

EXPENDITURE SUMMARY

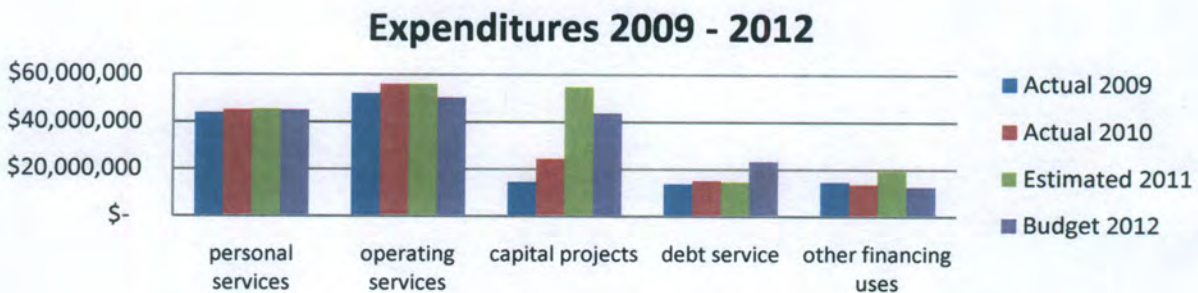
The annual budget for Columbia County, GA, for FY 2012 provides funding to maintain current levels of service, with a proposed decrease in the millage rate of 0.25 mills, while reducing operating costs and capital outlay where possible. The annual budget for all funds totals \$174,393,542, reflecting an increase from the fiscal year 2011 adopted budget of \$8,594,620, or 5.18%. This increase is primarily due to (1) the first required principal payment on the 2009 general obligation bond of \$5,310,000 and (2) continued construction of the broadband utility. The Columbia County Broadband Utility Fund was established in fiscal year 2011 to account for the \$13.5 million grant received under the American Recovery and Reinvestment Act of 2009. The total estimated cost of the project is \$18 million. The estimated completion date for construction is April 2012.

The General Fund budget increased \$1,002,129 from the fiscal year 2011 adopted budget, or 1.85%, primarily due to an increase in operating costs of \$833,022, or 4.75%. The Water and Sewerage Fund and Storm Water Utility Fund budgets increased by \$2,625,000 and \$189,749, respectively, or 10.73% and 7.44%. These increases were due to additional customers, the increased cost of water production, and the purchase of capital equipment.

Other budget highlights include:

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

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

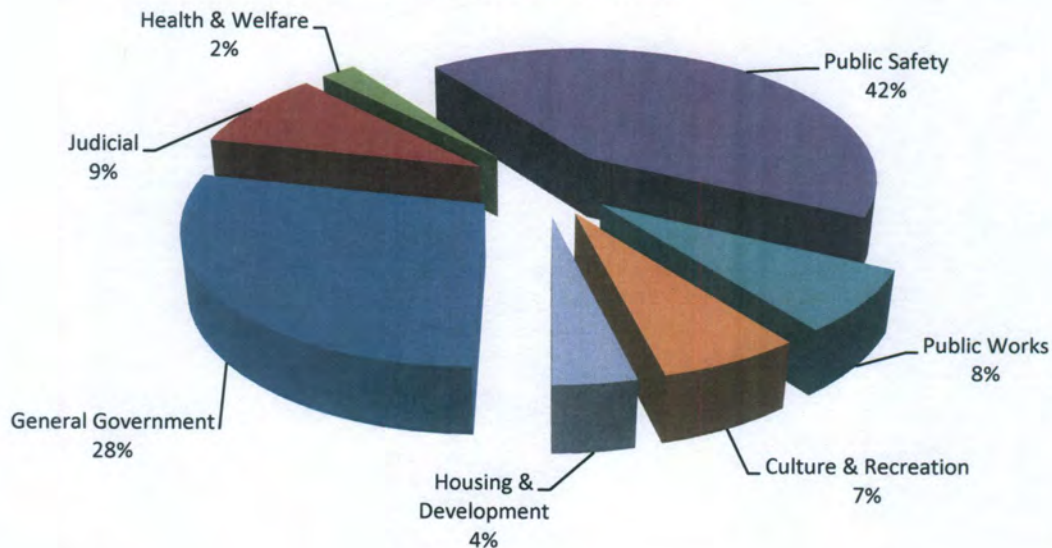


GENERAL FUND

The General Fund budget increased \$1,002,129 from the fiscal year 2011 adopted budget, or 1.85%.

- Total General Fund expenditures increased by 1.85% from the FY 2010/2011 adopted budget, including a contingency of \$1,130,247, or 2.09% of proposed expenditures.
- The increase in General Fund expenditures consists of an increase in personnel costs of 1.93%, an increase in new personnel hires and promotions of 100.00%, an increase in operating expenditures of 4.75%, and a decrease in capital requests of 20.39%.
- No interfund transfers were included for FY 2011/2012.
- New personnel requests within the General Fund consist of 4 new positions in the Sheriff's Office in the amount of \$92,007, reclassifications and promotions in the amount of \$20,235, a 35 day delay in replacement of vacancies, no merit increase, funding for recommendations included within the salary study in the amount of \$15,000, funding for a "Healthy Lifestyle" program in the amount of \$25,000, funding to increase the employer contribution of basic life insurance to 100% in the amount of \$9,300, and funding for wellness physicals in the amount of \$90,000. New hires are budgeted at a rate of "entry only" and include various effective dates. The combined cost of these additional personnel and benefit requests is (\$95,700).

FY 2012 Budgeted Expenditures - General Fund



CAPITAL EXPENDITURES

**COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2012 CAPITAL EXPENDITURES BUDGET
ALL FUNDS BY CATEGORY (EXCEPT CAPITAL PROJECTS FUNDS)**

BUILDINGS	Description	Budget
Sheriff's Office	Computer LAN Connections	\$ 2,000
911	CIP Buildings	\$ 15,000
		<u>\$ 17,000</u>
 VEHICLES		
Sheriff's Office	Emergency equipment for vehicles	\$ 125,000
Detention Center	Emergency equipment for vehicles	\$ 8,000
Community Centers	Golf cart	\$ 500
Water Utility	4 Service trucks	\$ 97,000
Water Utility	Trailer	\$ 3,500
Water Utility	Dump truck	\$ 90,000
Water Utility	Vac truck	\$ 280,000
Fleet Replacement Fund:		
Tax Assessor	4 SUVs	\$ 88,000
Sheriff	23 patrol vehicles	\$ 571,500
Detention Center	Van	\$ 32,000
Wildwood Park	Zero turn lawnmower	\$ 20,000
Animal Shelter	Truck	\$ 37,500
Construction & Maintenance	5 full size trucks	\$ 125,000
		<u>\$ 1,478,000</u>
 MACHINERY/EQUIPMENT		
Information Technology	Equipment replacement	\$ 50,000
Information Technology	Idera SQL Diagnostics Manager	\$ 5,100
Information Technology	Data center equipment	\$ 46,000
Information Technology	Wireless controller upgrade	\$ 51,000
Information Technology	100 thin clients	\$ 75,000
GIS	GPS Unit	\$ 7,000
Probate Court	Equipment replacement	\$ 10,000
Sheriff's Office	2 Rifles	\$ 6,446
Sheriff's Office	5 Raytheon Night Vision	\$ 20,000
Sheriff's Office	CPU Workstation	\$ 3,500
Sheriff's Office	GPS Tracker	\$ 10,000
Sheriff's Office	Thermal Imaging Equipment	\$ 36,000
Sheriff's Office	Digital Video Recorder	\$ 2,250
Sheriff's Office	Body wire replacement	\$ 3,200
Sheriff's Office	Computer equipment	\$ 204,100
Sheriff's Office	Contingency	\$ 10,000
Planning	Printer upgrades	\$ 3,500
911	Critical evaluation software	\$ 3,494
Water Utility	Computer equipment	\$ 35,000

**COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2012 CAPITAL EXPENDITURES BUDGET
ALL FUNDS BY CATEGORY (EXCEPT CAPITAL PROJECTS FUNDS)**

MACHINERY/EQUIPMENT (cont.)

Water Utility	Water treatment equipment	\$ 18,300
Water Utility	Waste water treatment equipment	\$ 88,000
Water Utility	Meter test bench	\$ 9,000
Water Utility	Water distribution equipment	\$ 133,600
Water Utility	Wastewater conveyance equipment	\$ 91,400
Water Utility	Mechanical equipment	\$ 10,100
Water Utility	Engineering and mapping equipment	\$ 55,500
Storm Water Utility	Front end loader	\$ 30,000
Storm Water Utility	Testing equipment	\$ 3,800
Storm Water Utility	Track hoe	\$ 300,000
Communications Utility	Specialty equipment	\$ 151,630
Communications Utility	Carrier ethernet electronics	\$ 850,000
Communications Utility	Pre-loaded enclosures	\$ 66,450
Communications Utility	Fiber optic test equipment	\$ 50,000
Communications Utility	Fiber network/operations mgt software	\$ 75,000
Fleet Replacement Fund:		
Construction & Maintenance	Motorgrader	\$ 195,000
Construction & Maintenance	Utility vehicle	\$ 70,000
Construction & Maintenance	4 Plows	\$ 50,000
Construction & Maintenance	2 mowers & trailers	\$ 30,000
		<u>\$ 2,859,370</u>

OTHER

Senior Center	Radios	\$ 9,950
911	Computers and software	\$ 16,130
Fire Services	Fire equipment	\$ 97,340
Water Utility	Training tools	\$ 34,409
Water Utility	Laboratory items	\$ 35,700
Water Utility	Meter upgrade	\$ 346,000
Water Utility	Miscellaneous items	\$ 109,500
		<u>\$ 649,029</u>

INFRASTRUCTURE

Water Utility	\$ 3,916,108
Storm Water Utility	\$ 895,432
Communications Utility	<u>\$ 10,747,454</u>
	<u>\$ 15,558,994</u>

TOTAL	<u><u>\$ 20,562,393</u></u>
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**COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2012 CAPITAL EXPENDITURES BUDGET
NONRECURRING CAPITAL PROJECTS**

2001 - 2005 SPLOST	Budget
Transportation Projects:	
Smith Crawford	\$ 242,000.00
Nathan Jones	\$ 126,000.00
Augusta Tech	\$ 52,000.00
Stanford Drive	\$ 100,000.00
Haywood Drive	\$ 122,000.00
Jacqueline & Kelli Dr.	\$ 600,000.00
Columbia Rd Sidewalk	\$ 158,000.00
Hardy McManus/SR28	\$ 600,000.00
Project Management	\$ 130,000.00
	<u>\$ 2,130,000.00</u>
Intergovernmental - Economic Development Related Infrastructure	\$ 375,000
Total 2001-2005 SPLOST Projects	<u><u>\$ 2,505,000</u></u>

2006 - 2010 SPLOST	
Transportation Projects:	
Marshall Square	\$ 240,000.00
Oakley Pirkle Sidewalk	\$ 180,000.00
Gateway	\$ 223,000.00
William Few S Widening	\$ 820,000.00
Lewiston Rd/Wm Few	\$ 300,000.00
Washington Rd	\$ 2,000,000.00
McZilkey	\$ 470,000.00
Brown Circle	\$ 400,000.00
P & M Road	\$ 280,000.00
Rosemont	\$ 130,000.00
Hereford/Gibbs/Cox	\$ 500,000.00
Flowing Well McKnight	\$ 500,000.00
Burks Mtn, Ph 2	\$ 400,000.00
	<u>\$ 6,443,000</u>
County Facilities:	
Building A Renovation	\$ 95,000
Renovate Other Existing County Buildings	\$ 300,000
	<u>\$ 395,000</u>

**COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2012 CAPITAL EXPENDITURES BUDGET
NONRECURRING CAPITAL PROJECTS**

2006 - 2010 SPLOST (continued)	Budget
Recreation Projects:	
Wildwood Park Improvements	\$ 150,000
Canal Headgates	\$ 130,000
New Park Land Acquisition	\$ 1,885,000
Upgrade Existing Parks	\$ 245,000
Greenspace Land Acquisition	\$ 470,000
New Park Improvements	\$ 670,000
Baker Place Recreation Improvements	\$ 282,000
Blackstone Camp Road Park	\$ 188,500
Other Passive Recreation Projects	\$ 500,000
	<u>\$ 4,520,500</u>
Total 2006-2010 SPLOST Projects	<u><u>\$ 11,358,500</u></u>

2007 General Obligation Bond	
Transportation Projects	
Crawford Place	\$ 228,000
Reynolds Farm	\$ 18,000
N Belair 5 Lane	\$ 20,000
Gibbs Rd Sidewalk	\$ 384,000
	<u>\$ 650,000</u>
Recreation Projects:	
Blackstone Camp Road Park	\$ 220,000
Evans Town Center Park	\$ 685,000
Wildwood Park	\$ 310,000
Blanchard Woods Park	\$ 25,000
	<u>\$ 1,240,000</u>
Total 2007 General Obligation Bond Projects	<u><u>\$ 1,890,000</u></u>

**COLUMBIA COUNTY BOARD OF COMMISSIONERS
FISCAL YEAR 2012 CAPITAL EXPENDITURES BUDGET
NONRECURRING CAPITAL PROJECTS**

<u>2009 General Obligation Bond/2011-2016 SPLOST</u>	<u>Budget</u>
Transfers Out:	
2007 GO Debt Retirement	\$ 3,433,016
2009 GO Bond Debt Service Payments	\$ 7,201,850
	<u>\$ 10,634,866</u>
Public Buildings:	
Fleet Facility	\$ 510,000
Multi -purpose Facility	\$ 1,537,500
	<u>\$ 2,047,500</u>
Public Safety:	
Animal Control Facility	\$ 120,000
Countywide Projects:	
Building C Expansion	\$ 1,095,000
Health Department Facility	\$ 700,000
	<u>\$ 1,795,000</u>
Recreation Projects - Evans Town Center Park	<u>\$ 1,941,645</u>
Municipal Projects:	
City of Harlem	\$ 323,944
City of Grovetown	\$ 1,137,045
	<u>\$ 1,460,989</u>
Total 2009 GO/2011-2016 SPLOST Projects	<u>\$ 18,000,000</u>
 TOTAL CAPITAL PROJECTS FUNDS	 <u><u>\$ 33,753,500</u></u>

GENERAL FUND

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

EXPENDITURE SUMMARY

GOVERNMENTAL FUNDS GENERAL FUND

	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Est. Actual FY 2011</u>	<u>Budget FY 2012</u>
GENERAL GOVERNMENT				
BOARD OF COMMISSIONERS	\$ 2,514,020	\$ 5,071,225	\$ 2,525,399	\$ 3,036,998
FINANCE	\$ 689,618	\$ 753,200	\$ 728,521	\$ 659,768
PROCUREMENT	\$ 479,967	\$ 449,686	\$ 464,648	\$ 437,473
CONTINGENCY	\$ -	\$ -	\$ -	\$ 1,130,247
INFORMATION TECHNOLOGY	\$ 3,505,575	\$ 3,196,845	\$ 2,845,824	\$ 2,837,575
COUNTY ADMINISTRATOR	\$ 1,295,524	\$ 649,369	\$ 550,862	\$ 594,685
BOARD OF ELECTIONS	\$ 546,482	\$ 265,969	\$ 570,838	\$ 352,637
GENERAL OVERHEAD	\$ -	\$ -	\$ -	\$ 3,253,713
NEW APPROPRIATIONS	\$ -	\$ -	\$ 16,731	\$ (95,700)
HUMAN RESOURCES	\$ 675,810	\$ 600,002	\$ 511,753	\$ 609,869
MANAGEMENT SERVICES	\$ 113,323	\$ -	\$ -	\$ -
TAX COMMISSIONER	\$ 1,515,183	\$ 1,667,153	\$ 1,640,297	\$ 1,583,525
TAX ASSESSOR	\$ 1,133,588	\$ 1,248,812	\$ 1,233,043	\$ 1,210,176
ENGINEERING SERVICES	\$ 666,266	\$ 416,275	\$ 10,930	\$ -
TOTAL	\$ 13,135,356	\$ 14,318,536	\$ 11,098,846	\$ 15,610,966
JUDICIAL				
CLERK OF SUPERIOR COUR	\$ 1,407,237	\$ 1,553,578	\$ 1,526,389	\$ 1,478,673
OFFICE OF SUPERIOR COU	\$ 511,447	\$ 650,582	\$ 656,344	\$ 754,690
PROBATE COURT	\$ 788,562	\$ 825,479	\$ 895,839	\$ 829,229
JUVENILE COURT	\$ 683,016	\$ 699,970	\$ 716,177	\$ 690,227
MAGISTRATE COURT	\$ 847,467	\$ 828,444	\$ 888,161	\$ 871,829
DISTRICT ATTORNEY	\$ 551,569	\$ 577,338	\$ 541,802	\$ 506,600
TOTAL	\$ 4,789,297	\$ 5,135,390	\$ 5,224,712	\$ 5,131,248
PUBLIC SAFETY				
SHERIFF'S OFFICE	\$ 13,798,005	\$ 13,970,237	\$ 14,577,082	\$ 13,956,617
DETENTION CENTER	\$ 7,743,789	\$ 7,994,807	\$ 8,155,187	\$ 7,736,290
EMERGENCY SERVICES	\$ 325,046	\$ 619,825	\$ 361,505	\$ 314,668
EMERGENCY MEDICAL SERV	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
ANIMAL SHELTER	\$ 653,852	\$ 526,494	\$ 516,646	\$ 652,877
CORONER	\$ 117,817	\$ 136,620	\$ 142,621	\$ 118,180
TOTAL	\$ 23,138,508	\$ 23,747,982	\$ 24,253,040	\$ 23,278,632
PUBLIC WORKS				
ROADS & BRIDGES	\$ 2,867,935	\$ 2,956,572	\$ 2,903,882	\$ 2,649,894
FLEET SERVICES	\$ 772,152	\$ 741,913	\$ 739,419	\$ 713,359
FACILITY MAINTENANCE	\$ 729,668	\$ 743,034	\$ 752,945	\$ 745,106
TOTAL	\$ 4,369,755	\$ 4,441,519	\$ 4,396,245	\$ 4,108,359

EXPENDITURE SUMMARY

GOVERNMENTAL FUNDS GENERAL FUND

	<u>Actual</u> <u>FY 2009</u>	<u>Actual</u> <u>FY 2010</u>	<u>Est. Actual</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>
HEALTH & WELFARE				
PUBLIC TRANSIT	\$ 363,956	\$ 546,529	\$ 577,956	\$ 439,801
HEALTH DEPARTMENT	\$ 434,614	\$ 434,614	\$ 434,614	\$ 434,614
FAMILY & CHILDREN SERV	\$ 76,720	\$ 76,720	\$ 72,884	\$ 72,884
SENIOR CENTER	\$ 307,205	\$ 361,430	\$ 327,094	\$ 320,183
TOTAL	\$ 1,182,495	\$ 1,419,293	\$ 1,412,548	\$ 1,267,482
CULTURE/RECREATION				
COMMUNITY SERVICES	\$ 517,990	\$ 349,406	\$ 324,801	\$ 345,105
LIBRARIES	\$ 1,350,322	\$ 1,225,459	\$ 1,315,681	\$ 1,223,568
RECREATION	\$ 2,039,374	\$ 2,010,884	\$ 2,031,380	\$ 1,883,254
WILDWOOD PARK	\$ 170,404	\$ 156,775	\$ 155,203	\$ 148,534
TOTAL	\$ 4,078,089	\$ 3,742,524	\$ 3,827,065	\$ 3,600,461
HOUSING & DEVELOPMENT				
GEOGRAPHIC INFORMATION	\$ 685,705	\$ 698,919	\$ 767,306	\$ 701,727
ECONOMIC DEVELOPMENT	\$ 869,740	\$ 840,824	\$ 266,043	\$ 257,000
PLANNING & DEVELOPMENT	\$ 458,712	\$ 320,122	\$ 305,253	\$ 384,223
CODE COMPLIANCE	\$ 348,796	\$ 310,893	\$ 159,845	\$ -
PLAN REVIEW & ENGINEER	\$ 84,249	\$ 87,047	\$ 571,587	\$ 638,849
EXTENSION SERVICE	\$ 136,264	\$ 148,635	\$ 103,553	\$ 126,969
FORESTRY	\$ 15,086	\$ 14,715	\$ 19,604	\$ 20,171
TOTAL	\$ 2,598,552	\$ 2,421,156	\$ 2,193,192	\$ 2,128,939
TOTAL GENERAL FUND	\$ 53,292,053	\$ 55,226,400	\$ 52,405,648	\$ 55,126,087

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GENERAL GOVERNMENT

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

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

COMMISSION OFFICE

FUND/DEPARTMENT NUMBER: 1001

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 2011

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

GOALS FOR FY 2012

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

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
GENERAL GOVERNMENT						
1001 BOARD OF COMMISSIONERS						
51 PERSONAL SERVICES						
1011001	511001	SAL/WAGES	\$ 137,638	\$ 143,692	\$ 120,975	\$ 131,736
1011001	511030	VACATION	2,818	2,624	4,245	-
1011001	511033	HOLIDAY	4,327	4,015	3,387	-
1011001	511051	EMPLOYEE MEDICAL	29,214	39,798	40,570	44,371
1011001	511052	GROUP LIFE INSURANCE	421	384	231	364
1011001	511053	RETIREMENT	14,940	13,562	11,735	9,632
1011001	511054	FICA	10,950	11,245	9,553	9,713
1011001	511055	WORK COMP	146	1,537	2,399	400
1011001	511060	EXPENSE ALLOWANCE	8,627	10,173	9,557	10,050
1011001	511070	UNEMPLOYMENT	96	109	91	93
TOTAL PERSONAL SERVICES			209,176	227,139	202,744	206,359
52 OPERATING-SUPPLIES						
1011001	522040	POSTAGE	1,653	1,823	2,117	2,500
1011001	522070	OPERATING SUPPLIES	4,346	3,882	4,787	12,000
1011001	522080	UTILITIES	10,584	11,476	17,784	-
1011001	522100	MINOR PROPERTY	399	379	515	6,000
1011001	522130	BOOKS & REPORTS	987	-	-	1,500
TOTAL OPERATING-SUPPLIES			17,969	17,561	25,203	22,000
53 OPERATING-PURCHASING/CONTRACTS						
1011001	533001	PROFESSIONAL FEES	80,141	154,707	135,885	113,655
1011001	533002	ATTORNEY FEES	231,063	323,818	242,162	315,000
1011001	533010	INDIGENT DEFENSE	165	452,887	455,925	425,000
1011001	533025	ADVER/MARKETING	19,468	21,282	19,626	20,000
1011001	533035	CONTRACT SERVICES	18,841	12,132	35,798	123,925
1011001	533060	GENERAL SERVICES	63	-	-	4,000
1011001	533063	EQUIPMENT RENTAL	-	-	-	600
1011001	533070	CASUALTY EXPENSE	-	300,288	46,287	424,338
1011001	533115	TRAVEL/TRAINING	54,005	44,261	37,640	60,000
1011001	533120	DUES & SUBSCRIPTIONS	84,938	112,181	101,388	144,000
1011001	533125	RENT ON BUILDINGS	35,105	37,205	39,305	32,120
1011001	533130	INSURANCE	-	549,804	239,332	263,161
1011001	533135	COMMUNICATIONS	2,861	2,936	5,140	1,000
1011001	533140	PRINTING	89,080	98,325	86,371	98,900
TOTAL OPERATING-PURCHASING/CONTRACTS			615,729	2,109,826	1,444,858	2,025,699
54 OPERATING-OTH COSTS						
1011001	544001	MISCELLANEOUS	1,721	763	1,026	3,000
55 OPERATING-INTFND CHG						
1011001	555001	COUNTY SVS	554,733	734,350	781,899	779,940
58 OTHER FINANCING USES						
1011001	588001	INTERFUND TRANSFERS	1,109,000	1,981,586	69,670	-
60 CAPITAL						
1011001	601081	CIP MACH/EQUIPMENT	5,692	-	-	-
TOTAL BOARD OF COMMISSIONERS			\$ 2,514,020	\$ 5,071,225	\$ 2,525,399	\$ 3,036,998

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
1006 COUNTY ADMINISTRATOR			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
51 PERSONAL SERVICES									
1011006	511001	SAL/WAGES	\$ 285,842	\$	291,899	\$	275,237	\$	309,328
1011006	511030	VACATION	5,720		19,814		31,181		-
1011006	511033	HOLIDAY	7,727		8,231		2,252		-
1011006	511051	EMPLOYEE MEDICAL	18,748		18,569		14,575		14,546
1011006	511052	GROUP LIFE INSURANCE	287		228		135		124
1011006	511053	RETIREMENT	26,503		28,239		26,325		26,546
1011006	511054	FICA	22,434		23,983		21,749		21,929
1011006	511055	WORK COMP	165		3,630		5,369		450
1011006	511060	EXPENSE ALLOWANCE	33,069		33,013		20,499		22,497
1011006	511070	UNEMPLOYMENT	265		282		263		265
TOTAL PERSONAL SERVICES			400,759		427,889		397,585		395,685
52 OPERATING-SUPPLIES									
1011006	522040	POSTAGE	44		19		5		-
1011006	522065	OFFICE SUPPLIES	-		-		18		-
1011006	522070	OPERATING SUPPLIES	958		488		777		2,000
1011006	522080	UTILITIES	24,489		23,354		23,457		-
1011006	522100	MINOR PROPERTY	185		10,893		5,597		10,000
1011006	522130	BOOKS & REPORTS	476		772		200		1,500
TOTAL OPERATING-SUPPLIES			26,153		35,526		30,054		13,500
53 OPERATING-PURCH/CONT									
1011006	533010	INDIGENT DEFENSE	361,853		-		-		-
1011006	533035	CONTRACT SERVICES	92,100		139,312		98,002		125,000
1011006	533070	CASUALTY EXPENSE	164,446		-		-		-
1011006	533115	TRAVEL/TRAINING	18,152		39,828		18,637		52,000
1011006	533120	DUES & SUBSCRIPTIONS	3,499		2,205		1,743		6,000
1011006	533130	INSURANCE	224,470		-		-		-
1011006	533135	COMMUNICATIONS	4,092		4,609		4,795		2,500
1011006	533140	PRINTING	-		-		46		-
TOTAL OPERATING-PURCH/CONT			868,612		185,954		123,222		185,500
TOTAL COUNTY ADMINISTRATOR			\$ 1,295,524	\$	649,369	\$	550,862	\$	594,685

FINANCIAL SERVICES

FUND/DEPARTMENT NUMBER: 1011002

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- Obtained the GFOA's *Certificate of Achievement for Excellence in Financial Reporting* for 12th consecutive year.
- Obtained the GFOA's *Distinguished Budget Preparation Award* for 2nd consecutive year.
- Updated/ revised Financial Policies and included in Comprehensive Policy Manual.
- Implemented on-line procurement card system.
- Closed out 2004 general obligation bond program

GOALS FOR FY 11/12

- Obtain the GFOA's *Certificate of Achievement for Excellence in Financial Reporting* for 13th consecutive year.
- Obtain the GFOA's *Distinguished Budget Preparation Award* for 3rd consecutive year.
- Implement project accounting system.
- Evaluate restructuring possibilities; evaluate each department for efficiency and best use of staff and functions.
- Implement electronic bid system and electronic contract system.

FINANCIAL SERVICES

FUND/DEPARTMENT NUMBER: 1011002

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Number of invoices processed	27,063	25,434	25,000
Number of Funds/Depts.	33/77	38/100	38/100
Budgets managed in 000's:			
General Fund	\$56,758	\$54,123	\$55,126
Other Funds (non CPF)	\$68,384	\$68,117	\$74,321
Total Budgets	\$125,142	\$122,240	\$129,447

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Efficiency: Number of invoices processed/FTE	3,007	2,826	2,778
Cost per invoice processed	\$3.69	\$3.89	3.90
Dun & Bradstreet paydex score (maximum=80)	78	78	78
Effectiveness: Revenue projection accuracy (Goal: within +/-5%)			
General Fund	99%	99%	99%
Other Funds	95%	95%	95%
Expenditure Projection accuracy (Goal: within +/-5%)			
General Fund	99%	98%	98%
Other Funds	95%	95%	95%
Finance operations expense as a% of total Columbia County Expenditures	.43%	.38%	.40%

FINANCIAL SERVICES

FUND/DEPARTMENT NUMBER: 1011002

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Finance Director	1	1	1
Accounting Manager	1	1	1
Project Manager	1	1	1
Budget Analyst	1	1	1
Staff Accountant	1	2	2
Accounting Coordinator	1	1	1
Sr. Accounting Clerk	1	1	1
Accounting Clerk	1	1	1
Administrative Specialist	1	1	1
Total	9	10	10

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	1	1	1

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1002 FINANCE						
51 PERSONAL SERVICES						
1011002	511001	SAL/WAGES	\$ 381,328	\$ 374,335	\$ 335,673	\$ 394,111
1011002	511030	VACATION	23,965	27,137	39,135	-
1011002	511031	SICK LEAVE	1,073	-	91	-
1011002	511033	HOLIDAY	16,499	16,879	16,596	-
1011002	511051	EMPLOYEE MEDICAL	44,829	41,677	42,581	45,010
1011002	511052	GROUP LIFE INSURANCE	687	505	333	330
1011002	511053	RETIREMENT	30,208	30,028	28,031	28,010
1011002	511054	FICA	31,591	31,007	28,940	28,997
1011002	511055	WORK COMP	296	4,003	6,662	750
1011002	511060	EXPENSE ALLOWANCE	11,899	11,456	11,334	11,130
1011002	511062	NEW PERSONNEL REQUESTS	-	-	-	1,440
1011002	511070	UNEMPLOYMENT	349	343	322	325
TOTAL PERSONAL SERVICES			542,725	537,369	509,698	510,103
52 OPERATING-SUPPLIES						
1011002	522040	POSTAGE	3,489	3,378	3,085	3,000
1011002	522070	OPERATING SUPPLIES	12,561	12,189	11,819	12,000
1011002	522080	UTILITIES	29,324	29,898	28,608	-
TOTAL OPERATING-SUPPLIES			45,374	45,464	43,512	15,000
53 OPERATING-PURCH/CONT						
1011002	533003	ACCOUNTING	67,987	135,763	141,103	121,040
1011002	533035	CONTRACT SERVICES	19,255	16,980	18,396	3,000
1011002	533115	TRAVEL/TRAINING	3,553	2,559	3,467	2,000
1011002	533120	DUES & SUBSCRIPTIONS	2,606	3,036	3,896	3,284
1011002	533135	COMMUNICATIONS	4,263	4,577	5,280	756
1011002	533140	PRINTING	3,855	7,452	3,169	4,585
TOTAL OPERATING-PURCH/CONT			101,519	170,367	175,311	134,665
TOTAL FINANCE			\$ 689,618	\$ 753,200	\$ 728,521	\$ 659,768

PROCUREMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 1003

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- “Achievement of Excellence in Procurement” award for 5th consecutive year
- “Outstanding Agency Accreditation Achievement Award”, a three year certification, for the 3rd consecutive term
- Revised Purchasing Card Program
- Revised Procurement Policies and Procedures
- Implemented revised Bid/RFP evaluation process
- Implemented SunTrust Enterprise Spend Platform for tracking P-Card purchases
- Increase in revenue using GovDeals online auction program for all surplus and confiscated items
- Consolidated County owned cell phones into one plan to save money

PROCUREMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 1003

GOALS FOR FY 11/12

- Continue to focus on the use of “Best Procurement Practices” and training for all departments
- Received recertification through National Institute of Governmental Purchasing (NIGP) by being awarded the “Achievement of Excellence in Procurement” award
- Continue to use GovDeals online auction program to generate revenues for all surplus and confiscated items
- Create intranet website to display all warehoused items that are available to other departments
- Revise Columbia County P-Card Policies and Procedures

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
PO Processed	12,464	11,600	11,000
Contracts Administered	95	95	95
Bid/RFPs Prepared	52	86	90

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Saving from Bid/RFP process	\$2,391,870	\$5,084,633	\$5,500,000
GovDeals Revenue	\$61,045	\$152,835	\$160,000

PROCUREMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 1003

STAFFING

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

VEHICLE SCHEDULE

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

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1003 PROCUREMENT/DISTRIBUTION						
51 PERSONAL SERVICES						
1011003	511001	SAL/WAGES	\$ 266,676	\$ 242,616	\$ 256,394	\$ 303,931
1011003	511030	VACATION	16,895	31,684	25,571	-
1011003	511031	SICK LEAVE	2,553	-	-	-
1011003	511033	HOLIDAY	12,959	11,356	13,303	-
1011003	511050	FRINGE BENEFITS	-	-	-	-
1011003	511051	EMPLOYEE MEDICAL	58,513	50,873	47,929	47,470
1011003	511052	GROUP LIFE INSURANCE	567	390	293	298
1011003	511053	RETIREMENT	16,924	16,313	16,854	16,993
1011003	511054	FICA	22,247	21,290	22,017	22,581
1011003	511055	WORK COMP	683	2,606	5,210	1,700
1011003	511060	EXPENSE ALLOWANCE	14,836	14,134	15,456	15,540
1011003	511070	UNEMPLOYMENT	251	240	248	255
TOTAL PERSONAL SERVICES			413,104	391,503	403,275	408,768
52 OPERATING-SUPPLIES						
1011003	522001	UNIFORMS	339	452	495	500
1011003	522040	POSTAGE	1,254	814	509	500
1011003	522065	OFFICE SUPPLIES	-	32	-	-
1011003	522070	OPERATING SUPPLIES	5,645	4,290	5,333	4,500
1011003	522080	UTILITIES	20,508	19,377	21,851	-
1011003	522113	INVENTORY	713	1,224	-	-
1011003	522120	VEHICLE/EQUIPMENT	148	-	-	-
1011003	522121	GAS/OIL/DEISEL	2,324	2,128	2,398	2,350
1011003	522130	BOOKS & REPORTS	1,130	-	-	-
TOTAL OPERATING-SUPPLIES			32,060	28,317	30,586	7,850
53 OPERATING-PURCH/CONT						
1011003	533035	CONTRACT SERVICES	15,796	12,657	14,020	2,000
1011003	533060	GENERAL SERVICES	79	-	-	-
1011003	533061	ADMINISTRATION	3	50	310	-
1011003	533064	GEN REPAIRS	313	1,494	3,372	-
1011003	533095	VEH REPAIRS	929	57	313	-
1011003	533115	TRAVEL/TRAINING	11,994	10,394	6,715	15,455
1011003	533120	DUES & SUBSCRIPTIONS	850	290	150	1,000
1011003	533135	COMMUNICATIONS	4,839	4,775	5,828	2,200
1011003	533140	PRINTING	-	149	78	200
TOTAL OPERATING-PURCH/CONT			34,803	29,866	30,787	20,855
TOTAL PROCUREMENT			\$ 479,967	\$ 449,686	\$ 464,648	\$ 437,473

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
1004 CONTINGENCY			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
54 OPERATING-OTH COSTS									
1011004	544007	OPERATING CONTINGENCY	\$	-	\$	-	\$	-	\$ 1,130,247
TOTAL	CONTINGENCY		<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$ 1,130,247</u>

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER:1011005

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

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

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

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

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

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

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

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER:1011005

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

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

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

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

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

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

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

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

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER:1011005

ACCOMPLISHMENTS FOR FY 2009/2010

- Ranked 7th in Digital Communities Survey with population under 150,000
- Implemented Munis Water Utility Billing System including self service web portal
- Implemented Munis Work Order System for Roads and Bridges and Water Utility
- Implemented Employment Facebook Application
- Implemented Water Utilities / Storm Water System back to CSRA Systems on AS/400
- Implemented data updating of legacy AS/400 data from Munis Roads /Addressing to support Water Utilities, Stormwater and Tax Assesors
- Implemented RP Solutions bill scanning system for Tax Commissioner
- Completed data exporting of tax data for GIS
- Completed Munis 8.2 upgrade
- Implemented web portal for employee access to Intranet SharePoint data
- Implemented Cisco IronPort web content filtering and malware blocking application to replace Websense
- Implemented a DMZ at the Sheriff's Office for server access from external users
- Implemented Cisco phones at Reed Creek, Clarks Hill, and Little River Water Treatment Plants
- Installed software releases for Tax, Chameleon, AutoCAD, RecTrac, WinZip and Anti Virus
- Upgraded and relocated Netmotion VPN server to create less downtime and establish load balancing
- Implemented Enterprise VMS IP Camera system at SRP and the TCC
- Installed fiber connectivity for IP cameras and new building at Savannah Rapids
- Increased County's WiFi hotspots by installing additional access points at various locations
- Installed network health and usage monitoring application
- Upgraded existing traffic engineering network switches
- Provided Open Enrollment Support
- Provided support for 6 elections
- Upgraded network bandwidth for GIS Department

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER:1011005

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- Implemented Cisco phones and call queuing application at Columbia County Cares
 - Created a temporary call center for the Water Treatment Department
 - Installed firewall security between the County's and State networks to prepare for updated GRATIS terminal emulation application for the Tax Commissioner/Motor Vehicle
 - Setup DigiMerge camera system at Fleet Services on the County network for remote monitoring and viewing
 - Implemented port security on network access switches
 - Implemented a Customer Outreach Program
 - Provided new construction support (cabling, connectivity, equipment procurement and setup) for Video Wall in the Traffic Control Center
 - Provided new construction AV project support for Building C Expansion and Animal Services conference rooms
 - Provided approximately 30 personal computers for the Health Departments new office
 - Replaced 80 traditional desktop computers with VDI thin client systems including the IT training room
 - Implemented mobile computers utilizing Apple iPad2 tablets

GOALS FOR FY 2010/2011

- Upgrade network distribution connection to the IBM BladeCenter to support increased bandwidth for virtual desktop (VDI) thin clients
- Establish Layer 3 connections between all County buildings at the Government Center and the main Data Center to enhance network health and security
- Install wiring and connectivity equipment for new facilities under construction at Water Utility, Animal Services, Health Department, Fleet Services, Evans Town Center Park, and Building C expansion.
- Design and implement the expansion of the traffic network to provide network coverage for all intersections, school crossings, flasher beacons, and digital message signs
- Upgrade the traffic core network equipment to support increased demands for connectivity and bandwidth
- Upgrade wireless core controllers to expand County's wireless network to support increased public WiFi hotspots
- Upgrade connectivity between County distribution and core VSS network switches

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER:1011005

- Replace 100 traditional desktop computers with VDI thin client systems
- Expand VMS IP camera system to various locations
- Replace older equipment (servers, laptops, UPS units, and Switches) as needed
- Install redundant e-mail server to reduce e-mail service outages
- Implement Munis 8.3/9.x Upgrades
- Integrate Chameleon (Animal Services) into Munis 311
- Explore mobile options (iPad/Tablet) for Enterprise Systems (Munis/Chameleon)
- Implemented Tyler Citizen Connect System for 311 including self service web portal

WORKLOAD MEASUREMENTS

Category	Actual FY 2009/2010	Estimated FY 2010/2011	Forecast FY 2010/2011
Customers	790	858	865
Incident Requests	2380	2286	2300
Change Requests	1783	1498	1348
Total Service Requests	4163	3784	3648
Email Transactions	10,584,043	6,440,066	5,152,053
Web Site Activity	41,584,774	138,118,920	165,000,000
Website Sessions	945,558	1,135,266	1,362,319
Systems Supported	125	126	
<u>Equipment Supported</u>			
Audio Visual Equipment	321	394	415
Communication Equipment	1029	1,255	1300
Communication Routers	22	31	35
Communication Switches	110	180	195
Personal Computers	718	553	510
Printers	268	285	290
Scanners	123	117	120
Servers (Physical/Virtual)	65	71	75
Thin Clients	21	100	100
Uninterruptible Power Supply	445	442	450
<u>Communication Services Supported</u>			
Cell Phones	97	32	32
Pagers	229	100	100
Telephone Lines	1252	1521	1597
<u>Staffing Ratio</u>			
Customer Srv Staff to User Ratio	1 to 113	1 to 123	1 to 124

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER:1011005

Application Staff to User Ratio	1 to 113	1 to 143	1 to 144
Communications Staff to User Ratio	1 to 198	1 to 215	1 to 216

PERFORMANCE MEASURES

Category	Actual FY 2009/2010	Estimated FY 2010/2011	Forecast FY 2011/2012
Routine Service Requests Completed:	98.40%	98.95%	98.00%
Change Requests Completed	97.20%	98.46%	98.00%

STAFFING

Position	Actual FY 2009/2010	Estimated FY 2010/2011	Forecast FY 2011/2012
Manager Information Technology	1	1	1
Asst Mgr Information Technology	0	1	1
Application Support Manager	1	1	1
Network Communications Manager	1	1	1
Customer Service Manager	0	1	1
Technical Support Manager	1	0	0
Administrative Coordinator	1	1	1
Systems Analyst	1	1	1
Application Support Analyst	2	2	2
Programmer Analyst I	1	1	1
Programmer Analyst II	1	0	0
Database Administrator	1	1	1
Network Security Administrator	1	1	1
Network Engineer I	1	2	2
Network Engineer II	1	0	0
Service Desk	1	1	1
Technology Support Specialist	3	3	3
Lan Server Administrator I	2	1	1
Lan Server Administrator II	1	0	0
Total	21	19	19

INFORMATION TECHNOLOGY DEPARTMENT

FUND/DEPARTMENT NUMBER:1011005

VEHICLE SCHEDULE

Category	Actual FY 2009/2010	Estimated FY 2010/2011	Forecast FY 2011/2012
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	13	12	12
Total	13	12	12

BUDGET HIGHLIGHTS

The goal of the Information Technology budget for the upcoming fiscal year is to maintain operational and capital expenditures at an equivalent level to the previous fiscal year. The total Capital expenses included in the budget are \$227,100.00. The capital budget consists of 100 virtual thin Clients, SQL database monitoring system, data center infrastructure upgrades, wireless controller infrastructure upgrades and replacement of older equipment. The primary focuses of the capital items are to improve County operational efficiency while reducing long term operational expenses.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1005 INFORMATION TECHNOLOGY						
51 PERSONAL SERVICES						
1011005	511001	SAL/WAGES	\$ 893,171	\$ 878,717	\$ 798,307	\$ 933,411
1011005	511004	OVERTIME	20,446	10,527	9,060	10,000
1011005	511010	ON CALL	9,212	9,123	9,000	9,125
1011005	511030	VACATION	69,221	90,302	85,605	-
1011005	511031	SICK LEAVE	3,017	3,254	2,368	-
1011005	511033	HOLIDAY	41,464	40,760	38,945	-
1011005	511051	EMPLOYEE MEDICAL	145,910	149,817	127,889	122,140
1011005	511052	GROUP LIFE INSURANCE	1,308	996	637	628
1011005	511053	RETIREMENT	79,441	78,967	72,463	72,163
1011005	511054	FICA	80,592	79,908	73,462	72,830
1011005	511055	WORK COMP	799	9,400	15,889	2,000
1011005	511060	EXPENSE ALLOWANCE	85,145	80,854	76,414	76,800
1011005	511062	NEW PERSONNEL REQUESTS	-	-	-	2,400
1011005	511070	UNEMPLOYMENT	901	890	815	809
TOTAL PERSONAL SERVICES			1,430,628	1,433,514	1,310,854	1,302,306
52 OPERATING-SUPPLIES						
1011005	522040	POSTAGE	189	148	550	300
1011005	522065	OFFICE SUPPLIES	168	-	-	-
1011005	522070	OPERATING SUPPLIES	39,509	35,439	28,788	30,000
1011005	522080	UTILITIES	68,685	70,182	68,036	-
1011005	522100	MINOR PROPERTY	31,681	57,362	43,157	-
1011005	522130	BOOKS & REPORTS	-	-	57	350
TOTAL OPERATING-SUPPLIES			140,232	163,131	140,589	30,650
53 OPERATING-PURCH/CONT						
1011005	533015	LEASED EQUIPMENT	294,688	245,482	291,107	300,784
1011005	533035	CONTRACT SERVICES	962,717	990,610	918,671	863,710
1011005	533055	O/S SVCS-TEMP EMP	22,752	12,760	24,523	27,500
1011005	533060	GENERAL SERVICES	-	685	168	-
1011005	533063	EQUIPMENT RENTAL	11,799	11,633	2,801	10,000
1011005	533115	TRAVEL/TRAINING	55,569	34,449	27,202	35,000
1011005	533120	DUES & SUBSCRIPTIONS	499	300	429	525
1011005	533135	COMMUNICATIONS	38,838	34,954	32,010	40,000
TOTAL OPERATING-PURCH/CONT			1,386,863	1,330,873	1,296,910	1,277,519
60 CAPITAL						
1011005	601081	CIP MACH/EQUIPMENT	547,852	269,327	97,472	227,100
TOTAL INFORMATION TECHNOLOGY			\$ 3,505,575	\$ 3,196,845	\$ 2,845,824	\$ 2,837,575

BOARD OF ELECTIONS

FUND/DEPARTMENT NUMBER: 1007

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

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

BOARD OF ELECTIONS

FUND/DEPARTMENT NUMBER: 1007

ACCOMPLISHMENTS FOR FY 10/11 (continued)

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

GOALS FOR FY 11/12

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

BOARD OF ELECTIONS

FUND/DEPARTMENT NUMBER: 1007

WORKLOAD MEASUREMENTS

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

STAFFING

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

BUDGET HIGHLIGHTS

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

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1007 BOARD OF ELECTIONS						
51 PERSONAL SERVICES						
1011007	511001	SAL/WAGES	\$ 144,906	\$ 126,226	\$ 142,876	\$ 160,441
1011007	511004	OVERTIME	27,246	10,596	32,815	6,000
1011007	511030	VACATION	8,219	14,530	13,603	-
1011007	511031	SICK LEAVE	-	7,089	-	-
1011007	511033	HOLIDAY	5,945	5,843	6,222	-
1011007	511050	FRINGE BENEFITS	-	-	-	-
1011007	511051	EMPLOYEE MEDICAL	12,012	13,604	15,698	15,654
1011007	511052	GROUP LIFE INSURANCE	317	225	166	165
1011007	511053	RETIREMENT	12,581	11,518	13,641	11,382
1011007	511054	FICA	13,877	12,173	14,538	11,811
1011007	511055	WORK COMP	118	1,570	2,858	300
1011007	511060	EXPENSE ALLOWANCE	482	482	482	480
1011007	511070	UNEMPLOYMENT	149	132	157	129
TOTAL PERSONAL SERVICES			225,853	203,989	243,056	206,362
52 OPERATING-SUPPLIES						
1011007	522001	UNIFORMS	398	562	229	-
1011007	522040	POSTAGE	10,023	9,015	9,413	6,000
1011007	522070	OPERATING SUPPLIES	4,418	-	72	-
1011007	522080	UTILITIES	11,143	2,675	2,571	2,500
1011007	522100	MINOR PROPERTY	3,239	10,081	12,177	-
TOTAL OPERATING-SUPPLIES			29,221	22,334	24,461	8,500
53 OPERATING-PURCH/CONT						
1011007	533035	CONTRACT SERVICES	10,330	7,687	24,824	52,000
1011007	533055	O/S SVCS-TEMP EMP	27,351	9,912	29,235	12,000
1011007	533060	GENERAL SERVICES	181,922	1,215	185,526	43,000
1011007	533064	GEN REPAIRS	4,286	-	350	1,500
1011007	533110	OTHER FEES	7,600	9,350	9,600	9,600
1011007	533115	TRAVEL/TRAINING	8,005	8,925	6,665	6,500
1011007	533120	DUES & SUBSCRIPTIONS	210	178	188	175
1011007	533125	RENT ON BUILDINGS	7,172	315	8,080	1,800
1011007	533127	EQUIPMENT RENTAL	-	-	213	200
1011007	533135	COMMUNICATIONS	1,816	1,520	1,986	1,000
1011007	533140	PRINTING	27,716	543	36,654	10,000
TOTAL OPERATING-PURCH/CONT			276,407	39,646	303,321	137,775
60 CAPITAL						
1011007	601081	CIP MACH/EQUIPMENT	15,000	-	-	-
TOTAL BOARD OF ELECTIONS			\$ 546,482	\$ 265,969	\$ 570,838	\$ 352,637

EXPENDITURE DETAIL

GENERAL FUND			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
1008 GENERAL OVERHEAD						
52 OPERATING-SUPPLIES						
1011008	522080	UTILITIES	\$ -	\$ -	\$ -	2,000,000
1011008	522081	UTILSTMWTR	-	-	-	10,000
TOTAL OPERATING-SUPPLIES			-	-	-	2,010,000
53 OPERATING-PURCH/CONT						
1011008	533035	CONTRACT SERVICES	-	-	-	613,213
1011008	533045	JANITOR SVCS	-	-	-	350,500
1011008	533135	COMMUNICATIONS	-	-	-	280,000
TOTAL OPERATING-PURCH/CONT			-	-	-	1,243,713
TOTAL GENERAL OVERHEAD			\$ -	\$ -	\$ -	3,253,713

EXPENDITURE DETAIL

GENERAL FUND			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
1009 NEW APPROPRIATION REQUEST						
51 PERSONAL SERVICES						
1011009	511080	PERSONNEL ADJUSTMENTS	\$ -	\$ -	\$ 16,731	\$ (95,700)
TOTAL NEW APPROPRIATION REQU			<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,731</u>	<u>\$ (95,700)</u>

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1011

MISSION STATEMENT

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

VISION STATEMENT

The Human Resources Department is inspired to become a Center of Excellence to meet the employment and personnel service needs of internal and external customers.

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- Medical renewal was renegotiated at 1% resulting in a negative renewal with no premium increase to employer or employee.
- Medical claims were \$936,882 below expected claims cost.
- Dental rate did not increase for the third consecutive year of the contract.
- Life and disability products RFP resulted in a 30% decrease to employer and employee premium costs.
- No changes in benefits or wellness programs due to successful contract renegotiations.
- Wellness initiatives were improved by increasing the Fitness Reimbursement Program to a maximum annual reimbursement of \$360 for 144+ verified visits to a fitness center.
- Established bi-monthly conferencing with Munis to resolve Applicant Tracking issues.
- Revised Employee Handbook and placed on County Intranet.
- Removed manual input of merit increases by exporting performance appraisal scores to merit parameters then importing new salary data to each employee salary field in Munis.
- Conducted web based Performance Pro evaluation training September 2010.
- Coordinated mandatory Performance Appraisal training for sixty eight (68) supervisory employees.

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1011

- Open enrollment process and rollover to Munis payroll system resulted in 0 errors.
- Completed successful rollover of accruals and merit recommendations January 2011.
- Designed and developed medical leave sharing audit process.
- Completed twenty eight (28) comprehensive classification and compensation surveys.
- Received fourteen (14) responses through the online Employee Survey form.
- Flu immunization vaccine was administered to 179 employees.
- Twenty two (22) employees participated in the Education Reimbursement Program.
- One hundred twenty (120) active and six (6) retired employees were recognized for years of service; eleven (11) employees were recognized for military service during the annual Service Recognition Program.
- Human Resources fulfilled 2010 Christmas Wishes for three families requesting assistance through the Columbia County Children's Foundation by purchasing clothes, educational and recreational toys for the children.

GOALS FOR FY 11/12

- Implement innovative communication concepts using technology to reduce energy costs.
- Reenergize wellness program initiatives through enhanced vendor partnerships.
- Redesign and implement employee relations programs and activities.
- Implement informative benefits and general information data on the County intranet.
- Continue benefits, compensation and employee relations cross training.
- Eliminate unnecessary paper and streamline classification and compensation processes.
- Develop and implement New Hire Onboarding process utilizing innovative technology.
- Participate in more webinars relative to classification and compensation processes.
- Design and implement more time efficient data reports.
- Utilize Munis applications to improve tracking and monitoring of benefits payments when employees are on leave.

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Employment Applications	4,439	5,500	6,250
Job Fairs Attended	1	3	2
Internal Position Postings	26	25	30
External Position Postings	31	20	25
New Hires Processed	76	95	98
Terminations Processed	87	100	105
Grievances Filed	1	1	1
Grievances Resolved	1	1	1

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1011

Workers Comp Claims	131	135	140
ST Disability Claims	27	30	33
LT Disability Claims	5	3	4
FMLA Cases	72	80	85
Advertisement Savings	\$2,100	\$2,800	\$3,200
401(a) Transactions	264	235	240
401(a) Payouts	152	130	135
457(b) Transactions	269	275	290
457(b) Payouts	308	310	315
New Roth IRA	5	6	6

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Non-exempt Recruitment Less than or = 30 days	29%	30.0%	30.0%
Non-exempt Recruitment Greater than 30 days	71%	70.0%	70.0%
Exempt Recruitment Less than or = 60 days	100%	90.0%	90.0%
Exempt Recruitment Greater than 60 days	0%	10.0%	10.0%
Compensation % classes studied	9%	10.0%	9.0%
Training Programs % employees in training	12%	14.0%	16.0%

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Human Resources Manager	1	1	1
Assistant Human Resources Manager	1	1	1
Human Resources Specialist III	1	1	1
Human Resources Specialist I	1	1	1
Employee Relations Specialist I	1	1	1
Benefits Specialist I	1	0	0
Human Resources Assistant	1	1	1
Total	7	6	6

HUMAN RESOURCES DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1011

VEHICLE SCHEDULE

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

BUDGET HIGHLIGHTS

The Human Resources team is currently comprised of 50% (3:6) degreed team members. A fourth team member achieved the Microsoft Office Applications Specialist Certification, Administrative Assistant Specialist Certification, and a degree in Business Administrative Technology December, 2010. The team will continue pursuit of educational opportunities through various resources including higher education, continuing education, and membership in professional organizations focused on public sector human resources management.

One employee is recommended to be promoted from Human Resources Specialist to Human Resources Analyst. The position scope and dimension will be enhanced to include budget assistance, special projects, and classification and compensation analysis. The Human Resources Department FY11-12 budget was reduced by .37%, therefore, the promotion will not create any budget impact.

The Human Resources Department is responsible for management oversight of the medical fund. Currently, the medical fund balance is healthy maintaining between \$1.6-\$2.0 MM. Economic indicators for professional and technical medical costs show potential future impact and federal imposed changes may affect the fund within 12-18 months. Discounted and non-discounted premiums, enhanced education on tobacco products cessation, and an increase in the stop loss between \$175K and \$200K are recommended for the 2012 renewal. Adjustments will maintain a healthy fund balance and provide renewal negotiation leverage.

Aggressive wellness initiatives will be implemented to enhance the wellness program, providing more education and vendor participation than in previous years. An increase in funding for the fitness reimbursement program is requested as more employees are anticipated to take advantage of the program.

FY 11-12 new County appropriation requests include a recommendation that the Board of Commissioners pay 100% of the Basic Life Insurance premium cost and no increase in medical or dental premium costs for employer or employee.

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
1011 HUMAN RESOURCES									
51 PERSONAL SERVICES									
1011011	511001	SAL/WAGES	\$ 268,146	\$	226,051	\$	200,279	\$	232,557
1011011	511004	OVERTIME	12		-		90		-
1011011	511030	VACATION	15,674		15,221		11,449		-
1011011	511031	SICK LEAVE	1,572		-		648		-
1011011	511033	HOLIDAY	13,106		9,509		5,119		-
1011011	511051	EMPLOYEE MEDICAL	54,859		39,259		33,818		37,236
1011011	511052	GROUP LIFE INSURANCE	485		307		192		201
1011011	511053	RETIREMENT	19,270		15,423		13,111		13,485
1011011	511054	FICA	21,728		18,268		15,824		16,944
1011011	511055	WORK COMP	226		2,417		3,970		600
1011011	511060	EXPENSE ALLOWANCE	11,218		9,174		6,654		6,696
1011011	511062	NEW HIRES			-		-		1,986
1011011	511070	UNEMPLOYMENT	249		208		179		189
TOTAL PERSONAL SERVICES			406,544		335,836		291,334		309,894
52 OPERATING-SUPPLIES									
1011011	522040	POSTAGE	885		1,295		565		1,750
1011011	522070	OPERATING SUPPLIES	5,185		4,352		5,126		5,250
1011011	522075	XEROX USE	207		-		198		1,575
1011011	522080	UTILITIES	20,621		18,054		17,069		-
1011011	522100	MINOR PROPERTY	7,076		-		-		-
1011011	522130	BOOKS & REPORTS	381		40		18		500
TOTAL OPERATING-SUPPLIES			34,355		23,741		22,976		9,075
53 OPERATING-PURCH/CONT									
1011011	533020	MEDICAL SERVICES	33,387		35,201		35,940		45,000
1011011	533025	ADVER/MARKETING	43,610		30,859		33,847		35,000
1011011	533035	CONTRACT SERVICES	23,925		21,054		20,399		15,000
1011011	533055	O/S SVCS-TEMP EMP	24,656		50,316		20,551		50,000
1011011	533060	GENERAL SERVICES	23,092		19,050		19,525		25,000
1011011	533115	TRAVEL/TRAINING	3,834		3,186		4,176		6,000
1011011	533120	DUES & SUBSCRIPTIONS	1,802		1,522		1,642		2,000
1011011	533135	COMMUNICATIONS	3,113		2,868		3,284		1,200
1011011	533140	PRINTING	746		1,000		1,500		1,700
1011011	533165	STAFF DEVELOPMENT	76,745		75,369		56,580		110,000
TOTAL OPERATING-PURCH/CONT			234,911		240,424		197,444		290,900
TOTAL HUMAN RESOURCES			\$ 675,810	\$	600,002	\$	511,753	\$	609,869

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1014 MANAGEMENT SERVICES						
51 PERSONAL SERVICES						
1011014	511001	SAL/WAGES	\$ 32,614	\$ -	\$ -	-
1011014	511030	VACATION	5,654	-	-	-
1011014	511033	HOLIDAY	1,902	-	-	-
1011014	511051	EMPLOYEE MEDICAL	1,487	-	-	-
1011014	511052	GROUP LIFE INSURANCE	59	-	-	-
1011014	511053	RETIREMENT	2,302	-	-	-
1011014	511054	FICA	3,254	-	-	-
1011014	511055	WORK COMP	717	-	-	-
1011014	511060	EXPENSE ALLOWANCE	3,100	-	-	-
1011014	511070	UNEMPLOYMENT	36	-	-	-
TOTAL PERSONAL SERVICES			51,126	-	-	-
52 OPERATING-SUPPLIES						
1011014	522040	POSTAGE	24	-	-	-
1011014	522070	OPERATING SUPPLIES	361	-	-	-
TOTAL OPERATING-SUPPLIES			384	-	-	-
53 OPERATING-PURCH/CONT						
1011014	533010	INDIGENT DEFENSE	68,275	-	-	-
1011014	533035	CONTRACT SERVICES	24,162	-	-	-
1011014	533115	TRAVEL/TRAINING	33	-	-	-
1011014	533130	INSURANCE	(31,278)	-	-	-
1011014	533135	COMMUNICATIONS	591	-	-	-
1011014	533140	PRINTING	30	-	-	-
TOTAL OPERATING-PURCH/CONT			61,813	-	-	-
TOTAL MANAGEMENT SERVICES			\$ 113,323	\$ -	\$ -	-

NOTE: DUE TO RESTRUCTURING, THIS DEPARTMENT WAS ELIMINATED IN 2009. ALL COSTS WERE TRANSFERRED TO OTHER DEPARTMENTS

TAX COMMISSIONER

FUND/DEPARTMENT NUMBER: 1011111

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- Operated Property Tax and Motor Vehicle Divisions within established budget.
- Redesigned and developed a new and improved Tax Commissioner website.
- Received 100% accuracy rating for the state annual motor vehicle inventory audit.
- Maintained a property delinquency rate of less than 1%.
- Implemented use of an automated system to collect payments and scan documents.
- Updated Tax Commissioner Policy Manual, and required reading and acknowledgement of understanding of policies by all personnel.
- Implemented testing of Emulation Software of the GRATIS system in the Property Tax Division in preparation for live use in the Motor Vehicle Division.

GOALS FOR FY 11/12

- Relocate the Motor Vehicle Division in Evans to the newly constructed addition in Building C.
- Create a customer service desk in the Motor Vehicle Division in Evans to answer questions and streamline assistance with tag renewals.
- Coordinate the process to establish a self service kiosk system for tag renewals.
- Install a drop box for payment collections at the Applying Tax Commissioner Office.
- Outsource levy process to assist the Delinquent Department and save the county funds.

TAX COMMISSIONER

FUND/DEPARTMENT NUMBER: 1011111

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
MOTOR VEHICLE DIVISION			
Motor Vehicle Tax Collected	\$9.1 million	\$9.7 million	\$10.3 million
Number of Tag Registrations	142,759	145,041	151,380
Number of Titles	26,503	31,155	31,800
Disabled Placards Issued	1,517	1,431	1,359
% of MV Registrations by Mail	22.66%	21.16%	21.77%
% of MV Registrations Online	4.18%	5.06%	4.92%
Number of Incoming Telephone Calls	39,295	41,259	43,322
PROPERTY TAX DIVISION			
Real & Personal Property Tax Collected	\$98.9 million	\$100.8 million	\$102.9 million
# of Real & Personal Tax Bills	69,015	69,811	70,611
Mobile Home (MH) Tax Collected	\$269,628	\$264,285	\$258,975
# of Real Property MH Tax Bills	2,693	2,692	2,700
# of Personal Property MH Tax Bills	2,206	2,159	2,113
# of Homestead Exemption Applications	1,899	2,157	2,450
Timber Tax Collected	\$65,219	\$40,067	\$40,868
# of Timber Tax Bills	57	45	46
Heavy Duty Equipment Tax Collected	\$1,635	\$3,040	\$300
# of Heavy Duty Equip Tax Bills	1	5	3
Number of Incoming Telephone Calls	26,731	27,522	28,335

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Collection Rate – Real & Personal Property	99%	99%	99%
Collection Rate – Timber	100%	100%	100%
Collection Rate – Mobile Homes	99%	99%	99%

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Elected Officials	1	1	1
Managers	2	3	3
Employees	23	22	22
Total	26	26	26

TAX COMMISSIONER

FUND/DEPARTMENT NUMBER: 1011111

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	2	2	2
Total	2	2	2

BUDGET HIGHLIGHTS

The Tax Commissioner's Office continues to look for innovative ways to operate more efficiently and remain cost effective. The increase in vehicles, parcels and businesses in Columbia County directly affects the quantity of transactions the Tax Commissioner's Office handles. In an attempt to minimize personnel cost, the staff has remained at the same number for the past three years and for the upcoming year. Modern technology has afforded the office an opportunity to process payments through a system that will automate, scan, and batch files. This process will enable faster collection, reduction of paper, and easier retrieval of documents. The combination of these processes will help delay the need to hire additional personnel in property collections. When the Tag Office moves to Building C, vehicle owners will be greeted with a new setup which will screen customers and divert them to the appropriate station for quicker assistance. The vision is that by screening customers before they stand in line, they know whether they have all the required documentation to continue their registration. These proactive measures streamline the workflow and control costs in the Tax Commissioner's Office.

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
1111 TAX COMMISSIONER									
51 PERSONAL SERVICES									
1011111	511001	SAL/WAGES	\$ 855,573	\$	901,047	\$	910,846	\$	1,075,175
1011111	511004	OVERTIME	2,114		2,301		2,459		6,000
1011111	511030	VACATION	49,605		74,744		71,147		-
1011111	511031	SICK LEAVE	731		3,370		1,733		-
1011111	511033	HOLIDAY	34,850		34,841		36,406		-
1011111	511050	FRINGE BENEFITS	-		-		-		3,406
1011111	511051	EMPLOYEE MEDICAL	112,020		104,012		103,656		110,852
1011111	511052	GROUP LIFE INSURANCE	1,394		1,103		800		940
1011111	511053	RETIREMENT	74,033		77,765		78,252		80,791
1011111	511054	FICA	68,696		74,473		75,017		78,263
1011111	511055	WORK COMP	926		9,633		18,002		2,300
1011111	511060	EXPENSE ALLOWANCE	15,784		15,030		14,624		14,706
1011111	511062	NEW HIRES	-		-		-		7,950
1011111	511070	UNEMPLOYMENT	669		719		723		751
TOTAL PERSONAL SERVICES			1,216,393		1,299,038		1,313,664		1,381,134
52 OPERATING-SUPPLIES									
1011111	522040	POSTAGE	67,194		93,444		70,376		73,035
1011111	522070	OPERATING SUPPLIES	11,019		15,384		15,897		11,546
1011111	522080	UTILITIES	65,794		71,965		77,627		-
1011111	522100	MINOR PROPERTY	2,844		404		989		450
1011111	522121	GAS/OIL/DEISEL	961		1,951		1,789		1,800
1011111	522130	BOOKS & REPORTS	837		884		1,045		1,180
TOTAL OPERATING-SUPPLIES			148,648		184,032		167,722		88,011
53 OPERATING-PURCH/CONT									
1011111	533015	LEASED EQUIPMENT	4,087		3,133		2,999		4,020
1011111	533025	ADVER/MARKETING	558		612		-		1,000
1011111	533035	CONTRACT SERVICES	83,893		110,534		95,983		50,250
1011111	533055	O/S SVCS-TEMP EMP	25,853		27,744		21,829		20,000
1011111	533063	EQUIPMENT REPAIRS	1,490		2,003		2,036		6,435
1011111	533064	GEN REPAIRS	270		107		518		3,000
1011111	533095	VEH REPAIRS	266		573		439		650
1011111	533115	TRAVEL/TRAINING	6,719		5,944		9,263		7,050
1011111	533120	DUES & SUBSCRIPTIONS	1,132		1,272		1,241		1,160
1011111	533127	EQUIPMENT RENTAL	3,750		3,944		3,684		4,015
1011111	533135	COMMUNICATIONS	9,941		11,130		13,351		1,325
1011111	533140	PRINTING	12,184		17,087		7,569		15,475
TOTAL OPERATING-PURCH/CONT			150,141		184,083		158,910		114,380
TOTAL TAX COMMISSIONER			\$ 1,515,183	\$	1,667,153	\$	1,640,297	\$	1,583,525

TAX ASSESSOR DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011112

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

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

TAX ASSESSOR DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011112

GOALS FOR FY 11/12

- Complete the Real & Personal Property Tax Digest on schedule
- Revalue all property in County
- Continue to improve quality of customer service
- Continue taking and storing digital images of all improvements located in the county
- Comply with SB 346

WORKLOAD MEASUREMENTS

(Information in this section should include last years actual numbers, this years estimated volume and next years projected volume. Use whatever categories fit your department. Do not include more categories than you can keep track of.)

Category	Actual FY 2009/2010	Estimated FY 2010/2011	Forecast FY 2011/2012
Parcels Reviewed & Revalued	51,559	52,550	55,100
New Main Improvements	893	1,150	1,200
Personal Property Accounts	12,193	14,193	14,300
Deeds Processed	6,604	7,046	7,500
Mapping Splits	547	991	2,550
Personal Property	2,208	2,161	2,115
Mobile Homes			

PERFORMANCE MEASURES

(Again this section requires last years actual numbers, this years estimated volume and next years projected volume. It is not necessary to submit a page of performance measures, rather just several that can be measured and tracked.)

Category	Actual FY 2009/2010	Estimated FY 2010/2011	Forecast FY 2011/2012
Increased Real & Personal Property Digest	0.0461% **Moratorium still in place**	0.030% **Moratorium still in place**	0.030% If moratorium is extended. 5% if moratorium is lifted.

TAX ASSESSOR DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011112

STAFFING

(Use the recently adopted job classifications and titles for this section. This is your breakdown of authorized positions, not a current employee headcount.)

Position	Actual FY 2009/2010	Estimated FY 2010/2011	Forecast FY 2011/2012
Manager V	1	1	1
Manager II	2	2	2
Commercial Specialist V	1	1	1
Residential Specialist V	1	1	1
Administrative Coordinator	0	0	1
Appraiser I	7	6	4
Appraiser II	3	4	4
Appraiser III	0	0	2
Clerk III	3	0	0
Clerk IV	0	4	4
Specialist II	3	3	3
Total	21	22	23

VEHICLE SCHEDULE

(This section addresses the number of cars and trucks assigned to your department under the Authorized Vehicles category, a count of the heavy equipment assigned to your department, and the number of employees receiving auto allowances in your department)

Category	Actual FY 2009/2010	Estimated FY 2010/2011	Forecast FY 2011/2012
Authorized Vehicles	7	5	5
Heavy Equipment			
Vehicle Allowances	1	1	1
Total			

BUDGET HIGHLIGHTS

Include a brief summary of the key points regarding your budget, especially any major changes from the prior year. For example, a new mandated responsibility may result in the purchase of a new software system or a specific piece of equipment.

The Tax Assessor's Office has requested additional monies over last year's budget to pay for an increase in the cost to print and mail assessment notices as required by SB 346 (passed in 2010). We are also requesting 4 new Ford Escape vehicles to replace 4 current vehicles as recommended by Fleet Services.

EXPENDITURE DETAIL

GENERAL FUND					
1112 TAX ASSESSOR	51 PERSONAL SERVICES				
1112	51001	SAL/WAGES	\$	651,645	\$
1011112	51001	VACATION	63,836	65,839	666,069
1011112	51031	SICK LEAVE	451	13,853	3,725
1011112	51033	HOLIDAY	31,156	27,812	31,621
1011112	51050	FRINGE BENEFITS	-	-	-
1011112	51051	EMPLOYEE MEDICAL	118,570	116,516	121,258
1011112	51052	GROUP LIFE INSURANCE	1,292	944	718
1011112	51053	RETIREMENT	51,938	75,278	52,525
1011112	51054	FICA	53,959	55,478	55,771
1011112	51055	WORK COMP	3,713	7,056	13,503
1011112	51060	EXPENSE ALLOWANCE	5,433	5,294	7,829
1011112	51062	NEW HIRES	-	-	-
1011112	51070	UNEMPLOYMENT	605	615	619
TOTAL	PERSONAL SERVICES		982,599	1,025,728	1,018,108
					1,088,951
52 OPERATING-SUPPLIES					
1011112	522001	UNIFORMS	1,170	1,561	385
1011112	522040	POSTAGE	4,455	36,434	36,132
1011112	522070	OPERATING SUPPLIES	6,760	6,958	6,369
1011112	522080	UTILITIES	50,112	52,476	56,766
1011112	522100	MINOR PROPERTY	2,687	10,125	(167)
1011112	522121	GAS/OIL/DIESEL	6,521	9,239	13,815
TOTAL	OPERATING-SUPPLIES		71,705	116,792	113,300
					52,025
53 OPERATING-PURCH/CONT					
1011112	533035	CONTRACT SERVICES	34,586	55,921	52,896
1011112	533095	VEH REPAIR	1,905	3,007	2,467
1011112	533105	PER DIEM FEES	21,690	20,550	18,060
1011112	533115	TRAVEL/TRAINING	8,947	13,805	10,684
1011112	533120	DUES & SUBSCRIPTIONS	1,437	1,768	1,967
1011112	533135	COMMUNICATIONS	10,895	11,121	14,520
1011112	533140	PRINTING	(176)	120	1,041
TOTAL	OPERATING-PURCH/CONT		79,284	106,292	101,635
					69,200
TAX ASSESSOR					
TOTAL			\$	1,133,588	\$
				1,248,812	1,233,043
					1,210,176

EXPENDITURE DETAIL

GENERAL FUND				1500 ENGINEERING SERVICES							
				51 PERSONAL SERVICES							
1011500	511001	SAL/WAGES	\$ 365,199	230070.58	1589.22	0	0	1589.22	0	0	0
1011500	511004	OVERTIME	\$ -	25.98	0	0	0	25.98	0	0	0
1011500	510300	VACATION	\$ 24,621	22222.31	2630.35	0	0	2630.35	0	0	0
1011500	510301	SICK LEAVE	\$ 11,484	277.12	0	0	0	1842.4	0	0	0
1011500	510303	HOLIDAY	\$ 17,899	10887.39	1842.4	0	0	1842.4	0	0	0
1011500	510501	EMPLOYEE MEDICAL	\$ 68,701	42498.58	1055.81	0	0	1055.81	0	0	0
1011500	510502	GROUP LIFE INSURANCE	\$ 413	217.73	1.78	0	0	1.78	0	0	0
1011500	510503	RETIREMENT	\$ 32,183	20142.34	476.88	0	0	476.88	0	0	0
1011500	510504	FICA	\$ 31,370	19418.66	439.9	0	0	439.9	0	0	0
1011500	510505	WORK COMP	\$ 4,439	2473.61	31.29	0	0	31.29	0	0	0
1011500	510600	EXPENSE ALLOWANCE	\$ 16,441	6062.98	56.18	0	0	56.18	0	0	0
1011500	511070	UNEMPLOYMENT	\$ 350	215.21	4.91	0	0	4.91	0	0	0
TOTAL PERSONAL SERVICES				354512.49	8128.72	0	0	8128.72	0	0	0
52 OPERATING-SUPPLIES											
1011500	522040	POSTAGE	\$ 684	947.95	65.32	0	0	65.32	0	0	0
1011500	522070	OPERATING SUPPLIES	\$ 7,273	3463.57	0	0	0	0	0	0	0
1011500	522080	UTILITIES	\$ 28,084	18375.34	0	0	0	0	0	0	0
1011500	522100	MINOR PROPERTY	\$ 1,786	0	0	0	0	0	0	0	0
1011500	522121	GAS/OIL/DIESEL	\$ 12,890	14050.31	1332.43	0	0	1332.43	0	0	0
TOTAL OPERATING-SUPPLIES				50,717	1397.75	0	0	1397.75	0	0	0
53 OPERATING-PURCH/CONT											
1011500	533001	PROFESSIONAL FEES	\$ 175	-	-	0	0	-	0	0	0
1011500	533035	CONTRACT SERVICES	\$ 18,119	10456.96	0	0	0	0	0	0	0
1011500	533064	GEN REPAIRS	\$ 30	0	0	0	0	0	0	0	0
1011500	533095	VEH REPAIR	\$ 2,437	2461.09	0	0	0	0	0	0	0
1011500	533115	TRAVEL/TRAINING	\$ 10,044	5475.9	0	0	0	0	0	0	0
1011500	533120	DUES & SUBSCRIPTIONS	\$ 375	150	0	0	0	0	0	0	0
1011500	533135	COMMUNICATIONS	\$ 9,524	5670.69	1403.42	0	0	1403.42	0	0	0
1011500	533140	PRINTING	\$ 1,192	135	0	0	0	0	0	0	0
TOTAL OPERATING-PURCH/CONT				41,897	24349.64	1403.42	0	1403.42	0	0	0
54 OPERATING-OTH COSTS											
1011500	544001	MISCELLANEOUS	\$ 552	576	0	0	0	0	0	0	0
TOTAL ENGINEERING SERVICES				666,266	416,275	10,930	-	10,930	-	-	-
NOTE: IN FY 2011, THIS DEPARTMENT WAS COMBINED WITH PLAN REVIEW DUE TO RESTRUCTURING											
TOTAL GENERAL GOVERNMENT				\$ 13,135,356	\$ 14,318,536	\$ 11,098,846	\$ 15,610,966				

JUDICIAL

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

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

CLERK OF COURT

FUND/DEPARTMENT NUMBER: 1211

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

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

CLERK OF COURT

FUND/DEPARTMENT NUMBER: 1211

ACCOMPLISHMENTS

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

GOALS FOR FY 11/12

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

EXPENDITURE DETAIL

GENERAL FUND	20 JUDICIAL	1221 CLERK OF SUPERIOR COURT	51 PERSONAL SERVICES	52 OPERATING-SUPPLIES	53 OPERATING-PURCH/CONT	54 OPERATING-OTH COSTS	60 CAPITAL	CIP MACH/EQUIPMENT	TOTAL	CLERK OF SUPERIOR COURT	TOTAL
Actual	FY 2009	Actual	FY 2010	Est. Actual	FY 2011	Budget	FY 2012				
1011211	511001	SAL/WAGES	666,325	\$	710,613	\$	747,941	\$	848,648		
1011211	511030	VACATION	42,685		66,238		52,666		-		
1011211	511031	SICK LEAVE	4,250		14,880		1,535		-		
1011211	511033	HOLIDAY	27,608		26,705		30,877		-		
1011211	511050	FRINGE BENEFITS	-		-		-		7,153		
1011211	511051	EMPLOYEE MEDICAL	136,374		139,421		163,080		158,787		
1011211	511052	GROUP LIFE INSURANCE	1,192		918		755		734		
1011211	511053	RETIREMENT	50,656		76,910		55,164		54,990		
1011211	511054	FICA	52,928		58,657		59,104		60,002		
1011211	511055	WORK COMP	546		7,609		14,836		1,400		
1011211	511060	EXPENSE ALLOWANCE	4,712		4,427		4,260		4,296		
1011211	511070	UNEMPLOYMENT	600		657		669		663		
TOTAL PERSONAL SERVICES											
1011211	522040	POSTAGE	26,000		19,126		21,134		26,000		
1011211	522065	OFFICE SUPPLIES	-		519		-		-		
1011211	522070	OPERATING SUPPLIES	44,349		65,969		44,975		58,000		
1011211	522080	UTILITIES	51,241		56,755		63,743		-		
1011211	522100	MINOR PROPERTY	(4,321)		34,000		30,898		39,000		
1011211	522130	BOOKS & REPORTS	3,000		2,970		1,255		3,000		
TOTAL OPERATING-SUPPLIES											
1011211	533001	PROFESSIONAL FEES	5,766		86,274		85,108		56,000		
1011211	533025	ADVERT/MARKETING	87,027		41,141		-		12,000		
1011211	533035	CONTRACT SERVICES	44,000		99,077		44,000		44,000		
1011211	533060	GENERAL SERVICES	96,652		7,589		68,500		71,000		
1011211	533105	PER DIEM FEES	7,793		2,138		4,606		8,000		
1011211	533120	TRAVEL/TRAINING	2,500		1,409		2,500		2,500		
1011211	533127	EQUIPMENT RENTAL	-		-		-		1,000		
1011211	533135	COMMUNICATIONS	12,288		13,906		15,206		5,000		
1011211	533140	PRINTING	11,667		12,000		11,494		11,500		
TOTAL OPERATING-PURCH/CONT											
1011211	544001	MISCELLANEOUS	966		1,080		809		1,500		
TOTAL											
1011211	601081	CIP MACH/EQUIPMENT	30,433		-		-		-		
TOTAL CLERK OF SUPERIOR COURT											
Actual	FY 2009	Actual	FY 2010	Est. Actual	FY 2011	Budget	FY 2012				
\$	1,407,237	\$	1,553,578	\$	1,526,389	\$	1,478,673				

EXPENDITURE DETAIL

GENERAL FUND				1212 OFFICE OF SUPERIOR COURT			
51 PERSONAL SERVICES				53 OPERATING-PURCH/CONT			
Actual	FY 2009	Actual	FY 2010	Est. Actual	FY 2011	Budget	FY 2012
1011212	511001	SAL/WAGES	\$ 18,229	\$ -	\$ -	\$ -	-
1011212	511033	HOLIDAY	922	-	-	-	-
1011212	511051	EMPLOYEE MEDICAL	5,645	-	-	-	-
1011212	511053	RETIREMENT	1,527	-	-	-	-
1011212	511054	FICA	1,316	-	-	-	-
1011212	511055	WORK COMP	33	-	-	-	-
1011212	511070	UNEMPLOYMENT	15	-	-	-	-
TOTAL		PERSONAL SERVICES	27,687	-	-	-	-
52 OPERATING-SUPPLIES							
1011212	522040	POSTAGE	595	794	945	-	-
1011212	522070	OPERATING SUPPLIES	2,606	110	-	-	-
1011212	522080	UTILITIES	1,402	-	-	-	-
1011212	522130	BOOKS & REPORTS	2,741	-	-	-	-
TOTAL		OPERATING-SUPPLIES	7,343	904	945	-	-
53 OPERATING-PURCH/CONT							
1011212	533001	PROFESSIONAL FEES	248,713	222,066	193,097	230,564	220,564
1011212	533035	CONTRACT SERVICES	226,023	423,809	459,051	524,126	524,126
1011212	533105	PER DIEM	-	950	1,725	-	-
1011212	533110	OTHER FEES	-	427	525	-	-
1011212	533115	TRAVEL/TRAINING	567	44	-	-	-
1011212	533120	DUES & SUBSCRIPTIONS	104	-	-	-	-
1011212	533135	COMMUNICATIONS	278	2,383	1,001	-	-
1011212	533140	PRINTING	732	-	-	-	-
TOTAL		OPERATING-PURCH/CONT	476,417	649,679	655,399	754,690	754,690
OFFICE OF SUPERIOR COURT							
TOTAL			\$ 511,447	\$ 650,582	\$ 656,344	\$ 754,690	\$ 754,690

PROBATE COURT

FUND/DEPARTMENT NUMBER: 1213

MISSION STATEMENT

- Probate Court is a court of limited jurisdiction, meaning it is responsible for the probating or proving of all wills of Columbia County residents. Probate Court is also a Court of Record, which means all documents are recorded and kept permanently. Probate Court is divided into three divisions: Civil, Vital Records and Criminal Division.
- The Probate Judges is an elected constitutional officer of said court. The Probate Judges' goal is to maintain all records with the utmost dignity and care, and to facilitate the office with the latest technology, while efficiently serving the citizens of Columbia County.

VISION STATEMENT

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

ACCOMPLISHMENTS FOR FY 10/11

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

GOALS FOR FY 11/12

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

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[illegible]

COLUMBIA COUNTY JUVENILE COURT

FUND/DEPARTMENT NUMBER: 101/1214

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

GOALS FOR FY XX/XX

- Administer the functions of Juvenile Court as delegated by law.
- Develop and implement local programs administered by the court to meet the needs of and empower at-risk youth/families at no budget impact to the County.
- Maintain the services provided to the citizens of Columbia County at the lowest financial impact to the County's budget.
- Remain current in staff's qualification/certification as a Georgia Crime Information Certification Terminal Agency Coordinator.
- Maintain certification as Parent Reducing Incidents of Driver Error (P.R.I.D.E.) instructors.
- Continue implementing and providing proactive programs such as Transitioning From Elementary to Middle School, The Bullying Program For Elementary and Middle School and Choices & Consequences to all Columbia County Schools in an effort to empower and improve the decision making skills of students with the ultimate goal being to decrease the number of complaints received by the court.
- Maintain the Citizen Panel Foster Reviews with volunteers and a part-time Coordinator and provide appropriate training.
- Fund rental fees for community service vans at no expense to County.
- Selected as Team of the 4th Quarter for 2005 for the County
- Selected as Team of the Year 2005 for the County
- Create and implement programs to meet the needs of youthful offenders at no financial impact to the County's budget:
- MYSPLACE – (Anger Management/Decision Making)

COLUMBIA COUNTY JUVENILE COURT

FUND/DEPARTMENT NUMBER: 101/1214

- Mediation
- Truancy Reduction Program
- Choices and Consequences Program (Elementary/Middle/High School)
- Development of An Anti-Bullying Campaign (A.B.C.)
- Transitioning From Elementary To Middle School Program
- Character Education Program
- Adolescent Safe Passage Program (Phase I)
- Adolescent Safe Passage Educational Program (Phase II)
- Seven Challenges Substance Abuse/Life Skills Program
- Prevention and Diversion Program
- Community Service Program
- Traffic Intervention Program (T.I.P.)
- Parents Reducing Incidents of Driving Error (P.R.I.D.E.) Class
- Families Interchanging With A Purpose Program (F.I.W.A.P.P.)
- Shoplifter's Program
- Juvenile & Family Firesetters Program
- The Determined Youth Program
- D.I.V.A.S. (Developing Values, Insight, An assertive Attitude and Self-worth)
- G.E.N.T.S. (Generating Excellence Necessary To Succeed)

WORKLOAD MEASUREMENTS

Category	Actual FY 10/11 (last fy)	Estimated FY 11/12 (current fy)	Forecast FY 12/13 (next fy)
Cases	1075	1100	1150

STAFFING

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

EXPENDITURE DETAIL

GENERAL FUND				1214 JUVENILE COURT			
				51 PERSONAL SERVICES			
1011214	511001	SAL/WAGES	\$	302,011	\$	380,164	\$
1011214	511030	VACATION		25,049		29,635	
1011214	511031	SICK LEAVE		-		1,407	
1011214	511033	HOLIDAY		14,442		13,586	
1011214	511051	EMPLOYEE MEDICAL		53,483		67,117	
1011214	511052	GROUP LIFE INSURANCE		514		513	
1011214	511053	RETIREMENT		24,345		32,248	
1011214	511054	FICA		20,885		32,723	
1011214	511055	WORK COMP		1,983		4,087	
1011214	511060	EXPENSE ALLOWANCE		30,325		28,261	
1011214	511070	UNEMPLOYMENT		292		361	
TOTAL PERSONAL SERVICES				473,329		588,695	
52 OPERATING-SUPPLIES							
1011214	522040	POSTAGE	898	548	697		
1011214	522070	OPERATING SUPPLIES	2,086	2,607	2,017		
1011214	522080	UTILITIES	23,225	30,363	24,657		
1011214	522100	MINOR PROPERTY	-	389	131		
1011214	522121	GAS/OIL/DIESEL	762	763	1,199		
1011214	522130	BOOKS & REPORTS	1,021	279	1,007		
TOTAL OPERATING-SUPPLIES				27,992		34,949	
53 OPERATING-PURCH/CONT							
1011214	533001	PROFESSIONAL FEES	15,155	15,751	17,487		
1011214	533015	LEASED EQUIPMENT	-	22	-		
1011214	533035	CONTRACT SERVICES	32,753	35,534	26,624		
1011214	533055	O/S SVCS-TEMP EMPLOYEES	4,940	7,228	-		
1011214	533060	GENERAL SERVICES	7,795	6,899	13,062		
1011214	533105	PER DIEM FEES	182	198	132		
1011214	533115	TRAVEL/TRAINING	2,229	6,089	6,352		
1011214	533135	COMMUNICATIONS	3,561	4,507	4,256		
1011214	533140	PRINTING	173	98	-		
TOTAL OPERATING-PURCH/CONT				66,788		76,325	
54 OPERATING-OTH COSTS							
1011214	544035	10701 JUV JUDGE GRANT	114,907	-	135,342		
TOTAL JUVENILE COURT				683,016	\$	699,970	\$
						716,177	\$
						690,227	
				Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012

MAGISTRATE COURT

FUND/DEPARTMENT NUMBER: 1215

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

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

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

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

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

MAGISTRATE COURT

FUND/DEPARTMENT NUMBER: 1215

WORKLOAD MEASUREMENTS

The Magistrate Court has jurisdiction over criminal and civil matters. Within this report, we have attempted to give an accurate overview of the activity of the Court during 2010.

Under the heading of civil matters, the Court handles general civil suits, dispossession actions, garnishments and mechanics liens/abandoned motor vehicles. Each civil matter requires court personnel to docket and manage every document that is filed with the Court. This also includes the issuance of subpoenas, preparation of hearing notices, preparation of court calendars, docketing and entering miscellaneous litigation and preparing court orders. Some cases or filings require a hearing by the Court to resolve the case which requires court personnel to attend the hearings. However, not all civil cases require a hearing. Within the context of civil actions, the Marshal's Office must attempt to serve various types of documents, including the enforcement of the Court's Orders. It is impossible to estimate the amount of time that each case requires from Court personnel as every case is different. The civil matters addressed by the Court in 2010 appear below:

- Number of new civil cases filed- 1,836
- Number of dispossession cases filed- 1,063
- Number of garnishments filed- 354

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

Also within the heading of criminal matters, Magistrate Court is charged with the responsibility of hearing misdemeanor deposit account fraud matters and county ordinance violations. Defendants who are found guilty of such violations are subject to penalties and frequently are placed on probation to avoid incarceration. The Marshal's Office is charged with the responsibility of serving various papers relating to criminal matters, including citations, subpoenas, Rule Nisi Orders, warrants and certain hearing notices. The criminal matters addressed by the Court in 2010 appear below:

- Criminal warrants issued- 2,151 (1,172 Felonies, 979 Misdemeanors)
- Search warrants issued- 102
- First Appearance Hearings conducted- 525
- Preliminary Hearings- 376
- County Ordinance cases filed- 898
- Misdemeanor Deposit Account Fraud Citations filed- 59
- Warrant Applications/Hearings- 86

EXPENDITURE DETAIL

GENERAL FUND							
1215 MAGISTRATE COURT							
51 PERSONAL SERVICES							
TOTAL	PERSONAL SERVICES						
1011215	SAL/WAGES	511001	\$ 505,134	\$ 501,418	\$ 531,030	\$ 619,992	
1011215	OVERTIME	511004	84	-	-	-	
1011215	VACATION	511030	33,037	34,199	32,949	-	
1011215	SICK LEAVE	511031	11,519	-	-	-	
1011215	HOLIDAY	511033	13,047	13,660	15,041	-	
1011215	FRINGE BENEFITS	511050	-	-	-	10,581	
1011215	EMPLOYEE MEDICAL	511051	63,782	60,078	74,341	75,791	
1011215	GROUP LIFE INSURANCE	511052	951	735	572	746	
1011215	RETIREMENT	511053	48,926	39,661	42,085	41,719	
1011215	FICA	511054	41,737	40,892	42,866	45,295	
1011215	WORK COMP	511055	2,445	5,399	11,320	6,000	
1011215	EXPENSE ALLOWANCE	511060	1,931	3,362	3,879	2,400	
1011215	SUPPLEMENT	511061	5,687	5,415	7,054	8,278	
1011215	UNEMPLOYMENT	511070	451	446	472	477	
TOTAL			728,731	705,264	761,608	811,279	
52 OPERATING-SUPPLIES							
TOTAL	OPERATING-SUPPLIES						
1011215	UNIFORMS	522001	2,474	3,697	2,662	3,000	
1011215	POSTAGE	522040	5,656	5,365	3,951	5,100	
1011215	OPERATING SUPPLIES	522070	8,020	4,743	4,913	5,000	
1011215	UTILITIES	522080	38,845	40,047	45,257	-	
1011215	MINOR PROPERTY	522100	1,307	744	1,386	1,500	
1011215	GAS/OIL/DIESEL	522121	8,136	10,138	15,034	10,500	
1011215	BOOKS & REPORTS	522130	2,718	2,001	1,604	2,500	
TOTAL			67,157	66,735	74,807	27,600	
53 OPERATING-PURCH/CONT							
TOTAL	OPERATING-PURCH/CONT						
1011215	CONTRACT SERVICES	533035	28,182	25,779	27,746	6,000	
1011215	GEN REPAIRS	533064	-	-	-	1,000	
1011215	VEH REPAIR	533095	539	6,703	1,760	4,000	
1011215	PER DIEM FEES	533105	125	225	225	750	
1011215	TRAVEL/TRAINING	533115	8,500	10,010	7,494	9,500	
1011215	DUES & SUBSCRIPTIONS	533120	24	52	52	450	
1011215	COMMUNICATIONS	533135	9,724	9,327	11,343	5,000	
1011215	PRINTING	533140	4,486	4,349	3,125	6,250	
TOTAL			51,579	56,445	51,746	32,950	
MAGISTRATE COURT							
TOTAL			\$ 847,467	\$ 828,444	\$ 888,161	\$ 871,829	

EXPENDITURE DETAIL

GENERAL FUND					Actual	Actual	Est. Actual	Budget
1314 DISTRICT ATTORNEY					FY 2009	FY 2010	FY 2011	FY 2012
52 OPERATING-SUPPLIES								
1011314	522040	POSTAGE			40	38	32	100
53 OPERATING-PURCH/CONT								
1011314	533035	CONTRACT SERVICES			543,431	569,201	533,751	500,000
1011314	533135	COMMUNICATIONS			7,663	7,880	8,019	6,000
TOTAL					551,093	577,081	541,770	506,000
54 OPERATING-OTH COSTS								
1011314	544001	MISCELLANEOUS			436	218	-	500
TOTAL					551,569	577,338	541,802	506,600
DISTRICT ATTORNEY								
TOTAL					4,789,297	5,135,390	5,224,712	5,131,248
JUDICIAL								
TOTAL								

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

PUBLIC SAFETY

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

SHERIFF'S OFFICE

FUND/DEPARTMENT NUMBER: 1311

MISSION STATEMENT

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

VISION

The vision of the Columbia County Sheriff's Office is for this agency and the citizens of the community to function in unison in the effort to reduce crime, improve relations, and enhance the quality of life.

DEPARTMENT DESCRIPTION

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

GOALS FOR FY 10/11

- Maintain court security and readiness.
- Maintain a professional and effective investigations division that is responsive to the public.
- Develop a larger pool of first line supervisors and deputy level firearms instructors.
- Implement a more standardized hiring criteria/selection process for potential Communications Center hires.
- Establish a Suspicious Activity Reporting database program.
- All Records Bureau employees who are not currently GCIC certified will work toward receiving their GCIC certification.

EXPENDITURE DETAIL

GENERAL FUND		30 PUBLIC SAFETY		1311 SHERIFF'S OFFICE		51 PERSONAL SERVICES		52 OPERATING-SUPPLIES		53 OPERATING-PURCH/CONT		60 CAPITAL		TOTAL	
															</

EXPENDITURE DETAIL

GENERAL FUND	Actual	FY 2009	Actual	FY 2010	Est. Actual	FY 2011	Budget	FY 2012	
1312 DETENTION CENTER									
51 PERSONAL SERVICES									
1011312	511001	SAL/WAGES	3,889,958	4001448.23	3989095.04			4490858	
1011312	511004	OVERTIME	120,714	152301.5	77537.52			120000	
1011312	511030	VACATION	268,777	281675.85	319110.03			0	
1011312	511031	SICK LEAVE	19,233	10639.48	15724.03			0	
1011312	511033	HOLIDAY	189,546	163291.86	175851.19			0	
1011312	511050	FRINGE BENEFITS	-	0	0			15378	
1011312	511051	EMPLOYEE MEDICAL	473,651	523862.02	609325.25			635867	
1011312	511052	GROUP LIFE INSURANCE	6,356	4937.3	3640.54			4730	
1011312	511053	RETIREMENT	311,464	301730.86	295165.44			287276	
1011312	511054	FICA	331,136	340762.76	336747.45			327945	
1011312	511055	WORK COMP	26,806	43445.83	91216.42			70000	
1011312	511060	EXPENSE ALLOWANCE	29,089	42193.48	48242.13			38430	
1011312	511062	NEW PERSONNEL REQUESTS	-	0	0			8392	
1011312	511070	UNEMPLOYMENT	3,544	3670.99	3674.76			3545	
TOTAL									
52 OPERATING-SUPPLIES									
1011312	522001	UNIFORMS	53,091	54086.89	63033.3			68248	
1011312	522040	POSTAGE	3,000	5500	6000			8000	
1011312	522069	PRISONER BOARDING COST	567,306	584068.5	660573.71			603000	
1011312	522070	OPERATING SUPPLIES	161,825	189924.35	167437.28			190700	
1011312	522080	UTILITIES	299,140	319588.84	339970.8			0	
1011312	522100	MINOR PROPERTY	51,615	24176.35	4409.13			10755	
1011312	522121	GAS/OIL/DIESEL	57,222	84329.09	109617.4			90000	
TOTAL									
53 OPERATING-PURCH/CONT									
1011312	533020	MEDICAL SERVICES	171,159	187775.53	197060.6			165000	
1011312	533035	CONTRACT SERVICES	516,648	537846.53	488837.12			474650	
1011312	533060	GENERAL SERVICES	-	4446.25	0			0	
1011312	533064	GEN REPAIRS	17,915	3100.78	28060.86			31416	
1011312	533065	SPRAY FIELD	38,520	38520	36999.96			0	
1011312	533095	VEH REPAIR	9,896	18728.85	8407.46			10000	
1011312	533115	TRAVEL/TRAINING	45,483	15576.63	12423.95			41000	
1011312	533120	DUES & SUBSCRIPTIONS	2,635	3073.3	7775.4			16000	
1011312	533135	COMMUNICATIONS	44,166	47207.62	54436.7			9000	
1011312	533140	PRINTING	6,035	6896.96	4813.76			8100	
TOTAL									
60 CAPITAL									
1011312	601079	CIP VEHICLES	10,374	0	0			8000	
1011312	601081	CIP MACH/EQUIPMENT	17,486	0	0			0	
TOTAL									
CAPITAL									
TOTAL									
DETENTION CENTER									
TOTAL									
\$			7,743,789	\$	7,994,807	\$	8,155,187	\$	7,736,290

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: # 101-1313

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

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

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

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

Additionally, the Emergency & Operations Division Director has budget oversight and administrative coordination responsibilities for the Health Department, Department of Family & Children Services, Forestry Services; Manage contracts for fire and EMS and over-all management responsibilities for the emergency planning and response effort for all public and private sector agencies in Columbia County.

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: # 101-1313

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

- Applied for and received \$202,786 in State and Federal Grants for EMA; (Division total \$703,135)
- Restructured transit and public transit to improve efficiency and related cost-savings
- Submitted the draft update of the Hazard Mitigation Plan & Crosswalk to GEMA for review
- Requested and received DOT stimulus funds to replace 3 county-owned senior center vans
- Coordinated and conducted 12 training classes for 230 citizens and emergency responders
- Increased number of trained and certified CERT members to 333; Conducted refresher training
- Conducted 18 county-wide public education and information programs for 949 citizens
- Completed and distributed the 2009 LEPC Annual Report
- Severe Weather Awareness Week & Statewide Tornado Drill
- Completed and submitted budgets & related info for 13 ES Division Budgets
- Coordinated and hosted three Community Blood Drives for a total of 692 donors
- Tier II Chemical Company Submissions for 2009 Received and Entered
- Submitted quarterly GEMA Workplan updates to Area 3 Coordinator for PPA requirements
- Conducted the following training exercises in 2010:
 - Statewide Tornado Drill – (functional) - 02/03/10
 - Winter Storm – (full-scale exercise credit for actual event) – 02/12-13/10
 - Bomb Threat Drill at HCA Healthcare/Evans Surgical Center – 04/13/10
 - Pan-Flu Drive-Thru Vaccination – (tabletop) – 04/22/10
 - Pan-Flu Drive-Thru Vaccination – (functional) – 04/24/10
 - Haz-Mat Exercise – (full-scale) – 09/15/10
 - Public Health POD – (tabletop) – 11/22/10
- Submitted 2010 Master Director Re-Certification info to GEMA
- Coordinated 9/11 Remembrance Ceremony
- Coordinated Italian Thanksgiving Feast & Drug Take Back Events
- Awarded StormReady plaque by National Weather Service for 3-year re-certification
- Trained a new Damage Assessment Team
- Conducted a Commodity Flow Study
- Coordinated two new shelter surveys and certifications
- Initiated update of Columbia County Emergency Operations Plan
- Completed the National Incident Management System Roll-up
- Coordinated two new fire stations dedications
- Coordinated a new Integrated Mosquito Planning Team

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: # 101-1313

(Goals for other division departments will be included with their budget information)

- Continue to apply for State and Federal Grants, as well as other funding sources
- Participate in a Region-wide Public Health Exercise
- Complete 3-year update of the Columbia County Emergency Operations Plan
- Relocate three public health clinics into a consolidated facility
- Complete Munis/3-1-1 Integration
- Facilitate Enterprise Risk Management Program
- Obtain final approved from GEMA, FEMA, and local governments for Hazard Mitigation Plan
- Complete radio repeater installations for Narrowbanding Requirements
- Coordinate with fire department to transfer deeds for four fire stations to county
- 3-year renewal of Rescue Licenses for MCFR and Grovetown DPS
- Submit 2011 Master Director Re-Certification info to GEMA
- Coordinate 10-year 9/11 Remembrance Ceremony
- Coordinate Italian Thanksgiving Feast & Drug Take Back Events
- Conduct refresher training for CERT and Damage Assessment Teams
- Coordinate new shelter surveys and certifications
- Complete the annual National Incident Management System Roll-up
- Coordinate Integrated Mosquito Planning Team for 2011 mosquito season
- Coordinate and conduct emergency training classes for citizens and emergency responders
- Increase number of trained and certified CERT members; Conduct refresher training
- Conduct county-wide public education and information programs for citizens
- Complete and distribute the 2010 LEPC Annual Report
- Severe Weather Awareness Week & Statewide Tornado Drill
- Complete and submit budgets & related info for 13 ES Division Budgets
- Coordinate and host three Community Blood Drives
- Submit quarterly GEMA Workplan updates to Area 3 Coordinator for PPA requirements

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: # 101-1313

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Public Information Presentations/News Releases/Interviews/Alerts	676	949	1,000
Training Courses Number of Participants Certified	20 550	23 583	25 600
Emergency Monitoring / Preps / Responses / EOC Activations	45	86	75
Train Citizens in "Community Emergency Response Team" CERT	50	50	50
Re-certified CERT Members through Refresher Training	40	40	50
Grant Applications / PPA, Homeland Security, Hazard Mitigation, CERT & LEPC	6	6	6

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Conduct Drills / Exercises - (public & private sector)	5	7	5
Develop / Update Emergency Plans & SOP's - (public & private sector)	10	10	10
Conduct Community Outreach Programs on Preparedness Issues (Number of Participants ** targets)	22 1,084	18 949	20 1,100
3-1-1 Customer Service Actions - Telephone Calls & Walk Ins - Est.	32,569	34,326	35,000

EMERGENCY & OPERATIONS DIVISION

FUND/DEPARTMENT NUMBER: # 101-1313

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Division Director	1	1	1
Administrative Specialist	1	1	1
EMA Deputy Director	1	1	1
Total	3	3	3

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles (Dive Team Truck)	1	1	1
Heavy Equipment (Mobile Operations Center)	1	1	1
Watercraft (Dive Boat)	1	1	1
Vehicle Allowances	2	2	2
Total	5	5	5

- Continue to seek grants and other funding sources for projects during FY2011/2012

EXPENDITURE DETAIL

GENERAL FUND							
1313 EMERGENCY SERVICES							
51 PERSONAL SERVICES							
1011313	511001	SAL/WAGES		1011313	511001	SAL/WAGES	
1011313	511004	OVERTIME		1011313	511004	OVERTIME	
1011313	511030	VACATION		1011313	511030	VACATION	
1011313	511031	SICK LEAVE		1011313	511031	SICK LEAVE	
1011313	511033	HOLIDAY		1011313	511033	HOLIDAY	
1011313	511051	EMPLOYEE MEDICAL		1011313	511051	EMPLOYEE MEDICAL	
1011313	511052	GROUP LIFE INSURANCE		1011313	511052	GROUP LIFE INSURANCE	
1011313	511053	RETIREMENT		1011313	511053	RETIREMENT	
1011313	511054	FICA		1011313	511054	FICA	
1011313	511055	WORK COMP		1011313	511055	WORK COMP	
1011313	511060	EXPENSE ALLOWANCE		1011313	511060	EXPENSE ALLOWANCE	
1011313	511070	UNEMPLOYMENT		1011313	511070	UNEMPLOYMENT	
TOTAL PERSONAL SERVICES				TOTAL PERSONAL SERVICES			
1011313	522001	UNIFORMS		1011313	522001	UNIFORMS	
1011313	522040	POSTAGE		1011313	522040	POSTAGE	
1011313	522070	OPERATING SUPPLIES		1011313	522070	OPERATING SUPPLIES	
1011313	522080	UTILITIES		1011313	522080	UTILITIES	
1011313	522100	MINOR PROPERTY		1011313	522100	MINOR PROPERTY	
1011313	522121	GAS/OIL/DIESEL		1011313	522121	GAS/OIL/DIESEL	
1011313	522130	BOOKS & REPORTS		1011313	522130	BOOKS & REPORTS	
TOTAL OPERATING-SUPPLIES				TOTAL OPERATING-SUPPLIES			
1011313	533015	LEASED EQUIPMENT		1011313	533015	LEASED EQUIPMENT	
1011313	533025	ADVERT/MARKETING		1011313	533025	ADVERT/MARKETING	
1011313	533035	CONTRACT SERVICES		1011313	533035	CONTRACT SERVICES	
1011313	533055	O/S SVCS-TEMP EMPLOYEES		1011313	533055	O/S SVCS-TEMP EMPLOYEES	
1011313	533064	GEN REPAIRS		1011313	533064	GEN REPAIRS	
1011313	533095	VEH REPAIR		1011313	533095	VEH REPAIR	
1011313	533115	TRAVEL/TRAINING		1011313	533115	TRAVEL/TRAINING	
1011313	533120	DUES & SUBSCRIPTIONS		1011313	533120	DUES & SUBSCRIPTIONS	
1011313	533135	COMMUNICATIONS		1011313	533135	COMMUNICATIONS	
1011313	533140	PRINTING		1011313	533140	PRINTING	
TOTAL OPERATING-PURCH/CONT				TOTAL OPERATING-PURCH/CONT			
1011313	544001	MISCELLANEOUS		1011313	544001	MISCELLANEOUS	
1011313	544035	10204 HAZMAT GRANT		1011313	544035	10204 HAZMAT GRANT	
1011313	544035	10206 HOMELAND DEFENSE		1011313	544035	10206 HOMELAND DEFENSE	
TOTAL OPERATING-OTH COSTS				TOTAL OPERATING-OTH COSTS			
60 CAPITAL				60 CAPITAL			
1011313	601082	HEAVY EQUIPMENT		1011313	601082	HEAVY EQUIPMENT	
TOTAL EMERGENCY SERVICES				TOTAL EMERGENCY SERVICES			
\$				\$			
167,300				167,300			
\$				\$			
197,745				197,745			
\$				\$			
188,903				188,903			
\$				\$			
199,387				199,387			
500				500			
-				-			
-				-			
10,892				10,892			
131				131			
17,404				17,404			
15,712				15,712			
4,000				4,000			
18,180				18,180			
174				174			
266,380				266,380			
252,532				252,532			
307,709				307,709			
295,638				295,638			
11,858				11,858			
29,529				29,529			
27,045				27,045			
24,819				24,819			
636				636			
-				-			
1,000				1,000			
19,565				19,565			
198				198			
951				951			
2,000				2,000			
2,000				2,000			
75				75			
6,500				6,500			
1,000				1,000			
636				636			
320				320			
11,540				11,540			
7,289				7,289			
1,514				1,514			
630				630			
802				802			
1,371				1,371			
70				70			
7,614				7,614			
91				91			
34,255				34,255			
39,901				39,901			
35,276				35,276			
31,572				31,572			
816				816			
11,413				11,413			
1,154				1,154			
-				-			
-				-			
1,154				1,154			
2,425				2,425			
816				816			
1,147				1,147			
-				-			
-				-			
1,154				1,154			
325,046				325,046			
\$				\$			
619,825				619,825			
\$				\$			
361,505				361,505			
\$				\$			
314,668				314,668			

GOLD CROSS EMS DEPARTMENT

FUND/DEPARTMENT NUMBER: 101-1315

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

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

GOALS FOR FY 11/12

- Continue to evaluate, in coordination with County officials, the current ambulance locations and assist in assuring the best placement of ambulances throughout the community
- Conduct annual review call volume to determine if an additional ambulance is needed in Columbia County.
- Continue to provide training to local schools in medical first responder program.
- Maintain commitment to continuing quality service to the citizens of Columbia County. We strive to continue training civic organizations and additional training to citizens of our community while providing a superior quality of care.

EXPENDITURE DETAIL

GENERAL FUND				
1315 EMERGENCY MEDICAL SERVICES				
53 OPERATING-PURCH/CONT				
CONTRACT SERVICES				
1011315 533035				
TOTAL EMERGENCY MEDICAL SERV				
Actual	Actual	Est. Actual	Budget	
FY 2009	FY 2010	FY 2011	FY 2012	
500,000 \$	500,000 \$	500,000 \$	500,000 \$	500,000 \$
500,000 \$	500,000 \$	500,000 \$	500,000 \$	500,000 \$

ANIMAL SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1713

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

Columbia County Animal Services is a Department of Community and Leisure Services and serves approximately 111,000 citizens living in Columbia County, to include the cities of Harlem and Grovetown. This department is responsible for all animal service operations which include but not limited to nuisance complaints, animal cruelty investigations, animal attacks which include possible rabid animals, dead animals, daily care of animals housed at the shelter, injured animals, traps and the adoption program.

GOALS FOR FY 11/12

- Continue to provide a broad spectrum of certification training for employees
- Continue to improve customer service
- Continue to meet the demand for services due to growing population
- Work closely with Animal Rescue Groups
- Decrease the number of animals euthanized
- Expand public information/awareness through the use of the Department's website, distribution of literature and visits to schools and other facilities.
- Work closely with the Advisory Board
- Maintain contracts with the Fort Gordon Veterinary Services and the Department of Natural Resources/Wildlife Division
- Implement a volunteer program

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Released Animals	500	700	750
Animals Handled	6000	6500	7000

ANIMAL SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1713

Animals Adopted	1000	1500	2000
Animals Returned	600	800	900
Violation Notices Issued	450	450	500
Court Citation		53	70

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Nuisance Complaints	6100	6500	7000
Locations Dispatched	10000	10200	10500
Bite Investigations	250	350	400
Dead Animals Picked up	2700	3000	3500
Cremations	723	850	900

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Manager	1	1	1
Assistant Manager	0	1	1
Clerks	1	1	1
Officers	6	4	5
Kennel Techs	3	5	4
Supervisors	2	2	1
Dispatcher	0	0	1
Total		19	11

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	6	6	6
Vehicle Allowances	2	2	1
Total	8	8	7

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
1713 ANIMAL SHELTER									
51 PERSONAL SERVICES									
1011713	511001	SAL/WAGES	\$ 328,751	\$	278,935	\$	260,232	\$	424,179
1011713	511004	OVERTIME	5,452		5,939		4,090		-
1011713	511010	ON CALL	5,226		5,160		5,194		-
1011713	511030	VACATION	21,454		26,789		29,109		-
1011713	511033	HOLIDAY	16,229		11,943		11,952		-
1011713	511050	FRINGE BENEFITS	-		-		-		13,688
1011713	511051	EMPLOYEE MEDICAL	52,783		42,251		42,940		50,562
1011713	511052	GROUP LIFE INSURANCE	792		521		344		446
1011713	511053	RETIREMENT	26,198		23,934		20,787		25,112
1011713	511054	FICA	28,086		24,414		22,790		31,374
1011713	511055	WORK COMP	1,929		2,996		5,465		5,000
1011713	511060	EXPENSE ALLOWANCE	10,737		6,640		4,029		15,300
1011713	511070	UNEMPLOYMENT	287		268		251		316
TOTAL PERSONAL SERVICES			497,924		429,790		407,184		565,977
52 OPERATING-SUPPLIES									
1011713	522001	UNIFORMS	5,765		6,239		1,045		6,000
1011713	522040	POSTAGE	141		111		83		150
1011713	522070	OPERATING SUPPLIES	45,467		16,248		24,472		25,000
1011713	522080	UTILITIES	25,281		22,278		26,366		-
1011713	522120	VEHICLE/EQUIPMENT	1,178		500		1,353		2,000
1011713	522121	GAS/OIL/DEISEL	18,765		18,791		21,552		25,000
TOTAL OPERATING-SUPPLIES			96,597		64,168		74,871		58,150
53 OPERATING-PURCH/CONT									
1011713	533001	PROFESSIONAL FEES	495		200		-		1,000
1011713	533035	CONTRACT SERVICES	27,967		19,143		18,934		15,000
1011713	533064	GEN REPAIRS	42		-		-		-
1011713	533095	VEH REPAIR	3,506		4,186		2,179		2,000
1011713	533115	TRAVEL/TRAINING	4,044		4,926		5,425		5,000
1011713	533135	COMMUNICATIONS	3,798		4,021		7,605		4,500
1011713	533140	PRINTING	115		60		447		1,250
TOTAL OPERATING-PURCH/CONT			39,968		32,536		34,591		28,750
60 CAPITAL									
1011713	601082	HEAVY EQUIPMENT	19,363		-		-		-
TOTAL ANIMAL SHELTER			\$ 653,852	\$	526,494	\$	516,646	\$	652,877

CORONER

1714

MISSION STATEMENT

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

VISION STATEMENT

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

ACCOMPLISHMENTS FOR FY 2011

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

GOALS FOR FY 2012

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

CORONER

1714

WORKLOAD MEASUREMENTS

Category	Actual FY 2010	Estimated FY 2011	Forecast FY 2012
Death Investigations	147 as of August	200	235

STAFFING

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Position	Actual FY 2010	Estimated FY 2011	Forecast FY 2012
Coroner	1	1	1
Deputy Coroners	2	2	2
Total	3	3	3

VEHICLE SCHEDULE

Category	Actual FY 2010	Estimated FY 2011	Forecast FY 2012
Authorized Vehicles	0	0	0
Heavy Equipment			
Vehicle Allowances	3	3	3
Body Transport Van	1	1	1
Total	4	4	4

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1714 CORONER						
51 PERSONAL SERVICES						
1011714	511001	SAL/WAGES	\$ 53,762	\$ 57,404	\$ 52,028	\$ 50,000
1011714	511052	GROUP LIFE INSURANCE	\$ 117	90	63	63
1011714	511053	RETIREMENT	\$ 2,540	2672.88	2644.32	2118
1011714	511054	FICA	\$ 5,090	5624.38	5672.33	2918
1011714	511055	WORK COMP	\$ 382	618.48	1116.42	1000
1011714	511060	EXPENSE ALLOWANCE	\$ 13,016	16233.82	22160.62	21876
1011714	511070	UNEMPLOYMENT	\$ 53	58.83	59.3	30
TOTAL PERSONAL SERVICES			\$ 74,961	82702.86	83743.83	78005
52 OPERATING-SUPPLIES						
1011714	522040	POSTAGE	\$ -	44	0	0
1011714	522065	OFFICE SUPPLIES	356	-	-	-
1011714	522070	OPERATING SUPPLIES	1,181	2,543	3,313	2,250
1011714	522080	UTILITIES	4,134	4,585	4,434	-
1011714	522100	MINOR PROPERTY	-	11	2,610	-
1011714	522121	GAS/OIL/DEISEL	677	962	1,948	1,000
TOTAL OPERATING-SUPPLIES			6,348	8,145	12,305	3,250
53 OPERATING-PURCH/CONT						
1011714	533001	PROFESSIONAL FEES	25,925	37,625	38,850	25,375
1011714	533035	CONTRACT SERVICES	5,234	2,538	2,340	5,000
1011714	533095	VEH REPAIR	20	620	79	-
1011714	533115	TRAVEL/TRAINING	2,648	3,078	3,235	5,000
1011714	533120	DUES & SUBSCRIPTIONS	225	225	225	300
1011714	533135	COMMUNICATIONS	1,424	1,687	1,542	1,000
1011714	533140	PRINTING	287	-	-	250
TOTAL OPERATING-PURCH/CONT			35,763	45,772	46,272	36,925
54 OPERATING-OTH COSTS						
1011714	544001	MISCELLANEOUS	745	-	300	-
TOTAL CORONER			\$ 117,817	\$ 136,620	\$ 142,621	\$ 118,180
TOTAL PUBLIC SAFETY			\$ 23,138,508	\$ 23,747,982	\$ 24,253,040	\$ 23,278,632

PUBLIC WORKS

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

**Roads & Bridges
Fleet Services
Facility Maintenance**

ROADS & BRIDGES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011411

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- Cleared, graded and prepared sub-base for paving of two additional parking lots at the Evans Government Center.
- Graded, prepared base and paved Red Oak Drive, White Oak Drive and Winged Elm Drive.
- Resurfaced Corley Circle, Spotswood Drive and Crawford Place Road.
- Cleared and graded for sidewalks - 5,900 feet along William Few Parkway and 1,500 feet from William Few Parkway to Patriots Park.
- Graded and grassed Marshall Field.
- Cleared, graded and grassed Dog Park at Riverside Park.
- Installed internally lit LED signs at six intersections
- Installed school zone lights at Grovetown High School.
- Installed 23 speed humps at various locations throughout the county.
- Maintained county gateways and school zone areas.
- Spread salt on bridges and scraped main roads throughout the county due to snow in January.

ROADS & BRIDGES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011411

GOALS FOR FY 11/12

- Continue to assist Road Construction with road paving projects to include Sand Pit Road, McZilkey Drive, Jacqueline Drive, Kelli Drive and Brown Circle.
- Clear and grade for sidewalks on Evans to Locks Road from Washington Road to Evans Town Center.
- Integrate Recreation Maintenance Department into the daily operations at Roads & Bridges.
- Continue to maintain the following county Gateways: Highway 28, from the Richmond County Line to Blackstone Camp Road; Riverwatch Parkway, from the Richmond County Line to Lynnwood Drive; Wheeler Road at the I-20 Interchange; Stevens Creek Road; Baston Road; Washington Road, from the Richmond County Line to Baston Road.
- Continue to work with Fleet Services to analyze fleet to ensure that appropriate vehicles and equipment are being utilized.
- Scrape all dirt roads at least every 14–21 days.
- Continue to assist Stormwater Utility with drainage improvements.
- Continue to sweep roads within the Stormwater Utility service area.

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Number of Work Orders	9201	8614	9045
Traffic Signals Resolved	197	226	237
Signs Replaced	207	220	231
Potholes Repaired	463	412	433

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
% of Work Orders Completed within 1 week	94.3%	93.1%	97.1%
% of Traffic Signal Problems within 1 day	97%	99.9%	99.9%
% of Primary Signs Replaced within 1 day	92.3%	99.9%	99.9%
% of Potholes Repaired within 48 hours	69.6%	64.6%	69.6%

ROADS & BRIDGES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011411

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Manager IV	1	1	1
Manager III	0	1	1
Manager II	0	1	1
Manager I	0	0	1
Supervisor VII	6	4	4
Tech III	2	1	1
Foreman II	1	1	1
Tech II	1	1	1
Tech I	1	1	1
Tech I Trainee	1	0	0
Crew Leader II	5	5	8
Inventory Control	1	1	1
Heavy Equipment Operator	4	4	4
Light Equipment Operator	10	5	5
Customer Service Rep III	1	1	1
Maintenance Worker	10	15	21
Total	44	42	52

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	20	20	32
Heavy Equipment	90	90	108
Vehicle Allowances	0	0	0
Total	110	110	140

BUDGET HIGHLIGHTS

Our Traffic Technicians were placed under Traffic Engineering but we will receive ten employees from the Recreation Department. Along with an increase to our personnel budget, other operating expenses, such as uniforms, operating materials and fleet expenses will also increase.

EXPENDITURE DETAIL

			Actual		Actual		Est. Actual		Budget
GENERAL FUND			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
40 PUBLIC WORKS									
1411 ROADS & BRIDGES									
51 PERSONAL SERVICES									
1011411	511001	SAL/WAGES	\$ 1,249,255	\$	1,233,043	\$	1,214,514	\$	1,384,754
1011411	511004	OVERTIME	34,709		131,958		112,329		20,000
1011411	511010	ON CALL	7,675		9,375		9,125		9,125
1011411	511030	VACATION	98,601		119,923		114,874		-
1011411	511031	SICK LEAVE	11,347		2,629		2,313		-
1011411	511033	HOLIDAY	59,760		54,665		58,664		-
1011411	511050	FRINGE BENEFITS	-		-		-		-
1011411	511051	EMPLOYEE MEDICAL	267,904		264,002		259,893		254,475
1011411	511052	GROUP LIFE INSURANCE	2,446		1,813		1,311		1,439
1011411	511053	RETIREMENT	93,109		95,257		90,539		81,186
1011411	511054	FICA	104,255		111,606		108,892		99,394
1011411	511055	WORK COMP	20,264		13,825		33,746		55,000
1011411	511060	EXPENSE ALLOWANCE	4,306		5,526		5,682		5,280
1011411	511062	NEW HIRES	-		-		-		5,580
1011411	511070	UNEMPLOYMENT	1,204		1,244		1,214		1,111
TOTAL PERSONAL SERVICES			1,954,835		2,044,866		2,013,096		1,917,344
52 OPERATING-SUPPLIES									
1011411	522001	UNIFORMS	28,630		26,044		29,481		27,000
1011411	522010	ROAD SIGNS	44,812		46,897		41,761		45,000
1011411	522011	ROAD NAME	14,865		8,046		10,521		15,000
1011411	522020	DRAINAGE PIPE	284		3,541		3,837		5,000
1011411	522030	MOTORGRADE	7,695		7,889		6,011		8,000
1011411	522031	HERBICIDES	-		1,550		3,601		3,400
1011411	522040	POSTAGE	6		85		149		100
1011411	522070	OPERATING SUPPLIES	26,900		33,639		36,530		35,000
1011411	522080	UTILITIES	96,003		98,481		103,507		-
1011411	522092	TRAFFIC SIGNALS	15,912		20,580		21,690		20,000
1011411	522100	MINOR PROPERTY	10,670		4,412		5,995		9,450
1011411	522120	VEHICLE/EQUIPMENT	20,925		22,793		24,329		27,000
1011411	522121	GAS/OIL/DEISEL	166,474		181,564		200,547		141,800
TOTAL OPERATING-SUPPLIES			433,176		455,520		487,957		336,750
53 OPERATING-PURCH/CONT									
1011411	533035	CONTRACT SERVICES	265,215		257,538		247,685		249,000
1011411	533060	GENERAL SERVICES	19,075		17,738		16,621		17,000
1011411	533095	VEH REPAIR	121,890		148,473		108,616		113,000
1011411	533115	TRAVEL/TRAINING	8,668		6,144		9,701		9,000
1011411	533127	EQUIPMENT RENTAL	5,072		4,388		2,954		4,000
1011411	533135	COMMUNICATIONS	15,658		15,364		17,253		3,800
TOTAL OPERATING-PURCH/CONT			435,578		449,645		402,829		395,800
60 CAPITAL									
1011411	601081	CIP MACH/EQUIPMENT	44,346		6,540		-		-
TOTAL ROADS & BRIDGES			\$ 2,867,935	\$	2,956,572	\$	2,903,882	\$	2,649,894

FLEET SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: **#101-1414**

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- Developed and implemented electronic notification to end users of vehicle status and completion by all 3 section supervisors.
- Developed and implemented a "spare" fire apparatus program (located at Fleet Service, Appling) allowing main/front line unit's time to receive preventative maintenance on a routine scheduled basis.
- Design/build and begin construction of an 8 bay light equipment shop at Appling facility, Phase IV
- Renewal of inter-local service agreement with the City of Harlem
- National recognition as a "Blue Seal of Excellence" facility by the National Institute for Automotive Service Excellence (ASE)
- All on-call positions have obtained Commercial Driver's Licenses to allow for vehicle towing.

FLEET SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: **#101-1414**

GOALS FOR FY 11/12

- Complete construction of Phase IV Light Equipment Facility
- Develop and Implement Work Flow processes for efficient utilization of completed facility
- Development of inter-governmental agreement with the Georgia State Patrol.
- Research, development and implementation of new pollution controls for retrofit on current diesel engines to comply with 2010 EPA regulations. Explore grants available to fund project.
- Continued staff development through technical training.

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Work Orders Completed	3066	3400	3500
Man/hours for Repairs	4620.5	6000	6200
Service Repairs	2627	3000	3100
PM's Performed	1302	1425	1500
Vehicle responsibility	797	825	850

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
WO Expenditures	\$462,522.28	\$490,238.07	\$527,000.00
PM %	42%	45%	50%
Average WO Labor	1.51 hrs	1.60 hrs	1.75 hrs

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Fleet Manager	1	1	1
Fleet Op. Supervisor	1	1	1
Fleet Analyst	1	1	1
Auto Technicians	3	3	3
Heavy Equip. Technicians	3	3	3

Fleet Services 1414

FLEET SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: **#101-1414**

Parts Personnel	2	2	2
Tire/Lube Technician	1	1	1
Data Entry Clerk	1	1	1
Total	13	13	13

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	10	10	10
Heavy Equipment	0	0	0
Vehicle Allowances	0	0	0
Total	10	10	10

BUDGET HIGHLIGHTS

- This year's requested O&M budget represents no increase over the previous year.
- Fleet continues to strive for greater productivity and efficiency; this allows for an increase in workload without the customary requests for additional staffing. These advances in efficiency are made possible by the application of new technologies and practices. Using equipment and technology to work smarter and more cost effectively is a win/win for the county and taxpayer alike.
- **An especially complex and costly issue facing the fleet in the coming year is the ever increasing cost of fuel.** Fleet will continue to work hand in hand with our customer departments to maintain the most fuel efficient vehicles possible, review engine size options as well as look into new technologies to help cope with this concern.
- No major CIP projects are proposed in the budget this year, as funding is extremely limited, we will continue to focus on operating our current program(s) at peak efficiency.

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
1414 FLEET SERVICES									
51 PERSONAL SERVICES									
1011414	511001	SAL/WAGES	\$ 409,443	\$	408,742	\$	409,643	\$	473,630
1011414	511004	OVERTIME	2,351		856		1,648		2,500
1011414	511010	ON CALL	3,366		2,557		2,558		2,600
1011414	511030	VACATION	34,558		40,695		36,373		-
1011414	511033	HOLIDAY	20,246		18,206		19,313		-
1011414	511051	EMPLOYEE MEDICAL	78,036		85,331		77,365		77,527
1011414	511052	GROUP LIFE INSURANCE	689		550		409		406
1011414	511053	RETIREMENT	32,003		31,795		29,455		29,209
1011414	511054	FICA	33,818		33,929		33,920		34,221
1011414	511055	WORK COMP	4,000		4,430		8,988		10,000
1011414	511060	EXPENSE ALLOWANCE	1,911		2,407		2,389		2,400
1011414	511070	UNEMPLOYMENT	380		380		377		381
TOTAL PERSONAL SERVICES			620,803		629,879		622,438		632,874
52 OPERATING-SUPPLIES									
1011414	522001	UNIFORMS	9,904		9,370		9,606		9,260
1011414	522040	POSTAGE	84		-		-		-
1011414	522070	OPERATING SUPPLIES	10,793		7,463		4,857		10,000
1011414	522080	UTILITIES	31,486		32,646		34,912		-
1011414	522100	MINOR PROPERTY	16,827		4,029		1,399		4,000
1011414	522112	TAGS AND TITLES	1,725		900		1,000		1,025
1011414	522114	INVENTORY RECEIPT	17,010		332		1,444		25,000
1011414	522120	VEHICLE/EQUIPMENT	760		1,249		-		-
1011414	522121	GAS/OIL/DEISEL	17,744		18,154		24,412		15,000
1011414	522130	BOOKS & REPORTS	-		500		496		500
TOTAL OPERATING-SUPPLIES			106,333		74,643		78,125		64,785
53 OPERATING-PURCH/CONT									
1011414	533035	CONTRACT SERVICES	20,858		17,884		18,236		1,400
1011414	533060	GENERAL SERVICES	1,500		561		1,271		1,150
1011414	533095	VEH REPAIR	11,355		9,454		8,538		6,950
1011414	533115	TRAVEL/TRAINING	3,676		1,864		2,553		3,000
1011414	533135	COMMUNICATIONS	7,482		6,939		7,559		2,500
1011414	533140	PRINTING	144		690		700		700
TOTAL OPERATING-PURCH/CONT			45,016		37,391		38,856		15,700
TOTAL FLEET SERVICES			\$ 772,152	\$	741,913	\$	739,419	\$	713,359

FACILITY MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1415

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- Kept janitorial cost well under budget.
- Installed new windows and painted scoring towers at Patriots Park.
- Installed Johnson Controls HVAC system at Euchee Creek Library and Patriots Park Gym for energy savings and better temperature control.
- Installed new windows at firing range.
- Assisted in rearranging Building A and B staff offices due to division reorganizations.
- Painted Patriots Park office, all classrooms at the Performing Arts Center, Riverside Park bathrooms, and some area of the Justice Center.
- Completed landscaping and fencing in 2 new parking lots
- Worked with Facility Services on plan review and specifications for new county facilities.
- Assisted Facility Services with upgrades and remodels of existing county facilities.
- Completed work orders as rapidly as funding and manpower would allow.

FACILITY MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1415

GOALS FOR FY 11/12

- Continue to implement energy efficiency upgrades to county facilities as funding allows.
- Complete routine and emergency repairs in a timely and cost effective manner.
- Work in cooperation with the Facility Services staff to review and modify specifications and guidelines for new county facilities.
- Assist Facility Services with upgrades and remodels of existing facilities.
- Provide continuing education and training for the maintenance staff.
- Continue to improve housekeeping with training and equipment.
- Complete capital projects as funding becomes available.
- Continue to work with the grounds keeping contractor to reduce cost while maintaining attractive facilities.
- Implement new procedures and add staff to keep up with increasing workload and to continue producing quality repairs and projects.

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Work orders received	3797	3850	4000
Emergency requests	5	5	8

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Work orders completed	3792	3850	4000
Emergency requests completed	100%	100%	100%

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Craftsman	6	6	6
Trades Worker	5	5	9
Supervisor VI	2	2	2
Crew Leader	0	0	2
Manager III	1	1	1

FACILITY MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1415

Custodians (Temporary employees)	0	11	14
Total	14	25	34

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 10/11
Authorized Vehicles	9	9	13
Heavy Equipment	0	0	0
Vehicle Allowances	0	0	0
Total	9	9	13

BUDGET HIGHLIGHTS

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

EXPENDITURE DETAIL

GENERAL FUND			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
1415 FACILITY MAINTENANCE						
51 PERSONAL SERVICES						
1011415	511001	SAL/WAGES	\$ 389,824	\$ 399,854	\$ 403,137	\$ 468,368
1011415	511004	OVERTIME	5,969	7,955	10,561	9,000
1011415	511010	ON CALL	7,739	9,125	9,125	9,100
1011415	511030	VACATION	28,591	32,689	40,628	-
1011415	511031	SICK LEAVE	1,039	1,839	-	-
1011415	511033	HOLIDAY	18,923	17,267	19,533	-
1011415	511051	EMPLOYEE MEDICAL	76,473	79,509	82,659	87,885
1011415	511052	GROUP LIFE INSURANCE	877	685	499	555
1011415	511053	RETIREMENT	27,174	28,399	28,603	26,996
1011415	511054	FICA	32,330	33,866	35,058	33,827
1011415	511055	WORK COMP	2,868	4,328	8,915	7,200
1011415	511060	EXPENSE ALLOWANCE	722	4,560	6,740	6,720
1011415	511062	NEW PERSONNEL REQUESTS	-	-	-	5,900
1011415	511070	UNEMPLOYMENT	364	378	391	380
TOTAL PERSONAL SERVICES			592,894	620,453	645,847	655,931
52 OPERATING-SUPPLIES						
1011415	522001	UNIFORMS	6,031	6,245	8,057	8,000
1011415	522040	POSTAGE	2	4	3	25
1011415	522070	OPERATING SUPPLIES	6,569	869	8,365	8,650
1011415	522080	UTILITIES	29,978	31,936	34,357	-
1011415	522100	MINOR PROPERTY	-	312	-	1,000
1011415	522121	GAS/OIL/DEISEL	19,642	20,386	25,853	24,000
TOTAL OPERATING-SUPPLIES			62,222	59,751	76,635	41,675
53 OPERATING-PURCH/CONT						
1011415	533035	CONTRACT SERVICES	57,089	43,820	17,064	35,000
1011415	533060	GENERAL SERVICES	1,060	1,533	1,093	1,500
1011415	533095	VEH REPAIR	3,271	6,443	3,049	3,500
1011415	533115	TRAVEL/TRAINING	2,900	1,451	589	4,000
1011415	533127	EQUIPMENT RENTAL	1,209	1,951	2,140	2,000
1011415	533135	COMMUNICATIONS	9,024	7,631	6,527	1,500
TOTAL OPERATING-PURCH/CONT			74,553	62,829	30,463	47,500
TOTAL FACILITY MAINTENANCE			\$ 729,668	\$ 743,034	\$ 752,945	\$ 745,106
TOTAL PUBLIC WORKS			\$ 4,369,755	\$ 4,441,519	\$ 4,396,245	\$ 4,108,359

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HEALTH & WELFARE

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

**Public Transit
Health Department
Family & Children Services
Senior Center**

PUBLIC TRANSIT DEPARTMENT

FUND/DEPARTMENT NUMBER: #101-1516

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 2011

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

GOALS FOR FY 2011/2012

- Maintain Required Contractual service levels
- Maintain Minimum DOT Ridership levels

PUBLIC TRANSIT DEPARTMENT

FUND/DEPARTMENT NUMBER: **#101-1516**

WORKLOAD MEASUREMENTS

ACTION	ACTUAL 2010	ESTIMATED 2011	FORECAST 2012
Trips (OWPT)	26,068	34,284	34,850
Revenue (\$)	93,849	163,461	169,500

STAFFING LEVELS

STAFF POSITION	ACTUAL 2010	ESTIMATED 2011	FORECAST 2012
Manager	0	1	1
Supervisor	1	1	1
Customer Service Personnel/Dispatcher	1	1	1
Van Drivers	3	7	7

VEHICLE SCHEDULE

	ACTUAL 2010	ESTIMATED 2011	FORECAST 2012
Vehicles	3	7	7
Vehicle Allowances	0	1	1

BUDGET HIGHLIGHTS

Budget reflects the restructuring and staffing approved by the BOC in November 2010.

EXPENDITURE DETAIL

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
GENERAL FUND						
50 HEALTH & WELFARE						
1516 PUBLIC TRANSIT						
51 PERSONAL SERVICES						
1011516	511001	SAL/WAGES	\$ 184,451	\$ 180,055	\$ 209,182	\$ 268,756
1011516	511004	OVERTIME	138	310	242	-
1011516	511030	VACATION	12,206	15,242	20,376	-
1011516	511031	SICK LEAVE	-	1,150	-	-
1011516	511033	HOLIDAY	8,443	7,579	11,040	-
1011516	511051	EMPLOYEE MEDICAL	35,803	37,222	38,598	48,226
1011516	511052	GROUP LIFE INSURANCE	456	384	306	441
1011516	511053	RETIREMENT	11,060	10,219	12,561	13,595
1011516	511054	FICA	14,670	14,577	17,697	19,830
1011516	511055	WORK COMP	551	1,972	4,853	1,400
1011516	511060	EXPENSE ALLOWANCE	-	-	4,941	8,130
1011516	511070	UNEMPLOYMENT	166	163	197	223
TOTAL PERSONAL SERVICES			267,943	268,874	319,993	360,601
52 OPERATING-SUPPLIES						
1011516	522001	UNIFORMS	-	1,421	1,396	2,000
1011516	522040	POSTAGE	31	35	17	100
1011516	522070	OPERATING SUPPLIES	568	512	1,354	1,725
1011516	522080	UTILITIES	14,184	14,381	17,828	-
1011516	522120	VEHICLE/EQUIPMENT	-	-	-	-
1011516	522121	GAS/OIL/DEISEL	64,157	66,265	88,449	65,000
TOTAL OPERATING-SUPPLIES			78,940	82,614	109,044	68,825
53 OPERATING-PURCH/CONT						
1011516	533025	ADVER/MARKETING	-	-	-	250
1011516	533035	CONTRACT SERVICES	8,589	7,574	8,716	-
1011516	533095	VEH REPAIR	5,580	13,095	7,755	9,000
1011516	533115	TRAVEL/TRAINING	408	471	344	500
1011516	533135	COMMUNICATIONS	2,497	2,300	2,905	500
1011516	533140	PRINTING	-	-	-	125
TOTAL OPERATING-PURCH/CONT			17,073	23,441	19,720	10,375
60 CAPITAL						
1011516	601079	CIP VEHICLES	-	171,600	129,200	-
TOTAL PUBLIC TRANSIT			\$ 363,956	\$ 546,529	\$ 577,956	\$ 439,801

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 101-1711

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

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

Programs

- High Risk Newborn Follow up & Genetic Screening
- Children First
- Early Intervention/Babies Can't Wait
- Health Check
- Dental Screening
- School/Daycare Programs & Audits
- Children's Medical Services (CMS)
- Lead Screening and Abatement
- Laboratory Services
- Infant Death Investigations & Child Fatality Review Board
- Vision & Hearing Screening
- Immunizations
- Family Planning
- Women's Health Services
- Presumptive Eligibility (PE)
- Right From the Start Medicaid (RSM)

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 101-1711

- Perinatal Case Management (PCM)
- Pregnancy Related Services (PRS)
- Babies Born Healthy (BBH)
- Breastest/Breastest and More Program (BT/BT & More)
- Breast & Cervical Cancer Program (BCCP)
- Special Supplemental Nutrition Program For Women, Infant, & Children (WIC)
- Infectious Disease Surveillance, Investigation, & Treatment
- Tuberculosis Control
- Sexually Transmitted Disease Control
- HIV Counseling & Screening
- Coalitions & Collaboration with Community Organizations
- Food Services Inspections
- On Site Sewage Management Systems
- Tourist Court Inspections
- Rabies Control
- Water Sample Testing
- Nuisance Complaints
- Inspection of Institutions
- Swimming Pool Inspections
- Injury Control Programs
- SAI Volunteer Medical Clinic

ACCOMPLISHMENTS FOR FY 10/11

- Administered 2,204 seasonal influenza doses this year by partnering with the community, businesses, local government and the Board of Education. Held flu clinic at all Columbia County Middle Schools and throughout the community.
- Continue to enhance the Disaster Service Plan for the county. Participated September 15, 2010 in Columbia County Full- Scale Hazardous Materials Transportation Exercise. This was a very successful Exercise. In this simulated exercise we were able to activate the County Health Operations Center (CHOC), notify the District Health EOC, request shelter nursing support, and begin preparations for possible long-term follow up for chemical contamination.
- Successfully planned and activated a Full Scale Drive-thru Point of Distribution (POD) Site at Grovetown High School on January 22, 2011. The exercise allowed CCHD to activate a Drive-thru POD and successfully distribute "medication" to residents in response to a simulated biological emergency within 48 hours.
- The SAI Volunteer Medical Clinic continues to service clients one Saturday a month to see indigent and uninsured clients.
- Improved immunization status by assuring staff evaluates immunization status on all individuals coming for services, not just those asking specifically for immunizations.
- 99% or greater for all the Daycare Immunization and School audits for Columbia County, public and private.
- Our Environmental Health Section became the first in the State to accomplish utilizing the Garrison Digital Health Department for all Daily and Monthly Activity Reporting. We became one of the first counties in the state to go "live" enabling the public and media to view restaurant inspections and

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 101-1711

scores on the County and State websites.

- Andrea continued as the District Standard, standardizing 3 more employees including Robert Thornhill.
- Leslie continued as the District DHD liaison, assisting other county environmentalists with the DHD System.
- We met with representatives from Columbia County 311; Roads and Bridges, Code Compliance and EMA to develop the IMMP Team (Integrated Mosquito Management Program). As a team we set a plan in place for the reduction and management of mosquitoes in Columbia County. Our role is to identify problem areas, set mosquito traps and identify the mosquitoes and ship for testing for WNV, Lacrosse and EEE and to educate the public.
- All tourist courts in the county were supplied Bed Bug information by Leslie, of which they had to sign that they had received. All declined the opportunity for training.
- We met with representatives of the American Red Cross and the County to inspect and add two more shelters to the county list: Evans Middle School and Grovetown High School.
- Attended a VICS training on Shelters and met with all the local representatives over the shelters.
- We met with the Columbia News Times and were interviewed conducting an inspection of a Tourist Court while explaining the programs that fall under the responsibility of environmental health.
- Outreach teaching was conducted at both Euchee Creek Elementary and Harlem High Culinary Class.
- We wrote a Draft Tattoo Ordinance for Columbia County and held meetings with the Tattoo Artists within the county to discuss the Proposed Ordinance.
- We drafted new Environmental Health Fee's which will result in an additional income of nearly \$20,000 annually.
- As always, we continued our roles with our various programs and worked closely with Columbia County agencies: Animal Services, Building Insp., Water Utilities and Code Compliance.
- Hired Andrea Clanton to replace Deborah Andrews that has transferred to the East Central Health District Accounting Office. Andrea continues with on the job training as our Accountant, Paraprofessional.
- Our Administrative Assistant, Mary Landrum, will assume the responsibility of our budget. She is familiar with and has worked with our budget for the past fifteen (15) years. She will assume this responsibility along with her other duties.
- The Family Planning Program hired an hourly Nurse Practitioner for us with funds provided by the State Family Planning Program.

GOALS FOR FY 11/12

- Recruitment and retention of a highly qualified work force, keeping all positions occupied with competent reliable staff.
- Continue to increase the number of services performed and clients served each year.
- Continue to provide H1N1 vaccine to the community during the flu season as long as the vaccine is available.
- Continue to promote tobacco cessation and prevention efforts in our community and clients we are serving

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 101-1711

- Continue plans for relocation of all three Columbia County Health Department sites to a new facility which will be located on Chamblin Road (due to be completed in 2011).
- Continue to work closely with the New Site planning Committee to ensure the transition to the new clinic site is smooth.
- Continue to have an excellent networking relationship with our community partner and contractors.
- To facilitate the passing of the Proposed Body Art Ordinance. In addition, we must create the appropriate accompanying documents: application, inspection sheet, permits, etc.
- Once the Body Art Ordinance is implemented, we will be required to complete several different courses relating to Body Art.
- We will conduct training at each Tattoo Studio for the owners and employees based on the Ordinance.
- We will review all existing paperwork, documents, files, etc within the environmental health office and retain or discard as necessary to prepare for the move to the new building.
- We anticipate a smooth and successful transition to the new building. Our new office will allow for better service to be provided to our clients with more room for meetings and plan reviews, etc.
- As in the past, we look to accomplish 100 percent payment from all permitted facilities.
- The environmental staff will continually strive to provide both education and quality customer service to the citizens of Columbia County Georgia.

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12	Forecast FY 12/13
Full-Time	27	28	28	22
Part-Time	3	2	2	4
Total	30	30	30	26

BUDGET HIGHLIGHTS

Budget Reduction Impact

As the figures and chart below shows, we have substantial budget cuts within the last two years. If we have any more cuts, we will have to cut staff or furlough and that will impact the services that we provide to the citizens of Columbia County. We have no more areas we could cut because we already spend only what we have to.

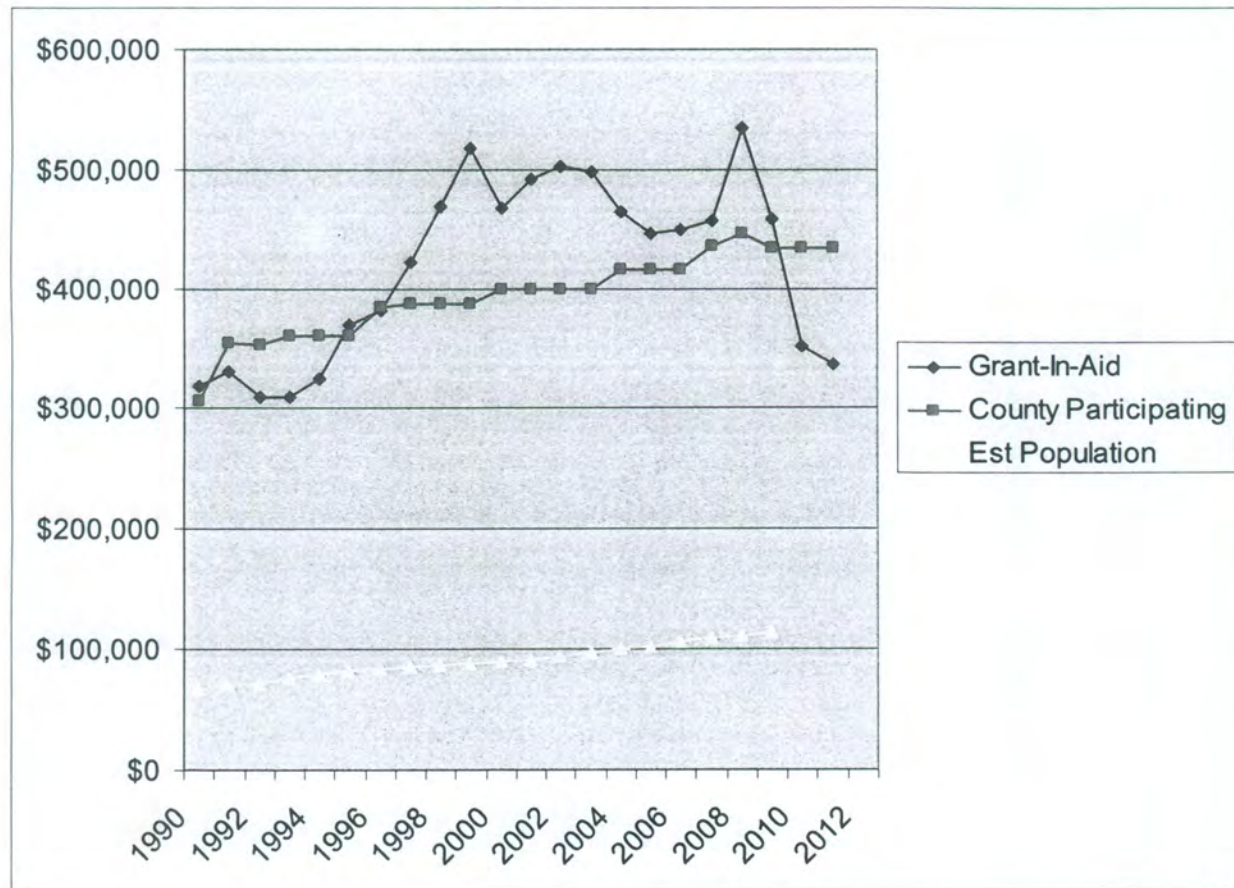
FY	Grant-In-Aid	County Participating	Est Population
1990	\$317,985	305,879	66,819
1991	\$330,755	353,879	69,625
1992	\$308,534	353,583	71,767
1993	\$308,526	360,957	75,226
1994	\$324,843	360,957	78,149
1995	\$369,834	360,957	81,491
1996	\$382,214	384,672	83,077
1997	\$422,413	388,571	85,106

HEALTH DEPARTMENT

FUND/DEPARTMENT NUMBER: 101-1711

1998	\$469,141	388,571	86,675
1999	\$518,162	388,571	88,280
2000	\$468,096	400,228	89,778
2001	\$492,072	400,228	91,521
2002	\$502,807	400,228	94,117
2003	\$498,509	400,228	96,374
2004	\$465,237	416,228	99,571
2005	\$446,580	416,228	102,209
2006	\$450,516	416,228	105,440
2007	\$458,233	437,039	108,760
2008	\$535,583	447,039	110,627
2009	\$459,576	434,614	112,958
2010	\$351,863	434,614	
2011	\$336,967	434,614	
2012			

BUDGET GRAPH



EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
1711 HEALTH DEPARTMENT									
53 OPERATING-PURCH/CONT									
1011711	533035	CONTRACT SERVICES	\$ 434,614	\$	434,614	\$	434,614	\$	434,614
TOTAL HEALTH DEPARTMENT			<u>\$ 434,614</u>	<u>\$</u>	<u>434,614</u>	<u>\$</u>	<u>434,614</u>	<u>\$</u>	<u>434,614</u>

DEPARTMENT OF FAMILY & CHILDREN SERVICES

FUND/DEPARTMENT NUMBER: #101-1712

MISSION STATEMENT

The Georgia Department of Human Resources, in partnership with others, will effectively deliver compassionate, innovative, and accountable services to individuals, families and communities.

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

Adoption Services

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

Adult Protective Services

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

Child Abuse & Neglect

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

Emergency Food Assistance

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

Energy Assistance

Energy assistance for low-income families.

DEPARTMENT OF FAMILY & CHILDREN SERVICES

FUND/DEPARTMENT NUMBER: #101-1712

Food Stamps

Food stamps supplement the food budget for eligible families.

Foster Care

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

Medicaid

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

Refugee Resettlement

A federally funded program that provides assistance to refugees.

Secret Santa Program

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

Subsidized Child Care

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

Temporary Assistance for Needy Families

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

ACCOMPLISHMENTS FOR FY2010/2011

- Averaging over 50% Federal Work Participation in the county.
- Many Christmas gifts delivered to needy families and children in the state's legal custody.
- Provided \$256,941.00 in Temporary Assistance for Needy Families
 1. 96.5% of recipients were children
 2. Average monthly grant per family was \$198
 3. Average number of TANF families per month was 111
 4. TANF caseloads increased by 68% in FY2009
 5. Average grant group contained 1.6 individuals
- Provided \$8,101,820.00 in Food Stamps to Qualifying Families

DEPARTMENT OF FAMILY & CHILDREN SERVICES

FUND/DEPARTMENT NUMBER: #101-1712

- Provided Employment Services; Transportation, Job Readiness, Incidental Benefits, and other Support Services Benefits

GOALS FOR FY 11/12

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

BUDGET HIGHLIGHTS

The reduction of 5% to our county budget would greatly affect the wellbeing of the Columbia County families and children that we serve. The Department of Human Services/DFCS has been experiencing state budget cuts as well. We will be operating under a 6.8% reduction this coming fiscal year which in total would result in approximately 12% overall budget cut for Columbia County DFCS. We are currently working with minimal staff due to a hiring freeze while our case loads increase daily due to the state of the economy. Our Office of Financial Independence staff has experienced families applying for benefits who have never had the need before to request our services. Also our Social Services staff is experiencing an increase in workloads as a result of families not being able to provide for their households and/or reacting to their financial stress in a negative manner which have placed the children in neglectful or abusive situations. The funds provided by the county for operating expenses assist the staff in providing the families with the quality customer service that Columbia County is held in high regards for.

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

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

EXPENDITURE DETAIL

GENERAL FUND			Actual <u>FY 2009</u>	Actual <u>FY 2010</u>	Est. Actual <u>FY 2011</u>	Budget <u>FY 2012</u>
1712 FAMILY & CHILDREN SERVICES (DF						
52 OPERATING-SUPPLIES						
1011712	522040	POSTAGE	\$ 2,000	\$ 2,000	\$ 1,000	\$ 3,000
1011712	522070	OPERATING SUPPLIES	2,000	1,708	1,000	4,821
TOTAL OPERATING-SUPPLIES			4,000	3,708	2,000	7,821
53 OPERATING-PURCH/CONT						
1011712	533105	PER DIEM FEES	450	450	-	450
1011712	533110	OTHER FEES	14,044	14,044	13,158	17,750
1011712	533115	TRAVEL/TRAINING	208	292	-	-
1011712	533140	PRINTING	292	500	-	600
TOTAL OPERATING-PURCH/CONT			14,994	15,286	13,158	18,800
54 OPERATING-OTH COSTS						
1011712	544060	STATE MATCH	57,726	57,726	57,726	46,263
TOTAL FAMILY & CHILDREN SERV			\$ 76,720	\$ 76,720	\$ 72,884	\$ 72,884

SENIOR CENTER

FUND/DEPARTMENT NUMBER: **#101-1716**

MISSION

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

VISION

Our department aspires to provide enrichment opportunities and programs for senior adults in our county through the development and implementation of innovative services to meet the needs of our aging population. We strive to partner with public and private service organizations to foster greater awareness and participation in available service programs as well as promote a positive public persona so as to encourage public input and the continued development of relevant and desired services.

DEPARTMENT DESCRIPTION

This department serves over 7,100 congregate meals annually to clients at the Senior Center. The senior center staff delivers over 28,000 meals annually to homebound clients through the Nutrition program. We also provide enrichment activities such as arts and crafts, educational presentations, and off campus excursions to recreational and educational facilities. We are active in providing transportation to seniors for shopping, recreational, and non-emergency medical needs.

ACCOMPLISHMENTS FY 2011

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

GOALS FOR FY 2012

- Increase attendance of the ceramics program
- Continue to increase attendance of senior citizens daily in the center by offering a variety of programs
- Continue to provide home delivered meals for senior citizens

SENIOR CENTER

FUND/DEPARTMENT NUMBER: **#101-1716**

WORKLOAD MEASUREMENTS

ACTION	ACTUAL 2010	ESTIMATE D 2011	FORECAST 2012
Congregate Meals	7,172	7,500	7,500
Home Delivered Meals	28,114	32,000	32,000
Facility Rentals	10	10	10

STAFFING

POSITION	ACTUAL 2010	ESTIMATED 2011	FORECAST 2012
Manager	1	1	1
Admin. Coordinator	1	1	1
Van Drivers	1 P/T	1 P/T	1 P/T
Kitchen Staff	2	2	2

VEHICLE SCHEDULE

ACTION	ACTUAL 2010	FORECAST 2011	FORECAST 2012
Vehicles	7	7	7
Vehicle Allowances	1	1	1

SENIOR CENTER

FUND/DEPARTMENT NUMBER: **#101-1716**

BUDGET HIGHLIGHTS

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

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1716 SENIOR CENTER						
51 PERSONAL SERVICES						
1011716	511001	SAL/WAGES	\$ 99,146	\$ 119,735	\$ 94,858	\$ 113,531
1011716	511004	OVERTIME	37	-	-	-
1011716	511030	VACATION	6,797	8,588	12,677	-
1011716	511031	SICK LEAVE	1,394	5,374	4,586	-
1011716	511033	HOLIDAY	4,687	-	-	5,489
1011716	511051	EMPLOYEE MEDICAL	23,606	26,335	14,532	10,892
1011716	511052	GROUP LIFE INSURANCE	208	186	100	65
1011716	511053	RETIREMENT	5,370	6,557	7,315	7,519
1011716	511054	FICA	8,633	10,182	8,791	8,670
1011716	511055	WORK COMP	739	1,289	1,931	1,000
1011716	511060	EXPENSE ALLOWANCE	9,028	8,385	7,689	7,050
1011716	511070	UNEMPLOYMENT	98	114	96	81
TOTAL PERSONAL SERVICES			159,743	186,744	152,575	154,297
52 OPERATING-SUPPLIES						
1011716	522001	UNIFORMS	-	-	189	200
1011716	522040	POSTAGE	0	4	-	50
1011716	522070	OPERATING SUPPLIES	14,652	13,871	14,788	15,360
1011716	522080	UTILITIES	7,624	9,563	8,084	-
1011716	522100	MINOR PROPERTY	-	-	2,837	-
1011716	522120	VEHICLE/EQUIPMENT	-	-	-	-
1011716	522121	GAS/OIL/DEISEL	5,265	9,419	10,100	7,000
TOTAL OPERATING-SUPPLIES			27,541	32,857	35,999	22,610
53 OPERATING-PURCH/CONT						
1011716	533035	CONTRACT SERVICES	94,654	122,245	121,208	116,305
1011716	533055	O/S SVCS-TEMP EMPLOYEES	14,040	9,420	7,147	5,796
1011716	533060	GENERAL SERVICES	3,434	3,752	4,000	4,500
1011716	533064	GEN REPAIRS	50	339	199	600
1011716	533095	VEH REPAIR	6,361	4,132	3,961	2,500
1011716	533115	TRAVEL/TRAINING	63	311	-	350
1011716	533135	COMMUNICATIONS	1,318	1,584	2,005	3,275
1011716	533140	PRINTING	-	45	-	-
TOTAL OPERATING-PURCH/CONT			119,920	141,829	138,521	133,326
60 CAPITAL						
1011716	601090	CIP OTHER	-	-	-	9,950
TOTAL SENIOR CENTER			\$ 307,205	\$ 361,430	\$ 327,094	\$ 320,183
TOTAL HEALTH & WELFARE			\$ 1,182,495	\$ 1,419,293	\$ 1,412,548	\$ 1,267,482

CULTURE/RECREATION

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

**Community Services
Libraries
Recreation
Wildwood Park**

COMMUNITY & LEISURE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1010

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- **Animal Services-** Facilitated move into new facility.
- **Blanchard Woods Park-** Completed locker room facility to attract and accommodate regional and national sporting events.
- **Community Events-** \$42,000 in corporate funding secured for special event activities.
- **Evans Town Center Park-** Started construction of park with completion September 2011.
- **Library Services-** Restructured personnel to improve efficiency and upgraded Euchee Creek branch inventory.
- **Regional Events-** Secured and hosted six new regional sporting events utilizing facilities and promoted Columbia County as a tourist destination. NCCAA Soccer events secured for 2012 and 2013.
- **Wildwood Park-** Hosted twelve regional and national fishing events.

COMMUNITY & LEISURE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1010

GOALS FOR FY 11/12

- Complete Evans Towne Center Park and open for operations by October 1, 2011.
- Complete Library system study to assess feasibility of becoming an independent entity.
- Foster partnerships to host, fund and facilitate County events.
- Increase national and regional sporting events.
- Increase rental facility revenues.
- Integrate higher levels of technology in all departments.
- Secure grants and philanthropic donations.
- Complete gateway exhibition hall and open for operation by February 1, 2012.
- Complete Canal Headgates restroom and storage facility.
- Work with Animal Services management to insure efficient operations of new facility.

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Grant Applications	4	2	3
Town Meetings	5	1	2
Capital Projects	7	4	5
Public Speaking	8	3	4
Community Events	50	52	55
News Articles	145	148	150
Committee Meetings	160	160	160

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Division Director	1	1	1
Administrative Specialist	1	1	1
Community Events Manager	1	1	0
Community Events Specialist	1	1	1
Visitor Center Coordinator	1	1	1
Total	5	5	4

COMMUNITY & LEISURE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 1010

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Vehicle Allowances	3	3	3
Total	3	3	3

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget	
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>	
60 CULTURE/RECREATION										
1010 COMMUNITY SERVICES										
51 PERSONAL SERVICES										
1011010	511001	SAL/WAGES	\$	221,819	\$	199,293	\$	185,205	\$	221,793
1011010	511030	VACATION		15,573		17,532		16,956		
1011010	511033	HOLIDAY		9,905		8,177		8,482		-
1011010	511051	EMPLOYEE MEDICAL		22,070		17,842		17,225		19,596
1011010	511052	GROUP LIFE INSURANCE		353		240		156		218
1011010	511053	RETIREMENT		17,452		16,791		16,005		16,980
1011010	511054	FICA		20,104		18,134		16,747		17,665
1011010	511055	WORK COMP		1,627		2,142		3,804		4,000
1011010	511060	EXPENSE ALLOWANCE		25,779		21,102		17,513		18,660
1011010	511070	UNEMPLOYMENT		220		197		182		193
TOTAL PERSONAL SERVICES				334,900		301,450		282,274		299,105
52 OPERATING-SUPPLIES										
1011010	522040	POSTAGE		618		567		1,073		1,100
1011010	522070	OPERATING SUPPLIES		4,374		6,503		5,892		13,000
1011010	522080	UTILITIES		17,058		15,917		15,784		-
1011010	522120	VEHICLE/EQUIPMENT		-		-		-		-
1011010	522121	GAS/OIL/DEISEL		53		81		111		400
TOTAL OPERATING-SUPPLIES				22,103		23,067		22,860		14,500
53 OPERATING-PURCH/CONT										
1011010	533025	ADVER/MARKETING		-		75		-		1,300
1011010	533035	CONTRACT SERVICES		148,746		10,644		9,966		5,000
1011010	533055	O/S SVCS-TEMP EMPLOYEES		2,772		1,425		1,634		9,500
1011010	533095	VEH REPAIR		-		-		-		-
1011010	533115	TRAVEL/TRAINING		5,320		9,429		4,244		10,000
1011010	533120	DUES & SUBSCRIPTIONS		1,564		499		701		2,200
1011010	533135	COMMUNICATIONS		2,466		2,732		3,121		1,000
1011010	533140	PRINTING		119		85		-		2,500
TOTAL OPERATING-PURCH/CONT				160,987		24,888		19,667		31,500
TOTAL COMMUNITY SERVICES			\$	517,990	\$	349,406	\$	324,801	\$	345,105

Columbia County Libraries

FUND/DEPARTMENT NUMBER: 1601

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- Promoted the library and our services through Facebook page and the county webpage.
- Increased circulation at Columbia County library and Harlem Library.
- Increased circulation, book inventory and patronage.
- Continued computer courses for our patrons to increase adult participation
- Increased book inventory by 20%
- Incorporated children and teen participation through the Books Alive program featuring a national level Young Adult author.
- Hosted Fifth Annual Author Event with standing room only that included out of town as well as out of state visitors.
- Improved inventory at the Harlem library by lowering the age of the collection to 5 years
- Improved programming at the Euchee Creek and Harlem libraries for Children, Young Adult and Adults
- Began improvements in the Euchee Creek inventory through massive weeding

Columbia County Libraries

FUND/DEPARTMENT NUMBER: 1601

GOALS FOR FY 11/12

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

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10 (last fy)	Estimated FY 10/11 (current fy)	Forecast FY 11/12 (next fy)
Book Circulation	605,381	566,987	600,000
Registered Patrons	65,023	71,000	75,000
Collection Size	174,890*	167,000 *	170,000*
Materials budget	155,000	150,000	150,000
Building Sq. Ft	54,500	54,500	54,500
Reference Questions	107,559	100,000	106,000
Program Attendance	21,754	20,500	23,000

* Major weeding at Evans and Euchee Creek through 2012

PERFORMANCE MEASURES

Category	Actual FY 09/10 (last fy)	Estimated FY 10/11 (current fy)	Forecast FY 11/12 (next fy)
Population Estimate	112,958	115,000	118,000
Book circulation per capita	5.36	4.93	5.10
Registered patrons per cap.	.58	.63	.64
Collection size per cap.	1.55	1.45	1.44
Materials budget per cap.	1.37	1.30	1.27
Building Sq. Ft. per cap.	.48	.47	.46
Reference ques. per cap.	.95	.87	.90
Program attendance per cap	.20	.18	.20

Columbia County Libraries

FUND/DEPARTMENT NUMBER: 1601

STAFFING

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

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

BUDGET HIGHLIGHTS

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

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
1601 LIBRARIES									
51 PERSONAL SERVICES									
1011601	511001	SAL/WAGES	\$ 508,550	\$	491,627	\$	502,865	\$	577,432
1011601	511030	VACATION	63,785		38,148		58,827		-
1011601	511031	SICK LEAVE	18,219		466		-		-
1011601	511033	HOLIDAY	26,558		21,600		23,682		-
1011601	511050	FRINGE BENEFITS	-		-		-		-
1011601	511051	EMPLOYEE MEDICAL	75,317		76,377		78,726		81,202
1011601	511052	GROUP LIFE INSURANCE	836		532		358		486
1011601	511053	RETIREMENT	69,743		38,896		50,009		39,753
1011601	511054	FICA	45,057		40,442		42,891		42,159
1011601	511055	WORK COMP	463		5,312		10,043		1,200
1011601	511060	EXPENSE ALLOWANCE	286		4,170		4,026		4,050
1011601	511070	UNEMPLOYMENT	497		444		471		463
TOTAL PERSONAL SERVICES			809,309		718,012		771,897		746,745
52 OPERATING-SUPPLIES									
1011601	522040	POSTAGE	514		610		553		600
1011601	522065	OFFICE SUPPLIES	231		-		-		-
1011601	522070	OPERATING SUPPLIES	22,413		46,501		32,627		32,000
1011601	522080	UTILITIES	39,108		39,265		42,857		-
1011601	522100	MINOR PROPERTY	8,300		-		-		-
1011601	522130	BOOKS & REPORTS	44,248		42,318		50,435		54,550
TOTAL OPERATING-SUPPLIES			114,815		128,694		126,471		87,150
53 OPERATING-PURCH/CONT									
1011601	533025	ADVER/MARKETING	-		2,415		921		1,000
1011601	533035	CONTRACT SERVICES	147,673		143,767		149,854		129,228
1011601	533055	O/S SVCS-TEMP EMPLOYEES	242,821		194,091		215,014		217,145
1011601	533060	GENERAL SERVICES	24,835		25,936		25,850		30,000
1011601	533115	TRAVEL/TRAINING	3,381		3,514		4,967		5,000
1011601	533120	DUES & SUBSCRIPTIONS	570		312		-		1,000
1011601	533135	COMMUNICATIONS	6,797		7,897		19,606		4,800
1011601	533140	PRINTING	121		823		1,100		1,500
TOTAL OPERATING-PURCH/CONT			426,198		378,753		417,313		389,673
TOTAL LIBRARIES			\$ 1,350,322	\$	1,225,459	\$	1,315,681	\$	1,223,568

RECREATION DEPARTMENT

FUND/DEPARTMENT NUMBER: 1611

MISSION STATEMENT

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

VISION STATEMENT

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

DESCRIPTION

The Columbia County Recreation & Leisure Services Department consists of 29 employees dedicated to provide leisure services to the citizens of Columbia County. This is a customer service oriented department that establishes and oversees activities, events, and programs. The department currently manages 11 parks consisting of 1,394 acres. Park amenities include an inventory of 44 athletic fields, 14 tennis courts, 16 playgrounds, 10 boat ramps, 4 disc golf courses, a nature park and a gymnasium complex. A comprehensive Recreation Master Plan was created in 2002, to guide operations and development of the county parks and leisure services facilities.

ACCOMPLISHMENTS FOR FY 10 - 11

- Increased on-line registration in all youth programs
- Increased programs at Reed Creek Nature Park
- Received the 1st District GRPA Agency of the Year Award 2010
- Voted "Best Athletic Facility" (Patriots Park) by Augusta Magazine for 5th year in a row
- Voted "Best Recreational Park" (Patriots Park) by Columbia County Magazine
- Hosted the following baseball tournaments: Dixie Baseball "O" Zone State and GRPA Mite League State Baseball Tournament
- Hosted GRPA State Soccer Tournaments
- Construction of locker room facilities at Blanchard Woods Park
- Hosted NCAA Peach Belt Conference Soccer and Cross-Country Championships
- Hosted Dixie Ponytails World Series
- Secured NCAA Division II National Soccer Championships for 2012 and 2013

RECREATION DEPARTMENT

FUND/DEPARTMENT NUMBER: 1611

GOALS FOR FY 11-12

- Host GRPA State Mite Baseball Tournament
- Host GRPA State Soccer Tournament
- Host Peach Belt Conference Cross Country Championship
- Host Dixie Baseball "O" Zone State Tournament
- Increase on-line registration
- Improve youth registration advertisement
- Introduce new programs (11-12 year old baseball travel league, men's basketball)
- Evaluate rental fees as compared to similar facilities
- Produce marketing material for promotion of programs and events

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Park Acres Managed	1377	1377	1394
Athletic Facilities Operated	63	63	63
Youth Athletic Participation	4438	3990	4500
Special Events Assisted	11	11	11
Employees Managed	31	27	27

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Customer Service Surveys			
Program Ratings: (low 1 – 10 high)	8	9	9
Staff Ratings: (low 1 –10 high)	8.45	8.6	8.7
Facility Ratings: (low 1 –10 high)	8.5	8.5	8.5

*Information average from customer service survey at youth athletic registrations.

RECREATION DEPARTMENT

FUND/DEPARTMENT NUMBER: 1611

YOUTH RECREATION ACTIVITIES

	# of Participants	Weeks of Activities	Total # of Games	Fields used per night	# days played per week
Spring Youth Sports	1,175	10	920	10-14	5
Fall Youth Sports	1,990	10	880	8-12	5
Winter Youth Sports	1,011	8	640	8-12	5
Reed Creek Nature Center	3,446	50	180 classes	-----	5

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Department Manager	1	1	1
Facility Supervisor	1	1	1
Athletic Supervisor	1	1	1
Park Service Supervisor	1	1	1
Gymnasium Coordinator	1	1	1
Program Coordinators	5	5	5
Administrative Assistant	1	1	1
Clerk/Accountant	1	1	1
Park Services Foreman	1	1	0
Park Svcs Crew Leader	4	4	3
Park Svcs Worker	12	12	11
Security Guard	1	1	1

<u>Part-time/Seasonal Personnel</u>	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Administrative Office (PT) Receptionist	1	1	0
Athletic Field Supervisors (S) Used during youth sports	3	3	3
Gymnasium (PT) Receptionist	3	3	3
Gymnasium (PT) Supervisors	2	2	2
Reed Creek Park (PT) Nature Center Staff	2	2	2

RECREATION DEPARTMENT

FUND/DEPARTMENT NUMBER: 1611

VEHICLE SCHEDULE

	'09 Inventory	'10 Projected	Needed Replacement
Pick-ups & Flat Beds	10	10	1
Utility Carts	9	10	0
Mowers	5	5	3
Heavy equipment	3	3	1
Specialty equipment	12	12	4

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

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1611 RECREATION						
51 PERSONAL SERVICES						
1011611	511001	SAL/WAGES	\$ 842,102	\$ 816,711	\$ 776,031	\$ 946,830
1011611	511030	VACATION	49,273	68,178	89,141	-
1011611	511031	SICK LEAVE	-	-	19,276	-
1011611	511033	HOLIDAY	39,440	35,526	37,426	-
1011611	511050	FRINGE BENEFITS	-	-	-	34,839
1011611	511051	EMPLOYEE MEDICAL	125,965	126,718	141,227	137,250
1011611	511052	GROUP LIFE INSURANCE	1,448	1,102	816	831
1011611	511053	RETIREMENT	64,543	61,240	93,243	53,865
1011611	511054	FICA	71,077	70,104	69,623	69,503
1011611	511055	WORK COMP	4,329	8,807	16,485	11,000
1011611	511060	EXPENSE ALLOWANCE	47,281	43,834	39,737	43,920
1011611	511062	NEW PERSONNEL REQUESTS	-	-	-	(43,273)
1011611	511070	UNEMPLOYMENT	785	770	769	689
TOTAL PERSONAL SERVICES			1,246,243	1,232,992	1,283,772	1,255,454
52 OPERATING-SUPPLIES						
1011611	522001	UNIFORMS	4,659	3,171	2,304	2,500
1011611	522040	POSTAGE	3,036	2,770	972	2,500
1011611	522055	ADULT LEAGUE	25,672	27,562	26,660	26,000
1011611	522060	DAY CAMP EXPENSE	11,854	12,515	19,788	20,000
1011611	522061	UNIFORM	55,957	56,094	48,132	60,000
1011611	522070	OPERATING SUPPLIES	140,049	144,301	144,659	145,000
1011611	522073	CONCESSION	234	175	60	300
1011611	522080	UTILITIES	64,758	65,229	66,137	-
1011611	522100	MINOR PROPERTY	37,673	30,506	28,254	20,000
1011611	522120	VEHICLE/EQUIPMENT	1,122	1,106	780	2,000
1011611	522121	GAS/OIL/DEISEL	30,557	31,888	35,822	30,000
1011611	522125	TOURNAMENT	37,035	46,680	30,372	25,000
TOTAL OPERATING-SUPPLIES			412,606	421,996	403,940	333,300
53 OPERATING-PURCH/CONT						
1011611	533025	ADVER/MARKETING	2,969	6,353	4,430	8,000
1011611	533035	CONTRACT SERVICES	64,960	61,436	62,981	30,000
1011611	533042	CONTRACT SERVICES	995	1,261	1,695	1,500
1011611	533055	O/S SVCS-TEMP EMPLOYEES	102,263	95,958	76,508	100,000
1011611	533060	GENERAL SERVICES	-	198	-	-
1011611	533064	GEN REPAIRS	21,803	26,414	25,471	30,000
1011611	533095	VEH REPAIR	10,814	8,613	9,919	6,000
1011611	533105	PER DIEM FEES	96,783	101,013	107,496	96,000
1011611	533115	TRAVEL/TRAINING	6,637	6,665	4,636	6,500
1011611	533120	DUES & SUBSCRIPTIONS	19,528	3,874	2,540	4,000
1011611	533127	EQUIPMENT RENTAL	833	970	520	1,000
1011611	533130	INSURANCE	300	20,105	19,499	-
1011611	533135	COMMUNICATIONS	11,639	12,735	16,980	9,500
1011611	533140	PRINTING	306	361	1,028	2,000
TOTAL OPERATING-PURCH/CONT			339,829	345,955	333,703	294,500
60 CAPITAL						
1011611	601079	CIP VEHICLES	-	9,941	9,965	-
1011611	601081	CIP MACH/EQUIPMENT	40,695	-	-	-
TOTAL CAPITAL			40,695	9,941	9,965	-
TOTAL RECREATION			\$ 2,039,374	\$ 2,010,884	\$ 2,031,380	\$ 1,883,254

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1612 WILDWOOD PARK						
51 PERSONAL SERVICES						
1011612	511001	SAL/WAGES	\$ 56,357	\$ 57,579	\$ 57,541	\$ 65,185
1011612	511030	VACATION	3,759	4,057	4,870	-
1011612	511033	HOLIDAY	2,471	2,512	2,477	-
1011612	511051	EMPLOYEE MEDICAL	10,354	7,141	7,141	7,122
1011612	511052	GROUP LIFE INSURANCE	123	89	63	121
1011612	511053	RETIREMENT	3,824	3,469	3,298	3,316
1011612	511054	FICA	4,543	4,753	4,799	4,807
1011612	511055	WORK COMP	143	624	1,303	400
1011612	511060	EXPENSE ALLOWANCE	482	482	482	480
1011612	511070	UNEMPLOYMENT	50	52	52	53
TOTAL PERSONAL SERVICES			82,107	80,757	82,026	81,484
52 OPERATING-SUPPLIES						
1011612	522001	UNIFORMS	-	257	213	400
1011612	522040	POSTAGE	81	77	69	150
1011612	522070	OPERATING SUPPLIES	12,968	9,333	11,793	13,500
1011612	522080	UTILITIES	4,334	4,599	4,904	-
1011612	522100	MINOR PROPERTY	20,274	2,145	1,018	1,000
1011612	522120	VEHICLE/EQUIPMENT	282	386	-	500
1011612	522121	GAS/OIL/DEISEL	1,116	1,420	4,940	3,000
TOTAL OPERATING-SUPPLIES			39,055	18,217	22,936	18,550
53 OPERATING-PURCH/CONT						
1011612	533025	ADVER/MARKETING	2,862	2,859	3,450	4,500
1011612	533035	CONTRACT SERVICES	7,394	5,483	6,089	4,500
1011612	533055	O/S SVCS-TEMP EMPLOYEES	29,796	30,738	32,003	30,000
1011612	533064	GEN REPAIRS	4,880	5,409	4,042	5,000
1011612	533095	VEH REPAIR	1,245	1,360	652	1,000
1011612	533115	TRAVEL/TRAINING	-	-	555	500
1011612	533127	EQUIPMENT RENTAL	675	-	798	1,000
1011612	533130	INSURANCE	-	-	-	-
1011612	533135	COMMUNICATIONS	1,660	1,279	1,721	1,000
1011612	533140	PRINTING	731	732	933	1,000
TOTAL OPERATING-PURCH/CONT			49,242	47,859	50,241	48,500
60 CAPITAL						
1011612	601079	CIP VEHICLES	-	9,941	-	-
TOTAL WILDWOOD PARK			\$ 170,404	\$ 156,775	\$ 155,203	\$ 148,534
TOTAL CULTURE/RECREATION			\$ 4,078,089	\$ 3,742,524	\$ 3,827,065	\$ 3,600,461

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HOUSING/DEVELOPMENT

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

**Geographic Information Systems
Economic Development
Planning & Development
Code Compliance
Plan Review & Engineering
Extension Service
Forestry**

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- **Training and Committee Support:**
Sent GIS users to appropriate training, conferences, and workshops to increase proficiency in GIS applications and data development strategies. GIS Staff also trained internal departments in GIS and GPS use.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

- Training and Conferences:
 - URISA Users Conferences for Addressing
 - Maintained URISA Membership for department
 - ESRI Authorized Instructor status/Certified Instructor
 - ESRI training for ArcGIS10
 - NENA National Emergency Number Association
 - 3D Modeling and LiDAR Analysis
- Training provided to other departments:
 - Trained county employees using certified ESRI Intro to GIS course
 - Trained crews to use Trimble GPS equipment
 - Support for Martinez-Columbia Fire and Rescue
 - Conducted Maps Online training sessions to maximize productivity in the field.
- **Federal Agency support:**
 - US Census Bureau – Assisted census workers extensively in locating addresses for unreturned forms in the “Complete Count” process.
- **GIS Software Applications:**

Maintained and updated GIS applications for optimal use

 - Added and updated layers for Maps Online and GISmo based upon departmental and public requests
 - Upgraded GISmo desktop for individual department requests
 - Created custom ArcGIS map documents for Departments
 - Assisted Sheriff’s Office with GIS applications for their 911 and Crime Analysis OSSSI databases. Update data layers to improve 911 call location recognition
 - Continued to work with Martinez-Columbia Fire and Rescue with maintenance of Emergency Response GIS software, particularly pertaining to road address range updates and hydrant inventory.
 - Created Custom Columbia County Road Map and index grid for publication (2011 version)
- **Contracting:**

Maintained contracts with vendors providing specialized services

 - Fred Daniel Mapping Service (Tax Parcel and Plat boundary maintenance):
 - Maintained the parcel adjustment initiative and periodic updates of ownership boundaries
 - Streamlined parcel split information to more efficient digital file submittal to contractor
 - Increased efficiencies in data correction routines
 - Spatial Data (Aerial Photography/Orthophotography/Ground Modeling services):
 - Completed flight and orthorectification for county (flight in March 2011)
 - Resurveyed monumentation and installed signage for survey markers
 - Repaired/replaced monuments from 2009 survey

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

- Worked with vendor to QC planimetrics updates (contours, building footprints, impervious surface, roadways, curb and gutter, hydrography, digital elevation model, headwalls/retaining walls, pools, and decks/patios).
- **Addressing:**
 - Regular contributing member of Subdivision/Plat Plan Review
 - Munis Centralized Addressing, subdivisions, and roads module development
 - Streamlined addressing processes for both AS/400 and GIS uses
 - Continued QC of other AS/400 databases, such as Storm Water, Location Maintenance System, and Tax Assessor
 - Addressing of new development requests, as well as renumbering addresses
 - Provided addressing and final plats to 10 internal departments as filed with the Clerk of Court.
 - Provided addressing and plats to utility companies, post offices, 911, Martinez-Columbia Fire and Rescue, and Board of Education offices.
 - Maintained and updated data in AS400 for MUNIS Conversion
 - Updated comprehensive SOP for Addressing including road naming/renaming, plan review and day to day aspects of Addressing tasks.
 - Became the Columbia County Authority responsible for corrections, updates, and maintenance of the 911 National Intrado Master Street Address Guide (MSAG) and Primary Safety Answering Point (PSAP) by implementing Intrado/MSAG into GIS standard operating procedures
- **Departmental support:**
 - GIS provided mapping and analysis for the following departments and divisions as well as other services:
 - Development Services Division:
 - Coordinate creating a Standard Operation Procedure Manual for Development Services Division
 - EMA:
 - Assist in the Hazard Mitigation Plan Update
 - Emergency Response mapping projects
 - 5 mile drive analysis of potential fire department sites
 - Water/Sewer:
 - GPS data collection and integration of Water and Sewer Department's data into GIS library and software products
 - Processing and verification of Water and Sewer data from GPS crews
 - Storm Water:
 - Updated Storm Water GPS data from Engineering Department and created EPD maps of infrastructure
 - Planning: maintenance of GIS layers:
 - Zoning – rezonings and adjustment of boundaries to coincide with corrected parcel boundaries

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

- General/Administrative:
 - Census Layer boundary Corrections (Census Tracts and Traffic Zones)
 - City Limits and Annexations (established procedure for update)
 - Harlem Zoning
 - Harlem Historical Districts
 - Future Map for County Projects and improvements
 - Community and Leisure Services
 - Developed maps for Wildwood Park for online reservations and brochure
 - Broadband Utilities
 - Mapping and analysis to support crews
 - GPS support and collection of data
 - Facilities and Pre-Construction: Boat ramps, Landfill, Parade Routes, Parks, Un-surfaced Roads, Rest Areas
 - Finance: Compilation of construction costs and storm water inventory for yearly asset depreciation in accordance with GASB 34 reporting requirements
 - Sheriff's Office:
 - Crime Analysis: Sex Offender locations, Sex Offender "no-live" zones, Burglaries, Fatal Accidents
 - 911: Address and GIS support
 - Board of Elections: Voter District boundary analysis and modifications
 - 3D mapping analysis to determine terrain change, line of sight, and flooding simulations.
 - Data distribution to vendors/contractors
 - Data sales to individuals and agencies
-
- GPS projects currently underway
 - Community and Leisure Services:
 - Wildwood Park Disc Golf Courses
 - Bike, Horse, and Walking Trails
 - Camp sites and structures
 - Traffic Engineering:
 - GPS of sign infrastructure and condition
 - Traffic Intersection Signal Mapping/Inventory
 - Water Department:
 - Water Quality Sampling Sites
 - New Subdivision GPS inventory to include sanitary sewer, storm water, hydrants, valves and road centerlines
 - Historical sewer trunk line, hydrants, valves
 - Information Technology
 - Fiber optic cable mapping
 - Maintained map books for Storm Water Utility Maintenance, Sewer Service, and Broadband Utility Crews and contractors

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

GOALS FOR FY 11/12

- Asset Management Implementation: Enterprise-wide solution for Traffic Engineering, Water Utility, Sewer, and Storm Water inventory and assessment
- To be highly-vested in the ERP implementation so that the advantages of GIS enterprise-wide can be maximized.
- Fully implement the SQL server and SDE (Version 10) by migrating data structure to SDE to enhance data access speeds and data dissemination. This process includes building data models that will be flexible for future data developments.
- Continue with Addressing process to ensure accurate data and database compatibility. This process will serve as a central point for submission of subdivision data which will allow for timely updates of property boundaries and infrastructure data (water, sewer, storm water, roads, and building footprints)
- Extensive GPS effort to re-collect and locate missing problem areas for sewer, storm water, water system infrastructure.
- GPS data collection processing and conversion to GIS for all newly constructed areas, such as road, sewer, water, and storm water infrastructure.
- Update planimetrics for the entire county at the same low elevation. This will allow for updates of new construction as well as better resolution in the western section of the county. Implement planimetric layers to:
 - QC GPS data elevations
 - Determine accurate impervious surface for individual parcels
 - Update transportation network surfaces and types
 - Develop links and functionality to enable future use of building footprints with Munis permitting and addressing
 - Replace USGS hydrography layers with more accurate planimetric hydrography.
- Integrate new data with existing software applications and data library, and utilize the highly-accurate Digital Elevation Model in 3D modeling.
- Collect 3D Street Level Imagery using Earthmine Technology and deploy for use with inventory, assessment, and emergency response.
- Offer Introduction to ArcGIS courses for Columbia County employees (ESRI Certified)
- Conduct end-user training for GIS applications
- Upgrade Maps Online to allow use of Comparable Property and advanced searches
- Continue to QA/QC all GIS data layers to ensure spatial and attribute accuracy
- Continue to improve technical abilities by attending workshops, conferences, and training
- Integrate GIS into departments that could benefit from use

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

FUND/DEPARTMENT NUMBER: 1013

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
GIS Manager	1	1	1
GIS Projects Manager	1	1	1
GIS Technician IV	1	1	1
GPS/GIS Technician IV	1	1	1
GIS Planner	1	1	1
Addressing Technician I	1	1	1
TOTAL	6	6	6

BUDGET HIGHLIGHTS

There is an ever-increasing demand for data and addressing from both internal and external customers. With the continual parcel adjustment and update project, the GPS and database management tasks, the infrastructure inventory and information distribution has greatly improved. Addressing in the GIS department has allowed for the entire land records process to be streamlined from start to finish. The latest orthophotography was taken in the spring of 2011 and will be completely implemented in the 11/12 budget year to assist with tax assessment, development, site location analysis, emergency response, as well as other uses. The use of Maps Online has increased greatly for both the staff and the public. The speed and amount of information that is available online has improved, as well as the ease of use and flexibility of the application. GIS data holdings continue to be refined and maintained.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
70 HOUSING & DEVELOPMENT						
1013 GEOGRAPHIC INFORMATION SYSTEMS						
51 PERSONAL SERVICES						
1011013	511001	SAL/WAGES	\$ 205,368	\$ 239,720	\$ 232,496	\$ 278,353
1011013	511030	VACATION	17,728	21,205	24,013	-
1011013	511031	SICK LEAVE		10,508	9,984	-
1011013	511033	HOLIDAY	9,288	40,767	47,882	54,174
1011013	511051	EMPLOYEE MEDICAL	31,754	323	224	286
1011013	511052	GROUP LIFE INSURANCE	368	16,295	16,754	17,583
1011013	511053	RETIREMENT	16,342	21,408	21,031	21,820
1011013	511054	FICA	18,145	2,574	4,754	2,083
1011013	511055	WORK COMP	845	26,717	30,337	30,600
1011013	511060	EXPENSE ALLOWANCE	18,611	-	-	4,080
1011013	511070	UNEMPLOYMENT	201	238	237	248
TOTAL PERSONAL SERVICES			318,649	379,756	387,713	409,227
52 OPERATING-SUPPLIES						
1011013	522065	OFFICE SUPPLIES	409	-	-	-
1011013	522070	OPERATING SUPPLIES	4,123	8,660	9,617	6,000
1011013	522080	UTILITIES	15,793	19,146	19,814	-
1011013	522100	MINOR PROPERTY	13,186	16,413	-	-
1011013	522121	GAS/OIL/DEISEL	654	49	26	-
TOTAL OPERATING-SUPPLIES			34,165	44,267	29,458	6,000
53 OPERATING-PURCH/CONT						
1011013	533035	CONTRACT SERVICES	302,798	244,486	315,887	257,000
1011013	533063	EQUIPMENT REPAIRS	-	317	-	-
1011013	533095	VEH REPAIR	942	123	-	-
1011013	533115	TRAVEL/TRAINING	17,499	24,986	28,791	20,000
1011013	533120	DUES & SUBSCRIPTIONS	1,415	1,090	1,690	2,000
1011013	533135	COMMUNICATIONS	3,003	3,714	3,766	500
1011013	533140	PRINTING	-	180	-	-
TOTAL OPERATING-PURCH/CONT			325,656	274,896	350,135	279,500
60 CAPITAL						
1011013	601081	CIP MACH/EQUIPMENT	7,235	-	-	7,000
TOTAL GEOGRAPHIC INFORMATION			\$ 685,705	\$ 698,919	\$ 767,306	\$ 701,727

EXPENDITURE DETAIL

GENERAL FUND			Actual		Actual		Est. Actual		Budget
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
1510 ECONOMIC DEVELOPMENT									
51 PERSONAL SERVICES									
1011510	511001	SAL/WAGES	\$ 38,368	\$	87,521	\$	87,696	\$	91,800
1011510	511033	HOLIDAY	593		2,868		3,475		-
1011510	511051	EMPLOYEE MEDICAL	4,010		10,763		10,763		10,733
1011510	511052	GROUP LIFE INSURANCE	-		35		66		66
1011510	511053	RETIREMENT	2,996		7,069		7,104		7,154
1011510	511054	FICA	3,236		7,402		7,397		7,454
1011510	511055	WORK COMP	0		942		1,817		-
1011510	511060	EXPENSE ALLOWANCE	4,818		10,734		10,342		10,410
1011510	511070	UNEMPLOYMENT	35		81		81		82
TOTAL PERSONAL SERVICES			54,057		127,414		128,740		127,699
54 OPERATING-OTH COSTS									
1011510	544025	ECONOMIC DEVELOPMENT	815,683		713,410		137,303		129,301
TOTAL ECONOMIC DEVELOPMENT			\$ 869,740	\$	840,824	\$	266,043	\$	257,000

PLANNING DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011511

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

The Planning and Engineering Department is responsible for maintaining and implementing the Growth Management Plan, for review of development site plans, for administering the zoning and subdivision regulations, and for certain elements of the Geographic Information System. The department collaborates on implementing the County's Transportation System.

ACCOMPLISHMENTS FOR FY 2010/2011

- Added 'Building Design Ideas' section to the website to illustrate quality development.
- Completed Growth Management Plan 2010-2030 partial update.
- Completed Multi-family report and associated code changes.
- Completed PUD (Planned Unit Development Analysis) and associated code changes.
- Continued Comprehensive overview of County Development Codes.
- Completed Retail Spending Report, Outlet Report and Survey.
- Established an awards program to recognize outstanding development in the County.

GOALS FOR FY 2011/12

- Continue Comprehensive overview of County Development Codes.
- Review and rewrite Evans Town Center Overlay Ordinances.
- Develop a database for all commercial zoned parcels developed and undeveloped.
- Encourage re-development of business areas of Martinez.
- Retirement Study and Zoning code revisions.
- Install ESRI database for demographic data.
- Complete Codes for Plat Approvals.
- Continue Sign Code Revisions.

PLANNING DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011511

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Request for property & development information	1400	1600	1800
Number of rezoning & variance requests	46	30	40
Number of preliminary plats approved	18	10	15
Number of final plats approved	17	32	35
Number of final plats administratively reviewed	200	190	200
Number of preliminary subdivision lots processed	1036	300	500
Number of final subdivision lots processed	545	1000	1000
Architectural reviews processed	16	14	20

PERFORMANCE MEASURES

Category	Actual FY 08/09	Estimated FY 09/10	Forecast FY 10/11
Percentage of site plans reviewed within 5 days: Target 90%	98%	98%	98%
Percentage of individual subdivision plats approved within 24 hours: Target 95%	95%	98%	98%

PLANNING DEPARTMENT

FUND/DEPARTMENT NUMBER: 1011511

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Planning & Engineering Division Manager	0	1	1
Planning Manager	1	0	0
Planner II	2	2	2
*Customer Service Rep	0	1/2	0
Planning Specialist III	1	1	1
Total	4	4 1/2	4

*Customer Service Rep (Katherine Cox) was shared (1/2) Planning and (1/2) Building Standards

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles			
Heavy Equipment			
Vehicle Allowances	3	3	3
Total	3	3	3

BUDGET HIGHLIGHTS

One Planner position became open and we are in the process of getting that filled. Professional standards have been maintained and general operating costs have decreased.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1511 PLANNING & DEVELOPMENT						
51 PERSONAL SERVICES						
1011511	511001	SAL/WAGES	\$ 222,179	\$ 167,881	\$ 144,564	\$ 209,307
1011511	511030	VACATION	28,081	8,964	6,043	-
1011511	511033	HOLIDAY	9,506	5,163	13,202	-
1011511	511050	FRINGE BENEFITS	-	-	-	10,331
1011511	511051	EMPLOYEE MEDICAL	33,481	28,109	26,154	25,395
1011511	511052	GROUP LIFE INSURANCE	162	30	9	-
1011511	511053	RETIREMENT	20,819	14,026	12,942	14,644
1011511	511054	FICA	22,023	14,982	13,315	17,393
1011511	511055	WORK COMP	1,584	1,804	2,994	4,500
1011511	511060	EXPENSE ALLOWANCE	45,603	23,641	19,319	29,070
1011511	511070	UNEMPLOYMENT	193	108	88	183
TOTAL PERSONAL SERVICES			383,630	264,708	238,628	310,823
52 OPERATING-SUPPLIES						
1011511	522040	POSTAGE	99	360	1,239	3,000
1011511	522070	OPERATING SUPPLIES	9,634	5,265	6,298	6,000
1011511	522080	UTILITIES	17,086	13,408	12,456	-
1011511	522100	MINOR PROPERTY	4,843	8,427	2,203	3,000
1011511	522130	BOOKS & REPORTS	582	370	288	800
TOTAL OPERATING-SUPPLIES			32,244	27,830	22,484	12,800
53 OPERATING-PURCH/CONT						
1011511	533035	CONTRACT SERVICES	12,305	10,619	14,803	24,000
1011511	533105	PER DIEM FEES	9,000	9,000	9,000	9,000
1011511	533115	TRAVEL/TRAINING	5,856	3,021	11,883	12,000
1011511	533120	DUES & SUBSCRIPTIONS	1,984	1,353	1,981	2,100
1011511	533135	COMMUNICATIONS	2,837	2,603	5,032	4,000
1011511	533140	PRINTING	856	987	1,442	6,000
TOTAL OPERATING-PURCH/CONT			32,839	27,584	44,141	57,100
60 CAPITAL						
1011511	601081	CIP MACH/EQUIPMENT	10,000	-	-	3,500
TOTAL PLANNING & DEVELOPMENT			\$ 458,712	\$ 320,122	\$ 305,253	\$ 384,223

PLAN REVIEW / ENGINEERING DEPARTMENT

DEPARTMENT NUMBER: 1513

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

Facilitate the review process of all civil and architectural plans.

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

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

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

PLAN REVIEW / ENGINEERING DEPARTMENT

DEPARTMENT NUMBER: 1513

Manage the Columbia County Street Light Program.

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

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

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

ACCOMPLISHMENTS FOR FY 2010/2011

- Maintained plan review turn-around time at an average of three (3) days.
- Started LOMR (Letter of Map Revision) in Betty's Branch.
- Completed the update to Sections 90-133 (Off Street Parking) of the Columbia County Code of Ordinance.
- Completed the update for Sections 74-39 (Final Plat of Record) and Section 74-40 (Recorded Plats) of the Columbia County Code of Ordinance.
- Updated Section 90-140 (Landscaping) of the Columbia County Code of Ordinance.
- Restructure of the division has streamlined and enabled us to improve with our Customer Service.

GOALS FOR FY 2011/12

- Complete revisions to the County Development Standards.
- Obtain funds to purchase license for electronic plan review process.
- Finish LOMR (Letter of Map Revision) in Betty's Branch.
- Improve Customer Service Rating.
- Rewrite Street Light Policy Ordinance.
- Assist in the update to the Sign Ordinance.
- Improve access to public information.
- Maintain plan review efficiency.
- Maintain efficiency with Customer Service.
- Maintain site inspections program.
- Cross train inspectors to increase efficiency.

PLAN REVIEW / ENGINEERING DEPARTMENT

DEPARTMENT NUMBER: 1513

- Maintain certifications for employees.
- Obtain new certifications for employees where needed.
- Maintain coordination with other County divisions to enhance work efficiency.
- Assist with Ordinance Marketing decisions.
- Increase ratio of proactive to reactive actions.

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Infrastructure Inspections within 24 hours	98%	98%	98%
Resolution of Complaints/Violations within 24 hours	98%	98%	98%
Assist citizens with the Flood Insurance Program & provide needed/requested information within 24 hours	98%	100%	100%
Complete Development Plan Review within five work days	98%	100%	100%
Subdivision Plans Reviewed	20	70	20
Commercial Plans Reviewed	54	20	30
Subdivision Final Plats Reviewed	29	25	15

PLAN REVIEW / ENGINEERING DEPARTMENT

DEPARTMENT NUMBER: 1513

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Infrastructure Inspections within 24 hours	95%	98%	98%
Resolution of Complaints/Violations within 24 hours	95%	98%	98%
Assist citizens with the Flood Insurance Program & provide needed/requested information within 24 hours	98%	100%	100%
Complete Development Plan Review within five work days	98%	100%	100%

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Building & Commercial Division Manager	0	1	1
Engineering Manager	1	1	0
Plan Review/Engineering Manager	0	1	1
Environmental Development Manager	0	0	1
Engineering Inspector	5	2	2
Code Enforcement Inspector	0	0	2
Erosion & Sediment Control Inspector	2	2	0
ES&PC Reviewer	1	1	1
Administrative Specialist	1	1	0
Clerk IV	0	0	0
Customer Service Specialist	1	1	1
Total	11	10	9

PLAN REVIEW / ENGINEERING DEPARTMENT

DEPARTMENT NUMBER: 1513

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	7	3	5
Vehicle Allowances	1	2	2
Total	8	5	7

BUDGET HIGHLIGHTS

Due to restructuring, three departments have been combined into one. The Engineering and Code Enforcement Department have been combined with the Plan Review Department creating Plan Review/Engineering Department. Code Enforcement Department is now called Environmental Development Department which falls within the Plan Review/Engineering Department.

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1512 CODE COMPLIANCE						
51 PERSONAL SERVICES						
1011512	511001	SAL/WAGES	\$ 197,190	\$ 176,037	\$ 98,269	\$ -
1011512	511030	VACATION	12,227	14,217	6,696	-
1011512	511031	SICK LEAVE	-	397	-	-
1011512	511033	HOLIDAY	8,834	8,021	6,313	-
1011512	511051	EMPLOYEE MEDICAL	39,997	32,542	16,975	-
1011512	511052	GROUP LIFE INSURANCE	382	257	90	-
1011512	511053	RETIREMENT	14,629	12,203	6,488	-
1011512	511054	FICA	16,284	14,942	8,500	-
1011512	511055	WORK COMP	1,362	1,894	1,991	-
1011512	511060	EXPENSE ALLOWANCE	10,825	10,011	6,319	-
1011512	511070	UNEMPLOYMENT	184	167	94	-
TOTAL PERSONAL SERVICES			301,914	270,689	151,735	-
52 OPERATING-SUPPLIES						
1011512	522040	POSTAGE	3,407	2,233	156	-
1011512	522065	OFFICE SUPPLIES	-	33	-	-
1011512	522070	OPERATING SUPPLIES	2,918	4,830	1,830	-
1011512	522080	UTILITIES	15,164	14,060	-	-
1011512	522121	GAS/OIL/DEISEL	5,123	5,205	3,968	-
1011512	522130	BOOKS & REPORTS	374	-	-	-
TOTAL OPERATING-SUPPLIES			26,985	26,361	5,955	-
53 OPERATING-PURCH/CONT						
1011512	533035	CONTRACT SERVICES	9,182	7,860	18	-
1011512	533095	VEH REPAIR	899	362	529	-
1011512	533115	TRAVEL/TRAINING	1,536	2,083	1,555	-
1011512	533120	DUES & SUBSCRIPTIONS	250	210	-	-
1011512	533135	COMMUNICATIONS	5,940	2,403	14	-
1011512	533140	PRINTING	2,090	925	40	-
TOTAL OPERATING-PURCH/CONT			19,897	13,844	2,155	-
TOTAL CODE COMPLIANCE			\$ 348,796	\$ 310,893	\$ 159,845	\$ -

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

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1513 PLAN REVIEW & ENGINEERING						
51 PERSONAL SERVICES						
1011513	511001	SAL/WAGES	\$ 41,134	\$ 45,637	\$ 298,490	\$ 405,023
1011513	511030	VACATION	4,393	2,263	32,728	-
1011513	511031	SICK LEAVE	-	-	6,004	-
1011513	511033	HOLIDAY	1,918	2,154	13,066	-
1011513	511050	FRINGE BENEFITS	-	-	-	6,811
1011513	511051	EMPLOYEE MEDICAL	11,206	11,404	64,309	73,019
1011513	511052	GROUP LIFE INSURANCE	65	49	281	322
1011513	511053	RETIREMENT	4,693	4,799	32,016	27,152
1011513	511054	FICA	4,062	4,106	26,450	30,059
1011513	511055	WORK COMP	381	492	6,226	2,000
1011513	511060	EXPENSE ALLOWANCE	10,825	10,011	21,389	21,540
1011513	511070	UNEMPLOYMENT	47	48	297	323
TOTAL PERSONAL SERVICES			78,725	80,963	501,257	566,249
52 OPERATING-SUPPLIES						
1011513	522040	POSTAGE	1	-	62	500
1011513	522070	OPERATING SUPPLIES	-	-	2,624	17,000
1011513	522080	UTILITIES	3,163	3,645	29,626	-
1011513	522121	FUEL	-	-	15,654	20,000
1011513	522130	BOOKS & REPORTS	-	-	317	1,000
TOTAL OPERATING-SUPPLIES			3,164	3,645	48,283	38,500
53 OPERATING-PURCH/CONT						
1011513	533001	PROFESSIONAL FEES	-	-	-	5,000
1011513	533035	CONTRACT SERVICES	1,915	1,920	14,576	1,000
1011513	533095	VEHICLE REPAIRS	-	-	64	7,000
1011513	533115	TRAVEL/TRAINING	-	-	1,399	10,000
1011513	533120	DUES & SUBSCRIPTIONS	-	-	-	500
1011513	533135	COMMUNICATIONS	444	519	5,902	7,000
1011513	533140	PRINTING	-	-	-	2,000
TOTAL OPERATING-PURCH/CONT			2,360	2,439	21,941	32,500
54 OPERATING-OTHER COSTS						
1011513	544001	MISCELLANEOUS	-	-	107	1,600
TOTAL PLAN REVIEW & ENGINEER			\$ 84,249	\$ 87,047	\$ 571,587	\$ 638,849

Extension Service DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1514

MISSION STATEMENT

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

VISION STATEMENT

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

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

DEPARTMENT DESCRIPTION

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

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

Extension Service DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1514

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

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

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

ACCOMPLISHMENTS FOR FY 10/11

Agriculture/Horticulture and Natural Resources

- **Increased number of Master Gardener volunteers.** Due to attrition and the reduction in hours for a horticulture/agriculture agent; additional Master Gardeners were called on to volunteer in the office to field the mass numbers of calls coming into the office related to horticulture/agriculture and natural resources.

Beautification of the grounds at the Martinez Post Office is a major project initiated by Master Gardeners who have contributed nearly 500 hours to the Extension program in Columbia County.

- **Soil, Water, Lab Tests Submitted.** 782 samples were submitted to the University of Georgia's Environmental Services Laboratory for testing for Columbia County clientele. 755 were for soil test analysis; remaining tests were for animal waste mineral and nitrogen, plant disease analysis, water microbiology tests and water quality (lead and other minerals)

Extension Service DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1514

Columbia County 4-H Youth Programs

- **Columbia County 4-H** became the avenue for the **Water and Sewage Department to implement their best management plan by the required deadline.** This regulation is imposed by EDP to educate youth in water conservation and quality; specifically storm water education by the required deadline. 4-H presented programs in 76 5th grade classrooms with more than 2,200 students involved.
- The partnership **Columbia County 4-H and Toastmasters International** began eight years ago, and is still a strong partnership today. The “Master Toastmaster” instructors have volunteered more than 320 hours and graduated over 200 students. The program includes speeches and participation by all graduates. One parent recently commented, “**Tim would have never gotten through his Senior Project at school if he had not taken your program**”. Another parent called to tell me about his child Ivana’s achievements, “Ivana would have never won national FCCLA honors if it had not been for the leadership and public speaking skills she has gained through 4-H”.
- **Columbia County 4-H’ers raises \$2,892.44 for the local Salvation Army’s Red Kettle Campaign** and was recognized at the Salvation Army’s Awards Recognition Ceremony for having largest Red Kettle donation in the CSRA. In addition to volunteering to ring the bell, each of over 80 4-H clubs made their own Red Kettles to collect donations. During the past twelve years time Columbia County 4-H’ers have raised more than \$25,000.00 to support the Salvation Army’s efforts.

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

- **4-H Volunteers:** 435 Volunteers gave 1826 hours to the Extension program; valued at \$24,307 in salary savings.

Family & Consumer Sciences

- **Family & Consumer Science Safe-Serv** managers’ and employees’ trainings for food establishments in Columbia County. Eighteen Safe-Serv managers received certification.
- **Childcare Providers** attended Family and Consumer Sciences program on nutrition and menu planning. Two hours of formal instruction was earned by each childcare provider.

Extension Service DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1514

GOALS FOR FY 11/12

1. With continued budgetary constraints; increase the number of volunteers in Extension programs by 20% during the year to continue to provide the quality of service for clients.
2. With the retirement of the county horticulture/agriculture agent a Master Gardener Volunteer Coordinator will be recruited. This individual will be a volunteer responsible for training other Master Gardeners to work in the office. Responsibilities will include establishing a calendar of individuals to come into the office and field the mass numbers of calls coming into the office related to horticulture/agriculture and natural resources questions.
3. Work with the Columbia County officials to relocate the Extension office to better meet the needs of the community.
4. With this relocation Columbia County Extension will use additional resources from the University of Georgia to establish an educational center. The center will provide a wider variety of services and educational programs from local extension agents, the College of Agriculture and Environmental Sciences, College of Family and Consumer Sciences and additional support from University of Georgia specialists, and the Fanning Institute.
5. Work with the Extension Advisory Leadership Board to advocate to Columbia County Government and University of Georgia administrators the need to hire a County Extension Agent for Agriculture/Horticulture and Natural Resources as soon as possible.

Extension Service DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1514

PERFORMANCE MEASURES

Summary of Educational Efforts with Local Clients

January 1, 2010 - December 31, 2010

SUMMARY

TOTAL PLANNED PROGRAMS & ACTIVITIES	799 PROGRAMS	22,961 INDIVIDUALS
TOTAL COMMUNICATIONS, OFFICE AND SITE VISITS		33,226 INDIVIDUALS
TOTAL MASS MEDIA COMMUNICATION CONTACTS		2,252,600 CONTACTS
VOLUNTEERS/DONATIONS/IN-KIND SERVICES		Total Value \$79,722.00

Extension Planned Programs and Activities

Agriculture and Natural Resources		
Adult & Youth Programs	21 Programs	3,322 Individuals
4-H Youth		
4-H Club Meetings (77 Cloverleaf, 8 Middle Schools & 1 High School County Council)	539 Meetings	13,911 Individuals
Other 4-H Programs, Service Leadership & Citizenship	234 Programs	5,670 Individuals
Family and Consumer Sciences		
Adult Programs	5 Programs	58 Individuals
TOTAL PLANNED PROGRAMS & ACTIVITIES	799 PROGRAMS	22,961 INDIVIDUALS

Helping People / Individualized communications/ in office and site visits

Face to Face Contacts		
ANR, 4-H, & FACS		7,872 Individuals
People helped on the phone		
ANR, 4-H, & FACS		8,876 Individuals
People helped through individualized written communication		
ANR, 4-H & FACS		16,478 Individuals
TOTAL WRITTEN COMMUNICATIONS, OFFICE AND SITE VISITS		33,226 INDIVIDUALS

People helped through mass media communications

Media Classification	Number of Items	Total Audience Reached
Newsletters, Articles, Info Sheets, Letters, Etc.	239	79,200
Radio Spots	14	812,000
Newspaper Articles	52	1,362,400
TOTAL MASS MEDIA COMMUNICATIONS	305	2,252,600

Volunteer Contributions/Donations/In-Kind Services

Volunteer Hours	2,827 Hours	Value \$28,270.00
Donations/In-Kind Support		Value \$51,452.00
VOLUNTEERS/DONATIONS/IN-KIND SERVICES		Total Value \$79,722.00

Extension Service DEPARTMENT

FUND/DEPARTMENT NUMBER: 101/1514

STAFFING

Position	Actual FY 10/11	Estimated FY 11/12	Forecast FY 12/13
Part Time County Extension Agent, A&NR (19 hrs.)	1 (July – Dec)	0	0
Full Time County Extension Agent, A&NR	0	1*	1*
County Extension Agent, 4-H Youth Development	1*	1*	1*
Administrative Office Coordinator	1	1	1
Full Time Program Asst	1 (July-Oct) 1 (April-June)	1	1
Part Time Program Asst (19 hrs)	1 (July-March) 0 (April –June)	0	1
Sizemore Seasonal Staff	4	4	4
Total	8.5	8	9

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

EXPENDITURE DETAIL

GENERAL FUND			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
1514 EXTENSION SERVICE						
51 PERSONAL SERVICES						
1011514	511001	SAL/WAGES	\$ 30,547	\$ 31,025	\$ 9,409	\$ 28,746
1011514	511030	VACATION	4,710	10,259	1,593	-
1011514	511031	SICK LEAVE	-	6,358	1,734	-
1011514	511033	HOLIDAY	1,433	1,779	221	-
1011514	511050	FRINGE BENEFITS	-	-	-	8,279
1011514	511051	EMPLOYEE MEDICAL	-	-	1,213	-
1011514	511052	GROUP LIFE INSURANCE	65	49	12	-
1011514	511053	RETIREMENT	2,938	10,307	2,580	-
1011514	511054	FICA	2,798	3,777	934	1,782
1011514	511055	WORK COMP	27	333	188	100
1011514	511070	UNEMPLOYMENT	29	40	10	-
TOTAL PERSONAL SERVICES			42,547	63,926	17,894	38,907
52 OPERATING-SUPPLIES						
1011514	522070	OPERATING SUPPLIES	2,745	1,832	1,550	1,550
1011514	522080	UTILITIES	2,349	2,478	802	-
1011514	522100	MINOR PROPERTY	-	-	-	400
TOTAL OPERATING-SUPPLIES			5,094	4,310	2,352	1,950
53 OPERATING-PURCH/CONT						
1011514	533035	CONTRACT SERVICES	41,056	29,285	30,644	36,422
1011514	533055	O/S SVCS-TEMP EMPLOYEES	14,504	14,924	19,895	14,450
1011514	533060	GENERAL SERVICES	-	-	15,216	16,000
1011514	533115	TRAVEL/TRAINING	21,465	17,922	17,255	18,290
1011514	533120	DUES & SUBSCRIPTIONS	360	60	-	170
1011514	533126	RENT - COM	10,682	17,718	-	-
1011514	533135	COMMUNICATIONS	556	490	296	780
TOTAL OPERATING-PURCH/CONT			88,623	80,399	83,307	86,112
TOTAL EXTENSION SERVICE			\$ 136,264	\$ 148,635	\$ 103,553	\$ 126,969

FORESTRY SERVICES

FUND/DEPARTMENT NUMBER: #101-1613

MISSION STATEMENT

To enhance all the quality of life for all citizens of Georgia by providing leadership in the protection, management, and wise use of all forests.

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 10/11

- Responded to 10 wildland fires
- Collected 260 lbs. of seeds and sold 13,783 seedlings
- Issued 10,239 burn permits
- Handled 52 management cases totaling 1,817 acres
- Provided education programs for 3645 children and 1162 adults
- Additional detailed information is listed in the 2010 Annual Report

GOALS FOR FY 11/12

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

FORESTRY SERVICES

FUND/DEPARTMENT NUMBER: #101-1613

BUDGET HIGHLIGHTS

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

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

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

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

EXPENDITURE DETAIL

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
GENERAL FUND						
1613 FORESTRY						
52 OPERATING-SUPPLIES						
1011613	522001	UNIFORMS	\$ 403	478.45	374.26	525
1011613	522070	OPERATING SUPPLIES	\$ 34	673.4	309.58	675
TOTAL	OPERATING-SUPPLIES		\$ 437	1151.85	683.84	1200
53 OPERATING-PURCH/CONT						
1011613	533035	CONTRACT SERVICES	\$ 4,902	4280.7	9883.91	9891
1011613	533055	O/S SVCS-TEMP EMPLOYEES	\$ 9,075	8820	8407.88	8320
1011613	533120	DUES & SUBSCRIPTIONS	\$ 78	90	90	90
1011613	533135	COMMUNICATIONS	\$ 594	372.2	538.67	670
TOTAL	OPERATING-PURCH/CONT		\$ 14,649	13562.9	18920.46	18971
TOTAL	FORESTRY		<u>\$ 15,086</u>	<u>\$ 14,715</u>	<u>\$ 19,604</u>	<u>\$ 20,171</u>
TOTAL	HOUSING & DEVELOPMENT		<u>\$ 2,598,552</u>	<u>\$ 2,421,156</u>	<u>\$ 2,193,192</u>	<u>\$ 2,128,939</u>
TOTAL	GENERAL FUND		<u>\$ 53,292,053</u>	<u>\$ 55,226,400</u>	<u>\$ 52,405,648</u>	<u>\$ 55,126,087</u>

SPECIAL REVENUE FUNDS

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

BUILDING STANDARDS DEPARTMENT

201/2010

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

ACCOMPLISHMENTS FOR FY 2010/2011

- Provided a seminar to general contractors on an introduction to the 2009 building code.
- Completed cross training of personnel to accommodate any areas in building inspection.
- Continuous growth and training for all inspectors.
- Worked directly with Tyler Technology to perfect MUNIS for permits and inspections, resulting in more efficient communication to the customers, contractors, and co-workers.

BUILDING STANDARDS DEPARTMENT

201/2010

GOALS FOR FY 2011/2012

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

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Buildings to be inspected	1,020	1,121	1,300
Fire Marshal Activity	2,000	2,600	2,800
Plan Review Activity	150	120	130

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Permits Issued for Inspection	5,563	6,000	6500
Fire Marshal Activity	2,200	2,600	2500
Plan Review Activity	140	120	110

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Division Director	1	1	1
Department Manager	2	1	2
Administrative	3	3	2
Inspectors	11	11	12
Customer Service Representative	2	2	3
Total	19	18	20

BUILDING STANDARDS DEPARTMENT

201/2010

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	11	9	10
Heavy Equipment	0	0	0
Vehicle Allowances	2	2	2
Total	13	11	12

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

BUILDING STANDARDS FUND

			Actual FY 2009		Actual FY 2010		Est. Actual FY 2011		Budget FY 2012
70 HOUSING & DEVELOPMENT									
2010 BUILDING&COMMERCIAL SERVICES									
51 PERSONAL SERVICES									
2012010	511001	SAL/WAGES	\$ 655,308	\$	661,457	\$	652,562	\$	791,597
2012010	511030	VACATION	54,699		66,460		79,268		-
2012010	511031	SICK LEAVE	4,729		4,649		1,954		-
2012010	511033	HOLIDAY	31,618		29,716		31,646		-
2012010	511050	FRINGE BENEFITS	-		-		-		14,064
2012010	511051	EMPLOYEE MEDICAL	96,015		103,307		101,641		99,205
2012010	511052	GROUP LIFE	1,050		755		494		669
2012010	511053	RETIREMENT	47,463		50,816		51,397		49,092
2012010	511054	FICA	55,500		56,461		56,473		57,590
2012010	511055	WORK COMP	4,819		7,121		13,407		13,000
2012010	511060	EXPENSE ALLOWANCE	19,371		17,915		13,432		17,340
2012010	511070	UNEMPLOYMENT	615		-		-		40,744
2012010	511080	PERSONNEL	-		623		623		604
TOTAL PERSONAL SERVICES			971,186		999,280		1,002,897		1,083,905
52 OPERATING-SUPPLIES									
2012010	522040	POSTAGE	1,241		1,766		1,579		1,425
2012010	522070	OPERATING	9,193		13,853		10,655		12,000
2012010	522100	MINOR PROPERTY	1,294		2,791		6,544		10,000
2012010	522120	VEHICLE/EQUIPMENT	-		-		-		4,000
2012010	522121	GAS/OIL/DEISEL	19,123		20,171		22,648		25,000
2012010	522130	BOOKS & REPORTS	1,468		599		2,847		3,000
TOTAL OPERATING-SUPPLIES			32,318		39,180		44,272		55,425
53 OPERATING-PURCH/CONT									
2012010	533002	ATTORNEY FEES	873		1,394		203		1,500
2012010	533035	CONTRACT SERVICES	375		-		2,005		900
2012010	533060	GENERAL SERVICES	9,101		14,724		17,895		18,000
2012010	533070	CASUALTY EXPENSE	4,976		7,331		851		11,654
2012010	533095	VEH REPAIR	3,632		4,678		7,825		5,500
2012010	533115	TRAVEL/TRAINING	4,205		2,253		11,920		9,500
2012010	533120	DUES & SUBSCRIPTIONS	365		473		998		425
2012010	533130	INSURANCE	5,677		15,594		7,112		7,227
2012010	533135	COMMUNICATIONS	29,827		35,949		32,825		24,000
2012010	533140	PRINTING	4,544		1,992		2,451		500
TOTAL OPERATING-PURCH/CONT			63,574		84,388		84,084		79,206
54 OPERATING-OTH COSTS									
2012010	544001	MISCELLANEOUS	-		1,635		-		500
55 OPERATING-INTFND CHG									
2012010	555001	COUNTY SVS	84,464		51,340		49,038		52,990
TOTAL BUILDING STANDARDS FUND			\$ 1,151,543	\$	1,175,823	\$	1,180,291	\$	1,272,026

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
LIBRARY BOARD FUND						
60 CULTURE/RECREATION						
2603 LIBRARY BOARD						
52 OPERATING-SUPPLIES						
2032603	522070	OPERATING	\$ 4,460	\$ 2,989	\$ 7,533	\$ 10,000
2032603	522130	BOOKS & REPORTS	105,009	119,356	79,222	100,000
TOTAL	OPERATING-SUPPLIES		109,469	122,345	86,755	110,000
54 OPERATING-OTH COSTS						
2032603	544035	11501 SPANISH EDUCATION	392	-	-	-
TOTAL	LIBRARY BOARD		\$ 109,862	\$ 122,345	\$ 86,755	\$ 110,000

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
RECREATION ADVISORY BOARD FUND						
60 CULTURE/RECREATION						
2611 RECREATION ADVISORY BOARD						
52 OPERATING-SUPPLIES						
2042611	522070	OPERATING	\$ 13,635	\$ 15,418	\$ 17,137	\$ 15,992
53 OPERATING-PURCH/CONT						
2042611	533080	SPECIAL PROJECTS	8,223	8,000	8,000	8,000
54 OPERATING-OTH COSTS						
2042611	544001	MISCELLANEOUS	4,427	3,833	5,013	2,953
TOTAL	RECREATION ADVISORY BOARD		\$ 26,284	\$ 27,251	\$ 30,150	\$ 26,945

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
<i>STREET LIGHTS FUND</i>						
40 PUBLIC WORKS						
2050 STREET LIGHTS						
52 OPERATING-SUPPLIES						
2052050	522040	POSTAGE	\$ -	\$ 108	\$ 58	\$ 100
2052050	522070	OPERATING MATERIALS	190	171	30	300
2052050	522080	UTILITIES	1,410,505	1,427,673	1,584,997	1,500,000
2052050	522082	STREET LIGHTS	106,245	96,499	86,399	115,000
TOTAL	STREET LIGHTS FUND		<u>\$ 1,516,940</u>	<u>\$ 1,524,451</u>	<u>\$ 1,671,484</u>	<u>\$ 1,615,400</u>

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
911 FUND						
30 PUBLIC SAFETY						
2313 SHERIFF'S 911						
51 PERSONAL SERVICES						
2112313	511001	SAL/WAGES	\$ 613,214	\$ 709,056	\$ 745,462	\$ 845,734
2112313	511004	OVERTIME	91,431	84,555	94,072	100,000
2112313	511030	VACATION	60,158	58,046	62,206	-
2112313	511031	SICK LEAVE	7,537	3,243	297	-
2112313	511033	HOLIDAY	33,306	29,376	35,466	-
2112313	511050	FRINGE BENEFITS	-	-	-	-
2112313	511051	EMPLOYEE MEDICAL	109,948	134,719	152,260	152,324
2112313	511052	GROUP LIFE	1,065	930	794	1,088
2112313	511053	RETIREMENT	51,968	53,451	57,474	53,494
2112313	511054	FICA	58,576	63,653	67,180	59,993
2112313	511055	WORK COMP	5,145	7,721	17,189	13,000
2112313	511060	EXPENSE ALLOWANCE	6,869	3,391	2,140	480
2112313	511070	UNEMPLOYMENT	653	709	731	659
TOTAL PERSONAL SERVICES			1,039,868	1,148,851	1,235,271	1,226,772
52 OPERATING-SUPPLIES						
2112313	522001	UNIFORMS	1,003	4,585	3,614	7,100
2112313	522070	OPERATING	8,768	20,128	19,531	21,000
2112313	522080	UTILITIES	128	-	-	-
2112313	522100	MINOR PROPERTY	24,801	1,877	348	4,650
2112313	522121	GAS/OIL/DEISEL	-	-	-	2,500
TOTAL OPERATING-SUPPLIES			34,700	26,590	23,493	35,250
53 OPERATING-PURCH/CONT						
2112313	533035	CONTRACT SERVICES	66,211	60,386	54,221	83,000
2112313	533050	CONTRACT WIRELESS SVC	84,556	64,816	70,583	200,000
2112313	533064	GEN REPAIR	947	3,202	10,375	10,000
2112313	533095	VEH REPAIR	33	180	118	2,500
2112313	533115	TRAVEL/TRAINING	7,472	9,339	17,883	28,937
2112313	533120	DUES & SUBSCRIPTIONS	2,294	3,154	2,428	8,418
2112313	533130	INSURANCE	867	-	-	-
2112313	533135	COMMUNICATIONS	137,291	149,982	162,057	150,000
TOTAL OPERATING-PURCH/CONT			299,670	291,059	317,665	482,855
54 OPERATING - OTHER COSTS						
2112313	544007	OPERATING CONTINGENCY	-	-	-	305,499
58 OTHER FINANCING USES						
2112313	588001	INTERFUND TRANSFERS	154,553	-	-	-
60 CAPITAL						
2112313	601076	CIP BUILDINGS	-	-	-	15,000
2112313	601081	CIP MACH/EQUIPMENT	-	442,508	-	3,494
2112313	601082	HEAVY EQUIPMENT	-	-	-	-
2112313	601090	CIP OTHER	-	-	-	16,130
TOTAL CAPITAL			-	442,508	-	34,624
TOTAL SHERIFF'S 911 FUND			\$ 1,528,792	\$ 1,909,008	\$ 1,576,430	\$ 1,779,501

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
DRUG COURT FUND						
20 JUDICIAL						
2120 DRUG COURT						
53 OPERATING-PURCH/CONT						
2122120	533035	CONTRACT SERVICES	\$ -	\$ 5,000	\$ 33,036	\$ 25,000
TOTAL	DRUG COURT		\$ -	\$ 5,000	\$ 33,036	\$ 25,000

DRUG ABUSE TREATMENT EDUCATION FUND

50 HEALTH & WELFARE						
2130 DRUG ABUSE TREATMENT						
58 OTHER FINANCING USES						
2132130	588001	INTERFUND	\$ 40,000	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL	DRUG ABUSE TREATMENT		\$ 40,000	\$ 25,000	\$ 25,000	\$ 25,000

SUPPLEMENTAL JUVENILE SERVICES FUND

20 JUDICIAL						
2214 SUPPLEMENTAL JUVENILE SERV						
52 OPERATING-SUPPLIES						
2142214	522070	OPERATING	\$ 108	\$ 217	\$ 755	\$ -
53 OPERATING-PURCH/CONT						
2142214	533001	PROFESSIONAL FEES	17,087	21,733	29,641	30,000
54 OPERATING-OTH COSTS						
2142214	544001	MISCELLANEOUS	11,763	14,262	18,765	20,000
60 CAPITAL						
2142214	601081	CIP MACH/EQUIPMENT	-	-	-	-
TOTAL	SUPPLEMENTAL JUVENILE		\$ 28,958	\$ 36,212	\$ 49,161	\$ 50,000

DETENTION CENTER FUND

30 PUBLIC SAFETY						
2310 DETENTION CENTER						
58 OTHER FINANCING USES						
2152310	588001	INTERFUND TRANSFERS	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
TOTAL	JAIL FUND		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000

FEDERAL ASSET SHARING FUND

30 PUBLIC SAFETY						
2311 FEDERAL ASSET SHARING						
53 OPERATING-PURCH/CONT						
2212311	533081	SPECIAL FUNDS EXPENSE	\$ -	\$ -	\$ 45,074	\$ 20,000
TOTAL	FEDERAL ASSET SHARING		\$ -	\$ -	\$ 45,074	\$ 20,000

STATE CONDEMNATION FUND

30 PUBLIC SAFETY						
2312 STATE CONDEMNATION						
54 OPERATING-OTH COSTS						
2222312	544005	CONDEMNATION	\$ 63,048	\$ 9,504	\$ 181,262	\$ 50,000
TOTAL	STATE CONDEMNATION FUND		\$ 63,048	\$ 9,504	\$ 181,262	\$ 50,000

RENTAL FACILITIES & VENUES DEPARTMENT

223/2020 AND 2022

MISSION STATEMENT

Strive to meet expenditures with revenue while providing quality facilities for local residents and businesses to host special events, meetings, performances and family events.

VISION STATEMENT

Offer quality venues at a competitive price for any type of event while exceeding the expectations of all clients. Out-perform like facilities in the area in effectiveness, efficiency and overall number of events and guests.

DEPARTMENT DESCRIPTION

The Rental Facilities & Venues Department is responsible for maintaining, staffing, promoting, selling, booking and executing all events within the departmental facilities which include; Savannah Rapids Pavilion, the Historic Canal Headgates Buildings, the JSH Performing Arts Center, Amphitheater, Memorial Gardens, Eubank Blanchard Center, and several picnic pavilions. This department will also begin oversight of the future Gateway Exhibition Center and all rentable structures within the Evans Towne Center Park.

ACCOMPLISHMENTS FOR FY 09/10

- Designed and printed new post cards for the newly developed south portion of Savannah Rapids Park.
- Developed marketing materials for IAEE website, 13,000 event planners and venue managers use this as a reference website.
- Increased revenue by 4% over previous year.
- Coordinated with Facility Services on Phase II of Canal Headgates development.
- Changed Production Services policies to include more options for clients.

GOALS FOR FY 10/11

- Coordinate with Facilities Services on restroom facility design for SRP Park.
- Develop new marketing strategies to attract outside user groups for all facilities.
- Coordinate with B&C and Facilities Services on the development and design of the Gateway Exhibition Center.
- Develop and implement ETCP policies, procedures and fee structures.
- Increase revenue for the department.

RENTAL FACILITIES & VENUES DEPARTMENT

223/2020 AND 2022

- Restructure the operations of the Sales Office to become more streamlined and efficient.
- Become member of IVMA – Venue management networking organization.

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
# of Events at all sites	1,088	1,150	1,250
# of Guests attending	85,769	92,000	97,500
# of Phone Calls	19,521	20,000	22,500
# of Tours	1,244	1,450	1595
#of Contracts Processed	1,345	1,500	1,650
# of Contracts Cancelled	247	250	260

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Manager	1	1	1
Admin. Coord.	1	1	1
Marketing Coordinator	0	0	1
Sales Rep,	1	1	1
Banquet Coordinators (PT)	7	8	10
Set-up/Janitorial Sup.	0	0	1
Set-up/Janitorial	0	2	1
Total	3 FT 7 PT	3 FT 10 PT	5 FT 11 PT

BUDGET HIGHLIGHTS

The difficult economy has hit the department. Bookings have hopefully leveled out but with the raising gas prices, a second economic slump could further affect our rentals. Opening the ETCP and the Gateway Exhibition Center will cause the expenditure budget to be increased, marketing will have to be more aggressive to book the new sites as well as keep the existing facilities filled.

SAVANNAH RAPIDS REGIONAL VISITOR CENTER

224/2210

MISSION STATEMENT

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

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

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

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

ACCOMPLISHMENTS FOR FY 10/11

- Completed the annual state requirement for training at a Sate Visitor Center.
- Maintain Level 5 (Highest Level) standing in the State Regional Visitor Center Program.
- Participated in Georgia On My Mind at I-20 Tallapoosa Visitor Center (Our Gateway).
- Participated in Georgia On My Mind at I-20 Augusta Visitor Center.
- Organized two monthly Columbia County Days at I-20 Augusta Visitor Center.
- Organized local artist for rotating art displays in Visitor Center.
- Organized Fall At The Savannah Rapids Regional Visitor Information Center.
- Organized car show and vendor at the Savannah Rapids Regional Visitor Information Center.
- Organized Ellis Island: The Lost Mural display and two receptions.
- Attend Columbia County Hospitality Meeting
- Attended Classic South Travel Association Meetings.
- Attended Governor's Conference
- Attended State Regional Visitor Center Annual Meeting.

SAVANNAH RAPIDS REGIONAL VISITOR CENTER

224/2210

GOALS FOR FY 11/12

- Increase presence at State Visitor Center
- Maintain Level 5(Highest level) standing in the State Regional Visitor Center Program
- Continue the monthly visitor promotions
- Organize reception for each art display

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
# of Visitors	13450	11035	11100
# of Meetings	30	30	26
# of Columbia County Days	9	9	24
# of Trade Shows GOMM ETC.	4	2	2
# of Phone Calls	1850	1698	1720
# of Events At Center	5	5	4
# of Grants	1	0	0

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Coordinator	1	1	1
Temp Employees	3	3	3
Total	1 Full Time 3 PRN Temp Employees	1 Full Time 3 PRN Temp Employees	1 Full Time 3 PRN Temp Employees

BUDGET HIGHLIGHTS

The Georgia State budget for 2012 is cutting the grant funding for regional and local welcome centers. We will continue to offer knowledgeable and professional assistance to visitors seeking information in our center.

Due to the work in the park our visitation numbers are down. We experienced extreme difficulty for several months for the visitor to reach the visitor center. But will extend our focus to outside the center to reach out to others living and visiting the CSRA to increase the visitation numbers and encourage spending in Columbia County.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
COMMUNITY CENTERS FUND						
50 HEALTH & WELFARE						
2020 COMMUNITY CENTERS						
51 PERSONAL SERVICES						
2232020	511001	SAL/WAGES	\$ 105,904	\$ 130,852	\$ 127,217	\$ 145,246
2232020	511010	ON CALL	700	7,200	15,784	-
2232020	511030	VACATION	4,762	-	1,409	-
2232020	511033	HOLIDAY	4,592	4,581	7,272	-
2232020	511051	EMPLOYEE MEDICAL	15,534	19,114	17,332	15,727
2232020	511052	GROUP LIFE	242	175	124	123
2232020	511053	RETIREMENT	9,583	11,256	13,276	11,484
2232020	511054	FICA	8,739	10,693	11,397	10,927
2232020	511055	WORK COMP	201	1,403	2,585	500
2232020	511060	EXPENSE ALLOWANCE	4,951	4,652	4,507	4,530
2232020	511062	NEW HIRES	-	-	-	14,846
2232020	511070	UNEMPLOYMENT	97	118	125	121
TOTAL PERSONAL SERVICES			155,304	190,043	201,029	203,504
52 OPERATING-SUPPLIES						
2232020	522001	UNIFORMS	-	-	-	500
2232020	522040	POSTAGE	505	668	479	750
2232020	522065	OFFICE SUPPLIES	73	-	-	-
2232020	522070	OPERATING	10,499	12,525	7,086	15,000
2232020	522073	CONCESSION	12,459	9,508	11,131	15,000
2232020	522080	UTILITIES	73,351	79,807	100,540	80,000
2232020	522100	MINOR PROPERTY	3,779	549	-	800
TOTAL OPERATING-SUPPLIES			100,667	103,057	119,237	112,050
53 OPERATING-PURCH/CONT						
2232020	533025	ADVER/MARKETING	1,918	878	745	5,500
2232020	533030	EXPANDED S	3,008	1,189	-	-
2232020	533035	CONTRACT SERVICES	9,091	18,273	9,625	14,500
2232020	533045	JANITORIAL	52,831	-	-	-
2232020	533055	O/S SVCS-TEMP EMP	67,275	65,556	69,346	115,000
2232020	533060	GENERAL SERVICES	3,966	388	2,024	-
2232020	533064	GEN REPAIR	3,572	3,664	3,692	5,500
2232020	533115	TRAVEL/TRAINING	947	997	914	5,000
2232020	533120	DUES & SUBSCRIPTIONS	112	211	309	1,000
2232020	533130	INSURANCE	427	-	-	3,657
2232020	533135	COMMUNICATIONS	6,079	6,852	7,053	9,000
2232020	533140	PRINTING	60	289	93	2,500
TOTAL OPERATING-PURCH/CONT			149,287	98,298	93,801	161,657
54 OPERATING - OTHER COSSTS						
2232020	544007	OPERATING CONTINGENCY	-	-	-	55,039
60 CAPITAL						
2232020	601079	CIP VEHICLES	-	-	-	500
TOTAL COMMUNITY CENTERS			405,258	391,399	414,067	532,750

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
COMMUNITY CENTERS FUND (cont.)						
2021 GATEKEEPERS COTTAGE						
53 OPERATING-PURCH/CONT						
2232021	533135	COMMUNICATIONS	-	-	373	-
TOTAL GATEKEEPERS COTTAGE			-	-	373	-
2022 CANAL HEADGATES BUILDING						
52 OPERATING-SUPPLIES						
2232022	522070	OPERATING	-	-	-	500
2232022	522100	MINOR PROPERTY	678	614	-	500
TOTAL OPERATING-SUPPLIES			678	614	-	1,000
53 OPERATING-PURCH/CONT						
2232022	533025	ADVER/MARKETING	-	-	-	250
2232022	533035	CONTRACT SERVICES	1,545	1,910	1,228	1,000
2232022	533045	JANITORIAL	4,113	-	-	4,500
TOTAL OPERATING-PURCH/CONT			5,658	1,910	1,228	5,750
TOTAL CANAL HEADGATES BUILDING			6,336	2,524	1,228	6,750
2023 PERFORMING ARTS CENTER						
53 OPERATING-PURCH/CONT						
2232023	533135	COMMUNICATIONS	-	-	136	-
TOTAL PERFORMING ARTS CENTER			-	-	136	-
TOTAL COMMUNITY CENTER OPERA			\$ 411,593	\$ 393,923	\$ 415,804	\$ 539,500

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
LODGING TAX FUND						
60 CULTURE/RECREATION						
2200 HOTEL/MOTEL TAX						
51 PERSONAL SERVICES						
2242200	511001	SAL/WAGES	\$ -	\$ -	\$ -	\$ 45,000
2242200	511060	EXP ALLOWANCE	-	-	-	480
2242200	511051	EMPLOYEE MEDICAL	473	-	-	-
2242200	511052	GROUP LIFE	5	-	-	-
2242200	511053	RETIREMENT	270	-	-	-
2242200	511054	FICA	270	-	-	-
2242200	511055	WORK COMP	170	-	-	-
2242200	511070	UNEMPLOYMENT	3	-	-	-
TOTAL PERSONAL SERVICES			1,192	-	-	45,480
52 OPERATING-SUPPLIES						
2242200	522040	POSTAGE	960	-	-	-
2242200	522070	OPERATING	13,457	16,143	10,047	14,439
TOTAL OPERATING-SUPPLIES			14,417	16,143	10,047	14,439
53 OPERATING-PURCH/CONT						
2242200	533025	ADVER/MARKETING	30,726	26,544	33,730	36,500
2242200	533035	CONTRACT SERVICES	227,550	234,796	252,785	230,330
2242200	533055	O/S SVCS-TEMP EMP	7,656	-	1,782	5,000
2242200	533080	SPECIAL COUNTY PROJECTS	131,396	142,824	129,752	133,900
2242200	533081	SPECIAL FUNDS EXPENSE	34,550	28,300	22,000	16,000
2242200	533115	TRAVEL/TRAINING	5,660	3,515	4,650	14,047
2242200	533120	DUES & SUBSCRIPTIONS	340	-	-	-
2242200	533125	RENT ON BUILDINGS	694	1,400	-	2,000
2242200	533140	PRINTING	2,821	2,999	-	-
TOTAL OPERATING-PURCH/CONT			441,393	440,379	444,699	437,777
54 OPERATING-OTH COSTS						
2242200	544007	OPERATING CONTINGENCY	-	-	-	1,376
TOTAL HOTEL/MOTEL TAX			457,002	456,522	454,746	499,072

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
LODGING TAX FUND (cont.)						
2210 VISITORS CENTER						
51 PERSONAL SERVICES						
2242210	511001	SAL/WAGES	24,468	24,601	25,393	29,562
2242210	511030	VACATION	2,023	3,269	2,736	-
2242210	511033	HOLIDAY	1,188	1,047	1,231	-
2242210	511051	EMPLOYEE MEDICAL	3,798	3,848	3,848	3,837
2242210	511052	GROUP LIFE	65	49	34	34
2242210	511053	RETIREMENT	2,542	2,605	2,632	2,650
2242210	511054	FICA	2,296	2,370	2,395	2,414
2242210	511055	WORK COMP	0	266	532	500
2242210	511060	EXPENSE ALLOWANCE	3,988	3,689	3,544	3,570
2242210	511070	UNEMPLOYMENT	26	26	26	27
TOTAL PERSONAL SERVICES			40,393	41,769	42,371	42,594
52 OPERATING-SUPPLIES						
2242210	522040	POSTAGE	211	80	107	500
2242210	522070	OPERATING	2,259	1,284	2,003	1,300
TOTAL OPERATING-SUPPLIES			2,471	1,365	2,110	1,800
53 OPERATING-PURCH/CONT						
2242210	533025	ADVER/MARKETING	10,383	9,609	7,732	8,589
2242210	533035	CONTRACT SERVICES	2,026	511	852	1,000
2242210	533055	O/S SVCS-TEMP EMP	12,252	11,737	14,710	18,000
2242210	533064	GEN REPAIR	-	-	234	1,000
2242210	533115	TRAVEL/TRAINING	2,411	1,816	2,590	4,000
2242210	533135	COMMUNICATIONS	101	310	222	250
TOTAL OPERATING-PURCH/CONT			27,172	23,983	26,340	32,839
54 OPERATING-OTH COSTS						
2242210	544035	GRANT EXPENSE	-	4,038	-	-
TOTAL VISITORS CENTER			70,036	71,156	70,820	77,233
TOTAL LODGING TAX FUND			\$ 527,037	\$ 527,677	\$ 525,566	\$ 576,305

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
MULTIPLE GRANT FUND						
10 GENERAL GOVERNMENT						
2300 MULTIPLE GRANT						
54 OPERATING-OTH COSTS						
2252300	544035	GRANT EXP	\$ -	\$ -	50	\$ -
2252300	544035	10013 CHAMBER OF COMMERCE GRT	6,250	-	-	-
2252300	544035	10014 HISTORICAL ARCHES	-	-	817	-
2252300	544035	10204 HAZMAT	-	2,326	13,598	5,000
2252300	544035	10206 HOMELAND SECURITY	-	10,708	1,043	-
2252300	544035	10210 2008 CERT GRANT	-	986	6,301	-
2252300	544035	10211 HAZMITPLAN	-	369	-	10,931
2252300	544035	10212 2009 CERT	-	221	2,833	14,000
2252300	544035	10213 DOT	-	-	25,266	-
2252300	544035	10214 MOBILE COMM VEH UPGRADE	-	-	54,597	172,000
2252300	544035	10400 JUDICIAL DATA EXCHANGE	-	-	113,492	-
2252300	544035	11501 SPANISH CLASS	1,600	-	-	-
2252300	544035	11503 2009 GRASSROOTS GRANT	1,869	-	-	-
2252300	544035	11504 COL CTY READS TOGETHER	5,000	230	(90)	-
TOTAL OPERATING-OTH COSTS			14,719	14,840	217,907	201,931
TOTAL MULTIPLE GRANT FUND			\$ 14,719	\$ 14,840	\$ 217,907	\$ 201,931

SHERIFF'S GIFTS/DONATION FUND

30 PUBLIC SAFETY						
2330 SHERIFF'S GIFTS/DONATION						
53 OPERATING-PURCH/CONT						
2332330	533081	SPECIAL FUNDS EXPENSE	\$ 20,994	\$ 12,290	\$ 12,274	\$ 20,000
TOTAL SHERIFF'S GIFTS/DONATIONS			\$ 20,994	\$ 12,290	\$ 12,274	\$ 20,000

MARTINEZ-COLUMBIA FIRE RESCUE

FUND/DEPARTMENT NUMBER: #232-2510

MISSION STATEMENT

To provide the citizens and businesses in the unincorporated areas of Columbia County with the highest level of prevention, response and recovery efforts possible for both fire and first responder calls.

VISION STATEMENT

To continue to serve the citizens of Columbia County by saving lives and property through providing premiere fire and first responder services.

DEPARTMENT DESCRIPTION

Martinez-Columbia Fire Rescue is a contract service provider of Columbia County. A copy of the "Fire Service Agreement" can be obtained upon request from the Emergency Services office.

ACCOMPLISHMENTS FOR FY 2010/2011

- Completed the ISO survey and received a Protection Class 4 for the unincorporated area of Columbia County.
- Participated in training programs and exercises with other emergency response agencies.
- Assisted in Cert Training along with EMA office for citizens of Columbia County.
- Continued GPS implementation and improvement.
- Certified all apparatus ladders and aerial devices through third party examiner for compliance and safety.
- Raised and distributed over \$70,000 for local charitable organizations.

MARTINEZ-COLUMBIA FIRE RESCUE

FUND/DEPARTMENT NUMBER: #232-2510

Response Totals for Calendar Year 2010

STRUCTURE FIRES	194
VEHICLE FIRES	92
STORM DAMAGE	6
WOODS FIRES	168
FIRE ALARMS	512
CARBON MONOXIDE	32
INVESTIGATIONS	252
PUBLIC SERVICE	136
NATURAL GAS LEAKS	67
OUTDOOR BURNING	198
HAZMAT/BOMB THREATS	12
RESCUE	475
PUBLIC SAFETY ASSIST	0
MEDICAL	1172
DUMPSTER/OTHER	78
TOTALS	3394

GOALS FOR FY 2011/2012

Maintain commitment to continuing quality service to the citizens of Columbia County. We strive to continue training civic organizations and additional training to citizens of our community while providing a superior quality of care.

MARTINEZ-COLUMBIA FIRE RESCUE

FUND/DEPARTMENT NUMBER: #232-2510

BUDGET HIGHLIGHTS

The 2011/2012 budget request includes the implementation cost for the Performance Pro Employee Evaluation System. We are implementing a major rank and salary restructure in order to improve management and oversight, simplify budgeting, and to mirror the Columbia County merit raise system instead of our previous cost of living adjustment.

We will again not increase our level of staffing but cannot leave positions unfilled as our current level of employment represents minimum staffing to meet the obligations outlined in the Fire Services Agreement.

GROVETOWN DEPARTMENT OF PUBLIC SAFETY DEPARTMENT

FUND/DEPARTMENT NUMBER: 232-2530

MISSION STATEMENT

To provide the citizens and businesses of defined unincorporated Columbia County areas with the highest level of prevention, response and recovery efforts possible for both fire and first responder calls in a specific, pre-determined area, on a pay-per-call contractual basis.

VISION STATEMENT

To continue to serve the citizens of unincorporated Columbia County by saving lives and property through providing premiere fire and first responder services.

DEPARTMENT DESCRIPTION

Grovetown Department of Public Safety is a contract service provider of Columbia County on a "pay per call" basis in a defined area, south of the Grovetown city limits. A copy of the "Fire Service Agreement" can be obtained upon request from the Emergency Services office.

ACCOMPLISHMENTS FOR FY 10/11

- Began serving Columbia County citizens as a fire service provider in January of 2004
- Participated in Training Programs and Exercises with other Emergency Response Agencies
- Assisted in CERT training along with the EMA office for citizens of Columbia County.
- Provided mutual aid to unincorporated areas of the county on a pay per call basis.

GOALS FOR FY 11/12

Maintain commitment to continuing quality service to the citizens of unincorporated Columbia County. We strive to continue training civic organizations and additional training to citizens of our community while providing a superior quality of care.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
FIRE SERVICES FUND						
30 PUBLIC SAFETY						
2510 MARTINEZ/EVANS FIRE DISTRICT						
52 OPERATING-SUPPLIES						
2322510	522070	OPERATING	\$ 8,058	\$ 8,673	\$ -	\$ -
2322510	522080	UTILITIES	3,365	350	-	-
2322510	522121	GAS/OIL/DEISEL	74,758	79,033	91,242	85,000
TOTAL OPERATING-SUPPLIES			86,182	88,056	91,242	85,000
53 OPERATING-PURCH/CONT						
2322510	533035	CONTRACT SERVICES	8,349,589	8,957,355	9,080,830	9,585,714
2322510	533070	CASUALTY EXPENSE	75	1,438	4,741	15,000
2322510	533130	INSURANCE	21,412	34,382	40,688	45,000
TOTAL OPERATING-PURCH/CONT			8,371,076	8,993,176	9,126,259	9,645,714
60 CAPITAL						
2322510	601090	CIP OTHER	-	15,505	-	97,340
TOTAL MARTINEZ/EVANS FIRE DISTRICT			8,457,258	9,096,737	9,217,501	9,828,054
2530 GROVETOWN FIRE DISTRICT						
53 OPERATING-PURCH/CONT						
2322530	533035	CONTRACT SERVICES	21,917	18,033	49,500	24,000
TOTAL GROVETOWN FIRE DISTRICT			21,917	18,033	49,500	24,000
TOTAL FIRE SERVICES FUND			\$ 8,479,174	\$ 9,114,770	\$ 9,267,001	\$ 9,852,054

FLEET FIRE MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: **#234-2730**

MISSION STATEMENT

To provide fire apparatus and vehicle fleet services to our local fire service provider, with a primary focus on those units owned by Columbia County, in a professional manner so as to produce a complete, safe, efficient and cost effective fire protection vehicle fleet.

VISION STATEMENT

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

DEPARTMENT DESCRIPTION

The Fleet Fire Maintenance Department provides for the testing, repair and maintenance of County owned fire apparatus and vehicles as well as vehicles/equipment under contract or included in inter-governmental agreements between the county and Martinez-Columbia Fire Rescue. provides for ISO testing and compliance of fire apparatus, routine and preventative maintenance, minor and most major repairs, and coordinates all major repairs with outside vendors. Fleet Fire Maintenance has established and maintains an automated database, which provides the county as well as our customers with data to assist in repair cost analysis and replacement decisions. Since all of the fire service fleet is emergency essential in nature and used in the preservation of life and property, 24 hour repair/road service is also provided.

ACCOMPLISHMENTS FOR FY 10/11

- Implementation of electronic notification to end users of vehicle status and completion.
- Implementation of “spare” fire apparatus program (located at Fleet Service, Appling) allowing main/front line unit’s time to receive preventative maintenance on a routine scheduled basis.
- All staff members obtained ASE “Master” certifications
- 100% of Fire Services staffing EVT (Emergency Vehicle Technician) certified
- Apparatus bay additions complete with 100% functionality.
- Renewal of inter-local service agreement with the City of Harlem
- National recognition as a “Blue Seal of Excellence” facility by the National Institute for Automotive Service Excellence (ASE)

FLEET FIRE MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: **#234-2730**

GOALS FOR FY 11/12

- Completion of 2 technical training sessions/schools per technician per year.
- Limited vehicle up fitting capability
- Cross training of Fleet personnel to assist Fire Maintenance staff as becomes necessary.
- Review and update apparatus and vehicle maintenance schedules
- Research, specification development and acquisition of diagnostic software specific to fire apparatus
-

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Work Orders Completed	124	164	200
Man/hours for Repairs	942	1000	1100
Service Repairs	237	250	300
PM's Performed	32	40	60
Vehicle responsibility	30	33	35

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
WO Expenditures	\$66,968.72	\$63,380.41	\$70,000.00
PM %	26%	30%	35%
Average WO Labor	7.60 hrs	8.0 hrs	8.0 hrs

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Section Supervisor	1	1	1
Mechanic I	1	1	1
Total	2	2	2

VEHICLE SCHEDULE

FLEET FIRE MAINTENANCE DEPARTMENT

FUND/DEPARTMENT NUMBER: **#234-2730**

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	3	3	3
Heavy Equipment	0	0	0
Vehicle Allowances	0	0	0
Total	3	3	3

BUDGET HIGHLIGHTS

- Apparatus parts/repair line code 533095; \$6,000 dollar increase requested.
 - Fleet size (number of county owned units) increase over previous years
 - Projected increase in maintenance expenses due to increasing age and mileage of current unit.
- All other line codes remain at previous levels with no increases requested.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
INSURANCE PREMIUM TAX FUND						
30 PUBLIC SAFETY						
2730 FIRE MAINTENANCE						
51 PERSONAL SERVICES						
2342730	511001	SAL/WAGES	\$ 62,643	\$ 63,455	\$ 64,885	\$ 72,238
2342730	511004	OVERTIME	1,829	3,069	1,313	3,500
2342730	511010	ON CALL	9,089	9,111	9,125	9,100
2342730	511030	VACATION	4,644	5,080	4,124	-
2342730	511033	HOLIDAY	3,072	2,638	3,131	-
2342730	511051	EMPLOYEE MEDICAL	14,713	14,975	14,975	14,934
2342730	511052	GROUP LIFE	123	93	66	65
2342730	511053	RETIREMENT	5,229	5,325	5,321	4,641
2342730	511054	FICA	5,860	6,023	5,969	5,182
2342730	511055	WORK COMP	749	696	1,507	2,000
2342730	511060	EXPENSE ALLOWANCE	482	482	482	480
2342730	511070	UNEMPLOYMENT	66	67	66	58
TOTAL PERSONAL SERVICES			108,499	111,012	110,963	112,198
52 OPERATING-SUPPLIES						
2342730	522001	UNIFORMS	2,001	2,056	2,690	1,680
2342730	522070	OPERATING	4,211	4,728	4,674	5,000
2342730	522100	MINOR PROPERTY	9,603	9,801	8,827	10,000
2342730	522121	GAS/OIL/DEISEL	5,494	8,263	11,634	7,000
TOTAL OPERATING-SUPPLIES			21,309	24,847	27,825	23,680
53 OPERATING-PURCH/CONT						
2342730	533035	CONTRACT SERVICES	-	1,950	102	1,500
2342730	533060	GENERAL SERVICES	1,963	1,910	286	1,500
2342730	533070	CASUALTY EXPENSE	15,349	-	21	1,261
2342730	533095	VEH REPAIR	57,219	70,751	61,640	70,000
2342730	533115	TRAVEL/TRAINING	4,979	4,240	5,552	6,000
2342730	533130	INSURANCE	306	1,657	718	782
2342730	533135	COMMUNICATIONS	1,343	1,050	1,656	1,500
TOTAL OPERATING-PURCH/CONT			81,159	81,559	69,975	82,543
58 OTHER FINANCING USES						
2342730	588001	INTERFUND	1,331,140	1,834,290	1,930,351	1,579,480
60 CAPITAL						
2342730	601076	30206 CENTRAL AD	269,062	1,014	-	-
2342730	601076	30207 BLDGS/RETAINING WALL	263,847	272,787	18,155	-
TOTAL CAPITAL			532,909	273,801	18,155	-
TOTAL FIRE MAINTENANCE			\$ 2,075,016	\$ 2,325,509	\$ 2,157,270	\$ 1,797,901
TOTAL PUBLIC SAFETY			\$ 2,075,016	\$ 2,325,509	\$ 2,157,270	\$ 1,797,901

TRAFFIC ENGINEERING DEPARTMENT

FUND/DEPARTMENT NUMBER: 234/2710

MISSION STATEMENT

To effectively manage the operation of the Traffic Engineering program in order to provide the highest quality service possible for the citizens and public utilizing our streets and roadways.

VISION STATEMENT

To provide a safe environment for the traveling public utilizing the streets and roadways of Columbia County with emphasis on the safety, operation and quality of our vehicle and pedestrian networks and the associated traffic control devices.

DEPARTMENT DESCRIPTION

The Traffic Engineering Department is responsible for coordinating, organizing, planning, directing staff, and activities including the preparation and administration of operating and capital budgets. We perform onsite evaluations, accident analysis, traffic signal and multi-way stop warrant studies, roadway and intersection safety recommendations and assist with the drafting of zoning/subdivision regulations. We review commercial and residential property developments and coordinate with developers; design and plan new intersections, roadway improvements and system management controls. We advise and guide County Commissioners on matters pertaining to traffic and roadway safety. We maintain computer records, reports and correspondence as well as coordinating with local utilities, state, city and county officials and outside contractors for county and private projects.

ACCOMPLISHMENTS FOR FY 10/11

- Began operation of our TCC (Traffic Control Center) with the installation of the video wall and computer work stations completed within our existing office area of Building A.
- Facilitated the installation of lighted street identification signs at the intersections of Washington Rd/Gibbs Rd, Washington Rd/Owens Rd, Columbia Rd/N & S Belair Rd, Furrys Ferry Rd/Mullikin Rd & N Belair Rd, Furrys Ferry Rd/Evans To Locks Rd, and S Belair Rd/Oakley Pirkle Rd
- Initiated the permitting and purchasing of equipment for Emergency Vehicle Preemption/Priority Control at the intersections of N Belair Rd/Hereford Farm Rd &

TRAFFIC ENGINEERING DEPARTMENT

FUND/DEPARTMENT NUMBER: 234/2710

Towne Centre Dr and N Belair Rd @ Washington Rd, with installation to be completed by end of current fiscal year

- Facilitated the installation of school zone flashing beacons in order to upgrade the existing school zones on William Few Pkwy @ Grovetown High School and Cox Rd @ Evans High School.
- Initiated the purchasing and layout for a new school zone with flashing beacons on Riverwood Pkwy, with installation to be completed by end of current fiscal year
- Initiated the purchasing and layout for a new school zone with flashing beacons on Baker Place Rd, with installation to be completed by end of current fiscal year
- Initiated the purchasing of LED lamps to replace all incandescent lamps in stop & go signal heads, installation has begun, however, do not expect completion of changeover until after this fiscal year
- Facilitated the installation of InSync Adaptive traffic systems with Fusion Controllers, (to include wiring modifications in cabinets) at the ten (10) intersections of Bobby Jones/Rose Lane, Columbia Road/Flowing Wells, Columbia Road/Merchant Village, Washington Road/Baston Road, Washington Road/Bobby Jones Expressway/Old Evans Rd, Washington Road/Club Car Drive/AnnTaylor, Washington Road/Columbia Road/Ruth Street, Washington Road/Davis Road, Washington Road/Flowing wells Road, Washington Road/Owens Road
- Facilitated the installation of eighteen (18) PTZ (pan,tilt,zoom) cameras at the intersections of Washington Road/Walmart, Washington Road/Ronald Reagan, Washington Road/Belair, Washington Road/Old Evans Road, Evans Town Center/Ronald Reagan, Evans Town Center/N Belair, N Belair/Evans to Locks, N Belair/Hereford Farm, Bobby Jones/Rose Lane, Columbia Road/Flowing Wells, Columbia Road/Merchant Village, Washington Road/Baston Road, Washington Road/Bobby Jones Expressway/Old Evans Rd, Washington Road/Club Car Drive/AnnTaylor, Washington Road/Columbia Road/Ruth Street, Washington Road/Davis Road, Washington Road/Flowing wells Road, Washington Road/Owens Road

GOALS FOR FY 10/11

- Continue development and implementation of the CCTCC (Columbia County Traffic Control Center)
- Continue development and implementation of County Road Speed/Count Station Program
- Continue development and implementation of Traffic Sign Evaluation/Inventory Program

TRAFFIC ENGINEERING DEPARTMENT

FUND/DEPARTMENT NUMBER: 234/2710

- Continue development and implementation of Lighted Street Identification Sign Program
- Continue development and implementation of Roadway Marking Program
- Continue development and implementation of Remote Traffic Count System

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Roadway vehicle volume counts	6	12	12
Neighborhood speed hump surveys	29	36	40
Intersection study/surveys	12	14	13
Curve/roadway speed surveys	3	3	5
Sign requests	66	56	80
Final plat /development plan reviews	117/256	84/163	100
Traffic signal service calls (including after hours calls)	95	77	80
Road closure/detour press releases	33	53	50

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Manager V	1	1	1
Analyst IV	1	1	1
Analyst III	1	1	1
Technician I		1	1
Technician III		1	1
Total	3	5	5

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	2	3	3
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	3	4	4

TRAFFIC ENGINEERING DEPARTMENT

FUND/DEPARTMENT NUMBER: 234/2710

BUDGET HIGHLIGHTS

One significant impact on future budgets will be the Federal Highway Administration's (FHWA) new requirements for minimum sign reflectivity standards that must be adhered to. These new requirements mandate that a sign management and replacement plan be in place by the conclusion of calendar year 2012 and full sign reflectivity compliance be achieved by the end of 2018.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual		Actual		Est. Actual		Budget
			<u>FY 2009</u>		<u>FY 2010</u>		<u>FY 2011</u>		<u>FY 2012</u>
<i>INSURANCE PREMIUM TAX FUND (cont.)</i>									
40 PUBLIC WORKS									
2710 TRAFFIC ENGINEERING									
51 PERSONAL SERVICES									
2342710	511001	SAL/WAGES	\$ 136,158	\$	128,536	\$	93,543	\$	114,454
2342710	511004	OVERTIME	2,827		2,626		4,632		-
2342710	511030	VACATION	8,618		10,157		1,752		-
2342710	511033	HOLIDAY	5,730		5,447		418		-
2342710	511051	EMPLOYEE MEDICAL	32,041		30,264		21,050		27,313
2342710	511052	GROUP LIFE	253		181		83		101
2342710	511053	RETIREMENT	11,114		11,495		7,680		8,794
2342710	511054	FICA	11,736		11,123		7,408		8,400
2342710	511055	WORK COMP	910		1,383		2,015		2,500
2342710	511060	EXPENSE ALLOWANCE	12,270		9,863		4,387		5,805
2342710	511070	UNEMPLOYMENT	133		125		84		97
TOTAL PERSONAL SERVICES			221,789		211,201		143,051		167,464
52 OPERATING-SUPPLIES									
2342710	522070	OPERATING	7,145		5,400		6,397		6,000
2342710	522100	MINOR PROPERTY	7,955		15,961		2,628		2,500
2342710	522121	GAS/OIL/DEISEL	1,867		2,584		2,840		7,100
2342710	522137	PAVEMENT STRIPING	55,463		32,781		-		-
TOTAL OPERATING-SUPPLIES			72,429		56,727		11,865		15,600
53 OPERATING-PURCH/CONT									
2342710	533035	CONTRACT SERVICES	-		-		710		800
2342710	533070	CASUALTY EXPENSE	-		-		-		1,093
2342710	533095	VEH REPAIR	648		2,892		498		5,500
2342710	533115	TRAVEL/TRAINING	2,906		5,552		6,567		7,000
2342710	533120	DUES & SUBSCRIPTIONS	1,187		850		656		1,200
2342710	533130	INSURANCE	618		2,756		1,233		678
2342710	533135	COMMUNICATIONS	183		1,492		2,905		4,000
TOTAL OPERATING-PURCH/CONT			5,542		13,543		12,570		20,271
TOTAL TRAFFIC ENGINEERING			\$ 299,759	\$	281,471	\$	167,487	\$	203,335

CONSTRUCTION & MAINTENANCE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 234/2720

MISSION STATEMENT

To effectively manage the capital improvement program and to provide exceptional maintenance for all county buildings and roads.

VISION STATEMENT

To achieve excellence in quality construction and maintenance of all county-owned real property, roads, bridges and other infrastructure.

DEPARTMENT DESCRIPTION

The Construction and Maintenance Services Division is responsible for managing the Capital Improvements Program. Our objective is to complete capital improvements as rapidly as funds will allow, keep projects on schedule, and ensure contracts stay within budgeted amounts. We have developed a system to match revenues with expenditures in order to generate the maximum value of projects consistent with internal and external resources. The Division is also tasked with ensuring that all county roads and bridges are maintained in safe condition. The Roads and Bridges department meets these objectives with outstanding expertise and demonstrated performance. Additionally, the Division is responsible for internal services such as maintenance of county facilities, managing utility services and oversight of contracted employees assisting with janitorial. Our Facility Maintenance department has a solid reputation for excellent work.

ACCOMPLISHMENTS FOR FY 10/11

- Completed the Gateway Extension
- Completed Exhibit Hall design
- Completed the Partnership Drive design and opened bids for construction
- Purchased and installed LED lighted street signs in the Evans Town Center area

GOALS FOR FY 11/12

- Continue implementation of the SPLOST and General Obligation Bond projects
- Continue to maintain and improve county paved and dirt roads
- Continue to maintain and improve county buildings and facilities
- Seamlessly transition Recreation maintenance into this division

CONSTRUCTION & MAINTENANCE SERVICES DEPARTMENT

FUND/DEPARTMENT NUMBER: 234/2720

STAFFING

Position	Actual FY 08/09	Estimated FY 09/10	Forecast FY 10/11
Division Director	1	1	1
Administrative Specialist	1	1	1
Total	2	2	2

VEHICLE SCHEDULE

Category	Actual FY 08/09	Estimated FY 09/10	Forecast FY 10/11
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	1	1	1

BUDGET HIGHLIGHTS

While the number of facilities, roads and county-maintained infrastructure continue to increase, the Construction and Maintenance Division will be tasked with providing the same level of services with fewer resources, as revenue collections are down due to the current state of the economy.

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
INSURANCE PREMIUM TAX FUND (cont.)						
2720 CONSTRUCTION/MAINTENANCE						
51 PERSONAL SERVICES						
2342720	511001	SAL/WAGES	\$ 128,280	\$ 88,409	\$ 57,178	\$ 48,065
2342720	511030	VACATION	6,244	25,071	4,497	-
2342720	511033	HOLIDAY	5,406	4,413	3,382	-
2342720	511051	EMPLOYEE MEDICAL	7,223	7,231	4,794	3,222
2342720	511052	GROUP LIFE	188	99	49	37
2342720	511053	RETIREMENT	12,010	8,857	5,406	4,112
2342720	511054	FICA	11,145	9,184	4,984	3,816
2342720	511055	WORK COMP	1,080	952	1,150	3,000
2342720	511060	EXPENSE ALLOWANCE	11,776	6,204	2,534	3,339
2342720	511070	UNEMPLOYMENT	122	99	54	42
TOTAL PERSONAL SERVICES			183,473	150,518	84,029	65,633
52 OPERATING-SUPPLIES						
2342720	522070	OPERATING	6,411	14,809	7,654	15,000
2342720	522100	MINOR PROPERTY	68,185	12,294	4,109	-
2342720	522135	MAJOR DIRT ROADS	31,444	52,365	32,594	70,000
2342720	522136	PAVED ROAD	146,213	235,151	-	-
TOTAL OPERATING-SUPPLIES			252,253	314,620	44,357	85,000
53 OPERATING-PURCH/CONT						
2342720	533002	ATTORNEY FEES	3,635	3,859	247	10,000
2342720	533035	CONTRACT SERVICES	32,610	24,376	5,742	30,000
2342720	533060	GENERAL SERVICES	475	3,750	124	30,000
2342720	533064	GEN REPAIR	233,298	245,760	277,595	280,000
2342720	533070	CASUALTY EXPENSE	-	-	-	1,686
2342720	533095	VEH REPAIR	5,786	-	-	-
2342720	533115	TRAVEL/TRAINING	3,235	3,551	8,358	7,000
2342720	533120	DUES & SUBSCRIPTIONS	881	580	492	2,000
2342720	533125	RENT ON BUILDINGS	28,350	27,500	-	-
2342720	533130	INSURANCE	8,656	25,977	1,377	1,046
2342720	533135	COMMUNICATIONS	5,370	5,954	6,576	7,000
2342720	533179	INTERSECTIONS	6,077	113,535	(3,801)	-
2342720	533180	STORM DRAINAGE	800,000	800,000	800,000	800,000
2342720	533195	SPEED HUMP	67,589	185	68,776	110,000
TOTAL OPERATING-PURCH/CONT			1,195,962	1,255,027	1,165,485	1,278,732
54 OPERATING-OTH COSTS						
2342720	544007	CONTINGENCY	-	-	-	-
55 OPERATING-INTFND CHG						
2342720	555001	COUNTY SVS	231,454	282,589	299,225	369,399
58 OTHER FINANCING USES						
2342720	588001	INTERFUND	218,000	381,000	-	-
60 CAPITAL						
2342720	601076	CIP BUILDINGS	21,654	14,047	-	-
2342720	601079	CIP VEHICLES	-	18,500	-	-
2342720	601081	CIP MACH/EQUIPMENT	21,075	69,270	-	-
TOTAL CAPITAL			42,729	101,817	-	-
TOTAL CONSTRUCTION/MAINTENANCE			\$ 2,123,872	\$ 2,485,570	\$ 1,593,096	\$ 1,798,764
TOTAL PUBLIC WORKS			\$ 2,423,631	\$ 2,767,041	\$ 1,760,583	\$ 2,002,099
TOTAL INSURANCE PREMIUM TAX			\$ 4,498,647	\$ 5,092,550	\$ 3,917,853	\$ 3,800,000

EXPENDITURE DETAIL

SPECIAL REVENUE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
COMMUNITY EVENTS FUND						
60 CULTURE/RECREATION						
2800 COMMUNITY EVENTS						
53 OPERATING-PURCH/CONT						
2352800	533081	SPECIAL FUNDS EXPENSE	\$ 30,457	\$ 30,939	\$ 29,322	\$ 30,000
2352800	533081	23501 SPECIAL EVENTS	-	1,111	-	-
2352800	533081	23502 SPECIAL EVENTS	39,929	8,147	-	-
2352800	533081	23503	-	-	13,876	-
TOTAL	OPERATING-PURCH/CONT		70,386	40,196	43,199	30,000
58 OTHER FINANCING USES						
2352800	588001	INTERFUND	81,000	-	-	-
TOTAL	COMMUNITY EVENTS FUND		\$ 151,386	\$ 40,196	\$ 43,199	\$ 30,000

GEORGIA SUP COURT COOP AUTHORITY FUND

20 JUDICIAL						
2900 GEORGIA SUP COURT COOP AUTH						
53 OPERATING-PURCH/CONT						
2412900	533035	CONTRACT SERVICES	\$ -	\$ 9,912	\$ -	\$ 10,000
TOTAL	GA SUP CT CK'S COOP AUTH		\$ -	\$ 9,912	\$ -	\$ 10,000

ECONOMIC INCENTIVE FUND

10 GENERAL GOVERNMENT						
2550 ECONOMIC INCENTIVE						
58 OTHER FINANCING USES						
2552550	588001	INTERFUND TRANSFERS	\$ -	\$ 500,000	\$ -	\$ -
TOTAL	ECONOMIC INCENTIVE FUND		\$ -	\$ 500,000	\$ -	\$ -

LAW LIBRARY FUND

20 JUDICIAL						
2600 LAW LIBRARY						
52 OPERATING-SUPPLIES						
2602600	522130	BOOKS & REPORTS	\$ -	\$ -	\$ -	\$ 30,000
53 OPERATING-PURCH/CONT						
2602600	533001	PROF FEES	-	1,250	-	-
2602600	533120	DUES & SUB	-	28,256	-	-
TOTAL	OPERATING-PURCH/CONT		-	29,506	-	-
TOTAL	LAW LIBRARY FUND		\$ -	\$ 29,506	\$ -	\$ 30,000

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CAPITAL PROJECTS FUNDS

These funds account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by enterprise funds). A brief description of each fund/department precedes the detailed budget reports.

SPECIAL PURPOSE LOCAL OPTION SALES TAX, GENERAL OBLIGATION BOND PROJECTS AND OTHER CAPITAL PROJECTS

MISSION STATEMENT

To effectively manage the 2001-2005, 2006-2010 and 2011 - 2016 Special Purpose Local Option Sales Tax programs, the General Obligation Bond Projects and other capital projects.

VISION STATEMENT

To achieve excellence in long range facility and transportation planning, and to meet or exceed the public's high expectations for quality construction, on-time delivery and facilities that are completed within budget.

DEPARTMENT DESCRIPTION

The Road Construction Department, Facilities Services Department, and Property Acquisition Department are responsible for managing the Capital Improvements Programs. Our objective is to complete capital improvements as rapidly as funds will allow, keep projects on schedule, and ensure contracts stay within budgeted amounts.

ACCOMPLISHMENTS FOR FY10/11

- Let construction contracts and began paving and/or roadway improvements for McZilkey Road, Brown Circle, Jacqueline Drive, Kelli Drive, Sand Pit Road, Smith Crawford Road, Marshall Square Road, GATEway Grant landscaping project, Gateway Phase I, Partnership Drive, William Few Parkway, South widening and intersection improvements.
- Let construction contracts and completed Stanford Road, Haywood Drive, Suan Drive and Adelia Drive.
- Completed paving and roadway improvements of Sandy Run Road, Nathan Jones Road, Hinton Wilson Road, Linder McCurdy Road, Dent Road, Knob Hill Farm Road, and Crawford Place Road.
- Completed the North Belair Road 5 lane improvement project, creek crossing on Reynolds Farm Road, multi-use trail on Evans to Locks Road at North Belair Road, Augusta Tech Access Road and sidewalks on William Few Parkway, South.
- Completed resurfacing portions of Evans to Locks Road, Flowing Wells Road, Furrys Ferry Road, Old Evans Road and South Old Belair Road through the ARRA (American Recovery and Reinvestment Act).

SPECIAL PURPOSE LOCAL OPTION SALES TAX, GENERAL OBLIGATION BOND PROJECTS AND OTHER CAPITAL PROJECTS

- Completed property acquisition Adelia Drive, Brown Circle, Crawford Place Road, Cemetery Road, Gross Place Road, Harp Drive, Haywood Drive, Jacqueline Drive, Jamison Drive, Kelli Drive, McZilkey Road, Nathan Jones Road, P & M Road, Rance Perry Road, Reynolds Farm Road, Sand Pit Road, Sandy Run Road, Smith Crawford Road, Stanford Road, Suan Drive, White Road, Chimney Hill culvert replacement, Ridge Crossing Phases II & III, Morris Calloway water line, Bowen Pond Phase II and Joint Use Easement – Columbia Medical Plaza/Columbia County.
- Completed the construction of the new fire stations at the Leah and Euchee Creek sites and the addition to the Sugar Creek fire station.
- Completed construction of the Canal Headgates Enhancement Project.
- Completed construction of the retaining wall at Fleet Services.
- Completed construction of the New Detention Center Dormitory.
- Completed construction of the new Wildwood Park Entry Gatehouse.

GOALS FOR FY 11/12

- Complete construction for McZilkey Road, Brown Circle, Jacqueline Drive, Kelli Drive, Sand Pit Road, Ronald Reagan Drive Extension, GATEway Grant landscaping project, Gateway Phase I, Partnership Drive, and William Few Parkway, South widening and intersection improvements.
- Let construction contracts and begin paving and/or roadway improvements for Rosemont Lane, Camp Blackstone Trail, Columbia Road sidewalk, Oakley Pirkle Road sidewalk, Flowing Wells at Mason McKnight, Jr. Parkway, Lewiston Road lane expansion, Hereford Farm Road, Gibbs Road and Cox Road intersection improvements, and Hardy McManus Road at Fury's Ferry Road intersection improvements.
- Begin right of way acquisition for Washington Road Widening and William Few Parkway.
- Complete transportation right of way acquisition for Burks Mountain Phase II, McDaniel Road, Cox Road, Gibbs Road, Hereford Farm Road intersection improvements, Cox Road and Gibbs Road widening, Flowing Wells at Wheeler Road intersection improvements, and Hardy McManus Road at Fury's Ferry Intersection Improvements.
- Complete water utility right of way acquisition for Wynngate Court, Sleepy Hollow, Wynngate #8, Petersburg Retention Basin/Channel Weir, new water tank land purchase, Blanchard Waterline, Candlewood and Hebbard Way.
- Complete construction of the new central Health Department.
- Complete construction of the new Animal Services building.
- Complete construction of the extension to Building C and the upfit to the existing Building C.

SPECIAL PURPOSE LOCAL OPTION SALES TAX, GENERAL OBLIGATION BOND PROJECTS AND OTHER CAPITAL PROJECTS

- Complete construction of the Blanchard Woods Park Locker Room Facility.
- Complete construction of the Fleet Services Light Vehicle Maintenance facility.
- Complete construction of Phase I of the Evans Towne Center Park.
- Begin construction on the Savannah Rapids Restroom/Concession building.
- Begin and complete construction on the Coroner's Office Upfit.
- Begin construction on the Riverside Recycle Center.
- Complete construction of the new Building F (Maintenance and Broadband offices).
- Design and begin renovations to the Euchee Creek Health Department for space utilization.
- Continue Greenspace Acquisitions.
- Design and begin construction on Lakeside Park.
- Design and begin renovations to Building D/Evans Health Department.
- Begin renovations to Savannah Rapids Pavilion deck.
- Begin re-roofing of the old SOD office.

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Dirt Roads Paved	4	10	10
Road Miles Resurfaced	0.15	12.16	3.00
LARP miles resurfaced	2.92	2.85	7.67
Other Improvements	0	5	6

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Manager II	1	1	1
Manager III	1	1	1
Manager V	3	3	3
Admin Coordinator	0	2	2
Engineer I	0	0	1
Engineer II	1	2	2
Technician III	3	2	1
Inspector I	0	1	1
Right of Way Specialist (Contract Full Time)	1	2	3

SPECIAL PURPOSE LOCAL OPTION SALES TAX, GENERAL OBLIGATION BOND PROJECTS AND OTHER CAPITAL PROJECTS

Right of Way Specialist (Contract Part Time)	2	1	1
Preconstruction Engineer (Contract Part Time)	0	1	1
Total	12	16	17

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	3	4	4
Heavy Equipment	0	0	0
Vehicle Allowances	7	8	8
Total	10	12	12

BUDGET HIGHLIGHTS

While SPLOST collections are down, bids on projects continue to come in under budget. This combined with the low operational costs (small number of highly skilled staff) is allowing for the capital improvements programs to remain strong even in the face of general economic downturn.

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
SPLOST 2001-2005						
3310 ADMINISTRATION						
3313310	511001	SALARIES	\$ -	\$ -	\$ -	-
3313310	588001	INTERFUND	-	400,000	816,959	-
TOTAL	ADMINISTRATION		-	400,000	816,959	-
3311 RECREATION PROJECTS						
3313311	511001	SAL/WAGES	11,444	1,455	186	-
3313311	511033	HOLIDAY	164	-	496	-
3313311	511051	EMPLOYEE MEDICAL	1,101	157	48	-
3313311	511052	GROUP LIFE	16	2	0	-
3313311	511053	RETIREMENT	804	107	41	-
3313311	511054	FICA	851	126	51	-
3313311	511055	WORK COMP	1,029	16	4	-
3313311	511060	EXPENSE ALLOWANCE	-	251	-	-
3313311	511070	UNEMPLOYMENT	9	1	1	-
3313311	601005	LAND & SITE	83,263	-	-	-
3313311	601010	DESIGN/INSPECTION	19,023	-	-	-
3313311	601015	CONSTRUCTION	219,858	438,624	-	-
3313311	601020	ADMIN & TESTING	500	2,350	-	-
TOTAL	RECREATION PROJECTS		338,061	443,090	826	-
3312 PUBLIC BUILDINGS						
3313312	511001	SALARIES	-	877	-	-
3313312	511051	MEDICAL	-	175	-	-
3313312	511052	GROUP LIFE	-	1	-	-
3313312	511053	RETIREMENT	-	70	-	-
3313312	511054	FICA	-	63	-	-
3313312	511055	WORK COMP	-	9	-	-
3313312	511070	UNEMPLOYMENT	-	1	-	-
3313312	601010	DESIGN/INSPECTION	-	13,548	-	-
3313312	601015	CONSTRUCTION	46,918	97,030	-	-
3313312	601045	PROJ MGMT	2,378	29	-	-
3313312	601055	FF&E	-	768	50	-
TOTAL	PUBLIC BUILDINGS		49,296	112,570	50	-
3313 TRANSPORTATION PROJECTS						
3313313	511001	SAL/WAGES	217,200	194,079	262,489	-
3313313	511004	OVERTIME	-	-	15,606	-
3313313	511030	VACATION	947	994	544	-
3313313	511033	HOLIDAY	-	188	332	-
3313313	511050	FRINGE BENEFITS	-	-	-	-
3313313	511051	EMPLOYEE MEDICAL	28,212	28,135	44,017	-
3313313	511052	GROUP LIFE	239	182	217	-
3313313	511053	RETIREMENT	13,867	13,480	19,135	-
3313313	511054	FICA	15,756	15,302	21,380	-
3313313	511055	WORK COMP	4,878	2,105	6,083	-
3313313	511060	EXPENSE ALLOWANCE	-	15,339	16,984	-
3313313	511070	UNEMPLOYMENT	160	156	221	-
3313313	601005	LAND & SITE	-	-	-	-
3313313	601010	DESIGN/INSPECTION	405,357	259,864	240,444	-
3313313	601015	CONSTRUCTION	1,598,168	1,064,399	5,498,329	2,505,000
3313313	601020	ADMIN & TESTING	5,587	-	-	-
3313313	601035	LEGAL	488	-	-	-

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
SPLOST 2001-2005 (cont.)						
3313313	601040	SURVEY	15,911	1,035	325	-
3313313	601045	PROJ MGT	112,165	61,246	103,851	-
3313313	601050	RIGHT OF WAY	245,366	71,918	151,352	-
3313313	601079	VEHICLES	39,398	-	-	-
TOTAL	TRANSPORTATION PROJECT		2,703,698	1,728,423	6,381,310	2,505,000
3315 INTERGOVERNMENTAL PROJECTS						
3313315	601010	DESIGN/INSPECTION	8,190	27	-	-
3313315	601015	CONSTRUCTION	252	266,115	337,640	-
TOTAL	INTERGOVERNMENTAL PROJECTS		8,442	266,142	337,640	-
TOTAL	SPLOST 2001-2005		\$ 3,099,498	\$ 2,950,225	\$ 7,536,785	\$ 2,505,000

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
2004 GENERAL OBLIGATION BONDS						
3400 ADMINISTRATION						
3413400	588001	TRANSFERS	\$ -	\$ -	\$ 4,842,059	\$ -
3411 RECREATION PROJECTS/GO BONDS						
3413411	511001	SAL/WAGES	11,447	3,075	-	-
3413411	511051	EMPLOYEE MEDICAL	1,093	321	-	-
3413411	511052	GROUP LIFE	15	3	-	-
3413411	511053	RETIREMENT	795	227	-	-
3413411	511054	FICA	838	226	-	-
3413411	511055	WORK COMP	1,102	33	-	-
3413411	511070	UNEMPLOYMENT	9	2	-	-
3413411	601015	CONSTRUCTION	141,631	11,481	-	-
3413411	601045	PROJ MGT	113	94	-	-
TOTAL RECREATION PROJECTS/GO			157,044	15,462	-	-
3412 COUNTY FACILITIES						
3413412	511001	SAL/WAGES	34,340	5,986	-	-
3413412	511051	EMPLOYEE MEDICAL	3,280	601	-	-
3413412	511052	GROUP LIFE	47	7	-	-
3413412	511053	RETIREMENT	2,384	422	-	-
3413412	511054	FICA	2,515	440	-	-
3413412	511055	WORK COMP	367	64	-	-
3413412	511070	UNEMPLOYMENT	27	5	-	-
3413412	601010	DESIGN/INSPECTION	-	4,151	-	-
3413412	601015	CONSTRUCTION	11,790	4,565	-	-
3413412	601045	PROJ MGT	60	367	-	-
TOTAL COUNTY FACILITIES			54,810	12,456	-	-
3416 PUBLIC SAFETY PROJECTS						
3413416	511001	SAL/WAGES	11,447	1,456	-	-
3413416	511051	EMPLOYEE MEDICAL	1,093	140	-	-
3413416	511052	GROUP LIFE	15	2	-	-
3413416	511053	RETIREMENT	795	97	-	-
3413416	511054	FICA	838	107	-	-
3413416	511055	WORK COMP	1,102	16	-	-
3413416	511070	UNEMPLOYMENT	9	1	-	-
3413416	601015	CONSTRUCTION	248,906	79,004	-	-
3413416	601045	PROJ MGT	479	-	-	-
3413416	601055	FF&E	-	-	-	-
3413416	601079	VEHICLES	-	45,141	-	-
TOTAL PUBLIC SAFETY PROJECTS			264,684	125,963	-	-
TOTAL 2004 GENERAL OBLIGATION BONDS			\$ 476,538	\$ 153,881	\$ 4,842,059	\$ -

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
SPLOST 2006-2010						
3510 PROJECT MANAGEMENT						
3513510	577040	INTEREST	\$ -	\$ -	169,385	\$ -
3513510	588001	TRANSFERS	5,133,250	4,613,219	493	-
TOTAL	PROJECT MANAGEMENT		5,133,250	4,613,219	169,877	-
3511 RECREATION PROJECTS						
3513511	511001	SAL/WAGES	34,340	89,297	68,176	-
3513511	511051	EMPLOYEE MEDICAL	3,280	8,211	5,419	-
3513511	511052	GROUP LIFE	47	90	48	-
3513511	511053	RETIREMENT	2,384	6,369	5,092	-
3513511	511054	FICA	2,515	7,120	5,487	-
3513511	511055	WORK COMP	177	960	1,373	-
3513511	511060	EXPENSE ALLOWANCE	-	7,219	5,800	-
3513511	511070	UNEMPLOYMENT	27	76	59	-
3513511	588001	INTERFUND TRFR	-	-	1,173,000	-
3513511	601005	LAND & SITE	-	-	765,714	-
3513511	601010	DESIGN/INSPECTION	50,556	18,820	37,102	-
3513511	601015	CONSTRUCTION	455,778	1,150,936	723,334	4,520,500
3513511	601020	ADMIN TESTING	-	-	37,462	-
3513511	601045	PROJ MGT	14,918	36,276	1,609	-
TOTAL	RECREATION PROJECTS		564,021	1,325,375	2,829,674	4,520,500
3512 COUNTY FACILITIES						
3513512	511001	SAL/WAGES	91,571	35,487	24,137	-
3513512	511051	EMPLOYEE MEDICAL	8,746	3,577	2,145	-
3513512	511052	GROUP LIFE	124	38	17	-
3513512	511053	RETIREMENT	6,357	2,554	1,829	-
3513512	511054	FICA	6,708	2,741	1,892	-
3513512	511055	WORK COMP	59	380	482	-
3513512	511060	EXPENSE ALLOWANCE	-	1,805	1,452	-
3513512	511070	UNEMPLOYMENT	73	30	21	-
3513512	601010	DESIGN/INSPECTION	-	-	383,327	-
3513512	601015	CONSTRUCTION	103,410	262,323	709,187	395,000
3513512	601020	ADMIN/TESTING	-	-	5,857	-
3513512	601045	PROJ MGT	7,152	37,999	1,783	-
TOTAL	COUNTY FACILITIES		224,200	346,933	1,132,128	395,000
3513 TRANSPORTATION PROJECTS						
3513513	511001	SAL/WAGES	128,170	186,616	249,017	-
3513513	511051	EMPLOYEE MEDICAL	16,781	27,408	37,339	-
3513513	511052	GROUP LIFE	142	170	197	-
3513513	511053	RETIREMENT	8,167	12,924	18,685	-
3513513	511054	FICA	9,274	14,729	19,461	-
3513513	511055	WORK COMP	177	2,026	5,472	-
3513513	511060	EXPENSE ALLOWANCE	-	16,169	19,692	-
3513513	511070	UNEMPLOYMENT	94	151	203	-
3513513	588001	INTERFUND TRFRS	-	-	200,000	-
3513513	601010	DESIGN/INSPECTION	4,800	908,582	1,137,140	-
3513513	601015	CONSTRUCTION	725,113	1,073,254	6,149,405	6,443,000
3513513	601020	ADMIN/TESTING	-	-	551	-
						271

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual	Actual	Est. Actual	Budget
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
<i>SPLOST 2006-2010 (cont.)</i>						
3513513	601040	SURVEY	2,780	-	38,351	
3513513	601045	PROJ MGT	26,887	4,410	4,397	-
3513513	601050	RIGHT OF WAY	40,862	100,670	35,078	-
TOTAL	TRANSPORTATION PROJECT		963,245	2,347,110	7,914,988	6,443,000
3515 INTERGOVERNMENTAL						
3513515	544045	HARLEM	449,398	481,171	244,385	-
3513515	544050	GROVETOWN	965,373	1,033,626	527,885	-
3513515	601015	CONSTRUCTION	118,621	-	-	-
TOTAL	INTERGOVERNMENTAL		1,533,392	1,514,797	772,270	-
3516 PUBLIC SAFETY PROJECTS						
3513516	601005	LAND/SITE UTILITIES	-	-	50,024	-
3513516	601015	CONSTRUCTION	154,553	-	132,974	-
3513516	601055	FF&E	-	-	29,895	-
3513516	601079	VEHICLES	-	-	51,058	-
TOTAL	PUBLIC SAFETY PROJECTS		154,553	-	263,951	-
TOTAL	SPLOST 2006-2010		\$ 8,572,661	\$ 10,147,433	\$ 13,082,889	\$ 11,358,500

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
2007 GENERAL OBLIGATION BONDS						
3611 RECREATION PROJECTS						
3613611	511001	SAL/WAGES	\$ 11,447	\$ 56,494	\$ 75,573	\$ -
3613611	511051	EMPLOYEE MEDICAL	1,093	5,132	6,134	-
3613611	511052	GROUP LIFE	15	56	57	-
3613611	511053	RETIREMENT	795	3,982	5,992	-
3613611	511054	FICA	838	4,503	6,215	-
3613611	511055	WORK COMP	344	607	1,546	-
3613611	511060	EXPENSE ALLOWANCE	-	4,512	8,349	-
3613611	511070	UNEMPLOYMENT	9	49	67	-
3613611	601010	DESIGN/INSPECTION	46,472	141,632	196,386	-
3613611	601015	CONSTRUCTION	2,151,208	751,457	3,460,901	1,240,000
3613611	601020	ADMIN & TESTING	22,431	4,263	8,798	-
3613611	601045	PROJ MGT	-	53	27	-
TOTAL	RECREATION PROJECTS		2,234,652	972,740	3,770,045	1,240,000
3613 TRANSPORTATION PROJECTS						
3613613	511001	SAL & WAGE	85,446	95,600	117,059	-
3613613	511051	EMPLOYEE MEDICAL	11,188	13,877	18,017	-
3613613	511052	GROUP LIFE	95	88	92	-
3613613	511053	RETIREMENT	5,445	6,622	8,609	-
3613613	511054	FICA	6,182	7,509	9,055	-
3613613	511055	WORK COMP	0	1,037	2,577	-
3613613	511060	EXPENSE ALLOWANCE	-	7,763	8,145	-
3613613	511070	UNEMP INS	63	77	94	-
3613613	601010	DESIGN/INSPECTION	311,556	188,052	193,773	-
3613613	601015	CONSTRUCTION	917,481	3,226,226	3,328,844	650,000
3613613	601040	SURVEY	3,410	2,483	1,700	-
3613613	601045	PROJ MGT	60	-	-	-
3613613	601050	RIGHT OF WAY	462,473	325,576	38,414	-
TOTAL	TRANSPORTATION		1,803,399	3,874,910	3,726,379	650,000
3616 PUBLIC SAFETY PROJECTS						
3613616	511001	SAL/WAGES	22,893	13,213	10,887	-
3613616	511051	EMPLOYEE MEDICAL	2,186	1,328	752	-
3613616	511052	GROUP LIFE	31	14	8	-
3613616	511053	RETIREMENT	1,590	953	797	-
3613616	511054	FICA	1,677	1,038	899	-
3613616	511055	WORK COMP	344	142	223	-
3613616	511060	EXPENSE ALLOWANCE	-	903	1,173	-
3613616	511070	UNEMPLOYMENT	18	11	10	-
3613616	601010	DESIGN/INSPECTION	29,917	-	-	-
3613616	601015	CONSTRUCTION	774,649	11,540	3,525	-
3613616	601045	PROJ MGT	26	-	-	-
TOTAL	PUBLIC SAFETY PROJECTS		833,331	29,141	18,274	-
3617 WATER PROJECTS						
3613617	601005	LAND & SITE	28,247	278,122	60,436	-
3613617	601010	DESIGN/INSPECTION	224,961	339,688	233,293	-
3613617	601015	CONSTRUCTION	943,815	4,148,766	464,419	-
3613617	601020	ADMIN & TESTING	63,629	25,291	9,792	-
TOTAL	WATER PROJECTS		1,260,652	4,791,866	767,940	-
TOTAL	2007 GEN OBLIGATION BONDS		\$ 6,132,033	\$ 9,668,657	\$ 8,282,637	\$ 1,890,000

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
2009 GENERAL OBLIGATION BONDS/2011-2016 SPLOST						
3810 BOND ADMINISTRATION						
3813810	577030	BOND COSTS	\$ 472,890	\$ -	\$ -	-
3813810	588001	INTERFUND TRANSFERS	-	3,583,390	7,039,250	7,201,850
TOTAL	BOND ADMINISTRATION		472,890	3,583,390	7,039,250	7,201,850
3811 RECREATION PJTS						
3813811	511001	SAL/WAGES	-	11,044	37,347	-
3813811	511051	EMPLOYEE MEDICAL	-	1,054	2,944	-
3813811	511052	GROUP LIFE	-	11	27	-
3813811	511053	RETIREMENT	-	817	2,771	-
3813811	511054	FICA	-	881	2,990	-
3813811	511055	WORK COMP	-	119	765	-
3813811	511060	EXPENSE ALLOWANCE	-	903	2,958	-
3813811	511070	UNEMPLOYMENT	-	10	32	-
3813811	588001	INTERFUND TRFRS	-	-	2,921,110	-
3813811	601015	CONSTRUCTION	-	121	-	1,941,645
3813811	601020	ADMIN & TESTING	1,942	81	-	-
TOTAL	RECREATION PROJECTS		1,942	15,039	2,970,944	1,941,645
3812 PUBLIC BLDGS						
3813812	511001	SAL/WAGES	-	21,345	56,997	-
3813812	511051	EMPLOYEE MEDICAL	-	2,101	4,290	-
3813812	511052	GROUP LIFE	-	21	42	-
3813812	511053	RETIREMENT	-	1,575	4,203	-
3813812	511054	FICA	-	1,704	4,608	-
3813812	511055	WORK COMP	-	229	1,171	-
3813812	511060	EXPENSE ALLOWANCE	-	1,805	5,022	-
3813812	511070	UNEMPLOYMENT	-	19	50	-
3813812	601010	DESIGN/INSPECTION	4,030	135,238	76,604	-
3813812	601015	CONSTRUCTION	-	24,058	2,333,088	2,047,500
3813812	601020	ADMIN & TESTING	8,374	5,891	8,084	-
3813812	601045	PROJ MGT	-	864	2,687	-
3813812	601055	FF&E	-	-	5,192	-
TOTAL	PUBLIC BLDGS		12,404	194,851	2,502,038	2,047,500
3815 MUNICIPAL PROJECTS						
3813815	544045	HARLEM	-	-	75,477	323,944
3813815	544050	GROVETOWN	-	-	264,842	1,137,045
TOTAL	MUNICIPAL PROJECTS		-	-	340,319	1,460,989
3816 PUBLIC SAFETY						
3813816	511001	SAL/WAGES	-	11,044	24,666	-
3813816	511051	EMPLOYEE MEDICAL	-	1,054	1,906	-
3813816	511052	GROUP LIFE	-	11	19	-
3813816	511053	RETIREMENT	-	817	1,826	-
3813816	511054	FICA	-	881	1,985	-
3813816	511055	WORK COMP	-	119	505	-
3813816	511060	EXPENSE ALLOWANCE	-	903	2,065	-
3813816	511070	UNEMPLOYMENT	-	10	23	-
3813816	601010	DESIGN/INSPECTION	61,414	97,600	66,790	-
3813816	601015	CONSTRUCTION	1,430,258	1,168,562	3,257,446	120,000
3813816	601020	ADMIN & TESTING	9,808	3,907	3,053	-
3813816	601045	PROJ MGT	-	1,455	44	-

EXPENDITURE DETAIL

CAPITAL PROJECTS FUNDS

			<u>Actual</u>	<u>Actual</u>	<u>Est. Actual</u>	<u>Budget</u>
			<u>FY 2009</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2012</u>
2009 GENERAL OBLIGATION BONDS/2011-2016 SPLOST (cont.)						
3813816	601055	FF&E	-	-	8,116	-
3813816	601079	VEHICLES	-	1,198,741	-	-
TOTAL	PUBLIC SAFETY		1,501,480	2,485,102	3,368,445	120,000
3817 WATER PROJECTS						
3813817	511001	SAL/WAGES	-	19,598	30,256	-
3813817	511030	VACATION	-	594	1,011	-
3813817	511033	HOLIDAY	-	1,219	1,353	-
3813817	511052	GROUP LIFE	-	27	34	-
3813817	511053	RETIREMENT	-	1,934	3,166	-
3813817	511054	FICA	-	1,837	3,004	-
3813817	511055	WORK COMP	-	228	947	-
3813817	511060	EXPENSE ALLOWANCE	-	2,790	6,966	-
3813817	511070	UNEMPLOYMENT	-	19	32	-
3813817	601005	LAND & SITE	-	200	50,652	-
3813817	601010	DESIGN/INSPECTION	68,391	422,038	321,320	-
3813817	601015	CONSTRUCTION	-	1,625,969	3,507,650	-
3813817	601020	ADMIN & TESTING	-	11,636	72,189	-
TOTAL	WATER PROJECTS		68,391	2,088,089	3,998,580	-
3818 CTYWIDE PROJECTS						
3813818	511001	SAL/WAGES	-	1,619	5,015	-
3813818	511051	EMPLOYEE MEDICAL	-	181	560	-
3813818	511052	GROUP LIFE	-	1	4	-
3813818	511053	RETIREMENT	-	129	393	-
3813818	511054	FICA	-	119	368	-
3813818	511055	WORK COMP	-	17	99	-
3813818	511070	UNEMPLOYMENT	-	1	5	-
3813818	588001	INTERFUND TRFRS	-	-	-	3,433,016
3813818	601010	DESIGN/INSPECTION	48,845	319,096	123,740	-
3813818	601015	CONSTRUCTION	14,008	637,047	5,870,053	1,795,000
3813818	601020	ADMIN/TEST	22,548	7,712	18,194	-
3813818	601045	PROJ MGT	-	406	-	-
3813818	601055	FF&E	-	-	146,147	-
TOTAL	COUNTY WIDE PROJECTS		85,402	966,329	6,164,577	5,228,016
TOTAL	2009 GO BONDS/11-16 SPLOST		\$ 2,142,509	\$ 9,332,800	\$ 26,384,153	\$ 18,000,000

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DEBT SERVICE FUNDS

These funds account for the accumulation of resources for the retirement of general purpose debt (principal and interest). The “2007 GO Bond Debt Service Fund” accounts for the repayment of the 2007 General Obligation Bonds which are supported with property tax revenues. The “2004 GO Bond Debt Service Fund” accounts for the repayment of the 2004 General Obligation Bonds, of which final payment was made in January 2011. The “2009 GO Bond Debt Service Fund” accounts for the repayment of the 2009 General Obligation Bonds which are supported with sales tax revenues from the 2011-2016 SPLOST.

EXPENDITURE DETAIL

DEBT SERVICE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
2007 GENERAL OBLIGATION BONDS						
4010 DEBT SERVICE 2007 GO BONDS						
4014010	533001	PROFESSIONAL FEES	\$ -	\$ -	\$ 1,000	\$ 1,000
4014010	577040	INTEREST	2,865,013	2,751,188	2,615,238	2,472,636
4014010	577050	DEBT RETIREMENT	2,905,000	3,260,000	3,635,000	4,025,000
TOTAL	DEBT SERVICE FUND-2007 GO BOND		\$ 5,770,013	\$ 6,011,188	\$ 6,251,238	\$ 6,498,636

2004 GENERAL OBLIGATION BONDS

4110 DEBT SERVICE 2004 GO BOND						
4114110	533001	PROFESSIONAL FEES	\$ -	\$ -	\$ 500	\$ -
4114110	544001	MISCELLANEOUS	-	-	1,354	-
4114110	577040	INTEREST	700,000	473,250	240,250	-
4114110	577050	DEBT RETIREMENT	4,535,000	4,660,000	4,805,000	-
TOTAL	DEBT SERVICE FUND-2004 GO BONDS		\$ 5,235,000	\$ 5,133,250	\$ 5,047,104	\$ -

2009 GENERAL OBLIGATION BONDS

4210 DEBT SERVICE FUND 2009 GO BOND						
4214210	533001	PROFESSIONAL FEES	\$ -	\$ 1,000	\$ 1,000	\$ -
4214210	577040	INTEREST	-	1,854,140	1,729,250	1,729,250
4214210	577050	DEBT RETIREMENT	-	-	-	5,310,000
TOTAL	DEBT SERVICE FUND-2009 GO BONDS		\$ -	\$ 1,855,140	\$ 1,730,250	\$ 7,039,250

ENTERPRISE FUNDS

These funds account for activities for which fees are charged to external users for services provided. Below are listed the funds/departments included within this function. A brief description of each department precedes the detailed budget reports.

**Water Utility:
Water and Sewerage
Storm Water
Solid Waste Management
Columbia County Broadband Utility**

WATER UTILITY DEPARTMENT

FUND/DEPARTMENT NUMBER: 5111 & 5200

MISSION STATEMENT

To provide quality water, sewer and stormwater service that meets or exceeds all State and Federal Standards. Anticipate and supply capacities to ensure adequate services for present demand and future growth for the citizens of Columbia County. Provide an effective stormwater management program that efficiently addresses stormwater run-off quantity and quality issues.

DEPARTMENT DESCRIPTION

The Water Utility is responsible for producing potable water; maintaining flows and pressures in the distribution and collection systems; treating sewage; identifying, prioritizing and implementing stormwater drainage improvements, accurately reading meters; providing customer service; reviewing construction plans and inspecting new developments.

ACCOMPLISHMENTS FOR FY 10/11

- Completion of new Maintenance complex on Chamblin Road
- Completion of La Vista Stormwater Improvement Project
- Completion of Betty's Branch Sanitary Sewer
- Completion of Reed Creek and Crawford Creek Improvements
- Completion of William Few Water Main Extension
- Reed Creek Wastewater Plant recipient of the Georgia Water Professional Association Gold Award for performance
- Little River Wastewater Plant recipient of the Georgia Water Professional Association Platinum Award for performance
- Kiokee Creek Wastewater Plant recipient of the Georgia Water Professional Association Platinum Award for performance
- Blanchard Water Treatment Plant recipient of the Georgia Water Professional Association Platinum Award for performance
- Clarks Hill Water Treatment Plant recipient of the Georgia Water Professional Association Platinum Award for performance

WATER UTILITY DEPARTMENT

FUND/DEPARTMENT NUMBER: 5111 & 5200

GOALS FOR FY 11/12

- Completion the Halifax Stream Bank Improvements
- Completion of the dredging of Bowen Pond
- Completion of the Swint Road Water Line
- Completion of the Betty's Branch Stream Bank Improvements
- Completion of Freeman Harris Road Water Line
- Completion of the Petersburg Retention Stormwater Improvement
- Completion of the William Few Stormwater Improvement
- Completion of the Hereford Farm Water Main Extension
- Completion of the Euchee Creek Phase III and V Relief Sanitary Sewer
- Software conversion to Munis

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND						
40 PUBLIC WORKS						
5000 ADMINISTRATION						
51 PERSONAL SERVICES						
5115000	511001	SAL/WAGES	\$ 103,804	\$ 241,838	\$ 233,550	\$ 273,954
5115000	511030	VACATION	52,977	25,144	28,207	-
5115000	511031	SICK LEAVE	148,461	2,969	5,678	-
5115000	511033	HOLIDAY	2,045	10,472	10,655	-
5115000	511051	EMPLOYEE MEDICAL	10,857	28,397	29,647	29,437
5115000	511052	GROUP LIFE	152	279	198	198
5115000	511053	RETIREMENT	15,069	17,713	19,025	18,149
5115000	511054	FICA	23,653	20,946	21,226	20,740
5115000	511055	WORK COMP	682	2,597	4,873	1,000
5115000	511057	OPEB OBLIGATION	91,837	70,056	-	-
5115000	511060	EXPENSE ALLOWANCE	7,393	21,558	26,254	26,430
5115000	511070	UNEMPLOYMENT	96	-	-	40,247
5115000	511080	PERSONNEL	-	235	239	240
TOTAL PERSONAL SERVICES			457,025	442,205	379,552	410,395
52 OPERATING-SUPPLIES						
5115000	522001	UNIFORMS	-	82	308	250
5115000	522070	OPERATING	6,140	8,834	2,649	2,000
5115000	522080	UTILITIES	-	-	1,669	4,475
5115000	522081	UTILITIES	1,861	3,246	-	-
5115000	522083	WASTE WATER	16,372	46,660	74,320	70,000
5115000	522100	MINOR PROPERTY	26,859	36,064	23,607	-
TOTAL OPERATING-SUPPLIES			51,232	94,885	102,553	76,725
53 OPERATING-PURCH/CONT						
5115000	533001	PROFESSIONAL FEES	28,699	23,504	30,331	25,000
5115000	533035	CONTRACT SERVICES	141,702	50,824	117,684	139,725
5115000	533060	GENERAL SERVICES	121,252	158,671	183,557	-
5115000	533070	CASUALTY EXPENSE	47,355	233,430	124,643	100,000
5115000	533095	VEH REPAIR	208	-	-	-
5115000	533115	TRAVEL/TRAINING	2,303	5,125	5,955	5,000
5115000	533120	DUES & SUBSCRIPTIONS	3,585	4,826	5,943	5,600
5115000	533130	INSURANCE	47,787	124,068	58,261	76,946
5115000	533135	COMMUNICATIONS	50,578	65,024	59,045	55,000
TOTAL OPERATING-PURCH/CONT			443,468	665,473	585,419	407,271
54 OPERATING-OTH COSTS						
5115000	544007	OPERATING	-	1,967	10,971	250,000
5115000	544010	EPD CHARGES	-	-	-	25,000
TOTAL OPERATING-OTH COSTS			-	1,967	10,971	275,000
55 OPERATING-INTFND CHG						
5115000	555001	COUNTY SVS	493,767	495,175	491,246	626,404
56 OPERATING-DEPREC						
5115000	566100	DEPRECIATION	1,425	259,394	772,588	-
5115000	566300	AMORTIZATION	454,564	454,564	537,659	-
TOTAL OPERATING-DEPREC			455,988	713,958	1,310,247	-
57 DEBT SERVICE						
5115000	577025	GEFA-INTEREST	27,545	18,647	10,738	202,229
5115000	577040	INTEREST	3,317,536	1,938,411	1,378,910	-
5115000	577050	DEBT RETIREMENT	-	-	-	9,411,858
TOTAL DEBT SERVICE			3,345,081	1,957,058	1,389,648	9,614,087
60 CAPITAL						
5115000	601081	CIP MACH/EQUIPMENT	-	-	-	35,000
TOTAL ADMINISTRATION			5,246,562	4,370,721	4,269,636	11,444,882

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5100 CUSTOMER SERVICES						
51 PERSONAL SERVICES						
5115100	511001	SAL/WAGES	494,589	392,788	430,157	497,854
5115100	511004	OVERTIME	4,519	15,034	26,236	5,000
5115100	511030	VACATION	22,935	46,982	48,458	-
5115100	511031	SICK LEAVE	(89,824)	(1,699)	1,105	-
5115100	511033	HOLIDAY	23,641	17,517	20,452	-
5115100	511050	FRINGE BENEFITS	-	-	-	-
5115100	511051	EMPLOYEE MEDICAL	96,789	90,565	99,952	106,871
5115100	511052	GROUP LIFE	934	614	442	500
5115100	511053	RETIREMENT	40,167	36,394	39,785	37,597
5115100	511054	FICA	37,264	34,264	38,031	35,669
5115100	511055	WORK COMP	3,249	4,225	9,042	10,000
5115100	511060	EXPENSE ALLOWANCE	13,803	7,904	7,595	7,650
5115100	511062	NEW HIRES	-	-	-	5,934
5115100	511070	UNEMPLOYMENT	465	382	421	403
TOTAL PERSONAL SERVICES			648,531	644,971	721,677	707,478
52 OPERATING-SUPPLIES						
5115100	522001	UNIFORMS	1,151	820	1,163	1,200
5115100	522040	POSTAGE	6,911	4,720	3,000	15,000
5115100	522070	OPERATING	33,114	31,398	27,035	20,000
5115100	522080	UTILITIES	10,534	12,216	11,160	10,000
5115100	522081	UTILITIES-SW	935	246	3,912	-
5115100	522100	MINOR PROPERTY	8,148	12,022	26,965	30,300
5115100	522113	INVENTORY	(246,400)	17,824	(43,348)	-
5115100	522120	VEHICLE/EQUIPMENT	-	735	103	900
5115100	522121	GAS/OIL/DEISEL	-	3,075	4,507	3,500
TOTAL OPERATING-SUPPLIES			(185,606)	83,054	34,497	80,900
53 OPERATING-PURCH/CONT						
5115100	533001	PROFESSIONAL FEES	-	-	-	224,000
5115100	533035	CONTRACT SERVICES	247,687	217,783	279,113	30,000
5115100	533060	GENERAL SERVICES	38,915	27,924	29,779	-
5115100	533064	GEN REPAIR	5,135	7,527	1,429	3,000
5115100	533070	CASUALTY EXPENSE	13,804	-	-	-
5115100	533095	VEH REPAIR	52	-	329	-
5115100	533115	TRAVEL/TRAINING	6,243	7,301	2,638	7,900
5115100	533120	DUES & SUBSCRIPTIONS	2,583	945	1,811	768
5115100	533135	COMMUNICATIONS	11,277	2,996	12,102	-
5115100	533140	PRINTING	-	160	262	-
TOTAL OPERATING-PURCH/CONT			325,697	264,636	327,462	265,668
56 OPERATING-DEPREC						
5115100	566100	DEPRECIATION/AMORT	5,576,123	5,777,607	5,562,535	-
57 DEBT SERVICE						
5115100	577040	INTEREST	(1,107,207)	-	-	-
60 CAPITAL						
5115100	601090	CIP OTHER	-	-	403	34,409
TOTAL CUSTOMER SERVICES			5,257,537	6,770,269	6,646,574	1,088,455

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5105 WATER TREATMENT						
51 PERSONAL SERVICES						
5115105	511001	SAL/WAGES	446,420	441,264	449,014	498,282
5115105	511004	OVERTIME	42,478	19,642	24,609	25,000
5115105	511010	ON CALL	854	2,329	2,427	3,000
5115105	511030	VACATION	29,468	38,181	45,828	-
5115105	511031	SICK LEAVE	(22,884)	211	31,553	-
5115105	511033	HOLIDAY	27,634	19,156	20,035	-
5115105	511051	EMPLOYEE MEDICAL	58,153	61,133	84,800	94,674
5115105	511052	GROUP LIFE	877	664	492	550
5115105	511053	RETIREMENT	36,182	33,825	35,237	31,410
5115105	511054	FICA	44,072	38,084	41,507	35,489
5115105	511055	WORK COMP	6,354	4,770	9,802	15,000
5115105	511060	EXPENSE ALLOWANCE	992	-	-	-
5115105	511070	UNEMPLOYMENT	440	412	429	398
TOTAL PERSONAL SERVICES			671,039	659,672	745,732	703,803
52 OPERATING-SUPPLIES						
5115105	522001	UNIFORMS	6,389	5,179	3,112	3,500
5115105	522040	POSTAGE	-	7	-	-
5115105	522070	OPERATING	40,538	41,740	38,632	40,000
5115105	522074	CHEMICALS	498,167	522,272	451,104	360,000
5115105	522080	UTILITIES	1,361,554	1,303,780	1,538,016	1,100,000
5115105	522081	UTILITIES-SW	-	-	17	-
5115105	522100	MINOR PROPERTY	20,302	9,416	-	-
5115105	522120	VEHICLE/EQUIPMENT	-	-	654	800
5115105	522121	GAS/OIL/DEISEL	9,524	6,015	12,617	5,500
TOTAL OPERATING-SUPPLIES			1,936,473	1,888,409	2,044,152	1,509,800
53 OPERATING-PURCH/CONT						
5115105	533035	CONTRACT SERVICES	171,244	231,622	258,336	309,700
5115105	533060	GENERAL SERVICES	172,719	143,025	223,712	229,000
5115105	533064	GEN REPAIR	106,339	98,463	164,523	110,000
5115105	533095	VEH REPAIR	580	2,531	782	500
5115105	533115	TRAVEL/TRAINING	7,335	3,390	2,828	5,000
5115105	533120	DUES & SUBSCRIPTIONS	1,671	838	328	1,500
5115105	533127	EQUIPMENT RENTAL	2,160	1,232	-	3,000
TOTAL OPERATING-PURCH/CONT			462,048	481,101	650,509	658,700
60 CAPITAL						
5115105	601081	CIP MACH/EQUIPMENT	-	-	-	18,300
TOTAL WATER TREATMENT			3,069,561	3,029,182	3,440,394	2,890,603

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5110 CENTRAL LABORATORY						
51 PERSONAL SERVICES						
5115110	511001	SAL/WAGES	133,813	142,400	141,769	168,937
5115110	511004	OVERTIME	2,253	1,436	3,356	2,500
5115110	511030	VACATION	13,566	16,998	15,777	-
5115110	511031	SICK LEAVE	615	255	261	-
5115110	511033	HOLIDAY	6,654	6,255	6,286	-
5115110	511051	EMPLOYEE MEDICAL	25,497	28,633	28,147	29,115
5115110	511052	GROUP LIFE	332	276	198	199
5115110	511053	RETIREMENT	10,164	10,980	10,523	10,524
5115110	511054	FICA	12,968	12,500	12,506	12,636
5115110	511055	WORK COMP	1,467	1,537	3,128	5,500
5115110	511060	EXPENSE ALLOWANCE	8,546	7,904	7,595	7,650
5115110	511062	NEW PERSONNEL REQUESTS	-	-	-	4,480
5115110	511070	UNEMPLOYMENT	130	139	141	142
TOTAL PERSONAL SERVICES			216,005	229,312	229,688	241,683
52 OPERATING-SUPPLIES						
5115110	522001	UNIFORMS	779	633	735	800
5115110	522070	OPERATING	58,995	68,332	76,804	70,000
5115110	522080	UTILITIES	6,792	7,417	11,868	7,000
5115110	522100	MINOR PROPERTY	21,558	12,539	27,023	13,000
5115110	522120	VEHICLE/EQUIPMENT	146	-	488	-
5115110	522121	GAS/OIL/DEISEL	2,089	1,970	3,085	3,000
TOTAL OPERATING-SUPPLIES			90,358	90,890	120,003	93,800
53 OPERATING-PURCH/CONT						
5115110	533035	CONTRACT SERVICES	6,955	7,508	7,540	9,000
5115110	533060	GENERAL SERVICES	44,264	37,511	51,906	47,300
5115110	533064	GEN REPAIR	2,669	836	694	2,000
5115110	533095	VEH REPAIR	110	115	155	500
5115110	533115	TRAVEL/TRAINING	3,867	4,272	3,224	4,000
5115110	533120	DUES & SUBSCRIPTIONS	520	-	520	800
TOTAL OPERATING-PURCH/CONT			58,385	50,242	64,039	63,600
60 CAPITAL						
5115110	601090	CIP OTHER	-	-	-	35,700
TOTAL CENTRAL LABORATORY			364,749	370,444	413,730	434,783

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5115 WASTE WATER						
51 PERSONAL SERVICES						
5115115	511001	SAL/WAGES	329,469	344,762	318,787	382,010
5115115	511004	OVERTIME	18,614	13,740	17,648	15,000
5115115	511010	ON CALL	10,772	11,397	12,534	13,000
5115115	511030	VACATION	30,675	33,291	30,646	-
5115115	511031	SICK LEAVE	-	31,745	548	-
5115115	511033	HOLIDAY	18,820	15,095	14,900	-
5115115	511050	FRINGE BENEFITS	-	-	-	13,329
5115115	511051	EMPLOYEE MEDICAL	45,718	53,753	66,222	64,005
5115115	511052	GROUP LIFE	635	511	363	334
5115115	511053	RETIREMENT	31,227	33,129	23,641	19,533
5115115	511054	FICA	32,865	32,670	28,131	26,442
5115115	511055	WORK COMP	1,656	3,724	6,821	5,000
5115115	511060	EXPENSE ALLOWANCE	-	-	-	1,440
5115115	511070	UNEMPLOYMENT	323	331	321	268
TOTAL PERSONAL SERVICES			520,772	574,146	520,562	540,361
52 OPERATING-SUPPLIES						
5115115	522001	UNIFORMS	7,042	4,853	3,351	2,800
5115115	522070	OPERATING	38,958	35,269	38,688	38,000
5115115	522074	CHEMICALS	105,889	103,463	108,464	110,000
5115115	522080	UTILITIES	566,209	547,737	629,989	600,000
5115115	522100	MINOR PROPERTY	23,348	77,768	55,210	-
5115115	522120	VEHICLE/EQUIPMENT	2,855	1,203	1,906	2,000
5115115	522121	GAS/OIL/DEISEL	10,413	15,372	16,213	10,000
TOTAL OPERATING-SUPPLIES			754,715	785,665	853,820	762,800
53 OPERATING-PURCH/CONT						
5115115	533035	CONTRACT SERVICES	282,660	349,884	361,503	300,000
5115115	533060	GENERAL SERVICES	60	24,053	345	-
5115115	533064	GEN REPAIR	103,603	125,916	106,444	100,000
5115115	533095	VEH REPAIR	2,884	1,832	5,252	1,500
5115115	533115	TRAVEL/TRAINING	4,201	3,906	2,055	3,000
5115115	533120	DUES & SUBSCRIPTIONS	727	342	-	1,100
5115115	533127	EQUIPMENT RENTAL	6,820	14,255	4,085	6,000
TOTAL OPERATING-PURCH/CONT			400,955	520,187	479,685	411,600
60 CAPITAL						
5115115	601081	CIP MACH/EQUIPMENT	-	-	11,925	88,000
TOTAL WASTE WATER			1,676,442	1,879,998	1,865,993	1,802,761

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5120 METER						
51 PERSONAL SERVICES						
5115120	511001	SAL/WAGES	260,255	273,239	259,480	312,144
5115120	511004	OVERTIME	27,709	27,682	25,322	28,000
5115120	511010	ON CALL	1,298	1,142	971	1,100
5115120	511030	VACATION	24,085	27,908	28,814	-
5115120	511031	SICK LEAVE	1,739	176	180	-
5115120	511033	HOLIDAY	13,219	12,316	12,295	-
5115120	511050	FRINGE BENEFITS	-	-	-	6,488
5115120	511051	EMPLOYEE MEDICAL	53,300	57,792	53,277	50,722
5115120	511052	GROUP LIFE	653	506	342	319
5115120	511053	RETIREMENT	19,089	17,881	18,136	16,398
5115120	511054	FICA	25,207	24,578	23,605	22,256
5115120	511055	WORK COMP	3,523	2,974	6,207	8,000
5115120	511070	UNEMPLOYMENT	260	270	257	232
TOTAL PERSONAL SERVICES			430,336	446,465	428,883	445,659
52 OPERATING-SUPPLIES						
5115120	522001	UNIFORMS	4,016	3,759	1,349	2,500
5115120	522070	OPERATING	37,663	35,855	38,824	42,000
5115120	522076	METERS	154,456	139,876	98,367	103,000
5115120	522100	MINOR PROPERTY	252,859	233,759	191,390	-
5115120	522120	VEHICLE/EQUIPMENT	3,087	2,845	1,901	3,300
5115120	522121	GAS/OIL/DEISEL	30,133	31,206	36,514	33,000
TOTAL OPERATING-SUPPLIES			482,214	447,301	368,344	183,800
53 OPERATING-PURCH/CONT						
5115120	533060	GENERAL SERVICES	1,200	1,320	1,320	1,460
5115120	533064	GEN REPAIR	2,537	1,788	2,263	2,600
5115120	533095	VEH REPAIR	9,188	5,946	12,334	6,500
5115120	533115	TRAVEL/TRAINING	1,389	655	50	800
5115120	533120	DUES & SUBSCRIPTIONS	-	-	65	100
TOTAL OPERATING-PURCH/CONT			14,313	9,709	16,032	11,460
60 CAPITAL						
5115120	601079	CIP VEHICLES	-	-	-	47,500
5115120	601081	CIP MACH/EQUIP	-	-	-	9,000
5115120	601090	CIP OTHER	-	-	-	346,000
TOTAL CAPITAL			-	-	-	402,500
TOTAL METER			926,863	903,475	813,259	1,043,419

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5125 WATER DISTRIBUTION						
51 PERSONAL SERVICES						
5115125	511001	SAL/WAGES	530,804	554,342	544,109	643,188
5115125	511004	OVERTIME	61,144	74,332	80,213	75,000
5115125	511010	ON CALL	13,767	14,385	14,296	-
5115125	511030	VACATION	54,694	54,323	45,845	-
5115125	511031	SICK LEAVE	12,088	1,707	2,161	-
5115125	511033	HOLIDAY	25,481	22,676	24,271	-
5115125	511050	FRINGE BENEFITS	-	-	-	13,329
5115125	511051	EMPLOYEE MEDICAL	121,831	126,224	133,465	138,888
5115125	511052	GROUP LIFE	1,149	885	597	703
5115125	511053	RETIREMENT	42,775	44,490	42,075	35,026
5115125	511054	FICA	53,382	51,690	50,751	44,760
5115125	511055	WORK COMP	7,346	6,012	12,600	18,000
5115125	511062	NEW PERSONNEL REQUESTS	-	-	-	84,733
5115125	511070	UNEMPLOYMENT	541	574	563	480
TOTAL PERSONAL SERVICES			925,002	951,638	950,947	1,054,107
52 OPERATING-SUPPLIES						
5115125	522001	UNIFORMS	11,481	11,135	6,648	3,649
5115125	522070	OPERATING	221,055	262,266	255,295	250,000
5115125	522080	UTILITIES	7,992	27,187	38,416	30,000
5115125	522100	MINOR PROPERTY	5,303	28,570	26,595	-
5115125	522120	VEHICLE/EQUIPMENT	6,365	6,938	3,519	5,000
5115125	522121	GAS/OIL/DEISEL	47,789	55,613	74,781	60,000
TOTAL OPERATING-SUPPLIES			299,985	391,708	405,255	348,649
53 OPERATING-PURCH/CONT						
5115125	533035	CONTRACT SERVICES	-	-	170	-
5115125	533060	GENERAL SERVICES	45,301	40,787	45,301	50,000
5115125	533064	GEN REPAIR	67,140	69,378	53,193	75,000
5115125	533095	VEH REPAIR	17,359	18,344	16,288	10,000
5115125	533115	TRAVEL/TRAINING	6,059	2,093	3,026	4,000
5115125	533120	DUES & SUBSCRIPTIONS	780	350	1,845	1,600
5115125	533127	EQUIPMENT RENTAL	4,009	262	5,094	3,000
TOTAL OPERATING-PURCH/CONT			140,647	131,214	124,918	143,600
60 CAPITAL						
5115125	601079	CIP VEHICLES	-	-	-	90,000
5115125	601081	CIP MACH/EQUIPMENT	-	-	-	79,000
5115125	601082	HEAVY EQUIPMENT	-	-	-	54,600
5115125	601090	CIP OTHER	-	-	719	109,500
TOTAL CAPITAL			-	-	719	333,100
TOTAL WATER DISTRIBUTION			1,365,635	1,474,560	1,481,838	1,879,456

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5130 WASTEWATER CONVEYANCE						
51 PERSONAL SERVICES						
5115130	511001	SAL/WAGES	324,758	334,339	344,728	391,784
5115130	511004	OVERTIME	40,242	42,104	40,149	42,000
5115130	511010	ON CALL	14,610	14,725	14,355	13,000
5115130	511030	VACATION	28,182	33,213	32,844	-
5115130	511031	SICK LEAVE	8,438	33,878	1,646	-
5115130	511033	HOLIDAY	15,593	14,565	16,046	-
5115130	511051	EMPLOYEE MEDICAL	85,985	86,574	92,912	97,622
5115130	511052	GROUP LIFE	655	519	393	452
5115130	511053	RETIREMENT	27,975	29,050	28,193	24,617
5115130	511054	FICA	33,658	33,700	31,778	27,230
5115130	511055	WORK COMP	4,054	3,628	8,035	12,000
5115130	511070	UNEMPLOYMENT	336	347	355	314
TOTAL	PERSONAL SERVICES		584,487	626,641	611,435	609,019
52 OPERATING-SUPPLIES						
5115130	522001	UNIFORMS	5,206	5,568	5,502	5,200
5115130	522070	OPERATING	76,527	86,247	85,193	70,000
5115130	522080	UTILITIES	-	-	-	30,000
5115130	522100	MINOR PROPERTY	14,271	4,081	17,020	11,500
5115130	522120	VEHICLE/EQUIPMENT	7,244	3,974	5,787	4,000
5115130	522121	GAS/OIL/DEISEL	33,378	35,274	44,210	30,000
TOTAL	OPERATING-SUPPLIES		136,626	135,144	157,712	150,700
53 OPERATING-PURCH/CONT						
5115130	533060	GENERAL SERVICES	178,288	211,908	232,284	251,815
5115130	533064	GEN REPAIR	27,178	39,855	76,563	60,000
5115130	533095	VEH REPAIR	5,992	15,508	14,854	6,000
5115130	533115	TRAVEL/TRAINING	3,047	2,931	2,155	2,000
5115130	533120	DUES & SUBSCRIPTIONS	650	-	780	1,000
5115130	533127	EQUIPMENT RENTAL	5,714	2,889	1,950	3,000
TOTAL	OPERATING-PURCH/CONT		220,870	273,091	328,587	323,815
60 CAPITAL						
5115130	601079	CIP VEHICLES	-	-	-	280,000
5115130	601081	CIP MACH/EQUIPMENT	-	-	-	91,400
TOTAL	CAPITAL		-	-	-	371,400
TOTAL	WASTEWATER CONVEYANCE		941,983	1,034,875	1,097,734	1,454,934

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5135 MECHANICAL						
51 PERSONAL SERVICES						
5115135	511001	SAL/WAGES	222,319	224,570	213,704	248,331
5115135	511004	OVERTIME	35,594	40,073	54,015	25,000
5115135	511010	ON CALL	9,309	8,950	12,540	9,000
5115135	511030	VACATION	24,093	27,193	31,917	-
5115135	511031	SICK LEAVE	18,922	1,343	(11,907)	-
5115135	511033	HOLIDAY	11,668	10,035	10,460	-
5115135	511050	FRINGE BENEFITS	-	-	-	6,176
5115135	511051	EMPLOYEE MEDICAL	43,514	44,283	48,995	48,572
5115135	511052	GROUP LIFE	493	373	250	292
5115135	511053	RETIREMENT	20,363	27,627	21,933	14,650
5115135	511054	FICA	25,938	22,687	22,491	17,424
5115135	511055	WORK COMP	3,428	2,453	5,316	9,000
5115135	511062	NEW PERSONNEL REQUESTS	-	-	-	41,636
5115135	511070	UNEMPLOYMENT	240	258	255	182
TOTAL PERSONAL SERVICES			415,880	409,844	409,968	420,263
52 OPERATING-SUPPLIES						
5115135	522001	UNIFORMS	4,268	3,997	5,126	4,800
5115135	522070	OPERATING	25,581	16,669	22,004	16,000
5115135	522080	UTILITIES	11,418	12,596	22,398	30,000
5115135	522100	MINOR PROPERTY	6,516	7,672	8,799	-
5115135	522120	VEHICLE/EQUIPMENT	681	1,151	1,693	1,000
5115135	522121	GAS/OIL/DEISEL	20,597	19,564	29,125	20,000
TOTAL OPERATING-SUPPLIES			69,061	61,650	89,144	71,800
53 OPERATING-PURCH/CONT						
5115135	533064	GEN REPAIR	3,704	1,819	2,513	4,000
5115135	533095	VEH REPAIR	4,473	4,755	6,529	5,000
5115135	533115	TRAVEL/TRAINING	1,678	460	3,549	500
5115135	533120	DUES & SUBSCRIPTIONS	910	-	520	-
TOTAL OPERATING-PURCH/CONT			10,764	7,034	13,111	9,500
60 CAPITAL						
5115135	601079	CIP VEHICLES	-	-	103,975	35,000
5115135	601081	CIP MACH/EQUIPMENT	-	-	-	10,100
TOTAL CAPITAL			-	-	103,975	45,100
TOTAL MECHANICAL			495,706	478,528	616,198	546,663

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
WATER AND SEWER FUND (cont.)						
5140 ENGINEERING & MAPPING						
51 PERSONAL SERVICES						
5115140	511001	SAL/WAGES	258,368	270,993	272,850	311,022
5115140	511004	OVERTIME	7,275	4,999	5,254	7,000
5115140	511030	VACATION	29,174	26,697	28,180	-
5115140	511031	SICK LEAVE	7,985	634	1,375	-
5115140	511033	HOLIDAY	13,000	11,604	13,313	-
5115140	511051	EMPLOYEE MEDICAL	57,391	59,156	64,373	62,402
5115140	511052	GROUP LIFE	423	331	238	300
5115140	511053	RETIREMENT	21,141	20,190	20,590	20,026
5115140	511054	FICA	(1,881)	23,692	24,052	23,286
5115140	511055	WORK COMP	3,068	2,928	6,026	8,000
5115140	511062	NEW PERSONNEL REQUESTS	-	15,808	15,189	15,300
5115140	511060	EXPENSE ALLOWANCE	17,619	-	-	1,440
5115140	511070	UNEMPLOYMENT	254	260	267	260
TOTAL PERSONAL SERVICES			413,816	437,291	451,708	449,036
52 OPERATING-SUPPLIES						
5115140	522001	UNIFORMS	2,710	2,967	2,840	3,000
5115140	522070	OPERATING	22,202	12,321	18,078	9,000
5115140	522080	UTILITIES	5,844	5,100	2,020	6,500
5115140	522100	MINOR PROPERTY	8,907	9,572	8,787	5,050
5115140	522120	VEHICLE/EQUIPMENT	1,726	1,682	1,155	4,000
5115140	522121	GAS/OIL/DEISEL	9,504	9,361	8,304	9,000
TOTAL OPERATING-SUPPLIES			50,892	41,005	41,184	36,550
53 OPERATING-PURCH/CONT						
5115140	533060	GENERAL SERVICES	59	-	-	3,400
5115140	533064	GEN REPAIR	3,886	5,288	5,001	4,000
5115140	533095	VEH REPAIR	1,808	2,975	1,013	4,000
5115140	533115	TRAVEL/TRAINING	7,818	3,919	3,662	4,000
5115140	533120	DUES & SUBSCRIPTIONS	11,045	12,719	9,757	11,050
5115140	533135	COMMUNICATIONS	764	881	-	-
TOTAL OPERATING-PURCH/CONT			25,380	25,781	19,433	26,450
60 CAPITAL						
5115140	601079	CIP VEHICLES	-	-	-	18,000
5115140	601081	CIP MACH/EQUIPMENT	-	-	-	55,500
5115140	601090	CIP OTHER	-	-	-	-
TOTAL CAPITAL			-	-	-	73,500
TOTAL ENGINEERING & MAPPING			490,088	504,077	512,325	585,536
5700 RENEWAL & EXTENSION						
60 CAPITAL						
5115700	601105	WATER SYSTEM IMP	-	-	241	1,958,054
5115700	601110	SEWERAGE SYSTEM IMP	-	-	-	1,958,054
TOTAL RENEWAL & EXTENSION			-	-	241	3,916,108
TOTAL WATER AND SEWER FUND			\$ 19,835,125	\$ 20,816,128	\$ 21,157,921	\$ 27,087,600

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
STORM WATER UTILITY FUND						
40 PUBLIC WORKS						
5200 STORM WATER ADMINISTRATION						
51 PERSONAL SERVICES						
5215200	511001	SAL/WAGES	\$ 168,315	\$ 171,967	\$ 178,148	\$ 202,091
5215200	511004	OVERTIME	1,829	2,546	4,204	2,000
5215200	511030	VACATION	16,415	14,673	18,960	-
5215200	511031	SICK LEAVE	123	5,720	293	-
5215200	511033	HOLIDAY	10,391	9,836	10,137	-
5215200	511051	EMPLOYEE MEDICAL	45,570	43,613	39,518	43,422
5215200	511052	GROUP LIFE	372	288	207	202
5215200	511053	RETIREMENT	16,180	14,920	15,355	14,774
5215200	511054	FICA	14,960	15,639	16,268	15,443
5215200	511055	WORK COMP	1,183	1,848	3,665	3,000
5215200	511057	OPEB OBLIGATION	12,755	8,340	-	-
5215200	511060	EXPENSE ALLOWANCE	17,092	17,014	16,634	16,740
5215200	511062	NEW PERSONNEL REQUESTS	-	-	-	38,807
5215200	511070	UNEMPLOYMENT	166	173	180	175
TOTAL PERSONAL SERVICES			305,353	306,577	303,569	336,654
52 OPERATING-SUPPLIES						
5215200	522001	UNIFORMS	484	770	583	800
5215200	522070	OPERATING	21,825	33,802	22,752	10,000
5215200	522100	MINOR PROPERTY	5,221	23,900	5,286	6,275
5215200	522120	VEHICLE/EQUIPMENT	-	-	-	500
5215200	522121	GAS/OIL/DEISEL	-	669	1,594	1,000
TOTAL OPERATING-SUPPLIES			27,529	59,141	30,215	18,575
53 OPERATING-PURCH/CONT						
5215200	533001	PROFESSIONAL FEES	2,087	-	2,149	-
5215200	533002	ATTORNEY FEES	-	-	-	5,000
5215200	533060	GENERAL SERVICES	4,225	17,876	16,995	22,000
5215200	533064	REPAIRS/MAINTENANCE	58	332	1,538	1,000
5215200	533070	CASUALTY EXPENSE	-	275	(700)	8,321
5215200	533095	VEH REPAIR	7,381	3,252	343	1,000
5215200	533115	TRAVEL/TRAINING	4,438	4,825	3,089	4,500
5215200	533120	DUES & SUBSCRIPTIONS	1,498	1,024	1,924	1,400
5215200	533130	INSURANCE	12,206	18,460	4,600	5,160
5215200	533135	COMMUNICATIONS	3,758	2,314	4,036	4,000
5215200	533140	PRINTING	2,472	160	2,312	2,800
TOTAL OPERATING-PURCH/CONT			38,122	48,519	36,286	55,181
54 OPERATING-OTHER COSTS						
5215200	544001	MISC	-	-	-	2,000
55 OPERATING-INTFND CHG						
5215200	555001	COUNTY SVS	649,235	540,346	406,741	610,537
56 OPERATING-DEPREC						
5215200	566100	DEPRECIATION	1,411,291	1,457,158	1,560,912	-
60 CAPITAL						
5215200	601081	CIP MACH/EQUIPMENT	-	-	-	3,800
5215200	601100	INFRASTRUCTURE	-	-	-	645,432
TOTAL CAPITAL			-	-	-	649,232
TOTAL STORM WATER ADMINISTRATION			2,431,531	2,411,741	2,337,723	1,672,179

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
STORM WATER UTILITY FUND (cont.)						
5210 STORM WATER MAINTENANCE						
51 PERSONAL SERVICES						
5215210	511001	SAL/WAGES	212,867	219,190	208,524	248,334
5215210	511004	OVERTIME	9,371	9,015	6,910	10,000
5215210	511030	VACATION	15,928	17,378	16,172	
5215210	511031	SICK LEAVE	-	-	468	-
5215210	511033	HOLIDAY	9,059	9,594	9,286	-
5215210	511051	EMPLOYEE MEDICAL	50,545	53,547	53,127	58,829
5215210	511052	GROUP LIFE	451	354	249	453
5215210	511053	RETIREMENT	13,675	14,128	13,485	14,019
5215210	511054	FICA	18,212	18,726	17,683	18,080
5215210	511055	WORK COMP	2,457	2,376	4,791	6,000
5215210	511060	EXPENSE ALLOWANCE	8,546	7,904	7,595	7,650
5215210	511070	UNEMPLOYMENT	200	208	199	205
TOTAL	PERSONAL SERVICES		341,312	352,419	338,489	363,570
52 OPERATING-SUPPLIES						
5215210	522001	UNIFORMS	2,234	2,715	690	4,000
5215210	522070	OPERATING	17,474	10,384	14,845	20,000
5215210	522100	MINOR PROPERTY	8,903	14,079	-	6,000
5215210	522120	VEHICLE/EQUIPMENT	2,117	1,146	-	3,000
5215210	522121	GAS/OIL/DEISEL	13,008	17,978	18,645	15,000
TOTAL	OPERATING-SUPPLIES		43,736	46,301	34,180	48,000
53 OPERATING-PURCH/CONT						
5215210	533035	CONTRACT SERVICES	10,100	6,075	25,897	25,000
5215210	533064	GEN REPAIR	1,102	3,494	848	4,000
5215210	533095	VEH REPAIR	1,006	14,681	8,994	4,000
5215210	533115	TRAVEL/TRAINING	2,346	295	400	3,000
5215210	533127	EQUIP RENT	14,640	7,566	9,037	40,000
TOTAL	OPERATING-PURCH/CONT		29,194	32,111	45,176	76,000
60 CAPITAL						
5215210	601079	CIP VEHICLES	-	-	125,000	-
5215210	601081	CIP MACH/EQUIPMENT	-	-	-	300,000
5215210	601082	HEAVY EQUIPMENT	-	-	-	30,000
5215210	601100	INFRASTRUCTURE	-	-	2,044	250,000
TOTAL	CAPITAL		-	-	127,044	580,000
TOTAL	STORM WATER MAINTENANCE		414,242	430,831	544,889	1,067,570
TOTAL	STORM WATER UTILITY FUND		\$ 2,845,773	\$ 2,842,571	\$ 2,882,611	\$ 2,739,749

GREEN PROGRAMS DEPARTMENT

FUND/DEPARTMENT NUMBER: 531/5310

MISSION STATEMENT

To enhance the quality of life in Columbia County by preserving the natural beauty and environment in our community and to provide recycling opportunities, beautification programs, waste and litter reduction and environmental stewardship education. Through education and community involvement, we are encouraging a sense of community pride and responsibility that will make our citizens more environmentally responsible.

VISION STATEMENT

To continue providing events and programs geared toward educating citizens on the importance and benefits of developing and maintaining a “green” lifestyle. To extend education opportunities for litter reduction, beautification, and other environmental improvements and to recognize excellence in environmental and beautification improvement. To encourage partnerships with businesses, civic groups and volunteers. Continue to expand the existing recycling program and further provide outreach to schools and civic groups.

DEPARTMENT DESCRIPTION

The Green Programs Department was created this year as a department within the Construction & Maintenance Services Division. The Green Programs Department is comprised of the Recycling Program and Keep Columbia County Beautiful. This department also provides recycling options and green lifestyle events and programs to the citizens of Columbia County.

ACCOMPLISHMENTS FOR FY10/11

- Completed the certification requirements to maintain Keep America Beautiful Affiliation
- Awarded the Keep America Beautiful President’s Circle Award for the 3rd consecutive year.
- Completed application requirements for Tree City USA designation for 2010.

GOALS FOR FY11/12

- Construct a Recycling Facility in Evans to include a baling system as well as retrofitting existing Grovetown facility with a baling system.
- Create additional programs for Keep Columbia County Beautiful

GREEN PROGRAMS DEPARTMENT

FUND/DEPARTMENT NUMBER: 531/5310

- Identify problem litter areas to assist in development of a stronger Adopt A Road program
- Develop a volunteer program for Keep Columbia County Beautiful
- Complete requirements to qualify for the Keep America Beautiful President's Circle Award
- Develop outreach program for schools

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Manager	1	1	1
Temporary personnel	2	2	4
Total	3	3	5

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	1	1	1

BUDGET HIGHLIGHTS

The Green Programs department is currently funded from the Solid Waste budget. In the coming year we will attempt to increase the sale of recyclable materials and create new revenue sources to become a self-supported department.

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
SOLID WASTE MANAGEMENT FUND						
10 GENERAL GOVERNMENT						
5310 RECYCLING CENTER						
51 PERSONAL SERVICES						
5315310	511001	SAL/WAGES	\$ -	\$ 18,274	\$ 38,078	\$ 45,707
5315310	511030	VACATION	-	8,962	4,187	-
5315310	511031	SICK LEAVE	-	-	1,896	-
5315310	511033	HOLIDAY	-	345	1,903	-
5315310	511051	EMPLOYEE MEDICAL	-	1,614	3,570	3,561
5315310	511052	GROUP LIFE	-	14	32	31
5315310	511053	RETIREMENT	-	1,192	2,042	2,029
5315310	511054	FICA	-	2,214	3,762	3,737
5315310	511055	WORK COMP	-	199	799	1,000
5315310	511060	EXPENSE ALLOWANCE	-	2,239	4,988	5,010
5315310	511070	UNEMPLOYMENT	-	18	40	41
TOTAL PERSONAL SERVICES			-	35,072	61,296	61,116
52 OPERATING-SUPPLIES						
5315310	522040	POSTAGE	-	21	3	-
5315310	522070	OPERATING	-	28	143	26,300
5315310	522080	UTILITIES	-	-	2,095	32,000
TOTAL OPERATING-SUPPLIES			-	48	2,241	58,300
53 OPERATING-PURCH/CONT						
5315310	533035	CONTRACT SERVICES	-	-	1,779	2,952
5315310	533055	O/S SVCS-TEMP EMP	-	-	41,917	100,000
5315310	533115	TRAVEL/TRAINING	-	-	2,535	5,000
5315310	533120	DUES & SUBSCRIPTIONS	-	-	1,360	1,500
5315310	533135	COMMUNICATIONS	-	67	445	2,400
5315310	533196	RECYCLING	92,372	15,193	25,163	-
TOTAL OPERATING-PURCH/CONT			92,372	15,260	73,200	111,852
TOTAL RECYCLING CENTER			92,372	50,380	136,737	231,268

SOLID WASTE MANAGEMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 531/5300

MISSION STATEMENT

Provide resources to successfully manage the 28-year environmental monitoring of the Baker Place Road MSW Landfill's post closure care and its successful return to permit compliance with groundwater standards in Phase 1A and 1B.

VISION STATEMENT

Assist Division with transition to a multiyear service agreement for monitoring and maintenance management of the post closure phase of Baker Place Road landfill as well as securing consultant services for dealing with environmental issues.

DEPARTMENT DESCRIPTION

Solid Waste Management is organized within the Construction & Maintenance Services Division and reports to the Road Construction Department Manager. This department facilitates post closure care of Baker Place Road landfill and environmental consulting services through a private service provider.

ACCOMPLISHMENTS FOR FY10/11

- Completed several major maintenance and repair projects at Baker Place Road landfill.
- Secured plans and specifications for the last two repair projects which include cleaning, repair and painting of leachate storage tank and replacing control structures in storm water management ponds before turning over to private service provider for monitoring and maintenance.

GOALS FOR FY 11/12

- Complete all major repairs at Baker Place Road Landfill site and infrastructure including installation of monitoring equipment for gas and leachate management systems.
- Approve a Request for Proposals and contract package for management of post closure services at Baker Place Road Landfill.
- Carry out a trial run of post closure care service agreement with existing service provider before going out for proposals.
- Secure a master consultant agreement for county's environmental compliance.
- Close operation of department.

SOLID WASTE MANAGEMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: 531/5300

STAFFING

Position	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Manager IV	1	1	1
Operator	0	0	0
Total	1	1	1

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	1	1	1
Heavy Equipment	1	1	0
Vehicle Allowances	0	0	0
Total	2	2	1

BUDGET HIGHLIGHTS

Department's FY 11/12 Operation and Maintenance budget is 13.24% less than FY 10/11.

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
SOLID WASTE MANAGEMENT FUND (cont.)						
40 PUBLIC WORKS						
5300 SOLID WASTE MANAGEMENT						
51 PERSONAL SERVICES						
5315300	511001	SAL/WAGES	115,330	80,152	57,289	62,909
5315300	511004	OVERTIME	34,414	-	-	-
5315300	511030	VACATION	10,740	(3,414)	2,752	-
5315300	511031	SICK LEAVE	11,166	388	783	-
5315300	511033	HOLIDAY	5,578	3,834	2,619	-
5315300	511051	EMPLOYEE MEDICAL	9,702	2,474	518	516
5315300	511052	GROUP LIFE	232	123	66	66
5315300	511053	RETIREMENT	9,349	3,309	2,566	2,545
5315300	511054	FICA	12,985	6,010	4,664	4,625
5315300	511055	WORK COMP	3,062	886	1,662	2,000
5315300	511060	EXPENSE ALLOWANCE	1,142	1,898	722	720
5315300	511070	UNEMPLOYMENT	113	70	51	51
TOTAL PERSONAL SERVICES			213,813	95,730	73,690	73,432
52 OPERATING-SUPPLIES						
5315300	522001	UNIFORMS	417	90	-	-
5315300	522040	POSTAGE	34	26	23	25
5315300	522070	OPERATING	24,443	1,816	1,000	500
5315300	522080	UTILITIES	7,151	7,224	10,800	12,000
5315300	522120	VEHICLE/EQUIPMENT	-	-	-	700
5315300	522121	GAS/OIL/DEISEL	19,508	4,157	3,702	4,000
TOTAL OPERATING-SUPPLIES			51,552	13,314	15,525	17,225
53 OPERATING-PURCH/CONT						
5315300	533001	PROFESSIONAL FEES	-	-	10,228	10,000
5315300	533002	ATTORNEY FEES	788	-	657	3,000
5315300	533035	CONTRACT SERVICES	28,230	237	862	800
5315300	533060	GENERAL SERVICES	767	682	219	4,000
5315300	533095	VEH REPAIR	12,768	5,793	1,933	500
5315300	533115	TRAVEL/TRAINING	221	174	25	-
5315300	533127	EQUIPMENT RENTAL	-	-	314	-
5315300	533130	INSURANCE	402	-	-	-
5315300	533135	COMMUNICATIONS	4,555	2,452	3,875	3,500
TOTAL OPERATING-PURCH/CONT			47,731	9,338	18,113	21,800
54 OPERATING-OTH COSTS						
5315300	544007	OPERATING	-	-	2,720	10,000
5315300	544008	CLOSURE/POSTCLOSURE	(844,730)	67,796	102,402	202,000
5315300	544009	REMEDIATION	4,331	83,269	6,156	-
5315300	544074	RECLAMATION	83,965	143,807	83,474	30,000
5315300	544075	PROJECT DEVELOPMENT	226,700	91,133	-	-
TOTAL OPERATING-OTH COSTS			(529,735)	386,006	194,752	242,000
55 OPERATING-INTFND CHG						
5315300	555001	COUNTY SVS	-	36	-	-
56 OPERATING-DEPRECIATION						
5315300	566100	DEPRECIATION	-	7,492	11,238	-
58 OTHER FINANCING USES						
5315300	588001	INTERFUND TRANSFERS	2,000,000	-	-	-
TOTAL SOLID WASTE MANAGEMENT			1,783,362	511,916	313,317	354,457
TOTAL SOLID WASTE MANAGEMENT FUND			\$ 1,875,734	\$ 562,296	\$ 450,054	\$ 585,725

EXPENDITURE DETAIL

ENTERPRISE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
COMMUNICATIONS UTILITY						
40 PUBLIC WORKS						
5510 BROADBAND GRANT LOCAL MATCH						
51 PERSONAL SERVICES						
5515510	511001	SAL/WAGES	\$ -	\$ 12,412	\$ 79,680	\$ 88,059
5515510	511030	VACATION	-	17,017	3,492	-
5515510	511033	HOLIDAY	-	332	4,198	-
5515510	511051	EMPLOYEE MEDICAL	-	1,656	13,761	11,373
5515510	511052	GROUP LIFE	-	10	72	66
5515510	511053	RETIREMENT	-	1,582	6,267	6,315
5515510	511054	FICA	-	2,287	6,849	6,912
5515510	511055	WORK COMP	-	133	1,535	-
5515510	511060	EXPENSE ALLOWANCE	-	1,148	9,039	9,090
5515510	511070	UNEMPLOYMENT	-	11	77	78
TOTAL PERSONAL SERVICES			-	36,589	124,970	121,893
53 OPERATING-PURCH/CONT						
5515510	533185	ENG CONSULTANT	-	384,265	-	-
60 CAPITAL						
5515510	601015	CONSTRUCTION	-	-	-	2,250,000
5515510	601055	FF&E	-	-	-	79,450
TOTAL CAPITAL			-	-	-	2,329,450
TOTAL BROADBAND GRANT LOCAL MATCH			-	420,854	124,970	2,451,343
5520 BROADBAND GRANT FED FUNDING						
60 CAPITAL						
5515520	601005	LAND/SITE UTILITIES	-	-	-	913,412
5515520	601010	DESIGN/INSPECTION	-	-	-	777,425
5515520	601015	CONSTRUCTION	-	-	1,162,744	5,399,810
5515520	601020	ADMIN/TESTING	-	-	11,054,908	103,200
5515520	601045	PROJ MGT	-	-	168,505	-
5515520	601055	FF&E	-	-	29,620	-
TOTAL CAPITAL			-	-	12,545,150	8,418,004
TOTAL BROADBAND GRANT FED FUNDING			-	-	12,545,150	8,418,004
5530 COMM UTILITY OTHER NONGRANT						
51 PERSONAL SERVICES						
5515530	511001	SAL/WAGES	-	10,743	106,623	114,335
5515530	511030	VACATION	-	-	6,971	-
5515530	511033	HOLIDAY	-	-	2,342	-
5515530	511051	EMPLOYEE MEDICAL	-	872	15,455	17,363
5515530	511052	GROUP LIFE	-	6	61	67
5515530	511053	RETIREMENT	-	858	10,103	10,156
5515530	511054	FICA	-	794	9,134	8,957
5515530	511055	WORK COMP	-	116	2,112	3,103
5515530	511057	OPEB OBLIGATION	-	-	-	-
5515530	511060	EXP ALLOWANCE	-	-	11,181	12,615
5515530	511070	UNEMPLOYMENT	-	9	100	102
TOTAL PERSONAL SERVICES			-	13,397	164,082	166,698
52 OPERATING-SUPPLIES						
5515530	522070	OPERATING MATERIALS	-	1,584	11,580	12,000
5515530	522100	MINOR PROPERTY	-	-	5,580	10,000
TOTAL OPERATING-SUPPLIES			-	1,584	17,160	22,000
53 OPERATING-PURCH/CONT						
5515530	533001	PROF FEES	-	-	60,119	120,000
5515530	533002	ATTORNEY FEES	-	-	54,323	50,000
5515530	533025	ADVER/MARKETING	-	-	7,777	20,000
5515530	533035	CONTRACT SERVICES	-	163	5,958	136,400
5515530	533115	TRAVEL/TRAINING/CONF	-	1,440	6,903	20,000
5515530	533135	COMMUNICATIONS	-	66	822	1,000
5515530	533185	ENG CONSULTING	-	-	-	50,000
TOTAL OPERATING-PURCH/CONT			-	1,668	135,902	397,400
60 CAPITAL						
5515530	601081	EQUIPMENT	-	-	-	1,193,080
TOTAL COMM UTILITY OTHER NONGRANT			-	16,649	317,146	1,779,178
TOTAL COMMUNICATIONS UTILITY			\$ -	\$ 437,503	\$ 12,987,266	\$ 12,648,525

INTERNAL SERVICE FUNDS

These funds account for services provided by one department of the County to other departments of the County. Below are listed the departments included within this function. A brief description of each department precedes the detailed budget reports.

**Employee Medical
Risk Management
Customer Service and Information Center
Fleet Replacement**

EXPENDITURE DETAIL

INTERNAL SERVICE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
EMPLOYEE MEDICAL FUND						
6010 EMPLOYEE MEDICAL						
51 PERSONAL SERVICES						
6016010	511001	SAL/WAGES	\$ -	\$ 18,452	\$ 49,584	\$ 49,926
6016010	511051	EMPLOYEE MEDICAL	-	2,208	5,881	5,866
6016010	511052	GROUP LIFE	-	11	29	29
6016010	511053	RETIREMENT	-	1,491	4,010	4,038
6016010	511054	FICA	-	1,408	3,782	3,805
6016010	511055	WORK COMP	-	198	979	-
6016010	511060	EXPENSE ALLOWANCE	-	1,274	3,423	3,444
6016010	511070	UNEMPLOYMENT	-	16	43	42
TOTAL PERSONAL SERVICES			-	25,056	67,731	67,150
53 OPERATING-PURCH/CONT						
6016010	533001	PROFESSIONAL FEES	688,010	775,564	776,253	650,000
6016010	533070	CASUALTY EXPENSE	4,210,895	4,656,739	5,356,414	5,388,301
TOTAL OPERATING-PURCH/CONT			4,898,904	5,432,302	6,132,667	6,038,301
55 OPERATING-INTFND CHG						
6016010	555001	COUNTY SVS	58,579	64,781	-	-
TOTAL EMPLOYEE MEDICAL FUND			\$ 4,957,483	\$ 5,522,140	\$ 6,200,399	\$ 6,105,451

RISK MANAGEMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: **#611-6100**

MISSION STATEMENT

To protect the assets of Columbia County while still allowing the county departments to effectively provide services to our citizens and recognizing that our employees are our most valuable asset, to provide a safe working environment for all employees of Columbia County.

VISION STATEMENT

We will work to identify all significant exposures and develop and administer appropriate programs to reduce potential liability and losses to Columbia County, thereby protecting our employees and property as well as providing a safe environment for the community we serve.

DEPARTMENT DESCRIPTION

Risk Management is a department within the Emergency and Operations Division. Offices are located in the Emergency Operations Center at 650-B Ronald Reagan Drive, Evans, GA.

This department charged with responsibility for:

- Identification of risk exposures from, or to, county operations and employees
- Analysis and elimination or reduction of these risks through task modification, safety training, personal protective equipment and other appropriate measures
- Loss control through rapid, appropriate response to incidents and effective claim administration
- Coordination and management of an effective combination of risk financing options including cost retention and transfer through insurance or other appropriate means to provide for the best use and highest level of protection with limited resources
- To practice risk management in a manner that will provide for the highest level of customer service and expertise to county departments in matters relating to safety and loss control

ACCOMPLISHMENTS FOR FY 10/11

- Accomplished all requirements for Safety Incentive reduction of insurance premium
- Completed 5-yr claims analysis
- Risk Management Assistant completed Safety Coordinator training series through Local Government Risk Management Services.
- Review and update of Safety/Risk Management policy
- Utilized more web based training programs
- Requirements accomplished to maintain all certifications

RISK MANAGEMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: #611-6100

GOALS FOR FY 11/12

- Completion and implementation of Risk Management module in Munis
- Development into Enterprise Risk Management
- Maintain requirements needed for certifications
- Accomplish all safety incentives required by ACCG for insurance premium reduction
- Update and expand claims analysis to 6 year comparison

WORKLOAD MEASUREMENTS

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Complaints	22	18	20
Accidents	69	65	66
Sewer Back ups	9	6	5
Property	35	31	30
Recovery	\$424,053	\$45,000	\$50,000

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Defensive Driving	9	12	13
CPR	7	6	4

STAFFING

Position	Actual FY 09/10	Estimated FY 10/00	Forecast FY 11/12
Manager III	1	1	1
Administrative Assistant	1	1	1
Total	2	2	2

RISK MANAGEMENT DEPARTMENT

FUND/DEPARTMENT NUMBER: #611-6100

VEHICLE SCHEDULE

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	1	1	1
Total	1	1	1

BUDGET HIGHLIGHTS

Enterprise Risk Management has been approved by the Commission and will be implemented throughout county operations in the coming year(s). We are in the beginning stages of this endeavor and have yet to determine the full scope and needs for implementation; however, we are requesting some minor funding increases to allow us to immediately address any previously unidentified issues which may arise without any unnecessary delay. The cost of these additional funds as well as any others increases approved in the future, will be more than offset by the benefit of Enterprise Risk Management which will not only improve the loss control program to reduce claims and expenses, but also assist in determining best use of funds so that we are better able to maximize project impact. Enterprise Risk Management is not only reactive to events, but more importantly, proactive to maximizing the possibilities.

EXPENDITURE DETAIL

INTERNAL SERVICE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
RISK MANAGEMENT FUND						
6100 RISK MANAGEMENT						
51 PERSONAL SERVICES						
6116100	511001	SAL/WAGES	\$ 74,221	\$ 70,661	\$ 66,801	\$ 83,209
6116100	511030	VACATION	7,485	7,428	7,754	-
6116100	511031	SICK LEAVE	-	3,451	640	-
6116100	511033	HOLIDAY	3,169	3,094	3,784	-
6116100	511051	EMPLOYEE MEDICAL	14,087	14,644	14,920	14,879
6116100	511052	GROUP LIFE	188	142	100	100
6116100	511053	RETIREMENT	7,150	7,123	6,979	7,144
6116100	511054	FICA	6,437	6,361	5,923	6,222
6116100	511055	WORK COMP	1,922	763	1,491	1,600
6116100	511060	EXPENSE ALLOWANCE	6,749	6,278	6,452	7,050
6116100	511070	UNEMPLOYMENT	70	70	71	71
TOTAL PERSONAL SERVICES			121,478	120,013	114,915	120,275
52 OPERATING-SUPPLIES						
6116100	522040	POSTAGE	42	15	36	100
6116100	522070	OPERATING	8,086	4,863	5,664	8,000
6116100	522100	MINOR PROPERTY	7,326	8,674	9,393	9,500
6116100	522130	BOOKS & REPORTS	1,343	1,296	1,384	1,500
TOTAL OPERATING-SUPPLIES			16,797	14,848	16,477	19,100
53 OPERATING-PURCH/CONT						
6116100	533070	CASUALTY EXPENSE	214,409	476,522	281,689	400,000
6116100	533115	TRAVEL/TRAINING	2,004	2,279	829	1,800
6116100	533120	DUES & SUBSCRIPTIONS	4,844	5,239	6,299	6,500
6116100	533130	INSURANCE	58,330	592,143	55,901	355,000
6116100	533135	COMMUNICATIONS	333	365	436	1,250
6116100	533140	PRINTING	90	-	869	1,000
6116100	533165	STAFF DEVELOPMENT	3,440	3,429	5,568	7,000
TOTAL OPERATING-PURCH/CONT			283,450	1,079,977	351,590	772,550
TOTAL RISK MANAGEMENT FUND			\$ 421,725	\$ 1,214,838	\$ 482,983	\$ 911,925

3-1-1/CUSTOMER SERVICE AND INFORMATION CENTER

FUND/DEPARTMENT NUMBER: #631-6300

MISSION STATEMENT

To provide a premier integrated customer service system with information tracking capabilities for both internal and external customers, in addition to supplying quick, efficient, courteous, accessible, responsive and seamless assistance for all concerns, complaints, and needs.

VISION STATEMENT

To be the only telephone number that citizens need to call for assistance with any and all government services by consolidating customer service calls for all county departments within the 3-1-1 call center to truly become a “one-stop” customer service center.

DEPARTMENT DESCRIPTION

The Customer Service Department is directly managed by the Emergency & Operations Division Director. The Customer Service Representatives provide general information requests for internal and external customers, maintains a complaint database, contacts departments for specific responses to complaints, provides follow-up information to the complainants, and prepares a monthly summary report of complaints for dissemination to all departments and elected officials.

ACCOMPLISHMENTS FOR FY 10/11

- Successfully activated & executed 3-1-1 operations for winter weather event
- Continue education and staff training
- Continued to answer calls for additional departments within the county to alleviate workload for those departments.
- Began implementation of Tyler Citizen Connect Customer Service software

GOALS FOR FY 11/12

- Train C.E.R.T volunteers to staff 3-1-1 during EOC activation
- Complete implementation of Tyler Citizen Connect software application for 3-1-1
- Maintain training with existing staff on changes in government needs and services
- Improve written training program for new employees
- Continue improving efficiency so that more calls can be handled with existing staffing level
- Supervisor training with Rosetta Stone (Spanish) software for better communication w/ Spanish speaking callers

3-1-1/CUSTOMER SERVICE AND INFORMATION CENTER

FUND/DEPARTMENT NUMBER: #631-6300

WORKLOAD MEASUREMENTS

Category	Actual FY09/10	Estimated FY 10/11	Forecast FY 11/12
General Information & Service Requests	34,326	35,000	36,000

PERFORMANCE MEASURES

Category	Actual FY 09/10	Estimated FY 10/11	Forecast FY 11/12
Customer Service Actions- Walk Ins	400	500	550
Customer Service Surveys Sent	260	260	260
	2,000	2,100	2,200
Conduct Community Outreach on customer Service Phone number (Number of Participant Targets**)	750 **105,000	800 **110,00	850 **115,00

STAFFING

Position	Actual FY FY 09/10	Estimated FY 10/11	Forecast FY 11/12
CSR Supervisor	1	1	1
Customer Service Specialist	1	1	1
Customer Service Representative	3	3	3
Total	4	4	4

3-1-1/CUSTOMER SERVICE AND INFORMATION CENTER

FUND/DEPARTMENT NUMBER: #631-6300

VEHICLE SCHEDULE

Category	Actual FY FY 08/09	Estimated FY 09/10	Forecast FY 10/11
Authorized Vehicles	0	0	0
Heavy Equipment	0	0	0
Vehicle Allowances	0	0	0
Total	0	0	0

EXPENDITURE DETAIL

INTERNAL SERVICE FUNDS

			Actual FY 2009	Actual FY 2010	Est. Actual FY 2011	Budget FY 2012
CUSTOMER SERVICE AND INFORMATION CENTER						
6300 CUSTOMER SERVICE & INFO CENTER						
51 PERSONAL SERVICES						
6316300	511001	SAL/WAGES	\$ 93,961	\$ 119,595	\$ 119,179	\$ 141,562
6316300	511004	OVERTIME	-	-	226	500
6316300	511030	VACATION	17,310	13,045	14,095	-
6316300	511031	SICK LEAVE	1,076	282	13	-
6316300	511033	HOLIDAY	3,930	5,461	6,036	-
6316300	511051	EMPLOYEE MEDICAL	16,838	24,681	19,929	18,242
6316300	511052	GROUP LIFE	211	190	135	133
6316300	511053	RETIREMENT	7,576	9,837	9,941	10,044
6316300	511054	FICA	8,450	9,870	10,018	10,197
6316300	511055	WORK COMP	176	1,279	2,364	200
6316300	511060	EXPENSE ALLOWANCE	722	722	722	720
6316300	511070	UNEMPLOYMENT	83	112	113	135
6316300	511080	PERSONNEL	-	-	-	-
TOTAL PERSONAL SERVICES			150,333	185,075	182,770	181,733
52 OPERATING-SUPPLIES						
6316300	522001	UNIFORMS	297	300	-	-
6316300	522040	POSTAGE	155	170	152	200
6316300	522070	OPERATING	2,094	5,597	1,131	5,000
6316300	522100	MINOR PROPERTY	5,502	-	-	-
6316300	522130	BOOKS & REPORTS	-	-	-	-
TOTAL OPERATING-SUPPLIES			8,047	6,067	1,283	5,200
53 OPERATING-PURCH/CONT						
6316300	533025	ADVER/MARKETING	-	-	-	-
6316300	533115	TRAVEL/TRAINING	149	538	-	-
6316300	533135	COMMUNICATIONS	1,692	1,187	1,007	2,000
TOTAL OPERATING-PURCH/CONT			1,841	1,725	1,007	2,000
54 OPERATING-OTH COSTS						
6316300	544001	MISCELLANEOUS	500	313	-	-
TOTAL CUSTOMER SERVICE AND INFORMATION			\$ 160,721	\$ 193,180	\$ 185,059	\$ 188,933

EXPENDITURE DETAIL

INTERNAL SERVICE FUNDS

			Actual <u>FY 2009</u>	Actual <u>FY 2010</u>	Est. Actual <u>FY 2011</u>	Budget <u>FY 2012</u>
FLEET REPLACEMENT FUND						
6400 FLEET REPLACEMENT						
56 OPERATING-DEPREC						
6416400	566100	DEPRECIATION	\$ 491,690	\$ 700,779	\$ 723,110	\$ -
60 CAPITAL						
6416400	601079	CIP VEHICLES	-	-	(72,039)	874,000
6416400	601080	VEH REPLACEMENT	-	-	-	345,000
6416400	601081	CIP EQUIPMENT	-	-	156,959	-
TOTAL	CAPITAL		-	-	84,921	1,219,000
TOTAL	FLEET REPLACEMENT FUND		\$ 491,690	\$ 700,779	\$ 808,031	\$ 1,219,000