CITY OF ST. MARYS
418 OSBORNE STREET
ST. MARYS, GEORGIA 31558
TELEPHONE: 912/510-4041
FAX: 912/510-4013

July 1, 2010

Citizens, Mayor, Council, and Departments of the City of St. Marys:

The City of St. Marys FY2011 Budget has been finalized. This letter contains a brief synopsis of the various fund requirements. The City of St. Marys FY2011 Budget was adopted by the Mayor and Council on June 14, 2010. The total budget for FY2011 is $35,061,915. The fiscal year 2011 budget was decreased from the FY2010 Budget by $21,478,816. The FY2011 Budget was evaluated several times to ensure that only essential items were included.

The budget process begins several months in advance of the adoption date. The Finance Department initiates budget preparations in advance of anyone else. Finance prepares the working papers for the departments. These documents support the budget function by offering information to the Department Heads so that he/she can properly forecast expenditures through the end of the year. These documents aid the department in calculating the future needs of the department. The City Manager and Finance Director met with each Department Head to assess the department's request for the upcoming year. This year, several meetings were required to decrease amounts to the absolute minimum. Once the final requirements were obtained, the complete budget was presented to the Mayor and Council.

The Mayor and Council held budget workshops to evaluate budget requests and allow for public participation to the budget proposals. The final step was to approve the budget at the Council meeting held in June. The budget became effective July 1, 2010. The FY2011 Budget consists of seven separate funds. Each fund is a separate fiscal and accounting entity.

General Fund revenues budgeted for FY2011 are $10,067,050. The bulk of revenues are from property taxes with licenses, permits, fees, fines, sales and use tax, and other miscellaneous sources constituting the remainder. The General fund budget includes the amounts necessary for the general operation of the City. The following are included: administration, public safety, public works and social services. There are twenty divisions within the General Fund. The largest of these are Police, Public Works, and Fire.

The General fund expenditures include the following: salaries, benefits, supplies, debt services, and purchased or contracted services. Salaries, wages and employee benefits account for 62% of the General Fund Budget. In order to reduce expenses, short term disability is no longer provided by the City and the VALIC match was suspended. Merit increases are frozen and a

hiring freeze is in place. Employee health and dental was reviewed and quotes received to find savings in these areas. Blue Cross and Blue Shield offered the best rates and now offer three plans to personnel. A new company was chosen to provide employer paid Life and Accidental Death Benefits.

Purchased or Contracted services accounts for 8% of the General Fund Budget. These services include the following: legal, copier maintenance, computer maintenance, telephones, vehicle repairs, training, travel, building repairs, and other purchased services.

Supplies make up 13% of the General Fund Budget. Office supplies, gasoline, small equipment, uniforms, and vehicle repair supplies are just a few of the items included in this area.

Capital expenditures for FY2011 include $10,000 in General Government Buildings, $10,000 in Park expenditures and $39,290 for equipment in the Police Department. $15,000 of the capital expense in the Police Department will be recovered from K-9 grant money.

Debt service in the General fund accounts for 5% of the budget. Monthly capital lease payments made for vehicles and equipment are included in debt service amounts.

Other items included in the General Fund Budget expenditures are payments to others, contingencies, operating transfers out, and other costs. This includes PSA funding, Camden House, and Kings Bay Chamber of Commerce.

The Water and Sewer Departments are proprietary funds. These funds account for the business-type activities of the City. The Water and Sewer Revenues for FY2011 are budgeted at $8,198,269. These revenues come from charges for water and sewer services. These charges are set by Council and are based on the expense requirements of the fund. The rates for water and sewer services were increased July 1, 2010.

The Water and Sewer Department expenditures include the following: salaries, capital outlay, debt service, purchased and contracted services, supplies and other costs. Salaries account for 22%, capital outlay 16%, purchased and contracted services 8%, supplies 14%, other costs 3%, and debt service is 40% of the total budgeted expenditures.

Solid Waste revenues budgeted for FY2011 are $1,262,318. 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, and other charges for services.

Solid Waste expenditures include salaries, collection fees, landfill fees, purchased and contracted services, and supplies. Solid Waste salaries are 11%, collection fees 76%, landfill fees 12%, other purchased services <1%, and supplies <1% of the total expenditures of the budget.

St. Marys Convention and Visitors Bureau receive revenues from Hotel Tax, retail sales, tours and contributions. The revenues and expenditures budgeted for FY2011 are $166,889. The expenses for Tourism consist of employee wages, advertising, utilities and supplies.

The Multi-Grant fund has $26,500 budgeted for FY2011. $7500 is expected from the Federal Aviation Administration Grant and $19,000 from miscellaneous sources.

SPLOST V and SPLOST VI revenue and expenditures for FY2011 are $14,927,782. The revenues are obtained through the collection of a special sales tax over a five year period. Expenditures budgeted for FY2011 include the following: drainage projects, paving, sidewalks, traffic signalization, audit, sewer infrastructure, and city buildings.

The Aquatic Center revenues and expenditures budgeted for FY2011 are $413,107. The revenues are earned from admissions, group sales, swim lessons, concessions, and other retail activities. Expenditures include salaries, purchased and contracted services, and supplies.

Please accept my appreciation to all Department Heads and personnel who assisted in preparing this budget.

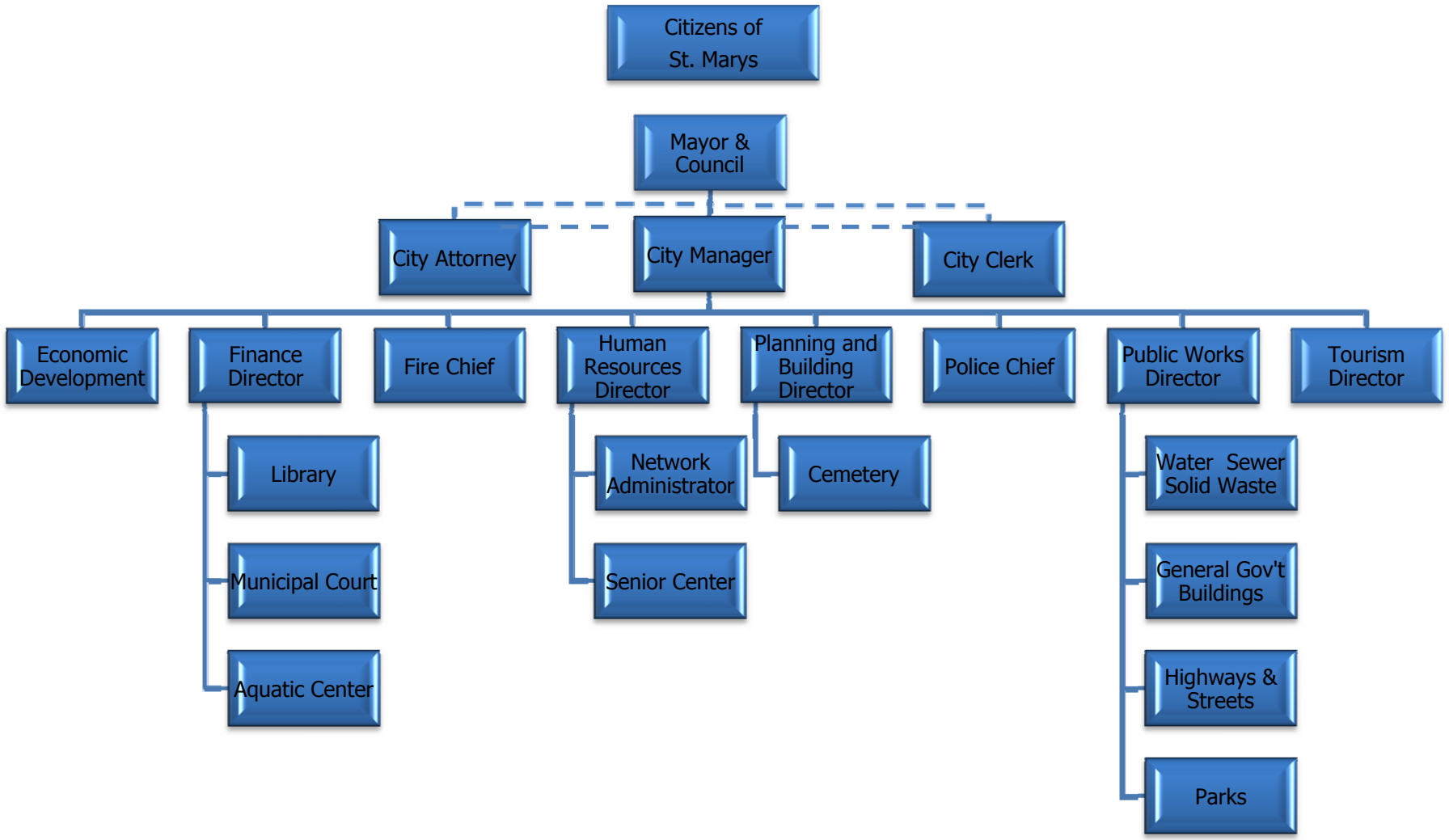
Sincerely,

William P. Shanahan, Jr.
City Manager

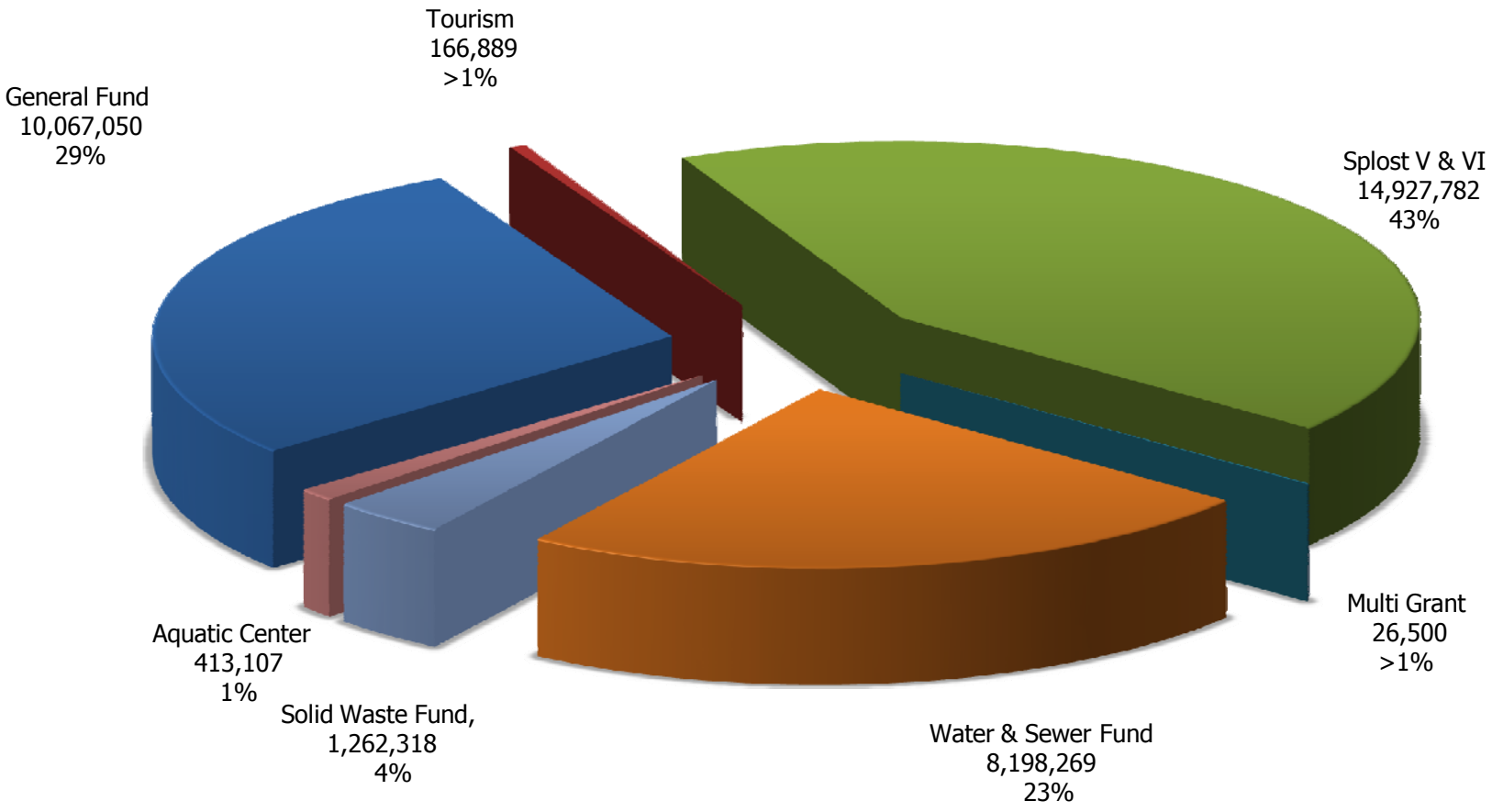
City of St. Marys
418 Osborne Street
St. Marys, GA 31558
(912)510-4000
http://www.ci.st-marys.ga.us

Mayor	**William Deloughy**	**510-4041**
Council Members		
Post 1	**Greg Bird**	**882-9202**
Post 2	**Deborah Hase**	**673-7048**
Post 3	**Chuck Trader**	**882-8033**
Post 4	**Keith Post**	**729-8406**
Post 5	**John Morrissey**	**673-8918**
Post 6	**Sidney Howell**	**882-4645**
City Manager	**William Shanahan**	**510-4041**
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**
Planning & Building Director	**Roger Weaver**	**510-4031/4035**
Senior Center	**Rindy Howell**	**673-6075**
Tourism	**Janet Brinko**	**882-4000**
Economic Development	**Alyce Thornhill**	**882-8111**
Network Administrator	**Gene Rudy**	**510-4029**

City of St. Marys Organizational Chart



FY2011 BUDGET
$35,061,915



An Ordinance to Adopt a City Budget For the City of St. Marys, Georgia

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF ST. MARYS, GEORGIA, that the City enact an Ordinance to be entitled "Budget Ordinance for the City of St. Marys, Georgia, for the fiscal year commencing July 1, 2010 and ending June 30, 2011" to read as follows:

BE IT ORDAINED, that the City hereby adopts the General Fund Budget as prepared and submitted on June 14, 2010, a summary of which is attached hereto and labeled "Exhibit A".

BE IT FURTHER ORDAINED, that the City hereby adopts the Water & Sewer Enterprise Fund Budget as prepared and submitted on June 14, 2010, a summary of which is attached hereto and labeled "Exhibit B".

BE IT FURTHER ORDAINED, that the City hereby adopts the Solid Waste Enterprise Fund, SPLOST Fund, Special Revenue Tourism Fund, Hotel/Motel Fund, Multi Grant Fund and Aquatic Park as prepared and submitted on June 14, 2010, a summary of each being attached hereto and labeled "Exhibit C".

THEREFORE, BE IT RESOLVED, that the City of St. Marys does hereby ordain, resolves and enacts the foregoing Budget Ordinances for the City of St. Marys, Georgia.

ADOPTED in legal assembly this 14th day of June, 2010.

City of St. Marys, Georgia

By: _____
William T. DeLoughy, Mayor

Attest: _____
Darlene M. Roellig, City Clerk

Approved as to Form

_____
City Attorney

Exhibit A

General Fund

Summary of Revenues	FY2011 Proposed Budget
Property and Other Taxes	7,605,350
Licenses & Permits	456,500
Sales/Interest/Other Charges	521,920
Grants and Reimbursements	22,500
Miscellaneous Revenues	502,630
	958,150
Total Revenues	**$ 10,067,050**

Summary of Expenditures	FY2011 Proposed Budget
Legislative	224,137
Executive	264,570
Finance	1,306,445
IT	174,351
Human Resources	112,255
Municipal Court	198,890
Police	2,665,067
Fire	1,501,850
Public Works - Admin	1,965,274
General Government Buildings	205,930
Parks	67,420
Highways and Streets	294,000
Library	316,370
Planning & Zoning	162,929
Building	136,566
Cemetery	10,875
Senior Citizens Center	123,328
Airport	15,500
Economic Development	124,088
Special Facilities	47,205
Contingency	150,000
Total Expenditures	**$ 10,067,050**

Exhibit B

Water & Sewer Enterprise Fund

Summary of Revenues	FY2011 Proposed Budget
Water Charges	2,712,172
Sewer Charges	2,553,687
Sales/Interest/Other Charges	397,400
Capital Recovery/Construction Fee Revenues	835,010
Transfers In	1,700,000
Fund Equity	-
Total Revenues	**$ 8,198,269**

Summary of Expenditures	FY2011 Proposed Budget
Salaries, Wages and Employee Benefits	1,734,704
Purchased/Contracted Services	658,211
Supplies	1,112,250
Capital Outlays	1,255,000
Other Costs	53,000
Contingency	169,037
Debt Service	3,216,067
Total Expenditures	**$ 8,198,269**

Exhibit C

Solid Waste Enterprise Fund	FY2011 Proposed Budget
Summary of Revenues	961,000
Residential refuse charges	22,500
Commercial refuse charges	77,000
Other Fees	500
Interest revenues	201,318
Fund Equity	$ 1,262,318
Total Revenues	

	FY2011 Proposed Budget
Summary of Expenditures	137,218
Salaries, Wages and Employee Benefits	1,121,700
Purchased/Contracted Services	3,400
Supplies	-
Contingency	$ 1,262,318
Total Expenditures	

Splost V	FY2011 Proposed Budget & Future Years
	$ 3,250,782
Total Revenues	
	$ 3,250,782
Total Expenditures	

Splost VI	FY2011 Proposed Budget & Future Years
	$ 11,677,000
Total Revenues	
	$ 11,677,000
Total Expenditures	

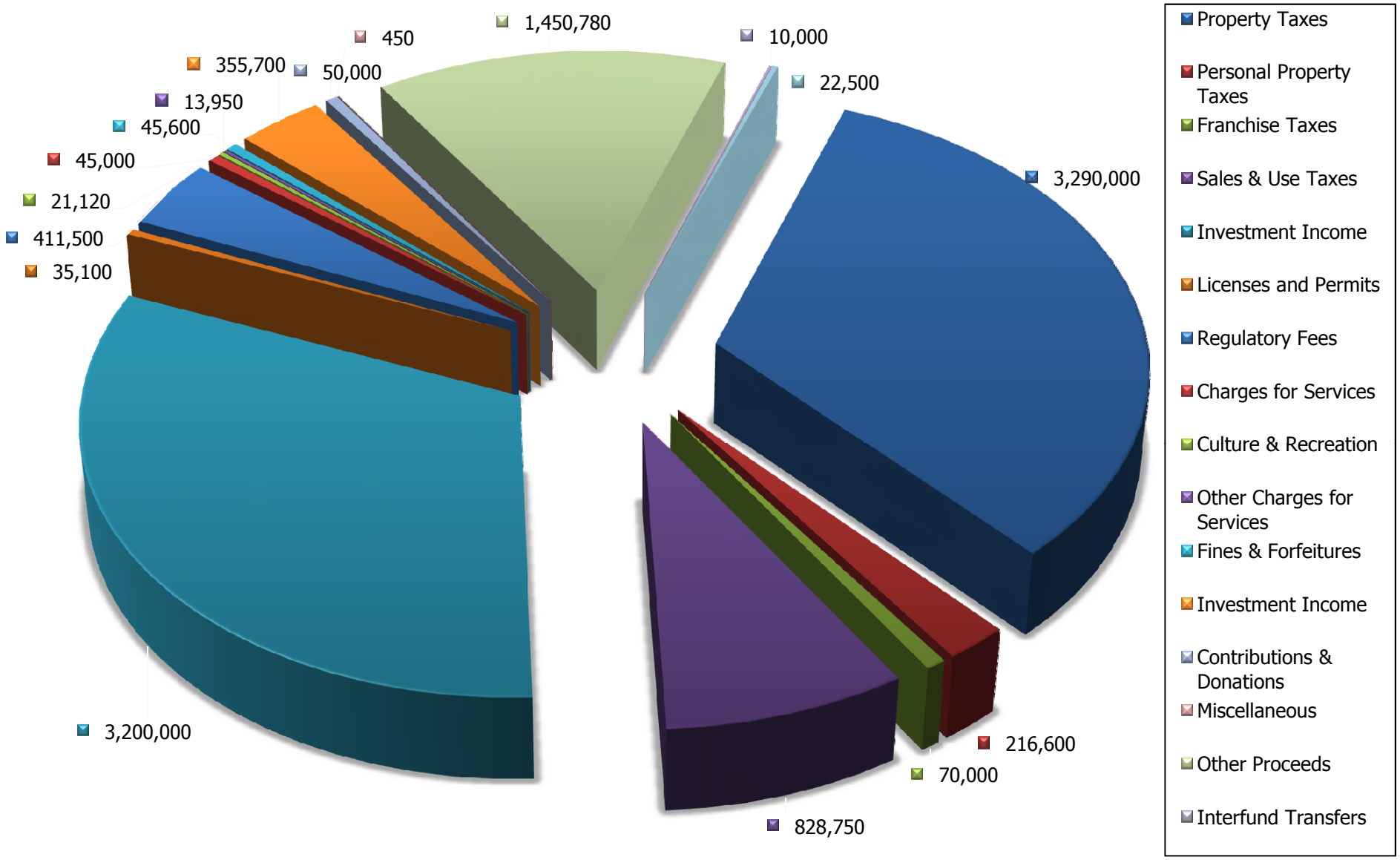
Special Revenue Tourism	FY2011 Proposed Budget
	$ 166,889
Total Revenues	
	$ 166,889
Total Expenditures	

Hotel/Motel Revenue	FY2011 Proposed Budget
	$ 130,575
Total Revenues	
	$ 130,575
Total Expenditures	

Aquatic Park	FY2011 Proposed Budget
	$ 413,107
Total Revenues	
	$ 413,107
Total Expenditures	

Multi Grant	FY2011 Proposed Budget
	$ 26,500
Total Revenues	
	$ 26,500
Total Expenditures	

FY2011 GENERAL FUND REVENUES
$10,067,050



General Fund Revenues

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Property Taxes				
Real Property-Curent Year	31.1100	3,280,665	3,300,000	3,200,000
Overpayments/Adjust Taxes	31.1190	2	-	-
2009 & Prior Years Property Tax Collection	31.1208	-	85,500	90,000
		3,280,667	**3,385,500**	**3,290,000**
Personal Property Taxes				
Motor Vehicle	31.1310	199,821	225,000	200,000
Mobile Home	31.1320	6,725	10,000	10,000
Payment in Lieu of Taxes	31.1390	-	3,900	3,900
Railroad Tax	31.1391	2,036	2,600	2,700
		208,582	**241,500**	**216,600**
Real Estate Transfer Tax				
Real Estate Transfer Tax	31.1600	11,670	15,000	13,000
Recording Intangible Tax	31.1610	45,012	40,000	57,000
		56,682	**55,000**	**70,000**
Franchise Taxes				
Georgia Power	31.1710	645,885	665,000	645,000
Okefenokee Electric	31.1711	43,386	45,000	52,000
Gas Franchise	31.1730	16,781	16,750	16,750
Cable TV Franchise	31.1750	80,453	80,500	90,000
Telephone Franchise	31.1760	22,167	55,000	25,000
		808,672	**862,250**	**828,750**
Sales & Use Taxes				
Local Option Sales and Use	31.3100	1,890,965	2,400,000	2,200,000
Alcoholic Beverage Excise	31.4200	200,846	200,000	200,000
Insurance Premiums	31.6200	770,179	790,000	765,000
Financial Institutions	31.6300	43,618	30,000	35,000
		2,905,608	**3,420,000**	**3,200,000**
Investment Income				
Penalty and Interest on Delinquent Taxes	31.9100	37,759	35,000	35,000
FIFA Legal Process Fees	31.9500	45	-	100
		37,804	**35,000**	**35,100**
Licenses and Permits				
Beer & Wine License	32.1100	86,926	90,000	90,000
General Business License	32.1200	141,089	150,000	130,000
Business License Insurance	32.1220	21,350	21,000	22,500
Building Permits	32.2100	149,118	100,000	150,000
Zoning Fees	32.2210	14,778	35,000	15,000
Land Disturbing Fees	32.2211	868	1,000	1,000

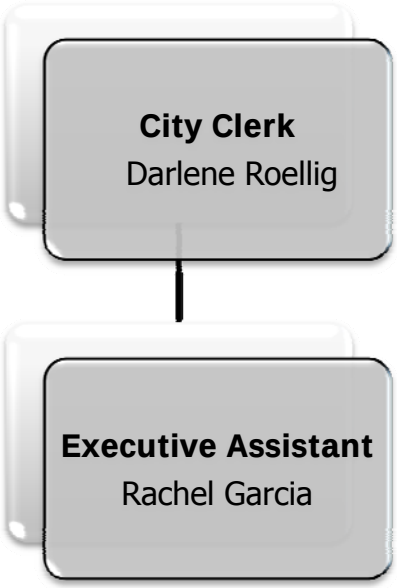
General Fund Revenues

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Sign Permits	32.2230	4,015	4,000	3,000
		418,144	**401,000**	**411,500**
Regulatory Fees				
Plan Review Fees	32.3910	45,229	35,000	45,000
		45,229	**35,000**	**45,000**
Charges for Services				
Copies Sold - Admin	34.1700	10,279	8,000	10,000
Copies Sold - Police Dept	34.1705	7,868	9,000	8,000
Copies Sold - Library	34.1710	2,069	2,250	2,500
Copies Sold - Planning & Building	34.1715	39	150	500
Qualifying Fees	34.1910	-	1,584	-
NSF Fees	34.4212	60	-	120
		20,315	**20,984**	**21,120**
Culture & Recreation				
Retail Sales - Orange Hall	34.7200	-	100	100
Tours - Orange Hall	34.7205	10,112	8,500	9,000
Program Income - Senior Center	34.7500	4,662	5,250	4,850
		14,774	**13,850**	**13,950**
Other Charges for Services				
Cemetery Fees	34.9100	40,754	27,000	30,000
Administrative Fees - Tourism	34.9900	3,600	3,600	3,600
Administrative Fees - Multi Grant	34.9902	-	6,000	2,000
Administrative Fees - SPLOST	34.9910	17,539	10,000	10,000
		61,893	**46,600**	**45,600**
Fines & Forfeitures				
Court Fines Base	35.1170	208,182	250,000	225,000
Court Fines Fees	35.1171	79,898	110,000	97,000
Court Fines - DUI Victims	35.1172	-	750	1,000
DUI Victims Fund	35.1175	1,471	-	-
Brain & Spinal Fund	35.1178	1,605	1,500	1,500
Probation Fees	35.1179	849	1,000	1,000
Traffic Citation Fees	35.1180	10,950	12,000	12,000
Library Fines/Collections	35.1300	6,370	7,000	7,000
Penalty/Late Charge - Police	35.1400	4,599	8,500	5,000
Court Contempt Fees	35.1402	8,950	7,500	5,000
City Legal Court Fees	35.1405	3,825	250	1,200
		326,699	**398,500**	**355,700**

General Fund Revenues

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Investment Income				
Interest Earned	36.1000	62,009	75,000	50,000
		62,009	**75,000**	**50,000**
Contributions & Donations				
Capital Contributions	37.1000	1,250,739	-	-
Orange Hall Donations	37.2000	279	250	450
		1,251,018	**250**	**450**
Miscellaneous				
Fund Equity	38.0001	-	623,844	958,150
Rental Income	38.1000	298,732	277,750	250,000
Special Events Rental	38.1010	5,425	6,000	7,500
Miscellaneous Income	38.9010	70,631	127,107	25,130
Shared Services Solid Waste/Splost	38.9020	562,296	70,000	150,000
Shared Services - IDA	38.9025	37,500	37,500	-
Shared Services - Cumberland Harbor	38.9030	132,652	75,000	60,000
		1,107,236	**1,217,201**	**1,450,780**
Interfund Transfers				
Operating Transfer In Multi Grant	39.1200	98,359	45,531	22,500
		98,359	**45,531**	**22,500**
Other Proceeds				
Loan Proceeds	39.3010	128,000	130,000	-
Sale of City Property	39.2200	74,969	20,000	10,000
		202,969	**150,000**	**10,000**
Total Revenues		**10,906,660**	**10,403,166**	**10,067,050**

Legislative Department



Legislative Department

Mission Statement

The City Clerk's office strives to efficiently meet all statutory obligations with respect to elections, records, policy and legislation of the City of St Marys.

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 legislative operations of the city and is accountable to the Mayor, Council, City Manager and the citizens. The clerk has signature authority, which is required on all ordinances and resolution and other documents of the City. The city clerk serves as secretary to the council, safeguards all records and documents, implements codes and regulations, and election proceedings. The Office of the City Clerk serves as an information center whose services impact a diverse clientele, including the general public, the media and other government entities. The clerk's office is traditionally associated with municipal elections, recording the minutes of the council meetings, safeguard all records and documents, implements codes and regulations, and maintain and produce documents that enable the public to participate in local government.

Serving as city clerk, motivates us to uphold the directives that commit us to upholding city and state policy, which provides a new challenge everyday and a great way to serve the community.

Accomplishments

- Implementation of the SAVE Program mandated by the Department of Homeland Security, U.S Citizenship and Immigration Services to verify the status of legal aliens.
- Implementation of the Georgia Applicant Processing Services (GAPS) Program for electronic criminal history information in Georgia Bureau of Investigation (GBI) and Federal Bureau of Investigation (FBI) files for alcohol licensing compliance.
- Coordination of the annual Wounded Warriors Day event for three consecutive years. Last year's event brought 600 visitors to St. Marys which

included local residents, veterans and active duty personnel from Georgia's military installations.

- Coordinated city and community participation in Mayors' Day Christmas Motorcade a program sponsored by GMA to donate gifts to the mental health patients at Georgia Regional Hospital in Savannah.
- Local legislation for the Senior Homestead Exemption Act (HB 1151) has been forwarded to the Georgia House of Representatives to reduce the cap on senior homesteader's net income from $25,000 to zero. The Georgia Senate presented a revised act (SB 547) to increase the exemption and net income to $40,000. This act was vetoed by Governor Perdue.
- Local legislation for the Convention and Visitors Bureau Act (HB 839) has been forwarded to the Georgia House of Representatives to introduce changes. This bill was referred to a senate committee.

Goals

The goals for the Legislative department are to provide courteous, professional and quality service to elected officials, city staff and, most importantly, the public. Continue to maintain projects that were implemented in previous years as follows:

- Evaluate Senior Homestead Exemptions to insure status
- Continue the cancellation of liens to assist property owners with property sales
- Continue to reduce storage issues by adding department to the scanning system
- Continue to maintain certification for "Model Code of Ethics for Georgia City Officials"
- Enhance Open Meetings/Open Records Training for city boards and nonprofit organizations.
- Create a data base using the Incode software program for Oak Grove Cemetery and alcohol licenses
- Implementation of a council retreat for leadership and team building facilitated by Carl Vinson Institute of Government

Legislative Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	68,159	66,491	67,369
Legislative salaries	51.1115	44,400	54,900	62,400
Overtime	51.1300	3,770	5,200	5,200
Group Health/Dental	51.2105	1,360	268	491
Group Life Insurance	51.2110	19	126	126
Disability	51.2150	125	284	-
FICA contributions (employer)	51.2200	8,809	9,685	10,325
Retirement contributions (employer)	51.2400	7,662	9,041	6,133
Workers' compensation	51.2700	281	200	789
		134,585	**146,195**	**152,833**
Purchased/Contracted Services				
Office Equipment Maintenance	52.2203	1,602	3,500	3,500
Public Official Liability	52.3150	15,587	19,550	15,500
Telephone	52.3210	2,382	2,550	3,240
Postage	52.3220	216	800	600
Advertising	52.3300	637	1,000	1,000
Printing and binding	52.3400	203	500	500
Travel	52.3500	7,775	15,000	15,000
Dues and Fees	52.3600	282	425	900
Professional subscriptions	52.3610	42	150	100
Education and training	52.3700	3,440	7,300	7,000
Other purchased services	52.3900	22,500	-	-
		54,666	**50,775**	**47,340**
Supplies				
Office supplies	53.1110	500	500	400
Computer Supplies	53.1120	717	500	1,000
Copier supplies	53.1130	878	1,200	800
Miscellaneous supplies	53.1140	1,054	2,700	2,400
Small equipment	53.1600	716	1,000	1,000
Codification	53.1791	5,838	7,000	7,000
Election expense	53.1792	-	10,500	2,000
		9,703	**23,400**	**14,600**
Payments to Others				
Kings Bay Chamber	57.2200	764	800	800
		764	**800**	**800**

Legislative Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Debt Service				
Capital Lease - Principal - Scanner	58.1201	10,482	10,384	8,306
Capital Lease - Interest - Scanner	58.2299	1,889	1,035	258
		12,371	**11,419**	**8,564**
Total Expenditures		**212,089**	**232,589**	**224,137**

Legislative Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	67,369
51.1115	Legislative salaries	$	62,400
51.1300	Overtime	$	5,200
51.2105	Group Health/Dental	$	491
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer) *All salaries x 7.65%*	$	10,325
51.2400	Retirement contributions (employer)	$	6,133
51.2700	Workers' compensation	$	789
	Purchased/Contracted Services		
52.2203	Office Equipment Maintenance *Sound system & Copier*	$	3,500
52.3150	Public Official Liability	$	15,500
52.3210	Telephone *Mayor, Council, City Clerk, Asst., Cell Phone, Blackberry & DSL*	$	3,240
52.3220	Postage	$	600
52.3300	Advertising *Elections, Alcohol License, Public Hearings, Misc.*	$	1,000
52.3400	Printing and Binding *Business Cards*	$	500
52.3500	Travel *GMA Conferences/Camden Partnership*	$	15,000
52.3600	Dues and Fees *SAVE Program Federally Mandated, GMCFOA & IIMC*	$	900

Legislative Expenditure Descriptions

Account #			Amount
52.3610	Professional subscriptions	$	100
52.3700	Education and training *GMA Conferences and Elections*	$	7,000
	Supplies		
53.1110	Office supplies	$	400
53.1120	Computer Supplies	$	1,000
53.1130	Copier supplies	$	800
53.1140	Miscellaneous supplies	$	2,400
53.1600	Small Equipment	$	1,000
53.1791	Codification	$	7,000
53.1792	Election Expense	$	2,000
57.2200	Kings Bay Chamber	$	800
	Debt Service		
58.1201	Capital Lease - Principal - Scanner	$	8,306
58.2299	Capital Lease - Interest - Scanner	$	258
	Total	**$**	**224,137**

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 maintaining the new Senior Center Facility
- Expand library services by renovating the library
- Beautify and clean the closed Pauper Cemetery
- Creation of a five year master plan
- 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 FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	208,856	141,450	127,635
Overtime	51.1300	1,072	1,000	500
Group Health/Dental	51.2105	7,299	535	491
Group Life Insurance	51.2110	332	251	232
Disability	51.2150	1,027	801	-
FICA contributions (employer)	51.2200	15,608	10,898	9,802
Retirement contributions (employer)	51.2400	13,896	14,696	12,702
Tuition reimbursement	51.2500	-	1,000	1,000
Workers' compensation	51.2700	2,040	679	4,483
Clothing Allowance	51.2930	400	-	-
		250,530	**171,310**	**156,845**
Purchased/Contracted Services				
Legal	52.1220	-	47,426	80,000
Employment Physicals	52.1231	-	250	-
Engineers/Consultants	52.1310	389	1,000	-
Computer maintenance	52.2201	275	250	-
Copier maintenance	52.2202	799	1,500	1,500
Telephone	52.3210	4,236	5,000	3,750
Postage	52.3220	284	400	200
Advertising	52.3300	35	250	100
Printing and binding	52.3400	398	500	200
Travel	52.3500	3,285	4,500	3,000
Dues and fees	52.3600	952	1,000	1,000
Professional subscriptions	52.3610	128	150	200
Education and training	52.3700	1,710	3,000	2,000
Other	52.3900	242	300	300
		12,733	**65,526**	**92,250**
Supplies				
Office supplies	53.1110	109	350	200
Computer supplies	53.1120	792	400	225
Copier supplies	53.1130	319	500	250
Miscellaneous supplies	53.1140	574	1,500	700
Gasoline	53.1270	4,846	5,000	2,500
Small equipment	53.1600	42	1,000	500
Small equipment - Furniture	53.1620	-	350	350
Vehicle Repair Supplies	53.1723	1,196	1,250	1,000
		7,878	**10,350**	**5,725**

Executive Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Debt Service				
Capital Lease - Principal - Vehicle	58.1209	5,524	9,099	9,400
Capital Lease - Interest - Vehicle	58.2209	637	652	350
		6,161	**9,751**	**9,750**
Total Expenditures		**277,302**	**256,937**	**264,570**

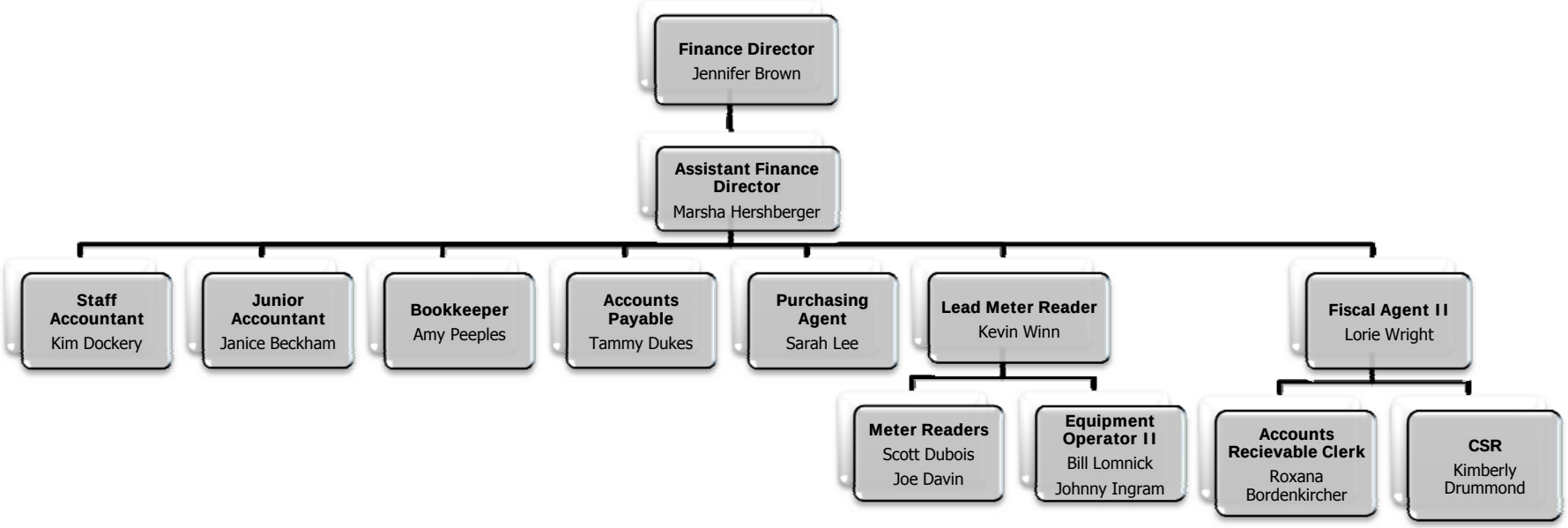
Executive Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	127,635
51.1300	Overtime	$	500
51.2105	Group Health/Dental	$	491
51.2110	Group Life Insurance	$	232
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	9,802
51.2400	Retirement contributions (employer)	$	12,702
51.2500	Tuition reimbursement	$	1,000
51.2700	Workers' Compensation	$	4,483
	Purchased/Contracted Services		
52.1220	Legal	$	80,000
52.2202	Copier maintenance	$	1,500
52.3210	Telephone	$	3,750
52.3220	Postage	$	200
52.3300	Advertising	$	100
52.3400	Printing and binding	$	200
52.3500	Travel	$	3,000
52.3600	Dues and fees	$	1,000
52.3610	Professional subscriptions	$	200
52.3700	Education and training	$	2,000

Executive Expenditure Descriptions

Account #			Amount
52.3900	Other	$	300
	Business Lunches		
	Supplies		
53.1110	Office supplies	$	200
53.1120	Computer supplies	$	225
53.1130	Copier supplies	$	250
53.1140	Miscellaneous supplies	$	700
53.1270	Gasoline	$	2,500
53.1600	Small equipment	$	500
53.1620	Small equipment - Furniture	$	350
53.1723	Vehicle repair supplies	$	1,000
	Debt Service		
58.1209	Capital Lease - Principal - Vehicle	$	9,400
58.2209	Capital Lease - Interest - Vehicle	$	350
	Total	**$**	**264,570**

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 departments, take new applications for Water/Sewer customers, disconnect 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 service orders, 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 that 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, recording and processing end of month journal 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 closing month journal entries to the General Ledger for Financial Reports to be prepared by the Finance Director, Recording budget ordinance requests and changes, and helping with property tax questions.

Accomplishments

The Finance department successfully coordinated a surplus sale and auctioned off vehicles and equipment that were no longer useful to the City.

The implementation of the new financial software, Incode, has been completed. We printed and mailed our own Property Tax Bills for the first time. All modules are in operation.

Two employees earned their Certified Local Government Finance Officer Program – Level I certificates. Other employees are beginning their Level II certification process. Two employees are utilizing the tuition reimbursement program and are working towards their bachelor degree.

An area was obtained for additional storage space that the Finance Department desperately needed for files and sensitive materials.

Goals

The Finance department encourages continuing education for their employees. Tuition reimbursement is available in the FY11 budget for employees to further their education.

The Finance department hopes to have its emergency operations plan in place by next fiscal year. Also, the department is working on a five year master plan.

With implementation of the new software, the Finance Department has been able to save money by archiving all reports needed for day to day operations. However, the Finance Department hopes to start scanning all others documents.

Applications for utility services on closed accounts will be eradicated to free up needed space.

Finance Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	122,924	134,134	128,760
Overtime	51.1300	4,461	4,500	4,500
Group Health/Dental Ins	51.2105	54,498	19,295	26,449
Group Life Insurance	51.2110	1,030	1,254	452
Disability	51.2150	2,087	2,320	-
FICA contributions (employer)	51.2200	8,458	10,606	10,194
Retirement -Contribution Employer	51.2400	20,084	57,720	25,134
Tuition reimbursements	51.2500	992	3,000	2,000
Unemployment insurance	51.2600	323	300	400
Workers Compensation	51.2700	2,888	1,249	1,520
Employee awards & picnic	51.2910	-	250	-
		217,745	**234,628**	**199,409**
Purchased / Contracted Services				
Audit	52.1210	11,650	12,000	12,000
Employment physicals & tests	52.1231	-	100	50
Computer maintenance	52.2201	5,775	36,000	28,000
Copier maintenance	52.2202	3,000	4,000	4,000
Office Equip Maintenance	52.2203	2,516	2,000	2,000
Alarm system maintenance	52.2205	315	450	300
Telephone	52.3210	5,991	6,950	6,000
Postage	52.3220	1,513	4,500	3,000
Advertising	52.3300	2,476	3,000	2,500
Travel	52.3500	1,515	5,000	4,500
Dues and fees	52.3600	680	1,150	1,000
Professional subscriptions	52.3610	164	200	200
CGRDC Dues	52.3620	24,240	16,404	16,404
GMA Dues	52.3630	5,330	8,000	8,000
Bank Fees	52.3680	658	100	100
Education and training	52.3700	3,766	4,500	4,000
		69,589	**104,354**	**92,054**
Supplies				
Office supplies	53.1110	2,684	5,500	3,100
Computer supplies	53.1120	7,743	6,500	5,500
Copier supplies	53.1130	1,472	3,000	3,500
Miscellaneous supplies	53.1140	5,593	7,000	6,000
Small Equipment	53.1600	2,106	3,300	2,500
Small Equipment Supplies	53.1601	781	1,200	500
Small Equipment - Computers	53.1610	1,110	-	-

Finance Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Tax administration	53.1790	15,737	12,000	14,500
		37,226	**38,500**	**35,600**
Capital Outlays				
Computer software	54.2410	131,626	130,000	-
		131,626	**130,000**	**-**
Other Costs				
Camden House	57.2300	6,000	6,000	6,000
St Marys Tourism	57.2400	30,000	-	-
PSA Funding	57.2500	463,757	463,757	451,692
		499,757	**469,757**	**457,692**
Contingencies				
Contingencies	57.9100	-	145,362	150,000
		-	**145,362**	**150,000**
Debt Service				
Capital Lease - Principal Office Equipment	58.1201	2,794	2,647	2,720
Capital Lease - Principle Software	58.1202	-	55,068	-
Capital Lease - Interest Office Equipment	58.2201	206	130	60
Capital Lease - Interest Software	58.2202	-	10,377	-
		3,000	**68,222**	**2,780**
Operating Transfers				
Operating transfer out to Water/Sewer	61.1000	-	-	500,000
Operating transfer out to Tourism	61.1015	-	12,000	12,000
Operating transfer out to Aquatic Park	61.1050	22,402	9,632	6,910
		22,402	**21,632**	**518,910**
Total Expenditures		**981,345**	**1,212,455**	**1,456,445**

Finance Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	128,760
51.1300	Overtime	$	4,500
51.2105	Group Health/Dental Insurance	$	26,449
51.2110	Group Life Insurance	$	452
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	10,194
51.2400	Retirement Contr. Employer *GMA Retirement Plan $20,000*	$	25,134
51.2500	Tuition reimbursements	$	2,000
51.2600	Unemployment Insurance	$	400
51.2700	Workers Comp	$	1,520
	Purchased / Contracted Services		
52.1210	Audit	$	12,000
52.1231	Employment physicals & tests	$	50
52.2201	Computer maintenance	$	28,000
52.2202	Copier Maintenance	$	4,000
52.2203	Office Equip Maintenance	$	2,000
52.2205	Alarm system maintenance	$	300
52.3210	Telephone *Includes long distance, cellular and internet services*	$	6,000
52.3220	Postage	$	3,000

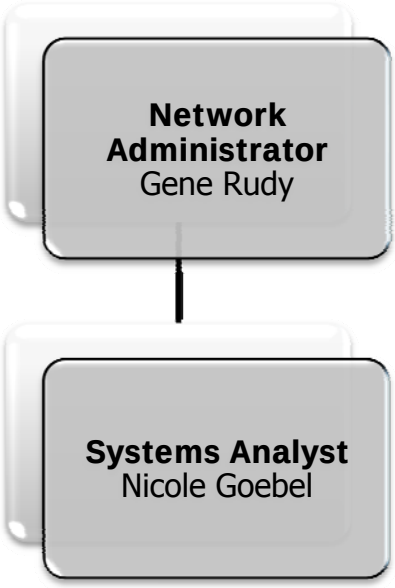
Finance Expenditure Descriptions

Account #			Amount
52.3300	Advertising	$	2,500
	Public Hearings		
52.3500	Travel	$	4,500
	Finance Level I & GGFOA		
	Accounting/Purchasing to keep certification		
52.3600	Dues and fees	$	1,000
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	$	4,000
	Supplies		
53.1110	Office supplies	$	3,100
53.1120	Computer supplies	$	5,500
53.1130	Copier supplies	$	3,500
53.1140	Miscellaneous supplies	$	6,000
53.1600	Small equipment	$	2,500
53.1601	Small equipment - Computers & software	$	500
53.1790	Tax administration	$	14,500
	Other Costs		
57.2300	Camden House	$	6,000
57.2500	PSA Funding	$	451,692

Finance Expenditure Descriptions

Account #			Amount
	Debt Services		
58.1201	Capital Lease - Principal Office Equipment	$	2,720
58.2201	Capital Lease - Interest Office Equipment	$	60
	Contingencies		
57.9100	Contingencies - *General Fund*	$	150,000
61.1000	Operating Transfer Out - Water/Sewer	$	500,000
61.1015	Operating Transfer Out - Tourism	$	12,000
61.1050	Operating Transfer Out - Aquatic Center	$	6,910
	Total	**$**	**1,456,445**

Information Technology Department



Information Technology

Overview

The Information Technology Department was added to the City in 2007. Currently the department has two full time employees that provide voice and data communication service to all departments.

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 Systems, Microsoft and other vendors, we are working on creating a strong and stable network able to carry us well into the 21st Century. We are utilizing server virtualization and purchasing Energy Star rated equipment. Our data centers are cooler and more energy efficient than four years ago. By working with partners and working with ever evolving trends, we are able to bring new technology and ideas to better serve you.

List of equipment currently in use

Laptops	51
Desktops	89
Printers	82
Servers	17
Networks	6
Phones	27
Blackberry Devices	7
Air cards	4

Projects completed in FY2010

Department	Projects Completed
Legislative	Records Scanning, Video Recording System, Council Video on Website, and Council Packets on Website
Fire	Upgrade Fire House software to 7.5, mobile command communications for City festivals, Support in implementation of availability software for Station 2.
Public Works	Camera Truck maintenance, office expansion, new facility setup, New network, new server installation, integration with City Hall network.
Building/Planning	Records Scanning, Wide-Format Scanning, Video Recording System, web postings for Waterfront Development Property Project.
Finance	Utility Billing & Bulk Mailing, Meter Reading Equipment setup, InCode Finance System Implementation.
Aquatic Center	World's Largest Swim Lesson-photos and publicity.
Senior Center	Setup communications with Senior Center and incorporate into City Hall network.
Information Technology	Cisco ASA IOS upgrades SSL VPN Licensing & Setup, Virtual Servers, Virtual Desktop Interfaces, Intranet, Centralized Communications, Microsoft Enterprise Licensing, and Implementation of Microsoft Exchange Server. Incorporation of Public Works with City Hall Exchange Environment.
ALL	Internetwork Connection (Creating 1 network).

Projects in Process

Information Technology	New City Website, Social Media, Emergency Communications Planning, Business Productivity Online Services, and dedicated environmental controls in data room, Microsoft Licensing Agreement, Mobile Communications contract, Training and Organizational Development.
Police	Redesign network and upgrade servers.
All	Active Directory Domain Services as well as Active Directory Federated Services, upgrade all networks to Windows 2008 domains.
Public Works	Review strategy for GIS Operations and resources needed.

Information Technology Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	99,399	98,355	98,343
Overtime	51.1300	63	100	100
Group Health/Dental	51.2105	10,780	11,566	12,368
Group Life Insurance	51.2110	228	251	251
Disability	51.2150	561	582	-
FICA contributions (employer)	51.2200	7,252	7,532	7,531
Retirement contributions (employer)	51.2400	3,460	3,935	3,938
Workers' compensation	51.2700	355	303	760
		122,098	**122,624**	**123,291**
Purchased / Contracted Services				
Employee Testing & Physicals	52.1231	-	200	200
Computer maintenance	52.2201	20,996	21,500	25,500
Vehicle Repairs	52.2223	-	500	500
Telephone	52.3210	4,173	3,500	3,500
Advertising	52.3300	-	100	100
Travel	52.3500	376	500	500
Dues and fees	52.3600	75	75	75
Professional subscriptions	52.3610	677	1,000	1,000
Education and training	52.3700	1,219	1,500	1,500
		27,516	**28,875**	**32,875**
Supplies				
Office supplies	53.1110	1,695	2,000	2,000
Computer supplies	53.1120	1,232	5,200	5,000
Miscellaneous supplies	53.1140	866	1,000	1,000
Gasoline	53.1270	99	1,000	750
Small equipment	53.1600	3,129	4,000	6,100
		7,021	**13,200**	**14,850**
Debt Service				
Capital Lease - Principal - Ford Escape	58.1202	-	3,784	3,100
Capital Lease - Interest - Ford Escape	58.2202	-	279	235
		-	**4,063**	**3,335**
Total Expenditures		**156,635**	**168,762**	**174,351**

Information Technology Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	98,343
51.1300	Overtime	$	100
51.2105	Group Health/Dental	$	12,368
51.2110	Group Life Insurance	$	251
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	7,531
51.2400	Retirement contributions (employer)	$	3,938
51.2700	Workers' Compensation	$	760
	Purchased/Contracted Services		
52.1231	Employee Testing & Physicals	$	200
52.2201	Computer Maintenance *Microsoft Agreement $16,000* *Web-site $9,500*	$	25,500
52.2223	Vehicle Repairs	$	500
52.3210	Telephone	$	3,500
52.3300	Advertising	$	100
52.3500	Travel *GMIS International Conference - Atlanta*	$	500
52.3600	Dues and fees *GMIS*	$	75
52.3610	Professional subscriptions *TechNet/MSDN Subscription*	$	1,000
52.3700	Education and training	$	1,500

Information Technology Expenditure Descriptions

Account #			Amount
	Microsoft Virtualization		
	CVIOG IT Leadership Program		
	Cisco Network Security		
	Supplies		
53.1110	Office supplies	$	2,000
53.1120	Computer supplies	$	5,000
	Inventory Equipment		
53.1140	Miscellaneous supplies	$	1,000
53.1270	Gasoline	$	750
53.1600	Small Equipment	$	6,100
	Tape Drive Backup		
	Laptop Replacement		
	Debt Service		
58.1202	Capital Lease - Principal - Ford Escape	$	3,100
58.2202	Capital Lease - Interest - Ford Escape	$	235
	Total	**$**	**174,351**

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
- Held first Joint Health Fair with Camden County, Kingsland & Woodbine at the Camden County PSA, which was a huge success with over 30 vendors participating

Goals

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

- Continue development of Health & Wellness Program
  - Joint Health Fair with Camden County, City of Kingsland & Woodbine
  - Explore other joint efforts with Camden County, City of Kingsland & Woodbine to enhance employee health & wellness

- 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 and life, while monitoring & controlling costs
  - Maintain or improve current level of Workers Compensation benefits
  - Reduce cost of General Liability insurance

- 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

- 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.

Human Resource Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	86,028	80,270	80,516
Overtime	51.1300	13	-	-
Group Health/Dental	51.2105	10,049	8,069	8,659
Group Life Insurance	51.2110	152	126	126
Disability	51.2150	405	308	-
FICA contributions (employer)	51.2200	6,271	6,141	6,160
Retirement contributions (employer)	51.2400	3,056	2,429	2,343
Workers' compensation	51.2700	375	248	751
		106,349	**97,591**	**98,555**
Purchased / Contracted Services				
Employee Testing & Physicals	52.1231	4,630	4,000	4,000
Computer maintenance	52.2201	1,400	200	100
Telephone	52.3210	2,396	2,000	2,000
Postage	52.3220	11	100	50
Advertising	52.3300	-	100	50
Travel	52.3500	-	1,000	700
Dues and fees	52.3600	245	300	300
Professional subscriptions	52.3610	-	800	800
Education and training	52.3700	5,000	2,000	1,500
Other	52.3900	1,966	3,000	3,000
		15,648	**13,500**	**12,500**
Supplies				
Office supplies	53.1110	31	300	200
Miscellaneous supplies	53.1140	1,925	2,500	1,000
		1,956	**2,800**	**1,200**
Total Expenditures		**123,953**	**113,891**	**112,255**

Human Resource Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	80,516
51.2105	Group Health/Dental	$	8,659
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer)	$	6,160
	Salaries and wages x 7.65%		
51.2400	Retirement contributions (employer)	$	2,343
51.2700	Workers' Compensation	$	751
	Purchased/Contracted Services		
52.1231	Employee Testing & Physicals	$	4,000
	Employee Assistance Program		
52.2201	Computer maintenance	$	100
52.3210	Telephone	$	2,000
52.3220	Postage	$	50
52.3300	Advertising	$	50
52.3500	Travel	$	700
52.3600	Dues and fees	$	300
	Society for Human Resources, Georgia Local Personnel Association		
52.3610	Professional subscriptions	$	800
	Subcription to HR.BLR-website for training matrials, forms, law updates, etc.		
52.3700	Education and training	$	1,500
52.3900	Other	$	3,000
	Employee Appreciation & Employee of the Month/Year		

Human Resource Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office supplies	$	200
53.1140	Miscellaneous supplies	$	1,000
	Safety for all departments		
	Total	**$**	**112,255**

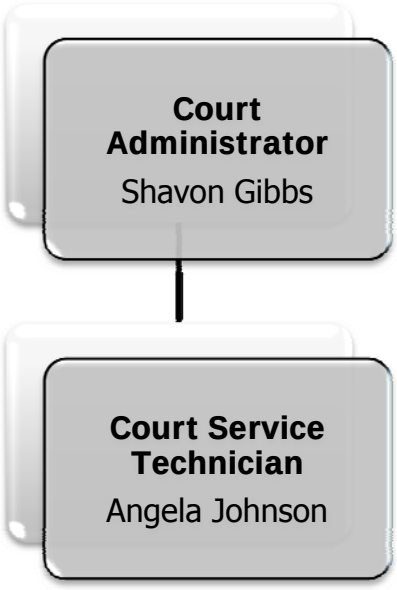
General Government Building Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Purchased/Contracted Services				
Custodial	52.2130	27,730	26,000	26,000
Building repairs	52.2221	14,627	25,000	22,000
Property/Liability Ins	52.3110	54,550	58,250	55,500
		96,907	**109,250**	**103,500**
Supplies				
Water/sewerage	53.1210	3,189	5,000	5,000
Electricity	53.1230	45,312	50,000	56,000
Building repair supplies	53.1721	21,991	35,000	25,000
		70,492	**90,000**	**86,000**
Capital Outlays				
Site Improvements	54.1200	10,870	40,000	10,000
Equipment	54.2500	23,898	-	-
		34,768	**40,000**	**10,000**
Debt Service				
Capital Lease - Principal - Sound System	58.1204	4,240	4,575	6,017
Other Debt - Principal - Police Facility	58.1300	138,816	-	-
Capital Lease Interest - Sound System	58.2204	582	750	413
Other Debt - Interest - Police Facility	58.2300	2,320	-	-
		145,958	**5,325**	**6,430**
Total Expenditures		**348,125**	**244,575**	**205,930**

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	$	22,000
	Air conditioning in all buildings (service work)		
	Fire extinguisher service for all buildings		
	Telephone line repairs		
	Miscellaneous unpredicted repairs		
52.3110	Property/Liability Insurance	$	55,500
	Supplies		
53.1210	Water/Sewerage	$	5,000
	Public Works (85%)		
53.1230	Electricity	$	56,000
	All public works buildings		
53.1721	Building repair supplies - *All City buildings*	$	25,000
	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	$	10,000
	Misc. Projects		
	Debt Service		
58.1204	Other Debt - Principal	$	6,017
58.2204	Other Debt - Interest	$	413
	Total	**$**	**205,930**

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 Municipal Court continues to effectively submit all suspension notices and withdrawal of suspension notices to proper agencies electronically. Successfully able 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 continues to protect the integrity of the judicial process.

Goals

The Municipal Court has several long term goals and objectives that we will continue to strive for and achieve. 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.

Performance Measures

	Performance Indicators	Actual FY 08/09	Projected FY 09/10	Projected FY 10/11
Output	Citations Processed	2381	2000	2196
	Bond Forfeitures Processed	875	959	912
	Failure to Appear Warrants	63	45	60
	Suspension Notices Issued	72	127	96
	# of Defendants Put on Probation	100	129	120
	Fines/Fees Assessed	$346,390.49	$264,419.48	$305,405.04
Efficiency & Effectiveness	% of Processed Citations Adjudicated	90.68%	94.13%	92.04%
	% of Processed Citations Reduced to Warnings	20.74%	2.5%	1.2%

Municipal Court Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Judge	51.1105	12,000	15,000	15,000
Court Clerks	51.1110	55,199	51,277	51,277
Overtime	51.1310	209	1,000	500
Group Health/Dental	51.2105	269	268	491
Group Life Insurance	51.2110	133	126	126
Disability	51.2150	228	200	-
FICA contributions (employer)	51.2200	4,185	4,000	3,961
Retirement Contribution (employer)	51.2400	2,103	2,677	1,442
Workers Compensation	51.2700	1,044	160	636
		75,370	**74,708**	**73,433**
Purchased / Contracted Services				
Other Professional Svcs	52.1240	3,616	1,500	1,000
Computer maintenance	52.2201	-	500	500
Equipment maintenance	52.2203	-	957	957
Telephone	52.3210	947	1,000	1,000
Postage	52.3220	230	500	350
Travel	52.3500	2,249	3,500	3,000
Dues & Fees	52.3600	386	1,000	1,000
Education and training	52.3700	975	2,000	2,000
		8,403	**10,957**	**9,807**
Supplies				
Copier Supplies	53.1130	414	800	800
Miscellaneous supplies	53.1140	935	1,000	600
Small Equipment	53.1600	-	500	500
		1,349	**2,300**	**1,900**
Other Costs				
Court Ware Fee	57.3170	10,668	12,000	11,000
DATE	57.3171	2,842	2,500	2,500
DETF - GSCCCA	57.3172	8,738	10,000	8,750
County Jail Fund	57.3173	20,262	25,000	22,000
Local Victims Fund	57.3174	10,350	11,000	11,000
DUI Victims Fund	57.3175	422	750	1,000
POPT Police Training Fund	57.3176	40,583	45,000	42,000
Police Officers A&B Fund	57.3177	11,197	14,000	13,000
Brain & Spinal Injury Fund	57.3178	970	1,500	1,500
Probation fee	57.3179	725	1,000	1,000
		106,757	**122,750**	**113,750**
Total Expenditures		**191,879**	**210,715**	**198,890**

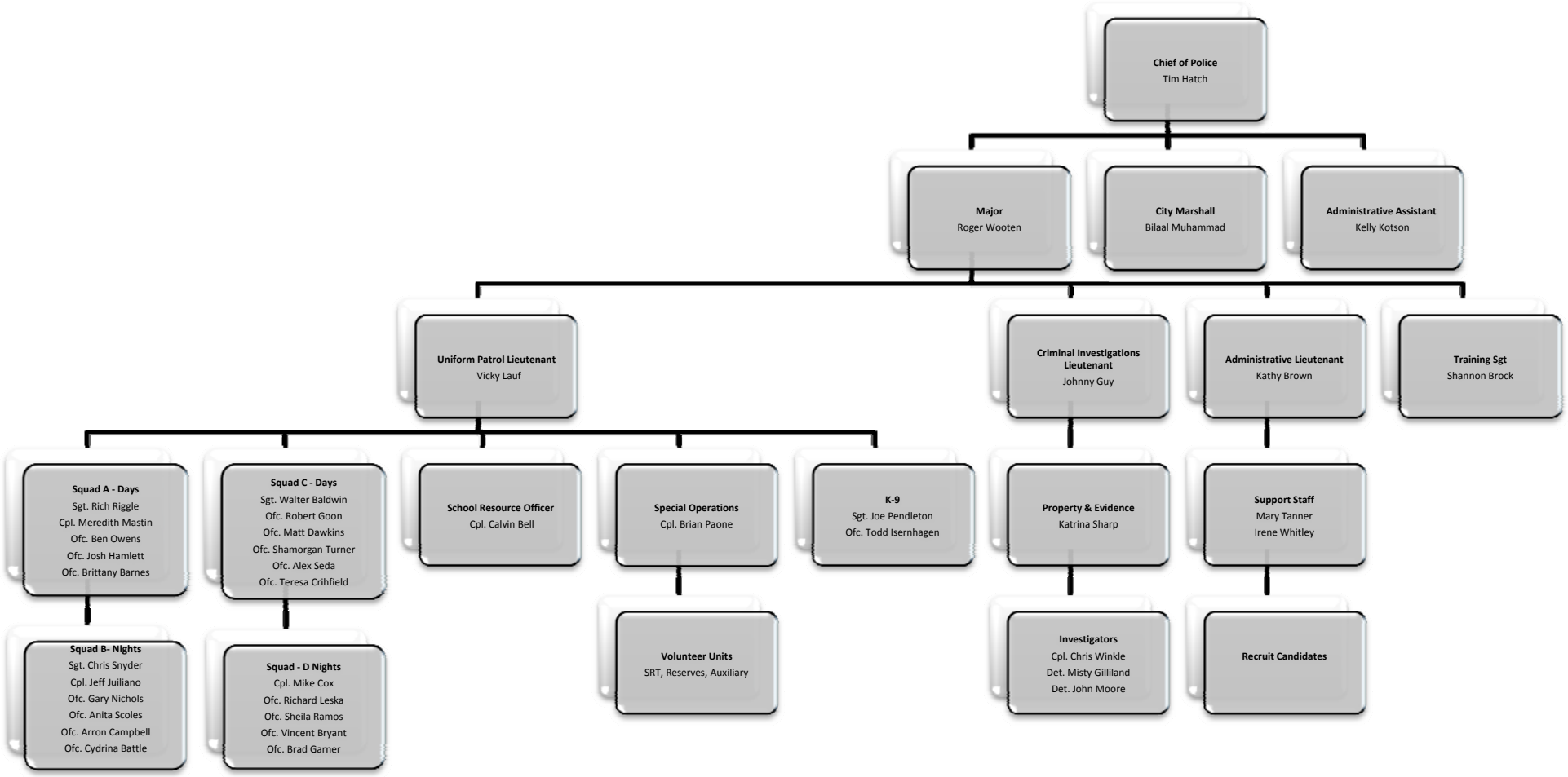
Municipal Court Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1105	Municipal Judge	$	15,000
51.1110	Court clerks	$	51,277
51.1310	Court Overtime	$	500
51.2105	Group Health/Dental Insurance	$	491
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer)	$	3,961
51.2400	Retirement contribution (employer)	$	1,442
51.2700	Workers Compensation	$	636
	Purchased/Contracted Services		
52.1240	Other professional services	$	1,000
	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	$	350
52.3500	Travel	$	3,000
52.3600	Dues & fees	$	1,000
52.3700	Education and training	$	2,000
	Judges training, mandatory training for courts		
	Supplies		
53.1130	Copier supplies	$	800

Municipal Court Expenditure Descriptions

Account #			Amount
53.1140	Miscellaneous supplies *Pens, paper, envelopes, sanitizer, etc.*	$	600
53.1600	Small Equipment	$	500
	Other Costs - *Pass-through funds from Court Fines*		
57.3170	Court Ware Fee	$	11,000
57.3171	DATE	$	2,500
57.3172	DETF - GSCCCA	$	8,750
57.3173	County Jail Fund	$	22,000
57.3174	Local Victims Fund	$	11,000
57.3175	DUI Victims Fund	$	1,000
57.3176	POPT Police Training Fund	$	42,000
57.3177	Police Officers A&B Fund	$	13,000
57.3178	Brain & Spinal Injury Fund	$	1,500
57.3179	Probation Fees	$	1,000
	Total	**$**	**198,890**

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

The Departmental goals for Fiscal Year 2011 include the following:

1 – Complete the spend-out of the Jag Byrne Grant to implement the departmental narcotics K-9 program.

2 – Begin the process of editing, revising and re-writing the departmental Policy Manual.

3 – Maintain full staffing levels in the face of severe economic problems, to include the hiring freeze.

4 – Seek additional sources of outside funding through available grants.

2009 accomplishments with 2008 comparison

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.

PRODUCTIVITY	2008	2009
TOTAL NUMBER OF TICKETS	2641	2565*
TOTAL BOND AMOUNT	$496,643.95	$416,152.77
TOTAL NUMBER OF ACCIDENTS	499	464
TOTAL NUMBER OF PEOPLE INJURED	101	106
TOTAL NUMBER OF FATALITIES	1	0
MURDER	0	0
RAPE	10	4
ARMED ROBBERY	20	12
AGGRAVATED ASSAULT	91	135
BURGLARY	96	115
LARCENY-THEFT ($200 +)	181	265
MOTOR VEHICLE THEFT	24	37
JUVENILE OFFENDERS	143	157
TOTAL CASES ASSIGNED	304	395
TOTAL CLEARED/CLOSED	201	118
ADULT ARRESTS	713	626
JUVENILE ARRESTS	14	16
TOTAL NARCOTICS ARRESTS	120	116
IN-CAR VIDEO AUDITS	35	153

* Ticket writing for 2010 has increased with approximately 1,781 tickets being issued during the first six months of the year.

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 2008 by the FBI is 2.6 officers per 1,000 citizens. (See the FBI UCR statistics at: http://www.fbi.gov/ucr/cius2008/data/table_71.html - Group V Cities, South Atlantic region.)

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
2010	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 FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	1,508,581	1,516,179	1,493,414
Overtime - Regular employees	51.1300	66,700	100,000	100,000
Group Health/Dental Insurance	51.2105	176,584	223,107	222,470
Group Life Insurance	51.2110	4,168	4,636	5,016
Disability	51.2150	7,507	8,060	-
FICA contributions (employer)	51.2200	115,058	123,638	121,896
Retirement contribution (employer)	51.2400	76,196	105,756	62,463
Tuition reimbursements	51.2500	-	1,000	2,000
Workers Compensation	51.2700	43,987	44,284	37,940
Clothing allowance	51.2930	2,500	2,500	3,000
		2,001,281	**2,129,160**	**2,048,199**
Purchased/Contracted Services				
Medical	52.1230	34,472	42,700	30,000
Employment physicals & tests	52.1231	1,467	2,500	2,000
Other Professional Services	52.1240	10,735	-	-
Computer maintenance	52.2201	5,384	7,000	8,000
Copier maintenance	52.2202	5,941	10,080	10,080
Radio maintenance	52.2204	5,682	7,500	7,500
Alarm system maintenance	52.2205	720	800	800
Small equipment repairs	52.2216	356	2,000	2,000
Radio & electronics repairs	52.2220	1,026	34,359	5,000
Building repairs	52.2221	4,362	40,875	5,000
Vehicle repairs	52.2223	4,478	20,000	20,000
Property/Liability Ins	52.3110	36,246	38,234	33,000
Telephone	52.3210	18,147	21,000	17,236
Computer links	52.3211	913	2,060	2,060
Postage	52.3220	867	2,000	2,000
Advertising	52.3300	-	500	-
Printing & Binding	52.3400	824	2,000	2,000
Travel	52.3500	24,583	21,500	20,000
Dues and fees	52.3600	738	3,100	3,200
Professional Subscriptions	52.3610	504	500	500
Education and training	52.3700	2,349	25,500	5,000
Other Purchased Services	52.3900	-	3,000	-
		159,794	**287,208**	**175,376**
Supplies				
Office supplies	53.1110	2,764	3,000	3,500

Police Department Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Computer supplies	53.1120	1,225	3,000	3,000
Copier supplies	53.1130	1,137	1,500	1,500
Miscellaneous supplies	53.1140	3,839	3,500	3,500
Criminal Investigation supplies	53.1160	3,192	11,000	6,725
Crime prevention supplies	53.1170	347	1,500	-
Police Auxilliary supplies	53.1172	-	1,500	-
Water/sewerage	53.1210	2,781	3,500	3,500
Electricity	53.1230	35,906	45,000	45,000
Street lighting	53.1231	121	125	200
Gasoline	53.1270	82,930	96,200	111,735
Books and periodicals	53.1400	1,148	2,000	2,000
Small equipment	53.1600	6,036	59,850	35,537
Small equipment supplies	53.1601	1,571	2,000	1,000
Small equipment - Computers & software	53.1610	2,393	12,400	1,000
Safety Supplies	53.1701	1,002	2,000	2,000
Uniforms & replacements	53.1702	22,336	37,500	28,755
Building repair supplies	53.1721	1,884	5,000	5,000
Vehicle repair supplies	53.1723	21,208	27,500	20,000
		191,820	**318,075**	**273,952**
Capital Outlays				
Vehicles	54.2200	129,673	-	-
Equipment	54.2500	16,007	38,031	39,290
		145,680	**38,031**	**39,290**
Debt Service				
Capital Lease - Principal - Vehicles	58.1207	240,120	146,883	123,320
Capital Lease - Interest - Vehicles	58.2207	15,809	10,562	4,930
		255,929	**157,445**	**128,250**
Total Expenditures		**2,754,504**	**2,929,919**	**2,665,067**

Police Expenditure Descriptions

Account #				Amount
	Salaries, Wages and Employee Benefits			
51.1100	Regular employees		$	1,493,414
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		$	222,470
51.2110	Group Life Insurance		$	5,016
51.2200	FICA contributions (employer)		$	121,896
	Salaries, wages and clothing allowance x 7.65%			
51.2400	Retirement - Employer Contribution		$	62,463
51.2500	Tuition reimbursements		$	2,000
51.2700	Workers Comp		$	37,940
51.2930	Clothing allowance		$	3,000
	Plain-clothes Officers @ $500.00 (5 Detectives & City Marshal)			
	Purchased/Contracted Services			
52.1230	Medical		$	30,000
	Rape victim processing, evaluations at Camden Medical			
52.1231	Employment physicals & tests		$	2,000
	Physicals, psychological, entrance exams, drug screens			
52.2201	Computer maintenance		$	8,000
	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*		
	Service fee	*$ 5,080*		

Police Expenditure Descriptions

Account #			Amount
52.2204	Radio maintenance	$	7,500
	Hasty's Motorola /plus contingency for tower		
52.2205	Alarm monitoring	$	800
	(Includes funding for maintenance of the system.)		
52.2216	Small equipment repairs	$	2,000
	Contingency for unplanned damages.		
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	$	33,000
52.3210	Telephone	$	17,236
	Pagers, TDS, cell phones, TDS Internet, long distance		
	This request includes adding cell phones for the Division		
	Commanders, CID and the K-9 Positions (6 additional cell phones)		
52.3211	Computer links	$	2,060
	Georgia Law Enforcement Network		
	Web Hosting Services (Bobcop)		
52.3220	Postage	$	2,000
52.3400	Printing and Binding	$	2,000
52.3500	Travel	$	20,000
	2 slots at the Academy (2 x $6,000)		
	Travel funds for training and conferences, all employees		

Police Expenditure Descriptions

Account #				Amount
52.3600	Dues & fees		$	3,200
	GACP, IACP, GPAC, Chaplin, LiDar-Radar-Recerts			
	CVSA Recertification ($300)			
52.3610	Professional subscriptions		$	500
52.3700	Education and training		$	5,000
	Conference fees (Chief, Marshal, TAC, CID)	*$ 2,000*		
	Tuition for external training, all employees	*$ 3,000*		
	Supplies			
53.1110	Office supplies		$	3,500
	($500 increase for flipcharts and easels)			
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		$	6,725
	Undercover operations funds	*$ 1,725*		
	Latent print and bio fluid kits	*$ 4,000*		
	Evidence collection supplies/sexual assault kits	*$ 1,000*		
53.1210	Water/Sewerage		$	3,500
53.1230	Electricity		$	45,000
53.1231	Street lighting		$	200
	Firing range @$10/month			

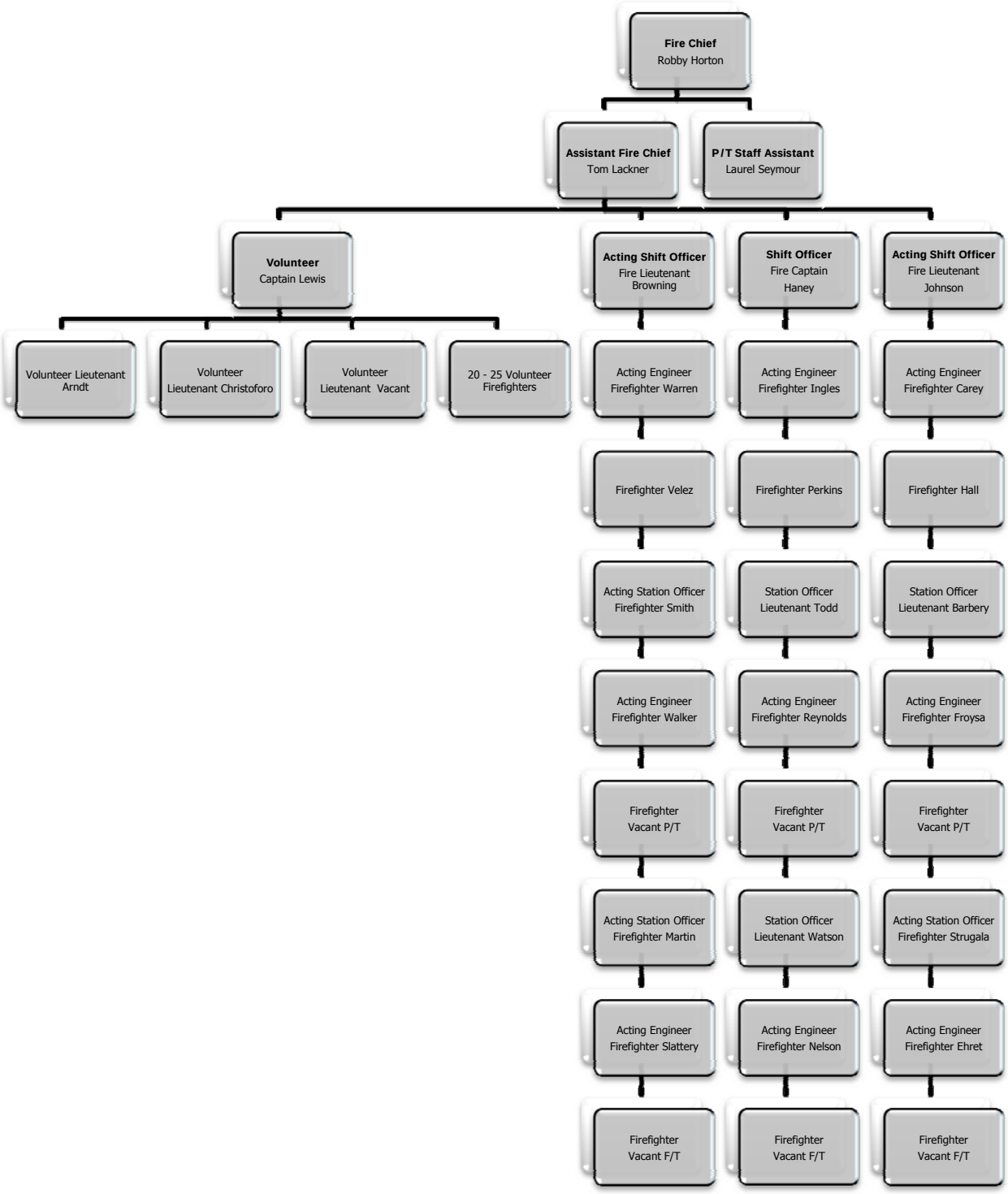
Police Expenditure Descriptions

Account #				Amount
53.1270	Gasoline		$	111,735
	Patrol Officers			
	700 miles per pay period x 26 pay periods (Avg. individual miles) =	*18,200*		
	26 Patrol Positions x 18200 miles (Patrol Division miles) =	*473,200*		
	Staff Officers (averaging 15% of Patrol Miles)			
	11 Officers driving 105 miles per pay period (miles/yr) =	*30,030*		
	Total Departmental Miles (151,970 less than last year) =	***521,430***		
	Total Gallons of Fuel (total miles divided by 14 MPG) =	*37,245*		
	Estimated cost for fuel by the gallon =	*$ 3.00*		
	Total budget need (gallons multiplied by cost/gallon) =	*$ 111,735*		
53.1400	Books and periodicals		$	2,000
	Ticket books and updated criminal/traffic code books			
53.1600	Small equipment		$	35,537
	Assorted emergency items for vehicles	*$ 5,000*		
	Simunitions	*$ 1,050*		
	Less-Lethal Munitions	*$ 1,635*		
	Taser Cartridges (40 for issue, 148 for training)	*$ 1,550*		
	Taser batteries, replacements ($42 x 6)	*$ 252*		
	Ammunition	*$ 18,700*		
	Portable radios (5 x $600)	*$ 3,000*		
	Shoulder Microphones (10 x $50)	*$ 500*		
	Targets, safety glasses and range supplies	*$ 1,900*		
	Replace water damaged carpet	*$ 1,500*		
	Lateral file storage cabinet	*$ 450*		
	Total:	*$ 35,537*		
53.1601	Small equipment supplies		$	1,000
	Armorer's supplies - whole department	*$ 500*		
	Batteries, rechargeable batteries, cords, etc.	*$ 500*		
53.1610	Small equipment - Computers & software		$	1,000
	Replacement parts - contingency	*$ 1,000*		
53.1701	Safety Supplies			
	Replacement batteries, marking tape, marking paint,		$	2,000
	flashlight, ASP baton, restraints, vests, keys, etc.			

Police Expenditure Descriptions

Account #				Amount
53.1702	Uniforms and replacements		$	28,755
	30 sets of uniform items ($300 per officer)	*$ 9,000*		
	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	*$ -*		
	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		$	20,000
	Parts and supplies for work completed at City Shop	*$ 20,000*		
	Vehicle Rental Funds - covert surveillance	*$ -*		
	Capital Outlays			
54.2500	Equipment		$	39,290
	54- ICOP recorders, mics, batteries and cables	*$ 22,290*		
	Video Security System	*$ 2,000*		
	*Police Dog ** Paid for by Grant*	*$ 15,000*		
	Debt Service			
58.1207	Capital Lease - Principal		$	123,320
58.2207	Capital Lease - Interest - Vehicles		$	4,930
		Total	**$**	**2,665,067**

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). This level has remained through 2010, and is the level that has been budgeted for the FY2011 Budget. 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 1,740 calls for service-

- 75 Structure Fires
- 1279 EMS/Rescue calls

- 177 Hazardous Conditions
- 47 Service Calls
- 56 Good Intent Calls
- 87 False Alarms
- 8 Weather/ Disaster

Average Response Time = 4.94 minutes
Volunteer Hours 2.406, if paid $46,944.38 dollars.

Responded to properties valued at an estimated $4,074,250 with a loss of $959,950 dollars which equates to an average of a 24% loss to fires in structures we respond to.

Fire Prevention Activities:

- 750 Fire Inspections
- 194 Plan & Reviews
- 1914 Fire Hydrant Inspections
- 137 Pre Fire Plans
- 743 Burn Permits issued
- 2500 Children seen as a part of a Fire Safety Lesson

We averaged 198 hours of training per Fire Fighter.

- 2185 hours of Company Training
- 305 hours Driver Operator Training
- 275 hours on Hazardous Materials Training
- Attended 6 Hazardous Materials Drills on the Base
- Participated in three table tops through GMAG and GMA

Chief Horton continues to serve as the Area 5 GMAG Coordinator as well as the Chair of the Fire Committee of the All Hazard Council for Area 5.

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. We are still actively pursuing Fire Act Grants, for equipment, and the SAFER Grant, for personnel. This budget does not reflect any monies associated with these grants.

Fire Department Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	849,993	801,431	809,301
Overtime	51.1300	85,669	94,934	96,479
Group Health/Dental	51.2105	103,851	114,912	114,280
Group Life Insurance	51.2110	2,657	2,808	2,885
Group Life Insurance - Volunteer firefighters	51.2115	1,000	1,095	1,196
Disability	51.2150	4,191	3,164	-
Disability - Volunteer firefighters	51.2155	903	1,000	1,000
FICA contributions (employer)	51.2200	68,425	68,572	69,292
Retirement - Employer contribution	51.2400	41,378	63,918	34,149
Tuition reimbursements	51.2500	-	2,000	2,000
Workers Compensation	51.2700	50,991	26,078	55,964
Employee awards & picnic	51.2910	115	350	350
		1,209,173	**1,180,262**	**1,186,896**
Purchased / Contracted Services				
Employment physicals & tests	52.1231	17,586	15,000	13,000
Engineers/Consultants	52.1310	-	-	7,500
Equipment testing	52.1340	6,797	13,320	7,765
Computer maintenance	52.2201	-	3,000	3,000
Copier maintenance	52.2202	614	720	720
Radio maintenance	52.2204	100	9,700	5,200
Generator maintenance	52.2207	2,282	5,400	6,000
Small equipment repairs	52.2216	379	1,500	1,500
Building repairs	52.2221	10,486	13,000	8,800
Vehicle repairs	52.2223	10,559	28,523	16,650
Property/Liability Insurance	52.3110	8,290	9,300	9,075
Telephone	52.3210	6,635	9,500	8,101
Postage	52.3220	492	500	500
Advertising	52.3300	205	500	250
Printing and binding	52.3400	-	500	250
Travel	52.3500	3,185	10,000	9,695
Dues and fees	52.3600	635	1,250	1,250
Professional subscriptions	52.3610	1,015	1,040	1,040
Education and training	52.3700	5,231	8,875	8,475
		74,491	**131,628**	**108,771**

Fire Department Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Supplies				
Office supplies	53.1110	1,265	3,000	1,924
Computer supplies	53.1120	1,599	1,400	1,101
Copier supplies	53.1130	632	550	500
Miscellaneous supplies	53.1140	4,661	8,800	5,000
Photographic supplies	53.1150	-	100	100
Fire prevention supplies	53.1173	1,558	3,000	2,000
Water/sewerage	53.1210	2,605	3,500	3,000
Electricity	53.1230	20,106	28,650	25,000
Bottled gas	53.1240	-	400	400
Gasoline	53.1270	22,654	33,500	25,500
Books and periodicals	53.1400	1,499	1,750	1,750
Small equipment	53.1600	18,548	26,625	15,065
Small equipment supplies	53.1601	3,194	3,995	3,395
Small equipment - Computers & software	53.1610	10,347	7,100	7,900
Small equipment - Furniture	53.1620	1,244	1,250	1,000
Other supplies	53.1700	2,172	5,825	4,742
Safety supplies	53.1701	20,397	23,575	15,324
Uniforms & replacements	53.1702	4,361	9,500	8,430
Building repair supplies	53.1721	1,300	3,950	3,950
Vehicle repair supplies	53.1723	8,973	4,950	3,750
		127,115	**171,420**	**129,831**

Debt Service				
Capital Lease - Principal - Aerial & pumper trks	58.1200	108,650	97,031	67,952
Capital Lease - Principal -Vehicles	58.1206	6,410	6,176	1,740
Capital Lease - Interest - Aerial & pumper trks	58.2200	10,384	5,550	6,442
Capital Lease - Interest - Vehicles	58.2206	804	483	218
		126,248	**109,240**	**76,352**

Total Expenditures	**1,537,027**	**1,592,550**	**1,501,850**

Fire Department Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	809,301
51.1300	Overtime	$	96,479
	Training, meetings, coverage of unfilled positions		
51.2105	Group Health/Dental	$	114,280
51.2110	Group Life Insurance	$	2,885
51.2115	Group Life Insurance - *Volunteer Firefighters*	$	1,196
51.2155	Disability - *Volunteer Firefighters*	$	1,000
51.2200	FICA contributions (employer)	$	69,292
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer contribution	$	34,149
51.2500	Tuition reimbursements	$	2,000
51.2700	Workers Comp	$	55,964
51.2910	Employee awards & picnic	$	350
	Volunteer awards		
	Purchased/Contracted Services		
52.1231	Annual & Pre-employment Physicals/Tests	$	13,000
	Physicals, Hepititus vaccinations, blood work, treadmill/EKG		
	Tetneus, drug testing, PFT, CBC, PSA, hearing test, chest X-rays		
52.1310	Engineers/Consultants - ISO Consult	$	7,500
52.1340	Equipment testing	$	7,765
	Breathing Air Testing		
	Fire Extinguisher Servicing		
	Ladder, Hose & Pump Testing		
52.2201	Computer maintenance	$	3,000
52.2202	Copier maintenance	$	720
52.2204	Radio maintenance	$	5,200

Fire Department Expenditure Descriptions

Account #			Amount
52.2207	Generator maintenance	$	6,000
52.2216	Small equipment repairs	$	1,500
	Small Engine repair parts, BA parts		
52.2221	Building repairs	$	8,800
	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	$	8,101
	Includes long distance, cellular, pager and internet service		
52.3110	Property/Liability Insurance	$	9,075
52.3220	Postage	$	500
52.3300	Advertising	$	250
	Job postings and Fire Prevention ads		
52.3400	Printing and binding	$	250
52.3500	Travel	$	9,695
	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	$	8,475
	On-site training		

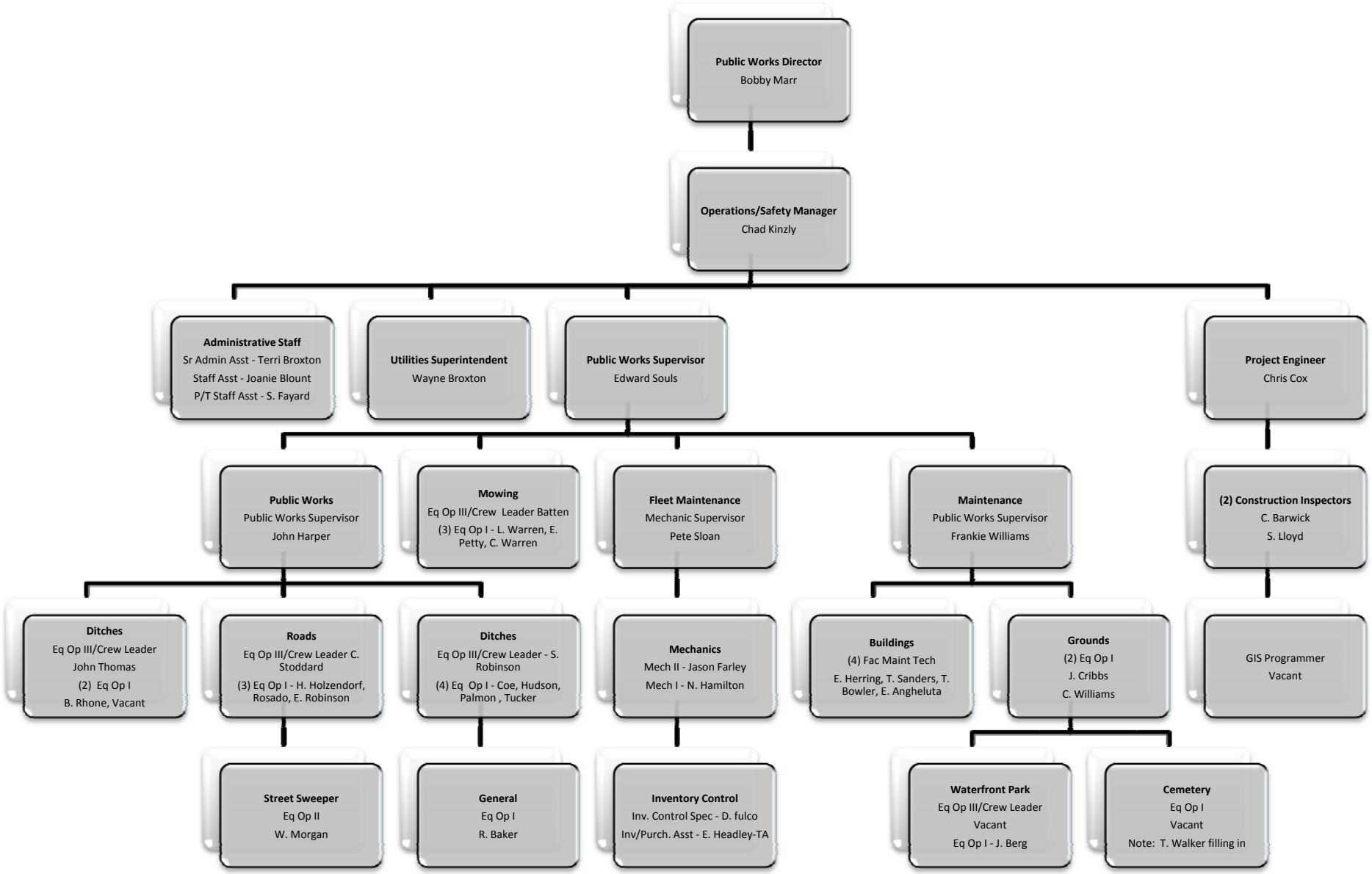
Fire Department Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office supplies	$	1,924
53.1120	Computer supplies	$	1,101
53.1130	Copier supplies	$	500
53.1140	Miscellaneous supplies *Cleaning Supplies, Paper Products*	$	5,000
53.1150	Photographic supplies	$	100
53.1173	Fire prevention supplies	$	2,000
53.1210	Water/Sewerage	$	3,000
53.1230	Electricity	$	25,000
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*	$	25,500
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*	$	15,065
53.1601	Small equipment supplies *Saw Blades, Misc.*	$	3,395
53.1610	Small equipment - Computers & software *2 Desk Top workstation computers, Computer for Command Trailer*	$	7,900
53.1620	Small equipment - Furniture *Mattresses Station 2 and 9*	$	1,000

Fire Department Expenditure Descriptions

Account #			Amount
53.1700	Other supplies	$	4,742
	Class A and B Foam, and a Storage Container		
53.1701	Safety supplies	$	15,324
	Nomex hoods, gloves, goggles, latex gloves, vests, boots		
	Turn Out gear, Medical supplies		
53.1702	Uniforms and replacements	$	8,430
	Shirts, pants, shoes, etc		
53.1721	Building repair supplies	$	3,950
	Step ladders, paint brushes, scrapers, paint		
53.1723	Vehicle repair supplies	$	3,750
	Debt Service		
58.1200	Capital Lease - principal	$	67,952
	Aerial & Pumper Truck		
58.1206	Capital Lease - principal	$	1,740
58.2200	Capital Lease - interest	$	6,442
	Aerial & Pumper Truck		
58.2206	Capital Lease - interest	$	218
	Total	**$**	**1,501,850**

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.

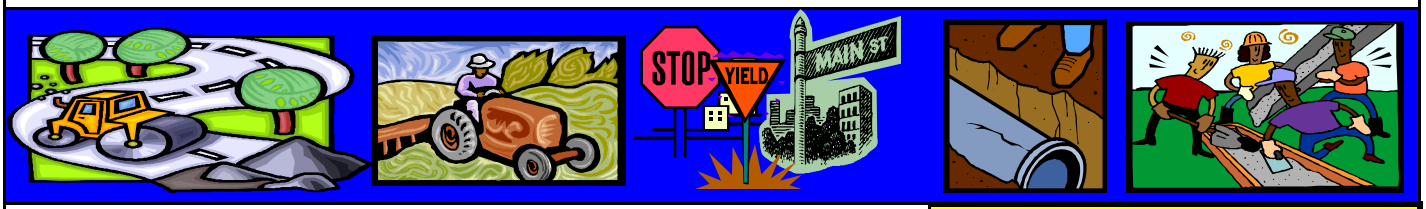
Fleet Maintenance has one crew. The mechanics are responsible for the maintenance and repairs of the City's entire fleet. The Public Works fleet consists of 65 vehicles and pieces of heavy equipment, the Water department has 18 and the Sewer department has 51. The Police department's fleet consists of 45 vehicles which includes two dragoons and one motorcycle. The Fire department has 15 vehicles. Administration

has a fleet of 3 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, weed eaters, 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 FY08/09**	**YTD FY09/10**	**Projected FY10/11**
Population	19,500	19,700	20,500
Number of Residential Units	7,200	7,450	7,550
Miles of Paved Streets	93	93	93
Miles of Sidewalks	21.5	21.5	22
Miles of Storm Water Pipes/Ditches/Canals	129	129	129
Performance Indicators	**Actual FY08/09**	**YTD FY09/10**	**Projected FY10/11**
Miles of Sidewalks Repaired/Replaced	1.84	1.5	2.0
Miles of SW Pipes/Ditches/Canals Cleaned/Repaired	20	20	20
Number of Potholes Repaired	38	89	100
Miles of Right-of-Way Mowing	807.5	1,100	1,200
Man Hours, Picking up Litter & Trash	1,080	4,200	8,640
Internal Requests for Building Maintenance Issues	431	356	400
Employees Flagger/Heavy Equipment Certified/Re-Certified	30	34	40

Public Works Information



FY 11 BUDGET	$ 1,965,274.00
Employees	40 full-time/1 part-time
Vehicles (Pickup Trucks/Cars)	22
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	5
Caution Light	1

Public Works Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	1,088,808	989,596	987,729
Overtime	51.1300	52,803	59,376	50,000
Group Health/Dental Insurance	51.2105	195,083	198,947	238,778
Group Life Insurance	51.2110	4,587	4,929	4,929
Disability	51.2150	7,548	7,849	-
FICA contributions (employer)	51.2200	82,691	80,247	80,104
Retirement -Employer contribution	51.2400	80,453	80,180	39,565
Unemployment Insurance	51.2600	4,359	-	-
Workers Compensation	51.2700	84,917	73,349	63,532
		1,601,249	**1,494,473**	**1,464,637**
Purchased/Contracted Services				
Employment physicals & tests	52.1231	220	850	500
Computer maintenance	52.2201	3,525	4,200	4,200
Copier maintenance	52.2202	-	275	500
Radio maintenance	52.2204	1,749	2,400	1,000
Alarm system maintenance	52.2205	420	420	420
Fuel system maintenance	52.2208	85	500	500
Vehicle repairs	52.2223	20,240	15,000	7,000
Rental of equipment and vehicles	52.2320	1,362	2,000	1,000
Telephone	52.3210	14,053	15,250	15,250
Postage	52.3220	404	500	500
Advertising	52.3300	1,157	1,000	1,000
Printing and binding	52.3400	193	200	200
Travel	52.3500	478	1,000	1,000
Dues and fees	52.3600	449	900	900
Professional subscriptions	52.3610	535	500	500
Education and training	52.3700	724	1,500	1,500
Licenses	52.3800	206	150	150
Contract labor - Prison detail	52.3851	10,243	-	-
		56,043	**46,645**	**36,120**
Supplies				
Office supplies	53.1110	1,318	2,000	2,000
Computer supplies	53.1120	1,379	2,000	2,500
Copier supplies	53.1130	563	650	650
Miscellaneous supplies	53.1140	8,156	8,000	7,000
Gasoline	53.1270	97,461	128,000	100,000
Small equipment	53.1600	10,017	20,000	19,000

Public Works Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Small equipment supplies	53.1601	7,195	16,000	13,000
Small equipment - Computers & software	53.1610	1,583	2,000	1,500
Safety supplies	53.1701	7,467	7,000	6,500
Uniforms & replacements	53.1702	13,513	17,000	16,000
Vehicle repair supplies	53.1723	43,540	55,000	53,000
		192,192	**257,650**	**221,150**
Capital Outlays				
Site Improvements	54.1200	1,250,739	-	-
Equipment	54.2500	4,570	-	-
		1,255,309	**-**	**-**
Debt Service				
Capital Lease - Principal - Vehicles/Equipment	58.1209	235,643	221,632	235,636
Capital Lease - Interest - Vehicles/Equipment	58.2209	28,003	17,167	7,731
		263,646	**238,799**	**243,367**
Total Expenditures		**3,368,439**	**2,037,567**	**1,965,274**

Public Works Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	987,729
	Current Full-time employees		
51.1300	Overtime	$	50,000
	6% of Regular employee salaries and wages		
51.2105	Group Health/Dental	$	238,778
51.2110	Group Life Insurance	$	4,929
51.2200	FICA contributions (employer)	$	80,104
	Salaries and wages x 7.65%		
51.2400	Retirement contributions (employer)	$	39,565
51.2700	Workers Compensation	$	63,532
	Purchased/Contracted Services		
52.1231	Employment physicals & tests	$	500
52.2201	Computer maintenance	$	4,200
	Cartegraph, GIS Maintenance, and Time Clock Plus		
52.2202	Copier maintenance	$	500
52.2204	Radio maintenance	$	1,000
	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	$	7,000
	Transmission repairs		
	Unpredicted (heavy equipment repairs)		
	Parts washer service		
	Rebuild motor		
52.2320	Rental of equipment and vehicles	$	1,000
52.3210	Telephone	$	15,250
	Telephone service (includes 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	$	2,500
53.1130	Copier supplies	$	650
53.1140	Miscellaneous supplies	$	7,000
	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	$	100,000
53.1600	Small equipment	$	19,000
	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	$	13,000
	Blades, weedeater string, batteries, etc		
53.1610	Small equipment - Computers & software	$	1,500
	Computers		
	Software upgrades		
53.1701	Safety supplies	$	6,500
	Safety glasses, gloves, vests, ear plugs, etc.		
	Hi-Vis Apparel (Per new federal regulations)		
53.1702	Uniforms and replacements	$	16,000
	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	$	53,000
	Vehicles and equipment		
	Routine maintenance including oil changes		
	Misc. motor replacements		
	Paint & body supplies		

Public Works Expenditure Descriptions

Account #			Amount
	Shop supplies		
	Blades for bush hog mowers		
	Blades for motor grader & loaders		
	General hydraulic repairs to mowers & equipment		
	Tires		
	Street Sweeper brooms		
	Debt Service		
58.1209	Capital Lease -Principal	$	235,636
58.2209	Capital Lease - Interest	$	7,731
		Total	**$ 1,965,274**

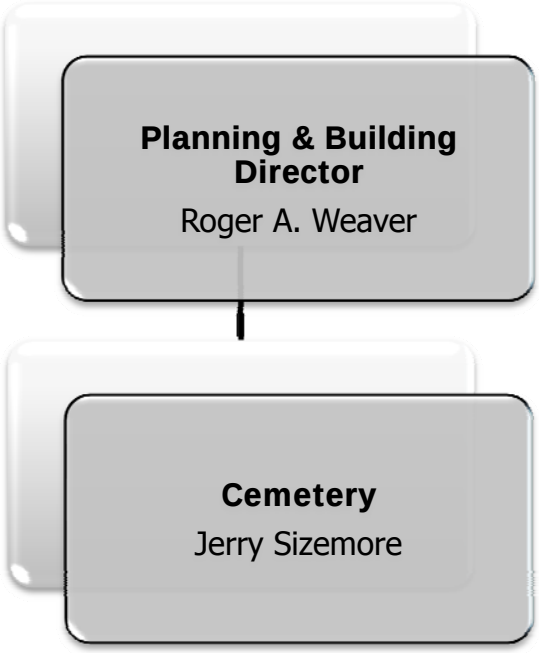
Highways and Streets

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Purchased/Contracted Services				
Road paving and drainage	52.2224	-	-	5,000
		-	**-**	**5,000**
Supplies				
Street lighting	53.1231	263,746	280,000	280,000
Road paving and drainage supplies	53.1724	3,985	5,000	9,000
		267,731	**285,000**	**289,000**
Total Expenditures		**267,731**	**285,000**	**294,000**

Highways and Streets Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.2224	Road Paving and Drainage	$	5,000
	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		
53.1724	Road Paving & Drainage Supplies	$	9,000
	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	**$**	**294,000**

Oak Grove Cemetery



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 City Clerk's office. The Building inspector identifies and marks the lot for burial.

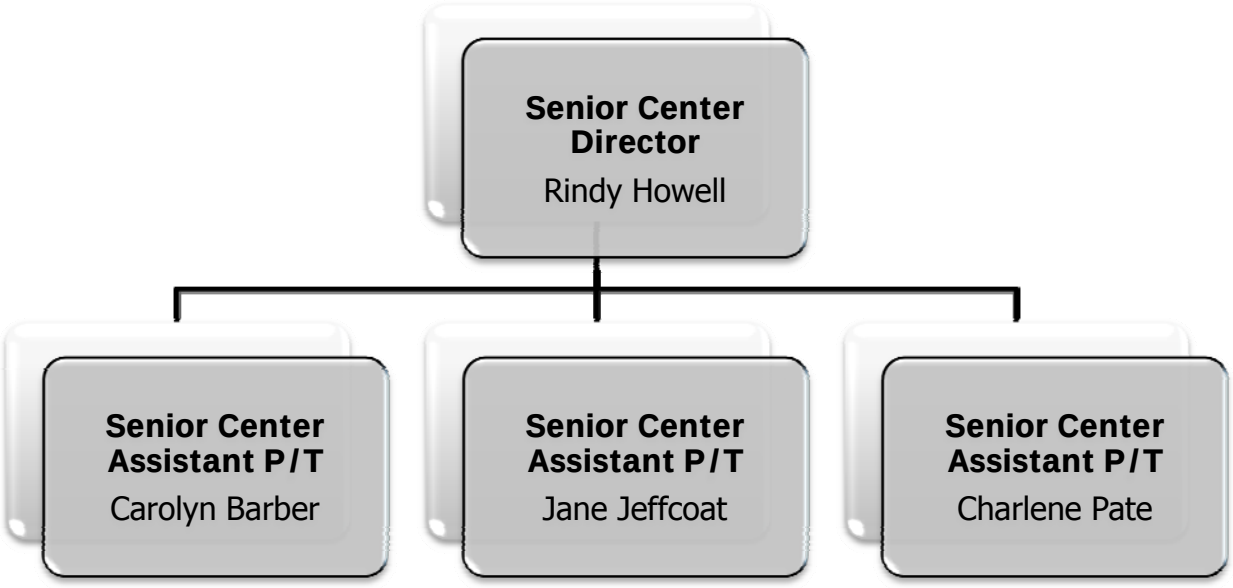
Cemetery Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Purchased/Contracted Services				
Computer maintenance	52.2201	-	275	275
Small equipment repairs	52.2216	-	500	500
Postage	52.3220	382	500	500
Advertising	52.3300	-	150	150
Dues & Fees	52.3600	545	550	550
Contract Labor	52.3850	-	10,000	5,000
		927	**11,975**	**6,975**
Supplies				
Miscellaneous Supplies	53.1140	532	500	500
Water/sewerage	53.1210	344	500	500
Electricity	53.1230	293	500	400
Small Equipment	53.1600	197	500	1,700
Small Equipment Supplies	53.1601	405	500	500
Cemetery work supplies	53.1704	99	400	300
		1,870	**2,900**	**3,900**
Total Expenditures		**2,797**	**14,875**	**10,875**

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	$	5,000
	Tree removal and storm drainage		
	Supplies		
53.1140	Miscellaneous Supplies	$	500
53.1210	Water/Sewerage	$	500
53.1230	Electricity	$	400
53.1600	Small Equipment	$	1,700
	Mower/Cart		
53.1601	Small Equipment Supplies	$	500
53.1704	Cemetery work supplies	$	300
	Total	**$**	**10,875**

Senior Citizens Center



Senior Citizens Center

Overview

The Senior Center is open to active senior citizens 55 years of age or older who live in St. Marys and are self reliant. The Senior Center is located at 120 Davis 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 FY10 fiscal year the Senior Director along with the Hospital Authority acquired a new facility. The new Senior Center is Located on Davis Street behind the Heritage Bank.

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. The goal for a Walking path is currently underway by the Senior Advisory Committee. Our main goal is to run a wonderful active senior program with as little cost as possible to the residents of St. Marys.

Senior Center Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	54,492	56,060	56,098
Overtime	51.1300	353	1,000	1,000
Group Health/Dental Ins	51.2105	8,347	7,802	8,659
Group Life Insurance	51.2110	114	126	126
Disability	51.2150	164	176	-
FICA contributions (employer)	51.2200	3,959	4,289	4,368
Retirement -Contribution Employer	51.2400	1,468	2,015	1,191
Workers Compensation	51.2700	231	342	634
		69,128	**71,810**	**72,076**
Purchased/Contracted Services				
Alarm system maintenance	52.2205	-	3,000	1,000
Vehicle repairs	52.2223	-	1,950	1,000
Property/Liability Insurance	52.3110	139	1,500	1,000
Telephone	52.3210	2,089	3,000	1,472
Advertising	52.3300	119	350	350
Travel	52.3500	-	500	250
Education and training	52.3700	50	1,000	500
		2,397	**11,300**	**5,572**
Supplies				
Computer supplies	53.1120	-	150	150
Copier supplies	53.1130	69	50	50
Miscellaneous supplies	53.1140	1,289	2,000	2,000
Water/sewerage	53.1210	456	600	650
Electricity	53.1230	3,548	4,000	5,000
Gasoline	53.1270	2,849	5,000	5,000
Food	53.1300	20,418	22,500	22,500
Small equipment	53.1600	117	2,550	1,000
		28,746	**36,850**	**36,350**
Debt Service				
Capital Lease - Principal	58.1201	8,974	8,652	9,055
Capital Lease - Interest	58.2201	1,125	671	275
		10,099	**9,323**	**9,330**
Total Expenditures		**110,370**	**129,283**	**123,328**

Senior Center Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	56,098
	1 full time / 3 Part-time		
51.1300	Overtime	$	1,000
51.2105	Group Health/Dental	$	8,659
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer)	$	4,368
	Salaries and wages x 7.65%		
51.2400	Retirement contributions (employer)	$	1,191
51.2700	Workers' Compensation	$	634
	Purchased/Contracted Services		
52.2205	Alarm system maintenance	$	1,000
	IDS		
52.2223	Vehicle repairs	$	1,000
52.3110	Property/Liability Insurance	$	1,000
52.3210	Telephone	$	1,472
52.3300	Advertising	$	350
52.3500	Travel	$	250
52.3700	Education and training	$	500
	Supplies		
53.1120	Office Supplies	$	150
53.1130	Copier supplies	$	50
53.1140	Miscellaneous supplies	$	2,000

Senior Center Expenditure Descriptions

Account #			Amount
53.1210	Water/Sewerage	$	650
53.1230	Electricity	$	5,000
53.1270	Gasoline	$	5,000
53.1300	Food	$	22,500
53.1600	Small Equipment *food warmers/carriers*	$	1,000
	Debt Service		
58.1201	Capital Lease - Principal	$	9,055
58.2201	Capital Lease - Interest	$	275
	Total	**$**	**123,328**

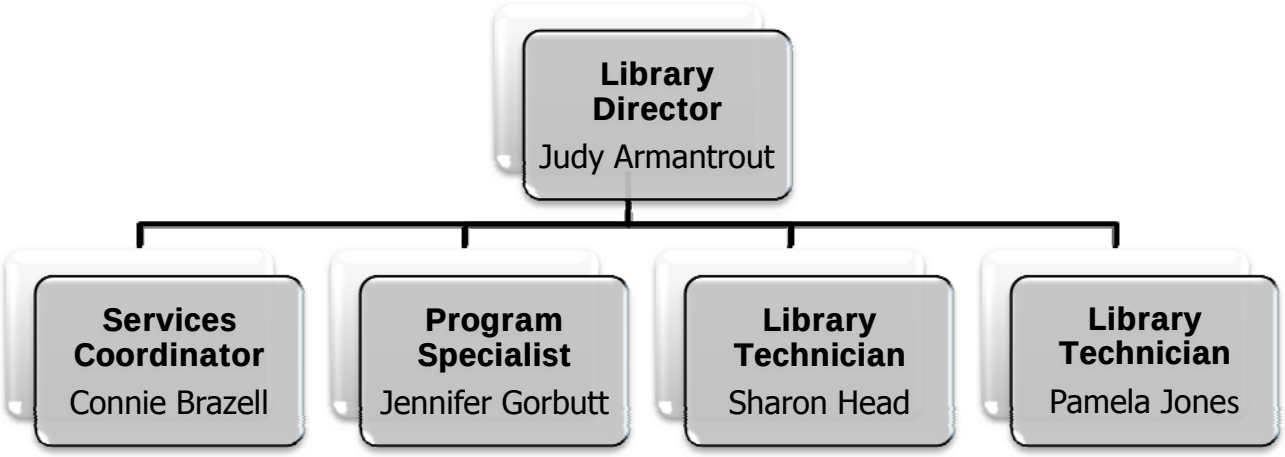
Parks Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Purchased / Contracted Services				
Building repairs	52.2221	291	1,500	500
Rental of equipment and vehicles	52.2320	-	900	900
Lab analysis fees	52.3650	80	20	20
		371	**2,420**	**1,420**
Supplies				
Water/sewerage	53.1210	6,950	10,000	10,000
Electricity	53.1230	12,609	17,000	14,000
Christmas equipment & supplies	53.1703	13,374	13,000	13,000
Public grounds maintenance supplies	53.1705	7,299	12,000	9,000
Building repair supplies	53.1721	7,013	10,000	10,000
		47,245	**62,000**	**56,000**
Capital Outlay				
Site Improvements	54.1200	51,800	25,000	10,000
		51,800	**25,000**	**10,000**
Total Expenditures		**99,416**	**89,420**	**67,420**

Parks Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.2221	Building repairs	$	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	$	14,000
	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	$	9,000
	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		
	Capital Outlays		
54.1200	Site Improvements	$	10,000
	Total	**$**	**67,420**

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 a renovation and addition underway. The library's current collection tops 42,000 items--books in large and regular print, audio books and movies on DVD. We circulate more than 100,000 items annually.

Services

Free use of the library computers is an invaluable asset for the entire community. Students use the computers to complete homework assignments. Tourists stay in touch with family and friends through email, and access on-line banking. Many patrons use the computers to look for a job or to start a business.

As the community center for enrichment, St. Marys Public Library is committed to providing a variety of resources to meet the lifelong learning needs of our citizens.

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
- Copy machines--15 cents per page
- Paperback exchange
- 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)
- Georgia Special Collection
- AR reading lists for all St. Marys schools
- Helen Ruffin Reading Bowl Books
- 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

Library Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	192,980	188,652	189,940
Overtime	51.1300	19	100	100
Group Health/Dental Ins	51.2105	20,531	22,058	23,495
Group Life Insurance	51.2110	570	627	627
Disability	51.2150	1,076	1,105	-
FICA contributions (employer)	51.2200	14,100	14,440	14,539
Retirement - Employer contribution	51.2400	9,499	11,080	6,327
Unemployment Insurance	51.2600	2,014	-	-
Workers Compensation	51.2700	824	569	992
Vehicle allowance	51.2920	200	-	-
		241,813	**238,631**	**236,020**
Purchased / Contracted Services				
Computer maintenance	52.2201	970	3,000	2,500
Copier maintenance	52.2202	345	500	500
Alarm system maintenance	52.2205	900	900	900
Building repairs	52.2221	2,412	4,000	2,000
Property/Liability Insurance	52.3110	-	50	100
Telephone	52.3210	2,800	3,500	3,500
Postage	52.3220	988	1,000	500
Advertising	52.3300	-	200	200
Travel	52.3500	-	500	500
Education and training	52.3700	34	500	500
		8,449	**14,150**	**11,200**
Supplies				
Office supplies	53.1110	429	2,000	2,000
Computer supplies	53.1120	1,140	2,000	2,000
Copier supplies	53.1130	156	600	400
Miscellaneous supplies	53.1140	2,309	1,000	1,000
Library unique supplies	53.1145	4,128	5,000	5,000
Photographic supplies	53.1150	-	200	-
Water/sewerage	53.1210	540	750	750
Electricity	53.1230	8,831	13,000	13,000
Books and periodicals	53.1400	47,127	43,000	43,000
Small equipment	53.1600	3,594	5,000	1,000
Building repairs supplies	53.1721	1,612	2,000	1,000
		69,866	**74,550**	**69,150**
Total Expenditures		**320,128**	**327,331**	**316,370**

Library Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	189,940
51.1300	Overtime	$	100
51.2105	Group Health/Dental Insurance	$	23,495
51.2110	Group Life Insurance	$	627
51.2200	FICA contributions (employer) *Salaries & wages x 7.65%*	$	14,539
51.2400	Retirement Contr. Employer	$	6,327
51.2700	Workers Comp	$	992
	Purchased/Contracted Services		
52.2201	Computer maintenance	$	2,500
52.2202	Copier maintenance	$	500
52.2205	Alarm system maintenance	$	900
52.2221	Building repairs	$	2,000
52.3210	Telephone	$	3,500
52.3110	Property & Liability Insurance	$	100
52.3220	Postage	$	500
52.3300	Advertising	$	200
52.3500	Travel	$	500
52.3700	Education and training	$	500
	Supplies		
53.1110	Office supplies	$	2,000

Library Expenditure Descriptions

Account #			Amount
	Typing ribbon, pens, pencils, paper products, fasteners, labels, filing materials, markers, etc.		
53.1120	Computer supplies *Printers, mice, monitors, paper, ink, toner, etc.*	$	2,000
53.1130	Copier supplies *Paper, toner, etc.*	$	400
53.1140	Miscellaneous supplies *Drinking water, cleaning products, etc.*	$	1,000
53.1145	Library unique supplies *Book covering materials, book tape, security strips book bags, craft supplies, materials for children's programs, decorations*	$	5,000
53.1210	Water/Sewerage	$	750
53.1230	Electricity	$	13,000
53.1400	Books and periodicals *Books, subscriptions, audiobooks, videos, reference materials*	$	43,000
53.1600	Small Equipment	$	1,000
53.1721	Building repairs supplies *Building maintenance*	$	1,000
	Total	**$**	**316,370**

Planning & Building Department

Mission

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

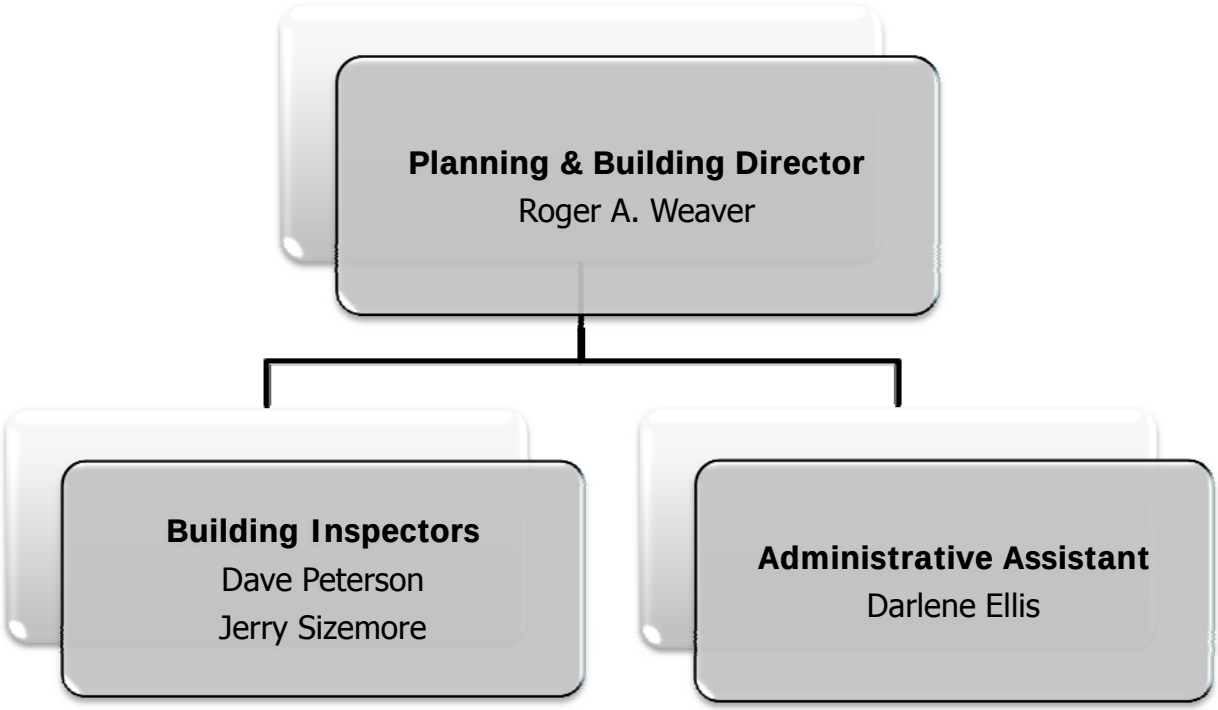
> ***"The mission of the City of St. Marys is to provide the most responsive and progressive public services, within the resources provided, so that our citizens can enjoy the best possible quality of life."***

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.

Hierarchy

The Planning and Building Departments as codified in City Ordinances are administered by one individual identified as the Planning and Building Director. Each Department operates both independently and in close cooperation with each other, depending on the issue and the project scope.

Building Department



Building Department

Overview

The Building Department is comprised of the Planning and Building Director, two inspectors and an administrative staff individual shared with the Planning Department. The Staff of the Building Department is responsible for issuing building permits for residential and commercial projects 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. It is our duty is to promote the health, welfare and safety of the public by the proper and timely inspection of structures from the ground up including general construction, structure, hurricane, 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 all construction meets the minimum code standard of quality and that all contractors have the proper legal qualifications to complete the work they are hired to perform.

Both Building Department Inspectors have obtained Certified Building Official (CBO) in the past year. This status is indicative of the high standards that the Building Department strives to maintain.

Building Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	163,584	88,596	88,596
Overtime	51.1300	830	3,000	3,000
Group Health/Dental	51.2105	11,557	8,336	9,150
Group Life Insurance	51.2110	278	207	207
Disability	51.2150	744	480	-
FICA contributions (employer)	51.2200	12,226	7,008	7,008
Retirement Contribution (employer)	51.2400	8,017	6,660	3,343
Unemployment Insurance	51.2600	559	-	-
Workers Compensation	51.2700	10,749	4,570	4,052
		208,544	**118,857**	**115,356**
Purchased / Contracted Services				
Computer maintenance	52.2201	399	826	1,000
Copier maintenance	52.2202	692	1,000	1,200
Alarm System Maintenance	52.2205	195	360	360
Vehicle Repairs	52.2223	-	1,500	1,500
Telephone	52.3210	3,829	4,500	3,000
Postage	52.3220	128	500	300
Advertising	52.3300	220	300	300
Travel	52.3500	1,536	4,000	1,500
Dues and fees	52.3600	310	1,500	500
Professional subscriptions	52.3610	681	400	800
Education and training	52.3700	1,020	2,500	1,000
Other purchased services	52.3900	10,000	-	-
		19,010	**17,386**	**11,460**
Supplies				
Office supplies	53.1110	152	500	500
Computer supplies	53.1120	470	750	500
Copier supplies	53.1130	341	1,000	1,000
Miscellaneous supplies	53.1140	156	500	-
Photographic supplies	53.1150	-	100	-
Gasoline	53.1270	2,953	5,000	3,000
Small equipment - Computers & software	53.1610	1,348	1,000	1,000
Other supplies	53.1700	114	250	250
Vehicle repair supplies	53.1723	561	2,000	1,500
		6,095	**11,100**	**7,750**

Building Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Debt Service				
Capital Lease - Principal - Printer	58.1202	3,166	-	-
Capital Lease - Principal - Vehicles	58.1210	7,802	3,784	1,940
Capital Lease - Interest - Printer	58.2201	127	-	-
Capital Lease - Interest - Vehicles	58.2210	817	279	60
		11,912	**4,063**	**2,000**
Total Expenditures		**245,561**	**151,406**	**136,566**

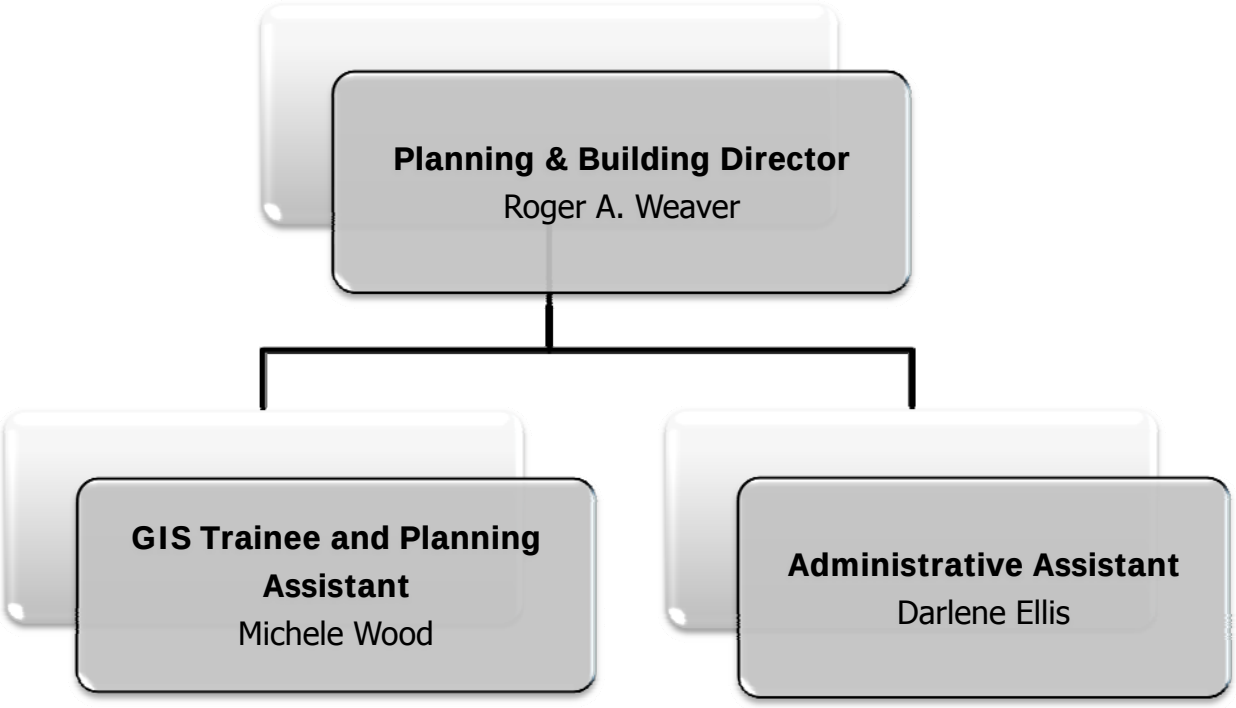
Building Expenditure Descriptions

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	$	9,150
51.2110	Group Life Insurance	$	207
51.2200	FICA contributions (employer)	$	7,008
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer Contribution	$	3,343
51.2700	Workers Comp	$	4,052
	Purchased/Contracted Services		
52.2201	Computer maintenance	$	1,000
	Share of New Finance Software		
52.2202	Copier Maintenance	$	1,200
	Maintenance Printer $600		
	IPG Printer $400		
52.2205	Alarm system maintenance	$	360
52.2223	Vehicle repairs	$	1,500
52.3210	Telephone	$	3,000
52.3220	Postage	$	300
52.3300	Advertising	$	300
52.3500	Travel	$	1,500
	ICC Annual Meeting		
	BOAG Annual Meeting		
	Misc. Building Inspection Workshops		

Building Expenditure Descriptions

Account #			Amount
52.3600	Dues and fees *Plumbing, BOAG, ICC, NFPA, CGIA, IAEI*	$	500
52.3610	Professional subscriptions *Update Building Code Books*	$	800
52.3700	Education and training *ICC Annual Meeting* *BOAG Annual Meeting* *Misc. Workshops*	$	1,000
	Supplies		
53.1110	Office supplies	$	500
53.1120	Computer supplies	$	500
53.1130	Copier supplies	$	1,000
53.1270	Gasoline	$	3,000
53.1610	Small equipment - Computers & software *Software updates and maintenance*	$	1,000
53.1700	Other supplies	$	250
53.1723	Vehicle repair supplies	$	1,500
	Debt Service		
58.1210	Capital Lease - Principal	$	1,940
58.2210	Capital Lease - Interest	$	60
	Total	**$**	**136,566**

Planning Department



Planning Department

Overview

The Planning Department consists of the Planning and Building Director, GIS Trainee/ planning assistant, and an administrative staff member shared with the Building Department. The Planning Department Staff (Planning Director, GIS Trainee/planning assistant, and Administrative Assistant) is responsible for all issues related to zoning and land use of property located within the City boundaries, the subdivision of property within the City boundaries, annexation of property into the City, rezoning of property, issuance of special use permits, temporary permits, land disturbing permits, and uses permitted within zoning districts, disposition of dilapidated structures, demolition permits, Flood Plain management, occupation tax licenses, City ordinance code enforcement in conjunction with the City Marshall, issuance of sign permits, coordination with the Historic Preservation Commission, coordination with the Planning Commission and other duties. The Planning Department also oversees the development and submittal of the City Comprehensive Plan and the City Master Plan.

Planning and Zoning Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	94,444	102,656	103,292
Overtime	51.1300	498	1,500	1,500
Group Health/Dental	51.2105	10,782	11,566	12,368
Group Life Insurance	51.2110	228	250	251
Disability	51.2150	542	556	-
FICA contributions (employer)	51.2200	6,876	7,968	8,017
Retirement Contribution (employer)	51.2400	5,408	6,799	3,845
Unemployment Insurance	51.2600	559	-	-
Workers Compensation	51.2700	4,737	3,600	3,270
		124,074	**134,895**	**132,543**
Purchased/Contracted Services				
Engineers & Consultants	52.1310	3,225	15,000	11,000
Computer maintenance	52.2201	-	826	826
Copier maintenance	52.2202	692	500	500
Alarm system maintenance	52.2205	195	360	360
Vehicle repairs	52.2223	-	500	500
Telephone	52.3210	2,484	3,000	3,000
Postage	52.3220	671	2,000	1,000
Advertising	52.3300	820	3,500	1,250
Printing and binding	52.3400	-	200	200
Travel	52.3500	177	500	500
Education and training	52.3700	50	2,500	500
Other purchased services	52.3900	8,022	1,000	1,500
		16,336	**29,886**	**21,136**
Supplies				
Office supplies	53.1110	27	1,000	750
Computer supplies	53.1120	752	1,500	1,500
Copier supplies	53.1130	500	1,000	750
Miscellaneous supplies	53.1140	417	1,000	750
Photographic supplies	53.1150	-	100	-
Gasoline	53.1270	627	4,000	2,000
Small equipment - Computers & software	53.1610	1,059	1,000	1,000
Small equipment - Furniture	53.1620	-	400	-
Vehicle repair supplies	53.1723	197	500	500
		3,579	**10,500**	**7,250**

Planning and Zoning Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Debt Service				
Capital Lease - Principal - Printer	58.1202	3,166	-	-
Capital Lease - Principal - Vehicles	58.1210	7,159	3,784	1,940
Capital Lease - Interest - Printer	58.2201	127	-	-
Capital Lease - Interest - Vehicles	58.2210	894	279	60
		11,346	**4,063**	**2,000**
Total Expenditures		**155,335**	**179,344**	**162,929**

Planning and Zoning Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	103,292
51.1300	Overtime	$	1,500
	Planning and HPC monthly meetings for M. Wood		
51.2105	Group Health/Dental	$	12,368
51.2110	Group Life Insurance	$	251
51.2200	FICA contributions (employer)	$	8,017
	Salaries and wages x 7.65%		
51.2400	Retirement Contribution (employer)	$	3,845
51.2700	Workers Comp	$	3,270
	Purchased/Contracted Services		
52.1310	Engineers & Consultants	$	11,000
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	$	1,000
52.3300	Advertising	$	1,250
52.3400	Printing and binding	$	200
52.3500	Travel	$	500
	CBO Training for Roger A. Weaver		

Planning and Zoning Expenditure Descriptions

Account #			Amount
52.3700	Education and training	$	500
	CBO Training for Roger A. Weaver		
52.3900	Other purchased services	$	1,500
	One third of the Maintenance of Chamber Sound System		
	Supplies		
53.1110	Office supplies	$	750
53.1120	Computer supplies	$	1,500
53.1130	Copier supplies	$	750
53.1140	Miscellaneous supplies	$	750
53.1270	Gasoline	$	2,000
53.1610	Small Equipment - Computers and Software	$	1,000
	GIS and Scanning software updates		
53.1723	Vehicle repair supplies	$	500
	Debt Service		
58.1210	Capital Lease - Principal	$	1,940
58.2210	Capital Lease - Interest	$	60
	Total	**$**	**162,929**

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.

Economic Development Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	84,303	83,970	83,970
Overtime	51.1300	46	100	100
Group Health/Dental Ins	51.2105	7,793	8,336	9,150
Group Life Insurance	51.2110	228	251	251
Disability	51.2150	484	499	-
FICA contributions (employer)	51.2200	6,181	6,432	6,432
Retirement Contribution (employer)	51.2400	4,814	5,988	3,363
Workers Compensation	51.2700	201	259	722
		104,050	**105,835**	**103,988**
Purchased / Contracted Services				
Copier maintenance	52.2202	468	468	500
Building repairs	52.2221	355	500	500
Property/Liability Insurance	52.3110	-	1,000	600
Telephone	52.3210	2,590	2,400	2,640
Postage	52.3220	293	1,000	500
Advertising	52.3300	5,629	8,000	5,510
Travel	52.3500	1,700	2,500	2,000
Dues and fees	52.3600	1,146	1,200	1,200
Education and training	52.3700	2,511	2,500	2,000
		14,692	**19,568**	**15,450**
Supplies				
Office supplies	53.1110	2,083	1,500	1,400
Computer supplies	53.1120	581	900	900
Copier supplies	53.1130	409	500	500
Miscellaneous supplies	53.1140	865	1,000	1,000
Small equipment	53.1600	1,914	500	250
Small Equipment - Computer	53.1610	90	1,500	600
		5,942	**5,900**	**4,650**
Total Expenditures		**124,684**	**131,303**	**124,088**

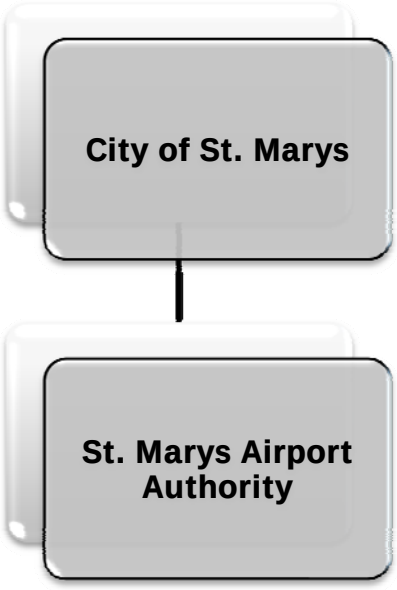
Economic Development Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	83,970
51.1300	Overtime	$	100
51.2105	Group Health/Dental Insurance	$	9,150
51.2110	Group Life Insurance	$	251
51.2200	FICA contributions (employer)	$	6,432
51.2400	Retirement Contr. Employer	$	3,363
51.2700	Workers Comp	$	722
	Purchased/Contracted Services		
52.2202	Copier maintenance	$	500
52.2221	Building repairs	$	500
52.3110	Property/Liability Insurance	$	600
52.3210	Telephone	$	2,640
52.3220	Postage	$	500
52.3300	Advertising *Ads, Brochures, Mailers*	$	5,510
52.3500	Travel *Required DDA training, 3 new members, Required Main Street 101, Required Georgia Downtown Conference*	$	2,000
52.3600	Dues and fees *National Main Street Association, Georgia Economic Association Georgia Downtown Association*	$	1,200
52.3700	Education and training	$	2,000

Economic Development Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office supplies	$	1,400
53.1120	Computer supplies	$	900
53.1130	Copier supplies	$	500
53.1140	Miscellaneous supplies	$	1,000
	Supplies for Conferences		
53.1600	Small Equipment	$	250
53.1610	Small Equipment - Computers	$	600
	Video conference equipment		
	Total	**$**	**124,088**

St. Marys Airport



St. Marys Airport

Overview

The St. Marys Airport is a public use airport located in St. Marys on Dandy Street. It is operated by the St. Marys Airport Authority. The airport has two asphalt runways and a total land area of 286 acres.

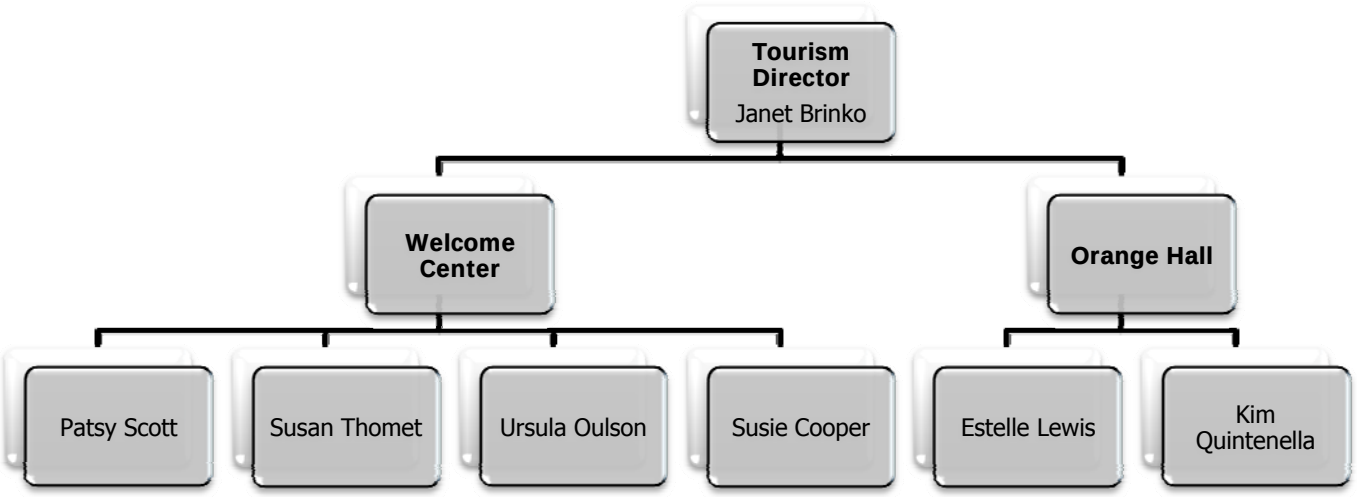
Airport Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Purchased/Contracted Services				
Engineers & Consultants	52.1310	27,500	7,500	7,500
Property/Liability Insurance	52.3110	5,225	7,000	8,000
		32,725	**14,500**	**15,500**
Supplies				
Miscellaneous Supplies	53.1140	204	-	
		204	**-**	**-**
Total Expenditures		**32,929**	**14,500**	**15,500**

Airport Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.1310	Engineers & Consultants	$	7,500
52.3110	Property/Liability Insurance	$	8,000
	Total	**$**	**15,500**

Special Facilities



Special Facilities

Overview

The City of St. Marys owns and maintains two museums. The Orange Hall House Museum is an extraordinary example of antebellum life in Greek revival style dating back to circa 1820s-1830s. Located at 311 Osborne Street at the entrance of the historic district, tours are given daily through this elegant structure

St. Marys Submarine Museum is located right on the riverfront of St. Marys. The museum has one of the most extensive collections of submarine memorabilia and displays.

Special Facilities Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular Employoees	51.1100	17,836	22,680	21,974
Overtime	51.1300	60	100	-
FICA contributions (employer)	51.2200	1,369	1,745	1,681
Workers compensation	51.2700	73	81	600
		19,338	**24,606**	**24,255**
Purchased/Contracted Services				
Alarm system maintenance	52.2205	345	450	350
Orange Hall restoration	52.2227	3,347	10,000	5,000
Submarine Museum	52.2229	1,526	1,450	2,500
Telephone	52.3210	363	315	375
Postage	52.3220	-	25	25
Advertising	52.3300	39	1,000	1,000
Other Purchased Services	52.3900	-	1,000	1,000
		5,620	**14,240**	**10,250**
Supplies				
Office Supplies	53.1110	-	100	100
Copier Supplies	53.1130	-	300	300
Miscellaneous supplies	53.1140	267	200	200
Water/sewerage	53.1210	392	550	600
Electricity	53.1230	7,692	10,550	9,000
Orange Hall restoration supplies	53.1727	691	3,000	2,000
Submarine Museum supplies	53.1729	-	200	500
		9,042	**14,900**	**12,700**
Total Expenditures		**34,000**	**53,746**	**47,205**

Special Facilities Expenditure Descriptions

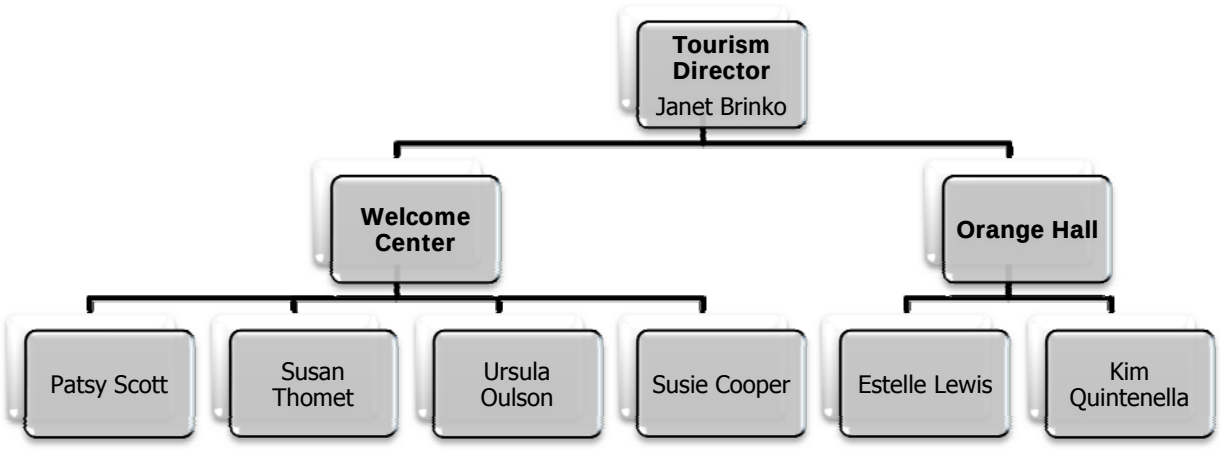
Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	21,974
51.2200	FICA contributions (employer)	$	1,681
51.2700	Workers Compensation	$	600
	Purchased/Contracted Services		
52.2205	Alarm system maintenance	$	350
52.2227	Orange Hall restoration	$	5,000
	Air conditioning, Applicance repairs, termite control		
52.2229	Submarine Museum	$	2,500
	A/C work/Bldg repairs		
52.3210	Telephone	$	375
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	$	600
	Orange Hall, Toonerville Trolley irrigation		
53.1230	Electricity	$	9,000
	Orange Hall & Submarine Museum		
53.1727	Orange Hall restoration supplies	$	2,000
	HVAC maintenance, painting, maintenance		
53.1729	Submarine Museum supplies	$	500
	Total	**$**	**47,205**

Multiple Grants Fund

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Revenues				
FAA Grant	33.1110	27,500	-	7,500
Interest revenue	36.1000	3,330	-	-
Miscellaneous Income	38.9010	45,605	51,531	19,000
Total Revenues		**76,435**	**51,531**	**26,500**

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Expenditures				
Operating Transfer Out to General Fund	61.1000	98,359	51,531	22,500
Operating Transfer Out ot Tourism	61.1020	16,006		4,000
Total Expenditures		**114,365**	**51,531**	**26,500**

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 reports to the city manager and 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

- Working with the Cumberland Sound Water Taxi to increase group travel in St. Marys
- Retained a Volunteer base for tours and extra help in the Welcome Center of ten active participants and more reserve volunteers
- Created and implemented a new Survey to target the tourist visiting St. Marys
- Continued E-Newsletters Constant Contact to market St. Marys through packages, local events and specials.
- Assisted in creating a new CVB website and adding more information to the new state website monthly.
- St. Marys participates in 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, Southern Living, Action News, AOL top 10 secret beaches, Fayette Magazine, Atlanta Constitution, Georgia Public Radio
- Hosted Savannah Northeast Florida Workshop on Wheels in January
- Hosted Bike Ride Across Georgia's winter ride in St. Marys. This is planned now as an annual event.

- Film society attracted movie Eye of the Hurricane to St. Marys. Tourism Director is responsible for housing for the crew.

- Planning a FAM Tour for 52 group leaders

- Special tour revenue for 2009-2010- $ 9,710.00

Goals

- Increase Visitation to St. Marys and Cumberland Island through offering more lodging, activities, shopping, and dining choices.
- Move CVB location closer to waterfront to increase visitation
- Enforce hotel/motel tax law on short term rentals
- Bring more film productions to St. Marys
- Attract a chain hotel on exit 1
- Increase fundraising for the CVB
- Work with social media, constant contact and press releases to increase tourism instead of print ads to save money and build up fund equity for the CVB
- Assist our hotels and Bed and Breakfasts survive the I-95 hotel prices of $40-$50.00 per night
- Work with regional neighbors CVB's to create more business
    - Welcome Center Statistics – 2009-2010- 11,732 visitors
    - Orange Hall Statistics 2009-2010 – 3317 visitors

Tourism Revenues

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Taxes				
Hotel/Motel Tax	31.4100	113,599	137,404	130,575
		113,599	**137,404**	**130,575**
Charges for Services				
Activity Fees	34.7200	7,673	6,000	8,800
Other Charges	34.7900	817	1,500	800
		8,490	**7,500**	**9,600**
Investment Income				
Interest Earned	36.1000	188	900	250
		188	**900**	**250**
Contributions & Donations				
Contributions From Others	37.1000	2,805	500	500
		2,805	**500**	**500**
Miscellaneous				
Miscellaneous Income	38.9010	10,781	12,441	9,964
Fund Equity	38.0001	-	7,000	-
		10,781	**19,441**	**9,964**
Interfund Transfers				
Operating T/F In General Fund	39.1200	30,000	12,000	12,000
Operating T/F In Multi-Grant	39.1201	16,006	5,000	4,000
		46,006	**17,000**	**16,000**
Total Revenues		**181,869**	**182,745**	**166,889**

Tourism Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	78,446	85,288	84,298
Overtime - Regular employees	51.1300	-	100	100
Group Health/Dental Insurance	51.2105	8,452	8,069	3,709
Group Life Insurance	51.2110	124	126	126
Disability	51.2150	323	323	-
FICA contributions (employer)	51.2200	5,836	6,533	6,449
Retirement contributions (employer)	51.2400	3,467	3,765	2,152
Workers Compensation	51.2700	185	232	721
Vehicle allowance	51.2920	200	-	-
		97,033	**104,436**	**97,555**
Purchased/Contracted Services				
Audit/Administration Fee	52.1210	3,600	3,600	3,600
Alarm system maintenance	52.2205	530	600	600
Tram maintenance	52.2210	-	1,000	1,500
Vehicle Repairs	52.2223	5,493	-	-
Property/Liability Insurance	52.3110	-	484	484
Telephone	52.3210	4,630	4,700	4,700
Postage	52.3220	1,801	2,000	2,000
Advertising	52.3300	51,767	33,000	25,000
Travel	52.3500	1,369	3,000	1,500
Dues and fees	52.3600	2,403	2,250	2,250
Professional Subscription	52.3610	-	150	150
Education and training	52.3700	3,429	2,500	1,500
		75,022	**53,284**	**43,284**
Supplies				
Office supplies	53.1110	1,001	1,500	1,500
Copier Supplies	53.1130	98	-	-
Miscellaneous supplies	53.1140	3,915	5,000	5,000
Water/Sewerage	53.1210	614	575	600
Electricity	53.1230	3,641	4,200	4,200
Supp/Inv for Resale	53.1500	863	1,000	500
Small equipment - Computers & software	53.1610	751	750	750
		10,883	**13,025**	**12,550**
Capital Outlays				
Vehicles	54.2200	13,700	-	-
		13,700	**-**	**-**

Tourism Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Other Costs				
Payment to Others	57.3000	15,629	12,000	13,500
		15,629	12,000	13,500
Total Expenditures		**212,267**	**182,745**	**166,889**

Tourism Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	84,298
51.1300	Overtime - Regular employees	$	100
51.2105	Group Health/Dental	$	3,709
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	6,449
51.2400	Retirement	$	2,152
51.2700	Workers Comp	$	721
	Purchased / Contracted Services		
52.1210	Audit/Administration Fee	$	3,600
52.2205	Alarm system maintenance *Monthly fee / maintenance charges included*	$	600
52.2210	Tram maintenance	$	1,500
52.3110	Property/Liability Insurance	$	484
52.3210	Telephone	$	4,700
52.3220	Postage	$	2,000
52.3300	Advertising	$	25,000
52.3500	Travel *GACVB Governors Tourism Conference*	$	1,500
52.3600	Due and fees	$	2,250
52.3610	Professional subscriptions	$	150

Tourism Expenditure Descriptions

Account #			Amount
52.3700	Education and training	$	1,500
	Supplies		
53.1110	Office supplies	$	1,500
53.1140	Miscellaneous supplies	$	5,000
53.1210	Water/Sewerage	$	600
53.1230	Electricity	$	4,200
53.1500	Supp/Inv. For Resale	$	500
53.1610	Small Equipment - Computers and Software	$	750
57.3000	Payment to Others	$	13,500
	Fireworks, Starry Nights, Tour of Homes		
	Total	**$**	**166,889**

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.

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

		Actual	Budget	Proposed
	Account #	FY2009	FY2010	FY2011
Sales, Interest, Other Charges				
SPLOST Referendum Tax	31.3200	4,071,293	4,490,217	3,250,782
Interest Revenue	36.1000	960	500	-
		4,072,253	**4,490,717**	**3,250,782**
Total Revenues		**4,072,253**	**4,490,717**	**3,250,782**

SPLOST VI

		Actual	Budget	Proposed
REVENUES	Account #	FY2009	FY2010	FY2011
Sales, Interest, Other Charges				
SPLOST Referendum Tax	31.3200	2,675,319	14,950,000	11,677,000
Interest Revenue	36.1000	-	-	-
		2,675,319	**14,950,000**	**11,677,000**
Total Revenues		**2,675,319**	**14,950,000**	**11,677,000**

SPLOST V and VI Expenditures

SPLOST V

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Purchased/Contracted Services				
Professional Services: Audit	52.1210	3,540	3,500	3,000
		3,540	**3,500**	**3,000**
Road, Streets and Bridges				
Drainage	54.1240	494,294	2,786,000	1,089,000
Library	54.1300	48,717	200,000	75,000
Sidewalks/Handicap ramps	54.1410	67,455	150,000	-
Paving/Overlaying	54.1415	761,234	571,217	1,333,782
Capital Improvements (traffic signalization)	54.1422	24,463	780,000	750,000
		1,396,163	**4,487,217**	**3,247,782**
Total Expenditures		**1,399,703**	**4,490,717**	**3,250,782**

SPLOST VI

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Purchased/Contracted Services				
Professional Services: Audit	52.1211	-	30,000	27,000
		-	**30,000**	**27,000**
Road, Streets and Bridges				
Sewer infrastructure	54.1202	2,645,697	2,770,000	1,200,000
Drainage	54.1241	-	5,500,000	4,300,000
Paving/Overlaying	54.1416	-	3,150,000	3,150,000
City Buildings	54.1500	29,622	3,500,000	3,000,000
		2,675,319	**14,920,000**	**11,650,000**
Total Expenditures		**2,675,319**	**14,950,000**	**11,677,000**

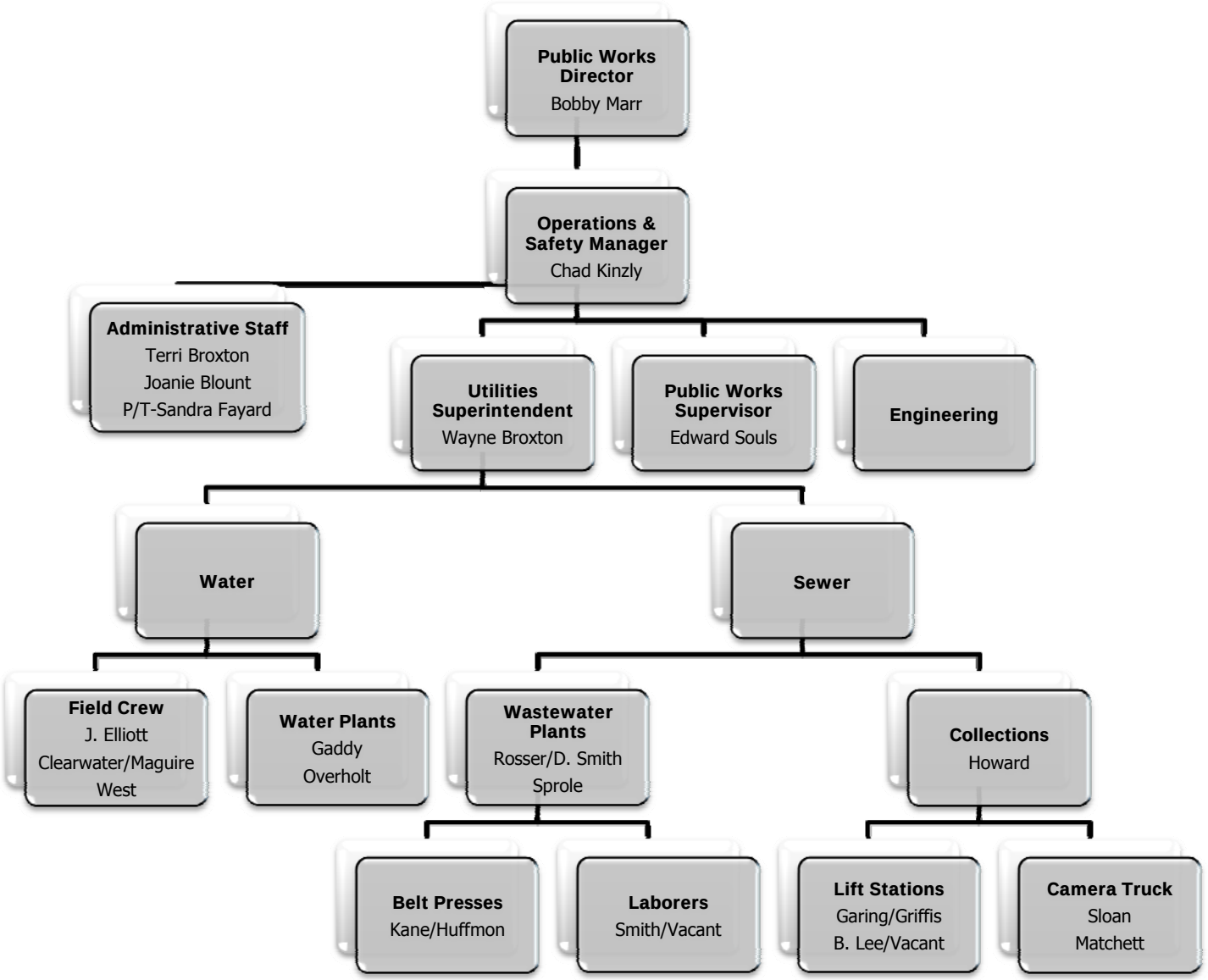
SPLOST V Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.1210	Professional Services: Audit	$	3,000
	Capital Outlays		
54.1240	Drainage	$	1,089,000
	Douglas Drive Drainage - Storm Water Project "B" ($500,000)		
	Storm Water Master Plan Project "C" ($588,655)		
54.1300	Library	$	75,000
54.1415	Paving/Overlaying	$	1,333,782
54.1422	Capital Improvements (traffic signalization)	$	750,000
	Martha Drive Traffic Signal ($400,000)		
	Winding Road and Colerain Road Signal ($350,000)		
	Total	**$**	**3,250,782**

SPLOST VI Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.1210	Professional Services: Audit	$	27,000
	Capital Outlays		
	Sewer infrastructure	$	1,200,000
	Drainage	$	4,300,000
	Storm Water Master Plan Projects		
	Misc. Drainage Projects		
	Paving/Overlaying	$	3,150,000
	Misc. Road Projects		
	City Buildings	$	3,000,000
	Total	**$**	**11,677,000**

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 19,700. 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 three (3) water plants and one (1) booster station assuring compliance with EPDs permitting requirements. These plants pump an average of 1.7 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 1.9 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-one (71) 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.

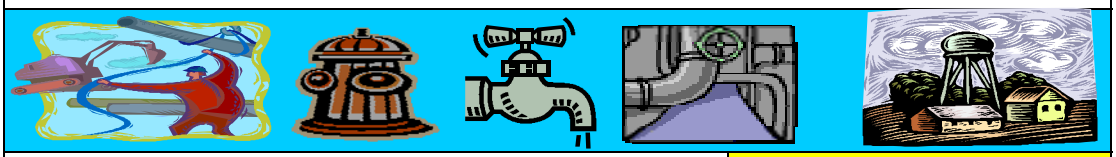
Water Department

Demographics	Actual FY08/09	YTD FY09/10	Projected FY10/11
Miles of Water Distribution Main Lines (2" – 12" dia)	127	127	127
Total Gallons of Water Provided	498 Million	432 Million	550 Million
Total Number of Household Accounts	6,075	6,066	6126
Total Number of Business Accounts	596	657	665
Performance Indicators	**Actual FY08/09**	**YTD FY09/10**	**Projected FY10/11**
Miles New Water Lines Installed/Replaced	1.1	.5	1.0
Backflow Prevention Assembly's (BFP's) Installed	231	137	200
Total Number Water Lines Breaks Repaired	63	40	50
Fire Hydrants Repaired / Replaced	34	8	20
Total Number of Water Meters Set	96	105	115
Total Gallons of Unaccounted For Water (UAW)	83 Million	62 Million	50 Million

Sewer Department

Demographics	Actual FY08/09	YTD FY09/10	Projected FY10/11
Miles of Sewer Distribution Main Lines (2" – 24" dia)	120	129	129
Number of Households Served	5,688	5,745	5,845
Number of Businesses Served	472	460	468
Permitted Daily Capacity	3.0 Million	5.2 Million	5.2 Million
Performance Indicators	**Actual FY08/09**	**YTD FY09/10**	**Projected FY10/11**
Total Gallons of Waste Water Treated	634 Million	539 Million	600 Million
Total Tons of Sludge Hauled	1,604	1,299	1,400
New Sewer Taps Installed	53	28	115
Sewer Line Breaks Repaired	70	50	50
Miles of Sewer Line Smoke Tested	0	15	15
Miles Sewer Line Camera Inspected	2	3	4

Water Department Information



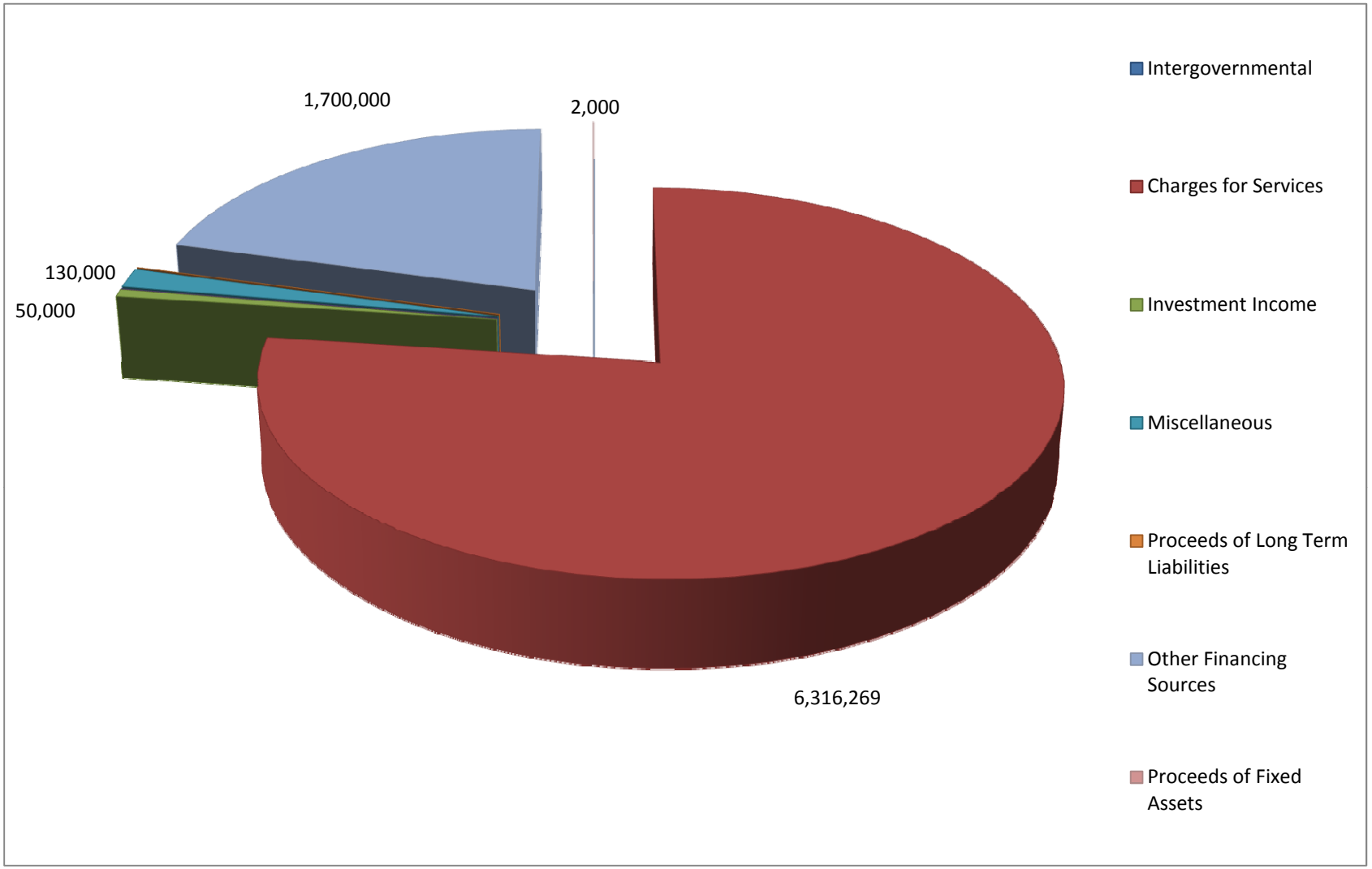
FY 11 BUDGET	$
Employees (Does not include meter readers)	6.5
Vehicles (Pickup Trucks)	11
Pieces of Equipment (Backhoes, Front-end Loader, Linkbelt, Trencher, Boring Machine, Dump Trucks, Riding Mower)	7
Community Groundwater Wells	3
Daily Service Capacity of Wells	6.0 Million Gallons
Water Plants	3
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	6066
Total Number of Business Accounts	657

Sewer Department Information



FY 11 BUDGET	$
Employees	13.5
Vehicles (Pickup Trucks,Car)	16
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	35
Wastewater Plants	3
Miles of Sewer Distribution Main Lines (ranging from 2"-24" in diameter)	129
Total Number of Households Served	5745
Total Number of Businesses Served	460
Permitted Daily Service Capacity of Plants	5.2 Million Gallons

Water/Sewer Revenue Sources
$8,198,269



Water and Sewer Revenues

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Intergovernmental				
State Government Grants	33.4110	-	16,160,000	-
		-	**16,160,000**	**-**
Charges for Services				
Water Charges	34.4210	2,022,200	2,109,000	2,712,172
Transfer/Temp Services	34.4211	26,367	29,400	29,400
Reconnection NSF Fees	34.4212	74,752	72,000	88,000
Late Fees and Penalties	34.4213	93,869	86,700	98,000
Cap Recovery Water - Developers	34.4216	113,659	228,850	140,450
Sewerage Charges	34.4230	1,880,602	1,966,500	2,553,687
Cap Recovery Meter - Developers	34.4236	16,544	19,800	18,520
Cap Recovery Sewer - Developers	34.4256	353,822	742,900	457,240
Construction Fees	34.4263	227,741	366,750	218,800
		4,809,556	**5,621,900**	**6,316,269**
Investment Income				
Interest Revenues	36.1000	283,495	175,000	50,000
		283,495	**175,000**	**50,000**
Contributions & Donations				
Contributions Developers	37.1000	4,324,052	-	-
		4,324,052	**-**	**-**
Miscellaneous				
Fund Equity	38.0001	-	-	-
Other Miscellaneous Revenues	38.9100	11,525	5,000	130,000
		11,525	**5,000**	**130,000**
Proceeds of Long Term Liabilities				
Lease Revenues	39.1001	-	140,000	-
		-	**140,000**	**-**
Other Financing Sources				
Operating Transfer In - General Fund	39.1200	-	-	500,000
Operating Transfer In - Splost	39.1205	2,645,093	2,700,000	1,200,000
		2,645,093	**2,700,000**	**1,700,000**
Proceeds of Fixed Assets				
Gain/Loss of Property Sale	39.2200	-	3,500	2,000
		-	**3,500**	**2,000**
Total Revenues		**12,073,721**	**24,805,400**	**8,198,269**

Sewer Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	668,963	682,355	709,428
Temporary Employees	51.1200	465	5,000	500
Overtime	51.1300	30,494	49,062	40,000
Group Health/Dental Insurance	51.2105	56,977	63,586	86,711
Group Life Insurance	51.2110	1,463	1,668	2,117
Disability	51.2150	2,619	2,501	-
FICA contributions (employer)	51.2200	51,753	56,898	57,335
Retirement - Employer contribution	51.2400	29,321	53,812	25,169
Workers' compensation	51.2700	14,754	14,567	12,931
Employee awards & picnic	51.2910	105	500	-
		856,914	**929,949**	**934,191**
Purchased/Contracted Services				
Audit	52.1210	6,350	7,500	7,500
Employment physicals & tests	52.1231	1,054	1,500	1,000
Engineers/Consultants	52.1310	8,220	50,000	-
Collection services	52.1320	24	2,000	500
Utilities Protection Agency	52.1330	1,576	1,200	800
Custodial	52.2130	7,500	7,500	7,500
Computer maintenance	52.2201	6,905	7,000	7,000
Copier maintenance	52.2202	237	2,775	2,775
Radio maintenance	52.2204	1,163	1,000	500
Alarm system maintenance	52.2205	20,407	22,000	26,000
Generator/Hoist maintenance	52.2207	2,030	7,000	-
Fuel system maintenance	52.2208	-	1,000	250
Small equipment repairs	52.2216	-	200	-
Building repairs	52.2221	821	2,000	2,000
Water/Sewer plant repairs	52.2222	9,772	10,000	2,000
Vehicle repairs	52.2223	29,095	50,000	5,000
Road paving/drainage	52.2224	-	5,000	5,000
Lift station repairs	52.2225	84,712	75,000	75,000
Water/Sewer system repairs	52.2226	29,739	100,000	20,000
Rental of equipment and vehicles	52.2320	5,620	3,000	1,000
Property/liability insurance - Sewer share	52.3130	80,784	64,000	84,000
Public officials liability insurance - Sewer share	52.3170	17,082	23,000	17,000
Telephone	52.3210	14,574	15,000	15,000
Postage	52.3220	1,000	4,754	1,000
Advertising	52.3300	208	1,000	300
Printing and binding	52.3400	3,093	3,500	2,500
Travel	52.3500	174	4,500	1,000
Dues and fees	52.3610	4,550	3,000	-
Lab analysis fees	52.3650	56,290	80,000	90,000

Sewer Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Sludge charges	52.3670	36,700	40,000	40,000
Education and training	52.3700	715	3,250	1,000
Licenses	52.3800	485	500	500
		430,880	**598,179**	**416,125**
Supplies				
Office supplies	53.1110	906	2,500	1,000
Computer supplies	53.1120	2,781	3,500	2,500
Copier supplies	53.1130	428	2,500	500
Miscellaneous supplies	53.1140	1,528	2,000	2,000
Water/sewerage	53.1210	-	375	-
Electricity	53.1230	359,968	400,000	450,000
Gasoline	53.1270	43,425	57,500	45,000
Small equipment	53.1600	7,898	13,800	5,000
Small equipment supplies	53.1601	1,810	2,500	2,000
Small equipment - computers	53.1610	2,019	5,500	1,500
Small equipment - Furniture	53.1620	52	1,000	-
Safety supplies	53.1701	2,810	5,000	4,000
Uniforms & replacements	53.1702	3,731	4,500	4,500
Chlorine/Fluoride	53.1715	36,068	37,000	25,000
Building repair supplies	53.1721	1,368	3,000	250
Water/Sewer plant supplies	53.1722	49,244	50,000	50,000
Vehicle repair supplies	53.1723	21,937	19,200	20,000
Road paving & drainage	53.1724	6,421	5,000	15,000
Lift station repair supplies	53.1725	141,841	150,000	120,000
Water/Sewer system supplies	53.1726	31,702	30,000	30,000
		715,937	**794,875**	**778,250**
Capital Outlays				
Site improvements	54.1200	-	15,075,000	1,200,000
Lift Station #13 Replacement	54.1235	-	955,000	-
Machinery	54.2100	-	255,000	55,000
Vehicles	54.2200	-	85,000	-
		-	**16,370,000**	**1,255,000**
Other Costs				
Depreciation	56.1000	908,124	-	-
Amortization	56.2000	26,880	-	-
Bad Debt	57.4000	40,435	-	-
Contingencies - Sewer Administration	57.9200	-	550,299	94,779
Fiscal Agent's Fees	58.3000	215,611	97,000	50,000
		1,191,050	**647,299**	**144,779**
Total Expenses		**3,194,781**	**19,340,302**	**3,528,345**

Sewer Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	709,428
	Current full-time employees		
	Public Works support		
	Administration support		
	Sale of leave		
51.1200	Temporary Employees	$	500
51.1300	*Overtime*	$	40,000
	5.5% of regular employee salaries & wages		
51.2105	*Group Health/Dental Insurance*	$	86,711
51.2110	*Group Life Insurance*	$	2,117
51.2200	*FICA contributions (employer)*	$	57,335
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer contributions	$	25,169
51.2910	Workers' Compensation	$	12,931
	Purchased/Contracted Services		
52.1210	Audit	$	7,500
52.1231	*Employment physicals & tests*	$	1,000
	Hepatitus shots		
52.1320	Collection services	$	500
52.1330	Utilities Protection Agency	$	800
52.2130	Custodial	$	7,500
52.2201	Computer maintenance	$	7,000
	Technical support (Public Works facility, Weed St. & Operator 10)		
	Tyler cost		
	Logicon		

Sewer Expenditure Descriptions

Account #			Amount
52.2202	Copier maintenance	$	2,775
	Weed St. plant / Utility billing		
52.2204	Radio maintenance	$	500
	Repeater & radio repairs		
52.2205	Alarm system maintenance	$	26,000
	Weed St. Wastewater Plant		
	Scrubby Bluff Plant		
	Installation fees		
	Omni-Site monitoring ($21,000)		
52.2208	Fuel system maintenance	$	250
	Gasboy system		
52.2221	Building repairs	$	2,000
	Air conditioning work		
	General unpredicted repairs		
52.2222	Sewer plant repairs	$	2,000
	Weed St. & Point Peter flow meter repairs		
	Generator repairs		
	Rebuild blower		
	Misc. unpredicted		
52.2223	Vehicle repairs	$	5,000
	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		

Sewer Expenditure Descriptions

Account #			Amount
52.2226	Sewer system repairs	$	20,000
	Point repairs (I/I)		
	Manhole coring for taps		
	Manhole relining contract (annual repair contract I/I)		
52.2320	Rental of equipment and vehicles	$	1,000
52.3130	Property/liability insurance	$	84,000
52.3170	Public officials liability insurance	$	17,000
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	$	1,000
52.3300	Advertising	$	300
52.3400	Printing and binding	$	2,500
52.3500	Travel	$	1,000
52.3650	Lab Analysis Fees	$	90,000
	Required EPD testing		
	Water Shed assessment testing		
	Additional required testing		
52.3670	Sludge charges	$	40,000
52.3700	Education and training	$	1,000
	Includes training for City Hall staff & operators		
52.3800	Licenses	$	500
	Supplies		

Sewer Expenditure Descriptions

Account #			Amount
53.1110	Office supplies	$	1,000
53.1120	Computer supplies	$	2,500
	Camera truck supplies		
53.1130	Copier supplies	$	500
53.1140	Miscellaneous supplies	$	2,000
	Paper products, rain coats, marking paint, fasteners,		
	flagging tape, batteries, bug spray, etc.		
53.1230	Electricity	$	450,000
	Includes utilities for lift stations & wastewater plants		
	Weed St. Plant		
	Pt. Peter Plant		
	Scrubby Bluff plant		
	10% PW Facility		
53.1270	Gasoline	$	45,000
53.1600	Small equipment	$	5,000
	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	$	2,000
	Weedeater string, pipesaw blades, baling twine, smoke, etc.		
53.1610	Small equipment - Computers & software	$	1,500
53.1701	Safety supplies	$	4,000
	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		

Sewer Expenditure Descriptions

Account #			Amount
53.1715	Chlorine	$	25,000
53.1721	Building repair supplies	$	250
	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		
	Fasteners, fittings, tubing, valves, etc.		
	Filters for blowers, chlorinator, misc unpredicted		
53.1723	Vehicle repair supplies	$	20,000
	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	$	15,000
	Limerock for road repairs from line breaks		
	Cold patch		
	Concrete		
53.1725	Lift station repair supplies	$	120,000
	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

Sewer Expenditure Descriptions

Account #			Amount
	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	$	1,200,000
	PPWWTP		
54.2100	Machinery	$	55,000
	Lift station pumps over $5K		
	Misc. unpredicted		
	Other Costs		
57.9200	Contingencies - Sewer Administration	$	94,779
58.3000	Fiscal Agent's Fee	$	50,000
	Total	**$**	**3,528,345**

Water Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	542,154	552,586	583,590
Temporary Employees	51.1200	465	5,000	500
Overtime	51.1300	25,862	30,395	30,395
Group Health/Dental Insurance	51.2105	56,782	57,941	90,161
Group Life Insurance	51.2110	1,055	1,211	1,678
Disability	51.2150	1,943	1,676	-
FICA contributions (employer)	51.2200	41,623	44,598	46,970
Retirement contributions (employer)	51.2400	18,167	41,902	27,640
Unemployment insurance	51.2600	-	1,500	1,500
Workers' compensation	51.2700	18,847	13,924	18,079
Employee awards & picnic	51.2910	68	500	-
		706,966	**751,233**	**800,513**
Purchased/Contracted Services				
Audit	52.1210	4,000	7,500	7,500
Employment physicals & tests	52.1231	35	500	100
Engineers/Consultants	52.1310	24,150	35,850	-
Collection services	52.1320	24	2,000	500
Utilities Protection Agency	52.1330	1,216	1,200	800
Custodial	52.2130	7,500	7,500	7,500
Computer maintenance	52.2201	5,958	6,000	6,000
Copier maintenance	52.2202	84	2,775	2,775
Radio maintenance	52.2204	407	1,000	400
Alarm system maintenance	52.2205	480	1,000	-
Water tower maintenance	52.2206	24,704	45,000	45,000
Generator/Hoist Maintenance	52.2207	3,245	6,000	-
Fuel system maintenance	52.2208	647	1,000	250
Small equipment repairs	52.2216	-	200	-
Building repairs	52.2221	313	1,000	500
Water/Sewer plant repairs	52.2222	-	10,000	5,000
Vehicle repairs	52.2223	449	3,000	1,750
Road paving & drainage	52.2224	-	2,500	5,000
Water/Sewer system repairs	52.2226	-	5,000	10,000
Rental of equipment and vehicles	52.2320	-	250	250
Property/liability insurance	52.3130	61,221	61,000	61,000
Public officials liability insurance	52.3170	17,600	23,000	17,000
Telephone	52.3210	4,379	6,750	6,500
Postage	52.3220	30,174	25,000	25,000
Advertising	52.3300	175	300	250
Printing and binding	52.3400	3,406	3,500	3,500
Travel	52.3500	-	2,000	1,000
Dues and fees	52.3610	548	500	561

Water Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Lab analysis fees	52.3650	26,031	22,000	15,000
Bank fees	52.3680	13,650	14,000	17,750
Education and training	52.3700	560	3,000	1,000
Licenses	52.3800	195	200	200
		231,151	**300,525**	**242,086**
Supplies				
Office supplies	53.1110	1,236	1,500	800
Computer supplies	53.1120	1,950	2,000	1,500
Copier supplies	53.1130	7,206	6,500	5,000
Miscellaneous supplies	53.1140	1,918	2,000	2,000
Water/sewerage	53.1210	-	375	-
Electricity	53.1230	65,874	100,000	80,000
Gasoline	53.1270	36,517	46,000	30,000
Small equipment	53.1600	9,924	15,000	7,500
Small equipment supplies	53.1601	1,701	2,700	2,000
Small equipment - Computers & software	53.1610	750	3,000	3,000
Small equipment - Furniture	53.1620	52	500	-
Safety supplies	53.1701	1,143	3,000	2,000
Uniforms & replacements	53.1702	2,943	5,000	5,000
Chlorine/Fluoride	53.1715	69,152	80,000	80,000
Building repair supplies	53.1721	176	500	200
Water/Sewer plant supplies	53.1722	6,927	15,000	5,000
Vehicle repair supplies	53.1723	11,944	20,000	15,000
Road paving & drainage supplies	53.1724	-	1,000	15,000
Water/Sewer system supplies	53.1726	113,568	113,800	80,000
		332,981	**417,875**	**334,000**
Capital Outlays				
Lift Station Alarm	54.1215	(84)	-	-
		(84)	**-**	**-**
Other Costs				
Depreciation	56.1000	470,803	-	-
Contingencies - Water Administration	57.9200	-	270,000	74,258
Fiscal agent's fees	58.3000	689	3,000	3,000
		471,492	**273,000**	**77,258**
Total Expenses		**1,742,506**	**1,742,633**	**1,453,857**

Water Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	583,590
	Current full-time employees		
	Public Works support		
	Administration support		
	Sale of leave		
51.1200	Temporary Employees	$	500
51.1300	Overtime	$	30,395
	5.5% of regular employee salaries & wages		
51.2105	Group Health/Dental Insurance	$	90,161
51.2110	Group Life Insurance	$	1,678
51.2200	FICA contributions (employer)	$	46,970
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer contributions	$	27,640
51.2600	Unemployment Insurance	$	1,500
51.2700	Workers' Compensation	$	18,079
	Purchased/Contracted Services		
52.1210	Audit	$	7,500
52.1231	Employment physicals & tests	$	100
52.1320	Collection services	$	500
52.1330	Utilities Protection Agency	$	800
52.2130	Custodial	$	7,500
52.2201	Computer maintenance	$	6,000
	Technical support (Public works facility)		
	Scada system		

Water Expenditure Descriptions

Account #			Amount
	Tyler & Logicon		
52.2202	Copier maintenance	$	2,775
	Water plant, Utility Billing		
52.2204	Radio maintenance	$	400
	Repeater & radio repairs		
52.2206	Water tower maintenance	$	45,000
	Mission Trace (contract)		
	Dandy Street (contract)		
	Cumberland Harbour (contract)		
52.2208	Fuel system maintenance	$	250
	Gasboy system		
52.2221	Building repairs	$	500
52.2222	Water plant repairs	$	5,000
	SCADA repairs		
	Rebuild service pump		
	Generator repairs		
	Misc. unpredicted		
	Meter calibrations (wells)		
52.2223	Vehicle repairs	$	1,750
	Cylinder repairs (heavy equipment)		
	Transmission repairs		
	Misc. shop repairs (brake lathe, radiators, etc.)		
	Unpredicted equipment repairs		
52.2224	Road paving & drainage	$	5,000
	Road repair and paving due to water line refurbishment		
52.2226	Water system repairs	$	10,000
	Water stops for hydrant replacements (no valves on old hydrants)		
	Wet taps (hydrant replacements and general)		
	Unpredicted line breaks		

Water Expenditure Descriptions

Account #			Amount
52.2320	Rental of equipment and vehicles	$	250
52.3130	Property/liability insurance	$	61,000
52.3170	Public officials liability insurance	$	17,000
52.3210	Telephone	$	6,500
	5 phone lines & fax lines (public works, water plants)		
	DSL 20%, cell phones, satellite phone		
52.3220	Postage	$	25,000
	Utility Billing & Public Works		
52.3300	Advertising	$	250
52.3400	Printing and binding	$	3,500
52.3500	Travel	$	1,000
	Includes travel for Utility Billing staff		
52.3610	Dues and fees	$	561
52.3650	Lab analysis fees	$	15,000
	Required EPD testing		
	Additional required testing		
52.3680	Bank Fees	$	17,750
52.3700	Education and training	$	1,000
	Includes training for Utility Billing staff		
52.3800	Licenses	$	200
	Supplies		
53.1110	Office supplies	$	800
53.1120	Computer supplies	$	1,500
53.1130	Copier supplies	$	5,000

Water Expenditure Descriptions

Account #			Amount
53.1140	Miscellaneous supplies	$	2,000
	Paper products, rain coats, marking paint, fasteners,		
	flagging tape, batteries, bug spray, etc.		
53.1230	Electricity	$	80,000
	Water Plant #2, #3, #4, Pt. Peter, all booster stations,		
	Cumberland Harbour, 10% PW facility		
53.1270	Gasoline	$	30,000
53.1600	Small equipment	$	7,500
	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		
	BFP test meter, field test equipment (flow meters, diffusers, etc.)		
	Fluoride metering pumps for Plants #2 & #3 (spares)		
	Satellite Phone ($1600)		
53.1601	Small equipment supplies	$	2,000
	Weedeater string, pipe saw blades, tapping bits, etc.		
53.1610	Small equipment - Computers & software	$	3,000
	Misc. GIS hardware/software		
53.1701	Safety supplies	$	2,000
	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		
53.1715	Chlorine/fluoride	$	80,000
53.1721	Building repair supplies	$	200
	Misc. repairs to water plant buildings (doors, lights, etc.)		

Water Expenditure Descriptions

Account #			Amount
	Air conditioning and ventilation		
	Misc. paint, cleaners, etc.		
53.1722	Water plant supplies	$	5,000
	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	$	15,000
	Vehicles & pieces of equipment		
	Unpredicted & routine maintenance		
	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	$	15,000
	Limerock for road repairs from line breaks		
	Cold patch		
	Concrete		
53.1726	Water system supplies	$	80,000
	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	$	74,258
58.3000	Fiscal agent's fees	$	3,000
	Total	**$**	**1,453,857**

Debt Service Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Principal				
Bond Payment 88 & 92 PRIN	58.1110	-	240,000	255,000
Bond Payment 2007	58.1330	-	1,000,000	-
GEFA Loan 95-021-WQ PRIN #4	58.1340	-	16,285	17,220
GEFA Loan 97-L97-WS PRIN #5	58.1350	-	24,390	25,576
GEFA Loan 98-L46-WJ PRIN #6	58.1360	-	147,510	154,363
GEFA Loan CWS-RF-02 PRIN #2	58.1370	-	59,799	61,005
GEFA Loan CWS-RF-03 PRIN Scrubby Bluff	58.1380	-	212,959	219,435
Equipment Loans	58.1385	-	113,783	139,303
		-	**1,814,726**	**871,902**
Interest				
Bond Payment 88 & 92 INT	58.2110	194,775	187,425	172,266
Bond Payment 2007	58.2115	-	1,380,000	1,946,000
GEFA Loan 95-021-WQ INT #4	58.2340	3,379	2,571	1,635
GEFA Loan 97-L97-WS INT #5	58.2350	15,458	24,950	13,252
GEFA Loan 98-L46-WJ INT #6	58.2360	107,472	101,500	94,745
GEFA Loan CWS-RF-02 INT #2	58.2370	126,057	2,490	1,283
GEFA Loan CWS-RF-03 INT Scrubby Bluff	58.2380	3,571	120,455	113,978
Equipment Loans	58.2385	15,402	18,888	1,007
		466,114	**1,838,279**	**2,344,165**
Total Debt Service		**466,114**	**3,653,005**	**3,216,067**

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. The three remaining trucks were sold through Ritchie Brothers Auctioneers in 2010.

Goals

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

Solid Waste Revenues

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Charges for Services				
Residential Refuse Charge	34.4111	940,975	961,000	961,000
Commercial Refuse Charge	34.4112	24,313	35,350	22,500
Late Fees and Penalties	34.4190	22,955	22,000	18,000
		988,243	**1,018,350**	**1,001,500**
Other Charges				
Other Charges	34.9900	71,310	72,000	59,000
		71,310	**72,000**	**59,000**
Investment Income				
Interest Revenue	36.1000	2,829	3,000	500
		2,829	**3,000**	**500**
Miscellaneous Income				
Fund Equity	38.0001	-	199,059	201,318
Miscellaneous Income	38.9010	-	-	-
		-	**199,059**	**201,318**
Total Revenues		**1,062,382**	**1,292,409**	**1,262,318**

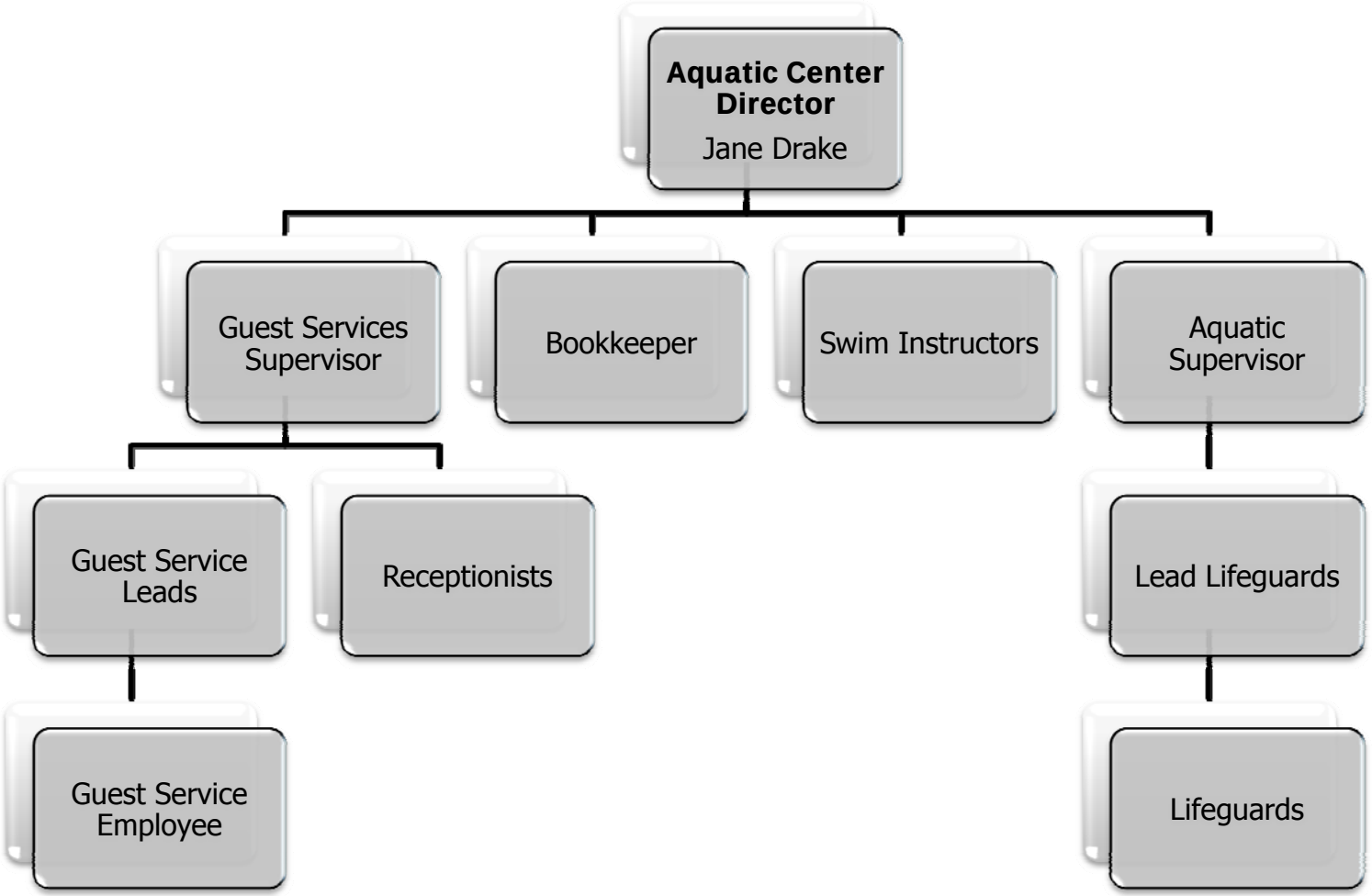
Solid Waste Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	48,856	108,646	114,400
Overtime	51.1300	930	2,000	2,500
Group Health/Dental Insurance	51.2105	3,500	3,500	8,816
Group Life Insurance	51.2110	100	100	170
Disability	51.2150	107	107	-
FICA contributions (employer)	51.2200	3,207	8,465	8,943
Retirement - Employer contribution	51.2400	3,672	3,271	1,889
Workers' compensation	51.2700	112	512	500
Employee awards & picnic	51.2910	-	150	-
		60,484	**126,751**	**137,218**
Purchased/Contracted Services				
Collection Fees	52.1200	953,839	930,000	960,000
Audit	52.1210	3,500	3,500	500
Custodial	52.2130	-	3,000	-
Computer maintenance	52.2201	-	1,000	500
Property/liability insurance	52.3120	19,204	6,000	9,500
Postage	52.3220	3	2,000	1,000
Advertising	52.3310	275	300	200
Landfill fees	52.3660	140,913	179,345	150,000
Contract Labor	52.3851	650	9,921	-
		1,118,384	**1,135,066**	**1,121,700**
Supplies				
Office supplies	53.1110	71	100	50
Computer supplies	53.1120	-	100	50
Copier supplies	53.1130	-	1,500	750
Miscellaneous supplies	53.1140	-	1,692	-
Gasoline	53.1270	-	1,700	1,000
Uniforms & replacements	53.1702	-	-	1,550
		71	**5,092**	**3,400**
Other Costs				
Depreciation	56.1000	23,644	-	-
Contingencies - Solid Waste Fund	57.9300	-	25,000	-
		23,644	**25,000**	**-**
Total Expenditures		**1,202,583**	**1,291,909**	**1,262,318**

Solid Waste Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular Employees	$	114,400
51.1300	Overtime	$	2,500
51.2105	Group Health/Dental Insurance	$	8,816
51.2110	Group Life Insurance	$	170
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	8,943
51.2400	Retirement - Employer contributions	$	1,889
51.2700	Workers' Compensation	$	500
	Purchased/Contracted Services		
52.1200	Collection Fees	$	960,000
52.1210	Audit	$	500
52.2201	Computer maintenance	$	500
52.3120	Property/liability insurance	$	9,500
52.3220	Postage	$	1,000
52.3310	Advertising	$	200
52.3660	Landfill Fees	$	150,000
	Supplies		
53.1110	Office Supplies	$	50
53.1120	Computer Supplies	$	50
53.1130	Copier Supplies	$	750
53.1270	Gasoline	$	1,000
53.1702	Uniforms & Replacements	$	1,550
	Total	**$**	**1,262,318**

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 8 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 Revenues

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Charge for Services				
Daily Admission	34.7210	184,659	250,000	229,697
Birthday Parties	34.7225	13,147	20,000	20,000
Group Sales	34.7230	21,224	28,000	26,000
Rentals	34.7235	9,248	14,000	17,000
Swim Lessons	34.7510	8,482	8,000	10,000
Concession	34.7900	70,586	80,000	80,000
Retail Sales	34.7910	15,985	16,000	18,000
Locker Rentals	34.7920	879	1,500	1,500
		324,210	**417,500**	**402,197**
Investment Income				
Interest Revenues	36.1000	133	2,000	2,000
		133	**2,000**	**2,000**
Contributions & Donations				
Capital Contributions	37.1010	2,059,008	-	-
		2,059,008	**-**	**-**
Miscellaneous				
Miscellaneous Income	38.9010	2,334	-	2,000
		2,334	**-**	**2,000**
Other Financing Sources				
Operating Transfer In	39.1200	22,402	9,632	6,910
		22,402	**9,632**	**6,910**
Total Revenues		**2,408,087**	**429,132**	**413,107**

Aquatic Center Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	205,089	212,000	205,000
Overtime	51.1300	26	500	500
Group Health/Dental	51.2105	7,352	8,069	8,659
Group Life Insurance	51.2110	114	126	126
Disability	51.2150	333	357	-
FICA contributions (employer)	51.2200	14,538	16,257	15,721
Retirement - Employer Contribution	51.2400	3,359	4,153	2,331
Workers Compensation	51.2700	10,965	11,170	11,170
Vehicle allowance	51.2920	200	-	-
		241,976	**252,632**	**243,507**
Purchased / Contracted Services				
Employment physicals & tests	52.1231	1,655	1,600	1,600
Alarm system maintenance	52.2205	50	300	300
Aquatic Center Maintenance	52.2209	18,608	9,000	9,000
Small equipment repairs	52.2216	1,716	2,400	2,400
Building repairs	52.2221	2,117	7,000	6,000
Property/Liability Insurance	52.3110	-	800	800
Telephone	52.3210	4,144	4,000	4,500
Postage	52.3220	724	500	500
Advertising	52.3300	8,006	9,000	7,000
Printing & binding	52.3400	393	500	800
Travel	52.3500	1,292	2,000	1,600
Dues and fees	52.3600	1,631	2,000	2,000
Bank fees	52.3680	3,129	2,000	3,500
Education and training	52.3700	942	1,300	1,200
		44,407	**42,400**	**41,200**
Supplies				
Office supplies	53.1110	968	1,500	1,400
Computer supplies	53.1120	514	800	800
Copier supplies	53.1130	94	500	800
Miscellaneous supplies	53.1140	4,081	5,000	5,000
Photographic supplies	53.1150	640	500	800
Water/sewerage	53.1210	9,109	13,000	13,000
Natural gas	53.1220	102	1,500	1,500
Electricity	53.1230	22,667	28,000	28,000
Retail Inventory/Resale	53.1500	9,326	8,000	9,000
Concession Inventory/Resale	53.1550	39,170	35,000	36,000

Aquatic Center Expenditures

	Account #	Actual FY2009	Budget FY2010	Proposed FY2011
Small equipment	53.1600	5,293	10,000	8,000
Small equipment supplies	53.1601	-	500	500
Small equipment - Furniture & Fixtures	53.1620	2,467	6,000	5,000
Safety supplies	53.1701	479	1,000	800
Uniforms & replacements	53.1702	831	1,800	1,800
Chemicals	53.1715	12,547	11,000	12,000
Aquatic Center maintenance supplies	53.1731	3,949	4,000	4,000
		112,237	**128,100**	**128,400**
Capital Outlays				
Equipment	54.2500	-	5,000	-
		-	**5,000**	**-**
Total Expenditures		**398,620**	**428,132**	**413,107**

Aquatic Center Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	205,000
	Aquatic Center Director		
	Seasonal employees		
51.1300	Overtime	$	500
51.2105	Group Health/Dental	$	8,659
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer)	$	15,721
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer contribution	$	2,331
51.2700	Workers Compensation	$	11,170
	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
52.2216	Small equipment repairs	$	2,400
	pumps, motors, kitchen equipment, chemical equipment		
52.2221	Building repairs	$	6,000
	HVAC, water heaters, plumbing, electrical		
52.3110	Property/Liability Insurance	$	800
52.3210	Telephone	$	4,500
	Includes long distance and internet service		
52.3220	Postage	$	500

Aquatic Center Expenditure Descriptions

Account #			Amount
52.3300	Advertising	$	7,000
	Brochure, newspaper, radio,TV, local ads		
52.3400	Printing and binding	$	800
	tickets, office forms,		
52.3500	Travel	$	1,600
	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	$	3,500
	Fees for credit card machine		
	increase due to % of sales		
52.3700	Education and training	$	1,200
	training materials		
	Supplies		
53.1110	Office supplies	$	1,400
53.1120	Computer supplies	$	800
53.1130	Copier supplies	$	800
53.1140	Miscellaneous supplies	$	5,000
	$1,500 operating expenses		
53.1150	Photographic supplies	$	800
53.1210	Water/Sewerage	$	13,000
53.1240	Natural gas	$	1,500
53.1230	Electricity	$	28,000
53.1500	Retail inventory/Resale	$	9,000

Aquatic Center Expenditure Descriptions

Account #			Amount
	Retail merchandise (expanding)		
53.1550	Concession inventory/Resale	$	36,000
53.1600	Small equipment	$	8,000
	tools, tubes, chlorinator supplies, yard maintenance tools		
53.1601	Small equipment supplies	$	500
53.1620	Small equipment - Furniture	$	5,000
	Replacement-chairs, umbrellas, tables, canopies		
	cash registers		
53.1701	Safety supplies	$	800
	First Aid, rescue supplies, lifejackets, rescue equip		
53.1702	Uniforms and replacements	$	1,800
	Employees will reimburse the City		
53.1715	Chemicals	$	12,000
53.1731	Aquatic Center Maintenance Supplies	$	4,000
	Total	**$**	**413,107**