FY2012



BUDGET

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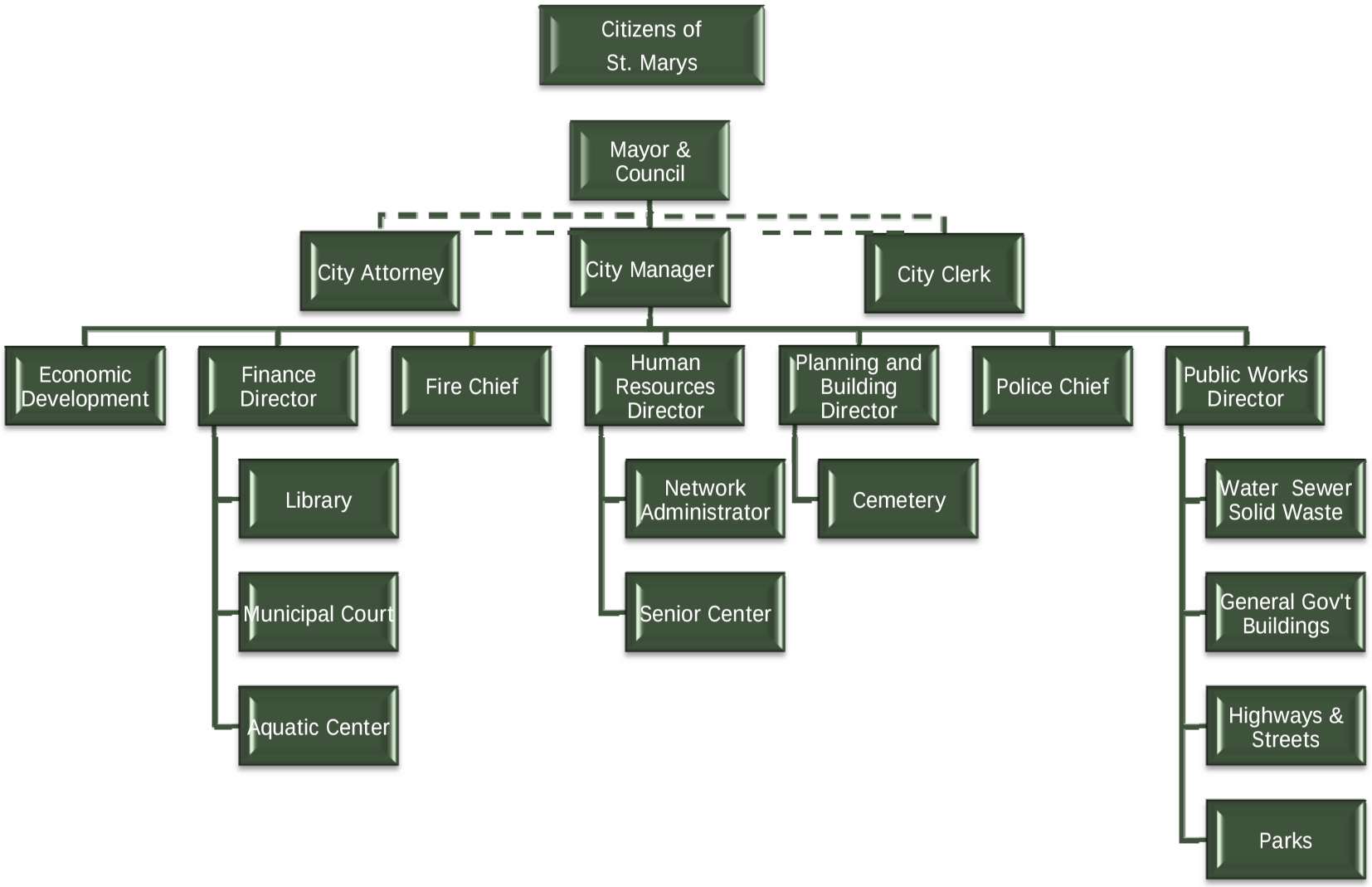
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City of St. Marys
418 Osborne Street
St. Marys, GA 31558
(912)510-4000
http://www.ci.st-marys.ga.us

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	**Steven S. Crowell, Jr.**	**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	**Angela Wigger**	**882-4000**
Economic Development	**Artie Jones, III**	**882-8111**
Network Administrator	**Gene Rudy**	**510-4029**

City of St. Marys Organizational Chart



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, 2011 and ending June 30, 2012" to read as follows:

BE IT ORDAINED, that the City hereby adopts the General Fund Budget as prepared and submitted on June 20, 2011, 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 20, 2011, 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 20, 2011, 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 this 20th day of June, 2011.

City of St. Marys, Georgia

W. T. DeLoughy

William DeLoughy, Mayor

Attest:

Darlene M. Roellig

Darlene Roellig, City Clerk

Approved as to Form

City Attorney

Exhibit A

General Fund

Summary of Revenues	**FY2012 Proposed Budget**
Property and Other Taxes	6,866,350
Licenses & Permits	311,500
Sales/Interest/Other Charges	591,510
Grants and Reimbursements	348,000
Miscellaneous Revenues	496,100
Fund Equity	61,664
Total Revenues	**$ 8,675,124**

Summary of Expenditures	**FY2012 Proposed Budget**
Legislative	184,734
Executive	287,636
Finance	752,352
Information Technology	156,920
Human Resources	92,207
Municipal Court	226,492
Police	2,437,759
Fire	1,597,176
Public Works - Admin	1,413,492
General Government Buildings	168,930
Parks	61,020
Highways and Streets	270,000
Library	298,773
Planning & Zoning	153,987
Building	136,885
Cemetery	4,625
Senior Citizens Center	118,476
Airport	8,000
Economic Development	118,005
Special Facilities	37,655
Contingency	150,000
Total Expenditures	**$ 8,675,124**

Exhibit B

Water & Sewer Enterprise Fund

Summary of Revenues	**FY2012 Proposed Budget**
Water Charges	2,789,000
Sewer Charges	2,607,000
Sales/Interest/Other Charges	291,900
Capital Recovery/Construction Fee Revenues	346,250
Loans	1,230,000
Fund Equity	485,200
Total Revenues	**$ 7,749,350**

Summary of Expenditures		**FY2012 Proposed Budget**
Sewer Department		
Salaries, Wages and Employee Benefits	$	911,642
Purchased/Contracted Services	$	460,200
Supplies	$	733,650
Capital Outlays	$	1,304,000
Other Cost	$	196,100
Total Sewer	**$**	**3,605,592**
Water Department		
Salaries, Wages and Employee Benefits	$	722,713
Purchased/Contracted Services	$	220,261
Supplies	$	328,700
Capital Outlays	$	16,000
Other Cost	$	83,000
Total Water	**$**	**1,370,674**
Debt Service		
Principal Bond-GEFA-Equipment	$	592,789
Interest - Bond-GEFA-Equipment	$	2,180,295
	$	**2,773,084**
Total Expenditures	**$**	**7,749,350**

Exhibit C

Solid Waste Enterprise Fund

Summary of Revenues	**FY2012 Proposed Budget**
Residential refuse charges	961,000
Commercial refuse charges	22,500
Other Fees	46,000
Interest revenues	-
Fund Equity	171,929
Total Revenues	**$ 1,201,429**

Summary of Expenditures	**FY2012 Proposed Budget**
Salaries, Wages and Employee Benefits	73,229
Purchased/Contracted Services	1,101,350
Supplies	1,850
Contingency	25,000
Total Expenditures	**$ 1,201,429**

Splost V

	FY2012 Proposed Budget
Total Revenues	**$ 60,000**
Total Expenditures	**$ 60,000**

Splost VI

	FY2012 Proposed Budget
Total Revenues	**$ 5,859,000**
Total Expenditures	**$ 5,859,000**

Special Revenue Tourism

	FY2012 Proposed Budget
Total Revenues	**$ 168,031**
Total Expenditures	**$ 168,031**

Hotel/Motel Revenue

	FY2012 Proposed Budget
Total Revenues	**$ 134,501**
Total Expenditures	**$ 134,501**

Aquatic Park

	FY2012 Proposed Budget
Total Revenues	**$ 375,419**
Total Expenditures	**$ 375,419**

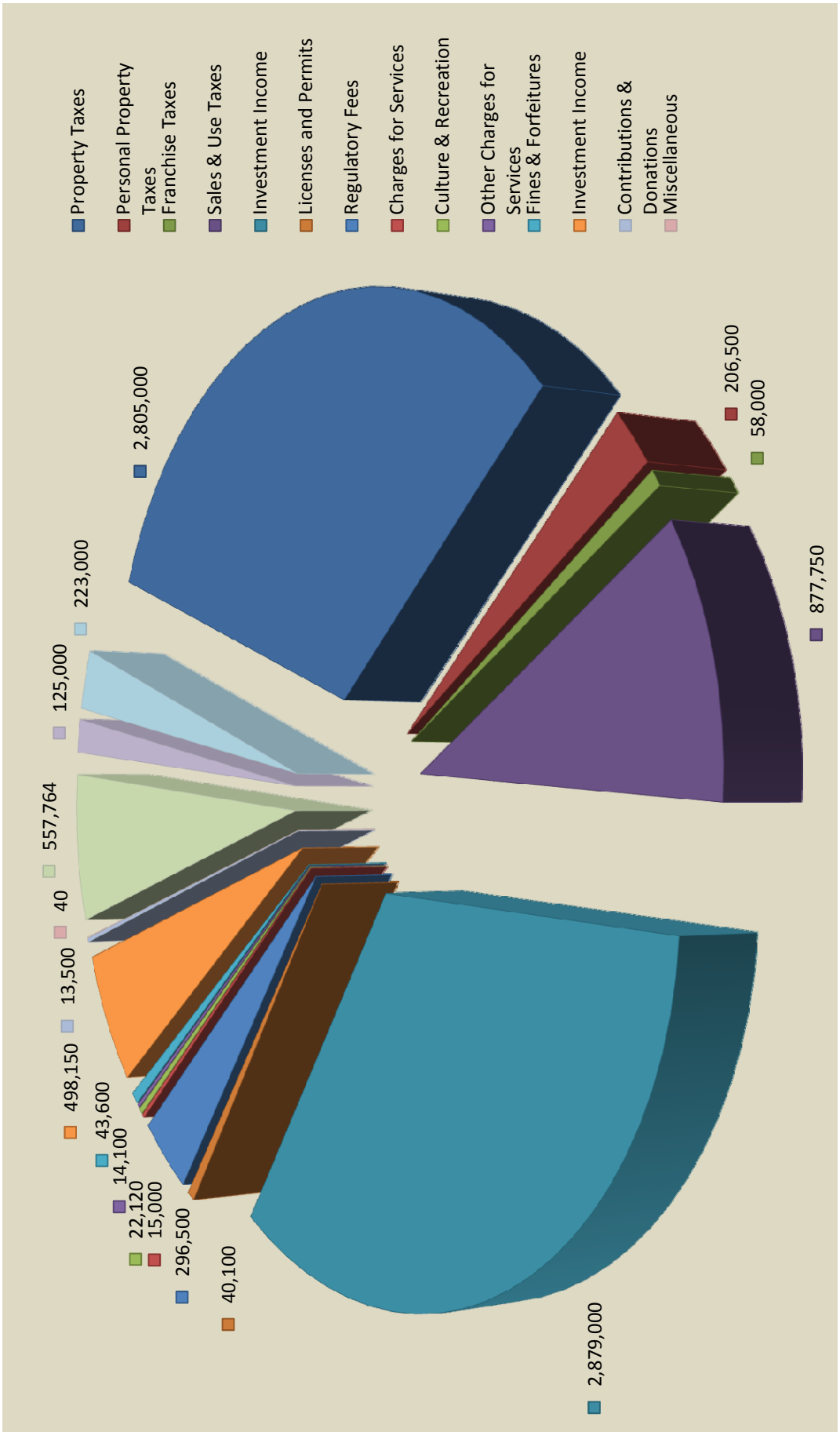
Multi Grant

	FY2012 Proposed Budget
Total Revenues	**$ 223,000**
Total Expenditures	**$ 223,000**

City of St. Marys - FY2012 Budget

General Fund	$8,675,124
Water & Sewer	$7,749,350
Solid Waste	$1,201,429
SPLOST V	$60,000
SPLOST VI	$5,859,000
Tourism	$168,031
Multi-Grant	$223,000
Aquatic Center	$375,419
Total All Funds	$24,311,353

FY2012 GENERAL FUND REVENUES
$8,675,124



General Fund Revenues

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Property Taxes					
Real Property-Curent Year	31.1100	3,260,497	3,200,000	2,950,000	2,715,000
Overpayments/Adjust Taxes	31.1190	15	-	-	-
2009 & Prior Years Property Tax Collection	31.1208	-	90,000	90,000	90,000
		3,260,513	**3,290,000**	**3,040,000**	**2,805,000**
Personal Property Taxes					
Motor Vehicle	31.1310	179,964	200,000	200,000	195,000
Mobile Home	31.1320	6,145	10,000	10,000	6,500
Payment in Lieu of Taxes	31.1390	-	3,900	3,900	2,500
Railroad Tax	31.1391	2,371	2,700	2,700	2,500
		188,480	**216,600**	**216,600**	**206,500**
Real Estate Transfer Tax					
Real Estate Transfer Tax	31.1600	11,310	13,000	13,000	8,000
Recording Intangible Tax	31.1610	53,200	57,000	57,000	50,000
		64,510	**70,000**	**70,000**	**58,000**
Franchise Taxes					
Georgia Power	31.1710	639,391	645,000	645,000	685,000
Okefenokee Electric	31.1711	49,767	52,000	52,000	51,750
Gas Franchise	31.1730	17,146	16,750	16,750	20,000
Cable TV Franchise	31.1750	88,723	90,000	90,000	97,500
Telephone Franchise	31.1760	25,704	25,000	25,000	23,500
		820,730	**828,750**	**828,750**	**877,750**
Sales & Use Taxes					
Local Option Sales and Use	31.3100	1,903,406	2,200,000	2,200,000	1,900,000
Alcoholic Beverage Excise	31.4200	195,500	200,000	200,000	222,000
Insurance Premiums	31.6200	762,953	765,000	765,000	730,000
Financial Institutions	31.6300	35,473	35,000	35,000	27,000
		2,897,332	**3,200,000**	**3,200,000**	**2,879,000**
Investment Income					
Penalty and Interest on Delinquent Taxes	31.9100	40,114	35,000	35,000	40,000
FIFA Legal Process Fees	31.9500	(30)	100	100	100
		40,084	**35,100**	**35,100**	**40,100**
Licenses and Permits					
Beer & Wine License	32.1100	77,029	90,000	90,000	85,000
General Business License	32.1200	129,933	130,000	130,000	125,000
Business License Insurance	32.1220	23,201	22,500	22,500	21,000
Building Permits	32.2100	210,876	150,000	150,000	60,000
Zoning Fees	32.2210	9,734	15,000	15,000	2,500
Land Disturbing Fees	32.2211	78	1,000	1,000	500
Sign Permits	32.2230	3,610	3,000	3,000	2,500
		454,462	**411,500**	**411,500**	**296,500**

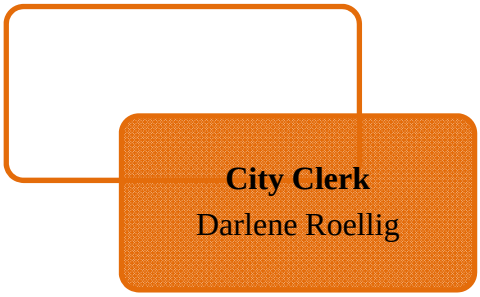
General Fund Revenues

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Regulatory Fees					
Plan Review Fees	32.3910	47,727	45,000	45,000	15,000
		47,727	**45,000**	**45,000**	**15,000**
Charges for Services					
Copies Sold - Admin	34.1700	9,837	10,000	10,000	10,000
Copies Sold - Police Dept	34.1705	6,036	8,000	8,000	7,000
Copies Sold - Library	34.1710	2,129	2,500	2,500	2,000
Copies Sold - Planning & Building	34.1715	289	500	500	500
Qualifying Fees	34.1910	2,376	-	-	2,500
NSF Fees	34.4212	120	120	120	120
		20,786	**21,120**	**21,120**	**22,120**
Culture & Recreation					
Retail Sales - Orange Hall	34.7200	36	100	100	100
Tours - Orange Hall	34.7205	10,132	9,000	9,000	9,000
Program Income - Senior Center	34.7500	5,252	4,850	4,850	5,000
		15,420	**13,950**	**13,950**	**14,100**
Other Charges for Services					
Cemetery Fees	34.9100	52,928	30,000	30,000	35,000
Administrative Fees - Tourism	34.9900	3,600	3,600	3,600	3,600
Administrative Fees - Multi Grant	34.9902	580	2,000	2,000	-
Administrative Fees - SPLOST	34.9910	31,233	10,000	10,000	5,000
		88,341	**45,600**	**45,600**	**43,600**
Fines & Forfeitures					
Court Fines Base	35.1170	198,910	225,000	225,000	325,000
Court Fines Fees	35.1171	77,085	97,000	126,840	130,000
Court Fines - DUI Victims	35.1172	1,034	1,000	1,000	2,500
Brain & Spinal Fund	35.1178	1,614	1,500	1,500	1,750
Probation Fees	35.1179	1,078	1,000	1,000	900
Traffic Citation Fees	35.1180	12,926	12,000	18,000	18,000
Library Fines/Collections	35.1300	6,134	7,000	7,000	4,000
Penalty/Late Charge - Police	35.1400	4,950	5,000	5,000	7,000
Court Contempt Fees	35.1402	6,915	5,000	5,000	7,500
City Legal Court Fees	35.1405	3,711	1,200	1,200	1,500
		314,358	**355,700**	**391,540**	**498,150**
Investment Income					
Interest Earned	36.1000	51,074	50,000	50,000	13,500
		51,074	**50,000**	**50,000**	**13,500**
Contributions & Donations					
Orange Hall Donations	37.2000	356	450	450	40
		356	**450**	**450**	**40**

General Fund Revenues

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Miscellaneous					
Fund Equity	38.0001	-	958,150	2,228,946	61,664
Rental Income	38.1000	314,240	250,000	250,000	255,000
Special Events Rental	38.1010	7,645	7,500	7,500	7,500
Miscellaneous Income	38.9010	105,425	25,130	30,256	23,600
Shared Services Solid Waste/Splost	38.9020	334,011	150,000	150,000	125,000
Shared Services - IDA	38.9025	37,500	-	-	-
Shared Services - Cumberland Harbor	38.9030	30,000	60,000	60,000	60,000
Shared Services - Hospital Authority	38.9032	25,000	-	-	25,000
		853,821	**1,450,780**	**2,726,702**	**557,764**
Interfund Transfers					
Operating Transfer In Multi Grant	39.1200	75,532	22,500	210,353	223,000
		75,532	**22,500**	**210,353**	**223,000**
Other Proceeds					
Sale of City Property	39.2200	-	10,000	10,000	5,000
Loan Proceeds	39.3010	-	-	-	120,000
		-	**-**	**-**	**125,000**
Total Revenues		**9,193,526**	**10,057,050**	**11,306,665**	**8,675,124**

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 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 its citizens. The City clerk has signature authority, which is required on all ordinances, resolutions, 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

- Created a data base using the Incode software program for Oak Grove Cemetery and alcohol licenses.
- 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 Charter changes (HB105 & HB106) has been forwarded to the Georgia House of Representatives and Senate to hold a referendum to change the elected official's terms of office from four to three years and plurality voting to majority. These Bills were signed by Governor Deal.
- Local legislation for the Convention and Visitors Bureau Act (HB 839) has been forwarded to the Georgia House of Representatives and Senate to introduce changes. This bill has not been presented by either legislator.
- Local legislation for the Senior Homestead Exemption Act (HB 1151) has been forwarded to the Georgia House of Representatives and Senate to reduce the cap on senior homesteader's net income from $25,000 to zero. This bill has not been presented by either legislator.

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:

- Continue to 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 departments 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.
- Implementation of a council retreat for leadership and team building facilitated by Carl Vinson Institute of Government.
- Continue to verify the status of legal aliens through the SAVE Program mandated by the Department of Homeland Security, U.S Citizenship and Immigration Services.
- Continue 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.

Legislative Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	66,878	67,369	63,860	47,450
Legislative salaries	51.1115	53,683	62,400	62,400	65,400
Overtime	51.1300	4,050	5,200	4,000	4,000
Group Health/Dental	51.2105	216	491	491	481
Group Life Insurance	51.2110	236	126	126	126
Disability	51.2150	273	-	-	-
FICA contributions (employer)	51.2200	9,192	10,325	10,157	8,950
Retirement contributions (employer)	51.2400	6,943	6,133	6,133	4,624
Workers' compensation	51.2700	324	789	789	828
		141,795	**152,833**	**147,956**	**131,859**
Purchased/Contracted Services					
Office Equipment Maintenance	52.2203	1,194	3,500	3,700	3,500
Public Official Liability	52.3150	17,596	15,500	15,500	16,275
Telephone	52.3210	2,555	3,240	3,240	3,300
Postage	52.3220	276	600	600	400
Advertising	52.3300	836	1,000	1,000	700
Printing and binding	52.3400	308	500	500	300
Travel	52.3500	11,968	15,000	1,410	4,300
Dues and Fees	52.3600	257	900	900	700
Professional subscriptions	52.3610	-	100	100	-
Education and training	52.3700	6,202	7,000	-	1,500
Other purchased services	52.3900	-	-	-	-
		41,191	**47,340**	**26,950**	**30,975**
Supplies					
Office supplies	53.1110	391	400	400	400
Computer Supplies	53.1120	743	1,000	900	700
Copier supplies	53.1130	945	800	800	700
Miscellaneous supplies	53.1140	2,420	2,400	1,390	1,900
Small equipment	53.1600	624	1,000	1,000	400
Codification	53.1791	4,113	7,000	3,510	4,000
Election expense	53.1792	10,478	2,000	-	13,000
		19,713	**14,600**	**8,000**	**21,100**
Payments to Others					
Kings Bay Chamber	57.2200	764	800	800	800
		764	**800**	**800**	**800**
Debt Service					
Capital Lease - Principal - Scanner	58.1201	9,547	8,306	8,306	-
Capital Lease - Interest - Scanner	58.2299	920	258	258	-
		10,467	**8,564**	**8,564**	**-**
Total Expenditures		**213,930**	**224,137**	**192,270**	**184,734**

Legislative Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	47,450
51.1115	Legislative salaries	$	65,400
51.1300	Overtime	$	4,000
51.2105	Group Health/Dental	$	481
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer) *Salaries and overtime x 7.65%*	$	8,950
51.2400	Retirement contributions (employer)	$	4,624
51.2700	Workers' compensation	$	828
	Purchased/Contracted Services		
52.2203	Office Equipment Maintenance *Sound System, Scanner & Copier*	$	3,500
52.3150	Public Official Liability	$	16,275
52.3210	Telephone *Mayor, Council, City Clerk, Asst., Cell Phone, Blackberry & DSL*	$	3,300
52.3220	Postage	$	400
52.3300	Advertising *Elections, Alcohol License, Public Hearings, Misc.*	$	700
52.3400	Printing and Binding *Business Cards*	$	300
52.3500	Travel *New Councilmember Mandated Training & Washington Fly-In (Mayor)*	$	4,300
52.3600	Dues and Fees *SAVE Program Federally Mandated, GMCFOA & IIMC*	$	700
52.3700	Education and training	$	1,500

Legislative Expenditure Descriptions

Account #			Amount
	New Councilmember Mandated Training		
	Supplies		
53.1110	Office supplies	$	400
53.1120	Computer Supplies	$	700
53.1130	Copier supplies	$	700
53.1140	Miscellaneous supplies	$	1,900
53.1600	Small Equipment	$	400
53.1791	Codification	$	4,000
53.1792	Election Expense	$	13,000
57.2200	Kings Bay Chamber	$	800
	Total	**$**	**184,734**

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

- Implement directives from the Mayor and City Council, including identified capital projects and initiatives noted in the budget.
- Continue to work with Department Directors and employees to review City operations for efficiencies and effectiveness.
- Work with employees to increase dissemination of information about the City to employees.
- Develop ways to increase and improve information to the public.
- Increase educational efforts for citizens regarding City operations and issues.
- Improve customer service of the City and responsiveness to citizens.
- Increase training opportunities for City employees.

Executive Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	124,457	127,635	127,635	135,254
Overtime	51.1300	389	500	500	500
Group Health/Dental	51.2105	188	491	491	9,386
Group Life Insurance	51.2110	41	232	232	249
Disability	51.2150	768	-	-	-
FICA contributions (employer)	51.2200	9,398	9,802	9,802	10,386
Retirement contributions (employer)	51.2400	12,605	12,702	12,702	15,300
Tuition reimbursement	51.2500	-	1,000	1,000	1,000
Workers' compensation	51.2700	5,325	4,483	4,483	4,500
Clothing allowance	51.2930	-	-	-	-
		153,171	**156,845**	**156,845**	**176,575**
Purchased/Contracted Services					
Legal	52.1220	54,792	80,000	180,000	90,000
Employment Physicals	52.1231	-	-	-	200
Copier maintenance	52.2202	-	1,500	1,500	1,500
Telephone	52.3210	2,824	3,750	2,820	4,000
Postage	52.3220	104	200	200	200
Advertising	52.3300	149	100	400	100
Printing and binding	52.3400	70	200	200	200
Travel	52.3500	2,168	3,000	2,550	2,000
Dues and fees	52.3600	1,052	1,000	450	1,000
Professional subscriptions	52.3610	184	200	200	300
Education and training	52.3700	1,433	2,000	866	1,500
Other	52.3900	174	300	300	300
		62,950	**92,250**	**189,486**	**101,300**
Supplies					
Office supplies	53.1110	113	200	355	350
Computer supplies	53.1120	280	225	200	400
Copier supplies	53.1130	308	250	250	350
Miscellaneous supplies	53.1140	483	700	1,500	700
Gasoline	53.1270	2,544	2,500	2,070	2,658
Small equipment	53.1600	192	500	634	700
Small equipment - Furniture	53.1620	-	350	-	400
Vehicle Repair Supplies	53.1723	586	1,000	979	750
		4,506	**5,725**	**5,988**	**6,308**
Capital Outlay					
Site Improvements	54.1200	-	-	1,317,460	-
		-	**-**	**1,317,460**	**-**

Executive Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Debt Service					
Capital Lease - Principal - Vehicle	58.1209	14,338	9,400	9,449	3,429
Capital Lease - Interest - Vehicle	58.2209	600	350	302	24
		14,938	**9,750**	**9,751**	**3,453**
Total Expenditures		**235,565**	**264,570**	**1,679,530**	**287,636**

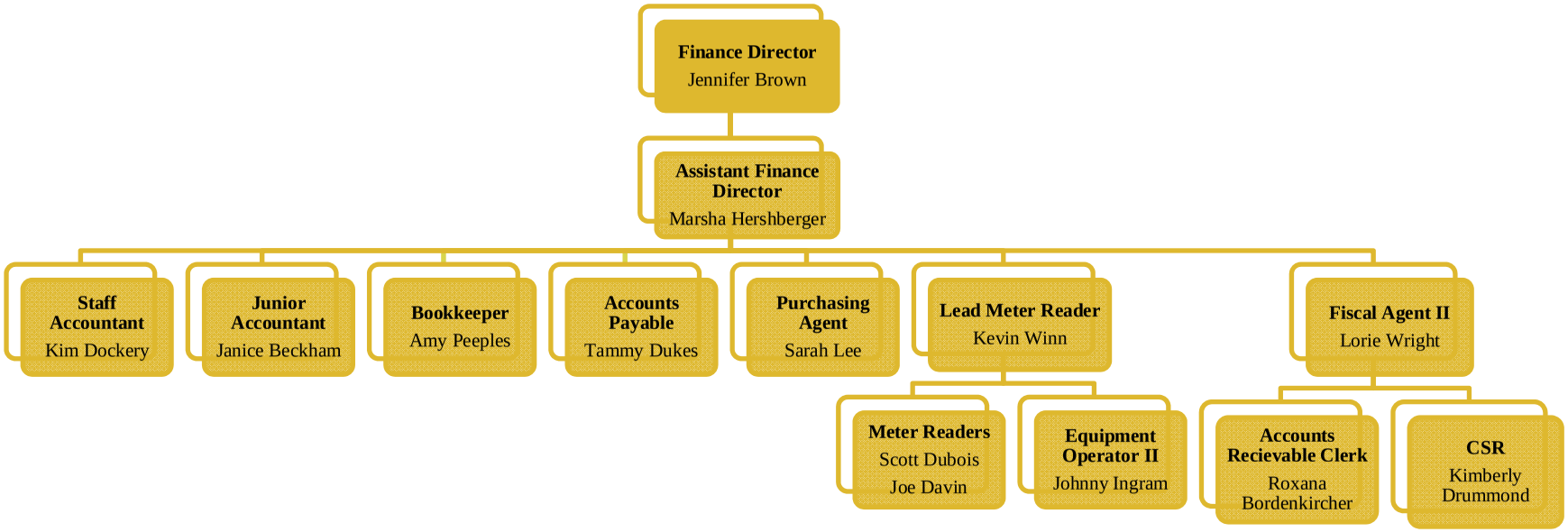
Executive Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	135,254
51.1300	Overtime	$	500
51.2105	Group Health/Dental	$	9,386
51.2110	Group Life Insurance	$	249
51.2200	FICA contributions (employer) *Salaries and overtime x 7.65%*	$	10,386
51.2400	Retirement contributions (employer)	$	15,300
51.2500	Tuition reimbursement	$	1,000
51.2700	Workers' Compensation	$	4,500
	Purchased/Contracted Services		
52.1220	Legal	$	90,000
52.1231	Employment physicals	$	200
52.2202	Copier maintenance	$	1,500
52.3210	Telephone	$	4,000
52.3220	Postage	$	200
52.3300	Advertising	$	100
52.3400	Printing and binding	$	200
52.3500	Travel	$	2,000
52.3600	Dues and fees	$	1,000
52.3610	Professional subscriptions	$	300
52.3700	Education and training	$	1,500
52.3900	Other	$	300

Executive Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office supplies	$	350
53.1120	Computer supplies	$	400
53.1130	Copier supplies	$	350
53.1140	Miscellaneous supplies	$	700
53.1270	Gasoline	$	2,658
53.1600	Small equipment	$	700
53.1620	Small equipment - Furniture	$	400
53.1723	Vehicle repair supplies	$	750
	Debt Service		
58.1209	Capital Lease - Principal - Vehicle	$	3,429
58.2209	Capital Lease - Interest - Vehicle	$	24
	Total	**$**	**287,636**

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 and dispatch to proper departments, receive new applications for Water/Sewer customers, receive disconnect requests, handle all money paid to the City and receipt it in appropriate accounts. They are also responsible for balancing their 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 three 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. The Purchasing Agent also provides support to the CSR's in the Water Department.

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. Accounts Payable also provides support to the CSR's in the Water Department.

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 the Aquatic Center and Tourism. The Bookkeeper also handles the end of year processing of W-2's and 1099's. The Bookkeeper also extends support to the Human Resources Department.

The Staff Accountant is responsible for billing property taxes, processing corrections of taxes from the County, reporting 941 wage reports, State unemployment reporting, recording and processing end of month journal entries and preparing the deposit from daily receipts. The Staff Accountant provides support for the Human Resources Department as well.

The Assistant Finance Director assists in the day to day operation of the Finance Department. The Assistant Finance Director is responsible for recording and processing closing month journal entries to the General Ledger, reviewing end of month reports for accuracy, recording budget ordinance requests and making changes in the budget software and helping with property tax questions.

Accomplishments

The Finance Department coordinated with City departments to hold a surplus sale. Vehicles and equipment that were no longer useful to the City were sold by sealed bid.

We printed and mailed our own Property Tax Bills for the second time.

The Finance Department assisted the City in the refinancing of the 2007 Bond with a fixed rate.

Because of the efforts from the Finance Department, the City also received an AA rating from Standard and Poor's.

The Finance Department obtained a successful audit for FY2010.

Goals

- The Finance department encourages continuing education for their employees. Tuition reimbursement is available in the FY12 budget for employees to further their education.
- Accounts Payable has started scanning documents to the server.
- The Finance Department is working on updating the Purchasing Policy.
- The Finance Department plans to implement Purchasing Cards in FY12.
- The Finance Department intends to work with other departments to put into effect the low income housing loan fund.

Finance Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	122,136	128,760	115,755	100,255
Overtime	51.1300	2,959	4,500	4,500	4,500
Group Health/Dental Ins	51.2105	29,407	26,449	26,449	27,038
Group Life Insurance	51.2110	779	452	452	452
Disability	51.2150	1,665	-	-	-
FICA contributions (employer)	51.2200	8,968	10,194	9,199	8,055
Retirement -Contribution Employer	51.2400	26,369	25,134	25,134	25,155
Tuition reimbursements	51.2500	1,949	2,000	2,000	2,000
Unemployment insurance	51.2600	323	400	400	400
Workers Compensation	51.2700	1,307	1,520	1,520	1,400
		195,860	**199,409**	**185,409**	**169,255**
Purchased/Contracted Services					
Audit	52.1210	10,150	12,000	9,800	12,000
Employment physicals & tests	52.1231	-	50	50	50
Computer maintenance	52.2201	1,565	28,000	32,200	20,000
Copier maintenance	52.2202	1,700	4,000	2,000	2,500
Office Equip Maintenance	52.2203	1,976	2,000	2,520	2,500
Alarm system maintenance	52.2205	460	300	500	450
Telephone	52.3210	4,365	6,000	4,500	4,500
Postage	52.3220	3,303	3,000	3,000	3,000
Advertising	52.3300	2,749	2,500	2,480	2,750
Travel	52.3500	2,028	4,500	1,000	2,000
Dues and fees	52.3600	1,170	1,000	1,000	1,000
Professional subscriptions	52.3610	167	200	200	200
CGRDC Dues	52.3620	16,404	16,404	16,404	16,404
GMA Dues	52.3630	5,550	8,000	8,000	8,000
Bank Fees	52.3680	-	100	100	100
Education and training	52.3700	2,784	4,000	2,500	2,800
		54,371	**92,054**	**86,254**	**78,254**
Supplies					
Office supplies	53.1110	1,840	3,100	1,780	2,500
Computer supplies	53.1120	3,922	5,500	3,500	4,000
Copier supplies	53.1130	3,541	3,500	3,120	3,550
Miscellaneous supplies	53.1140	3,482	6,000	5,500	5,000
Small Equipment	53.1600	3,340	2,500	500	2,500
Small Equipment Supplies	53.1601	-	500	500	-
Tax administration	53.1790	16,009	14,500	16,500	15,000
		32,134	**35,600**	**31,400**	**32,550**
Capital Outlays					
Computer software	54.2410	101,789	-	-	-
		101,789	**-**	**-**	**-**

Finance Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Other Costs					
Camden House	57.2300	6,000	6,000	6,000	6,000
PSA Funding	57.2500	451,692	451,692	451,692	451,692
		457,692	**457,692**	**457,692**	**457,692**
Contingencies					
Contingencies	57.9100	-	150,000	10,500	150,000
		-	**150,000**	**10,500**	**150,000**
Debt Service					
Capital Lease - Principal Office Equipment	58.1201	2,429	2,720	2,720	688
Capital Lease - Interest Office Equipment	58.2201	110	60	60	3
		2,538	**2,780**	**2,780**	**691**
Operating Transfers					
Operating transfer out to Water/Sewer	61.1000	-	500,000	500,000	-
Operating transfer out to Tourism	61.1015	12,000	12,000	17,000	7,000
Operating transfer out to Aquatic Park	61.1050	9,632	6,910	6,910	6,910
		21,632	**518,910**	**523,910**	**13,910**
Total Expenditures		**866,017**	**1,456,445**	**1,297,945**	**902,352**

Finance Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	100,255
51.1300	Overtime	$	4,500
51.2105	Group Health/Dental Insurance	$	27,038
51.2110	Group Life Insurance	$	452
51.2200	FICA contributions (employer) *Salaries and wages x 7.65%*	$	8,055
51.2400	Retirement Contr. Employer *GMA Retirement Plan $20,000*	$	25,155
51.2500	Tuition reimbursements	$	2,000
51.2600	Unemployment Insurance	$	400
51.2700	Workers Comp	$	1,400
	Purchased/Contracted Services		
52.1210	Audit	$	12,000
52.1231	Employment physicals & tests	$	50
52.2201	Computer maintenance	$	20,000
52.2202	Copier Maintenance	$	2,500
52.2203	Office Equip Maintenance	$	2,500
52.2205	Alarm system maintenance	$	450
52.3210	Telephone *Includes long distance, cellular and internet services*	$	4,500
52.3220	Postage	$	3,000
52.3300	Advertising *Public Hearings - Budget & Millage*	$	2,750
52.3500	Travel	$	2,000

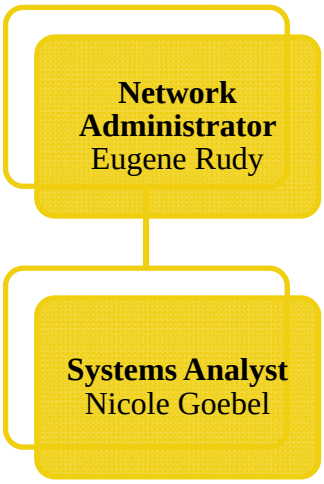
Finance Expenditure Descriptions

Account #			Amount
	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	$	2,800
	Supplies		
53.1110	Office supplies	$	2,500
53.1120	Computer supplies	$	4,000
53.1130	Copier supplies	$	3,550
53.1140	Miscellaneous supplies	$	5,000
53.1600	Small equipment	$	2,500
53.1790	Tax administration	$	15,000
	Other Costs		
57.2300	Camden House	$	6,000
57.2500	PSA Funding	$	451,692
	Contingencies		
57.9100	Contingencies	$	150,000
	General Fund		
	Debt Services		
58.1201	Capital Lease - Principal Office Equipment	$	688
58.2201	Capital Lease - Interest Office Equipment	$	3

Finance Expenditure Descriptions

Account #			Amount
	Operating Transfers		
61.1015	Operating Transfer Out - Tourism	$	7,000
61.1050	Operating Transfer Out - Aquatic Center	$	6,910
	Total	**$**	**902,352**

Information Technology Department



Information Technology

Overview

The Information Technology Department was added to the City in 2006. Currently the department has two full time employees that provide support to all departments.

Description of Activities Performed in Department

Activity Name	Description
Configuration Management	Administration of equipment, software, networks, facilities, and processes. This is accomplished by identifying and controlling configurations and interfaces. This includes changes and assuring conformance to avoid conflicts.
Information Systems Security	Ensure access security (physical and digital) for information systems and equipment. Ensure IT assets (PCs, servers, switches, routers, networks, wiring). Perform security assessments. Develop and maintain security plans and procedures. Manage firewalls.
Telecommunications	Provide connectivity to employees for telephones, smart phones, VPN. Manage phone maintenance orders with local telecom.
Disaster Recovery	All efforts related to creating and maintaining business continuity processes, recovery of data after failure, and maintaining server uptime. This includes data replication, system backup, and off-site storage procedures.
Customer Service and Support	Support all application installations, computer maintenance, software, and hardware troubleshooting. Upgrade hardware and software, Network and desktop support, maintaining all systems with the latest antivirus and software patches, maintaining all asset and incident response calls, point of contact for all users.
Requirement Analysis	In support of customers, all efforts and activities associated with planning and designing the installation and maintenance of networks to support information systems activities. Proposes detailed specifications and flowcharts and coordinates terminal orders and cable installation, network system planning, monitoring, testing and servicing.
Server Administration	Maintain and operate server hardware and software. Perform routine maintenance of servers. Maintain current software licenses. Perform data backup. Upgrade server disk space, memory and storage.
E-Waste Management	Removal and disposal of electronic waste equipment.
Build Hardware Systems	Acquire IT hardware components and integrate. Design and build necessary ancillary components required to integrate hardware.
Manage Operations Centers	All efforts related to operating and maintaining an operation center. This includes server monitoring, staff management, and creating and maintaining server rooms.

Wireless Networking	In support of the installation of wireless networking, all efforts and activities associated with planning and designing the installation and maintenance of wireless networks.
Staff Training	All efforts related to planning, development, and growth of course information and materials. This includes developing course curricula, documentation, and providing instruction to personnel regarding new hardware, software and other technologies.
Software Integration	To integrate two or more software applications to exist or act as one entity, user requirements must be formally obtained. Software engineers must determine the common requirements (database or front-end) to allow the new application to be or virtually act as one system.
Manage Multimedia	Hosting of multimedia web pages. Development of presentations.
Provide Web Support	Plan, program, test, and maintain websites and/or web applications. Provide the necessary administration of the system and users.
Management and General Administrative	General management of staff, employee performance, human resource activities, producing general management reports, meetings, general-purpose emails, and phone calls that cannot be directly attributed to one of the other IT activities. Compliance with general requirements for training, certification, and/or compliance with personnel related regulations.
Network Engineering	Design and manage local area network to support local area business requirements. Responsibilities include specifying and procuring all computer related hardware and corresponding software. Network operating systems include the development and distribution of policies to all members/users of the network. All printers and network related peripherals are connected and made easily accessible to users with requirements and permissions.
Equipment Purchasing and Leasing	All efforts related to the acquisition of hardware whether network, PCs, copiers, printers and other peripherals. Leasing of large equipment such as multi-function equipment and setup. Negotiating and obtaining lowest quote possible for acquisition of equipment.

Trends, Accomplishments and Goals

The Information Technology (IT) Department has continued to serve the external and internal customers of the City of St. Marys since 2006. Going into FY12, we continue to experience the ongoing financial problems that are felt across the globe. We look for new ways to bring more services and capabilities to our customers without increasing the budget, but rather by decreasing process waste and inefficient ways of service. Our #1 priority is service to the customers, as we go into FY12.

The IT department continued to provide assistance and resources throughout the network. Remote access capability (voice, video and data), network expansion and server support were the biggest activities of FY11. We lowered our initial FY11 budget by over $5000 and FY12 budget is lower still. We have replaced hard drives and power supply batteries. Most servers are not at

end-of-lifecycle (EOL), but the few servers that are nearing EOL will be maintained on a case-by-case basis. Our infrastructure is still department-focused with VPN over DSL connections and location-centric phone networks. Most phone networks are no longer under support. Travel and training has also been cut from the FY12 budget.

Our IT department was instrumental at redesigning the City website. We lowered the total cost of the project by keeping key processes in-house such as; conversion from old website, graphic design and group training via remote conferencing. There has been a lot of positive feedback about the new website. The bright colors, vivid imagery and simple organization have been very well received by the community. We anticipate expanding this website in the future with an Employee Intranet and Citizen Request Tracking, a case management module with reporting capabilities.

The IT Department was also the first Department in the City to work with Georgia Department of Labor in the Georgia Work$ program. Brian Vail was trained in processes, procedures and skills in today's IT field. Brian successfully completed the program and was offered employment at the end of the program with a federal agency.

Our goal for FY12 is to continue our success in communications by improving Skype practices, implementation of Office 365 and continuous improvement of the websites. Process review and improvements are one of the main goals of the coming year, with internal review of all processes using Six Sigma methodologies. We look to reduce waste by at least 50% and improve turnaround times. We are looking to apply for Georgia GMIS Information Technology Agency Standard Certification, a level of accreditation and a demonstration of knowledge and practice in the area of Local Government Information Technology. We continue our "Green IT" initiative of lower energy use by using eco-friendly equipment and recycling our electronic waste with an environmental responsible partner – Creative Recycling.

Equipment Currently in Use

Laptops	48
Desktops	82
Printers	78
Servers	24
Physical	18
Virtual	6
Networks	6
Phones	24
Air cards	3

Projects completed in FY2011

- Implementation of Remote Access Servers for Branch Locations – INCODE.
- Centralized Security Software Throughout Network.
- Public Works Restore Application/GIS Server.
- Renew Mobile Communications Contract.
- Wire Library Expansion.
    - Install Server, Staff Desktops, Patron Desktops, and Patron Laptops
    - Develop Risk Management Plans
    - Implement First VoIP Phone System in City Infrastructure
- Design and Implement New City Website.
    - Implement Intranet Features for Employees
- Design and Publish Employee Newsletter Monthly.
- Expansion of Network Services to Scrubby Bluff, Tourism.
- Expansion of Exchange Services to Scrubby Bluff, DDA, Tourism.
- Tourism Relocations.
- BIS Digital Upgrades for Clerk, Court and Planning.
- Decommission (2) Unsupported Servers in Police Department.
- Redesign Police Department Network and Data Services.
- Continued Implementation of Virtualized Servers.
- Process Improvement – HelpDesk Ticket Management.
    - Participate in Georgia Work$ Program through Georgia Dept. of Labor
- Identify Municipalities with Adequate Capacity in Case of Evacuation.
- Develop Social Media Policy/Program & Training.
    - Plan, Implement, Measure, Succeed
- Work on Voice/Data Communications for Examiners in Navy Procedure Exercise.
- Remote Video Communication – Staff Interview, City Manager Interviews, City Attorney Meeting Attendance.
- Complete Information Technology Leadership Certification – Georgia GMIS & UGA Carl Vinson Institute of Government.
- GMIS International Conference Committee – GMIS 2010 International Conference (Atlanta).
- GMIS International Advisory Council – Website Committee.
- Georgia GMIS Website Administrator.

Projects in FY2012

- Upgrade Domain Controllers to Windows Server 2008, R2 if possible.
- Implementation of Microsoft Office 365 Services throughout Existing Enterprise Network.
- Implementation of Intranet for all City Employees.
- Development of Central Communications Plan.
- Development of Emergency Communications Plan.
    - Central Area for Employee Related information.
        - Healthcare forms
        - Payroll Information

        - Policies & Procedures
        - Manuals
        - Training & Organizational Development
- Department-level Process Review/Improvements.
    - Utilize Six Sigma Methodologies for Process Improvement
    - Review Inefficient & Ineffective Processes
    - Minimize, or eliminate if possible, Process Waste
    - Reduce Redundant and/or Un-necessary Procedures and Practices
- Utilize More Remote Video Conference Tools.
- Apply for Georgia GMIS IT Agency Standard Certification.

Information Technology Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	98,589	98,343	98,343	98,343
Overtime	51.1300	-	100	100	100
Group Health/Dental	51.2105	11,819	12,368	12,368	13,387
Group Life Insurance	51.2110	205	251	251	251
Disability	51.2150	591	-	-	-
FICA contributions (employer)	51.2200	7,179	7,531	7,531	7,531
Retirement contributions (employer)	51.2400	4,914	3,938	3,938	3,938
Workers' compensation	51.2700	302	760	760	760
Tuition reimbursement	51.2500	-	-	-	-
		123,598	**123,291**	**123,291**	**124,310**
Purchased/Contracted Services					
Employee Testing & Physicals	52.1231	35	200	200	-
Computer maintenance	52.2201	8,948	25,500	22,536	21,900
Vehicle Repairs	52.2223	-	500	300	500
Telephone	52.3210	3,459	3,500	2,840	3,000
Advertising	52.3300	-	100	-	-
Travel	52.3500	1,267	500	900	-
Dues and fees	52.3600	75	75	75	75
Professional subscriptions	52.3610	1,146	1,000	1,600	250
Education and training	52.3700	570	1,500	400	-
		15,500	**32,875**	**28,851**	**25,725**
Supplies					
Office supplies	53.1110	572	2,000	800	750
Computer supplies	53.1120	5,386	5,000	2,400	1,000
Miscellaneous supplies	53.1140	932	1,000	700	500
Gasoline	53.1270	330	750	350	300
Small equipment	53.1600	3,458	6,100	9,464	1,000
		10,678	**14,850**	**13,714**	**3,550**
Debt Service					
Capital Lease - Principal - Ford Escape	58.1202	2,836	3,100	3,211	3,100
Capital Lease - Interest - Ford Escape	58.2202	217	235	124	235
		3,052	**3,335**	**3,335**	**3,335**
Total Expenditures		**152,829**	**174,351**	**169,191**	**156,920**

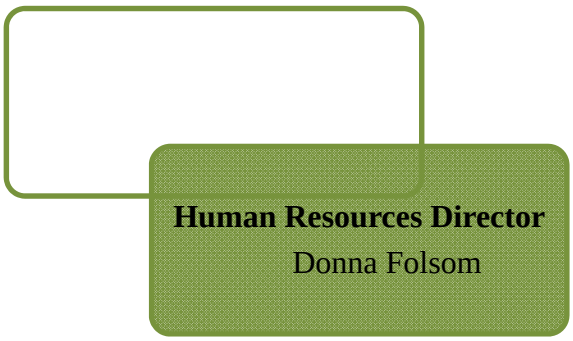
Information Technology Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	98,343
51.1300	Overtime	$	100
51.2105	Group Health/Dental	$	13,387
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		
52.2201	Computer Maintenance *Microsoft Agreement $18000* *Website $2000* *Vipre Antivirus $1500* *SSL Certificate $400*	$	21,900
52.2223	Vehicle Repairs	$	500
52.3210	Telephone	$	3,000
52.3600	Dues and fees *GMIS*	$	75
52.3610	Professional subscriptions *TechNet/MSDN Subscription*	$	250
	Supplies		
53.1110	Office supplies	$	750
53.1120	Computer supplies	$	1,000
53.1140	Miscellaneous supplies	$	500
53.1270	Gasoline	$	300

Information Technology Expenditure Descriptions

Account #			Amount
53.1600	Small Equipment	$	1,000
	Debt Service		
58.1202	Capital Lease - Principal - Ford Escape	$	3,100
58.2202	Capital Lease - Interest - Ford Escape	$	235
	Total	**$**	**156,920**

Human Resources Department



Human Resources Department

Overview

The Human Resources 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 second 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 directors and staff acquire the knowledge needed to achieve performance excellence and maximize productivity.

Human Resource Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	81,616	80,516	65,375	65,375
Group Health/Dental	51.2105	8,273	8,659	8,659	9,386
Group Life Insurance	51.2110	100	126	126	126
Disability	51.2150	351	-	-	-
FICA contributions (employer)	51.2200	6,005	6,160	5,001	5,001
Retirement contributions (employer)	51.2400	2,343	2,343	2,343	2,343
Workers' compensation	51.2700	288	751	751	751
		98,977	**98,555**	**82,255**	**82,982**
Purchased/Contracted Services					
Employee Testing & Physicals	52.1231	2,544	4,000	4,000	4,000
Computer maintenance	52.2201	-	100	100	100
Telephone	52.3210	2,017	2,000	2,000	2,000
Postage	52.3220	56	50	50	25
Advertising	52.3300	-	50	50	-
Travel	52.3500	-	700	-	-
Dues and fees	52.3600	95	300	300	300
Professional subscriptions	52.3610	260	800	200	200
Education and training	52.3700	-	1,500	1,100	500
Other	52.3900	2,120	3,000	3,000	1,500
		7,092	**12,500**	**10,800**	**8,625**
Supplies					
Office supplies	53.1110	189	200	200	100
Miscellaneous supplies	53.1140	1,626	1,000	1,000	500
		1,815	**1,200**	**1,200**	**600**
Total Expenditures		**107,883**	**112,255**	**94,255**	**92,207**

Human Resource Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	65,375
51.2105	Group Health/Dental	$	9,386
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer)	$	5,001
	Salaries 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	$	25
52.3600	Dues and fees	$	300
	Society for Human Resources, Georgia Local Personnel Association		
52.3610	Professional subscriptions	$	200
	Subcription to HR.BLR-website for training materials, forms, law updates, etc.		
52.3700	Education and training	$	500
52.3900	Other	$	1,500
	Employee Appreciation & Employee of the Month/Year		
	Supplies		
53.1110	Office supplies	$	100
53.1140	Miscellaneous supplies	$	500
	Safety for all departments		
	Total	**$**	**92,207**

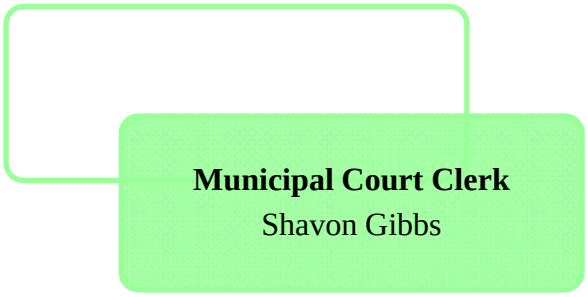
General Government Building Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Purchased/Contracted Services					
Custodial	52.2130	23,686	26,000	16,000	16,000
Building repairs	52.2221	22,171	22,000	32,904	13,000
Property/Liability Ins	52.3110	42,582	55,500	55,500	55,500
		88,440	**103,500**	**104,404**	**84,500**
Supplies					
Water/sewerage	53.1210	5,130	5,000	5,000	5,000
Electricity	53.1230	54,622	56,000	46,000	50,000
Small Equipment	53.1600	1,739	-	-	-
Building repair supplies	53.1721	17,679	25,000	20,000	18,000
		79,170	**86,000**	**71,000**	**73,000**
Capital Outlays					
Site Improvements	54.1200	4,414	10,000	10,000	5,000
		4,414	**10,000**	**10,000**	**5,000**
Debt Service					
Capital Lease - Principal - Sound System	58.1204	5,307	6,017	5,998	6,225
Capital Lease Interest - Sound System	58.2204	588	413	433	205
		5,895	**6,430**	**6,431**	**6,430**
Total Expenditures		**177,918**	**205,930**	**191,835**	**168,930**

General Government Buildings Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.2130	Custodial	$	16,000
	50% of Contract		
	Public Works/Police Dept/Coast Guard		
	City Hall/Sr Ctr/Rec Ctr/Orange Hall & WF Park Restrooms		
52.2221	Building repairs	$	13,000
	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	$	50,000
	All public works buildings		
53.1721	Building repair supplies- All City buildings	$	18,000
	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	$	5,000
	Misc. Projects		
	Debt Service		
58.1204	Other Debt - Principal	$	6,225
58.2204	Other Debt - Interest	$	205
	Total	**$**	**168,930**

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 Court Administrator and one part time Chief 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 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. This helps to ensure that 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 requests are tasks that the clerical staff facilitate daily in the Municipal Court of St. Marys. The Municipal Court is also accountable for all monies collected and disbursed to different state, county and local agencies. Currently, probation is handled by a private company, Satilla Probation. They provide 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 criminal justice process.

Performance Measures

Performance Indicators	Actual FY 09/10	Actual FY 10/11	Projected FY 11/12
Citations Processed	2506	3361	3932
Bond Forfeitures Processed	962	2077	2430
Failure to Appear Warrants	41	44	48
Suspension Notices Issued	73	233	256
# of Defendants Put on Probation	97	253	278
Fines/Fees Assessed	$388091	$498,998	$538,898
% of Processed Citations Adjudicated	91%	80%	90%

Goals

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

- Certification as a Municipal Court Clerk through continued education is the top priority this year.
- Due to overcrowding, locating an alternate location for court to be held or adding another court session will have to be discussed.
- The Municipal Court would like to begin getting proposals from collection agencies for collection of old unpaid uniform traffic citations.

Municipal Court Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Judge	51.1105	12,000	15,000	15,000	15,000
Court Clerks	51.1110	46,806	51,277	43,777	35,527
Temporary Employees	51.1200	-	-	7,500	-
Overtime	51.1310	128	500	500	500
Group Health/Dental	51.2105	216	491	491	481
Group Life Insurance	51.2110	105	126	126	126
Disability	51.2150	213	-	-	-
FICA contributions (employer)	51.2200	3,537	3,961	3,961	2,757
Retirement Contribution (employer)	51.2400	2,467	1,442	1,442	1,442
Unemployment Insurance	51.2600	990	-	-	-
Workers Compensation	51.2700	166	636	636	636
		66,630	**73,433**	**73,433**	**56,469**
Purchased/Contracted Services					
Other Professional Svcs	52.1240	627	1,000	1,990	8,500
Computer maintenance	52.2201	-	500	483	-
Equipment maintenance	52.2203	957	957	974	1,023
Telephone	52.3210	757	1,000	1,300	1,100
Postage	52.3220	134	350	350	450
Travel	52.3500	1,248	3,000	2,210	2,500
Dues & Fees	52.3600	464	1,000	1,000	1,000
Bank Fees	52.3680	-	-	-	3,601
Education and training	52.3700	655	2,000	1,500	2,000
		4,842	**9,807**	**9,807**	**20,174**
Supplies					
Copier Supplies	53.1130	487	800	800	700
Miscellaneous supplies	53.1140	601	600	600	500
Small Equipment	53.1600	433	500	500	2,500
		1,521	**1,900**	**1,900**	**3,700**
Other Costs					
Court Ware Fee	57.3170	11,053	11,000	17,000	18,000
DATE	57.3171	2,618	2,500	3,200	4,000
DETF - GSCCCA	57.3172	8,093	8,750	11,475	12,000
County Jail Fund	57.3173	18,968	22,000	28,150	26,500
Local Victims Fund	57.3174	9,399	11,000	14,075	15,000
DUI Victims Fund	57.3175	468	1,000	1,000	2,500
POPT Police Training Fund	57.3176	36,384	42,000	55,290	49,000
Police Officers A&B Fund	57.3177	10,254	13,000	16,900	16,500
Brain & Spinal Injury Fund	57.3178	961	1,500	1,500	1,750
Probation fee	57.3179	828	1,000	1,000	900
		99,025	**113,750**	**149,590**	**146,149**
Total Expenditures		**172,019**	**198,890**	**234,730**	**226,492**

Municipal Court Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1105	Municipal Judge	$	15,000
51.1110	Court clerks	$	35,527
51.1310	Court Overtime	$	500
51.2105	Group Health/Dental Insurance	$	481
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer) *Salaries and overtime x 7.65%*	$	2,757
51.2400	Retirement contribution (employer)	$	1,442
51.2700	Workers Compensation	$	636
	Purchased/Contracted Services		
52.1240	Other professional services *Court Reporter/Interpreter/Public Defender*	$	8,500
52.2203	Equiment maintenance *Sound Equipment*	$	1,023
52.3210	Telephone	$	1,100
52.3220	Postage	$	450
52.3500	Travel	$	2,500
52.3600	Dues & fees	$	1,000
52.3680	Bank fees	$	3,601
52.3700	Education and training *Judges training, mandatory training for courts*	$	2,000
	Supplies		
53.1130	Copier supplies	$	700
53.1140	Miscellaneous supplies *Pens, paper, envelopes, sanitizer, etc.*	$	500

Municipal Court Expenditure Descriptions

Account #			Amount
53.1600	Small Equipment	$	2,500
	Fingerprint scanner, laptop		
	Other Costs - *Pass-through funds from Court Fines*		
57.3170	Court Ware Fee	$	18,000
57.3171	DATE	$	4,000
57.3172	DETF - GSCCCA	$	12,000
57.3173	County Jail Fund	$	26,500
57.3174	Local Victims Fund	$	15,000
57.3175	DUI Victims Fund	$	2,500
57.3176	POPT Police Training Fund	$	49,000
57.3177	Police Officers A&B Fund	$	16,500
57.3178	Brain & Spinal Injury Fund	$	1,750
57.3179	Probation Fees	$	900
	Total	**$**	**226,492**

St. Marys Police Department

Chief of Police:
Tim Hatch

Administrative Assistant:
Kelly Kotson

Major:
Rodger Wooten

UPD – 24 sworn personnel – (Includes 2 Recruits)

Squad A
Sgt. John Moore
Cpl. Jeff Juiliano
Ofc. Cedrina Battle
Ofc. Josh Hamlett
Ofc. Matt Dawkins

Squad B
Sgt. Walter Baldwin
Cpl. Shamorgan Turner
Ofc. Anita Scoles
Ofc. Gary Nichols

Squad C
Sgt. Mike Cox (Acting)
Ofc. Sammy Hendrix
Ofc. Sheila Ramos
Ofc. Vincent Bryant
Ofc. Brittany Barnes

Squad D
Sgt. Vicky Lauf
Ofc. Alex Seda
Ofc. Rick Leska
Ofc. Teresa Crihfield

Warrants/Fleet Services:
Cpl. Brian Paone

SRO
Cpl. Calvin Bell

Volunteer Units:
SRT, Reserves, Auxiliary

K-9:
Sgt. Joe Pendleton
Ofc. Todd Isernhagen

CID – 5 sworn/1 support personnel

Criminal Investigations Lieutenant:
Johnny Guy

Property & Evidence:
Katrina Sharp

Investigators:
Sgt. Chris Snyder
Det. Misty Gilliland
Det. Chris Winkle
Det. Ben Owens

Admin. – 2 Sworn/2 support Personnel. (Recruits and Light Duty personnel will Return to Patrol Division.)

Administrative Lieutenant:
Kathy Brown

Training Sgt.:
Shannon Brock

Support Staff:
Mary Tanner
Irene Whitley (Part Time)

Recruit Candidates:
Ofc. Cody Davis
Ofc. Cody Brooks

Light Duty:

Key:
Certified Admin Staff
Civilian Staff
Certified Patrol Officers
Certified Officers in Training

NOTE: Total Staffing: 33 Sworn and 4 support staff positions.

St. Marys 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.

Administration

The Chief of Police is the Department Director 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, two Division Commanders who hold the rank of Lieutenant, and the Standards and Training Sergeant.

The Chief of Police is responsible for the Administration of the department, managing the departmental budget, 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 Director, 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 command responsibility for the Patrol Division, and supervision of the Division Commanders. Other duties include 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. The Major reports directly to the Chief of Police.

The Police Department's Administrative Assistant does not have any supervisory responsibility and performs office-clerical functions 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 command staff level officer. Due to the size and diverse missions assigned to the Uniformed Patrol Division, this Division is commanded by a Major. The Criminal Investigations Division and the Administrative Services Division are each commanded by Lieutenants.

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.

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 Administrative Services Commander.

2010 Accomplishments with 2009 Comparison

Every year, the Police Department makes an annual report to the City Manager. This report is designed to track certain key occurrences in the City. 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	2009	2010
TOTAL NUMBER OF TICKETS	2565	4944
TOTAL BOND AMOUNT	$416,152.77	$691,054.02
TOTAL NUMBER OF ACCIDENTS	464	367
TOTAL NUMBER OF PEOPLE INJURED	106	82
TOTAL NUMBER OF FATALITIES	0	3
MURDER	0	0
RAPE	4	4
ARMED ROBBERY	12	8
AGGRAVATED ASSAULT	135	133
BURGLARY	115	136
LARCENY-THEFT ($200 +)	265	256
MOTOR VEHICLE THEFT	37	15
JUVENILE OFFENDERS	157	150
TOTAL CASES ASSIGNED	395	251
TOTAL CLEARED/CLOSED	(30%) 118	(65%) 162
ADULT ARRESTS	626	749
JUVENILE ARRESTS	16	16
TOTAL NARCOTICS ARRESTS	116	90
IN-CAR VIDEO AUDITS	153	192

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

Estimated Population Ratios

One method that can be used in order to see how an agency is serving the community is by using a population ratio. Typically, municipal agencies in the southeastern portion of the United States with a population similar to St. Marys tend to average about 2.4 officers per 1,000 citizens, based on FBI statistics. The table included below gives a progression of the population ratios for St. Marys from 2007 through 2011 based upon population estimates from the Planning and Building department.

Year	Population	# of Officers	Population Ratio*
2007	18,000	43	2.4 :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
2011	17,500	33	1.9 : 1,000

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

Goals

The Departmental goals for Fiscal Year 2012 include the following:

- Obtain a status of readiness to proceed with seeking State Certification.
- Complete the re-issuance of the departmental policy manual.
- Come into compliance with the current set of Certification Standards.
- Gather the appropriate supporting documentation.
- Schedule the initial Assessment of the department.
- Maintain full staffing levels in the face of severe economic problems, to include the hiring freeze.
- Address internal issues in a positive manner to impact employee retention.
- Aggressively recruit certified candidates to fill open positions.
- Obtain permission to independently hire certified officers as-needed.
- Seek additional sources of outside funding through available grants.
- Monitor available grant sources and pursue them.

Police Department Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	1,474,574	1,493,414	1,439,421	1,386,894
Overtime - Regular employees	51.1300	107,545	100,000	100,000	80,000
Group Health/Dental Insurance	51.2105	180,550	222,470	208,338	208,430
Group Life Insurance	51.2110	3,675	5,016	4,831	4,107
Disability	51.2150	7,452	-	-	-
FICA contributions (employer)	51.2200	116,449	121,896	117,766	112,218
Retirement contribution (employer)	51.2400	70,833	62,463	60,303	57,583
Tuition reimbursements	51.2500	-	2,000	2,000	-
Unemployment insurance	51.2600	15,840	-	8,500	8,500
Workers Compensation	51.2700	52,923	37,940	36,365	36,365
Clothing allowance	51.2930	2,500	3,000	3,000	2,500
		2,032,341	**2,048,199**	**1,980,524**	**1,896,597**
Purchased/Contracted Services					
Medical	52.1230	17,130	30,000	22,242	21,000
Employment physicals & tests	52.1231	2,918	2,000	2,000	-
Other Professional Services	52.1240	6,330	-	-	-
Computer maintenance	52.2201	4,437	8,000	8,000	4,000
Copier maintenance	52.2202	5,679	10,080	10,080	8,000
Radio maintenance	52.2204	5,352	7,500	7,500	7,500
Alarm system maintenance	52.2205	765	800	1,135	800
Small equipment repairs	52.2216	493	2,000	2,000	500
Radio & electronics repairs	52.2220	36,400	5,000	7,949	2,000
Building repairs	52.2221	26,379	5,000	15,577	5,000
Vehicle repairs	52.2223	15,350	20,000	19,695	10,000
Property/Liability Ins	52.3110	35,477	33,000	33,000	33,000
Telephone	52.3210	16,722	17,236	17,236	17,236
Computer links	52.3211	1,111	2,060	2,060	2,060
Postage	52.3220	1,067	2,000	2,000	750
Advertising	52.3300	150	-	-	-
Printing & Binding	52.3400	2,659	2,000	2,000	-
Travel	52.3500	33,415	20,000	9,545	500
Dues and fees	52.3600	3,484	3,200	3,200	850
Professional Subscriptions	52.3610	380	500	686	-
Education and training	52.3700	4,716	5,000	1,455	500
		220,414	**175,376**	**167,360**	**113,696**
Supplies					
Office supplies	53.1110	2,942	3,500	3,567	1,000
Computer supplies	53.1120	3,377	3,000	3,552	3,000
Copier supplies	53.1130	1,452	1,500	1,500	1,500
Miscellaneous supplies	53.1140	3,445	3,500	3,852	1,500
Criminal Investigation supplies	53.1160	7,670	6,725	6,725	2,500

Police Department Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Crime prevention supplies	53.1170	1,351	-	-	-
Police Auxilliary supplies	53.1172	1,485	-	-	-
Water/sewerage	53.1210	2,996	3,500	3,500	3,500
Electricity	53.1230	39,098	45,000	45,000	45,000
Street lighting	53.1231	197	200	200	200
Gasoline	53.1270	73,497	111,735	100,561	118,853
Books and periodicals	53.1400	1,404	2,000	3,410	2,250
Small equipment	53.1600	65,977	35,537	34,637	8,150
Small equipment supplies	53.1601	868	1,000	1,000	500
Small equipment - Computers & software	53.1610	3,611	1,000	1,000	500
Safety Supplies	53.1701	340	2,000	2,000	1,000
Uniforms & replacements	53.1702	26,940	28,755	27,585	17,553
Building repair supplies	53.1721	2,292	5,000	5,000	5,000
Vehicle repair supplies	53.1723	19,192	20,000	20,000	20,000
		258,137	**273,952**	**263,089**	**232,006**
Capital Outlays					
Vehicles	54.2200	-	-	-	120,000
Equipment	54.2500	16,130	39,290	39,290	-
		16,130	**39,290**	**39,290**	**120,000**
Debt Service					
Capital Lease - Principal - Vehicles	58.1207	128,300	123,320	123,320	69,054
Capital Lease - Interest - Vehicles	58.2207	8,696	4,930	4,930	6,406
		136,996	**128,250**	**128,250**	**75,460**
Total Expenditures		**2,664,018**	**2,665,067**	**2,578,513**	**2,437,759**

Police Expenditure Descriptions

Account #				Amount
	Salaries, Wages and Employee Benefits			
51.1100	Regular employees (Decide on SRO position.)		$	1,386,894
51.1300	Overtime		$	80,000
	Courts, Grand Jury, Prelims, ALS hearing, special details,			
	covert ops, special training, disaster response, festivals,			
	filling vacant watch postings and 12-hour shift			
51.2105	Group Health/Dental		$	208,430
51.2110	Group Life Insurance		$	4,107
51.2200	FICA contributions (employer)		$	112,218
	Salaries, wages and clothing allowance x 7.65%			
51.2400	Retirement - Employer Contribution		$	57,583
51.2600	Unemployment insurance		$	8,500
51.2700	Workers Comp		$	36,365
51.2930	Clothing allowance		$	2,500
	Plain-clothes Officers @ $500.00 (5 Detectives)			
	Purchased/Contracted Services			
52.1230	Medical		$	21,000
	Rape victim processing, evaluations at Camden Medical	*$ 20,000*		
	K-9 Veterinary Services	*$ 1,000*		
52.2201	Computer maintenance		$	4,000
	Criminet & Eagle (Report Management Software)			
	Other maintenance costs			
52.2202	Copier maintenance		$	8,000
	Lease = $4,000			
	Service fee = $4,000			
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.)			

Police Expenditure Descriptions

Account #			Amount
52.2216	Small equipment repairs	$	500
	Contingency for unplanned damages.		
52.2220	Radio & electronics repairs	$	2,000
	Includes radar calibrations ($450 ea.)		
52.2221	Building repairs	$	5,000
	General building maintenance		
52.2223	Vehicle repairs	$	10,000
	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		
52.3211	Computer links	$	2,060
	Georgia Law Enforcement Network		
	Web Hosting Services (Bobcop)		
52.3220	Postage	$	750
52.3500	Travel	$	500
	Travel funds for training and conferences, all employees		
52.3600	Dues & fees	$	850
	GACP		
	CVSA Recertification ($300 x 2 examiners)		
52.3700	Education and training	$	500
	Conference fees (Chief, SRO, TAC, CID)		
	Tuition for external training, all employees		
	Supplies		
53.1110	Office supplies	$	1,000
53.1120	Computer supplies	$	3,000
	Printer ink, disks, cables, ICOP DVR discs, etc.		
	CID mini DVR tapes, SD media, Flash media, etc.		
53.1130	Copier supplies	$	1,500

Police Expenditure Descriptions

Account #				Amount
53.1140	Miscellaneous supplies		$	1,500
	Water, cleaning supplies, etc.			
53.1160	Criminal Investigation supplies		$	2,500
	Undercover operations funds	*$ 500*		
	Latent print and bio fluid kits	*$ 1,000*		
	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			
53.1270	Gasoline		$	118,853
	Patrol Officers			
	Average Miles driven per officer per day =	*88*		
	Estimated miles per year per officer =	*16,016*		
	Patrol Division Miles (26 positions) =	*416,416*		
	Staff Officers (averaging 15% of Patrol Miles)			
	105 Miles/pay period x10 Officers x 26 per pay periods (miles/yr) =	*27,300*		
	Total Departmental Miles =	*443,716*		
	Total Gallons of Fuel (total miles divided by 14 MPG) =	*31,694*		
	Estimated cost for fuel by the gallon =	*$ 3.75*		
	Total budget need (gallons multiplied by cost/gallon) =	*$ 118,853*		
53.1400	Books and periodicals		$	2,250
	Ticket books and updated criminal/traffic code books			
53.1600	Small equipment		$	8,150
	Taser Cartridges	*$ 2,000*		
	Ammunition	*$ 2,500*		
	Targets, safety glasses and range supplies	*$ 500*		
	K-9 Training aids, replacement items, etc.	*$ 1,000*		
	K-9 food, 2 dogs	*$ 1,500*		
	K-9 medications, 2 dogs (heart worms, fleas/ticks, etc.)	*$ 650*		
	Total:	*$ 8,150*		
53.1601	Small equipment supplies		$	500
	Armorer's supplies - whole department	*$ 500*		
	Batteries, rechargeable batteries, cords, etc.	*$ 500*		

Police Expenditure Descriptions

Account #					Amount
53.1610	Small equipment - Computers & software			$	500
	Replacement parts - contingency				
53.1701	Safety Supplies				
	Replacement batteries, marking tape, marking paint,			$	1,000
	flashlight, ASP baton, restraints, vests, keys, etc.				
53.1702	Uniforms and replacements			$	17,553
	27 sets of uniform items ($300 per officer)	*$*	*8,100*		
	Uniforms for new officers - turnover (3 @ $651)	*$*	*1,953*		
	Funds for replacement items	*$*	*1,000*		
	Badges and patches	*$*	*500*		
	Reserve and Auxiliary Uniform items	*$*	*-*		
	Body Armor (10 x $550 per unit)	*$*	*5,500*		
	Leather gear and personal equipment - replacement	*$*	*500*		
		Total: *$*	*17,553*		
53.1721	Building repair supplies			$	5,000
53.1723	Vehicle repair supplies			$	20,000
	Parts and supplies for work completed at City Shop				
	Capital Outlays				
54.2200	Vehicles			$	120,000
	Debt Service				
58.1207	Capital Lease - Principal			$	69,054
58.2207	Capital Lease - Interest - Vehicles			$	6,406
		Total		**$**	**2,437,759**


ST. MARYS
AMERICA'S BRAVEST
FIRE DEPT
SERVING WITH PRIDE
GEORGIA

Council
City Manager
Fire Chief Robby Horton
P/T Staff Assistant Vacant
Assistant Fire Chief Tom Lackner
Captain Lewis (Volunteer)
Lieutenant Arndt Volunteer Officer
Lieutenant Christoforo Volunteer Officer
Lieutenant Vacant Volunteer Officer
Approximately 20 – 25 Volunteer Firefighters
Acting Shift Officer Fire Lieutenant Todd
Acting Engineer Firefighter Walker
Firefighter Coty
Station Officer Firefighter Barbery
Acting Engineer Firefighter Foryosa
Firefighter P/T
Acting Station Officer Firefighter Martin
Acting Engineer Firefighter Slattery
Firefighter Keen
Shift Officer Fire Captain Haney
Acting Engineer Firefighter Ingles
Firefighter Allen
ActingStation Officer FF Nelson
Acting Engineer Firefighter Ehert
Firefighter P/T
Station Officer Lieutenant Watson
Acting Engineer Firefighter Reynolds
Firefighter Perkins
Acting Shift Officer Fire Lieutenant Johnson
Acting Engineer Firefighter Smith
Firefighter Strugala
Station Officer Lieutenant Browning
Acting Engineer Firefighter Velez
Firefighter P/T
Acting Station Officer Firefighter Carey
Acting Engineer Firefighter Hall
Firefighter Heath

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. 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 24 full time Firefighters, 15 part time Firefighters, 20 Volunteer Firefighters, and two Chief Officers to protect the City of St. Marys. The part time Staff Assistant position was left vacant due to budget constraints.

We have put together a budget for FY 2012 which includes personnel that are being supplemented by the 2009 SAFER Grant. The Grant pays 100% of the personnel cost for three full time positions and three part time positions. We are reflecting a reduction of an average of 24% in all other sections of the budget.

Accomplishments

- Responded to 1,575 calls for service
- 98 Structure Fires
- 1149 EMS/Rescue calls
- 162 Hazardous Conditions
- 48 Service Calls
- 42 Good Intent Calls
- 73 False Alarms

Average Response Time = 4.06 minutes
Volunteer Hours 4,027, if paid equals $66,084 dollars.

Responded to properties valued at an estimated $4,141,300 with a loss of $683,050 dollars which equates to an average of a 16.5% loss to fires in structures we respond to.

Fire Prevention Activities:

- 605 Fire Inspections
- 113 Plan & Reviews
- 1750 Fire Hydrant Inspections
- 540 Pre Fire Plans
- 847 Burn Permits issued
- 8,000 Children seen as a part of a Fire Safety Lesson

St. Marys Fire Department conducted 614 training courses in 2010 which equals 6,773 hours of training.

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.

Goals

- Our objective for the FY 2012 Budget is to maintain our current staffing level.
- Prepare for an Insurance Service Office (ISO) audit, which is tentatively scheduled for late August, or September.

Fire Department Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	809,534	809,301	938,201	963,649
Overtime	51.1300	81,973	96,479	96,479	88,154
Group Health/Dental	51.2105	108,115	114,280	120,244	146,493
Group Life Insurance	51.2110	2,583	2,885	3,135	2,886
Group Life Insurance - Volunteer firefighters	51.2115	1,000	1,196	1,196	1,196
Disability	51.2150	4,603	-	-	-
Disability - Volunteer firefighters	51.2155	903	1,000	1,000	1,000
FICA contributions (employer)	51.2200	65,017	69,292	78,659	80,463
Retirement - Employer contribution	51.2400	47,543	34,149	34,149	36,578
Tuition reimbursements	51.2500	-	2,000	-	-
Workers Compensation	51.2700	73,523	55,964	65,251	57,200
Employee awards & picnic	51.2910	115	350	350	350
		1,194,910	**1,186,896**	**1,338,664**	**1,377,969**
Purchased/Contracted Services					
Employment physicals & tests	52.1231	105	13,000	13,200	13,000
Engineers/Consultants	52.1310	-	7,500	-	-
Equipment testing	52.1340	5,016	7,765	7,765	7,173
Computer maintenance	52.2201	-	3,000	1,500	1,000
Copier maintenance	52.2202	758	720	1,720	700
Radio maintenance	52.2204	1,851	5,200	5,000	3,970
Generator maintenance	52.2207	4,298	6,000	6,000	6,000
Small equipment repairs	52.2216	73	1,500	1,500	762
Building repairs	52.2221	6,478	8,800	7,950	5,000
Vehicle repairs	52.2223	19,032	16,650	11,430	9,448
Property/Liability Insurance	52.3110	8,447	9,075	9,075	10,200
Telephone	52.3210	6,226	8,101	8,101	7,375
Postage	52.3220	250	500	500	400
Advertising	52.3300	46	250	250	150
Printing and binding	52.3400	96	250	250	150
Travel	52.3500	4,025	9,695	6,000	3,500
Dues and fees	52.3600	563	1,250	1,250	750
Professional subscriptions	52.3610	890	1,040	1,040	912
Education and training	52.3700	4,357	8,475	8,475	6,275
		62,511	**108,771**	**91,006**	**76,765**
Supplies					
Office supplies	53.1110	846	1,924	1,824	1,582
Computer supplies	53.1120	1,391	1,101	1,101	1,024
Copier supplies	53.1130	533	500	600	450
Miscellaneous supplies	53.1140	4,274	5,000	5,000	4,588
Photographic supplies	53.1150	-	100	-	-
Fire prevention supplies	53.1173	1,683	2,000	2,000	1,963

Fire Department Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Water/sewerage	53.1210	2,595	3,000	3,000	3,955
Electricity	53.1230	22,030	25,000	25,000	32,000
Bottled gas	53.1240	-	400	-	-
Gasoline	53.1270	22,378	25,500	25,500	25,500
Books and periodicals	53.1400	732	1,750	1,750	1,513
Small equipment	53.1600	11,204	15,065	31,413	20,370
Small equipment supplies	53.1601	2,652	3,395	3,395	3,318
Small equipment - Computers & software	53.1610	6,754	7,900	7,900	4,880
Small equipment - Furniture	53.1620	-	1,000	1,000	800
Other supplies	53.1700	1,628	4,742	4,742	3,242
Safety supplies	53.1701	19,032	15,324	14,324	10,000
Uniforms & replacements	53.1702	6,101	8,430	8,430	7,790
Building repair supplies	53.1721	635	3,950	3,950	2,624
Vehicle repair supplies	53.1723	5,405	3,750	8,970	5,989
		109,874	**129,831**	**149,899**	**131,588**
Debt Service					
Capital Lease - Principal - Aerial & pumper trks	58.1200	81,569	67,952	67,953	9,103
Capital Lease - Principal -Vehicles	58.1206	5,655	1,740	1,724	1,652
Capital Lease - Interest - Aerial & pumper trks	58.2200	4,557	6,442	6,422	88
Capital Lease - Interest - Vehicles	58.2206	449	218	253	11
		92,231	**76,352**	**76,352**	**10,854**
Total Expenditures		**1,459,526**	**1,501,850**	**1,655,921**	**1,597,176**

Fire Department Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	963,649
	SAFER Grant = $166,388		
51.1300	Overtime	$	88,154
	Training, meetings, coverage of unfilled positions		
	SAFER Grant = $6,394		
51.2105	Group Health/Dental	$	146,493
	SAFER = $14,183		
51.2110	Group Life Insurance	$	2,886
	SAFER = $252		
51.2115	Group Life Insurance - *Volunteer Firefighters*	$	1,196
51.2155	Disability- *Volunteer Firefighters*	$	1,000
51.2200	FICA contributions (employer)	$	80,463
	Salaries and wages x 7.65%		
	SAFER = $13,218		
51.2400	Retirement - Employer contribution	$	36,578
	SAFER = $6,655.52		
51.2700	Workers Comp	$	57,200
	SAFER = $8,254.80		
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		
52.1340	Equipment testing	$	7,173
	Breathing Air Testing		
	Fire Extinguisher Servicing		
	Ladder, Hose & Pump Testing		
52.2201	Computer maintenance	$	1,000

Fire Department Expenditure Descriptions

Account #			Amount
52.2202	Copier maintenance	$	700
52.2204	Radio maintenance	$	3,970
52.2207	Generator maintenance	$	6,000
52.2216	Small equipment repairs	$	762
	Small Engine repair parts, BA parts		
52.2221	Building repairs	$	5,000
	Spray in insulation Station 2 & 9, A/C repairs		
52.2223	Vehicle repairs	$	9,448
	Engine maintenance, pump service, volunteer vehicle, tires		
52.3210	Telephone	$	7,375
	Includes long distance, cellular, pager and internet service		
52.3110	Property/Liability Insurance	$	10,200
52.3220	Postage	$	400
52.3300	Advertising	$	150
	Job postings and Fire Prevention ads		
52.3400	Printing and binding	$	150
52.3500	Travel	$	3,500
	GA Fire Chief's and Firefighters Associations		
	GA Public Safety Training Center		
	Hurricane Conference		
	International Fire Chiefs VCOS Conference		
52.3600	Dues and fees	$	750
	National Fire Protection Association		
	International Association of Fire Chiefs		
	GA Association of Fire Chiefs		
	GA Association of Fire Fighters		
52.3610	Professional subscriptions	$	912
	NFPA Code Subscription		
	Fire House Tech Support		

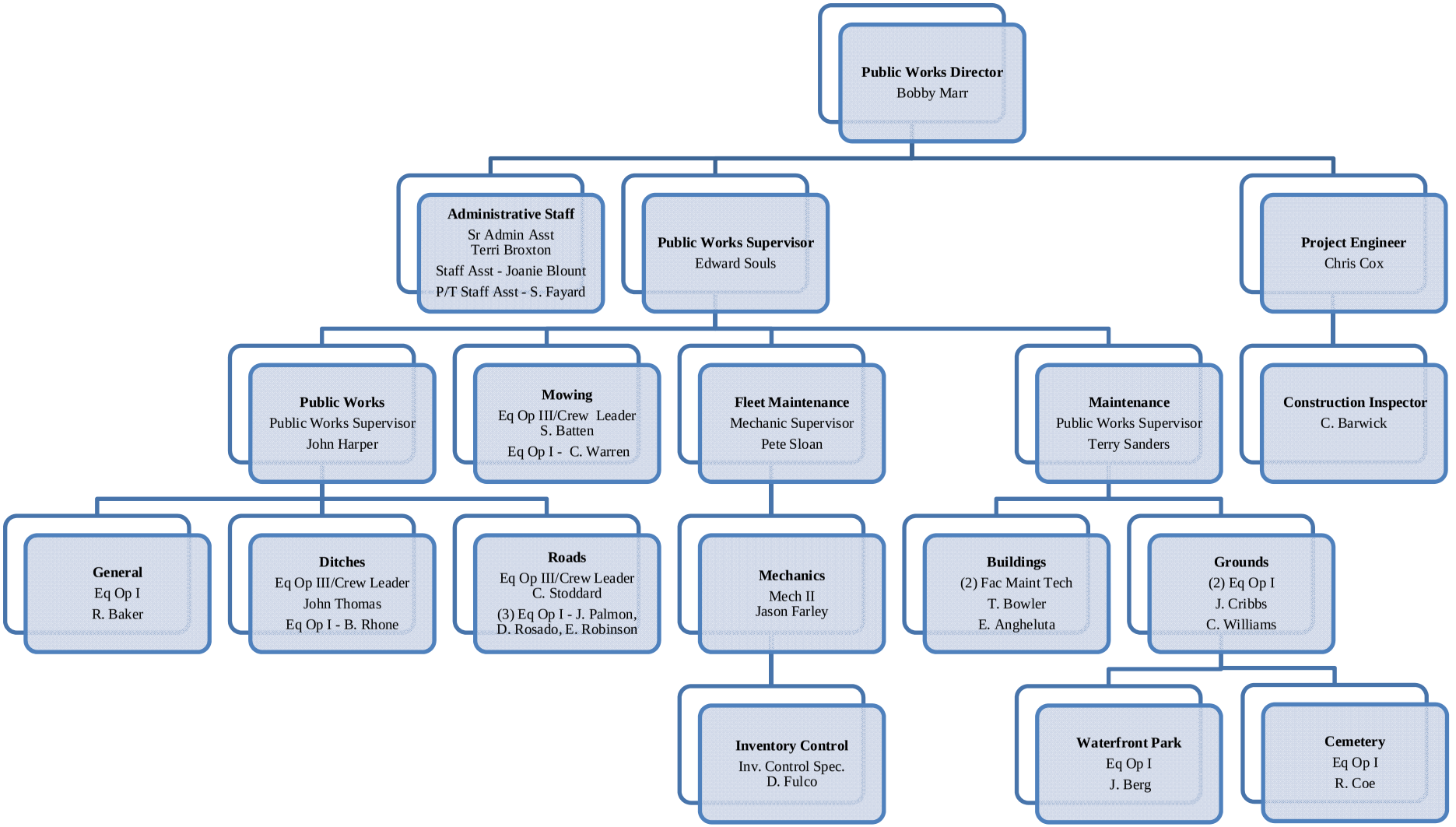
Fire Department Expenditure Descriptions

Account #			Amount
52.3700	Education and training	$	6,275
	On-site training		
	Supplies		
53.1110	Office supplies	$	1,582
53.1120	Computer supplies	$	1,024
53.1130	Copier supplies	$	450
53.1140	Miscellaneous supplies	$	4,588
	Cleaning Supplies, Paper Products		
53.1173	Fire prevention supplies	$	1,963
53.1210	Water/Sewerage	$	3,955
53.1230	Electricity	$	32,000
53.1270	Gasoline	$	25,500
	Fuel for three engines, two arials, two support vehicles,		
	two Chief Vehicles		
53.1400	Books and periodicals	$	1,513
	National Fire Protection Association Standards		
	Standard Building and Fire Codes		
	International Fire Service Training Association		
53.1600	Small equipment	$	20,370
	Misc. small equipment		
	Hose/nozzle and appliances, ropes		
	Haz Mat equipment, non-sparking tools, gas detectors, suits		
	GEMA DHS Haz Mat Grant = $7,500		
53.1601	Small equipment supplies	$	3,318
	Saw Blades, Misc.		
53.1610	Small equipment - Computers & software	$	4,880
	2 Desk Top workstation computers, Computer for Command Trailer		
53.1620	Small equipment - Furniture	$	800
	Mattresses Station 2 and 9		

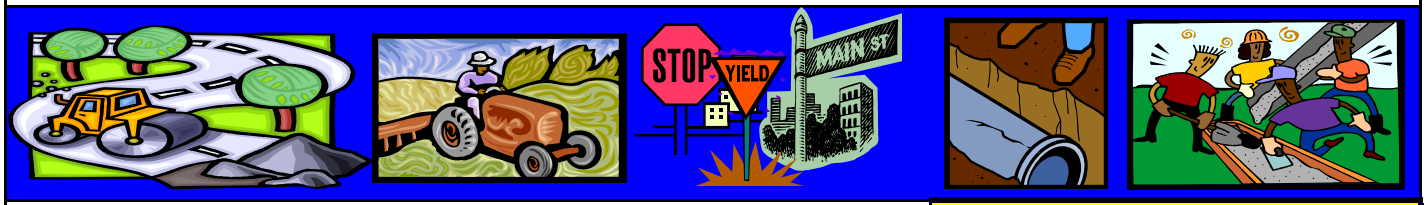
Fire Department Expenditure Descriptions

Account #			Amount
53.1700	Other supplies	$	3,242
	Class A and B Foam, and a Storage Container		
53.1701	Safety supplies	$	10,000
	Nomex hoods, gloves, goggles, latex gloves, vests, boots		
	Turn Out gear, Medical supplies		
53.1702	Uniforms and replacements	$	7,790
	Shirts, pants, shoes, etc		
53.1721	Building repair supplies	$	2,624
	Step ladders, paint brushes, scrapers, paint		
53.1723	Vehicle repair supplies	$	5,989
	Debt Service		
58.1200	Capital Lease - principal	$	9,103
	Aerial & Pumper Truck		
58.1206	Capital Lease - principal	$	1,652
58.2200	Capital Lease - interest	$	88
	Aerial & Pumper Truck		
58.2206	Capital Lease - interest	$	11
	Total	**$**	**1,597,176**

Public Works Department



Public Works Information



FY 12 BUDGET	$ 1,413,492.00
Employees	26 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)	42
Miles of Paved Streets	114
Miles of Unpaved Streets	4
Miles of Sidewalks	21.5
Miles of Storm Water Pipes/Ditches/Canals	129
Traffic Lights	5
Caution Light	1

Public Works Department

Overview

The Public Works Department is responsible for the maintenance of all City streets, rights-of-way, 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 rights-of-way. The parks crew is responsible for maintaining the grounds of the waterfront park.

The Highways and Streets division has four crews; (1) 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 rights-of-way 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 64 vehicles and pieces of heavy equipment, the Water department has 18 and the Sewer department has 47. The Police department's fleet consists of 49 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	**FY09/10**	**YTD FY10/11**	**Projected FY11/12**
Population	19,500	17,121	17,500
Number of Residential Units	7,200	7,443	7,500
Miles of Paved Streets	93	114	115
Miles of Sidewalks	21.5	21.5	23
Miles of Storm Water Pipes/Ditches/Canals	129	129	130
Performance Indicators	**FY09/10**	**YTD FY10/11**	**Projected FY11/12**
Requests for Sidewalk/Signage/ Drainage/Pothole Repairs	206	446	300
Requests for Mowing/Dead Animals/Trees	268	333	300
Emergency Call-Outs After Hours	99	44	75
Man Hours, Picking up Litter & Trash	4,200	3,040	1,000
Internal Requests for Building Maintenance Issues	356	317	350
Employees Flagger/Heavy Equipment Certified/Re-Certified	34	20	20

Goals

The following is a list of goals to be accomplished in the Public Works Department for Fiscal Year 2012:

- Maintain high level of service with reduced number of employees.
- Continue with next phase of paving projects based on Council approved Priority Paving List.
- Continue with implementing the Storm Water Master Plan.
- Continue working on improving the aesthetics of City rights-of-way, parks and facilities.

- Develop and implement plan to pave unimproved city streets which have existing residential frontage.
- Continue researching Federal/State/Private grant opportunities.
- Implement Narrowbanding of our radio system.
- Replace Fuel Management System.

Public Works Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	963,872	987,729	962,485	640,197
Overtime	51.1300	36,021	50,000	50,000	35,000
Group Health/Dental Insurance	51.2105	220,249	238,778	235,139	178,510
Group Life Insurance	51.2110	4,184	4,929	4,818	2,958
Disability	51.2150	7,516	-	-	-
FICA contributions (employer)	51.2200	71,812	80,104	78,374	51,653
Retirement -Employer contribution	51.2400	50,801	39,565	38,661	26,886
Unemployment Insurance	51.2600	(4,057)	-	3,000	74,558
Workers Compensation	51.2700	95,114	63,532	62,427	49,790
		1,445,512	**1,464,637**	**1,434,904**	**1,059,552**
Purchased/Contracted Services					
Employment physicals & tests	52.1231	871	500	500	250
Computer maintenance	52.2201	4,058	4,200	4,200	4,200
Copier maintenance	52.2202	320	500	1,000	500
Radio maintenance	52.2204	686	1,000	980	500
Alarm system maintenance	52.2205	225	420	420	300
Fuel system maintenance	52.2208	256	500	2,024	500
Vehicle repairs	52.2223	3,965	7,000	2,496	4,000
Rental of equipment and vehicles	52.2320	1,207	1,000	1,000	1,000
Telephone	52.3210	15,151	15,250	13,250	13,250
Postage	52.3220	250	500	500	250
Advertising	52.3300	786	1,000	1,000	750
Printing and binding	52.3400	193	200	200	200
Travel	52.3500	1,558	1,000	650	1,000
Dues and fees	52.3600	427	900	900	750
Professional subscriptions	52.3610	220	500	-	-
Education and training	52.3700	2,205	1,500	850	1,000
Licenses	52.3800	115	150	-	-
		32,492	**36,120**	**29,970**	**28,450**
Supplies					
Office supplies	53.1110	1,186	2,000	2,000	2,000
Computer supplies	53.1120	2,276	2,500	2,500	2,500
Copier supplies	53.1130	605	650	650	650
Miscellaneous supplies	53.1140	5,184	7,000	7,000	7,000
Gasoline	53.1270	91,502	100,000	85,000	120,000
Small equipment	53.1600	12,626	19,000	19,000	13,000
Small equipment supplies	53.1601	10,339	13,000	12,000	7,000
Small equipment - Computers & software	53.1610	1,554	1,500	1,000	2,000
Safety supplies	53.1701	6,288	6,500	6,500	6,500
Uniforms & replacements	53.1702	12,754	16,000	15,000	14,000
Vehicle repair supplies	53.1723	52,783	53,000	55,500	53,000

Public Works Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
		197,097	**221,150**	**206,150**	**227,650**
Capital Outlays					
Equipment	54.2500	-	-	-	37,000
		-	**-**	**-**	**37,000**
Debt Service					
Capital Lease - Principal - Vehicles/Equipment	58.1209	207,702	235,636	235,272	60,427
Capital Lease - Interest - Vehicles/Equipment	58.2209	15,384	7,731	8,095	413
		223,085	**243,367**	**243,367**	**60,840**
Total Expenditures		**1,898,186**	**1,965,274**	**1,914,391**	**1,413,492**

Public Works Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	640,197
	Current Full-time employees		
51.1300	Overtime	$	35,000
	6% of Regular employee salaries and wages		
51.2105	Group Health/Dental	$	178,510
51.2110	Group Life Insurance	$	2,958
51.2200	FICA contributions (employer)	$	51,653
	Salaries and overtime x 7.65%		
51.2400	Retirement contributions (employer)	$	26,886
51.2600	Unemployment Insurance	$	74,558
51.2700	Workers Compensation	$	49,790
	Purchased/Contracted Services		
52.1231	Employment physicals & tests	$	250
52.2201	Computer maintenance	$	4,200
	Cartegraph, GIS Maintenance, and Time Clock Plus		
52.2202	Copier maintenance	$	500
52.2204	Radio maintenance	$	500
	33% of repeater & radio repairs & general repairs		
52.2205	Alarm system maintenance	$	300
	(public works facility)		
52.2208	Fuel system maintenance	$	500
	Gasboy system		
52.2223	Vehicle repairs	$	4,000
	Transmission repairs		
	Unpredicted (heavy equipment repairs)		
	Parts washer service		
	Rebuild motor		

Public Works Expenditure Descriptions

Account #			Amount
52.2320	Rental of equipment and vehicles	$	1,000
52.3210	Telephone	$	13,250
	Telephone service (includes cell phones)		
	DSL 40%, Code Red		
52.3220	Postage	$	250
52.3300	Advertising	$	750
52.3400	Printing and binding	$	200
52.3500	Travel	$	1,000
52.3600	Dues & fees	$	750
52.3700	Education and training	$	1,000
	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.		
53.1270	Gasoline	$	120,000
	Regular Unleaded @ $3.50/gallon (Est. 18000 gallons needed)		
	Diesel @ $3.80/gallon (Est. 14,400 gallons needed)		
53.1600	Small equipment	$	13,000
	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		

Account #			Amount
	3" 8 h.p. trash pumps		
	Plate Tamp		
	Misc. unpredicted		
53.1601	Small equipment supplies	$	7,000
	Blades, weedeater string, batteries, etc		
53.1610	Small equipment - Computers & software	$	2,000
	Misc. Computers and parts		
	Replace server ($1500)		
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	$	14,000
	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		
	Shop supplies		
	Blades for bush hog mowers		
	Blades for motor grader & loaders		
	General hydraulic repairs to mowers & equipment		
	Tires		
	Street Sweeper brooms		
	Capital Outlays		
54.2500	Equipment	$	37,000
	Radio Replacement/Reprogramming for Narrowbanding ($32,000)		
	Fuel System Replacement ($5000)		

Public Works Expenditure Descriptions

Account #			Amount
	Debt Service		
58.1209	Capital Lease -Principal	$	60,427
58.2209	Capital Lease - Interest	$	413
	Total	**$**	**1,413,492**

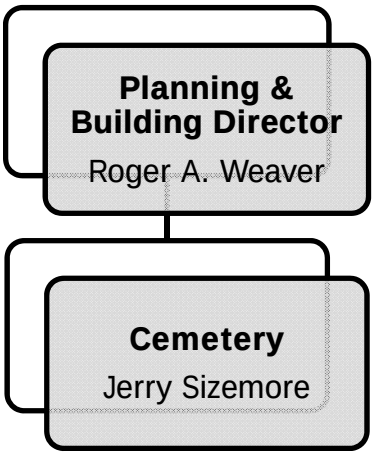
Highways and Streets

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Purchased/Contracted Services					
Road paving and drainage	52.2224	-	5,000	5,000	-
		-	**5,000**	**5,000**	**-**
Supplies					
Street lighting	53.1231	267,627	280,000	280,000	270,000
Road paving and drainage supplies	53.1724	3,478	9,000	4,000	-
		271,104	**289,000**	**284,000**	**270,000**
Total Expenditures		**271,104**	**294,000**	**289,000**	**270,000**

Highways and Streets Expenditure Descriptions

Account #		Amount
	Supplies	
53.1231	Street Lighting	$ 270,000
	Georgia Power - street lights	
	Waterfront Park lighting (not metered)	
	Osborne median lights	
	REA Electric	
	Traffic signals	
	New installations	
	Total	**$ 270,000**

Oak Grove Cemetery



Oak Grove Cemetery

Overview

The City has high respect for our past citizens and their citizen dependents in carrying out their solemn duties through the maintenance of, and sale of lots within the Oak Grove Cemetery. The City also oversees issues and conditions of all other cemeteries within the City limits.

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.

Goals

- Continue the phased repairs of damaged historic walls and stones.
- Complete the Committee work on making the Cemetery self sustaining by the year 2021 using a trust fund to be created in this FY.
- Continue to maintain the Cemetery as a major tourist attraction.

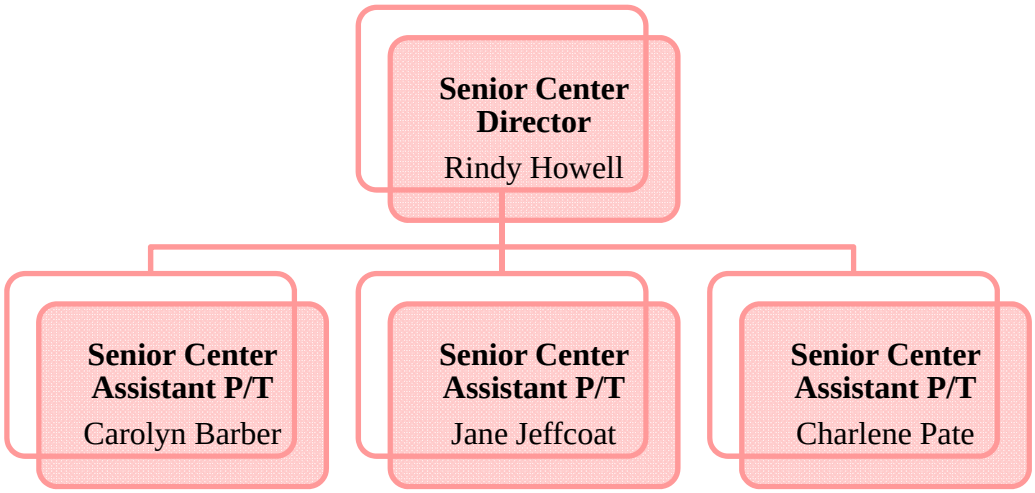
Cemetery Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Purchased/Contracted Services					
Computer maintenance	52.2201	-	275	275	275
Small equipment repairs	52.2216	-	500	500	500
Postage	52.3220	300	500	430	500
Advertising	52.3300	-	150	150	150
Dues & Fees	52.3600	775	550	870	500
Contract Labor	52.3850	875	5,000	5,000	-
		1,950	**6,975**	**7,225**	**1,925**
Supplies					
Miscellaneous Supplies	53.1140	-	500	370	500
Water/sewerage	53.1210	1,371	500	500	1,000
Electricity	53.1230	415	400	400	700
Small Equipment	53.1600	237	1,700	-	-
Small Equipment Supplies	53.1601	45	500	380	200
Cemetery work supplies	53.1704	122	300	300	300
		2,190	**3,900**	**1,950**	**2,700**
Total Expenditures		**4,140**	**10,875**	**9,175**	**4,625**

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	$	500
	Supplies		
53.1140	Miscellaneous Supplies	$	500
53.1210	Water/Sewerage	$	1,000
53.1230	Electricity	$	700
53.1601	Small Equipment Supplies	$	200
53.1704	Cemetery work supplies	$	300
	Total	**$**	**4,625**

Senior Citizens Center



Senior Citizens Center

Overview

The Senior Center is open to active senior citizens, 55 years of age or older, who are self reliant and live in St. Marys. 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 enjoy a hot meal at a very low cost. There are also plenty of activities for them to do. 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 also 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 2010 fiscal year, the Senior Center Director worked with the Hospital Authority to acquire a new facility. The new Senior Center is Located on Davis Street behind the Heritage Bank.

Goals

- Add more activities for the seniors.
- We 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 FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	53,375	56,098	56,098	56,098
Overtime	51.1300	342	1,000	500	1,000
Group Health/Dental Ins	51.2105	8,246	8,659	8,659	9,386
Group Life Insurance	51.2110	107	126	126	126
Disability	51.2150	171	-	-	-
FICA contributions (employer)	51.2200	3,868	4,368	4,368	4,368
Retirement -Contribution Employer	51.2400	1,171	1,191	1,191	1,191
Workers Compensation	51.2700	165	634	634	654
		67,445	**72,076**	**71,576**	**72,823**
Purchased/Contracted Services					
Alarm system maintenance	52.2205	490	1,000	1,000	400
Vehicle repairs	52.2223	1,931	1,000	1,000	1,000
Property/Liability Insurance	52.3110	207	1,000	1,000	1,000
Telephone	52.3210	2,372	1,472	1,787	1,472
Advertising	52.3300	44	350	350	350
Travel	52.3500	40	250	250	250
Education and training	52.3700	-	500	500	500
		5,082	**5,572**	**5,887**	**4,972**
Supplies					
Computer supplies	53.1120	136	150	150	150
Copier supplies	53.1130	8	50	50	50
Miscellaneous supplies	53.1140	1,774	2,000	3,500	2,000
Water/sewerage	53.1210	682	650	650	650
Electricity	53.1230	5,226	5,000	5,000	5,000
Gasoline	53.1270	3,094	5,000	5,000	5,000
Food *	53.1300	17,213	22,500	20,685	25,000
Small equipment	53.1600	1,074	1,000	1,000	500
		29,207	**36,350**	**36,035**	**38,350**
Debt Service					
Capital Lease - Principal	58.1201	7,945	9,055	8,996	2,315
Capital Lease - Interest	58.2201	601	275	334	16
		8,546	**9,330**	**9,330**	**2,331**
		110,281	**123,328**	**122,828**	**118,476**

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	$	9,386
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer)	$	4,368
	Salaries and overtime x 7.65%		
51.2400	Retirement contributions (employer)	$	1,191
51.2700	Workers' Compensation	$	654
	Purchased/Contracted Services		
52.2205	Alarm system maintenance	$	400
	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
53.1210	Water/Sewerage	$	650
53.1230	Electricity	$	5,000

Senior Center Expenditure Descriptions

Account #			Amount
53.1270	Gasoline	$	5,000
53.1300	Food	$	25,000
53.1600	Small Equipment	$	500
	food warmers/carriers		
	Debt Service		
58.1201	Capital Lease - Principal	$	2,315
58.2201	Capital Lease - Interest	$	16
	Total	**$**	**118,476**

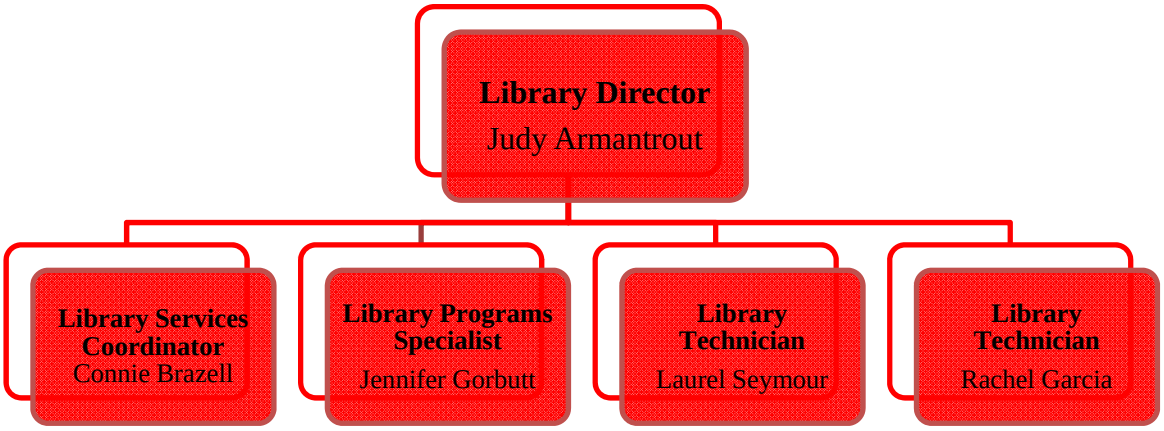
Parks Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Purchased/Contracted Services					
Building repairs	52.2221	246	500	533	500
Rental of equipment and vehicles	52.2320	828	900	1,000	500
Lab analysis fees	52.3650	(40)	20	20	20
		1,034	**1,420**	**1,553**	**1,020**
Supplies					
Miscellaneous supplies	53.1140	187	-	-	-
Water/sewerage	53.1210	9,153	10,000	8,350	10,000
Electricity	53.1230	10,747	14,000	15,650	18,000
Small Equipment	53.1600	3,167	-	1,664	-
Other supplies	53.1700	215	-	-	-
Christmas equipment & supplies	53.1703	13,137	13,000	12,900	13,000
Public grounds maintenance supplies	53.1705	7,502	9,000	9,000	5,000
Building repair supplies	53.1721	10,600	10,000	9,967	9,000
		54,707	**56,000**	**57,531**	**55,000**
Capital Outlay					
Site Improvements	54.1200	-	10,000	5,000	5,000
		-	**10,000**	**5,000**	**5,000**
Total Expenditures		**55,741**	**67,420**	**64,084**	**61,020**

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		500
	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	$	18,000
	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	$	5,000
	Fertilizers, grass seed, blades, weedeater string, flowers,		
	shrubs, sprinkler heads, etc.		
53.1721	Building repair supplies	$	9,000
	Waterfront park, pavilion, boat ramps, median benches, etc.		
	Maintenance to floating docks		
	Capital Outlays		
54.1200	Site Improvements	$	5,000
	Total	**$**	**61,020**

St. Marys Library



St. Marys Library

Overview

In 1821, Archibald Clark headed the newly founded Library Society in St. Marys. After a fire in 1862, the library became a Works Progress Administration (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. In 2010, the St. Marys Library was renovated and additional space was added. The landscaping was updated as well.

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 the following services every day:

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

Goals

- Once again Offer Computer Classes including: *Basic Computer ,PINES Orientation,Classes (Public Information Network for Electronic Services),GALILEO Classes (GeorgiA LIbrary LEarning Online).*
- Shelf Maintenance.
- Investigate purchase and use of RFID/Self-Checkout.
- Explore new opportunities to serve the community as they arise.

St. Marys Public Library
A Member of Three Rivers Regional Library System

Library Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	186,627	189,940	189,940	179,576
Overtime	51.1300	-	100	100	100
Group Health/Dental Ins	51.2105	22,537	23,495	23,495	30,464
Group Life Insurance	51.2110	527	627	627	555
Disability	51.2150	1,113	-	-	-
FICA contributions (employer)	51.2200	13,602	14,539	14,539	13,745
Retirement - Employer contribution	51.2400	11,064	6,327	6,327	6,992
Unemployment Insurance	51.2600	(636)	-	-	-
Workers Compensation	51.2700	587	992	992	469
		235,421	**236,020**	**236,020**	**231,901**
Purchased/Contracted Services					
Computer maintenance	52.2201	1,048	2,500	400	2,500
Copier maintenance	52.2202	468	500	425	500
Alarm system maintenance	52.2205	525	900	725	900
Building repairs	52.2221	1,363	2,000	500	500
Property/Liability Insurance	52.3110	-	100	100	100
Telephone	52.3210	3,398	3,500	4,907	5,000
Postage	52.3220	959	500	300	500
Advertising	52.3300	140	200	-	-
Travel	52.3500	249	500	150	250
Education and training	52.3700	-	500	100	500
		8,150	**11,200**	**7,607**	**10,750**
Supplies					
Office supplies	53.1110	1,600	2,000	423	2,000
Computer supplies	53.1120	554	2,000	100	2,000
Copier supplies	53.1130	344	400	300	400
Miscellaneous supplies	53.1140	1,165	1,000	1,550	1,000
Library unique supplies	53.1145	2,762	5,000	1,917	5,000
Photographic supplies	53.1150	104	-	-	-
Water/sewerage	53.1210	673	750	750	750
Electricity	53.1230	9,249	13,000	14,776	16,000
Books and periodicals	53.1400	50,177	43,000	49,727	26,972
Small equipment	53.1600	4,585	1,000	500	1,000
Building repairs supplies	53.1721	112	1,000	550	1,000
		71,325	**69,150**	**70,593**	**56,122**
Total Expenditures		**314,896**	**316,370**	**314,220**	**298,773**

Library Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	179,576
51.1300	Overtime	$	100
51.2105	Group Health/Dental Insurance	$	30,464
51.2110	Group Life Insurance	$	555
51.2200	FICA contributions (employer) *Salaries & wages x 7.65%*	$	13,745
51.2400	Retirement Contr. Employer	$	6,992
51.2700	Workers Comp	$	469
	Purchased/Contracted Services		
52.2201	Computer maintenance	$	2,500
52.2202	Copier maintenance	$	500
52.2205	Alarm system maintenance	$	900
52.2221	Building repairs	$	500
52.3210	Telephone	$	5,000
52.3110	Property & Liability Insurance	$	100
52.3220	Postage	$	500
52.3500	Travel	$	250
52.3700	Education and training	$	500
	Supplies		
53.1110	Office supplies *Typing ribbon, pens, pencils, paper products, fasteners, labels, filing materials, markers, etc.*	$	2,000
53.1120	Computer supplies *Printers, mice, monitors, paper, ink, toner, etc.*	$	2,000

Library Expenditure Descriptions

Account #			Amount
53.1130	Copier supplies	$	400
	Paper, toner, etc.		
53.1140	Miscellaneous supplies	$	1,000
	Drinking water, cleaning products, etc.		
53.1145	Library unique supplies	$	5,000
	Book covering materials, book tape, security strips book bags, craft supplies, materials for children's programs, decorations		
53.1210	Water/Sewerage	$	750
53.1230	Electricity	$	16,000
53.1400	Books and periodicals	$	26,972
	Books, subscriptions, audiobooks, videos, reference materials		
53.1600	Small Equipment	$	1,000
53.1721	Building repairs supplies	$	1,000
	Building maintenance		
	Total	**$**	**298,773**

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.

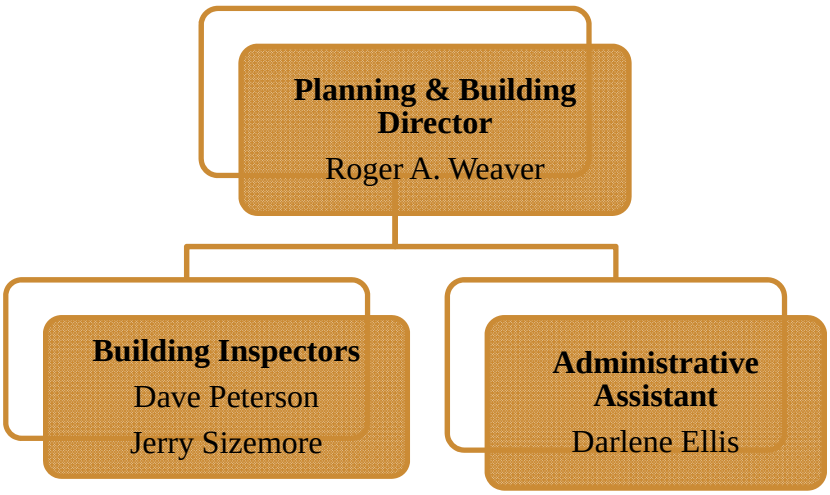
Hierarchy

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.

Goals for FY 2012

- Each of the Departments that make up the Planning and Building Department will continue to provide services in accordance with our mission statement.

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 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 ensure 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. The department also provides code enforcement services under the guidance of the International Property Maintenance Code.

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.

Goals

- Since the Building Department goals are ordinance driven, staff will continue to provide plan review and inspection services as required. It is hoped that construction activity will pick up during FY 2012, and the staff is ready to provide the required inspections regardless of size or complexity of the structure.
- Staff intends to identify and process at least three dilapidated structures for demolition following the procedures within the ordinance.
- The Department has disaster ready kits for use in any City wide disaster, and is trained as to their responsibility in the event there is such an event.
- Staff will also maintain their proficiency skills and continuing education as required by State law and local ordinances.

Building Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	88,761	88,596	88,596	88,596
Overtime	51.1300	423	3,000	500	500
Group Health/Dental	51.2105	8,462	9,150	9,150	9,864
Group Life Insurance	51.2110	175	207	207	207
Disability	51.2150	411	-	-	-
FICA contributions (employer)	51.2200	6,256	7,008	7,008	6,816
Retirement Contribution (employer)	51.2400	5,669	3,343	3,343	3,243
Unemployment Insurance	51.2600	(559)	-	-	-
Workers Compensation	51.2700	4,655	4,052	4,052	4,052
		114,254	**115,356**	**112,856**	**113,278**
Purchased/Contracted Services					
Computer maintenance	52.2201	-	1,000	1,995	2,000
Copier maintenance	52.2202	1,004	1,200	1,200	1,200
Alarm System Maintenance	52.2205	195	360	360	360
Vehicle Repairs	52.2223	243	1,500	1,005	1,000
Telephone	52.3210	2,548	3,000	3,000	2,500
Postage	52.3220	52	300	300	250
Advertising	52.3300	210	300	300	200
Travel	52.3500	603	1,500	701	-
Dues and fees	52.3600	330	500	300	500
Professional subscriptions	52.3610	-	800	510	500
Education and training	52.3700	460	1,000	500	-
Other purchased services	52.3900	-	-	-	8,000
		5,644	**11,460**	**10,171**	**16,510**
Supplies					
Office supplies	53.1110	286	500	500	300
Computer supplies	53.1120	301	500	500	400
Copier supplies	53.1130	372	1,000	1,000	400
Miscellaneous supplies	53.1140	796	-	-	-
Gasoline	53.1270	2,546	3,000	3,000	3,000
Small equipment - Computers & software	53.1610	250	1,000	289	750
Other supplies	53.1700	250	250	250	250
Vehicle repair supplies	53.1723	652	1,500	1,000	1,000
		5,453	**7,750**	**6,539**	**6,100**
Debt Service					
Capital Lease - Principal - Vehicles	58.1210	3,474	1,940	1,928	991
Capital Lease - Interest - Vehicles	58.2210	250	60	72	6
		3,724	**2,000**	**2,000**	**997**
Total Expenditures		**129,075**	**136,566**	**131,566**	**136,885**

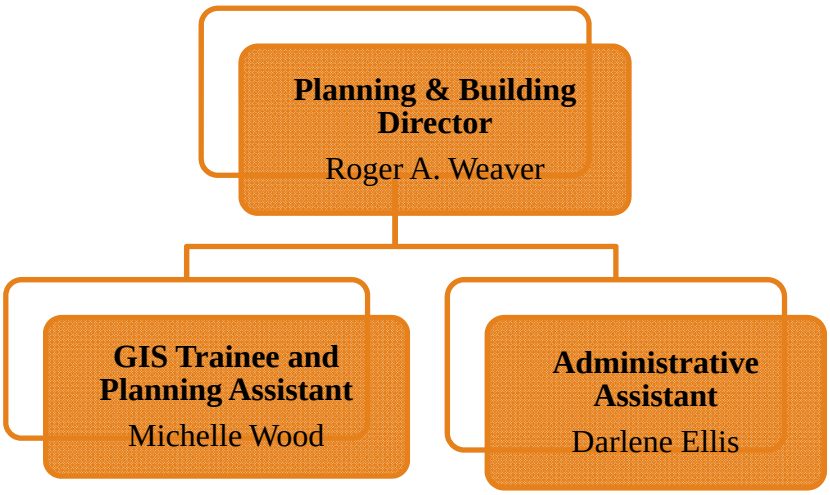
Building Expenditure Descriptions

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	$	500
51.2105	Group Health/Dental	$	9,864
51.2110	Group Life Insurance	$	207
51.2200	FICA contributions (employer)	$	6,816
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer Contribution	$	3,243
51.2700	Workers Comp	$	4,052
	Purchased/Contracted Services		
52.2201	Computer maintenance	$	2,000
	Share of New Finance Software		
52.2202	Copier Maintenance	$	1,200
52.2205	Alarm system maintenance	$	360
52.2223	Vehicle repairs	$	1,000
52.3210	Telephone	$	2,500
52.3220	Postage	$	250
52.3300	Advertising	$	200
52.3600	Dues and fees	$	500
	Plumbing, BOAG, ICC, NFPA, CGIA, IAEI		
52.3610	Professional subscriptions	$	500
	Update Building Code Books		
52.3900	Other Purchased Services		8,000
	Demolition of dilapidated structures		

Building Expenditure Descriptions

Account #			Amount
	Supplies		
53.1110	Office supplies	$	300
53.1120	Computer supplies	$	400
53.1130	Copier supplies	$	400
53.1270	Gasoline	$	3,000
53.1610	Small equipment - Computers & software *Software updates and maintenance*	$	750
53.1700	Other supplies	$	250
53.1723	Vehicle repair supplies	$	1,000
	Debt Service		
58.1210	Capital Lease - Principal	$	991
58.2210	Capital Lease - Interest	$	6
	Total	**$**	**136,885**

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, uses permitted within zoning districts, disposition of dilapidated structures, demolition permits, Flood Plain management, occupation tax licenses, provides code enforcement services under the guidance of the International Property Maintenance Code, 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.

Goals

- Coordinate with the County 911 address updates to eliminate inefficient numbering of structures identified in the Census 2010 effort.
- Update and revise the Zoning Ordinance. This ordinance has not been updated since 1994 and has not kept pace with the City's growth and the changing concepts of community.
- Update and revise the Sign Ordinance to further refine the definitions and fees.
- Continue research into the fee structure to stimulate the economic growth of the community.
- Assist in Annexation research as directed by Council.
- Finish an updated Zoning Map for use of our residents.
- Implement procedures to provide efficient Code Enforcement duties.
- Continue to assist residents with their FEMA paperwork as Flood Plain Managers.
- Provide efficient observation of waterfront activities.
- Prepare updated Historic property designations as required by the State.
- Assist in preparation of a City master plan that reflects the current state of our economy and the Comprehensive Plan.
- Assist and complete the development of the St. Marys Intracoastal Gateway Project.
- Assist the Cemetery Committee in the completion of their work on the trust fund.
- Continue to assist residents, the tree board, and the HPC regarding dead and/or dangerous trees.
- Continue to indentify and process occupation tax licenses for the entire city business community.
- Work with the City Clerk on Alcohol license applications and renewals.
- Create a reasonable phased emergency restoration projects for Orange Hall in conjunction with the Foundation.
- Other tasks as assigned by Council or the City Manager.

Planning and Zoning Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	103,503	103,292	103,292	103,292
Overtime	51.1300	405	1,500	500	500
Group Health/Dental	51.2105	11,819	12,368	12,368	18,771
Group Life Insurance	51.2110	206	251	251	251
Disability	51.2150	568	-	-	-
FICA contributions (employer)	51.2200	7,918	8,017	8,017	8,017
Retirement Contribution (employer)	51.2400	6,651	3,845	3,845	3,845
Unemployment Insurance	51.2600	(559)	-	-	-
Workers Compensation	51.2700	3,144	3,270	3,270	3,270
		133,655	**132,543**	**131,543**	**137,946**
Purchased/Contracted Services					
Engineers & Consultants	52.1310	6,411	11,000	500	500
Computer maintenance	52.2201	-	826	1,326	1,500
Copier maintenance	52.2202	566	500	500	900
Alarm system maintenance	52.2205	195	360	360	360
Vehicle repairs	52.2223	-	500	500	500
Telephone	52.3210	2,088	3,000	3,000	2,000
Postage	52.3220	413	1,000	1,000	1,000
Advertising	52.3300	940	1,250	1,250	1,250
Printing and binding	52.3400	135	200	200	200
Travel	52.3500	465	500	-	-
Education and training	52.3700	-	500	-	-
Other purchased services	52.3900	975	1,500	1,500	1,500
		12,188	**21,136**	**10,136**	**9,710**
Supplies					
Office supplies	53.1110	778	750	750	500
Computer supplies	53.1120	664	1,500	1,500	750
Copier supplies	53.1130	464	750	750	500
Miscellaneous supplies	53.1140	810	750	750	750
Gasoline	53.1270	849	2,000	2,000	2,000
Small equipment - Computers & software	53.1610	782	1,000	1,000	500
Small equipment - Furniture	53.1620	59	-	-	-
Vehicle repair supplies	53.1723	-	500	500	500
		4,405	**7,250**	**7,250**	**5,500**
Debt Service					
Capital Lease - Principal - Vehicles	58.1210	3,432	1,940	1,928	826
Capital Lease - Interest - Vehicles	58.2210	231	60	72	5
		3,663	**2,000**	**2,000**	**831**
Total Expenditures		**153,911**	**162,929**	**150,929**	**153,987**

Planning and Zoning Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	103,292
51.1300	Overtime	$	500
	Planning and HPC monthly meetings for M. Wood		
51.2105	Group Health/Dental	$	18,771
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	$	500
52.2201	Computer maintenance	$	1,500
	Shell program and InCode		
52.2202	Copier maintenance	$	900
	KIP and BIShub		
52.2205	Alarm system maintenance	$	360
52.2223	Vehicle repairs	$	500
52.3210	Telephone	$	2,000
52.3220	Postage	$	1,000
52.3300	Advertising	$	1,250
52.3400	Printing and binding	$	200
52.3900	Other purchased services	$	1,500
	One third of the Maintenance of Chamber Sound System		
	Supplies		
53.1110	Office supplies	$	500

Planning and Zoning Expenditure Descriptions

Account #			Amount
53.1120	Computer supplies	$	750
53.1130	Copier supplies	$	500
53.1140	Miscellaneous supplies	$	750
53.1270	Gasoline	$	2,000
53.1610	Small Equipment - Computers and Software	$	500
53.1723	Vehicle repair supplies	$	500
	Debt Service		
58.1210	Capital Lease - Principal	$	826
58.2210	Capital Lease - Interest	$	5
	Total	**$**	**153,987**

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

- The mission of the City of St. Marys Economic Development Department is to support current businesses.
- Encourage new business growth and development.
- Preserve and enhance the natural beauty of St. Marys.
- Promote St. Marys as a destination of choice.

Economic Development Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	84,181	83,970	83,970	82,261
Overtime	51.1300	-	100	100	100
Group Health/Dental Ins	51.2105	8,462	9,150	9,150	9,864
Group Life Insurance	51.2110	208	251	251	251
Disability	51.2150	504	-	-	-
FICA contributions (employer)	51.2200	6,164	6,432	6,432	6,432
Retirement Contribution (employer)	51.2400	5,878	3,363	3,363	1,275
Workers Compensation	51.2700	255	722	722	722
		105,653	**103,988**	**103,988**	**100,905**
Purchased/Contracted Services					
Copier maintenance	52.2202	468	500	500	500
Building repairs	52.2221	219	500	375	500
Property/Liability Insurance	52.3110	413	600	600	600
Telephone	52.3210	2,391	2,640	2,640	2,640
Postage	52.3220	694	500	500	500
Advertising	52.3300	8,244	5,510	5,010	5,010
Travel	52.3500	2,837	2,000	1,500	1,500
Dues and fees	52.3600	1,082	1,200	1,200	1,200
Education and training	52.3700	1,699	2,000	1,500	1,500
		18,047	**15,450**	**13,825**	**13,950**
Supplies					
Office supplies	53.1110	900	1,400	1,000	1,000
Computer supplies	53.1120	1,401	900	425	900
Copier supplies	53.1130	171	500	470	500
Miscellaneous supplies	53.1140	521	1,000	500	500
Small equipment	53.1600	303	250	880	250
Small Equipment - Computer	53.1610	206	600	-	-
		3,502	**4,650**	**3,275**	**3,150**
Total Expenditures		**127,202**	**124,088**	**121,088**	**118,005**

Economic Development Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	82,261
51.1300	Overtime	$	100
51.2105	Group Health/Dental Insurance	$	9,864
51.2110	Group Life Insurance	$	251
51.2200	FICA contributions (employer)	$	6,432
51.2400	Retirement Contr. Employer	$	1,275
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*	$	5,010
52.3500	Travel *Required DDA training, 3 new members, Required Main Street 101, Required Georgia Downtown Conference*	$	1,500
52.3600	Dues and fees *National Main Street Association, Georgia Economic Association Georgia Downtown Association*	$	1,200
52.3700	Education and training	$	1,500
	Supplies		
53.1110	Office supplies	$	1,000
53.1120	Computer supplies	$	900

Economic Development Expenditure Descriptions

Account #			Amount
53.1130	Copier supplies	$	500
53.1140	Miscellaneous supplies *Supplies for Conferences*	$	500
53.1600	Small Equipment	$	250
	Total	**$**	**118,005**

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 FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Purchased/Contracted Services					
Engineers & Consultants	52.1310	43,147	7,500	49,990	-
Property/Liability Insurance	52.3110	7,726	8,000	8,000	8,000
		50,873	**15,500**	**57,990**	**8,000**
Supplies					
Miscellaneous Supplies	53.1140	-	-	-	-
		-	-	-	-
Total Expenditures		**50,873**	**15,500**	**57,990**	**8,000**

Airport Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.3110	Property/Liability Insurance	$	8,000
	Total	**$**	**8,000**

Special Facilities

Overview

The City of St. Marys owns and maintains two museums, Orange Hall and the St. Marys Submarine Museum.

The Orange Hall House Museum is an extraordinary example of antebellum life in Greek revival style, dating back to circa 1820-1830. 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.

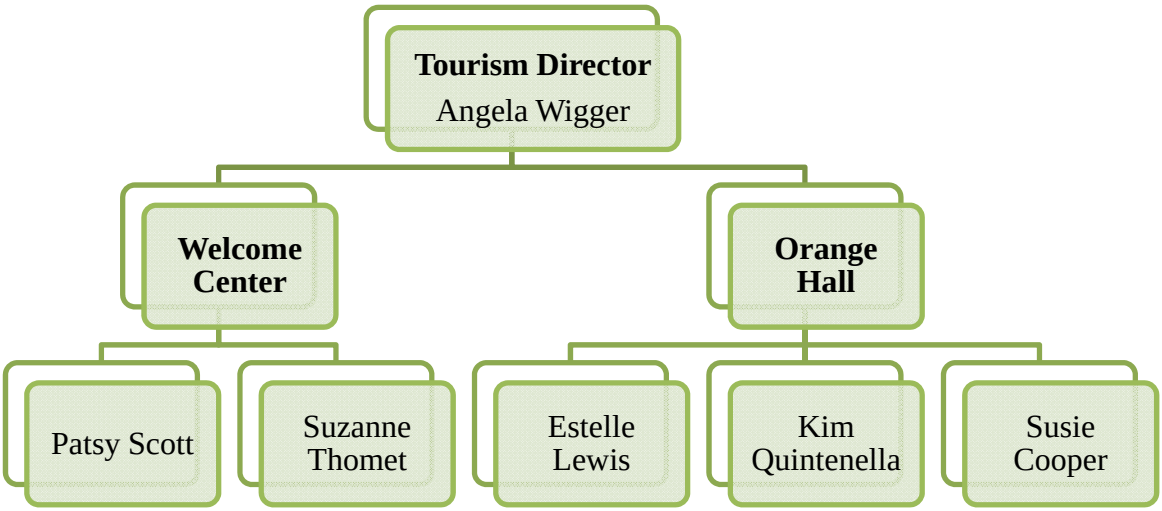
Special Facilities Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular Employoees	51.1100	17,640	21,974	21,974	21,974
Overtime	51.1300	6	-	-	-
FICA contributions (employer)	51.2200	1,350	1,681	1,681	1,681
Workers compensation	51.2700	105	600	600	600
		19,101	**24,255**	**24,255**	**24,255**
Purchased/Contracted Services					
Alarm system maintenance	52.2205	305	350	350	350
Orange Hall restoration	52.2227	3,052	5,000	5,000	1,000
Submarine Museum	52.2229	2,201	2,500	2,500	750
Telephone	52.3210	325	375	375	375
Postage	52.3220	25	25	25	25
Advertising	52.3300	200	1,000	1,000	200
Other Purchased Services	52.3900	-	1,000	1,000	500
		6,109	**10,250**	**10,250**	**3,200**
Supplies					
Office Supplies	53.1110	100	100	100	100
Copier Supplies	53.1130	300	300	300	300
Miscellaneous supplies	53.1140	200	200	200	200
Water/sewerage	53.1210	605	600	830	600
Electricity	53.1230	7,913	9,000	8,780	8,000
Orange Hall restoration supplies	53.1727	689	2,000	1,990	500
Submarine Museum supplies	53.1729	-	500	500	500
		9,806	**12,700**	**12,700**	**10,200**
Total Expenditures		**35,016**	**47,205**	**47,205**	**37,655**

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	$ 1,000
	Air conditioning, Applicance repairs, termite control	
52.2229	Submarine Museum	$ 750
	A/C work/Bldg repairs	
52.3210	Telephone	$ 375
52.3220	Postage	$ 25
52.3300	Advertising	$ 200
52.3900	Other Purchased Services	$ 500
	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	$ 8,000
	Orange Hall & Submarine Museum	
53.1727	Orange Hall restoration supplies	$ 500
	HVAC maintenance, painting, maintenance	
53.1729	Submarine Museum supplies	$ 500
	Total	**$ 37,655**

Tourism & Orange Hall



St. Marys Convention and Visitors Bureau

Overview

The Convention and Visitors Bureau (CVB) is responsible for providing services on behalf of the City to promote tourism and attract visitors to the City. The CVB mission is to encourage, develop, and expand tourism within the City to the benefit of the economy; to advise and recommend the City on plans for development of tourism; to promote public interest in tourism; and to assist in coordination of events relating to promotions, tourism, and group travel. Of utmost importance is attracting overnight stays at St. Marys' lodging options. The CVB is funded by City and County bed tax and through fundraising efforts, retail sales, and downtown tour services. St. Marys CVB is comprised of a director, part time staff members, and volunteers. The CVB Director reports to the nine person CVB Authority board of directors and submits a monthly director's report to the City Manager.

Accomplishments

- Increased volunteer base from 2 to 10 regular volunteers. Current level of volunteerism is seven tour guides who provide tour services Monday- Saturday and three greeters who assist in the Welcome Center on weekends.
- Management of day to day activities of the Welcome Center and Orange Hall in respect to staffing/scheduling, monthly reports, supplies, cleaning, greeting, purchasing policy requirements, etc.
- Supported the annual Bike Ride Across Georgia (BRAG) event. Coordinated three dinners and a hosted welcome reception for the group.
- Generated E-Newsletters through the Constant Contact platform to market packages, local events and destination news.
- Managed website changes to the CVB site and the ExploreGeorgia state tourism website, updated Facebook page, maintained Facebook and Fan page, Georgia Coastal Tourism Association (GCTA), CVB blog, Jacksonville Times events, Facebook events.
- Coordinated all logistic details for move to new welcome center location which has created a significant increase in visitor levels.
- Attended Tourism Day at the Capital, Georgia Association of CVB's Annual Winter Meeting, Georgia Regional Visitor Information Center Conference, Kings Bay Annual Expo event, and the Georgia On My Mind I-95 event. Also attended local meetings (assembly permit meetings, budget meetings, National Park Service volunteer meeting, Downtown Development Authority (DDA), Downtown Merchants Association (DMA), GCTA, Kiwanis, Rotary, etc.).
- Recertified for Georgia Regional Visitor Information Center status (although no funding will be available in FY2012 for RVIC's).

- Established good working relationship with Kingsland CVB with regular cross promotion as a regional destination.
- Facilitated the placement of and highlighted in dozens of editorial/ad features in major media outlets including Atlanta Journal Constitutional, Philadelphia Inquirer, The Miami Herald, Southern Hospitality Magazine, Essentially America, Rand McNally/USA Today.com, USA Today, Georgia Magazine, Atlanta Magazine, and numerous other print and online media sources.
- Director received Strategic Excellence – Tier 3 GACVB Leadership Excellence Certification in February 2011.
- Increased welcome center hours to coordinate with ferry traffic during peak tourism months.
- Co-coordination/promotion of Howard Gilman Waterfront Park's 10-year Anniversary day of service and re-dedication proclamation.
- Coordination and promotion of Christmas Tour of Homes.
- Coordination and promotion of Starry Nights.
- Promotion of events such as Mardi Gras, Chocolate for Charities, Outdoor Arts in Motion/Arts & Music Stroll, Zumbathon charity event, Praise Festival, Fun in the Sun, Fourth of July and more.

Goals

- Increase overnight stays to the seven hotels/bed & breakfasts (Greyfield included) and rental properties through promotions via print and social media and group solicitation of travel show lists from events such as AARP, AAA, Country Living, Southern Women, and Georgia On My Mind events. Targeted promotion to eco-tourism (i.e. Audubon, paddling clubs), church, and other social groups.
- Increase tourism related spending of visitors to St. Marys and Cumberland Island through increased welcome center visitation. This allows staff to effectively promote lodging, dining, shopping, and activity options to guests.
- Solicit group tours to the area through marketing to destination management companies and coach/tour operators.
- Community Outreach – "Catch the Spirit" program is aimed at educating local businesses on tourism. We provide key touch points so they are comfortable sharing with customers what there is to do and where there is to stay in St. Marys.
- Build a positive rapport with city departments and external offices (DMA, GCTA, DDA, hotels, and businesses, etc.).
- Involvement in industry events and meetings with continued memberships in industry related groups.
- Increased use of social media, media placement (editorial), press releases for tourism updates and offers.

- Solicit grant funding and organize and assist board with fundraising efforts.

- Welcome Center Statistics –
  - 2009/2010- 11,732 visitors (Jul-Jun)
  - 2010/2011- 14,046 visitors (Jul-Jun)

- Orange Hall Statistics –
  - 2009/2010 – 3317 visitors (Jul-Jun)
  - 2010/2011 – 3,596 visitors (Jul-Jun)

Tourism Revenues

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Taxes					
Hotel/Motel Tax	31.4100	104,238	130,575	110,575	134,501
		104,238	**130,575**	**110,575**	**134,501**
Charges for Services					
Activity Fees	34.7200	9,838	8,800	8,800	10,830
Retail Sales	34.7900	677	800	800	3,000
		10,515	**9,600**	**9,600**	**13,830**
Investment Income					
Interest Earned	36.1000	208	250	250	100
		208	**250**	**250**	**100**
Contributions & Donations					
Contributions From Others	37.1000	184	500	500	600
		184	**500**	**500**	**600**
Miscellaneous					
Miscellaneous Income	38.9010	5,089	9,964	9,964	12,000
Fund Equity	38.0001	-	-	-	-
		5,089	**9,964**	**9,964**	**12,000**
Interfund Transfers					
Operating T/F In General Fund	39.1200	12,000	12,000	17,000	7,000
Operating T/F In Multi-Grant	39.1201	4,000	4,000	4,000	-
		16,000	**16,000**	**21,000**	**7,000**
Total Revenues		**136,236**	**166,889**	**151,889**	**168,031**

Tourism Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	78,072	84,298	22,821	29,344
Overtime - Regular employees	51.1300	-	100	100	100
Group Health/Dental Insurance	51.2105	7,623	3,709	109	-
Group Life Insurance	51.2110	92	126	126	-
Disability	51.2150	311	-	-	-
FICA contributions (employer)	51.2200	5,812	6,449	1,804	2,253
Retirement contributions (employer)	51.2400	3,620	2,152	166	-
Unemployment Insurance	51.2600	-	-	7,920	-
Workers Compensation	51.2700	252	721	721	215
		95,783	**97,555**	**33,767**	**31,912**
Purchased/Contracted Services					
Audit/Administration Fee	52.1210	3,600	3,600	3,600	3,600
Alarm system maintenance	52.2205	480	600	125	-
Tram maintenance	52.2210	279	1,500	2,615	1,500
Vehicle Repairs	52.2223	-	-	-	-
Rental Expense	52.2310	-	-	3,505	7,800
Liability/Board Insurance	52.3110	413	484	1,019	800
Telephone/Internet	52.3210	4,303	4,700	4,700	4,900
Postage	52.3220	1,128	2,000	2,000	1,500
Advertising/ Marketing	52.3300	13,705	25,000	40,000	38,300
Travel	52.3500	1,322	1,500	1,750	1,750
Dues and fees	52.3600	2,264	2,250	2,250	2,500
Professional Subscription	52.3610	-	150	150	150
Education and training	52.3700	-	1,500	1,300	1,500
Contract Labor	52.3850	-	-	23,485	55,000
		27,493	**43,284**	**86,499**	**119,300**
Supplies					
Office supplies	53.1110	1,550	1,500	1,500	1,600
Copier Supplies	53.1130	-	-	-	-
Miscellaneous supplies	53.1140	3,207	5,000	13,128	4,219
Water/Sewerage	53.1210	607	600	500	-
Electricity	53.1230	3,673	4,200	1,683	-
Supp/Inv for Resale	53.1500	-	500	500	1,000
Small equipment/ Computers, software, etc	53.1610	464	750	862	500
		9,501	**12,550**	**18,173**	**7,319**
Capital Outlays					
Vehicles	54.2200	-	-	-	-
		-	-	-	-

Tourism Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Other Costs					
Payment to Others	57.3000	13,722	13,500	13,500	9,500
		13,722	13,500	13,500	9,500
Total Expenditures		**146,498**	**166,889**	**151,939**	**168,031**

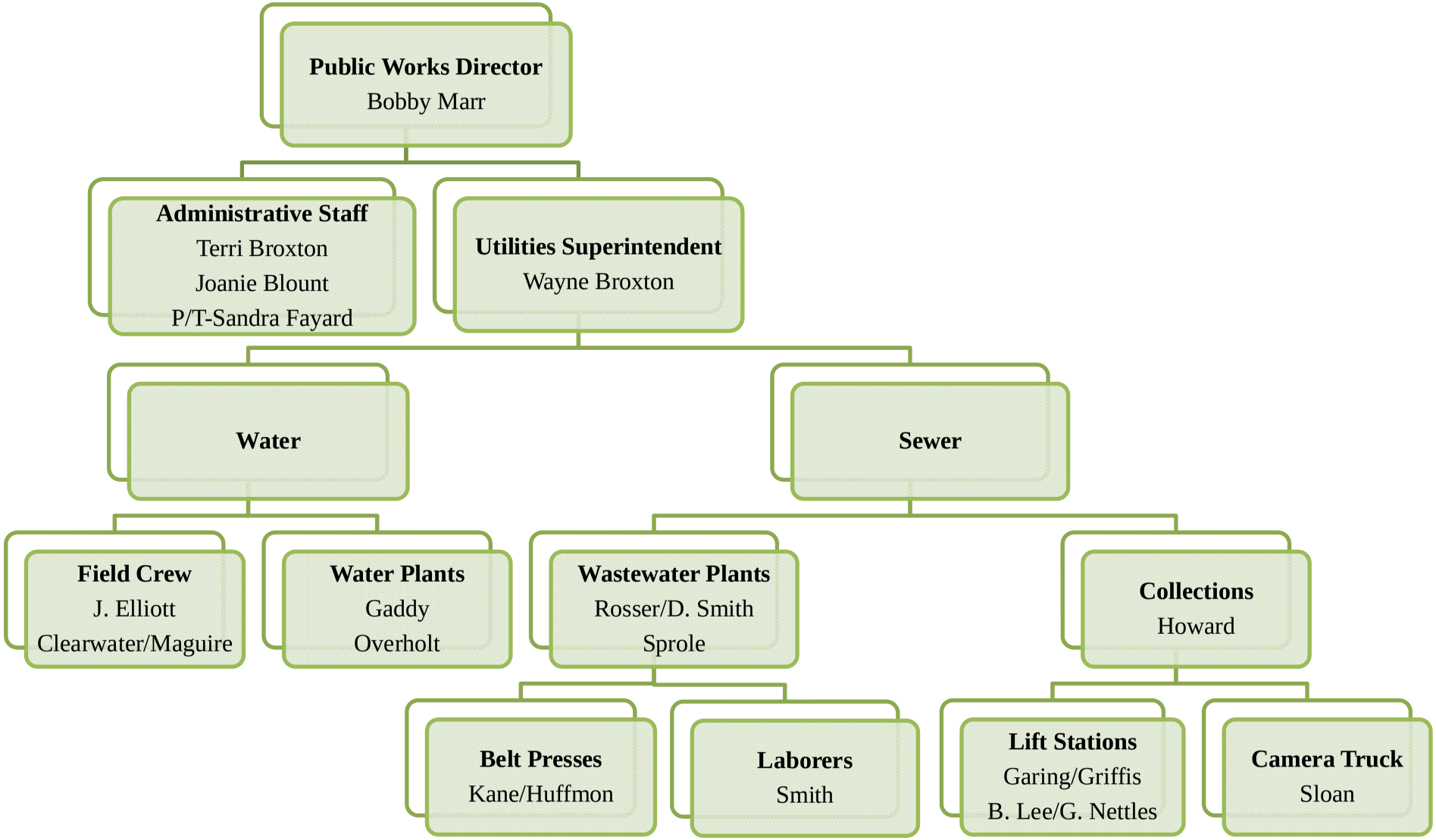
Tourism Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	29,344
	ie: During Peak: 8:30- 5 Mon-Wed (8.5hrs); Thu-Sat 8:30-6 (9.5hrs);		
	Sun 1-5pm (4hrs); plus staff for tours/events/meetings		
51.1300	Overtime - Regular employees	$	100
51.2200	FICA contributions (employer)	$	2,253
	Salaries and wages x 7.65%		
51.2700	Workers Comp	$	215
	Purchased/Contracted Services		
52.1210	Audit/Administration Fee	$	3,600
52.2310	Rental Expense	$	7,800
52.2210	Tram maintenance	$	1,500
52.3110	Liability/Board Insurance	$	800
52.3210	Telephone / Internet	$	4,900
52.3220	Postage	$	1,500
52.3300	Advertising & Marketing	$	38,300
52.3500	Travel	$	1,750
	ie, GACVB, Governors Conference, RVIC, misc travel shows		
52.3600	Due and fees	$	2,500
52.3610	Professional subscriptions	$	150
52.3700	Education and training	$	1,500
52.3850	Contract Labor	$	55,000
	Supplies		
53.1110	Office supplies	$	1,600
53.1140	Miscellaneous supplies	$	4,219
53.1500	Supp/Inv. For Resale	$	1,000

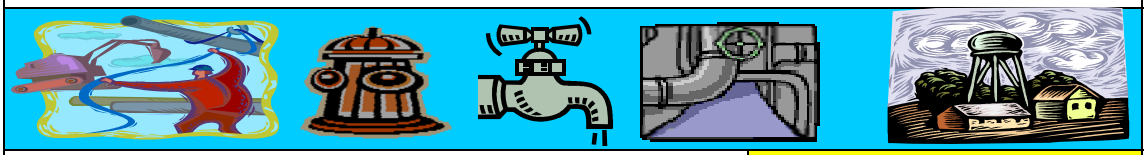
Tourism Expenditure Descriptions

Account #			Amount
53.1610	Small Equipment - Computers and Software	$	500
57.3000	Payment to Others	$	9,500
	Fireworks $5000 provided by City		
	$2500 provided by CVB; Starry Nights $2000 provided by City		
	Total	**$**	**168,031**

Water & Sewer Department



Water Department Information



FY 12 BUDGET	$1,370,674
Employees (Does not include meter readers)	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 12 BUDGET	$3,605,592
Employees	13
Vehicles (Pickup Trucks,Car)	14
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	33
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 and Sewer Departments

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 17,000. 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 Environmental Protection Division's permitting requirements. These plants pump an average of 1.5 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 1.5 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, & 2 - centrifuges) and hauling the sludge from the plants to the County landfill.

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

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

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

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

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

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

Goals

The following is a list of goals to be accomplished in the Water and Sewer Departments for Fiscal Year 2012:

- Provide sanitary sewer service to the Spur 40 Annexed Area.
- Complete the Lift Station #13 Upgrade Project.
- Close and demolish the Weed Street Wastewater Treatment Plant.
- Develop and implement a plan to mothball Scrubby Bluff Wastewater Treatment Plant until such time that development occurs around the plant.
- Continue working to reduce Inflow/Infiltration in the sanitary sewer collection system.
- Continue working to improve water system ISO rating.
- Implement Narrowbanding of our radio system.
- Continue with projects identified in Water and Sewer Master Plan as funding allows.

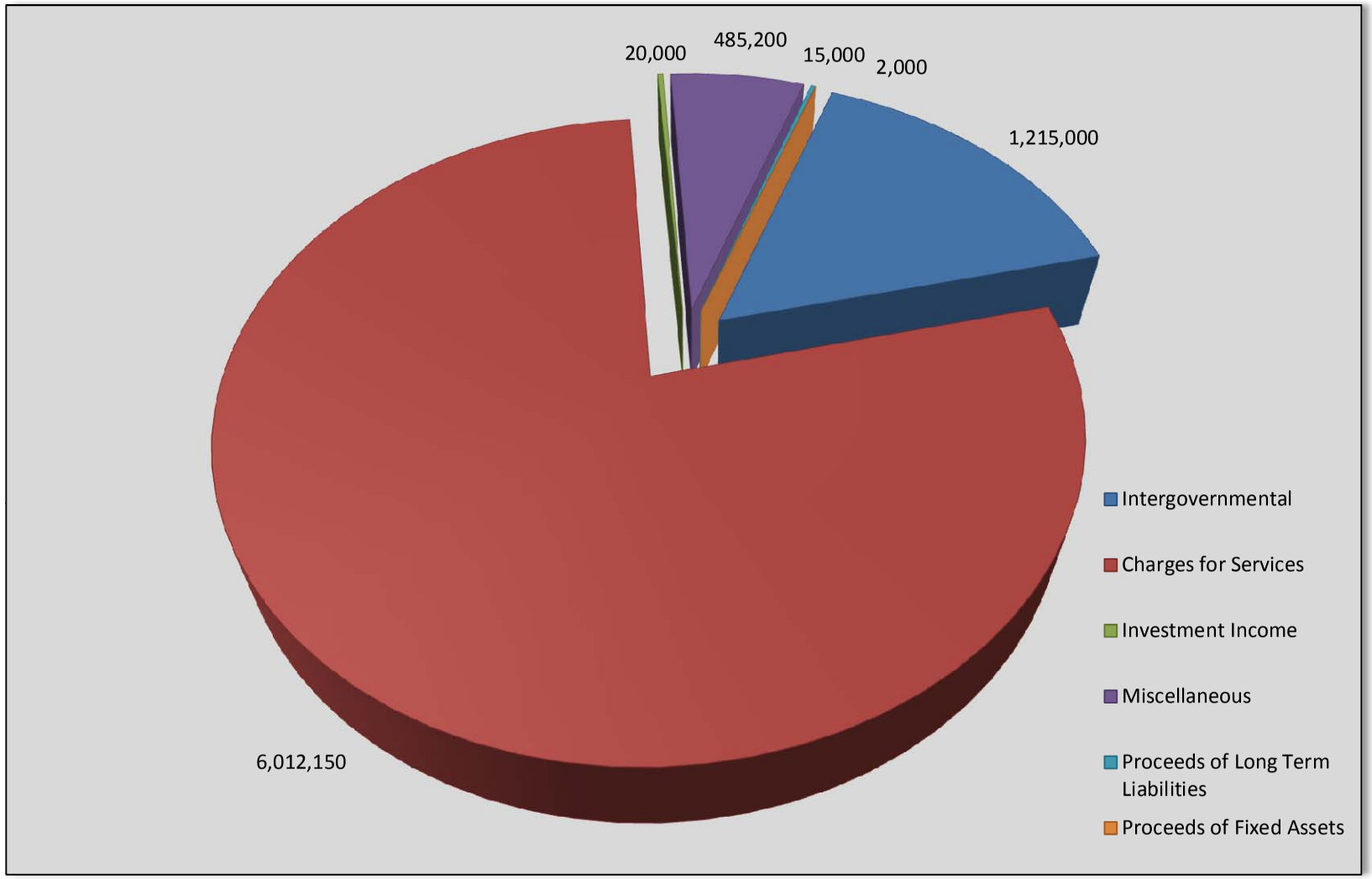
Water Department

Demographics	**Actual FY09/10**	**YTD FY10/11**	**Projected FY11/12**
Miles of Water Distribution Main Lines (2" – 12" dia.)	127	127	128
Total Gallons of Water Provided	432 Million	562 Million	562 Million
Total Number of Household Accounts	6,066	6,066	6,100
Total Number of Business Accounts	657	657	665
Performance Indicators	**Actual FY09/10**	**YTD FY10/11**	**Projected FY11/12**
Backflow Prevention Assembly's (BFP's) Installed	137	132	100
Total Number Water Lines Breaks Repaired	40	64	60
Fire Hydrants Repaired / Replaced	8	14	10
Total Number of Water Meters Set	105	25	34
Total Gallons of Unaccounted For Water (UAW)	62 Million	50.5 Million	45 Million

Sewer Department

Demographics	**Actual FY09/10**	**YTD FY10/11**	**Projected FY11/12**
Miles of Sewer Distribution Main Lines (2" – 24" dia.)	129	129	129
Number of Households Served	5,745	5,745	5,779
Number of Businesses Served	460	460	468
Permitted Daily Capacity	5.2 Million	5.2 Million	5.2 Million
Performance Indicators	**Actual FY09/10**	**YTD FY10/11**	**Projected FY11/12**
Total Gallons of Waste Water Treated	539 Million	542 Million	542 Million
Total Tons of Sludge Hauled	1,299	1608	1500
New Sewer Taps Installed	28	15	34
Sewer Line Blockages Repaired	50	59	50
Miles of Sewer Line Smoke Tested	15	0	5

Water Sewer Revenues
$7,749,350



Water and Sewer Revenues

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Intergovernmental					
State Government Grants	33.4110	-	-	-	1,215,000
		-	**-**	**-**	**1,215,000**
Charges for Services					
Water Charges	34.4210	2,154,183	2,712,172	2,109,000	2,109,000
Transfer/Temp Services	34.4211	20,101	29,400	29,400	29,400
Reconnection NSF Fees	34.4212	61,393	88,000	88,000	88,000
Late Fees and Penalties	34.4213	115,746	98,000	98,000	135,000
Turn On Fee	34.4214	-	-	-	17,500
Cap Recovery Water - Developers	34.4216	139,698	140,450	140,450	75,000
Water Charges 2	34.4217	63,470	-	603,172	680,000
Sewerage Charges	34.4230	2,016,312	2,553,687	1,966,500	1,966,500
Sewer Charges 2	34.4231	59,216	-	587,187	640,500
Cap Recovery Meter - Developers	34.4236	19,797	18,520	18,520	11,250
Cap Recovery Sewer - Developers	34.4256	371,589	457,240	457,240	175,000
Construction Fees	34.4263	312,923	218,800	218,800	85,000
		5,334,427	**6,316,269**	**6,316,269**	**6,012,150**
Investment Income					
Interest Revenues	36.1000	103,530	50,000	50,000	20,000
		103,530	**50,000**	**50,000**	**20,000**
Contributions & Donations					
Contributions Developers	37.1000	500,812	-	-	-
		500,812	**-**	**-**	**-**
Miscellaneous					
Fund Equity	38.0001	-	-	29,513	485,200
Other Miscellaneous Revenues	38.9100	8,361	130,000	133,011	-
		8,361	**130,000**	**162,524**	**485,200**
Proceeds of Long Term Liabilities					
Lease Revenues	39.1001	-	-	-	15,000
		-	**-**	**-**	**15,000**
Other Financing Sources					
Operating Transfer In - General Fund	39.1200	-	500,000	500,000	-
Operating Transfer In - Splost	39.1205	1,580,959	1,200,000	1,200,000	-
		1,580,959	**1,700,000**	**1,700,000**	**-**
Proceeds of Fixed Assets					
Gain/Loss of Property Sale	39.2200	-	2,000	2,000	2,000
		-	**2,000**	**2,000**	**2,000**
Total Revenues		**7,528,089**	**8,198,269**	**8,230,793**	**7,749,350**

Sewer Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	678,112	709,428	709,428	677,795
Temporary Employees	51.1200	-	500	500	-
Overtime	51.1300	32,698	40,000	40,000	35,000
Group Health/Dental Insurance	51.2105	77,579	86,711	86,711	92,048
Group Life Insurance	51.2110	1,495	2,117	2,117	2,006
Disability	51.2150	2,422	-	-	-
FICA contributions (employer)	51.2200	52,607	57,335	57,335	54,529
Retirement - Employer contribution	51.2400	39,604	25,169	25,169	28,178
Unemployment	51.2600	-	-	-	9,332
Workers' compensation	51.2700	15,533	12,931	12,931	12,754
		900,051	**934,191**	**934,191**	**911,642**
Purchased/Contracted Services					
Audit	52.1210	6,525	7,500	7,100	7,500
Legal	52.1220	-	-	1,000	-
Employment physicals & tests	52.1231	884	1,000	1,000	1,000
Engineers/Consultants	52.1310	15,460	-	-	-
Collection services	52.1320	-	500	500	500
Utilities Protection Agency	52.1330	381	800	1,750	2,000
Custodial	52.2130	7,500	7,500	7,500	7,550
Computer maintenance	52.2201	5,422	7,000	7,700	8,000
Copier maintenance	52.2202	2,228	2,775	2,775	2,250
Radio maintenance	52.2204	555	500	500	500
Alarm system maintenance	52.2205	19,013	26,000	26,000	26,000
Generator/Hoist maintenance	52.2207	2,457	-	-	-
Fuel system maintenance	52.2208	-	250	250	250
Small equipment repairs	52.2216	96	-	-	-
Building repairs	52.2221	2,414	2,000	2,691	2,000
Water/Sewer plant repairs	52.2222	5,368	2,000	11,500	2,000
Vehicle repairs	52.2223	12,655	5,000	6,309	5,000
Road paving/drainage	52.2224	-	5,000	3,300	-
Lift station repairs	52.2225	44,328	75,000	75,000	75,000
Water/Sewer system repairs	52.2226	13,946	20,000	81,000	50,000
Rental of equipment and vehicles	52.2320	669	1,000	1,000	1,000
Property/liability insurance - Sewer share	52.3130	72,646	84,000	82,000	90,000
Public officials liability insurance - Sewer share	52.3170	16,039	17,000	17,000	17,850
Telephone	52.3210	14,298	15,000	15,000	9,000
Postage	52.3220	4,471	1,000	1,000	15,000
Advertising	52.3300	862	300	300	300
Printing and binding	52.3400	3,600	2,500	4,500	6,000
Travel	52.3500	1,386	1,000	1,000	1,000
Dues and fees	52.3610	38	-	-	-
Lab analysis fees	52.3650	93,400	90,000	103,100	75,000
Sludge charges	52.3670	35,057	40,000	40,000	40,000
Bank fees	52.3680	-	-	-	14,000

Sewer Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Education and training	52.3700	1,255	1,000	1,700	1,000
Licenses	52.3800	215	500	500	500
		383,165	**416,125**	**502,975**	**460,200**
Supplies					
Office supplies	53.1110	1,563	1,000	1,000	1,000
Computer supplies	53.1120	2,901	2,500	2,500	2,500
Copier supplies	53.1130	856	500	900	900
Miscellaneous supplies	53.1140	2,063	2,000	2,000	2,000
Electricity	53.1230	410,028	450,000	450,000	400,000
Gasoline	53.1270	35,080	45,000	45,000	50,000
Small equipment	53.1600	5,563	5,000	5,000	5,000
Small equipment supplies	53.1601	2,289	2,000	2,000	2,000
Small equipment - computers	53.1610	2,153	1,500	1,500	4,000
Safety supplies	53.1701	4,456	4,000	4,000	7,000
Uniforms & replacements	53.1702	4,339	4,500	4,500	4,000
Chlorine/Fluoride	53.1715	27,679	25,000	33,000	50,000
Building repair supplies	53.1721	30	250	750	250
Water/Sewer plant supplies	53.1722	55,293	50,000	50,000	50,000
Vehicle repair supplies	53.1723	28,599	20,000	35,000	25,000
Road paving & drainage	53.1724	4,309	15,000	9,550	-
Lift station repair supplies	53.1725	75,829	120,000	98,900	100,000
Water/Sewer system supplies	53.1726	32,055	30,000	30,000	30,000
		695,084	**778,250**	**775,600**	**733,650**
Capital Outlays					
Site improvements	54.1200	-	1,200,000	1,200,000	1,250,000
Machinery	54.2100	-	55,000	40,000	40,000
Equipment	54.2500	-	-	-	14,000
		-	**1,255,000**	**1,240,000**	**1,304,000**
Other Costs					
Depreciation	56.1000	969,609	-	-	-
Amortization	56.2000	45,096	-	-	-
Bad Debt	57.4000	51,175	-	-	-
Contingencies - Sewer Administration	57.9200	-	94,779	-	150,000
Fiscal Agent's Fees	58.3000	51,046	50,000	50,000	46,100
		1,116,926	**144,779**	**50,000**	**196,100**
Total Expenses		**3,095,227**	**3,528,345**	**3,502,766**	**3,605,592**

Sewer Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	677,795
	Current full-time employees		
	Public Works support		
	Administration support		
	Sale of leave		
51.1300	Overtime	$	35,000
51.2105	Group Health/Dental Insurance	$	92,048
51.2110	Group Life Insurance	$	2,006
51.2200	FICA contributions (employer)	$	54,529
	Salaries and overtime x 7.65%		
51.2400	Retirement - Employer contributions	$	28,178
51.2600	Unemployment	$	9,332
51.2910	Workers' Compensation	$	12,754
	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	$	2,000
52.2130	Custodial	$	7,550
52.2201	Computer maintenance	$	8,000
	Technical support (Public Works facility, Weed St. & Operator 10)		
	Tyler cost, Logicon		
52.2202	Copier maintenance	$	2,250
	Weed St. plant / Utility billing		
52.2204	Radio maintenance	$	500
	Repeater & radio repairs		

Sewer Expenditure Descriptions

Account #			Amount
52.2205	Alarm system maintenance *Weed St. Wastewater Plant, Scrubby Bluff Plant* *Installation fees, Omni-Site monitoring*	$	26,000
52.2208	Fuel system maintenance *Gasboy system*	$	250
52.2221	Building repairs *Air conditioning work, general unpredicted repairs*	$	2,000
52.2222	Sewer plant repairs *Weed St. & Point Peter flow meter repairs, generator repairs* *rebuild blower, misc. unpredicted*	$	2,000
52.2223	Vehicle repairs *Cylinder repairs (heavy equipment), motor repairs* *Vac-Con & Thompson pump repairs, misc. shop repairs* *(brake lathe, radiators, etc.), unpredicted equipment repairs*	$	5,000
52.2225	Lift station repairs *Grout repairs and liners, pump repairs*	$	75,000
52.2226	Sewer system repairs *Point repairs (I/I), Manhole coring for taps, Manhole relining* *contract (annual repair contract I/I) Odor control $30,000*	$	50,000
52.2320	Rental of equipment and vehicles	$	1,000
52.3130	Property/liability insurance	$	90,000
52.3170	Public officials liability insurance	$	17,850
52.3210	Telephone *Alarm lines (including lift stations and plants), DSL charges* *9 phone lines & fax lines (public works, WW plants)* *Cell phones*	$	9,000
52.3220	Postage	$	15,000
52.3300	Advertising	$	300
52.3400	Printing and binding	$	6,000

Sewer Expenditure Descriptions

Account #			Amount
52.3500	Travel	$	1,000
52.3650	Lab Analysis Fees	$	75,000
	Required EPD testing, Water Shed assessment testing		
	Additional required testing		
52.3680	Bank Fees	$	14,000
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		
53.1110	Office supplies	$	1,000
53.1120	Computer supplies	$	2,500
	Camera truck supplies		
53.1130	Copier supplies	$	900
53.1140	Miscellaneous supplies	$	2,000
	Paper products, rain coats, marking paint, fasteners,		
	flagging tape, batteries, bug spray, etc.		
53.1230	Electricity	$	400,000
	Includes utilities for lift stations & wastewater plants		
	Weed St. Plant, Pt. Peter Plant, Scrubby Bluff Plant		
	10% PW Facility		
53.1270	Gasoline	$	50,000
	Regular Unleaded at $3.50/gallon (Est. 8850 gallons needed)		
	Diesel at $3.80/gallon (Est. 5000 gallons needed)		
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		

Sewer Expenditure Descriptions

Account #			Amount
53.1601	Small equipment supplies	$	2,000
	Weedeater string, pipesaw blades, baling twine, smoke, etc.		
53.1610	Small equipment - Computers & software	$	4,000
	Replace server ($3000)		
53.1701	Safety supplies	$	7,000
	Safety glasses, gloves, vests, tools, Hi-Vis apparel		
	Confined Space Entry Equipment ($3500)		
53.1702	Uniforms and replacements	$	4,000
	15 employees, $50 per employee per year (steel-toe shoes)		
	Prep charges & annual contract, image fees inc, jackets		
53.1715	Chlorine	$	50,000
	Ferric Chloride, Caustic Soda, and Sodium Hypochlorite		
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	$	25,000
	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.		
53.1725	Lift station repair supplies	$	100,000
	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		

Sewer Expenditure Descriptions

Account #			Amount
	Alarm auto-dialers, Misc. unpredicted		
53.1726	Sewer system supplies	$	30,000
	Manhole repairs, grout		
	Wastewater line repairs (misc. pipe & fittings)		
	Taps to collection system		
	Manhole lids, rings, etc.		
	Pipe, fittings, repair clamps (line extensions within ordinance)		
	Misc. unpredicted		
	Capital Outlays		
54.1200	Site Improvements	$	1,250,000
	Lift Station 13		
54.2100	Machinery	$	40,000
	Lift station pumps over $5K		
	Misc. unpredicted		
54.2500	Equipment	$	14,000
	Radio Replacement/Reprogramming for Narrowbanding ($9000)		
	Fuel System Replacement ($5000)		
	Other Costs		
57.9200	Contingencies - Sewer Administration	$	150,000
58.3000	Fiscal Agent's Fee	$	46,100
	Total	**$**	**3,605,592**

Water Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	592,125	583,590	583,590	516,045
Temporary Employees	51.1200	-	500	500	-
Overtime	51.1300	34,460	30,395	30,395	37,000
Group Health/Dental Insurance	51.2105	79,946	90,161	90,161	78,235
Group Life Insurance	51.2110	1,332	1,678	1,678	960
Disability	51.2150	1,924	-	-	-
FICA contributions (employer)	51.2200	45,158	46,970	46,970	42,308
Retirement contributions (employer)	51.2400	35,050	27,640	27,640	20,163
Unemployment insurance	51.2600	-	1,500	1,500	10,832
Workers' compensation	51.2700	17,415	18,079	18,079	17,170
		807,411	**800,513**	**800,513**	**722,713**
Purchased/Contracted Services					
Audit	52.1210	6,525	7,500	7,100	7,500
Employment physicals & tests	52.1231	847	100	100	100
Collection services	52.1320	-	500	-	500
Utilities Protection Agency	52.1330	381	800	800	1,000
Custodial	52.2130	7,500	7,500	7,500	7,550
Computer maintenance	52.2201	4,676	6,000	8,700	8,000
Copier maintenance	52.2202	2,120	2,775	2,275	2,000
Radio maintenance	52.2204	597	400	400	400
Alarm system maintenance	52.2205	360	-	-	-
Water tower maintenance	52.2206	28,827	45,000	45,000	45,000
Generator/Hoist Maintenance	52.2207	2,671	-	-	-
Fuel system maintenance	52.2208	-	250	250	250
Building repairs	52.2221	-	500	500	250
Water/Sewer plant repairs	52.2222	8,453	5,000	5,000	5,000
Vehicle repairs	52.2223	1,515	1,750	2,761	1,500
Road paving & drainage	52.2224	-	5,000	3,800	-
Water/Sewer system repairs	52.2226	4,928	10,000	9,500	5,000
Rental of equipment and vehicles	52.2320	199	250	250	250
Property/liability insurance	52.3130	65,934	61,000	61,000	61,000
Public officials liability insurance	52.3170	16,462	17,000	17,000	17,000
Telephone	52.3210	3,807	6,500	6,500	4,000
Postage	52.3220	25,110	25,000	27,700	15,000
Advertising	52.3300	145	250	250	200
Printing and binding	52.3400	3,951	3,500	7,000	6,000
Travel	52.3500	20	1,000	1,000	1,000
Dues and fees	52.3610	274	561	1,081	561
Lab analysis fees	52.3650	16,159	15,000	15,000	16,000
Bank fees	52.3680	17,178	17,750	27,250	14,000
Education and training	52.3700	979	1,000	1,500	1,000

Water Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Licenses	52.3800	25	200	200	200
		219,640	**242,086**	**259,417**	**220,261**
Supplies					
Office supplies	53.1110	571	800	800	800
Computer supplies	53.1120	1,696	1,500	1,500	1,700
Copier supplies	53.1130	3,022	5,000	5,000	5,000
Miscellaneous supplies	53.1140	2,685	2,000	2,000	2,000
Electricity	53.1230	77,987	80,000	69,500	76,500
Gasoline	53.1270	29,500	30,000	30,000	45,000
Small equipment	53.1600	9,069	7,500	7,500	7,500
Small equipment supplies	53.1601	1,864	2,000	2,000	2,000
Small equipment - Computers & software	53.1610	320	3,000	3,000	3,000
Safety supplies	53.1701	2,041	2,000	2,000	2,000
Uniforms & replacements	53.1702	4,096	5,000	4,500	4,000
Chlorine/Fluoride	53.1715	73,374	80,000	81,180	80,000
Building repair supplies	53.1721	25	200	200	200
Water/Sewer plant supplies	53.1722	3,858	5,000	5,000	4,000
Vehicle repair supplies	53.1723	15,761	15,000	15,000	15,000
Road paving & drainage supplies	53.1724	14	15,000	8,500	-
Water/Sewer system supplies	53.1726	67,884	80,000	80,000	80,000
		293,768	**334,000**	**317,680**	**328,700**
Capital Outlays					
Site Improvements	54.1200	-	-	131,350	-
Equipment	54.2500	-	-	-	16,000
		-	**-**	**131,350**	**16,000**
Other Costs					
Depreciation	56.1000	502,509	-	-	-
Contingencies - Water Administration	57.9200	-	74,258	-	80,000
Fiscal agent's fees	58.3000	4,564	3,000	3,000	3,000
		507,073	**77,258**	**3,000**	**83,000**
Total Expenses		**1,827,892**	**1,453,857**	**1,511,960**	**1,370,674**

Water Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	516,045
	Current full-time employees		
	Public Works support		
	Administration support		
	Sale of leave		
51.1300	Overtime	$	37,000
51.2105	Group Health/Dental Insurance	$	78,235
51.2110	Group Life Insurance	$	960
51.2200	FICA contributions (employer)	$	42,308
	Salaries and wages x 7.65%		
51.2400	Retirement - Employer contributions	$	20,163
51.2600	Unemployment Insurance	$	10,832
51.2700	Workers' Compensation	$	17,170
	Purchased/Contracted Services		
52.1210	Audit	$	7,500
52.1231	Employment physicals & tests	$	100
52.1320	Collection services	$	500
52.1330	Utilities Protection Agency	$	1,000
52.2130	Custodial	$	7,550
52.2201	Computer maintenance	$	8,000
	Technical support (Public works facility)		
	Scada system, Tyler & Logicon		
52.2202	Copier maintenance	$	2,000
	Water plant, Utility Billing		
52.2204	Radio maintenance	$	400
	Repeater & radio repairs		

Water Expenditure Descriptions

Account #			Amount
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	$	250
52.2222	Water plant repairs	$	5,000
	SCADA repairs , rebuild service pump, generator repairs		
	Misc. unpredicted, Meter calibrations (wells)		
52.2223	Vehicle repairs	$	1,500
	Cylinder repairs (heavy equipment)		
	Transmission repairs		
	Misc. shop repairs (brake lathe, radiators, etc.)		
	Unpredicted equipment repairs		
52.2226	Water system repairs	$	5,000
	Water stops for hydrant replacements (no valves on old hydrants)		
	Wet taps (hydrant replacements and general)		
	Unpredicted line breaks		
52.2320	Rental of equipment and vehicles	$	250
52.3130	Property/liability insurance	$	61,000
52.3170	Public officials liability insurance	$	17,000
52.3210	Telephone	$	4,000
	5 phone lines & fax lines (public works, water plants)		
	DSL 20%, cell phones, satellite phone		
52.3220	Postage	$	15,000
	Utility Billing & Public Works		
52.3300	Advertising	$	200
52.3400	Printing and binding	$	6,000
52.3500	Travel	$	1,000
	Includes travel for Utility Billing staff		

Water Expenditure Descriptions

Account #			Amount
52.3610	Dues and fees	$	561
52.3650	Lab analysis fees	$	16,000
	Required EPD testing, Additional required testing		
52.3680	Bank Fees	$	14,000
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	$	1,700
53.1130	Copier supplies	$	5,000
53.1140	Miscellaneous supplies	$	2,000
	Paper products, rain coats, marking paint, fasteners,		
	flagging tape, batteries, bug spray, etc.		
53.1230	Electricity	$	76,500
	Water Plant #2, #3, #4, Pt. Peter, all booster stations,		
	Cumberland Harbour, 10% PW facility		
53.1270	Gasoline	$	45,000
	Regular Unleaded at $3.50/gallon (Est. 8400 gallons needed)		
	Diesel at $3.80/gallon (Est. 4100 gallons needed)		
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.		

Water Expenditure Descriptions

Account #			Amount
53.1610	Small equipment - Computers & software	$	3,000
	Misc. GIS hardware/software		
	Replace server ($3000)		
53.1701	Safety supplies	$	2,000
	Safety glasses, gloves, vests, ear plugs, etc.		
	Hi-Vis Apparel (per federal regulations)		
53.1702	Uniforms and replacements	$	4,000
	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.)		
	Air conditioning and ventilation		
	Misc. paint, cleaners, etc.		
53.1722	Water plant supplies	$	4,000
	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.		
53.1726	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		

Account #			Amount
	4"-12" gate valves		
	Capital Outlays		
54.2500	Equipment	$	16,000
	Radio Replacement/Reprogramming for Narrowbanding ($11,000)		
	Fuel System Replacement ($5000)		
	Other Costs		
57.9200	Contingencies - Water Administration	$	80,000
58.3000	Fiscal agent's fees	$	3,000
	Total	**$**	**1,370,674**

Debt Service Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Principal					
Bond Payment 88 & 92 PRIN	58.1110	-	255,000	255,000	270,000
Bond Payment 2007/2010	58.1330	-	-	-	-
GEFA Loan 95-021-WQ PRIN #4	58.1340	-	17,220	17,220	18,208
GEFA Loan 97-L97-WS PRIN #5	58.1350	-	25,576	25,576	-
GEFA Loan 98-L46-WJ PRIN #6	58.1360	-	154,363	154,363	-
GEFA Loan CWS-RF-02 PRIN #2	58.1370	-	61,005	61,005	30,943
GEFA Loan CWS-RF-03 PRIN Scrubby Bluff	58.1380	-	219,435	219,435	225,938
Equipment Loans	58.1385	-	139,303	139,125	47,700
		-	**871,902**	**871,724**	**592,789**
Interest					
Bond Payment 88 & 92 INT	58.2110	180,075	172,266	172,266	156,188
Bond Payment 2007/2010	58.2115	-	1,946,000	1,946,000	1,915,400
GEFA Loan 95-021-WQ INT #4	58.2340	2,495	1,635	1,635	646
GEFA Loan 97-L97-WS INT #5	58.2350	14,344	13,252	13,252	-
GEFA Loan 98-L46-WJ INT #6	58.2360	101,047	94,745	94,745	-
GEFA Loan CWS-RF-02 INT #2	58.2370	119,930	1,283	1,283	181
GEFA Loan CWS-RF-03 INT Scrubby Bluff	58.2380	2,391	113,978	109,978	107,476
Equipment Loans	58.2385	10,075	1,007	5,185	404
		430,358	**2,344,165**	**2,344,344**	**2,180,295**
Total Debt Service		**430,358**	**3,216,067**	**3,216,068**	**2,773,084**

Solid Waste

Overview

The City contracted out curbside collection of garbage, brush, and recyclables. Advanced Disposable was awarded the contract in 2008 for these services of the City. The City still 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.

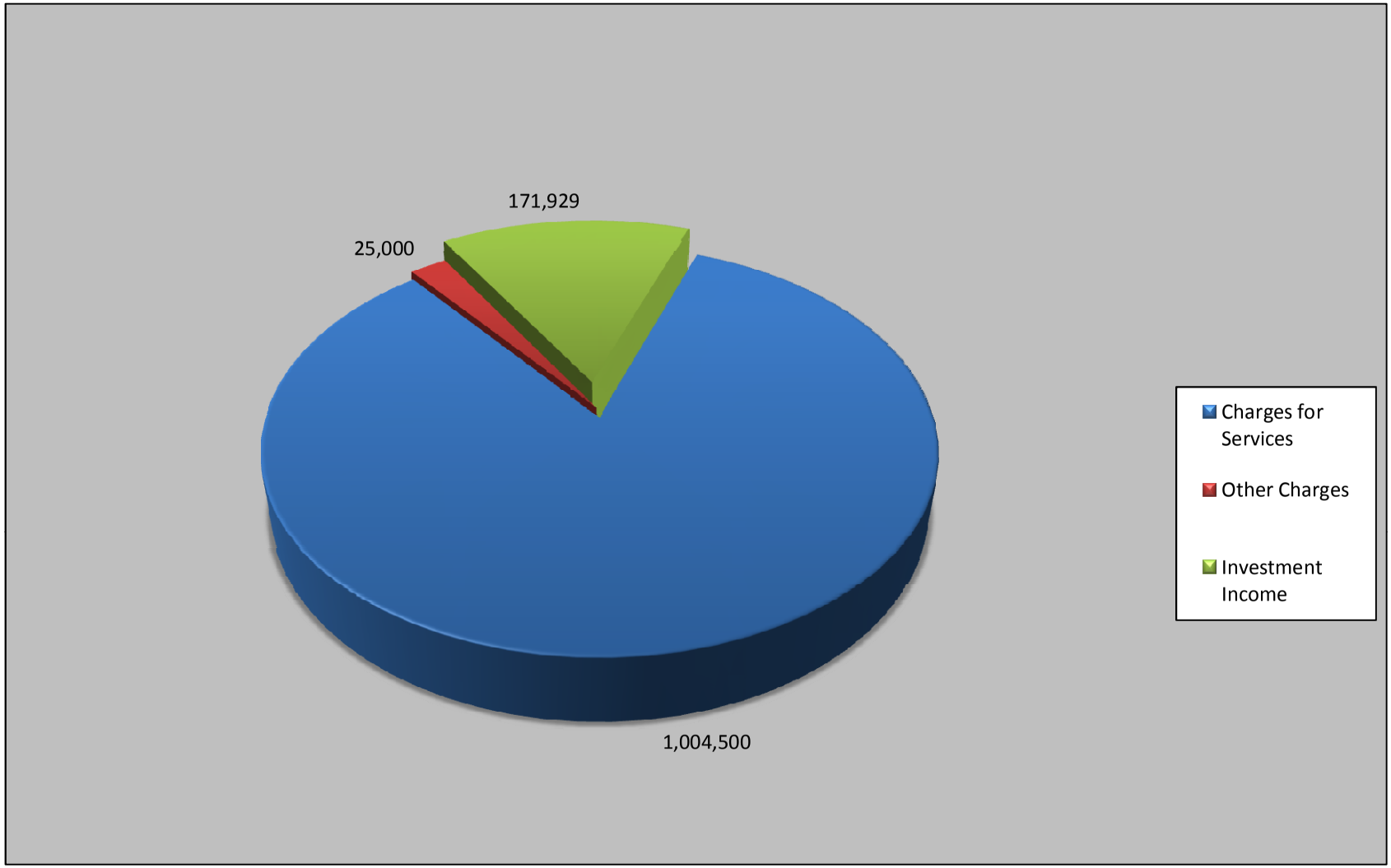
Accomplishments

At this time, most of the problems associated with the transition of contracting out our Solid Waste services have been resolved. 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
$1,201,429



Solid Waste Revenues

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Charges for Services					
Residential Refuse Charge	34.4111	1,008,957	961,000	961,000	961,000
Commercial Refuse Charge	34.4112	23,501	22,500	22,500	22,500
Late Fees and Penalties	34.4190	18,154	18,000	18,000	21,000
		1,050,612	**1,001,500**	**1,001,500**	**1,004,500**
Other Charges					
Other Charges	34.9900	62,625	59,000	59,000	25,000
		62,625	**59,000**	**59,000**	**25,000**
Investment Income					
Interest Revenue	36.1000	5	500	500	-
		5	**500**	**500**	**-**
Miscellaneous Income					
Fund Equity	38.0001	-	201,318	201,318	171,929
Miscellaneous Income	38.9010	-	-	-	-
Sale of Fixed Assets	39.2100	6,695	-	-	-
		6,695	**201,318**	**201,318**	**171,929**
Total Revenues		**1,119,937**	**1,262,318**	**1,262,318**	**1,201,429**

Solid Waste Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	102,699	114,400	114,400	54,564
Overtime	51.1300	2,927	2,500	2,500	2,500
Group Health/Dental Insurance	51.2105	5,567	8,816	8,816	8,846
Group Life Insurance	51.2110	57	170	170	170
Disability	51.2150	136	-	-	-
FICA contributions (employer)	51.2200	7,726	8,943	8,943	4,366
Retirement - Employer contribution	51.2400	2,870	1,889	1,889	2,283
Workers' compensation	51.2700	-	500	500	500
		121,983	**137,218**	**137,218**	**73,229**
Purchased/Contracted Services					
Collection Fees	52.1200	951,154	960,000	960,000	965,000
Audit	52.1210	2,900	500	500	500
Custodial	52.2130	3,000	-	-	500
Computer maintenance	52.2201	1,000	500	500	250
Property/liability insurance	52.3120	9,180	9,500	9,500	9,500
Postage	52.3220	2,000	1,000	1,000	500
Advertising	52.3310	84	200	200	100
Landfill fees	52.3660	138,470	150,000	150,000	125,000
		1,107,788	**1,121,700**	**1,121,700**	**1,101,350**
Supplies					
Office supplies	53.1110	100	50	50	50
Computer supplies	53.1120	100	50	50	50
Copier supplies	53.1130	1,500	750	750	750
Miscellaneous supplies	53.1140	390	-	-	-
Gasoline	53.1270	-	1,000	1,000	1,000
Uniforms & replacements	53.1702	-	1,550	1,550	-
		2,090	**3,400**	**3,400**	**1,850**
Other Costs					
Depreciation	56.1000	15,587	-	-	-
Contingencies - Solid Waste Fund	57.9300	-	-	-	25,000
		15,587	**-**	**-**	**25,000**
Total Expenditures		**1,247,448**	**1,262,318**	**1,262,318**	**1,201,429**

Solid Waste Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular Employees	$	54,564
51.1300	Overtime	$	2,500
51.2105	Group Health/Dental Insurance	$	8,846
51.2110	Group Life Insurance	$	170
51.2200	FICA contributions (employer) *Salaries and overtime x 7.65%*	$	4,366
51.2400	Retirement - Employer contributions	$	2,283
51.2700	Workers' Compensation	$	500
	Purchased/Contracted Services		
52.1200	Collection Fees	$	965,000
52.1210	Audit	$	500
52.2130	Custodial	$	500
52.2201	Computer maintenance	$	250
52.3120	Property/liability insurance	$	9,500
52.3220	Postage	$	500
52.3310	Advertising	$	100
52.3660	Landfill Fees	$	125,000
	Supplies		
53.1110	Office Supplies	$	50
53.1120	Computer Supplies	$	50
53.1130	Copier Supplies	$	750
53.1270	Gasoline	$	1,000
57.9300	Contingencies - Solid Waste Fund	$	25,000
	Total	**$**	**1,201,429**

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 this tax must be used for specific time periods and dollar amounts. These revenues are used 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 V was closed out June 30, 2011.

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

Goals

Due to economic conditions, the SPLOST VI projections were reduced in order to bring them in line with the collections. The City will continue to provide 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	Amended Budget	Proposed
	Account #	**FY2010**	**FY2011**	**FY2011**	**FY2011**
Sales, Interest, Other Charges					
SPLOST Referendum Tax	31.3200	5,126,906	3,250,782	3,250,782	-
Interest Revenue	36.1000	610	-	-	-
Fund Equity Library	38.0001	-	-	-	60,000
Misc Revenues	38.9010	8,500	-	-	-
Operating T/F In	39.1200	112,287	-	-	-
		5,248,304	**3,250,782**	**3,250,782**	**60,000**
Total Revenues		**5,248,304**	**3,250,782**	**3,250,782**	**60,000**

SPLOST VI

		Actual	Budget	Budget	Proposed
REVENUES	**Account #**	**FY2010**	**FY2011**	**FY2011**	**FY2012**
Sales, Interest, Other Charges					
SPLOST Referendum Tax	31.3200	-	11,677,000	11,677,000	5,859,000
Interest Revenue	36.1000	-	-	-	-
		-	**11,677,000**	**11,677,000**	**5,859,000**
Total Revenues		**-**	**11,677,000**	**11,677,000**	**5,859,000**

SPLOST V and VI Expenditures

SPLOST V

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Purchased/Contracted Services					
Professional Services: Audit	52.1210	1,779	3,000	3,000	-
		1,779	**3,000**	**3,000**	**-**
Road, Streets and Bridges					
Drainage	54.1240	1,300,839	1,089,000	1,089,000	-
Library	54.1300	145,580	75,000	150,000	60,000
Multi Media Center	54.1310	334,892	-	-	-
Sidewalks/Handicap ramps	54.1410	9,787	-	-	-
Paving/Overlaying	54.1415	1,417,901	1,333,782	1,333,782	-
Capital Improvements (traffic signalization)	54.1422	147,190	750,000	675,000	-
		3,356,189	**3,247,782**	**3,247,782**	**60,000**
Total Expenditures		**3,357,968**	**3,250,782**	**3,250,782**	**60,000**

SPLOST VI

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Purchased/Contracted Services					
Professional Services: Audit	52.1211	1,172	27,000	27,000	9,000
		1,172	**27,000**	**27,000**	**9,000**
Road, Streets and Bridges					
Sewer infrastructure	54.1202	2,939	1,200,000	1,200,000	-
Drainage	54.1241	-	4,300,000	4,300,000	3,000,000
Paving/Overlaying	54.1416	-	3,150,000	3,150,000	2,200,000
City Buildings	54.1500	208,436	3,000,000	3,000,000	650,000
Operating T/F Out	61.1000	1,580,959	-	-	-
		1,792,334	**11,650,000**	**11,650,000**	**5,850,000**
Total Expenditures		**1,793,506**	**11,677,000**	**11,677,000**	**5,859,000**

SPLOST V Expenditure Descriptions

Account #			Amount
	Capital Outlays		
54.1300	Library	$	60,000
	Total	**$**	**60,000**

SPLOST VI Expenditure Descriptions

Account #			Amount
	Purchased/Contracted Services		
52.1210	Professional Services: Audit	$	9,000
	Capital Outlays		
	Drainage	$	3,000,000
	Storm Water Master Plan Projects		
	Misc. Drainage Projects		
	Paving/Overlaying	$	2,200,000
	Misc. Road Projects		
	City Buildings	$	650,000
	Total	**$**	**5,859,000**

Multi-Grant

Overview

The Multi-Grant fund was established to record the many grant revenues the City has received.

Accomplishments

The City has secured various grants in the past. Those grants have paid for safety equipment, police K-9, personnel, airport improvements and infrastructure.

Goals

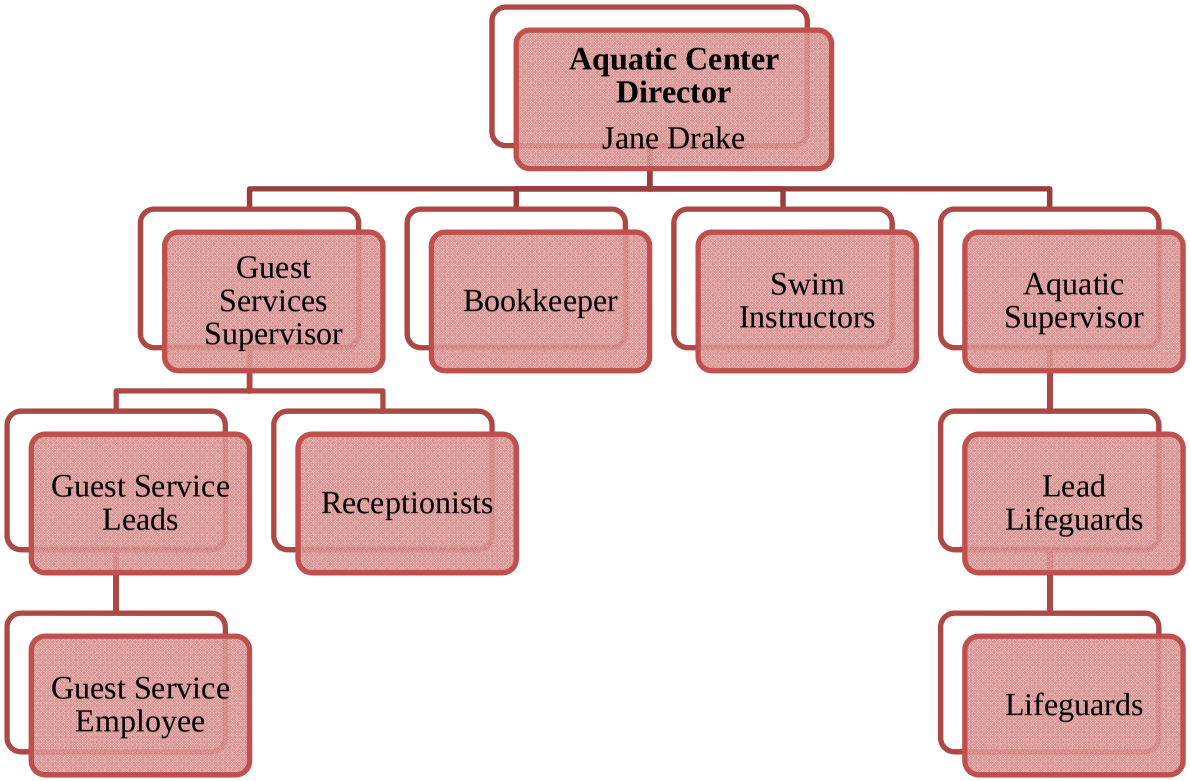
This year the City will receive grant funding for personnel cost in the Fire Department.

Multiple Grants Fund

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Revenues					
FAA Grant	33.1110	376,404	7,500	7,500	-
Grant Federal	33.1120	37,360	-	15,000	-
GEMA Grant - Fire Dept	33.4000	1,638	-	152,853	-
GEFA Grant - Energy Efficiency Project	33.4100	-	-	20,000	-
State Gov't Grant	33.4121	31,155	-	-	-
Interest revenue	36.1000	2,754	-	-	-
Miscellaneous Income	38.9010	6,625	19,000	19,000	223,000
Total Revenues		**455,936**	**26,500**	**214,353**	**223,000**

	Account #	Actual FY2010	Budget FY2011	Budget FY2011	Proposed FY2012
Expenditures					
Other Cost	57.3000	376,404	-	-	-
Operating Transfer Out to General Fund	61.1000	75,532	22,500	210,353	223,000
Operating Transfer Out ot Tourism	61.1020	4,000	4,000	4,000	-
Total Expenditures		**455,936**	**26,500**	**214,353**	**223,000**

Aquatic Center



ST. MARYS AQUATIC CENTER

Overview

The St. Marys Aquatic Center opened for business in May of 2002. During the past 9 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 Aquatic Center currently employs 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 9 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 9 complete seasons, the Aquatic Center has an excellent safety record noting minimal guest injuries and complaints.

Goals

Goals for the upcoming season include:

- Sand replacement in 3 filters.
- River cleaning and repair.
- Parking lot expansion.
- Repair and maintenance on aging equipment.
- Replacement of worn and/or broken equipment, furniture.
- Improving advertising efforts.
- Improve employee selection and training programs.

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 FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Charge for Services					
Daily Admission	34.7210	188,980	229,697	229,697	205,175
Birthday Parties	34.7225	13,900	20,000	20,000	15,934
Group Sales	34.7230	26,381	26,000	26,000	28,000
Rentals	34.7235	12,381	17,000	17,000	14,500
Swim Lessons	34.7510	8,040	10,000	10,000	8,500
Concession	34.7900	67,352	80,000	80,000	74,500
Retail Sales	34.7910	15,833	18,000	18,000	18,200
Locker Rentals	34.7920	989	1,500	1,500	1,500
		333,855	**402,197**	**402,197**	**366,309**
Investment Income					
Interest Revenues	36.1000	222	2,000	2,000	200
		222	**2,000**	**2,000**	**200**
Miscellaneous					
Miscellaneous Income	38.9010	1,867	2,000	2,000	2,000
		1,867	**2,000**	**2,000**	**2,000**
Other Financing Sources					
Operating Transfer In	39.1200	9,632	6,910	6,910	6,910
		9,632	**6,910**	**6,910**	**6,910**
Total Revenues		**345,575**	**413,107**	**413,107**	**375,419**

Aquatic Center Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Salaries, Wages and Employee Benefits					
Regular employees	51.1100	196,817	205,000	205,000	183,100
Overtime	51.1300	147	500	500	200
Group Health/Dental	51.2105	8,246	8,659	8,659	9,555
Group Life Insurance	51.2110	100	126	126	126
Disability	51.2150	347	-	-	-
FICA contributions (employer)	51.2200	14,826	15,721	15,721	14,023
Retirement - Employer Contribution	51.2400	4,110	2,331	2,331	2,331
Workers Compensation	51.2700	10,331	11,170	11,170	7,984
		234,924	**243,507**	**243,507**	**217,319**
Purchased/Contracted Services					
Employment physicals & tests	52.1231	1,785	1,600	1,600	1,600
Alarm system maintenance	52.2205	75	300	300	300
Aquatic Center Maintenance	52.2209	4,614	9,000	10,600	9,000
Small equipment repairs	52.2216	3,567	2,400	1,900	2,400
Building repairs	52.2221	1,627	6,000	3,300	6,000
Property/Liability Insurance	52.3110	644	800	800	850
Telephone	52.3210	4,015	4,500	4,500	4,500
Postage	52.3220	440	500	500	500
Advertising	52.3300	6,282	7,000	5,900	6,000
Printing & binding	52.3400	299	800	800	800
Travel	52.3500	1,570	1,600	1,600	600
Dues and fees	52.3600	1,883	2,000	2,000	1,900
Bank fees	52.3680	1,749	3,500	3,500	3,500
Education and training	52.3700	653	1,200	700	500
		29,202	**41,200**	**38,000**	**38,450**
Supplies					
Office supplies	53.1110	1,145	1,400	1,400	1,150
Computer supplies	53.1120	303	800	600	800
Copier supplies	53.1130	833	800	800	800
Miscellaneous supplies	53.1140	5,098	5,000	5,000	4,600
Photographic supplies	53.1150	542	800	775	500
Water/sewerage	53.1210	10,410	13,000	13,000	13,000
Natural gas	53.1220	1,761	1,500	1,500	1,500
Electricity	53.1230	33,518	28,000	28,000	28,000
Retail Inventory/Resale	53.1500	10,948	9,000	10,500	9,000
Concession Inventory/Resale	53.1550	32,320	36,000	34,000	32,000
Small equipment	53.1600	9,612	8,000	6,300	8,000
Small equipment supplies	53.1601	373	500	900	500
Small equipment - Furniture & Fixtures	53.1620	2,363	5,000	5,000	2,500
Safety supplies	53.1701	709	800	1,125	800
Uniforms & replacements	53.1702	-	1,800	1,800	-

Aquatic Center Expenditures

	Account #	Actual FY2010	Budget FY2011	Amended Budget FY2011	Proposed FY2012
Chemicals	53.1715	13,599	12,000	13,800	12,500
Aquatic Center maintenance supplies	53.1731	6,225	4,000	7,100	4,000
		129,759	**128,400**	**131,600**	**119,650**
Capital Outlays					
Depreciation	56.1000	83,756	-	-	-
		83,756	**-**	**-**	**-**
Total Expenditures		**477,640**	**413,107**	**413,107**	**375,419**

Aquatic Center Expenditure Descriptions

Account #			Amount
	Salaries, Wages and Employee Benefits		
51.1100	Regular employees	$	183,100
	Aquatic Center Director		
	Seasonal employees		
51.1300	Overtime	$	200
51.2105	Group Health/Dental	$	9,555
51.2110	Group Life Insurance	$	126
51.2200	FICA contributions (employer)	$	14,023
	Salaries and overtime x 7.65%		
51.2400	Retirement - Employer contribution	$	2,331
51.2700	Workers Compensation	$	7,984
	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	$	850
52.3210	Telephone	$	4,500
	Includes long distance and internet service		
52.3220	Postage	$	500
52.3300	Advertising	$	6,000
	Brochure, newspaper, radio,TV, local ads		
52.3400	Printing and binding	$	800

Aquatic Center Expenditure Descriptions

Account #			Amount
	tickets, office forms,		
52.3500	Travel	$	600
	Aquatics annual meetings (Director), mileage reimbursement		
52.3600	Dues and fees	$	1,900
	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	$	500
	training materials		
	Supplies		
53.1110	Office supplies	$	1,150
53.1120	Computer supplies	$	800
53.1130	Copier supplies	$	800
53.1140	Miscellaneous supplies	$	4,600
	$1,500 operating expenses		
53.1150	Photographic supplies	$	500
53.1210	Water/Sewerage	$	13,000
53.1240	Natural gas	$	1,500
53.1230	Electricity	$	28,000
53.1500	Retail inventory/Resale	$	9,000
	Retail merchandise (expanding)		
53.1550	Concession inventory/Resale	$	32,000
53.1600	Small equipment	$	8,000
	tools, tubes, chlorinator supplies, yard maintenance tools		
53.1601	Small equipment supplies	$	500

Aquatic Center Expenditure Descriptions

Account #			Amount
53.1620	Small equipment - Furniture	$	2,500
	Replacement-chairs, umbrellas, tables, canopies		
	cash registers		
53.1701	Safety supplies	$	800
	First Aid, rescue supplies, lifejackets, rescue equip		
53.1715	Chemicals	$	12,500
53.1731	Aquatic Center Maintenance Supplies	$	4,000
	Total	**$**	**375,419**