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City of St. Marys FY2010 Budget

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St. Marys is situated at the southeast corner of Georgia. The main highway that brings you into town is Georgia Highway 40. Travel as far east as possible on Highway 40, then follow Osborne Road until you can go no further. Osborne Road will end in St. Marys at the St. Marys River.

At the waterfront there are several restaurants, a hotel as well as museums and various shops that cater to tourist as well as the local folk. Howard Gilman Memorial Waterfront Park is the jewel on the water. This park greets the walking guest with brick pathways that lead to swings facing the river. As you make your way to the middle of the park a fountain awaits your coins so that you can make your every wish come true. There is a play area for children as well as picnic tables for you to sit and have a sack lunch as you gaze out at the rippling tide of the river. Many couples have tied the knot at the gazebo in the park. The park has also been the center of attention for fishing tournaments, 4th of July celebrations, and the Rock Shrimp festival as well as many other events.

If by chance you are interested in a boat trip along the river, you may visit the Cumberland Island Museum and book a ferry trip to Cumberland Island. There is also Cumberland Sound Ferry Service that will pick you up at the waterfront and cruise you across the river to our sister city of Fernandina Beach, Florida. Of course you can just bring your own boat and launch it at the waterfront boat ramp. There is also a public boat ramp at Meeting Street and at Crooked River State Park.

Before St. Marys was established, it was the site of a large Timucuan Indian Village. In 1562 French Huguenot Jean Ribault was said to have sailed into the St. Marys River and named it "River May" for the date of the entrance. Later the name was changed to "Mary". The Santa Maria Mission was located in this area. Spanish occupation began in 1566 and ended in 1686 when the Spanish withdrew in face of the British intrusion from Carolina. In 1777, the Royal Government divided the area into two parishes. Camden County was on of the original eight counties, named for Charles Pratt, Earl of Camden. In 1787, the town of St. Marys was formed when Jacob Weed sold 1,620 acres to twenty founding fathers for $48 a four-acre tract. This was the beginning of the town of St. Marys, said to be the second oldest town in the United States, St. Augustine

being the oldest. You can visit the St. Marys Convention and Visitors Bureau to learn more about the City. They also offer guided tours of the many Historic locations within the City.

St. Marys is only twenty-one miles from Jacksonville International Airport. So getting here is no problem. You can come by air, boat, rail or car. Once you get here you will be pleasantly surprised by the local charm and pristine beauty of our natural surroundings.

PUBLIC NOTICE

The City Council will vote on the proposed City Budget for fiscal year 2010 at the council meeting. It will be held in the Council Chambers at City Hall on Monday, June 8, 2009 at 6:00 pm.

City of St. Marys
Proposed Budget FY 2010

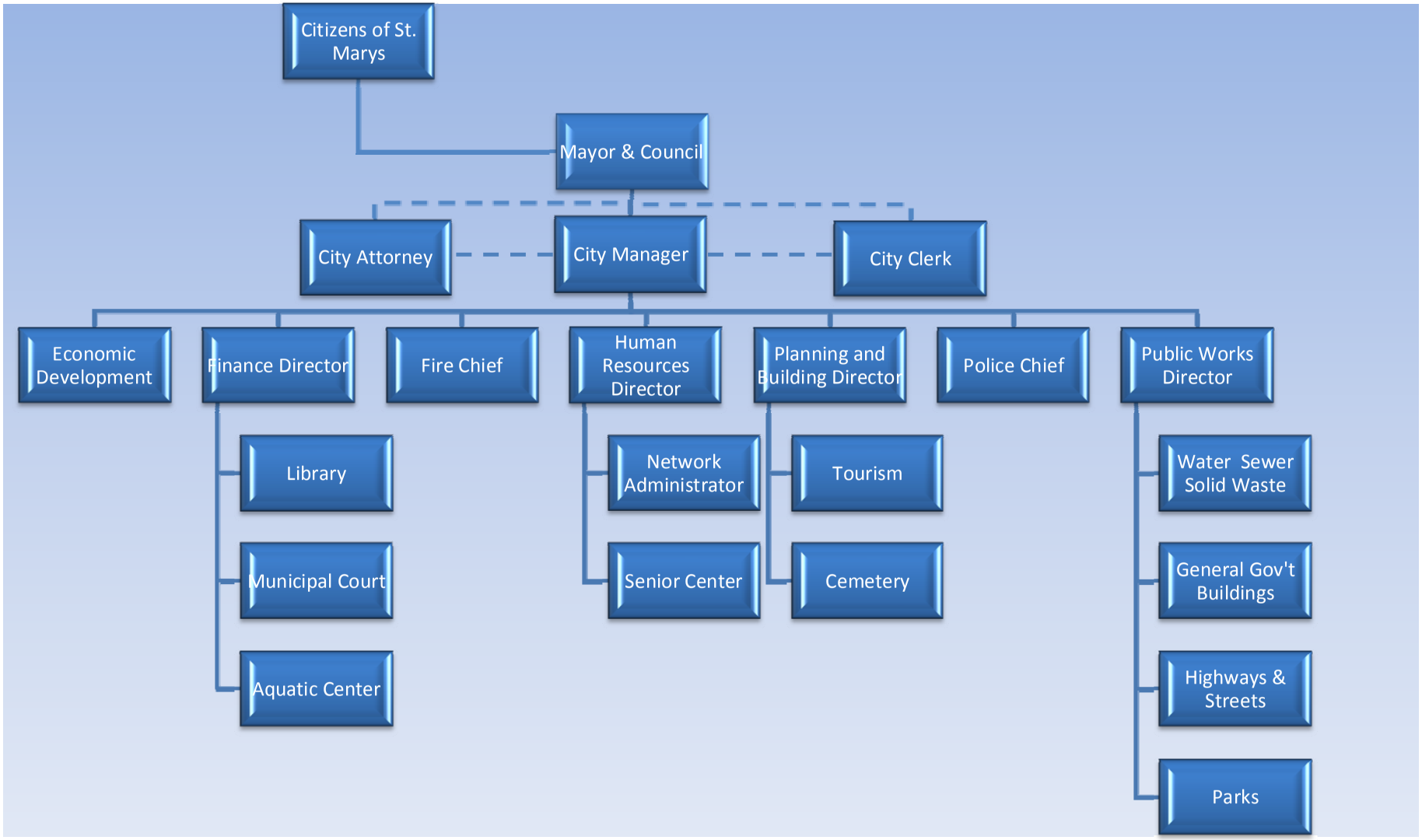
General Fund	
Revenues:	10,274,828
Expenditures by Division:	
Legislative	228,139
Executive	209,511
Finance	1,215,083
Legal	134,719
IT	168,762
Human Resources	113,806
Municipal Court	210,525
Police	2,811,734
Fire	1,566,682
Public Works	2,630,137
Senior Citizens Center	122,045
Library	327,316
Building & Cemetery	165,261
Planning & Zoning	179,169
Economic Development	131,193
Special Facilities	53,746
Airport	7,000
Total Expenditures	10,274,828
Special Revenue Fund Tourism	
Revenues:	182,745
Expenditures:	182,745
Splost FY 10 and Future Years	
Revenues:	19,440,717
Expenditures:	19,440,717
Water/Sewer Fund	
Revenues:	24,805,400
Expenditures by Division:	
Water	1,942,578
Sewer	22,862,822
Total Expenditures	24,805,400
Solid Waste Fund	
Revenues:	1,292,409
Expenditures:	1,292,409
Aquatic Center	
Revenues:	429,132
Expenditures:	429,132
Capital Fund	
Revenues:	115,500
Expenditures:	115,500

Details of the proposed budget are available for further viewing at St. Marys City Hall, 418 Osborne St., St. Marys, GA 31558 between the hours of 8:30am and 4:30pm Monday through Friday.

City of St. Marys
418 Osborne Street
St. Marys, GA 31558
(912)882-5516
http://www.ci.st-marys.ga.us

Mayor	**Rowland Eskridge**	**510-4041**
Council Members		
Post 1	**Greg Bird**	**882-9202**
Post 2	**Deborah Hase**	**673-7048**
Post 3	**Chuck Trader**	**882-8033**
Post 4	**Bill Deloughy**	**882-4828**
Post 5	**Larry Johnson**	**882-2025**
Post 6	**Gull Weaver**	**673-7822**
City Manager	**William Shanahan**	**510-4041**
City Attorney	**Amanda B. Barak**	**673-7082**
City Clerk	**Darlene Roellig**	**510-4039**
Finance Director	**Jennifer Brown**	**510-4040**
Human Resource Director	**Donna Folsom**	**510-4036**
Court Administrator	**Shavon Gibbs**	**510-4023**
Police Chief	**Tim Hatch**	**882-4488**
Fire Chief	**Robby Horton, Jr.**	**882-6289**
Public Works Director	**Bobby Marr**	**882-4415**
Aquatic Center	**Jane Drake**	**673-8118**
Library	**Judy Armantrout**	**882-4800**
Building Director	**Roger Weaver**	**510-4031**
Planning & Zoning Director	**Roger Weaver**	**510-4035**
Senior Center	**Rindy Howell**	**510-4034**
Tourism	**Janet Brinko**	**882-4000**
Economic Development	**Alyce Thornhill**	**882-8111**
Network Administrator	**Gene Rudy**	**510-4029**

City of St. Marys Organizational Chart



Introduction to the FY2010 Budget

The Fiscal year 2010 Budget has been in preparation since January 2009. The Finance department works diligently to prepare reports to help Department heads forecast their spending for the new budget year.

Our budget process is very intense. Department heads meet with the Finance Director and City Manager several times before the final figures is presented to Council and Mayor. The City also holds budget work shops and invites the public to attend and comment during the budget process. The required legal advertising is placed in the official organ of the City. The advertisement includes hearing dates, various funds projected budgets, location of the budget for detailed viewing and adoption date.

The General fund revenues for FY2010 are budgeted at $10,274,828. Of the revenues 33% are received from Property taxes. Another large source of revenue is from the Sales and Use taxes. Other revenue sources include Franchise taxes, Licenses and permits, Regulatory fees, Fines and forfeitures and miscellaneous revenues. Our projections were calculated very carefully in order to achieve the most accurate figures based on the current economic conditions.

There are twenty one departments that make up the General Fund. The expenditures for each department are determined by the Department Head. The Department Head must calculate their projections for salaries, purchased or contracted services, supplies, and debt service.

Of the General fund expenditures 62% is paid for employee wages and benefits. Due to the rising cost of insurance the City had to increase the employee's share of premiums for health and dental. During the previous fiscal year several employees were cut to part-time and sixteen vacant positions were not filled in an effort to save costs. Salaries were also frozen for a period of one year and a hiring freeze was in effect for seven months.

The Water and Sewer Revenues for FY2010 are $24,805,400. Of the revenues 65% are received from State Government grants. Charges for City services make up another 23% of the revenues. Other revenue sources are from interest revenues, lease revenues and sale of surplus property.

The Water and Sewer expenditures will pay for salaries, maintenance and repairs and supplies. Capital expenditures include the replacement of a lift station, Pt. Peter Waste Water Treatment Plant upgrades, sewer extension along spur 40, and unpredicted machinery purchases. The Sewer department has also budgeted for the purchase of a dump truck and a rough terrain forklift.

Debt service expenditures include the Bond payment and GEFA Loan payment. Equipment loans are also expensed in debt service.

Solid Waste revenues are $1,292,409 for FY2010. These revenues are received from the billing of residential and commercial refuse collection. Other sources of revenue for the Solid Waste Fund include interest income, late fees and penalties charged to customers and other charges for services.

Solid Waste expenditures pay for salaries, landfill fees, collection fees and various supplies. There is no capital expenditures budgeted for Solid Waste for FY2010.

St. Marys Convention and Visitors Bureau receive revenues for Hotel tax, retail sales, tours and contributions. The revenues total $182,745 for FY2010. The expenses for the Bureau consist of employee wages, advertising, utilities and supplies.

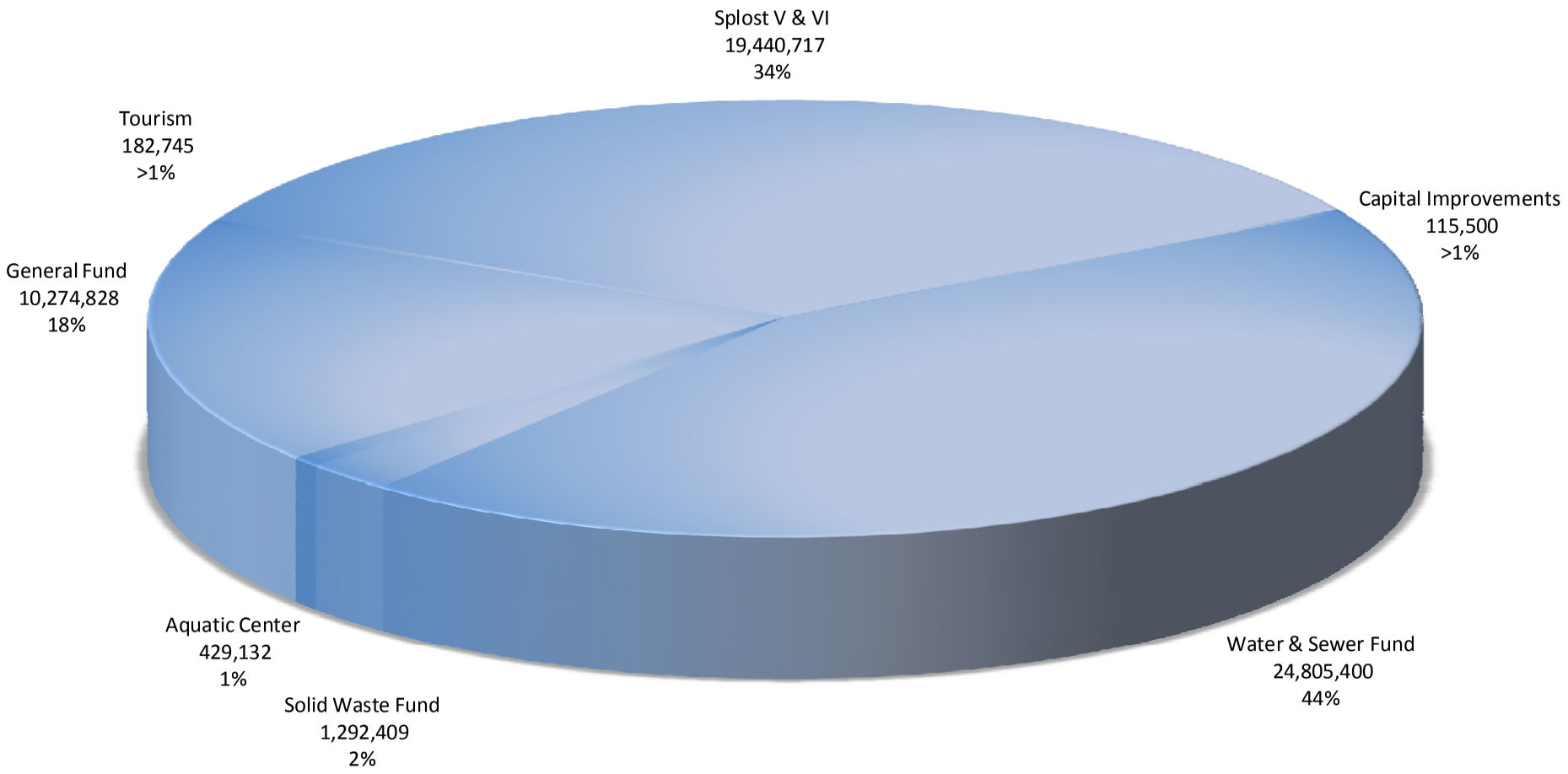
The Capital Improvements Fund revenues and expenditures are $115,500 for costs associated with the Theatre Group.

SPLOST V and SPLOST VI total budget is $19,440,717. The revenues are obtained through the collection of a special sales tax over a five year period. Expenditures for FY2010 and future years are for drainage, paving, sidewalks, traffic signalization and Library expansion.

The Aquatic Center revenues are obtained from daily admission, group sales, birthday parties, swim lessons, retail sails and concession. The total revenues expected for FY2010 are $429,132. Expenditures for the Aquatic Center are wages, utilities, stock for concession and retail store, facility maintenance and repair and equipment upgrades to the Kiddie pool slide.

The Budget was passed at the June 8, 2009 Council meeting. The FY2010 budget will go into effect on July 1, 2009.

FY2010 Budget Composition
$56,540,731



General Fund Revenues

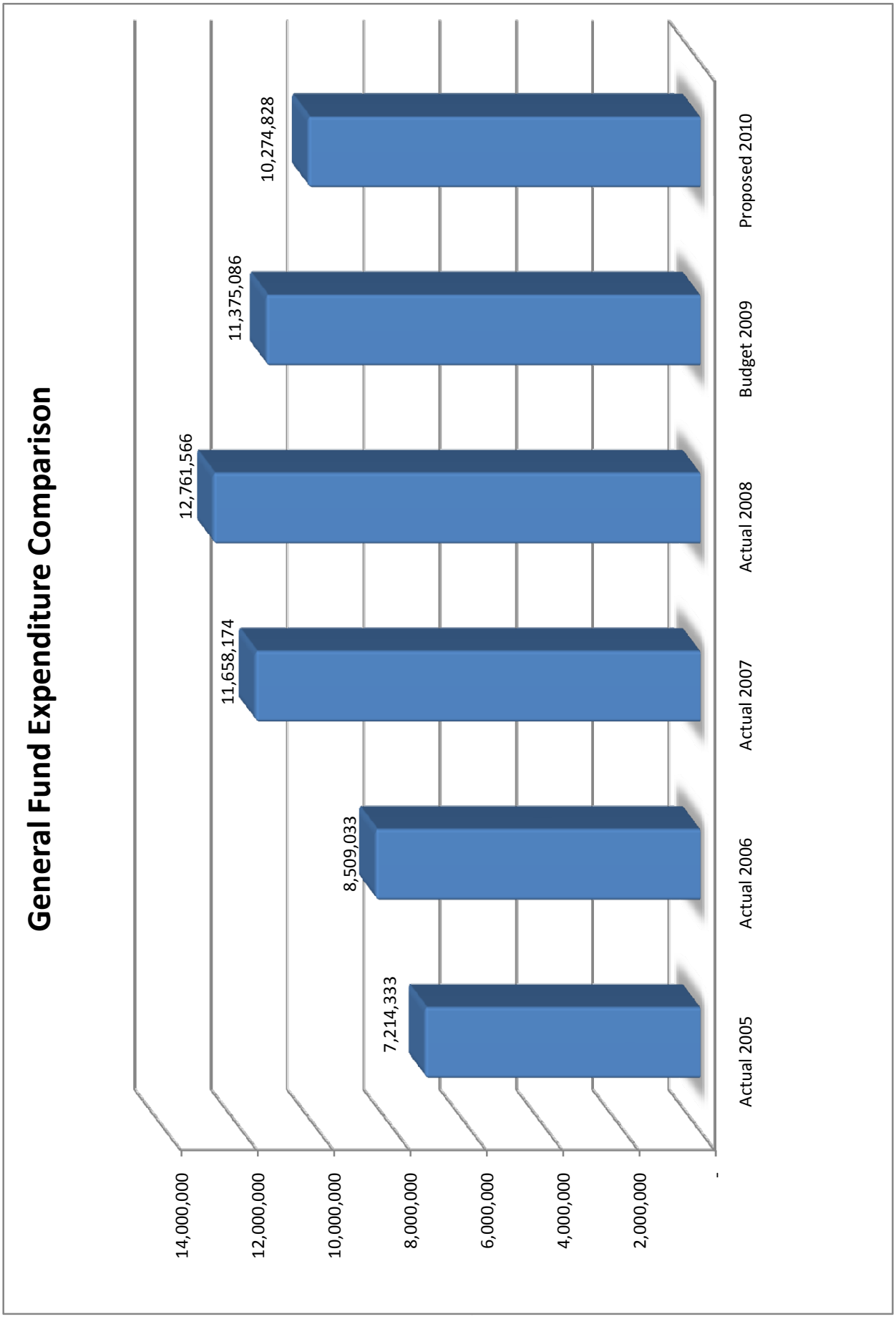
	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Property Taxes				
Real Property-Curent Year	31.1100	3,188,746	3,554,582	3,300,000
Overpayments/Adjust Taxes	31.1190	7	-	-
2000 Property Tax Collection	31.1200	-	500	100
2001 Property Tax Collection	31.1201	-	500	100
2002 Property Tax Collection	31.1202	-	500	100
2003 Property Tax Collection	31.1203	-	1,000	500
2004 Property Tax Collection	31.1204	286	2,000	1,500
2005 Property Tax Collection	31.1205	2,298	4,000	2,500
2006 Property Tax Collection	31.1206	-	10,500	4,000
2007 Property Tax Collection	31.1207	-	21,000	12,000
2008 Property Tax Collection	31.1208	-	-	65,000
		3,191,338	**3,594,582**	**3,385,800**
Personal Property Taxes				
Motor Vehicle	31.1310	223,679	240,000	225,000
Mobile Home	31.1320	7,708	10,000	10,000
Real Estate Transfer Tax	31.1600	23,464	35,000	15,000
Recording Intangible Tax	31.1610	72,411	95,000	40,000
Payment in Lieu of Taxes	31.1390	-	3,900	3,900
Railroad Tax	31.1391	2,620	2,600	2,600
		329,882	**386,500**	**296,500**
Franchise Taxes				
Georgia Power	31.1711	587,426	620,000	665,000
Okefenokee Electric	31.1711	39,675	40,000	45,000
Gas Franchise	31.1730	16,840	18,000	16,750
Cable TV Franchise	31.1750	75,939	75,000	80,500
Telephone Franchise	31.1760	48,161	55,000	55,000
		768,041	**808,000**	**862,250**
Sales & Use Taxes				
Local Option Sales and Use	31.3100	2,236,331	2,600,000	2,400,000
Alcoholic Beverage Excise	31.4200	199,645	195,000	200,000
Financial Institutions	31.6300	25,798	25,000	30,000
Insurance Premiums	31.6200	752,161	780,000	790,000
		3,213,935	**3,600,000**	**3,420,000**
Investment Income				
Penalty and Interest on Delinquent Taxes	31.9100	46,495	35,000	35,000
		46,495	**35,000**	**35,000**
Licenses and Permits				
Beer & Wine License	32.1100	79,715	100,000	90,000

General Fund Revenues

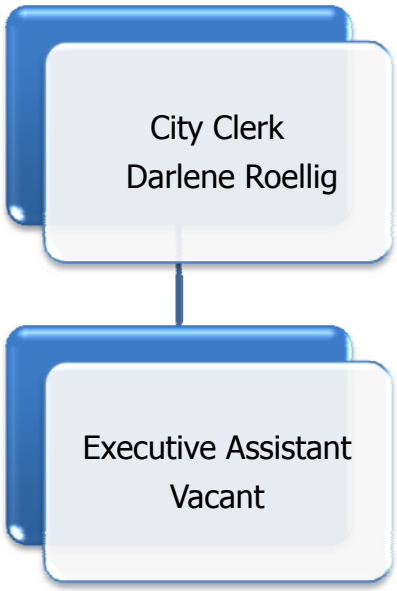
	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
General Business License	32.1200	166,205	170,000	150,000
Building Permits	32.2100	178,460	300,000	100,000
Zoning Fees	32.2210	32,889	43,000	35,000
Land Disturbing Fees	32.2211	4,325	5,000	1,000
Sign Permits	32.2230	5,200	4,200	4,000
		466,793	**622,200**	**380,000**
Regulatory Fees				
Business License Insurance	32.1220	20,139	19,500	21,000
Plan Review Fees	32.3910	54,707	42,000	35,000
		74,846	**61,500**	**56,000**
Charges for Services				
Copies Sold - Admin	34.1700	7,211	6,000	8,000
Copies Sold - Police Dept	34.1705	9,947	11,000	9,000
Copies Sold - Library	34.1710	2,350	2,500	2,250
Copies Sold - Planning & Building	34.1715	291	400	150
Qualifying Fees	34.1910	1,440	-	1,584
		21,239	**19,900**	**20,984**
Culture & Recreation				
Retail Sales - Orange Hall	34.7200	121	250	100
Tours - Orange Hall	34.7205	8,533	5,250	8,500
Program Income - Senior Center	34.7500	4,600	4,000	5,250
		13,254	**9,500**	**13,850**
Other Charges for Services				
Cemetery Fees	34.9100	50,359	60,000	27,000
Administrative Fees - Tourism	34.9900	2,100	3,600	3,600
Administrative Fees - SPLOST	34.9910	24,770	10,000	10,000
		77,229	**73,600**	**40,600**
Fines & Forfeitures				
Court Fines Base	35.1170	258,332	320,000	250,000
Court Fines Fees	35.1171	105,610	158,500	110,000
DUI Victims Fund	35.1175	4,067	1,200	750
Brain & Spinal Fund	35.1178	2,502	2,500	1,500
Probation Fees	35.1179	1,612	2,000	1,000
Traffic Citation Fees	35.1180	13,341	21,000	12,000
Library Fines/Collections	35.1300	6,881	6,700	7,000
Penalty/Late Charge - Police	35.1400	6,938	8,500	8,500
Court Contempt Fees	35.1402	13,995	13,000	7,500
City Legal Court Fees	35.1405	650	3,600	250
		413,928	**537,000**	**398,500**

General Fund Revenues

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Investment Income				
Interest Earned	36.1000	132,329	90,000	75,000
		132,329	**90,000**	**75,000**
Contributions & Donations				
Orange Hall Donations	37.2000	326	-	250
		326	**-**	**250**
Miscellaneous				
Fund Equity	38.0001	-	-	623,844
Rental Income	38.1000	429,195	286,000	277,750
Special Events Rental	38.1010	4,800	6,000	6,000
Miscellaneous Income	38.9010	69,154	127,650	50,000
Shared Services Solid Waste/Splost	38.9020	-	63,954	70,000
Shared Services - IDA	38.9025	-	35,000	37,500
Shared Services - Cumberland Harbor	38.9030	52,290	381,700	75,000
Over/Short	38.9035	(374)	-	-
		555,066	**900,304**	**1,140,094**
Other Proceeds				
Loan Proceeds	39.3010	886,000	430,000	130,000
Sale of City Property	39.2200	99,000	182,000	20,000
		985,000	**612,000**	**150,000**
Interfund Transfers				
Operating Transfer In Multi Grant	39.1200	500,121	25,000	-
Operating Transfer In - Fire Tax	39.1202	166,791	-	-
		666,911	**25,000**	**-**
Total Revenues		**10,956,611**	**11,375,086**	**10,274,828**


General Fund Expenditure Comparison
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
7,214,333
8,509,033
11,658,174
12,761,566
11,375,086
10,274,828
Actual 2005
Actual 2006
Actual 2007
Actual 2008
Budget 2009
Proposed 2010

Legislative Department



Legislative Department

Mission Statement

The City Clerk's office strives to provide courteous and professional service to elected officials, city staff and, most importantly, the public. We protect and preserve official records and disseminate information concerning policy and legislative issues.

Overview

The Legislative department is the governing body of the City. The city clerk, executive administrative assistant and six council members, headed by the mayor make up the Legislative department. The city clerk is responsible for council meeting facilitation, senior homestead exemptions, alcohol licenses, and tax, cemetery and bankruptcy administration. The city clerk serves as secretary to the council, safeguards all records and documents, implements codes and regulations, and election proceedings.

Serving as City Clerk, provides a new challenge everyday and a great way to serve the community.

Accomplishments

Through the combined efforts of the City Clerk, Planning Director and Building Director the outsourced scanning project is complete on all backlogged documents from previous years, and two new user seats were added to the scanning system.

Through the combined efforts of the City Clerk and Court Clerk the audio and video sound system were replaced with a new digital system, which is used in all departments.

Council has amended the Ethics Ordinance and re-adopted Georgia Municipal Association's "Model Code of Ethics for Georgia City Officials." The amended ordinance and resolution were submitted to GMA for re-certification review.

Goals

The goals for the Legislative department are to continue to work on projects that were implemented in previous years and continue to serve the citizens courteously and

professionally. Ordinances will continue to be updated quarterly through an ongoing project with Municipal Code.

Scanning will continue to store City records that must remain in our retention files. This project will hopefully alleviate the storage issues we have had in the past.

Another goal is to continue to work on Homestead exemptions. Citizens may file for homestead exemption throughout the year. The legal advertisements in the local newspaper are reviewed for obituaries and estate probates that change/cancel the status of an exemption. Legislation is being forwarded to the Georgia House of Representatives to release the cap on Senior Homesteader's net income from $25,000 to zero for the January 2011 General Session.

The current tax digest is verified yearly for property sales, ownership and increase in property values. The 2009 tax liens will be placed on properties in March 2010. Liens are cancelled monthly when delinquent accounts are satisfied.

Oak Grove Cemetery lots are sold through the Clerk's office. Through the combined efforts of the City Clerk and Building Inspector, the Cemetery Association and City's cemetery files will continue to be cataloged to capture lot sales and ownership.

Legislative Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	63,860	60,872	66,491
Legislative salaries	51.1115	44,400	44,400	54,900
Overtime	51.1300	6,979	5,200	5,200
Group Health/Dental	51.2105	6,447	1,325	268
Group Life Insurance	51.2110	230	152	126
Disability	51.2150	246	305	284
FICA contributions (employer)	51.2200	8,637	4,657	9,685
Retirement contributions (employer)	51.2400	6,334	6,990	6,591
Workers' compensation	51.2700	259	231	200
		137,392	**124,132**	**143,745**
Purchased/Contracted Services				
Office Equipment Maintenance	52.2203	1,709	2,500	3,500
Public Official Liability	52.3150	23,942	30,000	19,550
Telephone	52.3210	1,567	2,000	2,550
Postage	52.3220	336	600	800
Advertising	52.3300	646	700	1,000
Printing and binding	52.3400	300	500	500
Travel	52.3500	21,188	15,000	15,000
Dues and Fees	52.3600	355	375	425
Professional subscriptions	52.3610	64	150	150
Education and training	52.3700	10,128	7,300	7,300
Other purchased services	52.3900	18,087	20,000	-
		78,322	**79,125**	**50,775**
Supplies				
Office supplies	53.1110	379	500	500
Computer Supplies	53.1120	1,005	700	500
Copier supplies	53.1130	963	1,000	1,200
Miscellaneous supplies	53.1140	2,877	2,500	2,700
Small equipment	53.1600	3,418	2,000	1,000
Small equipment - Computers	53.1610	4,837	-	-
Codification of Minutes	53.1791	5,366	6,000	7,000
Election expense	53.1792	7,466	-	8,500
		26,312	**12,700**	**21,400**
Payments to Others				
Kings Bay Chamber	57.2200	764	800	800
		764	**800**	**800**

Legislative Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Debt Service				
Capital Lease - Principal - Scanner	58.1201	8,960	9,646	10,384
Capital Lease - Interest - Scanner	58.2299	2,460	1,774	1,035
		11,419	**11,420**	**11,419**
Total Expenditures		**254,209**	**228,177**	**228,139**

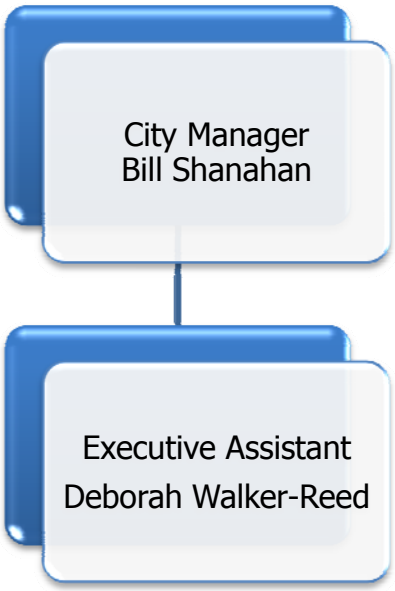
Legislative Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	66,491
51.1115	Legislative salaries	$	54,900
51.1300	Overtime	$	5,200
51.2105	Group Health/Dental *One Employee Dental Only*	$	268
51.2110	Group Life Insurance	$	126
51.2150	Disability	$	284
51.2200	FICA contributions (employer) *All salaries x 7.65%*	$	9,685
51.2400	Retirement contributions (employer)	$	6,591
51.2700	Workers' compensation	$	200
	Purchased/Contracted Services		
52.2203	Office Equipment Maintenance *Sound system & Copier*	$	3,500
52.3150	Public Official Liability	$	19,550
52.3210	Telephone *Mayor, City Clerk, Asst., Cell Phone & DSL*	$	2,550
52.3220	Postage	$	800
52.3300	Advertising *Elections, Alcohol License, and Misc.*	$	1,000
52.3400	Printing and Binding *Business Cards*	$	500
52.3500	Travel *GMA Conferences/Military Affairs Committee*	$	15,000

Legislative Expenditure Descriptions

Account #			Amount
52.3600	Dues and Fees	$	425
52.3610	Professional subscriptions	$	150
52.3700	Education and training *GMA Conferences and Elections*	$	7,300
	Supplies		
53.1110	Office supplies	$	500
53.1120	Computer Supplies	$	500
53.1130	Copier supplies	$	1,200
53.1140	Miscellaneous supplies	$	2,700
53.1600	Small Equipment	$	1,000
53.1791	Codification of Minutes	$	7,000
53.1792	Election Expense	$	8,500
57.2200	Kings Bay Chamber	$	800
	Debt Service		
58.1201	Capital Lease - Principal - Scanner	$	10,384
58.2299	Capital Lease - Interest - Scanner	$	1,035
	Total	**$**	**228,139**

Executive Department



Executive Department

Overview

The Executive department has the overall responsibility for monitoring the daily operations of all City activities. The City Manager and Executive Assistant make up the Executive Department.

The City Manager is the chief administrative officer of the City. The City Manager is responsible to the Mayor and Council for proper administration of all affairs of the City.

Goals

Some of the major projects currently underway are as follows:

- Pre-trial and Diversion Program
- Incode Financial Software Upgrade
- Streamline prior billing process
- Upgrading I.T. infrastructure in City Hall
- Provide professional development and training
- Attain a state Certified Police Department
- Build a state of the art weapons training facility
- Ensure the Fire Department exceeds all state required response times
- Completion of the Point Peter Waste Water Treatment upgrade (.8 MGD to 4 MGD)
- Upgrade City infrastructure, (water, sewer, roads and ditches), to include traffic signals
- Improve services for our senior population by renovating a new Senior Center Facility
- Expand library services by renovating the library
- Ensure the Planning Director becomes a Certified Building Official
- Beautify and clean the closed Pauper Cemetery
- Review out of the box strategies to entice new Tourism and Economic Development to the City.

These projects will only move forward and excel with the collaboration of Elected officials, City personnel, and citizens working together as partners for the benefit of the City of St. Marys.

Executive Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	277,466	209,838	141,450
Temporary Employees	51.1200	3,722	1,000	-
Overtime	51.1300	291	1,000	1,000
Group Health/Dental	51.2105	14,022	10,585	535
Group Life Insurance	51.2110	541	372	251
Disability	51.2150	620	1,060	801
FICA contributions (employer)	51.2200	20,635	16,053	10,898
Retirement contributions (employer)	51.2400	17,356	18,985	14,696
Tuition reimbursement	51.2500	-	-	1,000
Workers' compensation	51.2700	1,039	2,943	679
Clothing Allowance	51.2930	-	400	-
		335,690	**262,236**	**171,310**
Purchased / Contracted Services				
Legal	52.1220	14,090	-	-
Employment Physicals	52.1231	110	250	250
Other Professional Services	52.1240	1,175	-	-
Engineers/Consultants	52.1310	-	2,000	1,000
Computer maintenance	52.2201	-	500	250
Copier maintenance	52.2202	1,001	1,500	1,500
Radio & Electronic Repair	52.2220	-	500	-
Telephone	52.3210	6,762	6,500	5,000
Postage	52.3220	659	250	400
Advertising	52.3300	627	250	250
Printing and binding	52.3400	-	500	500
Travel	52.3500	10,442	8,000	4,500
Dues and fees	52.3600	917	500	1,000
Professional subscriptions	52.3610	121	150	150
Education and training	52.3700	5,199	4,000	3,000
Other	52.3900	256	300	300
		41,359	**25,200**	**18,100**
Supplies				
Office supplies	53.1110	278	500	350
Computer supplies	53.1120	780	500	400
Copier supplies	53.1130	297	500	500
Miscellaneous supplies	53.1140	2,911	1,500	1,500
Gasoline	53.1270	4,309	5,500	5,000
Small equipment	53.1600	5,416	750	1,000

Executive Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Small equipment - Furniture	53.1620	634	500	350
Vehicle Repair Supplies	53.1723	1,379	1,250	1,250
		16,005	**11,000**	**10,350**
Capital Outlays				
Vehicle	54.2200	20,784	-	-
		20,784	**-**	**-**
Debt Service				
Capital Lease - Principal - Vehicle	58.1209	3,688	5,091	9,449
Capital Lease - Interest - Vehicle	58.2209	578	597	302
		4,266	**5,688**	**9,751**
Total Expenditures		**418,104**	**304,124**	**209,511**

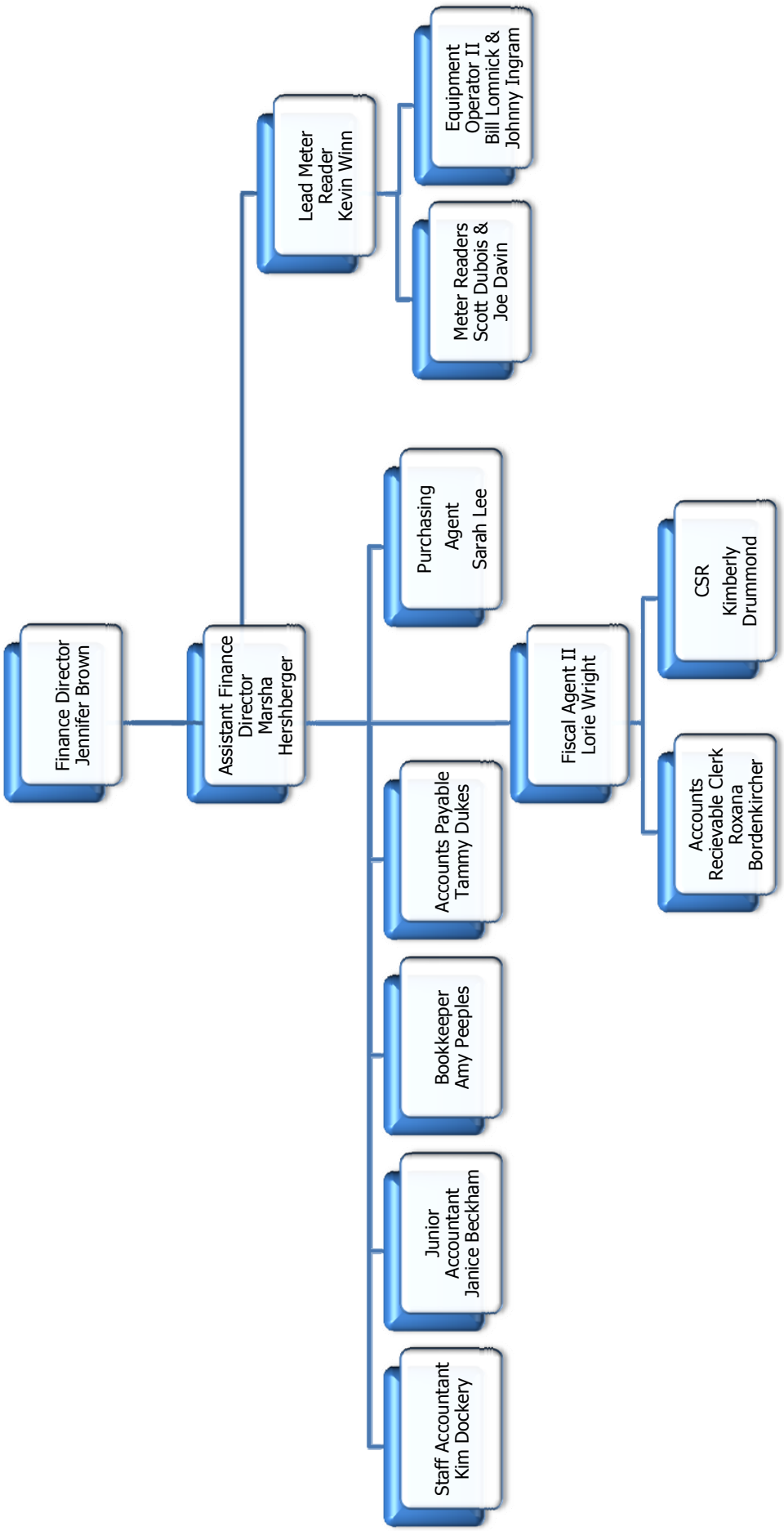
Executive Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	141,450
51.1300	Overtime	$	1,000
51.2105	Group Health/Dental	$	535
51.2110	Group Life Insurance	$	251
51.2150	Disability	$	801
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	10,898
51.2400	Retirement contributions (employer)	$	14,696
51.2500	Tuition reimbursement	$	1,000
51.2700	Workers' Compensation	$	679
	Purchased/Contracted Services		
52.1231	Employment Physicals	$	250
52.1310	Engineers/Consultants	$	1,000
52.2201	Computer maintenance	$	250
52.2202	Copier maintenance	$	1,500
52.2220	Radio & Electronic Repair	$	-
52.3210	Telephone	$	5,000
52.3220	Postage	$	400
52.3300	Advertising	$	250
52.3400	Printing and binding	$	500

Executive Expenditure Descriptions

Account #			Amount
52.3500	Travel	$	4,500
52.3600	Dues and fees	$	1,000
52.3610	Professional subscriptions	$	150
52.3700	Education and training	$	3,000
52.3900	Other *Business Lunches*	$	300
	Supplies		
53.1110	Office supplies	$	350
53.1120	Computer supplies	$	400
53.1130	Copier supplies	$	500
53.1140	Miscellaneous supplies	$	1,500
53.1270	Gasoline	$	5,000
53.1600	Small equipment	$	1,000
53.1620	Small equipment - Furniture	$	350
53.1723	Vehicle repair supplies	$	1,250
	Debt Service		
58.1209	Capital Lease - Principal - Vehicle	$	9,449
58.2209	Capital Lease - Interest - Vehicle	$	302
	Total	**$**	**209,511**

Finance Department



Finance Department

Overview

The Finance department is responsible for maintaining the proper accounting methods and financial integrity of the City. The Finance department consists of various functions that are vital to the fluent operation of all City departments. The department is headed by the Finance Director.

Employees in the Finance department are budgeted in General, Water, Sewer, and Solid Waste Funds.

Customer Service Representatives (CSR's) are at the forefront of City Hall. They greet walk-in customers, answer questions via phone or dispatch to proper department, take new applications for Water/Sewer customers, Disconnection requests, handle all money paid to the City and receipt it in appropriate accounts. They are also responsible for balancing the registers daily and verifying reports for accuracy.

The Utility Billing Clerk is the direct supervisor of the CSR's and is responsible for overseeing the daily operation of the Customer Service Area. The clerk is also responsible for preparing and billing water, sewer, and solid waste customers.

There are four meter readers and a Lead Meter Reader. They are responsible for reading and updating all customer usage for billing. They also respond to repair needs, cut-offs, turn-on, temporary service requests, tamper investigations and customer inquiries.

The Purchasing Agent works directly with department inventory personnel to ensure the timely order and delivery of materials and items. The Purchasing Agent ensures the proper approval has been obtained and that the budget has not been exceeded. Monthly encumbrance reports are distributed to department heads by the Purchasing Agent.

Accounts Payable enters invoices and pays vendors for services or materials after verifying with departments that items have been received. Accounts payable maintains contact with departments and vendors to ensure all invoices are paid by due dates and that any terms are used in order to reduce cost.

The Junior Accountant reconciles City bank statements, updates fixed assets, reports accidents to our liability insurance and is backup for property tax questions and billing. The Junior Accountant also maintains SPLOST records and Grant files.

The Bookkeeper is responsible for payroll processing, auditing of daily activity from incoming receipts, budget preparation, Reporting sales & use tax for Aquatic and Tourism. The Bookkeeper also handles the end of year processing of W-2's and 1099's.

The Staff Accountant is responsible for billing property taxes, processing corrections of taxes from county, reporting 941 wage reports, State unemployment reporting, end of month entries and preparing deposit from daily receipts.

The Assistant Finance Director assists in the day to day operation of the Finance Department, recording and processing journal entries to the General Ledger, Recording budget ordinance requests and changes, and helping with property tax questions.

Accomplishments

The Finance department successfully coordinated a surplus sale and auctioned off many vehicles and equipment that were no longer useful to the City. GovDeals, another surplus venue was used for the first time to auction several vehicles.

The department has streamlined our billing process by purchasing a mail handling system. This system makes the entire billing process run much smoother. The system is used for Utility billing as well as Property tax bills.

The implementation of the new financial software, Incode, has begun and we are currently running Purchasing, Accounts Payable and General Ledger on the new program. Other functions will be completed before the beginning of the FY10 budget.

Three employees earned their Certified Local Government Finance Officer Program – Level I certificates. The Finance Director completed the Level II certification. Other employees are beginning their certification process.

Goals

The Finance department hopes to have all finance employees certified in the Local Government Finance Officer Program. The department also encourages continuing education for their employees. Tuition reimbursement is available in the FY10 budget for employees to further their education.

The department is submitting the budget to the Government Finance Officers Association for the Distinguished Budget Presentation Awards Program. This is the first

time the budget book has been submitted. The Awards program has been promoting the preparation of high quality budget documents since 1984.

Another goal for the Finance department is to be totally converted over to the new financial software and have it running smoothly during the next fiscal year.

The finance department is currently running out of room for storage of files. The department hopes to acquire an area devoted to storage of sensitive payroll and financial files.

Finance Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	177,662	139,767	134,134
Overtime	51.1300	2,993	4,500	4,500
Group Health/Dental Ins	51.2105	59,151	51,652	19,295
Group Life Insurance	51.2110	1,380	914	1,254
Disability	51.2150	1,547	1,931	2,320
FICA contributions (employer)	51.2200	11,961	10,693	10,606
Retirement -Contribution Employer	51.2400	11,435	15,506	10,610
Tuition reimbursements	51.2500	-	1,000	3,000
Unemployment insurance	51.2600	188	250	300
Workers Compensation	51.2700	2,073	503	1,249
Employee awards & picnic	51.2910	81	-	250
		268,469	**226,716**	**187,518**
Purchased/Contracted Services				
Audit	52.1210	9,250	12,500	12,000
Employment physicals & tests	52.1231	220	100	100
Computer maintenance	52.2201	7,220	10,500	36,000
Copier maintenance	52.2202	850	3,000	4,000
Office Equip Maintenance	52.2203	2,064	1,500	2,000
Alarm system maintenance	52.2205	420	500	450
Telephone	52.3210	5,889	6,000	7,000
Postage	52.3220	3,786	5,000	4,500
Advertising	52.3300	1,609	3,000	3,000
Travel	52.3500	6,308	5,000	5,000
Dues and fees	52.3600	672	1,020	600
Professional subscriptions	52.3610	99	200	200
CGRDC Dues	52.3620	14,764	25,000	16,404
GMA Dues	52.3630	-	7,500	8,000
Bank Fees	52.3680	28	-	100
Education and training	52.3700	4,987	4,500	4,500
		58,165	**85,320**	**103,854**
Supplies				
Office supplies	53.1110	3,910	6,000	6,000
Computer supplies	53.1120	4,775	6,500	6,500
Copier supplies	53.1130	2,014	3,000	3,000
Miscellaneous supplies	53.1140	11,892	7,000	7,000
Water/sewerage	53.1210	500	-	-
Electricity	53.1230	11,381	-	-

Finance Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Small Equipment	53.1600	2,965	3,000	3,000
Small Equipment - Computers & software	53.1601	1,910	1,500	1,500
Tax administration	53.1790	19,571	14,000	12,000
		58,920	**41,000**	**39,000**
Capital Outlays				
Computer software	54.2410	-	240,000	130,000
		-	**240,000**	**130,000**
Other Costs				
Camden House	57.2300	6,000	6,000	6,000
St Marys Tourism	57.2400	30,000	30,000	-
PSA Funding	57.2500	463,757	463,757	463,757
		499,757	**499,757**	**469,757**
Contingencies				
Contingencies	57.9100	-	240,554	195,100
		-	**240,554**	**195,100**
Debt Service				
Capital Lease - Principal Office Equipment	58.1201	-	2,583	2,647
Capital Lease - Principle Software	58.1202	-	17,455	55,068
Capital Lease - Principal - Equipment	58.1299	46,660	-	-
Capital Lease - Interest Office Equipment	58.2201	-	190	55
Capital Lease - Interest Software	58.2202	-	3,374	10,452
Capital Lease - Interest - Interest Srvc	58.2299	1,074	-	-
		47,734	**23,602**	**68,222**
Operating Transfers				
Operating transfer out to Tourism	61.1015	-	-	12,000
Operating transfer out to Aquatic Park	61.1050	-	22,672	9,632
		-	**22,672**	**21,632**
Total Expenditures		**933,046**	**1,379,621**	**1,215,083**

Finance Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	134,134
51.1300	Overtime	$	4,500
51.2105	Group Health/Dental Insurance	$	19,295
51.2110	Group Life Insurance	$	1,254
51.2150	Disability	$	2,320
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	10,606
51.2400	Retirement Contr. Employer	$	10,610
51.2500	Tuition reimbursements	$	3,000
51.2600	Unemployment Insurance	$	300
51.2700	Workers Comp	$	1,249
51.2910	Employee awards & picnic	$	250
	Purchased/Contracted Services		
52.1210	Audit	$	12,000
52.1231	Employment physicals & tests	$	100
52.2201	Computer maintenance	$	36,000
52.2202	Copier Maintenance	$	4,000
52.2203	Office Equip Maintenance	$	2,000
52.2205	Alarm system maintenance	$	450
52.3210	Telephone *Includes long distance, cellular and internet services*	$	7,000

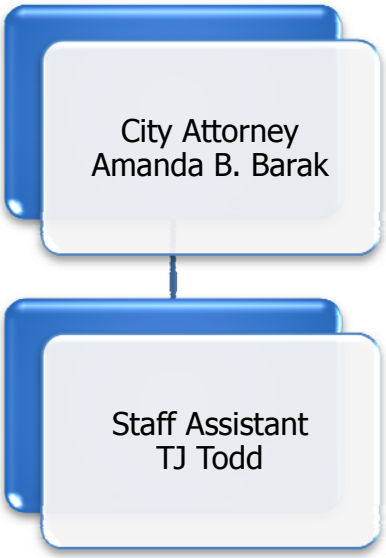
Finance Expenditure Descriptions

Account #			Amount
52.3220	Postage	$	4,500
52.3300	Advertising	$	3,000
	Public Hearings		
52.3500	Travel	$	5,000
	Finance Level I & GGFOA		
	Accounting/Purchasing		
52.3600	Dues and fees	$	600
52.3610	Professional subscriptions	$	200
	Subscription to payroll updates		
52.3620	CGRDC Dues	$	16,404
52.3630	GMA Dues	$	8,000
52.3680	Bank Fees	$	100
52.3700	Education and training	$	4,500
	Supplies		
53.1110	Office supplies	$	6,000
53.1120	Computer supplies	$	6,500
53.1130	Copier supplies	$	3,000
53.1140	Miscellaneous supplies	$	7,000
53.1600	Small equipment	$	3,000
53.1601	Small equipment - Computers & software	$	1,500
53.1790	Tax administration	$	12,000
	Capital Outlays		

Finance Expenditure Descriptions

Account #			Amount
54.2410	Computer Software	$	130,000
	Other Costs		
57.2300	Camden House	$	6,000
57.2500	PSA Funding	$	463,757
	Debt Services		
58.1201	Capital Lease - Principal Office Equipment	$	2,647
58.1202	Capital Lease - Principle - Software	$	55,068
58.2201	Capital Lease - Interest Office Equipment	$	55
58.2202	Capital Lease - Interest - Software	$	10,452
	Contingencies		
57.9100	Contingencies - *General Fund*	$	195,100
61.1015	Operating Transfer Out - Tourism	$	12,000
61.1050	Operating Transfer Out - Aquatic Center	$	9,632
	Total	**$**	**1,215,083**

Legal Department



Legal Department

Mission Statement

To provide, through the direction of the Mayor and City Council of the City of St. Marys, legal service, guidance, and representation for the City by serving the functions of advocate and adviser.

Overview

The Legal Department does not provide legal advice or services to citizens of St. Marys or the general public. The Legal Department is limited to providing legal advice, counsel, and representation to the Mayor, City Council members, City officials and departments in all matters regarding the City of St. Marys, Georgia. However, the Legal Department continually works to ensure the citizens' best interests, safety, and quality of life is a top priority.

The City Attorney traditionally serves two different functions for the City: adviser and advocate

As adviser, the City Attorney reviews all contracts, ordinances, and resolutions, acts in an advisory capacity to departments, boards and committees, and serves as parliamentarian during City Council Meetings.

As advocate, the City Attorney serves as the solicitor for the Municipal Court and is a litigator in civil matters.

Accomplishments

The Legal Department created and manages the Pretrial Intervention and Diversion Program. There are currently six participants in the program. Eight participants have completed the program since inception in February 2008.

Legal Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	-	102,746	100,332
Overtime	51.1300	-	200	-
Group Health/Dental	51.2105	-	3,270	3,498
Group Life Insurance	51.2110	-	152	126
Disability	51.2150	-	497	494
FICA contributions (employer)	51.2200	-	7,799	7,676
Retirement contributions (employer)	51.2400	-	3,949	3,384
Workers' compensation	51.2700	-	307	359
		-	**118,920**	**115,869**
Purchased/Contracted Services				
Legal	52.1220	-	12,040	10,000
Employment Physicals	52.1231	-	250	200
Other Professional Services	52.1240	-	1,300	-
Computer maintenance	52.2201	-	500	500
Copier maintenance	52.2202	-	250	250
Telephone	52.3210	-	1,900	2,100
Postage	52.3220	-	600	600
Advertising	52.3300	-	250	150
Travel	52.3500	-	2,000	1,000
Dues and fees	52.3600	-	1,000	500
Professional subscriptions	52.3610	-	300	150
Education and training	52.3700	-	3,500	1,500
		-	**23,890**	**16,950**
Supplies				
Office supplies	53.1110	-	600	600
Computer supplies	53.1120	-	1,000	500
Copier supplies	53.1130	-	250	250
Miscellaneous supplies	53.1140	-	500	400
Small equipment	53.1600	-	800	150
		-	**3,150**	**1,900**
Total Expenditures		**-**	**145,960**	**134,719**

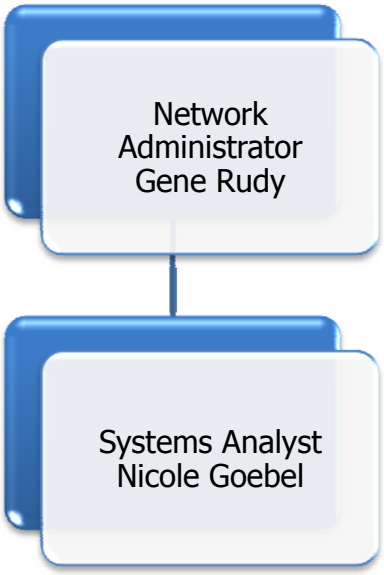
Legal Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	100,332
51.2105	Group Health/Dental	$	3,498
51.2110	Group Life Insurance	$	126
51.2150	Disability	$	494
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	7,676
51.2400	Retirement contributions (employer)	$	3,384
51.2700	Workers' Compensation	$	359
	Purchased/Contracted Services		
52.1220	Legal	$	10,000
52.1231	Employment Physicals	$	200
52.2201	Computer maintenance	$	500
52.2202	Copier maintenance	$	250
52.3210	Telephone	$	2,100
52.3220	Postage	$	600
52.3300	Advertising	$	150
52.3500	Travel	$	1,000
52.3600	Dues and fees	$	500
52.3610	Professional subscriptions	$	150
52.3700	Education and training	$	1,500

Legal Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office supplies	$	600
53.1120	Computer supplies	$	500
53.1130	Copier supplies	$	250
53.1140	Miscellaneous supplies	$	400
53.1600	Small equipment	$	150
	Total	**$**	**134,719**

Information Technology Department



Information Technology

Overview

The Information Technology was added to the City in 2007. Currently the department has two full time employees that provide technical service to various departments within the City.

The Information Technology department is responsible for all workstations and servers within the City. IT is also responsible for wireless phone service and maintains the City's website.

Accomplishments & Goals

The Information Technology department is in the process of upgrading the infrastructure in City Hall. With the help of Cisco and other vendors, we are working on creating a strong and stable network able to carry us well into the 21st Century. We are also in the process of finalizing the Enterprise Agreement with Microsoft. By working with Cisco and Microsoft, we will be able to bring new technology and ideas to better serve you.

List of equipment currently in use

Laptops	46
Desktops	96
Printers	85
Servers	17
Networks	6
Phones	27
Blackberry Devices	7
Aircards	4

Projects completed in FY2009

Department	Projects Completed
Legislative	Records Scanning, Video Recording System, Council Video on Website
Fire	New network, new facility setup, command trailer communications for TS Faye and Events
Police	New server, office expansion
Public Works	Camera Truck maintenance, office expansion, new facility setup
Building/Planning	Records Scanning, Wide-Format Scanning, Video Recording System
Tourism	Building Re-wiring
DDA	Speaker System, SCORE telephone, Georgia Forestry Incident Command Post Communications Setup
Finance	2009 Budget Book, Utility Billing & Bulk Mailing, Meter Reading Equipment setup
Aquatic Center	New computer setup, Security Break-in (intruder was deterred by camera), New website
Municpal Court	Video Recording System
Human Resources	Assist in potential web-based application system
Information Technology	Assisted Finance with Surplus of 7000lbs of E-waste, Re-structure Communications cost (savings of approx. $11,000 per year)

Projects in Process

Finance	InCode Finance System
Information Technology	Cisco ASA IOS upgrades, SSL VPN Licensing & Setup, Virtual Servers, Virtual Desktop Interfaces, Intranet, Centralized Communications, Microsoft Enterprise Licensing
ALL	Internetwork Connection (Creating 1 network)

Information Technology Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	79,665	98,342	98,355
Overtime	51.1300	595	-	100
Group Health/Dental	51.2105	9,148	10,514	11,566
Group Life Insurance	51.2110	219	228	251
Disability	51.2150	251	528	582
FICA contributions (employer)	51.2200	5,887	7,523	7,532
Retirement contributions (employer)	51.2400	3,303	3,896	3,935
Workers' compensation	51.2700	263	308	303
		99,330	**121,339**	**122,624**
Purchased/Contracted Services				
Employee Testing & Physicals	52.1231	-	200	200
Computer maintenance	52.2201	4,707	21,000	21,500
Vehicle Repairs	52.2223	-	-	500
Telephone	52.3210	9,053	3,500	3,500
Advertising	52.3300	40	100	100
Travel	52.3500	3,865	550	500
Dues and fees	52.3600	75	75	75
Professional subscriptions	52.3610	428	1,000	1,000
Education and training	52.3700	5,294	1,500	1,500
Other	52.3900	543	-	-
		24,004	**27,925**	**28,875**
Supplies				
Office supplies	53.1110	1,753	2,000	2,000
Computer supplies	53.1120	20,033	1,000	5,200
Miscellaneous supplies	53.1140	4,730	1,000	1,000
Gasoline	53.1270	-	-	1,000
Small equipment	53.1600	30,140	2,500	4,000
		56,656	**6,500**	**13,200**
Capital Outlays				
Equipment	54.2500	19,550	7,450	-
		19,550	**7,450**	**-**
Debt Service				
Capital Lease - Principal - Ford Escape	58.1202	-	-	3,784
Capital Lease - Interest - Ford Escape	58.2202	-	-	279
		-	**-**	**4,063**
Total Expenditures		**199,540**	**163,214**	**168,762**

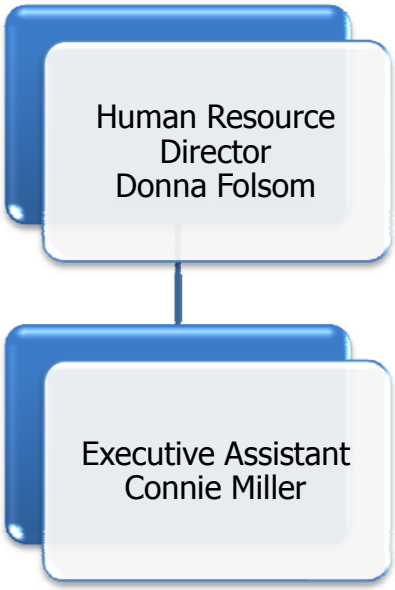
Information Technology Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	98,355
51.1300	Overtime	$	100
51.2105	Group Health/Dental	$	11,566
51.2110	Group Life Insurance	$	251
51.2150	Disability	$	582
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	7,532
51.2400	Retirement contributions (employer)	$	3,935
51.2700	Workers' Compensation	$	303
	Purchased/Contracted Services		
52.1231	Employee Testing & Physicals	$	200
52.2201	Computer Maintenance *Cpak $5,000* *Microsoft Agreement $16,000* *GoToAssist User Assistance Software $500*	$	21,500
52.2223	Vehicle Repairs	$	500
52.3210	Telephone	$	3,500
52.3300	Advertising	$	100
52.3500	Travel	$	500
52.3600	Dues and fees *GMIS*	$	75
52.3610	Professional subscriptions *TechNet Plus*	$	1,000

Information Technology Expenditure Descriptions

Account #			Amount
52.3700	Education and training	$	1,500
	Microsoft Virtualization		
	Cisco IP Telephony		
	Web/Teleconferencing		
	Supplies		
53.1110	Office supplies	$	2,000
53.1120	Computer supplies	$	5,200
	Dell Server Upgrade $2100		
	HP Server Upgrade $2100		
53.1140	Miscellaneous supplies	$	1,000
53.1270	Gasoline	$	1,000
53.1600	Small Equipment	$	4,000
	Tape Drive Backup $2000		
	Debt Service		
58.1202	Capital Lease - Principal - Ford Escape	$	3,784
58.2202	Capital Lease - Interest - Ford Escape	$	279
	Total	**$**	**168,762**

Human Resource Department



Human Resource Department

Overview

The Human Resource Department supports all City departments and employees by providing services such as recruitment, selection, benefits administration, maintenance of personnel records, and policy direction on human resource management issues. The department also facilitates the City's workers' compensation, health & wellness and safety programs and coordinates internal training programs for City employees.

Accomplishments

- Reduced Workers Compensation costs, with a savings of approximately $40,000.
- Obtained a total of $10,000 in grants for Health & Wellness Program

Goals

Develop and implement innovative recruiting programs and tools to help attract a diverse applicant pool.

- Streamline and improve the effectiveness of our recruitment process
- Implement technology-based recruitment techniques
- Implement uniform hiring policy/procedures

Provide a competitive compensation and reward plan that will help in recruiting, hiring, and retaining talented employees.

- Maintain competitive pay scale
- Implement employee suggestion program
- Implement employee recognition program

Develop and improve performance evaluation systems

- Implement technology-based management/staff performance evaluation programs
- Implement 360^{o} performance assessment and feedback instrument for City Manager and Department Heads

Continue development of Health & Wellness Program

- Monthly lunch & learn seminars
- Joint Health Fair with Camden County, City of Kingsland & Woodbine

Continue to evaluate the cost/benefit of current benefit offerings to ensure they are competitive

- Maintain or improve current level of services for medical, dental, life and short-term disability, while monitoring & controlling costs
- Maintain or improve current level of Workers Compensation benefits
- Reduce cost of General Liability insurance
- Maintain or improve current level of retirement plan

Improve effectiveness of the Human Resources Department to other departments

- Evaluate, enhance & improve current personnel policies
- Design and development of a Human Resources web page to provide employee access to personnel policies, procedural guidelines, forms and increased access to services.
- Implementation of computer-based time card system, which integrates with payroll system. This will be accomplished with the new financial software

Provide a professional development and training program, which will help department heads and staff acquire the knowledge needed to achieve performance excellence and maximize productivity.

- Have all department heads complete the Management Development Program by the Carl Vincent Institute of Government
- Continue providing Customer Service training to all employees
- Facilitate and provide training targeted specifically to critical areas such workplace safety, supervisory practices, conflict resolution, diversity & harassment prevention
- Continue cost-sharing of training with other area local government entities

Human Resource Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	84,650	84,713	80,270
Overtime	51.1300	366	50	-
Group Health/Dental	51.2105	15,566	10,099	8,069
Group Life Insurance	51.2110	276	144	126
Disability	51.2150	317	348	308
FICA contributions (employer)	51.2200	6,024	6,348	6,141
Retirement contributions (employer)	51.2400	3,964	4,601	2,344
Workers' compensation	51.2700	1,171	245	248
		112,334	**106,548**	**97,506**
Purchased/Contracted Services				
Employee Testing & Physicals	52.1231	2,633	4,000	4,000
Computer maintenance	52.2201	1,000	1,600	200
Telephone	52.3210	2,094	1,640	2,000
Postage	52.3220	76	250	100
Advertising	52.3300	71	100	100
Travel	52.3500	(4,627)	500	1,000
Dues and fees	52.3600	440	340	300
Professional subscriptions	52.3610	2,394	500	800
Education and training	52.3700	9,194	5,450	2,000
Other	52.3900	1,903	3,000	3,000
		15,177	**17,380**	**13,500**
Supplies				
Office supplies	53.1110	371	500	300
Miscellaneous supplies	53.1140	3,491	2,450	2,500
Small equipment	53.1600	3,059	-	-
		6,921	**2,950**	**2,800**
Total Expenditures		**134,432**	**126,878**	**113,806**

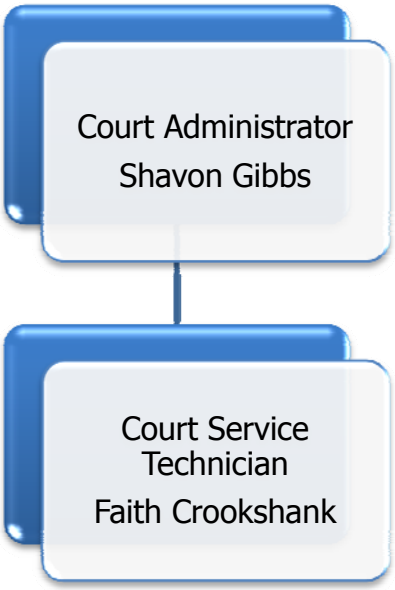
Human Resource Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	80,270
51.2105	Group Health/Dental	$	8,069
51.2110	Group Life Insurance	$	126
51.2150	Disability	$	308
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	6,141
51.2400	Retirement contributions (employer)	$	2,344
51.2700	Workers' Compensation	$	248
	Purchased/Contracted Services		
52.1231	Employee Testing & Physicals *Employee Assistance Program*	$	4,000
52.2201	Computer maintenance *Removed online application system*	$	200
52.3210	Telephone	$	2,000
52.3220	Postage	$	100
52.3300	Advertising	$	100
52.3500	Travel	$	1,000
52.3600	Dues and fees *Society for Human Resources, Georgia Local Personnel Association*	$	300
52.3610	Professional subscriptions *Subcription to HR.BLR-website for training matrials, forms, law updates, etc.*	$	800
52.3700	Education and training *previous budget reflected a pass-thru for training,*	$	2,000

Human Resource Expenditure Descriptions

Account #			Amount
	which was reimbursed from Kingsland		
52.3900	Other	$	3,000
	Employee Appreciation & Employee of the Month/Year		
	Supplies		
53.1110	Office supplies	$	300
53.1140	Miscellaneous supplies	$	2,500
	Safety for all departments		
	Total	**$**	**113,806**

Municipal Court



Municipal Court

Mission Statement

To provide a forum for fair and efficient adjudication of all matters brought before the Municipal Court of St. Marys in such a manner that will protect the integrity of the judicial process. Through continuous improvement of services, accessibility and technology avail public trust and confidence in the court system.

Overview

The Municipal Court of St. Marys is currently staffed by one Chief Judge and one Associate Judge. The Judge hears all cases involving City ordinance violations as well as state misdemeanor traffic violations and some misdemeanor criminal offenses committed within this jurisdiction.

Sessions for the Municipal court are held on the first and third Friday's of each month. Beginning at 9:00 a.m. on the first Friday and 11:00 a.m. on the third Friday, plea and arraignments are held. At that time the defendant is asked to enter a plea to the charges. If the defendant enters a not guilty plea at the arraignment they are then assigned a trial date, which is held the third Friday of the month beginning at 9:00 a.m. All court sessions are held in the council chamber located at 418 Osborne Street, St. Marys, Georgia.

The Municipal Court is responsible for accurately recording and processing all citations filed in this court. Through this process, the court routinely updates criminal and/or driving histories of defendants who have come before the court. For criminal justice purposes this is a very important step in our common goal to reflect accurate and up to date information. Dispositions are reported electronically to GCIC, and the Georgia DDS, which helps ensure information is available in a timely manner.

The issuance of failure to appear warrants, summons, continuances, subpoenas for final cases, upon request transfer paperwork to Superior Court, as well as responding to open record request are task that the clerical staff facilitate daily in the Municipal Court of St. Marys. Accountability of all monies collected and disbursed to different state, county and local agencies. Currently probation is handled through a private probation company, which provides monthly reports and timely payments of all monies due the Court.

Accomplishments

The digital recording system was installed during the FY09 budget and will help our department save $4,000 annually. The Court has successfully submitted all suspension notices and withdrawal of suspension notices to proper agencies electronically.

Goals

The Municipal Court has several long term goals and objective recommendations that will benefit our department along with the City. We hope to cross train the court services technician so that information may be obtained from either the technician or the Court Clerk. Another goal is to obtain certification as a Municipal Court Clerk through continuing education. The Municipal Court would like to begin getting proposals from collection agencies for collection of old unpaid uniform traffic citations.

St. Mary's Municipal Court

Performance Measures

	Performance Indicators	Actual FY 07/08	Projected FY 08/09	Projected FY 09/10
Output	Citations Processed	2634	2084	2364
Output	Bond Forfeitures Processed	1956	791	1368
Output	Failure to Appear Warrants	19	48	36
Output	Suspension Notices Issued	90	115	108
Output	# of Defendants Put on Probation	144	80	108
Output	Fines/Fees Assessed	$410,271.65	$279,331.00	$344,796.00
Efficiency & Effectiveness	% of Processed Citations Adjudicated	83.87%	49.59%	66.72%
Efficiency & Effectiveness	% of Processed Citations Reduced to Warnings	14.68%	21.52%	18.12%

Municipal Court Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Temp/Part Time employees	51.1103	7,764	500	-
Judge	51.1105	12,000	15,000	15,000
Court Clerks	51.1110	60,620	55,317	51,277
Overtime	51.1310	966	1,200	1,000
Group Health/Dental	51.2105	2,529	29	268
Group Life Insurance	51.2110	230	144	126
Disability	51.2150	264	227	200
FICA contributions (employer)	51.2200	4,632	4,170	4,000
Retirement Contribution (employer)	51.2400	2,603	3,108	2,487
Workers Compensation	51.2700	905	160	160
		92,513	**79,855**	**74,518**
Purchased/Contracted Services				
Other Professional Svcs	52.1240	6,395	12,826	1,500
Computer maintenance	52.2201	-	500	500
Equipment maintenance	52.2203	-	-	957
Telephone	52.3210	783	800	1,000
Postage	52.3220	308	500	500
Travel	52.3500	2,446	4,600	3,500
Dues & Fees	52.3600	225	1,000	1,000
Education and training	52.3700	860	2,400	2,000
		11,016	**22,626**	**10,957**
Supplies				
Copier Supplies	53.1130	707	800	800
Miscellaneous supplies	53.1140	852	1,000	1,000
Small Equipment	53.1600	2,330	600	500
		3,889	**2,400**	**2,300**
Other Costs				
Court Ware Fee	57.3170	14,998	21,000	12,000
DATE	57.3171	2,362	3,500	2,500
DETF - GSCCCA	57.3172	11,338	15,000	10,000
County Jail Fund	57.3173	26,675	33,000	25,000
Local Victims Fund	57.3174	13,262	17,000	11,000
DUI Victims Fund	57.3175	998	1,200	750
POPT Police Training Fund	57.3176	54,569	70,000	45,000
Police Officers A&B Fund	57.3177	15,459	20,000	14,000
Brain & Spinal Injury Fund	57.3178	1,901	2,500	1,500
Probation fee	57.3179	1,144	2,000	1,000
		142,708	**185,200**	**122,750**
Total Expenditures		**250,126**	**290,081**	**210,525**

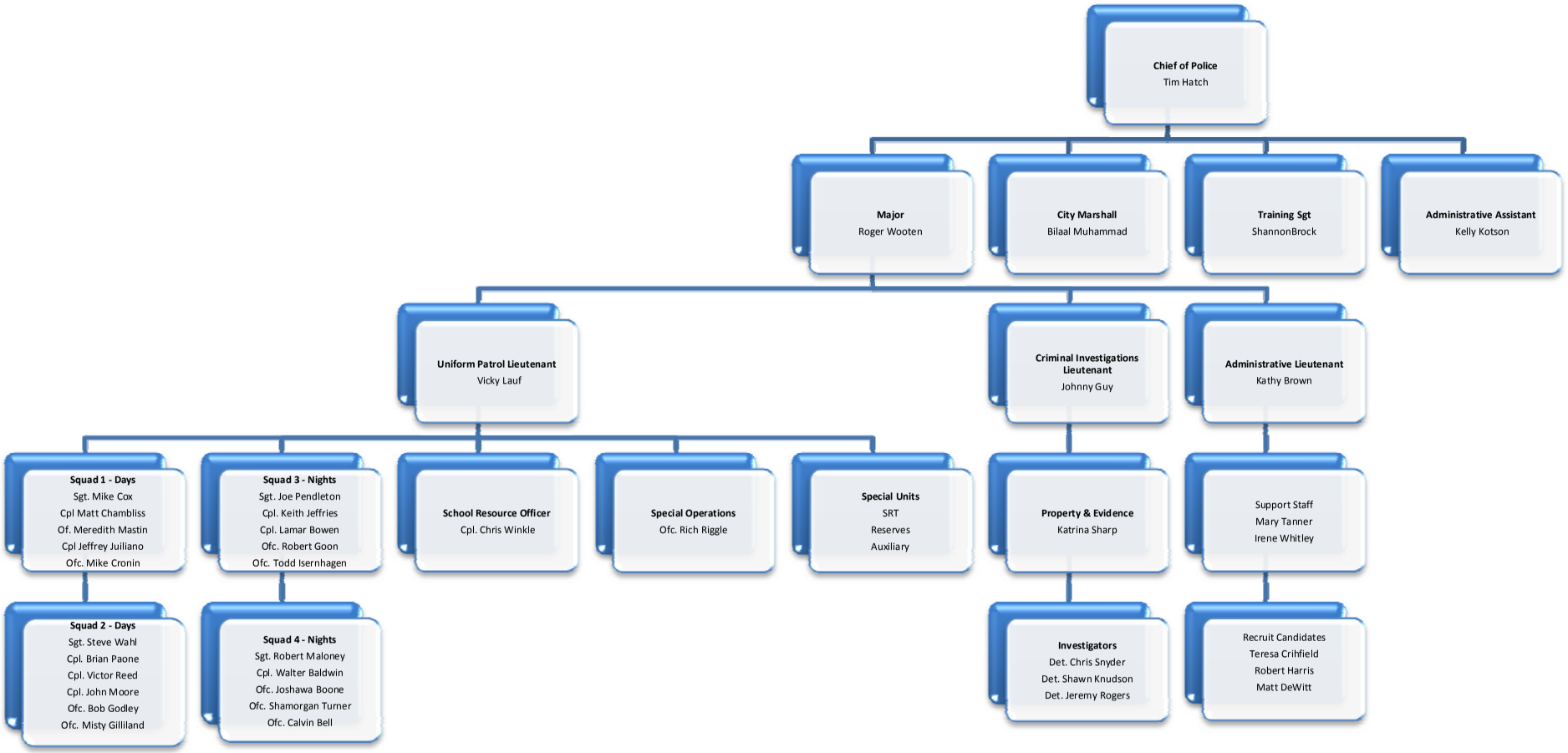
Municipal Court Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1105	Municipal Judge	$	15,000
51.1110	Court clerks	$	51,277
51.1310	Court Overtime	$	1,000
51.2105	Group Health/Dental Insurance	$	268
51.2110	Group Life Insurance	$	126
51.2150	Disability	$	200
51.2200	FICA contributions (employer)	$	4,000
51.2400	Retirement contribution (employer)	$	2,487
51.2700	Workers Compensation	$	160
	Purchased/Contracted Services		
52.1240	Other professional services	$	1,500
	Court Reporter/Interpreter/Public Defender		
52.2201	Computer maintenance	$	500
52.2203	Equiment maintenance	$	957
	Sound Equipment		
52.3210	Telephone	$	1,000
52.3220	Postage	$	500
52.3500	Travel	$	3,500
52.3600	Dues & fees	$	1,000
52.3700	Education and training	$	2,000
	Judges training, mandatory training for courts		

Municipal Court Expenditure Descriptions

Account #			Amount
	Supplies		
53.1130	Copier supplies	$	800
53.1140	Miscellaneous supplies	$	1,000
	Pens, paper, envelopes, sanitizer, etc.		
53.1600	Small Equipment	$	500
	Other Costs - *Pass-through funds from Court Fines*		
57.3170	Court Ware Fee	$	12,000
57.3171	DATE	$	2,500
57.3172	DETF - GSCCCA	$	10,000
57.3173	County Jail Fund	$	25,000
57.3174	Local Victims Fund	$	11,000
57.3175	DUI Victims Fund	$	750
57.3176	POPT Police Training Fund	$	45,000
57.3177	Police Officers A&B Fund	$	14,000
57.3178	Brain & Spinal Injury Fund	$	1,500
57.3179	Probation Fees	$	1,000
	Total	**$**	**210,525**

Police Department





Mission Statement

It is the mission of the St. Marys Police Department to provide the highest level of service possible to our community through continuous quality improvements and exceptional ethical and professional standards.

Motto

Honor, Integrity, Respect and Courage

Overview

The St. Marys Police Department is a full-service organization that operates 24 hours per day. The members of the Department are tasked with handling a wide variety of calls and situations. For this reason, our officers have to be able to function in capacities such as counselors, referees, protectors, parents, judges, and disciplinarians. The task of fielding a group of individuals that are all skilled in these diverse functions is difficult, and the availability of desirable applicants for vacant positions is limited. However, our commitment to the citizens of St. Marys is to locate, hire, train and field the absolute best officers we can in the various positions within the Department. We are also determined to provide continued excellence through on-going training programs, professional operational standards, and a commitment to ethics and discipline that will serve to protect our citizens as well as our employees, and to guarantee a high standard for the services we perform.

Organization

The St. Marys Police Department is divided into three major Divisions which include Uniform Patrol, Criminal Investigations, and Administrative Services. The operations of these Divisions are managed by members of the Department's administrative staff, and the overall operation of the Department is managed by the Chief of Police, the Major, and the other members of the Departmental administration team.

Administration

The Chief of Police is the Department Head within the Police Department, and he is responsible for overseeing the activities of the administrative functions of the Department. In addition to the Chief, the departmental administrative personnel include the Major, three Division Commanders who hold the rank of Lieutenant, the Standards and Training Sergeant, the City Marshal and the Administrative Assistant.

The Chief of Police is responsible for the Administration of the department, the creation, revision and mediation of policy and related issues, establishing accepted police procedures for the Department, resolution of citizen complaints, budgeting and purchasing, hiring new personnel, inter-departmental and inter-governmental cooperative efforts, and other similar tasks. As a Department Head, the Chief of Police reports to the City Manager.

The Major is responsible for the operational aspects of the Department. Some of the responsibilities that fall to the Major include conducting hiring and selection tests, managing promotional tests, assisting with developing the budget, appraising performance, maintaining employee files, rewarding and disciplining employees, approving leave, assuring adherence to departmental policies, addressing complaints and resolving problems and other tasks that relate to the day-to-day operations of the department. As second in command of the Police Department, the Major reports directly to the Chief of Police.

The Standards and Training Sergeant is responsible for presenting relevant training to all the members of the Police Department in order to meet the requirements of State Certification and to ensure that all certified personnel maintain their certifications as required by law. Some of the duties that this position is responsible for include developing lesson plans, coordinating with guest instructors, presenting internal training to satisfy the various State requirements, scheduling outside training, managing employee training records, arranging for travel and accommodations for employees during outside training, reviewing internal in-car videos for policy compliance, assisting with internal discipline processes and investigations, and proposing, reviewing and revising operational policies. The Standards and Training Sergeant reports to the Chief of Police.

In 2009, the City Marshal position was added to the Police Department's table of organization. The City Marshal is a certified law enforcement officer who is tasked with enforcing the codes and ordinances of the City of St. Marys. Some of the duties of the City Marshal include responding to issues relating to permitting, sign usage, noise and nuisance complaints, illegal dumping, property disputes, alcohol sales and consumption issues, case preparation and court testimony and other issues that relate to the City Ordinances. Additionally, as a certified police officer, the City Marshal is able to assist the Department in on-going incidents as they occur, and as this assistance is needed. The City Marshal reports to the Chief of Police.

The Police Department's Administrative Assistant does not have any supervisory responsibility and serves as the only office-clerical position in the Department. As such, this position provides clerical assistance to the Chief, the Major and the other Administrative positions in the Department. Some of the duties of the Administrative Assistant include maintaining departmental and personnel records in compliance with City requirements, answering Open Record Requests, general office duties to include typing, call taking, customer service, computer operations, data entry, report writing, purchasing and finance duties, filling in temporarily during the absence of other non-certified support staff members and supply and quartermaster duties. Even though this position assists the entire administrative staff, the Administrative Assistant reports to the Chief of Police.

Departmental Divisions

Each Division of the Police Department is commanded by a Lieutenant, and each Lieutenant, as a member of the Department's Administration, reports to the Major. Some of the duties of the Division Commanders include scheduling, supervising personnel, maintaining discipline, inspecting personnel and equipment, evaluating subordinates, upholding and interpreting policy for subordinates, recommending budgetary purchases, responding to the changing needs of the community through analysis of crime trends and incident statistics, providing services to the community that are in-keeping with high standards of professionalism, customer service and cooperation, and other similar requirements.

Uniform Patrol Division (UPD)

The Uniform Patrol Division makes up the largest element of the Police Department, and all new officers are hired into this Division. This Division is responsible for proactive efforts to prevent crime or preserve public safety, and for reactive efforts to

respond to calls for service. Currently, UPD is composed of four shifts each working on a 12-hour schedule.

With the trends that we have seen in the recent past it is acceptable to state that on average, our department hires one out of every 20 candidates who apply for a position. To send five candidates to the police academy, as we did in 2007, we have to screen over 100 applications. Once a new officer is hired, they are not effective until they have completed all the required training. For a new officer that we send to the academy, this process of training will take a minimum of six months. By hiring candidates that are already certified, we can cut the training length to three months. However, the availability of desirable applicants is limited, and we are in competition with Kingsland and the Camden County Sheriff's Office for the same people.

Criminal Investigations Division (CID)

The Criminal Investigations Division is responsible for conducting follow-up investigations on criminal incidents that are initially reported to the Police Department primarily through the Uniform Patrol Division. Once an officer responds to a call and completes the report and the field investigation, the report is usually turned over to CID for follow-up investigation. The Departmental CID Division is currently staffed with one Lieutenant, three detectives and a Property and Evidence Technician. Currently, the detectives maintain a caseload of approximately 45 to 60 open cases at any given time.

Under the supervision of the CID Commander, some of the responsibilities that relate to the Detectives include serving the victims of crime, working a rotating on-call schedule, developing leads for cases and following them, identifying suspects, conducting interviews, interrogations, line-ups, and other actions that result in developing information, obtaining and executing search warrants and/or arrest warrants, case preparation, inter-departmental cooperative efforts, courtroom testimony and other similar tasks.

The Property and Evidence Technician manages the Departmental Property and Evidence function under the CID Commander's supervision. Some of the Property and Evidence Technician's responsibilities include receiving, cataloging, processing, storing and maintaining all items of property or evidence received by departmental personnel, controlling access to the restricted areas of the property and evidence rooms, performing audits and inventories in compliance with departmental policy requirements, testing suspected narcotic samples for proper identification, transporting items of

evidence to the State crime lab, testifying in court when necessary, disposing of property and evidence in accordance with legal requirements and other similar tasks.

Administrative Services Division (ASD)

The Administrative Services Division is responsible for several critical facets of the operation of the Police Department. In addition to the tasks already defined for Division Commanders, the Administrative Services Division Commander manages the State Certification Process. This function requires very substantial organizational skills in order to maintain the files from year to year with the proper documentation to satisfy departmental policy as well as the Certification standards. As the manager of the Certification processes, the ASD Commander must also complete training as a Certification Manager and a Certification Assessor. There is also an expectation from the State that the agency will send the Certification Manager to other agencies in Georgia to serve as an Assessor during their recertification processes at least two times per year.

In addition to the Certification requirements, some of the ASD Commander's duties include supervising the Records and Customer Service personnel, ensuring records maintenance under existing retention requirements, maintaining the repairs of departmental facilities, seeking, applying for and managing grants for the department, coordinating the selection and testing processes for new-hire candidates, conducting background investigations for new-hire candidates, interacting with the Georgia P.O.S.T. Council for employee changes in status, forming, coordinating and managing promotional testing procedures for the department, and other similar tasks.

Goals

As defined by the 2009 Goals and Objectives report that was submitted to the City Manager, the Police Department identified a total of ten goals in the categories of Personnel, Equipment, Vehicles and Facilities.

Personnel:
1 – Add 3 new certified positions to the Department
2 – Reclassify the part-time clerical position to full-time with benefits
3 – Implement an employee retirement plan
4 – Reclassify the Property and Evidence Custodian position to include Crime Scene Processing duties

Equipment:
1 - Purchase 2 narcotic/patrol K-9's and related equipment.

Vehicles:
1 – Purchase two vehicles for assignment to CID
2 – Purchase four vehicles for assignment to UPD

Facilities:
1 – Construct a multi-vehicle garage and impound lot facility
2 – Install security fence and improve the berm at the shooting range
3 – Replace Motherboard – Departmental Card Reader System

2008 accomplishments

The information that was used to complete this table was taken from the monthly reports that the Department completes for the City, and the monthly Uniform Crime Report that we generate for the FBI.

Total Number of Tickets	2638
Total Bond Amount:	$339,710.95
Total Number of Accidents	498
Total Number of People Injured	101
Total Number of Fatalities	1
Murder	0
Rape	10
Armed Robbery	20
Aggravated Assault:	91
Burglary	96
Larceny-Theft ($200 +)	181
Motor Vehicle Theft:	24
Juvenile Offenders	143
Total Cases Assigned	304
Total Cleared/Closed	201

Adult Arrests	712
Juvenile Arrests	14
Total Narcotics Arrests	212
In-Car Video Audits performed	35

Estimated Population Ratios

Generally speaking, the average population ratio of officers to citizens for a city our size in this geographical region of the country according to the most recent statistics reported in 2007 by the FBI is 2.6 officers per 1,000 citizens. (See http://www.fbi.gov/ucr/cius2007/data/table_71.html - Group V Cities, South Atlantic region.) Before 2007, the average ratio was 2.4 officers per 1,000 citizens.

Year	Population	# of Officers	Population Ratio*
2007	18,000	43	2.39 :1,000
2008	20,000	36	1.8 : 1,000
2009	20,500	37	1.8 : 1,000

* The population ratios shown are expressed as the number of officers per 1,000 citizens.

Police Department Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	1,521,837	1,418,488	1,516,179
Overtime - Regular employees	51.1300	103,306	100,000	100,000
Group Health/Dental Insurance	51.2105	198,680	192,393	223,107
Group Life Insurance	51.2110	5,493	4,452	4,636
Disability	51.2150	6,241	7,589	8,060
FICA contributions (employer)	51.2200	118,397	108,422	123,638
Retirement contribution (employer)	51.2400	64,266	72,176	90,836
Tuition reimbursements	51.2500	911	1,000	1,000
Workers Compensation	51.2700	71,842	81,874	44,284
Clothing allowance	51.2930	2,000	2,500	2,500
		2,092,974	**1,988,894**	**2,114,240**
Purchased/Contracted Services				
Medical	52.1230	1,170	50,100	50,000
Employment physicals & tests	52.1231	16,064	1,250	2,500
Computer maintenance	52.2201	4,870	6,000	7,000
Copier maintenance	52.2202	3,823	5,000	10,080
Radio maintenance	52.2204	2,841	6,000	7,500
Alarm system maintenance	52.2205	720	800	800
Small equipment repairs	52.2216	1,010	3,500	2,000
Radio & electronics repairs	52.2220	9,017	6,000	5,000
Building repairs	52.2221	6,807	5,500	5,000
Vehicle repairs	52.2223	20,279	31,056	20,000
Property/Liability Ins	52.3110	49,247	61,515	38,234
Telephone	52.3210	24,928	20,558	21,000
Computer links	52.3211	1,600	2,060	2,060
Postage	52.3220	1,100	2,000	2,000
Advertising	52.3300	214	-	500
Printing & Binding	52.3400	1,900	2,500	2,000
Travel	52.3500	58,505	22,750	21,500
Dues and fees	52.3600	891	1,500	1,800
Professional Subscriptions	52.3610	621	500	500
Education and training	52.3700	6,920	4,600	19,500
Other Purchased Services	52.3900	-	-	3,000
		212,528	**233,189**	**221,974**
Supplies				
Office supplies	53.1110	3,543	3,000	3,000
Computer supplies	53.1120	2,938	2,000	3,000

Police Department Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Copier supplies	53.1130	1,007	1,500	1,500
Miscellaneous supplies	53.1140	5,913	3,500	3,500
Photographic supplies	53.1150	180	-	-
Criminal Investigation supplies	53.1160	10,525	3,263	11,000
Crime prevention supplies	53.1170	4,028	1,500	1,500
Police Auxilliary supplies	53.1172	979	500	1,500
Water/sewerage	53.1210	2,694	3,500	3,500
Electricity	53.1230	47,363	45,000	45,000
Street lighting	53.1231	124	125	125
Gasoline	53.1270	113,704	141,050	96,200
Books and periodicals	53.1400	2,589	2,000	2,000
Small equipment	53.1600	63,869	11,500	59,850
Small equipment supplies	53.1601	330	1,200	2,000
Small equipment - Computers & software	53.1610	12,201	9,500	12,400
Safety Supplies	53.1701	2,615	2,000	2,000
Uniforms & replacements	53.1702	35,839	37,457	37,500
Building repair supplies	53.1721	8,862	5,400	5,000
Vehicle repair supplies	53.1723	22,590	20,000	27,500
		341,893	**293,995**	**318,075**
Capital Outlays				
Vehicles	54.2200	383,560	165,000	-
Equipment	54.2500	5,976	-	-
		389,536	**165,000**	**-**
Debt Service				
Capital Lease - Principal - Vehicles	58.1207	175,526	231,930	146,883
Capital Lease - Interest - Vehicles	58.2207	24,492	15,361	10,562
		200,018	**247,291**	**157,445**
Total Expenditures		**3,236,949**	**2,928,369**	**2,811,734**

Police Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	1,516,179
51.1300	Overtime	$	100,000
	Courts, Grand Jury, Prelims, ALS hearing, special details, covert ops, special training, disaster response, festivals and filling vacant watch postings and 12-hour shift		
51.2105	Group Health/Dental	$	223,107
51.2110	Group Life Insurance	$	4,636
51.2150	Disability	$	8,060
51.2200	FICA contributions (employer)	$	123,638
	Salaries, wages and clothing allowance x 7.65%		
51.2400	Retirement - Employer Contribution	$	90,836
51.2500	Tuition reimbursements	$	1,000
51.2700	Workers Comp	$	44,284
51.2930	Clothing allowance	$	2,500
	Plain-clothes Officers @ $500.00(4 Detectives & City Marshal)		
	Purchased/Contracted Services		
52.1230	Medical	$	50,000
	Rape victim processing, evaluations at Camden Medical		
52.1231	Employment physicals & tests	$	2,500
	Physicals, psychological, entrance exams, drug screens		
52.2201	Computer maintenance	$	7,000
	Criminet & Eagle (Report Management Software)		
	Other maintenance costs		
52.2202	Copier maintenance	$	10,080
	$4,000 (Copy Room) $1,000 (Squad Room) (Lease pmt) $ 5,000		

Police Expenditure Descriptions

Account #			Amount
	Service fee	$ 5,080	
52.2204	Radio maintenance	$	7,500
	Hasty's Motorola /plus contingency for tower		
52.2205	Alarm monitoring	$	800
52.2216	Small equipment repairs	$	2,000
52.2220	Radio & electronics repairs	$	5,000
	Includes radar calibrations ($450 ea.)		
52.2221	Building repairs	$	5,000
	General building maintenance		
52.2223	Vehicle repairs	$	20,000
	Tires, oil changes, and any work other than City Shop		
52.3110	Property/Liability Insurance	$	38,234
52.3210	Telephone	$	21,000
	Pagers, TDS, cell phones, TDS Internet, long distance		
52.3211	Computer links	$	2,060
	Georgia Law Enforcement Network		
	Web Hosting Services (Bobcop)		
52.3220	Postage	$	2,000
52.3300	Advertising	$	500
	Newspaper ads for open positions		
52.3400	Printing and Binding	$	2,000
52.3500	Travel	$	21,500
	2 slots at the Academy (2 x $6,000)		
	Travel funds for training and conferences, all employees		
52.3600	Dues & fees	$	1,800

Police Expenditure Descriptions

Account #				Amount
	GACP, IACP, GPAC, Chaplin, LiDar-Radar-Recerts			
	CVSA Recertification ($300)			
52.3610	Professional subscriptions		$	500
52.3700	Education and training		$	19,500
	Conference fees (Chief, Marshal, TAC, CID)	*$ 2,000*		
	Tuition for external training, all employees	*$ 7,500*		
	Specialized training for CID (CVSA, child abuse/molest, etc)	*$ 10,000*		
52.3900	Other Purchased Services		$	3,000
	Supplies			
53.1110	Office supplies		$	3,000
53.1120	Computer supplies		$	3,000
	Printer ink, disks, cables, ICOP DVR discs, etc.	$ 2,000		
	CID mini DVR tapes, SD media, Flash media, etc.	$ 1,000		
53.1130	Copier supplies		$	1,500
53.1140	Miscellaneous supplies		$	3,500
	Water, cleaning supplies, etc.			
53.1160	Criminal Investigation supplies		$	11,000
	PEPI, and other	$ 1,500		
	Latent print and bio fluid kits	$ 3,000		
	Evidence collection supplies/sexual assault kits	$ 3,000		
	Storage and other containers	$ 1,500		
	Crime scene investigation/security supplies	$ 2,000		
53.1170	Crime prevention supplies		$	1,500
	Neighborhood Watch program			
	SRO program			
53.1172	Police Auxilliary supplies		$	1,500
53.1210	Water/Sewerage		$	3,500

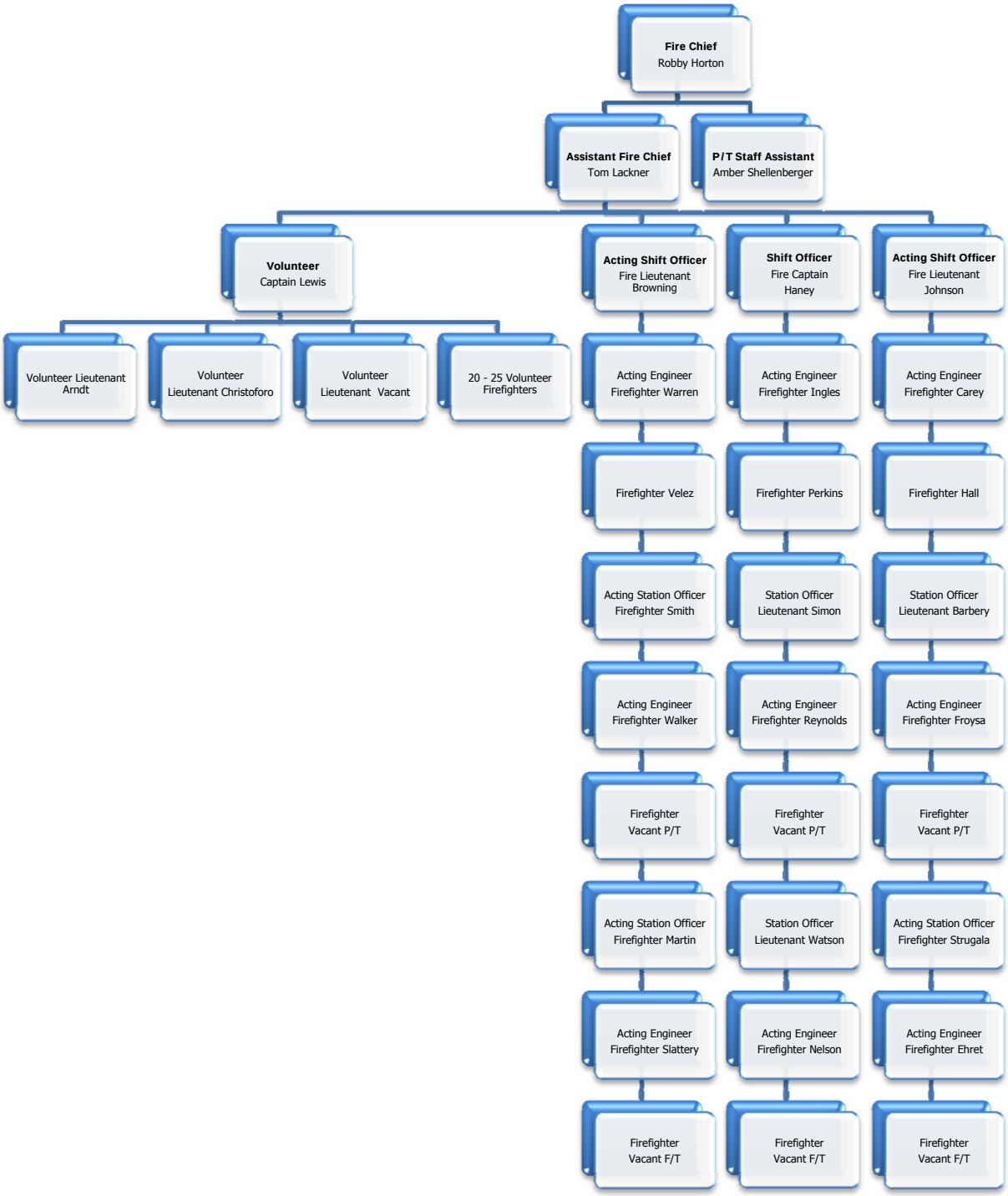
Police Expenditure Descriptions

Account #			Amount
53.1230	Electricity	$	45,000
53.1231	Street lighting	$	125
	Firing range @$10/month		
53.1270	Gasoline	$	96,200
	37 vehicles averaging 350 miles per week x 52 = 673,400		
	673,400 total miles divided by 14 MPG = 48,100 gallons/yr.		
	48,100 gallons multiplied by $2.00/gallon = $96,200		
53.1400	Books and periodicals	$	2,000
	Ticket books and updated criminal/traffic code books		
53.1600	Small equipment	$	59,850
	Assorted emergency items for vehicles	$ 5,000	
	Alco Sensonrs	$ 5,000	
	5 new Glock pistols	$ 4,000	
	5 Tasers (1,200 ea.)	$ 6,000	
	Taser Cartridges (40 x $20)	$ 800	
	Ammunition	$ 5,000	
	Portable radios (5 x $600)	$ 3,000	
	Shoulder Microphones (5 x $50)	$ 250	
	Furniture-replacements	$ 2,000	
	Digital Video Camcorder - Training	$ 650	
	CVSA including service agreement	$ 3,200	
	Trace Evidence Vacuum w/filters	$ 450	
	Covert video surveillance camera systems	$ 11,500	
	Simunitions	$ 8,000	
	ICOP Replacements	$ 5,000	
53.1601	Small equipment supplies	$	2,000
	Armorer's supplies - whole department	$ 1,000	
	Batteries, rechargeable batteries, cords, etc.	$ 1,000	
53.1610	Small equipment - Computers & software	$	12,400
	replacement desktops	$ 2,400	
	RAM upgrade for servers & desktops	$ 2,000	
	1 Laptop for Chief	$ 1,200	
	Product Support Package (Capone server)	$ 1,500	

Police Expenditure Descriptions

Account #			Amount
	Code Enforcement Management - software & service pkg	$ 5,300	
53.1701	Safety Supplies		
	Replacement batteries, marking tape, marking paint, flashlight, ASP baton, restraints, vests, keys, etc.		$ 2,000
53.1702	Uniforms and replacements		$ 37,500
	36 sets of uniform items	*$ 16,245*	
	Uniforms for new officers - turnover (5 @ $651)	*$ 3,255*	
	Funds for replacement items	*$ 7,000*	
	Badges and patches	*$ 1,000*	
	Reserve and Auxiliary Uniform items	*$ 1,500*	
	Body Armor (10 x $550 per unit)	*$ 5,500*	
	Leather gear and personal equipment - replacement	*$ 3,000*	
53.1721	Building repair supplies		$ 5,000
53.1723	Vehicle repair supplies		$ 27,500
	Parts and supplies for work completed at City Shop	$ 25,000	
	Vehicle Rental Funds - covert surveillance	$ 2,500	
	Debt Service		
58.1207	Capital Lease - Principal		$ 146,883
58.2207	Capital Lease - Interest - Vehicles		$ 10,562
	Total		**$ 2,811,734**

St. Marys Fire Department



St. Marys Fire Department

Mission Statement

The St. Marys Fire Department's mission is to provide the citizens of this City with the best possible protection for their tax dollars, by ensuring the protection of life and property. This Mission Statement is the attitude of all paid and volunteer personnel who are a part of the St. Marys Fire Department. For we all stand as one, professionals, walking the walk and setting the example for the City of St. Marys and her citizens.

Overview

The St. Marys Fire Department accomplishes our mission by preventing fires and life safety hazards through education, engineering, and inspection. We suppress fires with a volunteer-based force that is supported by a paid personnel force. We respond to medical emergencies and provide aid and comfort. We train all department personnel and civilians to be prepared to serve the Community in times of crisis. And we are prepared to take a proactive role in the mitigation of Hazardous Materials, Confined Space, and Natural Disasters that the community may face.

The Fire Department currently has 21 full time Firefighters, 15 part time Firefighters, 20 Volunteer Firefighters, two Chief Officers, and one part time Staff Assistant to protect the City of St. Marys. At the beginning of FY 09 minimum staffing levels we determined to be three personnel (3/3/3) on each first out apparatus. Due to the economic situation within the City, minimum staffing was reduced to two personnel on first out apparatus at Station 9 and 7 and three personnel at Station 2 (3/2/2). Our goal is to return to the minimum level of three at each of the stations (3/3/3). This will allow us to comply with National Fire Protection Association Standards regarding staffing levels as well support our continued efforts in needed Insurance Services Office (ISO) points for personnel. The City of St. Marys currently has an ISO rating of a 4. Our goal is to lower the ISO rating to a 3, this is where the Citizens will see the greatest reduction in their homeowner's fire insurance premiums. Businesses would see the greater reduction by going to an ISO rating of a 2.

Fire Department Accomplishments

Responded to 1,492 calls for service-

- 75 Structure Fires
- 1144 EMS/Rescue calls
- 97 Hazardous Conditions

- 38 Service Calls
- 52 Good Intent Calls
- 83 False Alarms
- 2 Weather/ Disaster

Average Response Time = 4.88 minutes
Volunteer Hours 3.419, if paid $58,635.68 dollars.

Responded to properties valued at an estimated $2,700,000 with a loss of $349,300 dollars which equates to an average of a 13% loss to fires in structures we respond to.

Fire Prevention Activities:

- 130 Fire Inspections
- 123 Plan & Reviews
- 539 Fire Hydrant Inspections
- 89 Pre Fire Plans
- 711 Burn Permits issued
- 2500 Children seen as a part of a Fire Safety Lesson

We averaged 190 hours of training per Fire Fighter.

- 150 hours of Company Training
- 20 hours Driver Operator Training
- 20 hours on Hazardous Materials Training.

Attended 6 Hazardous Materials Drills on the Base.
Participated in three table tops through GMAG and GMA.

The Department participated in the development of the State Fire Response Plan & Mutual Aid Plan as a pilot organization and area. Chief Horton has also been appointed as the Area 5 GMAG Coordinator as well as the Chair of the Fire Committee of the All Hazard Council for Area 5.

The St. Marys Fire Department completed the Development and start up of the new St. Marys Fire Department Web Site: http://www.stmarysfd.com. This was done with the expertise of the Staff Assistant Mrs. Amber Shellenberger.

St. Marys Fire Department

Budget Summary

We have put together a budget bases on the Council's direction of no new positions. We have tried to maintain our current budget as close to possible. We are even reflecting a reduction in most areas. We have better ways to do our jobs, at even less the costs.

Fire Department Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	812,180	852,707	801,431
Overtime	51.1300	101,425	98,385	94,934
Group Health/Dental	51.2105	85,304	108,614	114,912
Group Life Insurance	51.2110	2,852	2,622	2,808
Group Life Insurance - Volunteer firefighters	51.2115	1,000	1,000	1,095
Disability	51.2150	3,190	3,185	3,164
Disability - Volunteer firefighters	51.2155	903	903	1,000
FICA contributions (employer)	51.2200	67,841	65,233	68,572
Retirement - Employer contribution	51.2400	25,964	42,569	49,923
Tuition reimbursements	51.2500	-	4,000	2,000
Workers Compensation	51.2700	27,919	29,145	26,078
Employee awards & picnic	51.2910	380	500	350
		1,128,960	**1,208,863**	**1,166,267**
Purchased/Contracted Services				
Employment physicals & tests	52.1231	6,776	15,000	15,000
Equipment testing	52.1340	8,029	17,752	13,320
Computer maintenance	52.2201	1,595	3,000	3,000
Copier maintenance	52.2202	587	750	720
Radio maintenance	52.2204	859	10,000	9,700
Generator maintenance	52.2207	3,239	5,400	5,400
Small equipment repairs	52.2216	535	3,000	1,500
Building repairs	52.2221	10,486	14,000	13,000
Vehicle repairs	52.2223	14,170	14,000	16,650
Property/Liability Insurance	52.3110	12,134	15,000	9,300
Telephone	52.3210	10,111	10,420	9,500
Postage	52.3220	802	500	500
Advertising	52.3300	552	500	500
Printing and binding	52.3400	-	500	500
Travel	52.3500	3,374	10,000	10,000
Dues and fees	52.3600	990	1,500	1,250
Professional subscriptions	52.3610	996	1,200	1,040
Education and training	52.3700	8,074	7,500	8,875
		83,310	**130,022**	**119,755**
Supplies				
Office supplies	53.1110	1,361	3,500	3,000
Computer supplies	53.1120	1,011	3,000	1,400
Copier supplies	53.1130	558	1,000	550

Fire Department Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Miscellaneous supplies	53.1140	8,183	6,000	8,800
Photographic supplies	53.1150	98	250	100
Fire prevention supplies	53.1173	862	3,000	3,000
Water/sewerage	53.1210	2,814	5,000	3,500
Electricity	53.1230	19,201	27,300	28,650
Bottled gas	53.1240	2,992	400	400
Gasoline	53.1270	31,843	35,000	33,500
Books and periodicals	53.1400	1,040	2,500	1,750
Small equipment	53.1600	38,539	28,783	26,625
Small equipment supplies	53.1601	2,520	3,000	3,995
Small equipment - Computers & software	53.1610	5,681	14,295	7,100
Small equipment - Furniture	53.1620	13,263	2,000	1,250
Other supplies	53.1700	4,799	4,618	5,825
Safety supplies	53.1701	27,049	24,041	23,575
Uniforms & replacements	53.1702	15,459	14,106	9,500
Building repair supplies	53.1721	2,803	3,000	3,950
Vehicle repair supplies	53.1723	5,168	5,000	4,950
		185,243	**185,793**	**171,420**
Capital Outlays				
Buildings	54.1300	45,085	-	-
Equipment	54.2500	75,093	-	-
		120,178	**-**	**-**
Debt Service				
Capital Lease - Principal - Aerial & pumper trks	58.1200	716,984	84,108	97,031
Capital Lease - Principal - Breathing apparatus	58.1205	5,692	-	-
Capital Lease - Principal -Vehicles	58.1206	8,330	5,907	6,176
Capital Lease - Interest - Aerial & pumper trks	58.2200	46,338	18,474	5,550
Capital Lease - Interest - Breathing apparatus	58.2205	79	-	-
Capital Lease - Interest - Vehicles	58.2206	1,031	753	483
		778,454	**109,242**	**109,240**
Total Expenditures		**2,296,145**	**1,633,920**	**1,566,682**

Fire Department Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	801,431
51.1300	Overtime	$	94,934
	Required by the Fair Labor Act		
	Training, meetings, coverage of unfilled positions		
51.2105	Group Health/Dental	$	114,912
51.2110	Group Life Insurance	$	2,808
51.2115	Group Life Insurance - *Volunteer Firefighters*	$	1,095
51.2150	Disability	$	3,164
51.2155	Disability - *Volunteer Firefighters*	$	1,000
51.2200	FICA contributions (employer)	$	68,572
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer contribution	$	49,923
51.2500	Tuition reimbursements	$	2,000
51.2700	Workers Comp	$	26,078
51.2910	Employee awards & picnic	$	350
	Volunteer awards		
	Purchased/Contracted Services		
52.1231	Annual & Pre-employment Physicals/Tests	$	15,000
	Physicals, Hepititus vaccinations, blood work, treadmill/EKG		
	Tetneus, drug testing, PFT, CBC, PSA, hearing test, chest X-rays		
52.1340	Equipment testing	$	13,320
	Breathing Air Testing		
	Fire Extinguisher Servicing		
	Ladder, Hose & Pump Testing		
52.2201	Computer maintenance	$	3,000
52.2202	Copier maintenance	$	720

Fire Department Expenditure Descriptions

Account #			Amount
52.2204	Radio maintenance	$	9,700
52.2207	Generator maintenance	$	5,400
52.2216	Small equipment repairs	$	1,500
	Small Engine repair parts, BA parts		
52.2221	Building repairs	$	13,000
	Spray in insulation Station 2 & 9, A/C repairs		
52.2223	Vehicle repairs	$	16,650
	Engine maintenance, pump service, volunteer vehicle, tires		
52.3210	Telephone	$	9,500
	Includes long distance, cellular, pager and internet service		
52.3110	Property/Liability Insurance	$	9,300
52.3220	Postage	$	500
52.3300	Advertising	$	500
	Job postings and Fire Prevention ads		
52.3400	Printing and binding	$	500
52.3500	Travel	$	10,000
	GA Fire Chief's and Firefighters Associations		
	GA Public Safety Training Center		
	Hurricane Conference		
	International Fire Chiefs VCOS Conference		
52.3600	Dues and fees	$	1,250
	National Fire Protection Association		
	International Association of Fire Chiefs		
	GA Association of Fire Chiefs		
	GA Association of Fire Fighters		
52.3610	Professional subscriptions	$	1,040
	NFPA Code Subscription		
	Fire House Tech Support		
52.3700	Education and training	$	8,875
	On-site training		

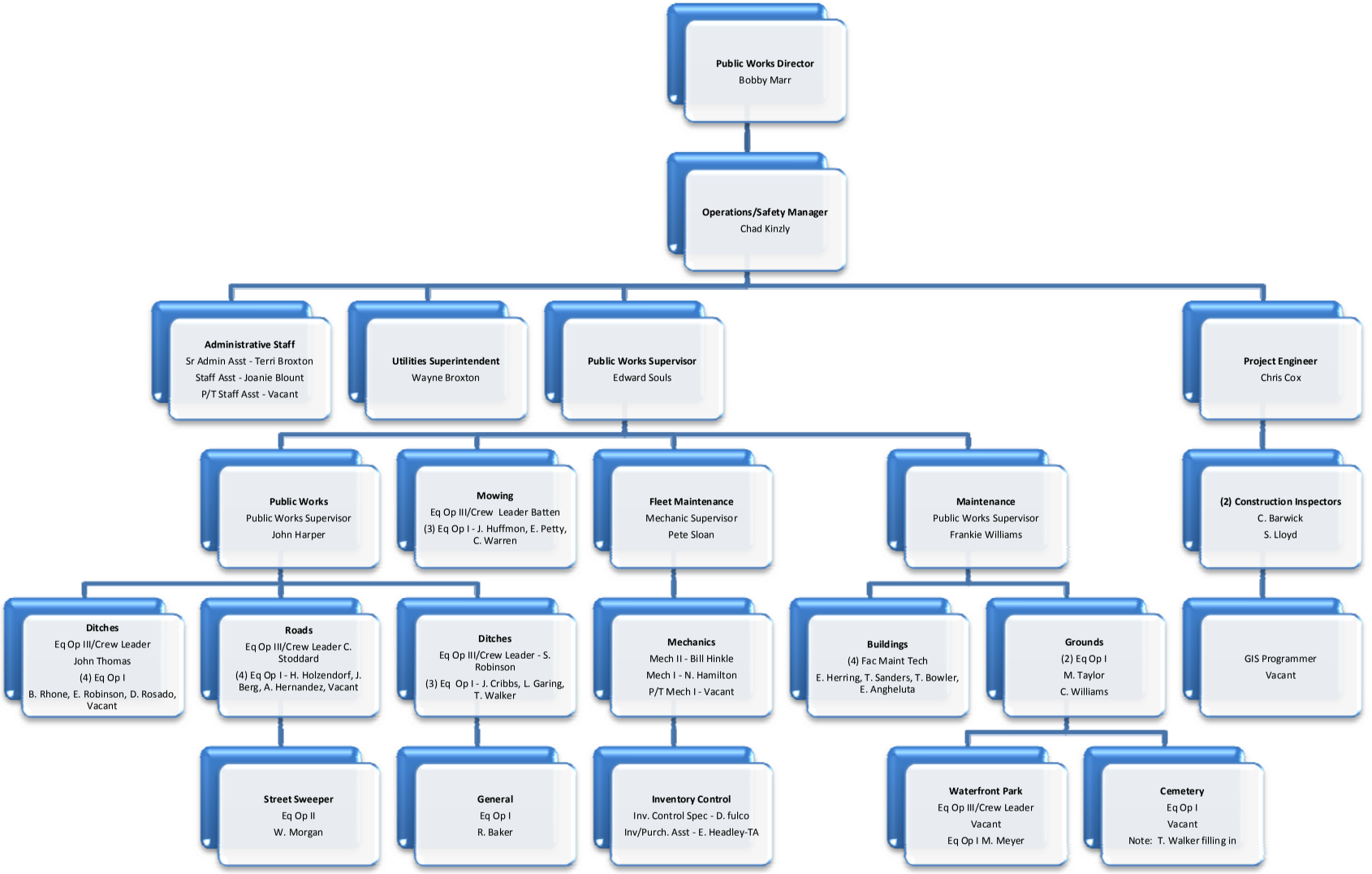
Fire Department Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office supplies	$	3,000
53.1120	Computer supplies	$	1,400
53.1130	Copier supplies	$	550
53.1140	Miscellaneous supplies *Cleaning Supplies, Paper Products*	$	8,800
53.1150	Photographic supplies	$	100
53.1173	Fire prevention supplies	$	3,000
53.1210	Water/Sewerage	$	3,500
53.1230	Electricity	$	28,650
53.1240	Bottled gas *Oxygen for medical kits- Servicing 3 Tourch Kits*	$	400
53.1270	Gasoline *Fuel for three engines, two arials, two support vehicles,* *two Chief Vehicles*	$	33,500
53.1400	Books and periodicals *National Fire Protection Association Standards* *Standard Building and Fire Codes* *International Fire Service Training Association*	$	1,750
53.1600	Small equipment *Misc. small equipment* *Hose/nozzle and appliances, ropes* *Haz Mat equipment, non-sparking tools, gas detectors, suits*	$	26,625
53.1601	Small equipment supplies *Saw Blades, Misc.*	$	3,995
53.1610	Small equipment - Computers & software *2 Desk Top workstations computer, Computer for Command Trailer*	$	7,100
53.1620	Small equipment - Furniture	$	1,250

Fire Department Expenditure Descriptions

Account #			Amount
	Mattresses Station 2 and 9		
53.1700	Other supplies	$	5,825
	Class A and B Foam, and a Storage Container		
53.1701	Safety supplies	$	23,575
	Nomex hoods, gloves, goggles, latex gloves, vests, boots		
	Turn Out gear, Medical supplies		
53.1702	Uniforms and replacements	$	9,500
	Shirts, pants, shoes, etc		
53.1721	Building repair supplies	$	3,950
	Step ladders, paint brushes, scrapers, paint		
53.1723	Vehicle repair supplies	$	4,950
	Debt Service		
58.1200	Capital Lease - principal	$	97,031
	Aerial & Pumper Truck		
58.1206	Capital Lease - principal	$	6,176
58.2200	Capital Lease - interest	$	5,550
	Aerial & Pumper Truck		
58.2206	Capital Lease - interest	$	483
	Total	**$**	**1,566,682**

Public Works Department



Public Works

Overview

The Public Works Department is responsible for the maintenance of all City streets, right-of-ways, public areas, buildings, equipment and vehicles. The department is comprised of several divisions; General Government Buildings & Plants, Highways & Streets, Parks, Engineering, Cemetery, and Special Facilities. The Public Works Department also supports other departments in their daily operations such as water and sewer administration. The day-to-day operations of the Public Works Department are supervised by the Public Works Director.

The General Government Buildings & Plants division has three crews: buildings, grounds and parks. The buildings' crew is responsible for the upkeep and renovation of all City buildings (including our Special Facilities which consists of Orange Hall and the Submarine Museum), plants and traffic signals. The grounds crew is responsible for maintaining the landscaping of all City buildings, medians, Oak Grove Cemetery, and some right-of-ways. The parks crew is responsible for maintaining the grounds of the waterfront park.

The Highways and Streets division has five crews; (2) ditch, (1) road, (1) general and (1) mowing. The ditch crews are responsible for the upkeep of the City's ditches and storm drains. The road crew is responsible for the upkeep of all city streets providing maintenance of curbing, gutters, pothole repairs, street sweeping, shoulder repairs, sidewalk repairs and installations. (These crews also assist with water and sewer repairs and installations). The general crew is responsible for the maintenance and installation of all City signage. The mowing crew is responsible for bush-hogging the City's right-of-ways as well as litter/debris removal.

The Engineering division has one crew. The engineering crew is responsible for providing technical support to all other City departments. It also provides technical assistance to the general public in residential, commercial and industrial capacities. It acts as a liaison with other municipal, state, and federal regulatory agencies such as the Department of Transportation, Environmental Protection Division, Department of Natural Resources, and the U.S. Army Corps of Engineers. Engineering responsibilities include water and wastewater design, storm drainage, City projects, plan review, construction inspection, site inspections, Public Works Policies enforcement, Erosion and Sedimentation Control enforcement.

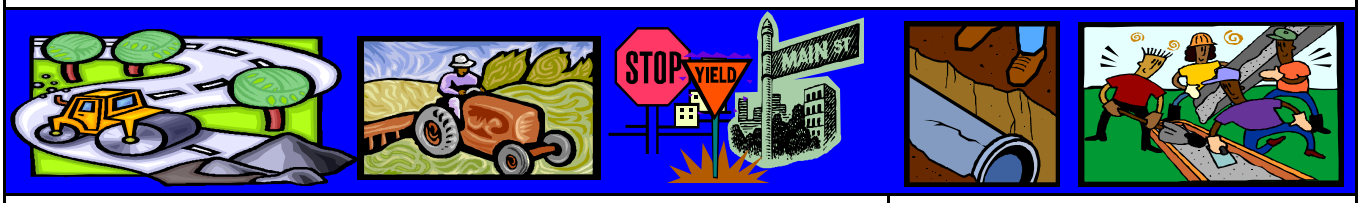
Fleet Maintenance has one crew. The mechanics are responsible for the maintenance and repairs of the City's entire fleet. The Public Works fleet consists of 70 vehicles and pieces of heavy equipment, the Water department has 18 and the Sewer department has 51. The Police department's fleet consists of 54 vehicles which includes two dragoons and two motorcycles. The Fire department has 15 vehicles. Administration

has a fleet of 4 vehicles, Information Technology has 1, and Planning and Building has 4. The Senior Center has a large van and Tourism has an electric bus. The mechanics are also responsible for small equipment repairs such as push mowers, weedeaters, and chainsaws.

The Public Works department has on-call personnel that are available 24 hours a day 7 days a week to assist our customers with issues of signage, traffic signals, storm debris, road and drainage problems.

Demographics	**Actual FY07/08**	**YTD FY08/09**	**Projected FY09/10**
Population	19,429	19,500	20,000
Number of Residential Units	6,939	7,200	7,315
Miles of Paved Streets	93	93	93
Miles of Sidewalks	20	21.5	22
Miles of Storm Water Pipes/Ditches/Canals	129	129	129
Performance Indicators	**Actual FY07/08**	**YTD FY08/09**	**Projected FY09/10**
Miles of Sidewalks Repaired/Replaced	2.04	1.84	2.0
Miles of SW Pipes/Ditches/Canals Cleaned/Repaired	n/a	20	15
Number of Potholes Repaired	70	38	50
Miles of Right-of-Way Mowing	1,352	807.5	1200
Man Hours, Picking up Litter & Trash	1,440	1,080	2500
Internal Requests for Building Maintenance Issues	253	247	250
Employees Flagger/Heavy Equipment Certified/Re-Certified	30	28	20

Public Works Information



FY 10 BUDGET	$2,630,137
Employees	40 full-time/1 part-time
Vehicles (Pickup Trucks/Vans/Bus)	27
Pieces of Equipment (Loaders, Mowing Tractors, Bush Hogs, Dozer, Dump Trucks, Backhoe, Motorgraders, Excavators, Bucket Trucks, Semis, Trailers, Street Sweeper, Stage)	43
Miles of Paved Streets	93
Miles of Unpaved Streets	3
Miles of Sidewalks	21.5
Miles of Storm Water Pipes/Ditches/Canals	129
Traffic Lights	4
Caution Light	1

Public Works Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	983,810	1,063,083	989,596
Overtime	51.1300	68,729	70,500	59,376
Group Health/Dental Insurance	51.2105	206,902	207,125	198,947
Group Life Insurance	51.2110	5,555	4,587	4,929
Disability	51.2150	5,918	7,049	7,849
FICA contributions (employer)	51.2200	75,723	81,326	80,247
Retirement -Employer contribution	51.2400	55,404	66,768	53,755
Workers Compensation	51.2700	99,572	85,689	73,349
Employee awards and picnic	51.2910	478	-	-
		1,502,091	**1,586,127**	**1,468,048**
Purchased/Contracted Services				
Employment physicals & tests	52.1231	1,245	250	250
Computer maintenance	52.2201	1,612	4,200	4,200
Copier maintenance	52.2202	468	-	275
Radio maintenance	52.2204	2,870	3,000	3,000
Alarm system maintenance	52.2205	420	420	420
Fuel system maintenance	52.2208	450	500	500
Small equipment repairs	52.2216	60	-	-
Radio & Electronic repairs	52.2220	(1,195)	-	-
Vehicle repairs	52.2223	6,619	19,594	15,000
Rental of equipment and vehicles	52.2320	2,880	2,000	2,000
Telephone	52.3210	13,998	15,250	15,250
Postage	52.3220	610	500	500
Advertising	52.3300	2,744	1,000	1,000
Printing and binding	52.3400	332	200	200
Travel	52.3500	2,668	2,000	1,000
Dues and fees	52.3600	1,090	900	900
Professional subscriptions	52.3610	-	500	500
Education and training	52.3700	5,210	2,500	1,500
Licenses	52.3800	90	150	150
Contract labor - Prison detail	52.3851	70,723	22,000	-
		112,892	**74,964**	**46,645**
Supplies				
Office supplies	53.1110	1,910	1,500	2,000
Computer supplies	53.1120	1,487	1,500	2,000
Copier supplies	53.1130	522	500	650
Miscellaneous supplies	53.1140	10,383	8,000	8,000

Public Works Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Gasoline	53.1270	121,599	138,000	138,000
Small equipment	53.1600	44,618	20,000	20,000
Small equipment supplies	53.1601	4,451	6,000	6,000
Small equipment - Computers & software	53.1610	4,769	2,000	2,000
Small equipment - Furniture	53.1620	1,827	-	-
Safety supplies	53.1701	7,360	7,000	7,000
Uniforms & replacements	53.1702	21,833	17,000	17,000
Vehicle repair supplies	53.1723	56,955	60,000	55,000
		277,715	**261,500**	**257,650**
Capital Outlays				
Site Improvements	54.1200	15,960	-	-
Machinery	54.2100	95,750	-	-
Vehicles	54.2200	158,474	-	-
Equipment	54.2500	173,874	5,000	-
		444,058	**5,000**	**-**
Debt Service				
Capital Lease - Principal - PW Machine	58.1208	1,734	-	-
Capital Lease - Principal - Vehicles/Equipment	58.1209	184,819	240,182	221,632
Capital Lease - Interest - PW Machine	58.2208	(1,734)	-	-
Capital Lease - Interest - Vehicles/Equipment	58.2209	31,771	29,146	17,167
		216,591	**269,328**	**238,799**
Total Expenditures		**2,553,347**	**2,196,919**	**2,011,142**

Public Works Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	989,596
	Current Full-time employees		
	Merit increases - 3%		
	Sale of Leave		
51.1300	Overtime	$	59,376
	6% of Regular employee salaries and wages		
51.2105	Group Health/Dental	$	198,947
51.2110	Group Life Insurance	$	4,929
51.2150	Disability	$	7,849
51.2200	FICA contributions (employer)	$	80,247
	Salaries and wages x 7.65%		
51.2400	Retirement contributions (employer)	$	53,755
51.2700	Workers Compensation	$	73,349
	Purchased/Contracted Services		
52.1231	Employment physicals & tests	$	250
52.2201	Computer maintenance	$	4,200
	Cartegraph, GIS Maintenance, and Time Clock Plus		
52.2202	Copier maintenance	$	275
52.2204	Radio maintenance	$	3,000
	33% of repeater & radio repairs & general repairs		
52.2205	Alarm system maintenance	$	420
	(public works facility)		
52.2208	Fuel system maintenance	$	500
	Gasboy system		

Public Works Expenditure Descriptions

Account #			Amount
52.2223	Vehicle repairs	$	15,000
	Transmission repairs		
	Unpredicted (heavy equipment repairs)		
	Parts washer service		
	Rebuild motor		
52.2320	Rental of equipment and vehicles	$	2,000
52.3210	Telephone	$	15,250
	Telephone service (includes pagers & cell phones)		
	DSL 40%, Code Red		
52.3220	Postage	$	500
52.3300	Advertising	$	1,000
52.3400	Printing and binding	$	200
52.3500	Travel	$	1,000
52.3600	Dues & fees	$	900
52.3610	Professional subscriptions	$	500
52.3700	Education and training	$	1,500
52.3800	Licenses	$	150
	CDL, Pesticide applicators		
	Supplies		
53.1110	Office supplies	$	2,000
53.1120	Computer supplies	$	2,000
53.1130	Copier supplies	$	650
53.1140	Miscellaneous supplies	$	8,000
	Paper products, shovels, rain coats, marking paint, fasteners,		
	paint brushes, flagging tape, bug sprays, weed killers, etc.		

Public Works Expenditure Descriptions

Account #			Amount
53.1270	Gasoline	$	138,000
	no allowance for price inrease		
53.1600	Small equipment	$	20,000
	Misc. small hand tools, screw drivers, drills, sockets, etc.		
	Commercial weed eaters		
	Commercial edger's		
	Back-pack blowers		
	Chainsaws/polesaw		
	Cordless drills		
	Mobile radios		
	Portable radios		
	Commercial push mower		
	3" 8 h.p. trash pumps		
	Plate Tamp		
	Misc. unpredicted		
53.1601	Small equipment supplies	$	6,000
	Blades, weedeater string, batteries, etc		
53.1610	Small equipment - Computers & software	$	2,000
	Computers (Application Server Replacement)		
	Software upgrades		
53.1701	Safety supplies	$	7,000
	Safety glasses, gloves, vests, ear plugs, etc.		
	Hi-Vis Apparel (Per new federal regulations)		
53.1702	Uniforms and replacements	$	17,000
	40 employees		
	$50.00 per employee per year (steel-toed shoes)		
	Shop towels, mats, fender covers, jackets, enviro/energy charges		
	prep charges & annual contract inc		
53.1723	Vehicle repair supplies	$	55,000
	Vehicles and equipment		
	Routine maintenance including oil changes		
	Misc. motor replacements		

Public Works Expenditure Descriptions

Account #			Amount
	Paint & body supplies		
	Shop supplies		
	Blades for bush hog mowers		
	Blades for motor grader & loaders		
	General hydraulic repairs to mowers & equipment		
	Tires		
	Street Sweeper brooms ($6,000)		
	Debt Service		
58.1209	Capital Lease -Principal	$	221,632
58.2209	Capital Lease - Interest	$	17,167
		Total	**$ 2,011,142**

General Government Building Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Purchased/Contracted Services				
Custodial	52.2130	20,096	26,000	26,000
Building repairs	52.2221	31,438	28,500	25,000
Property/Liability Ins	52.3110	31,702	104,965	58,250
		83,235	**159,465**	**109,250**
Supplies				
Water/sewerage	53.1210	4,000	4,500	5,000
Electricity	53.1230	24,868	47,500	50,000
Building repair supplies	53.1721	51,508	35,000	35,000
		80,376	**87,000**	**90,000**
Capital Outlays				
Site Improvements	54.1200	-	40,000	40,000
Equipment	54.2500	-	25,000	-
		-	**65,000**	**40,000**
Debt Service				
Capital Lease - Principal - Sound System	58.1204	-	3,076	4,575
Other Debt - Principal - Police Facility	58.1300	288,282	139,400	-
Capital Lease Interest - Sound System	58.2204	-	326	750
Other Debt - Interest - Police Facility	58.2300	12,552	1,737	-
		300,833	**144,539**	**5,325**
Total Expenditures		**464,444**	**456,004**	**244,575**

General Government Buildings Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.2130	Custodial	$	26,000
	50% of Contract		
	Public Works/Police Dept/Coast Guard		
	City Hall/Sr Ctr/Rec Ctr/Orange Hall & WF Park Restrooms		
52.2221	Building repairs	$	25,000
	Air conditioning in all buildings (service work)		
	Fire extinguisher service for all buildings		
	Telephone line repairs		
	Miscellaneous unpredicted repairs		
52.3110	Property/Liability Insurance	$	58,250
	Supplies		
53.1210	Water/Sewerage	$	5,000
	Public Works (85%)		
53.1230	Electricity	$	50,000
	All public works buildings		
53.1721	Building repair supplies - *All City buildings*	$	35,000
	Electrical repairs		
	HVAC repairs		
	Plumbing repairs		
	Misc. lumber and painting		
	Lock & latch, & misc. hardware sets for all buildings		
	Miscellaneous unpredicted repair supplies		
	Capital Outlays		
54.1200	Site Improvements	$	40,000
	Misc. Projects		
	Debt Service		
58.1204	Other Debt - Principal	$	4,575
58.2204	Other Debt - Interest	$	750
	Total	**$**	**244,575**

Highways and Streets

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Purchased/Contracted Services				
Road paving and drainage	52.2224	5,368	-	-
		5,368	**-**	**-**
Supplies				
Street lighting	53.1231	251,720	270,000	280,000
Road paving and drainage supplies	53.1724	53,844	5,000	5,000
		305,564	**275,000**	**285,000**
Total Expenditures		**310,932**	**275,000**	**285,000**

Highways and Streets Expenditure Descriptions

Account #		Amount
	Purchased/Contracted Services	
	Supplies	
53.1231	Street Lighting	$ 280,000
	Georgia Power - street lights &	
	Waterfront Park lighting (not metered)	
	Osborne median lights	
	REA Electric	
	Traffic signals	
	New installations (Bartram Place, Goerring Plantation, etc.)	
53.1724	Road Paving & Drainage Supplies	$ 5,000
	Misc. unpredicted	
	Misc. culverts	
	Cold patch bulk	
	Cold patch (super patch) bagged	
	Lime Rock (road base)	
	57 Stone	
	Grass seeds, erosion control	
	Signage	
	Barricades, Cones, etc.	
	Total	**$ 285,000**

Parks Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Purchased/Contracted Services				
Building repairs	52.2221	-	2,500	1,500
Rental of equipment and vehicles	52.2320	-	-	900
Lab analysis fees	52.3650	20	20	20
		20	**2,520**	**2,420**
Supplies				
Water/sewerage	53.1210	14,361	10,000	10,000
Electricity	53.1230	9,727	16,000	17,000
Christmas equipment & supplies	53.1703	9,854	13,000	13,000
Public grounds maintenance supplies	53.1705	11,339	12,000	12,000
Building repair supplies	53.1721	11,593	12,000	10,000
		56,874	**63,000**	**62,000**
Capital Outlay				
Site Improvements	54.1200	-	25,000	25,000
		-	**25,000**	**25,000**
Total Expenditures		**56,894**	**90,520**	**89,420**

Parks Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.2221	Building repairs	$	1,500
	Waterfront Park (fountain, floating dock,		
	fishing pier, bait shop)		
52.2320	Equipment Rental		900
	Port-a-potties Meeting Street		
52.3650	Lab analysis fees	$	20
	Soil samples		
	Supplies		
53.1210	Water/Sewerage	$	10,000
	Waterfront Park, Pavilion, Medians, Meeting St. Boat Ramp		
53.1230	Electricity	$	17,000
	Christmas lights (pole mount)		
	Pavilion		
	Waterfront park		
	Marsh walk		
	Meeting St. boat ramp		
53.1703	Christmas equipment & supplies	$	13,000
	Christmas Lights and accessories		
	Misc. tape, wire ties, cords, etc.		
	Additional wreaths and candle scrolls		
53.1705	Public grounds maintenance supplies	$	12,000
	Fertilizers, grass seed, blades, weedeater string, flowers,		
	shrubs, sprinkler heads, etc.		
53.1721	Building repair supplies	$	10,000
	Waterfront park, pavilion, boat ramps, median benches, etc.		
	Maintenance to floating docks (wave baffles)		
	Capital Outlays		
54.1200	Site Improvements	$	25,000
	Replace Benches/Crosswalks in medians - $25,000		
	Total	**$**	**89,420**

Special Facilities Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular Employoees	51.1100	18,258	19,510	22,680
Overtime	51.1300	43	100	100
FICA contributions (employer)	51.2200	1,400	1,493	1,745
Workers compensation	51.2700	48	68	81
		19,749	**21,171**	**24,606**
Purchased/Contracted Services				
Alarm system maintenance	52.2205	240	720	450
Orange Hall restoration	52.2227	14,041	11,400	10,000
Submarine Museum	52.2229	454	1,275	1,000
Telephone	52.3210	306	300	315
Postage	52.3220	-	25	25
Advertising	52.3300	-	3,000	1,000
Other Purchased Services	52.3900	-	3,000	1,000
		15,041	**19,720**	**13,790**
Supplies				
Office Supplies	53.1110	-	200	100
Copier Supplies	53.1130	-	500	300
Miscellaneous supplies	53.1140	112	400	200
Water/sewerage	53.1210	532	900	550
Electricity	53.1230	8,656	10,325	11,000
Orange Hall restoration supplies	53.1727	2,935	5,000	3,000
Submarine Museum supplies	53.1729	-	200	200
		12,234	**17,525**	**15,350**
Total Expenditures		**47,024**	**58,416**	**53,746**

Special Facilities Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	22,680
51.1300	Overtime	$	100
51.2200	FICA contributions (employer)	$	1,745
51.2700	Workers Compensation	$	81
	Purchased/Contracted Services		
52.2205	Alarm system maintenance	$	450
52.2227	Orange Hall restoration	$	10,000
	Air conditioning, Applicance repairs, termite control		
52.2229	Submarine Museum	$	1,000
	A/C work/Bldg repairs		
52.3210	Telephone	$	315
52.3220	Postage	$	25
52.3300	Advertising	$	1,000
52.3900	Other Purchased Services	$	1,000
	Supplies		
53.1110	Office supplies	$	100
53.1130	Copier supplies	$	300
53.1140	Miscellaneous supplies	$	200
53.1210	Water/Sewerage	$	550
	Orange Hall, Toonerville Trolley irrigation		
53.1230	Electricity	$	11,000
	Orange Hall & Submarine Museum		

Special Facilities Expenditure Descriptions

Account #			Amount
53.1727	Orange Hall restoration supplies	$	3,000
	HVAC maintenance, painting, maintenance		
53.1729	Submarine Museum supplies	$	200
	Total	**$**	**53,746**

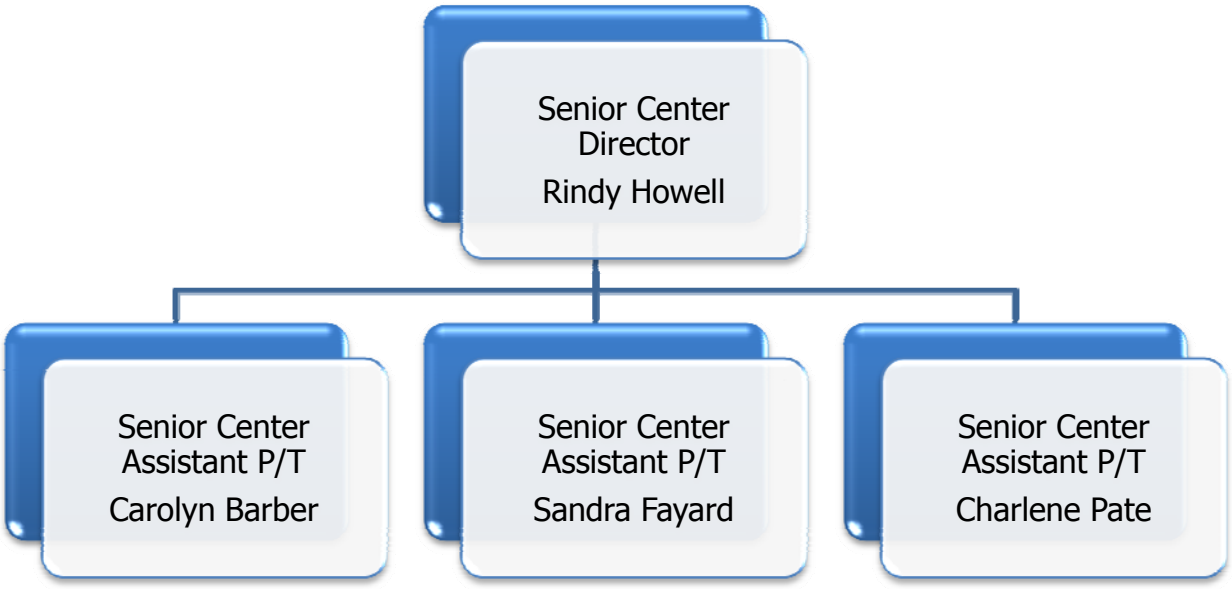
Airport Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Purchased/Contracted Services				
Small Equipment Repairs	52.2216	1,241	-	-
Property/Liability Insurance	52.3110	12,335	12,000	7,000
Other Purchased Services	52.3900	33,205	-	-
		46,780	**12,000**	**7,000**
Supplies				
Electricity	53.1230	(475)	-	-
		(475)	**-**	**-**
Total Expenditures		**46,305**	**12,000**	**7,000**

Airport Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.3110	Property/Liability Insurance	$	7,000
	Total	**$**	**7,000**

Senior Citizens Center



Senior Citizens Center

Overview

The Senior Center is open to senior citizens 55 years of age or older who live in St. Marys and are self reliant. The Senior Center is located next to City Hall on Osborne Street and is open Monday through Friday from 9:00 a.m. to 4:00 p.m.

Transportation is available to seniors in the City. Each day seniors may enjoy a hot meal at a very low cost. There are also plenty of activities for them to enjoy. These activities include, Line Dancing, Yoga, Bingo, and many more. During the year the Center hosts a Senior Prom and a Vintage Valentine Dance. There are also monthly blood pressure checks by a certified Nurse. Free legal aid is available through Georgia Legal Services for seniors.

The Senior Citizens Center is under the supervision of the Senior Center Director and the City Manager. The Senior Advisory Committee makes recommendations to City Council on behalf of the seniors.

Accomplishments

During the FY09 fiscal year the Senior Director along with the advisory committee has been actively researching a new facility with larger capacity to move into. The new Senior Center has been obtained and will be ready for occupancy by the end of this fiscal year.

Goals

The goals for next year are to add more activities for the seniors. We also hope to attract more seniors since the new location has more capacity and also has a very scenic landscape that will encourage outdoor activities during pleasant weather.

Senior Center Expenditures

	Account #	Actual FY2008	Budgeted FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	46,049	56,098	49,265
Overtime	51.1300	732	1,000	1,000
Group Health/Dental Ins	51.2105	(165)	7,335	7,802
Group Life Insurance	51.2110	138	138	126
Disability	51.2150	132	136	176
FICA contributions (employer)	51.2200	3,514	4,292	3,846
Retirement -Contribution Employer	51.2400	1,780	2,014	2,015
Workers Compensation	51.2700	96	166	342
		52,276	**71,179**	**64,572**
Purchased/Contracted Services				
Alarm system maintenance	52.2205	-	-	4,000
Vehicle repairs	52.2223	-	500	500
Property/Liability Insurance	52.3110	-	3,000	1,500
Telephone	52.3210	1,455	1,500	3,000
Advertising	52.3300	277	500	350
Travel	52.3500	195	500	500
Education and training	52.3700	836	1,700	1,000
		2,763	**7,700**	**10,850**
Supplies				
Office supplies	53.1110	111	-	-
Computer supplies	53.1120	-	300	150
Copier supplies	53.1130	73	50	50
Miscellaneous supplies	53.1140	2,169	2,000	2,000
Water/sewerage	53.1210	344	400	600
Electricity	53.1230	1,873	2,500	4,000
Gasoline	53.1270	3,779	5,000	5,000
Food	53.1300	17,526	22,500	22,500
Small equipment	53.1600	783	800	3,000
		26,659	**33,550**	**37,300**

Senior Center Expenditures

	Account #	Actual FY2008	Budgeted FY2009	Proposed FY2010
Debt Service				
Capital Lease - Principal	58.1201	7,959	8,299	8,652
Capital Lease - Interest	58.2201	1,364	1,025	671
		9,323	**9,324**	**9,323**
Total Expenditures		**91,022**	**121,753**	**122,045**

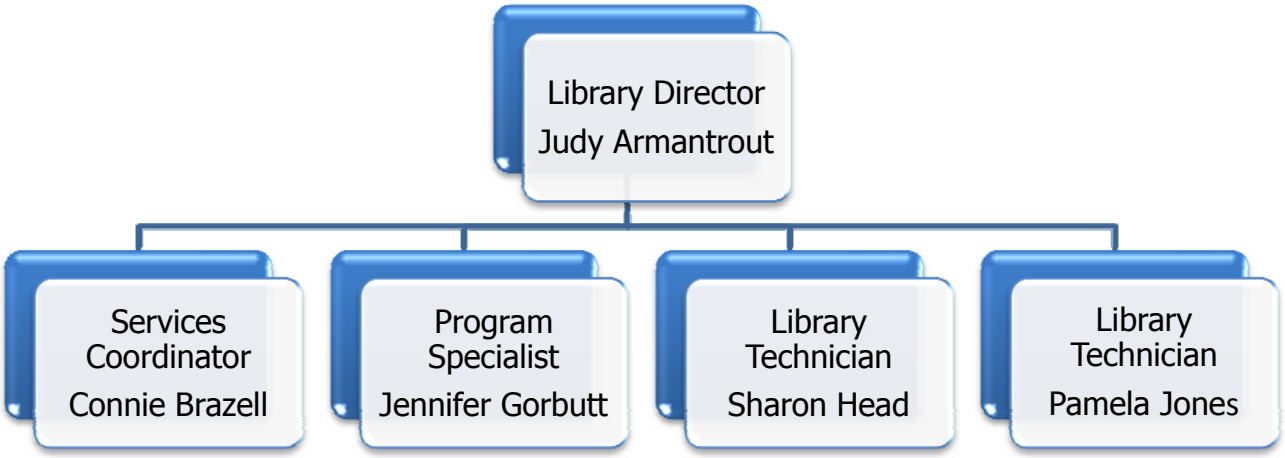
Senior Center Expenditure Descriptions

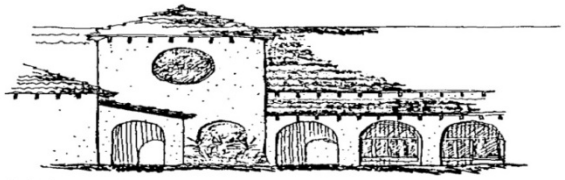
Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	49,265
	1 full time / 3 Part-time		
51.1300	Overtime	$	1,000
51.2105	Group Health/Dental	$	7,802
51.2110	Group Life Insurance	$	126
51.2150	Disability	$	176
51.2200	FICA contributions (employer)	$	3,846
	Salaries and wages x 7.65%		
51.2400	Retirement contributions (employer)	$	2,015
51.2700	Workers' Compensation	$	342
	Purchased/Contracted Services		
52.2205	Alarm system maintenance	$	4,000
	IDS		
52.2223	Vehicle repairs	$	500
52.3110	Property/Liability Insurance	$	1,500
52.3210	Telephone	$	3,000
52.3300	Advertising	$	350
52.3500	Travel	$	500
52.3700	Education and training	$	1,000
	Supplies		
53.1120	Office Supplies	$	150
53.1130	Copier supplies	$	50

Senior Center Expenditure Descriptions

Account #			Amount
53.1140	Miscellaneous supplies	$	2,000
53.1210	Water/Sewerage	$	600
53.1230	Electricity	$	4,000
53.1270	Gasoline	$	5,000
53.1300	Food	$	22,500
53.1600	Small Equipment *printer, scanner, copier, desk, chair, ice machine*	$	3,000
	Debt Service		
58.1201	Capital Lease - Principal	$	8,652
58.2201	Capital Lease - Interest	$	671
	Total	**$**	**122,045**

St. Marys Public Library





Overview

In 1821, Archibald Clark headed the newly founded Library Society in St. Marys. After a fire in 1862, the library became a WPA project, receiving funds for a 215 volume collection and a bookmobile. After WPA ended, the St. Marys Women's Club operated and sponsored the library for many years. In 1949, the St. Marys Library became an affiliate library of the Brunswick-Glynn County Regional Library System, now called the Three Rivers Regional Library System. After occupying many different locations, the library's collection of more than 20,000 items was moved to its current location, with plans for renovation in the works. The library's current collection tops 42,000 items--books in large and regular print, audio books on cassette and CD, videos and DVDs--and it circulates more than 100,000 items annually.

General information…

The library helps address the desire for self-directed personal growth and development opportunities.

The library promotes reading readiness from infancy, providing services for self-enrichment and for discovering the pleasures of reading and learning.

The library helps to fulfill community residents' appetite for information about popular cultural and social trend and their desire for satisfying recreational experiences.

The library features current, high demand, high-interest materials in a variety of formats for persons of all ages.

The library actively promotes and encourages the use of its collection.

The library actively provides timely, accurate, and useful information for community residents in their pursuit of job-related and personal interests.

The library helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

The library helps address the need for skills related to finding, evaluating, and using information effectively.

The library addresses the desire of community residents to know and better understand personal or community heritage.

The library offers daily…

Saturday and evening hours
Computer automated state-wide circulation system
Wi-Fi internet access
Notary services
Microfilm reader/printer
Voter registration
Test proctoring
Public meeting room
Copy machines--15 cents per page
Paperback exchange
On-going used book sale
Interlibrary loan
Fax machine--$1.00 per page, sending and receiving
Access to GALE Legal forms--NO legal advice
Access to Price It! Antiques and Collectibles database
Local census records on microfilm (1830-1930)
Pass the Popcorn Please--ongoing film series
Georgia Special Collection
AR reading lists for all St. Marys schools
In honor of/in memory of program
Lexile Rating information
Annual participant in the National "Big Read" program
Vacation reading programs for adults and children

Three Rivers Regional Library System
and St. Marys Public Library

Library Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	185,125	189,858	188,652
Overtime	51.1300	146	500	100
Group Health/Dental Ins	51.2105	27,045	20,053	22,058
Group Life Insurance	51.2110	690	570	627
Disability	51.2150	739	1,033	1,105
FICA contributions (employer)	51.2200	13,413	14,525	14,440
Retirement - Employer contribution	51.2400	10,176	8,534	11,065
Workers Compensation	51.2700	542	581	569
Vehicle allowance	51.2920	2,400	400	-
		240,276	**236,054**	**238,616**
Purchased/Contracted Services				
Computer maintenance	52.2201	891	2,500	3,000
Copier maintenance	52.2202	329	1,000	500
Alarm system maintenance	52.2205	900	900	900
Building repairs	52.2221	1,279	4,830	4,000
Property/Liability Insurance	52.3110	31	50	50
Telephone	52.3210	3,023	3,500	3,500
Postage	52.3220	1,063	1,000	1,000
Advertising	52.3300	-	200	200
Travel	52.3500	411	500	500
Education and training	52.3700	1,130	500	500
		9,057	**14,980**	**14,150**
Supplies				
Office supplies	53.1110	1,345	2,300	2,000
Computer supplies	53.1120	1,270	3,000	2,000
Copier supplies	53.1130	335	600	600
Miscellaneous supplies	53.1140	596	1,000	1,000
Library unique supplies	53.1145	4,271	5,000	5,000
Photographic supplies	53.1150	-	150	200
Water/sewerage	53.1210	546	750	750
Electricity	53.1230	11,502	13,000	13,000
Books and periodicals	53.1400	43,628	43,000	43,000
Small equipment	53.1600	9,745	3,500	5,000
Building repairs supplies	53.1721	138	1,170	2,000
		73,376	**73,470**	**74,550**
Total Expenditures		**322,709**	**324,504**	**327,316**

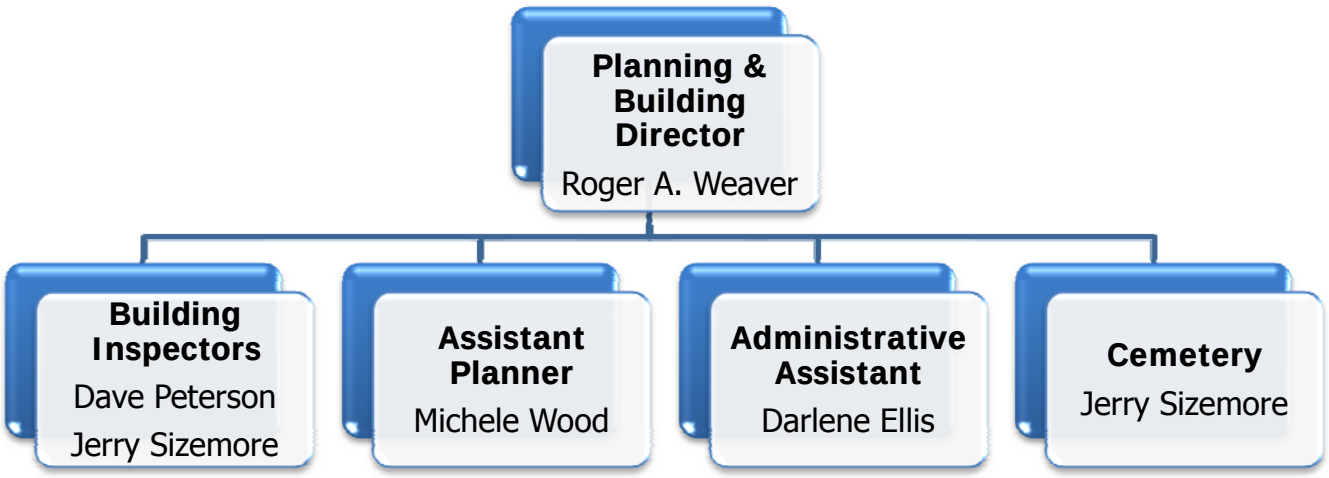
Library Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	188,652
51.1300	Overtime	$	100
51.2105	Group Health/Dental Insurance	$	22,058
51.2110	Group Life Insurance	$	627
51.2150	Disability	$	1,105
51.2200	FICA contributions (employer) *Salaries & wages x 7.65%*	$	14,440
51.2400	Retirement Contr. Employer	$	11,065
51.2700	Workers Comp	$	569
	Purchased/Contracted Services		
52.2201	Computer maintenance	$	3,000
52.2202	Copier maintenance	$	500
52.2205	Alarm system maintenance	$	900
52.2221	Building repairs	$	4,000
52.3210	Telephone	$	3,500
52.3110	Property & Liability Insurance	$	50
52.3220	Postage	$	1,000
52.3300	Advertising	$	200
52.3500	Travel	$	500
52.3700	Education and training	$	500

Library Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office supplies	$	2,000
	Typing ribbon, pens, pencils, paper products, fasteners, labels, filing materials, markers, etc.		
53.1120	Computer supplies	$	2,000
	Printers, mice, monitors, paper, ink, toner, etc.		
53.1130	Copier supplies	$	600
	Paper, toner, etc.		
53.1140	Miscellaneous supplies	$	1,000
	Drinking water, cleaning products, etc.		
53.1145	Library unique supplies	$	5,000
	Book covering materials, book tape, security strips book bags, craft supplies, materials for children's programs, decorations		
53.1150	Photographic supplies	$	200
	Bulbs for slide, overhead and film projectors and microfilm reader, film & film development		
53.1210	Water/Sewerage	$	750
53.1230	Electricity	$	13,000
53.1400	Books and periodicals	$	43,000
	Books, subscriptions, audiobooks, videos, reference materials		
53.1600	Small Equipment	$	5,000
	New copier		
53.1721	Building repairs supplies	$	2,000
	Building maintenance		
	Total	**$**	**327,316**

Planning & Building Department



Planning & Building Department

Mission

The adopted Mission Statement of the City of St. Marys is as follows:

> ***"The mission of the City of St. Marys is to provide the most responsive and progressive public services, within the resources provided, so that our citizens can enjoy the best possible quality of life."***

In order to accomplish this mission, all departments must strive to provide quality dependable service, to treat all citizens fairly and with the utmost respect, to respond to all questions, requests or complaints as soon as possible, to always be fiscally sound, to inform the public of all aspects of city government, to provide infrastructure, public facilities and image necessary to attract and keep residents and business, and to have reasonable fair tax rates and user fees.

Planning Department

Overview

Presently, one employee and a director shared with the Building Department perform the planning functions within the planning department. At present, the Planning Department has approximately one staff member for 9,000 residents. This should be sufficient through 2011.

The department is currently comprised of a planning director, assistant planner, and an administrative staff individual shared with the building department. The Planning Department Staff (Planning Director, City Planning Assistant, and Administrative Assistant) is responsible for occupational licenses, city ordinance code enforcement through the services of the City marshal, sign permits, historic preservation, all issues dealing with the zoning and land use of property located within the city boundaries, subdivision of city property, annexation of property, rezoning of property, issuance of special use permits, temporary permits, land disturbing permits, and uses permitted within zoning districts. The planning department oversees the development and submittal of the City Comprehensive Plan and the City Master Plan. Typical duties of the City Marshall include enforcement of all city ordinances such as sign permits,

abandoned vehicles, health and safety issues, investigation of rezoning and annexation requests, subdivision regulation, liquor license monitoring, occupational license maintenance and renewal, customer service and complaint resolution.

The Planning and Zoning Staff are very proactive and research any problem presented to us to provide superior customer service, even when the question is outside our department responsibility.

Building Department

Overview

Presently two inspectors and a director shared with the Planning Department manage the building department requirements. The department shares an administrative assistant with the planning department. Growth in the permit area has been delayed as a result of the World wide economic crisis. Therefore our staffing needs have been minimized to a level consistent with the number of permits issued. In future years, growth may accelerate, requiring additional staff. But, for the moment, the current staff is adequate to accomplish the mission of the Building Department.

The Building Department is responsible for issuing building permits for residential and commercial properties and for completing building inspections on each structure constructed within the city. Inspections start from the preparation of the land to the complete construction of the structure insuring compliance with approved building codes adopted by the State of Georgia. Our duty is to promote the health, welfare and safety of the public. This is done by the proper and timely inspection of structures from the ground up including plumbing, electrical, heating, air conditioning and energy. Inspections are completed according to the established codes adopted by the State of Georgia. We work closely with Engineers, Architects, contractors, developers, and owners to insure contractors meet minimum qualifications to complete the work hired to perform. We are very proactive and research any problem presented to us to provide superior customer service, even when the question is outside our department responsibility.

Goals

During the next year, Mr. Weaver, Building Director, will endeavor to obtain Certified Building Official (CBO) status.

The recurring theme at the present time is to maintain a high level of service with our current staff. We are using this lull in constriction to streamline our procedures and make the two departments more efficient and more responsive to the General Public. In this way we will be better able to quickly and positively react to economic growth as it regains momentum.

This effort will be rewarded if we can manage to grow and welcome new residents to our community and retain our small town attitude and appeal that makes St. Marys uniquely St. Marys. We must adhere to our mission statement in every way possible:

Building Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	184,454	163,180	88,596
Overtime	51.1300	2,289	5,000	3,000
Group Health/Dental	51.2105	17,456	11,299	8,336
Group Life Insurance	51.2110	525	376	207
Disability	51.2150	711	866	480
FICA contributions (employer)	51.2200	13,851	12,484	7,008
Retirement Contribution (employer)	51.2400	11,096	10,369	5,640
Workers Compensation	51.2700	7,942	9,694	4,570
		238,322	**213,268**	**117,837**
Purchased/Contracted Services				
Employment physicals	52.1231	110	-	-
Computer maintenance	52.2201	360	750	826
Copier maintenance	52.2202	308	1,000	1,000
Alarm System Maintenance	52.2205	195	400	360
Vehicle Repairs	52.2223	307	2,000	1,500
Telephone	52.3210	3,526	4,000	4,500
Postage	52.3220	328	500	500
Advertising	52.3300	103	300	300
Travel	52.3500	3,341	5,000	4,000
Dues and fees	52.3600	560	1,500	1,500
Professional subscriptions	52.3610	-	1,000	400
Education and training	52.3700	3,252	2,500	2,500
Other purchased services	52.3900	10,000	10,000	-
		22,391	**28,950**	**17,386**
Supplies				
Office supplies	53.1110	289	500	500
Computer supplies	53.1120	1,092	500	750
Copier supplies	53.1130	365	1,500	1,000
Miscellaneous supplies	53.1140	755	200	500
Photographic supplies	53.1150	-	300	100
Electricity	53.1230	2,028	-	-
Gasoline	53.1270	5,020	5,000	5,000
Small equipment	53.1600	866	-	-
Small equipment - Computers & software	53.1610	3,914	4,500	1,000
Other supplies	53.1700	-	250	250
Vehicle repair supplies	53.1723	622	2,000	2,000
		14,952	**14,750**	**11,100**

Building Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Capital Outlays				
Vehicles	54.2200	14,726	-	-
		14,726	**-**	**-**
Debt Service				
Capital Lease - Principal - Printer	58.1202	3,740	2,842	-
Capital Lease - Principal - Vehicles	58.1210	11,117	7,190	3,784
Capital Lease - Interest - Printer	58.2201	465	127	-
Capital Lease - Interest	58.2202	2	-	-
Capital Lease - Interest - Vehicles	58.2210	1,014	886	279
		16,337	**11,045**	**4,063**
Total Expenditures		**306,728**	**268,013**	**150,386**

Building Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	88,596
	Customer Service support - 50% of 24 hours		
	Bldg Inspector (2)		
51.1300	Overtime	$	3,000
51.2105	Group Health/Dental	$	8,336
51.2110	Group Life Insurance	$	207
51.2150	Disability	$	480
51.2200	FICA contributions (employer)	$	7,008
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer Contribution	$	5,640
51.2700	Workers Comp	$	4,570
	Purchased/Contracted Services		
52.2201	Computer maintenance	$	826
	Share of New Finance Software		
52.2202	Copier Maintenance	$	1,000
	Maintenance Printer $600		
	IPG Printer $400		
52.2205	Alarm system maintenance	$	360
52.2223	Vehicle repairs	$	1,500
52.3210	Telephone	$	4,500
52.3220	Postage	$	500
52.3300	Advertising	$	300
52.3500	Travel	$	4,000
	ICC Annual Meeting		
	BOAG Annual Meeting		
	Misc. Building Inspection Workshops		

Building Expenditure Descriptions

Account #			Amount
52.3600	Dues and fees	$	1,500
	Plumbing, BOAG, ICC, NFPA, CGIA, IAEI		
52.3610	Professional subscriptions	$	400
	Update Building Code Books		
52.3700	Education and training	$	2,500
	ICC Annual Meeting		
	BOAG Annual Meeting		
	Misc. Workshops		
	Supplies		
53.1110	Office supplies	$	500
53.1120	Computer supplies	$	750
53.1130	Copier supplies	$	1,000
53.1140	Miscellaneous supplies	$	500
53.1150	Photographic supplies	$	100
53.1270	Gasoline	$	5,000
53.1610	Small equipment - Computers & software	$	1,000
	Software updates and maintenance		
53.1700	Other supplies	$	250
53.1723	Vehicle repair supplies	$	2,000
	Debt Service		
58.1210	Capital Lease - Principal	$	3,784
58.2210	Capital Lease - Interest	$	279
	Total	**$**	**150,386**

Planning and Zoning Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	115,221	106,725	102,656
Overtime	51.1300	1,853	1,500	1,500
Group Health/Dental	51.2105	18,240	11,056	11,566
Group Life Insurance	51.2110	368	228	250
Disability	51.2150	422	506	556
FICA contributions (employer)	51.2200	8,472	8,165	7,968
Retirement Contribution (employer)	51.2400	6,275	6,863	6,624
Workers Compensation	51.2700	5,867	3,370	3,600
Clothing Allowance	51.2930	400	-	-
		157,119	**138,413**	**134,720**
Purchased/Contracted Services				
Other professional services	52.1240	-	10,000	-
Engineers & Consultants	52.1310	28,737	20,000	15,000
Computer maintenance	52.2201	-	-	826
Copier maintenance	52.2202	308	1,000	500
Alarm system maintenance	52.2205	195	360	360
Vehicle repairs	52.2223	81	500	500
Telephone	52.3210	3,062	3,000	3,000
Postage	52.3220	1,023	1,500	2,000
Advertising	52.3300	1,767	2,500	3,500
Printing and binding	52.3400	60	200	200
Travel	52.3500	919	500	500
Education and training	52.3700	2,295	50	2,500
Other purchased services	52.3900	10,000	10,000	1,000
		48,447	**49,610**	**29,886**
Supplies				
Office supplies	53.1110	640	1,200	1,000
Computer supplies	53.1120	1,516	1,500	1,500
Copier supplies	53.1130	437	1,000	1,000
Miscellaneous supplies	53.1140	481	1,000	1,000
Photographic supplies	53.1150	-	100	100
Electricity	53.1230	2,028	-	-
Gasoline	53.1270	5,033	4,000	4,000
Small equipment	53.1600	652	-	-
Small equipment - Computers & software	53.1610	2,899	1,059	1,000
Small equipment - Furniture	53.1620	110	441	400
Vehicle repair supplies	53.1723	80	500	500
		13,876	**10,800**	**10,500**

Planning and Zoning Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Capital Outlays				
Vehicles	54.2200	14,726	-	-
		14,726	**-**	**-**
Debt Service				
Capital Lease - Principal - Printer	58.1202	3,164	2,842	-
Capital Lease - Principal - Vehicles	58.1210	5,473	6,597	3,784
Capital Lease - Interest - Printer	58.2201	546	127	-
Capital Lease - Interest - Vehicles	58.2210	963	795	279
		10,145	**10,361**	**4,063**
Total Expenditures		**244,314**	**209,184**	**179,169**

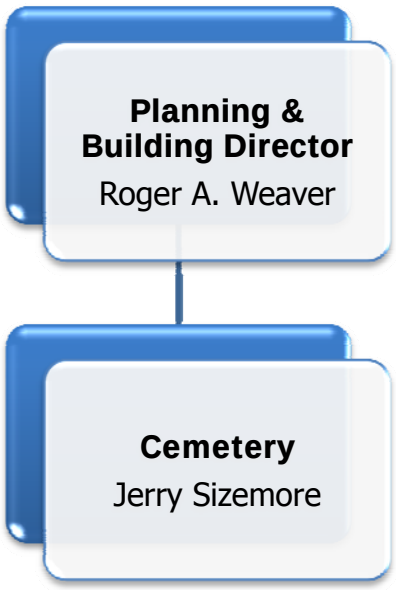
Planning and Zoning Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	102,656
51.1300	Overtime	$	1,500
	Planning and HPC monthly meetings for M. Wood		
51.2105	Group Health/Dental	$	11,566
51.2110	Group Life Insurance	$	250
51.2150	Disability	$	556
51.2200	FICA contributions (employer)	$	7,968
	Salaries and wages x 7.65%		
51.2400	Retirement Contribution (employer)	$	6,624
51.2700	Workers Comp	$	3,600
	Purchased/Contracted Services		
52.1310	Engineers & Consultants	$	15,000
52.2201	Computer maintenance	$	826
52.2202	Copier maintenance	$	500
52.2205	Alarm system maintenance	$	360
52.2223	Vehicle repairs	$	500
52.3210	Telephone	$	3,000
52.3220	Postage	$	2,000
52.3300	Advertising	$	3,500
52.3400	Printing and binding	$	200
52.3500	Travel	$	500

Planning and Zoning Expenditure Descriptions

Account #		Amount
	CBO Training for Roger A. Weaver	
52.3700	Education and training	$ 2,500
	CBO Training for Roger A. Weaver	
52.3900	Other purchased services	$ 1,000
	One third of the Maintenance of Chamber Sound System	
	Supplies	
53.1110	Office supplies	$ 1,000
53.1120	Computer supplies	$ 1,500
53.1130	Copier supplies	$ 1,000
53.1140	Miscellaneous supplies	$ 1,000
53.1150	Photographic supplies	$ 100
53.1270	Gasoline	$ 4,000
53.1610	Small Equipment - Computers and Software	$ 1,000
	GIS and Scanning software updates	
53.1620	Small Equipment - Furniture	$ 400
	Bulletin boards in hallway (partial) of Planning Dept.	
53.1723	Vehicle repair supplies	$ 500
	Debt Service	
58.1210	Capital Lease - Principal	$ 3,784
58.2210	Capital Lease - Interest	$ 279
	Total	**$ 179,169**

Cemetery


Planning &
Building Director
Roger A. Weaver
Cemetery
Jerry Sizemore

Oak Grove Cemetery

Overview

Oak Grove Cemetery is located at the corner of Bartlett Street and Weed Street. The earliest marked grave is from 1801. A soldier from every War is buried in Oak Grove Cemetery.

The Cemetery is maintained by the City of St. Marys Public Works department. Oak Grove Cemetery lots are sold through the Clerk's office. The Building inspector identifies and marks the lot for burial.

Goals

Through the combined efforts of the City Clerk and Building Inspector, the Cemetery Association and City's cemetery files will continue to be cataloged to capture lot sales and ownership.

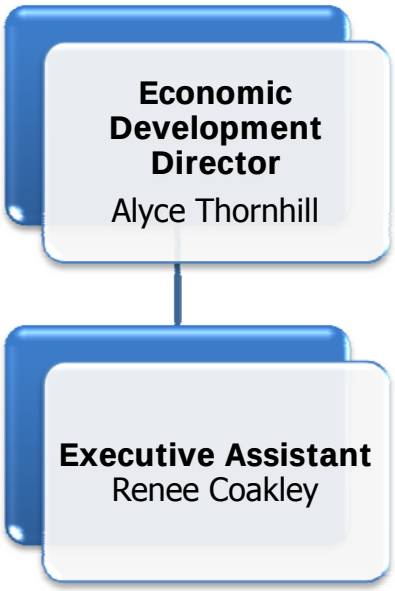
Cemetery Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Purchased/Contracted Services				
Computer maintenance	52.2201	-	-	275
Small equipment repairs	52.2216	-	1,000	500
Postage	52.3220	234	300	500
Advertising	52.3300	-	150	150
Dues & Fees	52.3600	490	750	550
Contract Labor	52.3850	1,415	10,000	10,000
		2,139	**12,200**	**11,975**
Supplies				
Miscellaneous Supplies	53.1140	412	500	500
Water/sewerage	53.1210	610	1,000	500
Electricity	53.1230	307	500	500
Small Equipment	53.1600	137	500	500
Small Equipment Supplies	53.1601	126	500	500
Cemetery work supplies	53.1704	907	100	400
		2,499	**3,100**	**2,900**
Total Expenditures		**4,638**	**15,300**	**14,875**

Cemetery Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.2201	Computer maintenance	$	275
	Share of Finance Computer maintenance		
52.2216	Small equipment repairs	$	500
52.3220	Postage	$	500
52.3300	Advertising	$	150
52.3600	Dues & Fees	$	550
52.3850	Contract Labor	$	10,000
	Tree removal and storm drainage		
	Supplies		
53.1140	Miscellaneous Supplies	$	500
53.1210	Water/Sewerage	$	500
53.1230	Electricity	$	500
53.1600	Small Equipment	$	500
53.1601	Small Equipment Supplies	$	500
53.1704	Cemetery work supplies	$	400
	Total	**$**	**14,875**

Economic Development



Economic Development

Overview

The Economic Development Department, created in 2003, consists of both the Industrial and Downtown Development Authority. The Economic Development Department is responsible for the development and coordination of economic growth projects in the City of St Marys. It also coordinates, through partnership with the Industrial Development Authority and St Marys Downtown Development Authority, redevelopment of property owned or acquired by the City for the best economic use for the citizens of St Marys.

Goals & Objectives

The mission of the Development Authority is to support current businesses and encourage new businesses development in St Marys. Preserve and enhance the natural beauty of St Marys. Promote St Marys as a destination of choice.

Work Plans for 2009-2010

ORGANIZATION COMMITTEE (DDA Board) – Chair, Craig Root

Walt Natzic – Vice Chair

Tom Monahan – Treasurer

Jim Lomis

Barbara Ryan

Bill Deloughy

Staff: Alyce Thornhill & Renée Coakley

1. Ordinances

- Sign Ordinance Review

Design Committee

- Review existing ordinance
- Determine current enforcement
- List of abandoned signs in DDA boundaries

- Design Guidelines

Design Committee

- Planning Department

2. Financial DDA Board/Staff

- SPLOST funding – Wayfinding
  - Assessment progress with Brockington and Associates
- Main Street Program funding opportunities
- IDA
- Establish low interest loan fund
  - Façade grants
- Market Study
  - Coordinate and research all possible partners and resources
  - Bring to Roundtable
  - IDA

3. Market Studies on St. Marys for business Economic Development Committee referrals

4. Streetscape Design Committee

- Complete downtown Master Plan
  - Adopted by City Council
  - Attach to Comprehensive Plan
  - Funding Identified
- Property maintenance ordinance researched and coordinated with Planning Department
- Coordinate pathways and signage with Greenway Committee

5. Main Street DDA Board/Staff

- Yearly assessment

6. Economic Development Program Outreach Economic Development Committee

- Business Recruitment Package
- Continue to update downtown and midtown directories
- Local SCORE Chapter
- Osborne Buzz and St. Marys Scoop

7. Beautification Design Committee

- Trash receptacles
- Pocket park between Tourism and DDA
- Expansion of Waterfront Park, benches on fishing pier
- Recycling

9. Obtain Volunteers for Committees DDA Board/Committee

10. Private/Public partnerships on waterfront DDA Board/Econ Dev

11. Military Zone Designation DDA Board

12. Work with St. Marys Tree Board Design Committee

- Tree protection ordinance

Economic Development Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	77,025	83,970	83,970
Overtime	51.1300	134	250	100
Group Health/Dental Ins	51.2105	8,460	7,578	8,336
Group Life Insurance	51.2110	276	228	251
Disability	51.2150	317	506	499
FICA contributions (employer)	51.2200	5,601	6,424	6,432
Retirement Contribution (employer)	51.2400	4,745	5,877	5,878
Workers Compensation	51.2700	61	128	259
		96,619	**104,961**	**105,725**
Purchased/Contracted Services				
Other Professional Services	52.1240	-	15,000	-
Engineers/Consultants	52.1310	44,500	-	-
Custodial	52.2130	364	-	-
Copier maintenance	52.2202	-	468	468
Building repairs	52.2221	669	500	500
Property/Liability Insurance	52.3110	484	1,000	1,000
Telephone	52.3210	2,745	2,400	2,400
Postage	52.3220	1,348	1,200	1,000
Advertising	52.3300	8,979	8,000	8,000
Travel	52.3500	1,983	2,500	2,500
Dues and fees	52.3600	1,093	1,200	1,200
Education and training	52.3700	3,928	3,000	2,500
		66,093	**35,268**	**19,568**
Supplies				
Office supplies	53.1110	2,340	2,000	1,500
Computer supplies	53.1120	1,015	900	900
Copier supplies	53.1130	410	500	500
Miscellaneous supplies	53.1140	1,011	1,000	1,000
Water/Sewage	53.1210	385	-	-
Electricity	53.1230	3,467	-	-
Small equipment	53.1600	419	500	500
Small Equipment - Computer	53.1610	1,958	2,000	1,500
		11,006	**6,900**	**5,900**
Total Expenditures		**173,718**	**147,129**	**131,193**

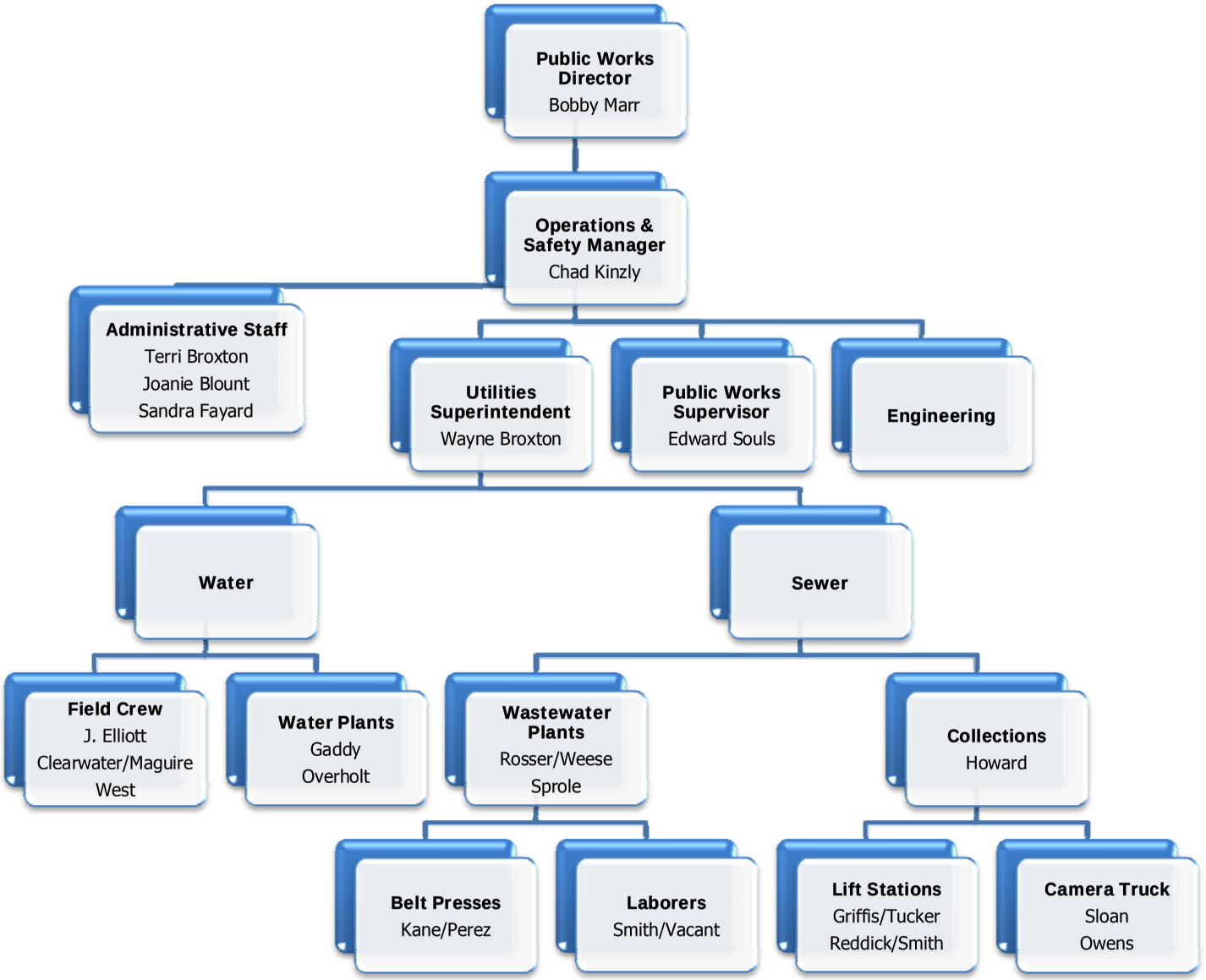
Economic Development Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	83,970
51.1300	Overtime	$	100
51.2105	Group Health/Dental Insurance	$	8,336
51.2110	Group Life Insurance	$	251
51.2150	Disability	$	499
51.2200	FICA contributions (employer)	$	6,432
51.2400	Retirement Contr. Employer	$	5,878
51.2700	Workers Comp	$	259
	Purchased/Contracted Services		
52.2202	Copier maintenance	$	468
52.2221	Building repairs	$	500
52.3110	Property/Liability Insurance	$	1,000
52.3210	Telephone	$	2,400
52.3220	Postage	$	1,000
52.3300	Advertising *Ads, Brochures, Mailers*	$	8,000
52.3500	Travel *Required DDA training, 3 new members, Required Main Street 101, Required Georgia Downtown Conference*	$	2,500
52.3600	Dues and fees *National Main Street Association, Georgia Economic Association Georgia Downtown Association*	$	1,200

Economic Development Expenditure Descriptions

Account #			Amount
52.3700	Education and training	$	2,500
	Supplies		
53.1110	Office supplies	$	1,500
53.1120	Computer supplies	$	900
53.1130	Copier supplies	$	500
53.1140	Miscellaneous supplies	$	1,000
	Supplies for Conferences		
53.1600	Small Equipment	$	500
53.1610	Small Equipment - Computers	$	1,500
	Video conference equipment		
	Total	**$**	**131,193**

Water & Sewer Department



Water and Sewer

Overview

The Water and Sewer Departments are responsible for providing potable water to the citizens and businesses of the City and for the collection and processing of wastewater, making it safe to put back into our environment. The day-to-day operations of the Water and Sewer Departments are supervised by the Public Works Director. The overall responsibility of the Water and Sewer Fund rests with the City Manager. The Finance Department provides meter reading, billing, revenue collections, financial reporting and audit services for the Water and Sewer Fund.

The Water & Sewer Departments serve a population base of over 19,500. The Water Department maintains a distribution system of 127 miles of main lines ranging from 2 inches to 12 inches in diameter. There are three field crews (water plants, maintenance, & meter readers).

The water plant crew is responsible for the operation and maintenance of the City's four (4) water plants assuring compliance with EPDs permitting requirements. These plants pump an average of 1.6 million gallons per day (MGD). This crew also helps our customers with complaints of low water pressure, strong odors of chlorine or sulfur, and water leaks.

The maintenance crew performs a variety of functions related to the City's water distribution lines. The crew installs water taps, meters, backflow preventers (BFPs) and fire hydrants. They perform repairs on the City's existing water main lines and services and installs new mains and services. This crew also locates the City's water and sewer lines for the telephone, power, gas, and cable companies prior to them digging to avoid damage to the lines.

The meter readers perform a variety of functions relating to the City's metering system. The crew takes individual meter readings monthly, terminates services as needed and makes minor repairs to water services and meters.

The Sewer Department maintains 129 miles of sewer main lines ranging from 2 inches to 24 inches in diameter. The department consists of wastewater plant crews (plant operators, belt press operators, laborers) and collection system crews (lift stations technicians, operation technicians, camera & vac-con truck operators).

The wastewater plant operators perform a variety of technical functions related to the operation and maintenance of the City's three (3) wastewater treatment plants assuring compliance with EPDs permitting requirements. These plants process an average of 1.6 million gallons daily (MGD).

The belt press operators are responsible for the operation of the City's sludge handling equipment (1 – stationary belt press, 1 – mobile belt press unit, & 1 - centrifuge) and hauling the sludge from the plants to the county landfill.

The laborers are responsible for maintaining the buildings and grounds of the wastewater plants, removing solids from drying beds and sanding the beds. They also assist in other areas as needed.

The collection system crews perform a variety of functions related to the wastewater collection system consisting of seventy (70) sewer lift stations.

The lift station technicians are responsible for inspecting the lift stations, taking readings, and checking alarms daily to ensure they are functioning properly. The crew performs minor maintenance of these stations and reports inoperable stations and maintenance requiring the skills of the operation technicians. They also maintain the grounds of the stations (mowing, weeding, & clearing debris) and assist in other areas when necessary.

The operations technicians are responsible for maintaining a variety of the City's electrical systems not limited to but including lift stations, wastewater plants, water plants and booster stations as well as other city structures and components. This crew also assists in the repair of gravity lines and force mains and they assist citizens with complaints of sewer blockages and odors.

The camera & vac-con truck crew is responsible for the operations of the cleaning and televising equipment. The crew video's sewer lines to determine if there is a problem and to find the location/cause of the problem. The vac-con truck is used to clean sewer lines. They also assist other crews with the repair of sewer lines, smoke testing, lift station cleaning, and hydro-excavating.

The Water and Sewer departments have on-call personnel that are available 24 hours a day 7 days a week to assist our customers with complaints of low water pressure, water and sewer odors, water leaks and sewer blockages.

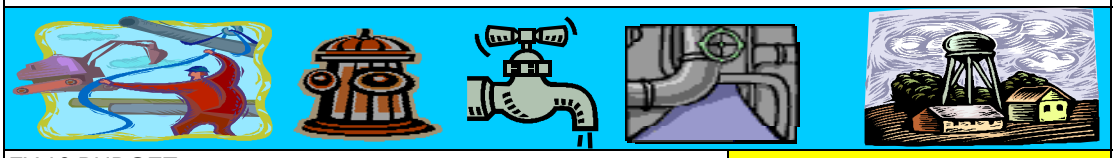
Water Department

Demographics	Actual FY07/08	YTD FY08/09	Projected FY09/10
Miles of Water Distribution Main Lines (2" – 12" dia)	126	127	127
Total Gallons of Water Provided	623 Million	432 Million	600 Million
Total Number of Household Accounts	5,999	5,958	6,073
Total Number of Business Accounts	847	511	520
Performance Indicators	**Actual FY07/08**	**YTD FY08/09**	**Projected FY09/10**
Miles New Water Lines Installed/Replaced	na	1.1	1.0
Backflow Prevention Assembly's (BFP's) Installed	350	181	200
Total Number Water Lines Breaks Repaired	21	44	50
Fire Hydrants Repaired / Replaced	33	7	20
Total Number of Water Meters Set	124	45	115
Total Gallons of Unaccounted For Water (UAW)	29 Million	45 Million	50 Million

Sewer Department

Demographics	Actual FY07/08	YTD FY08/09	Projected FY09/10
Miles of Sewer Distribution Main Lines (2" – 24" dia)	120	129	129
Number of Households Served	5,701	5,617	5,732
Number of Businesses Served	477	464	473
Permitted Daily Capacity	2.0 Million	3.0 Million	5.2 Million
Performance Indicators	**Actual FY07/08**	**YTD FY08/09**	**Projected FY09/10**
Total Gallons of Waste Water Treated	587 Million	445 Million	600 Million
Total Tons of Sludge Hauled	1,231	895	1,200
New Sewer Taps Installed	87	45	115
Sewer Line Breaks Repaired	54	50	50
Miles of Sewer Line Smoke Tested	3	0	2
Miles Sewer Line Camera Inspected	4	2	4

Water Department Information



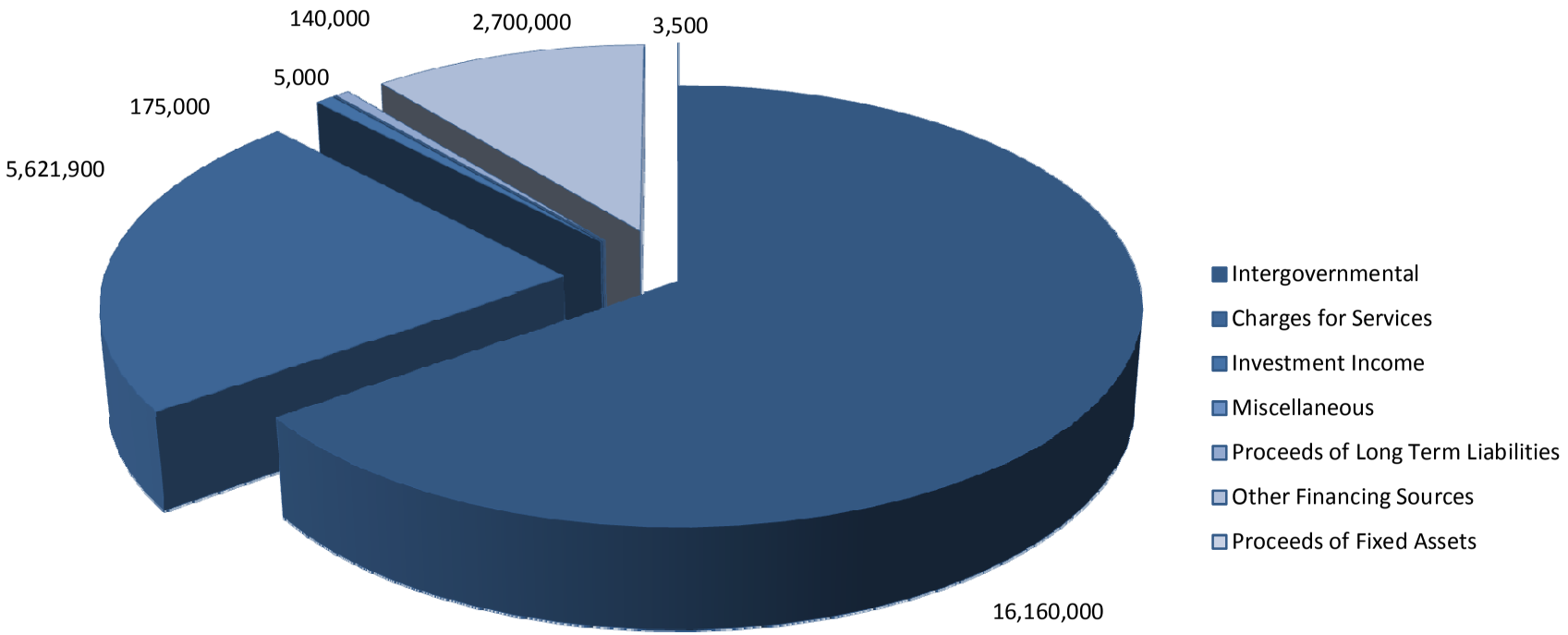
FY 10 BUDGET	
Employees (Does not include meter readers)	6.5
Vehicles (Pickup Trucks)	11
Pieces of Equipment (Backhoes, Front-end Loader, Linkbelt, Trencher, Boring Machine, Dump Trucks, Riding Mower)	7
Community Groundwater Wells	3
Daily Service Capacity of Wells	6.0 Million Gallons
Water Plants	4
Elevated Storage Towers	3
Pressure Booster Station	1
Miles of Water Distribution Main Lines (ranging from 2"-12" in diameter)	127
Total Number of Household Accounts	5958
Total Number of Business Accounts	511

Sewer Department Information



FY 10 BUDGET	
Employees	14.5
Vehicles (Pickup Trucks)	17
Pieces of Equipment (Mowing Tractors, Bush Hogs, Aquatech, Generators, Wellpoint pump, Dump trucks, Mudhog Pumps, Excavator, Portable Pumping Station, 2 - VAC-CONs, Boat, Mobile Belt Press, Vacuum Pumps	34
Wastewater Plants	3
Miles of Sewer Distribution Main Lines (ranging from 2"-24" in diameter)	129
Total Number of Households Served	5617
Total Number of Businesses Served	464
Permitted Daily Service Capacity of Plants	3.0 Million Gallons

Water/Sewer Revenue Sources



Water and Sewer Revenues

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Intergovernmental				
State Government Grants	33.4110	-	35,715,000	16,160,000
		-	**35,715,000**	**16,160,000**
Charges for Services				
Water Charges	34.4210	1,966,243	1,820,000	2,109,000
Transfer/Temp Services	34.4211	27,778	27,000	29,400
Reconnection NSF Fees	34.4212	70,963	69,000	72,000
Late Fees and Penalties	34.4213	91,288	85,000	86,700
Cap Recovery Water - Developers	34.4216	124,194	285,450	228,850
Sewerage Charges	34.4230	1,829,026	1,646,400	1,966,500
Cap Recovery Meter - Developers	34.4236	17,670	19,000	19,800
Cap Recovery Sewer - Developers	34.4256	346,435	846,800	742,900
Construction Fees	34.4263	333,074	460,350	366,750
		4,806,671	**5,259,000**	**5,621,900**
Investment Income				
Interest Revenues	36.1000	677,701	100,000	175,000
		677,701	**100,000**	**175,000**
Contributions & Donations				
Contributions Developers	37.1000	1,085,660	-	-
		1,085,660	**-**	**-**
Miscellaneous				
Fund Equity	38.0001	-	2,500,000	-
Other Miscellaneous Revenues	38.9100	30,704	-	5,000
		30,704	**2,500,000**	**5,000**
Proceeds of Long Term Liabilities				
Lease Revenues	39.1001	-	320,000	140,000
		-	**320,000**	**140,000**
Other Financing Sources				
Operating Transfer In	39.1205	-	635,000	2,700,000
		-	**635,000**	**2,700,000**
Proceeds of Fixed Assets				
Gain/Loss of Property Sale	39.2200	-	3,000	3,500
		-	**3,000**	**3,500**
Total Revenues		**6,600,736**	**44,532,000**	**24,805,400**

Sewer Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	586,744	667,489	682,355
Temp/Part Time employees	51.1103	150	-	-
Temporary Employees	51.1200	11,394	5,000	5,000
Overtime	51.1300	35,514	61,200	61,412
Group Health/Dental Insurance	51.2105	51,907	61,265	63,586
Group Life Insurance	51.2110	1,817	2,070	1,668
Disability	51.2150	1,945	2,218	2,501
FICA contributions (employer)	51.2200	46,100	55,745	56,898
Retirement - Employer contribution	51.2400	19,153	39,051	41,462
Unemployment insurance	51.2600	-	1,500	-
Workers' compensation	51.2700	15,081	14,346	14,567
Employee awards & picnic	51.2910	-	500	500
		769,804	**910,384**	**929,949**
Purchased/Contracted Services				
Audit	52.1210	6,250	7,500	7,500
Employment physicals & tests	52.1231	1,210	1,500	1,500
Engineers/Consultants	52.1310	33,565	50,000	50,000
Collection services	52.1320	74	100	2,000
Utilities Protection Agency	52.1330	990	1,600	1,200
Custodial	52.2130	7,500	7,500	7,500
Computer maintenance	52.2201	8,459	6,400	7,000
Copier maintenance	52.2202	-	1,000	2,775
Radio maintenance	52.2204	724	750	1,000
Alarm system maintenance	52.2205	375	22,000	22,000
Generator/Hoist maintenance	52.2207	427	4,000	7,000
Fuel system maintenance	52.2208	-	1,000	1,000
Small equipment repairs	52.2216	130	200	200
Building repairs	52.2221	1,698	2,000	2,000
Water/Sewer plant repairs	52.2222	500	10,000	10,000
Vehicle repairs	52.2223	33,064	50,000	50,000
Road paving/drainage	52.2224	4,151	10,000	5,000
Lift station repairs	52.2225	38,711	100,000	75,000
Water/Sewer system repairs	52.2226	41,715	350,000	100,000
Rental of equipment and vehicles	52.2320	92,651	3,000	3,000
Property/liability insurance - Sewer share	52.3130	57,936	61,000	64,000
Public officials liability insurance - Sewer share	52.3170	20,458	23,000	23,000
Telephone	52.3210	14,856	14,750	15,000
Postage	52.3220	582	1,000	4,754
Advertising	52.3300	158	1,000	1,000

Sewer Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Printing and binding	52.3400	2,775	3,000	3,500
Travel	52.3500	1,512	4,000	4,500
Dues and fees	52.3610	31,786	5,500	3,000
Lab analysis fees	52.3650	48,880	80,000	80,000
Sludge charges	52.3670	27,585	30,000	40,000
Education and training	52.3700	3,133	3,000	3,250
Licenses	52.3800	193	500	500
		482,050	**855,300**	**598,179**
Supplies				
Office supplies	53.1110	948	2,000	2,500
Computer supplies	53.1120	2,758	2,000	3,500
Copier supplies	53.1130	912	700	2,500
Miscellaneous supplies	53.1140	939	2,000	2,000
Water/sewerage	53.1210	147	375	375
Electricity	53.1230	274,568	400,000	400,000
Gasoline	53.1270	46,139	57,500	57,500
Small equipment	53.1600	17,699	14,600	15,000
Small equipment supplies	53.1601	1,251	3,000	2,500
Small equipment - computers	53.1610	1,575	3,000	5,500
Small equipment - Furniture	53.1620	-	1,500	1,000
Safety supplies	53.1701	2,797	7,000	5,000
Uniforms & replacements	53.1702	5,605	6,000	4,500
Chlorine/Fluoride	53.1715	15,165	37,000	37,000
Building repair supplies	53.1721	666	5,000	3,000
Water/Sewer plant supplies	53.1722	37,809	50,000	50,000
Vehicle repair supplies	53.1723	23,967	18,000	18,000
Road paving & drainage	53.1724	11,077	10,000	5,000
Lift station repair supplies	53.1725	96,303	150,000	150,000
Water/Sewer system supplies	53.1726	61,673	30,000	30,000
		601,997	**799,675**	**794,875**
Capital Outlays				
Site improvements	54.1200	-	30,000,000	15,075,000
Lift Station #13 Replacement	54.1235	-	700,000	955,000
Corrosion/Odor Control	54.1240	-	130,000	-
Machinery	54.2100	-	200,000	255,000
Vehicles	54.2200	-	85,000	85,000
		-	**31,115,000**	**16,370,000**
Other Costs				
Depreciation	56.1000	668,423	-	-
Amortization	56.2000	26,880	-	-

Sewer Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Bad Debt	57.4000	50,209	-	-
Contingencies - Sewer Administration	57.9200	-	518,941	550,299
Fiscal Agent's Fees	58.3000	62,238	-	97,000
Operating transfers out (to Debt Service)*	61.1000	-	3,547,556	3,522,520
Total Other Costs		**807,749**	**4,066,497**	**4,169,819**
Total Expenses		**2,661,601**	**37,746,856**	**22,862,822**

Sewer Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	682,355
	Current full-time employees		
	Public Works support		
	Administration support		
	Merit increases 3%		
	Sale of Leave		
51.1200	Temporary employees	$	5,000
51.1300	Overtime	$	61,412
	9% of Regular employee Salaries and Wages		
51.2105	Group Health/Dental Insurance	$	63,586
51.2110	Group Life Insurance	$	1,668
51.2150	Disability	$	2,501
51.2200	FICA contributions (employer)	$	56,898
	Salaries and wages x 7.65%		
51.2400	Retirement contributions (employer)	$	41,462
51.2700	Workers' compensation	$	14,567
51.2910	Employee awards & picnic	$	500
	Purchased/Contracted Services		
52.1210	Audit	$	7,500
52.1231	Employment physicals & tests	$	1,500
	Hepatitus shots		
52.1310	Engineers/Consultants *(not related to capital assets)*	$	50,000
	Infiltration & Inflow Study (I/I Study)		
	Water/Sewer mapping GIS		
	General engineering & surveying for sewer projects		

Sewer Expenditure Descriptions

Account #			Amount
52.1320	Collection services	$	2,000
52.1330	Utilities Protection Agency	$	1,200
52.2130	Custodial	$	7,500
52.2201	Computer maintenance	$	7,000
	Technical support (Public Works facility, Weed St. & Operator 10)		
	TBS cost		
	Logicon		
52.2202	Copier maintenance	$	2,775
	Weed St. plant / Utility billing		
52.2204	Radio maintenance	$	1,000
	Repeater & radio repairs		
52.2205	Alarm system maintenance	$	22,000
	Weed St. Wastewater Plant		
	Scrubby Bluff Plant		
	Installation fees		
	Omni-Site monitoring ($21,000)		
52.2207	Generator maintenance	$	7,000
	3-year maintenance contract combined w/water dept		
	Added two generators to contract (Scrubby Bluff and Pt. Peter WWTP's)		
52.2208	Fuel system maintenance	$	1,000
	Gasboy system		
52.2216	Small equipment repairs	$	200
52.2221	Building repairs	$	2,000
	Air conditioning work		
	General unpredicted repairs		
52.2222	Sewer plant repairs	$	10,000
	Weed St. & Point Peter flow meter repairs		
	Generator repairs		

Sewer Expenditure Descriptions

Account #			Amount
	Rebuild blower		
	Misc. unpredicted		
52.2223	Vehicle repairs	$	50,000
	Cylinder repairs (heavy equipment)		
	Motor repairs		
	Vac-Con & Thompson pump repairs		
	Misc. shop repairs (brake lathe, radiators, etc.)		
	Unpredicted equipment repairs		
52.2224	Road paving & drainage	$	5,000
	Road repair and paving due to sewer line refurbishment		
52.2225	Lift station repairs	$	75,000
	Grout repairs and liners		
	Pump Repairs		
52.2226	Sewer system repairs	$	100,000
	Point repairs (I/I)		
	Manhole coring for taps		
	Manhole relining contract (annual repair contract I/I)		
52.2320	Rental of equipment and vehicles	$	3,000
52.3130	Property/liability insurance	$	64,000
52.3170	Public officials liability insurance	$	23,000
52.3210	Telephone	$	15,000
	Alarm lines (including lift stations and plants)		
	DSL charges		
	9 phone lines & fax lines (public works, WW plants)		
	Cell phones		
52.3220	Postage	$	4,754
52.3300	Advertising	$	1,000
52.3400	Printing and binding	$	3,500

Sewer Expenditure Descriptions

Account #			Amount
	I/I & grease flyers		
52.3500	Travel	$	4,500
52.3610	Dues and fees	$	3,000
52.3650	Lab Analysis Fees	$	80,000
	Required EPD testing		
	Water Shed assessment testing		
	Additional required testing		
52.3670	Sludge charges	$	40,000
52.3700	Education and training	$	3,250
	Includes training for City Hall staff & operators		
52.3800	Licenses	$	500
	Supplies		
53.1110	Office supplies	$	2,500
53.1120	Computer supplies	$	3,500
	Camera truck supplies		
53.1130	Copier supplies	$	2,500
53.1140	Miscellaneous supplies	$	2,000
	Paper products, rain coats, marking paint, fasteners,		
	flagging tape, batteries, bug spray, etc.		
53.1210	Water/Sewerage	$	375
	5% of Public Works facility		
53.1230	Electricity	$	400,000
	Includes utilities for lift stations & wastewater plants		
	Weed St. Plant		
	Pt. Peter Plant		
	Scrubby Bluff plant		
	10% PW Facility		

Sewer Expenditure Descriptions

Account #			Amount
53.1270	Gasoline	$	57,500
	No allowance for price increase		
53.1600	Small equipment	$	15,000
	Bush hogs for Ford & Kabota mowers		
	Hand tools, shovels, rakes, power tools, etc.		
	Weedeater, portable radio, act/oxy cutting torches		
	Mobile radio, pipe saw, misc unpredicted		
53.1601	Small equipment supplies	$	2,500
	Weedeater string, pipesaw blades, baling twine, smoke, etc.		
53.1610	Small equipment - Computers & software	$	5,500
	Application Server Replacement		
	Mechanic's Software Upgrade (International - $2500)		
53.1620	Small equipment - Furniture	$	1,000
53.1701	Safety supplies	$	5,000
	Safety glasses, gloves, vests, tools, Hi-Vis apparel		
53.1702	Uniforms and replacements	$	4,500
	15 employees		
	$50 per employee per year (steel-toed shoes)		
	Prep charges & annual contract, image fees inc, jackets		
53.1715	Chlorine	$	37,000
53.1721	Building repair supplies	$	3,000
	Weed St. repairs to buildings		
	Misc. repairs to Point Peter Plant		
	Misc. unpredicted		
53.1722	Sewer plant supplies	$	50,000
	Weed killers for Pt. Peter Plant		
	Disinfectants & deodorizers		
	Laboratory supplies (glassware, chemicals, etc.)		
	Polymers for belt press		

Sewer Expenditure Descriptions

Account #			Amount
	Fasteners, fittings, tubing, valves, etc.		
	Filters for blowers, chlorinator, misc unpredicted		
53.1723	Vehicle repair supplies	$	18,000
	Vehicles & pieces of equipment		
	Unpredicted & routine maintenance		
	Tires for all equipment including loaders & backhoes		
	Impellers and seals for Vac-Con		
	Hydraulic repairs		
	Shop support: nuts & bolts, lubricants, oxygen/acetylene, etc.		
53.1724	Road/paving & drainage	$	5,000
	Limerock for road repairs from line breaks		
	Cold patch		
	Concrete		
53.1725	Lift station repair supplies	$	150,000
	Wire, fasteners, conduit, hangers, SS guide rails, etc.		
	Stock for repairs, vacuum pumps, floats, starters, etc.		
	Misc. lift station fence repairs and replacements		
	Pumps under $5K		
	Pump impellers and misc. pump parts		
	Alarm auto-dialers		
	Misc. unpredicted		
53.1726	Sewer system supplies	$	30,000
	Manhole repairs, grout		
	Wastewater line repairs (misc. pipe & fittings)		
	Taps to collection system		
	Manhole lids, rings, etc.		
	Pipe, fittings, repair clamps (line extensions within ordinance)		
	Misc. unpredicted		
	Capital Outlays		
54.1200	Site Improvements	$	15,075,000
	Master Plan Projects		
	Pt. Peter WWTP Upgrades		
	Spur 40 Annexed Area Sewer Extension ($2.7 million)		
	Lift Station Rehab/Repairs (Dufour Street & Dollar General - $75,000)		

Sewer Expenditure Descriptions

Account #			Amount
54.1235	Lift Station #13 Replacement	$	955,000
54.2100	Machinery	$	255,000
	Lift station pumps over $5K		
	Rough Terrain Fork Lift - $55,000		
	Misc. unpredicted		
	(Includes replacement of one 250 hp pump at $100,000)		
54.2200	Vehicles	$	85,000
	Tandem Dump Truck ($85,000)		
	Other Costs		
57.9200	Contingencies - *Sewer Administration*	$	550,299
58.3000	Fiscal Agent's Fee	$	97,000
61.1000	Operating transfers out - *Debt Service*	$	3,522,520
	65% of payments		
	Total	**$**	**22,862,822**

Water Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	475,881	604,587	552,586
Temp/Part Time employees	51.1103	150	-	-
Temporary Employees	51.1200	11,394	5,000	5,000
Overtime	51.1300	23,536	32,600	30,395
Group Health/Dental Insurance	51.2105	63,198	60,009	57,941
Group Life Insurance	51.2110	1,458	1,470	1,211
Disability	51.2150	1,547	1,560	1,676
FICA contributions (employer)	51.2200	36,087	48,745	44,598
Retirement contributions (employer)	51.2400	14,569	35,834	32,752
Unemployment insurance	51.2600	-	1,500	1,500
Workers' compensation	51.2700	16,221	15,475	13,924
Employee awards & picnic	51.2910	105	500	500
		644,146	**807,280**	**742,083**
Purchased/Contracted Services				
Audit	52.1210	6,250	7,500	7,500
Employment physicals & tests	52.1231	435	500	500
Engineers/Consultants	52.1310	52,015	100,000	50,000
Collection services	52.1320	114	150	2,000
Utilities Protection Agency	52.1330	990	1,600	1,200
Custodial	52.2130	7,500	7,500	7,500
Computer maintenance	52.2201	5,059	4,000	6,000
Copier maintenance	52.2202	250	500	2,775
Radio maintenance	52.2204	1,380	1,000	1,000
Alarm system maintenance	52.2205	480	1,000	1,000
Water tower maintenance	52.2206	24,704	45,000	45,000
Generator/Hoist Maintenance	52.2207	427	4,000	6,000
Fuel system maintenance	52.2208	-	1,000	1,000
Small equipment repairs	52.2216	130	200	200
Building repairs	52.2221	-	2,000	1,000
Water/Sewer plant repairs	52.2222	3,105	5,000	5,000
Vehicle repairs	52.2223	7,044	5,000	3,000
Road paving & drainage	52.2224	-	5,000	2,500
Water/Sewer system repairs	52.2226	600	7,000	5,000
Rental of equipment and vehicles	52.2320	151	500	250
Property/liability insurance	52.3130	52,623	61,000	61,000
Public officials liability insurance	52.3170	20,550	23,000	23,000
Telephone	52.3210	4,734	6,250	6,750

Water Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Postage	52.3220	28,534	25,000	25,000
Advertising	52.3300	118	300	300
Printing and binding	52.3400	3,561	2,500	3,500
Travel	52.3500	1,347	4,000	2,000
Dues and fees	52.3610	331	500	500
Lab analysis fees	52.3650	8,995	22,000	22,000
Bank fees	52.3680	12,307	14,000	14,000
Education and training	52.3700	1,555	4,000	3,000
Licenses	52.3800	103	200	200
		245,392	**361,200**	**309,675**
Supplies				
Office supplies	53.1110	1,313	1,500	1,500
Computer supplies	53.1120	1,680	1,500	2,000
Copier supplies	53.1130	3,536	4,500	6,500
Miscellaneous supplies	53.1140	576	2,500	2,000
Water/sewerage	53.1210	147	375	375
Electricity	53.1230	84,375	100,000	100,000
Gasoline	53.1270	44,960	46,000	46,000
Small equipment	53.1600	13,005	15,000	15,000
Small equipment supplies	53.1601	1,300	1,500	1,500
Small equipment - Computers & software	53.1610	896	2,000	3,000
Small equipment - Furniture	53.1620	749	500	500
Safety supplies	53.1701	1,882	4,000	3,000
Uniforms & replacements	53.1702	6,841	5,000	5,000
Chlorine/Fluoride	53.1715	63,090	80,000	80,000
Building repair supplies	53.1721	937	1,000	500
Water/Sewer plant supplies	53.1722	8,069	20,000	15,000
Vehicle repair supplies	53.1723	11,141	10,000	10,000
Road paving & drainage supplies	53.1724	6,779	7,500	1,000
Lift station repair supplies	53.1725	(2)	-	-
Water/Sewer system supplies	53.1726	149,774	125,000	125,000
		401,046	**427,875**	**417,875**
Capital Outlays				
Site improvements	54.1200	-	3,900,000	-
LRC waterline	54.1225	-	500,000	-
Water Line Extension/Upgrades	54.1245	-	200,000	-
Vehicles	54.2200	-	26,000	-
Equipment	54.2500	-	9,000	-

Water Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
		-	**4,635,000**	**-**
Other Costs				
Depreciation	56.1000	668,423	-	-
Contingencies - Water Administration	57.9200	-	250,000	270,000
Fiscal agent's fees	58.3000	689	2,400	3,000
Operating transfers out (to Debt Service)*	61.1000	-	301,389	199,945
		669,112	**553,789**	**472,945**
Total Expenses		**1,959,696**	**6,785,144**	**1,942,578**

Water Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	552,586
	Current full-time employees		
	Public Works support		
	Administration support		
	Merit increases 3%		
	Sale of leave		
51.1200	Temporary Employees	$	5,000
51.1300	Overtime	$	30,395
	5.5% of regular employee salaries & wages		
51.2105	Group Health/Dental Insurance	$	57,941
51.2110	Group Life Insurance	$	1,211
51.2150	Disability	$	1,676
51.2200	FICA contributions (employer)	$	44,598
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer contributions	$	32,752
51.2600	Unemployment Insurance	$	1,500
51.2700	Workers' Compensation	$	13,924
51.2910	Employee awards & picnic	$	500
	Purchased/Contracted Services		
52.1210	Audit	$	7,500
52.1231	Employment physicals & tests	$	500
52.1310	Engineers/Consultants (not related to capital assets)	$	50,000
	Water/Sewer mapping GIS		
	All engineering for water projects		

Water Expenditure Descriptions

Account #			Amount
52.1320	Collection services	$	2,000
52.1330	Utilities Protection Agency	$	1,200
52.2130	Custodial	$	7,500
52.2201	Computer maintenance *Technical support (Public works facility)* *Scada system* *TBS & Logicon*	$	6,000
52.2202	Copier maintenance *Water plant, Utility Billing*	$	2,775
52.2204	Radio maintenance *Repeater & radio repairs*	$	1,000
52.2205	Alarm system maintenance *Water Plant #2 & #3, Cumberland Harbour tower, new service installations in compliance w/vulnerability assessment regulations*	$	1,000
52.2206	Water tower maintenance *Mission Trace (contract)* *Dandy Street (contract)* *Cumberland Harbour (contract)*	$	45,000
52.2207	Generator/hoist maintenance *3-year maintenance contract combined w/ sewer dept* *Added Cumberland Harbour Generator to contract*	$	6,000
52.2208	Fuel system maintenance *Gasboy system*	$	1,000
52.2216	Small equipment repairs	$	200
52.2221	Building repairs	$	1,000
52.2222	Water plant repairs	$	5,000

Water Expenditure Descriptions

Account #			Amount
	SCADA repairs		
	Rebuild service pump		
	Generator repairs		
	Misc. unpredicted		
	Meter calibrations (wells)		
52.2223	Vehicle repairs	$	3,000
	Cylinder repairs (heavy equipment)		
	Transmission repairs		
	Misc. shop repairs (brake lathe, radiators, etc.)		
	Unpredicted equipment repairs		
52.2224	Road paving & drainage	$	2,500
	Road repair and paving due to water line refurbishment		
52.2226	Water system repairs	$	5,000
	Water stops for hydrant replacements (no valves on old hydrants)		
	Wet taps (hydrant replacements and general)		
	Unpredicted line breaks		
52.2320	Rental of equipment and vehicles	$	250
52.3130	Property/liability insurance	$	61,000
52.3170	Public officials liability insurance	$	23,000
52.3210	Telephone	$	6,750
	5 phone lines & fax lines (public works, water plants)		
	DSL 20%, cell phones		
52.3220	Postage	$	25,000
	Utility Billing & Public Works		
52.3300	Advertising	$	300
52.3400	Printing and binding	$	3,500
52.3500	Travel	$	2,000
	Includes travel for Utility Billing staff		

Water Expenditure Descriptions

Account #			Amount
52.3610	Dues and fees	$	500
52.3650	Lab analysis fees	$	22,000
	Required EPD testing		
	Additional required testing		
52.3680	Bank Fees	$	14,000
52.3700	Education and training	$	3,000
	Includes training for Utility Billing staff		
52.3800	Licenses	$	200
	Supplies		
53.1110	Office supplies	$	1,500
53.1120	Computer supplies	$	2,000
53.1130	Copier supplies	$	6,500
53.1140	Miscellaneous supplies	$	2,000
	Paper products, rain coats, marking paint, fasteners,		
	flagging tape, batteries, bug spray, etc.		
53.1210	Water/Sewerage	$	375
53.1230	Electricity	$	100,000
	Water Plant #2, #3, #4, Pt. Peter, all booster stations,		
	Cumberland Harbour, 10% PW facility		
53.1270	Gasoline	$	46,000
	No allowance for price increases		
53.1600	Small equipment	$	15,000
	Hand tools, shovels, rakes, etc.		
	Defuses, test kits for staff (cl/2)		
	Mobile radio, portable radio, 3" trash pump		
	16" pipe saw, injector pumps, blower, 2 weedeaters		

Water Expenditure Descriptions

Account #			Amount
	BFP test meter, field test equipment (flow meters, diffusers, etc.)		
	Fluoride metering pumps for Plants #2 & #3 (spares)		
53.1601	Small equipment supplies	$	1,500
	Weedeater string, pipe saw blades, tapping bits, etc.		
53.1610	Small equipment - Computers & software	$	3,000
	Misc. GIS hardware/software		
	Application Server Replacement		
53.1620	Small Equipment - Furniture	$	500
53.1701	Safety supplies	$	3,000
	Safety glasses, gloves, vests, ear plugs, etc.		
	Hi-Vis Apparel (per federal regulations)		
53.1702	Uniforms and replacements	$	5,000
	11 employees		
	$50 per employee per year (steel-toed shoes)		
	Prep charges, environmental fee, annual contract inc., image fees		
	jackets		
53.1715	Chlorine/fluoride	$	80,000
53.1721	Building repair supplies	$	500
	Misc. repairs to water plant buildings (doors, lights, etc.)		
	Air conditioning and ventilation		
	Misc. paint, cleaners, etc.		
53.1722	Water plant supplies	$	15,000
	Fasteners, fittings, tubing, screens		
	Valve pit, meter kits, injector kits, etc		
	Motor starters, relays, timers, psi switches, misc electrical		
	Bearings & seals for pumps		
	Unpredicted		
53.1723	Vehicle repair supplies	$	10,000
	Vehicles & pieces of equipment		
	Unpredicted & routine maintenance		

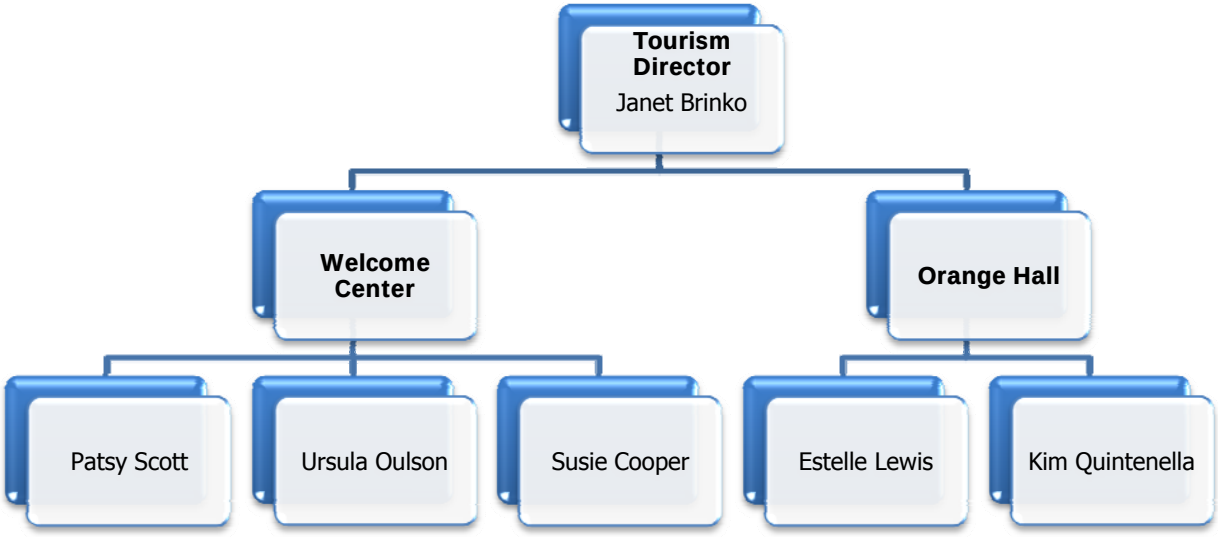
Water Expenditure Descriptions

Account #			Amount
	Tires for all equipment including loaders & backhoes		
	Impellers and seals for Thompson pumps		
	Hydraulic repairs		
	Shop support: nuts & bolts, lubricants, oxygen/acetylene, etc.		
53.1724	Road/paving & drainage	$	1,000
	Limerock for road repairs from line breaks		
	Cold patch		
	Concrete		
53.1726	Water system supplies	$	125,000
	Waterline refurbishment		
	Waterline repairs (clamps, fittings, valves, collars, etc.)		
	Meters, BFP, curb stops and boxes		
	Retrofitters		
	Misc. unpredicted line breaks		
	Fire hydrant replacements		
	4"-12" gate valves		
	Other Costs		
57.9200	Contingencies - *Water Administration*	$	270,000
58.3000	Fiscal agent's fees	$	3,000
61.1000	Operating transfers out - *Debt Service*	$	199,945
	35% of payments plus equipment		
	Total	**$**	**1,942,578**

Debt Service Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Principal				
Bond Payment 88 & 92 PRIN	58.1110	-	225,000	240,000
GEFA Loan - 95-E41-WQ PRIN	58.1330	-	900,000	1,000,000
GEFA Loan 95-021-WQ PRIN #4	58.1340	-	15,405	16,285
GEFA Loan 97-L97-WS PRIN #5	58.1350	-	23,283	24,390
GEFA Loan 98-L46-WJ PRIN #6	58.1360	-	141,134	147,510
GEFA Loan CWS-RF-02 PRIN #2	58.1370	-	206,875	59,799
GEFA Loan CWS-RF-03 PRIN Scrubby Bluff	58.1380	-	58,622	212,959
Equipment Loans *	58.1385	-	128,437	113,783
Equipment Loans	58.1385	-	-	69,460
		-	**1,698,756**	**1,884,186**
Interest				
Bond Payment 88 & 92 INT	58.2110	208,500	201,638	187,425
Bond Payment 2007	58.2115	985,400	1,380,000	1,380,000
Sewer System - Interest	58.2200	285	-	-
GEFA Loan 95-021-WQ INT #4	58.2340	4,231	3,450	2,571
GEFA Loan 97-L97-WS INT #5	58.2350	16,586	15,546	24,950
GEFA Loan 98-L46-WJ INT #6	58.2360	114,062	107,975	101,500
GEFA Loan CWS-RF-02 INT #2	58.2370	132,532	126,538	2,490
GEFA Loan CWS-RF-03 INT Scrubby Bluff	58.2380	4,745	3,667	120,455
Equipment Loans	58.2385	21,414	16,374	18,888
		1,487,755	**1,855,188**	**1,838,279**
Total Debt Service		**1,487,755**	**3,553,944**	**3,722,465**

Tourism & Orange Hall



St. Marys Convention and Visitors Bureau

St. Marys CVB is comprised of a full time director, part time staff and ten dependable volunteers. CVB Director's team leader is Roger Weaver and director reports to the CVB board made up of seven people. Responsibilities include maintaining a tourism website, coast website, state website, budgeting welcome center and CVB with Hotel /Motel Tax, hosting groups, booking overnight groups, booking historic tours, maintaining volunteers as well as part time staff, grants, managing the welcome center, managing the day to day of Orange Hall, attending tourism meetings and events, working with media, greeting and welcoming visitors in the welcome center when busy, reports for CVB Board , board minutes, agenda director's report, budget, ad design and layouts for advertising, e-newsletters, purchase orders, bids, brochure design, reports requested by the city, and video updates.

Accomplishments

- Secured matching grant from the State for $11,000
- Kept Level 5 Regional Visitor Center Status- $5000
- Awarded scholarship from Southeast Tourism Society for $400.00
- Assisted with the grand opening of Cumberland Sound Water Taxi
- Obtained a Volunteer base for tours and extra help in the Welcome Center of ten active participants and more reserve volunteers
- Trolley tours income from end of October- February- $2,656.00
- Other special historic tours (step on Guide)July-February $2138.00
- Net of $1400 from Christmas Tour Fundraiser and $1400.00 for Historic Preservation Commission
- Created and implemented a Survey to target the tourist visiting St. Marys
- Implemented E-Newsletters Constant Contact to market St. Marys through packages, local events and specials.
- Marketing committee is working on improving traffic to the website through various website enhancements. Adding more information to the new state website monthly.
- Met with John Reyes, President of Visit Jacksonville to market St. Mary as a day trip for Jacksonville locals and visitors. Results St. Marys joined Visit Jacksonville as a Partner which gives the accessibility to network with tourism entities in Northeast Florida.
- Media Coverage- Water Taxi and East Coast Greenway Project interviewed on First Coast News, Times Union, Tribune and Georgian, Brunswick News and

Daytona Packet. Christmas Tour of Homes coverage- Georgia Magazine, Waters Edge Magazine, Brunswick News, Tribune and Georgian and AP out of Fargo North Dakota.

- Hosted Savannah Northeast Florida Workshop on Wheels in January
- Hosted Regional Visitor Information Center Workshop February 25-26. Forty Five attendees came for one to two days. Economic impact from this group was $11,944.00.

With donations from the State and Georgia Coast Travel Association, Greyfield, Cumberland Princess and registration fees the Convention and Visitors Bureau added $1200 to budget in residual revenues after expenses.

Goals

Increase Visitation to St. Marys and Cumberland Island through offering more lodging, activities, shopping, and dining choices.

Welcome Center Statistics
July 07-Dec. 07 (Visitors-5957) (Phone inquiries2959) (E-mail inquiries-1137)
July 08-Dec.08 (Visitors- 5273) (Phone inquiries- 3416) (E-mail Inquiries 3,724)

- Decrease in visitation in 08 reflects welcome center closure for approximately three weeks in summer of 08
- Orange Hall Statistics
  July 07-Dec.07 (Visitors -1314) (Tour revenue $3468.00)
  July 08- Dec.08 (Visitors-1546) (Tour revenue $5001.00)

Tourism Revenues

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Taxes				
Hotel/Motel Tax	31.4100	138,159	144,000	137,404
		138,159	**144,000**	**137,404**
Charges for Services				
Activity Fees	34.7200	1,910	2,000	6,000
Other Charges	34.7900	1,467	1,500	1,500
		3,377	**3,500**	**7,500**
Investment Income				
Interest Earned	36.1000	336	1,000	900
		336	**1,000**	**900**
Contributions & Donations				
Contributions From Others	37.1000	-	5,000	500
		-	**5,000**	**500**
Miscellaneous				
Miscellaneous Income	38.9010	43,608	6,707	12,441
Fund Equity	38.0001	-	25,000	7,000
		43,608	**31,707**	**19,441**
Interfund Transfers				
Operating T/F In General Fund	39.1200	-	30,000	12,000
Operating T/F In Multi-Grant	39.1201	5,000	15,000	5,000
		5,000	**45,000**	**17,000**
Total Revenues		**190,480**	**230,207**	**182,745**

Tourism Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	77,909	89,565	85,288
Overtime - Regular employees	51.1300	-	100	100
Group Health/Dental Insurance	51.2105	7,745	8,118	8,069
Group Life Insurance	51.2110	138	138	126
Disability	51.2150	158	317	323
FICA contributions (employer)	51.2200	5,980	6,860	6,533
Retirement contributions (employer)	51.2400	2,681	3,536	3,765
Workers Compensation	51.2700	317	233	232
Vehicle allowance	51.2920	2,400	2,400	-
		97,329	**111,267**	**104,436**
Purchased/Contracted Services				
Audit/Administration Fee	52.1210	3,600	3,600	3,600
Alarm system maintenance	52.2205	420	1,000	600
Tram maintenance	52.2210	548	-	1,000
Property/Liability Insurance	52.3110	484	-	484
Telephone	52.3210	3,671	4,700	4,700
Postage	52.3220	1,335	2,000	2,000
Advertising	52.3300	62,255	53,000	33,000
Travel	52.3500	4,232	5,000	3,000
Dues and fees	52.3600	2,240	2,250	2,250
Professional Subscription	52.3610	24	150	150
Education and training	52.3700	3,302	3,750	2,500
		82,111	**75,450**	**53,284**
Supplies				
Office supplies	53.1110	867	1,500	1,500
Miscellaneous supplies	53.1140	3,354	5,000	5,000
Water/Sewerage	53.1210	481	750	575
Electricity	53.1230	3,319	4,200	4,200
Supp/Inv for Resale	53.1500	511	1,000	1,000
Small equipment - Computers & software	53.1610	1,053	1,000	750
		9,585	**13,450**	**13,025**
Capital Outlays				
Vehicles	54.2200	-	16,700	-
		-	**16,700**	**-**

Tourism Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Other Costs				
Payment to Others	57.3000	6,190	13,340	12,000
		6,190	**13,340**	12,000
Total Expenditures		**195,215**	**230,207**	**182,745**

Tourism Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	85,288
	Includes merit pay increases		
51.1300	Overtime - Regular employees	$	100
51.2105	Group Health/Dental	$	8,069
51.2110	Group Life Insurance	$	126
51.2150	Disability	$	323
51.2200	FICA contributions (employer)	$	6,533
	Salaries and wages x 7.65%		
51.2400	Retirement	$	3,765
51.2700	Workers Comp	$	232
51.2920	Vehicle allowance	$	-
	Purchased/Contracted Services		
52.1210	Audit/Administration Fee	$	3,600
52.2205	Alarm system maintenance	$	600
	Monthly fee / maintenance charges included		
52.2210	Tram maintenance	$	1,000
52.3110	Property/Liability Insurance	$	484
52.3210	Telephone	$	4,700
52.3220	Postage	$	2,000
52.3300	Advertising	$	33,000
52.3500	Travel	$	3,000

Tourism Expenditure Descriptions

Account #			Amount
52.3600	Due and fees	$	2,250
52.3610	Professional subscriptions	$	150
52.3700	Education and training	$	2,500
	Supplies		
53.1110	Office supplies	$	1,500
53.1140	Miscellaneous supplies	$	5,000
53.1210	Water/Sewerage	$	575
53.1230	Electricity	$	4,200
53.1500	Supp/Inv. For Resale	$	1,000
53.1610	Small Equipment - Computers and Software	$	750
57.3000	Payment to Others	$	12,000
	Fireworks, Starry Nights, Tour of Homes		
	Total	**$**	**182,745**

SPLOST V & VI

Overview

Special Purpose Local Option Sales Tax (SPLOST) was enacted by Georgia legislators in 1985. It authorizes a county tax of 1% on items subject to state sales tax. The revenue earned from the tax must be used for specific period and dollar amounts for capital projects. The SPLOST tax must be voted on by residents. SPLOST last for five years and if funds are still needed it must be voted on again.

Accomplishments

SPLOST V has financed many projects within the City including Drainage, Sidewalks, Handicap ramps, Paving, and traffic signalization.

SPLOST VI has financed sewer infrastructure, drainage, paving, and building improvements.

Goals

The City will continue to provide these upgrades to our infrastructure and buildings so we may offer our residents a better quality of life.

SPLOST V and VI Revenues

SPLOST V

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Sales, Interest, Other Charges				
SPLOST Referendum Tax	31.3200	1,865,537	4,926,172	4,490,217
Interest Revenue	36.1000	1,522	-	500
		1,867,059	**4,926,172**	**4,490,717**
Miscellaneous Revenues	38.9010	92,500	-	-
Operating Transfer In - Multi-Grant	39.1205	55,985	-	-
		148,485		
Total Revenues		**2,015,544**	**4,926,172**	**4,490,717**

SPLOST VI

REVENUES	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Sales, Interest, Other Charges				
SPLOST Referendum Tax	31.3200	-	16,800,000	14,950,000
Interest Revenue	36.1000	-	-	-
		-	**16,800,000**	**14,950,000**
Fund Equity	38.0001	-	-	-
Operating T/F In- Dot	39.1200	-	-	-
		-	**-**	**-**
Total Revenues		**-**	**16,800,000**	**14,950,000**

SPLOST V and VI Expenditures

SPLOST V

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Purchased/Contracted Services				
Professional Services: Audit	52.1210	3,500	13,000	3,500
		3,500	**13,000**	**3,500**
Road, Streets and Bridges				
Sewer Infrastructure	54.1200	-		-
Drainage	54.1240	705,556	2,009,447	2,986,000
Library	54.1300	80,680	318,080	-
Multi Media Center	53.1310	25,580	239,685	-
Sidewalks/Handicap ramps	54.1410	564,404	327,978	150,000
Paving/Overlaying	54.1415	348,401	1,045,142	571,217
Capital Improvements (traffic signalization)	54.1422	285,901	972,840	780,000
		2,010,522	**4,913,172**	**4,487,217**
Total Expenditures		**2,014,022**	**4,926,172**	**4,490,717**

SPLOST VI

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Purchased/Contracted Services				
Professional Services: Audit	52.1211		30,000.00	30,000
		-	**30,000.00**	**30,000.00**
Road, Streets and Bridges				
Sewer infrastructure	54.1202		5,000,000.00	2,770,000
Drainage	54.1241		5,500,000.00	5,500,000
Paving/Overlaying	54.1416		2,770,000.00	3,150,000
City Buildings	54.1500		3,500,000.00	3,500,000
		-	**16,770,000.00**	**14,920,000**
Total Expenditures		**-**	**16,800,000.00**	**14,950,000**

SPLOST V Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.1210	Professional Services: Audit	$	3,500
	Capital Outlays		
54.1240	Drainage	$	2,986,000
	Mickler Drive Bridge ($686,000)		
	Douglas Drive Drainage - Storm Water Project "B" ($500,000)		
	Storm Water Master Plan Project "C" ($1,800,000)		
54.1300	Library	$	-
54.1310	Multi Media Center	$	-
54.1410	Sidewalks/Handicap ramps	$	150,000
	Waterfront park expansion - $25,000 Design		
	Downtown Streetscape - Flowers/Trash cans - $50,000		
	GIS Mapping/Drainage Master Plan Projects/		
	Sidewalks/Road Paving $75,000		
54.1415	Paving/Overlaying	$	571,217
	Extend Osborne median to Church Street ($150,000)		
	Reseal Coast Guard Parking Lot ($25,000)		
	Install Flashing Lights at School Zones ($40,000)		
	St. Marys Road Shoulder Widening ($900,000)		
	Colerain/Douglas Dr. Realignment ($1,000,000)		
54.1422	Capital Improvements (traffic signalization)	$	780,000
	Martha Drive Traffic Signal ($300,000)		
	Pro 3's and Kings Bay Road Traffic Signal ($130,000)		
	Winding Road and Colerain Road Signal ($350,000)		
	Total	**$**	**4,490,717**

SPLOST VI Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.1210	Professional Services: Audit	$	30,000
	Capital Outlays		
	Sewer infrastructure	$	2,770,000
	Drainage	$	5,500,000
	Storm Water Master Plan Projects		
	Misc. Drainage Projects		
	Paving/Overlaying	$	3,150,000
	Misc. Road Projects		
	City Buildings	$	3,500,000
	Paint exterior Orange Hall - $25,000		
	Fire Sprinkler System - Orange Hall - $130,000		
	Repair Stairs,etc $38,600		
	Total	**$**	**14,950,000**

Multiple Grants Fund

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Revenues				
FAA Grant	33.1110	-	-	-
Grant Federal	33.1120	-	-	-
GEMA Grant - Fire Dept	33.4000	-	-	-
HUD Deposits	33.4110	406,443		
Operating Grant - Cops in School	33.4111	-	-	-
Operating Grant - Bulletproof Vests	33.4112	-	-	-
Operating Grant - DNR	33.4118	-	-	-
State government grant	33.4121	-	-	-
Interest revenue	36.1000	1,855	-	-
Fund Equity	38.0001	-	-	-
Miscellaneous Income	38.9010	130,753	-	-
Interfund Transfer From General Fund	39.1021	-	-	-
Total Revenues		**539,051**	**-**	**-**

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Expenditures				
Other Cost	57.3000	-	-	-
Operating Transfer Out to General Fund*	61.1000	500,121	-	-
Operating Transfer Out to Grant Fund	61.1010	55,985	-	-
Operating Transfer Out ot Tourism	61.1020	5,000		
Total Expenditures		**561,105**	**-**	**-**

Capital Improvements

Overview

The Capital Improvement Fund was established to support capital projects for various functions and activities within the City. The Capital Improvement Fund for FY2010 contains the funds received from the Theatre group for the construction of a Waterfront theatre or amphitheatre.

Accomplishments & Goals

Plans are underway by the Theatre Group to develop the blue prints for the structure to be built at the waterfront.

Capital Improvements Fund

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Revenues				
Shared Revenues - Theatre Group	38.9025	-	-	115,000
Interest Revenue	36.1000	2,946	-	500
		2,946	**-**	**115,500**
Total Revenues		**2,946**	**-**	**115,500**

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Expenditures				
Site Improvements	54.1200	-	-	115,500
		-	**-**	**115,500**
Total Expenditures		**-**	**-**	**115,500**

Solid Waste

Overview

The City provides curbside collection of garbage, brush, and recyclables to residents of St. Marys. The Finance department provides billing, revenue collections, financial reporting and audit services for Solid Waste.

The City requires a one time administration fee for new residents. There is a senior discount available to residents over the age of sixty-five who meet annual household income requirements.

Accomplishments

The garbage collection service was contracted out in 2008. At this time most problems associated with the transition have been ironed out. One of the surplus garbage trucks was sold to a neighboring city in 2009.

Goals

There are three garbage trucks remaining at Public Works in the storage area. They were placed on GovDeals last year with no bidders meeting the reserve. We hope to place them again soon when the market is better.

We will continue to offer the best possible quality of service to our residents.

Solid Waste Revenues

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Charges for Services				
Residential Refuse Charge	34.4111	925,971	853,000	961,000
Commercial Refuse Charge	34.4112	66,632	64,000	35,350
Sale of Recycled Material	34.4130	629	-	-
Late Fees and Penalties	34.4190	22,518	22,000	22,000
		1,015,750	**939,000**	**1,018,350**
Other Charges				
Other Charges	34.9900	84,750	80,000	72,000
		84,750	**80,000**	**72,000**
Investment Income				
Interest Revenue	36.1000	4,673	2,568	3,000
		4,673	**2,568**	**3,000**
Miscellaneous Income				
Fund Equity	38.0001	-	193,000	199,059
Miscellaneous Income	38.9010	10,038	-	-
		10,038	**193,000**	**199,059**
Total Revenues		**1,115,212**	**1,214,568**	**1,292,409**

Solid Waste Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	143,232	46,632	108,646
Overtime	51.1300	11,438	1,000	2,000
Group Health/Dental Insurance	51.2105	14,733	3,500	3,500
Group Life Insurance	51.2110	403	100	100
Disability	51.2150	451	107	107
FICA contributions (employer)	51.2200	12,504	3,645	8,465
Retirement - Employer contribution	51.2400	5,492	2,976	2,616
Workers' compensation	51.2700	14,139	112	512
Employee awards & picnic	51.2910	108	150	150
		202,498	**58,222**	**126,096**
Purchased/Contracted Services				
Collection Fees	52.1200	498,082	894,000	930,000
Audit	52.1210	3,500	3,500	3,500
Custodial	52.2130	3,000	-	3,000
Computer maintenance	52.2201	-	500	1,000
Radio maintenance	52.2204	239	-	-
Vehicle repairs	52.2223	9,766	-	-
Property/liability insurance	52.3120	24,976	6,000	6,000
Public officials liability	52.3160	5,806	-	-
Telephone	52.3210	266	-	-
Postage	52.3220	72	1,500	2,000
Advertising	52.3310	1,564	300	300
Landfill fees	52.3660	167,542	228,700	180,000
Contract Labor	52.3851	40,715	1,000	9,921
		755,527	**1,135,500**	**1,135,721**
Supplies				
Office supplies	53.1110	329	100	100
Computer supplies	53.1120	70	100	100
Copier supplies	53.1130	967	150	1,500
Miscellaneous supplies	53.1140	936	-	1,692
Water/Sewerage	53.1210	86	-	-
Electricity	53.1230	557	-	-
Gasoline	53.1270	40,719	-	1,700
Small equipment	53.1610	6,230	-	-
Safety supplies	53.1701	2,246	-	-
Uniforms & replacements	53.1702	2,034	-	-
Vehicle repair supplies	53.1723	15,410	1,000	500

Solid Waste Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
		69,585	**1,350**	**5,592**
Other Costs				
Depreciation	56.1000	55,846	-	-
Contingencies - Solid Waste Fund	57.9300	-	19,496	25,000
		55,846	**19,496**	**25,000**
Debt Service				
Capital Lease - Interest - Knuclke Boom Loader	58.2201	130	-	-
Capital Lease - Interest - Truck	58.2202	76	-	-
		207	**-**	**-**
Total Expenditures		**1,083,662**	**1,214,568**	**1,292,409**

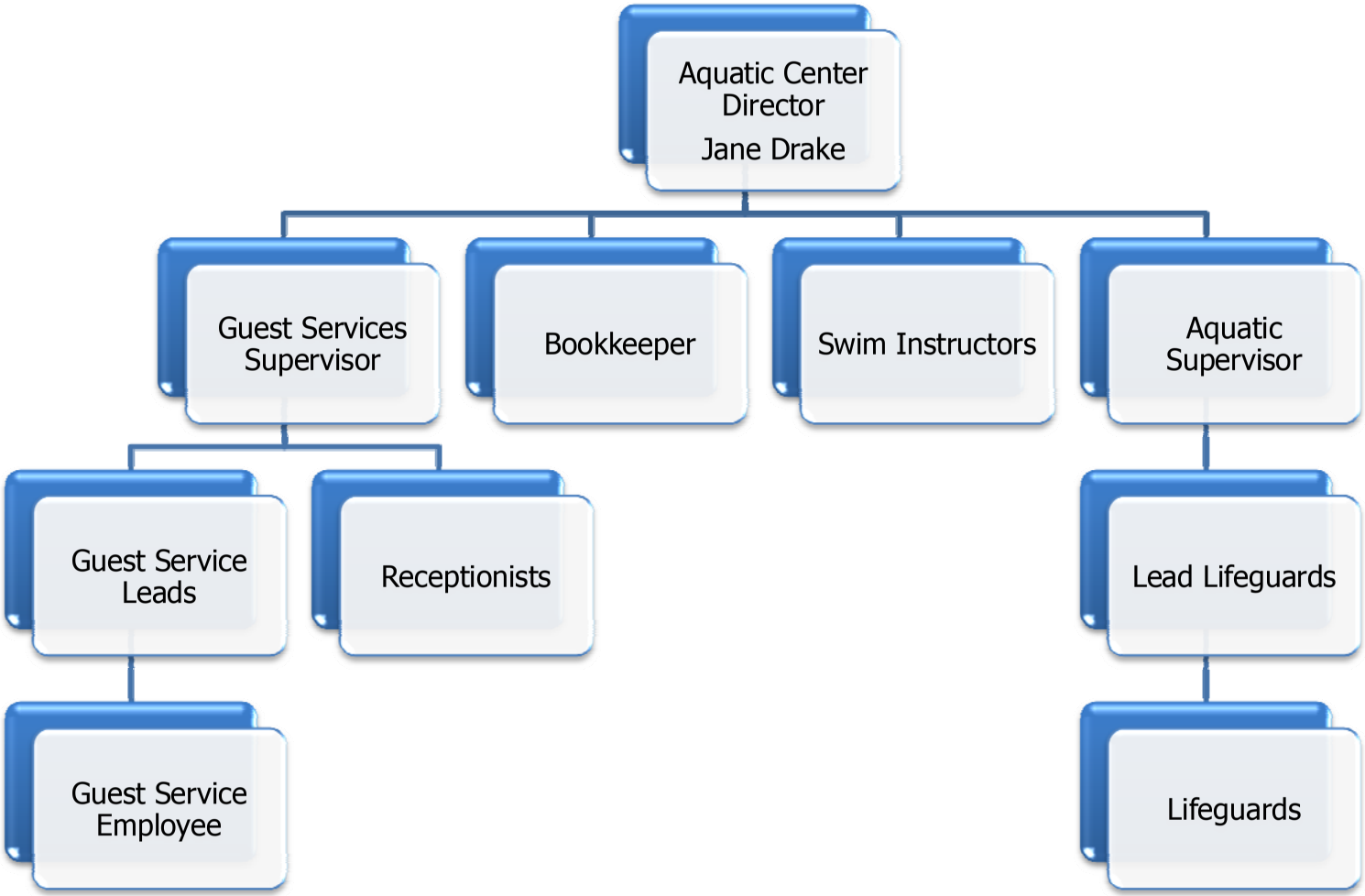
Solid Waste Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular Employees	$	108,646
51.1300	Overtime	$	2,000
51.2105	Group Health/Dental Insurance	$	3,500
51.2110	Group Life Insurance	$	100
51.2150	Disability	$	107
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	8,465
51.2400	Retirement - Employer contributions	$	2,616
51.2700	Workers' Compensation	$	512
51.2910	Employee Awards & Picnic	$	150
	Purchased/Contracted Services		
52.1200	Collection Fees	$	930,000
52.1210	Audit	$	3,500
52.2130	Custodial	$	3,000
52.2201	Computer maintenance	$	1,000
52.3120	Property/liability insurance	$	6,000
52.3220	Postage	$	2,000
52.3310	Advertising	$	300
52.3660	Landfill Fees	$	180,000
52.3851	Contract labor	$	9,921

Solid Waste Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office Supplies	$	100
53.1120	Computer Supplies	$	100
53.1130	Copier Supplies	$	1,500
53.1140	Miscellaneous supplies	$	1,692
53.1270	Gasoline	$	1,700
53.1723	Vehicle repairs	$	500
	Other Costs		
57.9300	Contingencies - *Solid Waste Fund*	$	25,000
	Total	**$**	**1,292,409**

Aquatic Center



ST. MARYS AQUATIC CENTER

OVERVIEW

The St. Marys Aquatic Center opened for business in May of 2002. During the past 8 years, we have seen an increase in every aspect of our business; from daily attendance, season passes, group and Birthday party reservations, as well as all areas of revenues. The following graph shows the revenue sources at the Aquatic Center and their increases over the past 5 seasons. The Aquatic Center currently employees 1 full time person and 35-40 seasonal positions.

Our focus is to provide a safe recreational environment for the residents of St. Marys and surrounding areas and to provide quality swimming instruction for participants.

Accomplishments

Over the past 8 years, the Aquatic Center has had to adapt to larger crowds and more demand for services. We have added the following amenities for our guests use and comfort while they are here: 3 shade pavilions, locker rentals, a stand alone Gift Shop, added concession menu items, additional tables, chairs and umbrellas, extra Birthday party services, season pass holder perks, expanded park hours, expanded telephone reservation system, and a user friendly web-site.

Other accomplishments that the guest does not see include: enhanced training programs for regular and Supervisory staff, updated computer equipment, repair and maintenance of all pool equipment and structures, credit card capability, and improved staff recruitment and hiring practices.

Responsibilities

The Aquatic Center has a responsibility to the members and guests to provide a safe swimming and recreational experience for all users. This includes safety of the water environment (following water quality standards and enforcing safety rules), safety of the park (including injury prevention and management for employees and guests), and food safety in our concession operations. The Aquatic Center must pass several inspections in order to operate, both from the local Environmental Health Department and the state Department of Labor. Lifeguards must hold current certifications in Lifeguarding as well as First Aid and CPR with the addition of an AED certification (automatic external defibrillator). Our Guest Services staff is trained in the areas of basic First Aid and Food Safety as well as customer service. To satisfy Health Department codes, one employee must be certified as a Certified Pool Operator and Food Safety Manager.

All Aquatic Center employees are trained to respond to guest complaints, injuries, as well as emergencies. After 7 complete seasons, the Aquatic Center has an excellent safety record noting minimal guest injuries and complaints.

Goals

We are quickly running out of space! In order to serve more guests, the park will need to expand. Ideas include more slides, more seating areas, parking, and additional office space. Our park capacity is listed at 800 people at any given time; and has come close during the past two seasons.

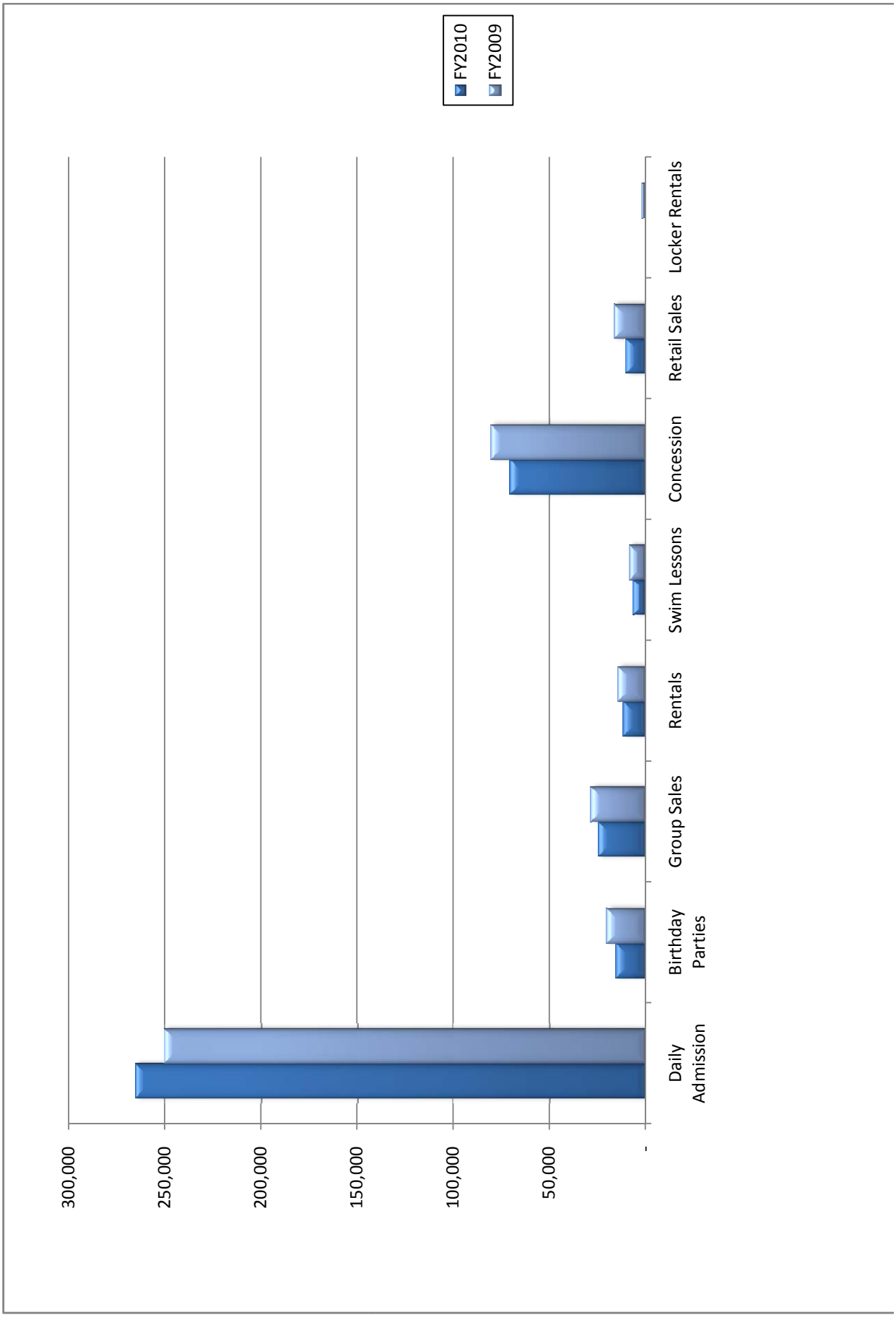
Over the years, we have received compliments for the cleanliness of our park and the positive staff members we have. We will continue to upgrade our hiring and training programs to find the best employees for our staff.

All of our employees are concerned with guest safety whether they are Lifeguards actively watching swimmers or Guest Services staff serving food, cleaning the park, or hosting a Birthday party. We will continue to emphasize this in our training programs.

We will make a concerted effort to manage our employee hours as well as our operating costs without cutting back on services to our customers.



Aquatic Center Revenue Sources



Aquatic Center Revenues

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Charge for Services				
Daily Admission	34.7210	187,390	265,020	250,000
Birthday Parties	34.7225	14,496	15,000	20,000
Group Sales	34.7230	25,721	24,000	28,000
Rentals	34.7235	10,827	11,375	14,000
Swim Lessons	34.7510	7,705	6,000	8,000
Concession	34.7900	72,182	70,000	80,000
Retail Sales	34.7910	13,782	10,000	16,000
Locker Rentals	34.7920	900	-	1,500
		333,003	**401,395**	**417,500**
Miscellaneous				
Interest Revenues	36.1000	-	2,000	2,000
Operating Transfer In	39.1200	-	22,402	9,632
		-	**24,402**	**11,632**
Total Revenues		**333,003**	**425,797**	**429,132**

Aquatic Center Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	180,622	200,355	212,000
Overtime	51.1300	56	500	500
Group Health/Dental	51.2105	7,745	7,335	8,069
Group Life Insurance	51.2110	138	138	126
Disability	51.2150	158	159	357
FICA contributions (employer)	51.2200	13,821	15,490	16,257
Retirement - Employer Contribution	51.2400	3,851	3,974	4,153
Workers Compensation	51.2700	5,059	6,446	11,170
Vehicle allowance	51.2920	2,400	2,400	-
		213,850	**236,797**	**252,632**
Purchased/Contracted Services				
Employment physicals & tests	52.1231	1,715	1,600	1,600
Alarm system maintenance	52.2205	75	300	300
Aquatic Center Maintenance	52.2209	15,587	16,000	9,000
Small equipment repairs	52.2216	2,488	2,400	2,400
Building repairs	52.2221	3,886	10,000	7,000
Property/Liability Insurance	52.3110	672	800	800
Telephone	52.3210	4,394	3,700	4,000
Postage	52.3220	463	400	500
Advertising	52.3300	9,341	9,000	9,000
Printing & binding	52.3400	267	500	500
Travel	52.3500	1,138	2,500	2,000
Dues and fees	52.3600	1,825	2,000	2,000
Bank fees	52.3680	3,416	1,700	2,000
Education and training	52.3700	773	800	1,300
		46,039	**51,700**	**42,400**
Supplies				
Office supplies	53.1110	1,165	1,500	1,500
Computer supplies	53.1120	653	800	800
Copier supplies	53.1130	411	500	500
Miscellaneous supplies	53.1140	5,345	5,000	5,000
Photographic supplies	53.1150	141	500	500
Water/sewerage	53.1210	9,030	13,000	13,000
Natural gas	53.1220	1,155	1,500	1,500
Electricity	53.1230	28,481	27,000	28,000
Retail Inventory/Resale	53.1500	6,932	8,000	8,000
Concession Inventory/Resale	53.1550	38,617	35,000	35,000

Aquatic Center Expenditures

	Account #	Actual FY2008	Budget FY2009	Proposed FY2010
Small equipment	53.1600	5,031	12,000	10,000
Small equipment supplies	53.1601	117	500	500
Small equipment - Furniture & Fixtures	53.1620	2,594	7,000	6,000
Safety supplies	53.1701	875	1,500	1,000
Uniforms & replacements	53.1702	2,353	1,500	1,800
Chemicals	53.1715	11,576	9,000	11,000
Aquatic Center maintenance supplies	53.1731	5,623	4,000	4,000
		120,099	**128,300**	**128,100**
Capital Outlays				
Equipment	54.2500	36,952	9,000	6,000
		36,952	**9,000**	**6,000**
Total Expenditures		**416,940**	**425,797**	**429,132**

Aquatic Center Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	212,000
	Aquatic Center Director		
	Seasonal employees		
51.1300	Overtime	$	500
51.2105	Group Health/Dental	$	8,069
51.2110	Group Life Insurance	$	126
51.2150	Disability	$	357
51.2200	FICA contributions (employer)	$	16,257
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer contribution	$	4,153
51.2700	Workers Compensation	$	11,170
51.2920	Vehicle allowance	$	-
	Purchased/Contracted Services		
52.1231	Employment physicals & tests	$	1,600
	Drug screens and criminal checks		
52.2205	Alarm system maintenance	$	300
52.2209	Aquatic Center maintenance	$	9,000
	river repair, slide repair, work orders		
52.2216	Small equipment repairs	$	2,400
	pumps, motors, kitchen equipment, chemical equipment		
52.2221	Building repairs	$	7,000
	HVAC, water heaters, plumbing, electrical		
52.3110	Property/Liability Insurance	$	800

Aquatic Center Expenditure Descriptions

Account #			Amount
52.3210	Telephone	$	4,000
	Includes long distance and internet service		
52.3220	Postage	$	500
52.3300	Advertising	$	9,000
	Brochure, newspaper, radio,TV, local ads		
	expand to North Florida		
52.3400	Printing and binding	$	500
	tickets, office forms,		
52.3500	Travel	$	2,000
	Aquatics annual meetings (Director), mileage reimbursement		
52.3600	Dues and fees	$	2,000
	World Water park annual dues and registration fee		
	Permit fees, Health Dept, Dept of Labor		
52.3680	Bank fees	$	2,000
	Fees for credit card machine		
	increase due to % of sales		
52.3700	Education and training	$	1,300
	training materials		
	Supplies		
53.1110	Office supplies	$	1,500
53.1120	Computer supplies	$	800
53.1130	Copier supplies	$	500
53.1140	Miscellaneous supplies	$	5,000
	$1,500 operating expenses		
53.1150	Photographic supplies	$	500

Aquatic Center Expenditure Descriptions

Account #			Amount
53.1210	Water/Sewerage	$	13,000
53.1240	Natural gas	$	1,500
53.1230	Electricity	$	28,000
53.1500	Retail inventory/Resale	$	8,000
	Retail merchandise (expanding)		
53.1550	Concession inventory/Resale	$	35,000
53.1600	Small equipment	$	10,000
	tools, tubes, chlorinator supplies, yard maintenance tools		
53.1601	Small equipment supplies	$	500
53.1620	Small equipment - Furniture	$	6,000
	Replacement-chairs, umbrellas, tables, canopies		
	cash registers		
53.1701	Safety supplies	$	1,000
	First Aid, rescue supplies, lifejackets, rescue equip		
53.1702	Uniforms and replacements	$	1,800
	Employees will reimburse the City		
53.1715	Chemicals	$	11,000
53.1731	Aquatic Center Maintenance Supplies	$	4,000
	Capital Outlays		
54.2500	Equipment	$	6,000
	one kiddie pool slide		
	Total	**$**	**429,132**