





COLUMBIA COUNTY
GEORGIA

Annual Budget Report

Columbia County, Georgia
Fiscal Year Ending
June 30, 2013





Columbia County, GA
Board of
Commissioners



Fiscal Year Ending June 30, 2013

Annual Budget

Fiscal Year 2013 Budget

Columbia County, Georgia

July 1 - June 30

Scott Johnson
County Administrator

Leanne C. Reece
Director of Financial Services

Columbia County Finance Department
630 Ronald Reagan Drive
Building C
Evans, GA 30809
www.columbiacountyga.gov

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Columbia County

Georgia

For the Fiscal Year Beginning

July 1, 2011

Linda C. Davidson Jeffrey R. Esser

President Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Columbia County, Georgia, for its annual budget for the fiscal year beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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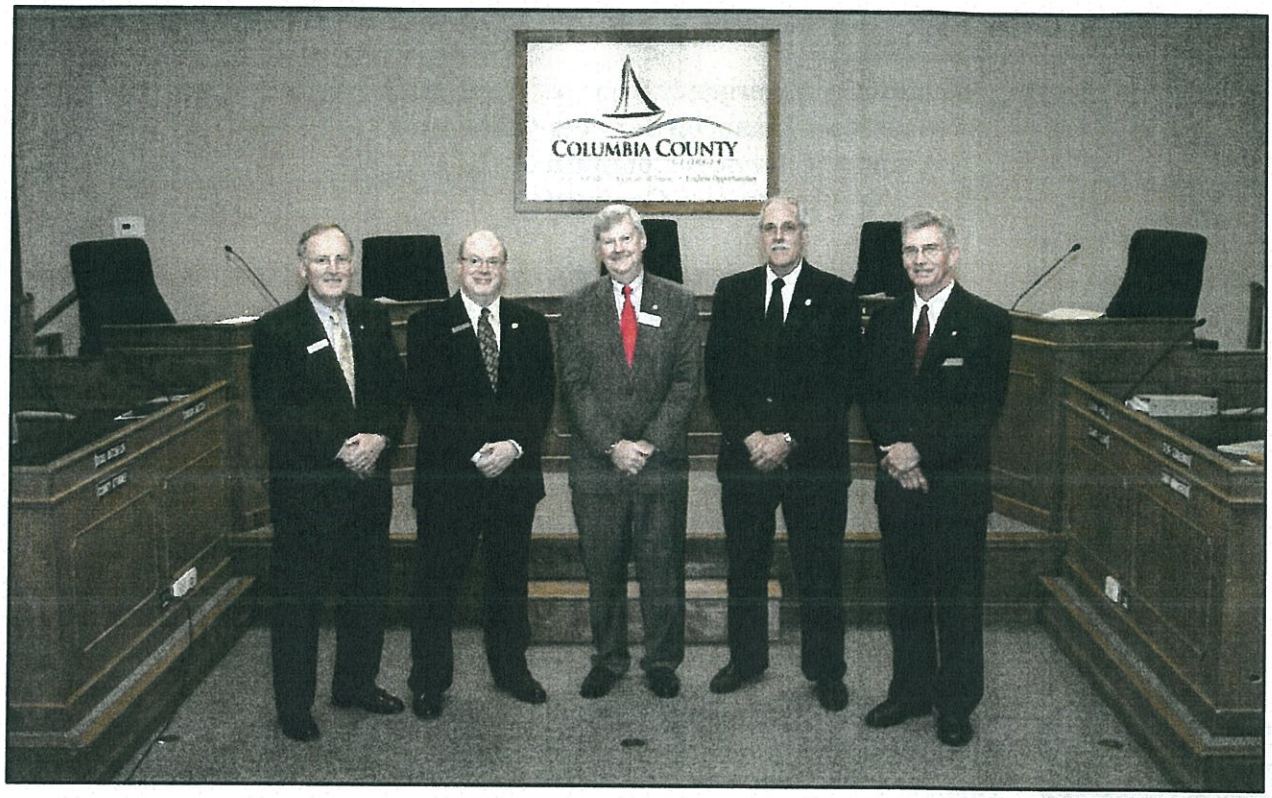
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COLUMBIA COUNTY BOARD OF COMMISSIONERS



L to R: District 1 Commissioner Ron Thigpen, District 2 Commissioner Trey Allen, County-wide Chairman Ron Cross, District 3 Commissioner Charles Allen, and District 4 Commissioner Bill Morris

The Board of Commissioners seeks to provide the necessary county services in the most cost-efficient and effective manner and to provide the foundation and guidelines necessary for the future prosperity of Columbia County. Each Commissioner is chairman over a committee which provides the conduit for information and business to be conducted between the various County departments and the Board of Commissioners.

The Board of Commissioners typically meets the first and third Tuesday of every month at 6 p.m. in the Auditorium of Building A at the Evans Government Center. Commission meetings are on the County's website (columbiacountyga.gov) and are broadcast on WBEK (Comcast channel 103 or Knology channel 96) on Saturday at 10 a.m.

Ron C. Cross
Chairman
Term: 2011-2014



Member:
Community Emergency Services Committee
Management Financial Services Committee
Development Services Committee
Public Works Services Committee

The Countywide elected Chairman conducts all Board of Commissioners (BOC) meetings, prepares and presents the BOC agenda, and appoints Commission members for each BOC standing committee. He also represents the County at all official functions, executes all contracts and agreements, and is a voting member of each of the four standing committees. Ron has completed the County Commissioner Training Program and the Certified Commissioners Advance Program by the Association County Commissioners of Georgia (ACCG) and the University of Georgia (UGA).

Ron Thigpen
Vice Chair
Term: 2011-2014
District 1



Ron has served as the Chairman of the Development Authority. He completed the County Commissioner Training Program by the ACCG and UGA and is currently pursuing the Certified Commissioners Advanced Program.

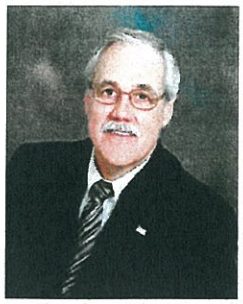
Chair: Management and Financial Services Committee
Vice Chair: Development Services Committee

Trey Allen
Term: 2009-2012
District 2



Trey completed the County Commissioner Training Program by the ACCG and UGA and is currently pursuing the Certified Commissioners Advanced Program.

Chair: Public Works Services Committee
Vice Chair: Community and Emergency Services Committee



J. Charles Allen, Jr.
Term: 2009-2012
District 3

Charles completed the County Commissioner Training Program by the ACCG and UGA and is currently pursuing the Certified Commissioners Advanced Program.

Chair: Development Services Committee
Vice Chair: Management and Financial Services Committee



Bill Morris
Term: 2011-2014
District 4

Bill retired from the Columbia County Board of Education and completed the County Commissioner Training Program by the ACCG and UGA.

Chair: Community and Emergency Services Committee
Vice Chair: Public Works Services Committee



Vision – To be recognized as a world-class community and local government.

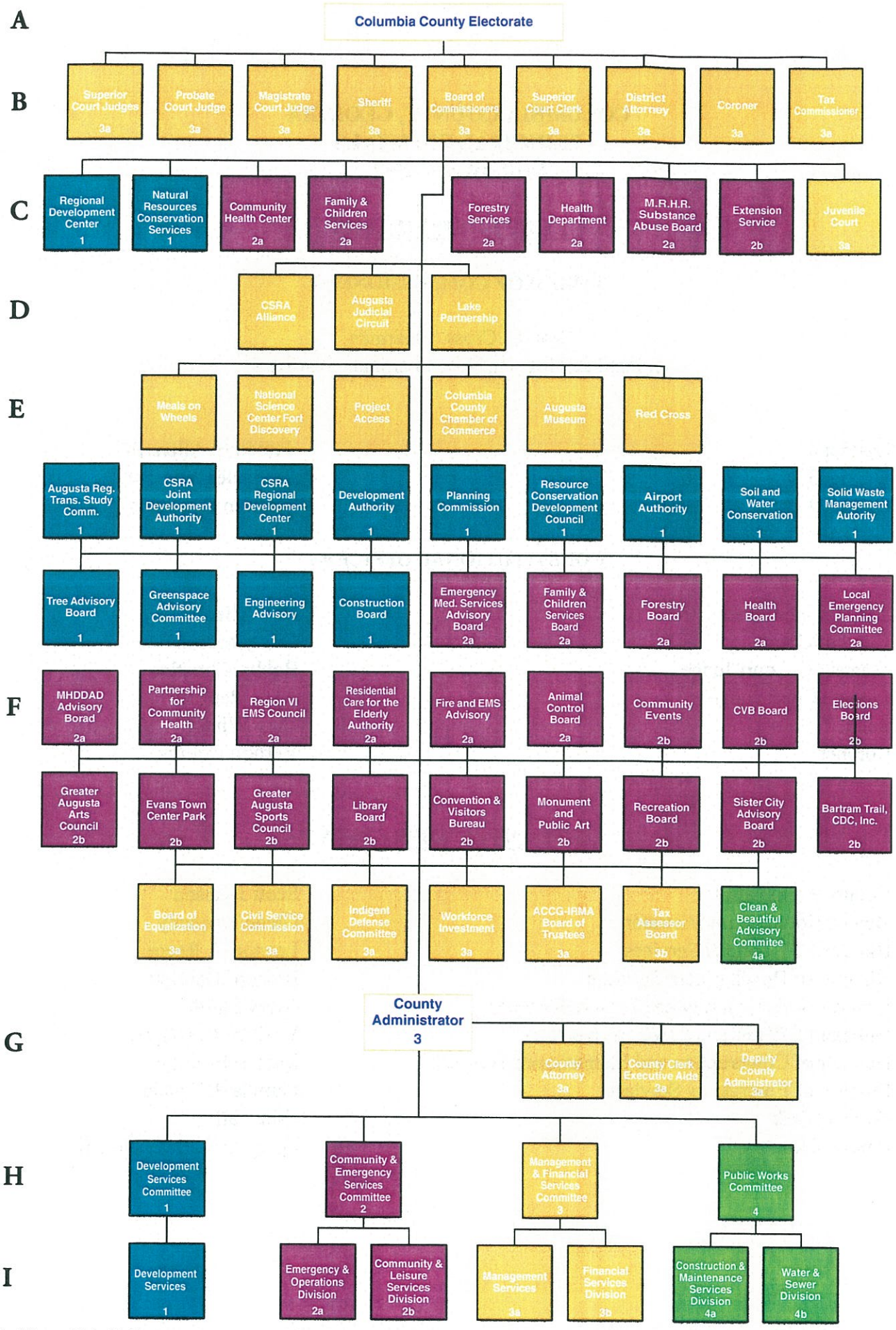
Mission – To provide efficient and cost-effective essential services in a professional manner.

Values – To maintain the highest level of ethical and performance standards.

Pledge – We will serve as responsible stewards of public assets, interests, and trust.

FY 2011/12 PRIORITIES, OBJECTIVES, AND INITIATIVES

1. Balance budget with no reduction in services and lower the millage rate.
2. Complete Broadband construction ($18 million Stimulus project) and begin marketing of towers/fiber.
3. Finish the design and right-of-way for the $39 million Washington Road widening project.
4. Continue cost-savings initiatives such as the Management Review Team to reduce costs and promote projects/programs that increase sales tax so the County can become less dependent on property taxes.
5. Implement the regional T-SPLOST program which was approved in a referendum in July 2012. This 1% sales tax becomes effective January 1, 2013.
6. Strive to complete all capital improvement projects funded by SPLOST and bonds on time and under budget.
7. Open a fire station to cover citizens south of I-20 and coordinate with fire department to transfer deeds for the remaining fire stations to the County.
8. Successfully negotiate new Local Option Sales Tax distribution rates with the Cities of Grovetown and Harlem to be effective January 1, 2013, and continue for a period of 10 years.
9. Finish and open Family Y/Event Center at the Gateway as well as the Gateway Blvd Extension.
10. Finalize plans for independent library system.



A. Citizens of Columbia County
B. Elected and Consitutional Officials
C. State supported services and organizations
D. Regional Partnerships
E. Local Partnerships
F. County Boards and Authorities
G. County Administrator and direct reports
H. Committees that report to the Board of Commision
I. County Divisions

COLUMBIA COUNTY, GEORGIA
PRINCIPAL OFFICIALS
September 1, 2012

ELECTED OFFICIALS

BOARD OF COMMISSIONERS

Ron C. Cross, Chairman
Ronald L. Thigpen, Vice Chairman, District 1

District 2	James E. Allen, III
District 3	J. Charles Allen, Jr.
District 4	William D. Morris

CONSTITUTIONAL OFFICERS

Tax Commissioner	Kay Allen
Clerk of Court	Cindy Mason
Magistrate Court Judge	Bobby Christine
Probate Court Judge	Alice Padgett
Sheriff	Clay Whittle
Coroner	Vernon Collins

APPOINTED OFFICIALS

County Administrator	Scott Johnson
Deputy County Administrator	Glenn Kennedy
Director of Financial Services	Leanne C. Reece
Director of Development Services	Richard Harmon
Director of Community and Leisure Services	Barry Smith
Director of Water and Sewerage Services	William C. Clayton
Director of Construction and Maintenance Services	Matt Schlachter
Director of Emergency Services	Pamela P. Tucker
County Clerk	Erin Hall
County Attorney	Douglas D. Batchelor, Jr.

RESOLUTION 12-996

RESOLUTION OF THE BOARD OF COMMISSIONERS OF COLUMBIA COUNTY, GEORGIA ADOPTING AN ANNUAL BALANCED BUDGET FOR ALL FUNDS USED BY COLUMBIA COUNTY, GEORGIA FOR FISCAL YEAR 2012/2013

THIS RESOLUTION adopted by the Board of Commissioners of Columbia County, Georgia (the "Board").

WHEREAS, it is the duty of the Board to adopt and operate under an annual balanced budget for the general fund, each special revenue fund, and each debt service fund in use by the local government pursuant to Section 36-81-3(b)(1) of the Official Code of Georgia Annotated ("O.C.G.A."); and

WHEREAS, nothing shall preclude a local government from adopting a budget for any funds used by the local government in addition to those specifically identified, including enterprise funds and internal service funds; and

WHEREAS, the Board has determined the legal level of budgetary control to be the department level and has approved budgetary policies as outlined in Section 601.1 of the *Columbia County Comprehensive Policy* manual; and

WHEREAS, a notice of a public hearing was published in the Columbia News Times, a newspaper of general circulation throughout Columbia County (the "Newspaper") at least one (1) week prior to the public hearing that was held on the proposed budget, which public hearing was held on May 1, 2012, at least one week prior to the meeting of the Board at which adoption of the budget resolution was considered, all as required by Section 36-81-5(f) and (g) O.C.G.A.; and

WHEREAS, a report of the proposed budget was published in the Newspaper at least one week prior to the adoption of this Resolution, as required by Section 36-81-6(a) O.C.G.A.

NOW, THEREFORE, BE IT RESOLVED by the Board and it is hereby resolved by authority of same as follows:

Section 1. **Adoption of Annual Balanced Budget for Fiscal Year 2012/2013.** The annual balanced budget for Fiscal Year 2012/2013 for all funds of Columbia County, GA, in the form attached hereto and made a part hereof as Attachment A is hereby adopted. Nothing shall preclude the Board from amending this budget so as to adapt to changing governmental needs during said Fiscal Year.

Section 2. **Fiscal Year**. The Fiscal Year for Columbia County, GA, shall be July 1, 2012 through June 30, 2013.

Section 3. **Effective Date**. This Resolution shall be effective upon its adoption.

Resolution adopted June 5, 2012.

BOARD OF COMMISSIONERS
COLUMBIA COUNTY, GEORGIA

Chairman

Vice-Chairman

Commissioner

Commissioner

Commissioner

ATTACHMENT A
BUDGET SUMMARY

page 1 of 2

	REVENUES				EXPENDITURES			
	2012 ORIGINAL	2012 REVISED	2013 PROPOSED	PCT CHANGE	2012 ORIGINAL	2012 REVISED	2013 PROPOSED	PCT CHANGE
GENERAL FUND	$ 55,126,087.00	$ 59,137,321.00	$ 55,994,971.00	1.58%	$ 55,126,087.00	$ 59,137,321.00	$ 55,994,971.00	1.58%
BUILDING STANDARDS FUND	$ 1,272,026.00	$ 1,272,026.00	$ 1,415,145.00	11.25%	$ 1,272,026.00	$ 1,272,026.00	$ 1,415,145.00	11.25%
LIBRARY BOARD	$ 110,000.00	$ 110,000.00	$ 105,000.00	-4.55%	$ 110,000.00	$ 110,000.00	$ 105,000.00	-4.55%
RECREATION ADVISORY BD	$ 26,945.00	$ 26,945.00	$ 26,945.00	0.00%	$ 26,945.00	$ 26,945.00	$ 26,945.00	0.00%
STREET LIGHTS FUND	$ 1,615,400.00	$ 1,615,400.00	$ 1,620,400.00	0.31%	$ 1,615,400.00	$ 1,615,400.00	$ 1,620,400.00	0.31%
SHERIFF'S 911 FUND	$ 2,085,000.00	$ 2,085,000.00	$ 2,181,056.00	4.61%	$ 2,085,000.00	$ 2,085,000.00	$ 2,181,056.00	4.61%
DRUG COURT	$ 25,000.00	$ 25,000.00	$ 25,000.00	0.00%	$ 25,000.00	$ 25,000.00	$ 25,000.00	0.00%
DRUG ABUSE TREATMENT	$ 25,000.00	$ 25,000.00	$ 25,000.00	0.00%	$ 25,000.00	$ 25,000.00	$ 25,000.00	0.00%
SUPPLEMENTAL JUVENILE	$ 50,000.00	$ 50,000.00	$ 40,000.00	-20.00%	$ 50,000.00	$ 50,000.00	$ 40,000.00	-20.00%
JAIL FUND	$ 150,000.00	$ -	$ 150,000.00	0.00%	$ 150,000.00	$ -	$ 150,000.00	0.00%
FEDERAL ASSET SHARING	$ 20,000.00	$ -	$ 20,000.00	0.00%	$ 20,000.00	$ -	$ 20,000.00	0.00%
STATE CONDEMNATION FUND	$ 50,000.00	$ 50,000.00	$ 50,000.00	0.00%	$ 50,000.00	$ 50,000.00	$ 50,000.00	0.00%
LODGING TAX FUND	$ 576,305.00	$ 576,305.00	$ 662,040.00	14.88%	$ 576,305.00	$ 576,305.00	$ 662,040.00	14.88%
MULTIPLE GRANT FUND	$ 201,931.00	$ 201,931.00	$ 5,000.00	-97.52%	$ 201,931.00	$ 201,931.00	$ 5,000.00	-97.52%
FIRE SERVICES FUND	$ 9,852,054.00	$ 9,852,054.00	$ 10,143,973.00	2.96%	$ 9,852,054.00	$ 9,852,054.00	$ 10,143,973.00	2.96%
SHERIFF'S GIFTS/DONATIONS	$ 20,000.00	$ 20,000.00	$ 20,000.00	0.00%	$ 20,000.00	$ 20,000.00	$ 20,000.00	0.00%
INSURANCE PREMIUM TAX	$ 3,800,000.00	$ 4,035,510.00	$ 4,600,000.00	21.05%	$ 3,800,000.00	$ 4,035,510.00	$ 4,600,000.00	21.05%
COMMUNITY EVENTS FUND	$ 30,000.00	$ -	$ 30,000.00	0.00%	$ 30,000.00	$ -	$ 30,000.00	0.00%

X-1

ATTACHMENT A
BUDGET SUMMARY

	REVENUES				EXPENDITURES			
	2012 ORIGINAL	2012 REVISED	2013 PROPOSED	PCT CHANGE	2012 ORIGINAL	2012 REVISED	2013 PROPOSED	PCT CHANGE
GA SUP CT CK'S COOP AUTH	$ 10,000.00	$ 10,000.00	$ 10,000.00	0.00%	$ 10,000.00	$ 10,000.00	$ 10,000.00	0.00%
LAW LIBRARY FUND	$ 30,000.00	$ 30,000.00	$ 30,000.00	0.00%	$ 30,000.00	$ 30,000.00	$ 30,000.00	0.00%
2001-2005 SPLOST	$ 2,505,000.00	$ 2,505,000.00	$ 134,514.00	-94.63%	$ 2,505,000.00	$ 2,505,000.00	$ 134,514.00	-94.63%
2006-2010 SPLOST	$ 11,358,500.00	$ 11,358,500.00	$ 24,219,390.00	113.23%	$ 11,358,500.00	$ 11,358,500.00	$ 24,219,390.00	113.23%
2007 GENERAL OBLIGATION BOND PROJECTS	$ 1,890,000.00	$ 1,890,000.00	$ 7,082,335.00	274.73%	$ 1,890,000.00	$ 1,890,000.00	$ 7,082,335.00	274.73%
2009 GO BOND/2011-2016 SPLOST	$ 18,000,000.00	$ 18,000,000.00	$ 19,200,000.00	6.67%	$ 18,000,000.00	$ 18,000,000.00	$ 19,200,000.00	6.67%
DEBT SERVICE FUND-2007 GO BOND	$ 6,498,636.00	$ 6,498,636.00	$ 6,750,525.00	3.88%	$ 6,498,636.00	$ 6,498,636.00	$ 6,750,525.00	3.88%
DEBTSVCFUND-2009GOBOND	$ 7,039,250.00	$ 7,039,250.00	$ 7,202,850.00	2.32%	$ 7,039,250.00	$ 7,039,250.00	$ 7,202,850.00	2.32%
WATER AND SEWER FUND	$ 27,087,600.00	$ 27,087,600.00	$ 27,445,400.00	1.32%	$ 27,087,600.00	$ 27,087,600.00	$ 27,445,400.00	1.32%
STORM WATER UTILITY FUND	$ 2,739,749.00	$ 2,739,749.00	$ 2,630,000.00	-4.01%	$ 2,739,749.00	$ 2,739,749.00	$ 2,630,000.00	-4.01%
SOLID WASTE MANAGEMENT	$ 585,725.00	$ 585,725.00	$ 608,545.00	3.90%	$ 585,725.00	$ 585,725.00	$ 608,545.00	3.90%
COLUMBIA COUNTY BROADBAND UTILITY	$ 12,648,525.00	$ 12,648,525.00	$ 1,691,935.00	-86.62%	$ 12,648,525.00	$ 12,648,525.00	$ 1,691,935.00	-86.62%
RENTAL FACILITIES	$ 539,500.00	$ 539,500.00	$ 559,500.00	3.71%	$ 539,500.00	$ 539,500.00	$ 559,500.00	3.71%
EMPLOYEE MEDICAL FUND	$ 6,105,451.00	$ 6,105,451.00	$ 6,105,451.00	0.00%	$ 6,105,451.00	$ 6,105,451.00	$ 6,105,451.00	0.00%
RISK MANAGEMENT FUND	$ 911,925.00	$ 911,925.00	$ 914,819.00	0.32%	$ 911,925.00	$ 911,925.00	$ 914,819.00	0.32%
CUSTOMER SERVICE AND INFORMATION	$ 188,933.00	$ 188,933.00	$ 197,764.00	4.67%	$ 188,933.00	$ 188,933.00	$ 197,764.00	4.67%
FLEET REPLACEMENT FUND	$ 1,219,000.00	$ 1,219,000.00	$ 2,085,000.00	71.04%	$ 1,219,000.00	$ 1,219,000.00	$ 2,085,000.00	71.04%
	$ 174,393,542.00	$ 178,440,286.00	$ 183,982,558.00	5.50%	$ 174,393,542.00	$ 178,440,286.00	$ 183,982,558.00	5.50%

Chairman and Members of the Board of Commissioners:

I am pleased to present to you the adopted budget for fiscal year 2013, which will begin July 1, 2012. At the budget reviews conducted by the oversight committees of the Columbia County Board of Commissioners, the County Administrator and staff were instructed to balance the budgets for all Columbia County funds with no property tax increase and no new programs unless authorized by the Board of Commissioners (BOC). The departments were asked to maintain services to our citizens, and the overall General Fund budget, at current levels. To accomplish this objective, all Elected Officials and Division Directors were asked to prepare their budgets using the zero-based method and to recommend measures to reduce expenditures and increase revenues. Through the cooperative effort of all involved, a budget for Columbia County is balanced for all funds for fiscal year 2013.

This budget provides funding to maintain current levels of service, with a decrease in the millage rate, while reducing operating costs and capital outlay where possible. The annual budget for all funds totals $183,982,558, reflecting a net increase from the fiscal year 2012 adopted budget of $5,542,272, or 5.50%. This net increase is primarily due to (1) construction of an exhibition center and other capital projects and (2) projected completion of the broadband utility in October 2012. The General Fund budget increased $868,884 from the fiscal year 2012 adopted budget, or 1.58%, primarily due to an increase in personnel costs of $717,531, or 2.06%. Other than in capital projects funds and the Communications Utility Fund as mentioned above, no other significant changes occurred in the budget.

Budget Review

Prior to adoption, a series of budget work sessions and committee meetings were held with County staff and Elected Officials. The purpose of these work sessions and meetings was to allow input from staff and Elected Officials, promote communication among staff and Elected Officials, gain understanding regarding all budgetary issues, and to prioritize all budget requests. A public hearing was held on May 1, 2012, to allow the public an opportunity to address their concerns and priorities. The budget was adopted by the BOC on June 5, 2012, at its regularly scheduled meeting.

Highlights

- Total General Fund expenditures increased by 1.58% from the FY 2011/2012 adopted budget, including a contingency of $1,078,540, or 1.96% of proposed expenditures.

- The increase in General Fund expenditures consists of an increase in personnel costs of 2.06%, an increase in new positions and promotions of 150.88%, a decrease in operating expenditures of 1.15%, a decrease in contingency of 4.57%, and an increase in capital requests of 35.48%.

- No interfund transfers were included for FY 2012/2013.

- New personnel requests within the General Fund consist of 5 new positions in the amount of $223,861, reclassifications and promotions in the amount of $57,734, a 35 day delay in replacement of vacancies for an anticipated savings of ($232,000), no merit increase, funding for recommendations included within the salary study in the amount of $15,000, funding for a "Healthy Lifestyle" program in the amount of $25,000, a 2.5% increase in medical rates in the amount of $126,765, and funding for wellness physicals in the amount of $90,000. New hires are budgeted at a rate of "entry only" and are effective July 1, 2012. The combined cost of these requests is $306,360.

- New personnel requests within other funds include 1 new Traffic Signal Technician, 5 new positions in the Water Utility, and reclassifications and promotions in the amount of $27,356. The combined cost of these additional personnel requests is $242,200.

- No merit increase will be budgeted until the tax digest is received and sales tax collections are further monitored. Any merit increase approved will be taken from Contingency.

Revenue Assumptions

- Growth in the property tax digest is projected to be 2% - 3%. Therefore, the budget was prepared and balanced using a 2.0% increase in property tax revenues due to the economic uncertainty and ongoing changes in state legislation. Any additional growth in the property tax revenues will be added to the contingency fund.

- The County has experienced an annualized increase in local option sales tax revenues)LOST) of 3.8% as of March 2012. The average monthly collection is currently $1.4 million. The General Fund budget was prepared and balanced using an average monthly collection of $1.375 million in sales tax revenues.

Expenditure/Revenue Adjustments

- At the Management and Financial Services Committee meeting held on July 10, 2012, staff recommended that the BOC evaluate a proposal to reduce the millage rate for debt service by 0.50 mills due to the availability of sales tax funds for debt service. At the BOC meeting held on July 24, 2012, the BOC approved this proposal. Funds were approved in the 2011/2016 SPLOST program for debt service. Also, excess funds are available from the 2007 general obligation bond proceeds due to completed projects.

Fund Balance

Fund Balance within the General Fund as of June 30, 2011, totaled $33.9 million. Of this total, $9 million was assigned. The following assignments were previously established by the BOC:

- Debt Reduction $2.8 million
- Extraordinary Losses $1 million
- Interfund Transfers $1.7 million
- Economic Incentives $2.5 million
- Millage Rate Rollback $1 million

During FY 2011, the County purchased property known as the "Marshall Square Property" for $6.25 million from fund balance. This property is being held for resale or development. Funds from the sale or development of this property will be used to replenish fund balance. This amount was included as nonspendable fund balance.

Also included within the total fund balance was a minimum fund balance requirement of $15.2 million, or 100 days of operations. Total fund balance as of June 30, 2011, including the above mentioned items, equated to 223.75 days of operations.

The County projects to add approximately $500,000 to fund balance as of June 30, 2012. Due to an increase in the FY 2013 budget, the minimum fund balance requirement will be increased to $15.3 million to maintain 100 days of operations. Also, the County plans to transfer $2 million to the Broadband Utility to cover the current deficit expected to be reduced with user fees once the utility is operational. With these changes, total fund balance within the General Fund as of June 30, 2012, is expected to be $32.4 million, or 211.2 days of operations.

Issues for Future Consideration

- Continuation of the Management Review Team for position vacancies – A 35 day delay in the replacement of vacancies has been included in the budget. Budgeted savings for fiscal year 2012 were $235,000. Actual savings as of June 30, 2012, were $351,387.91. This is due to the

establishment of a management review team which analyzes all position vacancies to determine if replacement is necessary. Staff has utilized such management tools as division restructuring, function reassignment, attrition, and elimination of positions to achieve savings. Budgeted savings for fiscal year 2013 are $232,000.

- Using Special Purpose Local Option Sales Tax (SPLOST) for debt service – Included within the 2011/2016 Capital Improvements Plan was the use of $20.2 million of SPLOST to reduce existing general obligation debt used to fund the Justice Center and Detention Center. Based on the 2012 digest and because the millage rate for debt service was reduced by .50 mills, approximately $2.7 million will be needed from other sources to make FY 2012 bond payments. Because a 0.25 mill rollback was also approved, approximately $6.1 million will be needed from other sources to make FY 2013 bond payments. The other sources available for debt service are the General Fund Fund Balance (GFFB), excess proceeds from the 2007 General Obligation Bond, and 2011/2016 SPLOST proceeds.

  Staff currently proposes the following strategy:
  1. Use available SPLOST funds and available GFFB for FY 2013 – 2017.
  2. Include the remaining payoff of the 2007 GO Bond within the next SPLOST program.

- TSPLOST – On July 31, 2012, the Transportation Improvement Act of 2010 was approved in the Central Savannah River Region, which includes Columbia County. The Act, as originated by the Georgia General Assembly, allows the various state regions to compile a list of transportation projects to be funded by a 1% sales tax. Two categories of projects are included: Constrained Projects and Discretionary Projects. The "constrained projects" must be completed with the monies collected, which are projected to be $210 million for Columbia County and $650 million for the entire region. These projects will be funded on a reimbursement basis. The County will receive approximately $1.5 million per year for county "discretionary projects". These funds will be received in advance. This tax becomes effective January 1, 2013.

- HB 386 Tax Reform – This house bill, which becomes effective January 1, 2013, makes several changes to tax laws that will impact county governments. Once such change replaces property tax and sales tax on vehicles with a new title tax. Another change phases out the state and local sales tax on energy used in manufacturing and authorizes the local governments to replace their lost revenue with a local excise tax.

- LOST negotiations – The County is currently in the process of negotiating new LOST distribution rates with the two cities located within the County: Grovetown and Harlem. These new rates will become effective January 1, 2013, and will remain in effect for 10 years.

The process of preparing, recommending, and adopting a balanced budget is always a challenging task for staff and Elected Officials. Your support and direction throughout the budget process are greatly appreciated.

Respectfully submitted,

Leanne C. Reece, CPA
Director of Financial Services

INTRODUCTION

The budget document is divided into three sections:

- Introduction - contains the budget message, budget calendar, financial policies and procedures, and financial summaries of revenues and expenditures/expenses for all funds.
- Revenues - provides a history of the various funds and an analysis which explains the revenue projections for the General Fund.
- Departmental Budgets – includes the on-going expenditures/expenses of departments, including personnel, other operating, and capital.

PROFILE OF THE GOVERNMENT

Columbia County, established in 1790 and named in honor of Christopher Columbus, is located in the Central Savannah River Area of Georgia approximately 135 miles east of Atlanta and five miles northwest of Augusta/Richmond County. The 290 square mile county is bounded on the north by Thurmond Lake and the Savannah River (separating Columbia County from Lincoln County, Georgia, and McCormick and Edgefield Counties, South Carolina), on the south and east by Augusta/Richmond County, and on the west by McDuffie County.

A five-member Board of Commission governs Columbia County. The Board is comprised of one chairman, elected county wide, and four commissioners, each elected from a separate commission district serving four year staggered terms. A County Administrator, who is appointed by and responsible to the Board, directs the daily operation of the County. Services provided to the approximately 120,000 residents include: public safety (Sheriff's Office, detention center, E911, fire), emergency services, community services, public works, planning and development, and other general governmental services. The County also provides water, sewer, and storm water services to the public.

THE BUDGET PROCESS

The County's fiscal year (FY) is July 1 – June 30. Preparation of the annual budget begins with each department and constitutional office being provided a budget preparation package. This package includes a message from the Chairman of the Board of Commission, the proposed budget calendar, and specific account information necessary to complete the budget requests.

The Annual Budget is a fiscal plan that presents the services that will be provided to the community and the funds needed to perform these services. The type of service and the level of service will be defined by the use of program objectives and citizen requests, which are further evaluated with the use of performance measures. The County Administrator is responsible for formulating the fiscal plan and presenting it to the Board of Commissioners for approval and adoption.

The public hearings/meetings held throughout the budget process are considered to be an essential part of the budget process as they are designed to solicit feedback from citizens on County operations and services. Please refer to the budget calendar included within this introduction for a list of all public meetings that were held.

The legal level of budgetary control is the department level. Unexpended appropriations at the end of the fiscal year shall lapse into the fund balance. Those amounts cannot be spent unless re-appropriated in the next fiscal year's budget. The operating budgets originally adopted may be amended throughout the year as presented below:

1. Transfers within departments, except salary line items, $5,000 or less may be authorized by the Finance Director.
2. Transfers within departments, except salary line items, in excess of $5,000 may be authorized by the County Administrator.
3. Transfers between departments or funds shall be by authority of the Board.
4. Increase or decrease in the total fund appropriation shall be by authority of the Board.
5. Increase or decrease in salary appropriation within any department shall be by authority of the Board.
6. Appropriation of fund balances in excess of established reserve requirements shall be by authority of the Board.
7. Items 3 - 7 above must be reviewed by the Management and Financial Services Committee.

The adopted budget will be available at the County Administrator's Office, the Finance Office, and on the County's website at www.columbiacountyga.gov.

FY 2012/2013 Proposed Budget Calendar

Tuesday	1/24/2012	Chairman's/BOC's Budget Message – 8:30 AM Auditorium
Thursday	2/16/2012	Personnel requests submitted to Human Resources
Thursday	2/23/2012	Operational and capital requests due to Finance Director; all budget requests must be input into computer
Thursday	3/01/2012	Budget package due from Finance Director to County Administrator
Wednesday	3/14/2012	BOC Staff work-session – 9:00 AM BOC conference room
Thursday	3/15/2012	Elected Officials work-session – 9:00 AM BOC conference room
Tuesday	4/10/2012	Joint *Budget* Committee Meeting - 8:00 AM Auditorium
Friday	4/13/2012	Newspaper advertisement of Budget Public Hearing
Tuesday	5/01/2012	Budget Public Hearing at 5:30 PM prior to BOC meeting
Tuesday	5/08/2012	Joint *Budget* Committee Meeting - 8:00 AM Auditorium
Friday	5/11/2012	Newspaper advertisement of proposed budget
Tuesday	5/15/2012	Final budget review by BOC - 6:00 PM
Tuesday	6/05/2012	Budget Adoption - BOC Meeting - 6:00 PM

Note: Dates and times subject to change.

BUDGET PRESENTATION

As a means of tracking and accounting for money, the operations of the County are divided into funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Funds focus on the activities of the individual parts of the County government. Money comes into a fund from a variety of sources and is then used to provide services to the public. Within funds are functions (i.e., General Government, Judicial, Public Safety, Recreation) and within functions are departments. Each of these departments facilitates the tracking of costs and effectiveness of services provided to the public. Within departments are accounts or line items. These are the basic units of measurement in the budget and make it possible to determine costs of specific programs.

By law, the budget for each fund must be balanced. In other words, budgeted revenues must equal budgeted expenditures. The County cannot plan to spend more than it will receive. The County has multiple funds, the largest being the General Fund which accounts for most services. The County adopts annual budgets for all funds except capital projects funds and trust and agency funds. The following is a list of the County's fund types and an explanation of the purpose for each individual fund.

The County reports the following major governmental funds:

General Fund - The General Fund is the general operating fund of the County. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund. The primary revenue sources are ad valorem taxes, local option sales taxes, and various other taxes and licenses. The primary expenditures are for general government, the judicial system, public safety, and street maintenance and improvements.

Special Local Option Sales Tax Fund 2006-2010 – This Capital Projects Fund accounts for the property acquisition and construction of projects designated to be funded by revenue from the special purpose local option sales tax collected during 2006 through 2010.

2009 Capital Improvements Projects Fund – This Capital Projects Fund accounts for the property acquisition and construction of projects to be funded with proceeds received from the issuance of the 2009 General Obligation Bonds and revenue from the 2011/2016 SPLOST.

The County reports the following nonmajor governmental funds:

Building Standards Fund - to account for building permits and inspection fees.

Library Board Fund - to account for the activity of the Columbia County Library Board.

Recreation Advisory Board Fund - to account for various projects sponsored by the Recreation Advisory Board to raise funds for recreation equipment.

Street Lights Fund - to account for the street light assessments used for maintenance of street lights in certain subdivisions.

911 Fund - to account for the 911 fees assessed on landline and cellular telephones used for the maintenance and operations of the 911 service.

Drug Court Fund - to account for grants, donations, and participant fees associated with drug testing, counseling, and treatment services for substance abuse intervention.

Drug Abuse Treatment Fund - to account for fines charged by the County to be used for drug abuse treatment and prevention.

Supplemental Juvenile Services Fund - to account for fines charged to juvenile offenders to be used for juvenile services.

Jail Fund - to account for fines charged by the County to be used for jail improvements.

Federal Asset Sharing Fund - to account for assets seized or confiscated by federal courts.

State Condemnation Fund - to account for assets seized or confiscated by state courts.

Lodging Tax Fund - to account for hotel/motel tax collections, pursuant to OCGA 48-13-50 et seq.

Multiple Grant Fund - to account for all grants not meeting the 2% materiality test (projected expenditures do not exceed 2% of the General Fund's budgeted total operating expenditures), and not used to finance General Fund operations.

Fire Services Fund - to account for taxes collected in special service districts within the unincorporated area for the purpose of providing fire services.

Sheriff's Gift/Donations Fund - to account for funds donated to the Sheriff's office from external persons or entities.

Insurance Premium Tax Fund - to account for services funded by insurance premium taxes, pursuant to OCGA 33-8-8.3 et seq.

Community Events Fund - to account for special events funded by sponsor fees and ticket sales.

Georgia Superior Court Clerks' Cooperative Authority Fund - to account for funds mandated to be used to administer a statewide index for real estate and personal property records, pursuant to OCGA 15-6-94.

Law Library Fund – to account for the activity of the Columbia County Law Library.

Special Local Option Sales Tax Fund 1996–2000 - to account for the property acquisition and construction of projects designated to be funded by revenue from the special purpose local option sales tax collected during 1996 through 2000.

Special Local Option Sales Tax Fund 2001-2005 - to account for the property acquisition and construction of projects designated to be funded by revenue from the special purpose local option sales tax collected during 2001 through 2005.

2004 General Obligation Bond Fund - to account for the property acquisition and construction of projects funded with proceeds received from the issuance of the 2004 General Obligation Bonds.

2007 General Obligation Bond Fund – This Capital Projects Fund accounts for the property acquisition and construction of projects to be funded with proceeds received from the issuance of the 2007B Various Purpose General Obligation Bonds.

Debt Service Fund - 2007 General Obligation Bond - to account for property tax funds designated to be used for principal and interest payments on governmental fund debt, specifically the 2007 General Obligation Bonds.

Debt Service Fund – 2009 General Obligation Bond - to account for special purpose local option sales tax funds designated to be used for principal and interest payments on governmental fund debt, specifically the 2009 General Obligation Bonds.

The County reports the following major enterprise funds:

Water and Sewerage Fund - to account for water and sewer operations as well as construction and maintenance of water and sewerage projects.

Storm Water Utility Fund – to account for the cost of providing storm water management services and maintaining and improving the County's storm water infrastructure.

The County reports the following nonmajor enterprise funds:

Solid Waste Management Fund - to account for the cost of operating and maintaining the landfill facility.

Columbia County Broadband Utility - to account for the construction and operation of the Broadband Utility.

Rental Facilities Fund - to account for the operations and maintenance of all County rental facilities and revenues and expenses associated with promoting and executing events within the County.

Additionally, the County reports the following fund types:

Internal Service Funds - Internal Service Funds are used to account for the operations that provide services to other departments or agencies of the government on a cost-reimbursement basis. The County has four internal service funds:

Employee Medical Fund - to account for employer and employee contributions to the County's medical plan.

Risk Management Fund - to account for the County's risk management program.

Customer Service/Information Center Fund - to account for operations of the County's customer service/information center.

Fleet Replacement Fund – to account for the County's vehicle/equipment replacement program.

BASIS OF ACCOUNTING AND BUDGETING

Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted for the general fund, special revenue funds, and debt service funds. The County adopts a project length budget for each capital project fund.

Beginning with fiscal year 2003, the County follows Statement No. 34 of the Governmental Accounting Standards Board. This statement substantially changes the financial reporting model for governments. In addition to the fund financial statements, government wide statements (including all funds) are presented on the full accrual basis of accounting along with reconciliation to the fund financial statements. The individual funds, however, will continue to be maintained on the traditional basis of accounting depending on the fund type.

Governmental funds are maintained on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when they become measurable and

available to pay liabilities of the current period. Revenues not considered available are recorded as deferred revenues. Expenditures are recorded when the liability is incurred. The focus of accounting is on current financial resources.

Proprietary funds (enterprise funds and internal service funds) are maintained using the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time goods or services have been received. The focus of accounting for these funds is on determination of income.

FINANCIAL POLICIES AND PROCEDURES

INTRODUCTION

The Board of Commissioners (the Board) and staff of Columbia County (the County) recognize the desirability of stated financial policies to assist in meeting the County government's basic objectives:

1. The policies will assist the County in the objective of being publicly accountable and assist users of the financial statement to assess that accountability.
2. The policies will assist in meeting and evaluating the operating results of County government.
3. The policies will assist in determining the level of services that can be provided, the cost of services, and the County's ability to provide those services.

The County recognizes that the process of developing policies and supporting procedures to implement the policies is a dynamic process that must be continually reviewed. Accordingly, the County expects these policies to become a significant part of its system of Internal Control and provide the following benefits:

1. Reduce misunderstanding, duplication of effort, errors and inefficiency.
2. Provide a comprehensive, consistent methodology for similar transactions.
3. Insure the use of proper, accurate, and timely financial information.
4. Provide training to new or inexperienced employees to insure uniform, consistent application of policies.
5. Provide a basic framework for a system of internal control.
6. Provide a fixed point of reference for those who wish to evaluate the County's operations and financial reporting.
7. Reduce or eliminate informal policies now in existence.
8. Provide a framework for planning for emergencies.
9. Improve the credibility of the County with Citizens through demonstration of prudent stewardship of public assets.

RESERVE POLICIES

The accumulation of reserves protects the County from uncontrollable increases in expenditures, extraordinary losses, unforeseen reductions in revenues, or a combination of these items. It also allows for prudent replacement and financing of capital construction and replacement projects. The County implemented GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as of fiscal year ended June 30, 2011. This new standard changed the overall definitions and classifications of governmental fund balances.

Fund equity in the governmental fund financial statements is classified as fund balance. Generally, fund balance represents the difference between current assets and current liabilities. In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the County is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Classifications are as follows:

1. Nonspendable – Fund balances are reported as nonspendable when amounts cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
2. Restricted – Fund balances are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the County or through external restrictions imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through state statute.
3. Committed – Fund balances are reported as committed when they can be used only for specific purposes pursuant to constraints imposed by formal action of the Board through the adoption of a formal policy. Only the Board may modify or rescind the commitment.
4. Assigned – Fund balances are reported as assigned when amounts are constrained by the Board's intent to be used for specific purposes, but are neither restricted nor committed. Through policy, authorization to assign fund balance remains with the Board.
5. Unassigned – Fund balances are reported as unassigned as the residual amount when the balances do not meet any of the above criterion. The County reports positive unassigned fund balance in the general fund only. Negative unassigned fund balances may be reported in all governmental funds.

FLOW ASSUMPTIONS

When both restricted and unrestricted amounts of fund balance are available for use for expenditures incurred, the County shall use restricted amounts first and then unrestricted amounts as they are needed. For unrestricted amounts of fund balance, the County shall use fund balance in the following order:

- Committed
- Assigned
- Unassigned

MINIMUM FUND BALANCE

The County shall maintain a General Fund unassigned fund balance of 100 days of operations. This minimum fund balance, which may only be used as required by authority of the Board, is to provide for operating contingencies in either revenues or expenditures, and to provide adequate funds to operate without short-term borrowing. To determine the current funding level divide the current unassigned fund balance by the result obtained from dividing the annual fund budget by 365 days.

CONTINGENCY

A contingency amount shall be appropriated annually as part of the budget within the General Fund, and other funds as deemed necessary, and shall be used for paying unexpected or unanticipated expenditures of an operational nature during the fiscal year. Within the General Fund, this amount should approximate one to two percent of the General Fund budget.

CRITERIA

The following criteria shall be used in determining the total amount of fund balance to maintain, unless otherwise specified by legal or contractual requirements.

Category	Days of Operations	Description
Minimum Fund Balance	100	Use funds for unforeseen contingencies
BOC Assignments	101-180	May use funds for one-time expenses such as capital acquisition, catastrophic events, one-time transfers to other funds, economic incentives, debt reduction, or millage rate reduction to mitigate unforeseen risks and ensure financial stability
Debt/Tax Reduction	181+	Must use funds to reduce debt or designate for future debt service, or to prevent future tax increases or to permit millage rate reduction

INTERNAL CONTROLS

Management of the County is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the County are protected from loss, theft, or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The internal control process is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

As part of the County's annual single audit, required in conformity with provisions of the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, tests are made to determine the adequacy of the internal control structure including that portion relating to federal financial assistance programs, as well as to determine that the County has complied with applicable laws and regulations.

CASH MANAGEMENT AND INVESTMENT

While any investment instrument or decision carries certain elements of risk, numerous safeguards are available to minimize the risk while generating a market rate of return. Columbia County seeks to obtain market rates of return on its investments consistent with constraints imposed by its safety objectives, cash flow considerations, and Georgia state laws. Safety of principal is the foremost objective. Each investment transaction shall first seek to ensure that capital losses are avoided, whether they are from defaults or erosion of market value.

Idle funds are invested primarily in obligations of the State of Georgia and other states; obligations issued, fully insured, or guaranteed by the United States; collateralized certificates of deposit; and the State of Georgia Local Government Investment Pool. The County strives to maximize investment income while minimizing risk and maintaining liquidity sufficient to cover cash operating requirements. The County utilizes various forms of investment instruments to avoid incurring unreasonable risks inherent in the lack of diversification in specific instruments, individual financial institutions, or maturities. Investment maturities are scheduled to coincide with projected cash flow needs, taking into account large routine scheduled expenditures, as well as considering unanticipated revenues and expenditures.

Investment income includes appreciation in the fair value of investments. Increases in fair value during the current year, however, do not necessarily represent trends that will continue; nor is it always possible to realize such amounts, especially in the case of temporary changes in the fair value of investments that the government intends to hold to maturity.

Permitted Investment Instruments

1. Obligations of the United States and of its agencies and instrumentalities;
2. Bonds or certificates of indebtedness of this state and of its agencies and instrumentalities;
   Certificates of deposit of banks which have deposits insured by the Federal Deposit Insurance Corporation (FDIC); provided, however, that that portion of such certificates of deposit in excess of the amount insured by the FDIC shall be secured by direct obligations of this state or the United States which are of a par value equal to that portion of such certificates of deposit which would be uninsured.
3. The State of Georgia Local Government Investment Pool as established by OCGA 36-83-8.

Competitive Selection of Investment Instruments

1. At least three quotes shall be received for the investment of all surplus funds except those placed in overnight repurchase agreements as authorized in the master repurchase agreement incorporated into the depository banking services contract. If a specific maturity date is required, then quotes will be requested for instruments which meet the maturity requirement. If no specific maturity (within time limitations) is required, then a market trend (yield curve) analysis will be conducted to determine which maturities would be most advantageous.

2. Quotes will be requested from qualified financial institutions for various options with regard to term and instrument. The County will accept the quote which provides the highest rate of return within the maturity required and within the parameters of this policy.

3. Records will be kept of the quotes offered, the quotes accepted, and a brief explanation of the decision made regarding the investment instrument. These records will be kept until completion of the County's annual audit.

Portfolio Diversification

1. Prudent investing necessitates that a portfolio be diversified as to instrument and purchasing source. The following guidelines represent maximum limits established for diversification by instrument.

   - U.S. Treasury Obligations..... 100%
   - U.S. Government Agency Securities and Securities Issued by Instrumentalities of Government Sponsored Corporations..... 50%
   - Local Government Investment Pools..... 100%
   - Certificates of Deposit 75%
   - Obligations of the State of Georgia.....50%
   - Obligations of other agencies or instrumentalities of the State of Georgia 25%

2. No more than 50% of the entire portfolio may be placed with any one bank or security dealer.

Outsourcing Investment Decisions

The Committee may recommend and the Board may approve an investment firm to execute the provisions of this section with the Committee maintaining oversight responsibility and veto authority of the investment firm's activities.

RISK MANAGEMENT

The purpose of the Columbia County risk management program is to minimize the financial burden incurred by the County as a result of work-related injuries, loss of County property, and damages which may be incurred by third parties. The County has elected to utilize coverages provided by the Association County Commissioners of Georgia Interlocal Risk Management Agency (ACCG-IRMA) and the Association County Commissioners of Georgia Group Self-Insured Workers' Compensation Fund (ACCG-GSIWCF). The County continues to maintain self-insured retention levels of $100,000 per occurrence and $250,000 per occurrence in the ACCG-IRMA and ACCG-GSIWCF programs, respectively. An Internal Service Fund is used to account for costs associated with risk management, with the exception of workers' compensation, which continues to be accounted for within the General Fund. Reserves are being accumulated in both funds to meet potential losses. As reserves increase, retention levels may be increased, reducing the annual cost of coverage.

Management remains committed to a safe working environment. Employee education and training enhance and supplement ongoing efforts to maintain a safe and healthy environment for all County employees. Training classes, such as CPR and first aid, defensive driving, self defense, workplace violence, and office ergonomics, are made available for all County employees.

CAPITAL ASSETS

Capital assets are defined by the County as assets with an initial, individual cost of more than $5,000 and an estimated useful life in excess of one year. This minimum capitalization cost is applicable for all categories of capital assets. Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of donation. General infrastructure assets acquired prior to July 1, 2002, consist of the streets network that was acquired or that received substantial improvements subsequent to July 1, 1980. The streets network is reported at estimated historical cost using deflated replacement cost. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are expensed as incurred.

Depreciation is computed using the straight-line method. A summary of the estimated useful lives is as follows:

Vehicles	3 to 8 years
Furniture and fixtures	3 to 8 years
Machinery and equipment	5 to 10 years
Utility plant and distribution systems	10 to 50 years
Storm water systems	10 to 50 years
Land improvements	10 to 50 years
Buildings and improvements	10 to 50 years
Donated subdivisions	25 to 75 years
Infrastructure	25 to 75 years

CAPITAL BUDGETING

The County shall maintain its physical assets at a level adequate to protect the County's capital investment and to minimize future maintenance and replacement costs. The budget shall provide for the adequate maintenance and the orderly replacement of the capital plant and equipment from current revenues where possible.

1. The County shall develop a multi-year plan for capital improvements, update it annually, and make capital improvements in accordance with the plan.
2. The County shall adopt a long-term funding mechanism for capital projects. The operating funds to maintain capital projects shall be identified prior to the decision to undertake the projects.
3. The capital improvements plan shall include a plan to address fleet management acquisition and replacement and equipment acquisition and replacement.
4. An appropriate priority mechanism shall be used in all County capital budgeting. This budget shall be approved by the Committee for submission to the Board for final approval.

Capital improvements generally fall into several different categories. Project categories, along with their funding sources, include:

1. Capital expenditures relating to normal replacement of worn or obsolete capital equipment or facilities will be financed on a pay-as-you-go basis, with debt financing considered only as appropriate.
2. Capital expenditures relating to the construction of new or expanded facilities necessitated by growth will be financed primarily on a pay-as-you-go basis. When the new improvements can be determined to benefit the population in the future, debt financing may be appropriate.
3. Capital expenditures which will significantly reduce the cost of operations or future capital cost must be evaluated to demonstrate a positive new present value.

4. Capital expenditures are allowed for improvements that enhance the quality of life in the County and are consistent with the County's goals even though they cannot be categorized as essential for the provision of basic services. The policy relating to unusual capital expenditures directs the County to look to the ultimate beneficiary of each capital improvement in order to determine the source of funding.

COMPENSATED ABSENCES

The County's policy is to permit employees to accumulate earned but unused leave benefits. The County's government-wide and proprietary funds include an accrual for the estimated compensation costs attributable to employee earned but unused leave benefits.

DEBT MANAGEMENT

Columbia County continues to maintain strong bond ratings with the major credit rating services. In August 2010, the Government prepared comprehensive presentations for Fitch IBCA, Standard & Poor's, and Moody's Investors Service rating agencies in an effort to upgrade the current uninsured ratings applied to the Government's general obligation bonds and water and sewerage revenue bonds in anticipation of issuing approximately $60 million in water and sewerage revenue bonds. The Government received an upgrade from Fitch to AAA from AA and an upgrade from Moody's Investor Services to Aa1 from Aa2 and maintains a rating of AA+ from Standard and Poor's for the general obligation debt. The Government received upgrades from all three rating agencies for the water and sewerage debt. Standard and Poor's upgraded from AA to AA+, Fitch upgraded from AA- to AA+, and Moody's Investor Services upgraded from Aa3 to Aa2. These high ratings are a primary factor in keeping interest costs low on the Government's outstanding debt.

The County will continue to follow prudent fiscal policies and practices in order to maintain its strong credit rating:

1. The County shall develop adequate reserves to avoid the necessity of short-term borrowing to finance operating needs. In the interim, financing in anticipation of a definite fixed source of revenue, such as Tax Anticipation Notes, is acceptable.
2. The issuance of long-term debt shall be limited to capital improvements or projects which cannot be financed from current revenues or resources. Current resources are defined as that portion of fund balance in excess of required reserves.
3. Every effort shall be made to limit the long-term debt maturity schedule to no longer than the estimated useful life of the capital projects or improvements being financed.

4. When the County utilizes either long-term or short-term debt it shall insure that the debt is financed soundly by:
   a. Conservatively projecting the revenue sources which will repay the debt.
   b. Financing the improvement over a period not greater than the useful life of the improvement for long-term debt, or December 31st of the calendar year for short- term debt.
   c. Determining that the cost benefit of the improvement, including interest and any other costs, is positive.
5. The County shall limit the total of its general obligation long-term borrowing to 10% of its net assessed property value. Short-term borrowing shall be limited to 75% of the source of revenue expected to repay the loan.
6. Capital leases may be used to finance equipment purchases when the total cost of the equipment purchases exceed 3% of the budget for the fund in which they originate.
7. The County shall maintain a Debt Service Fund which is equivalent to the amount of general obligation debt maturing in the subsequent year.
8. Whenever possible the County will finance capital projects by using self-supporting revenue bonds since revenue bonds assure the greatest degree of equity because those who benefit from a project and those who pay for a project are most closely matched.
9. General obligation debt shall not be used for enterprise activities.
10. Full and continuing disclosure will be provided in the general financial statements and bond representations.
11. Annual budget appropriations shall include debt service payments and reserve requirements for all long-term debt currently outstanding.
12. Long-term borrowing will be incorporated into the County's capital improvement plan as necessary.

TRAVEL AND TRAINING

The County encourages and coordinates training opportunities for employees in order that services rendered to the County will be more efficient and effective. As addressed by this policy, training is defined as any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the County or while the employee is in a paid status with the County. All travel and training for employees of the County must be approved by the department manager or division director. A *Certificate of Attendance* or other documentation shall be provided to Human Resources in order to maintain an employee training history and to periodically audit training attendance and policy compliance. Authorized travel expenses include, but are not limited to:

1. Registration fees.
2. Lodging expenses.

3. Meals incurred during overnight lodging and for certain circumstances when there is no overnight lodging.
4. Mileage for use of personal vehicle (except travel between their place of residence and their official headquarters, or personal mileage incurred while on travel status).
5. Parking fees.

Non-allowable expenses include:

1. Laundry services.
2. Tobacco
3. Alcoholic beverages.
4. Entertainment.
5. Personal telephone calls
6. Meals and lodging in lieu of other meals and/or lodging the expense of which is included in the registration fee.
7. Expenses of a spouse or other non-employee.

Travel Expense Reimbursement

1. Employees traveling overnight may be reimbursed for meals on a per diem in accordance with the US General Services Administration's Domestic Per Diem Rates. This will be published annually by the Finance Department.
2. Per Diem rates are based on the length of day which an employee is officially on travel status. Generally, employees who travel overnight should not be reimbursed for three full meals on the day of departure or return. The following guidelines apply to reimbursement of meal expenses for these days:
   a. Employees may only be reimbursed for the meals purchased while officially on travel status.
   b. Employees who depart for an overnight trip prior to 6:30 AM are entitled to reimbursement for breakfast expenses, provided an expense was incurred.
   c. Employees who return from an overnight trip later than 7:30 PM are entitled to reimbursement for dinner expenses, provided an expense was incurred.
3. Employees who are required to travel and do not stay overnight may be reimbursed for certain meal expenses under the following situations:
   a. Employees may be reimbursed for a noon meal not associated with overnight lodging if the meal is a scheduled part of a meeting or training session. Reimbursement is only authorized however, if the meeting or training was previously approved by the Department Manager, equaled or

exceeded six hours in length, and was held more than 25 miles from the employee's office.

b. Employees who are more than 25 miles away from the office on a work assignment and (1) depart prior to 6:30 AM are entitled to reimbursement for breakfast expenses and/or (2) return later than 7:30 PM are entitled to reimbursement for dinner expenses.

4. Partial day per diem will be provided as follows:

a. Breakfast – 20% of the full per diem rate

b. Lunch – 30% of the full per diem rate

c. Dinner – 50% of the full per diem rate

5. Rooms, lodging, or accommodations furnished to government employees traveling on official business within the State of Georgia should be exempt from hotel/motel tax. Tax exemption forms, available in the Finance Department, should be tendered to the establishment to prove eligibility.

6. Mileage reimbursement rates and auto allowances for personal cars used while conducting official County business will be in accordance with the Internal Revenue Service mileage reimbursement allowances. This will be published annually by the Finance Department. This allowance includes the cost of depreciation, maintenance and repairs, gasoline, oil, insurance and vehicle registration fees. Therefore, if an employee is reimbursed using the mileage reimbursement rate or auto allowance, then no reimbursement will be given for actual operating expenses.

7. Employees with auto allowances may be reimbursed for actual miles driven only if travel is on official business in excess of a 25 mile radius of the County.

8. Receipts are required for all expenses except

a. Meals under a per diem basis

b. Miscellaneous expenses up to a maximum of $10.00/day (Unless otherwise supported by a receipt.)

c. Reimbursement will not be made for any other unsupported expenses.

d. Although receipts are not required, an *Employee Expense Report* should be submitted to account for these expenditures. These reports are necessary to account for the funds expended and to ensure authorized use.

9. *Employee Expense Reports* should be completed by the employee and approved by the employee's immediate supervisor or designee, and filed with the Finance Department within 14 days after travel/training is completed, regardless of whether or not reimbursement is due.

a. Expense reports for any employee reporting directly to the Board, including the County Administrator, the County Clerk, and the County Attorney, must be approved by the Chairman of the Board. Expense

reports for Commissioners must be reviewed by the Finance Director. Any questionable items should be discussed with the Commissioner. Unresolved issues should be referred to the Board.

b. Personal expenses will not be reimbursed and any included in an expense report will be deducted from the reimbursement.

c. An expense report should be completed if the employee received per diem, is due reimbursement, or incurred non-allowable charges.

d. If all travel/training expenses are charged to a County purchasing card and all expenses are allowable, no *Employee Expense Report* needs to be completed. The *Purchasing Card Policy* should be followed in these situations.

Travel Cash Advances

1. Cash travel advances to employees are not allowed if the individual has available a general purpose County credit/purchasing card.
2. Cash advances shall be issued to employees who generally do not travel and are making a one-time trip.
3. All employees are fully responsible for funds advanced to them and shall account for the funds on an *Employee Expense Report.* These statements shall be submitted to the Finance Department within 14 days of the period the expense was incurred. Employees are liable for any advanced funds which are lost or stolen.
4. When the actual travel expenditures reported on the expense statement exceed the amount of the cash advance, the employee shall be reimbursed for the additional travel costs incurred.
5. When the actual travel expenditures reported on the expense statement are less than the cash advance, the employee shall reimburse the agency for the difference. This reimbursement shall be made at the same time the expense statement is submitted.
6. In the event of cancellation or indefinite postponement of authorized travel, any cash advances which were made shall be refunded immediately.
7. If an employee granted a cash advance fails to file a travel expense statement, the amount of the cash advance shall become a lien against any and all funds due the employee from the County. According to the Internal Revenue Service, payments to an employee for travel are taxable if (1) the employee is not required to or does not substantiate timely those expenses with receipts or other documentation, or (2) an advance is given to the employee for business expenses and the employee is not required to or does not return timely any amount he/she does not use for business expenses. Therefore, if an employee does not file a travel expense

statement after receiving a cash advance, the amount of the advance will be reported as wages on his/her Form W-2.

PURCHASING CARD POLICY

1. All Elected Officials or Division Directors authorizing the use of purchasing cards must:
   - **a.** insure that all expenditures incurred by his/her division comply fully with the requirements of this and other policies adopted and approved by the Board of Commissioners.
     approve all Purchasing Card transactions of his/her assigned division.
   - **b.** accept responsibility for the actions of designated Division/Department Purchasing Card Administrator for his/her division.
   - **c.** Directly, or through the designated Division/Department Purchasing Card Administrator, expressly authorize individual cardholders and establish individual cardholder credit limits.
2. All employees issued a purchasing card:
   - **a.** are responsible for record keeping of the weekly transactions including obtaining and submitting receipts for the purchases with each week's online statement.
   - **b.** must sign the Purchasing Card Agreement in order to be issued the card. This agreement must be on file with Procurement.
   - **c.** is responsible for timely submission of the original detailed receipts to the Division/Department Purchasing Card Administrator no less than weekly.
3. The Program Administrator within the Procurement Department:
   - **a.** is responsible for issuing the Purchasing Card Agreements and Georgia Sales Tax Exemption form to authorized personnel. All Purchasing Card Agreements must be forwarded to the Program Administrator prior to the issuance of the purchasing card.
   - **b.** maintains the purchasing card computer system which tracks the cardholder name, date issued, card number and limits.
   - **c.** will only grant system access to authorized users who are accountable for keeping track of the purchasing cards issued.
   - **d.** is responsible for training all Division/Department Purchasing Card Administrators and holding annual purchasing card meetings to update current cardholders.
4. The Division/Department Purchasing Card Administrator:
   - **a.** must review the charges, credits and returns for all the purchasing cards assigned to the responsible Division/Department.
   - **b.** must review the supporting documentation submitted by the cardholder to assess the validity and completeness of the transaction as well as

compliance with this policy and other applicable policies. Any lack of documentation or support must be communicated immediately to the cardholder and resolved in a timely manner.

c. must approve the periodic transactions posted in the purchasing card computer system.

d. is responsible for instruction and guidance for all cardholders under their direction.

5. This policy applies to all employees of Columbia County Government who are authorized holders of a purchasing card.
All expenditures authorized under this Policy shall be subject to the availability of funds within the applicable approved departmental budget.

6. All purchases must be in compliance with the *Columbia County Purchasing Policy,* the *Columbia County Travel/Training Policy,* and other applicable Financial Management Policies. This Policy establishes minimum standards which must be adhered to; however, more stringent or additional guidelines may be imposed by Elected Officials or Division Directors for use in their divisions. These guidelines and controls should be rigorously monitored within each division.

7. A purchasing card may be issued to certain authorized employees for convenience of qualified business transactions and to take advantage of vendor discounts offered to the County. The purchasing card should never be used as a personal credit card and any personal purchases on the card are strictly prohibited, except as otherwise allowed in the *Columbia County Travel/Training Policy.*

8. Should the purchasing card be inadvertently used for a personal purchase, the employee is to immediately notify his supervisor and reimburse the County for the purchase. The reimbursement should be attached to the report submitted as in VIII, D. below. Repeated violations can result in the deactivation of cardholder accounts and penalties including possible termination of employment.

9. The issuance of a purchasing card to an employee provides the cardholder with the ability to commit County funds to buy certain goods or services. All purchases must be eligible charges to the purchasing card and require the appropriate documentation to adequately safeguard County assets and support authorized purchases.

10. All charges on the purchasing card require an original detailed receipt from the vendor as support for the transaction. If the charge is invoiced to the cardholder, then the invoice should be sent directly to the cardholder's responsible Division.

11. Receipts must include at a minimum: 1) vendor name, 2) amount, 3) date of transaction, and 4) description of the items purchased. Receipts that do not include this minimum documentation are **not** acceptable.

12. Receipts for authorized meals must include a listing of attendees and the purpose

for the meal.

13. All purchasing card transactions must be coded and explained in detail in the internet based purchasing card system. A report should be printed, receipts attached, and submitted to the Program Administrator.
14. All travel and training purchases charged on the cardholder's account must adhere to the terms outlined in the County's Travel and Training Policy.
15. All transaction forms and supporting documentation must adhere to the Georgia Record Retention Policy. This documentation must be available for audit and review for 5 years after date of purchase.

PROCUREMENT

With a decentralized purchasing function, it is important that all personnel that are involved in the purchasing process know and understand the policies and procedures. Ultimate responsibility will rest with the personnel in the Procurement Department to review all requests and insure that County policies are followed. The Procurement Department shall maintain and distribute purchasing rules and regulations to be used internally and rules and regulations written specifically for vendors.

Procurement and Public Works Thresholds

1. Purchases with an estimated total cost in excess of $20,000 require formal bids.
2. Purchases estimated to be more than $2,000 but less than $20,000 shall be made in the open market with or without newspaper advertisement, but shall have written quotations from at least three prospective bidders.
3. Purchases estimated to be less than $2,000 shall be made in the open market. Buyers are to use their best judgment as to source of supply.
4. Purchases shall not be split to avoid threshold limits.

Methods of Procurement

1. **Bid** – to be utilized when the County's requirements are clearly defined. It is awarded to the most responsive and responsible bidder who offers the lowest price meeting the conditions of the bid document (e.g. tangible items - vehicles, equipment, etc).
2. **Pre-Qualification** – to be utilized when the County's requirements are defined; however, there may be unique services or criteria involved that create the need to determine whether a (potential) bidder is indeed a qualified bidder (e.g. architectural, construction, consultants, growth management plan, etc). Once the Pre-Qualification list has been determined and approved by the Board of Commission (the Board), the County's bid procedures will then be followed.

3. **RFP** – to be utilized when the County's requirements are defined, but the means or methods to meet the objectives cannot be clearly established. It is awarded to the highest ranked provider meeting the established criteria. (E.g. unknown solution – 911 phone system, insurance products, etc).
4. **Negotiated Contracts** – Procurement encourages the use of the first 3 methods; however, negotiated contracts for professional services can be used when a formal Bid, Pre-Qualification, or RFP was not completed (e.g. Legal, Engineering, Architectural, Insurance, Audit, Surveying, etc). This is typically used when additional services are needed on an existing contract or when recurring services are needed (i.e., engineering) and a relationship has been established with an existing vendor and cost associated with changing vendors may be more than savings achieved through the procurement process.

Bid Process

1. General Guidelines

   a. These guidelines are to be used as an aid in the Bid process. They may be adjusted by the Procurement Manager depending on their application to specific solicitations.
   b. The Bid process should be initialized by submitting the Bid Request Form to Procurement, approximately six to eight (6-8) weeks prior to the project's anticipated start date. See attached Exhibit A - Advertisement Requirements and Sample Timeline.
   c. All County documents necessary to ensuring a proper bid response (i.e., construction drawings, engineer reports, etc.) shall be submitted to Procurement along with the bid request form prior to the bid being advertised.

2. Pre-Bid/Proposal Conferences

   a. Pre-Bid/Proposal Conferences answer vendor questions or clarify any confusion concerning difficult specification/SOW requirements.
   b. Pre-Bid/Proposal Conferences ensure that all interested parties to a bid/proposal have equal access to uniform information. If any changes/additions/deletions are necessary, Procurement will issue an Addendum addressing the revisions.
   c. If an Engineer or Architect is handling the project the invitation and Addenda will be issued by such. Construction and Maintenance Services also handle their own invitations and addenda. Procurement must, however, receive a copy of any information that is released.
   d. It is at the discretion of the Procurement Manager and requesting department to

determine if a Pre-Bid/Proposal Conference is necessary. Normally the decision is dependent upon the complexity of the Bid/RFP.

e. If a Pre-Bid/Proposal Conference is made MANDATORY, only those vendors who attended and signed the appropriate Sign-In Sheet during the meeting are eligible to submit a bid/proposal.

f. Typically a Pre-Bid/Proposal Conference is made MANDATORY if county staff necessitates the vendors to physically "see" a specific item/location, etc., such as a construction site or county facility.

g. When a MANDATORY Pre-Bid/Proposal Conference is scheduled, the date of the conference must be at least five business days following the ***LAST*** published advertisement.

3. Bid Opening – Sealed bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the solicitation. The amount of each bid, and such other relevant information as may be specified by regulation, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection. The official time of bid opening shall be stated in the bid documents and as determined by the clock in the room designated for the formal bid opening. If no clock is available, time shall be determined as stated by the presiding official. No bid or bid corrections will be accepted after the stated time deadline.

4. Bid Acceptance and Evaluation - Bids shall be submitted in a sealed opaque envelope. Outside of the submitted envelope shall contain the full name of the bidder with applicable license numbers, the date of the bid, and the name and number of the project. Bid adjustments shall be allowed on the face of the envelope (for lump sum bids only) if deemed necessary by the bidder provided adjustments are made and submission is complete by the stated time deadline.

5. In the event that the pre-qualification process is utilized by the owner, no bids will be accepted from bidders not previously approved by the owner. Notification of pre-approval or disapproval will be made to potential bidders no later than fourteen days prior to the bid date.

6. Correction or Withdrawal of Bids; Cancellation of Award - Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids, or to cancel award or contract based on bid mistakes, shall be supported by a written determination made by the Procurement Department and presented to the Board. The final decision shall be from the Board.

7. Award - The contract shall be awarded with reasonable promptness to the most responsible and responsive bidder with the lowest cost whose bid meets the requirements

and criteria set forth in the solicitation. The recommended award shall be presented to the Board. The final decision shall be from the Board.

8. The Bid process does NOT include negotiations with bidders after the receipt and opening of bids. In the event all bids for a construction project exceed available funds, the user department is authorized to negotiate an adjustment of the bid price, including changes in the bid requirements in order to bring the bid within the amount of available funds.
9. Each Bid shall state the County's right to reject any or all bids and waive any irregularities or informalities therein.
10. Tie Bids - Tie bids are low responsive bids from responsible bidders that are identical in price and which meet all the requirements and criteria set forth in the solicitation. In the event of a tie bid, award shall be made in the best interest of Columbia County as determined by the Board of Commissioners.
11. Bid / Proposal Bonds
    a. Bid bonds will be indicated in public notices inviting bids/RFPs (legal advertisement). The amount of such bonds will be a minimum of 5% the bid/proposal, and will be in the form of one or any combination of the following: bid bond, certified check, cashier's check or cash.
    b. An irrevocable letter of credit issued by a bank may be substituted for the above deposits, unless otherwise noted on legal advertisement, only if the amount of the bid/proposal bond does not exceed **$750,000.**
    c. If a vendor submits a bid/proposal with an ***INCORRECT*** bid/proposal bond amount specified in the legal advertisement, the bid/proposal amount will ***NOT*** be disclosed and the bid/proposal will be disqualified and not considered.
    d. When it appears that the use of the bid/proposal bond is not advantageous to the County, the Procurement Manager may waive this requirement.
    e. Unsuccessful bidders will be entitled to return of the surety within 30 days after opening of the bids/proposals.
    f. Upon failure of the awarded vendor to enter into a contract within ten calendar days after the County tenders the proposed contract, the vendor forfeits the bid/proposal bond.

Request for Proposal

1. The Request for Proposal (RFP) process is primarily used when the County's requirements are defined, but the means or methods to meet the objectives cannot be clearly established. Requests for Proposals utilize the best value technique and consider cost as just one of several evaluation criteria necessary to make an award.
2. The RFP process requires a contractor to prepare a written proposal that explains in detail how he plans to meet the County's requirement. Innovative ideas and techniques that the contractor feels may benefit the County may be included in the proposal.

3. Concurrently, the RFP process may also be applicable to the acquisition of commodities when the need for an evaluated technical performance, service or value added service component, or any related technical solution component exists.
4. An award made under the RFP process is based on a variety of evaluated factors which may include: contractor references, business approach, technical superiority, overall cost effectiveness, etc. The evaluation criteria are set-forth in each RFP.
5. General Guidelines
    a. These guidelines are to be used as an aid in the evaluation process. They may be adjusted by the Procurement Manager depending on their application to specific solicitations.
    b. A proposal cannot be evaluated effectively unless each Committee member is familiar with the original RFP. The Evaluation Committee must review the guidelines carefully to be certain that they are operating within their constraints. If changes to the guidelines are desired, the Evaluation Committee shall contact the Procurement Manager who may (providing the changes desired do not conflict with existing regulations, resolutions, policies or procedures) adapt the guidelines to the specific needs of the solicitation. No changes to the guidelines may be made without the advance approval of the Procurement Manager.
    c. Each RFP shall state the County's right to reject any or all bids and waive any irregularities or informalities therein.

Pre-qualification Process

1. Request for qualifications
    a. Pre-Qualification may be utilized when the County's requirements are defined; however, there may be unique services or criteria involved that create the need to determine whether a (potential) bidder is indeed a responsible bidder (e.g. architectural, construction, consultants, growth management plan, etc). Once the Pre-Qualification list has been determined and approved by the Board (the Board), the County's bid procedures will then be followed.
    b. A formal Request for Qualifications (RFQ) for a proposed project will be prepared and distributed to a select list of firms. Respondents will indicate their interest in the project and illustrate their relevant project experience and overall capabilities to perform the services required for the project.
    c. The initial RFQ, which is to be submitted by the using department, should include the following:
        - A brief description of the proposed project
        - Any special expertise or unusual services that might be required
        - A time schedule for the project, including the selection process to retain a firm

- A list of selection criteria (location of firm, past experience, financial standing, current workload, references, brief 10-15 minute presentation submitted via DVD or email, etc.)

2. Evaluation of firms
   a. The written qualifications of the firms will be evaluated by the Evaluation Committee as discussed in the RFP process based on, but not limited to, the following factors:
      - Individual qualifications of personnel as a team
      - Overall experience of personnel as a team
      - Ability of team to perform within time constraints based on firm workload
      - Firm's awareness of project's issues, opportunities and constraints
      - Project team's experience on similar projects
      - Quality of past work
      - Financial stability of firm
      - Project control measures to monitor schedule and budget
      - Location and quality of office facilities
      - Performance evaluation from past clients (References)
      - Brief 10-15 minute presentation, if required
3. Determination of pre-qualified firms
   a. After evaluation of the firms as discussed in the RFP process, each firm will be deemed either qualified or NOT qualified. The recommended list of qualified firms will be presented to the Board for approval. If the firm was deemed NOT qualified, a detailed explanation as for the reason for disqualification will be provided.
   b. The disqualified firm is entitled to appeal the recommendation and submit a formal protest in accordance with the County's protest policy.
4. Approval of pre-qualified firms by board
   a. The recommended list of qualified firms will be presented to the Columbia County Board for approval prior to the dissemination of the bid.
   b. The Boarder's decision is final.
5. The firms who are deemed qualified by the Board will then follow the County's bid procedures.
6. Advertisement Requirements

   No formal advertisement requirements exist for the prequalification process. Therefore, the window of advertisement will be at the sole discretion of the using department and Procurement. Once a prequalification decision is made, all bid time requirements will be followed.

Advertisement Requirements

TYPE	ADVERTISEMENT REQUIREMENT
NON PUBLIC WORKS (NO DOLLAR LIMIT)	Advertise at least ***ONE*** week… Ad published at least five business days prior to openi
PUBLIC WORKS ($20,000 - $99,999)	Advertise ***THREE*** weeks… Ad published at least five business days prior to openi
PUBLIC WORKS ($100,000+)	Advertise ***FOUR*** weeks… Ad published at least five business days prior to openi
ROADWAY (NO DOLLAR LIMIT)	Advertise ***THREE*** weeks… Ad published at least five business days prior to openi
PURCHASE INVOLVES STATE OR FEDERAL FUNDS	Advertise ***FOUR*** weeks… Ad published at least five business days prior to openi
MANDATORY PRE-BID / CONFERENCE	Last required ad ***MUST*** be published at least five b days prior to Mandatory Pre-Bid / RFP Conference. Pre-Bid / RFP Conference ***MUST*** be at least five b days prior to opening.

1. Procurement shall have plans and specifications available on the first day of the advertisement and shall be open to inspection by the public. If handled by Construction and Maintenance Services or approved Engineer or Architect, the plans will be available in their respective offices. The plans and specifications shall indicate if the project will be awarded by base bid or base bid plus selected alternates.
2. Procurement shall issue any addenda modifying plans and specifications no less than 72 hours prior to the advertised time for the opening of bids/proposals, excluding Saturdays, Sundays, and legal holidays. However, if the necessity arises to issue an addendum modifying plans and specifications within the 72 hour period prior to the advertised time for the opening of bids/proposals, excluding Saturdays, Sundays, and legal holidays, then

the opening of bids/ proposals shall be extended at least 72 hours, excluding Saturdays, Sundays, and legal holidays, from the date of the original bid or proposal opening without the need to re-advertise.

3. The Procurement Department will contact all potential vendors referred by the requesting department as well as seek additional suppliers. All vendors are encouraged to register on Columbia County's webpage to be notified via email of upcoming Bids/RFP's.
4. In the event no bids/proposals are received the Procurement Manager, in conjunction with the requesting department, will revise the specifications/SOW and solicit bids/RFPs once again by mail, telephone, facsimile, newspaper, or by any other reasonable manner in order to secure a responsible bidder/proposer.
5. Additional purchases (piggy-backing) based on prior bids, excluding Public Works projects, are allowed as long as ALL of the following conditions are met:

    a. Low bidder/highest ranked provider agrees to maintain its price.
    b. Quantity ordered is the same or less.
    c. Specifications/SOW and items ordered are identical to originals.
    d. Market conditions remain the same.
    e. Funds have been budgeted for the specific expenditure.
    f. Request takes place during a twelve-month period from date bids/proposals were opened.

Protest Guidelines for RFPs/Bids

1. The following protest procedure is the sole administrative remedy for protesting procurement processes, recommendations, and/or decisions made regarding request for proposals (RFPs) and bids.
2. It is not available to non-timely proposers/bidders or when all proposals/bids are rejected.
3. Any responsive bidder or proposer submitting a bid or proposal in response to a solicitation may protest the apparent award or recommendation to award a contract by submitting such protest in writing via certified mail, hand delivery, facsimile transmission or email to the Procurement Manager no later than five (5) business days (the first business day to be the day after the notice is received) after notice from the Procurement Department is received by protester of the recommendation to be made to the Board (BOC) or actual knowledge is obtained by the protester that a recommendation to award to a proposer/bidder other than the protester will be made to the BOC, whichever occurs first.
4. The written protest must be received in the Procurement office no later than 5:00 p.m. on the fifth (5th) business day as set forth above. The protest should contain, at a minimum, the following:

- The protestor's company name, protestor's name, address, email address, telephone number and fax number;
- The Bid / RFP number;
- A detailed statement of all factual and legal grounds for protests;
- Copies of relevant documents supporting protester's statement;
- Statement as to form of relief;
- All information establishing that the protestor is an interested party for the purpose of filing a protest; and
- All information establishing the timeliness of the protest.

5. The Procurement Manager, Finance Division Director, and Division Director of the division out of which the contract will be managed (Review Team) shall review the protest and supportive documents and issue a written decision within five (5) business days of receipt, where feasible, to the protestor via certified mail or email. The Review Team may take any action or make any requests he or she deems necessary in order to investigate the protest including extending the time to issue a decision in order to obtain all evidence and other pertinent information.
6. The decision of the Procurement Review Team shall be included in the presentation/recommendation made to the BOC for final approval. No evidence or information may be introduced or relied upon in the appeal that has not been presented in the original written protest.

Items not Requiring Bids / Proposals

1. All purchase items estimated to be equal to $2,000 but less than $20,000 will be made in the open market without observing the formal competitive bidding procedures, but will be contracted for or purchased in accordance with the procedures listed below.
2. All open market purchases will, whenever possible, be based on **THREE TO FIVE *WRITTEN*** quotations.
3. The user department will solicit quotations by email, mail, telephone, facsimile, catalogs or any other viable means.
4. All open public works quotations will be based on pre-qualified contractors who have met all necessary requirements to conduct business for the County.

State Contract Purchases

1. The requirement for three to five written quotations for purchases equal to $2,000 but less than $20,000 may be waived by the Procurement Manager on items purchased through a contract that has been bid and negotiated by the State of Georgia Department of Administrative Services. However, Procurement strongly recommends obtaining at least three quotes (using the state contract price as one

of the quotes) as we have been able to "beat" state contract pricing numerous times.

2. The competitive bid procedures for purchases of $20,000 or more may be waived on items purchased through a contract that has been bid and negotiated by the State of Georgia Department of Administrative Services ***upon recommendation of the affected Oversight Committee.***

Emergency Purchases

An "Emergency" is defined as any situation resulting in imminent danger to the public health or safety or the loss of an essential governmental service. In the event of an emergency that threatens the public health, safety, or welfare of the County, the Procurement Manager and/or Finance Director will have the authority to suspend formal competitive bidding procedures to the extent required to rectify the emergency. In the absence of the Procurement Manager and Finance Director, the affected Division Director(s) will have the same authority, but will report such emergency purchases to the Procurement Manager promptly (within two working days if possible).

Sole Source Purchases

Sole source is defined as those procurements made pursuant to a written determination by a governing authority that there is only one source for the required supply, service, or construction item. Departments are to contact Procurement for verification of a "sole source" purchase. Before making a determination of Sole Source, research must be conducted to determine if other products or service providers exist and can satisfy procurement requirements. Sound procurement practice requires that Sole Source procurement be used when it is the only option and not as an attempt to contract with a favored service provider or for a favored product.

Professional Services

1. Although professional services are not required to be competitively procured, when determined to be in the best interest of Columbia County, requests for proposals may be issued for professional services.
2. A professional service is defined as any service performed by a person or firm that is registered with Georgia Secretary of State and required to maintain a valid State of Georgia license to provide their respective service, including but not limited to the following:
   - **a.** Engineering
   - **b.** Architectural
   - **c.** Surveying
   - **d.** Testing and Special Studies
   - **e.** Audit and Accounting
   - **f.** Insurance

g. Financial Management
h. Fiscal Advisor
i. Court Reporting
j. Legal

3. Purchases of goods and services including professional services should have a purchase order issued in order to help provide a good audit trail, encumber the funds, and avoid duplicating routine approval of timely invoices.
4. Procurement strongly encourages to competitively seek all Professional Services $20,000 or greater.

Contracts

1. The Board must approve any lease-purchase agreement, long-term lease or contract. Exempted from this provision are short-term lease (rental) agreements, routine maintenance or service agreements, and items otherwise identified herein, which may be signed by the department manager.
2. Change order is defined as an alteration, addition, or deduction from the original scope of work as defined by the contract documents to address changes or unforeseen conditions necessary for project completion.
3. Bid and contract documents may contain provisions authorizing the issuance of change orders, without the necessity of additional requests for bids or proposals, within the scope of the project when appropriate or necessary in the performance of the contract. Change orders may not be used to evade the purposes of the Procurement Policies.
4. Contract Change Orders for Public Works projects less than $20,000 may be approved by the Department Manager and/or Division Director.
5. The Board of Commissioners may, at their discretion, designate alternate signors unless prohibited by law with relation to the item being signed. However, no employee or official of the County has the authority to obligate the County in any manner without prior approval from the Board of the Commissioners.

Surplus Property Sales

1. These procedures are intended to be used as a guideline under which Columbia County will dispose of surplus property.
2. The Columbia County Board of Commissioners, through the Director of Financial Services, has authorized the Procurement Department to dispose of surplus items. As appointed agent, Procurement, is the only department authorized to enter into and sign contracts for the disposal of property; and is charged with the responsibility of assuring that all disposal actions are in accordance with the Code

of Columbia County, Code of the State of Georgia, and applicable Federal government regulations.

3. The Board of Commissioners is authorized to sell via GovDeals online auction any personal property belonging to the County that is deemed to be of any value.
4. The Warehouse Foreman and/or Administrative Assistant will be the point of contact for managers, staff, suppliers, consultants, and the public interested in information on Columbia County surplus property activities. All departments will complete the warehouse request form provided by Procurement for any unneeded or unwanted materials, equipment, and supplies. Procurement will then notify the Facility Maintenance Department to have items delivered to the warehouse.
5. Procurement will attempt to utilize excess materials to satisfy other requirements whenever possible. Procurement will oversee and supervise the disposal of all materials that are no longer of value to Columbia County.
6. An inventory of surplus property must be taken and presented by the Procurement Manager to the Management and Financial Services Committee and then to the full Board of Commission for approval. The following departments are responsible for assisting Procurement in ensuring that all items are the property of the County and do need to be declared surplus property:
    - Fleet Services – vehicles and heavy equipment
    - Information Technology – computer equipment
    - Maintenance – miscellaneous equipment / furniture
7. To maintain fairness, reduce potential conflicts of interest, and encourage competition among all parties, any regular employee, temporary staff, or payroll outsource position of the Columbia County Board of Commissioners is prohibited from participating in the competitive sealed bid disposal or online auction of surplus items.
8. Procurement Department personnel will be responsible for coordinating any sale action required in the disposal operations. All funds, cash, checks, or other negotiable instruments collected must be accounted for and turned over to the Finance Director as soon as possible after receipt.
9. It is essential the Procurement Department personnel be well trained and acquainted with the legal requirements and regulations governing the disposal function. When potential conflict with an existing regulation is suspected, or legal assistance is advisable, it is the responsibility of the Procurement Manager to notify county officials of conflicts or potential conflicts, and/or that legal counsel is needed.
10. The Board of Commissioners retains the right to reject any and all bids/offers or to cancel any proposed sale.

11. The Board of Commissioners may sell an asset in as-is condition to another government entity for full trade-in value either as listed in the Kelley Blue Book for vehicles, the Green Guide for heavy equipment, or appraised by another independent entity. Cost of appraisal, if any, will be added to the cost of the asset.

Georgia Security and Immigration Compliance Act

Columbia County is subject to the requirements of the Georgia Security and Immigration Compliance Act. Accordingly, the requirements of O.C.G.A. §13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions that must be included in any contract. Compliance with these requirements shall be attested by the execution of the Contractor Affidavit which can be obtained from Procurement, and shall become a part of the awarded contract. In the event the Contractor employs or contracts with any subcontractor(s) in connection with the awarded contract, the Contractor shall secure from such subcontractor(s) attestation of the subcontractor's execution of the Subcontractor Affidavit which can be obtained from Procurement, and shall also become a part of the awarded contract and also a part of the contractor/subcontractor agreement. Contractor shall maintain records of such attestation for inspection by Columbia County at any time. Contractor shall be required to provide copies to Columbia County upon request. Failure to comply with these rules will result in the rejection of the bid and/or termination of any awarded contract where it is subsequently determined that there has been a violation of any provision of the Act or implementing rules and regulations.

Ethics Policy

The Procurement Division shall maintain multiple sources of supply for all procurements, and shall maintain the best possible source relationships. The goodwill of sources and the reputation of Columbia County will be promoted by:

1. Giving all sales personnel a full, fair, prompt and courteous hearing.
2. Keeping competition fair and open.
3. Soliciting source suggestions in the determination of standards and specifications and assuring that the same are both fair and clear.
4. Having consistent buying policies and principles.
5. Observing strict truthfulness in all transactions and correspondence.
6. Being scrupulous about maintaining the highest level of business ethics when dealing with sources and user divisions.
7. Respecting the confidence of the sales personnel or their companies as to confidential or proprietary information.

Conflicts of Interest:

No affiliate or employee of Columbia County shall submit offers for, enter into, or be in any manner interested in entering into a contract for Columbia County purchases or contract for

services in which they would be financially interested, directly or indirectly. Nor shall any affiliate or employee of Columbia County seek to influence in any manner, the award of a contract, purchase of a product or service from any offeror. Further, affiliates and employees must immediately disclose to Columbia County any silent partnership, proprietorship, employment, other involvement or relationship in a prospective contract or procurement.

Acceptance of gifts by employees from sources or potential sources, or their salesmen or representatives, at any time is strictly prohibited, except for inexpensive advertising items of nominal value (see CONFLICTS OF INTEREST Policy) with the firm's name clearly imprinted on them. These items shall not be displayed publicly in the Procurement division offices. Employees must not become obligated to any source and shall not conclude any transaction from which they may personally benefit, directly or indirectly.

Vendors shall be advised from time to time that employees may not solicit or accept gratuities such as any type of compensation, contribution, emolument (kick-backs), offer of employment, loan, reward, rebate, gift, money, lodging, service, or "other things of value", except as specifically exempted herein. Employees of Columbia County are not to participate in any type of extravagant entertainment with the supplier, customer, or consultant, or a contractor. These restrictions do not include entertainment such as business meals that are customary and proper under the circumstances; as long as they are consistent with good business ethics, and do not place the recipient under an obligation of any kind.

Noncompliance with this policy either from a vendor, customer, consultant, contractor, or employee will be justification for disciplinary action, including termination of said employee, and /or immediate termination of the business relationship.

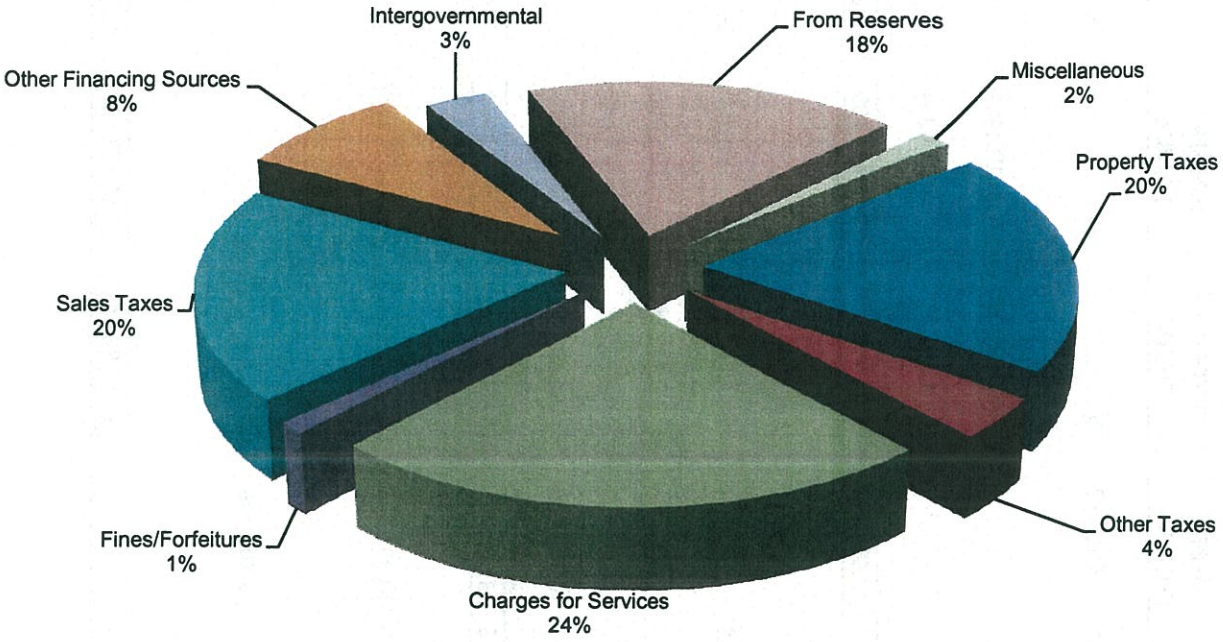
In the event that employee visits to a vendor's plant or distribution center become necessary for technical or other reasons, trips must be made at Columbia County expense, unless provided contractually by the vendor.

No money shall be paid to any person, firm or corporation who is indebted to Columbia County.

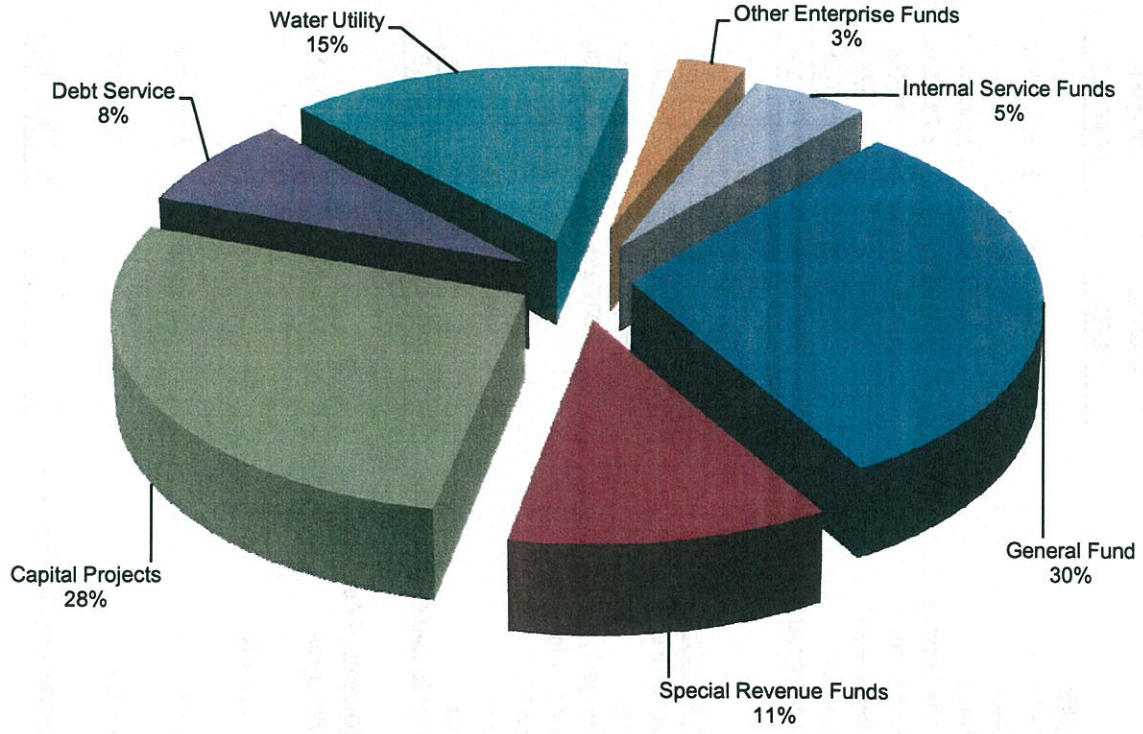
Laws and Regulations:

It is essential that Procurement Division personnel be well trained and acquainted with the legal requirements and regulations governing the purchasing function. When potential conflict with an existing regulation is suspected, or legal assistance is advisable, it is the responsibility of the Procurement Division Director to notify management of conflicts or potential conflicts, and/or that legal counsel is needed.

Countywide Sources of Funds
FY 2012/2013



Countywide Uses of Funds
FY 2012/2013



COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES/EXPENSES AND CHANGES IN RESERVES
FISCAL YEAR 2012/2013

	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	DEBT SERVICE	ENTERPRISE FUNDS	INTERNAL SERVICE	TOTAL
REVENUES:							
Property Taxes	$ 28,614,038	$ 8,224,521	$ -	$ 651,229	$ -	$ -	$ 37,489,788
Sales Taxes	16,500,000	-	19,200,000	-	-	-	35,700,000
Other Taxes	1,920,000	5,262,040	-	-	-	-	7,182,040
Charges for Services	4,218,300	3,812,395	-	-	29,961,000	6,105,451	44,097,146
Fines/Forfeitures	1,721,200	310,000	-	-	-	-	2,031,200
Intergovernmental	2,089,357	5,000	-	-	1,581,935	2,019,954	5,696,246
Miscellaneous	757,076	1,010,000		-	793,900	-	2,560,976
Total Anticipated Revenues	$ 55,819,971	$ 18,623,956	$ 19,200,000	$ 651,229	$ 32,336,835	$ 8,125,405	$ 134,757,396
EXPENDITURES:							
Personal Services	$ 35,829,916	$ 2,865,891	$ 1,462,037	$ -	$ 7,061,369	$ 384,327	$ 47,603,540
Operating	19,232,860	15,967,786	-	2,000	9,385,703	7,083,707	51,672,056
Capital Projects	932,195	231,430	33,972,056		8,472,003	1,835,000	45,442,684
Intergovernmental	-	-	1,900,000	-	-	-	1,900,000
Debt Service:							-
Principal	-	-	-	10,140,000	4,185,000	-	14,325,000
Interest	-	-	-	3,811,375	3,831,305	-	7,642,680
Total Anticipated Expenditures	$ 55,994,971	$ 19,065,107	$ 37,334,093	$ 13,953,375	$ 32,935,380	$ 9,303,034	$ 168,585,960
Excess(Deficit) of Revenues over Expenses	$ (175,000)	$ (441,151)	$ (18,134,093)	$ (13,302,146)	$ (598,545)	$ (1,177,629)	$ (33,828,564)
Sale of Property	-	-	-	-	-	-	-
Transfers In	175,000	1,919,452	-	13,302,146	-	-	15,396,598
Transfers Out	-	(2,094,452)	(13,302,146)	-	-	-	(15,396,598)
Increase (Decrease) in Reserves	$ -	$ (616,151)	$ (31,436,239)	$ -	$ (598,545)	$ (1,177,629)	$ (33,828,564)

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
GENERAL FUND

	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Revenues:				
Taxes - property	$ 27,664,377	$ 28,623,098	$ 28,567,665	$ 28,614,038
Taxes - sales	15,637,754	16,135,031	17,166,000	16,500,000
Taxes - other	3,477,965	2,061,391	2,120,922	1,920,000
Licenses and permits	350,862	341,437	382,476	370,000
Charges for services	3,897,273	4,329,408	4,237,956	4,218,300
Intergovernmental	2,518,882	1,893,507	2,161,007	2,089,357
Fines and forfeitures	2,091,889	1,869,059	1,686,762	1,721,200
Investment income	254,111	225,706	195,814	150,000
Contributions	115,412	967	697	500
Miscellaneous sources	398,463	395,505	274,104	236,576
Other financing sources	599,862	204,755	235,085	175,000
Total revenues	$ 57,006,850	$ 56,079,864	$ 57,028,488	$ 55,994,971
Expenditures:				
Personal services	$ 34,509,749	$ 34,601,905	$ 35,267,326	$ 35,829,916
Operating services	18,017,716	17,468,794	17,256,440	19,232,860
Capital projects	717,349	117,444	504,105	932,195
Other financing uses	1,981,586	69,670	4,111,234	-
Total expenditures	$ 55,226,400	$ 52,257,813	$ 57,139,105	$ 55,994,971

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
SPLOST 2006-2010

	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Revenues:				
Taxes - sales	$ 17,821,142	$ 9,101,465	$ -	$ -
Intergovernmental	388,568	111,432	-	-
Investment income	328,268	221,952	170,845	-
Miscellaneous sources	-	-	-	-
Other financing sources	500,000	5,659,056	-	-
Use of reserves	-	-	-	24,219,390
Total revenues	$ 19,037,978	$ 15,093,905	$ 170,845	$ 24,219,390
Expenditures:				
Capital projects	$ 5,534,214	$ 8,844,196	$ 15,188,795	$ 24,219,390
Other financing uses	4,613,219	1,373,493	267,616	-
Total expenditures	$ 10,147,433	$ 10,217,689	$ 15,456,411	$ 24,219,390

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
2009 GENERAL OBLIGATION BOND/2011-2016 SPLOST FUND

	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Revenues:				
Taxes - sales	$ -	$ 9,285,582	$ 19,556,297	$ 19,200,000
Investment income	626,659	91,055	97,375	-
Contributions	40,000	-	7,500	-
Other financing sources	-	-	151,616	-
Use of reserves	-	-	-	-
Total revenues	$ 666,659	$ 9,376,637	$ 19,812,788	$ 19,200,000
Expenditures:				
Capital projects	$ 5,749,410	$ 15,724,815	$ 6,074,052	$ 8,046,828
Other financing uses	3,583,390	9,960,360	7,941,404	11,153,172
Total expenditures	$ 9,332,800	$ 25,685,175	$ 14,015,456	$ 19,200,000

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
WATER AND SEWERAGE FUND

	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Revenues:				
Charges for services	$ 25,860,872	$ 28,236,015	$ 29,621,804	$ 26,875,000
Investment income	545,022	551,895	518,902	475,000
Miscellaneous sources	75,450	96,825	107,361	95,400
Capital contributions	3,047,341	12,295,581	-	-
Other financing sources	3,510	12,828	-	-
Total revenues	$ 29,532,195	$ 41,193,145	$ 30,248,067	$ 27,445,400
Expenditures:				
Personal services	$ 5,422,185	$ 5,512,779	$ 4,505,692	$ 5,791,903
Operating services	13,436,885	14,182,562	7,399,327	7,149,082
Capital projects	-	(10,566)	9,810,881	6,488,110
Debt service	1,957,058	1,580,867	3,796,449	8,016,305
Total expenditures	$ 20,816,128	$ 21,265,642	$ 25,512,349	$ 27,445,400

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
NONMAJOR FUNDS

	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Revenues:				
Taxes - property	$ 11,908,639	$ 12,435,514	$ 11,263,707	$ 8,875,750
Taxes - sales	-	-	-	-
Taxes - other	4,844,817	4,511,193	5,258,567	5,262,040
Licenses and permits	1,143,471	1,227,540	1,252,133	897,050
Charges for services	12,800,730	13,207,038	13,697,861	13,003,846
Intergovernmental	2,812,164	9,747,277	6,139,910	3,606,889
Fines and forfeitures	358,170	429,966	423,016	310,000
Investment income	477,992	169,226	360,007	30,109
Contributions	1,736,035	6,413,455	110,040	85,000
Miscellaneous sources	182,110	184,996	1,584,960	221,341
Other financing sources	12,585,397	13,396,859	13,433,361	15,221,598
Use of reserves	-	-	-	9,609,174
Total revenues	$ 48,849,525	$ 61,723,063	$ 53,523,562	$ 57,122,797
Expenditures:				
Personal services	$ 5,049,551	$ 5,615,701	$ 5,740,607	$ 5,981,721
Operating services	24,461,009	25,701,597	26,363,967	29,025,114
Capital projects	12,166,478	10,925,091	15,373,700	3,921,161
Debt service	12,998,578	13,194,123	13,536,888	13,951,375
Other financing uses	3,290,290	7,764,407	1,770,480	4,243,426
Total expenditures	$ 57,965,906	$ 63,200,919	$ 62,785,642	$ 57,122,797

COMBINED STATEMENT OF REVENUES AND EXPENDITURES
ALL FUNDS

	FY 2010 Actual	FY 2011 Actual	FY 2012 Estimated	FY 2013 Budget
Revenues:				
Taxes - property	$ 39,573,016	$ 41,058,612	$ 39,831,372	$ 37,489,788
Taxes - sales	33,458,896	34,522,078	36,722,297	35,700,000
Taxes - other	8,322,782	6,572,584	7,379,489	7,182,040
Licenses and permits	1,494,333	1,568,977	1,634,609	1,267,050
Charges for services	42,558,875	45,772,461	47,557,621	44,097,146
Intergovernmental	5,719,614	11,752,216	8,300,917	5,696,246
Fines and forfeitures	2,450,059	2,299,025	2,109,778	2,031,200
Investment income	2,232,052	1,259,834	1,342,943	655,109
Contributions	4,858,788	18,710,003	103,237	85,500
Miscellaneous sources	656,023	677,326	1,966,425	553,317
Other financing sources	13,681,749	19,247,842	13,820,062	15,396,598
Use of reserves	-	-	-	33,828,564
Total revenues	$ 155,006,187	$ 183,440,958	$ 160,768,750	$ 183,982,558
Expenditures:				
Personal services	$ 44,981,485	$ 45,730,385	$ 45,513,625	$ 47,603,540
Operating services	55,915,610	57,352,953	51,019,734	55,407,056
Capital projects	24,167,451	35,600,980	46,951,533	43,607,684
Debt service	14,955,636	14,774,990	17,333,337	21,967,680
Other financing uses	13,468,485	19,167,930	14,090,734	15,396,598
Total expenditures	$ 153,488,667	$ 172,627,238	$ 174,908,963	$ 183,982,558

STATEMENT OF PROJECTED CHANGES IN FUND BALANCE/NET ASSETS

Fund	Anticipated Expenses	Anticipated Revenues	Estimated Beginning FY 2013 Fund Balance/Net Assets	Estimated Change	Estimated Ending FY 2013 Fund Balance/Net Assets	Nonspendable Fund Balance	Fund Balance Available for Appropriation
General	$ 55,994,971	$ 55,994,971	$ 33,764,860	$ -	$ 33,764,860	$ 6,299,365	$ 27,465,495
Building Standards Fund	1,415,145	935,050	896,439	(480,095)	416,344	2,471	413,873
Library Board Fund	105,000	105,000	352,741	-	352,741	-	352,741
Recreation Advisory Board Fund	26,945	26,945	21,807	-	21,807	-	21,807
Street Lights Fund	1,620,400	1,620,400	403,802	-	403,802	-	403,802
911 Fund	2,181,056	2,045,000	1,371,544	(136,056)	1,235,488	2,823	1,232,665
Drug Court Fund	25,000	25,000	63,794	-	63,794	-	63,794
Drug Abuse Treatment Fund	25,000	25,000	80,173	-	80,173	-	80,173
Juvenile Services Fund	40,000	40,000	108,337	-	108,337	-	108,337
Jail Fund	150,000	150,000	405,512	-	405,512	-	405,512
Federal Asset Sharing Fund	20,000	20,000	103,545	-	103,545	-	103,545
State Condemnation Fund	50,000	50,000	25,800	-	25,800	-	25,800
Lodging Tax Fund	662,040	662,040	895,207	-	895,207	96	895,111
Multiple Grant Fund	5,000	5,000	(209,692)	-	(209,692)	-	(209,692)
Fire Services Fund	10,143,973	10,143,973	314,627	-	314,627	-	314,627
Sheriff's Gifts/Donations Fund	20,000	20,000	77,973	-	77,973	-	77,973
Insurance Premium Tax Fund	4,600,000	4,600,000	1,232,415	-	1,232,415	816	1,231,599
Community Events Fund	30,000	30,000	120,794	-	120,794	-	120,794

STATEMENT OF PROJECTED CHANGES IN FUND BALANCE/NET ASSETS

Fund	Anticipated Expenses	Anticipated Revenues	Estimated Beginning FY 2013 Fund Balance/Net Assets	Estimated Change	Estimated Ending FY 2013 Fund Balance/Net Assets	Nonspendable Fund Balance	Fund Balance Available for Appropriation
Georgia Superior Court Clerks' Cooperative Authority Fund	$ 10,000	$ 10,000	$ 5,601	$ -	$ 5,601	$ -	$ 5,601
Law Library Fund	30,000	30,000	314,245	-	314,245	-	314,245
SPLOST Funds:							
2001-2005	134,514	-	134,514	(134,514)	-	-	-
2006-2010	24,219,390	-	29,583,886	(24,219,390)	5,364,496	1,293	5,363,203
General Obligation Bond Funds:							
2007	7,082,335	-	10,062,760	(7,082,335)	2,980,425	771	2,979,654
2009	19,200,000	19,200,000	20,997,097	-	20,997,097	584	20,996,513
Debt Service Funds:							
2007 General Obligation Bond	6,750,525	6,750,525	1,217,383	-	1,217,383	-	1,217,383
2009 General Obligation Bond	7,202,850	7,202,850	7,199,264	-	7,199,264	-	7,199,264
Water and Sewerage Fund	27,445,400	27,445,400	170,988,970	-	170,988,970	N/A	N/A
Storm Water Utility Fund	2,630,000	2,630,000	29,039,959	-	29,039,959	N/A	N/A
Solid Waste Management Fund	608,545	10,000	855,510	(598,545)	256,965	N/A	N/A
Communications Utility	1,691,935	1,691,935	5,649,655	-	5,649,655	N/A	N/A
Rental Facilities Fund	559,500	559,500	3,929,584	-	3,929,584	N/A	N/A
Internal Service Funds:							
Employee Medical Fund	6,105,451	6,105,451	1,914,870	-	1,914,870	N/A	N/A
Risk Management Fund	914,819	914,819	-	-	-	N/A	N/A
Customer Service and Information Center	197,764	197,764	-	-	-	N/A	N/A
Fleet Replacement Fund	2,085,000	907,371	3,316,960	(1,177,629)	2,139,331	N/A	N/A
ALL FUNDS	**$ 183,982,558**	**$ 150,153,994**	**$ 325,239,936**	**$ (33,828,564)**	**$ 291,411,372**	**$ 6,308,219**	**$ 71,183,819**

MULTIPLE GRANT FUND

The majority of grants accounted for within this fund are reimbursable grants. Reimbursement for expenditures incurred in FY 2012 will be received in FY 2013.

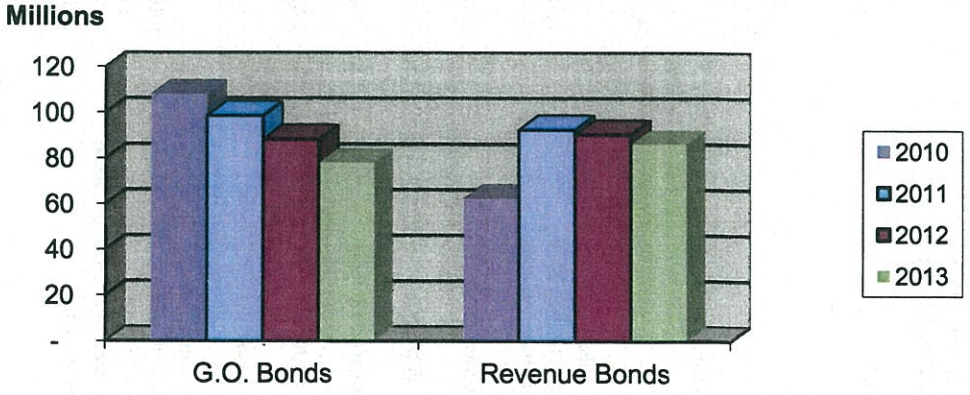
DEBT ADMINISTRATION

Columbia County continues to maintain strong bond ratings with the major credit rating services. In August 2010, the Government prepared comprehensive presentations for Fitch IBCA, Standard & Poor's, and Moody's Investors Service rating agencies in an effort to upgrade the current uninsured ratings applied to the Government's general obligation bonds and water and sewerage revenue bonds in anticipation of issuing approximately $60 million in water and sewerage revenue bonds. The Government received an upgrade from Fitch to AAA from AA and an upgrade from Moody's Investor Services to Aa1 from Aa2 and maintains a rating of AA+ from Standard and Poor's for the general obligation debt. The Government received upgrades from all three rating agencies for the water and sewerage debt. Standard and Poor's upgraded from AA to AA+, Fitch upgraded from AA- to AA+, and Moody's Investor Services upgraded from Aa3 to Aa2. These high ratings are a primary factor in keeping interest costs low on the Government's outstanding debt. The County will continue to follow prudent fiscal policies and practices in order to maintain its strong credit rating.

As of June 30, 2012, the Government had a total of $178.6 million in outstanding bonded debt, including deferred amounts. Of this amount, $88.2 million consists of general obligation debt backed by the full faith and credit of the government and $90.4 million consists of water and sewerage revenue bonds backed by the revenues of the water and sewer system. On September 2, 2011, the County issued $17.125 million of water and sewerage refunding revenue bonds. This bond issue refunded $18.645 million of previously issued water and sewerage revenue bonds.

The Government's Outstanding Debt
General Obligation and Revenue Bonds
As of June 30,

	2010 Actual	2011 Actual	2012 Estimated	2013 Projected
General obligation bonds	$ 107,925,343	$ 98,519,453	$ 88,218,563	$ 78,078,563
Revenue bonds	62,395,255	92,459,466	90,390,243	86,205,243
Total debt	$ 170,320,598	$ 190,978,919	$ 178,608,806	$ 164,283,806



The State of Georgia limits the amount of general obligation debt that a unit of government can issue to 10% of the net assessed value of taxable property located within that government's boundaries. The legal debt limit for the County based on the 2011 tax digest was $413,947,173. Because growth in the 2012 tax digest was 2.21%, the legal debt limit for 2012 is estimated to be $422,226,116. Based on this figure, the estimated legal debt margin for the County as of June 30, 2012, is $337,181,116, showing that the County only utilized 20.14% of its legal debt limit for 2012. Based on another 1% growth rate in 2013, the County will utilize only 17.56% of its 2013 legal debt limit.

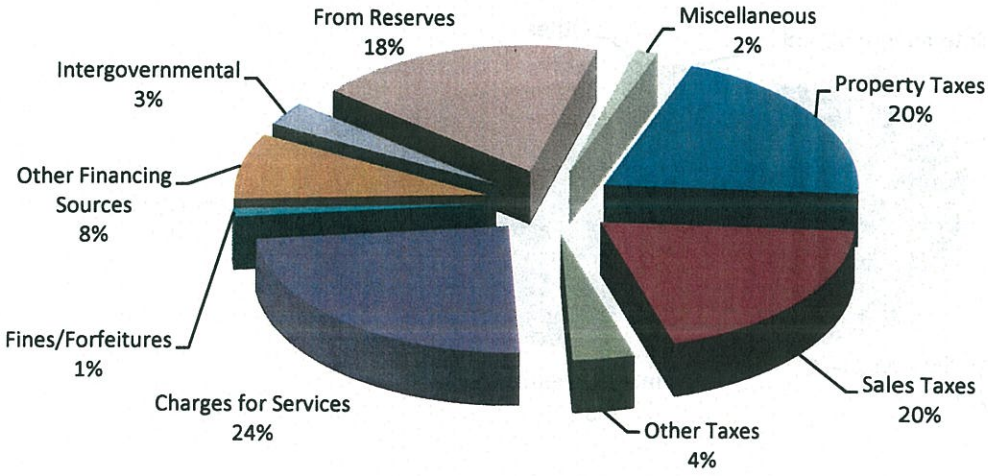
Summary of Legal Debt Margin

	2010 Actual	2011 Actual	2012 Estimated	2013 Projected
GO Bonds	$ 102,820,000	$ 94,380,000	$ 85,045,000	$ 74,905,000
Legal Debt Limit	$ 412,663,660	$ 413,947,173	$ 422,226,116	$ 426,448,377
Legal Debt Margin	$ 309,843,660	$ 319,567,173	$ 337,181,116	$ 351,543,377
% of Debt Limit	24.92%	22.80%	20.14%	17.56%

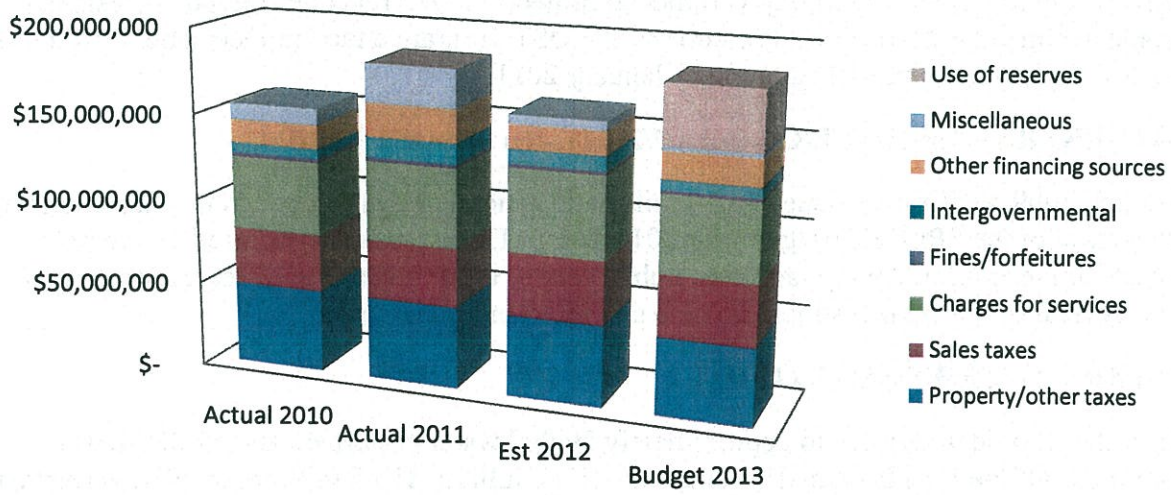
REVENUE SUMMARY

Columbia County derives its revenues from nine basic categories: Property Taxes, Sales Taxes, Other Taxes, Charges for Services, Fines and Forfeitures, Intergovernmental, Miscellaneous, and Use of Reserves. The following revenue section includes a summary of revenues for all major funds, an analysis of revenues by category and a revenue budget history for each fund.

FY 2013 Budgeted Revenues – All Funds



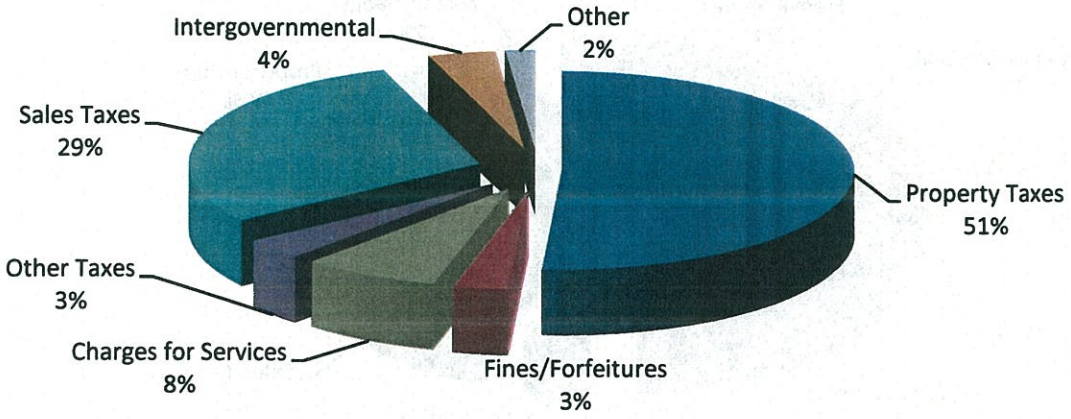
REVENUES 2010 - 2013



GENERAL FUND

The General Fund revenues are derived primarily from taxes: property and other taxes account for 54% and local option sales taxes account for 29%, for a total of 83% of General Fund revenues. Other sources of revenue for the General Fund include fines and forfeitures from the court system, charges for services from Planning and Recreation, intergovernmental revenues, and miscellaneous income. Budgeted revenues for the General Fund for FY 2013 total $55,994,971.

FY 2013 Budgeted Revenues – General Fund



SPLOST 2006-2010

The primary source of revenue for this fund is the 1% tax on sales generated within the County. These funds are used for capital projects in the areas of transportation, recreation, county facilities, public safety, and intergovernmental projects. Other revenues include investment income and interfund transfers. The current SPLOST program ended in December 2010 but was renewed for another 6 years beginning in January 2011.

2009 GENERAL OBLIGATION BOND/2011-2016 SPLOST FUND

In March 2009, the County issued $38.0 million in general obligation bonds in connection with the renewal of the SPLOST program for 2011-2016. These funds will be used for capital projects in the areas of county facilities, public safety, water projects, and recreation projects. Other revenues include investment income and interfund transfers.

WATER AND SEWERAGE FUND

This utility provides services to approximately 39,000 water customers and 32,000 sewer customers. Of the total budgeted revenues of $27.4 million, $16.5 million, or 60%, is derived from water sales and $9.0 million, or 33%, is derived from sewer sales. Other revenues include water and sewer taps, investment income, and rental income.

REVENUE ANALYSIS

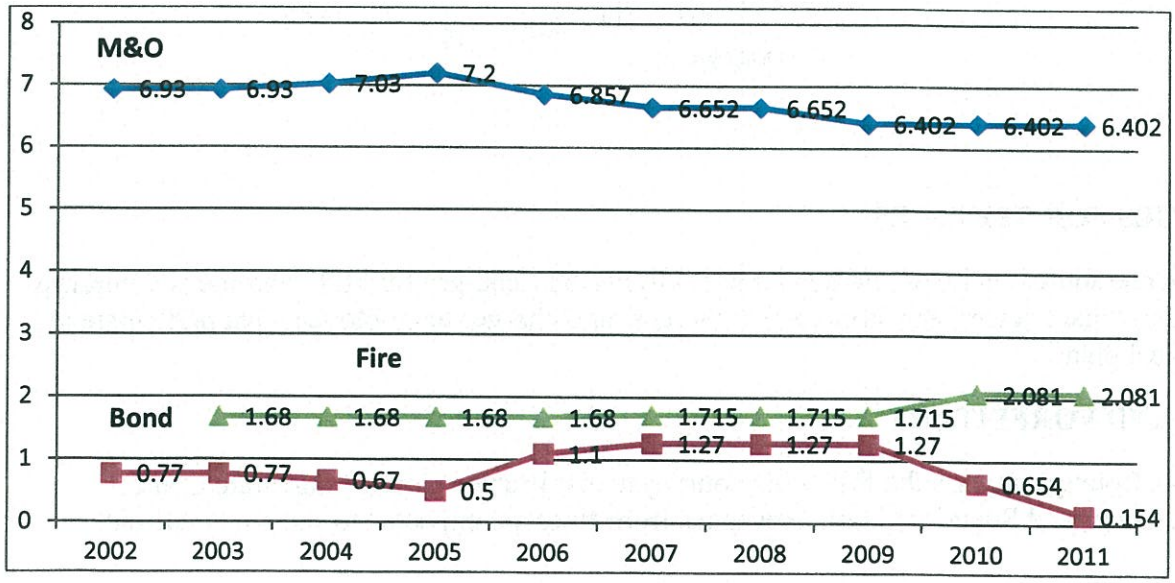
PROPERTY AND OTHER TAXES

This category includes general property taxes for the General Fund, Fire Services Fund, and the 2007 General Obligation Bond Debt Service Fund. Other taxes include revenues from cablevision, real estate transfer taxes, intangible taxes, alcohol taxes, and occupational taxes.

For calendar year 2011, the maintenance and operations portion of the millage rate, which is accounted for within the General Fund; the fire millage rate, which is applied only to the unincorporated area of the County; and the debt service millage rate were 6.402 mills, 2.081 mills, and 0.654 mills, respectively, for a total millage rate for the County of 9.137 mills, a reduction of 0.25 mills from the previous year. For calendar year 2012, the millage rate for debt service has been reduced from 0.654 mills to 0.154 mills, reducing the total millage rate for the County to 8.637 mills, a reduction of 0.50 mills. In the past ten years, the County has only increased the total millage rate twice: in 2004 to implement the Fire Services Fund and in 2007 with the issuance of general obligation bonds.

These amounts exclude the school millage rate, which the Board of Education (BOE) sets independently. In 2011, the school millage rate was 17.59 mills. In addition, the State of Georgia assesses .25 mills. Therefore, the total millage on property taxes for 2011 was 26.977 mills. The BOE maintained the 2012 school millage rate at 17.59; therefore, the overall millage rate for 2012 is 26.477.

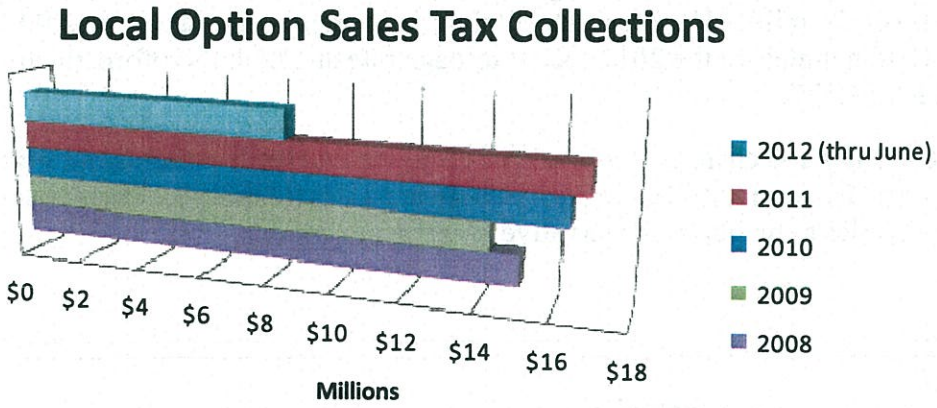
Due to the economy and changes in state legislation, the County is anticipating little growth in the 2012 digest. Therefore, the budget was prepared and balanced using a 2.0% increase in property tax revenues in order to maintain conservative revenue projections.



SALES TAXES

Sales tax revenues include 1% on sales that is accounted for within the General Fund (local option sales tax – LOST) and 1% on sales for capital purposes (special purpose local option sales tax – SPLOST). The LOST is established by state legislation but the SPLOST requires voter approval. The citizens of Columbia County recently approved to extend the SPLOST through 2016.

Collections in calendar year 2011 exhibited a moderate growth rate of 3.07% and collections during the first half of 2012 have grown at a rate of 4.97%. The average monthly LOST collection is currently $1.4 million. Therefore, the FY 2013 General Fund budget was prepared using an average monthly collection of $1.375 million in LOST revenues in order to maintain conservative revenue projections. The amount of SPLOST budgeted in capital projects funds was based on current reserve balances within those funds, a conservative projection of new collections, and the projected construction timeline of projects. Projects are constructed only as funds are available.



CHARGES FOR SERVICES

This revenue source includes charges for street lights; 911 charges for both landline and wireless telephones; water, sewer, and storm water charges; and charges to employees that participate in the medical plan.

FINES AND FORFEITURES

Columbia County supports the following court systems: Probate Court, Magistrate Court, Juvenile Court, and Superior Court. Revenues from fines are expected to remain at current levels.

OTHER FINANCING SOURCES

This category consists of interfund transfers and sales of property. Significant transfers include $1.9 million from the IPTF to the Fire Services Fund to subsidize operations due to property tax revenues being insufficient to cover the costs of providing fire services, $2.1 million from the 2007 GO Bond Fund for debt retirement, and $11.2 million from the 11-16 SPLOST Fund for debt retirement.

INTERGOVERNMENTAL

This category includes payments in lieu of taxes, grant revenues, cost allocations among funds, and County participation with Internal Service Funds.

The County operates four Internal Service Funds: Employee Medical Plan, which is a self-insured plan; the Risk Management Fund used to account for various risk activities associated with property, automobile, and general liability exposures; the Customer Service and Information Center used to account for our 311 Center; and a Fleet Replacement Fund implemented in FY 2008, with the goal of better managing costs associated with fleet replacement. This fund consists of revenues derived from participating funds as "lease payments" and revenues obtained from the sales of surplus vehicles and equipment through an on-line auction system.

USE OF RESERVES

This category accounts for the use of reserves that have been accumulated in prior years. The majority of the $33.8 million budgeted is used in the Capital Projects Funds as follows: the 06-10 SPLOST Fund, $24.2 million; the 2007 GO Bond Fund, $7.1 million. The Fleet Replacement Fund also budgeted $1.2 million to purchase new vehicles/equipment.

MISCELLANEOUS

This category includes revenues not included in any other category, such as licenses and permits, investment income, and contributions and donations.

REVENUE BUDGET HISTORY

GOVERNMENTAL FUNDS
GENERAL FUND

	Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
Taxes				
Sales tax	$ 15,637,754	$ 16,135,031	$ 17,166,000	$ 16,500,000
Railroad equipment	8,650	9,408	8,633	9,500
Cablevision	797,324	685,582	720,197	700,000
General property taxes	24,721,978	24,226,454	23,954,576	24,622,034
Motor vehicle tax	2,459,831	2,357,230	2,504,523	2,125,292
Mobile home tax	63,179	53,937	58,817	54,088
Interest/penalties	176,186	311,570	234,053	150,000
Motor vehicle interest/penalties	219,571	225,203	244,152	150,000
Timber tax	23,632	13,912	15,121	18,124
Real estate transfer tax	93,843	82,382	140,602	85,000
Recording intangible tax	599,157	657,418	686,991	700,000
Alcohol taxes	1,141,822	1,204,259	1,202,688	1,000,000
Occupational taxes	837,170	857,132	918,234	920,000
Total Taxes	**46,780,096**	**46,819,520**	**47,854,588**	**47,034,038**
Licenses & Permits				
Land disturbing fees	23,074	11,498	21,276	20,000
Alcohol licenses	327,738	329,939	361,200	350,000
Sign permits	50	-	-	-
Total Licenses & Permits	**350,862**	**341,437**	**382,476**	**370,000**
Intergovernmental				
Payment in lieu of taxes	104,919	70,610	68,451	50,000
Other intergovernmental	1,899,458	1,534,760	1,778,468	1,553,991
Grants	514,505	288,137	314,088	485,366
Total Intergovernmental	**2,518,882**	**1,893,507**	**2,161,007**	**2,089,357**
Charges for Services				
Commission on tax collections	1,891,386	1,934,867	1,974,145	2,000,000
Court fees	1,067,671	1,297,251	1,314,348	1,200,000
Recreation fees	308,989	127,530	82,655	127,200
Other	629,227	969,760	866,808	891,100
Total Charges for Services	**3,897,273**	**4,329,408**	**4,237,956**	**4,218,300**
Fines & Forfeitures	**2,091,889**	**1,869,059**	**1,686,762**	**1,721,200**
Investment Income	**254,111**	**225,706**	**195,814**	**150,000**
Contributions & Donations	**115,412**	**967**	**697**	**500**
Miscellaneous				
Rental income	238,510	251,704	125,317	120,176
Other	159,953	143,801	148,787	116,400
Total Miscellaneous	**398,463**	**395,505**	**274,104**	**236,576**
Other Financing Sources				
Interfund Transfers	575,000	175,000	175,000	175,000
Sale of property	24,862	29,755	60,085	-
Total Other Financing Sources	**599,862**	**204,755**	**235,085**	**175,000**
Total General Fund	**$ 57,006,850**	**$ 56,079,865**	**$ 57,028,489**	**$ 55,994,971**

REVENUE BUDGET HISTORY

GOVERNMENTAL FUNDS
SPECIAL REVENUE FUNDS

	Actual FY 2010	Est. Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
BUILDING STANDARDS FUND				
Licenses & permits	$ 1,143,471	$ 1,227,540	$ 1,252,133	$ 896,050
Charges for services	58,714	18,991	26,646	34,000
Investment income	4,097	5,613	-	-
Miscellaneous	3,253	2,879	6,402	5,000
Use of reserves	-	-	-	480,095
Total	**$ 1,209,535**	**$ 1,255,024**	**$ 1,285,181**	**$ 1,415,145**
LIBRARY BOARD				
Fines & forfeitures	$ 65,466	$ 65,506	$ 65,348	$ 65,000
Investment income	5,792	5,287	5,219	-
Contributions & donations	35,000	9,000	-	20,000
Miscellaneous	14,379	10,162	10,177	20,000
Use of reserves	-	-	-	-
Total	**$ 120,637**	**$ 89,955**	**$ 80,744**	**$ 105,000**
RECREATION ADVISORY BOARD				
Charges for services	$ 23,190	$ 25,205	$ 20,421	$ 22,995
Investment income	-	231	204	109
Miscellaneous	4,747	3,834	4,724	3,841
Total	**$ 27,937**	**$ 29,270**	**$ 25,350**	**$ 26,945**
STREET LIGHTS FUND				
Charges for services	$ 1,485,211	$ 1,633,532	$ 1,708,979	$ 1,605,400
Contributions & donations	24,590	16,131	19,440	15,000
Miscellaneous	-	-	1,208,940	-
Total	**$ 1,509,801**	**$ 1,649,663**	**$ 2,937,359**	**$ 1,620,400**
SHERIFF'S 911 FUND				
Charges for services	$ 2,240,236	$ 2,247,183	$ 2,229,817	$ 2,045,000
Investment income	9,392	28,045	25,130	-
Use of reserves	-	-	-	136,056
Total	**$ 2,249,628**	**$ 2,275,228**	**$ 2,254,947**	**$ 2,181,056**
DRUG COURT				
Charges for services	**$ 20,404**	**$ 37,668**	**$ 38,118**	**$ 25,000**
DRUG ABUSE & TREATMENT				
Fines & forfeitures	$ 33,503	$ 30,201	$ 21,588	$ 25,000
Investment income	20	615	633	-
Total	**$ 33,523**	**$ 30,816**	**$ 22,221**	**$ 25,000**
SUPPLEMENTAL JUVENILE SERVICES				
Charges for services	$ 41,696	$ 30,760	$ 30,434	$ 40,000
Investment income	132	1,095	956	-
Total	**$ 41,828**	**$ 31,855**	**$ 31,390**	**$ 40,000**
JAIL FUND				
Fines & forfeitures	$ 203,208	$ 180,224	$ 159,797	$ 150,000
Investment income	817	2,957	3,075	-
Total	**$ 204,025**	**$ 183,181**	**$ 162,872**	**$ 150,000**
FEDERAL ASSET SHARING				
Fines & forfeitures	$ 20,877	$ 20,694	$ 17,787	$ 20,000
Investment income	279	280	252	-
Total	**$ 21,156**	**$ 20,974**	**$ 18,039**	**$ 20,000**

REVENUE BUDGET HISTORY

GOVERNMENTAL FUNDS
SPECIAL REVENUE FUNDS

	Actual FY 2010	Est. Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
STATE CONDEMNATION FUND				
Fines & forfeitures	$ 35,116	$ 133,341	$ 158,496	$ 50,000
Investment income	83	193	135	-
Total	**$ 35,199**	**$ 133,534**	**$ 158,631**	**$ 50,000**
LODGING TAX FUND				
Taxes	$ 586,990	$ 631,962	$ 650,485	$ 662,040
Intergovernmental	4,000	-	-	-
Investment income	4,153	5,261	-	-
Miscellaneous	515	201	1,073	-
Total	**$ 595,658**	**$ 637,424**	**$ 651,558**	**$ 662,040**
MULTIPLE GRANT FUND				
Intergovernmental	**$ 16,444**	**$ 248,941**	**$ 109,220**	**$ 5,000**
FIRE SERVICES FUND				
Property taxes	$ 6,815,018	$ 6,962,653	$ 8,238,648	$ 8,224,521
Other financing sources	1,946,876	2,000,021	1,579,480	1,919,452
Total	**$ 8,761,894**	**$ 8,962,674**	**$ 9,818,128**	**$ 10,143,973**
SHERIFF'S GIFTS/DONATIONS				
Investment income	$ 101	$ 118	$ 149	$ -
Contributions & donations	18,350	20,058	54,657	20,000
Total	**$ 18,451**	**$ 20,176**	**$ 54,806**	**$ 20,000**
INSURANCE PREMIUM TAX FUND				
Taxes	$ 3,988,630	$ 3,879,230	$ 4,608,082	$ 4,600,000
Investment income	18,536	-	235,510	-
Total	**$ 4,007,166**	**$ 3,879,230**	**$ 4,843,592**	**$ 4,600,000**
COMMUNITY EVENTS FUND				
Charges for services	$ 17,753	$ 12,259	$ 15,569	$ -
Investment income	347	596	-	-
Contributions & donations	34,350	72,318	20,943	30,000
Total	**$ 52,450**	**$ 85,173**	**$ 36,512**	**$ 30,000**
GA SUP CT CK'S COOP AUTHORITY				
Charges for services	$ -	$ -	$ -	$ 10,000
Investment income	41	20	-	-
Total	**$ 41**	**$ 20**	**$ -**	**$ 10,000**
ECONOMIC INCENTIVE FUND				
Investment income	$ 2,062	$ -	$ -	$ -
Other financing sources	-	-	-	-
Total	**$ 2,062**	**$ -**	**$ -**	**$ -**
LAW LIBRARY FUND				
Charges for services	$ 42,119	$ 36,557	$ (245)	$ 30,000
Investment income	3,697	3,596	-	-
Total	**$ 45,816**	**$ 40,153**	**$ (245)**	**$ 30,000**

REVENUE BUDGET HISTORY

GOVERNMENTAL FUNDS
CAPITAL PROJECTS FUNDS

	Actual FY 2010	Est. Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
SPLOST 2001-2005				
Intergovernmental	$ 514,800	$ 2,157,516	$ 57,014	$ -
Investment income	18,426	21,775	2,415	-
Contributions & donations	250,000	-	-	-
Use of reserves	-	-	-	134,514
Other financing sources	3	-	-	-
Total	**$ 783,229**	**$ 2,179,291**	**$ 59,429**	**$ 134,514**
2004 GENERAL OBLIGATION BONDS				
Intergovernmental	$ -	$ -	$ -	$ -
Investment income	1,911	-	-	-
Contributions & donations	-	-	-	-
Use of reserves	-	-	-	-
Other financing sources	-	-	-	-
Total	**$ 1,911**	**$ -**	**$ -**	**$ -**
SPLOST 2006-2010				
Taxes	$ 17,821,142	$ 9,101,465	$ -	$ -
Intergovernmental	388,568	111,432	-	-
Investment income	328,268	221,952	170,845	-
Use of reserves	-	-	-	24,219,390
Other financing sources	500,000	5,659,056	-	-
Total	**$ 19,037,978**	**$ 15,093,905**	**$ 170,845**	**$ 24,219,390**
2007 GENERAL OBLIGATION BONDS				
Investment income	$ 240,602	$ 3,703	$ 12,578	$ -
Contributions & donations	10,000	-	-	-
Use of reserves	-	-	-	7,082,335
Other financing sources	-	4,294,110	116,000	-
Total	**$ 250,602**	**$ 4,297,813**	**$ 128,578**	**$ 7,082,335**
2009 GENERAL OBLIGATION BONDS				
Taxes	$ -	$ 9,285,582	$ 19,556,297	$ 19,200,000
Investment income	626,659	91,055	97,375	-
Contributions & donations	40,000	-	7,500	-
Other financing sources	-	-	151,616	-
Total	**$ 666,659**	**$ 9,376,637**	**$ 19,812,788**	**$ 19,200,000**

DEBT SERVICE FUNDS

2007 GENERAL OBLIGATION BONDS				
Taxes	$ 5,362,819	$ 5,472,861	$ 3,025,058	$ 651,229
Investment income	1,583	6,143	5,142	-
Other financing sources	-	-	4,515,278	6,099,296
Total	**$ 5,364,402**	**$ 5,479,004**	**$ 7,545,478**	**$ 6,750,525**
2004 GENERAL OBLIGATION BONDS				
Investment income	$ 1,656	$ 361	$ -	$ -
Other financing sources	4,613,219	493	-	-
Total	**$ 4,614,875**	**$ 854**	**$ -**	**$ -**
2009 GENERAL OBLIGATION BONDS				
Investment income	$ -	$ 52	$ 363	$ -
Other financing sources	$ 3,583,390	$ 7,039,250	$ 7,201,850	$ 7,202,850
Total	**$ 3,583,390**	**$ 7,039,302**	**$ 7,202,213**	**$ 7,202,850**

REVENUE BUDGET HISTORY

PROPRIETARY FUNDS

ENTERPRISE FUNDS

	Actual FY 2010	Est. Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND				
Charges for services	$ 25,860,872	$ 28,236,015	$ 29,621,804	$ 26,875,000
Investment income	545,022	551,895	518,902	475,000
Contributions	3,047,341	12,295,581	-	-
Miscellaneous	75,450	96,825	107,361	95,400
Other financing sources	3,510	12,828	-	-
Total	**$ 29,532,195**	**$ 41,193,144**	**$ 30,248,067**	**$ 27,445,400**
STORM WATER UTILITY FUND				
Charges for services	$ 2,586,285	$ 2,636,555	$ 2,702,556	$ 2,600,000
Investment income	11,844	29,894	28,003	30,000
Contributions	1,283,744	2,423,775	-	-
Miscellaneous	5	-	11,292	-
Use of reserves	-	-	-	-
Total	**$ 3,881,878**	**$ 5,090,224**	**$ 2,741,851**	**$ 2,630,000**
SOLID WASTE MANAGEMENT FUND				
Investment income	$ 147,541	$ 32,921	$ 18,366	$ -
Miscellaneous	9,173	8,680	10,356	10,000
Use of reserves	-	-	-	598,545
Other financing sources	45,000	-	-	-
Total	**$ 201,714**	**$ 41,601**	**$ 28,722**	**$ 608,545**
COMMUNICATIONS UTILITY				
Intergovernmental	$ 162,356	$ 5,992,512	$ 5,124,485	$ 1,581,935
Investment income	21	3,497	5,909	-
Miscellaneous	-	-	143,098	110,000
Other financing sources	1,000,000	-	16,000	-
Total	**$ 1,162,377**	**$ 5,996,009**	**$ 5,289,492**	**$ 1,691,935**
RENTAL FACILITIES FUND				
Licenses & permits	$ -	$ -	$ -	$ 1,000
Charges for services	405,907	367,736	405,034	486,000
Contributions	-	3,872,173	-	-
Miscellaneous	68,370	65,751	73,145	72,500
Other financing sources	273,000	-	-	-
Total	**$ 747,277**	**$ 4,305,660**	**$ 478,179**	**$ 559,500**

INTERNAL SERVICE FUNDS

EMPLOYEE MEDICAL FUND				
Charges for services	$ 5,879,214	$ 6,160,589	$ 6,520,532	$ 6,105,451
Investment income	4,858	16,973	15,968	-
Miscellaneous	81,668	93,490	115,754	-
Total	**$ 5,965,740**	**$ 6,271,052**	**$ 6,652,254**	**$ 6,105,451**
RISK MANAGEMENT FUND				
Intergovernmental	$ 1,214,838	$ 396,187	$ 660,759	$ 914,819
Total	**$ 1,214,838**	**$ 396,187**	**$ 660,759**	**$ 914,819**
CUSTOMER SERVICE AND INFORMATION				
Intergovernmental	$ 193,180	$ 185,059	$ 188,433	$ 197,764
Total	**$ 193,180**	**$ 185,059**	**$ 188,433**	**$ 197,764**
FLEET REPLACEMENT FUND				
Intergovernmental	$ 706,546	$ 767,061	$ -	$ 907,371
Use of reserves	-	-	-	1,177,629
Other financing sources	1,116,889	37,329	4,753	-
Total	**$ 1,823,435**	**$ 804,390**	**$ 4,753**	**$ 2,085,000**

EXPENDITURE SUMMARY

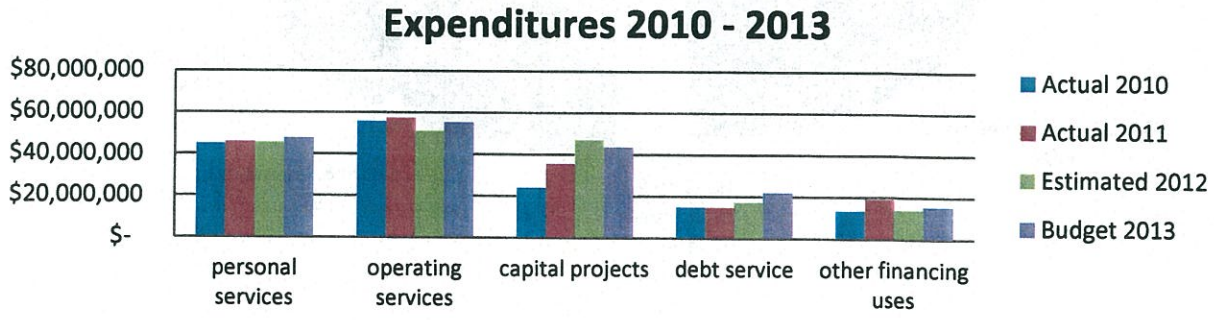
The annual budget for Columbia County, GA, for FY 2013 provides funding to maintain current levels of service, with an adopted decrease in the millage rate of 0.50 mills, while reducing operating costs and capital outlay where possible. The annual budget for all funds totals $183,982,558, reflecting a net increase from the fiscal year 2012 adopted budget of $5,542,272, or 5.50%. This net increase is primarily due to (1) construction of an exhibition center and other capital projects and (2) projected completion of the broadband utility in October 2012. The Columbia County Broadband Utility (Communications) Fund was established in fiscal year 2011 to account for the $13.5 million grant received under the American Recovery and Reinvestment Act of 2009. The total estimated cost of the project is $18 million.

The General Fund budget increased $868,884 from the fiscal year 2012 adopted budget, or 1.58%, primarily due to an increase in personnel costs of $717,531, or 2.06%. Other than in capital projects funds and the Communications Utility Fund as mentioned above, no other significant changes occurred in the budget.

Other budget highlights include:

- Due to uncertain economic times, all departments were asked to prepare their budgets using the zero-based method and maintain operating budgets, excluding personnel, at current levels.
- General Fund departments should anticipate no new hires unless restructuring occurs that reduces expenditures and vacant positions will be reviewed by the Management Review Team before being filled.
- No merit increase will be budgeted until the tax digest is received and sales tax collections are further monitored. Any merit increase approved will be taken from Contingency.

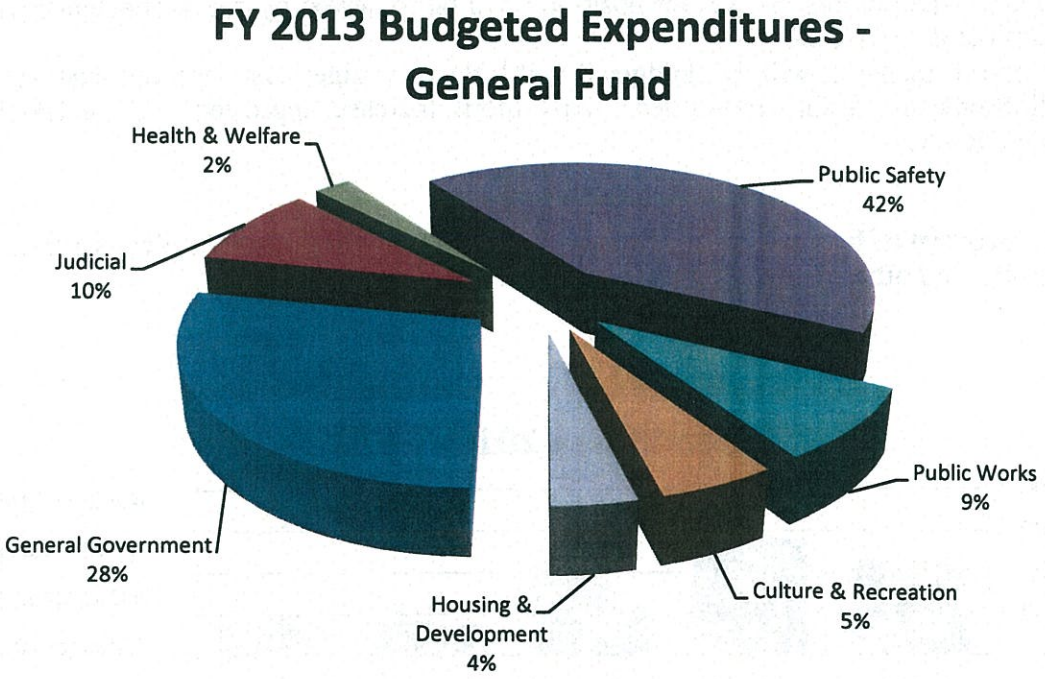
Expenditures consist of five categories: personal services, operating services, debt service, capital projects, and other financing uses.



GENERAL FUND

The General Fund budget increased $868,884 from the fiscal year 2012 adopted budget, or 1.58%.

- Total General Fund expenditures increased by 1.58% from the FY 2011/2012 adopted budget, including a contingency of $1,078,540, or 1.96% of proposed expenditures.
- The increase in General Fund expenditures consists of an increase in personnel costs of 2.06%, an increase in new positions and promotions of 150.88%, a decrease in operating expenditures of 1.15%, a decrease in contingency of 4.57%, and an increase in capital requests of 35.48%.
- No interfund transfers were included for FY 2012/2013.
- New personnel requests within the General Fund consist of 5 new positions in the amount of $223,861, reclassifications and promotions in the amount of $57,734, a 35 day delay in replacement of vacancies for an anticipated savings of ($232,000), no merit increase, funding for recommendations included within the salary study in the amount of $15,000, funding for a "Healthy Lifestyle" program in the amount of $25,000, a 2.5% increase in medical rates in the amount of $126,765, and funding for wellness physicals in the amount of $90,000. New hires are budgeted at a rate of "entry only" and are effective July 1, 2012. The combined cost of these additional personnel and benefit requests is $306,360.



CAPITAL EXPENDITURES

COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2013 CAPITAL EXPENDITURES BUDGET
ALL FUNDS BY CATEGORY (EXCEPT CAPITAL PROJECTS FUNDS)

BUILDINGS	Description	Budget
Sheriff's Office	Upgrade to Appling Substation	$ 10,000
Detention Center	Re-tile Hallway	7,800
		$ 17,800
VEHICLES		
Sheriff's Office	Emergency equipment for vehicles	$ 79,200
Detention Center	Emergency equipment for vehicles	6,000
Public Transit	Van (90% reimbursed with grant funds)	95,000
Building Standards	5 Trucks	125,000
Water Utility	3 Utility vehicles	22,100
Water Utility	12 Trucks	256,000
Water Utility	Trailer	2,800
Stormwater Utility	Dump truck	60,000
Rental Facilities	Battery replacement	800
Fleet Replacement Fund:		
Tax Assessor	3 SUVs	66,000
Magistrate Court	2 vehicles	42,000
Sheriff	18 vehicles	489,000
Sheriff	Motorcycle	16,000
Detention Center	2 vehicles	54,000
Recreation	Truck	18,000
Animal Services	Truck	40,000
Construction & Maintenance	7 trucks	190,000
		$ 1,561,900
MACHINERY/EQUIPMENT		
Information Technology	Equipment replacement	$ 150,000
Information Technology	Cisco Licensing Upgrade	80,000
Information Technology	Virtual Desktop Infrastructure	50,000
Information Technology	Cisco MARS Application Replacement	60,000
Information Technology	Barracuda Disk Based Backup Solution	63,000
GIS	GPS Unit	10,000
Probate Court	Equipment replacement	10,000
Sheriff's Office	Universal Forensic Extraction Device	3,000
Sheriff's Office	Pole Camera Upgrade to Wireless	2,000
Sheriff's Office	Rescue Phone Cellular Response Console	995
Sheriff's Office	Camcorder	2,200
Sheriff's Office	Pole Cameras	10,000
Sheriff's Office	In Car Camera System	2,500
Sheriff's Office	Computer equipment	36,600
Sheriff's Office	Contingency	25,000
Detention Center	Ice Machine	6,500
Fleet Services	Mobile Hot Water Pressure Washer	5,600

COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2013 CAPITAL EXPENDITURES BUDGET
ALL FUNDS BY CATEGORY (EXCEPT CAPITAL PROJECTS FUNDS)

MACHINERY/EQUIPMENT (cont.)		
Planning	Projector and Monitor	3,800
Building Standards	10 Thinkpads	13,950
911	Computer Equipment	7,000
Juvenile Court	Computer Equipment	5,000
Traffic Engineering	2 School Flashers	10,000
Traffic Engineering	LED Traffice Street Signs	50,000
Traffic Engineering	Traffic Counts Software	10,000
Fire Maintenance	Coupler and forklift system	10,480
Water Utility	Computers	30,000
Water Utility	Truck accessories	1,000
Water Utility	Water treatment equipment	21,700
Water Utility	Lab equipment	9,700
Water Utility	Wastewater treatment equipment	170,100
Water Utility	Test Bench	3,500
Water Utility	Water distribution equipment	185,000
Water Utility	Wastewater conveyance equipment	223,000
Water Utility	Mechanical department equipment	184,500
Water Utility	Engineering & Mapping equipment	72,000
Water Utility	Damage Prevention equipment	70,000
Storm Water Utility	Specialty equipment	27,700
Storm Water Utility	Front End Loader	100,000
Communications Utility	Specialty equipment	159,000
Communications Utility	Carrier ethernet electronics	400,000
Communications Utility	DC Power	200,000
Communications Utility	Fiber optic test equipment	85,000
Communications Utility	Fiber network/operations mgt software	75,000
Fleet Replacement Fund:		
Construction & Maintenance	3 Dump trucks	348,000
Construction & Maintenance	Patching truck	160,000
Construction & Maintenance	Spreader w/ attachments	150,000
Construction & Maintenance	Roller	40,000
Construction & Maintenance	Backhoe	90,000
Construction & Maintenance	Slope mower	125,000
Construction & Maintenance	Grindlazer	7,000
		$ 3,564,825
OTHER		
Sheriff's Office	IT equipment	$ 202,800
Sheriff's Office	Mountain Bikes	4,400
Senior Center	Furniture	5,800
Water Utility	Training tools	12,500
Water Utility	Laboratory items	30,000
Water Utility	Meter upgrade	300,000

COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2013 CAPITAL EXPENDITURES BUDGET
ALL FUNDS BY CATEGORY (EXCEPT CAPITAL PROJECTS FUNDS)

OTHER (cont.)		
Water Utility	Replace AC Main	77,000
Water Utility	Miscellaneous items	80,000
		$ 712,500
INFRASTRUCTURE		
Water Utility		$ 4,737,210
Storm Water Utility		876,393
		$ 5,613,603
TOTAL		$ 11,470,628

COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2013 CAPITAL EXPENDITURES BUDGET
NONRECURRING CAPITAL PROJECTS

2001 - 2005 SPLOST	Budget
Transportation Projects:	
Smith Crawford; Nathan Jones; Columbia Rd Sidewalk	$ 134,514
Total 2001-2005 SPLOST Projects	$ 134,514

2006 - 2010 SPLOST	
Transportation Projects:	
Oakley Pirkle Sidewalk	$ 340,000
Lewiston Rd/Wm Few	2,500,000
Washington Rd	2,000,000
McZilkey	470,000
Brown Circle	400,000
P & M Road	280,000
Rosemont	130,000
Hereford/Gibbs/Cox	1,000,000
Flowing Well McKnight	500,000
Roundabout Design - Various	240,000
William Few Parkway, North	2,000,000
Pavement Management System	50,000
Broadband Project	350,000
Exhibition Center Parking/Trail	1,600,000
	11,860,000
County Facilities:	
Riverside Recycle Center	350,000
Canal Headgates Restroom Facility	150,000
Renovate Old Animal Svcs Bldg - Regional Training Facility	76,000
Renovate SRP Deck	100,000
Renovate SRP/Old GA Extension Office	25,000
Renovate Old Euchee Creek Health Dept	100,000
Renovate Bldg D - Old Health Dept	265,000
Renovate Other Existing County Buildings	300,000
Exhibition Center	4,654,303
	6,020,303

COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2013 CAPITAL EXPENDITURES BUDGET
NONRECURRING CAPITAL PROJECTS

2006 - 2010 SPLOST (continued)	Budget
Recreation Projects:	
Wildwood Park Improvements	150,000
SRP Restroom Facility	280,000
Upgrade Existing Parks	100,000
Greenspace Land Acquisition	250,000
New Park Improvements	125,000
Discretionary projects	175,000
SRP Grease Trap	75,000
Other Passive Recreation Projects	150,000
	1,305,000
Water and Sewer:	
Euchee Creek Relief Sewer	4,435,882
Total 2006-2010 SPLOST Projects	$ 24,219,390

2007 General Obligation Bond	
Transfers Out:	
2007 GO Debt Retirement	$ 2,148,974
Transportation Projects	
Gibbs Rd Sidewalk	384,000
William Few Parkway, North	546,000
	930,000
Recreation Projects:	
Lakeside Park	1,830,000
Public Safety:	
Court Software	214,110
Water and Sewer:	
Petersburg Station	599,333
Wynngate Subdivision	467,252
Water Line - Old Louisville Road	272,452
Water Storage Tank	620,214
	1,959,251
Total 2007 General Obligation Bond Projects	$ 7,082,335

COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2013 CAPITAL EXPENDITURES BUDGET
NONRECURRING CAPITAL PROJECTS

2009 General Obligation Bond/2011-2016 SPLOST	Budget
Transfers Out:	
2007 GO Debt Retirement	$ 3,950,322
2009 GO Bond Debt Service Payments	7,202,850
	11,153,172
Public Buildings:	
Gateway Exhibition Hall	1,638,665
Renovate Building B	583,000
	2,221,665
Transportation:	
Washington Road Improvements	1,256,358
Project Management	486,968
	1,743,326
Public Safety:	
County Line Road Fire Station	100,000
Countywide Projects:	
Justice Center Renovations	125,000
Old Animal Services Building - Regional Training Facility	700,000
	825,000
Recreation Projects:	
Park Upgrades	706,875
BOC Discretionary	500,000
	1,206,875
Municipal Projects:	
Harlem	400,000
Grovetown	1,500,000
	1,900,000
Water and Sewer	49,962
Total 2009 GO/2011-2016 SPLOST Projects	$ 19,200,000
TOTAL CAPITAL PROJECTS FUNDS	$ 50,636,239

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GENERAL FUND

The General Fund is the primary operating fund of the County and is used to account for all activities of the County not included in other specified funds. The General Fund accounts for normal recurring activities such as public safety, parks and recreation, public works, general government, etc.

EXPENDITURE SUMMARY

GOVERNMENTAL FUNDS
GENERAL FUND

	Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL GOVERNMENT				
BOARD OF COMMISSIONERS	$ 5,071,225	$ 2,529,083	$ 6,015,467	$ 2,982,656
FINANCE	753,200	728,730	690,785	695,379
PROCUREMENT	449,686	464,953	457,756	455,379
CONTINGENCY	-	-	-	1,078,540
INFORMATION TECHNOLOGY	3,196,845	2,843,293	2,673,632	2,817,632
COUNTY ADMNISTRATOR	649,369	550,862	590,513	588,983
BOARD OF ELECTIONS	265,969	570,838	357,506	482,780
GENERAL OVERHEAD	-	-	3,583,705	3,003,313
NEW APPROPRIATIONs	-	-	15,188	24,765
HUMAN RESOURCES	600,002	513,193	555,557	623,035
TAX COMMISSIONER	1,667,153	1,640,713	1,582,619	1,664,655
TAX ASSESSOR	1,248,812	1,233,043	1,136,094	1,267,519
ENGINEERING SERVICES	416,275	-	-	-
TOTAL	**$ 14,318,536**	**$ 11,074,709**	**$ 17,658,823**	**$ 15,684,636**
JUDICIAL				
CLERK OF SUPERIOR COUR	$ 1,553,578	$ 1,526,632	$ 1,485,057	$ 1,545,115
OFFICE OF SUPERIOR COU	650,582	656,344	565,811	810,048
PROBATE COURT	825,479	895,839	797,925	807,506
JUVENILE COURT	699,970	716,177	686,419	706,629
MAGISTRATE COURT	828,444	888,885	827,799	891,804
DISTRICT ATTORNEY	577,338	541,802	603,618	546,050
TOTAL	**$ 5,135,390**	**$ 5,225,678**	**$ 4,966,629**	**$ 5,307,152**
PUBLIC SAFETY				
SHERIFF'S OFFICE	$ 13,970,237	$ 14,578,472	$ 13,860,406	$ 14,068,346
DETENTION CENTER	7,994,807	8,155,357	7,981,661	7,951,738
EMERGENCY SERVICES	619,825	361,505	307,138	318,433
EMERGENCY MEDICAL SERV	500,000	500,000	500,000	500,000
ANIMAL SHELTER	526,494	516,292	626,276	628,784
CORONER	136,620	142,621	124,146	120,210
TOTAL	**$ 23,747,982**	**$ 24,254,246**	**$ 23,399,627**	**$ 23,587,511**
PUBLIC WORKS				
ROADS & BRIDGES	$ 2,956,572	$ 2,904,372	$ 3,342,252	$ 2,995,877
FLEET SERVICES	741,913	738,639	740,792	741,096
FACILITY MAINTENANCE	743,034	751,744	1,002,398	1,054,194
TOTAL	**$ 4,441,519**	**$ 4,394,755**	**$ 5,085,442**	**$ 4,791,167**

EXPENDITURE SUMMARY

GOVERNMENTAL FUNDS
GENERAL FUND

	Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
HEALTH & WELFARE				
PUBLIC TRANSIT	$ 546,529	$ 448,756	$ 476,791	$ 537,283
HEALTH DEPARTMENT	434,614	434,614	434,955	434,614
FAMILY & CHILDREN SERV	76,720	72,884	72,884	72,884
SENIOR CENTER	361,430	327,402	320,063	333,652
TOTAL	**$ 1,419,293**	**$ 1,283,656**	**$ 1,304,694**	**$ 1,378,433**
CULTURE/RECREATION				
COMMUNITY SERVICES	$ 349,406	$ 324,801	$ 267,897	$ 290,128
LIBRARIES	1,225,459	1,311,722	1,229,781	1,349,929
RECREATION	2,010,884	2,031,258	1,143,960	1,271,082
WILDWOOD PARK	156,775	155,510	91,544	98,871
TOTAL	**$ 3,742,524**	**$ 3,823,292**	**$ 2,733,181**	**$ 3,010,010**
HOUSING & DEVELOPMENT				
GEOGRAPHIC INFORMATION	$ 698,919	$ 767,230	$ 692,717	$ 800,002
ECONOMIC DEVELOPMENT	840,824	262,516	261,715	257,000
PLANNING & DEVELOPMENT	320,122	306,180	345,670	461,195
CODE COMPLIANCE	310,893	159,845	-	-
PLAN REVIEW & ENVIRONMENTAL DEV	87,047	582,889	545,495	563,172
EXTENSION SERVICE	148,635	103,553	125,994	132,042
FORESTRY	14,715	19,263	19,119	22,651
TOTAL	**$ 2,421,156**	**$ 2,201,477**	**$ 1,990,710**	**$ 2,236,062**
TOTAL GENERAL FUND	**$ 55,226,400**	**$ 52,257,813**	**$ 57,139,105**	**$ 55,994,971**

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GENERAL GOVERNMENT

General Government accounts for all expenditures of departments that carry out the executive, administrative, and general management functions for the County. The County operates under an elected Commission form of government. The County is governed by a board of 5 elected Commissioners. The Chairman is elected county-wide and the other 4 commissioners are elected by district. Below are listed the departments included within this function. A brief description of each department precedes the detailed budget reports.

Board of Commissioners
County Administrator
Finance
Procurement
Contingency
Information Technology
Board of Elections
General Overhead
New Appropriations
Human Resources
Tax Commissioner
Tax Assessor

COMMISSION OFFICE

FUND/DEPARTMENT NUMBER: 1001

MISSION STATEMENT

Maintain and manage the official records created by the Board of Commissioners and County Administrator and perform the required administrative responsibilities.

DEPARTMENT DESCRIPTION

The Commission Office performs the operational functions of the Board of Commissioners, maintains the Code of Ordinances of Columbia County, and provides record retention management for the County.

ACCOMPLISHMENTS FOR FY 2012

- Completed the implementation of DocDepot repository to provide county documents to the public.
- Developed a more efficient process for Divisions to provide information for commission meetings.
- Created a website to allow citizens to make public records requests. The site includes an email address that is distributed to multiple employees, ensuring requests are viewed and responded to quickly.
- Identified hundreds of records that were redundant and/or past the retention age and were destroyed.

GOALS FOR FY 2013

- Update Board and Authority members and create a database to manage current members.
- Continue reviewing records for redundancy.
- Update records retention policies.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL GOVERNMENT						
1001 BOARD OF COMMISSIONERS						
51 PERSONAL SERVICES						
1011001	511001	SAL/WAGES	$ 143,692	$ 120,975	$ 126,714	$ 132,450
1011001	511030	VACATION	2,624	4,245	1,972	-
1011001	511033	HOLIDAY	4,015	3,387	3,151	-
1011001	511051	EMPLOYEE MEDICAL	39,798	40,570	33,938	34,154
1011001	511052	GROUP LIFE INSURANCE	384	231	324	528
1011001	511053	RETIREMENT	13,562	11,735	9,556	9,298
1011001	511054	FICA	11,245	9,553	9,960	9,998
1011001	511055	WORK COMP	1,537	2,399	141	1,200
1011001	511060	EXPENSE ALLOWANCE	10,173	9,557	9,673	9,645
1011001	511070	UNEMPLOYMENT	109	91	94	94
TOTAL	PERSONAL SERVICES		227,139	202,744	195,522	197,367
52 OPERATING-SUPPLIES						
1011001	522040	POSTAGE	1,823	2,117	1,693	2,500
1011001	522070	OPERATING SUPPLIES	3,882	4,787	6,361	15,000
1011001	522080	UTILITIES	11,476	17,784	-	-
1011001	522100	MINOR PROPERTY	379	515	5,423	4,000
1011001	522130	BOOKS & REPORTS	-	-	-	1,500
TOTAL	OPERATING-SUPPLIES		17,561	25,203	13,477	23,000
53 OPERATING-PURCHASING/CONTRACTS						
1011001	533001	PROFESSIONAL FEES	154,707	135,885	16,938	83,575
1011001	533002	ATTORNEY FEES	323,818	242,162	255,568	315,000
1011001	533010	INDIGENT DEFENSE	452,887	455,925	437,254	425,000
1011001	533025	ADVER/MARKETING	21,282	19,626	25,425	20,000
1011001	533035	CONTRACT SERVICES	12,132	35,298	72,440	135,000
1011001	533060	GENERAL SERVICES	-	-	-	3,000
1011001	533063	EQUIPMENT RENTAL	-	-	-	600
1011001	533070	CASUALTY EXPENSE	300,288	139,914	68,652	412,783
1011001	533115	TRAVEL/TRAINING	44,261	37,640	38,062	60,000
1011001	533120	DUES & SUBSCRIPTIONS	112,181	101,388	116,057	144,000
1011001	533125	RENT ON BUILDINGS	37,205	39,305	41,055	43,155
1011001	533130	INSURANCE	549,804	154,097	379,488	261,760
1011001	533135	COMMUNICATIONS	2,936	5,140	5,267	3,000
1011001	533140	PRINTING	98,325	86,371	59,976	95,000
TOTAL	OPERATING-PURCHASING/CONTRACTS		2,109,826	1,452,749	1,516,182	2,001,873
54 OPERATING-OTH COSTS						
1011001	544001	MISCELLANEOUS	763	1,026	730	-
55 OPERATING-INTFND CHG						
1011001	555001	COUNTY SVS	734,350	777,692	178,322	760,416
58 OTHER FINANCING USES						
1011001	588001	INTERFUND TRANSFERS	1,981,586	69,670	4,111,234	-
60 CAPITAL						
1011001	601081	CIP MACH/EQUIPMENT	-	-	-	-
TOTAL	**BOARD OF COMMISSIONERS**		**$ 5,071,225**	**$ 2,529,083**	**$ 6,015,467**	**$ 2,982,656**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1006 COUNTY ADMNISTRATOR						
51 PERSONAL SERVICES						
1011006	511001	SAL/WAGES	$ 291,899	$ 275,237	$ 240,829	$ 288,647
1011006	511030	VACATION	19,814	31,181	31,661	-
1011006	511031	CATASTROPHIC LEAVE	-	-	39,140	-
1011006	511033	HOLIDAY	8,231	2,252	4,191	-
1011006	511051	EMPLOYEE MEDICAL	18,569	14,575	21,657	24,106
1011006	511052	GROUP LIFE INSURANCE	228	135	193	268
1011006	511053	RETIREMENT	28,239	26,325	64,806	21,079
1011006	511054	FICA	23,983	21,749	21,150	22,970
1011006	511055	WORK COMP	3,630	5,369	186	2,500
1011006	511060	EXPENSE ALLOWANCE	33,013	20,499	25,140	33,180
1011006	511070	UNEMPLOYMENT	282	263	273	233
TOTAL	PERSONAL SERVICES		427,889	397,585	449,225	392,983
52 OPERATING-SUPPLIES						
1011006	522040	POSTAGE	19	5	33	-
1011006	522065	OFFICE SUPPLIES	-	18	-	-
1011006	522070	OPERATING SUPPLIES	488	777	2,426	2,000
1011006	522080	UTILITIES	23,354	23,457	-	-
1011006	522100	MINOR PROPERTY	10,893	5,597	3,022	10,000
1011006	522130	BOOKS & REPORTS	772	200	29	1,000
TOTAL	OPERATING-SUPPLIES		35,526	30,054	5,509	13,000
53 OPERATING-PURCH/CONT						
1011006	533010	INDIGENT DEFENSE	-	-	-	-
1011006	533025	ADVERTISING/MKTING	-	20	203	-
1011006	533035	CONTRACT SERVICES	139,312	97,982	104,957	125,000
1011006	533070	CASUALTY EXPENSE	-	-	-	-
1011006	533115	TRAVEL/TRAINING	39,828	18,637	27,786	50,000
1011006	533120	DUES & SUBSCRIPTIONS	2,205	1,743	944	5,000
1011006	533130	INSURANCE	-	-	-	-
1011006	533135	COMMUNICATIONS	4,609	4,795	1,841	3,000
1011006	533140	PRINTING	-	46	48	-
TOTAL	OPERATING-PURCH/CONT		185,954	123,222	135,779	183,000
TOTAL	**COUNTY ADMINISTRATOR**		**$ 649,369**	**$ 550,862**	**$ 590,513**	**$ 588,983**

FINANCIAL SERVICES

FUND/DEPARTMENT NUMBER: 1011002

MISSION STATEMENT

The mission of the Financial Services Division is to conduct the financial operations of Columbia County, Georgia, in accordance with applicable laws and standards and Generally Accepted Accounting Principles.

VISION STATEMENT

The Financial Services Division will ensure the effective and economical use of the public resources by promoting competent and professional financial management while providing superior customer service to all County departments and the citizens of Columbia County.

DEPARTMENT DESCRIPTION

The Financial Services Division is responsible for collecting, monitoring, analyzing, and presenting financial data, to include outstanding bonded indebtedness, capital projects, grants, and all other general ledger activities; developing and monitoring the annual budget; processing all pay requests and issuing checks; processing cash receipts; processing payroll.

ACCOMPLISHMENTS FOR FY 11/12

- Obtained the GFOA's *Certificate of Achievement for Excellence in Financial Reporting* for 13th consecutive year.
- Obtained the GFOA's *Distinguished Budget Preparation Award* for 3rd consecutive year.
- Updated/ revised Financial Policies and included in Comprehensive Policy Manual.
- Implemented project accounting system.
- Assisted with implementation $18 million dollar Federal Broadband Grant.
- Assisted with implementation of online water bill payments.
- Coordinated with departments for implementation for ticket sales for Evans Town Center Pavilion.

GOALS FOR FY 12/13

- Obtain the GFOA's *Certificate of Achievement for Excellence in Financial Reporting* for 14th consecutive year.
- Obtain the GFOA's *Distinguished Budget Preparation Award* for 4th consecutive year.
- Evaluate restructuring possibilities; evaluate each department for efficiency and best use of staff and functions.
- Implement electronic bid system and electronic contract system.
- Implement W2 informational reporting for employer cost of group health plan.
- Update Procurement procedures.

FINANCIAL SERVICES

FUND/DEPARTMENT NUMBER: 1011002

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Number of invoices processed	25,412	25,500	25,000
Number of Funds/Depts.	38/100	43/106	43/100
Budgets managed in 000's:			
General Fund	$54,216	$59,137	$55,994
Other Funds (non CPF)	$69,108	$85,749	$68,156
Total Budgets	$123,324	$144,886	$124,150

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Efficiency: Number of invoices processed/FTE	2,541	2,550	2,500
Cost per invoice processed	$3.69	$3.89	3.90
Dun & Bradstreet paydex score (maximum=80)	78	78	78
Effectiveness: Revenue projection accuracy (Goal: within +/-5%) General Fund Other Funds	 99% 95%	 99% 95%	 99% 95%
Expenditure Projection accuracy (Goal: within +/-5%) General Fund Other Funds	 99% 95%	 98% 95%	 98% 95%
Finance operations expense as a% of total Columbia County Expenditures	.43%	.38%	.40%

FINANCIAL SERVICES

FUND/DEPARTMENT NUMBER: 1011002

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Finance Director	1	1	1
Accounting Manager	1	1	1
Project Manager	1	1	1
Budget Analyst	1	1	1
Staff Accountant	2	2	2
Accounting Coordinator	1	1	1
Sr. Accounting Clerk	1	1	1
Accounting Clerk	1	1	1
Administrative Specialist	1	1	1
Total	**10**	**10**	**10**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	**1**	**1**	**1**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1002 FINANCE						
51 PERSONAL SERVICES						
1011002	511001	SAL/WAGES	$ 374,335	$ 335,881	$ 349,534	$ 407,712
1011002	511030	VACATION	27,137	39,135	35,405	-
1011002	511031	SICK LEAVE	-	91	1,666	-
1011002	511033	HOLIDAY	16,879	16,596	16,461	-
1011002	511051	EMPLOYEE MEDICAL	41,677	42,581	49,443	49,692
1011002	511052	GROUP LIFE INSURANCE	505	333	393	444
1011002	511053	RETIREMENT	30,028	28,031	31,013	32,265
1011002	511054	FICA	31,007	28,940	29,610	29,817
1011002	511055	WORK COMP	4,003	6,662	424	3,000
1011002	511060	EXPENSE ALLOWANCE	11,456	11,334	13,007	12,945
1011002	511062	NEW PERSONNEL REQUESTS	-	-	-	5,543
1011002	511070	UNEMPLOYMENT	343	322	333	336
TOTAL	PERSONAL SERVICES		537,369	509,907	527,288	541,754
52 OPERATING-SUPPLIES						
1011002	522040	POSTAGE	3,378	3,085	3,103	3,000
1011002	522070	OPERATING SUPPLIES	12,189	11,819	12,340	12,000
1011002	522080	UTILITIES	29,898	28,608	-	-
TOTAL	OPERATING-SUPPLIES		45,464	43,512	15,444	15,000
53 OPERATING-PURCH/CONT						
1011002	533003	ACCOUNTING	135,763	141,103	132,305	125,000
1011002	533035	CONTRACT SERVICES	16,980	18,396	4,352	3,000
1011002	533115	TRAVEL/TRAINING	2,559	3,467	2,410	2,000
1011002	533120	DUES & SUBSCRIPTIONS	3,036	3,896	4,753	3,284
1011002	533135	COMMUNICATIONS	4,577	5,280	1,168	756
1011002	533140	PRINTING	7,452	3,169	3,065	4,585
TOTAL	OPERATING-PURCH/CONT		170,367	175,311	148,053	138,625
TOTAL	**FINANCE**		**$ 753,200**	**$ 728,730**	**$ 690,785**	**$ 695,379**

PROCUREMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 1003

MISSION STATEMENT

Procurement will, by working closely with departments and divisions, assist in identifying their operating needs using the highest standards of professionalism and ethical conduct, diligently investing tax payers' money in the purchase of materials, services, and capital equipment to achieve overall success for Columbia County.

VISION STATEMENT

To be an organization of highly trained procurement professionals, utilizing advances technology, dedicated to delivering value-added. Proactive, innovative procurement services that consistently exceed our customer expectations.

DEPARTMENT DESCRIPTION

Procurement is responsible for overseeing an automated purchasing system, guiding departments with the writing of Bid specifications, Request for Proposals, processing and analyzing all Bids and Request for Proposals. Procurement also puts for great effort in identifying areas and services that can potentially save Columbia County taxpayers money. Procurement is charged with operating a warehouse facility for the storage of County supplies, equipment, and surplus items which are disposed of using GovDeals online auction. In addition, Procurement also oversees a County-wide contract management strategy that efficiently establishes, coordinates, and monitors all price and service agreements. Finally, Procurement is responsible for the receipt, storage, and retrieval of County records retention files, as well as the day to day operations of delivering the mail and supplies to County departments.

ACCOMPLISHMENTS FOR FY 10/11

- Implemented electronic bidding system
- Implemented access controls and security in warehouse
- Revised Purchasing Card Program

PROCUREMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 1003

GOALS FOR FY 11/12

- Continue to focus on the use of "Best Procurement Practices" and training for all departments
- Received recertification through National Institute of Governmental Purchasing (NIGP) by being awarded the "Achievement of Excellence in Procurement" award
- Continue to use GovDeals online auction program to generate revenues for all surplus and confiscated items
- Implement contract management program
- Revise Columbia County retention policy
- Implement electronic retention storage

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
PO Processed	10,819	11,300	10,900
Contracts Administered	95	95	95
Bid/RFPs Prepared	56	80	78

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Saving from Bid/RFP process	$5,183,441	$5,987,642	$4,650,00
GovDeals Revenue	$79,986	$60,900	$71,500

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Procurement Manager	1	1	1
Procurement Supervisor	1	1	1
Contract Analyst	1	1	1
Buyer I	1	1	1
Administrative Assistant	1	1	1
Clerk III	1	1	1
Warehouse Coordinator	1	1	1
Courier III	1	1	1
Total	**8**	**8**	**8**

PROCUREMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 1003

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	2	2	2
Heavy Equipment	1	1	1
Vehicle Allowances	2	2	2
Total	**5**	**5**	**5**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1003 PROCUREMENT/DISTRIBUTION						
51 PERSONAL SERVICES						
1011003	511001	SAL/WAGES	$ 242,616	$ 256,699	$ 253,608	$ 307,855
1011003	511030	VACATION	31,684	25,571	38,041	-
1011003	511031	SICK LEAVE	-	-	137	-
1011003	511033	HOLIDAY	11,356	13,303	12,076	-
1011003	511051	EMPLOYEE MEDICAL	50,873	47,929	53,496	59,950
1011003	511052	GROUP LIFE INSURANCE	390	293	350	406
1011003	511053	RETIREMENT	16,313	16,854	16,912	16,910
1011003	511054	FICA	21,290	22,017	22,569	22,764
1011003	511055	WORK COMP	2,606	5,210	494	2,500
1011003	511060	EXPENSE ALLOWANCE	14,134	15,456	16,616	16,530
1011003	511070	UNEMPLOYMENT	240	248	256	259
TOTAL	PERSONAL SERVICES		391,503	403,579	414,555	427,174
52 OPERATING-SUPPLIES						
1011003	522001	UNIFORMS	452	495	602	-
1011003	522040	POSTAGE	814	509	250	500
1011003	522065	OFFICE SUPPLIES	32	-	-	-
1011003	522070	OPERATING SUPPLIES	4,290	5,333	3,168	7,500
1011003	522080	UTILITIES	19,377	21,851	-	-
1011003	522100	MINOR PROPERTY	-	-	2,004	-
1011003	522113	INVENTORY	1,224	-	-	-
1011003	522114	INVENTORY RECEIPT	-	-	20,619	-
1011003	522120	VEHICLE/EQUIPMENT	-	-	-	-
1011003	522121	GAS/OIL/DEISEL	2,128	2,398	2,666	2,350
1011003	522130	BOOKS & REPORTS	-	-	-	-
TOTAL	OPERATING-SUPPLIES		28,317	30,586	29,309	10,350
53 OPERATING-PURCH/CONT						
1011003	533035	CONTRACT SERVICES	12,657	14,020	1,578	1,900
1011003	533060	GENERAL SERVICES	-	-	-	-
1011003	533061	ADMINISTRATION	50	310	(197)	-
1011003	533064	GEN REPAIRS	1,494	3,372	156	-
1011003	533095	VEH REPAIRS	57	313	441	-
1011003	533115	TRAVEL/TRAINING	10,394	6,715	6,979	12,455
1011003	533120	DUES & SUBSCRIPTIONS	290	150	1,100	1,100
1011003	533135	COMMUNICATIONS	4,775	5,828	2,254	2,200
1011003	533140	PRINTING	149	78	148	200
TOTAL	OPERATING-PURCH/CONT		29,866	30,787	12,458	17,855
60 CAPITAL						
1011003	601081	CIP MACH/EQUIPMENT	-	-	1,435	-
TOTAL	**PROCUREMENT**		**$ 449,686**	**$ 464,953**	**$ 457,756**	**$ 455,379**

EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1004 CONTINGENCY						
54 OPERATING-OTH COSTS						
1011004	544007	OPERATING CONTINGENCY	$ -	$ -	$ -	$ 1,078,540
TOTAL CONTINGENCY			$ -	$ -	$ -	$ 1,078,540

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER: 1005

MISSION STATEMENT

To provide world-class support services to effectively serve our customers.

VISION STATEMENT

To be a premier technology services leader in local government with a focus on customer service.

DEPARTMENT DESCRIPTION

The Information Technology Department is responsible for administration of technology services which includes hardware and software, networking, training, software development, telephones, pagers, cell phone and communication infrastructure.

Information Technology (IT) reports to the County Administrator Office that provides technology integration and support services. These service teams include Application Support, Business Administration, Customer Service, and Network Communications. IT support staff places a major emphasis on agencies that have direct interaction with the public. The "customers" IT supports fall into three categories:

- Public - citizens and external government agencies
- Constitution Offices
- County Departments that report directly to the Board of Commissioners

IT supports more than 775 customers located in over 85 locations. Critical services are provided both onsite and on-call support 365 day a year, 7 days a week, 24 hours a day.

Application Support Team: The Application Support Team (AST) is responsible for application support, application implementation and development, business analysis, and database management services to our customers.

The application support services consists of how to use software efficiently and effectively, troubleshooting application problems; educating customers, and access security. The application implementation and development services consist of evaluating, designing, developing, installing, configuring, documenting, and deploying applications.

The business analysis services ensure that current and proposed applications meet regulation and business requirements to fulfill customer's expectations. The database management services role is to design, create, install, monitor, maintain, and performance tune databases.

Business Administration Team: The Business Administration Team (BAT) is responsible for providing administrative support to the three Information Technology teams. This support includes strategic planning, project management, budget management, and procurement management. The team also manages cell phones, and pagers issued to various county agencies.

The strategic planning services formulate and deploy long term strategic plans to ensure IT services are aligned with business expectations. The project management services includes defining project scope, goals, deliverables, resource allocation, scheduling, and effective communicate project expectations to team members, stakeholders in a timely and clear fashion.

The budget management services include development and monitoring expenses to ensure they comply with goals, guidelines and objectives. The procurement management services includes developing Bids and RFP's, requesting quotes, ordering, paying invoices, correspondence, and scheduling meetings.

Customer Service Team: The Customer Service Team (CST) is responsible for managing Intel and AS/400 (iSeries) servers, network file storage including retrieval and backup, supporting personal computers and peripherals attached to the county network, and multimedia audio visual presentation systems. CST is also responsible for data center environmental equipment, maintenance, installation, inventory, training, documentation, and writing specifications of all supported server and personal computer hardware and software, and operating systems.

CST provides support for standard personal computer systems that includes: file and print sharing, e-mail, office automation products, security and anti-virus products, and Internet access. Upgrades and replacement of these products are routine managed by CST. Specialized workstations are also maintained and supported with applications such as GIS.

The Service Desk is responsible for assisting customers with technical questions and incidents. Every service request placed with Service Desk is tracked until the incident or problem has been resolved. Service requests that cannot be resolved by the Service Desk will be assigned to the appropriate support team to facilitate problem resolution.

Network Communications Team: The Network Communications Team (NCT) is responsible for the core of the County's data network. This responsibility includes design and support of all Wide Area Network (WAN) and Local Area Network (LAN) equipment. This support includes the design and implementation of both hardwired and wireless network equipment. NCT is responsible for network security and IP Telephony. NCT is responsible for monitoring network

utilization.

NCT provides support for the following equipment: VoIP systems, routers, switches, firewalls, intrusion detection systems, wireless access points, VPN concentrators, network management systems, cabling, and circuits. NCT is also responsible for training, maintenance, inventory, documentation, and specifications for all support communications equipment.

ACCOMPLISHMENTS FOR FY 2011/2012

- Ranked 8th in Digital Communities Survey with population under 150,000
- Implemented Tyler 311 Citizen Connect System
- Implemented Tyler 311 Interfaces into Munis Work Order Systems including Roads & Bridges
- Assisted Construction & Maintenance Division with E-Tix implementation
- Implemented Phase I of the online Electronic Check processing for Water Utility
- Implemented online Credit Card processing for Water Utility
- Implemented Munis 8.3 upgrade
- Implemented Apple iPad2 tablets for multiple departments
- Installed software releases for One/Tax, Chameleon, AutoCAD, RecTrac, WinZip and Anti Virus
- New Construction Project Completions (including data cabling, connectivity, audio visual, equipment procurement and setup) for Motor Vehicle, Evans Towne Center Park, Information Technology, Tax Commissioner, Tax Assessors, Community & Leisure, BroadBand Utility, Extension Services, GIS, Code Enforcement, Fleet Services, Animal Services, Health Department
- Implemented centralized Building Access Control System in Building E
- Increased County's WiFi hotspots by installing additional access points at various locations
- Expanded the Traffic Network to provide coverage for 10 additional intersections and established connectivity to Richmond County to have seamless flow traffic down Washington Road and Bobby Jones
- Provided Open Enrollment Support

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER: 1005

- Upgraded core Library infrastructure to support VDI implementation
- Configured Cisco AnyConnect for clientless VPN solution
- Created new wireless networks and installed additional Internet connections for iPad users and Evans Towne Center Park
- Implemented Netflow monitoring on infrastructure equipment to better monitor network utilization and health
- Established Layer 3 connections between buildings at the Evans Government Center to improve network performance
- Upgraded wireless core controllers and access points to expand the County's public wifi hotspots
- Upgraded connectivity between the Cisco core VSS and the server distribution network
- Provided election support for the Board of Elections
- Assisted GIS Department with implementation of CityWorks project
- Implemented new GRATIS emulation system for the Tax Commissioner and Motor Vehicle, eliminating obsolete hardware
- Implemented port security on network access switches
- Worked with Library staff to resolve issues with Library automation systems and to improve service delivered by IT

GOALS FOR FY 2012/2013

- Upgrade Cisco Communications applications and servers to support CUWL licensing structure and to provide additional functionality
- Replace end-of-life event correlation appliance with new application to provide increased data security
- Install new aggregation switch for Building C to increase network performance
- Expand VMS IP camera system to various locations
- Replace older equipment (desktop, servers, laptops, UPS units, and switches) as needed
- Implement Munis 9.3 Upgrades
- Integrate Chameleon (Animal Services) interface into Tyler 311 system
- Explore mobile options (iPad/Tablet) for Enterprise Systems (Munis/Chameleon)

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER: 1005

- Implement Mobile Device Management System
- 20% completion rate at the Service Desk prior to incident escalation
- Implement Munis Content Manager SE upgrade
- Implement additional E-Check payment processors
- Implement additional credit card processing interfaces
- Implement new disk-based data backup solution with option for offsite storage

WORKLOAD MEASUREMENTS

Category	Actual FY 2010/2011	Estimated FY 2011/2012	Forecast FY 2012/2013
Customers	858	906	960
Incident Requests	2286	2163	2200
Change Requests	1498	1582	1676
Total Service Requests	3784	3745	3876
Email Transactions	6,440,066	4,501,288	3,150,902
Web Site Activity	138,118,920	1,567,984	2,000,000
Systems Supported	**129**	135	140
Equipment Supported			
Audio Visual Equipment	394	380	395
Communication Equipment	1,255	1,255	1300
Communication Routers	31	35	39
Communication Switches	180	216	237
Personal Computers	553	866	890
Printers	285	198	210
Scanners	117	117	120
Servers (Physical/Virtual)	65	71	75
Thin Clients	88	155	200
Uninterruptible Power Supply	442	475	480
Communication Services Supported			
Telephone Lines	1521	1631	1745
Staffing Ratio			
Customer Srv Staff to User Ratio	1 to 123	1 to 113	1 to 50
Application Staff to User Ratio	1 to 123	1 to 151	1 to 50
Communications Staff to User Ratio	1 to 215	1 to 226	1 to 228

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER: 1005

PERFORMANCE MEASURES

Category	Actual FY 2010/2011	Estimated FY 2011/2012	Forecast FY 2012/2013
Routine Service Requests Completed:	98.95%	98.31%	98.00%
Change Requests Completed	98.46%	98.61%	98.00%

STAFFING

Position	Actual FY 2010/2011	Estimated FY 2011/2012	Forecast FY 2012/2013
Manager Information Technology	1	1	1
Asst Mgr Information Technology	1	1	1
Application Support Manager	1	1	1
Network Communications Manager	1	1	1
Customer Service Manager	1	1	1
Administrative Coordinator	1	1	1
Systems Analyst	1	1	1
Application Support Analyst	2	2	2
Programmer Analyst I	1	1	2
Database Administrator	1	1	1
Network Security Administrator	1	1	1
Network Engineer I	2	2	2
Service Desk	1	1	1
Technology Support Specialist	3	3	3
Lan Server Administrator I	1	1	1
Total	**19**	**19**	**20**

VEHICLE SCHEDULE

Category	Actual FY 2010/2011	Estimated FY 2011/2012	Forecast FY 2012/2013
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	12	12	12
Total	**12**	**12**	**12**

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER: 1005

BUDGET HIGHLIGHTS

The goal of the Information Technology budget for the upcoming fiscal year is to maintain operational and capital expenditures at an equivalent level to the previous fiscal year. The total Capital expenses included in the budget are $403,000.00. The capital budget consists of upgraded CISCO licensing, expanding VDI thin client deployment, replacement security event correlation system, disk-based server backup system and replacement of older equipment. The primary focuses of the capital items are to improve County operational efficiency while reducing long term operational expenses.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1005 INFORMATION TECHNOLOGY						
51 PERSONAL SERVICES						
1011005	511001	SAL/WAGES	$ 878,717	$ 798,724	$ 803,077	$ 954,987
1011005	511004	OVERTIME	10,527	9,060	5,339	7,500
1011005	511010	ON CALL	9,123	9,000	8,925	9,125
1011005	511030	VACATION	90,302	85,605	96,255	-
1011005	511031	SICK LEAVE	3,254	2,368	1,204	-
1011005	511033	HOLIDAY	40,760	38,945	39,224	-
1011005	511051	EMPLOYEE MEDICAL	149,817	127,889	124,077	119,324
1011005	511052	GROUP LIFE INSURANCE	996	637	776	904
1011005	511053	RETIREMENT	78,967	72,463	75,298	74,201
1011005	511054	FICA	79,908	73,462	74,972	75,074
1011005	511055	WORK COMP	9,400	15,889	1,060	7,500
1011005	511060	EXPENSE ALLOWANCE	80,854	76,414	85,506	84,960
1011005	511062	NEW PERSONNEL REQUESTS	-	-	-	-
1011005	511070	UNEMPLOYMENT	890	815	831	832
TOTAL	PERSONAL SERVICES		1,433,514	1,311,270	1,316,545	1,334,407
52 OPERATING-SUPPLIES						
1011005	522040	POSTAGE	148	550	450	300
1011005	522065	OFFICE SUPPLIES	-	-	-	-
1011005	522070	OPERATING SUPPLIES	35,439	23,025	27,306	30,000
1011005	522080	UTILITIES	70,182	68,036	-	-
1011005	522100	MINOR PROPERTY	57,362	43,157	33,185	-
1011005	522130	BOOKS & REPORTS	-	57	-	350
TOTAL	OPERATING-SUPPLIES		163,131	134,826	60,941	30,650
53 OPERATING-PURCH/CONT						
1011005	533015	LEASED EQUIPMENT	245,482	291,107	291,103	100,000
1011005	533035	CONTRACT SERVICES	990,610	911,480	767,438	814,500
1011005	533055	O/S SVCS-TEMP EMP	12,760	24,523	22,264	27,500
1011005	533060	GENERAL SERVICES	685	-	-	-
1011005	533063	EQUIPMENT RENTAL	11,633	2,801	5,604	10,000
1011005	533064	GENERAL REPAIRS	-	168	-	-
1011005	533115	TRAVEL/TRAINING	34,449	27,202	24,388	31,500
1011005	533120	DUES & SUBSCRIPTIONS	300	429	599	525
1011005	533135	COMMUNICATIONS	34,954	32,010	50,789	65,550
TOTAL	OPERATING-PURCH/CONT		1,330,873	1,289,719	1,162,185	1,049,575
60 CAPITAL						
1011005	601081	CIP MACH/EQUIPMENT	269,327	107,479	133,962	403,000
TOTAL	**INFORMATION TECHNOLOGY**		**$ 3,196,845**	**$ 2,843,293**	**$ 2,673,632**	**$ 2,817,632**

BOARD OF ELECTIONS

FUND/DEPARTMENT NUMBER: 1007

MISSION STATEMENT

To serve the public and register all eligible Columbia County citizens to vote and assign voters to respective precincts in accordance with state and federal laws in order to conduct fair and impartial elections. We accomplish this mission by providing excellent customer service to candidates and the public by answering questions regarding elected officials and election districts, election statistics, and other registration and election related matters.

VISION STATEMENT

The Board of Elections is committed to meeting the election needs of the voters in Columbia County and continues to serve a growing population by maintaining accountability of all constituents.

DEPARTMENT DESCRIPTION

- Maintain registration records for the County, Cites of Harlem and Grovetown.
- Conduct all county, state, federal and special elections.
- Conduct municipality elections for the cities of Grovetown and Harlem.
- Provide information to federal and county jury commission in preparation of jury list.
- Process all petitions for elections.
- Provide information on election law to candidates, public officials, civic groups and general public.
- Provide training to poll workers.
- Promote and perform public education with the schools in Columbia County for Voter Registration.

ACCOMPLISHMENTS FOR FY 12/13

- Trained poll workers on the use & implementation of the scanners used to scan Georgia driver's licenses at the voting precincts.
- Notified in writing each elected official of the new Georgia Government Transparency and Campaign Finance Commission's new reporting procedures.
- Completed certifications for all employees and Board Members.

BOARD OF ELECTIONS

FUND/DEPARTMENT NUMBER: 1007

ACCOMPLISHMENTS FOR FY 10/11 (continued)

- Updated over 32,620 registration and elections records (change of name/address, added new registration, deleted registrations, confirmations, early/advance voting and absentee).
- Over 83,868 registered voters in the county- approximately 73% of the County's eligible population.
- Conducted workshop style classes for poll workers.
- Operated three additional Advance Voting Sites for the General Election.
- Conducted Early Voting/Advance Voting.

GOALS FOR FY 11/12

- Conduct Special Election and Special Election Run-Off for Columbia County Commission District 4.
- Conduct Presidential Preference Primary – countywide.
- Relocate five (5) voting precincts.
- Split two (2) of the most populated voting precincts.
- Notify voters in writing of Redistricting changes.
- Purchase new Lektriever (filing cabinet for storing voter registration records).
- Continue updating voting system.
- Add new computer program/Absentee Touch Screen System.
- Continue election support to the municipalities in the County.
- Continue attending training sessions required by the Georgia Election Code.
- Continue providing election training to poll workers, candidates and general public.
- Add a scanner for Absentee.
- Program for the new electronic voting.
- To conduct more public training on the election process.
- Acquire warehouse space for Touch Screen units with carts.
- Program for the new Express Poll electronic voting list.

BOARD OF ELECTIONS

FUND/DEPARTMENT NUMBER: 1007

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
New registration records	6,780	2,500	6,000
Notification of change	4,157	8,000	10,000
Major elections	2	2	4
Absentee & Voted in the office	14,804	7,500	30,000
Seminars for poll workers	9	15	18
Records updates of voters	6,879	20,000	32,000

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Executive Director	1	1	1
Elections Coordinator	1	1	1
Registration Coordinator	1	1	1
Deputy Clerk	1	1	1
(*Temp Employees)	3	6	6
Total	**7**	**11**	**11**

BUDGET HIGHLIGHTS

- Conducted four (4) successful elections for Columbia County for 2010.
- Added over 6,780 new voters as of January 2011.
- Removed over 3,920 voters for lack of voting activity or moved out of county.
- Completed inventory of all election/registration supplies and equipment.
- Checked all 45 precincts for handicap accessibility.
- Maintained three additional Advance Voting Sites.
- Trained over 120 poll workers on the use (and implemented) the new handheld scanners used at the voting precincts to scan a Georgia Driver's License.

EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1007 BOARD OF ELECTIONS						
51 PERSONAL SERVICES						
1011007	511001	SAL/WAGES	$ 126,226	$ 142,876	$ 133,284	$ 167,010
1011007	511004	OVERTIME	10,596	32,815	14,125	8,000
1011007	511030	VACATION	14,530	-	-	-
1011007	511031	SICK LEAVE	7,089	13,603	25,017	-
1011007	511033	HOLIDAY	5,843	-	2,533	-
1011007	511050	FRINGE BENEFITS	-	6,222	7,137	-
1011007	511051	EMPLOYEE MEDICAL	13,604	15,698	14,057	16,294
1011007	511052	GROUP LIFE INSURANCE	225	166	198	222
1011007	511053	RETIREMENT	11,518	13,641	13,317	11,850
1011007	511054	FICA	12,173	14,538	13,753	12,315
1011007	511055	WORK COMP	1,570	2,858	193	1,400
1011007	511060	EXPENSE ALLOWANCE	482	482	483	480
1011007	511070	UNEMPLOYMENT	132	157	149	134
TOTAL	PERSONAL SERVICES		203,989	243,056	224,246	217,705
52 OPERATING-SUPPLIES						
1011007	522001	UNIFORMS	562	229	-	-
1011007	522040	POSTAGE	9,015	9,413	5,006	10,000
1011007	522070	OPERATING SUPPLIES	2,675	2,643	3,740	2,500
1011007	522080	UTILITIES	10,081	12,177	-	-
TOTAL	OPERATING-SUPPLIES		22,334	24,461	8,745	12,500
53 OPERATING-PURCH/CONT						
1011007	533035	CONTRACT SERVICES	7,687	24,824	2,452	52,000
1011007	533055	O/S SVCS-TEMP EMP	9,912	29,235	24,721	20,000
1011007	533060	GENERAL SERVICES	1,215	185,526	49,276	132,000
1011007	533064	GEN REPAIRS	-	350	829	1,500
1011007	533110	OTHER FEES	9,350	9,600	9,600	9,600
1011007	533115	TRAVEL/TRAINING	8,925	6,665	5,737	6,500
1011007	533120	DUES & SUBSCRIPTIONS	178	188	188	175
1011007	533125	RENT ON BUILDINGS	315	8,080	1,798	3,600
1011007	533127	EQUIPMENT RENTAL	-	213	-	200
1011007	533135	COMMUNICATIONS	1,520	1,986	98	2,000
1011007	533140	PRINTING	543	36,654	10,122	25,000
TOTAL	OPERATING-PURCH/CONT		39,646	303,321	104,820	252,575
60 CAPITAL						
1011007	601090	CIP OTHER	-	-	19,694	-
TOTAL	**BOARD OF ELECTIONS**		**$ 265,969**	**$ 570,838**	**$ 357,506**	**$ 482,780**

EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1008 GENERAL OVERHEAD						
52 OPERATING-SUPPLIES						
1011008	522080	UTILITIES	$ -	$ -	$ 2,168,295	$ 2,000,000
1011008	522081	UTILSTMWTR	-	-	12,880	10,000
TOTAL	OPERATING-SUPPLIES		-	-	2,181,175	2,010,000
53 OPERATING-PURCH/CONT						
1011008	533035	CONTRACT SERVICES	-	-	587,758	539,313
1011008	533045	JANITOR SVCS	-	-	504,288	454,000
1011008	533135	COMMUNICATIONS	-	-	310,484	-
TOTAL	OPERATING-PURCH/CONT		-	-	1,402,530	993,313
TOTAL	**GENERAL OVERHEAD**		**$ -**	**$ -**	**$ 3,583,705**	**$ 3,003,313**

EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1009	NEW APPROPRIATION REQUEST					
51	PERSONAL SERVICES					
1011009	511080	PERSONNEL ADJUSTMENTS	$ -	$ -	$ 15,188	$ 24,765
TOTAL	NEW APPROPRIATION REQU		$ -	$ -	$ 15,188	$ 24,765

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011

MISSION STATEMENT

The Human Resources Department will develop and provide personnel services in a courteous and professional manner to internal and external customers while utilizing cost savings measures to strategically align with the Board of Commissioners mission.

VISION STATEMENT

The Human Resources Department is inspired to be a Center of Excellence, navigating success and meeting the needs of County Employees and the Community.

DEPARTMENT DESCRIPTION

The Human Resources Department is dedicated to providing excellent service to County departments, employees and the general public. The team seeks opportunities to provide employees professional services, to improve the working environment, to improve the quality of our workforce through recruitment, orientation, benefits, compensation, training and development programs, and to insure all internal and external customers are afforded equal opportunities of fair treatment and non-discrimination in Columbia County hiring and employment practices.

ACCOMPLISHMENTS FOR FY 11/12

- Created new vision statement and brand for the Human Resources Department.
- Negotiated medical renewal at negative 3% renewal with no premium increase.
- Negotiated dental rate renewal with 0% increase for the fourth consecutive year.
- Negotiated life and disability product rates renewal with 0% increase.
- No changes in benefits or wellness programs due to successful contract negotiations.
- Increased wellness programs through University Hospital offering multiple medical speakers and wellness classes.
- Fitness Reimbursement totaling $13,562 distributed to forty eight (48) employees averaging $283 each.
- Completed successful import of 2012 Merit from HRN to Munis with no errors.
- Completed successful accrual rollover January 2012 with no errors.
- Conducted Performance Pro computer training for eight (8) Managers September 2011.
- Coordinated mandatory classroom Performance Appraisal training for eighty five (85) Managers September 2011.

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011

- Created QR codes for website position vacancies and benefits.
- Coordinated mandatory Anti-harassment training for four hundred fifty three (453) Employees July 2011.
- Completed twenty two (22) comprehensive classification and compensation surveys.
- Received eight (8) responses through the online Employee Survey form.
- Flu immunization vaccine was administered to one hundred sixty-four (164) employees.
- Twenty (20) employees participated in the Education Reimbursement Program.
- One hundred twenty one (121) active and eight (8) retired employees were recognized for years of service; seven (7) employees were recognized for military service during the annual Service Recognition Program.
- Human Resources fulfilled 2011 Christmas Wishes for one family through the Columbia County Children's Foundation by purchasing clothes, educational and recreational toys for the children.

GOALS FOR FY 12/13

- Enhance wellness program initiatives using vendor resources at no cost to the County or Employees.
- Continue to strive for successful vendor negotiations that result in 0% premium increase to the County and Employees.
- Utilize new technology to warehouse employee and benefit files by electronically scanning data into the human resource and payroll system.
- Monitor health care reform legislation to ensure that the County medical plan has minimal cost impact and is compliant with new legal requirements.
- Maintain the quality of health care needs for Employees and their families.
- Develop an Employee Satisfaction Audit for new hires and transfers.
- Expand Employee Relations program.
- Encourage Employees to utilize the Intranet and Employee Self Service Center to receive communications about Benefits, Compensation and other relevant updates.

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Workers Comp Claims	131	135	140
Family Medical Leave	66	72	79
401(a) Participants	864	872	881
457(b) Participants	764	779	795
Employment Applications	4,377	4,450	4,500
Advertisement Savings	$4,800	$5,000	$5,100

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011

Internal Position Postings	19	10	15
External Position Postings	43	51	48
New Hires Processed	75	109	98
Category	**Actual FY 10/11**	**Estimated FY 11/12**	**Forecast FY 12/13**
Employment Turnover	12.0%	10.0%	11.0%
Terminations Processed	87	100	105
Grievances Filed	1	2	1
Grievances Resolved	1	2	1

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Merit Average %	1.7%	2.4%	2.0%
Merit Average $	$630	$925	$750
Performance Evaluation %	3.94%	3.83%	3.8%
Wellness Incentive	$1,350	$1,405	$1,620
Wellness Expense	$81,932	$80,418	$83,592
Medical Claim $ Below Expected Claim $	$1,465,372	$797,937	$981,298
Medical ROI APR	29.8%	14.0%	13.6%
Dental Savings	$103,590	$63,621	$30,888
Fitness Reimbursement	$15,099	$13,232	$15,161
Benefits Cost to Payroll	35%	35%	37%
401(a) Fund Balance	$20,281,123	$23,953,419	$26,356,367
457(b) Fund Balance	$14,944,768	$18,256,228	$19,079,414
Employee Average Tenure	9.09	9.43 years	9.85 years
Education Reimbursement	22	20	21
Training	72	546	780

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Human Resources Manager	1	1	1
Assistant Human Resources Manager	1	1	1
Human Resources Specialist III	1	1	1
Human Resources Analyst	1	1	1

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011

Employee Relations Specialist I	1	1	1
Benefits Specialist I	1	0	0
Human Resources Assistant	1	1	1
Total	**7**	**6**	**6**

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Vehicle Allowances	2	2	2
Total	**2**	**2**	**2**

BUDGET HIGHLIGHTS

The Human Resources team is currently comprised of 50% (3:6) degreed team members, one team member is Microsoft Office Applications Specialist and Administrative Assistant Specialist certified with a degree in Business Administrative Technology, and one team member is a Certified Administrative Professional. The team will continue pursuit of educational opportunities through various resources including higher education, continuing education, and membership in professional organizations focused on public sector human resources discipline.

The Assistant Human Resources Manager is recommended to be reclassified from Grade 25 to Grade 26 with no salary adjustment. This will place the position within an equitable grade in the classification system based on the level of responsibility, dimension and scope and there is no budget impact. In addition, the Human Resources Assistant is recommended to be promoted to Human Resources Advocate and move from grade 15 to grade 16. The incumbent has assumed more complex position responsibilities and become responsible for more technologically advanced tasks. The Human Resources Department FY12-13 operating budget was decreased to accommodate this promotion with no budget impact.

The Human Resources Department is responsible for management oversight of the medical fund. Currently, the medical fund balance is maintaining fund levels between $1.3-$1.5 MM. Economic indicators for professional and technical medical costs reflect increased financial impact to the fund due to increased health care costs, increased population and plan utilization. Federal imposed changes may also affect the fund within 12-18 months. Therefore, 2.5% increase in the discounted premium and 10% increase in the non-discounted premium above the discounted premium is recommended for 2013. These recommended adjustments will maintain a healthy fund balance and provide renewal negotiation leverage.

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011

Aggressive wellness initiatives were implemented and are recommended to continue to enhance the wellness program, providing more education and vendor participation and communication. The fitness reimbursement program was successful again this budget year and is requested to continue in the new budget year.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1011 HUMAN RESOURCES						
51 PERSONAL SERVICES						
1011011	511001	SAL/WAGES	$ 226,051	$ 201,720	$ 214,669	$ 240,547
1011011	511004	OVERTIME	-	90	-	100
1011011	511030	VACATION	15,221	11,449	11,977	-
1011011	511031	SICK LEAVE	-	648	-	-
1011011	511033	HOLIDAY	9,509	5,119	6,016	-
1011011	511051	EMPLOYEE MEDICAL	39,259	33,818	38,507	41,648
1011011	511052	GROUP LIFE INSURANCE	307	192	235	272
1011011	511053	RETIREMENT	15,423	13,111	15,871	14,673
1011011	511054	FICA	18,268	15,824	16,909	17,354
1011011	511055	WORK COMP	2,417	3,970	245	2,000
1011011	511060	EXPENSE ALLOWANCE	9,174	6,654	7,273	7,237
1011011	511062	NEW HIRES	-	-	-	931
1011011	511070	UNEMPLOYMENT	208	179	192	198
TOTAL	PERSONAL SERVICES		335,836	292,774	311,893	324,960
52 OPERATING-SUPPLIES						
1011011	522040	POSTAGE	1,295	565	238	1,750
1011011	522070	OPERATING SUPPLIES	4,352	5,126	5,064	5,250
1011011	522075	XEROX USE	-	198	-	1,575
1011011	522080	UTILITIES	18,054	17,069	-	-
1011011	522100	MINOR PROPERTY	-	-	-	-
1011011	522130	BOOKS & REPORTS	40	18	96	500
TOTAL	OPERATING-SUPPLIES		23,741	22,976	5,398	9,075
53 OPERATING-PURCH/CONT						
1011011	533020	MEDICAL SERVICES	35,201	35,940	37,352	45,000
1011011	533025	ADVER/MARKETING	30,859	33,847	30,797	34,000
1011011	533035	CONTRACT SERVICES	21,054	20,399	12,057	15,000
1011011	533055	O/S SVCS-TEMP EMP	50,316	20,551	37,929	47,000
1011011	533060	GENERAL SERVICES	19,050	19,525	19,600	25,000
1011011	533115	TRAVEL/TRAINING	3,186	4,176	5,378	7,000
1011011	533120	DUES & SUBSCRIPTIONS	1,522	1,642	1,656	2,000
1011011	533135	COMMUNICATIONS	2,868	3,284	456	2,000
1011011	533140	PRINTING	1,000	1,500	1,428	2,000
1011011	533165	STAFF DEVELOPMENT	75,369	56,580	91,613	110,000
TOTAL	OPERATING-PURCH/CONT		240,424	197,444	238,267	289,000
TOTAL	**HUMAN RESOURCES**		**$ 600,002**	**$ 513,193**	**$ 555,557**	**$ 623,035**

TAX COMMISSIONER

FUND/DEPARTMENT NUMBER: 1111

MISSION STATEMENT

Provide proficient property tax and motor vehicle tag services that are accessible and responsive to the needs of the citizens of Columbia County through innovation, technology, and a professional workforce.

VISION STATEMENT

Enhance tax collection payment options through modern technological applications, improving customer service and increasing responsiveness to our citizens.

DEPARTMENT DESCRIPTION

The Tax Commissioner, as a duly elected constitutional officer, is responsible for billing, collecting, and disbursing all monies levied as taxes for the County, School System, Cities of Harlem and Grovetown and the State of Georgia. Property taxes, Motor Vehicle taxes, Mobile Home taxes, Timber taxes, and Heavy Equipment taxes are collected. In addition to collecting taxes, the Tax Commissioner serves as ex-officio Sheriff assuming the total responsibility for collection of any delinquent taxes.

ACCOMPLISHMENTS FOR FY 11/12

- Relocated the Tax Commissioner's Motor Vehicle Division to the newly constructed wing of Building C at the Evans Government Complex.
- Created a welcome center service desk in the new Motor Vehicle facility to answer questions and streamline services.
- Enhanced security in the Motor Vehicle Office for customer and employee safety.
- Activated a customer survey application on the Tax Commissioner website.
- Received 100% accuracy rating for the state annual motor vehicle inventory audit.
- Maintained a property delinquency rate of less than 1%.
- Implemented a new notification service via email for the Tax Commissioner's Office to inform taxpayers of important motor vehicle and property tax issues and deadlines.
- Assisted with the development of the new tax calculation portion of the state mandated form for assessment notices.

GOALS FOR FY 12/13

- Implement a self-service Tag Touch system for vehicle registration renewals using credit/debit cards.
- Use college internship students to create new viable programs in the Tax Commissioner's Office.

TAX COMMISSIONER

FUND/DEPARTMENT NUMBER: 1111

- Create and implement a program using volunteers to assist the Motor Vehicle personnel.
- Install a drop box for payment collections at the Appling Tax Commissioner Office.
- Develop and implement a Manager's Training program.

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
MOTOR VEHICLE DIVISION			
Motor Vehicle Tax Collected	$9.6 million	$10.4 million	$11.3 million
Number of Tag Registrations	145,041	148,716	153,222
Number of Titles	31,155	32,872	35,466
Disabled Placards Issued	1,431	1,956	2,265
% of MV Registrations by Mail	21.16%	20.78%	19.88%
% of MV Registrations Online & IVR	5.93%	5.45%	5.38%
Number of Incoming Telephone Calls	35,343	36,792	38,550
PROPERTY TAX DIVISION			
Real & Personal Property Tax Collected	$99.7 million	$100.5 million	$101.3 million
# of Real & Personal Tax Bills	69,811	71,059	72,287
# of Real Property Mobile Home Tax Bills	2,692	2,701	2,698
Mobile Home Tax Collected	$247,561	$268,263	$254,849
# of Personal Property MH Tax Bills	2,159	2,090	2,021
# of Homestead Exemption Applications	1,905	1,991	2,090
Timber Tax Collected	$66,561	$49,711	$58,136
# of Timber Tax Bills	57	45	46
Heavy Duty Equipment Tax Collected	$1,504	$2,156	$1,617
# of Heavy Duty Equip Tax Bills	3	4	3
Number of Incoming Telephone Calls	26,706	27,522	28,335

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Collection Rate – Real & Personal Property	99%	99%	99%
Collection Rate – Timber	100%	100%	100%
Collection Rate – Mobile Homes	99%	99%	99%

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Elected Officials	1	1	1
Managers	3	3	3
Full-Time Employees	21	21	22
Part-Time Employees	1	1	1

TAX COMMISSIONER

FUND/DEPARTMENT NUMBER: 1111

Total	**26**	**26**	**27**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	2	2	2
Total	**2**	**2**	**2**

BUDGET HIGHLIGHTS

The Tax Commissioner's Office consistently operates within the annual budget. Changes in the law as mandated by state legislation will greatly increase the workload of titling and registering motor vehicles. An additional personnel of one has been requested to handle the increased workflow.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1111 TAX COMMISSIONER						
51 PERSONAL SERVICES						
1011111	511001	SAL/WAGES	$ 901,047	$ 911,263	$ 973,365	$ 1,103,197
1011111	511004	OVERTIME	2,301	2,459	2,938	6,000
1011111	511030	VACATION	74,744	71,147	70,595	-
1011111	511031	SICK LEAVE	3,370	1,733	2,752	-
1011111	511033	HOLIDAY	34,841	36,406	38,272	-
1011111	511050	FRINGE BENEFITS	-	-	-	-
1011111	511051	EMPLOYEE MEDICAL	104,012	103,656	117,659	116,314
1011111	511052	GROUP LIFE INSURANCE	1,103	800	1,023	1,245
1011111	511053	RETIREMENT	77,765	78,252	84,827	83,904
1011111	511054	FICA	74,473	75,017	79,600	81,042
1011111	511055	WORK COMP	9,633	18,002	1,039	9,000
1011111	511060	EXPENSE ALLOWANCE	15,030	14,624	15,863	15,513
1011111	511062	NEW HIRES	-	-	-	41,944
1011111	511070	UNEMPLOYMENT	719	723	774	779
TOTAL	PERSONAL SERVICES		1,299,038	1,314,081	1,388,707	1,458,938
52 OPERATING-SUPPLIES						
1011111	522040	POSTAGE	93,444	70,376	72,600	74,645
1011111	522070	OPERATING SUPPLIES	15,384	15,897	16,694	11,531
1011111	522080	UTILITIES	71,965	77,627	-	-
1011111	522100	MINOR PROPERTY	404	989	930	450
1011111	522121	GAS/OIL/DEISEL	1,951	1,789	1,777	1,800
1011111	522130	BOOKS & REPORTS	884	1,045	1,007	1,230
TOTAL	OPERATING-SUPPLIES		184,032	167,722	93,009	89,656
53 OPERATING-PURCH/CONT						
1011111	533015	LEASED EQUIPMENT	3,133	2,999	3,379	4,120
1011111	533025	ADVER/MARKETING	612	-	-	1,000
1011111	533035	CONTRACT SERVICES	110,534	95,983	60,776	51,920
1011111	533055	O/S SVCS-TEMP EMP	27,744	21,829	6,281	20,000
1011111	533063	EQUIPMENT REPAIRS	2,003	2,036	6,430	6,435
1011111	533064	GEN REPAIRS	107	518	2,398	3,000
1011111	533095	VEH REPAIRS	573	439	406	-
1011111	533115	TRAVEL/TRAINING	5,944	9,263	5,094	7,050
1011111	533120	DUES & SUBSCRIPTIONS	1,272	1,241	1,290	1,196
1011111	533127	EQUIPMENT RENTAL	3,944	3,684	3,019	4,015
1011111	533135	COMMUNICATIONS	11,130	13,351	1,359	1,300
1011111	533140	PRINTING	17,087	7,569	10,470	16,025
TOTAL	OPERATING-PURCH/CONT		184,083	158,910	100,903	116,061
TOTAL	**TAX COMMISSIONER**		**$ 1,667,153**	**$ 1,640,713**	**$ 1,582,619**	**$ 1,664,655**

TAX ASSESSOR

FUND/DEPARTMENT NUMBER: 1112

MISSION STATEMENT

To seek out all taxable and non-taxable properties within the county and value each property so that each taxpayer pays their fair share of the tax burden but no more than their fair share of the burden.

VISION STATEMENT

The Tax Assessors Office desires to continue to provide superior customer service and become more technologically advanced, while increasing efficiency and productivity.

DEPARTMENT DESCRIPTION

- Locate and identify all properties and property ownership
- Inventory all taxable property and important characteristics
- Determine taxability of properties
- Determine market value
- Calculate assessed value of property
- Prepare digest to be approved by State Revenue Department
- Notify property owners of changes in assessment values
- Provide and execute the appeal process that is required by law
- Aid the general public by providing maps and general property information

ACCOMPLISHMENTS FOR FY 11/12

- Complied with the Taxpayer's Bill of Rights
- Submitted Real & Personal Property Digest as required by State Revenue Department (Digest was approved)
- Met training requirements set by Georgia Department of Revenue
- Worked with GIS Manager to improve and enhance mapping system
- Maintained department webpage

GOALS FOR FY 12/13

- Complete the Real & Personal Property Tax Digest on schedule
- Revalue all property in County
- Continue to improve quality of customer service

TAX ASSESSOR

FUND/DEPARTMENT NUMBER: 1112

- Continue taking and storing digital images of all improvements located in the county

WORKLOAD MEASUREMENTS

Category	Actual FY 2010/2011	Estimated FY 2011/2012	Forecast FY 2012/2013
Parcels Reviewed	52,543	53,387	54,187
New Main Improvements	1,245	1,100	1,200
Personal Property Accounts	13,137	14,000	14,300
Deeds Processed	6,994	7,384	7,780
Mapping Splits	984	844	920
Personal Property Mobile Homes	2,250	2,197	2,140

PERFORMANCE MEASURES

Category	Actual FY 2010/2011	Estimated FY 2011/2012	Forecast FY 2012/2013
Increased Real & Personal Property Digest	0.73% **Moratorium still in place**	3%	4%

STAFFING

Position	Actual FY 2010/2011	Estimated FY 2011/2012	Forecast FY 2012/2013
Manager V	1	1	1
Manager II	2	2	2
Commercial Specialist V	1	1	1
Residential Specialist V	1	1	1
Administrative Coordinator	0	1	1
Appraiser I	6	6	7
Appraiser II	3	3	3

TAX ASSESSOR

FUND/DEPARTMENT NUMBER: 1112

Appraiser III	1	1	1
Clerk IV	4	3	3
Specialist II	3	3	3
Total	**22**	**22**	**23**

VEHICLE SCHEDULE

Category	Actual FY 2010/2011	Estimated FY 2011/2012	Forecast FY 2012/2013
Authorized Vehicles	8	8	11
Heavy Equipment			
Vehicle Allowances	1	1	1
Total	**9**	**9**	**12**

BUDGET HIGHLIGHTS

The Tax Assessor's Office has 2 personnel requests:
Appraiser I, Grade 18: Currently, the Tax Assessors Office has a ratio of 5,583 residential parcels per residential appraiser. The Department of Revenue recommends 3,500 to 4,000 parcels per appraiser.

Promotion and Reclassification: Jeremey Roese, Grade 24 to 25: Will take on additional responsibilities of supervising two Personal Property appraisers and the Office Manager. He holds an Appraiser IV certification and has all authority of the Chief Appraiser, in her absence. We desire to change his title to Deputy Chief Appraiser, to conform with a more widely recognized and accepted title for positions such as this one throughout other counties in Georgia.

If the Appraiser I position is approved, the monies to purchase the required equipment (computer, desk phone, laptop, digital camera and vehicle GPS unit) have been requested in the minor property line code.

The communications line code has been increased to allow for 2 monthly cell phone plans. Pending the approval of the Appraiser I position, money has also been requested for a cell phone plan, vehicle GPS monitoring subscription and air card for the laptop.

The Tax Assessor's Office is asking 3 new Ford Escape vehicles to replace 2 current vehicles as recommended by Fleet Services. During a budget work session with the County Administrator and staff, 5 vehicles were recommended to be budgeted in the FY 2011/2012 budget; however, only 4 vehicles were actually input. Therefore, we are requesting the vehicle be placed into the FY 2012/2013 budget.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1112 TAX ASSESSOR						
51 PERSONAL SERVICES						
1011112	511001	SAL/WAGES	$ 657,033	$ 666,069	$ 667,465	$ 830,967
1011112	511030	VACATION	65,849	-	254	-
1011112	511031	SICK LEAVE	13,853	64,470	73,240	-
1011112	511033	HOLIDAY	27,812	3,725	4,965	-
1011112	511050	FRINGE BENEFITS	-	31,621	32,303	-
1011112	511051	EMPLOYEE MEDICAL	116,516	121,258	127,275	139,009
1011112	511052	GROUP LIFE INSURANCE	944	718	849	1,152
1011112	511053	RETIREMENT	75,278	52,525	51,945	55,670
1011112	511054	FICA	55,478	55,771	56,614	60,367
1011112	511055	WORK COMP	7,056	13,503	1,206	6,500
1011112	511060	EXPENSE ALLOWANCE	5,294	7,829	7,992	8,205
1011112	511062	NEW HIRES	-	-	-	44,712
1011112	511070	UNEMPLOYMENT	615	619	629	672
TOTAL	PERSONAL SERVICES		1,025,728	1,018,108	1,024,735	1,147,254
52 OPERATING-SUPPLIES						
1011112	522001	UNIFORMS	1,561	385	857	1,575
1011112	522040	POSTAGE	36,434	36,132	25,819	33,000
1011112	522070	OPERATING SUPPLIES	6,958	6,369	5,747	9,000
1011112	522080	UTILITIES	52,476	56,766	-	-
1011112	522100	MINOR PROPERTY	10,125	(167)	2,311	3,162
1011112	522121	GAS/OIL/DEISEL	9,239	13,815	12,819	6,000
TOTAL	OPERATING-SUPPLIES		116,792	113,300	47,553	52,737
53 OPERATING-PURCH/CONT						
1011112	533035	CONTRACT SERVICES	55,921	52,896	19,657	21,000
1011112	533095	VEH REPAIR	3,007	2,467	2,671	-
1011112	533105	PER DIEM FEES	20,550	18,060	18,000	18,000
1011112	533115	TRAVEL/TRAINING	13,805	10,684	14,413	15,000
1011112	533120	DUES & SUBSCRIPTIONS	1,768	1,967	1,761	2,000
1011112	533135	COMMUNICATIONS	11,121	14,520	6,998	11,528
1011112	533140	PRINTING	120	1,041	306	-
TOTAL	OPERATING-PURCH/CONT		106,292	101,635	63,805	67,528
TOTAL	**TAX ASSESSOR**		**$ 1,248,812**	**$ 1,233,043**	**$ 1,136,094**	**$ 1,267,519**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1500 ENGINEERING SERVICES						
51 PERSONAL SERVICES						
1011500	511001	SAL/WAGES	$ 230,071	$ -	$ -	$ -
1011500	511004	OVERTIME	26	-	-	-
1011500	511030	VACATION	22,222	-	-	-
1011500	511031	SICK LEAVE	277	-	-	-
1011500	511033	HOLIDAY	10,887	-	-	-
1011500	511051	EMPLOYEE MEDICAL	42,499	-	-	-
1011500	511052	GROUP LIFE INSURANCE	218	-	-	-
1011500	511053	RETIREMENT	20,142	-	-	-
1011500	511054	FICA	19,419	-	-	-
1011500	511055	WORK COMP	2,474	-	-	-
1011500	511060	EXPENSE ALLOWANCE	6,063	-	-	-
1011500	511070	UNEMPLOYMENT	215	-	-	-
TOTAL	PERSONAL SERVICES		354,512	-	-	-
52 OPERATING-SUPPLIES						
1011500	522040	POSTAGE	948	-	-	-
1011500	522070	OPERATING SUPPLIES	3,464	-	-	-
1011500	522080	UTILITIES	18,375	-	-	-
1011500	522100	MINOR PROPERTY	-	-	-	-
1011500	522121	GAS/OIL/DEISEL	14,050	-	-	-
TOTAL	OPERATING-SUPPLIES		36,837	-	-	-
53 OPERATING-PURCH/CONT						
1011500	533001	PROFESSIONAL FEES	-	-	-	-
1011500	533035	CONTRACT SERVICES	10,457	-	-	-
1011500	533064	GEN REPAIRS	-	-	-	-
1011500	533095	VEH REPAIR	2,461	-	-	-
1011500	533115	TRAVEL/TRAINING	5,476	-	-	-
1011500	533120	DUES & SUBSCRIPTIONS	150	-	-	-
1011500	533135	COMMUNICATIONS	5,671	-	-	-
1011500	533140	PRINTING	135	-	-	-
TOTAL	OPERATING-PURCH/CONT		24,350	-	-	-
54 OPERATING-OTH COSTS						
1011500	544001	MISCELLANEOUS	576	-	-	-
TOTAL	**ENGINEERING SERVICES**		**$ 416,275**	**$ -**	**$ -**	**$ -**

NOTE: IN FY 2011, THIS DEPARTMENT WAS COMBINED WITH PLAN REVIEW DUE TO RESTRUCTURING.

TOTAL	**GENERAL GOVERNMENT**	**$ 14,318,536**	**$ 11,074,709**	**$ 17,658,823**	**$ 15,684,636**

JUDICIAL

The Judicial function accounts for activities of the court system. Below is a list of the courts included within the County. A brief description of each department precedes the detailed budget reports.

Clerk of Superior Court
Office of Superior Court
Probate Court
Juvenile Court
Magistrate Court
District Attorney

CLERK OF COURT

FUND/DEPARTMENT NUMBER: 1211

MISSION STATEMENT

The Office of Superior Court Clerk serves the citizens of Columbia County by ensuring fair and accurate records are available to all parties, regardless of position in the community. We will provide that service in a timely and cost-effective manner but always with courtesy, efficiency and the highest ethical standards.

VISION STATEMENT

The Office of Superior Court Clerk seeks to continually develop innovative processes to further its mission. We strive to become a model for other government agencies at the local, state and national levels.

DEPARTMENT DESCRIPTION

The **Clerk of Superior and Juvenile Courts** office is responsible for:

- Filing, recording and indexing all documents related to real estate within Columbia County, including deeds, plats and cancellations.
- Filing and processing for service of all divorce cases, adoptions, name changes, child support, change of custody and contempt's.
- Filing and processing all Juvenile cases.
- Files and processes for service all civil cases relating to suit on account, condemnations, and appeals from magistrate and probate court, writs of possession, insurance, etc.
- Files, records and indexes all judgments, tax liens and fifa's.
- Files and processes all warrants, indictments, accusations and sentences on all felony and misdemeanor cases.
- Processes sentencing packages for sentence review panel and Department of Corrections for transfer of prisoners into the state system and applications for sentence review.
- Files and processes all Uniform Commercial Code (UCC's), liens on personal property for public notice.
- Prepares records of all appeal cases in the Civil, Domestic and Criminal Divisions for the Court of Appeals and the Supreme Court of Georgia.
- Commissions all Notary Publics in the County.

CLERK OF COURT

FUND/DEPARTMENT NUMBER: 1211

- Issues Summons to all prospective Travers Jurors in all jury trials; Summons jurors for Grand Jury duty; all jury management.
- Provides oversight for the Columbia County Board of Equalization.

ACCOMPLISHMENTS

Assumed oversight for our county's Board of Equalization per Senate Bill 345 passed during the 2010 session of the Georgia General Assembly.

GOALS FOR FY 12/13

To continue digital archiving historical records for future paperless office, to satisfy the need for additional work/storage space and more convenient access to these records by the public.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
20 JUDICIAL						
1211 CLERK OF SUPERIOR COURT						
51 PERSONAL SERVICES						
1011211	511001	SAL/WAGES	$ 710,613	$ 748,184	$ 771,649	$ 869,452
1011211	511030	VACATION	66,238	52,666	59,303	-
1011211	511031	SICK LEAVE	14,880	1,535	35	-
1011211	511033	HOLIDAY	26,705	30,877	31,374	-
1011211	511050	FRINGE BENEFITS	-	-	-	-
1011211	511051	EMPLOYEE MEDICAL	139,421	163,080	167,184	167,276
1011211	511052	GROUP LIFE INSURANCE	918	755	943	1,075
1011211	511053	RETIREMENT	76,910	55,164	57,666	57,548
1011211	511054	FICA	58,657	59,104	61,025	61,438
1011211	511055	WORK COMP	7,609	14,836	884	7,000
1011211	511060	EXPENSE ALLOWANCE	4,427	4,260	4,608	4,608
1011211	511062	NEW PERSONNEL REQUESTS	-	-	-	34,021
1011211	511070	UNEMPLOYMENT	657	669	693	697
TOTAL	PERSONAL SERVICES		1,107,035	1,131,132	1,155,364	1,203,115
52 OPERATING-SUPPLIES						
1011211	522040	POSTAGE	19,126	21,134	20,671	26,000
1011211	522065	OFFICE SUPPLIES	519	-	-	-
1011211	522070	OPERATING SUPPLIES	65,969	44,975	55,441	58,000
1011211	522080	UTILITIES	56,755	63,743	-	-
1011211	522100	MINOR PROPERTY	34,000	30,898	31,540	29,000
1011211	522130	BOOKS & REPORTS	2,970	1,255	1,068	3,000
TOTAL	OPERATING-SUPPLIES		179,339	162,006	108,720	116,000
53 OPERATING-PURCH/CONT						
1011211	533001	PROFESSIONAL FEES	4,000	2,363	3,335	3,500
1011211	533025	ADVER/MARKETING	86,274	85,108	61,382	66,000
1011211	533035	CONTRACT SERVICES	-	-	10,220	12,000
1011211	533060	GENERAL SERVICES	41,141	44,000	67,534	44,000
1011211	533105	PER DIEM FEES	99,077	68,500	53,690	71,000
1011211	533115	TRAVEL/TRAINING	7,589	4,606	5,819	8,000
1011211	533120	DUES & SUBSCRIPTIONS	2,138	1,409	1,500	2,500
1011211	533127	EQUIPMENT RENTAL	-	-	-	1,000
1011211	533135	COMMUNICATIONS	13,906	15,206	5,454	5,000
1011211	533140	PRINTING	12,000	11,494	11,214	11,500
TOTAL	OPERATING-PURCH/CONT		266,124	232,685	220,148	224,500
54 OPERATING-OTH COSTS						
1011211	544001	MISCELLANEOUS	1,080	809	826	1,500
60 CAPITAL						
1011211	601081	CIP MACH/EQUIPMENT	-	-	-	-
TOTAL	**CLERK OF SUPERIOR COURT**		**$ 1,553,578**	**$ 1,526,632**	**$ 1,485,057**	**$ 1,545,115**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1212 OFFICE OF SUPERIOR COURT						
52 OPERATING-SUPPLIES						
1011212	522040	POSTAGE	$ 794	$ 945	$ 827	$ -
1011212	522070	OPERATING SUPPLIES	110	-	14	-
1011212	522080	UTILITIES	-	-	-	-
1011212	522130	BOOKS & REPORTS	-	-	-	-
TOTAL	OPERATING-SUPPLIES		904	945	840	-
53 OPERATING-PURCH/CONT						
1011212	533001	PROFESSIONAL FEES	222,066	193,097	221,862	230,564
1011212	533035	CONTRACT SERVICES	423,809	459,051	341,758	579,484
1011212	533105	PER DIEM	950	1,725	1,075	-
1011212	533110	OTHER FEES	427	525	-	-
1011212	533115	TRAVEL/TRAINING	44	-	-	-
1011212	533120	DUES & SUBSCRIPTIONS	-	-	-	-
1011212	533135	COMMUNICATIONS	2,383	1,001	276	-
1011212	533140	PRINTING	-	-	-	-
TOTAL	OPERATING-PURCH/CONT		649,679	655,399	564,971	810,048
TOTAL	**OFFICE OF SUPERIOR COURT**		**$ 650,582**	**$ 656,344**	**$ 565,811**	**$ 810,048**

PROBATE COURT

FUND/DEPARTMENT NUMBER: 1213

MISSION STATEMENT

Probate Court is a court of limited jurisdiction, meaning it is responsible for the probating or proving of all wills of Columbia County residents. Probate Court is also a Court of Record, which means all documents are recorded and kept permanently. Probate Court is divided into three divisions: Civil, Vital Records and Criminal Division.

The Probate Judges is an elected constitutional officer of said court. The Probate Judges' goal is to maintain all records with the utmost dignity and care, and to facilitate the office with the latest technology, while efficiently serving the citizens of Columbia County.

VISION STATEMENT

Probate Court is responsible for matters including wills, administrations, guardianships and year's support proceedings. This Court issues and records permits, handles traffic, game and fish cases as well as cases for the Department of Transportation and the Public Service Commission.

ACCOMPLISHMENTS FOR FY 10/11

- Continuing to have old records in the vault microfilmed, rebound and laminated.
- Judge and clerks attended school and seminars to maintain certification.
- Implemented a new computer system to compile with Georgia Superior Court Clerks Cooperative Authority.

GOALS FOR FY 12/13

- Improve the computer network capability so that we can provide a full and complete service at both office locations.
- Continue training and education for clerks.
- To operate in the most economical and efficient manner.
- To provide service to the citizens in a prompt and professional manner
- Continue a superior accounting system to assure accuracy and accountability.
- Continue to keep office personnel staffed to meet the growing needs of Columbia County.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1213 PROBATE COURT						
51 PERSONAL SERVICES						
1011213	511001	SAL/WAGES	$ 480,872	$ 501,068	$ 463,984	$ 532,371
1011213	511004	OVERTIME	16,643	18,645	8,720	17,000
1011213	511030	VACATION	35,619	31,625	51,813	-
1011213	511031	SICK LEAVE	-	-	666	-
1011213	511033	HOLIDAY	15,392	16,603	17,374	-
1011213	511051	EMPLOYEE MEDICAL	64,801	72,040	73,426	73,653
1011213	511052	GROUP LIFE INSURANCE	506	360	460	536
1011213	511053	RETIREMENT	28,057	28,814	30,130	29,518
1011213	511054	FICA	37,910	38,990	38,983	37,802
1011213	511055	WORK COMP	5,145	10,021	606	5,000
1011213	511060	EXPENSE ALLOWANCE	3,600	3,600	300	-
1011213	511070	UNEMPLOYMENT	325	339	424	426
TOTAL	PERSONAL SERVICES		688,871	722,106	686,884	696,306
52 OPERATING-SUPPLIES						
1011213	522040	POSTAGE	5,854	3,575	4,450	4,000
1011213	522065	OFFICE SUPPLIES	-	-	-	-
1011213	522070	OPERATING SUPPLIES	13,071	15,519	16,504	11,500
1011213	522080	UTILITIES	38,406	42,704	-	-
1011213	522100	MINOR PROPERTY	-	1,158	4,070	-
1011213	522130	BOOKS & REPORTS	1,786	2,775	3,637	4,000
TOTAL	OPERATING-SUPPLIES		59,118	65,730	28,661	19,500
53 OPERATING-PURCH/CONT						
1011213	533015	LEASED EQUIPMENT	197	-	-	-
1011213	533035	CONTRACT SERVICES	46,911	38,079	22,779	32,500
1011213	533055	O/S SVCS-TEMP EMPLOYEES	-	13,531	27,652	17,000
1011213	533060	GENERAL SERVICES	-	-	900	-
1011213	533064	GEN REPAIRS	-	175	2,048	4,000
1011213	533105	PER DIEM FEES	13,766	38,564	2,537	8,500
1011213	533115	TRAVEL/TRAINING	5,942	2,805	7,174	10,000
1011213	533120	DUES & SUBSCRIPTIONS	200	409	422	700
1011213	533135	COMMUNICATIONS	6,241	7,077	1,702	2,000
1011213	533140	PRINTING	2,713	2,407	2,215	2,000
TOTAL	OPERATING-PURCH/CONT		75,970	103,048	67,428	76,700
54 OPERATING-OTH COSTS						
1011213	544001	MISCELLANEOUS	1,520	4,955	4,951	5,000
60 CAPITAL						
1011213	601082	HEAVY EQUIPMENT	-	-	10,000	10,000
TOTAL	**PROBATE COURT**		**$ 825,479**	**$ 895,839**	**$ 797,925**	**$ 807,506**

COLUMBIA COUNTY JUVENILE COURT

FUND/DEPARTMENT NUMBER: 1214

MISSION STATEMENT

To receive and dispose of all non-criminal and criminal charges placed against persons under the age of seventeen and Unruly offenders under the age of eighteen. Additionally, to hear cases of children placed in the care of the Columbia County Department of Family and Children Services in a timely manner.

VISION STATEMENT

Juvenile Court will offer prevention and early intervention services in an effort to divert and reduce delinquency for minor offenders and provide opportunities for treatment and rehabilitation for more serious offenders.

DEPARTMENT DESCRIPTION

The Court is the primary agency for the judicial functions relating to persons under the age of seventeen years and Unruly offenders under the age of eighteen. The Court is required to receive and dispose of complaints in a timely manner that is in the best interest of the child and the community. Charges may be disposed of by dismissal, Informal probation and formal probation or placing the youth in the custody of the Georgia Department of Juvenile Justice.

GOALS FOR FY 12/13

- Administer the functions of Juvenile Court as delegated by law.
- Develop and implement local programs administered by the court to meet the needs of and empower at-risk youth/families at minimal or no budget impact to the County.
- Maintain the services provided to the citizens of Columbia County at the lowest financial impact to the County's budget.
- Maintain qualification/certification as a Georgia Crime Information Certification Terminal Agency Coordinator enhancing the proficiency of the court.
- Maintain certification as Parent Reducing Incidents of Driver Error (P.R.I.D.E.) instructors.
- Continue implementing and providing proactive programs such as Transitioning From Elementary to Middle School, The Bullying Program For Elementary and Middle School and Choices & Consequences to all Columbia County Schools in an effort to empower and improve the decision making skills of students with the ultimate goal being to reduce recidivism while decreasing the number of complaints received by the court.

COLUMBIA COUNTY JUVENILE COURT

FUND/DEPARTMENT NUMBER: 1214

- Maintain the Citizen Panel Foster Reviews with volunteers and a part-time Coordinator and provide appropriate training.
- Fund rental fees for community service vans at no expense to County.
- Selected as Team of the 4th Quarter for 2005 for the County
- Selected as Team of the Year 2005 for the County
- Recipient of the 2009 Juvenile Court Association of Georgia Management Award
- Recipient of 2010 and 2011 Juvenile Court Association of Georgia Direct Service Award
- Recipient of the 2011 Regional TAC of The Year Award
- Establish and implement programs to meet the needs of youthful offenders at no financial impact to the County's budget:
    - MYSPACE – (Anger Management/Decision Making)
    - Mediation
    - Truancy Reduction Program
    - Choices and Consequences Program(Elementary/Middle/High School)
    - Development of An Anti-Bullying Campaign (A.B.C.)
    - Transitioning From Elementary To Middle School Program
    - Character Education Program
    - Adolescent Safe Passage Program (Phase I)
    - Adolescent Safe Passage Educational Program (Phase II)
    - Seven Challenges Substance Abuse/Life Skills Program
    - Prevention and Diversion Program
    - Community Service Program
    - Traffic Intervention Program (T.I.P.)
    - Parents Reducing Incidents of Driving Error (P.R.I.D.E.) Class
    - Families Interchanging With A Purpose Program (F.I.W.A.P.P.)
    - Shoplifter's Alternative Program
    - Juvenile & Family Firesetters Program
    - The Determined Youth Program
    - D.I.V.A.S. (Developing Values, Insight, An assertive Attitude and Self-Worth)
    - G.E.N.T.S. (Generating Excellence Necessary To Succeed)
    - Safe Youth Program in affiliation with Family Connections

WORKLOAD MEASUREMENTS

Category	Actual FY 11/12 (last fy)	Estimated FY 12/13 (current fy)	Forecast FY 13/14 (next fy)
Cases	1100	1150	1200

COLUMBIA COUNTY JUVENILE COURT

FUND/DEPARTMENT NUMBER: 1214

PERFORMANCE MEASUREMENTS

Category	Actual FY 11/12 (last fy)	Estimated FY 12/13 (current fy)	Forecast FY 13/14 (next fy)
Cases	1100	1150	1200

STAFFING

Position	Actual FY 11/12 (last fy)	Estimated FY 12/13 (current fy)	Forecast FY 13/14 (next fy)
Chief Probation Officer	1	1	1
Probation Officer	6	6	7
Admin. Coordinator	1	1	1
Clerk	1	1	1
Total	**9**	**9**	**10**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1214 JUVENILE COURT						
51 PERSONAL SERVICES						
1011214	511001	SAL/WAGES	$ 380,164	$ 289,319	$ 401,912	$ 453,828
1011214	511030	VACATION	29,635	34,758	31,338	-
1011214	511031	SICK LEAVE	-	1,407	1,201	-
1011214	511033	HOLIDAY	13,586	13,836	15,155	-
1011214	511051	EMPLOYEE MEDICAL	67,117	58,677	75,633	75,723
1011214	511052	GROUP LIFE INSURANCE	513	293	433	490
1011214	511053	RETIREMENT	32,248	25,215	33,635	33,700
1011214	511054	FICA	32,723	26,445	34,723	35,025
1011214	511055	WORK COMP	4,087	6,081	796	3,000
1011214	511060	EXPENSE ALLOWANCE	28,261	26,892	30,229	30,075
1011214	511070	UNEMPLOYMENT	361	293	384	388
TOTAL	PERSONAL SERVICES		588,695	483,215	625,440	632,229
52 OPERATING-SUPPLIES						
1011214	522040	POSTAGE	548	697	610	2,000
1011214	522070	OPERATING SUPPLIES	2,607	2,017	2,655	5,600
1011214	522080	UTILITIES	30,363	24,657	-	-
1011214	522100	MINOR PROPERTY	389	131	-	700
1011214	522121	GAS/OIL/DEISEL	763	1,199	1,589	2,200
1011214	522130	BOOKS & REPORTS	279	1,007	1,002	1,300
TOTAL	OPERATING-SUPPLIES		34,949	29,708	5,855	11,800
53 OPERATING-PURCH/CONT						
1011214	533001	PROFESSIONAL FEES	15,751	17,487	17,613	18,300
1011214	533015	LEASED EQUIPMENT	22	-	-	-
1011214	533035	CONTRACT SERVICES	35,534	26,624	20,031	22,000
1011214	533055	O/S SVCS-TEMP EMPLOYEES	7,228	-	-	-
1011214	533060	GENERAL SERVICES	6,899	13,062	13,272	7,500
1011214	533105	PER DIEM FEES	198	132	110	700
1011214	533115	TRAVEL/TRAINING	6,089	6,352	3,147	6,500
1011214	533135	COMMUNICATIONS	4,507	4,256	469	6,000
1011214	533140	PRINTING	98	-	482	1,600
TOTAL	OPERATING-PURCH/CONT		76,325	67,912	55,124	62,600
54 OPERATING-OTH COSTS						
1011214	544035	10701 JUV JUDGE GRANT	-	135,342	-	-
TOTAL	JUVENILE COURT		$ 699,970	$ 716,177	$ 686,419	$ 706,629

MAGISTRATE COURT

FUND/DEPARTMENT NUMBER: 1215

MISSION STATEMENT

The Magistrate Court is a venue for the professional resolution of disputes and enforcement of the civil and criminal laws of the State of Georgia and Columbia County.

DEPARTMENT DESCRIPTION

Every county in Georgia has a Magistrate Court by operation of the Georgia Constitution and Georgia Statutes. The Magistrate Court of Columbia County is made up of three distinct groups- the Clerk's Office, the Marshal's Office and the Magistrate Judges. All three groups fall under the direct supervision of the Chief Magistrate and are vital to the ability of the Magistrate's Office to function properly. There are presently 16 employees of the Magistrate Court, including the elected Chief Magistrate.

The Clerk's Office handles recording and scheduling of all criminal and civil cases in Magistrate Court. The Clerks handle the operation of the Magistrate's Office and process the vast number of filings that occur within the Court. The Clerks also draft all Court Orders, process garnishment payments, prepare default judgments, issue calendars and subpoenas, schedule court reporters, schedule probation revocation hearings, process bad check citations, oversee the office accounting and assist with the management of the budget which is set by the Board of Commissioners.

The Marshals are responsible for service of all documents or papers relating to Magistrate Court, including personal service of summons, subpoenas, evictions, garnishments, bad check citations, Rule Nisi Orders and other documents as required by the Court. The Marshals also are required by law to oversee evictions to ensure that the process is peaceful. They also work with the parties in civil cases to carry out the orders of the Court. The Marshals provide courtroom security for Magistrate Court for the multiple hearings that are conducted every week.

The Magistrates are on duty 7 days per week, 24 hours per day to consider arrest and search warrant requests from law enforcement officials. Requests for warrants by private individuals are considered by way of a Warrant Application Hearing. The Magistrates preside over those pre-warrant hearings on a bi-weekly basis. The Magistrates make initial determinations relating to bond and are responsible for the setting of bond in most criminal cases. The Magistrates perform First Appearance Hearings and Extradition Hearings on a regular basis. The Magistrates also perform wedding ceremonies for citizens.

MAGISTRATE COURT

FUND/DEPARTMENT NUMBER: 1215

WORKLOAD MEASUREMENTS

The Magistrate Court has jurisdiction over criminal and civil matters. Within this report, we have attempted to give an accurate overview of the activity of the Court during 2011.

Under the heading of civil matters, the Court handles general civil suits, dispossessory actions, garnishments and mechanics liens/abandoned motor vehicles. Each civil matter requires court personnel to docket and manage every document that is filed with the Court. This also includes the issuance of subpoenas, preparation of hearing notices, preparation of court calendars, docketing and entering miscellaneous litigation and preparing court orders. Some cases or filings require a hearing by the Court to resolve the case which requires court personnel to attend the hearings. However, not all civil cases require a hearing. Within the context of civil actions, the Marshal's Office must attempt to serve various types of documents, including the enforcement of the Court's Orders. It is impossible to estimate the amount of time that each case requires from Court personnel as every case is different. The civil matters addressed by the Court in 2011 appear below:

- Number of new civil cases filed– 1,789
- Number of dispossessories filed– 1,124
- Number of garnishments filed– 368

The Court also presides over criminal matters. One of the primary duties of the Magistrate Court is to consider criminal arrest and search warrants by law enforcement personnel. Private Citizens may also seek criminal arrest warrants through a process that requires a Warrant Application Hearing prior to any warrants being issued. There are several duties of the Court which are related to the issuance of arrest warrants to include the consideration of bond, First Appearance Hearings, Extradition Hearings and Preliminary Hearings.

Also within the heading of criminal matters, Magistrate Court is charged with the responsibility of hearing misdemeanor deposit account fraud matters and county ordinance violations. Defendants who are found guilty of such violations are subject to penalties and frequently are placed on probation to avoid incarceration. The Marshal's Office is charged with the responsibility of serving various papers relating to criminal matters, including citations, subpoenas, Rule Nisi Orders, warrants and certain hearing notices. The criminal matters addressed by the Court in 2011 appear below:

Criminal warrants issued- 2,377 (1,348 Felonies, 1,029 Misdemeanors)
- Search warrants issued- 89
- First Appearance Hearings conducted- 567
- Preliminary Hearings- 318

MAGISTRATE COURT

FUND/DEPARTMENT NUMBER: 1215

- County Ordinance cases filed- 1,203
- Misdemeanor Deposit Account Fraud Citations filed- 49
- Warrant Applications/Hearings- 116

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1215 MAGISTRATE COURT						
51 PERSONAL SERVICES						
1011215	511001	SAL/WAGES	$ 501,418	$ 531,754	$ 539,600	$ 628,200
1011215	511004	OVERTIME	-	-	-	-
1011215	511030	VACATION	34,199	32,949	34,129	-
1011215	511031	SICK LEAVE	-	-	-	-
1011215	511033	HOLIDAY	13,660	15,041	15,798	-
1011215	511050	FRINGE BENEFITS	-	-	-	11,869
1011215	511051	EMPLOYEE MEDICAL	60,078	74,341	89,027	92,069
1011215	511052	GROUP LIFE INSURANCE	735	572	672	948
1011215	511053	RETIREMENT	39,661	42,085	44,728	43,767
1011215	511054	FICA	40,892	42,866	43,205	43,295
1011215	511055	WORK COMP	5,399	11,320	1,589	5,500
1011215	511060	EXPENSE ALLOWANCE	3,362	3,879	4,752	4,320
1011215	511061	SUPPLEMENT	5,415	7,054	7,336	6,302
1011215	511070	UNEMPLOYMENT	446	472	482	484
TOTAL	PERSONAL SERVICES		705,264	762,332	781,318	836,754
52 OPERATING-SUPPLIES						
1011215	522001	UNIFORMS	3,697	2,662	2,481	3,000
1011215	522040	POSTAGE	5,365	3,951	3,455	5,100
1011215	522070	OPERATING SUPPLIES	4,743	4,913	5,125	5,000
1011215	522080	UTILITIES	40,047	45,257	-	-
1011215	522100	MINOR PROPERTY	744	1,386	165	1,500
1011215	522121	GAS/OIL/DEISEL	10,138	15,034	15,661	10,500
1011215	522130	BOOKS & REPORTS	2,001	1,604	189	2,500
TOTAL	OPERATING-SUPPLIES		66,735	74,807	27,075	27,600
53 OPERATING-PURCH/CONT						
1011215	533035	CONTRACT SERVICES	25,779	27,746	5,906	6,000
1011215	533064	GEN REPAIRS	-	-	-	1,000
1011215	533095	VEH REPAIR	6,703	1,760	2,731	-
1011215	533105	PER DIEM FEES	225	225	275	750
1011215	533115	TRAVEL/TRAINING	10,010	7,494	5,582	9,500
1011215	533120	DUES & SUBSCRIPTIONS	52	52	65	450
1011215	533135	COMMUNICATIONS	9,327	11,343	3,621	5,000
1011215	533140	PRINTING	4,349	3,125	1,226	4,750
TOTAL	OPERATING-PURCH/CONT		56,445	51,746	19,406	27,450
TOTAL	**MAGISTRATE COURT**		**$ 828,444**	**$ 888,885**	**$ 827,799**	**$ 891,804**

EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1314 DISTRICT ATTORNEY						
52 OPERATING-SUPPLIES						
1011314	522040	POSTAGE	$ 38	$ 32	$ 25	$ 50
53 OPERATING-PURCH/CONT						
1011314	533035	CONTRACT SERVICES	569,201	533,751	595,676	540,000
1011314	533135	COMMUNICATIONS	7,880	8,019	7,918	6,000
TOTAL	OPERATING-PURCH/CONT		577,081	541,770	603,593	546,000
54 OPERATING-OTH COSTS						
1011314	544001	MISCELLANEOUS	218	-	-	-
TOTAL	**DISTRICT ATTORNEY**		**$ 577,338**	**$ 541,802**	**$ 603,618**	**$ 546,050**
TOTAL	**JUDICIAL**		**$ 5,135,390**	**$ 5,225,678**	**$ 4,966,629**	**$ 5,307,152**

PUBLIC SAFETY

Public Safety has as its objective the protection of persons and property. This function accounts for expenditures relating to administration of the County's public safety activities. Below are listed the departments included within this function. A brief description of each department precedes the detailed budget reports.

Sheriff's Office
Detention Center
Emergency Services
Emergency Medical Services
Animal Services
Coroner

SHERIFF'S OFFICE

FUND/DEPARTMENT NUMBER: 1311

MISSION STATEMENT

To improve the quality of life in Columbia County by providing the highest level of law enforcement service through a working partnership with the community in order to maintain respect for individual's rights and human dignity.

To recognize and reward Sheriff's Office employees for their value and importance by establishing and maintaining high standards of conduct.

To ensure that all employees are treated equitably and fairly and to provide the members of the Sheriff's Office with the leadership, training and equipment necessary to fulfill their potential into the next millennium.

DEPARTMENT DESCRIPTION

The Columbia County Sheriff's Office (CCSO) is headed by Sheriff Clay N. Whittle. Serving as Chief Deputy is Louis P. Ciamillo. The CCSO uses a triple-cylindrical management system with the three bureaus. The Field Operations Bureau, commanded by Major Rick Whitaker, is comprised of the Patrol, Investigations and Special Operations Divisions. The Management Services Bureau, commanded by Major Michael L. Adams, is comprised of the Administrative Services Division and Community Services Division. The Detention and Court Services Bureau, commanded by Major John Wheeler, is comprised of the Detention Center, Court Security, Transportation and Classification. The Majors answer directly to the Chief Deputy. The Chief Deputy oversees the Office of Professional Standards and Training Division.

GOALS FOR FY 12/13

- Develop a Burglary Prevention program.
- Host four Citizen's Firearms Classes yearly.
- Implement Criticall multi-tasking software into the hiring criteria/selection process for potential Communications Center hires.
- Justice Center security entrance improvements.
- Diversify the knowledge in Accreditation to ensure the unit as a whole can provide a smooth process for each accreditation.
- Expand civil disturbance capabilities.
- Transition to the 800 MHz Radio System.
- Develop strategies to reduce property crimes in Columbia County.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
30 PUBLIC SAFETY						
1311 SHERIFF'S OFFICE						
51 PERSONAL SERVICES						
1011311	511001	SAL/WAGES	$ 7,321,185	$ 7,301,900	$ 7,470,729	$ 8,525,229
1011311	511004	OVERTIME	199,560	150,710	208,818	175,000
1011311	511030	VACATION	589,955	676,034	679,089	-
1011311	511031	SICK LEAVE	27,587	31,452	29,892	-
1011311	511033	HOLIDAY	289,212	310,918	313,577	-
1011311	511050	FRINGE BENEFITS	-	-	-	22,670
1011311	511051	EMPLOYEE MEDICAL	1,238,534	1,252,561	1,333,808	1,372,222
1011311	511052	GROUP LIFE INSURANCE	8,516	6,109	7,405	9,524
1011311	511053	RETIREMENT	605,167	620,994	674,063	607,437
1011311	511054	FICA	626,737	632,356	648,790	649,728
1011311	511055	WORK COMP	79,451	166,998	39,196	83,000
1011311	511060	EXPENSE ALLOWANCE	170,706	232,328	239,300	155,430
1011311	511061	SUPPLEMENT	58,283	56,835	62,300	68,757
1011311	511062	NEW HIRES	-	-	-	-
1011311	511070	UNEMPLOYMENT	6,830	6,875	7,080	7,102
TOTAL	PERSONAL SERVICES		11,221,721	11,446,071	11,714,048	11,676,099
52 OPERATING-SUPPLIES						
1011311	522001	UNIFORMS	89,900	122,234	142,616	210,000
1011311	522040	POSTAGE	5,576	6,348	3,985	8,000
1011311	522070	OPERATING SUPPLIES	102,842	97,624	129,266	185,800
1011311	522071	DARE EXP	22,484	17,799	20,098	40,000
1011311	522080	UTILITIES	584,731	621,623	-	-
1011311	522100	MINOR PROPERTY	283,386	420,692	63,930	46,535
1011311	522110	CANINE EXPENSE	6,940	5,076	4,839	5,000
1011311	522121	GAS/OIL/DEISEL	488,943	611,001	678,405	600,000
1011311	522130	BOOKS & REPORTS	1,568	1,022	1,127	10,750
TOTAL	OPERATING-SUPPLIES		1,586,369	1,903,419	1,044,266	1,106,085
53 OPERATING-PURCH/CONT						
1011311	533020	MEDICAL SERVICES	2,113	3,097	2,709	10,000
1011311	533025	ADVER/MARKETING	958	255	3,000	20,000
1011311	533035	CONTRACT SERVICES	613,811	616,642	286,203	397,000
1011311	533060	GENERAL SERVICES	1,575	6,564	6,450	12,000
1011311	533064	GEN REPAIRS	21,409	22,162	23,103	37,500
1011311	533095	VEH REPAIR	124,658	140,889	154,246	-
1011311	533115	TRAVEL/TRAINING	184,137	227,000	175,301	252,000
1011311	533120	DUES & SUBSCRIPTIONS	3,851	5,118	4,324	8,967
1011311	533135	COMMUNICATIONS	196,420	199,540	102,205	150,000
1011311	533140	PRINTING	13,213	7,714	7,795	20,000
TOTAL	OPERATING-PURCH/CONT		1,162,146	1,228,982	765,336	907,467
54 OPERATING-OTHER COSTS						
1011311	544035	GRANT EXPENSE	-	-	5,056	-
1011311	544035	11703 ED BYRNE GRANT	-	-	9,160	-
TOTAL	OPERATING-OTH COSTS		-	-	14,216	
60 CAPITAL						
1011311	601076	CIP BUILDINGS	-	-	1,900	10,000
1011311	601079	CIP VEHICLES	-	-	75,252	79,200
1011311	601081	CIP MACH/EQUIPMENT	-	-	84,927	82,295
1011311	601090	CIP OTHER	-	-	160,461	207,200
TOTAL	CAPITAL		-	-	322,540	378,695
TOTAL	**SHERIFF'S OFFICE**		**$ 13,970,237**	**$ 14,578,472**	**$ 13,860,406**	**$ 14,068,346**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1312 DETENTION CENTER						
51 PERSONAL SERVICES						
1011312	511001	SAL/WAGES	$ 4,001,448	$ 3,990,015	$ 4,055,247	$ 4,586,848
1011312	511004	OVERTIME	152,302	77,538	115,378	120,000
1011312	511030	VACATION	281,676	319,110	322,426	-
1011312	511031	SICK LEAVE	10,639	15,724	8,647	-
1011312	511033	HOLIDAY	163,292	175,851	174,308	-
1011312	511050	FRINGE BENEFITS	-	-	-	46,644
1011312	511051	EMPLOYEE MEDICAL	523,862	609,325	638,901	631,555
1011312	511052	GROUP LIFE INSURANCE	4,937	3,641	4,402	5,877
1011312	511053	RETIREMENT	301,731	295,165	303,386	281,426
1011312	511054	FICA	340,763	336,747	343,794	324,846
1011312	511055	WORK COMP	43,446	91,216	21,376	45,000
1011312	511060	EXPENSE ALLOWANCE	42,193	48,242	52,204	42,195
1011312	511062	NEW PERSONNEL REQUESTS	-	-	-	-
1011312	511070	UNEMPLOYMENT	3,671	3,675	3,781	3,578
TOTAL	PERSONAL SERVICES		5,869,960	5,966,250	6,043,851	6,087,969
52 OPERATING-SUPPLIES						
1011312	522001	UNIFORMS	54,087	63,033	68,708	68,248
1011312	522040	POSTAGE	5,500	6,000	3,000	8,000
1011312	522069	PRISONER BOARDING COST	584,069	660,574	706,779	645,210
1011312	522070	OPERATING SUPPLIES	189,924	167,437	154,547	193,560
1011312	522080	UTILITIES	319,589	339,971	-	-
1011312	522100	MINOR PROPERTY	24,176	4,409	6,664	8,260
1011312	522121	GAS/OIL/DEISEL	84,329	109,617	115,842	90,000
TOTAL	OPERATING-SUPPLIES		1,261,674	1,351,042	1,055,541	1,013,278
53 OPERATING-PURCH/CONT						
1011312	533020	MEDICAL SERVICES	187,776	196,311	319,658	215,000
1011312	533035	CONTRACT SERVICES	537,847	488,837	473,139	482,395
1011312	533060	GENERAL SERVICES	4,446	-	-	-
1011312	533064	GEN REPAIRS	3,101	28,061	31,129	31,416
1011312	533065	SPRAY FIELD	38,520	37,000	-	-
1011312	533095	VEH REPAIR	18,729	8,407	8,005	-
1011312	533115	TRAVEL/TRAINING	15,577	12,424	36,897	70,880
1011312	533120	DUES & SUBSCRIPTIONS	3,073	7,775	2,821	16,000
1011312	533135	COMMUNICATIONS	47,208	54,437	1,669	9,000
1011312	533140	PRINTING	6,897	4,814	2,674	5,500
TOTAL	OPERATING-PURCH/CONT		863,172	838,066	875,993	830,191
60 CAPITAL						
1011312	601076	CIP BUILDINGS	-	-	-	7,800
1011312	601079	CIP VEHICLES	-	-	6,277	6,000
1011312	601081	CIP MACH/EQUIPMENT	-	-	-	6,500
TOTAL	CAPITAL		-	-	6,277	20,300
TOTAL	**DETENTION CENTER**		**$ 7,994,807**	**$ 8,155,357**	**$ 7,981,661**	**$ 7,951,738**

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: 1313

MISSION STATEMENT

The mission of the Emergency & Operations Division is to provide a wide array of direct "quality of life" public services to the citizens of Columbia County in the most safe, efficient, and cost-effective manner possible by providing:

- A comprehensive emergency mitigation, preparedness, response and recovery program that will save lives, protect property, and reduce the effects of disaster
- Premier 3-1-1 call center for customer service and complaint tracking
- Dependable and courteous public transportation services
- Senior citizen programs that promote the mental, physical, and social well being of senior adults in our community
- Daily hot meals and a monthly supply of food staples to low-income senior citizens
- Emergency pre-hospital care and medical transportation for the sick and injured
- Fire, medical first response, extrication/rescue, and Haz-Mat response services for unincorporated Columbia County
- Wildfire prevention, education and response programs
- Healthcare to residents to assure the highest quality of health services
- Protection for children and adults who are victims of abuse or neglect and the provision of temporary support services for those seeking jobs or are unable to work
- Provide a safe working environment for all employees of Columbia County
- Provide professional cost-effective fleet maintenance and repair to all County-owned vehicles

VISION STATEMENT

To assure that the life-safety and operational services and programs provided by the division continuously evolve with the economic climate and technology revolution, while remaining consistent with the needs of the community.

DEPARTMENT DESCRIPTION

The ***Emergency & Operations Division*** Director also serves as Emergency Management Director whose directs reports include the Administrative Specialist, EMA Deputy Director, Senior Center Manager, Public Transit Manager, 3-1-1 Call Center Customer Service Supervisor, Risk Manager, and Fleet Services Manager.

Additionally, the Emergency & Operations Division Director has budget oversight and administrative coordination responsibilities for the Health Department, Department of Family &

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: 1313

Children Services, Forestry Services; Manage contracts for fire and EMS and over-all management responsibilities for the emergency planning and response effort for all public and private sector agencies in Columbia County.

ACCOMPLISHMENTS FOR FY 11/12

(Accomplishments for other departments in this division will be included with their budget information)

- Winter Storm EOC Activation – 01/10-11/01
- Functional Exercise – Public Health POD – 01/22/11
- Severe Weather Awareness Week – 02/6-12/2011
- Submitted Department Information to Finance for Budget Books for 13 EOD Departments – 02/07/11
- Statewide Tornado Drill – 02/09/11
- Budget information and input for 13 departments – 02/11/11
- Entered all 13 EOD budget requests into Munis – 02/11/11
- TRUPACT III Road Show – 02/23/11
- Blood Drive – (185 donors) - 02/24/11
- Completed and Submitted GEMA Workplan – 03/01/11
- Tier II Submissions for 2010 Received and Entered - 03/01/11
- Staff Development Training Day – Senior Center and Transit Staff - 03/15/11
- EMS Agreement through 06/30/11 – Approved on 03/22/11
- Hosted and Participated in "E-Plan" Training – 03/23/11
- Mosquito Team Preparedness Planning Began – 04/13/11
- Dixie Pipeline Explosion Tabletop Exercise – 04/27/11
- Coordinated 50 Victims for NDMS Exercise – 04/28/11
- CERT Refresher Training Completed – (16) – 05/10/11
- CERT Group 17 Training Completed – 20 Graduates – 05/17/11
- Transfer Fire Stations #2 and #3 from MCFR to Columbia County
- Martinez-Columbia Fire Rescue Fire Service Agreement – Begins July 1, 2010
- Blood Drive – (232 donors) – 06/30/10
- MCFR and Grovetown Rescue License Inspection and Renewal – 07/13/11
- LEOP Resolution and Plan Update – Approved by: CES, BOC, Grovetown, and Harlem
- Submitted 2011 Master Director Re-Certification info to GEMA – 07/26/11
- NIMS Rollup Completed – 07/28/11
- Grovetown Pay-Per Call Agreement Approved by Grovetown Council, CES, and BOC
- 9/11 10th Anniversary Remembrance Ceremony – 09/10/11
- CERT Refresher Training Completed – (26) –09/20/11
- Coordinated Survey and Added Mosaic UMC as a Public Shelter – 09/22/11

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: 1313

• Hazard Mitigation Plan Update – Approved by CES, BOC, Grovetown, Harlem and GEMA/FEMA
• Staff Development Training Day – Fleet Services Staff - 09/28/11
• Completed PPA Work Plan Quarterly Updates – 09/30/11
• Conducted Prepare & Aware Day Event – 10/08/11
• Developed Disaster Volunteer Management Plan – CES, BOC, Grovetown, and Harlem
• Staff Development Training Day – EOC Staff - 11/02/11
• Blood Drive – (213 donors) – 11/09/11
• Coordinated Italian Thanksgiving Feast for Food Banks – 11/21/11
• Staff Development Make-Up Training Day – (Fleet 1, Senior Center 1, and Transit 2) -11/30/11
• Appointed to Clear Channel 2012 Local Advisory Board – 12/05/11
• Completed PPA Work Plan quarterly updates – 12/31/11
• Completed LEPC Annual Report – 12/31/11
• Conducted 113 Emergency Monitoring / Preps / Operations – 2011
• Conducted 21 Public Presentations for 1,134 Citizens – 2011
• Coordinated and/or Conducted 9 Training Courses for 174 Emergency Responders/Volunteers – 2011

EXERCISES & DRILL – 2011:

- Tabletop Exercise - Public Health POD – 01/06/11
- Full-Scale - Actual Event – Winter Storm – 01/10-11/11
- Functional Exercise – Public Health POD – 01/22/11
- Functional Exercise - Statewide Tornado Drill – 02/09/11
- Tabletop Exercise – Pipeline Rupture – 04/27/11
- Functional Exercise – MOC tested at Fort Gordon NSA Exercise – 05/10/11
- Tabletop Exercise – SCE&G Dam Failure Exercise – 09/12/11
- Tabletop Exercise – EOC Operations and Debris Management Plan / Public Works – 09/13/11
- Functional Exercise – Statewide Communications Vehicle Exercise in Cordele, GA – 10/19-21/11
- Functional Exercise – MOC Communications Exercise – 10/28/11

GRANTS, CONTRACTS, AGREEMENTS – 2011:

- GEMA Performance Partnership Agreement Award – $26,786
- FY 2011 OHS/GEMA LEPC Hazardous Materials Preparedness Grant Award – $5,000
- Homeland Security Grant (MOC Upgrades) - $172,000
- Hazard Mitigation Plan Update - $9,994

Total – $213,780

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: 1313

GOALS FOR FY 12/13

- Continue to apply for State and Federal Grants, as well as other funding sources
- Coordinate and Conduct Training Exercises
- Complete Munis/3-1-1 Integration
- Continue Narrow banding Requirements
- Submit 2012 Master Director Re-Certification info to GEMA
- Coordinate 9/11 Remembrance Ceremony
- Coordinate Italian Thanksgiving Feast Fundraiser for Food Banks
- Conduct refresher training for CERT and Damage Assessment Teams
- Coordinate new shelter surveys and certifications
- Complete the annual National Incident Management System Roll-up
- Coordinate Integrated Mosquito Planning Team for 2012 mosquito season
- Coordinate and conduct emergency training classes for citizens and emergency responders
- Increase number of trained and certified CERT members; Conduct refresher training
- Conduct county-wide public education and information programs for citizens
- Complete and distribute the 2012 LEPC Annual Report
- Severe Weather Awareness Week & Statewide Tornado Drill
- Complete and submit budgets & related info for 13 ES Division Budgets
- Coordinate and host three Community Blood Drives
- Submit quarterly GEMA Work plan updates to Area 3 Coordinator for PPA requirements
- Distribution of 2012 ERG's and coordination and encouragement of electronic use of the 2012 ERG
- Continue Two-Way Radio Interoperability outreach and training to radio users inside and outside the county who routinely require two-way radio communications during incidents and events
- Provide Forklift Instruction to county employees and volunteers and encourage safe fork lift operations
- Coordinate and maintain an in depth training curriculum for highly skilled Dive Rescue & Recovery Team
- Develop and provide elite training on recently purchased equipment for the Mobile Operations Center and expand skill sets for rapid deployment

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: 1313

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Public Information Presentations/News Releases/Interviews/Alerts	676	949	1000
Training Courses Number of Participants Certified	9 174	10 200	10 200
Emergency Monitoring / Preps / Responses / EOC Activations	20	86	75
Train Citizens in "Community Emergency Response Team" CERT	20	30	30
Re-certified CERT Members through Refresher Training	42	60	75
Grant Applications / PPA, Homeland Security, Hazard Mitigation, CERT & LEPC	4	4	4

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Conduct Drills / Exercises – (public & private sector)	10	7	7
Develop / Update Emergency Plans & SOP's – (public & private sector)	10	10	10
Conduct Community Outreach Programs on Preparedness Issues (Number of Participants ** targets)	21	25	28
3-1-1 Customer Service Actions – Telephone Calls & Walk Ins – Est.	32,569	34,326	35,000

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: 1313

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Division Director	1	1	1
Administrative Specialist	1	1	1
EMA Deputy Director	1	1	1
Total	**3**	**3**	**3**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles (Dive Team Truck)	1	1	1
Heavy Equipment (Mobile Operations Center)	1	1	1
Watercraft (Dive Boat)	1	1	1
Vehicle Allowances	2	2	2
Total	**5**	**5**	**5**

BUDGET HIGHLIGHTS

Continue to seek grants and other funding sources for projects during FY2012/2013.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1313 EMERGENCY SERVICES						
51 PERSONAL SERVICES						
1011313	511001	SAL/WAGES	$ 197,745	$ 188,903	$ 177,153	$ 205,371
1011313	511004	OVERTIME	-	-	-	500
1011313	511030	VACATION	18,591	22,606	17,794	-
1011313	511031	SICK LEAVE	1,966	-	-	-
1011313	511033	HOLIDAY	9,205	8,797	8,528	-
1011313	511051	EMPLOYEE MEDICAL	17,046	13,521	10,952	10,892
1011313	511052	GROUP LIFE INSURANCE	221	155	156	176
1011313	511053	RETIREMENT	19,976	19,262	18,995	17,994
1011313	511054	FICA	18,228	17,566	16,105	16,214
1011313	511055	WORK COMP	2,134	4,097	688	2,000
1011313	511060	EXPENSE ALLOWANCE	22,397	20,537	19,630	19,530
1011313	511070	UNEMPLOYMENT	200	193	179	181
TOTAL	PERSONAL SERVICES		307,709	295,638	270,181	272,858
52 OPERATING-SUPPLIES						
1011313	522001	UNIFORMS	411	-	690	500
1011313	522040	POSTAGE	195	212	492	400
1011313	522070	OPERATING SUPPLIES	9,828	6,256	8,477	7,700
1011313	522080	UTILITIES	15,794	16,099	-	-
1011313	522100	MINOR PROPERTY	-	1,378	1,500	1,500
1011313	522121	GAS/OIL/DEISEL	532	619	428	1,500
1011313	522130	BOOKS & REPORTS	285	255	-	-
TOTAL	OPERATING-SUPPLIES		27,045	24,819	11,587	11,600
53 OPERATING-PURCH/CONT						
1011313	533015	LEASED EQUIPMENT	636	636	159	-
1011313	533025	ADVER/MARKETING	460	-	1,037	1,000
1011313	533035	CONTRACT SERVICES	22,580	24,443	14,721	19,800
1011313	533055	O/S SVCS-TEMP EMPLOYEES	-	198	-	-
1011313	533064	GEN REPAIRS	630	951	-	2,000
1011313	533095	VEH REPAIR	802	2,526	2,187	-
1011313	533115	TRAVEL/TRAINING	1,371	5,070	2,718	2,500
1011313	533120	DUES & SUBSCRIPTIONS	70	75	75	75
1011313	533135	COMMUNICATIONS	7,614	6,001	3,324	6,500
1011313	533140	PRINTING	91	-	-	1,000
TOTAL	OPERATING-PURCH/CONT		34,255	39,901	24,221	32,875
54 OPERATING-OTH COSTS						
1011313	544001	MISCELLANEOUS	816	1,147	1,150	1,100
1011313	544035	10204 HAZMAT GRANT	-	-	-	-
1011313	544035	10206 HOMELAND DEFENSE	-	-	-	-
TOTAL	OPERATING-OTH COSTS		816	1,147	1,150	1,100
60 CAPITAL						
1011313	601082	HEAVY EQUIPMENT	250,000	-	-	-
TOTAL	**EMERGENCY SERVICES**		**$ 619,825**	**$ 361,505**	**$ 307,138**	**$ 318,433**

GOLD CROSS EMS

FUND/DEPARTMENT NUMBER: 1315

MISSION STATEMENT

To provide the public with the highest level of care with the finest equipment, exceptionally trained personnel and with the compassion and commitment that is expected of those who have taken an oath to treat the sick and injured who rely on our services.

VISION STATEMENT

To continue to serve the citizens of Columbia County by saving lives through providing premiere emergency medical services.

DEPARTMENT DESCRIPTION

Gold Cross EMS is the Columbia County licensed provider of 9-1-1 emergency pre-hospital care for the citizens of Columbia County. Gold Cross provides effective training to their employees and the public in regard to safety and prevention, as well as assisting local emergency responding organizations as requested.

ACCOMPLISHMENTS FOR FY 11/12

- New ambulances were purchased for the Harlem and Fury's Ferry Road EMA substations.
- Gold Cross has also updated all ambulances with new computers and the latest state of the art wireless mobile gateway.
- Gold Cross now has the ability to transmit 12 lead cardiac ECG's to any of the local Emergency Rooms with a press of a button on our cardiac monitors.
- Provided training for local schools in medical first responder course.
- Participated in all Training Programs and Community Full-Scale Exercises, in cooperation with EMA.
- Provided Helicopter Services for Community Projects free of charge
- Assisted in CERT training along with the EMA office for citizens of Columbia County.

GOALS FOR FY 12/13

- New ambulances were purchased for the Harlem and Fury's Ferry Road EMA substations.

GOLD CROSS EMS

FUND/DEPARTMENT NUMBER: 1315

- Gold Cross has also updated all ambulances with new computers and the latest state of the art wireless mobile gateway.
- Gold Cross now has the ability to transmit 12 lead cardiac ECG's to any of the local Emergency Rooms with a press of a button on our cardiac monitors.
- Provided training for local schools in medical first responder course.
- Participated in all Training Programs and Community Full-Scale Exercises, in cooperation with EMA.
- Provided Helicopter Services for Community Projects free of charge
- Assisted in CERT training along with the EMA office for citizens of Columbia County.

EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1315	**EMERGENCY MEDICAL SERVICES**					
53	**OPERATING-PURCH/CONT**					
1011315	533035	CONTRACT SERVICES	$ 500,000	$ 500,000	$ 500,000	$ 500,000
TOTAL	**EMERGENCY MEDICAL SERV**		**$ 500,000**	**$ 500,000**	**$ 500,000**	**$ 500,000**

ANIMAL SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1713

MISSION STATEMENT

To provide quality customer service in all phases of Animal Service operations and quality care for all domesticated animals in Columbia County.

DEPARTMENT DESCRIPTION

Columbia County Animal Services is a Department of Community and Leisure Services and serves approximately 125,000 citizens living in Columbia County, to include the cites of Harlem and Grovetown.

This department is responsible for all animal service operations which include but not limited to nuisance complaints, animal cruelty investigations, animal attacks which include possible rabid animals, dead animals, daily-care of animals housed at the shelter, injured animals, traps and the adoption program.

GOALS FOR FY 12/13

- Continue to provide a broad spectrum of certification training for employees
- Continue to improve customer service
- Continue to meet the demand for services due to growing population
- Work closely with Animal Rescue Groups
- Decrease the number of animals euthanized
- Continue to expand public information/awareness through the use of the Department's website, Axis TV, distribution of literature and visits to schools and other facilities.
- Work closely with the Advisory Board and the Friends of Columbia County Animal Services group.
- Maintain contracts with Fort Gordon Veterinary Services and the Department of Natural Resources/Wildlife Division
- Fully utilize animal services transit vehicle for more efficient and human care of animals in our custody.

ANIMAL SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1713

ACCOMPLISHMENTS FY 11/12

- Successfully opened the new 14,000 square ft. shelter in July 201 1
- Increased adoptions
- Two employees certified with NACA (National Animal Control Association)
- Staff members attended over 7 outside training classes (Chameleon, NACA, TLAR (Technical large animal rescue) GACA (Ga. Association of Animal Control) International Animal Care Association Conference, GACA (Ga. Animal Control Academy) and the UGA (Small animal teaching facility for shelter medicine)
- Conducted over 25 tours with schools, girl scout troops, boy scout troops and various outside shelter agencies
- Attended neighborhood associations to speak about the shelter and the services it provides
- Decreased the number of animals euthanized
- Established public outreach through social networking websites
- Assisted the Advisory Board with the creation of FOCCAS (Friends of Columbia County Animal Services)

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Released Animals	500	700	750
Animals Handled	6000	6500	7000
Animals Adopted	1000	1500	2000
Animals Returned	600	800	900
Violation Notices Issued	450	450	500
Court Citation		53	70

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Nuisance Complaints	6100	6500	7000
Locations Dispatched	10000	10200	10500
Bite Investigations	250	350	400

ANIMAL SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1713

Dead Animals Picked up	2700	3000	3500
Cremations	723	850	900

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager	1	1	1
Assistant Manager	0	1	1
Administrative Assist.	0	1	1
Clerks	1	1	1
Officers	5	5	5
Kennel Techs	3	4	4
Supervisors	2	1	1
Dispatcher	0	0	1
Total	**12**	**14**	**15**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	6	6	6
Vehicle Allowances	2	2	2
Total	**8**	**8**	**8**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1713 ANIMAL SERVICES						
51 PERSONAL SERVICES						
1011713	511001	SAL/WAGES	$ 278,935	$ 260,232	$ 353,984	$ 426,198
1011713	511004	OVERTIME	5,939	4,090	6,082	-
1011713	511010	ON CALL	5,160	5,194	5,381	-
1011713	511030	VACATION	26,789	29,109	32,051	-
1011713	511031	SICK LEAVE	-	-	141	-
1011713	511033	HOLIDAY	11,943	11,952	17,573	-
1011713	511050	FRINGE BENEFITS	-	-	-	-
1011713	511051	EMPLOYEE MEDICAL	42,251	42,940	51,096	55,833
1011713	511052	GROUP LIFE INSURANCE	521	344	523	650
1011713	511053	RETIREMENT	23,934	20,787	26,291	26,066
1011713	511054	FICA	24,414	22,790	31,414	32,120
1011713	511055	WORK COMP	2,996	5,465	873	2,600
1011713	511060	EXPENSE ALLOWANCE	6,640	4,029	15,325	16,650
1011713	511062	NEW PERSONNEL REQUESTS		-	-	(5,887)
1011713	511070	UNEMPLOYMENT	268	251	344	354
TOTAL	PERSONAL SERVICES		429,790	407,184	541,077	554,584
52 OPERATING-SUPPLIES						
1011713	522001	UNIFORMS	6,239	1,045	2,574	3,000
1011713	522040	POSTAGE	111	83	167	200
1011713	522070	OPERATING SUPPLIES	16,248	24,118	25,521	25,000
1011713	522080	UTILITIES	22,278	26,366	-	-
1011713	522100	MINOR PROPERTY	-	-	-	3,000
1011713	522120	VEHICLE/EQUIPMENT	500	1,353	1,032	-
1011713	522121	GAS/OIL/DEISEL	18,791	21,552	22,306	25,000
TOTAL	OPERATING-SUPPLIES		64,168	74,517	51,601	56,200
53 OPERATING-PURCH/CONT						
1011713	533001	PROFESSIONAL FEES	200	-	-	1,000
1011713	533035	CONTRACT SERVICES	19,143	18,934	17,391	15,000
1011713	533064	GEN REPAIRS	-	-	-	-
1011713	533095	VEH REPAIR	4,186	2,179	1,488	-
1011713	533115	TRAVEL/TRAINING	4,926	5,425	5,575	-
1011713	533135	COMMUNICATIONS	4,021	7,605	7,761	-
1011713	533140	PRINTING	60	447	1,382	2,000
TOTAL	OPERATING-PURCH/CONT		32,536	34,591	33,598	18,000
60 CAPITAL						
1011713	601082	HEAVY EQUIPMENT	-	-	-	-
TOTAL	**ANIMAL SERVICES**		**$ 526,494**	**$ 516,292**	**$ 626,276**	**$ 628,784**

CORONER

FUND/DEPARTMENT NUMBER: 1714

MISSION STATEMENT

To provide a medical/legal investigation for any reported death in Columbia County in determining the cause and manner of death. Maintain chain of custody while transport a body to local or regional GBI facilities for autopsies. Provide the highest of professionalism while exhibiting compassion towards the family members of the deceased.

VISION STATEMENT

To continue as part of a joint effort with law enforcement and local emergency service agencies in Columbia County in promoting the "Mock Fatality- Prom Night" program at the local high school and encourage our young drivers to drive in a safe manner. The Coroner's Office will continue to meet state requirement for new advancements in crime scene death investigations. The Coroner's Office will provide mutual aid to any Coroner's Office in case of a disaster to process and identify victims

ACCOMPLISHMENTS FOR FY 2012

- Operated Coroner's office within budget.
- Coroner, Vernon Collins accepted as a team member of GEMA's- GBI- K-9 Body recovery team.

GOALS FOR FY 2013

- Maintain same standards of care and professionalism.
- Operate Coroner's Office with allowed budget.
- Provide and maintain resources of personal and equipment for disasters or pandemics.

WORKLOAD MEASUREMENTS

Category	Actual FY 2011	Estimated FY 2012	Forecast FY 2013
Death Investigations	147 as of August	200	235

CORONER

FUND/DEPARTMENT NUMBER: 1714

STAFFING

Position	Actual FY 2011	Estimated FY 2012	Forecast FY 2013
Coroner	1	1	1
Deputy Coroners	2	2	2
Total	**3**	**3**	**3**

VEHICLE SCHEDULE

Category	Actual FY 2011	Estimated FY 2012	Forecast FY 2013
Authorized Vehicles	0	0	0
Heavy Equipment			
Vehicle Allowances	3	3	3
Body Transport Van	1	1	1
Total	**4**	**4**	**4**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1714 CORONER						
51 PERSONAL SERVICES						
1011714	511001	SAL/WAGES	$ 57,404	$ 52,028	$ 49,770	$ 50,000
1011714	511052	GROUP LIFE INSURANCE	90	63	74	84
1011714	511053	RETIREMENT	2,673	2,644	2,666	2,162
1011714	511054	FICA	5,624	5,672	5,626	3,039
1011714	511055	WORK COMP	618	1,116	144	1,000
1011714	511060	EXPENSE ALLOWANCE	16,234	22,161	23,783	23,718
1011714	511070	UNEMPLOYMENT	59	59	59	32
TOTAL	PERSONAL SERVICES		82,703	83,744	82,120	80,035
52 OPERATING-SUPPLIES						
1011714	522040	POSTAGE	44	-	44	-
1011714	522065	OFFICE SUPPLIES	-	-	-	-
1011714	522070	OPERATING SUPPLIES	2,543	3,313	3,088	2,500
1011714	522080	UTILITIES	4,585	4,434	-	-
1011714	522100	MINOR PROPERTY	11	2,610	-	-
1011714	522121	GAS/OIL/DEISEL	962	1,948	1,140	1,000
TOTAL	OPERATING-SUPPLIES		8,145	12,305	4,272	3,500
53 OPERATING-PURCH/CONT						
1011714	533001	PROFESSIONAL FEES	37,625	38,850	33,425	25,375
1011714	533035	CONTRACT SERVICES	2,538	2,340	152	5,000
1011714	533064	GENERAL REPAIRS	-	-	(21)	-
1011714	533095	VEH REPAIR	620	79	97	-
1011714	533110	OTHER FEES	-	-	225	-
1011714	533115	TRAVEL/TRAINING	3,078	3,235	2,914	5,000
1011714	533120	DUES & SUBSCRIPTIONS	225	225	-	300
1011714	533135	COMMUNICATIONS	1,687	1,542	961	1,000
1011714	533140	PRINTING	-	-	-	-
TOTAL	OPERATING-PURCH/CONT		45,772	46,272	37,754	36,675
54 OPERATING-OTH COSTS						
1011714	544001	MISCELLANEOUS	-	300	-	-
TOTAL	**CORONER**		**$ 136,620**	**$ 142,621**	**$ 124,146**	**$ 120,210**
TOTAL	**PUBLIC SAFETY**		**$ 23,747,982**	**$ 24,254,246**	**$ 23,399,627**	**$ 23,587,511**

PUBLIC WORKS

This function is includes expenditures for the maintenance, repair, and improvement of the County's road system. Also included is operation of the County's facility maintenance shop and fleet maintenance shop. Below are listed the departments included within this function. A brief description of each department precedes the detailed budget reports.

Roads & Bridges
Fleet Services
Facility Maintenance

ROADS & BRIDGES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1411

MISSION STATEMENT

To work cooperatively to plan for and accommodate the need for movement of people and commerce in a safe, reliable, cost-effective, environmentally responsible and equitable manner.

VISION STATEMENT

The Roads and Bridges Department vision is to sustain and build a quality of life for all people in Columbia County, through a road system that supports the economy, safeguards the environment, and strengthens communities. We want our road system to provide safe access and mobility for residents, workers and visitors, and to provide for the efficient movement of goods. Our road system will be maintained and preserved to support these uses, and we will protect the investment made by Columbia County Citizens in the county's transportation system.

DEPARTMENT DESCRIPTION

- Perform right-of-way, road and pavement maintenance.
- Provide for maintenance of dirt roads, storm drainage, signs and maintenance of recreational fields.
- Assist the preconstruction department with set up and paving of county maintained dirt roads.

ACCOMPLISHMENTS FOR FY 11/12

- Cleared and graded for sidewalks on Evans to Locks Road from Washington Road to Evans Town Center.
- Integrated Recreation Maintenance Department into the daily operations at Roads & Bridges.
- Paved cul-de-sac in Iris Glen S/D
- Paved McDaniel Road
- Assisted in landscaping with gateway project at Washington Road and Columbia Road.
- Deep patched and resurfaced Knob Hill Road, Chamblin Road, Louisville Road and Tyler Woods S/D.
- Completed shoulder work on Harlem-Grovetown Road, Baker Place Road, Old Lincolnton Highway, Evans to Locks Road, Old Petersburg Road, and Wildwood Park.
- Rebuilt all pitching mounds in parks to meet Recreation Department recommendations
- Set-up and breakdown of special events/concerts at Evans Towne Center Park.
- Maintained county gateways and school zone areas.

ROADS & BRIDGES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1411

GOALS FOR FY 12/13

- Continue to assist Road Construction with road paving projects to include Gross Place Road, Blackstone Camp Trail, Brown Circle and Rosemont Lane.
- Install driveways and parking area for fire department on County Line Road.
- Install handicap and access ramp in Parking Lot 3 at Evans Towne Center Park.
- Continue to GPS and Retro-reflectivity testing on roadway signs to meet Federal standards.
- Continue to maintain the following county Gateways: Highway 28, from the Richmond County Line to Blackstone Camp Road; Riverwatch Parkway, from the Richmond County Line to Lynnwood Drive; Wheeler Road at the I-20 Interchange; Stevens Creek Road; Baston Road; Washington Road, from the Richmond County Line to Baston Road.
- Continue to work with Fleet Services to analyze fleet to ensure that appropriate vehicles and equipment are being utilized.
- Scrape all dirt roads at least every 14 days.
- Continue set-up and breakdown of special events/concerts at Evans Towne Center Park.
- Continue to assist Stormwater Utility with drainage improvements.
- Continue to sweep roads within the Stormwater Utility service area.
- Continue to remove trash bags from roadside on a daily basis gathered by the Sheriff's Department inmate detail.

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Number of Work Orders	8022	6486	6810
Traffic Signals Resolved	229	252	265
Signs Replaced	291	272	286
Potholes Repaired	512	322	338

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
% of Work Orders Completed within 1 week	93%	93%	96%
% of Traffic Signal Problems within 1 day	99%	97%	99%
% of Primary Signs Replaced within 1 day	99%	98%	99%

ROADS & BRIDGES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1411

% of Potholes Repaired within 48 hours	67%	58%	61%

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager IV	1	1	1
Manager III	1	1	1
Manager II	1	2	2
Supervisor VII	4	4	4
Tech III	1	1	1
Foreman II	1	1	1
Tech II	1	1	1
Tech I	1	1	1
Crew Leader II	5	8	8
Inventory Control	1	1	1
Heavy Equipment Operator	4	4	4
Light Equipment Operator	5	7	8
Customer Service Rep III	1	1	1
Maintenance Worker	15	19	18
Total	**42**	**52**	**52**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	20	25	25
Equipment	90	136	138
Vehicle Allowances	0	0	0
Total	**110**	**161**	**163**

BUDGET HIGHLIGHTS

We are requesting an asphalt spreader and roller to resurface small areas within the roadway. One of our heavy equipment operators has been transferred to the Facility Maintenance Department to assume the landscaping responsibilities of Evans Towne Center Park.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
40 PUBLIC WORKS						
1411 ROADS & BRIDGES						
51 PERSONAL SERVICES						
1011411	511001	SAL/WAGES	$ 1,233,043	$ 1,215,005	$ 1,473,121	$ 1,705,461
1011411	511004	OVERTIME	131,958	112,329	147,555	20,000
1011411	511010	ON CALL	9,375	9,125	9,150	9,125
1011411	511030	VACATION	119,923	114,874	140,131	-
1011411	511031	SICK LEAVE	2,629	2,313	4,836	-
1011411	511033	HOLIDAY	54,665	58,664	70,909	-
1011411	511051	EMPLOYEE MEDICAL	264,002	259,893	304,909	314,944
1011411	511052	GROUP LIFE INSURANCE	1,813	1,311	1,942	2,502
1011411	511053	RETIREMENT	95,257	90,539	112,046	98,273
1011411	511054	FICA	111,606	108,892	133,682	122,348
1011411	511055	WORK COMP	13,825	33,746	15,577	15,000
1011411	511060	EXPENSE ALLOWANCE	5,526	5,682	8,674	8,640
1011411	511062	NEW HIRES	-	-	-	(4,250)
1011411	511070	UNEMPLOYMENT	1,244	1,214	1,486	1,369
TOTAL	PERSONAL SERVICES		2,044,866	2,013,587	2,424,018	2,293,412
52 OPERATING-SUPPLIES						
1011411	522001	UNIFORMS	26,044	29,481	34,037	32,000
1011411	522010	ROAD SIGNS	46,897	41,761	45,163	45,000
1011411	522011	ROAD NAME	8,046	10,521	10,101	15,000
1011411	522020	DRAINAGE PIPE	3,541	3,837	1,557	5,000
1011411	522030	MOTORGRADE	7,889	6,011	6,913	8,000
1011411	522031	HERBICIDES	1,550	3,601	239	3,400
1011411	522040	POSTAGE	85	149	31	100
1011411	522070	OPERATING SUPPLIES	33,639	36,530	85,410	103,750
1011411	522080	UTILITIES	98,481	103,507	-	-
1011411	522092	TRAFFIC SIGNALS	20,580	21,690	18,170	20,000
1011411	522100	MINOR PROPERTY	4,412	5,995	13,358	20,450
1011411	522120	VEHICLE/EQUIPMENT	22,793	24,329	25,618	-
1011411	522121	GAS/OIL/DEISEL	181,564	200,547	264,058	164,965
TOTAL	OPERATING-SUPPLIES		455,520	487,957	504,654	417,665
53 OPERATING-PURCH/CONT						
1011411	533035	CONTRACT SERVICES	257,538	247,685	203,133	249,000
1011411	533060	GENERAL SERVICES	17,738	16,621	18,605	19,000
1011411	533095	VEH REPAIR	148,473	108,616	178,915	-
1011411	533115	TRAVEL/TRAINING	6,144	9,701	5,585	9,000
1011411	533120	DUES/SUBSCRIPTIONS	-	-	30	-
1011411	533127	EQUIPMENT RENTAL	4,388	2,954	4,320	4,000
1011411	533135	COMMUNICATIONS	15,364	17,253	2,991	3,800
TOTAL	OPERATING-PURCH/CONT		449,645	402,829	413,579	284,800
60 CAPITAL						
1011411	601081	CIP MACH/EQUIPMENT	6,540	-	-	-
TOTAL	**ROADS & BRIDGES**		**$ 2,956,572**	**$ 2,904,372**	**$ 3,342,252**	**$ 2,995,877**

FLEET SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1414

MISSION STATEMENT

To operate in a professional manner, so as to provide a complete, safe, efficient and cost effective fleet to our Customer Departments/Divisions.

VISION STATEMENT

To become the central location for county wide fleet management, specializing in all aspects of effective and efficient vehicle/equipment management, from acquisition to liquidation.

DEPARTMENT DESCRIPTION

Fleet Services provides for the repair and maintenance of County owned vehicles, as well as vehicles/equipment under contract or inter-governmental agreements. These vehicles range from lawn mowers to the largest piece of earthmoving equipment, as well as fire trucks and fire apparatus. Fleet provides for routine and preventative maintenance, minor and most major repairs and, when needed, coordinates all major repairs with outside vendors. This department also administers the County's Motor Pool, which provides loaner vehicles to county employees while their main line units are being serviced. Fleet maintains an automated database which provides all of the various departments with data to assist in repair cost analysis and replacement decisions. Fleet also develops and supplies the departments with specifications for new fleet vehicles and equipment on an as needed basis. Since a high percentage of the fleet that is maintained by Fleet Services is emergency vehicles used in the preservation of life and property, 24 hour repair/road service is provided.

ACCOMPLISHMENTS FOR FY 11/12

- Complete construction of Phase IV Light Equipment Facility (98% complete)
- Developing and Implementation of Work Flow processes for the efficient utilization of completed facility.
- Developed and implemented electronic notification to end users of vehicle status and completion by all 3 section supervisors.
- Renewal of inter-local service agreement with the Georgia Forestry Commission
- National recognition as a "Blue Seal of Excellence" facility by the National Institute for Automotive Service Excellence (ASE)
- All on-call positions have obtained Commercial Driver's Licenses to allow for vehicle towing.

FLEET SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1414

GOALS FOR FY 12/13

- Development of inter-governmental agreement with the Georgia State Patrol.
- Research, development and implementation of new pollution controls for retrofit on current diesel engines to comply with 2014 EPA regulations. Explore grants available to fund project.
- Continued staff development through technical training.
- Reclassification of current Data Clerk III position to an Administrative Coordinator position.

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Work Orders Completed	3071	3640	3700
Man/hours for Repairs	4806	5480	5570
Service Repairs	2950	2959	3100
PM's Performed	1327	1322	1500
Vehicle Responsibility	762	770	800

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
WO Expenditures	$460,106.00	$481,338.00	$527,000.00
PM %	43%	45%	50%
Average WO Labor	1.51 hrs	1.60 hrs	1.75 hrs

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Fleet Manager	1	1	1
Fleet Op. Supervisor	1	1	1
Fleet Analyst	1	1	1
Auto Technicians	3	3	3
Heavy Equip. Technicians	3	3	3
Parts Personnel	2	2	2
Tire/Lube Technician	1	1	1
Administrative	1	1	1

FLEET SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1414

Coordinator			
Total	**13**	**13**	**13**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	10	10	10
Heavy Equipment	1	1	1
Vehicle Allowances	0	0	0
Total	**11**	**11**	**11**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1414 FLEET SERVICES						
51 PERSONAL SERVICES						
1011414	511001	SAL/WAGES	$ 408,742	$ 409,643	$ 412,694	$ 476,382
1011414	511004	OVERTIME	856	1,648	1,652	2,500
1011414	511010	ON CALL	2,557	2,558	2,514	2,600
1011414	511030	VACATION	40,695	36,373	36,289	-
1011414	511033	HOLIDAY	18,206	19,313	19,951	-
1011414	511051	EMPLOYEE MEDICAL	85,331	77,365	90,398	103,791
1011414	511052	GROUP LIFE INSURANCE	550	409	532	632
1011414	511053	RETIREMENT	31,795	29,455	30,352	29,272
1011414	511054	FICA	33,929	33,920	33,868	33,793
1011414	511055	WORK COMP	4,430	8,988	1,528	4,500
1011414	511060	EXPENSE ALLOWANCE	2,407	2,389	2,377	2,400
1011414	511062	NEW PERSONNEL REQUESTS	-	-	-	4,258
1011414	511070	UNEMPLOYMENT	380	377	380	383
TOTAL	PERSONAL SERVICES		629,879	622,438	632,537	660,511
52 OPERATING-SUPPLIES						
1011414	522001	UNIFORMS	9,370	9,606	9,263	9,260
1011414	522040	POSTAGE	-	-	-	-
1011414	522070	OPERATING SUPPLIES	7,463	4,857	8,732	10,000
1011414	522080	UTILITIES	32,646	34,912	-	-
1011414	522100	MINOR PROPERTY	4,029	1,399	3,412	4,000
1011414	522112	TAGS AND TITLES	900	1,000	1,000	1,025
1011414	522114	INVENTORY RECEIPT	332	664	45,621	25,000
1011414	522120	VEHICLE/EQUIPMENT	1,249	-	-	-
1011414	522121	GAS/OIL/DEISEL	18,154	24,412	24,682	15,000
1011414	522130	BOOKS & REPORTS	500	496	425	500
TOTAL	OPERATING-SUPPLIES		74,643	77,345	93,135	64,785
53 OPERATING-PURCH/CONT						
1011414	533035	CONTRACT SERVICES	17,884	18,236	509	2,500
1011414	533060	GENERAL SERVICES	561	1,271	1,089	1,500
1011414	533095	VEH REPAIR	9,454	8,538	9,526	-
1011414	533115	TRAVEL/TRAINING	1,864	2,553	1,159	3,000
1011414	533120	DUES/SUBSCRIPTIONS	-	-	15	-
1011414	533135	COMMUNICATIONS	6,939	7,559	2,366	2,500
1011414	533140	PRINTING	690	700	457	700
TOTAL	OPERATING-PURCH/CONT		37,391	38,856	15,121	10,200
60 CAPITAL						
1011411	601081	CIP MACH/EQUIPMENT	-	-	-	5,600
TOTAL	**FLEET SERVICES**		**$ 741,913**	**$ 738,639**	**$ 740,792**	**$ 741,096**

FACILITY MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: 1415

MISSION STATEMENT

To provide timely and effective maintenance and custodial service to county facilities, to facilitate maintenance specific capital projects, and to efficiently manage the county's facility assets.

VISION STATEMENT

It's our vision to grow the facility maintenance department into a "Best of Class" maintenance department. We will accomplish this through solid leadership, competent staff, continued skill training, planned and preventive maintenance, continued use of smart building systems and a focus on 100 percent customer satisfaction.

DEPARTMENT DESCRIPTION

The maintenance department is responsible for the general upkeep and repairs of over seventy county buildings and facilities, with more than 500,000 square feet, valued at more than $90 million. In addition to assisting with special projects, this department oversees the exterminating, security, elevator, and lawn maintenance contractors, as well as in-house janitorial services. Maintenance is responsible for energy management, implementing energy conservation measures, and oversight of the HVAC control programs.

ACCOMPLISHMENTS FOR FY 11/12

- Replaced fencing at various parks
- Relocated GIS, Property Acquisition, and Code Enforcement departments
- Painted yellow curbs at Patriots Park
- Reduced energy consumption by 27,916 kwl on lighting
- Rearranged Engineering Services work areas
- Worked with Roads and Bridges to make events at Evans Towne Center Park successful
- Transitioned to an in-house lawn maintenance provider at Evans Towne Center Park

GOALS FOR FY 12/13

- Continue to implement energy efficiency upgrades to county facilities as funding allows
- Complete routine and emergency repairs in a timely and cost effective manner

FACILITY MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: 1415

- Work in cooperation with the Facility Services staff to review and modify specifications and guidelines for new county facilities
- Assist Facility Services with upgrades and remodels of existing facilities
- Provide continuing education and training for the maintenance staff
- Continue to improve housekeeping with training and equipment
- Complete capital projects as funding becomes available
- Continue to work with the lawn maintenance contractor to reduce cost while maintaining attractive facilities
- Implement new procedures and add staffing to obtain better quality and quantity of maintenance projects

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Work orders received	3902	4100	4200
Emergency requests	5	5	8

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Work orders completed	3805	4100	4200
Emergency requests completed	100%	100%	100%

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Craftsman	6	6	6
Trades Worker II	5	1	1
Supervisor VI	2	2	2
Crew Leader	0	2	2
Manager V	1	1	1
Trade Worker I	0	7	7
Landscape Foreman	0	1	1
Custodians(Temp P-time)	0	2	4
Custodian (Temp Full time)	11	16	18
Total County	**14**	**20**	**20**
Total Temporary	**11**	**18**	**22**

FACILITY MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: 1415

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	15	17	17
Heavy Equipment	0	0	0
Vehicle Allowances	0	0	0
Total	**15**	**17**	**17**

BUDGET HIGHLIGHTS

While the general repair budget for Facility Maintenance is kept at a minimum, the number of new facilities and maintenance responsibility is increasing. It will become even more difficult to maintain the desired level of service and attractiveness of county facilities than in past years.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1415 FACILITY MAINTENANCE						
51 PERSONAL SERVICES						
1011415	511001	SAL/WAGES	$ 399,854	$ 403,137	$ 522,131	$ 647,937
1011415	511004	OVERTIME	7,955	10,561	25,141	13,500
1011415	511010	ON CALL	9,125	9,125	9,150	9,125
1011415	511030	VACATION	32,689	40,628	60,171	-
1011415	511031	SICK LEAVE	1,839	-	187	-
1011415	511033	HOLIDAY	17,267	19,533	25,624	-
1011415	511050	FRINGE BENEFITS	-	-	-	13,177
1011415	511051	EMPLOYEE MEDICAL	79,509	82,659	121,653	122,649
1011415	511052	GROUP LIFE INSURANCE	685	499	786	1,023
1011415	511053	RETIREMENT	28,399	28,603	37,099	36,160
1011415	511054	FICA	33,866	35,058	46,357	46,480
1011415	511055	WORK COMP	4,328	8,915	2,396	4,500
1011415	511060	EXPENSE ALLOWANCE	4,560	6,740	6,408	6,240
1011415	511062	NEW PERSONNEL REQUESTS	-	-	-	3,018
1011415	511070	UNEMPLOYMENT	378	391	521	525
TOTAL	PERSONAL SERVICES		620,453	645,847	857,623	904,334
52 OPERATING-SUPPLIES						
1011415	522001	UNIFORMS	6,245	6,857	8,430	8,000
1011415	522040	POSTAGE	4	3	7	25
1011415	522070	OPERATING SUPPLIES	869	8,365	9,713	28,650
1011415	522080	UTILITIES	31,936	34,357	-	-
1011415	522100	MINOR PROPERTY	312	-	1,822	1,000
1011415	522121	GAS/OIL/DEISEL	20,386	25,853	38,987	27,335
TOTAL	OPERATING-SUPPLIES		59,751	75,435	58,960	65,010
53 OPERATING-PURCH/CONT						
1011415	533035	CONTRACT SERVICES	43,820	17,064	36,750	19,200
1011415	533060	GENERAL SERVICES	1,533	1,093	1,400	1,500
1011415	533095	VEH REPAIR	6,443	-	35,372	55,000
1011415	533115	TRAVEL/TRAINING	1,451	3,049	7,385	-
1011415	533127	EQUIPMENT RENTAL	1,951	589	1,645	3,500
1011415	533135	COMMUNICATIONS	7,631	2,140	2,000	4,000
				6,527	1,263	1,650
TOTAL	OPERATING-PURCH/CONT		62,829	30,462	85,815	84,850
TOTAL	**FACILITY MAINTENANCE**		**$ 743,034**	**$ 751,744**	**$ 1,002,398**	**$ 1,054,194**
TOTAL	**PUBLIC WORKS**		**$ 4,441,519**	**$ 4,394,755**	**$ 5,085,442**	**$ 4,791,167**

HEALTH & WELFARE

This function includes all activities associated with the conservation and improvement of public health. Also included are activities designed to provide public assistance and care for individuals economically unable to provide essential needs for themselves. Below are listed the departments included within this function. A brief description of each department precedes the detailed budget reports.

Public Transit
Health Department
Family & Children Services
Senior Center

PUBLIC TRANSIT DEPARTMENT

FUND/DEPARTMENT NUMBER: 1516

MISSION STATEMENT

Public transit strives to provide dependable and courteous transportation to all Columbia County citizens while maintaining the efficiency and effectiveness of services.

VISION STATEMENT

Our department aspires to meet the transportation needs of county residents who depend on public transportation through the continued development of innovative and effective transportation practices that improve the quality of life for all clients. We want to foster a positive public persona that encourages the use of services and encourages public input as to the development of more effective and efficient transportation services to better serve our growing citizenry.

DEPARTMENT DESCRIPTION

Columbia County Public Transit provides transportation to and from educational facilities, employment centers, shopping areas, worship services, medical facilities and general places of business. We serve all Columbia County residents with transportation needs. We will transport clients anywhere in Columbia County and Richmond County with the exception of areas south of Gordon Hwy. We do not service Augusta Regional Airport or Augusta Regional Mental Hospital.

ACCOMPLISHMENTS FOR FY 11/12

- Increased daily rider-ship
- Increased daily revenues
- Updated Radio Communications
- Installed AVL system in Vehicles
- Increased Fleet with no capital cost to the County

GOALS FOR FY 12/13

- Install Mobile Data Terminals in Vehicles
- Maintain Required Contractual service levels
- Maintain Minimum DOT Ridership level

PUBLIC TRANSIT DEPARTMENT

FUND/DEPARTMENT NUMBER: 1516

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Trips (OWPT)	42,649	43,500	44,500
Revenue ($)	191,284	195,000	200,000

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager	1	1	1
Supervisor	1	1	1
Customer Service Personnel/Dispatcher	1	1	1
Van Drivers	7	7	7

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Vehicles	7	7	7
Vehicle Allowances	1	1	1
Total	**8**	**8**	**8**

BUDGET HIGHLIGHTS

Budget request includes replacement cost of two lift equipped vans through GDOT.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
50 HEALTH & WELFARE						
1516 PUBLIC TRANSIT						
51 PERSONAL SERVICES						
1011516	511001	SAL/WAGES	$ 180,055	$ 209,182	$ 238,058	$ 273,258
1011516	511004	OVERTIME	310	242	-	-
1011516	511030	VACATION	15,242	20,376	19,615	-
1011516	511031	SICK LEAVE	1,150	-	-	-
1011516	511033	HOLIDAY	7,579	11,040	11,477	-
1011516	511051	EMPLOYEE MEDICAL	37,222	38,598	41,023	41,363
1011516	511052	GROUP LIFE INSURANCE	384	306	391	499
1011516	511053	RETIREMENT	10,219	12,561	15,308	15,177
1011516	511054	FICA	14,577	17,697	20,066	20,335
1011516	511055	WORK COMP	1,972	4,853	1,337	2,400
1011516	511060	EXPENSE ALLOWANCE	-	4,941	8,850	8,805
1011516	511062	NEW PERSONNEL REQUESTS	-	-	-	1,621
1011516	511070	UNEMPLOYMENT	163	197	223	225
TOTAL	PERSONAL SERVICES		268,874	319,993	356,346	363,683
52 OPERATING-SUPPLIES						
1011516	522001	UNIFORMS	1,421	1,396	829	2,000
1011516	522040	POSTAGE	35	17	30	100
1011516	522070	OPERATING SUPPLIES	512	1,354	1,594	2,525
1011516	522080	UTILITIES	14,381	17,828	-	-
1011516	522121	GAS/OIL/DEISEL	66,265	88,449	108,615	72,000
TOTAL	OPERATING-SUPPLIES		82,614	109,044	111,069	76,625
53 OPERATING-PURCH/CONT						
1011516	533025	ADVER/MARKETING	-	-	-	250
1011516	533035	CONTRACT SERVICES	7,574	8,716	-	-
1011516	533095	VEH REPAIR	13,095	7,755	8,854	-
1011516	533115	TRAVEL/TRAINING	471	344	302	500
1011516	533135	COMMUNICATIONS	2,300	2,905	219	1,100
1011516	533140	PRINTING	-	-	-	125
TOTAL	OPERATING-PURCH/CONT		23,441	19,720	9,376	1,975
60 CAPITAL						
1011516	601079	CIP VEHICLES	171,600	-	-	95,000
TOTAL	**PUBLIC TRANSIT**		**$ 546,529**	**$ 448,756**	**$ 476,791**	**$ 537,283**

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 1711

MISSION STATEMENT

The mission of the Georgia Division of Public Health is to provide services and leadership to promote, protect and improve the health and safety of the people of Georgia.

VISION STATEMENT

To ensure the highest quality health education, health promotion, disease prevention and health services to the citizens of Columbia County.

DEPARTMENT DESCRIPTION

The Columbia County Health Department's assists the residents of Columbia County in achieving their highest level of health, independence, and self-sufficiency and enhance their quality of life by:

- Assisting with the development of sound health policies and plans
- Monitoring and assessing community health status and needs
- Partnering with communities and organizations
- Providing personal and population based services and education
- Enforcing laws and regulations that protect the health and safety of the community
- Providing population based data, vital statistics, and registries
- Gathering information through surveillance and investigation
- Disseminating wellness and health information
- Evaluating our effectiveness, accessibility, and quality of services
- Assuring a competent, sensitive, and responsive public health work force
- Providing a public health laboratory
- Researching innovative solutions for public health problems

Programs

- High Risk Newborn Follow up & Genetic Screening
- Children First
- Early Intervention/Babies Can't Wait
- Health Check
- Dental Screening
- School/Daycare Programs & Audits
- Children's Medical Services (CMS)

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 1711

- Lead Screening and Abatement Laboratory Services
- Infant Death Investigations & Child Fatality Review Board
- Vision & Hearing Screening
- Immunizations
- Family Planning
- Women's Health Services
- Presumptive Eligibility (PE)
- Right From the Start Medicaid (RSM)
- Perinatal Case Management (PCM)
- Pregnancy Related Services (PRS)
- Babies Born Healthy (BBH)
- Breastest/Breastest and More Program (BT/BT & More)
- Breast & Cervical Cancer Program (BCCP)
- Special Supplemental Nutrition Program For Women, Infant, & Children (WIC)
- Infectious Disease Surveillance, Investigation, & Treatment
- Tuberculosis Control
- Sexually Transmitted Disease Control
- HIV Counseling & Screening
- Coalitions & Collaboration with Community Organizations
- Food Services Inspections
- On Site Sewage Management Systems
- Tourist Court Inspections
- Rabies Control
- Water Sample Testing
- Nuisance Complaints
- Inspection of Institutions
- Swimming Pool Inspections
- Injury Control Programs
- SAI Volunteer Medical Clinic

ACCOMPLISHMENTS FOR FY 11/12

• Successfully planned and activated a full scale Drive-thru Point of Distribution (POD) Site at Grovetown High School on January 22, 2011. The exercise allowed CCHD to activate a Drive-thru POD and successfully distribute "medication" to residents in response to a simulated biological emergency with 48 hours.

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 1711

• Updated and completed the Columbia County Dispensing Site Operations Manual (to be submitted to State for approval) for the two primary sites (Grovetown High School and Greenbrier High) and two secondary sites (Evans High School and Harlem High School) to include:

- ☐ Setting up and running the dispensing sites
- ☐ Dispensing site areas
- ☐ Staffing
- ☐ Screening/Dispensing/Vaccination
- ☐ Security Plan

• Closed the Appling and Evans Health department clinic sites June 2011.
• Transitioned into the new Health Department site at 1930 William Few Parkway, Grovetown July 2011.
• School Audit 100% compliance (Public & Private Schools)
☐ Day Care (including Pre-K): 3,388
☐ Kindergarten: 3,298
☐ 6th Grade Audit: 1,833
☐ **Total: 8,519**

• Administered 2,127 seasonal influenza doses this year by partnering with the community, businesses, local government and the Board of Education.
• Participated in Columbia County Board of Education Back to School Festival.
• Participated in Columbia County Emergency Management "Prepare & Aware Day".
• Environmental Health Fee increase went into effect January 1, 2011.
• Body Art Ordinance passed and became effective on March 1, 2011. Staff developed all forms to accompany the ordinance.
• Robert Thornhill is a member of the STRIKE Team for our district and attended FEMA training in Anniston, Alabama, for Domestic Preparedness on Environmental Response during disasters.
• Robert Thornhill became a member of the Columbia Community Emergency Response Team.
• Several court cases this year: 4 non-permitted mobile units were fined. 1 restaurant was fined for continuing to operate without water.
• Leslie worked with county officials to permit the Evans Towne Center Fountain.
• Rabid dog case which resulted in 7 persons undergoing post-exposure treatment for rabies.

GOALS FOR FY 12/13

• Recruitment and retention of a highly qualified work force, keeping all positions occupied with competent reliable staff.
• Continue to increase the number of services performed and clients served each year.
• Continue to enhance the Disaster Service Plan for the county.

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 1711

• Continue to provide volunteer clerical staff to assist with the SAI Volunteer Medical Clinic that provides service to indigent and uninsured clients one Saturday a month.
• Continue to improve immunization status by assuring staff evaluates immunization status on all individuals coming for services, not just those asking specifically for immunizations.
• Continue to promote tobacco cessation and prevention efforts in our community and clients we are serving.
• Continue to train all staff to meet requirements for electronic client records.
• Continue to have an excellent networking relationship with our community partner and contractors.
• Continue to provide informal training for restaurants that earn poor scores on their inspections. If restaurant inspection scores warrant a larger training class on the Food Code, we may consider holding one as we did in 2007.
• The Environmental staff will continually strive to provide both education and quality customer service to the citizens of Columbia County.

BUDGET HIGHLIGHTS

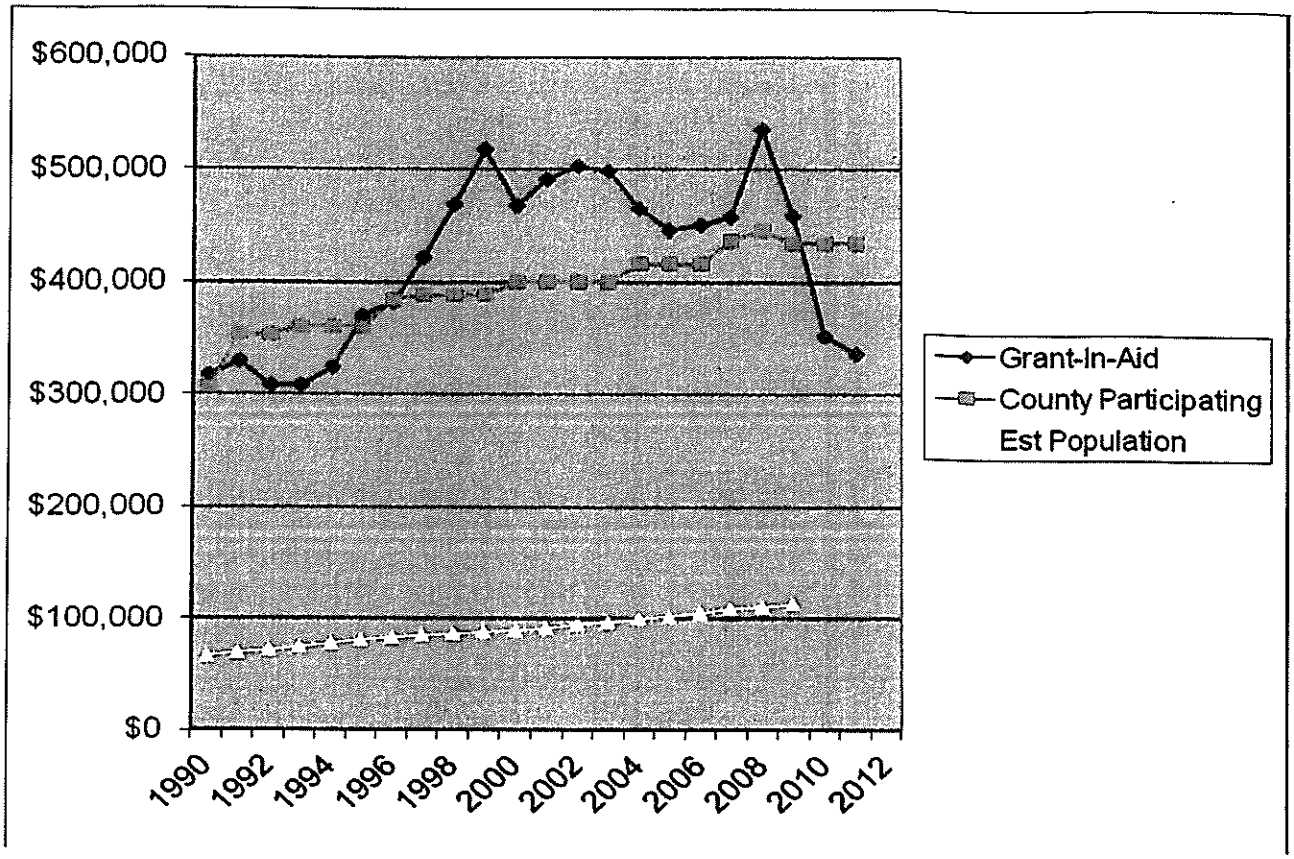
Budget Reduction Impact

As the figures and chart below shows, we have experienced substantial budget cuts within the last three years. This drastic cut in State Grant-In-Aid has a direct impact on the daily lives of the families who are in the greatest need of Public Health services we provide. We are currently working with minimal staff due to the budget cuts while the population of Columbia County is rapidly increasing and the need for Public Health services are steadily increasing due to the state of the economy. With any additional cuts or major increase in expenditures, we will have to cut or furlough staff, which will be a direct impact on the excellent quality of services we provide to the Citizens of Columbia County. We have streamlined our expenses to only the essential needs to provide and maintain current services.

FY	Grant-In-Aid	County Participating	Est Population
1990	$317,985	305,879	66,819
1991	$330,755	353,879	69,625
1992	$308,534	353,583	71,767
1993	$308,526	360,957	75,226
1994	$324,843	360,957	78,149
1995	$369,834	360,957	81,491
1996	$382,214	384,672	83,077
1997	$422,413	388,571	85,106
1998	$469,141	388,571	86,675
1999	$518,162	388,571	88,280
2000	$468,096	400,228	89,778
2001	$492,072	400,228	91,521
2002	$502,807	400,228	94,117
2003	$498,509	400,228	96,374
2004	$465,237	416,228	99,571
2005	$446,580	416,228	102,209
2006	$450,516	416,228	105,440
2007	$458,233	437,039	108,760
2008	$535,583	447,039	110,627
2009	$459,576	434,614	112,958
2010	$351,863	434,614	
2011	$336,967	434,614	124,053
2012			

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 1711



EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1711 HEALTH DEPARTMENT						
53 OPERATING-PURCH/CONT						
1011711	533035	CONTRACT SERVICES	$ 434,614	$ 434,614	$ 434,955	$ 434,614
TOTAL	**HEALTH DEPARTMENT**		**$ 434,614**	**$ 434,614**	**$ 434,955**	**$ 434,614**

DEPARTMENT OF FAMILY & CHILDREN SERVICES

FUND/DEPARTMENT NUMBER: 1712

MISSION STATEMENT

DHS Mission: Strengthen Georgia by providing individuals and families access to services that promote self-sufficiency, independence, and protect Georgia's vulnerable children and adults.

Core Values: Provide access to resources that offer support and empower Georgians and their families. Deliver services professionally and treat all clients with dignity and respect. Manage business operations effectively and efficiently by aligning resources across the agency. Promote accountability, transparency and quality in all services we deliver and programs we administer.

Develop our employees at all levels of the agency.

VISION STATEMENT

For all Georgians to live safe, healthy, and self-reliant lives. The Division of Family and Children Services (DFCS) is the part of DHR that investigates child abuse; finds foster homes for abused and neglected children; helps low income, out-of-work parents get back on their feet; assists with childcare costs for low income parents who are working or in job training; and provides numerous support services and innovative programs to help troubled families.

DEPARTMENT DESCRIPTION

The Department of Family & Children Services provides the following services to the citizens of Columbia County:

Adoption Services
The Adoption unit is now a part of the Division of Family and Children Services (DFCS).

Adult Protective Services
Investigates reports of abuse, exploitation, or neglect of elderly or disabled adults who cannot care for themselves.

Child Abuse & Neglect
Child Protection Services investigates reports of child abuse or neglect and provides services to protect the child and strengthen the family.

DEPARTMENT OF FAMILY & CHILDREN SERVICES

FUND/DEPARTMENT NUMBER: 1712

Emergency Food Assistance
A federal program that helps supplement the diets of low-income persons in Georgia.

Energy Assistance
Energy assistance for low-income families.

Food Stamps
Food stamps supplement the food budget for eligible families.

Foster Care
Foster care is provided for children whose families cannot care for them and they are now in the legal custody of the state.

Medicaid
Provides Medicaid coverage for eligible children under the age of 19, pregnant women and women who have breast or cervical cancer including precancerous conditions of the breast and cervix. In addition, coverage is provided for the aged, blind or disabled (ABD) who are eligible.

Refugee Resettlement
A federally funded program that provides assistance to refugees.

Secret Santa Program
The Foster Care Secret Santa program distributes gifts to Foster Care children during the Christmas Holiday season.

Subsidized Child Care
Helps Georgia families pay for early childhood and school age care programs.

Temporary Assistance for Needy Families
Temporary Assistance for Needy Families (TANF), or welfare, is cash assistance for eligible children and possibly their eligible caretakers.

ACCOMPLISHMENTS FOR FY 11/12

- Averaging over 50% Federal Work Participation in the county.
- Many Christmas gifts delivered to needy families and children in the state's legal custody.
- Provided $2,039,766.00 in Temporary Assistance for Needy Families

DEPARTMENT OF FAMILY & CHILDREN SERVICES

FUND/DEPARTMENT NUMBER: 1712

- Provided $14,472,146.00 in Food Stamps to Qualifying Families
- Provided $567,485.00 in Child Care to Qualifying Families
- Served 3322 cases on a monthly average for Family Medicaid
- Served 982 cases on a monthly average for Aged, Blind and Diabled Medicaid
- Provided Employment Services; Transportation, Job Readiness, Incidental Benefits, and other Support Services Benefits
- Served 25 children in Foster Care with an expenditure of $10,732.00

GOALS FOR FY 12/13

- To continue increasing the Federal Work Participation rate.
- To decrease TANF caseloads as required to receive Federal funds.
- To place fewer children in foster care by implementing a more family centered focus philosophy to ensure safety and risk reduction within the home.

BUDGET HIGHLIGHTS

The reduction to our county budget would greatly affect the wellbeing of the Columbia County families and children that we serve. The Department of Human Services/DFCS has been experiencing state budget cuts as well. We are currently working with minimal staff due to a hiring freeze while our case loads increase daily due to the state of the economy. Our Office of Financial Independence staff has experienced families applying for benefits who have never had the need before to request our services. Also our Social Services staff is experiencing an increase in workloads as a result of families not being able to provide for their households and/or reacting to their financial stress in a negative manner which have placed the children in neglectful or abusive situations. The funds provided by the county for operating expenses assist the staff in providing the families with the quality customer service that Columbia County is held in high regards for.

Our county budget is utilized to meet the needs of our foster children. Without these supplemental funds, our children would not have the same basic benefits that our own children have relating to clothing, medical, and incidentals needs. Also, our families whose situations do not meet the criteria for maltreatment are in need of general assistance as a source of prevention to avoid their status from becoming neglectful. This assistance also provides a stepping stone to improving the standard of living for the families in order to remain productive within the community.

DEPARTMENT OF FAMILY & CHILDREN SERVICES

FUND/DEPARTMENT NUMBER: 1712

The overall impact of a budget reduction will directly affect the daily lives of the families and children who are in the greatest need of services. When services cannot be provided properly, the community as a whole suffers.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1712 FAMILY & CHILDREN SERVICES (DF						
52 OPERATING-SUPPLIES						
1011712	522040	POSTAGE	$ 2,000	$ 1,000	$ 3,000	$ 3,000
1011712	522070	OPERATING SUPPLIES	1,708	1,000	4,821	4,889
TOTAL	OPERATING-SUPPLIES		3,708	2,000	7,821	7,889
53 OPERATING-PURCH/CONT						
1011712	533105	PER DIEM FEES	450	-	450	450
1011712	533110	OTHER FEES	14,044	13,158	17,750	15,750
1011712	533115	TRAVEL/TRAINING	292	-	-	-
1011712	533140	PRINTING	500	-	600	600
TOTAL	OPERATING-PURCH/CONT		15,286	13,158	18,800	16,800
54 OPERATING-OTH COSTS						
1011712	544060	STATE MATCH	57,726	57,726	46,263	48,195
TOTAL	**FAMILY & CHILDREN SERV**		**$ 76,720**	**$ 72,884**	**$ 72,884**	**$ 72,884**

SENIOR CENTER

FUND/DEPARTMENT NUMBER: 1716

MISSION STATEMENT

To develop and maintain a wide variety of quality services that promote the mental, physical and social well being of senior adults in our community, thereby, improving their standard of living.

VISION STATEMENT

Our department aspires to meet the transportation needs of county residents who depend on public transportation through the continued development of innovative and effective transportation practices that improve the quality of life for all clients. We want to foster a positive public persona that encourages the use of services and encourages public input as to the development of more effective and efficient transportation services to better serve our growing citizenry.

DEPARTMENT DESCRIPTION

This department serves over 7,400 congregate meals annually to clients at the Senior Center. The senior center staff delivers over 31,000 meals annually to homebound clients through the Nutrition program. We also provide enrichment activities such as arts and crafts, educational presentations, recreational activities, and special events.

ACCOMPLISHMENTS FOR FY 11/12

- Offered more outings for the seniors at a minimal cost
- Increased the daily attendance of senior citizens in the center
- Maintained delivery of home delivered meals
- Added new daily activities for the seniors in the center
- Initiated building improvements

GOALS FOR FY 12/13

- Enlarge the ceramics room to increase attendance
- Continue to increase attendance of senior citizens daily in the center by offering a variety of programs
- Increase the number of home delivered meals for senior citizens
- Replace worn furniture in the center

SENIOR CENTER

FUND/DEPARTMENT NUMBER: 1716

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Congregate Meals	7,410	8,610	9,840
Home Delivered Meals	31,947	36,900	38,130

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager	1	1	1
Admin. Coordinator	1	1	1
Van Drivers	1 P/T	1 P/T	1 P/T
Kitchen Staff	2	2	2

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Vehicles	7	7	7
Vehicle Allowances	1	1	1
Total	**8**	**8**	**8**

BUDGET HIGHLIGHTS

Department was restructured to eliminate supervisor position and transfer and existing position for budget savings.

Mobile Radios - $9,950

In September 2009 the Georgia Department of Transportation approved and obligated funds to Columbia County Public Transit under the American Reinvestment and Recovery Act. A portion of these funds were allocated to upgrade the radio communications for Public Transit for many reasons including satisfying the narrowbanding requirement. Since the Senior Center vehicles and personnel are used interchangeably with Public Transit personnel due to mission, costs, efficiency and regulations set forth by Georgia Department of Transportation and Columbia County, the radios use by the Senior Center must also be upgraded to satisfy the narrowbanding requirement. An estimated $9,950 is requested to upgrade the radios to make the entire communications system narrowband capable and ready.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1716 SENIOR CENTER						
51 PERSONAL SERVICES						
1011716	511001	SAL/WAGES	$ 119,735	$ 95,165	$ 98,763	$ 116,861
1011716	511004	OVERTIME	-	-	-	-
1011716	511030	VACATION	8,588	12,677	12,483	-
1011716	511031	SICK LEAVE	5,374	-	-	-
1011716	511033	HOLIDAY	-	4,586	4,644	-
1011716	511051	EMPLOYEE MEDICAL	26,335	14,532	14,433	14,662
1011716	511052	GROUP LIFE INSURANCE	186	100	116	130
1011716	511053	RETIREMENT	6,557	7,315	8,486	8,555
1011716	511054	FICA	10,182	8,791	9,077	9,143
1011716	511055	WORK COMP	1,289	1,931	178	1,000
1011716	511060	EXPENSE ALLOWANCE	8,385	7,689	7,584	7,545
1011716	511070	UNEMPLOYMENT	114	96	99	100
TOTAL	PERSONAL SERVICES		186,744	152,882	155,863	157,996
52 OPERATING-SUPPLIES						
1011716	522001	UNIFORMS	-	189	222	200
1011716	522040	POSTAGE	4	-	4	50
1011716	522070	OPERATING SUPPLIES	13,871	14,788	15,336	18,432
1011716	522080	UTILITIES	9,563	8,084	-	-
1011716	522100	MINOR PROPERTY	-	2,837	-	-
1011716	522120	VEHICLE/EQUIPMENT	-	-	-	-
1011716	522121	GAS/OIL/DEISEL	9,419	10,100	5,560	-
TOTAL	OPERATING-SUPPLIES		32,857	35,999	21,123	18,682
53 OPERATING-PURCH/CONT						
1011716	533035	CONTRACT SERVICES	122,245	121,208	116,790	125,153
1011716	533055	O/S SVCS-TEMP EMPLOYEES	9,420	7,147	5,780	17,296
1011716	533060	GENERAL SERVICES	3,752	4,000	4,103	4,500
1011716	533064	GEN REPAIRS	339	199	39	600
1011716	533095	VEH REPAIR	4,132	3,961	6,610	-
1011716	533115	TRAVEL/TRAINING	311	-	218	350
1011716	533135	COMMUNICATIONS	1,584	2,005	339	3,275
1011716	533140	PRINTING	45	-	-	-
TOTAL	OPERATING-PURCH/CONT		141,829	138,521	133,880	151,174
60 CAPITAL						
1011716	601090	CIP OTHER	-	-	9,198	5,800
TOTAL	**SENIOR CENTER**		**$ 361,430**	**$ 327,402**	**$ 320,063**	**$ 333,652**
TOTAL	**HEALTH & WELFARE**		**$ 1,419,293**	**$ 1,283,656**	**$ 1,304,694**	**$ 1,378,433**

CULTURE/RECREATION

This function accounts for all activities that provide cultural and recreational activities for the community. Below are listed the departments included within this function. A brief description of each department precedes the detailed budget reports.

Community Services
Libraries
Recreation
Wildwood Park

COMMUNITY & LEISURE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1010

MISSION STATEMENT

To provide quality community and leisure service opportunities for the citizens of Columbia County and to highlight Columbia County as an attractive place to live, work, or visit.

VISION STATEMENT

To provide comprehensive programming and services that accommodate citizen and visitor needs, and to enhance the quality of life through enriched leisure and cultural opportunities.

DEPARTMENT DESCRIPTION

The Community and Leisure Services Division include the following departments: Animal Services, Board of Elections, Libraries, Recreation and Events, Rental Facilities & Venues, and University of Georgia Extension Services. The Division also oversees the Hotel Motel Tax Fund to promote the County as a tourist destination with special events scheduled annually. Division management staff serves as County liaisons to facilitate monthly meetings for the following Boards and Committees: Animal Services Board, Columbia County Community Events Committee, Columbia County Monument and Public Arts Committee, Greenspace Advisory Board, Library Board of Trustees, and the Recreation Advisory Board. The Division also works closely with Columbia County Arts, Inc., Greater Augusta Sports Council, Augusta Canal Authority, Columbia County Ballet, Augusta Symphony and the Columbia County Convention and Visitors Bureau.

ACCOMPLISHMENTS FOR FY 11/12

- **Animal Services-** Opened and began operation of new animal services facility.
- **Community and Regional Events-** Secured and hosted ten regional sporting events in county facilities and facilitated forty two community event activities through $38,000 in corporate sponsorships.
- **Wildwood Park-** Hosted twelve regional and national fishing events.
- **Evans Towne Center Park-** Planned, scheduled, and facilitated concerts, events, and festivals in new facility. Website developed with tickets sold online.
- **Recreation and Events Department-** Restructured staff to improve efficiency of operations.
- **Libraries-** Completed Independent Library system feasibility study, negotiated a lower regional membership fee for 2012 and improved overall operations of the Euchee Creek branch.
- **Rental Facilities and Venues-** Completed Canal Headgates project and secured onsite bike and kayak providers. Increased revenue by 4%.

COMMUNITY & LEISURE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1010

- **Technological advancements**- employed through the use of social networks to market Recreation and Events, Libraries, Animal Services and Rental Facilities and Venues Department.

GOALS FOR FY 12/13

- Complete construction of Gateway Exhibit Hall, develop policies, fee schedules and marketing strategy for grand opening.
- Acquire new software for scheduling activities and rentals for the Gateway Center, Rental Facilities, and Recreation Department and utilize social networking for marketing.
- Integrate higher levels of technology in all departments.
- Continue to attract new regional and national sporting events and facilitate 2012 NCAA soccer event.
- Complete Phase I of the Lakeside Park and initially utilize area for practice fields and begin operation of onsite BMX track.
- Increase corporate sponsorships and foster public-private partnerships in all departments within the Division to augment funding and enhance program offerings.
- Foster partnerships to host, fund and facilitate County events.
- Secure grants and philanthropic donations for projects and events.
- Continue facility upgrades at Wildwood Park and initiate on-line campground registration.
- Complete Library system study to create a new region system with Lincoln and Warren Counties.
- Improve Library electronic inventory system and launch a new interactive Library website.
- Increase rental facility revenues by 8 percent.
- Complete Canal Headgates restroom and storage facility.
- Expand Animal Services public outreach and educational programs to increase adoptions and continue staff training for efficient facility operations.
- Work with Animal Services and Recreation Department management to insure efficient operations of new facility.

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Grant Applications	2	1	1
Town Meetings	1	1	2
Capital Projects	4	4	2
Public Speaking	8	2	2
Community Events	50	51	60
News Articles	140	148	150
Committee Meetings	160	160	160

COMMUNITY & LEISURE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1010

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Division Director	1	1	1
Administrative Specialist	1	1	1
Community Events Manager	1	1	1
Community Events Specialist	1	1	1
Visitor Center Coordinator	1	1	1
Total	**5**	**5**	**5**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Vehicle Allowances	3	3	3
Total	**3**	**3**	**3**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
60 CULTURE/RECREATION						
1010 COMMUNITY SERVICES						
51 PERSONAL SERVICES						
1011010	511001	SAL/WAGES	$ 199,293	$ 185,205	$ 166,719	$ 138,709
1011010	511030	VACATION	17,532	16,956	9,940	-
1011010	511033	HOLIDAY	8,177	8,482	8,076	-
1011010	511051	EMPLOYEE MEDICAL	17,842	17,225	13,615	4,077
1011010	511052	GROUP LIFE INSURANCE	240	156	166	126
1011010	511053	RETIREMENT	16,791	16,005	14,340	10,771
1011010	511054	FICA	18,134	16,747	14,491	11,193
1011010	511055	WORK COMP	2,142	3,804	306	1,900
1011010	511060	EXPENSE ALLOWANCE	21,102	17,513	12,382	11,985
1011010	511062	NEW PERSONNEL REQUESTS	-	-	-	65,047
1011010	511070	UNEMPLOYMENT	197	182	158	120
TOTAL	PERSONAL SERVICES		301,450	282,274	240,192	243,928
52 OPERATING-SUPPLIES						
1011010	522040	POSTAGE	567	1,073	1,275	1,100
1011010	522070	OPERATING SUPPLIES	6,503	5,892	7,171	13,000
1011010	522080	UTILITIES	15,917	15,784	-	-
1011010	522121	GAS/OIL/DEISEL	81	111	-	-
TOTAL	OPERATING-SUPPLIES		23,067	22,860	8,446	14,100
53 OPERATING-PURCH/CONT						
1011010	533025	ADVER/MARKETING	75	-	-	1,300
1011010	533035	CONTRACT SERVICES	10,644	9,966	2,730	5,000
1011010	533055	O/S SVCS-TEMP EMPLOYEES	1,425	1,634	7,851	9,500
1011010	533095	VEH REPAIR	-	-	578	-
1011010	533115	TRAVEL/TRAINING	9,429	4,244	6,499	10,000
1011010	533120	DUES & SUBSCRIPTIONS	499	701	671	1,800
1011010	533135	COMMUNICATIONS	2,732	3,121	930	2,000
1011010	533140	PRINTING	85	-	-	2,500
TOTAL	OPERATING-PURCH/CONT		24,888	19,667	19,259	32,100
TOTAL	**COMMUNITY SERVICES**		**$ 349,406**	**$ 324,801**	**$ 267,897**	**$ 290,128**

COLUMBIA COUNTY LIBRARIES

FUND/DEPARTMENT NUMBER: 1601

MISSION STATEMENT

To provide quality library services and material to children and adults in the community in order to meet their informational, recreational, and educational reading needs.

VISION STATEMENT

To provide the highest level of professional and technical services in a modern facility utilizing state of the art materials to accommodate the needs of the dynamic population of Columbia County in the most cost effective manner.

DEPARTMENT DESCRIPTION

The Library system consists of three branches which provide an extensive collection including but not limited to books, periodicals, books on CD, online databases, electronic book download services OneClick and GADD, MANGO Foreign Language courses, internet access, programs and events for children and adults as well as reference services.

ACCOMPLISHMENTS FOR FY 11/12

- Promoted the library and our services through Facebook page and the county webpage.
- Increased circulation at Columbia County library and Harlem Library.
- Increased circulation, book inventory and patronage.
- Continued computer courses for our patrons to increase adult participation
- Increased book inventory by 20%
- Incorporated children and teen participation through the Books Alive program featuring a national level Young Adult author.
- Hosted Sixth Annual Author Event with a fund raiser in conjunction with Books Alive Festival.
- Improved inventory at the Harlem library by lowering the age of the collection to 3 years
- Improved programming at the Euchee Creek and Harlem libraries for Children, Young Adult and Adults
- Began improvements in the Euchee Creek inventory through massive weeding

COLUMBIA COUNTY LIBRARIES

FUND/DEPARTMENT NUMBER: 1601

GOALS FOR FY 12/13

- Improve the efficiency of RFID through out the three Library branches.
- Secure additional grants to augment the fiscal year allocations.
- Improve Audio Book and Large Print collection
- Continue to improve the collection and programming at Euchee Creek Library
- Continue to improve programming at Harlem Library
- Become listed in Publisher's List for holding Author visits.
- Host a Mega Author/Fundraiser
- Host a formal gala for the Library

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11 (last fy)	Estimated FY 11/12 (current fy)	Forecast FY 12/13 (next fy)
Book Circulation	564,598	508,539	600,000
Registered Patrons	70,695	74,602	76,000
Collection Size	158,646*	160,787*	170,000*
Materials budget	155,000	155,000	201,100
Building Sq. Ft	54,500	54,500	54,500
Reference Questions	100,962	100,000	104,000
Program Attendance	21,038	20,500	23,000

* Major weeding at Evans and Euchee Creek through 2012

PERFORMANCE MEASURES

Category	Actual FY 10/11 (last fy)	Estimated FY 11/12 (current fy)	Forecast FY 12/13 (next fy)
Population Estimate	124,815	130,000	135,000
Book circulation per capita	4.52	3.91	4.44
Registered patrons per cap.	.57	.57	.56
Collection size per cap.	1.27	1.24	1.26
Materials budget per cap.	1.24	1.20	1.49
Building Sq. Ft. per cap.	.44	.42	.40
Reference ques. per cap.	.81	.77	.77
Program attendance per cap	.17	.16	.17

COLUMBIA COUNTY LIBRARIES

FUND/DEPARTMENT NUMBER: 1601

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Library Manager	1	1	1
Branch Supervisor	2	2	2
Children's Librarian	1	1	1
Circulation Manager	1	1	1
Reference Services Manager	1	1	1
Children's Services Specialist	1	1	1
Reference Librarian	1	1	1
Reference Specialist	2 (Both part time)	2 (Both part time)	2 (1 full time, 1 Part time)
Collection Development Librarian	1	1	1
Administrative Coordinator	1	1	1
Library Assistant *1 pos. part-time	6	6	6
Total			

We utilize temporary staff through an outside staffing agency not included in the numbers above.

BUDGET HIGHLIGHTS

- We will continue to add programming to all three libraries
- We will be on the Publisher's List of Author tours
- We will continue to improve Euchee Creek
- Provide more training for staff
- Work closer with Friends of the Library to increase membership and to help fund various library activities and programs.
- Continue to review merits of becoming an Independent Library System

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1601 LIBRARIES						
51 PERSONAL SERVICES						
1011601	511001	SAL/WAGES	$ 491,627	$ 502,865	$ 520,266	$ 594,770
1011601	511030	VACATION	38,148	-	216	-
1011601	511031	SICK LEAVE	466	58,827	41,825	-
1011601	511033	HOLIDAY	21,600	-	-	-
1011601	511050	FRINGE BENEFITS	-	23,682	24,685	-
1011601	511051	EMPLOYEE MEDICAL	76,377	78,726	78,008	81,614
1011601	511052	GROUP LIFE INSURANCE	532	358	551	831
1011601	511053	RETIREMENT	38,896	50,009	40,933	40,699
1011601	511054	FICA	40,442	42,891	43,044	43,481
1011601	511055	WORK COMP	5,312	10,043	606	611
1011601	511060	EXPENSE ALLOWANCE	4,170	4,026	4,387	4,365
1011601	511062	NEW PERSONNEL REQUESTS	-	-	-	22,561
1011601	511070	UNEMPLOYMENT	444	471	473	479
TOTAL	PERSONAL SERVICES		718,012	771,897	754,995	789,411
52 OPERATING-SUPPLIES						
1011601	522040	POSTAGE	610	553	452	400
1011601	522065	OFFICE SUPPLIES	-	-	-	-
1011601	522070	OPERATING SUPPLIES	46,501	32,627	37,732	32,000
1011601	522080	UTILITIES	39,265	42,857	-	-
1011601	522100	MINOR PROPERTY	-	-	-	-
1011601	522130	BOOKS & REPORTS	42,318	50,435	54,203	100,650
TOTAL	OPERATING-SUPPLIES		128,694	126,471	92,387	133,050
53 OPERATING-PURCH/CONT						
1011601	533025	ADVER/MARKETING	2,415	921	1,000	1,000
1011601	533035	CONTRACT SERVICES	143,767	145,896	137,268	129,228
1011601	533055	O/S SVCS-TEMP EMPLOYEES	194,091	215,014	207,847	252,840
1011601	533060	GENERAL SERVICES	25,936	25,850	24,860	30,000
1011601	533115	TRAVEL/TRAINING	3,514	4,967	4,892	5,000
1011601	533120	DUES & SUBSCRIPTIONS	312	-	796	2,900
1011601	533135	COMMUNICATIONS	7,897	19,606	3,839	5,500
1011601	533140	PRINTING	823	1,100	1,897	1,000
TOTAL	OPERATING-PURCH/CONT		378,753	413,355	382,399	427,468
TOTAL	**LIBRARIES**		**$ 1,225,459**	**$ 1,311,722**	**$ 1,229,781**	**$ 1,349,929**

RECREATION AND EVENTS

FUND/DEPARTMENT NUMBER: 1611

MISSION STATEMENT

To offer quality customer service to the citizens of Columbia County by striving to enrich their lives by providing opportunities through programs and activities during their leisure.

VISION STATEMENT

Striving to enrich lives by providing outstanding recreation programs, facilities and activities.

DESCRIPTION

The Columbia County Recreation & Events Department consists of 14 full time employees dedicated to provide leisure services to the citizens of Columbia County. This is a customer service oriented department that establishes and oversees activities, events, and programs. The department currently manages 11 parks consisting of 1,394 acres. Park amenities include an inventory of 44 athletic fields, 14 tennis courts, 16 playgrounds, 10 boat ramps, 4 disc golf courses, a nature park and a gymnasium complex.

ACCOMPLISHMENTS FOR FY 11 - 12

- Host GRPA State Mite Baseball Tournament and GRPA State Soccer Tournament
- Introduced 11-12 year old baseball travel league and therefore increased overall participation in the spring 2011 baseball season
- Hosted a fall lacrosse league as an introduction to the sport
- Increased on-line registration in all youth programs
- Field / park improvements at Blanchard Park and Blanchard Woods Park
- Coordinated the grand opening facilities of the Evans Towne Center Park
- Hosted a 2 week tennis clinic for children as an introduction to the sport
- Coordinated Lady Antebellum Concert at Evans Towne Center Park as well as other concerts to include Josh Kelley, Little Big Town, Rick Springfield, and The NewsBoys
- Worked with website design team for the Evans Towne Center Park website and etix ticketing systems for concerts
- Hired an additional member to the staff to help coordinate events
- Charity Gala proceeds collected to date for local charities is $51,718
- Hosted over 46 events of which 17 were new events offered to our citizens
- Began a new marketing initiative to include texting to citizens and participants
- Restructured staffing of department which included creating an Assistant Recreation and Events Manager

RECREATION AND EVENTS

FUND/DEPARTMENT NUMBER: 1611

- Worked with County's Road & Bridges and Maintenance departments to streamline maintenance of facilities
- Created an on-line guide to recreational programs offered to our citizens
- Increased programs and participation at Reed Creek Nature Park

GOALS FOR FY 12-13

- Host NCAA Improve marketing efforts for all events and programs and increase participation
- Division II Soccer Championships
- Add two additional soccer fields at Blanchard Woods facility
- Continue to host local and regional cross county matches at Blanchard Woods Park
- Host Dixie Baseball "O" Zone State Tournament
- Increase on-line registration
- Evaluate rental fees as compared to similar facilities and update all rental forms
- Create an emergency management plan
- Update gymnasium exercise room equipment

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Park Acres Managed	1377	1377	1394
Athletic Facilities Operated	63	63	63
Youth Athletic Participation	4438	3990	4600
Employees Managed	31	27	13

YOUTH RECREATION ACTIVITIES

	# of Participants	Weeks of Activities	Total # of Games	Fields used per night	# days played per week
Spring Youth Sports	1,746	10	925	10-14	5
Fall Youth Sports	1,978	10	890	8-12	5
Winter Youth Sports	659	8	478	8-12	5
Summer Youth Sports	220*	8	192	2	4
Reed Creek Nature Center	3,446	50	180 classes	--------	5

*Currently registering for Summer sports – these are estimates

RECREATION AND EVENTS

FUND/DEPARTMENT NUMBER: 1611

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Department Manager	1	1	1
Facility Supervisor	1	1	1
Athletic Supervisor	1	1	1
Gymnasium Coordinator	1	1	1
Program Coordinators	5	5	5
Administrative Assistant	1	1	1
Clerk/Accountant	1	1	1
Security Guard	1	1	1
Comm Events Manger	1	1	1
Comm Events Specialist	1	1	1

Part-time/Seasonal Personnel	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Administrative Office (PT) Receptionist	1	1	0
Athletic Field Supervisors (S) Used during youth sports	3	3	3
Gymnasium (PT) Receptionist	3	3	3
Gymnasium (PT) Supervisors	2	2	2
Reed Creek Park (PT) Nature Center Staff	2	2	2

VEHICLE SCHEDULE

	'10 Inventory	'11 Projected	Needed Replacement
Pick-ups	10	2	1

*Note: Vehicle reports on replacement of vehicles and equipment from Fleet Services

EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1611 RECREATION						
51 PERSONAL SERVICES						
1011611	511001	SAL/WAGES	$ 816,711	$ 776,343	$ 422,001	$ 555,030
1011611	511030	VACATION	68,178	89,141	45,925	-
1011611	511031	SICK LEAVE	-	19,276	7,778	-
1011611	511033	HOLIDAY	35,526	37,426	20,578	-
1011611	511050	FRINGE BENEFITS	-	-	-	-
1011611	511051	EMPLOYEE MEDICAL	126,718	141,227	58,223	72,315
1011611	511052	GROUP LIFE INSURANCE	1,102	816	502	733
1011611	511053	RETIREMENT	61,240	93,243	46,984	40,316
1011611	511054	FICA	70,104	69,623	39,342	43,753
1011611	511055	WORK COMP	8,807	16,485	825	8,000
1011611	511060	EXPENSE ALLOWANCE	43,834	39,737	38,270	44,460
1011611	511062	NEW PERSONNEL REQUESTS	-	-	-	8,296
1011611	511070	UNEMPLOYMENT	770	769	429	479
TOTAL	PERSONAL SERVICES		1,232,992	1,284,084	680,858	773,382
52 OPERATING-SUPPLIES						
1011611	522001	UNIFORMS	3,171	2,304	2,499	1,500
1011611	522040	POSTAGE	2,770	972	735	2,500
1011611	522055	ADULT LEAGUE	27,562	26,660	25,671	30,000
1011611	522060	DAY CAMP EXPENSE	12,515	19,788	16,734	22,000
1011611	522061	UNIFORM	56,094	48,132	60,000	70,000
1011611	522070	OPERATING SUPPLIES	144,301	144,226	77,001	90,000
1011611	522073	CONCESSION	175	60	50	300
1011611	522080	UTILITIES	65,229	66,137	-	-
1011611	522100	MINOR PROPERTY	30,506	28,254	4,809	10,000
1011611	522120	VEHICLE/EQUIPMENT	1,106	780	-	-
1011611	522121	GAS/OIL/DEISEL	31,888	35,822	3,786	4,000
1011611	522125	TOURNAMENT	46,680	30,372	14,384	20,000
TOTAL	OPERATING-SUPPLIES		421,996	403,506	205,668	250,300
53 OPERATING-PURCH/CONT						
1011611	533025	ADVER/MARKETING	6,353	4,430	4,819	6,900
1011611	533035	CONTRACT SERVICES	61,436	62,981	13,677	18,000
1011611	533042	CONTRACT SERVICES	1,261	1,695	2,062	1,500
1011611	533055	O/S SVCS-TEMP EMPLOYEES	95,958	76,508	96,637	88,000
1011611	533060	GENERAL SERVICES	198	-	-	-
1011611	533064	GEN REPAIRS	26,414	25,471	-	-
1011611	533095	VEH REPAIR	8,613	9,919	816	-
1011611	533105	PER DIEM FEES	101,013	107,496	126,112	105,000
1011611	533115	TRAVEL/TRAINING	6,665	4,636	3,920	6,500
1011611	533120	DUES & SUBSCRIPTIONS	3,874	2,540	3,032	3,000
1011611	533127	EQUIPMENT RENTAL	970	520	437	500
1011611	533130	INSURANCE	20,105	19,499	-	-
1011611	533135	COMMUNICATIONS	12,735	16,980	5,092	16,500
1011611	533140	PRINTING	361	1,028	830	1,500
TOTAL	OPERATING-PURCH/CONT		345,955	333,703	257,434	247,400
60 CAPITAL						
1011611	601079	CIP VEHICLES	9,941	9,965	-	-
1011611	601081	CIP MACH/EQUIPMENT	-	-	-	-
TOTAL	CAPITAL		9,941	9,965	-	-
TOTAL	**RECREATION**		**$ 2,010,884**	**$ 2,031,258**	**$ 1,143,960**	**$ 1,271,082**

WILDWOOD PARK DEPARTMENT

FUND/DEPARTMENT NUMBER: 1612

MISSION STATEMENT

To offer outdoor leisure opportunities for the citizens of Columbia County – walking, biking and horse back riding; swimming, fishing, picnicking, boating and camping and disc golf – all in a natural environment. Promote the mental, physical and social well being of all visitors by enhancement of outdoor natural experiences, adding to the quality of life within Columbia County.

VISION STATEMENT

To enhance Wildwood Park as a major tourism attraction in the southeastern United States, and as a major fishing and disc golf destination.

DEPARTMENT DESCRIPTION

An outstanding natural area within Columbia County, that is located on Lake Thurmond devoted to individual and family passive recreational opportunities. This 975 acre park includes: a 6 boat mega-ramp, with parking for 231 vehicles and trailers; the International Disc Golf Center with three 18-hole courses; 4 picnic pavilions; 62 camp sites with electrical hook-ups and water; horse and bike trails; a picnic area and a beach.

ACCOMPLISHMENTS FY 2011-12

- Hosted over 12 local fishing tournaments to include Mr. Clark Hill, Tommy Shaw Memorial, Top 6, and (2) Fish for Life, and a new tournament with Kicks 99. The Kicks 99 tournament resulted in the largest tournament ever hosted on the lake.
- Hosted multiple regional fishing tournaments to include a BFL Qualifier, USA Classic and ABA Military Team Bass
- Hosted events at the park to include (2) Boat-In Movie Nights, 4th Annual CSRA RV & Boat Show at Evans Towne Center Park, Columbia County Employee Picnic, and several tournaments at the Disc Golf Association
- Voted "Best Campground on Lake Thurmond" by Columbia County Magazine
- Created a map of the campground with Southeastern Publications for distribution with no cost to the county
- Bathrooms in Area I and Area II were upgraded with tile floors
- Worked with SORBA (Southern Off Road Bike Association) to enhance Bartram Trail
- Secured a deputy to reside in the Ranger House on site

WILDWOOD PARK DEPARTMENT

FUND/DEPARTMENT NUMBER: 1612

GOALS FOR FY 2012-13

- Started process to receive permission from the Corp of Engineers to increase RV storage area capacity therefore increasing storage revenue
- Continue to work on implementing on-line camping reservation system
- Update park information technology operations to include wi-fi
- Enhance campsites with crush and run and retaining walls
- Continue to host local, regional and national fishing events
- Enhancement to beach area (more poles, buoy line, and No Wake buoy

WORKLOAD MEASUREMENTS

Wildwood Park is a 975 acre facility located on Keg Creek (Lake Thurmond). The park is operated by (1) Park Coordinator, and (3) Host Campers (Part-time employees).

PERFORMANCE MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Park Attendance*		130,000	150,000
Camping Nights		5000	
Special Events		50	50

*Information from Army Corps of Engineers

STAFFING

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Park Coordinator	1	1	1
Host Campers PT	3	3	3

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Needed Replacement
Authorized Vehicles	1	1	1
Utility Carts	2	2	2
Heavy Equipment	1	3	3

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1612 WILDWOOD PARK						
51 PERSONAL SERVICES						
1011612	511001	SAL/WAGES	$ 57,579	$ 57,848	$ 30,968	$ 34,813
1011612	511030	VACATION	4,057	4,870	2,332	-
1011612	511033	HOLIDAY	2,512	2,477	1,447	-
1011612	511051	EMPLOYEE MEDICAL	7,141	7,141	3,600	3,561
1011612	511052	GROUP LIFE INSURANCE	89	63	42	42
1011612	511053	RETIREMENT	3,469	3,298	2,110	2,118
1011612	511054	FICA	4,753	4,799	2,572	2,579
1011612	511055	WORK COMP	624	1,303	153	600
1011612	511060	EXPENSE ALLOWANCE	482	482	483	480
1011612	511070	UNEMPLOYMENT	52	52	28	28
TOTAL	PERSONAL SERVICES		80,757	82,333	43,735	44,221
52 OPERATING-SUPPLIES						
1011612	522001	UNIFORMS	257	213	-	400
1011612	522040	POSTAGE	77	69	31	150
1011612	522070	OPERATING SUPPLIES	9,333	11,793	3,848	7,500
1011612	522080	UTILITIES	4,599	4,904	-	-
1011612	522100	MINOR PROPERTY	2,145	1,018	-	-
1011612	522120	VEHICLE/EQUIPMENT	386	-	-	-
1011612	522121	GAS/OIL/DEISEL	1,420	4,940	2,276	2,100
TOTAL	OPERATING-SUPPLIES		18,217	22,936	6,155	10,150
53 OPERATING-PURCH/CONT						
1011612	533025	ADVER/MARKETING	2,859	3,450	3,455	4,500
1011612	533035	CONTRACT SERVICES	5,483	6,089	1,680	4,500
1011612	533055	O/S SVCS-TEMP EMPLOYEES	30,738	32,003	33,103	32,000
1011612	533064	GEN REPAIRS	5,409	4,042	323	-
1011612	533095	VEH REPAIR	1,360	652	104	-
1011612	533115	TRAVEL/TRAINING	-	555	152	500
1011612	533127	EQUIPMENT RENTAL	-	798	1,000	1,000
1011612	533135	COMMUNICATIONS	1,279	1,721	837	1,000
1011612	533140	PRINTING	732	933	1,000	1,000
TOTAL	OPERATING-PURCH/CONT		47,859	50,241	41,654	44,500
60 CAPITAL						
1011612	601079	CIP VEHICLES	9,941	-	-	-
TOTAL	**WILDWOOD PARK**		**$ 156,775**	**$ 155,510**	**$ 91,544**	**$ 98,871**
TOTAL	**CULTURE/RECREATION**		**$ 3,742,524**	**$ 3,823,292**	**$ 2,733,181**	**$ 3,010,010**

HOUSING/DEVELOPMENT

This function includes activities that focus on developing the County to keep up with growth and to improve the quality of life for our citizens. Included are conservation activities to conserve and develop the County's natural resources; developing and implementing a comprehensive land use plan; administration of zoning ordinances; expenditures made to foster economic growth and development of the area. Below are listed the departments included within this function. A brief description of each department precedes the detailed budget reports.

Geographic Information Systems
Economic Development
Planning & Engineering
Plan Review & Environmental Development
Extension Service
Forestry

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

MISSION STATEMENT

The Columbia County GIS Department's mission is to work together as a partnership with county agencies to provide accurate, consistent, accessible, and affordable state-of-the-art GIS Data, GIS Infrastructure, and GIS Analysis and Services to support the business needs of all the departments within Columbia County and the community we serve.

VISION STATEMENT

To provide a consistently high quality of spatial data and GIS services to all levels of Columbia County Government and the public.

DEPARTMENT DESCRIPTION

The GIS Department consists of a GIS Manager, a GIS Projects Manager, a GIS Technician IV, a GPS/GIS Technician IV, a GIS Planner, and an Addressing Technician. Most county departments depend upon the information gathered and published by the GIS Department for addressing, analysis, informational, or mapping needs. The divisions and departments that utilize GIS include the Water Utility Division (Water, Sewer, Storm Water), the EMA Division (Risk Management, Fleet Services, Customer Service 3-1-1), the Financial Services Division (Accounting and Procurement), Community and Leisure Services Division (Animal Care and Control, Recreation, Libraries, Columbia County Clean and Beautiful), the Development Services Division (Planning, Engineering, Plan Review, Building Standards, and Code Compliance), Construction and Maintenance Services Division (SPLOST, Facility Services, Landfill, Property Acquisition, Green Space, Road Construction, Roads and Bridges, and Traffic Engineering), the office of the Deputy County Administrator (Information Technology and Columbia County Broadband Utility), the Tax Assessor's Office, the Tax Commissioner's Office, and the Sheriff's Office (911 dispatch, mapping, and addressing management), and the Board of Elections. GIS also serves agencies such as Martinez-Columbia Fire and Rescue, Gold Cross EMA, Harlem and Grovetown Public Safety. GIS serves as liaison between County and Federal agencies such as US Census Bureau, FEMA, DNR/NRCS (Natural Resource Conservation Service, US Geological Survey, US Army Corp. of Engineers, and the Georgia GIS Coordinating Committee. The GIS Department provides services, as well as support and training, and maintains the central GIS library and software products. There are over 100 installations of an end-user GIS product for county employees. The publicly accessible Maps Online is maintained and updated through this department. The GIS Department is in County Administration, under the direction of the Deputy County Administrator.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

ACCOMPLISHMENTS FOR FY 11/12

- **Training and Committee Support**:
  Sent GIS users to appropriate training, conferences, and workshops to increase proficiency in GIS applications and data development strategies. GIS Staff also trained internal departments in GIS and GPS use.
    - Training and Conferences:
        - URISA Users Conferences for Addressing
        - Maintained URISA Membership for department
        - ESRI training for ArcGIS10
        - NENA National Emergency Number Association
        - 3D Modeling and LiDAR Analysis
    - Training provided to other departments:
        - Trained county employees using certified ESRI Intro to GIS courses
        - Trained crews to use Trimble GPS equipment
        - Support for Martinez-Columbia Fire and Rescue
        - Conducted Maps Online training sessions to maximize productivity in the field.

- **Federal Agency support**:
    - US Census Bureau – Assisted census workers in address verification for American Community Survey.
    - USGS, NOAA, FEMA – Partnership with National Mapping Initiative – Orthophotography and LiDAR

- **GIS Software Applications**:
  Maintained and updated GIS applications for optimal use
    - Added and updated layers for Maps Online and GISmo based upon departmental and public requests
    - Created custom ArcGIS map documents for departments
    - Assisted Sheriff's Office with GIS applications for their 911 and Crime Analysis OSSI databases. Update data layers to improve 911 call location recognition
    - Continued to work with Martinez-Columbia Fire and Rescue with maintenance of Emergency Response GIS software, particularly pertaining to road address range updates and hydrant inventory.

- **Contracting**:
  Maintained contracts with vendors providing specialized services
    - Fred Daniel Mapping Service (Tax Parcel and Plat boundary maintenance)

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

- Woolpert (Cityworks Asset Management Implementation – ongoing)
- CitySourced (mobile phone application "Citizen Reporter")
- Earthmine (street-level digital mapping)

- **Addressing**:
  - Regular contributing member of Subdivision/Plat Plan Review
  - Addressing of new development requests, as well as renumbering addresses
  - Provided addressing and final plats to internal and external departments/agencies
  - Continued to maintain the 911 National Intrado Master Street Address Guide (MSAG) and Primary Safety Answering Point (PSAP).

Departmental support:

- GIS provided mapping and analysis for the following departments and divisions as well as other services:
  - EMA:
    - Emergency Response mapping projects
    - Fire Station locations and 5 mile drive analysis of potential fire department sites
  - Water/Sewer:
    - GPS data collection and integration of Water and Sewer Department's data into GIS library and software products
    - Processing and verification of Water and Sewer data from GPS crews
  - Storm Water:
    - Continued collection of Storm Water GPS data and creation of annual EPD maps of infrastructure
  - Board of Elections:
    - Redistricting, including BOC and Voting Precincts
  - Planning: maintenance of GIS layers:
    - Zoning – rezonings and adjustment of boundaries to coincide with corrected parcel boundaries
  - General/Administrative:
    - Census Layer boundary Corrections (Census Tracts and Traffic Zones)
    - City Limits and Annexations (established procedure for update)
    - Harlem Zoning
    - Harlem Historical Districts
    - Future Map for County Projects and improvements
  - Community and Leisure Services
    - Developed maps for Wildwood Park for online reservations and brochure
  - Broadband Utilities
    - Mapping and analysis to support crews
    - GPS support and collection of data

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

- Facilities and Pre-Construction: Boat ramps, Landfill, Parade Routes, Parks, Un-surfaced Roads, Rest Areas
- Finance: Compilation of construction costs and storm water inventory for yearly asset depreciation in accordance with GASB 34 reporting requirements
- Sheriff's Office:
  - Crime Analysis: Sex Offender locations, Sex Offender "no-live" zones, Burglaries, Fatal Accidents
  - 911: Address and GIS support
- 3D mapping analysis to determine terrain change, line of sight, and flooding simulations.
- Data distribution to vendors/contractors
- Data sales to individuals and agencies

- GPS projects currently underway
  - Community and Leisure Services:
    - Parks and Trails
  - Traffic Engineering:
    - GPS of sign infrastructure and condition
    - Traffic Intersection Signal Mapping/Inventory
  - Water Department:
    - Water Quality Sampling Sites
    - New Subdivision GPS inventory to include sanitary sewer, storm water, hydrants, valves, FOG, backflows, and road centerlines
    - Historical sewer trunk line, hydrants, valves
  - Information Technology
    - Fiber optic cable and hand-hole mapping
  - Maintained map books for Storm Water Utility Maintenance, Sewer Service, and Broadband Utility Crews and contractors

GOALS FOR FY 12/13

- Asset Management Implementation: Enterprise-wide solution for Traffic Engineering, Water Utility, Sewer, and Storm Water inventory and assessment
- Collect Orthophotography in the spring of 2013 and implementation into software products in a timely manner.
- Upgrade SQL server and SDE to version 10.1 to enhance data access speeds and data dissemination. This process includes building data models that will be flexible for future data developments.
- Continue with Addressing process to ensure accurate data and database compatibility. This process serves as a central point for submission of subdivision data which will allow for

timely updates of property boundaries and infrastructure data (water, sewer, storm water, roads, and building footprints)

- Extensive GPS effort to re-collect and locate missing problem areas for sewer, storm water, water system infrastructure.
- GPS data collection processing and conversion to GIS for all newly constructed areas, such as road, sewer, water, and storm water infrastructure.
- Update planimetrics for the entire county at the same low elevation. This will allow for updates of new construction as well as better resolution in the western section of the county. Implement planimetric layers to:
    - QC GPS data elevations
    - Determine accurate impervious surface for individual parcels
    - Update transportation network surfaces and types
    - Develop links and functionality to enable future use of building footprints with Munis permitting and addressing
    - Replace USGS hydrography layers with more accurate planimetric hydrography.
- Integrate new data with existing software applications and data library, and utilize the highly-accurate Digital Elevation Model in 3D modeling.
- Continue to implement 3D Street Level Imagery using Earthmine Technology and deploy for use with inventory, assessment, and emergency response.
- Offer ArcGIS courses for Columbia County employees (ESRI Certified)
- Conduct end-user training for GIS third-tier applications
- Upgrade Maps Online to an ArcServer based version
- Continue to QA/QC all GIS data layers to ensure spatial and attribute accuracy
- Continue to improve technical abilities by attending workshops, conferences, and training
- Integrate GIS into departments that could benefit from use

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

STAFFING

Position	Actual FY 11/12	Estimated FY 12/13	Forecast FY 13/14
GIS Manager	1	1	1
GIS Projects Manager	1	1	1
GIS Technician IV	1	1	1
GPS/GIS Technician IV	1	1	1
GIS Planner	1	1	1
Addressing Technician	1	1	1
GIS Systems Analyst/Programmer	0	0	2
TOTAL	**6**	**6**	**8**

BUDGET HIGHLIGHTS

There is an ever-increasing demand for data and addressing from both internal and external customers. With the continual parcel adjustment and update project, the GPS and database management tasks, the infrastructure inventory and information distribution has greatly improved. Addressing in the GIS department has allowed for the entire land records process to be streamlined from start to finish. The next orthophotography will be captured in the spring of 2013 and will be completely implemented in the 12/13 budget year, if not earlier, to assist with tax assessment, development, site location analysis, emergency response, as well as other uses. Cityworks Asset Management will continue to be implemented for Water Utility and Roads and Bridges. The use of Maps Online has increased greatly for both the staff and the public, and this five (5) year old website will be upgraded to use current technology and operating systems. The speed and amount of information that is available online has improved, as well as the ease of use and flexibility of the GIS applications. GIS data holdings continue to be refined and maintained.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
70 HOUSING & DEVELOPMENT						
1013 GEOGRAPHIC INFORMATION SYSTEMS						
51 PERSONAL SERVICES						
1011013	511001	SAL/WAGES	$ 239,720	$ 232,895	$ 235,416	$ 287,684
1011013	511030	VACATION	21,205	24,013	26,001	-
1011013	511031	SICK LEAVE	10,508	9,984	11,481	-
1011013	511033	HOLIDAY	40,767	47,882	49,691	52,324
1011013	511051	EMPLOYEE MEDICAL	323	224	263	369
1011013	511052	GROUP LIFE INSURANCE	16,295	16,754	17,869	19,108
1011013	511053	RETIREMENT	21,408	21,031	22,082	23,178
1011013	511054	FICA	2,574	4,754	457	2,200
1011013	511055	WORK COMP	26,717	30,337	37,439	37,380
1011013	511070	UNEMPLOYMENT	238	237	248	259
TOTAL	PERSONAL SERVICES		379,756	388,112	400,945	422,502
52 OPERATING-SUPPLIES						
1011013	522070	OPERATING SUPPLIES	8,660	9,617	5,880	7,000
1011013	522080	UTILITIES	19,146	19,814	-	-
1011013	522100	MINOR PROPERTY	16,413	-	3,951	-
1011013	522121	GAS/OIL/DEISEL	49	26	-	-
TOTAL	OPERATING-SUPPLIES		44,267	29,458	9,832	7,000
53 OPERATING-PURCH/CONT						
1011013	533035	CONTRACT SERVICES	244,486	315,412	258,722	332,000
1011013	533060	GENERAL SERVICES	-	-	31	-
1011013	533063	EQUIPMENT REPAIRS	317	-	-	-
1011013	533095	VEH REPAIR	123	-	-	-
1011013	533115	TRAVEL/TRAINING	24,986	28,791	20,463	25,000
1011013	533120	DUES & SUBSCRIPTIONS	1,090	1,690	1,736	2,000
1011013	533135	COMMUNICATIONS	3,714	3,766	987	1,500
1011013	533140	PRINTING	180	-	-	-
TOTAL	OPERATING-PURCH/CONT		274,896	349,660	281,940	360,500
60 CAPITAL						
1011013	601081	CIP MACH/EQUIPMENT	-	-	-	10,000
TOTAL	**GEOGRAPHIC INFORMATION**		**$ 698,919**	**$ 767,230**	**$ 692,717**	**$ 800,002**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1510 ECONOMIC DEVELOPMENT						
51 PERSONAL SERVICES						
1011510	511001	SAL/WAGES	$ 87,521	$ 87,696	$ 88,779	$ 91,800
1011510	511033	HOLIDAY	2,868	3,475	3,531	-
1011510	511051	EMPLOYEE MEDICAL	10,763	10,763	11,137	11,373
1011510	511052	GROUP LIFE INSURANCE	35	66	78	88
1011510	511053	RETIREMENT	7,069	7,104	7,254	7,215
1011510	511054	FICA	7,402	7,397	7,531	7,465
1011510	511055	WORK COMP	942	1,817	202	900
1011510	511060	EXPENSE ALLOWANCE	10,734	10,342	11,323	11,265
1011510	511070	UNEMPLOYMENT	81	81	83	82
TOTAL	PERSONAL SERVICES		127,414	128,740	129,917	130,188
54 OPERATING-OTH COSTS						
1011510	544025	ECONOMIC DEVELOPMENT	713,410	133,776	131,798	126,812
TOTAL	**ECONOMIC DEVELOPMENT**		**$ 840,824**	**$ 262,516**	**$ 261,715**	**$ 257,000**

PLANNING & ENGINEERNG

FUND/DEPARTMENT NUMBER: 1511

MISSION STATEMENT

To advise the Planning Commission and Board of Commissioners in development decisions to improve the quality of life in Columbia County, and to provide effective implementation of Land Use Planning.

VISION STATEMENT

A County of the highest quality of development, capable of accommodating ambitious growth, with no sacrifice in quality of growth. The County aims to provide places to live, work, worship, and entertain, all located in the most compatible relationships with the environment and with each other. Developments should be visually pleasing, functionally efficient, and all served by adequate transportation and services.

DEPARTMENT DESCRIPTION

The Planning and Engineering Department is responsible for maintaining and implementing the Growth Management Plan, for review of development site plans, and for administering the zoning and subdivision regulations.

ACCOMPLISHMENTS FOR FY 2011/2012

- Completed Design Awards for 2011 to recognize outstanding development in the County.
- Integration of ESRI Community Analyst program for research purposes, for demographic data.
- Completed Codes for Plat Approvals.
- Completed code changes – for the moratorium related to single-family residential zoning districts.
- Continued working on code changes – for the permitted use tables.

Update to the Retail Spending Report.

GOALS FOR FY 2012/13

- Continue Comprehensive overview of County Development Codes.
- Review and rewrite Evans Town Center Overlay Ordinances.
- Continue codes related to the Growth Management Plan updates.
- Continue working on Retirement Study and associated zoning code revisions.
- Continue Sign Code Revisions.

PLANNING & ENGINEERNG

FUND/DEPARTMENT NUMBER: 1511

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Request for property & development information	1600	1800	2000
Number of rezoning & variance requests	35	50	55
Number of preliminary plats approved	13	25	30
Number of final plats approved	27	30	30
Number of final plats administratively reviewed	180	150	150
Number of preliminary subdivision lots processed	550	1000	1000
Number of final subdivision lots processed	1090	700	900
Architectural reviews processed	20	20	25

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Percentage of site plans reviewed within 8 days: Target 90%	98%	98%	98%
Percentage of individual subdivision plats reviewed within 24 hours: Target 95%	95%	98%	98%

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Planning & Engineering Division Manager	0	1	1
Planning Manager	1	0	0
Engineer	0	0	1
Planner II	2	2	2
Planning Specialist III	1	1	1
Total	**4**	**4**	**5**

PLANNING & ENGINEERNG

FUND/DEPARTMENT NUMBER: 1511

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles			
Heavy Equipment			
Vehicle Allowances	3	3	4
Total	**3**	**3**	**4**

BUDGET HIGHLIGHTS

One Planner position became available in April 2011 and was filled in September 2011. The name of the Department has been changed to Planning and Engineering with a team of professionals with combined experience in the fields of Planning, Engineering and Architecture. The administering of subdivision and zoning regulations and the review of development site plans is working well.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1511 PLANNING & ENGINEERING						
51 PERSONAL SERVICES						
1011511	511001	SAL/WAGES	$ 167,881	$ 145,490	$ 175,391	$ 214,354
1011511	511030	VACATION	8,964	6,043	10,324	-
1011511	511033	HOLIDAY	5,163	13,202	8,685	-
1011511	511050	FRINGE BENEFITS	-	-	-	9,172
1011511	511051	EMPLOYEE MEDICAL	28,109	26,154	32,684	33,638
1011511	511052	GROUP LIFE INSURANCE	30	9	112	180
1011511	511053	RETIREMENT	14,026	12,942	17,560	18,958
1011511	511054	FICA	14,982	13,315	15,980	17,597
1011511	511055	WORK COMP	1,804	2,994	386	1,500
1011511	511060	EXPENSE ALLOWANCE	23,641	19,319	25,689	27,195
1011511	511062	NEW PERSONNEL REQUESTS	-	-	-	71,272
1011511	511070	UNEMPLOYMENT	108	88	124	129
TOTAL	PERSONAL SERVICES		264,708	239,555	286,936	393,995
52 OPERATING-SUPPLIES						
1011511	522040	POSTAGE	360	1,239	2,400	3,000
1011511	522070	OPERATING SUPPLIES	5,265	6,298	4,576	5,000
1011511	522080	UTILITIES	13,408	12,456	-	-
1011511	522100	MINOR PROPERTY	8,427	2,203	3,290	2,500
1011511	522130	BOOKS & REPORTS	370	288	517	800
TOTAL	OPERATING-SUPPLIES		27,830	22,484	10,783	11,300
53 OPERATING-PURCH/CONT						
1011511	533035	CONTRACT SERVICES	10,619	14,803	22,100	20,000
1011511	533105	PER DIEM FEES	9,000	9,000	9,150	9,000
1011511	533115	TRAVEL/TRAINING	3,021	11,883	5,333	12,000
1011511	533120	DUES & SUBSCRIPTIONS	1,353	1,981	2,133	2,100
1011511	533135	COMMUNICATIONS	2,603	5,032	4,986	4,000
1011511	533140	PRINTING	987	1,442	4,249	5,000
TOTAL	OPERATING-PURCH/CONT		27,584	44,141	47,951	52,100
60 CAPITAL						
1011511	601081	CIP MACH/EQUIPMENT	-	-	-	3,800
TOTAL	**PLANNING & ENGINEERING**		**$ 320,122**	**$ 306,180**	**$ 345,670**	**$ 461,195**

PLAN REVIEW / ENVIRONMENTAL DEVELOPMENT

DEPARTMENT NUMBER: 1513

MISSION STATEMENT

"To enhance the quality of life in Columbia County by providing reliable, proficient and effective engineering programs for management of sustainable development and natural resources in an environmentally responsible and aesthetically pleasing manner." To ensure the prevention, investigation and enforcement action where there is noncompliance of County Ordinances and the 2006 IPMC related to but not limited to solid waste, property maintenance, zoning, occupation tax and violations related to alcohol sales. Provide educational services to insure the health, safety and general welfare of the citizens. Strive to provide a unique "One Stop Service" for all civil and architectural plans: focusing on a quality review with a quick response.

VISION STATEMENT

To continue being a lead public sector for the County's Plan Review, Engineering, and Environmental Compliance Programs.

DEPARTMENT DESCRIPTION

The Plan Review/Engineering Department is responsible for review of public and private development plans (Preliminary Plat) in compliance with the Columbia County rules, regulations and codes as well as coordinating all other reviews with different internal departments. Perform Erosion, Sedimentation and Pollution Control (ES&PC) review of public and private developments for compliance with the Columbia County ES&PC rules, regulations and codes. Perform review of final plat for compliance with approved preliminary plat and for acceptance of improvements dedicated to Columbia County.

Facilitate the review process of all civil and architectural plans.

Perform environmental inspection of all subdivision and commercial sites under construction for compliance with ES&PC minimum applicable standards and rules, and regulations.

Manage the Columbia County Floodplain Management Program and Community Rating System Program. Disseminate floodplain and flood insurance related information to general public and assist Columbia County citizens to comply with County Flood Prevention Ordinance Requirements.

PLAN REVIEW / ENVIRONMENTAL DEVELOPMENT

DEPARTMENT NUMBER: 1513

Perform engineering inspections of improvements (infrastructure) for residential and commercial sites (when such improvements will be deeded to Columbia County) for compliance with applicable Engineering Specifications and Standards.

Manage the Columbia County Street Light Program.

Perform on-site inspections, investigations and appropriate follow-up actions, including citations and appearance in court as required to handle disposition of and to assure compliance with the County Ordinance, the County Solid Waste Ordinance, the Occupation Tax Ordinance, Animal Service Ordinance, Property Maintenance, Manufactured Home and Subdivision Ordinance and Alcohol Ordinance.

Utilize AS400 to track and document all complaints received from citizens and pro-active field observations.

Work closely with other departments such as but not limited to the Sheriff's Office, Development Services, Tax Commissioners Office, Magistrate's Office, DA's Office, Animal Services, 311, Roads and Bridges, and Construction Maintenance.

ACCOMPLISHMENTS FOR FY 2011/2012

- Continued progress for LOMR (Letter of Map Revision) in Betty's Branch.
- Assisted in the update to the Sign Ordinance.
- Improved access to public information.
- Maintained certifications for employees.
- Obtained new certifications for employees.
- Maintained coordination with other County divisions to enhance work efficiency.

GOALS FOR FY 2012/13

- Obtain funds to purchase license for electronic plan review process.
- Finish LOMR (Letter of Map Revision) in Betty's Branch.
- Improve Customer Service Rating.
- Rewrite Street Light Policy Ordinance.
- Maintain coordination with other County divisions to enhance work efficiency.
- Maintain plan review efficiency.
- Maintain efficiency with Customer Service.

PLAN REVIEW / ENVIRONMENTAL DEVELOPMENT

DEPARTMENT NUMBER: 1513

- Maintain site inspections program.
- Cross train inspectors to increase efficiency through team building.
- Maintain certifications for employees.
- Obtain new certifications for employees where needed.
- Increase ratio of proactive to reactive actions.

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Infrastructure Inspections within 24 hours	98%	98%	98%
Resolution of Complaints/Violations within 24 hours	98%	98%	98%
Assist citizens with the Flood Insurance Program & provide needed/requested information within 24 hours	98%	100%	100%
Complete Development Plan Review within five work days	98%	100%	100%
Subdivision Plans Reviewed	14	20	20
Commercial Plans Reviewed	68	55	50
Subdivision Final Plats Reviewed	26	15	15

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Infrastructure Inspections within 24 hours	95%	98%	98%
Resolution of Complaints/Violations within 24 hours	95%	98%	98%
Assist citizens with the Flood Insurance Program	98%	100%	100%

PLAN REVIEW / ENVIRONMENTAL DEVELOPMENT

DEPARTMENT NUMBER: 1513

& provide needed/requested information within 24 hours			
Complete Development Plan Review within five work days	98%	100%	100%

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Building & Commercial Division Manager	1	1	0
Engineering Manager	0	0	1
Plan Review/Engineering Manager	1	1	1
Environmental Development Manager	0	1	1
Engineering Inspector	2	2	0
Code Enforcement Inspector	0	2	0
Environmental Compliance Inspector	0	0	4
Erosion & Sediment Control Inspector	2	0	0
ES&PC Reviewer	1	1	1
Total	**7**	**8**	**8**

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	3	5	5
Vehicle Allowances	2	2	2
Total	**5**	**7**	**7**

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1512 CODE COMPLIANCE						
51 PERSONAL SERVICES						
1011512	511001	SAL/WAGES	$ 176,037	$ 98,269	$ -	$ -
1011512	511030	VACATION	14,217	6,696	-	-
1011512	511031	SICK LEAVE	397	-	-	-
1011512	511033	HOLIDAY	8,021	6,313	-	-
1011512	511051	EMPLOYEE MEDICAL	32,542	16,975	-	-
1011512	511052	GROUP LIFE INSURANCE	257	90	-	-
1011512	511053	RETIREMENT	12,203	6,488	-	-
1011512	511054	FICA	14,942	8,500	-	-
1011512	511055	WORK COMP	1,894	1,991	-	-
1011512	511060	EXPENSE ALLOWANCE	10,011	6,319	-	-
1011512	511070	UNEMPLOYMENT	167	94	-	-
TOTAL	PERSONAL SERVICES		270,689	151,735	-	-
52 OPERATING-SUPPLIES						
1011512	522040	POSTAGE	2,233	156	-	-
1011512	522065	OFFICE SUPPLIES	33	-	-	-
1011512	522070	OPERATING SUPPLIES	4,830	1,830	-	-
1011512	522080	UTILITIES	14,060	-	-	-
1011512	522121	GAS/OIL/DEISEL	5,205	3,968	-	-
1011512	522130	BOOKS & REPORTS	-	-	-	-
TOTAL	OPERATING-SUPPLIES		26,361	5,955	-	-
53 OPERATING-PURCH/CONT						
1011512	533035	CONTRACT SERVICES	7,860	18	-	-
1011512	533095	VEH REPAIR	362	529	-	-
1011512	533115	TRAVEL/TRAINING	2,083	1,555	-	-
1011512	533120	DUES & SUBSCRIPTIONS	210	-	-	-
1011512	533135	COMMUNICATIONS	2,403	14	-	-
1011512	533140	PRINTING	925	40	-	-
TOTAL	OPERATING-PURCH/CONT		13,844	2,155	-	-
TOTAL	**CODE COMPLIANCE**		**$ 310,893**	**$ 159,845**	**$ -**	**$ -**

NOTE: IN FY 2012, THIS DEPARTMENT WAS COMBINED WITH PLAN REVIEW DUE TO RESTRUCTURING.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1513 PLAN REVIEW & ENVIRONMENTAL DEVELOPMENT						
51 PERSONAL SERVICES						
1011513	511001	SAL/WAGES	$ 45,637	$ 300,451	$ 295,592	$ 345,374
1011513	511030	VACATION	2,263	35,358	37,367	-
1011513	511031	SICK LEAVE	-	6,004	1,001	-
1011513	511033	HOLIDAY	2,154	14,909	14,166	-
1011513	511050	FRINGE BENEFITS	-	-	-	-
1011513	511051	EMPLOYEE MEDICAL	11,404	65,365	70,717	70,719
1011513	511052	GROUP LIFE INSURANCE	49	283	359	406
1011513	511053	RETIREMENT	4,799	32,493	24,461	21,847
1011513	511054	FICA	4,106	26,889	26,343	26,127
1011513	511055	WORK COMP	492	6,258	725	3,000
1011513	511060	EXPENSE ALLOWANCE	10,011	21,445	24,093	23,970
1011513	511062	NEW PERSONNEL REQUESTS	-	-	-	13,434
1011513	511070	UNEMPLOYMENT	48	302	298	295
TOTAL	PERSONAL SERVICES		80,963	509,757	495,123	505,172
52 OPERATING-SUPPLIES						
1011513	522040	POSTAGE	-	127	827	2,000
1011513	522070	OPERATING SUPPLIES	-	2,624	16,342	15,000
1011513	522080	UTILITIES	3,645	29,626	-	-
1011513	522121	FUEL	-	16,987	13,873	15,000
1011513	522130	BOOKS & REPORTS	-	317	1,023	-
TOTAL	OPERATING-SUPPLIES		3,645	49,681	32,065	32,000
53 OPERATING-PURCH/CONT						
1011513	533001	PROFESSIONAL FEES	-	-	-	2,000
1011513	533035	CONTRACT SERVICES	1,920	14,576	838	4,000
1011513	533095	VEHICLE REPAIRS	-	64	2,345	-
1011513	533115	TRAVEL/TRAINING	-	1,399	9,778	10,000
1011513	533120	DUES & SUBSCRIPTIONS	-	-	225	500
1011513	533135	COMMUNICATIONS	519	7,305	4,974	7,000
1011513	533140	PRINTING	-	-	40	2,000
TOTAL	OPERATING-PURCH/CONT		2,439	23,344	18,200	25,500
54 OPERATING-OTHER COSTS						
1011513	544001	MISCELLANEOUS	-	107	107	500
TOTAL	**PLAN REVIEW & ENVIRONMENTAL DEVELOPMENT**		**$ 87,047**	**$ 582,889**	**$ 545,495**	**$ 563,172**

EXTENSION SERVICE

FUND/DEPARTMENT NUMBER: 1514

MISSION STATEMENT

The mission of the UGA Cooperative Extension is to extend lifelong learning whi e improving the quality of life to the people of Georgia and specifically Columbia County. Educational programs and activities are provided through unbiased, research-based education in agriculture, the environment, communities, youth and families.

VISION STATEMENT

The University of Georgia Extension Service is committed to excellence in:

- Providing technical and educational support to horticulture/agriculture and consumers.
- Providing programs through 4-H; teaching leadership, citizenship and service learning, developing tomorrows community leaders.
- Taking the lead to help Georgians become healthier, more productive, financially independent and environmentally responsible.
- Working cooperatively with other agencies in the event of emergencies, homeland security and natural disasters.
- Educating Georgians with timely, accurate, comprehensive information.
- Building coalitions to address issues facing communities, families, and youth.
- Earning a reputation for integrity and respecting all people.

DEPARTMENT DESCRIPTION

The Cooperative Extension Service meets people's needs by providing educational seminars in agriculture, the environment, families, and 4-H youth development; free publications to the public, and a resource for answering questions in these fields.

Agriculture and Environment - (1) Provide unbiased, research-based information in Agribusiness: The Food Industry; Agricultural Profitability; Alternative Agriculture; Endangered Species, Wetlands & Environment; The Green Industry (growers, retailers, landscapers, and allied trade); Home Horticulture; Integrated Pest Management (IPM); Natural Resources; Waste Management and Water Quality & Conservation; and **(2)** Provide soil and water sampling; and **(3)** Advice on safe pesticide use and handling.

Columbia County 4-H and Youth Development- With more than 3,200 4-H'ers, Columbia County 4-H develops a wide variety of youth programs to meet the needs of young people ages 9-19. 4-H supports quality programming, competitions, events, and experiences to help Columbia County 4-H'ers in Georgia "Make the Best Better".

EXTENSION SERVICE

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Working closely with schools, to complement curriculum, 4-H is introduced through monthly 4-H programs held in class for every fifth grade student. 4-H'ers class officers are elected. 4-H'ers learn parliamentary procedure and participate in hands-on environmental education activities during monthly meetings. Continuing through the twelfth grade, 4-H'ers develop skills in leadership and citizenship, becoming mentors for younger 4-H'ers.

Family and Consumer Science - Strengthening American Families, the cornerstone of a healthy America, has long been a goal of The University of Georgia Cooperative Extension Service. For more than 75 years, Extension Family and Consumer Science educational programs have helped families develop the skills to choose nutritious foods, manage resources, provide quality care for children and dependent elderly, and become community leaders.

ACCOMPLISHMENTS FOR FY 11/12

Agriculture and Environment

- **Increased number of Master Gardener volunteers.** With the retirement of the county horticulture/agriculture agent, a Master Gardener Volunteer Recruitment Board was established. These individuals were responsible for recruiting and training other Master Gardeners to work in the office. As a result, the Columbia County Master Gardener Volunteer Office Team was formed. Responsibilities include establishing a calendar of individuals to come into the office and field the mass numbers of calls coming into the office related to horticulture/agriculture and natural resources questions. 50 volunteers have logged in 578 hours; valued at $11,545.00 in salary savings. This team has fielded 403 telephone calls, performed on site landscape evaluations for Columbia County homeowners and assisted clients who came into the office or through email communication. Five master gardeners come in on a regular basis, rotating weekly and putting in four hour shifts. These master gardener volunteers have been an invaluable asset to the Columbia County Cooperative Extension Office and our clientele.

- **Agriculture Education & Honeybee Awareness.** UGA Extension Specialist Robert Brewer and Keith Felder presented a program on the Introduction of Beekeeping to the Clarkes Hill Beekeeper Association. 51 attendees received 3.5 formal instructional hours.

  Referred from 311, Animal Control and numerous pesticide companies; volunteer and retired extension agent Charles Phillips responded to 23 calls for the extraction or removal of honey bees from commercial businesses and private residences. These honeybees are then transferred to hives managed by the Columbia County 4-H BeeKeepers Club.

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- **Soil, Water, Lab Tests Submitted.** 757 samples were submitted to the University of Georgia's Environmental Services Laboratories for testing for Columbia County clientele. 727 were for routine soil test analysis, greenhouse and total elemental soil analysis; remaining 30 tests were for feed and forage, plant disease, nematodes diagnosis and water quality of which six were for lead testing.

Columbia County 4-H and Youth Development

GRANTS, GIFTS AND FUNDRAISING

2011

Due to the agent's supervision and promotion, this year the youth program has raised

$45,150.00 in donations and fund raising.

Columbia County 4-H Vidalia Onion Fundraiser	$6,000.00
Lowe's Improvement Grant (for Life-Skills Lab)	$32,500.00
Farm Bureau camp, awards, and horse scholarships	$550.00
Georgia 4-H week ad (double truck in color)	$1,550.00
Bankers Association Camp Scholarships	$500.00
Anonymous Scholarships and Misc donations	$550.00
Project Safe, donations and sponsorships	$2,000.00
Learn & Serve Grant to Columbia Co. Teachers	$1,500.00
Subtotal	**$45,150.00**

In-Kind gifts:

- Pollard's Lumber Company, driver & tractor trailer truck, gas for pick-up and delivery of over ten tons of Vidalia Onions. Provides another driver and Bobcat to unload onions.

  $2,200.00
- Winn-Dixie, Bi-Lo, Kroger, Publix, discounts on 4-H supplies, donations

  $400.00
- Columbia County Board of Education, free or discounted transportation
  Transportation and volunteer school bus drivers to 4-H activities:
  Four or Five buses for Camp Transportation
  All Educational Competitions events
  4-H Day at UGA Football & Basketball games
  4-H Day at Six Flags

  $2,500.00

Estimated TOTAL value of In-Kind gifts **$5,100.00**

Grand Total: Grants, Gifts and Fundraising **$50,250.00**

EXTENSION SERVICE

FUND/DEPARTMENT NUMBER: 1514

- **Columbia County 4-H** became the avenue for the **Water and Sewage Department to implement their best management plan by the required deadline.** This regulation is imposed by EDP to educate youth in water conservation and quality; specifically storm water education by the required deadline. 4-H presented programs in 76 5th grade classrooms with more than 2,200 students involved.

- The partnership **Columbia County 4-H and Toastmasters International** began eight years ago, and is still a strong partnership today. The "Master Toastmaster" instructors have volunteered more than 320 hours and graduated over 200 students. The program includes speeches and participation by all graduates. One parent recently commented, **"Tim would have never gotten through his Senior Project at school if he had not taken your program".** Another parent called to tell me about his child Ivana's achievements, "Ivana would have never won national FCCLA honors if it had not been for the leadership and public speaking skills she has gained through 4-H".

- **Columbia County 4-H'ers raises $ for the local Salvation Army's Red Kettle Campaign** and was recognized at the Salvation Army's Awards Recognition Ceremony for having largest Red Kettle donation in the CSRA. In addition to volunteering to ring the bell, each of over 80 4-H clubs made their own Red Kettles to collect donations. During the past thirteen years, Columbia County 4-H'ers have raised more than $25,000.00 to support the Salvation Army's efforts.

  The outcome has been support for the Salvation Army, but ultimately the increase in compassion and commitment to community gained by the youth involved, priceless.

Volunteer Recruitment & Training
Total for 2011

- **4-H Volunteers:** 235 Volunteers gave 926 hours to the Extension program; valued at $16,764 in salary savings.
- 65 5th grade class meetings
- 14 volunteer trainings conducted

Additional 4-H Programming statistics includes:

- 453 youth participated in 4-H special interest programs
- 228 participated in overnight camping programs
- 3,178 participated in school enrichment programs

EXTENSION SERVICE

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- 289 participated in communication arts
- 265 were involved with animals and plants
- 790 put character into action, Character Education programs
- 138 participated in general environmental stewardship activities
- 639 participated in health and wellness curriculum
- 892 in personal development and leadership
- 478 in leadership skills development
- 561 in science and technology
- 784 participated in leisure, cultural education and extracurricular activities

Junior and Senior Activities (middle & high school students)

Adopt-A-Highway
Senior 4-Hers attend Fall Forum
Junior Conference
Cotton Consumer Judging
Forestry Judging, C.Phillips Coach
Cloverleaf D.P.A. Orientation
Toastmasters Leadership Summer Program
4-H Awards Program
4-H Teachers Luncheon and Orientation
4-H Exhibit at School Festival
Christmas Tree Recycling
Stuff Stockings for Salvation Army
Harlem Christmas Parade
Archery Club Meetings
Horse Club Meetings
4-H Peanutrition Contest
Horse Judging
State Council Leadership Retreat
Certified Teen Leader Training
Junior Rally
Cloverleaf & Junior Camps
Poultry Judging, C. Phillips Coach
Cloverleaf Camp Experience Orientation
4-H Day at the Legislature
4-H Day at UGA Football Game
4-H Exhibits at Columbia County Fair
Summertime on the Canal
4-H Portfolio Judging workshops
Columbia County Christmas Parade
Rabbit Club Meetings
Adventure Club Meetings
Camp Volunteer Leaders Meeting
4-H Rabbit Show at the Fair
Renaissance Festival

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4-H Day at UGA Basketball Game
4-H Fun Night and Dance
4-H Day at Six Flags
4-H Day at the Basketball Game
4-H Ice Skate Night
4-H Vidalia Onion Fundraiser
Classroom Volunteer Trainings
4-H Cloverleaf Camp Orientation
Overnight Chaperone Trainings
Target Challenge I State Archery Competition at Rock Eagle
Target Challenge II, Shotgun Competition
4-Hers present programs at Hephzibah Ag meetings
Grandparents day with Medical College of Georgia
Augusta Partnerships Children's Festival, exhibit and arts and crafts booth
Ringing the Bell for support of the Salvation Army Red Kettle Fund
350 Christmas Stockings for Salvation Army
4-H Club Expo to promote: Horse, Archery, Rabbit, Environmental and Shotgun Club

Family and Consumer Science

- **Family & Consumer Science Serv-Safe managers' training classes** for food establishments in Columbia and Richmond Counties. 26 Serv-Safe managers received certification.

- **Family & Consumer Science: 58 Childcare Providers** from Columbia and Richmond Counties attended FACS program on nutrition and food safety for childcare centers. Two hours of formal instruction was earned by each childcare provider.

- **Family & Consumer Science Time & Financial Management classes** for Columbia and Richmond Counties clientele to reduce stress through learned time management skills and financial well-being for individuals and families during this economic crisis. 31 people attended these classes.

GOALS FOR FY 12/13

1. Hire a full-time Agriculture/Horticulture and Natural Resources County Extension Agent as soon as possible.

2. With continued budgetary constraints; increase the number of volunteers in Extension programs by 20% during the year to continue to provide the quality of service for

clients.

3. Work with the Columbia County officials to relocate the Extension office to better meet the needs of the community.

4. With this relocation Columbia County Extension will use additional resources from the University of Georgia to establish an educational center. The center will provide a wider variety of services and educational programs from local extension agents, State 4-H Headquarters, the College of Agriculture and Environmental Sciences, College of Family and Consumer Sciences and additional support from University of Georgia specialists, and the Fanning Institute.

PERFORMANCE MEASURES

Summary of Educational Efforts with Local Clients
January 1, 2011 - December 31, 2011

 # clients were assisted in person by Extension programming. **# clients** were assisted over the phone or through individualized written communication efforts.

Extension Programs		
Agriculture and Natural Resources		
Adult & Youth Programs	1 Program	51 Individuals
4-H Youth		
4-H Club Meetings (77 Cloverleaf, 8 Middle Schools & 1 High School County Council)	539 Meetings	16,911 Individuals
Other 4-H Programs, Service Leadership & Citizenship	234 Programs	5, 670 Individuals
Family and Consumer Sciences		
Adult Programs (Multi-County)	14 Programs	115 Individuals
Helping People / One on One		
Face to Face Contacts		
ANR & FACS		22,435 Individuals
People helped on the phone		
ANR & FACS		8,876 Individuals
People helped through individualized written communication		
ANR & FACS		22,822 Individuals
People helped through media opportunities		

EXTENSION SERVICE

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Media Classification	Number of Items	Total Audience Reached
Newspaper Articles	53	1,388,400
Contributions Toward Collaborative Efforts		
Volunteer Hours ADD MG 751.5 Hours	2,827 Hours	Value $28,270.00
In-Kind Support ADD $11,545.00 MG value to the total		Value $51,452.00 **Total Value $79,722.00**

STAFFING

Position	**Actual FY 11/12**	**Estimated FY 12/13**	**Forecast FY 13/14**
Part Time County Extension Agent, A&NR	1 (Dec- Feb) 19 hrs a week	0	0
Full Time County Extension Agent, A&NR	0	1*	1*
County Extension Agent, 4-H Youth Development	1*	1*	1*
Administrative Office Coordinator	1*	1*	1*
Full Time Program Asst (100 % County)	1	1	2
Part Time Program Asst (50% County/50% UGA) (total only 19 hrs a wk)	0 (July-Jan) 1 (Feb –June)	1*	1*
Contracted/Temporary Positions	4 (Jan-Dec)	4	4
Total	**9**	**9**	**10**

*

Salaried/hourly University of Georgia employees, work regular Monday – Friday office hours in addition to providing evening and weekend programs as required. No additional hourly monetary or compensation time.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
1514 EXTENSION SERVICE						
51 PERSONAL SERVICES						
1011514	511001	SAL/WAGES	$ 31,025	$ 9,409	$ 26,608	$ 28,746
1011514	511030	VACATION	10,259	1,593	1,550	-
1011514	511031	SICK LEAVE	6,358	1,734	-	-
1011514	511033	HOLIDAY	1,779	221	998	-
1011514	511050	FRINGE BENEFITS	-	-	-	-
1011514	511051	EMPLOYEE MEDICAL	-	1,213	7,079	7,350
1011514	511052	GROUP LIFE INSURANCE	49	12	41	46
1011514	511053	RETIREMENT	10,307	2,580	1,749	1,725
1011514	511054	FICA	3,777	934	1,973	1,935
1011514	511055	WORK COMP	333	188	30	100
1011514	511070	UNEMPLOYMENT	40	10	23	23
TOTAL	PERSONAL SERVICES		63,926	17,894	40,050	39,925
52 OPERATING-SUPPLIES						
1011514	522070	OPERATING SUPPLIES	1,832	1,550	2,065	1,550
1011514	522080	UTILITIES	2,478	802	-	-
1011514	522100	MINOR PROPERTY	-	-	-	-
TOTAL	OPERATING-SUPPLIES		4,310	2,352	2,065	1,550
53 OPERATING-PURCH/CONT						
1011514	533035	CONTRACT SERVICES	29,285	30,644	26,574	39,237
1011514	533055	O/S SVCS-TEMP EMPLOYEES	14,924	19,895	28,091	15,400
1011514	533060	GENERAL SERVICES	-	15,216	13,953	16,000
1011514	533115	TRAVEL/TRAINING	17,922	17,255	14,796	18,290
1011514	533120	DUES & SUBSCRIPTIONS	60	-	271	380
1011514	533126	RENT - COM	17,718	-	-	-
1011514	533135	COMMUNICATIONS	490	296	193	1,260
TOTAL	OPERATING-PURCH/CONT		80,399	83,307	83,878	90,567
TOTAL	**EXTENSION SERVICE**		**$ 148,635**	**$ 103,553**	**$ 125,994**	**$ 132,042**

FORESTRY SERVICES

FUND/DEPARTMENT NUMBER: 1613

MISSION STATEMENT

To provide leadership, service and education in the protection and conservation of Georgia's forest resources.

VISION STATEMENT

Healthy, sustainable forest providing clean air, clean water, and abundant products for future generations.

DEPARTMENT DESCRIPTION

The responsibilities of the Forestry Unit include providing public assistance with wildfire protection, prescribe, prescribe burning, offer fire prevention activities, issue burning permits, provide seedlings, and technical advice with forest protection, reforestation, and management.

ACCOMPLISHMENTS FOR FY 11/12

- Responded to 38 wildland fires
- Collected 42 lbs. of seeds and sold 14,925 seedlings
- Issued 11,573 burn permits
- Handled 14 management cases totaling 585 acres
- Provided education programs for 2084 children and 165 adults
- Additional detailed information is listed in the 2011 Annual Report

GOALS FOR FY 12/13

- Provide leadership in the areas of protection and management
- Educate the public on the wise use of all forest resources for all citizens
- Continue to implement Community Wildland Protection Plan
- Promote Prescribed Burning
- Grovetown Tree City USA
- Reduce Nonpoint Source Pollution through BMP's
- Promote Silviculture
- Decrease Wildland Fires by five percent
- Continue to have an excellent networking relationship with our community partner

FORESTRY SERVICES

FUND/DEPARTMENT NUMBER: 1613

BUDGET HIGHLIGHTS

- The forestry unit currently has the lowest budget in the county, most of it is contractual.
- Employment represents minimum staffing to meet obligations.
- Request the replacement of the Chief Forester's Truck, as follows:

Requesting a ¾ ton, Extended cab, Short bed, 4X4, Diesel engine with automatic transmission and air in an XL (work truck) package.

Note from Forestry Ranger: This new vehicle would replace a 2001 model purchased for Forestry by the county in 2001. It has 118k miles and has the smallest gasoline v8 4.6 motor Ford makes. By 2012 we could easily have 140k plus miles on it. This truck is deficiently under powered for our application, i.e. idling in heat (wild land fire) for extended periods of times 30 min. or more, and with the weight of water, the tank it's self, hose reel, water pump, miscellaneous tools i.e. hoses etc.., and sometimes pulling a trailer with an ATV. I know this truck has reached the 1/2 ton rating thus making it hard to respond on take off's, plus stopping it with the extra weight. Adding to poor fuel mileage and repairs cost now and into the future. I hope this helps. P.S. this is a good light duty truck but it has out grown light duty.

(The target for trucks to come up for review by Fleet Services is 150,000 miles with extensive maintenance and costs.)

EXPENDITURE DETAIL

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
GENERAL FUND						
1613 FORESTRY						
52 OPERATING-SUPPLIES						
1011613	522001	UNIFORMS	$ 478	$ 374	$ 525	$ 525
1011613	522070	OPERATING SUPPLIES	673	310	212	1,135
TOTAL	OPERATING-SUPPLIES		1,152	684	737	1,660
53 OPERATING-PURCH/CONT						
1011613	533035	CONTRACT SERVICES	4,281	9,884	9,776	9,891
1011613	533055	O/S SVCS-TEMP EMPLOYEES	8,820	8,067	8,183	10,800
1011613	533120	DUES & SUBSCRIPTIONS	90	90	43	-
1011613	533135	COMMUNICATIONS	372	539	380	300
TOTAL	OPERATING-PURCH/CONT		13,563	18,580	18,382	20,991
TOTAL	**FORESTRY**		**$ 14,715**	**$ 19,263**	**$ 19,119**	**$ 22,651**
TOTAL	**HOUSING & DEVELOPMENT**		**$ 2,421,156**	**$ 2,201,477**	**$ 1,990,710**	**$ 2,236,062**
TOTAL	**GENERAL FUND**		**$ 55,226,400**	**$ 52,257,813**	**$ 57,139,105**	**$ 55,994,971**

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SPECIAL REVENUE FUNDS

These funds account for the proceeds of specific revenue sources (other than for major capital projects) that are restricted legally to expenditure for specified purposes. A brief description of each fund/department precedes the detailed budget reports.

BUILDING STANDARDS

FUND/DEPARTMENT NUMBER: 2010

MISSION STATEMENT

Building Standards is committed to serving and protecting the public's health, safety, and general welfare and to provide the citizens and builders of the County with competent, consistent, courteous and timely inspection services. We strive for a "One Stop Service" for all civil and architectural plans focusing on a quality review with a quick response.

VISION STATEMENT

To build on the dedication of our employees to achieve innovation programs and to improve the effectiveness of the division.

DEPARTMENT DESCRIPTION

The Building Standards department is responsible for the quality of construction for homes and businesses in addition to life safety issues. Through our inspections, the safety issues are completed for occupancy in new construction and existing buildings. We strive to provide all citizens, developers and contractors with efficient and timely services. We are inspectors, helping the citizens to build a safer County.

ACCOMPLISHMENTS FOR FY 2011/2012

- Provided seminar to electrical contractors for significant changes in the 2011 National Electrical Code and the 2009 Energy Efficiency Code.
- Provided seminars to general contractors regarding the impact of the new Georgia State contractor's License law and how it will affect them in Columbia County.
- Completed cross training of personnel to accommodate any areas in need such as three building inspectors have now been certified as fire marshal inspectors and fire plan examiner.
- Continuous growth and training for all inspectors.
- Created and filled a full time, permanent Plans Examiner Position.
- Issued 1,057 single family permits in the year 2011.
- Added 2 additional building inspectors.

BUILDING STANDARDS

FUND/DEPARTMENT NUMBER: 2010

GOALS FOR FY 2012/2013

- On-line permitting for contractors.
- Continuing better ways and means to provide the best service to our citizens, the business community and our contractors.
- Continuing to streamline services.
- Cross training of inspectors.

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Buildings to be inspected	5,106	6,510	7,000
Fire Marshal Activity	1,885	2,000	2,600
Plan Review Activity	171	150	120

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Permits Issued for Inspection	5,106	6,510	7,000
Fire Marshal Activity	1,885	2,000	2,600
Plan Review Activity	171	150	120

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Division Director	1	1	1
Department Manager	2	2	2
Administrative	2	2	3
Inspectors	9	10	10
Customer Service Representative	3	3	2
Total	**17**	**18**	**18**

BUILDING STANDARDS

FUND/DEPARTMENT NUMBER: 2010

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	13	12	12
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	2
Total	**14**	**13**	**14**

BUDGET HIGHLIGHTS

Replacing 5 trucks this year resulting in a 37% increase.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

BUILDING STANDARDS FUND

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
70 HOUSING & DEVELOPMENT						
2010 BUILDING&COMMERCIAL SERVICES						
51 PERSONAL SERVICES						
2012010	511001	SAL/WAGES	$ 661,457	$ 652,562	$ 680,891	$ 864,925
2012010	511030	VACATION	66,460	79,268	65,302	-
2012010	511031	SICK LEAVE	4,649	1,954	5,428	-
2012010	511033	HOLIDAY	29,716	31,646	32,598	-
2012010	511050	FRINGE BENEFITS	-	-	-	9,173
2012010	511051	EMPLOYEE MEDICAL	103,307	101,641	100,367	103,737
2012010	511052	GROUP LIFE	755	494	690	1,007
2012010	511053	RETIREMENT	50,816	51,397	53,295	56,316
2012010	511054	FICA	56,461	56,473	57,713	63,759
2012010	511055	WORK COMP	7,121	13,407	1,407	6,500
2012010	511060	EXPENSE ALLOWANCE	17,915	13,432	10,598	10,545
2012010	511062	NEW PERSONNEL REQUESTS	-	-	-	(30,523)
2012010	511070	UNEMPLOYMENT	623	623	636	699
TOTAL	PERSONAL SERVICES		999,280	1,002,897	1,008,926	1,086,138
52 OPERATING-SUPPLIES						
2012010	522040	POSTAGE	1,766	1,579	1,596	1,500
2012010	522070	OPERATING	13,853	10,655	12,031	12,000
2012010	522100	MINOR PROPERTY	2,791	6,544	8,173	10,000
2012010	522120	VEHICLE/EQUIPMENT	-	-	-	4,000
2012010	522121	GAS/OIL/DEISEL	20,171	22,648	28,708	30,000
2012010	522130	BOOKS & REPORTS	599	2,847	2,461	3,000
TOTAL	OPERATING-SUPPLIES		39,180	44,272	52,969	60,500
53 OPERATING-PURCH/CONT						
2012010	533002	ATTORNEY FEES	1,394	203	-	1,000
2012010	533035	CONTRACT SERVICES	-	2,005	1,998	1,500
2012010	533060	GENERAL SERVICES	14,724	17,895	20,919	15,000
2012010	533070	CASUALTY EXPENSE	7,331	851	-	11,024
2012010	533095	VEH REPAIR	4,678	7,825	3,971	5,000
2012010	533115	TRAVEL/TRAINING	2,253	11,920	10,288	9,500
2012010	533120	DUES & SUBSCRIPTIONS	473	998	786	800
2012010	533130	INSURANCE	15,594	4,579	10,416	6,990
2012010	533135	COMMUNICATIONS	35,949	32,825	33,153	24,000
2012010	533140	PRINTING	1,992	2,451	1,094	500
TOTAL	OPERATING-PURCH/CONT		84,388	81,551	82,624	75,314
54 OPERATING-OTH COSTS						
2012010	544001	MISCELLANEOUS	1,635	-	37	-
55 OPERATING-INTFND CHG						
2012010	555001	COUNTY SVS	51,340	49,038	52,990	54,243
60 CAPITAL						
2012010	601079	CIP VEHICLES	-	-	-	125,000
2012010	601081	CIP MACH/EQUIPMENT	-	-	-	13,950
TOTAL	CAPITAL		-	-	-	138,950
TOTAL	**BUILDING STANDARDS FUND**		**$ 1,175,823**	**$ 1,177,758**	**$ 1,197,546**	**$ 1,415,145**

RECREATION ADVISORY BOARD

FUND/DEPARTMENT NUMBER: 2611

MISSION STATEMENT

To advise and consult with the Recreation Manager and Staff concerning ideas, programs, events, and problems within the Recreation & Leisure Services Department. To host & sponsor certain events, and help offset certain cost for various activities to add to the quality of life within Columbia County.

DESCRIPTION

Seven individuals appointed by the Board of Commissioners representing different areas of the County. The Recreation Advisory Board meets the First Thursday of each month to conduct business. The Board reviews departmental programs and events, offering advice and service.

ACCOMPLISHMENTS FOR FY 11/12

- Hosted the county's annual 4th of July Celebration & Fireworks
- Sponsored Annual Volunteer Coaches Banquet
- Funded start-up equipment for lacrosse clinics
- Provided funding for State Team Plaques on Walk of Fame

GOALS FOR FY 12/13

- Host County's Annual 4th of July Celebration & fireworks
- Sponsor the Recreation Department Annual Coaches Banquet
- Continue to support funding for State Team Championship Plaques
- Support Department's Parent Sponsorship Program

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
LIBRARY BOARD FUND						
60 CULTURE/RECREATION						
2603 LIBRARY BOARD						
52 OPERATING-SUPPLIES						
2032603	522070	OPERATING	$ 2,989	$ 7,533	$ 7,624	$ 5,000
2032603	522130	BOOKS & REPORTS	119,356	79,222	99,767	100,000
TOTAL	OPERATING-SUPPLIES		122,345	86,755	107,391	105,000
58 OTHER FINANCING USES						
2032603	588001	INTERFUND TRANSFERS	-	-	16,000	-
TOTAL	**LIBRARY BOARD**		**$ 122,345**	**$ 86,755**	**$ 123,391**	**$ 105,000**
RECREATION ADVISORY BOARD FUND						
60 CULTURE/RECREATION						
2611 RECREATION ADVISORY BOARD						
52 OPERATING-SUPPLIES						
2042611	522070	OPERATING	$ 15,418	$ 17,137	$ 14,077	$ 15,992
53 OPERATING-PURCH/CONT						
2042611	533080	SPECIAL PROJECTS	8,000	8,000	8,000	8,000
54 OPERATING-OTH COSTS						
2042611	544001	MISCELLANEOUS	3,833	5,013	2,258	2,953
TOTAL	**RECREATION ADVISORY BOARD**		**$ 27,251**	**$ 30,150**	**$ 24,335**	**$ 26,945**
STREET LIGHTS FUND						
40 PUBLIC WORKS						
2050 STREET LIGHTS						
52 OPERATING-SUPPLIES						
2052050	522040	POSTAGE	$ 108	$ 58	$ 81	$ 100
2052050	522070	OPERATING MATERIALS	171	30	189	300
2052050	522080	UTILITIES	1,427,673	1,584,997	1,651,571	1,500,000
2052050	522082	STREET LIGHTS	96,499	86,399	114,786	120,000
TOTAL	**STREET LIGHTS FUND**		**$ 1,524,451**	**$ 1,671,484**	**$ 1,766,627**	**$ 1,620,400**

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
911 FUND						
30 PUBLIC SAFETY						
2313 SHERIFF'S 911						
51 PERSONAL SERVICES						
2112313	511001	SAL/WAGES	$ 709,056	$ 745,670	$ 716,873	$ 858,538
2112313	511004	OVERTIME	84,555	94,072	95,613	100,000
2112313	511030	VACATION	58,046	62,206	71,146	-
2112313	511031	SICK LEAVE	3,243	297	262	-
2112313	511033	HOLIDAY	29,376	35,466	33,665	-
2112313	511050	FRINGE BENEFITS	-	-	-	18,938
2112313	511051	EMPLOYEE MEDICAL	134,719	152,260	150,913	148,807
2112313	511052	GROUP LIFE	930	794	913	1,331
2112313	511053	RETIREMENT	53,451	57,474	56,425	49,652
2112313	511054	FICA	63,653	67,180	65,542	58,898
2112313	511055	WORK COMP	7,721	17,189	4,245	8,500
2112313	511060	EXPENSE ALLOWANCE	3,391	2,140	2,197	480
2112313	511070	UNEMPLOYMENT	709	731	718	645
TOTAL	PERSONAL SERVICES		1,148,851	1,235,479	1,198,513	1,245,789
52 OPERATING-SUPPLIES						
2112313	522001	UNIFORMS	4,585	3,614	3,286	7,100
2112313	522070	OPERATING	20,128	19,531	16,857	21,000
2112313	522100	MINOR PROPERTY	1,877	348	4,067	6,450
2112313	522121	GAS/OIL/DEISEL	-	-	-	2,500
TOTAL	OPERATING-SUPPLIES		26,590	23,493	24,210	37,050
53 OPERATING-PURCH/CONT						
2112313	533015	LEASED EQUIPMENT	-	-	-	408,362
2112313	533035	CONTRACT SERVICES	60,386	54,221	95,377	83,000
2112313	533050	CONTRACT WIRELESS SVC	64,816	70,583	70,175	200,000
2112313	533064	GEN REPAIR	3,202	10,375	2,789	10,000
2112313	533095	VEH REPAIR	180	118	894	2,500
2112313	533115	TRAVEL/TRAINING	9,339	17,883	20,341	28,937
2112313	533120	DUES & SUBSCRIPTIONS	3,154	2,428	2,795	8,418
2112313	533135	COMMUNICATIONS	149,982	152,339	163,095	150,000
TOTAL	OPERATING-PURCH/CONT		291,059	307,948	355,466	891,217
60 CAPITAL						
2112313	601076	CIP BUILDINGS	-	-	6,400	-
2112313	601081	CIP MACH/EQUIPMENT	442,508	-	3,505,340	7,000
2112313	601090	CIP OTHER	-	-	15,833	-
TOTAL	CAPITAL		442,508	-	3,527,573	7,000
TOTAL	**SHERIFF'S 911 FUND**		**$ 1,909,008**	**$ 1,566,920**	**$ 5,105,762**	**$ 2,181,056**

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
DRUG COURT FUND						
20 JUDICIAL						
2120 DRUG COURT						
53 OPERATING-PURCH/CONT						
2122120	533035	CONTRACT SERVICES	$ 5,000	$ 33,036	$ -	$ 25,000
54 OPERATING-OTH COSTS						
2122120	544001	MISCELLANEOUS	-	-	2,185	-
TOTAL	**DRUG COURT**		**$ 5,000**	**$ 33,036**	**$ 2,185**	**$ 25,000**
DRUG ABUSE TREATMENT EDUCATION FUND						
50 HEALTH & WELFARE						
2130 DRUG ABUSE TREATMENT						
58 OTHER FINANCING USES						
2132130	588001	INTERFUND	$ 25,000	$ 25,000	$ 25,000	$ 25,000
TOTAL	**DRUG ABUSE TREATMENT**		**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**
SUPPLEMENTAL JUVENILE SERVICES FUND						
20 JUDICIAL						
2214 SUPPLEMENTAL JUVENILE SERV						
52 OPERATING-SUPPLIES						
2142214	522070	OPERATING	$ 217	$ 755	$ 2,371	$ -
53 OPERATING-PURCH/CONT						
2142214	533001	PROFESSIONAL FEES	21,733	29,641	30,459	20,000
54 OPERATING-OTH COSTS						
2142214	544001	MISCELLANEOUS	14,262	18,765	20,222	15,000
60 CAPITAL						
2142214	601081	CIP MACH/EQUIPMENT	-	-	-	5,000
TOTAL	**SUPPLEMENTAL JUVENILE**		**$ 36,212**	**$ 49,161**	**$ 53,052**	**$ 40,000**
DETENTION CENTER FUND						
30 PUBLIC SAFETY						
2310 DETENTION CENTER						
58 OTHER FINANCING USES						
2152310	588001	INTERFUND TRANSFERS	$ 150,000	$ 150,000	$ 150,000	$ 150,000
TOTAL	**JAIL FUND**		**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**
FEDERAL ASSET SHARING FUND						
30 PUBLIC SAFETY						
2311 FEDERAL ASSET SHARING						
53 OPERATING-PURCH/CONT						
2212311	533081	SPECIAL FUNDS EXPENSE	$ -	$ 45,074	$ 13,631	$ 20,000
TOTAL	**FEDERAL ASSET SHARING**		**$ -**	**$ 45,074**	**$ 13,631**	**$ 20,000**
STATE CONDEMNATION FUND						
30 PUBLIC SAFETY						
2312 STATE CONDEMNATION						
54 OPERATING-OTH COSTS						
2222312	544005	CONDEMNATION	$ 9,504	$ 181,262	$ 136,372	$ 50,000
TOTAL	**STATE CONDEMNATION FUND**		**$ 9,504**	**$ 181,262**	**$ 136,372**	**$ 50,000**

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
LODGING TAX FUND						
60 CULTURE/RECREATION						
2200 HOTEL/MOTEL TAX						
51 PERSONAL SERVICES						
2242200	511001	SAL/WAGES	$ -	$ -	$ 48,779	$ 60,062
2242200	511030	VACATION	-	-	3,767	-
2242200	511033	HOLIDAY PAY	-	-	2,276	-
2242200	511051	EMPLOYEE MEDICAL	-	-	3,287	3,561
2242200	511052	GROUP LIFE	-	-	23	42
2242200	511053	RETIREMENT	-	-	5,107	5,586
2242200	511054	FICA	-	-	4,800	5,251
2242200	511055	WORK COMP	-	-	65	-
2242200	511060	EXPENSE ALLOWANCE	-	-	9,014	4,365
2242200	511070	UNEMPLOYMENT	-	-	51	56
TOTAL	PERSONAL SERVICES		-	-	77,168	78,923
52 OPERATING-SUPPLIES						
2242200	522070	OPERATING	16,143	10,047	3,902	15,200
53 OPERATING-PURCH/CONT						
2242200	533025	ADVER/MARKETING	26,544	33,255	34,528	38,000
2242200	533035	CONTRACT SERVICES	234,796	252,785	262,967	249,722
2242200	533055	O/S SVCS-TEMP EMP	-	1,782	2,250	5,000
2242200	533080	SPECIAL COUNTY PROJECTS	142,824	129,752	100,913	154,350
2242200	533081	SPECIAL FUNDS EXPENSE	28,300	22,000	16,000	17,000
2242200	533115	TRAVEL/TRAINING	3,515	4,650	11,869	16,000
2242200	533125	RENT ON BUILDINGS	1,400	-	537	5,000
2242200	533140	PRINTING	2,999	-	-	-
TOTAL	OPERATING-PURCH/CONT		440,379	444,224	429,064	485,072
TOTAL	**HOTEL/MOTEL TAX**		456,522	454,271	510,134	579,195

Savannah Rapids Regional Visitor Information Center

FUND/DEPARTMENT NUMBER: 2210

MISSION STATEMENT

Knowledgeable and professional personnel assisting visitors seeking information while encouraging extended stays and travel throughout the county and state by introducing new and interesting destinations.

VISION STATEMENT

Offer quality information to insure accuracy to all who visit and live in Columbia County. Promote resident's and visitor's awareness of local and statewide amenities available for their enjoyment.

DEPARTMENT DESCRIPTION

The Columbia County Visitor Center is a state Certified Regional Visitor Center; Housed in the Historic Lockkeepers Cottage that overlooks the picturesque Savannah River and The Historic Augusta Canal. The Visitor Center coordinates with the Columbia County CVB, AMCVB, Columbia County Chamber, State Department of Economic Development and all other related agencies to promote the attractions within the entire county. The Visitor Center is a direct liaison with groups like Classic South Travel Association that includes representatives from 17 counties to study and promote tourism in all areas. We receive annual training from the Sate Visitor Center to assure the quality of information and its accuracy to all who inquire.

The Columbia County Regional Visitor Center is funded through Hotel/Motel Tax Fund.

ACCOMPLISHMENTS FOR FY 11/12

- Completed the annual state requirement for training at a Sate Visitor Center.
- Participated in Georgia On My Mind at I-20 Tallapoosa Visitor Center (Our Gateway).
- Participated in Georgia On My Mind at I-20 Augusta Visitor Center.
- Participated in Go Orange Promotion at I-20 Augusta Visitor Center
- Participated in Holiday Happening at I-20 Augusta Visitor Center
- Participated in Attractions Tradeshow at Fort Gordon
- Organized two monthly Columbia County Days at I-20 Augusta Visitor Center.
- Hosted Coffee Breaks at I-20 Augusta Visitor Center for weekend of Memorial Day, week of Thanksgiving and Christmas
- Hosted Brandon Wilde for Special Tour

Savannah Rapids Regional Visitor Information Center

FUND/DEPARTMENT NUMBER: 2210

- Hosted FAM For Travel Writers
- Hosted FAM For Representatives From Each State Visitor Center and Atlanta Office
- Hosted Five Kindergartners Classes
- Organized local artist for rotating art displays in Visitor Center.
- Organized Meet the Artist Reception for each display
- Organized book signing for Barbara Seaborn
- Organized Pictures with Santa
- Organized program with Columbia County School for making Christmas Ornaments
- Attended Travel South FAM Tour
- Attended Columbia County Hospitality Meeting
- Attended Classic South Travel Association Meetings.
- Attended Governor's Conference
- Attended Tourism Day at the Capitol
- Attended Marketing College
- Attended State Regional Visitor Center Annual Meeting.

GOALS FOR FY 12/13

- Continue to increase presence at State Visitor Center
- Create an added value for visiting the center
- Continue the monthly visitor promotions

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
# of Visitors	9678	11300	12010
# of Meetings	24	24	24
# of Columbia County Days	24	39	39
# of Trade Shows GOMM ETC.	3	3	3
# of Phone Calls	1698	1610	1650
#of Events At Center	5	5	5
# of Grants	0	0	0

Savannah Rapids Regional Visitor Information Center

FUND/DEPARTMENT NUMBER: 2210

STAFFING

4 PRN Temp Employees

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Coordinator	1	1	1
Temp Employees	4	4	4
Total	**1FullTime 4 PRN Temp Employees**	**1 Full Time 4 PRN Temp Employees**	**1 Full Time 4PRN Temp Employees**

BUDGET HIGHLIGHTS

The Georgia State budget is cutting the grant funding for regional and local welcome centers. We will continue to offer knowledgeable and professional assistance to visitors seeking information in our center.

Due to the extreme heat last year we experienced a drop in visitation. But will extend our focus to outside the center to reach out to others living and visiting the CSRA to increase the visitation numbers and encourage spending in Columbia County.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

LODGING TAX FUND (cont.)

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
2210 VISITORS CENTER						
51 PERSONAL SERVICES						
2242210	511001	SAL/WAGES	24,601	25,393	26,264	30,295
2242210	511030	VACATION	3,269	2,736	2,568	-
2242210	511033	HOLIDAY	1,047	1,231	1,259	-
2242210	511051	EMPLOYEE MEDICAL	3,848	3,848	5,740	7,331
2242210	511052	GROUP LIFE	49	34	41	46
2242210	511053	RETIREMENT	2,605	2,632	2,899	2,734
2242210	511054	FICA	2,370	2,395	2,422	2,388
2242210	511055	WORK COMP	266	532	66	500
2242210	511060	EXPENSE ALLOWANCE	3,689	3,544	3,905	3,885
2242210	511070	UNEMPLOYMENT	26	26	27	27
TOTAL	PERSONAL SERVICES		41,769	42,371	45,191	47,206
52 OPERATING-SUPPLIES						
2242210	522040	POSTAGE	80	107	295	500
2242210	522070	OPERATING	1,284	2,003	1,351	1,300
TOTAL	OPERATING-SUPPLIES		1,365	2,110	1,645	1,800
53 OPERATING-PURCH/CONT						
2242210	533025	ADVER/MARKETING	9,609	7,732	10,367	7,989
2242210	533035	CONTRACT SERVICES	511	852	634	1,000
2242210	533055	O/S SVCS-TEMP EMP	11,737	14,710	16,037	18,000
2242210	533064	GEN REPAIR	-	234	90	700
2242210	533115	TRAVEL/TRAINING	1,816	2,590	4,097	5,500
2242210	533135	COMMUNICATIONS	310	222	553	650
TOTAL	OPERATING-PURCH/CONT		23,983	26,340	31,777	33,839
54 OPERATING-OTH COSTS						
2242210	544035	GRANT EXPENSE	4,038	-	-	-
TOTAL	**VISITORS CENTER**		71,156	70,820	78,613	82,845
TOTAL	**LODGING TAX FUND**		**$ 527,677**	**$ 527,677**	**$ 588,748**	**$ 662,040**

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

				Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
MULTIPLE GRANT FUND							
10 GENERAL GOVERNMENT							
2300 MULTIPLE GRANT							
54 OPERATING-OTH COSTS							
2252300	544035		GRANT EXP	$ -	50	-	-
2252300	544035	10014	HISTORICAL ARCHES	-	817	-	-
2252300	544035	10204	HAZMAT	-	13,598	8,506	5,000
2252300	544035	10206	HOMELAND SECURITY	2,326	1,043	-	-
2252300	544035	10210	2008 CERT GRANT	10,708	6,301	3,386	-
2252300	544035	10211	HAZMITPLAN	986	-	-	-
2252300	544035	10212	2009 CERT	369	2,833	3,170	-
2252300	544035	10213	DOT	221	154,466	25	-
2252300	544035	10214	MOBILE COMM VEH UPGRADE	-	32,157	129,007	-
2252300	544035	10400	JUDICIAL DATA EXCHANGE	-	113,492	105,780	-
2252300	544035	11504	COL CTY READS TOGETHER	-	(90)	-	-
TOTAL	OPERATING-OTH COSTS			14,610	324,667	249,873	5,000
TOTAL	**MULTIPLE GRANT FUND**			**$ 14,610**	**$ 324,667**	**$ 249,873**	**$ 5,000**
SHERIFF'S GIFTS/DONATION FUND							
30 PUBLIC SAFETY							
2330 SHERIFF'S GIFTS/DONATION							
53 OPERATING-PURCH/CONT							
2332330	533081		SPECIAL FUNDS EXPENSE	$ 12,290	$ 12,274	$ 26,270	$ 20,000
TOTAL	**SHERIFF'S GIFTS/DONATIONS**			**$ 12,290**	**$ 12,274**	**$ 26,270**	**$ 20,000**

Martinez-Columbia Fire Rescue

FUND/DEPARTMENT NUMBER: 2510

MISSION STATEMENT

To provide the citizens and businesses in the unincorporated areas of Columbia County with the highest level of prevention, response and recovery efforts possible for both fire and first responder calls.

VISION STATEMENT

To continue to serve the citizens of Columbia County by saving lives and property through providing premiere fire and first responder services.

DEPARTMENT DESCRIPTION

Martinez-Columbia Fire Rescue is a contract service provider of Columbia County. A copy of the "Fire Service Agreement" can be obtained upon request from the Emergency Services office.

ACCOMPLISHMENTS FOR FY 11/12

- Completed wage compensation restructure which netted a zero percent funding increase for 2012/2013.
- Began implementation of a web-based Employee Appraisal System to target employee performance and needs.
- Certified all personnel at the National Driver/Operator level for Fire Service Professional Qualifications.
- Certified suppression personnel to the NPQ Firefighter 2 level.
- Began work on an in-depth strategic plan for all operations.
- Participated in training programs and exercises with other emergency response agencies.
- Assisted in Cert Training along with EMA office for citizens of Columbia County.
- Continued GPS implementation and improvement.
- Certified all apparatus ladders and aerial devices through third party examiner for compliance and safety.
- Tested and certified all apparatus pumps to meet National Fire Protection Association standards.
- Raised and distributed over $70,000 for local charitable organizations.

Martinez-Columbia Fire Rescue

FUND/DEPARTMENT NUMBER: 2510

Response Totals for Calendar Year 2011

STRUCTURE FIRES	174
VEHICLE FIRES	97
STORM DAMAGE	47
WOODS FIRES	219
FIRE ALARMS	541
CARBON MONOXIDE	40
INVESTIGATIONS	256
PUBLIC SERVICE	145
NATURAL GAS LEAKS	89
OUTDOOR BURNING	227
HAZMAT/BOMB THREATS	5
RESCUE	478
PUBLIC SAFETY ASSIST	1170
MEDICAL	1170
DUMPSTER/OTHER	78
TOTALS	3567

GOALS FOR FY 12/13

Maintain commitment to continuing quality service to the citizens of Columbia County. We strive to continue training civic organizations and additional training to citizens of our community while providing a superior quality of care.

BUDGET HIGHLIGHTS

The 2012/201 budget request includes the addition of 3 personnel for Engine Company 11 in Harlem, Ga. These personnel will bring the staffing to the same level as all other fire companies in the county. This ensures the same level of protection throughout our jurisdiction.

GROVETOWN DEPARTMENT OF PUBLIC SAFETY

FUND/DEPARTMENT NUMBER: 2530

MISSION STATEMENT

To provide the citizens and businesses of defined unincorporated Columbia County areas with the highest level of prevention, response and recovery efforts possible for both fire and first responder calls in a specific, pre-determined area, on a pay-per-call contractual basis.

VISION STATEMENT

To continue to serve the citizens of unincorporated Columbia County by saving lives and property through providing premiere fire and first responder services.

DEPARTMENT DESCRIPTION

Grovetown Department of Public Safety is a contract service provider of Columbia County on a "pay per call" basis in a defined area, south of the Grovetown city limits. A copy of the "Fire Service Agreement" can be obtained upon request from the Emergency Services office.

ACCOMPLISHMENTS FOR FY 11/12

- Began serving Columbia County citizens as a fire service provider in January of 2004
- Participated in Training Programs and Exercises with other Emergency Response Agencies
- Assisted in CERT training along with the EMA office for citizens of Columbia County.
- Provided mutual aid to unincorporated areas of the county on a pay per call basis.

GOALS FOR FY 12/13

Maintain commitment to continuing quality service to the citizens of unincorporated Columbia County. We strive to continue training civic organizations and additional training to citizens of our community while providing a superior quality of care.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
FIRE SERVICES FUND						
30 PUBLIC SAFETY						
2510 MARTINEZ/EVANS FIRE DISTRICT						
52 OPERATING-SUPPLIES						
2322510	522070	OPERATING	$ 8,673	$ -	$ -	$ -
2322510	522080	UTILITIES	350	-	-	-
2322510	522121	GAS/OIL/DEISEL	79,033	91,242	102,615	100,000
TOTAL	OPERATING-SUPPLIES		88,056	91,242	99,821	100,000
53 OPERATING-PURCH/CONT						
2322510	533035	CONTRACT SERVICES	8,957,355	9,080,830	9,648,834	9,906,673
2322510	533064	GENERAL REPAIRS	-	-	2,013	19,800
2322510	533070	CASUALTY EXPENSE	1,438	4,741	(485)	15,000
2322510	533130	INSURANCE	34,382	40,688	45,002	47,000
TOTAL	OPERATING-PURCH/CONT		8,993,176	9,126,259	9,695,364	9,988,473
60 CAPITAL						
2322510	601075	CIP LAND	-	-	5,215	-
2322510	601090	CIP OTHER	15,505	-	-	-
TOTAL	**MARTINEZ/EVANS FIRE DISTRICT**		9,096,737	9,217,501	9,803,194	10,088,473
2530 GROVETOWN FIRE DISTRICT						
53 OPERATING-PURCH/CONT						
2322530	533035	CONTRACT SERVICES	18,033	49,500	57,000	55,500
TOTAL	**GROVETOWN FIRE DISTRICT**		18,033	49,500	57,000	55,500
TOTAL	**FIRE SERVICES FUND**		**$ 9,114,770**	**$ 9,267,001**	**$ 9,860,194**	**$ 10,143,973**

FLEET FIRE MAINTENANCE

FUND/DEPARTMENT NUMBER: 2730

MISSION STATEMENT

To provide fire apparatus and vehicle fleet services to our local fire service provider, with a primary focus on those units owned by Columbia County, in a professional manner so as to produce a complete, safe, efficient and cost effective fire protection vehicle fleet.

VISION STATEMENT

To become the central location for county wide Fleet fire maintenance and management; specializing in all aspects of effective and efficient vehicle/equipment management, from acquisition to liquidation.

DEPARTMENT DESCRIPTION

The Fleet Fire Maintenance Department provides for the testing, repair and maintenance of County owned fire apparatus and vehicles as well as vehicles/equipment under contract or included in inter-governmental agreements between the county and Martinez-Columbia Fire Rescue. provides for ISO testing and compliance of fire apparatus, routine and preventative maintenance, minor and most major repairs, and coordinates all major repairs with outside vendors. Fleet Fire Maintenance has established and maintains an automated database, which provides the county as well as our customers with data to assist in repair cost analysis and replacement decisions. Since all of the fire service fleet is emergency essential in nature and used in the preservation of life and property, 24 hour repair/road service is also provided.

ACCOMPLISHMENTS FOR FY 11/12

- Implementation of electronic notification to end users of vehicle status and completion.
- Implementation of "spare" fire apparatus program (located at Fleet Service, Appling) allowing main/front line unit's time to receive preventative maintenance on a routine scheduled basis.
- All staff members obtained ASE "Master" certifications
- 100% of Fire Services staffing EVT (Emergency Vehicle Technician) certified
- Renewal of inter-local service agreement with the City of Harlem (including fire apparatus in their fleet)
- National recognition as a "Blue Seal of Excellence" facility by the National Institute for Automotive Service Excellence (ASE)

GOALS FOR FY 12/13

- Completion of 2 technical training sessions/schools per technician per year.

FLEET FIRE MAINTENANCE

FUND/DEPARTMENT NUMBER: 2730

- Limited vehicle up fitting capability
- Cross training of Tire/Lube Technician position to assist in fire apparatus maintenance and service.
- Review and update apparatus and vehicle maintenance schedules
- Research, specification development and acquisition of diagnostic software specific to fire apparatus
- Promotion of Fire Mechanic I position to Foreman position

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Work Orders Completed	129	164	200
Man/hours for Repairs	462	480	600
Service Repairs	215	250	300
PM's Performed	35	44	60
Vehicle responsibility	30	33	35

PERFORMANCE MEASURES

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
WO Expenditures	$58,048.64	$63,380.41	$70,000.00
PM%	26%	30%	35%
Average WO Labor	7.60 hrs	8.0 hrs	8.0 hrs

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Section Supervisor	1	1	1
Foreman	1	1	1
Total	**2**	**2**	**2**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Vehicles	3	3	3
Total	**3**	**3**	**3**

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

INSURANCE PREMIUM TAX FUND

				Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
30 PUBLIC SAFETY							
2730 FIRE MAINTENANCE							
51 PERSONAL SERVICES							
2342730	511001	SAL/WAGES		$ 63,455	$ 64,885	$ 65,547	$ 73,674
2342730	511004	OVERTIME		3,069	1,313	1,167	3,500
2342730	511010	ON CALL		9,111	9,125	9,150	9,100
2342730	511030	VACATION		5,080	4,124	4,761	-
2342730	511033	HOLIDAY		2,638	3,131	3,115	-
2342730	511051	EMPLOYEE MEDICAL		14,975	14,975	15,016	14,934
2342730	511052	GROUP LIFE		93	66	78	88
2342730	511053	RETIREMENT		5,325	5,321	5,593	4,731
2342730	511054	FICA		6,023	5,969	6,051	5,276
2342730	511055	WORK COMP		696	1,507	354	1,500
2342730	511060	EXPENSE ALLOWANCE		482	482	483	480
2342730	511062	NEW PERSONNEL REQUESTS			-	-	2,048
2342730	511070	UNEMPLOYMENT		67	66	67	59
TOTAL	PERSONAL SERVICES			111,012	110,963	111,382	115,390
52 OPERATING-SUPPLIES							
2342730	522001	UNIFORMS		2,056	2,690	2,805	2,500
2342730	522070	OPERATING		4,728	4,674	4,782	5,000
2342730	522100	MINOR PROPERTY		9,801	8,827	4,600	10,000
2342730	522121	GAS/OIL/DEISEL		8,263	11,634	14,203	11,500
TOTAL	OPERATING-SUPPLIES			24,847	27,825	26,390	29,000
53 OPERATING-PURCH/CONT							
2342730	533035	CONTRACT SERVICES		1,950	102	1,400	1,500
2342730	533060	GENERAL SERVICES		1,910	286	1,469	1,500
2342730	533070	CASUALTY EXPENSE		-	(494)	-	11,934
2342730	533095	VEH REPAIR		70,751	61,640	63,882	70,000
2342730	533115	TRAVEL/TRAINING		4,240	5,552	3,484	9,000
2342730	533130	INSURANCE		1,657	462	1,128	7,568
2342730	533135	COMMUNICATIONS		1,050	1,656	753	1,500
TOTAL	OPERATING-PURCH/CONT			81,559	69,204	72,117	103,002
58 OTHER FINANCING USES							
2342730	588001	INTERFUND		1,834,290	1,930,351	1,579,480	1,919,452
60 CAPITAL							
2342730	601076		30206 CENTRAL AD	1,014	-	-	-
2342730	601076		30207 BLDGS/RETAINING WALL	272,787	18,155	-	-
2342730	601081		CIP MACHNERY/EQUIPMENT	-	-	-	10,480
TOTAL	CAPITAL			273,801	18,155	-	10,480
TOTAL	**FIRE MAINTENANCE**			**$ 2,325,509**	**$ 2,156,499**	**$ 1,789,369**	**$ 2,177,324**
TOTAL	**PUBLIC SAFETY**			**$ 2,325,509**	**$ 2,156,499**	**$ 1,789,369**	**$ 2,177,324**

TRAFFIC ENGINEERING DEPARTMENT

FUND/DEPARTMENT NUMBER: 2710

MISSION STATEMENT

To effectively manage the operation of the Traffic Engineering program in order to provide the highest quality service possible for the citizens and public utilizing our streets and roadways.

VISION STATEMENT

To provide a safe environment for the traveling public utilizing the streets and roadways of Columbia County with emphasis on the safety, operation and quality of our vehicle and pedestrian networks and the associated traffic control devices.

DEPARTMENT DESCRIPTION

The Traffic Engineering Department is responsible for coordinating, organizing, planning, directing staff, and activities including the preparation and administration of operating and capital budgets. We perform onsite evaluations, accident analysis, traffic signal and multi-way stop warrant studies, roadway and intersection safety recommendations and assist with the drafting of zoning/subdivision regulations. We review commercial and residential property developments and coordinate with developers; design and plan new intersections, roadway improvements and system management controls. We advise and guide County Commissioners on matters pertaining to traffic and roadway safety. We maintain computer records, reports and correspondence as well as coordinating with local utilities, state, city and county officials and outside contractors for county and private projects.

ACCOMPLISHMENTS FOR FY 11/12

- Continued the development of the operation and systems of our TCC (Traffic Control Center)
- Initiated the permitting, purchasing and installation of equipment for Emergency Vehicle Preemption/Priority Control for the twelve (12) intersections at: Columbia Road/Belair Rd, North Belair Road/Peachtree Road, Washington Road/Bobby Jones Expressway/Old Evans Road, Washington Road/Columbia Road/Ruth Street, Washington Road/Evans to Locks, Washington Road/Flowing Wells Road, Washington Road/Old Evans Road, Washington Road/Owens Road, Washington Road/Ronald Reagan Drive, Washington Road/Wal-Mart Drive, Old Petersburg Road/Baston Road, Hereford Farm Road/ Cox Road/Gibbs Road

TRAFFIC ENGINEERING DEPARTMENT

FUND/DEPARTMENT NUMBER: 2710

- Facilitated the installation of thirty five (35) replacement school zone flashing beacon cabinets in order to upgrade the existing school zone equipment.
- Facilitated the installation of eight (8) replacement intersection flashing beacon cabinets in order to upgrade the existing equipment
- Facilitated the design of eight (8) Dynamic Message Signs (DMS) to be installed at various locations within the county
- Replaced all incandescent lamps in all traffic control display equipment to the LED type signals
- Performed the installation of InSync Adaptive traffic systems with Fusion Controllers, (to include wiring modifications in cabinets) at the thirty nine (39) intersections to include all stop and go traffic signals in the county
- Facilitated the installation of twelve (12) PTZ (pan,tilt,zoom) cameras at the intersections of Evans Town Center/N Belair, Bobby Jones/Rose Lane, Columbia Road/Flowing Wells, Columbia Road/Merchant Village, Washington Road/Baston Road, Washington Road/Bobby Jones Expressway/Old Evans Rd, Washington Road/Club Car Drive/AnnTaylor, Washington Road/Columbia Road/Ruth Street, Washington Road/Davis Road, Washington Road/Flowing wells Road, Washington Road/Owens Road

GOALS FOR FY 12/13

- Continue development and implementation of the CCTCC (Columbia County Traffic Control Center)
- Continue development and implementation of County Road Speed/Count Station Program
- Continue development and implementation of Traffic Sign Evaluation/Inventory Program
- Continue development and implementation of Lighted Street Identification Sign Program
- Continue development and implementation of Roadway Marking Program

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Roadway vehicle volume counts	8	12	8
Neighborhood speed hump surveys	20	32	30
Intersection study/surveys	7	10	11
Curve/roadway speed	2	9	5

TRAFFIC ENGINEERING DEPARTMENT

FUND/DEPARTMENT NUMBER: 2710

surveys			
Sign requests	48	27	35
Final plat /development plan reviews	82/181	50/155	60/160
Traffic signal service calls (including after hours calls)	85	36	50
Road closure/detour press releases	32	56	60
Prepare/Review temporary traffic control plans (TCP)	16	27	25

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager V	1	1	1
Analyst IV	1	1	1
Analyst III	1	1	1
Total	**3**	**5**	**6**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	2	3	4
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	**3**	**4**	**5**

BUDGET HIGHLIGHTS

One significant impact on future budgets to consider is that as the county continues to grow and expand its road network, we must provide for additional personnel/equipment. The number of traffic control devices and the complexity of the operation of them will require highly skilled staff to continue to maintain and operate this equipment at a satisfactory level. We have the opportunity to manage our overall system with much more efficiency, as with our Traffic Control Center, but additional personnel must be provided for in order to accomplish our task.

Another important impact to consider is that, as we continue to implement our overall sign inventory/maintenance program (as required by FHWA), we will possibly have to fund additional equipment/material/personnel to provide this necessary operation. As with the other traffic control devices, the number of signs will continue to grow as the county expands its road network.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

INSURANCE PREMIUM TAX FUND (cont.)

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
40 PUBLIC WORKS						
2710 TRAFFIC ENGINEERING						
51 PERSONAL SERVICES						
2342710	511001	SAL/WAGES	$ 128,536	$ 93,543	$ 128,745	$ 117,771
2342710	511004	OVERTIME	2,626	4,632	10,944	5,000
2342710	511010	ON CALL PAY	-	-	-	9,125
2342710	511030	VACATION	10,157	1,752	3,987	-
2342710	511033	HOLIDAY	5,447	418	2,739	-
2342710	511051	EMPLOYEE MEDICAL	30,264	21,050	30,574	26,614
2342710	511052	GROUP LIFE	181	83	137	137
2342710	511053	RETIREMENT	11,495	7,680	11,267	9,217
2342710	511054	FICA	11,123	7,408	10,842	8,843
2342710	511055	WORK COMP	1,383	2,015	539	2,000
2342710	511060	EXPENSE ALLOWANCE	9,863	4,387	7,253	8,153
2342710	511062	NEW PERSONNEL REQUESTS	-	-	-	39,381
2342710	511070	UNEMPLOYMENT	125	84	123	105
TOTAL	PERSONAL SERVICES		211,201	143,051	207,149	226,346
52 OPERATING-SUPPLIES						
2342710	522070	OPERATING	5,400	6,397	6,231	6,000
2342710	522100	MINOR PROPERTY	15,961	-	-	25,000
2342710	522121	GAS/OIL/DEISEL	2,584	2,628	1,817	2,500
2342710	522137	PAVEMENT STRIPING	32,781	2,840	4,069	15,600
TOTAL	OPERATING-SUPPLIES		56,727	11,865	12,117	49,100
53 OPERATING-PURCH/CONT						
2342710	533035	CONTRACT SERVICES	-	710	446	800
2342710	533070	CASUALTY EXPENSE	-	-	-	1,820
2342710	533095	VEH REPAIR	2,892	498	738	5,500
2342710	533115	TRAVEL/TRAINING	5,552	6,567	6,496	9,500
2342710	533120	DUES & SUBSCRIPTIONS	850	656	660	1,200
2342710	533130	INSURANCE	2,756	794	972	1,154
2342710	533135	COMMUNICATIONS	1,492	2,905	4,558	5,200
TOTAL	OPERATING-PURCH/CONT		13,543	12,131	13,870	25,174
60 CAPITAL						
2342710	601081	CIP MACHINERY/EQUIPMENT	-	-	-	70,000
TOTAL	**TRAFFIC ENGINEERING**		**$ 281,471**	**$ 167,047**	**$ 233,136**	**$ 370,620**

CONSTRUCTION & MAINTENANCE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 234/2720

MISSION STATEMENT

To effectively manage the capital improvement program and to provide exceptional maintenance for all county buildings and roads.

VISION STATEMENT

To achieve excellence in quality construction and maintenance of all county-owned real property, roads, bridges and other infrastructure.

DEPARTMENT DESCRIPTION

The Construction and Maintenance Services Division is responsible for managing the Capital Improvements Program. Our objective is to complete capital improvements as rapidly as funds will allow, keep projects on schedule, and ensure contracts stay within budgeted amounts. We have developed a system to match revenues with expenditures in order to generate the maximum value of projects consistent with internal and external resources. The Division is also tasked with ensuring that all county roads and bridges are maintained in safe condition. The Roads and Bridges department meets these objectives with outstanding expertise and demonstrated performance. Additionally, the Division is responsible for internal services such as maintenance of county facilities, managing utility services and oversight of contracted employees assisting with janitorial. Our Facility Maintenance department has a solid reputation for excellent work.

ACCOMPLISHMENTS FOR FY 11/12

- Provided leadership and support to the departments within the Construction and Maintenance division to achieve the goals set forth in their respective departments.

GOALS FOR FY 12/13

- Continue implementation of the SPLOST and General Obligation Bond projects
- Continue to maintain and improve county paved and dirt roads
- Continue to maintain and improve county buildings and facilities

CONSTRUCTION & MAINTENANCE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 234/2720

STAFFING

Position	Actual FY 08/09	Estimated FY 09/10	Forecast FY 10/11
Division Director	1	1	1
Administrative Specialist	1	1	1
Total	**2**	**2**	**2**

VEHICLE SCHEDULE

Category	Actual FY 08/09	Estimated FY 09/10	Forecast FY 10/11
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	**1**	**1**	**1**

BUDGET HIGHLIGHTS

While the number of facilities, roads and county-maintained infrastructure continue to increase, the Construction and Maintenance Division will be tasked with providing the same level of services with fewer resources, as revenue collections are down due to the current state of the economy.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
INSURANCE PREMIUM TAX FUND (cont.)						
2720 CONSTRUCTION/MAINTENANCE						
51 PERSONAL SERVICES						
2342720	511001	SAL/WAGES	$ 88,409	$ 57,178	$ 38,168	$ 49,774
2342720	511030	VACATION	25,071	4,497	1,424	-
2342720	511033	HOLIDAY	4,413	3,382	3,517	-
2342720	511051	EMPLOYEE MEDICAL	7,231	4,794	2,700	3,412
2342720	511052	GROUP LIFE	99	49	38	48
2342720	511053	RETIREMENT	8,857	5,406	4,319	4,268
2342720	511054	FICA	9,184	4,984	3,486	3,958
2342720	511055	WORK COMP	952	1,150	72	1,000
2342720	511060	EXPENSE ALLOWANCE	6,204	2,534	3,752	3,596
2342720	511070	UNEMPLOYMENT	99	54	37	43
TOTAL	PERSONAL SERVICES		150,518	84,029	57,513	66,099
52 OPERATING-SUPPLIES						
2342720	522070	OPERATING	14,809	7,654	11,207	15,000
2342720	522100	MINOR PROPERTY	12,294	4,109	-	-
2342720	522135	MAJOR DIRT ROADS	52,365	32,594	47,533	70,000
2342720	522136	PAVED ROAD	235,151	-	-	-
TOTAL	OPERATING-SUPPLIES		314,620	44,357	58,740	85,000
53 OPERATING-PURCH/CONT						
2342720	533002	ATTORNEY FEES	3,859	247	854	10,000
2342720	533035	CONTRACT SERVICES	24,376	5,742	3,017	30,000
2342720	533060	GENERAL SERVICES	3,750	124	47,517	30,000
2342720	533064	GEN REPAIR	245,760	277,595	380,881	379,000
2342720	533070	CASUALTY EXPENSE	-	-	-	2,108
2342720	533095	TRAVEL/TRAINING	3,551	8,358	3,361	7,000
2342720	533115	DUES & SUBSCRIPTIONS	580	492	1,002	2,000
2342720	533125	RENT ON BUILDINGS	27,500	-	-	-
2342720	533130	INSURANCE	25,977	887	1,512	1,336
2342720	533135	COMMUNICATIONS	5,954	6,576	9,109	7,000
2342720	533179	INTERSECTIONS	113,535	(3,801)	-	-
2342720	533180	STORM DRAINAGE	800,000	800,000	800,000	800,000
2342720	533195	SPEED HUMP	185	68,776	20,525	110,000
TOTAL	OPERATING-PURCH/CONT		1,255,027	1,164,995	1,267,778	1,378,444
54 OPERATING-OTH COSTS						
2342720	544007	CONTINGENCY	-	-	-	51,378
55 OPERATING-INTFND CHG						
2342720	555001	COUNTY SVS	282,589	299,225	189,222	471,135
58 OTHER FINANCING USES						
2342720	588001	INTERFUND	381,000	-	-	-
60 CAPITAL						
2342720	601076	CIP BUILDINGS	14,047	-	-	-
2342720	601079	CIP VEHICLES	18,500	-	-	-
2342720	601081	CIP MACH/EQUIPMENT	69,270	-	5,516	-
TOTAL	CAPITAL		101,817	-	-	-
TOTAL	**CONSTRUCTION/MAINTENANCE**		$ 2,485,570	$ 1,592,606	$ 1,578,768	$ 2,052,056
TOTAL	**PUBLIC WORKS**		$ 2,767,041	$ 1,759,653	$ 1,811,904	$ 2,422,676
TOTAL	**INSURANCE PREMIUM TAX**		$ 5,092,550	$ 3,916,152	$ 3,601,273	$ 4,600,000

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

				Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
COMMUNITY EVENTS FUND							
60 CULTURE/RECREATION							
2800 COMMUNITY EVENTS							
53 OPERATING-PURCH/CONT							
2352800	533081		SPECIAL FUNDS EXPENSE	$ 30,939	$ 29,322	$ 31,552	$ 30,000
2352800	533081	23501	SPECIAL EVENTS	1,111	-	-	-
2352800	533081	23502	SPECIAL EVENTS	8,147	-	-	-
2352800	533081	23503		-	-	-	-
TOTAL	OPERATING-PURCH/CONT			40,196	29,322	31,552	30,000
TOTAL	**COMMUNITY EVENTS FUND**			**$ 40,196**	**$ 29,322**	**$ 31,552**	**$ 30,000**
GEORGIA SUP COURT COOP AUTHORITY FUND							
20 JUDICIAL							
2900 GEORGIA SUP COURT COOP AUTH							
53 OPERATING-PURCH/CONT							
2412900	533035		CONTRACT SERVICES	$ 9,912	$ -	$ -	$ 10,000
TOTAL	**GA SUP CT CK'S COOP AUTH**			**$ 9,912**	**$ -**	**$ -**	**$ 10,000**
ECONOMIC INCENTIVE FUND							
10 GENERAL GOVERNMENT							
2550 ECONOMIC INCENTIVE							
54 OPERATING-OTHER COSTS							
2552550	544025		ECONOMIC DEVELOPMENT	$ -	$ 2,000	$ 50,000	$ -
58 OTHER FINANCING USES							
2552550	588001		TRANSFERS OUT	500,000	-	-	-
TOTAL	**ECONOMIC INCENTIVE FUND**			**$ 500,000**	**$ 2,000**	**$ 50,000**	**$ -**
LAW LIBRARY FUND							
20 JUDICIAL							
2600 LAW LIBRARY							
52 OPERATING-SUPPLIES							
2602600	522130		BOOKS & REPORTS	$ -	$ 23,995	$ -	$ 30,000
53 OPERATING-PURCH/CONT							
2602600	533001		PROF FEES	1,250	1,275	-	-
2602600	533120		DUES & SUB	28,256	7,132	-	-
TOTAL	OPERATING-PURCH/CONT			29,506	8,407	-	-
TOTAL	**LAW LIBRARY FUND**			**$ 29,506**	**$ 32,402**	**$ -**	**$ 30,000**

CAPITAL PROJECTS FUNDS

These funds account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by enterprise funds). A brief description of each fund/department precedes the detailed budget reports.

SPECIAL PURPOSE LOCAL OPTION SALES TAX, GENERAL OBLIGATION BOND PROJECTS AND OTHER CAPITAL PROJECTS

MISSION STATEMENT

To effectively manage the 2006-2010 and 2011 - 2016 Special Purpose Local Option Sales Tax programs, the General Obligation Bond Projects and other capital projects.

VISION STATEMENT

To achieve excellence in long range facility and transportation planning, and to meet or exceed the public's high expectations for quality construction, on-time delivery and facilities that are completed within budget.

DEPARTMENT DESCRIPTION

The Road Construction Department, Facilities Services Department, and Property Acquisition Department are responsible for managing the Capital Improvements Programs. Our objective is to complete capital improvements as rapidly as funds will allow, keep projects on schedule, and ensure contracts stay within budgeted amounts.

ACCOMPLISHMENTS FOR FY11/12

- Completed right of way acquisition for the following road and intersection improvement projects: Hereford Farm/Cox/Gibbs Intersection Phase 1, Gibbs Road widening Phase 1, Hardy McManus at SR28, William Few at Baker Place Road, McDaniel Road, Columbia Road Sidewalks, Ronald Reagan at Marshall Square, and Jacqueline Drive Drainage project
- Completed fee simple land acquisitions for a broadband tower site, Kroger Road, Water Utility storage site, and County Line Road fire station
- Conveyed property rights for the following roads: Bill Dorn, Burks Mountain, Cemetery, Crawford Place, Douglas, Grant, Hamilton and Sand Pit
- Completed acquisitions for the Blanchard water line and storm water projects on Wynngate Court, Wynngate #8, Petersburg Retention Basin, Candlewood and Hebbard Way
- Began paving and/or roadway improvements for McZilkey Road, Brown Circle,
- Jacqueline Drive, Kelli Drive, Sand Pit Road
- Let construction contracts and completed Smith Crawford Road, GATE*way* Grant landscaping project, Gateway Phase I, William Few Parkway South widening and intersection improvements, Ronald Reagan Extension, Hardy McManus Road at Fury's

Ferry Road intersection improvements and Columbia Road sidewalk
- Completed paving and roadway improvements on Stanford Road, Haywood Drive and Gross Place Road
- Completed the Gateway landscaping project
- Completed construction of the Light Vehicle Maintenance Facility at Fleet Services, new central Health Department, new Animal Services building, Blanchard Woods Park Locker Room Facility, Building F, and the expansion of Building C.
- Completed construction of Phase I of the Evans Towne Center Park.
- Completed the upfit to the existing Building C, Coroner's Office upfit, and renovations to the old Appling Health Department for the University of Georgia Extension Office, and began renovations to Building D.
- Began construction of the Savannah Rapids Restroom Facility and the Riverside Recycle Center
- Completed design of the old Animal Control facility for space utilization for the new Sheriff's Training Facility

GOALS FOR FY 12/13

- Complete construction for McZilkey Road, Brown Circle, Jacqueline Drive, Kelli Drive, and Sand Pit Road
- Let construction contracts and begin paving and/or roadway improvements for Rosemont Lane, Camp Blackstone Trail, Oakley Pirkle Road sidewalk, Lewiston Road at William Few Parkway lane expansion, Hereford Farm Road at Gibbs & Cox Road intersection improvements, King Taylor Road improvements to proposed Lakeside Park Athletic Complex
- Acquire right of way and easements for the following dirt road paving projects: Marshall Drive, Haire Baston Road, Beehive Drive, Knox – Bobby Knox Drive, Bath Road, and Duke Road and various intersection improvements
- Design and begin renovations to the Euchee Creek Health Department for space utilization
- Continue Greenspace Acquisitions
- Design and begin construction on Lakeside Park
- Begin renovations to Savannah Rapids Pavilion deck and begin re-roofing the old SOD office
- Begin renovations for new Sheriff's Office Training Center and Building B for space utilization
- Begin construction on the Gateway Exhibit Hall

SPECIAL PURPOSE LOCAL OPTION SALES TAX, GENERAL OBLIGATION BOND PROJECTS AND OTHER CAPITAL PROJECTS

- Complete construction of the Broadband Towers on Blackstone Camp and Ridge Roads
- Continue construction of the Broadband fiber throughout Columbia County
- Begin acquisitions for transportation projects on Burks Mountain Road Phase 2, Flowing Wells at Wheeler Road, William Few Parkway Extension Phase 2, and Lewiston Road at William Few.
- Complete right of way acquisitions for the following transportation projects: Washington Road widening and Gibbs Road Improvements Phase 2
- Complete Broadband easement acquisitions for Grovetown and Harlem
- Begin right of way acquisitions for Water Utility and Storm Water projects: Winchester Trail storm water, West Lake sewer Line and Tudor Branch to Gateway sewer line

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Dirt Roads Paved	10	4	4
Road Miles Resurfaced	12.16	0.0	1.5
LMIG miles resurfaced	2.85	7.67	7.53
Other Improvements	5	6	6

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager II	1	1	1
Manager III	1	1	1
Manager V	3	3	3
Admin Coordinator	2	2	2
Engineer I	0	1	1
Engineer II	2	2	2
Technician III	2	1	1
Inspector I	1	1	1
Right of Way Specialist (Contract Full Time)	2	3	3
Right of Way Specialist (Contract Part Time)	1	1	1
Preconstruction Engineer (Contract Part Time)	1	1	1
Total	**16**	**17**	**17**

SPECIAL PURPOSE LOCAL OPTION SALES TAX, GENERAL OBLIGATION BOND PROJECTS AND OTHER CAPITAL PROJECTS

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	4	4	4
Heavy Equipment	0	0	0
Vehicle Allowances	8	9	9
Total	**12**	**13**	**13**

BUDGET HIGHLIGHTS

While SPLOST collections are down, bids on projects continue to come in under budget. This combined with the low operational costs (small number of highly skilled staff) is allowing for the capital improvements programs to remain strong even in the face of general economic downturn.

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
SPLOST 2001-2005						
3310 ADMINISTRATION						
3313310	511001	SALARIES	$ -	$ -	$ -	$ -
3313310	588001	INTERFUND	400,000	816,959	-	-
TOTAL	**ADMINISTRATION**		**400,000**	**816,959**	-	-
3311 RECREATION PROJECTS						
3313311	511001	SAL/WAGES	1,455	186	141	-
3313311	511030	VACATION	-	496	1,242	-
3313311	511051	EMPLOYEE MEDICAL	157	48	8	-
3313311	511052	GROUP LIFE	2	0	1	-
3313311	511053	RETIREMENT	107	41	100	-
3313311	511054	FICA	126	51	105	-
3313311	511055	WORK COMP	16	4	3	-
3313311	511060	EXPENSE ALLOWANCE	251	-	-	-
3313311	511070	UNEMPLOYMENT	1	1	1	-
3313311	601015	CONSTRUCTION	438,624	-	-	-
3313311	601020	ADMIN & TESTING	2,350	-	-	-
TOTAL	**RECREATION PROJECTS**		**443,090**	**827**	**1,601**	-
3312 PUBLIC BUILDINGS						
3313312	511001	SALARIES	877	-	-	-
3313312	511051	MEDICAL	175	-	-	-
3313312	511052	GROUP LIFE	1	-	-	-
3313312	511053	RETIREMENT	70	-	-	-
3313312	511054	FICA	63	-	-	-
3313312	511055	WORK COMP	9	-	-	-
3313312	511070	UNEMPLOYMENT	1	-	-	-
3313312	601010	DESIGN/INSPECTION	13,548	-	-	-
3313312	601015	CONSTRUCTION	97,030	-	-	-
3313312	601045	PROJ MGMT	29	50	-	-
3313312	601055	FF&E	768	-	-	-
TOTAL	**PUBLIC BUILDINGS**		**112,570**	**50**	-	-
3313 TRANSPORTATION PROJECTS						
3313313	511001	SAL/WAGES	194,079	262,489	264,972	-
3313313	511004	OVERTIME	-	15,606	19,458	-
3313313	511030	VACATION	994	544	1,421	-
3313313	511033	HOLIDAY	188	332	3,319	-
3313313	511051	EMPLOYEE MEDICAL	28,135	44,017	50,177	-
3313313	511052	GROUP LIFE	182	217	269	-
3313313	511053	RETIREMENT	13,480	19,135	18,098	-
3313313	511054	FICA	15,302	21,380	21,751	-
3313313	511055	WORK COMP	2,105	6,083	1,226	-
3313313	511060	EXPENSE ALLOWANCE	15,339	16,984	13,649	-
3313313	511070	UNEMPLOYMENT	156	221	231	-
3313313	601010	DESIGN/INSPECTION	259,864	189,896	183,913	-
3313313	601015	CONSTRUCTION	1,064,399	4,677,415	514,286	134,514
3313313	601040	SURVEY	1,035	325	-	-
3313313	601045	PROJ MGT	61,246	103,851	50,625	-
3313313	601050	RIGHT OF WAY	71,918	151,352	783	-
TOTAL	**TRANSPORTATION PROJECT**		**1,728,423**	**5,509,847**	**1,144,178**	**134,514**
3315 INTERGOVERNMENTAL PROJECTS						
3313315	601010	DESIGN/INSPECTION	27	-	-	-
3313315	601015	CONSTRUCTION	266,115	325,091	2,730	-
TOTAL	**INTERGOVERNMENTAL PROJECTS**		**266,142**	**325,091**	**2,730**	-
TOTAL	**SPLOST 2001-2005**		**$ 2,950,225**	**$ 6,652,774**	**$ 1,148,509**	**$ 134,514**

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
2004 GENERAL OBLIGATION BONDS						
3400 ADMINISTRATION						
3413400	588001	TRANSFERS	$ -	$ 4,842,097	$ -	$ -
3411 RECREATION PROJECTS/GO BONDS						
3413411	511001	SAL/WAGES	3,075	-	-	-
3413411	511051	EMPLOYEE MEDICAL	321	-	-	-
3413411	511052	GROUP LIFE	3	-	-	-
3413411	511053	RETIREMENT	227	-	-	-
3413411	511054	FICA	226	-	-	-
3413411	511055	WORK COMP	33	-	-	-
3413411	511070	UNEMPLOYMENT	2	-	-	-
3413411	601015	CONSTRUCTION	11,481	-	-	-
3413411	601045	PROJ MGT	94	-	-	-
TOTAL	**RECREATION PROJECTS/GO**		15,462	-	-	-
3412 COUNTY FACILITIES						
3413412	511001	SAL/WAGES	5,986	-	-	-
3413412	511051	EMPLOYEE MEDICAL	601	-	-	-
3413412	511052	GROUP LIFE	7	-	-	-
3413412	511053	RETIREMENT	422	-	-	-
3413412	511054	FICA	440	-	-	-
3413412	511055	WORK COMP	64	-	-	-
3413412	511070	UNEMPLOYMENT	5	-	-	-
3413412	601010	DESIGN/INSPECTION	4,151	-	-	-
3413412	601015	CONSTRUCTION	4,565	-	-	-
3413412	601045	PROJ MGT	367	-	-	-
TOTAL	**COUNTY FACILITIES**		12,456	-	-	-
3416 PUBLIC SAFETY PROJECTS						
3413416	511001	SAL/WAGES	1,456	-	-	-
3413416	511051	EMPLOYEE MEDICAL	140	-	-	-
3413416	511052	GROUP LIFE	2	-	-	-
3413416	511053	RETIREMENT	97	-	-	-
3413416	511054	FICA	107	-	-	-
3413416	511055	WORK COMP	16	-	-	-
3413416	511070	UNEMPLOYMENT	1	-	-	-
3413416	601015	CONSTRUCTION	79,004	-	-	-
3413416	601079	VEHICLES	45,141	-	-	-
TOTAL	**PUBLIC SAFETY PROJECTS**		125,963	-	-	-
TOTAL	**2004 GENERAL OBLIGATION BONDS**		$ 153,881	$ 4,842,097	$ -	$ -

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
SPLOST 2006-2010						
3510 PROJECT MANAGEMENT						
3513510	577040	INTEREST	$ -	$ 169,385	$ -	$ -
3513510	588001	TRANSFERS	4,613,219	493	-	-
TOTAL	**PROJECT MANAGEMENT**		**4,613,219**	**169,877**	**-**	**-**
3511 RECREATION PROJECTS						
3513511	511001	SAL/WAGES	89,297	68,176	39,900	-
3513511	511051	EMPLOYEE MEDICAL	8,211	5,419	2,836	-
3513511	511052	GROUP LIFE	90	48	32	-
3513511	511053	RETIREMENT	6,369	5,092	3,179	-
3513511	511054	FICA	7,120	5,487	3,235	-
3513511	511055	WORK COMP	960	1,373	80	-
3513511	511060	EXPENSE ALLOWANCE	7,219	5,800	3,565	-
3513511	511070	UNEMPLOYMENT	76	59	35	-
3513511	588001	INTERFUND TRFR	-	1,173,000	116,000	-
3513511	601005	LAND & SITE	-	765,714	4,719	-
3513511	601010	DESIGN/INSPECTION	18,820	18,602	380,232	-
3513511	601015	CONSTRUCTION	1,150,936	679,365	561,462	1,305,000
3513511	601020	ADMIN TESTING	-	37,462	32,797	-
3513511	601045	PROJ MGT	36,276	1,609	348	-
TOTAL	**RECREATION PROJECTS**		**1,325,375**	**2,767,205**	**1,148,421**	**1,305,000**
3512 COUNTY FACILITIES						
3513512	511001	SAL/WAGES	35,487	24,137	14,567	-
3513512	511051	EMPLOYEE MEDICAL	3,577	2,145	1,212	-
3513512	511052	GROUP LIFE	38	17	12	-
3513512	511053	RETIREMENT	2,554	1,829	1,161	-
3513512	511054	FICA	2,741	1,892	1,145	-
3513512	511055	WORK COMP	380	482	24	-
3513512	511060	EXPENSE ALLOWANCE	1,805	1,452	893	-
3513512	511070	UNEMPLOYMENT	30	21	12	-
3513512	588001	INTERFUND TRANSFERS	-	-	151,616	-
3513512	601010	DESIGN/INSPECTION	-	342,414	173,651	-
3513512	601015	CONSTRUCTION	262,323	656,748	771,011	6,020,303
3513512	601020	ADMIN/TESTING	-	5,858	1,249	
3513512	601045	PROJ MGT	37,999	1,783	1,512	
TOTAL	**COUNTY FACILITIES**		**346,933**	**1,038,778**	**1,118,065**	**6,020,303**
3513 TRANSPORTATION PROJECTS						
3513513	511001	SAL/WAGES	186,616	249,017	288,851	272,902
3513513	511051	EMPLOYEE MEDICAL	27,408	37,339	42,242	43,391
3513513	511052	GROUP LIFE	170	197	264	303
3513513	511053	RETIREMENT	12,924	18,685	21,679	21,599
3513513	511054	FICA	14,729	19,461	22,515	21,917
3513513	511055	WORK COMP	2,026	5,472	1,020	-
3513513	511060	EXPENSE ALLOWANCE	16,169	19,692	22,346	22,266
3513513	511070	UNEMPLOYMENT	151	203	239	227
3513513	588001	INTERFUND TRFRS	-	200,000	-	-
3513513	601010	DESIGN/INSPECTION	908,582	601,997	1,135,604	-
3513513	601015	CONSTRUCTION	1,073,254	4,052,161	9,763,911	11,477,395
3513513	601020	ADMIN/TESTING	-	551	-	-

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

SPLOST 2006-2010 (cont.)

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
3513513	601040	SURVEY	-	27,601	72,139	-
3513513	601045	PROJ MGT	4,410	4,397	138,818	-
3513513	601050	RIGHT OF WAY	100,670	35,078	414,111	-
TOTAL	**TRANSPORTATION PROJECT**		**2,347,110**	**5,271,851**	**11,923,740**	**11,860,000**
3515	**INTERGOVERNMENTAL**					
3513515	544045	HARLEM	481,171	244,385	-	-
3513515	544050	GROVETOWN	1,033,626	527,885	-	-
3513515	601015	CONSTRUCTION	-	-	170,777	4,435,882
TOTAL	**INTERGOVERNMENTAL**		**1,514,797**	**772,270**	**170,777**	**4,435,882**
3516	**PUBLIC SAFETY PROJECTS**					
3513516	601005	LAND/SITE UTILITIES	-	50,024	-	-
3513516	601015	CONSTRUCTION	-	117,545	917,198	598,205
3513516	601055	FF&E	-	29,895	-	-
3513516	601079	VEHICLES	-	245	178,210	-
TOTAL	**PUBLIC SAFETY PROJECTS**		**-**	**197,709**	**1,095,408**	**598,205**
TOTAL	**SPLOST 2006-2010**		**$ 10,147,433**	**$ 10,217,690**	**$ 15,456,411**	**$ 24,219,390**

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
2007 GENERAL OBLIGATION BONDS						
3600 BOND ADMINISTRATION						
3613600	588001	INTERFUND TRANSFERS	$ -	$ -	$ -	$ 2,148,974
3611 RECREATION PROJECTS						
3613611	511001	SAL/WAGES	56,494	75,573	88,604	90,408
3613611	511051	EMPLOYEE MEDICAL	5,132	6,134	7,764	6,152
3613611	511052	GROUP LIFE	56	57	83	84
3613611	511053	RETIREMENT	3,982	5,992	7,401	7,341
3613611	511054	FICA	4,503	6,215	7,305	7,761
3613611	511055	WORK COMP	607	1,546	180	-
3613611	511060	EXPENSE ALLOWANCE	4,512	8,349	10,175	10,209
3613611	511070	UNEMPLOYMENT	49	67	79	85
3613611	601010	DESIGN/INSPECTION	141,632	195,236	57,205	-
3613611	601015	CONSTRUCTION	751,457	3,456,146	1,471,292	1,707,960
3613611	601020	ADMIN & TESTING	4,263	8,798	5,108	-
3613611	601045	PROJ MGT	53	27		-
3613611	601055	FF&E	-	-	48,614	-
TOTAL	**RECREATION PROJECTS**		**972,740**	**3,764,140**	**1,703,811**	**1,830,000**
3613 TRANSPORTATION PROJECTS						
3613613	511001	SAL & WAGE	95,600	117,059	159,925	236,251
3613613	511051	EMPLOYEE MEDICAL	13,877	18,017	23,725	37,403
3613613	511052	GROUP LIFE	88	92	149	257
3613613	511053	RETIREMENT	6,622	8,609	11,650	17,593
3613613	511054	FICA	7,509	9,055	12,377	18,232
3613613	511055	WORK COMP	1,037	2,577	599	-
3613613	511060	EXPENSE ALLOWANCE	7,763	8,145	11,303	10,607
3613613	511070	UNEMP INS	77	94	130	189
3613613	601010	DESIGN/INSPECTION	188,052	117,820	159,738	-
3613613	601015	CONSTRUCTION	3,226,226	2,850,561	371,054	609,468
3613613	601020	ADMIN/TESTING	2,483	1,700	-	-
3613613	601050	RIGHT OF WAY	325,576	38,414	61,141	-
TOTAL	**TRANSPORTATION**		**3,874,910**	**3,172,143**	**811,792**	**930,000**
3616 PUBLIC SAFETY PROJECTS						
3613616	511001	SAL/WAGES	13,213	10,887	10,442	10,508
3613616	511051	EMPLOYEE MEDICAL	1,328	752	590	585
3613616	511052	GROUP LIFE	14	8	10	11
3613616	511053	RETIREMENT	953	797	829	836
3613616	511054	FICA	1,038	899	878	882
3613616	511055	WORK COMP	142	223	24	-
3613616	511060	EXPENSE ALLOWANCE	903	1,173	1,288	1,281
3613616	511070	UNEMPLOYMENT	11	10	9	7
3613616	601015	CONSTRUCTION	11,540	1,763	7,228	200,000
TOTAL	**PUBLIC SAFETY PROJECTS**		**29,141**	**16,512**	**21,297**	**214,110**
3617 WATER PROJECTS						
3613617	601005	LAND & SITE	278,122	60,436	3,344	-
3613617	601010	DESIGN/INSPECTION	339,688	221,737	256,151	-
3613617	601015	CONSTRUCTION	4,148,766	464,419	1,788,349	1,959,251
3613617	601020	ADMIN & TESTING	25,291	9,792	35,688	-
TOTAL	**WATER PROJECTS**		**4,791,866**	**756,384**	**2,083,532**	**1,959,251**
TOTAL	**2007 GEN OBLIGATION BONDS**		**$ 9,668,657**	**$ 7,709,178**	**$ 4,620,432**	**$ 7,082,335**

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
2009 GENERAL OBLIGATION BONDS/2011-2016 SPLOST						
3810 BOND ADMINISTRATION						
3813810	577030	BOND COSTS	$ -	$ -	$ -	$ -
3813810	588001	INTERFUND TRANSFERS	3,583,390	7,039,250	7,201,850	7,202,850
TOTAL	**BOND ADMINISTRATION**		**3,583,390**	**7,039,250**	**7,201,850**	**7,202,850**
3811 RECREATION PJTS						
3813811	511001	SAL/WAGES	11,044	37,347	59,797	105,288
3813811	511051	EMPLOYEE MEDICAL	1,054	2,944	4,166	6,943
3813811	511052	GROUP LIFE	11	27	55	102
3813811	511053	RETIREMENT	817	2,771	4,758	8,522
3813811	511054	FICA	881	2,990	4,857	9,195
3813811	511055	WORK COMP	119	765	119	-
3813811	511060	EXPENSE ALLOWANCE	903	2,958	5,438	8,973
3813811	511070	UNEMPLOYMENT	10	32	52	102
3813811	588001	INTERFUND TRFRS	-	2,921,110	-	-
3813811	601015	CONSTRUCTION	121	-	-	1,067,750
3813811	601020	ADMIN & TESTING	81	-	-	-
TOTAL	**RECREATION PROJECTS**		**15,039**	**2,970,944**	**79,242**	**1,206,875**
3812 PUBLIC BLDGS						
3813812	511001	SAL/WAGES	21,345	56,997	69,371	77,428
3813812	511051	EMPLOYEE MEDICAL	2,101	4,290	4,627	5,792
3813812	511052	GROUP LIFE	21	42	64	86
3813812	511053	RETIREMENT	1,575	4,203	6,577	6,720
3813812	511054	FICA	1,704	4,608	5,680	6,867
3813812	511055	WORK COMP	229	1,171	145	-
3813812	511060	EXPENSE ALLOWANCE	1,805	5,022	6,829	7,689
3813812	511070	UNEMPLOYMENT	19	50	61	71
3813812	601010	DESIGN/INSPECTION	135,238	71,915	190,606	-
3813812	601015	CONSTRUCTION	24,058	2,303,836	569,533	2,117,012
3813812	601020	ADMIN & TESTING	5,891	8,084	2,098	-
3813812	601045	PROJ MGT	864	2,687	1,494	-
3813812	601055	FF&E	-	1,517	123,770	-
TOTAL	**PUBLIC BLDGS**		**194,851**	**2,464,422**	**980,854**	**2,221,665**
3813 TRANSPORTATION PROJECTS						
3813813	511001	SAL & WAGE	-	-	55,877	253,087
3813813	511051	EMPLOYEE MEDICAL	-	-	8,298	51,348
3813813	511052	GROUP LIFE	-	-	57	309
3813813	511053	RETIREMENT	-	-	4,256	15,886
3813813	511054	FICA	-	-	4,339	18,420
3813813	511055	WORK COMP	-	-	192	-
3813813	511060	EXPENSE ALLOWANCE	-	-	4,230	6,503
3813813	511070	UNEMP INS	-	-	48	200
3813813	601015	CONSTRUCTION	-	-	-	1,397,573
TOTAL	**TRANSPORTATION PROJECTS**		**-**	**-**	**77,298**	**1,743,326**
3815 MUNICIPAL PROJECTS						
3813815	544045	HARLEM	-	75,477	359,021	400,000
3813815	544050	GROVETOWN	-	264,842	1,259,779	1,500,000
TOTAL	**MUNICIPAL PROJECTS**		**-**	**340,319**	**1,618,801**	**1,900,000**
3816 PUBLIC SAFETY						
3813816	511001	SAL/WAGES	11,044	24,666	26,206	24,610
3813816	511051	EMPLOYEE MEDICAL	1,054	1,906	1,753	1,740
3813816	511052	GROUP LIFE	11	19	24	27
3813816	511053	RETIREMENT	817	1,826	2,084	2,094
3813816	511054	FICA	881	1,985	2,145	2,159
3813816	511055	WORK COMP	119	505	55	-
3813816	511060	EXPENSE ALLOWANCE	903	2,065	2,573	2,565
3813816	511070	UNEMPLOYMENT	10	23	25	24
3813816	601005	LAND & SITE UTILITIES	-	-	94,977	-
3813816	601010	DESIGN/INSPECTION	97,600	48,104	-	
3813816	601015	CONSTRUCTION	1,168,562	2,905,954	71,279	66,781
3813816	601020	ADMIN & TESTING	3,907	3,053	40	-
3813816	601045	PROJ MGT	1,455	44	-	-

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
2009 GENERAL OBLIGATION BONDS/2011-2016 SPLOST (cont.)						
3813816	601055	FF&E	-	8,116	9,291	-
3813816	601079	VEHICLES	1,198,741	-	-	-
TOTAL	**PUBLIC SAFETY**		2,485,102	2,998,266	210,452	100,000
	3817 WATER PROJECTS					
3813817	511001	SAL/WAGES	19,598	30,256	29,991	-
3813817	511030	VACATION	594	1,011	2,108	-
3813817	511033	HOLIDAY	1,219	1,353	1,425	-
3813817	511052	GROUP LIFE	27	34	41	-
3813817	511053	RETIREMENT	1,934	3,166	3,390	-
3813817	511054	FICA	1,837	3,004	3,218	-
3813817	511055	WORK COMP	228	947	492	-
3813817	511060	EXPENSE ALLOWANCE	2,790	6,966	8,850	-
3813817	511070	UNEMPLOYMENT	19	32	34	-
3813817	601005	LAND & SITE	200	50,652	3,557	-
3813817	601010	DESIGN/INSPECTION	422,038	321,320	98,164	-
3813817	601015	CONSTRUCTION	1,625,969	3,507,650	1,976,902	49,962
3813817	601020	ADMIN & TESTING	11,636	72,189	16,487	-
TOTAL	**WATER PROJECTS**		2,088,089	3,998,580	2,144,659	49,962
	3818 CTYWIDE PROJECTS					
3813818	511001	SAL/WAGES	1,619	5,015	3,673	-
3813818	511051	EMPLOYEE MEDICAL	181	560	401	-
3813818	511052	GROUP LIFE	1	4	3	-
3813818	511053	RETIREMENT	129	393	293	-
3813818	511054	FICA	119	368	269	-
3813818	511055	WORK COMP	17	99	4	-
3813818	511070	UNEMPLOYMENT	1	5	4	-
3813818	588001	INTERFUND TRANSFERS	-	-	739,554	3,950,322
3813818	601010	DESIGN/INSPECTION	319,096	95,710	7,327	-
3813818	601015	CONSTRUCTION	637,047	5,655,105	620,997	825,000
3813818	601020	ADMIN/TEST	7,712	18,194	214	-
3813818	601045	PROJ MGT	406	-	12	-
3813818	601055	FF&E	-	97,941	329,551	-
TOTAL	**COUNTY WIDE PROJECTS**		966,329	5,873,394	1,702,301	4,775,322
TOTAL	**2009 GO BONDS/11-16 SPLOST**		$ 9,332,800	$ 25,685,175	$ 14,015,456	$ 19,200,000

DEBT SERVICE FUNDS

These funds account for the accumulation of resources for the retirement of general purpose debt (principal and interest). The "2007 GO Bond Debt Service Fund" accounts for the repayment of the 2007 General Obligation Bonds which are supported with property tax revenues. The "2004 GO Bond Debt Service Fund" accounts for the repayment of the 2004 General Obligation Bonds, of which final payment was made in January 2011. The "2009 GO Bond Debt Service Fund" accounts for the repayment of the 2009 General Obligation Bonds which are supported with sales tax revenues from the 2011-2016 SPLOST.

EXPENDITURE DETAIL

DEBT SERVICE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
2007 GENERAL OBLIGATION BONDS						
4010 DEBT SERVICE 2007 GO BONDS						
4014010	533001	PROFESSIONAL FEES	$ -	$ 1,000	$ 1,000	$ 1,000
4014010	577040	INTEREST	2,751,188	2,615,238	2,472,638	2,294,525
4014010	577050	DEBT RETIREMENT	3,260,000	3,635,000	4,025,000	4,455,000
TOTAL	**DEBT SERVICE FUND-2007 GO BOND**		**$ 6,011,188**	**$ 6,251,238**	**$ 6,498,638**	**$ 6,750,525**
2004 GENERAL OBLIGATION BONDS						
4110 DEBT SERVICE 2004 GO BOND						
4114110	533001	PROFESSIONAL FEES	$ -	$ 500	$ -	$ -
4114110	544001	MISCELLANEOUS	-	1,354	-	-
4114110	577040	INTEREST	473,250	240,250	-	-
4114110	577050	DEBT RETIREMENT	4,660,000	4,805,000	-	-
TOTAL	**DEBT SERVICE FUND-2004 GO BONDS**		**$ 5,133,250**	**$ 5,047,104**	**$ -**	**$ -**
2009 GENERAL OBLIGATION BONDS						
4210 DEBT SERVICE FUND 2009 GO BOND						
4214210	533001	PROFESSIONAL FEES	$ 1,000	$ 1,000	$ 1,000	$ 1,000
4214210	577040	INTEREST	1,854,140	1,729,250	1,729,250	1,516,850
4214210	577050	DEBT RETIREMENT	-	-	5,310,000	5,685,000
TOTAL	**DEBT SERVICE FUND-2009 GO BONDS**		**$ 1,855,140**	**$ 1,730,250**	**$ 7,040,250**	**$ 7,202,850**

ENTERPRISE FUNDS

These funds account for activities for which fees are charged to external users for services provided. Below are listed the funds/departments included within this function. A brief description of each department precedes the detailed budget reports.

Water and Sewerage
Storm Water
Solid Waste Management
Columbia County Communications Utility
Rental Facilities

WATER UTILITY DEPARTMENT

FUND/DEPARTMENT NUMBER: 5111 & 5200

MISSION STATEMENT

To provide quality water, sewer and storm water service that meets or exceeds all State and Federal Standards. Anticipate and supply capacities to ensure adequate services for present demand and future growth for the citizens of Columbia County. Provide an effective storm water management program that efficiently addresses storm water run-off quantity and quality issues.

DEPARTMENT DESCRIPTION

The Water Utility is responsible for producing potable water; maintaining flows and pressures in the distribution and collection systems; treating sewage; identifying, prioritizing and implementing storm water drainage improvements, accurately reading meters; providing customer service; reviewing construction plans and inspecting new developments.

ACCOMPLISHMENTS FOR FY 11/12

- Completion of new Maintenance complex on Chamblin Road
- Completion of La Vista Storm water Improvement Project
- Completion of Betty's Branch Sanitary Sewer
- Completion of Reed Creek and Crawford Creek Improvements
- Completion of William Few Water Main Extension
- Reed Creek Wastewater Plant recipient of the Georgia Water Professional Association Gold Award for performance
- Little River Wastewater Plant recipient of the Georgia Water Professional Association Platinum Award for performance
- Kiokee Creek Wastewater Plant recipient of the Georgia Water Professional Association Platinum Award for performance
- Blanchard Water Treatment Plant recipient of the Georgia Water Professional Association Platinum Award for performance
- Clarks Hill Water Treatment Plant recipient of the Georgia Water Professional Association Platinum Award for performance

GOALS FOR FY 12/13

- Completion the Halifax Stream Bank Improvements
- Completion of the dredging of Bowen Pond
- Completion of the Swint Road Water Line
- Completion of the Betty's Branch Stream Bank Improvements
- Completion of Freeman Harris Road Water Line

WATER UTILITY DEPARTMENT

FUND/DEPARTMENT NUMBER: 5111 & 5200

- Completion of the Petersburg Retention Storm water Improvement
- Completion of the William Few Storm water Improvement
- Completion of the Hereford Farm Water Main Extension
- Completion of the Euchee Creek Phase III and V Relief Sanitary Sewer
- Software conversion to Munis

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND						
40 PUBLIC WORKS						
5000 ADMINISTRATION						
51 PERSONAL SERVICES						
5115000	511001	SAL/WAGES	$ 241,838	$ 233,896	$ 242,963	$ 285,762
5115000	511030	VACATION	25,144	28,207	(21,764)	-
5115000	511031	SICK LEAVE	2,969	5,678	(157,108)	-
5115000	511033	HOLIDAY	10,472	10,655	12,675	-
5115000	511051	EMPLOYEE MEDICAL	28,397	29,647	29,969	30,077
5115000	511052	GROUP LIFE	279	198	234	264
5115000	511053	RETIREMENT	17,713	19,025	12,405	18,033
5115000	511054	FICA	20,946	21,226	5,882	21,781
5115000	511055	WORK COMP	2,597	4,873	611	619
5115000	511057	OPEB OBLIGATION	70,056	61,898	-	-
5115000	511060	EXPENSE ALLOWANCE	21,558	26,254	30,221	30,075
5115000	511062	NEW PERSONNEL REQUESTS	235	-	-	-
5115000	511070	UNEMPLOYMENT	-	239	251	253
TOTAL	PERSONAL SERVICES		442,205	441,796	156,341	386,864
52 OPERATING-SUPPLIES						
5115000	522001	UNIFORMS	82	308	80	250
5115000	522070	OPERATING	8,834	2,649	1,779	2,000
5115000	522080	UTILITIES	-	1,669	-	5,000
5115000	522081	UTILITIES	3,246	-	-	5,000
5115000	522083	WASTE WATER	46,660	74,320	78,537	70,000
5115000	522100	MINOR PROPERTY	36,064	23,607	-	-
TOTAL	OPERATING-SUPPLIES		94,885	102,553	80,395	82,250
53 OPERATING-PURCH/CONT						
5115000	533001	PROFESSIONAL FEES	23,504	30,331	15,098	25,000
5115000	533035	CONTRACT SERVICES	50,824	117,684	164,768	149,538
5115000	533060	GENERAL SERVICES	158,671	183,557	38,588	-
5115000	533070	CASUALTY EXPENSE	233,430	132,369	95,667	100,000
5115000	533115	TRAVEL/TRAINING	5,125	5,955	6,652	6,500
5115000	533120	DUES & SUBSCRIPTIONS	4,826	5,943	3,940	80,600
5115000	533130	INSURANCE	124,068	37,512	110,964	73,403
5115000	533135	COMMUNICATIONS	65,024	59,045	62,225	56,000
TOTAL	OPERATING-PURCH/CONT		665,473	572,396	497,902	491,041
54 OPERATING-OTH COSTS						
5115000	544007	OPERATING	1,967	10,971	9,632	250,000
5115000	544010	EPD CHARGES	-	-	-	25,000
TOTAL	OPERATING-OTH COSTS		1,967	10,971	9,632	275,000
55 OPERATING-INTFND CHG						
5115000	555001	COUNTY SVS	495,175	491,246	626,404	666,127
56 OPERATING-DEPREC						
5115000	566100	DEPRECIATION	259,394	772,588	-	-
5115000	566300	AMORTIZATION	454,564	537,659	-	-
TOTAL	OPERATING-DEPREC		713,958	1,310,247	-	-
57 DEBT SERVICE						
5115000	577025	GEFA-INTEREST	18,647	10,738	3,433	52,417
5115000	577040	INTEREST	1,938,411	1,570,129	3,793,016	-
5115000	577050	DEBT RETIREMENT	-	-	-	7,963,888
TOTAL	DEBT SERVICE		1,957,058	1,580,867	3,796,449	8,016,305
60 CAPITAL						
5115000	601081	CIP MACH/EQUIPMENT	-	-	34,144	30,000
TOTAL	ADMINISTRATION		4,370,721	4,510,076	5,201,268	9,947,587

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5100 CUSTOMER SERVICES						
51 PERSONAL SERVICES						
5115100	511001	SAL/WAGES	392,788	430,157	392,624	500,195
5115100	511004	OVERTIME	15,034	26,236	11,068	4,000
5115100	511030	VACATION	46,982	48,458	(12,739)	-
5115100	511031	SICK LEAVE	(1,699)	1,105	(6,139)	-
5115100	511033	HOLIDAY	17,517	20,452	20,505	-
5115100	511051	EMPLOYEE MEDICAL	90,565	99,952	100,090	98,269
5115100	511052	GROUP LIFE	614	442	504	632
5115100	511053	RETIREMENT	36,394	39,785	33,759	38,162
5115100	511054	FICA	34,264	38,031	28,894	36,193
5115100	511055	WORK COMP	4,225	9,042	1,156	1,173
5115100	511060	EXPENSE ALLOWANCE	7,904	7,595	9,807	9,765
5115100	511062	NEW PERSONNEL REQUESTS	-	-	-	37,501
5115100	511070	UNEMPLOYMENT	382	421	391	408
TOTAL	PERSONAL SERVICES		644,971	721,677	579,919	726,298
52 OPERATING-SUPPLIES						
5115100	522001	UNIFORMS	820	1,163	631	1,950
5115100	522040	POSTAGE	4,720	3,000	11,107	15,000
5115100	522070	OPERATING	31,398	27,035	30,505	23,500
5115100	522080	UTILITIES	12,216	11,160	13,789	-
5115100	522081	UTILITIES-SW	246	3,912	4,506	-
5115100	522100	MINOR PROPERTY	12,022	26,965	1,596	14,345
5115100	522113	INVENTORY	17,824	(43,348)	160,614	-
5115100	522120	VEHICLE/EQUIPMENT	735	103	910	-
5115100	522121	GAS/OIL/DEISEL	3,075	4,507	4,461	6,000
TOTAL	OPERATING-SUPPLIES		83,054	34,497	228,119	60,795
53 OPERATING-PURCH/CONT						
5115100	533001	PROFESSIONAL FEES	-	-	275,842	278,500
5115100	533035	CONTRACT SERVICES	217,783	279,113	29,004	-
5115100	533060	GENERAL SERVICES	27,924	29,779	6,521	225
5115100	533064	GEN REPAIR	7,527	1,429	3,939	3,600
5115100	533070	CASUALTY EXPENSE	-	-	50,313	-
5115100	533095	VEH REPAIR	-	329	88	500
5115100	533115	TRAVEL/TRAINING	7,301	2,638	3,994	6,500
5115100	533120	DUES & SUBSCRIPTIONS	945	1,811	457	568
5115100	533135	COMMUNICATIONS	2,996	12,102	12,691	9,600
5115100	533140	PRINTING	160	262	-	-
TOTAL	OPERATING-PURCH/CONT		264,636	327,462	382,849	299,493
56 OPERATING-DEPREC						
5115100	566100	DEPRECIATION/AMORT	5,777,607	5,562,535	-	-
60 CAPITAL						
5115100	601081	CIP MACHINERY/EQUIPMENT	-	-	-	1,000
5115100	601090	CIP OTHER	-	-	5,710	12,500
TOTAL	CAPITAL		-	-	5,710	13,500
TOTAL	**CUSTOMER SERVICES**		**6,770,269**	**6,646,171**	**1,196,597**	**1,100,086**

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5105 WATER TREATMENT						
51 PERSONAL SERVICES						
5115105	511001	SAL/WAGES	441,264	449,014	457,293	502,848
5115105	511004	OVERTIME	19,642	24,609	31,862	28,000
5115105	511010	ON CALL	2,329	2,427	2,449	3,000
5115105	511030	VACATION	38,181	45,828	(19,895)	-
5115105	511031	SICK LEAVE	211	31,553	(53,201)	-
5115105	511033	HOLIDAY	19,156	20,035	21,402	-
5115105	511051	EMPLOYEE MEDICAL	61,133	84,800	97,841	100,364
5115105	511052	GROUP LIFE	664	492	594	730
5115105	511053	RETIREMENT	33,825	35,237	33,335	32,395
5115105	511054	FICA	38,084	41,507	30,923	35,656
5115105	511055	WORK COMP	4,770	9,802	1,876	1,664
5115105	511070	UNEMPLOYMENT	412	429	458	405
TOTAL	PERSONAL SERVICES		659,672	745,732	604,936	705,062
52 OPERATING-SUPPLIES						
5115105	522001	UNIFORMS	5,179	3,112	3,374	3,500
5115105	522040	POSTAGE	7	-	-	-
5115105	522070	OPERATING	41,740	38,632	41,355	40,000
5115105	522074	CHEMICALS	522,272	451,104	424,970	370,000
5115105	522080	UTILITIES	1,303,780	1,538,016	1,583,519	1,200,000
5115105	522081	UTILITIES-SW	-	17	-	-
5115105	522100	MINOR PROPERTY	9,416	-	-	4,150
5115105	522120	VEHICLE/EQUIPMENT	-	654	1,173	1,200
5115105	522121	GAS/OIL/DEISEL	6,015	12,617	11,081	12,000
TOTAL	OPERATING-SUPPLIES		1,888,409	2,044,152	2,065,471	1,630,850
53 OPERATING-PURCH/CONT						
5115105	533035	CONTRACT SERVICES	231,622	258,336	318,942	312,200
5115105	533060	GENERAL SERVICES	143,025	223,712	178,003	200,000
5115105	533064	GEN REPAIR	98,463	164,523	213,104	120,000
5115105	533095	VEH REPAIR	2,531	782	5,384	700
5115105	533115	TRAVEL/TRAINING	3,390	2,828	3,522	4,500
5115105	533120	DUES & SUBSCRIPTIONS	838	328	219	1,500
5115105	533127	EQUIPMENT RENTAL	1,232	-	982	1,000
5115105	533135	COMMUNICATIONS	-	-	(200)	-
TOTAL	OPERATING-PURCH/CONT		481,101	650,509	719,956	639,900
60 CAPITAL						
5115105	601079	CIP VEHICLES	-	-	-	7,700
5115105	601081	CIP MACH/EQUIPMENT	-	-	8,967	21,700
5115105	601090	CIP OTHER	-	-	425	-
TOTAL	CAPITAL		-	-	9,392	29,400
TOTAL	**WATER TREATMENT**		**3,029,182**	**3,440,394**	**3,399,755**	**3,005,212**

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5110 CENTRAL LABORATORY						
51 PERSONAL SERVICES						
5115110	511001	SAL/WAGES	142,400	141,769	150,155	176,779
5115110	511004	OVERTIME	1,436	3,356	2,746	2,500
5115110	511030	VACATION	16,998	15,777	961	-
5115110	511031	SICK LEAVE	255	261	(13,398)	-
5115110	511033	HOLIDAY	6,255	6,286	7,845	-
5115110	511051	EMPLOYEE MEDICAL	28,633	28,147	32,805	32,904
5115110	511052	GROUP LIFE	276	198	236	268
5115110	511053	RETIREMENT	10,980	10,523	10,253	11,105
5115110	511054	FICA	12,500	12,506	11,009	13,176
5115110	511055	WORK COMP	1,537	3,128	600	595
5115110	511060	EXPENSE ALLOWANCE	7,904	7,595	8,367	8,325
5115110	511062	NEW PERSONNEL REQUESTS	-	-	-	-
5115110	511070	UNEMPLOYMENT	139	141	149	147
TOTAL	PERSONAL SERVICES		229,312	229,688	211,727	245,799
52 OPERATING-SUPPLIES						
5115110	522001	UNIFORMS	633	735	795	800
5115110	522070	OPERATING	68,332	76,804	69,000	70,000
5115110	522080	UTILITIES	7,417	11,868	8,730	-
5115110	522100	MINOR PROPERTY	12,539	27,023	12,955	5,700
5115110	522120	VEHICLE/EQUIPMENT	-	488	530	1,000
5115110	522121	GAS/OIL/DEISEL	1,970	3,085	3,500	4,400
TOTAL	OPERATING-SUPPLIES		90,890	120,003	95,509	81,900
53 OPERATING-PURCH/CONT						
5115110	533035	CONTRACT SERVICES	7,508	7,540	8,034	9,500
5115110	533060	GENERAL SERVICES	37,511	51,906	44,062	53,600
5115110	533064	GEN REPAIR	836	694	1,632	1,500
5115110	533095	VEH REPAIR	115	155	397	1,000
5115110	533115	TRAVEL/TRAINING	4,272	3,224	3,542	5,000
5115110	533120	DUES & SUBSCRIPTIONS	-	520	-	800
TOTAL	OPERATING-PURCH/CONT		50,242	64,039	57,667	71,400
60 CAPITAL						
5115110	601079	CIP VEHICLES	-	-	-	18,000
5115110	601081	CIP MACHINER/EQUIPMENT	-	-	-	9,700
5115110	601090	CIP OTHER	-	-	31,257	30,000
TOTAL	CAPITAL		-	-	31,257	57,700
TOTAL	**CENTRAL LABORATORY**		**370,444**	**413,730**	**396,161**	**456,799**

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5115 WASTE WATER						
51 PERSONAL SERVICES						
5115115	511001	SAL/WAGES	344,762	319,171	318,041	366,476
5115115	511004	OVERTIME	13,740	17,648	13,695	15,000
5115115	511010	ON CALL	11,397	12,534	11,249	14,500
5115115	511030	VACATION	33,291	30,646	(12,626)	-
5115115	511031	SICK LEAVE	31,745	548	(31,318)	-
5115115	511033	HOLIDAY	15,095	14,900	15,450	-
5115115	511050	FRINGE BENEFITS	-	-	-	5,361
5115115	511051	EMPLOYEE MEDICAL	53,753	66,222	56,717	56,538
5115115	511052	GROUP LIFE	511	363	433	490
5115115	511053	RETIREMENT	33,129	23,641	23,353	24,096
5115115	511054	FICA	32,670	28,131	22,306	26,303
5115115	511055	WORK COMP	3,724	6,821	1,128	938
5115115	511060	EXPENSE ALLOWANCE	-	-	1,385	1,440
5115115	511062	NEW PERSONNEL REQUESTS	-	-	-	8,325
5115115	511070	UNEMPLOYMENT	331	321	312	296
TOTAL	PERSONAL SERVICES		574,146	520,946	420,125	519,763
52 OPERATING-SUPPLIES						
5115115	522001	UNIFORMS	4,853	3,351	2,730	2,500
5115115	522070	OPERATING	35,269	38,372	37,844	40,000
5115115	522074	CHEMICALS	103,463	108,464	65,782	96,000
5115115	522080	UTILITIES	547,737	629,989	597,129	600,000
5115115	522100	MINOR PROPERTY	77,768	55,210	562	-
5115115	522120	VEHICLE/EQUIPMENT	1,203	1,906	2,174	2,000
5115115	522121	GAS/OIL/DEISEL	15,372	16,213	14,146	14,000
TOTAL	OPERATING-SUPPLIES		785,665	853,505	720,367	754,500
53 OPERATING-PURCH/CONT						
5115115	533035	CONTRACT SERVICES	349,884	361,503	329,360	290,000
5115115	533060	GENERAL SERVICES	24,053	345	-	-
5115115	533064	GEN REPAIR	125,916	103,789	124,669	100,000
5115115	533095	VEH REPAIR	1,832	5,252	3,556	2,000
5115115	533115	TRAVEL/TRAINING	3,906	2,055	1,883	2,800
5115115	533120	DUES & SUBSCRIPTIONS	342	-	-	1,100
5115115	533127	EQUIPMENT RENTAL	14,255	4,085	15,485	6,000
TOTAL	OPERATING-PURCH/CONT		520,187	477,030	474,953	401,900
60 CAPITAL						
5115115	601081	CIP MACH/EQUIPMENT	-	-	86,937	170,100
TOTAL	**WASTE WATER**		**1,879,998**	**1,851,480**	**1,702,381**	**1,846,263**

EXPENDITURE DETAIL

ENTERPRISE FUNDS

WATER AND SEWER FUND (cont.)

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
5120 METER						
51 PERSONAL SERVICES						
5115120	511001	SAL/WAGES	273,239	259,480	266,751	320,009
5115120	511004	OVERTIME	27,682	25,322	28,643	32,000
5115120	511010	ON CALL	1,142	971	1,236	1,300
5115120	511030	VACATION	27,908	28,814	(4,495)	-
5115120	511031	SICK LEAVE	176	180	(9,217)	-
5115120	511033	HOLIDAY	12,316	12,295	12,989	-
5115120	511050	FRINGE BENEFITS	-	-	-	5,912
5115120	511051	EMPLOYEE MEDICAL	57,792	53,277	60,485	61,756
5115120	511052	GROUP LIFE	506	342	388	444
5115120	511053	RETIREMENT	17,881	18,136	17,219	17,881
5115120	511054	FICA	24,578	23,605	21,084	22,888
5115120	511055	WORK COMP	2,974	6,207	1,770	1,568
5115120	511070	UNEMPLOYMENT	270	257	268	257
TOTAL	PERSONAL SERVICES		446,465	428,883	397,121	464,015
52 OPERATING-SUPPLIES						
5115120	522001	UNIFORMS	3,759	1,349	2,075	2,800
5115120	522070	OPERATING	35,855	38,824	41,691	44,000
5115120	522076	METERS	139,876	98,367	102,352	240,000
5115120	522100	MINOR PROPERTY	233,759	191,390	-	7,000
5115120	522120	VEHICLE/EQUIPMENT	2,845	1,901	3,552	4,000
5115120	522121	GAS/OIL/DEISEL	31,206	36,514	41,011	36,000
TOTAL	OPERATING-SUPPLIES		447,301	368,344	190,681	333,800
53 OPERATING-PURCH/CONT						
5115120	533060	GENERAL SERVICES	1,320	1,320	1,452	1,460
5115120	533064	GEN REPAIR	1,788	2,263	3,011	3,500
5115120	533095	VEH REPAIR	5,946	12,334	15,980	7,500
5115120	533115	TRAVEL/TRAINING	655	50	402	500
5115120	533120	DUES & SUBSCRIPTIONS	-	65	-	100
TOTAL	OPERATING-PURCH/CONT		9,709	16,032	20,845	13,060
60 CAPITAL						
5115120	601079	CIP VEHICLES	-	-	43,039	77,200
5115120	601081	CIP MACH/EQUIP	-	-	9,000	3,500
5115120	601090	CIP OTHER	-	-	345,857	300,000
TOTAL	CAPITAL		-	-	397,896	380,700
TOTAL	METER		903,475	813,259	1,006,542	1,191,575

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5125 WATER DISTRIBUTION						
51 PERSONAL SERVICES						
5115125	511001	SAL/WAGES	554,342	544,109	628,877	694,812
5115125	511004	OVERTIME	74,332	80,213	88,519	75,000
5115125	511010	ON CALL	14,385	14,296	13,824	15,000
5115125	511030	VACATION	54,323	45,845	(4,782)	-
5115125	511031	SICK LEAVE	1,707	2,161	(70,902)	-
5115125	511033	HOLIDAY	22,676	24,271	31,096	-
5115125	511050	FRINGE BENEFITS	-	-	-	-
5115125	511051	EMPLOYEE MEDICAL	126,224	133,465	157,095	155,753
5115125	511052	GROUP LIFE	885	597	874	1,190
5115125	511053	RETIREMENT	44,490	42,075	43,862	41,255
5115125	511054	FICA	51,690	50,751	48,264	48,894
5115125	511055	WORK COMP	6,012	12,600	3,451	3,085
5115125	511062	NEW PERSONNEL REQUESTS	-	-	-	63,404
5115125	511070	UNEMPLOYMENT	574	563	654	558
TOTAL	PERSONAL SERVICES		951,638	950,947	940,832	1,098,951
52 OPERATING-SUPPLIES						
5115125	522001	UNIFORMS	11,135	6,648	5,004	7,000
5115125	522070	OPERATING	262,266	255,295	251,124	250,000
5115125	522080	UTILITIES	27,187	38,416	44,349	40,000
5115125	522100	MINOR PROPERTY	28,570	26,595	1,003	-
5115125	522120	VEHICLE/EQUIPMENT	6,938	3,519	11,474	15,000
5115125	522121	GAS/OIL/DEISEL	55,613	74,781	105,868	80,000
TOTAL	OPERATING-SUPPLIES		391,708	405,255	418,822	392,000
53 OPERATING-PURCH/CONT						
5115125	533035	CONTRACT SERVICES	-	170	-	-
5115125	533060	GENERAL SERVICES	40,787	45,301	44,134	75,000
5115125	533064	GEN REPAIR	69,378	53,193	60,305	75,000
5115125	533095	VEH REPAIR	18,344	16,288	21,294	20,000
5115125	533115	TRAVEL/TRAINING	2,093	3,026	4,927	6,500
5115125	533120	DUES & SUBSCRIPTIONS	350	1,845	1,264	1,600
5115125	533127	EQUIPMENT RENTAL	262	5,094	533	3,000
TOTAL	OPERATING-PURCH/CONT		131,214	124,918	132,458	181,100
60 CAPITAL						
5115125	601079	CIP VEHICLES	-	-	86,297	70,000
5115125	601081	CIP MACH/EQUIPMENT	-	-	77,615	108,000
5115125	601082	HEAVY EQUIPMENT	-	-	113,151	77,000
5115125	601090	CIP OTHER	-	-	16,876	77,000
TOTAL	CAPITAL		-	-	293,940	332,000
TOTAL	**WATER DISTRIBUTION**		1,474,560	1,481,119	1,786,051	2,004,051

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5130 WASTEWATER CONVEYANCE						
51 PERSONAL SERVICES						
5115130	511001	SAL/WAGES	334,339	344,728	346,459	395,284
5115130	511004	OVERTIME	42,104	40,149	44,531	42,000
5115130	511010	ON CALL	14,725	14,355	14,470	13,000
5115130	511030	VACATION	33,213	32,844	(20,659)	-
5115130	511031	SICK LEAVE	33,878	1,646	(82,052)	-
5115130	511033	HOLIDAY	14,565	16,046	16,128	-
5115130	511051	EMPLOYEE MEDICAL	86,574	92,912	96,775	94,355
5115130	511052	GROUP LIFE	519	393	463	545
5115130	511053	RETIREMENT	29,050	28,193	23,716	23,544
5115130	511054	FICA	33,700	31,778	21,702	27,761
5115130	511055	WORK COMP	3,628	8,035	1,946	1,558
5115130	511062	NEW PERSONNEL REQUESTS	-	-	-	31,350
5115130	511070	UNEMPLOYMENT	347	355	363	315
TOTAL	PERSONAL SERVICES		626,641	611,435	463,842	629,712
52 OPERATING-SUPPLIES						
5115130	522001	UNIFORMS	5,568	5,502	5,706	6,000
5115130	522070	OPERATING	86,247	85,193	97,535	80,000
5115130	522100	MINOR PROPERTY	4,081	17,020	2,748	11,200
5115130	522120	VEHICLE/EQUIPMENT	3,974	5,787	8,412	10,000
5115130	522121	GAS/OIL/DEISEL	35,274	44,210	50,328	48,000
TOTAL	OPERATING-SUPPLIES		135,144	157,712	164,728	155,200
53 OPERATING-PURCH/CONT						
5115130	533060	GENERAL SERVICES	211,908	232,284	234,477	308,196
5115130	533064	GEN REPAIR	39,855	74,261	113,679	60,000
5115130	533095	VEH REPAIR	15,508	14,854	14,901	10,000
5115130	533115	TRAVEL/TRAINING	2,931	2,155	255	3,000
5115130	533120	DUES & SUBSCRIPTIONS	-	780	-	1,000
5115130	533127	EQUIPMENT RENTAL	2,889	1,950	6,371	6,000
TOTAL	OPERATING-PURCH/CONT		273,091	326,285	369,684	388,196
60 CAPITAL						
5115130	601079	CIP VEHICLES	-	-	306,002	36,000
5115130	601081	CIP MACH/EQUIPMENT	-	-	25,106	223,000
5115130	601090	CIP OTHER	-	-	-	30,000
TOTAL	CAPITAL		-	-	331,108	289,000
TOTAL	**WASTEWATER CONVEYANCE**		1,034,875	1,095,432	1,329,361	1,462,108

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5135 MECHANICAL						
51 PERSONAL SERVICES						
5115135	511001	SAL/WAGES	224,570	213,704	255,622	287,290
5115135	511004	OVERTIME	40,073	54,015	46,592	30,000
5115135	511010	ON CALL	8,950	12,540	14,350	9,000
5115135	511030	VACATION	27,193	31,917	(8,459)	-
5115135	511031	SICK LEAVE	1,343	(11,907)	(65,647)	-
5115135	511033	HOLIDAY	10,035	10,460	11,975	-
5115135	511050	FRINGE BENEFITS	-	-	-	-
5115135	511051	EMPLOYEE MEDICAL	44,283	48,995	54,875	55,454
5115135	511052	GROUP LIFE	373	250	337	457
5115135	511053	RETIREMENT	27,627	21,933	20,966	20,502
5115135	511054	FICA	22,687	22,491	18,041	20,541
5115135	511055	WORK COMP	2,453	5,316	1,834	1,524
5115135	511062	NEW PERSONNEL REQUESTS	-	-	-	-
5115135	511070	UNEMPLOYMENT	258	255	278	230
TOTAL	PERSONAL SERVICES		409,844	409,968	350,764	424,998
52 OPERATING-SUPPLIES						
5115135	522001	UNIFORMS	3,997	5,126	6,255	4,800
5115135	522070	OPERATING	16,669	22,004	15,638	16,000
5115135	522080	UTILITIES	12,596	22,398	19,863	18,000
5115135	522100	MINOR PROPERTY	7,672	8,799	4,396	4,000
5115135	522120	VEHICLE/EQUIPMENT	1,151	1,693	2,522	4,800
5115135	522121	GAS/OIL/DEISEL	19,564	29,125	31,962	27,000
TOTAL	OPERATING-SUPPLIES		61,650	89,144	80,636	74,600
53 OPERATING-PURCH/CONT						
5115135	533064	GEN REPAIR	1,819	2,513	5,377	5,000
5115135	533095	VEH REPAIR	4,755	6,529	5,173	4,800
5115135	533115	TRAVEL/TRAINING	460	3,549	55	2,000
5115135	533120	DUES & SUBSCRIPTIONS	-	520	-	-
5115135	533127	EQUIPMENT RENTAL	-	-	18	-
TOTAL	OPERATING-PURCH/CONT		7,034	13,111	10,624	11,800
60 CAPITAL						
5115135	601079	CIP VEHICLES	-	-	125,926	36,000
5115135	601081	CIP MACH/EQUIPMENT	-	-	7,356	184,500
TOTAL	CAPITAL		-	-	133,281	220,500
TOTAL	**MECHANICAL**		**478,528**	**512,223**	**575,305**	**731,898**

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5140 ENGINEERING & MAPPING						
51 PERSONAL SERVICES						
5115140	511001	SAL/WAGES	270,993	272,850	283,576	329,284
5115140	511004	OVERTIME	4,999	5,254	5,576	7,000
5115140	511030	VACATION	26,697	28,180	(21,687)	-
5115140	511031	SICK LEAVE	634	1,375	(27,577)	-
5115140	511033	HOLIDAY	11,604	13,313	13,506	-
5115140	511051	EMPLOYEE MEDICAL	59,156	64,373	67,945	71,218
5115140	511052	GROUP LIFE	331	238	306	428
5115140	511053	RETIREMENT	20,190	20,590	19,893	22,064
5115140	511054	FICA	23,692	24,052	18,931	24,626
5115140	511055	WORK COMP	2,928	6,026	1,161	1,158
5115140	511060	EXPENSE ALLOWANCE	-	15,189	18,174	18,090
5115140	511062	NEW PERSONNEL REQUESTS	15,808	-	-	47,034
5115140	511070	UNEMPLOYMENT	260	267	281	278
TOTAL	PERSONAL SERVICES		437,291	451,708	380,085	521,180
52 OPERATING-SUPPLIES						
5115140	522001	UNIFORMS	2,967	2,840	2,969	3,000
5115140	522070	OPERATING	12,321	18,078	8,568	9,000
5115140	522080	UTILITIES	5,100	2,020	1,153	6,500
5115140	522100	MINOR PROPERTY	9,572	8,787	4,637	7,720
5115140	522120	VEHICLE/EQUIPMENT	1,682	1,155	-	4,000
5115140	522121	GAS/OIL/DEISEL	9,361	8,304	8,086	9,000
TOTAL	OPERATING-SUPPLIES		41,005	41,184	25,414	39,220
53 OPERATING-PURCH/CONT						
5115140	533060	GENERAL SERVICES	-	-	2,580	4,400
5115140	533064	GEN REPAIR	5,288	5,001	3,445	7,000
5115140	533095	VEH REPAIR	2,975	1,013	6,346	5,000
5115140	533115	TRAVEL/TRAINING	3,919	3,662	3,258	5,000
5115140	533120	DUES & SUBSCRIPTIONS	12,719	9,757	10,582	13,650
5115140	533135	COMMUNICATIONS	881	-	-	-
TOTAL	OPERATING-PURCH/CONT		25,781	19,433	26,211	35,050
60 CAPITAL						
5115140	601079	CIP VEHICLES	-	-	47,809	-
5115140	601081	CIP MACH/EQUIPMENT	-	-	53,750	72,000
5115140	601090	CIP OTHER	-	-	-	50,000
TOTAL	CAPITAL		-	-	101,559	122,000
TOTAL	**ENGINEERING & MAPPING**		504,077	512,325	533,269	717,450

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
WATER AND SEWER FUND (cont.)						
5145 DAMAGE PREVENTION						
51 PERSONAL SERVICES						
5115145	511001	SAL/WAGES	-	-	-	37,440
5115145	511004	OVERTIME	-	-	-	15,000
5115145	511010	ON CALL	-	-	-	1,300
5115145	511030	VACATION	-	-	-	-
5115145	511031	SICK LEAVE	-	-	-	-
5115145	511033	HOLIDAY	-	-	-	-
5115145	511051	EMPLOYEE MEDICAL	-	-	-	11,373
5115145	511052	GROUP LIFE	-	-	-	46
5115145	511053	RETIREMENT	-	-	-	1,498
5115145	511054	FICA	-	-	-	2,574
5115145	511055	WORK COMP	-	-	-	-
5115145	511070	UNEMPLOYMENT	-	-	-	30
TOTAL	PERSONAL SERVICES		-	-	-	69,261
52 OPERATING-SUPPLIES						
5115145	522001	UNIFORMS	-	-	-	600
5115145	522070	OPERATING	-	-	-	7,500
5115145	522120	VEHICLE/EQUIPMENT	-	-	-	800
5115145	522121	GAS/OIL/DEISEL	-	-	-	50,000
TOTAL	OPERATING-SUPPLIES		-	-	-	58,900
53 OPERATING-PURCH/CONT						
5115145	533060	GENERAL SERVICES	-	-	-	11,000
5115145	533064	GEN REPAIR	-	-	-	-
5115145	533095	VEH REPAIR	-	-	-	-
5115145	533115	TRAVEL/TRAINING	-	-	-	-
5115145	533120	DUES & SUBSCRIPTIONS	-	-	-	-
5115145	533135	COMMUNICATIONS	-	-	-	-
TOTAL	OPERATING-PURCH/CONT		-	-	-	11,000
60 CAPITAL						
5115145	601079	CIP VEHICLES	-	-	-	36,000
5115145	601081	CIP MACH/EQUIPMENT	-	-	-	50,000
5115145	601090	CIP OTHER	-	-	-	20,000
TOTAL	CAPITAL		-	-	-	106,000
TOTAL	**DAMAGE PREVENTION**		-	-	-	245,161
5700 RENEWAL & EXTENSION						
60 CAPITAL						
5115700	601105	WATER SYSTEM IMP	-	(10,566)	221,798	2,368,605
5115700	601110	SEWERAGE SYSTEM IMP	-	-	230,095	2,368,605
TOTAL	**RENEWAL & EXTENSION**		-	(10,566)	451,894	4,737,210
5800 BOND PROJECTS			-	-	7,933,763	-
TOTAL	**WATER AND SEWER FUND**		$ 20,816,128	$ 21,265,642	$ 25,512,349	$ 27,445,400

EXPENDITURE DETAIL

ENTERPRISE FUNDS

STORM WATER UTILITY FUND

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
40 PUBLIC WORKS						
5200 STORM WATER ADMINISTRATION						
51 PERSONAL SERVICES						
5215200	511001	SAL/WAGES	$ 171,967	$ 178,148	$ 215,848	$ 251,090
5215200	511004	OVERTIME	2,546	4,204	5,441	5,000
5215200	511030	VACATION	14,673	18,960	(14,119)	-
5215200	511031	SICK LEAVE	5,720	293	(7,444)	-
5215200	511033	HOLIDAY	9,836	10,137	13,541	-
5215200	511051	EMPLOYEE MEDICAL	43,613	39,518	47,442	47,973
5215200	511052	GROUP LIFE	288	207	276	382
5215200	511053	RETIREMENT	14,920	15,355	17,471	18,688
5215200	511054	FICA	15,639	16,268	16,298	19,163
5215200	511055	WORK COMP	1,848	3,665	431	430
5215200	511057	OPEB OBLIGATION	8,340	8,286	-	-
5215200	511060	EXPENSE ALLOWANCE	17,014	16,634	18,182	18,090
5215200	511062	NEW PERSONNEL REQUESTS	-	-	-	-
5215200	511070	UNEMPLOYMENT	173	180	214	215
TOTAL	PERSONAL SERVICES		306,577	311,855	313,579	361,031
52 OPERATING-SUPPLIES						
5215200	522001	UNIFORMS	770	583	1,014	1,000
5215200	522040	POSTAGE	-	-	-	20,000
5215200	522070	OPERATING	33,802	22,752	8,250	12,000
5215200	522100	MINOR PROPERTY	23,900	5,286	7,318	2,600
5215200	522120	VEHICLE/EQUIPMENT	-	-	255	-
5215200	522121	GAS/OIL/DEISEL	669	1,594	2,135	2,400
TOTAL	OPERATING-SUPPLIES		59,141	30,215	18,971	38,000
53 OPERATING-PURCH/CONT						
5215200	533001	PROFESSIONAL FEES	-	2,149	4,907	5,000
5215200	533002	ATTORNEY FEES	-	-	-	-
5215200	533060	GENERAL SERVICES	17,876	16,995	15,087	20,000
5215200	533064	REPAIRS/MAINTENANCE	332	38	179	1,000
5215200	533070	CASUALTY EXPENSE	275	345	-	4,397
5215200	533095	VEH REPAIR	3,252	343	1,672	1,000
5215200	533115	TRAVEL/TRAINING	4,825	3,089	4,482	5,100
5215200	533120	DUES & SUBSCRIPTIONS	1,024	1,924	1,140	1,660
5215200	533130	INSURANCE	18,460	2,962	7,440	2,788
5215200	533135	COMMUNICATIONS	2,314	4,036	4,189	4,000
5215200	533140	PRINTING	160	2,312	2,459	4,000
TOTAL	OPERATING-PURCH/CONT		48,519	34,193	41,556	48,945
54 OPERATING-OTHER COSTS						
5215200	544001	MISC	-	-	1,603	2,000
55 OPERATING-INTFND CHG						
5215200	555001	COUNTY SVS	540,346	406,391	433,158	624,580
56 OPERATING-DEPREC						
5215200	566100	DEPRECIATION	1,457,158	1,560,912	-	-
60 CAPITAL						
5215200	601081	CIP MACH/EQUIPMENT	-	-	1,817	24,000
5215200	601082	HEAVY EQUIPMENT	-	-	-	3,700
5215200	601100	INFRASTRUCTURE	-	-	5,144	626,393
TOTAL	CAPITAL		-	-	6,961	654,093
TOTAL	STORM WATER ADMINISTRATION		2,411,741	2,343,566	815,827	1,728,649

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
STORM WATER UTILITY FUND (cont.)						
5210 STORM WATER MAINTENANCE						
51 PERSONAL SERVICES						
5215210	511001	SAL/WAGES	219,190	208,524	227,110	253,081
5215210	511004	OVERTIME	9,015	6,910	9,027	10,000
5215210	511030	VACATION	17,378	16,172	(8,507)	-
5215210	511031	SICK LEAVE	-	468	-	-
5215210	511033	HOLIDAY	9,594	9,286	10,328	-
5215210	511051	EMPLOYEE MEDICAL	53,547	53,127	60,244	55,908
5215210	511052	GROUP LIFE	354	249	299	441
5215210	511053	RETIREMENT	14,128	13,485	13,836	13,770
5215210	511054	FICA	18,726	17,683	17,289	18,538
5215210	511055	WORK COMP	2,376	4,791	1,109	1,078
5215210	511060	EXPENSE ALLOWANCE	7,904	7,595	8,367	8,325
5215210	511070	UNEMPLOYMENT	208	199	215	210
TOTAL	PERSONAL SERVICES		352,419	338,489	339,316	361,351
52 OPERATING-SUPPLIES						
5215210	522001	UNIFORMS	2,715	690	3,162	4,000
5215210	522070	OPERATING	10,384	14,845	18,248	20,000
5215210	522100	MINOR PROPERTY	14,079	-	7,016	6,000
5215210	522120	VEHICLE/EQUIPMENT	1,146	-	2,864	3,000
5215210	522121	GAS/OIL/DEISEL	17,978	18,645	28,015	22,000
TOTAL	OPERATING-SUPPLIES		46,301	34,180	59,304	55,000
53 OPERATING-PURCH/CONT						
5215210	533035	CONTRACT SERVICES	6,075	25,897	7,005	25,000
5215210	533064	GEN REPAIR	3,494	848	6,138	5,000
5215210	533095	VEH REPAIR	14,681	8,994	27,234	4,000
5215210	533115	TRAVEL/TRAINING	295	400	1,226	1,000
5215210	533127	EQUIP RENT	7,566	9,037	53,564	40,000
TOTAL	OPERATING-PURCH/CONT		32,111	45,176	95,166	75,000
60 CAPITAL						
5215210	601079	CIP VEHICLES	-	-	125,000	60,000
5215210	601081	CIP MACH/EQUIPMENT	-	-	251,865	-
5215210	601082	HEAVY EQUIPMENT	-	-	29,991	100,000
5215210	601100	INFRASTRUCTURE	-	-	282,281	250,000
TOTAL	CAPITAL		-	-	689,137	410,000
TOTAL	**STORM WATER MAINTENANCE**		**430,831**	**417,844**	**1,182,924**	**901,351**
TOTAL	**STORM WATER UTILITY FUND**		**$ 2,842,571**	**$ 2,761,410**	**$ 1,998,751**	**$ 2,630,000**

GREEN PROGRAMS DEPARTMENT

FUND/DEPARTMENT NUMBER: 531/5310

MISSION STATEMENT

To enhance the quality of life in Columbia County by preserving the natural beauty and environment in our community and to provide recycling opportunities, beautification programs, waste and litter reduction and environmental stewardship education. Through education and community involvement, we are encouraging a sense of community pride and responsibility that will make our citizens more environmentally responsible.

VISION STATEMENT

To continue providing events and programs geared toward educating citizens on the importance and benefits of developing and maintaining a "green" lifestyle. To extend education opportunities for litter reduction, beautification, and other environmental improvements and to recognize excellence in environmental and beautification improvement. To encourage partnerships with businesses, civic groups and volunteers. Continue to expand the existing recycling program and to further outreach to schools and civic groups.

DEPARTMENT DESCRIPTION

The Green Programs Department was created as a department within the Construction & Maintenance Services Division and is comprised of the Recycling Program and Keep Columbia County Beautiful. This department provides recycling options and green lifestyle events and programs to the citizens of Columbia County.

ACCOMPLISHMENTS FOR FY11/12

- Added the Clean Air Campaign program maintenance to Keep Columbia County Beautiful
- Expanded the Adopt a Road Program by 5 new participants
- Created a volunteer program by partnering with local businesses
- Completed requirements to qualify for the Keep America Beautiful President's Circle Award

GOALS FOR FY12/13

- Construct a Recycling Facility in Evans to include a baling system as well as retrofitting existing Grovetown facility with a baling system
- Continue to expand the Clean Air Campaign program with employee participation

GREEN PROGRAMS DEPARTMENT

FUND/DEPARTMENT NUMBER: 531/5310

- Complete requirements to qualify for the Keep America Beautiful President's Circle Award
- Continue to expand Adopt a Road program
- Seek partnerships for Recycling Center to expand revenue sources

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager	1	1	1
Temporary personnel	2	2	4
Total	**3**	**3**	**5**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	**1**	**1**	**1**

BUDGET HIGHLIGHTS

The Green Programs department is currently funded from the Solid Waste budget. In the coming year we will attempt to increase the sale of recyclable materials and create new revenue sources to become a self-supported department.

EXPENDITURE DETAIL

ENTERPRISE FUNDS

				Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
SOLID WASTE MANAGEMENT FUND							
10 GENERAL GOVERNMENT							
5310 RECYCLING CENTER							
51 PERSONAL SERVICES							
5315310	511001	SAL/WAGES	$	18,274	38,078	37,719	46,621
5315310	511030	VACATION		8,962	4,187	(1,159)	-
5315310	511031	SICK LEAVE		-	1,896	-	-
5315310	511033	HOLIDAY		345	1,903	1,944	-
5315310	511051	EMPLOYEE MEDICAL		1,614	3,570	4,886	3,561
5315310	511052	GROUP LIFE		14	32	39	42
5315310	511053	RETIREMENT		1,192	2,042	1,754	2,078
5315310	511054	FICA		2,214	3,762	3,182	3,837
5315310	511055	WORK COMP		199	799	101	500
5315310	511060	EXPENSE ALLOWANCE		2,239	4,988	5,353	5,325
5315310	511070	UNEMPLOYMENT		18	40	41	42
TOTAL	PERSONAL SERVICES			35,072	61,296	53,860	62,006
52 OPERATING-SUPPLIES							
5315310	522040	POSTAGE		21	3	702	-
5315310	522070	OPERATING		28	143	25,373	26,300
5315310	522080	UTILITIES		-	2,095	9,887	32,000
TOTAL	OPERATING-SUPPLIES			48	2,241	35,961	58,300
53 OPERATING-PURCH/CONT							
5315310	533035	CONTRACT SERVICES		-	1,779	370	2,952
5315310	533055	O/S SVCS-TEMP EMP		-	41,917	53,344	100,000
5315310	533115	TRAVEL/TRAINING		-	2,535	776	5,000
5315310	533120	DUES & SUBSCRIPTIONS		-	1,360	908	1,500
5315310	533135	COMMUNICATIONS		67	445	985	2,400
5315310	533196	RECYCLING		15,193	25,163	994	-
TOTAL	OPERATING-PURCH/CONT			15,260	73,200	57,376	111,852
TOTAL	**RECYCLING CENTER**			**50,380**	**136,737**	**147,197**	**232,158**

SOLID WASTE MANAGEMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 531/5300

MISSION STATEMENT

Baker Place Road MSW Landfill reached capacity and closed July 2006 receiving Waste Footprint Closure Certification from GA EPD in April 2009. Mission is use of private full service provider for post closure care of site.

VISION STATEMENT

Facilitate transition of the 154 acre site to Community and Leisure Services Division for operation as passive recreation.

DEPARTMENT DESCRIPTION

Oversight of environmental compliance by Baker Place Rd MSW Landfill is through Construction & Maintenance Services Division with staff reporting to Road Construction Department Manager.

ACCOMPLISHMENTS FOR FY11/12

- Installed electronic monitoring equipment for gas and leachate management systems, providing increase security of operation and performance
- Completed several major maintenance and repair projects leaving only repair and painting of 250,000 gallon leachate storage tank and replacement of control structures in all three Storm Water Management Pond
- Engaged GA EPD is securing the first two Modifications of Operating Permit for passive recreation activities.

GOALS FOR FY 12/13

- Secure GA EPD approval of at least three passive recreation activities
- Carry out a trial run of post closure care service agreement with existing service provider before going out for proposals
- Disband Department; recognize site environmental oversight provided through Road Construction Department staff and operation of site for passive recreation by Community and Leisure Services

SOLID WASTE MANAGEMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 531/5300

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager IV	1	1	0
Operator	0	0	0
Total	**1**	**1**	**0**

VEHICLE SCHEDULE

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Authorized Vehicles	1	1	0
Heavy Equipment	0	0	0
Vehicle Allowances	0	0	0
Total	**1**	**1**	**0**

BUDGET HIGHLIGHTS

Baker Place Rd MSW Landfill opened in October 1982 and remained in continuous operation for 24 years closing in July 2006. Although facility managed as an Enterprise Fund only 12 years of its operating life, sufficient reserve funds were secured to meet and exceed State mandated Financial Assurance requirements for entire site.

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
SOLID WASTE MANAGEMENT FUND (cont.)						
40 PUBLIC WORKS						
5300 SOLID WASTE MANAGEMENT						
51 PERSONAL SERVICES						
5315300	511001	SAL/WAGES	80,152	57,289	57,827	64,796
5315300	511030	VACATION	(3,414)	2,752	(8,894)	-
5315300	511031	SICK LEAVE	388	783	(39,923)	-
5315300	511033	HOLIDAY	3,834	2,619	2,441	-
5315300	511051	EMPLOYEE MEDICAL	2,474	518	519	516
5315300	511052	GROUP LIFE	123	66	78	88
5315300	511053	RETIREMENT	3,309	2,566	869	2,621
5315300	511054	FICA	6,010	4,664	688	4,769
5315300	511055	WORK COMP	886	1,662	754	800
5315300	511060	EXPENSE ALLOWANCE	1,898	722	724	720
5315300	511070	UNEMPLOYMENT	70	51	52	52
TOTAL	PERSONAL SERVICES		95,730	73,690	15,136	74,362
52 OPERATING-SUPPLIES						
5315300	522001	UNIFORMS	90	-	-	-
5315300	522040	POSTAGE	26	23	-	25
5315300	522070	OPERATING	1,816	1,000	472	500
5315300	522080	UTILITIES	7,224	10,800	11,520	12,000
5315300	522120	VEHICLE/EQUIPMENT	-	-	-	700
5315300	522121	GAS/OIL/DEISEL	4,157	3,702	3,829	4,800
TOTAL	OPERATING-SUPPLIES		13,314	15,525	15,821	18,025
53 OPERATING-PURCH/CONT						
5315300	533001	PROFESSIONAL FEES	-	10,228	4,910	-
5315300	533002	ATTORNEY FEES	-	657	-	3,000
5315300	533035	CONTRACT SERVICES	237	862	326	-
5315300	533060	GENERAL SERVICES	682	219	529	2,000
5315300	533095	VEH REPAIR	5,793	1,933	484	500
5315300	533115	TRAVEL/TRAINING	174	25	-	-
5315300	533127	EQUIPMENT RENTAL	-	314	-	-
5315300	533135	COMMUNICATIONS	2,452	3,875	3,944	3,500
TOTAL	OPERATING-PURCH/CONT		9,338	18,113	10,194	9,000
54 OPERATING-OTH COSTS						
5315300	544007	OPERATING	-	2,720	30	10,000
5315300	544008	CLOSURE/POSTCLOSURE	67,796	102,402	306,957	245,000
5315300	544009	REMEDIATION	83,269	6,156	-	-
5315300	544074	RECLAMATION	143,807	83,474	18,915	20,000
5315300	544075	PROJECT DEVELOPMENT	91,133	-	-	-
TOTAL	OPERATING-OTH COSTS		386,006	194,752	325,902	275,000
55 OPERATING-INTFND CHG						
5315300	555001	COUNTY SVS	36	-	-	-
56 OPERATING-DEPRECIATION						
5315300	566100	DEPRECIATION	7,492	11,238	-	-
TOTAL	**SOLID WASTE MANAGEMENT**		**511,916**	**313,317**	**367,052**	**376,387**
TOTAL	**SOLID WASTE MANAGEMENT FUND**		**$ 562,296**	**$ 450,054**	**$ 514,249**	**$ 608,545**

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
COMMUNICATIONS UTILITY						
40 PUBLIC WORKS						
5510 BROADBAND GRANT LOCAL MATCH						
51 PERSONAL SERVICES						
5515510	511001	SAL/WAGES	$ 12,412	$ 79,680	$ 82,099	$ -
5515510	511030	VACATION	17,017	3,492	(12,125)	-
5515510	511033	HOLIDAY	332	4,198	2,735	-
5515510	511051	EMPLOYEE MEDICAL	1,656	13,761	11,435	-
5515510	511052	GROUP LIFE	10	72	78	-
5515510	511053	RETIREMENT	1,582	6,267	6,322	-
5515510	511054	FICA	2,287	6,849	5,791	-
5515510	511055	WORK COMP	133	1,535	38	-
5515510	511060	EXPENSE ALLOWANCE	1,148	9,039	9,815	-
5515510	511070	UNEMPLOYMENT	11	77	80	-
TOTAL	PERSONAL SERVICES		36,589	124,970	106,268	-
53 OPERATING-PURCH/CONT						
5515510	533185	ENG CONSULTANT	384,265	-	441	-
TOTAL	**BROADBAND GRANT LOCAL MATCH**		420,854	124,970	106,710	-
5520 BROADBAND GRANT FED FUNDING						
60 CAPITAL						
5515520	601005	LAND/SITE UTILITIES	-	-	-	-
5515520	601010	DESIGN/INSPECTION	-	-	753,493	-
5515520	601015	CONSTRUCTION	-	-	6,337,281	-
5515520	601020	ADMIN/TESTING	-	-	15,747	-
5515520	601045	PROJ MGT	-	-	32,474	-
5515520	601055	FF&E	-	-	1,189,184	-
TOTAL	CAPITAL		-	-	8,328,180	-
TOTAL	**BROADBAND GRANT FED FUNDING**		-	-	8,328,180	-
5530 COMM UTILITY OTHER NONGRANT						
51 PERSONAL SERVICES						
5515530	511001	SAL/WAGES	10,743	106,623	65,069	143,215
5515530	511030	VACATION	-	6,971	2,031	-
5515530	511033	HOLIDAY	-	2,342	1,803	-
5515530	511051	EMPLOYEE MEDICAL	872	15,455	13,348	22,746
5515530	511052	GROUP LIFE	6	61	54	134
5515530	511053	RETIREMENT	858	10,103	6,406	11,342
5515530	511054	FICA	794	9,134	5,632	11,410
5515530	511055	WORK COMP	116	2,112	90	1,000
5515530	511060	EXP ALLOWANCE	-	11,181	11,395	17,310
5515530	511070	UNEMPLOYMENT	9	100	65	128
TOTAL	PERSONAL SERVICES		13,397	164,083	105,893	207,285
52 OPERATING-SUPPLIES						
5515530	522070	OPERATING MATERIALS	1,584	9,980	9,465	12,000
5515530	522080	UTILITIES	-	-	6,115	12,600
5515530	522100	MINOR PROPERTY	-	5,580	7,629	10,000
5515530	522121	FUEL	-	-	-	3,500
TOTAL	OPERATING-SUPPLIES		1,584	15,560	23,210	38,100
53 OPERATING-PURCH/CONT						
5515530	533001	PROF FEES	-	41,419	41,165	100,000
5515530	533002	ATTORNEY FEES	-	54,323	74,878	50,000
5515530	533025	ADVER/MARKETING	-	7,777	1,568	20,000
5515530	533035	CONTRACT SERVICES	163	5,958	17,884	273,750
5515530	533115	TRAVEL/TRAINING/CONF	1,440	6,903	4,320	20,000
5515530	533135	COMMUNICATIONS	66	822	1,299	1,800
5515530	533185	ENG CONSULTING	-	-	3,069	50,000
TOTAL	OPERATING-PURCH/CONT		1,668	117,202	144,182	515,550
55 OPERATING - INTERFUND CHARGES						
5515530	555001	COUNTY SERVICES	-	-	18,755	12,000
60 CAPITAL						
5515530	601081	EQUIPMENT	-	-	428,724	919,000
TOTAL	COMM UTILITY OTHER NONGRANT		16,649	296,846	720,763	1,691,935
TOTAL	COMMUNICATIONS UTILITY		$ 437,503	$ 421,816	$ 9,155,653	$ 1,691,935

RENTAL FACILITIES & VENUES DEPARTMENT

FUND/DEPARTMENT NUMBER: 561/5600/5622

STATEMENT

Strive to meet expenditures with revenue while providing quality facilities for local residents and businesses to host special events, meetings, performances and family events.

VISION STATEMENT

Offer quality venues at a competitive price for any type of event while exceeding the expectations of all clients. Out-perform like facilities in the area in effectiveness, efficiency and overall number of events and guests.

DEPARTMENT DESCRIPTION

The Rental Facilities & Venues Department is responsible for maintaining, staffing, promoting, selling, booking and executing all events within the departmental facilities which include; Savannah Rapids Pavilion, the Historic Canal Headgates Buildings, the JSH Performing Arts Center, Amphitheater, Memorial Gardens, Eubank Blanchard Center, and several picnic pavilions. This department will also begin oversight of the Gateway Exhibition Center.

ACCOMPLISHMENTS FOR FY 11/12

- Increased revenue by 4% over previous year
- Implemented facebook and a blog for the website.
- Began social marketing with event videos on youtube and facebook
- Developed Amateur Series to showcase the Amphitheater
- Developed policies and procedures for the ETCP
- Became member of IVMA – networking organization for Venue Managers
- Restructured the Event Managers and Sales Office operations to become more efficient
- Began coordinating with Facilities Services on SRP Park restroom construction
- Redesigned lower level office space to increase efficiency
- Worked on final design process for Exhibition Center

GOALS FOR FY 12/13

- Coordinate with Facilities Services on restroom facility design for SRP Park.
- Develop new marketing strategies to attract outside user groups for all facilities.
- Coordinate with B&C and Facilities Services on the development and design of the

RENTAL FACILITIES & VENUES DEPARTMENT

FUND/DEPARTMENT NUMBER: 561/5600/5622

Gateway Exhibition Center.

- Increase revenue by 5% for the department.

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
# of Events at all sites	1,635	1,458	1,600
# of Guests attending	93,637	114,392	115,900
# of Phone Calls	18,792	19,731	20,000
# of Tours	1,580	1,677	1,750
#of Contracts Processed	1,931	2,166	2,300
# of Contracts Cancelled	296	392	415

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager	1	1	1
Admin. Coord.	1	1	1
Marketing Coordinator	0	1	1
Sales Rep,	1	1	1
Banquet Coordinators (PT)	7	8	10
Set-up/Janitorial Sup.	0	0	1
Set-up/Janitorial	0	2	3
Total	**3 FT 7 PT**	**3 FT 10 PT**	**5 FT 11 PT**

BUDGET HIGHLIGHTS

The slow economy is still affecting the department. Bookings have hopefully leveled out but with the high gas prices, a second economic slump could further affect our rentals. Opening the ETCP has increased our expenditures slightly as will the Gateway Exhibition Center. Marketing to existing clients has already begun for the Exhibition Center but will have to be pursued aggressively to introduce the new Exhibition Center to a new market.

EXPENDITURE DETAIL

ENTERPRISE FUNDS

RENTAL FACILITIES/VENUES

				Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
60 CULTURE/RECREATION							
5600 RENTAL FACILITIES/VENUES							
51 PERSONAL SERVICES							
5615600	511001	SAL/WAGES	$	130,852	127,217	124,877	144,491
5615600	511010	ON CALL		7,200	15,784	8,931	-
5615600	511030	VACATION		-	1,409	235	-
5615600	511033	HOLIDAY		4,581	7,272	5,619	-
5615600	511051	EMPLOYEE MEDICAL		19,114	17,332	14,143	15,727
5615600	511052	GROUP LIFE		175	124	192	264
5615600	511053	RETIREMENT		11,256	13,276	11,711	10,788
5615600	511054	FICA		10,693	11,397	10,956	11,265
5615600	511055	WORK COMP		1,403	2,585	227	1,200
5615600	511060	EXPENSE ALLOWANCE		4,652	4,507	9,310	9,285
5615600	511062	NEW HIRES		-	-	-	10,287
5615600	511070	UNEMPLOYMENT		118	125	119	124
TOTAL	PERSONAL SERVICES			190,043	201,029	186,319	203,431
52 OPERATING-SUPPLIES							
2232020	522001	UNIFORMS		-	-	-	1,000
2232020	522040	POSTAGE		668	479	396	1,250
2232020	522070	OPERATING		12,525	7,086	12,789	19,000
2232020	522073	CONCESSION		9,508	11,131	10,518	20,000
2232020	522080	UTILITIES		79,807	100,540	81,322	87,500
2232020	522100	MINOR PROPERTY		549	-	-	2,000
TOTAL	OPERATING-SUPPLIES			103,057	119,237	105,024	130,750
53 OPERATING-PURCH/CONT							
2232020	533025	ADVER/MARKETING		878	745	3,030	5,000
2232020	533030	EXPANDED S		1,189	-	-	-
2232020	533035	CONTRACT SERVICES		18,273	9,625	12,775	18,500
2232020	533045	JANITORIAL		-	69,346	79,007	153,719
2232020	533055	O/S SVCS-TEMP EMP		65,556	2,024	-	-
2232020	533060	GENERAL SERVICES		388	3,692	5,075	7,800
2232020	533064	GEN REPAIR		3,664	70	6,245	-
2232020	533115	TRAVEL/TRAINING		997	914	531	6,000
2232020	533120	DUES & SUBSCRIPTIONS		211	309	618	2,000
2232020	533130	INSURANCE		-	-	-	-
2232020	533135	COMMUNICATIONS		6,852	7,053	9,104	10,500
2232020	533140	PRINTING		289	93	278	4,000
TOTAL	OPERATING-PURCH/CONT			98,298	93,871	116,663	207,519
60 CAPITAL							
2232020	601079	CIP VEHICLES		-	-	-	800
TOTAL	**RENTAL FACILITIES/VENUES**			391,399	641,783	408,007	542,500

EXPENDITURE DETAIL

ENTERPRISE FUNDS

RENTAL FACILITIES/VENUES (cont.)

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
5621 GATEKEEPERS COTTAGE						
52 OPERATING-SUPPLIES						
5615621	522070	OPERATING MATERIALS	-	-	-	500
5615621	522080	UTILITIES	-	-	-	8,000
TOTAL	OPERATING-SUPPLIES		-	-	-	8,500
53 OPERATING-PURCH/CONT						
5615621	533135	COMMUNICATIONS	-	373	513	-
TOTAL	**GATEKEEPERS COTTAGE**		-	373	513	8,500
5622 CANAL HEADGATES BUILDING						
52 OPERATING-SUPPLIES						
5615622	522070	OPERATING	-	-	-	500
5615622	522080	UTILITIES	-	-	4,276	8,000
5615622	522100	MINOR PROPERTY	614	-	450	-
TOTAL	OPERATING-SUPPLIES		614	-	4,725	8,500
53 OPERATING-PURCH/CONT						
5615622	533025	ADVER/MARKETING	-	-	-	-
5615622	533035	CONTRACT SERVICES	1,910	1,228	(990)	-
5615622	533045	JANITORIAL	-	-	-	-
TOTAL	OPERATING-PURCH/CONT		1,910	1,228	(990)	-
TOTAL	**CANAL HEADGATES BUILDING**		2,524	1,228	3,735	8,500
5623 PERFORMING ARTS CENTER						
53 OPERATING-PURCH/CONT						
5615623	533135	COMMUNICATIONS	-	136	218	-
TOTAL	**PERFORMING ARTS CENTER**		-	136	218	-
TOTAL	**COMMUNITY CENTER OPERA**		$ 393,923	$ 643,520	$ 412,474	$ 559,500

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INTERNAL SERVICE FUNDS

These funds account for services provided by one department of the County to other departments of the County. Below are listed the departments included within this function. A brief description of each department precedes the detailed budget reports.

Employee Medical
Risk Management
Customer Service and Information Center
Fleet Replacement

EXPENDITURE DETAIL

INTERNAL SERVICE FUNDS

EMPLOYEE MEDICAL FUND

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
6010	**EMPLOYEE MEDICAL**					
51	**PERSONAL SERVICES**					
6016010	511001	SAL/WAGES	$ 18,452	$ 49,584	$ 51,163	$ 51,852
6016010	511051	EMPLOYEE MEDICAL	2,208	5,881	5,898	5,864
6016010	511052	GROUP LIFE	11	29	34	38
6016010	511053	RETIREMENT	1,491	4,010	4,155	4,207
6016010	511054	FICA	1,408	3,782	3,920	3,973
6016010	511055	WORK COMP	198	979	56	500
6016010	511060	EXPENSE ALLOWANCE	1,274	3,423	3,733	3,715
6016010	511070	UNEMPLOYMENT	16	43	44	45
TOTAL	PERSONAL SERVICES		25,056	67,731	69,002	70,194
53	**OPERATING-PURCH/CONT**					
6016010	533001	PROFESSIONAL FEES	775,564	776,253	728,680	700,000
6016010	533070	CASUALTY EXPENSE	4,656,739	5,417,627	5,858,062	5,335,257
TOTAL	OPERATING-PURCH/CONT		5,432,302	6,193,880	6,586,742	6,035,257
54	**OPERATING-OTHER COSTS**					
6016010	544001	MISCELLANEOUS	-	-	(25)	-
55	**OPERATING-INTFND CHG**					
6016010	555001	COUNTY SVS	64,781	-	-	-
TOTAL	**EMPLOYEE MEDICAL FUND**		**$ 5,522,140**	**$ 6,261,612**	**$ 6,655,719**	**$ 6,105,451**

RISK MANAGEMENT

FUND/DEPARTMENT NUMBER: 6100

MISSION STATEMENT

To protect the assets of Columbia County while still allowing the county departments to effectively provide services to our citizens and recognizing that our employees are our most valuable asset, to provide a safe working environment for all employees of Columbia County.

VISION STATEMENT

We will work to identify all significant exposures and develop and administer appropriate programs to reduce potential liability and losses to Columbia County, thereby protecting our employees and property as well as providing a safe environment for the community we serve.

DEPARTMENT DESCRIPTION

Risk Management is a department within the Emergency and Operations Division. Offices are located in the Emergency Operations Center at 650-B Ronald Reagan Drive, Evans, GA.

This department charged with responsibility for:
• Identification of risk exposures from, or to, county operations and employees
• Analysis and elimination or reduction of these risks through task modification, safety training, personal protective equipment and other appropriate measures
• Loss control through rapid, appropriate response to incidents and effective claim administration
• Coordination and management of an effective combination of risk financing options including cost retention and transfer through insurance or other appropriate means to provide for the best use and highest level of protection with limited resources
• To practice risk management in a manner that will provide for the highest level of customer service and expertise to county departments in matters relating to safety and loss control

ACCOMPLISHMENTS FOR FY 11/12

- Accomplished all requirements for Safety Incentive reduction of insurance premium
- Completed 6-yr claims analysis
- Requirements accomplished to maintain all certifications
- Began implementation of Enterprise Risk Management
- Initiated building improvements

RISK MANAGEMENT

FUND/DEPARTMENT NUMBER: 6100

GOALS FOR FY 12/13

- Completion and implementation of Risk Management module in Munis
- Continued development into Enterprise Risk Management
- Maintain requirements needed for certifications
- Accomplish all safety incentives required by ACCG for insurance premium reduction

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Complaints	21	24	26
Accidents	61	73	75
Sewer Back ups	4	6	8
Property	35	42	45
Recovery	$27,473	$38,500	$45,000

PERFORMANCE MEASURES

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Defensive Driving	9	12	13
CPR	7	6	4

STAFFING

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Manager III	1	1	1
Administrative Assistant	1	1	1
Total	**2**	**2**	**2**

BUDGET HIGHLIGHTS

Exposures continue to expand with additional properties and developing programs. Along with this come increased demands on Risk Management staff and budgets. However, through continued cooperation and assistance from departments throughout the county, training and loss control measures, and appropriate claims handling we are able to continue Risk Management functions including these expanded responsibilities with no anticipated budget increase.

EXPENDITURE DETAIL

INTERNAL SERVICE FUNDS

RISK MANAGEMENT FUND			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
6100 RISK MANAGEMENT						
51 PERSONAL SERVICES						
6116100	511001	SAL/WAGES	$ 70,661	$ 66,801	$ 73,885	$ 85,298
6116100	511030	VACATION	7,428	7,754	(924)	-
6116100	511031	SICK LEAVE	3,451	640	-	-
6116100	511033	HOLIDAY	3,094	3,784	3,553	-
6116100	511051	EMPLOYEE MEDICAL	14,644	14,920	15,814	15,519
6116100	511052	GROUP LIFE	142	100	119	134
6116100	511053	RETIREMENT	7,123	6,979	7,056	7,426
6116100	511054	FICA	6,361	5,923	5,770	6,422
6116100	511055	WORK COMP	763	1,491	300	750
6116100	511060	EXPENSE ALLOWANCE	6,278	6,452	7,584	7,545
6116100	511070	UNEMPLOYMENT	70	71	74	75
TOTAL	PERSONAL SERVICES		120,013	114,915	113,229	123,169
52 OPERATING-SUPPLIES						
6116100	522040	POSTAGE	15	36	29	100
6116100	522070	OPERATING	4,863	5,664	7,637	8,000
6116100	522100	MINOR PROPERTY	8,674	9,393	3,511	9,500
6116100	522130	BOOKS & REPORTS	1,296	1,384	1,274	1,500
TOTAL	OPERATING-SUPPLIES		14,848	16,477	12,451	19,100
53 OPERATING-PURCH/CONT						
6116100	533070	CASUALTY EXPENSE	476,522	194,894	391,248	400,000
6116100	533115	TRAVEL/TRAINING	2,279	829	2,685	1,800
6116100	533120	DUES & SUBSCRIPTIONS	5,239	6,299	6,099	7,500
6116100	533130	INSURANCE	592,143	55,901	255,661	355,000
6116100	533135	COMMUNICATIONS	365	436	562	1,250
6116100	533140	PRINTING	-	869	-	-
6116100	533165	STAFF DEVELOPMENT	3,429	5,568	5,829	7,000
TOTAL OPERATING-PURCH/CONT			1,079,977	264,795	662,084	772,550
60 CAPITAL						
6116100	601081	CIP MACHINERY/EQUIPMENT	-	-	47,014	-
TOTAL	**RISK MANAGEMENT FUND**		**$ 1,214,838**	**$ 396,187**	**$ 834,778**	**$ 914,819**

3-1-1 / CUSTOMER SERVICE AND INFORMATION CENTER

FUND/DEPARTMENT NUMBER: 6300

MISSION STATEMENT

To provide a premier integrated customer service system with information tracking capabilities for both internal and external customers, in addition to supplying quick, efficient, courteous, accessible, responsive and seamless assistance for all concerns, complaints, and needs.

VISION STATEMENT

To be the only telephone number that citizens need to call for assistance with any and all government services by consolidating customer service calls for all county departments within the 3-1-1 call center to truly become a "one-stop" customer service center.

DEPARTMENT DESCRIPTION

The **3-1-1 Customer Service Department** is managed by the Emergency & Operations Division Director. The Customer Service Representatives provide general information requests for internal and external customers, maintains a complaint database, contacts departments for specific responses to complaints, provides follow-up information to the complainants, and prepares a monthly summary report of complaints for dissemination to all departments and elected officials.

ACCOMPLISHMENTS FOR FY 11/12

- Successfully activated & executed 3-1-1 operations for winter weather event
- Continue education and staff training
- Continued to answer calls for additional departments within the county to alleviate workload for those departments.
- Continued implementation of Tyler Citizen Connect Customer Service software
- Participated in "Prepare & Aware Day" event to provide citizens information on the benefits of 3-1-1.
- Participated in "Staff Development Day" to provide customer service skills to other departments for continued communication.
- Call and assistance information is listed in the tables below.

3-1-1 / CUSTOMER SERVICE AND INFORMATION CENTER

FUND/DEPARTMENT NUMBER: 6300

GOALS FOR FY 12/13

- Train CERT members to staff 3-1-1 during EOC activation
- Complete implementation of Tyler Citizen Connect software application for 3-1-1
- Maintain training with existing staff on changes in government needs and services
- Improve written training program for new employees
- Continue improving efficiency so that more calls can be handled with existing staffing level
- Enter into a "Memorandum of Understanding" with the City of Augusta as they implement 3-1-1 service to define coverage of the 30907 zip code area that crosses boundaries

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
General Information & Service Requests	37,769	39,000	39,500

PERFORMANCE MEASUREMENTS

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Customer Service Actions – Walk Ins	40	500	550
Customer Service Surveys Sent	260 2,000	260 2,100	260 2,200
Conduct Community Outreach on Customer Service Phone number (Number or Participant Targets**)	750 **105,000	800 **110,000	850 **115,000

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
CSR Supervisor	1	1	1
Customer Service Specialist	1	1	1
Customer Service Representative	3	3	3

EXPENDITURE DETAIL

INTERNAL SERVICE FUNDS

CUSTOMER SERVICE AND INFORMATION CENTER

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
6300	**CUSTOMER SERVICE & INFO CENTER**					
51	**PERSONAL SERVICES**					
6316300	511001	SAL/WAGES	$ 119,595	$ 119,179	$ 120,600	$ 144,817
6316300	511004	OVERTIME	-	226	-	-
6316300	511030	VACATION	13,045	14,095	4,932	-
6316300	511031	SICK LEAVE	282	13	(1,371)	-
6316300	511033	HOLIDAY	5,461	6,036	6,039	-
6316300	511051	EMPLOYEE MEDICAL	24,681	19,929	20,225	21,736
6316300	511052	GROUP LIFE	190	135	163	184
6316300	511053	RETIREMENT	9,837	9,941	9,664	10,272
6316300	511054	FICA	9,870	10,018	9,233	10,282
6316300	511055	WORK COMP	1,279	2,364	148	1,200
6316300	511060	EXPENSE ALLOWANCE	722	722	724	720
6316300	511062	NEW PERSONNEL REQUESTS	-	-	-	1,614
6316300	511070	UNEMPLOYMENT	112	113	116	139
TOTAL	PERSONAL SERVICES		185,075	182,770	170,473	190,964
52	**OPERATING-SUPPLIES**					
6316300	522001	UNIFORMS	300	-	-	-
6316300	522040	POSTAGE	170	152	107	200
6316300	522070	OPERATING	5,597	1,131	3,887	5,000
TOTAL	OPERATING-SUPPLIES		6,067	1,283	3,995	5,200
53	**OPERATING-PURCH/CONT**					
6316300	533115	TRAVEL/TRAINING	538	-	-	500
6316300	533120	DUES & SUBSCRIPTIONS	-	-	128	-
6316300	533135	COMMUNICATIONS	1,187	1,007	782	1,100
TOTAL	OPERATING-PURCH/CONT		1,725	1,007	910	1,600
54	**OPERATING-OTH COSTS**					
6316300	544001	MISCELLANEOUS	313	-	-	-
TOTAL	**CUSTOMER SERVICE AND INFORMATION**		**$ 193,180**	**$ 185,060**	**$ 175,378**	**$ 197,764**

EXPENDITURE DETAIL

INTERNAL SERVICE FUNDS

			Actual FY 2010	Actual FY 2011	Est. Actual FY 2012	Budget FY 2013
FLEET REPLACEMENT FUND						
6400	**FLEET REPLACEMENT**					
	53	**OPERATING-PURCHASES/CONTRACTS**				
6416400	533095	VEHICLE REPAIRS	$ -	$ -	$ -	$ 250,000
	56	**OPERATING-DEPRECIATION**				
6416400	566100	DEPRECIATION	700,779	$ 723,110	$ 725,000	$ -
	60	**CAPITAL**				
6416400	601079	CIP VEHICLES	-	-	-	915,000
6416400	601080	VEH REPLACEMENT	-	-	-	-
6416400	601081	CIP EQUIPMENT	-	-	-	920,000
TOTAL	CAPITAL		-	-	-	1,835,000
TOTAL	**FLEET REPLACEMENT FUND**		**$ 700,779**	**$ 723,110**	**$ 725,000**	**$ 2,085,000**

AUTHORIZED POSITIONS

	As of January 1				
General Fund	**2008**	**2009**	**2010**	**2011**	**2012**
Commission	8	8	7	7	7
Finance	10	10	10	10	10
Procurement	8	8	8	8	8
Info Tech	21	21	20	19	19
Co Admin	3	4	4	4	4
Bd of Elec	4	4	4	4	4
Comm Svcs	16	16	4	4	5
HR	7	7	6	6	6
GIS	5	6	6	6	6
Management	2	0	0	0	0
Tax Commission	25	26	26	26	27
Tax Assessor	22	23	23	23	24
Clerk of Court	22	22	25	25	26
Superior Court	1	0	0	0	0
Probate Court	11	11	11	11	11
Juvenile Ct	10	10	10	10	10
Magistrate Court	15	16	17	17	17
Sheriff's Office	195	199	200	204	205
Detention Center	125	130	130	130	129
Emergency Svcs	3	3	5	3	3
R&B	45	45	44	52	52
Fleet	12	13	13	13	13
Maint	14	14	14	20	21
Eng	14	10	10	0	0
Econ Dev Auth	0	1	1	1	1
Planning	6	5	4	4	5
Code Comp	6	6	4	0	0
Plan Review	1	1	1	9	8
Ext Svc	1	1	1	1	1
Soil Conserv	0	0	0	0	0
Public Trans	5	9	9	10	10
Public Lib	21	22	19	19	19
Recreation	30	30	29	12	12
Wildwood Park	2	2	2	2	1
Animal Cont	14	14	13	14	14
Coroner	4	4	4	4	4
Senior Center	8	5	5	4	4
Total	**696**	**706**	**689**	**682**	**686**
Special Revenue Funds					
Building Standards	20	20	21	19	19
911	24	24	24	28	28
Visitors Center	1	1	1	1	1
Traffic Engineering	3	3	3	5	6
Construction/Maintenance	2	2	2	2	2
Fire Svcs	2	2	2	2	2
Total	**52**	**52**	**53**	**57**	**58**
Special Purpose Local Option Sales Tax	**11**	**14**	**18**	**22**	**21**
Enterprise Funds					
Water and Sewerage	102	100	103	111	116
Storm Water	13	13	13	14	15
Landfill/Recycling	3	2	2	2	1
Broadband Utility	0	0	0	2	2
Rental Facilities	3	3	3	6	6
Total	**121**	**118**	**121**	**135**	**140**
Internal Service Funds					
Risk Management	2	2	2	2	2
Customer Service	3	3	4	4	4
Total	**5**	**5**	**6**	**6**	**6**
Total Authorized Positions	**885**	**895**	**887**	**902**	**911**

Columbia County, Georgia
Demographic and Economic Statistics
Last Ten Calendar Years

Calendar Year	Population	Personal Income (amounts in thousands)	Per Capita Personal Income	Median Age	School Enrollment	Retail Sales (amounts in thousands)	Unemployment Rate
2002	96,443	3,042,970	31,552	35.4	19,042	858,294	3.50%
2003	99,664	3,293,297	33,044	35.4	19,633	786,671	3.50%
2004	102,328	3,514,967	34,350	35.2	20,167	1,020,241	3.80%
2005	105,655	3,829,677	36,247	35.8	20,936	1,020,689	4.50%
2006	109,100	4,200,786	38,504	36.0	22,042	1,503,999	4.00%
2007	110,252	4,446,022	40,326	35.7	22,379	1,783,281	3.80%
2008	110,627	4,711,199	42,639	35.8	22,577	2,065,880	4.80%
2009	112,958	not available	41,943	36.5	23,305	not available	6.80%
2010	124,053	not available	not available	not available	23,685	not available	7.00%
2011	124,053	not available	not available	not available	23,891	not available	7.60%

Sources: Georgia County Guide, University of Georgia
Georgia Department of Labor
Columbia County Planning and Development Services Division
School enrollment provided by Columbia County Board of Education as of November 1, 2011.

Columbia County, Georgia
Principal Property Tax Payers
Current Year and Nine Years Ago

	2011			2002		
TAXPAYER	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
John Deere Commercial Products	$ 33,973,824	1	0.83%	$ 12,758,348	4	0.57%
Georgia Power	33,523,677	2	0.82%	21,676,933	2	0.97%
Wal-Mart Real Estate Business	21,516,326	3	0.52%	7,186,039	6	0.32%
Quad Graphics (Quebecor)	20,760,875	4	0.51%	24,090,799	1	1.08%
Pollard Land Company	16,008,150	5	0.39%			0.00%
Club Car Inc	14,758,160	6	0.36%	7,993,716	5	0.36%
Mullins Crossing Inc	12,744,027	7	0.31%	-		-
Bell South Telecommunications	9,477,895	8	0.23%	12,832,348	3	0.57%
Georgia Iron Works	9,346,771	9	0.23%	5,772,981	8	0.26%
The Haven at Reed Creek LLC	8,174,473	10	0.20%	-		-
Atlanta Gas Light Company	-	-	-	6,389,320	7	0.29%
Lowe's Home Center	-	-	-	5,445,040	9	0.24%
Walden Glen LLC	-	-	-	4,300,303	10	0.19%
Total	$ 180,284,178		4.40%	$ 108,445,827		4.85%
Total taxable assessed value	$ 4,102,661,727			$ 2,232,580,387		

SOURCE: Tax Commissioner's Office

Columbia County, Georgia
Principal Employers
Current Year and Nine Years Ago

	2011			2002		
Employer	Employees	Rank	Percentage of Total County Employment	Employees	Rank	Percentage of Total County Employment
Columbia County Board of Education	3,027	1	10.47%	2,508	1	9.26%
Club Car, Inc.	910	2	3.15%	1,100	2	4.06%
Columbia County Board of Commission	902	3	3.12%	692	3	2.56%
Quebecor World Inc.	700	4	2.42%	522	4	1.93%
Walmart	620	5	2.15%			
John Deere Commercial Products	600	6	2.08%	400	7	1.48%
Georgia Iron Works	350	7	1.21%	300	8	1.11%
Greenfield Industries/Kennametal	225	8	0.78%	438	6	1.62%
Augusta Sportswear, Inc.	248	9	0.86%	450	5	1.66%
Serta Mattress-Augusta Bedding	130	10	0.45%	75	10	0.28%
Pollard Lumber				100	9	0.37%
Total	7,712		26.69%	6,585		24.32%

Sources: Development Authority of Columbia County
Georgia Department of Labor

2004 General Obligation Bond Fund - A capital projects fund used to account for the property acquisition and construction of projects funded with proceeds received from the issuance of the 2004 General Obligation Bonds.

2007 General Obligation Bond Fund – This Capital Projects Fund accounts for the property acquisition and construction of projects to be funded with proceeds received from the issuance of the 2007B Various Purpose General Obligation Bonds.

2009 General Obligation Bond Fund /Special Local Option Sales Tax Fund 2011-2016 – This Capital Projects Fund accounts for the property acquisition and construction of projects designated to be funded by revenue from the special purpose local option sales tax collected during 2006 through 2010.

Accounting Period: A period at the end of which and for which financial statements are prepared.

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

ADA: Americans with Disabilities Act – a federal mandate requiring the removal of physical barriers and the addition of improvements to ensure that all physically challenged individuals have equal access to government programs, services and buildings.

Adopted Budget: Appropriation of funds approved by the Board of Commissioners at the beginning of each fiscal year.

Allocation: A sum of money set aside for a specific purpose.

Annexation: The legal incorporation of portions of unincorporated Columbia County into one of Columbia's municipalities. This expansion of city boundaries must be approved by the city's mayor and council, and is normally at the request of the property owners.

Annual Budget: A budget applicable to a single fiscal year.

Appropriation: A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be used.

Assessed Value: A valuation set upon real assets or other property by a government as a basis for levying taxes.

Assessment: The process of making the official valuation of property for the purposes of taxation.

Assets: Resources owned or held by governments which have monetary value.

BOC: Board of Commissioners – the elected five member governing body of Columbia County. Consists of a Chairman elected at-large, and four Commissioners elected from each of four county districts.

Bond: A certificate of debt issued by a government to finance a capital expenditure or other liabilities in which

payment of the original investment plus interest is guaranteed by a specified future date.

Bond Rating: A system of appraising and rating the investment value of individual bond issues.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single year. The term budget is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

Budget Amendment: A change in an amount in any budget line during the fiscal year.

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

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of two parts. The first part contains a message from the budget-making authority, together with a summary of proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the information as to the past years actual revenues, expenditures and other data used in making the estimates. In addition to the budget document, an appropriation ordinance will be necessary to put the budget into effect.

Budget Message: A general discussion of the proposed budget presented in writing to the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

Budget Resolution or Ordinance: The official enactment by the Board of Commissioners authorizing the appropriation of revenues for specified purposes, functions, or activities during the fiscal year.

Budgetary Accounts: Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.

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

Building Standards Fund – A special revenue fund used to account for building permits and inspection fees.

GLOSSARY OF TERMS

CAFR: Comprehensive Annual Financial Report – a report compiled annually which provides detailed information on an organization's financial status.

Capital Assets: Property and equipment with a unit value of $5,000 or more an estimated useful life in excess of one year. Capital Assets can also be referred to as Fixed Assets.

Capital Budget: A financial plan of proposed capital expenditures and the means of financing them.

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

Capital Outlay: An expenditure for the acquisition of, or addition to, a fixed asset.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

Cash Basis: A basis of accounting under which transactions are recognized only when cash is received or disbursed.

Cash Flow: A schedule reflecting projected cash receipts and disbursements to aid in determining seasonal and long-term borrowing needs and investment policy.

CDBG: Community Development Block Grant – a federally funded program designed to assist low income residents.

Clean and Beautiful Memorial Fund - A special revenue fund used to account for funds used for beautification projects on County property.

Community Events Fund - A special revenue fund used to account for special events funded by sponsor fees and ticket sales.

Communications Utility Fund - An enterprise fund used to account the cost of building, operating and maintaining the Columbia County Community Broadband Network.

Continuing Appropriations: An appropriation which once established, is automatically renewed without further legislative action, period after period, until altered, revoked or expended.

Customer Service/Information Center Fund – An internal service fund used to account for operations of the County's customer service/information center.

DATE Fund: A special revenue fund to finance drug abuse training education programs within the County.

Debt Limit: The maximum amount of gross or net debt which is legally permitted.

Debt Service: Expenditure providing for the repayment of principal and interest on County long-term obligations.

Debt Service Fund: A fund established to account for the accumulation of resources for, and the payment of, general long-term principal and interest.

Debt Service Fund – 2004 General Obligation Bond – A debt service fund used to account for special purpose local option sales tax funds designated to be used for principal and interest payments on governmental fund debt, specifically the 2004 General Obligation Bonds.

Debt Service Fund - 2007 General Obligation Bond – A debt service fund used to account for property tax funds designated to be used for principal and interest payments on governmental fund debt, specifically the 2007 General Obligation Bonds.

Debt Service Fund - 2009 General Obligation Bond – A debt service fund used to account for special purpose local option sales tax funds designated to be used for principal and interest payments on governmental fund debt, specifically the 2009 General Obligation Bonds.

Depreciation: Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Deficit: The excess of expenditures over revenues during an accounting period.

Disbursement: Funds paid out for goods or services received which results in a decrease in net financial resources; also referred to as an expenditure.

Double Entry: A system of bookkeeping which requires an entry to the debit side of an account or accounts for the corresponding amount or amounts of the entry to the credit side of another account or accounts.

Drug Court Fund: A special revenue fund used to account for grants, donations, and fees associated with drug testing, counseling, and treatment services for substance abuse intervention.

Emergency Telephone System Fund (911): A special revenue fund to finance the operation and maintenance of the Emergency 911 system within the County.

Employee Medical Fund - to account for employer and employee contributions to the County's medical plan.

Encumbrance: Commitments for unperformed contracts for goods or services.

Enterprise Fund: A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Expenditures: Decreases in net current assets. Expenditures include debt service, capital outlays, and those current-operating costs which require the use of current assets. The difference between expenditure and an expense is a difference in what is being

measured. Expenditures measure current outlays, while expenses measure total costs.

Expenses: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of the related expenditures.

Federal Asset Sharing Fund - A special revenue fund used to account for assets seized or confiscated by federal courts.

Fines and Forfeitures: Revenue received from bond forfeitures and authorized fines such as library and parking violation fines.

Fire Services Fund - to account for taxes collected in special service districts within the unincorporated area for the purpose of providing fire services.

Fiscal Year: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations. Columbia County's fiscal year begins on July 1 and ends on June 30.

Fixed Assets: Assets which are intended to be held or used for a long term, such as land, buildings, improvements, machinery and equipment. In common usage, the term refers only to operating facilities and equipment, not to long-term investments and other non-current assets.

Fleet Replacement Fund: An internal service fund to finance the acquisition of new and replacement vehicles and equipment for the General Fund and IPTF.

Fringe Benefits: Payments made by the County to cover pensions, health insurance, life insurance, Medicare tax, worker's compensation and other benefits to County employees.

Fund: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance: The net of total assets and total liabilities in governmental funds and trust funds.

GAAP: Generally Accepted Accounting Principles – uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

GASB: Governmental Account Standards Board – the authoritative

accounting and financial reporting standard-setting body for government entities.

GASB 34: Passed by the Governmental Standard's Board in June 1999, this statement establishes a new framework for the financial reports of state and local governments. This new financial reporting model represents the biggest single change in the history of governmental accounting and financial reporting.

General Fund: The fund used to account for all financial resources except those required to be accounted for in another fund.

General Obligation Bonds: Method of raising funds for long-term capital financing. The State of Georgia requires approval by referendum and the debt ceiling is ten percent of the assessed value of all taxable property.

General Property Taxes: Taxes levied on all property located in or owned by the citizens of Columbia County.

Georgia Superior Court Clerks' Cooperative Authority Fund - A special revenue fund used to account for funds mandated to be used to administer a statewide index for real estate and personal property records, pursuant to OCGA 15-6-94.

Goals: Broad aims of the County and/or departments toward which programs, projects and services are directed.

Governmental Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. The measurement focus in these fund types is on the determination of financial position rather than on net income determination. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

Grants: External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

Green Space: Land which is left undeveloped by private citizens or the county.

Homestead Exemption: A tax relief whereby state law permits local governments to exempt a fixed dollar amount of the appraised value of the qualifying residential property from taxation.

Infrastructure: The basic facilities, equipment, and installations needed for the function of a system or organization (e.g. roads, bridges, water/sewer lines, public buildings).

Insurance Premium Tax Fund: A fund to finance various departments with revenue from insurance premium taxes. Departments included in this fund are traffic engineering, construction and maintenance, and fleet fire services.

Intangible Property: A category of personal property that includes stocks, taxable bonds and cash.

Interfund Reimbursements: Payments from funds responsible for particular expenditures or expenses to the funds

that initially paid for them. These are treated as an adjustment to expenses or expenditures.

Interfund Transfers: The flow of assets from one fund without the equivalent flow of assets in return from another fund and without a requirement for repayment. They are often the interfund equivalent of operating subsidies. As such, their purpose is to support the normal level of operations in the recipient fund. For any one transaction, the transfer-in and the transfer-out must be classified in the same way, so that the total operating transfers-in for the entire county equal the total transfers-out. These are treated as other financing sources and uses.

Intergovernmental Revenues: Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Service Fund: A proprietary fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis.

Jail Fund: A special revenue fund to account for fines charged by Columbia County to be used for jail improvements.

Law Library Fund: A special revenue fund to account for activity of the Columbia County Law Library.

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

Library Board Fund - A special revenue fund used to account for the activity of the Columbia County Library Board.

Licenses & Permits: Fees collected for the issuance of licenses and permits such as business licenses, building and sign permits.

Lodging Tax Fund: A special revenue fund to finance tourism and marketing programs within the County.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Millage Rate: The property tax rate which is set by the Board of Commissioners.

Miscellaneous Revenue: All revenue received not otherwise classified into line item.

Mission Statement: Statement of what the County does and why and for whom it does it. A statement of purpose. Also applies to departments within the County.

Modified Accrual Basis: The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for: (1) prepaid insurance and similar items which need not be reported; (2)

accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; and (3) principal and interest on long-term debt which are generally recognized when due. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting.

Motor Vehicle Tax: Taxes levied on vehicles designed primarily for use upon public roads.

Multiple Grant Fund: A special revenue fund to account for various grants provided to the County from state and federal agencies for specific purposes.

OCGA: Official Code of Georgia Annotated – Georgia Law as enacted by the Georgia Legislature.

Open Records Act: A legislative act which authorizes public access to certain records classified as public information.

Operating Budget: The portion of the County budget pertaining to daily operations that provide basic services. The operating budget contains appropriations for such expenditures as salaries, fringe benefits, commodities, goods and services.

Operating Expenditures: Costs associated with the non-capitalized materials and services required in the daily operation of service delivery such as office supplies, maintenance supplies, professional services, and rental fees.

Operating Services: Expenditures for goods and services which primarily benefit the current period and are not defined as capital or personal services.

Ordinance: See "Budget Resolution or Ordinance"

Other Financing Sources: Non-operating revenue received used to assist with county operations such as insurance recoveries, gift/donations, and the sale of surplus fixed assets.

Other Taxes: Taxes collected as authorized by Georgia Law or County Ordinance such as sales tax, beer tax, and hotel-motel tax.

Penalties & Interest: Fees collected for violations or delinquent payments.

Personal Property: Mobile property not attached to real estate, including tangible property (furniture, equipment, inventory, and vehicles) and intangible property (stocks, taxable bonds, and cash).

Personal Services: Expenses for salaries, wages, overtime, expense allowances, worker's compensation, health/life insurance, retirement employee benefits, and other benefits.

Proprietary Fund Types: Sometimes referred to as income determination or commercial-type funds, the classification is used to account for a government's ongoing organizations and activities that are similar to those often in the private sector.

Real Property: Immobile property such as land, natural resources above and below the ground, and fixed improvements to land.

Recreation Advisory Board Fund - A special revenue fund used to account for various projects sponsored by the Recreation Advisory Board to raise funds for recreation equipment.

Rental Facilities Fund: An enterprise fund used to account for the operations and maintenance of all County rental facilities.

Reserves: Appropriations of funds set aside to cover unanticipated or contingent expenses, shortfalls in revenues and special trusts.

Resolution: See "Budget Resolution or Ordinance"

Revenues: (1) Increases in governmental fund type net current assets other than expenditure refunds and residual equity transfers. (2) Increases in proprietary fund type net total assets from sources other than expense refunds, capital contributions, and residual equity transfers.

Revenue Bond: A certificate of debt issued by a government in which the payment of the original investment plus interest is guaranteed by specific revenues generated by the project financed.

RFP: Request for Proposal – document requesting vendors to respond with a proposal for a specific project or service outlined in the request.

Risk Management Fund: An internal service fund to finance automobile, general liability and property liability risk from loss.

Sheriff's Gift/Donations Fund - A special revenue fund used to account for funds donated to the Sheriff's office from external persons or entities.

Solid Waste Management Fund - An enterprise fund used to account for the cost of operating and maintaining the landfill facility.

Special Revenue Fund: A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for a specific purpose.

SPLOST: Special Purpose Local Option Sales Tax – a sales tax imposed in the county for a predetermined period to be used for a specific purpose. A SPLOST must be approved by the citizens of the county through a majority vote.

Special Local Option Sales Tax Fund 2001-2005 - A capital projects fund used to account for the property acquisition and construction of projects designated to be funded by revenue from the special purpose local option sales tax collected during 2001 through 2005.

Special Local Option Sales Tax Fund 2006-2010 – This Capital Projects Fund accounts for the property acquisition and construction of projects designated to be funded by revenue from the special purpose local option sales tax collected during 2006 through 2010.

State Condemnation Fund - A special revenue fund used to account for assets seized or confiscated by state courts.

Storm Water Utility Fund – An enterprise fund used to account for the cost of providing storm water management services and maintaining and improving the County's storm water infrastructure.

Street Lights Fund - A special revenue fund used to account for the street light assessments used for maintenance of street lights in certain subdivisions.

Supplemental Juvenile Services Fund - A special revenue fund used to account for fines charged to juvenile offenders to be used for juvenile services.

Tangible Property: Category of personal property that has physical form and substance such as furniture, equipment, and inventory.

Tax Digest: A listing of property owners within the county, their property's assessed value, and the amount of taxes due.

Tax Exemption: Immunity from the obligation of paying taxes in whole or in part.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

Unencumbered Appropriation: That portion of an appropriation not yet expended or encumbered.

Water and Sewerage Fund – An enterprise fund used to account for water and sewer operations as well as construction and maintenance of water and sewerage projects.



Columbia County Board of Commissioners
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