



## CITY OF ST. MARYS, GEORGIA

May 21, 2012

### FY 13 BUDGET HEARING

5:30 p.m.

### CITY COUNCIL MEETING

6:00 p.m.

### **AMENDED** **AGENDA**

**I. CALL TO ORDER**

**II. INVOCATION:** *Councilmember Post*

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

**QUORUM: YES**\_\_\_ **NO**\_\_\_

**V. APPROVAL OF MINUTES:** *May 7, 2012 Regular City Council Meeting Minutes*  
*May 7, 2012 FY13 Budget Public Hearing Minutes*

**PRESENTATION:**

**STATE REPRESENTATIVE JASON SPENCER** **(ADDED)**

**GEORGIA CITIES WEEK ESSAY AND ART AWARDS:** *Artie Jones, III, Economic Dev. Director*

**AIRPORT AUTHORITY ANNUAL REPORT:** *Jay Stanford, Chairman* **(POSTPONED)**

**BOARD TERM EXPIRATION OR VACANCY ANNOUNCEMENT:**

1. Orange Hall Foundation: *(Wilkerson, Weaver & Moerman)* 6/5/12
2. Development Authority *(Rowland)* Resignation
3. Oak Grove Cemetery Authority *(Five Board Members)*

**VI. SET CONSENT AGENDA**

**VII. APPROVAL OF THE AGENDA**

**VIII. GRANTING AUDIENCE TO THE PUBLIC:**

**IX. OLD BUSINESS:**

**A. CHARTER AMENDMENT:** *Contracting Procedures* (First Reading)

To amend the Charter "Home Rules" in conflict with the legal services contract as advertised in the Tribune & Georgian for three consecutive weeks

**B. GAINES DAVIS SUBDIVISION AREA SANITARY SEWER PROJECT:**

1. **Mobile Home Park** (Hightower Street)
2. **Design Phases**

**X. NEW BUSINESS:**

**A. FY 2013 Proposed BUDGET ORDINANCE:.....TAB “C”**

To adopt the FY13 Budget

**B. BUDGET ORDINANCES: Coastal Incentive Grant.....TAB “D”**

To record grant funds for dock repairs at the St. Marys Intracoastal Gateway property

**C. BUDGET ORDINANCES: GEFA Grant.....TAB “E”**

To record fund received from Georgia Environmental Facilities Authority grant award

**D. FIREFIGHTER VACANCY:.....TAB “F”**

To request permission to hire a full-time Firefighter to fill a SAFER grant position

**E. GEORGIA DEPARTMENT OF LABOR CAREER CENTER:.....TAB “G”**

Discuss the potential use of the old city library owned by the City of St. Marys as an alternative site for the GDOL Career Center and allow staff to negotiate reasonable terms of the facility with the GDOL

**F. SUPERIOR VISION CONTRACT:.....TAB “H”**

To authorize the City Manager to enter into an agreement with Superior Vision for a voluntary Vision Plan for City employees

**G. BENSINGER DUPONT ASSOCIATES AGREEMENT: Employees Assistance Program.....TAB “P”**

To authorize the City Manager to enter into an agreement with Bensinger, DuPont & Associates for an Employee Assistance Program

**H. DEPARTMENT OF HOMELAND SECURITY, US CITIZENSHIP & IMMIGRATION SERVICES MOA:.....TAB “J”**

To renew a federal mandated agreement with DHS-USCIS for the verification of illegal aliens

**I. LAZY RIVER CHANGE ORDER: Aquatic Center.....TAB “K”**

Consideration of change order request by contractor

**J. FORT ERIE, ONTARIO, AS ST. MARYS BI-NATIONAL PEACE GARDEN SISTER CITY (ADDED).....TAB “L”**

**XI. REPORT OF AUTHORITIES, BOARDS, COMMISSIONS & COMMITTEES:**

**A. PLANNING DIRECTOR’S REPORT:.....TAB “M”**

1. **DE-ANNEXATION:** Gregory & Starr Whitaker, 1709 Highway 40 E., has requested De-annexation of parcel 122-007A from the City of St. Marys. The property is zoned.
2. **HPC RESOLUTION UPDATE:** Donna Asbell, The Blue Goose's issue referred back to the Historic Preservation Commission

**B. FINANCE DIRECTOR'S REPORT: .....TAB "N"**

**C. CITY CALENDAR: *City Clerk***

**XII. REPORT OF MAYOR:**

**XIII. GRANTING AUDIENCE TO THE PUBLIC**

MAYOR AND COUNCIL COMMENTS

CITY MANAGER'S COMMENTS

**XIV. EXECUTIVE SESSION: *Real Estate (ADDED)* Councilmember Morrissey**

**XV. ADJOURNMENT:**

**CITY OF ST. MARYS, GEORGIA  
PUBLIC HEARING**

**“PROPOSED FY13 BUDGET”  
May 7, 2012  
5:30 p.m.**

**MINUTES**

The Mayor and City Council of the City of St. Marys conducted a Public Hearing for the proposed FY13 Budget in the Council Chambers at City Hall on May 7, 2012 at 5:30.

**PRESENT WERE:**

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

**CITY OFFICIALS PRESENT:**

Steven S. Crowell, Jr., City Manager  
Roger Weaver, Planning Director  
Bobby Marr, Public Works Director  
Robby Horton, Fire Chief  
Jennifer Brown, Finance Director  
Donna Folsom, HR Director  
Artie Jones, III, Economic Dev. Director  
Angela Wigger, Tourism Director  
Marsha Hershberger, Asst. Finance Director  
Judy Armantrout, Library Manager  
Nicole Goebel, IT Assistant  
Shannon Brock, Sergeant-At-Arms

Mayor DeLoughy called the hearing to order at 5:30 p.m., and opened the floor to the Public for questions and/or comments.

**GRANTING AUDIENCE TO THE PUBLIC**

Jeremy Spencer, 165 Kristins Drive: Reduction of water/sewer debt plans.

Mayor DeLoughy responded that the City Manager is working on the study. Answers will be provided when the documentation with citizens input and data is completed.

Bob Nutter, 521 Moeckel Place: Questioned what SPLOST numbers were used for the budget and revenues generated to date. The Finance Director responded that numbers were from the current SPLOST and revenue information was not with her at this time.

Councilmember Gant stated the new digest was not in at this time so the budget would need to be revisited when it is received.

Chris Thurner, 202 West Bryant Street: Opposed to the fireworks budget because of the impact it would have on Kiwanis funding for the community projects.

Bob Nutter, 521 Moeckel Place: Questioned whether solid waste funds of \$1.2 million were based on the current rate of \$15.46. The Finance Director responded that it was on the current rate.

**ADJOURNMENT**

Mayor DeLoughy declared the Public Hearing closed at 5:39 p.m.

Respectfully submitted,

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Darlene M. Roellig, City Clerk

**CITY COUNCIL MEETING**  
**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, May 7, 2012 in the Council Chamber at City Hall.

**PRESENT WERE:**

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

**CITY OFFICIALS PRESENT:**

Steven S. Crowell, Jr., City Manager  
Gary Moore, City Attorney  
Roger Weaver, Planning Director  
Bobby Marr, Public Works Director  
Robby Horton, Fire Chief  
Jennifer Brown, Finance Director  
Donna Folsom, HR Director  
Artie Jones, III, Economic Dev. Director  
Angela Wigger, Tourism Director  
Marsha Hershberger, Asst. Finance Director  
Judy Armantrout, Library Manager  
Nicole Goebel, IT Assistant  
Shannon Brock, Sergeant-At-Arms

**CALL TO ORDER:**

Mayor DeLoughy called the City Council Meeting to order at 6:00 p.m. Councilmember Bird 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:**

*April 16, 2012 Regular City Council Meeting Minutes*

Councilmember Stasinis made a motion to approve the April 16, 2012 regular City Council meeting minutes. Councilmember Howell seconded the motion. Voting was recorded as follows:

**FOR**  
Councilmember Bird  
Councilmember Gant  
Councilmember Howell  
Councilmember Morrissey  
Councilmember Stasinis

**ABSTAINED**  
Councilmember Post

April 26, 2012 Special Called City Council Meeting Minutes

Councilmember Stasinis made a motion to approve the April 26, 2012 special called City Council meeting minutes. Councilmember Morrissey seconded the motion. Voting was unanimous in favor of the motion.

**PRESENTATION:**

**HEART & SOUL TOUR:** *Recognition*

The Economic Development Director gave an overview of the Georgia Municipal Association and the Georgia Cities Foundation. A bus tour was held in April to show state agency heads, business leaders, downtown developers and philanthropists ways in which cities are revitalizing and capitalizing on their downtown. St. Marys had the distinct honor to participate in this year's tour as part of an overall effort to educate and inform state leaders on the importance of successful downtown development and its role in supporting overall economic development efforts. Approximately 50 people participated in the tour, with some joining the tour at particular stops along the way.

The local group who performed the song "St. Marys" during the Heart & Soul Tour was thanked and introduced to perform for us this evening during a slideshow of the tour. Loretta Hutchinson composed and sung "St. Marys" and is accompanied by Ronald McDowell and Leon Mack.

Mayor DeLoughy presented letters of appreciation to the participants in the 2012 Georgia Heart & Soul Tour and commended everyone for their steadfast support. The participants in the Tour were as follows:

Loretta Hutchinson	Barbara Ryan
Ronald McDowell	Leon Mack
Chris Thurner	Allan Smith

**JOINT PROCLAMATION HABITAT FOR HUMANITY NATIONAL WOMEN BUILD WEEK**

Mayor DeLoughy declared "May 5-13, 2012 Women Build Week" on behalf of the leaders of the City of St. Marys, City of Kingsland, City of Woodbine, Camden County Board of Commissioners and Habitat for Humanity of Camden County. He also proclaimed that the leaders of our community commended this observance during the week of May 5-13, 2012 to the citizens of Camden County.

**ORANGE HALL FOUNDATION ANNUAL REPORT:** *Conn Cole, Chairman*

Mr. Cole presented the annual reporting on the Mission of the Foundation; membership changes; friends, partnerships and marketing; Fundraisers and grants; webpage and social media; furniture

database; house structure; Georgia Trust designation; ghost hunting interests and future repairs. A copy of the report is attached as part of the official minutes.

**HOSPITAL AUTHORITY ANNUAL REPORT:** *Frank Frasca, Chairman*

Mr. Frasca presented a report on the changes made at the Senior Center which included window tinting; lighting replacement; installation of a water pump for the pond; Automated External Defibrillator (AED); 250 foot concrete walking path and a room divider. The Hospital Authority supports activities such as the Senior Prom; Christmas luncheon; daily lunches and a two year exercise program for a healthy lifestyle. Future plans for seniors include a Ti-chi program, possible air conditioner replacement, contributions for Camden House funding and library contributions. Mr. Frasca presented the City with a check for \$25,000 for senior lunches.

Councilmember Gant met with Mr. Frasca to explore new ideas to help more seniors in different ways and suggested meeting with the Hospital Authority. Councilmember Howell expressed his appreciation for the donation of the AED and Cardiopulmonary Resuscitation (CPR) training at the Senior Center.

**SET CONSENT AGENDA (\*):**

Councilmember Gant moved to approve the consent agenda items A, B, C, D, F, and I. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

**APPROVAL OF THE AGENDA:**

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

**GRANTING AUDIENCE TO THE PUBLIC:**

Alex Kearns, 902 Ann Street: Thanked City staff for the flag installation; removal of derelict vessels; the River Watch Committee; 2012 recycling figures were 31.1 tons and suspension of Miocene Holdings LLC's plans.

Joe Lucent, 821 Riverview Drive: Alcohol license grandfathering of future business.

Jeff Stanford, 509 Osborne Street: Ten year anniversary of the effort to relocate the St. Marys Airport.

Barbara Ryan, 711 Mildred Street: Shared resource for the Film Alliance for film and television projects, announced Royal Pains airing on June 6<sup>th</sup>, Love Town in August and Eye of the Hurricane Memorial Day weekend at Theatre by the Trax.

Rick Frey, 506 Bailey Street: Invited the public to attend the fundraiser to benefit Carrey Casey and Joe Proffit after their house fire at Theatre by the Trax on Friday, May 11<sup>th</sup>.

**OLD BUSINESS:**

There was no "Old Business" for Council consideration at this time.

**NEW BUSINESS:**

**A. ST. MARYS DOWNTOWN MERCHANTS: *Arts & Music Stroll***

Council consideration to approve a one-day event for temporary open container alcohol sales

Councilmember Gant moved to approve the St. Marys Downtown Merchant's Arts & Music Stroll event as presented. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

**B. DILAPIDATED STRUCTURE ORDINANCE:**

Approval of the ordinance for the demolition and removal of the structure located on Finley Street, tax parcel S26-02-001

Councilmember Gant moved to approve the Dilapidated Structure Ordinance as presented. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

**C. PAUPERS CEMETERY:**

To authorize volunteers to clean, maintain, and install markers, paths and other landscape features as appropriate in what has been traditionally known as the Paupers Cemetery

Councilmember Gant moved to approve the Paupers Cemetery proposal as presented. Councilmember Post seconded the motion. Council discussed volunteers signing liability waivers. Voting was unanimous in favor of the motion.

**D. FIRST BAPTIST CHURCH ST. MARYS: *Request Right-of-Way Authorization***

Council consideration to build a canopy roof that will encroach over City property

Councilmember Gant moved to approve the right-of way request for the First Baptist Church St. Marys. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

**E. SCHEDULE A BUDGET WORK SESSION:**

To discuss changes to the proposed FY 2013 Budget

Councilmember Stasinis made a motion to schedule the Budget Work Session on May 14<sup>th</sup> at 4-6 p.m. Councilmember Gant seconded the motion. Voting was unanimous in favor of the motion.

**F. BUDGET ORDINANCE: *Fi Fa Fees***

To transfer funds to cover Fi Fa recording fees

Councilmember Gant moved to approve the Budget Ordinance for the Fi Fa fees as presented. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

**G. GEORGIA MUNICIPAL ASSOCIATION: *Election***

To elect the 2012-2013 GMA District 12 Officers

Councilmember Stasinis made a motion to nominate Mr. Fowler. Councilmember Gant seconded the motion. Voting was unanimous in favor of the motion. Recorded as follows:

Councilmember Bird moved to appoint the whole slate. Councilmember Gant seconded the motion. Voting was recorded as follows:

<b>FOR</b>	<b>ABSTAINED</b>
Councilmember Bird	Councilmember Post
Councilmember Gant	
Councilmember Howell	
Councilmember Morrissey	
Councilmember Stasinis	

**H. 2012 GMA ANNUAL CONVENTION: *Voting Delegate, Flag Bearer & Door Prize***

Council consideration to appoint a voting delegate, designate a flag bearer, and to discuss donating a door prize for the Georgia Municipal Association annual convention in Savannah

Councilmember Morrissey moved to appoint Keith Post as the voting delegate and flag bearer. Councilmember Stasinis seconded the motion. Voting was unanimous in favor of the motion.

**I. JOINT RESOLUTION: *Department of Labor Career Center***

In support of the physical presence and operation of the Georgia DOL Kings Bay Career Center in Camden County

Councilmember Gant moved to approve the Joint Resolution in support of the Department of Labor Career Center as presented. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

**J. CITY PROPERTY AT MILLER STREET: *Discussion***

Consideration of a request by adjacent property owners to individually purchase parts of the Miller Street Park and Paper Street. Property owners would expend funds to provide the necessary survey drawing, appraisals, deed preparation and recording, and other items related to the request once the land lock issue is resolved.

Councilmember Howell made a motion to approve the request by adjacent property owners to individually purchase parts of the Miller Street Park and Paper Street. Councilmember Bird seconded the motion. The City Attorney pointed out that there were many formalities in the law when it comes to abandoning or divesting ourselves of property. Part of the requirements could be that the person who gave or sold the property to the City could have the property back or repurchase the property. It can be a complicated process before

achieving this request. Council discussed changing the motion to include the attorney's response; access to the property; best use to increase values; tax collection and donor feedback. Voting was unanimous in favor of the motion.

**K. GAINES DAVIS SUBDIVISION AREA SANITARY SEWER PROJECT:**

Council clarification/decisions on the project

The following are items that Council discussed to make policy decisions on (ordinance changes) or provide clarification/direction to Staff.

General

1. It has been discussed by City Council to allow residents to connect at the 2000 capital recovery rate which was \$1500 for sewer.
  - o After reviewing City Council Meeting minutes, a record of any vote setting the rates at the time of annexation has not been located.
  - o The current Capital Recovery Fee for Sewer is \$7,110.

Councilmember Gant made a motion that the Sewer Capital Recovery Fee for the Spur 40 Annexed Area will be set at the rate at the time of annexation. Councilmember Bird seconded the motion. Councilmember Post asked whether there was an issue with him voting since he resides in the subdivision. The City Attorney stated that there was not a problem with voting since Mr. Post was not getting any gain that was not available to anybody else. Voting was unanimous in favor of the motion.

2. When sewer becomes available, the residents that have not connected to the City water must also connect to the City water. Water service has been available to most residents since before the area was annexed. Will the Capital Recovery fees for water be retroactive for the residents who have not connected to City water or will they be granted a discount price or will they have to pay the current rate?
  - o The 2000 Capital Recovery Fee for water was \$750.
  - o The current Capital Recovery Fee for water is \$2,190.

Councilmember Bird moved to have the recovery fees for water at the 2000 level for the Gaines Davis subdivision. Councilmember Stasinis seconded the motion. Council discussed the number of potential customers connecting to sewer and water; increasing the water fee to \$1,500 to pay down the debt; history of the annexation and water and septic investments. Voting was unanimous in favor of the motion.

3. If the residents are given the 2000 Water Capital Recovery Rate, will the City allow residents who have already connected to city water, and paid the then current rate, be allowed to use the difference from the rate they have paid and the 2000 Capital Recovery Rate (\$750) be applied to the Sewer Capital Recovery Rate (\$1500)?

Councilmember Bird moved that those people who did pay to come on board were able to apply the difference from the 2000 fee towards the sewer. Councilmember Gant seconded the motion. Voting was unanimous in favor of the motion.

4. Will the City Council extend the mandatory connection time limit (currently 60 or 90 days referenced in City Ordinances) and set a new deadline date?
  - o 6 months? 1 year?

Per the City of St. Marys Code of Ordinances:

**Sec. 98-80. - Toilet facilities—Connection to sewer required when available.**

The owners of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes, situated within the city and abutting on any street, alley or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the city, is hereby required at the owner's expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article, within **90 days** after date of official notice to do so, provided that the public sewer is within 200 feet (30.5 meters) of the property line.

**Sec. 98-104. - Abandonment upon connection to public sewer.**

At such time as a public sewer becomes available to a property served by a private wastewater disposal system, as provided in section, a direct connection shall be made to the public sewer within **60 days** in compliance with this article, and any septic tanks, cesspools and similar private wastewater disposal facilities shall be cleaned of sludge and filled with suitable material.

Councilmember Gant moved to extend the mandatory connection time limit to 1 year, once the sewer system is available. Councilmember Morrissey seconded the motion. Councilmember Bird amended the motion to 2 years. The amended motion died for lack of seconded. Council discussed the time limit. Voting was recorded as follows:

**FOR**

Councilmember Gant  
Councilmember Howell  
Councilmember Morrissey  
Councilmember Post  
Councilmember Stasinis

**ABSTAINED**

Councilmember Bird

5. Will the City Council extend the payment plan (for the Capital Recover Fee) past the 60 months?
  - o With 60 monthly payments the residents would have to pay \$25 more a month on their water and sewer bill for the Sewer Capital Recover Rate (\$1500).

**Sec. 98-52. - Special capital recovery fee.**

The city offers an extended payment plan for the capital recovery fee for up to five years for single-family residences of the then existing capital recovery fee. In order to

qualify for the special capital recovery fee, the consumer must provide a copy of the legal description of the property. A lien will be placed on the property until the capital recovery fee is paid in full. Only one special capital recovery fee per family is allowed. The account must stay in the name of the person that applied for the tap until said tap is paid in full. This capital recovery fee will be added to the customer's water bill on a monthly basis up to 60 months. Upon application for this capital recovery fee, the customer must make an initial payment for meter equipment, first month's capital recovery fees, a \$100.00 security deposit and a nonrefundable \$35.00 service turn on fee. There will be a lien placed on the property until the capital recovery fee has been paid in full.

Councilmember Morrissey made a motion for the Capital Recovery payment plan "B" seven years (84 months). Councilmember Gant seconded the motion. Council discussed the payment plan being typical for an amortization schedule. Voting was unanimous in favor of the motion.

6. Will the City Council incorporate the abandonment of the septic tanks and the installation of the service connection to the home into the project (include a line item in the bid documents)?
  - o To include these items would increase the project cost approximately \$500,000.00. Also, to include these items into the project would entail working on private property. To perform work on private property the City would need construction easements from each property owner.

The City Attorney stated that work on private property is a gratuity, and illegal under state law.

Councilmember Stasinis made a motion that the City does not incorporate the abandonment of the septic tanks and service connections. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

7. Will the City Council go ahead and start on the areas where easements are not required? (Phasing of the project).
  - o Currently Public Works does not have verbal confirmation for the Lift Station Site on Hollywood Lane (Village Oaks Trailer Park), and the easements between Magnolia Street and Hightower Street. If the City wishes to pursue phasing the project, Service Areas "C", "D" and "E" can be released for final design, permitting and construction without any easements. These Service Areas will provide sewer to approximately 97 lots out of the 152 lots of the project area.

Councilmember Gant moved to authorize the phasing of the total project by service areas if the necessary easements are unable to be acquired. Councilmember Morrissey seconded the motion. Council discussed increasing the cost, work around zones when easements were not acquired and part of the design piece. Following much discussion, Councilmember Gant made a motion to table the issue until staff provides additional

information on phasing. Councilmember Post seconded the motion. Voting was unanimous in favor of the motion.

8. The engineering design contract from Thomas and Hutton Engineering Company would be taken to City Council for a formal vote once obtained.

When will the City start construction?

- At this time, Council only has approved funding for the conceptual re-design.

- Estimated Timeline once Council approved funding to continue.

- Design - 6 months for engineering and design.
- Permitting - 2 months.
- Bidding, award and execution of a contract. – 2 months.

Construction - 20 months.

Councilmember Gant moved to authorize staff to proceed with the engineering design of the gravity sewer system for the Spur 40 Annexed Area. Councilmember Morrissey seconded the motion. Voting was unanimous in favor of the motion.

9. Questions from the Trailer Park owners are listed below:

Trailer Park (Hollywood Lane)

- A. How will the capital recovery fees be assessed for this area? (Individual units?)

- Currently each unit has an individual water meter but multiple trailers per septic tank. Capital Recovery Fees are based on the number and size of the water meters.

- B. Is the City going to install the main, manholes, and services on the site?

- Generally that typically will fall to the property owner for commercial property with the City providing sewer to the site (property line).

- C. Who is going to maintain the system on the trailer park site?

- Generally the sanitary sewer and water system on commercial property is the responsibility of the property owner to maintain and repair.

Council discussed the property owners being responsible for commercial property with the City providing sewer to the site (property line).

Councilmember Gant moved to take it to the property line. Councilmember Morrissey seconded the motion. Voting was unanimous in favor of the motion.

Trailer Park (Hightower Street)

- A. How will the capital recovery fees be assessed for this area? (Individual units?)

- Currently, these units are serviced by well and septic tanks. Capital Recovery Fees are based on the number and size of the water meters. According to a new State law, after July 1, 2012, all new units must be individually metered. In other words, no new master meters (serving more than one unit such as apartment complexes) can be set. Existing master meters would be grandfathered in. Therefore, after July 1, 2012, individual meters will be needed for each trailer.
- B. Is the property owner going to be responsible for design and installation?
- Generally that typically will fall to the property owner for commercial property with the City providing sewer to the site (property line).
- C. Why is the Trailer Park on Hollywood Lane designed and not the one on Hightower Street?
- Thomas and Hutton included the trailer park on Hollywood Lane into the design when the City was applying for a CDBG grant (2010). The City was not awarded a CDBG grant for this project area.

No official action was taken at this time.

**L. CITY ATTORNEY'S LEGAL SERVICES CONTRACT:**

To approve the recommended contract modifications as presented. Council discussed the proposed changes in the contract and legal expenses with the City Attorney.

Councilmember Stasinis made a motion to approve the new Contract based on Exhibit "A". Councilmember Post seconded the motion. Voting was recorded as follows:

<b>FOR</b>	<b>OPPOSED</b>
Councilmember Gant	Councilmember Bird
Councilmember Howell	
Councilmember Morrissey	
Councilmember Post	
Councilmember Stasinis	

**M. CHARTER AMENDMENT: Contracting Procedures**

To amend the Charter "Home Rules" in conflict with the legal services contract to remove the requirement to review all contracts. To advertise the Charter amendment as presented.

Councilmember Bird move to advertise the Charter amendment as required. Councilmember Post seconded the motion. Council discussed approval limits on standard contacts drafted by staff. Voting was unanimous in favor of the motion.

**N. ADMINISTRATION ORDINANCE AMENDMENTS: Parliamentary & Rules Governing... Ordinances**

To amend sections 2-41 and 2-50 in conflict with the legal services contract.

Councilmember Bird moved to amend the parliamentary procedures and appoint the City Manager or City Clerk to be tasked to serve as Parliamentarian. Councilmember Howell seconded the motion. Voting was unanimous in favor of the motion.

**O. CONSIDERATION TO AWARD THE SOLID WASTE CONTRACT TO MARK DUNNING INDUSTRIES (MDI): Councilmember Bird (ADDED)**

Councilmember Bird discussed the process parameters between Advanced and MDI on the lowest bid and cost reductions.

Councilmember Bird made a motion to award the Solid Waste Contract to Mark Dunning Industries (MDI). Councilmember Howell seconded the motion. Council discussed the notice of award; the negotiation process; competitive bidding; qualifications; services and legal repercussions.

The City Attorney stated that the City received a letter by an attorney for Mark Dunning Industries stating their protest of the bid award to Advanced and potential litigation. Discussing the process of the award made at the last meeting ought to be avoided. Reviewing the process, the three bidders Mark Dunning Industries, Advanced and Republic were invited to come in and have a session to negotiate with the staff review committee. They were asked specifically, as part of the process, to provide an amendment to their bid on providing services, and taking out the disposal fee. Advanced and Mark Dunning Industries both came in to change their bids. At that time, Advanced made an additional proposal of extending the lower rate to the remaining part of the term of their existing contract. Both parties were heard from at the last meeting and the award was made to Advanced. It is correct that it was done, no one said anything about changing bids at that point. The contract was sent out, he approved the contract as to form prior to execution as it says on the contract, the Mayor signed the contract, it was sent to Advanced who signed the contract and returned it to the City with the necessary bonds, insurance and proof. At this point, there is a contract with Advanced. The only way the City could award the contract to Mark Dunning Industries would be to breach the contract with Advanced. If the City breaches the contract, you are liable with damages for potentially having done so.

Council discussed the differences between proposals and bids in the state procurement processes; their criteria; providing a copy of the last motion to go out for bid and invitation for bid criteria. The City Attorney pointed out the letter received from Mark Dunning Industries indicated violations of Code Section Title 36, Chapter 91. Their complaint is that they have not had the opportunity to be included in the bidding process in the same way that Advanced did, which is not consistent with the facts. Title 36, Chapter 91 is the state public works contracting legislation. This was not a public works contract. It was a different kind of contract so none of those provisions apply.

Council discussed service contracts being solicited by Request for Proposals (RFP); disservice to staff; requirements for bids; best selections, and cost savings. The City Manager stated that Council had the opportunity at the last meeting to accept any one,

whether it was a proposal or bid. Advanced was chosen because it saves money over the long run. The process did not lead to a particular decision. Council continued to discuss the process, MDI's missed opportunity after Advanced extended the lower rate and a flaw in the process. Following much discussion, Councilmember Stasinis called the "question". Councilmember Post seconded the motion. Voting was recorded as follows:

<b>FOR</b>	<b>OPPOSED</b>
Councilmember Gant	Councilmember Bird
Councilmember Morrissey	Councilmember Howell
Councilmember Post	
Councilmember Stasinis	

Voting was recorded on the motion as follows:

<b>FOR</b>	<b>OPPOSED</b>
Councilmember Bird	Councilmember Gant
Councilmember Howell	Councilmember Morrissey
	Councilmember Post
	Councilmember Stasinis

**P. SOLID WASTE FEES:**

Consideration of a rate reduction to customers receiving solid waste services.

Councilmember Bird moved to approve to reduce rates to \$14.35 residential and \$11.48 for seniors. Councilmember Howell seconded the motion. Council discussed the reduction in rates versus current rates; disposal costs; administrative costs; selling the Gilman waterfront property; funding sources to reduce and offset the use of fund equity and assisting with the bond payment tsunami. Councilmember Bird stated for the record, this recommendation came from Staff to give the discount to the people. Council continued to discuss staff recommendations, long term benefit to citizens and making the best decisions. Following much discussion, voting was recorded as follows:

<b>FOR</b>	<b>OPPOSED</b>
Councilmember Bird	Councilmember Gant
Councilmember Howell	Councilmember Morrissey
	Councilmember Post
	Councilmember Stasinis

**REPORT OF AUTHORITIES, BOARDS, COMMISSIONS & COMMITTEES:**

**A. PLANNING DIRECTOR'S REPORT:**

- 1. REVERSE SUBDIVISION** – Christopher & Valerie Ryan, 24 Heron Court, St. Marys, GA 31558 & Pamela Spelding, 193 Cedar Hill Drive, St. Marys, GA 31558 is requesting approval for a three lot to two lot minor final plat, located at 175 Cedar Hill Drive known as Parcel number 122E-138, 122E-139 & 122E-140. The property is zoned PD R-1.

Councilmember Howell made a motion to approve the reverse subdivision from three lots to two lots. Councilmember Bird seconded the motion. Voting was unanimous in favor of the motion.

2. **MINOR SUBDIVISION** – Donald Pierce, 110 W. Bryant Street, St. Marys, GA 31558 is requesting approval for a one lot to two-minor final plat, located at 203 E. Bryant Street known as Parcel number S41-04-005. The property is zoned R-1.

Councilmember Morrissey made a motion to approve the minor subdivision from one lot to two-minor final plat. Councilmember Howell seconded the motion. Voting was unanimous in favor of the motion.

3. **MINOR SUBDIVISION** - Eliese Stover, PO Box 5245, St. Marys, GA 31558 is requesting approval for a three lot minor subdivision of parcel 135-094 located in Moeckel Place of Shadowlawn Subdivision. The property is zoned R-1.

Councilmember Bird moved to approve the three lot minor subdivision. Councilmember Morrissey seconded the motion. Voting was unanimous in favor of the motion.

4. **REZONING** – The City of St. Marys, 418 Osborne Street, St. Marys, GA 31558 is requesting approval to rezone parcel S41-12-001 from the present PD R-1 zoning to C-1. This property is located at the St Marys Intracoastal Gateway Property on East St. Marys and Ready Streets also known as 100 Ready Street

Councilmember Morrissey moved to approve the rezoning to C-1. Councilmember Bird seconded the motion. Voting was unanimous in favor of the motion.

**B. CITY CALENDAR:** *City Clerk*

The City Clerk announced the upcoming events, activities and meetings for the second and third weeks in May.

**REPORT OF MAYOR:**

- Attended the Washington Fly-In where discussions were held on automatic budget cuts on the first of the year; taxes; Navy Admiral Benedict's concerns regarding parachutes landing on the base and Admiral French expressed concerns regarding the relocation of the St. Marys Airport
- Addition of the letter from Captain O'Neill regarding the airport into the official record.
- Attended Career Day for "If I were Mayor" program
- Thanked Roger Weaver, Phil Jones and everyone who helped with the boat clean up on Saturday. Mr. Jones thanked the City for their contributions of Public Works employee's assistance and dumpsters.
- Met with Representative Spencer, Steve Crowell and Artie Jones, III regarding a resolution of a location for the Department of Labor
- St. Marys' Softball Game versus Kingsland to benefit the Miracle Field on June 30th
- Announced the fundraiser on Friday at the Theatre by the Trax at 8:00 p.m.

**GRANTING AUDIENCE TO THE PUBLIC:**

Kay Sullivan, 835 Devon Drive: Spoke in support of the Gaines Davis hookup rates, the City Attorney's fees and water/sewer refunds

Jeremy Spencer, 165 Kristins Drive: Non-urgency of fund equity when the Gilman boathouse was purchased

Dick Russell, Wright Street: Attorney's contract and sewer rates at the time of annexation

**MAYOR AND COUNCIL COMMENTS:**

Councilmember Gant requested that the City Manager and Roger look into a problem with tractor trailers in residential yards and bring it back to Council.

Councilmember Morrissey commented on CPR/AED training with Stewart and the impact on schools. He asked the City Manager where the AED's were in City buildings.

**CITY MANAGER'S COMMENTS:**

- A suggestion was made to consider adjusting/increasing per diem rates for Washington DC. Do you want staff to look at it? Mayor DeLoughy stated it could be considered.
- Major Wooten retired, which leaves a vacancy in the Police Department. The Department would like to reduce/reclassify the position to a lieutenant's position, which saves money and a structure change. Does it need to come back to Council? The savings are over \$50,000. Mayor DeLoughy stated that with nodding of heads it did not need to come to Council.

**EXECUTIVE SESSION:** *Pending Litigation (ADDED)*

"Executive Session" was not necessary at this time.

**ADJOURNMENT:**

Councilmember Bird moved for adjournment. Councilmember Howell seconded the motion. Mayor DeLoughy declared the meeting adjourned at 8:59 p.m.

Respectfully submitted,

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Darlene M. Roellig, City Clerk

**CITY COUNCIL MEETING**  
**May 21, 2012**

**TITLE: CHARTER AMENDMENT:** *Contracting Procedures*

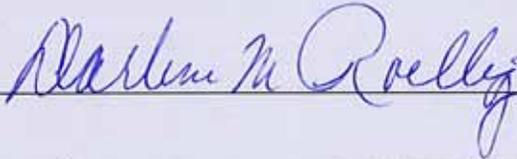
**PURPOSE:** To advertise the Charter "Home Rules" amendment in conflict with the legal services contract.

**RECOMMENDATION:** Approval.

**HISTORY/ANALYSIS:** The recommended changes to the Charter pursuant to "Home Rules" has been advertised thus far for one week with two more scheduled. Advertising was for the first reading of the amendment on May 21<sup>st</sup> and the second reading on June 4<sup>th</sup>. Final approval is scheduled for June 4<sup>th</sup> to amend the Charter to reflect the City Attorney's legal services contracting procedures.

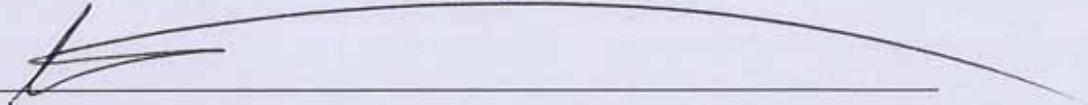
**Department**

**Director:**



**City**

**Manager:**





## NOTICE OF HOME RULE AMENDMENT TO THE ST. MARYS CITY CHARTER

Notice is hereby given that the St. Marys City Council is considering an amendment to Section 5-401 of the St. Marys City Charter, Ga. Laws 1981, page 4763, as amended. The second reading of the Charter Amendment shall be on June 4, 2012. The St. Marys City Council may vote on the amendment at that time.

The amendment is for the purpose of changing the contracting procedures for the city attorney on standardized contracts that do not require individual review and standard form contracts previously prepared or approved by city attorney as such need not be reviewed as currently provided in Section 5-401 of the St. Marys City Charter, Ga. Laws 1981, page 4763, as amended.

A copy of the proposed amendment is on file and available for public inspection in the Office of the Clerk of the City of St. Marys and in the Office of the Clerk of the Camden County Superior Court. The Clerk of the City of St. Marys shall furnish anyone, upon written request, a copy of the proposed amendment.

This the 7<sup>th</sup> day of May, 2012.

City of St Marys, Georgia  
Darlene M. Roellig  
City Clerk

P.O. #63242  
Advertise: May 16, 25 & 30, 2012

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**ST. MARYS CITY COUNCIL**  
**ST. MARYS, GEORGIA**

First Adoption May 21, 2012

Second Adoption June 4, 2012

At regular meetings of the St. Marys City Council, held in the St. Marys City Hall, St. Marys, Georgia:

Present:

- William DeLoughy, Mayor
- Greg Bird, Councilman, Post 1
- Nancy Stasinis, Councilwoman, Post 2
- Jim Gant, Councilman, Post 3
- Keith Post, Councilman, Post 4
- John Morrissey, Councilman, Post 5
- Sidney Howell, Councilman, Post 6

On motion of \_\_\_\_\_, which carried \_\_\_\_\_, the following Charter amendment was adopted:

A HOME RULE AMENDMENT TO THE ST. MARYS CITY CHARTER, GA. LAWS 1981, PAGE 4763, AS AMENDED, PURSUANT TO AUTHORITY CONFERRED BY THE STATE OF GEORGIA IN O.C.G.A. § 36-35-3 IN ACCORDANCE WITH ARTICLE 9, SECTION 2, PARAGRAPH II OF THE GEORGIA CONSTITUTION, TO AMEND SECTION 5-401 OF THE ST. MARYS CITY CHARTER, GA. LAWS 1981, PAGE 4763, AS AMENDED, TO REPEAL CONTRACTING PROCEDURES AND FOR OTHER PURPOSES.

BE IT ORDAINED, by the St. Marys City Council, this 4<sup>th</sup> day of June, 2012 that the St. Marys City Charter, Ga. Laws 1981, page 4763, as amended, be and it is hereby amended to change Section 5-401. The amended section will read as follows:

**Section 5-401. - Contracting procedures.**

The mayor and council shall prescribe by ordinance the procedures to be followed in the making of contracts which shall bind the city. All contracts and all ordinances which shall make or authorize contracts shall be approved as to form by the city attorney. Standardized contracts prepared by city attorney do not require individual review. Standard form contracts previously prepared or approved by city attorney as such need not be reviewed. The mayor, with council approval, shall sign and authorize all contracts, except as provided in subsection (h) of Section 4-204 of this Charter. The city clerk shall attest all contracts. The original of all contracts shall be maintained on file in the office of the city clerk.

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**This Amendment** shall become effective upon its second passage.

**ST. MARYS CITY COUNCIL  
ST. MARYS, GEORGIA**

\_\_\_\_\_  
WILLIAM T. DELOUGHY, MAYOR

ATTEST:

\_\_\_\_\_  
DARLENE M. ROELLIG, CITY CLERK

TO FORM

\_\_\_\_\_  
CITY ATTORNEY

**CITY COUNCIL MEETING**

**May 21, 2012**

**TITLE:** Gaines Davis Subdivision Area Sanitary Sewer Project. (Items postponed from May 7, 2012 meeting.)

**PURPOSE:** Determine Capital Recovery Fees for Mobile Home Parks on Hollywood Lane and Hightower Street

**RECOMMENDATION:** Approval.

**HISTORY/ANALYSIS:**

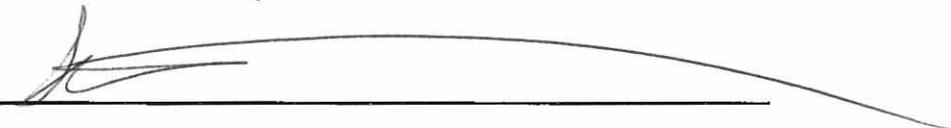
At the last City Council meeting (May 7, 2012), City Council voted to postpone the decision on the capital recovery fees for the Mobile Home Parks located on Hollywood Lane and Hightower Street until additional information was gathered on the differences in cost between individual meters and master meters. Attached is the information requested.

City Council also requested additional information on the cost increase to phase the project by service area instead on constructing the project in one phase. In order to phase the project, there would be increases in engineering costs for contract administration as well as construction costs. However, in order to determine the amount of increase, the project would need to progress further. The decision to phase the project could be delayed until such time as the design has been completed, easements acquired, and/or bids received. At that time, all of the potential cost associated with phasing would be known.

**Department Director:**



**City Manager:**



# Capital Recovery Fee Options for Mobile Home Parks

## Master Meter Option

<b>Each Mobile Home Park Capital Recovery Fees for 2" Master Meter</b>	
Water	\$1,700
Sewer	\$4,000
Meter Cost	\$575
Deposit	\$100
Turn On Fee	\$35
<b>TOTAL</b>	<b>\$6,410</b>

## Individual Meter Options

<b>Hightower Street Mobile Home Park Capital Recovery Fees for Individual Meters (3/4")</b>			
Description	Cost	# of Units	Total
Water	\$750	14	\$10,500
Sewer	\$1,500	14	\$21,000
Meter Cost	\$280	14	\$3,920
Deposit	\$100	14	\$1,400
Turn On Fee	\$35	14	\$490
<b>TOTAL</b>			<b>\$37,310</b>

<b>Hollywood Lane Mobile Home Park Capital Recovery Fees for Individual Meters (3/4") (All Lots)</b>			
Description	Cost	# of Units	Total
Water	\$750	12	\$9,000
Sewer	\$1,500	34	\$51,000
Meter Cost	\$280	12	\$3,360
Deposit	\$100	12	\$1,200
Turn On Fee	\$35	12	\$420
<b>TOTAL</b>			<b>\$64,980</b>

<b>Hollywood Lane Mobile Home Park Capital Recovery Fees for Sewer To Existing Units</b>		
Description	Cost	# of Units
Sewer	\$1,500	22
<b>TOTAL</b>		<b>\$33,000</b>

## Estimated Revenue Projections for Mobile Home Parks

<u>City Fee Structure</u>	
Water Base Rate	\$20.45
Sewer Base Rate	\$20.45
Usage Rate:	
0-6000 gallons (Water)	\$2.86/1000 gallons
> 6000 gallons (Water)	\$3.28/1000 gallons
0-6000 gallons (Sewer)	\$2.86/1000 gallons
> 6000 gallons (Sewer)	\$3.28/1000 gallons

### Master Meter Option

<b>Hightower Street Mobile Home Park Estimated Revenues</b> <b>2" Master Meter</b>	
Water Base Rate	\$20.45
Sewer Base Rate	\$20.45
Estimated Usage of 45,000 gallons:	
6000 x \$2.86/1000 (Water)	\$17.16
6000 x \$2.86/1000 (Sewer)	\$17.16
39,000 x \$3.28/1000 (Water)	\$127.92
39,000 x \$3.28/1000 (Water)	\$127.92
<b>Estimated total per month</b>	<b>\$331.06</b>
<b>Estimated total per year</b>	<b>\$3,972.72</b>

### Individual Meter Option

<b>Hightower Street Mobile Home Park Estimated Revenues</b> <b>Individual Meters (14 Units)</b>	
Water Base Rate	\$20.45
Sewer Base Rate	\$20.45
Estimated Usage of 3,200 gallons:	
3,200 x \$2.86/1000 (Water)	\$9.15
3,200 x \$2.86/1000 (Sewer)	\$9.15
<b>Estimated monthly cost per unit</b>	<b>\$59.20</b>
<b>Estimated total per month (14 Units)</b>	<b>\$828.80</b>
<b>Estimated total per year (14 Units)</b>	<b>\$9,945.60</b>

<b>Hollywood Lane Mobile Home Park Estimated Revenues</b> <b>2" Master Meter</b>	
Water Base Rate	\$20.45
Sewer Base Rate	\$20.45
Estimated Usage of 70,375 gallons:	
6000 x \$2.86/1000 (Water)	\$17.16
6000 x \$2.86/1000 (Sewer)	\$17.16
64,375 x \$3.28/1000 (Water)	\$211.15
64,375 x \$3.28/1000 (Water)	\$211.15
<b>Estimated total per month</b>	<b>\$497.52</b>
<b>Estimated total per year</b>	<b>\$5,970.24</b>

<b>Hollywood Lane Mobile Home Park Estimated Revenues</b> <b>Individual Meters (22 Units)</b>	
Water Base Rate	\$20.45
Sewer Base Rate	\$20.45
Estimated Usage of 3,200 gallons:	
3,200 x \$2.86/1000 (Water)	\$9.15
3,200 x \$2.86/1000 (Sewer)	\$9.15
<b>Estimated monthly cost per unit</b>	<b>\$59.20</b>
<b>Estimated total per month (22 Units)</b>	<b>\$1,302.40</b>
<b>Estimated total per year (22 Units)</b>	<b>\$15,628.80</b>

**CITY COUNCIL MEETING**

**May 21, 2012**

**TITLE: FY2013 BUDGET ORDINANCE**

**PURPOSE:** To enact the FY2013 Budget.

**RECOMMENDATION:** Approval.

**HISTORY/ANALYSIS:** We are pleased to submit for your approval the proposed Budgets for Fiscal Year 2013. This budget represents many hours spent by the City Manager and departments of the City. The result of this effort reflects the purpose of St. Marys to provide quality of life for our residents.

**Department  
Director:**

*Mark Schlegel, for Jennifer Brown*

**City  
Manager:**

*[Signature]*

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

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF ST. MARYS, GEORGIA, that the City enact an Ordinance to be entitled "Budget Ordinance for the City of St. Marys, Georgia, for the fiscal year commencing July 1, 2012 and ending June 30, 2013" to read as follows:

BE IT ORDAINED, that the City hereby adopts the General Fund Budget as prepared and submitted on May 21, 2012, a summary of which is attached hereto and labeled "Exhibit A".

BE IT FURTHER ORDAINED, that the City hereby adopts the Water & Sewer Enterprise Fund Budget as prepared and submitted on May 21, 2012, a summary of which is attached hereto and labeled "Exhibit B".

BE IT FURTHER ORDAINED, that the City hereby adopts the Solid Waste Enterprise Fund, SPLOST Fund, Special Revenue Tourism Fund, Hotel/Motel Fund, Multi Grant Fund and Aquatic Park as prepared and submitted on May 21, 2012, a summary of each being attached hereto and labeled "Exhibit C".

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

Adopted this 21<sup>st</sup> day of May, 2012.

City of St. Marys, Georgia

Attest:

\_\_\_\_\_  
William T. DeLoughy, Mayor

\_\_\_\_\_  
Darlene M. Roellig, City Clerk

**Exhibit A**  
**General Fund**

<u>Summary of Revenues</u>	<u>FY2013 Proposed Budget</u>
Property and Other Taxes	7,074,250
Licenses & Permits	321,000
Sales/Interest/Other Charges	533,720
Grants and Reimbursements	222,850
Miscellaneous Revenues	427,100
Fund Equity	76,474
<b>Total Revenues</b>	<b>\$ 8,655,394</b>

<u>Summary of Expenditures</u>	<u>FY2013 Proposed Budget</u>
Legislative	180,207
Executive	258,817
Finance	777,399
Information Technology	206,349
Human Resources	106,159
Municipal Court	220,760
Police	2,311,445
Fire	1,715,964
Public Works - Admin	1,199,180
General Government Buildings	155,626
Parks	47,320
Highways and Streets	315,000
Library	299,855
Planning & Zoning	157,987
Building	121,669
Cemetery	71,658
Senior Citizens Center	117,220
Airport	5,000
Economic Development	151,517
Special Facilities	25,762
Contingency	210,500
<b>Total Expenditures</b>	<b>\$ 8,655,394</b>

**Exhibit B**

**Water & Sewer Enterprise Fund**

<b>Total Revenues</b>	<b><u>FY2013 Proposed Budget</u></b>
	<b><u>\$ 6,404,681</u></b>
<b><u>Expenditures</u></b>	<b><u>FY2013 Proposed Budget</u></b>
<b>Sewer Department</b>	<b>\$ 2,176,996</b>
<b>Water Department</b>	<b>\$ 1,466,216</b>
<b>Debt Service</b>	<b>\$ 2,761,469</b>
<b>Total Expenditures</b>	<b><u>\$ 6,404,681</u></b>

Exhibit C

Solid Waste Enterprise Fund

	<u>FY2013 Proposed Budget</u>
Total Revenues	<u>\$ 1,209,176</u>
Total Expenditures	<u>\$ 1,209,176</u>

Splost VI

	<u>FY2013 Proposed Budget</u>
Total Revenues	<u>\$ 4,831,403</u>
Total Expenditures	<u>\$ 4,831,403</u>

Special Revenue Tourism

	<u>FY2013 Proposed Budget</u>
Total Revenues	<u>\$ 155,146</u>
Total Expenditures	<u>\$ 155,146</u>

Hotel/Motel Revenue

	<u>FY2013 Proposed Budget</u>
Total Revenues	<u>\$ 127,116</u>
Total Expenditures	<u>\$ 127,116</u>

Aquatic Park

	<u>FY2013 Proposed Budget</u>
Total Revenues	<u>\$ 375,419</u>
Total Expenditures	<u>\$ 375,419</u>

Multi Grant

	<u>FY2013 Proposed Budget</u>
Total Revenues	<u>\$ 222,850</u>

**Total Expenditures**

**\$ 222,850**

**CITY COUNCIL MEETING**

**May 21, 2012**

**TITLE: SMIG Grant**

**PURPOSE: Record Grant Funds for Dock Repairs**

**RECOMMENDATION:** Approval.

**HISTORY/ANALYSIS:** The city was awarded grant funds in the amount of \$25,000 to repair the dock at the 100 Ready Street property. It is necessary to record this grant in the grant fund. Also, the funds are recorded as a transfer to General Fund and the necessary expenditures are increased to provide payment for the repairs.

**Department**

**Director:**

*Jennie Brown*

**City**

**Manager:**

*[Signature]*

AN ORDINANCE TO AMEND THE FISCAL YEAR 2012  
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 record Grant Funds awarded for the 100 Ready Street dock repairs.

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

<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed</u>
251-33.1120 Multi-Grant Revenue	\$ 223,000	+\$ 25,000	\$ 248,000
251-59000-61.1000 Operating T/F Out General Fund	\$ 223,000	+\$ 25,000	\$ 248,000

ADOPTED in legal assembly this 21<sup>st</sup> day of May, 2012.

CITY OF ST. MARYS, GEORGIA

By: \_\_\_\_\_  
William T. DeLoughy, Its Mayor

Attest: \_\_\_\_\_  
Darlene M. Roellig, Its City Clerk

AN ORDINANCE TO AMEND THE FISCAL YEAR 2012  
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 record Grant Funds awarded for the 100 Ready Street dock repairs.

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>
100-51565-54.1200 Gen Gov Bldgs & Plants Site Improvements	\$ 5,000	+\$ 25,000	\$ 30,000
100-39.1200 Op T/F In MultiGrant	\$ 223,000	+\$ 25,000	\$ 248,000

ADOPTED in legal assembly this 21<sup>st</sup> day of May, 2012.

CITY OF ST. MARYS, GEORGIA

By: \_\_\_\_\_  
William T. DeLoughy, Its Mayor

Attest: \_\_\_\_\_  
Darlene M. Roellig, Its City Clerk

**CITY COUNCIL MEETING**  
**May 21, 2012**

**TITLE: GEFA Grant**

**PURPOSE: Record Grant Funds Awarded**

**RECOMMENDATION:** Approval.

**HISTORY/ANALYSIS:** The city is participating in a program funded by the American Recovery and Reinvestment Act of 2009 in cooperation with the Georgia Environmental Facilities Authority. We were awarded \$85,000 for Phase 2 and 3, and it is necessary to record these funds in the Multi Grant fund. Also, the funds are recorded as a transfer to General Fund and the necessary expenditures are increased.

**Department  
Director:** \_\_\_\_\_

*Jimmy Buz*

**City  
Manager:** \_\_\_\_\_

*[Signature]*

AN ORDINANCE TO AMEND THE FISCAL YEAR 2012  
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 record funds from the American Recovery and Reinvestment Act of 2009 in cooperation with the Georgia Environmental Facilities Authority, and record the expenditures associated with the grant.

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

<u>Budget Account</u>	<u>Adopted Budget</u>	<u>Net Change</u>	<u>Proposed</u>
251-33.1120 Multi-Grant Revenue	\$ 248,000	+\$ 85,000	\$ 333,000
251-59000-61.1000 Operating T/F Out General Fund	\$ 248,000	+\$ 85,000	\$ 333,000

ADOPTED in legal assembly this 21<sup>st</sup> day of May, 2012.

CITY OF ST. MARYS, GEORGIA

By: \_\_\_\_\_  
William T. DeLoughy, Its Mayor

Attest: \_\_\_\_\_  
Darlene M. Roellig, Its City Clerk

AN ORDINANCE TO AMEND THE FISCAL YEAR 2012  
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 record funds from the American Recovery and Reinvestment Act of 2009 in cooperation with the Georgia Environmental Facilities Authority, and record the expenditures associated with the 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>
100-51565-54.1200 Gen Gov Bldgs & Plants Site Improvements	\$ 30,000	+\$ 85,000	\$ 115,000
100-39.1200 Op T/F In MultiGrant	\$ 248,000	+\$ 85,000	\$ 333,000

ADOPTED in legal assembly this 21<sup>st</sup> day of May, 2012.

CITY OF ST. MARYS, GEORGIA

By: \_\_\_\_\_  
William T. DeLoughy, Its Mayor

Attest: \_\_\_\_\_  
Darlene M. Roellig, Its City Clerk

**CITY COUNCIL MEETING**  
**May 21, 2012**

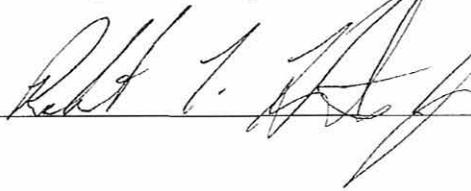
**TITLE:** Filling a Firefighter Vacancy

**PURPOSE:** To request permission to hire a full-time Firefighter to fill a SAFER Position.

**RECOMMENDATION:** It is the recommendation of Staff to fill the position.

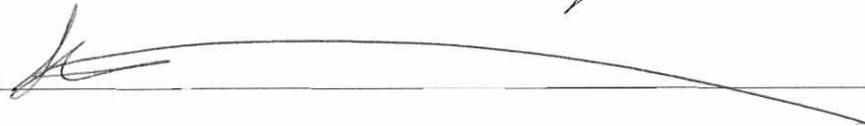
**HISTORY/ANALYSIS:** The Fire Department has a full-time firefighter position vacancy, which is classified in the SAFER grant. In order to meet grant requirements the vacancy must be filled to remain in compliance. All SAFER grant recipients are made aware of the fact that a potential consequence of the position is layoff due to the SAFER grant not being extended.

**Department Director:**



**City**

**Manager:**





## CITY COUNCIL MEETING

May 21, 2012

### **PURPOSE:**

Discuss the potential use of the old city library owned by the City of St. Marys as an alternative site for the Georgia Department of Labor (GDOL) Career Center and allow staff to negotiate reasonable terms of the facility with the GDOL.

### **RECOMMENDATION:**

It is the Economic Development Directors recommendation that the City of St. Marys allow the Georgia Department of Labor to use the old city library as a career center for the Georgia Department of Labor provided reasonable terms can be established with the GDOL and surrounding governments of Kingsland, Woodbine, and the Camden County Board of Commissioners.

### **HISTORY:**

It was announced that the Georgia Department of Labor (GDOL) Career Center located at 1712 Osborne Street would be closing by the end of June 2012 due to budgetary shortfalls by Mark Butler, Commissioner of the Georgia Department of Labor. The GDOL provides an invaluable service to the citizens of St. Marys and surrounding communities to include Northeast, FL. Job searches, resume preparation, web browsing, interviewing, and workforce development training are just a few of the many services that citizens of our community take advantage of at the GDOL. The closure of GDOL in St. Marys would create an even larger hardship for those under employed and unemployed within our region. The closest GDOL sites that residents of the City of St. Marys could access would be Brunswick and Waycross Georgia, approximately 44 and 71 miles away respectively.

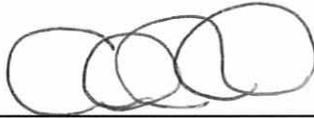
The old city library facility was constructed in 1983 and has been vacant for just about two years now. It was last used by the St. Marys Community and Visitors Bureau. The site has recently been inspected by the GDOL facilities manager and has been found to be suitable for the GDOL,

given that various repairs and/or improvements are completed. Some of those repairs include but are not limited to:

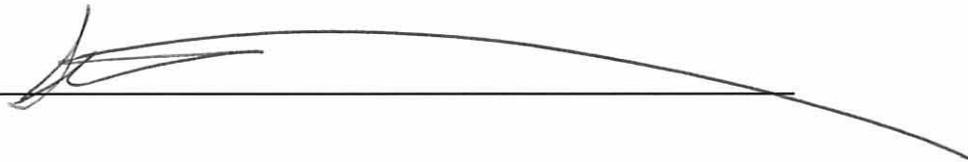
- Floor Repair
- Install an additional restroom
- Cosmetic repair (Interior and Exterior)
- Possible HVAC replacement or repair

Representative Spencer, Senator Ligon and government officials from St. Marys, Woodbine, Kingsland, and the Camden County Board of Commissioners have met to discuss how all the communities could work together to keep the GDOL presence here in Camden County. Grant opportunities and other creative avenues are being explored to address the repairs to be completed on the facility. The GDOL needs to be able to move in to their new facility by July 1, 2012. We are currently awaiting a reply from Commissioner Mark Butler's office on his willingness to have a GDOL presence here in Camden County and also discuss terms for the use of the old city library building, if any.

**Department Director:** \_\_\_\_\_



**City Manager:** \_\_\_\_\_





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### Owner and Parcel Information

Owner Name	ST MARYS-CITY OF ST MARYS	Today's Date	May 14, 2012
Mailing Address	418 OSBORNE STREET	Parcel Number	S37 10 003
	SAINT MARYS, GA 31558	Tax District	ST. MARYS (District 01)
Location Address		2010 Millage Rate	32.301
Legal Description	ST MARYS WOMEN'S CLUB	Acres	0.35
Property Class(NOTE: Not Zoning Info)	E1-Exempt	Neighborhood	
Zoning	H-D	Homestead Exemption	No (S0)
Realkey	18325	Parcel Map	Show Parcel Map

[Generate Owner List By Radius](#)

### 2011 Tax Year Value Information

Land Value	Improvement Value	Accessory Value	Total Value	Previous Value
\$ 238,694	\$ 114,647	\$ 0	\$ 353,341	\$ 353,341

### Land Information

Type	Description	Calculation Method	Frontage	Depth	Acres	Photo
RES	St Marys Downtown commercial (3435)	Front Feet	10	115	0.03	NA
RES	St Marys Downtown commercial (3435)	Front Feet	50	30	0.03	NA
RES	St Marys Downtown commercial (3435)	Front Feet	136	100	0.29	NA

### Improvement Information

Description	Value	Actual Year Built	Effective Year Built	Square Feet	Wall Height	Wall Frames	Exterior Wall
Visitor Centers-C	\$ 114,647	1983		1,800	10		
Roof Cover	Interior Walls	Floor Construction	Floor Finish	Celling Finish	Lighting	Heating	Sketch
						016-0	<a href="#">Sketch Building 1</a> <a href="#">Show Photo</a>

### Accessory Information

Description	Year Built	Dimensions/Units	Value
No accessory information associated with this parcel.			

### Sale Information

Sale Date	Deed Book	Plat Page	Price	Reason	Grantor	Grantee
05-01-1990	422 439		\$ 17,500	Non-Market	CLUB-ST MARYS WOMEN'	ST MARYS-CITY OF ST
00-00-0000	92 449		\$ 0	Non-Market		CLUB-ST MARYS WOMEN'

### Permit Information

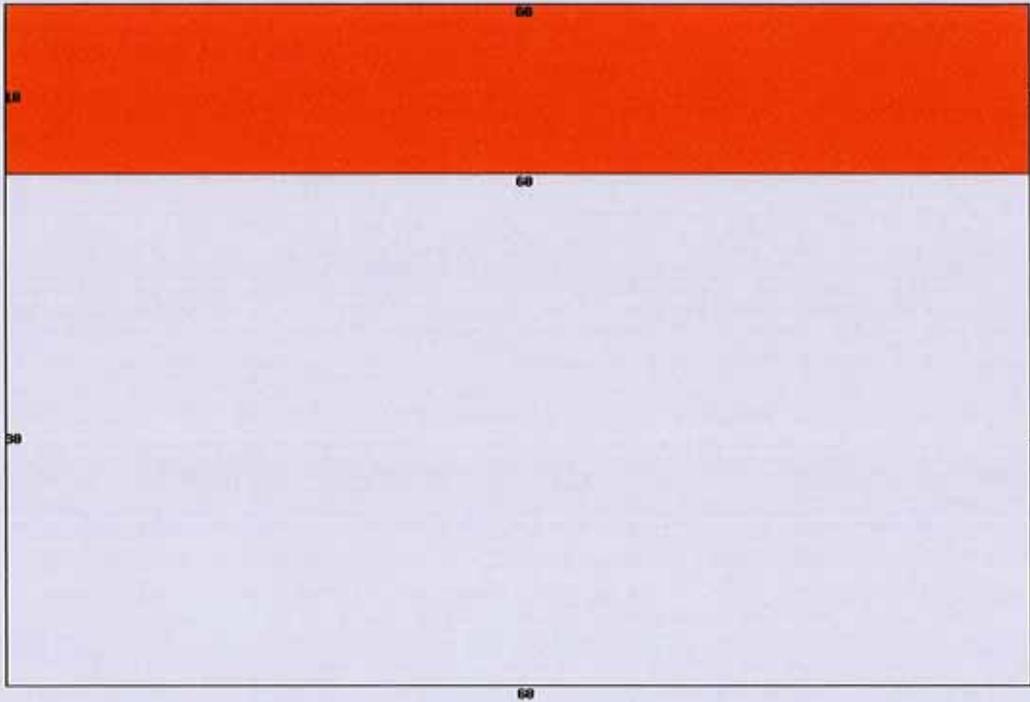
Permit Date	Permit Number	Type	Description
No permit information associated with this parcel.			

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The Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. Website Updated: February 29, 2012

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Camden County Tax Assessor's Office



Footprint of building.

**CITY COUNCIL MEETING**

**May 21, 2012**

**TITLE:** SUPERIOR VISION CONTRACT

**PURPOSE:** To authorize the City Manager to enter into an agreement with Superior Vision for a voluntary Vision Plan for City employees.

**RECOMMENDATION:** Approval

**HISTORY/ANALYSIS:**

As previously discussed with City Council at a recent Budget Workshop, staff is recommending that Council approve accepting the proposal from Superior Vision for a voluntary Vision Plan for City employees.

**Department**

**Director:**

*Donna M. Tolson*

**City**

**Manager:**

*[Signature]*



mary@tcfg-fl.com

**Received:** May 2, 2012 2:17 PM  
**Expires:** May 23, 2012 2:17 PM  
**From:** saustin@superiorvision.com  
**To:** mary@tcfg-fl.com  
**Cc:** kbauereis@superiorvision.com, sparkinson@superiorvision.com, dmoore@superiorvision.com, ddolce@superiorvision.com  
**Subject:** City of St. Marys (30614) - GA - Group Application, Administration Guide & Business Associate Agreement  
**Attachments:** BAA - 2012.pdf, Application - 2012.pdf, Admin Guide - 2012.pdf

Dear Mary:

Thank you for selecting Superior Vision as the provider of vision care benefits for your client, City of St. Marys.

Attached please find the **Administration Guide** that will help walk you and City of St. Marys through the details of setting up their vision plan benefits. There is a list of key contacts located at the front of the guide, and many useful forms such as the Enrollment/Change form, Member Reimbursement Claim form and Group Changes form at the back of the guide.

The **Group Vision Application** is also attached here. Please review the information on the application, add any missing information, and have a company representative of City of St. Marys sign at the bottom and return to my attention.

Also attached here is a **Business Associate Agreement (BAA)**, outlining the HITECH obligations. We kindly ask that the BAA be signed by a representative of City of St. Marys and return to my attention.

Once we have received the signed application and BAA, the Policy documents and a copy of the fully executed application and BAA will be sent to you for your records and delivery to your client.

Should you have any questions or need any additional information, please contact us.

Yours in Superior Service,

Scott Austin  
Compliance Coordinator

Superior Vision Services, Inc.

11101 White Rock Road, Suite 150

Rancho Cordova, CA 95670

Phone: (800) 923-6766, ext. 2247

Fax: (916) 859-6211

Email: [saustin@superiorvision.com](mailto:saustin@superiorvision.com)

Web: [www.superiorvision.com](http://www.superiorvision.com)

*The Visible Difference in Managed Vision Care*

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NATIONAL GUARDIAN LIFE INSURANCE COMPANY

GROUP VISION APPLICATION

Administered by: Superior Vision Services, Inc.
11101 White Rock Road, Suite 150
Rancho Cordova, CA 95670



Group Effective Date: July 1, 2012 Group No. 30614

Legal Group Name City of St. Marys Tax ID Number 88-6002656
Physical Address 418 Osborne Street ERISA Number N/A
City \ State \ Zip St. Marys, GA 31558 SIC \ Industry Municipality
Billing Address 418 Osborne Street # of Employees 140
City \ State \ Zip St. Marys, GA 31558 # of Eligible 140
Eligibility Contact Donna Folsom Phone (912) 510-4036 Fax (912) 510-4015
Billing Contact Donna Folsom Phone (912) 510-4036 Fax (912) 510-4015

Initial Premium Rates:

Employee Only \$ 8.12 Employee + Spouse \$ 16.10 Employee + Child(ren) \$ 15.76 Employee + Family \$ 23.96

Initial Guarantee Period: Premiums are not guaranteed beyond the below date.

July 1, 2012 through June 30, 2016

Eligibility data will be submitted using: [ ] National Guardian enrollment forms [ ] Email or electronic media

Eligibility: Employees working 30 hours per week will be effective for coverage upon: [ ] 30 Days [ ] 60 Days [ ] 90 Days
[ ] 1st of the month following 30 days [ ] Other

Eligible Dependents include: Legal Spouse, Domestic Partner ([ ] Yes [X] No) and Children under the age of 26 years old regardless of marital or student status.

Participation:

Depending on group size and coverage elected, specific participation requirements may apply. Participation must be met before the insurance can be effective and must be maintained continuously while insurance is in force to prevent cancellation of coverage. I understand and agree that audits will be made by National Guardian Life Insurance Company now and in the future to verify the number and names of full-time employees of this group. I will furnish with application and upon any future request any other information requested.

Please send Membership Materials and Enrollment Materials to (CHECK ONE):

[ ] Group Attn: Phone Email
[ ] Agent Phone Email

I understand and agree if, on the effective date, an employee is not in permanent full-time active work or unable to perform usual and customary duties, coverage will not be effective until the employee returns to an active eligible status. I hereby certify that the information provided herein is true and complete to the best of my knowledge and that I have read and understand this form.

The information contained herein describes the essential provisions of the elected coverage(s) discussed between the above client and an authorized National Guardian Life Insurance Co. representative. By signing this form, both parties agree that these are the essential provisions the client is purchasing. The details of this form may be changed by either party with mutual agreement.

ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION TO OBTAIN INSURANCE IS GUILTY (IN TEXAS AND KANSAS MAY BE GUILTY) OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

Signed: Date:

Print Name: Title:

National Guardian Representative: Date:

Agent  <b>Mary T. Smith</b>	Tax I.D. #
Agency	Phone  <b>(912) 576-3700</b>
Address  <b>6250 Highway 40 E, Suite 3</b>	Fax
City/State/Zip  <b>St. Marys, GA 31558</b>	Email  <b>mary@tcfg-fl.com</b>

National Guardian Life Insurance Company appointment on file:  Yes  No  Pending  N/A

## **BUSINESS ASSOCIATE AGREEMENT**

THIS BUSINESS ASSOCIATE AGREEMENT is made and entered into as of the 1<sup>st</sup> day of July, 2012 by and between **Superior Vision Services, Inc.** ("Business Associate") and **City of St. Marys** ("Client Group").

### **RECITALS**

Whereas, the parties desire to enter into an agreement to ensure compliance with the privacy provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinic Health Act, as incorporated in the American Recovery and Reinvestment Act of 2009 (the "HITECH Act"), and regulations promulgated from time to time there under (the "Privacy/HITECH Rules").

### **AGREEMENT**

ACCORDINGLY, the parties hereby agree as follows:

1. **Effective Date:** This Agreement shall become effective as of the date referenced above.
2. **Defined Terms:** Unless otherwise indicated in this Agreement, all capitalized terms shall have the meanings provided therein or in Section 8 below, or as provided in HIPAA, the HITECH Act, and/or the Privacy/HITECH Rules.
3. **Business Associate Assurances:** Business Associate warrants and agrees as follows:
  - (a) **Use and Disclosure of Protected Health Information ("PHI") for Purposes of the Underlying Agreement:** Business Associate may use or disclose PHI received from Client Group: (i) to perform functions, activities, or services for, or on behalf of Client Group provided that such use or disclosure would not violate HIPAA and/or the HITECH Act if made by Client Group as a Covered Entity; or (ii.) as required or permitted by applicable law, rule, regulation, or regulatory agency.
  - (b) **Other Permitted Uses and Disclosures of PHI:** In addition to the above, Business Associate may:
    - (i.) use PHI, if necessary, for purposes of its own management and administration or to carry out its legal responsibilities.
    - (ii.) disclose PHI, if necessary, if the following requirements are met:
      - (A.) the disclosure is required by law; or
      - (B.) Business Associate obtains reasonable assurances from the party to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the PHI has been breached, consistent with the standards of 45 C.F.R. § 504(e)(4)(ii).
    - (iii.) use PHI to provide Data Aggregation services to Client Group as permitted by HIPAA and/or the HITECH Act.
  - (c.) **Business Associate shall not use or disclose PHI for any other purpose not described above.**
  - (c.) **Minimum Necessary Disclosure:** When disclosing PHI as permitted under the Underlying Agreement, Business Associate shall disclose only the minimum PHI necessary for the recipient to perform the functions or services for which it is disclosed.
  - (d.) **Adequate Safeguards for PHI:** Business Associate shall maintain appropriate administrative, technical and physical safeguards and security measures to prevent use or disclosure of any PHI, other than permitted or required by this Agreement or as authorized in writing by Client Group. Business Associate will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information that Business Associate creates, receives, maintains, or transmits on Client Group's behalf as required by the Security Rule and the HITECH Act (and any current and future regulations promulgated under HIPAA or the HITECH Act).

- (e.) **Reporting:** Business Associate shall report to Client Group within five (5) business days, any use or disclosure of PHI in violation of this Agreement or the Privacy/HITECH Rules, of which Business Associate becomes aware or any "Breach of Unsecured Protected Health Information" as these terms are defined by the HITECH Act and any implementing regulations. Business Associate shall (i.) identify the nature of the Breach, unauthorized use or disclosure; (ii.) identify the PHI used or disclosed; (iii.) identify who made the unauthorized use or received the unauthorized disclosure; (iv.) identify what Business Associate has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure; (v.) identify what corrective action Business Associate has taken or shall take to prevent future similar unauthorized use or disclosure; and (vi) provide such other information, including a written report, as reasonably requested by Client Group.
- (f.) **Security Incidents:** Business Associate will report to Client Group any unauthorized:
- (i.) Access, use, disclosure, modification, or destruction of Client Group's Electronic Protected Health Information of which Business Associate becomes aware; or
  - (ii.) Interference with system operations in Business Associate's Information Systems involving Client Group's Electronic Protected Health Information of which Business Associate becomes aware.

Business Associate will cooperate with Client Group in investigating the Breach and in meeting Client Group's obligations under the HITECH Act and any other security breach notification laws. Any such report shall include the identification (if known) of each individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired, or disclosed during such Breach. Business Associate shall indemnify and hold harmless Client Group for all costs associated with the Breach and in meeting Client Group's obligations under the HITECH Act and any other security breach notification laws (and regulations promulgated thereunder) if the Breach was caused or permitted by Business Associate's acts or omissions or the acts or omissions of Business Associate's agents, officers, employees or subcontractors.

- (g.) **Return or Destruction of PHI:** As promptly as possible, but not later than thirty (30) days after the effective date of the termination of this Agreement for any reason, Business Associate will return to Client Group or destroy all PHI in whatever form or medium. Within such thirty (30) days, Business Associate will certify in writing to Client Group that such return or destruction has been completed, or if return or destruction is not feasible, written justification explaining why such PHI could not be returned or destroyed. If it is not feasible to return or destroy PHI, Business Associate shall continue to extend the protections of this Agreement to such PHI, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible.
- (h.) **Breach/Termination:** If Client Group determines that Business Associate has breached a material term of this Agreement, Client Group may terminate the Agreement immediately upon written notice to Business Associate. If termination is not feasible, Client Group has the right to report the problem to the Secretary of the U.S. Department of Health and Human Services and/or Office of Civil Rights.
- (i.) **Accounting/Tracking:** To the extent required by the Privacy/HITECH Rules, Business Associate shall keep an accounting of information regarding all disclosures of PHI that it makes, and make such information available to Client Group or to the individuals who are the subject of the PHI upon written direction from Client Group. Such an accounting shall not be necessary if the disclosure was for purposes of "payment" or "health care operations" as defined in HIPAA, the HITECH ACT and/or the Privacy/HITECH Rules.
- (j.) **Access to Books and Records:** Business Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI available to the Secretary of the United States Department of Health and Human Services (the "Secretary") for purposes of determining Client Group's compliance with the Privacy/HITECH Rules. Business Associate shall immediately

notify Client Group of any requests made by the Secretary and/or the Secretary's authorized representatives related to Client Group or the Services provided under the Underlying Agreement, and provide Client Group with copies of any documents produced in response to such request.

- (k.) Access to and Amendment of PHI: To the extent that the parties mutually agree in writing that the PHI disclosed to Business Associate pursuant to the Underlying Agreement is part of a Designated Record Set, as defined in 45 C.F.R. § 164.501, and that such Designated Record Set (or a portion thereof) is to be maintained by Business Associate, Business Associate shall: (i.) make the PHI specified by Client Group available to individual(s) identified by Client Group as being entitled to access and copy such PHI, and (ii.) make PHI available to Client Group for the purpose of amendment and incorporating such amendments into the PHI. Business Associate shall provide such access and incorporate such amendments within the time and in the manner specified by Client Group and shall make such information available in an electronic format where directed by Client Group.
  - (l.) Use of Subcontractors and Agents: Business Associate shall require each of its agents and subcontractors that receive PHI from Business Associate to execute a written agreement obligating the agent or subcontractor to comply with all the terms of this Agreement.
  - (m.) Indemnification: Business Associate shall defend, indemnify, and hold Client Group, its parent, subsidiaries, affiliates, fiduciaries and each of their officers, directors, employees and agents harmless from any and all claims, causes of action, suits, demand, liability, damages, awards, judgments, fines, penalties, and costs (including reasonable attorneys fees) arising out of any disclosure or use of PHI by Business Associate, its agents, employees, or contractors in violation of this Agreement.
4. Automatic Amendment: Upon the effective date of any amendment to the Privacy/HITECH Rules, this Agreement will be automatically amended to be consistent with such regulations.
  5. De-Identified Health Information: Business Associate may use or disclose "de-identified information" (as defined in 45 C.F.R. § 164.514(b) collected or otherwise provided under the Agreement provided such use and/or disclosure is in compliance with the Privacy/HITECH Rules and the Underlying Agreement.
  6. Limited Data Set: Business Associate's use, disclosure or request of Protected Health Information shall utilize a Limited Data Set if practicable.
  7. Miscellaneous: If any state law imposes more stringent privacy requirements with regard to PHI on the parties than that provided by HIPAA and/or the HITECH Act, then state law shall govern the conduct of the respective parties.
  8. Definitions: As used herein, the terms below shall have the following meanings:
    - (a.) "Covered Entity" means a health care organization, including all health plans, all healthcare clearing houses, and those healthcare providers that transmit health information in electronic form in connection with certain common, health care related transactions that are subject to regulation under HIPAA and/or the HITECH Act, including without limitation, 45 C.F.R. § 160.
    - (b.) "Protected Health Information" or "PHI" means information, including demographic information, that (i.) relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; and (ii.) identifies the individual (or for which there is a reasonable basis for believing that the information can be used to identify the individual.
    - (c.) "Use" or "Uses" means, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Protected Health Information within the Business Associate's internal operations.
    - (d.) "Disclose" and "Disclosure" means, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its employees.
  9. This Agreement may be executed in counterparts which, when combined, shall constitute the entire agreement among the parties.

IN WITNESS WHEREOF, the parties have duly executed this Business Associate Agreement on the date first written above.

**Superior Vision Services, Inc.**

**City of St. Marys**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Kimberley Hess

Name: \_\_\_\_\_

Its: Sr. Vice President Operations

Its: \_\_\_\_\_

**CITY COUNCIL MEETING**

**May 21, 2012**

**TITLE:** BENSINGER, DUPONT & ASSOCIATES AGREEMENT

**PURPOSE:** To authorize the City Manager to enter into an agreement with Bensinger, Dupont & Associates for the Employee Assistance Program.

**RECOMMENDATION:** Approval

**HISTORY/ANALYSIS:**

As previously discussed with City Council at a recent Budget Workshop, staff is recommending that Council approve accepting the proposal from Bensinger, Dupont & Associates for the City's Employee Assistance Program.

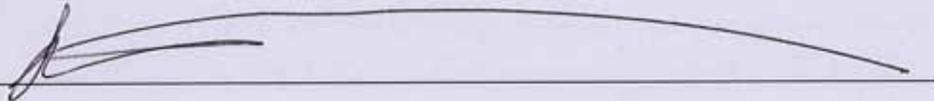
**Department**

**Director:**



**City**

**Manager:**



**BENSINGER, DUPONT & ASSOCIATES**  
**EAP PLUS EMPLOYEE ASSISTANCE PROGRAM SERVICE AGREEMENT**  
**(6 SESSION MODEL)**

This Service Agreement is entered into this 1st day of May 2012 between City of St. Mary's ("Employer") and Bensinger, DuPont & Associates ("BDA"), an Illinois Corporation.

1. Employer has a group insurance policy with Lincoln Financial Group Financial Insurance Company or Lincoln Financial Group Financial Insurance Company. BDA offers EAP Plus an Employee Assistance Program ("EAP") services for employers and extends the rates and payment terms described in this Agreement to Lincoln Financial Group insurance policyholders. Employer desires that BDA provide EAP services for its employees and their dependents pursuant to the terms and conditions of this Agreement.
2. BDA agrees to provide EAP services for the Employer through the management and administration of a professionally staffed, telephone based assessment and referral system. EAP services also include up to six (6) annual in-person assessment, referral and short-term problem resolution per presenting problem. The EAP services are available to Employer's employees and their dependents and Employer's supervisory and management personnel. BDA's EAP services will include the following:
  - a. BDA will provide confidential assessment, referral and short term counseling for employees and their dependents and advice and consultation to supervisory and managerial personnel through a dedicated, toll-free 1-800 telephone number access to BDA-certified counselors. Assistance from BDA counselors will be available for a broad range of personal problems, including, but not limited to: alcoholism, substance abuse, emotional and psychological distress, family and marital discord, legal and financial problems, family/elder care issues, work-related problems, and other emotional or personal problems impacting on the employee or dependent.
  - b. Assistance from BDA-certified counselors will be provided twenty-four (24) hours a day, seven (7) days a week through the 1-800 toll-free number which employees and their dependents, and supervisory and managerial personnel may use to access the EAP. The employee and his or her dependents are entitled to up to six (6) sessions of in-person assessment and short-term problem resolution at no charge to the employee, per calendar year, per presenting problem. Pursuant to California state law, BDA will offer and limit clients to 3 sessions every 6 months for a total of 6 sessions per year, per presenting problem.

Individual, clinical face-to-face sessions are available for family members 16 years and older. Family/group sessions are available for parents and their children 12 years and older. Since children under the age of 12 required highly specialized mental health services, they will be referred to experts in child psychology using health insurance benefits or community referrals. Parents of children under the age of 12 will be encouraged to meet with a Clinical Associate to discuss family and child issues. Therefore, BDA will not provide either individual or group sessions for children under the age of 12.
  - c. BDA will provide in-person sessions for thirty (30) days following the termination of this agreement to employees and their immediate families with open routine cases as of the termination date, so long as in-person sessions remain available and clinically appropriate. Any open management referrals to the EAP will be transitioned to a successor vendor or provider as directed by Employer on a case-by-case basis.
  - d. BDA will develop and maintain a comprehensive directory of qualified, reasonably available and accessible EAP treatment resource referrals. BDA counselors will identify appropriate treatment resources for employees and their dependents in areas that are reasonably accessible to such persons.
  - e. BDA will provide comprehensive case management services for clients including weekly and monthly follow-up to assess client linkage to face-to-face counselors and other treatment resources. Managers will be informed of client progress when clinically appropriate.
  - f. BDA will assign an account manager to the employer. The account manager will be responsible for contacting employer's designated representatives, consulting with the employer on organizational and employee issues and needs, continued promotion of the program, and regular report on EAP utilization.
  - g. BDA will provide on-site crisis management services to assist employees with traumatic incidents. BDA crisis teams are on on-site no more than 2 business days after being called. BDA will assess and utilize clinical protocols to triage the traumatic event and determine the most appropriate clinical intervention. Cancellation of on-site crisis management services (24) twenty-four hours prior to the scheduled on-site service is subject to a \$300 cancellation fee.

**BENSINGER, DUPONT & ASSOCIATES**  
**EAP PLUS EMPLOYEE ASSISTANCE PROGRAM SERVICE AGREEMENT -continued-**

- h. BDA will provide training for supervisory and management personnel on how to identify, document and handle symptoms, indicators and warning signs of an employee's deteriorating job performance, including various signals and behaviors that reflect the need for initiating employee discussions (i.e., "Intervention") and EAP referral, including possible problems due to drug or alcohol abuse and how to respond to employee inquiries about the EAP.
  - i. BDA will provide awareness training for employees describing the EAP, method of access, coverage for employees and dependents, confidential identification of the type of problems, and referral services provided.
  - j. Two hours (per every 250 employees) per contract year are available for any combination of on-site training and/or crisis work up to a maximum of 30 hours per contract year. Additional hours can provided and are billed as identified in Exhibit #1.
  - k. BDA will make available standard EAP Plus materials to increase manager and employee EAP Plus awareness to introduce and promote the EAP Plus program. Materials will be drop shipped to the company's corporate headquarters or an alternative site designated by employer for distribution to employees. Additional EAP Plus materials will be provided at an additional fee. Standard implementation materials include:
    - 1. EAP Plus Brochures and wallet cards in a quantity equal to 105% of the number of eligible employees for distribution at implementation and an additional 5% to allow for employee turnover on an annual basis.
    - 2. EAP Plus Posters for display at worksites in a quantity up to 5% of the number of eligible employees.
    - 3. Quarterly electronic EAP Plus Newsletter and paycheck stuffers.
    - 4. Access to employee web site via password.
  - l. BDA staff who make assessment and referrals shall be Master's degree level counselors who are certified by BDA as experienced in EAP services, professional counseling, workplace problems, and work benefit plans.
3. Employer acknowledges that BDA's duties shall be limited to those services identified in this Agreement, and Employer recognizes that BDA does not render patient treatment or direct patient care. The Employer further acknowledges that BDA will make referrals for treatment to resources and organizations that it deems appropriate, but neither Lincoln Financial Group nor BDA shall be responsible or liable for care rendered by any such referral resources.
4. Employees and immediate family members are eligible to receive EAP Plus services on the first day of employment with the Employer on or after the EAP effective date. Eligibility for services terminates on the last day of employment, or if the individual is a beneficiary under COBRA, the last day of his or her continuation coverage under COBRA.
5. EAP fees shall be based on the specific employee population and shall be paid in accordance to the term in Exhibit #1 fee schedule.
6. The parties agree that EAP records are confidential in nature and will not be disclosed to any third party without a fully executed Release of Information Form, which must be signed by the employee or dependent, and independent witness to that person's signature, and a BDA counselor.
7. BDA shall provide Employer with periodic reports reflecting EAP utilization rates, types of referrals, general nature of problems, and other statistical information.
8. Employer shall have the sole responsibility for health benefit claims, and BDA assumes no responsibility for the administration of the Employer's health benefit plan nor does it underwrite the liability for benefits under such plan. BDA agrees that the provisions of the Employer's group health plan are confidential and will not be disclosed to any third party.
9. This agreement may not be transferred or assigned without the prior written approval of the other party.
10. BDA agrees to indemnify and hold Employer harmless from any and all liability, loss damage, claim or expenses of any kind, including costs and attorney's fees, which result from negligent or willful acts or omissions by BDA, its agents or employees regarding BDA's performance of this Agreement.

**BENSINGER, DUPONT & ASSOCIATES  
EAP PLUS EMPLOYEE ASSISTANCE PROGRAM SERVICE AGREEMENT -continued-**

11. Employer agrees to indemnify and hold BDA harmless from any and all liability, loss damage, claim or expenses of any kind, including costs and attorney's fees, which result from negligent or willful acts or omissions by Employer, its agents or employees regarding Employer's performance of this Agreement. Employer must notify BDA within 90 days after receiving notice of an occurrence, claim or lawsuit of its intention to seek indemnification from BDA. If the Employer does not provide BDA with notice within 90 days of a purported claim or litigation seeking damages from BDA, the indemnity obligation under the Service Agreement will not be guaranteed.
12. This Agreement shall be in effect for a twelve (12) month time period, coordinated with the issuance of Lincoln Financial Group insurance policy to Employer, and is renewable on an annual basis at the rate then in effect.
  - a. Either party may terminate this agreement, with or without cause, at any time by giving sixty (60) days written notice to the other party.
  - b. BDA may terminate this Agreement immediately, upon notice to Employer if Employer is delinquent in remitting payments due for Services.
  - c. This Agreement will terminate immediately, and without notice, upon termination of the group insurance policy issued by Lincoln Financial Group to the Employer.
  - d. This Agreement will terminate, with notice to Employer, upon termination of the EAP Service marketing arrangement between BDA and Lincoln Financial Group.
  - e. Upon termination of Agreement, all moneys then due and owing for EAP services shall become immediately due and payable.

In witness thereof, the parties have agreed to the terms and conditions of this Agreement as set forth.

Company: City of St. Mary's (Employer)

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

BENSINGER, DUPONT & ASSOCIATES  
(BDA)

By: \_\_\_\_\_ Date: \_\_\_\_\_

Marie Apke  
Chief Operating Officer

Send two signed copies to:

August Stieber, Vice President Sales  
Bensinger, DuPont & Associates  
134 N. LaSalle Street, Suite 2200  
Chicago, IL 60606

**EXHIBIT #1**  
**EAP PLUS SERVICE AGREEMENT**  
**Fee Schedule**

1. The per employee per month rate of \$1.32 for each employee who is eligible for EAP services is based on 135 employees.
2. All groups sizes from 100 to 249 employees are eligible to receive two hours of onsite services per contract year. Group over 250 employees will receive onsite hours per contract year based on the formula of 2 hours per 250 employees up to a maximum of 30 hours per contract year. These onsite hours can be utilized for any combination of crisis, employee and/or supervisor training. Additional onsite hours are billed at the rate of \$150 per hour. Travel costs are excluded from both billing options.
3. Lincoln Financial Group will bill City of St. Mary's for EAP Plus services in accordance to the term and conditions set forth in the group insurance policies.

**CITY COUNCIL MEETING**

**May 21, 2012**

**TITLE:** DEPARTMENT OF HOMELAND SECURITY, U.S. CITIZENSHIP &  
IMMIGRATION SERVICES MOA

**PURPOSE:** To renew a federal mandated agreement with DHS-USCIS for the verification of illegal aliens.

**RECOMMENDATION:** Recommend approval to renew MOA with the DHS-USCIS as mandated by Georgia law to verify the status of applicants through the SAVE program.

**HISTORY:** The Georgia Security and Compliance Act require local governments in Georgia to participate in the federal Systematic Alien Verification of Entitlements (SAVE) program in order to verify that applicants for public benefits are legally in the United States. In order to comply with the law's requirements, the City of St Marys will initiate the process of entering into an agreement with the federal government to use SAVE and anticipates receiving authorization to use the program as necessary and required.

On January 1, 2010, each person who is applying for retirement, business licenses, alcohol licenses, etc. must submit, as part of the application or enrollment form, an affidavit verifying his or her lawful presence in the United States. If the applicant or enrollee states that he or she is a legal permanent resident or otherwise a qualified alien or an immigrant, he or she must provide his or her alien registration. The City Clerk or designee verifies this status through use of the SAVE program. Depending on the outcome of the SAVE verification process, an applicant or enrollee could be deemed ineligible to receive public benefits. In that event, the provision of benefits through the City of St Marys would be terminated.

**Department  
Director:**



**City  
Manager:**





<b>Anticipated Collections Addendum from Non-Federal Sources</b>
--

Please provide the information requested in the table below. This information will be used to complete your Memorandum of Agreement (MOA). See Page 2 for additional instructions and an explanation of terms.

<b>1. Agency Information</b>	
Agency Name:	City of St Marys
Tax Identification Number (TIN):	58-6002656
Data Universal Numbering System (DUNS) or Business Partner Network (BPN) Number:	065922783
<b>2. Billing (Accounts Payable) Point of Contact (POC) Information</b>	
Name:	Tammy Dukes
Phone Number (xxx-xxx-xxxx):	912-510-4049
Fax Number (xxx-xxx-xxxx):	912-510-4012
E-mail Address:	tammy.dukes@stmarysga.gov
Address:	418 Osborne Street
Address (2nd line):	
City, State, Zip Code:	St Marys, Georgia 31558
<b>3. Customer Payment and Budgeting Information</b>	
Purchase Commitment Number:	N/A
Payment Method:	Credit Card: VISA
Amount Obligated (Budgeted):	475.00
Funds Expiration Date:	June 30, 2013
<b>4. Program POC</b>	
Name:	Darlene M. Roellig
Phone Number (xxx-xxx-xxxx):	912-510-4039
E-mail Address:	darlene.roellig@stmarysga.gov

This addendum will commence as soon as all signatures are obtained in accordance with the Memorandum of Agreement. Both parties must agree to any amendments prior to their implementation in accordance with the Memorandum of Agreement.

[Insert Authorized Signatory Name]	John E. Roessler
[Insert Position/Title]	Chief, SAVE Program, DHS USCIS
Date	Date

**Internal SAVE Use ONLY**  
Agency High Level Identifier:

## Georgia Municipal Association Application for the SAVE Program

City of St. Marys

Below is a list of public benefits commonly provided by local governments in Georgia that appear to be subject to SAVE verification under Georgia law. If your locality provides any of these benefits, please check the appropriate box and provide this application to the SAVE program. If the applicants for the benefits identified below are the only individuals who will be subject to verification with SAVE, the SAVE program will not require you to provide additional legal authority to approve your application. If you will use SAVE for verification of other benefits not on this list, you must provide the relevant legal authority, as explained in the **SAVE Program Registration Checklist**, for those individual benefits to be approved by the SAVE program.

### **Employee Benefits:**

**Retirement:** State law makes this permissive and contingent on the governing body adopting an ordinance or resolution. See O.C.G.A. §§ 36-35-4(a), 36-34-2(4), 47-5-1, 47-5-40 for cities; O.C.G.A. § 36-1-11.1 & Ga. Const. Art. IX, § 2, ¶ 1(f) for counties; Ga. Const. Art. IX, § 2, ¶ 3(a)(14) for both.

**Health Benefits:** State law makes this permissive and contingent on the governing body adopting an ordinance or resolution. See O.C.G.A. §§ 36-35-4(a), 47-5-1, 47-5-40 for cities; O.C.G.A. § 36-1-11.1 for counties; Ga. Const. Art. IX, § 2, ¶ 3(14) for both.

**Disability Benefits:** State law makes this permissive and contingent on the governing body adopting an ordinance or resolution. See O.C.G.A. §§ 36-35-4(a), 47-5-1, 47-5-40 for cities, O.C.G.A. § 36-1-21 for counties, Ga. Const. Art. IX, § 2, ¶ 3(14) for both.

**Contracts:** Cities and counties are generally authorized to contract either by the city charter or the county's enabling legislation.

Place a check here if you enter into contracts.

### **Commercial/Occupational Licenses:**

**Alcoholic Beverage Licenses:** The manufacture, distribution, selling, handling, or otherwise dealing in alcoholic beverages is contingent on obtaining a license or permit from the governing body of the municipality if it is to be done in the city limits; and the governing body of the county if it is to be done in the unincorporated area of a county. See O.C.G.A. §§ 3-3-2, 3-4-110, 3-5-40, 3-6-40, 3-7-40.

**Occupation Tax Certificates:** (a.k.a. "business licenses") Cities and counties may enact ordinances that impose an occupation tax on practitioners of certain professions and businesses within the incorporated area or the unincorporated area respectively. These ordinances generally require posting of the "occupation tax" certificate and may provide for "punishments" for noncompliance or require payment of the tax within 30 days of commencing business. See O.C.G.A. § 48-13-6

**Taxicab Licenses:** Cities and counties may require owners or operators of taxicabs and other vehicles for hire to obtain certificates of public necessity and convenience or medallion within the city limits or within the unincorporated area of a county, respectively. See O.C.G.A. § 36-60-25

**Insurance Company Licenses:** Cities may impose license fees and issue licenses to insurance companies for the privilege of engaging in the business of insurance within the city. O.C.G.A. § 33-8-8.

**Miscellaneous Licenses:** Cities and counties may issue the following licenses:

auctioneers- O.C.G.A. § 43-6-25.1,

pawn brokers- O.C.G.A. §§ 44-12-135, 44-12-136,

massage therapists- O.C.G.A. § 43-24A-22,

billiard rooms operations- O.C.G.A. § 43-8-2,

precious metals and gems dealers- O.C.G.A. § 43-37-5,

and the conducting of flea markets- O.C.G.A. § 10-1-362,

peddlers and itinerant traders- O.C.G.A. § 43-32-1 for counties, O.C.G.A. § 48-13-9(a) for cities,

transient businesses- O.C.G.A. §§ 43-46-4, 43-46-6 for counties, O.C.G.A. § 48-13-9(a) for cities,

fortune telling and palmistry- O.C.G.A. § 36-1-15 for counties, O.C.G.A. § 48-13-9(a) for cities.

Please fax completed form to (202) 443-0262, attn: Mr. Tommy Benbow

# SAVE Program Transaction Charges

## SAVE Price Structure

For verification services, SAVE assesses charges based upon number and type(s) of transactions. An electronic initial verification query incurs a base transaction charge. Certain access methods allow an opportunity to edit or correct the initial electronic query information, known as a "retry." If an initial query or a "retry" requires additional verification, an additional transaction charge is assessed. The electronic third step is free of charge.

Agencies submitting paper G-845s, without a verification case number (not electronically initiated), will be charged \$2.00 per case.

Current transaction charges are listed in the table below.

### SAVE Price Structure (Effective October 1, 2008)

Query Method	Initial Verification	Retry * (optional)	Additional Verification	Electronic Third Step	Paper G-845	Total Maximum Charge **
Electronic Access ***	\$0.50	\$0.50	\$0.50	No Charge	N/A	\$1.50
Paper G-845	N/A	N/A	N/A	N/A	\$2.00	\$2.00

N/A = Not Available

\* Retry is available to select user access methods.

\*\* Total Maximum Charge based on proper use of the system.

\*\*\* Electronic Access includes Web Access, Web Services and Batch.

**Note:** A minimum monthly service transaction charge of \$25.00 is automatically billed to agencies with query activity during the month, but whose SAVE Program query volume charge totals do not exceed \$25.00. No charge will be assessed if a user account remains idle during any given month.

**CITY COUNCIL MEETING**

**May 21, 2012**

**TITLE:** Aquatic Center Lazy River Pool Liner Installation Project – Aquatic Renovation Systems, Inc (RenoSys) Change Order Request.

**PURPOSE:** To accept or deny Aquatic Renovations Systems, Inc. Change Order request in amount of \$15,175.65.

**RECOMMENDATION:** Disapproval.

**HISTORY/ANALYSIS:**

At the completion of the Lazy River Pool Liner Installation Project, the contractor, Aquatic Renovation Systems, Inc. (RenoSys) submitted a request for additional funding to cover labor and materials that was not included in their original lump sum bid. Please see attached Change Order request from RenoSys explaining their request.

Public Works denied their request for additional funds due to failure of the contractor to perform the required onsite verification of the dimensions as specified several places in the Contract Documents and Specifications. Since this denial the Contractor has requested that City Council review the Change Order request for final decision.

Also, attached is additional correspondence between the City and the Contractor.

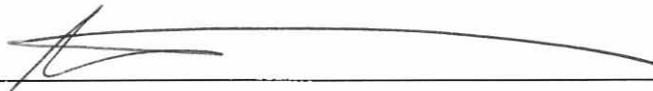
**Department**

**Director:**



**City**

**Manager:**





# RenoSys Corporation

Aquatic Renovation Systems, Inc.  
RenoSys Corporation  
Change Order #3649 - 001

Project/Facility Name: St. Marys Aquatic Center – Lazy River  
Project Number: 3649  
Authorized Contact Name: Christopher Cox

Your change order proposal, dated April 9, 2012 is hereby being designated for approval of the following work:

Furnish & Install PVC Membrane for additional required square footage of 2,546.25.

Anticipated costs: \$15,175.65

This change order was originated by the Contractor and Owner and we do hereby recommend acceptance and approval of the change to the Contractor’s Agreement dated March 20, 2012 which is in reference, made a part hereof, and identified with an increase of \$15,175.65.

Original Contract Value:	\$73,583.00
Previous Increases/Decreases	\$0.00
Value after prior CO/Amend	\$73,583.00
This CO/Amend Increases	\$15,175.65
Current Contract Value	\$88,758.65

Owner:  
City of St. Marys  
418 Osborne Street  
St. Marys, GA 31558

Contractor:  
Aquatic Renovation Systems, Inc.  
2825 E 55<sup>th</sup> Place  
Indianapolis, IN 46220

\_\_\_\_\_  
Signature

William T. DeLoughy, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Steve Comstock

\_\_\_\_\_  
Date







# RenoSys®

April 9, 2012

Mr. Christopher Cox, Project Engineer  
Mr. Bobby Marr, Director of Public Works  
Ms. Deby Walker, Aquatics Director  
City of St. Marys  
418 Osborne Street  
St. Mary's, GA 31558

Re: St. Marys Aquatic Center Lazy River Renovation  
Project Review

Dear all,

Thank you for your combined efforts and continued support as we near the final stages of renovating your Aquatic Center's Lazy River. We have been privileged with the opportunity to be of service to the City of St. Marys, and I can speak on behalf of our project managers and installation crew in saying that it has been a welcomed pleasure working for you, and we hope it is evident in our product and workmanship. While it was our sincere hope to hand over our completed project to the City without complication or incident, we have come upon a matter of significance, which we must bring to your attention.

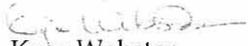
In the course of your installation, we have found the vessel to be significantly larger in size than what we could anticipate based on the information that was available prior to bidding. Normally, a marginal difference within a degree of tolerance would be absorbed under typical operating costs. However, in this case, the disparity is so great, that we have no choice but to make a formal request for financial relief from this additional scope of work. Please be aware that, at no time was your project delayed nor was the integrity of our work compromised in an effort to offset the accumulated overages in time or materials. Our on site superintendent simply identified the areas which needed to be addressed for the overall success of your project, and in coordination with project managers, secured the necessary materials, and directed his staff towards a successful completion. The final total of this overage was a combined 2,546.25 square feet of floor, walls, and coping wrap.

For your review, please find an attached diagram which identifies the areas that were either added to the project scope or underestimated from the unscaled drawing provided for bidding, as well as a Change Order Request that reflects the costs associated with this additional work. We are certain you'll find our request to be fair and reasonable, as it reflects the same price per square foot of \$5.96 used to calculate our bid quotation. No additional costs for shipping, lodging, or per diems were added to the Change Order total of \$15,175.65.

We are pleased with the progress and the results achieved to date, and we are confident that upon final completion, you'll have a facility you can take great pride in sharing with your patrons who will enjoy your Aquatic Center Lazy River for many years to come.

We greatly appreciate your consideration of our request, and I look forward to answering any questions you may have in this regard.

Sincerely,



Kym Webster

Sales Representative

Visit us on the web at... "[www.renosys.com](http://www.renosys.com)"

**RenoSys Corporation**

2825 East 55th Place • Indianapolis, IN 46220

Phone: 800.783.7005 • 317.251.0207

Fax: 317.251.0360 • e-mail: "[renosys@aol.com](mailto:renosys@aol.com)"

## Christopher Cox

---

**From:** Kym Webster [kymw@renosys.com]  
**Sent:** Monday, April 09, 2012 10:33 AM  
**To:** Christopher Cox; 'brandons@renosys.com'; Steve Comstock  
**Subject:** St Marys Lazy River Project Audit  
**Attachments:** St Marys Audit Letter 4912.pdf; St Marys Lazy River Project Audit Illustrations.pdf; 3649 - Change Order.pdf

Hi Chris,

I hope you had a nice Easter Weekend. Please find the attached documents: Cover Letter, Diagram, and Change Order Request detailing the results of our project audit. If you have any questions, please do not hesitate to let me know.

Best regards,  
Kym

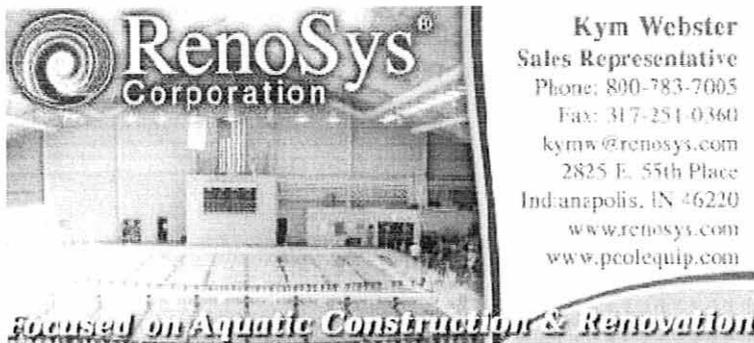
Kym Webster  
Sales Representative  
RenoSys Corporation  
2825 E. 55th Place  
Indianapolis, IN 46220  
T: 800-783-7005 F: 317-251-0360 LT:317-251-0207  
[kymw@renosys.com](mailto:kymw@renosys.com)  
[www.renosys.com](http://www.renosys.com)

On 4/3/2012 6:34 PM, Kym Webster wrote:  
Hi Chris,

Thank you very much! These are really excellent views. I wish we could get aerial shots like this of all our projects! Yours, in particular, is very striking when you see it evolve into that swirling blue river. :-)  
John, the Superintendent is very conscientious about his projects so I know you are in excellent hands. I think it looks really beautiful and I hope you all are pleased too!

P.S. He has remeasured the entire project and will be sending me updated material totals, so I should have that information for you in the next day or so.

Thanks again very much!  
Kym



**RenoSys<sup>®</sup>**  
Corporation

**Kym Webster**  
Sales Representative  
Phone: 800-783-7005  
Fax: 317-251-0360  
[kymw@renosys.com](mailto:kymw@renosys.com)  
2825 E. 55th Place  
Indianapolis, IN 46220  
[www.renosys.com](http://www.renosys.com)  
[www.pcolequip.com](http://www.pcolequip.com)

*focused on Aquatic Construction & Renovation*

On 4/3/2012 2:58 PM, Christopher Cox wrote:

Kym,

Thought you would like some aerial shots of the Lazy River Pool Liner installation.

Thanks,

Chris

The sender has included tags, so you can do more with these photos. Download Photoshop (R) Album Starter Edition-Free!

<http://www.adobe.com/aboutstarteredition>

## Christopher Cox

---

**From:** Bobby Marr  
**Sent:** Monday, April 23, 2012 6:24 AM  
**To:** Steve Crowell  
**Cc:** Christopher Cox  
**Subject:** FW: St Marys Lazy River Project Audit/Change Order

-----Original Message-----

**From:** Kym Webster [<mailto:kymw@renosys.com>]  
**Sent:** Wednesday, April 18, 2012 3:51 PM  
**To:** Bobby Marr  
**Subject:** St Marys Lazy River Project Audit/Change Order

Dear Mr. Marr,

Thank you for your time yesterday to discuss our requested Change Order. As I stated in my follow up call this morning, our owners do not agree with your stance in rejecting this request. From all accounts, our work in renovating the St. Marys Lazy River was completed successfully.

Despite the disparity in size, our installers executed your renovation in a professional manner without delaying or compromising your project.

This work was conducted in good faith, and we ask only that the City reciprocate good faith by fully compensating our company for the work performed. For this reason, we cannot accept your request to reduce the Change Order to reflect only the additional materials used. We do, however, graciously accept your offer to discuss this matter with your City Manager, Mr. Steven Crowell, and await a return call early next week.

We are confident that the City will be pleased by the improved performance of your Lazy River, and that your citizens will appreciate the improved safety, hygiene and appearance of our work. We look forward to an amicable resolution and a long term relationship that is both harmonious and beneficial to us all.

Respectfully,  
Kym Webster

--  
Kym Webster  
Sales Representative  
RenoSys Corporation  
2825 E. 55th Place  
Indianapolis, IN 46220

T: 800-783-7005 F: 317-251-0360 LT:317-251-0207 [kymw@renosys.com](mailto:kymw@renosys.com) [www.renosys.com](http://www.renosys.com)

## Christopher Cox

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**From:** Bobby Marr  
**Sent:** Wednesday, May 16, 2012 12:11 PM  
**To:** Christopher Cox  
**Subject:** FW: St Marys Lazy River Project Audit/Change Order

-----Original Message-----

From: Kym Webster [<mailto:kymw@renosys.com>]  
Sent: Wednesday, April 25, 2012 9:06 AM  
To: Bobby Marr  
Subject: Re: St Marys Lazy River Project Audit/Change Order

Hi Bobby,

That sounds fine. Thank you.  
Can I expect your call or should I call you?

Kym Webster  
Sales Representative  
RenoSys Corporation  
2825 E. 55th Place  
Indianapolis, IN 46220

T: 800-783-7005 F: 317-251-0360 LT:317-251-0207 [kymw@renosys.com](mailto:kymw@renosys.com) [www.renosys.com](http://www.renosys.com)

On 4/25/2012 7:58 AM, Bobby Marr wrote:

> How does Thursday at 11:00 Eastern Time sound for a conference call?  
>

> -----Original Message-----

> From: Kym Webster [<mailto:kymw@renosys.com>]  
> Sent: Wednesday, April 25, 2012 7:43 AM  
> To: Bobby Marr; Michelle Comstock  
> Subject: Re: St Marys Lazy River Project Audit/Change Order  
>

> Hi Bobby,

>  
> Thank you for your reply. I apologize for the inconvenience of my absence from the office, however, I left instructions for our receptionist to expect your call and coordinate the conference call through my cell. I'm not certain as to why this wasn't accomplished, however, I'll try to see whether this can happen today. It would have to take place this afternoon, as I will be in meetings until 1pm CT. If not, I'll be in the office all day Thursday.

>  
> Again, I apologize for the inconvenience and look forward to teleconferencing with you and Mr. Crowell.

>  
> Respectfully,  
> Kym

>  
> Kym Webster  
> Sales Representative

> RenoSys Corporation  
> 2825 E. 55th Place  
> Indianapolis, IN 46220  
>  
> T: 800-783-7005 F: 317-251-0360 LT:317-251-0207 [kymw@renosys.com](mailto:kymw@renosys.com)  
> [www.renosys.com](http://www.renosys.com)  
>  
>  
>

> On 4/24/2012 1:03 PM, Bobby Marr wrote:

>> Kym,  
>> I was trying to set up a conference call with you and our City Manager, but was informed you were out of the office today and tomorrow. What times are you available on Thursday?  
>> Bobby

>> -----Original Message-----

>> From: Kym Webster [<mailto:kymw@renosys.com>]  
>> Sent: Wednesday, April 18, 2012 3:51 PM  
>> To: Bobby Marr  
>> Subject: St Marys Lazy River Project Audit/Change Order

>> Dear Mr. Marr,

>> Thank you for your time yesterday to discuss our requested Change Order. As I stated in my follow up call this morning, our owners do not agree with your stance in rejecting this request. From all accounts, our work in renovating the St. Marys Lazy River was completed successfully.  
>> Despite the disparity in size, our installers executed your renovation in a professional manner without delaying or compromising your project.  
>> This work was conducted in good faith, and we ask only that the City reciprocate good faith by fully compensating our company for the work performed. For this reason, we cannot accept your request to reduce the Change Order to reflect only the additional materials used. We do, however, graciously accept your offer to discuss this matter with your City Manager, Mr. Steven Crowell, and await a return call early next week.

>> We are confident that the City will be pleased by the improved performance of your Lazy River, and that your citizens will appreciate the improved safety, hygiene and appearance of our work. We look forward to an amicable resolution and a long term relationship that is both harmonious and beneficial to us all.

>> Respectfully,  
>> Kym Webster

>>  
>> --  
>> Kym Webster  
>> Sales Representative  
>> RenoSys Corporation  
>> 2825 E. 55th Place  
>> Indianapolis, IN 46220

>> T: 800-783-7005 F: 317-251-0360 LT:317-251-0207 [kymw@renosys.com](mailto:kymw@renosys.com)  
>> [www.renosys.com](http://www.renosys.com)

>>  
>>  
>>

## Christopher Cox

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**From:** Bobby Marr  
**Sent:** Wednesday, May 16, 2012 12:11 PM  
**To:** Christopher Cox  
**Subject:** FW: St Marys Lazy River Renovation  
**Attachments:** Renosys GA - St Marys Lazy River 42612 Conference Call.pdf

-----Original Message-----

**From:** Kym Webster [<mailto:kymw@renosys.com>]  
**Sent:** Thursday, April 26, 2012 2:21 PM  
**To:** Steve Crowell; Bobby Marr; Steve Comstock  
**Subject:** St Marys Lazy River Renovation

Hi Steve,

It was a pleasure to speak with you this morning. Attached is a summary of our discussion. Please do not hesitate to let me know if I can provide any assistance prior to your meeting.

Best regards,  
Kym

--

Kym Webster  
Sales Representative  
RenoSys Corporation  
2825 E. 55th Place  
Indianapolis, IN 46220

T: 800-783-7005 F: 317-251-0360 LT:317-251-0207 [kymw@renosys.com](mailto:kymw@renosys.com) [www.renosys.com](http://www.renosys.com)



# RenoSys<sup>®</sup>

April 26, 2012

Mr. Steven Crowell  
City of St. Marys  
418 Osborne Street  
St. Mary's, GA 31558

Re: St. Marys Aquatic Center Lazy River Renovation  
Project Review

Good afternoon Mr. Cromwell,

Thanks again to you and Mr. Marr for taking time this morning to discuss the Change Order request with Mr. Steve Comstock and myself by phone. We understand the delicate nature of this matter, and certainly appreciate your patience and due diligence to understand how the need for the Change Order occurred, as well as the steps we found necessary to ensure that your project continued on schedule without interruption.

I believe we're all in agreement that the project was a success, and the increased scope of work and manpower were required in order to achieve successful completion. While a work stoppage might have followed the letter of the instructions, continuing without interruption was indeed of far greater benefit to the City by ensuring a timely and fully completed project without concern of lost revenues brought on by unwanted delays. Just as no mal-intent was perceived in the bid illustrations, we hope the board will conclude that the greater good was served by the pains we took to ensure the timely success of your project.

In hindsight, perhaps this would be less awkward if the bid proposal form included a line item for qualifying the price per square footage, since a single pre-bid sight visit would not have provided the actual, accurate dimensions obtained by our 3 man installation crew. The important thing moving forward is for us to work together and strive for a harmonious resolution, and we look forward to that end. Please do not hesitate to let us know if we can provide further assistance in preparation for your May 21st board meeting. Again, please accept our sincere thanks for your assistance.

Sincerely,

Kym Webster

Sales Representative

Visit us on the web at... "[www.renosys.com](http://www.renosys.com)"

**RenoSys Corporation**

2825 East 55th Place • Indianapolis, IN 46220

Phone: 800.783.7005 • 317.251.0207

Fax: 317.251.0360 • e-mail: "[renosys@aol.com](mailto:renosys@aol.com)"

## Steve Crowell

---

**From:** Steve Crowell  
**Sent:** Wednesday, May 16, 2012 8:37 AM  
**To:** Bobby Marr  
**Subject:** FW: St Marys Lazy River Renovation

I would like this e-mail AND their referenced attachment as part of the staff report.

-----Original Message-----

From: Steve Crowell  
Sent: Thursday, April 26, 2012 4:57 PM  
To: 'Kym Webster'  
Cc: Bobby Marr  
Subject: RE: St Marys Lazy River Renovation

I appreciated your letter summarizing our conversation. I would note that we also did discuss the provisions in the contract which required the contractor to verify field conditions etc. We are really not experts in determining what needs to be done to provide the project that we wanted; we left that determination up to the you. We wanted a lump sum amount so we could budget accurately and know our exposure. This is a major project for a small city, especially as we are reviewing our budget. Although we did not discuss the issue on the phone, Mr. Marr advises me that in a previous discussion a reference was made that you would not honor the warranty (we paid extra for the extended warranty) unless the change order was approved. We take exception to that point if, in fact, that is the position of the company. We will address the warranty issues along with the additional payment request. We do agree that the project was completed in a timely manner and that the workmanship and overall quality were as specified. We will contact you on May22nd, to let you know how we intend to proceed. Thanks.

-----Original Message-----

From: Kym Webster [<mailto:kymw@renosys.com>]  
Sent: Thursday, April 26, 2012 2:21 PM  
To: Steve Crowell; Bobby Marr; Steve Comstock  
Subject: St Marys Lazy River Renovation

Hi Steve,

It was a pleasure to speak with you this morning. Attached is a summary of our discussion. Please do not hesitate to let me know if I can provide any assistance prior to your meeting.

Best regards,  
Kym

--

Kym Webster  
Sales Representative  
RenoSys Corporation  
2825 E. 55th Place  
Indianapolis, IN 46220

T: 800-783-7005 F: 317-251-0360 LT:317-251-0207 [kymw@renosys.com](mailto:kymw@renosys.com) [www.renosys.com](http://www.renosys.com)

Good evening Mayor DeLoughy and Council members. I am deeply pleased to inform you that the City of Fort Erie, Ontario, has expressed their desire to become St. Marys' Binational Alliance Peace Garden Sister City. I spoke with Mr. Gant this evening and requested that this matter be placed on the agenda for the next Council meeting.

Fort Erie (2006 population 29,925) is a town on the Niagara River in the Niagara region of Ontario (located directly across the river from Buffalo, New York). It is one of the fastest growing communities in Niagara and has experienced a high level of residential and commercial development in the past few years. As I mentioned in a previous email, Fort Erie is also the location of the Peace Bridge - and over \$40 billion in trade and tourism crosses that bridge every year.

<http://www.peacebridge.com/>

By "twinning" with Fort Erie we will reap the benefit of all Binational Alliance promotion (times two) while gaining considerable exposure in terms of tourism, developers and new residents. In turn, St. Marys, as the southernmost location on the Peace Garden Trail, offers Fort Erie a valuable tourism/marketing tool.

It is my most sincere hope that Council will see fit to support this exciting opportunity for our community. Should you have any questions regarding this matter, please don't hesitate to contact me.

Respectfully,

Alex

Alex Kearns  
Chair  
St. Marys EarthKeepers, Inc.  
Office: 912-673-6120  
Cell: 912-322-7367  
Email: [alexkearns1@msn.com](mailto:alexkearns1@msn.com)

----- Original Message -----

**From:** [AAMWhite](#)  
**To:** 'Alex Kearns'  
**Sent:** Wednesday, May 16, 2012 7:19 PM  
**Subject:** FW: Binational Alliance - St. Marys Georgia Follow-Up

Alex:  
The answer we've been waiting for!  
Arlene

---

**From:** AAMWhite [mailto:[arlene.white@btapartners.com](mailto:arlene.white@btapartners.com)]  
**Sent:** Wednesday, May 16, 2012 7:18 PM  
**To:** 'John Hill'  
**Cc:** 'John Johnston'; 'Carolyn Kett'; 'Valerie Spear'  
**Subject:** RE: Binational Alliance - St. Marys Georgia Follow-Up

Thank you John. I will forward this great news to our partners in St. Marys and move forward on next steps. Please advise if there will be a formal notification coming from Town Hall as per Carolyn's comments at our previous 1812 Bicentennial Committee meeting. Much appreciated!

Arlene

---

**From:** John Hill [mailto:JHill@town.forterie.on.ca]  
**Sent:** Wednesday, May 16, 2012 7:08 PM  
**To:** arlene white  
**Cc:** 'John Johnston'; Carolyn Kett; 'Valerie Spear'  
**Subject:** Re: Binational Alliance - St. Marys Georgia Follow-Up

Arlene,

This matter was passed by Council on Monday May 14, 2012.

*John*

John C. Hill  
Councillor - Ward 4  
Town of Fort Erie  
P: 905 894 0325  
E: jhill@town.forterie.on.ca

-----"AAMWhite" <arlene.white@btapartners.com> wrote: -----  
To: "Carolyn Kett" <CKett@town.forterie.on.ca>, "John Hill" <JHill@town.forterie.on.ca>  
From: "AAMWhite" <arlene.white@btapartners.com>  
Date: 05/16/2012 09:56AM  
Cc: "John Johnston" <bia@cogeco.ca>, "Valerie Spear" <v18spear12@rogers.com>  
Subject: Binational Alliance - St. Marys Georgia Follow-Up

Good Morning!

Just a quick note to find out decision of Fort Erie Council regarding sister city twinning for Bicentennial Peace Gardens.

Please let me know asap so I can advise the St. Marys Committee members.

Thanks so much!

Arlene

Arlene White, Executive Director  
The Binational Alliance  
*Vibrant Binational Communities + Innovative Partnerships*

143 Genesee Street, Buffalo, NY 14203

P: 716.856.6525 x 111 / 1.877.884.2736 x 111 F: 716.856.6754  
5400 Robinson St., 2nd Floor, Niagara Falls, ON L2G 2A6  
P: 905.401.4450  
Email: [arlene.white@btapartners.com](mailto:arlene.white@btapartners.com)  
Website: [www.btapartners.com](http://www.btapartners.com)

**Please Note:** Emails are checked twice daily. Your patience with responses is appreciated.

## CITY COUNCIL MEETING

May 21, 2012

**NEW BUSINESS:** DE-ANNEXATION of a small parcel along GA Highway 40E.

**PURPOSE:** Gregory & Starr Whitaker, 1709 Highway 40 E., St. Marys, GA 31558 is requesting De-annexation of parcel 122-007A from the City of St. Marys. The property is zoned R-2. Tax Parcel 122-007A.

**RECOMMENDATION:** Staff concurs with the recommendation of the Planning Commission for denial of the application for de-annexation.

**HISTORY/ANALYSIS:** Ms. Starr Whitaker presented her request to de-annex from the City of St. Marys in a public hearing at the April 24, 2012 Planning Commission meeting. Ms. Whitaker stated even though she has been paying city taxes, the City has been unable to provide City water and sewer services. Mr. Roger Weaver stated the property was annexed into the City in May 2004. Mr. Roger Weaver also commented that the City Police and Fire Department respond to the properties in that area and that he has been talking to Public Works about what it would take to get city water and sewer to these properties

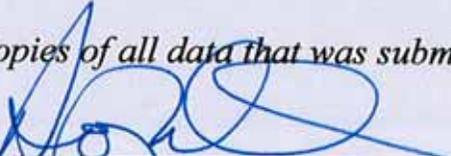
On June 4, 1994, the Whitakers applied for water and sewer. They paid \$62 of the required \$1,000 fee. On October 3, 1994 the City determined that the sewer could not be installed at this location. Ms. Whitaker addressed the Planning Commission stating the only reason they were annexed into the City was because they were supposed to have been allowed to connect to the City water and sewer. Subsequent to this, City water and Sewer became available to this parcel (see recent letter) and the Whitaker's did not take advantage of this at the time it was installed.

On October 11, 1994, the City refunded Gregory Whitaker for \$62 that was paid to the City. Mr. Roger Weaver read from a letter written by Max Tinsley, former Planning Director at that time, dated June 4, 2004 regarding a de-annexation inquiry for the Whitakers. Mr. Tinsley stated, "Since the City currently surrounds the property, as far as I can determine, and the annexation was requested by the property owners, I recommend not de-annexing this property. If there is a portion of this property that is adjacent to the county, de-annexation may be considered if we do not create an island."

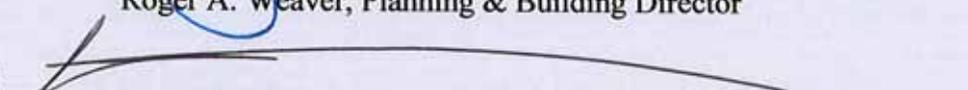
The Planning Commission voted to recommend that this request be denied and sent on to City Council for their review as submitted. The vote was (3) to approve, (1) to deny with one absent.

**ATTACHMENTS:** *Copies of all data that was submitted to the PC for their review.*

**Department Director:**

  
\_\_\_\_\_  
Roger A. Weaver, Planning & Building Director

**City Manager:**

  
\_\_\_\_\_  
Steve Crowell, City Manager



**CITY OF ST. MARYS**

418 OSBORNE STREET  
ST. MARYS, GEORGIA 31558

TELEPHONE: 912-510-4032 FAX: 912-510-4014  
PLANNING, BUILDING AND ZONING DEPARTMENT: 912-510-4032

\*\*\*

Roger A. Weaver, Planning and Building Director

roger.weaver@ci.st-marys.ga.us

Gregory & Starr Whitaker  
1709 East Highway 40  
St. Marys, GA 31558

May 7, 2012

RE: Water and Sewer availability to Parcel # 122-007A

Dear M/M Whitaker:

As per the Planning Commission meeting of April 24, 2012, I noted to Ms. Starr that I would look into whether water and sewer services are available to your parcel.

I am pleased to note that both water and sewer are available. Water is available across GA40, and Sewer is available at the corner of your lot and the adjacent Tire Plus facility.

Our ordinances and state law require that if any parcel is within 200 feet of an active line, then the property owner shall tap into the line. All construction costs for the tap in, including fees, are the responsibility of the property owner.

I realize that you have requested de-annexation from the City of St. Marys under the belief that City services were not available. As you can see from the above, City services are available, and I will be happy to guide you through the connection process.

Should you have any questions on the above, please contact this office.

Sincerely,

  
Roger A. Weaver, Planning and Building Director  
City of St. Marys



**CITY OF ST. MARYS**  
418 OSBORNE STREET  
ST. MARYS, GEORGIA 31558  
TELEPHONE: 912-510-1000 FAX: 912-882-5506  
PLANNING AND ZONING DEPARTMENT: 912-510-4032

May 1, 2012

Gregory & Starr Whitaker  
1709 Highway 40 East  
St. Marys, GA 31558

RE: De-Annexation Request

Dear Mr. & Mrs. Whitaker:

The City Council will meet on May 21, 2012 at 6:00 PM in the City Hall Council Chambers at 418 Osborne Street to review and discuss this application.

You or your authorized representative are required to attend this meeting to answer any questions that the City Council or Public may have in regard to your application.

Should you have any questions, please feel free to contact me at (912) 510-4025.

Sincerely,

Michele Wood, Asst. Planner  
City of St. Marys

**REQUEST FOR DE-ANNEXATION BY GREGORY & STARR WHITAKER**

**APPLICANT:** Gregory & Starr Whitaker  
1907 Highway 40 East  
St. Marys, GA 31558

**APPLICANTS REQUEST and LOCATION OF PROPERTY:**

**DE-ANNEXATION** – Gregory & Starr Whitaker, 1709 Highway 40 E., St. Marys, GA 31558 is requesting De-annexation of parcel 122-007A from the City of St. Marys. The property is zoned R-2. Tax Parcel 122-007A.

**MEETING DATES:** Planning Commission April 24, 2012 City Council May 7, 2012

**STAFF ANALYSIS:** The property owners have submitted an application requesting to de-annex their property from the city limits of St. Marys.

**PLANNING COMMISSION RECOMMENDATIONS:** The Planning Commission is scheduled to meet Tuesday, April 24, 2012 to consider this application.

Action taken: Approved ( ) Denied (x) Postponed ( )

**CITY COUNCIL RECOMMENDATION:** The City Council is scheduled to meet on Monday, May 7, 2012 to consider the Planning Commission's recommendation.

Action taken: Approved ( ) Denied ( ) Postponed ( )



# CITY OF ST. MARYS, GEORGIA ANNEXATION APPLICATION

Planning & Building Department  
418 Osborne Street - (912) 510-4032

Name: <sup>whitaker</sup> Gregory D STARR  
Street: 1704 EAST HWY  
Phone: 912 887 2046  
Acre(s): \_\_\_\_\_

## DE-ANNEXATION APPLICATION TO ANNEX PROPERTY INTO THE CITY OF ST. MARYS, GEORGIA

COME NOW, the undersigned being the owner(s) of all said tract(s) of land, as more particularly described in the plat survey attached hereto as Exhibit "A", and the metes and bounds legal description as set forth in Exhibit "B". This application is submitted by the undersigned owner(s) pursuant to Official Code of Georgia Annotated 36-36-3 et seq., and hereby petitions the Mayor and Council to annex said property into the corporate limits of the City of St. Marys, Georgia.

In making this application and petition to the Mayor and Council, the undersigned shows that:

- The undersigned is or are the sole owner(s) of said property and owns a fee simple absolute interest therein, subject to any mortgages or deeds to secure that debt.
- The intended land use is for the following purpose(s).  
 Residential      \_\_\_\_\_ Commercial      \_\_\_\_\_ Other (Specify)  
 Existing Structure(s)      \_\_\_\_\_ Vacant
- Currently residing on the property are 2 persons. Of that number 2 are 18 years of age or older. Of the occupants on the property, 2 are registered voters.
- The County tax map and parcel number of the property is 122-007A.
- Attached hereto as Exhibit "A" is a current plat survey of said property showing the contiguity of said property to the existing corporate limits of the City of St. Marys, Georgia. Also filed herewith are \_\_\_\_\_ additional copies of the plat survey.
- Attached hereto as Exhibit "B" is a metes and bounds legal description of said property.
- The undersigned acknowledges that the passage or enactment of an ordinance annexing such property is subject to the approval of the United States Department of Justice, that such approval requires a minimum of 60 days after the submission for approval is made by the City, and that until such approval is obtained, the undersigned will not be permitted or entitled to register and vote in City elections.

Said property being annexed into the corporate limits of the City of St. Marys, Georgia after April 1, 1990, for statistical records to the U.S. Department of Justice, Civil Rights Division, please complete the following information:

The race ratio of all residents occupying the property:

- \_\_\_\_\_ American Indian or Alaskan Native  
 \_\_\_\_\_ Asian or Pacific Islander  
 Black, not of Hispanic Origin  
 \_\_\_\_\_ White, not of Hispanic Origin

This the 9th day of February, 20 12.

Owner (s) [Signature]  
Steven E. Whitaker

- ( ) 20 Copies of Survey Plat  
 ( ) 20 Copies of Legal Description

Gregory & STARR Whitaker  
Petitioner

PETITION TO DEANNEX CERTAIN PROPERTY

Petitioner(s) herein, as the owner(s) of the property described in Exhibit A, attached hereto, hereby petitions the Board of Commissioners of Camden County, GA to adopt a resolution consenting to such annexation from the City of St. Marys, Georgia, and further, requests that said City deannex such property from the city limits of said City.

Petitioner certifies that it is the owner of all of the real property described and identified in Exhibit A and that there are no other owners or co-owners of such property. Property is also described as Tax Map # 122, Parcel # 0074

Petitioner further certifies that the deannexation of the described property will not result in the creation of an unincorporated island in violation of Georgia law.

By: [Signature]

By: [Signature]

Cheryl E. Jenkins  
Notary Public

3/20/2015



PREPARED BY:

HENRY & ASSOCIATES  
REG. LAND SURVEYORS  
KINGSLAND, GA. 31548  
(912) 729-5540

THIS LEGAL DESCRIPTION IS TO DESCRIBE LOT 1, BEING A PORTION OF TAX PARCEL 7, AS PER CAMDEN COUNTY TAX MAP 122. THIS PORTION OF TAX PARCEL 7 CONTAINS 16,174 SQUARE FEET OR 0.3713 ACRES.

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN THE 29TH GEORGIA MILITIA DISTRICT, CAMDEN COUNTY, GEORGIA IS MORE FULLY DESCRIBED AS FOLLOWS; TO WIT:

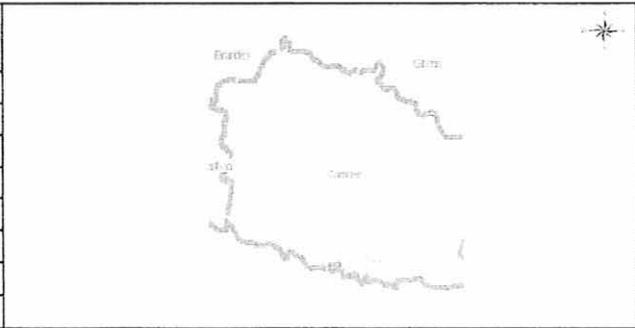
THE POINT OF COMMENCEMENT (P.O.C.) IS THE INTERSECTION OF THE S-LY R/W OF GEORGIA STATE HWY.40 AND THE W-LY R/W OF ST. MARYS RAILROAD - KINGS BAY SPUR. THENCE, N59°36'20"W, ALONG THE S-LY R/W OF GEORGIA ST. HWY. 40, A DISTANCE OF 155.00' (FEET) TO A POINT. THIS POINT BEING THE N-WLY PROPERTY CORNER OF LOT 2 AND THE POINT OF BEGINNING (P.O.B.)

THENCE, FROM THE P.O.B., S 30°09'17" W, ALONG THE W-LY PROPERTY LINE OF LOT 2, A DISTANCE OF 112.00' (FEET) TO A POINT. THIS POINT BEING THE S-WLY PROPERTY CORNER OF LOT 2. THENCE, S59°42'54"E, ALONG THE S-LY PROPERTY LINE OF LOT 2,

A DISTANCE OF 108.40'(FEET) TO A POINT. THIS POINT BEING THE S-ELY PROPERTY CORNER OF LOT 2, A POINT ON THE W-LY R/W OF ST. MARYS RAILROAD - KINGS BAY SPUR AND THE POINT OF CURVATURE OF A CURVE, CONCAVE TO THE SOUTHEAST, HAVING A CHORD BEARING OF S 70°28'05" W, AN ARC DISTANCE OF 215.24' (FEET), AND A CHORD DISTANCE OF 213.84'(FT) TO A POINT. THIS POINT BEING THE POINT OF TANGENCY, THE S-WLY PROPERTY CORNER OF LOT 1, THE S-ELY PROPERTY CORNER OF THE N/F R. E. WHITAKER PROPERTY AND A POINT ON THE N-LY R/W OF ST. MARYS RAILROAD - KINGS BAY SPUR. THENCE, N 30°09'17" E, ALONG THE W-LY PROPERTY LINE OF LOT 1 ALSO BEING THE E-LY PROPERTY LINE OF THE N/F R.E. WHITAKER PROPERTY, A DISTANCE OF 75.39'(FEET) TO A POINT. THIS POINT BEING THE N-ELY PROPERTY CORNER OF THE N/F R. E WHITAKER PROPERTY AND A POINT ON THE W-LY PROPERTY LINE OF LOT 1. THENCE, N 30°09'17" E, CONTINUING ALONG THE W-LY PROPERTY LINE OF LOT 1 ALSO BEING THE E-LY PROPERTY LINE OF THE N/F T. E. COLLINS PROPERTY, A DISTANCE OF 200.00'(FT) TO A POINT. THIS POINT BEING THE N-WLY PROPERTY CORNER OF LOT 1, THE N-ELY PROPERTY CORNER OF THE N/F T.E. COLLINS PROPERTY AND A POINT ON THE S-LY R/W OF GEORGIA ST. HWY. 40. THENCE, S 59°26'20" E, ALONG THE N-LY PROPERTY LINE OF LOT 1, ALSO BEING THE S-LY R/W OF GEORGIA STATE HIGHWAY 40, A DISTANCE OF 30.00'(FEET) TO A POINT. THIS POINT BEING THE P.O.B.



Camden County Assessor			
Parcel: 122 007A Acres: 0.37			
Name:	WHITAKER GREGORY M &	Land Value	\$6,046.00
Site:	1709 EAST HWY 40	Building Value	\$98,974.00
Code:	\$0 on 04-1994 Reason=NM Quali=U	Imp. Value	\$0.00
	STARR E	Total Value	\$105,020.00
	1709 EAST HWY 40		
	SAINT MARYS, GA 31558		



The Camden County Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. PLEASE NOTE THAT THE PROPERTY APPRAISER MAPS ARE FOR ASSESSMENT PURPOSES ONLY NEITHER CAMDEN COUNTY NOR ITS EMPLOYEES ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS ---THIS IS NOT A SURVEY---

Date printed: 04/10/12 : 14:56:19

PREPARED BY:

HENRY & ASSOCIATES  
REG. LAND SURVEYORS  
KINGSLAND, GA. 31546  
(912) 729-5540

THIS PROPERTY LIES IN "X" UNSHADED (OUTSIDE THE 300 YR. FLOOD HAZARD ZONE) AND "Y" SHADED (500 YR. FLOOD HAZARD ZONE) AS SHOWN ON COMMUNITY PANEL NO. 13039 00 300 C OF THE F. L. R. PREPARED FOR CAMDEN COUNTY BY FEMA. (1/20/86)

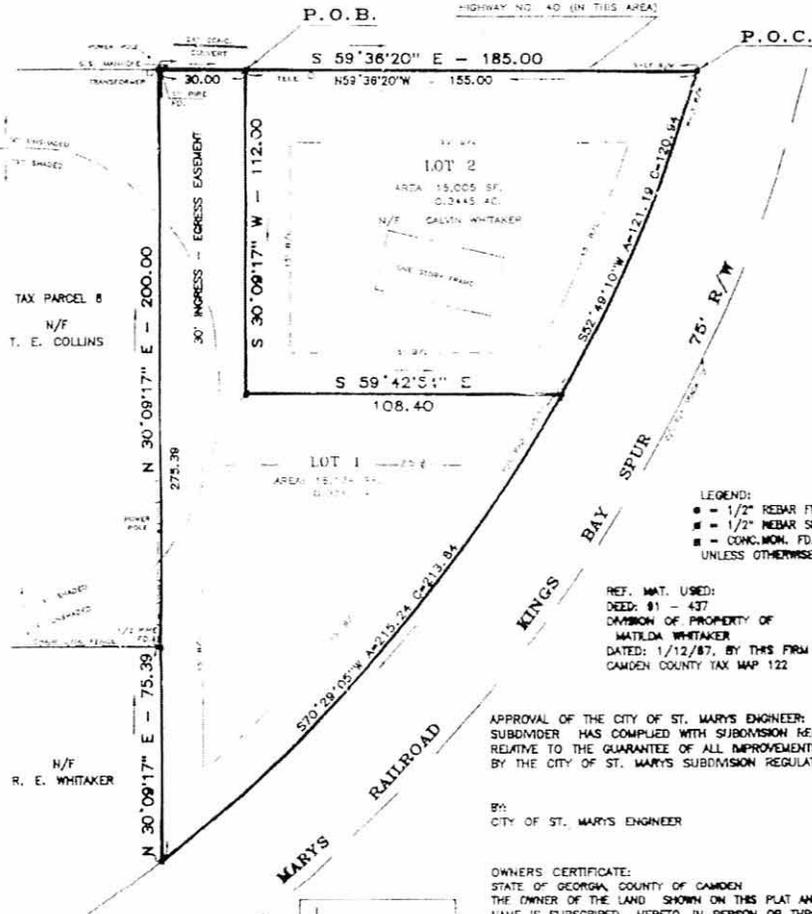
THIS PROPERTY IS SUBJECT TO ANY AND ALL RECORDED OR IMPLIED EASEMENTS

WETLAND DESIGNATIONS HAVE NOT BEEN PERFORMED BY THIS FIRM



GEORGIA STATE HIGHWAY 40 100' R/W PAVED

ST. MARYS CITY LIMITS IS THE RIGHT-OF-WAY OF GEORGIA STATE HIGHWAY NO. 40 (IN THIS AREA)



LEGEND:  
● - 1/2" REBAR FD.  
■ - 1/2" REBAR SET  
■ - CONC. MON. FD.  
UNLESS OTHERWISE NOTED

REF. MAT. USED:  
DEED #1 - 437  
DIVISION OF PROPERTY OF  
MATELDA WHITAKER  
DATED: 1/12/87, BY THIS FIRM  
CAMDEN COUNTY TAX MAP 122

APPROVAL OF THE CITY OF ST. MARYS ENGINEER:  
SUBDIVIDER HAS COMPLIED WITH SUBMISSION REQUIREMENTS  
RELATIVE TO THE GUARANTEE OF ALL IMPROVEMENTS REQUIRED  
BY THE CITY OF ST. MARYS SUBMISSION REGULATIONS.

BY: CITY OF ST. MARYS ENGINEER DATE:

OWNERS CERTIFICATE:  
STATE OF GEORGIA, COUNTY OF CAMDEN  
THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE  
NAME IS SUBSCRIBED HERETO, IN PERSON OR THROUGH A  
DULY AUTHORIZED AGENT, CERTIFIES THAT SAID OWNER  
HAS CAUSED THE SUBMISSION OF THE LAND SHOWN HEREON  
BY AN ACTUAL SURVEY.

BY: DATE:



APPROVAL CERTIFICATE:  
ALL REQUIREMENTS OF THE ST. MARYS, GEORGIA SUBDIVISION  
REGULATIONS AND PLANNING COMMISSION RELATIVE TO THE  
PREPARATION AND SUBMISSION OF A FINAL PLAT HAVING BEEN  
FULFILLED, APPROVAL OF THIS PLAT IS HEREBY GRANTED.

BY THE CITY OF ST. MARYS PLANNING COMMISSION: DATE:

CHAIRMAN OF PLANNING COMMISSION DATE:

BY THE COUNCIL OF ST. MARYS, GEORGIA DATE:

MAYOR DATE:

- ZONED R-1:
- 1. MINIMUM LOT AREA: 10,000 SQUARE FEET
  - 2. MINIMUM LOT WIDTH AT BUILDING LINE: 75 FEET
  - 3. MINIMUM FRONT YARD SETBACK FROM STREET: 25 FEET
  - 4. MINIMUM SIDE YARD, SETBACK FROM STREET: 25 FEET  
SETBACK FROM OTHER PROPERTY LINE: 15 FEET
  - 5. MINIMUM REAR YARD, SETBACK FROM STREET: 25 FEET  
SETBACK FROM OTHER PROPERTY LINE: 15 FEET
  - 6. MAXIMUM PERCENTAGE OF LOT COVERAGE: 30%
  - 7. MAXIMUM BUILDING HEIGHT: 25 FEET

ANNEXATION and RECORDING PLAT FOR

GREGORY M. WHITAKER  
& STARR E. WHITAKER

TOTAL AREA: 0.7158 AC.  
TAX PARCEL 7  
AS PER MAP MAP-122

29th. G. M. DISTRICT  
CAMDEN COUNTY, GEORGIA

SCALE: 1" = 30' 21 APRIL 1994  
JOB NO. DSC 80-A 110.WAL.47 PG. 39 1/4"  
DRAWING NO. 107-1022-24 WD 4/18/94

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW.

LEONARD E. HENRY GA. REG. # 1842



EQUIPMENT USED:  
L-1 504-36-06





**CITY OF ST. MARYS**  
418 OSBORNE STREET  
ST. MARYS, GEORGIA 31558

TELEPHONE: 912-510-4000 FAX: 912-882-5506  
PLANNING AND ZONING DEPARTMENT: 912-510-4032

April 16, 2012

Chairman, Camden County Commissioners  
200 East 4<sup>th</sup> Street  
PO Box 99  
Woodbine, GA 31569

RE: De-Annexation of Parcel # 122-007A

**DE-ANNEXATION** – Gregory & Starr Whitaker, 1709 Highway 40 E., St. Marys, GA 31558 is requesting De-annexation of parcel 122-007A from the City of St. Marys. The property is zoned R-2. Tax Parcel 122-007A.

Dear Commissioners:

This notice is being sent to you pursuant to Official Code of Georgia Section 36-36-20.

Gregory and Starr Whitaker have requested de-annexation of their property, location and tax number as noted above, from the City of St. Marys.

The St. Marys Planning Department will hold a public hearing on Tuesday, April 24, 2012 at 5:30PM in the Council Chambers at City Hall, 418 Osborne Street, St. Marys, Georgia to review the application. The property is presently zoned R-2 within the City of St. Marys.

The de-annexation request will be heard at the May 7, 2012 City Council Meeting. The Planning Commission's recommendation on the annexation will be presented to the City Council at this meeting.

Should you have any questions on the above, please contact this office at 912-510-4025.

Sincerely,

Roger Weaver, Planning & Building Director  
City of St. Marys

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> Agent  <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name)      C. Date of Delivery  C. E. Smith      1/15/12</p>
<p>1. Article Addressed to:</p> <p>Chickson, Gordon County (Commis  PC Box 49  Woodbine, GA 31569</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes  If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type  <input checked="" type="checkbox"/> Certified Mail      <input type="checkbox"/> Express Mail  <input type="checkbox"/> Registered      <input type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Insured Mail      <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee)      <input type="checkbox"/> Yes</p>
<p>2. Article Number  (Transfer from service label)</p>	<p>7009 3410 0001 0650 9791</p>
<p>PS Form 3811, February 2004      Domestic Return Receipt      102595-02-M-1540</p>	



CITY OF ST. MARYS  
418 OSBORNE STREET  
ST. MARYS, GEORGIA 31558  
TELEPHONE: 912/882-5516  
FAX: 912/882-5506

June 4, 2004

To: Bill Shanahan  
FM: Max Tinsley

RE: Deannexation Inquiry

On May 2, 1994 Gregory and Starr Whitaker requested to be annexed into the City of St. Marys. A copy of their request is attached showing both of their signatures.

This property was not forced annexed.

Reviewing the zoning map indicates that the City of St. Marys does currently completely surround this property which would create an island if deannexed.

On June 6, 1994 the Whitakers applied for water and sewer and paid \$62.00 of the required \$1000.00 fee. On October 3, 1994 the City determined that sewer could not be installed at this location. On October 11, 1994 check 0863 was written to Greg Whitaker and the \$62.00 was refunded. A copy of the check and the endorsed backside of the check are attached.

The Whitakers may receive City garbage service but our records show that they have never applied.

Since the City currently surrounds this property, as far as I can determine, and the annexation was requested by the property owners, I recommend not deannexing this property. If there is a portion of this property that is adjacent to the county, deannexation may be considered if we do not create an island.

Max

STALEE

NAME: Gregory M. Whitaker & Whitaker  
 STREET/ROAD: 1709 East Hwy. 40  
 PHONE: (912) 882-1972  
 ACRE(S): \_\_\_\_\_

**APPLICATION TO ANNEX PROPERTY INTO THE CITY OF ST. MARYS, GEORGIA**

COME NOW, the undersigned being the owner(s) of all said tract(s) of land, as more particularly described in the plat survey attached hereto as Exhibit "A", and the metes and bounds legal description as set forth in Exhibit "B". This application is submitted by the undersigned owner(s) pursuant to Official Code of Georgia Annotated 36-36-3 et seq., and hereby petitions the Mayor and Council to annex said property into the corporate limits of the City of St. Marys, Georgia.

In making this application and petition to the Mayor and Council, the undersigned shows that:

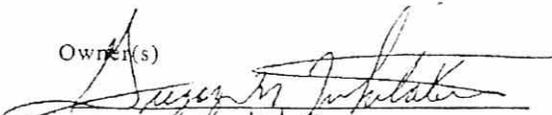
1. The undersigned is or are the sole owner(s) of said property and owns a fee simple absolute interest therein, subject to any mortgages or deeds to secure debt.
2. The intended land use is for the following purpose(s):  
 Residential      \_\_\_\_\_ Commercial      \_\_\_\_\_ Other: (Specify)  
 \_\_\_\_\_ Existing Structure(s)      \_\_\_\_\_ Vacant
3. Currently residing on the property are 4 persons. Of that number 2 are 18 years of age or older. Of the occupants on the property, 2 are registered voters.
4. The County tax map and parcel number of the property is MAP 122 / PARCEL NO. 7.
5. Attached hereto as Exhibit "A" is a current plat survey of said property showing the contiguity of said property to the existing corporate limits of the City of St. Marys, Georgia. Also filed herewith are \_\_\_\_\_ additional copies of the plat survey.
6. Attached hereto as Exhibit "B" is a metes and bounds legal description of said property.
7. The undersigned acknowledges that the passage or enactment of an ordinance annexing such property is subject to the approval of the United States Department of Justice, that such approval requires a minimum of 60 days after the submission for approval is made by the City, and that until such approval is obtained, the undersigned will not be permitted or entitled to register and vote in City elections.

Said property being annexed into the corporate limits of the City of St. Marys, Georgia after April 1, 1990, for statistical records to the U.S. Department of Justice, Civil Rights Division, please complete the following information:

The race ratio of all residents occupying the property:

- \_\_\_\_\_ American Indian or Alaskan Native
- \_\_\_\_\_ Asian or Pacific Islander
- Black, not of Hispanic Origin
- \_\_\_\_\_ White, not of Hispanic Origin

This the 02 day of May, 19 94.

Owner(s)  
  
Gregory M. Whitaker  
Gregory M. Whitaker

- ( ) 20 Copies of Survey Plat
- ( ) 20 Copies of Legal Description

MAYOR  
JERRY BRANDON  
MAYOR PRO-TEM  
BILLY FRANK WOODS  
COUNCIL MEMBERS  
CLIFF GUYER  
KEN HASE  
KYLE LEWIS  
WILLIE W. WALKER  
LINDA P. WILLIAMS



CITY HALL  
418 OSBORNE STREET  
ST. MARYS, GEORGIA 31558  
TELEPHONE 912/882-5516

June 12, 1995

Mr. & Mrs. Gregory Whitaker  
1709 East Highway 40 -- NEW 4657 -  
St. Marys, Georgia 31558

RE: ANNEXATION - County Map 122, Block 7, Lot #1

Dear Mr. & Mrs. Whitaker:

This letter is to inform you that the annexation process for the above-referenced property is now complete, and a part of the corporate limits of the City of St. Marys. The annexation has been certified with the Georgia Secretary of State's Office, the U. S. Census Bureau, and subsequently approved by the U. S. Department of Justice.

Said annexation have been filed with the County Tax Assessor's Office, and will be added to the 1995 Tax Digest for ad valorem assessment. Individuals residing at this location are eligible to participate in the electoral process for City elections, and may register to vote at City Hall or at the Public Library.

Should you have any questions concerning this matter, please feel free to call.

Sincerely,

A handwritten signature in cursive script that reads "Gwendolyn W. Mungin".

Gwendolyn W. Mungin  
City Clerk

:gm

**CITY COUNCIL MEETING**  
**May 21, 2012**

**NEW BUSINESS: UPDATE OF APPEAL OF HISTORIC PRESERVATION COMMISSION (HPC) DECISION – THE BLUE GOOSE**

**PURPOSE:** – To Update Council on the status of the appeal by Donna Asbell, dba *The Blue Goose*, 126 Osborne Street, St. Marys, GA.

**RECOMMENDATION:** Staff concurs with the HPC regarding the approval of the motion listed below and the withdrawal of the appeal to City Council by Ms. Asbell.

**HISTORY** – City Council at their meeting of April 16, 2012 postponed any decision and directed Ms. Asbell and the HPC to come up with a resolution of the issue (if possible) at the regularly scheduled HPC meeting of May 15, 2012.

The meeting was accomplished and a resolution of the issue was hammered out and agreed to by the HPC and Ms. Asbell resulting in the following motion that was unanimously approved by the HPC at their May 15, 2012 regular meeting (this is the motion to be included in the minutes):

***That Ms. Asbell dba The Blue Goose:***

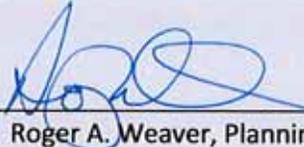
- ***cut off 1" of the top sloped board, leaving a 1" gap so the board is not attached to the exterior siding;***
- ***increase the gap between the vertical boards to 1" minimum or larger to comply with calculated and verified FEMA and IBC flood requirements as well as match the similar detail at the Spencer House;***
- ***provide a minimum of 2" between finish grade and the lowest vertical board;***
- ***have all work accomplished on or before July 1, 2012, with all flood related calculations submitted to the building department for approval as soon as possible.***

By this motion and submission and approval of a new signed Certificate of Appropriateness by the HPC, the appeal has been withdrawn by Ms. Asbell.

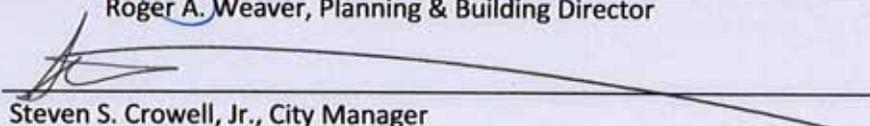
Therefore, no further action is required by City Council.

**ATTACHMENTS:** None.

**Department Director:** \_\_\_\_\_

  
Roger A. Weaver, Planning & Building Director

**City Manager:** \_\_\_\_\_

  
Steven S. Crowell, Jr., City Manager

The following is an overview of the City's revenue and expenditures for the month ending March 31, 2012, which is the 9<sup>th</sup> month of fiscal year ending June 2012. All reports are on a cash basis.

**General Fund:**

Total revenue for the General Fund was \$7,910,220 plus \$69,014 of allocated budgeted fund equity for a total of \$7,979,234. Total year to date expenditures as of 03/31/12 was \$6,080,121 for a revenue over expenditures balance of \$1,899,113. Available cash balance as of 03/31/12 was \$4,740,320.

**Tourism**

Total revenue for Tourism fund was \$95,026. Total year to date expenditures as of 03/31/12 was \$112,603 for a shortfall of \$(17,577).

**SPLOST**

To date we have received SPLOST revenue of \$531,005 plus interest of \$70 for total revenues of \$531,075. Total year to date expenditures as of 03/31/12 was \$299,304 for a revenue over expenditures balance of \$231,771. 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 \$5,559,642. Total year to date expenses as of 03/31/12 was \$4,592,675 for a revenue over expenditures balance of \$966,967. Available cash balance as of 03/31/12 was \$4,307,980.

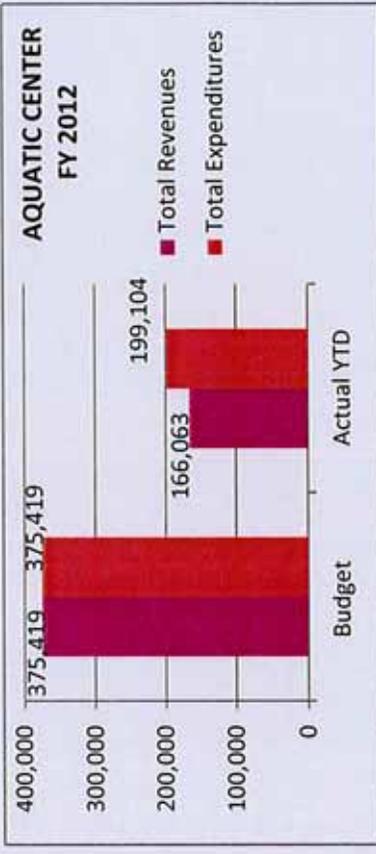
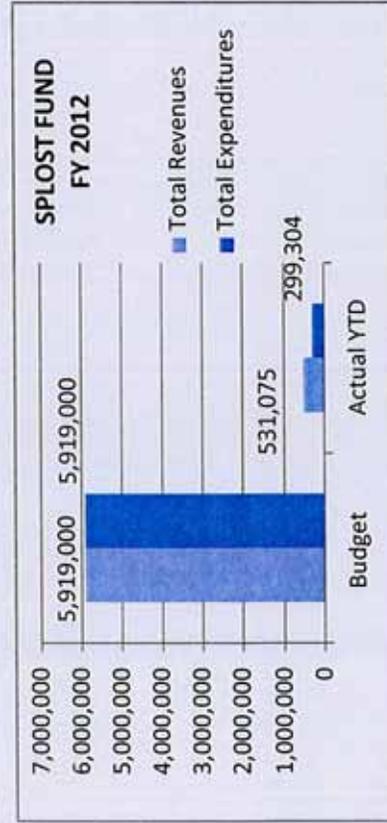
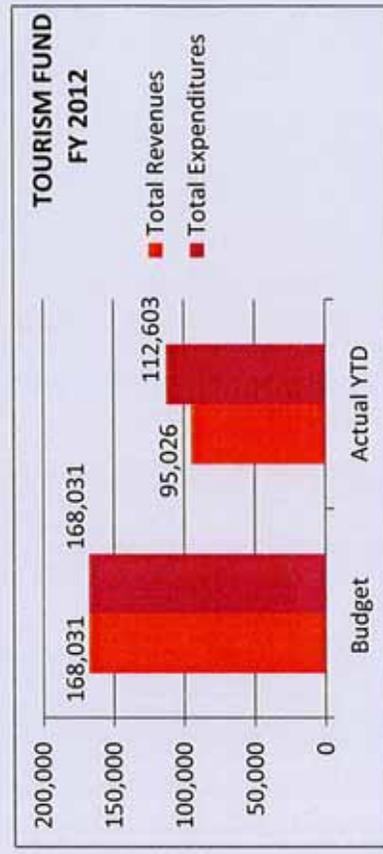
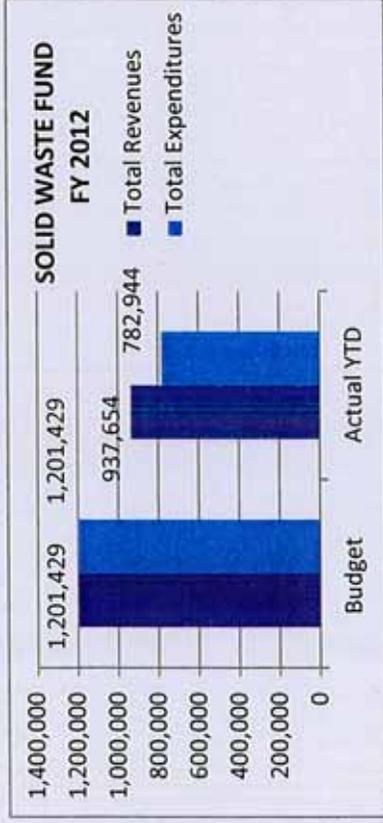
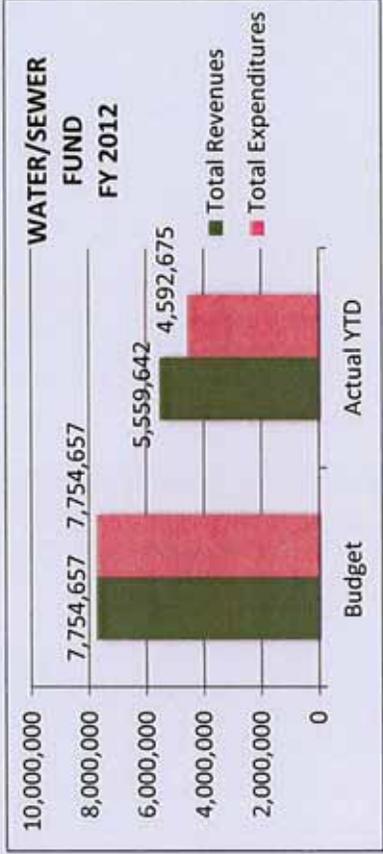
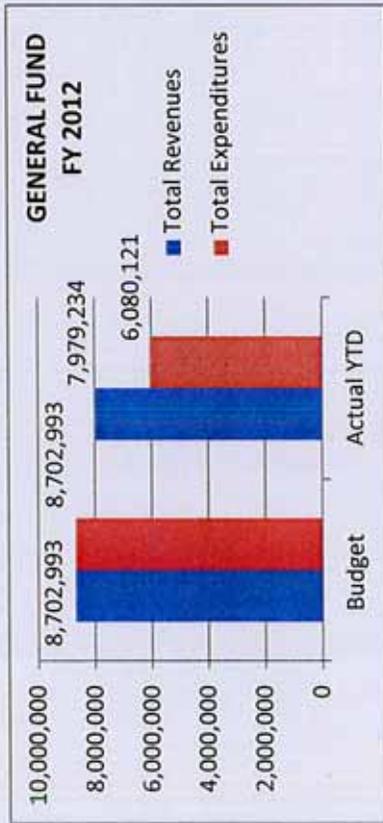
**Solid Waste Fund**

Total revenue for the Solid Waste fund was \$937,654 which includes budgeted fund equity of \$128,947. Total year to date expenditures as of 03/31/12 was \$782,944 for a revenue over expenditures balance of \$154,710. Available cash balance as of 03/31/12 was \$161,880.

**Aquatic**

Total revenue for the Aquatic Center was \$166,063. Total year to date expenditures as of 03/31/12 was \$199,104.

**YTD 03/31/2012 Month Reported**



# FY 2012

YTD 03/31/2012 Month Reported 9

75.0000%

General Fund	Budget	Actual YTD	% of Budget
Total Revenues	8,702,993	7,979,234	91.68%
Total Expenditures	8,702,993	6,080,121	69.86%
Excess/(Shortfall) of Revenues		1,899,113	

Water/Sewer Fund	Budget	Actual YTD	% of Budget
Total Revenues	7,754,657	5,559,642	71.69%
Total Expenditures	7,754,657	4,592,675	59.22%
Excess/(Shortfall) of Revenues		966,967	

Solid Waste Fund	Budget	Actual YTD	% of Budget
Total Revenues	1,201,429	937,654	78.04%
Total Expenditures	1,201,429	782,944	65.17%
Excess/(Shortfall) of Revenues		154,710	

Tourism	Budget	Actual YTD	% of Budget
Total Revenues	168,031	95,026	56.55%
Total Expenditures	168,031	112,603	67.01%
Excess/(Shortfall) of Revenues		17,577	

Splost	Budget	Actual YTD	% of Budget
Total Revenues	5,919,000	531,075	8.97%
Total Expenditures	5,919,000	299,304	5.06%
Excess/(Shortfall) of Revenues		231,771	

Aquatic Center	Budget	Actual YTD	% of Budget
Total Revenues	375,419	166,063	44.23%
Total Expenditures	375,419	199,104	53.04%
Excess/(Shortfall) of Revenues		(33,041)	

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

Mar-12

FINANCIAL SUMMARY		MONTHS COMPLETED				9
		% YEAR COMPLETED				75.00%
100-GENERAL FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET	
100.31.1100 REAL PROP CURRENT YEAR	\$ 2,715,000	\$ 32,198	\$ 2,828,045	\$ 2,962,708	104%	
100.31.1190 OVERPAYMENTS/ADJUST TAXES	\$ -	\$ (6,985)	\$ 185	\$ 818	#DIV/0!	
100.31.1205 2005 PROP TAX COLL	\$ -	\$ -	\$ -	\$ 45		
100.31.1207 2007 PROP TAX COLL	\$ 5,000	\$ -	\$ -	\$ 1,800	0%	
100.31.1208 2008 PROPERTY TAX	\$ 10,000	\$ 496	\$ 27,157	\$ 172,180	272%	
100.31.1209 2009 PROPERTY TAX	\$ 20,000	\$ 1,663	\$ 38,586	\$ 114,108	193%	
100.31.1210 2010 PROPERTY TAX	\$ 55,000	\$ 3,248	\$ 85,177	\$ -	155%	
100.31.1310 MOTOR VEHICLE	\$ 195,000	\$ 23,671	\$ 140,849	\$ 136,468	72%	
100.31.1320 MOBILE HOME	\$ 6,500	\$ 4,373	\$ 5,361	\$ 953	82%	
100.31.1390 PAYMENT IN LIEU OF TAXES	\$ 2,500	\$ -	\$ -	\$ -	0%	
100.31.1391 RAILROAD TAX	\$ 2,500	\$ -	\$ -	\$ 2,448	0%	
100.31.1600 REAL ESTATE TRANSFER TAX	\$ 8,000	\$ 214	\$ 4,429	\$ 5,082	55%	
100.31.1610 RECORDING INTANGIBLE TAX	\$ 50,000	\$ 1,934	\$ 24,918	\$ 33,607	50%	
100.31.1710 GA POWER FRANCHISE TAX	\$ 685,000	\$ -	\$ 720,229	\$ 680,788	105%	
100.31.1711 OKEF ELEC FRANCHISE TAX	\$ 51,750	\$ -	\$ 51,578	\$ 51,875	100%	
100.31.1730 GAS FRANCHISE TAX	\$ 20,000	\$ 4,376	\$ 14,386	\$ 15,575	72%	
100.31.1750 CABLE TV FRANCHISE TAX	\$ 97,500	\$ -	\$ 96,021	\$ 96,709	98%	
100.31.1760 TELEPHONE FRANCHISE TAX	\$ 23,500	\$ 10	\$ 17,834	\$ 18,047	76%	
100.31.3100 LOCAL OPT SALES AND USE	\$ 1,900,000	\$ 160,317	\$ 1,459,260	\$ 1,364,672	77%	
100.31.4200 ALCOHOLIC BEVERAGE EXCISE	\$ 195,000	\$ 18,658	\$ 158,326	\$ 144,499	81%	
100.31.6200 INSURANCE PREMIUMS (1%)	\$ 730,000	\$ -	\$ 803,047	\$ 740,779	110%	
100.31.6300 FINANCIAL INSTITUTIONS	\$ 27,000	\$ 29,821	\$ 35,377	\$ 26,496	131%	
100.31.9100 PENALTY AND INTEREST	\$ 40,000	\$ 6,291	\$ 61,391	\$ 53,921	153%	
100.31.9500 FIFA LEGAL/PROCESS FEES	\$ 100	\$ -	\$ -	\$ -	0%	
100.32.1100 BEER/WINE LIC	\$ 85,000	\$ 5,500	\$ 80,386	\$ 74,088	95%	
100.32.1200 GENERAL BUSINESS LIC	\$ 125,000	\$ 7,107	\$ 115,038	\$ 118,491	92%	
100.32.1220 BUSINESS LIC INSURANCE	\$ 21,000	\$ 375	\$ 21,600	\$ 19,425	103%	
100.32.2100 BUILDING PERMITS	\$ 60,000	\$ 3,265	\$ 56,704	\$ 47,026	95%	
100.32.2210 ZONING FEES	\$ 2,500	\$ 800	\$ 7,560	\$ 2,175	302%	
100.32.2211 LAND-DISTURBING PERMITS	\$ 500	\$ -	\$ 464	\$ 150	93%	
100.32.2230 SIGN PERMITS	\$ 2,500	\$ 50	\$ 2,450	\$ 1,695	98%	
100.32.3200 GAMING FEES	\$ -	\$ 5,000	\$ 6,000	\$ -	#DIV/0!	
100.32.3910 PLAN REVIEW FEES	\$ 15,000	\$ 616	\$ 16,044	\$ 10,129	107%	
100.34..... COPIES SOLD - ADMIN	\$ 19,500	\$ 1,484	\$ 12,367	\$ 13,267	63%	
100.34.1910 QUALIFYING FEES	\$ 2,500	\$ -	\$ 1,620	\$ -	65%	
100.34.4212 NSF FEES	\$ 120	\$ -	\$ -	\$ -	0%	
100.34.....REVENUES-ORANGE HALL	\$ 9,100	\$ 898	\$ 6,091	\$ 6,842	67%	
100.34.7500 PROGRAM INCOME - SENIORS	\$ 5,000	\$ 456	\$ 5,055	\$ 4,392	101%	
100.34.9100 CEMETERY FEES	\$ 35,000	\$ 1,440	\$ 39,843	\$ 30,108	114%	
100.34.9900 ADMIN. FEES - TOURISM	\$ 3,600	\$ 300	\$ 2,700	\$ 2,700	75%	

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

Mar-12

FINANCIAL SUMMARY					MONTHS COMPLETED	9
					% YEAR COMPLETED	75.00%
100-GENERAL FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET	
100.34.9902 ADMIN.FEES - MULTIGRANT	\$ -	\$ -	\$ -	\$ 566	#DIV/0!	
100.34.9910 ADMIN. FEES - SPLOST	\$ 5,000	\$ 1,187	\$ 7,042	\$ 9,727	141%	
100.35..... COURT FINES/FEES	\$ 494,150	\$ 48,959	\$ 312,450	\$ 329,397	63%	
100.35.1300 LIBRARY FINES/COLLECTIONS	\$ 4,000	\$ 357	\$ 3,316	\$ 3,015	83%	
100.36.1000 INTEREST EARNED	\$ 13,500	\$ 934	\$ 7,608	\$ 9,616	56%	
100.37.2000 ORANGE HALL DONATION	\$ 40	\$ -	\$ 91	\$ 31	228%	
100.38.0001 FUND EQUITY	\$ 92,018	\$ 7,668	\$ 69,014	\$ -	75%	
100.38.1000 RENTAL INCOME	\$ 255,000	\$ 24,658	\$ 220,744	\$ 216,980	87%	
100.38.1010 SPECIAL EVENTS RENTAL	\$ 7,500	\$ 900	\$ 5,400	\$ 5,300	72%	
100.38.9010 MISCELLANEOUS INCOME	\$ 36,428	\$ 22,163	\$ 42,507	\$ 25,115	117%	
100.38.9020 SHARED SVC SOL/W & SPLOST	\$ 125,000	\$ 25,135	\$ 78,514	\$ 113,328	63%	
100.38.9025 SHARED SERVICES - IDA	\$ -	\$ -	\$ -	\$ 37,500	#DIV/0!	
100.38.9030 SHARED SERVICES CUMB HARB	\$ 60,000		\$ 63,800	\$ 20,000	106%	
100.38.9032 SHARED SERVICES - HOSP AUTH.	\$ 36,687	\$ -	\$ -	\$ -	0%	
100.39.1200 OP T/F IN MULT GRANT FUND	\$ 223,000	\$ 51,405	\$ 102,970	\$ 116,366	46%	
100.39.2200 SALE CITY PROPERTY	\$ 5,000	\$ -	\$ -	\$ -	0%	
100.39.3010 LOAN PROCEEDS	\$ 120,000	\$ -	\$ 119,700	\$ -	100%	
<b>TOTAL REVENUE</b>	<b>\$ 8,702,993</b>	<b>\$ 490,942</b>	<b>\$ 7,979,234</b>	<b>\$ 7,841,007</b>	<b>92%</b>	

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

Mar-12

<b>FINANCIAL SUMMARY</b>	<b>MONTHS COMPLETED</b>	<b>9</b>
	<b>% YEAR COMPLETED</b>	<b>75.00%</b>

100-GENERAL FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET
TOTAL LEGISLATIVE	\$ 188,221	\$ 7,878	\$ 142,558	\$ 133,757	76%
TOTAL EXECUTIVE	\$ 300,283	\$ 14,015	\$ 192,603	\$ 1,574,120	64%
TOTAL FINANCIAL ADMINISTRATION	\$ 871,143	\$ 50,830	\$ 591,550	\$ 631,013	68%
TOTAL IT	\$ 157,338	\$ 11,130	\$ 109,411	\$ 133,470	70%
TOTAL HUMAN RESOURCES	\$ 92,207	\$ 6,182	\$ 59,325	\$ 68,117	64%
TOTAL GEN GOVT BLDGS & PLANT	\$ 168,930	\$ 6,914	\$ 119,872	\$ 129,112	71%
TOTAL MUNICIPAL COURT	\$ 226,492	\$ 20,043	\$ 130,469	\$ 156,538	58%
TOTAL POLICE ADMINISTRATION	\$ 2,463,536	\$ 161,237	\$ 1,801,124	\$ 1,951,952	73%
TOTAL FIRE ADMINISTRATION	\$ 1,605,066	\$ 116,288	\$ 1,182,009	\$ 1,220,449	74%
TOTAL PUBLIC WORKS ADMIN	\$ 1,411,433	\$ 91,057	\$ 909,235	\$ 1,378,132	64%
TOTAL HIGHWAYS & STREETS ADMIN	\$ 270,000	\$ 25,903	\$ 207,069	\$ 187,317	77%
TOTAL CEMETERY	\$ 4,625	\$ 391	\$ 2,438	\$ 2,425	53%
TOTAL SENIOR CITIZENS CENTER	\$ 131,135	\$ 16,234	\$ 88,708	\$ 81,505	68%
TOTAL PARKS ADMINISTRATION	\$ 61,520	\$ 2,812	\$ 31,051	\$ 36,796	50%
TOTAL LIBRARY ADMINISTRATION	\$ 300,438	\$ 20,762	\$ 215,762	\$ 237,213	72%
TOTAL PROTECTIVE INSP ADMIN	\$ 124,416	\$ 7,753	\$ 75,825	\$ 95,343	61%
TOTAL PLANNING & ZONING	\$ 162,145	\$ 11,911	\$ 113,137	\$ 113,734	70%
TOTAL ECONOMIC DEVELOPMENT	\$ 118,410	\$ 9,572	\$ 85,777	\$ 75,185	72%
TOTAL AIRPORT	\$ 8,000	\$ -	\$ 4,185	\$ 54,175	52%
TOTAL SPECIAL FACILITIES	\$ 37,655	\$ 772	\$ 18,013	\$ 20,560	48%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,702,993</b>	<b>\$ 581,684</b>	<b>\$ 6,080,121</b>	<b>\$ 8,280,913</b>	<b>70%</b>

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ (90,742)</b>	<b>\$ 1,899,113</b>	<b>\$ (439,906)</b>
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<b>Cash Balances:</b>	\$4,857,667	<b>Run Rate Analysis:</b>	
LESS: Restricted Budgeted Fund Equity	\$92,018	Average YTD Mo. Exp.	\$675,569
Unrestricted Cash Balances	\$4,765,649	Months of Operating Cash	7.02
LESS: Outstanding P.O.'s	\$25,329		
<b>Available Cash</b>	<b>\$4,740,320</b>		

**CITY OF ST. MARYS**  
**REVENUE & EXPENSE REPORT (UNAUDITED)**  
**Mar-12**

MONTHS COMPLETED					9
% YEAR COMPLETED					75.00%
<b>FINANCIAL SUMMARY</b>					
<b>275-SPECIAL REVENUE FUND REVENUES</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>MAR YTD 2012</b>	<b>MAR YTD 2011</b>	<b>% YTD BUDGET</b>
TAXES	\$ 134,501	\$ 7,668	\$ 80,254	\$ 66,650	60%
CHARGES FOR SERVICES	\$ 13,830	\$ 1,572	\$ 7,721	\$ 5,939	56%
INVESTMENT INCOME	\$ 100	\$ 1	\$ 17	\$ 22	17%
CONTRIBUTIONS/DONATIONS	\$ 600	\$ 45	\$ 833	\$ 480	139%
MISCELLANEOUS	\$ 12,000	\$ 1,301	\$ 6,201	\$ 5,932	52%
OTHER FINANCING SOURCES	\$ 7,000	\$ -	\$ -	\$ 17,000	0%
<b>TOTAL REVENUES</b>	<b>\$ 168,031</b>	<b>\$ 10,587</b>	<b>\$ 95,026</b>	<b>\$ 96,023</b>	<b>57%</b>

<b>275-SPECIAL REVENUE FUND EXPENDITURE SUMMARY</b>	<b>CURRENT BUDGET</b>	<b>CURRENT PERIOD</b>	<b>MAR YTD 2012</b>	<b>MAR YTD 2011</b>	<b>% YTD BUDGET</b>
PRSNL SERVICES/BENEFITS	\$ 31,912	\$ 2,388	\$ 21,191	\$ 32,843	66%
PURCHASED/CONTRACTED SVC	\$ 118,325	\$ 7,798	\$ 78,171	\$ 39,289	66%
SUPPLIES	\$ 8,294	\$ 382	\$ 4,841	\$ 8,992	58%
INTERGOVERNMENTAL	\$ 9,500	\$ 300	\$ 8,400	\$ 11,226	88%
<b>TOTAL TOURISM</b>	<b>\$ 168,031</b>	<b>\$ 10,868</b>	<b>\$ 112,603</b>	<b>\$ 92,350</b>	<b>67%</b>

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ (281)</b>	<b>\$ (17,577)</b>	<b>\$ 3,673</b>	<b>0</b>
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<b>Cash Balances: (-sal/fica-due to pooled cash)</b>	-\$24,013	<b>Run Rate Analysis:</b>	
LESS: Restricted Budgeted Fund Equity	\$0	Average YTD Mo. Exp.	\$12,511
Unrestricted Cash Balances	-\$24,013	Months of Operating Cash	(2.11)
LESS: Outstanding P.O.'s	\$2,414		
Available Cash	-\$26,427		

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

Mar-12

FINANCIAL SUMMARY					MONTHS COMPLETED	9
					% YEAR COMPLETED	75.00%
320-SPLOST FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET	
TAXES	\$ 5,859,000	\$ 32,532	\$ 531,005	\$ 1,203,883	9%	
INVESTMENT INCOME	\$ -	\$ 4	\$ 70	\$ 427	#DIV/0!	
MISCELLANEOUS	\$ 60,000	\$ -	\$ -	\$ -		
OTHER FINANCING SOURCES	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<b>TOTAL REVENUES</b>	<b>\$ 5,919,000</b>	<b>\$ 32,536</b>	<b>\$ 531,075</b>	<b>\$ 1,204,310</b>	<b>9%</b>	

320-SPLOST FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET	
320.51512-52.1210 AUDIT - SPLOST V	\$ -	\$ -	\$ -	\$ 1,545	#DIV/0!	
320.54220-54.1240 DRAINAGE - SPLOST V	\$ -	\$ -	\$ -	\$ 88,946	#DIV/0!	
320.54220-54.1410 SDEWLK/HNCAP V	\$ -	\$ -	\$ -		#DIV/0!	
320.54220-54.1415 PAVING/OVERLAY V	\$ -	\$ -	\$ -	\$ 67,462	#DIV/0!	
320.54220-54.1422 ROADWAYS SPLOST V	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
320.54220-54.1422 CAPITAL IMPROV SPL V	\$ -	\$ -	\$ -	\$ 20,608	#DIV/0!	
320.56180-54.1300 LIBRARY SPLOST V	\$ 60,000	\$ 80	\$ 2,057	\$ 113,494	3%	
320.56180-54.1310 MULTI MEDIA SPLOST V	\$ -	\$ -	\$ -		#DIV/0!	
<b>TOTAL EXPENDITURES V</b>	<b>\$ 60,000</b>	<b>\$ 80</b>	<b>\$ 2,057</b>	<b>\$ 292,055</b>	<b>3%</b>	

320-SPLOST FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET	
320.51512-52.1211 AUDIT SPLOST VI	\$ 9,000	\$ -	\$ 3,000	\$ 3,029	33%	
320.51565-54.1500 CITY BUILDINGS VI	\$ 650,000	\$ 1,081	\$ 2,342	\$ 5,160	0.4%	
320.54220-54.1241 DRAINAGE - SPLOST VI	\$ 3,000,000	\$ 24,764	\$ 101,908	\$ -	3%	
320.54220-54.1416 PAVING/OVERLAY VI	\$ 2,200,000	\$ 6,075	\$ 189,997	\$ 19,207	9%	
320.54310-54.1202 SEWER INFRA SPLOST VI	\$ -	\$ -	\$ -	\$ 993,303	#DIV/0!	
320.59000-61.1000 OPERATING TFR OUT	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
<b>TOTAL EXPENDITURES VI</b>	<b>\$ 5,859,000</b>	<b>\$ 31,920</b>	<b>\$ 297,247</b>	<b>\$ 1,020,699</b>	<b>5.07%</b>	

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 536</b>	<b>\$ 231,771</b>	<b>\$ (108,444)</b>
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<b>Cash Balances:</b>	\$31,692	<b>Run Rate Analysis:</b>	
LESS: Restricted Budgeted Fund Equity	\$0	Average YTD Mo. Exp.	\$33,256
Unrestricted Cash Balances	\$31,692	Months of Operating Cash	0.72
LESS: Outstanding P.O.'s	\$7,855		
Available Cash	\$23,837		

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

Mar-12

FINANCIAL SUMMARY	MONTHS COMPLETED				9
	% YEAR COMPLETED				75.00%
505-WATER AND SEWER FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET
505.33.4110 STATE GOV GRANTS-DIRECT	\$ 1,215,000	\$ 187,425	\$ 667,682	\$ -	55%
505.34.4210 WATER CHARGES	\$ 2,109,000	\$ 177,738	\$ 1,610,495	\$ 1,590,183	76%
505.34.4211 TRANSFER/TEMP SERVICES	\$ 29,400	\$ 3,730	\$ 35,358	\$ 20,435	120%
505.34.4212 RECONNECTION NSF FEES	\$ 88,000	\$ 5,852	\$ 59,998	\$ 29,717	68%
505.34.4213 LATE FEES AND PENALTIES	\$ 135,000	\$ 9,705	\$ 100,181	\$ 105,379	74%
505.34.4214 TURN ON FEE	\$ 17,500	\$ 4,060	\$ 31,185	\$ -	178%
505.34.4216 CAP RECOVERY WATER - DEV	\$ 75,000	\$ 2,281	\$ 20,689	\$ 32,151	28%
505.34.4217 WATER CHARGES 2	\$ 680,000	\$ 59,055	\$ 536,525	\$ 533,571	79%
505.34.4230 SEWERAGE CHARGES	\$ 1,966,500	\$ 166,560	\$ 1,495,283	\$ 1,470,933	76%
505.34.4231 SEWER CHARGES 2	\$ 640,500	\$ 55,755	\$ 507,661	\$ 503,139	79%
505.34.4236 CAP RECOVERY METER - DEV	\$ 11,250	\$ 280	\$ 3,360	\$ 6,720	30%
505.34.4256 CAP RECOVERY SEWER - DEV	\$ 175,000	\$ 7,406	\$ 52,649	\$ 90,815	30%
505.34.4263 CONSTRUCTION FEES	\$ 85,000	\$ 3,870	\$ 48,106	\$ 89,692	57%
505.38.0001 FUND EQUITY	\$ 489,507	\$ 40,792	\$ 367,130	\$ -	75%
505..... INTEREST/MISC/OTHER REVENUES	\$ 38,000	\$ 2,477	\$ 23,340	\$ 485,893	61%
<b>TOTAL REVENUE</b>	<b>\$ 7,754,657</b>	<b>\$ 726,986</b>	<b>\$ 5,559,642</b>	<b>\$ 4,958,628</b>	<b>72%</b>

SANITATION ADMINISTRATION EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET
PRSNL SERVICES/BENEFITS	\$ 914,664	\$ 71,409	\$ 676,738	\$ 715,930	74%
PURCHASED/CONTRACTED SVC	\$ 485,861	\$ 34,367	\$ 314,297	\$ 330,035	65%
SUPPLIES	\$ 716,150	\$ 49,855	\$ 383,173	\$ 426,860	54%
CAPITAL OUTLAY	\$ 1,310,000	\$ 37,775	\$ 621,351	\$ 25,128	47%
DEPRECIATION/AMORTIZATION	\$ -	\$ -	\$ -	\$ -	#DIV/0!
INTERGOVERNMENTAL	\$ 136,839	\$ -	\$ -	\$ 11	0%
DEBT SERVICES/FISCAL AGENT FEES	\$ 46,100	\$ -	\$ 821	\$ 20,000	2%
<b>TOTAL SANITARY ADMINISTRATION</b>	<b>\$ 3,609,614</b>	<b>\$ 193,406</b>	<b>\$ 1,996,380</b>	<b>\$ 1,517,964</b>	<b>55%</b>

WATER ADMINISTRATION EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET
PRSNL SERVICES/BENEFITS	\$ 723,998	\$ 56,114	\$ 535,856	\$ 607,152	74%
PURCHASED/CONTRACTED SVC	\$ 222,661	\$ (1,330)	\$ 134,786	\$ 126,106	61%
SUPPLIES	\$ 321,300	\$ 14,145	\$ 185,509	\$ 202,921	58%
CAPITAL OUTLAY	\$ 21,000	\$ -	\$ 12,140	\$ 89,550	
DEPRECIATION/AMORTIZATION	\$ -	\$ -	\$ -	\$ -	
INTERGOVERNMENTAL	\$ 80,000	\$ -	\$ -	\$ -	0%
DEBT SERVICES/FISCAL AGENT FEES	\$ 3,000	\$ -	\$ 689	\$ 689	23%
<b>TOTAL WATER ADMINISTRATION</b>	<b>\$ 1,371,959</b>	<b>\$ 68,929</b>	<b>\$ 868,980</b>	<b>\$ 1,026,418</b>	<b>63%</b>

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

Mar-12

FINANCIAL SUMMARY	MONTHS COMPLETED				9
	% YEAR COMPLETED				75.00%
DEBT SERVICE-PRINCIPLE	CURRENT	CURRENT	MAR YTD	MAR YTD	% YTD
505.58000-58.1110 BOND PAYMENT 88 & 92	\$ 270,000	\$ -	\$ 270,000	\$ 255,000	100%
505.58000-58.1340 GEFA LOAN 95-021-W	\$ 18,208	\$ 1,537	\$ 13,560	\$ 12,827	74%
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	\$ -	\$ 30,943	\$ 45,641	100%
505.58000-58.1380 GEFA LOAN CWS-RF-0	\$ 225,938	\$ 19,393	\$ 168,915	\$ 164,184	75%
505.58000-58.1385 EQUIPMENT LOANS PR	\$ 47,686	\$ -	\$ 47,686	\$ 115,530	100%
<b>DEBT SERVICE-PRINCIPLE</b>	<b>\$ 592,775</b>	<b>\$ 20,930</b>	<b>\$ 531,104</b>	<b>\$ 593,182</b>	<b>90%</b>

DEBT SERVICE-INTEREST EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET
505.58000-58.2110 BOND PAYMENT 88 & 92	\$ 156,188	\$ -	\$ 156,188	\$ 172,266	100%
505.58000-58.2115 INTEREST-BOND INT 2010	\$ 1,915,400	\$ -	\$ 957,700	\$ 852,895	50%
505.58000-58.2340 GEFA LOAN 95-021-WQ INT	\$ 646	\$ 34	\$ 580	\$ 1,314	90%
505.58000-58.2350 GEFA LOAN 97-L97-WS INT	\$ -	\$ -	\$ -	\$ 3,351	#DIV/0!
505.58000-58.2360 GEFA LOAN 98-L46-WJ INT	\$ -	\$ -	\$ -	\$ 24,049	#DIV/0!
505.58000-58.2370 GEFA LOAN CW00-017	\$ 181	\$ -	\$ 181	\$ 1,075	100%
505.58000-58.2380 GEFA LOAN CWS-RF-0	\$ 107,476	\$ 8,391	\$ 81,145	\$ 85,875	76%
505.58000-58.2385 EQUIPMENT LOANS	\$ 418	\$ -	\$ 417	\$ 4,728	100%
<b>DEBT SERVICE-INTEREST</b>	<b>\$ 2,180,309</b>	<b>\$ 8,425</b>	<b>\$ 1,196,211</b>	<b>\$ 1,145,553</b>	<b>55%</b>

505.59000-61.1000 OPERATING TFR OUT	\$ -	\$ -	\$ -	\$ -	
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<b>TOTAL EXPENDITURES</b>	<b>\$ 7,754,657</b>	<b>\$ 291,690</b>	<b>\$ 4,592,675</b>	<b>\$ 4,283,117</b>	<b>59%</b>
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REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ 435,296	\$ 966,967	\$ 675,511	
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<b>Cash Balances:</b>	\$4,864,041	<b>Run Rate Analysis:</b>	
LESS: Restricted Budgeted Fund Equity	\$489,507	Average YTD Mo. Exp.	\$510,297
Unrestricted Cash Balances	\$4,374,534	Months of Operating Cash	8.44
LESS: Outstanding P.O.'s	\$66,554		
Available Cash	<u>\$4,307,980</u>		

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

Mar-12

FINANCIAL SUMMARY	MONTHS COMPLETED				9
	% YEAR COMPLETED				75.00%
540-SOLID WASTE FUND REVENUES	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET
540.34.4111 RESIDENTIAL REFUSE CHARGE	\$ 961,000	\$ 81,391	\$ 729,431	\$ 749,350	76%
540.34.4112 COMMERCIAL REFUSE CHARGES	\$ 22,500	\$ 1,769	\$ 16,779	\$ 16,971	75%
540.34.4190 LATE FEES AND PENALTIES	\$ 21,000	\$ 1,778	\$ 17,122	\$ 18,064	82%
540.34.9900 OTHER CHARGES	\$ 25,000	\$ 5,700	\$ 45,375	\$ 42,971	182%
540.36.1000 INTEREST REVENUES	\$ -	\$ -	\$ -	\$ -	#DIV/0!
540.38.0001 FUND EQUITY	\$ 171,929	\$ 14,327	\$ 128,947	\$ -	75%
<b>TOTAL REVENUES</b>	<b>\$ 1,201,429</b>	<b>\$ 104,965</b>	<b>\$ 937,654</b>	<b>\$ 827,356</b>	<b>78%</b>

540-SOLID WASTE FUND EXPENDITURE SUMMARY	CURRENT BUDGET	CURRENT PERIOD	MAR YTD 2012	MAR YTD 2011	% YTD BUDGET
PRSNL SERVICES/BENEFITS	\$ 73,229	\$ 5,877	\$ 55,277	\$ 78,690	75%
PURCHASED/CONTRACTED SVC	\$ 1,101,350	\$ 89,211	\$ 727,667	\$ 730,915	66%
SUPPLIES	\$ 1,850	\$ -	\$ -	\$ -	0%
INTERGOVERNMENTAL	\$ 25,000	\$ -	\$ -	\$ -	0%
DEPRECIATION/AMORTIZATION	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>TOTAL SOLID WASTE COLLECTION</b>	<b>\$ 1,201,429</b>	<b>\$ 95,088</b>	<b>\$ 782,944</b>	<b>\$ 809,605</b>	<b>65%</b>

<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 9,877</b>	<b>\$ 154,710</b>	<b>\$ 17,751</b>	<b>0</b>
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<b>Cash Balances:</b>	\$333,809	<b>Run Rate Analysis:</b>	
LESS: Restricted Budgeted Fund Equity	\$171,929	Average YTD Mo. Exp.	\$86,994
Unrestricted Cash Balances	\$161,880	Months of Operating Cash	1.86
LESS: Outstanding P.O.'s	\$0		
Available Cash	<b>\$161,880</b>		

555 -AQUATIC CENTER FINANCIAL SUMMARY	Budget	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	12Mths	YTD 03/2012 YTD	03/2011 YTD
<b>REVENUE SUMMARY</b>																
CHARGES FOR SERVICES	366,309	14,160	74,614	93,457	98,236	50,178	10,953	-	-	-	-	-	4,837	346,435	164,204	156,446
INVESTMENT INCOME	200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTRIBUTIONS/DONATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS	2,000	8	32	27	429	(82)	1,596	-	-	-	-	-	-	2,010	1,859	1,071
OTHER FINANCING SOURCES	6,910	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,910
<b>TOTAL REVENUES</b>	<b>375,419</b>	<b>14,168</b>	<b>74,646</b>	<b>93,484</b>	<b>98,665</b>	<b>50,096</b>	<b>12,549</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,837</b>	<b>348,445</b>	<b>166,063</b>	<b>164,427</b>
<b>EXPENDITURE SUMMARY</b>																
PRSNL SERVICES/BENEFITS	193,399	13,318	27,360	44,905	45,150	50,270	5,526	280	(10,655)	(92)	301	1,176	2,113	179,652	94,071	149,686
PURCHASED/CONTRACTED SVC	63,104	2,366	7,693	5,695	922	6,193	7,109	2,497	2,060	2,411	2,659	6,809	4,931	51,345	35,591	16,247
SUPPLIES	118,916	6,633	13,394	33,131	10,653	16,452	9,534	8,652	2,002	9,249	3,694	3,341	4,740	121,474	69,442	69,788
CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL AQUATIC CENTER</b>	<b>375,419</b>	<b>22,317</b>	<b>48,446</b>	<b>83,731</b>	<b>56,725</b>	<b>72,915</b>	<b>22,169</b>	<b>11,429</b>	<b>(6,593)</b>	<b>11,568</b>	<b>6,654</b>	<b>11,326</b>	<b>11,784</b>	<b>352,471</b>	<b>199,104</b>	<b>235,721</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>-</b>	<b>(8,149)</b>	<b>26,200</b>	<b>9,753</b>	<b>41,940</b>	<b>(22,819)</b>	<b>(9,620)</b>	<b>(11,429)</b>	<b>6,593</b>	<b>(11,568)</b>	<b>(6,654)</b>	<b>(11,326)</b>	<b>(6,947)</b>	<b>(4,026)</b>	<b>(33,041)</b>	<b>(71,294)</b>

<b>Cash Balances:</b>	-\$59,708	<b>Run Rate Analysis:</b>	
LESS: Restricted Budgeted Fd Equity	\$0	Average YTD Mo. Exp.	\$49,776
Unrestricted Cash Balances	-\$59,708	Months of Operating Cash	(1.27)
LESS: Outstanding P.O.'s	\$3,506		
Available Cash	-\$63,213		