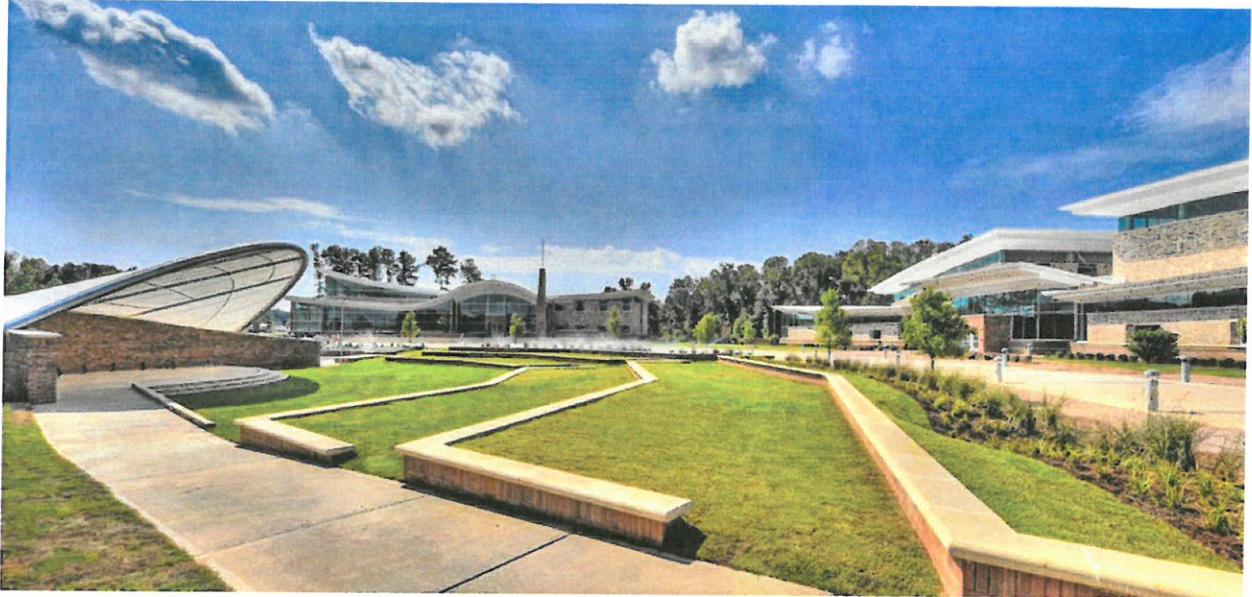


# City of Riverdale

Building Greatness Daily



## ANNUAL OPERATING BUDGET

FISCAL YEAR ENDED JUNE 30, 2019

Prepared by City of Riverdale Finance Department



## **CITY OF RIVERDALE MAYOR AND COUNCIL**

Councilman An'cel Davis

Councilman Kenneth Ruffin

Councilwoman Wanda Wallace

Councilwoman Cynthia Stamps Jones

Mayor Dr. Evelyn Wynn Dixon

**CITY OF RIVERDALE  
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## Fiscal Year 2019 Budget Message

May 18, 2018

The Honorable Evelyn Wynn Dixon, Mayor  
The Honorable City Council and  
The Citizens of Riverdale, Georgia

In accordance with state law, the proposed annual operating budget for the City of Riverdale, Georgia for fiscal year ending June 30, 2019 is attached hereto. The proposed budget is fully balanced, has been advertised as required by law, and is scheduled for adoption on June 11, 2018. The primary purpose of the City's budget and budgetary process is to develop, adopt and implement a fiscally sound and sustainable plan for accomplishing the mission and vision of the City Council. Due to difficult economic circumstances, there is a critical need to balance preservation of essential services for Riverdale residents while minimizing tax increases.

The Fiscal Year (FY) 2019 general fund budget totals \$13,497,224, an increase of \$380,077 or 2.9%, from the FY 2018 amended budget. The increase results primarily from an increase in funding for capital projects and an 8% increase in health insurance premiums.

The budget increase will be funded by a transfer from the Solid Waste Management Fund. Following is a summary of the more noteworthy changes by budget type and category.

### **The Operating Budget**

Riverdale is facing a difficult economy as reflected in our economic indicators. Residential values have been down due to the mandated inclusion of foreclosure values, which have been at a high level since 2009. We anticipate only minimal increases in residential values in Riverdale for the 2018 tax digest.

#### **Revenues: Property Taxes**

Property tax revenues continue to be a significant revenue source for the City. Clayton County is experiencing a small rebound in property values for the second year, the same that the nation began experiencing previously.

While we have not yet received the City of Riverdale final digest for this year, the preliminary digest for the City shows no significant increase in property values. This budget assumes the millage rate will remain at 11.48 mils.

# City of Riverdale

## Fiscal Year 2019 Budget Message

### Other Taxes and Assessments

Local Option Sales Tax (LOST) collections for FY 2018 are projected to be approximately \$400,000 (8.79%) higher than we anticipated. We expected LOST revenues to decrease in FY 2018 by approximately \$400,000. This decrease was due to a ruling by the Federal Aviation Administration that all taxes on jet fuel must be used for aviation purposes. This ruling was to take effect on January 1, 2018. However, the FAA agreed that we could continue to collect the tax until all of our legal remedies are exhausted. The State of Georgia has agreed that they will replace the lost revenue until the current LOST authorization expires in FY 2022. Therefore, we are projecting FY 2019 LOST revenues to be approximately the same as FY 2018.

### Fines and Forfeitures

Fine and Forfeiture revenues have declined substantially over the last nine years. Projected revenues in FY 2019 are approximately \$2 million dollars (56.24%) less than in FY 2010. This decline is primarily responsible for our decreasing unassigned Fund Balance in prior years, from \$4,459,638 in FY 2009 to \$3,066,400 as of FY 2015. In FY 2016 we made substantial cuts in expenditures to stop this Fund Balance decline and have since increased Fund Balance to \$4,164,246 by the end of FY 2017.

### Expenses: E 911

In prior years, the General Fund has transferred money to the Emergency Communications Fund to cover a shortfall in funding from E 911 fees. At the end of FY 2018, Clayton County agreed to provide emergency communication services to the City. The savings we will receive from transferring this service to the County is approximately \$285,000 per year.

### Personnel

In FY 2018, the City retained The Archer Company to perform a salary study. After the study was completed, we received recommendations for changes to the grades and salary ranges for some of our employees. This budget includes funding to implement the recommendations included in this study. Every employee will receive a 2% increase in wages. Those employees who are still below the new minimum for their grade, after the 2% increase, will receive an additional increase to bring them up to the minimum. The cost of implementing these changes will be funded by the savings received from the transfer of E 911 to the County. A copy of the new grade and salary range structure is included on pages 20 & 21.

# City of Riverdale

## Fiscal Year 2019 Budget Message

The proposed FY 2019 budget will see some organizational changes to include:

- 1 Code Enforcement Officer will be added.
- 1 Program & Events Assistant will be eliminated.
- 1 Cultural Affairs Director will be added.
- 1 Accounting Manager will be eliminated.
- 1 Financial Analyst will be added.
- 1 Accounting Technician will be eliminated.
- 1 Accounts Receivable Technician will be added.
- 1 Probation Officer will be eliminated.
- 1 Probation Supervisor will be added.
- 1 Part time Clerk in Planning & Zoning will become full time and spend half of the time in the City Clerk's Office.
- The General Services Department will be renamed the Public Works Department.
- The Planning, Zoning & Economic Development Department will be renamed the Community Development Department.

### **The Capital Budget**

FY 2019 Capital expenditures will be funded from a Local Maintenance & Improvement Grant (LMIG), 2015 Special Purpose Local Option Sales Tax (SPLOST) collections, the GMA lease pool and the General Fund.

#### *Special Purpose Local Option Sales Tax (2015)*

On May 20, 2014 voters approved the 2015 SPLOST referendum. This SPLOST began generating revenue in January 2015 with the first receipts being deposited in May 2015. The 2015 SPLOST will be for a term of 6 years. The City intends to use the SPLOST funds for multiple projects in the City. The SPLOST projects scheduled for completion in the 2018 fiscal year include: completion of fire station 2, City Hall Annex renovation, road resurfacing, and sidewalk construction.

#### *Local Maintenance & Improvement Grant*

The City has been awarded a grant to partially fund road resurfacing in FY 2018. The balance of the project will be funded from SPLOST proceeds.

#### *GMA Lease Pool*

The City of Riverdale are part of the GMA Lease Pool. The pool makes available funding for capital purchases. We will be utilizing the lease pool to fund a complete IT infrastructure overhaul, and the purchase of police cars. The IT funds will be repaid to the pool over five years and the cars will be repaid over 3 years.

Details of the five year Capital Improvement plan can be found on pages 28 & 29.

# City of Riverdale

## Fiscal Year 2019 Budget Message

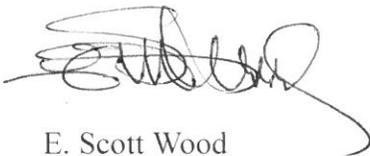
Detailed information on this budget can be found within this document. The introduction provides a brief overview of the City. Also included is information on the operating budget. The budget summary section provides information on revenues, expenses and financing sources, as well as prior year and current year comparisons. The Department Summaries section includes detailed information for individual departments.

The proposed budget strikes a critical balance between preserving essential services for City residents and holding expenditures to meet projected revenue levels. Riverdale continues to maintain a responsive government, comparatively low taxes, high service levels and a strong financial position. The City maintains a Bond rating of AA from Standard & Poor's rating service. Adopting and monitoring the budget to ensure financial stability is one of the major functions of the City of Riverdale. The budget process affords the City the opportunity to balance the needs of

the community against available resources. The budget does not constitute a mandate to spend; only the authority to do so. This document is the result of recommendations from City departments, public opinion, and the Mayor and Council. A conscientious effort has been made to evaluate all budget requests and set priorities covering those proposals which could be judiciously undertaken with available funding.

We appreciate your support in helping compile the important details contained within.

Respectfully submitted,



E. Scott Wood  
City Manager

## Riverdale's History

### Humble Beginnings

Although Riverdale is a metropolitan suburb today, with a diverse and dynamic population, it has not always been a suburban community.

Settlers moved to the area, now known as the City of Riverdale, long before the Civil War came to Georgia in the 1860's.

In 1887, a railroad track was built from Atlanta to Fort Valley. There were main stops locally and in a place known as Selina.

Eventually, the railroad became desperately in need of loads of cord wood, while, at the same time, farmers needed cash. A farmer named Monroe Huie developed an idea to provide wood to the railroad. As a result, farmers began to cut and haul their wood to Rape's Crossing.

### Commerce, Generosity & Growth

Each time the train came to get wood, it would bring fertilizer to the area. Hence, fertilizer sales became the area's first business venture. Before the spur was built, fertilizer was hauled in wagons from the neighboring town of Jonesboro.

As time went by, the railroad began to have trouble securing adequate land for its business needs such as side tracks, a depot, and housing for its workers. This prompted Mr. and Mrs. W.S. Rivers to make a generous land donation to the railroad; the Rivers owned local land and the town's entire business district. Their donation allowed the area to become a main stop for the railroad.



### Incorporation

In 1908, Mr. G.M Huie, representative of Clayton County, introduced a bill requesting that the town of Riverdale, Clayton County, Georgia, be incorporated. The City was being named in honor of Mr. and Mrs. W.S. Rivers. This bill was passed and charter was granted.

Mr. B.F. Hancock was appointed Mayor, and J.B. Adams, A.B. Cooger, W.C. Camp, and W.S. Rivers were appointed as aldermen.

## **Riverdale Present Day**

Today, the City of Riverdale is located in the "Southern Crescent" of Clayton County, approximately 10 miles south of Atlanta. The City is only 5 miles south of Atlanta's Hartsfield-Jackson International Airport, one the nation's busiest airports.

Riverdale has a population of over 15,000 and is the second largest city (population) in Clayton County. The City is governed by a Mayor and 4 council members. The mayor is elected at large, without regard to specific residency within the city. Each member of Council is required to reside within the ward from which he/she seeks elections and are elected by citizens who are eligible to vote and live within that ward. The Mayor and council appoint a City Manager who administers the legislative policies and daily operations of the City. The City manager is also responsible for the effective and efficient delivery of municipal services and to attend to the management of municipal affairs within legislative and legal parameters established by federal, state and local laws and regulations.

In October 2010, the City of Riverdale opened a New Riverdale Town Center for Arts, Business and Leisure Services. The state of the art multi-purpose civic facility has over 40,000 square feet of space; most of which can be leased/rented for private or public functions at customary rates. The Riverdale Center features an art room, a dance/aerobic studio, a game room, a multi-purpose room a board room, a large gymnasium with a stage, a warming kitchen, indoor walking track and form meeting room. In additional, the City opened an Amphitheater which seating capacity for over 2,500 and include an interactive water fountain. The City has hosted weddings, concerts, art festivals and other community activities.

Phase one of the Riverdale Regional Park was completed in September 2012. The park includes football and baseball fields, concession and restroom buildings, walking trails and a playground. Baseball and football league games were first held in the park in fiscal year 2013. In Fiscal Year 2017, a skateboard park was constructed next to the baseball field. Most days residents can be seen walking the trails or playing on the skateboard park. The Riverdale Regional Park has been a great addition to the City.

On January 3, 1996, the City of Riverdale received it status as a Certified City by the State of Georgia Department of community Affairs and it has been recognized by the International City/County Management Association as a Council-Manager form of government since 1970.



Clayton County Department of Education controls Public Schools for the City of Riverdale. The City has two (2) public high schools, Charles R. Drew and Riverdale High Schools; two (2) public middle schools, Riverdale and Sequoyah Middle Schools; six (6) public elementary schools, Church Street, Harper, Lake Ridge, Oliver, Point South and Riverdale Elementary Schools. The City also offers parents the opportunity to enroll children in private schools.



# City of Riverdale

## Demographic and Economic Statistics

### Last Ten Fiscal Years

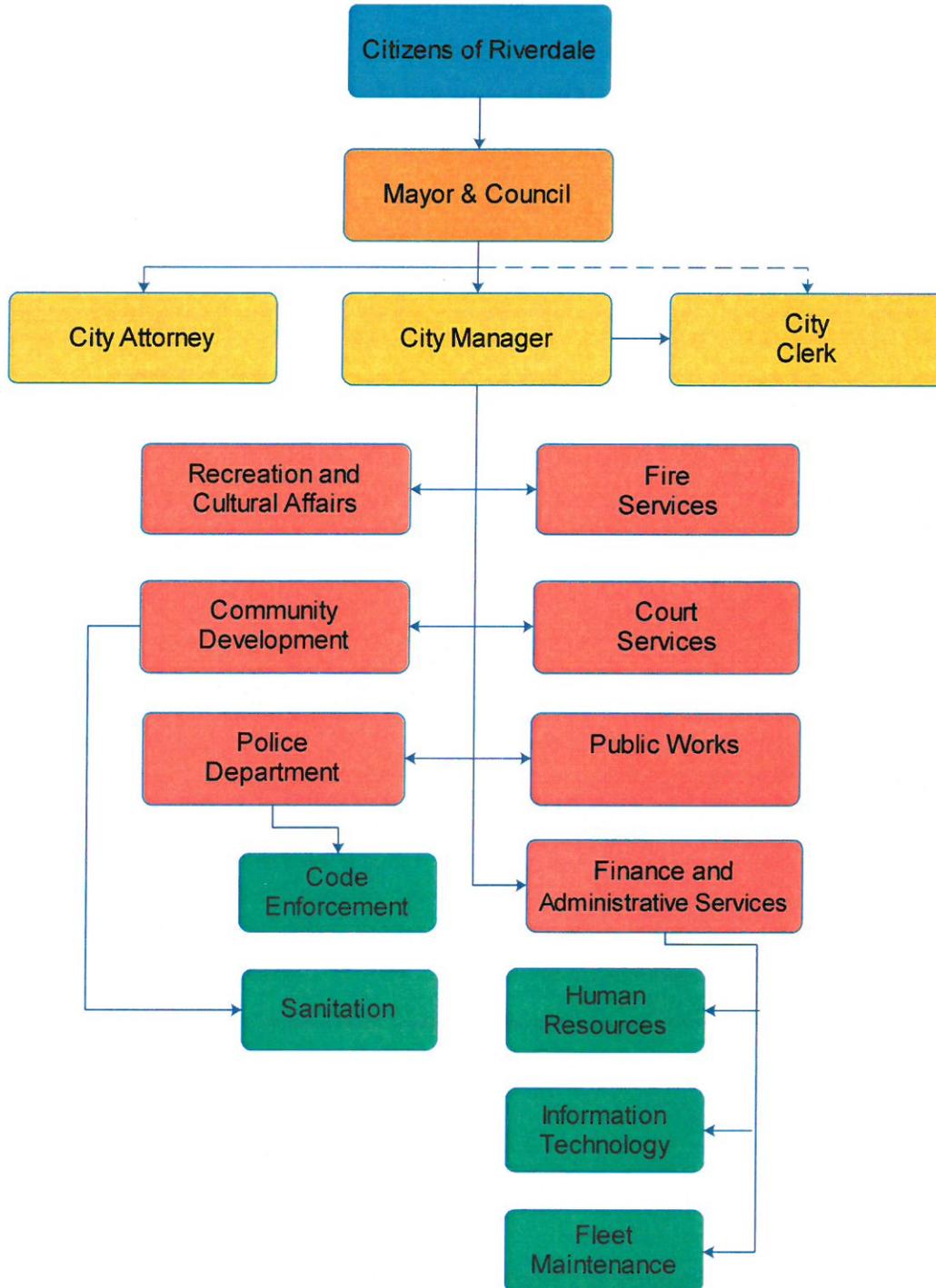
<b>Fiscal Year</b>	<b>Population (1)</b>	<b>Total Personal Income (thousands) (1)</b>	<b>Per Capita Personal Income (1)</b>	<b>Media Age (1)</b>	<b>Unemployment Rate (2)</b>	<b>School Enrollment (3)</b>
2008	15,548	615,079	39,560	29.50	6.01%	4458
2009	19,063	792,258	41,560	30.40	10.90%	8583
2010	18,755	698,061	37,220	30.40	13.75%	8355
2011	15,326	591,783	38,613	29.50	11.90%	4682
2012	15,251	565,965	37,110	32.30	11.90%	4349
2013	15,493	601,950	38,853	32.80	11.20%	4588
2014	15,537	603,659	38,853	32.80	11.10%	4527
2015	15,620	606,056	38,800	33.00	9.40%	4574
2016	15,989	549,286	34,354	33.00	8.50%	4580
2017	16,258	555,373	34,158	33.00	5.30%	4594

Sources:  
 (1) U.S. Census Bureau (2) State of Georgia Department of Labor (3) Clayton County Board of Edu

## Ten largest Employers in Riverdale (2015)

Business	No of Employees	Rank	Percentage of Total City Employment
Wal-Mart	350	1	5.06
Rivedale Center	146	2	2.11
City of Riverdale	144	3	2.08
Kroger	140	4	2.02
Home Depot	130	5	1.88
Riverdale Senior High School	124	6	1.79
Automobile Acceptance Corp	100	7	1.44
Church Street Elementary	90	8	1.30
Riverdale Dwarf House	75	9	1.08
Super H Mart	71	10	1.03
			<b>19.79</b>
Source: Georgia Department of Labor			

# ORGANIZATIONAL CHART



**CITY OF RIVERDALE, GEORGIA  
 BUDGET SUMMARY INFORMATION  
 FISCAL YEAR ENDING JUNE 30, 2019  
 SUMMARY OF ADOPTED FUNDING AND APPROPRIATIONS**

	REVENUES AND OTHER SOURCES			EXPENDITURES AND OTHER USES		
	REVENUES	OTHER	TOTAL	ADOPTED	OTHER	TOTAL
		FINANCING	FUNDING		FINANCING	EXPENDITURES
<b>BUDGETED FUNDS</b>		SOURCES	SOURCES	EXPENDITURES	USES	AND OTHER USES
Governmental Funds						
General Fund	\$ 13,079,900	417,324	13,497,224	13,497,224	-	13,497,224
Special Revenue Funds						
Hotel/Motel Tax Fund	20,000	-	20,000	20,000	-	20,000
Grants Fund	130,000	-	130,000	130,000	-	130,000
Confiscated Assets Fund	50,000	50,000	100,000	100,000	-	100,000
Total Special Revenue Funds	200,000	50,000	250,000	250,000	-	250,000
Capital Project Funds						
Capital Projects SPLOST 2015 Fund	2,200,000	2,633,333	4,833,333	4,833,333	-	4,833,333
Total Capital Project Funds	2,200,000	2,633,333	4,833,333	4,833,333	-	4,833,333
Total Governmental Funds	15,479,900	218,349	18,580,557	18,580,557	-	18,580,557
Proprietary Funds						
Solid Waste Fund	943,500	67,295	1,010,795	593,471	417,324	1,010,795
Total Proprietary Funds	943,500	67,295	1,010,795	593,471	417,324	1,010,795
Total of All Budgeted Funds	\$ 16,423,400	\$ 285,644	\$ 19,591,352	\$ 19,174,028	\$ 417,324	\$ 19,591,352

**CITY OF RIVERDALE, GEORGIA  
BUDGET SUMMARY INFORMATION  
FISCAL YEAR ENDING JUNE 30, 2019  
SUMMARY OF ADOPTED FUNDING AND APPROPRIATIONS**

	GENERAL FUND			SPECIAL REVENUE FUNDS		
	FY 17 ACTUAL	FY 18 ESTIMATED	FY 19 BUDGET	FY 17 ACTUAL	FY 18 ESTIMATED	FY 19 BUDGET
<b>REVENUES</b>						
Property taxes	\$ 2,948,097	\$ 2,975,000	\$ 2,980,000	\$ -	\$ -	\$ -
Sales & Use Taxes	4,698,804	4,900,000	4,950,000	-	-	-
Other Taxes & Assessments	2,186,786	2,050,000	2,058,900	22,655	20,000	20,000
Charges For Services	367,283	467,500	376,300	238,186	215,000	-
Licenses & Permits	315,016	431,500	350,700	-	-	-
Intergovernmental	13,780	-	-	279,945	130,000	130,000
Franchise Fees	745,578	745,000	676,500	-	-	-
Fines & Forfeitures	1,456,665	1,530,000	1,635,000	15,232	40,000	50,000
Investment Income	109,726	-	2,500	-	-	-
Other Revenues	137,700	50,000	50,000	-	-	-
<b>Total Revenues</b>	<b>12,979,435</b>	<b>13,149,000</b>	<b>13,079,900</b>	<b>556,018</b>	<b>405,000</b>	<b>200,000</b>
<b>OTHER FINANCING SOURCES</b>						
Appropriations From Fund Balance	-	-	-	-	25,000	50,000
Proceeds from Sale of Capital Assets	43,125	-	-	-	-	-
Operating Transfers In	598	-	417,324	296,291	84,669	-
<b>Total Other Financing Sources</b>	<b>43,723</b>	<b>-</b>	<b>417,324</b>	<b>296,291</b>	<b>109,669</b>	<b>50,000</b>
<b>Total Rev &amp; Other Financing Sources</b>	<b>13,023,158</b>	<b>13,149,000</b>	<b>13,497,224</b>	<b>852,309</b>	<b>514,669</b>	<b>250,000</b>
<b>EXPENDITURES</b>						
General Government	3,861,040	4,141,102	4,459,113	-	20,000	20,000
Judicial	691,382	730,268	776,115	-	-	-
Public Safety	4,488,553	5,035,426	5,068,650	558,538	549,979	100,000
Public Works	379,189	321,047	357,611	-	-	-
Culture/Recreation	900,019	842,554	953,683	-	-	-
Economic Development	620,416	520,468	693,301	22,657	-	-
Capital Outlay	-	79,571	128,148	249,462	130,000	130,000
Debt Service	925,444	1,076,732	1,060,603	-	-	-
<b>Total Expenditures</b>	<b>11,866,043</b>	<b>12,747,168</b>	<b>13,497,224</b>	<b>830,657</b>	<b>699,979</b>	<b>250,000</b>
<b>OTHER FINANCING USES</b>						
Operating Transfers Out	289,088	269,979	-	11,833	-	-
<b>Total Other Financing Uses</b>	<b>289,088</b>	<b>269,979</b>	<b>-</b>	<b>11,833</b>	<b>-</b>	<b>-</b>
<b>Total Exp and other Financing Uses</b>	<b>12,155,131</b>	<b>13,017,147</b>	<b>13,497,224</b>	<b>842,490</b>	<b>699,979</b>	<b>250,000</b>
<b>Net Change in Fund Balance</b>	<b>868,027</b>	<b>131,853</b>	<b>-</b>	<b>9,819</b>	<b>(185,310)</b>	<b>-</b>
<b>FUND BALANCE JULY 1</b>	<b>3,066,362</b>	<b>3,934,389</b>	<b>4,066,242</b>	<b>243,708</b>	<b>253,527</b>	<b>68,217</b>
<b>FUND BALANCE JULY 1</b>	<b>3,934,389</b>	<b>4,066,242</b>	<b>4,066,242</b>	<b>253,527</b>	<b>68,217</b>	<b>68,217</b>

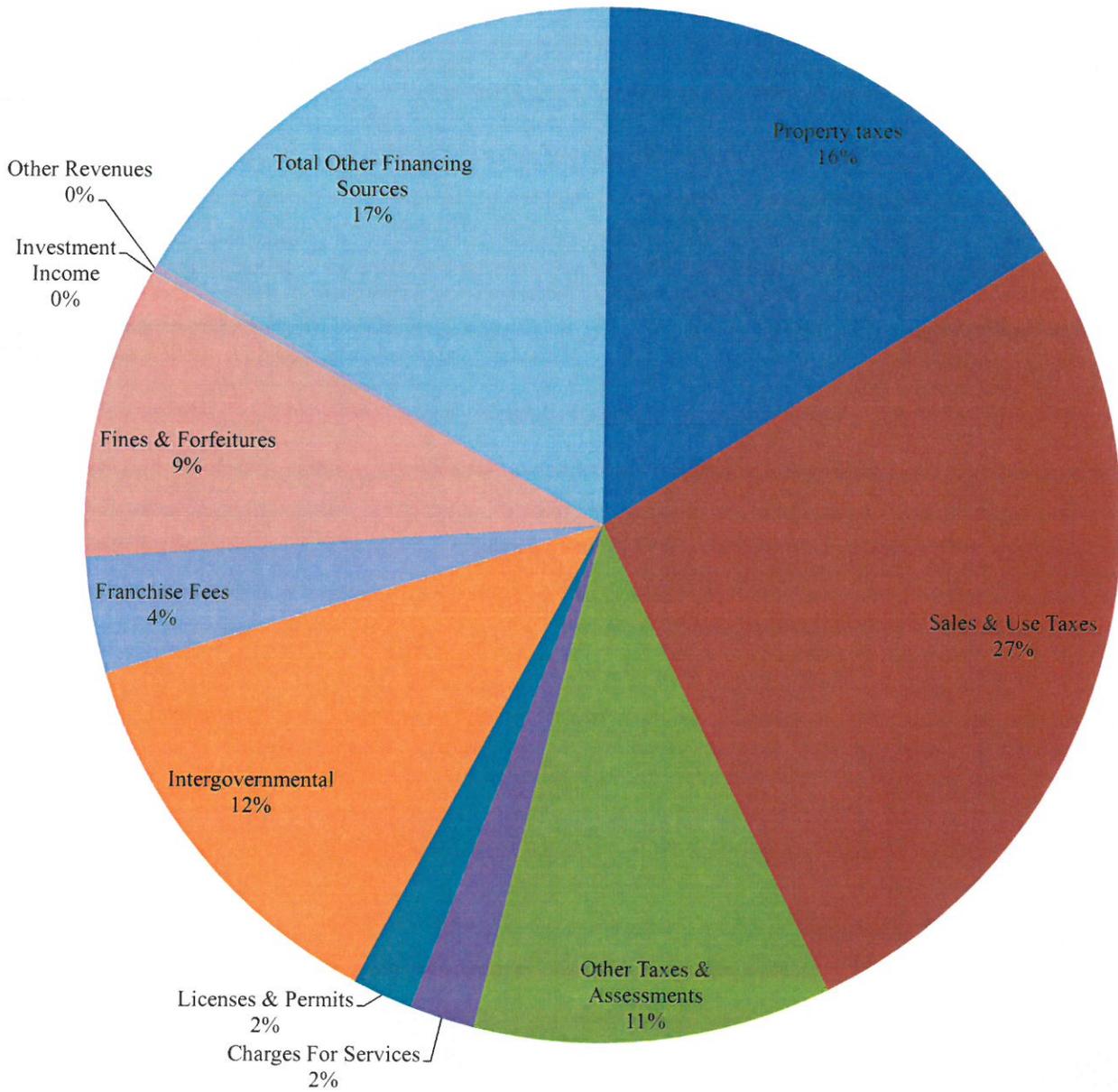
**CITY OF RIVERDALE, GEORGIA  
BUDGET SUMMARY INFORMATION  
FISCAL YEAR ENDING JUNE 30, 2019  
SUMMARY OF ADOPTED FUNDING AND APPROPRIATIONS**

	CAPITAL PROJECT FUNDS			TOTAL GOVERNMENTAL FUNDS		
	FY 17 ACTUAL	FY 18 ESTIMATED	FY 19 BUDGET	FY 17 ACTUAL	FY 18 ESTIMATED	FY 19 BUDGET
<b>REVENUES</b>						
Property taxes	\$ -	\$ -	\$ -	\$ 2,948,097	\$ 2,975,000	\$ 2,980,000
Sales & Use Taxes	-	-	-	4,698,804	4,900,000	4,950,000
Other Taxes & Assessments	-	-	-	2,209,441	2,070,000	2,078,900
Charges For Services	-	-	-	605,469	682,500	376,300
Licenses & Permits	-	-	-	315,016	431,500	350,700
Intergovernmental	2,131,471	2,200,000	2,200,000	2,425,196	2,330,000	2,330,000
Franchise Fees	-	-	-	745,578	745,000	676,500
Fines & Forfeitures	-	-	-	1,471,897	1,570,000	1,685,000
Investment Income	13,542	-	-	123,268	-	2,500
Other Revenues	-	-	-	137,700	50,000	50,000
<b>Total Revenues</b>	<b>2,145,013</b>	<b>2,200,000</b>	<b>2,200,000</b>	<b>15,680,466</b>	<b>15,754,000</b>	<b>15,479,900</b>
<b>OTHER FINANCING SOURCES</b>						
Appropriations From Fund Balance	-	2,466,000	2,633,333	-	2,491,000	2,683,333
Proceeds from Sale of Capital Assets	-	-	-	43,125	-	-
Operating Transfers In	4,088	-	-	300,977	84,669	417,324
<b>Total Other Financing Sources</b>	<b>4,088</b>	<b>2,466,000</b>	<b>2,633,333</b>	<b>344,102</b>	<b>2,575,669</b>	<b>3,100,657</b>
<b>Total Rev &amp; Other Financing Sources</b>	<b>2,149,101</b>	<b>4,666,000</b>	<b>4,833,333</b>	<b>16,024,568</b>	<b>18,329,669</b>	<b>18,580,557</b>
<b>EXPENDITURES</b>						
General Government	4,126	-	-	3,865,166	4,161,102	4,479,113
Judicial	-	-	-	691,382	730,268	776,115
Public Safety	-	-	-	5,047,091	5,585,405	5,168,650
Public Works	-	-	-	379,189	321,047	357,611
Culture/Recreation	-	-	-	900,019	842,554	953,683
Economic Development	-	-	-	643,073	520,468	693,301
Capital Outlay	1,351,472	4,666,000	4,833,333	1,600,934	4,875,571	5,091,481
Debt Service	241,256	-	-	1,166,700	1,076,732	1,060,603
<b>Total Expenditures</b>	<b>1,596,854</b>	<b>4,666,000</b>	<b>4,833,333</b>	<b>14,293,554</b>	<b>18,113,147</b>	<b>18,580,557</b>
<b>OTHER FINANCING USES</b>						
Operating Transfers Out	56	-	-	300,977	269,979	-
<b>Total Other Financing Uses</b>	<b>56</b>	<b>-</b>	<b>-</b>	<b>300,977</b>	<b>269,979</b>	<b>-</b>
<b>Total Exp and other Financing Uses</b>	<b>1,596,910</b>	<b>4,666,000</b>	<b>4,833,333</b>	<b>14,594,531</b>	<b>18,383,126</b>	<b>18,580,557</b>
<b>Net Change in Fund Balance</b>	<b>552,191</b>	<b>-</b>	<b>-</b>	<b>1,430,037</b>	<b>(53,457)</b>	<b>-</b>
<b>FUND BALANCE JULY 1</b>	<b>1,942,104</b>	<b>2,494,295</b>	<b>2,494,295</b>	<b>5,252,174</b>	<b>6,682,211</b>	<b>6,628,754</b>
<b>FUND BALANCE JULY 1</b>	<b>2,494,295</b>	<b>2,494,295</b>	<b>2,494,295</b>	<b>6,682,211</b>	<b>6,628,754</b>	<b>6,628,754</b>

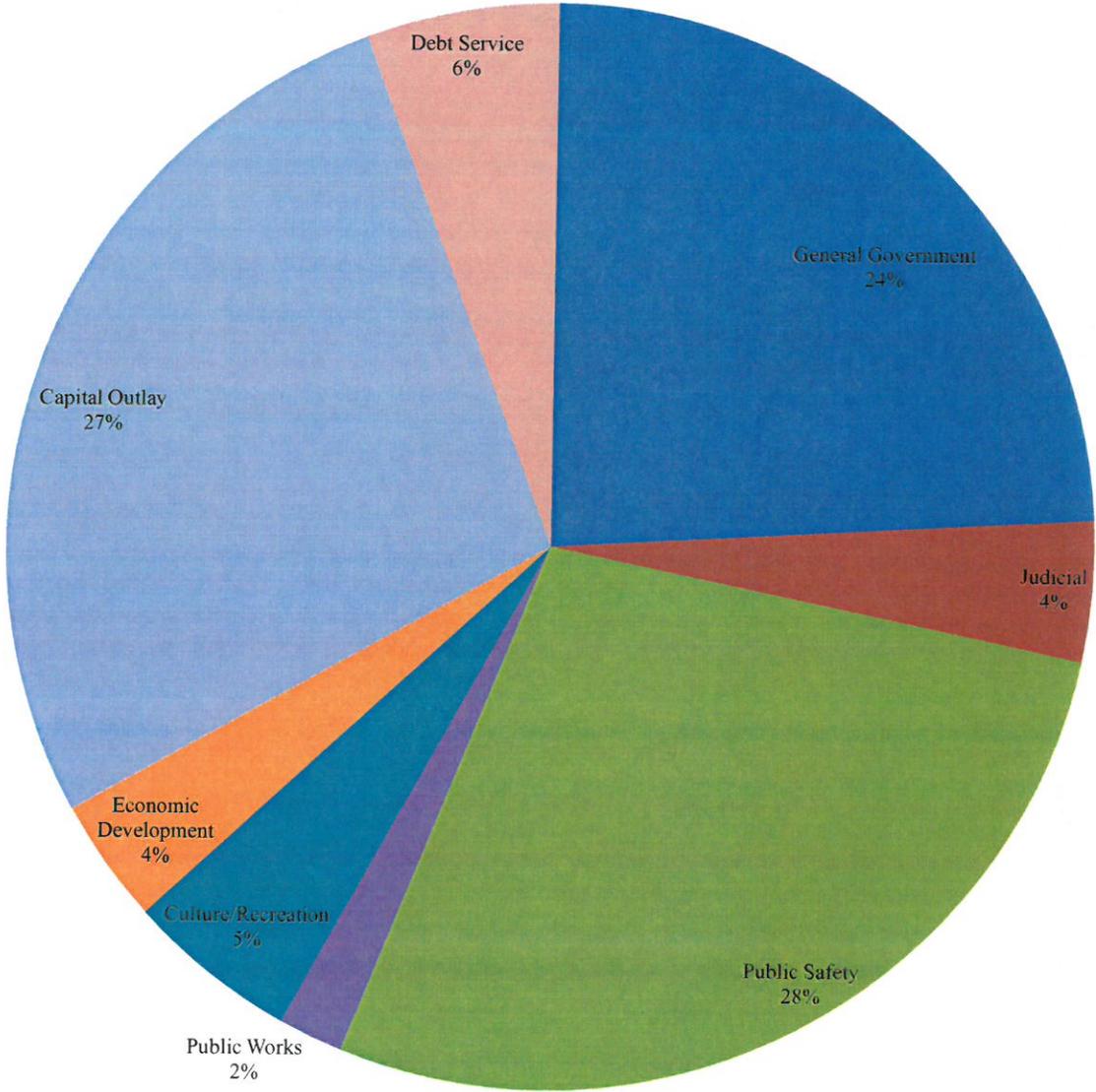
**CITY OF RIVERDALE, GEORGIA**  
**BUDGET SUMMARY INFORMATION- ENTERPRISE FUNDS**  
**FISCAL YEAR ENDING JUNE 30, 2019**  
**SUMMARY OF ADOPTED FUNDING AND APPROPRIATIONS**

	<b>SOLID WASTE MANAGEMENT FUND</b>		
	FY 17	FY 18	FY 19
	ACTUAL	ESTIMATED	BUDGET
<b>REVENUES</b>			
Property taxes	\$ -	\$ -	\$ -
Sales & Use Taxes	-	-	-
Other Taxes & Assessments	-	-	-
Charges For Services	984,719	916,500	943,500
Licenses & Permits	-	-	-
Intergovernmental	-	-	-
Franchise Fees	-	-	-
Fines & Forfeitures	-	-	-
Investment Income	-	-	-
Other Revenues	-	-	-
Total Revenues	<u>984,719</u>	<u>916,500</u>	<u>943,500</u>
<b>OTHER FINANCING SOURCES</b>			
Operating Transfers In	-	-	-
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>
Total Rev & Other Financing Sources	<u>984,719</u>	<u>916,500</u>	<u>943,500</u>
<b>EXPENDITURES</b>			
General Government	530,271	549,240	593,471
Judicial	-	-	-
Public Safety	-	-	-
Public Works	-	-	-
Culture/Recreation	-	-	-
Economic Development	-	-	-
Capital Outlay	-	-	-
Total Expenditures	<u>530,271</u>	<u>549,240</u>	<u>593,471</u>
<b>OTHER FINANCING USES</b>			
Operating Transfers Out	-	-	417,324
Total Other Financing Uses	<u>-</u>	<u>-</u>	<u>417,324</u>
Total Exp and other Financing Uses	<u>530,271</u>	<u>549,240</u>	<u>1,010,795</u>
Net Change in Fund Balance	454,448	367,260	(67,295)
FUND BALANCE JULY 1	742,571	1,197,019	1,564,279
<b>FUND BALANCE JULY 1</b>	<u><b>1,197,019</b></u>	<u><b>1,564,279</b></u>	<u><b>1,496,984</b></u>

**CITY OF RIVERDALE, GEORGIA  
FY 2019 ESTIMATED REVENUES  
GOVERNMENTAL FUNDS**



**CITY OF RIVERDALE, GEORGIA  
FY 2019 ESTIMATED EXPENDITURES  
GOVERNMENTAL FUNDS**



## **City of Riverdale, Georgia Staffing Policy and Changes**

The Riverdale City Council is committed to providing their citizens with the highest level of services possible. In order to achieve this goal, the employees of the City must perform their assigned duties efficiently and effectively. The policy of the City Council is to provide these services with the current level of staff for as long as possible. However, each year at budget time, our staffing levels are evaluated to determine whether changes should be made.

During the budget process, all City departments are given worksheets that allow them to request additional personnel for the upcoming fiscal year. The individual department is responsible for performing a realistic workforce evaluation that addresses their needs for the coming year, as well as years to come. Each department then submits their requests, with a detailed explanation attached, to the City Manager for his consideration. The City Manager then forwards these requests to the Finance Department in order to calculate the financial implications of the requests.

After performing a detailed financial analysis, the Finance Department submits their recommendations to the City Manager. The City Manager then reviews the recommendations of the Finance Department in order to formulate a recommendation for the City Council. The ultimate decision on staffing changes is made by the City Council.

In FY 2018, the City retained The Archer Company to perform a salary study. After the study was completed, we received recommendations for changes to the grades and salary ranges for some of our employees. This budget includes funding to implement the recommendations included in this study. Every employee will receive a 2% increase in wages. Those employees who are still below the new minimum for their grade, after the 2% increase, will receive an additional increase to bring them up to the minimum.

Please refer to the following three spreadsheets that provide a detailed breakdown of the current staffing level and of the position changes. The spreadsheet entitled ***Approved New Position List*** details any of the new positions, or reclassifications, for Fiscal Year 2018 and the department where they will be assigned. The spreadsheet entitled ***Summary of the Full-Time Personnel- City of Riverdale*** provides a detailed breakdown of the staffing level of the City for the past year and the upcoming fiscal year. The spreadsheet entitled ***Job Classification List*** includes the grades and pay ranges recommended in the salary study.

**City of Riverdale, Georgia  
Approved New Position List  
Positions Effective Date July 1, 2018  
Fiscal Year Ending June 30, 2019**

**Community Development**

Add:

1 Administrative Clerk (currently part time)

**Recreation & Cultural Affairs**

Eliminate:

1 Marketing & Event Coordinator

Add:

1 Cultural Affairs Director

**Code Enforcement**

Add:

1 Code Enforcement Officer

**Finance & Administrative Services**

Eliminate:

1 Accounting Manager

1 Accounting Technician

Add:

1 Financial Analyst

1 Accounts Receivable Technician

**Court Services**

Eliminate:

1 Probation Officer

Add:

1 Probation Supervisor

**City of Riverdale Georgia**  
**Summary of Full time positions**  
**Positions Effective Date July 1, 2018**  
**Fiscal Year Ending June 30, 2019**

<u>DEPARTMENT</u>	<u>FY 2018 ACTUAL</u>	<u>FY 2019 BUDGET</u>
Chief Executive	2	2
City Clerk	2	2
Community Development	4	5
Court Services	13	13
Finance and Administrative Services	16	16
Fire Services	29	29
General Services	8	8
Police Department	52	53
Recreation & Cultural Affairs	9	9
<b>TOTAL CITY OF RIVERDALE FT POSITIONS</b>	<b>135</b>	<b>137</b>

## Job Classification List

<b>Code</b>	<b>Title</b>	<b>FLSA</b>	<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
6130	Athletics Assistant	N	5	26,046	39,069
6170	Program & Events Assistant	N	5	26,046	39,069
1030	Administrative Clerk	N	6	26,363	39,544
4220	Grounds Maintenance Worker	N	6	26,363	39,544
2520	Municipal Court Clerk	N	8	29,459	44,189
3330	Police Records Clerk	N	8	29,459	44,189
1020	Administrative Specialist	N	10	32,555	48,833
1520	Accounts Payable Technician	N	11	34,104	51,155
1515	Accounts Receivable Technician	N	11	34,104	51,155
4240	Building Maintenance Technician	N	11	34,104	51,155
1565	Business License Clerk	N	11	34,104	51,155
6160	Crew Leader, Events Setup	N	11	34,104	51,155
4210	Crew Leader, Grounds Maintenance	N	11	34,104	51,155
1010	Administrative Assistant	N	12	35,652	53,478
3340	Code Enforcement Officer	N	12	35,652	53,478
6150	Events Coordinator	N	12	35,652	53,478
7440	Permit Coordinator	N	12	35,652	53,478
7430	Program Coordinator, KRB	N	12	35,652	53,478
6140	Rental Services Coordinator	N	12	35,652	53,478
1535	Human Resources Specialist	N	13	37,200	55,800
1525	Payroll Specialist	N	13	37,200	55,800
3310	Accreditation Coordinator	N	14	38,748	58,122
3555	Firefighter / EMT-I	N	14	38,748	58,122
1550	Graphic Design Coordinator	N	14	38,748	58,122
1545	I.T. Support Specialist	N	14	38,748	58,122
3260	Police Officer I	N	14	38,748	58,122
2510	Court Support Supervisor	E	15	40,296	60,444
3320	Crime Analyst	N	15	40,296	60,444
3550	Firefighter / EMT-A	N	15	40,296	60,444
3350	Logistics Officer	N	15	40,296	60,444
3250	Police Officer II	N	15	40,296	60,444
2540	Probation Officer	N	15	40,296	60,444
6120	Athletics Coordinator	E	16	41,844	62,766
1560	Business License Administrator	E	17	43,392	65,088
1510	Financial Analyst	E	17	43,392	65,088
3540	Firefighter / Paramedic	N	17	43,392	65,088

## Job Classification List – Continued

1555	Fleet Administrator / Safety Officer	E	17	43,392	65,088
3240	Inspector	N	17	43,392	65,088
3530	Fire Sergeant (Driver-Eng)	N	18	44,940	67,411
3230	Police Sergeant	N	18	44,940	67,411
6110	Program Manager, Athletics	E	18	44,940	67,411
2530	Probation Supervisor	N	19	46,489	69,733
7410	City Planner	E	20	48,037	72,055
3520	Fire Lieutenant (Company Officer)	N	20	48,037	72,055
3220	Police Lieutenant	N	20	48,037	72,055
6180	Director, Athletics	E	21	50,359	75,538
6185	Director, Cultural Affairs	E	21	50,359	75,538
1350	City Clerk	E	23	56,551	84,827
3510	Fire Battalion Chief	N	23	56,551	84,827
3560	Fire Marshall	E	23	56,551	84,827
2505	Director, Court Services	E	24	59,648	89,471
4205	Director, Public Works	E	24	59,648	89,471
1540	I.T. Manager	E	24	59,648	89,471
6105	Director, Recreation & Cultural Affairs	E	24	59,648	89,471
1505	Assistant Director, Finance	E	25	62,744	94,116
3210	Police Captain	E	25	62,744	94,116
1530	Human Resources Manager	E	26	65,840	98,760
3505	Deputy Fire Chief	E	27	70,484	105,727
3205	Deputy Police Chief	E	27	70,484	105,727
7401	Director, Community Development	E	27	70,484	105,727
1501	Director, Finance & Administrative Services	E	29	82,869	124,304
3501	Fire Chief	E	29	82,869	124,304
3201	Police Chief	E	29	82,869	124,304

**City of Riverdale, Georgia  
Budget procedures  
2019 Budget Document**

FY 2019 Budget Calendar

January 29-February 2, 2018	Finance Director meets with Department Heads individually to present budget procedures
February 23, 2018	Budget requests due to Finance
April 11, 2018	Council budget work session
April 18, 2018	Council budget work session
April 18 - April 27, 2018	Balance the budget
April 28-May 17, 2018	Prepare and proof budget book
May 18, 2018	Budget to printer
May 21, 2018	Budget available for public review Budget given to City Council Members
June 4, 2018	Public budget hearing
June 11, 2018	Budget adoption at regular Council Business Session

**City of Riverdale, Georgia**  
**Budget procedures**  
**2019 Budget Document**

The budget process for the fiscal year began in January. The constant review and refinement of budget data continues through the adoption of the budget in mid-June. The process culminates with the publication of the final approved budget document in late June. This budget preparation cycle is summarized in the budget calendar that precedes this section.

The fourth week in January, the Finance director met with the directors of all City departments. The department directors were given all of the necessary materials and instructions needed by each department to complete its annual budget request.

During the following month, departments assess their needs for the upcoming fiscal year and prepare their budget request accordingly. After assessing their needs for the upcoming fiscal year, the departments are required to return their budget requests, with all necessary forms completed, to the Finance Department no later than February 23. Using the current payroll information, the salary and benefit costs of each current budgeted position is projected by the Finance Department and is added to the department budget requests.

As the budget requests are returned, the Finance Department analyzes them and enters them onto the budget worksheets in the requested columns as they appear on the request forms. After further analysis, the Finance Department develops a conservative but reasonable budget for the upcoming fiscal year for each City department. The budget at that time is referred to as the staff's working papers. The Finance Department is required to complete this process no later than the second week of April.

On April 11<sup>th</sup> and 18<sup>th</sup> budget work sessions are held. At these meetings, the City Manager and Finance Director present budget requests to the Mayor and City Council. The staff's working papers are then altered to include any additional critical budgetary needs that had not been previously addressed.

After meeting with the Department heads, the finance staff makes final adjustments to the working papers and begins the process of balancing the budget. This is a time when all conservative revenue projections are finalized and all operating budgets are decided upon.

Once all of the necessary changes are made to the working papers, the budget is then referred to as the City Manager's recommendations and all department enhancements are entered onto the applicable pages.

**City of Riverdale, Georgia**  
**Budget procedures**  
**2019 Budget Document**

The Mayor and the City Council Members are then presented with a proposal of a fiscal year budget on May 21st so they can review it and make any additional suggestions. The first public hearing is held on June 4<sup>th</sup> at 5:00 PM. Prior to the first public hearing, copies of the proposed budget are placed on display in the Finance Department office as well as the City Clerk's office. An advertisement is placed in the local newspaper, prior to the first meeting, announcing the date and time of the hearing and locations where the document may be reviewed.

During the period between the public hearing and the adoption hearing, the City Council members can make additional suggestions on changes to the proposed budget.

The adoption of the fiscal year budget is scheduled for June 11<sup>th</sup>. During this scheduled meeting, citizens of Riverdale are encouraged to comment on the budget. Once the City Council adopts the budget, Finance staff begins preparing the annual budget for printing in its final approved form.

**BASIS OF BUDGETING**

The budget of governmental fund types (General Fund, Special Revenue and Capital Projects Funds) of the City is prepared on the modified accrual basis.

For the modified accrual basis, obligations (such as purchase orders) are recorded as expenditures. Revenues are then recognized when they are measurable and available.

The level of control or level of which expenditures may not legally exceed the budget is at the department level for the General Fund and the fund level for all other funds. Any change in appropriation level of the department or Fund must be approved by the City Council. The City Manager or the Director of Finance may approve any changes within the Fund which do not require an alteration of the appropriation level. Appropriations lapse at year end, except appropriations for the Grants Fund and Capital Improvement Funds, which are carried forward until such time as the grant or project is completed.

**BASIS OF ACCOUNTING**

The Comprehensive Annual Financial Report (CAFR) presents the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP) as opposed to being expended when paid (Budget). Exceptions are as follows:

**City of Riverdale, Georgia**  
**Budget procedures**  
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- Compensated absences are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget).
- Depreciation expenses are recorded on a GAAP basis only.
- The CAFR includes fund expenditures and revenues on both a GAAP basis and a budgetary basis for comparison purposes.

**DESCRIPTION OF FUNDS**

The accounts of the City are organized on basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance/retained, revenues and expenditures. The following fund types are used: government, proprietary and component units.

*Government Fund Types*

Government Funds are those through which most governmental functions of the City are financed. The modified accrual basis of budgeting is used for all government funds.

*General Fund*

The general operating fund of the City accounts for all financial transactions not required to be accounted for in other funds. The General Fund accounts for the normal recurring activities of the City such as police, fire, public works, general government, etc. These activities are funded by such revenue sources as general property taxes, other local taxes, permits, privilege fees and regulatory licenses, fines and forfeitures, charges for services, received costs and non-categorical aid from the state and federal governments.

*Special Revenue Funds*

The Special Revenue Funds account for the proceeds specific revenue resources (other than expendable trusts or major capital projects) requiring separate accounting because of legal or regulatory provisions or administrative action.

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*Capital Projects Funds*

Capital Projects Funds account for the acquisition, construction or renovation of major capital of major capital facilities of the City (other than those financed by Proprietary Funds or Trust Funds).

*Proprietary Funds*

Proprietary Funds account for operations similar to those found in the private sector. The Proprietary Fund measurement focus is upon determination of net income, financial position and changes in financial position. The individual Proprietary Fund types are Enterprise and Internal Service Funds.

The City of Riverdale reports the following funds:

**Enterprise Funds**

***Solid Waste Management Fund***

This fund accounts for the collection of household and yard waste. The cost of providing this service is financed by sanitation fees assessed with property tax bills.

**Special Revenue Funds**

***Hotel Motel Tax Fund***

The Hotel Motel Tax Fund accounts for the collection of taxes paid by individuals who rent hotel/motel rooms. These funds are restricted in use and can only be used for marketing and tourism activities.

***Grants Fund***

The Grants Fund Accounts for all grants the City Receives. These grant funds are restricted for the purpose defined in the grant agreements.

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***Confiscated Assets Fund***

The confiscated assets fund was instituted to hold funds received from State and Federal law enforcement agencies. These funds are restricted for law enforcement activities.

**Capital Improvements Funds**

***SPLOST 2015 Fund***

The SPLOST Fund is mandated by law and will serve as the repository for all Special Purpose Local Option Sales Taxes.

**City of Riverdale, Georgia  
Capital Budget  
2019 Budget Document**

The City of Riverdale prepares a 5 year Capital Improvement Plan and annually revises the plan as part of the operating budget process. The capital budget process takes place in conjunction with the operating budget process. All departments are required to submit their capital budget requests at the same time as the operating budget requests are made. As with operating budget requests, capital budget requests are reviewed by the Finance Department, and it is determined whether funding is available for the purchase and whether the purchase is scheduled as part of the replacement of fixed assets. Once the Finance Department has completed its process, the request for capital items is reviewed by the City Manager for approval to be included in the revised Capital Improvement Plan submitted to the City Council as part of the final budget document. The Council through the normal budget hearing process will review the departments' requests for capital expenditures. Once the final review process is complete, the capital budget is approved as part of the operating budget.

Capital items which are included in the 5 year Capital Improvement Plan are:

Project	Cost	Source of Funds
FY 2019		
Resurface Roads	\$ 730,000	LMIG - 130,000 SPLOST - 600,000
Sidewalks	500,000	SPLOST
Rebuild Fire Station 2	2,210,376	SPLOST
Remodel City Hall Annex	1,282,957	SPLOST
Communications Equipment Lease Payment	240,000	SPLOST
IT Infrastructure upgrade	500,000	GMA Lease Pool
Gym Lights upgrade	30,000	General Fund
1 Truck for Public Works	35,000	General Fund
1 Truck for Code Enforcement	23,983	General Fund
3 Police Vehicles	116,817	GMA Lease Pool
Fire Department Equipment	39,165	General Fund
	\$ 5,708,298	

**City of Riverdale, Georgia  
Capital Budget  
2019 Budget Document**

FY 2020		
Resurface Roads	\$ 730,000	LMIG - 130,000 SPLOST - 600,000
Sidewalks	300,000	SPLOST
Communications Equipment Lease Payment	240,000	SPLOST
Fire Vehicles	333,092	SPLOST
	\$ 1,603,092	
FY 2021		
Resurface Roads	\$ 730,000	LMIG - 130,000 SPLOST - 600,000
Communications Equipment Lease Payment	240,000	SPLOST
Phase 2 of park	1,050,000	SPLOST
	\$ 2,020,000	
FY 2022		
Resurface Roads	\$ 630,000	LMIG - 130,000 SPLOST - 500,000
Phase 2 of park	1,000,000	SPLOST
	\$ 1,630,000	
FY 2023		
Resurface Roads	\$ 530,000	LMIG - 130,000 General Fund - 400,000

## Chief Executive

### Mission, Goals, Objectives, and Budget

#### Chief Executive (Mission Statement)

The City Manager is charged with providing the day to day oversight for all City departments; preparing an annual operating plan (City budget) and ensuring that the City's finances are stable. Ensuring that each department of the Riverdale City Government is professionally managed in order to deliver exceptional services to the residents, visitors and stakeholders.

#### Chief Executive (Goals & Objectives)

##### Departmental Goals

1. Complete policies and procedures for all operating departments.
3. Prepare annual report.
4. Administer the 2015 SPLOST projects.

##### Departmental Objectives for FY 2019

1. Meet with each department to develop policies & procedures.
2. Work with City departments to ensure that all employees are evaluated using the universal performance evaluation.
3. Implement pay for performance plan.
4. Manage projects included on the 2015 SPLOST priority list for the current year.

##### Departmental Issues for FY 2020 and beyond

1. Continue to manage SPLOST projects on the priority list as the revenues allow.

#### Chief Executive (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 179,632	\$ 171,715	\$ 197,522	\$ 210,380
Operations	24,928	26,476	41,050	41,100
<b>Total</b>	<u>\$ 204,560</u>	<u>\$ 198,191</u>	<u>\$ 238,572</u>	<u>\$ 251,480</u>

#### Chief Executive (Personnel)

<u>Title</u>	<u>Pay Grade</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
City Manager	Appointed	1	1	1
Capital Project Manager	23	1	0	0
Administrative Assistant	12	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total # of Positions:</b>		3	2	2

#### Chief Executive (Significant Expenditure & Staffing Changes)

No significant expenditure and staffing changes.

## City Clerk

### Mission, Goals, Objectives, and Budget

#### City Clerk (Mission Statement)

The mission of the City Clerk is to serve. We serve the elected officials. City staff and most importantly the public. We aim to protect and preserve official City records. We facilitate the distribution of information, provide updates concerning legislative decisions. The City Clerk is charged with conducting and overseeing municipal elections. We are ever cognizant of our neutrality and impartiality; rendering equal service to all.

The City Clerk is to make recommendations to the City Council based on all applicable laws, industry trends as well as the proper parliamentary procedures outlined in Robert's Rules of Order pursuant to Sec 2-29 of the City code.

We are mindful of our commitment to the citizens of the City of Riverdale, and in serving them, we aim to provide the highest caliber of service possible. We will protect the interests of the citizens as well as those of the elected officials who represent the people, by making recommendations that impart standards of quality and integrity. We efficiently meet all statutory obligations with respect to elections, records and legislation of the City of Riverdale and the State of Georgia.

#### City Clerk (Goals & Objectives)

##### Departmental Goals

1. More effectively administer City Council Meetings and provide agendas in a timely manner.
2. Improve and maintain the integrity of the Clerk's office through honesty and professionalism.
3. Foster participation and involvement in local government

##### Departmental Objectives for FY 2019

1. Implementation of an electronic system for administering Council Meetings.
2. Digitize City Council meeting minutes, ordinances and resolutions.
3. Establish comprehensive procedures.

##### Departmental Issues for FY 2020 and beyond

1. Continue to improve procedures to more effectively administer the duties of the City Clerk.

#### City Clerk (Performance Measures)

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Open Record Requests	320	352	350	350
Number of Council Meetings	21	20	20	21
Number of Special Called Meetings	1	2	2	2

#### City Clerk (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 113,032	\$ 115,685	\$ 131,207	\$ 148,197
Operations	45,279	63,744	55,485	41,169
<b>Total</b>	<u>\$ 158,311</u>	<u>\$ 179,429</u>	<u>\$ 186,692</u>	<u>\$ 189,366</u>

## City Clerk

### Mission, Goals, Objectives, and Budget

#### City Clerk (Personnel)

<u>Title</u>	<u>Pay Grade</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
City Clerk	23	1	1	1
Administrative Clerk/Receptionist	10	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total # of Positions:</b>		2	2	2

#### City Clerk (Significant Expenditure & Staffing Changes)

No significant expenditure and staffing changes.

# Community Development

## Mission, Goals, Objectives, and Budget

### Community Development (Mission Statement)

Promoting community and economic development interests within the city of Riverdale. We will address barriers to economic growth. We will develop strategic collaborations with other jurisdictions and stakeholders and support public/private partnerships. We will strive for service excellence in internal processes that support residential and commercial growth.

### Community Development (Goals & Objectives)

#### Departmental Goals

1. Continuous interface with existing businesses for the purpose of business retention and expansion.
2. Improve business development recruitment efforts for new business attraction.
3. Promote revitalization of distressed commercial corridors.
4. Evaluate internal processes for zoning, permitting, and plan review for improved service to our customers.
5. Enhancing community engagement efforts.

#### Departmental Objectives for FY 2019

1. Strengthening the Riverdale Business Alliance by creating opportunities to connect through meetings and networking events.
2. Research and establish incentive programs designed to increase economic development.
3. Complete update of the Comprehensive Plan.
4. Re-write of the Zoning Ordinance.
5. Establish Keep Riverdale Beautiful, a Keep America Beautiful affiliate, to promote beautification efforts.

#### Departmental Issues for FY 2020 and beyond

1. Implementing 2018 Comprehensive Plan update
2. Update of development plan for Phase II of Riverdale Town Center

### Planning & Zoning Administration (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 136,445	\$ 92,938	\$ 72,482	\$ 89,534
Operations	84,444	137,368	203,398	333,300
<b>Total</b>	<b>\$ 220,889</b>	<b>\$ 230,306</b>	<b>\$ 275,880</b>	<b>\$ 422,834</b>

### Economic Development (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 16,225	\$ 76,977	\$ 87,349	\$ 126,137
Operations	526	6,919	22,567	19,559
<b>Total</b>	<b>\$ 16,751</b>	<b>\$ 83,896</b>	<b>\$ 109,916</b>	<b>\$ 145,696</b>

### Sanitation (Solid Waste Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 42,276	\$ 22,488	\$ 41,240	\$ 43,471
Operations	508,688	506,959	508,000	\$ 550,000
Transfers Out	-		318,147	417,324
<b>Total</b>	<b>\$ 550,964</b>	<b>\$ 529,447</b>	<b>\$ 867,387</b>	<b>\$ 1,010,795</b>

**Community Development**  
**Mission, Goals, Objectives, and Budget**

**Community Development (Personnel)**

<b><u>Title</u></b>	<b><u>Pay Grade</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>
Director of Community Development	27	0	1	1
Director of Economic Development	27	1	0	0
Director Planning & Zoning	23	1	0	0
City Planner	20	0	1	1
Program Coordinator - Keep Riverdale Beautiful	11	0	1	1
Permit Administrator	12	1	1	1
Administrative Clerk	6	<u>1</u>	<u>0</u>	<u>1</u>
<b>Total # of Positions:</b>		4	4	5

**Community Development (Significant Expenditure & Staffing Changes)**

Add: 1 Administrative Clerk

## Court Services

### Mission, Goals, Objectives, and Budget

#### Court Services (Mission Statement)

Our Mission is to provide a forum for the fair and impartial adjudications of Riverdale Municipal Code violations and violations of State law; to resolve these cases rapidly and efficiently in an environment that is safe for all concerned. We will do this in a manner which promotes and upholds the integrity and independence of the judiciary, thereby maximizing the community's confidence in the Court.

We will become increasingly customer service-oriented, technologically innovative, efficient and creative in all our operations and will strive constantly to maintain a supportive working environment by encouraging teamwork and employee growth.

#### Court Services (Goals & Objectives)

##### Departmental Goals

1. Provide effective, fair, and responsive justice for all.
2. Provide relevant public outreach and education.
3. Provide exceptional internal and external customer service.

##### Departmental Objectives for FY 2019

1. Electronically link Court financial information with Finance to decrease data entry and the possibility of errors.
2. Provide customer service training for staff
3. Ensure all court services personnel become GCIC certified.

##### Departmental Issues for FY 2020 and beyond

1. Continue to improve services.

#### Court Services (Performance Measures)

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Citations entered within 72 hours of receipt	100%	100%	100%	100%
Failure to appear notices mailed within 10 days	90%	92%	95%	100%
Court disposition sent to DDS within 10 days	92%	95%	97%	100%

#### Court Services (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 611,703	\$ 610,228	\$ 666,668	\$ 704,265
Operations	33,025	75,365	63,450	71,850
<b>Total</b>	<u>\$ 644,728</u>	<u>\$ 685,593</u>	<u>\$ 730,118</u>	<u>\$ 776,115</u>

## Court Services

### Mission, Goals, Objectives, and Budget

#### Court Services (Personnel)

<u>Title</u>	<u>Pay Grade</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Judge	Appointed	1	1	1
Solicitor	Appointed	1	1	1
Court Services Director	24	1	1	1
Probation Supervisor	19	0	0	1
Fugitive officer	15	2	2	2
Probation Officer	15	3	3	2
Court Support Supervisor	15	1	1	1
Court Clerk	8	<u>4</u>	<u>4</u>	<u>4</u>
<b>Total # of Positions:</b>		13	13	13

#### Court Services (Significant Expenditure & Staffing Changes)

Add: 1 Probation Supervisor

Eliminate: 1 Probation Officer

## Finance and Administrative Services

### Mission, Goals, Objectives, and Budget

#### Finance and Administrative Services (Mission Statement)

To manage the fiscal affairs of the City of Riverdale on behalf of its citizens and the Mayor and City Council; and to prepare, monitor, analyze, and implement a financial plan for generating revenues and disbursing money in order to maintain fiscal integrity and accountability and to support effective decision-making. To direct the human resource affairs of the City of Riverdale on behalf of its citizens and governing body and provide cost effective development, implementation, support, and improvement of the information technology infrastructure of the City.

#### Finance and Administrative Services (Goals & Objectives)

##### Departmental Goals

1. To enhance the decision-making process of the Mayor and City Council, and their designees, by providing timely and accurate financial information.
2. To ensure accurate financial decision-making by minimizing the difference between estimated and actual revenue and expense projections each year.
3. To prepare an accurate and timely Comprehensive Annual Financial Report in compliance with AICPA, GAO, and Georgia Department of Audits and Accounts.
4. To prepare an accurate and easy to navigate budget within the guidelines of the GFOA Distinguished Budget Presentation program.
5. To pay all invoices and bills through Accounts Payable and to collect all taxes and fees through Accounts Receivable in a timely manner.
6. Enhance decision making process for governing body/designees by providing timely and accurate HR information
7. Replace obsolete phone equipment to enhance the City's communications.

##### Departmental Objectives for FY 2019

1. Expand efforts to increase financial transparency for elected officials and residents.
2. To remain in compliance with all new regulations involving the preparation of the year end audit.
3. To prepare a budget document that follows GFOA guidelines and present the document for consideration of the City's first Distinguished Budget Presentation Award.
4. To continue to process accounts payable checks within 5 days.
5. To prepare a Popular Annual Financial Report and to submit it for the GFOA award.

##### Departmental Issues for FY 2020 and beyond

1. Continue to evaluate hardware and software needs to ensure a properly functioning financial system.
2. Continue to upgrade our technology.

#### Finance and Administrative Services (Performance Measures)

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Received Cert. of Achievement for CAFR:	Yes	Yes	In Process	In Process
Number of audit findings	0	1	0	0
Received Cert. of Achievement for PAFR:	Yes	Yes	In Process	In Process
Received Distinguished Budget Award:	Not Submitted	Not Submitted	Not Submitted	Submitted
General Fund Budget (Millions)	\$ 12.4	\$ 12.3	13.1	13.5
Average Accounts Payable Cycle:	10 Days	7 Days	5 Days	5 Days

**Finance and Administrative Services**  
**Mission, Goals, Objectives, and Budget**

**Finance Department (General Fund)**

<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Personal Services	\$ 679,983	\$ 664,990	\$ 608,948	\$ 650,520
Operations	742,337	825,094	840,500	897,250
Transfers	260,000	285,000	269,979	-
<b>Total</b>	<b>\$ 1,682,320</b>	<b>\$ 1,775,084</b>	<b>\$ 1,719,427</b>	<b>\$ 1,547,770</b>

**Human Resources (General Fund)**

<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Personal Services	\$ 112,526	\$ 106,430	\$ 123,895	\$ 133,977
Operations	18,706	72,806	60,370	41,570
<b>Total</b>	<b>\$ 131,232</b>	<b>\$ 179,236</b>	<b>\$ 184,265</b>	<b>\$ 175,547</b>

**Information Technology (General Fund)**

<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Personal Services	\$ 100,198	\$ 99,147	\$ 144,867	\$ 163,587
Operations	186,271	388,820	485,184	560,904
Capital Outlay	109,290	-	66,798	500,000
<b>Total</b>	<b>\$ 395,759</b>	<b>\$ 487,967</b>	<b>\$ 696,849</b>	<b>\$ 1,224,491</b>

**Fleet Maintenance (General Fund)**

<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Personal Services	\$ 43,632	\$ 47,221	\$ 50,477	\$ 52,438
Operations	121,375	133,130	166,280	169,480
Capital Outlay	-	-	12,773	-
<b>Total</b>	<b>\$ 165,007</b>	<b>\$ 180,351</b>	<b>\$ 229,530</b>	<b>\$ 221,918</b>

**Licenses & Inspections (General Fund)**

<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Personal Services	\$ 137,974	\$ 121,105	\$ 123,876	\$ 119,453
Operations	9,717	49,408	10,795	5,318
Capital Outlay	-	68,000	-	-
<b>Total</b>	<b>\$ 147,691</b>	<b>\$ 238,513</b>	<b>\$ 134,671</b>	<b>\$ 124,771</b>

**Debt Service (General Fund)**

<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Debt Service (General Fund)	\$ 71,585	\$ 929,532	\$ 1,076,732	\$ 1,060,603
<b>Total</b>	<b>\$ 71,585</b>	<b>\$ 929,532</b>	<b>\$ 1,076,732</b>	<b>\$ 1,060,603</b>

**Finance and Administrative Services**  
**Mission, Goals, Objectives, and Budget**

<b>2015 SPLOST (2015 SPLOST Fund)</b>				
<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Debt Service	\$ 194,932	\$ 200,761	\$ 239,579	\$ 240,000
Capital Outlay	238,448	1,401,282	1,307,891	4,593,333
<b>Total</b>	<b>\$ 433,380</b>	<b>\$ 1,602,043</b>	<b>\$ 1,547,470</b>	<b>\$ 4,833,333</b>

<b>Recovery Bond (Recovery Bond Fund)</b>				
<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Capital Outlay	\$ 14,966	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 14,966</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Tourism (Hotel Motel Tax Fund)</b>				
<b><u>Expenditures/Appropriations</u></b>	<b><u>2016 Actual</u></b>	<b><u>2017 Actual</u></b>	<b><u>2018 Unaudited</u></b>	<b><u>2019 Budget</u></b>
Operations	\$ 20,107	\$ 22,658	\$ 20,000	\$ 20,000
<b>Total</b>	<b>\$ 20,107</b>	<b>\$ 22,658</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

**Finance & Administrative Services (Personnel)**

<b><u>Title</u></b>	<b><u>Pay Grade</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>
Director, Finance and Administrative Svcs	29	1	1	1
Assistant Finance Director	25	1	1	1
Human Resources Manager (HR)	26	1	1	1
Information Technology Manager (IT)	24	1	1	1
Accounting Manager	17	1	1	0
Financial Analyst	17	0	0	1
Fleet Administrator/Safety Officer	17	1	1	1
Business License Administrator	17	1	1	1
IT Support Specialist (IT)	14	1	1	1
Payroll Specialist	13	1	1	1
Human Resources Specialist (HR)	13	1	1	1
Graphic Design Coordinator (IT)	13	0	1	1
Administrative Assistant	12	1	1	1
Accounting Technician	11	1	1	0
Accounts Payable Technician	11	1	1	1
Accounts Receivable Technician	11	0	0	1
Business License Clerk	11	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total # of Positions:</b>		<b>15</b>	<b>16</b>	<b>16</b>

## **Finance and Administrative Services**

### **Mission, Goals, Objectives, and Budget**

#### **Finance & Administrative Services (Significant Expenditure & Staffing Changes)**

Eliminate: 1 Accounting Manager

1 Accounting Technician

Add: 1 Financial Analyst

1 Accounts Receivable Technician

# **Fire Department**

## **Mission, Goals, Objectives, and Budget**

### **Fire Department (Mission Statement)**

Riverdale Fire Service exists to mitigate loss of life and property from fires, deliver emergency medical services, provide community outreach and stabilize special operations incidents so all occupants of the City of Riverdale can build greatness daily in a safe and secure environment.

### **Fire Department (Functions)**

The function of the Riverdale Fire Service is to protect lives and property within the city from fires, natural or manmade disasters, medical emergencies and entrapments. The legal authority to carry out these services comes from the City Charter and city ordinances. The department is broken down into functional groups to carryout these tasks.

### **Fire Department (Goals & Objectives)**

#### **Departmental Goals**

1. Develop an organization to effectively administer and manage the resources of the Department. This includes developing our current members thru human resource management programs and continuous professional development programs.
2. Enhance our system for mitigating and minimizing the impact of disasters and other emergencies on life and property.
3. Provide an effective Fire Prevention and Public Safety System.

#### **Departmental Objectives for FY 2019**

1. Provide a training program that ensures compliance with State regulations to maintain Firefighter and emergency medical certifications by providing 240 hours of continuing education for firefighter certifications and 24 hours of continuing education for emergency medical certifications by December 2016.
2. Institute the Health Empowerment Responsibility and Ownership (HERO) Program to reduce the impact of emergency medical demands to the community and th eCity bu conducting five cardiopulmonary recusaion classes by December 2016.
3. Augment emergency operations thru utilization of Firehouse software to conduct and document a pre-incident plan for every business within the City limits by December 2016.
4. Increase, by December 2015, the department's community partnership imprint by providing and documenting, with Firehouse software, annual life-safety inspections for all business within the city's limits.

#### **Departmental Issues for FY 2020 and beyond**

1. Continue to implement departmental changes and enhancements to reduce the city's ISO rating and bring the department's staffing levels into compliance with NFPA Standards.
2. Continue to implement the H.E.R.O. program to provide a community wellness program that assesses the community for potential emergencies and determines the level of response required to diminish these emergencies.

## Fire Department

### Mission, Goals, Objectives, and Budget

#### Fire Department (Performance Measures)

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Number of Stations	2	2	2	2
Number of Fire Related Calls	1571	1003	1100	1100
Number of EMS Related Calls	2010	3000	3100	3100

#### Fire Administration (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 106,942	\$ 135,794	\$ 108,289	\$ 128,188
Operations	3,776	5,265	6,564	20,816
<b>Total</b>	<u>\$ 110,718</u>	<u>\$ 141,059</u>	<u>\$ 114,853</u>	<u>\$ 149,004</u>

#### Fire Fighting (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 1,564,469	\$ 1,566,553	\$ 1,824,837	\$ 1,621,067
Operations	175,302	158,151	166,888	259,000
Capital Outlay	-	29,755	-	39,165
<b>Total</b>	<u>\$ 1,739,771</u>	<u>\$ 1,754,459</u>	<u>\$ 1,991,725</u>	<u>\$ 1,919,232</u>

#### Fire Prevention (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 70,263	\$ 72,659	\$ 73,994	\$ 77,524
Operations	3,785	3,950	4,376	5,638
<b>Total</b>	<u>\$ 74,048</u>	<u>\$ 76,609</u>	<u>\$ 78,370</u>	<u>\$ 83,162</u>

#### Fire Department (Personnel)

<u>Title</u>	Pay	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
	<u>Grade</u>			
Fire Chief	29	1	1	1
Battalion Chief	23	3	3	3
Fire Marshal	23	1	1	1
Fire Lieutenant	20	6	6	6
Fire Sergeant	18	6	6	6
Firefighter/EMT Paramedic	17	2	2	2
Firefighter/EMT Advanced	15	4	5	5
Firefighter/EMT Intermediate	14	<u>6</u>	<u>5</u>	<u>5</u>
<b>Total # of Positions:</b>		29	29	29

#### Fire Department (Significant Expenditure & Staffing Changes)

No significant expenditure and staffing changes.

## Governing Body

### Mission, Goals, Objectives, and Budget

#### Governing Body (Mission Statement)

The City of Riverdale will satisfy our citizens and customers by providing responsive, effective and efficient services, along with a well maintained public infrastructure, which will add value, unity and pride to our community.

#### Governing Body (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 88,788	\$ 103,166	\$ 108,914	\$ 110,766
Operations	29,922	38,923	44,450	47,600
<b>Total</b>	<u>\$ 118,710</u>	<u>\$ 142,089</u>	<u>\$ 153,364</u>	<u>\$ 158,366</u>

#### Governing Body (Personnel)

<u>Title</u>	<u>Pay</u>		<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
	<u>Grade</u>				
Mayor	Elected		1	1	1
City Council Member	Elected		<u>4</u>	<u>4</u>	<u>4</u>
<b>Total # of Positions:</b>			5	5	5

#### Governing Body (Significant Expenditure & Staffing Changes)

No significant expenditure and staffing changes.

# Police Department

## Mission, Goals, Objectives, and Budget

### Police Department (Mission Statement)

We are a value driven organization dedicated to our community and the protection of all who live in and visit our city. Our primary focus is public safety and the reduction of crime through strategic partnerships with the community.

### Police Department (Goals & Objectives)

#### Departmental Goals

1. Reduce reported Part 1 Crime by 2%
2. Increase arrests by 2%
3. Decrease reported number of traffic collisions by 5%.
4. Increase community involvement in crime prevention programs.
5. Achieve an above average clearance rate
6. Maintain National accreditation and State certification.

#### Departmental Objectives for FY 2019

1. Prepare an Annual Crime Report
2. Analyze reported Part I crimes weekly
3. Establish a proactive enforcement unit
4. Maintain an active TRIAD Program (citizens over 55) through monthly meetings
5. Survey the business and residential community for their concerns
6. Conduct 12 curfew sweeps
7. Conduct 6 joint truancy sweeps during the school year
8. Conduct 12 joint roadside safety checkpoints
9. Fill all sworn vacancies and maintain a 90% staffing level
10. Partner with Clanton County SO on warrant service details
11. Conduct monthly crime suppression details
12. Provide Quarterly Prevention and safety meetings for residents and businesses
13. Conduct annual citizen public safety academies

#### Departmental Issues for FY 2020 and beyond

1. Plan for a new Public Safety Complex

### Police Department (Performance Measures)

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Number of Stations	1	1	1	1
Physical Arrests	2,837	2,852	2,900	2,900
Traffic Violations	13,292	13,198	13,200	13,200

### Police Administration (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 281,697	\$ 328,063	\$ 334,378	\$ 343,125
Operations	2,322	17,137	19,372	21,160
<b>Total</b>	<b>\$ 284,019</b>	<b>\$ 345,200</b>	<b>\$ 353,750</b>	<b>\$ 364,285</b>

**Police Department**  
**Mission, Goals, Objectives, and Budget**

**Crime Control & Investigation (General Fund)**

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 338,629	\$ 348,834	\$ 406,299	\$ 415,513
Operations	4,053	5,429	8,558	8,018
<b>Total</b>	<b>\$ 342,682</b>	<b>\$ 354,263</b>	<b>\$ 414,857</b>	<b>\$ 423,531</b>

**Records (General Fund)**

<u>Expenditures/Appropriations</u>	<u>2015 Actual</u>	<u>2016 Actual</u>	<u>2017 Unaudited</u>	<u>2018 Budget</u>
Personal Services	\$ 224,180	\$ 145,592	\$ 184,477	\$ 189,807
Operations	3,313	4,210	6,238	6,100
<b>Total</b>	<b>\$ 227,493</b>	<b>\$ 149,802</b>	<b>\$ 190,715</b>	<b>\$ 195,907</b>

**Traffic Control (General Fund)**

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 1,439,696	\$ 1,562,540	\$ 1,747,090	\$ 1,783,493
Operations	134,964	113,234	138,725	\$ 136,829
Capital Outlay	59,934	-	-	116,817
<b>Total</b>	<b>\$ 1,634,594</b>	<b>\$ 1,675,774</b>	<b>\$ 1,885,815</b>	<b>\$ 2,037,139</b>

**Dispatch (911 Wireless Fund)**

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 389,035	\$ 423,293	\$ 414,729	\$ -
Operations	70,558	63,603	70,250	-
<b>Total</b>	<b>\$ 459,593</b>	<b>\$ 486,896</b>	<b>\$ 484,979</b>	<b>\$ -</b>

**Code Enforcement (General Fund)**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 87,960	\$ 68,118	\$ 88,353	\$ 131,289
Operations	6,919	7,065	8,660	13,105
Capital Outlay	-	-	-	23,983
<b>Total</b>	<b>\$ 94,879</b>	<b>\$ 75,183</b>	<b>\$ 97,013</b>	<b>\$ 168,377</b>

**Confiscated Funds (Confiscated Assets Fund)**

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Operations	47,507	45,332	65,000	100,000
Capital Outlay	31,672	16,224	-	-
<b>Total</b>	<b>\$ 79,179</b>	<b>\$ 61,556</b>	<b>\$ 65,000</b>	<b>\$ 100,000</b>

**Police Department (Personnel)**

<u>Title</u>	<u>Pay Grade</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Police Chief	29	1	1	1
Assistant Chief	27	1	1	1
Captain	25	3	3	3
Lieutenant	20	7	7	7
Sergeant	18	7	7	7

**Police Department**  
**Mission, Goals, Objectives, and Budget**

**Police Department (Personnel - Continued)**

<u>Title</u>	<u>Pay Grade</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
E911 Supervisor	18	1	1	0
Investigator	17	5	5	5
Crime Analyst	15	1	1	1
Police Officer II	15	22	22	22
Code Enforcement Officer	12	2	2	3
Administrative Assitant	12	1	1	1
Communications Operator	11	8	8	0
Records Clerk	8	<u>2</u>	<u>2</u>	<u>2</u>
<b>Total # of Positions:</b>		61	61	53

**Police Department (Significant Expenditure & Staffing Changes)**

Eliminate: 1 E911 Supervisor  
           8 Communications Operators  
 Add:      1 Code Enforcement Officer

## Public Works

### Mission, Goals, Objectives, and Budget

#### Public Works (Mission Statement)

The mission of the General Services & Facility Management Department is to provide quality services in the areas of maintenance and repair in a safe and effective manner for the City Of Riverdale's buildings, roadways and walkways.

#### Public Works (Goals & Objectives)

##### Departmental Goals

1. To develop and implement programs and initiatives to ensure that all properties; public and private, are maintained according to the city, state and federal guidelines
2. To create and develop a proficient 'General Services Division' designed to address current and future building and street maintenance needs.

##### Departmental Objectives for FY 2019

1. Respond to citizen complaints in a timely manner.
2. Maintain all municipal buildings so they are operating efficiently in both cost and energy consumption.
3. Maintain all city grounds and public right of ways to ensure that they are mowed, trimmed and weeded.

##### Departmental Issues for FY 2020 and beyond

1. Continue to maintain the City's properties.

#### Public Works-Building Maintenance (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 160,034	\$ 137,954	\$ 199,091	\$ 204,196
Operations	823,966	920,542	898,128	880,748
Capital Outlay	-	-	-	65,000
<b>Total</b>	<b>\$ 984,000</b>	<b>\$ 1,058,496</b>	<b>\$ 1,097,219</b>	<b>\$ 1,149,944</b>

#### Roadways & Walkways (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 128,601	\$ 146,840	\$ 112,597	\$ 147,561
Operations	206,247	232,349	208,450	210,050
Capital Outlay	-	8,000	-	-
<b>Total</b>	<b>\$ 334,848</b>	<b>\$ 387,189</b>	<b>\$ 321,047</b>	<b>\$ 357,611</b>

#### Public Works (Performance Measures)

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Street Resurfacing ( Miles)	1.32	0.96	1.5	1.5
Potholes Repaired	85	11	40	40

## General Services

### Mission, Goals, Objectives, and Budget

#### Public Works (Personnel)

<u>Title</u>	<u>Pay Grade</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>
Director of Public Works	24	1	1	1
Administrative Assistant	12	1	1	1
Crew Leader Grounds Maintenance	11	1	1	1
Building Maintenance Technician	11	2	2	2
Grounds Maintenance Worker	6	<u>3</u>	<u>3</u>	<u>3</u>
<b>Total # of Positions:</b>		8	8	8

#### General Services (Significant Expenditure & Staffing Changes)

No significant expenditure and staffing changes.

## Recreation & Cultural Affairs

### Mission, Goals, Objectives, and Budget

#### Recreation & Cultural Affairs (Mission Statement)

The City of Riverdale's Department of Recreation is committed to strengthening the community's unity and image within our programs by providing diverse quality and affordable leisure opportunities, cultural activities and initiatives in well maintained parks and facilities while working in unity with the City's leadership.

#### Recreation & Cultural Affairs (Goals & Objectives)

##### Departmental Goals

1. To meet the leisure needs of the citizens of Riverdale by providing and creating diverse programs and participation opportunities to include teenagers and seniors.
2. To achieve and maintain a rate of 85% on customer retention for each individual program and class offered.
3. To increase activity in the artroom by adding two cultural classes for four specific age groups.
4. To create a unique and dynamic environment in which arts, leisure and cultural resources attract regional attention.
5. Enhance the cultural, recreational and economic life of Riverdale.

##### Departmental Objectives for FY 2019

1. To continue to create and enhance community relationships with our local businesses, schools and partners.
2. To provide quality customer service by communicating with constituents through quality program information forms and provide forms in a timely manner.
3. To create communication contacts through various mass media vehicles to inform constituents of upcoming events and classes.
4. Plan and create an annual calendar of events in order to be able to maximize our marketing delivery.
5. Continue to maximize the capabilities of our facilities by encouraging different and unique events and programs.

##### Departmental Issues for FY 2020 and beyond

1. Continue to meet recreational needs by creating and enhancing recreational facilities in our park.
2. To continue to be involved and active within our state association; GRPA.

#### Recreation & Cultural Affairs Admin (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 382,902	\$ 356,224	\$ 375,264	\$ 383,016
Operations	4,163	6,685	6,000	6,200
<b>Total</b>	<b>\$ 387,065</b>	<b>\$ 362,909</b>	<b>\$ 381,264</b>	<b>\$ 389,216</b>

#### Participant Recreation (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 54,950	\$ 40,068	\$ 16,148	\$ 17,728
Operations	220,034	218,643	233,200	226,230
<b>Total</b>	<b>\$ 274,984</b>	<b>\$ 258,711</b>	<b>\$ 249,348</b>	<b>\$ 243,958</b>

#### Athletics (General Fund)

<u>Expenditures/Appropriations</u>	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Unaudited</u>	<u>2019 Budget</u>
Personal Services	\$ 105,279	\$ 158,436	\$ 103,142	\$ 196,314
Operations	102,450	103,753	108,800	124,195
<b>Total</b>	<b>\$ 207,729</b>	<b>\$ 262,189</b>	<b>\$ 211,942</b>	<b>\$ 320,509</b>

**Recreation & Cultural Affairs**  
**Mission, Goals, Objectives, and Budget**

**Recreation & Cultural Affairs (Personnel)**

<b><u>Title</u></b>	<b><u>Pay Grade</u></b>	<b><u>FY 2017</u></b>	<b><u>FY 2018</u></b>	<b><u>FY 2019</u></b>
Director of Recreation & Cultural Affairs	24	1	1	1
Cultural Affairs Director	21	0	0	1
Program Coordinator, Athletics	18	1	1	1
Marketing & Graphic Design Coordinator	14	1	0	0
Events Coordinator	12	2	2	2
Program & Events Asssitant	5	3	3	2
Event Setup Coordinator	5	<u>2</u>	<u>2</u>	<u>2</u>
		10	9	9

**Recreation & Cultural Affairs (Significant Expenditure & Staffing Changes)**

Eliminate: 1 Program & Events Assistant

Add: 1 Cultural Affairs Director

## GLOSSARY OF BUDGETARY AND FINANCIAL TERMINOLOGY

**Assessed valuation** – the value placed on property for the purpose of distributing the tax burden.

**Budget** – a financial plan, including estimated revenues and expenditures, for a specific period of time.

**Budget document** – the instrument used to present a governmental jurisdiction's comprehensive financial plan.

**Enterprise Fund** - a fund established to account for operations that are financed and operated in a manner similar to private enterprise (ex. solid waste, water, and sewer).

**Expenditure** – the disbursement of money to cover the expenses of municipal operations. Expenditures are decreases in net financial resources and include current operating expenses which require the current use of net current assets.

**Expenses** – Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**Fiscal year** – the 12 month period in which a local government operates.

**Budget year** – the fiscal year for which the budget is being considered;

**Current year** – the fiscal year in progress;

**Prior year** – the fiscal year preceding the current year.

In most budget documents, prior year figures are actual spending or revenues; current year numbers are estimates based on year-to-date, and budget year data reflect plans for the future,

**Fund** – accounting device established to control the receipt and disbursement of income.

**GAAP** – Generally Accepted Accounting Principles – uniform minimum standards of and guidelines to financial accounting and reporting. GAAP govern the form and content of the basic financial statement of a reporting entity.

**GAAS** – Generally Accepted Auditing Standards – measures of the performance quality of auditing procedures and the objectives to be attained through their use. GAAS are concerned with the auditor's professional qualities and with the judgment exercised in the performance of an audit.

**GASB** – The Government Accounting Standards Board (GASB) is a private, non-profit organization which is responsible for establishing and improving accounting and financial reporting standards for more than 814,000 state and local governments. While GASB is not a government agency, its rules are required in most states for financial reporting at the state and local level. Governments are required to follow GASB standards in order to obtain clean opinions from their auditors.

**General Fund** – the fund used to account for all financial resources which are not accounted for in specific purpose funds.

**Millage rate** – the tax rate expressed in mills per dollar, i.e., one (1) mill equals \$1 per \$1000 of assessed valuation.

**Revenue** – the money used by the city to operate

Revenue sources – specific areas from which revenue is derived, e.g., property taxes, franchise fees, building permit fees.