

**City of St. Marys  
FY2013 Budget Requests**

General Fund	\$8,655,394
Water & Sewer	\$6,404,681
Solid Waste	\$1,209,176
SPLOST V	\$0
SPLOST VI	\$4,831,403
Tourism	\$155,146
Multi-Grant	\$222,850
<u>Aquatic Center</u>	<u>\$377,602</u>
Total All Funds	\$21,856,252

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**General Fund Revenues**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Property Taxes</b>						
Real Property-Current Year	31.1100	3,255,300	2,715,000	2,800,000	2,800,000	2,800,000
Overpayments/Adjust Taxes	31.1190	5	0	0	0	0
2009 & Prior Years Property Tax Collection	31.1208	0	90,000	90,000	90,000	90,000
		<b>3,255,305</b>	<b>2,805,000</b>	<b>2,890,000</b>	<b>2,890,000</b>	<b>2,890,000</b>
<b>Personal Property Taxes</b>						
Motor Vehicle	31.1310	180,330	195,000	190,000	190,000	190,000
Mobile Home	31.1320	5,652	6,500	6,000	6,000	6,000
Payment in Lieu of Taxes	31.1390	0	2,500	0	0	0
Railroad Tax	31.1391	2,448	2,500	2,500	2,500	2,500
		<b>188,430</b>	<b>206,500</b>	<b>198,500</b>	<b>198,500</b>	<b>198,500</b>
<b>Real Estate Transfer Tax</b>						
Real Estate Transfer Tax	31.1600	6,689	8,000	6,500	6,500	6,500
Recording Intangible Tax	31.1610	44,027	50,000	40,000	40,000	40,000
		<b>50,716</b>	<b>58,000</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>
<b>Franchise Taxes</b>						
Georgia Power	31.1710	680,788	685,000	750,000	750,000	750,000
Okefenokee Electric	31.1711	51,875	51,750	51,750	51,750	51,750
Gas Franchise	31.1730	21,208	20,000	20,000	20,000	20,000
Cable TV Franchise	31.1750	96,708	97,500	96,500	96,500	96,500
Telephone Franchise	31.1760	23,743	23,500	24,000	24,000	24,000
		<b>874,322</b>	<b>877,750</b>	<b>942,250</b>	<b>942,250</b>	<b>942,250</b>
<b>Sales &amp; Use Taxes</b>						
Local Option Sales and Use	31.3100	1,817,866	1,900,000	1,950,000	1,950,000	1,950,000

**General Fund Revenues**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Alcoholic Beverage Excise	31.4200	196,642	222,000	210,000	210,000	210,000
Insurance Premiums	31.6200	740,779	730,000	810,000	810,000	810,000
Financial Institutions	31.6300	28,440	27,000	27,000	27,000	27,000
		<b>2,783,727</b>	<b>2,879,000</b>	<b>2,997,000</b>	<b>2,997,000</b>	<b>2,997,000</b>
<b>Investment Income</b>						
Penalty and Interest on Delinquent Taxes	31.9100	62,238	40,000	75,000	75,000	75,000
FIFA Legal Process Fees	31.9500	0	100	0	0	0
		<b>62,238</b>	<b>40,100</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Licenses and Permits</b>						
Beer & Wine License	32.1100	78,450	85,000	85,000	85,000	85,000
General Business License	32.1200	126,410	125,000	125,000	125,000	125,000
Business License Insurance	32.1220	19,650	21,000	22,000	22,000	22,000
Building Permits	32.2100	65,802	60,000	65,000	65,000	65,000
Zoning Fees	32.2210	3,800	2,500	4,000	4,000	4,000
Land Disturbing Fees	32.2211	150	500	500	500	500
Sign Permits	32.2230	2,805	2,500	3,000	3,000	3,000
		<b>297,067</b>	<b>296,500</b>	<b>304,500</b>	<b>304,500</b>	<b>304,500</b>
<b>Regulatory Fees</b>						
Gaming Fees	32.3200	0	0	1,500	1,500	1,500
Plan Review Fees	32.3910	15,597	15,000	15,000	15,000	15,000
		<b>15,597</b>	<b>15,000</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>
<b>Charges for Services</b>						
Copies Sold - Admin	34.1700	9,570	10,000	5,500	5,500	5,500
Copies Sold - Police Dept	34.1705	5,976	7,000	5,000	5,000	5,000

### General Fund Revenues

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Copies Sold - Library	34.1710	2,437	2,000	3,000	3,000	3,000
Copies Sold - Planning & Building	34.1715	443	500	200	200	200
Qualifying Fees	34.1910	0	2,500	0	0	0
NSF Fees	34.4212	0	120	120	120	120
		<b>18,426</b>	<b>22,120</b>	<b>13,820</b>	<b>13,820</b>	<b>13,820</b>
<b>Culture &amp; Recreation</b>						
Retail Sales - Orange Hall	34.7200	72	100	100	100	100
Tours - Orange Hall	34.7205	9,237	9,000	9,000	9,000	9,000
Program Income - Senior Center	34.7500	6,261	5,000	7,000	7,000	7,000
		<b>15,570</b>	<b>14,100</b>	<b>16,100</b>	<b>16,100</b>	<b>16,100</b>
<b>Other Charges for Services</b>						
Cemetery Fees	34.9100	40,940	35,000	20,000	20,000	20,000
Administrative Fees - Tourism	34.9900	3,600	3,600	3,600	3,600	3,600
Administrative Fees - SPLOST	34.9910	19,839	5,000	5,500	5,500	5,500
		<b>64,379</b>	<b>43,600</b>	<b>29,100</b>	<b>29,100</b>	<b>29,100</b>
<b>Fines &amp; Forfeitures</b>						
Court Fines Base	35.1170	281,127	325,000	260,000	260,000	260,000
Court Fines Fees	35.1171	118,574	130,000	92,000	92,000	92,000
Court Fines - DUI Victims	35.1172	2,135	2,500	2,500	2,500	2,500
Brain & Spinal Fund	35.1178	1,747	1,750	1,750	1,750	1,750
Probation Fees	35.1179	1,093	900	900	900	900
Traffic Citation Fees	35.1180	19,789	18,000	17,000	17,000	17,000
Library Fines/Collections	35.1300	4,318	4,000	4,500	4,500	4,500
Penalty/Late Charge - Police	35.1400	8,015	7,000	6,000	6,000	6,000

**General Fund Revenues**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Court Contempt Fees	35.1402	9,817	7,500	6,500	6,500	6,500
City Legal Court Fees	35.1405	2,445	1,500	50	50	50
		<b>449,060</b>	<b>498,150</b>	<b>391,200</b>	<b>391,200</b>	<b>391,200</b>
<b>Investment Income</b>						
Interest Earned	36.1000	12,961	13,500	8,500	8,500	8,500
		<b>12,961</b>	<b>13,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>
<b>Contributions &amp; Donations</b>						
Orange Hall Donations	37.2000	44	40	100	100	100
		<b>44</b>	<b>40</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Miscellaneous</b>						
Fund Equity	38.0001	0	61,664	47,629	81,626	76,474
Rental Income	38.1000	290,065	255,000	295,000	295,000	295,000
Special Events Rental	38.1010	5,300	7,500	7,000	7,000	7,000
Miscellaneous Income	38.9010	35,534	23,600	20,000	20,000	20,000
Shared Services Solid Waste/SPLOST	38.9020	427,976	125,000	75,000	75,000	75,000
Shared Services - IDA	38.9025	37,500	0	0	0	0
Shared Services - Cumberland Harbor	38.9030	35,000	60,000	0	0	0
Shared Services - Hospital Authority	38.9032	25,000	25,000	25,000	25,000	25,000
		<b>856,375</b>	<b>557,764</b>	<b>469,629</b>	<b>503,626</b>	<b>498,474</b>
<b>Interfund Transfers</b>						
Operating Transfer In Multi Grant	39.1200	211,059	223,000	222,850	222,850	222,850
Operating Transfer In SPLOST	39.1204	67,082	0	0	0	0
		<b>278,141</b>	<b>223,000</b>	<b>222,850</b>	<b>222,850</b>	<b>222,850</b>

**General Fund Revenues**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Other Proceeds</b>						
Sale of City Property	39.2200	14,602	5,000	5,000	5,000	5,000
Loan Proceeds	39.3010	0	120,000	0	0	0
		14,602	125,000	5,000	5,000	5,000
<b>Total Revenues</b>		<b>9,236,960</b>	<b>8,675,124</b>	<b>8,626,549</b>	<b>8,660,546</b>	<b>8,655,394</b>

## General Fund Department Requests

Legislative	180,207
Executive	258,817
Finance	987,899
IT	206,349
HR	106,159
General Gov't Bldgs	155,626
Municipal Court	220,760
Police	2,311,445
Fire	1,715,964
Public Works	1,199,180
Highways & Streets	315,000
Cemetery	71,658
Senior Center	117,220
Parks	47,320
Library	299,855
Building	121,669
Planning	157,987
Economic Development	151,517
Airport	5,000
Special Facilities	25,762
	<hr/>
	8,655,394

**Legislative Expenditures**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	56,932	47,450	47,434	47,434	47,434
Legislative salaries	51.1115	63,900	65,400	65,400	65,400	65,400
Overtime	51.1300	3,927	4,000	4,000	4,000	4,000
Group Health/Dental	51.2105	464	481	483	673	460
Group Life Insurance	51.2110	111	126	111	111	117
FICA contributions (employer)	51.2200	9,509	8,950	8,938	8,938	8,938
Retirement contributions (employer)	51.2400	4,561	4,624	6,093	6,094	6,094
Workers' compensation	51.2700	316	828	203	203	203
		<b>139,720</b>	<b>131,859</b>	<b>132,662</b>	<b>132,853</b>	<b>132,646</b>
<b>Purchased/Contracted Services</b>						
Office equipment maintenance	52.2203	2,486	3,500	3,000	3,000	3,000
Public official liability	52.3150	13,034	16,275	13,756	13,756	13,756
Telephone	52.3210	3,128	3,300	3,300	3,300	3,300
Postage	52.3220	327	400	400	400	400
Advertising	52.3300	720	700	700	700	700
Printing and binding	52.3400	204	300	225	225	225
Travel	52.3500	1,034	4,300	3,000	10,000	10,000
Dues and fees	52.3600	344	700	600	600	600
Education and training	52.3700	0	1,500	750	4,250	4,250
		<b>21,277</b>	<b>30,975</b>	<b>25,731</b>	<b>36,231</b>	<b>36,231</b>
<b>Supplies</b>						
Office supplies	53.1110	124	400	200	200	200
Computer supplies	53.1120	716	700	700	700	700

**Legislative Expenditures**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Copier supplies	53.1130	881	700	700	700	700
Miscellaneous supplies	53.1140	1,140	1,900	1,200	1,200	1,200
Small equipment	53.1600	728	400	5,730	5,730	1,730
Codification	53.1791	3,504	4,000	6,000	6,000	6,000
Election expense	53.1792	0	13,000	0	0	0
		<b>7,093</b>	<b>21,100</b>	<b>14,530</b>	<b>14,530</b>	<b>10,530</b>
<b>Payments to Others</b>						
Kings Bay Chamber	57.2200	764	800	800	800	800
		<b>764</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>
<b>Debt Service</b>						
Capital Lease - Principal - Scanner	58.1201	7,360	0	0	0	0
Capital Lease - Interest - Scanner	58.2299	252	0	0	0	0
		<b>7,612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>176,466</b>	<b>184,734</b>	<b>173,723</b>	<b>184,414</b>	<b>180,207</b>

## Legislative Expenditure Descriptions

Account #		Amount
<b><u>Salaries, Wages and Employee Benefits</u></b>		
51.1100	Regular employees	\$ 47,434
51.1115	Legislative salaries	\$ 65,400
51.1300	Overtime	\$ 4,000
51.2105	Group Health/Dental	\$ 460
51.2110	Group Life Insurance	\$ 117
51.2200	FICA contributions (employer) <i>Salaries and overtime x 7.65%</i>	\$ 8,938
51.2400	Retirement contributions (employer)	\$ 6,094
51.2700	Workers' compensation	\$ 203
<b><u>Purchased/Contracted Services</u></b>		
52.2203	Office equipment maintenance <i>Sound System, Scanner and Copier</i>	\$ 3,000
52.3150	Public official liability insurance <i>Mayor and Council</i>	\$ 13,756
52.3210	Telephone	\$ 3,300

## Legislative Expenditure Descriptions

Account #		Amount
	<i>Mayor, Council, City Clerk, Asst., Cell Phone, Blackberry &amp; DSL</i>	
52.3220	Postage	\$ 400
52.3300	Advertising	\$ 700
	<i>Alcohol License, Public Hearings, Legislation, Misc., etc.</i>	
52.3400	Printing and binding	\$ 225
	<i>Two for one specials on Business Cards</i>	
52.3500	Travel	\$ 10,000
	<i>Washington, Atlanta Fly-In (Mayor &amp; Pro Tem), GMA &amp; Clerk's Certification</i>	
52.3600	Dues and fees	\$ 600
	<i>SAVE Program Federally Mandated, GMCFOA &amp; IIMC</i>	
52.3700	Education and training	\$ 4,250
	<i>Council Training/Luncheons, GMA &amp; Clerk's Certification</i>	
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 200
	<i>File folders, labels, laser tabs, calendars, binders, post-its, etc.</i>	
53.1120	Computer supplies	\$ 700
	<i>Printer cartridges, tablet batteries, etc.</i>	

### Legislative Expenditure Descriptions

Account #		Amount
53.1130	Copier supplies <i>Paper and Costs Per Copy</i>	\$ 700
53.1140	Miscellaneous supplies <i>Vending, Water, Name Tags, Batteries, Wipes, Onaments, etc.</i>	\$ 1,200
53.1600	Small equipment <i>Scanner, Laptop - Clerk</i>	\$ 1,730
53.1791	Codification <i>Ordinances</i>	\$ 6,000
57.2200	Kings Bay Chamber <i>City Dues</i>	\$ 800
<b>Total</b>		<b>\$ 180,207</b>

## Legislative Detail Descriptions

Account #			
	<b><u>Salaries, Wages and Employee Benefits</u></b>		
51.1100	Regular employees <i>This line item represents the salary of one full-time employee with no increase planned for raises or COLA.</i>	\$	47,434
51.1115	Legislative salaries <i>This line item represents the salaries for the Mayor and six Council members. Increases could be provided in accordance with House Rules by a majority vote of the council during a non election year. No increase is planned at this time.</i>	\$	65,400
51.1300	Overtime <i>At the 50% mark of the FY 2012 budget, the department has spent 39.32% of the \$4,000 designated for overtime. Considering there are 6 months remaining in the FY 2012 budget, there is reason to believe that the appropriated funds will be expensed.</i>	\$	4,000
51.2105	Group Health/Dental <i>This line item represents an estimate provided by the Finance Department for one full-time employee's dental only.</i>	\$	460
51.2110	Group Life Insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	117
51.2200	FICA contributions (employer) <i>This line item represents an estimate in salaries and overtime x 7.65% provided by the Finance Department for this purpose.</i>	\$	8,938
51.2400	Retirement contributions (employer) <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	6,094
51.2700	Workers' compensation <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	203
	<b><u>Purchased/Contracted Services</u></b>		
52.2203	Office equipment maintenance <i>The department currently has lease agreements with Shell for the scanner(\$3,889), BIS for the digital recorder (\$2,992) and Herrin for the copy machine. (The scanner cost is split between Legislative, Building and Planning) Building, Planning and Municipal Court share the costs with Legislative for the digital recorder. The copy machine cost is split between Legislative and Executive.</i>	\$	3,000
52.3150	Public Official Liability <i>This line item represents the estimate provided by Finance Department for the elected officials liability insurance.</i>	\$	13,756
52.3210	Telephone <i>This line item covers three landlines, TDS DSL internet service, the Mayor's blackberry and City Clerk's cell phone.</i>	\$	3,300

## Legislative Detail Descriptions

Account #		\$	
52.3220	Postage <i>This line item covers regular mail postage, certified mail, council action, alcohol license renewals records requests, correspondences, etc.</i>	400	
52.3300	Advertising <i>This line item covers the advertising of alcohol license and general public hearings, legislation, legal ads, etc.</i>	700	
52.3400	Printing and binding <i>This line item covers the two for one specials on business cards for the department.</i>	225	
52.3500	Travel <i>This line item covers travel expenses for the Mayor &amp; Mayor Pro Tem to the Washington, Atlanta Fly-Ins, GMA and City Clerk's certification</i>	10,000	
52.3600	Dues and fees <i>This line item covers the filing fees for the Federally mandated SAVE Program, GMCFOA &amp; IIMC memberships for the Clerk</i>	600	
52.3700	Education and training <i>This line item covers the expenses for Council training, GMA, business luncheons &amp; Clerk's Certification</i>	4,250	
	<b><u>Supplies</u></b>		
53.1110	Office supplies <i>This line item covers the costs of file folders, labels, laser tabs, calendars, binders, post-its, pens, tape, paper clips, markers, notebooks, binders, envelopes, etc.</i>	200	
53.1120	Computer supplies <i>This line item covers the costs for cartridges on 4 printers, CD's for record requests, Council laptop batteries, cords, etc.</i>	700	
53.1130	Copier supplies <i>This line item covers the cost of paper used for several printers; the Executive Department copier, council packets, contracts, agendas, ordinances, printing color copies, record requests, etc.</i>	700	
53.1140	Miscellaneous supplies <i>Miscellaneous supplies consists of Council's drinking water, vending machine supplies, name tag replacements, microphone batteries, cleaning supplies, etc.</i>	1,200	
53.1600	Small equipment <i>This line item is used to replace small equipment such as the document scanner and the clerk's laptop The scanner has reached the end of its life cycle. The</i>	1,730	

## Legislative Detail Descriptions

Account #

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*Clerk's laptop has been updated to add more memory and several batteries were replaced. We are experiencing problems with booting up and locking up the system causing continual shutdowns for less efficiency.*

53.1791 Codification \$ 6,000

*At the 50% mark of the FY 2012 budget, the department had spent 86.78% of the \$4,000 designated for Codification of City's Ordinances. Considering there is 6 months left in FY 2012, monies will need to either be moved from other departments or taken from contingency to cover the costs to amend ordinances. Additionally, Municipal Code Corporation has increased the annual costs for internet search and posting to \$550 (\$400)*

57.2200 Kings Bay Chamber of Commerce \$ 800

*This line item covers the cost of the City's municipal membership dues to Camden County Chamber of Commerce.*

**\$ 180,207**

## Executive Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	118,070	172,995	125,272	125,272	125,272
Overtime	51.1300	160	500	100	100	100
Group Health/Dental	51.2105	309	18,642	9,391	11,095	11,102
Health Clinic	51.2107	0	0	0	228	228
Group Life Insurance	51.2110	185	333	222	222	234
FICA contributions (employer)	51.2200	8,790	13,311	9,591	9,591	9,591
Retirement contributions (employer)	51.2400	9,176	15,965	15,317	15,317	15,317
Tuition reimbursement	51.2500	0	1,200	0	0	0
Workers' compensation	51.2700	4,443	5,470	453	453	453
Clothing allowance	51.2930	0	500	0	0	0
		<b>141,133</b>	<b>228,916</b>	<b>160,346</b>	<b>162,278</b>	<b>162,297</b>
<b>Purchased/Contracted Services</b>						
Legal	52.1220	175,810	165,000	90,000	90,000	75,000
Employment physicals	52.1231	0	200	0	0	0
Copier maintenance	52.2202	216	1,500	1,500	1,500	1,500
Telephone	52.3210	2,711	4,230	3,500	3,500	3,500
Postage	52.3220	52	350	200	200	200
Advertising	52.3300	353	100	100	100	100
Printing and binding	52.3400	79	200	100	100	100
Travel	52.3500	12,575	7,000	4,000	4,000	4,000
Dues and fees	52.3600	25	1,000	1,020	1,020	1,020
Professional subscriptions	52.3610	150	300	150	150	150
Education and training	52.3700	669	2,000	1,500	1,500	1,500

**Executive Expenditures**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Other	52.3900	100	300	100	100	100
		<b>192,740</b>	<b>182,180</b>	<b>102,170</b>	<b>102,170</b>	<b>87,170</b>
<b>Supplies</b>						
Office supplies	53.1110	412	350	300	300	300
Computer supplies	53.1120	304	400	300	300	300
Copier supplies	53.1130	251	350	300	300	300
Miscellaneous supplies	53.1140	1,495	1,000	750	750	750
Gasoline	53.1270	2,069	3,000	3,000	3,000	3,000
Small equipment	53.1600	633	700	200	200	200
Small equipment - furniture	53.1620	0	400	4,000	4,000	4,000
Vehicle repair supplies	53.1723	1,178	1,000	500	500	500
		<b>6,342</b>	<b>7,200</b>	<b>9,350</b>	<b>9,350</b>	<b>9,350</b>
<b>Capital Outlay</b>						
Land	54.1300	1,317,405	0	0	0	0
		<b>1,317,405</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Service</b>						
Capital Lease - Principal - Vehicle	58.1209	8,977	3,429	0	0	0
Capital Lease - Interest - Vehicle	58.2209	773	24	0	0	0
		<b>9,750</b>	<b>3,453</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>1,667,370</b>	<b>421,749</b>	<b>271,866</b>	<b>273,798</b>	<b>258,817</b>

## Executive Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 125,272
51.1300	Overtime	\$ 100
51.2105	Group Health/Dental	\$ 11,102
51.2107	Health Clinic	\$ 228
51.2110	Group Life Insurance	\$ 234
51.2200	FICA contributions (employer) <i>Salaries and overtime x 7.65%</i>	\$ 9,591
51.2400	Retirement contributions (employer)	\$ 15,317
51.2700	Workers' Compensation	\$ 453
	<b><u>Purchased/Contracted Services</u></b>	
52.1220	Legal	\$ 75,000
52.2202	Copier maintenance	\$ 1,500
52.3210	Telephone	\$ 3,500
52.3220	Postage	\$ 200

## Executive Expenditure Descriptions

<u>Account #</u>			<u>Amount</u>
52.3300	Advertising	\$	100
52.3400	Printing and binding	\$	100
52.3500	Travel	\$	4,000
52.3600	Dues and fees	\$	1,020
52.3610	Professional subscriptions	\$	150
52.3700	Education and training	\$	1,500
52.3900	Other	\$	100
	<b><u>Supplies</u></b>		
53.1110	Office supplies	\$	300
53.1120	Computer supplies	\$	300
53.1130	Copier supplies	\$	300
53.1140	Miscellaneous supplies	\$	750
53.1270	Gasoline	\$	3,000

**Executive Expenditure Descriptions**

<u>Account #</u>			<u>Amount</u>
53.1600	Small equipment	\$	200
53.1620	Small equipment - furniture	\$	4,000
53.1723	Vehicle repair supplies	\$	500
		<b>Total</b>	<u>\$ 258,817</u>

## Finance Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	99,802	100,255	102,844	102,765	102,765
Overtime	51.1300	2,882	4,500	3,000	3,000	3,000
Group Health/Dental Ins	51.2105	25,894	27,038	29,819	41,448	41,537
Health Clinic	51.2107	0	0	0	2,273	2,273
Wellness Program	51.2108	0	0	0	0	13,500
Group Life Insurance	51.2110	400	452	400	400	422
FICA contributions (employer)	51.2200	7,317	8,055	7,868	8,092	8,092
Retirement contribution (employer)	51.2400	23,651	25,155	24,897	24,897	24,897
Tuition reimbursements	51.2500	483	2,000	1,000	1,000	1,000
Unemployment insurance	51.2600	323	400	350	350	350
Workers' Compensation	51.2700	967	1,400	684	684	684
		<b>161,719</b>	<b>169,255</b>	<b>170,862</b>	<b>184,909</b>	<b>198,520</b>

### Purchased/Contracted Services

Audit	52.1210	9,800	12,000	12,000	12,000	12,000
Employment physicals & tests	52.1231	0	50	0	0	0
Computer maintenance	52.2201	31,952	20,000	22,000	22,000	22,000
Copier maintenance	52.2202	2,478	2,500	2,500	2,500	2,500
Office equipment maintenance	52.2203	2,510	2,500	2,515	2,515	2,515
Alarm system maintenance	52.2205	475	450	450	450	450
Telephone	52.3210	4,768	4,500	4,500	5,000	5,000
Postage	52.3220	1,660	3,000	1,700	1,700	1,700
Advertising	52.3300	1,968	2,750	2,000	2,000	2,000
Travel	52.3500	45	2,000	1,500	1,500	1,500

### Finance Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Dues and fees	52.3600	629	1,000	650	650	650
Professional subscriptions	52.3610	197	200	200	200	200
CGRDC Dues	52.3620	16,404	16,404	17,122	17,122	17,122
GMA Dues	52.3630	5,574	8,000	8,000	8,000	8,000
Bank fees	52.3680	0	100	50	50	50
Education and training	52.3700	953	2,800	1,500	1,500	1,500
		<b>79,413</b>	<b>78,254</b>	<b>76,687</b>	<b>77,187</b>	<b>77,187</b>
<b>Supplies</b>						
Office supplies	53.1110	1,327	2,500	1,500	1,500	1,500
Computer supplies	53.1120	2,859	4,000	3,000	3,000	3,000
Copier supplies	53.1130	3,331	3,550	3,500	3,500	3,500
Miscellaneous supplies	53.1140	5,120	5,000	5,200	5,000	5,000
Small equipment	53.1600	324	2,500	2,000	2,000	2,000
Small equipment supplies	53.1601	235	0	0	0	0
Tax administration	53.1790	16,447	15,000	18,000	18,000	18,000
		<b>29,643</b>	<b>32,550</b>	<b>33,200</b>	<b>33,000</b>	<b>33,000</b>
<b>Other Costs</b>						
Camden House	57.2300	6,000	6,000	6,000	6,000	10,000
PSA Funding	57.2500	451,692	451,692	451,692	451,692	451,692
		<b>457,692</b>	<b>457,692</b>	<b>457,692</b>	<b>457,692</b>	<b>461,692</b>
<b>Contingencies</b>						
Contingencies	57.9100	0	150,000	150,000	210,500	210,500
		<b>0</b>	<b>150,000</b>	<b>150,000</b>	<b>210,500</b>	<b>210,500</b>

**Finance Expenditures**

		<b>Actual</b>	<b>Proposed</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Debt Service</b>						
Capital Lease - Principal Office Equipment	58.1201	2,719	688	0	0	0
Capital Lease - Interest Office Equipment	58.2201	51	3	0	0	0
		<b>2,770</b>	<b>691</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Operating Transfers</b>						
Operating transfer out to Tourism	61.1015	17,000	7,000	7,000	7,000	7,000
Operating transfer out to Aquatic Park	61.1050	6,910	6,910	0	0	0
		<b>23,910</b>	<b>13,910</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Total Expenditures</b>		<b>755,147</b>	<b>902,352</b>	<b>895,441</b>	<b>970,288</b>	<b>987,899</b>

## Finance Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 102,765
51.1300	Overtime	\$ 3,000
51.2105	Group Health/Dental Insurance	\$ 41,537
51.2107	Health Clinic	\$ 2,273
51.2108	Wellness Program	\$ 13,500
51.2110	Group Life Insurance	\$ 422
51.2200	FICA contributions (employer) <i>Salaries and wages x 7.65%</i>	\$ 8,092
51.2400	Retirement Contribution Employer <i>GMA Retirement Plan \$20,000</i>	\$ 24,897
51.2500	Tuition reimbursements	\$ 1,000
51.2600	Unemployment insurance	\$ 350
51.2700	Workers' Compensation	\$ 684
	<b><u>Purchased/Contracted Services</u></b>	

### Finance Expenditure Descriptions

Account #		Amount
52.1210	Audit	\$ 12,000
52.2201	Computer maintenance	\$ 22,000
52.2202	Copier maintenance	\$ 2,500
52.2203	Office equipment maintenance	\$ 2,515
52.2205	Alarm system maintenance	\$ 450
52.3210	Telephone	\$ 5,000
	<i>Includes long distance, cellular and internet services</i>	
52.3220	Postage	\$ 1,700
52.3300	Advertising	\$ 2,000
	<i>Public Hearings - Budget &amp; Millage</i>	
52.3500	Travel	\$ 1,500
	<i>Finance Level 1, GGFOA, Incode</i>	
	<i>Accounting/Purchasing to keep certification</i>	
52.3600	Dues and fees	\$ 650
52.3610	Professional subscriptions	\$ 200
	<i>Subscription to payroll updates</i>	

## Finance Expenditure Descriptions

Account #		Amount
52.3620	CGRDC Dues	\$ 17,122
52.3630	GMA Dues	\$ 8,000
52.3680	Bank fees	\$ 50
52.3700	Education and training	\$ 1,500
	<i>Finance Level I, GGFOA, Incode</i>	
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 1,500
53.1120	Computer supplies	\$ 3,000
53.1130	Copier supplies	\$ 3,500
53.1140	Miscellaneous supplies	\$ 5,000
53.1600	Small equipment	\$ 2,000
	<i>Computers/Printer</i>	
53.1790	Tax administration	\$ 18,000
	<b><u>Other Costs</u></b>	
57.2300	Camden House	\$ 10,000

## Finance Expenditure Descriptions

Account #		Amount
57.2500	PSA Funding	\$ 451,692
	<b><u>Contingencies</u></b>	
57.9100	Contingencies <i>General Fund</i>	\$ 210,500
	<b><u>Operating Transfers</u></b>	
61.1015	Operating Transfer Out - Tourism	\$ 7,000
	<b>Total</b>	<b>\$ 987,899</b>

## Finance Detail Descriptions

Account #	Amount
<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100 Regular employees <i>10 Full Time Employees - % allocated to various funds</i>	\$ 102,765
51.1300 Overtime <i>Employees receive o/t during audit preparation, payroll processing, tax season, budget prep, 2 employees fill in at UB during cut off/due date and when someone is out.</i>	\$ 3,000
51.2105 Group Health/Dental Insurance <i>7 Family coverage - 3 Single coverage % allocated to various funds</i>	\$ 41,537
51.2107 Health Clinic <i>Clinic funding - based on number of participants who elected health/rx</i>	\$ 2,273
51.2108 Wellness Program <i>Incentives to employees for developing healthy living habits</i>	\$ 13,500
51.2110 Group Life Insurance <i>City paid Life (50,000) and Accidental Death &amp; Dismemberment</i>	\$ 422
51.2200 FICA contributions (employer) <i>Regular, overtime, sale of leave x 7.65%</i>	\$ 8,092
51.2400 Retirement contribution employer <i>VALIC base &amp; match - also includes GMA retirement</i>	\$ 24,897
51.2500 Tuition reimbursements <i>1 employee currently using the tuition reimbursement program</i>	\$ 1,000
51.2600 Unemployment Insurance <i>Georgia Department of Labor bills quarterly for unemployment claims</i>	\$ 350
51.2700 Workers' Compensation <i>Key Risk - 10 employees at clerical rate .22 per \$100 - \$1000 deductible</i>	\$ 684
<b><u>Purchased/Contracted Services</u></b>	
52.1210 Audit <i>Maulden &amp; Jenkins - Auditors, % billed to Finance. Progress billing - Final bill \$9800 2010-2011 \$11,500 2011-2012</i>	\$ 12,000
52.2201 Computer maintenance <i>2011 Expenditures Capital Data - 173.00 Mth = \$2076</i>	\$ 22,000

## Finance Detail Descriptions

Account #	Amount
<i>Tyler - Annual Software Maintenance Building Projects \$963</i> <i>Tyler Output Processor Server \$688</i> <i>Tyler Content Manager \$875</i> <i>Tyler June 2011 - May 2012 \$6262.20</i> <i>Additional Designer \$144.90</i> <i>Current Tax file Import Utility \$433.65</i> <i>Delinquents &amp; History \$591.15</i> <i>Property Tax Management \$3937.50</i> <i>Report Writer \$1155.00</i> <i>Tyler - Officer Exporter May 2011 - Apr 2012 \$288.75</i> <i>Tyler -Central Cash Collection, Enhanced UB Printing, Utility CIS System</i> <i>Utility Handheld Meter-Reader Interface - \$3465.00 (% of Finance)</i> <i>Tyler - Fixed Assets, Project Accounting, Online Training Center \$4746.55</i> <i>Tyler - Time Clock Import \$433.65</i> <i>Tyler - Time Entry, GASB Module, HR Pkg, Payroll/Personnel - \$5952.45</i> <i>Tyler - Custom Programming - statement date on tax bill \$250.00</i> <i>Tyler - AcuCorp AcuServer, Basic Network Support Svcs, Core Financials</i> <i>Forms Overlay, Purchase orders, Secure Signatures \$6077.40</i>	
52.2202 Copier maintenance 2011 - 2012 <i>Sharp MX-4501N</i> <i>JAN - MAR 2011 18,212 B/W 8,983 Color \$757.28</i> <i>APR - JUN 2011 33,709 B/W 8,969 Color \$926.88</i> <i>JULY - SEPT 2011 10,134 B/W 11,714 Color \$837.74</i> <i>OCT - DEC 2011</i>	\$ 2,500
52.2203 Office equipment maintenance FY2011 <i>Mail Finance - Postage Machine Lease \$126.00 mth = \$1512.00</i> <i>Capital Data - Maintenance Kits - \$184.00</i> <i>Modular Mailing - Postage increase - \$250.00</i> <i>Service Agreement - Modular Mailing 1 year -\$351.00</i>	\$ 2,515
52.2205 Alarm system maintenance <i>IDS Alarm Services, Inc.</i> <i>\$35.00 mth/\$105.00 qtr City Hall Alarm monitoring</i>	\$ 450
52.3210 Telephone <i>TDS Telecom - Service 9 lines 20.43 ea (ISDN) = 2206.00</i> <i>TDS Telecom - DSL split \$106.36 mth = \$1277.00</i> <i>Alltel - cell phones Director/Asst. Dir \$170.15 + 44.65 (base) = \$2577.60</i> <i>(Director phone pays the Business pkg plan fee)</i>	\$ 5,000

## Finance Detail Descriptions

Account #	Amount
	<i>Windstream - long distance provider .07 per minute - avg 51.38 mth = 617.00 yr</i>
52.3220 Postage <i>Property Taxes pre-sort, FedEx fees, Department postage usage A/P mailing, Cert. NSF mailing, W2 mailing, bid packages</i>	\$ 1,700
52.3300 Advertising <i>Millage Rate advertisement, Budget hearings advertisement RFP/Bids Advertisement Tribune &amp; Georgia - Legal organ of County/City</i>	\$ 2,000
52.3500 Travel <i>Per Diems, Meals if day trip, registrations Carl Vinson Institute of Gov't Finance Officer Program Purchasing classes GPAG - NGIP Georgia Governmental Finance Officers Association</i>	\$ 1,500
52.3600 Dues and fees <i>Georgia Superior Court Clerks - monthly access \$ 11.95 (was 9.95) GGFOA memberships x 2 \$50.00 Notary renewals - 4 x \$37.50 ea NIGP memberships - 3 @ \$110 ea GPAG memberships - 2 @ \$50.00 American Payroll Association dues \$ 254.00 yr (includes subscription to magazine and periodicals)</i>	\$ 650
52.3610 Professional subscriptions <i>Tribune &amp; Georgia - \$27.00 Public Records Publications (green sheets) \$120.00</i>	\$ 200
52.3620 CGRDC Dues <i>Coastal Georgia Regional Development 4101.00 per qtr in 2011 OCCA 50-8-30 membership mandate \$1.00 per Capita Dues (2010 census 17,121)</i>	\$ 17,122
52.3630 GMA Dues <i>Georgia Municipal Association Unemployment Program - \$322.80 (based on # of employees - 50.00 admin fee) billed annually Membership dues \$5574.22(base fee \$1389.00/.24967 per capita)</i>	\$ 8,000
52.3680 Bank fees <i>Finance charges</i>	\$ 50
52.3700 Education and training	\$ 1,500

## Finance Detail Descriptions

Account #	Amount
<i>Registration fees, Online training fees, web conference</i>	
<b><u>Supplies</u></b>	
53.1110 Office supplies <i>envelopes, staples, folders, tape, calendars, post its, report covers, calc paper, pens, sharpies, correction tape, notebooks, index tabs</i>	\$ 1,500
53.1120 Computer supplies <i>ink cartridges, printer toner, power strips</i>	\$ 3,000
53.1130 Copier supplies <i>copy paper</i>	\$ 3,500
53.1140 Miscellaneous supplies <i>recorder cartridges, printed forms (PO's, W2's, 1099's), Christmas party items, batteries, notary stamps</i>	\$ 5,000
53.1600 Small equipment <i>computers/printer</i>	\$ 2,000
53.1790 Tax administration <i>FIFA fees, cancellations Permit for presort postage Tax envelopes</i>	\$ 18,000
<b><u>Other Costs</u></b>	
57.2300 Camden House <i>contribution for battered women's shelter</i>	\$ 10,000
57.2500 PSA Funding <i>Parks, Pools, Rec sports, Sr. Citizens activities for three cities in Camden County 37641.00 month</i>	\$ 451,692
<b><u>Contingencies</u></b>	
57.9100 Contingencies <i>General Fund</i>	\$ 210,500
<b><u>Operating Transfers</u></b>	
61.1015 Operating Transfer Out - Tourism	\$ 7,000
<b>Total</b>	<b>\$ 987,899</b>

### Information Technology Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	98,623	98,343	100,866	100,867	100,867
Overtime	51.1300	77	100	100	100	100
Group Health/Dental	51.2105	12,266	13,387	13,399	18,624	18,655
Health Clinic	51.2107	0	0	0	455	455
Group Life Insurance	51.2110	222	251	222	222	234
FICA contributions (employer)	51.2200	7,165	7,531	7,724	7,724	7,724
Retirement contributions (employer)	51.2400	3,937	3,938	4,919	4,920	4,920
Tuition reimbursement	51.2500	0	0	2,000	0	0
Workers' compensation	51.2700	246	760	164	164	164
		<b>122,536</b>	<b>124,310</b>	<b>129,394</b>	<b>133,076</b>	<b>133,119</b>
<b>Purchased/Contracted Services</b>						
Computer maintenance	52.2201	22,152	21,900	32,900	22,700	22,700
Vehicle Repairs	52.2223	11	500	500	0	0
Telephone	52.3210	3,284	3,000	3,000	3,000	3,000
Travel	52.3500	871	0	1,900	1,900	1,900
Dues and fees	52.3600	75	75	75	75	75
Professional subscriptions	52.3610	1,453	250	250	250	250
Education and training	52.3700	399	0	2,500	705	705
		<b>28,245</b>	<b>25,725</b>	<b>41,125</b>	<b>28,630</b>	<b>28,630</b>
<b>Supplies</b>						
Office supplies	53.1110	790	750	750	750	750
Computer supplies	53.1120	2,383	1,000	1,000	1,000	1,000
Miscellaneous supplies	53.1140	684	500	500	500	500

### Information Technology Expenditures

	Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
Gasoline	53.1270	229	300	400	400	400
Small equipment - Computer	53.1610	8,584	1,000	105,450	1,950	1,950
		<b>12,670</b>	<b>3,550</b>	<b>108,100</b>	<b>4,600</b>	<b>4,600</b>
<b>Capital Outlays</b>						
Equipment	54.2500	0	0	0	40,000	40,000
		<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>
<b>Debt Service</b>						
Capital Lease - Principal - Ford Escape	58.1202	3,221	3,100	0	0	0
Capital Lease - Interest - Ford Escape	58.2202	109	235	0	0	0
		<b>3,330</b>	<b>3,335</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>166,781</b>	<b>156,920</b>	<b>278,619</b>	<b>206,306</b>	<b>206,349</b>

## Information Technology Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 100,867
51.1300	Overtime	\$ 100
51.2105	Group Health/Dental	\$ 18,655
51.2107	Health Clinic	\$ 455
51.2110	Group Life Insurance	\$ 234
51.2200	FICA contributions (employer) <i>Salaries and wages x 7.65%</i>	\$ 7,724
51.2400	Retirement contributions (employer)	\$ 4,920
51.2700	Workers' Compensation	\$ 164
	<b><u>Purchased/Contracted Services</u></b>	
52.2201	Computer Maintenance	\$ 22,700
	<i>Office 365 - \$11,000</i>	
	<i>Website - \$2,400</i>	
	<i>Vipre Antivirus - \$3,000</i>	
	<i>Network Performance Monitoring - \$5,500</i>	
	<i>Copier Maintenance - See Planning/Building</i>	
	<i>.GOV Domain Name - \$125</i>	
	<i>Remote Access Support Software - \$675</i>	

### Information Technology Expenditure Descriptions

Account #		Amount
52.3210	Telephone	\$ 3,000
52.3500	Travel	\$ 1,900
52.3600	Dues and fees <i>GMIS - \$75</i>	\$ 75
52.3610	Professional subscriptions <i>TechNet/MSDN Subscription - \$250</i>	\$ 250
52.3700	Education and training	\$ 705
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 750
53.1120	Computer supplies	\$ 1,000
53.1140	Miscellaneous supplies	\$ 500
53.1270	Gasoline	\$ 400
53.1610	Small Equipment - computers <i>IT small equipment - \$1,000</i> <i>Laptop - \$950</i>	\$ 1,950

### Information Technology Expenditure Descriptions

Account #		Amount
54.2500	Equipment	\$ 40,000
	<i>(1) Rack mount Server - \$15,000</i>	
	<i>Virtual Desktop Interface System - \$25,000</i>	
	<b>Total</b>	<b>\$ 206,349</b>

## Human Resource Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	62,586	65,375	74,957	74,957	74,957
Group Health/Dental	51.2105	8,629	9,386	9,390	13,053	13,062
Health Clinic	51.2107	0	0	0	228	228
Group Life Insurance	51.2110	111	126	111	111	117
FICA contributions (employer)	51.2200	4,535	5,001	5,734	5,735	5,735
Retirement contributions (employer)	51.2400	2,343	2,343	4,653	4,101	4,101
Workers' compensation	51.2700	162	751	134	134	134
		<b>78,366</b>	<b>82,982</b>	<b>94,979</b>	<b>98,319</b>	<b>98,334</b>
<b>Purchased/Contracted Services</b>						
Employee testing & physicals	52.1231	3,329	4,000	2,600	2,600	2,600
Computer maintenance	52.2201	0	100	100	100	100
Telephone	52.3210	2,206	2,000	2,000	2,000	2,000
Postage	52.3220	30	25	25	25	25
Dues and fees	52.3600	198	300	300	300	300
Professional subscriptions	52.3610	50	200	200	200	200
Education and training	52.3700	990	500	500	500	500
Other	52.3900	1,153	1,500	1,500	1,500	1,500
		<b>7,956</b>	<b>8,625</b>	<b>7,225</b>	<b>7,225</b>	<b>7,225</b>
<b>Supplies</b>						
Office supplies	53.1110	211	100	100	100	100
Miscellaneous supplies	53.1140	267	500	500	500	500
		<b>478</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Total Expenditures</b>		<b>86,800</b>	<b>92,207</b>	<b>102,804</b>	<b>106,144</b>	<b>106,159</b>

## Human Resource Expenditure Descriptions

Account #		Amount
<b><u>Salaries, Wages and Employee Benefits</u></b>		
51.1100	Regular employees <i>Includes salary for part-time floater position</i>	\$ 74,957
51.2105	Group Health/Dental	\$ 13,062
51.2107	Health Clinic	\$ 228
51.2110	Group Life Insurance	\$ 117
51.2200	FICA contributions (employer) <i>Salaries x 7.65%</i>	\$ 5,735
51.2400	Retirement contributions (employer)	\$ 4,101
51.2700	Workers' Compensation	\$ 134
<b><u>Purchased/Contracted Services</u></b>		
52.1231	Employee testing & physicals <i>Employee Assistance Program</i>	\$ 2,600
52.2201	Computer maintenance	\$ 100
52.3210	Telephone	\$ 2,000
52.3220	Postage	\$ 25

## Human Resource Expenditure Descriptions

Account #		Amount
52.3600	Dues and fees <i>Society for Human Resources, Georgia Local Personnel Association</i>	\$ 300
52.3610	Professional subscriptions <i>Subscription to HR.BLR-website for training materials, forms, law updates, etc.</i>	\$ 200
52.3700	Education and training	\$ 500
52.3900	Other <i>Employee Appreciation &amp; Employee of the Month/Year</i>	\$ 1,500
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 100
53.1140	Miscellaneous supplies <i>Includes misc. safety supplies for all departments</i>	\$ 500
	<b>Total</b>	<b>\$ 106,159</b>

**General Government Building Expenditures**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Purchased/Contracted Services</b>						
Custodial	52.2130	21,639	16,000	16,000	16,000	16,600
Building repairs	52.2221	27,111	13,000	12,000	12,000	12,000
Property/Liability Ins	52.3110	56,600	55,500	54,333	54,333	54,333
		<b>105,350</b>	<b>84,500</b>	<b>82,333</b>	<b>82,333</b>	<b>82,933</b>
<b>Supplies</b>						
Water/sewerage	53.1210	12,351	5,000	5,550	5,550	5,550
Electricity	53.1230	50,292	50,000	50,000	50,000	50,000
Building repair supplies	53.1721	18,510	18,000	15,000	15,000	15,000
		<b>81,153</b>	<b>73,000</b>	<b>70,550</b>	<b>70,550</b>	<b>70,550</b>
<b>Capital Outlays</b>						
Site improvements	54.1200	0	5,000	5,000	0	0
		<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>Debt Service</b>						
Capital Lease - Principal - Sound System	58.1204	5,999	6,225	2,127	2,127	2,127
Capital Lease Interest - Sound System	58.2204	431	205	16	16	16
		<b>6,430</b>	<b>6,430</b>	<b>2,143</b>	<b>2,143</b>	<b>2,143</b>
<b>Total Expenditures</b>		<b>192,933</b>	<b>168,930</b>	<b>160,026</b>	<b>155,026</b>	<b>155,626</b>

## General Government Buildings Expenditure Descriptions

Account #		Amount
	<b><u>Purchased/Contracted Services</u></b>	
52.2130	Custodial <i>57% of Contract</i> <i>Public Works/Police Dept/Coast Guard</i> <i>City Hall/Sr Ctr/Rec Ctr/Orange Hall &amp; WF Park Restrooms</i>	\$ 16,600
52.2221	Building repairs <i>Air conditioning in all buildings (service work)</i> <i>Fire extinguisher service for all buildings</i> <i>Telephone line repairs</i> <i>Miscellaneous unpredicted repairs</i>	\$ 12,000
52.3110	Property/Liability Insurance	\$ 54,333
	<b><u>Supplies</u></b>	
53.1210	Water/Sewerage <i>Public Works (85%)</i>	\$ 5,550
53.1230	Electricity <i>All public works buildings</i>	\$ 50,000
53.1721	Building repair supplies - All City buildings <i>Electrical repairs</i> <i>HVAC repairs</i> <i>Plumbing repairs</i> <i>Misc. lumber and painting</i>	\$ 15,000

### General Government Buildings Expenditure Descriptions

<u>Account #</u>		<u>Amount</u>
	<i>Lock &amp; latch, &amp; misc. hardware sets for all buildings</i>	
	<i>Miscellaneous unpredicted repair supplies</i>	
	<b><u>Debt Service</u></b>	
58.1204	Other Debt - Principal	\$ 2,127
58.2204	Other Debt - Interest	\$ 16
	<b>Total</b>	<b><u>\$ 155,626</u></b>

## General Governmental Buildings Detail Description

Account #			
	<b><u>Purchased/Contracted Services</u></b>		
52.2130	Custodial <i>This line item is used to cover the janitorial contract for all City buildings. The contract is also split with both the water department and sewer department contributing to the payment of the contract.</i>	\$	16,600
52.2221	Building Repairs <i>This line item is used to fund contracted services such as air conditioning repairs, telephone system repairs, fire extinguisher services/inspections, mold remediation, or other similar type services needed for City facilities. Some departments have line items in their budgets to cover expenses for their facilities.</i>	\$	12,000
52.3110	Property/Liability Insurance <i>This line item is provided by the Finance Department.</i>	\$	54,333
	<b><u>Supplies</u></b>		
53.1210	Water/Sewerage <i>This line item covers the water and sewer bills for the Public Works facility. This line item was increased based on the average monthly expenditure of \$462 for the current fiscal year. Extending the monthly average to an annual expense equates to \$5544 annually.</i>	\$	5,550
53.1230	Electricity <i>This line item is used to cover the electricity for the Public Works facility. Over the last three years, the average annual expenditure has been \$50,075. However, in the current fiscal year, we are averaging \$3500/month which equates to \$42,000/year. This budget line was kept at \$50,000 to allow for any increases by Georgia Power.</i>	\$	50,000
53.1721	Building Repair Supplies <i>This line item is used to purchase any materials needed for repairs, such as paint, brushes, lumber, electrical supplies, plumbing supplies, doors, hardware, etc. Over the past three years, we have averaged spending \$19,393 annually. In the current fiscal year, we are averaging \$1043/month which equates to \$12,507 projected for the year. However, unforeseen repairs could increase this projection. Therefore, this line item was only reduced to \$15,000 for FY13.</i>	\$	15,000
	<b><u>Debt Service</u></b>		
58.1204	Capital Lease - Principal - Sound System <i>Determined by the Finance Department</i>	\$	2,127
58.2204	Capital Lease - Interest - Sound System <i>Determined by the Finance Department</i>	\$	16
		<b>\$</b>	<b>155,626</b>

### Municipal Court Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Judge	51.1105	12,000	15,000	15,000	15,000	12,000
Court Clerks	51.1110	39,550	35,527	35,527	35,527	35,527
Temporary employees	51.1200	5,295	0	0	0	0
Overtime	51.1310	263	500	500	300	300
Group Health/Dental	51.2105	464	481	174	242	161
Group Life Insurance	51.2110	111	126	111	111	117
FICA contributions (employer)	51.2200	2,983	2,757	2,757	2,741	2,741
Retirement contribution (employer)	51.2400	1,436	1,442	2,507	2,508	2,508
Workers' Compensation	51.2700	96	636	82	82	82
		<b>62,198</b>	<b>56,469</b>	<b>56,658</b>	<b>56,511</b>	<b>53,436</b>
<b>Purchased/Contracted Services</b>						
Other professional services	52.1240	1,832	8,500	8,500	8,500	8,500
Computer maintenance	52.2201	131	0	0	0	0
Equipment maintenance	52.2203	974	1,023	1,023	1,023	1,023
Telephone	52.3210	1,183	1,100	1,100	1,100	1,100
Postage	52.3220	232	450	450	250	250
Travel	52.3500	2,730	2,500	2,500	2,500	2,500
Dues & fees	52.3600	256	1,000	1,000	1,000	1,000
Bank fees	52.3680	0	3,601	3,601	3,601	3,601
Education and training	52.3700	770	2,000	2,000	2,000	2,000
		<b>8,108</b>	<b>20,174</b>	<b>20,174</b>	<b>19,974</b>	<b>19,974</b>
<b>Supplies</b>						
Copier supplies	53.1130	576	700	700	700	700
Miscellaneous supplies	53.1140	424	500	500	500	500

## Municipal Court Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Small equipment	53.1600	494	2,500	0	0	0
		<b>1,494</b>	<b>3,700</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
<b>Other Costs</b>						
Court Ware Fee	57.3170	18,964	18,000	18,000	18,000	18,000
DATE	57.3171	3,126	4,000	4,000	4,000	4,000
DETF - GSCCCA	57.3172	12,315	12,000	12,000	12,000	12,000
County jail fund	57.3173	28,143	26,500	26,500	26,500	26,500
Local victims fund	57.3174	14,025	15,000	15,000	15,000	15,000
DUI victims fund	57.3175	550	2,500	2,500	2,500	2,500
POPT Police training fund	57.3176	59,543	49,000	49,000	49,000	49,000
Police Officers A&B fund	57.3177	17,577	16,500	16,500	16,500	16,500
Brain & spinal injury fund	57.3178	1,097	1,750	1,750	1,750	1,750
Probation fee	57.3179	858	900	900	900	900
		<b>156,198</b>	<b>146,149</b>	<b>146,150</b>	<b>146,150</b>	<b>146,150</b>
<b>Total Expenditures</b>		<b>227,998</b>	<b>226,492</b>	<b>224,182</b>	<b>223,835</b>	<b>220,760</b>

## Municipal Court Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1105	Municipal Judge	\$ 12,000
51.1110	Court clerks	\$ 35,527
51.1310	Court overtime	\$ 300
51.2105	Group Health/Dental Insurance	\$ 161
51.2110	Group Life Insurance	\$ 117
51.2200	FICA contributions (employer) <i>Salaries and overtime x 7.65%</i>	\$ 2,741
51.2400	Retirement contribution (employer)	\$ 2,508
51.2700	Workers' Compensation	\$ 82
	<b><u>Purchased/Contracted Services</u></b>	
52.1240	Other professional services <i>Court Reporter/Interpreter/Public Defender</i>	\$ 8,500
52.2203	Equipment maintenance <i>Sound Equipment</i>	\$ 1,023
52.3210	Telephone	\$ 1,100

## Municipal Court Expenditure Descriptions

Account #		Amount
52.3220	Postage	\$ 250
52.3500	Travel	\$ 2,500
52.3600	Dues & fees	\$ 1,000
52.3680	Bank fees	\$ 3,601
52.3700	Education and training	\$ 2,000
	<i>Judges training, mandatory training for courts</i>	
	<b><u>Supplies</u></b>	
53.1130	Copier supplies	\$ 700
53.1140	Miscellaneous supplies	\$ 500
	<i>Pens, paper, envelopes, sanitizer, etc.</i>	
	<b><u>Other Costs</u></b> - <i>Pass-through funds from Court Fines</i>	
57.3170	Court Ware Fee	\$ 18,000
57.3171	DATE	\$ 4,000
57.3172	DETF - GSCCCA	\$ 12,000
57.3173	County jail fund	\$ 26,500

### Municipal Court Expenditure Descriptions

<u>Account #</u>			<u>Amount</u>
57.3174	Local victims fund	\$	15,000
57.3175	DUI victims fund	\$	2,500
57.3176	POPT Police training fund	\$	49,000
57.3177	Police Officers A&B fund	\$	16,500
57.3178	Brain & spinal injury fund	\$	1,750
57.3179	Probation fees	\$	900
		<b>Total</b>	<u><u>\$ 220,760</u></u>

## Police Department Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	1,462,510	1,386,894	1,359,872	1,331,895	1,331,895
Overtime - Regular employees	51.1300	83,569	80,000	75,000	70,000	70,000
Group Health/Dental	51.2105	203,718	208,430	209,495	291,199	275,820
Health Clinic	51.2107	0	0	0	5,682	5,682
Group Life Insurance	51.2110	4,190	4,107	3,996	3,996	4,212
FICA contributions (employer)	51.2200	112,554	112,218	109,941	107,456	107,456
Retirement contribution (employer)	51.2400	46,184	57,583	74,670	75,420	75,420
Unemployment insurance	51.2600	4,950	8,500	4,500	4,500	4,500
Workers' Compensation	51.2700	38,033	36,365	38,898	38,898	38,898
Clothing allowance	51.2930	3,000	2,500	2,750	2,750	2,750
		<b>1,958,708</b>	<b>1,896,597</b>	<b>1,879,122</b>	<b>1,931,796</b>	<b>1,916,633</b>
<b>Purchased/Contracted Services</b>						
Medical	52.1230	16,470	21,000	34,000	24,000	24,000
Computer maintenance	52.2201	7,914	4,000	3,953	3,953	3,953
Copier maintenance	52.2202	7,011	8,000	5,500	7,000	7,000
Radio maintenance	52.2204	2,454	7,500	1,900	1,900	1,900
Alarm system maintenance	52.2205	1,190	800	800	800	800
Small equipment repairs	52.2216	706	500	980	980	980
Radio & electronics repairs	52.2220	7,947	2,000	10,000	10,000	10,000
Building repairs	52.2221	15,577	5,000	15,000	13,000	13,000
Vehicle repairs	52.2223	8,784	10,000	10,000	8,000	8,000
Property/Liability Insurance	52.3110	28,278	33,000	32,846	32,846	32,846
Telephone	52.3210	14,520	17,236	12,000	12,250	12,250

## Police Department Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Computer links	52.3211	766	2,060	920	920	920
Postage	52.3220	685	750	600	600	600
Printing & binding	52.3400	595	0	500	500	500
Travel	52.3500	8,357	500	10,565	11,865	11,865
Dues and fees	52.3600	923	850	740	740	740
Education and training	52.3700	1,836	500	4,395	3,200	3,200
		<b>124,013</b>	<b>113,696</b>	<b>144,699</b>	<b>132,554</b>	<b>132,554</b>

### Supplies

Office supplies	53.1110	3,470	1,000	2,000	2,000	2,000
Computer supplies	53.1120	3,450	3,000	3,500	3,500	3,500
Copier supplies	53.1130	911	1,500	700	700	700
Miscellaneous supplies	53.1140	3,832	1,500	2,500	2,500	2,500
Criminal Investigation supplies	53.1160	6,639	2,500	5,298	3,798	3,798
Water/sewerage	53.1210	3,417	3,500	2,500	2,500	2,500
Electricity	53.1230	31,306	45,000	35,000	32,000	32,000
Street lighting	53.1231	232	200	300	300	300
Gasoline	53.1270	102,845	118,853	100,018	97,240	97,240
Books and periodicals	53.1400	3,247	2,250	2,938	2,938	2,938
Small equipment	53.1600	37,968	8,150	21,479	10,073	10,073
Small equipment supplies	53.1601	418	500	1,500	500	500
Small equipment - computers & software	53.1610	325	500	13,217	11,057	11,057
Safety supplies	53.1701	204	1,000	1,000	1,000	1,000
Uniforms & replacements	53.1702	20,133	17,553	17,853	17,853	17,853
Building repair supplies	53.1721	1,836	5,000	3,500	3,500	3,500

**Police Department Expenditures**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Vehicle repair supplies	53.1723	19,484	20,000	20,000	20,000	20,000
		<b>239,717</b>	<b>232,006</b>	<b>233,303</b>	<b>211,459</b>	<b>211,459</b>
<b>Capital Outlays</b>						
Vehicles	54.2200	0	120,000	0	0	0
Equipment	54.2500	29,690	0	0	0	0
		<b>29,690</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Debt Service</b>						
Capital Lease - Principal - Vehicles	58.1207	127,257	69,054	49,923	48,931	48,931
Capital Lease - Interest - Vehicles	58.2207	5,054	6,406	876	1,868	1,868
		<b>132,311</b>	<b>75,460</b>	<b>50,799</b>	<b>50,799</b>	<b>50,799</b>
<b>Total Expenditures</b>		<b>2,484,439</b>	<b>2,437,759</b>	<b>2,307,923</b>	<b>2,326,608</b>	<b>2,311,445</b>

## Police Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 1,331,895
51.1300	Overtime <i>Courts, Grand Jury, Prelims, ALS hearing, special details, covert ops, special training, disaster response, festivals, filling vacant watch postings and 12-hour shift</i>	\$ 70,000
51.2105	Group Health/Dental	\$ 275,820
51.2107	Health Clinic	\$ 5,682
51.2110	Group Life insurance	\$ 4,212
51.2200	FICA contributions (employer) <i>Salaries, wages and clothing allowance x 7.65%</i>	\$ 107,456
51.2400	Retirement - Employer Contribution	\$ 75,420
51.2600	Unemployment insurance	\$ 4,500
51.2700	Workers' Compensation	\$ 38,898
51.2930	Clothing allowance	\$ 2,750
	<i>Plain-clothes Officers @ \$500.00 (5 Detectives)</i>	\$ 2,500
	<i>Property and Evidence Technician</i>	\$ 250

## Police Expenditure Descriptions

Account #		Amount
	<b><u>Purchased/Contracted Services</u></b>	
52.1230	Medical	\$ 24,000
	<i>Pre-detention clearances at Camden Medical</i>	\$ 18,400
	<i>Sexual Assault examinations (average of 10 per year at \$300 each)</i>	\$ 3,000
	<i>K-9 Veterinary Services</i>	\$ 2,600
52.2201	Computer maintenance	\$ 3,953
	<i>Eagle (Report Management Software)</i>	\$ 3,953
52.2202	Copier maintenance	\$ 7,000
	<i>Lease=\$3,70; Service=\$750 quarterly; usage varies</i>	
	<i>FY 2012 Average Monthly Billing - \$454.43 x 12 = \$5,453</i>	
52.2204	Radio maintenance	\$ 1,900
	<i>Hasty's Motorola service/maintenance agreement</i>	
52.2205	Alarm monitoring	\$ 800
	<i>Monthly monitoring and Fire inspection-PD and Coast Guard</i>	\$ 720
	<i>Contingency to cover repair call charges</i>	\$ 80
52.2216	Small equipment repairs	\$ 980
	<i>Annual certification of narcotics scale/weights (required to use)</i>	\$ 730
	<i>Contingency for unplanned damages based on 5-year average</i>	\$ 250
52.2220	Radio & electronics repairs	\$ 10,000

## Police Expenditure Descriptions

Account #		Amount
	<i>Radar calibrations, service calls, based on 5-year average</i>	
52.2221	Building repairs	\$ 13,000
	<i>General building maintenance, based on 5-year average</i>	\$ 8,000
	<i>Replace water heater</i>	\$ 5,000
52.2223	Vehicle repairs	\$ 8,000
	<i>Any work on vehicles done outside of the City Shop</i>	
52.3110	Property/Liability insurance	\$ 32,846
	<i>Determined by Finance</i>	
52.3210	Telephone	\$ 12,250
	<i>TDS, cell phones, TDS Internet, long distance</i>	
	<i>\$970/mo. 7/11-1/12</i>	
	<i>Chief cell phone</i>	
52.3211	Computer links	\$ 920
	<i>Web Hosting Services (Bobcop)</i>	\$ 500
	<i>LEMS JX (GCIC hosting)</i>	\$ 420
52.3220	Postage	\$ 600
	<i>Certified mail, postage on delivered orders, returns, etc.</i>	
52.3400	Printing and binding	\$ 500
	<i>Evidence and Property Custody forms</i>	\$ 500

## Police Expenditure Descriptions

Account #		Amount
52.3500	Travel	\$ 11,865
	<i>Hotel for 2 at the Police Academy</i>	\$ 4,070
	<i>Per Diem for 2 at the Police Academy (\$35 x 55 days)</i>	\$ 1,925
	<i>Per Diem for TAC and Chief's conferences (\$35 x 6 days)</i>	\$ 210
	<i>Hotel for SRO, TAC and Chief's Conferences (\$135 x 6 days)</i>	\$ 810
	<i>Per Diem for departmental travel (2 x 40-hr. classes/shift &amp; K-9)</i>	\$ 1,750
	<i>Per Diem for Requested CID Training (6 weeks total)</i>	\$ 1,050
	<i>Hotel for requested CID training (6 weeks total)</i>	\$ 1,800
	<i>Lodging at the training center</i>	\$ 250
52.3600	Dues & fees	\$ 740
	<i>Tax Commissioner/Motor Vehicle Department</i>	\$ 250
	<i>GACP</i>	\$ 150
	<i>POST - Radar Certifications</i>	\$ 100
	<i>National Tactical Officer's Association (NTOA)</i>	\$ 150
	<i>NAWDA (K-9) Memberships x 2</i>	\$ 90
52.3700	Education and training	\$ 3,200
	<i>Conference fees (Chief &amp; TAC)</i>	\$ 600
	<i>Tuition for external training, all employees (\$500 ea. x 4 classes)</i>	\$ 2,000
	<i>CVSA Recertification (\$300 x 2 examiners)</i>	\$ 600
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 2,000
	<i>Note pads, binders, file folders, envelopes, pens/markers, etc.</i>	

## Police Expenditure Descriptions

Account #		Amount
53.1120	Computer supplies <i>Printer ink, disks, cables, ICOP DVR discs, etc.</i> <i>CID mini DVR tapes, SD media, Flash media, etc.</i>	\$ 3,500
53.1130	Copier supplies <i>Paper, toner/ink, etc. for 6 different office machines</i>	\$ 700
53.1140	Miscellaneous supplies <i>Water, cleaning supplies, paper towels, etc.</i>	\$ 2,500
53.1160	Criminal Investigation supplies	\$ 3,798
	<i>Undercover operations funds</i>	\$ 300
	<i>Latent print lifting supplies</i>	\$ 423
	<i>Barrier tape</i>	\$ 38
	<i>Casting/Impression Collection Supplies</i>	\$ 110
	<i>Photography Supplies</i>	\$ 22
	<i>Tubing dispenser</i>	\$ 28
	<i>Evidence tags/labels and marking supplies</i>	\$ 100
	<i>Various boxes, jars, tubes, bags &amp; envelopes-evidence packaging</i>	\$ 481
	<i>Drug Test Kits</i>	\$ 2,297
53.1210	Water/Sewerage <i>Average use 7/11-1/12 = \$205/month (\$2,460)</i>	\$ 2,500
53.1230	Electricity	\$ 32,000

## Police Expenditure Descriptions

Account #	Amount
<i>Average use 7/11-1/12 = \$2688/month (\$32,256)</i>	
53.1231	Street lighting
	\$ 300
<i>Average use 7/11-1/12 = \$25/month (\$300)</i>	
53.1270	Gasoline
	\$ 97,240
<b>Patrol Officers</b>	
	<i>Average Miles driven per officer per day = 90</i>
	<i>Estimated miles per year per officer = 16,380</i>
	<i>Patrol Division Miles (22 positions) = 360,360</i>
<b>Administrative Personnel</b>	
	<i>100 Miles/pay period x 11 Officers x 26 pay periods (miles/yr) = 28,600</i>
	<b>Total Departmental Miles = 388,960</b>
	<i>Total Gallons of Fuel (total miles divided by 14 MPG) = 27,783</i>
	<i>Estimated cost for fuel by the gallon = \$ 3.50</i>
	<b>Total budget need (gallons multiplied by cost/gallon) = \$ 97,240</b>
<b>(Projection based on FY2012 average use of \$8,428/mo. = <u>\$101,136</u>)</b>	
53.1400	Books and periodicals
	\$ 2,938
	<i>Ticket books \$ 1,750</i>
	<i>Ga. Code Books \$ 918</i>
	<i>Ga. Court Procedure/Ga. Criminal Trial Procedure books - CID \$ 270</i>
53.1600	Small equipment
	\$ 10,073
	<i>Taser Batteries (16 x \$38) \$ 608</i>
	<i>Ammunition \$ 5,486</i>

## Police Expenditure Descriptions

Account #		Amount
	<i>Targets, safety glasses and other range supplies</i>	\$ 500
	<i>Replace ICOP batteries (18 x \$22)</i>	\$ 396
	<i>Replace damaged radio mics, antennas and batteries (5 each)</i>	\$ 565
	<i>HEPA respirator with filters - CID</i>	\$ 88
	<i>K-9 Training aids, replacement items, kennel supplies, etc.</i>	\$ 750
	<i>K-9 food, 2 dogs</i>	\$ 1,680
53.1601	Small equipment supplies	\$ 500
	<i>Armorer's supplies - whole department</i>	
	<i>Rechargeable batteries, cords, etc.</i>	
53.1610	Small equipment - computers & software	\$ 11,057
	<i>Laptop batteries (\$110 x 2)</i>	\$ 220
	<i>Wireless keyboard &amp; mouse (Chief)</i>	\$ 40
	<i>Desktop Computers in CID (4 x \$720)</i>	\$ 2,880
	<i>Interview Room Software (Precise Digital)</i>	\$ 7,917
53.1701	Safety supplies	\$ 1,000
	<i>Replacement batteries, marking tape, marking paint,</i>	
	<i>flashlight, ASP baton, restraints, vests, keys, etc.</i>	
53.1702	Uniforms and replacements	\$ 17,853
	<i>28 sets of uniform items (\$300 per officer)</i>	\$ 8,400
	<i>Uniforms for new officers - turnover (3 @ \$651)</i>	\$ 1,953
	<i>Funds for replacement items</i>	\$ 1,000
	<i>Badges and patches</i>	\$ 500

**Police Expenditure Descriptions**

Account #		Amount
	<i>Reserve and Auxiliary Uniform items</i>	0
	<i>Body Armor ( 10 x \$550 per unit)</i>	\$ 5,500
	<i>Leather gear and personal equipment - replacement</i>	\$ 500
53.1721	Building repair supplies <i>Light bulbs, paint, sheetrock repairs, etc.</i>	\$ 3,500
53.1723	Vehicle repair supplies <i>Parts and supplies for work completed at City Shop</i>	\$ 20,000
	<b><u>Debt Service</u></b>	
58.1207	Capital Lease - Principal	\$ 48,931
58.2207	Capital Lease - Interest - Vehicles	\$ 1,868
	<b>Total</b>	<b>\$ 2,311,445</b>

## Police Department Detail Description

Account #			
	<b><u>Salaries, Wages and Employee Benefits</u></b>		
51.1100	Regular employees <i>This line item represents the salaries of existing personnel with no increases planned for raises or COLA. (33 Certified Officers and 3.5 Support Staff.)</i>	\$	1,331,895
51.1300	Overtime <i>At the 50% mark of the FY 2012 budget, the department had spent 44.91% of the \$80,000 designated for overtime. (\$4,072.00 under budget.) Considering that there is only one more festival for the FY 2012 budget and there is reason to assume that further savings in this line item are likely to be seen before the end of the year, the projected need for the FY 2013 budget was set at \$70,000.00. Further reductions are not recommended with the approach of storm season.</i>	\$	70,000
51.2105	Group Health/Dental <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	275,820
51.2107	Health Clinic <i>Based on number of employees on plan for Health/Rx</i>	\$	5,682
51.2110	Group Life Insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	4,212
51.2200	FICA contributions (employer) <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	107,456
51.2400	Retirement - Employer Contribution <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	75,420
51.2600	Unemployment insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	4,500
51.2700	Workers Comp <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	38,898
51.2930	Clothing allowance <i>The clothing allowance that is given to the Detectives is used to cover the cost of clothing and of dry cleaning services during the year. This allowance is given to them in the form of a check, which is taxed before the detective receives it. This request also includes a \$250 clothing allowance for the Property and Evidence Technician. This is a position that requires the employee to often work in areas that are dirty or even hazardous. This position has never had a clothing allowance, and the employee has been required to provide her own clothes. This would allow the employee to wear a departmental polo-style shirt with sturdy pants for working in the property/evidence room, our lab, and in the field at crime scenes.</i>	\$	2,750

## Police Department Detail Description

<u>Purchased/Contracted Services</u>		\$	
52.1230	<p><b>Medical</b></p> <p><i>During the first six months of the FY 2012 budget, the department averaged spending approximately \$2,500.00 per month for medical purposes. Projected over the course of a year, this indicates a need for \$30,000.00 for medical clearances. Additionally, the department has annual requirements to take the narcotic-detecting K-9's for veterinary check-ups, and \$500.00 per dog has been allocated for regular veterinary care over the course of the year. Lastly, the department is obligated by law to pay for medical evaluations of victims of sexual assault, which costs \$300 per incident, and we have averaged about 10 incidents per year.</i></p>	\$	24,000
52.2201	<p><b>Computer maintenance</b></p> <p><i>This fund is used to pay the annual fees required from Crimine/Eagle for maintenance/updates relating to our departmental report management software. (If the department selects a new RMS, this line item may end up getting deleted.) This is part of the purchase agreement with that company.</i></p>	\$	3,953
52.2202	<p><b>Copier maintenance</b></p> <p><i>The department currently has one lease agreement with Herrin for the use of the copy machine in our front office. During the first 7 months of FY 2012, the department has averaged spending \$454.43 per month for this line item. This service is part of the combined city-wide agreement with Herrin for copiers.</i></p>	\$	7,000
52.2204	<p><b>Radio maintenance</b></p> <p><i>This line item covers the service calls from Hasty's Motorola company. This is the only local radio repair service that can work on our radios. This line item includes the annual \$1,900 maintenance agreement. Over the 5 fiscal years prior to FY 2012, we averaged spending \$4402 per year for radio maintenance. However, this seemingly reflects repairs that should have come from 52.2220. Therefore, this line item now only reflects the maintenance agreement.</i></p>	\$	1,900
52.2205	<p><b>Alarm monitoring</b></p> <p><i>The expenditures for this line item include the cost of fire and burglar alarm monitoring and the annual fire inspection for both the Police Department and the Coast Guard. Additionally, an extra \$80.00 has been added to cover the cost of service calls to repair or maintain the alarm systems. This figure has been added as a contingency. During the first 7 months of FY 2102, there have been several service calls to the Police Department, but we have yet to receive any bills from IDS for these calls. We are currently waiting to have our annual fire inspection as well.</i></p>	\$	800
52.2216	<p><b>Small equipment repairs</b></p> <p><i>This line item is used to cover the cost of unanticipated repairs to our small equipment. The average yearly expenditure for this line item over the past 5 years is \$513. This fund is used to repair printers or fax machines as necessary, as well as other similar items of equipment. We also use this fund to perform our mandatory calibration of the scales and weights we use in performing marijuana testing for court.</i></p>	\$	980
52.2220	<p><b>Radio &amp; electronics repairs</b></p> <p><i>In addition to the cost of calibrating our radars, this line item is used to repair radio and radar units, as</i></p>	\$	10,000

## Police Department Detail Description

*well as our in-car camera systems. Additionally service is provided to our radio room and the antenna tower at the police department. This line item is used to purchase the items that are needed by the technician to service electronics. Over the past 5 years, our annual average expenditures have come to \$10,080 per year.*

52.2221	<p><b>Building repairs</b></p> <p><i>The Police Department pays a \$5,000 insurance deductible for damages to the building. During the past several years, we have had to make multiple repairs to the facility each year, but have usually only budgeted \$5,000 per year. Over the last 5 years we have averaged an actual expenditure level for this line item of \$11,491 per year. The amount requested in this budget is sufficient to cover the cost of two insurance deductible payments. An additional \$5,000 was added to this line item; during the budget process, it was found that the departmental water heater is badly rusted and needs to be replaced. A similar unit was replaced for the Coast Guard at an estimated cost of \$5,000.</i></p>	\$	13,000
52.2223	<p><b>Vehicle repairs</b></p> <p><i>This line item addresses vehicle repair issues that cannot be performed by the City shop at Public Works. Typically, this includes body repairs, vehicle recalls, or major mechanical issues. During the first 7 months of FY 2012, the department averaged spending \$635 per month in this line item for a projected annual average of \$7,620. Due to the aging nature of many of our vehicles, this line item was set at \$10,000. Additionally, over the five fiscal years prior to FY 2012, we averaged spending \$14,069/year.</i></p>	\$	8,000
52.3110	<p><b>Property/Liability insurance</b></p> <p><i>This calculation is performed by the Finance department.</i></p>	\$	32,846
52.3210	<p><b>Telephone</b></p> <p><i>This line item covers all "land lines," cell phones, TDS Internet, and long distance charges for the agency each year. During the first 7 months of FY 2012, we averaged spending \$970 per month for a projected annual expenditure of \$11640. During the five fiscal years prior to FY 2012, we averaged spending \$19,668 per year.</i></p>	\$	12,250
52.3211	<p><b>Computer links</b></p> <p><i>GCIC services have been previously supplied by Criminet. In the FY2012 budget, this expense was not properly anticipated, and we have been over-budget. In researching the issue, we found that GCIC now provides their own direct access to the database for much less than Criminet, and we are in the process of changing our service. This budget request is for LEMS JX at \$420 per year, a saving of \$3,580/yr. This line item also covers our website hosting for the departmental website.</i></p>	\$	920
52.3220	<p><b>Postage</b></p> <p><i>This line item is used to cover regular mail postage, certified mail costs, and the charges we receive for shipping and handling of orders we make and/or return. Our 5-year average annual expenditure for this line item is \$976, but based on the current Fiscal Year average, this line item was dropped to \$600.</i></p>	\$	600
52.3400	<p><b>Printing and binding</b></p>		

## Police Department Detail Description

	<i>Evidence and Property Custody forms</i>	\$	500
52.3500	Travel <i>In the FY 2012 budget, the department drastically reduced the funds we requested for travel and we chose to focus on local training. This decision has limited the depth and variety of training that we could offer to our personnel. This line item includes several specific classes requested by CID for the detectives, much of which is necessary for personnel who have been recently assigned to the Division. Additionally, a general decision to plan for two external classes per shift and for the K-9 unit was used to anticipate other training requests for the rest of the department. Lastly, there are two annual conferences that the department plans for, the Chief's summer conference and the TAC conference, both of which are necessary annually.</i>	\$	11,865
52.3600	Dues & fees <i>This line item covers the annual cost of renewing the Chief of Police's membership to the Georgia Association of Chiefs of Police (GACP) as well as the renewal for two certifications/memberships for detectives who have been trained in the use of the Computerized Voice-Stress Analysis (CVSA) machine. Lastly, per departmental policy, the K-9 handlers are required to maintain an active national-level certification, and this line item addresses that requirement.</i>	\$	740
52.3700	Education and training <i>As discussed in the Travel line item, the department has requested significantly more training in this budget than in the previous year. This line item is used to cover the cost of the few courses that we may attend which have a required tuition, and to cover the Conference fees for the Chief's conference and the TAC conference, both of which are in Savannah.</i>	\$	3,200
	<b><u>Supplies</u></b>	\$	2,000
53.1110	Office supplies <i>This line item is used to purchase pens, markers, notebooks, binders, file folders, labels, post-it notes, paperclips, staples, fasteners, binder clips and other similar consumable items for use within the entire department. Over the past 5 years, we have averaged spending \$3,327/year. During the first 7 months of FY 2012, we have averaged spending \$138/month for a projected total of about \$1,656 for the year. This budget request is for \$2,000.</i>		
53.1120	Computer supplies <i>This line item is used to purchase many small items that are used by and for our computers. Items such as storage media are most frequently purchased in order for us to make video discs for use in court, in response to open records requests, or to back-up our in-car videos for archiving. We also use this line item to purchase similar items based upon the needs of the department. Over the past 5 years, we have averaged spending \$2,764 per year on this line item. During the first 7 months of FY 2012, we have averaged spending \$264/month with a projected average expenditure of \$3,168 for the year. This line item was estimated at \$3,500 to consider the increase in demand for video discs by lawyers and defendants, as well as a general increase in video copying for our officers and the prosecution.</i>	\$	3,500
53.1130	Copier supplies	\$	700

## Police Department Detail Description

*This line item is used to purchase specific items not just for our one copier, but also for several printers and our two fax machines. We purchase paper, toner and ink from this line item. Over the past 5 years, we have averaged spending \$1,227/year for this line item. During the first 7 months of FY 2012, we have averaged spending \$27/month (one month was \$146) for a projected total of \$324 for the year. Since this seems to be an atypical year, the estimated need for FY 2013 was estimated in the middle of the two averages described above.*

53.1140	<p>Miscellaneous supplies</p> <p><i>Miscellaneous supplies for the department consists of drinking water for the water coolers, cleaning supplies for the building and for our vehicles, paper towels, and other similar items. Over the past 5 years we have spent an average of \$4,708 per year in this line item. During the first 7 months of FY 2012, we have averaged spending \$222/month for a projected need of \$2,664 for the year.</i></p>	\$	2,500
53.1160	<p>Criminal Investigation supplies</p> <p><i>Items purchased under this line item include the various bags, boxes, tubes and envelopes used to store and package items of evidence, as well as latent print detecting and lifting supplies, blood test kits, sexual assault kits, presumptive narcotics field test kits, etc. Over the past 5 years, we have averaged spending \$8,597/year on this line item. During the first 7 months of FY 2012, we have averaged spending \$68/month (19% of the allocated funds). Funds budgeted for this line item in FY 2012 were lower than previously due to surplus supplies that we had on-hand.</i></p>	\$	3,798
53.1210	<p>Water/Sewerage</p> <p><i>The five-year average cost for this line item has been \$3128 per year prior to FY 2012. However, the average monthly usage for the first 7 months of FY 2012 has been \$205/month, and the projected annual cost for Water/Sewerage is \$2,460. This request is for \$2,500.</i></p>	\$	2,500
53.1230	<p>Electricity</p> <p><i>The five-year average cost for this line item has been \$37910 per year prior to FY 2012. However, the average monthly usage for the first 7 months of FY 2012 has been \$2,688/month, and the projected annual cost for electricity is \$32,356. This request is for \$35,000.</i></p>	\$	32,000
53.1231	<p>Street lighting</p> <p><i>This line item has seen an increase. Formerly, we were charged approximately \$10 per month for street lighting, but this has increased to an average of \$25 per month.</i></p>	\$	300
53.1270	<p>Gasoline</p> <p><i>The amount of gasoline that the department uses is predicted based upon the estimated average number of miles that departmental personnel drove during calendar year 2011. This average is used along with the current approximate fuel cost and the fuel economy of the vehicles we drive in order to calculate the estimated need for the coming year. In years past, we have gotten better at estimating this line item. In this budget request, we also did a projection of need based on the average monthly expenditures for the first 7 months of FY 2012. The two different projections were within \$1,118 of each other.</i></p>	\$	97,240

## Police Department Detail Description

53.1400	Books and periodicals <i>This line item is used to buy ticket books for the officers to use on patrol. We have not made a purchase of new ticket books for some time and anticipate the need to do so in the coming fiscal year. Over the past 5 years, we have averaged spending \$1,837/year for this line item. Over the first 7 months of FY 2012, we have averaged spending \$250/month for a projected need of \$3,000. Based upon specific requests from \$2,938.00</i>	\$	2,938
53.1600	Small equipment <i>This line item includes the ammunition that the department will use during training, qualifications, and to issue for duty. Additionally, items needed for range training, and to replace batteries, antennas or microphones for radios or the ICOP in-car camera systems. The K-9 items have seen a little bit of an increase over last year, but are reflective of what we are actually needing and using. New to this budget request is the Lidar laser speed detection device. This is used like a radar gun, but is more accurate since it uses a laser to detect the speed of a specific vehicle. This device is needed to supplement departmental capabilities; we only have one Lidar. By using this device, an officer may detect multiple speeding vehicles quickly and accurately and send other officers to stop the speeding vehicles. We use this in areas of the city where citizens are expressing a desire for us to perform increased traffic enforcement and during special traffic enforcement events (GOHS, etc.). This request also includes several camera-related items for CID as well as a respirator with filters for the property and evidence technician.</i>	\$	10,073
53.1601	Small equipment supplies <i>This line item includes departmental armorer supplies, rechargeable batteries (cameras, video cameras, etc.) and cords. This request has increased over last year's budget due to specific requests from CID for camera batteries and battery rechargers. Over the last five years, we have averaged spending about \$767/year in this line item. In the current budget, we have only spent 6.61% of the line item within the first 7 months of the fiscal year.</i>	\$	500
53.1610	Small equipment - computers & software <i>This line item has increased significantly over the previous budget. Specifically, CID has requested 4 desktop computers to replace the laptops that each detective is currently using. The laptops are over 5 years old, and are not suitable for the needs of the detectives. Additionally, IT has recommended the implementation of a replacement program to rotate computers out of service when they reach their "end of life cycle." The list provided by IT had 9 computers that were shown as needing to be replaced. This budget includes a request to replace three of those computers and marks the start of a phased plan to replace older machines over time rather than all at once. Additionally, this request includes a combined software/hardware package that will provide a new video monitoring system for our interview rooms. The current video system is poor quality and lacks the features that are necessary for the investigations that we conduct. The system that is being requested will cover both rooms with HD video recordings that are capable of marking key points of a recording, and inserting notes as the recording progresses. Also, the hardware used by the system is very superior to the equipment we currently use, and will allow us to get clearer and more detailed recordings. The request also includes a wireless keyboard and mouse for the Chief, and funds to purchase two replacement laptop batteries, which is consistent with the batteries needed in FY 2012's budget.</i>	\$	11,057

## Police Department Detail Description

53.1701	<p><b>Safety supplies</b>  <i>Safety supplies includes restraints, batteries, marking paint, marking tape, flashlights, ASP batons, OC spray, traffic vests, keys/locksmith service, and other similar items. Many of these items are consumable and are purchased on an "as-needed" basis. Over the last 5 years, we have averaged spending about \$1,180/year on this line item. During the first 7 months of FY 2012, we have averaged spending about \$95/month, for a projected need of about \$1,140 for the year.</i></p>	\$	1,000
53.1702	<p><b>Uniforms and replacements</b>  <i>The requirements of the department have not changed since the previous budget, we are budgeting for the same number of officers. Even so, the projection is low since we tend to have more than 3 for turnover each year. Over the past 5 years, we have averaged spending \$31,350 per year in this line item. However, we have reduced the amount of uniform allowance that is provided to each officer and reduced the purchases of other items in order to budget more responsibly.</i></p>	\$	17,853
53.1721	<p><b>Building repair supplies</b>  <i>This line item covers the cost of items necessary to keep the building in good repair, to include paint, light bulbs, sheetrock repair supplies, etc. Many of these items are difficult to predict a need for until something happens that needs to be repaired. However, the average expenditure for this line item over the past 5 years was \$3,213 per year. During FY 2012, this line item was set at \$5,000, and after January 2012 the department was over-budget due to a number of painting projects that we completed this year.</i></p>	\$	3,500
53.1723	<p><b>Vehicle repair supplies</b>  <i>This line item covers the service done at the City Shop for our vehicles. Over the past 5 years, we have averaged spending \$19,682 per year on this line item. At the 58% of FY 2012, the department was over-budget in this line item by over 6%. For these reasons, this line item remains \$20,000. The city shop performs tire and oil changes as well as some mechanical and electrical work.</i></p>	\$	20,000
<b><u>Capital Outlays</u></b>			
54.2200	<p><b>Vehicles</b>  <i>This budget does not request any new vehicles for the department's fleet. We had discussed implementing an annual vehicle replacement program, however; our intent is to request new vehicles every second year, and we just got new vehicles with the FY 2012 budget.</i></p>	\$	-
<b><u>Debt Service</u></b>			
58.1207	<p><b>Capital Lease - Principal</b>  <i>Determined by the Finance Department</i></p>	\$	48,931
58.2207	<p><b>Capital Lease - Interest - Vehicles</b>  <i>Determined by the Finance Department</i></p>	\$	1,868
			<b>\$ 2,311,445</b>

## Fire Department Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	957,827	963,649	963,649	963,649	963,649
Overtime	51.1300	87,197	88,154	105,448	96,656	96,656
Group Health/Dental	51.2105	130,821	146,493	147,091	217,510	229,962
Health Clinic	51.2107	0	0	0	4,546	4,546
Group Life Insurance	51.2110	2,775	2,886	2,886	2,886	3,042
Group Life Insurance - Volunteer firefighters	51.2115	1,196	1,196	1,196	1,196	1,196
Disability - Volunteer firefighters	51.2155	1,000	1,000	1,000	1,000	1,000
FICA contributions (employer)	51.2200	76,158	80,463	81,786	81,114	81,114
Retirement contribution (employer)	51.2400	33,515	36,578	50,730	50,114	50,114
Workers' Compensation	51.2700	55,474	57,200	63,290	63,290	63,290
Employee awards & picnic	51.2910	119	350	350	350	350
		<b>1,346,082</b>	<b>1,377,969</b>	<b>1,417,426</b>	<b>1,482,311</b>	<b>1,494,919</b>

### Purchased/Contracted Services

Employment physicals & tests	52.1231	13,126	13,000	11,928	11,928	11,928
Equipment testing	52.1340	6,035	7,173	11,198	11,198	11,198
Computer maintenance	52.2201	110	1,000	0	0	0
Copier maintenance	52.2202	1,186	700	605	605	605
Radio maintenance	52.2204	1,619	3,970	4,295	4,295	4,295
Generator maintenance	52.2207	4,366	6,000	6,000	6,000	6,000
Small equipment repairs	52.2216	672	762	1,092	1,092	1,092
Building repairs	52.2221	6,309	5,000	5,160	5,160	5,160
Vehicle repairs	52.2223	6,637	9,448	9,468	9,468	9,468
Property/Liability insurance	52.3110	6,734	10,200	7,154	7,154	7,154

## Fire Department Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Telephone	52.3210	5,797	7,375	6,591	7,080	7,080
Postage	52.3220	473	400	540	540	540
Advertising	52.3300	46	150	150	150	150
Printing and binding	52.3400	25	150	150	150	150
Travel	52.3500	541	3,500	6,212	6,212	6,212
Dues and fees	52.3600	1,124	750	850	850	850
Professional subscriptions	52.3610	628	912	975	975	975
Education and training	52.3700	3,083	6,275	6,025	6,025	6,025
		<b>58,511</b>	<b>76,765</b>	<b>78,393</b>	<b>78,882</b>	<b>78,882</b>

### Supplies

Office supplies	53.1110	704	1,582	1,428	1,428	1,428
Computer supplies	53.1120	738	1,024	1,024	1,024	1,024
Copier supplies	53.1130	538	450	370	370	370
Miscellaneous supplies	53.1140	3,966	4,588	4,448	4,448	4,448
Fire prevention supplies	53.1173	1,015	1,963	3,179	3,179	3,179
Water/sewerage	53.1210	3,571	3,955	3,993	3,993	3,993
Electricity	53.1230	24,141	32,000	30,633	25,500	25,500
Bottled gas	53.1240	0	0	160	0	0
Gasoline	53.1270	23,723	25,500	37,750	33,250	33,250
Books and periodicals	53.1400	591	1,513	1,968	1,968	1,968
Small equipment	53.1600	18,592	20,370	24,066	20,066	20,066
Small equipment supplies	53.1601	1,073	3,318	7,107	3,500	3,500
Small equipment - computers & software	53.1610	5,130	4,880	6,977	6,977	6,977
Small equipment - furniture	53.1620	353	800	720	720	720

### Fire Department Expenditures

	Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
Other supplies	53.1700	826	3,242	15,229	2,726	2,726
Safety supplies	53.1701	10,530	10,000	13,951	13,951	13,951
Uniforms & replacements	53.1702	7,845	7,790	10,310	10,310	10,310
Building repair supplies	53.1721	1,494	2,624	2,764	2,764	2,764
Vehicle repair supplies	53.1723	7,708	5,989	5,989	5,989	5,989
		<b>112,538</b>	<b>131,588</b>	<b>172,066</b>	<b>142,163</b>	<b>142,163</b>
<b>Debt Service</b>						
Capital Lease - Principal - Aerial & pumper trks	58.1200	67,952	9,103	0	0	0
Capital Lease - Principal - Vehicles	58.1206	5,939	1,652	0	0	0
Capital Lease - Interest - Aerial & pumper trks	58.2200	1,721	88	0	0	0
Capital Lease - Interest - Vehicles	58.2206	720	11	0	0	0
		<b>76,332</b>	<b>10,854</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>1,593,463</b>	<b>1,597,176</b>	<b>1,667,885</b>	<b>1,703,356</b>	<b>1,715,964</b>

## Fire Department Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees <i>SAFER Grant = \$166,388</i>	\$ 963,649
51.1300	Overtime <i>Training, meetings, coverage of unfilled positions</i> <i>SAFER Grant = \$6,394</i>	\$ 96,656
51.2105	Group Health/Dental <i>SAFER = \$14,183</i>	\$ 229,962
51.2107	Health Clinic	\$ 4,546
51.2110	Group Life Insurance <i>SAFER = \$252</i>	\$ 3,042
51.2115	Group Life Insurance - <i>Volunteer Firefighters</i>	\$ 1,196
51.2155	Disability - <i>Volunteer Firefighters</i>	\$ 1,000
51.2200	FICA contributions (employer) <i>Salaries and wages x 7.65%</i> <i>SAFER = \$13,218</i>	\$ 81,114
51.2400	Retirement - Employer contribution <i>SAFER = \$6,655.52</i>	\$ 50,114

## Fire Department Expenditure Descriptions

Account #		Amount
51.2700	Workers' Compensation <i>SAFER = \$8,254.80</i>	\$ 63,290
51.2910	Employee awards & picnic <i>Volunteer awards</i>	\$ 350
<b><u>Purchased/Contracted Services</u></b>		
52.1231	Annual & Pre-employment Physicals/Tests <i>Physicals, Hepatitis vaccinations, blood work, treadmill/EKG Tetanus, drug testing, PFT, CBC, PSA, hearing test, chest X-rays</i>	\$ 11,928
52.1340	Equipment testing <i>Breathing Air Testing Fire Extinguisher Servicing Ladder, Hose &amp; Pump Testing Recalibration of Hazardous Materials equipment</i>	\$ 11,198
52.2202	Copier maintenance	\$ 605
52.2204	Radio maintenance	\$ 4,295
52.2207	Generator maintenance	\$ 6,000
52.2216	Small equipment repairs <i>Small Engine repair parts, BA parts</i>	\$ 1,092

## Fire Department Expenditure Descriptions

Account #		Amount
52.2221	Building repairs	\$ 5,160
52.2223	Vehicle repairs	\$ 9,468
	<i>Engine maintenance, pump service, volunteer vehicle, tires</i>	
52.3110	Property/Liability insurance	\$ 7,154
52.3210	Telephone	\$ 7,080
	<i>Includes long distance, cellular, and internet service</i>	
52.3220	Postage	\$ 540
52.3300	Advertising	\$ 150
	<i>Job postings and Fire Prevention ads</i>	
52.3400	Printing and binding	\$ 150
52.3500	Travel	\$ 6,212
	<i>GA Fire Chiefs and Firefighters Associations</i>	
	<i>GA Public Safety Training Center</i>	
	<i>International Fire Chiefs VCOS Conference</i>	
52.3600	Dues and fees	\$ 850
	<i>National Fire Protection Association</i>	
	<i>International Association of Fire Chiefs</i>	

## Fire Department Expenditure Descriptions

Account #		Amount
	<i>GA Association of Fire Chiefs</i>	
52.3610	Professional subscriptions <i>NFPA Code Subscription</i> <i>Fire House Tech Support</i>	\$ 975
52.3700	Education and training <i>On-site training</i>	\$ 6,025
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 1,428
53.1120	Computer supplies	\$ 1,024
53.1130	Copier supplies	\$ 370
53.1140	Miscellaneous supplies <i>Cleaning Supplies, Paper Products</i>	\$ 4,448
53.1173	Fire prevention supplies	\$ 3,179
53.1210	Water/Sewerage	\$ 3,993
53.1230	Electricity	\$ 25,500
53.1270	Gasoline	\$ 33,250

## Fire Department Expenditure Descriptions

Account #		Amount
	<i>Fuel for three engines, two aerials, two support vehicles, two Chief Vehicles</i>	
53.1400	Books and periodicals <i>National Fire Protection Association Standards Standard Building and Fire Codes International Fire Service Training Association</i>	\$ 1,968
53.1600	Small equipment <i>Misc. small equipment Hose/nozzle and appliances, ropes Haz Mat equipment, non-sparking tools, gas detectors, suits GEMA DHS Haz Mat Grant = \$7,500</i>	\$ 20,066
53.1601	Small equipment supplies <i>Saw Blades, Misc.</i>	\$ 3,500
53.1610	Small equipment - computers & software <i>2 Desk Top workstation computers, Laptop replacement FireHouse &amp; Fieldsoft Management Programs</i>	\$ 6,977
53.1620	Small equipment - furniture <i>Mattresses 9</i>	\$ 720
53.1700	Other supplies <i>Class A and B Foam, and a Storage Container</i>	\$ 2,726



## Fire Department Detail Descriptions

Account #			
	<b><u>Salaries, Wages and Employee Benefits</u></b>		
51.1100	Regular employees <i>SAFER Grant = \$166,388 26 Full Time Personnel (including 2 Chief Officers) 3 Part Time Positions Salaries include Reg. Hours, Holiday, and Sale of Leave Reflects no increase in wages.</i>	\$	963,649
51.1300	Overtime <i>Training, meetings, coverage of unfilled positions SAFER Grant = \$6,394 Reflects 148 hours annually for FLSA OT for all employees except Chief Officers Includes Vacation Coverage for 70 hours for all employees except Chief Officers 288 hours of coverage for two employees for Military Leave 60 hours for Call backs, meetings and required training for all employees except Chief Officers</i>	\$	96,656
51.2105	Group Health/Dental <i>SAFER = \$14,183 Estimate provided by Finance Department</i>	\$	229,962
51.2110	Group Life Insurance <i>SAFER = \$252 Estimate provided by Finance Department</i>	\$	3,042
51.2107	Health Clinic <i>Based on number of employees who participate in Health/Rx plan</i>	\$	4,546
51.2115	Group Life Insurance - Volunteer Firefighters <i>This is a policy that the Volunteers found that is a supplemental Policy to assist them if they are injured or killed while working for us. They got the policy and Council agreed to cover the cost. There was an increase but the Volunteers agreed to cover the increase cost.</i>	\$	1,196
51.2155	Disability - Volunteer Firefighters <i>This is a policy that the Volunteers found that is a supplemental Policy to assist them if they are injured or Killed while working for us. They got the policy and Council agreed to cover the cost. There was an increase but the Volunteers agreed to cover the increase cost.</i>	\$	1,000
51.2200	FICA contributions (employer) <i>Salaries and wages x 7.65% SAFER = \$13,218</i>	\$	81,114
51.2400	Retirement - Employer contribution	\$	50,114

## Fire Department Detail Descriptions

*SAFER = \$6,655.52*

*Estimate provided by Finance Department*

51.2700	Workers' Compensation <i>SAFER = \$8,254.80</i> <i>Estimate provided by Finance Department</i>	\$ 63,290
51.2910	Employee awards & picnic <i>Volunteer awards</i>	\$ 350
<b><u>Purchased/Contracted Services</u></b>		
52.1231	Annual & Pre-employment Physicals/Tests <i>(2) New Hire Physicals and Annual Physicals to comply with NFPA 1582</i> <i>Standard on Comprehensive Occupational Medical Program for Fire Departments</i> <i>Physicals, Hepatitis vaccinations, blood work, treadmill/EKG</i> <i>Tetanus, drug testing, PFT, CBC, PSA, hearing test, chest X-rays</i>	\$ 11,928
52.1340	Equipment testing <i>Breathing Air Testing</i> <i>Fire Extinguisher Servicing</i> <i>Ladder, Hose &amp; Pump Testing</i> <i>Recalibration of Hazardous Materials equipment</i>	\$ 11,198
52.2202	Copier maintenance <i>(.0121 Black and White Copies) x 50,000 copies</i>	\$ 605
52.2204	Radio maintenance <i>Batteries for Portable Radios, Hand Microphones for Portables and Mintor V (Radio Pagers) replacements</i>	\$ 4,295
52.2207	Generator maintenance <i>Three annual Load Tests and Servicing for Station Generators</i>	\$ 6,000
52.2216	Small equipment repairs <i>Small Engine repair parts, BA and Ladder parts.</i>	\$ 1,092
52.2221	Building repairs <i>Replace exterior Doors and rear windows at Station 2 (Dandy)</i> <i>Replace Down Spout and repair some lights at Station 9 (Colerain)</i> <i>Cosmetic repairs at Station 7 (Cumberland Harbor)</i>	\$ 5,160
52.2223	Vehicle repairs <i>Engine maintenance, pump service, vehicle, tires</i>	\$ 9,468

## Fire Department Detail Descriptions

52.3110	Property/Liability insurance <i>Estimate provided by Finance Department</i>	\$	7,154
52.3210	Telephone <i>Includes long distance, and internet service Includes 2 Cell phones, and 3 Satellite Phones w/ 600 minutes</i>	\$	7,080
52.3220	Postage <i>Increase due to send Hazardous Materials testing equipment out to Calibrate.</i>	\$	540
52.3300	Advertising <i>Job postings and Fire Prevention ads</i>	\$	150
52.3400	Printing and binding <i>Inspection Forms-</i>	\$	150
52.3500	Travel <i>GA Fire Chiefs and Firefighters Associations GA Public Safety Training Center International Fire Chiefs VCOS Conference GMAG Quarterly Meetings</i>	\$	6,212
52.3600	Dues and fees <i>National Fire Protection Association International Association of Fire Chiefs GA Association of Fire Chiefs</i>	\$	850
52.3610	Professional subscriptions <i>NFPA Code Subscription Fire House Trade Magazines</i>	\$	975
52.3700	Education and training <i>GFA (GPSTC), On-site training (GFA Classes), GAFC Training Conference, IAFC VCOS Conference, Target Safety (Computer based training to assist in meeting minimum requirements.</i>	\$	6,025
	<b><u>Supplies</u></b>		
53.1110	Office supplies <i>Misc. Office Supplies</i>	\$	1,428
53.1120	Computer supplies <i>Misc. Cables, Ink Cartridges, Surge Protector</i>	\$	1,024

## Fire Department Detail Descriptions

53.1130	Copier supplies <i>Copy Paper 10 Cases - FF Classes, Coloring Books FP Classes, and Reports</i>	\$	370
53.1140	Miscellaneous supplies <i>Cleaning Supplies, Paper Products</i>	\$	4,448
53.1173	Fire prevention supplies <i>FP Plastic Fire Hats, Badges, Pencils, door hangers, Props</i>	\$	3,179
53.1210	Water/Sewerage <i>Station 2 (Dandy) Average Monthly Cost - 127.83</i> <i>Station 7 (Cumberland Harbor) Average Monthly Cost - 82.36</i> <i>Station 9 (Colerain) Average Monthly Cost - 122.50</i>	\$	3,993
53.1230	Electricity <i>Station 2 (Dandy) Average Monthly Cost - 727.19</i> <i>Station 2 (Dandy) Classroom Average Monthly Cost - 100312</i> <i>Station 7 (Cumberland Harbor) Average Monthly Cost - 427.11</i> <i>Station 9 (Colerain) Average Monthly Cost - 872.85</i> <i>Georgia Power reported an increase of 20% = 5,105.40 annually overall</i>	\$	25,500
53.1270	Gasoline <i>Fuel for three engines, two aerials, two support vehicles,</i> <i>two Chief Vehicles</i> <i>2,000 Gallons of Gasoline at \$3.50 a gallon</i> <i>7,000 Gallons of Diesel at \$3.75 a gallon</i> <i>500 Gallons of LP for St. 7 (CH)Generator</i>	\$	33,250
53.1400	Books and periodicals <i>National Fire Protection Association Standards Code Interpretations</i> <i>Standard Building and Fire Codes- New Fire And Building Codes</i> <i>International Fire Service Training Association- Fire Officer 1 Books</i>	\$	1,968
53.1600	Small equipment <i>Misc. small equipment</i> <i>Hose/nozzle and appliances, ropes</i> <i>Haz Mat equipment, non-sparking tools, gas detectors, suits</i> <i>Wild land Firefighting equipment, Water Rescue equipment</i> <i>Replacement of 8 SCBA Bottles (end of life issue)</i> <b>GEMA DHS Haz Mat Grant = \$7,500</b>	\$	20,066
53.1601	Small equipment supplies	\$	3,500

## Fire Department Detail Descriptions

<i>Saw Blades, Spark plugs, Chain Saw blades and oils, Misc. Hazardous Materials sensors replacements, and Batteries</i>			
53.1610	Small equipment - computers & software <i>2 Desk Top workstation computers, Laptop replacement FireHouse &amp; Fieldsoft Management Programs</i>	\$	6,977
53.1620	Small equipment - furniture <i>Mattresses 9</i>	\$	720
53.1700	Other supplies <i>Class A and B Foam, Bottles Drinking Water</i>	\$	2,726
53.1701	Safety supplies <i>Nomex hoods, gloves, goggles, latex gloves, vests, boots Turn Out gear, Medical supplies</i>	\$	13,951
53.1702	Uniforms and replacements <i>Rental for Shirts and pants, Purchase shoes, T Shirts, Sweat Shirts, Jackets Ball Caps</i>	\$	10,310
53.1721	Building repair supplies <i>Step ladders, paint brushes, scrapers, paint, Insecticide, Sprinkler Parts</i>	\$	2,764
53.1723	Vehicle repair supplies <i>Oil, filters, Miscellaneous bulbs, Strobe light bulbs Trailer tires and Valve Kits for the Pumps.</i>	\$	5,989
		\$	<b>1,715,964</b>

**Public Works Expenditures**

		<b>Actual</b>	<b>Adopted Budget</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	893,093	640,197	595,151	577,894	577,894
Overtime	51.1300	23,089	35,000	25,000	25,000	25,000
Group Health/Dental	51.2105	214,162	178,510	162,664	226,103	226,803
Health Clinic	51.2107	0	0	0	5,228	5,228
Group Life Insurance	51.2110	4,029	2,958	2,698	2,698	2,907
FICA contributions (employer)	51.2200	65,615	51,653	47,442	46,122	46,122
Retirement contribution (employer)	51.2400	33,831	26,886	32,409	32,409	32,409
Unemployment insurance	51.2600	4,795	74,558	7,920	7,920	7,920
Workers' Compensation	51.2700	62,338	49,790	47,082	47,082	47,082
		<b>1,300,952</b>	<b>1,059,552</b>	<b>920,366</b>	<b>970,456</b>	<b>971,365</b>

**Purchased/Contracted Services**

Employment physicals & tests	52.1231	150	250	250	250	250
Computer maintenance	52.2201	3,775	4,200	4,314	4,314	4,314
Copier maintenance	52.2202	957	500	1,000	1,000	1,000
Radio maintenance	52.2204	652	500	500	500	500
Alarm system maintenance	52.2205	240	300	240	240	240
Fuel system maintenance	52.2208	1,671	500	500	500	500
Vehicle repairs	52.2223	2,123	4,000	4,000	4,000	4,000
Rental of equipment and vehicles	52.2320	970	1,000	1,000	1,000	1,000
Telephone	52.3210	11,771	13,250	7,000	12,250	12,250
Postage	52.3220	285	250	250	250	250
Advertising	52.3300	605	750	600	600	600
Printing and binding	52.3400	175	200	200	200	200

**Public Works Expenditures**

		<b>Actual</b>	<b>Adopted Budget</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
Travel	52.3500	409	1,000	700	700	700
Dues and fees	52.3600	779	750	611	611	611
Education and training	52.3700	849	1,000	1,100	1,100	1,100
		<b>25,411</b>	<b>28,450</b>	<b>22,265</b>	<b>27,515</b>	<b>27,515</b>
<b>Supplies</b>						
Office supplies	53.1110	1,619	2,000	1,500	1,500	1,500
Computer supplies	53.1120	2,033	2,500	1,500	1,500	1,500
Copier supplies	53.1130	576	650	600	600	600
Miscellaneous supplies	53.1140	6,456	7,000	6,000	6,000	6,000
Gasoline	53.1270	91,761	120,000	133,920	117,000	117,000
Small equipment	53.1600	11,429	13,000	11,000	11,000	11,000
Small equipment supplies	53.1601	7,369	7,000	7,000	7,000	7,000
Small equipment - computers & software	53.1610	180	2,000	700	700	700
Safety supplies	53.1701	6,442	6,500	5,000	5,000	5,000
Uniforms & replacements	53.1702	11,790	14,000	12,000	10,000	10,000
Building repair supplies	53.1721	22	0	0	0	0
Vehicle repair supplies	53.1723	55,246	53,000	40,000	40,000	40,000
		<b>194,923</b>	<b>227,650</b>	<b>219,220</b>	<b>200,300</b>	<b>200,300</b>
<b>Capital Outlays</b>						
Equipment	54.2500	0	37,000	0	0	0
		<b>0</b>	<b>37,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Public Works Expenditures**

	Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
<b>Debt Service</b>						
Capital Lease - Principal - Vehicles/Equipment	58.1209	235,635	60,427	0	0	0
Capital Lease - Interest - Vehicles/Equipment	58.2209	7,731	413	0	0	0
		243,366	60,840	0	0	0
<b>Total Expenditures</b>		<b>1,764,652</b>	<b>1,413,492</b>	<b>1,161,851</b>	<b>1,198,271</b>	<b>1,199,180</b>

## Public Works Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees <i>Current Full-time employees</i>	\$ 577,894
51.1300	Overtime <i>6% of Regular employee salaries and wages</i>	\$ 25,000
51.2105	Group Health/Dental	\$ 226,803
51.2107	Health Clinic	\$ 5,228
51.2110	Group Life Insurance	\$ 2,907
51.2200	FICA contributions (employer) <i>Salaries and overtime x 7.65%</i>	\$ 46,122
51.2400	Retirement contributions (employer)	\$ 32,409
51.2600	Unemployment Insurance	\$ 7,920
51.2700	Workers' Compensation	\$ 47,082
	<b><u>Purchased/Contracted Services</u></b>	
52.1231	Employment physicals & tests	\$ 250
52.2201	Computer maintenance	\$ 4,314

**Public Works Expenditure Descriptions**

Account #		Amount
	<i>Cartograph, GIS, and Time Clock Plus</i>	
52.2202	Copier maintenance	\$ 1,000
52.2204	Radio maintenance <i>33% of repeater &amp; radio repairs &amp; general repairs</i>	\$ 500
52.2205	Alarm system maintenance <i>(public works facility)</i>	\$ 240
52.2208	Fuel system maintenance <i>Gasboy system</i>	\$ 500
52.2223	Vehicle repairs <i>Transmission repairs</i> <i>Unpredicted (heavy equipment repairs)</i> <i>Parts washer service</i> <i>Rebuild motor</i>	\$ 4,000
52.2320	Rental of equipment and vehicles	\$ 1,000
52.3210	Telephone <i>Telephone service (includes cell phones)</i> <i>DSL 40%</i>	\$ 12,250
52.3220	Postage	\$ 250

## Public Works Expenditure Descriptions

Account #		Amount
52.3300	Advertising	\$ 600
52.3400	Printing and binding	\$ 200
52.3500	Travel	\$ 700
52.3600	Dues & fees	\$ 611
	<i>American Public Works Association Dues (\$246)</i>	
	<i>National Safety Council (\$365)</i>	
52.3700	Education and training	\$ 1,100
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 1,500
53.1120	Computer supplies	\$ 1,500
53.1130	Copier supplies	\$ 600
53.1140	Miscellaneous supplies	\$ 6,000
	<i>Paper products, shovels, rain coats, marking paint, fasteners,</i>	
	<i>paint brushes, flagging tape, bug sprays, weed killers, etc.</i>	
53.1270	Gasoline	\$ 117,000
	Regular Unleaded @ \$3.50/gallon (Est. 18000 gallons needed \$63,000.)	

## Public Works Expenditure Descriptions

Account #		Amount
	Diesel @ \$3.75/gallon (Est. 14,400 gallons needed \$54,000.)	
53.1600	Small equipment	\$ 11,000
	<i>Misc. small hand tools, screw drivers, drills, sockets, etc.</i>	
	<i>Commercial weed eaters</i>	
	<i>Commercial edger's</i>	
	<i>Back-pack blowers</i>	
	<i>Chainsaws/pole saw</i>	
	<i>Cordless drills</i>	
	<i>Mobile radios</i>	
	<i>Portable radios</i>	
	<i>Commercial push mower</i>	
	<i>3" 8 h.p. trash pumps</i>	
	<i>Misc. unpredicted</i>	
53.1601	Small equipment supplies	\$ 7,000
	<i>Blades, weed eater string, batteries, etc</i>	
53.1610	Small equipment - computers & software	\$ 700
	<i>Replace server (\$700)</i>	
53.1701	Safety supplies	\$ 5,000
	<i>Safety glasses, gloves, vests, ear plugs, etc.</i>	
	<i>Hi-Vis Apparel (Per new federal regulations)</i>	
53.1702	Uniforms and replacements	\$ 10,000

**Public Works Expenditure Descriptions**

Account #		Amount
	<i>40 employees</i>	
	<i>\$50.00 per employee per year (steel-toed shoes)</i>	
	<i>Shop towels, mats, fender covers, jackets, enviro/energy charges</i>	
	<i>prep charges &amp; annual contract inc</i>	
53.1723	Vehicle repair supplies	\$ 40,000
	<i>Vehicles and equipment</i>	
	<i>Routine maintenance including oil changes</i>	
	<i>Misc. motor replacements</i>	
	<i>Paint &amp; body supplies</i>	
	<i>Shop supplies</i>	
	<i>Blades for bush hog mowers</i>	
	<i>Blades for motor grader &amp; loaders</i>	
	<i>General hydraulic repairs to mowers &amp; equipment</i>	
	<i>Tires</i>	
	<i>Street Sweeper brooms</i>	
	<b>Total</b>	<b>\$ <u>1,199,180</u></b>

## Public Works Detail Description

Account #			
	<b><u>Salaries, Wages and Employee Benefits</u></b>		
51.1100	Regular employees <i>This line item represents the salaries of existing personnel with no increases planned for raises or COLA. (25 Full Time Employees and 1 Part Time Employee)</i>	\$	577,894
51.1300	Overtime <i>Over the past 3.5 years, overtime has continued to drop from \$52,803 in FY09 to \$23,089 in FY11. Currently, we are averaging around \$1350 per month. However, this does not include the Mardi Gras Festival, events surrounding Lovetown, or the remaining festivals in this fiscal year. However, this line item has been reduced for FY13 and is dependent on no major weather disasters that would require overtime expenditures.</i>	\$	25,000
51.2105	Group Health/Dental <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	226,803
51.2107	Health Clinic <i>Based on number of employees on Health/Rx plan</i>	\$	5,228
51.2110	Group Life Insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	2,907
51.2200	FICA contributions (employer) <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	46,122
51.2400	Retirement - Employer Contribution <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	32,409
51.2600	Unemployment insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	7,920
51.2700	Workers' Compensation <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	47,082
	<b><u>Purchased/Contracted Services</u></b>		
52.1231	Employment Physicals and Tests <i>This line is used for new hire physicals, and drug and alcohol tests. Due to the hiring freeze, most of these funds will be spent conducting mandatory drug and alcohol screens resulting from employee accidents. There is also a possibility that all CDL drivers in the City will have to have annual physicals conducted to maintain their licenses. However, since this has not been verified, no additional funds have been budgeted to cover this expenditure.</i>	\$	250

## Public Works Detail Description

52.2201	<p>Computer maintenance</p> <p><i>This fund is used to pay the annual license fees required from Cartegraph (\$3,914) and from ESRI (\$400). Cartegraph is the program used to track work orders and asset management. ESRI is the program manufacturer for our GIS system.</i></p>	\$	4,314
52.2202	<p>Copier maintenance</p> <p><i>The department currently has one "usage based contract" agreement with Herrin for maintenance of the copy machine in our front office. During the first 6 months of FY 2012, the department has paid \$496.87 for this line item. This service is part of the combined city-wide agreement with Herrin for copiers.</i></p>	\$	1,000
52.2204	<p>Radio maintenance</p> <p><i>This line item covers the service calls from Hasty's Motorola company. This is the only local radio repair service that can work on our radios. Over the past three fiscal years, we have spent between \$650 and \$1,750, depending on the amount of repairs needed. However, with the recent narrow banding and purchase of new/refurbished radios and repeater, it is anticipated that \$500 is sufficient in this line.</i></p>	\$	500
52.2205	<p>Alarm monitoring</p> <p><i>The expenditure for this line item is the entry alarm monitoring at Public Works. The cost is \$20/month.</i></p>	\$	240
52.2208	<p>Fuel system maintenance</p> <p><i>This line item is used to cover the annual maintenance agreement for our fuel system.</i></p>	\$	500
52.2223	<p>Vehicle repairs</p> <p><i>This line item addresses vehicle repair issues that cannot be performed by our in-house mechanics. Typically, this includes body repairs, vehicle recalls, or major mechanical issues. During the first 7 months of FY 2012, the department has spent almost \$6500. However, this amount is not typical of average repairs and is the result of a couple of major repairs. Therefore, the amount budgeted is sufficient to handle the typical repairs needed over the course of the budget year.</i></p>	\$	4,000
52.2320	<p>Rental of equipment and vehicles</p> <p><i>The line is used in order to rent equipment that is needed but is not part of our inventory. Such items include jumping jacks, jackhammers, man lifts, rollers, concrete pumps, scaffolding, vibrators, etc. Over the past three years, we are averaging around \$1180 per year. Over the first 6 months of the current fiscal year, we are averaging about \$92 per month. However, there was a \$1500 rental fee for a backhoe mounted jackhammer that was used for the boathouse demolition.</i></p>	\$	1,000
52.3210	<p>Telephone</p> <p><i>This line item covers all "land lines," cell phones, TDS Internet, and long distance charges for the agency each year. During the first 6 months of FY 2012, we averaged spending \$524 per month for a projected annual expenditure of \$6,290. During the three fiscal years prior to FY 2012, we averaged spending \$13,658 per year which included the annual Code Red agreement.</i></p>	\$	12,250
52.3220	<p>Postage</p>	\$	250

## Public Works Detail Description

*This line item is used to cover regular mail postage, certified mail costs, etc. Our average expenditure for the past three budget years is \$313 per year. However, based on current budget standings, \$250 is anticipated to be sufficient.*

52.3300	Advertising <i>This line item is used to cover advertising for vacant positions, request for bids/proposals, or any other public message needing to be published, such as road closures.</i>	\$	600
52.3400	Printing and binding <i>This line is used for items such as business cards or other printed forms that are used within Public Works.</i>	\$	200
52.3500	Travel <i>The amount budgeted in this line includes hotel accommodations, gasoline, and per diem for the Public Works Director to attend the APWA conference in Athens in order to obtain the necessary continuing education points in order to retain national and state certifications. This line will only be necessary if the points cannot be obtained at the St. Simons Island APWA conference.</i>	\$	700
52.3600	Dues & fees <i>This line item covers the annual cost of renewing the city's membership in the American Public Works Association and the National Safety Council.</i>	\$	611
52.3700	Education and training <i>The amount budgeted in this line includes the APWA conference tuition for the Engineer at the St. Simons Island conference and the PW Director to either St. Simons or Athens, depending on availability of courses offered.</i>	\$	1,100
<b><u>Supplies</u></b>			
53.1110	Office supplies <i>This line item is used to purchase pens, markers, notebooks, binders, file folders, labels, post-it notes, paperclips, staples, fasteners, binder clips and other similar consumable items for use within the entire department. Over the past 3 years, we have averaged spending around \$1,400/year. However, since the fuel system will be back in service, it is anticipated that \$1,500 will be needed.</i>	\$	1,500
53.1120	Computer supplies <i>This line item is used to purchase many small items that are used by and for our computers. Items such as paper, ink cartridges, computer disks, keyboards, mouse, monitors, USB cords, storage media, and power supplies are purchased in this line. Over the past three years, we are averaging around \$1900 per year. However, due to some replacements in FY12, it is only anticipated that \$1,500 will be needed.</i>	\$	1,500
53.1130	Copier supplies <i>This line item is used to purchase paper for our copy machine. Over the past 3 years, we are averaging around \$600 a year. The difference between the lowest and highest years is only \$42 which illustrates a consistent yearly purchase.</i>	\$	600

**Public Works Detail Description**

53.1140	<p>Miscellaneous supplies</p> <p><i>This line item is used to purchase items such as paper products, shovels, rain coats, marking paint, fasteners, paint brushes, flagging tape, bug sprays, weed killers, cleaning supplies, etc. Over the past three years, we have averaged spending around \$6,600/year. Currently, we are averaging around \$405/month over the first seven months which extends to \$4,858 for the year. But, it is anticipated that expenditures will increase in the spring due to warmer weather projects and items such as bug spray and weed killers are needed more.</i></p>	\$	6,000
53.1270	<p>Gasoline</p> <p><i>The annual gallons of gasoline needed can be estimated based on past usages. The amount of gasoline estimated for the department is 18,000 gallons and the amount of diesel is estimated at 14,400. However, the cost per gallon of gasoline and diesel are very fluid. We keep hearing reports that gasoline will reach \$5.00 per gallon by the summer. However, for budget purposes, an estimate for the year was assumed at \$3.50/gallon for gasoline and \$3.75/gallon for diesel.</i></p>	\$	117,000
53.1600	<p>Small equipment</p> <p><i>This line item includes the purchase of items such as small hand tools, weed eaters, edgers, backpack blowers, chainsaws, pole saws, cordless drills, portable radios, mobile radios, push mowers, trash pumps, cut off saws, or other similar items. Over the last three years, we are averaging \$11,357 per year. Currently, we are averaging \$800/month for an extended total of \$9,600. However, an increase is expected in the spring as the equipment becomes utilized more than in the winter months.</i></p>	\$	11,000
53.1601	<p>Small equipment supplies</p> <p><i>This line item includes the purchase of consumable materials such as weed eater string, edger blades, batteries, lawn mower blades, saw blades, drill bits, etc. Over the past three years, we have averaged \$8,301/year. Currently, we are averaging around \$400/month for an annual extension of \$4,800. However, an increase in spending is anticipated as spring approaches and grass starts growing.</i></p>	\$	7,000
53.1610	<p>Small equipment - computers &amp; software</p> <p><i>This line item includes the purchase of additional server hard drives at the recommendation of the IT department. This is an as needed type of line item and not reflected by money spent over the course of past years.</i></p>	\$	700
53.1701	<p>Safety supplies</p> <p><i>This line item includes all personnel safety items including safety glasses, goggles, gloves, vests, ear plugs, hard hats, coveralls, confined space entry equipment, lockout/tag out supplies, etc. Over the last three years, we have averaged \$6,732/year. However, several items have been purchased in the last three years that will not need to be purchased in the upcoming year (such as confined space entry equipment) so the budget is being proposed at \$5,000 for FY13.</i></p>	\$	5,000
53.1702	<p>Uniforms and replacements</p> <p><i>This line item includes the uniforms for 23 employees as well as \$50 steel toed boot allowance for each</i></p>	\$	10,000

## Public Works Detail Description

*employee, shop towels, floor mats, fender covers, environmental/energy charges, prep charges and annual contract for laundering.*

53.1723 Vehicle repair supplies

\$ 40,000

*This line item covers all of the materials and supplies necessary to maintain the Public Works vehicles and equipment by our in-house mechanics. These items include oil changes, tire repairs, motor replacements, street sweeper brooms, automotive parts, tractor/equipment parts, hydraulic repairs, etc. This line also includes consumables such as windshield wiper blades, bush hog blades, antifreeze, etc. Over the last 3 years, we have averaged \$50,523/year to maintain our fleet. Currently, we are experiencing a very good year and only anticipating an expenditure of around \$25,000 to \$30,000 for FY12. However, based on past history, we are proposing \$40,000 for FY13.*

\$ 1,199,180

### Highways and Streets

Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Supplies</b>					
Street lighting	294,404	270,000	315,000	315,000	315,000
Road paving and drainage supplies	146	0	0	0	0
	<b>294,550</b>	<b>270,000</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>
<b>Total Expenditures</b>	<b>294,550</b>	<b>270,000</b>	<b>315,000</b>	<b>315,000</b>	<b>315,000</b>

## Highways and Streets Expenditure Descriptions

Account #		Amount
	<b><u>Supplies</u></b>	
53.1231	Street Lighting	\$ 315,000
	<i>Georgia Power - street lights</i>	
	<i>Waterfront Park lighting (not metered)</i>	
	<i>Osborne median lights</i>	
	<i>REA Electric</i>	
	<i>Traffic signals</i>	
	<i>New installations</i>	
	<b>Total</b>	<b>\$ 315,000</b>

## Highways and Streets Detail Descriptions

Account #

Supplies

53.1231 Street Lighting

\$ 315,000

*This line item is used to cover the expenditures of all street lights and traffic signals on City owned streets. This also includes unmetered lighting in the waterfront park and in the medians on Osborne Street. Over past three years, this cost has increased each year from \$263,746 to \$294,404. Currently, the monthly expense is running at \$25,872/month which equates to \$310,462 annually. Therefore, this line item was increased to allow for price increases from the power companies.*

### Cemetery Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
Salaries, Wages and Employee Benefits	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Regular Employees	51.1100	0	0	27,932	34,089	34,089
Group Health/Dental	51.2105	0	0	9,081	12,622	12,763
Health Clinic	51.2107	0	0	0	228	228
Group Life Insurance	51.2110	0	0	111	111	117
FICA Contributions (Employer)	51.2200	0	0	2,137	2,608	2,608
Retirement Contribution (Employer)	51.2400	0	0	1,956	2,264	2,264
Workers' Compensation	51.2700	0	0	1,314	1,314	1,314
		<b>0</b>	<b>0</b>	<b>42,530</b>	<b>53,236</b>	<b>53,383</b>
<b>Purchased/Contracted Services</b>						
Computer maintenance	52.2201	275	275	275	275	275
Small equipment repairs	52.2216	490	500	500	500	500
Vehicle repairs	52.2223	0	0	500	500	500
Postage	52.3220	234	500	300	300	300
Advertising	52.3300	0	150	0	0	0
Travel	52.3500	0	0	800	800	800
Dues & fees	52.3600	735	500	1,150	1,150	1,150
Education And training	52.3700	0	0	200	200	200
Contract labor	52.3850	0	0	5,500	5,000	5,000
		<b>1,734</b>	<b>1,925</b>	<b>9,225</b>	<b>8,725</b>	<b>8,725</b>
<b>Supplies</b>						
Miscellaneous supplies	53.1140	367	500	400	350	350
Water/Sewerage	53.1210	1,030	1,000	900	900	900
Electricity	53.1230	211	700	300	300	300
Gasoline	53.1270	0	0	1,500	1,500	1,500

**Cemetery Expenditures**

Small equipment	53.1600	0	0	6,000	6,000	6,000
Small equipment supplies	53.1601	56	200	200	200	200
Cemetery work supplies	53.1704	139	300	100	100	100
Vehicle repair supplies	53.1723	0	0	200	200	200
		1,803	2,700	9,600	9,550	9,550
<b>Total Expenditures</b>		<b>3,537</b>	<b>4,625</b>	<b>61,355</b>	<b>71,511</b>	<b>71,658</b>

## Cemetery Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular Employees	\$ 34,089
	<i>1 Full Time Cemetery employee - \$22,610</i>	
	<i>1 Building employee - 10% of salary - \$3669</i>	
	<i>1 Planning employee - 5% of salary - \$1653</i>	
	<i>1 Planning employee - 10% of salary - \$6157</i>	
51.2105	Group Health/Dental	\$ 12,763
51.2107	Health Clinic	\$ 228
51.2110	Group Life insurance	\$ 117
51.2200	FICA contributions (employer)	\$ 2,608
51.2400	Retirement - Employer Contribution	\$ 2,264
51.2700	Workers' Compensation	\$ 1,314
	<b><u>Purchased/Contracted Services</u></b>	
52.2201	Computer maintenance	\$ 275
	<i>Tyler Technologies - share of Finance computer maintenance</i>	
52.2216	Small equipment repairs	\$ 500
	<i>Allowance for unknown need for repair of old mower</i>	

### Cemetery Expenditure Descriptions

52.2223	Vehicle repairs <i>Vehicle repair allowance for cemetery vehicle</i>	\$	500
52.3220	Postage <i>Based on 50% of 2012 Budget (\$145.84 Spent as of 12/31/11)</i>	\$	300
52.3500	Travel <i>GA Municipal Cemetery Association Training</i>	\$	800
52.3600	Dues & fees <i>Recording cemetery deeds - \$1000.00</i> <i>GA Municipal Cemetery Association - \$150.00</i>	\$	1,150
52.3700	Education and training <i>GA Municipal Cemetery Association Training</i>	\$	200
52.3850	Contract labor <i>Miscellaneous cemetery repairs - \$5000 (Cemetery walls/slabs/monuments)</i>	\$	5,000
<b><u>Supplies</u></b>			
53.1140	Miscellaneous supplies <i>Uniform allowance- \$350</i>	\$	350
53.1210	Water/Sewerage <i>Cemetery office; public hose bibs (based on 50% of 2012 Budget - \$422.22)</i>	\$	900

### Cemetery Expenditure Descriptions

53.1230	Electricity	\$	300
	<i>Based on 50% of 2012 Budget - \$147.17</i>		
53.1270	Gasoline	\$	1,500
	<i>For cemetery vehicle &amp; lawn mower</i>		
53.1600	Small equipment	\$	6,000
	<i>42" mower/garden tractor w/trailer</i>		
53.1601	Small equipment supplies	\$	200
	<i>Parts for mower and other cemetery equipment</i>		
53.1704	Cemetery work supplies	\$	100
	<i>Rakes, tool replacements, trash bags, misc.</i>		
53.1723	Vehicle repair supplies	\$	200
	<i>Vehicle repair allowance for cemetery vehicle</i>		
	<b>Total</b>	<b>\$</b>	<b>71,658</b>

**Senior Center Expenditures**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	52,095	56,098	57,798	53,500	53,500
Overtime	51.1300	695	1,000	830	830	830
Group Health/Dental Ins	51.2105	8,630	9,386	9,391	13,053	13,062
Health Clinic	51.2107	0	0	0	228	228
Group Life Insurance	51.2110	111	126	111	111	117
FICA contributions (employer)	51.2200	3,715	4,368	4,486	4,154	4,154
Retirement -Contribution Employer	51.2400	1,150	1,191	2,072	2,072	2,072
Workers' Compensation	51.2700	149	654	1,833	1,833	1,833
		<b>66,545</b>	<b>72,823</b>	<b>76,521</b>	<b>75,781</b>	<b>75,796</b>
<b>Purchased/Contracted Services</b>						
Alarm system maintenance	52.2205	274	400	400	400	400
Vehicle repairs	52.2223	181	1,000	1,000	1,000	1,000
Property/Liability insurance	52.3110	612	1,000	696	696	696
Telephone	52.3210	1,824	1,472	1,472	1,472	1,472
Advertising	52.3300	134	350	300	300	300
Travel	52.3500	33	250	200	200	200
Education and training	52.3700	0	500	500	500	500
		<b>3,058</b>	<b>4,972</b>	<b>4,568</b>	<b>4,568</b>	<b>4,568</b>
<b>Supplies</b>						
Computer supplies	53.1120	149	150	150	150	150
Copier supplies	53.1130	0	50	50	50	50
Miscellaneous supplies	53.1140	2,643	2,000	1,750	1,750	1,750
Water/sewerage	53.1210	455	650	500	500	500

### Senior Center Expenditures

	Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
Electricity	53.1230	4,942	5,000	5,000	5,000	5,000
Gasoline	53.1270	3,165	5,000	4,500	3,906	3,906
Food	53.1300	17,980	25,000	25,000	25,000	25,000
Small equipment	53.1600	0	500	500	500	500
		<b>29,334</b>	<b>38,350</b>	<b>37,450</b>	<b>36,856</b>	<b>36,856</b>
<b>Debt Service</b>						
Capital Lease - Principal	58.1201	9,052	2,315	0	0	0
Capital Lease - Interest	58.2201	271	16	0	0	0
		<b>9,323</b>	<b>2,331</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>108,260</b>	<b>118,476</b>	<b>118,539</b>	<b>117,205</b>	<b>117,220</b>

## Senior Center Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees <i>1 full time / 3 Part-time</i>	\$ 53,500
51.1300	Overtime	\$ 830
51.2105	Group Health/Dental	\$ 13,062
51.2107	Health Clinic	\$ 228
51.2110	Group Life Insurance	\$ 117
51.2200	FICA contributions (employer) <i>Salaries and overtime x 7.65%</i>	\$ 4,154
51.2400	Retirement contributions (employer)	\$ 2,072
51.2700	Workers' Compensation	\$ 1,833
	<b><u>Purchased/Contracted Services</u></b>	
52.2205	Alarm system maintenance <i>IDS</i>	\$ 400
52.2223	Vehicle repairs <i>tires, oil changes, front end alignment</i>	\$ 1,000

## Senior Center Expenditure Descriptions

Account #		Amount
52.3110	Property/Liability Insurance	\$ 696
52.3210	Telephone	\$ 1,472
52.3300	Advertising	\$ 300
52.3500	Travel	\$ 200
52.3700	Education and training	\$ 500
	<b><u>Supplies</u></b>	
53.1120	Computer supplies	\$ 150
53.1130	Copier supplies	\$ 50
53.1140	Miscellaneous supplies	\$ 1,750
53.1210	Water/Sewerage	\$ 500
53.1230	Electricity	\$ 5,000
53.1270	Gasoline	\$ 3,906

### Senior Center Expenditure Descriptions

Account #		Amount
53.1300	Food	\$ 25,000
53.1600	Small equipment <i>food warmers/carriers</i>	\$ 500
<b>Total</b>		<u>\$ 117,220</u>

## Senior Center Detail Descriptions

Account #	Amount
<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100 Regular employees <i>1 full time / 3 Part-time</i>	\$ 53,500
51.1300 Overtime	\$ 830
51.2105 Group Health/Dental	\$ 13,062
51.2107 Health Clinic <i>based on number of employees on Health/Rx plan</i>	\$ 228
51.2110 Group Life Insurance	\$ 117
51.2200 FICA contributions (employer) <i>Salaries and overtime x 7.65%</i>	\$ 4,154
51.2400 Retirement contributions (employer)	\$ 2,072
51.2700 Workers' Compensation	\$ 1,833
<b><u>Purchased/Contracted Services</u></b>	
52.2205 Alarm system maintenance <i>250.00 per year and 75.00 per service call</i>	\$ 400
52.2223 Vehicle repairs <i>6 tires - \$740.00 oil changes x 4 @ 41.00 ea - \$164.00 Front end alignment - \$96</i>	\$ 1,000
52.3110 Property/Liability Insurance	\$ 696
52.3210 Telephone <i>Internet, 2 phone lines, 122.00 per month TDS comps us the cable saving over 75.00 monthly</i>	\$ 1,472
52.3300 Advertising <i>special events, paper ads</i>	\$ 300
52.3500 Travel <i>RDC meetings, special events</i>	\$ 200
52.3700 Education and training	\$ 500

## Senior Center Detail Descriptions

Account #	Amount
<i>driving course, new hires, Leadership skills, professional subscriptions</i>	
<b>Supplies</b>	
53.1120 Computer supplies <i>ink cartridges</i>	\$ 150
53.1130 Copier supplies <i>paper</i>	\$ 50
53.1140 Miscellaneous supplies <i>tea, coffee, sugars, straws, cleaning supplies, toilet paper, hand soap, cups, bleach, dishwashing liquid, napkins</i>	\$ 1,750
53.1210 Water/Sewerage	\$ 500
53.1230 Electricity	\$ 5,000
53.1270 Gasoline <i>1116 gallons x 3.50 = 3906</i>	\$ 3,906
53.1300 Food <i>4900 meals</i>	\$ 25,000
53.1600 Small Equipment <i>steamers, chairs, card tables</i>	\$ 500
<b>Total</b>	<b>\$ 117,220</b>

**Parks Expenditures**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Purchased/Contracted Services</b>						
Building repairs	52.2221	5,150	500	300	300	300
Rental of equipment and vehicles	52.2320	850	500	1,000	1,000	1,000
Lab analysis fees	52.3650	10	20	20	20	20
		<b>6,010</b>	<b>1,020</b>	<b>1,320</b>	<b>1,320</b>	<b>1,320</b>
<b>Supplies</b>						
Water/sewerage	53.1210	8,332	10,000	7,000	7,000	7,000
Electricity	53.1230	16,604	18,000	15,000	15,000	15,000
Christmas equipment & supplies	53.1703	9,158	13,000	10,000	10,000	10,000
Public grounds maintenance supplies	53.1705	5,527	5,000	8,000	8,000	8,000
Building repair supplies	53.1721	8,447	9,000	6,000	6,000	6,000
		<b>48,068</b>	<b>55,000</b>	<b>46,000</b>	<b>46,000</b>	<b>46,000</b>
<b>Capital Outlay</b>						
Site Improvements	54.1200	0	5,000	5,000	0	0
		<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>						
		<b>54,078</b>	<b>61,020</b>	<b>52,320</b>	<b>47,320</b>	<b>47,320</b>

## Parks Expenditure Descriptions

Account #		Amount
	<b><u>Purchased/Contracted Services</u></b>	
52.2221	Building repairs <i>Waterfront Park (fountain, floating dock, fishing pier, bait shop )</i>	\$ 300
52.2320	Equipment Rental <i>Port-a-potties Meeting Street</i>	1,000
52.3650	Lab analysis fees <i>Soil samples</i>	\$ 20
	<b><u>Supplies</u></b>	
53.1210	Water/Sewerage <i>Waterfront Park, Pavilion, Medians, Meeting St. Boat Ramp</i>	\$ 7,000
53.1230	Electricity <i>Christmas lights (pole mount) Pavilion Waterfront park Marsh walk Meeting St. boat ramp</i>	\$ 15,000
53.1703	Christmas equipment & supplies <i>Christmas Lights and accessories Misc. tape, wire ties, cords, etc. Additional wreaths and candle scrolls</i>	\$ 10,000

**Parks Expenditure Descriptions**

Account #		Amount
53.1705	Public grounds maintenance supplies <i>Fertilizers, grass seed, blades, weed eater string, flowers, shrubs, sprinkler heads, etc.</i>	\$ 8,000
53.1721	Building repair supplies <i>Waterfront park, pavilion, boat ramps, median benches, etc. Maintenance to floating docks</i>	\$ 6,000
	<b>Total</b>	<u><u>\$ 47,320</u></u>

## Parks Detail Descriptions

Account #			
	<b><u>Purchased/Contracted Services</u></b>		
52.2221	Building repairs	\$	300
	<i>This line item is used to handle any necessary contracted repairs or service for the waterfront park fountain, floating dock, fishing pier, bait shop, pavilion, or boat ramps. Typically, this line item is less than \$300/year, but can be higher if major malfunctions occur to fountain equipment or other major repairs needed.</i>		
52.2320	Rental of equipment and vehicles		1,000
	<i>This line item is used to fund the port-a-potty located at the Meeting Street Boat Ramp. The cost for rental of the port-a-potty is \$69/month (\$828 annually). The remainder of the budgeted funds is for incidental items needed for park maintenance, such as scaffolding rental.</i>		
52.3650	Lab Analysis fees	\$	20
	<i>This line item is for soil sampling by the County Extension Office to establish nutrient needs for the Waterfront Park.</i>		
	<b><u>Supplies</u></b>		
53.1210	Water and Sewerage	\$	7,000
	<i>This line item covers the water and sewer bills for the Waterfront Park, Pavilion, Osborne Street Medians, and the Meeting Street Boat Ramp. Over the past three years, this line has been averaging \$8,145 annually. Currently, this line is averaging \$579/month which equates to \$6945 annually. The reduction proposed for FY13 is based on utilizing sound water conservation practices in our watering schedule.</i>		
53.1230	Electricity	\$	15,000
	<i>This line item covers the electrical expense for the Waterfront Park, Pavilion, Tilden Norris Marsh walk, Meeting Street Boat Ramp, and Christmas Lights. Over the past three years, this cost has been \$13,320 average on an annual basis. Currently, we are averaging \$1140/month which equates to an annual expenditure of \$13,680. For FY13, \$15,000 is budgeted to cover any potential increase in electrical cost.</i>		
53.1703	Christmas equipment and supplies	\$	10,000
	<i>This line item is used to purchase Christmas lights and accessories, such as tape, wire ties, extension cords, replacement wreaths, ribbons, candle scrolls, bulbs, garland, etc. This line is also used for the horse and carriage rental for the White Lighting Parade. Over the past three years, this line has averaged \$11,890 with two of the years just over \$13,000. In the current fiscal year, this line item only has around \$6,000 expended. Therefore, while the supplies are out of season and at discounted rates, this is the time that replacement materials are acquired. This is why this line item was reduced for the upcoming budget.</i>		
53.1705	Public Grounds Maintenance Supplies	\$	8,000
	<i>This line item is used for all grounds maintenance supplies for the waterfront park and medians. These items include fertilizer, grass seed, lawn mower blades, weed eater string, flowers, shrubs, sprinkler heads, etc. Over the past three years, the annual expenditure for this line has averaged \$6,776. Currently, the</i>		

## Parks Detail Descriptions

*estimated annual expenditure for this line is \$5,800. This line item was increased to \$8,000 in order to provide additional funding for the beautification efforts at City facilities and streets.*

53.1721	Building Repair Supplies	\$	6,000
	<i>This line item is used to cover materials needed to repair and/or maintain the structures at the Waterfront Park, Pavilion, Boat Ramps, Median benches, floating docks, and the marsh walk. Over the last three years, the average annual expenditure for this line is \$8,687. In the current fiscal year, this line item is projected to be around \$6,000, including an anticipated repair to the fountain lights. This line is proposed at \$6,000 for FY13.</i>	\$	47,320

## Library Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	183,477	179,576	183,986	179,576	179,576
Overtime	51.1300	92	100	0	0	0
Group Health/Dental	51.2105	23,486	30,464	20,469	29,335	29,544
Health Clinic	51.2107	0	0	0	910	910
Group Life Insurance	51.2110	543	555	444	444	468
FICA contributions (employer)	51.2200	13,381	13,745	14,075	13,738	13,738
Retirement - contribution (employer)	51.2400	5,754	6,992	10,025	10,025	10,025
Workers' Compensation	51.2700	966	469	405	405	405
		<b>227,699</b>	<b>231,901</b>	<b>229,404</b>	<b>234,433</b>	<b>234,666</b>
<b>Purchased/Contracted Services</b>						
Computer maintenance	52.2201	0	2,500	1,953	1,953	1,953
Copier maintenance	52.2202	533	500	786	786	786
Alarm system maintenance	52.2205	525	900	900	900	900
Building repairs	52.2221	400	500	500	500	500
Property/Liability insurance	52.3110	0	100	0	0	0
Telephone	52.3210	4,909	5,000	4,004	4,004	4,004
Postage	52.3220	191	500	2,145	2,145	2,145
Travel	52.3500	62	250	100	100	100
Education and training	52.3700	0	500	0	0	0
		<b>6,620</b>	<b>10,750</b>	<b>10,388</b>	<b>10,388</b>	<b>10,388</b>
<b>Supplies</b>						
Office supplies	53.1110	322	2,000	770	770	770
Computer supplies	53.1120	0	2,000	1,136	1,136	1,136

### Library Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Copier supplies	53.1130	214	400	266	266	266
Miscellaneous supplies	53.1140	1,535	1,000	3,430	3,430	3,430
Library unique supplies	53.1145	2,343	5,000	2,525	2,525	2,525
Water/sewerage	53.1210	658	750	786	786	786
Electricity	53.1230	16,888	16,000	23,500	22,500	22,500
Books and periodicals	53.1400	49,518	26,972	24,155	23,155	23,155
Small equipment	53.1600	0	1,000	0	0	0
Building repairs supplies	53.1721	0	1,000	233	233	233
		<b>71,478</b>	<b>56,122</b>	<b>56,801</b>	<b>54,801</b>	<b>54,801</b>
<b>Total Expenditures</b>		<b>305,797</b>	<b>298,773</b>	<b>296,593</b>	<b>299,622</b>	<b>299,855</b>

## Library Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 179,576
51.2105	Group Health/Dental	\$ 29,544
51.2107	Health Clinic	\$ 910
51.2110	Group Life Insurance	\$ 468
51.2200	FICA contributions (employer) <i>Salaries &amp; wages x 7.65%</i>	\$ 13,738
51.2400	Retirement Contribution (employer)	\$ 10,025
51.2700	Workers' Compensation	\$ 405
	<b><u>Purchased/Contracted Services</u></b>	
52.2201	Computer maintenance	\$ 1,953
52.2202	Copier maintenance	\$ 786
52.2205	Alarm system maintenance	\$ 900
52.2221	Building repairs	\$ 500
52.3210	Telephone	\$ 4,004

### Library Expenditure Descriptions

Account #		Amount
52.3220	Postage	\$ 2,145
52.3500	Travel	\$ 100
	<b><u>Supplies</u></b>	
53.1110	Office supplies <i>Typing ribbon, pens, pencils, paper products, fasteners, labels, filing materials, markers, etc.</i>	\$ 770
53.1120	Computer supplies <i>Printers, mice, monitors, paper, ink, toner, etc.</i>	\$ 1,136
53.1130	Copier supplies <i>Paper, toner, etc.</i>	\$ 266
53.1140	Miscellaneous supplies <i>Drinking water, cleaning products, etc.</i>	\$ 3,430
53.1145	Library unique supplies <i>Book covering materials, book tape, security strips book bags, craft supplies, materials for children's programs, decorations</i>	\$ 2,525
53.1210	Water/Sewerage	\$ 786

### Library Expenditure Descriptions

Account #		Amount
53.1230	Electricity	\$ 22,500
53.1400	Books and periodicals <i>Books, subscriptions, audio books, videos, reference materials</i>	\$ 23,155
53.1721	Building repairs supplies <i>Building maintenance</i>	\$ 233
	<b>Total</b>	<b><u>\$ 299,855</u></b>

### Building Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	88,124	88,596	46,417	64,888	64,888
Overtime	51.1300	450	500	0	0	0
Group Health/Dental	51.2105	9,094	9,864	13,400	18,624	18,655
Health Clinic	51.2107	0	0	0	455	455
Group Life Insurance	51.2110	167	207	222	222	234
FICA contributions (employer)	51.2200	6,544	6,816	3,551	4,964	4,964
Retirement Contribution (employer)	51.2400	3,202	3,243	3,250	4,173	4,173
Workers' Compensation	51.2700	3,368	4,052	1,175	1,175	1,175
		<b>110,949</b>	<b>113,278</b>	<b>68,015</b>	<b>94,501</b>	<b>94,544</b>
<b>Purchased/Contracted Services</b>						
Engineers & Consultants	52.1310	0	0	8,320	0	0
Computer maintenance	52.2201	1,955	2,000	2,300	2,300	2,300
Copier maintenance	52.2202	656	1,200	1,100	1,100	1,100
Alarm system maintenance	52.2205	195	360	195	195	195
Vehicle repairs	52.2223	416	1,000	100	100	100
Telephone	52.3210	2,792	2,500	2,500	2,500	2,500
Postage	52.3220	44	250	100	100	100
Advertising	52.3300	40	200	0	0	0
Travel	52.3500	701	0	1,000	1,000	1,000
Dues and fees	52.3600	270	500	270	270	270
Professional subscriptions	52.3610	166	500	200	200	200
Education and training	52.3700	500	0	500	500	500
Other purchased services	52.3900	0	8,000	30,000	15,000	15,000

### Building Expenditures

Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	FY2011	FY2012	FY2013	FY2013	FY2013
	7,735	16,510	46,585	23,265	23,265
<b>Supplies</b>					
Office supplies	53.1110	241	300	200	200
Computer supplies	53.1120	420	400	400	400
Copier supplies	53.1130	255	400	400	400
Gasoline	53.1270	2,821	3,000	2,200	2,200
Small Equipment - computers & software	53.1610	217	750	0	0
Other supplies	53.1700	47	250	100	100
Vehicle repair supplies	53.1723	27	1,000	560	560
		<b>4,028</b>	<b>6,100</b>	<b>8,660</b>	<b>3,860</b>
<b>Total Expenditures</b>		<b>122,712</b>	<b>135,888</b>	<b>123,260</b>	<b>121,626</b>

## Building Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees <i>50% of Building &amp; Planning Assistant</i> <i>90% of Building Inspector</i> <i>30% of Planning Director</i>	\$ 64,888
51.2105	Group Health/Dental	\$ 18,655
51.2107	Health Clinic	\$ 455
51.2110	Group Life Insurance	\$ 234
51.2200	FICA contributions (employer) <i>Salaries and Wages x 7.65%</i>	\$ 4,964
51.2400	Retirement - Employer Contribution	\$ 4,173
51.2700	Workers' Compensation	\$ 1,175
	<b><u>Purchased/Contracted Services</u></b>	
52.2201	Computer maintenance <i>Fixed annual amount for Shell program (scanning) \$1300</i> <i>Fixed annual fee for Incode (software maintenance)\$867</i> <i>Allowance for computer repairs - \$133</i>	\$ 2,300
52.2202	Copier maintenance	\$ 1,100

## Building Expenditure Descriptions

Account #		Amount
	<i>Fixed annual maintenance fee of \$594 for KIP (large format copier)</i>	
	<i>Fixed annual maintenance fee for Bizhub copier-Herrin -\$240</i>	
	<i>Allowance for repairs to copier - \$266</i>	
	<i>Planning &amp; Building pays 100% - IT and HR pays 0%</i>	
52.2205	Alarm system maintenance	\$ 195
	<i>Annual fee for IDS Alarm Services</i>	
52.2223	Vehicle repairs	\$ 100
	<i>Allowance for two vehicles over 90,000 miles - \$100</i>	
52.3210	Telephone	\$ 2,500
	<i>Based on 50% of 2012 Budget - \$1075.48 as of 12/31/11</i>	
52.3220	Postage	\$ 100
	<i>Based on 50% of 2012 Budget - \$3.08 as of 12/31/11</i>	
52.3500	Travel	\$ 1,000
	<i>BOAG Conference - For CBO required training- \$800</i>	
	<i>Training update seminars - \$200</i>	
52.3600	Dues and fees	\$ 270
	<i>Annual ICC Membership dues- \$125</i>	
	<i>Annual Coastal GA Inspectors Association dues - \$20</i>	
	<i>Annual NFPA dues - \$125</i>	

## Building Expenditure Descriptions

Account #		Amount
52.3610	Professional subscriptions <i>ICC &amp; NFPA code books \$162</i> <i>Property Maintenance book- \$38</i>	\$ 200
52.3700	Education and training <i>Required for CBO renewal</i>	\$ 500
52.3900	Other purchased services <i>Demolition of dilapidated structures (\$1500 x 10 Structures)</i>	15,000
<b><u>Supplies</u></b>		
53.1110	Office supplies <i>Pens/markers/file folders/manila folders/envelopes, etc.</i>	\$ 200
53.1120	Computer supplies <i>Ink cartridges - 2 @ 86.00 (172.00)</i> <i>Ink cartridges - 4 @ 43.00 (172.00)</i> <i>Ink cartridges for fax - 4 @ \$14.00 (56.00)</i>	\$ 400
53.1130	Copier supplies <i>3 cases of copy paper - \$114</i> <i>2 boxes of 2 rolls for KIP copier - \$141.50</i> <i>1 ink cartridge for KIP (1/2 charged to Building of \$89)</i> <i>1/2 case of legal paper - \$29</i> <i>1/2 case of 11"x17" paper - \$26.50</i> <i>Planning &amp; Building pays 100% - IT and HR pays 0%</i>	\$ 400

**Building Expenditure Descriptions**

Account #		Amount
53.1270	Gasoline <i>Based on 50% of 2012 Budget - \$945.31 as of 12/31/11</i>	\$ 2,200
53.1700	Other supplies <i>Tape measure - \$20</i> <i>Spray paint - \$40 ( 10 Cans @ \$4 Each)</i> <i>Allowance for miscellaneous supplies - \$40</i>	\$ 100
53.1723	Vehicle repair supplies <i>Four tires @ \$90 Each - \$360.00</i> <i>Allowance for two older vehicles ( 90,000 + Miles Each) - \$200</i>	\$ 560
	<b>Total</b>	<b>\$ <u>121,669</u></b>

**Planning and Zoning Expenditures**

		<b>Actual</b>	<b>Proposed</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	103,732	103,292	106,997	82,371	82,371
Overtime	51.1300	107	500	0	0	0
Group Health/Dental	51.2105	16,808	18,771	18,781	26,106	26,123
Health Clinic	51.2107	0	0	0	455	455
Group Life Insurance	51.2110	222	251	222	222	234
FICA contributions (employer)	51.2200	7,452	8,017	8,186	6,302	6,302
Retirement Contribution (employer)	51.2400	3,787	3,845	6,214	4,983	4,983
Workers' Compensation	51.2700	2,626	3,270	164	164	164
		<b>134,734</b>	<b>137,946</b>	<b>140,564</b>	<b>120,603</b>	<b>120,632</b>
<b>Purchased/Contracted Services</b>						
Engineers & Consultants	52.1310	0	500	20,000	20,000	20,000
Computer maintenance	52.2201	1,326	1,500	2,500	2,500	2,500
Copier maintenance	52.2202	594	900	1,150	1,150	1,150
Alarm system maintenance	52.2205	195	360	195	195	195
Vehicle repairs	52.2223	0	500	400	400	400
Telephone	52.3210	2,292	2,000	2,250	2,250	2,250
Postage	52.3220	640	1,000	1,750	1,750	1,750
Advertising	52.3300	1,010	1,250	1,500	1,500	1,500
Printing and binding	52.3400	60	200	150	150	150
Travel	52.3500	0	0	500	500	500
Education and training	52.3700		0	800	800	800
Other purchased services	52.3900	1,273	1,500	1,000	1,000	1,000
		<b>7,390</b>	<b>9,710</b>	<b>32,195</b>	<b>32,195</b>	<b>32,195</b>

**Planning and Zoning Expenditures**

		<b>Actual</b>	<b>Proposed</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Supplies</b>						
Office supplies	53.1110	373	500	400	400	400
Computer supplies	53.1120	579	750	700	700	700
Copier supplies	53.1130	257	500	400	400	400
Miscellaneous supplies	53.1140	167	750	600	600	600
Gasoline	53.1270	864	2,000	1,100	1,100	1,100
Small equipment - computers & software	53.1610	0	500	1,400	1,400	1,400
Vehicle repair supplies	53.1723	85	500	560	560	560
		<b>2,325</b>	<b>5,500</b>	<b>5,160</b>	<b>5,160</b>	<b>5,160</b>
<b>Debt Service</b>						
Capital Lease - Principal - Vehicles	58.1210	1,932	826	0	0	0
Capital Lease - Interest - Vehicles	58.2210	65	5	0	0	0
		<b>1,997</b>	<b>831</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>						
		<b>146,446</b>	<b>153,987</b>	<b>177,919</b>	<b>157,958</b>	<b>157,987</b>

## Planning and Zoning Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees <i>Building &amp; Planning Asst. - 50% of salary</i> <i>Planning Director - 60% of salary</i> <i>Assistant Planner - 95% of salary</i>	\$ 82,371
51.2105	Group Health/Dental	\$ 26,123
51.2107	Health Clinic	\$ 455
51.2110	Group Life Insurance	\$ 234
51.2200	FICA contributions (employer) <i>Salaries and Wages x 7.65%</i>	\$ 6,302
51.2400	Retirement Contribution (employer)	\$ 4,983
51.2700	Workers' Compensation	\$ 164
	<b><u>Purchased/Contracted Services</u></b>	
52.1310	Engineers & Consultants <i>TE Grant - \$20,000</i>	\$ 20,000
52.2201	Computer maintenance <i>Fixed annual amount for Shell program (scanning) \$1300</i> <i>Fixed annual fee for Incode (software maintenance)\$867</i>	\$ 2,500

## Planning and Zoning Expenditure Descriptions

Account #		Amount
	<i>Allowance for computer repairs - \$333</i>	
52.2202	Copier maintenance <i>Fixed annual maintenance fee of \$594 for KIP (large format copier)</i> <i>Allowance for repairs to copier - \$316</i> <i>Fixed annual maintenance fee for Bizhub Copier-Herrin -\$240</i> <i>Planning &amp; Building pays 100% - IT and HR pays 0%</i>	\$ 1,150
52.2205	Alarm system maintenance <i>Annual fee for IDS Alarm Services - \$195</i>	\$ 195
52.2223	Vehicle repairs <i>Allowance for general vehicle maintenance by SMPW for two older vehicles</i>	\$ 400
52.3210	Telephone <i>Based on 50% of 2012 Budget - \$1059.17 as of 12/31/11</i>	\$ 2,250
52.3220	Postage <i>Dilapidated structures/code enforcement/occupational tax renewals</i> <i>Historic Preservation/Planning Commission/general correspondence</i> <i>Based on 50% of 2012 Budget - \$827.10 as of 12/31/11</i>	\$ 1,750
52.3300	Advertising <i>Public hearings for dilapidated structures/code enforcement/Planning Commission</i> <i>Based on 50% of 2012 Budget - \$710.00 as of 12/31/11</i>	\$ 1,500

**Planning and Zoning Expenditure Descriptions**

Account #		Amount
52.3400	Printing and binding <i>Window envelopes - \$150</i>	\$ 150
52.3500	Travel <i>Travel for required training of staff in Planning procedures</i>	\$ 500
52.3700	Education and training <i>Travel for required training of staff in Planning procedures</i>	\$ 800
52.3900	Other purchased services <i>One third of the BIS Digital Recording contract - \$974</i>	\$ 1,000
	<b><u>Supplies</u></b>	
53.1110	Office supplies <i>Pens/markers/file folders/manila folders/envelopes, etc.</i>	\$ 400
53.1120	Computer supplies <i>Ink cartridge - 1 @ 88.00</i> <i>Ink cartridges- 4 @ \$67 (\$268)</i> <i>Ink cartridges - 4 @ \$53 &amp; \$33 (\$344)</i>	\$ 700
53.1130	Copier supplies <i>3 cases of copy paper - \$114</i> <i>2 boxes of 2 rolls for KIP copier - \$132</i> <i>1 ink cartridge for KIP (1/2 charged to Planning of \$89)</i> <i>1/2 case of legal paper - \$29</i>	\$ 400

**Planning and Zoning Expenditure Descriptions**

Account #		Amount
	<i>1/2 case of 11"x17" paper - \$26.50</i>	
	<i>Planning &amp; Building pays 100% - IT and HR pays 0%</i>	
53.1140	Miscellaneous supplies <i>Budget for (10) property liens @ \$40 each (\$400)</i>	\$ 600
53.1270	Gasoline <i>Based on 50% of 2012 Budget - \$548.32 As Of 12/31/11</i>	\$ 1,100
53.1610	Small Equipment - computers and software <i>Allowance for a new scanner - \$600</i> <i>New tower for computer - \$800</i>	\$ 1,400
53.1723	Vehicle repair supplies <i>Allowance for two older vehicles - \$200</i> <i>Tires (4 @ \$90) - \$360</i>	\$ 560
	<b>Total</b>	<b>\$ <u>157,987</u></b>

**Economic Development Expenditures**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	70,256	82,261	81,931	81,931	81,931
Overtime	51.1300	103	100	100	100	100
Group Health/Dental	51.2105	5,182	9,864	9,390	13,053	13,062
Health Clinic	51.2107	0	0	0	228	228
Group Life Insurance	51.2110	176	251	222	222	234
FICA contributions (employer)	51.2200	5,188	6,432	6,275	6,275	6,275
Retirement Contribution (employer)	51.2400	2,561	1,275	4,237	4,237	4,237
Workers' Compensation	51.2700	210	722	180	180	180
		<b>83,676</b>	<b>100,905</b>	<b>102,335</b>	<b>106,226</b>	<b>106,247</b>
<b>Purchased/Contracted Services</b>						
Copier maintenance	52.2202	45	500	50	50	50
Building repairs	52.2221	131	500	300	150	150
Property/Liability Insurance	52.3110	417	600	600	420	420
Telephone	52.3210	2,645	2,640	2,640	2,640	2,640
Postage	52.3220	173	500	400	200	200
Advertising	52.3300	2,122	5,010	5,010	30,010	30,010
Travel	52.3500	1,331	1,500	4,500	4,500	4,500
Dues and fees	52.3600	890	1,200	1,200	1,200	1,200
Education and training	52.3700	692	1,500	1,500	1,500	1,500
		<b>8,446</b>	<b>13,950</b>	<b>16,200</b>	<b>40,670</b>	<b>40,670</b>
<b>Supplies</b>						
Office supplies	53.1110	759	1,000	1,000	250	250
Computer supplies	53.1120	426	900	900	700	700

**Economic Development Expenditures**

	Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
Vehicle repair supplies	53.1123	0	0	0	200	200
Copier supplies	53.1130	189	500	500	200	200
Miscellaneous supplies	53.1140	420	500	1,000	1,000	1,000
Gasoline	53.1270	0	0	2,000	2,000	2,000
Small equipment	53.1600	875	250	250	250	250
		<b>2,669</b>	<b>3,150</b>	<b>5,650</b>	<b>4,600</b>	<b>4,600</b>
<b>Total Expenditures</b>		<b>94,791</b>	<b>118,005</b>	<b>124,185</b>	<b>151,496</b>	<b>151,517</b>

## Economic Development Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 81,931
51.1300	Overtime	\$ 100
51.2105	Group Health/Dental	\$ 13,062
51.2107	Health Clinic	\$ 228
51.2110	Group Life Insurance	\$ 234
51.2200	FICA contributions (employer)	\$ 6,275
51.2400	Retirement Contribution (employer)	\$ 4,237
51.2700	Workers' Compensation	\$ 180
	<b><u>Purchased/Contracted Services</u></b>	
52.2202	Copier maintenance	\$ 50
52.2221	Building repairs	\$ 150
52.3110	Property/Liability Insurance	\$ 420
52.3210	Telephone	\$ 2,640

## Economic Development Expenditure Descriptions

Account #		Amount
52.3220	Postage	\$ 200
52.3300	Advertising <i>Ads, brochures, mailers, marketing</i>	\$ 30,010
52.3500	Travel <i>Required DDA training, 3 new members, required Main Street 101, required Georgia Downtown Conference</i>	\$ 4,500
52.3600	Dues and fees <i>National Main Street Association, Georgia Economic Association Georgia Downtown Association</i>	\$ 1,200
52.3700	Education and training	\$ 1,500
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 250
53.1120	Computer supplies	\$ 700
53.1123	Vehicle repair supplies	\$ 200
53.1130	Copier supplies	\$ 200
53.1140	Miscellaneous supplies <i>Supplies for Conferences, printing</i>	\$ 1,000

**Economic Development Expenditure Descriptions**

Account #	Amount
53.1270 Gasoline	\$ 2,000
53.1600 Small Equipment	\$ 250
<b>Total</b>	<b>\$ 151,517</b>

## Economic Development Detail Descriptions

Account #	Amount
<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100 Regular employees <i>Salary and benefit #'s that appear in the proposed FY 2013 budget were used from the current FY2012 budget</i>	\$ 81,931
51.1300 Overtime	\$ 100
51.2105 Group Health/Dental	\$ 13,062
51.2107 Health Clinic	\$ 228
51.2110 Group Life Insurance	\$ 234
51.2200 FICA contributions (employer)	\$ 6,275
51.2400 Retirement Contribution (employer)	\$ 4,237
51.2700 Workers' Compensation	\$ 180
<b><u>Purchased/Contracted Services</u></b>	
52.2202 Copier maintenance <i>Copier maintenance was reduced by 90% due to Economic Development's copier is included within the City Hall's copier maintenance agreement</i>	\$ 50
52.2221 Building repairs <i>The building repair line item was reduced by 50% from last year due to very few building repairs being made</i>	\$ 150
52.3110 Property/Liability Insurance <i>Property/Liability Insurance line item was reduced to \$420 due to the property liability insurance rate which is set at about \$417 per year.</i>	\$ 420
52.3210 Telephone <i>The telephone line item remains the same from last year. All phone lines, the fax line, constant contact and monthly high speed internet expenses are included in this line item.</i>	\$ 2,640
52.3220 Postage <i>Postage was reduced by 50% due to the lack of postage usage.</i>	\$ 200
52.3300 Advertising <i>The advertising/marketing line item remains the same from FY2012. Tentative expenditures for advertising/marketing are as follows: Regional periodical advertising - \$2000 (Georgia Trend, St. Marys Magazine, Annual Chamber Magazine) Newspaper -\$1000 (Farmers Market Bi-weekly Ad)</i>	\$ 30,010

## Economic Development Detail Descriptions

Account #	Amount
<p><i>SMIG property marketing - \$750</i>  <i>Economic Development Strategic Plan - \$1260 (Couldn't find another line item)</i>  <i>Signage \$25,000 paid for with Grant funds in fund equity</i></p>	
<p>52.3500 Travel</p> <p><i>The travel budget was increased due to the Director's need to work out of town recruiting companies and industry and attend mandatory trainings. Board members of the DDA and St. Marys DA trainings are also funded from this very same line item. The following is a breakdown of tentative travel expenditures for FY2013:</i></p> <p><i>6 - Flights at \$300 round trip - \$1800</i>  <i>15 - Hotel stays at \$140/night - \$2100</i>  <i>17 - Daily per diem @ \$35/day - \$595</i></p>	<p>\$ 4,500</p>
<p>52.3600 Dues and fees</p> <p><i>The dues and fees line item remains the same from FY2012. Dues and fees are paid for the following programs:</i></p> <p><i>International Economic Development council - \$345</i>  <i>Georgia Economic Development Association - \$300</i>  <i>International Council of Shopping Centers - \$100</i>  <i>Georgia Downtown Association - \$125</i>  <i>National Trust - \$250</i>  <i>Sam's Club - \$17.50</i>  <i>Notary - \$37</i></p>	<p>\$ 1,200</p>
<p>52.3700 Education and training</p> <p><i>The education and training line item remains the same as FY2012. This line item funds City personnel and Authority board members training requirements. The training's to be attended during FY2013 include:</i></p> <p><i>Georgia Economic Development Conference - \$290</i>  <i>International Council of Shopping Centers - \$270</i>  <i>Georgia Mainstreet Conference - \$215</i>  <i>International Economic Development Council - \$795</i></p>	<p>\$ 1,500</p>
<p><b><u>Supplies</u></b></p>	
<p>53.1110 Office supplies</p> <p><i>Office supplies line item was reduced by 75% do to lack of office supply usage</i></p>	<p>\$ 250</p>
<p>53.1120 Computer supplies</p> <p><i>Computer supplies line item was reduced by approximately 20% due to reduction in use of computer supplies</i></p>	<p>\$ 700</p>
<p>53.1123 Vehicle repair supplies</p> <p><i>Vehicle repair supplies was estimated at \$200. Approximately 4 oil changes at \$30 each and an annual tune-up of \$80 for the 2006 Ford Escape that is assigned to the Economic Development Department</i></p>	<p>\$ 200</p>
<p>53.1130 Copier supplies</p>	<p>\$ 200</p>

## Economic Development Detail Descriptions

Account #		Amount
	<i>Copier supplies line item was reduced by 60% due to lack of copier supply usage</i>	
53.1140	Miscellaneous supplies <i>Miscellaneous supplies line item was increased by \$500. In FY2013 Economic will be preparing special professionally developed recruitment packets for various industries (i.e. defense contractors, clean energy companies, and etc.)</i>	\$ 1,000
53.1270	Gasoline <i>The fuel line item did not exist in FY2012 due to Economic Development not having a vehicle assigned to our department. Since Economic Development now has an assigned line item, \$2000 in fuel costs was projected. The vehicle has a 15 gallon tank, in which it is filled up approximately once every 6-7 working days. If the tank is filled up 38 times over the course of a year with gas costing an average of \$3.50/gallon that comes up to approximately \$1,995</i>	\$ 2,000
53.1600	Small Equipment <i>Small equipment line item remains the same as FY2012.</i>	\$ 250
<b>Total</b>		<b>\$ 151,517</b>

### ***Items not included in FY2013 Budget***

#### **Sea Air Space Expo in Washington, DC**

\$700 - Hotel (3 nights)

\$300 - Airfare (roundtrip)

\$1500.00 - Miscellaneous promotional materials and marketing packets

\$150.00 - Daily per diem (4 days)

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**Total \$2650**

#### **Professional Marketing Plan**

Prepared in collaboration with the College of Coastal Georgia and professional materials produced as a result of the plan

**Total \$8000**

**Airport Expenditures**

		<b>Actual</b>	<b>Adopted Budget</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Purchased/Contracted Services</b>						
Engineers & Consultants	52.1310	0	0	0	0	0
Property/Liability Insurance	52.3110	0	8,000	5,000	5,000	5,000
		0	8,000	5,000	5,000	5,000
<b>Supplies</b>						
Miscellaneous supplies	53.1140	0	0	0	0	0
		0	0	0	0	0
<b>Total Expenditures</b>		0	8,000	5,000	5,000	5,000

### Airport Expenditure Descriptions

Account #	Amount
<b><u>Purchased/Contracted Services</u></b>	
52.3110	Property/Liability Insurance
	\$ 5,000
	<b>Total</b>
	<b><u>\$ 5,000</u></b>

**Special Facilities Expenditures**

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular Employees	51.1100	16,171	21,974	12,700	12,700	12,700
FICA contributions (employer)	51.2200	1,237	1,681	972	972	972
Workers' compensation	51.2700	94	600	100	100	100
		<b>17,502</b>	<b>24,255</b>	<b>13,772</b>	<b>13,772</b>	<b>13,772</b>
<b>Purchased/Contracted Services</b>						
Alarm system maintenance	52.2205	240	350	440	440	440
Orange Hall restoration	52.2227	835	1,000	500	500	500
Submarine Museum	52.2229	385	750	500	500	500
Telephone	52.3210	336	375	350	350	350
Postage	52.3220	0	25	0	0	0
Advertising	52.3300	0	200	0	0	0
Other purchased services	52.3900	135	500	0	0	0
		<b>1,931</b>	<b>3,200</b>	<b>1,790</b>	<b>1,790</b>	<b>1,790</b>
<b>Supplies</b>						
Office supplies	53.1110	0	100	0	0	0
Copier supplies	53.1130	0	300	0	0	0
Miscellaneous supplies	53.1140	0	200	0	0	0
Water/sewerage	53.1210	960	600	700	700	700
Electricity	53.1230	7,058	8,000	9,000	9,000	9,000
Orange Hall restoration supplies	53.1727	81	500	250	250	250
Submarine Museum supplies	53.1729	400	500	250	250	250
		<b>8,499</b>	<b>10,200</b>	<b>10,200</b>	<b>10,200</b>	<b>10,200</b>
<b>Total Expenditures</b>		<b>27,932</b>	<b>37,655</b>	<b>25,762</b>	<b>25,762</b>	<b>25,762</b>

### Special Facilities Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 12,700
51.2200	FICA contributions (employer)	\$ 972
51.2700	Workers' Compensation	\$ 100
	<b><u>Purchased/Contracted Services</u></b>	
52.2205	Alarm system maintenance	\$ 440
52.2227	Orange Hall restoration <i>Air conditioning, appliance repairs, termite control</i>	\$ 500
52.2229	Submarine Museum <i>A/C work/Building repairs</i>	\$ 500
52.3210	Telephone	\$ 350
	<b><u>Supplies</u></b>	
53.1210	Water/Sewerage <i>Orange Hall, Toonerville Trolley, irrigation</i>	\$ 700
53.1230	Electricity <i>Orange Hall &amp; Submarine Museum</i>	\$ 9,000

**Special Facilities Expenditure Descriptions**

<u>Account #</u>		<u>Amount</u>
53.1727	Orange Hall restoration supplies <i>HVAC maintenance, painting, maintenance</i>	\$ 250
53.1729	Submarine Museum supplies	\$ 250
	<b>Total</b>	<u>\$ 25,762</u>

**Tourism Revenues**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Taxes</b>						
Hotel/Motel Tax	31.4100	115,560	134,501	127,116	127,116	127,116
		<b>115,560</b>	<b>134,501</b>	<b>127,116</b>	<b>127,116</b>	<b>127,116</b>
<b>Charges for Services</b>						
Activity Fees	34.7200	9,843	10,830	10,830	10,830	10,830
Retail Sales	34.7900	784	3,000	2,500	2,500	2,500
		<b>10,627</b>	<b>13,830</b>	<b>13,330</b>	<b>13,330</b>	<b>13,330</b>
<b>Investment Income</b>						
Interest Earned	36.1000	30	100	100	100	100
		<b>30</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Contributions &amp; Donations</b>						
Contributions From Others	37.1000	696	600	600	600	600
		<b>696</b>	<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Miscellaneous</b>						
Miscellaneous Income	38.9010	5,902	12,000	7,000	7,000	7,000
Fund Equity	38.0001	0	0	0	0	0
		<b>5,902</b>	<b>12,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>
<b>Interfund Transfers</b>						
Operating T/F In General Fund	39.1200	17,000	7,000	12,000	12,000	7,000
Operating T/F In Multi-Grant	39.1201	0	0	0	0	0
		<b>17,000</b>	<b>7,000</b>	<b>12,000</b>	<b>12,000</b>	<b>7,000</b>
<b>Total Revenues</b>		<b>149,815</b>	<b>168,031</b>	<b>160,146</b>	<b>160,146</b>	<b>155,146</b>

## Tourism Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	33,024	29,344	29,344	29,344	29,344
Overtime - Regular employees	51.1300	0	100	100	100	100
Group Health/Dental Insurance	51.2105	276	0	0	0	0
Group Life Insurance	51.2110	9	0	0	0	0
FICA contributions (employer)	51.2200	2,497	2,253	2,253	2,253	2,253
Retirement contributions (employer)	51.2400	167	0	0	0	0
Unemployment Insurance	51.2600	8,580	0	0	0	0
Workers Compensation	51.2700	65	215	215	225	225
		<b>44,618</b>	<b>31,912</b>	<b>31,912</b>	<b>31,922</b>	<b>31,922</b>
<b>Purchased/Contracted Services</b>						
Audit/Administration Fee	52.1210	3,600	3,600	3,600	3,600	3,600
Alarm system maintenance	52.2205	125	0	0	0	0
Tram maintenance	52.2210	2,606	1,500	1,500	1,500	1,500
Vehicle Repairs	52.2223	0	0	0	0	0
Rental Expense	52.2310	2,855	7,800	13,200	13,200	13,200
Liability/Board Insurance	52.3110	895	800	800	800	800
Telephone/Internet	52.3210	3,031	4,900	4,500	4,500	4,500
Postage	52.3220	524	1,500	1,400	1,400	1,400
Advertising/ Marketing	52.3300	19,896	38,300	21,384	21,384	16,384
Travel	52.3500	1,617	1,750	2,400	2,400	2,400
Dues and fees	52.3600	1,590	2,500	1,600	1,600	1,600
Professional Subscription	52.3610	0	150	0	0	0
Education and training	52.3700	370	1,500	1,740	1,740	1,740

### Tourism Expenditures

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Contract Labor	52.3850	23,750	55,000	55,000	55,000	55,000
		<b>60,859</b>	<b>119,300</b>	<b>107,124</b>	<b>107,124</b>	<b>102,124</b>
<b>Supplies</b>						
Office supplies	53.1110	1,423	1,600	1,200	1,200	1,200
Copier Supplies	53.1130	0	0	0	0	0
Miscellaneous supplies	53.1140	6,891	4,219	4,000	4,000	4,000
Water/Sewerage	53.1210	588	0	0	0	0
Electricity	53.1230	1,934	0	2,400	2,400	2,400
Supp/Inv for Resale	53.1500	425	1,000	1,000	1,000	1,000
Small equipment/ Computers, software, etc	53.1610	861	500	500	500	500
		<b>12,122</b>	<b>7,319</b>	<b>9,100</b>	<b>9,100</b>	<b>9,100</b>
<b>Capital Outlays</b>						
Vehicles	54.2200	0	0	0	0	0
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Costs</b>						
Payment to Others	57.3000	11,426	9,500	12,000	12,000	12,000
		<b>11,426</b>	<b>9,500</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Total Expenditures</b>		<b>129,025</b>	<b>168,031</b>	<b>160,136</b>	<b>160,146</b>	<b>155,146</b>

## Tourism Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees <i>i.e.: During Peak: 8:30- 5 Mon-Wed (8.5hrs); Thu-Sat 8:30-6 (9.5hrs); Sun 1-5pm (4hrs); plus staff for tours/events/meetings</i>	\$ 29,344
51.1300	Overtime - Regular employees	\$ 100
51.2200	FICA contributions (employer) <i>Salaries and wages x 7.65%</i>	\$ 2,253
51.2700	Workers' Compensation	\$ 225
	<b><u>Purchased/Contracted Services</u></b>	
52.1210	Audit/Administration Fee	\$ 3,600
52.2310	Rental Expense <i>\$1000 p/month lease thru 12/2012. - Estimating increase to \$1200 for 2nd half of yr. 12000+1200</i>	\$ 13,200
52.2210	Tram maintenance	\$ 1,500
52.3110	Liability/Board Insurance	\$ 800
52.3210	Telephone / Internet	\$ 4,500
52.3220	Postage	\$ 1,400

### Tourism Expenditure Descriptions

Account #		Amount
52.3300	Advertising & Marketing	\$ 16,384
52.3500	Travel <i>i.e., GACVB, Governors Conference, RVIC, Tourism Day at Capital</i>	\$ 2,400
52.3600	Due and fees <i>i.e., AIFBY Chamber, GACVB, GCTA, Jacksonville Intl Coop, Southeast Tourism Society, DMA</i>	\$ 1,600
52.3700	Education and training <i>i.e., GCTA, STS Marketing College, Governors Conference</i>	\$ 1,740
52.3850	Contract Labor	\$ 55,000
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 1,200
53.1140	Miscellaneous supplies	\$ 4,000
53.1230	Electricity	\$ 2,400
53.1500	Supp/Inv. For Resale	\$ 1,000
53.1610	Small Equipment - Computers and Software	\$ 500
57.3000	Payment to Others <i>Fireworks- \$10,000 from City of St. Marys Budget</i>	\$ 12,000

**Tourism Expenditure Descriptions**

<u>Account #</u>	<u>Amount</u>
<i>Starry Nights- \$2000 provided by City of St. Marys Budget</i>	
<b>Total</b>	<u><u>\$ 155,146</u></u>

## Water - Sewer Department Requests

Sewer	2,176,996
Water	1,466,216
<u>Debt Service</u>	<u>2,761,469</u>

6,404,681

**Water and Sewer Revenues**

		Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Intergovernmental</b>						
State Government Grants	33.4110	0	1,215,000	0	0	0
		<b>0</b>	<b>1,215,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Charges for Services</b>						
Water Charges	34.4210	2,151,056	2,109,000	2,140,000	2,140,000	2,140,000
Transfer/Temp Services	34.4211	28,970	29,400	45,000	45,000	45,000
Reconnection NSF Fees	34.4212	47,703	88,000	72,000	72,000	72,000
Late Fees and Penalties	34.4213	137,110	135,000	135,000	135,000	135,000
Turn On Fee	34.4214	7,490	17,500	40,000	40,000	40,000
Cap Recovery Water - Developers	34.4216	35,593	75,000	36,000	36,000	36,000
Water Charges 2	34.4217	720,919	680,000	700,000	700,000	700,000
Sewerage Charges	34.4230	1,962,576	1,966,500	1,966,500	1,966,500	1,966,500
Sewer Charges 2	34.4231	679,782	640,500	680,000	680,000	680,000
Cap Recovery Meter - Developers	34.4236	8,960	11,250	6,720	6,720	6,720
Cap Recovery Sewer - Developers	34.4256	101,111	175,000	117,000	117,000	117,000
Construction Fees	34.4263	119,201	85,000	48,000	48,000	48,000
		<b>6,000,471</b>	<b>6,012,150</b>	<b>5,986,220</b>	<b>5,986,220</b>	<b>5,986,220</b>
<b>Investment Income</b>						
Interest Revenues	36.1000	30,055	20,000	10,000	10,000	10,000
		<b>30,055</b>	<b>20,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Contributions &amp; Donations</b>						
Contributions Developers	37.1000	403,316	0	0	0	0
		<b>403,316</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Water and Sewer Revenues**

**Miscellaneous**

Fund Equity	38.0001	0	485,200	365,671	403,597	406,461
Other Miscellaneous Revenues	38.9100	18,094	0	0	0	0
		<b>18,094</b>	<b>485,200</b>	<b>365,671</b>	<b>403,597</b>	<b>406,461</b>

**Proceeds of Long Term Liabilities**

Lease Revenues	39.1001	0	15,000	0	0	0
		<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Other Financing Sources**

Operating Transfer In - SPLOST	39.1205	996,192	0	0	0	0
		<b>996,192</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Proceeds of Fixed Assets**

Gain/Loss of Property Sale	39.2200	0	2,000	2,000	2,000	2,000
		<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>

<b>Total Revenues</b>		<b>7,448,128</b>	<b>7,749,350</b>	<b>6,363,891</b>	<b>6,401,817</b>	<b>6,404,681</b>
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**Sewer Expenditures**

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	716,264	677,795	632,666	640,367	640,367
Overtime	51.1300	24,094	35,000	27,000	27,000	27,000
Group Health/Dental	51.2105	91,125	92,048	93,972	131,599	132,355
Health Clinic	51.2107	0	0	0	2,046	2,046
Wellness Program	51.2108	0	0	0	0	500
Group Life Insurance	51.2110	1,805	2,006	1,405	1,405	1,512
FICA contributions (employer)	51.2200	53,358	54,529	50,465	51,054	51,054
Retirement contributions (employer)	51.2400	25,601	28,178	38,286	39,043	39,043
Unemployment	51.2600	0	9,332	3,960	3,960	3,960
Workers' compensation	51.2700	12,220	12,754	10,303	10,303	10,303
		<b>924,467</b>	<b>911,642</b>	<b>858,057</b>	<b>906,777</b>	<b>908,140</b>

**Purchased/Contracted Services**

Audit	52.1210	7,100	7,500	7,500	7,500	7,500
Legal	52.1220	1,325	0	15,000	500	500
Employment physicals & tests	52.1231	165	1,000	1,750	1,750	1,750
Engineers & Consultants	52.1310	0	0	0	12,500	12,500
Collection services	52.1320	0	500	500	500	500
Utilities Protection Agency	52.1330	1,368	2,000	1,000	1,000	1,000
Custodial	52.2130	7,500	7,550	6,000	6,000	6,438
Computer maintenance	52.2201	7,938	8,000	8,000	8,000	8,000
Copier maintenance	52.2202	650	2,250	2,250	2,250	2,250
Radio maintenance	52.2204	184	500	500	500	500
Alarm system maintenance	52.2205	19,251	26,000	22,000	22,000	22,000

### Sewer Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Fuel system maintenance	52.2208	205	250	250	250	250
Building repairs	52.2221	1,107	2,000	1,500	1,500	1,500
Water/Sewer plant repairs	52.2222	7,586	2,000	10,000	10,000	10,000
Vehicle repairs	52.2223	2,153	5,000	5,000	5,000	5,000
Lift station repairs	52.2225	0	75,000	75,000	75,000	75,000
Water/Sewer system repairs	52.2226	76,583	50,000	50,000	50,000	50,000
Rental of equipment and vehicles	52.2320	553	1,000	500	500	500
Property/liability insurance - Sewer share	52.3130	85,079	90,000	61,392	61,392	61,392
Public officials liability insurance - Sewer share	52.3170	12,670	17,850	6,676	6,676	6,676
Telephone	52.3210	8,024	9,000	9,000	9,000	9,000
Postage	52.3220	395	15,000	15,000	15,000	15,000
Advertising	52.3300	65	300	100	100	100
Printing and binding	52.3400	3,841	6,000	4,000	4,000	4,000
Travel	52.3500	0	1,000	600	600	600
Dues and fees	52.3610	10	0	0	0	0
Lab analysis fees	52.3650	105,498	75,000	60,000	60,000	60,000
Sludge charges	52.3670	41,180	40,000	40,000	40,000	40,000
Bank fees	52.3680	0	14,000	14,000	14,000	14,000
Education and training	52.3700	1,604	1,000	1,000	1,000	1,000
Licenses	52.3800	325	500	325	325	325
		<b>392,359</b>	<b>460,200</b>	<b>418,843</b>	<b>416,843</b>	<b>417,281</b>
<b>Supplies</b>						
Office supplies	53.1110	618	1,000	1,000	1,000	1,000
Computer supplies	53.1120	2,302	2,500	2,500	2,500	2,500

### Sewer Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Copier supplies	53.1130	757	900	900	900	900
Miscellaneous supplies	53.1140	1,991	2,000	2,000	2,000	2,000
Electricity	53.1230	390,691	400,000	400,000	400,000	400,000
Gasoline	53.1270	36,169	50,000	56,900	49,725	49,725
Small equipment	53.1600	3,344	5,000	5,000	5,000	5,000
Small equipment supplies	53.1601	1,690	2,000	2,000	2,000	2,000
Small equipment - computers	53.1610	233	4,000	700	700	700
Safety supplies	53.1701	3,217	7,000	3,500	3,500	3,500
Uniforms & replacements	53.1702	4,037	4,000	4,000	4,000	4,000
Chlorine/Fluoride	53.1715	32,745	50,000	50,000	50,000	50,000
Building repair supplies	53.1721	640	250	250	250	250
Water/Sewer plant supplies	53.1722	50,224	50,000	50,000	50,000	50,000
Vehicle repair supplies	53.1723	30,824	25,000	20,000	20,000	20,000
Road paving & drainage	53.1724	3,196	0	0	0	0
Lift station repair supplies	53.1725	69,756	100,000	75,000	75,000	75,000
Water/Sewer system supplies	53.1726	20,811	30,000	25,000	25,000	25,000
		<b>653,245</b>	<b>733,650</b>	<b>698,750</b>	<b>691,575</b>	<b>691,575</b>
<b>Capital Outlays</b>						
Site improvements	54.1200	0	1,250,000	0	0	0
Machinery	54.2100	0	40,000	40,000	40,000	40,000
Equipment	54.2500	0	14,000	0	0	0
		<b>0</b>	<b>1,304,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Other Costs</b>						
Depreciation	56.1000	1,516,882	0	0	0	0

### Sewer Expenditures

	Account #	Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
Amortization	56.2000	17,393	0	0	0	0
Bad Debt	57.4000	16,092	0	0	0	0
Contingencies - Sewer Administration	57.9200	0	150,000	150,000	100,000	100,000
Fiscal Agent's Fees	58.3000	20,000	46,100	20,000	20,000	20,000
		1,570,367	196,100	170,000	120,000	120,000
<b>Total Expenses</b>		<b>3,540,438</b>	<b>3,605,592</b>	<b>2,185,650</b>	<b>2,175,195</b>	<b>2,176,996</b>

## Sewer Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 640,367
	<i>Current full-time employees</i>	
	<i>Public Works support</i>	
	<i>Administration support</i>	
	<i>Sale of leave</i>	
51.1300	Overtime	\$ 27,000
51.2105	Group Health/Dental	\$ 132,355
51.2107	Health Clinic	\$ 2,046
51.2108	Wellness Program	\$ 500
51.2110	Group Life Insurance	\$ 1,512
51.2200	FICA contributions (employer)	\$ 51,054
	<i>Salaries and overtime x 7.65%</i>	
51.2400	Retirement contribution (employer)	\$ 39,043
51.2600	Unemployment	\$ 3,960
51.2910	Workers' Compensation	\$ 10,303

### Sewer Expenditure Descriptions

Account #		Amount
	<b>Purchased/Contracted Services</b>	
52.1210	Audit	\$ 7,500
52.1220	Legal	\$ 500
52.1231	Employment physicals & tests <i>Hepatitis shots</i>	\$ 1,750
52.1310	Engineers & Consultants	\$ 12,500
52.1320	Collection services	\$ 500
52.1330	Utilities Protection Agency	\$ 1,000
52.2130	Custodial	\$ 6,438
52.2201	Computer maintenance <i>Tyler cost, Logicon</i>	\$ 8,000
52.2202	Copier maintenance <i>Utility billing</i>	\$ 2,250
52.2204	Radio maintenance <i>Repeater &amp; radio repairs</i>	\$ 500
52.2205	Alarm system maintenance	\$ 22,000

## Sewer Expenditure Descriptions

Account #		Amount
	<i>Omni-Site monitoring</i>	
52.2208	Fuel system maintenance	\$ 250
52.2221	Building repairs	\$ 1,500
	<i>Air conditioning work, general unpredicted repairs</i>	
52.2222	Sewer plant repairs	\$ 10,000
	<i>WWTP flow meter repairs, generator repairs rebuild blower, misc. unpredicted</i>	
52.2223	Vehicle repairs	\$ 5,000
	<i>Cylinder repairs (heavy equipment), motor repairs Vac-Con &amp; Thompson pump repairs, misc. shop repairs (brake lathe, radiators, etc.), unpredicted equipment repairs</i>	
52.2225	Lift station repairs	\$ 75,000
	<i>Grout repairs and liners, pump repairs</i>	
52.2226	Sewer system repairs	\$ 50,000
	<i>Point repairs (I/I), Manhole coring for taps, Manhole relining contract (annual repair contract I/I) Odor control \$30,000</i>	
52.2320	Rental of equipment and vehicles	\$ 500
52.3130	Property/liability insurance	\$ 61,392

## Sewer Expenditure Descriptions

Account #		Amount
52.3170	Public officials liability insurance	\$ 6,676
52.3210	Telephone	\$ 9,000
	<i>Alarm lines (including lift stations and plants), DSL charges</i>	
	<i>phone lines &amp; fax lines (public works, WW plants)</i>	
	<i>Cell phones</i>	
52.3220	Postage	\$ 15,000
52.3300	Advertising	\$ 100
52.3400	Printing and binding	\$ 4,000
52.3500	Travel	\$ 600
52.3650	Lab Analysis Fees	\$ 60,000
	<i>Required EPD testing, Water Shed assessment testing</i>	
	<i>Additional required testing</i>	
52.3670	Sludge charges	\$ 40,000
52.3680	Bank Fees	\$ 14,000
52.3700	Education and training	\$ 1,000
	<i>Includes training for City Hall staff &amp; operators</i>	

## Sewer Expenditure Descriptions

Account #		Amount
52.3800	Licenses	\$ 325
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 1,000
53.1120	Computer supplies <i>Camera truck supplies</i>	\$ 2,500
53.1130	Copier supplies	\$ 900
53.1140	Miscellaneous supplies <i>Paper products, rain coats, marking paint, fasteners, flagging tape, batteries, bug spray, etc.</i>	\$ 2,000
53.1230	Electricity <i>Includes utilities for lift stations &amp; wastewater plants Weed St. Plant, Pt. Peter Plant, Scrubby Bluff Plant 10% PW Facility</i>	\$ 400,000
53.1270	Gasoline <i>Regular Unleaded at \$3.50/gallon (Est. 8850 gallons needed) Diesel at \$3.75/gallon (Est. 5000 gallons needed)</i>	\$ 49,725
53.1600	Small equipment <i>Bush hogs for Ford &amp; Kubota mowers</i>	\$ 5,000

## Sewer Expenditure Descriptions

Account #		Amount
	<i>Hand tools, shovels, rakes, power tools, etc.</i>	
	<i>Weed eater, portable radio, act/oxy cutting torches</i>	
	<i>Mobile radio, pipe saw, misc unpredicted</i>	
53.1601	Small equipment supplies	\$ 2,000
	<i>Weed eater string, pipe saw blades, baling twine, smoke, etc.</i>	
53.1610	Small equipment - Computers & software	\$ 700
	<i>Replace server (\$700)</i>	
53.1701	Safety supplies	\$ 3,500
	<i>Safety glasses, gloves, vests, tools, Hi-Vis apparel</i>	
	<i>Confined Space Entry Equipment</i>	
53.1702	Uniforms and replacements	\$ 4,000
	<i>13 employees, \$50 per employee per year (steel-toe shoes)</i>	
	<i>Prep charges &amp; annual contract, image fees inc, jackets</i>	
53.1715	Chlorine	\$ 50,000
	<i>Ferric Chloride, Caustic Soda, and Sodium Hypochlorite</i>	
53.1721	Building repair supplies	\$ 250
	<i>Weed St. repairs to buildings, Misc. repairs to Point Peter Plant</i>	
	<i>Misc. unpredicted</i>	

## Sewer Expenditure Descriptions

Account #		Amount
53.1722	Sewer plant supplies <i>Weed killers for Pt. Peter Plant</i> <i>Disinfectants &amp; deodorizers</i> <i>Laboratory supplies (glassware, chemicals, etc.)</i> <i>Polymers for belt press</i> <i>Fasteners, fittings, tubing, valves, etc.</i> <i>Filters for blowers, chlorinator, misc unpredicted</i>	\$ 50,000
53.1723	Vehicle repair supplies <i>Vehicles &amp; pieces of equipment</i> <i>Unpredicted &amp; routine maintenance</i> <i>Tires for all equipment including loaders &amp; backhoes</i> <i>Impellers and seals for Vac-Con</i> <i>Hydraulic repairs</i> <i>Shop support: nuts &amp; bolts, lubricants, oxygen/acetylene, etc.</i>	\$ 20,000
53.1725	Lift station repair supplies <i>Wire, fasteners, conduit, hangers, SS guide rails, etc.</i> <i>Stock for repairs, vacuum pumps, floats, starters, etc.</i> <i>Misc. lift station fence repairs and replacements</i> <i>Pumps under \$5K, pump impellers and misc. pump parts</i> <i>Alarm auto-dialers, Misc. unpredicted</i>	\$ 75,000
53.1726	Sewer system supplies <i>Manhole repairs, grout</i> <i>Wastewater line repairs (misc. pipe &amp; fittings)</i>	\$ 25,000

## Sewer Expenditure Descriptions

Account #	Amount
<i>Taps to collection system</i>	
<i>Manhole lids, rings, etc.</i>	
<i>Pipe, fittings, repair clamps (line extensions within ordinance)</i>	
<i>Misc. unpredicted</i>	
54.2100 Machinery	\$ 40,000
<i>Lift station pumps over \$5K</i>	
<i>Misc. unpredicted</i>	
<b><u>Other Costs</u></b>	
57.9200 Contingencies - Sewer Administration	\$ 100,000
58.3000 Fiscal Agent's Fee	\$ 20,000
<b>Total</b>	<b>\$ 2,176,996</b>

## Sewer Detail Description

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees <i>This line item represents the salaries of existing personnel with no increases planned for raises or COLA. (12.5 Full Time Employees) This line also reflects apportioned salaries from the Finance Department.</i>	\$ 640,367
51.1300	Overtime <i>Over the past 3 years, overtime has averaged \$29,095 annually. In the current fiscal year, overtime is averaging about \$2,000/month. However, due to the low amount of thunderstorms and rainfall that we have been getting, I feel that the current overtime rate is low. Therefore, I am proposing \$27,000 for FY13.</i>	\$ 27,000
51.2105	Group Health/Dental <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 132,355
51.2107	Health Clinic <i>Based on number of employees on Health/Rx plan</i>	\$ 2,046
51.2108	Wellness Program <i>Incentive program for employees to develop healthy habits</i>	\$ 500
51.2110	Group Life Insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 1,512
51.2200	FICA contributions (employer) <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 51,054
51.2400	Retirement - Employer Contribution <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 39,043
51.2600	Unemployment insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 3,960
51.2700	Workers' Compensation <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 10,303
	<b><u>Purchased/Contracted Services</u></b>	
52.1210	Audit <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 7,500
52.1220	Legal <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 500
52.1231	Employment Physicals and Tests	\$ 1,750

## Sewer Detail Description

*This line is used for new hire physicals, and drug and alcohol tests. This line also includes payment for Hepatitis shots for employees that may come into contact with sewer. Five employees are scheduled for Hepatitis vaccinations in FY13 at a cost of \$300 each (\$1500 total). Due to the hiring freeze, most of the remaining funds will be spent conducting mandatory drug and alcohol screens resulting from accidents. There is also a possibility that all CDL drivers in the City will have to have annual physicals conducted to maintain their licenses. However, since this has not been verified, no additional funds have been budgeted to cover this expenditure.*

52.1310	Engineers & Consultants	\$	12,500
52.1320	Collection services <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	500
52.1330	Utilities Protection Agency <i>This line is used to cover expenditures from the UPC involving utility locate requests (Call Before You Dig) This line can vary from year to year, depending on the amount of locate requests submitted. When construction and developments are slower, less requests are needed. The City is billed on a per request basis. Due to the slow economy and the TDS project nearly complete, the number of locate requests are anticipated to be less in the coming year.</i>	\$	1,000
52.2130	Custodial <i>This line item is used to cover the janitorial contract for all city buildings. The contract is also split with both the water department and sewer department contributing to the payment of the contract.</i>	\$	6,438
52.2201	Computer maintenance <i>This line item is used by Finance/Water Department for their computer licenses and/or maintenance agreements.</i>	\$	8,000
52.2202	Copier maintenance <i>This line is used by the Finance/Water Department for a portion of the maintenance agreement at City Hall. This service is part of the combined city-wide agreement with Herrin for copiers.</i>	\$	2,250
52.2204	Radio maintenance <i>This line item covers the service calls from Hasty's Motorola company. This is the only local radio repair service that can work on our radios. Over the past three fiscal years, we have spent between \$184 and \$1,163, depending on the amount of repairs needed. However, with the recent narrow banding and purchase of new/refurbished radios and repeater, it is anticipated that \$500 is sufficient in this line.</i>	\$	500
52.2205	Alarm system maintenance <i>The expenditure for this line item is the lift station alarms (OMNI). The annual cost of the monitoring is \$19,251. The remainder of the proposed budget for FY13 will cover repairs needed to the monitoring equipment.</i>	\$	22,000
52.2208	Fuel system maintenance	\$	250

## Sewer Detail Description

*This line item is used to cover the annual maintenance agreement for our fuel system.*

52.2221	<b>Building repairs</b> <i>This line item is used to fund contracted services such as air conditioning repairs, telephone system repairs, or other similar type services needed for repairs to Sewer facilities. Over the last three years, the average annual expense was \$1,447. We are projecting that the expense for FY12 will be \$1,457.</i>	\$	1,500
52.2222	<b>Sewer plant repairs</b> <i>This line item is used to fund contracted services for plant repairs, such as centrifuge repairs, generator repairs, blower repairs, meter calibrations, UV system repairs, etc. Over the last three years, the average annual expenditure for this item has been \$7,575. In the current fiscal year, we have already spent over \$10,000 in repairs. Due to the technical nature of the repairs needed, we are proposing to increase this line item to \$10,000 for FY13.</i>	\$	10,000
52.2223	<b>Vehicle repairs</b> <i>This line item addresses vehicle repair issues that cannot be performed by our in-house mechanics. Typically, this includes body repairs, vehicle recalls, or major mechanical issues. During the first 7 months of FY 2012, the department has spent over \$30,000. However, this amount is not typical of average repairs and is the result of a couple of major repairs. Therefore, the amount budgeted is sufficient to handle the typical repairs needed over the course of the budget year.</i>	\$	5,000
52.2225	<b>Lift station repairs</b> <i>This line item is used for contracted services for pump repairs, wet well liners, and grouting. Over the last three years, the annual expenditure for this line has ranged from a low of \$44,328 to a high of \$84,712. In the current fiscal year, over \$32,000 has already been spent. Due to the wide range of pump sizes in our system, this expenditure can vary widely. For instance, a small pump can be rebuilt for around \$3,000 while a large pump could require over \$50,000.</i>	\$	75,000
52.2226	<b>Sewer system repairs</b> <i>This line item is used for contracted services for repairs to the sewer system including manhole coring, manhole relining, deep cut sewer repairs, and lift station odor control. Expenditures in this line item are dependent on the nature of the emergency repair, with the exception of odor control which is around \$30,000/year.</i>	\$	50,000
52.2320	<b>Rental of equipment and vehicles</b> <i>The line is used in order to rent equipment that is needed but is not part of our inventory. Such items include jumping jacks, jackhammers, man lifts, rollers, concrete pumps, scaffolding, vibrators, etc. Over the past two years, we are averaging around \$611 per year. Over the first 6 months of the current fiscal year, only \$21.40 has been expended. However, since some billing is done quarterly, we have not received the invoices for the last quarter and two quarters are still remaining from now.</i>	\$	500
52.3130	<b>Property/Liability insurance - Sewer share</b> <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	61,392

## Sewer Detail Description

52.3170	Public Officials Liability insurance - Sewer share <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 6,676
52.3210	Telephone <i>This line item covers all "land lines," cell phones, TDS Internet, and long distance charges for the agency each year. During the first 6 months of FY 2012, we averaged spending \$729 per month for a projected annual expenditure of \$8,750. During the three fiscal years prior to FY 2012, we averaged spending \$12,300 per year. This item also includes portions of telephone lines in City Hall.</i>	\$ 9,000
52.3220	Postage <i>This line item is used to cover regular mail postage, certified mail costs, etc. Our average expenditure for the past three budget years is \$1,955 per year. However, based on current budget standings, \$15,430 is projected for FY12. The overwhelming majority of the postage is for water bills.</i>	\$ 15,000
52.3300	Advertising <i>This line item is used to cover advertising for vacant positions, request for bids/proposals, or any other public message needing to be published, such as road closures, smoke testing, or spill notices.</i>	\$ 100
52.3400	Printing and binding <i>This line is used by Finance for items related to water bills such as envelopes and door hangers.</i>	\$ 4,000
52.3500	Travel <i>The amount budgeted in this line includes hotel accommodations, gasoline, and per diem for the Utilities Superintendent to attend training classes in order to maintain his license.</i>	\$ 600
52.3650	Lab Analysis fees <i>This line item is used for required EPD testing, Watershed Assessment testing, and any other mandated testing needed for our permits. Over the last couple of years, we have been required to perform WET tests in order to renew our wastewater permits. However, these have been completed. Therefore, this line item will see a decrease for FY13.</i>	\$ 60,000
52.3670	Sludge charges <i>This line item is used for sludge disposal expenditures. Over the past three years, the average annual expenditure has been around \$38,000. In the current fiscal year, it is projected that sludge fees will be around \$20,000. However, this amount is not typical and is the result of centrifuge and belt press breakdowns at the plants.</i>	\$ 40,000
52.3680	Bank fees <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 14,000
52.3700	Education and training <i>The amount budgeted in this line includes the Georgia Rural Water Association Conference on Jekyll Island for two employees as well as training courses in Carrollton for the Utilities Superintendent.</i>	\$ 1,000

## Sewer Detail Description

52.3800	Licenses <i>This line item covers the license fee for our 5 Wastewater Plant Operators (\$65 each).</i>	\$ 325
<b><u>Supplies</u></b>		
53.1110	Office supplies <i>This line item is used to purchase pens, markers, notebooks, binders, file folders, labels, post-it notes, paperclips, staples, fasteners, binder clips and other similar consumable items for use within the entire department. Over the past 3 years, we have averaged spending around \$1,029/year.</i>	\$ 1,000
53.1120	Computer supplies <i>This line item is used to purchase many small items that are used by and for our computers. Items such as paper, ink cartridges, computer disks, keyboards, mouse, monitors, USB cords, storage media, and power supplies are purchased in this line. Over the past three years, we are averaging around \$2,661 per year. This line item is also used for computer supplies for the camera truck.</i>	\$ 2,500
53.1130	Copier supplies <i>This line item is used to purchase paper for our copy machine and City Halls. Over the past 3 years, we are averaging around \$680 a year. For the current fiscal year, we are projecting an expenditure of around \$760.</i>	\$ 900
53.1140	Miscellaneous supplies <i>This line item is used to purchase items such as paper products, shovels, rain coats, marking paint, fasteners, paint brushes, flagging tape, bug sprays, weed killers, cleaning supplies, etc. Over the past three years, we have averaged spending around \$1,860/year. Currently, we are averaging around \$105/month over the first six months which extends to \$1,264 for the year. But, it is anticipated that expenditures will increase in the spring due to warmer weather projects and items such as bug spray and weed killers are needed more.</i>	\$ 2,000
53.1230	Electricity <i>This line item is used for electricity usage at the wastewater treatment plants as well as our lift stations. Over the last three years, the average annual expenditure was \$386,896. However, the new 4.0 MGD Point Peter WWTP has only been on line for the last two years, which average \$400,360. It is anticipated that the Weed Street WWTP will be shut down which would save about \$36,000 annually. But, \$400,000 is being proposed for FY13 to cover any increases in the electricity rate.</i>	\$ 400,000
53.1270	Gasoline <i>The annual gallons of gasoline needed can be estimated based on past usages. The amount of gasoline estimated for the department is 8,850 gallons and the amount of diesel is estimated at 5,000. However, the cost per gallon of gasoline and diesel are very fluid. We keep hearing reports that gasoline will reach \$5.00 per gallon by the summer. However, for budget purposes, an estimate for the year was assumed at \$3.50/gallon for gasoline and \$3.75/gallon for diesel.</i>	\$ 49,725
53.1600	Small equipment <i>This line item includes the purchase of items such as small hand tools, weed eaters, edgers, backpack</i>	\$ 5,000

## Sewer Detail Description

*blowers, chainsaws, pole saws, cordless drills, portable radios, mobile radios, push mowers, trash pumps, cut off saws, or other similar items. Over the last three years, we are averaging \$5,602 per year. Currently, we are averaging \$376/month for an extended total of \$4,500. However, an increase is expected in the spring as the equipment becomes utilized more than in the winter months.*

53.1601	<p>Small equipment supplies</p> <p><i>This line item includes the purchase of consumable materials such as weed eater string, edger blades, batteries, lawn mower blades, saw blades, drill bits, etc. Over the past three years, we have averaged \$1,930/year. Currently, we are averaging around \$137/month for an annual extension of \$1,646. However, an increase in spending is anticipated as spring approaches and grass starts growing.</i></p>	\$	2,000
53.1610	<p>Small equipment - Computers &amp; software</p> <p><i>This line item includes the purchase of additional server hard drives at the recommendation of the IT department. This is an as needed type of line item and not reflected by money spent over the course of past years.</i></p>	\$	700
53.1701	<p>Safety Supplies</p> <p><i>This line item includes all personnel safety items including safety glasses, goggles, gloves, vests, ear plugs, hard hats, coveralls, confined space entry equipment, lockout/tag out supplies, etc. Over the last three years, we have averaged \$3,494/year. Currently, we are averaging \$480/month for an annual extension of \$5,760. However, several items have been purchased in the last three years that will not need to be purchased in the upcoming year (such as confined space entry equipment) so the budget is being proposed at \$3,500 for FY13.</i></p>	\$	3,500
53.1702	<p>Uniforms and replacements</p> <p><i>This line item includes the uniforms for 12.5 employees as well as \$50 steel toed boot allowance for each employee, shop towels, floor mats, fender covers, environmental/energy charges, prep charges and annual contract for laundering.</i></p>	\$	4,000
53.1715	<p>Chlorine/Fluoride</p> <p><i>This line item is used for the purchase of ferric chloride, caustic soda and sodium hypochlorite for the wastewater treatment plants. Over the last three years, the average annual expenditure for chemicals was \$32,164. Currently, we are averaging \$3,750/month for an annual extension of \$45,000. However, since our odor control has been down at the plant, we anticipate the total annual expenditure to be around \$50,000.00</i></p>	\$	50,000
53.1721	<p>Building Repair Supplies</p> <p><i>This line item is used to purchase any materials needed for repairs, such as paint, brushes, lumber, electrical supplies, plumbing supplies, doors, hardware, etc. Over the past three years, we have ranged from a low expenditure of \$30 to a high of \$1,368. Currently, we have expended \$180 in this line.</i></p>	\$	250
53.1722	<p>Sewer Plant Supplies</p> <p><i>This line item is used for any supplies needed for the wastewater treatment plant, such as lab supplies, disinfectants, deodorizers, weed killers, polymer, filters, chlorinators, fasteners, tubing, wiring, fuses,</i></p>	\$	50,000

## Sewer Detail Description

*timers, grease, etc. Over the past three years, the average annual expenditure was \$51,587. Currently, we are averaging around \$2,000/month which projects to an annual expenditure of \$24,000.*

53.1723	<p><b>Vehicle Repair Supplies</b></p> <p><i>This line item covers all of the materials and supplies necessary to maintain the Public Works vehicles and equipment by our in-house mechanics. These items include oil changes, tire repairs, motor replacements, street sweeper brooms, automotive parts, tractor/equipment parts, hydraulic repairs, etc. This line also includes consumables such as windshield wiper blades, bush hog blades, antifreeze, etc. Over the last 3 years, we have averaged \$27,120/year to maintain our fleet. Currently, we are experiencing a very good year and only anticipating an expenditure of around \$12,000 to \$15,000 for FY12. However, based on past history, we are proposing \$20,000 for FY13.</i></p>	\$	20,000
53.1725	<p><b>Lift Station Repair Supplies</b></p> <p><i>This line item is used for all supplies needed for our 70 lift stations. This would include items such as wires, fasteners, conduit, hangers, guide rails, starters, floats, impellers, pumps (under \$5,000), cabinets, pipe fittings, valves, cam lock fittings, etc. Over the past three years, expenditures have ranged from a high of \$141,841 to a low of \$69,756. Currently, we are experiencing a very good year with expenditures averaging less than \$1,000/month. However, electrical components or pumps are very susceptible to power surges or storms. This line item also includes fencing around the lift stations.</i></p>	\$	75,000
53.1726	<p><b>Sewer System Supplies</b></p> <p><i>This line item includes materials such as pipe, valves, fittings, repair couplings, manhole rings and covers, air release valves, manholes, grout, cement, ramnek, joint wrap, 57 stone, etc. Over the last three years, the average annual expenditure was \$28,189. Currently, we are experiencing a very good year with expenditures averaging around \$900/month. However, this trend is not expected to continue.</i></p>	\$	25,000
<b><u>Capital Outlays</u></b>			
54.2100	<p><b>Machinery</b></p> <p><i>This line item is used for lift station pumps which are over \$5,000 each. We are estimating 6-8 pumps will need to be replaced in FY13.</i></p>	\$	40,000
<b><u>Debt Service</u></b>			
57.9200	<p><b>Contingencies - Sewer Administration</b></p> <p><i>Determined by the Finance Department</i></p>	\$	100,000
58.3000	<p><b>Fiscal Agent Fee</b></p>	\$	20,000
		\$	<b>2,176,996</b>

## Water Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	563,801	516,045	503,074	510,208	510,208
Overtime	51.1300	38,573	37,000	37,000	37,000	37,000
Group Health/Dental	51.2105	85,224	78,235	80,822	113,322	113,364
Health Clinic	51.2107	0	0	0	1,819	1,819
Wellness Program	51.2108	0	0	0	0	500
Group Life Insurance	51.2110	1,381	960	961	961	1,044
FICA contributions (employer)	51.2200	43,649	42,308	41,316	41,862	41,862
Retirement contributions (employer)	51.2400	23,624	20,163	29,856	31,173	31,173
Unemployment insurance	51.2600	0	10,832	3,960	3,960	3,960
Workers' compensation	51.2700	15,806	17,170	10,673	10,673	10,673
		<b>772,058</b>	<b>722,713</b>	<b>707,662</b>	<b>750,978</b>	<b>751,603</b>
<b>Purchased/Contracted Services</b>						
Audit	52.1210	7,100	7,500	7,500	7,500	7,500
Employment physicals & tests	52.1231	40	100	100	100	100
Engineers & Consultants	52.1310	0	0	0	12,500	12,500
Collection services	52.1320	0	500	500	500	500
Utilities Protection Agency	52.1330	800	1,000	1,000	1,000	1,000
Custodial	52.2130	7,500	7,550	6,000	6,000	6,438
Computer maintenance	52.2201	8,910	8,000	8,000	8,000	8,000
Copier maintenance	52.2202	650	2,000	2,000	2,000	2,000
Radio maintenance	52.2204	306	400	400	400	400
Water tower maintenance	52.2206	27,422	45,000	45,000	45,000	45,000
Fuel system maintenance	52.2208	205	250	250	250	250

## Water Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Building repairs	52.2221	104	250	250	250	250
Water/Sewer plant repairs	52.2222	60	5,000	16,000	16,000	16,000
Vehicle repairs	52.2223	1,980	1,500	1,500	1,500	1,500
Water/Sewer system repairs	52.2226	1,069	5,000	15,000	15,000	15,000
Rental of equipment and vehicles	52.2320	128	250	250	250	250
Property/liability insurance	52.3130	58,219	61,000	59,012	59,012	59,012
Public officials liability insurance	52.3170	12,670	17,000	6,676	6,676	6,676
Telephone	52.3210	3,838	4,000	4,000	4,000	4,000
Postage	52.3220	27,081	15,000	15,000	15,000	15,000
Advertising	52.3300	0	200	200	200	200
Printing and binding	52.3400	5,894	6,000	6,000	6,000	6,000
Travel	52.3500	250	1,000	2,200	2,200	2,200
Dues and fees	52.3610	1,090	561	525	525	525
Lab analysis fees	52.3650	17,375	16,000	16,000	16,000	16,000
Bank fees	52.3680	27,561	14,000	14,000	14,000	14,000
Education and training	52.3700	1,435	1,000	1,000	1,000	1,000
Licenses	52.3800	195	200	337	337	337
		<b>211,882</b>	<b>220,261</b>	<b>228,700</b>	<b>241,200</b>	<b>241,638</b>

### Supplies

Office supplies	53.1110	691	800	800	800	800
Computer supplies	53.1120	1,499	1,700	1,500	1,500	1,500
Copier supplies	53.1130	4,873	5,000	5,000	5,000	5,000
Miscellaneous supplies	53.1140	2,072	2,000	2,000	2,000	2,000
Electricity	53.1230	62,733	76,500	75,000	75,000	75,000

## Water Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Gasoline	53.1270	34,909	45,000	51,230	44,775	44,775
Small equipment	53.1600	5,842	7,500	6,000	6,000	6,000
Small equipment supplies	53.1601	1,352	2,000	2,000	2,000	2,000
Small equipment - Computers & software	53.1610	1,933	3,000	700	700	700
Safety supplies	53.1701	1,856	2,000	2,000	2,000	2,000
Uniforms & replacements	53.1702	3,181	4,000	3,000	3,000	3,000
Chlorine/Fluoride	53.1715	85,142	80,000	60,000	60,000	60,000
Building repair supplies	53.1721	195	200	200	200	200
Water/Sewer plant supplies	53.1722	2,301	4,000	5,000	5,000	5,000
Vehicle repair supplies	53.1723	12,515	15,000	12,000	12,000	12,000
Water/Sewer system supplies	53.1726	79,981	80,000	95,000	95,000	95,000
		<b>301,075</b>	<b>328,700</b>	<b>321,430</b>	<b>314,975</b>	<b>314,975</b>
<b>Capital Outlays</b>						
Vehicles	54.2200	0	0	75,000	75,000	75,000
		<b>0</b>	<b>0</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Other Costs</b>						
Depreciation	56.1000	509,150	0	0	0	0
Contingencies - Water Administration	57.9200	0	80,000	80,000	80,000	80,000
Fiscal agent's fees	58.3000	8,189	3,000	3,000	3,000	3,000
		<b>517,339</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>	<b>83,000</b>
<b>Total Expenses</b>		<b>1,802,354</b>	<b>1,354,674</b>	<b>1,415,792</b>	<b>1,465,153</b>	<b>1,466,216</b>

## Water Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 510,208
	<i>Current full-time employees</i>	
	<i>Public Works support</i>	
	<i>Administration support</i>	
	<i>Sale of leave</i>	
51.1300	Overtime	\$ 37,000
51.2105	Group Health/Dental	\$ 113,364
51.2107	Health Clinic	\$ 1,819
51.2108	Wellness Program	\$ 500
51.2110	Group Life Insurance	\$ 1,044
51.2200	FICA contributions (employer)	\$ 41,862
	<i>Salaries and wages x 7.65%</i>	
51.2400	Retirement contributions (employer)	\$ 31,173
51.2600	Unemployment Insurance	\$ 3,960
51.2700	Workers' Compensation	\$ 10,673

## Water Expenditure Descriptions

Account #		Amount
	<b><u>Purchased/Contracted Services</u></b>	
52.1210	Audit	\$ 7,500
52.1231	Employment physicals & tests	\$ 100
52.1310	Engineers & Consultants	\$ 12,500
52.1320	Collection services	\$ 500
52.1330	Utilities Protection Agency	\$ 1,000
52.2130	Custodial	\$ 6,438
52.2201	Computer maintenance <i>Tyler &amp; Logicon</i>	\$ 8,000
52.2202	Copier maintenance <i>Utility Billing</i>	\$ 2,000
52.2204	Radio maintenance <i>Repeater &amp; radio repairs</i>	\$ 400
52.2206	Water tower maintenance <i>Mission Trace (contract), Dandy Street (contract)</i> <i>Cumberland Harbor (contract)</i>	\$ 45,000

## Water Expenditure Descriptions

Account #		Amount
52.2208	Fuel system maintenance	\$ 250
52.2221	Building repairs	\$ 250
52.2222	Water plant repairs	\$ 16,000
	<i>SCADA repairs , rebuild service pump, generator repairs</i>	
	<i>Misc. unpredicted, Meter calibrations (wells)</i>	
	<i>Install Chlorine Residual Analyzers at Plants (\$11,000)</i>	
52.2223	Vehicle repairs	\$ 1,500
	<i>Cylinder repairs (heavy equipment)</i>	
	<i>Transmission repairs</i>	
	<i>Misc. shop repairs (brake lathe, radiators, etc.)</i>	
	<i>Unpredicted equipment repairs</i>	
52.2226	Water system repairs	\$ 15,000
	<i>Water stops for meter calibration (\$12,000)</i>	
	<i>Wet taps (hydrant replacements and general)</i>	
	<i>Unpredicted line breaks</i>	
52.2320	Rental of equipment and vehicles	\$ 250
52.3130	Property/liability insurance	\$ 59,012
52.3170	Public officials liability insurance	\$ 6,676

## Water Expenditure Descriptions

Account #		Amount
52.3210	Telephone <i>phone lines &amp; fax lines (public works, water plants)</i> <i>DSL 20%, cell phones</i>	\$ 4,000
52.3220	Postage <i>Utility Billing &amp; Public Works</i>	\$ 15,000
52.3300	Advertising	\$ 200
52.3400	Printing and binding	\$ 6,000
52.3500	Travel <i>Includes travel for Utility Billing staff</i>	\$ 2,200
52.3610	Dues and fees	\$ 525
52.3650	Lab analysis fees <i>Required EPD testing, Additional required testing</i>	\$ 16,000
52.3680	Bank Fees	\$ 14,000
52.3700	Education and training <i>Includes training for Utility Billing staff</i>	\$ 1,000
52.3800	Licenses	\$ 337

## Water Expenditure Descriptions

Account #		Amount
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 800
53.1120	Computer supplies	\$ 1,500
53.1130	Copier supplies	\$ 5,000
53.1140	Miscellaneous supplies	\$ 2,000
	<i>Paper products, rain coats, marking paint, fasteners, flagging tape, batteries, bug spray, etc.</i>	
53.1230	Electricity	\$ 75,000
	<i>Water Plant #2, #3, #4, Pt. Peter, all booster stations, Cumberland Harbor, 10% PW facility</i>	
53.1270	Gasoline	\$ 44,775
	<i>Regular Unleaded at \$3.50/gallon (Est. 8400 gallons needed) Diesel at \$3.75/gallon (Est. 4100 gallons needed)</i>	
53.1600	Small equipment	\$ 6,000
	<i>Hand tools, shovels, rakes, etc. Defuses, test kits for staff (cl/2) Mobile radio, portable radio, 3" trash pump 16" pipe saw, injector pumps, blower, 2 weed eaters BFP test meter, field test equipment (flow meters, diffusers, etc.) Fluoride metering pumps for Plants #2 &amp; #3 (spares)</i>	

## Water Expenditure Descriptions

Account #		Amount
53.1601	Small equipment supplies <i>Weed eater string, pipe saw blades, tapping bits, etc.</i>	\$ 2,000
53.1610	Small equipment - Computers & software <i>Replace server</i>	\$ 700
53.1701	Safety supplies <i>Safety glasses, gloves, vests, ear plugs, etc.</i> <i>Hi-Vis Apparel (per federal regulations)</i>	\$ 2,000
53.1702	Uniforms and replacements <i>10 employees</i> <i>\$50 per employee per year (steel-toed shoes)</i> <i>Prep charges, environmental fee, annual contract inc., image fees</i>	\$ 3,000
53.1715	Chlorine/fluoride	\$ 60,000
53.1721	Building repair supplies <i>Misc. repairs to water plant buildings (doors, lights, etc.)</i> <i>Air conditioning and ventilation</i> <i>Misc. paint, cleaners, etc.</i>	\$ 200
53.1722	Water plant supplies <i>Fasteners, fittings, tubing, screens</i> <i>Valve pit, meter kits, injector kits, etc</i>	\$ 5,000

## Water Expenditure Descriptions

Account #		Amount
	<i>Motor starters, relays, timers, psi switches, misc electrical</i>	
	<i>Bearings &amp; seals for pumps</i>	
	<i>Unpredicted</i>	
53.1723	Vehicle repair supplies	\$ 12,000
	<i>Vehicles &amp; pieces of equipment</i>	
	<i>Unpredicted &amp; routine maintenance</i>	
	<i>Tires for all equipment including loaders &amp; backhoes</i>	
	<i>Impellers and seals for Thompson pumps</i>	
	<i>Hydraulic repairs</i>	
	<i>Shop support: nuts &amp; bolts, lubricants, oxygen/acetylene, etc.</i>	
53.1726	Water system supplies	\$ 95,000
	<i>Waterline refurbishment</i>	
	<i>Waterline repairs (clamps, fittings, valves, collars, etc.)</i>	
	<i>Meters, BFP, curb stops and boxes</i>	
	<i>Retrofitters</i>	
	<i>Misc. unpredicted line breaks</i>	
	<i>Fire hydrant replacements (5) \$12,500</i>	
	<i>4"-12" gate valves (\$2500 for valves for line stops)</i>	
	<b><u>Capital Outlays</u></b>	
54.2200	Vehicles	\$ 75,000
	<i>Replace Unit #408 (F700 Flatbed Dump Truck)</i>	
	<b><u>Other Costs</u></b>	

### Water Expenditure Descriptions

<u>Account #</u>			<u>Amount</u>
57.9200	Contingencies - Water Administration	\$	80,000
58.3000	Fiscal agent's fees	\$	3,000
		<b>Total</b>	<b>\$ 1,466,216</b>

## Water Detail Descriptions

Account #			
	<b><u>Salaries, Wages and Employee Benefits</u></b>		
51.1100	Regular employees <i>This line item represents the salaries of existing personnel with no increases planned for raises or COLA. (5.5 Full Time Employees plus 4 Full Time Meter Readers) This line also reflects apportioned salaries from the Finance Department.</i>	\$	510,208
51.1300	Overtime <i>Over the past 3 years, overtime has averaged \$32,965 annually. In the current fiscal year, overtime is averaging about \$2,917/month which projects out to an annual expenditure of \$35,006. Therefore, I am proposing \$37,000 for FY13.</i>	\$	37,000
51.2105	Group Health/Dental <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	113,364
51.2107	Health Clinic <i>Based on number of employees on Health/Rx plan</i>	\$	1,819
51.2108	Wellness Program <i>Incentive program for employees to develop healthy habits</i>	\$	500
51.2110	Group Life Insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	1,044
51.2200	FICA contributions (employer) <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	41,862
51.2400	Retirement contribution (employer) <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	31,173
51.2600	Unemployment insurance <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	3,960
51.2700	Workers' Compensation <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	10,673
	<b><u>Purchased/Contracted Services</u></b>		
52.1210	Audit <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	7,500
52.1231	Employment Physicals and Tests <i>This line is used for new hire physicals, and drug and alcohol tests. Due to the hiring freeze , most</i>	\$	100

## Water Detail Descriptions

*of the budgeted funds will be spent conducting mandatory drug and alcohol screens resulting from accidents. There is also a possibility that all CDL drivers in the City will have to have annual physicals conducted to maintain their licenses. However, since this has not been verified, no additional funds have been budgeted to cover this expenditure.*

52.1310	Engineers & Consultants <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	12,500
52.1320	Collection Services <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$	500
52.1330	Utilities Protection Agency <i>This line is used to cover expenditures from the UPC involving utility locate requests (Call Before You Dig) This line can vary from year to year, depending on the amount of locate requests submitted. When construction and developments are slower, less requests are needed. The City is billed on a per request basis. Due to the slow economy and the TDS project nearly complete, the number of locate requests are anticipated to be less in the coming year.</i>	\$	1,000
52.2130	Custodial <i>This line item is used to cover the janitorial contract for all city buildings. The contract is also split with both the water department and sewer department contributing to the payment of the contract.</i>	\$	6,438
52.2201	Computer maintenance <i>This line item is used by Finance/Water Department for their computer licenses and/or maintenance agreements.</i>	\$	8,000
52.2202	Copier maintenance <i>This line is used by the Finance/Water Department for a portion of the maintenance agreement at City Hall. This service is part of the combined city-wide agreement with Herrin for copiers.</i>	\$	2,000
52.2204	Radio maintenance <i>This line item covers the service calls from Hasty's Motorola company. This is the only local radio repair service that can work on our radios. Over the past three fiscal years, we have spent between \$306 and \$597, depending on the amount of repairs needed. However, with the recent narrow banding and purchase of new/refurbished radios and repeater, it is anticipated that \$400 is sufficient in this line.</i>	\$	400
52.2206	Water Tower Maintenance <i>The expenditure for this line item is the contract for water tower maintenance. Currently, only our Dandy Street Water Tower and our Mission Trace Water Tower are under contract. Cumberland Harbor Water Tower was not included in the contract since it was still under warranty. However, this water tower now needs to be included in the maintenance contract. Prior to giving us a price to include this water tower, it must be drained, cleaned and inspected. This is currently being scheduled.</i>	\$	45,000

## Water Detail Descriptions

52.2208	<p>Fuel System Maintenance</p> <p><i>This line item is used to cover the annual maintenance agreement for our fuel system.</i></p>	\$	250
52.2221	<p>Building Repairs</p> <p><i>This line item is used to fund contracted services such as air conditioning repairs, telephone system repairs, or other similar type services needed for repairs to Sewer facilities. Over the last three years, the annual expense has ranged from \$0 to \$313. No money has been spent in this line in the current budget year.</i></p>	\$	250
52.2222	<p>Water Plant Repairs</p> <p><i>This line item is used to fund contracted services for plant repairs, such as SCADA repairs, generator repairs, pump repairs, meter calibrations, chlorine system repairs, etc. Over the last three years, the annual expenditure for this item have ranged from \$0 to \$8,453. However, we would like to propose the installation of chlorine residual analyzers at the water plants in order to better control the amount of chlorine in the water system. The cost for this project is around \$11,000. We would also like to move our SCADA system from Public Works to Point Peter WWTP at a cost of around \$5,000.</i></p>	\$	16,000
52.2223	<p>Vehicle repairs</p> <p><i>This line item addresses vehicle repair issues that cannot be performed by our in-house mechanics. Typically, this includes body repairs, vehicle recalls, or major mechanical issues. During the first 7 months of FY 2012, the department has averaged \$190/month which projects to \$2,280/year. Over the last three years, the average annual expenditure for this line was \$1,315.</i></p>	\$	1,500
52.2226	<p>Water System Repairs</p> <p><i>This line item is used for contracted services for repairs to the sewer system including wet taps, line stops, and leak testing. Expenditures over the last three years have ranged from \$0 to \$4,928. However, in order to calibrate our plant meters, we need to replace some broken valves. In order to do this without shutting down most of our system, we need to have line stops performed at a cost of around \$12,000. This would allow us to replace the valves without shutting down the distribution system.</i></p>	\$	15,000
52.2320	<p>Rental of Equipment and Vehicles</p> <p><i>The line is used in order to rent equipment that is needed but is not part of our inventory. Such items include jumping jacks, jackhammers, man lifts, rollers, concrete pumps, scaffolding, vibrators, etc. Over the past two years, we are averaging around \$164 per year. Over the first 6 months of the current fiscal year, no funds have been expended.</i></p>	\$	250
52.3130	<p>Property/Liability Insurance - Sewer Share</p> <p><i>This line item represents the estimate provided by the Finance Department for this purpose.</i></p>	\$	59,012
52.3170	<p>Public Officials Liability Insurance - Sewer Share</p> <p><i>This line item represents the estimate provided by the Finance Department for this purpose.</i></p>	\$	6,676
52.3210	<p>Telephone</p>	\$	4,000

## Water Detail Descriptions

*This line item covers all "land lines," cell phones, TDS Internet, and long distance charges for the agency each year. During the first 6 months of FY 2012, we averaged spending \$288 per month for a projected annual expenditure of \$3,456. During the three fiscal years prior to FY 2012, we averaged spending \$4,008 per year. This item also includes portions of telephone lines in City Hall.*

52.3220	Postage <i>This line item is used to cover regular mail postage, certified mail costs, etc. Our average expenditure for the past three budget years is \$27,455 per year. However, only \$800 is needed to handle the costs of postage for our water samples. The overwhelming majority of the postage is for water bills.</i>	\$ 15,000
52.3300	Advertising <i>This line item is used to cover advertising for vacant positions, request for bids/proposals, or any other public message needing to be published, such as road closures, planned water outages, consumer confidence reports, requests for bids, and public notices.</i>	\$ 200
52.3400	Printing and Binding <i>This line is used by Finance for items related to water bills such as envelopes and door hangers.</i>	\$ 6,000
52.3500	Travel <i>The amount budgeted in this line includes hotel accommodations, gasoline, and per diem for the Utilities Superintendent to attend training classes in order to maintain his license and for our Water Plant Operator to attend classes to obtain his Class 2 license.</i>	\$ 2,200
52.3600	Dues & fees <i>This item is used to cover membership in the Georgia Rural Water Association (\$325) and the American Water Works Association (\$200).</i>	\$ 525
52.3650	Lab Analysis Fees <i>This line item is used for required EPD testing such as monthly disinfection testing, TTHM, HAA5, and lead and copper testing. Over the last three years, our average annual expenditure has been \$19,855. Currently, our projection for FY12 is \$15,800.</i>	\$ 16,000
52.3680	Bank Fees <i>This line item represents the estimate provided by the Finance Department for this purpose.</i>	\$ 14,000
52.3700	Education and training <i>The amount budgeted in this line includes the Georgia Rural Water Association Conference on Jekyll Island for two employees as well as training courses in Carrollton for the Utilities Superintendent and Water Plant Operator.</i>	\$ 1,000
52.3800	Licenses <i>This line item covers the license fee for our 3 Water Plant Operators (\$65 each). It also includes \$142 to cover the license fees for one water plant operator to increase to a Class 2 license from a Class 3.</i>	\$ 337

## Water Detail Descriptions

<u>Supplies</u>		
53.1110	Office supplies <i>This line item is used to purchase pens, markers, notebooks, binders, file folders, labels, post-it notes, paperclips, staples, fasteners, binder clips and other similar consumable items for use within the entire department. Over the past 3 years, we have averaged spending around \$833/year.</i>	\$ 800
53.1120	Computer supplies <i>This line item is used to purchase many small items that are used by and for our computers. Items such as paper, ink cartridges, computer disks, keyboards, mouse, monitors, USB cords, storage media, and power supplies are purchased in this line. Over the past three years, we are averaging around \$1,715 per year. Currently, we are averaging \$124/month which projects to \$1,485 annually.</i>	\$ 1,500
53.1130	Copier supplies <i>This line item is used to purchase paper for our copy machine and City Hall. Over the past 3 years, we are averaging around \$5,034 a year. For the current fiscal year, we are projecting an expenditure of around \$2000.</i>	\$ 5,000
53.1140	Miscellaneous supplies <i>This line item is used to purchase items such as paper products, shovels, rain coats, marking paint, fasteners, paint brushes, flagging tape, bug sprays, weed killers, cleaning supplies, etc. Over the past three years, we have averaged spending around \$2,225/year. Currently, we are averaging around \$133/month over the first six months which extends to \$1,596 for the year. But, it is anticipated that expenditures will increase in the spring due to warmer weather projects and items such as bug spray and weed killers are needed more.</i>	\$ 2,000
53.1230	Electricity <i>This line item is used for electricity usage at the water treatment plants as well as our booster stations. Over the last three years, the average annual expenditure was \$68,865. Currently, we are averaging \$5,900/month which projects to \$70,800. However, with warmer months approaching, this usage could increase due to more water being produced due to outdoor activities such as lawn watering, pool filling, etc.</i>	\$ 75,000
53.1270	Gasoline <i>The annual gallons of gasoline needed can be estimated based on past usages. The amount of gasoline estimated for the department is 8,400 gallons and the amount of diesel is estimated at 4,100. However, the cost per gallon of gasoline and diesel are very fluid. We keep hearing reports that gasoline will reach \$5.00 per gallon by the summer. However, for budget purposes, an estimate for the year was assumed at \$3.50/gallon for gasoline and \$3.75/gallon for diesel.</i>	\$ 44,775
53.1600	Small equipment <i>This line item includes the purchase of items such as small hand tools, weed eaters, edgers, backpack blowers, chainsaws, pole saws, cordless drills, portable radios, mobile radios, push mowers, trash pumps,</i>	\$ 6,000

## Water Detail Descriptions

*cut off saws, or other similar items. Over the last three years, we are averaging \$8,278 per year. Currently, we are only averaging \$212/month for an extended total of \$2,544. However, an increase is expected in the spring as the equipment becomes utilized more than in the winter months.*

53.1601	<p>Small equipment supplies</p> <p><i>This line item includes the purchase of consumable materials such as weed eater string, edger blades, batteries, lawn mower blades, saw blades, drill bits, etc. Over the past three years, we have averaged \$1,639/year. Currently, we are averaging around \$167/month for an annual extension of \$2,004. However, an increase in spending is anticipated as spring approaches and grass starts growing.</i></p>	\$	2,000
53.1610	<p>Small equipment - Computers &amp; software</p> <p><i>This line item includes the purchase of additional server hard drives at the recommendation of the IT department. This is an as needed type of line item and not reflected by money spent over the course of past years.</i></p>	\$	700
53.1701	<p>Safety Supplies</p> <p><i>This line item includes all personnel safety items including safety glasses, goggles, gloves, vests, ear plugs, hard hats, coveralls, confined space entry equipment, lockout/tag out supplies, etc. Over the last three years, we have averaged \$1,680/year. Currently, we are averaging \$100/month for an annual extension of \$1,200.</i></p>	\$	2,000
53.1702	<p>Uniforms and Replacements</p> <p><i>This line item includes the uniforms for 9.5 employees as well as \$50 steel toed boot allowance for each employee, shop towels, floor mats, fender covers, environmental/energy charges, prep charges and annual contract for laundering.</i></p>	\$	3,000
53.1715	<p>Chlorine/Fluoride</p> <p><i>This line item is used for the purchase of fluoride and sodium hypochlorite for the water plants. Over the last three years, the average annual expenditure for chemicals was \$75,889. Currently, we are averaging \$3,950/month which projects to \$47,400. However, we expect this to be higher due the higher water demand in warm months versus cold ones. We are expecting this years annual expenditure to be around \$60,000.</i></p>	\$	60,000
53.1721	<p>Building Repair Supplies</p> <p><i>This line item is used to purchase any materials needed for repairs, such as paint, brushes, lumber, electrical supplies, plumbing supplies, doors, hardware, etc. Over the past three years, we have ranged from a low expenditure of \$25 to a high of \$195. Currently, we have expended \$0 in this line.</i></p>	\$	200
53.1722	<p>Water Plant Supplies</p> <p><i>This line item is used for any supplies needed for the water treatment plants, such as screens, fasteners, fittings, tubing, meter kits, injector kits, motor starters, relays, timers, psi switches, bearings, seals, grease, etc. Over the past three years, the average annual expenditure was \$4,362. Currently, we are averaging around \$454/month which projects to an annual expenditure of \$5,448.</i></p>	\$	5,000

## Water Detail Descriptions

53.1723	<p><b>Vehicle Repair Supplies</b>  <i>This line item covers all of the materials and supplies necessary to maintain the Public Works vehicles and equipment by our in-house mechanics. These items include oil changes, tire repairs, motor replacements, street sweeper brooms, automotive parts, tractor/equipment parts, hydraulic repairs, etc. This line also includes consumables such as windshield wiper blades, bush hog blades, antifreeze, etc. Over the last 3 years, we have averaged \$13,407/year to maintain our fleet. Currently, we are averaging \$880/month which projects to \$10,556 for FY12.</i></p>	\$	12,000
53.1726	<p><b>Water System Supplies</b>  <i>This line item includes materials such as pipe, valves, fittings, repair couplings, water meters, valve boxes, back flow preventers, curb stops, corporation stops, retrofitters, fire hydrants, etc. Over the last three years the average annual expenditure was \$87,144. Currently, we are experiencing a very good year with expenditures averaging around \$5,500/month which projects to \$66,000. The FY13 proposed budget for this line also includes the purchase of 5 fire hydrants (\$12,500) and valves and fittings for the needed line stops for meter calibration at the water plants (\$2,500).</i></p>	\$	95,000
<b><u>Capital Outlays</u></b>			
54.2200	<p><b>Vehicles</b>  <i>This item includes the purchase of a new flatbed dump truck to replace our existing Unit #408. This unit is beyond economical repair. It is a 1987 Ford F700 Flatbed Dump Truck with a bad motor, nonworking brake system, and the body is in poor condition. The current mileage is 277,003. The estimated value of repairs is around \$6,000 for a motor replacement and around \$2,000 to repair the brake system. Estimated value at auction is around \$1,000.</i></p>	\$	75,000
<b><u>Debt Service</u></b>			
57.9200	<p><b>Contingencies - Sewer Administration</b>  <i>Determined by the Finance Department</i></p>	\$	80,000
58.3000	<p><b>Fiscal Agent Fees</b>  <i>Determined by the Finance Department</i></p>	\$	3,000
			<b>\$ 1,466,216</b>

**Debt Service Expenditures**

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Principal</b>						
Bond Payment 88 & 92 PRIN	58.1110	0	270,000	285,000	285,000	285,000
Bond Payment 2010	58.1330	0	0	0	0	0
GEFA Loan 95-021-WQ PRIN #4	58.1340	0	18,208	1,558	1,558	1,558
GEFA Loan CWS-RF-02 PRIN #2	58.1370	0	30,943	0	0	0
GEFA Loan CWS-RF-03 PRIN Scrubby Bluff	58.1380	0	225,938	233,148	233,148	233,148
GEFA Loan 2010-L26WQ	58.1382	0	0	41,325	41,325	41,325
Equipment Loans	58.1385	0	47,700	0	0	0
		0	592,789	561,031	561,031	561,031
<b>Interest</b>						
Bond Payment 88 & 92 INT	58.2110	164,456	156,188	139,191	139,191	139,191
Bond Payment 2007/2010	58.2115	1,438,547	1,915,400	1,915,400	1,915,400	1,915,400
GEFA Loan 95-021-WQ INT #4	58.2340	1,555	646	7	7	7
GEFA Loan 97-L97-WS INT #5	58.2350	3,351	0	0	0	0
GEFA Loan 98-L46-WJ INT #6	58.2360	24,049	0	0	0	0
GEFA Loan CWS-RF-02 INT #2	58.2370	1,183	181	0	0	0
GEFA Loan CWS-RF-03 INT Scrubby Bluff	58.2380	113,441	107,476	100,265	100,265	100,265
GEFA Loan 2010-L26WQ	58.2382	0	0	45,575	45,575	45,575
Equipment Loans	58.2385	4,537	404	0	0	0
		1,751,119	2,180,295	2,200,438	2,200,438	2,200,438
<b>Total Debt Service</b>		<b>1,751,119</b>	<b>2,773,084</b>	<b>2,761,469</b>	<b>2,761,469</b>	<b>2,761,469</b>

**Solid Waste Revenues**

	<b>Account #</b>	<b>Actual FY2011</b>	<b>Proposed FY2012</b>	<b>Department Requested FY2013</b>	<b>City Manager Review FY2013</b>	<b>Mayor &amp; Council Approved FY2013</b>
<b>Charges for Services</b>						
Residential Refuse Charge	34.4111	983,460	961,000	970,000	970,000	970,000
Commercial Refuse Charge	34.4112	22,702	22,500	23,000	22,000	22,000
Late Fees and Penalties	34.4190	23,601	21,000	22,500	22,500	22,500
		<b>1,029,763</b>	<b>1,004,500</b>	<b>1,015,500</b>	<b>1,014,500</b>	<b>1,014,500</b>
<b>Other Charges</b>						
Other Charges	34.9900	59,471	25,000	35,000	35,000	35,000
		<b>59,471</b>	<b>25,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
<b>Miscellaneous Income</b>						
Fund Equity	38.0001	0	171,929	101,949	159,505	159,676
		<b>0</b>	<b>171,929</b>	<b>101,949</b>	<b>159,505</b>	<b>159,676</b>
<b>Total Revenues</b>		<b>1,089,234</b>	<b>1,201,429</b>	<b>1,152,449</b>	<b>1,209,005</b>	<b>1,209,176</b>

### Solid Waste Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	75,148	54,564	58,044	56,961	56,961
Overtime	51.1300	2,278	2,500	2,500	2,500	2,500
Group Health/Dental	51.2105	8,612	8,846	9,940	13,816	13,846
Group Life Insurance	51.2110	133	170	0	0	141
FICA contributions (employer)	51.2200	5,599	4,366	4,441	4,358	4,358
Retirement contribution (employer)	51.2400	2,290	2,283	2,770	2,770	2,770
Unemployment Insurance	51.2600	4,350	0	0	0	0
Workers' compensation	51.2700	1,166	500	500	500	500
		<b>99,576</b>	<b>73,229</b>	<b>78,195</b>	<b>80,905</b>	<b>81,076</b>

#### **Purchased/Contracted Services**

Collection fees	52.1200	965,972	965,000	980,000	980,000	980,000
Audit	52.1210	500	500	500	500	500
Custodial	52.2130	0	500	500	500	500
Computer maintenance	52.2201	0	250	250	250	250
Property/Liability insurance	52.3120	9,179	9,500	9,500	9,500	9,500
Postage	52.3220	1,000	500	500	500	500
Advertising	52.3310	0	100	0	0	0
Landfill fees	52.3660	128,600	125,000	125,000	125,000	125,000
		<b>1,105,251</b>	<b>1,101,350</b>	<b>1,116,250</b>	<b>1,116,250</b>	<b>1,116,250</b>

#### **Supplies**

Office supplies	53.1110	0	50	50	50	50
Computer supplies	53.1120	0	50	50	50	50

**Solid Waste Expenditures**

		<b>Actual</b>	<b>Proposed</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
Copier supplies	53.1130	0	750	750	750	750
Gasoline	53.1270	0	1,000	1,000	1,000	1,000
		0	1,850	1,850	1,850	1,850
<b>Other Costs</b>						
Depreciation	56.1000	7,419	0	0	0	0
Contingencies - Solid Waste Fund	57.9300	0	25,000	10,000	10,000	10,000
		7,419	25,000	10,000	10,000	10,000
<b>Total Expenditures</b>		<b>1,212,246</b>	<b>1,201,429</b>	<b>1,206,295</b>	<b>1,209,005</b>	<b>1,209,176</b>

## Solid Waste Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular Employees	\$ 56,961
51.1300	Overtime	\$ 2,500
51.2105	Group Health/Dental	\$ 13,846
51.2110	Group Life Insurance	\$ 141
51.2200	FICA contributions (employer)	\$ 4,358
	<i>Salaries and overtime x 7.65%</i>	
51.2400	Retirement contributions (employer)	\$ 2,770
51.2700	Workers' Compensation	\$ 500
	<b><u>Purchased/Contracted Services</u></b>	
52.1200	Collection fees	\$ 980,000
52.1210	Audit	\$ 500
52.2130	Custodial	\$ 500
52.2201	Computer maintenance	\$ 250
52.3120	Property/Liability insurance	\$ 9,500

## Solid Waste Expenditure Descriptions

Account #		Amount
52.3220	Postage	\$ 500
52.3660	Landfill fees	\$ 125,000
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 50
53.1120	Computer supplies	\$ 50
53.1130	Copier supplies	\$ 750
53.1270	Gasoline	\$ 1,000
57.9300	Contingencies - Solid Waste Fund	\$ 10,000
	<b>Total</b>	<b><u>\$ 1,209,176</u></b>

**SPLOST V and VI Revenues**

**SPLOST V**

Revenues	Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
<b>Sales, Interest, Other Income</b>						
SPLOST Referendum Tax	31.3200	1,893,995	0	0	0	0
Interest Revenue	36.1000	748	0	0	0	0
Fund Equity Library	38.0001	0	60,000	0	0	0
Misc Revenues	38.9010	0	0	0	0	0
Operating T/F In	39.1200	0	0	0	0	0
		<b>1,894,743</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>						
		<b>1,894,743</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SPLOST VI**

Revenues	Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
<b>Sales, Interest, Other Income</b>						
SPLOST Referendum Tax	31.3200	0	5,859,000	4,831,403	4,831,403	4,831,403
Interest Revenue	36.1000	0	0	0	0	0
		<b>0</b>	<b>5,859,000</b>	<b>4,831,403</b>	<b>4,831,403</b>	<b>4,831,403</b>
<b>Total Revenues</b>						
		<b>0</b>	<b>5,859,000</b>	<b>4,831,403</b>	<b>4,831,403</b>	<b>4,831,403</b>

**SPLOST V and VI Expenditures**

SPLOST V	Account #	Actual	Adopted Budget	Department Requested	City Manager Review	Mayor & Council Approved
		FY2011	FY2012	FY2013	FY2013	FY2013
<b>Purchased/Contracted Services</b>						
Professional Services: Audit	52.1210	1,545	0	0	0	0
		1,545	0	0	0	0
<b>Road, Streets and Bridges</b>						
Drainage	54.1240	83,859	0	0	0	0
Library	54.1300	118,222	60,000	0	0	0
Multi Media Center	54.1310	0	0	0	0	0
Sidewalks/Handicap ramps	54.1410	0	0	0	0	0
Paving/Overlaying	54.1415	229,672	0	0	0	0
Capital Improvements (traffic signalization)	54.1422	0	0	0	0	0
		431,753	60,000	0	0	0
<b>Total Expenditures</b>		<b>433,298</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SPLOST V and VI Expenditures**

**SPLOST VI**

		<b>Actual</b>	<b>Adopted Budget</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Purchased/Contracted Services</b>						
Professional Services: Audit	52.1211	3,029	9,000	6,000	6,000	6,000
		<b>3,029</b>	<b>9,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>Road, Streets and Bridges</b>						
Sewer infrastructure	54.1202	73,874	0	0	0	0
Drainage	54.1241	210,879	3,000,000	2,500,000	2,500,000	2,500,000
Paving/Overlaying	54.1416	145,018	2,200,000	1,850,403	1,850,403	1,850,403
City Buildings	54.1500	45,704	650,000	475,000	475,000	475,000
Operating T/F Out	61.1000	1,063,274	0	0	0	0
		<b>1,538,749</b>	<b>5,850,000</b>	<b>4,825,403</b>	<b>4,825,403</b>	<b>4,825,403</b>
<b>Total Expenditures</b>		<b>1,541,778</b>	<b>5,859,000</b>	<b>4,831,403</b>	<b>4,831,403</b>	<b>4,831,403</b>

**SPLOST VI Expenditure Descriptions**

<u>Account #</u>		<u>Amount</u>
	<b><u>Purchased/Contracted Services</u></b>	
52.1210	Professional Services: Audit	\$ 6,000
	<b><u>Capital Outlays</u></b>	
	Drainage	\$ 2,500,000
	<i>Storm Water Master Plan Projects</i>	
	<i>Misc. Drainage Projects</i>	
	Paving/Overlaying	\$ 1,850,403
	<i>Misc. Road Projects</i>	
	City Buildings	\$ 475,000
	<b>Total</b>	<b><u>\$ 4,831,403</u></b>

**Multiple Grants Fund**

		<b>Actual</b>	<b>Adopted Budget</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Review</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Revenues</b>						
FAA Grant	33.1110	0	0	0	0	0
Grant Federal	33.1120	180,882	223,000	222,850	222,850	222,850
GEMA Grant - Fire Dept	33.4000	7,591	0	0	0	0
GEFA Grant - Energy Efficiency Project	33.4100	21,232	0	0	0	0
State Gov't Grant	33.4121	15,000	0	0	0	0
Interest revenue	36.1000	1,354	0	0	0	0
Miscellaneous Income	38.9010	0	0	0	0	0
<b>Total Revenues</b>		<b>226,059</b>	<b>223,000</b>	<b>222,850</b>	<b>222,850</b>	<b>222,850</b>

		<b>Actual</b>	<b>Adopted Budget</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Review</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Expenditures</b>						
Other Cost	57.3000	15,000	0	0	0	0
Operating Transfer Out to General Fund	61.1000	211,059	223,000	222,850	222,850	222,850
Operating Transfer Out to Tourism	61.1020	0	0	0	0	0
<b>Total Expenditures</b>		<b>226,059</b>	<b>223,000</b>	<b>222,850</b>	<b>222,850</b>	<b>222,850</b>

**Aquatic Center Revenues**

		<b>Actual</b>	<b>Adopted Budget</b>	<b>Department Requested</b>	<b>City Manager Review</b>	<b>Mayor &amp; Council Approved</b>
	<b>Account #</b>	<b>FY2011</b>	<b>FY2012</b>	<b>FY2013</b>	<b>FY2013</b>	<b>FY2013</b>
<b>Charge for Services</b>						
Daily admission	34.7210	190,367	205,175	200,000	200,000	200,000
Birthday parties	34.7225	12,311	15,934	13,000	13,000	13,000
Group sales	34.7230	23,871	28,000	25,000	25,000	25,000
Rentals	34.7235	15,310	14,500	39,002	39,002	39,002
Swim lessons	34.7510	6,200	8,500	7,200	7,200	7,200
Concession	34.7900	71,482	74,500	72,500	72,500	72,500
Retail sales	34.7910	18,224	18,200	20,000	20,000	20,000
Locker rentals	34.7920	872	1,500	900	900	900
		<b>338,637</b>	<b>366,309</b>	<b>377,602</b>	<b>377,602</b>	<b>377,602</b>
<b>Investment Income</b>						
Interest revenues	36.1000	0	200	0	0	0
		<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Miscellaneous</b>						
Miscellaneous income	38.9010	1,258	2,000	0	0	0
		<b>1,258</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Financing Sources</b>						
Operating transfer in	39.1200	6,910	6,910	0	0	0
		<b>6,910</b>	<b>6,910</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>		<b>346,805</b>	<b>375,419</b>	<b>377,602</b>	<b>377,602</b>	<b>377,602</b>

### Aquatic Center Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Salaries, Wages and Employee Benefits</b>						
Regular employees	51.1100	195,202	183,100	154,655	156,135	156,135
Overtime	51.1300	81	200	0	0	0
Group Health/Dental	51.2105	8,629	9,555	0	0	0
Group Life Insurance	51.2110	111	126	0	0	0
FICA contributions (employer)	51.2200	15,074	14,023	11,831	11,831	11,831
Unemployment Insurance	51.2600	1,298	0	0	0	0
Retirement contributions (employer)	51.2400	2,360	2,331	0	0	0
Workers' Compensation	51.2700	7,886	7,984	6,186	6,186	6,186
		<b>230,641</b>	<b>217,319</b>	<b>172,672</b>	<b>174,152</b>	<b>174,152</b>
<b>Purchased/Contracted Services</b>						
Employment physicals & tests	52.1231	1,040	1,600	1,500	1,500	1,500
Alarm system maintenance	52.2205	175	300	300	300	300
Aquatic Center maintenance	52.2209	180	9,000	9,000	9,000	9,000
Small equipment repairs	52.2216	655	2,400	2,400	2,400	2,400
Building repairs	52.2221	1,071	6,000	5,000	5,000	5,000
Property/Liability insurance	52.3110	0	850	850	850	850
Telephone	52.3210	4,006	4,500	4,200	4,200	4,200
Postage	52.3220	383	500	400	400	400
Advertising	52.3300	5,690	6,000	6,000	6,000	6,000
Printing & binding	52.3400	594	800	500	500	500
Travel	52.3500	791	600	500	500	500
Dues and fees	52.3600	1,898	1,900	2,000	2,000	2,000
Bank fees	52.3680	2,431	3,500	2,500	2,500	2,500

### Aquatic Center Expenditures

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
Education and training	52.3700	135	500	500	500	500
Contract Labor	52.3850			36,000	36,000	36,000
		<b>19,049</b>	<b>38,450</b>	<b>71,650</b>	<b>71,650</b>	<b>71,650</b>
<b>Supplies</b>						
Office supplies	53.1110	1,091	1,150	1,100	1,100	1,100
Computer supplies	53.1120	252	800	800	800	800
Copier supplies	53.1130	478	800	800	800	800
Miscellaneous supplies	53.1140	3,223	4,600	4,600	4,600	4,600
Photographic supplies	53.1150	86	500	100	100	100
Water/sewerage	53.1210	21,892	13,000	13,000	13,000	13,000
Natural gas	53.1220	1,892	1,500	1,500	1,500	1,500
Electricity	53.1230	33,271	28,000	36,000	36,000	36,000
Retail Inventory/Resale	53.1500	11,177	9,000	9,000	9,000	9,000
Concession Inventory/Resale	53.1550	28,762	32,000	32,000	32,000	32,000
Small equipment	53.1600	898	8,000	6,500	6,500	6,500
Small equipment supplies	53.1601	1,297	500	1,500	1,500	1,500
Small equipment - Furniture & Fixtures	53.1620	0	2,500	1,500	1,500	1,500
Safety supplies	53.1701	1,102	800	1,700	1,700	1,700
Uniforms & replacements	53.1702	719	0	700	700	700
Chemicals	53.1715	15,006	12,500	15,000	15,000	15,000
Aquatic Center maintenance supplies	53.1731	6,092	4,000	6,000	6,000	6,000
		<b>127,238</b>	<b>119,650</b>	<b>131,800</b>	<b>131,800</b>	<b>131,800</b>

**Aquatic Center Expenditures**

		Actual	Proposed	Department Requested	City Manager Review	Mayor & Council Approved
	Account #	FY2011	FY2012	FY2013	FY2013	FY2013
<b>Capital Outlays</b>						
Depreciation	56.1000	83,756	0	0	0	0
		83,756	0	0	0	0
<b>Total Expenditures</b>		<b>460,684</b>	<b>375,419</b>	<b>376,122</b>	<b>377,602</b>	<b>377,602</b>

## Aquatic Center Expenditure Descriptions

Account #		Amount
	<b><u>Salaries, Wages and Employee Benefits</u></b>	
51.1100	Regular employees	\$ 156,135
	<i>Seasonal employees</i>	
51.2200	FICA contributions (employer)	\$ 11,831
	<i>Salaries and overtime x 7.65%</i>	
51.2700	Workers' Compensation	\$ 6,186
	<b><u>Purchased/Contracted Services</u></b>	
52.1231	Employment physicals & tests	\$ 1,500
	<i>Drug screens and criminal checks</i>	
52.2205	Alarm system maintenance	\$ 300
52.2209	Aquatic Center maintenance	\$ 9,000
52.2216	Small equipment repairs	\$ 2,400
	<i>pumps, motors, kitchen equipment, chemical equipment</i>	
52.2221	Building repairs	\$ 5,000
	<i>HVAC, water heaters, plumbing, electrical</i>	
52.3110	Property/Liability insurance	\$ 850

### Aquatic Center Expenditure Descriptions

Account #		Amount
52.3210	Telephone <i>Includes long distance and internet service</i>	\$ 4,200
52.3220	Postage	\$ 400
52.3300	Advertising <i>Brochure, newspaper, radio, TV, local ads</i>	\$ 6,000
52.3400	Printing and binding <i>tickets, office forms,</i>	\$ 500
52.3500	Travel <i>Aquatics annual meetings (Director), mileage reimbursement</i>	\$ 500
52.3600	Dues and fees <i>World Water park annual dues and registration fee</i> <i>Permit fees, Health Dept, Dept of Labor</i>	\$ 2,000
52.3680	Bank fees <i>Fees for credit card machine</i> <i>increase due to % of sales</i>	\$ 2,500
52.3700	Education and training <i>training materials</i>	\$ 500
52.3850	Contract Labor	\$ 36,000

### Aquatic Center Expenditure Descriptions

Account #		Amount
	<i>MOU PSA Management</i>	
	<b><u>Supplies</u></b>	
53.1110	Office supplies	\$ 1,100
53.1120	Computer supplies	\$ 800
53.1130	Copier supplies	\$ 800
53.1140	Miscellaneous supplies	\$ 4,600
	<i>\$1,500 operating expenses</i>	
53.1150	Photographic supplies	\$ 100
53.1210	Water/Sewerage	\$ 13,000
53.1240	Natural gas	\$ 1,500
53.1230	Electricity	\$ 36,000
53.1500	Retail inventory/Resale	\$ 9,000
	<i>Retail merchandise (expanding)</i>	
53.1550	Concession inventory/Resale	\$ 32,000
53.1600	Small equipment	\$ 6,500

### Aquatic Center Expenditure Descriptions

Account #		Amount
	<i>tools, tubes, chlorinator supplies, yard maintenance tools</i>	
53.1601	Small equipment supplies	\$ 1,500
53.1620	Small equipment - Furniture <i>Replacement-chairs, umbrellas, tables, canopies cash registers</i>	\$ 1,500
53.1701	Safety supplies <i>First Aid, rescue supplies, lifejackets, rescue equip</i>	\$ 1,700
53.1702	Uniforms & replacements	\$ 700
53.1715	Chemicals	\$ 15,000
53.1731	Aquatic Center maintenance supplies	\$ 6,000
<b>Total</b>		<b>\$ 377,602</b>

## Aquatic Center Detail Descriptions

Account #	2011 Actual	2013 Requested
34.7210 Daily Admission <i>increased fee structure from 2011</i>	190,367	200,000
34.7225 Birthday Parties <i>increased fee structure from 2011</i>	12,311	13,000
34.7230 Group Sales <i>increased fee structure from 2011</i>	23,871	25,000
34.7235 Rentals <i>large \$400 rental number if all available rental nights are booked corresponds with staffing costs . If revenue does not hit, costs will be lower</i>	15,310	39,002
34.7510 Swim Lessons <i>scheduling 3, 2 week sessions with 12 students each</i>	6,200	7,200
34.7900 Concession <i>modest increase only</i>	71,482	72,500
34.7910 Retail Sales <i>modest increase only</i>	18,224	20,000
34.7920 Locker Rentals <i>These sales tend to remain pretty flat</i>	872	900
<b>Investment Income</b>		
36.1000 Interest Revenues		
<b>Miscellaneous</b>		
38.9010 Miscellaneous Income	1,258	
<b>Other Financing Sources</b>		
39.1200 Operating Transfer In	6,910	

## Aquatic Center Detail Descriptions

	2011 Actual	2013 Requested
<b>Total Revenues</b>	<b>346,805</b>	<b>377,602</b>
<b><u>Salaries, Wages and Employee Benefits</u></b>		
51.1100 Regular employees <i>Seasonal employees (Director included in 2011 #) This is fully staffed for all scheduled open hours plus rentals and training. Weather and business volume will lower this .</i>	195,202	156,135
51.1300 Overtime	81	0
51.2105 Group Health/Dental	8,629	0
51.2110 Group Life Insurance	111	0
51.2200 FICA contributions (employer) <i>Salaries and overtime x 7.65%</i>	15,074	11,831
51.2400 Retirement - Employer contribution	2,360	0
51.2600 Unemployment Insurance	1,298	
51.2700 Workers Compensation	7,886	6,186
<b><u>Purchased/Contracted Services</u></b>		
52.1231 Employment physicals & tests <i>Drug screens and criminal checks</i>	1,040	1,500
52.2205 Alarm system maintenance <i>\$25 per month for 12 months</i>	175	300
52.2209 Aquatic Center maintenance <i>Most of actual 2011 transferred to SPLOST</i>	180	9,000
52.2216 Small equipment repairs <i>pumps, motors, kitchen equipment, chemical equipment most was transferred also</i>	655	2,400
52.2221 Building repairs <i>HVAC, water heaters, plumbing, electrical Most actual transferred to SPLOST</i>	1,071	5,000

## Aquatic Center Detail Descriptions

	2011 Actual	2013 Requested
52.3110 Property/Liability Insurance	0	850
52.3210 Telephone <i>Includes long distance and internet service I am working on ways to reduce this with data credit card machines</i>	4,006	4,200
52.3220 Postage	383	400
52.3300 Advertising <i>Brochure, newspaper, radio, TV, local ads</i>	5,690	6,000
52.3400 Printing and binding <i>tickets, office forms, transitioning to more on line forms</i>	594	500
52.3500 Travel <i>Unsure how you want to handle this but I do want to keep up to date and need to attend job fairs advertising venues</i>	791	500
52.3600 Dues and fees <i>World Water park \$365 annual dues and registration fee Permit fees, County Health Dept \$780, State Permit \$245 Red Cross etc</i>	1,898	2,000
52.3680 Bank fees <i>Fees for credit card machine increase due to % of sales</i>	2,431	2,500
52.3700 Education and training <i>New Red Cross Training materials</i>	135	500
52.3850 Contract Labor <i>MOU PSA Management</i>		36,000
<b><u>Supplies</u></b>		
53.1110 Office supplies	1,091	1,100
53.1120 Computer supplies	252	800

## Aquatic Center Detail Descriptions

	2011 Actual	2013 Requested
53.1130 Copier supplies	478	800
53.1140 Miscellaneous supplies	3,223	4,600
53.1150 Photographic supplies	86	100
53.1210 Water/Sewerage <i>Should be lower with River fixed</i>	21,892	13,000
53.1240 Natural gas	1,892	1,500
53.1230 Electricity <i>We look to be over budget this year in this line</i>	33,271	36,000
53.1500 Retail inventory/Resale <i>Retail merchandise (expanding)</i>	11,177	9,000
53.1550 Concession inventory/Resale	28,762	32,000
53.1600 Small equipment <i>tools, tubes, chlorinator supplies, yard maintenance tools</i>	898	6,500
53.1601 Small equipment supplies	1,297	1,500
53.1620 Small equipment - Furniture <i>Replacement-chairs, umbrellas, tables, canopies cash registers</i>	0	1,500
53.1701 Safety supplies <i>First Aid, rescue supplies, lifejackets, rescue equip</i>	1,102	1,700
53.1702 Uniforms & replacements <i>Inventory on hand difference from employee purchase</i>	719	700
53.1715 Chemicals	15,006	15,000

### Aquatic Center Detail Descriptions

	2011 Actual	2013 Requested
<i>we are seeing chemical prices rise along with delivery costs tied to oil prices but hope the river being fixed will help us hold chemical expenses</i>		
53.1731 Aquatic Center Maintenance Supplies	6,092	6,000
<b>Total Expenditures</b>	<b>376,928</b>	<b>377,602</b>
<b>Total Profit Loss</b>	<b>-30,123</b>	<b>0</b>