



**2020 Budget Worksession**  
**November 13, 2019**

# November 8 Budget Worksession

- Items Discussed:
  - Cemeteries
  - Probation Services
  - New Personnel / Programs implemented in 2019
  - Allocation of additional \$3.2 million in revenue including details of 2020 new programs / personnel
  - Recommended new staff for full year
  - Fund Balance
  - Tax Assessors budget request
  - Fire – EMS personnel
  - Blight
  - Homelessness Project
  - Green vehicles in downtown
  - Recreation & Parks – new afterschool/summer programs at Sandhill and Eastview
  - Redevelopment program similar to Pine Street for areas on the hill

# Today's Discussion

- Cemeteries
- Probation Services
- New Personnel / Programs implemented in 2019
- Allocation of additional \$3.2 million in revenue including details of 2020 new programs / personnel
- Recommended new staff for full year
- Fund Balance
- Tax Assessors budget request
- Elected / Appointed Officials
- External Agencies

# Cemeteries

- Augusta Cemeteries
  - Arsenal
  - Cedar Grove
  - Magnolia
  - Rollersville
  - Summerville
  - Westview
- 2020 recommended budget – General Fund \$735,230
- 2020 recommended budget – Perpetual Care \$ 55,150
- 2 Inmate crews assigned

# Probation Services

- CSRA Probation Services, Inc. awarded contract on May 14, 2019
- Annual Cost not to exceed \$282,420
  - Services Provided
    - Senior Probation officer \$55,419
    - Probation Officer \$47,278
    - Probation Officer \$35,100
    - Senior Probation Officer \$47,278
    - Probation Officer – 3 \$97,344

# New Personnel 2019 - General Fund

<u>Department</u>	<u>Quantity</u>	<u>Job Title</u>	<u>Grade</u>	<u>Annual Cost Total</u>	<u>Effective 7/1/2019</u>
Clerk of Commission	1	Records Management Clerk	8	41,268.00	20,634.00
Mayor		Part-time Administrative Assistant		16,147.50	8,073.75
Board of Elections	1	Deputy Registrar	8	39,790.76	19,895.38
Information Technology	1	Radio System Manager	25	80,175.64	40,087.82
Information Technology	1	Network Engineer	28	1,366.50	55,683.25
Human Resources	1	Employee Relations Training Manager	24	76,965.83	38,482.91
Human Resources	1	HR File Clerk	8	39,790.76	19,895.38
Central Services Admin		PT Admin Assistant (Real Estate)		15,619.87	7,809.94
Circuit Court	1	Secretary I	6	36,837.41	18,418.70
District Attorney	1	DA Investigator	20	64,062.73	32,031.36
District Attorney	1	Assistant District Attorney	22	71,243.78	35,621.89
District Attorney	1	DA Investigator	20	64,062.73	32,031.36
District Attorney	1	Legal Assistant (Secretary)	22	47,174.71	23,587.36
Public Defender - Superior Court	1	Assistant Public Defender	22	71,243.78	35,621.89
Engineering-Highway and Street	1	Engineering Inspector II	18	54,558.66	27,279.33
Recreation-Administration		Recreation - Additional Part Time Funding		26,912.50	26,912.50
Code Enforcement	2	Code Enforcement Officers	16	103,210.61	51,605.30
	<b>13</b>	<b>Total General Fund</b>		<b>849,194.32</b>	<b>438,053.41</b>

# New Projects for 2019 – General Fund

Department Name	Description	Annual Cost	Recommended	Projected
		Total	Effective 7-1-19	Revenue
Tax Assessor	TreppLoan technology contract (3 year initial term) \$31,200 per year	31,200	15,600	
Circuit Court	WinnerVR Software (9 @ \$2,995 each plus \$135 shipping)	27,090	13,545	
Marshal	Digital Evidence Mgt Solutions data storage for body cameras	63,320	31,660	
Magistrate Court Fees	Marshal Increase of Fees			50,000
Recreation General Shop	R&M Contract - Grounds (landscape maintenance for Greene and Broad Streets)	96,500	48,250	
Recreation Lake Olmstead	Lake Olmstead Concerts	203,200	101,600	148,300
Recreation Riverwalk	5K Race (supplies and temp workers for the race)	6,400	3,200	4,250
Recreation	Bridge the Gap	33,730	16,865	23,750
Recreation	Kids' Palooza (temp workers, security services, advertising, supplies, etc.)	19,500	9,750	13,250
Recreation	Seed Money for 2020 Soul Festival (professional services and promotion)	100,000	100,000	
Code Enforcement	Cell phone and service for (2) new positions	1,560	780	
Code Enforcement	Membership Dues for (2) new positions	450	230	
Code Enforcement	Education & Training for (2) new positions	2,000	1,000	
Code Enforcement	Uniforms for (2) new positions	400	200	
Code Enforcement	Gasoline for (2) new positions	1,640	820	
Code Enforcement	Telephones for (2) new positions	1,740	870	
	PCs for (2) new positions	2,600	1,300	
	<b>Total General Fund</b>	<b>591,330</b>	<b>345,670</b>	<b>239,550</b>

# Allocation of additional revenue – Personnel funded as of July 1, 2020

Additional Revenue in 2020	\$ 5,706,950
<b>Allocated To:</b>	
<b>Commitments</b>	
Gold Cross Contract	\$ 600,000
Probation Services	282,420
<i>Election Expenses</i>	<i>537,130</i>
<i>Special Election Expenses</i>	<i>190,000</i>
Disparity Study	200,000
Full year funding to programs approved 2019	345,670
Full year funding to personnel approved 2019	438,100
<b>Total Commitments</b>	<u>2,593,320</u>
<b>Proposed 2020 projects/programs</b>	
Debt Service - Depot Project	350,000
COLA - 1.5% effective 7-1-2020	664,820
Contingency	500,000
Fund Balance Allocation	250,000
New Personnel – effective July 1, 2020	493,745
New Programs	851,100
Total Potential projects/programs	<u>3,190,665</u>
<b>Total</b>	<u>\$ 5,702,985</u>



# Allocation of additional revenue – Personnel funded as of January 1, 2020

Additional Revenue in 2020	\$ 5,706,950	
<b>Allocated To:</b>		
<b>Commitments</b>		
Gold Cross Contract	\$ 600,000	
Probation Services	282,420	
<b><i>Election Expenses</i></b>	<b>537,130</b>	
<b><i>Special Election Expenses</i></b>	<b>190,000</b>	
Disparity Study	200,000	
Full year funding to programs approved 2019	345,670	
Full year funding to personnel approved 2019	438,100	
<b>Total Commitments</b>	<b>2,593,320</b>	
<b>2020 projects/programs</b>		
Debt Service - Depot Project	350,000	
COLA - 1.5% effective 7-1-2020	664,820	
Contingency	500,000	
Fund Balance Allocation	250,000	
New Personnel - effective January 1, 2020	813,935	
New Programs	851,100	
Total Potential projects/programs	3,429,855	<b>variance from new revenue</b>
<b>Total</b>	<b>\$ 6,023,175</b>	<b>(316,225)</b>

# New Personnel 2020 – General Fund

<u>Department</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary</u>	<u>Benefits</u>	<u>Annual Cost Total</u>	<u>Projected Revenue</u>	<u>Administrator Recommended</u>
Board of Elections	Deputy Registrar	8	27,206	12,585	39,791		39,791
Law Department	Staff Attorney - Recommend effective 7/1/2020	28	75,789	19,379	95,168		47,584
Law Department	Paralegal - Recommend effective 7/1/2020	15	36,275	13,853	50,128		25,064
Compliance	Administrative Assistant II	10	29,798	12,947	42,745		42,745
Compliance	<i>position will be fully funded by a reduction in Temporary Workers</i>				(42,745)		(42,745)
Circuit Court	Court Reporter - Recommend effective 7/1/2020	16	37,571	14,034	51,605	20,642	25,803
Clerk of Superior Court	Court Support Supervisor - Recommend effective 7/1/2020	16	37,571	14,034	51,605		25,803
District Attorney	Assistant District Attorney - Recommend effective 7/1/2020	22	54,187	16,358	70,545	33,862	35,273
District Attorney	DA Investigator - Recommend effective 7/1/2020	20	48,554	15,570	64,124	30,780	32,062
Public Defender - Superior Court	Mitigation Investigator - Recommend effective 7/1/2020	18	40,162	14,397	54,559	18,004	27,279
Marshal	Deputy - Operations (5 @ \$36,275) - <b>Recommend 2</b> effective 7/1/2020	15	181,375	69,265	250,640		50,128
Litter Patrol	Deputy - Enforcement (2 @ \$36,275) - Recommend 2 effective 7/1/2020	15	72,550	27,706	100,256		50,128
Recreation - Aquatics	Part-Time life guards raise to \$14.00/hour from \$10.00/hour		41,420	3,169	44,589		44,589
Recreation - Henry Brigham Swim Center	Part-Time life guards raise to \$14.00/hour from \$10.00/hour		41,420	3,169	44,589		44,589
Recreation - Aquatics Center	Part-Time life guards raise to \$14.00/hour from \$10.00/hour		41,419	3,169	44,588		44,588
Extension Service	Upgrade Supplement Program Assistant - Recommend effective 7/1/2020		1,976	156	2,132		1,066
	<b>Total General Fund</b>				<b>964,319</b>	<b>103,288</b>	<b>493,745</b>

# New Personnel 2020 – Other Funds

<u>Department</u>	<u>Job Title</u>	<u>Grade</u>	<u>Salary</u>	<u>Benefits</u>	<u>Annual Cost Total</u>	<u>Projected Revenue</u>	<u>Administrator Recommended</u>
Emergency Telephone	E911 Communications Officer I (4 @ \$31,093)	11	124,372.00	52,513.42	176,885.42		176,885.42
	<b>Total Emergency Telephone Response Fund</b>				<b><u>176,885.42</u></b>		<b><u>176,885.42</u></b>
Fire Administration	EMS Lieutenant (9 @ \$48,554)	20	436,986.00	140,132.49	577,118.49		577,118.49
	<i>positions will be funded in part by reduction in P/T salaries</i>		<i>(422,400.00)</i>	<i>(32,313.60)</i>	<i>(454,713.60)</i>		<i>(454,713.60)</i>
	<b>Total Fire Protection Fund</b>				<b><u>122,404.89</u></b>		<b><u>122,404.89</u></b>
SPLOST - Engineering Administration	Engineer Inspector I	17	38,866.00	14,215.41	53,081.41		53,081.41
	<b>Total SPLOST 7 Fund</b>				<b><u>53,081.41</u></b>		<b><u>53,081.41</u></b>
Utilities (Customer Service)	CIS Program Assistant	15	36,275.00	13,853.06	50,128.06		50,128.06
Utilities (Construction & Maintenance)	Utility Worker (2 @ \$25,911)	7	51,822.00	24,807.31	76,629.31		76,629.31
	<b>Total Utilities Fund</b>				<b><u>126,757.37</u></b>		<b><u>126,757.37</u></b>
Garbage Collection-Keep Augusta Beautiful	Keep Augusta Beautiful Outreach Coordinator	15	36,275.00	13,853.06	50,128.06		50,128.06
	<b>Total Garbage Collection Fund</b>				<b><u>50,128.06</u></b>		<b><u>50,128.06</u></b>
Augusta Public Transit	Upgrade Transit Manager (grade 24) to Deputy Director (grade 28) - Recommend effective 7/1/2020		15,969.00	11,013.26	26,982.26		13,491.13
	<b>Total Transit Fund</b>				<b><u>26,982.26</u></b>		<b><u>13,491.13</u></b>

# New Personnel 2020 – Other Funds

Department	Job Title	Grade	Salary	Benefits	Annual Cost	Projected	Administrator
					Total	Revenue	Recommended
ARA - Administration	Staff Attorney Senior	31	93,455.00	21,849.68	115,304.68		115,304.68
ARA - Security	Security Specialist	10	29,798.00	12,947.25	42,745.25		42,745.25
ARA - Community & Customer Service	Upgrade Passenger Assistance Liaison to Airport Customer Service Supervisor		9,924.00	1,387.87	11,311.87		11,311.87
<b>Total Bush Field Airport Fund</b>					<b><u>169,361.80</u></b>		<b><u>169,361.80</u></b>
Risk Management - Administration	Safety & Training Coordinator (2 @ \$38,866)	17	77,732.00	28,430.82	106,162.82		106,162.82
	Claims Adjuster	18	40,162.00	14,396.66	54,558.66		54,558.66
<b>Total Risk Management Fund</b>					<b><u>160,721.48</u></b>		<b><u>160,721.48</u></b>

# New Projects - 2020

<b>Department Name</b>	<b>Description</b>	<b>Annual Cost Total</b>	<b>Administrator Recommended</b>
Juvenile Court	Education/THRIVE Program	225,000	100,000
Marshal's Office	Uniforms, equipment, radios, MDT's, Office Supplies, computers, training, gas, and VCA for 5 new Deputies	127,000	50,800
Litter Patrol	Uniforms, equipment, radios, MDT's, Office Supplies, computers, training, gas, and VCA for 2 new Deputies	48,400	48,400
Roads & Walkways	City/county road and pothole repair	2,000,000	300,000
Roads & Walkways	City/county tree maintenance	1,000,000	200,000
Recreation - General Shop	Contracted mowing and maintenance at Westview Cemetery	66,000	66,000
Recreation - (new org key)	McDuffie Woods Nutrition Ctr (fund senior nutrition program)	7,200	5,000
Forestry	Radios Air Time - air time for 2 new radios	900	900
	<b>Total General Fund</b>	<b>2,453,020</b>	<b>771,100</b>
Sheriff - Administration	Mental Health Contractual Services	115,300	80,000
	<b>Total Law Enforcement Fund</b>	<b>115,300</b>	<b>80,000</b>

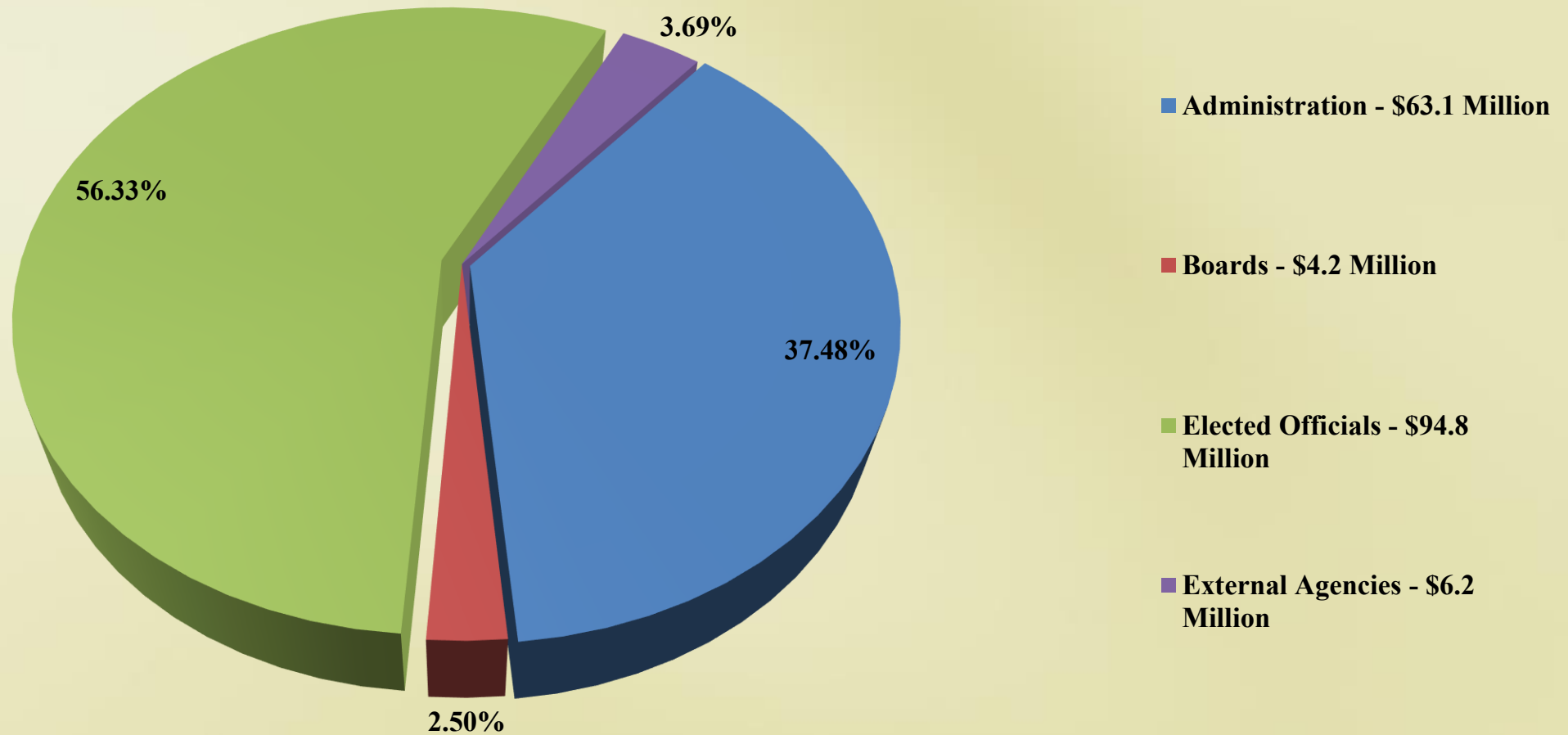
# Fund Balance – General Fund

- Allocation to Fund Balance \$250,000
- Fund balance as of 12-31-18 \$35.7 million
  - Funds required for one days operation \$394,370
  - Number of days operations in reserve 90 days
  - Demonstrates a commitment to the financial health of the organization to bond rating agencies.
    - Critical step in path to a rating upgrade

# Tax Assessors - 2020 Budget

- 2019 Budget \$ 2,677,320
- 2020 Budget Requested \$ 2,763,020
- 2020 Budget Recommended \$ 2,720,450
  
- New Personnel
  - Additional \$50,000 for DOR certification program to increase program total to \$75,000
- New Programs – funded from capital
  - Pictomerty Aerial Flight 3 year contract \$110,000 per year
  - Cell Tower Valuation Tool 2 year contract \$110,000 per year

# 2020 Budget – Expenditures by Reporting Area





# Elected / Appointed Officials Expense by function

	<b>Amount</b>
General Government (Mayor, Commission, Tax Commissioner)	\$ 4,659,160
Judicial (Courts)	22,354,500
Public Safety (Sheriff, Marshal, Coroner)	67,785,550
<b>Total</b>	<b>\$ 94,799,210</b>

# External Agencies

- *2019 Funding* *\$6,140,610*
- 2020 Funding Requests \$7,041,358
- 2020 Funding Recommended \$6,234,600
- 2020 Recommended vs Requested \$ (806,758)

# External Agencies budget request process

- External agencies are required to provide:
  - A narrative description of the program and a detailed program budget, which includes all funding sources that the agencies anticipates receiving
  - Mission Statement
  - Performance Budget overview
  - Budget Request
  - Summary
  - Audit / Review

# External Agencies funding process

- **Audit / Review**

- To help ensure funding is provided to viable organizations on May 2, 2017 the commission adopted the following to clarify the process for the release of funds and reporting thresholds :

- For organizations receiving more than \$25,000 an annual financial audit is required.
    - For organizations receiving less than \$25,000 an annual financial review is required.
    - The audit or review is required to be performed by an independent CPA firm.

# External Agencies

Agency	2018 Approved Budget	2019 Approved Budget	2020 request	2020 Administrator's Recommendation	2020 request vs. 2020 Recommended
Bd of Health-Public	929,250	929,250	929,250	929,250	-
Bd of Health-Mental Serenity Behavioral	25,000	25,000	25,000	25,000	-
Project Access	225,000	225,000	275,000	225,000	50,000
Community Medical Outreach-Lamar Medical Center	48,310	43,310	48,310	43,310	5,000
Miracle Making	90,000	90,000	90,000	90,000	-
American Red Cross	14,640	14,640	20,000	14,640	5,360
Child Enrichment	24,640	24,640	24,640	24,640	-
Safe Homes	12,000	8,200	8,200	8,200	-
Mach Academy	50,000	50,000	200,000	50,000	150,000
Shiloh Appropriation	25,000	-	-	-	-
Senior Center Council	40,200	40,200	40,000	40,200	(200)
Lucy Craft Laney Museum (Delta House)	143,670	143,670	143,670	143,670	-
ARC Museum of History	143,670	143,670	153,670	143,670	10,000
Ezekiel Harris House	50,900	50,900	52,900	50,900	2,000
Arts Council (Operations)	71,710	71,710	100,000	71,710	28,290
Arts Council (Regranting)	71,710	71,710	100,000	71,710	28,290
Arts Council (Arts in the Heart)	35,000	35,000	35,000	35,000	-
Development Authority of Augusta	200,000	200,000	225,000	215,000	10,000
Alliance For Ft Gordon	25,000	25,000	25,000	25,000	-
Land Bank Authority	141,400	141,400	259,028	191,400	67,628
Downtown Development Authority (DDA)	154,610	154,610	255,000	154,610	100,390
Mosquito Control	225,000	225,000	225,000	225,000	-
EH Special Project- Stormwater		N/A	260,000	260,000	-
CSRA- Area Agency on Aging	20,000	20,000	20,000	20,000	-
Bethlehem Comm Center	25,000	25,000	25,000	25,000	-
Augusta Boxing Club		50,000	200,000	50,000	150,000
	<b>\$ 2,791,710</b>	<b>\$ 3,067,910</b>	<b>\$ 3,739,668</b>	<b>\$ 3,132,910</b>	<b>\$ 606,758</b>

# External Agencies

Agency	2018 Approved Budget	2019 Approved Budget	2020 request	2020 Administrator's Recommendation	2020 request vs. 2020 Recommended
<b>Obligations by contract:</b>					
Central Sav River Land Trust	48,390	65,000	65,000	65,000	-
878 Engineering	7,020	7,020	7,020	7,020	-
DFACS	118,750	118,750	118,750	118,750	-
Garrett Comm Center	9,000	9,000	9,000	9,000	-
West Augusta Soccer	50,000	50,000	50,000	50,000	-
ARC Library	2,466,100	2,616,100	2,816,100	2,616,100	200,000
Forestry (wildfire protection)	10,700	11,010	10,630	10,630	-
CSRA Regional Commission	195,820	195,820	225,190	225,190	-
	<u>\$ 2,905,780</u>	<u>\$ 3,072,700</u>	<u>\$ 3,301,690</u>	<u>\$ 3,101,690</u>	<u>\$ 200,000</u>
		<b>Total</b>	<u>\$ 7,041,358</u>	<u>\$ 6,234,600</u>	<u>\$ 806,758</u>

# Budget Calendar

- Budget Adopted November 19, 2019
- Budget Implemented January 1, 2020

# Questions / Comments