

City of Social Circle

Program of Services

Budget for
July 1, 2017 – June 30, 2018

Adopted June 20, 2017

About the Budget

The purpose of the City of Social Circle Budget document is to provide information on the use of public funds to provide public services. This document provides the Citizen and all interested parties a comprehensive view of the organization of the City government, the types of revenues collected by the City, the services provided by the City and expenditures associated with those services, the future vision for City growth, the goals and objectives of each City function, and an annual report of accomplishments for the prior year. In addition, key financial policies, multi year budget forecast trends, and fund balance changes are described.

The Budget reflects a fiscal year that begins on July 1 and ends on June 30 of each year.

The Budget is adopted by the Mayor and City Council after being publicly available and subject to public hearings. The City Charter requires that the budget be balanced for all funds. Specifically, the total appropriations from any fund shall not exceed the estimated fund balance, reserves, and revenues.

As part of the budget process each year, the Mayor and City Council adopt fees, service charges, and tax rates. The Mayor and Council consider each year the provision of efficient effective public services and revenue history and trends to adopt a budget that is fiscally responsible and responsive to the priorities of the community.

The budget may be amended by the Mayor and Council. Amendments must be voted on at a public meeting of the City Council.

At the conclusion of each fiscal year, an audit is prepared detailing the actual revenues and expenditures. The Audit is presented to the Mayor and City Council, and available for public review prior to the end of December.

The basis of the annual budget and the annual audit is modified accrual for all funds.

We hope you find this document informative and helpful. For additional information regarding the City of Social Circle, please see our website at socialcirclega.gov.

Table of Contents

General Information 1
- Budget Resolutions 2
- Introduction 6
- Budget Calendar 10
- Annual Report FY 2016 - 17 11
- Vision 19
- Strategic Goals 60
- Financial Policies 62
- Trends and Analyses 73
- Budget Projections 82
- Organizational Chart 87

Capital Improvement Plan 89

General Fund 99
- Mayor and Council 104
- City Manager 108
- City Clerk 112
- Elections 116
- General Administration 118
- Legal and Judicial 124
- Police Department 126
- Fire Department 132
- Public Works (Street) Department 138
- Cemetery Department 142
- Health and Welfare Transportation 146
- Library 150
- Conservation Projects 152
- Main Street 154
- Debt 158

Water and Sewer Fund 161
- Sewer Collection and Disposal 164
- Water Treatment Plant 170
- Water Distribution 174

Gas Fund 179

Solid Waste Fund 189
Other Funds 195
Confiscations 196
SPLOST 198
Stanton Trust 200
Supplemental Information 203
Employee Positions by Department 204
Debt Summary 206
Schedule of Fees 207
Glossary 213
City of Social Circle Demographic and Statistical Information 214
Fund Balances 216

General Information

Budget Resolutions

STATE OF GEORGIA

CITY OF SOCIAL CIRCLE

RESOLUTION NO. 2017-5

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SOCIAL CIRCLE, GEORGIA

TO ADOPT THE FISCAL YEAR 2017-2018 BUDGET FOR EACH FUND OF THE CITY OF SOCIAL CIRCLE, GEORGIA, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, AND PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE.

WHEREAS, sound governmental operations require a General Fund Budget in order to plan the financing of service for the residents of the City of Social Circle; and

WHEREAS, the City Manager, according to Section 6.25of the City Charter of the City of Social Circle, has prepared and submitted to the Mayor and City Council a budget for the year beginning July 1, 2017 and ending June 30, 2018, and

WHEREAS, the Mayor and City Council are now required by Section 6.26 of the City Charter of the City of Social Circle to take action not later than the fourth Monday in June of each year to adopt a balanced budget for the City, and

WHEREAS, Title 36, Chapter 81, Article 1 of the Official Code of Georgia Annotated (OCGA) requires a balanced budget for the City's Fiscal Year, which runs from July 1st to June 30th of each year; and

WHEREAS, the Mayor and City Council of the City of Social Circle have reviewed the proposed FY 2017-2018 budget as presented by the City Manager and provided public notice and held public hearings as required by Georgia Law; and

WHEREAS, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures and expenses; and

WHEREAS, the Mayor and City Council wishes to adopt this proposal as the Fiscal Year 2017-2018 Annual Budget, effective from July 1, 2017 to June 30, 2018.

NOW THEREFORE BE IT RESOLVED THAT, the Mayor and Council of the City of Social Circle adopt take the following actions:

Section 1. That the proposed Fiscal Year 2017-2018 Budget, attached hereto and incorporated herein as a part of this Resolution is hereby adopted as the Budget for the City of Social Circle, Georgia for Fiscal Year 2017-2018, which begins July 1, 2017 and ends on June 30, 2018.

Section 2. That the several items of revenues, other financial resources, and sources of cash shown in the budget for each fund in the amounts shown anticipated are hereby adopted,

and that the several amounts shown in the budget for each fund as proposed expenditures or expenses, and uses of cash are hereby appropriated to the departments named in each fund.

Section 3. That the "legal level of control" as defined in OCGA §36-81 is set at the departmental level, meaning that the City Manager in her capacity as Budget Officer is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further budget amendment approved by the Mayor and City Council.

Section 4. That all appropriations shall lapse at the end of a Fiscal Year.

Section 5. That this resolution shall be and remain in full force and effect from and after its date of adoption.

SO RESOLVED this 20TH day of JUNE, 2017.

Hal W. Dally, Mayor

ATTEST:

Susan M. Roper, City Clerk

APPROVED AS TO FORM:

Anthony O. L. Powell, City Attorney
Webb, Tanner & Powell P.C.

Adopted by the City Council at a regular meeting on June 20, 2017.

2 Council members voting in favor
Mayor voted in favor

2 Council members voting against

0 Council members abstaining

STATE OF GEORGIA

CITY OF SOCIAL CIRCLE

RESOLUTION NO. 2017-06

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SOCIAL CIRCLE, GEORGIA

TO ADOPT THE FISCAL YEAR 2017-2018 MILLAGE RATE AND TO LEVY TAXES PURSUANT TO SECTION 6.27 OF THE CITY CHARTER OF THE CITY OF SOCIAL CIRCLE, GEORGIA TO RAISE THE AMOUNTS REQURED BY THE BUDGET FOR EACH FUND OF THE CITY OF SOCIAL CIRCLE, GEORGIA

WHEREAS, sound governmental operations require a levy of taxes and establishing of a millage rate in order to plan the financing of service for the residents of the City of Social Circle; and

WHEREAS, the City Manager, according to Section 6.25of the City Charter of the City of Social Circle, has prepared and submitted to the Mayor and City Council a budget for the year beginning July 1, 2017 and ending June 30, 2018, and

WHEREAS, the Mayor and City Council have adopted as required by Section 6.26 of the City Charter of the City of Social Circle a balanced budget for the City, and

WHEREAS, the Mayor and City Council of the City of Social Circle have advertised and conducted appropriate public hearings for the proposed FY 2017-2018 millage rate adoption as required by Georgia Law; and

NOW THEREFORE BE IT RESOLVED THAT, the Mayor and Council of the City of Social Circle, and it is hereby resolved as follows:

The Mayor and City Council hereby approves the proposed 2017 millage rate of 7.90. This rate applies to all personal and real property for which a value is determined, a tax assessed, and the same collected by the local government.

The rate shall apply for the 2017-2018 fiscal year. The revenue shall be used by the City as determined by the Mayor and Council and per Georgia law and the Charter. The Mayor and City Clerk are hereby directed to execute all necessary documents and take all actions reasonably necessary to operate within said millage rate.

All resolutions and parts of resolutions in conflict with this resolution are repealed. This resolution is deemed to be severable, and if any phrase, clause, sentence, paragraph or part of this resolution shall for any reason be determined invalid, such determination shall not affect, impair or invalidate the remainder of this resolution. This resolution shall become effective immediately upon passage.

SO RESOLVED this 20TH day of JUNE, 2017.

CITY OF SOCIAL CIRCLE

Hal W. Dally, Mayor

ATTEST:

Susan M. Roper, City Clerk

APPROVED AS TO FORM:

Anthony O. L. Powell, City Attorney
Webb, Tanner & Powell P.C.

Adopted by the City Council at a regular meeting on June 20, 2017.

2 Council members voting in favor
Mayor voted in favor

2 Council members voting against

0 Council members abstaining

The City Of
SOCIAL CIRCLE
166 North Cherokee Road · Post Office Box 310 · Social Circle, Georgia 30025
Office: 770-464-2380 · Fax: 770-464-2113

Honorable Mayor and Council,

I am pleased to present to you this Recommended Operating Budget and program of services for the fiscal year beginning July 1, 2017 and ending June 30, 2018. Your City staff have worked to consider the Council Strategic Goals, Imagine Social Circle – Vision 2040, community needs, the infrastructure condition, and the continuing economic growth of Social Circle. In addition, we have given much thought to how we provide services and considered approaches to improve customer service, increase efficiencies, reduce waste, and make our government services more effective.

The development of this Recommended Operating Budget began in January, 2017 at the Mayor and Council Retreat during which you identified the issues most pressing for Social Circle to address. This two-day work shop began with a review of the progress on the Strategic Goals which were prioritized by the Mayor and Council in January 2016, and an analysis of the financial condition of the City by Davenport and Associates. The recommendations made by Davenport and Associates were incorporated into the City's Financial Policies and will situate the City well for a future bond issue when desired by the Council to address Capital needs. One of the significant recommendations was to establish **Payment in Lieu of Taxes** (PILOT) from each utility enterprise fund to the general fund which is based upon the revenue of these funds. This supports long term stability in the funding projections for the utilities and the general fund.

The Mayor and Council then began work on the City's long range plan, **Imagine Social Circle- Vision 2040** with a discussion on the public input and plan development process and a joint discussion regarding the downtown vision with the Planning Commission, Downtown Development Authority, and Main Street Board.

In February, representatives of each of the City's Boards and Commissions were invited to the Council work session to provide information on their recommended needs and priorities for City funding.

The **Imagine Social Circle- Vision 2040** plan was developed during February, March and April 2017 with the involvement of over 500 participants through surveys, meetings, questionnaires, and open houses. The work plan developed to achieve the Vision was comprised of tasks and initiatives that arose from the suggestions and ideas of the plan development participants.

The strategic goals, work plan, and operational department needs, informed the development of a fiscally constrained Five Year Capital Improvement Plan FY2017-18 through FY2021-22. A Capital Improvement Plan generally identifies large, one time, expenditures for projects and facilities. The Capital Improvement Plan includes a five-year horizon so that large expenditures can be planned and funded appropriately. A fiscally constrained plan is one that balances planned expenditures with projected revenues. This enables the establishment of priorities and identifies needs that must be deferred until a new or increased funding source is determined. The Capital Improvement Plan was presented in March with a public hearing, and adopted by the City Council in April.

Funding for Capital projects proposed in the first year of the Five-Year Capital Improvement Plan has been included in this recommended Budget.

The Recommended Operating budget before you maintains current programs, improves responsiveness and effectiveness of City services, and continues to improve the cost efficiency of how services are provided. In each department, you will note an identification of objectives for the 2017-18 fiscal year.

An Annual Report is included in this document which identifies the key accomplishments of the City during FY2016-17. The annual report is also published as a standalone document and is available on the City website.

Significant initiatives included in this recommended budget include the following:

1. Initiation of a Social Circle Citizen Leadership program which informs participants about City programs and services and develops future Board and Commission members.
2. Completion of the transition to the new City financial software system, which will increase the ability of City customers to monitor and pay their City utility and tax bills online, and will increase the efficiency and accuracy of City financial operations.
3. Outsourcing of Utility Billing to increase cost efficiency and streamline payment processing enabling more payment options for our customers, while meeting all payment security regulations.
4. Codification and hosting of the City Code of Ordinances, Zoning Ordinance, Subdivision Ordinance on MuniCode. While still accessible through the City website, the MuniCode service improves the organization and ease of use of the City Code online, publishes Code updates more promptly, and makes the Code more transparent and easily compared with codes of other Cities.
5. Improvement of City records management and reduction of paper record storage in compliance with Georgia public record retention guidelines.
6. Update of the City ISO Fire Insurance rating to reflect improvements in City fire department training, coverage and equipment and to account for improvements in City fire flows, and distribution system improvements.
7. Implementation of a Fire Safety Inspection program for existing buildings.
8. Transit route support for Social Circle City School student transportation needs associated with ***Move on When Ready*** dual enrollment at the Monroe Campus of Athens Tech and the Newton Campus of Georgia State University.
9. Initiation of a Farmers Market downtown, and partnership with Walton Wellness on the ownership of a Mobile Farmers Market bus to support downtown events.
10. Implementation of a Citizens Police Academy.
11. Application for Georgia State Certification of the Police Department. This is a three-year process.
12. Hosting of monthly events and festivals downtown to increase business activity and community engagement with our local merchants.
13. Expansion of Code enforcement activity to address property maintenance needs in all areas of the City.
14. Completion of a Comprehensive Master Plan to identify and prioritize Water and Wastewater infrastructure needs for current development and future plans as set forth in the **Imagine Social Circle- Vision 2040** plan.
15. Development of a long-term funding plan to address the prioritized infrastructure needs.
16. Establishment of a task force to develop a Master Plan for a Citywide Trail network.
17. Collaborate with Walton County to assist them in CDBG grant applications and SPLOST project proposals to develop a Recreation Center in Social Circle to serve community needs including youth and senior activities.
18. Support of the Downtown Development Authority in the development of the Downtown park and festival area through grants, sponsorships, and partnerships.
19. Completion of expansion plans and application for State construction funding to supplement City SPLOST funding and Uncle Remus Library facility funding for an addition on the Stanton Memorial Library to be underway in 2018.
20. Completion of Capital projects as funding in FY2017-18 in the adopted Capital Improvement Plan.

No rate increases are proposed for utilities or garbage collection. In addition, no tax increase is recommended in the general fund. The combination of last year's millage rate increase from 7.4 mills to 7.9 mills and the establishment of percentage based PILOT payments as provided for in the Financial Policies has led to a sustainable general fund outlook for the upcoming Fiscal Year.

It should be noted that an additional Police Officer position is desired, to maintain patrol presence of two officers in the City at all times. In addition, one additional full time and one additional part time Firefighter is desired to achieve a staffing level of three firefighters on shift at all times. However, the annual general fund revenue necessary to support that staffing would require a millage rate increase of 2/3 of a mill, or 0.67 mils. Thus, those positions are not included within this recommended budget.

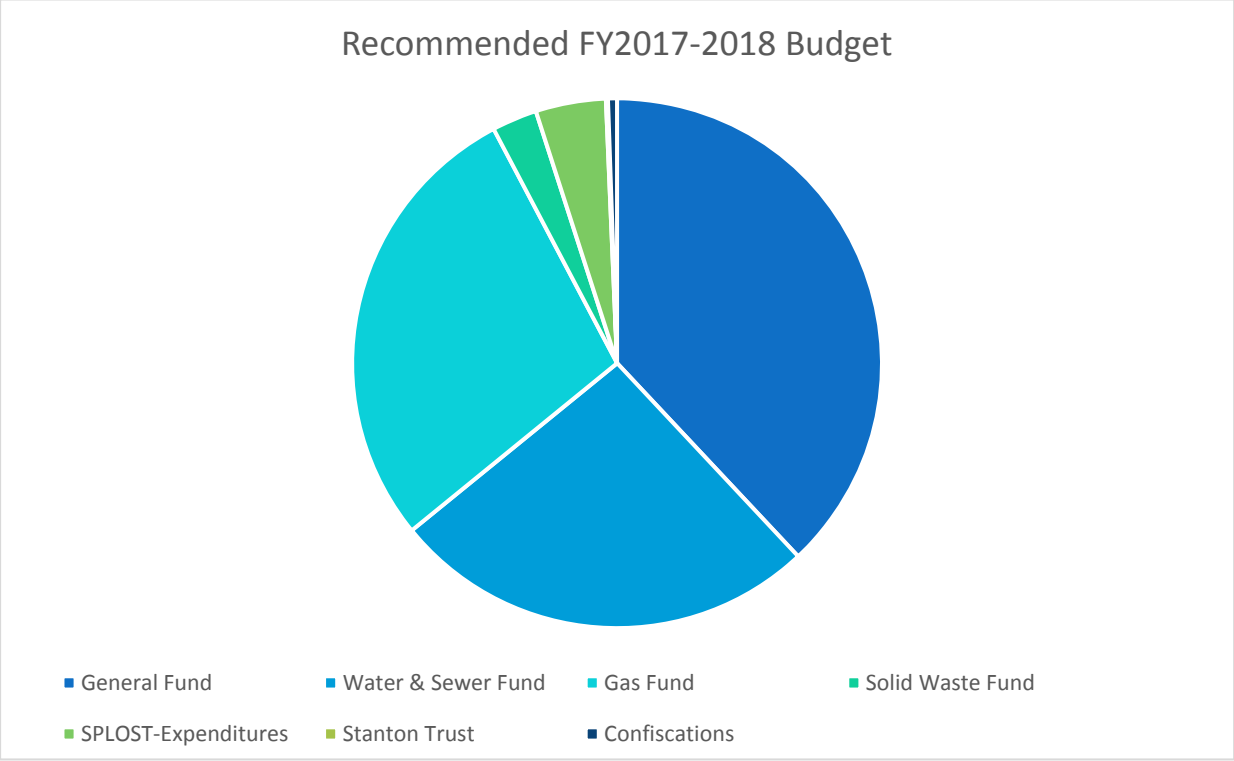
I appreciate your consideration of the Recommended FY 2017-2018 Operating Budget and Program of Services, and look forward to your discussion and consideration of this plan during your upcoming meetings.

Sincerely,



Adele P. Schirmer, City Manager

		Total Budget			
Funds	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**2017-18**
General	4493767	3816698	3926082	4688003	4498130
Water & Sewer	2148371	2519291	3052238	2564270	3267824
Gas	3556194	3261794	2799180	3226967	3910831
Solid Waste	280788	313622	314088	308000	327920
SPLOST-Expenditures	0	239157	1635811	537480	508786
Stanton Trust	17000	17000	17000	17000	15750
Confiscations	5700	1564	47852	1100	65030
Total	**$10,501,820**	**$10,169,126**	**$11,792,251**	**$11,342,820**	**$12,594,271**



Budget Calendar

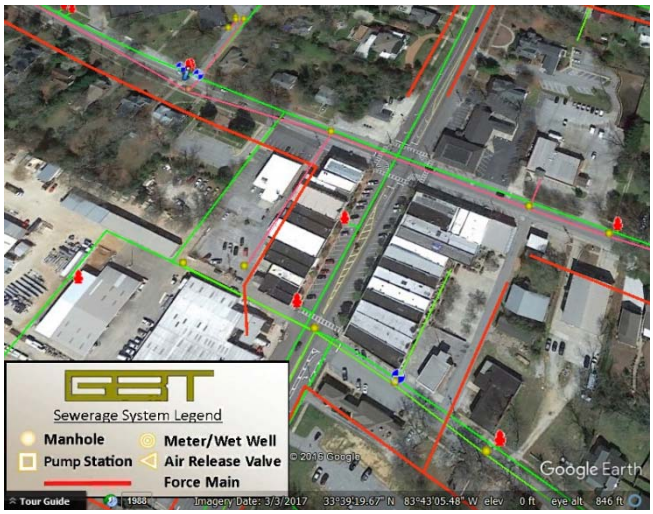
Fiscal Year July 1, 2017 through June 30, 2018

Past Strategic Plan Review and Current Needs by Department	December 2016
City Council Retreat – Strategic Goals & Vision	January 6 & 7, 2017
Department Request for Capital Projects	February 21, 2017
Input from Appointed Committees and Advisory Boards	February 21, 2017
Presentation & Public Hearing on Managers Recommended CIP	March 21, 2017
Adoption of Capital Improvement Plan	April 18, 2017
Department Submission of Operating Budget Requests	April 1, 2017
Work Session Discussion of Operating Budget Key Issues	April 25, 2017
Presentation & Public Hearing on Manager's Recommended Budget	May 16, 2017
Budget Work Sessions	June 6 & 8, 2017
Public Hearing for Proposed Millage Rate	June 13, 2017 noon
Public Hearing for Proposed Millage Rate	June 13, 2017 6:00 pm
Public Hearing for Proposed Millage Rate & Adoption of Millage Rate and Operating Budget	June 20, 2017 6:30 pm

Annual Report FY 2016 - 17

City Council

Capital funding was allocated and Improvements were made to the Water Treatment Plant to improve the quantity of water provided to the City in a sustainable compliant manner meeting all water quality standards. Mapping of the water system was completed and a comprehensive plan for infrastructure improvements was initiated.



Commercial and community activity was increased downtown through support of new and existing businesses and fostering festivals and events in the historic downtown which draw residents and visitors.

Construction on the roundabout at Alcova and West Hightower was undertaken and sidewalk extensions provided in all directions to improve the safety and walkability of the area. Funding of this project was from Walton County, with City contributions for sidewalk extensions and landscaping and island aesthetic features.

Evaluation of regional options for expanded wastewater and water treatment needs was undertaken, and long term agreements are under discussion. Regional collaboration is being pursued where it provides the most economical, efficient, and sustainable approach to future City needs.

Industrial employment was expanded in the City through collaboration with the Walton County Economic Development Authority and the Social Circle Economic Development Authority.

A third-party evaluation of the City finances and financial policies was undertaken, and the financial policies were amended based upon recommendations. While the City is currently financially stable with a positive outlook, these changes will situate the City well should future bond issues be desired to support capital or infrastructure funding.

Policy guidance was provided for the public input and involvement process associated with the **Imagine Social Circle-Vision 2040.** In addition, the Mayor and Council held a joint retreat with the Downtown Development Authority and Main Street Board and staff to discuss the long-range vision for the historic downtown area.



A commitment was obtained from ISONOVA to initiate improvements to the plant emissions to eliminate odor effects exacerbated by certain atmospheric conditions. ISONOVA will be installing a gas powered Regenerative Thermal Oxidizer (RTO) which will burn the exhaust constituents prior to emission. A shorter stack will be constructed that will replace the existing three stacks. This plant improvement is scheduled to be in place and operational by January 2018.

City Manager

A City Comprehensive Plan was developed, with extensive community input. The **Imagine Social Circle- Vision 2040** plan refines the previously adopted Future Land Use plan and adds a specific Vision for Social Circle. The **Imagine Social Circle- Vision 2040** plan describes to the public, future residents, potential industries, and commercial investors how the community desires to guide the growth of Social Circle, to preserve its character and unique identity and protect its historic fabric.



An employee training program was initiated whereby the annual employee bonus historically included in the employee benefit package was tied to the accomplishment of a skill development or certification achievement that benefits the provision of City services to our community.

Restructuring of existing City staff was accomplished, as positions were vacant, to address current needs and improve service and responsiveness to the public.

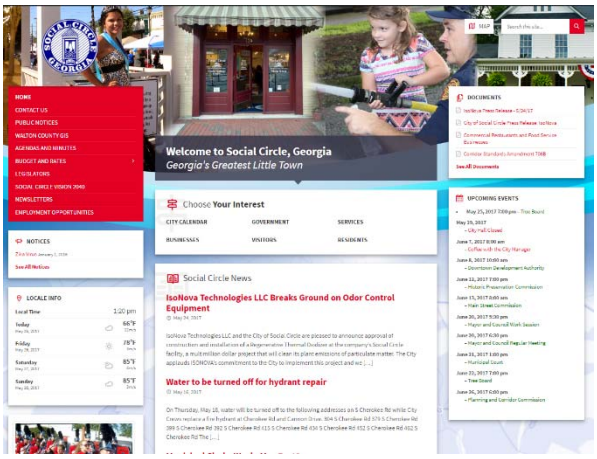
City Clerk

An annual reception was initiated for all Mayor and Council appointed Board, Commission, Committee, and Authority members. This reception, which will be continued each year provided an opportunity for the Council to recognize the benefit these volunteers provide to the City, and for the Boards to share with each other their accomplishments and objectives.



General Administration

A new financial software package was selected, purchased and implemented to support all City personnel and financial transactions. The transition from the former to new software will continue over the next nine months to assure continuity of operations. The former City system dated to 2003 and was no longer well supported by current technology. The new software system is more efficient and provides more flexibility for City and customer needs. It will support permits, utility billing, taxes, financials, payroll, accounts payable, cemetery, business licenses and cash receipts.



The website was updated to incorporate more timely information and provide online service options to the community. The website is a window into the City for economic development and tourism, as well as a resource for current residents and a first impression of the City.

Purchase of a large format printer plotter scanner has improved the ability of the City to provide graphics and plan information at public meetings. In addition, the scanner allows old maps and files to be stored and more easily accessed by the public.

Ordinance updates were initiated by the Planning and Corridor Commission, the Historic Preservation Commission, and the Tree Board to continue the use of all available City resources to maintain the character of the City and each district.

Court payments can now be processed online, beginning in June 2017. This step allows court customers to go on the website and make payments improving convenience and reducing the amount of in person and on phone payments.

Utility bill scheduling has been adjusted such that in July, 2017 monthly due dates are consistently on or slightly after the 1st of the month. This addresses recurrent requests from many of our customers.

Police Department

Patrol vehicles have been replaced using seized funds to support budgeted funds. This has enabled the oldest cars in the fleet to be sold and has reduced repair costs.

The City began participating in the area DEA Task Force in 2016. This participation is a benefit to keeping drugs out of the City, and also provides the City a share of DEA Task Force confiscated funds. These funds can be used for police capital, equipment and training needs.

Body cameras were implemented last year and are in use consistently. In addition, the Police upgraded their body cameras this year to assure reliability and effective and secure operations.



Two ALPR (tag readers) were attained at no cost to the City. These ALPR units provide additional enforcement capabilities and improve officer and community safety.

Community programs were expanded this year with the implementation of monthly Coffee with a Cop and Milkshake with a Cop opportunities for the public to meet our officers. In addition, Firearms Safety training programs and P.R.I.D.E (Parents Reducing Injury through Driver Education) programs have been initiated and offered periodically by the Police Department.

The City of Social Circle was named one of the 25 Safest Cities in Georgia.

Fire Department

The Fire Department works to safeguard the lives and property and to enhance the quality of life of the people of Social Circle by providing a vast range of emergency services, strong public relations, and fire and life safety education**.** Most citizens are unaware that the City fire crews are EMT trained and provide first responder assistance to emergency calls within the City, usually more promptly than the County ambulance service can respond.



Operations of the Department changed in 2016-17 to reflect a two-station staff and equipment base. This required changes of protocol for resource deployment, tactics and strategy, and personnel management. The second station has reduced response times and provided service to areas east of the Social Circle Parkway in both the City and unincorporated Walton County.

Fire staff have worked to prepare the City for a reassessment of the ISO rating. The new Fire Station, and other operational and water system improvements underway and planned should enable the City to improve upon the current ISO rating of class four. Our goal is to achieve a rating of class three this cycle.

A Fire Inspection program for existing buildings was developed in 2016-17 to improve safety and reduce fire and injury risk. An ordinance was developed and information provided to City Council prior to adoption. In addition, the inspection program will be initiated in a business-friendly manner through education in advance of enforcement.

Public Works – Street

Public works staff improved storm drainage systems this year installing new culverts and improving driveway access. Ditches were cleaned and recurrent problem areas addressed with inlet or pipe changes.

The Street Department oversaw the removal of several very large dangerous trees at and near the Blue Willow Inn and on South Cherokee Road. In addition, the staff removed trees and limbs that were unsafe for motorists and pedestrians throughout the City.

Many potholes were repaired and concrete patches were applied maintaining streets in good order.

Rehabilitation and resurfacing of West Hightower, Social Circle Fairplay Road, and Cannon Drive was accomplished with SPLOST and GDOT Local Maintenance and Improvement Program Grant (LMIG) funds.

Mowing operations and leaf and brush removal services were provided continuously through the year.



Public Works equipment was evaluated, excess poor condition equipment was sold and a new truck for leaf and chipper operations was purchased. This will enable two crews to work simultaneously in separate areas of town on Leaf and Brush collection, improving customer responsiveness.

Two Salt spreaders were purchased which can be mounted on PW trucks during winter, while not encumbering the work trucks during Spring, Summer and Fall seasons. This enabled the large, poor condition truck, one use Salt spreading truck to be sold.

Public Works crews provided support for all City operations including downtown festivals and events, water and sewer line installations, parades, and weather emergencies.

Cemetery



Ground penetrating radar services were used to survey a section of each cemetery to identify unmarked graves. In such historic cemeteries, this is a very helpful method to assure prior burials are honored and not disturbed.

Cemetery mowing and maintenance schedules were enhanced to improve the turf condition and assure an attractive and well-kept appearance. Cemetery maintenance services emphasize respect for those buried and their descendants.

The Cemetery Committee initiated cleaning of historic markers with an appropriate cleaner that does not degrade the stone markers. The cleaning is necessary to preserve the markers as it removes acid rain residue that will damage the markers.

Transit

Transit services were expanded this year with the addition of dedicated dispatch staff housed at the Welcome Center.



This staffing, supported by the GDOT Transit grant, enabled a higher level of responsiveness for the ride request calls.

Transit rates were increased from $0.50 to $1.0 per ride in the City, and from $2.50 to $3.00 per person per round trip to Monroe this year. This additional fare revenue supported the local match for the addition of dedicated dispatch staff.

During 2015, the transit system served 8775 riders, or an average of 731 per month. The ridership increased in 2016 to 9893 riders, or an average of 824 per month. To date in 2017, 5231 riders have been served, a significant increase. This was accomplished with the current two buses and one full time and one part time driver.

Main Street

Downtown events and festivals were expanded in 2016-17 to create energy, interest, and community in the heart of the City. The first annual Georgia Cities Celebration, Taste of Social Circle, Back to School Festival, Downtown Movie Night, and Chili Cookoff were initiated this past year, in addition to the prior slate of events.



The Friendship Festival, the signature Festival for the City, was expanded and enhanced in 2016 to include more vendors and visitors than in prior years.

New businesses were opened downtown, which included Attorney and Insurance offices, Rustic Home Retail, Good Fellas Restaurant and Sacred Grounds Coffee Shop at Wiley's General Store. Additional businesses are in development.

The Downtown Development Authority renewed the Façade Grants program expanded to allow fire safety and electrical upgrade grants to facilitate the reuse of the historic downtown buildings for new businesses and restaurants.

A Sidewalk Café ordinance was promoted which was adopted by the Mayor and City Council to encourage and expand street-side dining opportunities downtown.

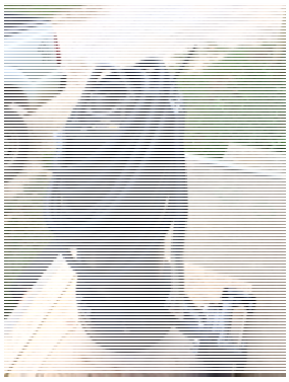


A downtown Facebook page was established and is actively used to advertise the businesses downtown and promote tourism and attract residents to the downtown.

A concept plan was developed for a Downtown Square and event venue at the parking lot across from Ace. A USDA Rural Development Grant request in the amount of $90,000 was submitted to begin construction of this facility. This project is the Downtown Development Authority's priority to accomplish in 2017-18.

Wastewater Treatment Plant and Sewer Collection and Disposal

Comprehensive mapping of the wastewater system was completed and a GIS data layer developed. This data will be used to model the sewer system and assist in the identification and prioritization of sanitary sewer infrastructure improvement projects to address current and future City needs.



Sewer system video camera investigation was completed in troublesome areas to address clogging and high inflow and infiltration areas. Construction plans to address the issues identified were completed.

A master plan was developed for the elimination of pump stations through consolidating upstream sewer sheds as downstream pump stations are replaced.

Regional wastewater treatment options to replacing the City wastewater treatment plant were investigated for future City wastewater treatment needs. Discussions are underway to develop a long-term agreement which is efficient, cost effective, sustainable, and in the long-term interest of the City.

Wastewater treatment plant operations continued with no NPDES violations. Two volutes were replaced at the influent pump station without loss of service. In addition, major maintenance at pump stations was provided without interruption in service. This included replacement of both pumps at the Highway 278 pump station serving the GDOT rest area.

Water Treatment Plant and Water Distribution System

Comprehensive mapping of the water system was completed and a GIS data layer developed. This data will be used to model the water system and assist in the identification and prioritization of water infrastructure improvement projects to address current and future City needs.

A Sanitary survey by EPD was conducted in August 2016. The Water Plant and distribution system scored 88.2%.



Significant improvement and rehabilitation of the water treatment plant was accomplished, including replacement of the roof, refurbishment of the freight elevator necessary to haul chemicals to the feed hopper on the third floor; the two raw water pumps were refurbished with new 15 hp motors and variable frequency drives (VFD). These upgrades increased flow, improved efficiency, and reduced power consumption. The raw water wet well was cleaned improving pumping capacities and wear and tear on the equipment. Two GA high lift backflow valves were rebuilt preventing damage to the high lift (finished water) pumps. A new 12" finished water magnetic flow meter was installed improving accuracy of gallons of water treated measurements. This will improve our annual water audit accuracy. A flow converter and lightning protection was installed in conjunction with the flow meter. The backwash and waste pond at the plant was cleaned removing 4 years of sludge. This is now on an annual cleaning schedule.

Most industrial water meters were replaced improving the accuracy of water metered. New residential meters with radio read capability have been installed this last year as old meters fail and new homes are built. These meters increase accuracy and decrease the time needed to read.

Many old service line taps were replaced with new taps and piping, improving residential water quality and pressures.

The Alcova Water tank was repainted inside and out, and a new Redskin logo applied. The Tower Road tank was inspected and prepped for a full repainting next year. This is part of a continuing preventative maintenance program for all water tanks in the City.

Gas Distribution System



A trencher was purchased for trenching new service lines for gas and water saving time and money improving infrastructure and productivity.

Construction of the Social Circle gas service to Stanton Springs was completed, providing a joint service to the Shire plant in conjunction with Covington. This completion required amendment of PSC service area maps and agreements which was finalized in 2016.

Vision

City of Social Circle Comprehensive Plan

Adopted June 20, 2017

Developed by the City of Social Circle



Acknowledgements

Walton County Unified Comprehensive Plan Steering Committee

Kevin Little, Chairman, Walton County
Mike Martin, Planning Director, Walton County
Charna Parker, Assistant Planning Director, Walton County
Ashley Blackstone, Mayor, Between
Jimmy Guthrie, Mayor, Good Hope
Randy Carithers, Mayor, Jersey
Dan Curry, Mayor, Loganville
Robbie Schwartz, Project Specialist, Loganville
Greg Thompson, Mayor, Monroe
Pat Kelley, Planning Director, Monroe
Hal Dally, Mayor, Social Circle
Adele Schirmer, Manager, Social Circle
Lamar Lee, Mayor, Walnut Grove
Shane Short, Executive Director, Development Authority of Walton County
Mike Owens, President, Axis Risk Consulting
Eddie Sheppard, resident
William Malcolm, resident
Chip Dempsey, resident

Social Circle

Hal W. Dally, Mayor
David Keener, Mayor Pro Tem
Tyson Jackson, Council Member
Scott Simpkins, Council Member
Steve Shelton, Council Member
Adele Schirmer, City Manager
Susan Roper, Clerk
Jenny Watt, Marketing Coordinator

Table of Contents

Introduction & Overview 21
Process & Public Involvement 22
- Walton County Public Input & Steering Committee. 22
- City of Social Circle Public Input & Steering Committee 23

Needs & Opportunities 25
- Gateways 25
- Infrastructure 26
- Community Facilities, Parks & Recreation 27
- Community Involvement 29
- Economic Development 30
- Housing 31

Vison 2040 32
Land Use 34
Character Areas Compatibility Index 35
Character Areas Defining Narrative 37
Community Work Program 50
- Short-Term Work Program, 2017-2021 51
- Report of Plan Accomplishments, 2012-2016 51

Chapter 1

Introduction & Overview

Communities with a sense of place, a shared community vision, and a commitment to achieving that vision through public and private action are those that will thrive through changing times.

A Comprehensive Plan is an organized way of determining community needs and setting goals and objectives to address them. The comprehensive plan provides guidance to orchestrate resources and events to achieve the desired vision of the community.

Under the Georgia Planning Act, 1989…

"Coordinated and comprehensive planning by all levels of government within the State of Georgia is of vital importance to the state and its citizens. The state has an essential public interest in promoting, developing, sustaining, and assisting coordinated and comprehensive planning by all levels of government. This article is intended to provide for the coordination of planning, at the direction of the Governor, by departments, agencies, commissions, and other institutions of the state, and this article shall be liberally construed to achieve that end."

The Georgia Department of Community Affairs is designated to facilitate the oversight of Plans.

The adoption of a compliant Comprehensive Plan enables the City to be a qualified local government (QLG) with access to incentives such as CDBG grants and GEFA loans.

Walton County Comprehensive Plan

Walton County, and the cities of Between, Good Hope, Jersey, Loganville, Monroe, Social Circle, and Walnut Grove joined together to complete a Comprehensive Plan in June 2007.

Under State Law, a Comprehensive Plan for these jurisdictions requires update and adoption by June 30, 2017 (Loganville's deadline is 2018).

Walton County has contracted with the Northeast Georgia Regional Commission (NEGRC) to prepare these plan updates. Social Circle has opted to conduct its own supplemental planning activities and develop its own plan document.

Social Circle Comprehensive Plan

The development of a City Comprehensive Plan was identified by the City as an objective in the Annual Operating Budget for FY2016/17.

Objectives for Fiscal Year 2016–17

"City Comprehensive Plan will be developed, with extensive community input, which will add to the previously adopted Future Land Use plan a specific Vision for Social Circle. In addition, the elements of the future land use plan will be described and details of intended timing, balance of uses, type of development, and long term infrastructure elements to support the vision will be included. A Comprehensive Plan will provide additional written detail and dimension to the Future Land Use map to communicate to the public, future residents, potential industries, and commercial investors how the community desires to guide the growth of Social Circle, to preserve its character unique identity and protect its historic fabric."

Process & Public Involvement

Under the Georgia standards, public participation must include

1. Identification of Stakeholders
2. Identification of Public Participation Techniques
3. Involvement with the Stakeholders with those techniques
4. Legally required public hearings

A steering committee must be used which includes elected officials and economic development professionals.

Walton County Public Input & Steering Committee

Walton County designated a steering committee for the 2017 update of the Countywide Comprehensive Plan. The Steering Committee included from Social Circle two elected officials, and Mike Owens. The NEGRC has held three meetings with the designated steering committee towards the plan update. These meetings were held at the County Courthouse as follows:

October 27, 2016; 2:30 pm- public hearing

October 27, 2016; 3:00 pm-overview of Process and input

January 10, 2017; 2:30 pm- review of Goals/Vision/SWOT Analysis

January 26, 2017; 2:30 pm-review of Work Program

Following the second steering committee meeting, the NEGRC determined that the overall Walton County Comprehensive Plan would consist of a separate document for each community. With this approach, the individual City identities and Vision could be reflected, while also coordinating a Countywide perspective.

March 2017	-NEGRC Delivery of Draft Plans April 2017
	-Public Hearing on Comprehensive Plan (Countywide)
April/May 2017	-Submission of Plan to DCA for Compliance Review
June 2017	-Adoption by each Governing Body

City of Social Circle Public Input & Steering Committee

In addition to the NEGRC work on the Comprehensive Plan, a robust public input process was developed by Social Circle to gain community insight into the Plan. A summary of the public input is provided below:

Date, Time, Place	Invitees	Topics	Attendees/ Respondents
July 25, 2016 12 pm-1pm Magnolia Manor	Rotary Club	City Vision	20
December, 2016	Online Survey by UGA	Downtown	246
January 6, 2017	Mayor & Council, School Board, Sr. City Staff, School Admin	City School Collaboration; Strengths & Opportunities	25
January 7, 2017 10 am- 2 pm, Saturday Community Room	Mayor & Council, Sr. City Staff, Planning Commission, Downtown Development Auth, Main Street Board	Overview; Stakeholder Identification; Public Participation Techniques; Vision Elements; SWOT	23
January 16, 2017 Web Page	Public	Plan Process; Upcoming Meetings; Notes from Prior Meetings; Survey Opportunity	-
January, February Newsletters	Public- Mailed with Utility Bills	Plan Input Information ; Offer to Attend Group Meetings	-
January, February Facebook Blasts	Public- City of Social Circle Facebook	Notice of Meeting Schedule Input Opportunities	-
January 23, 2017 5 pm, Monday Community Room	Public, Planning Commission	General; Vision; SWOT Analysis	19
January 26, 2017 6 pm, Thursday Social Circle Community Room	Public, Tree Board, Garden Clubs	Natural Resources; Vision; SWOT Analysis	10
January 23-31, 2017	High School Student Focus Groups in Advisory Classes	Vision; SWOT Analysis	50 +/-
January 31, 2017 11 am- 1pm, Tuesday Social Circle Theater	Public, Industry Representatives and Economic Development Professionals	Economic Development Focus; Vision; SWOT Analysis	21
February 6, 2017 7 pm, Monday Social Circle Methodist Church	Boy Scout Troop	General; Vision; SWOT Analysis	17

Date, Time, Place	Invitees	Topics	Attendees/Respondents
February 9, 2017 11 am- 1 pm, Thursday Magnolia Manor	Public, SCDDA, Downtown property owners and business owners	Downtown Focus; Vision; SWOT Analysis	18
February 13, 2017 8:30 am, Monday Welcome Center	Public, MS/HS PTO	General; Vision; SWOT Analysis	6
February 13, 2017 2:00 pm, Monday City Hall	City Department Heads and Senior Staff	Infrastructure & General; Vision; SWOT Analysis	10
February 13, 2017 6:00 pm, Monday Gunter Hall	Historic Preservation Society of Social Circle, Historic Preservation Commission, Public	Historic Resources; Vision; SWOT Analysis	17
February 15, 2017 3:15 pm, Wednesday Social Circle Elementary School	Elementary School PTO	General; Vision; SWOT Analysis	7
February 18, 2017 9 am – 1pm, Saturday Welcome Center	Public- Drop In Opportunity	General; Vision; SWOT Analysis	4
February 20, 2017 7:00 pm, Monday Mars Hill Fellowship Hall	Public, Communities of Faith, Neighborhood Organizations	Neighborhoods; Vision; SWOT Analysis	18
February, 2017	Web Based Survey	Vision; SWOT Analysis	26
DRAFT REVIEWS			
February 27, 2017	Planning Commission	Vision & Future Land Use	
March 6, 2017	Social Circle City School Board	Vision & Future Land Use	
March 9, 2017	Downtown Development Auth	Vision & Character Area	
March 13, 2017	Historic Preservation Commission	Vision & Character Area	
March 14, 2017	Main Street Commission	Vision Review & Character Area	
March 23, 2017	Tree Board	Vision Review	
April 18, 2017	Mayor & Council	Vision Review; Land Use; Character Areas; Work Plan	

Chapter 2

Needs & Opportunities

The following list of needs and opportunities results from a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis conducted from all public meetings and survey results during the months of January and February 2017, with both steering committee and public present, as well as professional analysis of relevant data and results of the online questionnaire.

**Italicized entries indicate high priorities*

Gateways

Needs

- *The edges of the City are not apparent, and some of the approaches into the City could be much improved.*
- Community, downtown activities are not well promoted with signage.

Opportunities

- The city is surrounded by rural areas, which presents an opportunity to create a sense of arrival and a strong first impression which reflects the values of the community. Each roadway entrance into the City limits should be accommodated with a sign, with a consistent design motif, scaled per the roadway, and extensively landscaped and maintained like a front entry. Each gateway sign provides an opportunity for a special event banner or placard which can be changed, creating interest and attention.
- *The Exits off I-20 to Social Circle provide the strongest opportunity to create a sense of arrival and draw traffic from the interstate into the city. These gateway signs should be carefully placed to create a terminated vista, should be sized per the roadway and traffic volume, should have a consistent motif which reflects the community character, and should be well set back from the roadway with extensive and manicured landscaping. The gateway signage at the interstate exits should be the dominant visual element greeting the driver as they enter the City.*

Infrastructure

Needs

- *The City water treatment plant is limited in capacity to 1 MGD. Future growth in industry and population will require additional water supply.*
- *The City water distribution system is aged and the network suffers from lack of interconnection internally and to adjacent water systems. This results in areas of poor water pressure and flow.*
- *The City wastewater treatment plant is aged and limited in capacity. Future growth in industry and population will require additional treatment capacity.*
- *The City wastewater collection system is aged and constrained by an excessive number of pump stations which load the collection system. High inflow and infiltration during heavy rain events exacerbates capacity constraints.*
- Areas of the City storm water drainage system and waterways are subject to overflow and flooding during heavy rains. Erosion is apparent in some locations. Water quality measures are needed to protect the waterways within the City.
- Roadways within the City need pavement restoration. Current funding levels are inadequate to maintain pavement condition.

Opportunities

- Walton County, the City of Monroe, and Newton County Water and Sewer Authority have excess water treatment capacity and distribution systems that are feasible for interconnection. Regional water treatment capacity is available.
- The Newton County Water and Sewer Authority has excess sewer treatment capacity available, and is located topographically downstream from the City, providing an opportunity for regional cooperation and removal of a significant number of pump stations from the City system.
- A master plan which details short and long term water and sewer system improvements with priorities will position the City well for implementation of critical improvements in a logical sequence and will maximize opportunities for state and federal grant assistance, and public private partnerships through the development process, and consideration of impact fees.
- Establishment of a storm water utility fee would provide revenue related to property impact which would enable funding of storm water improvements to address flooding and water quality treatment.
- Walton County owns and operates paving equipment. City taxes support the County labor and equipment for paving streets. A partnership between the City and County in which the City pays for paving materials, and the County provides labor and equipment would extend the amount of roadway pavement maintenance provided.

Community Facilities, Parks & Recreation

Needs

- There is a shortage of parks and recreational opportunities for residents. Passive parks are needed within neighborhoods and public passive parks are needed in all areas of the City.
- *An off-road trail system is needed which provides for bike, and pedestrian access throughout the City with a minimum of roadway crossings. This trail system should provide for connections between the downtown, neighborhoods, parks, schools, and employment centers to serve for recreation and non- vehicle access options.*
- *A public recreation facility is needed within the City which provides a gym, indoor exercise equipment, rooms for fitness classes, rooms for wellness and nutrition education, and other related needs.*
- The Senior Center is currently a shared space with the courtroom. A space is needed in which more services can be provided to the seniors, such as health and wellness classes, games, recreation and fitness, and activity centers.
- Recreation programming within the City is provided by Walton County, and is limited. Additional programming is needed to provide local youth an opportunity to participate in organized sports and activities without need to commute to neighboring Cities.
- *The library needs expansion to serve the current and future residents and integrate opportunity for access to technology into the facility.*
- Public meetings, including Council meetings and appointed Boards and Commissions, are held in the Community Room. Audio visual and sound equipment is needed to enhance the ability for the audience to follow presentations and discussion.

Opportunities

- There is much open space and undeveloped land within the City which provides an opportunity for a park network to be planned, which can be implemented prior to or in conjunction with future development. This enhances public private partnership opportunities and the ability to set aside sensitive environmental areas for passive park use, and other areas for active recreation uses.
- Extensive Citizen interest in a trail network provides the opportunity to develop a trails master plan for the community. There is much open space and undeveloped land within the City which provides an opportunity for a trail network to be integrated into sensitive environmental areas such as stream corridors, and to connect to parks, schools, and neighborhoods.
- A recreation center in Social Circle would serve a regional County need, and would fulfill the past County plans for a recreation center in each City in Walton County. This project would be SPLOST eligible.
- A recreation center in Social Circle would facilitate the programming of additional recreational opportunities for youth and Seniors in the City. This would serve senior center and activity needs.
- The City and Uncle Remus Library Board have funded the local share for the Library expansion, and the site parking has been reconfigured to accommodate the building expansion. Preparation of Schematic and Design Development plans will strengthen the attainment of State funds for the expansion project.
- Rehabilitation of the community room to better serve AV needs for public meetings would also enhance the opportunity to film and broadcast public meetings.

Community Facilities, Parks & Recreation Opportunities (Continued)

- Stephens Park is an opportunity for more community recreation and activity. The fencing, lighting and restroom and press box facilities in place provide the basic infrastructure for significant community festivals, recreation, and concerts.
- The County owned Pond site opposite the South Walton Recreation Park and Ballfields creates an opportunity for a passive park, native landscaping, an educational water feature, and an internal trail system that connects to the Citywide trail network.
- Consider a community pool or splash pad park.
- Teen activity areas are needed, such as indoor trampoline, rock climbing, gametime, skyzone, etc.

Community Involvement

Needs

- There is significant involvement by civic groups and volunteers in community activities, however there is less awareness of opportunities for appointment to Boards and Commissions.
- Opportunities to develop youth leadership are limited.
- Interaction relating to community issues between youth, professionals, and seniors and retirees is limited which leads to lack of understanding between generations.
- More interaction is needed between City Schools and City Government and local employers to build internship opportunities and provide for professional skill development and work ethic training.
- Local residents are not aware of local employment opportunities by businesses and industries.
- Communication from City government to residents is lacking. Website, Facebook, and monthly newsletters provide some information, but more is needed on ongoing issues.
- City Council meetings and Boards and Commissions are not broadcast, thus it is difficult for residents to stay informed.

Opportunities

- *A community leadership program would educate citizens on Social Circle government services and provide an opportunity for citizens to apply for consideration to Board and Commission appointments.*
- *Focus groups could be created for specific issues or plans which include youth and all ages, to build leadership in the community and obtain broad input and consensus on community issues.*
- An internship and mentoring program at Social Circle City Schools by local professionals and employers could build job opportunities for graduates, and provide experience and development of critical work skills while strengthening the match between the local residents and employment needs of current employers.
- A local Facebook page or employment posting could facilitate the match of the local population with available jobs in the community. This enhance workforce development and employee retention for local industry, reduce unemployment within the City, and reduce commuter traffic.
- A periodic town hall type meeting relating to City business would be beneficial to maintain community dialogue and provide updates on ongoing programs or projects.
- Through a partnership with the Social Circle School system, or adjacent Technical Colleges, public meetings could be filmed and broadcast via YouTube and linked to the website providing the ability for those who cannot attend meetings to stay informed. A local radio show or “e-news” paper could also be created though such a partnership providing valuable experience and exposure to students.

Economic Development

Needs

- More activities are needed for corporate visitors after hours.
- Local industry growth rates need to be projected and communicated to the school systems so they can create the training program and capacity that will fill the need at the time needed.
- More entertainment options are needed for youth.

Opportunities

- Walton Economic Development Authority is promoting a program for workforce development that would create a training pipeline between the public high schools, at the technical colleges and the local industry.
- There is a need by the movie and TV industry for filming locations.
- Interest in Social Circle tourism can be created through promotion of the films that have been located in Social Circle, as well as future films. For example, a baseball themed focus could link area tournaments with the filming of “42”.
- A weekend, drive in theater may be an attraction for area entertainment that can be located in a rural area, separated from neighborhoods.

Housing

Needs

- A shortage of housing exists in the $250,000 - $500,000 range. Potential homebuyers are looking for housing within the City within this range and it is not available. There is ample housing in the starter home range of affordability.
- *Code enforcement is needed to address run down homes, lack of lawn and building maintenance in some neighborhoods, and zoning violations and abandoned vehicles. Citizens take pride in every neighborhood and additional enforcement support is needed to address the occasional problem property which affects the attractiveness of the neighborhood.*
- The Rental housing market is very tight, making it difficult for those who do not wish to buy to locate in the area.
- While there is housing around the downtown, there are no downtown living options.

Opportunities

- The City is attractive to new residents due to area employers, the strong school system, and easy access to the Atlanta metropolitan area. This demand supports the provision of attractive neighborhood development, and enables property values in existing neighborhoods to be maintained.
- Citizens' desire for stronger Code enforcement indicates pride in the community and creates an opportunity to build community involvement within neighborhoods for cleanup days and neighbor assistance.
- Demand for rental housing creates an opportunity to reduce vacant homes and creates financial feasibility for investor improvement of existing housing stock.
- The demand for rental housing and desirability of downtown living for some residents supports the feasibility of developing downtown housing in the Mill area.

Chapter 3

Vison 2040

Social Circle is a picturesque city, which retains its Victorian charm and authentic historic downtown, within the historic Georgia Heartland. Social Circle is a rare city within commuting proximity to Atlanta that remains separated from the urban sprawl, and welcomes economic activity and growth in a manner and form that strengthens its sense of place. Social Circle is a sustainable, adaptable community with abundant natural resources nearby. It is a walkable, friendly, community that retains its small town charm and hometown feel with a high quality of life for residents.

Social Circle is a complete community with a variety of attractive neighborhoods, a highly rated independent school system, abundant recreation and activity opportunities for all ages, and a variety of commercial areas including an authentic historic downtown, with unique shops and restaurants and frequent festivals and entertainment, as well as larger commercial centers at the North end of the City, and along the Social Circle Parkway to the east, and at the I-20 interchange. The Social Circle Parkway provides convenient access via a scenic tree lined corridor through rural countryside to an Athens Technical College Campus, and an expansive industrial sector which provides a wealth of employment options and is well served with power, rail, natural gas, and water and sewer.

Surrounded by rural countryside, each gateway into the City provides a sense of arrival, and displays attractive welcoming and colorfully landscaped signage that indicates residents' pride in their community. The City enjoys clean air, clean water, protected natural water ways, and is within a short drive to the Hard Labor Creek Reservoir, Golf courses, Hard Labor Creek State Park, and Charlie Elliott Nature Center. The Georgia Department of Natural Resources is headquartered in Social Circle, and promotes and provides opportunities for citizens to enjoy Georgia nature.

The authentic historic downtown is located within the center of the City and is the heart of the community. Vibrant with activity, variety, shopping, dining and downtown living, it is an attraction to residents and tourists alike.

Spanning out from the downtown is a well preserved residential historic district in which homes predominate and Bed and Breakfast Inns are sensitively tucked providing a delightful accommodation for visitors without changing the residential character of the district. The character of the historic district is protected through preservation and restoration of all contributing buildings.

Neighborhoods radiate from the downtown in all directions, such that all are walkable to the downtown and sidewalks are continuous along the streets. Street trees line the roadways providing shade and clean air, and attractiveness. Housing of all price ranges and many styles is provided within the City, and every neighborhood is well maintained and safe and secure. A perimeter roadway extends from North Cherokee Road around the west side of the City to South Cherokee, providing access between neighborhoods.

Community parks are located throughout the City, with trail and roadway connections providing for easy access from neighborhoods. A trail and bicycle path network encircles the city adjacent to the Parkway, and connects to the downtown, school campuses, parks and recreation areas, and neighborhoods. The trail network winds through and around neighborhoods by following creeks and water ways, and minimizing roadway crossings.

A City Transit system provides service throughout the community, enabling easy access to schools, industry, shopping, and other destinations.

The independent City School system is exceptional as compared nationally and is a key attraction to the City. The school facilities are current and progressive, the curriculum is responsive to the needs of all students, and the school provides a strong foundation for college bound as well as skilled labor. There is partnership between the school and local industry and business which provides for mentoring, internships, and development of the future work force needed in the Social Circle.

The Athletic complex at the High School provides exceptional facilities for competitive sports and the School sports activities are supported by the community with high attendance and sponsorship. In addition, athletic parks are located within the city to provide for baseball, softball, soccer, and football. A recreation center serves the community and provides for basketball, volleyball and other health and wellness programs.

Youth activities abound, with opportunities for organized team sports, as well as dance, theater, hiking, biking, and more. Community focus groups promote youth involvement and develop leadership opportunities.

A commercial area is centered around the intersection of North Cherokee Road and Route 11, providing a high visibility attractive center which ample parking around the stores, and landscaped street frontage which fosters the Social Circle gateway image.

The Social Circle parkway provides a convenient route for traffic from I-20 to the thriving Industrial area located to the northeast of the City center. The Industries are clustered in this area, and are identified with high quality buildings, corridor landscaping which provides a campus like feel to the Parkway and attractive well landscaped monument signage. The industries are energy efficient and environmentally sensitive providing a clean and healthy environment for those working in and living around the industry.

Transparency and fiscal conservatism in government and a high level of volunteerism and engagement in Civic organizations characterize the community. The varied civic groups continue a strong tradition of working together to provide for the needs of the community. City services are efficient and effective and responsive to the needs and priorities of the community. Infrastructure is reliable, sustainable, and compliant and continually updated to support economic growth and environmental considerations.

Chapter 4

Land Use

Pursuant to the rules of the Georgia Department of Community Affairs, the following Character Areas Map and Defining Narrative provide the physical planning component of the comprehensive plan.

The DCA defines a character area as a specific district or section of the community that:

- Has unique or special characteristics to be preserved or enhanced (such as a downtown, a historic district, [an] arts district, a neighborhood, or a transportation corridor);
- Has potential to evolve into a unique area with more intentional guidance of future development through adequate planning and implementation (such as a strip commercial corridor that could be revitalized into a more attractive village development pattern); or
- Requires special attention due to unique development issues (rapid change of development patterns, economic decline, etc.)
- Character areas typically provide greater flexibility than traditional future land use maps, in which each parcel is assigned a single category such as Residential or Commercial.

The following table provides an overview of each of the character areas, including a brief description, zoning compatibility, and appropriate land uses for each:

Character Areas Compatibility Index

CHARACTER AREA	DESCRIPTION OF CHARACTER AREA	ZONING COMPATIBILITY*	APPROPRIATE LAND USES*
Agricultural & Estate Single Family Residential	Pasture lands and woodlands, conservation areas and open lands, cultivated agriculture, agritourism, farms, and residences associated with farms or on larger tracts of land with pastoral views and a high degree of building separation	Agricultural, Agricultural -2	Residential, Agricultural, Agritourism,
Neighborhoods	Existing neighborhoods and land planned for future residential development. Smaller lots, predominantly single-family residential, walkable areas with complete streets, preserved tree canopy, and neighborhood-appropriate commercial activity. Public schools, parks and recreation areas are located within or adjacent to the neighborhood character areas.	R15, R25, Residential Medium Density, Planned Unit Development	Single Family residential
Village Residential	Small lot and multifamily residential areas with low intensity commercial uses. These village scale areas are walkable and compact and provide for traditional neighborhood patterns and live work development patterns.	Residential Medium Density, NC, Residential High Density, Planned Unit	Residential, Neighborhood Commercial
Historic Residential	Predominately single family homes located within a local historic district. Sensitive commercial uses which enhance the historic character of the district and preserve the contributing buildings and property characteristics are permitted. This is a highly walkable area with mature trees and characteristic walls and fences which blends seamlessly into the downtown historic district.	R-25, R-15, NC, Residential Medium Density	Residential, Office, Commercial, Institutional

Continued on next page…

Character Areas Compatibility Index (continued)

CHARACTER AREA	DESCRIPTION OF CHARACTER AREA	ZONING COMPATIBILITY*	APPROPRIATE LAND USES*
Downtown	Historic downtown district including rail depot and warehouses and mill buildings. Sidewalks are wide and shaded with street side commercial activity. The character of the area is preserved through a local historic district. The downtown hosts frequent festivals and activities and is the heart and soul of the community. Churches, parks, and theater are located downtown in a scale which does not dominate adjacent properties.	CBD, NC, PUD, RMD	Commercial, Office, Residential, Government, Recreation
Commercial Institutional	Larger scale commercial businesses which cannot be accommodated downtown and institutions such as College campuses define this character area. Not a strip commercial pattern, this area is marked by centralized entrances, shared parking, mature and extensive landscaping, and a coordinated architectural style.	Office/ Institutional, General Commercial, Mixed Use Business Park	Commercial, Office, Institutional, Recreation,
Gateway Interchange	A commercial and mixed use employment center area. The interchange character area presents prominent distinctive landscaping and a sense of arrival from the Interchange. Large scale buildings are well set back from the roadway, landscaped, and accessed through consolidated entrances.	General Commercial, Light Industrial, Heavy Industrial, Mixed Use Business Park	Commercial, Industrial, Office, Institutional
Industrial	Industrial uses predominate. Entrances are well signed, building entries are distinctively landscaped, a landscaped buffer with greenway trail network separates industrial areas from road frontage preserving the aesthetic character of the City.	I-1 Light Industrial, I-2 Heavy Industrial, MUB Mixed Use Business Park	Industry, Offices

**Note: not all zoning and land use classifications will necessarily be appropriate in all locations within a character area.*

Character Areas Defining Narrative

Agricultural & Estate Single Family Residential

The City of Social Circle is nestled within a rural area, and surrounded by Agricultural zoning in the adjacent unincorporated County areas. The Agricultural and Large Lot residential character area provides an opportunity for farms and estate homes to protect the rural edges of the City and provide the transition into the City center while maintaining the sense of entry into a historic community and small town atmosphere.

Within the Agricultural and Large Lot residential area homes and buildings are set back from the roadways, and off road trails may meander adjacent to the roadways but are separated from them. Farms, forests, and pastures characterize the area and livestock is common. Agritourism type businesses are encouraged in this character area which are sensitive to and reflect the rural character. Examples may include farm setting catering or wedding venues, large animal veterinary clinics, beds and breakfasts, or farm to table restaurants. The structures in this character area should be residential or rural agricultural in style and drives and parking areas sensitively placed and out of view from the adjacent roadways.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
Agricultural, Agricultural -2	Residential, Agricultural, Agri-tourism,



Implementation Measures

- Maintain buffer areas between agriculture and residential neighborhoods
- Plan and implement an off-road trail network that spans throughout the city, connects to parks, schools, neighborhoods and the downtown.
- Create a western perimeter roadway route with a stakeholders group that will provide for connections between neighborhoods and facilitate traffic circulation
- Provide for conditional uses within the Agricultural zoning districts which allow for appropriate agri-tourism and agri-businesses.

Neighborhoods

Neighborhoods radiate from the downtown in all directions, such that all are walkable to the downtown and sidewalks are continuous along the streets. Street trees line the roadways providing shade and clean air, and attractiveness. Housing of all price ranges and many styles is provided within the City, and every neighborhood is well maintained and safe and secure. Golf carts are a popular mode of transportation within neighborhoods and along City streets to the downtown, parks, and recreation areas.

Neighborhood residents and associations are active in looking out for each other, participating in community cleanups and improvement activities, and other volunteer and civic activities.

Properties are well maintained, trees and flowers and gardens and forests greet the eye, where civic engagement is reflected in every neighborhood.

Small neighborhood convenience stores and historic markets are located in some neighborhoods to provide for convenience and maintain the history of these micro communities, but remain small, and limited in hours and activity so as to not detract from the residential quality of life. These shops are conditional uses, such that the impact of each is evaluated individually and restricted to maintain the residential character of the area.

Paths and recreational amenities such as pools, clubhouses, and playgrounds are located within neighborhoods to foster quality of life and informal gatherings and fellowship.

A citywide trail and bicycle path network encircles the city adjacent to the Parkway, and connects to the downtown, school campuses, parks and recreation areas, and neighborhoods. The trail network winds through and around neighborhoods by following creeks and water ways, and minimizing roadway crossings.



A City library is located centrally, walkable from the City schools and most neighborhoods. The library is well supported by the community and provides a variety of activities for families, seniors, students and youth.

Social Circle City Schools are located adjacent to neighborhoods facilitating community involvement in the schools and easy pedestrian and bicycle access by students.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
R15, R25, Residential Medium Density, Planned Unit Development	Single Family residential

Implementation Measures

- Encourage development of residential neighborhoods which fill market needs and are consistent with the character of the City and provide amenities such as trails, playgrounds, and other community recreation or gathering areas.
- Develop a comprehensive trail plan to identify the future trail network so that it is implemented with development and through grant opportunities.
- Create neighborhood watch and partnership with Police to enhance safety and security in all neighborhoods.
- Use code enforcement and consider derelict property millage rate increase to facilitate the correction of code violations and derelict structures.
- Provide speed enforcement and driver education to minimize speeding traffic and enhance bike, pedestrian, and golf cart safety.
- Require storm water management facilities that are attractive and effective and are an attraction, rather than a detriment to neighborhoods, consider rehabilitation of existing facilities accordingly.
- Create a western perimeter roadway route with a stakeholders group that will provide for connections between neighborhoods and facilitate traffic circulation

Village Residential

The Urban Village character area provides for small areas of more dense or clustered housing with micro-commercial shops. The village character area allows for live work housing where a small shop may be located below with a residence above. Within the urban village character area, buildings are close to the streets and sidewalks are provided throughout. Parking is in the rear or in alleys. Street trees are provided throughout the area, and small squares or pocket parks are interspersed. The Urban village harkens to Charleston or Savannah type row houses and traditional neighborhood patterns with a grid street network. The Urban Village character areas are small, not more than 30 acres in size, and retain architectural style and character that is consistent with the Social Circle small town feel. Individual residences may be smaller than found elsewhere in the City, however quality and detail of design is high such that these neighborhoods maintain their value over time. The walkways within the neighborhood connect to the Citywide trail system.

Capability

ZONING COMPATIBILITY	APPROPRIATE LAND USES
Residential Medium Density, NC, Residential High Density, Planned Unit	Residential, Neighborhood Commercial



Implementation Measures

- Encourage development of urban village neighborhoods which fill market needs and are consistent with the character of the City. These neighborhoods may meet the desires of young professionals and those attracted to urban living within the Social Circle area.

- Evaluate Zoning and Subdivision ordinance provisions to assure they provide for the desired character area attributes.

Historic Residential

Spanning outward from the downtown is a well preserved residential historic district in which homes predominate and Bed and Breakfast Inns are sensitively tucked providing a delightful accommodation for visitors without changing the residential character of the district. The character of the historic district is protected through preservation and restoration of all contributing buildings.

The structures in the district represent the major architectural styles and periods of the time. Included are examples of Greek Revival, Plantation Plain, Gothic Revival, Second Empire, Queen Anne, American Victorian, Victorian Eclectic, Italianate, Colonial, Georgian, Neoclassical, "Half-Houses," Federal, Bungalow, Tudor, Craftsman, and Ranch.

The tree lined streets and well-kept public and private properties are reflective of the early 1900's. Sidewalks are located along all streets and are shaded with street trees. Driveway connections are narrow, and parking is typically beside or behind the homes and buildings.

The iconic Gunter Hall, an 1840's era building which has adorned three different sites within the City, is preserved by the Historic Preservation Society of Social Circle and available for rent to the public for meetings and events.

New construction, fences, landscape and driveways are sensitive to and complement the historic district character. The community history and heritage is exhibited through the beauty of the buildings and placement.

With the historic homes, are located Churches and small shops which retain the character of their construction. Noteworthy are the Methodist church and the Mill Village store. In addition, there are some structures along the



main roadways which are preserved in their historic character, while used for low intensity office or commercial, as a conditional use. The scale and number of these conditional uses is small so as not to change the historic character of the corridor.

Within the historic character area, signage, streetlights, and historic information markers area located to emphasize the significant history specific to Social Circle. Two historic cemeteries are located within the district. These manicured sites, with markers dating back over 200 years, provide an attraction for tourism and reflect the generations of many families still a part of the community.

The size of the historic character area, and the level of preservation of the building fabric is unique to Social Circle and highly valued throughout the community. The local historic district zoning, overseen by the Historic Preservation Commission serves to guide activities within the district to maintain this cherished identity.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
R-25, R-15, NC, Residential Medium Density	Residential, Office, Commercial, Institutional

Implementation Measures

- Continue use of the Local Historic District to preserve existing buildings, and maintain the character of the district.
- Promote and educate the community on the rich local history to encourage rehabilitation and maintenance of structures and properties
- Expand advertisement of the historic properties and settings to promote tourism and business.
- Remove aged and dying oak trees in the right of way and plant understory trees and encourage planting of large canopy trees within front yards
- Provide sidewalks along the frontage of all streets within the historic character area, and maintain existing sidewalks to remain accessible and attractive.
- Encourage infill development, and assure the compatibility with the surrounding properties
- Use code enforcement and consider derelict property millage rate increase to facilitate the correction of code violations and maintenance of historic properties, to avoid demolition by neglect.

Downtown

In the center of the City, the authentic historic downtown is filled with shops and restaurants and businesses that are unique and home grown. Every storefront is active and the sidewalks are full of activity and energy and people of all ages. Sidewalk cafes dot the street scape, colorful plants adorn the storefronts and hanging baskets adorn the post top streetlights. A City Square, located in the downtown, provides for a farmer's market, a gathering space for picnics and lingering in the mild climate, a venue for frequent festivals, and a stage which supports live music events in a gently sloping amphitheater.

The iconic City Well is a focal point, well landscaped and lit and seasonally decorated which reminds of the history of the City. Vehicle traffic is slow, yet steady, providing a steady stream of customers. Golf carts, bikes, strollers, and pedestrians abound due to the proximity of the downtown to neighborhoods.

Churches are dotted around the downtown and bolster the family atmosphere, the weeklong activity, and the safety and stability of the area while respecting the scale of the buildings in the district and do not dominate the adjacent properties.

The Social Circle Theater is located to the east of Downtown, providing a venue for live theater and dance and youth productions.

On the southern end of downtown, the historic depot, mill, and warehouses around the train tracks are restored and active with small businesses and downtown living. The train tracks are in active use and the locomotives, and train cars draw tourists viewing the historic cooling tower, and relics of commerce and passenger movement of the past.

The Mill area extends adjacent to a large green space with springs that provide pleasing water



features and native landscaping in the shadow of the downtown.

An entrepreneurial atmosphere is apparent in the downtown where modern businesses, film industry, and marketing and service proprietors share space with arts and crafts, restaurants, clothing stores, and unique storefronts. Broadband and high speed internet service support business growth.

Parking is plentiful, but hidden in small lots throughout the area, and shared lots in the Churches and Schools adjacent to the downtown, and golf cart and horse and carriage shuttles provide practical and enjoyable shuttles between the parking and the stores.

New construction within the historic downtown is sensitive in context and design so as to complement the charm and character of the downtown and provides for loft living opportunities.

Sidewalks are wide and shaded with street side dining and information gathering spaces. The architectural character of the buildings is preserved and signage is visible, while consistent with the historic styles. A variety of displays activate the storefronts and invite shoppers.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
CBD, NC, PUD, RMD	Commercial, Office, Residential, Government, Recreation

Implementation Measures

- Create an environment for business vitality downtown. Use National Main Street Program, incentives, entrepreneur development, business recruitment, shop local, festivals, decorations, and other programs to generate activity and interest downtown. Consider iconic businesses such as Blue Willow which have national identity, and support and enhance that presence through marketing.
- Identify and remove barriers to repurposing historic buildings. Facilitate the improvement of downtown buildings, and development of new and rehabilitation of vacant structures using the Downtown Development Authority, historic tax credits, and other incentive programs.
- Facilitate new business activity downtown through expedited issuance of permits, incentive programs to address code compliance (façade grants, fire and electrical upgrades,) and consider grants for A/E assistance through DDA.
- Improve the public spaces downtown to beautify the area, and to attract residents, and invite tourists and facilitate commercial activity. Recognize that small changes can have major positive impact. Walkability of the downtown should be enhanced, with sidewalk maintenance, and well-lit expansions to promote pedestrian friendliness.
- Create a square, gathering area, in the downtown to facilitate events, lunch time activities, a farmer's market, concerts, and casual enjoyment of the area.
- Create the identity of Social Circle downtown as the "home town" of the surrounding region, to build ownership and support of businesses and activities downtown.
- Implement code enforcement and blight tax rates as necessary to effect building maintenance of historic downtown structures being neglected.
- Consider a program to encourage the division of larger spaces to smaller areas to enable more business variety on a more affordable scale. Consider creating business fronts on the alleys to divide spaces and expand storefront opportunities.
- Engage the downtown property owners and business owners to update the downtown master plan to include sidewalk widening and street side cafes, parking areas, downtown square, lodging, mill area, and downtown living opportunities.

Commercial Institutional

The commercial and institutional character areas are planned to provide for convenient larger scale businesses which cannot be accommodated downtown. The mix of uses should be such that they do not duplicate or draw from the downtown, but provide additional larger scale stores or entertainment venues such as movie theaters.

The commercial and institutional character areas provide for larger scale commercial or institutional uses clustered together with consolidated access points and shared or connected parking. Large expanses of parking are discouraged. Buildings and parking should be arranged to create an integrated village type layout. Landscaping is provided along the road frontage and within parking areas to provide shade and aesthetic appeal. Signage at the consolidated entries is encouraged which identifies the center and the businesses within the center. Architecture which is conducive to the business, yet also reflects and enhances the small town feel of the area is encouraged.

Commercial properties are grouped together in nodes located at the north end of the City at the intersection of North Cherokee and the Social Circle Parkway (State Route 11), and clustered together adjacent to the Social Circle Parkway (State Route 11) and including the Athens Technical College Campus. Each of the two areas has a unique focus.

The northern Commercial and Institutional Character area provides the opportunity for a strong sense of entry into the city. The intersection of Rte. 11 and North Cherokee provide the setting for highly landscaped and attractive Gateway signage welcoming visitors and reinforcing the sense of place. In addition, this gateway signage should route Industrial traffic to the Parkway. The northern Commercial and Institutional character area supports medical offices and facilities as well as grocery stores and similar larger retail.



Attractive signage, and Street trees and landscaping are encouraged. Trails should be provided adjacent to the parkway and along North Cherokee that are safe and inviting for pedestrian and bicycle use.

Sidewalks provide connections within the commercial and institutional area from parking to buildings and between buildings such that it is safe and inviting for shoppers to walk from store to store within the Center.

The eastern Commercial and Institutional Character area spans both sides of the Parkway. A parkway perimeter trail is planned and trail system connections should be provided which follow natural drainageways and streams and which lead radially back to the downtown to promote connectivity and the ability for residents to walk and bike throughout the City. The parkway bridges within this character area provide opportunity for trail crossings under the parkway to provide for safety. The Athens Tech Campus is a key element of this character area. This campus feel will set the tone for the surrounding commercial and institutional development in terms of architecture, landscaping, and sensitivity to the topography of the area.

Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
Office/ Institutional, General Commercial, Mixed Use Business Park	Commercial, Office, Institutional, Recreation

Implementation Strategies:

- Plan and provide utility service (water, sewer, gas) to support desired uses
- Consider regional storm water management plans which provide opportunity for a recreational amenity and trail route
- Develop a city-wide trail plan which identifies trail routes prior to development proposals
- Require construction of trails and sidewalks during development of sites
- Maintain current AG zoning of area and use rezoning process to assure the character area elements are in place and included in a development proposal.
- Evaluate GC and OI and MUB Zoning Regulations to assure consistency with these goals.

Gateway Interchange

The Gateway interchange character area presents prominent distinctive well landscaped City entrance signage that greets visitors and commuters as they exit Interstate 20. The entrance signage provides a strong sense of arrival, reflects the character of Social Circle and invites and entices the visitor to continue into the City center.

This mixed-use area is appropriate for attractive uses that cater to interstate travelers near I 278, such as hotels, restaurants, well placed and attractive gas stations, and large scale retail. Like the Commercial and Institutional character area, strip development is discouraged and consolidated entries and signage are encouraged. The commercial elements have related architectural elements and parking areas are interconnected and buildings and parking is arranged to not present an expanse of asphalt apparent from the road frontage.

Also appropriate in this character area are large scale industrial uses and employment centers due to the ready access to I20 and railroad and utilities, and proximity to the Stanton Springs Industrial Park. Large scale industries should be well set back from the roadways, and present attractive façade and attractive landscaping. Prominent signage is appropriate on the industry for identification. All industrial site development, and parking areas should be well set back from I20 and screened and landscaped. Large parking areas should be landscaped or arranged on the site such that a sea of asphalt is not the prevalent view provided to I20 or I 278 traffic.



Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
General Commercial, Light Industrial, Heavy Industrial, Mixed Use Business Park	commercial, industrial, office, institutional

Implementation Measures

- Develop a plan for Gateway signage and landscaping at the interchange that can be accommodated within proposals for development.
- Facilitate water and sewer services with adequate capacity for large scale commercial and employment centers.
- Encourage location of a full-service hotel to accommodate corporate visitors, with shuttle access to downtown

Industrial

The Industrial character area provides for large scale industries conveniently served with public utilities and rail and easily accessed with tractor trailers via the Social Circle Parkway.

Industries in Social Circle are clean and environmentally sensitive with practices and technology that protects clean air and water.

The industries are set well back from the roadway, and present an attractive front façade and obvious main entrance with a park like approach. Landscaping is prevalent along the parkway and shade trees are provided within parking areas. Loading docks and storage areas are strategically and aesthetically located to the side and rear of buildings with appropriate landscaping and fencing. Identification signage is prominent on the buildings and at the entrances.

Off road trails are provided adjacent to the parkway which connect to a Citywide trail network that follows water ways and creeks. This network provides for lunchtime recreation for employees and pedestrian and bicycle access to the downtown.

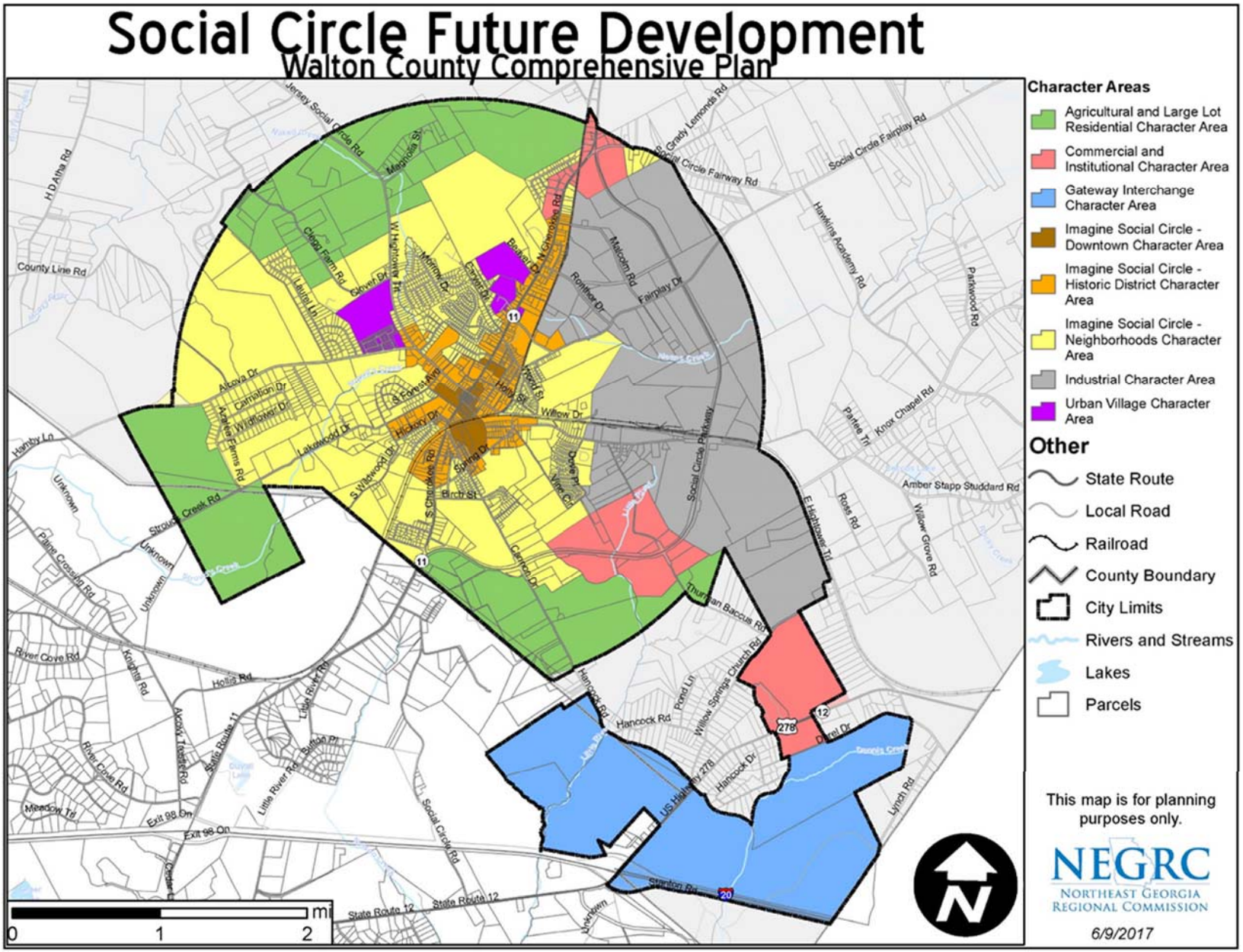
Compatibility

ZONING COMPATIBILITY	APPROPRIATE LAND USES
I-1 Light Industrial, I-2 Heavy Industrial, MUB Mixed Use Business Park	Industry, Offices



Implementation Measures

- Collaborate with existing industry to identify and meet their needs to support job growth and industry viability.
- Provide gateway signage at the north and south end of the Social Circle Bypass which creates a sense of entry into the “Social Circle Industrial Center”, identifies the Industries, and direct industrial traffic to remain on the parkway.
- Partner with Walton County Economic Development Authority, Social Circle Development Authority, Newton County Development Authority, and Stanton Springs Joint Development Authority to market the area for Industrial growth and new industry.
- Provide Transit commuting routes to Shire and other industries to facilitate commuting of employees from Social Circle and to provide ready access to downtown.
- Plan and provide utility service (water, sewer, gas) to support Industry growth
- Consider regional storm water management plans which provide opportunity for a recreational amenity and trail route


Social Circle Future Development
Walton County Comprehensive Plan
Character Areas
Agricultural and Large Lot Residential Character Area
Commercial and Institutional Character Area
Gateway Interchange Character Area
Imagine Social Circle - Downtown Character Area
Imagine Social Circle - Historic District Character Area
Imagine Social Circle - Neighborhoods Character Area
Industrial Character Area
Urban Village Character Area
Other
State Route
Local Road
Railroad
County Boundary
City Limits
Rivers and Streams
Lakes
Parcels
This map is for planning purposes only.
NEGRC
Northeast Georgia Regional Commission
6/9/2017
0
1
2
mi

Chapter 5

Community Work Program

The Short-Term Work Program (2017-2021), updated every five years, provides a list of specific activities that the community plans to address as immediate priorities. A Report of Plan Accomplishments, which provides status commentary on the previous work plan (2012-2016), follows.

Short-Term Work Program, 2017-2021

(*entries with an asterisk represent carryover items from the previous STWP)

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
1	Develop a pattern book of pictures the provide examples of the types of development characteristics encouraged in each character area to educate applicants and developers regarding the type of growth desired	2017-18	Planning Commission Assistant City Clerk	Minimal	City GF
2	*Fund, Design, and construct a Recreation Center in Social Circle in partnership with Walton County which provides for all ages activity needs and includes a Senior Center.	2017-18-funding plan 2023 construction	Walton County Social Circle City Manager	TBD	SPOLST- County CDBG
3	Create a pattern book of storm water management approaches such as low impact design and water feature creation and encourage use of such through the development process.	2018-19	Planning Commission City Manager	$20,000	City GF (Grants?)
4	Study the feasibility of a storm water utility fee to fund public storm water system improvements and rehabilitation of unsightly ponds	2018-19	City Manager City Finance City PW Director	Minimal	City GF
5	*Develop a City-wide trail master plan through the use of a stakeholders group that includes youth, and other interested parties. Publish the plan.	2017-18	Planning Commission & City Manager	$5000	City GF
6	*Study western perimeter roadway route with a stakeholders group that will provide for connections between neighborhoods traffic circulation	2017-18	Planning Commission	Minimal	City GF
7	Review the Zoning Ordinance and Subdivision Ordinance to assure the districts and regulations support the vision and character areas.	2017-18	Planning Commission	Minimal	City GF
8	Develop City Industrial growth incentive program criteria for adoption which can be offered when appropriate, rapidly.	2017-18	City Council, City Manager	Minimal	Utility Funds
9	*Complete a comprehensive wastewater collection system master plan which identifies and prioritizes system expansions and rehabilitation.	2017-18	City Wastewater Superintendent	$100,000	City Utility Fund
10	*Design and construct wastewater collection network to serve Industrial growth areas	2018-19	City Wastewater Superintendent	Unknown	Utility Fund GEFA
11	*Partner regionally to provide for wastewater treatment to meet future wastewater needs	2017-18	City Council, City Manager	Unknown	Utility Fund
12	*Complete a comprehensive water distribution system master plan which identifies and priorities system expansions and rehabilitation.	2017-18	City PW & Water Resources Director	$50,000	Utility Fund
13	*Partner regionally to provide for water treatment in excess of existing plant capacity to meet future water needs	2017-18	City Council, City Manager	Unknown	Utility Fund

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
14	Create a Geocache to attract and guide regional visitors to the rich history and things to do in Social Circle	2018-2019	City Downtown Director, Main Street	Minimal	Main Street
15	Place uniform signs on all Downtown parking areas. Provide attractive landscaping and lighting to encourage use.	2018-19	City Downtown Director, Main Street	$5,000	Donations
16	Designate Golf cart parking areas downtown which are convenient and close.	2018-19	Police Chief	$1,000	City GF
17	Build small downtown parking areas which are convenient to the center, yet which do not detract from or remove historic building stock.	2019-20	City Downtown Director	Unknown	GF, SPLOST
18	Develop shared use parking agreements with churches and schools in and around the downtown to reduce need for additional pavement and assure current parking areas are used to the maximum extent possible.	2020-21	City Downtown Director	Minimal	GF
19	Complete a market study to assess the market potential and niche most appropriate for the downtown. Potential emphases may be arts, gateway to the outdoors, pub atmosphere, etc.	2018-19	DDA & City Downtown Director	$30,000	GF, DDA, DCA Grants
20	Develop a comprehensive marketing plan for the downtown which benefits all the businesses in the area.	2017-18	City Downtown Director, consultant	Unknown	City GF, Main Street
21	Develop a plan for lodging (hotels, beds and breakfasts,) in the downtown, amend ordinances as needed to implement the plan	2018-19	Planning Commission, Assistant City Clerk	Minimal	City GF
22	Research and develop a financial incentive package which can be provided to potential business owners to facilitate and encourage development of the desired business mix in the desired locations. Provide an example pro forma for redevelopment of the Mill area.	2018-19	DDA & City Downtown Director	Minimal	DDA
23	Implement a regular late night downtown to attract shoppers who commute during the day.	2017-18	Main Street & City Downtown Director	Minimal	Main Street
24	Establish a focus group to evaluate current City Codes and ordinances to recommend streamlining and amendments to facilitate business development downtown.	2017-18	DDA, Assistant City Clerk, Fire Chief, & Building Official	Minimal	GF
25	Provide a “build a business” program to educate potential entrepreneurs on business plans, marketing, financing, and other needs to establish businesses downtown.	2017-18	DDA & City Downtown Director	Minimal	Main Street, DDA
26	Establish high speed internet downtown, and free wi-fi	2021-22	City IT Staff	Unknown	SPLOST
27	Engage the downtown property owners and business owners to update the downtown master plan to include sidewalk widening and street side cafes, parking areas, downtown square, lodging, mill area, and downtown living opportunities	2018-19	DDA & City Downtown Director	$75,000	GF

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
28	Create Financial incentives to help establish downtown businesses Local crowdsource funding, DDA low interest loan pool, local bank funded	2019-20	DDA & City Downtown Director	Unknown	DDA, Private, Grants
29	Create a museum downtown with a rotating display and which is related to City history. Include children's museum items of interest and activities	2020-21	City Downtown Director & Main Street	Unknown	Grants
30	Create marketing materials which attract visitors to downtown, provide the marketing materials to local industries, as well as regional hotels, visitor centers, restaurants, etc.	2018-19	City Downtown Director and City Marketing Staff	Unknown	City GF
31	Evaluate downtown angled street parking to provide safer backing into traffic. Consider as part of a downtown streetscape plan.	2018-19	City PW Director	Minimal	City GF
32	Create a prominent sign or marquee or regular banner location to advertise downtown events.	2018-19	DDA & City Downtown Director	Unknown	USDA Grant
33	Establish a "kitchen creation incentive" through DDA to facilitate the location of restaurants in the downtown historic buildings.	2019-20	DDA	Unknown	Grants and Revolving Loans
34	Establish a regular transit route from industry, college campus, and employment centers to the downtown to support lunchtime restaurant traffic.	2019-20	City Transit Supervisor	Unknown	City/GDOT
35	Study the feasibility of private development of train cars as lodging to expand the train tourism draw downtown.	2020-21	DDA	Unknown	DDA, Grants
36	Develop a private "Tiny Business" village downtown	2020-21	DDA, Private	Unknown	DDA, Grants
37	Evaluate rent rates downtown and consider whether there are programs that could be implemented to incentivize startup businesses with a deferred or ramped rental rate.	2020-21	DDA	Minimal	DDA
38	Study the infrastructure downtown and create a plan to improve and separate water, sewer, and gas services to each downtown building while meeting service needs.	2020-21	City PW Director	Unknown	Utility Funds
39	Create a changing downtown decoration, seasonally, which generates interest and atmosphere.	2017-18	Main Street	Unknown	Donations
40	Create a program to advertise art, events, or history in vacant storefronts to create a sense of vibrancy and progress.	2018-19	Main Street	Minimal	Main Street
41	Design and construct a library expansion to meet current and future needs	2017-18	City Manager, Uncle Remus Library, Stanton Library Board	$2.3 m	GPLS, SPLOST, Uncle Remus
42	Develop a shared use plan for Stephens park with SCCS which maximizes value and efficiency for the community and school system and implement improvements	2018-19	City, SCCS	Minimal	City GF, SCCS

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
43	Implement AV improvements in the City Community Room to facilitate effective meetings, transparency, and ADA compliance.	2020-21	City IT staff	Unknown	City GF
44	Increase Police Staffing to increase from 2 to 3 officers on all shifts	2020-2021	City Council	Unknown	City GF
45	Increase Fire Staffing to increase from 3 to 4 officers on all shifts	2020-2021	City Council	Unknown	City GF
46	Design a passive park with trails and water feature in partnership with County across from South Walton Park	2021-2022	City, County	Unknown	Grants
47	Implement a City Leadership Academy to build awareness of City programs and involvement in boards and commissions	2018-19	City Manager	Minimal	City GF
48	Advertise annually for applicants for City Boards and Commissions	2017-18	City Clerk	Minimal	City GF
49	Host Annual Town Hall meetings for Citizens to provide input on City issues	2018-19	City Council	Minimal	City GF
50	Host a local bulletin board for City employers to post job openings	2017-18	City Marketing Staff	Minimal	City GF
51	Develop a Gateway signage plan which is scalable to all gateways and reflects the community vision and sense of place	2017-18	City Planning Commission	Unknown	GDOT Grant, CLG Grant, City GF
52	Construct Gateway Signage at north and south end of Parkway	2018-19	City PW Director, SCDA	Unknown	GDOT Grant
53	Construct Gateway signage at historic district	2019-20	City PW Director, HPC	Unknown	CLG Grant
54	Construct Gateway signage at I-20 and 278	2020-21	City PW Director, SCDA	Unknown	GDOT Grant
55	Construct Gateway signage at Alcova, E Hightower, W Hightower	2021-22	City PW Director	Unknown	City GF
56	Amend zoning ordinance for conditional uses within the Agricultural zoning districts which allow for appropriate agri-tourism and agri-businesses	2017-18	Planning Commission, Assistant City Clerk	none	City GF
57	Create a welcome packet for the City which can be updated annually which promotes City businesses and the amenities and activities of the City	2017-18	City Marketing Staff	Minimal	City GF
58	Promote establishment of Boys and Girls club in City and other after school youth activities	2019-20	City, SCCS, Civic Groups	Unknown	Private
59	Participate in Georgia initiative for Community Housing (GICH) program	2018-19	City Staff, Housing Team	Minimal	City GF
60	Initiate a farmer’s market downtown	2017-18	City Downtown Director, GFMA	Minimal	Private

#	Activity	Timeframe	Responsible Party	Cost Estimate	Funding Source
61	Initiate student internship program in City Government with SCCS	2018-19	City Clerk	Unknown	City GF
62	Study opportunities to improve internet/broadband service throughout the community	2018-19	City IT Staff	Unknown	City GF
63	Create a master plan for parks throughout the City	2018-19	Planning Commission, NEGRC	Unknown	Grants
64	Implement parks plan	2019-20	City Council, City Manager	Unknown	SPLOST
65	*Fund sidewalk extensions annually, prioritizing from the downtown outward	2020-21	City Council, City Manager	Unknown	SPLOST, CDBG
66	Develop a master plan for Gas system extensions and interconnections to serve growth areas and provide redundant feeds. Implement projects annually.	2017-18	City Gas Superintendent	$20,000/ Unknown	City Gas Fund
67	Create a Fire Training Center at the PW lot, to move training activities away from neighborhood areas.	2020-21	City Fire Chief	Unknown	SPLOST
68	Build a sidewalk for Hightower Trail from Vine Circle to the three-way stop.	2018-2019	City Council, PW Director	$110,000	SPLOST
69	Implement code enforcement program to address derelict properties, zoning violations, and nuisances. Adopt derelict property millage rate.	2017-2018	Assistant City Clerk, City Council	$30,000/yr	City GF
70	Construct a downtown square on the parking lot across from Ace to host a farmer's market, festivals, and events and provide an outdoor gathering space.	2018-2019	DDA & City Downtown Director	$600,000	USDA RD grant, private grants, DDA fundraising, City GF, in-kind

Report of Plan Accomplishments, 2012-2016

Activity	Status	Notes
Construct the sidewalk promenade from downtown to Blue Willow	Underway	2018 completion
Construct a pocket park (Marco Estates @ Corinth)	Abandoned	Park site moved to Burks Field (2017 completion)
Create a sidewalk plan (including engineering plans) for Hightower Trail from Vine Circle to the four way stop.	Underway	2019 completion, see STWP element #68
Implement the downtown improvement plan (complete in phases)	Postponed	(Long-term completion; will not be carried over)
Construct an amphitheatre @ depot (Ware St), one way around park with angled parking on both sides	Postponed	(Long-term completion; will not be carried over)
Create a sidewalk plan for Cherokee Road from Wildwood to Great Walton RR	Postponed	(Long-term completion; will not be carried over)
Implement city's pocket park plan	Postponed	(Long-term completion; will not be carried over)
4 lane E Hightower Trail from Vine Circle to Highway 278	Postponed	(Long-term completion; will not be carried over)
Develop pass through from Dally Square to S Cherokee. Public restrooms and gas appliance store/display	Postponed	(Long-term completion; will not be carried over)
Replace F-750 dump truck	Abandoned	Fleet downsized
Develop a plan for public works facility & grounds	Underway	2017 completion
Sidewalk repair & street repair	Underway	(Ongoing; will not be carried over)
Replace 2 F-150 pickups	Underway	Ongoing fleet management program

Activity	Status	Notes
Replace F-350 dump truck	Underway	Ongoing fleet management program
Build out on public works bldg plan	Underway	2019 completion
Sidewalk repair & street repair	Underway	(Ongoing; will not be carried over; duplicate of 12)
Pave Vine Circle to wastewater treatment plant	Completed	
Replace F-700 chipper truck	Completed	
Replace leaf vac machine	Completed	
Clean sludge pond	Completed	
Replace 2 effluent filter actuators	Completed	
Repair material lift elevator repair	Completed	
Design detached chlorine room design plan	Underway	2017 completion (not detached, internal rehab.)
Replace lab equipment	Complete	
Replace chlorine dioxide system	Underway	2018 completion
Develop additional clearwater well (above ground)	Abandoned	See STWP element #13
Connect water treatment plant to county at HD Atha	Postponed	(Long-term completion; will not be carried over)
Develop offsite raw water storage	Complete	Hard Labor Creek Reservoir complete
Construct detached chlorine room	Abandoned	Existing building rehab. Preferred
Replace water under Great Walton RR @ N Cherokee	Underway	2018 completion
Replace F-250 & F-150	Underway	Ongoing fleet management program
Continue identification of inflow infiltration	Underway	(Ongoing; will not be carried over)

Activity	Status	Notes
Repair or replace sewer main identified above	Underway	(Ongoing; will not be carried over)
Replace backhoe	Underway	Ongoing fleet management program
Generator maintenance plan	Complete	
Replace lab equipment	Complete	
Replace ADF lift station	Complete	
Seal manholes	Underway	(Ongoing; will not be carried over)
Contract for generator maintenance	Complete	
Replace lab equipment	Complete	
Rehab existing treatment plant. Install return loop to water treatment	Abandoned	Alternate approach underway, see STWP element #13
Replace Edmondson & railroad lift station	Underway	See STWP element #9
Southern leg truck route utility relocation	Complete	
Replace F-150 truck	Underway	Ongoing fleet management program
Seal manholes	Underway	(Ongoing; will not be carried over)
Extend gas line out Cannon Drive to Hwy 278	Complete	
Evaluate Transco tap and/or Monroe contract	Complete	
Develop appliance store/display	Abandoned	No longer a priority
Expand gas service	Underway	(Ongoing; will not be carried over)
Replace bunker gear (2 per year)	Underway	(Ongoing; will not be carried over)
Replace 2 police cars per year	Underway	Ongoing fleet management program
Replace bunker gear (2 per year)	Underway	(Ongoing; will not be carried over; duplicate of 50)

Activity	Status	Notes
Improve citizen warning system	Postponed	Evaluating current technology options, will not be carried over
Follow the future land use map when locating new development*	Underway	(Ongoing; will not be carried over)
Assist elderly residents with receiving government assistance to improve housing. *	Underway	(Ongoing, assigned to housing authority; will not be carried over)
Seek government funding to rehabilitate substandard housing and to construct new low-/ moderate-income housing units.*	Underway	(Ongoing; will not be carried over)
Promote and encourage use of state and federal tax-incentive programs for rehabilitation of historic properties. *	Underway	2017 completion
Incorporate comprehensive plan into planning review. *	Underway	(Ongoing; will not be carried over)

Strategic Goals

City of Social Circle

City Council

Strategic Goals 2016-2018

1. Improve Sanitary Sewer system through reduction of inflow and infiltration and development of a strategic plan for reduction of pump stations.
    a. Inflow and infiltration is to be reduced in the sanitary sewer system through a)identifying sewer sheds with the greatest I&I to prioritize work, b) inspection and mapping of all lines and manholes to identify inflow locations and correction of issues found , c) TV inspection of lines to identify infiltration locations (4 sub sheds per year), d) replacement of brick manholes to reduce infiltration (20 per year), e) Annual sewer system lining program to address most critical infiltration locations found.
    b. A strategic plan for reduction of pump stations will be created though a comparison of mapping of the City sewer system accomplished above with topography, and identifying opportunities to eliminate pump stations by connecting gravity mains between sub sheds and replacing or constructing new pump stations which allow the elimination of upstream stations.

2. Develop a long term strategy to address City wastewater treatment needs. This will include a comparison of alternatives and partnership with area or regional entities is preferred to provide this service. This evaluation will include a review of existing and future wastewater treatment demands, capacity which can be achieved through each alternative, capital and operational costs, financing options, and other factors.

3. Improve City water distribution system and through addressing deferred maintenance, implementing system controls, and optimizing system operations. The priority area for achieving water pressure improvements is downtown.

4. Develop a long term strategy to address City water treatment needs. A partnership with area or regional entities is preferred. This evaluation will include a review of existing and future water treatment demands, capacity which can be achieved through each alternative, capital and operational costs, financing options, and other factors.

5. Evaluate, confirm, and construct if desired a roundabout at the intersection of Alcovy, West Hightower in partnership with Walton County. This project should include the construction of a sidewalk on the north side of West Hightower between Alcova Road and Corby Creek.

In addition to these priority goals, the City Council encourages the continuing expansion of business development and activity downtown and supports 2016-2018 initiatives by Main Street and City staff to

1. Increase festivals and events downtown to serve a variety of interests and include all City demographics.

2. Initiate a Farmers Market use on the City parking lot across from Ace Hardware.

Adopted by City Council this 19 day of January 2016.

Mayor

Clerk

Financial Policies

City of Social Circle
Financial Policies

The City of Social Circle has a responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan for the provision of public services. The following financial policies are necessary to carry out these objectives responsibly and efficiently.

A. Budgetary

1. **Timing:** The City Manager will prepare a budget annually and present the budget to the Council at least 60 days before the beginning of the new fiscal year. The City Council will adopt an annual budget prior to the first day of the budget year.
2. **Review:** The budget review process shall include public hearings. At the time the proposed budget is transmitted to members of the City Council by the City Manager, a copy will be made available for public inspection at City Hall and advertised in a local newspaper of general circulation. At least one week prior to the meeting of the City Council at which adoption of the budget resolution will be considered, the City Council must conduct a public hearing. The notice of the time and place of the required budget hearing must be published at least one week before the hearing date. Advertisement and hearings specified by state law will be implemented as required.
3. **Department Participation:** All departments will be given an opportunity to participate in the budget process. Each department will have an opportunity to request personnel, goods, capital items and services needed to carry on its responsibility in an exemplary manner.
4. **Budget Year:** Annual fixed budgets (July 1 through June 30) are adopted for all funds except capital project funds and trust funds. Project budgets are adopted for major capital projects.
5. **Balanced Budget:** The budget must be balanced for all budgeted funds. Total anticipated revenues plus that portion of beginning fund balance in excess of the required fund balance reserve, must be equal to or greater than the total estimated expenditures for the general fund. Total estimated revenues must equal total estimated expenditures/expenses for all other funds.

   Any use of fund balance must be for one-time expenditures and not for ongoing expenditures.
6. **Non-Expendable Fund Balance:**
   a) **General Fund**: The City Council will establish a Non-Expendable fund balance target to pay expenditures caused by unforeseen emergencies, for cash shortfalls caused by revenue declines, and to eliminate any short-term borrowing. The Non-Expendable fund balance shall be maintained at an amount which represents 25% of Total Expenditures including Debt Service.
   b) **Utility Enterprise**: The City Council will establish a Non-Expendable fund balance target to pay expenditures caused by unforeseen emergencies, for cash shortfalls caused by revenue declines, and to eliminate any short-term borrowing. The Non-Expendable fund balance shall be maintained at an amount which represents 50% of Total Expenditures including Debt Service.

   Further, should the balance fall below the guideline, it shall be replenished within three fiscal years. Prior to any use of the fund balance that would cause it to fall below the guideline, the City Manager must clearly explain the budgetary actions taken by staff to address the financial need and minimize the amount required as well as the plan to replenish.
7. **Appropriations Lapse:** All appropriations lapse at fiscal year-end. Any encumbered appropriations at year-end may be re-appropriated by the City Council in the subsequent year. All unencumbered appropriations will lapse at year-end. However, the appropriation authority for major capital projects and capital assets carries forward automatically to the subsequent year. All other encumbered appropriations lapse at year-end.

8. **Contingency:** The City Council will include an amount in the each fund (Line item for contingency) for unforeseen operating expenditures. The amount of the contingency will be no more than three percent (3%) of the operating budget or $150,000 whichever is less.
9. **Level of Budget Adoption:** The budget shall be adopted at the department total level. The expenditures may not exceed the total for any department without the governing body's approval. However, the City Manager shall have the authority to transfer appropriations within a department from one line item to another line item within the same department.
10. **Budget Categories:** The following chart of accounts categories exist for budgetary preparation and presentment:
    a) Personnel Services and Benefits
    b) Contractual Services
    c) Supplies and Materials
    d) Capital Outlay
    e) Debt Service
11. **Reports:** The City will maintain a budgetary control system to ensure adherence to the budget and will prepare timely, monthly financial reports comparing actual revenues and expenditures with budgeted amounts.
12. **Enterprise Funds:** The enterprise operations of the City are to be self-supporting; current revenues will cover current expenditures including debt service and capital improvements.
13. **Inter-fund Transfers:** Funds may be transferred from the Water & Sewer Fund, Gas Fund, Solid Waste Fund, SPLOST Fund, and Asset Replacement Fund to the General Fund operational budget as a revenue line item when all of the following conditions are met:
    - When there are excess funds in the Water and Sewer Fund, Gas Fund, Solid Waste Fund, operational account.
    - When funds are budgeted from the SPLOST or Asset Replacement Fund for specific projects, programs, or asset replacement.
    - When the transfer of funds will not result in reducing the cash fund balance of the Water and Sewer Fund, Gas Fund, Solid Waste Fund, below the Non-Expendable Balance
    - When the transfer is part of the budget approval or amendment process.

    The long term goal is to establish a fixed PILOT (payment in lieu of taxes) payment from

    the enterprise funds to the general fund to increase predictability of transfer amounts.
14. **Pension Plan:** Annually the City will budget and make payments to the pension plan that will maintain the plan's actuarial soundness.
15. **Asset Maintenance:** The adopted operating budget will provide sufficient resources for the regular repair and maintenance of all of the City's capital assets. Repair and maintenance of capital assets will not be deferred in order to balance the operating budget.
16. **Salaries:** The City will strive to pay prevailing salary and wage rates to its employees. Prevailing rates will be determined by a compensation survey of both the private and public sectors in our geographical area as determined by the City Council.
17. Pay Go Policy: A portion of the annual General Fund cash flow shall be used for one time capital projects. The long term goal of designating annual cash for capital is 5% of General Fund Revenues.

B. Revenues

1. **Intent:** The City will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any single revenue source.
2. **Fees and User Charges:** The City will establish fees and user charges at a level related to the total cost (i.e., operating, direct, indirect, and capital or debt service) of providing that service.

   a. When establishing user charges the following issues must be considered:

   - Ability to pay
   - Pricing to limit or encourage demand
   - Identifiable benefits
   - Discourage waste
   - Cost of collection

   b. When imposing new fees and/or charges, the proposed fee/charge should be examined using the following criteria:

   - Sufficiency- Fees and/or charges should recover the full cost of insurance, administration, and enforcement, recognizing that adjustments may be necessary for the benefit of the public;
   - Efficiency- Fees/charges should be designed for easy, inexpensive administration by the City and easy, inexpensive compliance by the individual/business paying the fee/charge. A minimum of the revenue raised through the collection of a fee/charged should be consumed in the process of raising it;
   - Simplicity- Fees/charges should be understood easily by the payee and the City officials, leaving as small a margin as possible for subjective interpretations.

3. **Collecting Revenues:** The City will follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e., turned off) for non-payment. Real property will be sold to satisfy non-payment of property taxes.
4. **Revenue Analysis:** An understanding of the revenue source increases the reliability of the revenue system. The City will try to understand its revenue sources, and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.
5. **Revenue History and Projection:** The City will maintain a five-year revenue history and prepare a two-year revenue projection with an annual update. This information will be used for operating budget preparation.
6. **Tax Rate:** Property tax rates shall be maintained at a rate adequate to fund necessary and appropriate service levels. Based upon taxable values, rates will be adjusted to fund this service level.
7. **Grants:** The City will aggressively seek public and private grants, contracts, and other outside sources of revenue for funding projects.
8. **Contributions and Donations:** Unless authorized by the City Council, contributions and donations to programs operated by the city shall be subject to the city's accounting and budgetary policies. The city welcomes both restricted and unrestricted contributions that are compatible with city programs and objectives.

   Nothing in this policy is intended to limit subgroups of employees and volunteer groups from managing traditional collections of funds for purposes of gifts and non-city sponsored activities.

C. Purchasing

1. **Intent:** The purpose of this policy is to provide guidance for the procurement of goods and services in compliance with the procurement provisions of the city and the State of Georgia. The goal of this policy is to establish, foster and maintain the following principles:
    - To consider the best interest of the city in all transactions.
    - To purchase without prejudice, seeking to obtain the maximum value for each dollar expended with maximum quality standards.
    - To ascribe to and work for honesty and truth in buying.
2. **Vendors:** The city will make every effort to obtain high-quality goods and services. All procurement procedures will be conducted in a fair and impartial manner with avoidance of any impropriety. All qualified vendors have access to City business. No bidder will be arbitrarily or capriciously excluded. It is the intent of the City that competition be sought to the greatest practical degree. The conditions of the contract shall be made clear in advance of the competition. Specifications shall reflect the needs of the city.
3. **Authority to purchase:**
    - Department heads authorize purchases of goods and services not to exceed $500.
    - City Manager authorizes purchases of all pre-budgeted goods and services as long as costs do not exceed budgeted amounts and bidding policy is followed.
    - City Council authorizes purchases of non-pre budgeted goods and services in excess of $25,000.
4. **Bidding and price requirements:**
    - Less than $1,000: Best available price. (Document comparisons in excess of $150)
    - $1,001 to $7,500: Competition required to the extent it exists. Three written price quotes via fax, e-mail or direct.
    - $7,501 plus: Requires competitive bids to the extent it exists and advertisement in local a newspaper or other appropriate media.
    - Utility construction projects require compliance with Georgia State law.
    - E-technology may be used for bidding when available and appropriate.
    - Professional Services consultants shall be selected based upon qualifications, and reasonable pricing rather than low bid. The City Manager shall use a request for proposal process in the selection of professional services, such that several firms may submit qualifications to be considered for specific projects or services. The selection shall be based upon the best value for the City.
5. **Award of bids:** Bids are awarded to the lowest responsive and responsible bidder. A responsive bidder is one that conforms in all material respects to the need of the city. Responsible means a bidder who has the capability to perform the requirement.
6. **Local bidder preference:** If all other relative factors are met, the city is authorized to negotiate with and select a local vendor if a local vendor's bid is within five percent (5%) of the lowest bid.
7. **Interest of city officials in expenditure of public funds:** No official of the City of Social Circle will be interested directly or indirectly in any transaction with, sale to, work for, or contract of the city or any department of City or service involving the expenditure of public funds. The city shall not use a vendor who is an elected official or a member of the immediate family of an elected official, City Attorney, City Manager, City Clerk, a Department Head, or Accounts Payable/Payroll Clerk. The city shall not use a vendor for goods or services in any department who is a member of the immediate family of an employee of that department.
8. **Ineligible vendors:** Any person, firm, or corporation which is in arrears to the city for taxes, utility bills, or otherwise, will not be qualified to bid on any purchase until their lien to the city has been cleared. No purchase order will be approved for such vendors.

9. **State contract purchasing:** The city is authorized to use state contracts in lieu of issuing bids to vendors or buying locally when it is to the economic advantage of the city or when deemed appropriate by the City Manager. The State contract price may be used to establish the maximum price for a good or service.

10. **Backup-policy and emergency purchases:** The city should strive to decrease dependency on single-source vendors in order to achieve maximum efficiency in its purchases. In order to achieve fiscal independence, it is strongly suggested that each department have back-up vendors for each recurring and/or large purchase.

    In cases of emergency, a purchase or contract may be awarded without competitive bidding but the procurement shall be made with as much competition as the circumstances allow (i.e. informal quotes). An emergency is defined as a threat to life or property or an unforeseen situation that curtails or greatly diminishes an essential service as determined by the City Manager.

11. **Purchase Order (PO):** A purchase order cannot be issued unless sufficient funds are available in the budget. The following is the established City procedure for use of purchase orders.

    - Department heads may issue purchase orders not exceeding $500.
    - Purchase orders greater than $500 must be approved in advance by the City Manager.
    - The City Manager may make exceptions to the $500 limitation for specified employees.
    - Purchase order must be approved and signed by Department Head, City Manager or designee before goods or services are ordered.
    - Purchase orders must be completely filled out before handing in Accounts Payable Clerk.

12. **Petty Cash:** Petty cash is used to make small cash disbursements for those purchases that must be made quickly and without prior notice on a contingency basis.

    - Petty cash is made available from and managed by the City Clerk's office.
    - City Manager or designee approves petty cash used in excess of $100. Department heads may approve use of petty cash of $100 or less.
    - Petty cash may only be issued in the form of currency.
    - Petty Cash is charged to each department’s appropriate budget line item.
    - Appropriate receipts and invoices must support the use of petty cash.

13. **Credit Card:**

    - City credit card is managed by the Clerk’s office and approval for use is granted by the City Manager.
    - City credit card is to be used for city business only.
    - City credit card is to be used to purchase goods, services, or for specific expenditures incurred under approved conditions (Such as travel expenses or on-line purchases).
    - The credit card user is responsible for documentation and safekeeping of the credit card during its use. The employee must obtain a receipt for each transaction when a purchase is made using the city credit card. The receipt shall be dated and a description of the service or item purchased shall be written on the back of the receipt. After use the credit card user shall immediately return the card to the Clerk's office along with documentation of use.

D. Capital Budget Policies

1. **Scope:** A capital projects plan will be developed and updated annually. A five-year Capital Improvement Program (CIP) will assist in the planning, acquisition, and financing of capital projects. A major capital project is generally defined as a non-recurring capital expenditure that has an expected useful life of more than 5 years and an estimated total cost of $25,000 or more. Examples include park improvements, streetscapes, computer systems, trucks, loaders, and new or expansion of facilities.
2. **Control:** All capital expenditures must be approved as part of each department budget or a capital improvement budget. Before committing to a Capital Improvement Project, the City Manager or his/her designee must verify fund availability.
3. **Program Planning:** The capital budget provides annual funding for long-term capital projects identified in the Capital Improvement Program or Strategic Plan. During the annual budget process each department submits its budget request including operating and capital needs. Upon review of the request, major capital projects are placed in the capital improvements fund. Other capital outlay is placed in the department's operating budget. Capital outlay is generally defined as an individual item in excess of five thousand dollars ($5,000) with a life expectancy of more than two years but less than 5 years.
4. **Timing:** At the beginning of the fiscal year, the City Manager or his/her designee will work with department heads to schedule the appropriate timing of capital purchases to ensure the availability of funds.
5. **Reporting:** Periodic financial reports will be provided to enable the City Manager to monitor and control the capital budget and to enable the department heads to manage their capital budgets.

E. Debt Policy

1. **Intent:** The City of Social Circle recognizes that to maintain flexibility in responding to changing service priorities, revenue inflows, and cost fluctuations, a debt management strategy is required. The city strives to balance service demands and the amount of debt incurred. The city realizes that failure to meet the demands of growth may inhibit its continued economic vitality, but also realizes that too much debt may have a detrimental effect as well.

   The goal of the city's debt policy is to maintain a sound fiscal position and to protect the credit rating of the city. When the City of Social Circle utilizes debt financing, it will insure the debt is financed soundly and conservatively.
2. **Conditions for using debt:** Debt financing of capital improvements and equipment will be done only when one or more of the following four conditions exist:
   - When non-continuous projects (Those not requiring continuous annual appropriations) are desired.
   - When it can be determined that future users will receive a benefit from the improvement.
   - When it is necessary to provide basic services to residents and taxpayers.
   - When total debt, including debt issued by overlapping government entities, does not constitute an unreasonable burden to residents and taxpayers.
3. **Sound financing of debt:** When the City utilizes debt financing, it will insure that the debt is soundly financed by:
   - Taking a prudent and cautious stance toward debt, incurring debt only when necessary.
   - Conservatively projecting the revenue sources that will be used to pay the debt.
   - Ensuring that the terms of any long-term debt incurred by the city shall not exceed the expected useful life of the asset for which the debt is incurred and shall be limited to capital improvements only.

- Determining that the benefits of the improvement exceed the cost, including interest costs.
- Maintain total debt service for general obligation debt, intergovernmental Debt and leases but not including SPLOST Debt such that it does not exceed 10 % of the Operating Revenues of the General Fund.
- The City will maintain total Tax-Supported Debt, including SPLOST Debt and Leases, as a percentage of total taxable full value of the City at a level not to exceed 3.0%.
- The City intends to maintain it 10-year Tax Supported Debt, including SPLOST Debt and Leases, payout ratio at or above 60% at the end of the each adopted five year CIP.

F. Investment Policies

Investment earnings can be an important source of revenue. However, the overriding concern at all times is the safety and preservation of the city's investments. The ability to respond efficiently to cash flow requirements is another important consideration. Therefore, the objective of investment is to maximize interest earnings, within an environment that strongly emphasizes legal compliance and safety while providing cash flow and liquidity to meet the city's financial obligations.

1. **Scope:** This policy applies to all investments, which are the responsibility of and under the management of the City of Social Circle.
2. **Safety:** Investments shall be made with prudence, judgment and care, not for speculation but for investment considering the primary objective of safety as well as a secondary objective of obtaining competitive market rates of return.

   Specifically, the city shall seek to maximize safety through the following strategies:

   - All City investments shall be federally insured or fully collateralized to protect investment principal and accrued interest.
   - Market risk shall be avoided by limiting investments to a maximum one-year of maturity, except for special circumstances where an interest rate differential and certainty of ability to hold the investment to maturity would justify a longer maturity. The City Manager shall approve any exceptions to the one-year maturity limit.
   - Undue credit risk shall be avoided by monitoring the financial condition of financial institutions participating in the city's investment program.
3. **Legal Investment Instruments:** The city shall invest in only such investment instruments permitted by State of Georgia law for local governments which include certificates of deposit, repurchase agreements, direct and agency obligations of the United States, obligations of the State of Georgia, pooled investment programs of the State of Georgia, and no-load mutual funds of direct obligations of the United States.
4. **Competitive Investment Rates:** The City shall seek competitive investment rates within its safety criteria. Maximum opportunity shall be provided to all local financial institutions to bid and compete for City investments due to the importance of the financial institutions to the local economy.
5. **Liquidity:** Provision shall be made for adequate liquidity of investments so that the city could efficiently meet, without financial penalty, disbursements and cash flow needs, including emergency needs.
6. **Interest Allocation:** Investment earnings shall be distributed to individual funds based upon each fund's amount of participation.

G. Grants

The purpose of this policy is to provide direction in the application, acceptance and administration of funds awarded through grants to the city from other local governments, the state or federal governments, non-profit agencies, philanthropic organizations and the private sector.

1. **Application and Acceptance of Grants.**

The City Manager is given authority to make application for and accept grants that:

(a) are expected to be $200,000 or less on an annual basis with no required City match; or,

(b) are expected to be $100,000 or less on an annual basis with a required match of 20% or less; or,

(c) are expected to be $50,000 or less on an annual basis with a required match of over 40 %.

The City Council must approve the application of and acceptance of any grants in excess of the limits established in the above.

The City will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of the intergovernmental aid without first reviewing the program and its merits as a budgetary increment. Therefore, no grant will be accepted that will incur management and reporting cost greater than the grant amount.

2. **Grant Administration.**

Each department must notify the City Clerk upon acceptance of any grants. Prior to the receipt or expenditure of grant revenues, the City Clerk must be provided with the following information.

- Copy of grant application
- Notification of grant award
- Financial reporting and accounting requirements including separate account codes and/or bank accounts
- Schedule of grant payment

Each department is responsible for the management of its grant funds and periodic reports.

H. Fixed Assets

A fixed asset is defined as a financial resource with all of the following criteria:

- It is tangible in nature.
- It has a useful life of greater than one year.
- It is not a repair part or supply item.
- It has a value equal to, or greater than, the capitalization threshold of $5,000.

A record of fixed assets is important for the following reasons:

- For financial statement information
- For determining insurable values
- For control and accountability
- For maintenance scheduling and cost analysis
- For estimating and accounting for depreciation for preparation of capital and operating budgets
- For debt management

1. **General Policy**

   - Each department head is ultimately responsible for the proper recording, acquisition, transfer and disposal of all assets within their department. City property may not be acquired, transferred, or disposed of without first providing proper documentation. A fixed asset information form must accompany each step.

2. **Recording of Fixed Assets**

   - Fixed assets must be recorded within 30 calendar days after receipt and acceptance of their assets.
   - A fixed asset form must be attached to the purchase order before submitting a request for payment.
   - Assets will recapitalize acquisition cost, including expenses incurred in preparing the asset for use.
   - Donated assets shall be recorded at fair market value as determined by the Department Head. Fair market value may be defined as, but is not limited to, an average of documented prices for equivalent items from three separate vendors.
   - The city will recognize acquisition cost based on individual unit prices. Assets should not be grouped. For example, in acquiring equipment, if three personal computers were acquired simultaneously at $2,000 each, this would not be an asset of $6,000 consisting of three PC's. Instead it would be three separate acquisitions of $2,000. Each PC would be recorded as a separate controllable item.
   - For equipment purchases, title is considered transferred the date the equipment is received. Similarly, for donated assets, title is considered transferred when the asset is available for the agency's use and when the agency assumes responsibility for maintaining the asset.
   - Constructed assets are transferred from the construction in progress account to the related building, improvements other than buildings, or equipment accounts when they become operational. Constructed buildings, for example, are assumed to be operational when an authorization to occupy the building is issued, regardless of whether or not final payments have been made on all of the construction contracts.

3. **Acquisition of Fixed Assets**

   The asset acquisition method determines the basis for valuing the asset. Fixed assets may be acquired in the following ways:

   - New purchases
   - Donations
   - Transfers from other city departments
   - City surplus
   - Internal/external construction
   - Lease purchases
   - Trade-in
   - Forfeiture or condemnation

4. **Lease Purchases**

   Assets may be lease purchased through installment purchases (An agreement in which title passes to the department.) or to lease financing arrangements (An agreement in which title may or may not pass).

5. **Transfer of Fixed Assets**

   An asset transferred between departments usually represents the sale of an item from one department to another and may be treated as a new purchase. A fixed asset form must be sent to the Clerk's office for all transfers.

6. **Sale of Fixed Assets**

   Sale of fixed assets must be to the highest, responsible bidder and must be conducted by sealed bid or by auction. The sale must be publicized in accordance with state laws.

7. **Disposal of Fixed Assets**

When an asset is disposed of its value is removed from the financial balances reported and from inventory reports; however, the asset record, including disposal of information, remains on the master file for three years, in the City Clerk's office, after which time it is purged from the system according to general accepted accounting principles. This preserves an audit trail for disposed items, and facilitates departmental comparisons between actual or historical useful life information with useful life guidelines. Such comparisons permit a more precise definition of an assets useful life than those provided by the Internal Revenue Service or other guidelines initially used.

A disposal action is appropriate only when certain conditions occur resulting in an asset no longer in the possession of the agency. Assets no longer in use, which remains in the possession of the department, are considered surplus property and not a disposal.

Fixed assets may be disposed of in any one of six ways:

- Sale or trade-in
- Abandonment/Retirement
- Lost or stolen
- Transfer
- Cannibalization
- Casualty loss

Only when the asset is no longer in possession of the department, due to one of the six reasons listed above, is disposal action appropriate.

Assets are abandoned or retired when there is no longer any use for them in the department, they are of no use to any other city department, they cannot be repaired, transferred, cannibalized, sold, or traded-in. Thus meaning that, there is no safe and appropriate use for the abandoned goods to the city or for others.

Stolen items must be reported to Social Circle Police Department and the police report filed. A copy of this report must accompany the disposal record.

Casualty losses must be documented within 24 hours of loss and reported to the City Clerk immediately for follow-up with the city's insurance carrier.

Cannibalized items are considered surplus and are disposed of by noting cannibalization on the disposal record. Ideally, this method will allow departments to look at cannibalized items on the disposal report and assess what surplus parts may be available. Departments will send documentation of items cannibalized to the City Clerk's office, and all remaining costs and accumulated depreciation will be removed from appropriate asset accounts in the general fixed asset fund.

All assets no longer in the possession of the department, due to one of the six qualifying conditions and after submission of all appropriate documentation to the City Clerk's office, will be removed from the master departmental asset file and considered disposed.

Department management is responsible for reviewing disposal reports, evaluating causes and trends leading to disposals, and implementing procedures to more effectively manage and control disposals when the dispositions represent problems, in efficiencies, and/or the incurrence of unnecessary cost.

8. **Physical Inventory**

An annual physical inventory of all fixed assets will be performed under the direction of the City Clerk's office. The inventory will be conducted with the least amount of interruption possible to the department's daily

operation. A full report of the results of the inventory will be sent, within 30 days of completion, to all departments for verification and acceptance.

I. Accounting, Audits, and Financial Reporting

The city shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of insuring that overall city goals and objectives are met.

1. **Accounting Records and Reporting**

The City will maintain its accounting records in accordance with state and federal laws and regulations and in a manner to facilitate an efficient audit process. The city will report its financial condition and results of operations in accordance with state regulations and applicable governmental accounting standards. The city's accounts shall be kept up in such a manner as to show fully the financial conditions of the city.

The city will maintain a Chart of Accounts that complies with the requirements of the State of Georgia and is in accordance with generally accepted accounting principles.

2. **Auditing**

An independent auditor or auditing firm will annually perform the city's financial audit. The auditor must be a certified public accountant (CPA) that can demonstrate that she or he has the capability to conduct the city's audit in accordance with generally accepted auditing standards. The auditors' opinions will be supplemented in the city's Comprehensive Annual Financial Report (CAFR). A copy of the audit will be sent to the State Auditor who will respond with comments regarding compliance. Results of the annual audit shall be provided to the City Council in a timely manner.

3. **Simplified Fund Structure**

The city will attempt to minimize the number of funds. Funds will be categorized in accordance with applicable state accounting requirements.

4. **Financial Reporting**

Internal financial reports will be prepared that are sufficient to plan, monitor, and control the city's financial affairs. Monthly accounting reports are meant to transmit information regarding the financial situation of the city. These regular reports are made available to the Mayor, City Council, City Manager, department heads, and other staff as necessary.

J. Separation of Duties

The purpose of this policy is to clearly define the separation of duties in the financial system. .

1. **Accounts Payable Vendor Setup**
    a. The City will maintain a list of vendors approved by the City Manager. All new vendor setup requires the approval of the Finance Officer.
    b. On a monthly basis the Accounts Payable Clerk will provide the City Manager any additions approved by the Finance Officer. The City Manager will review the list in the Accounts Payable Program for changes.
2. **Check Signatures**

All checks require at least two signatures. Neither of the signatures can be the same as the employee who originated the check.

Amended March 21, 2017

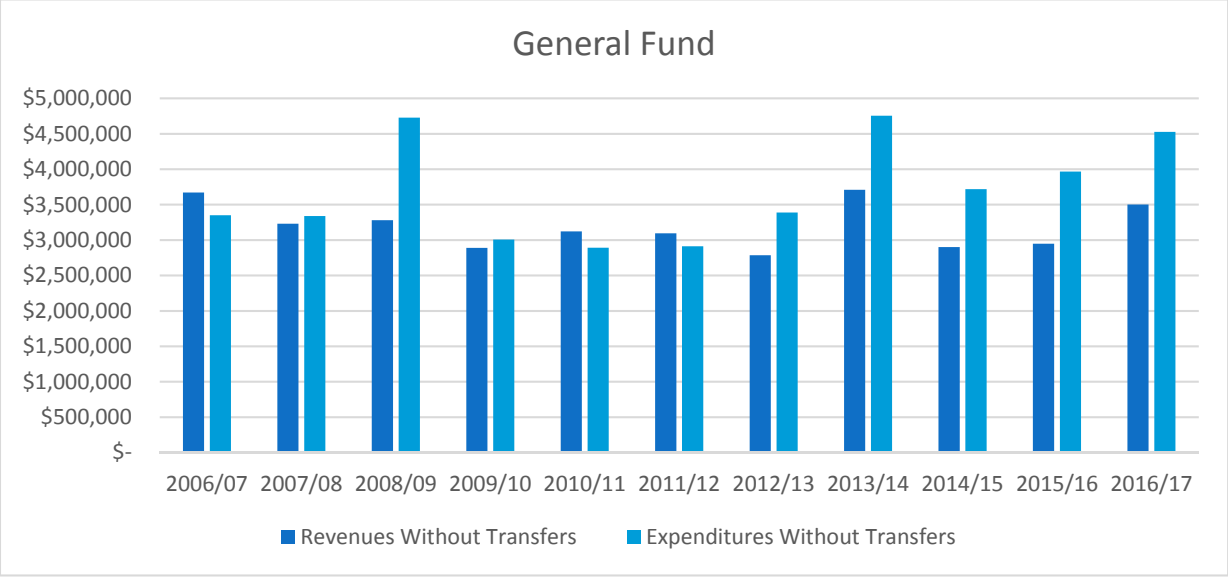
Trends and Analyses

The development of the budget began with an analysis of the fiscal condition of the City. The Mayor and City Council reviewed the financial condition of the City at their January 2017 Retreat and considered recommendations from a financial consultant. The Financial Policies for the City were amended in March, 2017 in accordance with the recommendations. These policies set forth the budget process, establish minimum fund balances to be maintained, set forth purchasing procedures, and create a standard investment policy.

The fiscal condition of the City was evaluated through a review of a 10-year history of the revenues and expenditures in each fund, the General Fund, the Water and Sewer Fund, the Gas Fund, and the Solid Waste Fund. The data for this review was obtained from the Annual Financial Report (Audit) prepared for the City from each of the prior years. The revenues and expenditures were evaluated in each fund without transfers between funds, so as to provide an accurate picture of the self-sufficiency of each fund. The fund balance of each fund was also reviewed against the minimum balance set forth in the Financial Policies.

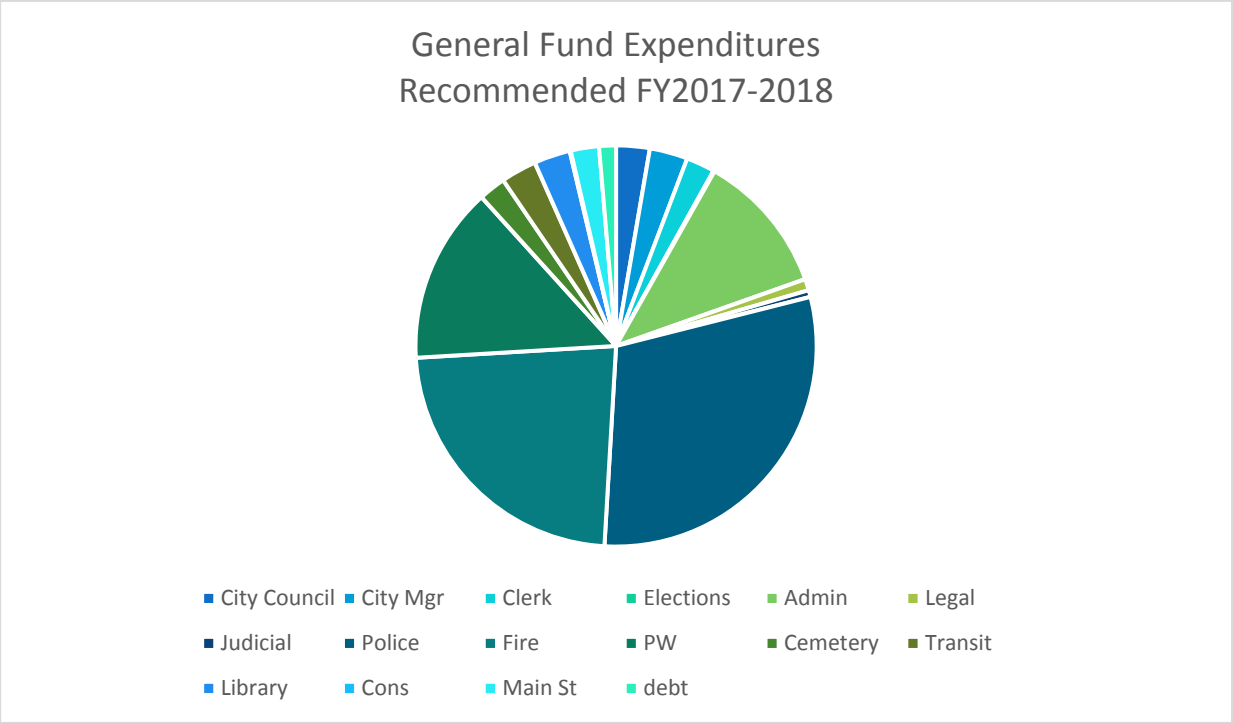
General Fund Revenues and Expenditures

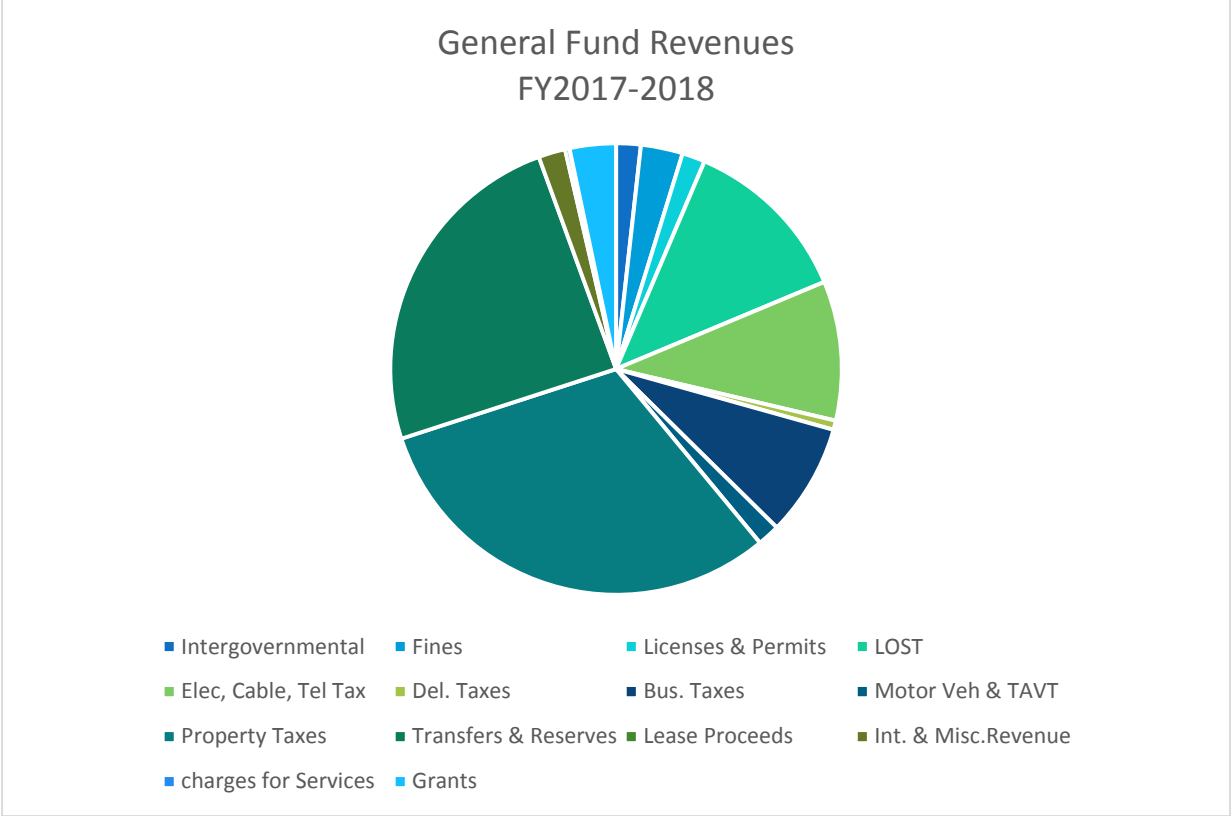
General Fund Revenues include property taxes, other taxes, licenses and permits, fines and forfeitures, revenue from other government collections, grants, fees for services and interest income. A review of the general fund revenues from the prior 10 years shows a stable, yet flat trend over the years since the recession. The increased revenue in fiscal year 2013-14 was due to proceeds from a capital lease and sale of assets. Evaluating the revenue without this onetime impact, indicates a stable economic condition. FY2016-2017 property assessments revealed the first increase in property values since the recession which began in 2008. A millage rate increase of 0.5 mils, coupled with this property value increase resulted in a decrease in the gap between general fund revenues and expenditures.



It is clear from the analysis of the general fund that although expenditures are exceeding revenues (without transfers from other funds) the margin is decreasing. Public safety (Fire and Police) constitute the majority of the City services supported by the general fund. It is significant to note that although there is a desire for expansion in these services, the general tax revenues will not support this service expansion without either a millage rate increase or a significant growth in taxable property value.

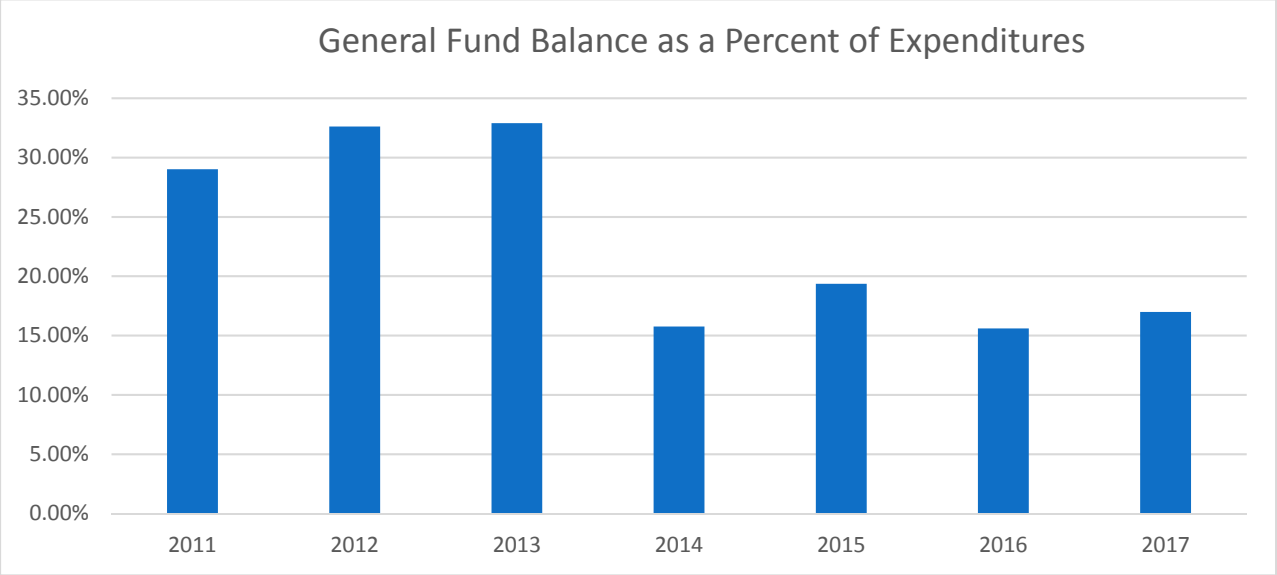
General Fund Revenues and Services as a Portion of Total General Fund Budget





General Fund Balance

A fund balance is the unallocated funding that is maintained. The purpose of fund balance is to assure cash flow, and to provide for emergency needs. Fund balance is one of the measures evaluated by bonding agencies when assessing the fiscal condition of the City, and issuing a bond rating. The bond rating establishes the interest rates that will be charged to the City for debt. The City of Social Circle Financial Policy establishes a goal of fund reserves equal to three months or 25% of operating expenses. An evaluation of the fund balance history indicates a declining then stable balance in the general fund which reflects the economic downturn. A financial policy has been established which limits use of general fund balance for one time expenditures, and sets a three-year period to replenish the fund balance. Although the General Fund Balance is below the goal, the balance is increasing.

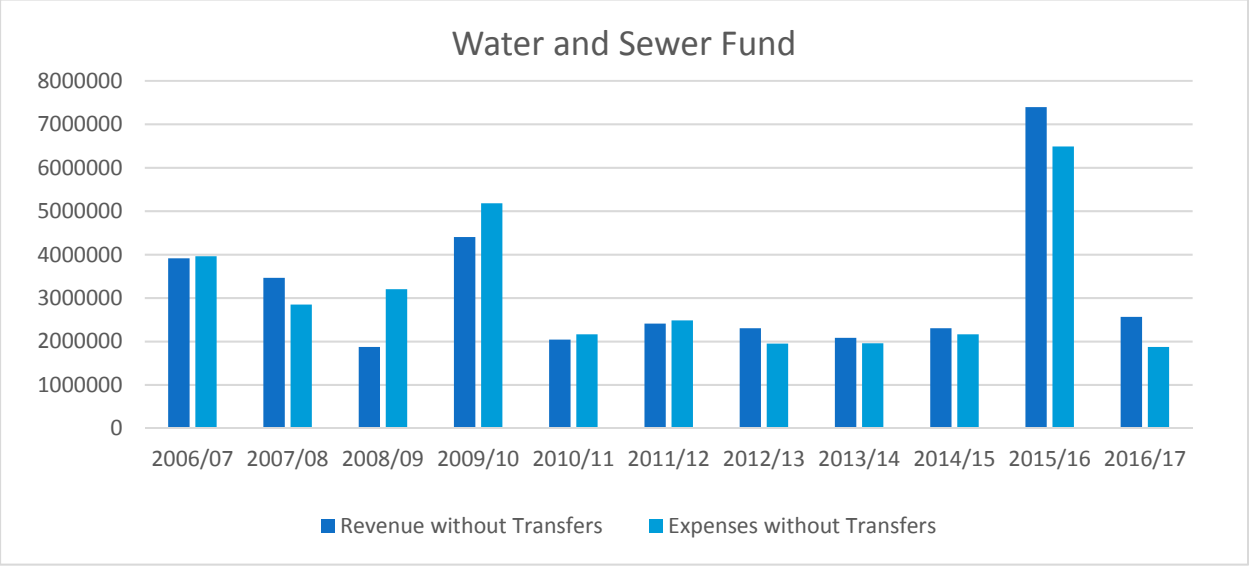


Water and Sewer Fund Revenues and Expenditures

Water and Sewer Fund Revenues include water and sewer utility bill proceeds, fees for services, grants and bond proceeds, and capital recovery charges. A review of the water and sewer fund revenues from the prior 10 years reflects a significant reduction in industrial water use revenues attributable to plant closings and change in product line, followed by stabilized and gradually increasing revenues. Prior year rate increases, and the re-funding of bonds for lower interest rates is reflected in the last five years of experience.

Capital Cost Recovery Fees are one time fees that are paid at the time of connection to the water and sewer system. These fees, which vary by meter size, are established to reflect the cost to the system of serving the new customer. The revenues from these fees are not to support operations of the utility system, but to support the capital construction which provides system capacity.

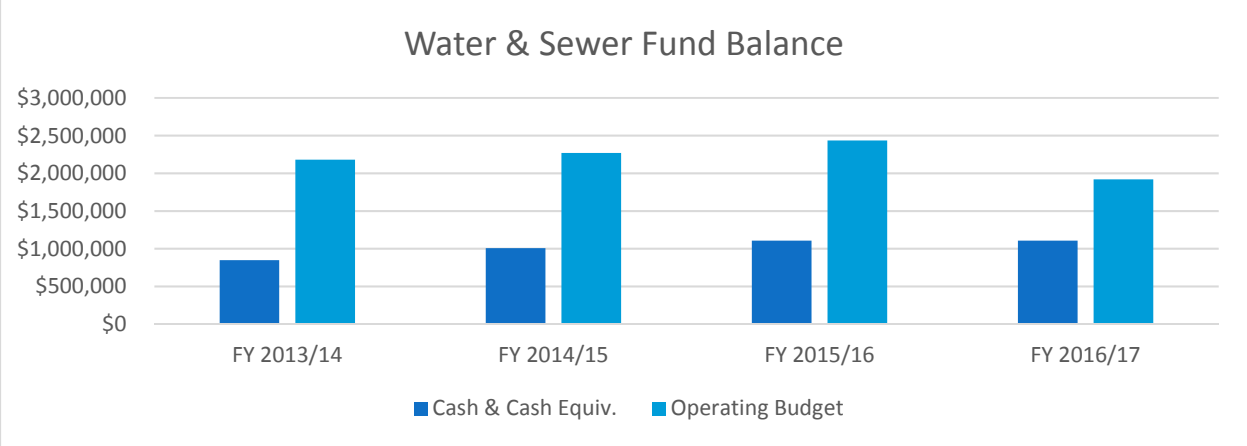
Expense increases in 2008-09 and 2009-10 reflect capital projects. Expense history since 2010-11 is directly related to operational costs. The revenues and expenses in FY2015-2016 reflect the refunding of prior bonds and the sale of new bonds to support a water main extension to improve fire flows downtown. The water and sewer fund history indicates that revenues are now sufficient to maintain operational expenditures, and that funding is available for investment in capital projects to increase capacity and sustain the operation of the water and sewer system in a compliant and reliable manner.



Water and Sewer Fund Balance

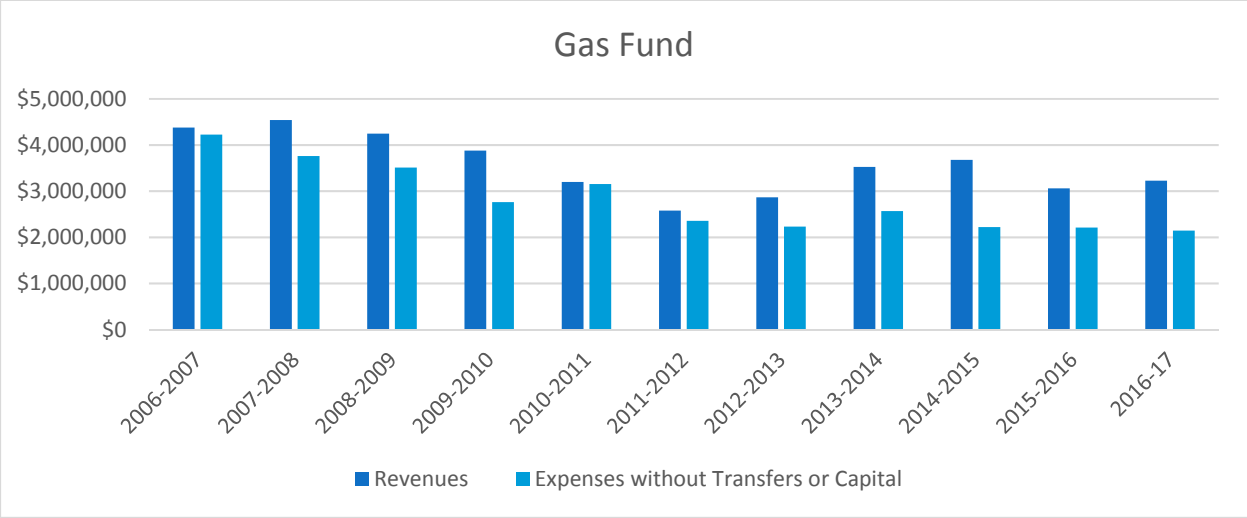
The City of Social Circle Financial Policy establishes a goal of six months of cash on hand, or 50% of the operating expenses for the water and sewer fund balance. An evaluation of the fund balance history indicates a stable balance in the water and sewer fund which meets financial policy goals.

	Cash & Cash Equiv.	Operating Budget	Days Cash on Hand	Policy
FY 2013/14	$847,298	2181290	141	182
FY 2014/15	1,007,582	2270411	162	182
FY 2015/16	1,106,789	2435866	238	182
FY 2016/17	1,106,789	1919566	210	182



Gas Fund Revenues and Expenditures

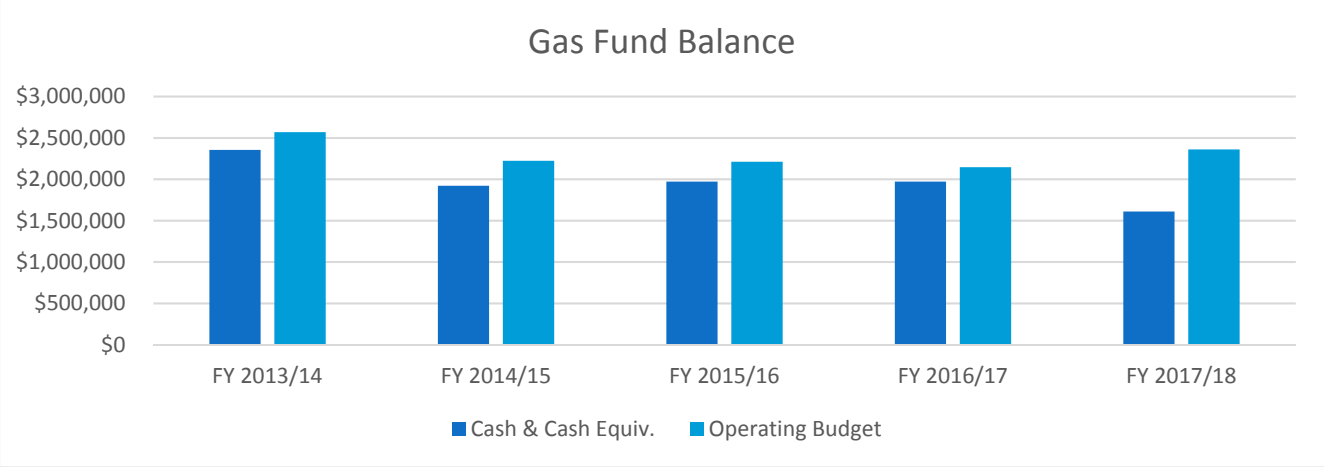
Gas Revenues include gas tap fees, gas charges, and other miscellaneous revenues. The history of gas revenues is related to the loss of industrial usage associated with the economic recession. Subsequent to FY2010-11, revenue and expense variations are strongly related to winter weather severity. The City established a direct tap onto the TRANSCO gas main, enabling Social Circle gas customers to benefit from amongst the lowest retail gas rate in the region due to the elimination of distribution costs to other carriers. Operating costs are minimized and the most significant expense is the wholesale gas purchase. The Gas revenue is typically sufficient to support operating and capital costs of the system. Transfers to the general fund increased significantly in recent years to address general fund shortfalls. The financial policies were amended in 2016-2017 to establish a PILOT payment to the general fund which is based upon gas fund revenues.



Gas Fund Balance

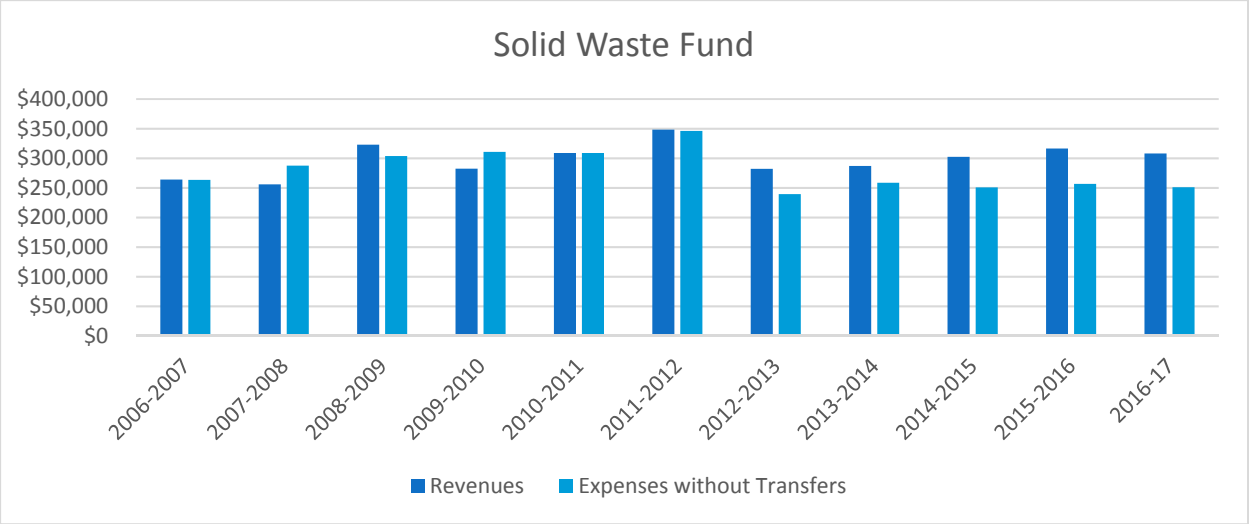
The City of Social Circle Financial Policy establishes a minimum six months of cash on hand, or 50% of operating expenditures for the gas fund balance. The City of Social Circle partnered with the Cities of Madison and Covington to serve gas to the Stanton Springs development, and Baxalta Shire, a $2 billion, pharmaceutical manufacturing firm. The initial investment to extend a gas main to this site was funded from the gas fund balance. Although this did reduce the fund balance, it is a significant capital investment which will yield increased industrial revenues in the future. An evaluation of the fund balance history indicates a steady increase in the gas fund balance, a decline due to this capital project, then a transfer from the gas fund to support the general fund.

	Cash & Cash Equiv.	Operating Budget	Days Cash on Hand	Policy
FY 2013/14	$2,353,190	$2,567,936	335	182
FY 2014/15	1,919,976	$2,222,404	314	182
FY 2015/16	1,970,264	$2,211,392	325	182
FY 2016/17	1,970,264	$2,145,540	335	182



Solid Waste Fund Revenues and Expenditures

Solid Waste Revenues include garbage franchise fees and garbage collection charges. The City contracts for solid waste services. A change in the service contract resulted in a reduction of expenditures in fiscal year 2012-13. The revenues and expenses have been stable in the resultant period, with revenues sufficient to pay expenses.



Solid Waste Fund Balance

The City of Social Circle Financial Policy establishes a minimum $10,000 for the solid waste fund balance.

	Cash & Cash Equiv.	Operating Budget
FY 2013/14	48,358	$280,788
FY 2014/15	50,012	$313,622
FY 2015/16	2,610	$357,000
FY 2016/17	10,000	$308,000

Summary

Following the recession of 2008 until 2016, General fund services were maintained and public safety services expanded while general fund revenue did not keep pace with expenditures. The budget was balanced through increasing transfers of funds from the enterprise accounts to the general fund in a potentially unsustainable rate. In FY 2016-2017, property values and general fund revenues reflected an increase. This, coupled with a policy decision of the City Council to budget enterprise fund transfers to general fund as a percentage of those revenues is showing a gradual narrowing of the gap between general fund revenues and expenditures, whereby general fund services may be sustained through general fund revenues and not reliant on widely variable transfers from the enterprise fund balances.

The utility funds were stabilized through rate increases in FY 2014-2015, re-funding of bonds, and replacement of large meters to more accurately measure flow. This has enabled the operations and maintenance to be supported by the user fees. In FY 2016-2017 transfers from the water and sewer fund to the general fund were reduced and use of those enterprise fund revenues in water and sewer system capital improvements was significantly increased to ensure that these services may be provided in a sustainable, reliable, and compliant manner without need for severe rate changes. This trend should support continued capital investment in the water and sewer infrastructure.

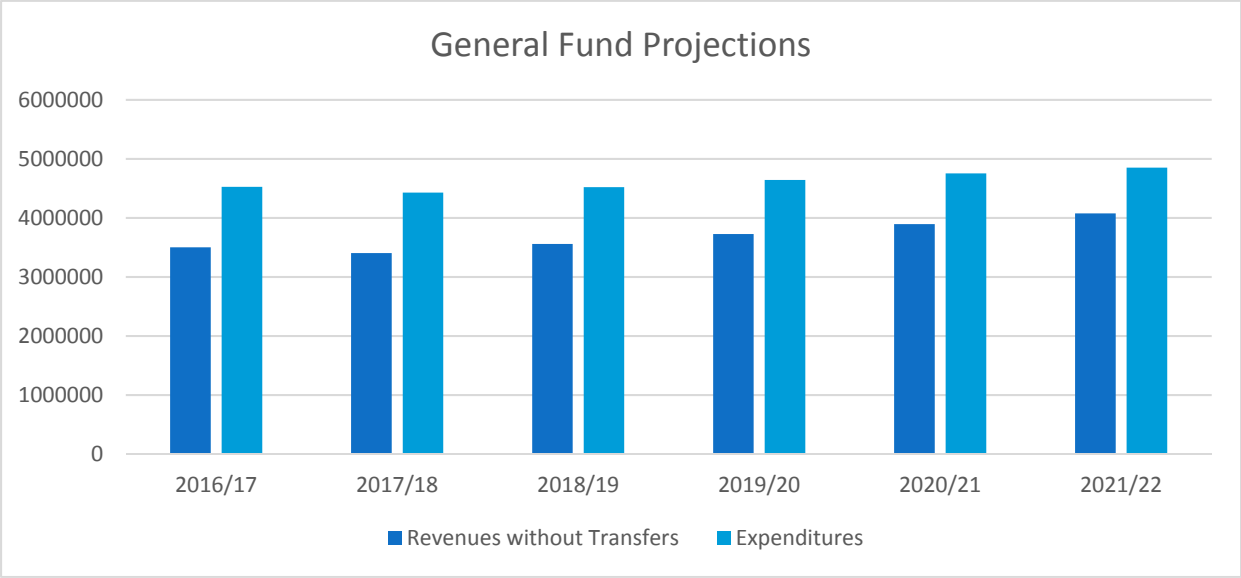
Budget Projections

Five-year budget projections were developed for the Capital Improvement Plan development. The factors used to create the projections included the following:

- Current year to date revenues indicate continued modest growth in general fund revenues, which is attributable to an improving economic outlook, a modest increase in construction of new homes, and the opening of new businesses within the City.
- All current public services were projected to continue, with current levels of service improved as feasible through efficiencies and operations. No new programs were included in the budget projections.
- Although economic activity is increasing, a modest 5% growth in property tax was projected per year. The real estate market value has not yet rebounded fully from recession impacts, although construction activity is increasing. In addition, programmed tax receipts were projected from recent significant industrial developments which received a 10-year graduated tax impact.
- Utility usage was conservatively projected to increase at 2% per year. This is supported by the modest growth in the residential base, and higher accuracy meter readings resulting from a large meter replacement program.
- No tax nor utility rate increases were proposed or projected.
- Employee benefit costs were projected to increase 10% per year, primarily driven by health insurance costs. The City will be using a broker to bid health insurance services during FY2017-2018 with the goal of reducing costs to enable supplement of employee family coverage through a cafeteria program.
- Liability insurance rates were projected at current levels, based upon recent renewals and lower losses in recent years.

Five-year budget projections were then developed for each fund, to determine the sufficiency of revenue to support expenses, and to determine the capacity to fund Capital Projects.

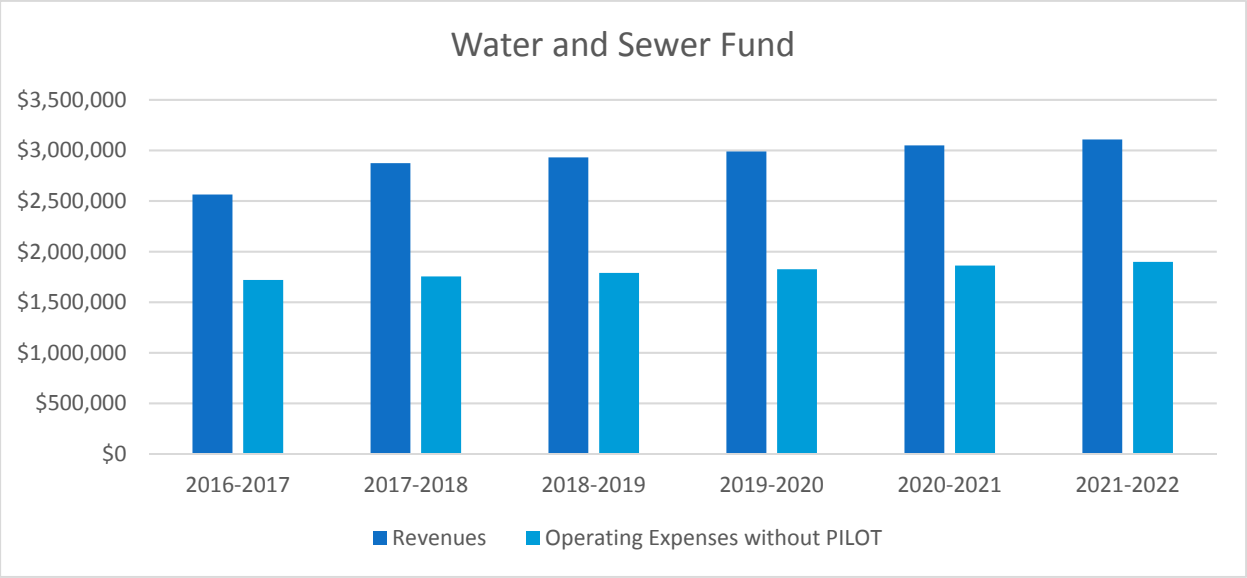
General Fund Budget Projections



The budget projections indicate a continued trend of expenditures exceeding revenues, however with a decreasing gap each year. With the addition of proposed PILOT (Payment in lieu of Taxes) from the enterprise funds, increasing funding is available each year for capital projects. It should be noted that capital projects are significantly supported by SPLOST funds, thus need not be fully supported by the GF.

Fiscal year	**2016-17**	**2017-18**	**2018-19**	**2019-20**	**2020-21**	**2021-22**
Revenue	$3,501,250	$3,401,860	$3,557,268	$3,725,770	$3,892,902	$4,075,169
Expenditure	$4,526,316	$4,426,930	$4,520,346	$4,641,902	$4,751,674	$4,850,541
Subtotal	($1,025,066)	($1,025,070)	($963,078)	($916,132)	($858,772)	($775,372)
Transfer from Water	$200,000	$287,366	$293,097	$298,889	$304,844	$310,710
Transfer from Gas	$768,066	$757,090	$705,099	$650,720	$593,882	$534,490
Transfer from Solid Waste	$57,000	$30,906	$31,524	$32,155	$32,798	$33,454
Transfer from Stanton Trust	$1,300	$1,300	$1,300	$1,300	$1,300	$1,300
Funds Available for CIP	$0	$51,592	$67,942	$66,932	$74,052	$104,582

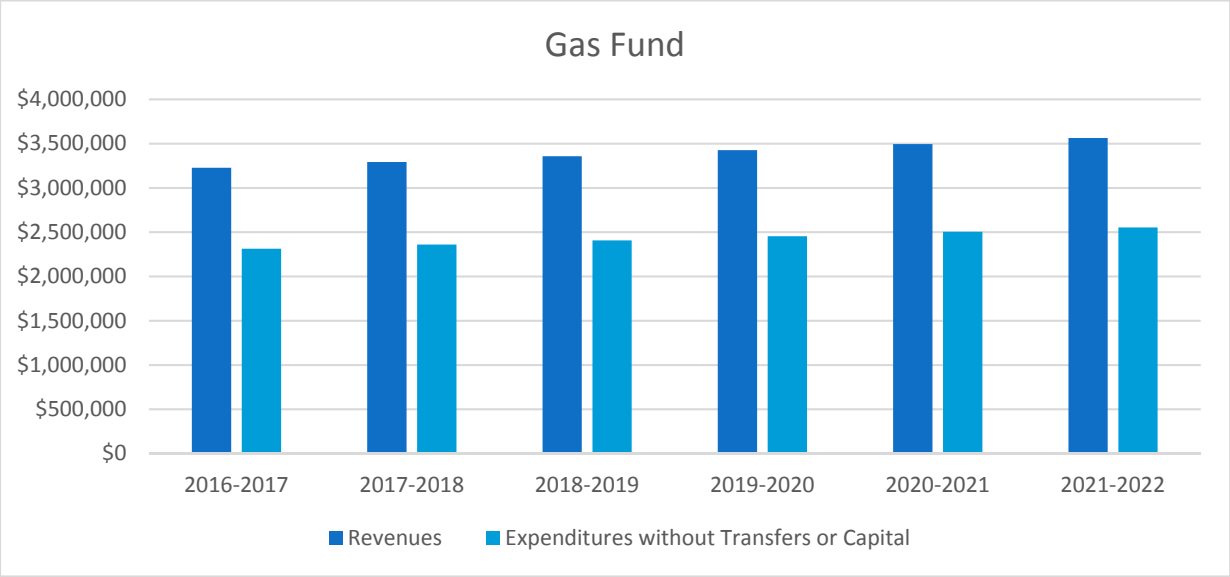
Water Sewer Fund Budget Projections



The Water and Sewer Fund projections indicate a clear trend of revenues exceeding expenditures. This is a positive indicator. However, there is significant investment needed to address deferred system maintenance and capital projects. The use of fund balance in the first year, and cost recovery fees in subsequent years will be necessary to support the capital needs of the water and sewer system.

Fiscal Year	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Revenue	$2,564,270	$2,873,657	$2,930,970	$2,988,889	$3,048,437	$3,107,105
Expenditures	$1,719,566	$1,753,957	$1,789,036	$1,824,817	$1,861,314	$1,898,540
PILOT	$200,000	287,366	293,097	298,889	304,844	310,710
Net Available for Capital	$644,704	$832,334	$848,837	$865,183	$882,280	$897,855

Gas Fund Projections



Gas fund projections indicate a positive revenue over expenditure trend. However, it should be noted that gas revenues are largely dependent upon weather conditions, and significant usage by a few large industries. Therefore, it is appropriate to be cautious in the dedication of this revenue to general fund.

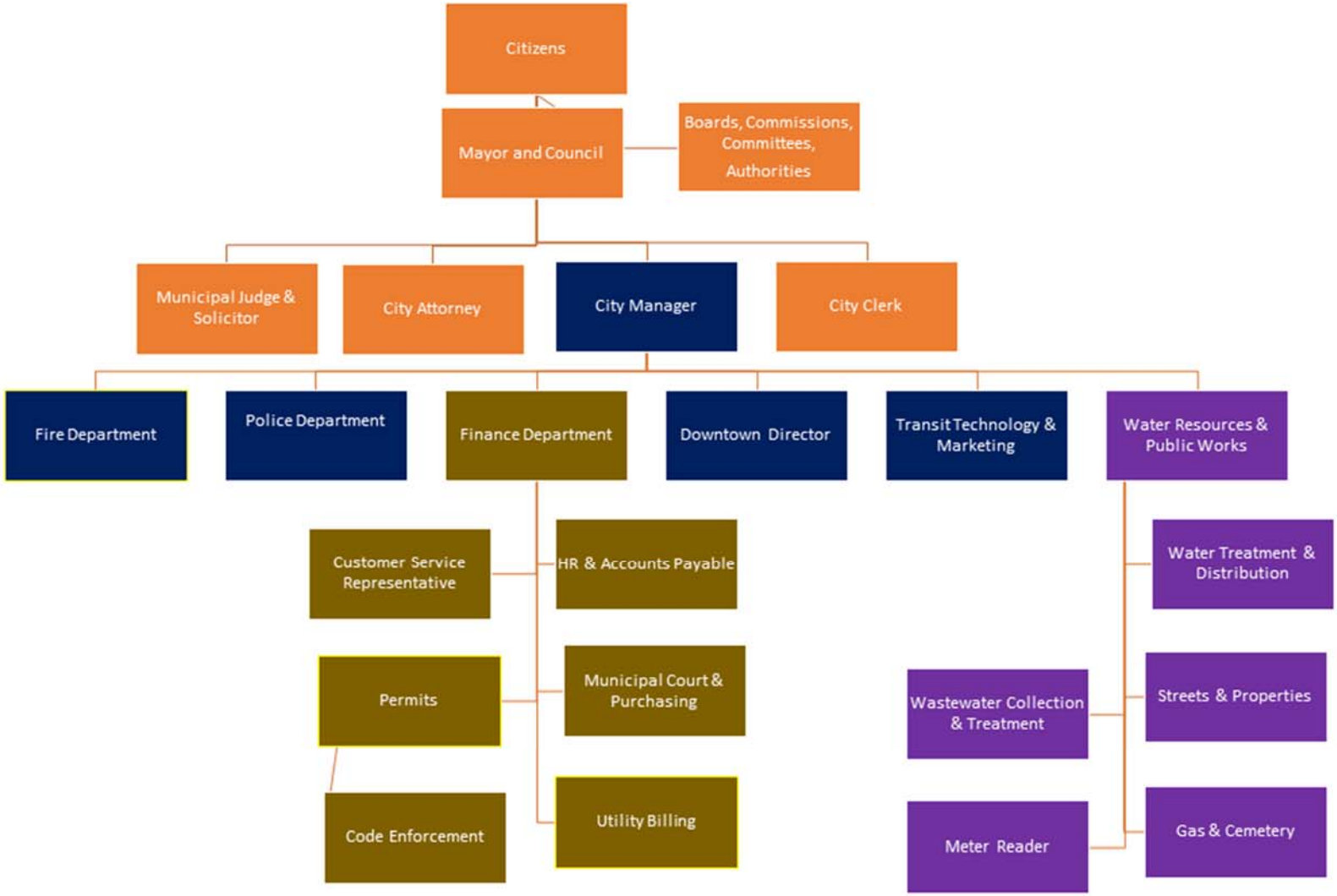
Fiscal Year	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Revenue	$3,226,967	$3,291,694	$3,357,612	$3,424,846	$3,493,423	$3,563,270
Expenditures w/o Transfers	$2,312,640	$2,358,893	$2,406,071	$2,454,192	$2,503,276	$2,553,341
PILOT	$768,066	$757,090	$705,098	$650,720	$593,882	$534,490
Net Avail for CIP	$146,261	$175,712	$246,444	$319,934	$396,265	$475,438

Special Purpose Local Option Sales Tax (SPLOST) Fund

The 2012-2018 SPLOST is projected to yield a total revenue of $3,100,000 over the six years. SPLOST funds are required to be used for Capital expenditures, rather than operating costs. The categories of Capital expenditures, and the distribution of funds into each is established at the time the SPLOST is approved. For this budget, the SPLOST allocations and expenditures were reviewed to determine available funding remaining in each category for appropriation to new capital projects. The approved and previously allocated funds are illustrated in the following table.

Use of Funds	Allocation	Projects	Committed	Remaining
Transportation	$850,000	Det. Pond	$94,895	
		Willow Spr. Pvg	$74,343	
		TEA Grnt SW	$64,000	
		W Hightower SW	$310,000	
		LMIG Match	$162,687	
		Alcova Roundabout & Sidewalk	$100,000	
		N Cherokee SW TEA Grant Match	$ 44,074	
Water & Sewer	$500,000	Meters & ADF PS	$360,000	
		WWTP Basin Conduit, Water	$140,000	
Public Safety	$1,000,000	Fire Station	$918,000	
		Police	$82,000	
Recreation	$250,000	Playground	$50,000	
		E. Hightower Bridge Sidewalk	$110,000	
		Trail Project	$90,000	
Library	$500,000	Match for State Funds for Expansion Project		$500,000

Organizational Chart



Capital Improvement Plan

Capital Improvements are typically one time, or not annual, expenditures which are new facilities, infrastructure improvements, or major equipment. In order for the City to deliver services which are reliable, efficient, compliant and financially sustainable capital investments must be made on a regular basis. Adequate capital project funding enables

- Equipment to be replaced before maintenance costs exceed the cost of a new vehicle,
- Service interruptions due to failing equipment or systems to be avoided,
- Infrastructure improvements to be planned prior to demand so that desired growth and economic development can be accommodated,
- Public Safety services to be timely by appropriate location of facilities, and
- Public facilities and amenities to be provided to create and sustain the quality of life desired by the community.

The development of a Capital Improvement plan is a three-stage process, whereby

- the amount of funds available for Capital projects is projected,
- the Capital project needs are identified, and
- Funding is allocated to projects based upon priority.

The City of Social Circle Capital Improvement plan is a five-year plan. Since Capital projects are typically large expenditures that do not recur every year, a time frame longer than one year is necessary to determine funding trends and create a plan that is fiscally constrained. This means that the five-year plan is one that can be reasonably predicted to be accomplished within the financial means of the City.

The amount of funds determined to be available for Capital Projects was determined as follows:

Total Revenues – Annual Operating Needs = Funds for Capital Improvements

Total Revenues were defined as those revenues currently in place, such as property tax, utility fees, etc. No tax rate increases nor utility rate increases were included in the total revenue projection.

Annual operating needs are defined as expenditures which are repeated annually to provide City services. These include personnel costs, fuel, supplies for typical services, electricity, etc.

This year, the plan development began in January at the Annual Retreat of the Mayor and City Council. The Council reviewed progress on their 2016-2018 Strategic Goals which were adopted on January 19, 2016. Financial policies were reviewed and work began on a Comprehensive Plan for Social Circle.

This Comprehensive Plan, **Imagine Social Circle- Vision 2040,** was developed over the next three months with extensive input from the community. A work plan was developed to address the goals and initiatives identified in this **Vision 2040** plan.

City Boards and Commissions were invited to a Council work session to suggest project and program funding consideration for the upcoming budget process.

In February, each department submitted Capital project requests with consideration of the Council Strategic Goals, prior Strategic plans, the prior Capital Improvement Plan, the **Vision 2040** input, infrastructure needs to maintain compliance and reliability in City services, and facility needs to create and sustain the quality of life desired by the community.

A five-year Capital Improvement plan was developed which proposed funding for specific projects per fund in light of these priorities. The plan was presented to the Mayor and City Council at a March work session. The plan was made available on the City web page and at City Hall. On April 18, 2017, the Capital Improvement Plan for Fiscal Year 2017/18 through Fiscal Year 2021/22 was adopted by the Mayor and City Council.

The adopted Capital Improvement plan is included on the following pages. The projects included in the first year of the five-year plan, or Fiscal Year 2017/18, are allocated funding in the Recommended Budget for 2017/18.

It should be noted that there were significant Capital Project needs that were not able to be funded in this fiscally constrained five-year plan. This indicates that the City revenues are not sufficient without grants, future SPLOST, or increases in tax rates or utility fees to meet these deferred needs.

The adopted Capital Improvement Plan for Fiscal Year 2017/18 through Fiscal Year 2021/22 provides for the continuation of City services in a compliant and reliable manner. Significant projects in the first year include:

- Repairs and improvements to the Fire Training Building to enable confined space rescue training and other scenarios. The Fire Department must train weekly during duty assignment.
- Reconfiguration of the City file room and purchase of equipment to use space more effectively and more easily manage essential City records.
- Rehabilitation of the PW Barn and yard for current Code compliance, and improved organization of material storage to increase efficiency of operations.
- Repairs to the Police Station to address leaking roof and rotted window areas.
- Replacement of City computer network equipment to support upgraded financial software and enhanced customer access to their billing information.
- Improvements to the chemical feed systems of the Water Treatment Plant to improve safety and assure continued reliable service to our customers,
- Replacement of poor condition water main on North Cherokee to address flow and pressure in the downtown area.
- Replacement of watermain in Heritage Park to address frequent main breaks and irregular main size.
- Conversion of existing water meters to radio read capability. This multi-year program will increase efficiency and accuracy of meter reading and enable customers to track their usage.
- Replacement of the sanitary sewer jet machine, which will improve the City ability to clear clogged lines and implement routine root cutting in the sewer system to improve reliability of service.
- Construction of a new pump station with sewer extensions which will enable reduction of the number of pump stations in the City and improve flow conditions downstream.
- Relocation of gas regulator stations and addition of fencing and SCADA to improve industrial service, safety and monitoring of the gas system.

Detailed project listings are included on the following pages.

SPLOST

Use of Funds	Allocation	Projects	Prior Committed	Approved 2016-2017	Amount
Transportation	$850,000	Det. Pond	$94,895		
		Willow Spr. Pvg	$74,343		
		TEA Grnt SW	$64,000	Add'l TEA	$ 44,074
		W Hightower SW	$310,000		
		LMIG Match	$162,687	Roundabout with Sidewalk	$100,000
			$705,926		
Water & Sewer	$500,000	Meters & ADF PS	$373,094		
Public Safety	$1,000,000	Fire Station	$918,000		
		Police	$82,000		
Recreation	$250,000			Playground	$30,000
Library	$500,000				

Amended 6/7/2017

Approved SPLOST Projects

Category	Project	2017/18	2018/19	2019/20	2020/21
TRANSPORTATION FUNDS REMAINING		**$ 0**			
PUBLIC SAFETY FUNDS REMAINING		**$ 0**			
WATER & WASTEWATER FUNDS REMAINING		**$ 126,906**			
	Replace conduit across WWTP Basin	66,906			
	Upgrade pumps & impellers at WWTP	30,000			
	Replace Alt Valves for Water Pressure	30,000			
RECREATION FUNDS REMAINING		**220,000**			
	Playground- Additional Funds	20,000			
	East Hightower Bridge SW	110,000			
	Trail Project		90,000		
LIBRARY EXPANSION FUNDS REMAINING			500,000		

Amended 6/7/2017

Approved General Fund Projects

Fund	Project		2017/18	2018/19	2019/20	2020/21	2021/22
GENERAL FUND		**Available Funds**	**$51,592**	**67,942**	**66,932**	**74,052**	**104,582**
ADMN	File Room Equipment & Reconfigure		$10,000			$15,000	
	Paint City Hall						15,000
FIRE	Training Building Repairs		$12,000	10,000			
	Replace Brush Truck (94)			20,000			
	Replace SCBA Air Bottles					50,000	
	Replace Scott Air Packs						$75,000
	Replace Ford Expedition				30,000		
STREETS	PW Barn & Yard Rehabilitation		$11,000	20,000	5,000	5,000	
POLICE	Building Repairs		$12,000	10,000	-	-	-
IT	Server, Network, & Computer Equip.		$6,592	7,942	6,932	4,052	14,582
	Replace Phone System – VOIP Hybrid				25,000		

Deferred General Fund Projects

Fund	Project	Deferred Needs
FIRE	Replace/Add 100' Platform Ladder Truck	$1,200,000
	Replace Scott Air Packs	75,000
	New Fire Training Center	400,000
	Citizen Warning System- upgrade	30,000
	Generator for Station 2	20,000
POLICE	Vehicle Replacement Schedule 2/ year	$300,000
ADMN	City Hall - Mntc, & HVAC Repl	32,700
STREETS	Replace Trucks (3)	75,000
	Replace Mowers (2)	25,000
	Replace Tractor 6610S	50,000
		$2,207,700

Approved Water Projects

Fund	Project	2017/18	2018/19	2019/20	2020/21	2021/22	Deferred Needs
WATER & WASTEWATER	**Available Funds**	$832,334	$848,837	$865,183	$882,280	$897,855	
WATER	City Utility Relocation for CSX Bridge	100,000					
	Services to 12 " W. Hightower Main				25,000	25,000	
	Replace Cherokee Rd WM with 10”	150,000	150,000	150,000			
	Replace Filter Media& Filter Beds		300,000				
	Replace Watermain in Heritage Park	45,000					
	Replace Ex. Meters with Radio Read	25,000	25,000	25,000	25,000	25,000	250,000
	Trac Vac at WTP for Sediment Basins				140,000		
	WTP- Replace CL Gas, FL, and Soda Ash Systems with Liquid Feeds	50,000		60,000			
	Insert Valves in Water System						150,000
	Replace Windows in WTP			50,000			

Approved Waste Water Projects

Fund	Project	2017/18	2018/19	2019/20	2020/21	2021/22	Deferred Needs
WASTEWATER	Replace Sewer Jet Machine	$50,000					
	I&I repairs- Manholes and Lines		100,000	50,000	100,000	100,000	2,000,000
	Replace & Reduce PS & Add generators	350,000		350,000		350,000	1,000,000
	Replace N. Cherokee Rd Sewer		100,000				
	Sewer Extensions to outfalls & New Service	$62,334	143,837	180,183	592,280	212,855	
	WWTP Replacement						13,700,000
	Replace stainless wall in Clarifier 2		30,000				
	Replace F350						45,000
	Replace F150						32,000
	Replace Rest Area Pumps					45,000	
	Total	$832,334	$848,837	$865,183	$882,280	$897,855	$17,177,000

Approved Gas Fund Projects

Fund	Project	2017/18	2018/19	2019/20	2020/21	2021/22
GAS	**Available Funds**	$175,712	$246,444	$319,934	$396,265	$475,438
	6” Main from Thurman Baccus to S Cherokee with Regulator Station		$115,000			
	Gas relocations for CSX project	$ 60,000				
	Replace Mini Excavator		$55,000			
	Install Cages at all Farm Taps	$12,000				
	Install Fencing & Egress at Regulators	$50,000				
	Gas main extensions		36,444	319,934	396,265	475,438
	Install SCADA on Regulator Stations	20,000	40,000			
	Relocate Regulator at Standridge	33,712				

Prior Strategic Plan Initiatives -Deferred

- East Hightower Trail Sidewalk
- Fire Training Center
- Downtown WiFi
- Generator at Fire Station
- 100’ Platform Fire Truck
- Full Equipment & Fleet Replacement Plan
- Full Street Repaving Schedule
- Drainage System Improvements
- Bucket Truck
- Gas & Water Main Extension along Parkway
- Depot Area Plan
- Façade Grants
- Mill Area Plan
- Downtown Master Plan
- Gateway Signage – North Side
- Street Sweeper
- Paving Equipment

General Fund

General Fund Revenue

The General Fund Revenue of the City comes from various sources including taxes, fee for services, use of the City's assets, and grants. There are different Funds that are used to ensure that monies collected are spent according to Governmental Accounting Standards.

Property Taxes – Property Tax is the historic mainstay for general revenue for the City of Social Circle. Social Circle has six significant property taxes, with Real Property tax the largest of the property taxes. The real property tax is determined by the City Council setting the millage rate annually. This rate, currently 7.90 mills, or $0.0079, is multiplied by 40% of the assessed value of real property to determine property tax owed.

Other Taxes

Taxation on Motor Vehicles - Beginning March 1, 2013, the sales tax and advalorem tax on automobiles was replaced with a one-time title tax fee of 6.5% in 2013, 6.75 in 2014, and 7% in 2015 when titling an automobile. The premise of this provision is to eliminate the advalorem tax on vehicles and capture revenue from the casual sale of automobiles. The state and local governments will split the revenue from the title tax fee. In 2013 the local governments will receive 43% of the revenue, 45%in 2014, 45% in 2015, 46.5% in 2016, 56% in 2017, 60% in 2018, 64% in 2019, 66% in 2020, 70% in 2021 and 72% in 2022 and all subsequent years. Current owners of automobiles taxed under the old system will continue to pay ad valorem until the vehicle is re-titled.

Cities are required to account for these two methods of taxation separately.

Franchise Tax – The City collects franchise taxes from Georgia Power (5%), telephone service companies (3%), and the cable services (5%).

Alcohol Beverage Tax – These revenues are derived from beverage distributors at varying rates: Liquor = $.22 per liter; Beer = $.05 per 12oz. or $6.00 per container on tap; Wine = $.22 liter. Taxes on liquor sold by the drink is three percent (3%) of the charge to the public.

Local Option Sales Tax (LOST) – This is a local sales tax on purchases within the county.

Occupation Tax – Social Circle levies and collects business and occupation taxes on businesses and practitioners with offices or locations within the municipal limits. These taxes are based by the business type and size.

Insurance Premium Tax - Social Circle levies a tax of 1 percent on life insurance companies based on gross direct premiums on policies of persons residing within their boundaries. Each municipality may levy a gross premium tax of no more than 2.5 percent on all other types of insurance companies doing business in Georgia. Insurance premiums taxes are collected by the Georgia Commissioner of Insurance and distributed to the municipalities levying the taxes based on premiums allocated on a population ratio formula.

Licenses and Permits – These revenues include licenses to operate businesses in the city. The City also collects licenses from establishments that serve Beer, Wine, and Alcohol; Insurance business licenses, golf cart permits and zoning and land use licenses. Beginning July 2015 building and sign permits were issued from City Hall through services with Bureau Veritas.

Fines and Forfeitures – These revenues are derived from traffic and parking tickets, other violations of laws enforced by the Police Department, court charges, and code enforcement fines.

Revenue from Others Government Collections

Walton County Fire – This revenue is for first response service by Social Circle Fire Department to Walton County residents in an area under served by the Walton County Fire service. The amount of this fee was established in 2008 and has been unchanged since.

SCBOE Resource Officer – This line item was used to account for revenue generated by providing the Social Circle schools with a police officer. This contract ended in 2015. School resource officers are now provided by the Walton County Sheriff.

Housing Authority In Lieu Taxes – These are collected from the Housing Authority in an amount equal to 10% of net rents received.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
REVENUES/OTHER SOURCES							
Taxes							
311100	REAL PROPERTY TAX-CITY	928,099	935,456	1,029,698	1,268,934	1,181,089	1,372,218
311200	REAL PROPERTY TAX - DEL	42,890	16,897	26,554	17,000	11,669	10,000
311310	MOTOR VEHICLE TAX- CITY	69,218	38,446	26,397	32,000	19,341	26,591
311315	TAVT TAX	53,630	53,969	49,174	51,000	36,521	46,000
311320	MOBILE HOME TAX-CITY	1,525	574	804	650	388	703
311325	ALTERNATIVE AD VALOREM TAX			1,115	1,000		0
311340	INTANGIBLE TAX	26,041	11,548	19,188	18,000	15,569	18,000
311350	RAILROAD EQUIPMENT TAX	3,386	3,446	2,171	4,200		2,100
311600	REAL ESTATE TRANSFER TAX	3,711	5,515	6,540	5,400	6,215	8,000
311710	ELECTRIC FRANCHISE TAX	393,442	426,758	420,262	436,000	411,951	411,951
311750	TV CABLE FRANCHISE TAX	33,954	33,542	34,672	35,000	34,471	35,000
311760	TELEPHONE FRANCHISE TAX	9,569	5,181	2,951	10,000	4,140	4,140
313100	LOST	526,201	546,425	538,663	550,000	412,888	555,000
314200	ALCOHOLIC BEVERAGE TAX	60,827	58,632	61,467	61,000	46,117	65,000
316100	OCCUPATION TAX	16,799	25,101	20,745	23,000	17,401	23,000
316200	INSURANCE PREMIUM TAX	219,851	228,036	243,619	250,000	263,887	265,000
316300	FINANCIAL INSTITUTION TAX	9,282	8,547	9,912	9,000	10,429	10,500
319000	P&I ON DEL TAX	33,742	17,997	30,320	35,000	11,799	20,000
Taxes TOTAL		**2,432,168**	**2,416,069**	**2,524,253**	**2,807,184**	**2,483,876**	**2,873,203**
Licenses & Permits							
321100	ALCOHOLIC BEVERAGE LIC	3,000	(422)	4,525	4,000	4,025	4,000
321150	ALCOHOL SERVER PERMIT		100	60	100		100
321220	INSURANCE BUSINESS LIC	11,521	12,063	9,664	9,500	10,980	12,000
321290	GOLF CART PERMITS	24	36	108	100	36	100
322200	BUILDING AND SIGN PERMITS	1,985	3,980	50,253	48,000	34,187	50,000
322201	BUILDING COMPLIANCE LETTER			4,809	5,000	2,900	5,000
322210	ZONING AND LAND USE LIC	450	450	2,195	3,000	1,950	3,000
Licenses & Permits TOTAL		**16,980**	**16,207**	**71,613**	**69,700**	**54,078**	**74,200**
Fines & Forfeitures							
351170	FINES AND FORFEITURES	159,322	161,885	111,682	118,000	69,193	120,000
351180	APLR REVENUE						16,000
Fines & Forfeitures TOTAL		**159,322**	**161,885**	**111,682**	**118,000**	**69,193**	**136,000**
Intergovernmental-State							
336002	WALTON COUNTY FIRE	52,000	52,000	52,000	52,000		52,000
	WALTON COUNTY (GATEWAY SIGN)						
	SCHOOL RESOURCE OFFICER	16,500					0
	SCBOE TAX COLLECTION FEE						0
336009	SCHOOL ELECTIONS			1,818			2,300
338001	HOUSING AUTH-IN LIEU TAX	3,038	3,963	5,173	4,000	3,784	5,200
Intergovernmental-State TOTAL		**71,538**	**55,963**	**58,991**	**56,000**	**3,784**	**59,500**

Grants and Other Sources – Five sources of grants are anticipated in the 2017-18 fiscal year: A Section 18 Transportation Grant for assistance in funding the transit system, and a Georgia Municipal Association health and safety grant and LMIG Grant from GDOT for roadway paving. Forest Land Grant is issued from the Department of Revenue from Property Taxes. If additional grants are received the budget will be amended to address the grant revenue and associated expenditures.

Fees for Services – These fees are collected to provide for the reimbursement of costs to provide certain services. These include: copying and faxing services, election qualifying fees, credit card fees, accident reports, cemetery, and cremorial fees.

Interest Income - This is money derived from the investment of cash that is not being used for current operating expenses. This reflects investment of City funds in the Georgia Fund 1 administered by the State for public funds.

Transfers and Fund Balance – Payment in lieu of taxes (PILOT) are transferred from the enterprise funds to the General Fund to a share of general administrative expenses to these utilities. As provided in the Financial Policies, these PILOT payments are based upon a percentage of revenues from the enterprise utility funds.

Account	GENERAL FUND Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Amended Budget	Mar-17 YTD	Adopted 2017-18 Budget
Grants & Other Sources							
331111	SECTION 18 TRANS GRANT	35,996	38,069	33,291	40,000	38,726	64,000
334314	GMA SAFETY GRANT	8,315	5,000	0	20,183	5,200	6,000
334315	GMA HEALTH PROMOTION GRANT			4,000	6,000	4,000	6,000
334322	GRANT - WALTON FOUNDATION	78,075			86,006	86,007	
334323	ST OF GA	51,700	121,441	54,344	68,825	68,826	70,000
335103	GA FORESTRY COMM GRANT						
335104	GEFA GRANT REVENUE						
335105	MISCELLANEOUS GRANTS	2,366	1,507	11,085	1,000	2,050	
335200	FOREST LAND PROTECTION	5,943		3,289	4,000		4,000
336007	FREDS GRANT		185				
Grants & Other Sources TOTAL		**182,395**	**166,202**	**106,008**	**226,014**	**204,809**	**150,000**
CHARGES FOR SERVICES							
341400	COPYING AND FAX SERVICES	495	473	395	500	141	500
341910	ELECTION QUALIFYING FEE	414		846			342
341911	CREDIT CARD CONV. FEE						
342120	ACCIDENT REPORTS	10	160	297	400	252	400
345510	PASSENGER FARES	5,466	7,743	5,760	6,000	4,699	8,000
349100	CEMETERY FEES	11,840	34,640	9,835	15,000	4,980	5,000
349200	CREMORIAL FEES						0
CHARGES FOR SERVICES TOTAL		**18,225**	**43,015**	**17,133**	**21,900**	**10,071**	**14,242**
INTEREST INCOME							
361000	INTEREST INCOME	20,251	14,782	12,909	100	520	50,000
INTEREST INCOME		**20,251**	**14,782**	**12,909**	**100**	**520**	**50,000**
Miscellaneous Revenue							
381002	RENT-COMMUNITY CENTER	(50)	250				
342121	CRIMINAL HISTORY			566		40	
342122	OPEN RECORDS REQUESTS			100		219	100
389001	OTHER REVENUE	15,854	21,774	17,365	15,000	3,415	5,000
389002	ARBOR GLEN STORM DRAINAGE PYMTS				46,431		32,000
Miscellaneous Revenue TOTAL		**15,804**	**22,024**	**18,031**	**61,431**	**3,674**	**37,100**
Other Financing Sources							
391102	USE OF FUND BALANCE RESERVES				298,308	251,877	
391101	USE OF FUND BALANCE RESERVES STANTON TRUST				3,000	0	
391202	TRANSFER IN FROM GAS (FIRE STAT)					150,000	
391203	TRANSFER IN FROM GAS	450,000	541,000	545,000	768,066	605,783	757,090
391204	TRANSFER IN FROM WATER	300,000	325,000	325,000	200,000	150,000	276,866
391205	TRANSFER IN FROM SW	25,000	50,000	107,000	57,000		53,629
391206	TRANSFER IN- STANTON TRUST		465	1,357	1,300	1,924	1,300
391210	TRANSFER IN - HOTEL MOTEL	332					
391215	TRANSFER IN - SCDDA		4,085				
391300	TRANSFER IN FROM SPLOST						
392000	CAPITAL LEASE PROCEEDS	715,834				0	
392100	PROCEEDS FROM SALE OF ASSETS	85,919		27,104		10,563	15,000
Other Financing Sources TOTAL		**1,577,085**	**920,550**	**1,005,461**	**1,327,674**	**1,170,147**	**1,103,885**
TOTAL REVENUES/OTHER SOURCES		**4,493,767**	**3,816,698**	**3,926,082**	**4,688,003**	**4,000,151**	**4,498,130**

Mayor and Council

Hal W. Dally, Mayor

David L. Keener, Mayor Pro tempore (District 3)

Scott D. Simpkins, Council Member (District 1)

Tyson Jackson, Council Member (District 2)

Steve Shelton, Council Member (District 4)



City Council
Accomplishments for Fiscal Year 2016-2017

Capital funding was allocated and Improvements were made to the Water Treatment Plant to improve the quantity of water provided to the City in a sustainable compliant manner meeting all water quality standards. Mapping of the water system was completed and a comprehensive plan for infrastructure improvements was initiated.

Commercial and community activity was increased downtown through support of new and existing businesses and fostering festivals and events in the historic downtown which draw residents and visitors.

Construction on the roundabout at Alcova and West Hightower was undertaken and sidewalk extensions provided in all directions to improve the safety and walkability of the area. Funding of this project was from Walton County, with City contributions for sidewalk extensions and landscaping and island aesthetic features.

Evaluation of regional options for expanded wastewater and water treatment needs was undertaken, and long term agreements are under discussion. Regional collaboration is being pursued where it provides the most economical, efficient, and sustainable approach to future City needs.

Industrial employment was expanded in the City through collaboration with the Walton County Economic Development Authority and the Social Circle Economic Development Authority.

A third-party evaluation of the City finances and financial policies was undertaken, and the financial policies were amended based upon recommendations. While the City is currently financially stable with a positive outlook, these changes will situate the City well should future bond issues be desired to support capital or infrastructure funding.

Policy guidance was provided for the public input and involvement process associated with the **Imagine Social Circle- Vision 2040.** In addition, the Mayor and Council held a joint retreat with the Downtown Development Authority and Main Street Board and staff to discuss the long-range vision for the historic downtown area.

A commitment was obtained from ISONOVA to initiate improvements to the plant emissions to eliminate odor effects exacerbated by certain atmospheric conditions. ISONOVA will be installing a gas powered Regenerative Thermal Oxidizer (RTO) which will burn the exhaust constituents prior to emission. A shorter stack will be constructed that will replace the existing three stacks. This plant improvement is scheduled to be in place and operational by January 2018.

Objectives for Fiscal Year 2017-2018

Accomplish the strategic goals established at the January 2016 annual Retreat.

Increase industrial employment in the City through collaboration with the Walton County Economic Development Authority and the Social Circle Economic Development Authority.

Facilitate the implementation of a Recreation Center in Social Circle by Walton County.

Assure the provision of cost effective, responsive services to the citizens of Social Circle.

Provide policy direction to accomplish the goals of the **Imagine Social Circle- Vision 2040** Comprehensive Plan.

City Council

The City Council Expenditure Budget houses costs of the Mayor and City Council. The Mayor and Council are elected to four year staggered terms. The Mayor is elected by the voters at large, Each of the Council members is elected by the voters of the district in which they reside.

Salaries – This line item includes the monthly salaries of the Mayor and City Council. These elected positions receive a stipend of: Mayor $600. per month, and Council $400. per month.

Employee Benefit Costs - Social Security, Medicare, as required by law, and Retirement Contributions which are provided the Mayor and members of the Council are included in these line items.

Property and Liability Insurance –Public Officials Liability Insurance is included here. We are insured though the Georgia Interlocal Risk Management Agency (GIRMA). The Association rates each member agency annually based on our previous years' experiences (losses) to provide liability rates.

Dues and Fees – Memberships for City: Walton County Chamber, Walton Municipal Association.

Travel and Training – Training money is spent to keep the Mayor and Council Members abreast of the latest trends in the governance of local government. Included is member training through the Georgia Municipal Association, workshops, and possibly new council member training as required by law.

General Supplies and Maintenance – These costs are for office supplies to support the operation of the Mayor and Council.

Food Council – These costs are for snacks and meals when the Mayor and Council are required to work through normal meal times and meal meetings outside of City Hall.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
EXPENSES							
Dept 1110 CITY COUNCIL							
Personnel Costs							
511100	SALARIES REGULAR	21,257	26,557	26,714	26,400	19,800	26,400
512200	SOCIAL SECURITY-FICA (COUNCIL)	1,321	1,647	1,656	1,637	1,228	1,637
512300	MEDICARE- (COUNCIL)	305	385	387	383	217	383
512400	RETIREMENT	8,775	8,775	6,960	9,750	7,313	9,750
Personnel Costs TOTAL		**31,658**	**37,364**	**35,718**	**38,170**	**28,557**	**38,170**
Contractual Services							
521302	SOFTWARE SUPPORT				0	213	330
523100	PROPERTY & LIABILITY INSURANCE	63,836	80,735	86,215	71,906		70,963
523500	TRAVEL & TRAINING (combined 2012-2013)	7,601	8,182	11,808	12,500	4,510	12,500
523600	DUES AND FEES	1,000	300	2,770	300	800	300
Contractual Services TOTAL		**72,437**	**89,216**	**100,793**	**84,706**	**5,523**	**84,093**
Supplies & Materials Costs							
531100	GENERAL SUPPLIES AND MATERIALS	156	313	241	500	80	500
531300	FOOD-COUNCIL	1,912	1,735	2,279	2,000	1,179	2,000
Supplies & Materials Costs TOTAL		**2,068**	**2,048**	**2,520**	**2,500**	**1,259**	**2,500**
TOTAL CITY COUNCIL		**106,163**	**128,628**	**139,031**	**125,376**	**35,339**	**124,763**

City Manager

Adele P. Schirmer, City Manager



City Manager
Accomplishments Fiscal Year 2016-2017

A City Comprehensive Plan was developed, with extensive community input. The **Imagine Social Circle- Vision 2040** plan refines the previously adopted Future Land Use plan and adds a specific Vision for Social Circle. The **Imagine Social Circle- Vision 2040** plan describes to the public, future residents, potential industries, and commercial investors how the community desires to guide the growth of Social Circle, to preserve its character and unique identity and protect its historic fabric.

An employee training program was initiated whereby the annual employee bonus historically included in the employee benefit package was tied to the accomplishment of a skill development or certification achievement that benefits the provision of City services to our community.

Restructuring of existing City staff was accomplished, as positions were vacant, to address current needs and improve service and responsiveness to the public.

Objectives Fiscal Year 2017-2018

Initiate a Community Leadership program which provides information to citizens regarding City services and opportunities to participate.

Support the application for Social Circle to be accepted into the Georgia Initiative for Community Housing, a three-year strategic planning program supported by Georgia DCA, UGA, and GMA to develop locally based housing and neighborhood revitalization strategies. Completion of the GICH program provides greater access to grant opportunities to implement the strategies.

Establish a community task force to develop a master plan for a Citywide trail network which can be implemented through grants and future development.

Collaborate with Walton County to assist in project development for a Recreation Center in Social Circle to serve community needs including youth and senior activities. SPLOST and CDBG funding applications and other financing sources will be pursued as needed to accomplish this community priority.

Support the Library Board in the completion of expansion plans and application for State construction funding to supplement City SPLOST funding and Uncle Remus Library facility funding for an addition on the Stanton Memorial Library to be underway in 2018.

City Manager

The City Manager is the Chief Executive of the City and possesses all the executive and administrative power granted to the city under the Constitution and laws of the State of Georgia and all the executive and administrative powers contained in the City Charter.

Salaries – The salary for the City Manager is included in this line item

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employee listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for the city manager.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Travel – Chief Executive – The following meetings: Georgia City/County Managers, Georgia Municipal Association Conference, miscellaneous meetings based on the City Manager's participation in regional and state government organizations.

Dues and Fees – Memberships for City Manager: International City/County Management Association, Georgia City County Manager Association, and other membership costs

Education and Training – Training money is spent to keep staff abreast of the latest trends in the operation of city government. Included is training through the Georgia Municipal Association, workshops through the International City/County Management Association, and other seminars or training opportunities.

Cell Phones – Annual cost of smart cell phone for Manager through Verizon.

General Supplies – These costs are for office supplies to support the City Manager.

Gas and Oil – This is for one vehicle driven by City Manager.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept1320 CITY MANAGER							
Personnel Costs							
511100	SALARIES REGULAR	103,598	117,260	105,175	116,500	88,144	118,700
512100	GROUP INSURANCE	6,144	5,487	25	50	44	100
512200	SOCIAL SECURITY-FICA	5,021	6,750	6,562	7,174	5,528	4,360
512300	MEDICARE	1,178	1,579	1,535	1,678	1,293	1,750
512400	RETIREMENT CONTRIBUTIONS	4,255	4,195	5,010	6,100	4,604	5,560
512700	WORKER'S COMP.	329	2,761	619	700	429	430
Personnel Costs TOTAL		**120,524**	**138,031**	**118,927**	**132,202**	**100,041**	**130,900**
Contractual Services							
523100	LIABILITY INSURANCE				702	0	600
523204	CELL PHONES	692	564	782	900	451	700
523500	TRAVEL- CHIEF EXECUTIVE	(211)	275	1,234	2,000	889	2,000
523600	DUES & FEES		1,385	9,691	1,000	1,548	1,600
523700	EDUCATION & TRAINING	916	950	2,539	1,000	818	1,500
523850	CONTRACTUAL SERVICES					1,600	0
Contractual Services TOTAL		**706**	**3,174**	**14,247**	**5,602**	**5,306**	**6,400**
Supplies & Materials Costs							
531100	GENERAL SUPPLIES	188	761	269	500	24	250
531270	GAS AND DIESEL	1,412	1,438	1,547	1,500	514	1,000
Supplies & Materials Costs TOTAL		**1,600**	**2,199**	**1,816**	**2,000**	**538**	**1,250**
TOTAL CITY MANAGER		**122,830**	**143,404**	**134,990**	**139,804**	**105,885**	**138,550**

City Clerk

Susan M. Roper. City Clerk / Finance Officer



City Clerk

Accomplishments Fiscal Year 2016-2017

An annual reception was initiated for all Mayor and Council appointed Board, Commission, Committee, and Authority members. This reception, which will be continued each year provided an opportunity for the Council to recognize the benefit these volunteers provide to the City, and for the Boards to share with each other their accomplishments and objectives.

Objectives Fiscal Year 2017-2018

Support will be provided to Mayor and Council for meetings, agendas, minutes, and public record maintenance consistent with Georgia Law.

The City Code, Zoning Ordinance, and Subdivision Ordinance will be codified and hosted by MuniCode. The MuniCode service improves the organization and ease of use of the City Code online, provides Code updates promptly, and is more cost effective than Code management by the City Attorney.

Travel and Training arrangements will be made as needed for Mayor and Council official events.

An annual reception will be initiated for all Mayor and Council appointed Board, Commission, Committee, and Authority members for the Council to recognize the benefit these volunteers provide to the City.

City Clerk

The City Clerk Expenditure Budget houses the offices of the City Clerk who is appointed by the City Council. The City Clerk is also the Finance Director for the City

Salaries – The salary for the City Clerk is included in this line item.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee who has been employed by the city for 1 year. In 2014 the City amended the plan from 1.25% with a COLA of 5% to 1.45% with a COLA benefit of 2%. Any new employees are only eligible for the new plan. Existing employees at time had to declare in writing their choice of plans going forward.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Travel – This line item includes all travel costs for the City Clerk to different training events.

- GMA Annual Convention
- Clerks Training
- Election Training

Dues & Fees – Annual Dues for the Clerks Association is paid from this line item.

EDUCATION & TRAINING- See Travel above.

Cell Phones – This line item includes cell phone costs for the City Clerk

General Supplies and Materials – These costs are for office supplies to support the operation of the City Clerk.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 1330 CITY CLERK							
Personnel Costs							
511100	SALARY REGULAR-CLERK	65,415	65,728	70,549	78,744	61,771	80,729
512100	GROUP INSURANCE	6,145	6,592	7,261	9,480	6,092	9,446
512200	SOCIAL SECURITY- FICA	3,924	3,905	4,292	4,900	3,674	5,006
512300	MEDICARE	962	913	889	1,150	859	1,190
512400	RETIREMENT CONTRIBUTION	2,647	2,604	3,117	4,250	3,127	3,710
512700	WORKER'S COMP	202	268	370	400	429	430
Personnel Costs TOTAL		**79,295**	**80,010**	**86,478**	**98,924**	**75,953**	**100,511**
Contractual Services							
523204	CELL PHONE	800	682	775	900	367	600
523500	TRAVEL-CLERK	176	1,173	906	1,000		1,000
523600	DUES & FEES		50	50	400	20	400
523700	EDUCATION AND TRAINING	1,005	600	978	1,000		1,000
523,850	CONTRACTUAL SERVICES						
Contractual Services TOTAL		**1,981**	**2,504**	**2,708**	**3,300**	**387**	**3,000**
Supplies & Material Costs							
531100	GENERAL SUPPLIES AND MATERIAL	120	574	173	400	27	400
Supplies & Material Costs TOTAL		**120**	**574**	**173**	**400**	**27**	**400**
TOTAL CITY CLERK		**81,396**	**83,088**	**89,360**	**102,624**	**76,367**	**103,911**

Elections

The Elections Expenditure Budget houses all Municipal election and School District election expenses. During the budget year, there will be an election for both City and School District positions.

Contract Labor – Compensation for Election Poll Workers is paid in this line item.

Advertising – Required Public Notices regarding elections are paid in this line item.

General Supplies and Materials – Expenses to hold elections are paid in this line item.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 1400 ELECTIONS							
Personnel Costs							
523850	CONTRACT LABOR-ELECTIONS	3,766		3,161			3,500
Personnel Costs TOTAL		**3,766**	**0**	**3,161**	**0**	**0**	**3,500**
Contractual Services							
523300	ADVERTISING	210		299	200	60	600
Contractual Services TOTAL		**210**	**0**	**299**	**200**	**60**	**600**
Supplies & Material Costs							
531100	GENERAL SUPPLIES AND MATERIAL	916		177		0	500
Supplies & Material Costs TOTAL		**916**	**0**	**177**	**0**	**0**	**500**
TOTAL ELECTIONS		**4,892**	**0**	**3,637**	**200**	**60**	**4,600**

General Administration

FTE Employee Positions by Department	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
General Government					
City Manager	1	1	1	1	1
City Clerk	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1
Municipal Court Clerk	1	1	1	1	1
Customer Service Representatives	2	2	2	2	1
Accounting /Payroll Technician	1	1	1	1	1
Utility Billing Clerk	0	0	0	1	0
Administrative Assistant	0	1	1	0	0
Marketing/Transit/IT Specialist *	0	0	0	0	1
Part Time Admin	0.5	0	0	0	0
SUBTOTAL	7.5	8	8	8	7








* 1/3 of the cost of this position is funded through contracted services expense of Health and Welfare Transportation Division to allocate supervisor expenses

Amended 6/7/2017

General Administration
Accomplishments Fiscal Year 2016-2017

A new financial software package was selected, purchased and implemented to support all City personnel and financial transactions. The transition from the former to new software will continue over the next nine months to assure continuity of operations. The former City system dated to 2003 and was no longer well supported by current technology. The new software system is more efficient and provides more flexibility for City and customer needs. It will support permits, utility billing, taxes, financials, payroll, accounts payable, cemetery, business licenses and cash receipts.

The website was updated to incorporate more timely information and provide online service options to the community. The website is a window into the City for economic development and tourism, as well as a resource for current residents and a first impression of the City.

Purchase of a large format printer plotter scanner has improved the ability of the City to provide graphics and plan information at public meetings. In addition, the scanner allows old maps and files to be stored and more easily accessed by the public.

Ordinance updates were initiated by the Planning and Corridor Commission, the Historic Preservation Commission, and the Tree Board to continue the use of all available City resources to maintain the character of the City and each district.

Court payments can now be processed online, beginning in June 2017. This step allows court customers to go on the website and make payments improving convenience and reducing the amount of in person and on phone payments.

Utility bill scheduling has been adjusted such that in July, 2017 monthly due dates are consistently on or slightly after the 1st of the month. This addresses recurrent requests from many of our customers.

Objectives Fiscal Year 2017-2018

The new financial software package purchased in 2016-17 will be fully implemented in 2017-18 to support all City personnel and financial transactions. Property taxes will be transitioned in September 2017, General Ledger and Accounts Payable in November 2017, and Utility Billing and all other services by April 2018.

Utility Billing printing and online phone payments will be outsourced in Spring 2018 for cost effectiveness and improvement in customer payment options.

City records management will be improved and paper record storage reduced in compliance with Georgia public record retention guidelines. Capital project funding is included to support filing equipment and file room reconfiguration to facilitate this initiative.

Code enforcement will be expanded to address property maintenance, building maintenance, zoning violations, and other nuisance Code issues. This was one of the most desired service improvements requested through the Vision 2040 input process. Initial contacts will be in person with the approach of a maintenance request and education on Code requirements. Follow up will be timely and consistent to achieve improvement in all neighborhoods and areas of the City.

General Administration

The General Administration Expenditure budget houses the costs that support all the other department and activities including payroll processing, accounts payable, planning and zoning, utility bill processing and collections, and other general administrative functions.

Salaries – Salaries for the Deputy City Clerk, Court Clerk, Accounts Payable/Payroll Clerk, one Customer Service Representative and 2/3 of the Transit/Marketing/Technology Specialist are included in this budget.
Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.
Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.
Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.
Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.
Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee.
Workers Comp – The City of Social Circle provides workers comp benefits for all employees.
Audit/Accounting – The City of Social Circle is currently contracted with Mauldin & Jenkins to perform the annual audit. In addition, Michael S. Moffitt and associates performs pre-audit work to assist in preparation for the audit. The City's fiscal year runs from July 1 thru June 30 each year. Field work for the audit generally falls the last two weeks in October. The deadline to file the audit with the State Department of Audits is December 31 each year.
Walton County Clerk – This line item includes funds to cover the costs to record and release fifa's for property taxes. These fees are paid by the taxpayer, but the costs don't usually fall in the same budget year as the receipts from the taxpayer.
Software/Hardware Support – This line item includes funds to pay for software support for City Hall's government software and for payment to our IT consultants for software support.
Custodial – This covers custodial services for public spaces in City Hall.
Repairs & Maintenance – Building – This line item includes costs to maintain City Hall: including costs for paint, pressure washing and repairs and HVAC repairs.
Repairs & Maintenance – Equipment – This line item includes costs to repair and maintain equipment in City Hall.
Rental of Equipment or Vehicle – This line item includes service maintenance costs for copiers and printers.
Insurance Liability – This line item includes Property and Liability insurance costs for General Liability for all other departments not otherwise specifically rated, for City Hall Building and the City Managers car.
Telephone - This line item includes telephone costs for phone lines in City Hall.
Cell Phones – Costs for ½ of City Hall Phone, ½ of Deputy Clerk and 1 hot spot for remote use.
Advertising – These costs include official public notice advertising, help wanted ads, and other general purpose advertising as well as all advertisements for Planning & Zoning and Historic Preservation.
Travel – This line item includes all travel costs for City Hall personnel to different training events including: Court Clerk – Annual Training; Payroll Clerk – GLGPA Annual Training; Records Retention – Annual Training; and Asst. Clerk Finance Officer Training.
Dues and Fees – This line item includes payment for the following: IQM2, Acro Time, Premier Security, WC Chamber, GA Chamber, GMA Dues, Arbor Day, Drug & Alcohol Testing for City Hall Employees.
Education & Training – See travel above
Contract Labor – These costs are for administrative work that is sent to an outside agency when necessary.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 1510 GENERAL ADMINISTRATION							
Personnel Costs							
511100	SALARIES REGULAR-ADMIN.	150,262	172,189	193,873	210,450	170,399	176,495
511300	OVT						10,000
512100	GROUP INSURANCE	27,104	36,340	42,151	57,000	34,650	44,500
512200	SOCIAL SECURITY- FICA	9,352	10,270	11,171	12,500	9,879	11,300
512300	MEDICARE	2,187	2,397	2,612	2,900	2,310	2,700
512350	UNEMPLOYMENT	5,280	660	490	0		
512400	RETIREMENT CONTRIBUTION	6,343	6,952	8,262	9,400	7,096	7,760
512700	WORKER'S COMP	787	708	932	1,000	801	801
Personnel Costs TOTAL		**201,315**	**229,517**	**259,492**	**293,250**	**225,135**	**253,556**
Contractual Services							
521202	AUDIT/ACCOUNTING	34,403	35,000	24,163	34,000	18,129	20,000
521301	WALTON CO. CLERK	1,321	1,453	2,133	1,000	2,198	1,500
521302	SOFTWARE/HARDWARE SUPPORT	46,178	28,880	53,575	45,000	40,957	50,000
522130	CUSTODIAL	154	2,355	2,080	3,000	4,190	4,000
522201	REPAIRS AND MAINT.-BUILDING	8,987	7,082	4,260	5,000	7,244	5,000
522202	REPAIRS AND MAINT.- EQUIPMEN	2,556	3,646	4,849	3,000	3,382	4,000
522320	RENTAL OF EQUIPMENT OR VEHICLE	2,161	1,662	2,776	2,500	2,422	4,000
523100	INSURANCE-LIABILITY	33,476	40,564	46,607	46,328	0	36,436
523201	TELEPHONE	10,352	4,793	3,195	4,200	3,165	4,400
523204	CELL PHONES	983	1,177	531	2,000	1,410	2,300
523300	ADVERTISING	3,304	4,561	6,721	7,000	3,827	6,000
523500	TRAVEL- ADMIN.	188	485	887	1,500	6,000	3,000
523600	DUE AND FEES (COC, GMA)	35,283	30,929	32,449	15,000	16,733	20,000
523610	BUILDING PERMIT FEES		581	34,020	34,000	24,697	34,000
523650	CREDIT CARD FEES	0					
523700	EDUCATION AND TRAINING	339	2,539	2,016	3,000	2,603	4,500
523800	CONTRACT LABOR	3,916	0		500		500
523850	CONTRACTUAL SERVICES(CODE ENF)			525		525	15,000
TOTAL Contractual Services		**183,602**	**165,706**	**220,786**	**207,028**	**137,480**	**214,636**

Contractual Services – These costs are for payment to Bureau Veritas for contracted Code Enforcement inspections including property maintenance and zoning violations.

Postage – This line item includes the cost of postage for mailing the property tax bills. The rest of the postage for the postage machine in City Hall and the mailing of Utility Bills is paid in the gas fund.

General Supplies and Materials – These costs are for office supplies to support the operation of the City Administration. Part of the cost is shared with Water and Gas.

Electricity – This line item includes the cost of electricity for City Hall.

Gasoline/Diesel –This line item includes the cost of fuel for the Meals on Wheels Van.

Food Purchases – This line item includes the cost of food and drinks for Court Staff and other food events/meetings.

Other Supplies – Items in this category include supplies for cleaning of rugs and carpets at City hall

GMA Health Grant Expense – This grant is to provide health education and other employee health programs during the year.

Capital Outlay – Equip/Software – This is for computer equipment including servers used for all the city for all the administrative functions.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Supplies & Material Costs							
523202	POSTAGE	671	952	740	1,000	706	1,000
531100	GENERAL SUPPLIES AND MATERIAL	20,362	22,581	17,879	21,000	14,802	16,000
531230	ELECTRICITY	10,404	10,929	10,228	10,000	6,911	10,000
531270	GASOLINE/DIESEL	664	1,727	1,677	1,500	882	1,500
531300	FOOD PURCHASES	644	346	1,010	1,500	1,080	1,500
531700	OTHER SUPPLIES	3,289	3,494	1,783	2,500	492	1,000
Supplies & Material Costs TOTAL		**36,034**	**40,029**	**33,316**	**37,500**	**24,873**	**31,000**
Capital Outlay							
542100	Capital Outlay - Equip/Software	32,898				0	0
542101	SERVER/MAINSTREET UPGRADE		26,634				
542102	FUTURE CAPITAL						
542103	GMA HEALTH & SAFETY GRANT EXP		1,174	5,629	12,000	0	
542200	CAPITAL OUTLAY				10,000	925	6,592
542500	CIP	167,148			60,000	5,320	10,000
549999	Capital Outlay Under Capitalization	5,717	11,853	17,724			
542500	CIP						
Capital Outlay Costs TOTAL		**205,763**	**39,661**	**23,353**	**82,000**	**6,245**	**16,592**
581301	PRINCIPAL-OTHER DEBT						
Debt Service TOTAL		**0**	**0**	**0**	**0**	**0**	
TOTAL GENERAL ADMINISTRATION		**626,714**	**474,913**	**536,947**	**619,778**	**393,734**	**515,784**

Legal and Judicial

The Legal Expenditure Budget includes the cost of legal advice from the City Attorney on a contract basis and Judicial Services for the Social Circle. The City Attorney and Municipal Judge are appointment by the City Council.

Legal Services – This is the cost of the advice from the City Attorney and Solicitor who contract with the City on an hourly basis.

Salaries – This is for the salary for the Municipal Judge who is appointed by the City Council

Employee Benefit Costs – Social Security and Medicare are included in these line items for the City Judge. Retirement contribution for the Judge will cease after the FY 2017-18 period, as of the August 2017 census.

Dues & Fees – Annual training through the Institute of Continuing Education of Georgia is provided for the Judge. If there is a need for an interpreter services in the court, fees for these services are paid through this line item.

Municipal Judge – This is a line item no longer used and is now shown in the salaries above.

Court Appointed Attorney – When the Judge finds that a citizen who is before the court and needs legal advice from an attorney but cannot afford such service, the Judge will appoint any attorney at no cost to the citizen. The City pays for these attorney fees.

Peace Officer A & B Fund - The Peace Officers' Annuity & Benefit Fund of Georgia was created by Act of the General Assembly and signed into law by Governor Herman Talmadge on February 1, 1950. The stated purpose of the Act was to provide revenue and a source of revenue for the purpose of paying annuities and benefits to the peace officers of the State of Georgia. A portion of each fine collected and each bond forfeited and collected in any criminal or quasi-criminal case for violation of state statues, county ordinances, or municipal ordinances, which case is before any court or tribunal in this state, shall be paid to the fund.

							Adopted
	GENERAL FUND	2013-14	2014-15	2015-16	2016-17	Mar-17	2017-18
Account	Description	Actual	Actual	Actual	Amended Budget	YTD	Budget
Dept 1530 LEGAL							
Contractual Services							
521201	LEGAL SERVICES	39,993	42,347	43,655	25,000	71,765	41,950
Contractual Services TOTAL		**39,993**	**42,347**	**43,655**	**25,000**	**71,765**	**41,950**
TOTAL LEGAL		**39,993**	**42,347**	**43,655**	**25,000**	**71,765**	**41,950**
Dept 2650 JUDICIAL SERVICES							
511100	SALARIES - JUDGE	2,500	6,321	6,071	6,000	4,500	6,000
512200	SOCIAL SECURITY- FICA	155	392	376	372	279	372
512300	MEDICARE	36	92	88	87	65	87
512400	RETIREMENT CONTRIBUTION		0	1,392	1,950	1,463	1,950
523600	DUES & FEES	2,034	1,425	2,524	1,500	540	1,000
523853	MUNICIPAL JUDGE	4,500		0			
523855	COURT APPOINTED ATTORNEY	5,522	768	1,590	2,000		1,000
523856	APLR TICKETS					3,855	8,000
573001	PEACE OFFICERS A&B FUND	7,188	7,474	5,327	6,000	3,018	6,000
Contractual Services TOTAL		**21,936**	**16,471**	**17,369**	**17,909**	**13,720**	**24,409**
TOTAL JUDICIAL SERVICES		**21,936**	**16,471**	**17,369**	**17,909**	**13,720**	**24,409**

Police Department

Police Department	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Chief	1	1	1	1	1
Asst. Chief	1	1	0	0	0
Lieutenant	0	0	1	1	1
Sergeant	3	3	3	3	3
Police Officer	8	9	9	9	9
School Resource Officer	1	1	0	0	0
Administrative Assistant	1	1	1	1	1
Part Time	1	1	0	2	0
SUBTOTAL	16	17	15	17	15



Police Department
Accomplishments Fiscal Year 2016-2017

Patrol vehicles have been replaced using seized funds to support budgeted funds. This has enabled the oldest cars in the fleet to be sold and has reduced repair costs.

The City began participating in the area DEA Task Force in 2016. This participation is a benefit to keeping drugs out of the City, and also provides the City a share of DEA Task Force confiscated funds. These funds can be used for police capital, equipment and training needs.

Body cameras were implemented last year and are in use consistently. In addition, the Police upgraded their body cameras this year to assure reliability and effective and secure operations.

Two ALPR (tag readers) were attained at no cost to the City. These ALPR units provide additional enforcement capabilities and improve officer and community safety.

Community programs were expanded this year with the implementation of monthly Coffee with a Cop and Milkshake with a Cop opportunities for the public to meet our officers. In addition, Firearms Safety training programs and P.R.I.D.E (Parents Reducing Injury through Driver Education) programs have been initiated and offered periodically by the Police Department.

The City of Social Circle was named one of the 25 Safest Cities in Georgia.

Objectives Fiscal Year 2017-2018

A Citizen Police Academy will be initiated in 2017-2018 to continue to build connections between the police department and community.

In-car computers will be provided in six patrol cars in 2017-2018 to complete the fleet. This enables officers to obtain the most up to date information while responding to calls for service, and to complete their reports in their patrol car, reducing overtime.

Wireless download system will be established so that in car and body camera video information will be automatically downloaded to the server when the police cars enter the Police Station lot.

Building repairs will be completed to address rotting windows and floor maintenance. Energy improvements will result from this work and fixture replacements.

The application for State certification of the Police Department will be initiated in 2017-2018. This is a three-year process which begins with a policy review and update, training, testing, and auditing of the department.

Police Department

The Social Circle Police Department is charged with the safety of the community. Through the City's police department functions including crime prevention, disaster preparedness, traffic safety, and other activities are undertaken in a community-oriented atmosphere

Salaries – Salaries in this department are for 14 certified officers and 1 Administrative Assistant/GCIC Terminal Agency Coordinator. The sworn officers include the following: (1) Police Chief, (1) Lieutenant (3) Sergeants (there are 2 Sergeants over the two Patrol Division teams. 1 Sergeant over the Criminal Investigations Division (CID). There are (8) Patrol Officers in the Patrol Division, (1) Investigator in the Criminal Investigations Division (CID).

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment –The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee who has been employed by the city for 1 year. In 2014 the City amended the plan from 1.25% with a COLA of 5% to 1.45% with a COLA benefit of 2%. Any new employees are only eligible for the new plan. Existing employees at time had to declare in writing their choice of plans going forward.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Software/Hardware Support–Costs associated with computer software, hardware, and support for the Police Department.

Custodial – Costs associated with cleaning the Police Department's office building and the Community Room portion of the building.

Repairs & Maintenance Building –Costs that are directly related to the repair and maintenance of the Police Department's office building and grounds and the Community Room.

Repairs & Maintenance/Equipment – Costs that are directly related to the repair and maintenance of Police Department equipment, including 15 patrol vehicles, a van, two vehicles for Chief and Lieutenant.

Rental of Vehicles or Equipment – Costs related to the internet service for the police department.

Telephones – Office telephones used by the Police Department in its office building.

Cell Phones – Cell telephones used by the Police Department – currently includes five (5) smart cell telephones (Chief, Lieutenant, 3 Sergeants) and tablets for patrol cars.

Advertising – This cost is related to advertising expenses for advertisements in area telephone directories or other publications and for job vacancies when needed.

Dues & Fees – Costs related to dues and fees that result from professional membership fees that are related to agency and personnel association memberships. This includes employee memberships and related fees to the Georgia Crime Information Center (GCIC), Georgia Association of Chiefs of Police GACP), International Association of Chiefs of Police, Georgia Law Enforcement Firearms Instructors, the Georgia Police Accreditation Coalition (GPAC), the Regional Organized Crime Information Center (ROCIC), the Georgia Terminal Agency Coordinator's Association, and fee related to the Georgia Technology Administration.

Education and Training –Officer training from inside and outside sources will be provided to personnel for specific areas to meet state requirements and for the general education and improvement of the agency. The agency will seek out and attend training opportunities from, but not limited to the Georgia Association of Chiefs of Police (GACP) Conferences, the Georgia Police Accreditation Coalition (GPAC), the Regional Organized Crime Information Center (ROCIC), and GCIC workshops are required for continued certification. Training materials for in house classes will be purchased when appropriate. Ammunition and materials will be purchased for firearms and less lethal equipment qualification and training needs

Contractual Services – Recurring monthly, quarterly, or annual service charges associated with the Police Department building and equipment, including pest control, employee secure ID badges, WI-FI services, copier maintenance, forensic scale calibrations, radar/laser recertification, polygraph, and other professional fees.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 3210 POLICE							
Personnel Costs							
511100	SALARY REGULAR	593,739	652,018	609,114	667,485	504,103	649,500
511300	OVT						49,500
512100	GROUP INSURANCE	81,562	90,509	90,119	142,000	78,295	142,000
512200	SOCIAL SECURITY	36,128	38,681	36,119	42,500	29,664	43,350
512300	MEDICARE	8,450	9,047	8,447	9,900	7,008	10,300
512350	UNEMPLOYMENT						
512400	RETIREMENT CONTRIBUTIONS	25,000	24,496	29,146	33,000	24,831	30,000
512700	WORKERS' COMPENSATION	35,282	30,564	34,415	37,000	31,098	32,000
Personnel Costs TOTAL		**780,160**	**845,314**	**807,359**	**931,885**	**674,998**	**956,650**
Contractual Services							
521302	SOFTWARE/HARDWARE SUPPORT		4,475	18,746	13,000	12,619	9,700
522130	CUSTODIAL		2,160	1,808	5,000	3,955	6,000
522201	REPAIRS & MAINTENANCE BUILD	2,156	1,857	3,285	10,000	1,697	10,000
522202	REPAIRS AND MAINT./ EQUIPMENT	44,081	22,673	24,072	22,000	15,617	25,000
522320	RENTAL OF VEHICLES OR EQUIP	523	450	441	500	285	500
523201	TELEPHONE	3,856	2,966	4,481	4,000	3,504	5,500
523204	CELL PHONES	4,818	4,364	5,433	4,500	3,947	9,500
523300	ADVERTISING			630	750	153	750
523600	DUES & FEES (+GCIC)	9,847	2,730	2,972	5,000	6,978	5,000
523700	EDUCATION AND TRAINING	5,171	5,617	6,770	10,000	2,270	10,000
523850	CONTRACTUAL SERVICES	725	1,251	3,110	5,000	4,847	16,250
Contractual Services TOTAL		**71,177**	**48,544**	**71,747**	**79,750**	**55,872**	**98,200**

GENERAL SUPPLIES AND MATERIALS -These costs are for cleaning supplies and other items used by the police department to maintain the agency offices and the Community Room, which is located in the same building. Additionally, this line item includes ammunition, batteries, crime scene processing supplies, and emergency response supplies, and office supplies.

ELECTRICITY –UTILITIES – Costs heat/air conditioning and lighting police facilities, including the Community Room which is primarily used by other groups Walton County Seniors, City Council, Commission, and Boards, and the Municipal Court.

GAS AND OIL – This is for fuel for all vehicles used by the police department.

SMALL EQUIPMENT (LESS THAN $500) – Costs related to small equipment and supplies used in daily operations of the Police Department that have a purchase price of $500 or less.

OTHER SUPPLIES – This category is used for costs related to supplies and materials related to investigative functions.

UNIFORMS –This is the cost to supply uniforms for officers in the department. A full uniform cost is about $1,000 new. Replacement parts include seasonal uniform shirts and pants, coats, gun belt, footwear, ballistic vests, traffic vests, and rain wear.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 3210 POLICE							
Supplies & Material Costs							
531100	GEN SUPPLIES AND MATERIALS	22,080	16,923	15,458	20,000	6,075	15,000
531230	ELECTRICITY	12,546	12,850	12,564	13,500	11,402	15,500
531270	GASOLINE/OIL	56,807	48,759	31,717	48,000	23,627	48,000
531600	SMALL EQUIP LESS THAN $500	3,239	3,179	8,759	11,000	1,431	11,000
531700	OTHER SUPPLIES	18,951	9,787	12,949	5,750	1,791	5,750
531701	UNIFORMS	9,101	11,423	15,050	7,500	8,244	8,500
Supplies & Material Costs TOTAL		**122,725**	**102,921**	**96,497**	**105,750**	**52,569**	**103,750**
Capital Outlays							
542100	CAPITAL OUTLAY-EQUIPMENT	7,472	19,870				0
542101	WCHCF GRANT EXPENSES	5,879					
542200	CAPITAL OUTLAY - VEHICLES	75,588		57,157	24,400	24,140	
549999	CAPITAL OUTLAY ITEMS UNDER CAP	899	2,054	4,026			
542500	CIP						12,000
Capital Outlays TOTAL		**89,838**	**21,924**	**61,183**	**24,400**	**24,140**	**12,000**
Debt Service							
581201	CAPITAL LEASE- VEHICLES						
Debt Service TOTAL			**0**	**0**	**0**	**0**	**0**
INSURANCE-LIABILITY							
523100	INSURANCE LIABILITY	50,084	37,581	46,421	69,024		85,971
INSURANCE-LIABILITY TOTAL		**50,084**	**37,581**	**46,421**	**69,024**	**0**	**85,971**
TOTAL POLICE		**1,113,984**	**1,056,285**	**1,083,207**	**1,210,809**	**807,579**	**1,256,571**

Fire Department

Fire Department	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Chief	1	1	1	1	1
Deputy Chief	0	0	1	1	1
Lieutenant	1	1	3	3	3
Sergeants	0	0	1	0	0
Firefighter	6	7	5	6	8
Part Time Firefighter	0.5	0.5	4.2	4.2	4.2
Paid Volunteers	10	10	10	10	0
*(Subtotal excludes Paid Volunteers) SUBTOTAL	18.5	19.5	25.2	25.2	17.2





Fire Department
Accomplishments Fiscal Year 2016-2017

The Fire Department works to safeguard the lives and property and to enhance the quality of life of the people of Social Circle by providing a vast range of emergency services, strong public relations, and fire and life safety education**.** Most citizens are unaware that the City fire crews are EMT trained and provide first responder assistance to emergency calls within the City, usually more promptly than the County ambulance service can respond.

Operations of the Department changed in 2016-17 to reflect a two-station staff and equipment base. This required changes of protocol for resource deployment, tactics and strategy, and personnel management. The second station has reduced response times and provided service to areas east of the Social Circle Parkway in both the City and unincorporated Walton County.

Fire staff have worked to prepare the City for a reassessment of the ISO rating. The new Fire Station, and other operational and water system improvements underway and planned should enable the City to improve upon the current ISO rating of class four. Our goal is to achieve a rating of class three this cycle.

A Fire Inspection program for existing buildings was developed in 2016-17 to improve safety and reduce fire and injury risk. An ordinance was developed and information provided to City Council prior to adoption. In addition, the inspection program will be initiated in a business-friendly manner through education in advance of enforcement.

Objectives Fiscal Year 2017-2018

Fire staff will complete confined space training for all staff and implement a confined space program through a public private partnership with local industry.

An existing building fire safety inspection program will be implemented to improve life safety, minimize loss and reduce risks from fire.

The Fire Department will work with water resources staff in the reassessment of the City's ISO rating during 2017-18. The goal is for the City to improve upon the current ISO rating of class four.

The fire department will continue to safeguard the lives and property of the people of Social Circle through professional excellence, community service and involvement, innovation, and integrity.

Fire Department

The Fire Department is charged with the protection of people and property from damage by fire and is a first responder for accidents, medical emergencies, and other incidents of public assistance inside the incorporated city limits.
Salaries – The request includes the current fire personnel of (1) Fire Chief, (1) Deputy Chief, (3) Lieutenants, (7) Firefighter/Drivers, (8) Part Time personnel, and (10) paid per call volunteer firefighters.
Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.
Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.
Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.
Unemployment –The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.
Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee who has been employed by the city for 1 year. In 2014 the City amended the plan from 1.25% with a COLA of 5% to 1.45% with a COLA benefit of 2%. Any new employees are only eligible for the new plan. Existing employees had to declare in writing their choice of plans going forward.
Workers Comp – The City of Social Circle provides workers comp benefits for all employees.
Hardware/Software Support – This fee is for IT services for network support only to VC3. It includes no hardware or hardware repairs, or local system maintenance /support.
Custodial - This line item addresses cleaning and janitorial supplies for both stations.
Repairs and Maintenance Buildings - Funds requested in the line item are for the repair and maintenance of both stations. These funds include repair of bay doors, general station supplies, and repair of building fixtures and equipment
Repairs and Maintenance Equipment - This line item addresses the cost of maintaining and operating the city's fleet of fire apparatus and administrative vehicles. Costs are associated with DEF fluid, tire repair and replacement, repairs to pumps and motors caused from mechanical failures, small engine repair, and shop repair fees from Walton County vehicle maintenance shop
Telephone – Telephones used by the Fire Department.
Cell Phones – This line item addresses the cost of twenty-four-hour availability for the command staff by use of cell phones from Verizon. It includes cost of a phone for the Fire Chief and reimbursement of forty dollars per month on Deputy Chief Robinson's personal phone. This line item also addresses the connectivity of the fire apparatuses computer aided dispatch system by funding of wireless hot spots for fire department apparatus. This line item includes a wireless connectivity solution for internet at the new fire station.
Advertising - This is cost associated with newspaper ads and general advertising.
Dues and Fees - This line item include dues and fees to professional organizations. It includes NFPA online code access, Target Solutions, Active 911, Explorer post registration fee, International Code Council, Ga. State Firefighters Association, and Ga. Association of Fire Chiefs
Education and Training - This line item addresses training and education of staff to fulfill professional licensing requirements. It includes Fire Safety Education materials for public outreach programs.
Contractual Services - Cost associated with this line item are contracted services. This line includes aerial and ground ladder testing, breathing air compressor maintenance, generator contract, functional flow testing and maintenance on self-contained breathing apparatus, annual pump certifications, Direct TV, Comcast, Pest Control, and third party hose testing.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 3500 FIRE							
Personnel Costs							
511100	SALARY REGULAR	359,305	404,588	469,955	585,000	445,670	606,014
511101	VOLUNTEERS	2,490	3,520	60	5,000	0	
511300	OVT						40,000
512101	FIREFIGHTER B24 INSURANCE+B93						8,000
512100	GROUP INSURANCE	40,170	59,051	67,887	104,500	65,295	104,000
512200	SOCIAL SECURITY	22,039	24,632	28,477	36,500	27,040	39,500
512300	MEDICARE	4,915	5,761	6,660	8,500	6,324	9,400
512350	UNEMPLOYMENT	2,640					
512400	RETIREMENT CONTRIBUTIONS	14,000	14,312	18,855	24,000	18,044	22,800
512700	WORKERS' COMPENSATION	6,414	10,972	10,107	6,300	14,558	14,600
Personnel Costs TOTAL		**451,972**	**522,836**	**602,000**	**769,800**	**576,931**	**844,314**
Contractual Services							
521302	SOFTWARE/HARDWARE SUPPORT			4,234	8,564	5,385	7,700
522130	CUSTODIAL	1,778	1,341	4,294	5,000	2,227	5,000
522201	REPAIRS & MAINTENANCE BUILD	7,775	11,708	12,133	10,000	5,731	15,000
522202	REPAIRS AND MAINT./ EQUIPMENT	24,711	29,456	26,885	23,700	16,539	24,350
523201	TELEPHONE	499	765	1,514	2,000	1,279	2,000
523204	CELL PHONES	18,359	1,682	3,168	3,900	1,943	3,000
523300	ADVERTISING	9,308	816	1,228	1,000	475	1,000
523600	DUES & FEES (+GCIC)	7,880	9,731	9,062	7,415	5,308	7,000
523700	EDUCATION AND TRAINING	840	14,006	8,052	9,200	6,407	9,200
523850	CONTRACTUAL SERVICES	1,435	21,708	13,817	16,470	13,857	18,075
Contractual Services TOTAL		**72,584**	**91,211**	**84,386**	**87,249**	**59,153**	**92,325**

General Supplies& Materials - This line item includes funds for office supplies, batteries for equipment, purchase of firefighting foam, rehab supplies for the fire ground/ station, disposable EMS supplies to maintain equipment required for licensure.

Electricity - This cost is based on the annual rate for the current station with the addition of the cost estimate from Walton EMC for the operation of the new fire station.

Natural Gas – The cost is based off an estimate from the cities gas department for the operation of the new fire station. The station operates mostly all gas appliances and is ran off the City of Madison gas system.

Gasoline/Oil - This cost is for fuel to operate the fire departments fleet at two stations and admin vehicles.

Small Equipment (less than $500) - This line item includes funding for purchase, addition or replacement of small equipment and hand held items.

Other Supplies - Funding in this line item includes replacement of PPE.

Uniforms - Uniformed firefighters are given a set amount of funds per employee to be used to ensure all personnel are presenting a professional image and have proper uniforms to work on shift.

Insurance Liability – Insurance for the fire department's fleet of vehicles and building.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 3500 FIRE							
Supplies & Material Costs							
531100	GEN SUPPLIES AND MATERIALS	14,136	16,186	15,924	12,700	10,589	13,700
531220	NATURAL GAS				4,000	399	1,500
531230	ELECTRICITY	9,396	9,534	10,630	17,000	11,191	17,000
531270	GASOLINE/OIL	14,710	10,788	10,681	15,000	8,252	15,000
531600	SMALL EQUIP LESS THAN $500	3,005	4,296	455	3,000	1,208	4,000
531700	OTHER SUPPLIES	8,529	8,740	4,032	3,500	802	4,000
531701	UNIFORMS	7,768	6,858	12,052	11,640	10,411	12,000
Supplies & Material Costs TOTAL		**57,544**	**56,401**	**53,775**	**66,840**	**42,853**	**67,200**
Capital Outlays							
542100	CAPITAL OUTLAY-EQUIPMENT	789,664					21,188
542101	WCHCF GRANT EXPENSES	78,069			86,005	58,738	
542103	GMA SAFETY GRANT EXPENSES	5,315		109,718	14,184	14,184	
542200	CAPITAL OUTLAY - CARS	45,511					
549999	CAPITAL OUTLAY UNDER CAP	4,273		47,063			
Capital Outlays TOTAL		**922,834**	**0**	**156,782**	**100,189**	**72,921**	**21,188**
INSURANCE-LIABILITY							
523100	INSURANCE LIABILITY	4,936	17,766	20,017	18,056		20,361
INSURANCE-LIABILITY TOTAL		**4,936**	**17,766**	**20,017**	**18,056**	**0**	**20,361**
TOTAL FIRE		**1,509,871**	**688,214**	**916,960**	**1,042,134**	**751,858**	**1,045,388**

Public Works (Street) Department

Street Department	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Publics Works Supervisor	1	1	1	1	1
Crew Leader	1	1	1	1	1
Maintenance Worker	6	5	5	5	4
Seasonal Maintenance Worker	0	0	0	0	0.75
SUBTOTAL	8	7	7	7	6.75





Public Works – Street
Accomplishments Fiscal Year 2016-2017

Public works staff improved storm drainage systems this year installing new culverts and improving driveway access. Ditches were cleaned and recurrent problem areas addressed with inlet or pipe changes.

The Street Department oversaw the removal of several very large dangerous trees at and near the Blue Willow Inn and on South Cherokee Road. In addition, the staff removed trees and limbs that were unsafe for motorists and pedestrians throughout the City.

Many potholes were repaired and concrete patches were applied maintaining streets in good order.

Rehabilitation and resurfacing of West Hightower, Social Circle Fairplay Road, and Cannon Drive was accomplished with SPLOST and GDOT Local Maintenance and Improvement Program Grant (LMIG) funds.

Mowing operations and leaf and brush removal services were provided continuously through the year.

Public Works equipment was evaluated, excess poor condition equipment was sold and a new truck for leaf and chipper operations was purchased. This will enable two crews to work simultaneously in separate areas of town on Leaf and Brush collection, improving customer responsiveness.

Two Salt spreaders were purchased which can be mounted on PW trucks during winter, while not encumbering the work trucks during Spring, Summer and Fall seasons. This enabled the large, poor condition truck, one use Salt spreading truck to be sold.

Public Works crews provided support for all City operations including downtown festivals and events, water and sewer line installations, parades, and weather emergencies.

Objectives Fiscal Year 2017-2018

Public works staff will continue to improve customer service and satisfaction in effective and efficient brush collection, leaf collection, and mowing services.

Facilities will be upgraded to provide better customer service by master planning for unforeseen equipment failures. Each service plan will have a backup plan to assure City services continue.

Scheduling of crews and activities will continue to be adjusted as necessary to assure responsive service is provided to meet customer needs in an efficient and timely manner.

Training of staff and improvement of tools and equipment will continue to enhance the service level provided to the community.

Public Works Street

The Public Works/Street Expenditure Budget houses the Street Department.

Salaries – Salaries for the Street Department Superintendent, Crew Leader, and four (4) Public Works Maintenance Workers and one seasonal maintenance worker.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Engineering – This line item covers the cost associated with any engineering or surveying that needs to be done in the street department.

Tree Trimming – This line item includes funds to pay for a tree trimming contractor should those services be needed on a project that the street department crew aren't set up to handle.

Repairs & Maintenance – Equipment – This line item includes costs to repair and maintain equipment for the Street Department including vehicle tires, auto parts, tractor equipment,

Cell Phones – This line item includes cell phone costs for Street Superintendent and Crew Leader.

Contractual Services – This line item is for contractor work that is required by the street department.

General Supplies and Materials – These costs are for supplies to support the operation of the Street Department, including cleaning supplies, small tools, weed killer, mosquito spray, street signs, concrete and asphalt, dumpster, and new employee drug and alcohol testing.

Electricity – This line item includes the cost of electricity for the City yard and all City Street lights.

Gasoline/Diesel –This line item includes the cost of fuel for the Street Department.

Small Equipment – This is for equipment costing less than $500 that is needed in the street department.

Other Supplies – printing, shop towel service, playground equipment parts.

Uniforms – Uniform costs from Cintas for department employees

Infrastructure – Paving – This is for paving completed by contractors supported by the GDOT LMIG grant and matched 30% by City funds.

Insurance Liability – This line item includes Property and Liability insurance costs for General Liability for the Street Department.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 4210 PUBLIC WORKS STREET							
Personnel Costs							
511100	SALARIES-REGULAR	249,555	222,482	226,723	232,075	166,191	221,110
511300	OVT						7,650
512100	GROUP INSURANCE	46,420	44,819	54,374	66,500	36,471	66,500
512200	SOCIAL SECURITY (FICA)	15,390	14,085	13,918	14,500	10,155	14,500
512300	MEDICARE	3,599	3,294	3,255	3,400	2,375	3,500
512350	UNEMPLOYMENT						
512400	RETIREMENT CONTRIBUTION	11,522	8,427	10,018	12,000	8,539	8,950
512700	WORKERS COMPENSATION	29,972	24,943	35,409	35,000	27,658	28,000
Personnel Costs TOTAL		**356,458**	**318,050**	**343,696**	**363,475**	**251,388**	**350,210**
Contractual Services							
521203	ENGINEERING-STREET	2,905					3,000
521302	SOFTWARE/HARDWARE SUPPORT						66
522140	LAWNCARE	5,450					0
522141	TREE TRIMMING	3,000	8,910		5,000	23,055	15,000
522202	REPAIRS & MAINTENANCE	22,409	106,658	37,478	20,000	31,928	25,000
523204	CELL PHONES	1,171	1,185	1,270	1,000	1,787	1,300
523850	CONTRACTUAL SERVICES		977			141	1,000
Contractual Services TOTAL		**34,935**	**117,730**	**38,748**	**26,000**	**56,911**	**45,366**
Supplies & Materials Costs							
531100	SUPPLIES	37,056	26,642	39,185	40,000	31,317	40,800
531230	ELECTRICITY	76,916	79,344	79,225	80,000	51,286	75,000
531270	GASOLINE/DIESEL	37,325	27,056	21,040	25,000	11,510	25,500
531600	SMALL EQUIP LESS THAN $500				1,000		1,100
531700	OTHER SUPPLIES	8,485	7,591	211	4,000	63	0
531701	UNIFORMS	5,647	6,758	5,179	5,000	3,019	3,500
Supplies & Materials Costs TOTAL		**165,430**	**147,392**	**144,840**	**155,000**	**97,195**	**145,900**
Capital Outlays							
541401	INFRASTRUCTURE - PAVING	78,122			229,319	160,322	91,000
542100	CAPITAL OUTLAY	9,466	50,046	18,710	50,000		
542102	CAPITAL OUTLAY - STORM DRAINAGE				92,862		
542200	CAPITAL OUTLAY-EQUIP	56,782	16,287				
542202	STREETSCAPE PROJECT	29,577					
542500	CIP						11,000
549999	CAPITAL OUTLAY - UNDER CAP	21,798	2,247				
Capital Outlays TOTAL		**195,745**	**68,580**	**18,710**	**372,181**	**160,322**	**102,000**
INSURANCE-LIABILITY							
523100	INSURANCE LIABILITY	9,394	9,776	12,361	7,308		
INSURANCE-LIABILITY TOTAL		**9,394**	**9,776**	**12,361**	**7,308**	**0**	**0**
TOTAL PUBLIC WORKS - STREET DEPARTMENT		**761,961**	**661,527**	**558,354**	**923,964**	**565,817**	**643,476**

Cemetery Department

Cemetery	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Lead Maintenance Worker	0	1	1	1	1
Maintenance Worker	0	1	1	1	1
SUBTOTAL	0	2	2	2	2



Cemetery
Accomplishments Fiscal Year 2016-2017

Ground penetrating radar services were used to survey a section of each cemetery to identify unmarked graves. In such historic cemeteries, this is a very helpful method to assure prior burials are honored and not disturbed.

Cemetery mowing and maintenance schedules were enhanced to improve the turf condition and assure an attractive and well-kept appearance. Cemetery maintenance services emphasize respect for those buried and their descendants.

The Cemetery Committee initiated cleaning of historic markers with an appropriate cleaner that does not degrade the stone markers. The cleaning is necessary to preserve the markers as it removes acid rain residue that will damage the markers.

Objectives Fiscal Year 2017-2018

Ground penetrating radar services will be continued to survey a section of each cemetery each year and mark the grave sites that are not otherwise marked. In such historic cemeteries, this is a very helpful method to assure prior burials are honored and not disturbed.

Regular cemetery mowing and maintenance will be continued to assure an attractive and well-kept appearance to respect those buried and their descendants.

Cemetery staff will expand turf management services to improve the grounds condition over time.

The Cemetery Committee will continue cleaning of a section of historic markers each year with an appropriate cleaner that does not degrade the stone markers. The cleaning is necessary to preserve the markers as it removes acid rain residue that will damage the markers.

The Cemetery Committee will evaluate approaches and grants to enable the repair of historic vaults for which ownership is unclear.

Cemetery

This budget houses the maintenance of the City's two cemeteries: Lakeview and Bennie Hill

Salaries – Salaries for the Cemetery Crew Leader and one (1) Maintenance Worker are included in this budget.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment –The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee who has been employed by the city for 1 year. In 2014 the City amended the plan from 1.25% with a COLA of 5% to 1.45% with a COLA benefit of 2%. Any new employees are only eligible for the new plan. Existing employees had to declare in writing their choice of plans going forward.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Engineering – This line item covers the cost associated with any engineering or surveying that needs to be done in the cemetery.

Repairs & Maintenance – Equipment – This line item includes costs to repair and maintain equipment for the Street Department.

Cell Phones – This line item includes cell phone costs for the Crew Leader.

Contractual Services – None scheduled for this year

Supplies – These costs are for supplies to support the operation of the two cemeteries.

Gasoline/Diesel –This line item includes the cost of fuel for the vehicles used by cemetery staff.

Small Equipment–Small tools and equipment for use in cemeteries.

Uniforms –For two employees in the cemetery division

Insurance Liability – This line item includes Property and Liability insurance costs for General Liability associated with the cemeteries and vehicles assigned to this function.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 4950 CEMETERY							
Personnel Costs							
511100	SALARIES-REGULAR		34,283	52,619	57,500	39,462	58,200
511300	OVT						0
512100	GROUP INSURANCE		6,534	12,834	19,000	12,168	18,900
512200	SOCIAL SECURITY (FICA)		1,495	3,240	3,600	2,386	3,610
512300	MEDICARE		362	758	900	558	860
512350	UNEMPLOYMENT		980				
512400	RETIREMENT CONTRIBUTION		1,865	2,253	3,000	1,822	2,400
512700	WORKERS COMPENSATION		2,600	2,326	2,000	711	800
Personnel Costs TOTAL		**0**	**48,119**	**74,031**	**86,000**	**57,108**	**84,770**
Contractual Services							
521203	ENGINEERING		0	2,000	3,500	200	2,000
521302	SOFTWARE/HARDWARE SUPPORT						66
522104	SURVEY - CEMETARY		360	0			
522141	TREE TRIMMING						
522202	REPAIRS & MAINTENANCE		1,774	224	1,000	223	1,000
523204	CELL PHONES		208	348	500	405	500
523600	DUES AND FEES		1,000	930		715	1,000
523850	CONTRACTUAL SERVICES			0			
Contractual Services TOTAL		**0**	**3,342**	**3,501**	**5,000**	**1,543**	**4,566**
Supplies & Materials Costs							
531100	SUPPLIES	783	6,899	2,734	5,000	4,788	5,000
531270	GASOLINE/DIESEL		3,774	2,193	2,500	1,644	2,500
531600	SMALL EQUIP LESS THAN $500			0			
531700	OTHER SUPPLIES			0			
531701	UNIFORMS		1,785	1,693	1,800	1,158	1,000
Supplies & Materials Costs TOTAL		**783**	**12,457**	**6,620**	**9,300**	**7,589**	**8,500**
Capital Outlays							
542102	FUTURE CAPITAL						
542200	CAPITAL OUTLAY-VEHICLES MAINT						
	CAPITAL OUTLAY-EQUIPMENT						
549999	CAPITAL OUTLAY - UNDER CAP						
Capital Outlays TOTAL		**0**			**0**	**0**	
Debt Service							
Debt Service TOTAL		**0**			**0**	**0**	
INSURANCE-LIABILITY							
523100	INSURANCE OTHER THAN EMPLOYEE		718	824	1,000		900
INSURANCE-LIABILITY TOTAL		**0**	**718**	**824**	**1,000**	**0**	**900**
TOTAL CEMETERY		**783**	**64,635**	**84,975**	**101,300**	**66,240**	**98,736**

Health and Welfare Transportation

Transportation Department	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Marketing/Transit/IT Specialist *	0	0	0	0	0
Van Driver	1	1	1	1	1
Part Time Van Driver	0.5	0.5	0.5	0.5	0.5
Part Time Dispatchers	0	0	0	1	1
SUBTOTAL	1.5	1.5	1.5	2.5	2.5



* This position is funded in General Administration Division. 1/3 of the costs are reimbursed from Health and Welfare Transportation Division under contracted services to reflect Transit supervisor expenses.

Amended 6/7/2017

Transit

Accomplishments Fiscal Year 2016-2017

Transit services were expanded this year with the addition of dedicated dispatch staff housed at the Welcome Center. This staffing, supported by the GDOT Transit grant, enabled a higher level of responsiveness for the ride request calls.

Transit rates were increased from $0.50 to $1.0 per ride in the City, and from $2.50 to $3.00 per person per round trip to Monroe this year. This additional fare revenue supported the local match for the addition of dedicated dispatch staff.

During 2015, the transit system served 8775 riders, or an average of 731 per month. The ridership increased in 2016 to 9893 riders, or an average of 824 per month. To date in 2017, 5231 riders have been served, a significant increase. This was accomplished with the current two buses and one full time and one part time driver.

Objectives Fiscal Year 2017-2018

A survey will be conducted to identify transit needs within the community. We will use the feedback to adjust service hours and route timing.

Best practices of other transit systems will be evaluated to identify service improvements which can be implemented.

Transit route support will be provided to Social Circle City Schools for student transportation needs associated with ***Move on When Ready*** dual enrollment at the Monroe Campus of Athens Tech and the Newton Campus of Georgia State University.

Health and Welfare Transportation

The Health and Welfare Transportation Budget houses costs association with the bus service provided to city residents. This budget is supported through grants from Georgia Department of Transportation Section 18 Grant.

Salaries – Salaries for one (1) full time and one (1) part time bus driver who provide on-call bus service in the City, three (3) part time dispatchers.

Group Insurance – Group (Health) Insurance for the full-time employee listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment –The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for the full-time employees referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Audit/Accounting – The City of Social Circle is currently contracted with Mauldin & Jenkins to perform the annual audit. In addition, Michael S. Moffitt and associates performs pre-audit work to assist in preparation for the audit. Grant funds pay for a proportionate share of this cost.

Software/Hardware Support – Software and tablets in the buses allow for administrative staff to alert drivers to new passengers

Repair and Maintenance – Equipment – This line item addresses service maintenance costs of the vehicles and computer equipment for the bus service.

Telephone - This line item includes telephone costs for phone lines in City Hall related to the service.

Cell Phones – This line item includes cell phone costs used by the bus service employees.

Advertising –This is for announcement for future drivers, changes to the service program, or other expenses to make the program visible to the citizenry.

Dues and Fees – Cost of certifying drivers.

Education & Training – Used for training of drivers

Contracted Services – Payment to General Administration Division of 1/3 of Transit/Marketing/IT Specialist for Transit supervision.

General Supplies and Materials – These costs are for office supplies to support the bus program.

Gasoline/Diesel –This line item includes the cost of fuel for buses.

Capital Outlay Bus – Program rules require the City to pay 10% of the cost of one new bus during the budget year prior to receiving the bus.

Insurance Liability – This is for a proportionate share of liability and vehicle insurance for operation of the two buses in the program.

Amended 6/7/2017

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 5540 HEALTH AND WELFARE TRANSPORTATION							
Personnel Costs							
511100	SALARIES - REGULAR	53,913	45,119	46,256	51,800	45,828	60,258
511300	OVT						1,625
512100	GROUP INSURANCE	6,126	6,574	6,019	9,500	6,084	9,482
512200	SOCIAL SECURITY (FICA)	2,949	2,478	2,780	3,250	2,815	3,881
512300	MEDICARE	690	585	650	800	658	920
512400	RETIREMENT CONTRIBUTIONS	1,015	1,340	1,582	1,800	1,582	1,099
512700	WORKERS COMPENSATION	1,551	1,486	1,670	2,000	1,411	1,500
Personnel Costs TOTAL		**66,243**	**57,580**	**58,955**	**69,150**	**58,378**	**78,765**
Contractual Services							
521202	AUDIT	600	1,000	1,000	1,000	1,000	1,000
521302	COMPUTER SOFTWARE MAINT		1,348	3,000	4,000	1,531	2,400
522202	REPAIRS AND MAINTENANCE EQUIP	2,721	2,710	1,734	2,000	2,823	3,000
523201	TELEPHONE		800	800	800	213	2,033
523204	CELL PHONES- VANS	1,172	1,088	1,991	1,500	1,004	1,500
523300	ADVERTISING	120	230	129	500	30	500
523500	TRAVEL	167	118	158	200	(91)	200
523600	DUES & FEES		102	68	250	30	250
523700	TRAVEL & TRAINING			121	300	0	300
523850	PAYMENT OF ALLOCATION OF TRANSIT/MKTG/IT SUPERVISION						20,585
Contractual Services TOTAL		**4,780**	**7,397**	**9,002**	**10,550**	**6,540**	**31,768**
Supplies & Materials Costs							
531100	GENERAL SUPPLIES AND MAINT	922	637	719	600	307	600
531270	GASOLINE/DIESEL	16,621	12,040	9,077	11,000	6,344	12,000
Supplies & Materials Costs TOTAL		**17,543**	**12,677**	**9,797**	**11,600**	**6,650**	**12,600**
542200	CAPITAL OUTLAY BUS						4,500
549999	CAPITAL OUTLAY - UNDER CAP		7,962				0
523100	INSURANCE LIABILITY	3,453	3,210	251	1,506	0	2,319
INSURANCE-LIABILITY/CAP OUTLAY TOTAL		**3,453**	**11,172**	**251**	**1,506**	**0**	**6,819**
TOTAL HEALTH AND WELFARE TRANSPORTATION		**92,020**	**88,827**	**78,005**	**92,806**	**71,569**	**129,952**

Library

The budget covers the costs associated with operation and maintenance of the W.H. Stanton Library. The Library is operated by the Uncle Remus Regional Library System, in the city owned building on West Hightower Trail

Salaries – There are no salaries as employees at the Library are employed by the Uncle Remus Regional Library System under contract with the City to provide services at the Library.

Repairs and Maintenance Equipment – These costs are associated with repair of equipment at the library.

Repairs and Maintenance Building – These costs are associated with the Library building, system within the building such as heating and air conditioning, electrical issues, etc.

Contract Labor – These costs are for special programs supported by the city at the Library.

Uncle Remus Regional Library - This is the contract cost paid to the regional library system to operate the Library in Social Circle.

Telephone - This line item includes telephone costs for phone lines for the Library.

Postage – This line item is for postage associated with library services.

General Supplies and Materials – These costs are for supplies such as custodial, restrooms restocking, and other cost to keep the Library building functioning.

Utilities Costs – The cost of water/sewer, natural gas, electricity, and garbage collection are budgeted here.

Books and Periodicals – These costs are for the purchase of books and other items for the Library. These are usually paid through the use of the Stanton Trust, monies which can only be derived from the proceeds of the Trust's assets.

Insurance Liability – This is for a proportionate share of liability insurance for library building.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 6510 LIBRARY							
Contractual Services							
522201	REPAIRS & MAINTENANCE - EQUIP		265	296	400	176	400
522202	REPAIR & MAINTENANCE BUILDING	264	2,080	1,019	800	2,650	800
523852	CONTRACT LABOR (PROGRAMS)	1,149			1,000		1,000
572002	UNCLE REMUS REG LIBRARY(REIM)	108,000	108,000	108,000	108,000	81,000	110,230
Contractual Services TOTAL		**109,413**	**110,345**	**109,316**	**110,200**	**83,826**	**112,430**
Supplies & Materials Costs							
523201	TELEPHONE	1,559	1,253	1,446	1,600	905	1,600
523202	POSTAGE				100	0	100
531100	GENERAL SUPPLIES AND MAINT	2,582	2,804	2,726	2,200	0	2,200
531210	WATER/SEWER	455	753	665	750	602	750
531220	NATURAL GAS	1,255	885	661	1,000	550	1,000
531230	ELECTRICITY	7,577	7,443	7,803	8,484	5,382	8,484
531280	GARBAGE	336	330	360	400	270	400
531400	BOOKS & PERIODICALS	1,981	1,979	1,869	3,000	0	3,000
Supplies & Materials Costs TOTAL		**15,744**	**15,446**	**15,530**	**17,534**	**7,708**	**17,534**
Capital Outlays							
542000	CAPITAL OUTLAY-MACH & EQUIP						
549999	CAPITAL OUTLAY UNDER CAPITAL						
Capital Outlays TOTAL					**0**	**0**	**0**
INSURANCE-LIABILTIY							
523100	INSURANCE LIABILITY	2,760	3,251	3,573	3,640		4,110
INSURANCE-LIABILITY TOTAL		**2,760**	**3,251**	**3,573**	**3,640**	**0**	**4,110**
TOTAL LIBRARY		**127,917**	**129,042**	**128,419**	**131,374**	**91,534**	**134,074**

Conservation Projects

Historic Preservation

Tree Board Commission

This budget is for the support of the Historical Preservation Commission and the Tree Board Commission of the City.

Supplies and Materials -

Historic Preservation Commission – Cost may include occasional studies required when reviewing the area within the City's historic districts. Previously, expenses have been made for training.

Tree Board Commission – Cost here include studies by the Tree Board and planting of new trees within the city.

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 7322 HISTORIC PRESERVATION							
Supplies & Material Costs							
572001	HISTORIC PRESERVATION	1,165	1,185	120	2,000	860	2,000
572002	TREE BOARD COMMISSION	2,396	563	0	2,000	38	2,000
Supplies & Material Costs TOTAL		**3,561**	**1,748**	**120**	**4,000**	**898**	**4,000**
TOTAL CONSERVATION PROJECTS		**3,561**	**1,748**	**120**	**4,000**	**898**	**4,000**

Main Street

Main Street	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Executive Director	1	1	1	1	1



Main Street
Accomplishments Fiscal Year 2016-2017

Downtown events and festivals were expanded in 2016-17 to create energy, interest, and community in the heart of the City. The first annual Georgia Cities Celebration, Taste of Social Circle, Back to School Festival, Downtown Movie Night, and Chili Cookoff were initiated this past year, in addition to the prior slate of events.

The Friendship Festival, the signature Festival for the City, was expanded and enhanced in 2016 to include more vendors and visitors than in prior years.

New businesses were opened downtown, which included Attorney and Insurance offices, Rustic Home Retail, Good Fellas Restaurant and Sacred Grounds Coffee Shop at Wiley's General Store. Additional businesses are in development.

The Downtown Development Authority renewed the Façade Grants program expanded to allow fire safety and electrical upgrade grants to facilitate the reuse of the historic downtown buildings for new businesses and restaurants.

A Sidewalk Café ordinance was promoted which was adopted by the Mayor and City Council to encourage and expand street-side dining opportunities downtown.

A downtown Facebook page was established and is actively used to advertise the businesses downtown and promote tourism and attract residents to the downtown.

A concept plan was developed for a Downtown Square and event venue at the parking lot across from Ace. A USDA Rural Development Grant request in the amount of $90,000 was submitted to begin construction of this facility. This project is the Downtown Development Authority's priority to accomplish in 2017-18.

Objectives Fiscal Year 2017-2018

Promote, facilitate and enable downtown events and festivals which create energy, interest, and community in the heart of the City. These include but are not limited to the Circle of Lights, Taste of Social Circle, Independence Day Celebration, Drive-In Movie, and Chili Cookoff.

Promote historic preservation through recognition, education, and demonstration projects.

Expand and enhance the Friendship Festival as the signature Festival for the City to draw more visitors and tourism. Continue to close Cherokee Road for the Festival to enhance the atmosphere of the Festival.

Recruit businesses to the downtown and provide promotion, support, and advertisement of existing businesses through social media, activities, and responsiveness to business needs.

Support the Downtown Development Authority in the development of the Downtown park and festival area through grants, sponsorships and partnerships.

Implement a downtown farmers market and partnership with Walton Wellness on a mobile Farmers Market bus with kitchen to support downtown events.

Main Street

The Main Street Division staffs the Downtown Development Authority and Main Street Program that has operated in the City of Social Circle since 1998. Guidelines for the program are set by Georgia Department of Community Affairs', Office of Downtown Development. The Main Street Executive Director's salary and benefits, and the operating cost for the Welcome Center, are funded by City General Funds. Downtown projects and activities are supported through sponsorships, fundraising, event revenues, grants and other sources.

Salaries– Salaries in this Division are for the Downtown Director.

Group Insurance –Group (Health) Insurance plan for the Downtown Director.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment –The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees

Custodial – Cleaning services for the Welcome Center are funded through this.

Repair & Maintenance Building – Maintenance for the welcome center is funded in this line item.

Rental of Equipment – Comcast, Wi-Fi and Welcome Center copier costs are included in this cost.

Telephone - Welcome Center phones are included in this line item.

Cell Phones – A cell phone for the Downtown Director is included.

Advertising –Funds used to promote city in the Georgia Connector, Walton Tribune & Covington News Newcomers Guides, Chamber of Commerce Publication, and Walton Tribune Visions

Training and Travel – The Memorandum of Understanding with Department of Community Affairs requires attendance at the following: Georgia Downtown Conference, National Main Street Conference; Historic Preservation Commission conference; one regional managers meeting, and one statewide managers meeting, for a total of at least 30 hours of training annually.

Dues & Fees - Georgia Downtown Association; National Downtown Association; Treasures on 1-20; Historic Heartland; Annual Audit; Walton County Chamber dues.

General Supplies & Materials - Cost to operate the Welcome Center and office of Main Street Program

(cost for p&z, HPC & city projects (sidewalks) support has also been included)

Electricity - Cost to operate the Welcome Center and office of Main Street Program

Insurance Liability– Those portions of the General Liability Insurance attributable to Welcome Center & Main Street activities and offices

							Adopted
	GENERAL FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 7540 MAINSTREET							
Personnel Costs							
511100	SALARIES	49,161	49,454	48,693	51,000	37,868	62,000
512100	GROUP INSURANCE	337	334	248	9,500	3,459	9,500
512200	SOCIAL SECURITY (FICA)	3,012	3,030	2,993	3,200	2,333	3,844
512300	MEDICARE -	705	709	700	800	546	915
512400	RETIREMENT CONTRIBUTION	1,506	1,976	2,365	2,700	1,985	2,850
512700	WORKERS COMPENSATION	121	175	259	400	100	150
Personnel Costs TOTAL		**54,842**	**55,677**	**55,259**	**67,600**	**46,292**	**79,259**
Contractual Services							
521302	SOFTWARE/HARDWARE SUPPORT			890	1,700	1,379	2,500
522130	CUSTODIAL		480	880	2,640	1,650	2,000
522201	REPAIR & MAINTENANCE BUILDING	2,299	100	218	1,000	1,350	1,000
522202	REPAIRS & MAINTENANCE EQUIPMENT	317	0	0	500		500
522320	RENTAL OF EQUIPMENT	1,252	108	820	2,200	2,712	2,500
523201	TELEPHONE	720	583	577	1,000	424	750
523204	CELL PHONES	480	480	334	500	301	400
523300	ADVERTISING	3,450	3,847	4,713	1,000	3,323	3,500
523500	TRAVEL	805	979	119	750	259	750
523600	DUES & FEES	2,432	3,269	3,655	1,000	2,256	1,500
523700	TRAINING	1,250	992	690	750	1,788	1,500
523850	CONTRACTUAL SERVICES			774		1,111	0
Contractual Services TOTAL		**13,005**	**10,837**	**13,670**	**13,040**	**16,553**	**16,900**
Supplies & Material Costs							
531100	GENERAL SUPPLIES & MATERIALS	14,539	4,795	8,350	3,450	542	2,000
531210	ELECTRICITY	2,715	2,863	2,665	2,750	2,204	2,700
531270	GAS/OIL	459	392	369	750		0
Supplies & Material Costs TOTAL		**17,714**	**8,049**	**11,384**	**6,950**	**2,746**	**4,700**
INSURANCE-LIABILITY							
523100	INSURANCE LIABILITY	1,619	2,238	2,915	2,018		1,821
INSURANCE-LIABILITY TOTAL		**1,619**	**2,238**	**2,915**	**2,018**	**0**	**1,821**
Capital Outlays							
542200	CAPITAL OUTLAY					0	
549999	CAPITAL OUTLAY UNDER CAP	4,639		6,100			
Capital Outlays TOTAL		**4,639**	**0**	**6,100**	**0**	**0**	**0**
TOTAL MAIN STREET		**91,819**	**76,802**	**89,328**	**89,608**	**65,591**	**102,680**

Debt

Other Financing Uses

This budget division is to account for leases, contingency funds, transfer out of the General Fund for items that are not normally budgeted for in any other department.

Lease Principal Fire Truck – This lease for two (2) 2013 fire truck began in September 2014 and will run for fifteen (15) years through budget year FY 2028-29. This is the principal payment for 2017-2018.

Lease Interest Fire Truck - This lease for the 2013 fire truck began in September 2014 and will run for fifteen (15) years through budget year FY 2028-29. This is the interest payment for 2017-18.

Contingency – General Fund – This number is derived by subtracting the 2017-18 expenditures in the General Fund from the expected revenues for 2017-18.

Operating Transfer Out – There are no anticipated transfers out of the General Fund anticipated this year.

							Adopted
Debt Service	**GENERAL FUND**	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 8000 OTHER FINANCING USES							
581202	LEASE PRINCIPAL FIRE TRUCK(9-2013)	45,821	37,621	38,867	40,153	40,153	41,483
581207	LEASE PRIN STREET TRACTOR						
582202	LEASE INT FIRE TRUCK (9-2013)	1,828	23,694	22,449	21,164	21,162	19,833
582207	LEASE INT STREET TRACTOR						
Debt Service TOTAL		**47,650**	**61,315**	**61,315**	**61,317**	**61,315**	**61,316**
Contingency							
579000	CONTINGENCY-GENERAL FUND						67,970
Contingency TOTAL					**0**	**0**	**67,970**
Dept 9000 OPERATING TRANSFERS OUT							
611004	OPERATING TRANSFER OUT -SW					0	
611007	OPERATING TRANS. OUT-T-21 PR						
612003	TRANSFERS OUT - SCDA						
612004	TRANSFERS OUT - SCDDA	50,000					
OPERATING TRANSFERS OUT TOTAL		**50,000**	**0**		**0**	**0**	
OTHER FINANCING USES		**97,650**	**61,315**	**61,315**	**61,317**	**61,315**	**129,286**
							0
TOTAL EXPENSES		**4,803,489**	**3,717,247**	**3,965,672**	**4,688,003**	**3,179,269**	**4,498,130**
Revenues over (under) expenses		**(309,722)**	**99,451**	**(39,591)**	**0**	**820,882**	**(0)**

Amended June 20, 2017

Water and Sewer Fund

Revenue Water and Sewer

The Water and Sewer Revenue of the City comes from various sources including, fees such as water and sewer taps and charges for delivery and removal of water and wastewater. Both funds rely on the water and sewer rate structure, which is designed to support the utility as a business enterprise.

Capacity Recovery Charge Water – These fees are charged to offset the capital cost of the water system, both the treatment plant and delivery system. The fee is based on water meter size as determined by the City per the American Water Works Association Manual M-22, converted to Equivalent Residential Unit times $4,000. This is a one-time fee charged at initial connection to the water system.

Capacity Recover Charge Sewer – These fees are charged to offset the capital cost of the wastewater system, both the treatment plant and collection system. The fee is based on water meter size as determined by the City per the American Water Works Association Manual M-22, converted to Equivalent Residential Unit times $4,500. This is a one-time fee charged at initial connection to the sewer system.

Water Tap Fees – This is the fee charged when a new or existing customer wishes to secure a new water connection to the city system. The fee includes the cost of the meter and installation.

Sewer Tap Fees – This the charge when a new or existing customer wishes to secure a new sewer connection to the city system. The fee includes the cost of the connection.

Hydrant Hook-Up Charge – This is the charge when a tank truck desires to purchase a load of water from a hydrant.

Water Plant Hook-Up Fee – This is the charge when a large user needs to draw water from the water plant.

Penalties – These are charges customers pay when they are late on, or fail to pay, their water and sewer bills.

Bad Check Fees – The city charges $25 for each “bad” check we receive for water and sewer bill payments.

Interest Income - This is money derived from the investment of cash that is not being used for current operating expenses.

Water Charges – These are the charges for water supplied to our customers based on water rates set by the City Council on an annual basis. As of May 1, 2017, we have 1889 active water customers. This budget recommends a zero increase in rates.

Sewer Charges – These are the charges for wastewater collected based on sewer charges set by the City Council on an annual basis. As of May 1, 2017, we have 1392 active sewer customers. This budget recommends a zero increase in rates.

Sewer CCR –This is Capital Cost Recovery, a charge imposed on certain users based on the sewer collection deficiencies noted in a Consent Order from the Public Services Commission

Other Revenue – Miscellaneous revenue is received that does not fit within one of the other line items.

Bad Debt Collection – These are the monies received from the collection of bad debts that have been turned over to a collection agency

Transfers and Fund Balance – Although not revenue by definition, these line items refer to funds used for operating purposes including transfers from the gas fund and the prior year fund balance. This use of fund balance proposed reflects funds that were programmed in 2016-17 for water relocations associated with the CSX bridge replacement. GDOT’s schedule for this project was delayed until 2017/18, thus this carries the funds forward to 2017/18.

							Adopted
	Water & Sewer	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
REVENUES/OTHER SOURCES							
GRANTS & OTHER SOURCES							
331351	CDBG REVENUE						
335103	STAG GRANT INCOME						
335104	EDA/ARRA GRANT REVENUE						
GRANTS & OTHER SOURCES TOTAL			**0**	**0**	**0**	**0**	**0**
CHARGES FOR SERVICES							
344212	CAPACITY RECOVERY CHARGE-WATER	18,000	14,250	56,000	60,000	31,000	60,000
344214	CAPACITY RECOVERY CHARGE-SEWER	13,500	18,750	51,750	50,000	30,375	50,000
344220	WATER TAP FEES	6,730	3,300	8,400	6,000	5,700	6,000
344221	SEWER TAP FEES	2,250					
344222	HYDRANT HOOK UP CHARGE	300	450	520	500		
344223	PLANT HOOK UP CHARGE		50				
344290	PENALTIES	76,657	82,841	85,792	75,000	60,843	81,000
349300	BAD CHECK FEE	2,004	1,476	975	1,500	800	1,500
CHARGES FOR SERVICES TOTAL		**119,441**	**121,117**	**203,437**	**193,000**	**128,718**	**198,500**
INTEREST INCOME							
361000	INTEREST REVENUE	10,347	10,819	16,422	136	1,050	20,000
INTEREST INCOME TOTAL		**10,347**	**10,819**	**16,422**		**1,050**	**20,000**
Utility Revenues							
344210	WATER CHARGES	1,127,952	1,322,299	1,570,873	1,437,878	1,268,237	1,740,983
344255	SEWER CHARGES	777,261	858,067	920,154	908,828	741,057	1,012,941
344256	SEWER SURCHARGE						
344257	SEWER CCR	28,045	28,046	23,156	23,164	22,255	30,000
Utility Revenues Totals		**1,933,258**	**2,208,412**	**2,514,183**	**2,369,870**	**2,031,549**	**2,783,924**
Miscellaneous Revenue							
389001	OTHER REVENUE	350	1,756	1,356	1,400	1,608	1,400
389006	BAD DEBT COLLECTION		6,517	158		218	
389010	GAIN/LOSS ON SALE OF ASSETS						
Miscellaneous Revenue Totals		**350**	**8,273**	**1,514**	**1,400**	**1,826**	**1,400**
Transfers In							
393999	USE OF FUND BALANCE RESERVES						100,000
393998	USE OF FUND BALANCE (2015 BOND CONST)						164,000
391203	TRANSFER IN FROM GAS	84,975	170,670				
391205	LOAN FROM GAS			-			
391205	TRANSFER IN FROM DDA						
Transfers In TOTAL		**84,975**	**170,670**	**0**	**0**	**0**	**264,000**
393800	CAPITAL CONTRIBUTIONS			316,681			
393100	2015 BOND PROCEEDS						
TOTAL REVENUES/OTHER SOURCES		**2,148,371**	**2,519,291**	**3,052,238**	**2,564,270**	**2,163,143**	**3,267,824**

Sewer Collection and Disposal

Wastewater Treatment Plant	**FY2014 Budget**	**FY2015 Budget**	**FY2016 Budget**	**FY2017 Budget**	**FY2018 Budget**
Wastewater Plant Superintendent	1	1	1	1	1
Wastewater Plant Operator	1.5	1.5	1.5	1.5	2
Wastewater Plant Trainee	1	1	1	1	0
Wastewater Plant Mechanic	0	1	1	0	0
Regulatory/Compliance Specialist					0.5
SUBTOTAL	3.5	4.5	4.5	3.5	3.5





Wastewater Treatment Plant and Sewer Collection and Disposal Accomplishments Fiscal Year 2016-2017

Comprehensive mapping of the wastewater system was completed and a GIS data layer developed. This data will be used to model the sewer system and assist in the identification and prioritization of sanitary sewer infrastructure improvement projects to address current and future City needs.

Sewer system video camera investigation was completed in troublesome areas to address clogging and high inflow and infiltration areas. Construction plans to address the issues identified were completed.

A master plan was developed for the elimination of pump stations through consolidating upstream sewer sheds as downstream pump stations are replaced.

Regional wastewater treatment options to replacing the City wastewater treatment plant were investigated for future City wastewater treatment needs. Discussions are underway to develop a long-term agreement which is efficient, cost effective, sustainable, and in the long-term interest of the City.

Wastewater treatment plant operations continued with no NPDES violations. Two volutes were replaced at the influent pump station without loss of service. In addition, major maintenance at pump stations was provided without interruption in service. This included replacement of both pumps at the Highway 278 pump station serving the GDOT rest area.

Objectives Fiscal Year 2017-2018

Complete a master plan to identify and prioritize wastewater infrastructure needs for current and future development as set forth in the Imagine Social Circle- Vision 2040 plan.

Develop a funding plan to address the prioritized infrastructure needs.

Complete construction of sewer collection improvements and pump station replacement identified in FY2016-17.

Complete development of regional wastewater treatment agreement for future City wastewater needs for Council consideration as an option to replacing the City wastewater treatment plant at its current location.

Implement capital improvement projects to line sewers and replace manholes in critical areas to reduce mitigate inflow and infiltration in the sewer system.

Sewer Collection and Disposal

The Sewer Collection and Disposal Department is responsible for collecting and processing effluent from the homes, businesses, and industries within the City's wastewater collection area according rules and procedures stated in state and federal law.

Salaries – Salaries for Wastewater Plant Superintendent and two (2) Wastewater Plant Operators.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Audit/Accounting – The City of Social Circle is currently contracted with Mauldin & Jenkins to perform the annual audit. In addition, Michael S. Moffitt and associates performs pre-audit work to assist in preparation for the audit. The City's fiscal year runs from July 1 thru June 30 each year. Field work for the audit generally falls the last two weeks in October. The deadline to file the audit with the State Department of Audits is December 31 each year.

Engineering – This line item supports engineering studies and construction plan development. MFB Lab Consultants checks over all our lab data that is sent to EPD in Discharge Monitoring Reports plus trains operators for new procedures.

Industrial Pretreatment – J&T Environmental Services does inspections at industries, reviews required reports and submits the Industrial Pretreatment Report annually to EPD, for the industrial Pretreatment Program.

Disposal – All costs for dewatering of sewage sludge (land fill tipping fees, polymer, liners, hauling fees, and testing required by land fill). Also, regular trash fee added here.

Repairs and Maintenance Equipment – Any fee accrued as a result of repair, replacement or routine maintenance of plant and pump station equipment.

Telephone – Costs for 2 land lines at wastewater plant (1 office line & 1 line for SCADA system).

Cell Phones – Cell phone for supervisor & operator.

Advertising – Costs to advertise for spills or mandated occurrences

Dues and Fees - Costs accrued for license renewal and subscription renewals.

Education and Training – Costs accrued for continuous education points for licensed operators or training for new hires.

Contract Labor - Cost of labor to repair pumps and motors.

							Adopted
	Water & Sewer	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
EXPENDITURES							
Dept 4330 SEWAGE COLLECTION & DISPOSAL							
Personnel Costs							
511100	REGULAR SALARIES	130,338	126,129	125,378	130,330	108,936	152,857
511300	OVT						8,188
512100	GROUP INSURANCE	18,108	16,289	21,740	28,400	18,257	33,100
512200	SOCIAL SECURITY	8,141	7,551	7,799	8,100	6,569	10,000
512300	MEDICARE	1,904	1,766	1,824	1,950	1,536	2,400
512400	RETIREMENT CONTRIBUTIONS	4,076	7,990	11,941	6,400	4,731	7,000
512700	WORKERS' COMPENSATION	2,672	2,307	2,437	2,700	2,323	2,400
Personnel Costs TOTAL		**165,239**	**162,032**	**171,119**	**177,880**	**142,352**	**215,945**
Contractual Services							
521202	Audit	8,000	1,702	9,000	9,000	9,000	6,000
521203	Engineering	16,690	27,794	18,406	24,000	4,713	10,000
521204	INDUSTRIAL PRE-TREATMENT	35,440	8,957	6,673	9,000	3,200	4,000
521205	Watershed Assessment Program						
521302	SOFWARE/HARDWARE SUPPORT			842	1,700	1,259	2,400
522110	Disposal	23,140	24,977	29,263	25,000	10,788	25,000
522140	LAWNCARE	550					
522202	Repairs and Maintenance - Equipment	57,741	47,553	70,936	85,000	56,181	75,000
523100	INSURANCE OTHER THAN EMPLOYEE	14,162	13,886	24,416	21,545	0	28,000
523201	TELEPHONE	2,650	3,677	3,683	3,500	2,778	3,500
523204	CELL PHONES	771	670	1,125	1,300	884	1,300
523300	ADVERTISING		172	160	500	70	500
523600	DUES AND FEES	117	643	264	1,000	246	1,000
523700	EDUCATION AND TRAINING	1,372	18	1,097	4,000	1,138	4,000
523851	CONTRACT LABOR				10,000		
Contractual Services TOTAL		**160,632**	**130,048**	**165,866**	**195,545**	**90,257**	**160,700**

Postage – Costs to send samples to lab out of state.

General Supplies and Materials – Any item purchased to keep department functioning (distilled water for testing from Freshway, supplies from Social Circle Ace, lab chemicals from Fisher Scientific, Hach Chemical, or USA Bluebook, etc.), chlorine and sulfur dioxide.

Electricity – Costs for electricity for wastewater plant plus 24 lift stations throughout the city.

Gasoline/Diesel – Gas and diesel used for the department in vehicles and diesel pumps.

Uniforms – Cost to supply uniforms in department

Sewage Collection Debt Service – Principal and Interest for Bonds which

- **2010 Bonds**. $1,900,00
    - Consolidated three GEFA loans and extended water and sewer to General Mills
- **2015 Bonds**
    - Funded wastewater plant replacement engineering costs and
    - Funded a downtown water main extension to improve fire flow and pressure.

							Adopted
	Water & Sewer	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Supplies & Material Costs							
523202	POSTAGE	357	1,558	409	1,000		1,000
531100	GENERAL SUPPLIES AND MATERIALS	22,116	24,196	20,477	30,000	25,098	31,000
531230	ELECTRICITY	112,493	124,581	126,216	120,000	79,022	120,000
531270	GASOLINE/DIESEL	5,009	4,470	4,219	5,000	2,572	5,000
531700	OTHER SUPPLIES	970			1,000		
531701	UNIFORMS	582	1,028	1,652	1,200	956	3,000
Supplies & Material Costs TOTAL		**141,527**	**155,834**	**152,973**	**158,200**	**107,647**	**160,000**
Capital Outlays							
542500	CIP			0	185,236	14,250	462,334
TOTAL Capital Outlays		**0**	**0**	**0**	**185,236**	**14,250**	**462,334**
Debt Service							
581306	PRIN JDA GEFA LOAN				2,896	2,062	2,896
581307	PRIN GEFA 2004L45WQ						
581310	PRIN 2015 BONDS				55,000	55,000	55,000
582301	INTEREST - GEFA 84-023-WJ (2015)						0
582306	INT JDA GEFA LOAN	1,193	1,078	957	732	659	732
582307	INT GEFA 2004L45WQ	114,278	109,019	45,742			
582308	INT 2015 BONDS			46,119	82,600	41,300	86,500
582309	INT 2010 BONDS	43,425	43,425	43,425	43,425	43,425	43,425
Debt Service TOTAL		**158,895**	**153,522**	**136,243**	**184,653**	**142,446**	**188,553**
FINES							
571001	EPD - FINES			750			
FINES TOTAL		**0**	**0**	**750**	**0**	**0**	**0**
TOTAL SEWAGE COLLECTION & DISPOSAL		**626,294**	**601,435**	**626,950**	**901,514**	**496,953**	**1,187,532**

Water Treatment Plant

Water Treatment Plant	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
PW & Water Resources Director	0	0	0	0	1
Water Plant Superintendent	1	1	1	1	0
Senior Water Plant Operator	1	1	1	1	1
Water Plant Operator	1	1	1	2	3
Water Plant Operator Trainee	1	1	1	0	0
SUBTOTAL	4	4	4	4	5





Water Distribution	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Senior Water Distribution Technician	1	1	1	1	1
Water Distribution Technician	1	1	1	1	1
Utility Technician	0	0	0	0	1
Utility Billing Clerk	0	0	0	0	1
Meter Reader	0.5	0.5	0.5	0.5	0.5
SUBTOTAL	2.5	2.5	2.5	2.5	4.5





Water Treatment Plant and Water Distribution System Accomplishments Fiscal Year 2016-2017

Comprehensive mapping of the water system was completed and a GIS data layer developed. This data will be used to model the water system and assist in the identification and prioritization of water infrastructure improvement projects to address current and future City needs.

A Sanitary survey by EPD was conducted in August 2016. The Water Plant and distribution system scored 88.2%.

Significant improvement and rehabilitation of the water treatment plant was accomplished, including replacement of the roof, refurbishment of the freight elevator necessary to haul chemicals to the feed hopper on the third floor; the two raw water pumps were refurbished with new 15 hp motors and variable frequency drives (VFD). These upgrades increased flow, improved efficiency, and reduced power consumption. The raw water wet well was cleaned improving pumping capacities and wear and tear on the equipment. Two GA high lift backflow valves were rebuilt preventing damage to the high lift (finished water) pumps. A new 12" finished water magnetic flow meter was installed improving accuracy of gallons of water treated measurements. This will improve our annual water audit accuracy. A flow converter and lightning protection was installed in conjunction with the flow meter. The backwash and waste pond at the plant was cleaned removing 4 years of sludge. This is now on an annual cleaning schedule.

Most industrial water meters were replaced improving the accuracy of water metered. New residential meters with radio read capability have been installed this last year as old meters fail and new homes are built. These meters increase accuracy and decrease the time needed to read.

Many old service line taps were replaced with new taps and piping, improving residential water quality and pressures.

The Alcova Water tank was repainted inside and out, and a new Redskin logo applied. The Tower Road tank was inspected and prepped for a full repainting next year. This is part of a continuing preventative maintenance program for all water tanks in the City.

Objectives Fiscal Year 2017-2018

Continue rehabilitation of the water treatment plant to address major maintenance items that are constraining the plant output and which do not meet current safety or regulatory standards. The flocculator installation will be completed in Fall 2017. Dry chemical feed will be replaced with liquid feed equipment. Chlorine gas system will be replaced with sodium hypochlorite. The backwash flow meter will be replaced. Gravity filters will be improved with replacement of the underdrain system, addition of air scouring, new media and a new control panel.

Replace the raw water intake piping with ductile iron, and install a plug valve to isolate the wet well for cleaning and pump repair.

A screen with air purge will be installed to prevent debris from filling the wet well and causing repairs and pump failures.

Replace windows at the Water Treatment Plant to improve energy efficiency and reduce operation costs.

Install a surge valve and vault to prevent back pressure from the City to the plant when the plant is shut down. This will prevent main line water breaks and protect the pumps and motors at the water plant.

The Newton County water interconnect station will be tested and prepared for emergency use. A regular inspection and testing schedule will be established to assure the station is always functional.

Complete a master plan and model to identify and prioritize water infrastructure needs for current and future development as set forth in the Imagine Social Circle- Vision 2040 plan.

Develop a funding plan to address the prioritized infrastructure needs

Complete development of regional water treatment options for supplemental water capacity for Council consideration.

Construct a water line replacement on North Cherokee and interconnections to improve fire flow and water pressures in the downtown area between E. Hightower and Clay Street.

Replace the water main in the Heritage Park area to address frequent breaks and inadequate size.

Water Treatment Plant

The Water Plant Division of the Public Works Department is responsible for treating drinking water in sufficient quantities to the citizens and industries within the City's water distribution area according rules and procedures stated in state and federal law

Salaries – Salaries for Public Works and Water Resources Director and four treatment plant operators.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees

Audit/Accounting – The City of Social Circle is currently contracted with Mauldin & Jenkins to perform the annual audit. In addition, Michael S. Moffitt and associates performs pre-audit work to assist in preparation for the audit. The City's fiscal year runs from July 1 thru June 30 each year. Field work for the audit generally falls the last two weeks in October. The deadline to file the audit with the State Department of Audits is December 31 each year. Each department pays for a proportionate share of total audit costs.

Repairs & Maintenance Water – Included in this account are: back-up motors for lime feeders, Chlorine regulation rebuilding, filter and seed basin valve maintenance and other plumbing and electrical systems maintenance as well as the cost to maintain the Water Plant vehicle.

Repairs & Maintenance Equipment – Costs for repairs on equipment and the water treatment facility

Repairs & Maintenance Tanks – Costs for cleaning and maintaining the City's four elevated storage tanks

Insurance – Those portions of the General Liability Insurance, and Vehicle Insurance allocated to the Water Plant are shown here.

Telephone – Two Landlines at the water Plant.

Cell Phones – Yearly cost for Cell phone use.

Dues and Fees – Dues for License Renewal and Payment for State Sampling

Education and Training – Training for four operators.

Contract Labor – N/A

General Supplies and Materials – Costs for Chemicals and Costs for cleaning supplies, offices supplies, log books, reagents, glassware, and sampling bottles

Electricity – Costs for Electricity for the Water Plant

Gasoline – Costs for Gasoline for the Truck used by the Water Plant.

Water Purchased for Resale – Water Purchased from Walton County for Consumption when needed due to plant interruptions or high demand periods.

Other Supplies – Cleaning or office supplies that may be needed by the water plant facility

Uniforms – Yearly Costs for supplying uniforms for four water Plant operators

Capital Expense –CIP

							Adopted
	Water & Sewer	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 4430 WATER TREATMENT DEPARTMENT							
Personnel Costs							
511100	REGULAR SALARIES	155,385	162,556	158,789	167,500	180,758	237,205
511300	OVT						13,645
512100	GROUP INSURANCE	22,111	26,299	25,556	38,000	22,371	47,300
512200	SOCIAL SECURITY	9,117	9,313	9,215	11,000	11,022	15,600
512300	MEDICARE	2,132	2,178	2,155	2,550	2,578	3,700
512400	RETIREMENT CONTRIBUTIONS	5,845	8,403	7,310	8,200	6,212	10,850
512700	WORKERS' COMPENSATION	1,500	5,168	25,996	24,000	11,889	12,000
Personnel Costs TOTAL		**196,090**	**213,917**	**229,020**	**251,250**	**234,830**	**340,300**
Contractual Services							
521202	AUDIT	5,000	6,000	6,000	6,000	6,000	4,000
521203	ENGINEERING		4,860	3,696	1,953	6,954	3,268
521302	SOFTWARE/HARDWARE SUPPORT			406	1,700	1,296	3,300
522140	LAWNCARE	660					
522201	REPAIRS AND MAINTENANCE - WAT	7,907	9,049	5,814	10,000	15,490	15,000
522202	REPAIRS AND MAINTENANCE -EQUIPMENT	11,234	17,888	42,213	20,000	38,431	35,000
522204	REPAIRS AND MAINTENANCE - TANKS	27,064	54,825	54,825	60,000	54,825	60,000
523100	INSURANCE OTHER THAN EMPLOYEE	11,333	11,391	17,806	22,743		25,000
523201	TELEPHONE	2,642	2,009	2,262	2,000	1,624	2,200
523204	CELL PHONES	480	480	280	700	376	300
523500						127	
523600	DUES AND FEES	447	796	7,836	7,400	7,734	8,500
523700	EDUCATION & TRAINING		7,735	2,087	1,000	2,208	2,500
523851	CONTRACT LABOR		3,320	0	0	10,665	0
523850	CONTRACTUAL SERVICES			13,785			10,000
Contractual Services TOTAL		**66,767**	**118,353**	**157,010**	**133,496**	**145,729**	**169,068**
Supplies & Material Costs							
531100	GENERAL SUPPLIES AND MATERIALS	106,813	99,966	113,373	92,600	69,711	100,000
531230	ELECTRICITY	39,859	40,341	38,309	44,000	25,084	40,000
531270	GASOLINE	4,206	4,330	1,993	5,000	331	1,000
531510	WATER PURCHASED FOR RESALE	27,686	31,029	35,698	32,528	47,422	35,000
531700	OTHER SUPPLIES	774	1,180	1,429	1,000	1,595	1,500
531701	UNIFORMS	606		388	500		2,200
Supplies & Material Costs TOTAL		**179,944**	**176,847**	**191,190**	**175,628**	**144,143**	**179,700**
Capital Outlays							
	CAPITAL OUTLAY CHEMICAL FEEDER PAD						
542100	CAPITAL OUTLAY - EQUIPMENT		6,080				
542500	CIP				200,000	137,515	50,000
Capital Outlays TOTAL		**0**	**6,080**	**0**	**200,000**	**137,515**	**50,000**
Debt Service							
574000	BAD DEBTS	25,612		30785			
582301	LEASE INT - CHEMICALFEEDERS	491	(44)				
Debt Service TOTAL		**26,103**	**(44)**	**30,785**		**0**	
TOTAL WATER TREATMENT		**468,904**	**515,152**	**608,005**	**760,374**	**662,216**	**739,068**

Water Distribution

The Water Distribution Division of the Public Works Department is responsible for the distribution of drinking water and fire flows in sufficient quantities and pressures to the citizens and industries within the City's water distribution area according to rules and procedures stated in state and federal law

SALARIES – Salaries for a portion of the Superintendent and Meter Reader, a Senior Water Distribution Technician, and a Water Distribution Technician, the Utility Billing Technician and half of the Regulatory Compliance Specialist and half of the Meter Reader.

GROUP INSURANCE – Group (Health) Insurance for the employees listed above is included in this line item.

SOCIAL SECURITY – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

MEDICARE – Medicare at the rate of 1.45% is paid for the employees listed above.

UNEMPLOYMENT – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

RETIREMENT – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

WORKERS COMP – The City of Social Circle provides workers comp benefits for all employees.

AUDIT/ACCOUNTING – The City of Social Circle is currently contracted with Mauldin & Jenkins to perform the annual audit. In addition, Michael S. Moffitt and associates performs pre-audit work to assist in preparation for the audit. The City's fiscal year runs from July 1 thru June 30 each year. Field work for the audit generally falls the last two weeks in October. The deadline to file the audit with the State Department of Audits is December 31 each year. Each department pays for a proportionate share of total audit costs.

ENGINEERING – Costs associated with the replacement of parts of the system or new water lines and costs for rate analysis.

REPAIRS & MAINTENANCE EQUIPMENT – This is for repairs of vehicles, tractors, water meters, and water tank inspections and maintenance.

INSURANCE – Those portions of the General Liability Insurance, and Vehicle Insurance allocated to the Water Plant are shown here.

TELEPHONE – This is Water Department share of phones

CELL PHONES – Yearly cell phone costs for meter reader and two water distribution employees

DUES AND FEES – CSX annual fee for pipeline crossing, Georgia Rural Water Association Utility Solutions fee, fees paid when distribution system fails causing damage to private property.

EDUCATION AND TRAINING – Cost of training for license certification for three employees.

GENERAL SUPPLIES AND MATERIALS – Pipe fittings, office supplies, cleaning supplies, meters, small hardware, valves.

GASOLINE/DIESEL – Costs for fuel for department vehicles.

OTHER SUPPLIES – Shop towels and other supplies used in the department.

UNIFORMS – Yearly Costs for supplying new uniforms for three employees.

							Adopted
	Water & Sewer	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Dept 4440 WATER DISTRIBUTION							
Personnel Costs							
511100	SALARY REGULAR	105,830	105,719	102,850	107,500	81,346	163,566
511300	OVT						12,234
512100	GROUP INSURANCE	15,314	16,434	18,110	24,000	15,209	42,600
512200	SOCIAL SECURITY	6,469	6,131	6,073	6,700	4,803	8,700
512300	MEDICARE	1,513	1,434	1,420	1,600	1,123	2,100
512400	RETIREMENT CONTRIBUTIONS	4,403	5,097	4,477	5,200	3,834	7,300
512700	WORKERS' COMPENSATION	5,400	6,381	6,900	6,000	6,398	6,400
Personnel Costs TOTAL		**138,928**	**141,196**	**139,830**	**151,000**	**112,713**	**242,900**
Contractual Services							
521202	AUDIT	5,000	6,000	6,000	6,000	8,000	4,000
521203	ENGINEERING	6,767	18,852	7,807	5,000	945	5,200
521302	SOFTWARE/HARDWARE SUPPORT			380	1,700	253	11,100
522202	REPAIRS AND MAINTENANCE - EQUIPMENT	4,409	28,936	3,241	7,000	12,581	8,500
523100	INSURANCE OTHER THAN EMPLOYEE	14,659	16,892	7,587	7,089	0	6,700
523201	TELEPHONE	1,061	1,671	1,915	1,500	1,456	1,500
523204	CELL PHONES	991	978	1,133	1,100	1,232	1,900
523600	DUES AND FEES	1,712	8,516	3,210	2,500	2,707	3,500
523700	EDUCATION AND TRAINING	1,282	1,251	1,123	1,000	980	2,000
823850	CONTRACTUAL SERVICES						0
523851	CONTRACT LABOR	1,762	3,945	25,161	10,000		0
Contractual Services TOTAL		**37,642**	**87,040**	**57,556**	**42,889**	**28,155**	**44,400**
Supplies & Material Costs							
531100	GENERAL SUPPLIES AND MATERIA	87,152	67,986	91,121	40,000	64,244	75,000
531270	GASOLINE/DIESEL	8,510	7,269	5,704	7,000	2,636	7,500
531600	EQUIPMENT LESS THAN $500.00		86	99	500		1,000
531700	OTHER SUPPLIES	3,133	3,001	196		35	
531701	UNIFORMS	1,825	1,921	1,825	1,500	926	1,650
Supplies & Material Costs TOTAL		**100,619**	**80,264**	**98,944**	**49,000**	**67,841**	**85,150**

Water Distribution Debt Service – Principal and Interest for

Water Debt Service – Principal and Interest for

- **2010 Bonds**. $1,900,00
    - Consolidated three GEFA loans and extended water and sewer to General Mills
- **2015 Bonds**
    - Funded wastewater plant replacement engineering costs and
    - Funded a downtown water main extension to improve fire flow and pressure.

							Adopted
	Water & Sewer	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
Account	**Description**	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
Capital Outlays							
541400	CAPITAL OUTLAY UTILITY BYPASS		20,417	8,742			0
542500	CIP				228,000	19,570	320,000
542501	CIP (2015 BOND CONSTRUCTION)						164,000
Capital Outlays TOTAL		**0**	**20,417**	**8,742**	**228,000**	**19,570**	**484,000**
Debt Service							
581307	LEASE PRIN GEFA 2004L07WS						
581310	PRIN 2015 BONDS				55,000	55,000	55,000
582307	LEASE INT GEFA 2004L07WS	76,420	72,311	30,554			
582311	INT 2015 BONDS			46,119	82,600	41,300	86,500
582309	INT 2010 BONDS	43,425	43,425	43,425	43,425	43,423	43,425
Debt Service TOTAL		**119,845**	**115,736**	**120,098**	**181,025**	**139,723**	**184,925**
TOTAL WATER DISTRIBUTION		**397,035**	**444,653**	**425,171**	**651,914**	**368,001**	**1,041,375**
Dept 9000 OTHER FINANCING USES							
Contingency						0	
561000	DEPRECIATION	387,197	382,310	399106			
562000	AMORTIZE BOND CLOSING			164770			
563000	AMORTIZE BOND DISCOUNT	1,860	1,860	619			
579000	CONTINGENCY				50,468		22,984
Contingency TOTAL		**389,057**	**384,170**	**564,495**	**50,468**	**0**	**22,984**
616001	TRANSFER TO SINKING FUND (BOND REPAY)						
611003	TRANSFER TO GENERAL FUND	300,000	325,000	325,000	200,000	150,000	276,866
	REPAY LOAN TO GAS			0			
OTHER FINANCING USES TOTAL		**689,057**	**709,170**	**889,495**	**250,468**	**150,000**	**299,850**
TOTAL WATER SEWER EXPENDITURES		**2,181,290**	**2,270,411**	**2,549,621**	**2,564,270**	**1,677,170**	**3,267,824**
Revenues over (under) Expenditures		**(32,919)**	**248,879**	**502,616**	**0**	**485,973**	**(0)**

Gas Fund

Revenue Gas

The Gas Revenue of the City comes from various sources including fees for connections and the sale of natural gas to our 1,148 customers. This Fund relies on the sales of natural gas, at rates approved by the City Council on an annual basis.

Gas Tap Fees – This is the charge when a new or existing customer wishes to secure a new gas connection to the city system. The fee includes the cost of the meter and installation.

Interest Income - This is money derived from the investment of cash that is not being used for current operating expenses.

Gas charges – These are the charges for natural gas supplied to our customers based on gas rates set by the City Council on an annual basis. As of May 1, 2017, we have 1,193 active gas customers. This budget recommends a zero increase gas rates effective July 1, 2017. This also reflects addition of IsoNova RTO gas demand on Jan 2018.

Sales Tax Collected – By law, we collect sales tax on the sale of natural gas and relay that to the state.

Penalties - Gas – These are charges customers pay when they are late on, or fail to pay, their gas bills.

Bad Check Fees – The city charges $25. for each “bad” check we receive for water and sewer bill payments.

Transco Refunds –Income from our investments in the gas system of the Municipal Gas Authority of Georgia provide returns on an annual basis. Projected returns are affected by the price of natural gas and crude oil, interest rates on the portfolio reserve funds, prices and market volatility that effect seasonal price spreads, and weather driven load changes.

Miscellaneous Revenue – During the year we will receive minor amounts of revenue from various sources including our billing administrative charges, customer installation charges, and the sale of assets.

Amended 6/7/2017

							Adopted
	GAS FUND	**2013-14**	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
	Account / Description	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
REVENUES/OTHER SOURCES							
CHARGES FOR SERVICES							
344420	TAP FEES -GAS	400	1,330	875	600	400	600
CHARGES FOR SERVICES TOTAL		**400**	**1,330**	**875**	**600**	**400**	**600**
INTEREST INCOME							
361000	INTEREST INCOME	38,365	32,002	33,705		1,100	
INTEREST INCOME TOTAL		**38,365**	**32,002**	**33,705**	**0**	**1,100**	**0**
Utility Revenues							
344410	GAS CHARGES	3,368,952	3,083,272	2,643,633	3,118,367	2,036,764	3,317,743
344412	STANTON SPRINGS					583,079	386,338
344419	SALES TAX COLLECTED	1,530	1,552	1,310	1,500	957	1,500
344490	PENALTIES -gas	34,631	46,562	30,461	20,000	16,575	18,000
389002							
Utility Revenues TOTAL		**3,405,113**	**3,131,386**	**2,675,403**	**3,139,867**	**2,637,375**	**3,723,581**
Miscellaneous Revenue							
399999	USE OF FUND BALANCE RESERVES						79,100
389001	OTHER REVENUE	1,121	398	9,017		1,428	1,000
389003	TRANSCO REFUNDS	108,641	88,806	78,496	85,000		105,000
389004	ON BILL FINANCING ADMIN CHG	108	90	39	0	27	50
389005	CUSTOMER INSTALL CHARGE	1,920	1,920	1,920	1,500	1,440	1,500
389006	BAD DEBT COLLECTION		5,786				
389010	GAIN/LOSS ON SALE OF ASSETS						
389999	OVER (SHORT) ACCOUNT	526	75	(276)		71	
Miscellaneous Revenue TOTAL		**112,316**	**97,075**	**89,197**	**86,500**	**2,965**	**186,650**
TOTAL REVENUES/OTHER SOURCES		**3,556,194**	**3,261,794**	**2,799,180**	**3,226,967**	**2,641,841**	**3,910,831**

Gas Department

Gas Operations	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Utilities Director	1	1	1	1	0
Gas Supervisor	1	1	1	1	1
Gas Distribution Technician	2	2	2	2	2
Regulatory/Compliance Specialist	0	0	0	0	0.5
Meter Reader	0.5	0.5	0.5	0.5	0.5
SUBTOTAL	4.5	4.5	4.5	4.5	4





Gas Distribution System
Accomplishments Fiscal Year 2016-2017

A trencher was purchased for trenching new service lines for gas and water saving time and money improving infrastructure and productivity.

Construction of the Social Circle gas service to Stanton Springs was completed, providing a joint service to the Shire plant in conjunction with Covington. This completion required amendment of PSC service area maps and agreements which was finalized in 2016.

Objectives Fiscal Year 2017-2018

Gas system relocations necessary for the CSX bridge replacement project will be accomplished in conjunction with that GDOT project.

Radio read meters will be studied for implementation to enable more efficient and accurate meter reading while also enabling customers to monitor their usage.

Regulator stations will be relocated away from heavily traveled roadway intersections and fencing and egress added to improve industrial service, and enhance safety

Gas Operations

The Gas Operation of the Utilities Department is responsible for safely delivering quality natural gas in sufficient quantities to the citizens and industries within the City's distribution area according rules and procedures stated in state and federal law

Salaries – Salaries for Utilities Director, Gas Supervisor, two (2) Gas Distribution Technicians, a portion of the Meter Reader and a portion of the Regulatory Compliance Specialist.

Group Insurance – Group (Health) Insurance for the employees listed above is included in this line item.

Social Security – FICA – Social Security at the rate of 6.2% is paid for the employees listed above.

Medicare – Medicare at the rate of 1.45% is paid for the employees listed above.

Unemployment – The City of Social Circle is a reimbursable employer which means that we do not pay unemployment insurance quarterly. We are billed for costs when the City becomes liable.

Retirement – The City of Social Circle pays 100% of the premium for a defined benefit retirement plan for each employee referenced above.

Workers Comp – The City of Social Circle provides workers comp benefits for all employees.

Audit/Accounting – The City of Social Circle is currently contracted with Mauldin & Jenkins to perform the annual audit. In addition, Michael S. Moffitt and associates performs pre-audit work to assist in preparation for the audit. The City's fiscal year runs from July 1 thru June 30 each year. Field work for the audit generally falls the last two weeks in October. The deadline to file the audit with the State Department of Audits is December 31 each year. Each department pays for a proportionate share of total audit costs.

Engineering – Cost of engineering services for minor projects in the gas operations and rate analysis work.

Repairs & Maintenance Building – Repairs and maintenance of the Gas Department's portion of City Hall

Repairs & Maintenance Equipment – This is for the equipment, including vehicles, used by the Gas Department

Insurance – Those portions of the General Liability Insurance, and Vehicle Insurance allocated to the Gas Department are shown here.

Telephone – Cost of Gas portion of City hall phone system.

Cell Phones – yearly cost for Cell phone use for Utilities Director, Gas Supervisor, and two (2) Gas Technicians and half of meter reader.

Travel – Mileage and meal expenses for travel to gas conferences and training.

Dues and Fees – CSX Annual fee for pipeline crossing

Education and Training –Training for gas department personnel, and GMA Gas Section training.

Public Awareness – This is a program required by law and Public Service Commission regulations to inform the public about the gas system safety

Contract Labor – Quarterly meter testing, leak survey, cathodic protection, and other inspections required to maintain the gas system.

General Supplies and Materials – Costs for small fittings, riser pipe and regulators, meters, leak soap, small hardware items, and other supplies used by the gas department.

Electricity – Cost of power to operate the gas system from Georgia Power and Walton EMC.

Gasoline/Diesel – Costs for fuel for department vehicles.

Gas Purchased for Resale – Cost of purchasing Natural Gas from Municipal Gas Authority of Georgia for resale to our customer.

Other Supplies – Cost of shops towels and other supplies used by the gas department.

Uniforms – Yearly Costs for supplying new uniforms for four employees

	GAS FUND						**Adopted**
		2013-14	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
	Account / Description	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
EXPENDITURES							
Dept 4700 GAS							
Personnel Costs							
511100	SALARY REGULAR (GAS)	187,794	198,107	193,706	192,850	114,675	165,237
511300	OVT						10,800
512100	GROUP INSURANCE	27,557	29,585	25,199	42,600	17,835	38,000
512200	SOCIAL SECURITY	11,067	11,751	11,798	12,500	6,837	10,950
512300	MEDICARE	2,588	3,001	2,506	3,300	1,599	2,600
512400	RETIREMENT CONTRIBUTIONS	6,322	9,643	10,869	9,600	7,272	7,600
512700	WORKERS' COMPENSATION	4,091	4,785	6,058	6,000	6,057	6,100
Personnel Costs TOTAL		**239,420**	**256,872**	**250,137**	**266,850**	**154,276**	**241,287**
Contractual Services							
521202	AUDIT	33,000	35,365	35,000	38,000	27,824	25,000
521203	ENGINEERING	14,701	8,643	6,815	5,000	945	5,500
521302	SOFWARE/HARDWARE SUPPORT			842	1,700	1,307	12,600
522201	REPAIR AND MAINTENANCE - BLD	325	160	217	1,000	2,383	1,000
522202	REPAIRS & MAINT.-EQUIPMENT	20,215	18,733	15,334	7,000	6,870	7,000
523100	INSURANCE OTHER THAN EMPLOYEE	6,226	8,319	12,318	10,745		9,000
523201	TELEPHONE	1,367	1,671	1,915	1,500	1,456	1,942
523202	POSTAGE	14,245	14,666	14,245	13,000	10,407	13,000
523204	CELL PHONES	1,880	1,870	2,077	1,500	1,768	2,400
523300	ADVERTISING	202		45	300	309	412
523500	TRAVEL	317	1,485	1,826	1,500	239	600
523600	DUES & FEES	10,008	6,253	2,694	4,000	2,024	2,800
523700	EDUCATION AND TRAINING	1,171	465	607	500	10,778	10,000
523840	PUBLIC AWARENESS				9,000	3,084	6,000
523850	CONTRACTUAL SERVICES		0	2,126			
523851	CONTRACT LABOR	18,138	33,047	22,780	20,000	16,950	20,400
Contractual Services TOTAL		**121,793**	**130,675**	**118,840**	**114,745**	**86,345**	**117,654**
Supplies & Material Costs							
531100	GENERAL SUPPLIES AND MATERIALS	34,018	52,670	65,457	40,000	30,886	40,800
531200	ELECTRICITY	1,111	1,148	1,081	1,500	605	1,530
531270	GASOLINE/DIESEL	15,712	10,385	7,524	7,000	4,039	5,493
531520	GAS PURCHASED FOR RESALE	2,093,242	1,756,268	1,541,710	1,711,445	1,298,559	2,459,935
531600	SMALL EQUIPMENT (<$500)	1,819			500		
531700	OTHER SUPPLIES	1,901	2,451	203	1,500	1,272	1,530
531701	UNIFORMS	3,243	2,748	2,395	2,000	2,052	2,500
Supplies & Material Costs TOTAL		**2,151,047**	**1,825,671**	**1,618,370**	**1,763,945**	**1,337,413**	**2,511,788**

Capital Expense – CIP

TRANSFERS TO OTHER FUNDS – Payment in lieu of taxes (PILOT) are transferred from the enterprise funds to the General Fund to a share of general administrative expenses to these utilities. As provided in the Financial Policies, these PILOT payments are based upon a percentage of revenues from the enterprise utility funds.

	GAS FUND						Adopted
		2013-14	2014-15	2015-16	2016-17	Mar-17	2017-18
	Account / Description	Actual	Actual	Actual	Amended Budget	YTD	Budget
Capital Outlays							
541100	CAPITAL OUTLAY - COMPUTER EQUIP CITY HALL						5,000
541400	CAPITAL OUTLAY - BYPASS RELOCATE		5,244				
542500	CIP				167,100	5,320	175,712
Capital Outlays TOTAL			**5,244**	**0**	**167,100**	**5,320**	**180,712**
Contingency							
531524	GAS REBATES	400					
561000	DEPRECIATION	64,946	74,406	101,246			
574000	BAD DEBTS	9,974		8,762			
579000	CONTINGENCY				27,327		102,300
611002	TRANSFER TO WATER	84,975	170,670				
611003	TRANSFER TO GF 2016-17					150,000	
611003	TRANSFER TO GENERAL FUND	450,000	541,000	545,000	887,000	755,783	757,090
Contingency TOTAL		**534,975**	**711,670**	**545,000**	**887,000**	**905,783**	**859,390**
TOTAL GAS DEPARTMENT EXPENDITURES		**3,047,235**	**2,930,132**	**2,532,348**	**3,199,640**	**2,489,137**	**3,910,831**
Revenues over (under) Expenditures		**508,959**	**331,662**	**266,832**	**27,327**	**152,704**	**0**

Solid Waste Fund

Solid Waste Fund

The City contracts with Advanced Disposal for garbage collection and recycling services. The City continues to handle billing and citizen contacts about the service.

Garbage Franchise Fees – This fee is paid by the contractor, Advanced Disposal, for the right to operate within the City of Social Circle. The amount is five per cent (5%) of revenue Advanced Disposal derives from their operations within the City, based on the August 2013 renewal of the franchise.

Garbage Collection Charges – These are the fees collected by the city for removal of garbage and recycling. The fee is $15 per standard container, with a senior rate of $13.50

Penalties Trash – These are charges customers pay when they are late on, or fail to pay, their garbage bills.

Interest Income - This is money derived from the investment of cash that is not being used for current operating expenses.

Bad Debt Collection – These are the monies received from the collection of bad debts that have been turned over to a collection agency

	SOLID WASTE				CURRENT		Adopted
		2013-14	2014-15	2015-16	2016-17	Mar-17	2017-18
	Account / Description	Actual	Actual	Actual	Amended Budget	YTD	Budget
	REVENUES/OTHER SOURCES						
FRANCHISE FEES							
311720	GARBAGE FRANCHISE FEE	6,551	14,235	13,743	13,000	10,008	13,344
TRANSFERS IN		**6,551**	**14,235**	**13,743**	**13,000**	**10,008**	**13,344**
391201	OPERATING TRANSFER IN GF						
	USE OF FUND BALANCE RESERVES						0
TRANSFERS IN TOTAL		**0**	**0**	**0**	**0**	**0**	**0**
CHARGES FOR SERVICES							
344110	GARBAGE COLLECTION CHARGES	264,415	285,165	289,312	285,000	227,376	303,168
344490	PENALTIES-TRASH	9,816	11,013	10,781	10,000	8,406	11,208
389001	OTHER REVENUE			175		230	200
CHARGES FOR SERVICES TOTAL		**274,231**	**296,178**	**300,268**	**295,000**	**236,012**	**314,576**
361000	INTEREST INCOME	6	6	4		2	0
389006	BAD DEBT COLLECTION		3,203	73			
TOTAL REVENUES/OTHER SOURCES		**280,788**	**313,622**	**314,088**	**308,000**	**246,023**	**327,920**

Solid Waste Expense

The City contracts with Advanced Disposal for garbage collection and recycling services. The City continues to handles billing and handle citizen contacts about the service.

Disposal – These are the contract costs with Advanced Disposal for the collection and removal of solid waste. Recycling costs are included in this contract. The current contract runs through September 2019 and will need to be renegotiated prior to that date. *(edited 8/14/17)*

Landfill Trash – This is the cost of disposal of debris collected by City staff and transportation to the landfill.

Transfer to General Fund – These funds are used in the General Fund for community clean-up and road maintenance due to the heavy trucks on the streets and roads.

	SOLID WASTE				CURRENT		Adopted
		2013-14	2014-15	2015-16	2016-17	Mar-17	2017-18
	Account / Description	Actual	Actual	Actual	Amended Budget	YTD	Budget
	EXPENDITURES						
DEPARTMENT 4520 SOLID WASTE AND RECYCLING							
CONTRACTUAL SERVICES							
522110	DISPOSAL	242,664	235,198	237,879	245,000	178,794	268,191
522111	LANDFILL TRASH	4,831	6,865	7,188	6,000	4,021	6,100
523100	INSURANCE OTHER THAN EMPLOYEE						
CONTRACTUAL SERVICES TOTAL		**247,495**	**242,062**	**245,067**	**251,000**	**182,815**	**274,291**
OTHER COST							
561000	DEPRECIATION						
574000	BAD DEBTS	5,531		6,898			
611003	TRANSFER TO GF	25,000	50,000	107,000	57,000		53,629
Contingency Total		**30,531**	**50,000**	**113,898**	**57,000**	**0**	**53,629**
TOTAL EXPENDITURES SOLID WASTE		**278,026**	**292,062**	**358,965**	**308,000**	**182,815**	**327,920**
Revenues over (under) Expenditures		**2,762**	**21,560**	**(44,877)**	**0**	**63,208**	**0**

Other Funds

Confiscations

Occasionally the Police Department makes certain arrests where they confiscate money and property which is eventually forfeited to the City. In addition, the Social Circle Police Department is participating with the DEA Task Force in Atlanta. Funds derived from these confiscations must be used to support

REVENUE

CASH CONFISCATIONS – These are the monies derived from confiscations by the Police Department and our association with the DEA Task Force in Atlanta.

INTEREST INCOME – This is interest earned on the balance in the Confiscations account.

EXPENSE

CAPITAL OUTLAYS - Due to our participation in the DEA task Force in Atlanta the Department is expected to receive Federal Confiscations funds in the coming year. The funds will be used for Capital Improvements within the Police Department to include police car replacement, capital equipment needs and building repairs.

	CONFISCATIONS					CURRENT		Adopted
		2012-13	2013-14	2014-15	2015-16	2016-17	Mar-17	2017-18
	Account / Description	Actual	Actual	Actual	Actual	Amended Budget	YTD	Budget
	REVENUES/OTHER SOURCES							
351320	CASH CONFISCATIONS - STATE				42,684	1,000	0	5,000
351321	CASH CONFISCATIONS - FEDERAL				0			60,000
CONFISCATIONS REVENUE TOTAL		0	0		**42,684**	**1,000**	**0**	**65,000**
INTEREST INCOME								
361000	INTEREST REVENUE	200	700	649	1,169	100	20	30
INTEREST INCOME TOTAL		**200**	**700**	**649**	**1,169**	**100**	**20**	**30**
MISCELLANEOUS REVENUE								
389001	OTHER REVENUE	1,000	5,000	5				
INTEREST INCOME TOTAL		**1,000**	**5,000**	**5**	**0**	**0**	**0**	**0**
399999	**USE OF FUND BALANCE RESERVES**			**910**	**3,999**		**11,265**	
TOTAL REVENUES/OTHER SOURCES		**1,200**	**5,700**	**1,564**	**47,853**	**1,100**	**11,285**	**65,030**
	CONFISCATIONS					CURRENT		Adopted
		2012-13	2013-14	2014-15	2015-16	2016-17	Mar-17	2017-18
	Account / Description	Actual	Actual	Actual	Actual	Amended Budget	YTD	Budget
	EXPENDITURES							
DEPARTMENT 3290								
CONTRACTUAL SERVICES								
523500	FED CONF FORF TRAVEL		500	1,564	0			
523850	CONTRACTUAL SERVICES	100					2,075	
CONTRACTUAL SERVICES TOTAL		**100**	**500**	**1,564**	**0**		**2,075**	**0**
SUPPLIES & MATERIAL COSTS								
531100	SUPPLIES	1,100	200		3,987	1,100	9,210	0
SUPPLIES & MATERIAL COSTS TOTAL		**1,100**	**200**	**0**	**3,987**	**1,100**	**9,210**	**0**
CAPITAL OUTLAYS								
542200	CAPITAL OUTLAY EQUIPMENT				22,173		0	20,000
542300	CAPITAL OUTLAY CARS							30,000
542400	CAPITAL OUTLAY BUILDING IMPROVEMENTS							15,030
549999	CAPITAL OUTLAY UNDER CAP LIMIT		5,000		21,693			0
CAPITAL OUTLAYS TOTAL		**0**	**5,000**	**0**	**43,865**	**0**	**0**	**65,030**
TOTAL EXPENDITURES CONFISCATIONS		**1,200**	**5,700**	**1,564**	**47,852**	**1,100**	**11,285**	**65,030**
Revenues over (under) Expenditures		**0**	**0**	**0**	**0**	**0**	**0**	**0**

SPLOST

A special-purpose local-option sales tax (SPLOST) is a financing method for funding capital outlay projects in Georgia. It is an optional 1% sales tax levied by any county for the purpose of funding the building of parks, schools, roads, and other public facilities. The revenue generated cannot be used towards operating expenses or most maintenance projects. Cities within a county reach an agreement on the sharing of these revenues prior to adding a SPLOST plan to the ballot. The current SPLOST was approved by the voters in 2012 and effective January 2013 for five years.

SPLOST Spent (March 31, 2017)

Activity	SPLOST Allocation	Previously Spent		Projects in Allocation	Remainder of Allocation
Roads	$850,000.00	$630,883.20		City Hall Pond, Road Paving, Alcova Roundabout, W. Hightower SW, N Cherokee Match	$219,116.80
Library	$500,000.00	$0.00			$500,000.00
Water/Sewer	$500,000.00	$373,093.55		ADF Lift Station Engineering	$126,906.45
Recreation	$250,000.00	$1,000.00			$249,000.00
Public Safety	$1,000,000.00	$988,610.82		Fire Station planning	$11,389.18
Total		$1,993,587.57			$1,106,412.43

Proposed to be Spent 2017-2018

Activity	SPLOST Allocation	Previously Spent	Proposed 2017-2018	Projects in Allocation	Remainder of Allocation
Roads	$850,000.00	$630,883.00	$219,117.00	Road Paving LMIG Match, N Cherokee Match, Alcova Roundabout	$0.00
Library	$500,000.00	$0.00			$500,000.00
Water/Sewer	$500,000.00	$373,094.00	$126,906.00	Conduit WWTP/Pumps & Impellers WWTP/Alt Valves for Water Pressure	$0.00
Recreation	$250,000.00	$1,000.00	$159,000.00	Playground ($49,000)/East Hightower Bridge SW ($110,000)	$90,000.00
Public Safety	$1,000,000.00	$988,611.00	$0.00		$11,389.00
Total	$3,100,000.00	$1,993,588.00	$505,023.00		$601,389.00

Amended 6/7/2017

	SPLOST						Adopted
		2013-14	2014-15	2015-16	2016-17	Mar-17	2017-18
	Account / Description	Actual	Actual	Actual	Amended Budget	YTD	Budget
	REVENUES/OTHER SOURCES						
337100	SPLOST 2007						
337101	SPLOST REVENUE BRIDGE						
337102	SPLOST 2013	485,703	505,017	499,683	508,000	381,552	508,736
SPLOST REVENUE TOTAL		**485,703**	**505,017**	**499,683**	**508,000**	**381,552**	**508,736**
TRANSFERS IN							
391201	FUND BALANCE				28,480	0	0
TRANSFERS IN TOTAL		**0**	**0**	**0**	**28,480**	**0**	**0**
INTEREST INCOME							
361000	INTEREST REVENUE	4,270	13,857	9,491	1,000	27	50
INTEREST INCOME TOTAL		**4,270**	**13,857**	**9,491**	**1,000**	**27**	**50**
MISCELLANEOUS REVENUE							
389001	OTHER REVENUE			18	0		
TOTAL REVENUES/OTHER SOURCES		**489,973**	**518,874**	**509,192**	**537,480**	**381,579**	**508,786**
	SPLOST						**Adopted**
		2013-14	**2014-15**	**2015-16**	**2016-17**	**Mar-17**	**2017-18**
	Account / Description	**Actual**	**Actual**	**Actual**	**Amended Budget**	**YTD**	**Budget**
	EXPENDITURES						
DEPARTMENT 4980 SPLOST 2013							
CONTRACTUAL SERVICES							
523600	SPLOST 2013 DUES & FEES	18	0				
CONTRACTUAL SERVICES TOTAL		**18**	**0**	**0**	**0**		**0**
CAPITAL OUTLAYS							
521203	2013 SPLOST ADF LIFT STATION	470	0	292,131	0		
521205	2013 SPLOST CITY HALL DETENTION POND	0	0	0	0	1,997	
521206	2013 SPLOST SIDEWALK W HIGHTOWER	0	0	302,657	0	150	
521207	INDUSTRIAL WATER METER REPLACE			50,103			
521208	2013 SPLOST FIRE STATION		224,120	884,986			
521209	2013 POLICE IT EQUIPMENT			76,001			
521210	SPLOST DOWNTOWN SIDEWALK PRO			25,953	44,074	10,940	
521212	ALCOVA ROUNDABOUT			3,980	100,000	6,448	
521213	PLAYGROUND				30,000	1,000	20,000
521214	FAIRPLAY DRIVE PAVING				31,243	29,320	
521215	W HIGHTOWER PAVING				68,783	68,783	
521216	LMIG MATCH FOR 2017				24,497	0	
521217	REPLACT CONDUIT WWTP BASIN						66,906
521218	UPGRADE PUMPS & IMPELLERS WWTP						30,000
521219	REPLAT ALT VALVES FOR PRESSURE						30,000
521220	EAST HIGHTOWER BRIDGE SW						110,000
549999	UNDER CAPITALIZATION LIMIT	(2,295)					
579000	CONTINGENCY				238,883		251,880
CAPITAL OUTLAYS TOTAL		**(1,825)**	**224,120**	**1,635,811**	**537,480**	**118,637**	**508,786**
612002	**TRANSFER OUT TO GF**						
TOTAL EXPENDITURES SPLOST		**(1,807)**	**224,120**	**1,635,811**	**537,480**	**118,637**	**508,786**
Revenues over (under) Expenditures		**491,780**	**294,754**	**(1,126,619)**	**0**	**262,942**	**0**

Stanton Trust

The Walthour Fund was left to the City in Trust for use at the Stanton Memorial Library. Only the income from assets of the Trust can be used for support of the Library. The original principle amount of $350,000 must be kept intact. The funds cannot be used for operations.

Revenue

Interest Income - This is an amount earned on the base amount in the account. The funds are invested in a Georgia Fund 1 account.

Expense

Transfer - All interest earned will be transferred to the Stanton Trust Checking account which is booked in the General Fund.

	STANTON TRUST				Current		Adopted
		2013-14	2014-15	2014-15	2016-17	Mar-17	2017-18
	Account / Description	Actual	Actual	Actual	Amended Budget	YTD	Budget
	REVENUES/OTHER SOURCES						
INTEREST INCOME							
361000	INTEREST REVENUE	0					15,750
362000	SECURITIES	15,000	15,000	15,000	15,000	0	0
363000	UNREALIZED GAIN OR LOSS ON I	2,000	2,000	2,000	2,000	0	0
INTEREST INCOME TOTAL		**17,000**	**17,000**	**17,000**	**17,000**	**0**	**15,750**
Other Financing Sources							
611000	OPERATING TRANSFER OUT-GENER					0	
OTHER FINANCING SOURCES TOTAL		**0**	**0**	**0**		**0**	**0**
TOTAL REVENUES/OTHER SOURCES		**17,000**	**17,000**		**17,000**	**0**	**15,750**

	STANTON TRUST				Current		Adopted
		2013-14	2014-15	2014-15	2016-17	Mar-17	2017-18
	Account / Description	Actual	Actual	Actual	Amended Budget	YTD	Budget
	EXPENDITURES						
DEPARTMENT 6500							
CONTRACTUAL SERVICES							
523600	ADMINISTRATION FEES	17,000	17,000	17,000	17,000	0	0
583000	FISCAL AGENT'S FEES						
CONTRACTUAL SERVICES TOTAL		**17,000**	**17,000**	**17,000**	**17,000**	**0**	**0**
611001	TRANSFER TO STANTON TRUST ACCT						15,750
TOTAL EXPENDITURES STANTON TRUST		**17,000**	**17,000**	**17,000**	**17,000**	**0**	**15,750**
Revenues over (under) Expenditures		**0**	**0**	**0**	**0**	**0**	**0**

Supplemental Information

Employee Positions by Department

FTE Employee Positions by Department	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
General Government					
City Manager	1	1	1	1	1
City Clerk	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1
Municipal Court Clerk	1	1	1	1	1
Customer Service Representatives	2	2	2	2	1
Accounting /Payroll Technician	1	1	1	1	1
Utility Billing Clerk	0	0	0	1	0
Administrative Assistant	0	1	1	0	0
Marketing/Transit/IT Specialist	0	0	0	0	1
Part Time Admin	0.5	0	0	0	0
SUBTOTAL	**7.5**	**8**	**8**	**8**	**7**
Police Department					
Chief	1	1	1	1	1
Asst. Chief	1	1	0	0	0
Lieutenant	0	0	1	1	1
Sergeant	3	3	3	3	3
Police Officer	8	9	9	9	9
School Resource Officer	1	1	0	0	0
Administrative Assistant	1	1	1	1	1
Part Time	1	1	0	1	0
SUBTOTAL	**16**	**17**	**15**	**16**	**15**
Fire Department					
Chief	1	1	1	1	1
Deputy Chief	0	0	1	1	1
Lieutenant	1	1	3	3	3
Sergeants	0	0	1	0	0
Firefighter	6	7	5	7	7
Part Time Firefighter	0.5	0.5	3.75	3.75	3.75
Paid Volunteers	10	10	10	10	3
***(Subtotal excludes Paid Volunteers) SUBTOTAL**	**8.5**	**9.5**	**14.75**	**15.75**	**15.75**
Cemetery					
Lead Maintenance Worker	0	1	1	1	1
Maintenance Worker	0	1	1	1	1
SUBTOTAL	**0**	**2**	**2**	**2**	**2**
Street Department					
Publics Works Supervisor	1	1	1	1	1
Crew Leader	1	1	1	1	1
Maintenance Worker	6	5	5	5	4
Seasonal Maintenance Worker	0	0	0	0	0.75
SUBTOTAL	**8**	**7**	**7**	**7**	**6.75**

Amended 6/7/2017

Transportation Department	FY2014 Budget	FY2015 Budget	FY2016 Budget	FY2017 Budget	FY2018 Budget
Marketing/Transit/IT Specialist	0	0	0	0	0
Van Driver	1	1	1	1	1
Part Time Van Driver	0.5	0.5	0.5	0.5	0.5
Part Time Dispatchers	0	0	0	1	1
SUBTOTAL	**1.5**	**1.5**	**1.5**	**2.5**	**2.5**
Main Street					
Executive Director	**1**	**1**	**1**	**1**	**1**
Water Treatment Plant					
PW & Water Resources Director	0	0	0	0	1
Water Plant Superintendent	1	1	1	1	0
Senior Water Plant Operator	1	1	1	1	1
Water Plant Operator	1	1	1	2	3
Water Plant Operator Trainee	1	1	1	0	0
SUBTOTAL	**4**	**4**	**4**	**4**	**5**
Wastewater Treatment Plant					
Wastewater Plant Superintendent	1	1	1	1	1
Wastewater Plant Operator	1.5	1.5	1.5	1.5	2
Wastewater Plant Trainee	1	1	1	1	0
Wastewater Plant Mechanic	0	1	1	0	0
Regulatory/Compliance Specialist					**0.5**
SUBTOTAL	3.5	4.5	4.5	3.5	3.5
Water Distribution					
Senior Water Distribution Technician	1	1	1	1	1
Water Distribution Technician	1	1	1	1	1
Utility Technician	0	0	0	0	1
Utility Billing Clerk	0	0	0	0	1
Meter Reader	**0.5**	**0.5**	**0.5**	**0.5**	**0.5**
SUBTOTAL	2.5	2.5	2.5	2.5	4.5
Gas Operations					
Utilities Director	1	1	1	1	0
Gas Supervisor	1	1	1	1	1
Gas Distribution Technician	2	2	2	2	2
Regulatory/Compliance Specialist	0	0	0	0	0.5
Meter Reader	0.5	0.5	0.5	0.5	0.5
SUBTOTAL	**4.5**	**4.5**	**4.5**	**4.5**	**4**
Total Employees	**57**	**61.5**	**64.75**	**66.75**	**67**

Amended 6/7/2017

Debt Summary

														BALANCE
				LEASE/LOAN	LEASE/LOAN	LEASE/LOAN	RATE	MONTHLY	QUARTERLY	SEMI ANNUAL	ANNUAL	PRIN	INT	OUTSTANDING
FUND	**DEPT**	**DESCRIPTION**	**VENDOR**	**DATE**	**MATURITY**	**AMOUNT**		**PAYMENT**	**PAYMENT**	**PAYMENTS**	**PAYMENTS**	**PAY**	**PAY**	**$43,281.00**
GF	FIRE	2 2013 GUARDIAN PUMPERS	SUTPHEN	$41,495.00	$47,012.00	$715,834.00	$0.03				$61,315.49	$41,482.21	$19,833.28	$557,710.61
WATER	SEWER	JDA	GEFA	$39,264.00	$44,743.00	$54,416.08			$906.94			$2,895.97	$731.79	$13,916.77
WATER	SEWER	2010 BONDS	SERIES 2010	$40,239.00	$48,245.00	$1,930,000.00	$0.05			$43,425.00	$0.00		$86,850.00	$1,930,000.00
WATER	SEWER	2015 BONDS	SERIES 2015	$42,339.00	$52,994.00	$4,530,000.00				$81,500.00	$110,000.00	$110,000.00	$163,000.00	$4,310,000.00
								$0.00	$906.94	$124,925.00	$171,315.49	$154,378.18	$270,415.07	$6,811,627.38

Schedule of Fees

THE CITY OF SOCIAL CIRCLE
SCHEDULE OF RATES/FEES

2017-2018

CITY TAXES		
Millage Rate	7.90	
ALCOHOL SALES PERMITS		
Malt beverage & wine (retail)	$	500.00
Beer & wine pouring license	$	500.00
Beer, wine & distilled spirits	$	500.00
LICENSES AND PERMITS		
Business license	$	100.00 + $4.50 for each employee/year
Yard sale permit (four per year)	no fee	
Assembly, parades & sp. Events	$	10.00
Signs (not requiring a building permit)	$	5.00
ZONING ADMINISTRATION FEE (IN ADDITION TO BLDG PERMIT FEE)		
New construction	$	100.00
Existing Buildings	$	75.00
Remodel & Miscellaneous (includes signs)	$	50.00
Electrical, HVAC, plumbing	$	25.00
PLAN REVIEW FEES		
New Single-Family Residential Review	Additional 50% of permit fee	
Residential renovations/ additions	Additional 50% of permit fee	
All Commercial/Industrial Plan Reviews	Additional 50% of permit fee	

PERMIT FEES

TOTAL VALUATION	**FEE**
$1,000.00 and Less	Minimum fee of $100
$1,001.00 to $50,000	$15 for first $1,000 plus $5 for each additional thousand or fraction thereof, to and including $50,000.00, minimum fee of $100
$50,001.00 to $100,000.00	$260.00 for the first $50,000.00 plus $4.00 for each additional thousand or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$460.00 for the first $100,000.00 plus $3.00 for each additional thousand or fraction thereof, to and including $500,000.00
$500,001.00 and up	$1,660.00 for the first $500,000.00 plus $2.00 for each additional thousand or fraction thereof

CERTIFICATE OF OCCUPANCY OR COMPLETION (C/O OR C/C)

New single family detached, condo, or townhome	$	100.00
New Commercial	$	100.00
New or renovated commercial tenant space	$	100.00

TRADE PERMITS (MECHANICAL, ELECTRICAL, PLUMBING)

Permit Fee	Use permit fee table- minimum $75 (calculated by building official)

SIGNS REQUIRING A BUILDING PERMIT

Banner/ Window / Temporary	$	75.00
Wall mounted	$	100.00
Monument/ Free Standing	$	200.00

DEMOLITION

Single family residential house	$	150.00
Commercial building	$	150.00

PERMIT EXTENSIONS

Subsequent extension	$	100.00/ 3 months

RE-INSPECTIONS

For each added trip	$	75.00

OTHER

Transfer of Permit/change of contractor	$	100.00
Structure move/relocate	$	300.00
Siding or Deck Repair/ Replacement	$	100.00
Fence Permit	$	150.00
Inspections outside of normal business hours	$	125.00 per hour ($250 minimum)
Replacement of permits, CO's, etc.	$	25.00
Swimming Pool Permit (includes electrical and fence)	$	300.00
Fee for work done without a permit		200% of original permit fee
Temporary Construction Trailer (not including electric permit)	$	100.00

PLANNING APPLICATIONS

Rezone	$	150.00
Variance	$	150.00
Conditional use	$	150.00
Development permit	$	700.00(minimum) + engineering review cost
Land Disturbance Fee	$	90.00 (per lot)

FIRE INSPECTION FEES

Plan Review Fees Site	$	100.00
Building < 5000 Sq. Ft.	$	100.00
Building > 5000 Sq. Ft.	$	0.03 per sq. ft. (Includes site inspections up to and including final and first follow up)
2nd Follow Up	$	50.00
3rd Follow Up and any additional Follow Ups	$	100.00
Fire Alarm < 10,000 sq. ft.	$	50.00
> 10,000 sq. ft.	$	100.00
Fire Sprinkler 5000 sq. ft.	$	150.00
Inspections Annual	No Charge	
1st Follow Up	No Charge	
2nd Follow Up	$	25.00
3rd Follow Up and any additional follow ups	$	50.00
After Hours	$	30.00 per hour/ 2-hour min.
Change of Occupancy (New Tenant/Business License)	$	150.00
Certificate of Occupancy (Replacement Copy)	$	25.00
Fire Watch	$	40.00 per hour/per person
Incident Reports	$	5.00 per copy

PUBLIC SAFETY

Golf cart registration	$	12.00 (5 years)	
Criminal history	$	20.00	
Alcohol serving permit	$	20.00	
Accident reports	$	5.00	
Record restriction	$	25.00	
Incident report	no charge if you are the involved party of the incident. Third party requests fall under the GA Open Records Act.		

CEMETERY

Cemetery lots	$	800.00	(living inside city limits)
	$	2000.00	(living outside city limits)
Cremorium spaces	$	700.00	(per niche living inside city limits)
	$	1750.00	(per niche living outside city limits)
Burial Permit Fee	$	5.00	Open Grave
	$	75.00	Administration (Marker Fee)
Exhumation Permit Fee	$	5.00	Open Grave
	$	75.00	Administration (Marker Fee)

TRANSIT FEES

Local trip one way	$	1.00
Monroe trip round trip	$	3.00

MISCELANEOUS FEES

Credit card convenience fee	$	3.95
Credit card fee property taxes		2.49% of the total amount due
Fax	$	2.50
Copies	$	0.25 each
Large map copies	$	50.00 each
Medium map copies	$	35.00 each
Return check fee	$	25.00

UTILITIES FEES

GAS

Gas deposit		$	200.00	
Gas tap		$	200.00	(low pressure, inside city limits –Can zero out with 3 gas appliances)
		$	1750.00	(High Pressure)
Gas excessive flow valve		$	275.00	(includes installation)
Gas admin/reconnect fee		$	20.00	
Gas rate	Residential	$	4.90	meter fee per month
		$	3.58	MCF Distribution Rate* plus Market Wholesale Rate*
	Commercial	$	9.10	meter Fee per month
		$	3.58	MCF Distribution Rate* plus Market Wholesale Rate*
	Industrial	$	38.65	meter Fee per month
		$	3.21	MCF Distribution Rate * plus Market Wholesale Rate*
	Large Industrial	$	281.65	meter fee per month
		$	2.112	MCF Distribution Rate* plus Market Wholesale Rate*
	Very Large Industrial	$	1615.40	meter fee per month
		$	1.8574	MCF Distribution Rate* plus Market Wholesale Rate*

* Market Rate varies monthly and is charged by the City's provider, MGAG

Water

Water deposit	$	50.00	
Portable water meter deposit	$	1200.00	
Water admin/reconnect fee	$	20.00	
Hydrant hook-up fee	$	100.00	(water usage rate same as inside city rate)
Water tap	$	300.00	
Irrigation meter tap	$	300.00	
Water capital cost recovery	$	4000.00	(5/8" meter) (fees for larger meters calculated on request)
TANKER W/BACK-FLOW			
Plant hookup fee	$	50.00	(water usage rate same as inside city rate)
Water rate (inside city limits)			
0 – 2,000 gallons	$	19.90	
each additional 1,000 gallons	$	9.75	
Water rate (outside city limits)			
0 – 2,000 gallons	$	29.85	
each additional 1,000 gallons	$	14.62	

SEWER

Sewer tap	calculated based on pipe size		
Sewer capital cost recovery	$	4500.00	(5/8" meter) (fees for larger meters calculated on request)
Sewer rate (inside city limits)			
0 – 2,000 gallons	$	19.40	
each additional 1,000 gallons	$	7.99	
Sewer rate (outside city limits)			
0 – 2,000 gallons	$	29.15	
each additional 1,000 gallons	$	11.99	

GARBAGE/TRASH RATES

Sanitation fee	$	15.00 per month per cart
Seniors discount w/application	$	13.00 per month per cart
Trash overflow	$	35.00 per load
Limbs and leaves overflow	$	35.00 per load
Special pickup	$	35.00 per load

Glossary

CID:	Criminal Investigation Division
CIP:	Capital Improvement Program
FICA:	Federal Insurance Contributions Act
FTE:	Full-Time Equivalent
GCIC:	Georgia Crime Information Center
GDOT:	Georgia Department of Transportation
GMA:	Georgia Municipal Association
GMEBS:	Georgia Municipal Employee Benefit System
HTRG:	Homeowners Tax Relief Grant
PILOT:	Payment in Lieu of Taxes
SPLOST:	Special Purpose Local Option Sales Taxes

City of Social Circle Demographic and Statistical Information

Date of Incorporation: 1832

Governing Body:
Mayor elected at Large
Four Council Members Elected by District

School System
Independent City School System- Social Circle City School System (www.socialcircleschools.com)
Board of Education – Chairman elected at Large, Four Board Members elected by District

Area 12 square miles

Total Estimated Population	4452		(2016 Decennial Census)
Total Dwelling Units	1749		(Walton Economic Development Authority)
Owner Occupied Dwellings		70.2 %	
Renter Occupied Dwellings		29.8 %	
Registered voters	3658		(Walton Co. Supervisor of Elections)

Median Population Age 36 years (2016 Decennial Census)

Median Household Income $40,000-$50,000 (Walton Economic Development Authority)

2017 Assessed valuation $175,199,000

Net bonded Debt per capita – No General Obligation Bonded Debt.
-Tax supported Debt $639,346 maturing in 2029

Ratio of Net Tax Supported Debt to Assessed Value	-	0.4%
Tax Supported Debt Service as a Percentage of Operating Revenue	-	2.0%

City Bond Rating
- The City has not been rated for General Obligation Debt;
- S&P rated the 2015 Utility Revenue Bond of $6,460,000 at A+.

Major Employers		
	-Standridge Color Corporation	290
	--General Mills Distribution; Excel	284
	-Social Circle City Schools	240
	-Goodyear Tire & Rubber	157
	-IMMEC	138
	-Masterack	90
	-Social Circle Ace Hardware	60
	- Fouts Brothers	49
	-Certainteed	48
	-Dart Enterprises	47

Number of Full Time City Employees: 67

Fire Protection:
- Number of Stations: 2
- Number of Employees (FTE): 15.75
- Number of Engines: 3 + 1 Reserve
- Number of Ladder Trucks: 1

ISO Classification: 4

Police Protection
- Number of Stations: 1
- Number of Sworn Officers: 14
- Number of Police Vehicles: 17

Miles of Streets: 48

Miles of Watermain: 23
Number of Water Storage Tanks: 4
Water Treatment Plant: 1; 1 mgd capacity
Number of Water Customers: 2045

Miles of Sewer main: 30
Miles of Sewer Force main 14
Number of Manholes 641
Number of Pump Stations 28
Wastewater Treatment Plant: 1; 650,000 gpd capacity
Number of Sewer Customers: 1569

Miles of Gas Main: 57 (30 miles steel; 27 miles plastic)
Gas Pressure: 210-310 psi High pressure mains, 28-45 psi Low pressure Mains
Number of Gas Customers: 1309

Fund Balances

General Fund

FY	Unassigned Fund Balance, Beginning of FY (1)	General Fund Operating Expenditures (2)	Budgeted Use of Unassigned Fund Balance	Fund Balance vs. Expenditures	City Policy
2013/2014	$757,173	$4,804,226		15.76 %	25%
2014/2015	$719,481	$3,717,246		19.36%	25%
2015/2016	$618,659	$3,965,673		15.6%	25%
2016/2017	$618,659(3)	$4,688,003	$137,814 (4)	13.1%	25%
2017/2018	$480,845(3)	$4,498,130	0	10.7%	25%

Water and Sewer Fund

	Cash & Cash Equiv. (1)	**Operating Budget (2)**	**Budgeted Use of Fund Balance**	**Days Cash on Hand**	**Policy**
FY 2013/14	$847,298	2181290		141	182
FY 2014/15	1,007,582	2270411		162	182
FY 2015/16	1,106,789	2435866		238	182
FY 2016/17	1,106,789(3)	1919566		210	182
FY 2017/18	1,106,789(3)	1994624	100,000	202	182

Gas Fund

	Cash & Cash Equiv. (1)	Operating Budget(2)	Budgeted Use of Fund Balance	Days Cash on Hand	Policy
FY 2013/14	$2,353,190	$2,567,936		335	182
FY 2014/15	1,919,976	$2,222,404		314	182
FY 2015/16	1,970,264	$2,211,392		325	182
FY 2016/17	1,970,264(3)	$2,145,540		335	182
FY2017/18	1,970,264(3)	$2,973,029	79,100	241	

(1) (2) Data compiled from Annual Audits by Davenport & Co for Comprehensive Financial Review 6/6/2017

(3) Unaudited. FY 2016/17 Annual Audit is scheduled to be completed in December 2017

(4) Total use of General Fund Balance was $298,308. Balance of $160,494 was assigned LMIG grant funds.