



CITY OF ST. MARYS, GEORGIA

March 4, 2013

CITY COUNCIL MEETING

6:00 p.m.

AMENDED AGENDA

I. CALL TO ORDER

II. INVOCATION: *Mayor William T. DeLoughy*

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

QUORUM: YES___ NO___

V. APPROVAL OF MINUTES: *February 4, 2013 Regular City Council Meeting Minutes*
February 21, 2013 Special Called City Council Meeting Minutes
February 21, 2013 Executive Session Minutes

VI. PRESENTATION:

BOARD ANNOUNCEMENTS

1. Downtown Development Authority (*Root, Landreth*) 3/28/13

VII. SET CONSENT AGENDA

VIII. APPROVAL OF THE AGENDA

IX. GRANTING AUDIENCE TO THE PUBLIC

X. OLD BUSINESS: None

XI. NEW BUSINESS

A. ROAD BASE DISCUSSION: **TAB "A"**
To adopt a policy restricting road base materials approved by Georgia Department of Transportation

B. POLICE AND FIRE DEPARTMENTS TASK FORCE UPDATES: **TAB "B"**
Councilmembers Bird, Gant and Morrissey

C. FEASIBILITY STUDY ON LAW ENFORCEMENT: *Councilmember Bird.....* **TAB "C"**
To authorize ICMA to perform a joint City/County Law Enforcement Feasibility Study in an amount not to exceed \$33,300 for the City

D. SAFER GRANT FIRE DEPARTMENT PERSONNEL: **TAB "D"**

Safer Grant expires and request funding for three full-time positions and three part-time positions

- E. **MARITIME HERITAGE DISTRICT OVERLAY WORK SESSION:** TAB “E”
Request to schedule a work session for public discussion
- F. **BUDGET CALENDAR:** *Budget FY 2014* TAB “F”
- G. **ST. MARYS AQUATIC CENTER MOU (ST. MARYS & PSA):** TAB “G”
To authorize the City Manager to sign an addendum to the MOU with the Public Service Authority (PSA)
- H. **BUDGET ORDINANCE:** *Fire Service Consolidation Feasibility Study*..... TAB “H”
- I. **BUDGET ORDINANCE:** *Derelict Boat Removal* TAB “I”
- J. **BUDGET ORDINANCE:** TAB “J”
Insurance Reimbursement for the Fire at the Point Peter Water Treatment Plant
- K. **JANITORIAL SERVICE CONTRACT:** TAB “K”
To authorize the Mayor to enter into a contract with Spotless Cleaning Service
- L. **MCGARVEY’S WEE PUB:** **(ADDED)** TAB “1”
St. Patrick’s Day Special Event
- M. **WASHINGTON, D.C. FLY-IN:** **(ADDED)** TAB “2”
- XII. **REPORT OF AUTHORITIES, BOARDS, COMMISSIONS & COMMITTEES:**
 - A. **FINANCE DIRECTOR’S REPORT:** *Finance Director* TAB “L”
 - B. **CITY CALENDAR:** *City Clerk*
- XIII. **REPORT OF MAYOR**
- XIV. **GRANTING AUDIENCE TO THE PUBLIC:**
 - MAYOR AND COUNCIL COMMENTS
 - CITY MANAGER’S COMMENTS
- XV. **EXECUTIVE SESSION**
- XVI. **ADJOURNMENT**

This is a tentative agenda and is subject to change. Please check with City Hall prior to the Meeting for any revisions.

CITY OF ST. MARYS, GEORGIA
February 4, 2013
5:45 p.m.

PUBLIC HEARING
PILOT TRAVEL CENTERS, LLC NEW ALCOHOL LICENSE
D/B/A PILOT TRAVEL CENTER #575

MINUTES

The Mayor and Council for the City of St. Marys, Georgia met to conduct a public hearing on Monday, February 4, 2013 in the Council Chamber at City Hall.

PRESENT WERE:

Mayor William DeLoughy
Councilmember Jim Gant
Councilmember Sidney Howell
Councilmember John Morrissey
Councilmember Keith Post
Councilmember Nancy Stasinis

ABSENT WERE:

Councilmember Greg Bird

CITY OFFICIALS PRESENT:

Steven S. Crowell, City Manager
Jennifer Brown, Finance Director
Donna Folsom, Human Resources Director
Timothy Hatch, Police Chief
Robby Horton, Fire Chief
Artie Jones III, Economic Director
Bobby Marr, Public Works Director
Roger Weaver, Planning Director

Mayor DeLoughy called the public hearing to order at 5:45 p.m. for "Pilot Travel Centers, LLC" D/B/A Pilot Travel Center #575 alcohol license application. The floor was opened to the public for questions and/or comments.

GRANTING AUDIENCE TO THE PUBLIC:

There were no comments from the public.

ADJOURNMENT:

Mayor DeLoughy declared the public hearing closed at 5:48 p.m.

Respectfully submitted,

Deborah Walker-Reed, Interim City Clerk

CITY COUNCIL MEETING
February 4, 2013
6:00 p.m.

MINUTES

The Mayor and City Council for the City of St. Marys, Georgia met for its regular City Council session on Monday, February 4, 2013 in the Council Chamber at City Hall.

PRESENT WERE:

Mayor William DeLoughy
Councilmember Jim Gant
Councilmember Sidney Howell
Councilmember John Morrissey
Councilmember Keith Post
Councilmember Nancy Stasinis

ABSENT WERE:

Councilmember Greg Bird

CITY OFFICIALS PRESENT:

Steven S. Crowell, City Manager
Jennifer Brown, Finance Director
Donna Folsom, Human Resources Director
Timothy Hatch, Police Chief
Robby Horton, Fire Chief
Artie Jones III, Economic Director
Bobby Marr, Public Works Director
Roger Weaver, Planning Director

CALL TO ORDER:

Mayor DeLoughy called the City Council Meeting to order at 6:00 p.m. Councilmember Gant gave the invocation. Mayor DeLoughy led the audience in the pledge of allegiance. Council roll call indicated a quorum of Council members present for the meeting.

APPROVAL OF MINUTES: *January 7, 2013 Regular City Council Meeting Minutes*

Councilmember Stasinis moved to approve the January 7, 2013 regular City Council meeting minutes. Councilmember Gant seconded the motion. Voting was unanimous in favor of the motion.

January 7, 2013 Executive Session Minutes

Councilmember Gant moved to approve the January 7, 2013 Executive Session City Council meeting minutes. Councilmember Morrissey seconded the motion. Voting was unanimous in favor of the motion.

Councilmember Post moved to approve and add the Term Sheet from the January 7, 2013 regular City Council meeting submitted by Attorney Gary Moore to the approved minutes. Councilmember Stasinis seconded the motion. Voting was unanimous in favor of the motion.

PRESENTATION:

EZ BASE: *Alex Kearns*

Ms. Kearns gave a brief overview on the background, hazards and application procedures for EZ Base in Georgia and Florida. Ms. Kearns stated that EZ Base was produced by the Jacksonville Electric Authority. Ms. Kearns listed some of the locations in St. Marys where EZ Base has been applied. She mentioned several areas in the vicinity of St. Marys that have allowed EZ Base to be used.

Ms. Kearns stated the impacts of EZ Base will affect our economy, property values, environment and the potential for health problems. Ms. Kearns requested that City Council review EZ Base and deny any future requests from companies to utilize EZ Base in the City of St. Marys for the safety of the residents.

CITY OF ST. MARYS RELAY FOR LIFE: *Nicole Goebel*

Ms. Goebel announced the organization of an employee team (St. Marys Serve) that will participate in the 2013 Relay for Life event. The event will take place May 3-4, 2013. She encouraged everyone to donate or participate in this worthwhile event. Ms. Goebel briefly spoke on the upcoming fundraising activities which St. Marys Serve will coordinate.

MAULDIN & JENKINS CPA, INC.: *Auditor David Irwin*

Mr. Irwin commended the Finance Department for no findings for four consecutive years and for another clean audit this year. He submitted the Annual Audit Agenda for Council to review. He presented a report on the financial position and results of operations for year ending June 30, 2012. The City's basic financial statements include three components: (1) government-wide financial statements; (2) fund financial statements; and (3) notes to the financial statements. A copy of the report is attached as part of the official minutes.

LIBRARY BOARD ANNUAL REPORT: *Arlene Norris, Chairman*

Ms. Norris presented a brief history of the library, current circulation, operations and programs offered to its patrons. Ms. Norris stated that 63% of residents in St. Marys have a library card. Ms. Norris stated that the renovated portion of the library is two years old and that the library is offering new services for the patrons.

BOARD APPOINTMENTS:

1. St. Marys Convention & Visitors Bureau Authority (Lee, Neff, Ryan, Carroll & Haney)
Appointments were recorded as follows:

APPOINTMENTS

Jerome Lee (At-Large)
Mary Neff (Bed & Breakfast)

CITY COUNCIL

Councilmember Stasinis, Post #2
Councilmember Morrissey, Post #5

Voting was recorded as follows:

NOMINATIONS

Barbara Ryan (At-Large)
Donna Asbell (At-Large)
Gaila Brandon (At-Large)
Judy Lundin Thurner (At-Large)

CITY COUNCIL

Councilmember Howell
Councilmembers Gant, Morrissey, Post and Stasinis
No Votes
Councilmembers Gant, Howell, Morrissey, Post and Stasinis

SET CONSENT AGENDA (*):

Councilmember Morrissey moved to approve the consent agenda as Old Business B, and New Business C, F, H and M. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

APPROVAL OF THE AGENDA:

Councilmember Gant moved to approve the agenda as presented. Councilmember Stasinis seconded the motion. Voting was unanimous in favor of the motion.

GRANTING AUDIENCE TO THE PUBLIC:

Alex Kearns, 902 Ann Street: Ms. Kearns stated that the St. Marys Earth Keepers Recycling Fair was a success with the following items being collected: 14 tons of electronics, 9,500 pounds of paper and 12.27 tons of old paint. Ms. Kearns announced the Sea Level Symposium taking place on Thursday, February 28, 2013 (7:00 p.m.) at Theatre By The Trax.

Shavon Gibbs, 101 Royal Court: Mrs. Gibbs briefly spoke about agenda item #C under Old Business (City Clerk Position Vacancy) and staff requesting permission to advertise externally. Mrs. Gibbs stated that it appeared that this request was in violation of the City Charter Section 4 (201D). She briefly spoke about City Personnel Policy section 5, paragraph 6. Mrs. Gibb requested that Council review our procedures and be consistent in hiring practices.

Bob Nutter, 521 Moeckel: Mr. Nutter requested that Council reconsider having City Council meetings on the second and fourth Monday again due to the number of City Council meetings cancelled in the last four months. He also requested that Council consider having committees versus work sessions.

OLD BUSINESS:

- A. **AGREEMENT CONSIDERATION REGARDING CUMBERLAND HARBOUR:**
Consideration of Agreement (REMOVED)

EXECUTIVE SESSION: Pending Litigation (REMOVED)

B. PILOT TRAVEL CENTER # 575 NEW ALCOHOL LICENSE (*):

Council consideration to approve Pilot Travel Center #575 2013 new Alcohol License for the sale of beer and wine for off-premise consumption, without food

Councilmember Morrissey made a motion to approve the new alcohol license for Pilot Travel Centers, LLC D/B/A Pilot Travel Center #575. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

C. CITY CLERK POSITION VACANCY:

Request permission to advertise externally for vacant position

Councilmember Howell made a motion to move forward with the internal application process and if the applicants are not qualified, Council will move forward with advertising externally. Councilmember Stasinis seconded the motion.

Councilmember Gant moved for discussion. He inquired if the position was advertised externally, if internal applicants would receive any kind of grading scale for being internal. The City Manager stated the internal applicants would already be aware of the mission of the City and that four internal applications have been received. Councilmember Morrissey asked if the job description was current. The Human Resources Director stated that the job description was from 2000.

Councilmember Gant referred to the recommendation of the City Manager to advertise externally. The City Manager stated there were advantages to advertising externally to hire the best qualified applicant. Councilmember Post requested to amend the motion to advertise externally through Georgia Municipal Association (GMA) while simultaneously moving forward with the internal process for the four applicants. The motion was not carried for lack of a second.

Councilmember Post recommended that the process be consistent with the hiring of the City Manager and have all of the applications forwarded to the Councilmembers to review. Once reviewed, comments will be forwarded to the City Manager.

The voting was recorded as follows:

<u>FOR</u>	<u>OPPOSED</u>
Councilmember Howell	Councilmember Gant
Councilmember Morrissey	Councilmember Post
Councilmember Stasinis	

D. ORANGE HALL RENOVATIONS CHANGE ORDER: *Rear Porch*

Request approval of a change order for the rear porch and stairs

Councilmember Stasinis made a motion to approve the Orange Hall renovation change order. Councilmember Gant made a motion to move for discussion. Councilmember Morrissey seconded for discussion. Councilmember Morrissey requested the cost of the repairs to the

Front stairs. The Planning & Building Director (Roger Weaver) stated that he did not have the total cost available. Councilmember Morrissey asked if the City could have two egresses and only repair the front stairs. Mr. Weaver commented that it was not possible.

Councilmember Gant stated he would prefer to wait until SPLOST VII. He stated without SPLOST VII funds, projects like this would not be completed. Councilmember Gant commented that he is committed to completing Gaines Davis. Councilmember Gant noted that it is not feasible to create temporary stairs. Councilmember Howell requested the monetary amount spent to date. Mr. Weaver noted the amount including this change order would be \$345,438.

Councilmember Gant seconded the motion. Voting was unanimous in favor of the motion.

NEW BUSINESS

A. HIGHWAY 40 ROAD REPAIRS CONTRACT AWARD:

To request authorization for the Mayor to sign a contract with Kudzue 3 Trucking and Paving in the amount of \$30,480.50

Councilmember Morrissey made a motion to approve the contract award to Kudzue 3 Trucking and Paving. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

B. UTILITIES ORDINANCE AMENDMENT: *Aid-to-Construction Payment Method*

Request permission to revise the "time frame" for collection of the Aid-to-Construction fees

Councilmember Stasinis made a motion to approve the Utilities Ordinance amendment so that the Aid-to-Construction fee is collected when people are applying for it.

Councilmember Post seconded the motion.

Councilmember Morrissey moved for discussion and stated that a review date should be attached to the amendment. The City Manager stated that some projects have a large lead time and the ordinance could be revised as needed. Councilmember Morrissey asked if this had to be reported to the bond company due to a significant change. The Finance Director indicated that no reports would have to be compiled. Councilmember Gant stated that the wording is confusing and indicates that the developer will pass the cost to the purchaser.

Voting was recorded as follows:

FOR
Councilmember Howell
Councilmember Morrissey
Councilmember Post
Councilmember Stasinis

ABSTAINED
Councilmember Gant

C. CONFLICT OF INTEREST POLICY AMENDMENT (*):

To adopt revisions to the Conflict of Interest Policy in regards to the Federal Hatch Act

Councilmember Morrissey made a motion to approve the Conflict of Interest Policy amendment. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

D. FEBRUARY 18TH CITY COUNCIL MEETING:

To discuss whether to cancel or reschedule the meeting due to the President's Day holiday

Councilmember Post made a motion to cancel the February 18, 2013 City Council Meeting due to the President's Day holiday. Councilmember Stasinis seconded the motion. Voting was unanimous in favor of the motion.

E. CITY GOAL SETTING SESSION:

To select a date to conduct a City goal setting session

Councilmember Post made a motion to conduct the Goal Setting Session on Tuesday, March 5, 2013 and Thursday, March 7, 2013 from 4:00 p.m. to 7:00 p.m. Councilmember Morrissey seconded the motion. Voting was unanimous in favor of the motion.

F. POSTAGE MACHINE LEASE (*):

Approval to enter into a lease agreement for a new postage machine

Councilmember Morrissey made a motion to approve entering into a lease agreement for the postage machine. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

G. FIRE STATION #9 (CONCRETE DRIVEWAY REPAIRS):

To authorize the Mayor to sign an agreement for rear driveway apron repairs

Councilmember Gant made a motion to postpone the repair to the rear driveway apron and review the repair with SPLOST VII funds. Councilmember Morrissey seconded for discussion.

Councilmember Morrissey asked the Public Works Director (Bobby Marr) if the entire area needed to be replaced or if a temporary repair would suffice for now. Councilmember Gant stated that temporary repairs would not be cost effective. He also stated that the repairs are not structural. Councilmember Gant asked Fire Chief Horton if the repairs could be postponed. Fire Chief Horton noted the entire area would have to be replaced eventually due to the wear and tear on the trucks.

Voting was recorded as follows:

FOR
Councilmember Gant
Councilmember Howell
Councilmember Post
Councilmember Stasinis

OPPOSED
Councilmember Morrissey

H. LIST OF ROADWAYS REVISION (*):

Request permission to adopt revised list of roadways established by Georgia DOT and authorize Mayor to signed revised list

Councilmember Morrissey made a motion to approve the Roadways Revision List. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

I. SPACEPORT RELOCATION RESOLUTION: *Councilmembers Gant and Morrissey*

Authorization for the Mayor and City Council to sign a resolution in support of Spaceport Georgia

Mayor DeLoughy read the following excerpt of the resolution:

“A resolution in support of Spaceport Georgia, deferring site #1 relocation efforts, and supporting the City of St. Marys and various other agencies due diligence to confirm Spaceport Georgia Viability”

Councilmember Morrissey made a motion to approve signing the Spaceport Relocation Resolution. Councilmember Gant seconded the motion. Voting was unanimous in favor of the motion.

J. FEASIBILITY STUDY ON FIRE SERVICES CONSOLIDATION:

Councilmembers Gant and Morrissey

To authorize ICMA to perform a joint City/County Fire Services Consolidation Feasibility Study in an amount not to exceed \$20,850 for the City

Councilmember Morrissey made a motion to proceed with the recommendation of the Feasibility Fire Services Consolidation Study for discussion and approval. Councilmember Gant seconded the motion.

Councilmember Gant stated that Camden County has already conducted a study on their fire services. The study concluded that the County should review consolidation options with the City of Kingsland and the City of St. Marys. Councilmember Gant stated that the study is in conjunction with Camden County. He noted the study would be divided and the City of St. Marys fee is \$20,850. Councilmember Morrissey stated that the service level for the City of St. Marys would be maintained. Councilmember Morrissey noted that the study will enable the City to review all aspects and make an informed decision.

Mayor DeLoughy stated that research is required in order to review consolidation. He also stated that Camden County needs assistance and currently has nine Fire Stations. Mayor DeLoughy noted that the study is premature and more research might be required. Councilmember Gant stated that services will not be reduced but cost measures need to be reviewed. Councilmember Howell stated he will not vote for consolidation unless there are significant savings.

Voting was unanimous in favor of the motion.

K. WASHINGTON OAK AND PUMP MEMORIAL FUNDRAISING:

Request authorization to permit the Masonic Order to begin fundraising to reconstruct the Washington Oak and Pump Memorial

Councilmember Howell made a motion to approve authorizing the Masonic Order to fundraise to reconstruct the Washington Oak and Pump Memorial. Councilmember Stasinis seconded the motion.

L. CONSIDER CHANGE TO APPEAL PROCESS FOR ZONING DECISIONS:

Request authorization to remove the opportunity for aggrieved persons to appeal the decision made by City Council on an appeal from a decision of the Planning Commission
(REMOVED)

M. ST. MARYS LIBRARY VACANCY (*):

Request permission to fill one part-time vacant position at the St. Marys Library

Councilmember Morrissey made a motion to approve the hiring of a part-time position at the St. Marys Library. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

REPORT OF AUTHORITIES, BOARDS, COMMISSIONS & COMMITTEES:

A. FINANCE DIRECTOR'S REPORT:

The Finance Director, Jennifer Brown, presented the 6-month financial report on revenues and expenditures for the General, Tourism, SPLOST, Water & Sewer, Solid Waste, and Aquatic Center Funds. Taxes collected today are 79% of the budget. A copy of the report is attached as part of the official minutes.

Mayor DeLoughy referenced the City receiving \$500,000 less in property taxes collected in relation to last year. Mrs. Brown noted contributing factors as the digest decrease and bills being mailed later this year. Mrs. Brown mentioned that the City will not receive the SPLOST VII funds immediately.

A. CITY CALENDAR: *City Clerk*

The City Clerk announced the upcoming events, activities and meetings for the month of February.

REPORT OF MAYOR:

Mayor DeLoughy announced the upcoming Atlanta Fly-In being held in Atlanta, Georgia. He noted several issues that will be addressed with the elected officials including Spaceport and the Technical College. Mayor DeLoughy gave a brief overview of the Camden County Public Service Authority (PSA) meeting he attended. Mayor DeLoughy stated the PSA would like to continue the contract with the City regarding the St. Marys Aquatic Center. He also noted the good attendance of people at the Town Hall Meeting.

Mayor DeLoughy stated that he is 100% behind Spaceport and believes the site would be beneficial to the City.

GRANTING AUDIENCE TO THE PUBLIC:

Kay Sullivan, 835 Devon Drive: Mrs. Sullivan wanted to remind Council that in the early 1990's the consolidation of fire services with Camden County did not work. Mrs. Sullivan referenced several issues that were encountered with the County and as a result St. Marys reverted to operating their own Fire Department. She also referenced a study compiled regarding the Police Department in St. Marys and consolidation with the County.

Dave Schmitz, 112 New Hammock Circle: Mr. Schmitz mentioned the differences on the fire services map between the County and St. Marys, noting St. Marys areas overlapped. He stated that calls should be dispatched to the closest Fire Station. Mr. Schmitz noted cases where fire fighters responding to an incident passed fire stations that were closer in proximity but were unable to respond because the call was dispatched for a particular City. Mr. Schmitz inquired about the issues the City encountered previously with the consolidation of fire services. Mayor DeLoughy gave a brief overview of some of the issues encountered.

Dick Russell, 93 Wright Street: Mr. Russell stated that all residents on the street have agreed and are waiting for the sewer connections like Gaines Davis. He also noted that the residents were told the fee would be pro-rated just like Gaines Davis.

MAYOR AND COUNCIL COMMENTS:

Councilmember Howell mentioned that he had to drive to the St. Marys Senior Center at 4:30 a.m. in response to a burglary because the officer did not have keys. He stated that each officer should be equipped with keys. Councilmember Howell also noted that the officers should be conducting security checks at the Senior Center.

Councilmember Morrissey announced that the JLUS Meeting will be conducted at the County Annex on Friday, February 22, 2013 at 9:30 a.m. He also mentioned the Camden County Reading Bowl which took place at Camden County Middle School and the positive impact this event had on the students. Councilmember Morrissey stated approximately 150 students read twenty books over the first semester then participated in jeopardy. He also noted that the winners moved on to participate in the next tournament. Councilmember Morrissey requested that staff respond with information on EZ Base at the next City Council meeting.

Councilmember Post spoke about the event held at the St. Marys Museum with Camden County elected officials and base command leadership. Councilmember Post stated he attended an event in Atlanta on the floor of the House and Senate which recognized the Captain and four crew members of the USS Georgia. He stated that Georgia Tech held a special reception for the USS Georgia.

ADJOURNMENT:

Councilmember Post made a motion for adjournment. Councilmember Stasinis seconded the motion. Mayor DeLoughy declared the meeting adjourned at 8:52 p.m.

Respectfully submitted,

Deborah Walker-Reed, Interim City Clerk

DRAFT



**CITY OF ST. MARYS, GEORGIA
SPECIAL CALLED CITY COUNCIL MEETING
February 21, 2013
5:00 p.m.**

MINUTES

The Mayor and City Council for the City of St. Marys, Georgia met for a Special Called City Council meeting on Thursday, February 21, 2013 at 5:00 pm in the Council Chamber at City Hall.

PRESENT WERE:

Mayor Bill DeLoughy
Councilmember Greg Bird
Councilmember Nancy Stasinis
Councilmember Sidney Howell
Councilmember John Morrissey

ABSENT WERE:

Councilmember Keith Post
Councilmember Jim Gant

CALL TO ORDER

Mayor DeLoughy called the Special Called City Council meeting to order at 5:00 p.m. A quorum of council members was present for the meeting.

A. CANDIDATES FOR CITY CLERK INTERVIEWS

Mayor and Council interviewed the following candidates for the position of City Clerk:

1. Katrina Sharp
2. Susanne Thomet
3. Deborah Walker-Reed
4. Renee' Coakley

Candidates provided a brief introduction of their professional histories and answered Council's questions on career qualifications and past experiences.

EXECUTIVE SESSION: *Personnel*

Councilmember Bird moved to adjourn to Executive Session to discuss personnel. Councilmember Stasinis seconded the motion. Voting was unanimous in favor of the motion.

The Mayor and Council adjourned to Executive Session at 5:55 p.m., returning at 6:37 p.m. with Mayor DeLoughy calling the Council meeting back to order.

PERSONNEL:

Councilmember Bird made a motion to appoint Deborah Walker-Reed as the City Clerk at an annual salary of \$41,341. Councilmember Howell seconded the motion. Voting was unanimous in favor of the motion.

ADJOURNMENT:

Councilmember Howell made a motion to adjourn. Councilmember Morrissey seconded the motion. Mayor DeLoughy declared the meeting adjourned at 6:40 p.m.

Respectfully submitted,

Donna M. Folsom, Deputy City Clerk

DRAFT

CITY COUNCIL MEETING

March 4, 2013

TITLE: Road Base Material Discussion

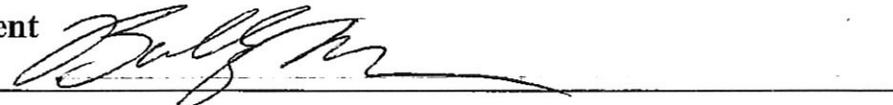
PURPOSE: To adopt a policy restricting road base materials to only those that are approved by the Georgia Department of Transportation (GDOT) for use on state and federal highways.

RECOMMENDATION: Approval.

HISTORY/ANALYSIS: Our current City ordinances outline that materials and construction methods must be in accordance with the "Department of Transportation, State of Georgia Standard Specifications For Construction of Roads And Bridges," current edition, as amended. However, within those referenced specifications, there are some materials that are approved for "local roads only" (such as inorganic mineral ash) and are not to be used on state and federal highways. By adopting a policy that restricts road base materials to only those that are approved for state and federal highway projects, this would ensure that only materials that have been subjected to extensive testing and have a proven track record of performing as a road base material would be allowed within the City.

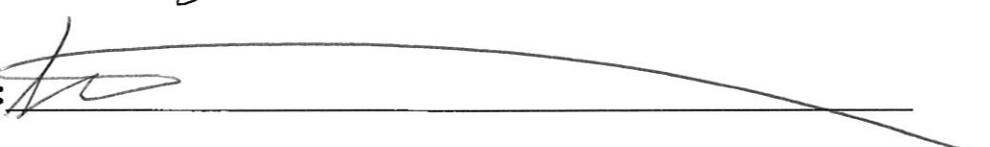
Department

Director:



City

Manager:





MEMORANDUM

DEPARTMENT OF PUBLIC WORKS

To: Steve Crowell

From: Bobby Marr 

Date: February 19, 2013

CC:

Subject: Road Base Material

At the February 4, 2013 City Council meeting, Alex Kearns made a presentation to the City Council concerning a material marketed by JEA under the trade name of EZBase. This material is a coal ash product and could also be called fly ash. This material was marketed as an alternative to conventional road base materials. Cumberland Harbor Phase 3 was the first time that the Public Works Department encountered this product. The material was being installed as a road base in this development. The Public Works Department notified the contractor and the developer that this product was not approved by the City for use as a road base. The developer provided documentation that the material was approved by the Georgia Department of Transportation for local roads. The developer was notified that the City would never consider the acceptance of the roads as City streets if they were constructed with this material. However, since the development was planned as a private gated community, the developer chose to continue with the use of the product for road construction.

At the time, the Public Works Department was not aware of any environmental concerns with the product, but instead with the performance of the material as a road base. It appeared that the material would lose its structural integrity when water was applied such as through rain or rising ground water table. This is evident in the current condition of the roads within Cumberland Harbor Phase 3 where this product was installed.

According to the City's Public Works Policies and Specifications Manual (adopted by Ordinance in February 2000):

- Part A, Section II, Paragraph C.3 states "*All design and construction of streets shall be in accordance with the applicable sections of the basis of design and technical specifications section of this manual.*"
- Part B, Section III, Paragraph 1.1.A states "*When used in this section, the term 'Standard Specifications' shall mean the Department of Transportation, State of Georgia Standard Specifications For Construction of Roads And Bridges, current edition, unless amended herein.*"
- Part B, Section III, Paragraph 1.2 states "*All street design will be in accordance with the Georgia Department of Transportation standard specifications and design standards.*"

- Part B, Section III, Paragraph 2.1.A states "*Base: The base shall conform to Section 310, Graded Aggregate Construction, of the Standard Specifications.*"
- Part B, Section III, Paragraph 3.2.B states "*Base: The base course shall be constructed in accordance with Section 310 of the Standard Specifications to the compacted thickness specified (6" minimum).*"

As stated in the references above, existing City ordinances require that roads must be constructed in accordance with Georgia DOT specifications. The specifications for road base construction can be found in Section 310 of the DOT specifications. The materials approved for use for road base construction can be found in Section 815 of the DOT specifications. One of the materials listed in the DOT specifications (Section 815.2.04) is Inorganic Mineral Ash. However, this specification specifically states that the material is approved for local roads only and not to be used on Interstates or State Highway System routes.

Therefore, in order to alleviate any potential conflicts concerning what is allowed or not allowed, City Council may wish make a motion requiring that any material used for road base construction (public or private roads) within the City of St. Marys must be approved by the Georgia DOT Standard Specifications for use on Interstates or State Highway System routes. This motion would ensure that only those materials that are allowed to be used on state or federal highways will be used as a road base material within the City.

CITY COUNCIL MEETING
March 4, 2013

TITLE: Police and Fire Departments Task Force Updates

PURPOSE: To provide updates on the Police and Fire Departments

RECOMMENDATION:

HISTORY: Councilmembers Greg Bird, Jim Gant and John Morrissey will present updates in regards to the Police and Fire Departments Task Force.

Department

Director: _____

City

Manager: _____

CITY COUNCIL MEETING

DATE: March 4, 2013

TITLE: Proposal to conduct Police Services Analysis.

PURPOSE: Consideration of proposal to conduct analysis of police services and review of consolidation/contract opportunities for Camden County and St. Marys in an amount not to exceed \$33,300 (City share).

RECOMMENDATION: Due to timing constraints, the Task Force (nor staff) has not had an opportunity to review this proposal as a group, thus no formal recommendation is made. I anticipate that individual Task Force members will be able to discuss the proposal at the Council meeting.

HISTORY/ANALYSIS: Attached is a proposal to Camden County from ICMA for "Comprehensive Analysis of Police Services & Review of Consolidation/Contract Opportunities Camden County and St. Marys, Georgia."

It is my understanding that if the City agrees to pay for half the study Camden County will consider paying for the other half of the study. Our half of the study would be \$33,300. The timeframe for completion of the study is 105-135 days. Suggested funding would be from General Fund fund equity.

The Task Force, nor staff, has not had the opportunity to review nor discuss the study, thus a specific recommendation has not been provided. The County has had prior experience with ICMA in conducting an analysis (e.g. the fire analysis). The County feels comfortable with this scope and consultant. The data provided will certainly be useful. Onsite visits will result in information which will be useful in developing an opinion about the degree of success resulting from contracting for law enforcement services, thus it is anticipated that the analysis will provide an estimation of cost savings (to the City) and potential operational improvements/concerns, which should allow the analysis author to make a determination regarding the degree of success that may result from contracting for law enforcement services.

Department Director: _____

City Manager:  _____

**Proposal for
Comprehensive Analysis of Police Services &
Review of Consolidation / Contract Opportunities
Camden County and St. Marys, Georgia**



POLICE OPERATIONS

POLICE OPERATIONS

C E N T E R F O R P U B L I C S A F E T Y M A N A G E M E N T

Submitted by:

ICMA Center for Public Safety Management
International City/County Management Association
777 North Capitol Street, NE – Suite 500
Washington, DC 20002
716-969-1360

ICMA

Leaders at the Core of Better Communities



Leaders at the Core of Better Communities

February 27, 2013

Mr. Steve Howard
County Administrator
Camden County, Georgia
Woodbine, GA

Dear Mr. Howard:

The ICMA Center for Public Safety Management is pleased to submit this proposal for an analysis of police services for St. Mary's Police Department and Camden County Sheriff's Office and a report on the potential for consolidation or contracting for services between these agencies. The ICMA approach is unique and more comprehensive than ordinary accreditation or competitor studies. In general, our analysis involves the following major outcomes:

- Examine the department's organizational structure and culture;
- Perform gap analysis, comparing the "as is" state of the department to the best practices of industry standards;
- Recommend a management framework to ensure accountability, increased efficiency and improved performance;
- Conduct a data-driven forensic analysis to identify actual workload;
- Identify and recommend appropriate staffing and deployment levels for every discrete operational and support function in the department.

This proposal is specifically designed to provide the local government with a thorough and unbiased analysis of police services in your community. We have developed a unique approach by combining the experience of dozens of subject matter experts in the areas of emergency services. The team assigned to the project will have hundreds of years of practical experience managing emergency service agencies, a record of research, academic, teaching and training, and professional publications, and extensive consulting experience completing hundreds of projects nation-wide. The team assembled for you will be true "subject matter experts" not research assistants or interns.

We would analyze both departments independently and then provide a report on what a single agency would look like and cost.

ICMA has provided direct services to local governments worldwide for almost 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. I, along with my colleagues at ICMA, greatly appreciate this opportunity and would be pleased to address any comments you may have. You may contact me at 716.969.1360 or via email at lnatarese@icma.org

Sincerely,

The Association

International City/County Management Association (ICMA)

The International City/County Management Association (ICMA) is a 100 year old, non-profit professional association of local government administrators and managers, with approximately 9,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments in providing services to its citizens in an efficient and effective manner. Our work spans all of the activities of local government – parks, libraries, recreation, public works, economic development, code enforcement, Brownfield's, public safety, etc.

ICMA advances the knowledge of local government best practices across a wide range of platforms including publications, research, training, and technical assistance. Our work includes both domestic and international activities in partnership with local, state and federal governments as well as private foundations. For example, we are involved in a major library research project funded by the Bill and Linda Gates Foundation and we are providing community policing training in Panama working with the U.S. State Department. We have personnel in Afghanistan assisting with building wastewater treatment plants and have teams in Central America providing training in disaster relief working with SOUTHCOM.

The **ICMA Center for Public Safety Management (ICMA/CPSM)** is one of four Centers within the US Programs Division of ICMA providing support to local governments in the areas of police, fire, EMS, Emergency Management and Homeland Security. In addition to providing technical assistance in these areas we also represent local governments at the federal level and are involved in numerous projects with the Department of Justice and the Department of Homeland Security.

ICMA/CPSM is also involved in police and fire chief selection; assisting local governments in identifying these critical managers thru original research we have conducted identifying the core competencies of police and fire managers and providing assessment center resources.

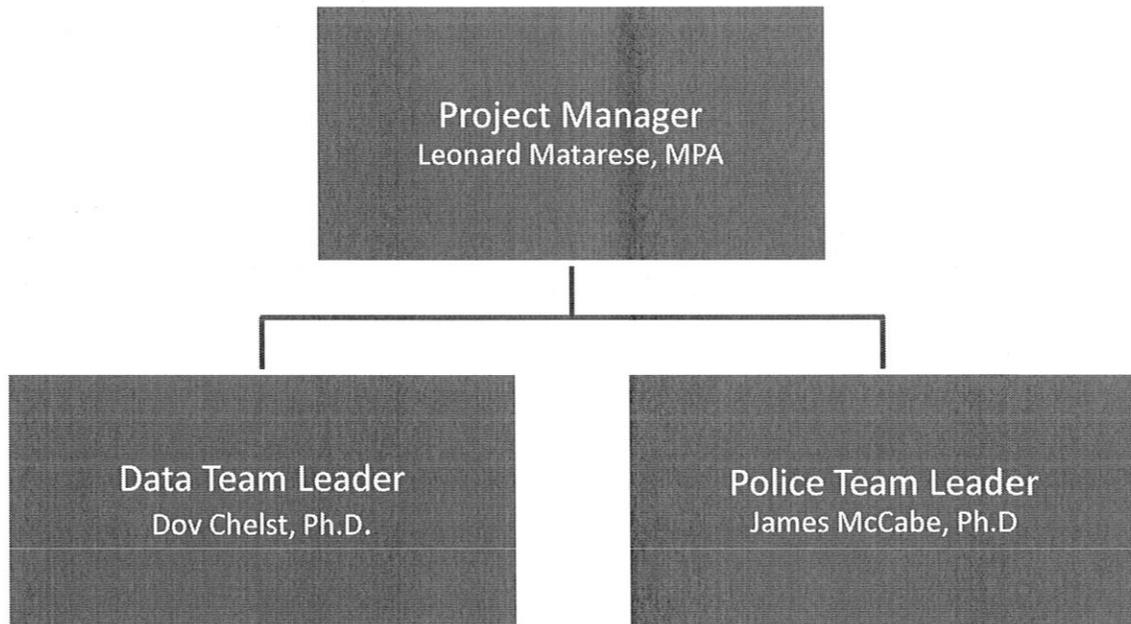
Our local government technical assistance includes workload and deployment analysis, using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs as well as industry best practices. We have conducted over 150 such studies in 30 states and 91 communities ranging in size from 8,000 population Boone, IA to 800,000 population Indianapolis, IN.

Thomas Wiczorek is the Director of the Center for Public Safety Management. Leonard Matarese serves as the Director of Research & Program Development.

Project Staffing

For this project, the ICMA has assembled a premier team of experts from a variety of disciplines and from across the United States. The goal is to develop recommendations that will enable it to produce the outcomes necessary to provide critical emergency services consistent with the community's financial capabilities. The team will consist of a project team leader, two Operations Leaders and several senior public safety Subject Matter Experts selected from our team specifically to meet the needs of the municipality.

The management organizational chart for the project includes the following Key Team Members:



Project Manager

Director of Research and Project Development, ICMA Center for Public Safety,

Leonard Matarese, MPA, ICMA-CM, IPMA-CP

- **Background**

Mr. Matarese is a specialist in public sector administration with particular expertise in public safety issues. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with particular attention to matching staffing issues with calls for service workload.

Recognized as an innovator by his law enforcement colleagues he served as the Chairman of the SE Quadrant, Florida, Blue Lighting Strike Force, a 71 agency, U.S. Customs Service anti-terrorist and narcotics task force and also as president of the Miami-Dade County Police Chief's Association – one of America's largest regional police associations. He represents ICMA on national projects involving the United States Department of Homeland Security, The Department of Justice, Office of Community Policing and the Department of Justice, Office Bureau of Justice Assistance. He has also served as a project reviewer for the National Institute of Justice and is the subject matter expert on several ICMA / USAID police projects in Central America. As a public safety director he has managed fire / EMS systems including ALS transport. He was an early proponent of public access and police response with AEDs.

Mr. Matarese has presented before most major public administration organizations annual conferences on numerous occasions and was a keynote speaker at the 2011 annual PERF conference. He was a plenary speaker at the 2011 TAMSEC Homeland security conference in Linköping, Sweden and at the 2010 UN Habitat PPUD Conference in Barcelona, Spain.

He has a Master's degree in Public Administration and a Bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association- Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments and is currently editing an ICMA book on the selection of police and fire chiefs.

Data Assessment Team

ICMA Center for Public Safety Senior Team Members

Dov Chelst, Ph.D., Director of Quantitative Analysis

- **Background**

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing, statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national and international conferences, and participated in workshops across the country.

Senior Public Safety Subject Matter Expert

David Martin, Ph.D., Senior Researcher in the Center for Urban Studies, Wayne State University

- **Background**

Dr. David Martin is Director of the Center for Urban Studies' Urban Safety Unit. He specializes in criminal justice research and program evaluation. He has had a close working relationship with the Detroit Police Department since 1993 and is currently working with Wayne State's police department on Midtown COMPSTAT, a collaborative policing and crime prevention initiative. He has developed real-time crime mapping and analysis tools to track crime, arrests and offender recidivism in Detroit and other communities. Dr. Martin has also conducted evaluations of innovative policing projects, including evaluations of Detroit Empowerment Zone Community Policing Initiative and federally-supported Weed and Seed Initiatives in the City of Detroit, City of Inkster and City of Highland Park, Michigan. He has also conducted several recidivism studies that examine the impact of offender rehabilitation programs in Wayne County.

Senior Public Safety Subject Matter Expert

Gang Wang, Ph.D., Public Safety Services Data Analyst

- **Background**

Gang Wang received the dual bachelor degrees in industrial design and management science, and the M.S. in information system from Chongqing University in China and the Ph.D. degree in industrial engineering from Wayne State University. He has five years' experience in enterprise information system and eight years' experience in data analysis and applied mathematical modeling. He has rich experience in areas of automotive, travel and public safety with particular emphasis in fire / EMS analysis. He has published a book chapter and several journal articles.

Operations Assessment Team – Police Unit

Senior Associate – Police Operations Team Lead

Inspector James E. McCabe, (Ret.) Ph.D., M. Phil., M.A., B.A., Assistant Professor of Criminal Justice, Sacred Heart University, Retired NYPD Inspector

- **Background**

Dr. McCabe retired as an Inspector with the New York City Police Department after 20 years of service. As Inspector his assignments included Commanding Officer of the NYPD Office of Labor Relations and Commanding Officer of the Training Bureau. As a Deputy Inspector he was the Commanding Officer of the Police Academy with direct supervision of over 750 staff officers and 2,000 recruits. As Executive Officer, Police Commissioner's Office. His field experience includes, Commanding Officer, 110th Precinct, Executive Officer, 113th Precinct, assignment to the Operations Division/Office of Emergency Management and uniform patrol as an officer and Sergeant in Manhattan. He has published extensively and presented to numerous conference including Academy of Criminal Justice Sciences:

He holds a Ph.D. and M. Phil. in Criminal Justice, from CUNY Graduate Center, an M.A. in Criminal Justice, from John Jay College, an M.A. in Labor and Policy Studies, SUNY Empire State College, and B.A. in Psychology, CUNY Queens College, June, 1989. He is a graduate of the Executive Management Program, Harvard University's John F. Kennedy School of Government, and the FBI National Academy.

Senior Associate

Chief James Gabbard, B.A (Ret.), City of Vero Beach, Florida – Retired Chief of Police, Retired City Manager, Former Commander, West Palm Beach Police, Former President of Florida Police Chiefs Association.

- **Background**

James M. Gabbard is the retired City Manager of Vero Beach, Florida, appointed in 2005. Prior to his appointment as City Manager he completed 37 years of law enforcement service in a series of increasingly responsible positions. Mr. Gabbard formerly served as the Police Chief of the Vero Beach Police Department. During his tenure as chief he served as interim city manager on several occasions. Prior to his service with Vero Beach he was a member of the West Palm Beach Police Department, serving in all divisions of the Department and in many assignments including Detective Lieutenant of Homicide. Upon his promotion to Captain he was placed in command of organized crime and organized drug crime investigations. He retired from West Palm Beach in 1986 to accept the chief's position in Vero Beach.

Mr. Gabbard has received numerous professional recognitions and was elected President of the Florida Police Chiefs Association, one of the largest organizations of senior police managers in the United States. He was cited for bravery by Governor Jeb Bush before a joint session of the Florida Legislature for his actions during several hurricanes which struck Vero Beach. Upon his recent retirement from Vero Beach he was recognized by the Governor and Attorney General of Florida for his numerous contributions to law enforcement in the state.

Senior Associate

Professor Paul E. O'Connell, Ph.D., J.D. , Chair of Criminal Justice Department, Iona College, New Rochelle, New York, former NYPD Training Officer.

- **Background**

Dr. O'Connell is a leading expert on the application of Compstat model Police Management principles to public administration organizations. He has been a full time member of the Criminal Justice faculty at Iona College in New Rochelle since 1994. He received his Ph.D. from CUNY where his doctoral thesis was the history and development of the Compstat model of Police Management. Dr. O'Connell began his professional career in criminal justice in 1981, serving the New York City Police Department first as a police officer, and then as a Police Academy instructor, in-service trainer and curriculum developer. After receiving an MPA in 1984 and J.D. in 1989, he worked as a trial attorney with the firm of Cummings & Lockwood in Stamford, CT. Presently, he is the chair of Iona College's Criminal Justice department, where he also conducts funded research, publishes scholarly papers and lectures widely on the topics of police performance measurement, integrity management and law enforcement training systems.

Dr. O'Connell has provided consulting services to a variety of government agencies, including assessment of existing policing policies and practices and development of proactive management strategies. Over the years, he has collaborated with the Center for Technology in Government (Albany, NY), Giuliani Partners (New York, NY) and the Center for Society, Law and Justice (University of New Orleans). Dr. O'Connell recently was awarded a Fulbright Grant working with the Turkish National Police.

Senior Associate

Chief Todd Wuestewald, (Ret.) Ph.D., M.P.A., M.S., B.A., Assistant Professor of Criminal Justice, University of Oklahoma, retired Chief of Police, Broken Arrow, Oklahoma, Police Department.

- **Background**

Chief Wuestewald currently teaches criminal justice, administrative leadership, and liberal studies at the University of Oklahoma. He recently retired from law enforcement after a 30-year career, having worked for the Broken Arrow and Tulsa, Oklahoma, police departments. His police experience includes line officer, supervisory, and command responsibility in patrol, detectives, K-9, SWAT, planning and research, training, public relations, and professional standards. From 2003-2011, he served as Chief of the Broken Arrow Police Department, a period in which the agency was recognized with numerous awards for innovation and crime control. Upon retirement, Chief Wuestewald was honored with career citations from both houses of the Oklahoma Legislature, Oklahoma Governor Mary Fallin, and F.B.I. Director Robert Mueller. He is a graduate of the F.B.I. National Academy, the Senior Management Institute for Police, F.B.I. Law Enforcement Executive Development Seminar, and the Rocky Mountain Leadership Program.

Chief Wuestewald is a leading expert in participative approaches to organizational management. His *Shared Leadership* philosophy of police administration has been credited with improving workforce morale, engagement, communications, and productivity, while reducing citizen complaints and employee turnover. This innovative program garnered recognition from the International Association of Chiefs of Police and the National League of Cities. With over 22-years as a certified law enforcement trainer, Chief Wuestewald has conducted both line officer

and executive training at the state, national, and international levels. He is also noted for his international training and research collaborations, publishing regularly in this area.

Chief Wuestewald received his B.A. from Michigan State, Master of Public Administration from the University of Oklahoma, M.S. in Criminal Justice from Northeastern State, and his Ph.D. in workforce education from Oklahoma State University. He has been widely published on the topics of participative leadership, teams, law enforcement training and education, community policing, narcotic investigations, tactical operations, and criminal justice research collaborations. His law enforcement and management research has been recognized with awards from the Academy of Management, the International Association of Chiefs of Police, and the scholarly journal *Police Practice & Research*. Chief Wuestewald's current research interests center on police organizational culture, employee engagement, and police attitudes toward the community.

Associate

Chief Demosthenes M. Long (Ret.) Ed.D. JD, MA, Former Assistant Chief of NYPD, Commanding Officer NYPD Police Academy, Former Deputy Commissioner / Undersheriff Westchester County Public Safety Department

- **Background**

Chief Long has 30 years law enforcement experience, including 21 years with The New York City Police Department where he retired as Assistant Chief. His assignments included Commanding Officer, School Safety Division, where he managed 4,600 police officers and school safety agents and administered an operating budget of \$133 million. He served as Commanding Officer, Office of Deputy Commissioner Community Affairs where he was responsible for developing, implementing and assessing programs to strengthen police/community relations; Commanding Officer, Police Academy, responsible for providing entry-level, in-service, promotional and executive level training for 53,000 uniform and civilian members of the Department; Executive Officer, Office of the First Deputy Commissioner and Executive Officer, 47th Precinct and also assignment as Supervisor of Patrol for 17 Bronx Precincts, Transit Districts and Housing Police Service Areas.

After retiring from the NYPD he was appointed as First Deputy Commissioner / Undersheriff for the Westchester County Department of Public Safety. Responsibilities include the administrative planning, organization, coordination, execution and control of the fiscal, administrative, support and training functions of the 325 member police department.

He holds a Doctor of Education Degree in Executive Leadership from St. John Fisher College, a Juris Doctor Degree from New York Law School, and Master of Arts and Bachelor of Science degrees from John Jay College of Criminal Justice.

Subject Matter Expert – Citizens and Victims Advocacy

Christine Cole, M.A., M.P.A., Executive Director, Program in Criminal Justice Policy and Management, Harvard University, John F. Kennedy School of Government

- **Background**

Ms. Cole is Executive Director of the Program in Criminal Justice Policy and

Management at Harvard University where she convenes and moderates public and private discussions among scholars and practitioners on law enforcement issues. She has previously served as the Chief of Staff for the Executive Office of Public Safety for the Commonwealth of Massachusetts where she designed and led policy and operational reforms in a wide range of public safety issues.

She was the Community Liaison and Policy Advisor to the Superintendent of Police of the Lowell Police department where she linked the community policing efforts of the 300 member agency and implemented a community policing effort that saw a 100% increase in community groups in six years. She also supervised the city's "weed and Seed" project as well as obtaining grants in excess of \$10 million. Prior to this assignment she was the Victim Witness Advocate for the Middlesex District Attorney in Cambridge where she implemented the Victim's Rights Law in Massachusetts's largest district attorney's office.

Subject Matter Expert – Legal and Internal Affairs

George Aylesworth, J.D., Retired Police Major and Chief of Legal Bureau, Miami-Dade Police Department, Miami, Florida

- **Background**

George Aylesworth is a retired Miami-Dade Police Department (MDPD) Major who, for more than 25 years, was in charge of the Miami-Dade Police Legal Bureau. Mr. Aylesworth began his career with MDPD as a uniformed Police Officer in 1975, shortly after graduating from the University of Miami, School of Law. He worked in that capacity until 1978, when he was assigned to the Police Legal Bureau. Promoted to command the Legal Bureau in 1980, he remained in that position until retiring.

During his tenure with the Police Legal Bureau, Mr. Aylesworth had the opportunity to work on many challenging issues, such as those involving imposition of special prohibitions and use of mutual aid agreements during a state of emergency, police use of force, and internal discipline. Also, as a result of his affiliation with international, state and local law enforcement associations, he had the opportunity to work with and assist many police chiefs, sheriffs and other law enforcement agency heads. Additionally, Mr. Aylesworth worked extensively on the state legislative programs of these associations.

Project Schedule

Milestone 1 – Full execution of the agreement

Agreement will identify Project Launch date.

Milestone 2 – Project Launch

We will conduct an interactive telephone conference with local government contacts. Our project leads will launch the project by clarifying and confirming expectations, detailing study parameters, and commencing information gathering.

Milestone 3a – Information Gathering and Data Extraction- 30 Days

Immediately following project launch, the police operations lead will deliver an information request to the department. This is an extensive request which provides us with a detailed understanding of the department's operations. Our experience is that it typically takes an agency several weeks to accumulate and digitize the information. We will provide instructions concerning uploading materials to our website. When necessary, the lead will hold a telephone conference to discuss items contained in the request. The team lead will review this material prior to an on-site visit.

Milestone 3b – Data Extraction and Analysis – 14 Days

Also immediately following the project launch the Data Lead will submit a preliminary data request, which will evaluate the quality of the Computer Aided Dispatch (CAD) system data. This will be followed by a comprehensive request for data from the CAD system to conduct the response and workload analysis. This request requires a concerted effort and focused response from your department to ensure the timely production of required for analysis. Delays in this process will likely extend the entire project and impact the delivery of final report. The data team will extract one year's worth of Calls for Service (CFS) from the CAD system. Once the Data Team is confident the data are accurate, they will certify that they have all the data necessary to complete the analysis.

Milestone 3c – Data Certification – 14 days

Milestone 4a – Data Analysis and Delivery of Draft Data Report – 30 days

Within thirty days of data certification, the analysis will be completed and a draft, unedited data report will be delivered to each of the departments for their review and comment. After the data draft report is delivered, an on-site visit by the operations team will be scheduled.

Milestone 4b – Departmental Review of Draft Data Report – 14 days

The department will have 10 days to review and comment on the draft unedited data analysis. During this time, our Data team will be available to discuss the draft report. The Department must specify all concerns with the draft report at one time.

Milestone 4c – Final Data Report – 10 days

After receipt of the department's comments, the data report will be finalized within 10 days.

Milestone 5 – Conduct On-Site Visit – 30 days

Subject matter experts will perform a site visit within 30 days of the delivery of the draft data report.

Milestone 6 – Draft Operations Report – 30 days

Within 30 days of the last on-site visit, the operations team will provide a draft operations report to each department. Again the departments will have 10 days to review and comment.

Milestone 7 – Final Report 15 days

Once the Department's comments and concerns are received by ICMA the combined final report will be delivered to the city within 15 days.

TOTAL ELAPSED TIME: 105 - 135 days

The ICMA Approach

ICMA team developed a standardized approach to conducting analyses of police, fire and public safety departments by combining the experience sets of dozens of subject matter experts.

We begin projects with a request for data, documents and worksheets.

Next, we extract raw data on calls for service from an agency's computer aided dispatch system. The data are sorted and analyzed to identify performance indicators (i.e., response times, workload by time, multiple unit dispatching, etc.) for comparison to industry benchmarks. Performance indicators are valuable measures of agency efficiency and effectiveness. The findings are shown in tabular as well as graphic form and follow a standard format for presentation of the analyzed data. While the format will be similar from community to community, the data reported are unique to the specific agency.

ICMA also conducts an on-site operational review. Here the performance indicators serve as the basis for the operational reviews. Prior to any on-site arrival of an ICMA team, agencies are asked to compile a number of key operational documents (i.e., policies and procedures, assets lists, etc.). Most on-site reviews consist of interviews with management and supervisors, as well as rank and file officers; attendance at roll calls and ride-alongs with officers. We review case files with investigators and observe dispatch operations to assess compliance with the provided written documentation.

As a result of on-site visits and data assessments, our subject matter experts produce a SWOT analysis (strengths, weaknesses, opportunities and threats of the department). We have found that this standardized approach ensures that we measure and observe all of the critical components of agencies.

Additionally, this methodology can be integrated with ongoing support customized to the unique needs of your community. Strategic planning, risk assessment, and training services are also available to assist with the implementation of ICMA recommendations and developing new processes and programs that may arise as implementation evolves.

The following information describes the ICMA approach to studying, understanding, evaluating, and reporting on police departments around the country. Although no two police departments are the same, a standardized approach to department evaluation ensures a rigorous and methodological process that permits benchmarking, comparing, and assessing within the context of the best practices of American law enforcement. However, each locality has unique characteristics that present policing challenges. Integrating a standardized approach within the context of local variability permits an accurate assessment of the organization in its political environment, and further permits ICMA to offer recommendations that comport with the best practices in policing, yet tailor-made for the client community.

I. Benchmark the community

It is essential to understand the service levels, protection needs, community dynamics, and overall environment within which the police department operates. The ICMA study may involve interviews and surveys directed at stakeholders in the community. Elected officials, community groups (civic, business, religious, labor, etc.), community leaders, and employee labor representatives would be contacted to solicit their opinions about the department, the public safety needs of their constituency, and the perceived gaps in service levels currently provided. ICMA will work with the agency to identify community members that can provide this important information.

Additionally, the department will be compared to organizations of similar size with respect to crime, demographics, and cost-efficiency.

II. Patrol Operations

Police agencies routinely speak about "recommended officers per 1,000 population" or a "National Standard" for staffing or comparisons to other municipalities. There are no such standards, nor are there "recommended numbers of "officer per thousand". The International Association of Chiefs of Police (IACP) states; "Ready-made, universally applicable patrol staffing standards do not exist. Ratios, such as officers-per-thousand population, are totally inappropriate as a basis for staffing decisions."

Staffing decisions, particularly in patrol, must be made based upon actual workload and very few police agencies have the capability of conducting that analysis. Once an analysis of the actual workload is made, then a determination can be made as to the amount of discretionary patrol time that should exist, consistent with the local government's ability to fund.

ICMA's team of doctoral level experts in Operations Research in Public Safety have created in **The ICMA Patrol Workload & Deployment Analysis System**® the ability to produce detailed information on workload even in those agencies without sophisticated management information systems. Using the raw data extracted from the police department's CAD system our team converts calls for service into police services workload and then effectively graphs workload reflecting seasonally, weekday / weekend and time of day variables. Using this information the police department can contrast actual workload with deployment and identify the amount of discretionary patrol time available (as well as time commitments to other police activities).

Police service workload differentiates from calls for service in that calls for service are a number reflecting the incidents recorded. Workload is a time measurement recording the actual amount of police time required to handle calls for service from inception to completion. Various types of police service calls require differing amounts of time (and thus affect staffing requirements). As such, call volume (number of calls) as a percentage of total number of calls could be significantly different than workload in a specific area as a percentage of total workload. The graph below demonstrates this difference in units.

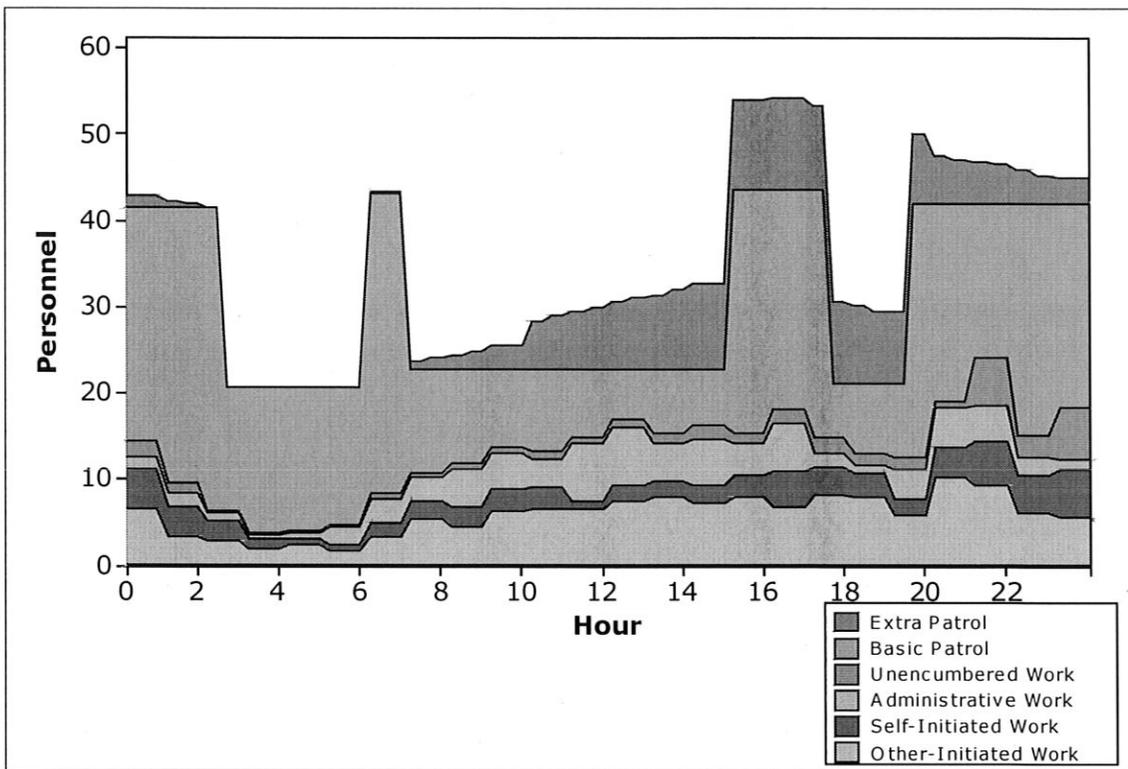
ICMA has found that the most effective way to manage operations, including policing, is to make decisions based upon the interpretation and analysis of data and information. To achieve this, a data analysis of police department workload, staffing and deployment will be conducted. By objectively looking at the availability of deployed hours and comparing those to the hours necessary to conduct operations, staffing expansion and/or reductions can be determined and projected. Additionally the time necessary to conduct proactive police activities (such as team-led enforcement, directed patrol, community policing and selected traffic enforcement) will be reviewed to provide the city with a meaningful methodology to determine appropriate costing allocation models.

Workload vs. deployment analysis sample

This is one of the ways we show the amount of available, non-committed patrol time compared to workload. As you can see we break out the various activities, convert them to time and then compare to available manpower. The deployment is based upon actual hours worked.

So in this example, at noon there are approximately 17 hours of work (including citizen initiated & officer initiated calls for services, including traffic) and administrative activities (meals, vehicle, reports, etc.). There are approximately 30 man hours of available resources meaning that at that hour, on average, of the 30 officers on duty 16 are busy on activities.

The area shown in green and brown is uncommitted time. This is the area where staffing decisions impact – it becomes a policy issue as to how much uncommitted time a city wants, and is willing to pay for.



The ICMA study will result in the calculation of service demands placed on the department, workload levels, service times for calls for service, and response times. This information is developed by first extracting data from the departments CAD system. The extracted information is then processed and workload is calculated. This workload is then compared to deployment levels. The product of this analysis is the variance between service demands and available personnel, and appropriate recommendations made for staffing levels and an optimal deployment schedule to meet these service demands. This permits exploration of the following questions:

- What are the service demands made by the public as measured through the CAD system?
- What is the workload?
- Based on this workload is the alignment of Districts and Divisions appropriate?
- Based on the workload is the shift schedule aligned appropriately and what alternatives to the current shift plan are most efficient?
- How many police officers and supervisors are need to staff the patrol function in order to meet the workload demands placed on the agency?
- How long does it take to respond to calls for service (both response time and total time) and what ways are there to reduce these times?
- How many officers are assigned to each call and what are the ways to minimize these assignments?
- What categories of call, and in what frequency, does the agency handle and what measures can be adopted to minimize unnecessary responses?
- How much time is spent on administrative duties?
- How much time is spent on directed patrol activities and specialized enforcement?

The study will determine the gaps in patrol coverage and recommendations for modifying temporal and spatial deployment. With the appropriate "best fit" of patrol coverage identified, a determination can be made about the exact number of officers

required to meet service demands, and in what shift/district/division combinations to maximize resources.

In addition to the analysis of patrol operations from the CAD system and workload, the ICMA study will focus on the qualitative aspects of patrol. The study will observe officers on patrol through ride-alongs, interviews, and general observations. We will amass all available documents, plans, and data available to understand the patrol approach in the department. We will observe the special operations teams, the problem/nuisance unit, etc. to evaluate their role within the overall mission of the department and patrol operations. We will evaluate the performance of the units, identify improvement opportunities, and justify and recommend appropriate staffing levels

The ICMA study will also evaluate the implementation of technology on patrol, weapons available, and equipment used with opportunities for improvement.

ICMA advocates community policing as its operational philosophy. The ICMA study would evaluate the implementation of community policing, in quantifiable and anecdotal terms, and identify improvement opportunities where appropriate.

Similarly, the ICMA study would evaluate the relationship of patrol operations with the rest of the department. To what extent does this bureau work, coordinate, and communicate with the other operational and support functions of the department? How should it? What are the strategic, management, and planning functions of the department with regards to the patrol function and how does patrol operations respond to the mission of the organization? How are crime, traffic, disorder, and quality of life problems handled?

I. Investigations

The ICMA study will assess investigations – both reactive and proactive. The ICMA team will explore the following questions:

- Staffing – Are there sufficient investigators available to handle the workload?
- Workload – What is the workload; how many cases do investigators handle; is the specialization appropriate?
- Case management – Is there an effective case management system in place?
- Effectiveness & Efficiency – How much time does it take to investigate cases? Are victims kept informed? Are cases cleared and offenders held accountable? How much overtime is spent?
- Intelligence – How is intelligence gathered and disseminated (inside and outside the department)? Does the investigations function make use of intelligence?
- Civilianization opportunities – What are the potential areas for civilianization?
- Technological opportunities – Is technology being leveraged to improve investigations?
- Crime scene – Are crime scenes being processed efficiently, and are appropriate follow-up investigations being conducted?
- Proactive Investigations – the same approach and inquires found in sections above are applied to each specialized investigative unit in the department.
 - Narcotics
 - Violent Offenders
 - Warrants and Fugitives
 - Bombings and Arson
 - Fraud/Cyber crimes
 - All other specialized investigations units

ICMA will essentially evaluate each investigative unit operating in the agency. This evaluation will make an assessment of the performance of the unit, how the unit

operates within the overall mission of the department, compare operations to best practices in law enforcement, identify improvement opportunities, and identify appropriate staffing levels.

III. Administration and Support

Once again, ICMA will evaluate every administrative and support unit in the police department. This evaluation will involve:

- Staffing;
- Workload;
- Civilianization possibilities;
- Cost saving opportunities;
- Out-sourcing opportunities;
- Best practice comparisons and opportunities for improvement.

The ICMA team has subject matter experts in police management and administration and will explore administration and support activities in the area of professional standards (Internal investigations, hiring and recruitment, disciplinary system, promotional system), training (both academy and in-service), records management, evaluating the critical, frequent, and high liability policies, facility, fleet, equipment, information technology, property management system, laboratory, planning and research, sick-time management, overtime, communications and dispatch, etc.

In general, we look at every unit identified as a discrete operational/support entity for the following:

- Describe the functions of the unit;
- Evaluate the performance of the unit. In most cases this is a quantitative; evaluation, but in units not appropriate for quantification, a qualitative evaluation is provided;
- Identification of improvement opportunities
- An evaluation and justification, and recommendation for appropriate staffing levels.

IV. Organizational Culture

During the operational evaluation described above, organizational "themes" emerge. What does the department "think" about providing police service to the community and how does this thinking align with the stated mission and department policies? How does the department interact with the community and internally with its own members? In general, what is the culture of the organization?

The culture of a police organization is a reflection of its members and the community it serves. Through focus groups, interviews, and observations, the ICMA team will evaluate operational readiness and need. In addition, every member of the department will be given the opportunity to participate in an anonymous survey. This survey is designed to understand the culture of the department, assess internal and external communications, and determine what it "thinks" about various elements of organizational life. This part of the ICMA study is critical to the overall success of the project as it provides a better understanding of the police department and how the workload, staffing, and community dynamics shape the mission, goals, operations, and needs of the organization.

V. Organizational Structure and Administration

Based on the above, we are able to analyze current management structure and practice and make recommendations to improve organizational administration. The product of this analysis is a proposed staffing mode. The product of this analysis also generally ends up with a leaner, flatter, and more efficient organizational design.

VI. Performance Management

The overarching philosophy of the ICMA approach is to evaluate the police department in terms of performance management. Identifying workload, staffing, and best practices is just the beginning. It is also important to assess the organization's ability to carry out its

mission. Essentially, does the police department know its goals, and how does it know they are being met. It is very difficult for an organization to succeed at any given level of staffing unless it has a clear picture of success. How does the department "think" about its mission, how does it identify and measure what's important to the community, how does it communicate internally and externally, how does it hold managers accountable, and how does it know the job is getting done? The ICMA team will evaluate the department and make recommendations to assist with improving capacity in this area, if necessary. In addition, ICMA can offer performance management training and mentoring services to support organizational success.

Proposed Fees

The quotation of fees and compensation shall remain firm for a period of 90 days from this proposal submission.

ICMA will conduct the analysis of both of the police departments for \$69,000 exclusive of travel. The project would be billed in three installments: 40% within 14 days of signing the contract; 40% with delivery of the police draft data analysis; 20% with delivery of the final reports. Following delivery of the draft reports, the city will have 30 days to provide comments as to accuracy and a final report will be delivered within 30 days of the comment period.

A travel budget of \$5,000 is proposed.

NOTE: If the chief administrative officer of the jurisdiction is a member of ICMA the fee, exclusive of travel, will be reduced by 10%.

Deliverables

Draft reports will be provided for department review in electronic format.

In order to be ecologically friendly, ICMA will deliver the final report in computer readable material either by email or CD or both. The final reports will incorporate the operational as well as data analysis. Should the municipality desire additional copies of the report, ICMA will produce and deliver whatever number of copies the client request and will invoice the client at cost.

Should the local government desire additional support or in-person presentation of findings, ICMA will assign staff for such meetings at a cost of \$2,000 per day/per person along with reimbursement of travel expenses.

Conclusion

Part of ICMA's mission is to assist local governments in achieving excellence through information and assistance. Following this mission, ICMA *Center for Public Safety Management* acts as a trusted advisor, assisting local governments in an objective manner. In particular, ICMA's experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies, and genuine community engagement, makes ICMA a unique and beneficial partner in dealing with issues such as those being presented in this proposal. We look forward to working with you further.

CITY COUNCIL MEETING

DATE: March 4, 2013

TITLE: Continue funding for SAFER Firefighter Positions.

PURPOSE: SAFER Grant expires and we are requesting funding for the three full time positions and three part time positions.

RECOMMENDATION: The Fire Chief recommends filling the positions in order to maintain minimum staffing levels.

HISTORY/ANALYSIS: August of 2010 the St. Marys Fire Department was awarded the 2009 SAFER Grant, on March 13, 2013 the Grant expires. We are requesting funding to get us through the remaining part of FY 2013, which will end on June 30th. The funding is for three full time positions and three part time positions and we are asking for funding to come from Fund Equity, the figures are below:

Straight Time	\$ 50,227.20
Overtime	\$ 2,073.60
FICA	\$ 4,001.01
Worker Comp	\$ 3,138.05
PTO/Leave	\$ 1,000.00
AD&D	\$ 20.25
LIFE	\$ 67.50
Retirement	\$ 300.00
Health	\$ 3,300.00
Dental	\$ 143.60
Flex Acct Fees	\$ 15.00
Total	<u>\$ 64,286.21</u>

**Department
Director:** _____

**City
Manager:** _____

AN ORDINANCE TO AMEND THE FISCAL YEAR 2013
BUDGET ORDINANCE, CITY OF ST. MARYS, GEORGIA

BE IT AND IT IS HEREBY ORDAINED by the Mayor and Council of the City of St. Marys, Georgia in regular session lawfully assembled for City purposes:

That it is necessary to amend the FY13 Budget to provide funds for three full time positions and three part time Firefighter positions that was previously funded by the SAFER Grant.

That the above transaction can be fulfilled by changing the following budget accounts in the General Fund:

<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed</u>
100-53510-51.1100 Regular Employees	\$ 916,528	+ \$ 50,227	\$ 966,755
100-53510-51.1300 Overtime	\$ 96,656	+ \$ 2,074	\$ 98,730
100-53510-51.2200 Social Security (FICA)	\$ 77,509	+ \$ 4,001	\$ 81,510
100-53510-51.2700 Workers Compensation	\$ 62,071	+ \$ 3,138	\$ 65,209
100-53510-51.1100 PTO/Leave (Regular Employees)	\$ 966,755	+ \$ 1,000	\$ 967,755
100-53510-51.2110 AD & D (Group Life Insurance)	\$ 2,959	+ \$ 20	\$ 2,979
100-53510-51.2110 Group Life Insurance	\$ 3,027	+ \$ 68	\$ 3,095
100-53510-51.2400 Retirement Contribution (Employer)	\$ 47,071	+ \$ 300	\$ 47,371
100-53510-51.2105 Group Health/Dental	\$ 222,033	+ \$ 3,300	\$ 225,333
100-53510-51.2105 Group Health/Dental	\$ 225,333	+ \$ 144	\$ 225,477
100-53510-52.3600 Dues & Fees	\$ 950	+ \$ 15	\$ 965

100-38.0001 \$ 125,700 + \$ 64,287 \$ 189,987
Fund Equity

ADOPTED in legal assembly this ____ day of _____, 2013.

CITY OF ST. MARYS, GEORGIA

By: _____
William T. DeLoughy, Its Mayor

Attest: _____
Deborah Walker-Reed, Its City Clerk

CITY COUNCIL MEETING

March 4, 2013

NEW BUSINESS: Presentation of Maritime Heritage District Overlay and request for scheduling of a work session for public discussion.

PURPOSE: To schedule a public work session to review the proposed Maritime Heritage District and schedule a public work session to review and discuss this item.

RECOMMENDATION: Planning Staff recommends approval to schedule a public work session.

HISTORY/ANALYSIS: In order to continue the implementation City Council's vision for the Waterfront and its relationship to the river/ocean, City Council on February 23, 2012 authorized the preparation of a report to outline criteria related to the possible creation of a Maritime Heritage District (MHD) Overlay.

During the time between that authorization, and today's CC meeting, data was gathered with today's report outlining the possibility of creating this overlay district.

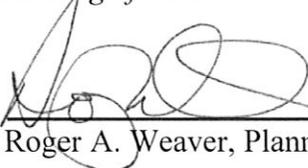
The Planning Commission has held a public session on the DRAFT MHD. There were no citizens in attendance. The PC was not requested to vote on the DRAFT, but only provide comments. Other than a few administrative items, the consensus of the PC supported the creation of the MHD.

There will be no cost to creation of the Maritime Heritage District Overlay, and its effect on the landside portion of the MHD will be minimal. The waterside portion of the MHD will be affected more, since there has never been an attempt by the City to regulate water activities and uses on the St. Marys River and other water areas within the City limits.

At this time, Staff is recommending that Council is being asked to schedule a work session for public participation, with this report forming the baseline for that discussion.

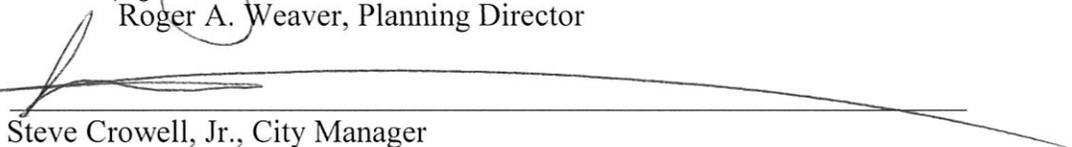
ATTACHMENTS: *Copy of Draft 4 of the Maritime Heritage District Overlay; Notes from the PC meeting of 02-26-13.*

Department Director:



Roger A. Weaver, Planning Director

City Manager:



Steve Crowell, Jr., City Manager

Deborah Walker-Reed

From: Roger Weaver
Sent: Wednesday, February 20, 2013 11:55 AM
To: Michele Wood; Deborah Walker-Reed
Cc: Steve Crowell
Subject: MHD Report PUBLIC DRAFT 1 - 02-20-13
Attachments: MHD Report PUBLIC DRAFT 1 - 02-20-13.docx

Michele: The attached is the PUBLIC DRAFT 1 of the Feasibility Report for the creation of a Maritime Heritage District (MHD). This is for the Planning Commission packets.

Deborah: This PUBLIC DRAFT 1 will also be included into the CC Council packet for the March 4, 2013 meeting. There will also be two additional sheets that will be available Wednesday, next week, for insertion on top of the Feasibility Report. One will be the required summary, and the other will be a summary of the PC discussion from the night before.

THANKS!!

Roger A. Weaver

Planning Director



City of St. Marys

418 Osborne Street
St. Marys, GA 31558

Office: 912-510-4032
FAX: 912-510-4014
Email: roger.weaver@stmarysga.gov

The information contained in this electronic mail transmission (including any accompanying attachments) is intended solely for its authorized recipient(s), and may be confidential and/or legally privileged. If you are not an intended recipient, or responsible for delivering some or all of this transmission to an intended recipient, you have received this transmission in error and are hereby notified that you are strictly prohibited from reading, copying, printing, distributing or disclosing any of the information contained in it. In that event, please contact me immediately and delete the original and all copies of this transmission (including any attachments) without reading or saving in any manner.

FEASIBILITY REPORT

proposing the creation of a

MARITIME HERITAGE DISTRICT OVERLAY

PREPARED BY THE
PLANNING DEPARTMENT



CITY OF ST. MARYS, GEORGIA

DRAFT 1 – FEBRUARY, 20, 2013

MARITIME HERITAGE OVERLAY DISTRICT

VISION: When the vacant land that became the City of St. Marys was laid out in 1787, our founding citizens envisioned a vibrant and energetic City tied to our Waterfront.

This vision has gone through many cycles, and in 2013, this vision is to be rejuvenated via the establishment and implementation of a Maritime Heritage District (MHD).

This report will outline the basic parameters for a Maritime Heritage District (MHD) overlay for the Water and adjacent Marsh areas of the City of St. Marys. The report will discuss broad concept for this district with any discussion of details for implementation and operation of the MHD for a more detailed report that will follow.

ANTICIPATED OUTCOME: The expected outcome will be the establishment of a renewable framework that will encourage the creation of a vibrant and active waterfront by blending commercial, museum, tourism, historical, cultural and educational uses that will preserve and enhance the City's historic character, both landside and waterside, while providing current and future opportunities for exploring the maritime heritage of the City. This MHD is intended to allow for the establishment, continuation and expansion of such uses and activities in ways that will maintain and enhance compatibility with surrounding neighborhoods and the Historic District.



The MHDs initial goals are to:

- ❖ Better coordinate the utilization of water usage related to land development.
- ❖ Increase and guide tourism and economic development opportunities.
- ❖ Encourage environmental stewardship of our land and water resources and the intervening marsh and 'mud' areas.
- ❖ Celebrate and recognize the unique linkage of our waterfront and its history with the personnel of the Kings Bay Naval Submarine Base.
- ❖ Govern the water and land areas within the our City limits in accordance with the approved and adopted City Long Term Comprehensive Plan and applicable Federal, State and Local laws and regulations.
- ❖ Share our wonderful historic past with the world outside of St. Marys through the establishment of a museum showcasing our past, present, and future.
- ❖ Ultimately attract 4-5 tall ships to use the St. Marys Harbor for regular visits with the goal of having these ships establish St. Marys as their home port.

The Report will provide background and supporting documents that address the rationale for creating a Maritime Heritage District Overlay.

HISTORIC CONTEXT: The City of St. Marys is tied to the sea in many ways via our vibrant waterfront. Since 1799, when the galley *St. Marys* was launched from the St. Marys waterfront, St. Marys has been at the forefront of maritime history. The Spanish built a fort at Cumberland Island and most definitely were aware of the St. Marys River.



George Washington mentions the fortification of St. Marys in one of his written orders as President. The British Royal Navy and Marines fought our American Troops at the tail end of the War of 1812. Gunboats scoured and scoured the river banks during the Civil War, wreaking havoc on industry and residents alike.



Clipper ships called at St. Marys on a regular basis. Minesweepers were tied up at the pavilion during WWII, with an aircraft spotter 'booth' occupying the roof. Shrimp Boats of all vintages plied the river for Georgia Wild Shrimp, and created a tasty industry. Submarines came and stayed. Today, ferries have arrived to take people to the now pristine Cumberland Island National Seashore.

St. Marys has become known as the place to go to get away from it all – a respite from the hectic ways of modern civilizations. Instead of a white sand beach as the final destination, we have a beautiful waterfront that our City fathers created out of old docks and piers, for all of our citizens – and visitors - to enjoy.

How can the City encourage tourists to visit our waterfront and enjoy the sights and sounds of a sailing seaport? Since we have no beach, our forefathers used the next best asset – our waterfront and harbor. The harbour is a beautiful deep water harbor that can accommodate the sailing ships of our historic past as well as modern replica vessels and smaller cruise ships. These vessels can enter the harbour and view pristine marshes without having to contend with freighters, large cruise ships, barges, and other vessels. A harbor that has the potential to regain the elegant beauty of furled sails and crossed masts, bringing with them romance and tourists.



The broad outline of the concept for a Maritime Heritage District was first proposed in 1998 by then Mayor Jerry Brandon. At that time, the City was in the process of redefining their access to the waterfront, and grappling with what direction the City desired to take. Many options for the waterfront were presented and discussed.



When the air cleared, after a thorough analysis of the options, City Council approved the purchase and development of the Howard Gilman Memorial Park. This park has forever solidified the intense relationship of the citizens of St. Marys to their waterfront. The park is a popular destination for our many residents and visitors.



Over the years, many school ships have anchored in our harbour and at Lang's Marina Docks. During Thanksgiving Week, a community sponsored

feast fills the harbor with those boaters and their vessels that cannot get home to their families. When the ships are here, so are tourists, and interested residents. The hospitality of our City is well known up and down the Coast.

In 2008, a three masted schooner – the *Steelaway* – visited the harbour and has been here ever since. This singular event has created excitement and increased tourist visits to our waterfront. The ship is quite popular as evidenced by the many photos taken by visitors and posted on the internet and in magazines. Review of this data has indicated that there is a potential to increase visitation to our waterfront via attracting and home porting 4 to 5 tall ships.



Prior to the founding of St. Marys, the water and landside areas of the waterfront at various times were under the flags of France, Spain, and England. When England and Spain agreed to a border between the two colonies, it was determined that the border would be the center of the navigable channel of the branch of the St. Marys River that had the largest flow. Then, when St. Marys was originally laid out in 1787, the border between the fledgling United States and Spanish Florida remained as the centerline of the navigable channel. Since that time, the city limits of St. Marys has been defined as the Centerline of the river between Georgia/St. Marys and Florida/Nassau County as measured from the mean high water mark.

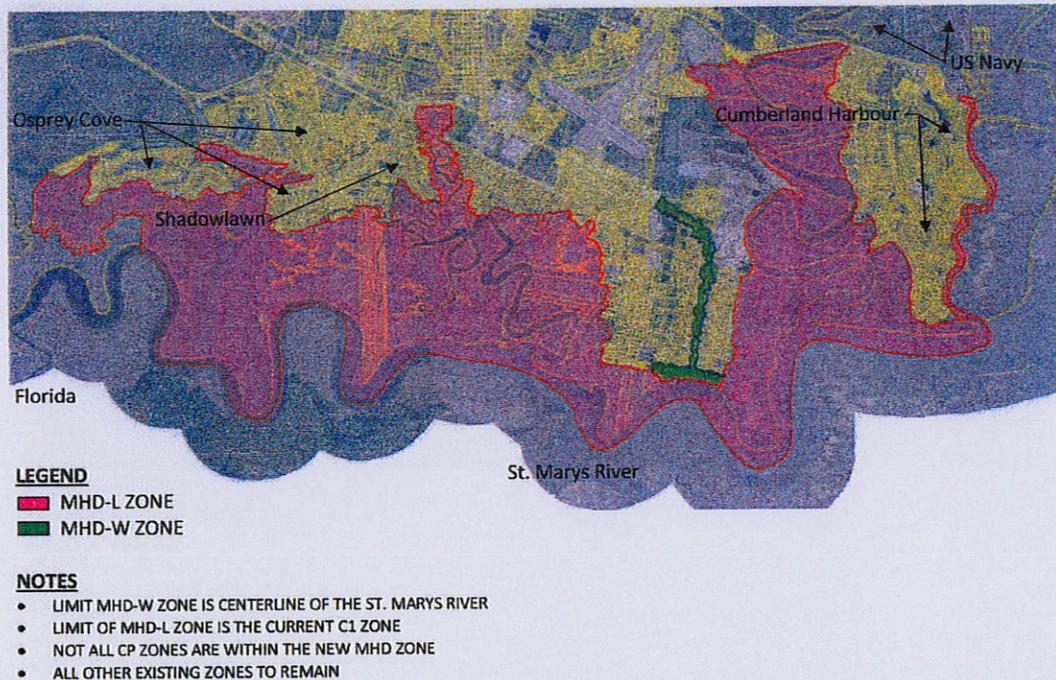
PORT DESIGNATION: The Port of the City of St. Marys is one of three ports still authorized by the State of Georgia - the other two are Brunswick and Savannah. This designation permits the Harbour to be used for commercial endeavors. The City also has the ability to reactivate the Pilotage Commission, which provides piloting services to any vessel intending to use the St. Marys anchorage. The Pilotage Commission is inactive, due to the lack of commercial vessels heading to our harbour, as well as a minor dispute with the US Navy over pilotage to the Kings Bay Naval Submarine Base. When a channel is newly defined and the Harbour gets busy again, there may be a need for this Commission to be reactivated.

LIMITS OF MARITIME HERITAGE DISTRICT: The MHD will be comprised of two separate and distinct parts: the Landside part (MHD-L) and the Waterside part (MHD-W). Both MHD-L and MHD-W will be strongly linked to each other to create an integrated approach to our Maritime Heritage.

The St. Marys Waterfront, waterside and landside, is unique as it embodies the essence of St. Marys and is a major economic engine for the City. For the Waterfront Area to thrive, it needs flexibility to change, with a mixture of commercial, recreational, and educational facilities as well as visitor accommodations to meet changing demands. At the same time, the Waterfront Area is surrounded by a large residential neighborhood and that the cars, buses and pedestrians that a developed waterfront attracts can disrupt normal residential life for residents. To allow the Waterfront area to thrive as an important institution in the City and also to assure residents that its existence will enhance and not disrupt the surrounding residential neighborhood, the City is considering the implementation of a Maritime Heritage District (MHD) overlay.

Limits of Maritime Heritage District (MHD): The MHD shall include both landside (MHD-L) and waterside (MHD-W) areas.

- a. The MHD-L (**landside**) portion of the MHD shall follow the limits of the C-1 zone as to the depth of the MHD-L. Any expansion of the proposed MHD-L must comply with the criteria included herein, and any such change shall be made in such a way as to not disrupt the quality of life of the surrounding residential neighborhood.
- b. The MHD-W (**waterside**) portion of the MHD shall include all water and marsh area as delineated on the Official Map of the City. This water area shall extend from the legal limits of the City, to the center of the navigable channel of the St. Marys River, which is also the border of the City and the State of Georgia, including all water and marsh, whether publically or privately owned from the legally determined edge of the marsh.



LIMITS OF MARITIME HERITAGE DISTRICT OVERLAY ZONES – MHD-L and MHD-W

REGULATORY ENTITIES: The proposed MHD is contained within a number of jurisdictional areas. Compliance with some or all of these agencies will be necessary for any project to be implemented in the proposed MHD.

- a. **US Coast Guard:** The River is under two jurisdictions, one based in FL and one based in GA. Each sector has port jurisdiction, as well as other jurisdictional missions. It will be necessary for each to be involved in the process for the implementation of the various components of the Maritime Heritage District. They will not need to be involved with the creation of the MHD, but will need to be involved with jurisdictional issues. Each entity has differing rules based on local issues. Coast Guard certification of any boat must be acceptable under the rules of both jurisdictions.
- b. **Federal Corp of Engineers:** Normally not an issue on inland waterways, the St. Marys River is shared by two states, making it a River under nominal jurisdiction of the Federal Government.
- c. **Federal EPA:** The EPA is involved if the States do not comply with EPA regulation since the River is shared by two states.
- d. **Georgia DNR (and various sub agencies):** The DNR has jurisdiction over the water and marshes to the Marsh line between the upland portion of the City and the centerline of the River. Approval will be necessary for any ordinance that would be prepared for shifting the

- enforcement activities from DNR/EPD to the City. All existing laws and regulations must be maintained. Any new ordinance would need to state that the DNR/EPD still has jurisdiction, and is available for regulatory assistance when requested by the City.
- e. Georgia Coastal Marshland Protection Committee: Any new City ordinance affecting the occupancy requirements of the current state law regulating live-aboard must be incorporated into the document. The current state law permits live-aboard vessels for 90 days. After 90 days, a request for an extension must be approved by the head of the Coastal Marshland Protection Committee. If the extension is approved, a full year will be the term of the stay. At the end of the year, an extension must again be requested for an additional year, and so on. To date NO extensions have been issued. But with the proper ordinance regulations in place, and the frequent and/or regular enforcement of these regulations, the Chair of the Committee could be encouraged to issue the extensions. In short, the City and its boating community have to show that we can police and regulate the waterside to maintain the legally required standards.
 - f. St. Marys River Management Committee: This Committee is a sub-set of the St. Johns River Management Committee. This committee, made up of representatives of Nassau and Baker Counties in Florida, and Camden and Charlton Counties in Georgia, generally oversees and monitors issues that will affect the environmental stability of the St. Marys River.
 - g. City of St. Marys Planning Commission: Since this is an overlay district that relates to Zoning, the planning commission must review the application by the City of the proposed ordinance. This will require advertisement in the paper 31 days in advance of the meeting, posting of the property, a minimum of one public hearing, and a regular meeting and vote to recommend to Council approval or denial of the application. Regardless of the vote, the application will be sent on to the City Council for review and approval.
 - h. City of St. Marys Historic Preservation Commission: The HPC has jurisdiction over this site as well. However, Zoning issues are not included in their responsibilities. The proposed built environment is within their jurisdiction, and this will be necessary when any new project, renovations to existing structures
 - i. City Council: City Council has the Authority to create zoning classifications and other ordinances and agreements that are in the best interest of the City.
 - j. State of Florida: There are a number of agencies within the State of Florida that regulate their 'half' of the St. Marys River and the related marshes. These agencies would only be involved if the City would request a contract for regulation of mooring and transit of the Florida 'half' of the St. Marys River
 - k. Nassau County, FL: The Board of County Commissioners is the local governmental agency for the land across from the City. These lands are not in private hands, but are held by various agencies of Florida government.

SEA LEVEL RISE AND FLOOD ELEVATIONS: Currently there is a lot of discussion on the impact of Global warming and sea level rise. Data available indicates that sea level could rise in our harbor by unverified 9" in 30 years and between 2-3 feet in 100 years. This will cause some flooding at the edges of the City during a normal weather pattern. However, this 9 inch - plus possible surge levels for a hurricane - could create concerns with the MHD-L overlay district. New buildings would need to be constructed about two feet above the current flood elevation to assure long term viability of the district. Existing buildings would need to take flood proofing precautions for the normal flood condition (the 9 inch rise). There are solutions to this condition that have been

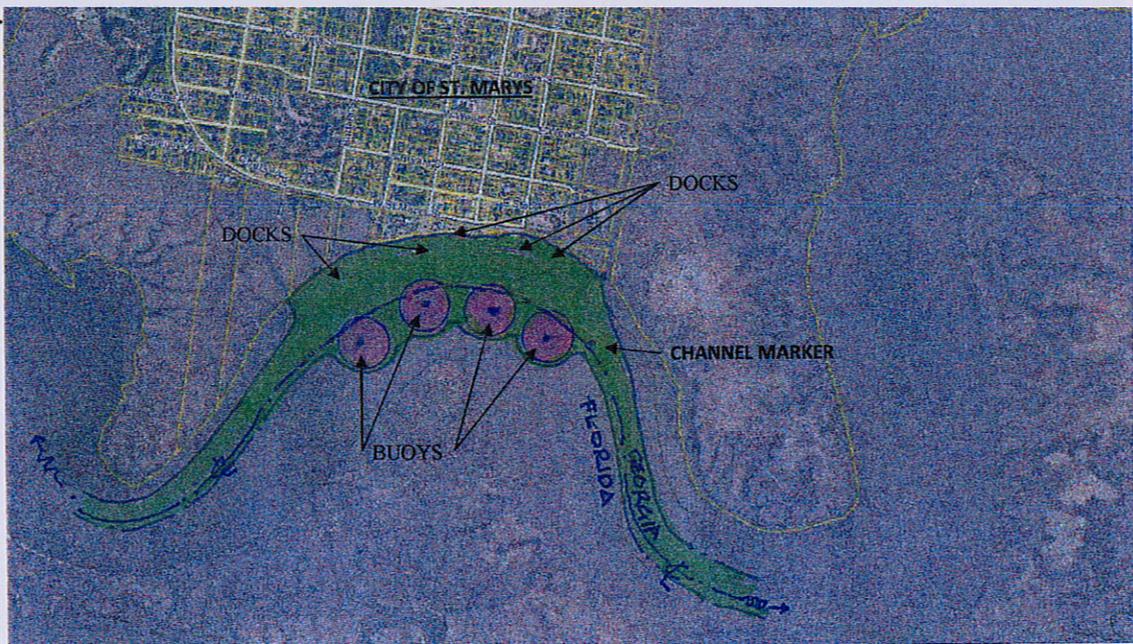
developed by the Italian government for Venice, which is nominally at sea level at the best of times, and the ground floors of most of the island is below water during surge or tidal events.

In any event, the MHD can accommodate these issues without major expense.

NAVIGABLE CHANNEL: When the City was a bustling seaport, it was necessary to have a defined channel for vessels to use in coming and going. The navigable channel needed to be free of any hazards to navigation such as anchored vessels, snags, crap pots, fishing nets, and other obstructions for the well being and maintenance of our commercial shipping and fishing fleets.

In recent years, our need for a navigable channel has all but disappeared. This has created a situation where there has been encroachments by anchored vessels and by fishing and crabbing activities. These encroachments have damaged vessels, and created an atmosphere that the harbor is not easily accessible.

To solve this concern, the MHD is proposing to re-establish a clear navigable channel and maneuvering area for exclusive use of all vessels coming and going. Area outside this channel will be available for fishing and crabbing activities, as well as the anchoring of transient vessels in accordance with the laws of either GA or FL, depending on which side of the border the vessel is anchored.



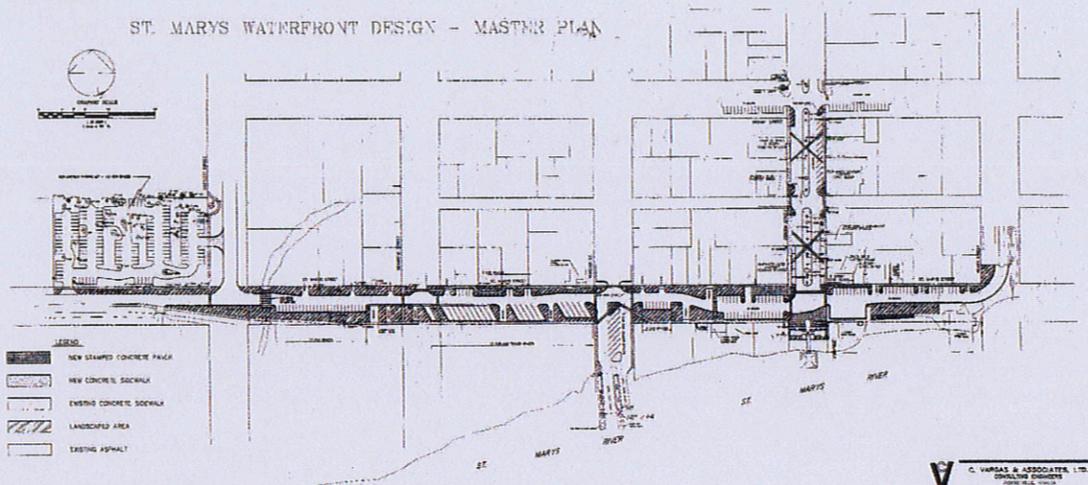
-  AREA AROUND BUOYS FOR VESSELS TO SWING DURING TIDE CHANGES – 500 FT. DIAMETER
-  NAVIGABLE CHANNEL and LOCATION OF VESSEL MANEUVERING ZONE - NO WAKE, NO ANCHOR, NO CRABBING

The State Line between GA and FL is the Centerline of the Navigable channel of the St. Marys River. For Safe navigation, the green and purple shaded areas shall be free of any vessel or object that can damage the propulsion of a vessel or creates unsafe maneuvering conditions.

The City will NOT tolerate the presence of abandoned or derelict vessels the entire width of the St. Marys River, whether in GA or FL. The appropriate laws of each state will govern this restriction as applicable.

SKETCH OF PROPOSED NAVIGABLE CHANNEL ON THE ST. MARYS RIVER

EXISTING MASTER PLANS: Over many years, there have been a number of attempts at creating a master plan for the Waterfront Area. The Master Plan that appears to be the one that has been referred to many times was created by Vargas and Associates. This master plan was fully detailed with an early phase completed. This Master Plan, with revisions appropriate and coordinate with the Maritime Heritage Master Plan, will form the basis for the MHD-L portion of the MHD.



MHD MASTER PLAN: A detailed MHD Master Plan will be required to outline the conceptual goals of the MHD and establish the dimensional characteristics of the MHD and its uses. This MHD plan must incorporated all of the requirements of past planning efforts, as well as the varying requirements of each agency having jurisdiction.

For the purposes of this report, a DRAFT master plan has been prepared for the MHD-L and MHD-W parts of the MHD.

The MHD-L (Landside) Portion of MHD will be an overlay of the existing C-1 Zone. All uses by right, and special uses listed in the C-1 section of the Zoning Ordinance 110 will are proposed to remain as presently listed. The section noting “uses related to maritime operations” will be eliminated from the C-1 district and inserted/defined in the proposed new Overlay MHD-L district.

The MHD-W (Waterside) portion of the MHD will be an overlay of all of the marsh area from the mean high water line plus the legislated 25 foot buffer, and all river areas to the limits of the city of St. Marys. This will include the entire CP, Conservation-Preservation District as delineated on the DRAFT map and related portions of any zoning classification containing marsh as defined herein. The section noting “residential/caretaker” will be eliminated from the CP district and inserted/defined in the proposed new Overlay MHD-W district.

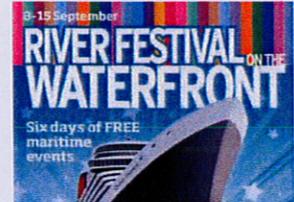
MHD-L OVERLAY CONCEPT: The MHD-L Overlay will permit the following additional or expanded uses to the uses contained in the C-1 District as related to maritime heritage activities.

- Museums with Nautical themes.
- Shops with items for sale to residents and visitors alike that relate to the history of the City and Maritime activities.
- Horse drawn carriages for touring within the MHD-L district, which will include areas for overnight

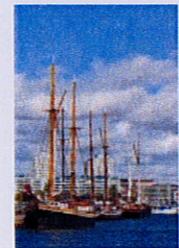


accommodation of horses, mules, and donkeys that pull the carriages.

- Festivals of a maritime nature.
- Shops creating traditional or modern maritime articles on the premises and for sale, such as rope, knots, fishing gear, buoys, maps, etc.
- Shops catering to the boating public such as purser supplies, and general grocery items.
- Vendors for fresh seafood right off the ship.
- Restaurants with outdoor seating overlooking the marsh/water.
- Fenced ground level boat storage with a landscaped buffer between the fence and the property line. Boat storage 'stacks' limited to a maximum of two levels of boats, with roof and buffer.
- Bait shop.
- Fresh seafood processing and shipping.
- Parks and other recreational facilities – public and private.
- Convenience store for boating and general grocery supplies for boaters.
- Expanded restrooms to include pay showers, and pay laundry facilities.



MHD-W OVERLAY CONCEPT: The MHD-W district shall include all docks, buoys, bulkheads, boat ramps, marinas, marsh walks and any manmade fixed constructs from the marsh line as determined by DNR extending through the marsh (including buffer) or in the water to the City limits. For the purpose of this ordinance, these constructs shall be referred to by the term *fixed constructs*. The MHD-W district shall also include all ships, boats, trawlers, dinghies, barges, and any manmade floating construct that floats on, is anchored through, or floats below, the water of the St. Marys River and its numerous tributaries, named or unnamed. For the purpose of this ordinance, these constructs shall be referred to by the term *floating constructs*. For the purpose of this ordinance, any floating dock attached to a fixed dock shall be treated as a *fixed construct*.



Uses proposed for the MHD-W overlay will consist of all of the uses within the CP Zone except for the following revised sections: (*NOTE: the CP Zone is present in wetlands and other marsh areas not included in the overlay district, and these exceptions will not apply to these portions of the CP Zone.*)

- Farms for the growing of agricultural products, or timber with dwelling unit for owner or operator will not be permitted.
- Wildlife refuges will be permitted, but not include dwelling units of caretakers.

The following uses will not be permitted in the MHD-W overlay district.

- Barge traffic used to transport granular products, oil, gas, containers, and other types of freight.
- Vessels intended for demolition and/or breakup either stored in the water, or transferred to land, regardless of the zoning of the land.
- Crabbing or other trap based activities within the defined ship channel as well as the required maneuvering areas for vessels.
- Anchoring for any period of time within the defined ship channel.

The MHD-W overlay will have the following overlay uses:

- City sponsored and owned marina/docks/wharfs/buoys for use by docking agreement
- Mooring fields as permitted by the State of GA and the State of FL.
- Live-a-boards as permitted by the State of GA.
- A defined channel for ships to enter and leave the port.
- Mooring locations including buoys.
- Crabbing activities in designated areas outside of the defined navigable channel.

IMPACT ON THE CITY

1. POSITIVE IMPACTS

- a. The City will be able to focus attention on the area that needs additional opportunities for growth that conforms to our Comprehensive Plan: which was to provide more opportunity for our Citizens and visitors to access the waterfront. This will require the preparation of a MHD overlay zoning ordinance. This ordinance will provide the legal framework for the items discussed above.
- b. Maritime History aficionados are attracted to our Waterfront because of the Cumberland Island Ferry, the St. Marys Submarine Museum, and the ongoing effort to attract tall ships and cruise ships. The more people who will stay downtown and spend their discretionary time and funds here, the more our economy will improve and our revenues increase.
- c. More visitors, increased opportunities for commercial businesses, increased value of commercial property which will result in additional property tax, more employees of businesses which will increase the occupation tax revenue.
- d. Increased opportunity for festivals and other activities for citizens and tourist visitors alike.
- e. Increased opportunities for businesses along Osborne to benefit from increased traffic flows to the Waterfront.
- f. A more vibrant residential community due to the increased job opportunities from a vibrant waterfront business district.

2. NEGATIVE IMPACTS

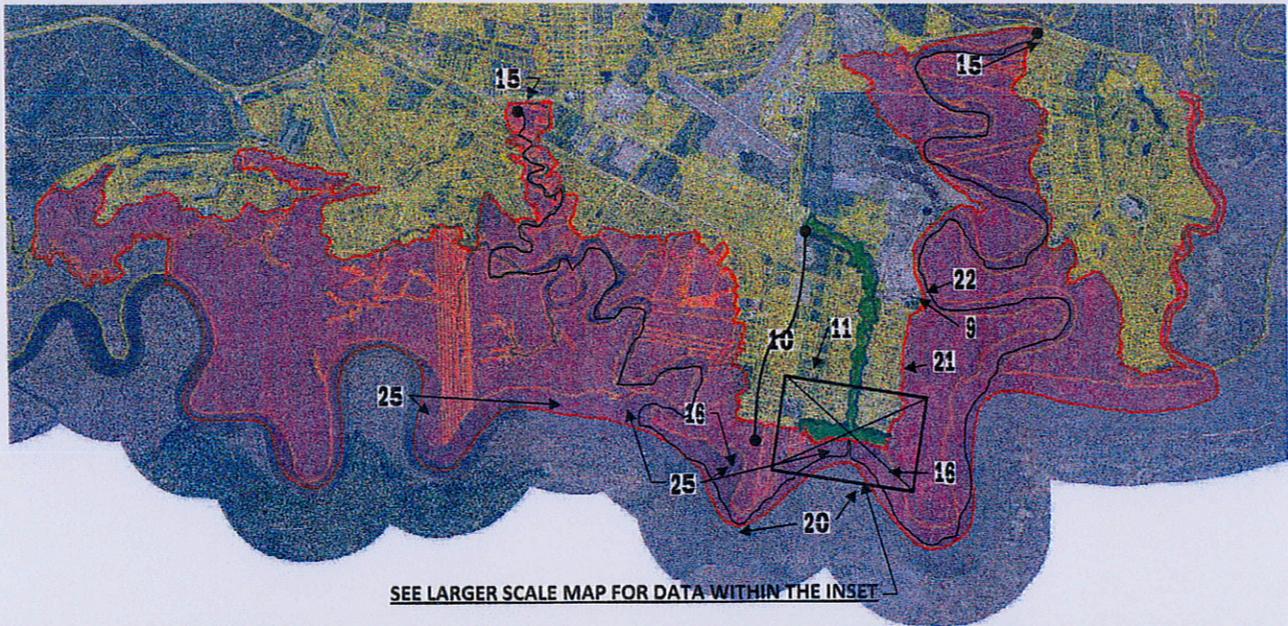
- a. Increased traffic both waterside and landside.
- b. Increased demand for parking of cars, vehicles with boat trailers, buses, RV's.
- c. Increased demand for docking and launching privileges. The Wheeler Street dock may become inadequate.
- d. Operational and Docking conflicts between power and sail boat owners and operators.
- e. Need for additional pump out facilities for larger ships.
- f. Increased demand for the expansion of the C-1 district to accommodate new businesses in areas adjacent to the waterfront.
- g. Conflicts between crabbers and other vessels in and out of the channel.
- h. Too many anchored boats for safe operation in and out of the channel.
- i. No place for deliveries to St. Marys Street businesses.
- j. An increase in trash and recyclable materials that will require better and more attractive waste containers and methods for removal.

PROPOSED MODIFICATIONS TO ENHANCE THE CREATION OF THE MHD

DISTRICT: In order to enhance the MHD-L and MHD-W districts, a number of projects should be considered. Some of these projects are already in the process of implementation, while others are completed. The number of the item in ‘A’ and ‘B’ below directly refers to the maps that are inserted between ‘A’ and ‘B’. Every proposed enhancement is contingent on the availability of funding.

A. For the MHD-L portion of the overlay district, the MHD-L shall include, but not be limited to:

1. Widening of the sidewalk on the north side of St. Marys Street to accommodate ‘European’ style café opportunities for the restaurants and businesses. The additional space would be from the elimination of the middle turning lane – the sole use of which is delivery vehicles.
2. Creation of a covered daily open air farmer’s market with stalls.
3. Creation of a landscape plan for the South Side of St. Marys Street between Osborne and Ready to include swings, trellises, and palm trees.
4. Creation of a boutique hotel/restaurant/conference center on the old Gilman property.
5. Creation of a complimentary hotel on the Bartlett Street property owned by the City.
6. Creation of a museum of maritime and local history, to be located either on the water (in the vacant area adjacent to Lang’s Restaurant, or the lower level of Orange Hall).



OVERALL MAP SHOWING PROPOSED MODIFICATIONS TO ENHANCE THE MHD

Numbers refer to the report numbers. See also the smaller scale map for numbers not shown on this drawing.

7. Creation of a “Marsh Discovery Center” on the lands of the former Weed Street WWTP either independently or in conjunction with a branch of a Georgia College.
8. Create a new launch ramp at the foot of Ready Street to accommodate the increased demand for ramp facilities. There was a ramp there in the past, but this has fell out of use in recent years.

9. Provide up-to-date restroom facilities at the Meeting Street Boat Ramp.
10. Create a wetlands/marsh walk between the Norris Pavilion Marsh walk to the St. Marys Public Library via Bartlett Street.
11. Close Bartlett Street between W. Conyers and W. Alexander, and in conjunction with the presently closed Dillingham Street between Mahan and Seagrove, create a linear park, with festival and recreational opportunities for citizens and tourists.
12. Encourage Development of additional options to accommodate the expected additional vehicle traffic close to the Waterfront.
13. Support the Masonic Order in the renovation of the Washington Pump and Oak memorial.
14. In conjunction with GaDOT, install median islands from Church Street to Dilworth Street.



LARGER SCALE MAP SHOWING PROPOSED MODIFICATIONS TO ENHANCE THE MHD

Numbers refer to the report numbers. See also the smaller scale map for numbers not shown on this drawing.

B. For the MHD-W portion of the overlay district:

15. Create a Kayak trail from the Dark Entry Creek ramp to a new take out facility on the North River at the North River Causeway, prior to the bridge, with designated stopovers along the way.
16. Create a mooring field for large vessels, and one (or two) for smaller vessels.
17. Create a navigation channel to facilitate maneuvering of small and large ships to the proposed mooring fields, docks, wharfs, and boat ramps.
18. Create additional opportunities for docking of large vessels (currently underway), and for additional ferry options to other islands (Amelia, Jekyll, St. Simons, etc.)
19. Create a pump out facility for large ships and for vessels moored/anchored in the harbor.

20. Work with Florida to get permission to administrate the anchorage and mooring of ships in the portion of the St. Marys River that is directly opposite of the designated MHD-L Overlay district.
21. Create a marsh walk connecting the former Gilman property to the proposed “Marsh Discovery Center” and the North River Kayak launch facility.
22. Expand the Meeting Street Wharf by approx. 50 feet to accommodate additional vessels.
23. Obtain and use a small power boat to administer the MHD-W portion of the Overlay District. This boat will also be useful in any storm or flood related incident.
24. Consider retaining a Dock Master to administer and police both the MHD-L and the MHD-W portions of the Overlay District.
25. Continue efforts to remove abandoned and derelict vessels in the area of the MHD-W District.
26. Create a Docking Agreement for use in administration of vessels wishing to use the MHD-W facilities.
27. Create a Marine Tourist Visitor Center in conjunction with the Maritime Heritage Museum.
28. Adapt the fireworks dock to a ‘fixed’ floating dock for an increase in the number of small boats that could dock in the City.

SCHEDULE FOR CREATING THE MHD OVERLAY DISTRICT: The creation of the MHD-L Overlay District will be at minimal out of pocket cost. A simplified process would be for the Planning Commission to review and comment on the proposed district, and then, after City Attorney review, the City Council would be asked to review and approve the creation of the overlay district.

1. Staff creates first public DRAFT 1 of the proposed MHD.
2. Public Hearing and discussion of the first DRAFT 1 by the Planning Commission (PC).
3. Incorporation of the PC Comments into a revised DRAFT 2 for review by the City Council (CC). *(Target Date – February 26, 2013)*
4. Presentation of DRAFT 2 to the CC for brief review, and scheduling of the first public workshop to review and discuss the MHD with our citizens. *(Target Date – March 4, 2013 for CC meeting – week of March 12, 2013 for workshop)*
5. Incorporation of any applicable comments by our citizens into a revised DRAFT 3.
6. Public hearing and discussion of DRAFT 3 with the PC. *(Target Date – March 26, 2013)*
7. Incorporation of any applicable comments from the PC into DRAFT 4.
8. Presentation of DRAFT 4 to the CC for brief review, and scheduling of the second public workshop to review and discuss DRAFT 4 with our citizens. *(Target Date – April 15, 2013 for CC meeting – week of April 23, 2013 for workshop)*
9. Incorporation of any applicable comments by our citizens into a revised DRAFT 4.
10. Presentation of DRAFT 4 to the City Attorney for review and approval as to form. *(on or before April 30, 2013)*
11. Presentation of DRAFT 4 to CC after City Attorney approval for approval by the CC. *(Target Date – May 6, 2013 for CC meeting)*
12. Ordinance takes effect May 7, 2013 at 8:00 AM.

This process will take whatever time it takes, and the target dates noted above are not set in stone, but rather are presented to guide the CC in their decision making process.

BUDGET COSTS FOR CREATING THE MHD OVERLAY DISTRICT: At this time, there will be no financial impact on present or future budgets of the City. All work related to the creation of this overlay district will be accomplished by Staff, Mayor and Council, and the City Attorney.

There will be future, discretionary, impact on the Budget for certain identified projects. These costs have not been quantified or prioritized as part of this report.

However, there has already been work accomplished in the MHD overlay district:

MHD-W Overlay

- A. Safety and ADA improvements to the Gateway Dock.
- B. Relocation of a useless floating dock at the Gateway Dock to a location where vessels can actually use it.
- C. As a result of TS Beryl, damage to the remaining docks was extensive. With the repair of these docks paid for by our insurance carrier, our City docks are in good condition.
- D. Funds allocated for the removal of approx. four (4) abandoned and sunken boats in our immediate harbor area.
- E. Funds allocated for installation and/or maintenance of the buoys in the St. Marys River.
- F. Discussion of and presentation to Council of a proposed Docking Agreement to regulate the use of City owned docks, wharfs, and buoys.

MHD-L Overlay

- A. Purchase of Gilman Waterfront property and discussions with potential developers.
- B. Receipt of a Transportation Enhancement Grant for the Gateway project (the former Gilman Waterfront property).
- C. Ongoing effort to update our permits with Georgia and Florida.

SUMMARY: The City has a treasure in our waterfront, its parks, and its relationship to the River and Ocean. The St. Marys waterfront and wharfs were – and still are - the embarkation point of choice for citizens and visitors departing on trips world-wide.

The establishment of a Maritime Heritage District Overlay will recognize this history, and create a desirable destination at our Waterfront!!

MEMORANDUM



Budget FY 2014

TO: CITY MANAGER AND ALL DEPARTMENTS
FROM: FINANCE DEPARTMENT
DATE: FEBRUARY 1, 2013

If you need salary information, debt service, etc. please do not hesitate to contact me.

February 1st: Finance Dept. - Forward electronic files to Department Heads to use in preparation of proposed 2014 budget.

March 4th: Departments – Submit budget projections FY2014 for inclusion in preliminary package.

March 18th until: Meet with City Manager and Finance Director.

March 25th: Finance Dept. - Complete revenue projections for FY 2014.

March 18th: Submit Performance Measures

March 21st: Finance- Prepare working papers for budget work shop meeting.

April 16th & 17th: **Budget Workshop with Mayor/Council will be held (9:00am until).**

April 15th: Finance - Advertise budget for Public Hearing

May 6th: **Departments– Attend Public Hearing and be prepared to respond to Mayor/Council on budget submissions.**

May 20th: **Departments– Attend Council Meeting to present budget for approval.**

May 21st: Submit any additional documents for budget award submission.

June 3th: Finance – Prepare budget book.

June 30th: Distribute budget book and input FY 2014 budget in system.

July 31st: Finance – Submit for budget award.

Dates subject to change

CITY COUNCIL MEETING

March 4, 2013

TITLE: ST. MARYS AQUATIC CENTER (SMAC)

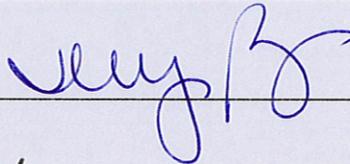
PURPOSE: To authorize the City Manager to sign an addendum to the Memorandum of Understanding (MOU) with the Public Service Authority (PSA).

RECOMMENDATION: The City entered into a MOU with the PSA to fully manage the facility. This includes, but not limited to, setting rates, preparing reports, hiring employees, handling all employee and customer needs, ordering items, ensuring SMAC is properly staffed, etc. PSA holds all the certifications needed to operate the facility.

HISTORY/ANALYSIS: The PSA currently provides a full time manager for the cost \$36,000 per year to operate/manage the facility. The City agrees to continue to pay the PSA a lump sum of \$1,384.61 bi-weekly (\$36,000 per year) for managing the facility. The City agrees to pay the PSA a lump sum bi-weekly not to exceed \$175,652 per year (that includes amount for physicals and testing) for the employees necessary to operate the facility. The PSA understands that the manager/employees are not employees of the City and any and all cost related are the responsible of the PSA.

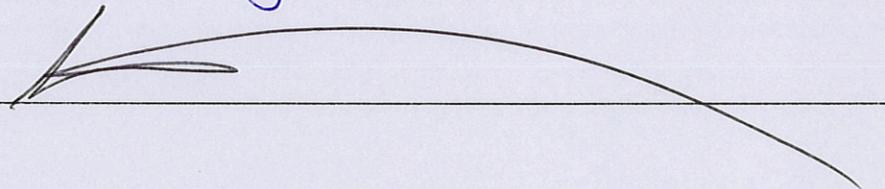
Department

Director: _____



City

Manager: _____



Memorandum of Understanding

To: William Brunson, PSA Director
From: Jennifer Brown, Finance Department
CC: Steven Crowell, Jr., City Manager and Donna Folsom, Human Resources
Date: 2/07/2013
Re: St. Marys Aquatic Center

Memorandum of Understanding between the City of St. Marys (referred to as the “City”) and Camden County Public Service Authority (referred to as the “PSA”)

Addendum

PSA will provide all employees to operate/manage the facility. The City agrees to continue to pay the PSA a lump sum of \$1,384.61 bi-weekly (\$36,000 per year) for managing the facility. The City agrees to pay the PSA a lump sum bi-weekly not to exceed \$175,652 per year (that includes amount for physicals and testing) for the employees necessary to operate the facility. The PSA understands that the manager/employees are not employees of the City and any and all cost related are the responsible of the PSA.

Steven S. Crowell, Jr.
City Manager, St. Marys

William Brunson
PSA Director

Date

Date

Memorandum of Understanding

To: William Brunson, PSA Director
From: Jennifer Brown, Finance Department
CC: Steven Crowell, Jr., City Manager and Donna Folsom, Human Resources
Date: 01/23/2012
Re: St. Marys Aquatic Center

Memorandum of Understanding between the City of St. Marys (referred to as the "City") and Camden County Public Service Authority (referred to as the "PSA")

The City wishes to work with the PSA, which will provide full management for the operation of the St. Marys Aquatic Center (referred to as the "SMAC").

It is understood that the PSA holds the appropriate certifications which are required to keep the St. Marys Aquatic Center operational.

1. Certified Pool Operators License
2. SAFE Staff Certification (concessions)

The PSA will completely manage SMAC consistent with, but not limited to, the attached. PSA will provide a full-time manager to operate/manage the facility. The City agrees to pay the PSA a lump sum of \$1,384.61 bi-weekly for managing the facility. The PSA understands that the manager is not an employee of the City and any and all cost related to this position is the responsibility of the PSA.

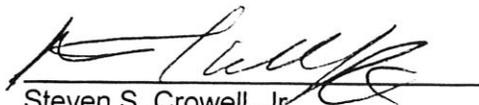
Management of the facility will include, but not limited to, setting rates, preparing reports, hiring employees, handling employee issues and customer issues, ordering items, ensuring SMAC is properly staffed, etc. SMAC will continue to operate under the City's policies unless otherwise agreed in writing by the PSA Director and City Manager may determine (i.e. purchasing policy, reporting requirements, cash policies, ordinances, etc.). Any SMAC operational changes deemed appropriate by the PSA will be implemented by PSA.

Revenue and expenses will be reported to, and reviewed, by the City. It is understood that the City will maintain the facility and operate an enterprise fund for SMAC. In addition to the above, PSA will provide an annual report on operations of the SMAC to the City.

The City will make all necessary repairs in order for the facility to be open.

This agreement will continue in effect for one year and shall renew for additional one year terms unless the party wishing to terminate notifies the other in writing during the 90 days before the termination of the existing term that they do not wish to renew.

Agreed this the 23rd day of January, 2012.



Steven S. Crowell, Jr.
City Manager, St. Marys

1/23/12
Date



William Brunson
PSA Director

1/23/12
Date

Aquatic Center Expenditures

	Account #	Actual FY2011	Budget FY2012	Adopted FY2013
Salaries, Wages and Employee Benefits				
Regular employees	51.1100	195,202	183,100	156,135
Overtime	51.1300	81	200	0
Group Health/Dental	51.2105	8,629	9,555	0
Group Life Insurance	51.2110	111	126	0
FICA contributions (employer)	51.2200	15,074	14,023	11,831
Unemployment Insurance	51.2600	1,298	0	0
Retirement contributions (employer)	51.2400	2,360	2,331	0
Workers' Compensation	51.2700	7,886	7,984	6,186
		230,641	217,319	174,152
Purchased/Contracted Services				
Employment physicals & tests	52.1231	1,040	1,600	1,500
Alarm system maintenance	52.2205	175	300	300
Aquatic Center maintenance	52.2209	180	9,000	9,000
Small equipment repairs	52.2216	655	2,400	2,400
Building repairs	52.2221	1,071	6,000	5,000
Property/Liability insurance	52.3110	0	850	850
Telephone	52.3210	4,006	4,500	4,200
Postage	52.3220	383	500	400
Advertising	52.3300	5,690	6,000	6,000
Printing & binding	52.3400	594	800	500
Travel	52.3500	791	600	500
Dues and fees	52.3600	1,898	1,900	2,000
Bank fees	52.3680	2,431	3,500	2,500
Education and training	52.3700	135	500	500
Contract Labor	52.3850			36,000
		19,049	38,450	71,650

CITY COUNCIL MEETING

TITLE: Budget Ordinance: Fire Service Consolidation Feasibility Study

PURPOSE: Amend the FY13 Budget to provide funds for a feasibility study

RECOMMENDATION: Approval.

HISTORY/ANALYSIS: On February 4, 2013 Council approved for \$20,850 to be used to perform a joint City/County Fire Services Consolidation feasibility study. The \$20,850 is the City's half of the study fee. If the County does not approve their half of the study fee, staff will not proceed with the study and will return to Council seeking direction. Staff suggests taking the funding for the study out of General Fund fund equity. It is necessary to amend the FY13 budget to provide funds for this study.

**Department
Director:** _____

Jenny Brown

**City
Manager:** _____

[Signature]

AN ORDINANCE TO AMEND THE FISCAL YEAR 2013
BUDGET ORDINANCE, CITY OF ST. MARYS, GEORGIA

BE IT AND IT IS HEREBY ORDAINED by the Mayor and Council of the City of St. Marys, Georgia in regular session lawfully assembled for City purposes:

That it is necessary to amend the FY13 Budget to provide funds for a joint City/County Fire Services Consolidation Feasibility Study as approved by Council.

That the above transaction can be fulfilled by changing the following budget accounts in the General Fund:

<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed</u>
100-51100-52.1240 Other Purchased Services	\$ 0	+ \$ 20,850	\$ 20,850
100-38.0001 Fund Equity	\$ 104,850	+ \$ 20,850	\$ 125,700

ADOPTED in legal assembly this _____ day of _____, 2013.

CITY OF ST. MARYS, GEORGIA

By: _____
William T. DeLoughy, Its Mayor

Attest: _____
Deborah Walker-Reed, Its City Clerk

CITY COUNCIL MEETING

TITLE: Budget Ordinance: Derelict Boat Removal

PURPOSE: Amend the FY13 Budget to provide funds for the removal of derelict boats at the waterfront.

RECOMMENDATION: Approval.

HISTORY/ANALYSIS: On October 23, 2012 council approved funding for the removal of derelict boats at the waterfront at a cost up to \$30,000. It is necessary to amend the FY13 budget to provide funds for this project.

Department

Director: Jenny Brown

City

Manager: [Signature]

AN ORDINANCE TO AMEND THE FISCAL YEAR 2013
BUDGET ORDINANCE, CITY OF ST. MARYS, GEORGIA

BE IT AND IT IS HEREBY ORDAINED by the Mayor and Council of the City of St. Marys, Georgia in regular session lawfully assembled for City purposes:

That it is necessary to amend the FY13 Budget to provide funds for the removal of derelict boats at the St. Marys waterfront as approved by council.

That the above transaction can be fulfilled by changing the following budget accounts in the General Fund:

<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed</u>
100-57210-52.3900 Building-Other Purchased Services	\$ 16,893	+ \$ 13,700	\$ 30,593
100-38.0001 Fund Equity	\$ 189,987	+ \$ 13,700	\$ 203,687

ADOPTED in legal assembly this _____ day of _____, 2013.

CITY OF ST. MARYS, GEORGIA

By: _____
William T. DeLoughy, Its Mayor

Attest: _____
Deborah Walker-Reed, Its City Clerk

CITY COUNCIL MEETING

TITLE: Budget Ordinance: Insurance Reimbursement for the Fire at the Point Peter Water Treatment Plant

PURPOSE: Amend the FY13 Budget to reflect insurance funds received for the fire at the Point Peter Water Treatment Plant.

RECOMMENDATION: Approval.

HISTORY/ANALYSIS: A fire occurred November, 2012 at the Point Peter Water Treatment Plant which destroyed a city dump truck. We have received funds from the insurance company for the replacement of the dump truck and the deductible. It is necessary to amend the FY13 budget to reflect the receipt of these funds.

Department

Director: _____

Jenny Brown

City

Manager: _____

[Signature]

AN ORDINANCE TO AMEND THE FISCAL YEAR 2013
BUDGET ORDINANCE, CITY OF ST. MARYS, GEORGIA

BE IT AND IT IS HEREBY ORDAINED by the Mayor and Council of the City of St. Marys, Georgia in regular session lawfully assembled for City purposes:

That it is necessary to amend the FY13 Budget to reflect insurance claim funds received for the fire at the Point Peter Water Treatment Plant.

That the above transaction can be fulfilled by changing the following budget accounts in the Water/Sewer Fund:

<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed</u>
505-38.9100 Other Miscellaneous Revenue	\$ 0	+ \$ 61,185	\$ 61,185
505-54310-54.2200 Sewer-Vehicles	\$ 0	+ \$ 56,185	\$ 56,185
505-54310-52.3130	\$ 60,882	+ \$ 5,000	\$ 65,882

ADOPTED in legal assembly this _____ day of _____, 2013.

CITY OF ST. MARYS, GEORGIA

By: _____
William T. DeLoughy, Its Mayor

Attest: _____
Deborah Walker-Reed, Its City Clerk

CITY COUNCIL MEETING
March 4, 2013

TITLE: JANITORIAL SERVICE CONTRACT

PURPOSE: Approve to enter into a contract for janitorial services of various City buildings.

RECOMMENDATION: Award Janitorial Services Contract to Spotless Cleaning Services.

HISTORY/ANALYSIS:

The City currently has a Janitorial Service Contract with Spotless Cleaning Services. The contract expires on March 12th. The City advertised the Invitation to Bid for Janitorial Services Contract. Bids were received from four vendors. It is recommended that the City enter into a contract with Spotless Cleaning Services. Spotless Cleaning Services is a business located in St. Marys. With a base bid of \$33,000 and an alternate bid of \$1,200.00, Spotless Cleaning Services is the lowest bidder.

Department

Director: _____

Jenny Brown

City Manager: _____

[Signature]



MEMORANDUM

To: Jennifer Brown
From: Amy Peeples
Date: February 25, 2013

The table below represents the bid tabulation for the lowest two vendors for the Janitorial Service Contract. I contacted each vendor and clarified the calculation of their totals.

Spotless Cleaning Service is a business located in St. Marys at 1068 Greenwillow Drive. Spotless is the current Vendor and comes in lowest if alternates are included.

J & K is the second lowest when the alternates are included. J & K currently operates out of a home office located in Kingsland at 138 Woodvalley Drive. They intend to operate out of 708 Osborne Street if awarded the contract.

	J & K Quality Cleaning	Spotless Cleaning	Spotless Cleaning (2 nd Alternate)	% difference
Base Bid Amount	\$30,261.00	\$33,000.00	\$33,000.00	9.1%
Alternate Bid - CM	\$3,640.00 (five days per week)	\$1,200.00 (five days per week)	\$300.00 (one day per week)	
Alternate Bid - W	\$3,640.00 (five days per week)	\$1,200.00 (five days per week)	\$900.00 (three days per week)	
	\$37,541.00	\$35,400.00	\$34,200.00	6% & 10%

Irene S. Johnson
J&K Quality Cleaning Solutions, LLC
708 Osborne Street
St. Mary's Georgia 31558

February 27, 2013

Mr. Bill Deloughy, Mayor
Mr. Steven Crowell, City Manager
418 Osborne Street
St. Mary's, Georgia 31558

Gentlemen;

Please accept this statement on my behalf regarding a private meeting that occurred on Friday, February 22, 2013 between Amy Peeples, myself, and Marsha Kitchen. The meeting was called because Marsha was informed by Mrs. Peeples that we had the lowest bid; during that conversation she requested for a copy of our license, she also needed clarification on something. During the meeting, I made a clarification to Mrs. Peeples about the question she asked. She stated at that time that with the additional cost added to the bid that we still had the lowest bid. Mrs. Peeples looked at the bid from "Jose" and compared the bids and stated again that we had the lowest bid. I turned and looked at my partner Marsha Kitchen with a puzzled look because while she was looking at our bid she stated that she needed to call "Jose" in and talk to him. The only problem I have is once the adjustment was made on the tabulation sheet and a copy of our business license was submitted; Mrs. Peeples said we still had the lowest bid. If we still had the lowest bid, there was no need for "Jose" to be called in and given the opportunity to submit a lower bid. I then questioned Mrs. Peeples as to how long will it be before she get back with us; she said I would be in touch. On Tuesday, February 26, 2013 Mrs. Peeples informed my business partner that we no longer had the lowest bid and that "Jose" had won the contract.

The attest that the above statement is true and to the best of my knowledge; if you have any questions for me, please contact me at 904-252-0064.

Thank you in advance for your attention to this matter,

Irene Johnson
/s/



CITY OF ST. MARYS
418 OSBORNE STREET
ST. MARYS, GEORGIA 31558
TELEPHONE: 912/510-4045
FAX: 912/510-4012

JANITORIAL SERVICE CONTRACT
TERMS: March 2013 – March 2014

This Agreement is entered into by and between Spotless Cleaning Service, 1068 Greenwillow Dr., St. Marys, Ga. 31558, and the City of St. Marys, ("City"), a Georgia Municipal Corporation, located at 418 Osborne St., St. Marys, Georgia.

This Agreement is for a term of one (1) year, commencing on March __, 2013 and terminating on March __, 2014. This agreement may be reviewed each year with four one-year renewal options, provided that funds are available in the City's budget.

Spotless Cleaning Service agrees to provide the janitorial service for various department facilities in our City buildings. This Agreement is for the services as determined by the terms and conditions of the Invitation to Bid. As proposed, the required services are detailed on the attached specifications for the City of St. Marys Janitorial Services. Prior to issuance of Notice of Award by the City, Spotless Cleaning Service shall submit proof to the City of all required licenses and submit proof of liability insurance with a minimum of \$ 100,000.00 coverage.

The City of St. Marys agrees to remit payments to Spotless Cleaning Service on a bi-weekly basis as follows:

\$1,315.39 (25 payments) and \$1,315.25 (1 payment) for a total of \$34,200.00 per year as quoted in the bid documents, commencing on March ____, 2013 for the term of the contract.

Spotless Cleaning Service shall indemnify and hold harmless the City of St. Marys, its employees, officers, and agents against any cause of action, loss, liability, damage, cost or expense of any nature whatsoever arising out of or relating to any breach by Spotless Cleaning Service under this Agreement, any negligent act or omission committed by Spotless Cleaning Service in the course of this Agreement, or any misrepresentation made by Spotless Cleaning Service during the term of this Agreement. Spotless Cleaning Service shall maintain compliance with O.C.G.A. § 13-10-91 and shall attach to this Agreement required affidavit(s) pursuant to the "Georgia Security and Immigration Compliance Act" of 2006.

Both parties agree that termination of this contract may occur with 14 days written notice, by either party.

Both parties agree to the aforementioned terms of this contract by signing below.

Spotless Cleaning Service

City of St. Marys

Jose' L. Soler, Owner
Spotless Cleaning Service

William T. DeLoughy
Mayor

Date

Date

Witness

Attested by
Deborah Walker-Reed
City Clerk

The following is an overview of the City's revenue and expenditures for the month ending January 31, 2013, which is the seventh month of fiscal year FY2013. All reports are on a cash basis.

General Fund:

Total revenue for the General Fund was \$5,955,337 plus \$73,325 of allocated budgeted fund equity for a total of \$6,028,662. Total year to date expenditures as of 1/31/13 was \$4,678,594 for a revenue over expenditures balance of \$1,350,068. Available cash balance as of 1/31/13 was \$4,963,213.

Tourism

Total revenue for Tourism fund was \$63,226. Total year to date expenditures as of 1/31/13 was \$72,722 for a shortfall of **\$(9,497)**.

SPLOST

To date we have received SPLOST revenue of \$342,664 plus interest of \$15 for total revenues of \$342,679. Total year to date expenditures as of 1/31/13 was \$393,904 for a shortfall of **\$(51,225)**. This is a reimbursement fund which will net to zero at the end of the fiscal year.

Water/Sewer Fund

Total revenue for the Water/Sewer fund was \$3,999,012. Total year to date expenses as of 1/31/13 was \$3,536,569 for a revenue over expenditures balance of \$426,443. Available cash balance as of 1/31/13 was \$4,324,664.

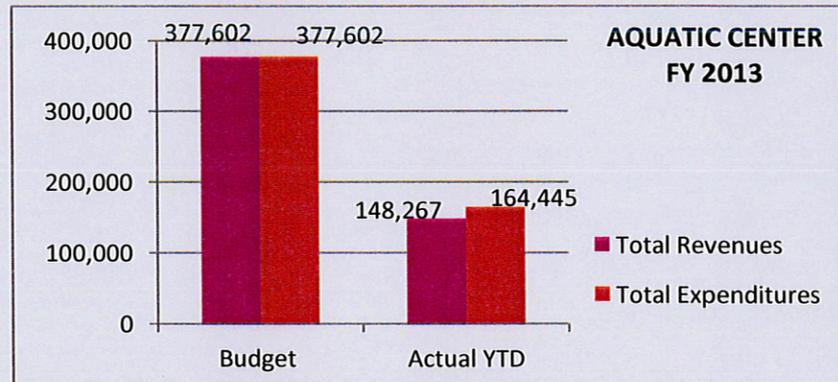
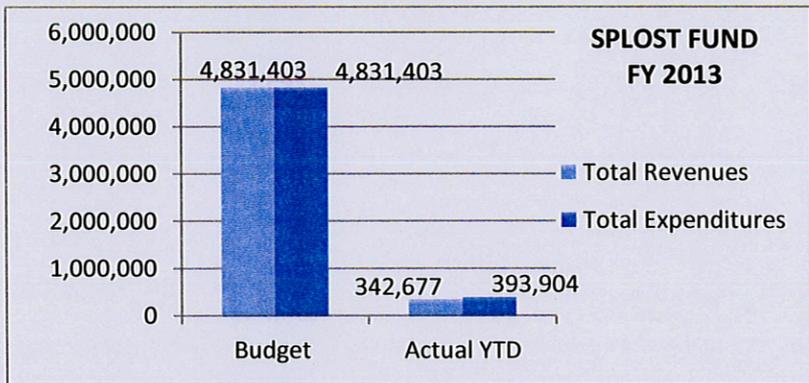
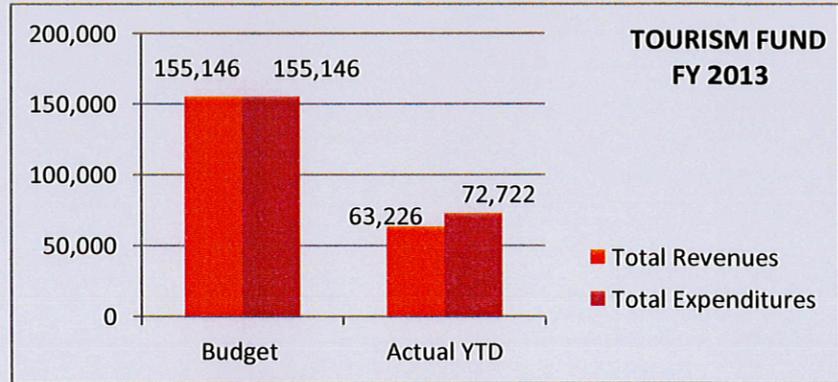
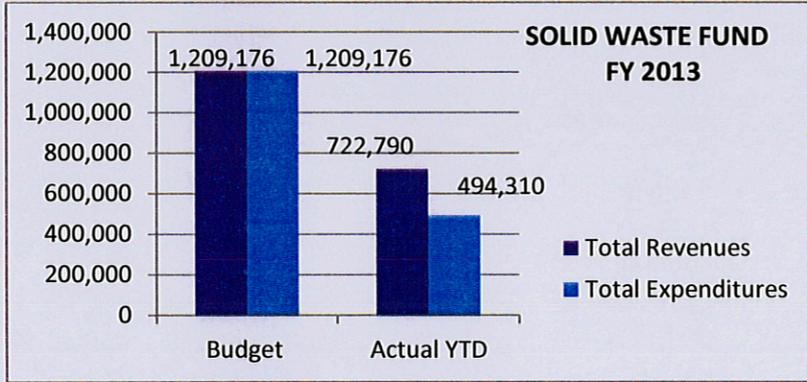
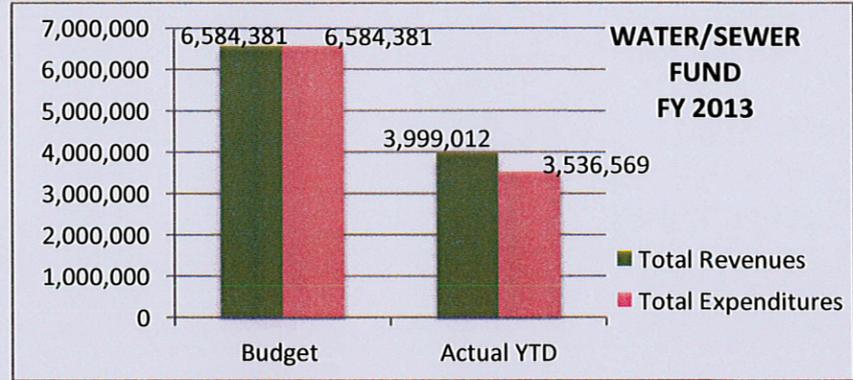
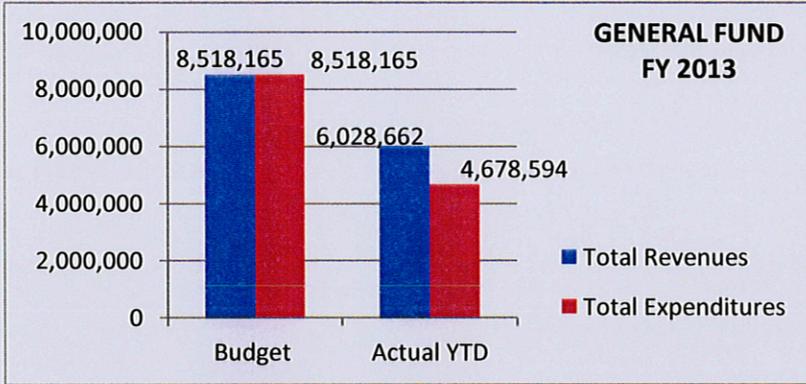
Solid Waste Fund

Total revenue for the Solid Waste fund was \$722,790 which includes budgeted fund equity of \$93,144. Total year to date expenditures as of 1/31/13 was \$494,310 for a revenue over expenditures balance of \$228,480. Available cash balance as of 1/31/13 was \$208,503.

Aquatic

Total revenue for the Aquatic Center was \$148,267 Total year to date expenditures as of 1/31/13 was \$164,445 for a shortfall of **\$(16,178)**.

YTD 01/31/2013 Month Reported



CITY OF ST. MARYS
REVENUE & EXPENSE REPORT (UNAUDITED)

Jan-13

FINANCIAL SUMMARY		MONTHS COMPLETED				7
		% YEAR COMPLETED				58.33%
100-GENERAL FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET	
100.31.1100 REAL PROP CURRENT YEAR	\$ 2,597,400	\$ 413,859	\$ 2,472,588	\$ 2,721,398	95%	
100.31.1190 OVERPAYMENTS/ADJUST TAXES	\$ -	\$ (12,222)	\$ 804	\$ 15,896	#DIV/0!	
100.31.1205 2005 PROP TAX COLL	\$ -	\$ -	\$ -	\$ -		
100.31.1207 2007 PROP TAX COLL	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
100.31.1208 2008 PROPERTY TAX	\$ 5,000	\$ 231	\$ 39,080	\$ 25,638	782%	
100.31.1209 2009 PROPERTY TAX	\$ 10,000	\$ 812	\$ 18,289	\$ 34,433	183%	
100.31.1210 2010 PROPERTY TAX	\$ 20,000	\$ 1,659	\$ 31,244	\$ 76,239	156%	
100.31.1211 2011 PROPERTY TAX	\$ 55,000	\$ 1,900	\$ 51,766	\$ -	94%	
100.31.1310 MOTOR VEHICLE	\$ 190,000	\$ 19,964	\$ 114,416	\$ 110,344	60%	
100.31.1320 MOBILE HOME	\$ 6,000	\$ 138	\$ 1,538	\$ 64	26%	
100.31.1391 RAILROAD TAX	\$ 2,500	\$ -	\$ -	\$ -	0%	
100.31.1600 REAL ESTATE TRANSFER TAX	\$ 6,500	\$ 549	\$ 4,769	\$ 3,744	73%	
100.31.1610 RECORDING INTANGIBLE TAX	\$ 40,000	\$ 4,790	\$ 31,030	\$ 19,364	78%	
100.31.1710 GA POWER FRANCHISE TAX	\$ 750,000	\$ -	\$ -	\$ -	0%	
100.31.1711 OKEF ELEC FRANCHISE TAX	\$ 51,750	\$ 47,921	\$ 47,921	\$ 51,578	93%	
100.31.1730 GAS FRANCHISE TAX	\$ 20,000	\$ 4,929	\$ 9,305	\$ 10,010	47%	
100.31.1750 CABLE TV FRANCHISE TAX	\$ 96,500	\$ -	\$ -	\$ -	0%	
100.31.1760 TELEPHONE FRANCHISE TAX	\$ 24,000	\$ 10	\$ 12,093	\$ 11,996	50%	
100.31.3100 LOCAL OPT SALES AND USE	\$ 1,950,000	\$ 182,351	\$ 1,136,487	\$ 1,138,383	58%	
100.31.4200 ALCOHOLIC BEVERAGE EXCISE	\$ 210,000	\$ 18,836	\$ 135,235	\$ 124,103	64%	
100.31.6200 INSURANCE PREMIUMS (1%)	\$ 810,000	\$ -	\$ 852,970	\$ 803,047	105%	
100.31.6300 FINANCIAL INSTITUTIONS	\$ 27,000	\$ -	\$ -	\$ 1,944	0%	
100.31.9100 PENALTY AND INTEREST	\$ 75,000	\$ 3,528	\$ 54,530	\$ 44,988	73%	
100.31.9500 FIFA LEGAL/PROCESS FEES	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
100.32.1100 BEER/WINE LIC	\$ 85,000	\$ -	\$ 76,172	\$ 74,691	90%	
100.32.1200 GENERAL BUSINESS LIC	\$ 125,000	\$ 42,340	\$ 107,985	\$ 95,145	86%	
100.32.1220 BUSINESS LIC INSURANCE	\$ 22,000	\$ 7,125	\$ 13,313	\$ 16,700	61%	
100.32.2100 BUILDING PERMITS	\$ 65,000	\$ 15,431	\$ 50,015	\$ 51,095	77%	
100.32.2210 ZONING FEES	\$ 4,000	\$ -	\$ 2,480	\$ 6,760	62%	
100.32.2211 LAND-DISTURBING PERMITS	\$ 500	\$ -	\$ -	\$ 464	0%	
100.32.2230 SIGN PERMITS	\$ 3,000	\$ 250	\$ 750	\$ 2,350	25%	
100.32.3200 GAMING FEES	\$ 1,500	\$ -	\$ -	\$ 1,000	0%	
100.32.3910 PLAN REVIEW FEES	\$ 15,000	\$ 4,989	\$ 14,300	\$ 14,886	95%	
100.34..... COPIES SOLD - ADMIN	\$ 13,700	\$ 1,025	\$ 10,867	\$ 8,435	79%	
100.34.1910 QUALIFYING FEES	\$ -	\$ -	\$ -	\$ 1,620	#DIV/0!	
100.34.4212 NSF FEES	\$ 120	\$ -	\$ -	\$ -	0%	
100.34.....REVENUES-ORANGE HALL	\$ 9,100	\$ 259	\$ 3,264	\$ 4,383	36%	
100.34.7500 PROGRAM INCOME - SENIORS	\$ 7,000	\$ 871	\$ 4,010	\$ 4,068	57%	
100.34.9100 CEMETERY FEES	\$ 44,000	\$ 3,823	\$ 16,607	\$ 33,190	38%	
100.34.9900 ADMIN. FEES - TOURISM	\$ 3,600	\$ -	\$ 1,800	\$ 2,100	50%	

**CITY OF ST. MARYS
REVENUE & EXPENSE REPORT (UNAUDITED)**

Jan-13

FINANCIAL SUMMARY		MONTHS COMPLETED			7
		% YEAR COMPLETED			58.33%
100-GENERAL FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
100.34.9902 ADMIN.FEES - MULTIGRANT	\$ -	\$ -	\$ -	\$ -	#DIV/0!
100.34.9910 ADMIN. FEES - SPLOST	\$ 5,500	\$ 3,383	\$ 6,176	\$ 4,625	112%
100.35..... COURT FINES/FEES	\$ 386,700	\$ 26,641	\$ 193,408	\$ 221,907	50%
100.35.1300 LIBRARY FINES/COLLECTIONS	\$ 4,500	\$ 344	\$ 2,805	\$ 2,559	62%
100.36.1000 INTEREST EARNED	\$ 8,500	\$ 640	\$ 3,942	\$ 5,850	46%
100.37.2000 ORANGE HALL DONATION	\$ 100	\$ -	\$ 21	\$ 91	21%
100.38.0001 FUND EQUITY	\$ 125,700	\$ 10,475	\$ 73,325	\$ -	58%
100.38.1000 RENTAL INCOME	\$ 295,000	\$ 31,133	\$ 197,574	\$ 171,304	67%
100.38.1010 SPECIAL EVENTS RENTAL	\$ 7,000	\$ 300	\$ 4,113	\$ 3,875	59%
100.38.9010 MISCELLANEOUS INCOME	\$ 30,566	\$ 3,940	\$ 56,133	\$ 31,113	184%
100.38.9020 SHARED SVC SOL/W & SPLOST	\$ 75,000	\$ 54,129	\$ 67,426	\$ 34,345	90%
100.38.9025 SHARED SERVICES - IDA	\$ -	\$ -	\$ -	\$ -	#DIV/0!
100.38.9028 SHARED SERVICES - BOARD OF ED	\$ 44,579	\$ -	\$ 9,312	\$ -	21%
100.38.9030 SHARED SERVICES CUMB HARB	\$ -	\$ -	\$ -	\$ 63,800	#DIV/0!
100.38.9032 SHARED SERVICES - HOSP AUTH.	\$ 25,000	\$ -	\$ -	\$ -	0%
100.39.1200 OP T/F IN MULT GRANT FUND	\$ 159,850	\$ 98,470	\$ 98,797	\$ 51,565	62%
100.39.1200 OP T/F IN SPLOST	\$ -	\$ -	\$ -	\$ -	#DIV/0!
100.39.2200 SALE CITY PROPERTY	\$ 5,000	\$ -	\$ -	\$ -	0%
100.39.3010 LOAN PROCEEDS	\$ -	\$ -	\$ -	\$ 119,700	#DIV/0!
TOTAL REVENUE	\$ 8,518,165	\$ 994,821	\$ 6,028,662	\$ 6,220,791	71%

**CITY OF ST. MARYS
REVENUE & EXPENSE REPORT (UNAUDITED)**

Jan-13

FINANCIAL SUMMARY	MONTHS COMPLETED	7
	% YEAR COMPLETED	58.33%

100-GENERAL FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
TOTAL LEGISLATIVE	\$ 201,057	\$ 13,653	\$ 96,080	\$ 103,316	48%
TOTAL EXECUTIVE	\$ 258,817	\$ 25,667	\$ 166,592	\$ 160,422	64%
TOTAL FINANCIAL ADMINISTRATION	\$ 853,875	\$ 57,429	\$ 498,968	\$ 477,360	58%
TOTAL IT	\$ 206,349	\$ 12,305	\$ 106,367	\$ 87,902	52%
TOTAL HUMAN RESOURCES	\$ 130,459	\$ 8,770	\$ 73,406	\$ 47,159	56%
TOTAL GEN GOVT BLDGS & PLANT	\$ 176,050	\$ 7,308	\$ 91,813	\$ 81,903	52%
TOTAL MUNICIPAL COURT	\$ 220,760	\$ 15,303	\$ 101,236	\$ 94,003	46%
TOTAL POLICE ADMINISTRATION	\$ 2,249,773	\$ 180,764	\$ 1,268,123	\$ 1,470,221	56%
TOTAL FIRE ADMINISTRATION	\$ 1,657,964	\$ 145,533	\$ 961,938	\$ 928,596	58%
TOTAL PUBLIC WORKS ADMIN	\$ 1,199,180	\$ 58,258	\$ 623,695	\$ 706,256	52%
TOTAL HIGHWAYS & STREETS ADMIN	\$ 315,000	\$ 27,011	\$ 154,121	\$ 155,231	49%
TOTAL CEMETERY	\$ 95,658	\$ 3,162	\$ 32,167	\$ 1,731	34%
TOTAL SENIOR CITIZENS CENTER	\$ 117,220	\$ 6,677	\$ 60,028	\$ 62,560	51%
TOTAL PARKS ADMINISTRATION	\$ 47,320	\$ 3,768	\$ 25,760	\$ 23,162	54%
TOTAL LIBRARY ADMINISTRATION	\$ 299,855	\$ 20,715	\$ 147,270	\$ 173,974	49%
TOTAL PROTECTIVE INSP ADMIN	\$ 123,562	\$ 4,228	\$ 49,236	\$ 51,346	40%
TOTAL PLANNING & ZONING	\$ 157,987	\$ 10,860	\$ 92,586	\$ 90,656	59%
TOTAL ECONOMIC DEVELOPMENT	\$ 176,517	\$ 40,179	\$ 105,024	\$ 66,559	59%
TOTAL AIRPORT	\$ 5,000	\$ 5,800	\$ 9,981	\$ 4,185	200%
TOTAL SPECIAL FACILITIES	\$ 25,762	\$ 2,387	\$ 14,204	\$ 15,007	55%
TOTAL EXPENDITURES	\$ 8,518,165	\$ 649,776	\$ 4,678,594	\$ 4,801,550	55%

REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ 345,045	\$ 1,350,068	\$ 1,419,241
--	-------------	-------------------	---------------------	---------------------

Cash Balances:	\$5,101,899	Run Rate Analysis:	
LESS: Restricted Budgeted Fund Equity	\$125,700	Average YTD Mo. Exp.	\$668,371
Unrestricted Cash Balances	\$4,976,199	Months of Operating Cash	7.43
LESS: Outstanding P.O.'s	\$12,986		
Available Cash	\$4,963,213		

**CITY OF ST. MARYS
REVENUE & EXPENSE REPORT (UNAUDITED)**

Jan-13

FINANCIAL SUMMARY	MONTHS COMPLETED				7
	% YEAR COMPLETED				58.33%
275-SPECIAL REVENU FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
TAXES	\$ 127,116	\$ 5,390	\$ 54,110	\$ 61,975	43%
CHARGES FOR SERVICES	\$ 13,330	\$ 73	\$ 3,053	\$ 5,318	23%
INVESTMENT INCOME	\$ 100	\$ 1	\$ 6	\$ 15	6%
CONTRIBUTIONS/DONATIONS	\$ 600	\$ 18	\$ 170	\$ 672	28%
MISCELLANEOUS	\$ 7,000	\$ 167	\$ 5,887	\$ 4,900	84%
OTHER FINANCING SOURCES	\$ 7,000	\$ -	\$ -	\$ -	0%
TOTAL REVENUES	\$ 155,146	\$ 5,649	\$ 63,226	\$ 72,880	41%

275-SPECIAL REVENU FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
PRSNL SERVICES/BENEFITS	\$ 31,922	\$ 2,453	\$ 14,870	\$ 16,730	47%
PURCHASED/CONTRACTED SVC	\$ 102,549	\$ 11,553	\$ 54,046	\$ 61,092	53%
SUPPLIES	\$ 8,675	\$ 682	\$ 2,807	\$ 3,712	32%
INTERGOVERNMENTAL	\$ 12,000	\$ -	\$ 1,000	\$ 8,100	8%
TOTAL TOURISM	\$ 155,146	\$ 14,689	\$ 72,722	\$ 89,634	47%

REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ (9,040)	\$ (9,497)	\$ (16,754)	0
--	------	------------	------------	-------------	---

Cash Balances: (-sal/fica-due to pooled cash)	-\$17,550	Run Rate Analysis:
LESS: Restricted Budgeted Fund Equity	\$0	Average YTD Mo. Exp. \$10,389
Unrestricted Cash Balances	-\$17,550	Months of Operating Cash (1.87)
LESS: Outstanding P.O.'s	\$1,894	
Available Cash	-\$19,444	

**CITY OF ST. MARYS
REVENUE & EXPENSE REPORT (UNAUDITED)**

Jan-13

FINANCIAL SUMMARY				MONTHS COMPLETED	7
				% YEAR COMPLETED	58.33%
320-SPLOST FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
TAXES	\$ 4,831,403		\$ 342,664	\$ 498,473	7%
INVESTMENT INCOME	\$ -	\$ 2	\$ 15	\$ 61	#DIV/0!
MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	
OTHER FINANCING SOURCES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL REVENUES	\$ 4,831,403	\$ 2	\$ 342,679	\$ 498,534	7%

320-SPLOST FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
320.51512-52.1210 AUDIT - SPLOST V	\$ -	\$ -	\$ -	\$ -	#DIV/0!
320.54220-54.1240 DRAINAGE - SPLOST V	\$ -	\$ -	\$ -	\$ -	#DIV/0!
320.54220-54.1410 SDEWLK/HNCAP V	\$ -	\$ -	\$ -	\$ -	#DIV/0!
320.54220-54.1415 PAVING/OVERLAY V	\$ -	\$ -	\$ -	\$ -	#DIV/0!
320.54220-54.1422 ROADWAYS SPLOST V	\$ -	\$ -	\$ -	\$ -	#DIV/0!
320.54220-54.1422 CAPITAL IMPROV SPL V	\$ -	\$ -	\$ -	\$ -	#DIV/0!
320.56180-54.1300 LIBRARY SPLOST V	\$ -	\$ -		\$ 2,005	#DIV/0!
320.56180-54.1310 MULTI MEDIA SPLOST V	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL EXPENDITURES V	\$ -	\$ -	\$ -	\$ 2,005	#DIV/0!

320-SPLOST FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
320.51512-52.1211 AUDIT SPLOST VI	\$ 6,000	\$ -	\$ 3,000	\$ 3,000	50%
320.51565-54.1500 CITY BUILDINGS VI	\$ 475,000	\$ 79,189	\$ 257,927	\$ 1,260	54.3%
320.54220-54.1241 DRAINAGE - SPLOST VI	\$ 2,000,000	\$ 19,731	\$ 58,750	\$ 68,680	3%
320.54220-54.1416 PAVING/OVERLAY VI	\$ 1,850,403	\$ 37,815	\$ 74,228	\$ 167,720	4%
320.54310-54.1202 SEWER INFRA SPLOST VI	\$ 500,000	\$ -	\$ -	\$ -	0%
320.59000-61.1000 OPERATING TFR OUT	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL EXPENDITURES VI	\$ 4,831,403	\$ 136,735	\$ 393,904	\$ 240,660	8.15%

REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ (136,733)	\$ (51,225)	\$ 255,869
--	------	--------------	-------------	------------

Cash Balances:	\$467	Run Rate Analysis:	
LESS: Restricted Budgeted Fund Equity	\$0	Average YTD Mo. Exp.	\$56,272
Unrestricted Cash Balances	\$467	Months of Operating Cash	(0.00)
LESS: Outstanding P.O.'s	\$509		
Available Cash	-\$41		

**CITY OF ST. MARYS
REVENUE & EXPENSE REPORT (UNAUDITED)**

Jan-13

FINANCIAL SUMMARY	MONTHS COMPLETED				7
	% YEAR COMPLETED				58.33%
505-WATER AND SEWER FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
505.33.4110 STATE GOV GRANTS-DIRECT	\$ 179,700	\$ 165,151	\$ 165,151	\$ 480,256	92%
505.34.4210 WATER CHARGES	\$ 2,140,000	\$ 178,158	\$ 1,244,015	\$ 1,258,340	58%
505.34.4211 TRANSFER/TEMP SERVICES	\$ 45,000	\$ 4,585	\$ 26,195	\$ 27,663	58%
505.34.4212 RECONNECTION NSF FEES	\$ 72,000	\$ 6,600	\$ 48,250	\$ 48,339	67%
505.34.4213 LATE FEES AND PENALTIES	\$ 135,000	\$ 9,132	\$ 77,040	\$ 80,651	57%
505.34.4214 TURN ON FEE	\$ 40,000	\$ 3,815	\$ 24,780	\$ 23,730	62%
505.34.4216 CAP RECOVERY WATER - DEV	\$ 36,000	\$ 598	\$ 24,621	\$ 16,127	68%
505.34.4217 WATER CHARGES 2	\$ 700,000	\$ 59,305	\$ 414,249	\$ 419,581	59%
505.34.4230 SEWERAGE CHARGES	\$ 1,966,500	\$ 168,648	\$ 1,171,775	\$ 1,178,343	60%
505.34.4231 SEWER CHARGES 2	\$ 680,000	\$ 56,152	\$ 391,800	\$ 396,956	58%
505.34.4236 CAP RECOVERY METER - DEV	\$ 6,720		\$ 4,480	\$ 2,520	67%
505.34.4256 CAP RECOVERY SEWER - DEV	\$ 117,000	\$ 2,082	\$ 78,451	\$ 37,837	67%
505.34.4263 CONSTRUCTION FEES	\$ 48,000	\$ 3,816	\$ 86,908	\$ 39,962	181%
505.38.0001 FUND EQUITY	\$ 406,461	\$ 33,872	\$ 237,102	\$ -	58%
505..... INTEREST/MISC/OTHER REVENUES	\$ 12,000	\$ 975	\$ 4,194	\$ 19,571	35%
TOTAL REVENUE	\$ 6,584,381	\$ 692,887	\$ 3,999,012	\$ 4,029,875	61%

SANITATION ADMINISTRATION EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
PRSNL SERVICES/BENEFITS	\$ 908,140	\$ 67,339	\$ 519,653	\$ 534,986	57%
PURCHASED/CONTRACTED SVC	\$ 405,981	\$ 35,951	\$ 244,671	\$ 227,245	60%
SUPPLIES	\$ 682,875	\$ 48,111	\$ 322,023	\$ 283,906	47%
CAPITAL OUTLAY	\$ 249,700	\$ 2,449	\$ 191,638	\$ 574,614	77%
DEPRECIATION/AMORTIZATION	\$ -	\$ -	\$ -	\$ -	#DIV/0!
INTERGOVERNMENTAL	\$ 100,000	\$ -	\$ -	\$ -	0%
DEBT SERVICES/FISCAL AGENT FEES	\$ 10,000	\$ 600	\$ 4,950	\$ 821	50%
TOTAL SANITARY ADMINISTRATION	\$ 2,356,696	\$ 154,450	\$ 1,282,935	\$ 1,621,573	54%

WATER ADMINISTRATION EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
PRSNL SERVICES/BENEFITS	\$ 751,603	\$ 55,546	\$ 430,329	\$ 430,407	57%
PURCHASED/CONTRACTED SVC	\$ 241,638	\$ 21,314	\$ 107,844	\$ 94,925	45%
SUPPLIES	\$ 314,975	\$ 23,122	\$ 136,825	\$ 127,688	43%
CAPITAL OUTLAY	\$ 75,000	\$ -	\$ -	\$ 3,710	
DEPRECIATION/AMORTIZATION	\$ -	\$ -	\$ -	\$ -	
INTERGOVERNMENTAL	\$ 80,000	\$ -	\$ -	\$ -	0%
DEBT SERVICES/FISCAL AGENT FEES	\$ 3,000	\$ -	\$ 689	\$ 689	23%
TOTAL WATER ADMINISTRATION	\$ 1,466,216	\$ 99,982	\$ 675,687	\$ 657,420	46%

CITY OF ST. MARYS
REVENUE & EXPENSE REPORT (UNAUDITED)

Jan-13

FINANCIAL SUMMARY					MONTHS COMPLETED	7
					% YEAR COMPLETED	58.33%
DEBT SERVICE-PRINCIPLE EXPENDITURE SUMMARY		CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET	
505.58000-58.1110 BOND PYMT 88 & 92 PRIN	\$ 285,000	\$ -	\$ 285,000	\$ 270,000		
505.58000-58.1340 GEFA LOAN 95-021-W	\$ 1,558	\$ -	\$ 1,558	\$ 10,496	100%	
505.58000-58.1350 GEFA LOAN 97-L97-WS PR	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
505.58000-58.1360 GEFA LOAN 98-L46-WJ PR	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
505.58000-58.1370 GEFA LOAN CW00-017	\$ -	\$ -	\$ -	\$ 30,943	#DIV/0!	
505.58000-58.1380 GEFA LOAN CWS-RF-0	\$ 233,148	\$ 19,303	\$ 134,924	\$ 130,755	58%	
505.58000-58.1382 GEFA LOAN 2010-L26WQ	\$ 41,325	\$ -	\$ -	\$ -	0%	
505.58000-58.1385 EQUIPMENT LOANS PR	\$ -	\$ -	\$ -	\$ 47,686	#DIV/0!	
DEBT SERVICE-PRINCIPLE	\$ 561,031	\$ 19,303	\$ 421,482	\$ 489,880	75%	

DEBT SERVICE-INTEREST EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET	
505.58000-58.2110 BOND PAYMENT 88 & 92	\$ 139,191	\$ -	\$ 139,191	\$ 156,188	100%	
505.58000-58.2115 INTEREST-BOND INT 2010	\$ 1,915,400	\$ -	\$ 957,700	\$ 957,700	50%	
505.58000-58.2340 GEFA LOAN 95-021-WQ INT	\$ 7	\$ -	\$ 7	\$ 502	100%	
505.58000-58.2350 GEFA LOAN 97-L97-WS INT	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
505.58000-58.2360 GEFA LOAN 98-L46-WJ INT	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
505.58000-58.2370 GEFA LOAN CW00-017	\$ -	\$ -	\$ -	\$ 181	#DIV/0!	
505.58000-58.2380 GEFA LOAN CWS-RF-0	\$ 100,265	\$ 8,482	\$ 59,567	\$ 63,736	59%	
505.58000-58.2382 GEFA LOAN 2010 L26WQ	\$ 45,575	\$ -	\$ -	\$ -	0%	
505.58000-58.2385 EQUIPMENT LOANS	\$ -	\$ -	\$ -	\$ 417	#DIV/0!	
DEBT SERVICE-INTEREST	\$ 2,200,438	\$ 8,482	\$ 1,156,465	\$ 1,178,724	53%	

505-59000-61.1000 OPERATING TFR OUT	\$ -	\$ 36,000	\$ 36,000	\$ -	
-------------------------------------	------	-----------	-----------	------	--

TOTAL EXPENDITURES	\$ 6,584,381	\$ 282,217	\$ 3,536,569	\$ 3,947,597	54%
---------------------------	---------------------	-------------------	---------------------	---------------------	------------

REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ 374,670	\$ 426,443	\$ 82,278	
--	-------------	-------------------	-------------------	------------------	--

Cash Balances:	\$4,798,646	Run Rate Analysis:	
LESS: Restricted Budgeted Fund Equity	\$406,461	Average YTD Mo. Exp.	\$505,224
Unrestricted Cash Balances	\$4,392,185	Months of Operating Cash	8.56
LESS: Outstanding P.O.'s	\$67,522		
Available Cash	\$4,324,664		

CITY OF ST. MARYS
REVENUE & EXPENSE REPORT (UNAUDITED)

Jan-13

FINANCIAL SUMMARY	MONTHS COMPLETED				7
	% YEAR COMPLETED				58.33%
540-SOLID WASTE FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
540.34.4111 RESIDENTIAL REFUSE CHARGE	\$ 970,000	\$ 80,960	\$ 568,917	\$ 567,388	59%
540.34.4112 COMMERCIAL REFUSE CHARGES	\$ 22,000	\$ 1,884	\$ 13,024	\$ 13,172	59%
540.34.4190 LATE FEES AND PENALTIES	\$ 22,500	\$ 1,773	\$ 13,459	\$ 13,615	60%
540.34.9900 OTHER CHARGES	\$ 35,000	\$ 5,025	\$ 34,245	\$ 34,950	98%
540.36.1000 INTEREST REVENUES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
540.38.0001 FUND EQUITY	\$ 159,676	\$ 13,306	\$ 93,144	\$ -	58%
TOTAL REVENUES	\$ 1,209,176	\$ 102,948	\$ 722,790	\$ 629,125	60%

540-SOLID WASTE FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	JAN YTD 2013	JAN YTD 2012	% YTD BUDGET
PRSNL SERVICES/BENEFITS	\$ 81,076	\$ 5,445	\$ 44,744	\$ 44,326	55%
PURCHASED/CONTRACTED SVC	\$ 1,114,440	\$ 73,997	\$ 447,530	\$ 541,555	40%
SUPPLIES	\$ 3,660	\$ 202	\$ 2,036	\$ -	56%
INTERGOVERNMENTAL	\$ 10,000	\$ -	\$ -	\$ -	0%
DEPRECIATION/AMORTIZATION	\$ -	\$ -	\$ -	\$ -	#DIV/0!
TOTAL SOLID WASTE COLLECTION	\$ 1,209,176	\$ 79,644	\$ 494,310	\$ 585,881	41%

REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ 23,304	\$ 228,480	\$ 43,244	0
-----------------------------------	------	-----------	------------	-----------	---

Cash Balances:	\$368,179	Run Rate Analysis:	
LESS: Restricted Budgeted Fund Equity	\$159,676	Average YTD Mo. Exp.	\$70,616
Unrestricted Cash Balances	\$208,503	Months of Operating Cash	2.95
LESS: Outstanding P.O.'s			
Available Cash	\$208,503		

555 -AQUATIC CENTER FINANCIAL SUMMARY	Budget	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	12Mths	YTD 01/2013 YTD	02/2012 YTD
REVENUE SUMMARY																	
CHARGES FOR SERVICES	377,602	-	-	4,837	11,054	61,394	95,865	108,422	26,500	9,256	775	125	275	1,324	318,503	146,677	159,367
INVESTMENT INCOME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTRIBUTIONS/DONATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS	-	-	-	-	7	131	(49)	108	112	1,209	17	-	-	144	1,535	1,590	1,859
OTHER FINANCING SOURCES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	377,602	-	-	4,837	11,061	61,525	95,816	108,530	26,612	10,465	792	125	275	1,468	320,038	148,267	161,226
EXPENDITURE SUMMARY																	
PRSNL SERVICES/BENEFITS	174,152	301	1,176	2,113	3,912	14,250	31,521	34,138	31,369	6,656	474	1,587	1,201	1,129	128,698	76,553	90,781
PURCHASED/CONTRACTED SVC	71,650	2,659	6,809	4,931	4,368	5,507	5,822	3,119	6,517	4,969	5,247	4,141	4,770	4,531	58,859	33,294	23,851
SUPPLIES	131,800	3,694	3,341	4,740	10,525	13,071	28,688	12,974	10,329	8,992	7,045	7,857	4,373	3,026	115,629	54,598	61,362
CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
DEPRECIATION/AMORTIZATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL AQUATIC CENTER	377,602	6,654	11,326	11,784	18,805	32,828	66,031	50,231	48,215	20,617	12,766	13,585	10,344	8,687	303,186	164,445	175,994
REVENUE OVER/(UNDER) EXPENDITURES	-	(6,654)	(11,326)	(6,947)	(7,744)	28,697	29,785	58,299	(21,603)	(10,152)	(11,974)	(13,460)	(10,069)	(7,219)	16,852	(16,178)	(14,768)

Cash Balances:	-\$118,658	Run Rate Analysis:	
LESS: Restricted Budgeted Fd Equity	\$0	Average YTD Mo. Exp.	\$41,111
Unrestricted Cash Balances	-\$118,658	Months of Operating Cash	(2.89)
LESS: Outstanding P.O.'s	\$91		
Available Cash	-\$118,750		