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June 15, 2020

WORK SESSION AGENDA PERRY ARTS CENTER 1121 MACON ROAD, PERRY, GA 31069

5:00 PM

To join the meeting by Facebook: Use this URL - facebook.com/cityofperryga This will allow you to view and hear the meeting.

- 1. <u>Call to Order</u>: Mayor Randall Walker, Presiding Officer.
- 2. <u>Roll:</u>
- 3. <u>Items of Review/Discussion</u>: Mayor Randall Walker
 - 3a. Appearance(s):
 - 1. Discussion of Al-Anon building Mr. M. Ayres.
 - 3b. Finance Department
 - 1. Capitalization Policy Revision Mr. M. Worthington.
 - 3c. Office of the City Manager
 - 1. Loaves and Fishes support request Mr. R. Smith
 - 2. Consider development requirements relative to major commercial intersections Mr. L. Gilmour.
 - 3. Suggested City green areas policy Mr. L. Gilmour.
 - 4. Downtown COVID-19 Response Ms. H. Bryant.
 - 3d. <u>Department of Community Development</u>
 - 1. Discussion of Sadie Heights greenspace donation Mr. B. Wood.
 - 3e. <u>Department of Leisure Services</u>
 - 1. Leadership Perry Class Project at Creekwood Park Mr. S. Swan.

3f. Perry Police Department

- 1. Clarify definition of donation relative to Animal Control Chief S. Lynn.
- 2. Discussion of the neighborhood watch program Chief S. Lynn.
- 4. <u>Council Member Items:</u>
- 5. <u>Department Head/Staff Items:</u>
- 6. Adjourn.

City of Perry Financial Policies - Capital Assets

Updated June 16, 2020 Effective July 1, 2020

Introduction

Capital assets are generally a government's single largest category of assets. Omitted assets from inappropriately recorded expenditures can become very significant over time, as can be the failure to record retirements, which will cause an overstatement of capital assets. Keeping an accurate record of capital assets has become even more important since most governments are now subject to an annual independent audit. A qualification in the independent auditors' report may result if there is a failure to install and maintain a capital asset management system. A well-maintained capital asset system will provide the City with a highly flexible, accurate system of detailed records of capital assets which can also be used to track any property item.

The intention of this policy is to provide direction in identifying and maintaining capital asset records for the City of Perry.

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- VIII. Treatment of Leased Assets
 - IX. Depreciation
 - X. Responsibilities for Maintaining Policy
 - o Physical Inventory
 - Addition or Transfer of Assets
 - o Surplus or Disposal of Assets

I. Purpose and Benefits of a Capital Asset Policy

Effective control of personal property rests on the maintenance of accurate and complete property control records. Without such records the City may experience the following problems:

A. **Major unrecorded assets** - Where management is not continually concerned with capital assets, major asset categories can be inadvertently omitted from financial statements. These would

include the following:

- 1. Assets such as recreational facilities, airports, and other enterprise activities frequently undertaken on a joint venture basis. In the event the asset is not identified as City property, then it will not be listed in the City's records.
- 2. Assets subject to capital leases under which the government, in effect, is financing acquisition of capital assets by means of a deferred purchase agreement.
- 3. Capital assets for which the government is responsible, but which are leased under operating leases for periods of time less than the life of the asset, as set forth in FASB 13 for classification criteria for leases.
- B. Misleading financial statements are often the result of a failure to record historical investments in capital asset and a failure to record current period capital assets financed from proceeds of debt security offerings, capital grants or the government's own resources, which could result in an understatement of capital assets. Conversely, failure to record known retirements could result in an overstatement of capital assets.
- C. Qualified audit reports occur when an independent auditor is unable to establish that the government's accounting records properly summarize capital asset expenditure transactions, that physical safeguards over assets are absent or fall short of controlling such assets, or that records are absent to substantiate assets used by the government are actually owned.
- D. Less attractive debt offering Underwriters of debt offerings and other creditors are always concerned with financial opinion qualifications. For example, higher than normal interest rates for bonded debt could result where a qualified opinion is given.
- E. Weakened stewardship Inadequate or nonexistent capital asset management systems jeopardize stewardship of the asset for which management is responsible. This weakened stewardship occurs when capital asset records cannot be compared to periodic annual physical counts of assets and accordingly, missing capital assets, capital assets at inappropriate locations, and other problems cannot be promptly identified, investigated, and resolved.
- F. Weakened risk management Most risk management programs are based in part on comprehensive capital asset cost records. If capital assets record inadequacies exist, the risk of inappropriate risk management such as over-insuring, under-insuring, or not insuring

increases.

- G. Purchase of unneeded assets Without accurate data of the City's capital assets, unwarranted purchases could be made. Information concerning assets which are only partially utilized can also help to avoid unneeded purchases by identifying an asset that can be shared by two departments. In this way, a new purchase can be avoided and both departments have part-time use of the asset.
- H. Grant requirement violations Federal and state grant regulations have various detailed requirements to account for the manage capital assets purchased with grant funds or used in programs.
- Weakened control over disposal of surplus property Without adequate control, property may not be promptly disposed of or sold for adequate sale prices.

II. Definition of a Capital Asset

A capital asset is something of a durable, long-term nature in its useful life. It possesses physical substance and is expected to have a useful life greater than one year. A capital asset is not physically consumed by use, though its economic usefulness declines over its lifetime. Proper recording and control is necessary for efficient management and for financial reporting.

A capital asset is specific real or personal property which has the following characteristics:

- A. Tangible in nature; possesses physical substance
- B. Expected useful life longer than one year
- C. Unit cost of \$10,000 or more

Exceptions:

- 1. All land shall be capitalized at the full cost of acquisition. There is no minimum threshold for land to be capitalized
- 2. Software shall be capitalized when the unit cost is \$20,000 or more

Definition of Capitalization: A term which is used to identify those items that will be recorded as capital assets rather than recorded as an expense. This is determined by two factors: 1) the cost of the asset and 2) the useful life of the asset.

Definition of Real Property: Land and any permanent structure attached to it. Some examples are houses, vacant land, restaurants, etc.

Definition of Personal Property: Equipment such as furniture, machinery and fixtures which is not attached to land, building or improvements, and which remain moveable are considered personal property. Fixtures which are attached to land, building, or improvements in such a way that removal alters the intended use of the facility are considered a part of the land, building, or improvements. They are classified as "improvements other than buildings" and are therefore not personal property.

III. Asset Classification

Buildings -

The City of Perry uses the following asset classifications: Furniture and Fixtures, Machinery and equipment, Lines and Mains, Buildings, Land and Land Improvements, Infrastructure, Construction in Progress, and Vehicles.

Furniture and Fixtures - All costs related to furnishings inside a building including furniture, light fixtures, plumbing fixtures, etc

Machinery & Equipment - Property that does not lose its identity when removed from

its location and is not changed materially or expended in use. This property should be recorded at cost, including freight, installation and other charges incurred to place the asset in use. If an asset is acquired through donation, the City values these capital assets at the estimated fair value of the item at

the date of donation.

Lines & Mains - The cost of the materials and labor to build the water, sewer, or gas lines and mains, whether installed by the City staff or a private contractor, are included as the price of the lines.

Donated lines are recorded at the cost the donating party paid

to install the lines. If the price is unknown, the lines should be recorded at the current value it would cost to install the

same lines as of the date of donation.

The value of all buildings at purchase price or

construction cost are recorded as buildings. The cost should also include all charges applicable to the building, including broker or architect's fees, and interest on borrowed money during construction. A donated building should be recorded according to the appraised fair market value as of the date donated. Additions and improvements to building, as well as the cost of the heating and ventilating system or other

permanently attached fixtures, should be added to the building account when they are considered betterments.

Definition of Betterments:

Partial replacements of a relatively minor nature, made

in the course of maintaining the equipment, should be considered an operating expense necessary to the attainment of the normal life expectancy of an asset.

Costs incurred for major repairs or rehabilitation to certain assets should be considered on the basis of their contribution to the extension of useful life of those affected assets. As such, those costs should be capitalized.

When the improvement involves the replacement of a component of the asset or group, the book value of the replaced component should be deleted to prevent an overstatement of the asset's value.

Reference to the accounting policy as it relates to the capitalization or expensing of partial replacements, should be considered.

Land -

All costs for legal services incidental to the acquisition and other charges incurred in preparing the land for use usually should be included in the cost. Costs relating to the razing of a structure and other costs relating to the land normally are capitalized and classified as land. If land and a building are purchased as a single parcel, the value of the land should be determined separately from the building and only that amount classified as land; the value of the building should be classified as buildings. Donated land should be recorded at the appraised market value of the land at the time of its donation.

Infrastructure -

Items such as roads/roadways, storm drainage, sidewalks, bridges/culverts, bike paths, parking lots, airport runways, traffic signals, and water/sewer/gas lines. These items need to be recorded as to the total cost of materials and labor used to complete these items.

Construction in Progress -

Amounts expended on an uncompleted building or other capital construction project are recorded as Construction in Progress. When the project is complete, the cumulative costs are transferred to an appropriate capital asset account.

Vehicles -

Should be recorded at cost, including delivery charges and all equipment permanently attached to the property. Confiscated vehicles should be recorded at the fair

market value on the date of confiscation.

IV. Capital Asset Valuation

Historical Cost -

Capital assets should be recorded at their original cost, to include all acquisition and delivery costs

No Record of Purchase -

One of two methods may be used to "estimate the historical cost" of the asset if the original cost is unknown:

- 1) Standard costing Establish the average installed cost for a like unit at the estimated date of acquisition
- 2) Back trending or normal costing Estimate the historical cost of the asset by dividing the current cost of reproduction by the price index (the percentage of the price increase plus one) since acquisition for that specific asset or class of assets. In other words, reducing the current cost of reproduction by the inflation amount since the asset was purchased.

Donated Assets -

Should be recorded at their fair market value on the date donated.

Capital Assets
Acquired through
the use of eminent
Domain -

Should be valued at the amount of compensation paid to the Property owner

Capital Assets Acquired through a Trade-In -

Should be reported by removing the cost of the tradein from the general fixed asset account group (GFAAG) and reporting the new asset at its fair market value at the time of trade-in.

V. Useful Life of an Asset

The following useful life guidelines exist for each asset classification:

Buildings and Building Improvements	10 to 50 years		
Furniture and Fixtures	5 to 7 years		
Machinery and Equipment	3 to 10 years		
Lines and Mains	50 years		
Land Improvements	10 to 25 years		
Infrastructure	50 years		
Vehicles	5 years		

VI. Inventory Equipment

Purchased items that fall below the capitalization threshold but meet the following criteria shall be considered Inventory Equipment:

- A. Controllable assets with a useful life of one year or greater and
- B. Cost at least \$500 but less than \$10,000

Purchased items that meet these criteria will be charged to the Inventory Equipment line item and expensed upon purchase. They will also be input into the capital asset system, assigned an inventory number, and tracked but will not be depreciated.

VII. Purchasing and Tagging an Asset

All purchases are subject to and shall be in compliance with the City's Purchasing Policy. Asset numbers will be assigned by the Finance Department at the time the invoice is paid. The equipment ID tag will be sent to the ordering department. The department is responsible for tagging the capital asset. The tag should be placed where the location is easily readable and accessible but does not detract from the appearance of the asset.

VIII. Treatment of Leased Assets

The City capitalizes assets that are acquired under capital leases. The City does not capitalize, nor does it assign asset numbers, to items that are acquired under operating leases.

Capital Lease - In order to be treated as a capital lease, the leased asset must meet at least one of the following four provisions:

1) The lease transfers ownership of the asset to the lessee at the end of the lease term.

- 2) The lease contains an option for a bargain purchase of the asset by the lessee.
- 3) The lease term is equal to 75% or more of the estimated economic life of the leased property.
- 4) The present value of the minimum lease payments, excluding that portion representing executory costs, equals or exceeds 90% of the fair market value of the property.

If it is determined that a leased asset is considered a capital lease, then the asset should be recorded at the present value of the future lease payments.

Operating Lease - An operating lease is considered a rental agreement, usually for a relatively short period of time, for the City to use the property that is owned by another entity. All costs associated with an operating lease are expensed upon payment.

IX. Depreciation

For Governmental Funds, the City shall record depreciation yearly after the capital assets are reconciled for acquisitions, transfers, deletions, and disposals at the end of the fiscal year which is June 30. For Enterprise or Proprietary Funds, depreciation shall be recorded monthly. Depreciation is calculated using the straight-line method with no estimated salvage values used in the computation.

Financial reporting for depreciation will show expense for assets with a cost above the threshold amount previously stated. Under GASB 34 reporting, a government-wide financial statement is issued which shows depreciation expense for all funds within the City. This includes governmental funds which previously have not recorded depreciation expense. This difference is for reporting purposes only and will not be reflected within each individual fund.

X. Responsibilities for Maintaining Policy

Physical Inventory

Once per fiscal year an asset listing shall be sent to each Department Head. Each item on the listing is to be physically located. The Department Head is responsible for the items that cannot be located and will sign a form which lists all the missing assets. Any missing items shall be investigated by Finance Department staff with the assistance of the department. Significant unaccounted loss of assets will be brought to the attention of the Finance Director and/or the City Manager for further actions. The Department Head shall also make Finance staff aware of assets located that were not on their asset listing. This is a mechanism to identify assets that have been improperly transferred between two departments. The Finance Department, with the cooperation of Department Heads, may make spot checks to verify the accuracy of inventory records.

Addition or Transfer of Assets

A Capital Asset Addition and Transfer Form shall be filled out every time a new asset is purchased or donated or when an existing asset is transferred from one department to another. This form shall be filled out upon receipt of the new asset and sent to the Finance Department for entry into the capital asset system. It is the responsibility of the department to fill this form out in a timely manner.

When an item is being transferred from one department to another, this form shall be filled out prior to the transfer. The department that is transferring the asset must fill out the form and the Department Head must sign, authorizing the transfer. Once the transferring department has completed the form, the requesting Department Head's signature is acquired. The form is then sent to the Finance Department and all other necessary signatures are acquired by Finance staff. Once all signatures are obtained, the asset shall be transferred to the requesting department and the Finance Department will transfer the asset in the capital asset system.

Surplus or Disposal of Assets

Properly disposing of assets is accomplished through the surplus process. Assets will be disposed of through a surplus sale unless the asset has been approved by the City Manager's Office to be scrapped, abandoned, or donated.

The transfer of capital assets to surplus begins by filling out the Capital Asset Surplus and Deletion Form. This form is to be signed by the Department Head and include a description of why the item is being declared surplus property.

The Capital Asset Surplus and Deletion Form should then be forwarded to the Finance Department. After Finance approves the form, it will be sent to the City Manager for the next level of approval. Once the form is approved by the City Manager, the requesting department will be authorized to make arrangements to move the asset(s) to surplus storage.

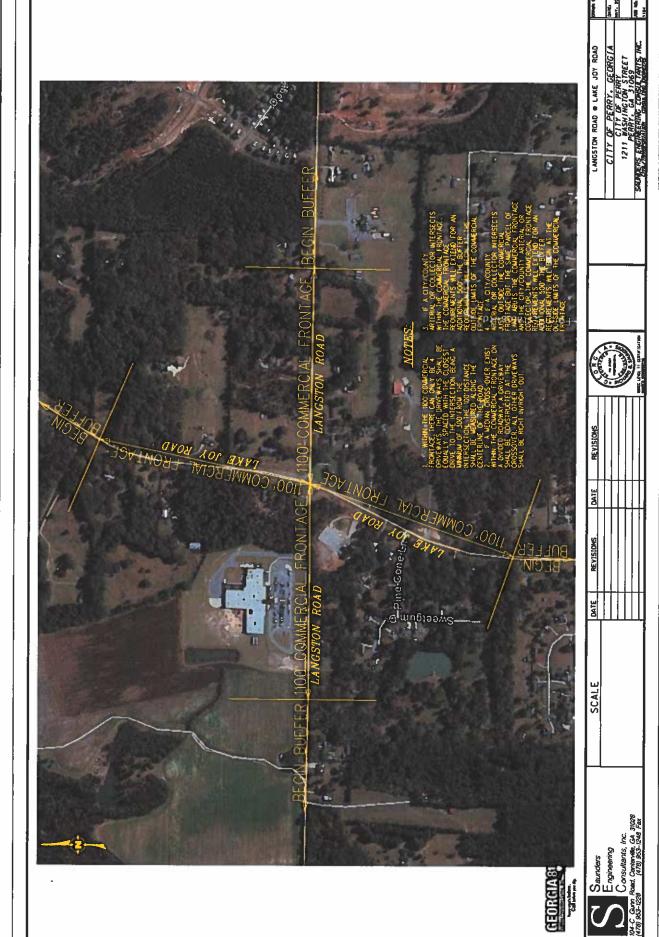
If a tagged (license plate) vehicle or equipment is being transferred, the requesting department must contact Vehicle Maintenance to make arrangements. For all other items, arrangements can be made with the Finance Department to transfer the items to surplus storage. Before the physical movement of an asset takes place, all the above procedures must have taken place. Once the item has been physically moved to the surplus storage area, the form is to be signed by the person receiving the item at the storage area. The form should then be returned to the Finance Department for proper filing. Vehicle keys and tags (license plates) should be turned into Vehicle Maintenance.

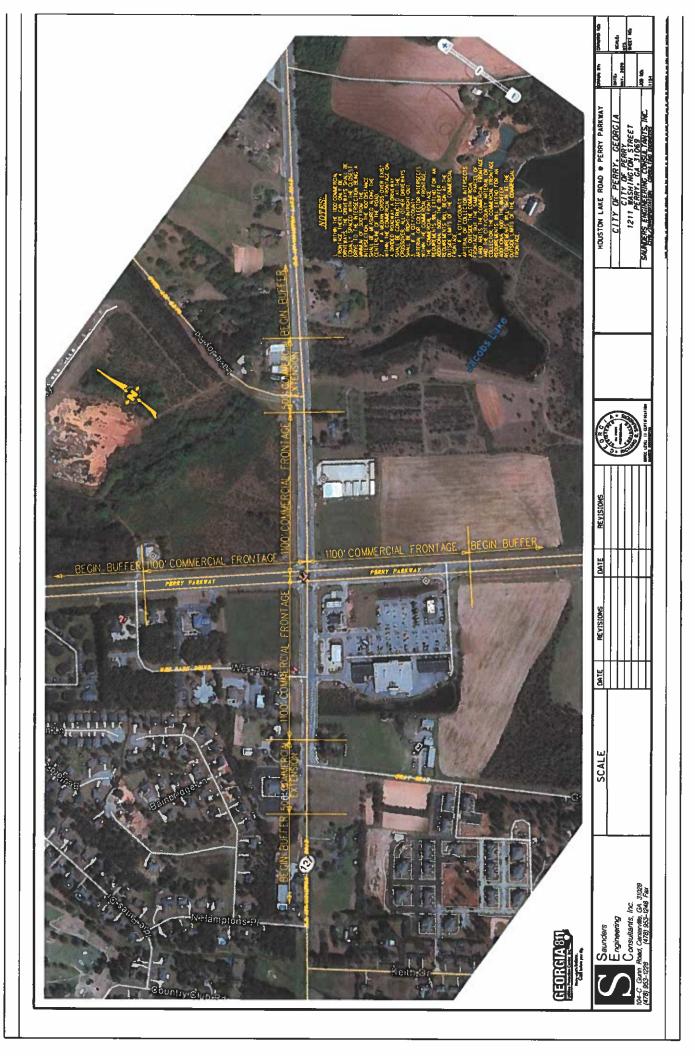
When an item is being transferred from surplus to a department, the department requesting the item must contact the Finance Department. The Finance Department will fill out the Capital Asset Addition and Transfer Form. The Finance Director will sign the form releasing the asset from surplus. The form will then be sent to the

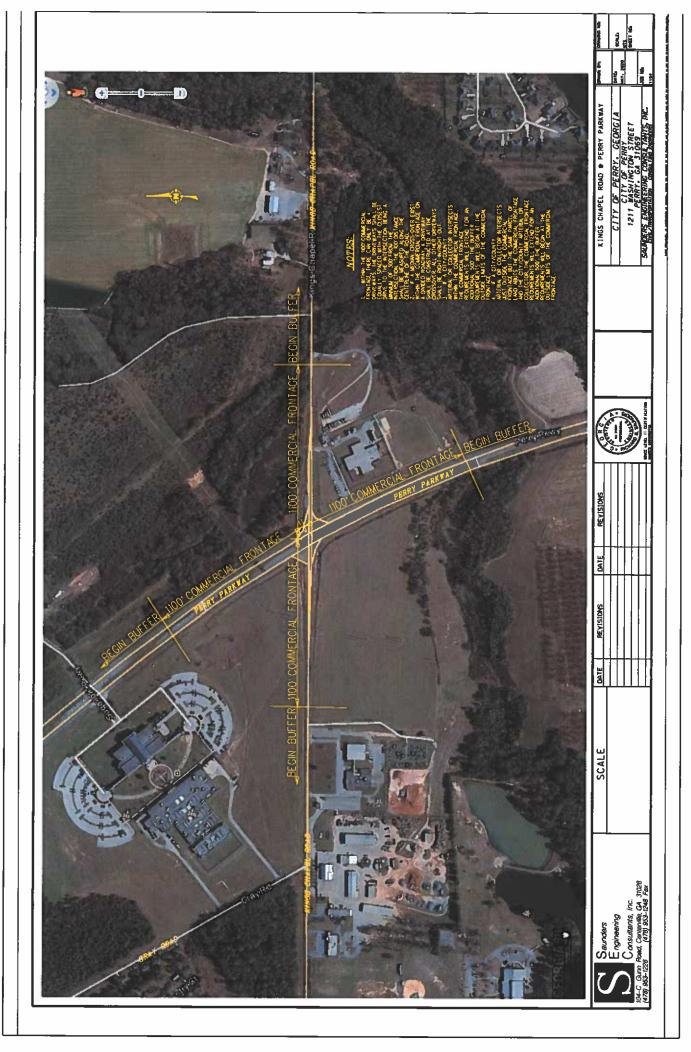
requesting Department Head for signature. The form is then sent back to Finance for approval. Once all approvals have been obtained, the asset will be released to the requesting department. Finance will then transfer the asset in the capital asset system.

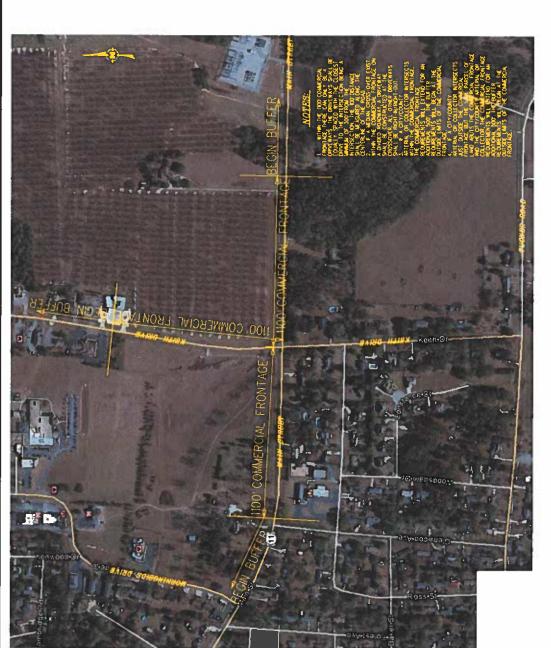










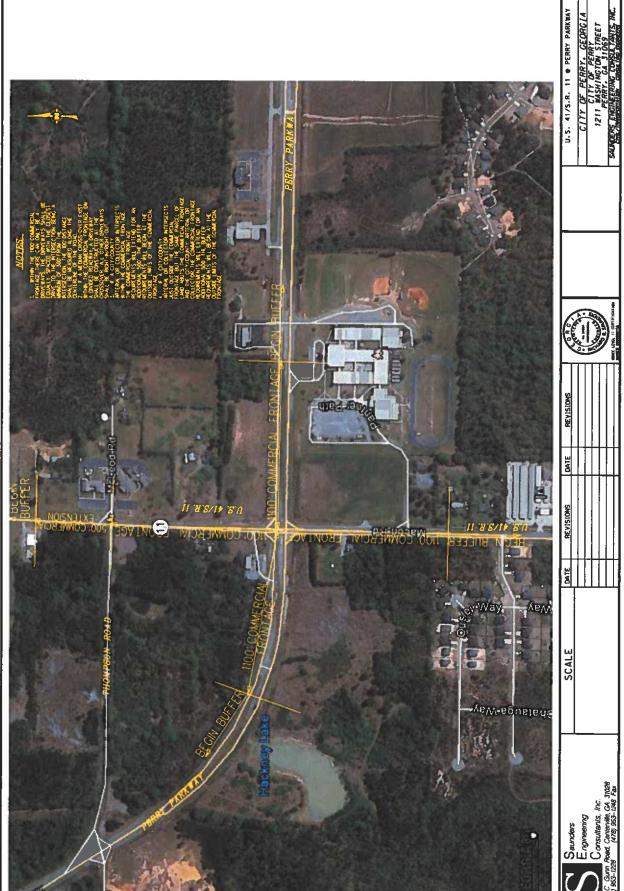






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Where Georgia comes together.

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO:

Mayor/Council

FROM:

Lee Gilmour, City Manager

DATE:

May 28, 2020

REFERENCE:

City green areas

Following up on Mayor Pro-Tempore King's request the Administration recommends Council adopt the below recommendations concerning City green areas.

1. Greenspace

- Parcels or portions thereof titled to the City for the purpose of preserving natural growth areas.
- May contain limited cross connection City infrastructure such as water / sewer, streets, etc.
- Other than infrastructure maintenance no other maintenance performed.
- Not available for public usage.

2. Pocket parks

- Parcels or portions thereof dedicated to surrounding neighborhood use.
- Contains neighborhood use items such as small playground equipment, picnic tables, etc.
- No parking lot provided.
- Maintenance by City.
- Not available for rent.

3. Passive parks

- Parcels or portions thereof dedicated to general public use.
- May contain items in a pocket park plus particular attractions such as water features, trails, education facilities and non-competitive items such as dog parks, ponds, tennis courts, etc.
- Limited parking.
- Maintained by City.

- Not available for rent.
- City may sponsor limited events.
- Large gatherings prohibited.

4. Destination parks

- Parcels or portions thereof dedicated to active public use.
- Contains a wide range of facilities for various competitive and non-competitive activities
- Department of Leisure Services scheduled activities and events.
- Available for rent.
- Any size group can use.
- Large areas for parking.
- May contain structures for community use.
- Serves regional users.

CITY OF PERRY

GREEN AREA EXAMPLES

Pocket Parks

- Woodland Park
- Johnny Noble Dixon Park
- Oldfield Park
- Willie Teontae Williams Park
- Magnolia Park
- Wooden Eagle Park
- Crossroads Park

Passive Parks

- Hafley Park
- Rotary Centennial Park
- Welcome Park
- Legacy Park
- Barbara Calhoun Park
- Pine Needle Park
- Heritage Oaks Park
- A. D. Redmond Park

Destination Parks

- Rozar Park
- Creekwood Park

