

CITY OF TUSKEGEE FISCAL YEAR 2018



PRESENTING

2018 FISCAL YEAR

APPROVED BUDGET

SIGNIFICANT NOTES

SALARIES:

Up to 3% Pay Increase

Additional Personnel

- a. Building Inspection
- b. Human Resource Specialist
- c. Municipal Court
- d. Public Works & Public Safety

Significant Notes Cont'd

2018 Revenue Forecast

\$9,191,875 - 2018

Compared to

\$8,853,959 - 2017

Increase of \$337,916 or 3.8%

Significant Notes Cont'd

Expenditure Forecast

\$9,191,875 - 2018

Compared to

\$8,372,174 - 2017

Increase of \$819,701 or 9.8%

Significant Notes Cont'd

Administrative Budget

a. July 4th Events

b. Humane Society (\$36,000)

Services to Animal Shelter

Covered by MOU/MOA with Macon County Humane Society

i. Hiring of Animal Control Officer

ii. Animal Control Expenditures in Police Department Budget

Employment Base

Number of Employees 2017 - 99

Number of Employees 2018 - 113

Budget Comparison



DEPARTMENTS		2017 Budget	2017 Projected Actual Thro 9/30/17	2018	Variance over Actual
100	Administration	2,033,909	\$2,033,909	\$1,911,722	6%
101	Building Inspection	\$62,791	\$62,791	\$99,758	-59%
103	Airport	\$186,437	\$186,437	\$168,226	10%
105	Comm/ec. Development	\$191,998	\$191,998	\$285,227	-49%
106	City Manager	\$199,049	\$198,598	\$208,501	-5%
107	Fleet Services	\$254,672	\$302,927	\$248,400	18%
108	Finance	\$242,489	\$239,884	\$257,553	-7%
109	Fire	\$1,457,349	\$1,457,349	\$1,530,866	-5%
111	Human Resources	\$0	\$0	\$55,149	
113	Police	\$1,646,573	\$1,542,859	\$1,738,877	-13%
115	PW- Admin	\$42,063	\$42,605	\$45,143	-6%
116	PW - Sanitation	\$779,955	\$731,653	\$889,701	-22%
117	Senior Citizens	\$314,246	\$341,091	\$301,372	12%
118	PW - Street	\$537,166	\$357,313	\$683,817	-91%
119	Municipal Court	\$240,818	\$195,298	\$251,666	-29%
120	Park & Recreation	\$236,694	\$198,793	\$223,425	-12%
121	Information Tech	\$111,721	\$114,644	\$121,421	-6%
122	Mayor/Council	\$97,225	\$102,199	\$103,979	-2%
130	City Clerk	\$68,586	\$71,826	\$67,072	7%
TOTAL		\$8,703,741	\$8,372,174	\$9,191,875	-10%

Departments at a Glance



DEPARTMENTS		PERSONNEL SERVICES	TRAVEL/ TRAINING	EQUIPMENT	SUPPLIES	OPERATING	OTHER	Totals
100	Administration	2,900		40,200	8,000	1,611,422	249,200	1,911,722
101	Building Inspection	96,858	500		2,100	300		99,758
103	Airport	26,326	1,400	7,650	4,150	128,700		168,226
105	Comm. Develop.	143,577	3,000	9,000	2,600	42,050	85,000	285,227
106	City Manager	188,751	1,000	7,000	5,750	6,000		208,501
107	Fleet Services	227,050	300	5,000	5,050	11,000		248,400
108	Finance	243,553	3,500	2,500	7,000	1,000		257,553
109	Fire	1,389,816	12,000	24,500	37,800	56,750	10,000	1,530,866
111	Human Resources	48,849	2,000		1,000	3,300		55,149
113	Police	1,539,506	3,000	13,000	99,800	45,160	38,411	1,738,877
115	PW- Admin	44,233			910			45,143
116	PW - Sanitation	441,091		32,000	94,000	247,610	75,000	889,701
117	Senior Citizens	225,172	500	3,500	23,300	48,900		301,372
118	PW - Street	398,417	2,000	85,000	61,000	84,400	53,000	683,817
119	Municipal Court	142,566	500	4,500	1,200	7,300	95,600	251,666
120	Park & Recreation	131,775	4,000	17,500	16,500	44,650	9,000	223,425
121	Information Tech	80,296	1,000	3,300	175	33,650	3,000	121,421
122	Mayor/Council	81,409	8,500		2,600	4,270	7,200	103,979
130	City Clerk	61,334	1,000	2,348	1,000	1,390		67,072
TOTAL		5,513,479	44,200	256,998	373,935	2,377,852	625,411	9,191,875

Department overview



- This document covers planning for all departments
- Administration covers all non-departmental Expenditures

NON-DEPARTMENTAL EXPENDITURES ADMINISTRATION



Personnel	2,900
Travel/Training/Eq.	40,200
Supplies/ Operating Exp	1,619,422
Others	249,200

TOTAL	1,911,722
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BUILDING INSPECTION

- Building Inspection
 - Permits
 - Inspections
 - Enforcement of Building Codes
 - Property Abatement preparation
- Number of Employees
 - 2

BUILDING INSPECTION



Personnel	96,858
Travel/Training/Eq.	500
Supplies/ Operating Exp	2,400
TOTAL	99,758

Community Development



- Airport
 - Operation of City owned Airport
 - Employees - 1
- Community Development
 - Grant Management
 - Airport operations
 - Plan processing & development
 - Number of Employees - 2

Airport Summary



Personnel	26,326
Travel/Training/Eq.	9,050
Supplies/ Operating Exp	132,850
TOTAL	168,226

Community Development Summary



Personnel	143,577.00
Travel/Training/Eq.	12,000.00
Supplies/ Operating Exp	44,650.00
Others	85,000.00
TOTAL	285,227

CITY MANAGER



- Overall day to day operation of the city
 - Supervision of departments
 - Enforcing policies set by council.
 - Handling citizens complaints
-
- Number of Employees - 3

CITY MANAGER - 106



Personnel	188,751.00
Travel/Training/Eq.	8,000.00
Supplies/ Operating Exp.	11,750.00
TOTAL	208,501

FLEET SERVICES

(City Shop)



MAINTENANCE OF VEHICLES AND EQUIPMENT

NUMBER OF EMPLOYEES

4

FLEET SERVICES



Personnel	227,050
Travel/Tranning/Eq	5,300
Supplies/ Operating Exp	16,050
Total Expenditures	248,400

FINANCE DEPARTMENT



Responsibilities:

- Revenue - Collection of license, fees & taxes
- Payroll – Administration & payables
- Accounts Payable
- Purchasing
- Financial Reporting
- Budgeting

- Number of Employees - 4

FINANCE



Personnel	243,553.00
Travel/Training/Eq.	6,000.00
Supplies/ Operating Exp	8,000.00
TOTAL	257,553

FIRE DEPARTMENT



- Responsible for fire control and education of citizens
- Provides rescue services
- Provides Fire Inspections

- Number of Employees - 25

FIRE DEPARTMENT SUMMARY

Personnel	1,389,816.00
Travel/Tranning/Eq	36,500.00
Supplies/ Operating Exp	94,550.00
Other Exp.	10,000.00
TOTAL	1,530,866

HUMAN RESOURCES



- Employee Relations
- Employee Benefits

Including:

Workers Compensation

FMLA

- Employee Development
- Recruitment

Number of Employees 1

HUMAN RESOURCES



Personnel	48,849.00
Travel/Training/Eq.	2,000.00
Supplies/ Operating Exp	4,300.00
TOTAL	55,149

POLICE DEPARTMENT



- Responsible for preserving Peace
- Enforcement of Criminal Ordinances & laws

Sections:

- Dispatch
- Records
- Investigations

- Number of Employees - 33 (includes 4 vacancies)

POLICE DEPARTMENT SUMMARY

Personnel	1,539,506.00
Travel/Tranning/Eq	16,000.00
Supplies/ Operating Exp	144,960.00
Other Exp.	38,411.00
TOTAL	1,738,877

PUBLIC WORKS



SECTIONS

- ADMINISTRATION
- SANITATION
- STREET

- Garbage & Trash Collection
- Street cleaning & repairing
- Maintaining Grass on City property

- Number of Employees - 22 (includes 3 vacancies)

PUBLIC WORKS - ADMINISTRATION



Personnel	44,233
Supplies/ Operating Exp	910
Total	45,143

PUBLIC WORKS - SANITATION



Personnel	441,091
Travel/Tranning/Eq	32,000
Supplies/ Operating Exp	341,610
Other Exp.	75,000
TOTAL	889,701

PUBLIC WORKS - STREET



Personnel	290,666
Travel/Tranning/Eq	60,000
Supplies/ Operating Exp	133,500
Other Exp.	53,000
TOTAL	537,166

SENIOR CITIZENS



- Transportation & Activities for Seniors
- Meal delivery for Seniors
- Recreation for Seniors

- Number of Employees - 6

SENIOR CITIZENS



Personnel	225,172
Travel/Tranning/Eq	4,000
Supplies/ Operating Exp	72,200
TOTAL	301,372

Municipal Court



- Enforces Traffic Offences,
 - Municipal ordinance violations
 - State misdemeanors
 - Issues warrants
-
- Number of Employees - 4 (includes 1 vacancy)

Municipal Court Summary

Personnel	142,566
Travel/Training/Eq.	5,000
Supplies/ Operating Exp	8,500
Other Exp.	95,600

TOTAL	251,666
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PARKS & RECREATION



- Organizing recreation for young citizens
- Through various sporting opportunities

- Number of Employees - 3
- Summer employees - Lifeguards

PARKS & RECREATION



Personnel	131,775.00
Travel/Tranning/Eq	21,500.00
Supplies/ Operating Exp	61,150.00
Others	9,000.00
TOTAL	223,425

INFORMATION TECHNOLOGY



- Maintains City Computer Network system
 - Technical assistance to all departments
 - Maintaining a system of communication
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- Number of Employees - 2

INFORMATION TECHNOLOGY



Personnel	80,296.00
Travel/Tranning/Eq	4,300.00
Supplies/ Operating Exp	33,825.00
Other Exp.	3,000.00
TOTAL	121,421

MAYOR & COUNCIL



THE CITY COUNCIL MAKES LAWS AND BROAD
POLICY DECISIONS FOR THE CITY MANAGER
AND STAFF TO CARRY OUT.

COUNCIL SUMMARY

Personnel	81,409
Travel/Training/Eq.	8,500
Supplies/ Operating Exp	6,870
Others	7,200
TOTAL	103,979

CITY CLERK



- Responsibilities:
- Maintaining official records
- Recording of meetings of council
- Elections

- Number of Employees - 1

CITY CLERK - 130



Personnel	61,334.00
Travel/Training/Eq.	3,348.00
Supplies/ Operating Exp.	2,390.00
TOTAL	67,072

REVENUE SUMMARY



DESCRIPTION	2018
CIGARETTE TAX	90,000
GASOLINE TAX	110,000
SALES AND USE TAX	2,380,000
AD VALOREM TAXES (REAL & VEHICLE)	410,000
LODGING TAX	40,000
BEER TAX	45,000
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	3,075,000
A.B.C. SALES TAX	16,500
STATE OF AL TRUST DIST	89,000
STATE TOBACCO TAX	7,000
FOUR, FIVE & SEVEN CENT GAS TAX	154,000
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STATE SHARED TAXES	266,500

REVENUE SUMMARY Cont'd

DESCRIPTION	2018
FRANCHISE FEES AND TAXES	647,500
PRIVILEGE LICENSES	519,000
WINE TAX	2,000
CONSTRUCTION PERMITS (ALL)	78,000
OCCUPATIONAL LICENSE (3%)	<u>2,600,000</u>
LICENSES AND PERMITS	3,846,500
COURT FINES AND COSTS	261,600
GARBAGE/TRASH	1,101,000
CHARGES FOR SERVICES	41,325
OTHER SOURCES OF REVENUE	<u>599,950</u>
OTHER REVENUES	2,003,875
TOTAL ESTIMATED REVENUE	9,191,875

EXPENDITURE SUMMARY



● PERSONNEL SERVICES	-	5,513,479
● TRAVEL /TRAINNING	-	44,200
● EQUIPMENT	-	256,998
● SUPPLIES	-	373,935
● OPERATING	-	2,377,852
● OTHERS	-	625,411

Summary



- Total Revenues - 9,191,875
- Total Expenditures - 9,191,875

Thanks for your attention

THE END