FY2020
Budget Proposal

City of Stone Mountain, Georgia
Prepared and Presented by:
ChaQuias Thornton, City Manager
2020 FISCAL YEAR BUDGET PROPOSAL

Pursuant to Section 6.25 – Operating budget of the Stone Mountain Charter

On or before a date fixed by the city council but not later than 45 days prior to the beginning of each fiscal year, the city manager shall submit to the city council a proposed operating budget for the ensuing fiscal year. The budget shall be accompanied by a message from the city manager containing a statement of the general fiscal policies of the city, the important features of the budget, explanations of major changes recommended for the next fiscal year, a general summary of the budget, and other pertinent comments and information. The operating budget and the capital budget provided for in Section 6.29 of this charter, the budget message, and all supporting documents shall be filed in the office of the city clerk and shall be open to public inspection. This document conforms to the provisions as set forth in the afore-mentioned section.

Prepared and Presented by:
ChaQuias Miller Thornton, City Manager

Departmental Submissions for Departmental Line Item Budgeting provided by:

Department Heads:
Jim Tavenner – Public Works
Chancey Troutman – Police Department

Department Supervisors:
Stephanie Capers – Municipal Court
Tourism Manager – Kim Cumbie
City Clerk – Mallory Minor, Assistant City Clerk Alicia Daniels

Component Unit
Downtown Development Authority Chairman – Jelani Linder
DDA Executive Director – Alan Peterson
DDA Treasurer – Gary Peet
Governmental accounting systems are organized and operated on a fund basis, with each fund classified by three categories. The three categories are:

1. **Governmental funds** – used to account for activities primarily supported by taxes, grants, and similar revenue sources.
2. **Proprietary funds** – used to account for activities that receive significant support from fees and charges.
3. **Fiduciary funds** – used to account for resources that a government holds as a trustee or agent on behalf of an outside party that cannot be used to support the government’s own programs.

The City of Stone Mountain has nine separate fund accounts that operate within the first two of the categories listed above. These fund accounts are:

**Governmental Funds**
- General Fund 01
- Hotel/Motel Tax Fund 02 (Visitors Center)
- Cemetery Fund 03
- Police Asset Forfeiture Fund 06
- Capital Projects Fund 07
- Special Purpose Local Option Sales Tax (SPLOST) Fund 09

**Proprietary Funds**
- Solid Waste Management Fund 05
- Storm Water Enterprise Fund 08

The City also operates within a collaborative partnership with the Downtown Development Authority which serves as a component unit within the City and is designated as Fund 20.

- Downtown Development Authority Fund 20
The Governmental Fund known as General Fund 01 is divided into several different classifications of activities. These activities are further categorized by department titles and types. The activities include:

- Legislative (Elected Body)
  Department 018 – Johnson
  Department 019 – Mailman
  Department 021 – Wheeler
  Department 024 – Little
  Department 025 – Hollis
  Department 026 – Bryant
  Department 027 – Waller

- Administration – Department 030
- Buildings – Department 031
- General Government – Department 032
- Court – Department 035
- Public Safety – Department 040
- Public Works – Department 050
- Parks – Department 060
- Debt Service – Department 080

Revenues collected within General Fund 01 and fund balance reserves are used to offset expenditures that are incurred within the governmental activities’ categories.

The fiscal year begins January 1, 2020 and ends December 31, 2020. Formal presentation of the FY2020 is to be conducted during the November 7th, 2019 regular session of Mayor and Council. Public Hearing to receive comments on the Proposed FY2020 is scheduled for November 19, 2019. The FY2020 budget appropriations ordinance is tentatively scheduled for first read on the agenda of the work session scheduled for November 19th, 2019, with final consideration of the appropriations ordinance and budget expected to be conducted during the regular session of Council on December 3rd, 2019.
## GENERAL FUND

### REVENUE

Please see below the summary of proposed general fund revenues anticipated for collection during the FY2020 budget cycle.

<table>
<thead>
<tr>
<th>REVENUE CLASS</th>
<th>REVENUE</th>
<th>2019 AMENDED BUDGET</th>
<th>2020 RECOMMENDED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 Taxes</td>
<td></td>
<td>3,187,992</td>
<td>3,168,639</td>
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<tr>
<td>32 Licenses &amp; Permits</td>
<td></td>
<td>96,075</td>
<td>98,560</td>
</tr>
<tr>
<td>33 Government Grants</td>
<td></td>
<td>60,407</td>
<td>68,994</td>
</tr>
<tr>
<td>34 Charges for Services</td>
<td></td>
<td>7,324</td>
<td>6,840</td>
</tr>
<tr>
<td>35 Fines &amp; Forfeitures</td>
<td></td>
<td>779,924</td>
<td>840,974</td>
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<tr>
<td>36 Investment Income</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>37 Contributions</td>
<td></td>
<td>2,610</td>
<td>1,859</td>
</tr>
<tr>
<td>38 Miscellaneous Revenue</td>
<td></td>
<td>18,299</td>
<td>0</td>
</tr>
<tr>
<td>39 Other Financing Sources</td>
<td></td>
<td>112,328</td>
<td>429,957</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>4,264,959</td>
<td>4,615,823</td>
</tr>
</tbody>
</table>
General Fund revenues are summarized beginning on page 2 of the Exhibit 1. The following notes were made in the estimates of revenues:

**TAXES**

1) Ad valorem taxes  
   a) Real estate ad valorem taxes  
      i) Assumes 0% increase in digest  
      ii) A decrease in taxable value due to appeals is estimated at 1.15% of the digest  
   b) Assumes an ad valorem tax rate of 21.00 mils  
   c) Utility ad valorem taxes - Assumes no change in digest or any new appeals  
   d) Motor vehicle ad valorem taxes – Assumes no increase in revenue  
   e) Television Cable Franchise is assumed at lower revenue amount as opposed to FY2019. The lower estimate is based on actual revenue collected in FY2019.

2) Other taxes  
   a) Motor vehicle sales tax revenue is expected to stabilize overtime as motor vehicle ad valorem taxes decline. Motor vehicle sales tax revenue has been received at approximately 95% of the expected revenue estimate for the current fiscal year.  
   b) For all other taxes the estimate is based upon actual revenues collected in FY2019

**LICENSES AND PERMITS**

1) Beer & Wine Licenses; Liquor Beer and Wine Licenses increase with the issuance of additional licenses beyond previous year’s issuances.  
2) Insurance Licenses – Increase is assumed based on current year revenue  
3) Sign Permits – A slight decrease is anticipated based on current year revenue  
4) Registration of Foreclosed and Vacant Properties – Assumed based on current year revenue  
5) Building Structure Permits – Revenue from Building Inspection Fees is expected to decrease slightly under the previous year’s budget estimate due to the anticipated third quarter completion of builds for new single-family dwellings in the Hearthstone subdivision in 2020.

Other permits and fees:  
Revenue is not assessed for such permits as Peddler’s Permits. Special Use Permits, Parade, and Variance Permits. The amount of revenue collected (if any) varies year-to-year and is not predictable based on the nature of the permit. Revenue adjustments are typically made to the budget after adoption of the budget, and during the budget cycle, as necessary.

**INTERGOVERNMENTAL REVENUES**

1) Local Maintenance Improvement Grant (LMIG)  
The LMIG program was developed in cooperation with several Georgia organizations and operated in conjunction with the Georgia DOT to help local governments achieve much-needed improvements to the state’s roadway network through grant funding. The revenue stated in the
budget ($68,994) is the amount of funds designated to the City by LMIG for FY2020 improvements but, the grant opportunity does require a local funding match of 30%. The match is included in the allocation of expenditures in Department 050 Public Works.

**CHARGES FOR SERVICE**

1) Accident Report and Background Checks are estimated at $1,000 and $5,840 respectively. Other charges for services: Revenue is not assessed for such charges and services such as Park rental, Back Check Fees, and Certificates of Appropriateness. The amount of revenue collected (if any) varies year-to-year and is not predictable based on the nature of the service. Revenue adjustments are typically made to the budget after adoption of the budget, and during the budget cycle, as necessary.

**FINES AND FORFEITURES**

1) Fine and forfeit revenue is estimated in relation to projected 2019 year-end revenue at $840,974. This revenue source is calculated based on the amount of municipal revenue collected for fines and forfeitures minus fund calculation expenditures assessed by County and State agencies such as Local Crime Victims Funds, Peace Officers A &B Annuity Fund, GSCCCA, etc.

**CONTRIBUTIONS PRIVATE SOURCES**

1) The Back to School Bash is currently the only revenue source that is accounted for as contributions from private sources. Revenue expectations are made based on the amount of event revenue collected from private sources in the previous year. The estimation is $1,859.

**OTHER FINANCING SOURCES**

1) Revenue from General Fund Unrestricted Reserves is estimated at $105,363 and is subject to change pending Council decision regarding budgetary priorities or adjustments.
2) Unrestricted (Committed) Revenue is assigned to the Depot Renovation Project in the amount of $233,499. This assignment is made in accordance with the FY2019 decision of Council to commit excess ad valorem tax proceeds to future phase of the renovation project.
3) Capital Lease Proceeds are anticipated in the amount of $91,095 for the purchase of police vehicles and equipment through the Georgia Municipal Association’s lease payment option. (Reference expenditure information for Public Safety Department 050).
### SUMMARY OF PROPOSED EXPENDITURES

<table>
<thead>
<tr>
<th>DEPT CLASS</th>
<th>DEPARTMENT</th>
<th>2019 AMENDED BUDGET</th>
<th>2020 RECOMMENDED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>018</td>
<td>Johnson</td>
<td>10,123</td>
<td>7,233</td>
</tr>
<tr>
<td>019</td>
<td>Mailman</td>
<td>6,923</td>
<td>7,233</td>
</tr>
<tr>
<td>022</td>
<td>Wells</td>
<td>646</td>
<td>7,233</td>
</tr>
<tr>
<td>021</td>
<td>Wheeler</td>
<td>16,463</td>
<td>16,463</td>
</tr>
<tr>
<td>024</td>
<td>Little</td>
<td>6,923</td>
<td>7,233</td>
</tr>
<tr>
<td>025</td>
<td>Hollis</td>
<td>6,923</td>
<td>7,233</td>
</tr>
<tr>
<td>026</td>
<td>Bryant</td>
<td>6,923</td>
<td>7,233</td>
</tr>
<tr>
<td>027</td>
<td>Waller</td>
<td>4,147</td>
<td>7,233</td>
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<tr>
<td>030</td>
<td>Administration</td>
<td>553,717</td>
<td>612,126</td>
</tr>
<tr>
<td>031</td>
<td>Buildings</td>
<td>115,853</td>
<td>117,409</td>
</tr>
<tr>
<td>032</td>
<td>Gen. Government</td>
<td>700,566</td>
<td>1,080,835</td>
</tr>
<tr>
<td>035</td>
<td>Municipal Court</td>
<td>304,906</td>
<td>294,444</td>
</tr>
<tr>
<td>040</td>
<td>Public Safety</td>
<td>1,493,195</td>
<td>1,492,824</td>
</tr>
<tr>
<td>050</td>
<td>Public Works</td>
<td>644,892</td>
<td>563,916</td>
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<tr>
<td>060</td>
<td>Parks</td>
<td>175,191</td>
<td>179,542</td>
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<tr>
<td>080</td>
<td>Debt Service</td>
<td>217,568</td>
<td>207,633</td>
</tr>
<tr>
<td>Total</td>
<td>Expenditures</td>
<td>4,264,959</td>
<td>4,615,823</td>
</tr>
<tr>
<td>Surplus/Deficit</td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

This proposal provides expenditure detail for all departments and funds within Exhibit 1, beginning with page 5 of the exhibit. Highlighted expenditure detail is included for all General Fund departments within the memorandum for the FY2020 Proposed Budget, beginning on page 8.
EXPENDITURES

GOVERNING AUTHORITY DEPTS 018, 019, 024, 025, 026, 027

Personal Services/Benefits – The annual salary for each Council Member with associated payroll tax. $3,878 each member.

Purchased/Contracted Services – The annual allotment for education and training and associated travel expenses. $3,355 each member.

Total expenditure per Council Member is estimated at $7,233/each member.

DEPT 020 – MAYOR PATRICA WHEELER

Personal Services/Benefits – The annual salary for each Council Member with associated payroll tax. $12,923

Purchased/Contracted Services – The annual allotment for education and training and associated travel expenses. $3,490 each member.

Total expenditure estimated for the Mayor is $16,463.

DEPARTMENT 030 ADMINISTRATION

Personal Services/Benefits – FY2020 budget request of $29,201 in excess of FY2019 budget as amended. The excess is attributed, in large part to the full year expense of the City Clerk position and applicable merit increases for staff as proposed.

Purchased/Contracted Services – FY2020 budget request of $30,377 in excess of FY2019 budget as amended. The excess is attributed, in large part, to the full year expense of the third-party Permit Technician, expenses for building inspection services relative to increased Building Structure permit issuances, and an increase in communications related expenses (i.e. Constant Contact newsletter and Verizon Connect GPS reporting services).

Small Equipment – An increase of $4,500 is proposed in excess of the FY2019 budget appropriations for the purchase of office equipment for the clerk’s office and other administrative offices.

Capital Outlay - Computers – No capital outlay funds are proposed to be assigned at onset of the FY2020 budget cycle. All necessary computers and relative equipment have been acquired and/or replaced in the 2018 and 2019 fiscal years.
Contingencies are reduced by $4,484 and the current year’s contingencies for all General Fund Departments are assigned to General Government Dept 032.

**DEPARTMENT 031 BUILDINGS**

Purchased/Contracted Services – FY2020 budget request of $6,030 in excess of FY2019 budget as amended. The increase is attributed to an increase in the expected expense for building insurance and an approximate $5,000 increase in communications cost for phone/internet/other communications facilities for select admin offices, public works, and the Historic Train Depot.

Contingencies are reduced by $4,474 and the current year’s contingencies for all General Fund Departments are assigned to General Government Dept 032.

**DEPARTMENT 032 GENERAL GOVERNMENT**

Personal Services/Benefits – FY2020 budget request of $4,253 in excess of FY2019 budget as amended. Increased is based on 2019 valuation report of pension related expense as provided to the City by the Georgia Municipal Employee Benefit Services plan.

Purchased/Contracted Services – FY2020 budget request of $18,755 in excess of FY2019 budget as amended. The excess is attributed, in large part, to an increase in proposed Code Revision expense of an estimated $70,000 for review and rewrite of the City’s Code. This increase is offset by a decrease in Professional Services expenses ($37,158) for the elimination of consulting services that were completed during the 2019 fiscal year relative to consulting services for the City’s annexation study.

Supplies - FY2020 budget request of $10,683 less than the FY2019 budget as amended. The decrease in expenditures is attributed to the completion of the Granite Workers Sculpture relocation in FY2019.

Other Costs - Interfund Transfers – FY2020 budget request of $313,280 in excess of the FY2019 budget as amended. The increase is attributed, in large part, to an increase in the request for GF allocation by the Downtown Development Authority (FY2019 allocation 117,889/FY2020 allocation $327,008). The increase is offset by a reduction in General Fund transfer ($50,000) to the SPLOST fund for professional services. $233,499 is allocated for costs specifically associated with Depot Renovation expenses.

Payment to Other Agencies – DDA – FY2020 budget request of from the DDA is shown at $209,119 more than the FY2019 budget as amended.

Contingencies are increased by $55,107 and accounts for the current year’s contingencies for all General Fund Departments.
DEPARTMENT 035 MUNICIPAL COURT

Personal Services/Benefits – FY2020 budget request of $1,020 less than the FY2019 budget as amended. The decrease is attributed, in large part, to the increase ($8,672) of part time personnel benefit expenses for the full year expense incurred for a Part-time Deputy Court Clerk and a reduction in group health insurance premium contributions ($8,483) made by the City, is attributed to the full year expense of a deputy court clerk and related payroll tax expenses, and to an increase in group health premium expense.

Purchases/Contracted Services – FY2020 budget request of $3,928 in excess of FY2019 budget as amended. The excess is attributed, in large part, to an increase (9,928) in Technical Services for Courtware Software liabilities and integration capability necessities due to case load increases. The increase is offset by anticipated decreases in such expenses as Court Appointed Attorney and Court Appearance fees.

Continencies are reduced by $2,370 and the current year’s contingencies for all General Fund Departments are assigned to General Government Dept 032.

DEPARTMENT 040 PUBLIC SAFETY

Increase of $11,894 is projected overall within Personal Services/Benefits for the department. The increase is attributed to an increase in regular employee expenses (and relative payroll tax expenses) in the amount of $9,252 and an increase of $4,964 in Dental Insurance with the City’s election to pay employee only premium for Dental Insurance. The increases are offset by a $4,506 decrease is group health premiums to be paid by the City.

Purchased/Contracted Services – FY2020 budget request of $24,872 in excess of the FY2019 budget as amended. The increase is attributed, in large part, to the $19,350 increase in Other Purchased Services for the payoff of data services costs for new tasers and cameras, and the remaining data services costs for existing equipment. Discount is offered for the payoff of such services.

Supplies - $6,750 is requested in excess of the FY2019 appropriation for the purchase of uniforms and for the replacement of expiring ballistics vests for the officers.

Capital Outlay – FY2020 budget request of $43,655 less than the FY2019 budget as amended for the expected purchase of three new police service vehicles/equipment, one laser reader, TASERS and cameras for the Criminal Investigations Division personnel, and two portable radios.

Additional information is attached (Pubic Safety Budget Request 2020).
DEPARTMENT 050 PUBLIC WORKS

Personnel Services/Benefits – FY2020 budget request of $3,066 more than the FY2019 budget as amended. This increase is attributed, in large part, to an increase in employee pay benefits due to applicable merit increase and an increase in dental insurance expense.

Purchases/Contracted Services – FY2020 budget request of $13,483 more than the FY2019 budget as amended. This increase is attributed, in large part, to Local Maintenance Improvement project allocations. The FY2019 budget appropriated $78,531 for project related expenditures, the FY2020 proposes $89,689 in project related expenditures. The increase accounts for the $68,994 in grant funds plus the City’s required 30% match to be expended.

Capital Outlays – FY2020 budget request of $86,500 less than the FY2019 budget as amended. The department only requests the purchase of a utility trailer. Utility work vehicle, chipper, brush cutter, and grapple basket were requested in FY2019.

Contingencies are reduced by $1,995 and the current year’s contingencies for all General Fund Departments are assigned to General Government Dept 032.

DEPARTMENT 060 PARKS

An increase of $4,351 is requested as compared to the FY2019 budget as amended. The increase is attributed to a decrease in the request for purchased services and supplies in the amount of 968 and $2,736 respectively. The decrease is offset by an increase ($10,000) in request for capital outlay expenditures outside of SPLOST (Bike racks, benches, swings, etc.)

DEPARTMENT 080 DEBT SERVICE

A decrease of $9,935 is requested as compared to the FY2019 budget as amended. The decrease is attributed to a proposed allocation of $44,285 for 2020 lease purchase of vehicles and equipment and the 2019 pay off of 2015 and 2017 capital leases.
ADDITIONAL GOVERNMENTAL FUNDS

VISTORS CENTER FUND 02

As proposed, the FY2020 visitors center budget accounts for an estimated $4,235 in revenue, with $46,085 being allocated through general fund transfer, $11,000 estimated hotel tax revenue, $3,500 estimated film permit revenue, $3,000 estimated event and farmer’s market fee revenue, and $9,000 estimated contribution from Stone Mountain Memorial Association.

Estimated expenses are accounted for in the amount of $74,235 ($920 over FY2019 budgeted expenses as amended.

CEMETERY FUND 03

As proposed, the FY2020 cemetery fund budget accounts for an estimated $17,588 in revenue with $4,788 be assigned through general fund transfer. FY2020 revenue is estimated at $2,585 less than the FY2019 budget as amended.

POLICE ASSET FORFEITURE FUND 06

No funds are assigned within Fund 06 until beginning account balances are determined by FY2019 audit. Reconciliation of funds is accomplished through monthly cash account (bank account) reconciliations.

CAPITAL PROJECT FUND 07

As proposed, the capital projects fund only accounts for the request of $233,499 for capital improvements expected to be completed within future phase of Historic Train Depot Renovations.

SPLOST FUND 09

As proposed, the FY2020 SPLOST fund budget accounts for $941,978 in revenue from estimated sales tax proceeds.

The budget, as proposed, also accounts for expenses in the amount of $941,978 ($574,713 for hardscape – street resurfacing, $58,986 - park building improvements, $30,937 – traffic signals/signs/crosswalks, $181,508 – infrastructure/storm water system/relative street resurfacing, $66,422 – other equipment police, and $29,412 – intergovernmental allocation for Fire Station improvements).
PROPRIETARY FUNDS

SOLID WASTE MANAGEMENT FUND 05

In 2019 Council elected to contract, through intergovernmental agreement, with DeKalb County Sanitation Services for solid waste collection and recycling services for the City. The expense remaining in the fund are personal services and benefits calculated at 2.7% of the wages and salaries for public works personnel.

STORM WATER MANAGEMENT FUND 08

As proposed, the storm water management fund accounts for expected revenue in the amount of $196,131 ($147,864 storm water utility revenue and $48,267 general fund contribution).

No Storm Water Reserve funds are recommended to be allocated at the onset of 2020 budget cycle. Therefore, a decrease in the reserve allocation of $237,079 is shown in comparison to the FY2019 budget.

The budget, as proposed, also accounts for expenses in the amount of $196,131 ($39,131 – personal services/benefits, and $157,000 – purchased/contracted services (system repairs). No contingencies are assigned.

Because the fund is proprietary fund and expenses within the fund should be charged against fees and charges for services, the City may want to consider reviewing its fund related fee structure.

COMPONENT UNIT – APPENDIX A

DOWNTOWN DEVELOPMENT AUTHORITY FUND 20

The revenue and expenditures for the Downtown Development Authority are reduced by $124,846 each in the FY2020 budget as proposed.

Revenues and expenditures are reduced primarily due substantial completion of the Old Post Office (OPO) Project in 2019.

Purchased/Contracted Services – FY2020 expenditures are presented at $164,730 in excess of FY2019 budget appropriations. This increase is due, largely in part to an increase in profession services for the procurement of a proposed Downtown Master Plan ($149,500) and a proposed Social Media Campaign ($25,000).

Contingencies appropriation is presented at $15,300.
The enclosed information represents the City Manager’s presentation of the City of Stone Mountain’s FY2020 Proposed Budget.

Please feel free to contact me at the Administrative Office of the City at 770-498-8984 or email manager@stonemountaingo.org for questions or concerns regarding the FY2020 budget proposal.

Thank you,

ChaQuias Miller Thornton
City Manager