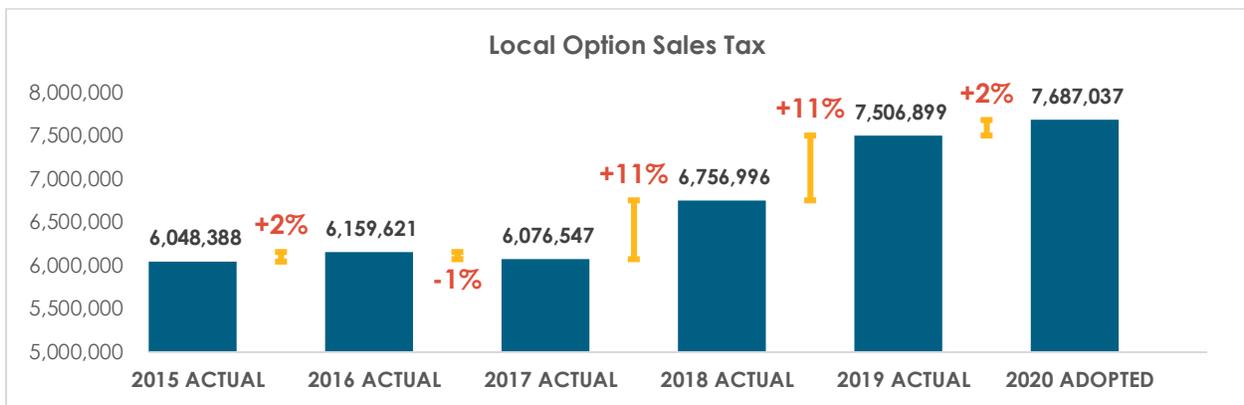
TAXES



TAXES DETAIL

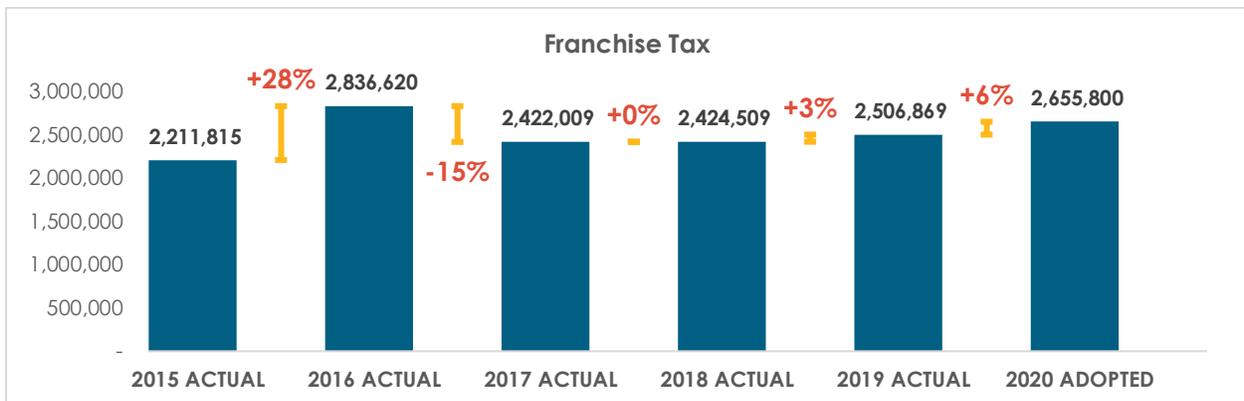
Local Option Sales Tax (LOST)

Sales tax is one of the City of Douglasville's largest revenue streams and is primarily generated through retail sales at commercial businesses located throughout Douglasville. The sales tax of Douglasville is at a rate of 8% with 1% of that total being allocated to the 2016 SPLOST.



Franchise Tax

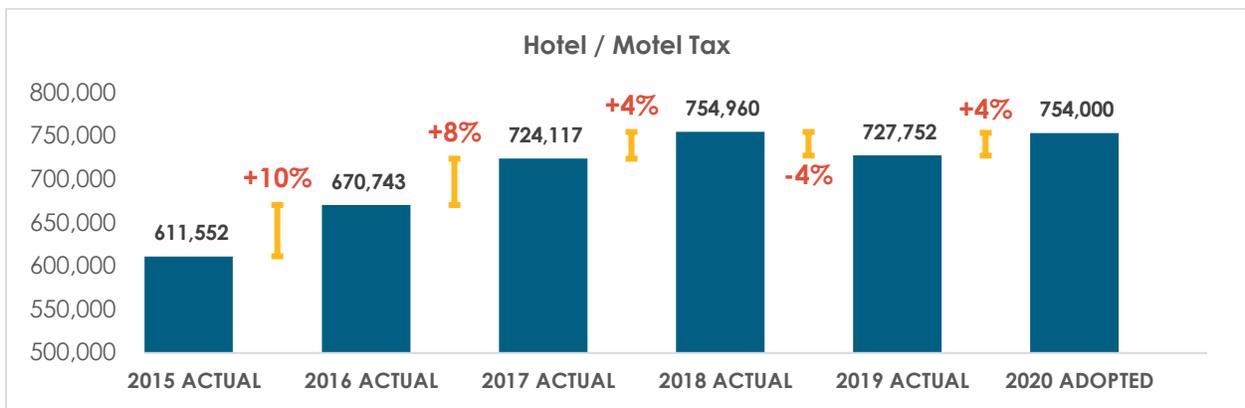
The franchise tax category is comprised of revenues generated through the collection of tax on corporations using city property or right of way to provide a utility or service to customers. For example, Bellsouth Communications, Atlanta Gas, Comcast, Georgia Power and Greystone Power pay a franchise tax based on their respective operations within Douglasville.



TAXES DETAIL

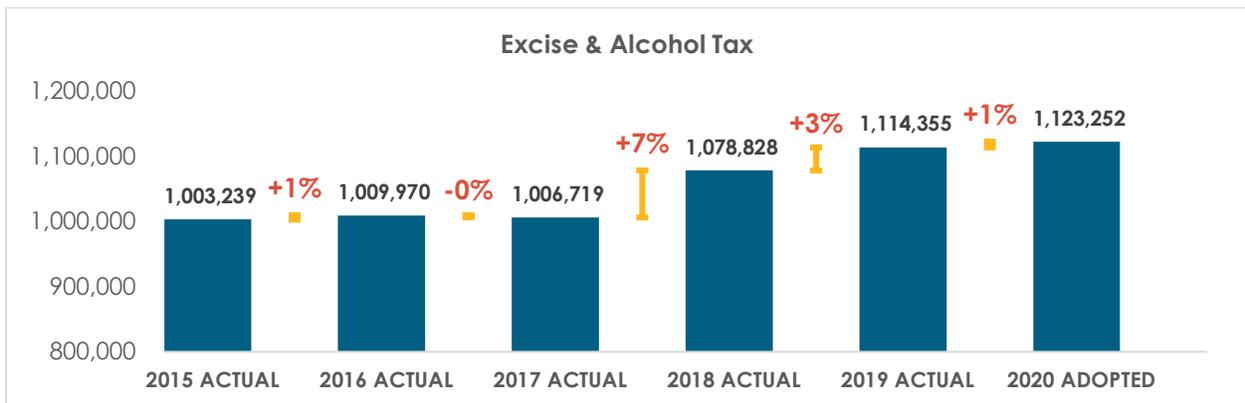
Hotel / Motel Tax

The hotel / motel tax revenue is comprised of taxable revenues generated through local hotel chains, lodges, inns, campgrounds and motels. The scope of usage for hotel / motel tax revenues is primarily limited to promotion of tourism within the City of Douglasville.



Excise & Alcohol Tax

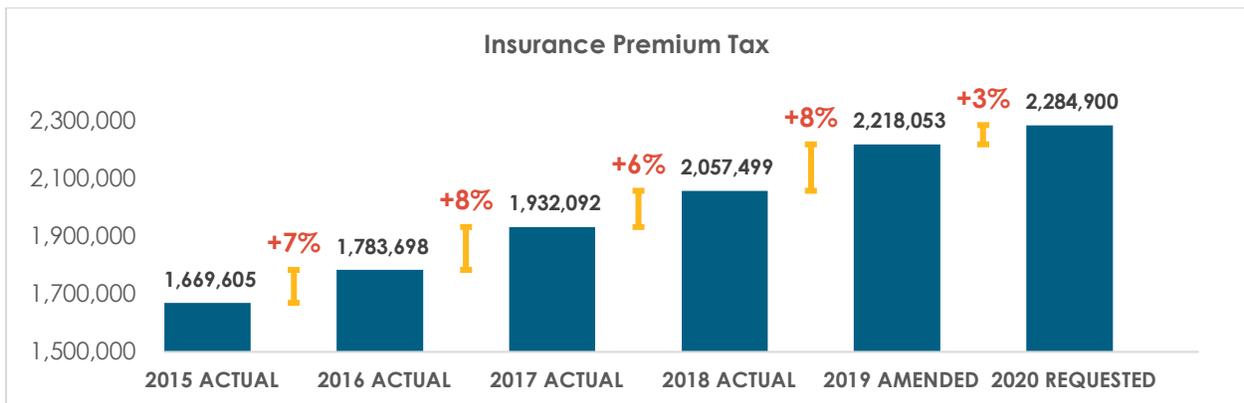
The excise and alcohol tax category is made up of revenues generated through the taxation of pouring of malt beverages, wine and distilled spirits at establishments located within the City of Douglasville.



TAXES DETAIL

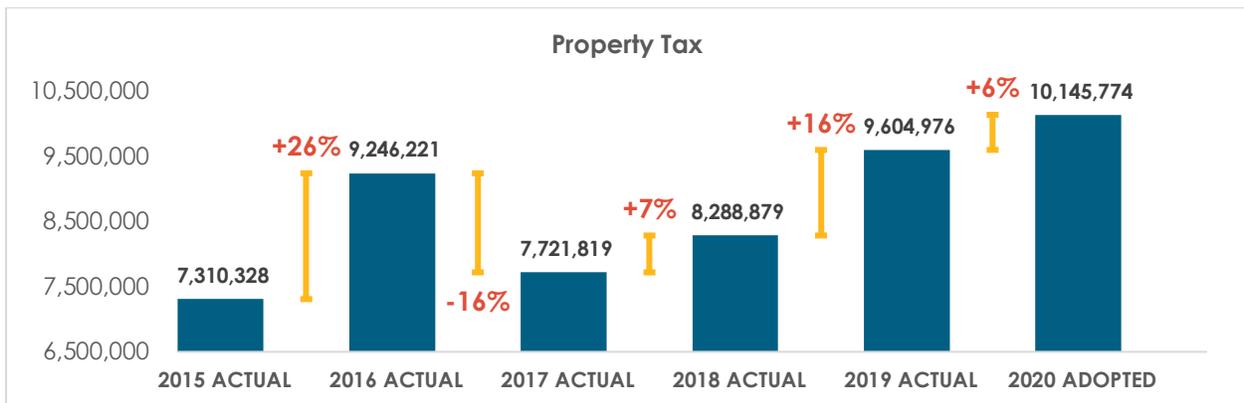
Insurance Premium Tax

The Insurance premium tax revenues are generated through a tax levied on life insurance companies' gross premiums on persons residing within the City of Douglasville.



Property Tax

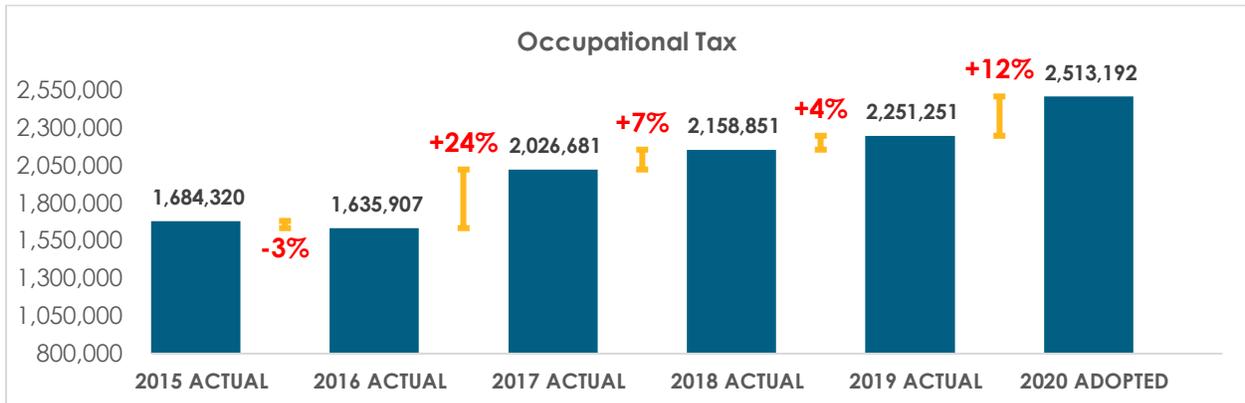
Property tax revenues accounts for the majority of tax revenues received by the City of Douglasville and is generated through commercial and residential properties located within Douglasville. Estimates for FY2020 property tax revenues are calculated based on projections determined by historic trends and current conditions of the economy.



TAXES DETAIL

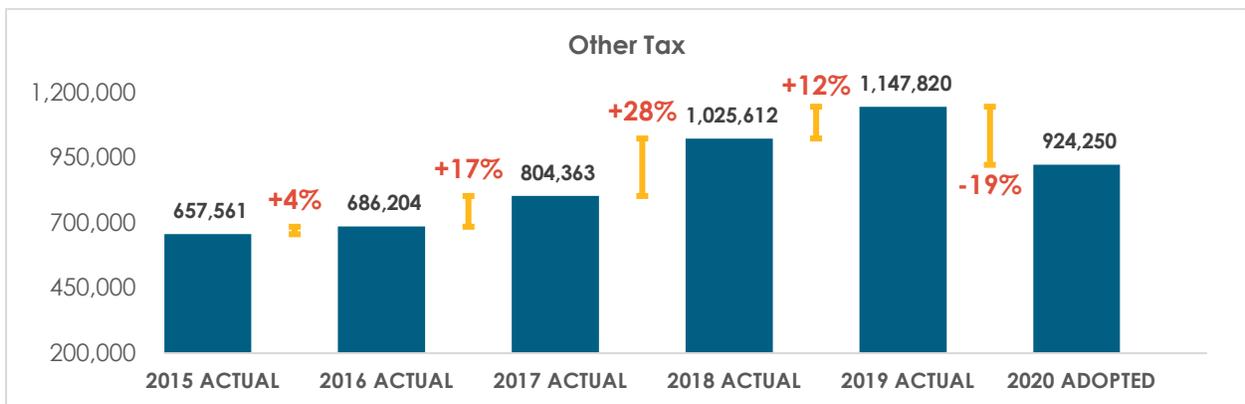
Occupational Tax

Occupational tax revenues are comprised of taxes levied against businesses and occupations that operate within the municipal jurisdiction of the City of Douglasville.



Other Tax

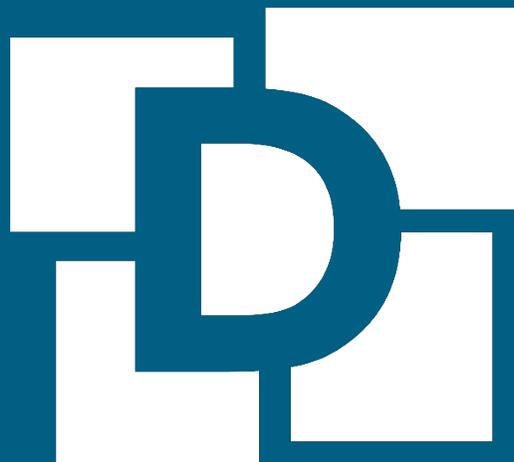
The other tax category is comprised of tax revenues generated through title ad valorem tax (TAVT), property transfer tax, motor vehicle tax, intangibles and others.



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SECTION FIVE

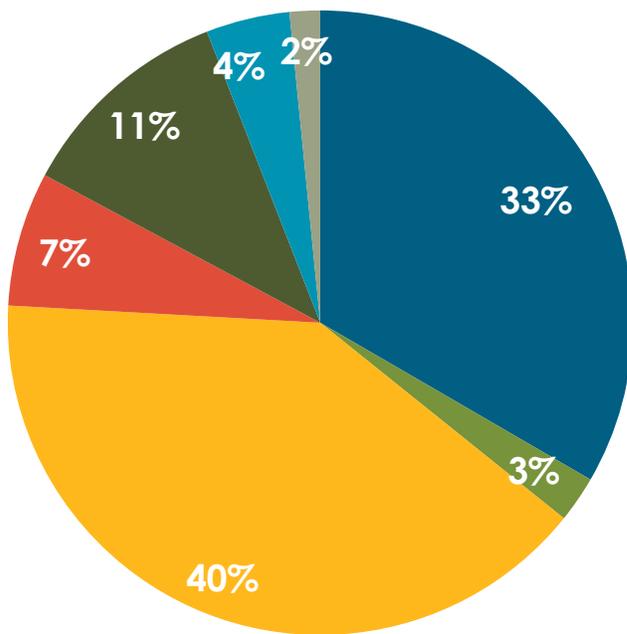
EXPENDITURES SUMMARIES



EXPENDITURES SUMMARY

The City of Douglasville's General Fund is broken up into 8 categories based on the functions in which they operate. This includes general administrative departments, the police department, municipal court, public services, planning & development, culture and recreation and lastly debt service activities.

EXPENDITURES	2018 ACTUAL	2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- %
GENERAL GOVERNMENT	9,007,231	9,799,972	12,800,190	11,102,227	-13%
JUDICIAL	664,316	736,410	779,322	796,991	2%
PUBLIC SAFETY	10,192,544	11,318,640	11,683,353	13,342,009	14%
PUBLIC WORKS	1,761,121	1,885,490	2,096,382	2,314,220	10%
CULTURE & RECREATION	2,977,789	4,011,964	4,253,658	3,744,255	-12%
PLANNING & DEVELOPMENT	1,127,970	1,575,792	1,821,946	1,442,119	-21%
DEBT SERVICE	520,928	527,354	526,104	523,079	-1%
	26,251,899	29,855,622	33,960,955	33,264,900	-2%



FY 2020 BUDGET

- GENERAL GOVERNMENT
- JUDICIAL
- PUBLIC SAFETY
- PUBLIC SERVICE
- CULTURE & RECREATION
- PLANNING & DEVELOPMENT
- DEBT SERVICE

DEPARTMENT SUMMARIES

The below table is a breakdown of adopted General Fund expenditures by department for fiscal year 2020.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
1110	LEGISLATIVE	327,039	352,511	336,826	-4%
1130	CITY CLERK	190,187	215,987	228,798	6%
1320	CITY MANAGER	551,403	558,183	624,147	12%
1510	FINANCE	659,438	732,035	771,362	5%
1530	LEGAL	242,017	254,093	306,113	20%
1535	INFORMATION SERVICES	1,609,501	1,917,959	1,327,660	-31%
1540	HUMAN RESOURCES	537,318	565,723	726,740	28%
1565	BUILDING & GROUNDS	658,833	810,239	1,016,577	25%
1570	COMMUNITY RELATIONS	574,874	633,537	783,758	24%
1575	ENGINEERING	373,082	352,039	91,797	-74%
1590	NON-DEPARTMENTAL	4,069,932	6,407,884	4,888,449	-24%
2650	COURTS	736,410	779,322	796,991	2%
3210	POLICE ADMINISTRATION	1,197,780	1,203,514	1,460,822	21%
3212	POLICE INFO SERVICES	826,460	950,520	1,386,692	46%
3215	SWAT	19,578	21,010	64,145	205%
3221	POLICE DETECTIVES	1,540,602	1,604,109	1,617,676	1%
3222	POLICE SPECIAL OPS	303,987	385,772	303,735	-21%
3223	POLICE PATROL	5,004,945	5,025,987	5,773,811	15%
3224	POLICE RECORDS	151,290	147,451	185,574	26%

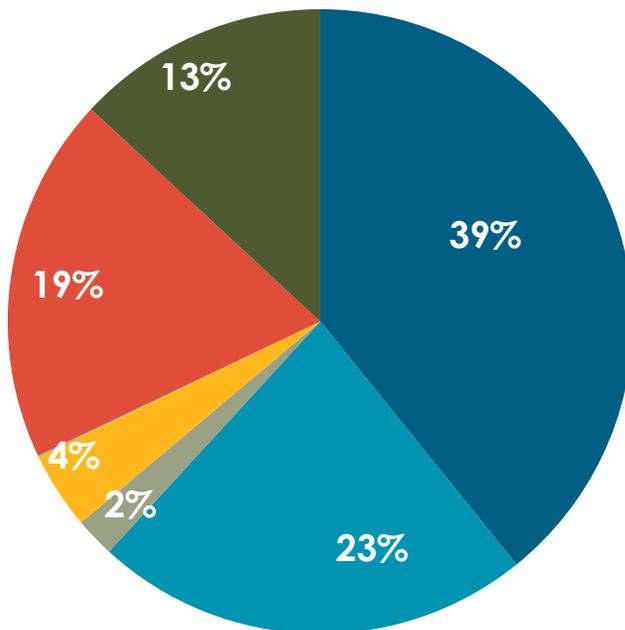
DEPARTMENT SUMMARIES

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
3225	POLICE SRO	471,439	547,250	487,997	-11%
3226	POLICE MOTORS	407,837	389,151	484,987	25%
3228	POLICE TRAINING	398,736	416,857	420,941	1%
3229	POLICE PD MAINTENANCE	331,923	333,245	451,985	36%
3250	POLICE SUPPORT SERVICES	664,063	658,487	703,644	7%
4210	STREET MAINTENANCE	1,625,435	1,814,202	1,955,152	8%
4610	GARAGE	260,055	282,180	359,068	27%
6110	PARK ADMINISTRATION	805,813	838,707	247,059	-71%
6112	HUNTER PARK OPERATIONS	154		468,755	
6115	PARK ATHLETICS			175,236	
6120	PARK MAINTENANCE	874,169	1,034,976	975,258	-6%
6130	JESSIE DAVIS OPERATIONS	279,253	342,574	391,180	14%
6165	WP OPERATIONS	623,825	589,135	614,329	4%
6166	WP MAINTENANCE	526,828	562,669	821,679	46%
6220	PARK AREA - OLD JAIL	901,963	885,597	50,759	-94%
7210	INSPECTIONS	476,779	432,820	349,914	-19%
7350	ZONING	120,213	180,998	198,757	10%
7351	CODE COMPLIANCE	240,034	320,601	345,534	8%
7352	PLANNING	216,432	277,269	205,884	-26%
7510	COMMUNITY DEVELOPMENT	520,934	610,258	342,030	-44%
7542	KDB	107			
8000	DEBT SERVICE	527,354	526,104	523,079	-1%
		29,848,022	33,960,955	33,264,900	-2%

GENERAL GOVERNMENT

The General Government category is comprised of core functions and administrative departments. This includes Mayor and Council related activities, the City Manager's office, City Clerk's office, Finance Department, IT Department, Legal, Human Resources, Community Relations, Buildings and Grounds and Engineering. Based on the FY 2020 adopted budget General Government expenditures are expected to decrease approximately 13%.

EXPENDITURES		2018 ACTUAL	2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
GENERAL GOVERNMENT						
51	PERS SVCS/EMPLOYEE BENEFITS	2,722,176	3,511,907	4,519,775	4,351,576	-4%
52	PURCH/CONTRACT SVCS	2,962,863	2,871,353	3,296,325	2,503,972	-24%
53	SUPPLIES	85,429	344,526	112,941	225,541	100%
54	CAPITAL OUTLAYS	210,361	270,590	580,442	445,350	-23%
55	INTERFUND/INTERDEPT CHARGES	3,856	8,671	4,978	5,362	8%
57	OTHER COSTS	1,909,672	1,906,873	2,033,967	2,115,700	4%
61	OTHER FINANCING USES	1,112,874	886,052	2,251,762	1,454,726	-35%
		9,007,231	9,799,972	12,800,190	11,102,227	-13%



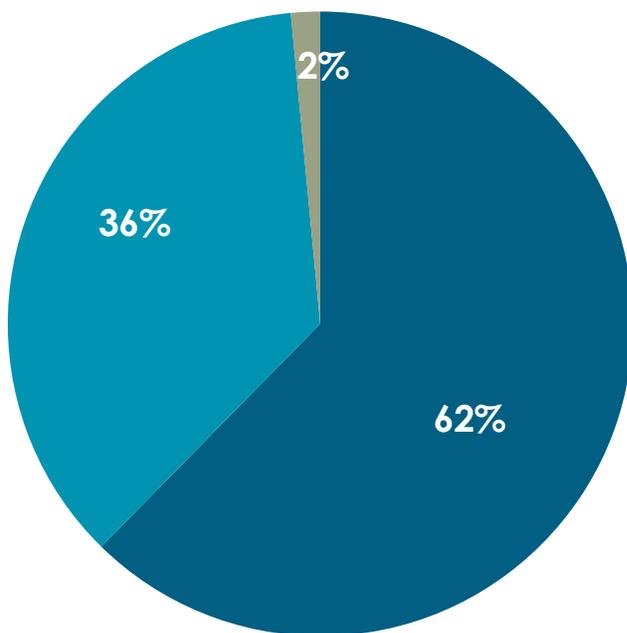
FY 2020 BUDGET

- PERS SVCS/EMPLOYEE BENEFITS
- PURCH/CONTRACT SVCS
- SUPPLIES
- CAPITAL OUTLAYS
- INTERFUND/INTERDEPT CHARGES
- OTHER COSTS
- OTHER FINANCING USES

JUDICIAL

The Judicial category accounts for all activities and functions of the City of Douglasville's municipal courts. Based on the FY 2020 adopted budget Judicial expenditures are expected to increase approximately 2%.

EXPENDITURES		2018 ACTUAL	2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
JUDICIAL						
51	PERS SVCS/EMPLOYEE BENEFITS	385,492	454,058	457,561	496,977	9%
52	PURCH/CONTRACT SVCS	267,745	262,730	286,128	288,005	1%
53	SUPPLIES	9,785	19,622	35,633	12,009	-66%
54	CAPITAL OUTLAYS	1,294				
		664,316	736,410	779,322	796,991	2%



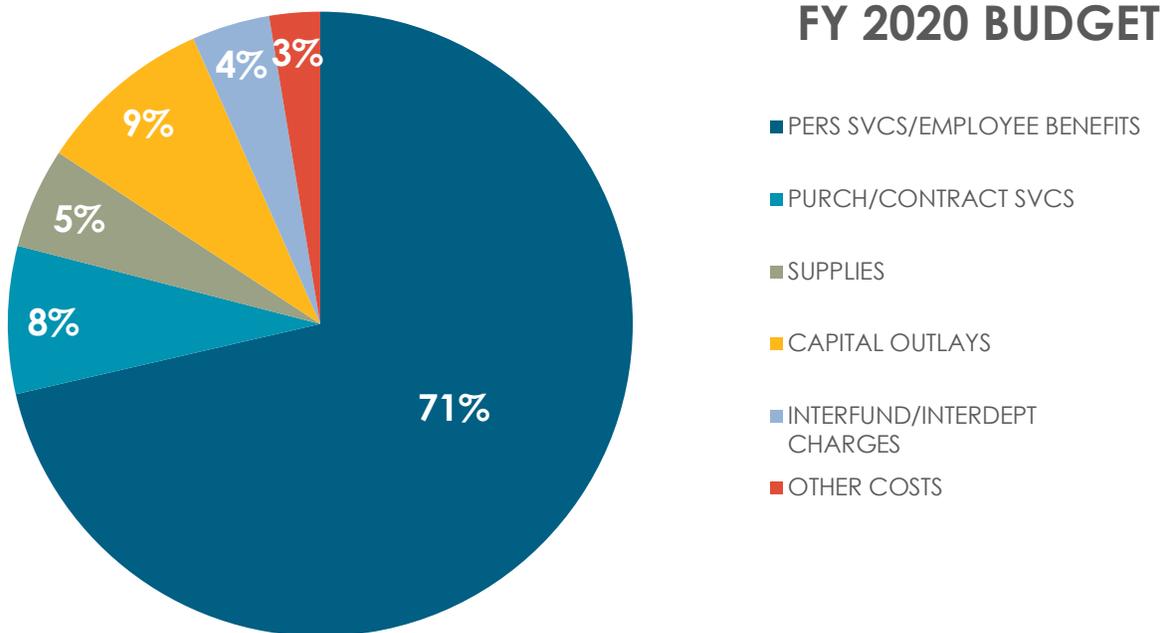
FY 2020 BUDGET

- PERS SVCS/EMPLOYEE BENEFITS
- PURCH/CONTRACT SVCS
- SUPPLIES
- CAPITAL OUTLAYS

PUBLIC SAFETY

The Public Safety category is comprised solely of the City of Douglasville's Police Department and its related functions. Fire services and Animal Control are provided through an intergovernmental agreement (IGA) with Douglas County. Based on the FY 2020 adopted budget Public Safety expenditures are expected to increase approximately 14%.

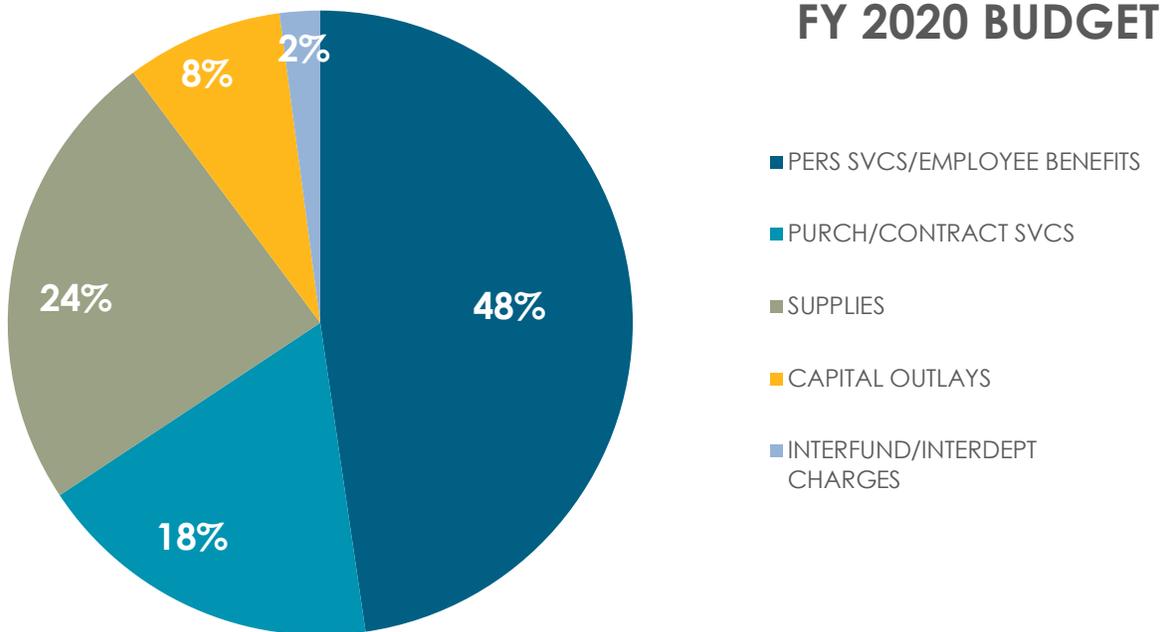
EXPENDITURES		2018 ACTUAL	2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
PUBLIC SAFETY						
51	PERS SVCS/EMPLOYEE BENEFITS	8,125,298	8,463,726	8,688,395	9,524,495	10%
52	PURCH/CONTRACT SVCS	566,918	556,892	601,548	1,019,662	70%
53	SUPPLIES	506,711	725,846	602,037	693,429	15%
54	CAPITAL OUTLAYS	84,226	680,728	929,671	1,216,110	31%
55	INTERFUND/INTERDEPT CHARGES	525,659	521,305	511,702	538,313	5%
57	OTHER COSTS	383,732	370,143	350,000	350,000	0%
		10,192,544	11,318,640	11,683,353	13,342,009	14%



PUBLIC SERVICES

The Public Services category is comprised of the Street Maintenance and Garage Departments and is primarily responsible for the maintenance of city streets, right of way and fleet of vehicles and equipment. Based on the FY 2020 adopted budget Public Services expenditures are expected to increase approximately 10%.

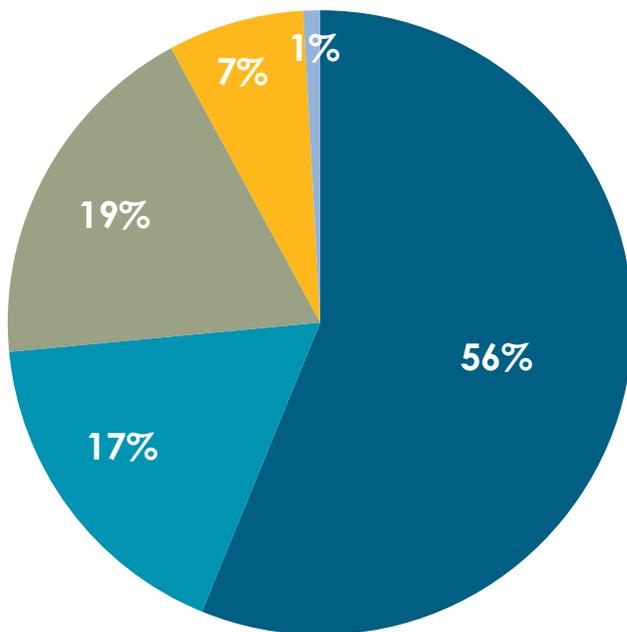
EXPENDITURES		2018 ACTUAL	2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- %
PUBLIC SERVICE						
51	PERS SVCS/EMPLOYEE BENEFITS	926,552	878,845	1,011,314	1,103,427	9%
52	PURCH/CONTRACT SVCS	108,850	73,027	90,442	416,748	361%
53	SUPPLIES	633,935	600,492	657,733	557,761	-15%
54	CAPITAL OUTLAYS	43,982	270,817	292,334	188,000	-36%
55	INTERFUND/INTERDEPT CHARGES	47,802	62,309	44,559	48,284	8%
		1,761,121	1,885,490	2,096,382	2,314,220	10%



CULTURE & RECREATION

Culture and Recreation is comprised of the City of Douglasville's Parks system and includes the West Pines Golf Club. The city maintains a total of six parks throughout Douglasville that offer a wide array of amenities, recreational programs and activities for citizens and visitors to participate in. Based on the FY 2020 adopted budget there is an expected decrease approximately 7%.

EXPENDITURES		2018 ACTUAL	2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
CULTURE & RECREATION						
51	PERS SVCS/EMPLOYEE BENEFITS	1,656,097	1,746,901	1,891,683	2,103,502	11%
52	PURCH/CONTRACT SVCS	678,702	614,744	736,138	648,598	-12%
53	SUPPLIES	550,525	658,799	646,671	695,933	8%
54	CAPITAL OUTLAYS	59,973	962,131	946,000	263,500	-72%
55	INTERFUND/INTERDEPT CHARGES	32,492	29,389	33,166	32,722	-1%
		2,977,789	4,011,964	4,253,658	3,744,255	-12%



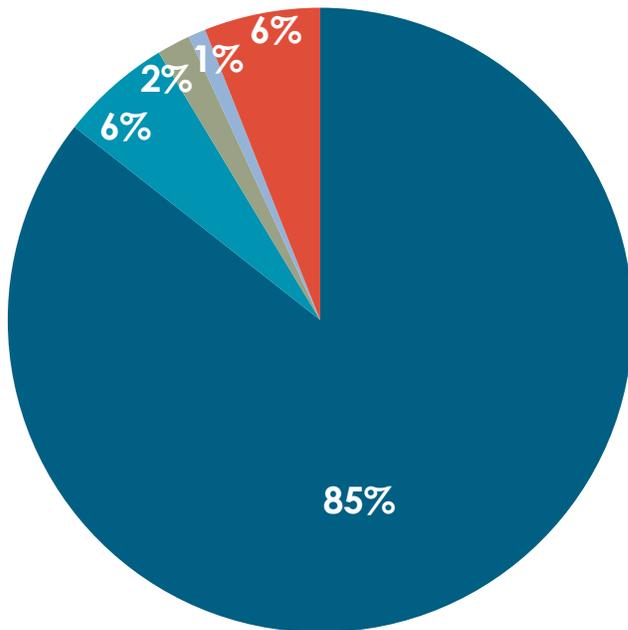
FY 2020 BUDGET

- PERS SVCS/EMPLOYEE BENEFITS
- PURCH/CONTRACT SVCS
- SUPPLIES
- CAPITAL OUTLAYS
- INTERFUND/INTERDEPT CHARGES

PLANNING & DEVELOPMENT

Planning and Development includes all operations under Community Development, Planning, Zoning, Code Compliance and Inspections. Based on the FY 2020 adopted budget Planning and Development expenditures are expected to decrease approximately 21%.

EXPENDITURES		2018 ACTUAL	2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
PLANNING & DEVELOPMENT						
51	PERS SVCS/EMPLOYEE BENEFITS	878,613	1,019,212	1,249,548	1,234,514	-1%
52	PURCH/CONTRACT SVCS	150,928	414,769	354,029	82,956	-77%
53	SUPPLIES	29,497	37,851	43,000	25,060	-42%
54	CAPITAL OUTLAYS		51,824	73,294		-100%
55	INTERFUND/INTERDEPT CHARGES	10,170	10,280	17,775	12,939	-27%
57	OTHER COSTS	58,762	41,856	84,300	86,650	3%
		1,127,970	1,575,792	1,821,946	1,442,119	-21%



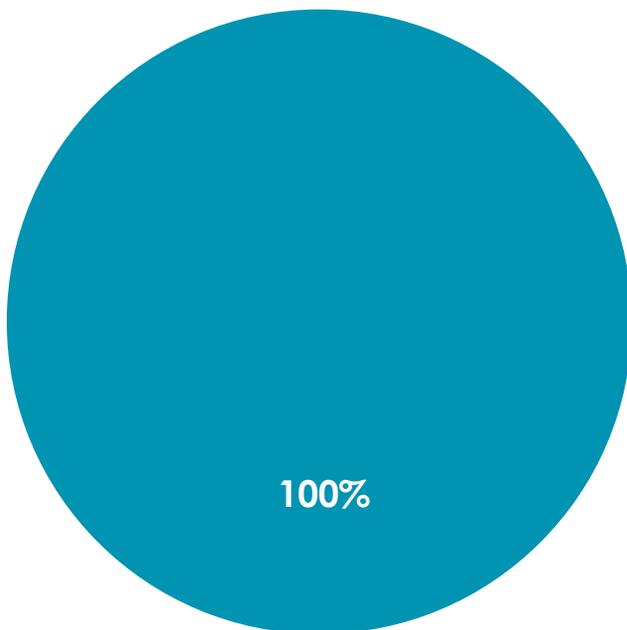
FY 2020 BUDGET

- PERS SVCS/EMPLOYEE BENEFITS
- PURCH/CONTRACT SVCS
- SUPPLIES
- CAPITAL OUTLAYS
- INTERFUND/INTERDEPT CHARGES
- OTHER COSTS

DEBT SERVICE

Debt Service is made up of General Obligation Bonds and other debt and is broken down into principal and interest payments made over a scheduled period of time. Based on the FY 2020 adopted budget Debt Service expenditures are expected to decrease approximately 1%.

EXPENDITURES		2018 ACTUAL	2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEBT SERVICE						
52	PURCH/CONTRACT SVCS		4,675	4,675		-100%
58	DEBT SERVICE	520,928	522,679	521,429	523,079	0%
		520,928	527,354	526,104	523,079	-1%



FY 2020 BUDGET

■ PURCH/CONTRACT SVCS

BONDS & CAPITAL LEASES

CITY OF DOUGLASVILLE, GEORGIA LEGAL DEBT MARGIN INFORMATION

	Fiscal Year				
	2014	2015	2016	2017	2018
Debt Limit	\$ 106,073,481	\$ 105,274,737	\$ 111,123,900	\$ 117,465,405	\$ 124,792,437
Total Net Debt Applicable to Limit	23,959,084	17,980,000	17,010,000	15,458,856	14,598,308
Legal Debt Margin	\$ 82,114,397	\$ 87,294,737	\$ 94,113,900	\$ 102,006,549	\$ 110,194,129
Total Net Debt Applicable to the Limit as a Percentage of Debt Limit	22.59%	17.08%	15.31%	13.16%	11.70%

Legal Debt Margin Calculation for Fiscal Year 2018

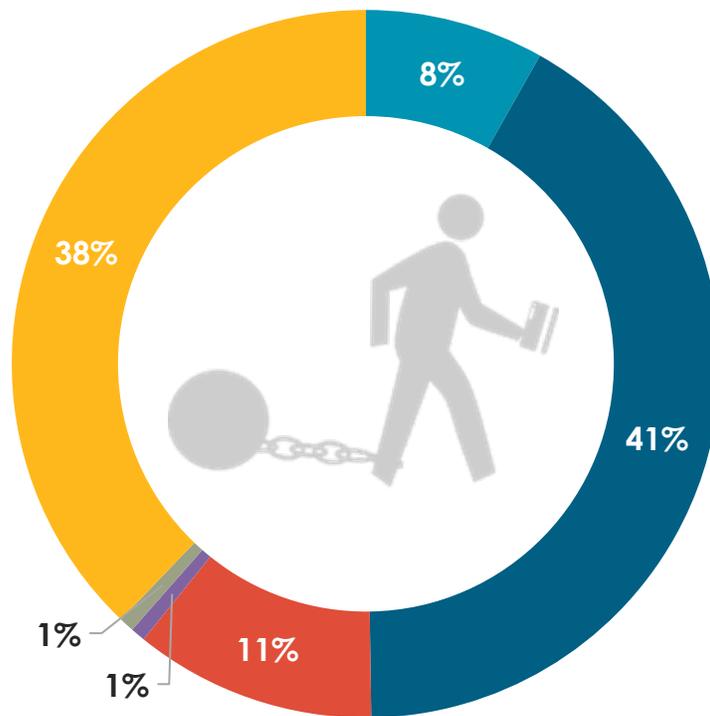
Assessed Value	\$ 1,204,950,447
Add Back Exempt Real Property	42,973,923
Total Assessed Value	<u>1,247,924,370</u>
Debt Limit (10% of Total Assessed Value)	<u>124,792,437</u>
Debt Applicable to Limit	
General Obligation Bonds	14,690,000
Less: Amount Set Aside for Repayment of General Obligation Debt	(91,692)
Total Net Debt Applicable to Limit	<u>14,598,308</u>
Legal Debt Margin	<u>\$ 110,194,129</u>

Note, currently, there is no projected necessity to issue further debt in fiscal year 2020.

BONDS & CAPITAL LEASES

Building / Debt	Remaining P&I	Maturity Date	Description
DEFACS	3,201,542	May 2026	DEFACS Fund
Police Administration	16,278,213.00	February 2029	GO Bond, Debt Service Fund
West Pines	4,320,416	August 2035	General Fund
Fire Station	263,336	July 2019	General Fund
Hawthorne Center	268,583	December 2019	General Fund
Conference Center	14,813,440	February 2035	Conference Center Fund
39,145,529			

**Construction fund loan was inter-fund loan*

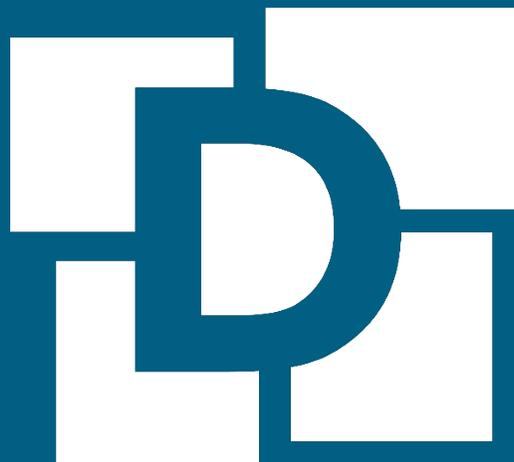


- DEFACS
- Police Administration
- West Pines
- Fire Station
- Hawthorne Center
- Conference Center

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SECTION SEVEN

SPLOST

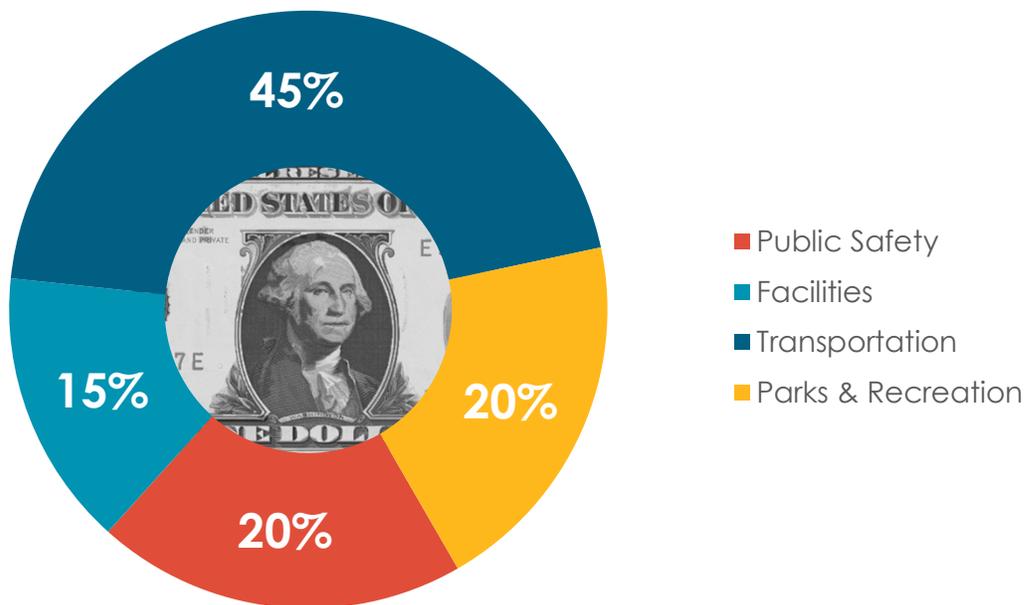


2016 SPLOST FUND

In November of 2016 citizens of Douglas County, Georgia voted on a referendum item to enact a Special Purpose Local Option Sales Tax (SPLOST) of 1% to fund various projects. The City of Douglasville is projected to receive approximately \$32.8 million dollars (23.44%) of the \$106 million dollars in county-wide SPLOST proceeds.

Per an intergovernmental agreement (IGA) between Douglas County, the City of Douglasville and other participating municipalities specific projects would be identified as per required by Georgia law.

Based on feedback received at a Town Hall meeting during May of 2016 the citizens of Douglasville identified key areas in which they would like to see their potential SPLOST proceeds allocated to. Those categories were: Public Safety, Facilities, Transportation/Streets, and Parks and Recreation.



PUBLIC SAFETY 20%

The Public Safety portion of SPLOST is comprised primarily of the purchase of new equipment and vehicles suited for the purpose of increasing public safety and/or enhancing current operations. One example is the construction of a second radio tower to increase intergovernmental communication throughout Douglasville and Douglas County. Additionally, \$4.5 million dollars has been identified in the intergovernmental agreement to assist with the funding of various Douglas County fire and ems projects.

Construction Projects	Original Estimate	LTD Expenditures	Concepts & Designs	Under Construction	Future Funding Needed	Status
Parking Lot Expansion	222,000	214,538				Complete
Second Radio Tower	603,699	-		✓		In-Process
PD Maint. Bay Expansion	50,000	-	✓		✓	In-Process
	875,699	214,538				

Non-Construction Projects	Original Estimate	LTD Expenditures	Status
Body Cameras	77,240	77,240	Complete
ATS Generator	76,750	76,750	Complete
Motorola Microwave	100,000	98,527	Complete
FARO Focus 3D Scanner	46,400	46,344	Complete
Mobile Tag Reader	40,000	37,230	Complete
Firing Range Upgrades	60,000	55,846	Complete
Vehicle Replacements	931,026	527,350	In-Process
Fire/EMS Projects	4,478,000	851,639	In-Process
Radio Replacements	490,620	233,015	In-Process
PD Equipment	103,500	-	In-Process
Contingency	21,240	-	N/A
	6,424,776	2,003,941	

FACILITIES 15%

The Facilities portion of SPLOST is allocated for the purpose of the refurbishment of existing city governmental facilities in addition to the construction of a new Sanitation facility currently being managed by Comprehensive Program Services, Inc. and being Constructed by RA-LIN and Associates, Inc. Additionally, an existing building located at Courthouse Square is proposed to be renovated for the purpose of accommodating future Maintenance Department operations.

Construction Projects	Original Estimate	LTD Expenditures	Concepts & Designs	Under Construction	Future Funding Needed	Status
City Hall Annex Renovations	150,000	150,061				Complete
City Hall Renovations	467,000	361,878		✓		In-Process
Cedar Mountain Rd. Facility	3,100,000	1,079,106		✓		In-Process
E. Courthouse Sqr. Facility	1,500,000	27,270	✓			In-Process
	3,717,000	1,618,315				

Non-Construction Projects	Original Estimate	LTD Expenditures	Status
Facilities Program Mgmt.	32,933	28,951	Complete
Contingency	893,068	-	N/A
	926,001	28,951	

TRANSPORTATION 45%

The Transportation portion of SPLOST is primarily comprised of resurfacing projects and overall beautification of the City of Douglasville's roads, sidewalks and right of ways identified through a pavement evaluation and various studies performed by AECOM Technical Services, Inc.

Construction Projects	Original Estimate	LTD Expenditures	Concepts & Designs	Under Construction	Future Funding Needed	Status
Street Resurfacing	8,679,591	2,193,784		✓		In-Process
Grant Matching	1,287,416	580,337		✓		In-Process
I-20 @ Fairburn Rd. Interchange	1,100,000	76,989	✓			In-Process
Dallas Hwy. Gateway	233,500	27,301	✓			In-Process
Bicycle/Ped. Connectivity	189,290	-	✓			In-Process
Northside Trail System	1,000,000	-	✓		✓	In-Process
	12,489,797	2,878,411				

Non-Construction Projects	Original Estimate	LTD Expenditures	Status
Lighting Services	416,363	416,363	Complete
Street Signs	20,000	11,144	In-Process
Street Maint. Equip.	885,000	593,564	In-Process
SPLOST Program Mgmt.	212,090	124,971	In-Process
Staff Engineer	58,050	-	In-Process
Contingency	561,043	-	N/A
	2,152,546	1,146,042	

PARKS & REC 20%

The Parks and Recreation portion of SPLOST identifies key projects with the intent to improve, renovate and/or replace infrastructure throughout the Douglasville Parks System. The principal goal of these improvements is to increase available recreational amenities based on the results of various citizen engagements, parks design studies and other means to better serve citizens and visitors of Douglasville.

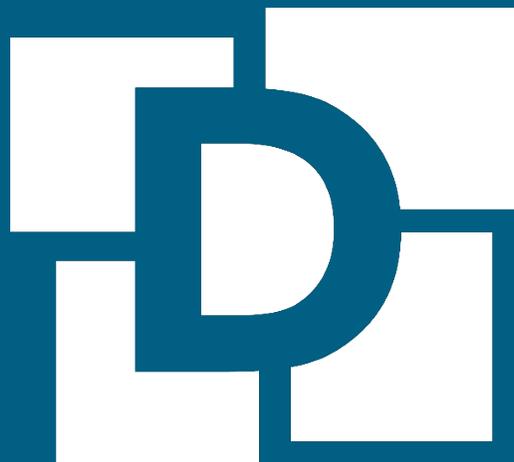
Construction Projects	Original Estimate	LTD Expenditures	Concepts & Designs	Under Construction	Future Funding Needed	Status
Hunter Park Pavilion	66,800	68,338				Complete
Pro-Shop Remodel	45,000	41,579				Complete
Willing Workers Park	2,066,062	56,015		✓		In-Process
Mill Village Park	456,950	14,846		✓		In-Process
Town Green	3,656,710	61,115	✓			In-Process
Park Maint. Facility	166,610	129,260	✓		✓	In-Process
Jessie Davis Park Renovations	600,000	185,078	✓		✓	In-Process
	7,058,132	556,231				

Non-Construction Projects	Original Estimate	LTD Expenditures	Status
Bleachers Replacements	51,483	46,265	Complete
Vehicle Replacements	109,623	108,350	Complete
Greens Conversion	120,000	124,590	Complete
West Pines Cart Paths	34,667	34,667	Complete
SPLOST Program Mgmt.	221,450	55,769	In-Process
West Pines Maint. Equip.	297,615	271,497	In-Process
Contingency	454,992	-	N/A
	1,289,830	641,138	

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SECTION EIGHT

Capital Improvement Program



10-YEAR CIP OVERVIEW

The City of Douglasville's Capital Improvement Plan serves as a long-term planning tool for capital purchases and improvements to city infrastructure and services. These annual capital expenditures are decided upon through many factors such as:

- Purpose of expenditure and level of necessity
- Recurring or non-recurring expenditure
- Funding source(s) and estimated costs
- Projected useful life
- Maintenance and operations impact and annual costs
- Potential hazards or litigative issues

Every year the 10-Year Capital Improvement Plan is amended based on the goals set by the Legislative body and as priorities necessitate. The current year's capital needs are then incorporated into the budget and are not authorized until at such time that the budget is adopted.

In some instances, a capital improvement may be a non-recurring or one-time expenditure that may result in an impact on non-capital budget items relating to maintenance and operation costs. For example, the City of Douglasville is in the process of constructing a new facility to house the Sanitation division of the Public Services department. With the addition of a new facility there will be new annual costs affiliated with maintaining and operating that facility; such as personnel and benefits, utility costs, and property insurance. These costs are then anticipated through analysis and will be taken into consideration and implemented in the affected years' budget.

COMMUNITY AND DEVELOPMENT SERVICES

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Community and Development Services											
Vehicle - Building Inspector	General Fund										
Vehicle - Building Official	General Fund										
Vehicle - Director	General Fund										
Vehicle - Cobalt	General Fund		20,000								
Vehicle - Code Enforcement	General Fund										
Vehicle - Uplander	General Fund		25,000								
Old Jail Site Demolition	SPLOST	350,000									
Northside Trail System	SPLOST	300,000	300,000	300,000	100,000						
Banners & Sidewalks Phase II	Grant										
Riverside Parkway Bridge	Grant		181,460								
Welcome Center	Grant										
		650,000	526,460	300,000	100,000	-	-	-	-	-	-

COMMUNITY RELATIONS

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Community Relations											
Edit Stations Replacement	General Fund	11,600				11,600				11,600	
Broadcast Engineering	General Fund		21,200					21,200			
Digital Signage	General Fund	6,500					6,500				
Council Cameras/Switcher System	General Fund				20,000						20,000
Vehicle Replacement	General Fund			40,000							
		18,100	21,200	40,000	20,000	11,600	6,500	21,200	-	11,600	20,000

COURT SERVICES / MUNICIPAL COURT

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Court Services											
Court Window Addition	General Fund										
Furniture and Fixtures	General Fund										
Storage Space Addition	General Fund		25,000								
		-	25,000	-	-	-	-	-	-	-	-

FACILITIES

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Facilities											
Fire Station 11	General Fund										
Police Department Precinct	General Fund		158,383	7,263	5,089						
Fire Station 10	General Fund										
PD Maintenance Facility/Kennel	General Fund					577			2,402	6,422	
Gun Range/Community Building	General Fund			1,656		80,324				6,324	
Old PD Admin	General Fund		28,871							11,864	
Public Safety/Municipal Court	General Fund		45,581	96,905	4,026	811,756		1,422			
Welcome Center	General Fund	100,000									
Dept. of Human Services Building	General Fund										
Downtown Development Authority	General Fund										
Riley's Learning Center	General Fund										
Winn Building	General Fund										
Heirway Building	General Fund										
Conference Center and Parking Deck	General Fund		29,800				1,342	834,773	583,759	1,273,522	
Conference Center Annex	General Fund		39,724		5,346			13,988		9,503	
Old Mill Cleanup	General Fund		600,000								
Other Items in Ref. to Study	General Fund	200,000									
JD Park Press Box/Concessions	SPLOST		4,193			7,236		1,246	555	7,632	

FACILITIES CONTINUED

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Facilities											
Ike Owings Building	SPLOST		16,325			113,988					
Hunter Park Facilities	SPLOST		2,160		17,387	10,201				1,662	
West Pines Cart Building	SPLOST		6,584			2,866			423		
Hawthorne Center	SPLOST		28,539		10,419		97,849		86,092	41,626	
West Pines Maintenance Shop/Storage	SPLOST		4,476					29,134			
West Pines Clubhouse	SPLOST		25,127	21,626					1,531	2,221	
Jessie Davis Park Pavilions & Pool House	SPLOST		7,132	11,374			6,125		18,353	10,782	
Fowler Field	SPLOST		9,135		18,540			1,531			
City Hall	SPLOST	81,340				313,792	6,816	210,782	37,970		
City Hall Annex	SPLOST		103,812	108,866		147,234	119,535		56,999	285,562	
		381,340	1,109,842	247,690	60,807	1,487,974	231,667	1,091,454	789,506	1,657,120	-

INFORMATION SERVICES

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Information Services											
Desktop/Laptop Replacement	General Fund	17,000	15,000	15,000	15,000						
Emergency Weather Sirens	General Fund										
Disaster Recovery Off-Site	General Fund	12,250		20,487							
HVAC Upgrade (Radio Tower Site)	General Fund										
C240 SANS Upgrade	General Fund		25,000		20,000						
Core and Edge Switch - City Hall	General Fund			100,000							
City Wi-Fi Hardware (Conference Center)	General Fund										
NAS Storage Device Upgrade	General Fund	24,000		12,000							
Phone System - City Hall & PD	General Fund			95,000							
VM Host	General Fund	15,000									
City Wi-Fi Replacement	General Fund	28,000									
PD Radios	General Fund										
Cisco Telephone System Upgrades	General Fund	13,000									
Replace Cisco Routers	General Fund	18,000									
M&S, Parks Security Radios	General Fund										
Core and Edge Switch - PD	General Fund				90,000						
		127,250	40,000	242,487	125,000	-	-	-	-	-	-

GARAGE

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Garage											
Fleet Diagnostic Tools	General Fund		5,000								
Fleet Study Results - Heavy Lift	General Fund	20,000									
Other Fleet (Equip)	General Fund										
		20,000	5,000	-	-	-	-	-	-	-	-

PARKS AND RECREATION

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Parks and Recreation											
Vehicle Replacements	General Fund			36,000				90,000	90,000		
Lazer Grade and Returf/Irrigation Upgrade on Field 1 and Chandler Field	General Fund		95,000								
Parks Maintenance Equipment Package	General Fund	102,500									
West Pines Pump and Equipment	General Fund	161,000									
Zero Turn Mower (2)	General Fund		22,000								
Athletic Top Dresser	General Fund										
Mill Village Park	SPLOST										
Willing Workers Park	SPLOST		150,000								
Jessie Davis Park Renovations	SPLOST	1,100,000									
Jessie Davis Park Renovations (Phase II)	SPLOST	180,000									
West Pines - Course Improvements	SPLOST		200,000								
West Pines - Driving Range	SPLOST		250,000								

PARKS AND RECREATION CONTINUED

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Parks and Recreation											
Program Management	SPLOST	11,250									
Fowler Field	SPLOST			18,540			1,531				
Outdoor Basketball Court (Tennis Court Renovation)	SPLOST	50,000									
Outdoor Workout Equipment	SPLOST	53,000									
Shelter for Outdoor Workout Equipment	SPLOST	45,000									
Tennis Court Repairs	SPLOST	27,000					30,000				
		1,729,750	717,000	54,540	-	-	31,531	90,000	90,000	-	-

POLICE DEPARTMENT

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Police Department											
Police Vehicles & Equipment	General Fund	570,000	1,220,500	1,059,000	1,162,000	765,000	241,500	2,000,000	2,000,000	2,000,000	
Upgrade To PD Vehicle Care Facility	General Fund		250,000								
PD Shop Vehicle Lift	General Fund		7,500								
PD Fuel Pump Replacements	General Fund						10,000				
Updated Scopes for Sniper Rifles	General Fund	6,560									
Brake Lathe Machine	General Fund	6,700						7,000			
Pressure Washer PD Shop	General Fund	6,250						6,500			
Tablets And Docking Stations For Patrol	General Fund	108,000			150,000			170,000			
Active Shooter Kits (officers)	General Fund		31,800					35,000			
Bodycameras	General Fund		84,000			105,000			115,000		
Speed Trailer	General Fund										20,000
LPR (tag Readers)	General Fund	20,000	20,000	20,000	20,000	20,000	40,000	60,000	20,000	20,000	
K-9 Units	General Fund		13,500		13,500		13,500	13,500		13,500	
PD Hvac Rooftop Units	General Fund										250,000
Fire Alarm System (all)	General Fund					65,000					
PD Building / Site Improvements	General Fund	55,000						75,000			
PD Gate Replacement	General Fund	36,000									
Ballistic Vests, Plates, Belts (SWAT)	General Fund					79,300					
SWAT Bear Cat	General Fund							250,000			

POLICE DEPARTMENT CONTINUED

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Police Department											
SWAT Command Center	General Fund					150,000					
Protective Shelter for Command Center	General Fund	7,000									
SWAT Entry Shields	General Fund					7,500					
Robot	General Fund				125,000						
SWAT Throw Phone	General Fund									25,000	
SWAT Entry Rifles (.223 W/ Sights)	General Fund		27,000								
SWAT Sniper Rifles (scope)	General Fund							17,000			
Drone	General Fund	25,000			25,000			25,000			
Radar Unit for New Traffic Vehicle	General Fund	3,200									
Pro Laser IV for New Traffic Vehicle	General Fund	2,400									
Pole Cameras	General Fund		12,000		24,000			12,000		24,000	
FARO Laser Focus Scanner	General Fund							50,000			
FARO Capable Computer	General Fund				6,000					6,000	
Evidence Fuming Chamber	General Fund								13,000		
Evidence Drying Cabinet	General Fund		10,000								
Polygraph Instrument	General Fund		8,000					8,500			
Firing Range Upgrades	General Fund				70,000					80,000	
Copy Machines	General Fund										
Desktop Replacement	General Fund	8,000	8,000	8,000	8,000	9,000	9,000	9,000	9,000	10,000	

POLICE DEPARTMENT CONTINUED

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Police Department											
Laptop Replacement	General Fund	12,000	12,000	12,000	12,000	13,000	13,000	13,000	13,000	13,000	
Livescan Fingerprint Scanner	General Fund										
Camera/access Systems	General Fund										
Detectives Camera System	General Fund			15,000							
Handheld Als Fingerprint Scanner	General Fund	11,000									
Switches for Port Expansion	General Fund	6,000									
Lab Alternate Light Source	General Fund		30,000								
X-ray Machine	General Fund	25,000									
Metal Detectors	General Fund		15,000								
Motorola Lease	General Fund	100,000									
Weather Siren Radio Upgrade (From XTS to APX)	General Fund	208,000									
Total Station	General Fund			25,000							
Handheld LED Laser - Detect Fingerprints	SPLOST	11,000									

POLICE DEPARTMENT CONTINUED

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Police Department											
Active Shooter Kits (Detectives)	SPLOST	25,200									
Patrol Rifles for Detectives	SPLOST	6,000									
7 Chevrolet Tahoes & Equipment	SPLOST	404,026									
1st Lease Payment for Second Radio Tower	SPLOST	224,354									
PD Maintenance Bay Expansion	SPLOST	50,000									
PD Radio Replacements	SPLOST	256,620									
SWAT Load Bearing Vests	SPLOST	7,300									
Detective Vehicle Lockboxes	SPLOST	8,000									
Patrol Entry Shields	SPLOST	6,000									
Patrol Load Bearing Vests	SPLOST	40,000									
		2,254,610	1,749,300	1,139,000	1,615,500	1,213,800	710,500	2,368,000	2,170,000	2,461,500	-

SANITATION

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Sanitation											
Automated Garbage Truck	Sanitation Fund		290,000								
Residential Garbage Truck	Sanitation Fund		110,000								
K-Boom Truck (Yard Waste)	Sanitation Fund		180,000								
Inmate Vans	Sanitation Fund		70,000	35,000							
		-	650,000	35,000	-	-	-	-	-	-	-

STREET MAINTENANCE

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Street Maintenance											
Bucket Truck/Lift Truck	General Fund										
Exmark Mowers x2	General Fund	25,000									
Uniloader/Skid/Forks	General Fund	68,000									
Utility Truck	General Fund	75,000									
Tandem Dump Truck	General Fund										
Cleaning of Old Fuel Tanks	General Fund										
Fleet Software	General Fund										
FuelMaster Upgrades	General Fund			10,000							
Fleet Study Results - Parts Washer	General Fund		5,000								
Street Sweeper	SPLOST										
Resurfacing	SPLOST		2,000,000								
Street Signs	SPLOST										
Street Lights	SPLOST										
Kboom Truck	SPLOST										
LMIG 2020	Grant	335,000									
LMIG 2016	Grant	99,303									
LMIG 2017	Grant	55,693									
LMIG 2019	Grant	334,346									
		992,342	2,005,000	10,000	-	-	-	-	-	-	-

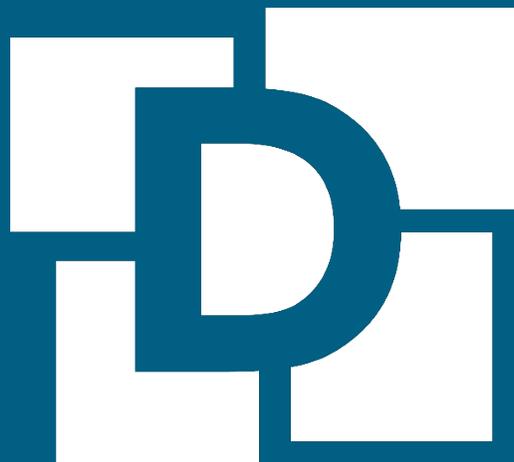
TOURISM

Capital Project Name	Funding Source	Requested by Fiscal Year									
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Tourism											
Conference Center Painting	Conference Center		150,000						175,000		
Conference Center Kitchen	Conference Center				175,000						
Conference Center Carpet	Conference Center		300,000								350,000
Conference Center A/V	Conference Center	500,000						350,000			
Conference Center Furniture and Fixtures	Conference Center		100,000								
		500,000	550,000	-	175,000	-	-	350,000	175,000	-	350,000

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SECTION NINE

Legislative



LEGISLATIVE GOALS 2020

In an effort to best guide the City of Douglasville toward long-term success and continued exponential growth; each year the legislative body in addition to other key figures across Douglas County meet for a retreat to discuss the future and plan accordingly. One of the key purposes of this retreat is for Mayor and Council to develop primary goals and objectives for the City of Douglasville as a whole that can be implemented and accomplished through the cooperation of each department within the organization.

Below are the goals set forth by Mayor and Council for the Fiscal Year 2020:

- Review the Basic Stormwater Management Facility Maintenance Policy, which was adopted in 2013. Analyze current storm water issues raised by private property owners and determine how best to address those issues in relation to the adopted policy and how stormwater is managed by the Douglasville/Douglas County Water Sewer Authority.
- Work in partnership with the Douglas County Development Authority to develop and present a facilities use plan for the jail property for presentation and approval by the Mayor and Council.
- Police Department will prepare a vehicle replacement capital improvement plan outlining the types of vehicles, annual budget impact, revenue sources, and number of years for conversion to the preferred vehicle type. Also, costs should be included for improvements needed at the vehicle maintenance facility for the Police Department and subsequent maintenance and operating costs.
- Continue implementation steps to finalize the Unified Development Ordinance (UDO) for adoption by the Mayor and City Council. Coordinate with partner agencies to address issues related to the completion and adoption of the UDO. Set up a committee meeting to discuss other issues that were identified to include materials that need to be addressed before adoption.

LEGISLATIVE GOALS 2020

- Develop an Entertainment District Ordinance based on review of peer cities related to public spaces, special events, the inclusion of public art, and overlay districts. Present new ordinance for review and adoption by the elected officials.
- Conduct a preliminary analysis of repairs and upgrades needed at Conference Center. Develop a budget encompassing the cost of repairs and upgrades to determine the best method to approach the project.
- Implement changes to the Wednesday Wind Down concert series to include locating the event back downtown, development of an event checklist for use and oversight by the Parks and Recreation Department and providing 13 opportunities for multiple artists to participate in the event, who represent all varieties of music.
- Continue to operate the City in a fiscally responsible manner to support a continued increase in the reserve funds.

LEGISLATIVE BUDGET SUMMARY

Description

The Legislative Body is comprised of the City of Douglasville's elected Mayor and Councilpersons. They are the principal decision makers for City policy and laws with the express purpose of serving their constituency and bettering the quality of life throughout Douglasville.

Budget Highlights

The adopted budget for the City Clerk has a **4%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to temp. agency expenditures in the prior year; Maria Gober has now come on full-time to assist the Mayor.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1110 - LEGISLATIVE					
51	PERS SVCS/EMPLOYEE BENEFITS	193,068	191,643	191,656	0%
52	PURCH/CONTRACT SVCS	126,370	151,768	123,970	-18%
53	SUPPLIES	7,601	9,100	21,200	133%
		327,039	352,511	336,826	-4%

CLERK'S OFFICE

Mission Statement

The council sets policy and relies on the City Clerk to provide customer service to citizens, and administrative support to elected officials, and city departments in a timely manner

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
City Clerk	1	1	1	1
Assistant City Clerk	1	1	1	1
	2	2	2	2



CLERK'S OFFICE GOALS

2019 Goals and Objectives

Completion Date

Scan all city contracts into Laserfiche.	CONTINUED
Implement a written policy regarding long-term records retention.	CONTINUED
Implement a procedure regarding long-term records retention.	CONTINUED

2020 Goals and Objectives

Projected Completion

Scan all city contracts into Laserfiche.	12/30/2019
Implement a written policy & procedure regarding long-term records retention.	11/30/2019
Implement iCompass contract tracker to obtain and organize end of year E-verify reporting	12/31/2019
Georgia Clerks Certification Program (Assistant City Clerk)	2/28/2023
Georgia Records Association Certification Program (City Clerk & Asst. City Clerk)	3/31/2024

CLERK'S OFFICE PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Agenda preparation and distribution to local organ in a timely manner	100%	100%	100%	100%
Prepare Council minutes and publish within three days after receiving signatures	95%	100%	100%	100%
Open records fulfillment according to OCGA Records Act	95%	100%	100%	100%
Send supplement code updates within 72 hours of receipt from MCCi and update code book	95%	100%	100%	100%
Obtain and organize E-verify documentation for end of year state reporting	95%	100%	100%	100%

***2019 totals are as of 3/31/2019**

CLERK'S OFFICE BUDGET SUMMARY

Description

The City Clerk's Office is responsible for the official record keeping of all official city records, agreements, proclamations and other documents throughout the City of Douglasville. Additionally, the City Clerk fulfills open records requests and is a superintendent of city elections.

Budget Highlights

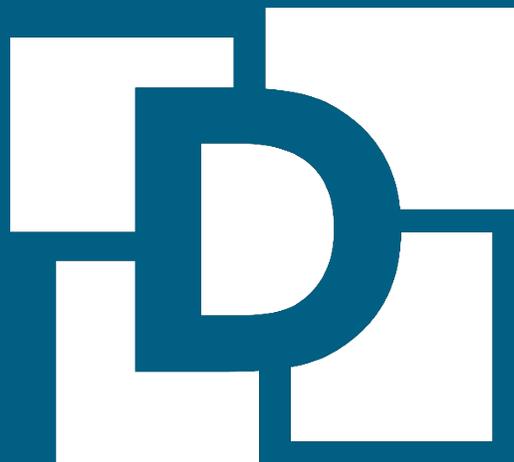
The adopted budget for the City Clerk has a **6%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1130 - CITY CLERK					
51	PERS SVCS/EMPLOYEE BENEFITS	141,977	149,566	158,550	6%
52	PURCH/CONTRACT SVCS	44,343	61,121	62,861	3%
53	SUPPLIES	3,867	5,300	7,387	39%
		190,187	215,987	228,798	6%

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SECTION TEN

Executive



CITY MANAGER

Mission Statement

The City Manager serves as the Chief Administrative Officer of the City of Douglasville and is responsible for the overall operation of all City departments. In addition, the City Manager is responsible for executing all policies and programs authorized by the Mayor and City Council. The City Manager's office also tracks the progress of a variety of City projects and strives to develop cost-effective goals as set forth by the vision of the Mayor and City Council.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
City Manager	1	1	1	1
Assistant City Manager	0	0	1	1
Operations Manager	1	1	0	0
Graduate Fellow	1	1	1	1
Executive Assistant	1	1	1	1
Receptionist	0	1	1	1
	4	5	5	5

CITY MANAGER'S GOALS

2019 Goals and Objectives

Completion Date

Continue to promote increased citizen engagement and transparency that enable trust from residents by ensuring efficiency, flexibility and innovation in all operations.	CONTINUED
Maintain a 5-year capital improvement plan.	12/31/2018
Identify, revise and establish new ordinances in order to implement consistency in the language and requirements throughout all ordinances.	CONTINUED
Focus on education and training to promote operational and departmental compliance and certifications.	CONTINUED
Maintain a citizens' volunteer database by recommending citizens to boards, commissions and authorities.	CONTINUED
Supports departmental decision making with timely and accurate short-term and long-range analysis that enhances vision and planning.	CONTINUED
Meet goals and objectives established by the mayor, city council and department directors at annual retreat.	CONTINUED
To provide exceptional customer service.	CONTINUED

2020 Goals and Objectives

Projected Completion

Continue to promote increased citizen engagement and transparency that enable trust from residents by ensuring efficiency, flexibility and innovation in all operations.	CONTINUED
Maintain a 10-year capital improvement plan.	7/1/2019
Identify, revise and establish new ordinances to implement consistency in the language and requirements throughout all ordinances.	CONTINUED
Focus on education and training to promote operational and departmental compliance, certifications and best practices.	CONTINUED
Maintain a citizens' volunteer database by recommending citizens to boards, commissions and authorities.	CONTINUED
Supports departmental decision making with timely and accurate short-term and long-range analysis that enhances vision and planning.	CONTINUED
Meet goals and objectives established by the mayor, city council and department directors at annual retreat.	6/30/2020
To provide exceptional customer service.	CONTINUED

CITY MANAGER'S PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of goals completed as established during the annual Mayor and Council retreat	N/A	10/10	9/9	8/8
Number of citizen participation in Dose of Douglasville: A Citizen's Academy	N/A	16	17	18
Number of departmental certifications	N/A	1	2	2
Number of customer service complaints	N/A	0	0	0
Number of ordinances adopted by Mayor & Council	N/A	64	50	68

**2019 totals are as of 3/31/2019*

CITY MANAGER'S BUDGET SUMMARY

Description

The City Manager's Office is responsible for the management and guidance of city departments based on the direction of Mayor and Council's policymaking. Additionally, the City Manager coordinates with various city departments on projects throughout the City of Douglasville.

Budget Highlights

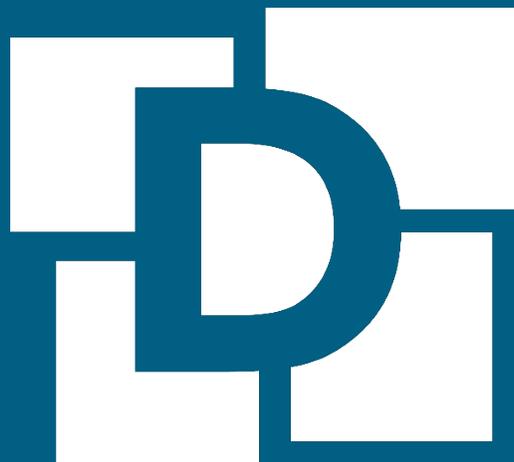
The adopted budget for the Finance Department has a **12%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1320 - CITY MANAGER					
51	PERS SVCS/EMPLOYEE BENEFITS	486,843	487,666	559,755	15%
52	PURCH/CONTRACT SVCS	50,518	52,472	46,434	-12%
53	SUPPLIES	8,435	8,545	7,784	-9%
55	INTERFUND/DEPT CHRGS	86		174	
57	OTHER COSTS	5,521	9,500	10,000	5%
		551,403	558,183	624,147	12%

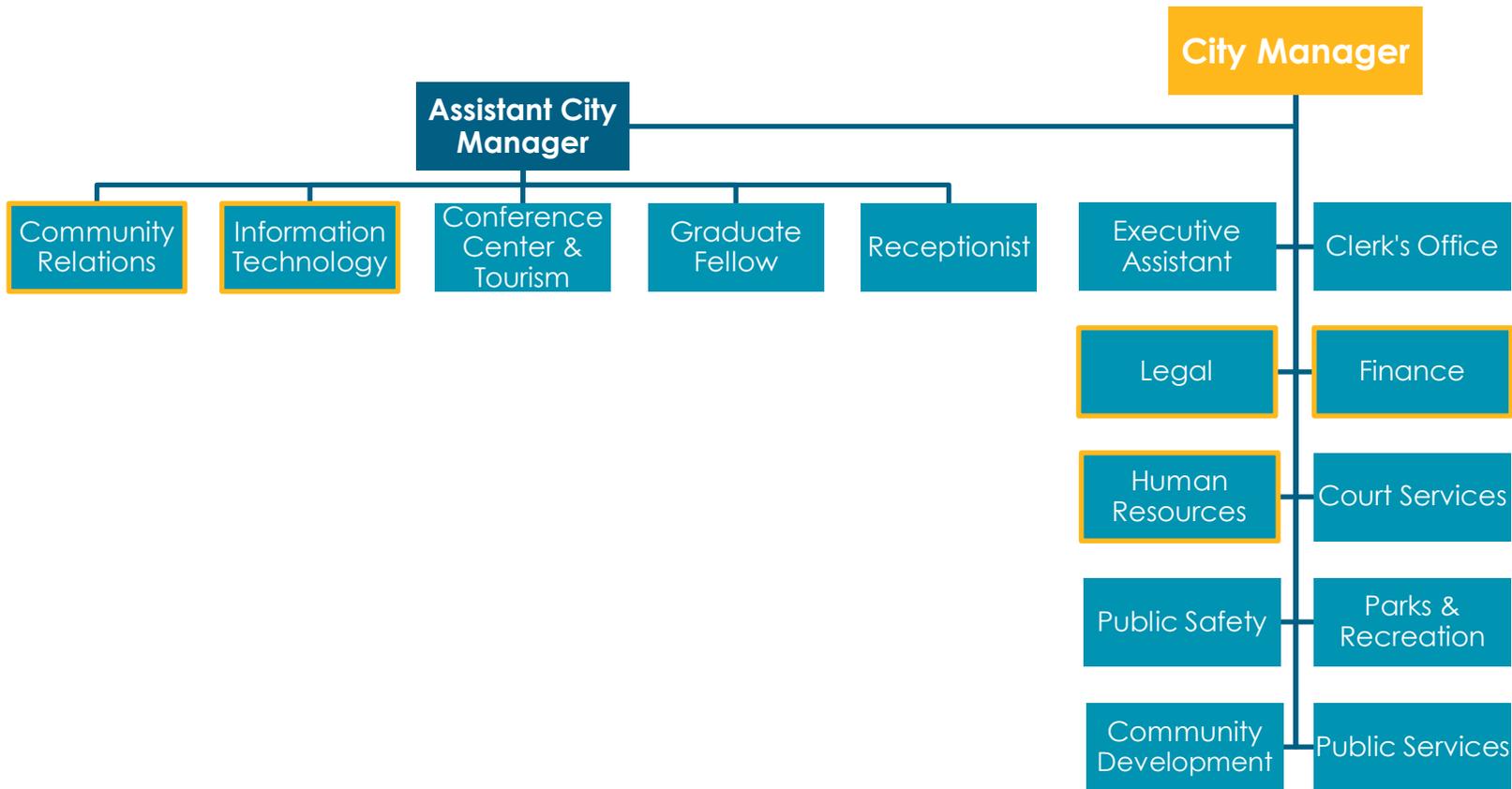
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SECTION ELEVEN

General Administration



GENERAL ADMINISTRATION CHART



**Highlighted departments are under General Administration*

FINANCE

Mission Statement

The mission of the City of Douglasville Finance Department is to strive for continual improvement and enhancement of our customer service to the Citizens of Douglasville by providing timely, accurate, financial information and maintaining accurate financial records.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Director	1	1	1	1
Accounting Manager	1	1	1	1
Financial Analyst	1	1	1	1
Accountant	0	0	1	1
Senior Accounting Specialist	1	1	1	1
Payroll Specialist	1	1	1	1
Accounting Specialist	2	2	2	2
	7	7	8	8



FINANCE GOALS

2019 Goals and Objectives

Completion Date

Receive GFOA distinguished budget award.	CONTINUED
Scan all files and store documents digitally.	3/05/2019
Expand online business license services by allowing for online renewals and business profile maintenance.	11/21/2018
Create email database of business owners to enhance ability to notify business owners of important dates and other correspondence.	6/30/2019
Receive GFOA excellence in financial reporting award.	6/30/2019

2020 Goals and Objectives

Projected Completion

Implement a transparency center online in order to allow citizens more convenient access to the budget, financial reports and other pertinent information.	11/30/2019
Receive the GFOA Distinguished Budget award.	3/31/2020
Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting award.	6/30/2020
Receive an unqualified independent audit opinion for Fiscal Year 2018-19.	12/31/2019
Provide a minimum of four internal training sessions to city staff in the areas of P-Cards, travel, purchasing/AP, and payroll.	6/30/2020

FINANCE PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of purchase orders issued	3,946	61	161	200
Number of alcohol licenses issued	125	140	145	160
Number of RFP's submitted	N/A	10	7	24
Number of active business license accounts	1,753	1,870	1947	2100
Random audits of petty cash, cash drawers, West Pines Inventory, and capital assets	N/A	10	9	16

***2019 totals are as of 3/31/2019**

FINANCE BUDGET SUMMARY

Description

The Finance Department is responsible for the day-to-day fiscal operation of the City of Douglasville. This includes the processing of typical transactions, analyzing revenue and expenditure activities, reporting timely to the legislative body and city manager with the primary mission to serve the citizens of Douglasville through exceptional fiscal management.

Budget Highlights

The adopted budget for the Finance Department has a **5%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1510 - FINANCE					
34	CHARGES FOR SERVICES	4,877	8,115	7,750	-4%
38	MISCELLANEOUS	102	250	200	-20%
		4,979	8,365	7,950	-5%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1510 - FINANCE					
51	PERS SVCS/EMPLOYEE BENEFITS	489,771	521,715	559,566	7%
52	PURCH/CONTRACT SVCS	140,941	176,320	191,971	9%
53	SUPPLIES	28,726	34,000	19,825	-42%
		659,438	732,035	771,362	5%

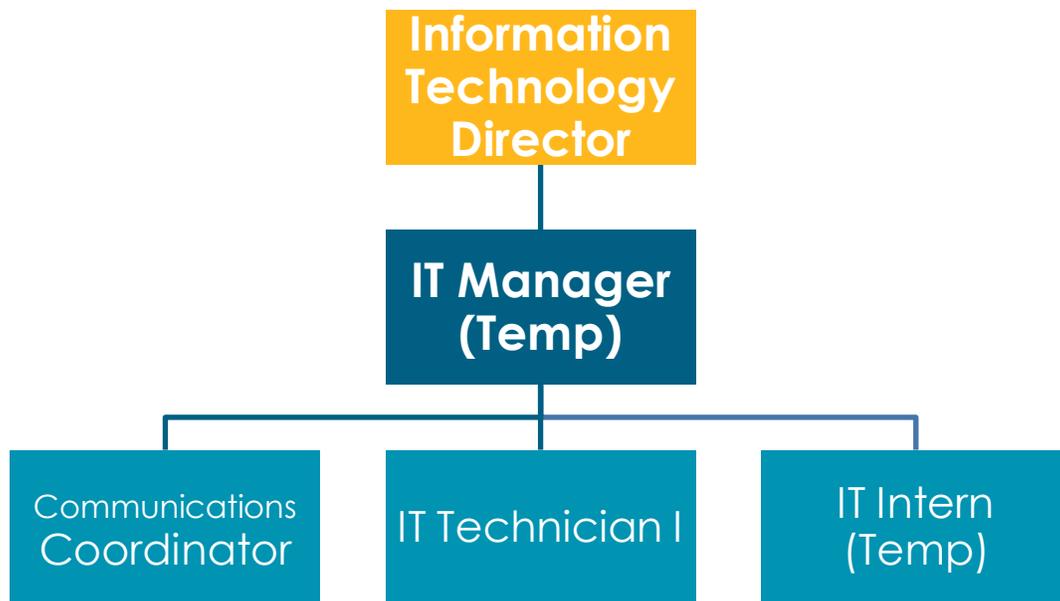
INFORMATION TECHNOLOGY

Mission Statement

It is the mission of the Information Technology department to provide technology-based services, in a cost-effective manner. We will do this by providing technical support for all of the City departments; promote and facilitate the effective integration of technology; develop and maintain highly effective, reliable, secure and innovative information systems support of all City functions.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Director	1	1	1	0
IT Manager (Temp)	0	0	0	1
Communications Coordinator*	1	1	1	0
IT Technician I	1	1	1	1
Network Engineer III (Contracted)	1	1	1	0
IT Intern	0	0	1	1
	4	4	5	3

*Communications Coordinator position has moved to PD Info. Services



INFORMATION TECHNOLOGY GOALS

2019 Goals and Objectives

Completion Date

Completion of the domain migration.	3/31/2019
Software modernization Office 365 and Exchange.	1/31/2019
Centralization of all software and software maintenance to IT.	CONTINUED
Hardware replacement.	9/30/2018
Replacement of radios (Public safety, public services, and parks & recreation).	6/30/2019

2020 Goals and Objectives

Projected Completion

Cross train with Public Safety IT staff.	12/31/2019
Centralization of all software and software maintenance to IT.	6/30/2020
Hardware replacement – Telephone system upgrades.	6/30/2020
Institute a password management software.	12/31/2019
Implement a security policy for all users.	12/31/2019
Begin security training for all users..	7/31/2019
Implement a training program for Office 365 and general computer use	1/31/2020

INFORMATION TECHNOLOGY PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Opened help desk tickets	1,302	1,302	2,481	2,000
Closed help desk tickets	1,219	1,219	2,324	2,000
Number of virtual servers supported	45	45	116	125
Blocked spam/virus emails	62,165/mo	124,329/mo	238,695/mo	2.8M/yr
Total Storage/Available Storage	N/A	N/A	303TB/82TB	400TB/82TB
Number of cell phones supported	75	75	102	110
Number of radios supported	285	300	300	300

**2019 totals are as of 3/31/2019*

INFORMATION TECHNOLOGY BUDGET SUMMARY

Description

The Information Technology Department is primarily responsible for network, computing, and telecommunications infrastructure throughout the City of Douglasville's government offices and affiliated buildings. In addition, to the procurement of hardware and software utilized throughout the city's municipal operations.

Budget Highlights

The adopted budget for the Information Technology Department has a **31%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to a significant decrease in capital purchases that are funded from the General Fund in the adopted fiscal year 2020 budget.

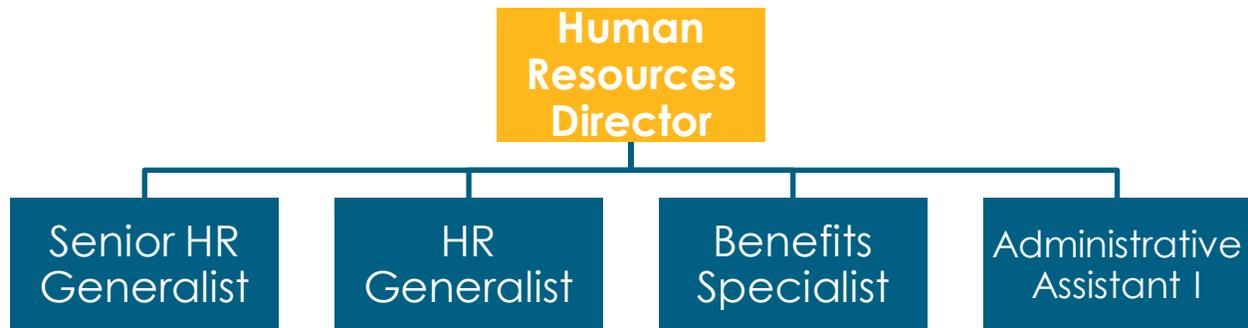
EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1535 - INFORMATION SERVICES					
51	PERS SVCS/EMPLOYEE BENEFITS	190,207	233,176	181,849	-22%
52	PURCH/CONTRACT SVCS	873,563	1,079,270	975,016	-10%
53	SUPPLIES	20,760	25,071	43,545	74%
54	CAPITAL OUTLAYS	524,971	580,442	127,250	-78%
		1,609,501	1,917,959	1,327,660	-31%

HUMAN RESOURCES

Mission Statement

The Human Resources Department administers human resources, safety, benefits, and risk management programs. The Human Resources Director develops, implements, and coordinates policies and programs covering employment, labor relations including wage and salary administration, employee indoctrination, training, placement, safety, health benefits and other employee services.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Director	1	1	1	1
Human Resources Manager	0	1	0	0
Senior HR Generalist	1	0	1	1
HR Coordinator	1	1	1	0
Safety Coordinator	1	1	1	0
Benefits Specialist	0	0	0	1
HR Generalist	0	0	0	1
Administrative Assistant I	1	1	1	1
	5	5	5	5



HUMAN RESOURCES GOALS

2019 Goals and Objectives

Completion Date

Distribute total compensation statements for full-time employees.	9/20/2018
Create an annual city-wide team building program.	7/1/2018
Update all City of Douglasville job descriptions and organizational charts.	3/5/2019
Update the Personnel Policies and Procedures for legal compliance.	6/30/2019
Initiate and implement a pay and classification plan.	3/5/2019

2020 Goals and Objectives

Projected Completion

Implementation of onsite wellness clinic.	12/31/2019
Recruitment and Benefits software implementation.	9/1/2019
Facilitate a Human Resources training for Department Heads.	2/1/2020
Update the performance evaluation tool for formatting purposes.	10/1/2019
Update SOPs for the HR Department.	3/31/2020

HUMAN RESOURCES PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
First year voluntary termination rate	N/A	N/A	N/A	50%<
Develop analysis of healthcare claims vs. premiums	N/A	40%	66%	85%<
Average time to fill a job vacancy	N/A	N/A	N/A	30 DAYS OR LESS
Reduce total number of worker's compensation claims	N/A	26	9	15<
Produce 100 hours or more of employee training and development	N/A	105	95	105

***2019 totals are as of 3/31/2019**

HUMAN RESOURCES BUDGET SUMMARY

Description

The Human Resources Department primarily provides direction throughout all City of Douglasville departments concerning employment policies and procedures, insurance and benefits, health and wellness programs and employee conflict resolution.

Budget Highlights

The adopted budget for the Human Resources Department has a **28%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study and previously vacant positions anticipated to be filled in fiscal year 2020.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1540 - HUMAN RESOURCES					
34	CHARGES FOR SERVICES	35,218	20,000	25,000	25%
33	INTERGOVERNMENTAL	20,000			
		55,218	20,000	25,000	25%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1540 - HUMAN RESOURCES					
51	PERS SVCS/EMPLOYEE BENEFITS	313,128	392,795	529,450	35%
52	PURCH/CONTRACT SVCS	196,671	163,928	168,790	3%
53	SUPPLIES	9,592	9,000	8,500	-6%
61	OTHER FINANCING USES	17,927		20,000	
		537,318	565,723	726,740	28%

COMMUNITY RELATIONS

Mission Statement

The Community Relations Department serves as The City of Douglasville's multi-platform communications network for optimizing the City's message and image and provides critical information to our citizens and internally to the City's employee base.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Director	1	1	1	1
Communications Manager	0	0	1	1
Multimedia Specialist & Webmaster	1	1	1	1
Marketing & Events Coordinator	0	0	1	1
Social Media Coordinator	1	1	1	1
Community Outreach Coordinator	0	0	1	1
Digital Media Manager	1	1	1	1
Digital Media Designer	0	0	1	1
	4	4	8	8



COMMUNITY RELATIONS GOALS

2019 Goals and Objectives

Completion Date

Update collateral material to new branding standards.	12/31/2018
Implement new city-wide processes for all marketing and promotional materials.	12/31/2018
Implement new processes for coordinating all city events.	12/31/2018
Unify city-wide social media accounts.	5/31/2019
Establish new Community Relations department.	4/30/2019

2020 Goals and Objectives

Projected Completion

Create new seasonal events for downtown Douglasville.	6/30/2020
Establish a long-term campaign to build up the newly consolidated social media presence and diversify our impact across multiple platforms.	12/31/2019
Establish new anchor Video Podcast for CITI TV as center point for promoting city events, programs, and services.	12/31/2019
Launch redesigned city website reflecting new branding and improved community interactions.	12/31/2019
Establish new community outreach activities for the city.	6/30/2020
Establish a consistent routine for releasing information to media outlets.	9/30/2019
Identify specialized staff training opportunities to improve our department's ability to serve the community.	6/30/2020

COMMUNITY RELATIONS PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of community events hosted/sponsored by the City of Douglasville	N/A	N/A	28	36
Number of video/design projects completed to support city events, programs, and services (Graphic Design, Video Production, Presentations, etc.)	N/A	N/A	252	300
Social Media Audience	N/A	N/A	1,694	2,000
Website Annual Traffic	N/A	N/A	181,000	275,000
Number of Community Outreach Activities	N/A	N/A	8	12
Number of Press Releases Submitted	N/A	N/A	60	110
Complete a cumulative 100 hours of specialized Staff training and education	N/A	N/A	106	125

***2019 totals are as of 3/31/2019**

COMMUNITY RELATIONS BUDGET SUMMARY

Description

The Community Relations Department is primarily responsible for the communication of important events or information to the citizens of Douglasville through television broadcasts, social media and the official website of the City of Douglasville. Community Relations also provides internal support to other departments by providing media and graphic support and materials.

Budget Highlights

The adopted budget for the Community Relations Department has a **24%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study and replacement equipment/supplies used in day to day operations.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1570 - COMMUNITY RELATIONS					
51	PERS SVCS/EMPLOYEE BENEFITS	484,443	535,698	587,477	10%
52	PURCH/CONTRACT SVCS	87,455	93,442	79,150	-15%
53	SUPPLIES	2,715	4,300	98,600	2193%
54	CAPITAL OUTLAYS			18,100	
55	INTERFUND/DEPT CHRGS	261	97	431	344%
		574,874	633,537	783,758	24%

LEGAL BUDGET SUMMARY

Description

The Legal Department primarily provides expertise and experience relating to legal and litigious matters that may occur and communicates this to the legislative body and City Manager to better assist their policymaking processes.

Budget Highlights

The adopted budget for the Legal Department has a **20%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1530 - LEGAL					
51	PERS SVCS/EMPLOYEE BENEFITS	121,777	121,983	144,928	19%
52	PURCH/CONTRACT SVCS	119,283	131,485	159,485	21%
53	SUPPLIES	957	625	1,700	172%
		242,017	254,093	306,113	20%

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NON-DEPARTMENTAL BUDGET SUMMARY

Description

The non-departmental budget is primarily a department that serves as a catch-all for various governmental activities that does not fit in a traditional department. For example, the annual fire and animal control services delivery paid to Douglas County is budgeted in this department.

Budget Highlights

The adopted budget for the Legal Department has a **24%** decrease overall to expenditures when compared to the amended FY19 budget.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1590					
57	OTHER COSTS	1,901,352	2,024,467	2,105,700	4%
51	PERS SVCS/EMPLOYEE BENEFITS	652,901	1,432,270	859,028	-40%
52	PURCH/CONTRACT SVCS	647,554	697,385	486,995	-30%
53	SUPPLIES		2,000	2,000	0%
61	OTHER FINANCING USES	868,125	2,251,762	1,434,726	-36%
		4,069,932	6,407,884	4,888,449	-24%

ENGINEERING BUDGET SUMMARY

Description

The Engineering Department assists in the smooth implementation of key capital improvement projects by providing crucial project management and related engineering experience.

Budget Highlights

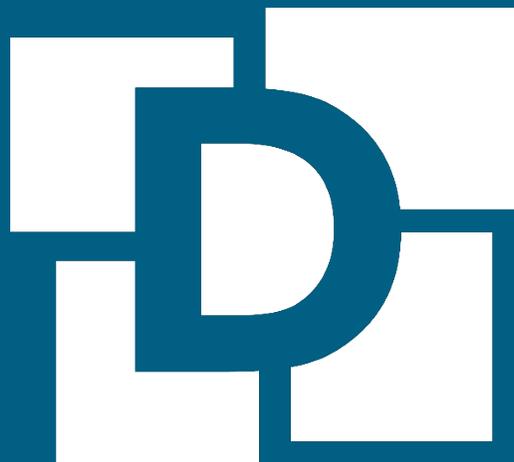
The adopted budget for the Engineering Department has a **74%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to the City Engineer being a new full-time position and has been determined necessary as a result of the quantity of large capital projects being implemented.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1575 - ENGINEERING					
51	PERS SVCS/EMPLOYEE BENEFITS			66,797	
52	PURCH/CONTRACT SVCS	373,082	352,039	25,000	-93%
		373,082	352,039	91,797	-74%

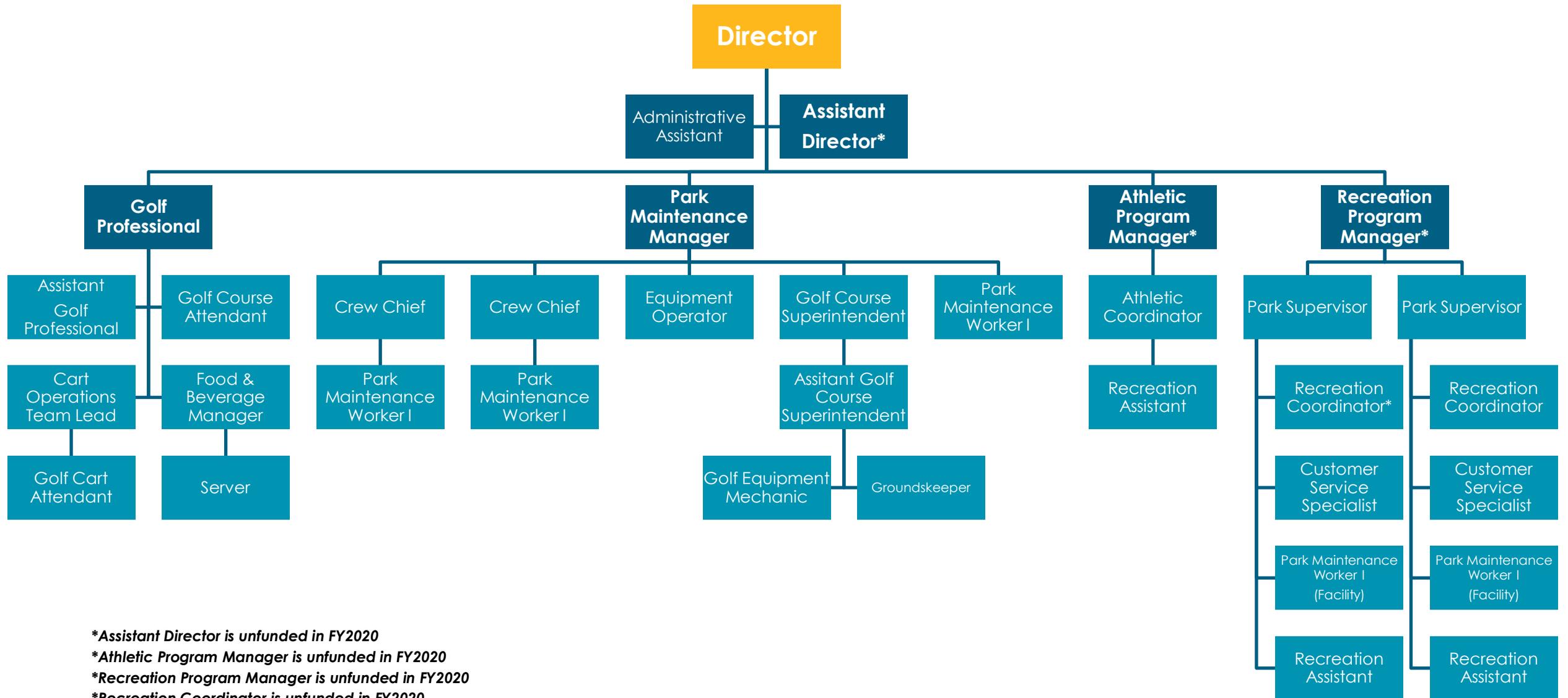
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SECTION TWELVE

PARKS AND RECREATION



PARKS AND REC. DEPARTMENT CHART



**Assistant Director is unfunded in FY2020*

**Athletic Program Manager is unfunded in FY2020*

**Recreation Program Manager is unfunded in FY2020*

**Recreation Coordinator is unfunded in FY2020*

PARKS & RECREATION

Mission Statement

The mission of the Douglasville Parks and Recreation Department is to strive for continual improvement and enhancement of our recreation facilities and recreation opportunities. To ensure opportunities for all citizens in order to maintain leadership among comparable sized cities in the United States.

PERSONNEL	Year			
	2017	2018	2019	2020
Director	1	1	1	1
Assistant Director	0	0	0	0
Park Manager	2	2	2	2
Parks Maintenance Manager	1	1	1	1
Recreation Program Manager	0	0	0	0
Recreation Coordinator	1	1	1	1
Athletic Director	0	0	0	0
Athletic Program Manager	0	0	0	0
Athletic Coordinator	1	1	1	1
Administrative Assistant	1	1	1	1
Office Coordinator	1	1	1	0
Customer Service Specialist	1	1	1	2
Recreation Assistant	2	2	2	1
Crew Chief	1	1	1	2
Park Maintenance Worker III	1	1	0	0
Park Maintenance Worker II	1	1	0	0
Park Maintenance Worker I	2	2	4	4
Equipment Operator	1	1	1	1
Park Maintenance Worker (Facility)	0	0	2	2
	17	17	19	19

PARKS & RECREATION GOALS

2019 Goals and Objectives

Completion Date

Initiate CAPRA certification process and implement recommendations of the parks master plan.	11/01/2018
Increase training and professional development opportunities.	CONTINUED
Increase programming opportunities and services offered by 10%.	CONTINUED
Secure certified playground safety inspection plan and/or program.	8/20/2018
Increase, enhance and upgrade park amenities and facilities in all service areas.	CONTINUED

2020 Goals and Objectives

Projected Completion

Complete and submit self assessment for CAPRA Accreditation review.	6/30/2020
Enhance, upgrade, renovate the Alice J. Hawthorne Community Center per Master Plan recommendations.	6/30/2020
Implement athletic opportunities to the community (lacrosse, volleyball, flag football).	6/30/2020
Create and circulate a Program Guide (bi-annual).	6/30/2020
Implement renovation of current Parks per Master Plan recommendations.	6/30/2020

PARKS & RECREATION PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of educational training hours for staff	120	275	344	400
Recreational / athletic programming offered to the public	17	25	27	30
Number of facilities, field and park reservations	300	416	450	475
Number of certifications received and/or obtaining by staff	3	8	10	12
Documented agreements with other organizations and affiliates	1	16	20	25

***2019 totals are as of 3/31/2019**



HUNTER PARK BUDGET SUMMARY

Description

Hunter Park is comprised of the core administration of the City of Douglasville's Parks and Recreation Department, in addition to Hunter Park operations and Park Athletics as a whole.

Budget Highlights

The components of Park Administration, Hunter Park Operations, and Park Athletics were previously combined under Department 6110. In FY 2020 it has been adopted to now separate the various functions for the ease of reporting and future budgeting.

REVENUES		2019	2019	2020	+/- %
		ACTUAL	AMENDED	ADOPTED	CHANGE
DEPT 6110 - PARK ADMINISTRATION					
34	CHARGES FOR SERVICES	190,288	236,350		-100%
37	CONTRIBUTIONS & DONATIONS	80,741	78,400	11,400	-85%
38	MISCELLANEOUS		100		-100%
		271,029	314,850	11,400	-96%
DEPT 6112 - HUNTER PARK OPERATIONS					
34	CHARGES FOR SERVICES	218		145,700	
		218		145,700	
DEPT 6115 - PARK ATHLETICS					
34	CHARGES FOR SERVICES			153,400	
				153,400	

HUNTER PARK BUDGET SUMMARY

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 6110 - PARK ADMINISTRATION					
51	PERS SVCS/EMPLOYEE BENEFITS	519,244	521,056	122,575	-76%
52	PURCH/CONTRACT SVCS	155,369	169,085	70,206	-58%
53	SUPPLIES	102,542	115,400	23,000	-80%
55	INTERFUND/DEPT CHRGS	28,658	33,166	31,278	-6%
		805,813	838,707	247,059	-71%
DEPT 6112 - HUNTER PARK OPERATIONS					
51	PERS SVCS/EMPLOYEE BENEFITS			339,725	
52	PURCH/CONTRACT SVCS			85,030	
53	SUPPLIES	154		44,000	
		154		468,755	
DEPT 6115 - PARK ATHLETICS					
51	PERS SVCS/EMPLOYEE BENEFITS			107,936	
52	PURCH/CONTRACT SVCS			24,660	
53	SUPPLIES			42,640	
				175,236	

JESSIE DAVIS PARK BUDGET SUMMARY

Description

The Jessie Davis Park budget is comprised of all operating revenues and expenditures affiliated with Jessie Davis Park and public pool.

Budget Highlights

The adopted budget for the Jessie Davis Park operations has a **14%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 6130 - JESSIE DAVIS OPERATIONS					
34	CHARGES FOR SERVICES	81,548	61,985	61,600	-1%
		81,548	61,985	61,600	-1%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 6130 - JESSIE DAVIS OPERATIONS					
51	PERS SVCS/EMPLOYEE BENEFITS	212,011	264,149	314,340	19%
52	PURCH/CONTRACT SVCS	16,772	22,584	20,494	-9%
53	SUPPLIES	50,470	55,841	56,346	1%
		279,253	342,574	391,180	14%

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PARK MAINTENANCE BUDGET SUMMARY

Description

The Park Maintenance Department of the City of Douglasville's Parks System is responsible for the landscaping, upkeep, beautification and maintenance of all City parks, not including the West Pines Golf Club.

Budget Highlights

The adopted budget for the Park Maintenance Department has a **6%** decrease in FY2020. This is primarily due to chemical treating and dressing fields no longer being contracted out and instead being performed by licensed city employees.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 6120 - PARK MAINTENANCE					
51	PERS SVCS/EMPLOYEE BENEFITS	350,741	421,833	419,122	-1%
52	PURCH/CONTRACT SVCS	282,302	365,143	244,683	-33%
53	SUPPLIES	171,069	178,000	207,509	17%
54	CAPITAL OUTLAYS	69,326	70,000	102,500	46%
55	INTERFUND/DEPT CHRGS	731		1,444	
		874,169	1,034,976	975,258	-6%

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TOWN GREEN / OLD JAIL BUDGET SUMMARY

Description

The Town Green/Old Jail site is relatively new and accounts for activity pertaining to the implementation and operation of a new green space in downtown Douglasville.

Budget Highlights

The adopted budget for the Town Green has a **94%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to a one-time cost of purchasing the old jail property from Douglas County in FY19. Improvements to this site and the construction and landscaping is included in the Parks and Recreation portion of SPLOST as an individual project.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 6220 - PARK AREA - OLD JAIL					
53	SUPPLIES	51,963	35,597	50,759	43%
54	CAPITAL OUTLAYS	850,000	850,000		-100%
		901,963	885,597	50,759	-94%

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WEST PINES GOLF CLUB

Mission Statement

The mission of West Pines Golf Club is to provide its members and customers with the most exceptional golfing opportunities in the local area while maintaining its reputation as being a good value for the product.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Golf Professional	1	1	1	1
Park Maintenance Worker III	0	0	1	1
Park Maintenance Worker II	1	1	1	1
Park Maintenance Worker I	0	0	0	0
Equipment Operator	0	0	0	0
Groundskeeper	5	5	5	5
Golf Equipment Mechanic	1	1	1	1
Assistant Golf Professional	0	0	1	1
Pro Shop Assistant	1	1	0	0
Golf Course Superintendent	1	1	1	1
Assistant Golf Course Superintendent	1	1	1	1
Food & Beverage Manager	1	1	1	1
Cart Operations Team Lead	1	1	1	1
	13	13	14	14

WEST PINES GOLF CLUB

GOALS

2019 Goals and Objectives

Completion Date

Increase membership by 15% from fiscal year 2018.	CONTINUED
Increase annual tournament participation by 10% (New events and new formats for existing events).	CONTINUED
Completion of Level 1 PGA training for Pro-Shop Assistant.	11/01/2018
Complete driving range improvements and renovations (if approved).	CONTINUED
Improve Golfadvisor.com rating to 4.3, or higher and get into top 10 of Atlanta market.	11/01/2018

2020 Goals and Objectives

Projected Completion

Maintain or increase membership level from FY19 to FY20.	6/30/2020
Increase annual tournament participation by 10%.	6/30/2020
Assistant Professional completion of PGA Level 2.	6/30/2020
Complete driving range improvements and renovations (if approved).	CONTINUED
Improve overall golfadvisor.com rating to 4.5.	6/30/2020

WEST PINES GOLF CLUB PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Meet or exceed revenue budget of \$975,000	N/A	\$677,000	\$960,000	\$975,000
Meet or exceed rounds budget of \$30,000	N/A	\$30,000	\$30,000	\$30,000
Meet or exceed range revenue of \$73,000	N/A	\$72,000	\$72,000	\$73,000
Meet or exceed food and beverage budget of \$78,000	N/A	\$76,000	\$76,000	\$78,000

**2019 totals are as of 3/31/2019*

WEST PINES BUDGET SUMMARY

Description

The West Pines Golf Club is a City of Douglasville recreation amenity available for City of Douglasville residents and visitors alike with the primary objective being to provide a PGA quality experience.

Budget Highlights

The adopted budget for the West Pines Golf Club has a **4%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in property taxes paid on the golf carts with a total estimate amount being \$22,795. Additionally, building maintenance has an increase for the repair of the club house and cart barn. This maintenance includes new roofing and exterior painting,

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 6165 - WP OPERATIONS					
31	TAXES		775	775	0%
34	CHARGES FOR SERVICES	912,308	963,000	980,000	2%
38	MISCELLANEOUS	150			
		912,458	963,775	980,775	2%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 6165 - WP OPERATIONS					
51	PERS SVCS/EMPLOYEE BENEFITS	362,105	340,105	358,624	5%
52	PURCH/CONTRACT SVCS	129,374	128,981	149,525	16%
53	SUPPLIES	132,346	120,049	106,180	-12%
		623,825	589,135	614,329	4%

WEST PINES MAINT. BUDGET SUMMARY

Description

The West Pines Maintenance Department's key role is to maintain the landscaping, health and appearance of the West Pines Bermuda greens, in addition to maintenance and upkeep of the West Pines Golf Club, pro shop and related infrastructure.

Budget Highlights

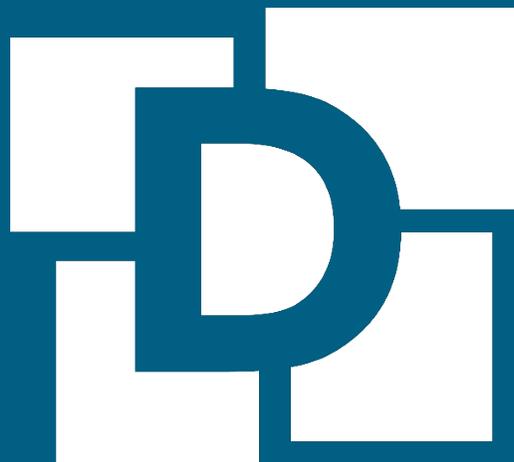
The adopted budget for West Pines Maintenance has a **46%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study in addition to necessary capital improvements required to maintain a high level of operation, appearance and quality of service made available for the general public.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 6166 - WP MAINTENANCE					
51	PERS SVCS/EMPLOYEE BENEFITS	302,841	344,540	441,180	28%
52	PURCH/CONTRACT SVCS	47,732	50,345	54,000	7%
53	SUPPLIES	150,255	141,784	165,499	17%
54	CAPITAL OUTLAYS	26,000	26,000	161,000	519%
		526,828	562,669	821,679	46%

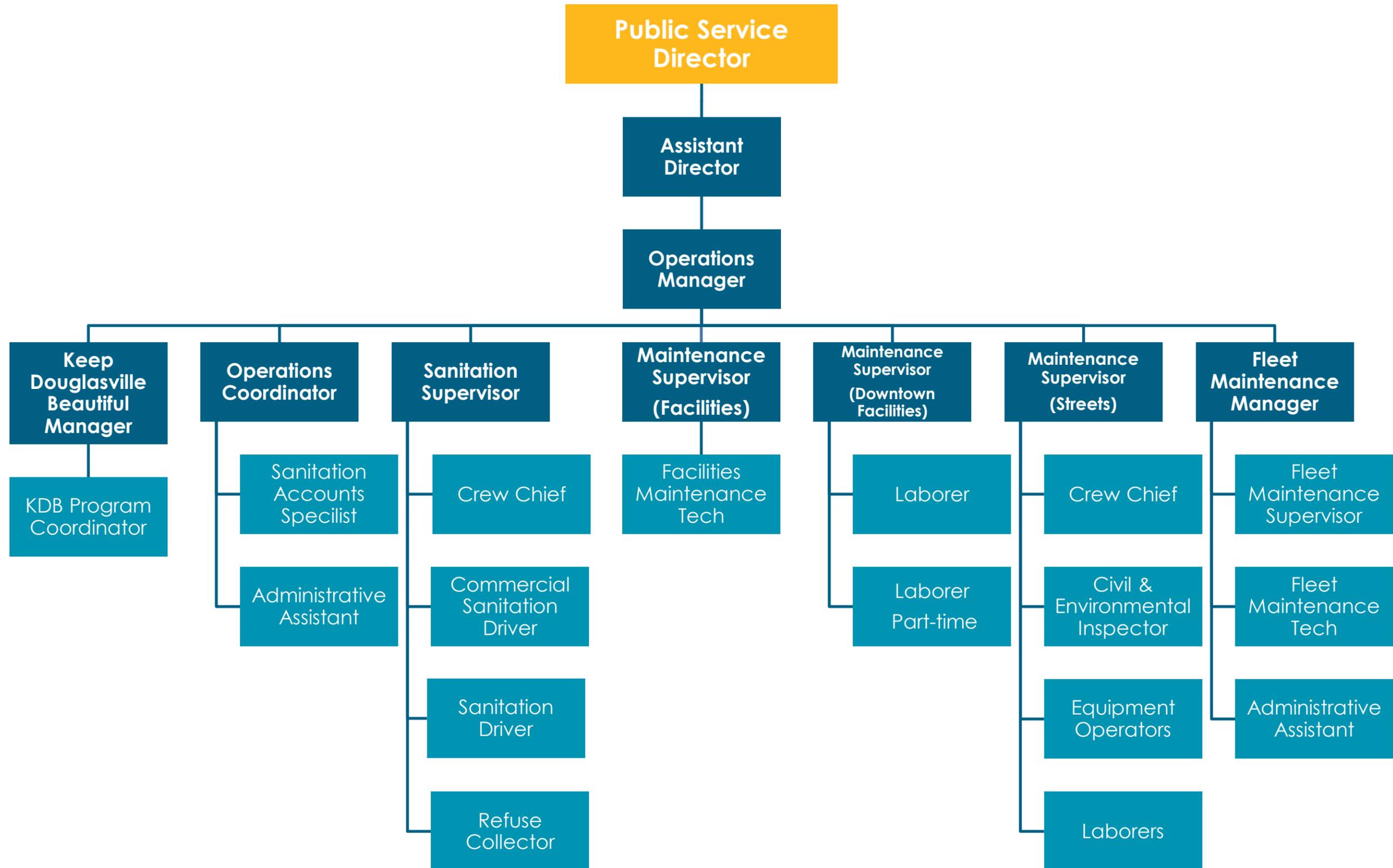
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SECTION THIRTEEN

PUBLIC SERVICES



PUBLIC SERVICES CHART



BUILDINGS & GROUNDS

Mission Statement

To effectively and efficiently maintain City facilities and provide a safe and clean environment to support City employees in their efforts to provide quality services to the public.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Maintenance Supervisor	1	1	2	2
Facilities Maintenance Technician II	2	2	2	2
Crew Chief	0	0	0	1
Laborer	0	0	3	4
Laborer - PT	0	0	2	2
	3	3	9	11

BUILDINGS & GROUNDS GOALS

2019 Goals and Objectives

Completion Date

To maintain all mechanical systems in city buildings to insure a comfortable and safe work environment for all city employees.

CONTINUED

To be proactive in the maintenance of all mechanical, electrical and plumbing systems.

CONTINUED

Insure accountability of all supplies through record keeping of maintenance and janitorial supply.

CONTINUED

2020 Goals and Objectives

Projected Completion

Outline project plan for development of an asset management system.

7/31/2019

Implement an asset management system.

9/30/2020

Address the Facilities study results.

10/31/2019

BUILDINGS & GROUNDS PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Facilities maintained	31	31	31	31
Facility maintenance cost	N/A	\$73,000	\$437,523	\$650,000

**2019 totals are as of 3/31/2019*

BUILDINGS & GROUNDS BUDGET SUMMARY

Description

The Buildings and Grounds Department is responsible for the maintenance, upkeep and beautification of government facilities throughout the City of Douglasville. This includes both interiors and exterior spaces to city facilities.

Budget Highlights

The adopted budget for Buildings and Grounds has a **25%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study. Additionally, this includes adopted funds necessary for improvements on existing city facilities that require updates for ADA compliance and/or other related improvements.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 1565 - BUILDING & GROUNDS					
51	PERS SVCS/EMPLOYEE BENEFITS	437,792	453,263	512,520	13%
52	PURCH/CONTRACT SVCS	205,225	337,095	184,300	-45%
53	SUPPLIES	7,492	15,000	15,000	0%
54	CAPITAL OUTLAYS			300,000	
55	INTERFUND/DEPT CHRGS	8,324	4,881	4,757	-3%
		658,833	810,239	1,016,577	25%

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STREET MAINTENANCE

Mission Statement

It is the mission of the Street Maintenance Department to provide the maintenance of all City streets and public right-of-way's and keep them hazard-free.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Maintenance Supervisor	0	1	1	1
Civil & Environmental Inspector	1	1	1	1
Crew Chief	3	3	3	4
Equipment Operator	5	5	5	7
Laborer	6	6	6	10
	15	16	16	23

STREET MAINTENANCE GOALS

2019 Goals and Objectives

Completion Date

Maintain and update street signage.

CONTINUED

Maintain street sign inspection log.

CONTINUED

Update flagger certification.

CONTINUED

Provide emergency response.

CONTINUED

2020 Goals and Objectives

Projected Completion

Outline project plan for development of an asset management system.

7/31/2019

Implement an asset management system.

8/31/2019

Update and identify tasks and responsibilities (project plan) for Emergency Response such as inclement weather.

9/30/2019

Implement a permitting system.

9/30/2019

STREET MAINTENANCE PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of road way calls	N/A	200	N/A	TBD
Number of street signs replaced and/or upgraded	N/A	100	N/A	TBD
Number of setup and/or breakdown of community events	N/A	25	15	15

**2019 totals are as of 3/31/2019*

STREET MAINTENANCE BUDGET SUMMARY

Description

The City of Douglasville's Street Maintenance Department is responsible for the maintenance, beautification and general upkeep of city streets, roads, right of ways, medians and other related public spaces.

Budget Highlights

The adopted budget for the Street Maintenance has a **8%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study. Additionally, there is an increase in other professional services tied to an I-20 Maintenance project that should be completed in October of 2019.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 4210 - STREET MAINTENANCE					
51	PERS SVCS/EMPLOYEE BENEFITS	727,856	840,412	895,834	7%
52	PURCH/CONTRACT SVCS	64,658	84,242	293,992	249%
53	SUPPLIES	587,941	642,583	552,611	-14%
54	CAPITAL OUTLAYS	186,445	204,056	168,000	-18%
55	INTERFUND/DEPT CHRGS	58,535	42,909	44,715	4%
		1,625,435	1,814,202	1,955,152	8%

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GARAGE

Mission Statement

The garage will safely, effectively, and efficiently maintain the City's fleet of vehicles and equipment in satisfactory working condition through provisions of preventative maintenance and service.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Fleet Maintenance Manager	1	1	1	1
Fleet Maintenance Supervisor	0	0	1	1
Fleet Maintenance Technician	1	1	1	1
Administrative Assistant	0	0	0	1
	2	2	3	4

GARAGE GOALS

2019 Goals and Objectives

Completion Date

Track the preventative maintenance and repair of all department vehicles.	CONTINUED
Conduct weekly inspections for garage facility to insure safety, cleanliness, and organization of garage area.	CONTINUED
Maintain an inventory of the city's fleet.	CONTINUED
Accurately record labor and parts on all job orders.	CONTINUED
Fully troubleshoot and diagnose all problems before ordering parts.	CONTINUED

2020 Goals and Objectives

Projected Completion

Implement Faster Fleet Software.	7/31/2019
Create fleet policies and procedures.	12/31/2019
Identifying and revising vehicle life cycles.	12/31/2019
Addressing and resolving fleet related problems.	12/31/2019

GARAGE PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of service requests performed	N/A	457	N/A	TBD
Number of vehicles and equipment maintained	N/A	87	90	90

**2019 totals are as of 3/31/2019*

GARAGE BUDGET SUMMARY

Description

The Garage Department is primarily responsible for the maintenance, upkeep and safety of the city's fleet of vehicles, equipment and related machinery.

Budget Highlights

The adopted budget for the Garage has a **27%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study in addition to the implementation of a fleet maintenance and tracking software solution.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 4610 - GARAGE					
51	PERS SVCS/EMPLOYEE BENEFITS	150,989	170,902	207,593	21%
52	PURCH/CONTRACT SVCS	8,369	6,200	122,756	1880%
53	SUPPLIES	12,551	15,150	5,150	-66%
54	CAPITAL OUTLAYS	84,372	88,278	20,000	-77%
55	INTERFUND/DEPT CHRGS	3,774	1,650	3,569	116%
		260,055	282,180	359,068	27%

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SANITATION

Mission Statement

It is the mission of the Sanitation Department to provide solid waste services to the City of Douglasville residents and commercial businesses in the collection and disposal of solid waste, recycling, yard waste and bulk items in a manner that is safe, efficient, environmentally sound and cost effective.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Director	1	1	1	1
Assistant Director	0	0	1	1
Operations Manager	0	0	0	1
Operations Coordinator	1	1	1	1
Sanitation Supervisor	1	1	1	1
Sanitation Accounts Specialist	1	1	1	1
Administrative Assistant	1	1	2	2
Crew Chief	1	1	1	1
Commercial Sanitation Driver	4	5	5	7
Residential Sanitation Driver	4	4	4	4
Refuse Collector	8	8	8	8
Laborer	2	2	2	2
	24	25	27	30

SANITATION GOALS

2019 Goals and Objectives

Completion Date

To deliver consistent and quality customer service	CONTINUED
Encourage all citizens to be "waste conscious" and make an effort to reduce the amount of waste generated by practicing recycling whenever possible	CONTINUED
Efficiently use our assets, tools, systems, and personnel	CONTINUED
Conduct a customer service training program for the solid waste staff	CONTINUED

2020 Goals and Objectives

Projected Completion

Outline project plan for development of an asset management system	7/31/2019
Distribute updated solid waste educational material	4/30/2020
Implement an asset management system	9/30/2020
Research feasibility of APWA National Accreditation	6/30/2020

SANITATION PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of residential customers	N/A	8,506	8,334	8,200
Number of sanitation calls	N/A	8,814	5,506	5,500
Number of special pickups collected	N/A	141	79	100
Annual residential solid waste tonnage	N/A	11,332	6,342	8,200
Annual residential recycling tonnage	N/A	801	659	800
Number of new sanitation accounts / new households	N/A	398	1325/297	1525/125

**2019 totals are as of 3/31/2019*

SANITATION BUDGET SUMMARY

Description

The Sanitation Department is the principal refuse collection service provided by the City of Douglasville and is responsible for the collection of commercial and residential waste, construction debris, recyclables, yard debris and other solid waste.

Budget Highlights

The adopted budget for the Sanitation Department has a **0%** change overall to expenditures when compared to the amended FY19 budget.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 540 - ENTERPRISE SOLID WASTE FD					
DEPT 0000					
34	CHARGES FOR SERVICES	4,550,741	4,288,458	4,487,100	5%
36	INVESTMENT INCOME	108,642	16,000	83,494	422%
38	MISCELLANEOUS	15,414	15,363		-100%
39	OTHER FINANCING SOURCES		3,704,006	353,518	-90%
		4,674,797	8,023,827	4,924,112	-39%

SANITATION BUDGET SUMMARY

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 540 - ENTERPRISE SOLID WASTE FD					
DEPT 0000					
57	OTHER COSTS	(5,851)			
51	PERS SVCS/EMPLOYEE BENEFITS		8,000		-100%
61	OTHER FINANCING USES	1,327,144	3,600,000		-100%
		213,568	1,100,000		-100%
DEPT 4520 - SANITATION (540)					
51	PERS SVCS/EMPLOYEE BENEFITS	1,313,547	1,355,313	1,396,890	3%
52	PURCH/CONTRACT SVCS	1,782,176	1,486,304	2,087,518	40%
53	SUPPLIES	226,449	228,403	211,207	-8%
54	CAPITAL OUTLAYS	130,631	207,973	1	-100%
55	INTERFUND/DEPT CHRGS	375,806	330,193	400,521	21%
		3,828,609	3,608,186	4,096,137	14%
DEPT 4521					
61	OTHER FINANCING USES	100,000	100,000	100,000	0%
		100,000	100,000	100,000	0%

KEEP DOUGLASVILLE BEAUTIFUL

Mission Statement

In close partnership with our growing and diverse community, the Community Development Department is committed to providing the highest quality of services to the City of Douglasville by: continuing to foster smart and innovative growth in the community; consistently engaging in various methods of public participation; providing excellent customer service; striving to increase stewardship through sound technical expertise; promoting Douglasville as the destination of excellence in the region; and fostering an engaging climate for residents, businesses, and working partners.

PERSONNEL	Year			
	2017	2018	2019	2020
KDB Manager	1	1	1	1
KDB Program Coordinator	0	0	1	1
Crew Chief (Community Service)	1	1	1	1
Sanitation Driver	2	2	2	2
	4	4	5	5

KEEP DOUGLASVILLE BEAUTIFUL GOALS

2019 Goals and Objectives

Completion Date

Perform on-going landscaping enhancement to city areas.	CONTINUED
New project launch - collaborate and plan new beautification projects.	CONTINUED
Promote activities - create new opportunities to engage the community to provide clean and beautiful projects that are community based.	CONTINUED
Continue to sweep streets on a pre-determined schedule.	CONTINUED
Schedule events with Cobb/Douglas public health.	CONTINUED

2020 Goals and Objectives

Projected Completion

Identify one new public area for a landscape or community improvement project.	6/01/2020
Work closely with Code Enforcement to identify and eradicate donation bin dumping.	6/01/2020
Develop an initiative to work with business to keep parking lots clean.	6/01/2020
Conduct six environmental education presentations to K-12 classes.	6/01/2020
Establish a community garden program.	6/01/2020
Develop a brochure that helps educate residents on the importance of recycling.	6/01/2020

KEEP DOUGLASVILLE BEAUTIFUL PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Increase public clean-up projects	N/A	2	2	3
Achieve 2.0 or lower on Keep America Beautiful litter rating (1.0 is best)	N/A	>2.0	1.48	2
Increase residential recycling rate and landfill diversion	N/A	N/A	39.3	39.3

**2019 totals are as of 3/31/2019*

KEEP DOUGLASVILLE BEAUTIFUL BUDGET SUMMARY

Description

Keep Douglasville Beautiful is a community driven function with the primary goal being to enhance the beauty and quality of life in Douglasville through public involvement and collaboration in recycling, litter prevention, environmental education and conservation.

Budget Highlights

The adopted budget for Keep Douglasville Beautiful has a **3%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in transfers in from the General Fund.

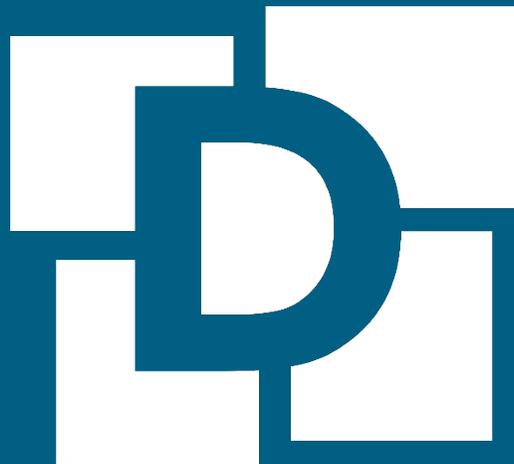
REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 4522 - STREET BEAUT KDB (540)					
38	MISCELLANEOUS	30,850	20,000	20,000	0%
		30,850	20,000	20,000	0%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 4522 - STREET BEAUT KDB (540)					
51	PERS SVCS/EMPLOYEE BENEFITS	272,984	276,433	277,168	0%
52	PURCH/CONTRACT SVCS	239,872	232,415	229,415	-1%
53	SUPPLIES	118,497	191,000	190,000	-1%
55	INTERFUND/DEPT CHRGS	41,184	27,793	51,392	85%
		672,537	727,641	747,975	3%

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SECTION FOURTEEN

Community Development



COMMUNITY DEVELOPMENT CHART



COMMUNITY DEVELOPMENT

Mission Statement

In close partnership with our growing and diverse community, the Community Development Department is committed to providing the highest quality of services to the City of Douglasville by: continuing to foster smart and innovative growth in the community; consistently engaging in various methods of public participation; providing excellent customer service; striving to increase stewardship through sound technical expertise; promoting Douglasville as the destination of excellence in the region; and fostering an engaging climate for residents, businesses, and working partners.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Director	1	1	1	1
Office Coordinator	1	1	1	1
Economic Development Manager	1	1	1	1
Main Street Coordinator	1	1	1	1
Building Official	1	1	1	1
Administrative Assistant I	0	0	0	0
Administrative Assistant II	1	1	1	0
Administrative Assistant III	1	1	1	1
Senior Building Plans Review & Inspector	0	0	1	0
Building Inspector	2	3	3	1
Planning Manager	1	1	1	1
Senior Planner	0	0	0	1
Zoning Administrator	0	0	1	1
Planner I	1	1	1	1
Code Compliance Manager	0	0	1	1
Senior Code Compliance Officer	0	0	1	1
Code Compliance Officer	3	4	3	3
	14	16	19	16

COMMUNITY DEVELOPMENT GOALS

2019 Goals and Objectives

Completion Date

Provide assistance to customers that will result in training to contractors in getting registered and scheduling online inspections.	CONTINUED
Improve efficiency by utilizing technology to keep costs low and customer satisfaction high by implementing digital plan reviews for commercial projects.	CONTINUED
Work closely with the Douglas County Fire Marshals' Division to verify through annual inspections that all existing buildings are maintained properly and are safe for both employees and the public.	CONTINUED
Support the city in implementing Phase I of the Downtown Master Plan & 10 Year Strategic Plan.	CONTINUED
Review Building Departments Code of Ordinances (Chapter 22) and initiate process for recommending changes to take to City Council.	CONTINUED

2020 Goals and Objectives

Projected Completion

Improve efficiency by utilizing technology to keep costs low and customer satisfaction high by implementing digital plan reviews for commercial projects.	12/31/2019
Begin the implementation of Phase I of the Downtown Master Plan & 10 Year Strategic Plan that will include a greenspace and amphitheater.	6/30/2020
Continue to implement the action steps recommended by SAFEbuilt Georgia which addresses customer service and efficiency for the Building Division	1/31/2020
Continue the process of creating and implementing the Tax Allocation District(s).	12/31/2019
Use opportunities and resources to educate the public regarding the new Unified Development Ordinance.	1/31/2020

COMMUNITY DEVELOPMENT PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Sign permits issued	N/A	N/A	77	100
Special Land Use permits issued	N/A	N/A	7	11
Building permits issued	N/A	N/A	489	501
Building inspections performed	N/A	N/A	3,974	4,100
Re-zoning of parcels approved	N/A	N/A	6	10
Number of amendments to City Unified Development Code	N/A	N/A	N/A	5
Number of permits processed through online services	N/A	N/A	206	300

***2019 totals are as of 3/31/2019**

COMMUNITY DEVELOPMENT BUDGET SUMMARY

Description

The Community Development Department is responsible for overseeing and coordinating all aspects of planning, development and implementation of strategic plans for the continued healthy growth Douglasville. The department is responsible for interpretation and enforcement of the City's development code. In addition to all matters relating to zoning, planning, plan reviews, inspections, building construction and historic preservation.

Budget Highlights

The adopted budget for Community Development has a **44%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to studies and consulting contracts completed in FY19.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 7510 - COMMUNITY DEVELOPMENT					
34	CHARGES FOR SERVICES	1,400	1,700	1,600	-6%
38	MISCELLANEOUS	90	9,624	9,600	0%
		1,490	11,324	11,200	-1%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 7510 - COMMUNITY DEVELOPMENT					
57	OTHER COSTS	27,686	71,500	70,000	-2%
51	PERS SVCS/EMPLOYEE BENEFITS	207,928	241,896	246,598	2%
52	PURCH/CONTRACT SVCS	274,045	273,682	16,450	-94%
53	SUPPLIES	11,243	22,080	8,926	-60%
55	INTERFUND/DEPT CHRGS	32	1,100	56	-95%
		520,934	610,258	342,030	-44%

INSPECTIONS BUDGET SUMMARY

Description

The Inspections Department is responsible for the review of building and improvements plans in addition to issuance of related building permits. Additionally, conducts thorough on-site inspections of work completed to ensure local, state and federal building requirements.

Budget Highlights

The adopted budget for the Inspections Department has a **19%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to Capital Vehicle purchases made in FY19 to replace end of useful life inspector work trucks.

		REVENUES			
		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 7210 - INSPECTIONS					
32	LICENSES & PERMITS	678,645	536,000	551,000	3%
		678,645	536,000	551,000	3%

		EXPENDITURES			
		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 7210 - INSPECTIONS					
51	PERS SVCS/EMPLOYEE BENEFITS	312,605	321,174	314,729	-2%
52	PURCH/CONTRACT SVCS	102,329	27,037	21,900	-19%
53	SUPPLIES	5,733	4,640	8,034	73%
54	CAPITAL OUTLAYS	51,824	73,294		-100%
55	INTERFUND/DEPT CHRGS	4,288	6,675	5,251	-21%
		476,779	432,820	349,914	-19%

ZONING BUDGET SUMMARY

Description

The Zoning Department is primarily responsible for business related to the interpretation, implementation and enforcement of zoning ordinances throughout the City of Douglasville.

Budget Highlights

The adopted budget for the Zoning Department has a **10%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study. Additionally, there are increases for staff training and continued vocational education opportunities, postage and advertising expenditures related to zoning business.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 7350 - ZONING					
34	CHARGES FOR SERVICES	30,271	35,000	27,000	-23%
		30,271	35,000	27,000	-23%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 7350 - ZONING					
51	PERS SVCS/EMPLOYEE BENEFITS	96,254	154,618	161,807	5%
52	PURCH/CONTRACT SVCS	6,522	9,510	15,200	60%
53	SUPPLIES	4,667	4,070	5,100	25%
57	OTHER COSTS	12,770	12,800	16,650	30%
		120,213	180,998	198,757	10%

PLANNING BUDGET SUMMARY

Description

The Planning Department's role is to ensure the appropriate implementation of key land planning objectives in coordination with other Community Development functions, the legislative body and City Manager.

Budget Highlights

The adopted budget for the Planning Department has a **26%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to the restructuring of the Community Development Department throughout FY19. Additionally, the professional consulting piece has been proposed to be moved to Engineering in FY20.

EXPENDITURES		2019	2019	2020	+/- %
		ACTUAL	AMENDED	ADOPTED	CHANGE
DEPT 7352 - PLANNING					
51	PERS SVCS/EMPLOYEE BENEFITS	184,064	238,219	185,906	-22%
52	PURCH/CONTRACT SVCS	25,787	34,850	19,978	-43%
53	SUPPLIES	6,581	4,200		-100%
		216,432	277,269	205,884	-26%

CODE COMPLIANCE BUDGET SUMMARY

Description

The Code Compliance Department is responsible for the enforcement of the City of Douglasville ordinance to better ensure a high quality of life throughout Douglasville. This includes but is not limited to business licensing and alcohol licensing enforcement, waste accumulation and abandoned cars enforcement.

Budget Highlights

The adopted budget for Code Compliance has a **8%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study and the addition of a full-time Code Compliance Manager position that was filled in FY19.

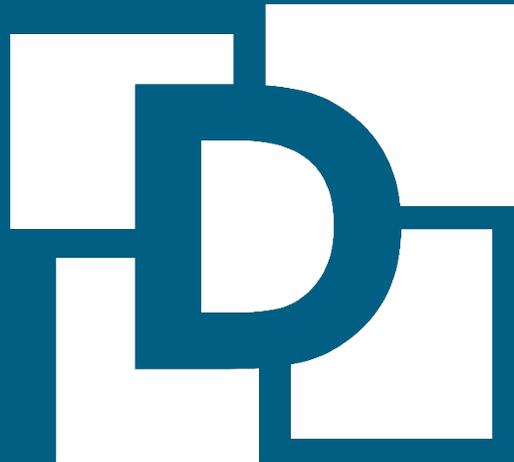
REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 7351 - CODE COMPLIANCE					
34	CHARGES FOR SERVICES	3,510	2,700	2,000	-26%
		3,510	2,700	2,000	-26%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 7351 - CODE COMPLIANCE					
51	PERS SVCS/EMPLOYEE BENEFITS	218,361	293,641	325,474	11%
52	PURCH/CONTRACT SVCS	6,086	8,950	9,428	5%
53	SUPPLIES	9,627	8,010	3,000	-63%
55	INTERFUND/DEPT CHRGS	5,960	10,000	7,632	-24%
		240,034	320,601	345,534	8%

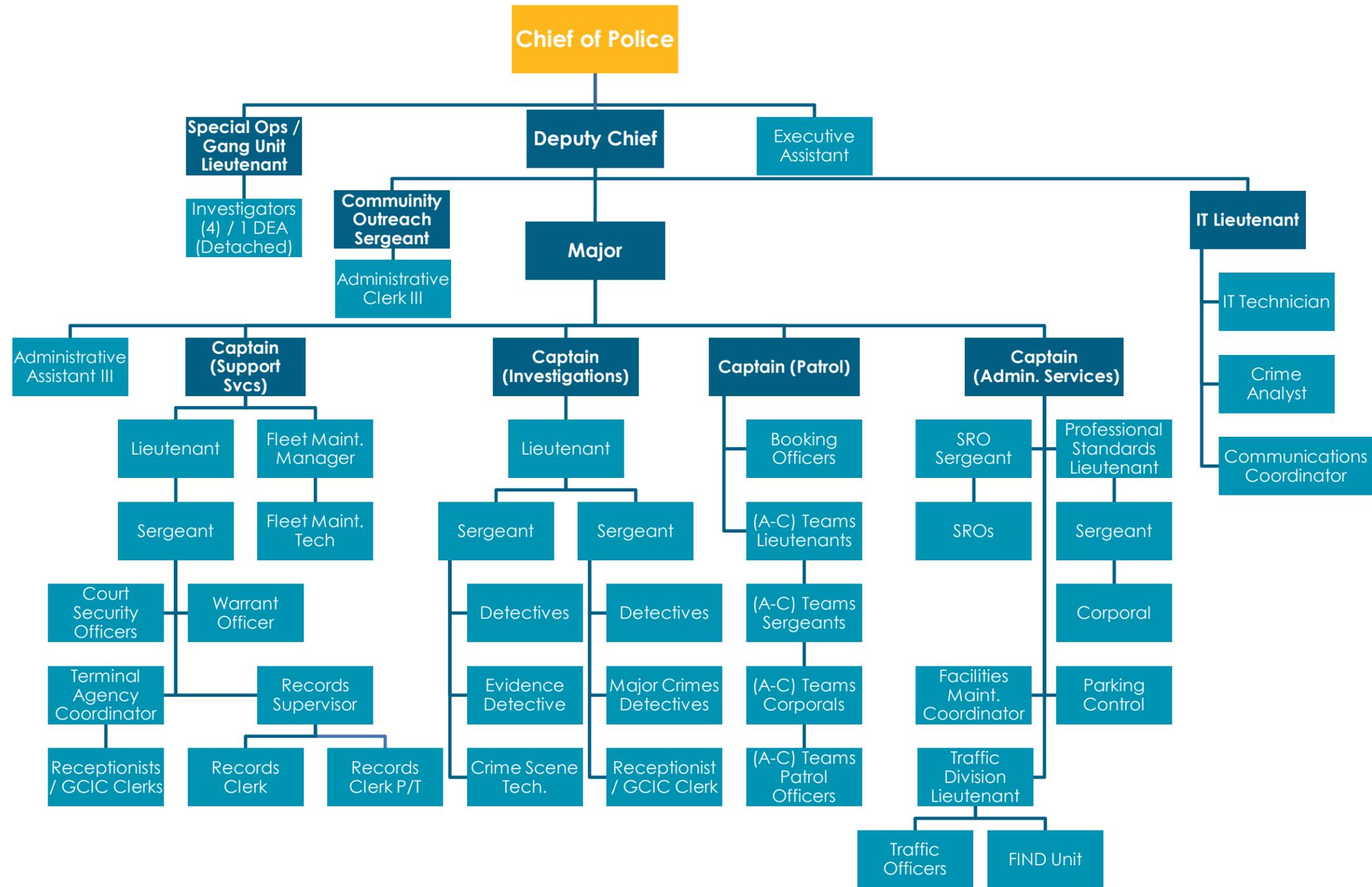
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SECTION FIFTEEN

Public Safety



POLICE DEPARTMENT ORGANIZATIONAL CHART



ADMINISTRATION

Mission Statement

The primary purpose (mission) of the Douglasville Police Department is to maintain social order within prescribed ethical and constitutional limits, while providing professional law enforcement services. To attain this, the Agency enforces the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. The Agency recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. The Agency actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime and to facilitate the maximum use of resources.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Police Chief	1	1	1	1
Deputy Chief	1	1	1	1
Major	1	1	1	1
Captain	4	1	1	1
Lieutenant	3	3	3	3
Sergeant	2	2	2	3
Corporal	1	1	1	1
Administrative Assistant III	1	1	1	2
Facilities Maintenance Manager	1	1	1	1
Parking Control Officer	1	1	1	1
Executive Assistant	1	1	1	1
Motors Officer	2	3	3	3
Police Officer	3	3	3	3
School Resource Officer	6	6	6	6
IT Technician	1	1	1	1
Communications Coordinator	0	0	1	1
	29	27	28	30

ADMINISTRATION GOALS

2019 Goals and Objectives

Completion Date

Increase social media outreach by adding 500 Facebook followers.	12/30/2018
Increase department transparency to the public by sharing more information.	CONTINUED
Manage a Youth Against Violence program for at-risk youth by providing education and mentoring.	CONTINUED
Increase the number of officers receiving advanced training.	CONTINUED
Conduct 12 details in school zones focusing on speeding violations.	CONTINUED

2020 Goals and Objectives

Projected Completion

Enhance community and police department relations.	6/30/2020
To achieve voluntary compliance through the use of traffic enforcement methods.	6/30/2020
Continue to offer advanced training to officers.	6/30/2020
Investigate citizen complaints.	6/30/2020
Conduct operations to stop interstate narcotics trafficking.	6/30/2020

ADMINISTRATION PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of Facebook followers	N/A	13,738	14,238	15,500
Community-oriented events	N/A	104	105	125
Officers hired under referral program	N/A	N/A	N/A	2
Training hours by all officers	N/A	11,200	11,250	12,000
Internal affairs investigations	6	8	6	8

**2019 totals are as of 3/31/2019*

ADMINISTRATION BUDGET SUMMARY

Description

The Administration Division of the City of Douglasville Police Department is responsible for the organizational management and direction of all Police Operations throughout the City of Douglasville.

Budget Highlights

The adopted budget for the Police Department Administration Division has a **21%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to the anticipation to fill currently vacant positions. In addition, to a request for supplies and expenditures related to community outreach events.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3210 - POLICE ADMINISTRATION					
34	CHARGES FOR SERVICES	122,207	117,000	113,000	-3%
35	FINES & FORFEITURES	6,764	6,500	500	-92%
37	CONTRIBUTIONS & DONATIONS	175			
38	MISCELLANEOUS	26,320	26,500	25,500	-4%
		155,466	150,000	139,000	-7%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3210 - POLICE ADMINISTRATION					
51	PERS SVCS/EMPLOYEE BENEFITS	669,520	690,840	860,669	25%
52	PURCH/CONTRACT SVCS	110,019	114,325	160,625	40%
53	SUPPLIES	24,694	25,349	61,372	142%
55	INTERFUND/DEPT CHRGS	23,404	23,000	28,156	22%
57	OTHER COSTS	370,143	350,000	350,000	0%
		1,197,780	1,203,514	1,460,822	21%

POLICE INFO. SERVICES BUDGET SUMMARY

Description

The Information Services Division of the Douglasville Police Department is responsible for the continued smooth operation and maintenance of the Public Municipal Complex's computing, network and telecommunications systems in coordination with the City of Douglasville's Information Services Department.

Budget Highlights

The adopted budget for the Police Department Information Services has a **46%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to two new position requests; those being a Crime Analyst and an IT Technician. Additionally, an increase in capital purchases to replace aged tablets within the Patrol Division, upgrade radios to the new radio system and replace and upgrade emergency weather sirens.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3212 - POLICE INFO SERVICES					
51	PERS SVCS/EMPLOYEE BENEFITS	192,394	187,205	230,316	23%
52	PURCH/CONTRACT SVCS	309,492	319,755	636,731	99%
53	SUPPLIES	31,633	51,000	55,700	9%
54	CAPITAL OUTLAYS	286,125	382,560	453,000	18%
55	INTERFUND/DEPT CHRGS	6,816	10,000	10,945	9%
		826,460	950,520	1,386,692	46%

SCHOOL RESOURCE OFFICERS BUDGET SUMMARY

Description

School Resource Officers provide public safety to Douglas County schools located within the municipal jurisdiction of the City of Douglasville. This includes not only during operating hours but in some instances to after school extracurricular activities and events.

Budget Highlights

The adopted budget for the Police Department School Resource Officers has a **11%** decrease overall to expenditures when compared to the amended FY19 budget.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3225 - POLICE SRO					
34	CHARGES FOR SERVICES	198,876	236,630	225,000	-5%
37	CONTRIBUTIONS & DONATIONS	1,499	1,725	1,500	-13%
		200,375	238,355	226,500	-5%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3225 - POLICE SRO					
51	PERS SVCS/EMPLOYEE BENEFITS	452,349	527,300	463,399	-12%
52	PURCH/CONTRACT SVCS	2,243	2,800	2,800	0%
53	SUPPLIES	1,649	4,400	4,730	8%
55	INTERFUND/DEPT CHRGS	15,198	12,750	17,068	34%
		471,439	547,250	487,997	-11%

MOTORS BUDGET SUMMARY

Description

The Motors Division of the Douglasville Police Department is primarily responsible for traffic law enforcement throughout the municipal jurisdiction of the City of Douglasville.

Budget Highlights

The adopted budget for the Police Department Motors Division has a **25%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3226 - POLICE MOTORS					
51	PERS SVCS/EMPLOYEE BENEFITS	313,466	289,415	392,036	35%
52	PURCH/CONTRACT SVCS	3,594	3,600	4,800	33%
53	SUPPLIES	15,142	15,470	30,905	100%
54	CAPITAL OUTLAYS	47,615	54,666	25,600	-53%
55	INTERFUND/DEPT CHRGS	28,020	26,000	31,646	22%
		407,837	389,151	484,987	25%

POLICE MAINTENANCE BUDGET SUMMARY

Description

The Maintenance Division of the Douglasville Police Department is primarily responsible for upkeep of the Douglasville Municipal Complex facilities.

Budget Highlights

The adopted budget for the Police Department Maintenance Division has a **36%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to a request to replace aged furniture and carpet at the police department. Additionally, there is a request to replace the x-ray machine at the municipal courts that has now reached end of useful life. Lastly, there is a request to replace the gates at the police department due to continuous operational issues.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3229 - POLICE PD MAINTENANCE					
51	PERS SVCS/EMPLOYEE BENEFITS	64,466	64,488	65,391	1%
52	PURCH/CONTRACT SVCS	49,259	52,207	45,267	-13%
53	SUPPLIES	214,472	211,050	219,947	4%
54	CAPITAL OUTLAYS			116,000	
55	INTERFUND/DEPT CHRGS	3,726	5,500	5,380	-2%
		331,923	333,245	451,985	36%

TRAINING BUDGET SUMMARY

Description

The Training Division of the Douglasville Police Department is primarily responsible for the continued professional training and vocational development of law enforcement personnel at the City of Douglasville.

Budget Highlights

The adopted budget for the Police Department Training Division has a **1%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3228 - POLICE TRAINING					
51	PERS SVCS/EMPLOYEE BENEFITS	266,505	266,190	299,901	13%
52	PURCH/CONTRACT SVCS	7,801	17,840	18,840	6%
53	SUPPLIES	114,950	118,675	93,275	-21%
55	INTERFUND/DEPT CHRGS	9,480	14,152	8,925	-37%
		398,736	416,857	420,941	1%

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INVESTIGATIONS

Mission Statement

The Investigative Division is responsible for following up on criminal activity in the city of Douglasville by investigating incidents, gathering/processing evidence, and interviewing involved parties. With the information gathered, appropriate charges are filed for prosecution.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Captain	1	1	1	1
Lieutenant	2	2	2	2
Sergeant	2	2	2	2
Detective	19	19	19	19
Crime Scene Technician	1	1	1	1
Data Entry Operator	1	1	1	1
	26	26	26	26

INVESTIGATIONS GOALS

2019 Goals and Objectives

Completion Date

Improve our ability to conduct in-house forensic examinations of electronic devices.	CONTINUED
Improve crime scene and accident investigations with mapping hardware and software.	CONTINUED
Conduct human trafficking/prostitution sting operations.	CONTINUED
Conduct bait car/alcohol buys/gaming sting operations.	CONTINUED
Conduct undercover drug buys and gang investigations.	CONTINUED

2020 Goals and Objectives

Projected Completion

Investigate crimes and identify suspects.	6/30/2020
Increase ability to conduct forensic examinations of electronic devices.	6/30/2020
Attend bond hearings to provide details on arrested individuals to Magistrate Judge.	6/30/2020
Conduct thorough investigations into allegations of domestic violence.	6/30/2020
Monitor pawn shops for compliance with city ordinance and recovery of stolen merchandise.	6/30/2020

INVESTIGATIONS PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Cases assigned to detectives	2,000	1,936	1,430	1,800
Cell phone and computer forensic examinations	17	27	11	30
Crime scenes processed by crime scene investigators	65	69	40	60
Warrants taken by investigators	710	510	275	350
Family violence cases investigated	N/A	N/A	N/A	150

**2019 totals are as of 3/31/2019*

INVESTIGATIONS BUDGET SUMMARY

Description

The Investigations Division of the Douglasville Police Department is primarily responsible for specialized detective and investigative work on crime that takes place in the City of Douglasville.

Budget Highlights

The adopted budget for the Investigations Division has no significant variance from the prior fiscal year.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3221 - POLICE DETECTIVES					
51	PERS SVCS/EMPLOYEE BENEFITS	1,381,287	1,421,919	1,517,613	7%
52	PURCH/CONTRACT SVCS	20,691	25,440	24,480	-4%
53	SUPPLIES	26,250	26,250	30,800	17%
54	CAPITAL OUTLAYS	70,000	70,000		-100%
55	INTERFUND/DEPT CHRGS	42,374	60,500	44,783	-26%
		1,540,602	1,604,109	1,617,676	1%

SPECIAL OPERATIONS BUDGET SUMMARY

Description

The Special Operations Division of the Douglasville Police Department is primarily responsible for undercover operations that investigate gang, prostitution, gambling and drug crime within the City of Douglasville.

Budget Highlights

The adopted budget for the Police Department Motors Division has a **21%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to the need to replace narcotic testing kits and other operating supplies.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3222 - POLICE SPECIAL OPS					
51	PERS SVCS/EMPLOYEE BENEFITS	273,539	333,132	268,395	-19%
52	PURCH/CONTRACT SVCS	3,075	3,900	3,900	0%
53	SUPPLIES	14,130	14,240	19,380	36%
55	INTERFUND/DEPT CHRGS	13,243	34,500	12,060	-65%
		303,987	385,772	303,735	-21%

SWAT BUDGET SUMMARY

Description

The Special Weapons and Tactics Division of the Douglasville Police Department is primarily responsible for responding to highly dangerous situations that require specialized training and equipment to mitigate threats to the general public and other first responders.

Budget Highlights

The adopted budget for the Police Department Motors Division has a **205%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in uniform and ballistic vest expenditures, including for new team members.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3215 - SWAT					
52	PURCH/CONTRACT SVCS	6,540	6,540	13,840	112%
53	SUPPLIES	11,695	13,170	11,520	-13%
54	CAPITAL OUTLAYS			38,560	
55	INTERFUND/DEPT CHRGS	1,343	1,300	225	-83%
		19,578	21,010	64,145	205%

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PATROL

Mission Statement

The Patrol Division is responsible for responding to calls for service, patrolling the city limits of Douglasville, enforcing criminal and traffic laws and city ordinances, and keeping the peace. The uniformed officers maintain a presence throughout the city and operate on a 24/7 basis.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Captain	1	1	1	1
Lieutenant	4	4	4	4
Sergeant	4	4	4	4
Corporal	4	4	4	4
Booking Officer	2	2	2	2
Police Officer	30	34	34	34
Data Entry Operator	4	4	4	4
	49	53	53	53

PATROL GOALS

2019 Goals and Objectives

Completion Date

Utilize the new license plate reader trailing to increase the identification and location of stolen vehicles.	CONTINUED
Increase zone and foot patrols on at-risk locations.	CONTINUED
Increase the number of patrol-initiated safety road checks.	CONTINUED
Increase data based policing initiatives.	CONTINUED
Increase response time to all calls for service.	CONTINUED

2020 Goals and Objectives

Projected Completion

Respond to calls for service.	6/30/2020
Use technology to apprehend criminals.	6/30/2020
Increase visible presence in the community with an emphasis on residential neighborhoods.	6/30/2020
To identify and apprehend suspects.	6/30/2020
Use crime data to identify trends and assign specialized details to combat them.	6/30/2020

PATROL PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Patrol related arrests	2,487	2,590	N/A	2,500
Workers compensation claims related to back strain	N/A	N/A	N/A	5
Number of motorist assists	3,045	3,167	N/A	3,200
Patrol miles driven	N/A	N/A	N/A	2M
Patrol calls for service	67,002	59,907	66,800	64,000

**2019 totals are as of 3/31/2019*

PATROL BUDGET SUMMARY

Description

The Patrol Division of the Douglasville Police Department is primarily responsible for crime mitigation through presence of uniformed officers and community engagement. The Patrol division makes up a significant amount of policing within the City of Douglasville.

Budget Highlights

The adopted budget for the Police Department Motors Division has a **15%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study. Additionally, there is a request in uniform purchases that includes load bearing vests for the purpose of reducing back strain related injuries.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3223 - POLICE PATROL					
51	PERS SVCS/EMPLOYEE BENEFITS	4,066,950	4,134,344	4,609,052	11%
52	PURCH/CONTRACT SVCS	45,196	46,765	90,310	93%
53	SUPPLIES	106,290	107,433	137,943	28%
54	CAPITAL OUTLAYS	419,104	422,445	570,000	35%
55	INTERFUND/DEPT CHRGS	367,405	315,000	366,506	16%
		5,004,945	5,025,987	5,773,811	15%

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SUPPORT SERVICES

Mission Statement

The Support Services Division handles Municipal Court security, police vehicle fleet repairs and maintenance, GCIC oversight, police records management and data entry, and open records requests. Their goal is to maintain safe facilities and equipment and to accurately record, retain, and release data and information in accordance with the law.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Captain	1	1	1	1
Lieutenant	1	1	1	1
Sergeant	1	1	1	0
Part Time Court Security Officer	4	4	4	4
Records Supervisor	1	1	1	1
Records Clerk	2	2	2	2
Police Officer	2	2	2	2
Fleet Maintenance Manager	1	1	1	1
TAC	1	1	1	1
Records Clerk P/T	0	0	1	1
	14	14	15	14

SUPPORT SERVICES GOALS

2019 Goals and Objectives

Completion Date

Increase use of Rapid ID fingerprint scanner to identify persons with outstanding warrants.	CONTINUED
Increase community activities to aid in the success of the DCOP program.	CONTINUED
Increase training in warrant services.	CONTINUED
Reduce annual employee turnover.	CONTINUED
Increase the number of city warrants served by warrants division.	CONTINUED

2020 Goals and Objectives

Projected Completion

Replace fleet vehicles as needed based on mileage/condition.	6/30/2020
Introduce Chevrolet Tahoes to the patrol fleet.	6/30/2020
Provide adequate security to Municipal Court.	6/30/2020
Provide excellent customer service at the police receptionist position.	6/30/2020
Safely transport wanted subjects from outside jurisdictions.	6/30/2020

SUPPORT SERVICES PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Tahoes put into the fleet for service	N/A	3	7	9
Municipal Court sessions	177	182	45	190
Vehicles taken out of service	4	27	6	10
Open records requests responded to by Records Division	534	595	163	675
Warrant arrests by Warrant Division	573	562	56	565

**2019 totals are as of 3/31/2019*

SUPPORT SERVICES BUDGET SUMMARY

Description

The Support Services Division of the Douglasville Police Department is primarily responsible for the maintenance and upkeep of the Police Department's fleet of vehicles and related police equipment.

Budget Highlights

The adopted budget for the Police Department Motors Division has a **7%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study. Additionally, there is a planned \$7,500 expenditure for certified plans for the PD maintenance shop expansion.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3250 - POLICE SUPPORT SERVICES					
51	PERS SVCS/EMPLOYEE BENEFITS	640,436	635,947	641,598	1%
52	PURCH/CONTRACT SVCS	5,197	5,290	14,390	172%
53	SUPPLIES	8,134	8,250	22,087	168%
54	CAPITAL OUTLAYS			12,950	
55	INTERFUND/DEPT CHRGS	10,296	9,000	12,619	40%
		664,063	658,487	703,644	7%

RECORDS BUDGET SUMMARY

Description

The Records Division of the Douglasville Police Department is primarily responsible for upkeep, maintenance, and legal dissemination of police records.

Budget Highlights

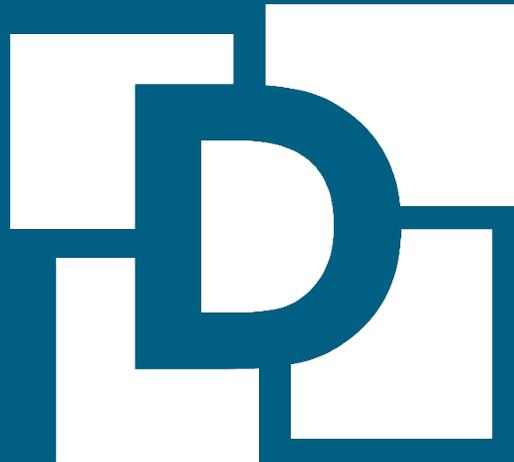
The adopted budget for the Police Department Motors Division has a **26%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to an increase in salaries as a result of the implementation of the Evergreen study.

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 3224 - POLICE RECORDS					
51	PERS SVCS/EMPLOYEE BENEFITS	142,814	137,615	176,125	28%
52	PURCH/CONTRACT SVCS	3,480	3,086	3,679	19%
53	SUPPLIES	4,996	6,750	5,770	-15%
		151,290	147,451	185,574	26%

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SECTION SIXTEEN

MUNICIPAL COURT

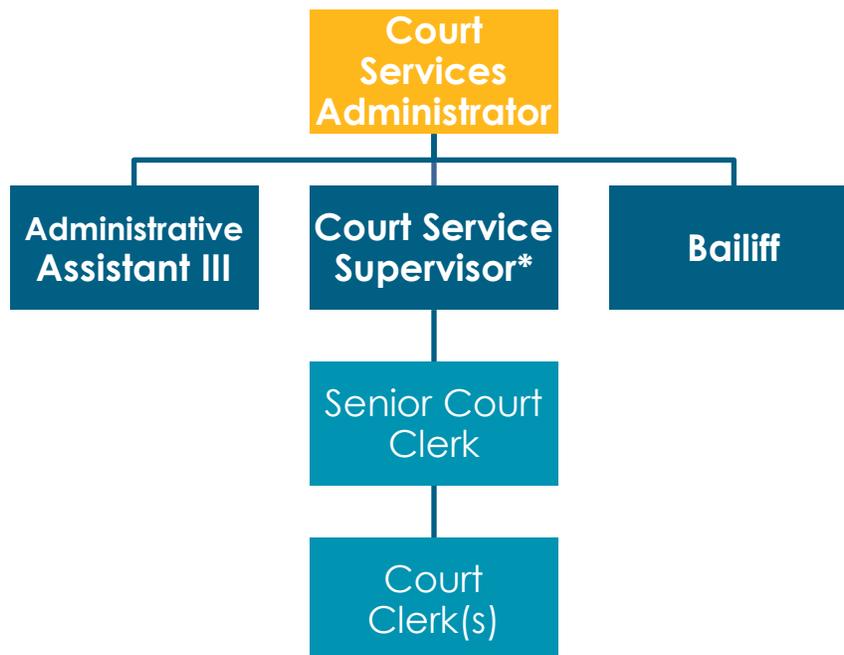


MUNICIPAL COURT

Mission Statement

The mission of the City of Douglasville's Municipal Court is to promote justice and provide prompt, courteous service in an efficient, professional manner while being dedicated to the principals of impartiality, fairness, and integrity.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Court Administrator	1	1	1	1
Senior Court Clerk	1	1	1	1
Court Service Supervisor	0	0	0	0
Court Clerk	6	6	6	6
Bailiff	0	0	1	1
Administrative Assistant III	1	1	1	1
	9	9	10	10



**Court Service Supervisor is currently unfunded for FY2020*

MUNICIPAL COURT GOALS

2019 Goals and Objectives

Completion Date

Conduct a review of bond schedule with comparison to other municipalities that have comparable population and caseload.	6/30/2018
Audit all open cases monthly in order to stay in compliance with state reporting.	CONTINUED
Create a sop for the court services operations.	CONTINUED
Revisit the city website for court information and update the website to reflect current operations.	12/31/2018
Complete the analysis of operational expenses of municipal court and identify the specific tasks needed to provide a fully operational court and to standardize the annual cost of the court.	CONTINUED

2020 Goals and Objectives

Projected Completion

Implement a Clerk of the Year program to reward the Clerk who goes above and beyond to provide customer service to citizens and all who come in contact with Court Services.	6/30/2020
In order to stay current with the State of Georgia's record retention schedule, implement a departmental monthly shred program.	6/30/2020
Complete all state mandated documentation and reporting requirements to ensure compliance with the laws and regulations.	CONTINUED
Work with GCIC on the Disposition Recovery Project and enter all open dispositions.	CONTINUED
Continue to ensure justice is administered in a fair and impartial manner.	CONTINUED

MUNICIPAL COURT PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Number of citations received to process	8,511	9,063	9,969	11,000
Total number of cases closed	8,525	8,780	9,658	10,000
Annual deposits	\$2.4M	\$2.3M	\$2.0M	\$3.0M
Number of bench trials	N/A	N/A	49	80
State surcharges and fees collected	N/A	N/A	\$283,700	\$523,823

**2019 totals are as of 3/31/2019*

MUNICIPAL COURT BUDGET SUMMARY

Description

The Douglasville Municipal Court is responsible for the administration of justice within the City of Douglasville. The Municipal Court has limited jurisdiction over a variety of cases from traffic offences, as well as misdemeanor case and local ordinance violations. The Municipal Court is also responsible for the collection of fines and fees.

Budget Highlights

The adopted budget for the Douglasville Municipal Court has a **2%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to the results of the implementation of the Evergreen study.

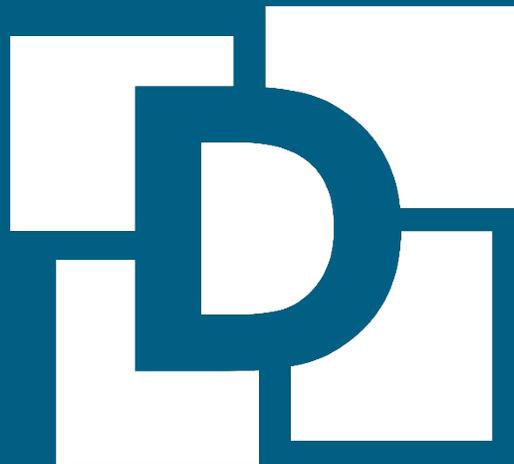
		REVENUES			
		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 2650 - COURTS					
35	FINES & FORFEITURES	1,856,291	1,876,750	1,875,497	0%
		1,856,291	1,876,750	1,875,497	0%

		EXPENDITURES			
		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
DEPT 2650 - COURTS					
51	PERS SVCS/EMPLOYEE BENEFITS	454,058	457,561	496,977	9%
52	PURCH/CONTRACT SVCS	262,730	286,128	288,005	1%
53	SUPPLIES	19,622	35,633	12,009	-66%
		736,410	779,322	796,991	2%

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SECTION SEVENTEEN

Tourism



CONFERENCE CENTER & TOURISM

Mission Statement

The mission of the Douglasville Convention and Visitors Bureau (CVB) is to solicit overnight groups and individuals and support organizations that attract visitors to Douglasville and Douglas County. Consistent with its mission, the CVB strives to become a leading tourist destination by addressing the greatest opportunities for the CVB to create, execute, promote, and attract events and activities that will attract visitors to Douglasville and Douglas County.

PERSONNEL	Year			
	2017	2018	2019	2020 PRJ
Director of Conference Center / Tourism	1	1	1	1
Tourism Program Manager	1	1	1	1
Sales Manager	1	0	0	0
Marketing and Events Coordinator	0	1	1	1
Administrative Assistant II	1	1	1	0
Administrative Assistant	0	0	0	1
Special Events Scheduler	1	0	0	0
Office Coordinator	0	1	1	1
Receptionist P/T	0	1	1	1
Administrative Assistant P/T	1	0	0	1
	6	6	6	7



TOURISM GOALS

2020 Goals and Objectives

Projected Completion

Increase marketing strategies that embrace new technologies that reach specific target markets.

CONTINUED

To educate the general public, local leaders and state officials about the importance of tourism.

CONTINUED

Produce a Tourism Product Development Master Plan via the Tourism Product Development Resource Team.

CONTINUED

Research, develop and distribute group tour leads to hotels, attractions and restaurants.

CONTINUED

Provide the City with additional financial resources through increases in hotel/motel tax revenue and tourism-related activities. Positively impact lengths of stay by encouraging overnight visits that will increase revenues to local hotels, restaurants, retail and attractions.

CONTINUED

To aggressively market the Douglasville Conference Center to all proven target audiences with the highest quality materials and methods with local and state partners.

CONTINUED

Create educational, social and physical programs to cater Meeting Planners.

CONTINUED



TOURISM PERFORMANCE MEASURES

PERFORMANCE MEASURES	Year			
	2017	2018	2019	2020 PRJ
Increase website, social media and mobile feature analytics by 5%	N/A	2,081 FB LIKES, 16,279 WEB VISITS, 2,656 APP DOWNLOADS	2,185 FB LIKES, 17,093 WEB VISITS, 45 APP DOWNLOADS	2,294 FB LIKES, 17,948 WEB VISITS, 500 APP DOWNLOADS
Host at least (1) Frontline Training annually to educate the general public, local leaders and state officials about the importance of tourism.	0	0	0	1
Increase total leads generated and potential room nights through Student & Youth Travel Association (SYTA).	0	0	0	5-10
Increase Tourism numbers by 5% and reach audiences with over 20 different publications.	\$245M	\$257M	\$270M	\$290M
Increase Conference Center Revenue by 5%.	\$220,000	\$225,000	\$230,000	\$240,000
Host at least (1) Meeting Planner Event/FAM Tour to educate Meeting Planners on the Douglasville Conference Center and its amenities.	0	0	0	1

***2019 totals are as of 3/31/2019**

CONFERENCE CENTER BUDGET SUMMARY

Description

The Douglasville Downtown Conference Center is a key facility located in downtown Douglasville with the principal goal to draw tourism to our historic downtown. The Conference center accommodates weddings, corporate events, bridal shows, proms and other gatherings in a beautiful, sprawling facility with modern technological amenities and exquisite catering provided by Proof of the Pudding.

Budget Highlights

The adopted budget for the Conference Center has a **76%** increase overall to both revenues and expenditures. This is primarily due to a variety of factors including re-organization of the Conference Center and Tourism department in addition to the adopted increase for capital expenditures relating to replacement audio/visual equipment throughout the Conference Center.

		REVENUES			
		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 275 - HOTEL MOTEL TAX FUND					
DEPT 0000					
34	CHARGES FOR SERVICES	35		204,406	
36	INVESTMENT INCOME	3,731	600		-100%
39	OTHER FINANCING SOURCES			180,000	
		3,766	600	384,406	63968%
DEPT 7541 - OLD CONFERENCE CENTER					
31	TAXES	363,876	382,500	377,000	-1%
38	MISCELLANEOUS	11,170	10,400	9,900	-5%
39	OTHER FINANCING SOURCES	641,407	641,407	1,214,376	89%
		1,016,453	1,034,307	1,601,276	55%
DEPT 7544 - NEW CONF CENTER					
34	CHARGES FOR SERVICES	261,041	230,000	235,500	2%
38	MISCELLANEOUS	29,386	6,000	10,450	74%
		290,427	236,000	245,950	4%
ESTIMATED REVENUES - FUND 275		1,310,646	1,270,907	2,231,632	76%

CONFERENCE CENTER BUDGET SUMMARY

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 275 - HOTEL MOTEL TAX FUND					
DEPT 0000					
57	OTHER COSTS		90,092		-100%
			90,092		-100%
DEPT 7541 - OLD CONFERENCE CENTER					
52	PURCH/CONTRACT SVCS	5,969	5,500	6,500	18%
53	SUPPLIES	12,379	8,100	8,100	0%
		18,348	13,600	14,600	7%
DEPT 7544 - NEW CONF CENTER					
57	OTHER COSTS			4,875	
51	PERSONAL SVCS & EMPLOYEE BENEFITS			392,648	
52	PURCHASED/CONTRACTED SERVIC	93,632	70,823	176,733	150%
53	SUPPLIES	135,845	137,914	177,181	28%
54	CAPITAL OUTLAYS			500,000	
55	INTERFUND/DEPT CHRGS	15		1,196	
58	DEBT SERVICE	961,478	958,478	964,399	1%
		1,190,970	1,167,215	2,217,032	90%
APPROPRIATIONS - FUND 275		1,209,318	1,270,907	2,231,632	76%

CVB BUDGET SUMMARY

Description

The Convention and Visitors Bureau has a primary responsibility of attracting tourism and business to the City of Douglasville in an effort to continue spurring local economic growth and opportunities for businesses.

Budget Highlights

The adopted budget for the Convention and Visitors Bureau has a **2%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to reorganization of the Conference Center and Tourism Department.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 276 - HOTEL/MOTEL TAX FUND(CVB)					
DEPT 0000					
36	INVESTMENT INCOME	6,471	1,200		-100%
		6,471	1,200		-100%
DEPT 7540 - CVB					
31	TAXES	849,044	892,500	880,000	-1%
34	CHARGES FOR SERVICES	6,502	2,025		-100%
38	MISCELLANEOUS	1,665	450		-100%
		857,211	894,975	880,000	-2%
ESTIMATED REVENUES - FUND 276		863,682	896,175	880,000	-2%

CVB BUDGET SUMMARY

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 276 - HOTEL/MOTEL TAX FUND(CVB)					
DEPT 0000					
51	PERS SVCS/EMPLOYEE BENEFITS		2,000		-100%
			2,000		-100%
DEPT 7540 - CVB					
57	OTHER COSTS	19,875	52,203	20,000	-62%
51	PERSONAL SVCS & EMPLOYEE BEN	344,593	350,487		-100%
52	PURCHASED/CONTRACTED SERVIC	312,234	345,331	834,000	142%
53	SUPPLIES	11,249	25,025	26,000	4%
54	CAPITAL OUTLAYS	26,935			
55	INTERFUND/DEPT CHRGS	889	1,723		-100%
61	OTHER FINANCING USES	119,406	119,406		-100%
		835,181	894,175	880,000	-2%
APPROPRIATIONS - FUND 276		835,181	896,175	880,000	-2%

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SECTION EIGHTEEN

CONFISCATED ASSETS



LOCAL CAF BUDGET SUMMARY

Description

The Local Confiscated Assets Fund is one of two funds that generates revenues through the confiscation of funds tied to illicit drug operations and allows for the expensing of these funds for a variety of law enforcement training and equipment.

Budget Highlights

The adopted budget for the Confiscated Assets Fund has a **21%** decrease overall to expenditures when compared to the amended FY19 budget. This is primarily due to the SPLOST Fund picking up some capital outlay expenditures.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 210 - CONFISCATED ASSET FUND					
DEPT 0000					
36	INVESTMENT INCOME	20,362		15,300	
38	MISCELLANEOUS	7,985			
39	OTHER FINANCING SOURCES	20,000	328,000	236,200	-28%
		48,347	328,000	251,500	-23%
DEPT 3227 - POLICE					
33	INTERGOVERNMENTAL	10,540		6,000	
		10,540		6,000	
ESTIMATED REVENUES - FUND 210		58,887	328,000	257,500	-21%
EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 210 - CONFISCATED ASSET FUND					
DEPT 3227 - POLICE					
52	PURCH/CONTRACT SVCS	134,049	110,000	127,500	16%
53	SUPPLIES	49,292	50,000	50,000	0%
54	CAPITAL OUTLAYS	251,487	168,000	80,000	-52%
		434,828	328,000	257,500	-21%
APPROPRIATIONS - FUND 210		434,828	328,000	257,500	-21%

FEDERAL CAF BUDGET SUMMARY

Description

The Federal Confiscated Assets Fund is one of two funds that generates revenues through the confiscation of funds tied to illicit drug operations and allows for the expensing of these funds for a variety of law enforcement training and equipment.

Budget Highlights

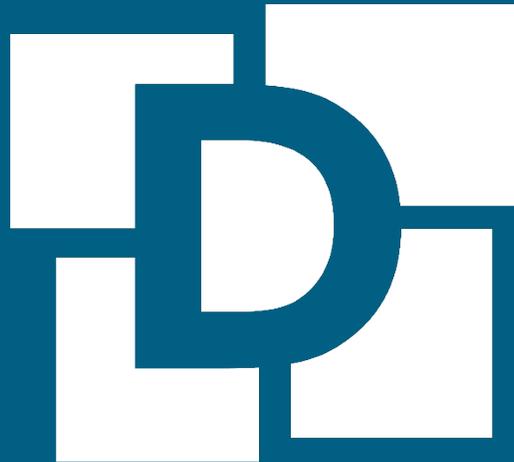
The adopted budget for the Federal Confiscated Assets Fund has no significant variance from the prior fiscal year.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 212 - CONFISCATED ASSET - FED					
DEPT 0000					
39	OTHER FINANCING SOURCES		70,000	67,000	-4%
			70,000	67,000	-4%
DEPT 3230					
38	MISCELLANEOUS	45,592		3,000	
		45,592		3,000	
ESTIMATED REVENUES - FUND 212		45,592	70,000	70,000	0%
EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 212 - CONFISCATED ASSET - FED					
DEPT 3230					
52	PURCH/CONTRACT SVCS	29,566	20,000	20,000	0%
53	SUPPLIES	(410)	10,000	10,000	0%
54	CAPITAL OUTLAYS	20,240	40,000	40,000	0%
		49,396	70,000	70,000	0%
APPROPRIATIONS - FUND 212		49,806	70,000	70,000	0%

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SECTION NINETEEN

PUBLIC PURPOSE
CORPORATION FUND



PUBLIC PURPOSE CORP. BUDGET SUMMARY

Description

The Public Purpose Corporation Fund accounts for financial transactions affiliated with the financing on a city of building located at 8473 Duralee Ln. and leased to the following government agencies: DFCS, Pardons and Paroles, and Department of Corrections.

Budget Highlights

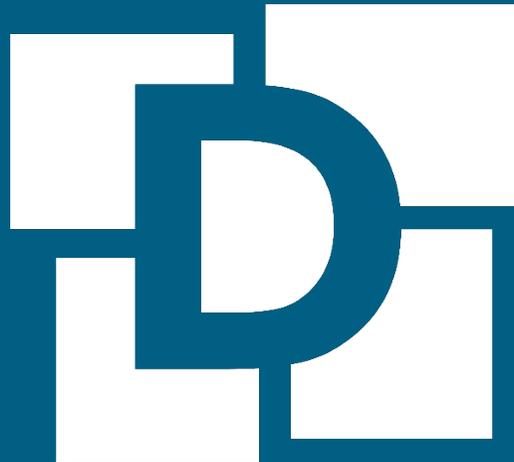
The adopted budget for the Public Purpose Corporation Fund has no significant variance from the prior fiscal year.

REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 311 - DVILLE PUBLIC PURPOSE CO					
DEPT 0000					
36	INVESTMENT INCOME	(51,382)	750	1,200	60%
		(51,382)	750	1,200	60%
DEPT 3410					
39	OTHER FINANCING SOURCES	543,321	543,320	543,321	0%
		543,321	543,320	543,321	0%
ESTIMATED REVENUES - FUND 311		491,939	544,070	544,521	0%
EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 311 - DVILLE PUBLIC PURPOSE CO					
DEPT 0000					
57	OTHER COSTS			20,516	
				20,516	
DEPT 3410					
52	PURCH/CONTRACT SVCS	6,622	25,600	25,600	0%
58	DEBT SERVICE	479,419	518,470	498,405	-4%
		486,041	544,070	524,005	-4%
APPROPRIATIONS - FUND 311		486,041	544,070	544,521	0%

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SECTION TWENTY

OTHER POST EMPLOYMENT BENEFITS FUND



OPEB FUND BUDGET SUMMARY

Description

The Other Post-Employment Benefits Fund (OPEB Fund) is a defined post-retirement healthcare, life insurance and benefits fund which is administered through the Georgia Municipal Employees Benefit System.

Budget Highlights

The adopted budget for the OPEB Fund has a **5%** increase in both revenues and expenditures due to the necessity to build fund balance for the use of post-retirement benefits costs.

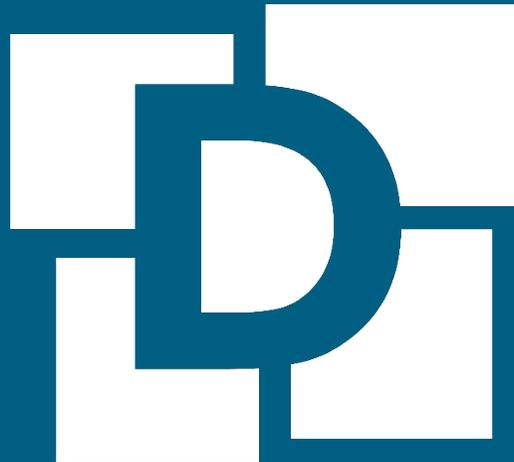
REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 760 - OPEB					
DEPT 0000					
36	INVESTMENT INCOME	3,195			
39	OTHER FINANCING SOURCES	100,000	100,000	105,000	5%
ESTIMATED REVENUES - FUND 760		103,195	100,000	105,000	5%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 760 - OPEB					
DEPT 1590					
52	PURCH/CONTRACT SVCS		100,000	105,000	5%
			100,000	105,000	5%

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SECTION TWENTY-ONE

PUBLIC SAFETY BUILDING
DEBT SERVICE FUND



PUBLIC SAFETY BUILDING DEBT SERVICE FUND BUDGET SUMMARY

Description

The Public Safety Building Debt Service Fund accounts for activities relating to the payment of general obligation bonds used for the construction of the Douglasville Public Municipal Complex.

Budget Highlights

The adopted budget for the Public Safety Building Debt Service Fund has a **2%** increase in both revenues and expenditures based on bond millage predictions and debt service payment requirements.

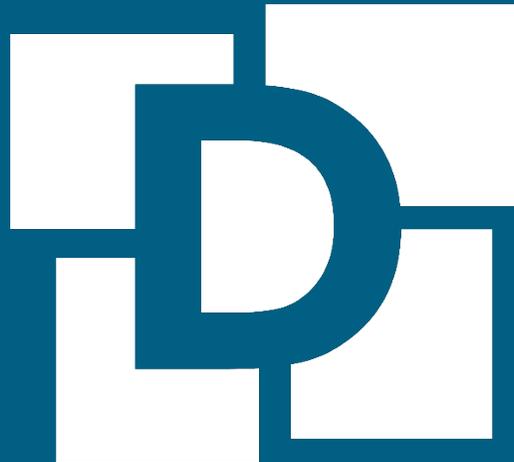
REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 410 - PUBLIC SAFETY DEBT SERVICE					
DEPT 0000					
31	TAXES	1,782,642	1,604,500	1,627,150	1%
36	INVESTMENT INCOME	5,679	1,000	5,000	400%
		1,788,321	1,605,500	1,632,150	2%
ESTIMATED REVENUES - FUND 410		1,788,321	1,605,500	1,632,150	2%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 410 - PUBLIC SAFETY DEBT SERVICE					
DEPT 8000 - DEBT SERVICE					
58	DEBT SERVICE	1,606,650	1,605,500	1,632,150	2%
		1,606,650	1,605,500	1,632,150	2%
APPROPRIATIONS - FUND 410		1,606,650	1,605,500	1,632,150	2%

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SECTION TWENTY-TWO

Grants



2019 GMA SAFETY AND LIABILITY GRANT

Budget Highlights

The Georgia Municipal Association's risk management program has established a safety and liability grant that members of the GMA property and liability fund (GIRMA) and GMA worker's compensation fund can participate in. This program functions as a financial incentive to improve employee and general public safety through the purchase of equipment, training and related services.

GMA Safety Grant 2019

Revenue	\$ 20,000.00	WILL REQUEST AT EOY 2018
Expense	\$ 20,000.00	NO CITY MATCH REQUIRED

REVENUES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 1540 - HUMAN RESOURCES				
INTERGOVERNMENTAL				
250-1540-33.60000 GMA GRANT FUNDING	20,000	20,000	20,000	0%
	20,000	20,000	20,000	0%
TOTALS FOR DEPT 1540 - HUMAN RESOURCES	20,000	20,000	20,000	0%

EXPENDITURES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 1540 - HUMAN RESOURCES				
PURCHASED/CONTRACTED SERVICES				
250-1540-52.11290 OTH PROFESSIONAL SERVICES	458			
	458			
SUPPLIES				
250-1540-53.11120 GEN SUPP-OPER SUPPLIES	20,000	20,000	20,000	0%
	20,000	20,000	20,000	0%
TOTALS FOR DEPT 1540 - HUMAN RESOURCES	20,458	20,000	20,000	0%

2017 BULLET PROOF VEST GRANT

Budget Highlights

The 2017 Bullet Proof Vest Grant is a Department of Justice grant for police and sheriff departments to receive financial support for the purchase of ballistic vests for law enforcement and public safety use.

Bullet Proof Vest Grant 2017

Revenue	\$ 5,000.00	\$2,500 PY APPROPRIATIONS AND \$2,500 REIMBURSEMENT
Expense	\$ 5,000.00	

REVENUES		2018	2019	2020	+/- %
		ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 3210 - POLICE ADMINISTRATION					
INTERGOVERNMENTAL					
250-3210-33.15200	OJP-BULLET PROOF VEST PRG		10,233	2,500	-76%
		-	10,233	2,500	-76%

EXPENDITURES		2018	2019	2020	+/- %
		ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 3210 - POLICE ADMINISTRATION					
PURCHASED/CONTRACTED SERVICES					
250-3210-52.34000	OTH PUR SVCS-UNIFORMS		20,465	5,000	-76%
		-	20,465	5,000	-76%

2019 SECRET SERVICE GRANT

Budget Highlights

The 2019 Secret Service Grant is funds awarded to law enforcement agencies through the Department of Homeland Security to assist with expenditures relating to training, overtime, certifications, and the purchase of equipment.

2019 Secret Service

Revenue	\$ 1,500.00	NO CITY MATCH REQUIRED
Expense	\$ 1,500.00	

REVENUES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 3210 - POLICE ADMINISTRATION				
INTERGOVERNMENTAL				
250-3210-33.15700 SECRET SERVICE	1,500	1,500	1,500	0%
	1,500	1,500	1,500	0%

EXPENDITURES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 3210 - POLICE ADMINISTRATION				
SUPPLIES				
250-3210-53.11120 GEN SUPP-OPER SUPPLIES	1,500	1,500	1,500	0%
	1,500	1,500	1,500	0%

2019 GEMA HOMELAND SECURITY GRANT

Budget Highlights

The Georgia Emergency Management and Homeland Security Agency (GEMA) Homeland Security Grant provides financial resources to local governments for the purpose of mitigation of terrorism and catastrophic events that provide a security risk to the United States.

2019 GEMA Grant

Revenue	\$ 80,000.00	NO CITY MATCH REQUIRED
Expense	\$ 80,000.00	

REVENUES		2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 3264					
INTERGOVERNMENTAL					
250-3264-33.11327	GEMA/HMS GRANT	53,500	81,482	80,000	-2%
		53,500	81,482	80,000	-2%
TOTALS FOR DEPT 3264 -		53,500	81,482	80,000	-2%

EXPENDITURES		2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 3264					
SUPPLIES					
250-3264-53.11120	GEN SUPP-OPER SUPPLIES			80,000	
				80,000	
CAPITAL OUTLAYS					
250-3264-54.22200	MACHINE/EQUIP-VEHICLES	53,500	81,482		-100%
		53,500	81,482		-100%
TOTALS FOR DEPT 3264 -		53,500	81,482	80,000	-2%

2019 BYRNE GRANT

Budget Highlights

The Edward Byrne Memorial Justice Assistance Grant program is a federal grant provided to state and local jurisdictions to provide funding for law enforcement prosecution, crime prevention and education, technology improvements, mental health programs, indigent defense, and other law enforcement activities.

2019 Byrne Grant

Revenue	\$ 18,000.00	NO CITY MATCH REQUIRED
Expense	\$ 18,000.00	

REVENUES		2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 3270					
INTERGOVERNMENTAL					
250-3270-33.11230	BYRNE GRANT		20,000	18,000	-10%
			20,000	18,000	-10%
TOTALS FOR DEPT 3270 -			20,000	18,000	-10%

EXPENDITURES		2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 3270					
SUPPLIES					
250-3270-53.11120	GEN SUPP-OPER SUPPLIES		20,000	18,000	-10%
			20,000	18,000	-10%
TOTALS FOR DEPT 3270 -			20,000	18,000	-10%

2018 BULLET PROOF VEST GRANT

Budget Highlights

The 2018 Bullet Proof Vest Grant is a Department of Justice grant for police and sheriff departments to receive financial support for the purchase of ballistic vests for law enforcement and public safety use.

Bullet Proof Vest Grant 2018

Revenue	\$ 24,700.00	\$12,350 TRANSFER IN AND \$12,350 REIMBURSEMENT
Expense	\$ 24,700.00	

REVENUES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 3510				
INTERGOVERNMENTAL				
250-3510-33.15200 OJP-BULLET PROOF VEST PRG	4,649		12,350	
	4,649		12,350	
TOTALS FOR DEPT 3510 -	4,649		12,350	

EXPENDITURES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 3510				
PURCHASED/CONTRACTED SERVICES				
250-3510-52.34000 OTH PUR SVCS-UNIFORMS	9,298		24,700	
	9,298		24,700	
TOTALS FOR DEPT 3510 -	9,298		24,700	

2020 LMIG

Budget Highlights

The Local Maintenance and Improvement Grant (LMIG) is a Georgia Department of Transportation grant program that provides financial support to local governments for the purpose of improving Georgia's roadways.

2020 LMIG	
Revenue	\$ 335,000.00 ESTIMATING TO GET 335K + 30% MATCH TO COME FROM SPLOST
Expense	\$ 335,000.00

REVENUES	2018	2019	2020	+/- %
	ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 4211				
INTERGOVERNMENTAL				
250-4211-33.44310 STATE - LAU			335,000	
			335,000	
TOTALS FOR DEPT 4211 -			335,000	

EXPENDITURES	2018	2019	2020	+/- %
	ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 4211				
CAPITAL OUTLAYS				
250-4211-54.12003 STREET RESURFACING			335,000	
			335,000	
TOTALS FOR DEPT 4211 -			335,000	

2019 LMIG

Budget Highlights

The Local Maintenance and Improvement Grant (LMIG) is a Georgia Department of Transportation grant program that provides financial support to local governments for the purpose of improving Georgia's roadways.

2019 LMIG		
Revenue	\$ 334,346.00	PRIOR YEAR APPROPRIATION
Expense	\$ 334,346.00	THE 30% MATCH WILL BE PAID FROM THE SPLOST FUND BUDGET

REVENUES		2018	2019	2020	+/- %
		ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 4216 - 2019 LMIG					
INTERGOVERNMENTAL					
250-4216-33.44310	STATE - LAU		325,000		-100%
			325,000		-100%
TOTALS FOR DEPT 4216 - 2019 LMIG			325,000		-100%

EXPENDITURES		2018	2019	2020	+/- %
		ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 4216 - 2019 LMIG					
CAPITAL OUTLAYS					
250-4216-54.12003	STREET RESURFACING		422,500	334,346	-21%
			422,500	334,346	-21%
TOTALS FOR DEPT 4216 - 2019 LMIG			422,500	334,346	-21%

2017 LMIG

Budget Highlights

The Local Maintenance and Improvement Grant (LMIG) is a Georgia Department of Transportation grant program that provides financial support to local governments for the purpose of improving Georgia's roadways.

2017 LMIG

Revenue	\$ 55,693.00	PRIOR YEAR APPROPRIATION
Expense	\$ 55,693.00	REMAINING AMOUNT TO SPEND FROM GRANT FUND ONLY AND THE 30% MATCH WILL NE PAID FROM THE SPLOST FUND

EXPENDITURES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 4214				
CAPITAL OUTLAYS				
250-4214-54.12003 STREET RESURFACING	239,812	101,756	55,693	-45%
	239,812	101,756	55,693	-45%
TOTALS FOR DEPT 4214 -	239,812	101,756	55,693	-45%

2016 LMIG

Budget Highlights

The Local Maintenance and Improvement Grant (LMIG) is a Georgia Department of Transportation grant program that provides financial support to local governments for the purpose of improving Georgia's roadways.

2016 LMIG	
Revenue	\$ 99,303.00 PRIOR YEAR APPROPRIATION
Expense	\$ 99,303.00 REMAINING AMOUNT TO SPEND

EXPENDITURES	2018	2019	2020	+/- %
	ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 4213				
CAPITAL OUTLAYS				
250-4213-54.12003 STREET RESURFACING	223,983	25,467	99,303	290%
	223,983	25,467	99,303	290%
TOTALS FOR DEPT 4213 -	223,983	25,467	99,303	290%

COMMUNITY DEVELOPMENT BLOCK GRANT

Budget Highlights

The Community Development Block Grant (CDBG) program provides communities with financial resources to address an array of development needs and improvements to help spur economic growth.

CDBG	
Revenue	\$ 200,000.00 NO CITY MATCH REQUIRED
Expense	\$ 200,000.00

REVENUES	2018	2019	2020	+/- %
	ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 7353				
FINES & FORFEITURES				
250-7353-35.22203 COMMUNITY DEVELOPMENT BLOCK GR	6,790		200,000	
	6,790		200,000	
TOTALS FOR DEPT 7353 -	6,790		200,000	

EXPENDITURES	2018	2019	2020	+/- %
	ACTUAL	AMENDED	REQUESTED	CHANGE
DEPT 7353				
PURCHASED/CONTRACTED SERVICES				
250-7353-52.11290 OTH PROFESSIONAL SERVICES	9,865		200,000	
	9,865		200,000	
TOTALS FOR DEPT 7353 -	9,865		200,000	

2019 LCI STUDY

Budget Highlights

The Livable Centers Initiative (LCI) is an Atlanta Regional Commission (ARC) program for the purpose of supporting and incentivizing governments to make their communities more walkable with a major goal being healthier lifestyles and ease of access to jobs, shopping and recreation.

LCI Study Northside Trail	
Revenue	\$ 160,000.00 REQUESTING 200K GRANT
Expense	\$ 160,000.00 20% MACTH TO COME FROM SPLOST

REVENUES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 7354				
INTERGOVERNMENTAL				
250-7354-33.11325 LCI			160,000	
			160,000	
TOTALS FOR DEPT 7354 -			160,000	

EXPENDITURES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 7354				
PURCHASED/CONTRACTED SERVICES				
250-7354-52.11290 OTH PROFESSIONAL SERVICES			160,000	
			160,000	
TOTALS FOR DEPT 7354 -			160,000	

RIVERSIDE PARKWAY BRIDGE

Budget Highlights

This is the rehabilitation of the Riverside Parkway Bridge over Sweetwater Creek. The bridge was built in 1972 and accommodates residential and commercial traffic. The bridge has a low sufficiency rating and is in need of rehabilitation to accommodate the additional traffic on the Riverside Parkway.

Riverside Pkwy Bridge	
Revenue	\$ 20,000.00 16K GDOT (80%) 4K PY APPROPRIATION
Expense	\$ 20,000.00 PRELIMINARY ENGINEERING COSTS

REVENUES		2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 7358					
INTERGOVERNMENTAL					
250-7358-33.11358	RIVERSIDE PK BRIDGE REHAB	18,546	40,000	16,000	-60%
		18,546	40,000	16,000	-60%
TOTALS FOR DEPT 7358 -		18,546	40,000	16,000	-60%

EXPENDITURES		2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 7358					
PURCHASED/CONTRACTED SERVICES					
250-7358-52.11290	OTH PROFESSIONAL SERVICES	23,183	50,000	20,000	-60%
		23,183	50,000	20,000	-60%
TOTALS FOR DEPT 7358 -		23,183	50,000	20,000	-60%

GHRAC HISTORICAL RECORDS GRANT

Budget Highlights

The Georgia Historical Records Advisory Council (GHRAC) Historical Records Grant provides a financial incentive for local governments, historical societies, museums, or libraries to implement programs that preserve and provide access to important historical records.

GHRAC Historical Records II

Revenue	\$ 15,000.00	5K GRANT AND 10K TRANSFER FROM GEN FUND
Expense	\$ 15,000.00	PHASE I TO COMPLETE IN FY 2019

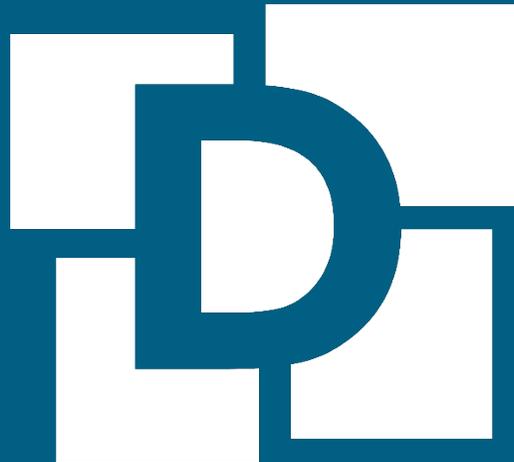
REVENUES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 7510 - COMMUNITY DEVELOPMENT				
INTERGOVERNMENTAL				
250-7510-33.41100 STATE GRANTS-OPERATING			5,000	
			5,000	
TOTALS FOR DEPT 7510 - COMMUNITY DEVELOPMENT			5,000	

EXPENDITURES	2018 ACTUAL	2019 AMENDED	2020 REQUESTED	+/- % CHANGE
DEPT 7510 - COMMUNITY DEVELOPMENT				
PURCHASED/CONTRACTED SERVICES				
250-7510-52.11290 OTH PROFESSIONAL SERVICES			15,000	
			15,000	
TOTALS FOR DEPT 7510 - COMMUNITY DEVELOPMENT			15,000	

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SECTION TWENTY- THREE

GEMA FLOOD FUND



GEMA FLOOD FUND BUDGET SUMMARY

Description

The GEMA Flood Fund is primarily used to account for an awarded grant to be used for the restoration of property from damages incurred due to a major flood event in 2009.

Budget Highlights

The adopted budget for the GEMA Flood Fund has no significant variance from the prior fiscal year.

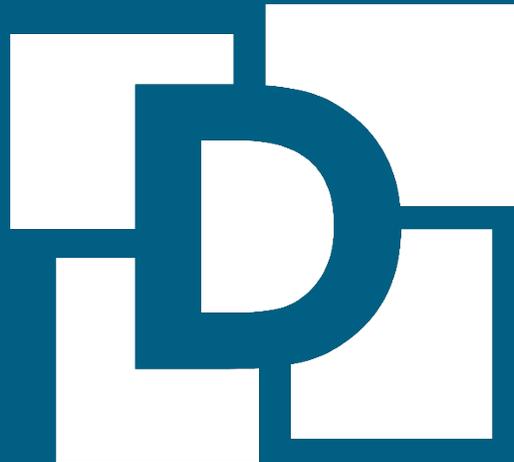
REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 251 - GEMA FLOOD 2009					
DEPT 0000					
36	INVESTMENT INCOME	43			
38	MISCELLANEOUS		106,535	106,535	0%
		43	106,535	106,535	0%
ESTIMATED REVENUES - FUND 251		43	106,535	106,535	0%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 251 - GEMA FLOOD 2009					
DEPT 0000					
57	OTHER COSTS		106,535	106,535	0%
			106,535	106,535	0%
APPROPRIATIONS - FUND 251			106,535	106,535	0%

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SECTION TWENTY-FOUR

RENTAL CAR FUND



RENTAL CAR FUND BUDGET SUMMARY

Description

The Rental Car Fund primarily accounts for revenues received through rental car excise tax and is used to pay towards a portion of the debt service for the downtown Conference Center's parking deck.

Budget Highlights

The adopted budget for the Rental Car Fund has a **9%** increase overall to expenditures when compared to the amended FY19 budget. This is primarily due to a projected increase in rental car excise tax collections.

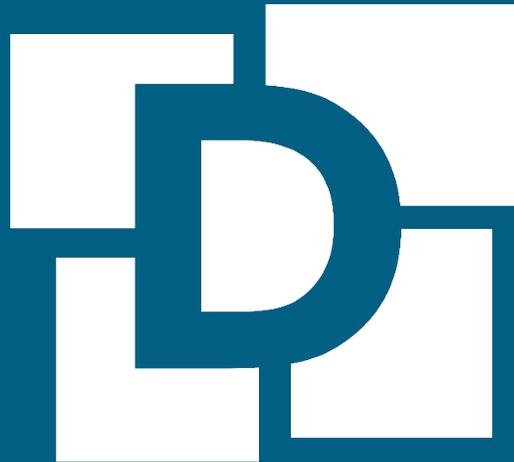
REVENUES		2019	2019	2020	+/- %
		ACTUAL	AMENDED	ADOPTED	CHANGE
FUND 277 - RENTAL CAR					
DEPT 0000					
36	INVESTMENT INCOME	57	200		-100%
		57	200		-100%
DEPT 7543					
31	TAXES	182,886	165,000	180,000	9%
		182,886	165,000	180,000	9%
ESTIMATED REVENUES - FUND 277		182,943	165,200	180,000	9%

EXPENDITURES		2019	2019	2020	+/- %
		ACTUAL	AMENDED	ADOPTED	CHANGE
FUND 277 - RENTAL CAR					
DEPT 7543					
61	OTHER FINANCING USES	165,200	165,200	180,000	9%
		165,200	165,200	180,000	9%
APPROPRIATIONS - FUND 277		165,200	165,200	180,000	9%

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SECTION TWENTY-FIVE

DEVELOPMENT AUTHORITY



DEVELOPMENT AUTHORITY BUDGET SUMMARY

Description

The Douglasville Development Authority Fund is primarily used to spur economic growth within the City of Douglasville through revitalization and redevelopment efforts and through special projects.

Budget Highlights

The adopted budget for the Rental Car Fund has a **1%** decrease overall to expenditures when compared to the amended FY19 budget.

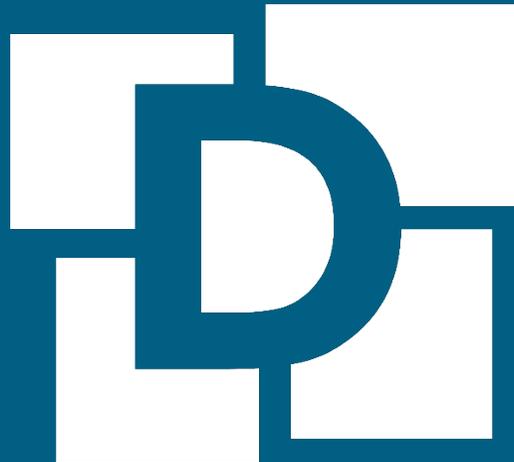
REVENUES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 314 - DOUGLASVILLE DEV AUTHOR					
DEPT 0000					
36	INVESTMENT INCOME	872			
39	OTHER FINANCING SOURCES		129,726	103,094	-21%
		872	129,726	103,094	-21%
DEPT 7511					
39	OTHER FINANCING SOURCES	30,500	15,000	39,500	163%
		30,500	15,000	39,500	163%
ESTIMATED REVENUES - FUND 314		31,372	144,726	142,594	-1%

EXPENDITURES		2019 ACTUAL	2019 AMENDED	2020 ADOPTED	+/- % CHANGE
FUND 314 - DOUGLASVILLE DEV AUTHOR					
DEPT 7511					
51	PERS SVCS/EMPLOYEE BENEFITS	11,643	12,000	12,000	0%
52	PURCH/CONTRACT SVCS	115,786	132,726	130,594	-2%
		127,429	144,726	142,594	-1%
APPROPRIATIONS - FUND 314		127,429	144,726	142,594	-1%

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SECTION TWENTY-SIX

Glossary



-A-

ACCOUNTS RECEIVABLE (AR)

The amount of money owed by customers or clients to a business after goods or services have been delivered and/or used.

ACCOUNT

A name for one of the different kinds of accounts used in the general ledger, such as expense, revenue, asset, liability, and equity.

ACCOUNTING (ACCG)

A systematic way of recording and reporting financial transactions for a business or organization.

ACCOUNTING METHOD

A process used by a business to report income and expenses. Companies must choose between two methods acceptable to the IRS, cash accounting or accrual accounting.

ACCOUNTS PAYABLE (AP)

The amount of money a company owes creditors (suppliers, etc.) in return for goods and/or services they have delivered.

ACCRUAL BASIS ACCOUNTING

An accepted form of accounting that reports income when earned and expenses

ADOPTED BUDGET

Required by Georgia State and Local Government Budget Law. The budget is an annual financial plan for municipal operations showing all expected revenues and expenditures to be in balance. The adopted budget refers to the budget amounts as originally approved by Mayor and Council.

AMENDED BUDGET

Budget which includes changes to the adopted budget that are approved by the Mayor and Council. The Amended Budget is also referred to as the Current Budget.

ASSETS

Current assets (CA) are those that will be converted to cash within one year. Typically, this could be cash, inventory or accounts receivable. Fixed assets (FA) are long-term and will likely provide benefits to a company for more than one year, such as a real estate, land or major machinery.

-B-

BOND

A long-term I.O.U. or promise to pay. It is a promise to repay a specified amount of money (the face amount of the bond) on a particular date (the maturity date). Bonds are primarily used to finance capital projects and significant information

BOND REFINANCING

The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

BUDGET CALENDAR

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

-C-

CAPITAL BUDGET

The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

CAPITAL IMPROVEMENTS

Assets of significant value and having a useful life of several years. Projects which are long-term assets such as roads, buildings, and information technology. Also called capital projects.

CAPITAL IMPROVEMENTS PROGRAM (CIP)

A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

CAPITAL PROJECT

It is a new construction, expansion, renovation, or replacement project for an existing facility or facilities.

CAPITAL PROJECT FUND

A fund used to account for resources used for the acquisition or construction of major capital facilities, or for an item that must be capitalized.

CHART OF ACCOUNTS

An organization's list of accounts used to record financial transactions.

COMPREHENSIVE FINANCIAL REPORT (CAFR)

A publication that provides in-depth information about operations and financial position. The CAFR is prepared by the Finance Department in accordance with GAAP and is audited by a firm of licensed certified public accountants.

CONSUMER PRICE INDEX (CPI)

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living.

CONTINGENCY

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CREDIT (CR)

Accounting entry that may either decrease assets

or increase liabilities and equity on the company's balance sheet, depending on the transaction. When using

the double-entry accounting method there will be two recorded entries for every transaction: A credit and a debit.

CVB

Convention and Visitors Bureau

-D-

DA

District Attorney

DCOP

Douglasville Community Outreach Program

DEBIT (DR)

An accounting entry where there is either an increase in assets or a decrease in liabilities on a company's balance sheet.

DEBT

An obligation resulting from the borrowing of money or from the purchasing of goods and services.

DEBT SERVICE

The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

DEBT SERVICE FUND

A fund used to account for resources accumulated for payment of principal and interest on most general long-term obligations (except capital leases and compensated absences).

DEPARTMENT

The basic organizational unit of government which has its own mission and is functionally unique in its delivery of services.

DEPRECIATION

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

DOUBLE-ENTRY BOOKKEEPING

Requires entries of debits and credits for each financial transaction.

-E-

EMPLOYEE (OR FRINGE) BENEFITS

Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included is the government's share of costs for Social Security and the various pensions, medical, and life insurance plans.

ENSUMBRANCES

Commitments related to unperformed contracts for goods or services.

ENTERPRISE FUND

In governmental accounting, fund that provides goods or services to the public for a fee that makes the entity self-supporting. It basically

follows GAAP as does a commercial enterprise. An example is a government-owned utility.

EXPENSE

Any cost of doing business resulting from revenue-generating activities.

-F-

FIDUCIARY FUNDS

Are used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs.

FISCAL YEAR

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The fiscal year for the City of Douglasville begins on July 1 and ends on June 30 annually.

FIXED ASSET

Assets of a relatively permanent nature with a useful life of more than one year whose identity does not change with use. State agencies are required to capitalize fixed assets if the unit cost is \$5,000 or more.

FUND

An independent financial entity with a self-balancing set of accounts provided to record assets or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of maintaining a record of specific governmental activities or as a management tool to ensure that certain objectives are in accordance with specific statutes, regulations, policies, restrictions, or limitations.

FUND BALANCE

Is when liabilities are subtracted from assets, there is a fund balance. A positive fund balance means there are more assets than liabilities; a negative fund balance means just the opposite.

-G-

GDOT

Georgia Department of Transportation

GENERAL FUND (GF)

In public sector accounting, the primary or catchall fund of a government, government agency, or nonprofit entity such as a university. It is similar to a firm's general ledger account, and records all assets and liabilities of the entity that are not assigned to a special purpose fund.

GENERAL LEDGER

Where debit and credit transactions are recorded.

GENERAL OBLIGATION BONDED DEBT

Bonds for the payment of which the full faith and credit of the issuing government are pledged.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

Is a collection of commonly- followed accounting rules and standards for financial reporting. The acronym is pronounced "gap." GAAP specifications include definitions of concepts and principles, as well as industry-specific rules.

GGFOA

Georgia Government Finance Officers Association

GOAL

A general end toward which an agency directs its efforts. Goals represent the highest, yet realistically achievable aspirations for a program of state government.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)

The authoritative accounting and financial reporting standard-setting body for governmental entities.

GRANTS

A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

-|-

IGA

Intergovernmental Agreement

INDIRECT COST

A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service. (GFOA)

INTERFUND TRANSFERS

The movement of monies between funds of the same governmental entity.

INTERNAL SERVICE FUND

An Internal Service fund is defined as a fund that primarily provides either benefits or goods or services to other funds, departments, or agencies of government on a cost-reimbursement basis, with the goal to 'break-even' rather than make a profit.

INVOICE

An Invoice shows the amount of money owed for goods or services received.

-L-

LIABILITIES (CURRENT AND LONG-TERM) (CL, LTL)

A government's debts or financial obligations incurred during business operations. Current liabilities (CL) are those debts that are payable within a year, such as a debt to suppliers. Long-term liabilities (LTL) are typically payable over a period of time greater than one year.

LIQUID ASSET

Consist of cash and other assets that can be easily converted to cash.

-M-

MATERIALS AND SUPPLIES

Expendable materials, operating supplies, and minor equipment including personal computers less than \$5,000 necessary to conduct departmental operations.

MILL

The property tax rate that is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

-N-

NOTE

A Note is a document promising to repay a debt.

-O-

OPERATING EXPENDITURES

Generally, all expenditures that do not meet the personal services and capital outlay classification criteria. These expenditures include, but are not limited to, professional services, supplies, insurance, etc.

OPERATING EXPENSES

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for the day-to-day services.

-P-

PERFORMANCE MEASURES

Specific quantitative and qualitative measures of work performed, with respect to program goals and objectives, for which data formerly was collected and reported semi-annually.

PERFORMANCE BUDGET

A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

PERSONAL SERVICES

Expenditures for salaries, wages, and fringe benefits of government employees. Fringe benefits include FICA, Public Employees' Retirement System, medical insurance, life insurance, workers compensation, and, if applicable, clothing allowance, education assistance, and other personal services.

POOLED CASH

A cash management technique employed by companies holding funds at financial institutions. Cash pooling allows companies to combine their credit and debit positions in various accounts into one account, and includes techniques like notional cash pooling and cash concentration.

POSTING

Refers to the recording of ledger entries.

PROPOSED BUDGET

Coming year budgets that are prepared by each organization and submitted to the Budget staff for analysis.

PROPRIETARY FUND

A proprietary fund is used in governmental accounting to account for activities that involve business-like interactions, either within the government or outside of it. The two types of proprietary funds are enterprise funds and internal service funds.

PUBLIC HEARING

A meeting to which citizens in the County are invited for purposes of providing input and comments.

PURCHASE ORDER (PO)

A document which authorizes the delivery of specified services.

-R-

RESERVE

An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose. A portion of a fund that is restricted for a specific purpose and not available for appropriation.

RESERVED FUND BALANCE

The portion of a governmental fund's net assets that is not available for appropriation.

RESOLUTION

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

RETURN ON INVESTMENT (ROI)

A measure used to evaluate the financial performance relative to the amount of money that was invested. The ROI is calculated by dividing the net profit by the cost of the investment.

REVENUE

Sources of income financing the operations of government.

-S-

SRO

School Resource Officer

-T-

TAXES

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

TRANSFERS IN / OUT

Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

TRIAL BALANCE

Trial balance definition: A business document in which all ledgers are compiled into debit and credit columns in order to ensure a company's

bookkeeping system is mathematically correct.

-U-

UNRESERVED FUND BALANCE

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

-W-

WORKING CASH

Excess of readily available assets over current liabilities. Or cash on hand equivalents that may be used to satisfy cash flow needs.

-Y-

YAV

Youth Against Violence