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City of Duluth, Georgia

Fiscal Year 2010 Budget

July 1, 2009 - June 30, 2010



City of Duluth, Georgia

Annual Budget

For the Fiscal Year July 1, 2009 to June 30, 2010

CITY COUNCIL

Nancy Harris	Mayor
Jim Dugan	Mayor Pro-Tem
Marsha Anderson Bomar	Councilmember
Jim Hall	Councilmember
Doug Mundrick	Councilmember
Greg Whitlock	Councilmember

CITY ADMINISTRATOR
Phil McLemore

DEPARTMENT DIRECTORS

Charles L. Barrett III	Court Services
Randall Belcher	Public Safety
Clifford Cross	Planning and Development
Teresa Lynn	Office of the City Clerk
Mary Kathryn Marelle	Parks & Recreation
Audrey Turner	Public Works
Alisa Williams	Public Information & Marketing

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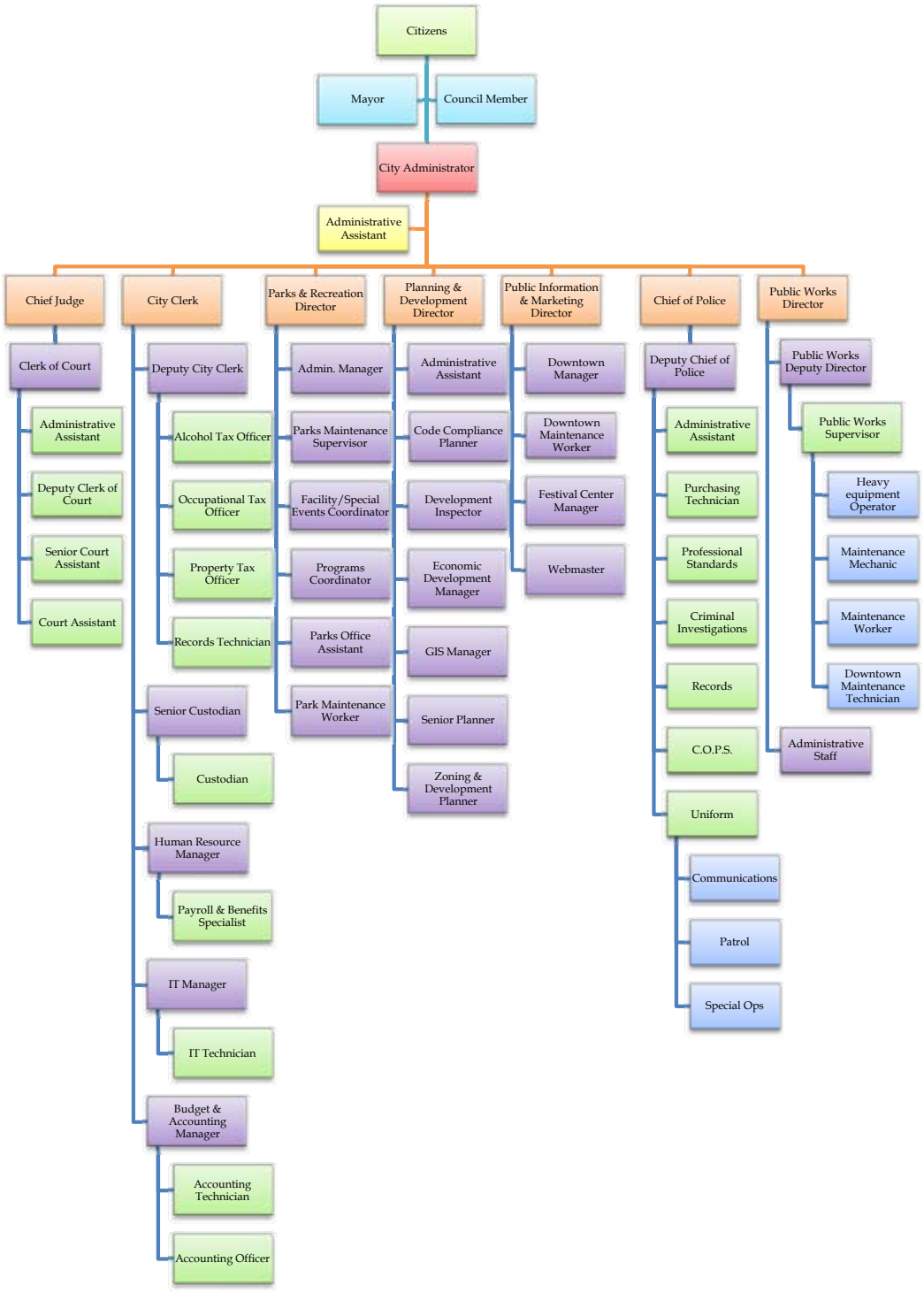
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City of Duluth
Organizational Chart



Budget Message

Madam Mayor, Members of City Council, Citizens of Duluth:

I am pleased to provide you with the City's FY 2010 Proposed Budget for the City of Duluth. In years past the City staff have developed the budget needs of their individual departments and discussed those with the City Administrator, City Clerk and Police Chief prior to making a presentation to the City Council. The FY 2010 is not a typical budget year. The economic slow down has caused a projected loss of $4 million in revenue to the City. All City Departments began their budget preparation knowing that they needed to find ways of reducing costs or raising revenues to meet the challenge of $4 million less in projected revenue. The City departments were able to cover about half of the lost revenue with a combination of budget cuts and revenue increases. The City was facing the possibility of a tax millage increase for the first time in 23 years.

To meet the FY 2010 Budget challenge the City asked for the help of citizens willing to give their time to look at the budget and help make decisions on meeting the remaining $2 million shortfall in revenue. Approximately 44 citizens participated in a Citizens Budget Committee and attended 4 night sessions to bring them up to speed on the current financial situation of the City and the budget for each City Department. Every City financial record regarding the budget was made available and nothing was off the table in meeting the budget. The Citizens Budget Committee agreed on the following seven items:

- The Citizens accepted the statement from each department that they had cut all they could and continue with the same level of service.
- The Citizens did not want to cut current level of services even if taxes had to be increased.
- The Citizens wanted the City to look for ways to increase revenues through "user fees" letting those that are using an additional service pay for it.
- The Citizens felt that the City should use a portion of their Reserve and Capital Fund ($865,482) to balance the budget and still maintain an adequate balance, however, they would support an increase in taxes before letting the fund become less than 3 months in reserves.
- The Citizens voted on a list of user fees aimed at generating additional revenue to balance the budget.
- The Citizens supported taking money from the 2009 SPLOST funds ($852,138) to be used for eligible projects where City General Revenue was being used.
- The Citizens felt that City employees should not have to bear any further burden beyond the forfeiture of merit pay, cola pay, performance compensations and hiring freeze.

The Citizens Budget Committee recommended the following "user fees":

- Court Use Fee ($20 add on) potential revenues of $200 to $250 thousand
- Dumpster Card Fee ($25 annual) potential revenues of $50-75 Thousand
- Garbage Bag Box Increase ($5) potential revenues of $100 Thousand
- Park user fees for non-City residents potential revenues of $15,000

Budget Message

The City staff accepted all of the recommendations by the Citizens Budget Committee and these were recommended to the City Council and they also accepted the recommendations and they are incorporated into the FY 2010 Budget that is presented.

This Proposed Budget includes detailed information on the City's operating performance, finances and spending. In particular, you will find departmental spending information at the line item level. Since it may be easy to get lost in the comprehensive presentation, please know that the City's overarching principles guided our development of this Proposed Budget and serve as its foundation.

In maintaining an open and honest government this budget proposal accounts for every dollar of proposed spending and is transparent to anyone who takes the time to review the materials.

The FY2010 Budget totals $42,648,393 and includes operating expenses of $15,763,830, debt service of $2,120,570, and capital expenditures of $24,763,993. This represents a reduction in operating expenses from FY09 levels of $3,174,940. Whenever possible, SPLOST funds are used to match grants to increase funds available for City projects from outside sources. Currently grants, outside funding, and SPLOST funds account for 58% of the budget and allow the City to continue its improvements in downtown, parks, and transportation without depending on property taxes.

The City's anticipated general fund revenues for FY2010 is shown on the following pie chart and is broken into60% from taxes, 19% from police fines, and 9% from inspection fees, interest income, parks, rental income, intergovernmental, and miscellaneous sources. Funds that are budgeted but not spent at the end of the budget year due to each departments efforts to spend less than budgeted is turned back into a "Prior Years Reserve Fund". Prior Years Reserves are used this year to balance the revenue side of the budget against anticipated expenses. The use of Prior Year Reserves of over $850,000 still maintains more than 3 months of reserves in the City account. The City Operating Expenses are 37% of the total budget and shown on a pie chart. The City Operating Expenses are broken down as follows: 34% for Administrative and General Government operations; 11% for Municipal Court; 36% for Public Safety; 6% for Public Works; 6% for Planning; and 6% for Parks. The final pie chart indicates that 58% of the total budget is spent on capital items, 5% on debt service, and 37% on operating expenses.

Duluth is a maturing City and is seeing the rapid growth of the 90's slowing and in its place a stronger focus on maintaining what has been built and the redevelopment of the older and under developed areas of the City. The City has an increased desire to seek more involvement from its citizens in shaping the future as reflected by the involvement of the Citizens Budget Committee in the FY2010 Budget. The future for Duluth, reflected in decisions made in this budget, is one that continues to strengthen the sense of community and the values it holds dear.

Respectfully submitted,

Phil McLemore
City Administrator

City of Duluth

A Journey Into the Past

City in Brief

The year was 1821. The man's name was Evan Howell. With his family, he came from North Carolina to the newly created Gwinnett County. He built a home and settled in the fertile bottom lands of the Chattahoochee River, an area previously inhabited by the Creek and Cherokee Indians. Mr. Howell constructed his first home on the site of the present residence of Mr. and Mrs. Scott Hudgens.

Like Howell, other pioneers began to flow into Gwinnett, and Indian Woodlands began to grow populated with crude cabins and rich farms. In 1833 Howell applied for permission to the Interior Court to construct a road across his land from the Chattahoochee River. The Court agreed with Howell that such a road would "promote the public good by affording additional facilities to travelers, passengers, and others." The new road joined the road from Lawrenceville. The residents christened the intersection Howell's Cross Roads. The name stuck for several decades until 1871 when the railroad came to town.

After the railroad was completed, the residents invited Evan Howell, a grandson of the early settler, to dedicate the new train depot and name the new town. At this time, Duluth, Minnesota was publicly humiliated by a U. S. Representative's speech concerning the railroad. Reasoning that healthy publicity couldn't hurt, Howell decided to take advantage of the situation, and so Howell's Cross Roads was given the name Duluth.

Around the turn of the Century, Duluth had farmers coming from surrounding counties to have their cotton harvests ginned and shipped. During those days the streets of downtown Duluth were so covered with bales of cotton overflowing from the warehouses that the main streets were virtually impassable. While they were in the town, families stocked up on store bought goods and supplies from local merchants.
At one time, Duluth could boast of three cotton gins, 10 cotton buyers, several warehouses, three mule trading barns, and three blacksmith shops. While much of the small-town character of this old cotton city remains, the hand of progress has led Duluth boldly and swiftly into the present. There is a lot of talk about the old days, and nostalgia runs deep as the Chattahoochee River. "Pride in Old and New" is not a motto the citizens of Duluth take lightly. Everyone here takes pride in what the community was, what it is today, and what it will be in the future. Duluth is a progressive City with its sights set firmly on the future, but a City with a promise to keep its "Old Town Pride."

Statement of our Philosophy

City in Brief

The City of Duluth's employees are totally dedicated to providing quality customer service to all members of our community. We have published standards displayed at the entrances of each department. Our Vision is that of a vibrant City, where people are excited about living.

A City dedicated to its citizens to ensure:

- A safe and secure community.
- A dynamic and efficient organization.
- A clean environment.
- Innovative regional leadership, and
- A proactive approach to all issues.

We intend to provide the highest quality service to all City residents and to all who interact with municipal government. In all activities, especially the budget, City employees strive to achieve total customer understanding and satisfaction. We maintain the highest standards of honesty, integrity, and trust; and thereby earn the confidence and respect of the community. We follow the basic tenants of the International City-County Management Association's (ICMA) Code of Ethics in all we do.

We share the fundamental belief that the quality of our performance as an organization is directly related to how well we inspire and support each other as colleagues and team members. We are consequently committed to being role models to create a quality work environment which:

- Values accountability,
- Rewards individual performance and organizational productivity,
- Fosters teamwork,
- Maximizes the development of personal performance,
- Stimulates empowerment and openness, and
- Encourages quality and excellence.

City of Duluth

Statement of our Mission

City in Brief

The City of Duluth serves the needs of the community in the following areas:

Efficient Refuse Collection	Zoning Code Enforcement
Recycling	Comprehensive Planning
Park/Recreation Services	Building Inspection
City Newsletter	Street Lights
Full Service Police Protection	Highway Beautification
Duluth Against Drugs	Drainage/Catch Basin Maintenance
Vacation House Checks	Franchise Management
Traffic Study Analysis	Street Maintenance/Resurfacing

Downtown Programs: including concerts, movies, festivals, etc.

Questions & Answers

1) QUESTION: What is the purpose of the City's budget?
ANSWER: The budget is an annual financial plan for the City. It specifies the level of services to be provided for the year and the resources needed to provide these services. The budget also acts as a policy document by enacting the goals and priorities set by the Mayor and Council.

2) QUESTION: What is an operating budget?
ANSWER: An operating budget is an annual financial plan for recurring expenditures such as utilities, salaries and supplies.

3) QUESTION: What is a capital improvement budget?
ANSWER: A capital improvement budget is a long and short range plan for construction of physical assets such as buildings, streets, and parks, as well as the purchase of vehicles and equipment.

4) QUESTION: What budgeting system does the City use?
ANSWER: A variation of Zero Based Budgeting (ZBB). Our budget system is sophisticated yet also a simple system. Some cities in the county are still striving to achieve what Duluth has been refining for over five years. Every department basically starts each year with nothing (zero dollars), then each builds the programs necessary to meet the defined strategy. If a project monitor doesn't take some positive action to build a program, there will be no funds to accomplish that project in the next or future years.

5) QUESTION: How exactly, does ZBB work?
ANSWER: The City's budget currently involves three basic parts : the Operating Budget made up of the General Fund, the Capital Improvement Programs (CIPs), and the Revenues. The Operating Budget includes the manpower, money and materials necessary for utilities, operations, and maintenance to provide all community services; the Capital Improvements address assets over $5,000 in value with a life span of three years or more to ensure the infrastructure remains sound now and in the future with out the need for crisis management. The projected Revenues provide the funds necessary to make everything happen. The staff uses a simple tool or vehicle to control each program as it moves through the cycle. This is called a Program Decision Package (PDP).

Questions & Answers

6) QUESTION: Who is involved?

ANSWER: Everyone with an interest in the City. This includes internal (wage, salaried, and appointed staff, and elected officials) and external (citizens of the community) participants. The key participants are generally the department heads and the elected officials. Since the department-heads know best what their operation and maintenance costs are, they are responsible for building the technical aspects of the budget. The elected officials, on the other hand, give staff policy direction – twice. First, through the annual Strategic Planning Conference, where near and long term goals are set and adjusted (early each year) – this insures incumbent AND newly elected officials are fully involved; and then later during the working sessions at the end of the cycle. The citizens give us feedback all through the year, and more specifically during the Public Hearings. Everyone has the opportunity to participate – the elected officials set policy as representatives of the community; the staff provides practical, technical and professional input for the best administration of that policy.

7) QUESTION: What basic rules are involved?

ANSWER: The rules are clear, but challenging. The staff must:

a. Provide all required services in a growth environment, yet they cannot intentionally plan to make a profit.
b. Absolutely never fall short (deficit spending).
c. Insure taxes remain level or declining.
d. Attempt to do all this with a minimum number of employees.

8) QUESTION: What is a PDP and how is it used?

ANSWER: The PDP, Program Decision Package, is normally a single 8 1/2 X 11 inch sheet of paper with all the necessary information about a specific program from which decisions may be made. It depicts the maximum which may be spent. Examples include a fleet of police vehicles, a computer system, a department with several employees, the City's legal service, etc. It may or may not have associated manpower requirements; if so, all relevant personnel information (salary, taxes, benefits, etc.) must be included. In one place it conveniently illustrates the current year's budget, prior year budget, prior years actual spending, and a projection for the next four years.

Questions & Answers

It also shows a division/account code column for accounting references throughout the year. The final collection of PDPs from the various departments ultimately makes up the City's budget. PDPs (both operational and capital) are constantly updated and ranked in importance during the preparation phases. The frequency of updates accelerates to daily, even hourly toward the end of the annual cycle, to insure every expense dollar of expense is considered absolutely necessary. The budget is derived from the final consolidation of PDPs.

9) QUESTION: With so many varied and necessary demands for funds, how does the City determine which PDPs are the most important?

ANSWER: An expanded set of rules is used. The staff ranks highest those which:

1. Most directly benefit the community.
2. Support all departments.
3. Yield the highest return-on-investment.
4. Maintain the department head's ranking.
5. Are the least costly, when ties apply.

Most directly benefit the community: For example, new Police Department vehicles used to protect the citizens would be considered more important than new furniture to make employee working conditions better.

Support all departments: Items that apply to all departments are considered more important than if they apply to just one e.g., City Hall telephone improvements are ranked higher than a new Park vehicle.

Yield the highest return-on-investment: Items that repay their cost, or do so more quickly than those with no return are ranked higher. For example: a new copy machine that will reduce maintenance and repair costs and pay for itself in six months is considered more necessary than a new color printer.

Maintain the department head's ranking: Items ranked by department heads retain their priority throughout later ranking iterations. For example: if the Police Chief ranks laptop computers higher than new weapons, the computers will always be sequenced higher than weapons.

Questions & Answers

For ties, the least costly: Where ties occur in the ranking, as frequently happens, the least costly item always takes precedence. Capital projects are ranked numerous times by the Budget Committee (made up of the Chief of Police, City Clerk and City Administrator), and then again if necessary by the Mayor and Council in working sessions. This list, like the Oper ating Budget, is always much larger at the beginning of the cycle. It is predictably pared down to meet the absolute MINIMUM realistic needs and available revenue. Items below the funding line are routinely dropped, and often reappear to compete in next year's iterations.

10) QUESTION: Are the participants restrained by any rules?
ANSWER: Absolutely! Both formal and informal. Understand that all who work at City Hall, truly live in a "glass house." Everything we do is open to the citizens' full scrutiny and review – there cannot be, nor are there, any secrets. Ethics and integrity are expected and delivered. All of this is reflected in the process of building our budget. Most elected officials honestly want to insure they do what is best for the majority of citizens. They have elected to represent the citizens and make decisions for the good of the entire community. They exercise their best judgment and make tough decisions in the process. On the formal side, beyond the political influnce, there are basic ranking rules. Some by Law, some by Charter, others by ordinance. The ranking rules follow these guidelines (the first being the highest priority):

1. Federal or State Law
2. Charter
3. Ordinance
4. Direct support of the first three
5. City Attorney and/or City Auditor
6. Mayor & Council
7. Citizens
8. Employees

Notice that the first five are controlled in some manner by Law, and that the employees' desires are last. Consequently, any potential rank and file bias is all but removed. No decision is arbitrary.

Questions & Answers

11) QUESTION: Where does the money come from to pay for this, and is it enough?

ANSWER: Duluth has, as does any city, multiple sources of revenue, but we are limited in quantity. The staff is always trying to identify ways to generate additional funds without burdening the public. Extra services are necessary in many areas, but no one wants to increase taxes – in fact under the Council/Manager form of government services have increased without increases in taxes. As you can see from the list of revenues in the revenue section of this budget, property taxes provide the most significant source of funds. These figures, more so than expenditures, are broad estimates. Some funds are not even collectable until late in the calendar year, and are often paid after established deadlines. This causes no end to the challenge to achieve the balance described above. This is also the reason Tax Anticipation Note (TAN) may be necessary during slow income periods. Fortunately, due to this precise budget system and our outstanding management team, we have eliminated TANs for the last ten years.

12) QUESTION: Since Revenues routinely appear greater than the Operating Budget, what does the City do with the difference?

ANSWER: A successful budget requires a balance between resources and requirements. The difference between revenues and operating expenses is the amount targeted for capital improvements before incurring bond or other types of debt. Under our budgeting approach we have had tremendous success in saving additional funds for infrastructure improvements. The actual amount identified for such improvements varies each year and ultimately leads to the "funding or cut line." This is the point along the cumulative amounts of ranked capital improvement programs where we must "draw the line," and cease further funding.

13) QUESTION: What is a millage rate?

ANSWER: In order to adopt an annual budget, the City must determine the level of revenues available to fund expenditures. Property tax revenue is a major source of funds for City services. The millage rate is the rate that is applied to the property value for tax calculation. The millage rate for fiscal year 09 was 5.191 mills, or $5.19 per $1,000.00 of taxable value. The tax value of property located in the City of Duluth is established by the Gwinnett County Tax Assessor. The City has no control over the taxable value of property, only the tax rate applied to that property.

Questions & Answers

14) QUESTION: What is the homestead exemption?

ANSWER: The City of Duluth has granted a $2,000.00 tax exemption to resident homeowners of the City. The exemption must be applied for through Gwinnett County. Once the exemption is granted by Gwinett County, the $2,000.00 exemption is deducted from the 40% assessment used by the City for tax rate calculations. The City also allows exemptions for senior citizens, disabled citizens, disabled veterans and residential transitional and conservation use property. These exemptions must also be applied for through Gwinnett County. These exemption amounts vary with individual circumstances.

15) QUESTION: Considering all that has been discussed, when and how is the millage rate set?

ANSWER: Everything just explained is done for the NEXT YEAR. Between September and November of next year we compare budgeted revenues with the actual amounts generated. As property taxes are the only revenue source for which the City has the ability to affect, the elected officials determine what tax rates are required to balance the current year's budget. This millage rate, or one very close, traditionally becomes the basis for the following or budget year's estimate. The final, current year, rate cannot be set until we receive the final tax digest from the County. By Law Gwinnett assesses the value of all County properties. City elected officials set final millage rates as soon as these figures are known.

16) QUESTION: After the budget is approved, how do we keep track of expenditures throughout the year?

ANSWER: Our Business Office establishes a set of codes by department which must be used to approve any and all purchases in each PDP, as they occur. Our computer system then helps track all expenditures by department on a real time basis. Department heads receive monthly reports of the budget line and how well they are tracking. Quarterly reports are also prepared for elected officials illustrating the same data numerically and graphically.

Questions & Answers

17) QUESTION: What happens if the expenditures begin to exceed projections or vice versa?

ANSWER: While this system is very precise, much of it is still based upon estimates. Deviations usually even out, i.e., cost overruns generally equal savings in the long term. But occasionally, adjustments are necessary. In those cases we formally adjust at mid-year and at year's end in public session. This allows slight variations experienced in actually running the City (e.g., a change in prices quoted 10 months earlier for a piece of equipment, or additional legal fees required due to an unexpected situation). Budget limits still cannot be exceeded.

The City of Duluth's financial policies, compiled below, set forth the basic framework for the overall fiscal management of the City. Operating independently of changing circumstances and conditions, these policies assist the decision-making process of the Mayor, Council and Administration. These policies provide guidelines for evaluating both current activities and proposals for future programs.

Budget Policies

The budget process is the primary mechanism by which key decisions are made regarding the types and levels of service to be provided by the City given the anticipated amount of available resources. All budgets will be adopted on a basis of accounting consistent with Generally Accepted Accounting Principles (GAAP). The basis of budgeting is modified accrual basis of budgeting. Revenues are budgeted when they become measurable and available and expenditures are charged against the budget when they become measurable, a liability has been incurred, and the liability will be liquidated with current resources. The approved budget for each fund must balance. The City shall avoid budgetary procedures that would fund current expenditures through obligation of future resources. All encumbered operating budget appropriations will lapse at year-end. Encumbered balances will be reappropriated in the following fiscal period in accordance with Generally Accepted Accounting Principles. The City will strive to include an amount in the General Fund Budget approved by the Mayor and Council (i.e., a line item for contingencies) for unforeseen (e.g., emergency type) operating expenditures. The amount of the contingency will be no more than 5% of the operating budget.

The City will establish a five-year Capital Improvements Program to be reviewed annually and incorporated into the budget. The City aggressively seeks State and Federal funds that are available for capital projects.

Budget Preparation Process

More than half a year is spent planning, preparing, and refining the budget by the time it is approved. The staff works for several months creating and revising each department's Program Decision Packages (PDPs). Each PDP covers all of the expenses needed to provide a particular service or carry out a specific function of City Hall. The PDPs are broken down into operational or maintenance type activities and capital improvements or equipment purchases.

The staff works continually preparing and revising the PDPs, adding new programs or deleting anything not necessary for keeping their programs functioning.

Revenue figures are estimated and revised as the month's progress so that a better estimation can be derived as to the amount of revenues estimated to be generated in the next year. The total proposed budget is then presented to the Mayor and Council with expenses the staff truly feels are needed to run the City in the following year, and the revenue that will be available to fund those expenses.

The Mayor and Council then spend several sessions going over the proposed PDPs with the staff, asking for explanations of specific requested expenditures. The Council then makes the final decision of what PDPs are to be approved. The process is completed with a public hearing where the citizens can voice their opinions or ask questions about the budget before it is adopted. Final changes can also be made at these hearings. The City staff and officials strive to make the budget and any other financial information available and understandable to the public.

Budget Amendments

The budget is a dynamic revenue and spending plan which requires adjustment from time to time as circumstances change. The Budget and Accounting Manager will prepare a six-month budget review report for budget adjustments, which will be done with an amendment approved by the City Council in public session.
Budget Control Guidelines
It is the responsibility of each department to control expenditures and expend funds only for items that have been budgeted. The Budget Ordinance stipulates that expenditures shall not exceed the appropriation authorized by the budget. Department heads are authorized to transfer funds up to $3,000 between line items within the same PDP. The City Administrator is authorized to transfer funds up to $10,000 within the same PDP and transfer funds up to $5,000 between PDP's. Transfers over $10,000 within the same PDP or over $5,000 between PDP's require the approval of the Mayor and Council in a public hearing.

Annual Audit

An independent audit in compliance with Generally Accepted Audit Standards will be performed annually by a qualified external auditor in accordance with GA. Code 36-81-7 and Section 6.28 of the City Charter.

Fund Accounting
The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenue, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements into three broad categories, each containing anywhere from two to five generic fund types as follows:

Governmental Fund Types:
Governmental Funds are those through which most governmental functions of the City are financed. All governmental funds are accounted for on a spending or "financial flow" measurement focus. The acquisition, use and balances of the City's expendable financial resources, and the related liabilities, (except those accounted for in proprietary funds) are accounted through governmental funds.

General Fund:
General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund. Most financial transactions are reported in this fund. Only one general fund is permitted for reporting purposes.

Special Revenue Funds:
Special Revenue Funds are created to account for the proceeds of specific revenues sources that are legally restricted to expenditures for specified purposes. The following is the City's special revenue funds: Greenspace Program, Landscape/Tree Fund, Sidewalk Fund, Federal Asset Forfeiture, State Asset Forfeiture, Operation Drive Smart, and H.E.A.T. Grant

Capital Project Funds:
Capital Project Funds are used to account for financial resources to be used for the acquisition and construction of major capital improvements. The city maintains various capital project funds for its project, in addition to funds for the 2001 SPLOST, 2005 SPLOST and 2009 SPLOST.

Debt Service Funds:
Debt Service Funds are used to account for resources used to repay the principal and interest on general long-term debt, such as general obligation bonds.

Permanent Funds:
Permanent Funds are used to report resources that are legally restricted to the extent that only earnings, and not principal may be used for purposes that support the reporting government's programs.

Proprietary Fund Types:
Proprietary Funds are created to account for activities of the government that are financed and operated similar to private business enterprises. They are generally seen as being self-supporting and derive most, if not all, of their revenue from consumer fees.

Enterprise Funds:
Enterprise Funds are used to report any activity for which the government charges a fee to external users for goods or services. The following is the City's enterprise funds: Solid Water Management, Mounted Patrol, and COPS Fundraiser.

Internal Service Funds:
Internal Service Funds are used to account for operations similar to those accounted for in enterprise funds, but only provide goods and services to other departments within the reporting government.

Fiduciary Fund Types:
Fiduciary Fund Types are created to account for assets held by the government in a trustee or agent capacity such as taxes collected and held on behalf of other local governments, pension plans, and trust which receive external donations for the benefit of parties external to the reporting government.

Agency Funds:
Agency Funds are holding accounts for assets belonging to someone other than the reporting government.

Pension Trust Funds:
Pension Trust Funds account for those assets held for retirement payments to the employees of the reporting government.

Investment Trust Funds:
Investment Trust Funds are used to account for the external portion of a government sponsored investment pool. The Georgia Fund I is an example of this type of funds.

Private-Purpose Trust Funds:
Private-Purpose Trust Funds are used to report resources held and administered by the reporting government when it is acting in a fiduciary capacity for individuals, private organizations, or other governments.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus.

All governmental funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Revenues measurable but not yet available and revenues billed in advance are recorded as deferred revenue.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due.

Investment Policies

Disbursement, collection and deposit of all funds will be appropriately scheduled to ensure the timely payment of expenditures and investment of funds. The amount of total bank balances is classified into categories of credit risk:

1) cash that is insured or collateralized with securities held by the City or by its agent in the City's name; or,
2) cash collateralized with securities held by the pledging financial institution's trust department or agent in the City's name.

Georgia statutes only authorize the City to invest in obligations of the United States Treasury or Agencies, banker's acceptances, repurchase agreements, the State of Georgia Local Government Investment Pool, and certificates of deposit in national and state banks insured by the Federal Deposit Insurance Corporation.

The City of Duluth has by ordinance established a Finance Committee, which is composed of up to eight members. The committee is made up of two members of the Duluth City Council, one to four residents of the City of Duluth with investment experience, the Human Resources Manager, and the Budget and Accounting Manager.

Members of the investment committee shall serve without compensation and shall meet at least quarterly to review policies and procedures and make recommendations to the City council. All written investment policies shall be approved by the investment committee.

Revenue/Expenditure Projection and Monitoring

The City shall maintain an internal control system to ensure adherence to the budget. The Budget and Accounting Manager will prepare a weekly cash flow projection to monitor incoming revenues versus outgoing expenditures. The Accounting office will also prepare timely monthly reports to Department Heads with expenditure information by line item; and quarterly summary reports with graphical analysis to the Mayor, City Council, City Administrator, Police Chief, and Department Heads.

Debt

As stated in the Budget Policies the City shall avoid using short-term debt to fund any operating costs. The City has one debt issue involving a lease-to-purchase of real estate, which currently houses the Red Clay Theatre. Other long term debt consisting of revenue bonds has been issued through the Downtown Development Authority (DDA) and the Urban Redevelopment Agency (URA). The revenue bond funds have been used for various capital projects, including the Town Green, the Public Safety Building and the New City Hall. While the debt associated with these borrowing resides with the DDA/URA that borrowed the funds, the City has entered into an intergovernmental agreement in which the City has agreed to purchase the completed capital asset from the DDA/URA and in return, the City will make semiannual payment to the DDA/URA equal to the amount of the semiannual bond payments.

Capital Improvement Programming

The City has established a five year capital improvement program which identifies capital projects to be funded during the next five years. The program identifies each proposed capital project to be undertaken, the year in which it will be started or acquired, the amount expected to be expended on the project each year, and the proposed method of financing these expenditures. This program shall be approved each year by the Mayor and Council.

The capital improvement budget represents the first year of the capital improvement program (the current year of the budget). The capital improvement budget is the government's annual appropriation for capital spending and is legally adopted by the Mayor and Council.

The capital improvement budget authorizes specific projects and appropriates specific funding for those projects. The capital improvement budget, not the capital improvement program, provides legal authority to proceed with specific projects. Projects listed in the capital improvement program for years other than 2010 (the out years of 2011-2014) are not authorized until the annual budget for those years is legally adopted. The out years serve only as a guide for future planning.

Working Capital Reserve

The City has established a capital reserve in the General Fund for working capital. The purpose of working capital is to pay for expenditures caused by unforeseen emergencies, handle shortfalls caused by revenue declines, and to eliminate as much as possible short-tern borrowing for cash-flow purposes.

Tax Millage Rate

As part of the normal budget process, the governing authority adopts a millage rate to provide property tax revenue to the General Fund. The millage rate for the year 2009 was .005191. For 2010 there is no anticipated change.

Millage Rates 1997-2009

1997	5.550	2004	5.191
1998	5.550	2005	5.191
1999	5.550	2006	5.191
2000	5.360	2007	5.191
2001	5.191	2008	5.191
2002	5.191	2009	5.191
2003	5.191		

City of Duluth

Budget Calendar

DATE	TIME	PLACE	
01/06/09	2:00 PM	Board Rm.	Budget Kick Off Meeting-Budget Calendar presented to Dept Directors to begin drafting of 2010 departmental budgets
03/05/09	2:00 PM	Conf. Rm.	Budget Meeting PDP's-Court Services, Public Works
03/12/09	2:00 PM	Conf. Rm.	Budget Meeting PDP's-City Clerk (Mayor & Council/Business Office/Human Resources/ General Government)
03/19/09	2:00 PM	Conf. Rm.	Budget Meeting PDP's-CIty Administrator, Public Information
03/26/09	2:00 PM	Conf. Rm.	Budget Meeting Budget Meeting PDP's-Chief of Police - Admin,CID,Records,Uniform,COPS
04/02/09	2:00 PM	Conf. Rm.	Budget Meeting PDP's-Planning & Development, Parks & Recreation, Police CID & Support Services
04/09/09	10:00 AM	Board Rm.	Budget Meeting-PDP Changes Due-Initial Revenues
04/14/09	2:00 PM	Conf. Rm.	Budget Meeting CIP's All Departments
04/16/09	2:00 PM	Conf. Rm.	Budget Committee CIP Ranking Session
04/16/09	3:00 PM	Conf. Rm.	Budget Committee Review session with Program Monitors; Review and discuss ranking of CIP Projects; Revenue figures updated-If needed-Changes no longer accepted
04/17/09			CIP Ranking by Staff presented to Council
04/22/09			Council returns their CIP Ranking to Staff
04/24/09			Budget Draft is finalized
04/27/09			Proposed 2010 Budget Draft presented in packets to the Mayor and Council, and to the City Attorney for review (Charter requirement)
04/30/09			Post public notice and e-mail newspaper for the three work sessions for the Council's review of the proposed budget
05/11/09	5:30 PM	City Hall	First Council review of proposed revenues & proposed PDP's.
05/13/09	5:30 PM	Bunten Rd.	Second Council review of proposed PDP's & proposed CIP's.
06/08/09	7:00 PM	City Hall	Public Hearing
06/22/09	7:00 PM	City Hall	Adoption of Budget (Rescheduled Mayor & Council meeting from June 22, 2009.)

The 2010 City of Duluth budget will become effective on July 1, 2009 and run through June 30, 2010. The City provides many services to its current residents and businesses, as well as planning for those that will be available in the future. The 2010 Budget accounts for over $39 million in general fund revenue, SPLOST funds and grants from a variety of sources. The property tax millage rate has not been increased since 1992.

This budget includes Operations and Maintenance funding and Capital Improvement Projects that will benefit the entire community. A half year is spent planning, preparing and refining the City's Budget. The staff prepares Program Decision Packages (PDP's) that present all of the expenses necessary to provide a service or carryout a function of the City. PDP's are also developed for Capital Improvement Projects. Revenue figures are estimated and revised as the month's progress. Once all the components are complete, the proposed budget is presented to the Mayor and Council.

The Mayor and Council spend several sessions reviewing and revising the budget as presented by staff. The City Council makes the final determination as to how much money will be approved for the operating budget and capital improvement budget. The last step of the process is the public hearing, where citizen input is accepted and considered. Once adopted, the budget is put into place and becomes the spending plan for the fiscal year.

Property Tax Rates

Ad Valorem Property Taxes are the largest single revenue source for the City of Duluth. The millage rates have remained steady historically, as you can see from the previous table. The City has been able to accomplish this objective as a result of new residential and commercial development and also through wise financial management. This expansion in residential and commercial development increases the demand for City services. The City's goal is to try to maintain the current level of services with minimal tax increases for the citizens of Duluth.

In addition to other revenues, Property Taxes provide support for expenditures of all city departments, with the exception of project specific grant funds. An illustration of how your property tax bill is calculated is shown in the table below, based on the current millage rate of 5.191 (0.005191).

EXAMPLE:
Based on a home with a fair market value of $100,000, the assessed value would be $40,000 ($100,000 x 40%), as tax bills are calculated using 40% of a property's fair market value. The amount billed for property taxes would be $40,000 x .005191 = $207.64 per year. The property tax bill would be further reduced by any exemptions available to the property tax owner and the tax bill its self would be reduced by any tax credit available.

Balanced Budget

REVENUES	
Projected Revenues, Grants & SPLOST	$ 40,247,002
Prior Year Reserves	2,836,391
Total Revenues	$ 42,583,393
EXPENDITURES	
Operations Budget	$ 17,884,400
Capital Improvements Budget	24,698,993
Total Expenditures	$ 42,583,393
Difference in Revenues and Expenditures	**$ -0-**

Revenue Summary

In FY 2010, it is anticipated that the City will take in $40,247,002 in revenue, granst and SPLOST. This includes funds received from taxes, license fees, fines, user fees, intergovernmental grants, SPLOST and bonds. For FY 2010, the City has budgeted to expend $42,583,393. As a result, it will be necessary to use $2,336,391 of the City's savings (prior year reserves) to fund the budgeted expenditures. Therefore, in FY 2010 the City has a balanced budget.

Detail of Revenue Sources

General Revenues

Property Taxes	$5,698,000
Franchise Tax	$1,750,000
Alcohol Beverage Tax & Handling Permit	$662,500
Insurance Premium Tax	$1,239,000
Other Taxes	$429,000
Occupational Tax	$835,000
Inspection Permits	$296,000
Police Fines Police Fines	$2,600,000
Police Bonds	$450,000
Court User/Technology Fees	$320,000
Red Light Monitoring System Fines	$50,000
Other Police Admin. Income	$68,625
Interest Earned-CD's/Capital Reserve/Gen. Fund Checking	$288,000
Recreation Programs	$199,600
Other Income	$295,250
SPLOST Funding of Debt Payments	$315,870

Solid Waste Franchise Fees	$23,920
Workers' Comp Loss Fund	$80,320
State Drug Fund	$10,000
Federal Drug Fund	$110,000
Total Operating Revenue	**$15,721,085**

Grants, SPLOST & Other Sources

City Hall/Church Renovation - SPLOST	$250,000
Living Memorial Fund - Governor's Grant/ Donations	$62,500
Downtown Parking - SPLOST	$1,510,000
Downtown Redevelopment - DDA Funds	$421,000
Sidewalk Pleasant Hill Road - Donations	$-
Western Gwinnett Bikeway - CMAQ/TEA/ TIP/HPP Grants	$3,404,686
Streetscape/Master Sidewalk Plan - CMAQ/ TE/HPP Grants/SPLOST	$2,328,800
Rogers Bridge Trail and Trailhead - TEA/ DNR Grants/SPLOST/Donations	$495,192
Landscape Medians on PIB - Donations	$11,706
Green Space Program - Donations	$74,466
State Route 120 Realignment- SPLOST	$2,000,571
Hospital Road Connector - LCI Grant/ SPLOST	$2,758,857
Ridgeway Extension - SPLOST	$2,031,000
Hill Areas Phase II-B Project - CDBG Grant	$600,000
Buford Highway/SR 120 Gateway to Downtown - CMAQ Grant/SPLOST	$753,781

State Route 120 Sidewalks to the Monarch School - TIP Grant/SPLOST	$728,313
Buford Highway Medians	$360,000
McClure Br./W. Lawrenceville St. Reconstruction & Sidewalk Improvements	$2,500,000
Water & Sewer Improvements - Buford Hwy	$1,250,000
Consolidated Vehicle Purchase	$193,000
Mounted Patrol - Donations	$8,500
COPS - Donations	$30,000
State Grants - GOHS and GEMA	$95,000
Federal Grant - Bullet Proof Vest	$20,000
Federal Grant - Byrne Recovery JAG Grant	$51,909
Federal Grant - CHRP - Cops Hiring Program	$359,136
S. Hudgens Park Improvements/Restroom/ Concession Building	$380,000
Taylor Park Playground	$287,500
Rogers Bridge Dog Park	$450,000
W. P. Jones Activity Building	$30,000
Park Land Purchase	$550,000
Transportation/Infrastructure Improvements	$530,000
Total Grants & Other Sources	**$24,525,917**

Detail of Revenue Sources

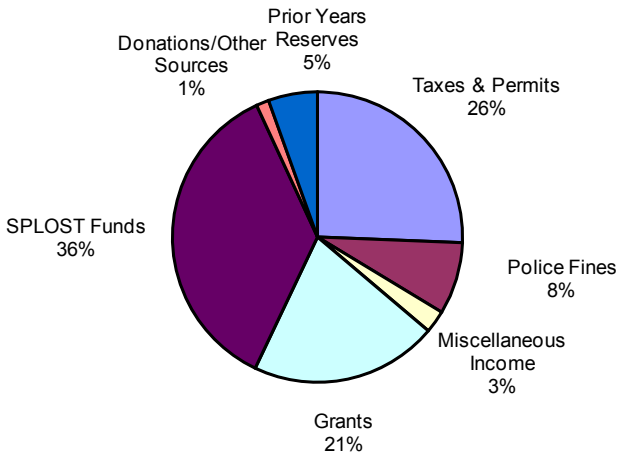
Total Operating, Grants & SPLOST Revenue	**$40,247,002**

Prior Year Reserves

Fund Balance (held in CD's etc.)	**$12,285,012**
Fund Balance General Fund	**$762,831**
Total Available Prior Year Reserves	**$13,047,843**

Revenue Sources	**2010 Budget**
Taxes & Permits	$10,909,500
Police Fines	3,420,000
Miscellaneous Income	1,075,715
Grants	8,897,963
SPLOST Funds	15,342,661
Donations/Other Sources	601,163
Prior Years Reserves	2,336,391
Total Revenues	**$42,583,393**

Revenue By Source



REVENUE EXPLANATION – GENERAL FUND
June 30, 2009 to July 1, 2010

$5,698,000 – Property Taxes: This is revenue derived from a tax levy on real and personal property within the corporate limits of Duluth. Each year the Duluth City Council adopts a property tax rate for the ensuing fiscal year. Bills are mailed each fall, after the tax digest has been reviewed and approved by the Georgia Department of Revenue. The Tax Commissioner of Gwinnett County is responsible for preparing the annual digest and submitting it to the City. The assessed valuation is 40% of the actual value of the property. In 2001 Gwinnett County voters approved a referendum granting a tax freeze. In the absence of a millage rate increase, the exemption holds constant the county government portion of property taxes when there is a property value increase. County taxes will be calculated based on the 2001 value BUT city taxes will continue to be calculated on the current year's value. The prospect for increased revenues from property taxes is dependent upon growth in the area of new construction, annexation, increased-property values, or the enactment of tax rate increase. Projections on this year's property re-appraisals may result in an average 8-10% increase in the tax digest. The figure listed is using the millage rate of 5.191 mills, subject to change once the digest is received and audited. 90% of property taxes are collected on or before November 30th. Collections received after November 30th is considered delinquent and penalties accrue. This is the only revenue item the City has flexibility in when determining the revenues. The largest amounts of these funds are collected in November of each year.

The Georgia Taxpayer's Bill of Rights (SB 177) requires that the City report increased tax revenue that will be received as a result of increased property values. If property tax revenue increases due to reassessments, SB177 requires that cities rollback taxes or hold public hearings and publish press releases to notify interested persons that taxes have been increased. The proposed millage rate of 5.191 may be low enough that the City will not show an increase in property tax revenue due to reassessments. However, the exact amount of the expected revenues decrease cannot be determined until the final tax digest data is received from Gwinnett County in late May. Staff projects that the current millage rate of 5.191 will need to be raised by at least 2 mills to meet the General Fund Expenditure.

Breakdown:

• Property Taxes	$ 5,650,000
• Interest	13,000
• FIFA	2,500
• Penalty	32,500

$1,750, 000 – Franchise Taxes: Public Utilities operating within the City of Duluth must pay to the City a franchise fee in return for the right to do business within the City and for the right to use public rights-of-way for transmission lines, pipes, wires, etc. The City receives franchise fees from Ga. Power, Jackson EMC, United Waste, Atlanta Gas Light Company, AT&T, American Towers, and the Cable TV companies. These funds are collected quarterly, with the exception of Ga. Power which is the largest and is collected once annually in late February.

$662,500 – Alcohol Taxes: These4 taxes are derived from collections of an Alcohol license tax from businesses licensed to sell alcohol for consumption, packaged beer and wine and packaged liquors within the city limits as well as taxes levied on distributors. Distributors pay a set price for each liter of alcohol delivered within the corporate limits of Duluth.

• Alcohol Beverage Tax	$500,000
• Mix Drinks	$ 35,000
• Beer Only	$ 1,000
• Beer & Wine Licenses	$ 15,000
• Beer & Wine Pkg.	$ 32,000
• Liquor Licenses	$ 34,000
• Package Stores	$ 30,000
• Alcohol Application Fees	$ 3,000
• Alcohol Late Penalties	$ 500
• Handling Permits	$ 12,000

$1,239,000 M – State of Georgia Insurance Taxes: The State of Georgia levies a tax on insurance premiums collected within the City limits. Revenue from this tax is then distributed back to the City each October.

$429,000 – Other Taxes: The majority of this revenue is derived through the collection of taxes on vehicle tags and mobile homes, real estate transfer and Insurance License taxes. These revenues are collected and distributed through Gwinnett County. State law and local ordinance govern the collection of this tax. These funds are collected quarterly distributed as follows:

• Motor Vehicle	$340,000
• Insurance License Tax	$ 35,000
• Intangible	$ 44,000
• Transfer Taxes	$ 10,000

$835,000 – Occupational Taxes:

$75,000 – Occupational Tax Adm. Fees: The City projects collections of $75,000 in administrative fees. These funds are collected to cover the administrative costs associated with the processing of the Occupational Tax Applications.

$5,000 - Occupational Tax Penalties: Late penalties occur after the March 31st due date. 90% of the taxes are collected on or before March 31. Collections received after March 31st is considered delinquent and penalties accrue.

$675,000 – Occupational Taxes: FY10 projections for the collections of Occupational Taxes on those businesses located within the City of Duluth. The tax for such license is based on the type of business in which the entity is engaged. Such taxes are due at the time the business begins operation and are renewed thereafter on or before each April 1.

$80,000 – Institution Tax: The City projects to collect $100,000 in Institutional Taxes on local financial institutions located in the City. Renewals are mailed out in January with a March 31st deadline. The majority of these funds are collected in March.

PLANNING & DEVELOPMENT REVENUES

$296,000 – Planning & Development -Inspection Permits – Fees & Fines: This revenue is generated from fees collected from the issuance of building permits, development and land disturbance/signs/ swimming pool/rezoning/re-inspection and other miscellaneous inspection fees. The City's Compliance Officers also issue tickets which can be paid by mail or by a non-court appearance at City Hall. These funds are collected throughout the year. The City anticipates collecting the following revenues from Planning & Development:

• Development/Land Disturbance Permits	$ 7,000
• Sign Permits	$ 8,000
• Building Permits Commercial	$155,000
• Building Permits Residential	$100,000
• Swimming Pool Permits	$ 300
• Rezoning	$ 1,500
• Re-inspection Fees	$ 1,500
• P/Z Misc. Fees	$ 1,000
• Plan/Plats Review fees	$ 10,000
• Re-Permitting Fees (Bldg)	$ 1,000
• Mechanical Permits	$ 5.500
• V/SE/CU Applications	$ 4,000
• Compliance Inspections	$ 100
• Sale of Ordinance	$ 100
• NDES Permits	$ 1,000

POLICE REVENUES

$2,600,000 - Police Fines/Ticket Add-on Fees: This revenue is generated from fines and forfeitures in the Duluth Municipal Court. State law and local ordinance govern these fine schedules. An amount of $1.1M is included in the total fine amount and is projected as 25%-30% of the fines collected through municipal court which are payable to certain State and County Government programs mandated by law. The City's projected revenues on fines collections for FY10 is approximately $2.5M.

$450,000 – Bonds: These funds are collected through bonds. The City projects each year an amount that will be returned to the defendant by order of the Courts.

$200,000 Court User Fees: These funds are collected thru fines for the purpose of offsetting cost directly associated to the operation of courts.

$120,000 Technology Fees: These funds are collected from traffic fines for the purpose to be placed into designated fund to be applied to the purchase and mtce. of Police Software.

$50,000 – Red Light Monitoring System Fines: These funds are anticipated from fines generated through the red light monitoring systems. Cameras located on Peachtree Industrial Boulevard, Pleasant Hill Road Intersection, Sugarloaf and Buford Highway, Pleasant Hill and N. Berkeley were disconnected in May 2009, therefore fine collections from tickets issued in May are anticipated to be cleared thru normal payments or thru the court system on or before August 2010.

$68,625– Police Other Administrative Income: This revenue source is derived from copies, fingerprints permits, gifts, bad check collections, auction proceeds, etc. Also included are the projected confiscated drug funds from the State and Federal as a result of Drug Busts. These funds are collected throughout the year as listed.

• Copies	$ 5,500
• Fingerprints	$25,000
• Criminal History Checks	$25,000
• Misc.	$ 3,000
• Bad Check Fee	$ 125
• Auction Proceeds	$10,000

INTEREST EARNED

$8,000 – Interest Earned from the City General Checking Account: This revenue source is derived from interest earned on the City's General Fund checking account. This is a floating interest rate tied to the T-Bills.

$200,000 – Interest Earned from Certificate of Deposits: This revenue source is derived from interest earned on the City's Short Term Investments. (Example: CD's). These funds are collected when a Certificate of Deposit is cashed out.

$80,000 – Interest Earned from Capital Reserve/Worker Comp Funds: Interest earned thru the Capital Reserve and Worker Compensation Funds. The Capital Reserve Investments are designated funds that required vote of Council to be transferred to General Operations. The interest earned is compounded. The Worker Comp Funds are funds set aside to pay claims thru the city's loss fund account.

PARKS & RECREATION REVENUES

$55,000 – Parks & Recreation Program Fees: These fees will be collected from recreational programs established for the Parks and Recreation Department. This revenue source will be collected thru registration fees to offset the instructor's expenditure line item for recreational programs such as karate, basketball, dance, tennis, yoga, etc. These fees are collected monthly and may vary depending on programs offered to the public.

$10,000 – Bunten Road Facility Rentals: Revenue fees to be collected from rental of park facilities for special events, business meetings, birthday parties, and receptions.

$600 - Bunten Road Pavillion Rentals: Revenue fees to be collected from rental of rooms for special events, business meetings, etc.

$25,000 – Contractual Fees/Field Rentals: Revenue source are fees to be collected from organizations that are under contract with the City for use of Parks facilities/fields such as but not limited to Peachtree Ridge Youth, Notre Dame Academy, Atlanta United Fire, DYBSA.

$15,000 – Gym Rental's: This revenue source will be collected thru rental fees for recreational programs such as basketball leagues, basketball tournaments and practices. These fees are collected when rented.

$60,000 – Day Camp- Contractual Program Fees – Instructors, Summer Hires: This revenue source will be collected from registration fees to offset the summer hires and instructor's expenditure line item for recreational program Summer Day Camp. These fees are collected monthly and may vary depending on programs offered to the public.

$30,000 – Tennis Camp/Tennis Fees: This revenue source will be collected from the City's tennis programs. Tennis courts usage from W.P. Jones and Bunten Park tennis complexes.

$500 – Rogers Bridge Park Facilities Rentals: This projected revenue is fees to be collected from rental of park facilities for special events, family reunions and birthday parties.

$1,500 – W.P. Jones Park Pavilion Facilities Rentals: This projected revenue is fees to be collected from rental of park facilities for special events, family re-unions, birthday parties, and group functions.
$2,000 – Special Events Camps: This projected revenue is fees to be collected from Summer Sports Camps, including Challenger Soccer, Tavani Soccer and the Michael Douglas Basketball as well as from the senior activities such as the Senior's Valentine Dance.

OTHER INCOME

$295,250 – Other Administrative Income: This revenue source is derived from the sale of items such as photocopies, sale of t-shirts, umbrellas, car tags, VIP table rentals/linens, proceeds from vendors who participate in the sale of city ordinances, Christmas Ornaments, calendars and donations to historic bldg., etc.

• Credit Card Convenience Fee	10,000
• Copies	10,000
• Recycling	8,000
• Veteran Flag Donations	500
• Rental of City Hall Community Rm.	100
• Misc. Revenues	8,000
• Lease/Rental of Main St. Properties	56,000
• Cell Tower Lease Rentals	30,000
• DFC Deposit Loss	1,650
• Special Events Sponsors	10,000
• Rental of DFC (Weddings, Meetings etc.)	30,000
• Duluth Fall Festival Donation	100,000
• VIP Table Rentals (Concerts)	2,500

•	Dumpster Card Fees	25,000
•	Sale of Merchandise (Ornaments etc.,)	500
•	Town Green Concessions	1,500
•	Booth Rentals	1,500

TOTAL: $15,180,975. 00

PDP Total $17,344,290.00 (Difference $2,163,315.00)

NOTE: There are other additional sources of revenue that may affect the FY10 Budget that could be decided after the budget adoption.

1. Tax Equity Refund

CARRY FORWARD REVENUES FROM GRANTS
CITY MATCHING FUNDS
PRIOR YEARS & CURRENT YEAR
NON RANKING ITEMS

(CA-05-10 CIP) - CITY HALL PROJECTS/ CHURCH RENOVATIONS - $286,367: Prior Year Budgeted 09 SPLOST Funds in the amount of $250,000 and the remaining Furniture Fund CD funds in the amount of $36,367 will be carried forward to allow for any additional constructions/furniture purchases for the renovations of the Old Methodist Church building and furnishing for the new city hall.

- $36,367 – Furniture Fund (Certificate of Deposit)
- $250,000 – FY09 SPLOST – Church Interior

(CA-23-10 CIP) - LIVING MEMORIAL FUND - $72,500: Funds donated for the purpose of constructing a Living Memorial. The City received donations from local businesses in FY06/07 approximately $50,000, of which $7,500 was used for project design costs leaving a balance of $42,500 in donated funds. In the FY08 Budget the City budgeted $10,000 from the General Fund for this project. The City applied for and was awarded a grant from the Governor's Local Assistance Grant Program in the amount of $20,000 and in April 2008 $2,251 was donated to this fund by the American Legion Riders.

- $42,500 - Donations
- $10,000 - FY08 General Revenues
- $20,000 - Governor's Local Assistance Grant Program

(CA-24-10 CIP) – DOWNTOWN PARKING/LIBRARY LAND - $1,510,000: Funds for the purchase of land in the downtown to serve as a location for a County library. The County would construct the new library above the parking deck so that retail, commercial office, condos or some type of public facility could be constructed on top of the parking deck. Purchase is contingent upon agreement with the County on library construction.

- $1,510,000 - 2009 SPLOST

(CA-37-10 CIP) - DOWNTOWN REDEVELOPMEMT - $421,000: Carried forward DDA Funds. It is anticipated that these funds will be spent on demolition and land acquisition. (Used to be CD-37-08)

- $50,000 - DDA Funds
- $371,000 - DDA Funds From Sale of Land

(CD-20-10 CIP) – WESTERN GWINNETT BIKEWAYS PROJECT - $3,404,686:
In FY99-00 the City was awarded a Congestion Mitigation and Air Quality grant for installation of a portion of the Western Gwinnett Bikeway along Peachtree Industrial Boulevard in the amount of $178,000. In FY00 the city was also awarded a Transportation Enhancement Activity grant in the amount of $790,400 for installation of the 8 to 12-foot wide pedestrian/bicycle trail along Peachtree Ind. Blvd., from Rogers Bridge to Summit Chase where Gwinnett County will continue it to Pickneyville Park. The funds shown represent approximately 80% federal grant money for development of bikeways along Peachtree Industrial Boulevard as part of the Western Gwinnett Bikeway. These grants are carried over from the FY99 and include the Congestion Mitigation and Air Quality Grant and Transportation Enhancement Grant (TEA) in the amount of $300,000. 2005 and 2009 SPLOST funds will be used for the required matching portion of these grants. The funds will be used to complete the development of the Western Gwinnett Bikeway within the City Limits of Duluth from North Berkley Lake Road to Rogers Bridge Road along Peachtree Industrial. Recent additional funding from HPP in the amount of $300,000 makes this project feasible. Preliminary estimates for the City indicate that there are now sufficient funds to complete the total project. During FY02 $148,314 was spent on engineering. Total project $3,404,686. NOTE: Recent additional funds now make this project feasible. Public Works is currently picking up trash and cutting weeds where the paving will be placed. This reduces the amount of area to cut; however, surface repairs will need to be made from time to time.

- $178,000 - FY99 CMAQ Bikeways Grant
- $35,600 - CMAQ Match from Fy05 SPLOST
- $790,400 - FY99 Federal TEA Grant
- $300,000 - FY06 TEA GRANT
- $75,000 - FY06 TEA MATCH from FY05 SPLOST
- $759,616 - FYO5 TIP Grant
- $298,893 – FY05 TIP MATCH from FY05 SPLOST
- $300,000 - FY05 HPP Grant
- $75,000 – FY05 HPP MATCH fromFy05 SPLOST
- $92,177 - TIP Match From CD-23 05 SPLOST for Sidewalks
- $500,000 – 09 SPLOST

(CD-23-10 CIP) – DULUTH STREETSCAPE/MASTER SIDEWALK PLAN - $2,328,800: To fund the City's continuing successful street and sidewalk improvement program identified on the Master Sidewalk Plan. These funds will be used to match anticipated 2005 Sales Tax Funds for the construction of sidewalks. Proposed sidewalk locations include Davenport Road, and Irvin dale Road.

- $14,311 – 09 SPLOST
- $296,000 – 09 SPLOST
- $24,751 – 09 SPLOST
- $1,184,000 - FY05 CMAQ Award
- $150,000 - FY06 TE Grant
- $34,738 - FY06 TE MATCH from 05 SPLOST
- $500,000 - FY05 HPP Grant
- $125,000 – FY05 HPP MATCH from 05 SPLOST

(CD-31-10 CIP) – ROGERS BRIDGE TRAIL & TRAILHEAD - $495,192: These funds represent FY00 federal grant money for the development of the Rogers Bridge Trail. The Rogers Bridge Trail is a joint project of Fulton, Gwinnett, and Duluth with each taking a portion the project. Duluth is connecting the Western Gwinnett Bikeway from Peachtree Industrial to the end of Rogers Bridge with a 10 to 12-foot wide paved path. Gwinnett County is restoring the bridge and Fulton is extending the trail from the bridge into Fulton County. The DNR portion of the CIP is for a grant to construct a portion of a multi-use trail running parallel with the Chattahoochee River. The project has been bid out and awarded. Engineering work has been completed and the project was placed out for bid and awarded. The city is waiting on GDOT to start construction. Work will begin in FY09 and be carried forward into FY10.

- $25,201 – FY00 TEA MATCH from 09 SPLOST
- $272,000 - FY00 TEA Grant
- $2,991 - Donation – Bikes Belong Coalition
- $100,000 - DNR GRANT
- $95,000 - DNR MATCH from FY05 SPLOST

(CD-41-10 CIP) – LANDSCAPE MEDIANS ON PEACHTREE INDUSTRIAL BLVD. - $16,000: These funds are for additional landscaped medians on Peachtree Industrial Boulevard. The City has $3,890.39 carry over funds in the Tree Bank Fund, $1,816 left over in the City Funds from the three medians completed in FY07 and projected FY10 donation of $6,000. The City is contributing $4,294 in general fund. Three medians are still unplanted. Gwinnett County DOT has approved this project.

- $4,294 – City Funds FY07 Carry Forward
- $11,706 - Tree Bank Donations

(CD-43-10 CIP) – GREENSPACE PROGRAM - $74,466: These are carry forward designated funds that were paid in lieu of providing either on site trees or open green space. The project is dependent on outside funding. One of the purposes of these funds is to help the City work toward achieving the State's goal of 20% open space. The funding for this CIP comes from developers purchasing property to meet their open space requirements.

- $15,000 - Developer contributions
- $59,466 – Greenspace Funds Carry Forward

(CD-46-10 CIP) – HIGHWAY 120-REALIGNMENT - $2,000,571; Engineering for SR 120 Realignment. The County has budgeted $1.5 million in 2001 SPLOST funds for this project with the balance, plus interest carried forward to FY10. Additional funds transferred from CD-55-08 (05 SPLOST) for building demolition and repairs at intersection of Main Street and Highway 120 and 09 SPLOST funds were added in FY10.

- $1,680,077- 01 County SPLOST Funds
- $70,494- Transfer from CD-55 05 SPLOST
- $250,000 – 09 SPLOST

(CD-47-10 CIP) – HOSPITAL CONNECTOR ROAD PROPERTY ACQUISITION - $2,758,857: These funds from 2001 and 2005 SPLOST transportation funds will be used to purchase 2 ½ acres of property on Highway 120 for the Hospital Connector Road. CIP CD-53-04 was combined with CD-47-05 for clarification and ease of use purposes as well as to show all of the costs associated with the project. SPLOST funds allocated in FY04 will be carried forward. $62,000 has been added to FY06 for costs associated with additional environmental reviews associated with this project and Ridgeway Extension (CD-51-06) These additional costs have been equally split ($31,000) between the two projects. Further, unspent preliminary engineering funds from the Highway 120 realignment project have been transferred into this CIP. A portion of the $403,435 will be spent in FY09 and the remainder in future years. Implementation of the roadway will provide connectivity and an alternative route for moving traffic.

- $146,031 - 01 SPLOST FUNDS FOR LCI GRANT MATCH
- $1,364,000 - LCI 2005 GRANT FUNDS
- $69,303 - LCI GRANT TRANSFER FROM 120 REALIGNMENT (CD-46-08)
- $42,978 - LCI '03 Award for ROW transfer from CD-55
- $263,637- LCI '03 (Construction) transfer from CD-55
- $45,984 - LCI '04 (Ridgeway Ext) transfer from CD-51
- $180.359 - LCI City Match (Ridgeway Ext) transfer from CD-51
- $146,565 - 05 SPLOST FUNDS FOR LCI GRANT MATCH
- $500,000- 09 SPLOST

(CD-51-10 CIP) – RIDGEWAY EXTENSION (aka McClure Bridge Rd. Connector) - $2,031,000: Ridgeway Extension runs from the end of Ridgeway Road to McClure Bridge Road near the Joan Glancy Hospital. All previous grant funds were transferred to CD-47 Hospital Connector in FY08. An additional $1,500,000 in 09 SPLOST funds was added to this project in FY10.

- $31,000 - 05 SPLOST
- $2,000,000 - 09 SPLOST – Anticipated for ROW Purchase/PE/Environmental

(CD-52-10 CIP) – HILL AREAS PHASE II-B PROJECT - $600,000: Additional Community Development Block Grant Funds will be requested to provide street improvements in the Hill Area of Duluth as Phase II-b of the overall improvement plan. Phase II-b consists of improving Church Street. 2001 SPLOST was used as part of the City's match. The remaining portion of the match was from the general fund. FY08 Prior Year Reserves were brought forward in the amount of $82,800 for Right of Way Acquisition. Additional funding is now required to continue this project. The City will apply for an additional Community Development Block Grant and provide 09 SPLOST matching fund in FY10.

- $100,000 – 09 SPLOST FUNDS
- $500,000 - FY 10 CDBG FUNDS

(CD-56-10 CIP) – BUFORD HIGHWAY CORRIDOR STUDY - $122,415; Buford Highway Corridor Study from Pleasant Hill Road to Old Peachtree Road. Project to center on re-development potential of corridor. LCI Grant funds removed from the project in FY09. General funds of $25,000 transferred from CA-01 and $25,000 transferred from CD-06 into this project in FY09 and added to the remaining $32,415 in general funds. This CIP is not eligible for SPLOST funding.

- $82,415 – FY08 GENERAL FUNDS
- $40,000 – FY08 GENERAL FUND CARRY FORWARD

(CD-57-10 CIP) – BUFORD HIGHWAY/SR120 GATEWAY TO DOWNTOWN - $753,781: This project will improve the intersection of Buford Highway/US 23 and Duluth Hwy/SR 120, within the City limits. This project will also create a pedestrian linkage between the gateway and downtown Duluth. The project will improve pedestrian safety, connectivity and mobility from the east side of SR 120 across Buford Highway into downtown. The intersection improvements include the provision of refuge islands with decorative pavers, landscaping, ADA compatible crosswalks, sidewalks, curb and gutter and handicap ramps. It will also include a raised median on the north approach of Buford Highway where it is currently only striped. This is a reimbursable grant.

- $496,000 - FY05 TIP GRANT - Construction
- $124,000- 05 SPLOST - City Match - Construction
- $133,781 - 05 SPLOST - City Match - Engineering

(CD-58-10 CIP) – SR 120 SIDEWALKS TO MONARCH SCHOOL - $728,313: The SR 120 Project from US 23 to Monarch School involves safety upgrades and improvements, sidewalks, pedestrian crossings at SR 120 and US 23. The project will provide gap closure and safe pedestrian access to the downtown area and connect to the high school providing a safer route to school.

- $496,000 - FY05 TIP AWARD
- $124,000 – 09 SPLOST - City Match - Construction
- $103,000 – 09 SPLOST - City Funds (P/E)
- $5,313 – 05 SPLOST Match

(CD-60-10 CIP) – BUFORD HIGHWAY MEDIANS - $360,000; The Buford Highway median landscape project is the first phase of infrastructure improvements along Buford Highway to encourage redevelopment, pedestrian accessibility, and visual improvements.

- $300,000 – FY07 TE GRANT
- $60,000 – 09 SPLOST MATCH

(CD-61-10 CIP) – MCCLURE BR. /W. LAWRENCEVILLE ST. RECONSTRUCTION & SIDEWALK IMPROVEMENTS - $2,500,000; This project will consist of the reconstruction and widening of McClure Bridge and W. Lawrenceville Street. The reconstruction of the street will consist of complete regrinding and resurfacing of the street based upon a completed pavement evaluation by QORE Property Sciences. In addition, the City will also construct curb, gutter and sidewalks to further promote pedestrian safety along this corridor.

- $1,250,000 – 09 SPLOST – ROW Reconstruction
- $1,250,000 – 09 SPLOST – Sidewalks

(CD-62-10 CIP) – WATER & SEWER IMPROVEMENT – BUFORD HWY - $1,250,000; This project will consist of the reconstruction and installation of water and sewer infrastructure along Buford Highway. The purpose of this project will be to provide the incentive of utility connections to all parcels located along Buford Highway to promote redevelopment and revitalization.

- $1,250,000 – 09 SPLOST – Infrastructure Improvements

(PD-20-10 CIP) – CONSOLIDATED VEHICLE PURCHASE - $193,000; 09 SPLOST funds for the purchase of 7 new vehicles with equipment. One unit will be assigned to Police Administration, four units to Criminal Investigation and two units to Uniform Division.

- $193,000 – 09 SPLOST

COPS STATE/COUNTY/FEDERAL & LOCAL GRANTS
NO CITY MATCH FUNDS/NON RANKING
CARRY-FORWARD PROJECTS

(PD-60-10 CIP) – MOUNTED PATROL DONATIONS - $8,500: If received these funds will be used to support the Special Mounted Patrol Operations. Transferred funds are from GOHS Operation Drive Smart Contract fees. The City will have no match with these funds.

- $7,000 - Operation Drive Smart
- $1,500 - Carry Forward FY09 Donated Funds

(PD-63-10 CIP) – COPS DONATIONS - $30,000: Funds if received these funds will be used to support community oriented policing programs. COPS Programs consist of but not limited to ADVANCE, bike rodeos, anti-gang efforts in the schools, "Our Creation" mentoring, and various middle and high school educational programs. Transferred funds are from GOHS Operation Drive Smart Contract fees. The City will have no match with these funds.

- $5,000 – COPS Fundraiser
- $10,000 – Operation Drive Smart
- $15,000 – Carry Forward FY09 Donated Funds

(PD-72-10 CIP) – STATE GRANTS – GOHS and GEMA - $95,000: If awarded these funds will be used to support Operation Drive Smart. $17,000 of this proposed revenue from contract fees will be used to support other programs; $7,000 for the Mounted Patrol and $10,000 for COPS Donations to support Community Policing Programs. The City will have no match with this grant.

- $50,000 – GEMA
- $45,000 – GOHS

(PD-73-10 CIP) – FEDERAL GRANTS – BULLET PROOF VEST - $20,000: The Department of Justice provides a Bullet Proof Vest Grant which assist law enforcement with 50% purchase of vest. If awarded the City will provide the required 50% match from the City's Federal Asset Forfeiture Fund Account.

- $10,000 – Dept. of Justice Grant
- $10,000 – Federal Asset Forfeiture Funds

(PD-74-10 CIP) – FEDERAL GRANT – BYRNE RECOVERY JAG GRANT - $51,909: If awarded these funds will be used to support a broad range of activities to prevent and control crime and improve the criminal justice system. The grant is provided by the U. S. Department of Justice through the Bureau of Justice Assistance under the Justice Assistance Grant (JAG) Program. The City will have no match with this grant.

- $51,909 – Byrne Recovery JAG Grant

(PD-75-10 CIP) – FEDERAL GRANT – CHRP – COPS HIRING RECOVERY PROGRAM - $359,136: If awarded these funds will be used to hire law enforcement officers. The CHRP grant is provide through the Department of Justice and provides 100% funding for entry level salaries and benefits for 3 years. At the conclusion of the grant, the City must retain all sworn officers awarded under the CHRP grant. The City will have no match with this grant.

- $359,136 – Dept. of Justice Grant

PARKS & RECREATION SPLOST FUNDS NON RANKING CARRY-FORWARD PROJECTS

(PK-27-10 CIP) – S. HUDGENS PARK IMP./RESTROOM/CONCESSION BUILDING - $380,000: This project is for the design and construction of a restroom facility and concession building in the Scott Hudgen Park. Both 2005 and 2009 SPLOST funds have been designated for the project.

- $150,000 – 2005 SPLOST FUNDS
- $230,000 – 2009 SPLOST FUNDS

(PK-29-10 CIP) – TAYLOR PARK PLAYGROUND - $287,500: This project is for the design, purchase and installation of landscaping and playground equipment in Taylor Park. The project is part of the City's 2007 Master Park Plan. 2001, 2005 and 2009 SPLOST funds have been designated for the project.

- $118,000 – 2001 SPLOST
- $40,000 – 2005 SPLOST
- $129,500 – 2009 SPLOST

(PK-33-10 CIP) – ROGER BRIDGE DOG PARK - $450,000: This project is for the design and construction of a dog park in Roger Bridge Park. The dog park will include fencing, irrigation and signage necessary for the park. The project is part of the City's 2007 Master Park Plan. 2009 SPLOST funds have been designated for the project.

- $450,000 – 2009 SPLOST

(PK-34-10 CIP) – W. P. JONES ACTIVITY BUILDING - $30,000: This project is for the design of a 4000 square foot activity building in W. P. Jones Park. The new building will replace the old Depot building that was on the property and will be used for senior activities and programs as well as weekend and evening facility rentals. 2009 SPLOST funds have been designated for the project. Construction cost has tentatively been included in the FY11 budget.

- $30,000 – 2009 SPLOST

(PK-35-10 CIP) – PARK LAND PURCHASE - $550,000: This project is for the purchase of 10+ acres of park land on Rogers Bridge Road to be part of Rogers Bridge Park. The purchase of the park land is part of the 2007 Master Park Plan. The City has obtained a grant for the Trust for Public Land to help with the purchase and will pay the balance with 2009 SPLOST funds.

- $250,000 – Trust for Public Land Grant
- $300,000 – 2009 SPLOST

PUBLIC WORKS SPLOST FUNDS NON RANKING CARRY-FORWARD PROJECTS

(ST-32-10 CIP) –TRANSPORTATION/INFRASTRUCTURE IMPROVEMENTS - $530,000: This project covers both major street upgrades and routine maintenance as well as storm water repairs and maintenance Additionally, the project covers the beginning engineering cost for McClure Bridge/W. Lawrenceville Street reconstruction, which will include drainage upgrades and sidewalk construction. 2005 SPLOST funds have been designated for this project.

- $530,000 – 2005 SPLOST FUNDS

TOTAL CIP'S $24,698,993

DESIGNATED/RESTRICTED FUNDS AS OF 4-29-09

Capital Reserve Fund Balance: $2,873,790.19: These restricted funds are invested with Gwinnett Community Bank in a Certificate of Deposit and requires a vote of four members of council to release. These funds are also used to help offset the 4 months operating reserve of budget.

Workers' Compensation Fund: $643,583.79: These are designated funds to offset the cost of WC Claims that are deposited into a MMA at Gwinnett Community Bank. ($22,523.32 set aside in a checking account titled "Workers Comp. Loss Fund" .... funds are transferred from the Workers Comp. Fund to pay the claims).

Rental Car Excise Tax; $23,298.14: These are designated funds that are generated from a 3% excise tax charged to rental car agencies in the City. The tax is remitted month from the rental car agency.

Downtown Development Bond Funds: $867,011.41: These are designated/restricted funds from the 2000 Bonds and will be used to offset expenditures for the construction costs associated with Phase II. These funds are deposited in Wachovia.

Downtown Development Funds: $455,474.97: These are designated/restricted funds set aside in a checking account located at BB&T Bank. In 2001 the DDA sold to JPW Mgmt. Company two parcels of property one in the amount of $115,000 on 3137 Main Street and another in the amount of $159,988 (Dispain Cabinet Shop Property) these funds were first set aside in 11-30-01. DDA then purchased from United Nations parcel #37 & 38 of District 6 for $218,566.60 leaving the balance at present. These funds are from the sale of the property to EJT Corp. 2007.

2005 SPLOST Funds: $6,915,040.94: Designated/restricted funds.

2001 SPLOST Funds: $1,094,295.17: Designated/restricted funds.

State Route 120 Re-Alignment: $1,677,580.90: Designated/restricted funds for the re-alignment of Highway 120.

(PD-24-09 CIP) State Drug Fund: $36,689.50: These restricted funds if received will be designated funds and can only be used toward the purchase of equipment/supplies directly related to drug offenses.

(PD-25-09 CIP) Federal Forfeiture Funds: $151,896.85: These restricted funds received in FY04 are governed by Federal Regulations as to how they can be used and cannot take the place of previously budgeted items and can only be used toward the purchase of equipment/supplies directly related to drug offenses.

Police Dept. Escrow Fund: $51,784.46: Funds held in this account that cannot be released until the Courts judicator.

Technology Fee Funds: $10,635.50: Ticket add-on fee of $10 that is added to each citation for the purpose of paying for new police software.

TOTAL DESIGNATED/RESTRICTED FUNDS: $14,801,081.83

EXPENDITURE SUMMARY - OVERALL

ALL FUNDS COMBINES	BUDGET FY06	BUDGET FY07	BUDGET FY08	BUDGET FY09	BUDGET FY10
Operations Expenditures					
General Government	$1,419,790	$1,371,750	$1,594,620	$1,864,660	$1,668,620
Administration	2,792,370	2,162,960	1,933,410	2,019,640	1,877,930
Parks & Recreation	974,380	1,042,640	1,154,660	1,211,470	1,216,810
Public Safety	5,506,880	7,966,780	8,417,010	8,844,190	8,483,880
Public Info. & Marketing	N/A	N/A	477,210	621,800	428,000
Public Works	865,310	975,970	1,018,530	1,114,880	1,060,850
Planning & Development	1,027,930	1,107,710	1,167,800	1,192,080	1,027,740
Debt Service	1,270,411	2,723,530	3,151,180	4,190,630	2,120,570
Total Operating	13,857,071	17,351,340	19,914,420	21,059,350	17,844,400
Capital Improvement Expenditures					
Capital Improvements	38,715,556	24,503,318	25,072,312	17,511,391	24,698,993
TOTAL EXPENDITURES	52,572,627	41,854,658	43,986,732	38,570,741	42,583,393

OPERATING BUDGET REQUEST BY DEPARTMENT

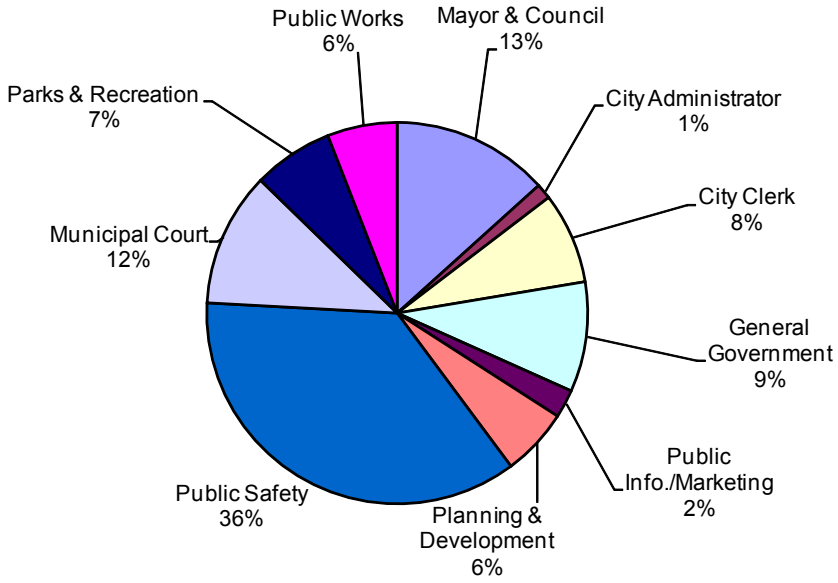
		Requested 2010
MAYOR & COUNCIL		
MC 01-10 Administration		261,180
MC 03-10 Debt Service		2,120,570
Total	$	2,381,750
CITY ADMINISTRATOR		
CA 01-10 Administration		227,610
CA 06-10 Strategic Planning Conference		5,950
Total	$	233,560
CITY CLERK		
CC 01-10 Administration		1,178,270
CC 02-10 Boards & Committees		7,120
CC 05-10 Human Resources Operations		197,800
Total	$	1,383,190
GENERAL GOVERNMENT		
GG 02-10 Operations of City Hall		325,870
GG 03-10 Solid Waste Management		23,920
GG 05-10 Consolidated Office Supplies		63,990
GG 06-10 Consolidated Computer Maintenance		523,400
GG 08-10 Emergency Repairs & Fuel and Oil		318,200
GG 10-10 Workers' Compensation		80,320
GG 12-10 Landscape Maintenance		145,000
GG 14-10 Employee/Council/Community Relations		187,920
Total	$	1,668,620
PUBLIC INFORMATION/MARKETING		
PI 01-10 Administration		323,890
PI 10-10 Downtown Operations		104,110
Total	$	428,000
PLANNING & DEVELOPMENT		
CD 01-10 Administration		746,740
CD 06-10 Street Safety		281,000
Total	$	1,027,740

MUNICIPAL COURT		Requested 2010
CS 01-10 Administration		532,250
CS 02-10 Court Pass Through & Add-on Fees		1,507,390
Total	$	2,039,640
PARKS & RECREATION		
PK 01-10 Administration		832,980
PK 02-10 All City Passive Parks		30,630
PK 03-10 All City Tennis Courts		26,180
PK 04-10 All City Athletic Parks		206,400
PK 08-10 Recreation Program Operations		120,620
Total	$	1,216,810
PUBLIC WORKS		
ST 01-10 Administration		982,350
ST 02-10 Community Enhancement		17,500
ST 03-10 Maintenance of City Buildings & Property		61,000
Total	$	1,060,850
PUBLIC SAFETY		
PD 01-10 Administration		740,670
PD 02-10 Criminal Investigation Division		649,900
PD 04-10 Police Support Services Division		1,117,440
PD 07-10 Police Uniform Division		3,305,800
PD 08-10 Police Community Relations/COPS		388,430
PD 15-10 Consolidated Vehicle Maint. Division		122,000
PD 24-10 Police Federal Asset Forfeiture Fund		110,000
PD 25-10 Police State Asset Forfeiture Fund		10,000
Total	$	6,444,240
GRAND TOTAL	**$**	**17,884,400**

By Department

Department	2010 Budget
Mayor & Council	$2,381,750
City Administrator	233,560
City Clerk	1,383,190
General Government	1,668,620
Public Info./Marketing	428,000
Planning & Development	1,027,740
Public Safety	6,444,240
Municipal Court	2,039,640
Parks & Recreation	1,216,810
Public Works	1,060,850
Total Operations Expenditures	**$17,884,400**

Overall Cost By Department



Department Description



Duluth is served by a Mayor and five City Council Members. All members are elected at-large. The Mayor Pro-tem is selected by the Mayor and approved by the Council. The Mayor and Council serve four-year staggered terms.

The City Council serves as the Community's legislative body responsible for enacting City ordinances, appropriating funds to conduct City business, and providing policy direction to the City Administrator. The Council appoints the City Administrator, the Chief of Police, the City Clerk, the City Attorney, the Municipal Court Judge and Solicitors, Board Members, and the City Auditor and designates the City's legal organ (newspaper).

The City Council provides policy direction and leadership to the City officials and serves as a liaison between the City and a variety of committees, boards, commissions, and citizen groups considering community issues.

MISSION, GOALS AND OBJECTIVES

1. To provide policy direction and leadership to the City officials.
2. To solicit and obtain citizen input.
3. To publicly consider, discuss and vote on matters of concern relating to the municipality and to the Duluth community.
4. To maintain and improve the quality of City services.
5. To ensure the continued fiscal health of the City and improve the economic health of the Duluth community.

PROGRAM DECISION PACKAGE

PDP #: MC-01-10
PDP TITLE: Mayor and Council Operations
PDP MONITOR: City Clerk

PDP DESCRIPTION: This PDP covers the salaries, meeting expense, training & seminars for the elected officials.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Meeting/Training Expenses	101/111052371	18.59	20.00	**14.55**	14.99	15.44	15.90	16.38
Travel/Parking Expenses	101/111052351	2.81	3.00	**4.00**	4.12	4.24	4.37	4.50
Contingency*	102/111057201	198.50	250.00	**200.00**	200.00	200.00	200.00	200.00
Subtotal:		219.90	273.00	**218.55**	219.11	219.68	220.27	220.88
PERSONNEL:								
Number		6	6	**6**	6	6	6	6
Salaries	101/111051110	39.00	39.60	**39.60**	39.60	39.60	39.60	39.60
FICA	101/000051220	2.98	3.03	**3.03**	3.03	3.03	3.03	3.03
Subtotal:		41.98	42.63	**42.63**	42.63	42.63	42.63	42.63
TOTAL:		261.88	315.63	**261.18**	261.74	262.31	262.90	263.51

*Transferred from MC-02. MC-02 has been deleted.

PROGRAM DECISION PACKAGE

PDP #: MC-03-10
PDP TITLE: Debt Service-Town Green Phase I, Public Safety, Red Clay Theatre, City Hall
PDP MONITOR: Mayor and Council

PDP DESCRIPTION: Debt Service Payments on the Town Green Phase I, Public Safety facility, Red Clay Theatre and City Hall. This is funded both with General Fund Revenues and SPLOST Funds. Bond payments are due semi-annually in December and June. Red Clay Theatre payments are due quarterly.

GENERAL FUND:	**FUNDS** 100/700/770 Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Red Clay Theatre Principal (1)	224/800058131	154.88	159.58	**164.42**	84.07	0.00	0.00	0.00
Red Clay Theatre Interest (1)	224/800058132	15.16	10.46	**5.62**	0.95	0.00	0.00	0.00
Town Green Bond Principal (DDA) (1)	000/000012512	140.00	155.00	**160.00**	165.00	405.00	425.00	450.00
Town Green Bond Interest (DDA) (1)	845/800058210	303.95	295.31	**286.98**	278.39	263.31	241.36	218.21
Public Safety Bond Principal 03 (1)	000/000012512	385.00	405.00	**420.00**	435.00	455.00	475.00	495.00
Public Safety Bond Principal 05 (2)	000/000012513	1,265.00	1,305.00	**0.00**	0.00	0.00	0.00	0.00
Public Safety Bond Interest 03 (1)	000/800058210	380.07	364.29	**347.68**	330.46	312.63	293.97	274.50
Public Safety Bond Interest 05 (2)	000/800058210	76.33	38.76	**0.00**	0.00	0.00	0.00	0.00
City Hall Bond Principal 06 (2)	000/000012514	235.00	1,270.00	**175.00**	180.00	185.00	195.00	200.00
City Hall Bond Interest 06 (2)	000/800058210	196.62	187.22	**140.87**	133.87	127.21	120.27	112.86
City Wide Software Principal (1)	000/000012270	0.00	0.00	**350.00**	428.00	432.00	436.00	440.00
City Wide Software Interest (1)	902/800058230	0.00	0.00	**70.00**	16.00	12.00	8.00	4.00
TOTAL:		3,152.01	4,190.62	**2,120.57**	2,051.74	2,192.15	2,194.60	2,194.57

(1) Payments funded with General Fund revenue $1,804.70, which is 85% of total.
(2) Payments funded with 05 SPLOST revenue $315.87, which is 15% of total.

Department Desription



The City Administrator is charged to independently manage the daily operations of the City government in accordance with local ordinances, laws and policies prescribed by the elected officials. His responsibilities and authorities are directed toward orchestrating the full spectrum of activities of the City by making on-scene decisions. He is charged to provide honest, impartial and fully researched recommendations to the governing body on a wide range of selected issues. Duties include acting as a focal point for strategic and tactical planning, programming and budgeting; serving as a liaison between the City staff and the governing body; supervising all City department directors; assisting the general public; and serving on various boards and committees dedicated to improving and/or resolving key community issues. Obligations include, but are not limited to, extensive interaction with City employees; elected officials; local, state, federal, and international government officials; business executives and community leaders; civic organization; developers and builders; citizens and homeowner associations; various news media; attorneys; school boards; hospital administrators; transportation managers; fire & rescue; and the full range of financial institutions.

Mission, Goals & Objectives

The City Administrator will establish the economic and financial policies necessary to achieve the City's strategic vision. In establishing these policies, the City Administrator will ensure that the welfare of Duluth's citizens is promoted. The City Administrator will also ensure that employees and officials of the City of Duluth receive written guidance related to these policies and procedures.

The City Administrator will work towards consolidating the policies and procedures of the Administrative Division and the Police Department.

The City Administrator will continue the effort of recruiting and retaining quality employees. In addition to challenging all employees to pursue their personal and professional growth objectives through training and education.

The City Administrator will continue to provide the Mayor and Council with various options and recommendations for the best course(s) of action to resolve challenges as they surface. Then, based on their policy decisions, the City Administrator will initiate the necessary steps to accomplish resolution.

The City Administrator will continue the approach of empowering department heads and employees with both the authority and the responsibility to accomplish the City's strategic vision. However, if the City Administrator identifies a situation to be beyond the ability of the Department Head, the City Administrator will personally and directly become involved to ensure a successful resolution.

The City Administrator will continue to encourage and support attempts to increase the beautification of the City by seeking additional grants and matching fund programs for trees, greenbelts, sidewalks and trails. He will ensure new park developments remain on schedule, within budget and receive highest positive media coverage. Further, he will continue to manage initiatives which provide additional infrastructure improvement programs including: street light upgrades, storm water drainage maintenance, road resurfacing and maintenance, and neighborhood matching fund options to the extent allowed within the approved budget.

PROGRAM DECISION PACKAGE

PDP #: CA-01-10
PDP TITLE: City Administrator's Office
PDP MONITOR: City Administrator/City Admin. Assist.

PDP DESCRIPTION: The City Administrator's Office is responsible for controlling, monitoring and directing all operational functions of the City of Duluth. This office currently consists of two personnel: the City Administrator, and the Executive Assistant. The City Administrator's Office serves as the focal point for all internal and external City functions including response and support to various individuals, groups and agencies which include but are not limited to: the elected officials, other governmental agencies, businesses, developers, media, special interest groups, and school systems. Consulting engineering is used as needed on projects such as the church foundation or overseeing sidewalk projects.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Office Equipment	201/132053160	2.29	1.50	**0.00**	0.00	0.00	0.00	0.00
Office Equip. Maintenance	201/132052220	0.00	1.00	**1.00**	1.03	1.06	1.09	1.13
Training/Seminars	201/132052370	8.26	6.30	**1.00**	1.03	1.06	1.09	1.13
Vehicle	201/132053127	4.80	4.80	**4.80**	4.94	5.09	5.25	5.40
Publications	201/132053141	0.08	0.15	**0.00**	0.00	0.00	0.00	0.00
Professional Fees	201/132052361	0.74	1.75	**1.25**	1.29	1.33	1.37	1.41
Consulting Engineer	201/751052121	48.15	60.00	**30.00**	30.90	31.83	32.78	33.77
Subtotal:		64.32	75.50	**38.05**	39.19	40.37	41.58	42.83
PERSONNEL:								
Number		2	2	**2**	2	2	2	2
Salaries	201/132051110	131.53	139.56	**142.72**	151.28	160.36	169.98	180.18
Overtime	201/132051130	1.54	2.50	**1.00**	1.03	1.06	1.09	1.13
Part-time (1)	201/132051111	6.22	15.44	**0.00**	0.00	0.00	0.00	0.00
FICA	201/000051220	10.73	12.05	**11.00**	11.88	12.59	13.35	14.15
Benefits	201/132051292	32.30	36.06	**34.84**	27.99	29.67	31.45	33.33
Performance Comp.	201/132051291	2.54	3.01	**0.00**	3.03	3.21	3.40	3.60
Subtotal:		184.86	208.62	**189.56**	195.21	206.89	219.27	232.39
TOTAL:		249.18	284.12	**227.61**	234.40	247.26	260.85	275.21

(1) College intern cost transferred to CC-01

PROGRAM DECISION PACKAGE

PDP #: CA-06-10
PDP TITLE: Strategic Planning Conference (Council & Dept. Heads)
PDP MONITOR: City Administrator
PDP DESCRIPTION: Annual reviews of our vision and strategic goals (to include near term assignments) are necessary to ensure we remain proactive in achieving our expanding objectives. We continue to remain far ahead of most of our contemporaries in part due to this annual process. It has been an extremely valuable tool for comprehensive planning. It ensures seated and newly elected officials and employees are involved and have the opportunity to contribute to our future. An independent facilitator will always lead the event, so that all City personnel may objectively participate. Further, the event is generally held at a location where we can proceed without interruption. The media and public will continue to be invited through proper public notice. A need exists for the Administrative Departments to work toward a cohesive approach to our long term vision, goals and methods of accomplishments. The staff makes an exceptional progress in our planning with the governing body at the big conference but as a cohesive staff we must iron out our internal approaches to these ends. This exercise was done for the first time in 2001 and it allowed staff to look at long range goals.

In Thousands of Dollars

General Fund	FUND 100 Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Facilitator - Council	206/132052122	1.63	2.45	**2.00**	2.06	2.12	2.19	2.25
Meeting Expense Council (1)	206/132052373	3.67	7.00	**2.00**	2.06	2.12	2.19	2.25
Meeting Exp. - Dept. Heads	207/132052373	0.53	0.80	**0.80**	0.82	0.85	0.87	0.90
Facilitator - Dept. Heads*	207/132052122	0.98	1.15	**1.15**	1.18	1.22	1.26	1.29
TOTAL:		6.81	11.40	**5.95**	6.13	6.31	6.50	6.70

(1) City Council conference will be in Duluth and not include overnight stay or dinner.

Department Description



The City Clerk/Business Office departments are managed by the City Clerk. Under this department heads supervision, the Office has the responsibility for many combined functions that provide citizens an effective and efficient local government. These functions are described below.

The City Clerk serves as secretary to the council by ensuring that all meetings are recorded and published in a timely fashion. The City Clerk also ensures that City records are maintained according to local, state and federal regulations. In addition, the City Clerk serves is the election superintendent and is responsible through this Office for coordinating municipal elections.

The Office administers personnel functions such as payroll and fringe benefits plans. The City's fringe benefit plan include vacation and sick leave, health insurance, dental insurance, retirement benefits, life insurance, workers compensation and unemployment insurance.

All financial related matters are administered by this office. Receipts are collected and posted daily, including property taxes, occupational taxes, franchise taxes, alcohol taxes, police fines and building permits. The Office develops operating and capital budgets and performs financial analyses such as projecting and managing revenues and expenditures, planning for the short and long term financial needs of the City, and determining the City's current and future financial position.

Mission, Goals & Objectives

The City Clerk/Business Office is a team of service-oriented professionals who strive to provide efficient, courteous, and impartial service. We aspire to maintain the highest level of excellence in provide our citizens quality customer service.

To maintain a quality professional staff that is obligated to the citizens they serve. To develop high standards personal and professional ethical behavioral that is desirable for our citizens.

To preserve, maintain and record official acts of the elected officials of the City and to maintain all legislative records, thus preserving its rich history.

To maintain an environment that fosters a sense of purpose, innovation, accomplishments and personal development.

To continue to work toward improvements to the City's Web Site to provide effective communication with the Citizens.

To maintain the City's positive financial position by delivering recognizable value for revenues collected and expended.

To continue to enhance the effectiveness of the department though the use of new technology.

PROGRAM DECISION PACKAGE

PDP #: CC-01-10
PDP TITLE: City Clerk's/Business Office
PDP MONITOR: City Clerk/Deputy City Clerk

PDP DESCRIPTION: The City Clerk's Office is created by the City Charter to perform certain duties prescribed and other duties as directed by the Mayor and Council. The Business Office is responsible for customer service, tax collection, accounting and budgeting.

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Dues & Subscriptions	301/159052361	19.92	4.95	**4.67**	4.81	4.95	5.10	5.26
GwMA Contract Personel	301/159052361	44.74	44.50	**35.50**	36.57	37.66	38.79	39.96
Partnership Gwinnett/Bus. Dev.	301/159052363	24.15	24.27	**12.14**	12.50	12.88	13.27	13.66
GA. State Code Books	301/159053141	0.30	0.40	**0.40**	0.41	0.42	0.44	0.45
Office Equipment	301/159053160	4.33	3.50	**2.00**	2.06	2.12	2.19	2.25
Training/Seminars/Travel	301/159052370	5.32	6.50	**5.43**	5.59	5.76	5.93	6.11
Certification Expense	301/159052371	3.87	7.00	**5.67**	5.84	6.02	6.20	6.38
Election Supplies/Notices	301/140052331	4.32	0.50	**5.00**	10.00	0.50	10.00	0.50
Public Notices	301/159052332	0.99	2.80	**1.20**	1.24	1.27	1.31	1.35
Codification	301/159052111	3.35	5.00	**5.00**	5.15	5.30	5.46	5.63
Policies/Procedures	301/159052372	0.00	2.90	**2.00**	2.06	2.12	2.19	2.25
Asset Mgmt. GASB 34	301/153552139	1.05	2.00	**2.00**	2.06	2.12	2.19	2.25
Telecomm. Mgmt Svs. GMA	301/159052321	14.85	16.00	**16.00**	16.48	16.97	17.48	18.01
City Attorney (2)	302/153052122	80.95	91.87	**81.00**	83.43	85.93	88.51	91.17
Tax Billing (TBS & Postage)	401/151453111	3.27	7.43	**9.00**	9.27	9.55	9.83	10.13
Bad Debt Admin. (Taxes)	401/151452112	1.83	1.00	**2.50**	2.58	2.65	2.73	2.81
Taxes on Purchased Property	504/156552227	0.00	20.68	**20.68**	21.30	21.94	22.60	23.28
Property & Liability Insur.	904/155552311	232.61	271.00	**275.00**	283.25	291.75	300.50	309.51
Subtotal:		445.85	512.30	**485.19**	504.60	509.93	534.72	540.96
Personnel								
Staff-Number		8	9	**9**	9	9	9	9
Salaries	301/159051110	379.16	437.96	**451.63**	478.73	507.45	537.90	570.17
Part-time (1)	401/159051111	72.19	62.26	**69.61**	71.70	73.85	76.06	78.35
Overtime	401/159051130	0.15	1.64	**1.64**	1.69	1.74	1.79	1.85
FICA	301/000051220	32.64	38.40	**40.00**	42.24	44.60	47.11	49.75
Benefits	301/159051292	98.28	141.96	**130.20**	143.11	151.14	159.63	168.61
Performance Compensation	301/159051291	9.13	9.70	**0.00**	11.01	11.63	12.28	12.97
Subtotal:		591.55	691.92	**693.08**	748.47	790.41	834.77	881.70
TOTAL:		1037.40	1204.22	**1178.27**	1253.07	1300.34	1369.49	1422.66

(1) Transferred college intern from CA-01
(2) Transferred from CC-02

PROGRAM DECISION PACKAGE

PDP # CC-02-10
PDP TITLE: Boards and Committees
PDP MONITOR: City Clerk

PDP DESCRIPTION: This PDP covers the stipend and FICA taxes for all City boards and committees.

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Board-Members		5	7	**7**	7	7	7	7
Alcohol Review (AR)	303/159051222	0.53	0.70	**0.70**	0.70	0.70	0.70	0.70
FICA	303/000051220	0.04	0.06	**0.06**	0.06	0.06	0.06	0.06
Subtotal:		0.57	0.76	**0.76**	0.76	0.76	0.76	0.76
Board-Members		0	0	**4**	4	4	4	4
Fiance Committee (FC)		0.00	0.00	**0.50**	0.50	0.50	0.50	0.50
FICA		0.00	0.00	**0.04**	0.04	0.04	0.04	0.04
Subtotal:		0.00	0.00	**0.54**	0.54	0.54	0.54	0.54
Board-Members		12	12	**12**	12	12	12	12
Zoning Board (ZBA)	502/751051110	1.53	1.80	**1.80**	1.80	1.80	1.80	1.80
FICA	502/000051220	0.12	0.14	**0.14**	0.14	0.14	0.14	0.14
Subtotal:		1.65	1.94	**1.94**	1.94	1.94	1.94	1.94
Board-Members		12	12	**12**	12	12	12	12
Planning Comm. (PC)	503/751051111	1.88	3.60	**3.60**	3.60	3.60	3.60	3.60
FICA	503/000051220	0.14	0.28	**0.28**	0.28	0.28	0.28	0.28
Subtotal:		2.02	3.88	**3.88**	3.88	3.88	3.88	3.88
TOTALS:		4.24	6.58	**7.12**	7.12	7.12	7.12	7.12

PROGRAM DECISION PACKAGE

PDP #: CC-05-10
PDP TITLE: Human Resources Operations
PDP MONITOR: City Clerk/Human Resources Director

PDP DESCRIPTION: This PDP covers the cost for Human Resources personnel, functions, supplies, equipment and maintenance. Human Resources is responsible for payroll and benefits, and providing support to City Officials in the assessment, analysis, design, development, implementation and evaluation of the City's human resources documents, policies, procedures, and functions.
Human Resources functions include: job analysis, job descriptions, performance standards, performance evaluations, personnel handbooks, recruitment processes, employment applications and processes, selection devices and processes, new employee orientation, wage and benefit surveys, and exit interviews.

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Office Equipment	425/154053160	0.98	1.00	**0.50**	0.52	0.53	0.55	0.56
Dues & Subscriptions	425/154052362	0.96	1.70	**1.67**	1.72	1.77	1.82	1.88
Certification Expenses	425/154052371	0.00	1.84	**0.92**	0.95	0.98	1.01	1.04
Training & Seminars	425/154052370	1.97	3.20	**2.00**	2.06	2.12	2.19	2.25
Recruitment & Hiring (CW)	425/154051122	15.38	16.00	**13.25**	13.65	14.06	14.48	14.91
Health & Wellness (CW)	425/154051295	10.38	11.31	**5.00**	9.27	9.55	9.83	10.13
Consulting Studies	425/154052120	0.00	2.70	**2.70**	2.78	2.86	2.95	3.04
Employee Meetings & Awards	425/154053130	1.96	7.75	**2.65**	2.73	2.81	2.90	2.98
Unemployment Claims	425/154051260	0.00	10.00	**15.00**	15.45	15.91	16.39	16.88
Tuition Assistance (CW)	425/154051250	0.00	22.00	**0.00**	0.00	0.00	0.00	0.00
Employee Relations	425/154051290	0.00	2.00	**2.00**	2.06	2.12	2.19	2.25
Subtotal:		31.63	79.50	**45.69**	51.18	52.72	54.29	55.93
PERSONNEL:								
Number		2	2	**2**	2	2	2	2
Salaries	425/159051110	106.15	112.61	**116.00**	122.96	130.34	138.16	146.45
FICA	425/000051220	7.95	8.62	**8.88**	9.59	10.17	10.78	11.43
Benefits	425/159051292	24.97	27.86	**27.23**	22.75	24.11	25.56	27.09
Performance Compensation	425/159051291	2.06	2.22	**0.00**	2.46	2.61	2.76	2.93
Subtotal:		141.13	151.31	**152.11**	157.76	167.23	177.26	187.90
TOTAL:		172.76	230.81	**197.80**	208.94	219.95	231.55	243.82

(CW=City Wide)

Description

While most city department budget for the cost of their departments within a single departmental budget, the General Government section of the budget covers the cost for services that support all or most city departments, but are not budgeted in the individual departments. An example of a services that supports other department would be Consolidated Computer Maintenance. Due to the fact that this department supports all other departments and the impracticality of budgeting for this cost in the individual departments its cost is included in this section. This section also includes the cost for services that are consolidated for the purpose of tracking the overall amount that is spent city-wide for that cost or service. Some examples would be Consolidated Office Supplies and Landscape Maintenance.

PROGRAM DECISION PACKAGE

PDP #: GG-02-10
PDP TITLE: Operation of City Hall
PDP MONITOR: City Clerk/Budget & Accounting Manager

PDP DESCRIPTION: This is a PDP that covers expenses that are not particular to any one department. All are used in the daily operation of the City and apply to the Administrative employees.

(In Thousands of Dollars)

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Historical Society/Preservation	215/611053114	0.00	2.00	**2.00**	2.06	2.12	2.19	2.25
Restoration/Supplies	215/611053116	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
Videotapes/Batteries	215/611053117	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
Investment Management Fees	902/159552120	1.93	2.50	**2.50**	2.58	2.65	2.73	2.81
Vehicle Repairs/Maint.	902/133053128	0.12	1.50	**1.50**	1.55	1.59	1.64	1.69
Utilities-Electric	902/133053123	56.44	98.20	**76.56**	78.86	81.22	83.66	86.17
Utilities-Gas	902/133053127	6.63	4.50	**1.44**	1.48	1.53	1.57	1.62
Utilities-Water	902/133053121	5.94	7.60	**8.88**	9.15	9.42	9.70	9.99
Cleaning/Building Maintenance	902/621052226	10.42	31.50	**31.20**	32.14	33.10	34.09	35.12
Bottled Water	902/133053110	1.87	0.00	**0.00**	0.00	0.00	0.00	0.00
Employee/Meeting Supplies	902/133053111	2.29	3.80	**2.50**	2.58	2.65	2.73	2.81
Auditor	902/156052385	33.50	34.20	**44.00**	34.20	35.91	37.71	39.59
Postage	902/159053114	6.20	9.90	**9.30**	9.58	9.87	10.16	10.47
Equip. Maint. (postage machine)	902/159053162	2.49	2.50	**2.50**	2.58	2.65	2.73	2.81
Credit Card Fee	902/159053118	38.52	67.07	**40.00**	41.20	42.44	43.71	45.02
Building Supplies	902/156553110	4.39	3.40	**3.00**	3.09	3.18	3.28	3.38
Subtotal:		170.74	268.67	**225.38**	221.02	228.34	235.90	243.74
PERSONNEL:								
Number		2	2	**2**	2	2	2	2
Salaries	902/156551110	63.57	71.64	**72.85**	77.22	81.85	86.77	91.97
Overtime	902/156551130	0.00	2.45	**2.57**	2.72	2.89	3.06	3.24
FICA	902/000051220	4.75	5.67	**5.77**	6.23	6.61	7.00	7.42
Benefits	902/156551292	19.01	19.69	**19.30**	20.46	21.69	22.99	24.37
Performance Compensation	902/156551291	1.23	1.32	**0.00**	1.54	1.64	1.74	1.84
Subtotal:		88.56	100.77	**100.49**	108.18	114.67	121.55	128.85
TOTAL:		259.30	369.44	**325.87**	329.20	343.01	357.46	372.58

*GG-07 Building Custodial Services has been combined with this PDP.

PROGRAM DECISION PACKAGE

PDP #: GG-03-10

PDP TITLE: Solid Waste Management

PDP MONITOR: City Clerk/Public Works Director/Budget & Accounting Manager

PDP DESCRIPTION: This PDP covers the cost for the waste disposal, recycling and yard waste for City residents. The bag subsidy is for the monthly subsidy paid to United Waste which offsets part of the cost of garbage bags purchased by City residents. The City receives a franchise fee from United Waste which is used to offset the City's bag subsidy cost.

In Thousands of Dollars

GENERAL FUND:	**FUND 540** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Garbage Bags for Resale	405/451053173	13.73	13.70	**17.55**	18.08	18.62	19.18	19.75
Waste Dumpsters/Weekend	405/451053171	0.00	1.37	**1.37**	1.41	1.45	1.50	1.54
Bag Subsidy	405/451053172	33.42	53.00	**5.00**	5.15	5.30	5.46	5.63
TOTAL:		47.15	68.07	**23.92**	24.64	25.38	26.14	26.92

PROGRAM DECISION PACKAGE

PDP #: GG-05-10
PDP TITLE: Consolidated Office Supplies
PDP MONITOR: Budget & Accounting Manager/Dept. Directors

PDP DESCRIPTION: This will serve as the central expense point for all office supplies for all City government departments.

In Thousands of Dollars

GENERAL FUND:	**Fund 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
City Administrator	905/132053111	3.10	2.50	**2.00**	2.06	2.12	2.19	2.25
Mayor and Council (1)	905/111053111	2.35	0.00	**0.00**	0.00	0.00	0.00	0.00
Court Services	905/265053122	7.72	5.00	**4.60**	4.74	4.88	5.03	5.18
Business Office	905/159053112	12.63	14.90	**12.99**	13.38	13.78	14.19	14.62
Festival Center	905/157053111	1.07	1.50	**1.40**	1.44	1.49	1.53	1.58
Marketing/Public Relations	905/159053113	1.59	2.50	**2.40**	2.47	2.55	2.62	2.70
Planning/Dev.	905/740053112	6.28	9.00	**5.00**	5.15	5.30	5.46	5.63
Public Works	905/421053111	0.75	1.20	**1.20**	1.24	1.27	1.31	1.35
Parks & Recreation	905/611053119	4.32	4.40	**4.40**	4.53	4.67	4.81	4.95
Police Department (2)	905/321053112	28.16	30.00	**30.00**	30.90	31.83	32.78	33.77
TOTAL:		67.97	71.00	**63.99**	65.91	67.89	69.92	72.02

(1) Line item for Mayor & Council has been combined with Business Office line item.
(2) Individual line items for each department in police has been consolidated in one line item.

PROGRAM DECISION PACKAGE

PDP #: GG-06-10
PDP TITLE: Consolidated Computer Maintenance
PDP MONITOR: MIS Director/City Clerk

PDP DESCRIPTION: This PDP will serve as the central expense point for all computer & copier maintenance for all City government departments.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Misc Computer Support & Equip.	906/153552131	46.19	20.00	**18.00**	18.54	19.10	19.67	20.26
Support Agreements	906/153552158	46.45	53.00	**44.50**	45.84	47.21	48.63	50.09
GTA Line Fee (GCIC)	906/153552134	3.82	3.86	**4.30**	4.43	4.56	4.70	4.84
Outside Consulting	906/153552136	40.38	3.50	**3.00**	3.09	3.18	3.28	3.38
Consolidated Copier Maintenance	906/153552141	0.67	1.00	**1.00**	1.03	1.06	1.09	1.13
GTA Microsoft Corporate Licenses	906/153552142	7.95	10.00	**10.00**	10.30	10.61	10.93	11.26
Spam Elimination Service	906/153552152	1.62	2.70	**3.80**	3.91	4.03	4.15	4.28
Copier Leases	906/153552150	35.98	50.00	**50.00**	51.50	53.05	54.64	56.28
G-Biz Internet Commerce	906/153552155	8.50	5.40	**5.40**	5.56	5.73	5.90	6.08
Education	906/153552370	1.32	6.00	**2.00**	2.06	2.12	2.19	2.25
Computer Upgrades	906/153554240	22.14	22.50	**10.00**	10.30	10.61	10.93	11.26
Phone System-Changes, additions, etc.	901/159052324	0.93	1.60	**1.00**	1.03	1.06	1.09	1.13
Telephone, Internet & Inter-building Connect	901/159052326	98.92	120.00	**100.00**	103.00	106.09	109.27	112.55
Website Software Upgrades/Security Patches	901/159052327	0.04	1.00	**0.50**	0.52	0.53	0.55	0.56
Phone System Lease	901/159052329	64.08	63.00	**65.00**	66.95	68.96	71.03	73.16
Personal Communication Devices	901/159053163	14.52	12.00	**14.00**	14.42	14.85	15.30	15.76
Police Dept.: Chief Belcher								
Police Cell Phones	901/321052327	10.05	11.50	**9.00**	9.27	9.55	9.83	10.13
Radio Maintenance	901/321053161	28.07	28.07	**29.80**	30.69	31.61	32.56	33.54
Subtotal:		431.63	415.13	**371.30**	382.44	393.91	405.73	417.90
PERSONNEL:								
Number		2	2	**2**	2	2	2	2
Salaries	906/321051110	108.52	116.15	**119.65**	126.83	134.44	142.51	151.06
Part-time	906/321051111	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
FICA	906/000051220	8.21	8.89	**9.16**	9.90	10.49	11.12	11.79
Benefits	906/321051292	17.69	23.76	**23.29**	23.46	24.87	26.36	27.95
Performance Comp	906/321051291	2.11	2.29	**0.00**	2.54	2.69	2.85	3.02
Subtotal:		136.53	151.09	**152.10**	162.73	172.49	182.84	193.81
TOTAL:		568.16	566.22	**523.40**	545.16	566.40	588.57	611.71

PROGRAM DECISION PACKAGE

PDP #: GG-08-10
PDP TITLE: Emergency Repairs & Fuel and Oil
PDP MONITOR: Public Works Director/City Administrator/Vehicle Fleet Commander

PDP DESCRIPTION: This PDP provides for emergency repair of the electrical, plumbing and roof systems when necessary for all City owned properties including Main Street Properties and vehicles and provides fuel and oil for all city departments.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
General Emergency Repairs	921/156554194	104.96	164.65	**125.00**	128.75	132.61	136.59	140.69
Fuel and Oil (1)	921/321053126	221.95	210.00	**193.20**	199.00	204.97	211.11	217.45
TOTAL:		326.91	374.65	**318.20**	327.75	337.58	347.71	358.14

(1) This line item is consolidated gas and oil for all city departments.

PROGRAM DECISION PACKAGE

PDP#: GG-10-10
PDP TITLE: Workers Compensation
PDP MONITOR: City Clerk

PDP DESCRIPTION: This fund is established to pay the annual premium for the Excess Workers' Compensation Insurance Policy, Annual Assessment by the State Board of Workers' Compensation and employee workers' compensation claims that the City self insures for. The premium is based on an annual audit of the City's payroll records. The annual audit is conducted by the insurance carrier. Claims are administered by a third party. (AmTrust North America)

In Thousands of Dollars

GENERAL FUND:	**FUND 600** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Bank Charges	400/51100	0.01	0.00	**0.24**	0.25	0.25	0.26	0.27
Claims Administration	400/51280	7.08	4.00	**6.78**	6.98	7.19	7.41	7.63
Insurance Premium (3)	400/51275	33.76	39.00	**31.00**	31.93	32.89	33.87	34.89
Annual Assessments (1)	400/51285	2.34	5.80	**5.80**	5.97	6.15	6.34	6.53
City Administrator (2)	400/51300	0.00	0.50	**0.50**	0.52	0.53	0.55	0.56
City Clerk (2)	400/51305	0.00	0.50	**0.50**	0.52	0.53	0.55	0.56
Business Office (2)	400/51310	0.00	0.50	**0.50**	0.52	0.53	0.55	0.56
Marketing & P/R (2)	400/51313	0.94	0.50	**0.50**	0.52	0.53	0.55	0.56
Planning & Development (2)	400/51315	0.00	0.50	**0.50**	0.52	0.53	0.55	0.56
Parks & Recreation (2)	400/51320	13.77	0.50	**1.20**	1.24	1.27	1.31	1.35
Public Works (2)	400/51325	5.39	7.20	**7.20**	7.42	7.64	7.87	8.10
Police Administration (2)	400/51330	0.00	1.30	**0.70**	0.72	0.74	0.76	0.79
Police CID (2)	400/51335	0.00	0.50	**0.50**	0.52	0.53	0.55	0.56
Police COPS (2)	400/51337	0.00	0.60	**0.50**	0.52	0.53	0.55	0.56
Police Records (2)	400/51339	0.00	0.60	**0.50**	0.52	0.53	0.55	0.56
Court Services (2)	400/51340	7.63	2.40	**2.40**	2.47	2.55	2.62	2.70
Uniform Division (2)	400/51345	-19.23	18.00	**21.00**	21.63	22.28	22.95	23.64
TOTAL:		51.69	82.40	**80.32**	82.73	85.21	87.77	90.40

(1) Annual assessments by State Board of Workers' Compensation & Subsequent Injury Trust Fund
(2) Budgeted amount based on 5 year claims average
(3) Insurance coverage is being bid out which should result in a lower premium.

PROGRAM DECISION PACKAGE

PDP #: GG-12-10
PDP TITLE: Landscape Maintenance
PDP MONITOR: City Administrator/Parks & Rec. Director/Public Works Director

PDP DESCRIPTION: The City bids out all of the landscape maintenance required on City properties and therefore all of the properties are listed. Phase II Landscape has been added to the landscape maintenance budget as well as Hwy 120 & Buford Hwy intersection improvement.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 10	Projected FY 11	Projected FY 12	Projected FY 13
Downtown Properties	926/156552141	15.79	38.47	**39.00**	40.17	41.38	42.62	43.89
City Hall	926/156552142	6.96	0.00	**0.00**	0.00	0.00	0.00	0.00
Taylor Park	926/156552143	6.60	0.00	**0.00**	0.00	0.00	0.00	0.00
Rogers Bridge Park	926/156552144	7.36	12.31	**0.00**	0.00	0.00	0.00	0.00
WP Jones Park	926/156552145	7.41	8.75	**0.00**	0.00	0.00	0.00	0.00
Public Works	926/156552146	4.50	4.50	**0.00**	0.00	0.00	0.00	0.00
Bunten Park Athletic Fields	926/156552148	76.95	80.00	**80.00**	82.40	84.87	87.42	90.04
Church Street Park	926/156552149	3.90	4.00	**0.00**	0.00	0.00	0.00	0.00
Public Safety Facility	926/156552152	13.23	11.68	**11.68**	12.03	12.39	12.76	13.15
Landscape PIB Medians	926/156552151	6.62	10.82	**10.82**	11.14	11.48	11.82	12.18
Repairs & Maint. (Irrigation)	926/156552220	0.00	3.50	**3.50**	3.61	3.71	3.82	3.94
Phase II	926/156552154	4.13	0.00	**0.00**	0.00	0.00	0.00	0.00
Intersection-Buford Hwy-120	926/156552155	0.00	3.00	**0.00**	0.00	0.00	0.00	0.00
TOTAL:		153.45	177.03	**145.00**	149.35	153.83	158.45	163.20

PROGRAM DECISION PACKAGE

PDP #: GG-14-10
PDP TITLE: Employee, Council & Community Relations
PDP MONITOR: Public Info. Director/Dept. Directors

PDP DESCRIPTION: This is a consolidated PDP, it covers Public Relations and Community Relations for all departments within the City. (With the exception of Police, who budget Public Relations within their own Community Relations PDP).

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Bus. Ofc/City Clerk	212/159052331	3.94	6.25	**1.75**	1.80	1.86	1.91	1.97
City Administrator	212/132052331	2.66	3.60	**2.40**	2.47	2.55	2.62	2.70
Mayor/Council	212/111052331	4.17	5.50	**3.85**	3.97	4.08	4.21	4.33
Plng & Dev.	212/740052331	1.42	4.00	**1.00**	1.03	1.06	1.09	1.13
Parks & Recreation	212/611052331	4.42	4.77	**4.77**	4.91	5.06	5.21	5.37
Court Services	212/265052331	0.81	1.00	**0.50**	0.52	0.53	0.55	0.56
Citywide Promotions	212/159052332	39.28	116.30	**113.00**	116.39	119.88	123.48	127.18
Public Works	212/421052331	0.34	0.70	**0.50**	0.52	0.53	0.55	0.56
Public Info./Marketing	212/157052331	0.00	1.50	**1.15**	1.18	1.22	1.26	1.29
Newsletter	213/157052341	54.48	56.40	**59.00**	60.77	62.59	64.47	66.41
TOTAL:		111.52	200.02	**187.92**	193.56	199.36	205.35	211.51

Department Description



The Public Information & Marketing Department was formed in 2006 and handles a wide variety of issues and activities in addition to its primary responsibility of providing information and promoting the City of Duluth. These services include, but are not limited to media relations, website design and development, presentations, event production, Festival Center management, Main Street Program management, advertising design, publications and various education and outreach activities.

Mission, Goals & Objectives

Duluth's Communication and Marketing Plan is based on the following 5 communication principles and the vision and values of the City of Duluth. These principles are critical to the successful implementation of our communications plan.

1. Open Two-Way Communication
   Ensure that information is shared throughout the City emphasizing two-way informational flow.

2. Community Participation
   Provide citizens with complete, accurate and timely information enabling them to make informed judgments. This will help the City to make the best decisions.

3. Proactive Outreach
   Allow the City to tell its story rather than rely exclusively on others to interpret our actions, issues and decisions.

4. Inclusive Processes
   Including everyone in the process builds a sense of teamwork and a feeling of belonging, breaking down feelings of us vs. them. The goal is to include everyone who cares to participate and to motivate those who are not currently involved.

5. Strong and Consistent Messages
   A successful communication plan is built on strong themes and is more effective than one with unrelated and scattered messages. The communication plan should support, reinforce and reflect the goals of the City of Duluth as established by the Mayor and Council, thus underscoring the idea of organization with a common purpose.

PROGRAM DECISION PACKAGE

PDP #: PI-01-10
PDP TITLE: Public Information/Marketing
PDP MONITOR: Public Info. Director

PDP DESCRIPTION: The Public Information and Marketing Department consists of a Director, Events Coordinator, Festival Center Manager, Webmaster and 1 part time administrative position. This department is responsible for getting the word out on the City including the newsletter, website, eblasts, press releases and other City publications. The Director will also organize and publicize Town Hall Meetings and HOA meetings and any other public meetings deemed necessary. The Events Coordinator will coordinate all downtown City events and our Annual Duluth Celebrates America event at Scott Hudgens.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 10	Projected FY 11	Projected FY 12	Projected FY 13
Special Events	214/157053120	58.90	79.20	**30.00**	30.90	31.83	32.78	33.77
Hometown Holidays	214/157053123	22.95	62.50	**25.00**	25.75	26.52	27.32	28.14
Fireworks/Concert	214/157053118	29.42	33.50	**20.00**	20.60	21.22	21.85	22.51
Catered Patron Tables	214/157053122	3.00	5.00	**3.00**	3.09	3.18	3.28	3.38
Admin.-Historical Society/Annex (1)	215/611053114	0.00	2.00	**0.00**	0.00	0.00	0.00	0.00
Restoration/Supplies (1)	215/611053116	0.44	0.00	**0.00**	0.00	0.00	0.00	0.00
Videotapes/Batteries (1)	215/611053117	0.10	0.00	**0.00**	0.00	0.00	0.00	0.00
Training/Seminars (3)	215/621052370	3.90	6.50	**6.50**	6.70	6.90	7.10	7.32
Professional Fees (3)	215/621052361	1.73	2.00	**2.00**	2.06	2.12	2.19	2.25
Publications (3)	215/621053141	0.00	0.50	**0.00**	0.00	0.00	0.00	0.00
DDA Administration (3)	215/621052329	0.67	2.00	**2.00**	2.06	2.12	2.19	2.25
Office Equip. Maintenance (3)	215/621052225	0.39	1.00	**1.00**	1.03	1.06	1.09	1.13
Subtotal:		121.50	194.20	**89.50**	92.19	94.95	97.80	100.73
PERSONNEL:								
Number		3	4	**2**	2	2	2	2
Salaries (2)	214/132051110	151.63	198.92	**128.83**	136.56	144.75	153.44	162.64
Overtime	214/132051130	0.23	2.00	**0.00**	0.00	0.00	0.00	0.00
Part-time	214/132051111	20.63	27.77	**60.60**	62.42	64.29	66.22	68.21
FICA	214/000051220	12.77	17.34	**14.50**	15.43	16.21	17.04	17.91
Benefits	214/132051292	31.21	59.66	**30.46**	25.26	26.78	28.39	30.09
Performance Comp.	214/132051291	2.88	4.47	**0.00**	2.73	2.90	3.07	3.25
Subtotal:		219.35	310.16	**234.39**	242.40	254.93	268.15	282.10
TOTAL:		340.85	504.36	**323.89**	334.59	349.88	365.95	382.83

(1) Moved to GG-02.
(2) Transferred employee (K. Francis) back to Public Works.
(3) Transferred from PI-10 in FY09 budget.

PROGRAM DECISION PACKAGE

PDP #: PI-10-10
PDP TITLE: Downtown Operations
PDP MONITOR: Public Info. Director

PDP DESCRIPTION: This PDP represents the costs associated with the daily operation of the Duluth Festival Center & Amphitheatre, the Town Green, and the downtown area. It also represents costs to administer the Duluth Main Street Program and the Duluth Downtown Development Authority.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Utilities - Electric	216/621053123	26.94	27.00	**27.00**	27.81	28.64	29.50	30.39
Utilities - Gas	216/621053127	9.83	12.00	**12.00**	12.36	12.73	13.11	13.51
Utilities-Water/Building	216/621053121	7.98	12.00	**9.00**	9.27	9.55	9.83	10.13
Signs	216/621053171	1.64	3.50	**2.50**	2.58	2.65	2.73	2.81
Facility Maintenance/Repair	216/621052221	6.47	8.85	**7.63**	7.86	8.09	8.34	8.59
Facility Upgrades	216/621052221	3.00	9.50	**2.50**	0.00	0.00	0.00	0.00
Supplies	216/621053110	2.00	2.65	**2.18**	2.25	2.31	2.38	2.45
Equipment	216/621053161	5.61	5.40	**4.50**	4.64	4.77	4.92	5.06
Promotions	216/157053121	31.88	34.00	**32.00**	32.96	33.95	34.97	36.02
Rental Exp. Linen Service	216/621053111	2.99	3.85	**4.00**	4.12	4.24	4.37	4.50
Security System	216/621053162	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
Music Licensing Fees	216/621052328	0.58	0.70	**0.80**	0.82	0.85	0.87	0.90
Training/Seminars (2)	215/621052370	3.90	0.00	**0.00**	0.00	0.00	0.00	0.00
Professional Fees (2)	215/621052361	1.73	0.00	**0.00**	0.00	0.00	0.00	0.00
Publications (2)	215/621053141	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
DDA Administration (2)	215/621052329	0.67	0.00	**0.00**	0.00	0.00	0.00	0.00
Office Equip. Maintenance (2)	215/621052225	0.39	0.00	**0.00**	0.00	0.00	0.00	0.00
Porta Potties (1)	216/621052233	1.20	0.00	**0.00**	0.00	0.00	0.00	0.00
TOTAL:		106.81	119.45	**104.11**	104.66	107.80	111.03	114.36

(1) Porta potty cost eliminated/bathrooms are completed.
(2) Transferred from PI-01 in FY 09 budget.

Department Description



The Municipal Court adjudicates cases arising out of citations issued by the Duluth Police Department and other enforcement personnel of the City's Planning and Zoning Department. The Chief Judge/Court Administrator is the department head. The Chief Judge/Court Administrator presides over the Duluth Municipal Court in various cases arising out of both State Law and City of Duluth ordinances. The Municipal Court is a trial Court with limited jurisdiction as established by State Law and the Charter of the City of Duluth. In addition to presiding in Court proceedings, the Chief Judge interprets Local, State and Federal Laws, Ordinances, Statutes, etc. and if necessary, prepares written Orders and Opinions. The Chief Judge executes and issues various Court processes in the form of arrest warrants, subpoenas, probation revocations orders, and bond forfeitures. The Chief Judge is a member of the Council of Municipal Court Judges of Georgia, whose membership is made up of all the Municipal Court Judges in the State. The Municipal Courts compromise the largest class of courts within the State of Georgia.

In addition to judicial functions, the Chief Judge/Court Administrator is responsible for the planning, organizing, leading, directing, and supervision of all functions and activities of the Municipal Court, including the design, implementation and evaluation of all policies and procedures as part of a comprehensive system to effectively and efficiently manage the court. The department, operating through court services staff, including a Clerk of Court, Deputy Clerk of Court, and other clerical personnel, collects and disburses amounts of money required by Law or Order of the Court, and provides periodic accounting of all such monies as required by the City's financial policies, State Law, or otherwise. In addition, the Court is involved with maintenance, retention and disclosure of court records and documents within legal guidelines. The department maintains various statistical recording systems, monitors case dispositions, processes various discovery requests from attorneys, and responds to requests under the Georgia Open Records Law.

Mission, Goals & Objectives

The Municipal Court has undertaken to provide the highest quality service to the public and the City of Duluth. All Court services staff is dedicated to providing an environment so as to instill confidence in, and respect for, the judicial system in general, and the Duluth Municipal Court. It is the mission of the Court to ensure that due process of law and fundamental fairness are afforded to all who appear before the Court, and that customer service by administrative staff is given the highest priority.

In order to accomplish its mission, the Court has undertaken specific goals and objectives, so that the Duluth Municipal Court can become a model for other Municipal Courts throughout the State of Georgia.

The Court will continue to emphasize public awareness and education, through development of a more detailed website and informational brochures for users.

The Court will continue to work in conjunction with other city departments, in expanded community outreach programs, such as the Citizen Police Academy, which is organized and developed through the Duluth Police Department.

The Court will continue to examine, refine, and further develop, as appropriate, local rules and internal operating procedures, so that the Court may be administered in the most efficient and businesslike manner.

PROGRAM DECISION PACKAGE

PDP #: CS-01-10

PDP TITLE: Municipal Court/Judges

PDP MONITOR: Municipal Court Judge

PDP DESCRIPTION: The Municipal Court adjudicates cases arising out of all citations issued by the Police Dept. and the enforcement personnel of the Planning & Zoning Dept. In addition to full time judicial responsibilities, the Chief Judge is responsible for management of the Court Services Dept. The salary line items reflect a full-time Chief Judge, plus benefits, plus 7 full-time court clerical staff and 2 part-time clerical staff members.

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Training & Seminars	304/265052370	7.34	8.50	**8.50**	8.76	9.02	9.29	9.57
Software/Office Supplies/Law Books	304/265053161	0.90	1.20	**1.00**	1.03	1.06	1.09	1.13
Dues/membership fees	304/740052362	0.68	0.85	**1.00**	1.03	1.06	1.09	1.13
Witness Fees	304/265052361	0.00	0.30	**0.15**	0.15	0.16	0.16	0.17
Indigent Defense	304/265052362	6.00	6.50	**6.50**	6.70	6.90	7.10	7.32
Court Translator	304/265052363	1.67	2.00	**1.80**	1.85	1.91	1.97	2.03
Office Equipment	304/265053160	0.74	4.00	**2.50**	2.58	2.65	2.73	2.81
Office Equipment Maintenance	304/321052220	0.00	0.45	**0.40**	0.41	0.42	0.44	0.45
Records Destruction	304/265052390	0.00	1.00	**0.50**	0.52	0.53	0.55	0.56
Professional Fees (1)	304/265051120	0.00	1.00	**0.00**	0.00	0.00	0.00	0.00
Public Notices	304/265052332	0.65	1.00	**0.90**	0.93	0.95	0.98	1.01
Postage Meter & Folder Lease	304/421052232	2.94	2.80	**2.90**	2.99	3.08	3.17	3.26
Postage (2)	304/159053114	0.19	4.00	**0.00**	0.00	0.00	0.00	0.00
Contract Service-Judge	304/157052125	1.00	7.34	**6.00**	6.18	6.37	6.56	6.75
Subtotal:		22.11	40.94	**32.15**	0.00	34.11	35.13	36.19
Personnel:								
Number		8	8	**8**	8	8	8	8
Salaries	304/265051110	301.99	337.51	**345.78**	366.53	388.52	411.83	436.54
Part Time	304/159051120	37.89	38.03	**36.08**	37.16	38.28	39.43	40.61
Overtime	304/159051130	1.37	2.00	**1.50**	1.55	1.59	1.64	1.69
FICA	304/000051220	25.88	28.89	**29.33**	31.56	33.37	35.28	37.30
Benefits	304/159051292	81.16	103.41	**87.41**	67.81	71.88	76.19	80.76
Performance Compensation	304/159051291	5.64	7.34	**0.00**	7.33	7.77	8.24	8.73
Subtotal:		453.93	517.18	**500.10**	511.93	541.40	572.60	605.63
TOTAL:		476.04	558.12	**532.25**	511.93	575.51	607.73	641.81

(1) This line item has been combined with Dues and Memberships.

(2) Postage is now budgeted in PD-04.

PROGRAM DECISION PACKAGE

PDP #: CS-02-10
PDP TITLE: Court Pass Through and Add-on Fees
PDP MONITOR: Municipal Court Judge

PDP DESCRIPTION: Various fees are collected by the Municipal Court that are passed through to other Agencies, Vendors or returned to the defendant. Most of the fees are mandated by law and are added to the fine imposed, others are added to the fine by contract agreement. All expenditures with the exception of Courtware Solutions and the collection agency fees, are 100% pass through payments. Red light camera citations do not allow for the $1.25 to be added on. This cost is paid by the City.

(In Thousands of Dollars)

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Courtware Solutions, Inc. (Court Software)	304/153552157	37.68	55.00	**45.00**	46.35	47.74	49.17	50.65
Collection Agency Fees (1)	304/265052130	0.00	12.00	**12.00**	12.36	12.73	13.11	13.51
Peace Officers A & B (1)	304/111057301	151.80	150.00	**150.00**	154.50	159.14	163.91	168.83
Peace Officers Training (1)	304/111057302	262.87	237.60	**237.60**	244.73	252.07	259.63	267.42
Local Victim Assistance (1)	304/111057303	135.18	121.53	**121.53**	125.18	128.93	132.80	136.78
GA Crime Victims (1)	304/111057304	7.11	6.37	**6.37**	6.56	6.76	6.96	7.17
Brain & Spinal Injury (1)	304/111057305	21.93	18.54	**18.54**	19.10	19.67	20.26	20.87
Crime Lab Fee (1)	304/111057306	7.18	7.83	**7.83**	8.06	8.31	8.56	8.81
Jail Construction (1)	304/111057307	272.00	243.50	**243.50**	250.81	258.33	266.08	274.06
County Drug Abuse (1)	304/111057308	20.80	24.72	**24.72**	25.46	26.23	27.01	27.82
Indigent Defense Fund (1)	304/111057309	278.80	254.00	**254.00**	261.62	269.47	277.55	285.88
Drivers Education Fund (Joshua Law) (1)	304/111057311	128.77	116.30	**116.30**	119.79	123.38	127.08	130.90
Cash Bond Refund (2)	304/265053172	175.58	270.00	**270.00**	278.10	286.44	295.04	303.89
TOTAL:		1,499.70	1,517.39	**1,507.39**	1,552.61	1,599.19	1,647.17	1,696.58

(1) These line item expenses are based on court fines and is paid out of revenue received.
(2) This line item is for the return of cash bonds and is tied to the revenue received.

Department Description



The Duluth Parks and Recreation Department is managed by the Director of Parks and Recreation. Under the director is the responsibility for all recreational operations, which also includes the development of facilities. The Recreation Programs are managed by the Programs Coordinator. The Tennis and Athletics Programs and facilities are managed by the Tennis/Athletic Coordinator. Maintenance of the Parks facilities and grounds are the responsibility of the two Park Maintenance Coordinators. Administrative duties are organized by the Deputy Director. Seasonal help and instructors are employed throughout the year. The senior programs as well as special events and special summer programs are designed, implemented and coordinated by our Special Events Facility Coordinator.

Mission, Goals & Objectives

To provide the citizens of Duluth the opportunity to engage in passive and or active recreational activities at a nominal fee.

The Recreation Department will provide a variety of programs for participants of all ages.

We will work diligently to provide adequate, well-maintained facilities and green space with associated recreation activities that meet or exceed the minimum standards as defined by the Georgia Parks and Recreation Association..

The Professional staff will serve the public with the highest quality of professional standards and continue to expand the programs to include the latest trends and techniques, as the facilities will allow.

PROGRAM DECISION PACKAGE

PDP #: PK-01-10
PDP TITLE: Parks and Recreation Administrative
PDP MONITOR: Parks & Rec. Director/Admin. Manager

PDP DESCRIPTION: This PDP represents administrative expenses for all staff personnel in the Parks and Recreation Department; includes: annual professional agency and staff G.R.P.A. and N.R.P.A. dues and subscriptions, professional training for (11) full time staff, staff uniforms, department vehicles and vehicle expenses, park projects. Part time staff; (2) part time office assistants and (1) evening and weekend program assistants, (2) part time seasonal maintenance staff, (17) part time summer day camp staff for 10 weeks. Staff for summer day camp could vary depending on program enrollment.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Professional Fees	601/611052371	0.42	0.42	**0.28**	0.29	0.30	0.31	0.32
Office equipment	601/611053160	2.42	2.50	**2.00**	2.06	2.12	2.19	2.25
Dues/Subscriptions	601/611052362	0.69	1.52	**1.52**	1.57	1.61	1.66	1.71
Training/Seminars	601/611052370	8.37	6.10	**6.10**	6.28	6.47	6.67	6.87
Vehicle Expenses	601/611053127	0.57	0.40	**0.20**	0.21	0.21	0.22	0.23
Vehicle Maintenance	601/611053128	1.14	1.70	**1.70**	1.75	1.80	1.86	1.91
Park Projects	601/611053162	3.99	4.00	**3.60**	3.71	3.82	3.93	4.05
Equipment & Maintenance	601/611052220	2.37	3.05	**3.05**	3.14	3.24	3.33	3.43
Uniforms	601/611053112	1.16	2.55	**2.55**	2.63	2.71	2.79	2.87
Building Attendant	601/611052384	0.00	1.00	**1.00**	1.03	1.06	1.09	1.13
Truck/Vehicle Purchase	601/611054220	34.70	0.00	**0.00**	0.00	0.00	0.00	0.00
Subtotal:		55.83	23.24	**22.00**	22.66	23.34	24.04	24.76
PERSONNEL:								
Number		10	11	**11**	11	11	11	11
Salaries	601/611051110	416.40	470.78	**484.36**	513.42	544.23	576.88	611.49
Part Time	601/611051111	36.73	58.28	**53.32**	54.92	56.57	58.26	60.01
Facility Custodial Services	601/611051112	36.60	0.00	**0.00**	0.00	0.00	0.00	0.00
Summer Program Hires	601/611051113	66.94	50.00	**96.00**	98.88	101.85	104.90	108.05
FICA	601/000051220	42.03	44.30	**48.48**	51.04	53.75	56.61	59.64
Benefits	601/611051292	113.50	132.03	**128.82**	94.98	100.68	106.72	113.13
Performance Compensation	601/611051291	9.43	10.43	**0.00**	10.27	10.88	11.54	12.23
Subtotal:		721.63	765.82	**810.98**	823.52	867.96	914.92	964.55
TOTAL:		777.46	789.06	**832.98**	846.18	891.30	938.96	989.31

PROGRAM DECISION PACKAGE

PDP #: PK-02-10
PDP TITLE: All City Passive Parks
PDP MONITOR: Parks & Rec. Director/Admin. Manager

PDP DESCRIPTION: This PDP represents operational and maintenance expenses for passive city parks. Including; utilities (gas, electric and water), equipment, supplies and facility maintenance for pavilions, playgrounds, sand volleyball court, horse shoe pit, walking trails, restrooms, basketball court, fencing picnic tables, benches, and park receptacles.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Taylor Park (1)								
Facility Maintenance/Repair	602/621052221	0.00	2.48	**2.48**	2.55	2.63	2.71	2.79
Equipment/Supplies	602/621053110	0.00	0.50	**0.50**	0.52	0.53	0.55	0.56
Subtotal:		0.00	2.98	**2.98**	3.07	3.16	3.26	3.35
Church Street Park								
Court Repainting	605/621052222	0.00	2.65	**0.00**	0.00	2.65	0.00	2.65
Facility Maint./Repair	605/621052221	7.21	2.00	**2.00**	2.06	2.12	2.19	2.25
Supplies	605/621053110	0.13	0.15	**0.15**	0.15	0.16	0.16	0.17
Subtotal:		7.34	4.80	**2.15**	2.21	4.93	2.35	5.07
W.P. Jones Park Operations (2)								
Supplies	606/621053110	0.88	1.60	**1.20**	1.24	1.27	1.31	1.35
Facility Maint./Repair	606/621052221	9.94	7.00	**6.50**	6.70	6.90	7.10	7.32
Utilities-Power	606/621053123	3.21	4.00	**4.00**	4.12	4.24	4.37	4.50
Utilities-Gas	606/621053127	2.44	1.50	**0.50**	0.52	0.53	0.55	0.56
Utilities-Water	606/621053121	1.20	1.20	**1.20**	1.24	1.27	1.31	1.35
Subtotal:		17.67	15.30	**13.40**	13.80	14.22	14.64	15.08
Rogers Bridge Park Operations (3)								
Utilities-Power @ 3 meters	611/621053123	0.18	1.28	**1.28**	1.32	1.36	1.40	1.44
Water	611/621053122	0.00	1.20	**1.20**	1.24	1.27	1.31	1.35
Supplies	611/621053110	0.34	0.50	**0.50**	0.52	0.53	0.55	0.56
Equipment	611/621053161	0.00	0.30	**0.30**	0.31	0.32	0.33	0.34
Facility Maintenance/Repair	611/621052221	10.67	10.70	**5.70**	5.87	6.05	6.23	6.42
Porta Potties	611/621052233	0.00	3.12	**3.12**	3.21	3.31	3.41	3.51
Subtotal:		11.19	17.10	**12.10**	12.46	12.84	13.22	13.62
TOTAL:		36.20	40.18	**30.63**	31.55	35.15	33.47	37.12

(1) Taylor Park - Pending relocation.
(2) W.P. Jones Park - Pending relocation of the Depot.
(3) Porta Potties have been added for facility rental reservations and general usage.

PROGRAM DECISION PACKAGE

PDP #: PK-03-10
PDP TITLE: All City Tennis Courts
PDP MONITOR: Parks & Rec. Director/Admin. Manager

PDP DESCRIPTION: This PDP represents operational, maintenance and program expenses for all city tennis facilities. Includes; utilities (electric and water), equipment (nets, scoreboards, trash receptacles, benches, wind screens), supplies (program supplies, signage, restroom supplies) and court resurfacing.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Bunten Road Park Tennis								
Utilities-Power	603/621053123	2.72	3.00	**3.00**	3.09	3.18	3.28	3.38
Equipment (nets, balls & etc.)	603/621053161	1.34	2.20	**1.20**	1.24	1.27	1.31	1.35
Facility Maint./Repair	603/621052221	3.64	4.86	**4.50**	4.64	4.77	4.92	5.06
Supplies	603/621053110	1.16	1.50	**1.50**	1.55	1.59	1.64	1.69
Court Resurfacing	603/621052222	0.00	0.00	**0.00**	0.00	0.00	10.00	0.00
Subtotal:		8.86	11.56	**10.20**	10.51	10.82	21.15	11.48
W.P. Jones Park Tennis								
Utilities-Power	607/621053123	8.82	4.00	**9.00**	9.27	9.55	9.83	10.13
Utilities-Water	607/621053121	0.56	0.62	**0.62**	0.64	0.66	0.68	0.70
Equipment	607/621053163	1.39	2.27	**1.20**	1.24	1.27	1.31	1.35
Court Resurfacing	607/621052222	9.27	0.00	**0.00**	0.00	0.00	10.00	0.00
Facility Maint./Repair	607/621052221	1.99	11.00	**4.50**	4.64	4.77	4.92	5.06
Supplies	607/621053110	0.60	0.66	**0.66**	0.68	0.70	0.72	0.74
Subtotal:		22.63	18.55	**15.98**	16.46	16.95	27.46	17.99
TOTAL:		31.49	30.11	**26.18**	26.97	27.77	48.61	29.47

PROGRAM DECISION PACKAGE

PDP #: PK-04-10
PDP TITLE: All City Athletic Parks
PDP MONITOR: Parks & Rec. Director/Admin. Manager

PDP: DESCRIPTION: This PDP represents operational, program and maintenance expenses for all city active parks; Scott Hudgens Soccer Complex (69 acres), Bunten Road Park (45 acres), and Activity Building (36,000 sq. ft.). Includes; utilities (gas, electric, water), irrigation, supplies (facility building and restrooms), equipment (playground, park benches, picnic tables, trash receptacles, athletic fields), facility maintenance (playgrounds, pavilions, trails, fencing, activity building, restrooms, ball fields, soccer fields). Duluth Youth Athletic Association, Peachtree Ridge Youth Athletic Association and Atlanta United Fire Soccer Association operate fall and spring programs for city residents. All youth association expenses are offset by facility usage fees. The facility usage fees are revenue generating funds.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 10	Projected FY 11	Projected FY 12	Projected FY 13
Bunten Road Park Operations								
Utilities-Power Athletic/Irrigate.	604/621053123	22.94	34.00	**34.00**	35.02	36.07	37.15	38.27
Utilities-Power Activity Bldg.	604/621053124	50.34	54.00	**54.00**	55.62	57.29	59.01	60.78
Utilities-Gas Activity Bldg.	604/621053122	2.08	3.00	**3.00**	3.09	3.18	3.28	3.38
Utilities-Water Tennis/Act. Bldg.	604/621053121	4.62	6.00	**6.00**	6.18	6.37	6.56	6.75
Utilities (Water)-Field Irrigation	604/621053120	1.10	13.00	**13.00**	13.39	13.79	14.21	14.63
Park Equipment	604/621053161	15.58	15.80	**14.50**	14.94	15.38	15.84	16.32
Weekly Dumpster	604/451053171	0.55	0.70	**0.70**	0.72	0.74	0.76	0.79
Facility Maintenance	604/621052221	68.34	65.50	**55.50**	57.17	58.88	60.65	62.47
Supplies	604/621053110	4.93	5.00	**5.00**	5.15	5.30	5.46	5.63
Subtotal:		170.48	197.00	**185.70**	191.27	197.01	202.92	209.01
Scott Hudgens Park Operations								
Facility Maintenance/Repair	609/621052221	7.49	14.30	**8.00**	8.24	8.49	8.74	9.00
Equipment & Supplies	609/621053110	2.31	2.70	**2.70**	2.78	2.86	2.95	3.04
Utilities-Water	609/621053121	0.00	6.00	**6.00**	6.18	6.37	6.56	6.75
Utilities-Electric	609/621053123	0.00	4.00	**4.00**	4.12	4.24	4.37	4.50
Subtotal:		**9.80**	**27.00**	**20.70**	21.32	21.96	22.62	23.30
TOTAL:		180.28	224.00	**206.40**	212.59	218.97	225.54	232.31

PROGRAM DECISION PACKAGE

PDP #: PK-08-10
PDP TITLE: Recreation Program Operations
PDP MONITOR: Parks & Rec. Director/Admin. Manager

PDP DESCRIPTION: This PDP represents operational expenses for all quarterly recreational programs, quarterly senior programs, and annual seasonal special events. Includes all supplies, materials and equipment for recreational programs, senior programs, special events, development of new additional programs, and expansion of existing programs. Expenditures for supplies and instructor fees are offset by program registrations that are revenue generating fees.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Instructor Fees	608/611052391	63.96	70.00	**70.00**	72.10	74.26	76.49	78.79
Supplies/Materials	608/611053110	14.02	14.60	**14.60**	15.04	15.49	15.95	16.43
Special Events	608/611053113	9.61	11.00	**11.00**	11.33	11.67	12.02	12.38
Equipment	608/611053163	6.44	16.50	**8.00**	8.24	8.49	8.74	9.00
Seniors Program Supplies	608/611053111	8.83	8.90	**8.90**	9.17	9.44	9.73	10.02
Program Devt./Expansion	608/611053115	7.71	8.12	**8.12**	8.36	8.61	8.87	9.14
TOTAL:		110.57	129.12	**120.62**	124.24	127.97	131.80	135.76

Department Description



The City of Duluth Department of Planning and Development strives to maintain and promote the health, safety, morals, convenience, order, prosperity, and general welfare of the present and future citizens of the City. The Department performs these duties with the assistance of the City's Code of Ordinances, the elected officials, citizens, developers, builders, city employees and sometimes the expertise of outside agencies. In order to maintain the flavor of "old" and "new" Duluth, various professional and technical tools are employed. A great deal of coordination and cooperation is involved to handle delicate issues and situations the Department faces on a daily basis. The Department must make difficult decisions while ensuring domestic tranquility for the citizens of the City. The objectives of the Department include maintaining a balance between controlled growth, balanced development, a favorable quality of life; while instilling community pride.

In addition, the Department enforces zoning laws, administers applications for land use changes and modifications, insures site and hydrology compliance, conducts public hearings and meetings, conducts building inspections, provides customer service, and handles development related issues with developers, engineers, architects, builders, and the general public. The Department coordinates efforts with other government agencies at the county, state and federal levels. The Department also oversees the City's Comprehensive plan and is in the process of implementing the GIS mapping program.

Mission, Goals & Objectives

These goals are to address planning issues from the standpoint of prioritization and efficiency. The incremental planning objectives reflect the growth concerns the City of Duluth is experiencing and theorize planning methodologies to resolve these issues. Steps will be taken to develop a plan for the City of Duluth that will best utilize our financial resources, while ensuring that public fund allocations are spent in the most economical and effective manner.

The goals of the Department of Planning and Development herein best reflect the short-term and long-term budget issues planned for implementation within the fiscal year of 2007. The goals are as follows:

Short Term -

Establish Technology/research district.
Continue updating land use plan.
Continue implementing Duluth's Master Sidewalk Plan.
Continue implementing the plan for multi-use trails.
Formulate an annexation strategy and begin implementation.
Apply for all appropriate grants.
Implement Main Street Program.
Continue to improve working relationship with all departments of Gwinnett County.
Continue implementation of the TE-21 Grant.
Continue to improve and upgrade performance and image of the department/
Implementation of the Green Space Plan and Program.
Continue to work with ARC as a partner in regional issues.
Continue efforts in improving code compliance and enforcement.
Develop second round of design standards.
Complete update of ordinances for storm water issues.

Long Term –

Continue development of second phase of downtown revitalization.
Implement the remaining elements of Downtown. Plan.
Update housing, property maintenance code.
Develop a Greenway along the Chattahoochee River.
Update zoning and development regulations.
Update Sign ordinance.

PROGRAM DECISION PACKAGE

PDP #: CD-01-10
PDP TITLE: Planning & Development Administration
PDP MONITOR: Planning & Development Director
PDP DESCRIPTION: The Department of Planning & Development currently has eight regular positions allocated Director, Economic Development Manager, Senior Planner, GIS Manager, Development Inspector, Environmental Planner, Code Compliance Planner, Administrative Planner and one contract Building Inspector (Ray Campbell) and one consultant..

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Dues/Memberships/Subs.	501/740052362	3.43	3.00	**2.00**	2.06	2.12	2.19	2.25
Field Supplies - Misc & Stormwater	501/740053111	2.86	8.00	**2.50**	2.58	2.65	2.73	2.81
Publishing	501/740052322	1.62	1.50	**1.50**	1.55	1.59	1.64	1.69
GIS System update/Literature	501/740053142	4.85	7.50	**10.50**	10.82	11.14	11.47	11.82
Training/Meeting Expenses	501/740052370	18.86	24.00	**12.00**	12.36	12.73	13.11	13.51
Vehicle Maintenance	501/740053128	0.37	1.75	**1.80**	1.85	1.91	1.97	2.03
Office Equipment/Maint.	501/740052221	1.20	0.50	**0.25**	0.26	0.27	0.27	0.28
Permits & Forms	501/740052341	0.74	2.00	**0.50**	0.52	0.53	0.55	0.56
Building Insp. Services	501/740052131	77.39	79.71	**50.00**	51.50	53.05	54.64	56.28
Impact Study	501/740052132	49.90	0.00	**0.00**	0.00	0.00	0.00	0.00
Consulting Engineer	502/751052121	64.14	75.00	**50.00**	51.50	53.05	54.64	56.28
Mapping & Graphics	502/751052133	1.80	1.00	**0.50**	0.52	0.53	0.55	0.56
Public Notices	502/751052331	0.86	1.50	**1.00**	1.03	1.06	1.09	1.13
Comp. Plan Rev./Maint.	502/751052131	41.63	10.00	**0.00**	0.00	0.00	0.00	0.00
Community Betterment Prog.	222/132057201	1.33	5.00	**1.00**	1.03	1.06	1.09	1.13
Placemaking Signage	502/751052134	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
Subtotal:		270.98	220.46	**133.55**	137.56	141.68	145.93	150.31
PERSONNEL:								
Staff-Number		8	8	**8**	8	8	8	8
Salaries	501/740051110	401.42	453.51	**467.50**	495.55	525.28	556.80	590.21
FICA	501/000051220	28.55	34.70	**35.77**	38.67	40.99	43.45	46.05
Benefits	501/740051292	77.56	111.81	**109.92**	91.68	97.18	103.01	109.19
Performance Compensation	501/740051291	5.85	8.94	**0.00**	9.91	10.51	11.14	11.80
Subtotal:		513.38	608.96	**613.19**	635.81	673.95	714.39	757.25
TOTAL:		784.36	829.42	**746.74**	773.36	815.64	860.32	907.57

PROGRAM DECISION PACKAGE

PDP #: CD-06-10
PDP TITLE: Street Safety
PDP MONITOR: Planning & Development Director

PDP DESCRIPTION: This PDP covers existing street lights and traffic controls; the installation of new street lights in newly annexed and developed areas that are inadequately lit. MS4 permit cost split between this department and public works.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Street Lights- Monthly Charges	506/426053123	239.97	240.00	**260.00**	267.80	275.83	284.11	292.63
Street Light Installation	506/426053125	0.00	3.00	**0.00**	0.00	0.00	0.00	0.00
Traffic Signals- Monthly	506/426053126	0.70	1.00	**1.00**	1.03	1.06	1.09	1.13
Condemnation	504/156552225	0.00	2.00	**0.00**	0.00	0.00	0.00	0.00
Storm Water/Erosion Mgmt.	506/425052222	79.43	110.84	**20.00**	20.60	21.22	21.85	22.51
TOTAL:		320.10	356.84	**281.00**	268.83	276.89	285.20	293.76

Department Description



- To become the most professional, full-service police department in Georgia.
- To earn the respect, trust, and confidence of those we serve.
- To be seen by our community as a professional, honest, competent, productive, responsible, and caring police agency that provides quality services.
- To be seen by our peers as a progressive leader in law enforcement.
- To help make Duluth a place where people live, work, and visit without fear of crime.
- For the City to be seen by the criminal element as a place where they do not feel safe or secure, and a place where they believe they are constantly at risk of apprehension and successful prosecution.

As we work toward accomplishment of that Vision, we believe that all actions taken by departmental personnel must be consistent with the spirit and intent of the:

- Constitutions of the United States and Georgia.
- Laws of the United States and Georgia.
- Ordinances of the City of Duluth.
- Policies, procedures, and rules of the Duluth Police Department and the City of Duluth.
- The Law Enforcement Code of Ethics and the Law Enforcement Cannons of Ethics adopted by the International Association of Chiefs of Police.

Mission, Goals & Objectives

The Mission of the Duluth Police Department, in partnership with our community, is to provide effective, efficient, and professional police services for the following purposes.

- Protect life and property.
- Prevent, detect, investigate, and successfully prosecute criminal activity.
- Maintain peace, order, and public safety so as to help ensure the overall success and general welfare of our community.
- Safeguard the personal rights and constitutional liberties of all persons.

The Duluth Police Department's Goals and Objectives for the 2009 budget year.

- Address public safety issues swiftly, professionally and without prejudice
- Continue to be a leader in law enforcement into the 21st Century.
- Increase community awareness and joint participation in preventing gang activities and teen violence.
- Reduce white-collar crime by working closely with the Duluth business community.
- Work hand-in-hand with the Duluth Parks & Recreation Department to ensure safe recreational areas for the citizens of Duluth.
- Reduce traffic accidents and remove impaired drivers from public road ways through aggressive traffic patrols.

PROGRAM DECISION PACKAGE

PDP #: PD-01-10
PDP TITLE: Administration Division
PDP MONITOR: Chief of Police

PDP DESCRIPTION: The Administrative Division is responsible for the daily activities of the police department to include internal investigations, training, C.O.P.'s, and purchasing.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 10	Projected FY 11	Projected FY 12	Projected FY 13
Office Equip. Maintenance	801/321052220	0.00	0.00	**0.50**	0.52	0.53	0.55	0.56
Uniforms	801/321053111	1.28	2.00	**1.50**	1.55	1.59	1.64	1.69
Police Equipment	801/321053160	270.08	1.00	**1.00**	1.03	1.06	1.09	1.13
Tuition Assistance	801/321051250	6.36	0.00	**0.00**	0.00	0.00	0.00	0.00
Training & Seminars	801/321052370	4.38	5.00	**2.00**	2.06	2.12	2.19	2.25
Professional Fees	801/321051120	0.13	1.50	**0.00**	0.00	0.00	0.00	0.00
Photo I.D.s	801/321053112	2.12	4.50	**1.50**	1.55	1.59	1.64	1.69
Utilities-Power	803/621053123	121.24	122.00	**120.00**	123.60	127.31	131.13	135.06
Utilities-Water/Sewer	803/621053121	4.99	5.00	**4.00**	4.12	4.24	4.37	4.50
Supplies	803/621053110	3.18	3.00	**3.70**	3.81	3.93	4.04	4.16
Equipment	803/621053161	0.72	1.00	**1.00**	1.03	1.06	1.09	1.13
Cleaning Service	803/621052226	21.44	19.00	**20.00**	20.60	21.22	21.85	22.51
Building Technician	803/621052130	49.89	50.00	**50.00**	51.50	53.05	54.64	56.28
Solicitors (3 Part time)	801/321051125	82.21	80.00	**73.00**	75.19	77.45	79.77	82.16
Subtotal:		568.02	294.00	**278.20**	286.55	295.14	304.00	313.12
PERSONNEL:								
Number		5	5	**5**	5	5	5	5
Salaries	801/321051110	328.92	356.24	**366.54**	388.53	411.84	436.56	462.75
FICA	801/000051220	24.97	27.26	**28.05**	30.32	32.14	34.06	36.11
Benefits	801/321051292	65.15	73.51	**67.88**	71.88	76.19	80.76	85.61
Performance Compensation	801/321051291	6.36	7.02	**0.00**	7.77	8.24	8.73	9.25
Subtotal:		425.40	464.03	**462.47**	498.50	528.41	560.11	593.72
TOTAL:		993.42	758.03	**740.67**	785.04	823.55	864.11	906.84

PROGRAM DECISION PACKAGE

PDP #: PD-02-10
PDP TITLE: CRIMINAL INVESTIGATIONS DIVISION
PDP MONITOR: Criminal Investigation Division Commander

PDP DESCRIPTION: The Criminal Investigations Division (CID) is charged with investigating criminal activities, detecting and arresting criminal offenders, obtaining evidence for prosecution of criminal cases, locating missing persons and recovering lost or stolen property. They must monitor all crime statistics, orchestrate and conduct covert operations. CID is responsible for issuance and regulation of alcohol server permits and the enforcement of alcohol ordinances. CID maintains the Department Evidence and Property Room.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Camera Supplies	802/322153162	2.49	2.50	**2.00**	2.06	2.12	2.19	2.25
Evidence Collection & Proc.	802/322153174	2.95	3.00	**4.50**	4.64	4.77	4.92	5.06
Office Equipment	802/322153160	0.44	0.50	**0.25**	0.26	0.27	0.27	0.28
Office Equipment Maint.	802/322152220	2.57	0.00	**0.00**	0.00	2.60	0.00	2.60
Police Equipment	802/322153161	2.38	2.50	**2.50**	2.58	2.65	2.73	2.81
Professional Fees	802/322151120	0.30	0.37	**0.37**	0.38	0.39	0.40	0.42
Training & Seminars	802/322152370	2.92	3.00	**1.20**	1.24	1.27	1.31	1.35
Uniforms	802/322153111	4.22	4.50	**4.00**	4.12	4.24	4.37	4.50
Subtotal:		18.27	16.37	**14.82**	15.26	18.32	16.19	19.28
PERSONNEL:								
Number		7	8	**8**	8	8	8	8
Salaries	802/322151110	398.91	453.08	**463.65**	491.47	520.96	552.21	585.35
Overtime	802/322151130	18.79	30.02	**24.50**	25.97	27.53	29.18	30.93
FICA	802/000051220	31.23	36.96	**37.35**	38.35	40.65	43.09	45.67
Benefits	802/322151292	91.31	123.22	**109.58**	90.92	96.38	102.16	108.29
Performance Compensation	802/322151291	7.82	8.93	**0.00**	9.83	10.42	11.04	11.71
Subtotal:		548.06	652.21	**635.08**	656.54	695.93	737.69	781.95
TOTAL:		566.33	668.58	**649.90**	671.80	714.25	753.88	801.23

PROGRAM DECISION PACKAGE

PDP #: PD-04-10
PDP TITLE: Support Services
PDP MONITOR: Support Services Div. Comm.

PDP DESCRIPTION: Support Services is a consolidation of Police Records, Communications, and Court Security. Responsibilities of the division include collection, storage, and dissemination of all police records, maintaining court security, prisoner transport, safety of Judge and court personnel, handling of all incoming calls for service, daytime and nighttime calls for information and routing of incoming calls to different destinations, maintenance of GCIC, NCIC and warrant files. Support Services also handles special projects such as the EWI system, managing installation of new computer software, and state certification for the department.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Office Equipment Maintenance	804/265052220	0.00	0.52	**1.27**	1.31	1.35	1.39	1.43
Training & Seminars	804/265052370	3.94	5.67	**12.87**	13.26	13.65	14.06	14.49
Records Destruction	804/265052390	0.44	1.65	**1.65**	1.70	1.75	1.80	1.86
Professional Fees	804/265051120	0.10	0.13	**0.33**	0.34	0.35	0.36	0.37
Office Equipment	804/265053160	6.01	6.25	**22.03**	22.69	23.37	24.07	24.79
Postage	804/159053114	17.04	16.20	**5.92**	6.10	6.28	6.47	6.66
Collection Agency Fees (1)	804/265052130	9.69	0.00	**0.00**	0.00	0.00	0.00	0.00
Subtotal:		37.22	30.42	**44.07**	45.39	46.75	48.16	49.60
PERSONNEL:								
Number		5.5	5.5	**14**	14	14	14	14
Salaries	804/265051110	142.71	171.27	**620.08**	657.28	696.72	738.53	782.84
Overtime	804/265051130	0.79	13.04	**49.61**	52.59	55.74	59.09	62.63
Part Time	804/265051111	3.97	18.98	**133.68**	141.70	150.20	159.22	168.77
FICA	804/000051220	10.99	15.56	**61.46**	47.44	51.23	54.30	57.56
Benefits	804/265051292	42.96	54.87	**208.54**	121.60	128.89	136.63	144.82
Performance Compensation	804/265051291	2.63	3.72	**0.00**	12.40	13.15	13.93	14.77
Subtotal:		204.05	277.44	**1,073.37**	1,033.01	1,095.94	1,161.69	1,231.39
TOTAL:		241.27	307.86	**1,117.44**	1,078.40	1,142.69	1,209.85	1,281.00

PROGRAM DECISION PACKAGE

PDP #: PD-07-10
PDP TITLE: Police Uniform Division
PDP MONITOR: Uniform Division Commander

PDP DESCRIPTION: The Uniform Division is responsible for the enforcement of all federal, state and local laws and ordinances. Duties include, but are not limited to, traffic enforcement, patrol residential and business districts, respond to calls and to serve and protect the public at large. The Uniform Division is also responsible for receiving information, via radio, computer, phone or in person. This information is then disseminated to the proper division or section.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Office Equipment Maintenance	807/322352220	0.25	2.73	**1.03**	1.06	1.09	1.13	1.16
Police Equipment	807/322353160	64.63	43.97	**41.27**	42.51	43.78	45.10	46.45
Training & Seminars	807/322352370	43.63	54.43	**31.03**	31.96	32.92	33.91	34.92
Uniforms	807/322353111	39.34	33.69	**28.05**	28.89	29.76	30.65	31.57
Radar Maintenance	807/322352221	3.24	3.95	**3.95**	4.07	4.19	4.32	4.45
K-9 Supplies	807/322353161	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
Annual Awards Banquet	807/322353130	4.16	5.00	**0.00**	0.00	0.00	0.00	0.00
Prisoner Medical & Supply	807/322353171	2.97	3.00	**0.00**	0.00	0.00	0.00	0.00
Language Line Translation	807/322352322	1.58	2.44	**2.00**	2.06	2.12	2.19	2.25
Subtotal:		159.80	149.21	**107.33**	110.55	113.87	117.28	120.80
PERSONNEL:								
Staff-Number		49.5	50.5	**39.5**	39.5	39.5	39.5	39.5
Salaries	807/322351110	2,185.79	2,494.31	**2,103.98**	2,230.22	2,364.03	2,505.87	2,656.23
Overtime	807/322351130	214.91	264.06	**207.61**	213.84	220.25	226.86	233.67
Part Time	807/322351111	49.29	103.90	**15.60**	16.07	16.55	17.05	17.56
FICA	807/000051220	185.46	215.94	**177.04**	188.20	198.96	210.36	222.42
Benefits	807/322351292	512.80	644.50	**559.59**	576.38	593.67	611.48	629.82
Performance Compensation	807/322351291	40.98	50.88	**0.00**	0.00	0.00	0.00	0.00
Subtotal:		3,189.23	3,773.59	**3,063.82**	3,224.70	3,393.47	3,571.62	3,759.69
Grant-Number		2	2	**2**	2	2	2	2
Salaries (1)	222/32300/51.1100	89.59	98.30	**93.61**	99.23	105.18	111.49	118.18
Overtime	222/32300/51.1300	0.00	9.83	**7.49**	7.94	8.42	8.92	9.46
FICA	222/32300/51.2200	6.85	8.27	**7.73**	8.20	8.69	9.21	9.76
Benefits	222/32300/51.2100	26.81	25.14	**25.82**	26.59	27.39	28.21	29.06
Performance Compensation	222/32300/51.1115	0.00	1.88	**0.00**	0.00	0.00	0.00	0.00
Subtotal:		123.25	143.42	**134.65**	141.96	149.68	157.84	166.46
TOTAL:		3,472.28	4,066.22	**3,305.80**	3,477.21	3,657.01	3,846.74	4,046.96

(1) There are revenue funds which will offset the salaries by -49.93 for one Heat Grant officer approved by Council prior to this budget year.

PROGRAM DECISION PACKAGE

PDP #: PD-08-10
PDP TITLE: Community Policing Division
PDP MONITOR: Community Policing Commander

PDP DESCRIPTION: The Community Policing Division is responsible for all community relations programs involving police services. The duties include liaison with the community, other law enforcement agencies, state govt. and other entities. Objectives include publicizing department goals, problems and successes. In addition to assisting the other divisions in normal law enforcement duties, this division is charged with developing and implementing strategies to the department and community.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Camera Supplies	808/328553162	0.00	0.20	**0.00**	0.00	0.00	0.00	0.00
Office Equip. Maint.	808/328552220	0.00	0.50	**0.00**	0.00	0.00	0.00	0.00
Professional Fees	808/328552120	0.59	0.70	**0.75**	0.77	0.80	0.82	0.84
Training & Seminars	808/328552370	2.08	1.50	**1.50**	1.55	1.59	1.64	1.69
Uniforms	808/328553111	6.74	7.00	**6.50**	6.70	6.90	7.10	7.32
Police Equipment	808/328553161	5.51	5.00	**7.00**	7.21	7.43	7.65	7.88
K-9 Supplies	808/328553163	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
Public Relation Programs	808/328553112	6.97	7.50	**7.00**	7.21	7.43	7.65	7.88
Community Awards/Promo.	808/328553113	1.30	1.30	**0.00**	0.00	0.00	0.00	0.00
Subtotal:		23.19	23.70	**22.75**	23.43	24.14	24.86	25.61
PERSONNEL:								
Number*		5	5	**5**	5	5	5	5
Salaries	808/328551110	226.46	256.38	**274.10**	290.55	307.98	326.46	346.04
Overtime	808/328551130	5.27	19.59	**16.95**	17.97	19.05	20.19	21.40
FICA	808/000051220	17.67	21.12	**22.27**	22.67	24.03	25.47	27.00
Benefits	808/328551292	44.17	46.77	**52.36**	53.75	56.98	60.39	64.02
Performance Compensation	808/328551291	3.97	5.06	**0.00**	5.81	6.16	6.53	6.92
Subtotal:		297.54	348.92	**365.68**	390.75	414.19	439.04	465.39
TOTAL:		320.73	372.62	**388.43**	414.18	438.33	463.90	490.99

PROGRAM DECISION PACKAGE

PDP# PD-15-10
PDP TITLE: Consolidated Vehicle Maintenance Division
PDP MONITOR: Vehicle Fleet Commander

PDP DESCRIPTION The consolidated vehicle maintenance division is in charge of the service and repairs of the vehicles for all city departments. The maintenance division is also responsible for the installation, repair and or replacement of all emergency equipment on police units. Fuel and oil line item was moved to a consolidated account.

In Thousands of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Vehicle Repairs	815/322353128	85.49	88.29	**83.00**	73.00	73.50	74.00	77.00
Vehicle Accident Repairs (1)	815/322353126	39.90	35.00	**30.00**	50.00	50.00	50.00	50.00
Emissions/Tags/Titles	815/322353124	1.06	2.00	**2.00**	1.50	1.50	1.70	1.70
Insurance Deductible	815/321053127	6.00	7.00	**6.00**	7.00	7.00	7.00	7.00
Professional Fees	815/321053129	0.10	0.60	**1.00**	0.43	0.43	0.43	0.43
TOTAL:		132.55	132.89	**122.00**	131.93	132.43	133.13	136.13

(1) Revenue offset by insurance payments.
NOTE: This is now a consolidated PDP which includes the cost for all city vehicles.

PROGRAM DECISION PACKAGE

PDP#: PD-24-10
PDP TITLE: Police Federal Asset Forfeiture Fund
PDP MONITOR: Chief of Police

PDP DESCRIPTION: This fund is established for the expenditure of funds that result from the City's share of federal asset forfeitures under state, local and foreign laws. Expenditures are made in accordance with federal, state and local statute that guide the asset forfeiture program.

In Thousands of Dollars

GENERAL FUND:	**FUND 210** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Equipment	32100-54.2500	12.88	100.00	**100.00**	20.00	20.00	20.00	20.00
Dues & Fees	32100-52.3600	0.02	0.00	**0.00**	0.00	0.00	0.00	0.00
Transfer to Other Funds	32100-61.1001	140.40	0.00	**10.00**	0.00	0.00	0.00	0.00
TOTAL:		153.30	100.00	**110.00**	20.00	20.00	20.00	20.00

PROGRAM DECISION PACKAGE

PDP#: PD-25-10
PDP TITLE: Police State Asset Forfeiture Fund
PDP MONITOR: Chief of Police

PDP DESCRIPTION: This fund is established for the expenditure of funds that result from the City's share of state asset forfeitures under state and local laws. Expenditures are made in accordance with state and local statute that guide the asset forfeiture program.

In Thousands of Dollars

GENERAL FUND:	**FUND 211** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Equipment	32100/54.2500	6.19	10.00	**10.00**	10.00	10.00	10.00	10.00
Dues & Fees	32100/52.3600	0.05	0.00	**0.00**	0.00	0.00	0.00	0.00
Transfers to Other Funds	32100/61.1001	29.00	0.00	**0.00**	0.00	0.00	0.00	0.00
TOTAL:		35.24	10.00	**10.00**	10.00	10.00	10.00	10.00

Department Description



The City of Duluth Public Works Department is responsible for assuring that the streets within the City are safe and in good driveable condition. We are able to accomplish this through street maintenance and resurfacing, ensuring that all street signs and regulatory signs are clean and maintained, and that right-of-way areas have all trash removed and are mowed. Also, this department is tasked with maintaining drainage ditches and catch basins throughout the City.

The Public Works Director is responsible for the day to day operation of the Public Works Department and is assisted by an Administrative Assistant, a Maintenance Mechanic, a Crew Supervisor, three Equipment Operators, and four Laborers.

Mission, Goals & Objectives

The City of Duluth Public Works Department goals are:

-To continue resurfacing streets within the City.

-To keep the high standards set for this department.

-To keep Duluth the cleanest City in Gwinnett County.

-To have a accident free year by continuing our high safety standards.

-To stencil all catch basins throughout the City stating: "It is unlawful to dispose of any foreign materials in catch basins."

-To be more mindful of our citizens' individual problems.

PROGRAM DECISION PACKAGE

PDP #: ST-01-10
PDP TITLE: Public Works Operations
PDP MONITOR: Public Works Director

PDP DESCRIPTION: Public Works is charged with maintenance of more than 61 miles of streets (and related infrastructure) within the City. This PDP provides funding for those maintenance requirements, all administrative functions of the department and any necessary materials or training to carry out those functions.

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Utilities (water,gas,electric,etc.)	701/421053120	15.79	17.50	**16.00**	16.48	16.97	17.48	18.01
Camera Supplies	701/421053162	0.54	0.00	**0.00**	0.00	0.00	0.00	0.00
Equipment Maintenance	701/421052220	10.30	8.00	**8.00**	8.24	8.49	8.74	9.00
Equipment & Supplies	701/421053110	10.80	11.00	**11.00**	11.33	11.67	12.02	12.38
Signs & Posts	701/421053171	3.08	5.00	**5.00**	5.15	5.30	5.46	5.63
Street Maintenance	701/421052221	8.94	10.00	**0.00**	0.00	0.00	0.00	0.00
Training & Seminars	701/421052370	2.36	10.13	**10.00**	10.30	10.61	10.93	11.26
Uniform Rental	701/421052233	6.18	7.00	**5.50**	5.67	5.83	6.01	6.19
Vehicle Repair & Maint.	701/421053128	2.41	4.50	**4.50**	4.64	4.77	4.92	5.06
Safety Equip. & Supplies	701/421053173	1.64	1.60	**2.00**	2.06	2.12	2.19	2.25
Emergency Maintenance	701/421053175	24.30	5.00	**5.00**	5.15	5.30	5.46	5.63
Nat. Gas & Maint.	701/421053174	0.25	3.00	**1.50**	1.55	1.59	1.64	1.69
Drainage Maintenance	701/421052224	1.52	27.50	**0.00**	0.00	0.00	0.00	0.00
Subtotal:		88.11	110.23	**68.50**	70.56	72.67	74.85	77.10
PERSONNEL:								
Number		15	14	**15**	15	15	15	15
Salaries (1)	701/421051110	455.91	554.74	**582.15**	617.08	654.10	693.35	734.95
Overtime	701/421051130	13.30	17.50	**17.50**	18.03	18.57	19.12	19.70
Part-Time	701/159051120	17.29	75.58	**75.00**	77.25	79.57	81.95	84.41
FICA	701/000051220	36.68	49.54	**51.61**	55.44	58.55	61.83	65.31
Benefits	701/421051292	130.35	183.47	**187.59**	114.16	121.01	128.27	135.97
Performance Compensation	701/421051293	9.25	12.41	**0.00**	12.34	13.08	13.87	14.70
Subtotal:		662.78	893.24	**913.85**	894.29	944.88	998.40	1055.04
TOTAL:		750.89	1003.47	**982.35**	964.85	1017.55	1073.25	1132.14

(1) Transferred one employee (K. Francis) from Public Information & Marketing.

PROGRAM DECISION PACKAGE

PDP #: ST-02-10
PDP TITLE: Public Works Community Enhancement
PDP MONITOR: Public Works Director

PDP DESCRIPTION: This PDP provides funding for the Veterans Flag and Marker program as well as Holiday Decoration program. In addition to enhancing the look of our community, these programs are well-respected and enjoyed by residents and visitors alike. This PDP funds maintenance and replacement of markers and flags; provides funding for rewiring, bulb replacement and other maintenance of holiday decorations; provides funding for seasonal banner maintenance, (zip ties, brackets, arms, etc.); and provides funding for all mini and LED lights on Town Green, Christmas Tree and surrounding areas.

In Thousand of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Veterans Flags & Markers	701/421053172	2.07	4.00	**2.50**	2.58	2.65	2.73	2.81
Holiday Dec. Maintenance	701/421052223	31.33	20.00	**10.00**	10.30	10.61	10.93	11.26
Electrical Maintenance	701/421053123	1.07	5.00	**5.00**	5.15	5.30	5.46	5.63
Holiday Dec. - Public Safety	701/611053113	0.00	0.00	**0.00**	0.00	0.00	0.00	0.00
Seasonal Banner Maint.	701/421052225	0.00	1.00	**0.00**	0.00	0.00	0.00	0.00
TOTAL:		34.47	30.00	**17.50**	18.03	18.57	19.12	19.70

PROGRAM DECISION PACKAGE

PDP #: ST-03-10
PDP TITLE: Maintenance of City Buildings & Property
PDP MONITOR: Public Works Director

PDP DESCRIPTION: This PDP incorporates routine elements necessary to provide satisfactory accommodations for City employees, functions and City-owned property. All maintenance costs associated with City Hall, Museum, Festival Center, Depot, Tennis Building, Bunten Road Facility, Public Safety Facility, Public Works Complex and City owned buildings. Non-contract related maintenance costs for Parks buildings are included in Parks Department Operating PDP's. This PDP contains a private property maintenance item to cover clean up costs necessitated by failure of the property owner to maintain their property. Liens for costs will be placed against properties. PDP also includes all maintenance/repair/upkeep costs for Town Green and surrounding City property, all fountain supplies and repair parts, plus the exterior of the Festival Center. (All interior supplies and event supplies are budgeted for by Festival Center Manager and Downtown Manager).

In Thousand of Dollars

GENERAL FUND:	**FUND 100** Division/Code	Actual FY 08	Budgeted FY 09	**Requested FY 10**	Projected FY 11	Projected FY 12	Projected FY 13	Projected FY 14
Maint. Contracts-All Bldgs	504/156552223	18.85	48.06	**40.00**	41.20	42.44	43.71	45.02
Minor Repairs (Handled by P/W)	504/156552224	8.35	12.80	**7.50**	7.73	7.96	8.20	8.44
Building Maintenance	504/156552232	19.31	10.75	**10.00**	10.30	10.61	10.93	11.26
Private Property Maintenance	504/156552226	0.00	3.50	**3.50**	3.61	3.71	3.82	3.94
Town Green Tier Lighting	504/156552232	0.00	10.00	**0.00**	0.00	0.00	0.00	0.00
Roof for Calaboose	504/156552232	0.00	7.50	**0.00**	0.00	0.00	0.00	0.00
TOTAL:		46.51	92.61	**61.00**	62.83	64.71	66.66	68.66

Introduction

Five Year Capital Improvement Program

The City has established a five year capital improvement program which identifies capital projects to be funded during the next five years. The program identifies each proposed capital project to be undertaken, the year in which it will be started or acquired, the amount expected to be expended on the project each year, and the proposed method of financing these expenditures. This program shall be approved each year by the Mayor and Council.

The capital improvement budget represents the first year of the capital improvement program (the current year of the budget). The capital budget is the government's annual appropriation for capital spending and is legally adopted by the Mayor and Council. The capital budget authorizes specific projects and appropriates specific funding for those projects. The capital budget, not the capital improvement program, provides legal authority to proceed with specific projects. Projects listed in the capital improvement program for year other than 2008 (the out years of 2009-2012) are not authorized until the annual budget for those years is legally adopted. The out years serve only as a guide for future planning.

Definition of a Capital Improvement

The classification of a project as a Capital Improvement is based on the project's cost and frequency of funding. A Capital Improvement project is relatively costly and funded infrequently. Capital Improvement project will typically meet at least one of the following criteria:

1. The cost to purchase is high (generally $5,000.00 or more),
2. The purchase does not recur annually,
3. The useful life is long (generally 3 years or more),
4. The purchased item will become part of the City's fixed asset inventory.

The typical fixed asset will have a useful life of at least three years and cost at least $5,000.00. Major equipment (expensive and long useful life), new property (buildings, land, parks), facility improvements, public improvement projects (road and park improvements, sidewalk/bikeway/path projects, etc.) and vehicle replacements are some examples of what is considered a Capital Improvement.

Introduction

Capital Projects Considerations and Ranking

The projects are separated into two sections, non-competing and ranked competing projects. Non-competing projects are funded 100% by outside funds such as grant money. If these funds do not materialize, the projects will drop out of the budget.

The competing projects are ranked numerous times by the City Administrator, the City Clerk, and the Chief of Police. The Mayor and Council consider these employees' rankings and then conduct their own ranking in budget work sessions. The list of projects is always much larger at the beginning of the budget cycle and is later pared down to meet the absolute minimum realistic needs and available revenue. Funds available for CIPs are determined by the operations budget and revenue projections. Revenues in excess of the operations budget are dedicated to CIP projects. Items that fall below the available funding line are dropped and often reappear to compete in the following year's iterations.

The following criteria are used by the Mayor, Council and Department heads to rank competing capital projects.

1. Most directly benefit the community.
2. Support all departments.
3. Yield the highest return-on-investment.
4. Maintain the department heads' rankings.
5. Are the least costly, when project rankings are tied.

Department Summary

Project Code	Project Title	Budget
City Administrator		
CA-05-10	City Hall Projects/Church Renovation	286,367
CA-23-10	Living Memorial Fund	72,500
CA-24-10	Downtown Parking	1,510,000
CA-37-10	Downtown Redevelopment	
	Department Total	**2,289,867**
Planning & Development		
CD-20-10	Western Gwinnett Bikeway	3,404,686
CD-23-10	Duluth Streetscape / Master Sidewalk Plan	2,328,800
CD-31-10	Rogers Bridge Trail and Trailhead	495,192
CD-41-10	Landscape Medians on Peachtree Industrial Blvd.	16,000
CD-43-10	Greenspace Program	74,466
CD-46-10	State Route 120 Realignment	2,000,571
CD-47-10	Hospital Connector Road	2,758,857
CD-51-10	Ridgeway Extension	2,031,000
CD-52-10	CDBG Improvements - Phase II - b	600,000
CD-56-10	Buford Highway Corridor Study	122,415
CD-57-10	Buford Highway / SR 120 Gateway to Downtown	753,781
CD-58-10	State Route 120 Sidewalks to the Monarch School	728,313
CD-60-10	Buford Highway Medians	360,000
CD-61-10	McClure Bridge/W. Lawrenceville Reconstruction	2,500,000
CD-62-10	Water & Sewer Improvements - Buford Highway	1,250,000
	Department Total	**19,424,081**
Police Department		
PD-20-10	Consolidated Vehicle Purchase	193,000
PD-60-10	Mounted Patrol	8,500
PD-63-10	COPS - Donations	30,000
PD-72-10	State Grants - GEMA & GOHS	95,000
PD-73-10	Bullet Proof Vest	20,000
PD-74-10	Federal Grant - Byrne Recovery JAG	51,909
PD-75-10	Federal Grant - CHRP - Cops Hiring Recovery Program	359,136
	Department Total	**757,545**
Parks & Recreation		
PK-27-10	Scott Hudgens Park Improvements	380,000
PK-29-10	Taylor Park Playground	287,500
PK-33-10	Rogers Bridge Dog Park	450,000
PK-34-10	W. P. Jones Activity Building	30,000
PK-35-10	Park Land Purchase	550,000
	Department Total	**1,697,500**
Public Works		
ST-32-10	Infrastructure Improvements	**530,000**
	TOTAL BUDGET CAPITAL IMPROVEMENTS	**24,698,993**

2010 Capital Improvement Program (CIPs)

CIP FUNDING SOURCE SUMMARY								
	CIP Number	CIP Description	2010 Program Cost	Grants/St/Cty/ Fed	Total City Cost	Donations/ Other Sources	SPLOST Funds	Bond Proceeds
	CA-05-10	City Hall Projects/Church Renovation	286,367		36,367		250,000	
	CA-23-10	Living Memorial Fund	72,500	20,000	10,000	42,500		
	CA-24-10	Downtown Parking	1,510,000				1,510,000	
	CA-37-10	Downtown Redevelopment	421,000			421,000		
	CD-20-10	Western Gwinnett Bikeway	3,404,686	2,328,016			1,076,670	
	CD-23-10	Duluth Streetscape/Master Sidewalk Plan	2,328,800	1,834,000			494,800	
	CD-31-10	Rogers Bridge Trail and Trailhead	495,192	372,000		2,991	120,201	
	CD-41-10	Landscaped Medians on PIB	16,000		4,294	11,706		
	CD-43-10	Greenspace Program	74,466			74,466		
	CD-46-10	120 Realignment	2,000,571				2,000,571	
	CD-47-10	Hospital Connector Road	2,758,857	1,785,902			972,955	
	CD-51-10	Ridgeway Extension	2,031,000				2,031,000	
	CD-52-10	CDBG Improvements - Phase II - b	600,000	500,000			100,000	
	CD-56-10	Buford Highway Corridor Study	122,415		122,415			
	CD-57-10	Buford Hwy / SR 120 Gateway to Downtown	753,781	496,000			257,781	
	CD-58-10	SR 120 Sidewalks to the Monarch School	728,313	496,000			232,313	
	CD-60-10	Buford Highway Medians	360,000	300,000			60,000	
	CD-61-10	McClure Bridge/W. Lawrenceville Reconstruction	2,500,000				2,500,000	
	CD-62-10	Water & Sewer Improvements-Buford Highway	1,250,000				1,250,000	
	PD-20-10	Consolidated Vehicle Purchase	193,000				193,000	
	PD-60-10	Mounted Patrol	8,500			8,500		
	PD-63-10	COPS Donations	30,000			30,000		
	PD-72-10	State Grants	95,000	95,000				
	PD-73-10	Bullet Proof Vests	20,000	10,000		10,000		
	PD-74-10	Federal Grant	51,909	51,909				
	PD-75-10	Federal Grant	359,136	359,136				
	PK-27-10	S. Hudgens Park Restroom/Concession	380,000				380,000	
	PK-29-10	Taylor Park	287,500				287,500	
	PK-33-10	Rogers Bridge Dog Park	450,000				450,000	
	PK-34-10	W. P. Jones Activity Building	30,000				30,000	
	PK-35-10	Park Land Purchase	550,000	250,000			300,000	
	ST-32-10	Infrastructure Improvements	530,000				530,000	
	TOTAL CAPITAL IMPROVEMENTS:		24,698,993	8,897,963	173,076	601,163	15,026,791	0

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CA-05-10
PROJECT TITLE: City Hall Projects/Church Renovation **(CARRY FORWARD)**
DEPARTMENT: City Administrator

DESCRIPTION: This CIP is for the continuation fo the church restoration. The initial phase included relocation costs and exterior improvements including foundation and basement, siding, windows, doors, and roof. The next phase will include interior restrooms, heating and air, electrical, ceilings, walls, floors, and a steeple. Also to bring forward the remaining funds from the City's Certificate of Deposit for the purchase of furniture for City Hall.

Fund 321

Expenditures	Account Codes	Budget 2005	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**
Construction Cost	15650/54.1300		8,000,000	10,600,000	12,403,015		
Miscellaneous Cost	15650/54.1100	850,000	1,000,000	1,000,000	900,000	50,000	
Furniture	15650/54.2300	379,000	400,000	400,000	450,000	50,000	**36,367**
Church Relocation/Exterior*	15650/54.1100					231,078	
Church Interior-Construction						250,000	**250,000**
City Hall Bond Principal 06**						389,000	
TOTAL		1,229,000	9,400,000	12,000,000	13,753,015	970,078	**286,367**
Funding Sources							
05 SPLOST	39.1131		8,000,000	10,600,000	7,000,000	537,000	
2003 Bond Funds	39.1171	$ 850,000	1,000,000	1,000,000	3,200,000		
City Hall Fund (CD)	39.1101	$ 379,000	400,000	400,000	414,351	50,000	**36,367**
2006 Bond Funds	39.1176				3,000,000		
Prior Year Reserves	39.1101				288,664		
09 SPLOST						250,000	**250,000**
General Funds-Church Ext.*						133,078	
TOTAL		1,229,000	9,400,000	12,000,000	13,903,015	970,078	**286,367**

*Per council minutes/approval at the 3-10-08 M&C meeting. $61,500 was transferred from GG-08-08 100-921-15654194 "Emergency Repairs" to this CIP for church relocation/exterior and $71,578 in city matching funds was transferred from CD-16-08 340-516-000039113 "City Funds FY00 Carryover" to this project. This is for the $231,050 contract awarded to Well General Contractors.
**Remaining 05 SPLOST will be used to repay 06 Bonds in MC-03.

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CA-23-10
PROJECT TITLE: Living Memorial Fund **(CARRY FORWARD)**
DEPARTMENT: City Administrator, City Clerk

DESCRIPTION: This CIP is for the construction of a Living Memorial in the Town Green area in cooperation with the American Legion, Duluth Merchants Association, and others interested in donating funds for a Veterans Memorial. Possible designs have been selected through a competition of Georgia Tech students. Estimates are in the $150,000 range and location may be in conjunction with the new City Hall.

JUSTIFICATION: Remembrance of Veterans, Police and Fire personnel

Fund 352

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
Design Cost (carry forward)	61900/52.1200	2,000	7,500	10,000		**10,000**	
Construction Cost	61900/54.1200		42,500	62,500	75,500	**62,500**	102,500
TOTAL		2,000	50,000	72,500	75,500	**72,500**	102,500
Funding Sources							
Donations* (carry forward)	37.1005	2,000	50,000	42,500	45,500	**42,500**	42,500
City General Funds	39.1110			10,000	10,000	**10,000**	40,000
Governor's Local Assist Grant	33.4310			20,000	20,000	**20,000**	20,000
TOTAL		2,000	50,000	72,500	75,500	**72,500**	102,500

*Donations have been made by various businesses, civic organizations and citizens.
NOTE: The $45,500 in donations and the $20,000 Governor's Local Assist Grant are being carried forward to FY09. The City budgeted $10,000 for the project in FY08 and is budgeting an additional $30,000 to the project in FY09. In FY08 the American Legion Rider donated $2,251. In FY09 the City designated $10,000 for design, however a decision was made to use the $20,000 Governors Local Assistance grant instead for design and to carry the $10,000 forward to FY10 as well as any unspent portion of the grant; the $42,500 in donations will be carried forward also.

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CA-24-10
PROJECT TITLE: Downtown Parking/Library Land **(NON-RANKING)**
DEPARTMENT: City Administrator

DESCRIPTION: This CIP is for the purchase of downtown land to serve as the location for a County library. The County would construct the new library, above parking, and provide construction of extra floors above for condo or office use. Purchase of the property for a library is contingent on obtaining 09 SPLOST approval and agreement with the County on library construction.

Fund 331

Expenditures	Account Codes	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013
Library Property Purchase	65000/54.1100		1,510,000	**1,510,000**			
TOTAL			1,510,000	**1,510,000**			
Funding Sources							
2009 SPLOST	39.1200		1,510,000	**1,510,000**			
TOTAL			1,510,000	**1,510,000**			

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CA-37-10
PROJECT TITLE: Downtown Redevelopment **(CARRY FORWARD)**
DEPARTMENT: City Administrator

DESCRIPTION: The funds shown in this CIP represent carry forward DDA funds of $50,000 along with funds from the sale of land by the DDA for $375,000. It is anticipated that these funds will be spent on demolition and land acquisition.

JUSTIFICATION:

O&M IMPACT: The impact to operations and maintenance costs have not yet been determined.

Fund 340

Expenditures	**Account Codes**	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
Matching Funds	537/731054187	373,193	363,531				
TEA Grant Downtown Plan Implementation Carryover	537/731054188	750,000	450,000				
Land & Construction (carry forward)*	537/731054112	600,000	400,000				
Construction of sidewalks/pathways - 2002 LCI grant **	537/731054192	728,000	728,000				
2002 LCI match**	537/731054191	146,308	142,031				
Construction, Lighting & Landscaping above original estimates	537/431054190		726,926	425,000	421,000	**421,000**	
TOTAL		2,597,501	2,810,488	425,000	421,000	**421,000**	
Funding Sources							
General Fund Carryover	537/000039140	373,193	363,531				
01 Federal Grant Carryover	537/000033170	750,000	450,000				
01 SPLOST Transportation Funds (carry forward)*	537/000033431	600,000	400,000				
2002 LCI Grant**	537/000033156	728,000	728,000				
2002 LCI City Funds Matching (carry over)**	537/000039136	146,308	142,031				
DDA Funds	537/000039179		726,926	425,000	421,000	**421,000**	
TOTAL		2,597,501	2,810,488	425,000	421,000	**421,000**	

*Previously CA-12
**Previously CD-45
This CIP was renamed CA-37 - previously it was named CD-37. Changed in FY09 budget.

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PK-27-10
PROJECT TITLE: Scott Hudgens Park Improvements Restroom/Concession Building **(CARRY FORWARD)**
DEPARTMENT: Parks and Recreation Department

DESCRIPTION: This CIP represents the construction and design cost of a restroom/concession building. 2001, 2005 & 2009 SPLOST Funds will fund the project.

JUSTIFICATION: The completion of this project will provide restroom facilities to soccer patrons and pedestrians. Funds from the concessions will assist in park expenses and further development.

O&M IMPACT: The restroom concession facility will provide much needed restrooms, while generating revenues for park expenses. A minimal increase in park utilities, operating cost will be paid by the youth association.

Fund 322

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
Restroom Facility	62200/54.1300	150,000	150,000	273,775	371,925	**380,000**	
TOTAL		150,000	150,000	273,775			
Funding Sources							
2005 SPLOST**	39.1101	150,000	150,000	150,000	125,000	**$ 150,000**	
General Funds***	New				100,000		
2001 SPLOST*	39.1102			123,775	21,925		
2005 SPLOST	39.1103				100,000		
2009 SPLOST**	New				25,000	**$ 230,000**	
TOTAL		150,000	150,000	273,775	371,925	**$ 380,000**	

Note: In FY 08 project cost increased from $150,000 to $371,925 to reflect additional cost necessary to complete this project. The size and location of the restroom facility will be determined by the Park Master Plan.
*SPLOST funds of $123,775 have been transferred from PK-26 (Bunten Maint. Facility) to this project
** $25,000 in 2005 SPLOST was transferred to PK-29 and $25,000 in 09 SPLOST was added to this project to replace it.
***General funds were removed from this project.

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PK-29-10
PROJECT TITLE: Taylor Park **(CARRY FORWARD)**
DEPARTMENT: Parks and Recreation Department

DESCRIPTION: This CIP represents the purchase and installation of playground equipment for Taylor Park. This work was done in conjunction with City Hall. Playground equipment is now proposed following the Master Park Plan.

JUSTIFICATION: A downtown playground would enhance the Town Green area, provide children with a safe and secure play area that would be utilized by people shopping or relaxing at the Town Green.

O&M IMPACT: Maintenance personnel, equipment inspections and ground cover.

Fund 328

Expenditures	Account Codes	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012
Playground	61230/54.2500			250,000	**287,500**		
Lighting, Irrigation & Sidewalks*	61230/54.1200		100,000				
TOTAL			100,000	250,000			
Funding Sources							
2001 SPLOST*	39.1105		100,000		**118,000**		
2009 SPLOST	39.1101			250,000	**129,500**		
2005 SPLOST** (Extra)	New				**40,000**		
TOTAL			100,000	250,000	**287,500**		

* $100,000 in 01 SPLOST to be transferred to PK-27 S. Hudgens Park Restrooms.
** 05 SPLOST (Extra) is to come from the additional 05 SPLOST received.

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PK-33-10
PROJECT TITLE: Rogers Bridge Dog Park **(NON-RANKED)**
DEPARTMENT: Parks and Recreation Department

DESCRIPTION: This CIP represents the construction and installation of fencing , irrigation and park rules signage for a dog park at Rogers Bridge Park.

JUSTIFICATION: Per the 2007 Park Master Plan various homeowners associations stated that the recreational facilities they desired most were trails and a dog park. Constructing a dog park will provide the following community benefits: Socializes and exercises dogs in a safe environment; promotes responsible pet ownership; provides elderly and disabled owners with an accessible place to exercise their dogs; enables dogs to legally run off-leash, promotes public health and safety, provides a tool for realistic enforcement of dog control laws.

O&M IMPACT: Maintenance personnel and water for irrigation

Fund 335

Expenditures	Account Codes	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013	Projected 2014
Dog Park	62200-54.1200	0	**450,000**				
TOTAL		0	**450,000**				
Funding Sources							
2009 SPLOST	New	0	**450,000**				
TOTAL		0	**450,000**				

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PK-34-10
PROJECT TITLE: W. P. Jones Activity Building **(NON-RANKED)**
DEPARTMENT: Parks and Recreation Department

DESCRIPTION: This CIP represents the design and construction of the 4000 sq. foot activity building.

JUSTIFICATION: The W. P. Jones Activity building would replace the old Depot building and provide a senior center for daily senior programs and activities, as well as a revenue source for evening and weekend facility rentals.

O&M IMPACT: No additional staff would be required for maintenance, and generated revenue from programs and rentals would offset the expenditures.

Fund 336

Expenditures	Account Codes	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013	Projected 2014
W. P. Jones Activity Bldg	61220-54.1300	0	**30,000**	657,000			
TOTAL		0	**30,000**	657,000			
Funding Sources							
2009 SPLOST	New	0	**30,000**	657,000			
TOTAL		0	**30,000**	657,000			

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PK-35-10
PROJECT TITLE: Park Land Purchase **(NON-RANKED)**
DEPARTMENT: Parks and Recreation Department

DESCRIPTION: This CIP is for the purchase of 10+ acres of park land on Rogers Bridge Road to be part of Rogers Bridge Park. The purchase of park land is part of the Master Park Plan. It is anticipated that a grant from the Trust for Public Land will help with the purchase and payments from 09 SPLOST funds can be made as the funds are received.

JUSTIFICATION: Purchase of this land will expand the city's Roger Bridge Park and the purchase is also part of the 2007 Master Park Plan.

O&M IMPACT: Once the land is converted to park use, normal maintenance by park personnel will be required.

Fund 337

Expenditures	Account Codes	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013	Projected 2014
Park Land Purchase	62200-54.1100	0	**550,000**	250,000	250,000	250,000	
TOTAL		0	**550,000**	250,000	250,000	250,000	
Funding Sources							
Trust for Public Land Grant	New	0	**250,000**				
09 SPLOST	New		**300,000**	250,000	250,000	250,000	
TOTAL		0	**550,000**	250,000	250,000	250,000	

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-20-10
PROJECT TITLE: Western Gwinnett Bikeway **(CARRY FORWARD)**
DEPARTMENT: Planning and Development

DESCRIPTION: The funds shown in this CIP represent approximately 80% federal grant money for development of bikeways along Peachtree Industrial Boulevard as part of the Western Gwinnett Bikeway. These grants are carried over from FY99 and include the Congestion Mitigation Air Quality (CMAQ) Grant and Transportation Enhancement Activity (TEA) Grant. City funds will be used for the required matching portion of these grants. These funds are to be used to complete the development of the Western Gwinnett Bikeway within the city limits of Duluth from North Berkley Lake Road to Rogers Bridge Road along Peachtree Industrial Boulevard. NOTE: Recent additional funds now make this project feasible. Public Works is currently picking up trash & cutting weeds where the paving will be placed. This reduces the amount of area to cut, however, surface repairs will need to be made from time to time.

O&M IMPACT: Maintenance costs will be approximately $2,000 annually, to be budgeted by the Department of Public Works.

Fund 340

Expenditures	**Account Code**	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
CMAQ Carryover (Gen Rev)	520/422854181	2,614	2,614	2,614	2,614		
CMAQ Matching Funds	520/422854183		35,600	35,600	35,600	**35,600**	
CMAQ Grant Carryover	520/422854182	178,000	178,000	178,000	178,000	**178,000**	
TEA Matching Funds Carryover (Gen. Rev.)	520/422854187	238,407	238,407	238,407	238,407		
TEA Grant Carryover	520/422854188	790,400	790,400	790,400	790,400	**790,400**	
TEA Grant - '06	520/422854189		300,000	300,000	300,000	**300,000**	
TEA Matching Funds	520/422854190		75,000	75,000	75,000	**75,000**	
TIP Grant - '05	520/422854175		759,616	759,616	759,616	**759,616**	
TIP Matching Funds	520/422854176		428,184	428,184	406,577	**391,070**	
HPP Grant - '05	520/422854170		300,000	300,000	300,000	**300,000**	
HPP Matching Funds	520/422854171		75,000	75,000	75,000	**75,000**	
09 SPLOST	New					**500,000**	
TOTAL		1,209,421	3,182,821	3,182,821	3,161,214	**3,404,686**	
Funding Sources							
City Match on '99TEA & CMAQ Carryover (Gen Rev)	520/000039115	241,021	241,021	241,021	241,021		
CMAQ Grant FY99 Carryover	520/000033145	178,000	178,000	178,000	178,000	**178,000**	
CMAQ Match - '05 SPLOST	520/000039177		35,600	35,600	35,600	**35,600**	
TEA Grant FY99 Carryover	520/000033150	790,400	790,400	790,400	790,400	**790,400**	
TEA Grant '06	520/000033151		300,000	300,000	300,000	**300,000**	
TEA matching '05 SPLOST	520/000039177		75,000	75,000	75,000	**75,000**	
TIP Grant '05	520/000033162		759,616	759,616	759,616	**759,616**	
TIP matching '05 SPLOST	520/000039177		314,400	314,400	314,400	**298,893**	
HPP Grant	520/000033147		300,000	300,000	300,000	**300,000**	
HPP matching '05 SPLOST	520/00039177		75,000	75,000	75,000	**75,000**	
TIP match - transferred from CD-23 (05 SPLOST)	520/000039177		113,784	113,784	92,177	**92,177**	
09 SPLOST	New					**500,000**	
TOTAL		1,209,421	3,182,821	3,182,821	3,161,214	**3,404,686**	

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-23-10
PROJECT TITLE: Duluth Streetscape/ Master Sidewalk Plan **(CARRY FORWARD)**
DEPARTMENT: Planning and Development

DESCRIPTION: To fund the City's continuing successful street and sidewalk improvement program identified on the Master Sidewalk Plan. These funds will be used to match anticipated sales tax funds for the construction of sidewalks. Proposed sidewalk locations include Davenport Road and Irvindale Road.

O&M IMPACT: About $1,000 per year in maintenance costs will be incurred. This cost has been reflected in the Department of Public Works Operations Budget.

Fund 360

Expenditures	**Account Code**	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
City - General (carry forward)	523/422454190	300,000	79,095	78,578	75,152	**14,311**	
General Revenue (08 carry forward)	523/422454189		296,000	96,000	24,751	**24,751**	
05 CMAQ grant - Irvindale Road area residential loop (100%)	523/422454189				1,184,000	**1,184,000**	
05 CMAQ match - Construction	523/422454189				296,000	**296,000**	296,000
06 TE Grant - Davenport Sidewalks (south)	523/422454189				150,000	**150,000**	150,000
06 TE City Match	523/422454189		37,500	20,000	38,000	**34,738**	
05 HPP Grant for Davenport Sidewalks - south side	523/422454189		80,000		500,000	**500,000**	80,000
05 HPP City Match	523/422454189		20,000	20,000	125,000	**125,000**	95,000
TOTAL		300,000	512,595	214,578	2,392,903	**2,328,800**	621,000
Funding Sources							
City - 09 SPLOST (carry forward)	523/000039136	300,000	79,095	78,578	75,152	**14,311**	
09 SPLOST	New				296,000	**296,000**	296,000
09 SPLOST (carry forward)	523/000039182		296,000	96,000	24,751	**24,751**	
05 CMAQ Award	New				1,184,000	**1,184,000**	
06 TE Grant	New				150,000	**150,000**	150,000
06 City Match TE - 05 SPLOST	523/000031330		37,500	20,000	38,000	**34,738**	
05 HPP Grant	523/000033155		80,000		500,000	**500,000**	80,000
05 City Match HPP - 05 SPLOST	523/000031330		20,000	20,000	125,000	**125,000**	95,000
TOTAL		300,000	512,595	214,578	2,392,903	**2,328,800**	621,000

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-31-10
PROJECT TITLE: Rogers Bridge Trail and Trailhead **(CARRY FORWARD)**
DEPARTMENT: Planning and Development / Parks & Recreation

DESCRIPTION: This section of the proposed multi-use trail runs along Rogers Bridge Road between Peachtree Industrial Boulevard and the Chattahoochee River. The funds shown in this CIP represent FY 2000 federal grant money for development of Rogers Bridge Trail. Engineering work has gone on for several years, and the City is waiting on Gwinnett County to bid out the project per our agreement with them to manage the project. The trailhead portion of the CIP is for a grant application to establish restrooms & drinking facilities to accommodate trail users, as well as establishing a new soft trail from the parking area, and a railed observation deck with built-in seating overlooking the Chattahoochee River.

JUSTIFICATION:

O&M IMPACT: The impact to operations and maintenance costs have not yet been determined. A 50% match is proposed to increase the chances of receiving the grant. Maintenance of the proposed restrooms and overlook will be through the Park & Recreation Department. CD-54 has been combined with this CIP.

Fund 330

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	Requested 2010	Projected 2011
Pathway match - 09 SPLOST	6230-54.1300	28,000	28,000	43,185	34,177	**25,201**	
TEA Grant Rogers Bridge Carryover	6230-54.1300	272,000	272,000	272,000	272,000	**272,000**	
Donation-Bikes Belong	6230-54.1300			2,991	2,991	**2,991**	
DNR Grant - Park Imprvmnts	6230-54.1200		100,000	100,000	100,000	**100,000**	
Grant Match*	6230-54.1300		100,000	95,000	95,000	**95,000**	
TOTAL		300,000	500,000	513,176	504,168	**495,192**	
Funding Sources							
City Match - SPLOST 09**	New	28,000	28,000	43,185	34,177	**$ 25,201**	
TEA Grant FY00 Carryover	33.1311	272,000	272,000	272,000	272,000	**272,000**	
Donation-Bikes Belong Coal.	39.1101			2,991	2,991	**2,991**	
DNR Grant	33.1312		100,000	100,000	100,000	**100,000**	
City Match - SPLOST '05	39.1105		100,000	95,000	95,000	**95,000**	
TOTAL		300,000	500,000	513,176	504,168	**$ 495,192**	

* CD-54 (Grant application) has been combined with this CIP.
**Funding switch from City Funds to 09 SPLOST when remaining balance was $25,201.

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-41-10
PROJECT TITLE: Landscaped Medians on Peachtree Industrial Boulevard **(CARRY FORWARD)**
DEPARTMENT: Planning and Development

DESCRIPTION: Construction of additional landscaped medians on Peachtree Industrial Boulevard. City has $3,890.39 carryover of FY07 donations in the Tree Bank and $1,816 of that will be carried forward in City Funds from the three medians completed in FY07. Three medians are still unplanted.

JUSTIFICATION:

O&M IMPACT: Maintenance costs of landscaping are minimal, and will be handled by Public Works. There will be no impact on staff.

Fund 207

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
Planting Costs (Carry Fwd.)	42260/52.1300	39,063	44,100	4,100	10,100	**4,100**	
Additional Costs for Planting	42260/52.1300	5,900	5,900	5,900	5,900	**11,900**	
TOTAL		44,963	50,000	10,000	16,000	**16,000**	
Funding Sources							
City Funds*	39.1101	30,980	36,017	4,294	4,294	**4,294**	
Tree Bank Donations**	34.1390	13,983	13,983	5,706	11,706	**11,706**	
TOTAL		44,963	50,000	10,000	16,000	**16,000**	

*$1,816 leftover from FY07 budget after three medians planted
**$3,890.39 donated by the Dail Community in 3/07 for removal of specimen tree and $6,000 projected in FY09 donation by Abbott's Crossing for removal of trees. (1,816 + 3,890.39 + 6,000 = 11,706.39)

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-43-10
PROJECT TITLE: Green space Program **(WASH)**
DEPARTMENT: Planning & Development

DESCRIPTION: The funds shown in this CIP are for the purchase of green space, especially along the Chattahoochee River. This project is dependent on outside funding. The purpose of the CIP is to help the City work towards achieving the State's goal of 20% open space. The only money funding this CIP comes from developers purchasing their open space requirement.

JUSTIFICATION:

O&M IMPACT: The potential impact on maintenance of property will be defined upon acquisition of property.

Fund 206

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
City funds (anticipated from developers purchasing open space) plus carryover	62200/54.1100	50,000	30,823	50,000	50,000	**15,000**	
Tree Planting	62200/52.2900		5,000	10,823	44,086	**59,466**	
TOTAL		50,000	35,823	60,823	94,086	**74,466**	
Funding Sources							
Green space funding (from developers)*	34.1395	50,000	20,000	50,000	50,000	**15,000**	
Green space carryover	11.1110		10,823	10,823	44,086	**59,466**	
Developer Assessments-Trees	34.1395		5,000				
TOTAL		50,000	35,823	60,823	94,086	**74,466**	

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-46-10
PROJECT TITLE: 120 Realignment **(CARRY FORWARD)**
DEPARTMENT: Planning and Development

DESCRIPTION: Preliminary engineering for 120 Realignment - The County has budgeted 1.5 million in SPLOST 2001 funds for this project with a balance carried forward to FY09. An additional $500,000 has been allocated in 2009 SPLOST. The additional funds have been transferred from CD-16-08 for building demolition and repair at intersection of Main St and Hwy 120.

JUSTIFICATION: Realignment will help reduce congestion in the downtown area.

O&M IMPACT:

Fund 323

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
City match carry forward (LCI grant - preliminary engineering (P/E))		34,700	transferred*	transferred*			
LCI Award - P/E		140,000	transferred*	transferred*			
City Funds - ('01 SPLOST plus future SPLOST for P/E, ROW & Construction		300,000	146,184	0			
01 County SPLOST for P/E, ROW & Construction	42210-54.1400		750,000	0	1,500,000	**1,680,077**	
LCI Grant for construction - anticipated	New	1,200,000					
Property Purchase**			750,000				
Building Demolition/Construct.***	42210.52.1300				70,494	**70,494**	
09 SPLOST	New					**250,000**	250,000
TOTAL		1,674,700	1,646,184	0	1,570,494	**2,000,571**	250,000
Funding Sources							
Previous City Match - SPLOST '01		34,700	transferred*	transferred*			
LCI grant - '03		140,000	transferred*	transferred*			
Proposed City Match - SPLOST '05		300,000					
01 County SPLOST Funds	11.1110		1,646,184		1,500,000	**1,680,077**	
Gen. Rev./Future SPLOST							
LCI grant - anticipated		1,200,000					
SPLOST 05***	39.1105				70,494	**70,494**	
SPLOST 09	New					**250,000**	250,000
TOTAL		1,674,700	1,646,184	0	1,570,494	**2,000,571**	250,000

* Unspent P/E funds transferred to CD-47
** Purchase of Pierce property @ corner of Buford Hwy / Hwy 120
***05 SPLOST funds transferred from CD-55-08

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-47-10
PROJECT TITLE: Hospital Connector Road **(CARRY FORWARD)**
DEPARTMENT: City Administrator / Planning Department

DESCRIPTION: To purchase 2 1/2 acres of property form Highway 120 to W. Lawrenceville St. for the Hospital Connector Road. 2001, 2005 & 2009 SPLOST transportation funds will be used for this project. CIP CD-53-04 was combined with CD-47-05 for clarification and ease of use purposes as well as to show all of the costs associated with the project. SPLOST funds allocated in FY04 will be carried forward. $62,000 has been added to FY06 for costs associated with additional environmental reviews associated with this project and Ridgeway Extension (CD-51-06). The additional costs have been equally split ($31,000) between the two projects. Further, unspent P/E funds from the 120 realignment project have been transferred into this CIP.

JUSTIFICATION: Property on Highway 120 shown for Hospital connector is currently for sale. The property is zoned industrial and inconsistent with surrounding property. It is more cost effective to purchase property now rather than later.

O&M IMPACT: Street will be a City street and as such will be added to the list of streets that Public Works maintains.

Fund 360

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
Land* (carry forward)	550/420054110						
City Match - 2004 LCI grant -Prelim. Engineering (P/E)	550/420054130						
LCI Award - P/E	550/420054130	62,816	8,851		3,603		
LCI Award - ROW	550/420054111	1,364,000	1,364,000	1,364,000	1,364,000	**1,364,000**	
City Match - 2004 LCI grant -Right-of-Way (ROW)	550/422154185	341,000	341,000	341,000	341,000	**292,596**	
LCI Award - Construction	550/420054193	836,000					
City Match - 2004 LCI grant - Construction	550/422154185	209,000					
SPLOST '05 - Additional Environmental Review	550/422154185	31,000	31,000				
Award	550/420054193		69,303	69,303	69,303	**69,303**	
P/E transfer from CD-46 (120 realignment) - city match	550/420054130		7,575	7,575			
LCI City Match from CD-51**	New				180,359	**180,359**	
LCI Grant transfer from CD-51**	New				45,984	**45,984**	
LCI '03 Award (Construction) transfer from CD-55***	New				263,637	**263,637**	
LCI '03 Award (ROW0 transfer from CD-55***	New				42,978	**42,978**	
09 SPLOST	New					**500,000**	
TOTAL		2,843,816	1,821,729	1,781,878	2,310,864	**2,758,857**	
Funding Sources							
SPLOST '01 FUNDS (carry forward)	550/000033431	403,435	194,435	194,435	194,435	**146,031**	
LCI grant (carry forward)	550/000033156	2,266,000	1,372,851	1,364,000	1,364,000	**1,364,000**	
LCI grant (transfer from 120 realignment)	550/000033156		76,878	69,303	69,303	**69,303**	
LCI '03 Award (ROW) transfer from CD-55	New				42,978	**42,978**	
LCI '03 Award (Construction) transfer from CD-55	New				263,637	**263,637**	
LCI '04 Grant (Ridgeway Ext) transfer from CD-51	New				45,984	**45,984**	
LCI City Match (Ridgeway Ext) transfer from CD-51	New				180,359	**180,359**	
SPLOST '05 (carry forward)	550/000031330	174,381	177,565	146,565	146,565	**146,565**	
City Match P/E (General Funds)	550/000039182			7,575	3,603		
09 SPLOST	New					**500,000**	
TOTAL		2,843,816	1,821,729	1,781,878	2,310,864	**2,758,857**	

* $116,000 spent in FY '04 for land and house purchase on West Lawrenceville.
**Transfer of funds from CD-51 (Transfer 555/731054193 & 555/731054192)
***Transfer of funds from CD-55 (Transfer 558/420054111 & 558/420054193)

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-51-10
PROJECT TITLE: Ridgeway Extension (aka McClure Bridge Road Connector) **(WASH)**
DEPARTMENT: Planning and Development

DESCRIPTION: The 2004 LCI funds have been requested to be removed from this project and transferred to CD-47. The project will continue to be developed and paid for with SPLOST funds. The project is designed to help reduce air pollution and congestion in the downtown area.

JUSTIFICATION: The SPLOST funds will help construction of the project that is designed to help reduce air pollution and reduce congestion in the downtown area. The amount of money needed for right-of-way for this project (which is the City's responsibility) has increased over the 2006 budget amount and will be covered by the 05 SPLOST and 09 SPLOST.

O&M IMPACT: This project will entail no greater street and right-of-way maintenance than currently exists.

Fund 360

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
City Match - LCI grant - Preliminary Eng. (P/E)	555/731054193	3,661	3,661				
LCI Award - P/E	555/731054192	44,000	44,000				
City Match - LCI grant - Right-of-Way (ROW)*	555/731054193	12,000	353,435	237,435			
LCI Award - ROW*	555/731054192	48,000	48,000	48,000			
LCI Award - Construction	555/731054192	264,000					
City Match - Construction	555/731054193	66,000					
Additional Environmental Review	555/422154185	31,000	31,000	31,000	31,000	**31,000**	
PE/Environmental/ROW SPLOST 09	New				500,000	**2,000,000**	
TOTAL		468,661	480,096	316,435	531,000	**2,031,000**	
Funding Sources							
LCI Match - 05 SPLOST*	555/000033161	81,661	357,096	237,435			
LCI Grant FY04*	555/000033156	356,000	92,000	48,000			
SPLOST '05	555/000031330	31,000	31,000	31,000	31,000	**31,000**	
SPLOST 09	New				500,000	**2,000,000**	
TOTAL		468,661	480,096	316,435	531,000	**2,031,000**	

*Right of Way purchased on W. Lawrenceville St. for round-a-bout was subtracted in carrying forward remainder of funds.
*LCI funds are requested to be transferred to CD-47.

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-52-10
PROJECT TITLE: CDBG Improvements - Phase II - b **(CARRY FORWARD PLUS ADDITIONAL FUNDING)**
DEPARTMENT: Planning and Development

DESCRIPTION: Community Development Block Grant (CDBG) funds will be requested to provide street improvements in the Hill Area of Duluth. The work will be done in phases once enough money to complete that section is obtained. Phase II for the front portion of Church Street has been bid out and awarded with the majority of the work occurring in the FY07, 08 & 09 budgets. A priority of which improvements should occur next was established at the beginning of the improvements. Donnaville Street is scheduled to be the next phase with the other improvements needed and fiscal year anticipated listed out by street. This grant is a reimbursable grant meaning that the City spends the money first and is then reimbursed by the County later. In addition, the City is providing some additional funds to encourage other funds being awarded. Eight sections/phases were originally planned. The first phase has been completed and work on the second phase already started. Six additional phases remain.

JUSTIFICATION: Roadway safety improvements (widening, sidewalks, drainage) for Hill Community.

O&M IMPACT: This project will entail no greater street and right-of-way maintenance than currently exists.

	Fund 332		Church/beginning	Donnaville	Washington	Church/rear	Dogwood	Jones	Apartment
Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013
City Match		96,800	74,882	34,882	30,732				
Hill Area Imprmt - IIa	42200-54.1401	150,000	148,954	148,954	133,154				
Hill Area Imprmt - IIIa	New					**500,000**		300,000	280,000
B&C	New						550,000		
Hill Area Imprmt - II-b.	42200-54.1402	100,000	125,000	125,000	125,000				
Phases 3-8 -01 SPLOST	42200-54.1403			40,000	40,000				
09 SPLOST* (Phases 3-8)	New					**100,000**	100,000	50,000	50,000
ROW Exp.-Gen Rev	42200-54.1404			82,800	82,800				
TOTAL		346,800	348,836	431,636	411,686	**600,000**	650,000	350,000	330,000
Funding Sources									
SPLOST '01 (carryover)		40,000	40,000	40,000	0				
City Match - Gen. Rev.		56,800	34,882	34,882	30,732				
Fed. Grant Rec. FY03	33.1351	150,000	148,954	148,954	133,154				
Federal Grant FY05	33.1352	100,000	125,000	125,000	125,000				
General Funds-ROW	39.1101			82,800	82,800				
SPLOST '05	39.1102				40,000				
09 SPLOST*	New					**100,000**	100,000	50,000	50,000
Future CDBG app.	New					**500,000**	550,000	300,000	280,000
TOTAL		346,800	348,836	431,636	411,686	**600,000**	650,000	350,000	330,000

Note: 2010 Projected Costs represent combination of original projections for 2009 & 2010.
* 09 SPLOST will be allocated contingent upon receiving FY10 CDBG funds

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-56-10
PROJECT TITLE: Buford Highway Corridor Study **(CARRY FORWARD)**
DEPARTMENT: Planning and Development

DESCRIPTION: Buford Highway Corridor Study from Pleasant Hill Road to Old Peachtree Road. Project to center on redevelopment potential of corridor.

JUSTIFICATION: The proposed study of corridor would look at existing and future land use and make design and ordinance recommendations aimed at changing the corridor from highway oriented to an "urban corridor" and pedestrian-friendly.

O&M IMPACT: None.

Fund 341

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
City Match - Land Use & Design Study***	42700/52.1200	15,000	8,846	40,000	82,415	**82,415**	
Anticipated LCI Grant - Land Use & Design Study*	42700/52.1200	60,000		40,000			
Gen. Rev. - Land Use & Design Study (09)	42400/52.1200				40,000	**40,000**	
Gen. Rev. - Land Use & Design Study (10)	New					**50,000**	
TOTAL		75,000	8,846	80,000	122,415	**172,415**	
Funding Sources							
City Match - Gen Rev***	39.1100	15,000	8,846	40,000	82,415	**82,415**	
LCI Grant - Anticipated*	33.4111	60,000		40,000			
General Revenue**	39.1100				40,000	**40,000**	
TOTAL		75,000	8,846	80,000	122,415	**122,415**	

*Anticipated LCI Funds removed in 09 Budget.
**New General Revenue added in FY09 for remainder of Land Use & Design Study Costs.
***General Revenue transferred from PDP CA-01-09 (100-201-751052121) $25,000 & PDP CD-06-09 (100-506-425052222) $25,000 (32,415+25,000+25,000)

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-57-10
PROJECT TITLE: Buford Highway / SR 120 Gateway to Downtown **(CARRY FORWARD)**
DEPARTMENT: Planning and Development

DESCRIPTION: This project will improve the intersection of Buford Hwy/US 23 and Duluth Hwy/SR 120, within the City limits. The project will create a pedestrian linkage between the gateway and downtown Duluth. The project will improve pedestrian safety, connectivity and mobility from the east side of SR 120 across Buford Highway into downtown. The intersection improvements include the provision of refuge islands with decorative pavers, landscaping, ADA compatible crosswalks, sidewalks, curb and gutter and handicap ramps. It will also include a raised median on the north approach of Buford Highway where it is currently only striped. This is a reimbursable grant.

JUSTIFICATION:

O&M IMPACT: Normal City maintenance of pavers, landscaping, crosswalks and curb & gutter will be required.

Fund 224

Expenditures	Account Codes	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2010	Projected 2011
05 TIP Award (Construction)	42240/54.1400		496,000	496,000	**496,000**		
05 TIP City Match (Construction)	42240/54.1400		124,000	124,000	**124,000**		
05 TIP City Match (P/E)	42240/52.1200		155,000	149,559	**133,781**		
TOTAL			775,000	769,559	**753,781**		
Funding Sources							
05 TIP Award (Construction)	33.1111		496,000	496,000	**496,000**		
City Match (Const) 05 SPLOST	39.1105		124,000	124,000	**124,000**		
City Funds (P/E) 05 SPLOST	39.1105		155,000	149,559	**133,781**		
TOTAL			775,000	769,559	**753,781**		

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-58-10
PROJECT TITLE: SR 120 Sidewalks to the Monarch School **(CARRY FORWARD)**
DEPARTMENT: Planning and Development

DESCRIPTION: The SR 120 project from US 23 to Duluth Monarch School involves safety upgrades and improvements, sidewalks, pedestrian crossings at SR 120 and US 23. The project will provide gap closure and safe pedestrian access to the downtown area and connect to the high school providing a safer route to school.

JUSTIFICATION:

O&M IMPACT: Normal maintenance of sidewalks and crosswalks.

Fund 225

Expenditures	Account Codes	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2010	Projected 2011
05 CMAQ Award (construction)	4224/54.1400			496,000	**496,000**		
05 CMAQ Match (construction)	4224/54.1400			124,000	**124,000**		
05 CMAQ - 09 SPLOST (preliminary engineering)	4224/52.1200		103,000	103,000	**103,000**		
Eng. 05 SPLOST	4224/52.1200		21,000	21,000	**5,313**		
TOTAL			124,000	744,000	**723,000**		
Funding Sources							
05 CMAQ Award (Construction)	33.1112			496,000	**496,000**		
09 SPLOST (Construction)	39.1101			124,000	**124,000**		
09 SPLOST (P/E) Gen. Rev.	39.1101		103,000	103,000	**103,000**		
05 SPLOST Match	39.1105		21,000	21,000	**5,313**		
TOTAL			124,000	744,000	**728,313**		

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-60-10
PROJECT TITLE: Buford Highway Medians **(CARRY FORWARD)**
DEPARTMENT: Planning and Development

DESCRIPTION: The Buford Highway Median Landscape project is the first phase of infrastructure improvements along Buford Highway to encourage redevelopment, pedestrian accessibility, and visual improvements.

JUSTIFICATION: The proposed project is consistent with the City's long range goals for economic development.

O&M IMPACT: Maintenance of landscaping installed within a Buford Highway median will require some ongoing landscaped maintenance costs similar to PIB.

Fund 342

Expenditures	Account Codes	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013
Highway Median Construction	42700-54.1400		360,000	**360,000**			
TOTAL			360,000	**360,000**			
Funding Sources							
07 TE Grant	33.1350		300,000	**300,000**			
09 SPLOST Match	39.1105		60,000	**60,000**			

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-61-10

PROJECT TITLE: McClure Bridge/W. Lawrenceville Street Reconstruction & Sidewalk Improvements **(NON-RANKED)**

DEPARTMENT: Planning and Development

DESCRIPTION: This project would consist of the reconstruction and widening of McClure Bridge and W. Lawrenceville Street. The reconstruction of the street will consist of the complete regrinding and resurfacing of the street based upon a completed Pavement Evaluation by QORE Property Sciences who have indicated that the design of the street does not adequately support the traffic LOS patterns that currently exists. In addition, the City would also construct curb, gutter and sidewalks to further promote pedestrian safety along this corridor which will provide access to downtown Duluth and assist the City to promote further redevelopment and revitalization of the town center.

JUSTIFICATION: The proposed project is consistent with the City's long range goals for ROW Improvements accessing the Town Green and promoting redevelopment and revitilization.

O&M IMPACT: Pedestrian Accessibilty while alleviating traffic congestion within downtown.

Fund 333

Expenditures	Account Codes	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013	Projected 2014
ROW Street Imprmt 09 SPLOST	New		**1,250,000**				
Sidewalk Imprmt 09 SPLOST	New		**1,250,000**				
TOTAL			**2,500,000**				
Funding Sources							
09 SPLOST (ROW Reconstruction)	NEW		**1,250,000**				
09 SPLOST (Sidewalks)	NEW		**1,250,000**				
TOTAL			**2,500,000**				

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: CD-62-10
PROJECT TITLE: Water & Sewer Improvements - Buford Highway **(NON-RANKED)**
DEPARTMENT: Planning and Development

DESCRIPTION: This project would consist of the reconstruction and installation of water and sewer infrastructure along Buford Highway. The purpose of this project would be to provide the incentive of utility connections to all parcels located along Buford Highway to promote redevelopment and revitalization.

JUSTIFICATION: The proposed project is consistent with the City's adopted 2030 Plan and proposed Buford Highway Redevelopment plan that identifies the need for water and sewer infrastructure to promote redevelopment and revitalization of the corridor.

O&M IMPACT: Economic Development and Revitalization

Fund 334

Expenditures	Account Codes	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013	Projected 2014
Water & Sewer Infrastructure - Improvements/Installation 09 SPLOST	New		**1,250,000**				
TOTAL			**1,250,000**				
Funding Sources							

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PD-20-10
PROJECT TITLE: Consolidated Vehicle Purchase **(NON RANKED)**
DEPARTMENT Admin/CID/Uniform

DESCRIPTION: Requesting (7) total vehicles. Admin (1), CID (4), Uniform (2)

JUSTIFICATION: Five (5) vehicles are to be transferred to City Hall from PD to replace current fleet vehicles. Vehicles transferred will be one (1) 2005 Chevy Impala, two (2) 2006 Chevy Impalas, one (1) 2005 Dodge Durango, one (1) 2005 Dodge Dakota. All current City Hall vehicles will be sold.

O&M IMPACT: Vehicle insurance and vehicle maintenance.

Fund 100

Expenditures	Account Codes	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013
Uniform/COPS (11)							
Vehicles	820/322354221	282,868	250,000	**165,000**	220,000	220,000	220,000
Vehicle Equipment	820/322354212	36,500	50,000	**28,000**	49,000	49,000	49,000
TOTAL		319,368	300,000	**193,000**	269,000	269,000	269,000
Funding Sources							
General Funds		319,368	300,000				
09 SPLOST				**193,000**	269,000	269,000	269,000
TOTAL		319,368	300,000	**193,000**	269,000	269,000	269,000

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PD-60-10
PROJECT TITLE: Mounted Patrol **(WASH)**
DEPARTMENT: Police

DESCRIPTION: Funds used to support the Special Operations Unit Mounted Patrol; horse supplies, etc.

JUSTIFICATION: Project should not be included in CIP ranking.

O & M IMPACT: 100% Private donations/Grants, no City matching funds.

Fund 580

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
Mounted Patrol	32300/53.1700	8,500	8,500	8,500	8,500	**8,500**	8,500
TOTAL		8,500	8,500	8,500	8,500	**8,500**	8,500
Funding Sources							
Operation Drive Smart	37.1001	7,000	7,000	7,000	7,000	**7,000**	7,000
Carry Over Funds	11.1110	1,500	1,500	1,500	1,500	**1,500**	1,500
TOTAL		8,500	8,500	8,500	8,500	**8,500**	8,500

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PD-63-10
PROJECT TITLE: COPS - Donations **(WASH)**
DEPARTMENT: Police

DESCRIPTION: COPS Fund Raiser: Funds used to support various community policing programs. COPS programs: ADVANCE, bike rodeos, anti-gang efforts in the schools, "Our Creation" mentoring, and various middle and high school education programs.

JUSTIFICATION: Project should not be included in CIP ranking.

O & M IMPACT: 100% Private donations/Grants, no City matching funds.

Fund 581

Expenditures	Account Codes	Budget 2006	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011
COPS Programs	32250-53.1100	5,000	8,000	12,500	20,000	**30,000**	15,000
TOTAL		5,000	8,000	12,500	20,000	**30,000**	15,000
Funding Sources							
COPS Fundraiser	37.1002	5,000	8,000	9,500	5,000	**5,000**	5,000
Operation Drive Smart	39.1106			3,000	10,000	**10,000**	10,000
Carry Over Funds	11.1110				5,000	**15,000**	
TOTAL		5,000	8,000	12,500	20,000	**30,000**	15,000

Note: Funds raised through various community based projects.

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PD-72-10
PROJECT TITLE: State Grants **(WASH)**
DEPARTMENT: Police

DESCRIPTION: Funds used for specific designated programs as outlined in the individual grants.

JUSTIFICATION: Project should not be included in CIP ranking.

O&M IMPACT: 100% State Grant, no City matching funds.

Fund 221/226

Expenditures	Account Codes	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012
Homeland Security	32400-53.1600	25,000	25,000	80,000	**50,000**	50,000	50,000
Operation Drive Smart	32500-53.1100	45,000	47,000	44,000	**45,000**	45,000	45,000
TOTAL		70,000	72,000	124,000	**95,000**	95,000	95,000
Funding Sources							
GEMA	33.1150	25,000	25,000	80,000	**50,000**	50,000	50,000
GOHS	33.1150	45,000	47,000	44,000	**45,000**	45,000	45,000
TOTAL		70,000	72,000	124,000	**95,000**	95,000	95,000

Fund 221 - Operation Drive Smart
Fund 226 - Homeland Security

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PD-73-10
PROJECT TITLE: Federal Grant **(WASH)**
DEPARTMENT Police

DESCRIPTION: Federal Bullet Proof Vest Grant supports the purchase of replacement vests for officers. The grant only provides funds to replace out of date/warranty vest and funding amount is reduced each year by the federal agency

JUSTIFICATION: Project should be included in CIP ranking.

O&M IMPACT: 50% Federal Grant, 50% Federal Asset Forfeiture Funds.

Fund 100

Expenditures	Account Codes	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012
Vest	807/322353160	8,274	8,274	20,000	**20,000**	6,000	6,000
TOTAL		8,274	8,274	20,000	**20,000**	6,000	6,000
Funding Sources							
Federal Funds	34296	4,137	4,137	10,000	**10,000**	3,000	3,000
Federal Asset Forfeiture Funds	39172	4,137	4,137	10,000	**10,000**	3,000	3,000
TOTAL		8,274	8,274	20,000	**20,000**	6,000	6,000

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PD-74-10
PROJECT TITLE: Federal Grant **(WASH)**
DEPARTMENT Police

DESCRIPTION: Recovery Act: Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program. Duluth Police have been allocated these funds with specific guidelines under this Federal Grant Program.

JUSTIFICATION: Project should not be included in CIP ranking.

O&M IMPACT: 100% Federal Funded, Single year grant

Fund 227

Expenditures	Account Codes	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013	Projected 2014
Byrne Recovery JAG Grant	32200-53.1600	0	**51,909**	0	0	0	0
TOTAL		0	**51,909**	0	0	0	0
Funding Sources							
Federal Funds	33.1210	0	**51,909**	0	0	0	0
		0					
TOTAL		0	**51,909**	0	0	0	0

CAPITAL IMPROVEMENT PROGRAM

PROJECT #: PD-75-10
PROJECT TITLE: Federal Grant **(WASH)**
DEPARTMENT Police

DESCRIPTION: CHRP - Cops Hiring Recovery Program

JUSTIFICATION: Project should not be included in CIP ranking.

O&M IMPACT: 100% Federal funded program at 100% for three years.

Fund 100

Expenditures	Account Codes	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012	Projected 2013	Projected 2014
Salaries (6)	807/322351110	0	**221,868**	235,512	262,506	0	0
Benefits (6)	807/322351292		**137,268**	153,468	169,710		
TOTAL		0	**359,136**	388,980	432,216	0	0
Funding Sources							
Federal Funds	34296	0	**359,136**	388,980	432,216	0	0
		0					
TOTAL		0	**359,136**	388,980	432,216	0	0

CAPITAL IMPROVEMENT PROJECT

PROJECT #: ST-32-10
PROJECT TITLE: Transportation/Infrastructure Improvements **(NON-RANKED)**
DEPARTMENT: Public Works

DESCRIPTION: This CIP funds infrastructure repair and maintenance. It covers both major street upgrades and routine maintenance as well as stormwater repairs and maintenance. 2005 and/or 2009 SPLOST funds will be designated for this project. FY10 also covers beginning engineering costs for McClure Bridge/W. Lawrenceville St. reconstruction, which will include drainage upgrades and sidewalk construction.

JUSTIFICATION:

O&M IMPACT: There would be no increase on maintenance or operations.

Fund 338

Expenditures	Account Codes	Budget 2007	Budget 2008	Budget 2009	**Requested 2010**	Projected 2011	Projected 2012
Street Resurfacing	42210-52.2200	50,000	100,000	142,988	**200,000**	200,000	250,000
Street Maintenance	42210-52.2201				**30,000**	30,000	30,000
Drainage Maintenance	42500-52.2202				**50,000**	50,000	50,000
W. L'ville/McClure Bridge	42210-52.2203				**250,000**	1,250,000	1,250,000
TOTAL		50,000	100,000	142,988	**530,000**	1,530,000	1,580,000
Funding Sources							
SPLOST 05	New	50,000	100,000	142,988	**530,000**	280,000	330,000
SPLOST 09	New					1,250,000	1,250,000
TOTAL		50,000	100,000	142,988	**530,000**	1,530,000	1,580,000

Accounting System: The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.

Accrual Basis: The basis of accounting under which transactions are recognized when they occur, regardless of the timing or related cash flows.

Appropriation: An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose. An appropriation is usually limited in amount and as to the time when it may be expended.

Audit: A methodical examination of the utilization and changes in resources. It concludes in a written report of the findings. A financial audit is a test of management's financial statements and internal accounting control procedures to determine the extent to which: internal accounting controls are both available and being used; and to determine whether the financial statements fairly present the City's financial condition and results of operations.

Available Fund Balance: This refers to the funds remaining from the prior year which are available for appropriation and expenditure in the current year.
Balanced Budget: A budget in which planned funds available equal planned expenditures.
Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Budget Adjustment: A legal procedure utilized by City staff to revise a budget appropriation. The Budget/Financial Analyst has the authority to adjust expenditures within departmental budgets according to budget policy, but no change in the total budget can occur without approval of the Duluth City Council.

Budget Calendar: The schedule of key dates which the City follows in the preparation, adoption, and administration of the budget.

Budgetary Control: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within limitations of available appropriations and available revenues.

Capital Improvement Plan: A plan for purchasing capital assets over a period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have part and specifies the full resources estimated to be available to finance the projected expenditures.

Contingency: Funds set aside for future appropriation with the approval of the Duluth City Council.

Current Assets: Those assets which are available or can be made available to finance current operations or to pay current liabilities. Those assets which will be used or converted into cash within one year. Some examples are cash, short-term investments and taxes receivable, which will be collected within one year.

Deficit: An excess of liabilities and reserves of a fund over its assets.
Encumbrance: An amount of money committed for the payment of goods and services not yet received or paid for.

Expenditure: This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.

Fiscal Year: A 12-month period to which the operating budget applies and at the end of which a government determines its financial position and the results of its operations. For the City the fiscal year begins on January 1 and ends on December 31.

Fund: A set of interrelated accounts to record assets, liabilities, equity, revenues, and expenditures associated with a specific purpose.

Fund Balance: The fund equity (excess of assets over liabilities) of governmental funds and trust funds.

Fund Type: Any one of three categories into which all funds are classified in governmental accounting. (Governmental, Proprietary, and Fiduciary) The eleven fund types are: general, special revenue, debt service, capital projects, permanent, enterprise, internal service, private purpose trust, pension trust, investment trust, and agency.

General Fund: A fund containing revenues such as property taxes not designated by law for a special purpose.

Line Item Budget: A budget that lists each expenditure category (salary, materials, services, etc.) separately, along with the dollar amount budgeted for each specified category.

Investments: Securities, bonds and real property (land or buildings) held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in the normal course of governmental operations.

Liabilities: Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Millage: The tax rate on real property based on $1 per $1000 of assessed property value.

Modified Accrual Basis: The accrual basis of accounting adopted to the governmental fund type. It is a modified version of the full accrual basis of accounting that, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

Obligations: Amounts which a government may be required legally to expend out of its' resources. They include not only actual liabilities, but also unliquidated encumbrances.

Operating Costs: Outlays for such current period items as expendable supplies, contractual services, and utilities.

Ordinance: A formal legislative enactment by a governing board. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the government to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions which must be by ordinance and those which must be by resolution.

PDP's: Program Decision Package.

Property Tax: A tax levied on the assessed value of real property. This tax is also known as ad valorem tax.

Purchase Order: A document which authorizes the delivery of specified merchandise or the rendering of certain services, establishes their cost, and creates a commitment on both the provider and receiver of the product or service.

Requisition: A written demand or request, usually from one department to the purchasing officer or to another department, for specified products or services.

Retained Earnings: An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

Revenue: Money that the government receives as income.

Surplus: An excess of the assets of a fund over its liabilities and reserved equity.