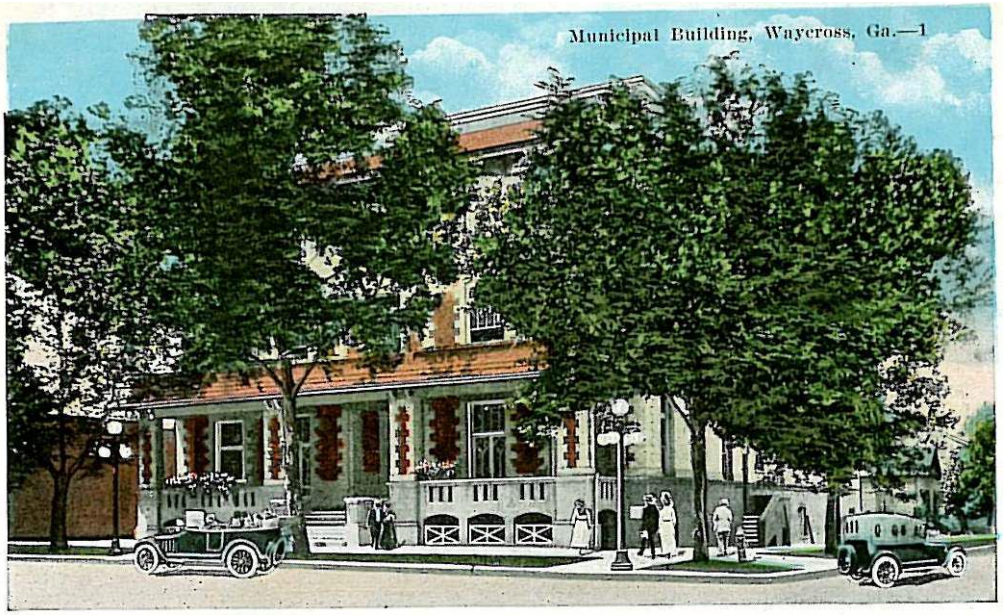
City of Waycross



FY 2013

Budget

July 1, 2012 – June 30, 2013

Adopted by the City Commission on June 19, 2012
Prepared by Dana Chancey

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INTRODUCTION

Budget Objective

Fiscal Year 2013 Budget

This Budget not only establishes the financial plan and intent of the City but also is used to control public policy. By adopting the budget the City authorizes what services will be provided during the next year and provides the basis to control financial operations of these services.

This Budget consists of several sections, which are listed below.

The ***Introduction*** includes the Budget Message which is a narrative description of the major revenue sources for each fund and summaries of the approved expenditures. It addresses the major changes occurring in our community and the modification necessary in the budget to address these changes.

The ***City in Brief*** provides information about the history of Waycross, Georgia; local attractions and pertinent statistical information.

The ***Financial Policies*** provides summary information that the City follows in managing its financial and budgetary procedures. Other information includes strategic planning session and Mayor and Commission retreat.

The ***Funds, Debt Summary, & Financial Trends*** provides information of how the accounts of the City are organized on the basis of funds and account groups. An explanation of the City's debt and financial trends is included.

The ***Personnel Summary*** provides a listing of all available positions within each department.

The ***Departmental Summary*** provides information consisting of each division's budget summary, goals and department flow charts.

The ***Budget Detail*** provides a detailed list by department of anticipated revenues and expenses for the previous four years and current budget year. Subtotals for Personnel Services, Operating Expenses and Capital Outlay Expenditures are provided. Also included in this section, are each department's responsibilities and duties, performance measures, and goals.

The ***Capital Improvement Plan*** provides a listing of projecting and planning the cities needs for improvements such as equipment and infrastructure needs. This would also

include major projects to be funded by a Special Purpose Local Option Sales Tax referendum.

This Budget is designed to be user friendly with summary information in text, charts, tables and graphs. A glossary of financial budget terms is included as a reference. Should the reader have any questions about the City of Waycross's Approved FY 2013 Budget, please contact the City Manager at (912) 287-2912.

Distinguished Budget Award

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Waycross

Georgia

For the Fiscal Year Beginning

July 1, 2011

President

Executive Director

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

This award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Resolution (Copy)

RESOLUTION NO. 12-31

A RESOLUTION TO APPROVE CITY OF WAYCROSS BUDGETS FOR THE FISCAL YEAR 2013; JULY 1, 2012 THROUGH JUNE 30, 2013

WHEREAS, on June 11, 2012 the Commission of the City of Waycross held budget hearings and examined the proposed balanced budget; and

WHEREAS, the budgets are being considered by the Commission; and

WHEREAS, said budgets indicate anticipated revenues as follows:

General Fund	$12,961,253.00
Water & Sewer Fund	$ 6,065,684.00
Waste Management Fund	$ 1,450,901.00
Cemetery Fund	$ 206,532.00
WPD Information Technology Fund	$ 18,000.00
Hotel/Motel Tax Fund	$ 300,000.00
SPLOST 2008-2013 Fund	$ 2,775,000.00

for the fiscal year beginning July 1, 2012 and ending June 30, 2013; and

WHEREAS, the City Manager of the City of Waycross has prepared and submitted to the Commission of the City of Waycross budgets for expenditures as follows:

General Fund	$12,961,253.00
Water & Sewer Fund	$ 6,065,684.00
Waste Management Fund	$ 1,450,901.00
Cemetery Fund	$ 206,532.00
WPD Information Technology Fund	$ 18,000.00
Hotel/Motel Tax Fund	$ 300,000.00
SPLOST 2008-2013 Fund	$ 2,775,000.00

for the fiscal year beginning July 1, 2012 and ending June 30, 2013; and

WHEREAS, said budgets are balanced budgets and have been prepared in accordance with accepted budgeting practice; and

WHEREAS, said revised budgets are line item budgets in compliance with the provisions of Sections 4-1/2 and 5 of the Code of the City of Waycross; and

WHEREAS, the Commission of the City of Waycross has studied and revised the proposed budgets and considers it in the best interest of the City to adopt said revised budgets; and

WHEREAS, pursuant to O.C.G.A. § 36-81-5 and related sections, on June 11, 2012, the Commission of the City of Waycross held a public hearing on said proposed budgets at which time persons wishing to be heard on the budgets were allowed to appear, notice of said hearing having been given pursuant to O.C.G.A. § 36-81-5.

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Waycross that the budgets, as revised, attached hereto and made a part hereof for the fiscal year 2013 beginning July 1, 2012, and ending June 30, 2013, for the City of Waycross, are approved.

BE IT FURTHER RESOLVED by the Commission of the City of Waycross that amendments to the budget so as to adapt to changing governmental needs during the fiscal year may be made in accordance with the provision of O.C.G.A. § 36-81-3.

SO RESOLVED, this 19th day of June, 2012.

CITY OF WAYCROSS, GEORGIA

MAYOR

ATTEST:

CITY CLERK

Mission Statement

To provide superior municipal services delivered by professional and dedicated people committed to exceeding the needs of our community.

Fiscal Year 2013 Budget

The City of Waycross, Georgia

Mayor
Clarence E. Billups

District 1
Norman E. Davis, Sr.

District 2
William D. Simmons

District 3
Marian Solomon-Gaines, Mayor Pro-Tem

District 4
Diane L. Hopkins

District 5
Alvin D. Nelson

City Manager
Deron King

Our Guiding Principles

We Value:

- **Our Employees and All People**

We support the professional development of our employees and we value the diversity in our employees and all people.

- **Fiscal Accountability**

We value the trust our citizens have placed in our hands to be stewards of the financial resources entrusted in us.

- **Integrity and Honesty**

We will hold ourselves and each other as public servants to the highest standards of integrity and honest conduct.

- **Innovation and Creative Solutions**

We will strive to find innovative and creative solutions to the challenges facing our city and the more productive operation of our departments.

- **Responsive Customer Service**

We value our customers and the relationships we have with the citizens of Waycross and we will hold customer service to the foundation of every interaction.

- **Responsible and Ethical Behavior**

We will strive in every aspect of city business to be responsible decision makers and conduct ourselves in accordance with the highest standard of ethical behavior.

- **Transparency**

Our every action will pass the scrutiny of transparency and open government and our operations will be open and fair to all.

- **Individual and Team Effort**

We value the individual and a solid work ethic, and more importantly, we value the synergy of teamwork within departments, between departments and within the City Commission.

- **Leadership Effectiveness**

We value progressive effective leadership and expect performance accountability at every level – our employees and citizens deserve the best.

Budget Message from the City Manager

May 18, 2012

The Honorable Mayor, Members of the City Commission, and Fellow Citizens of the City of Waycross

I am pleased to present the Annual Operating and Capital Budget for the fiscal year beginning July 1, 2012 and ending June 30, 2013. In accordance with Laws of the State of Georgia and the Charter of the City of Waycross, Section 37, the budget was approved by the City Commission on June 19, 2012.

As this extended time of volatility and economic uncertainty continued, the City has continued to provide services at substantially the same level as prior to the economic downturn. This has been done by limiting capital expenditures, proposing no salary increases other than longevity increases and using the general fund balance. Fortunately from wise decisions in the past, the City entered the downturn with a general fund balance. As the recession continued and tax revenues declined, the fund balance has been reduced. In fiscal year 2009, the fund balance was $869,730. During FY 2010, the balance was reduced by $469,807 leaving a remaining fund balance of $399,923. In FY 2011, as a result of the settlement of a disputed property tax appraisal, the fund balance was increased by $79,373 this brought the fund balance to $479,296. We anticipate for FY 2012 the ending fund balance will be reduced by $100,000.

Although, the local economy has indicated some improvement, a conservative approach was used to develop the FY 2013 budget. Certain significant issues were addressed with the limited increase in revenues.

• A 2% increase for employees with the exception of the director's positions was budgeted. Employees will receive the increase on their hire date. Employees have not received a pay increase since FY 2008.
• Pension contributions and health care funding were increased to continue making up for shortfalls in the previous two years.
• Capital expenditures for FY 2013 are limited. Although the need to replace lawnmowers, tractors, and many other pieces of equipment is needed due to constant repair cost, this year's budget did not allow us to replace any of the heavy equipment.

The budget process this year has been a challenge in trying to maintain expenses and understand that each department has their list of needs, also factoring in the health insurance and retirement increase did not make this budget process any easier. No budget cuts or furloughs were required in FY 2012. In FY 2013 the city will continue to be conservative to increase the fund balance for the future.

The above steps should allow us to continue to provide superior municipal services by professional and dedicated people committed to exceeding the needs of our community.

BUDGET OVERVIEW

The City of Waycross's budget consists of seven separate funds. The 2013 Budget total $23,777,370 consisting of the following funds:

Fund Summary

All Funds	2012 Budget	2013 Budget	Difference	%
General Fund	$ 12,720,693	$ 12,961,253	$ 240,560	1.9%
Water and Sewer Fund	$ 6,188,653	$ 6,065,684	$ (122,969)	-2.0%
Waste Management Fund	$ 1,449,901	$ 1,450,901	$ 1,000	0.1%
Cemetery Fund	$ 146,373	$ 206,532	$ 60,159	41.1%
WPD Information Technology Fd	$ 28,000	$ 18,000	$ (10,000)	-35.7%
Hotel/Motel Tax Fund	$ 300,000	$ 300,000	$ -	0.0%
SPLOST 2008 Fund	$ 1,692,000	$ 2,775,000	$ 1,083,000	64.0%
Total	$ 22,525,620	$ 23,777,370	$ 1,251,750	5.6%

GENERAL FUND – The general fund budget is proposed to increase $240,560 or 1.9% from $12,720,693 to $12,961,253. Gradual reimbursement increases along with other city taxes have allowed the budget to be increased. Increased revenues are being used to support a 2% raise for employees, pay for utilities for two buildings inherited last year and fund delayed expenditures.

WATER AND SEWER FUND – The water and sewer fund budget is proposed to decrease by $(122,969) or -2% from $6,188,653 to $6,065,684. The decrease is the result from eliminating the fund balance needed to adjust last fiscal year's budget for an emergency repair on a sewer main. A Water and Sewer rate increase of 1.5% is programmed into the FY 2013 budget.

WASTE MANAGEMENT FUND – The waste management fund budget is proposed to increase $1,000 or 0.1% from $1,449,901 to $1,450,901. The program to use one man crews operating a claw truck to collect yard trash continues to allow this service to be operated without substantial increases in cost. The garbage contract was renewed with

additional services for Brown and White Goods collections at no additional cost to our customers.

CEMETERY FUND – The cemetery fund is proposed to increase $60,159 or 41.1% from $146,373 to $206,532. Management realignment this fiscal year is the result of this increase. A reimbursement from the General Fund of $60,572 is budgeted for FY 2013. Since the downward turn of the economy the cemetery sales has decreased significantly.

OTHER FUNDS – Revenues for the other funds are restricted to these funds and are derived from special taxes or fees. Expenditures for these funds are set based upon the estimated revenues and are restricted to those allowed by statute that authorized the collection of the revenue.

THE PRESENT

The economic growth for our community has been exciting. Construction of Georgia Biomass, a $150 million wood pellet plant on a 300 acre site in the Industrial Park in Ware County, has been completed. Approximately eighty people will be employed at the plant with numerous other positions in the timber industry to provide the 1.5 million tons of raw wood needed to produce the wood pellets. Georgia Biomass is a collaboration of RWE Innogy (German energy company) and BCM Management (Swedish equipment manufacturer). The wood pellets will be shipped to Europe from the Savannah Port Authority.

Another great enhancement to our city is the renovation of a historic seven-story building in the downtown area that has been vacant for several years. It is actually a block from the historic City Hall building. This hotel was formally known as the Ware Hotel was built in 1929. The hotel was a place of rest for locomotive engineers and for people traveling on trains. Many years later the hotel had become an assisted care facility. Renovation of this 1929 structure has introduced downtown living and thirty-five apartments for those with limited incomes.

The restaurant and retail cliental is expanding. Many new restaurants have opened in the city such as Firehouse Subs, Dunkin Donuts, and another Huddle House. Currently under way will be a grand opening for Red Lobster/Olive Garden, the construction is almost completed. The construction of a Goodwill Industry store and Beall's Outlet has recently been completed. This economic growth has created job opportunities and a positive revenue stream for the City of Waycross.

Scheduled for fiscal year 2013, are the renovation of the 1937 City Auditorium into a multiuse facility featuring a 350 seat theater space and a walking trail connecting this facility to the downtown. The architect's have been working on the final changes. The project will be funded by the 2008 Special Purpose Local Option Sales Tax Fund.

FUTURE PROSPECTS

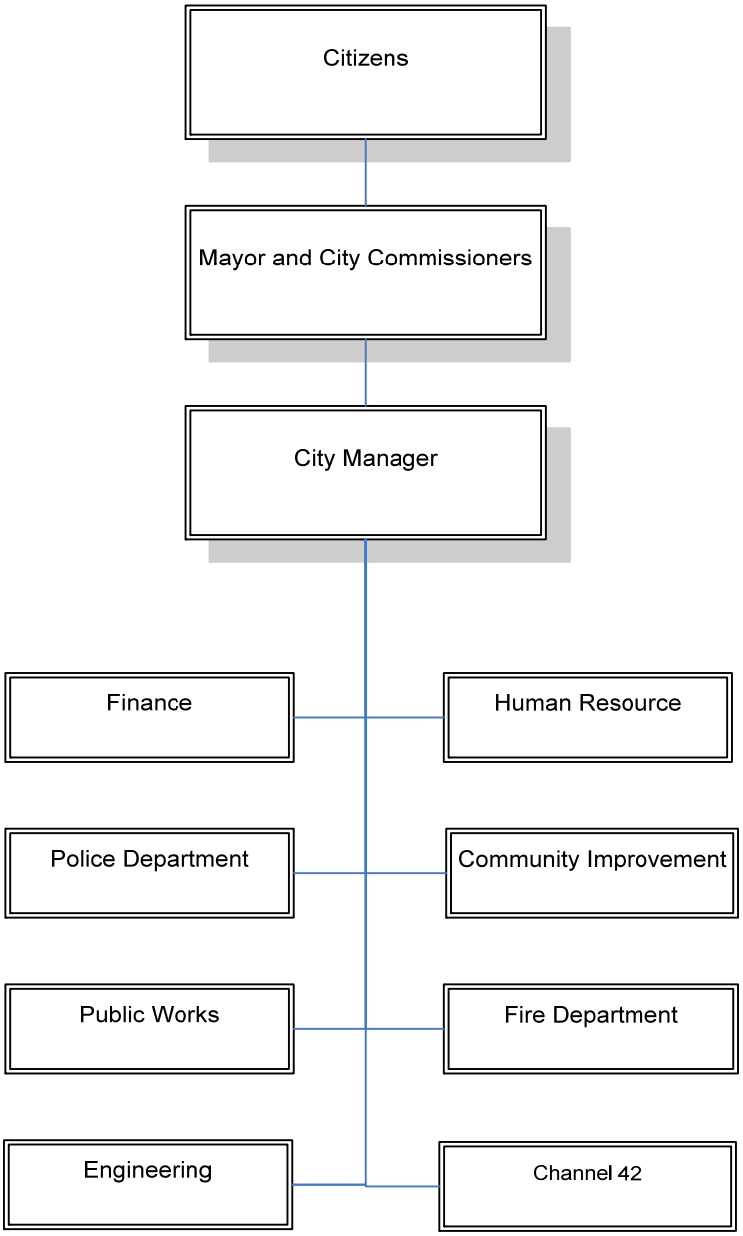
The economic prospects for our community are positive. The city has many services to offer a developer or industry such as, an abundance of water supply and sewer services. The Waste/Water Treatment Plant was upgraded in 2000. This upgrade increased the capacity at the

plant from a maximum of 6,700,000 gallons per day to 12,000,000 gallons per day. The physical location of our city allows us to attract different types of industries. Once the renovation of the City Auditorium is completed, this building will be used for conferences, meetings and other activities that will promote our city. For now and in the future, Waycross will continue to develop and grow to offer future generations a great place for job opportunities and a great place to call "home".

Waycross continues to be "Opportunity in Every Direction".

Deron King
City Manager

City of Waycross
Organizational Chart



Division Heads

Deron King
City Manager (912) 287-2912/deronking@waycrossga.com

Dana Chancey, Interim
Finance Director (912) 287-2964/dchancey@waycrossga.com

Raphel Maddox
Human Resource Director (912) 287-2914/rmaddox@waycrossga.com

Chief Tony Tanner
Police Chief (912) 287-2927/ttanner@waycrossga.com

Chief David Eddins
Fire Chief (912) 287-2937/deddins@waycrossga.com

Wilton Deloach
Public Works Director (912) 287-2955/wdeloach@waycrossga.com

Raphel Maddox
Community Improvement Director (912) 287-2944/rmaddox@waycrossga.com

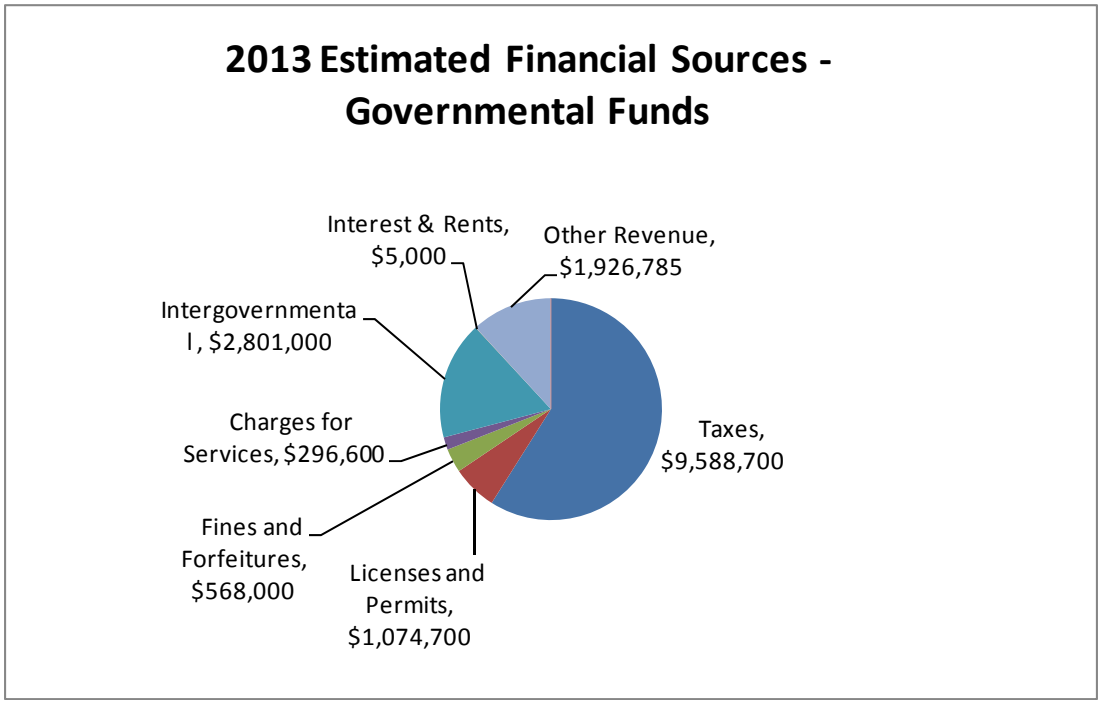
Gene Thomas, Interim
Engineering Director (912) 287-2945/gthomas@waycrossga.com

Website address http://www.waycrossga.com

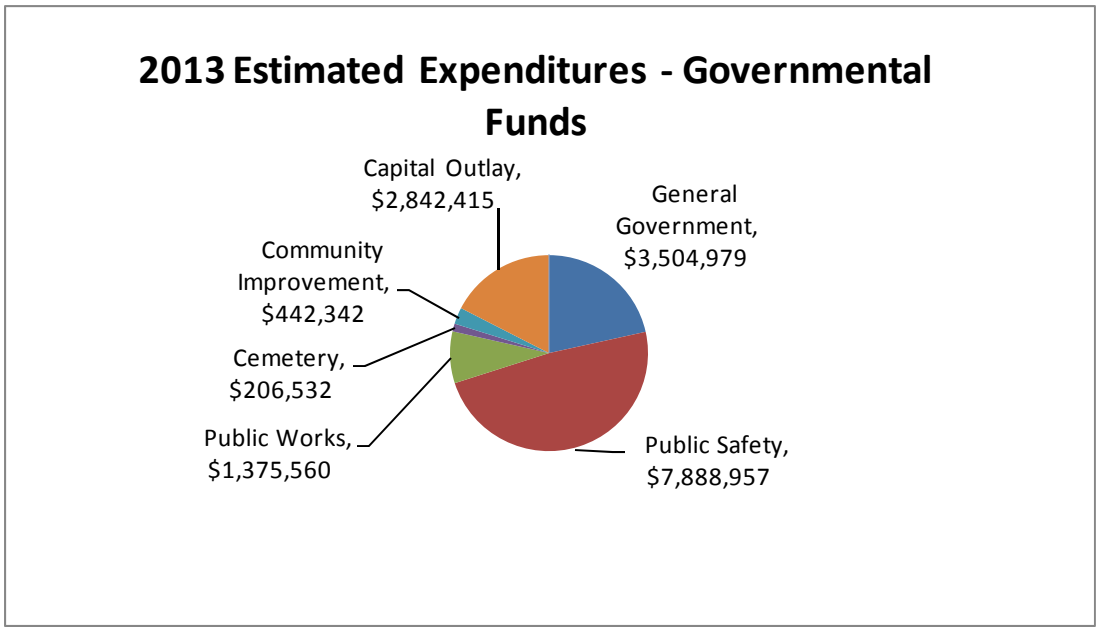
Budget Summary

Total Governmental Funds Summary of Estimated Financial Sources and Uses

Total Sources $16,260,785



Total Expenditures $16,260,785



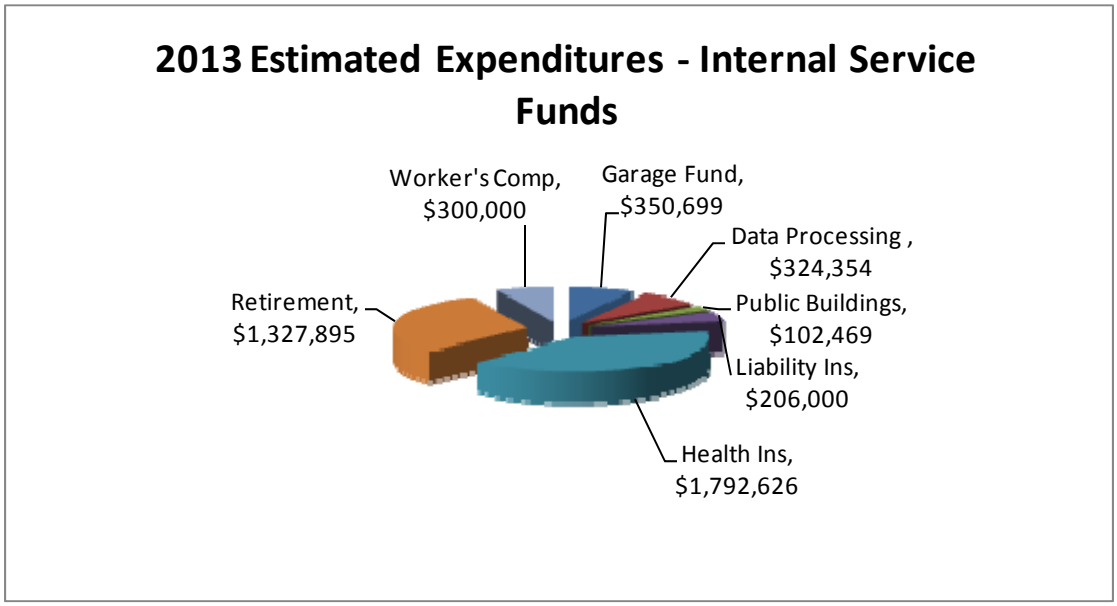
Governmental Funds
2011-2013 Summary of Estimated Financial Sources and Uses

	General Fund			Special Revenue Funds and SPLOST		
	2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
Financial Sources:						
Taxes	$9,069,250	$8,970,026	$9,288,700	$305,442	$305,442	$300,000
Licenses and Permits	$749,155	$1,020,055	$1,074,700			
Fines and Forfeitures	$489,052	$570,222	$550,000	$30,388	$20,581	$18,000
Charges for Services	$21,853	$148,803	$176,600	$110,974	$122,754	$120,000
Intergovernmental	$148,856	$25,857	$26,000	$1,900,037	$2,112,419	$2,775,000
Interest & Rents	$190,173	$1,493	$5,000	$6,993	$0	$0
Other Revenue	$73,155	$1,288,393	$1,840,253	$149,816	$0	$86,532
Transfers In	$183,358	$196,227	$0	$872	$0	$0
Total Estimated Financial Sources:	$10,924,852	$12,221,075	$12,961,253	$2,504,522	$2,561,196	$3,299,532
Expenditures:						
General Government	$897,784	$3,075,598	$3,204,979	$15,000	$283,967	$300,000
Public Safety	$7,178,144	$7,491,508	$7,870,957	$95,687	$23,105	$18,000
Public Works	$1,920,034	$1,309,568	$1,375,560	$1,250		
Cemetery				$136,136	$133,966	$206,532
Community Improvement	$432,868	$372,195	$442,342	$169,468		
Capital Outlay	$333,828	$52,775	$67,415	$1,871,905	$1,034,582	$2,775,000
Debt Service	$202,833	$0	$0	$0	$0	$0
Total Uses of Resources:	$10,965,491	$12,301,644	$12,961,253	$2,289,446	$1,475,620	$3,299,532
Net Increase (Decrease) in Fund Balance	($40,639)	($80,569)	$0	$215,076	$1,085,576	$0
Beginning Fund Balance	$399,923	$479,296	$398,727	$2,980,323	$3,012,041	$4,097,617
Transfers and Other Adjustments	$120,012			($183,358)		
Fund Balance - June 30	$479,296	$398,727	$398,727	$3,012,041	$4,097,617	$4,097,617

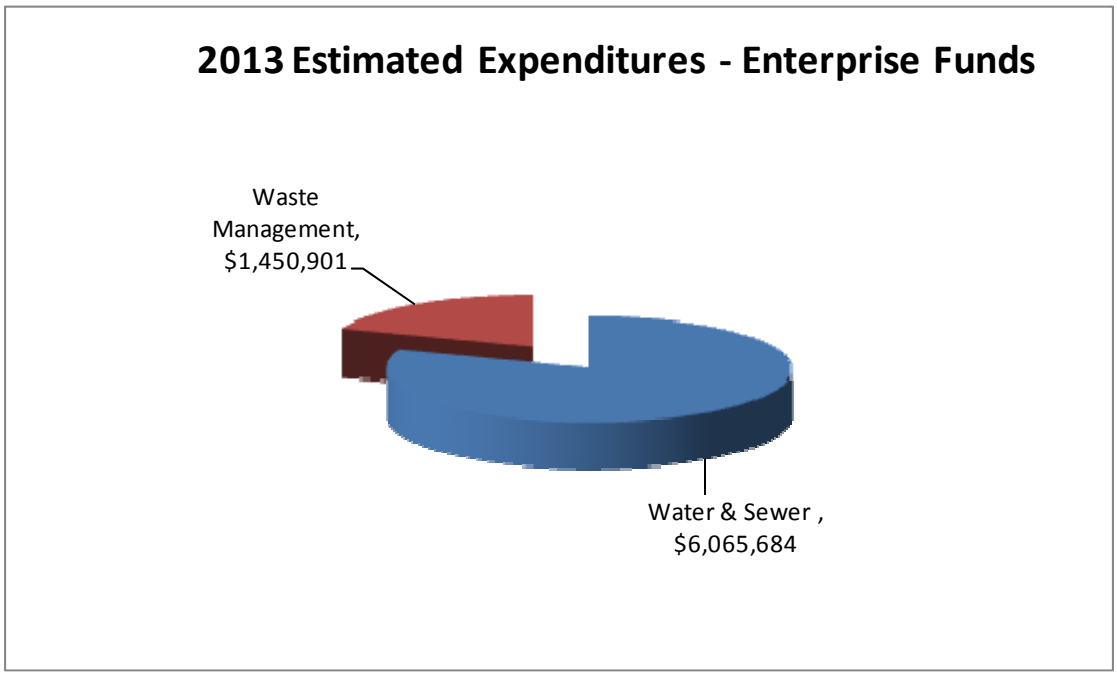
Governmental Funds (CONT'D)
2011-2013 Summary of Estimated Financial Sources and Uses

	Total Governmental Funds		
	2011 Actual	2012 Estimated	2013 Budget
Financial Sources:			
Taxes	$9,374,692	$9,275,468	$9,588,700
Licenses and Permits	$749,155	$1,020,055	$1,074,700
Fines and Forfeitures	$519,440	$590,803	$568,000
Charges for Services	$132,827	$271,557	$296,600
Intergovernmental	$2,048,893	$2,138,276	$2,801,000
Interest & Rents	$197,166	$1,493	$5,000
Other Revenue	$222,971	$1,288,393	$1,926,785
Transfers In	$184,230	$196,227	$0
Total Estimated Financial Sources:	$13,429,374	$14,782,271	$16,260,785
Expenditures:			
General Government	$912,784	$3,359,565	$3,504,979
Public Safety	$7,273,831	$7,514,613	$7,888,957
Public Works	$1,921,284	$1,309,568	$1,375,560
Cemetery	$136,136	$133,966	$206,532
Community Improvement	$602,336	$372,195	$442,342
Capital Outlay	$2,205,733	$1,087,357	$2,842,415
Debt Service	$0	$0	$0
Total Uses of Resources:	$13,052,104	$13,777,264	$16,260,785
Net Increase (Decrease) in Fund Balance	$174,437	$1,005,007	$0
Beginning Fund Balance	$3,380,246	$3,491,337	$4,496,344
Transfers and Other Adjustments	($63,346)		
Fund Balance - June 30	$3,491,337	$4,496,344	$4,496,344

Total Operating Expenditures
$4,404,043



Total Operating Expenditures
$7,516,585



Internal Service Funds

2011-2013 Summary of Estimated Revenues, Expenses and Changes in Retained Earnings

	Garage Fund			Data Processing Fund		
	2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
Operating Revenues						
Charges for Services						
City Contributions	$384,164	$392,074	$350,699	$354,887	$311,968	$324,354
Other Revenue						
Total Operating Revenues	$384,164	$392,074	$350,699	$354,887	$311,968	$324,354
Operating Expenses						
Personal Services	$320,638	$332,294	$297,161	$194,288	$199,810	$211,755
Contractual Services	$3,896			$89,288	$56,086	$56,769
Premiums, Claims, Administration Fees						
Supplies, Repairs, Maintenance	$12,001	$12,809	$14,700	$18,001	$12,320	$14,374
Other Operating Expenses	$0	$36,338	$38,838	$34,561	$28,864	$41,456
Depreciation	$12,270	$0	$0	$4,353	$0	$0
Retirement Payments						
Total Expenditures	$348,805	$381,441	$350,699	$340,491	$297,080	$324,354
Operating Income (Loss)	$35,359	$10,633	$0	$14,396	$14,888	$0
Nonoperating Revenues (Expenses)						
Interest Revenue						
Interest Expenses						
Total Nonoperating Revenues (Expenses)	$35,359	$10,633	$0	$14,396	$14,888	$0
Operating Transfers In				$27,293		
Operating Transfers Out						
Net Income (Loss)	$35,359	$10,633	$0	$41,689	$14,888	$0
Retained Earnings, July 1	$307,763	$343,122	$353,755	$175,661	$217,350	$232,238
Prior Period Adjustment				$0		
Retained Earnings, June 30	$343,122	$353,755	$353,755	$217,350	$232,238	$232,238

Internal Service Funds (CONT'D)
2011-2013 Summary of Estimated Revenues, Expenses and Changes in Retained Earnings

	Public Buildings Fund			Liability Insurance Fund		
	2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
Operating Revenues						
Charges for Services						
City Contributions	$98,125	$100,340	$102,469	$204,998	$206,104	$206,000
Other Revenue						$0
Total Operating Revenues	$98,125	$100,340	$102,469	$204,998	$206,104	$206,000
Operating Expenses						
Personal Services	$71,391	$79,642	$83,992			
Contractual Services						
Premiums, Claims, Administration Fees				$192,048	$194,188	$206,000
Supplies, Repairs, Maintenance	$11,032	$5,181	$5,000			
Other Operating Expenses	$5,801	$12,415	$13,477			
Depreciation	$0	$0	$0			
Retirement Payments						
Total Expenditures	$88,224	$97,238	$102,469	$192,048	$194,188	$206,000
Operating Income (Loss)	$9,901	$3,102	$0	$12,950	$11,916	$0
Nonoperating Revenues (Expenses)						
Interest Revenue				$0	$0	$0
Interest Expenses						
Total Nonoperating Revenues (Expenses)	$9,901	$3,102	$0	$12,950	$11,916	$0
Operating Transfers In						
Operating Transfers Out						
Net Income (Loss)	$9,901	$3,102	$0	$12,950	$11,916	$0
Retained Earnings, July 1	$210,282	$220,183	$223,285	$638,530	$651,480	$663,396
Prior Period Adjustment	$0					
Retained Earnings, June 30	$220,183	$223,285	$223,285	$651,480	$663,396	$663,396

Internal Service Funds (CONT'D)
2011-2013 Summary of Estimated Revenues, Expenses and Changes in Retained Earnings

	Health Insurance Fund			Retirement Fund		
	2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
Operating Revenues						
Charges for Services						
City Contributions	$442,589	$422,202	$432,000	$924,059	$1,125,574	$1,327,895
Other Revenue	$1,050,878	$1,313,786	$1,360,626			
	$1,020					
Total Operating Revenues	$1,494,487	$1,735,988	$1,792,626	$924,059	$1,125,574	$1,327,895
Operating Expenses						
Personal Services						
Contractual Services						
Premiums, Claims, Administration Fees	$1,634,258	$2,141,630	$1,792,626			
Supplies, Repairs, Maintenance						
Other Operating Expenses						
Depreciation						
Retirement Payments				$881,932	$1,118,533	$1,327,895
Total Expenditures	$1,634,258	$2,141,630	$1,792,626	$881,932	$1,118,533	$1,327,895
Operating Income (Loss)	($139,771)	($405,642)	$0	$42,127	$7,041	$0
Nonoperating Revenues (Expenses)						
Interest Revenue	$0	$0	$0	$0	$0	$0
Interest Expenses						
Total Nonoperating Revenues (Expenses)	($139,771)	($405,642)	$0	$42,127	$7,041	$0
Operating Transfers In						
Operating Transfers Out						
Net Income (Loss)	($139,771)	($405,642)	$0	$42,127	$7,041	$0
Retained Earnings, July 1	($851,075)	($990,846)	($1,396,488)	$294,998	$337,125	$344,166
Prior Period Adjustment						
Retained Earnings, June 30	($990,846)	($1,396,488)	($1,396,488)	$337,125	$344,166	$344,166

Internal Service Funds (CONT'D)
2011-2013 Summary of Estimated Revenues, Expenses and Changes in Retained Earnings

	Workers Compensation Fund			Total Internal Service Funds		
	2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
Operating Revenues						
Charges for Services						
City Contributions	$349,768	$426,039	$300,000	$2,758,590	$2,984,301	$3,043,417
Other Revenue	$0	$0		$1,050,878	$1,313,786	$1,360,626
Total Operating Revenues	$349,768	$426,039	$300,000	$3,809,468	$4,298,087	$4,404,043
Operating Expenses						
Personal Services				$586,317	$611,746	$592,908
Contractual Services				$93,184	$56,086	$56,769
Premiums, Claims, Administration Fees	$391,839	$514,645	$300,000	$2,218,145	$2,850,463	$2,298,626
Supplies, Repairs, Maintenance				$41,034	$30,310	$34,074
Other Operating Expenses				$40,362	$77,617	$93,771
Depreciation				$16,623	$0	$0
Retirement Payments				$881,932	$1,118,533	$1,327,895
Total Expenditures	$391,839	$514,645	$300,000	$3,877,597	$4,744,755	$4,404,043
Operating Income (Loss)	($42,071)	($88,606)	$0	($67,109)	($446,668)	$0
Nonoperating Revenues (Expenses)						
Interest Revenue	$0	$0	$0	$0	$0	$0
Interest Expenses						
Total Nonoperating Revenues (Expenses)	($42,071)	($88,606)	$0	($67,109)	($446,668)	$0
Operating Transfers In						
Operating Transfers Out						
Net Income (Loss)	($42,071)	($88,606)	$0	($39,816)	($446,668)	$0
Retained Earnings, July 1	$1,170,283	$1,128,212	$1,039,606	$1,946,442	$1,906,626	$1,459,958
Prior Period Adjustment						
Retained Earnings, June 30	$1,128,212	$1,039,606	$1,039,606	$1,906,626	$1,459,958	$1,459,958

Enterprise Funds

2011-2013 Summary of Estimated Revenues, Expenses and Changes in Retained Earnings

	Water & Sewer Fund			Waste Management Fund		
	2011 Actual	2012 Estimated	2013 Budget	2011 Actual	2012 Estimated	2013 Budget
Operating Revenues						
Charges for Services	$4,785,390	$5,187,692	$5,264,184	$1,421,192	$1,424,382	$1,450,901
Other Revenue	$1,110,684	$815,933	$801,500			
Total Operating Revenues	$5,896,074	$6,003,625	$6,065,684	$1,421,192	$1,424,382	$1,450,901
Operating Expenses						
Personal Services				$267,266	$263,547	$301,127
Contractual Services	$2,427,780	$2,440,566	$2,499,300	$728,769	$728,112	$564,400
Supplies, Repairs, Maintenance	$234,348	$107,991	$116,532	$107,391	$88,553	$70,300
Other Operating Expenses	$1,453,347	$2,490,564	$3,449,852	$214,471	$354,957	$515,074
Depreciation	$1,041,009	$1,010,075	$0	$68,416	($53,807)	$0
Retirement Payments						
Total Expenditures	$5,156,484	$6,049,196	$6,065,684	$1,386,313	$1,381,362	$1,450,901
Operating Income (Loss)	$739,590	($45,571)	$0	$34,879	$43,020	$0
Nonoperating Revenues (Expenses)						
Investment Income	$4,241	$0	$0	$0	$0	$0
Intergovernmental						
Other				$0		
Interest Expense	($259,620)	($236,065)	$0	($4,326)	$0	$0
Total Nonoperating Revenues (Expenses)	($255,379)	($236,065)	$0	($4,326)	$0	$0
Income (loss) before contributions & transfers	$484,211	($281,636)	$0	$30,553	$43,020	$0
Capital Contributions Transfers In (Out)	$0	$0	$0	($60)	$0	$0
Change In Net Assets	$484,211	($281,636)	$0	$30,493	$43,020	$0
Net Assets at Beginning of Year	$23,596,025	$24,080,236	$23,798,600	$375,168	$405,661	$448,681
Prior Year Adjustment				$0		
Net Assets at End of Year	$24,080,236	$23,798,600	$23,798,600	$405,661	$448,681	$448,681

Enterprise Funds (CONT'D)
2011-2013 Summary of Estimated Revenues, Expenses and Changes in Retained Earnings

	Total Enterprise Funds		
	2011 Actual	2012 Estimated	2013 Budget
Operating Revenues			
Charges for Services	$6,206,582	$6,612,074	$6,715,085
Other Revenue	$1,110,684	$815,933	$801,500
Total Operating Revenues	$7,317,266	$7,428,007	$7,516,585
Operating Expenses			
Personal Services	$267,266	$263,547	$301,127
Contractual Services	$3,156,549	$3,168,678	$3,063,700
Supplies, Repairs, Maintenance	$341,739	$196,544	$186,832
Other Operating Expenses	$1,667,818	$2,845,521	$3,964,926
Depreciation	$1,109,425	$956,268	$0
Retirement Payments	$0	$0	$0
Total Expenditures	$6,542,797	$7,430,558	$7,516,585
Operating Income (Loss)	$774,469	($2,551)	$0
Nonoperating Revenues (Expenses)			
Investment Income	$4,241	$0	$0
Intergovernmental	$0	$0	$0
Other	$0	$0	$0
Interest Expense	($263,946)	($236,065)	$0
Total Nonoperating Revenues (Expenses)	($259,705)	($236,065)	$0
Income (loss) before contributions & transfers	$514,764	($238,616)	$0
Capital Contributions Transfers In (Out)	($60)	$0	$0
Change In Net Assets	$514,704	($238,616)	$0
Net Assets at Beginning of Year	$23,971,193	$24,485,897	$24,247,281
Net Assets at End of Year	$24,485,897	$24,247,281	$24,247,281

Fund Summary 2010-2013

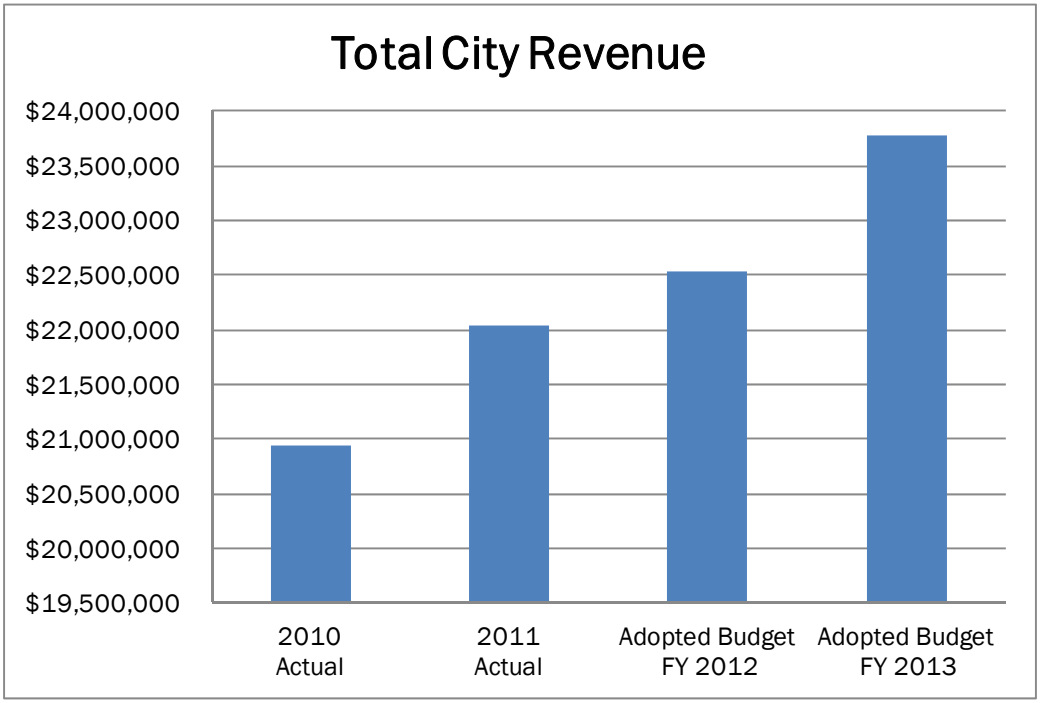
CITY OF WAYCROSS
FISCAL YEAR 2013
JULY 1, 2012 - JUNE 30, 2013

Description	Actual FY 2010	Actual FY 2011	Actual FY 2012	Adopted Budget FY 2013
		REVENUE		
General Fund & Special Funds				
General Fund	$ 11,547,648	$ 12,285,825	$ 12,024,848	$ 12,961,253
Cemetery Fund	$ 112,499	$ 111,079	$ 122,754	$ 206,532
WPD Information Technology Fund	$ 26,384	$ 21,973	$ 20,581	$ 18,000
Hotel/Motel Fund	$ 237,631	$ 305,442	$ 283,118	$ 300,000
SPLOST 2008-2013	$ 1,645,485	$ 1,921,188	$ 2,112,419	$ 2,775,000
Enterprise Funds				
Water & Sewer Fund	$ 5,910,590	$ 5,960,819	$ 6,003,625	$ 6,065,684
Waste Management Fund	$ 1,458,719	$ 1,441,399	$ 1,424,382	$ 1,450,901
TOTAL REVENUE	$ 20,938,956	$ 22,047,725	$ 21,991,727	$ 23,777,370
		EXPENDITURE		
General Fund & Special Funds				
General Fund	$ 11,737,333	$ 11,751,109	$ 12,301,644	$ 12,961,253
Cemetery Fund	$ 126,700	$ 135,869	$ 133,966	$ 206,532
WPD Information Technology Fund	$ 22,883	$ 24,736	$ 23,105	$ 18,000
Hotel/Motel Fund	$ 237,495	$ 302,675	$ 283,967	$ 300,000
SPLOST 2008-2013	$ 324,410	$ 1,766,329	$ 1,034,582	$ 2,775,000
Enterprise Funds				
Water & Sewer Fund	$ 5,717,403	$ 5,566,077	$ 5,934,058	$ 6,065,684
Waste Management Fund	$ 1,360,650	$ 1,358,583	$ 1,435,169	$ 1,450,901
TOTAL EXPENDITURE	$ 19,526,874	$ 20,905,378	$ 21,146,491	$ 23,777,370

FY 2013 – Total Budgeted Resources

The following table and graph provides a summary of the total operating revenue for the whole City of Waycross for fiscal years 2010 through 2013. The total budged revenue for the FY 2013 of $23,777,370 for the City of Waycross represents an increase of $1,251,750 or 6%. The revenue chart below represents the whole City. However, as indicated from the chart below, the majority of the City's revenues come from Taxes and Charges for Services.

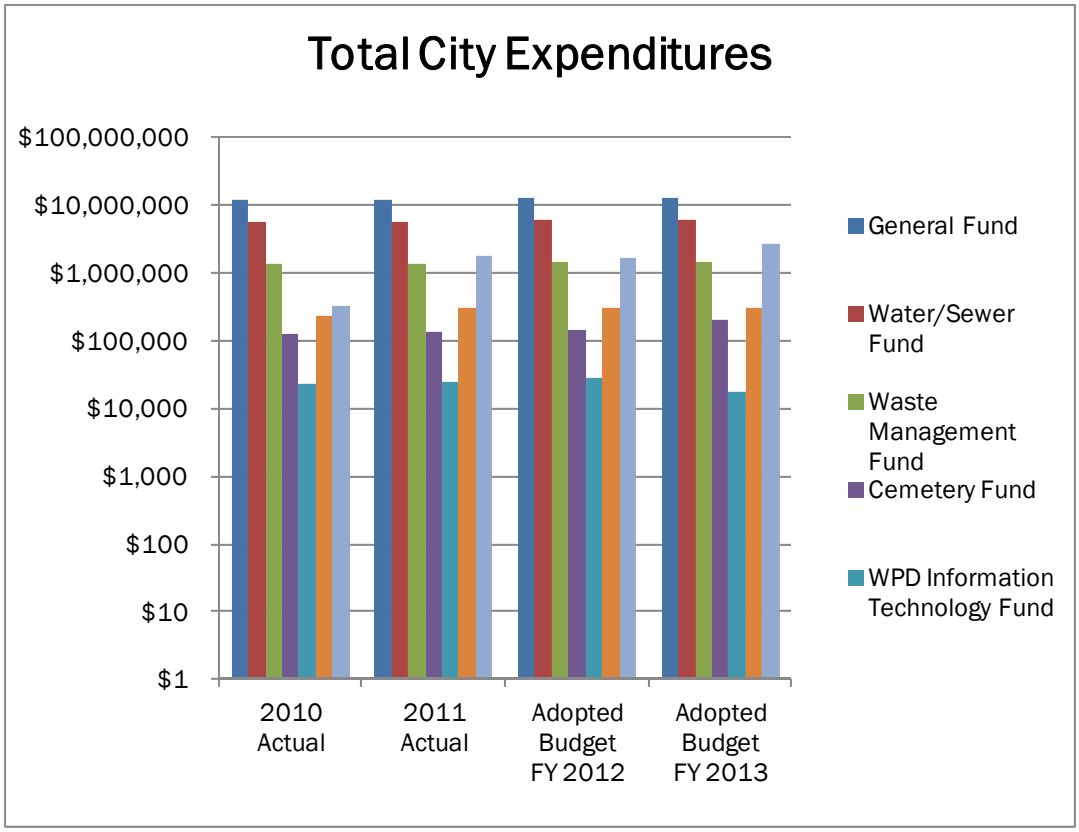
REVENUE CATEGORY	2010 Actual	2011 Actual	Adopted Budget FY 2012	Adopted Budget FY 2013
Taxes	$ 8,678,649	$ 9,700,920	$ 9,578,100	$ 9,588,700
Licenses & Permits	$ 959,828	$ 1,009,612	$ 1,074,361	$ 1,074,700
Fines & Forfeitures	$ 578,598	$ 473,692	$ 578,000	$ 568,000
Charges for Services	$ 7,722,466	$ 7,658,533	$ 7,933,427	$ 7,866,817
Intergovernmental	$ 1,671,303	$ 1,950,898	$ 1,722,000	$ 2,801,000
Interest & Rents	$ 80,489	$ 83,162	$ 82,000	$ 88,000
Other Financing Resources	$ 1,247,623	$ 1,170,907	$ 1,557,732	$ 1,790,153
Total Revenues	$20,938,956	$ 22,047,725	$ 22,525,620	$ 23,777,370



FY 2013 – Operating Expenditures and Budget Highlights

The following table and graph provides a summary of the total operating expenditures for the whole City for fiscal years 2010 through 2013.

Operating Expenditures	2010 Actual	2011 Actual	Adopted Budget FY 2012	Adopted Budget FY 2013
General Fund	$11,737,333	$ 11,751,109	$ 12,720,693	$ 12,961,253
Water/Sewer Fund	$ 5,717,403	$ 5,566,077	$ 6,188,653	$ 6,065,684
Waste Management Fund	$ 1,360,650	$ 1,358,583	$ 1,449,901	$ 1,450,901
Cemetery Fund	$ 126,700	$ 135,869	$ 146,373	$ 206,532
WPD Information Technology Fund	$ 22,883	$ 24,736	$ 28,000	$ 18,000
Hotel/Motel Tax Fund	$ 237,495	$ 302,675	$ 300,000	$ 300,000
SPLOST 2008	$ 324,410	$ 1,766,329	$ 1,692,000	$ 2,775,000
Total Expenditures	$19,526,874	$ 20,905,378	$ 22,525,620	$ 23,777,370



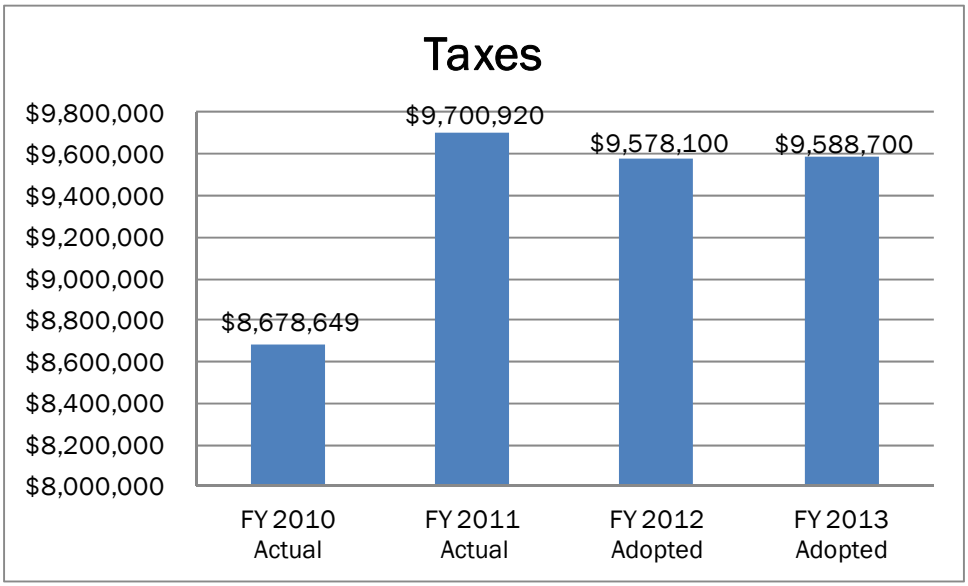
Property Tax Digest

The property digests for the City from 2006 through 2011 is shown below in the table. State law requires that all property assessments be a standardized 40% of the current market value. The millage rate increased in 2009. Currently the City hasn't received the 2012 Tax Digest. The Ware County Tax Commissioner has asked for an extension until October 1, 2012.

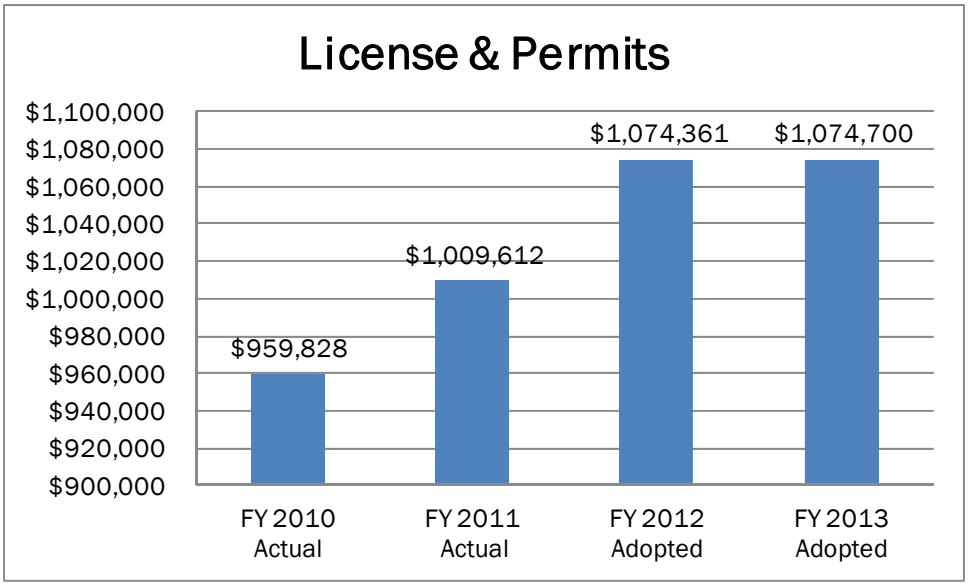
CITY ONLY	2006	2007	2008	2009	2010	2011
Real & Personal	251,211,826	267,543,295	268,176,077	268,134,315	269,430,586	280,345,912
Motor Vehicles	20,591,300	22,235,460	22,824,480	23,591,290	21,026,070	20,133,720
Mobile Homes	1,562,192	1,464,069	1,294,481	1,078,759	1,182,293	1,020,165
Timber - 100%	0	0	0	0	0	0
Heavy Duty Equipment	6,674	2,331	0	0	0	0
Gross Digest	273,371,992	291,245,155	292,295,038	292,804,364	291,638,949	301,499,797
Less M& O Exemptions	13,158,455	13,610,498	14,868,088	14,859,367	14,890,049	15,481,946
Net M & O Digest	260,213,537	277,634,657	277,426,950	277,944,997	276,748,900	286,017,851
State Forest Land Assistance Grant Value	0	0	0	0	0	0
Adjusted Net M&O Digest	260,213,537	277,634,657	277,426,950	277,944,997	276,748,900	286,017,851
Gross M&O Millage	23.391	21.716	21.916	23.400	23.400	22.071
Less Rollbacks	13.165	11.718	11.918	12.402	12.402	11.073
Net M&O Millage	10.226	9.998	9.998	10.998	10.998	10.998
Total County Taxes Levied	$2,660,944	$2,775,791	$2,773,715	$3,056,839	$3,043,684	$3,145,624
Net Taxes $ Increase		$114,848	-$2,077	$283,124	-$13,155	$101,940
Net Taxes % Increase		4.32%	-0.07%	10.21%	-0.43%	3.35%

FY 2013 Revenue and Expense Summary

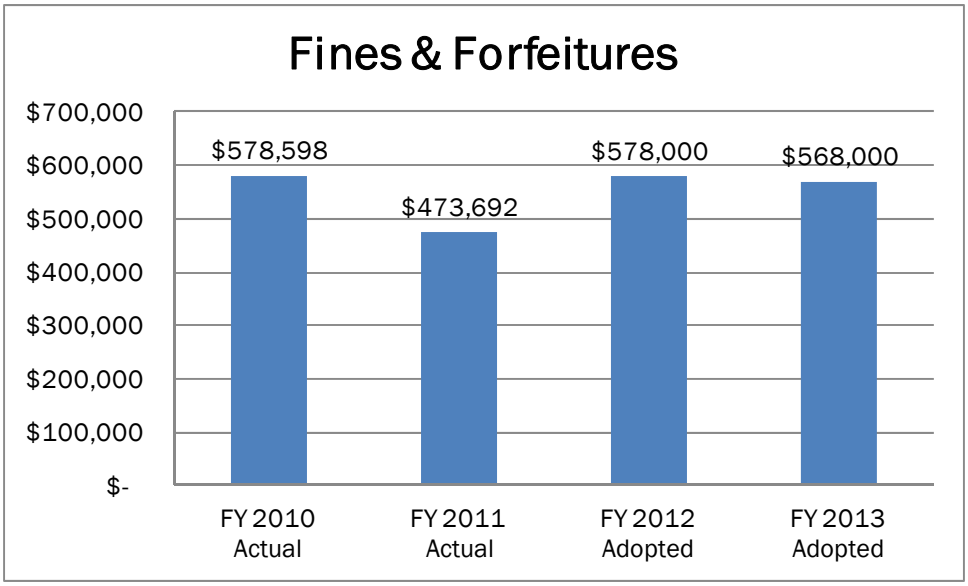
Tax Revenues include property (ad valorem) taxes, local option sales tax, sales and use taxes, business taxes, gross receipts, and franchise fees. The FY 2013 projection of $9,588,700 in tax revenue includes both current and delinquent assessments of ad valorem taxes and franchise fees. The current millage rate is 10.998.



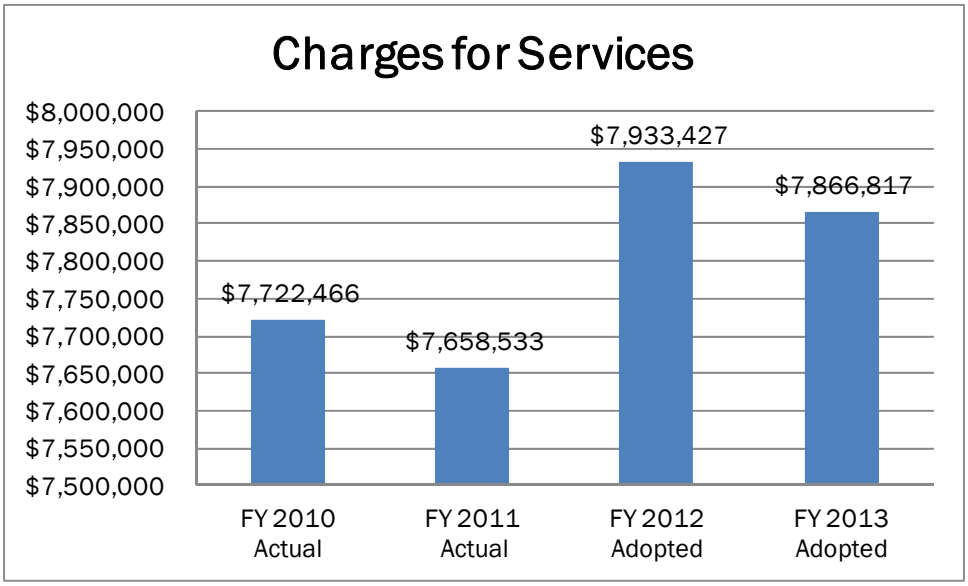
Licenses and Permits. Revenue from this source comes from licenses to conduct business in the City of Waycross. It includes beer and wine licenses, business permits and, application fees. Also included are any fees for permits and inspections.



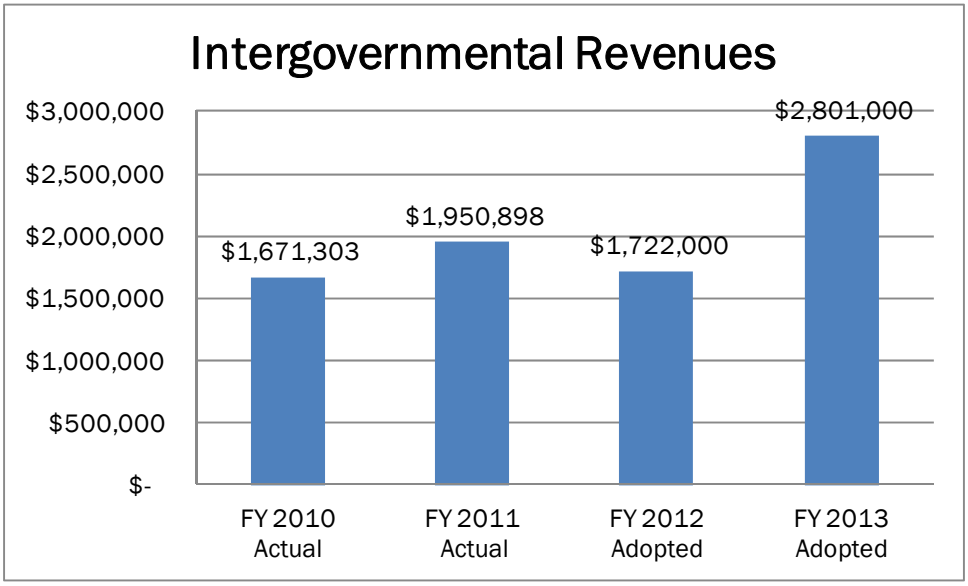
Fines and Forfeitures include municipal court fines and court fees.



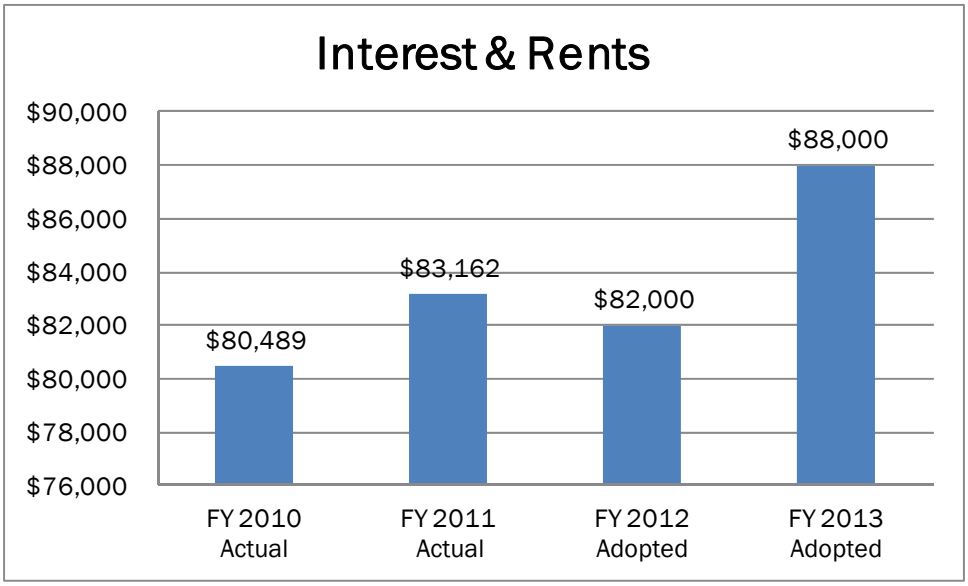
Charges for Services include joint services between the City of Waycross, Ware County Board of Education, and Waycross Housing Authority. It also includes cemetery lot charges, water and sewer charges, and waste management charges.



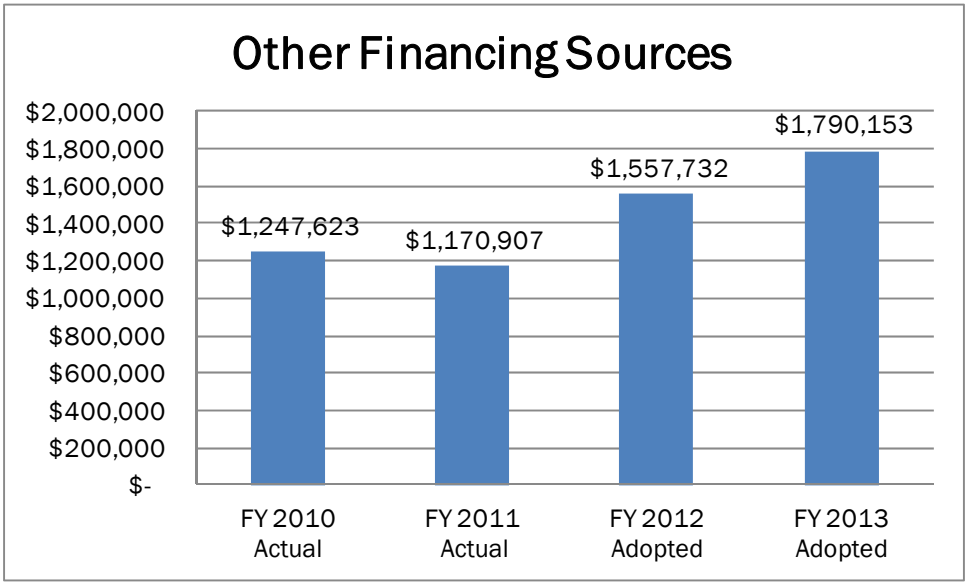
Intergovernmental revenues include federal and state monies received by the City. This also includes Special Purpose Local Option Sales Tax Revenues.



Interest and Rents include earnings on various investments held by the City and earnings on the various checking accounts. It also includes rent income from renting spaces within City owned buildings.

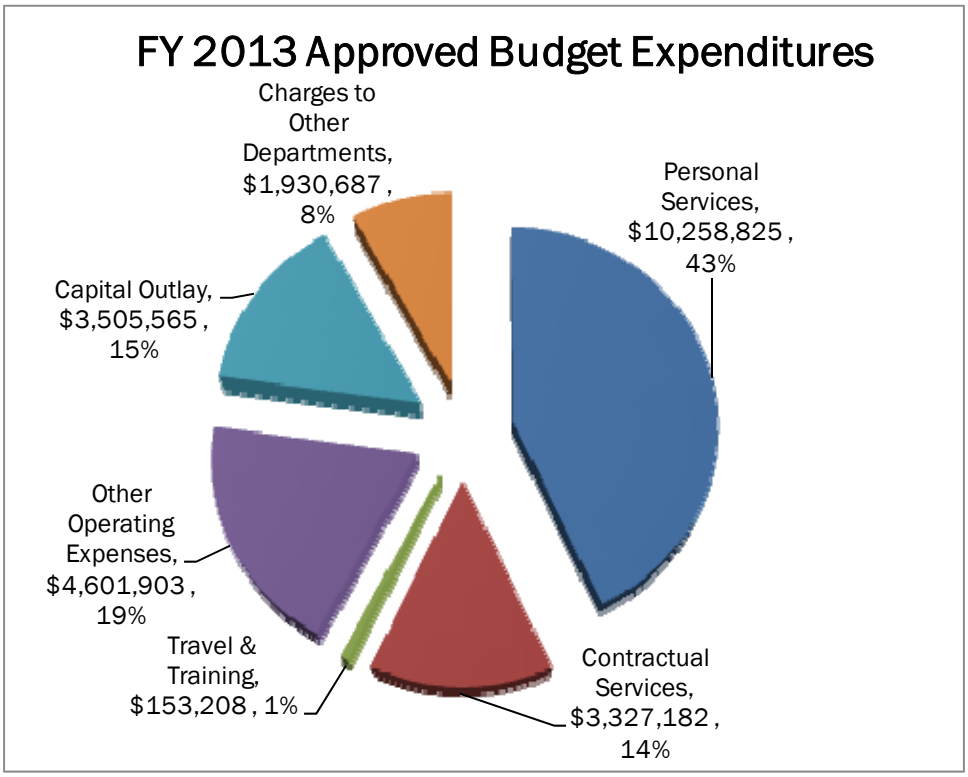


Other Financing Sources includes the operating transfers made between the various funds of the City.



The table and graph below provides a summary total of expenditures by categories.

Operating Expenditures	2010 Actual	2011 Actual	Adopted Budget FY 2012	Adopted Budget FY 2013
General Fund	$11,737,333	$ 11,751,109	$ 12,720,693	$ 12,961,253
Water/Sewer Fund	$ 5,717,403	$ 5,566,077	$ 6,188,653	$ 6,065,684
Waste Management Fund	$ 1,360,650	$ 1,358,583	$ 1,449,901	$ 1,450,901
Cemetery Fund	$ 126,700	$ 135,869	$ 146,373	$ 206,532
WPD Information Technology Fund	$ 22,883	$ 24,736	$ 28,000	$ 18,000
Hotel/Motel Tax Fund	$ 237,495	$ 302,675	$ 300,000	$ 300,000
SPLOST 2008	$ 324,410	$ 1,766,329	$ 1,692,000	$ 2,775,000
Total Expenditures	$19,526,874	$ 20,905,378	$ 22,525,620	$ 23,777,370



Budget Total $23,777,370

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CITY IN BRIEF

How It Began. . . .

Waycross, gateway to the world famous Okefenokee Swamp, is the focal point of the highways and railroad lines traversing southern Georgia, its name signifies its strategic position of where "Ways Cross". In colonial days, it was the hub of stagecoach roads and pioneer trails. Later the old Plant System and the Brunswick and Western Railroad lines crossed here, giving birth to a modern railroad network. Indian trails, coach roads and military trails transformed into modern highways, with some following the routes laid out by the pioneers. Waycross was founded in 1872, chartered in March 3, 1874, and incorporated on November 1, 1889.

Transportation continues to play a dramatic part of Waycross. Located in the City limits is the CSX Rice Yard, one of the largest rail car switching and classification facilities in the United States. This facility occupies 850 acres and contains more than 150 miles of rail track handling over 1 million rail cars a year.

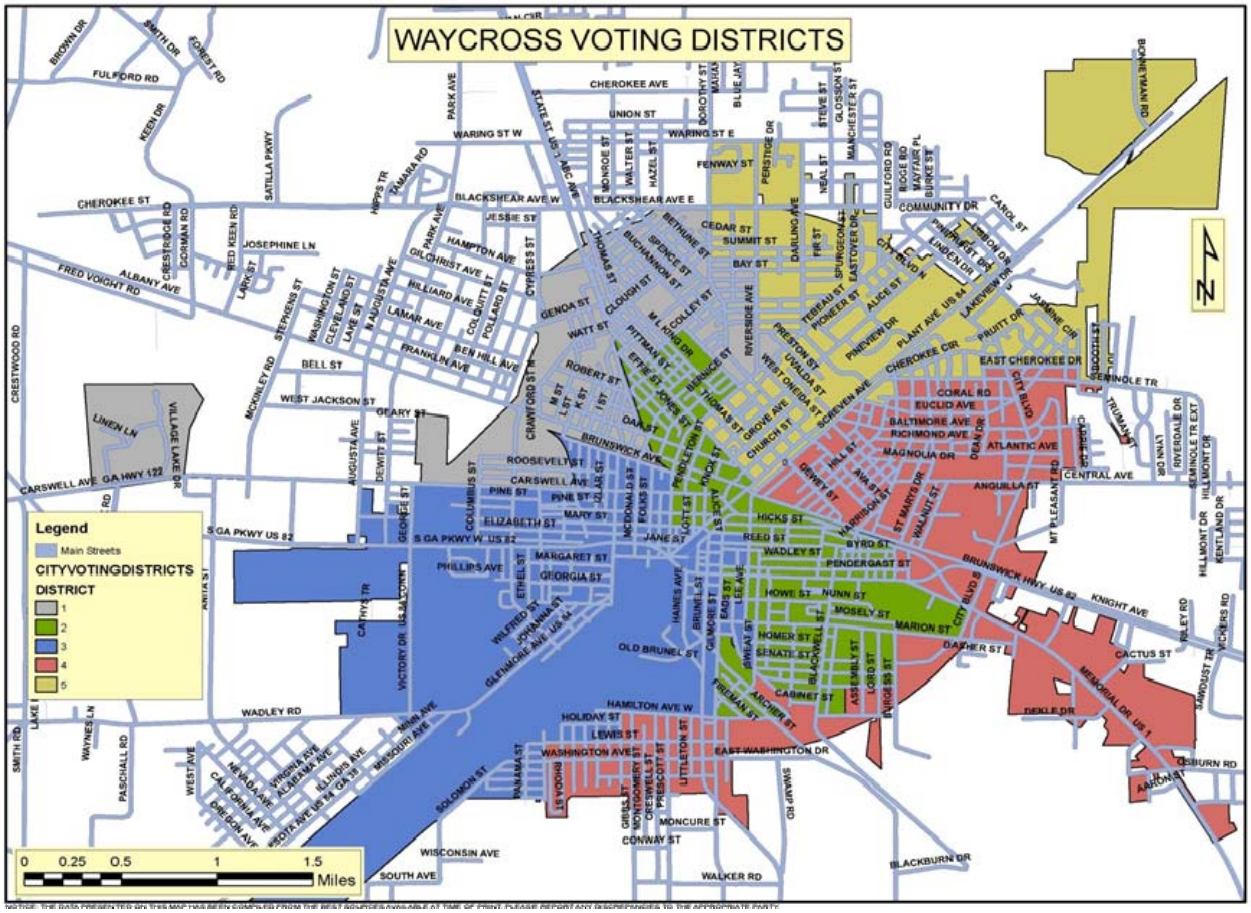
Waycross thrives on widely diversified manufactured, processed forest and tobacco products. Transportation facilities, modern health specialties and educational opportunities are above average, and careful attention to recreational amusements, entertainment, cultural and civic activities are given. The area is a communication, financial, medical, industrial and religious center, serving an eight county region with a population of 138,033. Inside the City Limits according to the 2010 Census, Waycross has a population of 14,649. During working hours the population of the City grows to over 45,000. These temporary residents come to work at and/or use the modern health care facilities, educational institutions, financial centers, industrial concerns and large and small retail/commercial businesses located in Waycross.

Waycross is blessed with an abundance of water and climate conducive to year round production without stoppage due to weather. The average minimum and maximum temperature range from 38.8 and 68.9 degrees for January, and 69.9 and 92.3 degrees in July.

Geographic

Waycross (County Seat) ● Laura Walker State Park & State Golf Course ◆ Okefenokee Swamp Park

Below is a map that shows the outline of the Waycross city limits and each voting district.



Waycross, located on the southeastern flank of the state, at the crossroads of US1 (to Jacksonville) and US84 (to Savannah) is approximately 240 miles southeast of Atlanta, and 70 miles north of Jacksonville, Florida. It is a strategically located for service to the booming Florida markets of the southeastern United States. Waycross is 50 miles from the deepwater ports of Brunswick, 104 miles from Savannah, and as mentioned above, 70 miles from Jacksonville. We have four lane access to both I-75 (70 miles west) and I-95 (45 miles east) by way of the South Georgia Parkway. The Waycross-Ware County Airport, with three runways more than 5,000 feet and, full instrumentation, can accommodate all types of corporate and private aircraft. The Jacksonville International Airport offers domestic and international flights and is served by major US airlines.

Demographics

Below are some demographic tables about Waycross, Georgia.

Table 1: Population History Overview

Year	Total Population for Waycross, Georgia
2010 Census	14,649
2007 Estimated	14,765
2006 Estimated	14,786
2005 Estimated	14,563
2004 Estimated	14,827
2003 Estimated	14,957
2002 Estimated	14,998
2001 Estimated	15,101
2000 Census	15,333
1990 Census	16,410

Source: U.S. Census Bureau

Table 2: General Demographic Characteristics – Year 2010

Sex and Age	Population	Percent
Under 5 years	1,219	8.3
5 to 9 years	1,039	7.1
10 to 14 years	966	6.6
15 to 19 years	994	6.8
20 to 24 years	986	6.7
25 to 29 years	898	6.1
30 to 34 years	827	5.6
35 to 39 years	744	5.1
40 to 44 years	846	5.8
45 to 49 years	932	6.4
50 to 54 years	955	6.5
55 to 59 years	867	5.9
60 to 64 years	819	5.6
65 to 69 years	601	4.1
70 to 74 years	526	3.6
75 to 84 years	906	6.2
85 years and over	524	3.6
Total	14,649	

Source: U.S. Census Bureau

Table 3: Housing - 2010 Census compared to the State of Georgia

	Waycross	Georgia
Housing units, 2010	7,519	4,088,801
Homeownership rate, 2006-2010	51.6%	67.2%
Housing units in multi-unit structures, percent, 2006-2010	24.6%	20.5%
Median value of owner-occupied housing units, 2006-2010	$66,600	$161,400
Households, 2006-2010	5,978	3,468,704
Persons per household, 2006-2010	2.41	2.66
Per capita money income in past 12 months (2010 dollars) 2006-2010	$15,282	$25,134
Median household income 2006-2010	$25,845	$49,347
Persons below poverty level, percent, 2006-2010	27.3%	15.7%

Source: U.S. Census Bureau

Table 4: Education – 2010 Census compared to the State of Georgia

	Waycross	Georgia
Language other than English spoken at home, pct age 5+, 2006-2010	4.4%	12.7%
High school graduates, percent of persons age 25+, 2006-2010	78.4%	83.5%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	12.1%	27.2%
Mean travel time to work (minutes), workers age 16+, 2006-2010	21.8	27

Source: U.S. Census Bureau

Table 5: Race – Census 2010

	Waycross	Percent
Total Population	14,649	100%
White	5,959	40%
Black or African American	8,072	55%
American Indian and Alaska Native	47	0.30%
Asian	117	0.80%
Native Hawaiian & Other Pacific Islander	3	0%
Some Other Race	193	1.30%
Two or More Races	258	1.80%

Source: U.S. Census Bureau

Table 6: Households by Type – Census 2010

Households By Type	Number	Percent
Total households	5,870	
Family households (families)	3,563	60.7
With own children under 18	1,510	25.7
Husband-wife family	1,811	30.9
With own children under 18	623	10.6
Male householder, no wife present	321	5.5
With own children under 18	121	2.1
Female householder, no husband present	1,431	24.4
With own children under 18	766	13.0
Nonfamily households	2,307	39.3
Households living alone	2,031	34.6
Male	783	13.3
65 years and over	212	3.6
Female	1,248	21.3
65 years and over	659	11.2
Households with individuals under 18	1,915	32.6
Households with individuals 65 +	1778	30.3
Average household size	2.42	
Average family size	3.13	

Source: U.S. Census Bureau

Table 7: Income – 2010

Household Income	Number	Percent
Total households	5,978	
Less than $10,000	1,084	18.1
$10,000 to $14,999	674	11.3
$15,000 to $24,999	1,159	19.4
$25,000 to $34,999	888	14.9
$35,000 to $49,999	937	15.7
$50,000 to $74,999	601	10.1
$75,000 to $99,999	360	6.0
$100,000 to $149,999	211	3.5
$150,000 to $199,999	54	.9
$200,000 or more	10	.2
Median household income	$25,845	
Mean household income	$34,698	

Source: U.S. Census Bureau

Table 8: Industry – Census 2010 – Civilian employed population 16+ years

Industry	Number	Percent
Civilian employed population 16 years and over	5128	
Agriculture, forestry, fishing and hunting	23	.4%
Construction	205	4%
Manufacturing	975	19.%
Wholesale trade	23	.4%
Retail trade	823	16.0%
Transportation and warehousing, and utilities	425	8.3%
Information	86	1.7%
Finance, insurance, real estate, and rental	211	4.1%
Professional, scientific, management, administrative, waste management services	146	2.8%
Educational, health, social services	1,239	24.2%
Arts, entertainment, recreation, accommodation and food services	380	7.4%
Other services	308	6.0%
Public administration	284	5.5%

Source: U.S. Census Bureau

Table 9: Top Five Employers in Ware County - 2011

Top Five Employers
Baptist Village Inc
Carolina Skiff
Concerted Services Inc
Flash Foods Inc
GA Dept of Corrections

Source: Georgia Department of Labor

Table 10: Ten Largest Employers within surrounding counties - 2011

Employers	County
Bacon County Hospital	Bacon
Baptist Village Inc	Ware
Bway Corp	Clinch
Coffee Correctional Facility	Coffee
Coffee Regional Medical Center	Coffee
Cornell Corrections	Charlton
Elixir Industries – Div 2704	Coffee
Ga Dept of Corrections	Ware
Pcc Airfoils Inc	Coffee
Pillgrims Pride Corp	Coffee

Source: Georgia Department of Labor

Miscellaneous Statistics

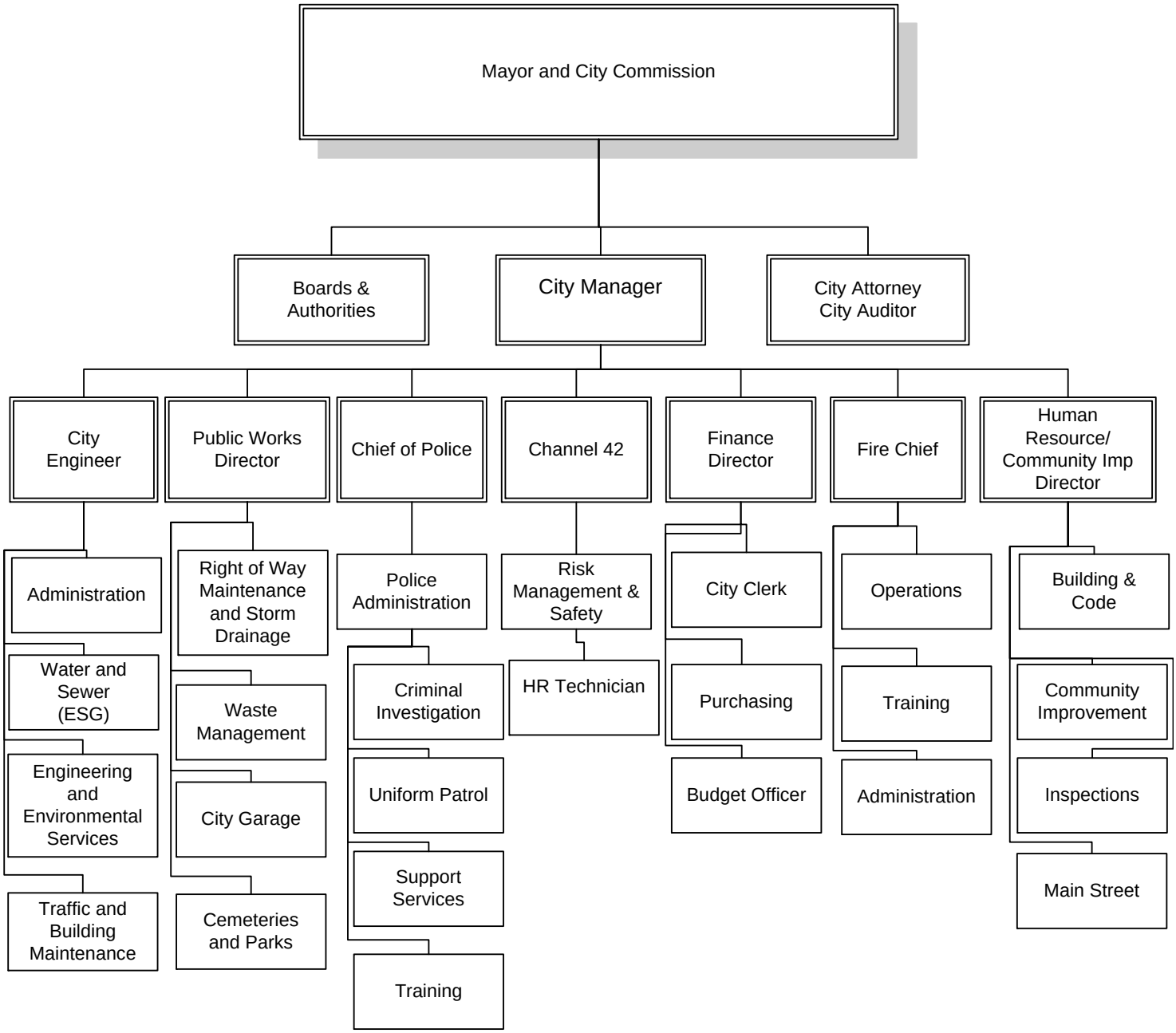
Date of Incorporation	November 1, 1874
Form of Government	Manager
Number of Employees (Excluding Police& Fire)	87
Area in Square Miles	11.69
Population:	
City	14,649
County	36,312
City of Waycross Facilities and Services	
Miles of Street	178
Number of Street Lights	2,053
Number of Traffic Lights	21
Culture and Recreation	
Community Centers	1
Parks	24
Park Acreage	113.34
Cemeteries	3
Cemetery Acreage	140
Fire Protection	
Number of Stations	3
Number of Fire Personnel	54
Number of Calls Answered	1101
Number of Inspections (Business & Beverage Lic & Consultations and Plan Review)	618
Number of Pre Plans Conducted	1064
Police Protection	
Number of Stations	1
Number of Police Personnel and Officers	68
Number of Patrol Units	42
Number of Law Violations:	

Physical Arrests	1,902
Traffic Violations	4,015
Sewerage System	
Miles of Sanitary Sewers	120
Miles of Storm Sewers	60
Number of Treatment Plants	1
Number of Service Connections	6,912
Daily Average Treatment in Gallons	3,000,000
Maximum Daily Capacity - Treatment in Gallons	12,000,000
Water System	
Miles of Water Mains	145
Number of Service Connections	7,528
Number of Fire Hydrants	1,000
Daily Average Consumption in Gallons	2,300,000
Maximum Daily Capacity of Plant in Gallons	3,400,000
Daytime Population	45,000
Facilities and Services Not Included in the Reporting Entity	
Hospitals	1
Number of Beds	231

Local Government

The City operates under a Council/Manager form of government. The City provides the following services: public safety, highways and streets, public improvements, and general and administrative services. In addition, the City operates enterprise funds (water and sewer and waste management) for the incorporated and immediate surrounding areas. Under the Council/Manager form of government, citizens elect their representatives, the Mayor and City Council, who determine policy for the City. The Council selects and appoints the City Manager, who is responsible for administering the Council's policies, advising the Council, and conducting the day-to-day operations of the City. The City Manager is responsible for hiring the directors who run each department.

Organizational Chart



Component Units of the City of Waycross

Component units are legally created public organizations which function "separate" from the City, yet elected officials of the City of Waycross remain financial accountable. At this time the City of Waycross has no component units; however, the City does have joint venture related organizations.

- Southeast Georgia Regional Development Center
- City of Waycross Housing Authority
- Downtown Development Authority
- Okefenokee Area Development Authority

The development authorities were established to improve, refurbish and renovate established buildings and to preserve the local heritage.

Recreation

The City has twenty-four parks within the city limits. Most of these parks have playground equipment while other parks feature beautiful landscaped settings to escape from the stresses of day-to-day life. The Waycross-Ware County Recreation Department offers different activities throughout the year. These programs include cheerleading, football, basketball, baseball, and softball. The Recreation Department is funded by the Ware County government.

Education

Education for preschool through high school is provided by the Ware County Board of Education. There are ten schools within the county. Higher education is provided by Waycross College, a two-year unit of the University System of Georgia, and Okefenokee Technical College (OTC). OTC provides high quality technical and adult education and training services to meet the needs of citizens and employers.

Health Services

The Mayo Clinic Health System is our primary hospital in Waycross, formally known as Satilla Regional Hospital until earlier this year. In 2003, the facility was expanded to include a new main entrance, surgery center, heart center, critical care center, and birthing center. This $30.8 million expansion was the largest building project in its history.

FINANCIAL POLICIES

The following are financial policies that the City follows in managing its financial and budgetary procedures. These policies enable the City to maintain financial stability.

Revenue Policies

- The City will maintain a diversified and stable revenue system that will equally allocate the burden of supporting all City services and protect the City from short-term fluctuations in any one revenue source.
- The City will project revenues on a conservative basis so that actual revenues will consistently meet or exceed budgeted revenues.
- The City will maintain appropriate collection systems and implement necessary enforcement strategies to collect revenues.
- The City will consider current standards and market rates in establishing fees, taxes, and charges, and review these annually to keep pace with the cost of providing government services.

Debt Policies

- Long – term debt will be used for capital improvements.
- Two to five year debt will be used for equipment replacement purposes, and smaller capital improvement projects.
- The City will use general obligation debt to fund general – purpose public improvements that cannot be funded by current revenues, and will not use general obligation debt for enterprise activities.
- The City will maintain reserves according to the covenants of bond issues and in accordance with good accounting practices.
- The City will attempt to secure the lowest net interest cost for all debts.
- The City will maintain good communications with bond rating companies about its' financial condition, and will make full disclosure on every financial report and bond prospectus.
- The medium – term and long –term debt obligations will be incorporated into the City's capital improvement program.

Banking and Investment Policies

- The City will issue request for proposals from local banks every five years to award a city depository status to the best bidder. The award shall be based on the best package presented for the overall lowest rate on debt and highest yield on deposits.
- The City will manage its monies to allow for a combination of adequate cash flow and maximum investments returns.
- Investments will be FDIC insured accounts, or a pledge of assets (110%) above insured amounts will be secured.
- Proper and adequate security of cash will be a priority and standard procedure.

Audit Policies

- An independent certified public accounting firm will be used to issue an opinion on the annual financial statements along with a management letter detailing areas that need improvement.
- The government will establish and maintain a high standard of accounting practices and they will conform to generally accepted accounting principles promulgated by the Government Accounting Standards Board. Financial systems will be maintained to monitor revenues and expenditures on a monthly basis.
- Every five years, the government will issue a request for proposal to choose an auditor from local firms for a period of three years with annual renewal options.

Purchasing Policies

- The City uses purchasing and distribution practices which promote maximum practicable competition which insures the lowest price policy and the highest possible quality for equipment, supplies and services best suited for the city's operations at the lowest possible cost and ensuring the best possible value for the City of Waycross.
- All purchases over $5,000 dollars shall be done by formal Request for Bid or Request of Proposal. All other items shall have written quotes. All purchases over $150 are approved by the City Manager.

Five Year Capital Improvement Program

- Each department is required to develop and annually update a capital improvement plan.
- The Capital Improvement Plan will be a guide to identify long-range capital projects and heavy equipment replacement purchases. The first year CIP (Capital Improvement Plan) is incorporated into the annual budget. The subsequent outlying years are updated and revised each year to reflect the changing needs and priorities of the department heads.

- If needed vehicles and heavy equipment will be either financed through local banks or the Georgia Municipal Association Direct Lease program.

Fixed Assets Policies

- Assets capitalized, not including infrastructure assets, have an original cost of $5,000, or more and over three years of useful life.
- Useful Lives for infrastructure are estimated based on the City's historical records of necessary improvements and replacement.
- All reported capital assets are depreciated except for land and construction in progress.
- Depreciation has been calculated on each class of depreciable property using the straight-line method. The estimated useful lives are as follows:

Buildings	25-50 years
Water and Sewer System	30-50 years
Infrastructure	20-35 years
Machinery and Equipment	5-10 years
Improvements	20 years

Basis of Accounting & Budgeting

The basis of budgeting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. The City uses the modified accrual basis of accounting for all Governmental Fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, when they both become measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The City considers property taxes as available if they are collected within 60 days after year-end. A one-year availability period is used for recognition of all other Governmental Fund revenue. Expenditures are recorded when the related fund liabilities are incurred. However, debt service expenditures, as well as expenditures related to compensated absences are recorded only when payment is due. The revenues susceptible to accrual are property taxes, franchise fees licenses, collected and held by the state at year-end on behalf of the government are also recognized as revenue. All other governmental fund revenues are recognized when received.

For all Proprietary Fund types, the City utilizes the accrual basis of accounting. Under the accrual basis of accounting revenues are recognized when earned, including unbilled water and sewer services which are accrued. Expenses are recognized at the time the liability is incurred.

Budgeting

Each fiscal year a budget is legally adopted for the General Fund, Special Funds, Internal Services Fund, and Enterprise Funds. This budget is balanced in accordance to Georgia law (OCGA 36-81-3(B)(3)) that states, "a budget ordinance or resolution is balanced when the sum of estimated revenues and appropriated fund balances is equal to appropriation." Department and division expenditures are summarized as personal services, operating expenses, and capital outlay.

Budget Policies

1. The City of Waycross will prepare and adopt balanced budgets annually for all funds, before the beginning of the fiscal year. A balanced budget is defined as the estimated current expenditures are equal to or less than the estimated current revenues. The City's fiscal year begins on July 1, and ends on June 30.
2. It is the City's policy that the budgets be prepared according to Generally Accepted Accounting Principles. All revenues and expenditures are based on accurate estimates and consider actual history as well as anticipated needs.
3. Equitable replacement and capital improvement budgets are to consider past and future maintenance requirements. Operating budgets will provide sufficient resources for regular maintenance and repair of all assets.
4. The City shall use a decentralized budget process with all departments given an opportunity to participate by their request for personnel, supplies, capital items and services needed to carry on its responsibilities in an exemplary manner.
5. Capital requests are to be included in the annual budget process and a five-year projection of anticipated needs will be included.
6. Enterprise funds shall be self-supporting with current revenues enough to cover current expenditures including debt service and capital improvements.
7. The City will strive to make Special Revenue Funds as self-supporting as possible.
8. Insurance and pension funds shall be maintained with allocations to provide for the level of coverage required and maintain prudent reserves.
9. The City will maintain a budget control system to ensure adherence to the budget and will prepare timely, monthly financial reports, comparing actual revenues, expenditure and encumbrances with budgeted amounts.

Budget and Expenditure Control

- Each department is responsible for controlling expenditures and expending funds only for items that were budgeted.
- Expenditures shall not exceed the appropriation budget amount.
- No increase in the overall budget for any one department is allowed, unless approval is granted by the City Council.
- Operational control of departmental budgets is maintained by the City's fund management system, which prohibits over spending within a budgetary line item.
- Encumbrances are established on the basis of the issuance of purchase orders.
- Each department has access to the fund management program to monitor and produce reports for their departmental budget line items daily.

Budget Process

Each January each department must submit their yearend projections for the current fiscal year. This information is accumulated to help management forecast the City's financial status for year end. A department head retreat was held with the City manager and the City's department heads. This retreat included a review of goals made for the current fiscal year, programs and projects. They create objectives to be examined by the Mayor and City Commission. The Mayor and City Commission met for an annual retreat. The Mayor and City Commission decided on goals they would like the City employees to accomplish over the next year or two. The department heads' goals, projects and programs were review and discussed. In February, each department can download all budget forms and instructions from the City's Intranet. Once all information has been submitted from each department, the City Manager, Finance Director, and Budget Officer will begin budget review meetings with each division director. After the final budget numbers are calculated, a second meeting is held with the directors to review their edited budgets. Next the Mayor and Commissioners receive a copy of the recommend budget for review. A budget work session is held with the department head, Mayor and Commissioners to discuss the proposed budget. A public hearing is held a week prior to the adoption of the proposed fiscal year budget. After the budget has been approved, the Budget Officer distributes copies to all departments. The following pages show the Strategic Planning Sessions topics and goals that were discussed.

Strategic Planning Sessions

City Commission Planning Retreat

The Mayor and City Commission met for the 2012 strategic planning session on March 23-24, 2012. The purpose of this retreat was to set the overall objectives for the City and to prioritize the actions to be taken in the upcoming year.

The Mayor and Commission prioritized the issues they had indentified and spent time discussing them and developing action items. They also identified action items from the previous year that had not been completed. Below are the issues discussed at the planning session:

1. National Guard Armory Building (SPLOST Funds)
2. Renovation of the City Auditorium (SPLOST Funds)
3. Staff: Raises, Christmas Bonuses, Accountability
4. Rental Housing
5. Abandoned Properties
6. E.E. Moore Park
7. Colley Street Building
8. Drugs/Police Accountability
9. Traffic Signalization
10. Streets and Drainage Plans
11. LOST Negotiations
12. Street Light Ordinance
13. Channel 42
14. Truck Ordinance
15. Utility Services
16. Funding J-Fly Festival
17. Code Enforcement
18. Continue Sports & Family Oriented Activities
19. Economic Development
20. Maintain Fund Balance
21. Vehicle Use

The retreat was a success. The Mayor and Commission will focus on the above items to make changes and improvements for the city.

Division Head Retreat

April 12, 2012

The division head and managers met for the 2012 staff strategic planning session on April 12, 2012. The purpose of this retreat was to identify key areas that may need to be addressed in the budget process and to provide the Commission with staff's view of the critical issues facing the City. The staff discussed the strengths, challenges, and opportunities that would affect the FY 2013 Budget. Our discussions incorporated a review of those topics, as well as a polling of the participants for any additional items of consideration.

The meeting began at 8:30 AM on Thursday with a review of the positive actions that had occurred in Waycross over the past year. There were many accomplishments, and there is much to be proud of for the city. We began our discussion of the upcoming challenges the city will be endure during the FY 2013. Again the main concern of the staff is budget restraints, and continuing implementing ways to cut cost without cutting services. Below you will find the Agenda.

Division Head Retreat Agenda
April 12, 2012

8:30 – 9:00	Opening Remarks/Prayer/Breakfast	City Manager
9:00 – 9:30	Lessons Learned from this year	HR Dir
9:30 – 10:00	Review of FY11 Goals	Staff
10:00 – 10:15	Break	
10:15 – 11:00	Commission Retreat Summary	City Manager
11:00 – 11:45	Budget Overview	Finance Dir City Manager
11:45 – 12:00	Break	
12:00 – 1:00	Lunch (w/Mayor and Commissioners)	Staff
1:00 – 2:00	Division Head FY Goals 12*	City Manager
2:00 – 3:00	Discussion of Department Issues*	Div Heads
3:00 – 4:00	City Manager Issues/Concerns*	City Manager

4:00	Summary*	City Manager
	*Division Heads Only	

Budget Calendar

Below is the Budget Calendar for Fiscal Year 2013.

Dates	Description
12/31/11	Mid-Year
01/24/12	FY2012 Projections forms posted on Intranet (COWnet)
01/31/12	Mail request for copy of Audit to various Organizations
02/10/12	FY2012 Projections Due (email to Budget Officer)
02/10/12	Issue 5 Year Capital Plan Forms
03/01/12	Deadline to complete 5 Year Capital Plan
Mar 23-24, 2012	Commission Budget Retreat
TBD	Strategic Planning Session with Staff
03/05/12	Memo to Division head regarding instructions from City Manager and Worksheets displayed on Intranet (COWnet) for FY2013 Budget
DEADLINE **03/30/12** Return all forms to the Budget Officer	Departmental Expenditures Due Personnel Reclassifications/Additions Overtime Justifications Goals, Long-Term Goals and Significant Prior Year Accomplishments, and Performance Measures
04/18/12	Manager and Division Head Conference Begins
04/20/12	Manager and Division Head Conference Ends
05/18/12	Manager submits Budget Workbooks to Commission
05/18/12	Proposed Budget Summary (Lobby at City Hall)
05/29/12	1. First advertisement of Budget Public Hearing

06/04/12	to appear in Waycross Journal Herald. 2. Second advertisement to appear in Waycross Journal Herald.
06/11/12	Budget Public Hearing @ 5:00 pm in Commission Chambers
06/19/12	**Commission considers and adopts Fiscal Year 2013 Budget**

Budget Adoption *(taken from the Charter of the City of Waycross)*

The commission shall administer the affairs of the city through a budget system. At the beginning of each fiscal year, the City Manager shall prepare and submit a balanced budget to the Commission for their approval, a budget of estimated expenses of each department, and the reasons therefore, and of the estimated resources of the city. The City of Waycross annual budget starts on July 1 and ends on June 30 each year. The commission shall make such changes as it deems necessary and proper in said budget, and then adopt same for the guidance of the City Manager and itself in the financial affairs of the city. The City Manager must present good and valid reason to the commission before exceeding the amount allotted to any department, and shall not exceed the allotment of any department without express consent and approval of the commission, with good reason shown therefore.

At least seven days prior to the approval of the budget by the Commission, the City Manager shall conduct a public hearing at City Hall on the proposed budget. Notice of the Public Hearing shall be published in the official organ of Ware County, Georgia, at least ten days prior to the hearing, and at least two separate times.

Budget Amendment Process

The legal level of budgetary control for the City of Waycross is at the departmental level. All division head personnel and supervisors have access to our Fund Management software so they can monitor and print reports as needed to keep a perceptive overview of their budgeted accounts.

Monthly the Accounting Department issues financial reports to the City Commission, City Manager and Finance Director. These reports are used as tools to summarize the financial position of the city. These reports include both expenditures and revenues for all budgets as they relate to the allocations on a month-to-month basis. The goal of 8.33% used each month from the normal operational expenditures is a guide for all departments. Also, a synopsis of the cash on hand for each fund (including all grants and capital improvement funds)

are included to show the financial status of the organization. The City Manager, Finance Director and department heads review these reports and take the necessary steps within their power to correct any deficiencies and, if necessary request budget amendments. The procedures for budget changes and amendment follows.

City of Waycross
Budget Amendment Request

Name _____ Position _____
Department _____ Date _____

Account Number	Account Name	$ From	$ To

Explanation

Department Head Approval _____

City Manager Approval _____

Finance/Accounting Copy

Purpose**:**

To establish a procedure for transfer of budgeted funds from originally planned accounts to other accounts as need arises during the fiscal year.

General*:*

Depending on circumstances during the fiscal year, a department or division head may have some budget accounts that have more funds than will be needed. On the other hand, he may also have other accounts that have required more funds than originally planned. This procedure shall provide the

avenue by which unused areas of departmental funds can be shifted to needed accounts.

Procedures*:*

The department head shall fully explain the reason for the transfer and receive written approval from the division head. The City Manager is authorized to transfer budget amounts between line items within any department in conjunction with the department head; however, any revisions that alter the total appropriations of any department or fund must be approved by the City Commission. Therefore, the level of budgetary responsibility is by department-level appropriations.

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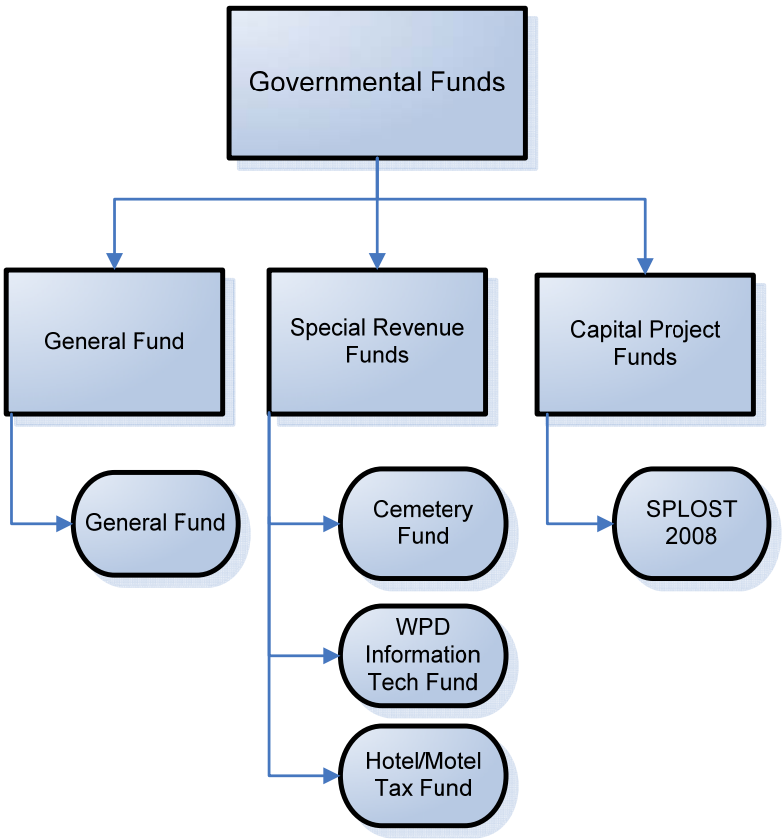
FUNDS, DEBT SUMMARY, & FINANCIAL TRENDS

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that consist of assets, liabilities, fund equity, revenues, and expenditures, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. There are two kinds of fund structures: Governmental and Proprietary.

City of Waycross
FY 2013 Governmental Fund Structure



The City utilizes three (3) major governmental fund types: General Fund, Special Revenue, and Capital Project. The funds in this budget are grouped into generic fund types and two broad fund categories as follows:

Governmental Funds

General Fund – This fund is the main operating fund of the City. The fund is used to account for all financial resources not accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund.

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The City of Waycross has three special revenue funds: Cemetery Fund, Waycross Police Department (WPD) Information Technology Fund, and Hotel/Motel Tax Fund.

> **Cemetery Fund** – The Cemetery Fund is used to account for the day to day operations of the three cemeteries that the city owns. All revenues are generated through charges that pertain to monument fees, internment fees, and grave location fees.
>
> **WPD IT Technology Fund** – This fund is used to account for proceeds of a specific revenue source that is collected from fines within the police department.
>
> **Hotel/Motel Tax Fund** – This fund is used to account for the Hotel/Motel taxes collected as required by general law.

Capital Project Funds – Used to account for the accumulation of resources for and the acquisition or construction of major capital facilities (other than those financed by proprietary funds). A Special Purpose Local Option Sales Tax of 1% was approved by the voters in February 2008.

Special Purpose Local Option Sales Tax (SPLOST) Fund 2008– This fund will be used to account for capital projects financed from SPLOST fund. This SPLOST revenue is dedicated to the following capital projects:

Pave dirt roads and resurface streets, sidewalk and traffic improvements, expand water/sewer mains, infrastructure improvements, purchase a fire pumper and 75 ft. aerial platform truck, build a remote fire station, building renovations, build a new Public Works facility.

On the following pages you will find reports for the following:

All Governmental Fund Types:
Combined Statement of Budgeted Revenues and Expenditures

(Note: In reference to the combined statement for governmental funds, the revenues are listed by major source and the expenditures are listed by major function and department. The operating transfers are listed as both "in" and "out").

General Fund:
General Fund Expenditure Summary
General Fund Revenue Summary
General Fund Summary of Revenues and Expenditures

Cemetery Fund:
Cemetery Fund Summary of Revenues and Expenditures

Hotel/Motel Tax Fund:
Hotel/Motel Tax Fund Summary of Revenues and Expenditures

WPD Information Technology Fund:
WPD Information Technology Fund Summary of Revenues and Expenditures

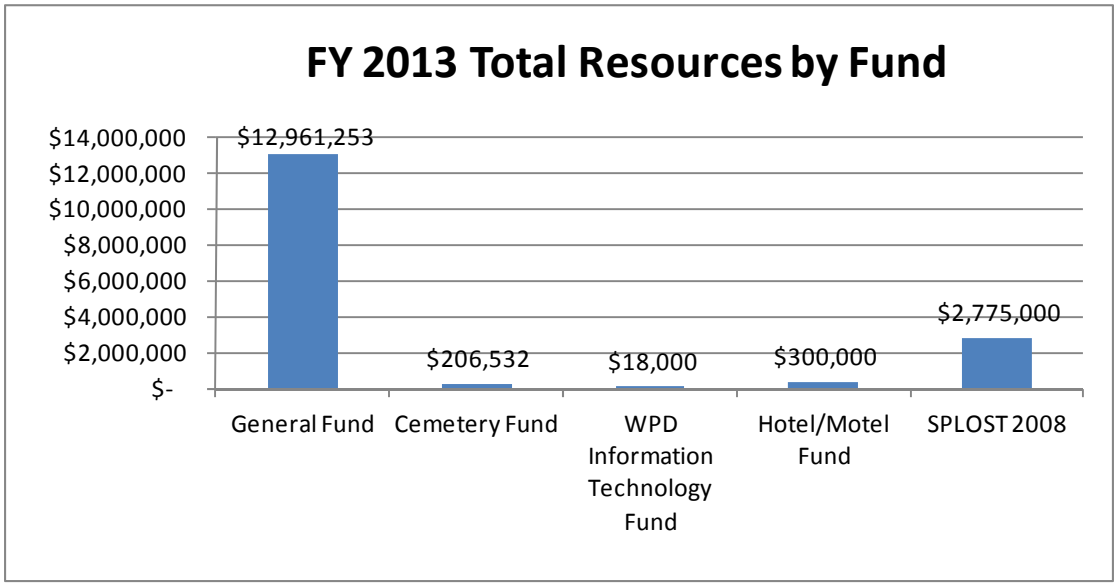
Special Purpose Local Option Sales Tax Fund 2008:
Special Purpose Local Option Sales Tax Fund 2008 Summary of Revenues and Expenditures

All Government Fund Types in FY 2013

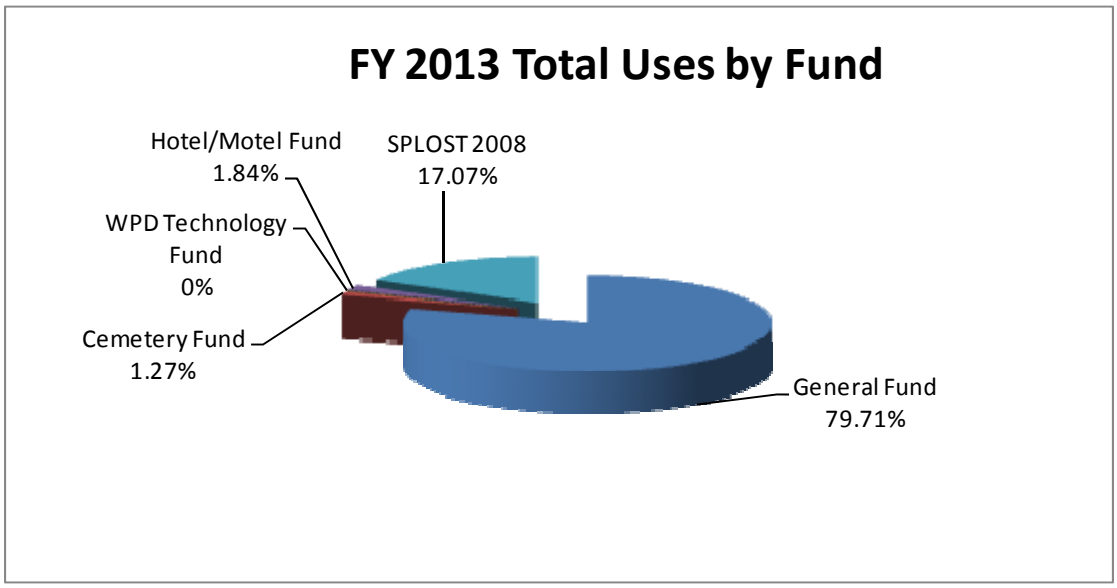
Combined Statement of Budgeted Revenues and Expenditures

	General	Cemetery Fund	WPD IT Fund	Hotel/Motel Tax Fund	SPLOST 2008
Resources					
Revenues					
Taxes	$ 9,545,300	$ -	$ -	$ 300,000	$ -
Licenses and Permits	818,100	-	-	-	-
Fines and Forfeitures	550,000	-	18,000	-	-
Charges for Services	176,600	120,000	-	-	-
Intergovernmental	26,000	-	-	-	1,900,000
Interest & Rents	5,000	-	-	-	-
Other	50,100	-	-	-	-
Total Revenues	$11,171,100	$ 120,000	$ 18,000	$ 300,000	$ 1,900,000
Operating Transfers In					
General Fund	-	60,572	-	-	-
Water & Sewer Fund	1,130,973	-	-	-	-
Special Purpose Sales Tax	250,000	-	-	-	-
Cemetery Fund	25,845	-	-	-	-
Waste Management Fund	291,620	-	-	-	-
Community Improvement Fd	55,000		-	-	-
Other/Fund Balance	36,715	25,960	-	-	875,000
Total Transfers In	$ 1,790,153	$ 86,532	$ -	$ -	$ 875,000
TOTAL RESOURCES	$12,961,253	$ 206,532	$ 18,000	$ 300,000	$ 2,775,000
Uses					
Expenditures					
General Government	$ 1,467,496	$ -	$ -	$ 120,000	$ -
Public Safety	7,888,772	-	18,000	-	300,000
Public Works	1,376,161	-	-	-	150,000
Cemetery	-	170,166	-	-	-
Community Improvement	444,342	-	-	-	75,000
Engineering	1,313,831		-		750,000
Capital Outlay	77,115	-	-	-	1,500,000
Reimbursements	-	-	-	-	-
	$12,567,717	$ 170,166	$ 18,000	$ 120,000	$ 2,775,000
Operating Transfers Out					
Data Processing	$ 71,310	$ -	$ -	$ -	$ -
Public Buildings	51,234	-	-	-	-
Waste Management	-	-	-	-	-
Cemetery	60,572	-	-	-	-
City Garage	210,420	10,521	-		-
General Fund	-	25,845	-	180,000	-
Total Transfers Out	$ 393,536	$ 36,366	$ -	$ 180,000	$ -
TOTAL USES	$12,961,253	$ 206,532	$ 18,000	$ 300,000	$ 2,775,000
Net Resources	$ -	$ -	$ -	$ -	$ -
Beginning Fund Balance	$ 479,296	$ 88,144	$ 11,881	$ 3	$ 2,389,275
Ending Fund Balance	**$ 479,296**	**$ 88,144**	**$ 11,881**	**$ 3**	**$ 2,389,275**

The following bar graph illustrates the total FY 2013 budgeted revenues for all Governmental Funds.



The following pie graph illustrates the total FY 2013 budgeted expenditures for all Governmental Funds.



General Fund Expenditure Summary

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
General Government					
Mayor	$19,618	$21,993	$22,479	$19,545	$24,955
City Commissioners	73,942	84,282	92,000	80,554	102,740
Elections	11,805	161	21,910	21,909	1,500
City Attorney	59,664	59,951	60,356	60,656	62,469
City Auditor	47,500	47,500	47,500	47,500	47,500
Municipal Court Judge	75,252	71,998	73,600	74,213	73,600
City Manager	218,519	194,660	228,743	223,876	236,516
Channel 42	36,383	36,294	123,168	104,149	118,029
Finance	252,053	262,379	276,461	262,885	261,800
Purchasing	241,764	244,637	276,544	275,493	278,589
Human Resources	151,720	181,975	183,158	183,070	193,630
Non-Operating	87,566	138,604	131,933	130,225	143,283
Transfer to Data Processing	79,680	80,453	69,712	69,712	71,310
Transfer to Public Buildings	50,350	49,063	50,170	50,170	51,234
Transfer to Garage Fund	296,875	282,767	290,132	290,132	210,420
Transfer to Waste Management	0	0	0	0	0
Transfer to Cemetery Fund	0	0	0	0	60,572
Total General Government	$1,702,691	$1,756,718	$1,947,866	$1,894,092	$1,938,147
Public Safety					
Police Department	$4,207,159	$4,064,306	$4,441,257	$4,261,114	$4,434,242
Fire Department	3,083,892	3,171,737	3,318,479	3,234,381	3,454,530
Total Public Safety	$7,291,051	$7,236,043	$7,759,736	$7,495,495	$7,888,772
Public Works					
Administration	$128,407	$130,829	$136,256	$133,353	$147,077
Highw ays & Streets	1,070,150	1,126,746	1,175,033	1,176,214	1,229,084
Total Public Works	$1,198,557	$1,257,575	$1,311,289	$1,309,567	$1,376,161
Community Improvement					
Animal Control	$0	$0	$33,247	$22,802	$58,878
Inspections/Code Enforcement	$184,654	$145,887	$194,421	$179,678	$232,666
Administration/Grants	198,547	176,915	177,003	171,413	152,798
Total Community Improvement	$383,201	$322,803	$404,671	$373,893	$444,342
Engineering					
Engineering	$421,701	$443,536	$493,023	$471,275	$500,206
Infrastructure Construction	259,589	227,977	253,086	216,637	244,086
Traffic	172,613	170,113	201,022	184,043	209,538
Street Lights	307,930	336,343	350,000	356,642	360,000
Total Engineering	$1,161,833	$1,177,970	$1,297,131	$1,228,597	$1,313,831
Total General Fund	$11,737,333	$11,751,109	$12,720,693	$12,301,644	$12,961,253

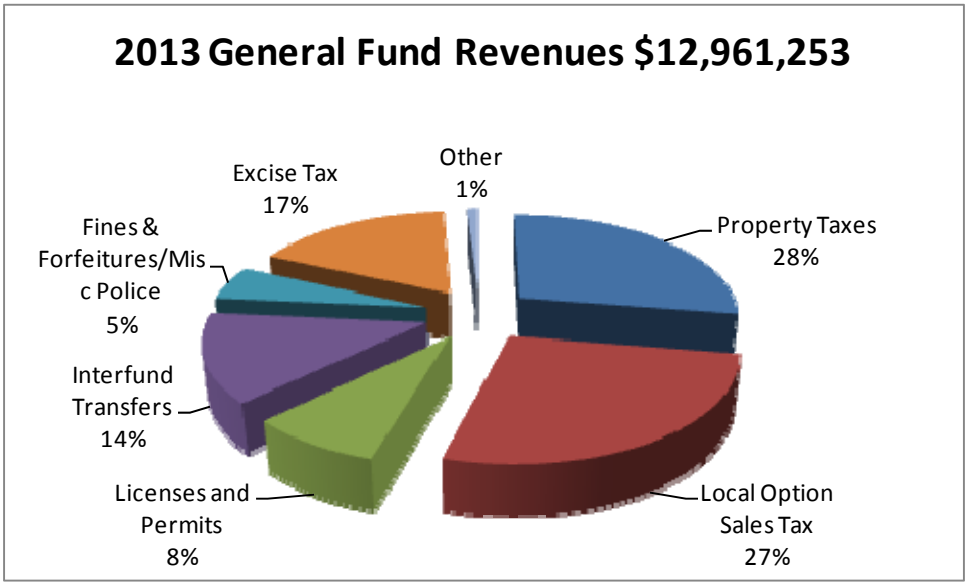
General Fund Revenue Summary

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Property Taxes					
Current Property Tax	$2,673,027	$2,870,421	$3,100,000	$2,883,575	$3,100,000
Timber Tax	151	470	0	0	0
Delinquent Tax	138,822	480,931	139,700	97,358	126,700
Motor Vehicle	208,920	242,940	243,000	225,985	243,000
Railroad Equip Tax	55,833	64,346	64,000	68,591	64,000
Real Estate-Intangible	14,973	13,377	15,000	13,416	15,000
Occupational Sales Tax	639,055	677,526	755,000	717,810	755,000
Interest & Penalties	25,157	187,063	24,000	29,148	24,000
Total Property Taxes	$3,755,938	$4,537,074	$4,340,700	$4,035,883	$4,327,700
Sales Tax					
Local Option Sales Tax	$3,099,140	$3,225,746	$3,347,400	$3,451,968	$3,480,000
Total Sales Tax	$3,099,140	$3,225,746	$3,347,400	$3,451,968	$3,480,000
Excise Tax					
Utility Franchise Tax	$1,218,501	$1,286,507	$1,300,000	$1,327,145	$1,350,000
Hotel/Motel Tax	142,578	181,605	180,000	170,380	180,000
Mixed Drink Tax	13,807	16,669	15,000	15,361	16,000
Insurance Tax	850,109	825,403	850,000	687,100	690,000
Total Excise Tax	$2,224,995	$2,310,184	$2,345,000	$2,199,986	$2,236,000
Alcohol Wholesale Tax					
Liquor & Wine Tax	$31,732	$36,988	$36,600	$35,642	$36,600
Beer Tax	222,470	223,469	219,261	214,006	220,000
Total Alcohol Wholesale Tax	$254,202	$260,457	$255,861	$249,648	$256,600
Permits					
Building Permits	$48,488	$50,996	$43,000	$31,895	$42,000
Fire Inspection Permits	858	246	1,300	100	1,000
Plumbing Permits	4,345	3,492	3,600	3,225	3,000
Electrical Permits	7,821	9,487	7,000	9,070	9,000
Mechanical Permits	4,299	6,735	6,000	3,572	6,000
Mobile Home Permits	200	598	1,000	558	500
County Inspection Fees	0	0	0	0	0
House Moving Permits	75	75	300	305	300
Signs Permits	485	0	1,000	3,870	1,000
Miscellaneous Permits	0	0	300	0	300
Total Permits	$66,571	$71,629	$63,500	$52,596	$63,100
Intergovernmental Revenue					
Housing Authority Taxes	$25,818	$29,710	$30,000	$25,857	$26,000
Total Intergovernmental	$25,818	$29,710	$30,000	$25,857	$26,000
Miscellaneous Fees					
Planning & Development	$800	$0	$1,000	$0	$0
Variance Fees	2,105	360	1,300	960	1,300
Special Exception Fees	0	0	500	0	500
Rezoning Fees	450	1,062	500	720	700
Administrative Review	0	0	0	0	0
Sub-Division Fees	0	0	100	0	100

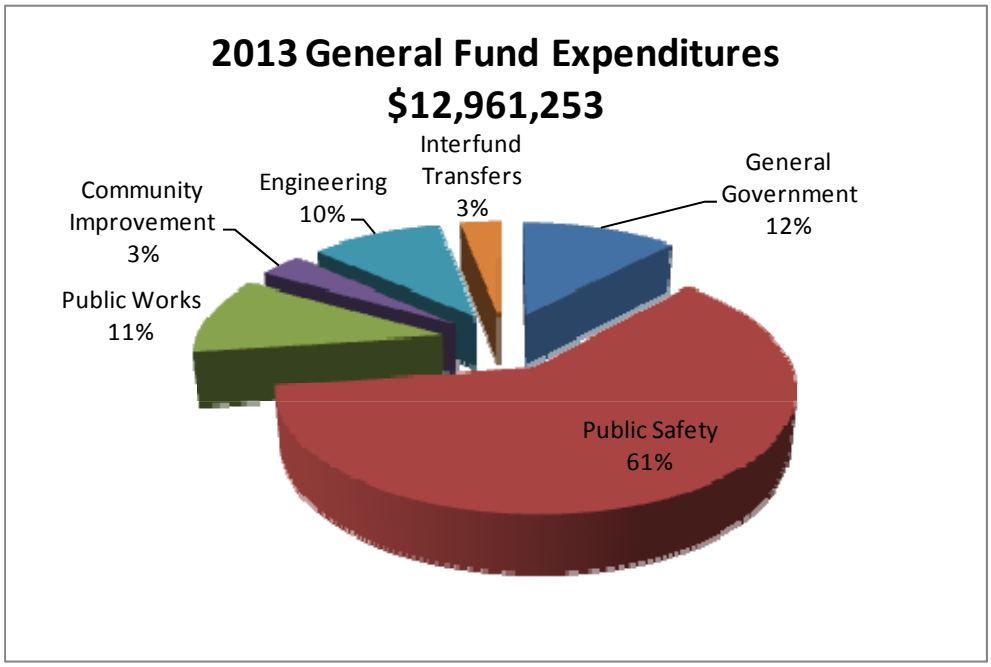
General Fund Revenue Summary (cont'd)

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Miscellaneous Fees	4,380	3,313	3,500	3,387	5,000
Demolition Fees	625	1,275	2,500	825	2,500
Vacancy Inspection Fee	3,620	4,180	3,500	3,891	3,500
Misc Reports/Code/Zoning	136	170	500	146	500
Election Qualifying Fee	720	0	0	1,020	0
Driveways & Culverts Revenue	1,939	461	3,000	439	3,000
Total Miscellaneous Fees	$14,775	$10,820	$16,400	$11,388	$17,100
Miscellaneous Police Fees					
Reimb: Housing Authority	$62,207	$13,840	$0	$0	$0
Reimb: Board of Ed-SRO	153,255	117,545	110,000	91,626	110,000
Fire & Burglar Alarm Fees	-140	0	0	0	0
Misc Police Fees	32,842	31,110	30,000	26,751	30,000
Total Miscellaneous Police Fees	$248,164	$162,495	$140,000	$118,378	$140,000
Channel 42					
Channel 42 City Revenue	$19,188	$20,688	$18,000	$19,008	$19,000
Split Fees	42	30	1,000	28	500
Total Channel 42 Fees	$19,230	$20,718	$19,000	$19,036	$19,500
Fines & Forfeiture					
Court Fines & Forfeitures	$541,378	$423,752	$520,000	$538,158	$520,000
Court Probationary Fees	9,114	8,554	10,000	11,935	10,000
Municipal Court Attorney Fees	1,722	19,414	20,000	20,129	20,000
Total Fines & Forfeiture Revenue	$552,214	$451,720	$550,000	$570,222	$550,000
Interest Income					
Cash in Bank Interest	$0	$586	$0	$5	$0
Bond Deposit Interest	796	552	1,000	482	1,000
Public Funds Interest	4,458	2,216	4,000	1,006	4,000
Total Interest & Income	$5,254	$3,354	$5,000	$1,493	$5,000
Miscellaneous Revenue					
Rental Income	13	0	100	0	100
Miscellaneous Receipts	$9,609	$654	$10,000	$1,201	$10,000
Misc. GEMA Reimbursements	0	0	0	0	0
Surplus Property Sales	24,102	30,358	40,000	21,491	40,000
Total Miscellaneous Revenue	$33,724	$31,012	$50,100	$22,692	$50,100
Other Financing Sources					
Water & Sewer Fund	$871,822	$863,733	$963,733	$963,733	$1,130,973
SPLOST	106,120	84,111	250,000	53,905	250,000
Cemetery Fund	25,845	25,845	25,845	25,845	25,845
Waste Management	197,218	197,218	222,218	222,218	291,620
Community Improvement	46,618	0	55,000	0	55,000
Fund Balance	0	0	40,936	0	36,715
Total Other Financing Sources	$1,247,623	$1,170,907	$1,557,732	$1,265,701	$1,790,153
Total General Fund Revenue	$11,547,648	$12,285,825	$12,720,693	$12,024,848	$12,961,253

The graph below illustrates the major categories of the General Fund revenue anticipated by the City for FY 2013. Property taxes and Sales taxes are the largest source of revenue followed by Excise taxes. These sources make up 72% of the General Fund. The remaining revenues include Licenses and Permits, Fines & Forfeitures, Interfund Transfers, and Other.



The graph below illustrates the major categories of General Fund expenditures by function. The Public Safety function, which includes the Police and Fire Departments accounts for the largest appropriation in the General Fund at 61%. Interfund Transfers are allocations for the Internal Service Funds and Cemetery Fund.



Cemetery Fund Summary

This department is under the Public Works Director's supervision. Responsibilities include maintaining the three cemeteries within the City. The sale of cemetery lots as well as issuing monument and burial permits is handled by this department.

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
RESOURCES					
Revenue					
Cemetery Lots	$42,450	$37,250	$50,000	$51,000	$50,000
Interment Fees	$60,650	$64,892	$65,000	$60,775	$60,000
Monument & Transfer Fee	$9,163	$8,937	$10,000	$10,979	$10,000
Miscellaneous Revenue	236	0	0	0	0
Total Revenues	$112,499	$111,079	$125,000	$122,754	$120,000
Operating Transfers In					
General Fund	$0	$0	$0	$0	$60,572
Cemetery Trust Fund	$0	$0	$21,373	$0	$25,960
Total Transfers In	$0	$0	$21,373	$0	$86,532
Total Resources	$112,499	$111,079	$146,373	$122,754	$206,532
Uses					
Expenditures					
Personal Service	$37,000	$37,405	$39,810	$39,455	$100,525
Contractual Services	20,204	34,079	40,000	28,428	40,000
Travel & Training	0	0	0	0	0
Other Operating Expenses	57,461	52,685	54,801	54,321	29,641
Capital Outlay	0	0	0	0	0
Total Expenditures	$114,665	$124,169	$134,611	$122,204	$170,166
Operating Transfers Out					
Operating Transfers	$12,035	$11,700	$11,762	$11,762	$36,366
Total Transfers Out	$12,035	$11,700	$11,762	$11,762	$36,366
Total Uses	$126,700	$135,869	$146,373	$133,966	$206,532

WPD Information Technology Fund Summary

This fund created by state law in 2005 is used to account for proceeds of a specific revenue source that is collected from fines within the police department. The police chief must approve the spending of these revenues.

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
RESOURCES					
Revenue					
IT Revenue Fees	$26,384	$21,973	$28,000	$20,581	$18,000
Total Revenues	$26,384	$21,973	$28,000	$20,581	$18,000
Operating Transfers In					
Operating Transfers					
Total Transfers In	$0	$0	$0	$0	$0
Total Resources	$26,384	$21,973	$28,000	$20,581	$18,000
Uses					
Expenditures					
Computers/Equipment	$22,883	$24,736	$28,000	$23,105	$18,000
Total Expenditures	$22,883	$24,736	$28,000	$23,105	$18,000
Operating Transfers Out					
Operating Transfers	$0	$0	$0	$0	$0
Total Transfers Out	$0	$0	$0	$0	$0
Total Uses	$22,883	$24,736	$28,000	$23,105	$18,000

Hotel/Motel Tax Fund Summary

This fund is for Hotel/Motel taxes collected to support tourism. Forty percent of the taxes collected are used to promote Tourism for the city. The remainder of the collections are available for General Fund use.

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
RESOURCES					
Revenue					
Hotel/Motel Tax Revenue	$237,631	$305,442	$300,000	$283,118	$300,000
Interest	$0	$0	$0	$0	$0
Total Revenues	$237,631	$305,442	$300,000	$283,118	$300,000
Operating Transfers In					
Transfers Ins	$0	$0	$0	$0	$0
Total Transfers In	$0	$0	$0	$0	$0
Total Resources	$237,631	$305,442	$300,000	$283,118	$300,000
Uses					
Expenditures					
Chamber of Comm T&C Bureau	$94,916	$121,070	$120,000	$113,587	$0
Tourism/Promotional Exp					120,000
Total Expenditures	$94,916	$121,070	$120,000	$113,587	$120,000
Operating Transfers Out					
Operating Transfers	$142,578	$181,605	$180,000	$170,380	$180,000
Total Transfers Out	$142,578	$181,605	$180,000	$170,380	$180,000
Total Uses	$237,495	$302,675	$300,000	$283,967	$300,000

SPLOST 2008 Fund Summary

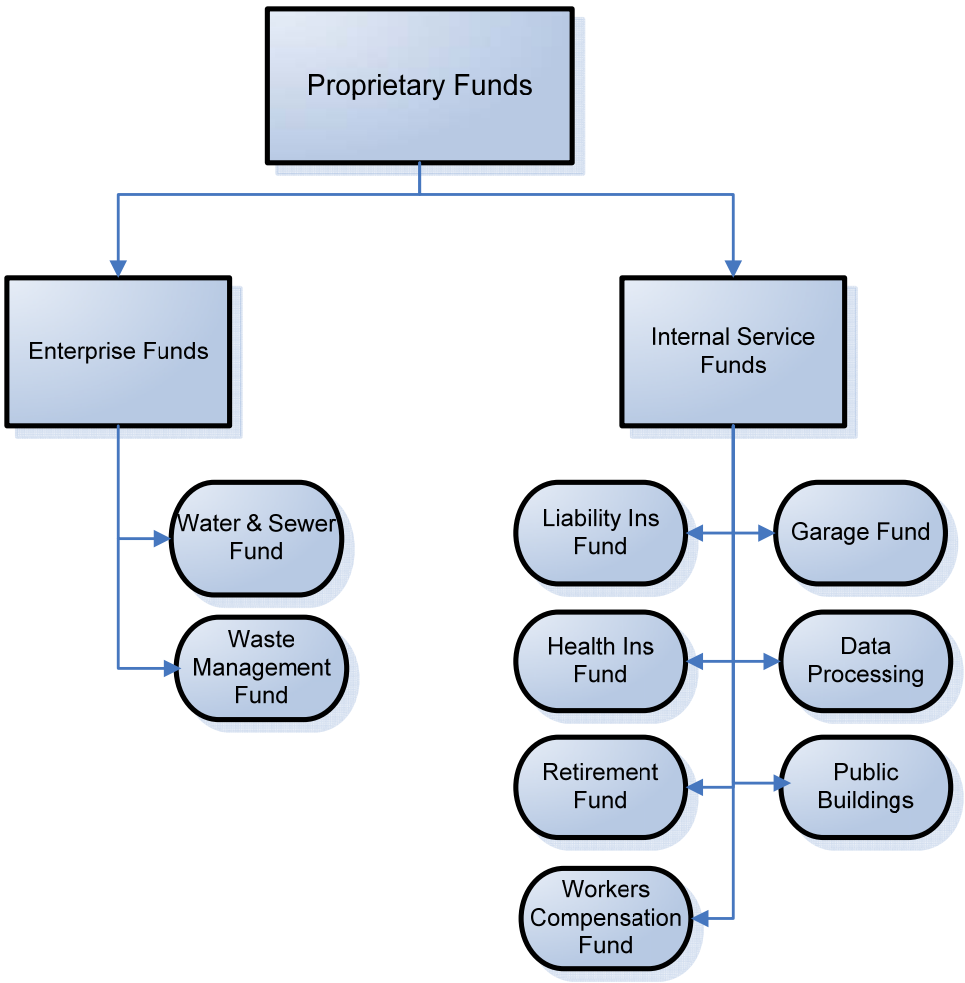
In 2008 voters approved a Special Purpose Local Option Sales Tax to fund a list of specifically identified capital projects. This sales tax will begin to be collected in October, 2008 and is split between the County and City based upon an agreed formula.

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
RESOURCES					
Revenue					
SPLOST Revenue	$1,641,776	$1,916,059	$1,692,000	$2,110,404	$1,900,000
Interest	$3,709	$5,129	$0	$2,015	$0
Total Revenues	$1,645,485	$1,921,188	$1,692,000	$2,112,419	$1,900,000
Operating Transfers In					
Transfers Ins	$0	$0	$0	$0	$875,000
Total Transfers In	$0	$0	$0	$0	$875,000
Total Resources	$1,645,485	$1,921,188	$1,692,000	$2,112,419	$2,775,000
Uses					
Expenditures					
Engineering Projects	$241,599	$972,987	$782,000	$672,117	$750,000
Public Buildings	13,168	607,361	150,000	293,626	0
Fire Dept Projects	0	28,541	0	0	300,000
Property Acq & Demolition		0	75,000	396	75,000
Water/Sewer Rehab & Expan		30,483	200,000	0	0
Information Technology	50,142	2,480	15,000	2,980	0
DDA Projects			0		0
Public Works Facility/Armory			470,000		150,000
Rehab City Auditorium	19,500	124,478		65,465	1,500,000
Total Expenditures	$324,410	$1,766,329	$1,692,000	$1,034,582	$2,775,000
Operating Transfers Out					
Operating Transfers	$0	$0	$0	$0	$0
Total Transfers Out	$0	$0	$0	$0	$0
Total Uses	$324,410	$1,766,329	$1,692,000	$1,034,582	$2,775,000

As stated earlier the accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The Governmental Fund structure was presented. Proprietary funds account for all assets, liabilities, equities, revenues and expenses and transfers relating to the government's business type activities, where net income and capital maintenance are measured. In addition to the Governmental Funds, the City of Waycross utilizes two (2) proprietary fund types: Enterprise Funds and Internal Service Funds.

City of Waycross

FY 2013 Proprietary Fund Structure



Proprietary Funds

Enterprise Funds - These funds are used to report any activity for which a fee is charged to external users for goods or services. These activities are required to be reported as enterprise funds.

> **Water and Sewer Fund** - This fund is used to account for the provision of water and sewer services to the residents of the City. Activities of the fund include administration, operations and maintenance of the water and sewer system and billing and collection activities. The fund also accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest for water and sewer debt. All costs are financed through charges to utility customers with rates review regularly and adjusted if necessary to insure integrity of the funds.
>
> **Waste Management Fund** – This fund is used to account for operations of solid waste collection and disposal services. All costs are financed through charges to sanitation customers.

Internal Service Funds – The Internal Service Fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, or to other governments, on a cost-reimbursement basis.

On the following pages you will find reports for the following:

All Proprietary Fund Types
Combined Statement of Budgeted Revenues and Expenditures

Water and Sewer Fund:
Water and Sewer Fund Summary of Revenue and Expenditures

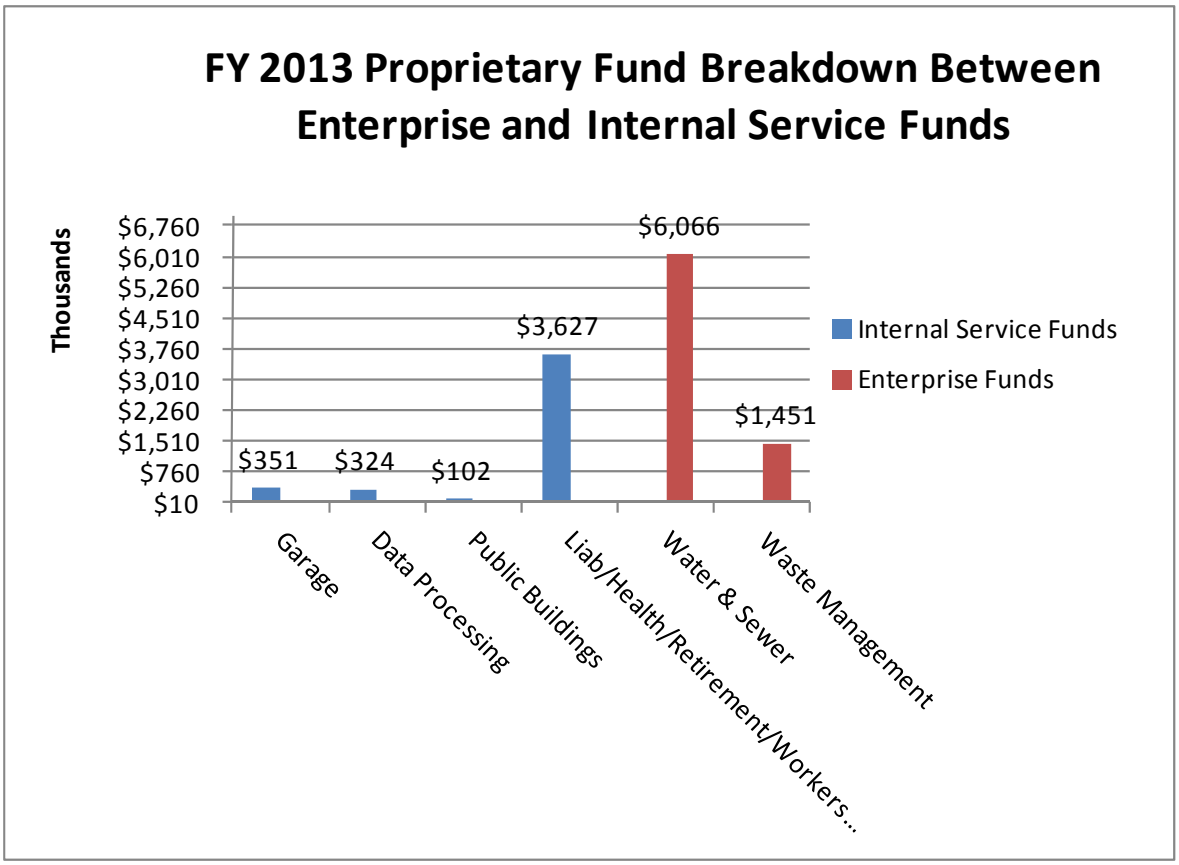
Waste Management Fund:
Waste Management Summary of Revenue and Expenditures

All Proprietary Fund Types in FY 2013

Combined Statement of Budgeted Revenues and Expenditures

			(Internal Service Funds)		
	Water & Sewer Fund	Waste Management	Garage Data Process Public Bldgs	Liab/Health Retirement Workers Comp	Total
Operating Revenues:					
Charges for Services	$5,264,184	$1,450,901	$0	$0	$6,715,085
Miscellaneous Revenue	801,500	0	0	0	801,500
Total Revenues	$6,065,684	$1,450,901	$0	$0	$7,516,585
Transfers In					
Transfers In	$0	$0	$777,522	$3,626,521	$4,404,043
Total Transfers In	$0	$0	$777,522	$3,626,521	$4,404,043
Total Revenues	$6,065,684	$1,450,901	$777,522	$3,626,521	$11,920,628
Operating Expenditures:					
Personal Services	$0	$301,127	$592,908	$0	$894,035
Contractual Services	2,499,300	564,400	0	0	$3,063,700
Travel & Training	0	0	3,610	0	$3,610
Other Operating Exp	439,022	201,600	169,744	3,626,521	$4,436,887
Capital Outlay	636,437	15,000	6,000	0	$657,437
Debt Service	1,041,449	0	0	0	$1,041,449
	$4,616,208	$1,082,127	$772,262	$3,626,521	$10,097,118
Transfers Out					
Garage Fund	$47,344	$77,154	$0	$0	$124,498
Data Processing	219,924	0	0	0	$219,924
Public Buildings	51,235	0	5,260	0	$56,495
General Fund	1,130,973	291,620	0	0	$1,422,593
Total Transfers Out	$1,449,476	$368,774	$5,260	$0	$1,823,510
Total Expenditures	$6,065,684	$1,450,901	$777,522	$3,626,521	$11,920,628

The following graph illustrates a breakdown of the total amount of Proprietary Funds $11,920,628, between Internal Service and Enterprise Funds.



Enterprise Funds

Water & Sewer Fund Summary

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Operating Revenues					
Utility Service Fees	$5,141,730	$5,168,372	$5,271,300	$5,187,692	$5,264,184
Water/Sewer Taps	$22,228	$13,201	$15,000	$19,417	$15,000
Loads to Disposal	$201,472	$183,903	$130,000	$219,503	$150,000
Miscellaneous Revenue	545,160	595,342	548,600	577,013	636,500
Total Operating Revenues	$5,910,590	$5,960,818	$5,964,900	$6,003,625	$6,065,684
Operating Transfers In					
Interfund Transfers	$0	$0	$223,753	$0	$0
Total Transfers In	$0	$0	$223,753	$0	$0
Total Resources	$5,910,590	$5,960,818	$6,188,653	$6,003,625	$6,065,684
Operating Expenditures					
Water & Sewer Operations	$3,386,915	$3,253,816	$3,806,238	$3,553,143	$3,573,258
Water & Sewer Construction	0	0	0	0	0
Laboratory	0	0	0	0	0
Meter Readers	0	0	0	0	0
Wastewater Treatment Plant	0	0	0	0	0
Non-Operating	1,101,820	1,105,457	1,106,447	1,104,948	1,042,950
Total Operating Expenditures	$4,488,735	$4,359,273	$4,912,685	$4,658,091	$4,616,208
Other Financing Uses:					
Interfund Transfers	1,228,668	1,206,804	1,275,968	1,275,968	1,449,476
Total Other Financing Uses:	$1,228,668	$1,206,804	$1,275,968	$1,275,968	$1,449,476
Total Expenditures	$5,717,403	$5,566,077	$6,188,653	$5,934,058	$6,065,684

Waste Management Fund Summary

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Operating Revenues					
Residential Garbage Fees	$885,039	$872,883	$878,736	$861,420	$878,736
Trash Collection Fees	506,358	499,013	505,065	493,100	505,065
Reinstatement Fees	35,797	37,492	37,000	38,681	37,000
Miscellaneous Revenue	735	0	100	0	100
Container Deposits	3,835	4,600	4,000	5,600	5,000
Special Collections	5,745	6,385	5,000	6,094	5,000
Disconnect Fee	21,210	21,026	20,000	19,486	20,000
Misc Trailer Rentals	0	0	0	0	0
Total Operating Revenues	$1,458,719	$1,441,399	$1,449,901	$1,424,382	$1,450,901
Operating Transfers In					
Interfund Transfers	$0	$0	$0	$0	$0
Total Transfers In	$0	$0	$0	$0	$0
Total Resources	$1,458,719	$1,441,399	$1,449,901	$1,424,382	$1,450,901
Operating Expenditures					
Garbage/Yard Trash Collections	$1,302,888	$1,307,529	$1,384,535	$1,382,029	$1,308,147
Brown/White Goods	7,212	4,929	10,000	7,864	48,600
Recyclable Collection	0	0	0	0	0
Landfill Closure	18,455	14,925	24,000	13,910	17,000
Total Operating Expenditures	$1,328,555	$1,327,383	$1,418,535	$1,403,803	$1,373,747
Other Financing Uses:					
Interfund Transfers	32,095	31,199	31,366	31,366	77,154
Total Other Financing Uses:	$32,095	$31,199	$31,366	$31,366	$77,154
Total Expenditures	$1,360,650	$1,358,582	$1,449,901	$1,435,169	$1,450,901

Debt Summary

Georgia Environmental Facilities Authority Loans

In 2000 in anticipation of a major industrial concern beginning operations in Waycross, a substantial upgrade of the waste water treatment began. This upgrade increased the capacity at the plant from a maximum of 6,700,000 gallons per day to 12,000,000 gallons per day. Also the treatment process was upgraded to include an improved activated sludge system and filter system. Below is a summary of the Georgia Environmental Facilities Authority future debt service related to this project. The total amount borrowed was $16,881,615.00. In December 2010, the city entered into a loan with GEFA for the construction of a Bar Screen (Litter Trap) on the Main City canal. The table below is the total amount due to GEFA for the next 15 years.

	Principal	Interest	Total
2012	$2,112	$596	$2,708
2013	$828,192	$213,258	$1,041,450
2014	$790,875	$187,077	$977,952
2015	$810,865	$167,086	$977,951
2016	$831,412	$146,540	$977,952
2017	$852,532	$125,421	$977,953
2018	$874,237	$103,716	$977,953
2019	$896,552	$81,402	$977,954
2020	$920,143	$58,461	$978,603
2021	$780,729	$37,342	$818,071
2022	$442,205	$21,200	$463,405
2023	$122,472	$15,033	$137,505
2024	$126,187	$11,318	$137,505
2025	$130,016	$7,489	$137,505
2026	$133,960	$3,545	$137,505
2027	$34,119	$256	$34,375
	$8,576,610	$1,179,739	$9,756,349

Below is a narrative of each Georgia Environmental Facility Authority loan and the accumulative balances for the current and upcoming years.

Loan #CW13088301

In March 1989, the City entered into a loan program (CW13088301) with the Georgia Department of Natural Resources and the Georgia Environmental Facilities Authority for certain sewer improvements in the total amount of $2,099,580. Repayment is over eighty (80) quarterly payments beginning April 1, 1993 at 2 percent interest. The quarterly payments are $31,749. This loan will be paid out during this fiscal year.

Year End June 30	Principal	Interest	Total
2013	$63,025	$473	$63,498
	$63,025	$473	$63,498

Loan #98-L68WJ

In October 1998, the City entered into a loan agreement (98-L68WJ) with the Georgia Environmental Facilities Authority for certain water and sewer projects for a total amount of $2,000,000. Repayment is over eighty (80) quarterly payments beginning September 1, 2001 at 4.1 percent interest. The quarterly payments are $38,616.

Year End June 30	Principal	Interest	Total
2013	$110,897	$43,568	$154,464
2014	$117,894	$36,570	$154,464
2015	$122,802	$31,662	$154,464
2016	$127,915	$26,549	$154,464
2017	$133,241	$21,223	$154,464
2018	$138,788	$15,676	$154,464
2019	$144,567	$9,897	$154,464
2020	$150,585	$3,878	$154,464
	$1,046,689	$189,024	$1,235,713

Loan #2000-L36WJ

In September 2000, the City entered into a loan agreement (2000-L36WJ) with the Georgia Environmental Facilities Authority for sewer improvements for a total amount of $9,815,000. The repayment is over eighty (80) quarterly payments beginning in October 1, 2002 at 2 percent interest. The quarterly payments are $154,017.75. This loan is to be repaid from revenues of the Water and Sewer System; however the obligation to repay this loan is a general obligation of the City.

Year End June 30	Principal	Interest	Total
2013	$510,692	$105,378	$616,071
2014	$523,588	$92,483	$616,071
2015	$534,138	$81,932	$616,071
2016	$544,901	$71,169	$616,071
2017	$555,882	$60,189	$616,071
2018	$567,083	$48,988	$616,071
2019	$578,510	$37,561	$616,071
2020	$590,167	$25,903	$616,071
2021	$602,059	$14,011	$616,071
2022	$323,340	$2,560	$325,901
	$5,330,361	$540,175	$5,870,536

Loan #CW00-001

In August 2000, the City entered into a loan program (SWSRF 00-001) with the Georgia Department of Natural Resources and the Georgia Environmental Facilities Authority for certain sewer improvements for a total amount of $935,467. Repayment is over seventy-eight (78) quarterly payments at 3 percent beginning September 1, 2002. The quarterly payments are $16,124. This loan is to be repaid from revenues of the Water and Sewer System; however, the obligation to repay this loan is a general obligation of the City to which it has dedicated its general power of taxation.

Year End June 30	Principal	Interest	Total
2013	$49,103	$15,394	$64,496
2014	$51,354	$13,142	$64,496
2015	$52,912	$11,584	$64,496
2016	$54,518	$9,979	$64,496
2017	$56,172	$8,325	$64,496
2018	$57,876	$6,621	$64,496
2019	$59,632	$4,865	$64,496
2020	$61,441	$3,055	$64,496
2021	$63,305	$1,191	$64,496
	$506,312	$74,155	$580,467

Loan #CWSRF-00-020

In June 2003, the City entered into a loan agreements (CWSRF-00-020) with the Georgia Environmental Facilities Authority for certain water and sewer projects. As June 30, 2006 $2,031,568 had been drawn down. Quarterly installments of $34,376.25 will be made over eighty (80) payments. The approval for the construction was approved by the EPA. The first installment payments begin on April 1, 2007.

Year End June 30	Principal	Interest	Total
2013	$90,155	$47,350	$137,505
2014	$93,587	$43,918	$137,505
2015	$96,426	$41,079	$137,505
2016	$99,351	$38,154	$137,505
2017	$102,366	$35,139	$137,505
2018	$105,471	$32,034	$137,505
2019	$108,671	$28,834	$137,505
2020	$111,968	$25,537	$137,505
2021	$115,365	$22,140	$137,505
2022	$118,865	$18,640	$137,505
2023	$122,472	$15,033	$137,505
2024	$126,187	$11,318	$137,505
2025	$130,016	$7,489	$137,505
2026	$133,960	$3,545	$137,505
2027	$34,119	$256	$34,375
	$1,588,980	$370,466	$1,959,445

Loan #CW09071

In December 2010, the City entered into a loan agreement (CW09071) with the Georgia Environmental Facilities Authority for construction of a Bar Screen on the Main City canal. This project was associated with the 2009 Clean Water State Revolving Fund and eligible for partial funding under the American Recovery and Reinvestment Act. The total project cost was $134,283. This loan being under the ARRA the actual loan amount was $47,393.01. Monthly payments are $451.35 and due on the 1st of each month. The interest rate is at 3.0% and is financed for 120 months.

Year End December	Principal	Interest	Total
2012	$2,112	$596	$2,708
2013	$4,321	$1,095	$5,416
2014	$4,452	$964	$5,416
2015	$4,588	$829	$5,416
2016	$4,727	$689	$5,416
2017	$4,871	$545	$5,416
2018	$5,019	$397	$5,416
2019	$5,172	$244	$5,416
2020	$5,982	$87	$6,069
	$41,244	$5,446	$46,690

Other Debt

The City has various lease agreements as lessee to finance equipment. These leases qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of the future minimum lease payments as of the date of their inception. The following is a summary of equipment leased under capital lease agreements by the City as of June 30, 2012. The lease agreements range from three to seven years.

FY2013 Year	Department	Description	Original Loan Amount	Annual Payments	Loan Balance as of 6/30	Maturity Date
2007	Fire	(1) 2007 Fire Pumper 1500 GPM	$211,940	$30,277	$55,508	Apr-14
2007	Public Works	(1) 2007 Tymco St Sweeper	$123,995	$20,290	$37,198	Apr-14
2008	Highways/Streets	(1) 2008 Track Hoe Excavator	$142,760	$22,830	$60,879	Feb-15
2008	Water/Sewer	(1) 2007 Sewer Jet Truck	$250,980	$35,854	$95,612	Feb-15
2007	Waste Management	(1) 2006 Knuckle Boom Loader	$107,957	$15,423	$28,275	Apr-14
2009	Waste Management	(1) 2009 Knuckle Boom Loader	$103,960	$23,335	$29,169	Sep-13
2009	Public Works	(1) 2009 1/2 Ton Truck	$14,341	$3,137	$6,285	Jun-14
2009	Infrastructure Constr	(1) 2009 Backhoe	$69,500	$15,228	$30,456	Jun-14
2010	Patrol	(5) 2010 Chevy Impala's	$120,824	$42,107	$59,652	Nov-13
2011	Patrol	(5) Chevy Impala's	$98,089	$34,243	$74,194	Aug-14
2011	Fire	(1) 2011 Ford F150	$15,259	$3,306	$13,500	Aug-16
2011	Highways/Streets	(1) 2012 Int 7500 Dump Truck	$82,878	$17,937	$74,736	Aug-16
2012	CIU/Patrol	(6) 2012 Chevy Impala's	$136,673	$48,563	$136,673	May-15
2012	Public Works	(1) Street Sweeper	$152,105	$32,798	$152,105	May-17
2012	Animal Control	(1) 2012 Ford F150	$21,475	$4,631	$21,475	May-17
			$1,652,738	$349,958	$875,716	

Total Debt Summary

TOTAL DEBT SUMMARY

	Governmental Activities			Business-type Activities			
	General Fund	Cemetery Fund	WPD Information Technology Fund	Water & Sewer Fund	Waste Management Fund	ISF Funds	Total
Capital Leases	$722,661	$ -	$ -	$ 95,612	$ 57,444	$ -	$ 875,717
Georgia Environmental Facilities Authority Note	-	-	-	$ 9,756,349	-	-	$ 9,756,349
Revenue Bonds	-	-	-	$ -	-	-	$ -
Total	$722,661	$ -	$ -	$ 9,851,961	$ 57,444	$ -	$10,632,066

Legal Debit Margin

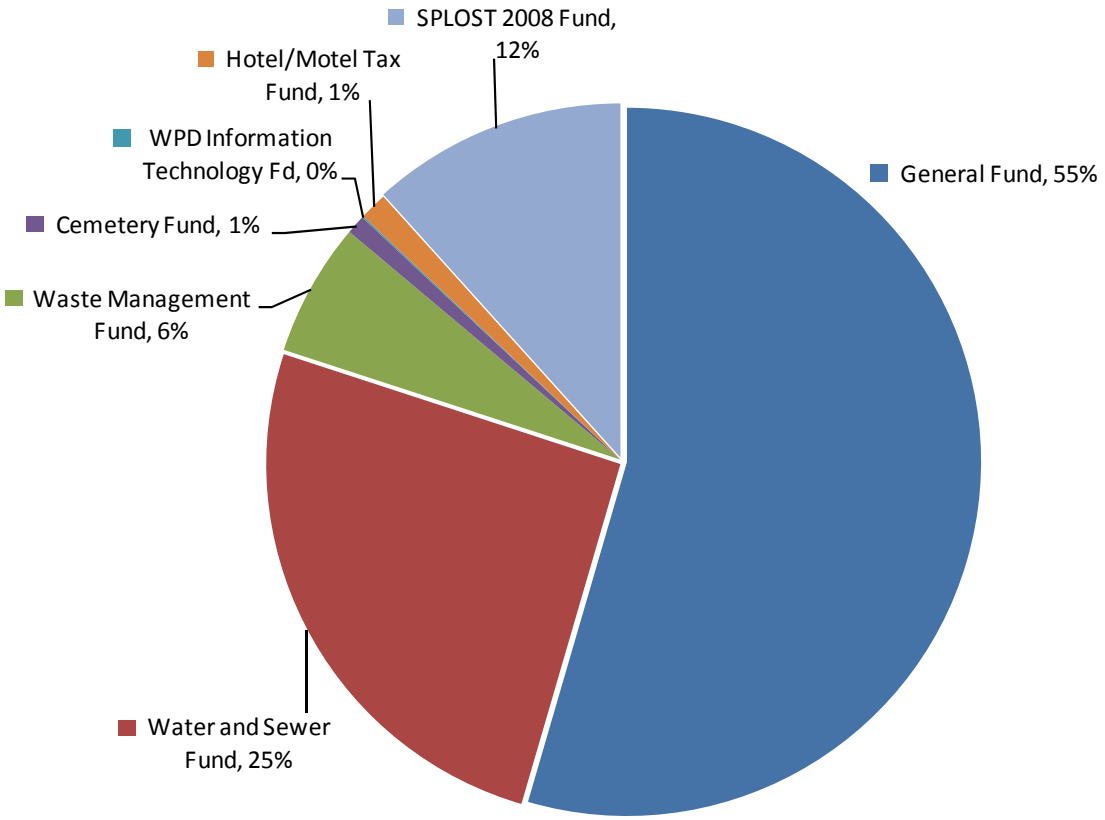
Under state law, the amount of debt is limited to 10% of the assessed value of all taxable property within the City. As of June 30, 2012 the assessed value was $275,237,237 resulting in a legal debt limit of $27,523,723. With general obligations indebtedness outstanding of $10,632,066, the resulting debt margin is $16,891,657.

Financial Trend

Within the next several pages, a four year history of fund balance and net assets for each of the City's budgeted funds will be shown. The fund balances and net assets are carried forward from the previous fiscal year. For the fiscal year 2013, the fund balance and net assets amounts are unaudited at this time. A positive Fund Balance provides the cushion to withstand unexpected economic downturns.

FY 2013 BUDGET TOTAL AND FINANCIAL CONDITION

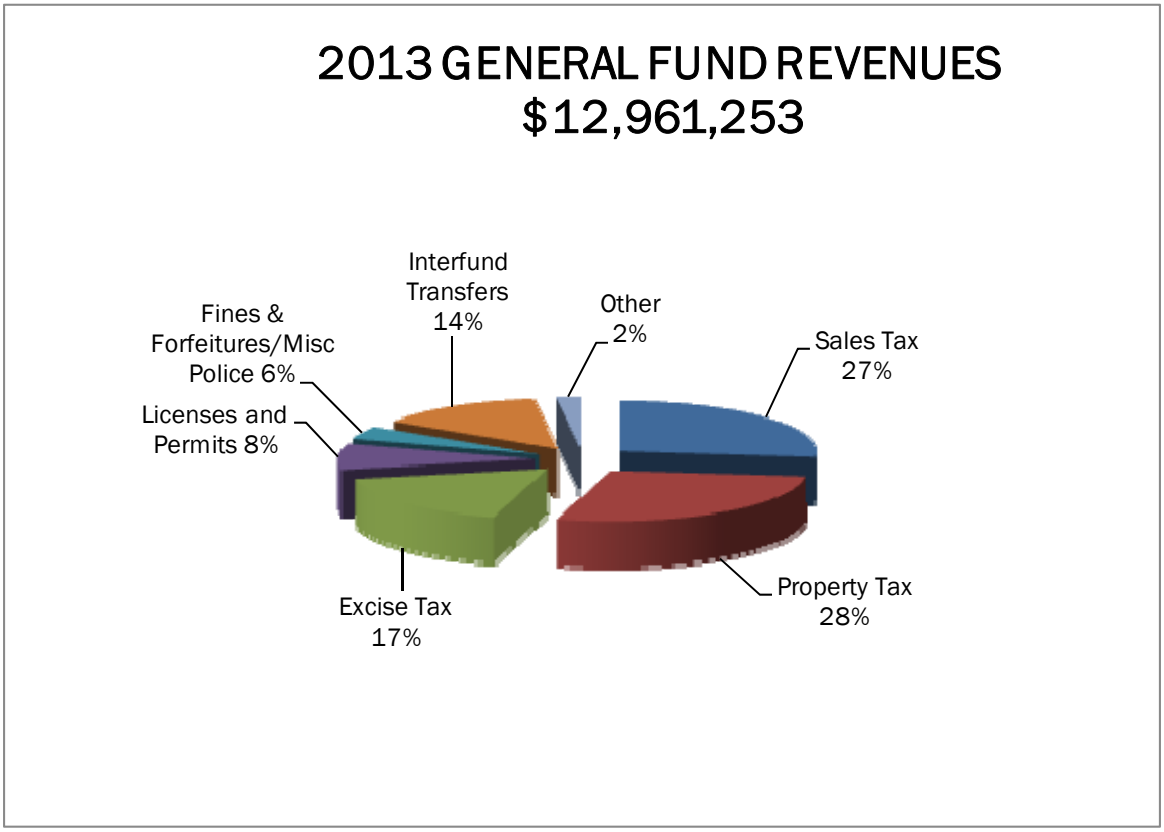
FY 2013 Approved Budget



Budget Total $23,777,370

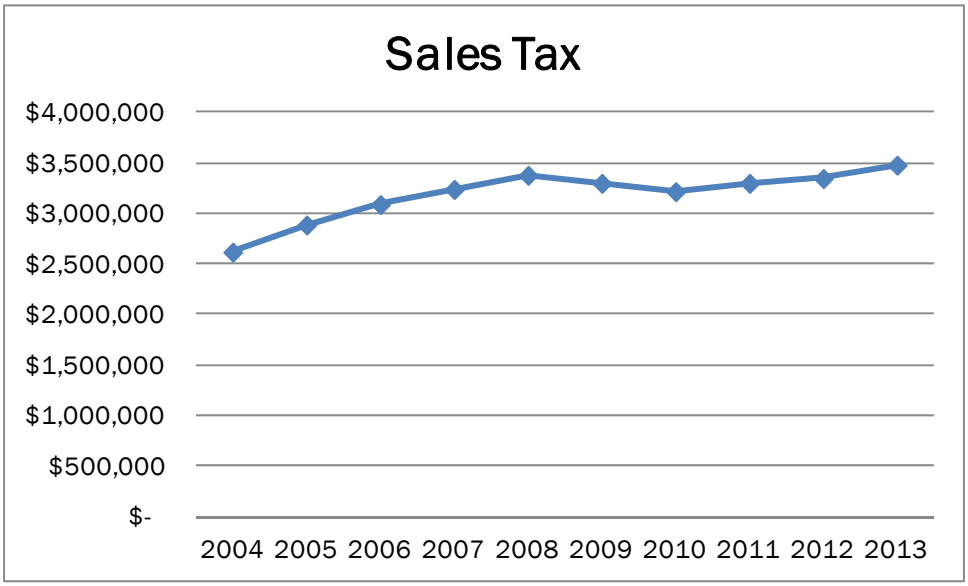
General Fund Summary

The graph below illustrates the major categories of the General Fund revenue anticipated by the City for FY 2013. Property taxes are the largest source of revenue followed by Sales taxes, Excise taxes. These sources make up 72% of the General Fund. The remaining revenues include Licenses and Permits, Fines & Forfeitures, Interfund Transfers, and Other.



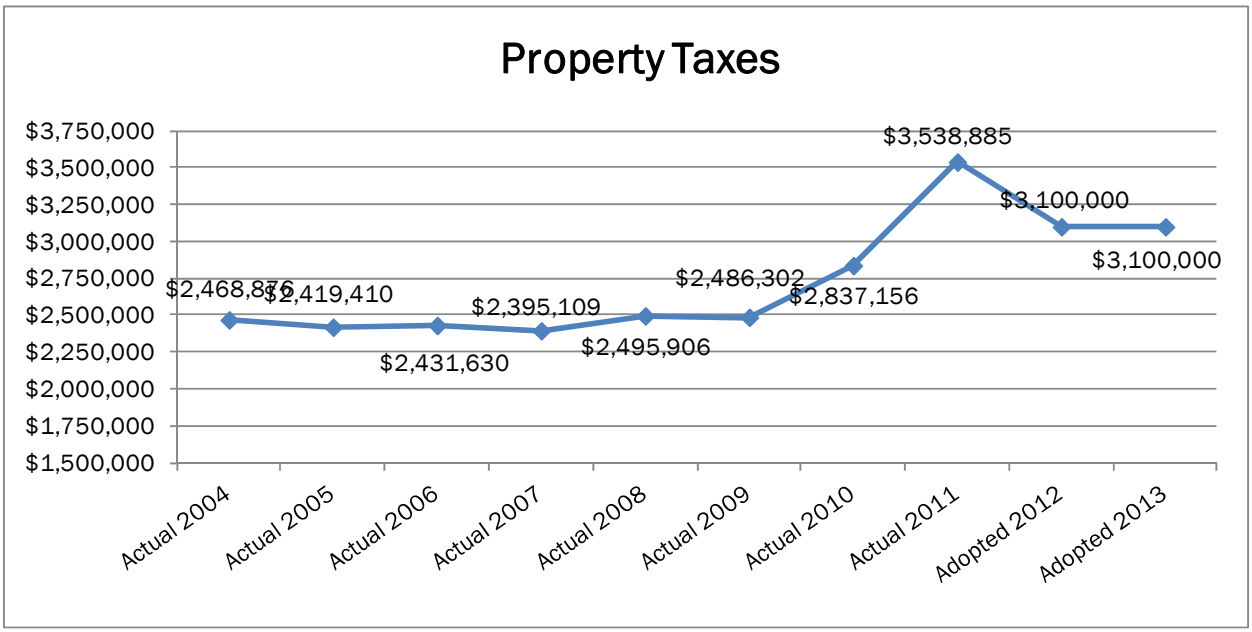
Sales Tax

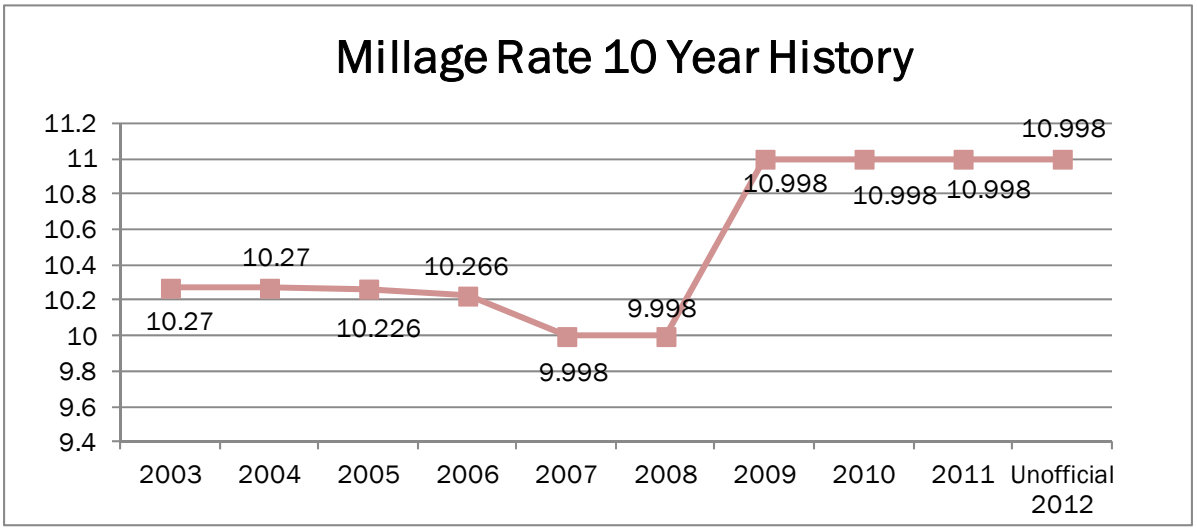
Sales taxes are budgeted to increase by $132,600. The FY 2013 budgeted amount was projected on the current economic trend. The city was extremely conservative on estimating the Sales Tax budget amount. However, the trend in sales tax revenues continues to be positive. The chart below indicates a steady increase in revenue since FY 2010. This is a result of the increase in retail businesses as our City continues to grow as a regional shopping center for the eight county areas.



Property Tax

Property taxes are the largest source of revenue for the city's General Fund. The total amount budgeted for FY 2013 is $3,100,000 which is 28% for the total General Fund budget. The FY 2011 actual amount was increased due to a result of major utility company's valuation of appeal. Currently the Ware County Tax Commissioner has asked for an extension for the digest, until October 1, 2012. The Mayor and Commissioner's haven't approved our Millage rate for FY 2012 at this time.



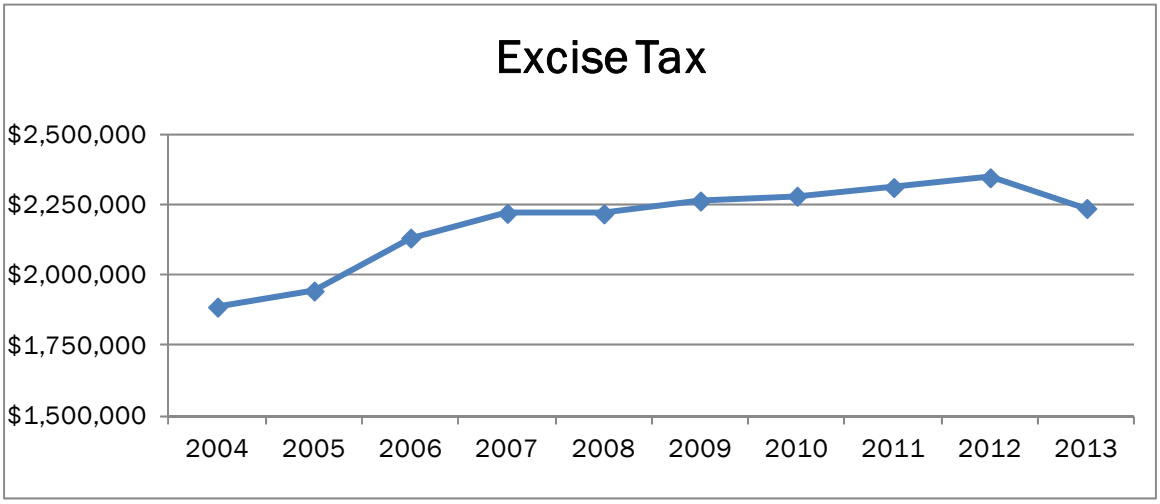


Principle Taxpayers
For The Year Ended June 30, 2011

	Assessed Value	Tax Levied
CSX Corporation	29,187,941	321,009
Georgia Power Company	4,369,294	48,054
WalMart Stores, Inc	3,390,179	37,285
Lowe's Home Centers, Inc	3,297,138	36,262
Kolb & Wheeler & Walters	3,260,095	35,855
WalMart Stores East LP	3,098,620	34,079
Lowe's Home Centers, Inc	1,778,334	19,558
The Kroger Company	1,705,294	18,755
Kemp Ridge Holdings. LLC	1,630,476	17,932
Sears Roebuck & Co.	1,625,323	17,875
Total	53,342,694	586,664

Excise Tax

Excise taxes are budgeted to decrease by $109,000 or -5% over FY 2012 budget. These taxes consist of utility franchise, mixed drink, a percentage of the hotel/motel taxes, and the insurance premium taxes. During FY 2012 the insurance premium tax came in 19% under budget. For this reason, in FY 2013 the budget was decreased to accommodate this change.

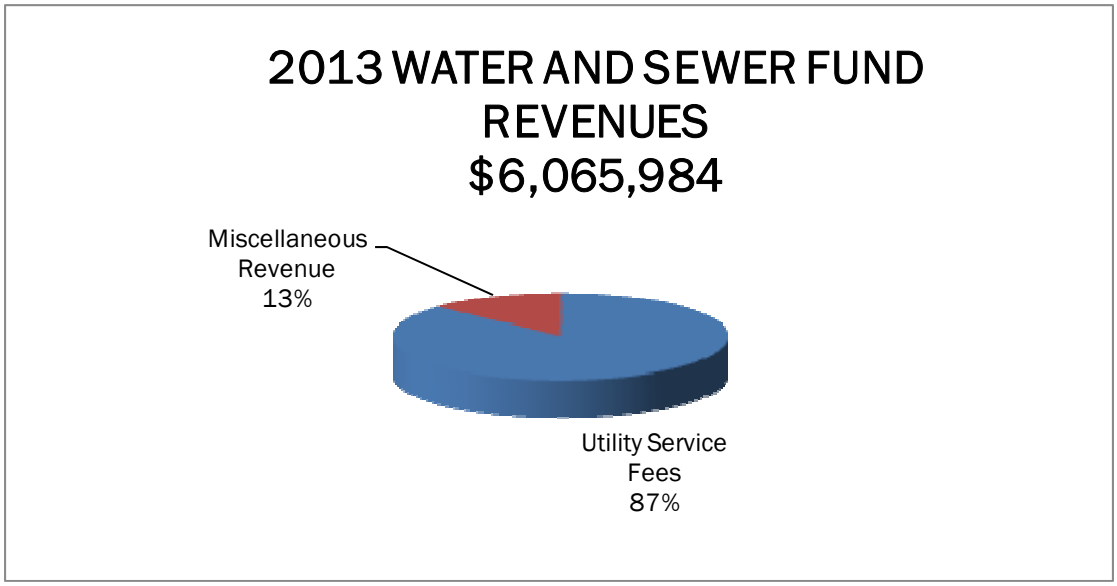


SUMMARY

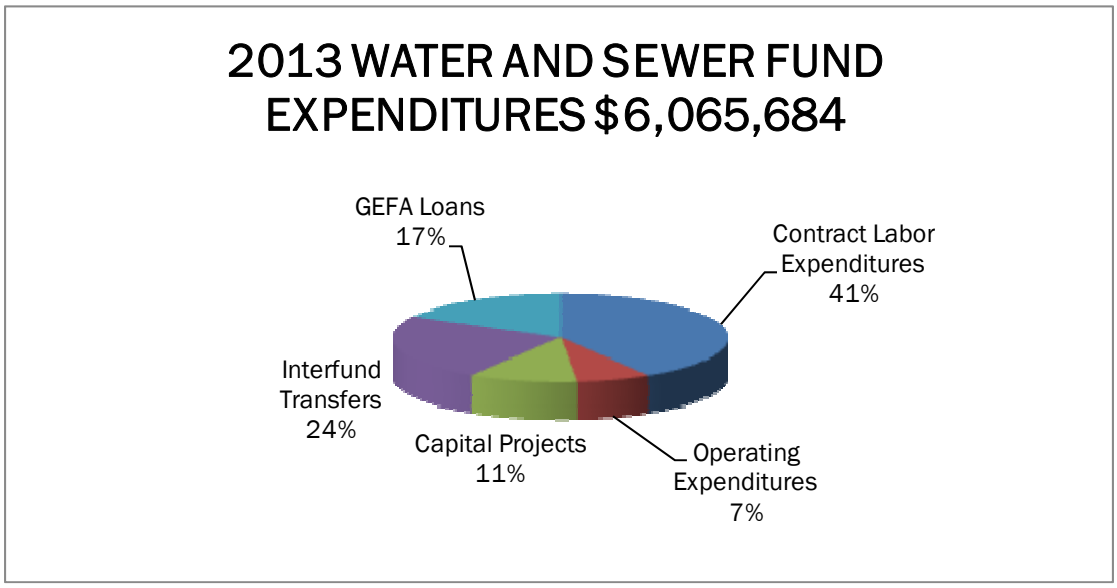
General Fund Expenditures	2012 Budget	2013 Budget	Difference	%
Mayor	$22,479	$24,955	$2,476	11.0%
Commission	$92,000	$102,740	$10,740	11.7%
City Elections	$18,200	$1,500	-$16,700	-91.8%
City Attorney	$60,356	$62,469	$2,113	3.5%
City Auditor	$47,500	$47,500	$0	0.0%
Municipal Court Judge	$73,600	$73,600	$0	0.0%
City Manager	$228,743	$236,516	$7,773	3.4%
Channel 42	$123,168	$118,029	-$5,139	-4.2%
Finance Administration	$276,461	$261,800	-$14,661	-5.3%
Purchasing /Warehouse/City Ha	$276,544	$278,589	$2,045	0.7%
Human Resource	$177,158	$193,630	$16,472	9.3%
Police Administrative	$570,515	$523,289	-$47,226	-8.3%
Criminal Investigation	$645,780	$664,609	$18,829	2.9%
Uniform Patrol	$2,427,623	$2,436,927	$9,304	0.4%
Support Service	$469,314	$469,638	$324	0.1%
Training/Personnel	$116,902	$124,369	$7,467	6.4%
SWAT	$42,271	$41,141	-$1,130	-2.7%
School Resource Officer	$168,853	$174,268	$5,415	3.2%
Fire	$3,318,479	$3,454,530	$136,051	4.1%
Public Works Office	$136,256	$147,077	$10,821	7.9%
Highway & Streets	$1,175,033	$1,229,084	$54,051	4.6%
Comm Imp - Animal Control	$40,800	$58,878	$18,078	44.3%
Comm Imp - Inspections	$200,078	$232,666	$32,588	16.3%
Comm Imp - Administration	$177,003	$152,798	-$24,205	-13.7%
Engineering	$493,023	$500,206	$7,183	1.5%
Infrastructure Construction	$253,086	$244,086	-$9,000	-3.6%
Traffic Engineering	$201,022	$209,538	$8,516	4.2%
Street Lights	$350,000	$360,000	$10,000	2.9%
Non-Operating Internal Funds	$410,014	$393,536	-$16,477	-4.0%
Non-Operating Contributions	$72,400	$72,400	$0	0.0%
Non-Operating Other Cost	$56,033	$70,883	$14,851	26.5%
Total	**$ 12,720,693**	**$ 12,961,253**	**$ 240,560**	1.9%

Water and Sewer Fund

The Water and Sewer fund is the second largest budgeted fund of the City of Waycross. This fund is used to account for the daily operations of supplying potable water and treating waste water. The FY 2013 budget is 1.99% less than the FY 2012 budget that was $6,188,653. However, the decrease is due to a mid-year unforeseen major water repairs the warranted a budget amendment to increase the budget. A utility rate increase of 1.5% will be implemented during this fiscal year. This will result in a revenue increase of $75,000.



The City of Waycross outsources the daily operation of the Water and Sewer Plant with ESG, Inc. These costs consist of 41% of the budget.



SUMMARY

Water & Sewer Revenues	2012 Budget	2013 Budget	Difference	%
Water Service Fees	$ 2,459,000	$ 2,494,512	$ 35,512	1.4%
Sewer Service Fees	$ 2,460,300	$ 2,769,672	$ 309,372	12.6%
Surcharge WWTP Fee	$ 352,000	$ -	$ (352,000)	-100.0%
Water/Sewer Taps	$ 15,000	$ 15,000	$ -	0.0%
Reinstatment Charges	$ 110,000	$ 120,000	$ 10,000	9.1%
Loads to Disposal	$ 130,000	$ 150,000	$ 20,000	15.4%
Account Set Up Fee	$ 20,000	$ 20,000	$ -	0.0%
Sewer Fees-Satilla W/S Authority	$ 275,000	$ 345,000	$ 70,000	25.5%
Return Check Fees	$ 6,000	$ 6,000	$ -	0.0%
Utility Site Rental Fees	$ 75,000	$ 82,000	$ 7,000	9.3%
Disconnect Fee	$ 55,000	$ 55,000	$ -	0.0%
Miscellaneous Revenues	$ 7,600	$ 8,500	$ 900	11.8%
Fund Balance	$ 223,753		$ (223,753)	
Total	**$ 6,188,653**	**$ 6,065,684**	**$ (122,969)**	**-2.0%**

Expenditures

Water & Sewer Expenditures	2012 Budget	2013 Budget	Difference	%
Water Plant	$ 3,806,238	$ 3,573,258	$ (232,980)	-6.1%
Non-Operating	$ 2,382,415	$ 2,492,426	$ 110,011	4.6%
Total	**$ 6,188,653**	**$ 6,065,684**	**$ (122,969)**	**-2.0%**

Waste Management Fund

The garbage collection is still being outsourced with Southland Waste Company. There will be no rate increase for the Garbage or Yard Trash fees. This department will continue with the weekly yard trash pickup. The city will no longer charge customers for Brown & White Good pickups (at the minimum of 5 items) and the citizens will have this service on a weekly basis under the new contract with Southland Waste Company.

SUMMARY

Waste Management Revenues	2012 Budget	2013 Budget	Difference	%
Residential Garbage Fees	$ 878,736	$ 878,736	$ -	0.0%
Trash Collections Fees	$ 505,065	$ 505,065	$ -	0.0%
Reinstatment Charges	$ 37,000	$ 37,000	$ -	0.0%
Garbage Container Violation	$ 100	$ 100	$ -	0.0%
Cash In Bank Interest	$ -			
Container Deposit	$ 4,000	$ 5,000	$ 1,000	25.0%
Special Collections	$ 5,000	$ 5,000	$ -	0.0%
Disconnect/Connect Fee	$ 20,000	$ 20,000	$ -	100.0%
Reimbursement to General Fund	$ -		$ -	0.0%
Total	**$ 1,449,901**	**$ 1,450,901**	**$ 1,000**	**0.1%**

Expenditures

Waste Management Expenditures	2012 Budget	2013 Budget	Difference	%
Garbage & Yard Trash Collection	$ 1,384,535	$ 1,308,147	$ (76,388)	-5.5%
Brown/White Goods	$ 10,000	$ 48,600	$ 38,600	386.0%
Recyclable Collections	$ -		$ -	100.0%
Landfill Closure	$ 24,000	$ 17,000	$ (7,000)	-29.2%
Non-Operating	$ 31,366	$ 77,154	$ 45,788	146.0%
Total	**$ 1,449,901**	**$ 1,450,901**	**$ 1,000**	**0.1%**

Cemetery Fund

Due to the economic downturn for the past several years, the Cemetery Fund has had a significant decrease in revenue. During FY 2013 budget year, a contribution from the General Fund and Cemetery Trust Fund will be needed. In FY 2008 the City completed the site work necessary to open the remaining ten acres at Oakland Cemetery. The actual gave sites will continue to provide funding of the cemetery for the many years to come, however currently the sales of cemetery lots have declined due to the economy.

SUMMARY

Cemetery Fund Revenues	2012 Budget	2013 Budget	Difference	%
Sales: Cemetery Lots	$ 50,000	$ 50,000	$ -	0.0%
Interment Fees	$ 65,000	$ 60,000	$ (5,000)	-7.7%
Monument & Transfer Fee	$ 10,000	$ 10,000	$ -	0.0%
Remib: General Fund	$ -	$ 60,572	$ 60,572	0.0%
Cash In Bank Interest	$ -	$ -	$ -	0.0%
Reimb: Cemetery Trust	$ 21,373	$ 25,960	$ 4,587	0.0%
Total	**$ 146,373**	**$ 206,532**	**$ 60,159**	**41.1%**

Cemetery Fund Expenditures	2012 Budget	2013 Budget	Difference	%
Personal Services	$ 39,810	$ 100,525	$ 60,716	152.5%
General Operating	$ 106,564	$ 106,007	$ (557)	-0.5%
Capital Outlay	$ -	$ -	$ -	0.0%
Total	**$ 146,373**	**$ 206,532**	**$ 60,159**	**41.1%**

WPD Information Technology Fund

This fund's revenue has been decreasing.

WPD Information Technology FD	2012 Budget	2013 Budget	Difference	%
IT Revenue Fee	$ 28,000	$ 18,000	$ (10,000)	-35.7%
Total	**$ 28,000**	**$ 18,000**	**$ (10,000)**	-35.7%

Expenditures

WPD Information Technology FD	2012 Budget	2013 Budget	Difference	%
Computer/Equipment	$ 28,000	$ 18,000	$ (10,000)	-35.7%
Total	**$ 28,000**	**$ 18,000**	**$ (10,000)**	**-35.7%**

Hotel/Motel Tax Fund

This fund was established to concur with the Uniform Chart of Accounts.

Hotel/Motel Tax Fund	2012 Budget	2013 Budget	Difference	%
Hotel/Motel Tax Revenue	$ 300,000	$ 300,000	$ -	0.0%
Total	**$ 300,000**	**$ 300,000**	**$ -**	**0.0%**

Expenditures

Hotel/Motel Tax Fund	2012 Budget	2013 Budget	Difference	%
Chamber of Comm T & C Bureau	$ 120,000	$ -	$ (120,000)	-100.0%
Tourism/Promotional Expense		$ 120,000	$ 120,000	100.0%
Reimburse General Fund	$ 180,000	$ 180,000	$ -	0.0%
Total	**$ 300,000**	**$ 300,000**	**$ -**	**0.0%**

SPLOST Fund 2008

In February 2008 a 1 % Special Purpose Local Option Sales Tax was approved by the voters. The City began receiving revenue during FY 2009. The SPLOST will fund significant capital projects over the next six years which include major repairs to public buildings, infrastructure improvements to streets, and renovation of the City Auditorium.

SUMMARY

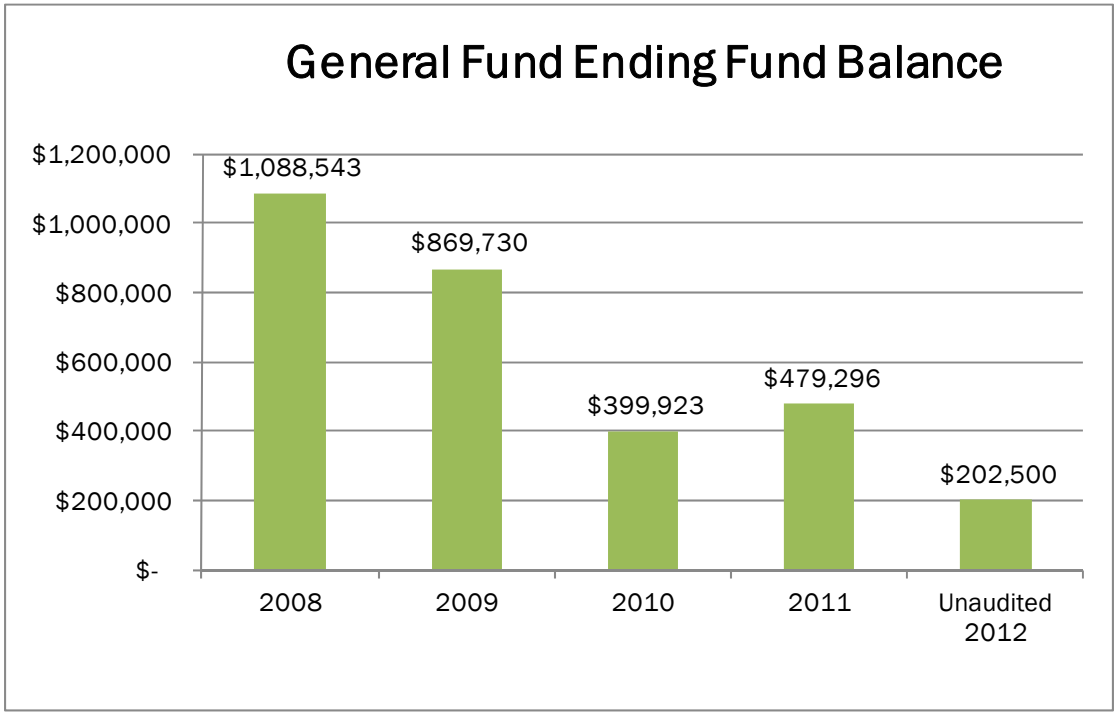
SPLOST Fund 2008-2013	2012 Budget	2013 Budget	Difference	%
Special Purpose Sales Tax Revenue	$ 1,692,000	$ 1,900,000	$ 208,000	12.3%
Interest Earned	$ -	$ -		0.0%
Fund Balance	$ -	$ 875,000	$ 875,000	0.0%
Total	**$ 1,692,000**	**$ 2,775,000**	**$1,083,000**	64.0%

Expenditures

SPLOST Fund 2008-2013	2012 Budget	2013 Budget	Difference	%
Engineering Projects	$ 782,000	$ 750,000	$ (32,000)	-4.1%
Police Department Project	$ 150,000		$ (150,000)	-100.0%
Fire Department Projects	$ -	$ 300,000	$ 300,000	0.0%
Property Acq & Demolition	$ 75,000	$ 75,000	$ -	0.0%
Water/Sewer Rehab & Expansion	$ 200,000		$ -	100.0%
Information Technology	$ 15,000		$ (15,000)	-100.0%
DWDA Projects	$ -		$ -	0.0%
Public Works Facility/Armory	$ 470,000	$ 150,000	$ -	100.0%
Rehab City Auditorium	$ -	$ 1,500,000	$1,500,000	0.0%
Total	**$ 1,692,000**	**$ 2,775,000**	**$1,083,000**	64.0%

Fund Balance

The General Fund's Fund Balance is estimated at $202,500 for fiscal year ending 2012. The Fund Balance and Equities are the liquid net worth of the City. A positive Fund Balance number ensures an adequate cash flow to fulfill contracts, payroll obligations, and payment of all expenditures.



Individual Fund Status Report

General Fund
Summary of Revenues and Expenditures

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Beginning Fund Balance (Deficit)	$869,730	$399,923	$479,296	$479,296	$202,500
RESOURCES					
Revenues	$8,886,010	$10,741,494	$11,162,961	$10,759,147	$11,171,100
Operating Transfers In	$1,247,623	$183,358	$1,557,732	$1,265,701	$1,790,153
Total Resources	$10,133,633	$10,924,852	$12,720,693	$12,024,848	$12,961,253
USES					
Total Expenditures	$10,489,185	$10,965,491	$12,310,679	$11,891,630	$12,567,717
Other Financing Uses:	$114,255	($120,012)	$410,014	$410,014	$393,536
Total Uses	$10,603,440	$10,845,479	$12,720,693	$12,301,644	$12,961,253
Excess(deficiency) of revenues and other sources over expenditures and other uses	($469,807)	$79,373	$0	($276,796)	$0
Ending Fund Balance	$399,923	$479,296	$479,296	$202,500	$202,500

SPLOST 2008 - 2013
Summary of Revenues and Expenditures

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Beginning Fund Balance (Deficit)	$1,017,019	$2,366,072	$2,389,275	$2,389,275	$3,467,112
RESOURCES					
Total Revenues	$1,673,463	$1,789,532	$1,692,000	$2,112,419	$2,775,000
Operating Transfers In	$0	$0	$0	$0	$0
Total Resources	$1,673,463	$1,789,532	$1,692,000	$2,112,419	$2,775,000
USES					
Total Expenditures	$324,410	$1,766,329	$1,692,000	$1,034,582	$2,775,000
Other Financing Uses:	$0	$0	$0	$0	$0
Total Uses	$324,410	$1,766,329	$1,692,000	$1,034,582	$2,775,000
Excess(deficiency) of revenues and other sources over expenditures and other uses	$1,349,053	$23,203	$0	$1,077,837	$0
Ending Fund Balance	$2,366,072	$2,389,275	$2,389,275	$3,467,112	$3,467,112

Water & Sewer Fund
Summary of Revenues and Expenditures

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Beginning Net Assets	$23,394,264	$23,596,025	$24,080,236	$24,080,236	$24,149,803
RESOURCES					
Total Revenues	$5,892,904	$5,896,074	$6,188,653	$6,003,625	$6,065,684
Operating Transfers In	$0	$0	$0	$0	$0
Total Resources	$5,892,904	$5,896,074	$6,188,653	$6,003,625	$6,065,684
USES					
Total Expenditures	$4,142,252	$4,115,475	$4,912,685	$4,658,090	$4,662,308
Other Financing Uses:	$1,548,891	$1,296,388	$1,275,968	$1,275,968	$1,403,376
Total Uses	$5,691,143	$5,411,863	$6,188,653	$5,934,058	$6,065,684
Excess(deficiency) of revenues and other sources over expenditures and other uses	$201,761	$484,211	$0	$69,567	$0
Net Assets	$23,596,025	$24,080,236	$24,080,236	$24,149,803	$24,149,803

Waste Management Fund
Summary of Revenues and Expenditures

	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
Beginning Net Assets	$346,636	$375,168	$405,661	$405,661	$394,874
RESOURCES					
Total Revenues	$1,441,465	$1,421,192	$1,449,901	$1,424,382	$1,450,901
Operating Transfers In	$0	$0	$0	$0	$0
Total Resources	$1,441,465	$1,421,192	$1,449,901	$1,424,382	$1,450,901
USES					
Total Expenditures	$1,412,933	$1,390,699	$1,449,901	$1,435,169	$1,450,901
Other Financing Uses:	$0	$0	$0	$0	$0
Total Uses	$1,412,933	$1,390,699	$1,449,901	$1,435,169	$1,450,901
Excess(deficiency) of revenues and other sources over expenditures and other uses	$28,532	$30,493	$0	($10,787)	$0
Net Assets	$375,168	$405,661	$405,661	$394,874	$394,874

PERSONNEL SUMMARY

The City of Waycross is committed to a level of excellence in the quality and delivery of all programs and services. The City has a dedicated work force, which consist of 211 positions. There are 206 full-time positions and 5 part-time positions. Through these dedicated employees, the City provides a wide range of quality services to all citizens in our community.

Personnel Changes

Overall the reports below are the same as last budget year. The employees will receive a cost of living increase on their anniversary date. Within the Community Development division a Grant Writer position was changed a Code Enforcement Officer position. Within the Police department there were changes through promotional evaluations and some of the previous year vacant positions were reinstated.

Personnel Authorization Summary

PERSONNEL AUTHORIZATION SUMMARY		
DEPT	*DEPARTMENT*	*POSITIONS*
30	MAYOR	1
31	COMMISSION	5
32	CITY MANAGER'S	2
33	CHANNEL 42	2
34	CITY CLERK/FINANCE	4
36	HUMAN RESOURCES	3
38	POLICE ADMINISTRATION	6
39	CRIMINAL INVESTIGATION	10
40	UNIFORM PATROL	40
41	SUPPORT SERVICES	10
42	TRAINING	1
47	SRO	3
48	FIRE DEPT	54
49	PURCHASING/WAREHOUSE	4
51	PUBLIC WORKS	2
52	HIGHWAYS/STREETS	22
53	INFRASTRUCTURE CONSTRUCT	4
54	TRAFFIC ENGINEERING	3
57	COMMUNITY IMPROVEMENT	7
58	ENGINEERING	7
65	GARBAGE/TRASH COLLECTION	7
66	CEMETERY	1
67	DATA PROCESSING	4
68	GARAGE	7
71	PUBLIC BUILDINGS	2
	TOTAL	211

2011 – 2013 Personal Positions by Department

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION & # OF POSITIONS	2011 BUDGETED POSITIONS	2012 BUDGETED POSITIONS	2013 BUDGETED POSITIONS	JOB TITLE
30	MAYOR	1	1	1	MAYOR
		1	***1***	***1***	
31	COMMISSION	5	5	5	COMMISSIONER
		5	***5***	***5***	
32	CITY MANAGER	1	1	1	ASSISTANT TO THE CITY MANAGER
		1	1	1	CITY MANAGER
		2	***2***	***2***	
33	CHANNEL 42	0	1	1	PRODUCTION/TECHNOLOGY COOR
		1	1	1	CAMERA OPERRATOR (PART-TIME)
		1	***2***	***2***	
34	FINANCE	2	2	2	ADMINISTRATIVE CLERK
		1	1	1	CITY CLERK
		1	1	1	FINANCE DIRECTOR
		4	***4***	***4***	
36	HUMAN RESOURCES				
		1	1	1	ADMINISTRATIVE CLERK
		1	1	1	HUMAN RESOURCE DIRECTOR
		1	1	1	HR/RISK MGT. COORD.
		3	***3***	***3***	
38	POLICE ADMINISTRATION	2	2	1	CAPTAIN/ ADMINIST
		1	1	1	CLERK OF MUNICIPAL COURT
		1	1	1	LIEUTENANT ADMIN
		1	1	1	OFFICER
		1	1	1	POLICE CHIEF
		1	1	1	MAJOR
		7	***7***	***6***	
39	CRIMINAL INVESTIGATION	1	1	1	ADMINISTRATIVE CLERK
		5	6	6	DETECTIVE
		1	1	1	LIEUTENANT CID
		2	2	2	SERGEANT
		9	***10***	***10***	
40	UNIFORM PATROL	1	1	1	LIEUTENANT POLICE
		31	31	33	OFFICER
		6	7	6	SERGEANT
		38	***39***	***40***	

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION & # OF POSITIONS	2011 BUDGETED POSITIONS	2012 BUDGETED POSITIONS	2013 BUDGETED POSITIONS	JOB TITLE
41	SUPPORT SERVICES	1	1	1	ADMINISTRATIVE ASSISTANT
		1	1	1	CUSTODIAN - PART TIME
		1	1	1	EVIDENCE CLERK
		1	1	1	POLICE SYSTEMS INFORMATION
		5	6	6	RECORDS TECHNICIAN
		9	***10***	***10***	
42	POLICE PERSONNEL TRAINING	1	1	1	LIEUTENANT
		1	***1***	***1***	
47	SCHOOL RESOURCE OFFICERS	4	3	3	SRO POLICE OFFICE
		4	***3***	***3***	
48	FIRE DEPARTMENT	1	1	1	ADMINISTRATIVE ASSISTANT
		3	3	3	BATTALION CHIEF
		3	3	3	CAPTAIN
		18	18	18	FIRE DRIVER/ENGNR
		1	1	1	FIRE CHIEF
		18	18	18	FIREFIGHTER
		1	1	1	FIRE SAFETY & TRAINING OFFICE
		1	1	1	FIRE MARSHALL
		9	9	9	LIEUTENANT FIRE D
		54	***54***	***54***	
49	PURCHASING/ WAREHOUSE	1	1	1	BUILD MAINT WORKER
		1	1	1	PURCHASING DIRECTOR
		1	1	1	PURCHASING TECHNICIAN
		1	1	1	WAREHOUSE CLERK
		4	***4***	***4***	
51	PUBLIC WORKS ADMINISTRATION	1	1	1	ADMINISTRATIVE ASSISTANT
		1	1	1	PUBLIC WORKS DIRECTOR
		2	***2***	***2***	
52	HIGHWAYS & STREETS	4	4	4	HEAVY EQUIPMENT OPERATOR
		3	3	3	LIGHT EQUIPMENT OPERATOR
		5	5	5	LABORER 1
		1	1	1	LABORER SUPV 1
		1	1	1	LABOR CREW LEADER
		2	2	2	PART TIME MOSQUITO SPRAYER
		2	2	2	PARKS MAINT WKR
		1	1	1	STREET/DRAIN MAIN
		1	1	1	STREET SUPT
		2	2	2	TRUCK DRIVER
		22	***22***	***22***	

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION & # OF POSITIONS	2011 BUDGETED POSITIONS	2012 BUDGETED POSITIONS	2013 BUDGETED POSITIONS	JOB TITLE
53	INFRASTRUCTURE CONSTRUCTION	1	1	1	CONCRETE FINISHER
		1	1	1	HEAVY EQUIPMENT OPERATOR
		1	1	1	LABORER I
		1	1	1	STREET/MAIN CREW SUPERVISOR
		4	***4***	***4***	
54	TRAFFIC ENGINEERING	1	1	1	TRAFFIC ENG SUPERVISOR
		2	2	2	TRAFFIC ENGINEER
		3	***3***	***3***	
57	COMMUNITY IMPROVEMENT	1	1	1	ADMINISTRATIVE ASSISTANT
		0	1	1	ANIMAL CONTROL OFFICER
		1	0	0	COMM DEV SPECIALIST
		1	1	1	CODE INSPECTOR
		2	2	3	CODE ENFORCEMENT OFFICER
		0	0	0	CI DIRECTOR
		0	1	0	GRANT WRITER
		1	1	1	MAINSTREET DIRECTOR
		0	0	0	CITY MARSHAL & FIRE MARSHAL
		6	***7***	***7***	
58	ENGINEERING	1	1	1	ADMIN ASSISTANT ENGINEERING
		1	1	1	PROJECT MANAGER/ENGINEER
		1	1	1	CITY ENGINEER DIRECTOR
		2	2	2	ENGINEERING AIDE
		1	1	1	ENGINEERING SUPT
		1	1	1	INTERN (SUMMER)
		0	0	0	PERMIT & PLAN COORDINATOR
		7	***7***	***7***	
GENERAL FUND TOTAL		***186***	***190***	***190***	

DEPARTMENT NUMBER	DEPARTMENT DESCRIPTION & # OF POSITIONS	2011 BUDGETED POSITIONS	2012 BUDGETED POSITIONS	2013 BUDGETED POSITIONS	JOB TITLE
65	GARBAGE & TRASH COLLECTION	1	1	1	LEAF/LIMB COLLECT
		4	4	4	LEAF/LIMB COLLECTOR DRIVER
		0	0	0	SOLID WASTE SUPERVISOR
		1	1	1	LIMB COLLECTOR CREW LEADER
		0	0	0	WASTE MGMT SUPT
		1	1	1	REFUGE DEPT FOREMAN/WELDER
WASTE MANAGEMENT FUND TOTAL		***7***	***7***	***7***	
66	CEMETERY	0	0	1	CEMETERY SUPT
		1	1	1	HEAVY EQUIP OPERATOR
		0	0	0	LIGHT EQUIPMENT O
CEMETERY FUND TOTAL		***1***	***1***	***2***	
67	DATA PROCESSING	0	0	0	NETWORK ADMINISTRATOR
		1	1	1	BUDGET OFFICER
		1	1	1	UTILITY BILLING/COLLECTION CLERK
		1	1	1	CUSTOMER SERVICE
		1	1	1	ACCOUNTING CLERK
DATA PROCESSING FUND TOTAL		***4***	***4***	***4***	
68	GARAGE	1	1	1	AUTOMOTIVE BODY MECHANIC
		1	1	0	CEMETERY FOREMAN
		1	1	1	GARAGE SUPT
		1	1	1	GARAGE SUPERVISOR
		3	3	3	MECHANIC
GARAGE FUND TOTAL		***7***	***7***	***6***	
71	PUBLIC BUILDINGS	1	1	1	MAINT/TRAFFIC SUPERVISOR
		1	1	1	BUILDING MAINT HELPER
PUBLIC BUILDINGS TOTAL		***2***	***2***	***2***	
GRAND TOTAL OF ALL EMPLOYEES		**207**	**211**	**211**	

DEPARTMENTAL SUMMARY, & GOALS

For the next several pages you will find each type of fund in order by the Division that supervises each of these departments. You will find their budget summaries and goals for each division.

Governmental Fund
General Fund
Executive Division
Finance Division
Human Resources Division
Police Division
Fire Division
Public Works Division
Community Improvement Division
Engineering Division
General Fund Non-Operating

Enterprise Funds
Water and Sewer Fund
Waste Management Fund

Special Revenue Funds
Cemetery Fund
WPD Information Technology Fund
Hotel/Motel Fund

Capital Project Fund
Special Purpose Local Option Sales Tax Fund 2008

Internal Service Funds
Garage Fund
Data Processing Fund
Public Buildings Fund
Liability Fund
Health Insurance Fund
Retirement Fund
Worker's Compensation Fund

General Fund Summary

General Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
City Taxes	9,080,073	10,073,004	10,033,100	9,687,837	10,043,700
Alcohol Wholesale Tax	254,202	260,457	255,861	249,648	256,600
Code Enforcement	66,571	71,629	63,500	52,596	63,100
Intragovernmental	25,818	29,710	30,000	25,857	26,000
Miscellaneous Fees	14,775	10,820	16,400	11,388	17,100
Police Miscellaneous	248,164	162,495	140,000	118,378	140,000
Channel 42	19,230	20,718	19,000	19,036	19,500
Fines & Forfeiture	552,214	451,719	550,000	570,222	550,000
Interest Income	5,254	3,354	5,000	1,493	5,000
Miscellaneous Revenue	33,724	31,011	50,100	22,692	50,100
Total Revenues	**$10,300,025**	**$11,114,918**	**$11,162,961**	**$10,759,148**	**$11,171,100**
Reimb from Other Departments	1,247,623	1,170,907	1,557,732	1,265,701	1,790,153
Net Revenues	**$11,547,648**	**$12,285,825**	**$12,720,693**	**$12,024,849**	**$12,961,253**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Executive	542,683	516,840	669,756	632,403	667,310
Finance	493,816	507,015	553,005	538,378	540,389
Human Resource	151,720	181,975	183,158	183,070	193,630
Police	4,207,159	4,064,306	4,441,257	4,261,114	4,434,242
Fire	3,083,892	3,171,737	3,318,479	3,234,381	3,454,530
Public Works	1,198,557	1,257,574	1,311,289	1,309,568	1,376,161
Community Improvement	383,200	322,803	404,670	373,893	444,342
Engineer	1,161,833	1,177,970	1,297,132	1,228,597	1,313,831
Non-Operating	87,567	138,605	131,933	130,226	143,283
Total Expenditures	**$11,310,428**	**$11,338,825**	**$12,310,679**	**$11,891,630**	**$12,567,717**
Charges to Other Departments	426,905	412,283	410,014	410,014	393,536
Net Expenditures	**$11,737,333**	**$11,751,109**	**$12,720,693**	**$12,301,644**	**$12,961,253**
Positions					
Full Time	184	181	185	185	185
Temporary (Part-time)	4	5	5	5	5
Total Positions	**188**	**186**	**190**	**190**	**190**

Executive Division

Executive

Division Summary

The Executive Division includes the Mayor, City Commission, Elections, City Attorney, Auditor, Municipal Court, Judge, Production of Channel 42/Information Technology, and City Manager's expenditures. The City of Waycross maintains a Commission/Manager form of government. The Mayor and City Commission establish local law and policy by approving ordinances and resolutions, and work with citizen groups and individuals through public hearings and public contacts. They strive to establish and maintain good working relationships with Local, State and Federal Government officials and to promote the economic and social development of the City of Waycross. The City Manager provides professional management efforts and techniques, and works with division heads and city employees to establish and maintain a system for obtaining results within the City Commission policy. The City Manager reports to the City Commission and is responsible for appointing all department heads, supervising all departments, preparing an annual budget and advising the Commission of financial condition and needs of the City.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	262,661	240,109	332,383	330,438	365,622
Contractual Services	194,221	179,611	203,366	204,279	185,069
Travel & Training	22,194	30,489	39,500	27,064	39,000
Other Operating Expenses	63,607	66,631	88,307	65,807	69,619
Capital Outlay	0	0	6,200	4,815	8,000
Total Expenditures	**$542,683**	**$516,840**	**$669,756**	**$632,403**	**$667,310**
Charges to Other Departments	0	0	0	0	0
Net Expenditures	**$542,683**	**$516,840**	**$669,756**	**$632,403**	**$667,310**
Positions					
Full Time	8	8	9	9	9
Part-Time	0	0	1	1	1
Total Positions	**8**	**8**	**10**	**10**	**10**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Executive	***DEPT/UNIT:***	Mayor & Comm/City Manag

Please list your Goals for your department here:

1. Armory - Initiate Architectural Bid Process.
2. City Auditorium - Develop policies and procedures for the use of the facility.
3. Request job classification and rate study through Georgia Municipal Association.
4. Rental Housing - Hold Town Hall Meeting and Discuss Rental License Fee.
5. Abandoned Properties - The city will address the development of a Blight Tax Ordinance.
6. LOST Negotiations - Adjustment to funding for Animal Control must be implemented and keep the Library and Jail Services as currently provided.
7. Street Light Ordinance - Leave current street light criteria, delete prioritization and review funding for Hatcher Point Road in FY2013.
8. Channel 42 - Implement changes, review all fees, and promote sponsorships.
9. Purchase tables for Mayor and Commissioners.
10. Fund a Tourism position and move the office to City Hall.
11. Economic Development - Develop a plan for the economic development for the entire community. Invite key stakeholders for providing an economic development strategy.

Please list your Long-Term Goal or Goals here:

1. Develop a plan for economic development for the entire community. Invite key stakeholders for providing an economic development strategy.
2. Continue Sports and Family oriented Activities. Seek for grants to help us achieve this goal.

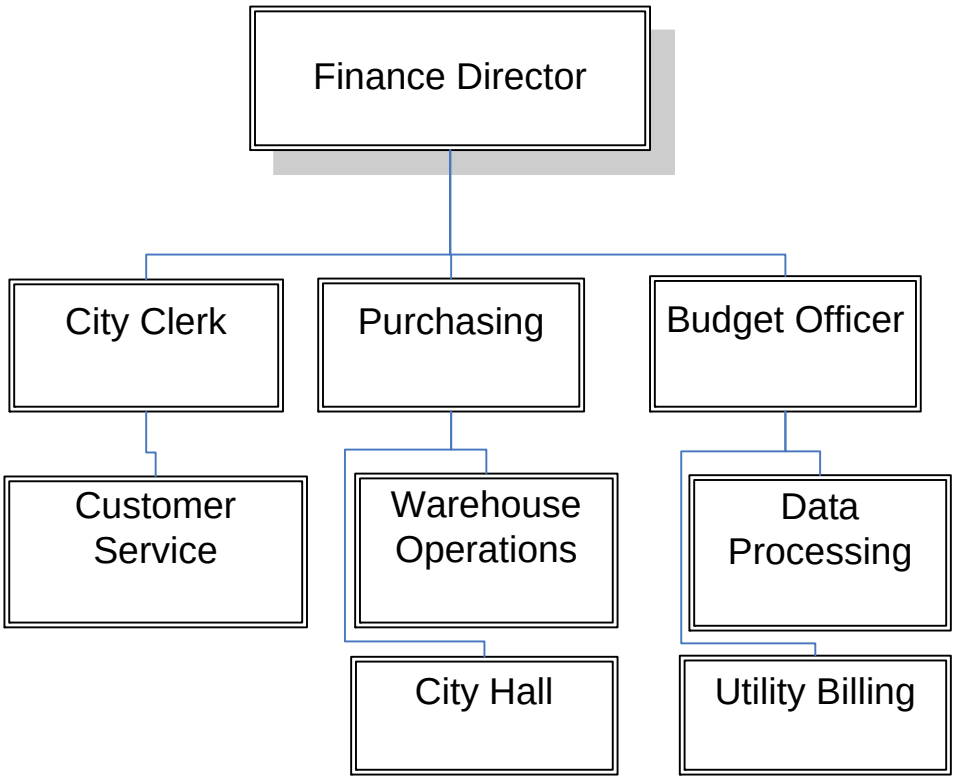
Please list your Significant Prior Year Accomplishments:

1. Final architect plans for the renovation of the City Auditorium has been approved.
2. The Channel 42 production team has made many changes and added more informational programs which has proven to be a positive feedback from our community.
3. No budget cuts, each department stayed within their budgets.

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013			
DIVISION:	Executive	***DEPT/UNIT:***	Channel 42
Please list your Goals for your department here:			
Install a digital video playback system.			
Install surveillance system with DVR playback			
Install additional ethernet switch for VM environment			
Install a new core 10/100/1000 Cisco Switch			
Please list your Long-Term Goal or Goals here:			
Paperless agenda based software system for City Commission Meetings			
Laptops to interact with aganeda software			
Install additional VM server for more server capacity and redundancy			
Install new illuminating microphones with on/off buttons			
Please list your Significant Prior Year Accomplishments:			

Finance

FINANCE



Finance

Division Summary

The Finance Division is responsible for cash receipts, city clerk functions, accounting, data processing, purchasing and budgeting. This division strives to provide accurate financial reporting and excellent customer service for all internal and external customers, while developing innovative and cost-effective ways of financing city services and facilities.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	402,739	414,113	434,314	424,163	428,787
Contractual Services	0	0	0	0	0
Travel & Training	4,531	4,564	7,500	6,314	6,000
Other Operating Expenses	86,507	87,220	110,590	107,801	103,902
Capital Outlay	40	1,119	600	100	1,700
Total Expenditures	**$493,816**	**$507,015**	**$553,005**	**$538,378**	**$540,389**
Charges to Other Departments					
Net Expenditures	**$493,816**	**$507,015**	**$553,005**	**$538,378**	**$540,389**
Positions					
Full Time	8	8	8	8	8
Part-Time	1	1	0	0	0
Total Positions	**9**	**9**	**8**	**8**	**8**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Finance	***DEPT/UNIT:***	Administration

Please list your Goals for your department here:

1. Work with front line employees to maintain a the highest possible level of customer service; being professional and courteous to all customers and fellow employees.
2. Reorganize the Records Room to allow for easier access to records.
3. Update Code Book to a 8/12 x 11 size. Current Official Code book is awkward and not easy to copy due to the size.
4. Reorganize the clerk's document files.

Please list your Long-Term Goal or Goals here:

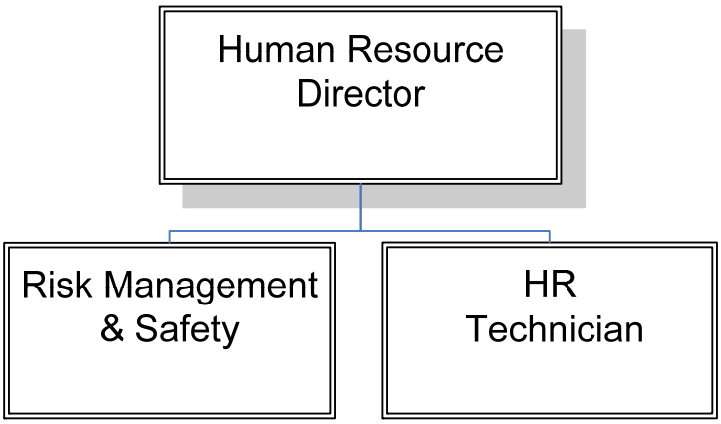
1. Continue to upgrade hardware and software to improve security, record retention, and productivity.
2. Implement system bar code utility billing devices and purchase hardware to increase accuracy and efficiency in recording cash receipts.

Please list your Significant Prior Year Accomplishments:

1. Received the Distinguished Budget Presentation Award for the 6th year.

Human Resources

HUMAN RESOURCES



Human Resources

Division Summary

The H.R. Division is responsible for all H.R. functions for all City Departments, including but not limited to: Recruitment, Selection, Placement, Orientations and Training of Employees, Benefit Administration (Health, Wellness, Insurance Coverage), Compensation/Payroll Development of Personnel Policies and Procedures, Risk Management, Safety Training, Worker's Compensation and Liability, City Wide Public Relations, and Employee Relations and Incentives.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	129,847	149,128	156,863	154,689	157,768
Contractual Services					
Travel & Training	1,980	6,134	5,000	4,130	4,500
Other Operating Expenses	19,893	26,713	21,295	24,251	31,362
Capital Outlay	0	0	0	0	0
Total Expenditures	**$151,720**	**$181,975**	**$183,158**	**$183,070**	**$193,630**
Charges to Other Departments					
Net Expenditures	**$151,720**	**$181,975**	**$183,158**	**$183,070**	**$193,630**
Positions					
Full Time	2	3	3	3	3
Part-Time					
Total Positions	**2**	**3**	**3**	**3**	**3**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Human Resources	***DEPT/UNIT:***	

Continuous quality improvement and excellent and seamless customer service

1. Re-evaluate staffing and positions
2. Maintain a diverse, hightly skilled, productive, healthy, and efficient workforce
3. Fair and lawful treatment of all employees
4. Operational excellence in the delivery of all Human Resources services and functions
5. Mandatory Training
6. Update all job Descriptions
7. Audit all personnel records 100%

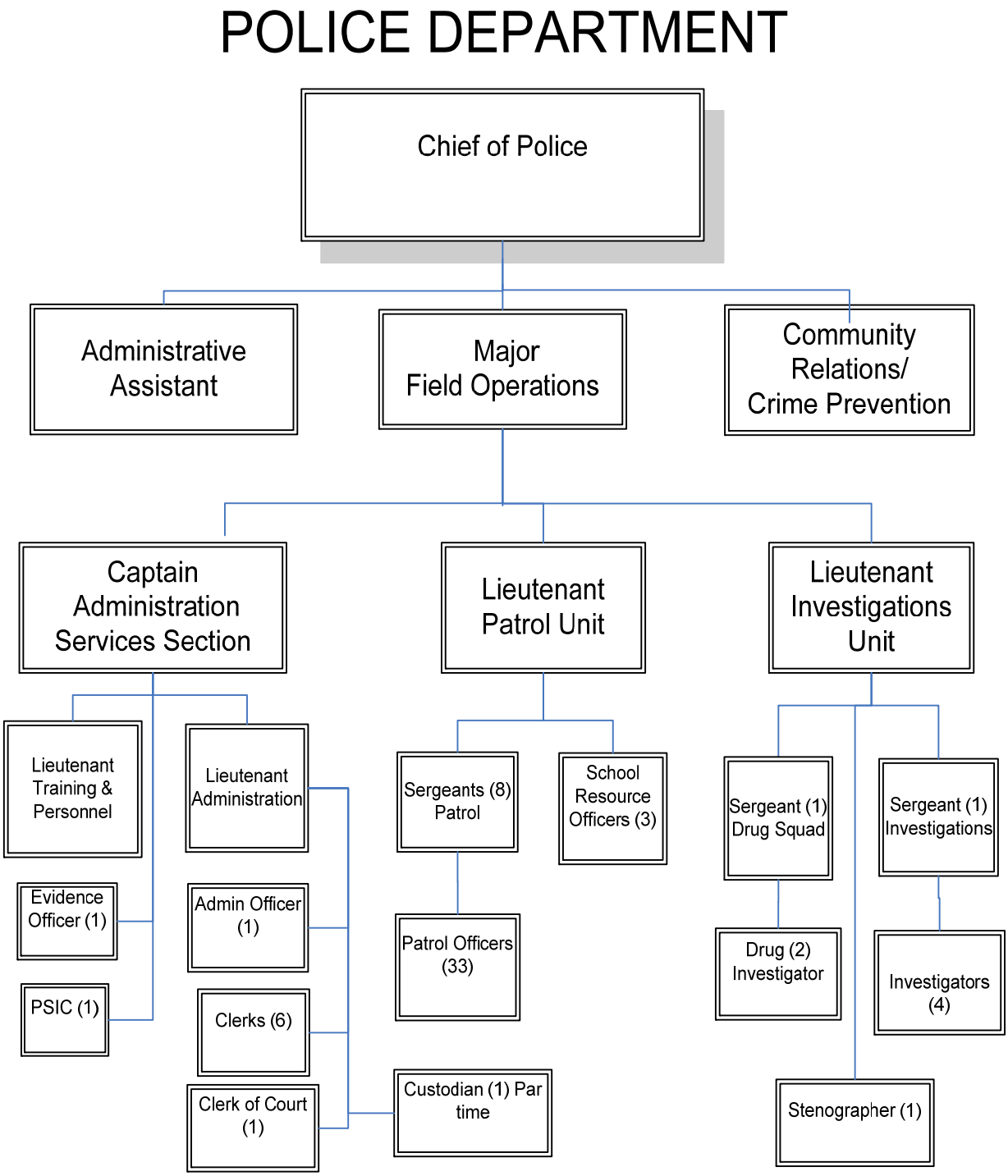
Please list your Long-Term Goal or Goals here:

1. Transfers all personnel files to electronics
2. To fined and apply for any grants funding for different parts of the City.
3. For everyone in the department to have knowledge of all other co-workers jobs

Please list your Significant Prior Year Accomplishments:

1. Successful open enrollment
2. Staff change over

Police Department



Police Department

Division Summary

The Police Department preserves and protects the lives and property of all persons living, working or visiting our City. To perform these tasks, this department is composed of the following functional units: Uniform Patrol, Criminal Investigations, Support Services, Municipal Court Service, Training & Personnel, S.W.A.T., Administration, and School Resource Officers.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	3,535,412	3,452,831	3,659,944	3,588,995	3,685,196
Contractual Services					
Travel & Training	39,233	49,512	69,327	54,250	68,945
Other Operating Expenses	632,514	561,962	711,987	617,869	680,101
Capital Outlay	0	0	0	0	0
Total Expenditures	**$4,207,159**	**$4,064,306**	**$4,441,257**	**$4,261,114**	**$4,434,242**
Charges to Other Departments					
Net Expenditures	**$4,207,159**	**$4,064,306**	**$4,441,257**	**$4,261,114**	**$4,434,242**
Positions					
Full Time	69	67	69	69	69
Temporary	1	1	1	1	1
Total Positions	**70**	**68**	**70**	**70**	**70**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Police	***DEPT/UNIT:***	Administration

Please list your Goals for your department here:

1. To maintain a professional and courteous bearing while dealing with customers and other employees.
2. To perform all GCIC/NCIC functions with 100% accuracy.
3. To keep the department stocked with necessary supplies to sustain normal operations.
4. To account for and document all incomes of the department including posting bonds, fine payments and any miscellaneous incomes.
5. To ensure all employees in this unit are trained, certified and re-certified as needed for their job assignments.
6. To achieve 100% accuracy in the reporting, documenting and distribution of reports.

Please list your Long-Term Goal or Goals here:

1. To maintain CALEA accreditation files and State Certification files in an organized manner ready for review.
2. To dispose of unnecessary property in the evidence room to create more space to keep the room organized and clean.

Please list your Significant Prior Year Accomplishments:

Completed preparations for upcoming State Certification On-Site.

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Police	***DEPT/UNIT:***	Criminal Investigations

Please list your Goals for your department here:

1. To work toward a comprehensive City wide Community Policing Strategy by having a representative at all scheduled community meetings and providing public speaking engagements as request are received.
2. To provide a timely and effective response to emergency situations and calls for service by attending re-certification or advanced training to assure the most effective, capable, trained investigators are responding to the public and the department's needs.
3. To attain open lines of communication and data services between all Sections, Units and functions of the department. This will be accomplished by attending joint roll call with uniform patrol twice weekly.
4. To ensure that all fiscal, administrative and operational functions are performed to the highest level of accuracy and professional conduct by assuring fleet maintenance is followed to reduce repairs and extend the life of departmental owned vehicles/equipment which will lessen the impact on our budget.

Please list your Long-Term Goal or Goals here:

Co-ordinate with prosecutors from local, state, superior, and federal courts to assure offenders are being prosecuted at a level to help reduce recidivism, to receive the maximum sentence possible and to actively pursue civil forfeitures for property of offenders that were derived from their on-going criminal enterprises.

Please list your Significant Prior Year Accomplishments:

Successful investigation of illegal sales of prescription drugs culminating with arresting 30 defendants and the seizure of 10 vehicles.

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Field Operations	***DEPT/UNIT:***	Uniform Patrol

Please list your Goals for your department here:

1. Maintain an effective flow of communication between Uniform Patrol and Criminal Investigations
2. Relay and distribute intel on known drug offenders through investigative work sheets
3. Uniform Patrol will remain to date on criminal and constitutional issues
4. Increase the public's knowledge on traffic safety and updated laws
5. Decrease alcohol related automobile accidents
6. Build partnerships in the community

Please list your Long-Term Goal or Goals here:

1. FY 2013 personnel from the Uniform Patrol Unit will meet with Criminal Investigations Unit Investigators minimum of 40 times during the year in order to maintain the constant flow of information between the two units of the Field Operations Section of the Waycross Police Department.

2. During FY 2013, the Uniform Patrol Unit will maintain the relay of drug offender information to other Uniform Patrol Officers and the members of the Criminal Investigations Unit.

3. Uniform Patrol will continue to work to increase the public's awareness of the state laws regarding the use o seatbelts, child restraints, and traffic concerns .

4. The Waycross P.D. Uniform Patrol will maintain or decrease the number of Alcohol related traffic collisions in the City of Waycross by increasing the number of Roadside Sobriety Checkpoints to a minimum of 4 a year and Drivers Licenses / Equipment Checkpoints a minimum to 36 a year.

5. Each Offc. of Patrol will attend the minimum of 4 Community Meetings on their assigned sides of town. Additionally, the CRT will conduct a minimum of 12 "knock and talks" per year in neigborhoods in the city so information can be directly obtained from citizens who normally would not contact the police.

Please list your Significant Prior Year Accomplishments:

CIU/Patrol Unit Briefings	40
Driver License Checks	15
Multi Agency Sobriety Check Point	2
Number of DUI Arrests	106
Reduce Number of Roadway Accidents	670
Reduce Number of Injuries from Accidents	322
Reduce Traffic Fatalities	3
Private Property Accidents	359
Traffic Unit Educational Events (per officer)	6
Patrol attended Community Meetings	1
Community Response Team Knock & Talk	12

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	POLICE	***DEPT/UNIT:***	Support Services

Please list your Goals for your department here:

1. To stay professional and courteous while dealing with customers and other employees.
2. To maintain CALEA accreditation files and State Certification files in an organized manner ready for review.
3. To perform all GCIC/NCIC functions with 100% accuracy.
4. To keep the department stocked with necessary supplies for normal operations.
5. To account for and document all incomes of the department including posting bonds, fine payments, and any other income.
6. To ensure all employees in this unit are trained, certified, and re-certified as needed for their job assignments.
7. To achieve 100% accuracy in the reporting, documenting, and distribution of reports.
8. To dispose of unnecessary property in the evidence room to create more space to keep the room organized and clean.

Please list your Long-Term Goal or Goals here:

Please list your Significant Prior Year Accomplishments:

1. The Waycross Police Department building has been renovated utilizing new space for evidence storage.
2. The Waycross Police Department has been re-certified through the State Certification Program by the Georgia Association of Chiefs of Police.

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Field Operations	***DEPT/UNIT:***	SWAT

Please list your Goals for your department here:

1. Maintain and Improve the quality of service delivered to the community, providing for their safety during extremely dangerous situations, through the use of the S.W.A.T. Team of the City of Waycross Police Dept.

2. Maintain a state of rediness for GEMA Area 8 concerning chemical, biological, radilogical, nuclear, and explosive incidents that result from a criminal intent.

Please list your Long-Term Goal or Goals here:

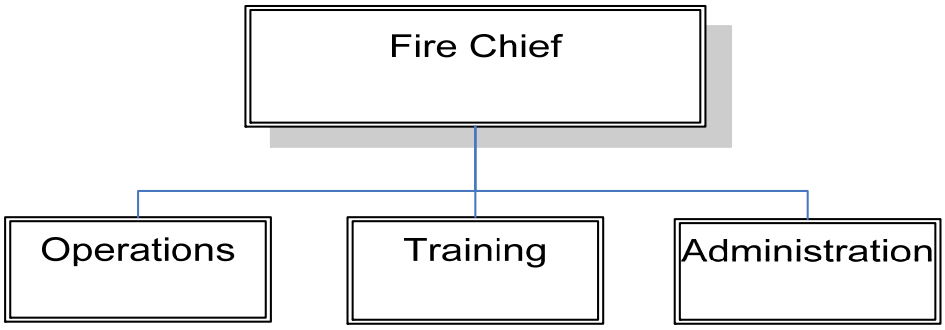
Training a minimum of 8 hours per month on tactics, equipment, and operational proficiency. This will further be accomplished by the use of live scenarios to aide in real life situations for building professionalism and proficiency.

Please list your Significant Prior Year Accomplishments:

The SWAT Team had 3 call-outs to include 1 HazMat / CBRNE Incident.

Fire Department

FIRE DEPARTMENT



Fire Department

Division Summary

The Waycross Fire Department provides protection for the lives and property of those within the City of Waycross, Georgia 24 hours a day 7 days a week. This is accomplished through fire prevention and public education, on-going employee training and education, business inspections and pre-fire planning. In the event of an emergency situation, whether man-made or natural disaster, the Waycross Fire Department will respond promptly in order to provide the necessary services or assistance for the mitigation of the emergency.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	2,847,183	2,914,246	3,041,637	2,981,134	3,170,455
Contractual Services					
Travel & Training	8,533	10,926	11,000	9,713	10,000
Other Operating Expenses	223,657	240,930	259,192	239,547	256,260
Capital Outlay	4,519	5,636	6,650	3,987	17,815
Total Expenditures	**$3,083,892**	**$3,171,737**	**$3,318,479**	**$3,234,381**	**$3,454,530**
Charges to Other Departments					
Net Expenditures	**$3,083,892**	**$3,171,737**	**$3,318,479**	**$3,234,381**	**$3,454,530**
Positions					
Full Time	54	54	54	54	54
Temporary					
Total Positions	**54**	**54**	**54**	**54**	**54**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Fire	***DEPT/UNIT:***	

Please list your Goals for your department here:

1. Implement the officer training program.
2. Implement a Driver/Engineer annual evaulation on proper operation of all Waycross Fire Dept. apparatus.
3. Update Waycross Fire Department webpage.
4. Improve fire prevention education. A) We will submit a grant for a fire safety house. B) We will be building a puppet house to have fire safety education puppet shows for small children visiting the department.

Please list your Long-Term Goal or Goals here:

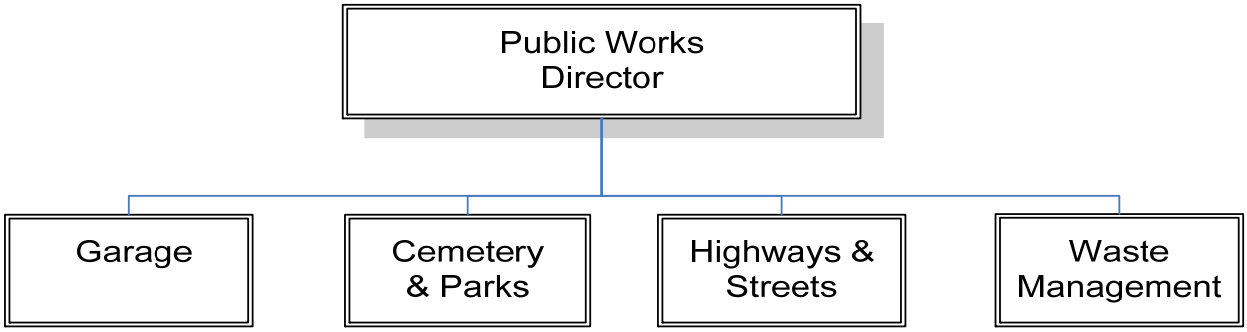
1. Replace Engine #1 (2001 Quality) and put this one as a reserve so we can surplus the E-One 1984 Engine.
2. Implement education incentive pay for college credits.
3. Develop fire prevention and safety education program for the growing senior citizen population.

Please list your Significant Prior Year Accomplishments:

1. Received an Assistance to Firefighters Grant (AFG) from the Federal Government for a DVD Training Library. The grant was for $27,060 which includes the City's 5% match.
2. Implemented the promotion pre-requisite education promotion program. To date 24 of 47 eligible members have participated in the program for over 1250 training hours.

Public Works

PUBLIC WORKS



Public Works

Division Summary

The Public Works Department is responsible for maintaining the streets, sidewalks and parks of the City. Public Works is also responsible for the administrative functions of the Waste Management , Cemetery, and City Garage departments. Below is the summary of the Administrative and Highways & Streets departments of the Public Works Division.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	812,260	837,322	880,427	871,662	920,560
Contractual Services	72,417	79,000	80,000	79,000	80,000
Travel & Training	2,704	3,399	3,700	3,399	4,100
Other Operating Expenses	303,096	328,354	347,162	355,507	370,901
Capital Outlay	8,081	9,499	0	0	600
Total Expenditures	**$1,198,557**	**$1,257,574**	**$1,311,289**	**$1,309,568**	**$1,376,161**
Charges to Other Departments					
Net Expenditures	**$1,198,557**	**$1,257,574**	**$1,311,289**	**$1,309,568**	**$1,376,161**
Positions					
Full Time	21	22	22	22	22
Temporary	2	2	2	2	2
Total Positions	**23**	**24**	**24**	**24**	**24**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Public Works	***DEPT/UNIT:***	Highways & Streets

Please list your Goals for your department here:

1. Systematically replace aging Public Works Equipment
2. Add tables & benches to City Parks
3. Enhance Christmas decorations in Millie DeShazo Park
4. Additional Palm trees along Plant Ave between Jenkins and existing trees
5. Upgrade playground equipment in parks

Please list your Long-Term Goal or Goals here:

1. Energy efficient equipment
2. Begin a curb side recycling program
3. Increase size of underground culverts and drainage
4. Relocated to new Public Compound

Please list your Significant Prior Year Accomplishments:

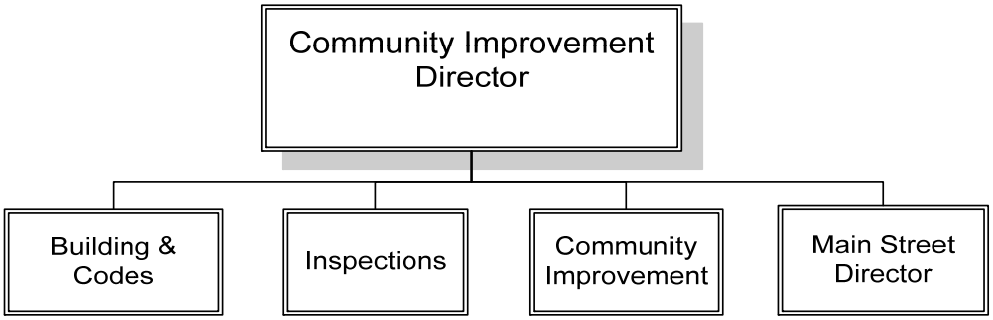
Purchase of portable chipper and mower from DOAS surplus

Removal of antiquated office at Humane Society

Edging of all sidewalks and curbs throughout the City

Community Development

COMMUNITY DEVELOPMENT



Community Improvement

Division Summary

The Department of Community Improvement consists of three divisions: Animal Control, Inspections, and Administration . The Animal Control officer is responsible for controling all unleashed animals within the City limits. The Inspections division consist of a building and code inspector, city marshal/city planner, and two code enforcement officers. Within the Administration division, all grant procedures for the City of Waycross are handled, as well as all the housing programs for the City, including the CHIP Program. Within the DCI all inspections, planning and zoning, permits, code enforcement, grants,

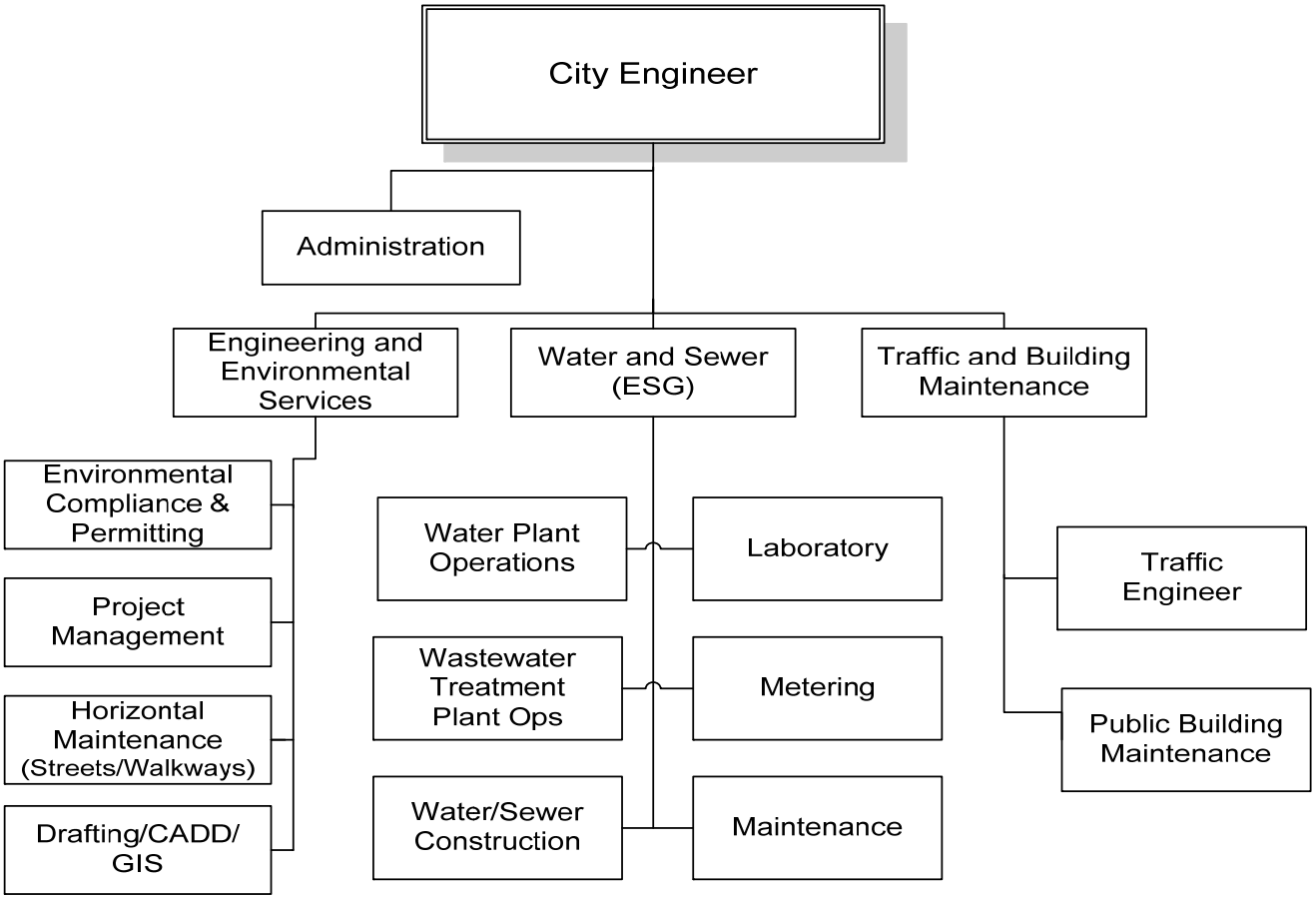
Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	314,604	283,857	349,944	331,730	385,701
Contractual Services					
Travel & Training	4,801	7,033	11,500	5,343	12,250
Other Operating Expenses	63,090	27,180	41,227	35,122	44,391
Capital Outlay	705	4,733	2,000	1,698	2,000
Total Expenditures	**$383,200**	**$322,803**	**$404,670**	**$373,893**	**$444,342**
Charges to Other Departments					
Net Expenditures	**$383,200**	**$322,803**	**$404,670**	**$373,893**	**$444,342**
Positions					
Full Time	9	6	7	7	7
Part-Time					
Total Positions	**9**	**6**	**7**	**7**	**7**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013			
DIVISION:	Community Improvement	***DEPT/UNIT:***	Inspections/Administration
Please list your Goals for your department here:			
Have all of Code Department certified in respected areas.			
To work with other departments on making plan reviews for Commercial Structures easier and faster			
Demolish 50 houses			
Continue to improve Customer service			
To find and identify all grant funding			
Training in the development area and in grant administration.			
Establish a list of the 100 worst Homes and work that list			
Need to do more extensive research to find more grants for housing and public facilities in the area			
To get more up to date training on the CDBG and CHIP Programs			
Please list your Long-Term Goal or Goals here:			
To be properly and adequately staffed and trained to provide services to citizens			
To fined and apply for more grants funding for different parts of the City.			
For everyone in the department to have knowledge of all other co-workers jobs including grants.			
Please list your Significant Prior Year Accomplishments:			
Has worked better with other departments to streamline plan reviews.			
Successfully administered the (CHIP) Grant for the City that helped and benefitted several families within the			
city by rehabilitating (5) homes and helped (4) families become first time home owners through the Down			
Payment Assistant Program.			
Also administered and overseen the (CDBG) Grant for the City in which a new Head Start and Health Center			

Engineering

ENGINEERING DEPARTMENT



Engineering

Division Summary

This division is responsible for construction inspections of water and sewer improvements and street and drainage improvements. They also handle permitting for soil erosion, storm drainage, industrial pretreatment and storm water management. Engineering is also responsible for the administrative functions of the Water and Sewer operations, Building Maintenance and Traffic

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	667,373	657,456	723,320	674,576	743,084
Contractual Services					
Travel & Training	2,228	1,962	5,300	4,367	6,400
Other Operating Expenses	421,516	461,149	517,012	502,564	517,346
Capital Outlay	70,718	57,404	51,500	47,090	47,000
Total Expenditures	**$1,161,833**	**$1,177,970**	**$1,297,132**	**$1,228,597**	**$1,313,831**
Charges to Other Departments					
Net Expenditures	**$1,161,833**	**$1,177,970**	**$1,297,132**	**$1,228,597**	**$1,313,831**
Positions					
Full Time	13	13	13	13	13
Temporary		1	1	1	1
Total Positions	**13**	**14**	**14**	**14**	**14**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	ENGINEERING	***DEPT/UNIT:***	CITY ENGINEER

Please list your Goals for your department here:

1.0	**GOAL: Achieve Progressive Improvement of City Infrastructure**
	1.1 Develop Robust Capital Improvements Program
	1.2 Secure funding options and execute programmed capital projects
2.0	**GOAL: Improve City Traffic Flow & Minimize Traffic and Pedestrian Safety Hazards**
	2.1 Continue to pursue sign, signal and lane improvements
	2.2 Continue Aggressive Sign and Signal Upgrade Program
	2.3 Achieve progressive improvement in street lighting coverage where warranted
3.0	**GOAL: Promote City Growth and Economic Development**
	3.1 Continue to Support Local Development Authority Industrial Recruitment Efforts
	3.2 Complete/refine developers' package to help citizens negotiate city permitting process
	3.3 Improve/modernize Policy, Procedures & Ordinances relating to primary city infrastructure
4.0	**GOAL: Maintain Sound Environmental Stewardship**
	4.1 Implement NPDES and drinking water permit requirements (Watershed Assessment)
	4.2 Review local discharge limits and adjust Industrial Pretreatment Permit Program. Phase-in surcharg
	4.3 Continue to maintain "Gold" compliance award eligibility for Water and Wastewater treatment facilitie
	4.4 Review and Update Ordinances to balance compliance costs with environmental risk
	4.5 Sustain on-going partnership with Satilla Riverkeeper
5.0	**GOAL: Maximize Division Productivity**
	5.1 Continue to Promote Staff Professional Development
	5.2 Matrix existing staff talent to Improve contract/project inspection pool
	5.3 Put project management tools in hands of traffic and street/drainage staff
	5.4 Evaluate project management software to track/manage work and project requirements
	5.5 Continue to Scan & Archive city maps, plats, as-built drawings
	5.6 Continue to develop/refine GIS mapping and CADD technology and exploit new applications

Please list your Long-Term Goal or Goals here:

Elevate quality of life by providing best possible primary infrastructure and service delivery for the citizens of Waycross

Please list your Significant Prior Year Accomplishments:
Managed over $2.4M in active construction of which over $1M was the product of in-house design representing some $100K in contract design cost avoidance
Completed largest public building capital program in decades ($1.2M) including WPD renovation, City Auditorium Roof, and Energy Retrofits for City Hall, Fire Dept, CIU and Water Plants
Brought most ambitous Street, Water, & Sewer Rehabilitation project in years ($804K) to completion within budget despite difficult execution along densely populated and traveled collector street (Lee Ave) and multiple bores under two multi-lane state highways. Among first projects to encompass total infrastructure rehabilitation including underground water & sewer and above ground street and drainage improvements.
Won "Gold" Compilance Awards for Water & Wastewater Treatment Plants
Despite significant staff turnover, maintained quality traffic management, signal and signage maintenace and achieved significant upgrade in staff expertise and capabilities
In partnership with CSX, completed remediation actions and achieved environmental closure along the abandoned downtown railroad right-of-way allowing Transportation Enhancement "Rails to Trails" project to proceed to design completion.
Secured DOT commitment to finance unfunded transmission line relocation costs allowing Hatcher Point Widening project to proceed to right-of-way acquisition phase and approval for Fall 2012 letting.
Commited in-house maintenance and project management staff toward a multitude of capital improvement projects at the Okefenokee Humane Society facility at Blackwell Street. Executed interior finishes for the OHS administrative office, renovated condemned out-building and oversaw significant HVAC, sewer and storm drainage improvements at the kennel building
Completed a multitude of in-house storm drainge projects throughout the city including significant improvements along 1400 and 1500 blocks of Isabella street involving replacement of some 344 feet of failed storm drain piping and reprofiling 400 feet of channels.

General Fund Non-Operating

Non-Operating

Department Summary

The Non-Operating summary includes Non-Departmental and Inter Gov

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services					
Contractual Services					
Travel & Training					
Other Operating Expenses	87,567	138,605	131,933	130,226	143,283
Capital Outlay					
Total Expenditures	**$87,567**	**$138,605**	**$131,933**	**$130,226**	**$143,283**
Charges to Other Departments	426,905	412,283	410,014	410,014	393,536
Net Expenditures	**$514,472**	**$550,888**	**$541,947**	**$540,240**	**$536,819**
Positions					
Full Time					
Temporary					
Total Positions	**0**	**0**	**0**	**0**	**0**

Enterprise Funds

Water and Sewer Fund Summary

Water & Sewer Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Utility Service Fees	5,141,730	5,168,372	5,271,300	5,187,692	5,264,184
Water/Sewer Taps	22,228	13,201	15,000	19,417	15,000
Reinstatement Charges	117,721	121,860	110,000	125,934	120,000
Loads to Disposal	201,472	183,903	130,000	219,503	150,000
Account Set Up Fee	19,995	20,025	20,000	19,650	20,000
Disconnect Fee	63,630	63,009	55,000	58,459	55,000
Sewer Fees-Satilla W/S Authority	250,870	258,371	275,000	273,631	345,000
Utility Site Rental Fees	73,251	75,567	75,000	81,717	82,000
Miscellaneous Revenue	19,693	56,511	13,600	17,623	14,500
Fund Balance			223,753	0	0
Total Revenues	**$5,910,590**	**$5,960,819**	**$6,188,653**	**$6,003,625**	**$6,065,684**
Reimb from Other Departments	0	0	0	0	0
Net Revenues	**$5,910,590**	**$5,960,819**	**$6,188,653**	**$6,003,625**	**$6,065,684**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Water & Sewer Operations	3,386,915	3,253,816	3,806,238	3,553,143	3,573,258
Non-Operating	1,101,820	1,105,457	1,106,447	1,104,948	1,042,950
Total Expenditures	**$4,488,735**	**$4,359,273**	**$4,912,685**	**$4,658,091**	**$4,616,208**
Charges to Other Departments	1,228,668	1,206,804	1,275,968	1,275,968	1,449,476
Net Expenditures	**$5,717,403**	**$5,566,077**	**$6,188,653**	**$5,934,058**	**$6,065,684**
Positions					
Full Time	0	0	0	0	0
Temporary					
Total Positions	**0**	**0**	**0**	**0**	**0**

Water and Sewer Operations

Water and Sewer Operations

Department Summary

ESG Operations, Inc.operates the Water Plant and the Wastewater Treatment Plant under an annual contract.This contractual service is monitored directly by the City Engineer. The Water Plant is responsible for supplying the citizens and guests of the City of Waycross with an adequate supply of safe drinking water. The Wastewater Treatment Plant treats residential, commercial and industrial wastewater in accordance with state and federal regulations. Other activities of this fund include the Laboratory which performs weekly tests throughout the City to ensure the safety of the water supply and performing tests on the Treatment Plant effluent to determine the quality of the wastewater being discharged into the Satilla Rivers basin. Two more activities include the reading of all water meters billed by the City and the maintenance of the water and sewer infrastructure.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	0	0	0	0	0
Contractual Services	2,366,299	2,427,780	2,474,220	2,440,566	2,499,300
Travel & Training	0	0	0	0	0
Other Operating Expenses	405,698	392,664	428,332	390,041	437,521
Capital Outlay	614,918	433,372	903,686	722,535	636,437
Total Expenditures	**$3,386,915**	**$3,253,816**	**$3,806,238**	**$3,553,143**	**$3,573,258**
Charges to Other Departments					
Net Expenditures	**$3,386,915**	**$3,253,816**	**$3,806,238**	**$3,553,143**	**$3,573,258**
Positions					
Full Time	0	0	0	0	0
Temporary					
Total Positions	**0**	**0**	**0**	**0**	**0**

Water and Sewer Non-Operating

Non-Operating

Department Summary

The Non-Operating summary includes Non-Department and Inter Governmental Expenditures.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services					
Contractual Services					
Travel & Training					
Other Operating Expenses	1,101,820	1,105,457	1,106,447	1,104,948	1,042,950
Capital Outlay					
Total Expenditures	**$1,101,820**	**$1,105,457**	**$1,106,447**	**$1,104,948**	**$1,042,950**
Charges to Other Departments	1,228,668	1,206,804	1,275,968	1,275,968	1,449,476
Net Expenditures	**$2,330,488**	**$2,312,261**	**$2,382,415**	**$2,380,916**	**$2,492,426**
Positions					
Full Time					
Temporary					
Total Positions					

Waste Management Fund Summary

Waste Management Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Residential Garbage Fees	885,039	872,883	878,736	861,420	878,736
Trash Collection Fees	506,358	499,013	505,065	493,100	505,065
Reinstatement Fees	35,797	37,492	37,000	38,681	37,000
Miscellaneous Revenue	571	0	0	0	0
Garbage Container Violation	165	0	100	0	100
Container Deposits	3,835	4,600	4,000	5,600	5,000
Special Collections	5,745	6,385	5,000	6,094	5,000
Disconnect Fee	21,210	21,026	20,000	19,486	20,000
Reimb: General Fund	0	0	0	0	0
Total Revenues	**$1,458,719**	**$1,441,399**	**$1,449,901**	**$1,424,382**	**$1,450,901**
Reimb from Other Departments					
Net Revenues	**$1,458,719**	**$1,441,399**	**$1,449,901**	**$1,424,382**	**$1,450,901**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Garbage/Yard Trash Collection	1,302,888	1,307,529	1,384,535	1,382,029	1,308,147
Brown/White Goods	7,212	4,929	10,000	7,864	48,600
Recyclable Collection	0	0	0	0	0
Landfill Closure	18,455	14,925	24,000	13,910	17,000
Non-Operating	0	0	0	0	0
Total Expenditures	**$1,328,555**	**$1,327,383**	**$1,418,535**	**$1,403,803**	**$1,373,747**
Charges to Other Departments	32,095	31,199	31,366	31,366	77,154
Net Expenditures	**$1,360,650**	**$1,358,583**	**$1,449,901**	**$1,435,169**	**$1,450,901**
Positions					
Full Time	8	7	7	7	7
Temporary					
Total Positions	**8**	**7**	**7**	**7**	**7**

Garbage & Trash Collection

Garbage & Trash Collection

Department Summary

The Waste Management Fund is under the supervision of the Public Works Director. Collection and disposal of residential and commercial garbage is handled under a contract with Southland Waste. Yard trash is collected bi-weekly by city employees.

Expenditure Summary:

Categories of Expenditures	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	274,200	269,147	273,218	263,547	301,127
Contractual Services	713,844	714,025	728,112	728,112	520,800
Travel & Training	0	0	0	0	0
Other Operating Expenses	369,836	371,031	438,771	443,586	613,974
Capital Outlay	2,770	4,380	9,800	-76	15,000
Total Expenditures	**$1,360,650**	**$1,358,583**	**$1,449,901**	**$1,435,169**	**$1,450,901**
Charges to Other Departments					
Net Expenditures	**$1,360,650**	**$1,358,583**	**$1,449,901**	**$1,435,169**	**$1,450,901**
Positions					
Full Time	8	7	7	7	7
Temporary					
Total Positions	**8**	**7**	**7**	**7**	**7**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Public Works	***DEPT/UNIT:***	Dept #: Waste Mang 540

Please list your Goals for your department here:

1. Efficiently remove all yard debris placed curbside by residents
1. Better educate citizens on what is and isn't considered "yard trash"
3. Efficiently and smoothly transition from City removal of Yard debris to contractor weekly removal

Please list your Long-Term Goal or Goals here:

1. Build new Garage bays at Armory and relocate Waste Management operations to new location
2. Develop a compost program to help dispose of ground yard debris

Please list your Significant Prior Year Accomplishments:

Worked with contractors to grind all City biodegradable yard waste

Disposed of all ground materials

Special Revenue Funds

Cemetery Fund Summary

Cemetery Fund

This department is under the Public Works Director's supervision. Responsibilities include maintaining all cemeteries within the city. The sale of cemetery lots as well as issuing monument and burial permits is handled by this department.

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Sales: Cemetery Lots	42,450	37,250	50,000	51,000	50,000
Interment Fees	60,650	64,892	65,000	60,775	60,000
Monument & Transfer Fees	9,163	8,937	10,000	10,979	10,000
Reimb: General Fund	0	0	0	0	60,572
Miscellaneous Revenue	236	0	0	0	0
Reimb Cemetery Trust Fund	0	0	21,373	0	25,960
Total Revenues	**$112,499**	**$111,079**	**$146,373**	**$122,754**	**$206,532**
Reimb from Other Departments					
Net Revenues	**$112,499**	**$111,079**	**$146,373**	**$122,754**	**$206,532**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	37,000	37,405	39,810	39,455	100,525
Contractual Services	20,204	34,079	40,000	28,428	40,000
Travel & Training	0	0	0	0	0
Other Operating Expenses	57,461	52,685	54,802	54,321	55,486
Capital Outlay	0	0	0	0	0
Total Expenditures	**$114,665**	**$124,169**	**$134,611**	**$122,204**	**$196,011**
Charges to Other Departments	12,035	11,700	11,762	11,762	10,521
Net Expenditures	**$126,700**	**$135,869**	**$146,373**	**$133,966**	**$206,532**
Positions					
Full Time	1	1	1	1	2
Temporary					
Total Positions	**1**	**1**	**1**	**1**	**2**

WPD Information Technology Fund Summary

WPD Information Technology Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
All Funds Contributions	26,384	21,973	28,000	20,581	18,000
Total Revenues	**$26,384**	**$21,973**	**$28,000**	**$20,581**	**$18,000**
Reimb from Other Departments					
Net Revenues	**$26,384**	**$21,973**	**$28,000**	**$20,581**	**$18,000**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Computers/Equipment	22,883	24,736	28,000	23,105	18,000
Total Expenditures	**$22,883**	**$24,736**	**$28,000**	**$23,105**	**$18,000**
Charges to Other Departments					
Net Expenditures	**$22,883**	**$24,736**	**$28,000**	**$23,105**	**$18,000**
Positions					
Full Time					
Temporary					
Total Positions					

Hotel/Motel Fund Summary

Hotel/Motel Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Hotel/Motel Revenues	237,631	305,442	300,000	283,118	300,000
Total Revenues	**$237,631**	**$305,442**	**$300,000**	**$283,118**	**$300,000**
Reimb from Other Departments					
Net Revenues	**$237,631**	**$305,442**	**$300,000**	**$283,118**	**$300,000**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Chamber of Comm T & C Bureau	94,916	121,070	120,000	113,587	0
Tourism/Promotional Expenditures					120,000
Reimburse General Fund	142,578	181,605	180,000	170,380	180,000
Total Expenditures	**$237,495**	**$302,675**	**$300,000**	**$283,967**	**$300,000**
Charges to Other Departments					
Net Expenditures	**$237,495**	**$302,675**	**$300,000**	**$283,967**	**$300,000**
Positions					
Full Time					
Temporary					
Total Positions					

Special Purpose Local Option Sales Tax 2008

SPLOST 2008

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
SPLOST Revenues	1,645,485	1,921,188	1,692,000	2,112,419	1,900,000
Fund Balance					875,000
Total Revenues	**$1,645,485**	**$1,921,188**	**$1,692,000**	**$2,112,419**	**$2,775,000**
Reimb from Other Departments					
Net Revenues	**$1,645,485**	**$1,921,188**	**$1,692,000**	**$2,112,419**	**$2,775,000**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Engineering Roads and Streets	241,599	972,987	782,000	672,117	750,000
Police Department Project	13,168	607,361	293,626	293,626	0
Fire and Special Purpose Vehicles	0	28,541	0	0	300,000
Property Acquisition & Demolition	0	0	75,000	396	75,000
Water/Sewer Rehab & Expansion	0	30,483	0	0	0
Information Technology	50,142	2,480	15,000	2,980	0
DWDA Projects		0	0	0	0
Public Works Facility/Armory			426,374	0	150,000
Rehab City Auditorium	19,500	124,478	100,000	65,465	1,500,000
Total Expenditures	**$324,410**	**$1,766,329**	**$1,692,000**	**$1,034,582**	**$2,775,000**
Charges to Other Departments					
Net Expenditures	**$324,410**	**$1,766,329**	**$1,692,000**	**$1,034,582**	**$2,775,000**
Positions					
Full Time					
Temporary					
Total Positions					

Internal Service Funds

Garage Fund Summary

Garage Fund

The Garage Fund is under the supervision of the Public Works Director. The mission of the garage is to service and repair all vehicles and equipment owned or contractually supported by the city of Waycross. To perform preventive maintenance and to uphold the fleet program is another responsibility of the City Garage.

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
All Funds Contributions	401,183	384,164	392,070	392,074	350,699
Miscellaneous Revenue					
Total Revenues	**$401,183**	**$384,164**	**$392,070**	**$392,074**	**$350,699**
Reimb from Other Departments					
Net Revenues	**$401,183**	**$384,164**	**$392,070**	**$392,074**	**$350,699**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	318,483	317,631	339,594	332,294	297,161
Contractual Services					
Travel & Training	931	115	1,105	0	1,050
Other Operating Expenses	68,000	39,500	51,371	49,147	52,488
Capital Outlay	9,499	0	0	0	0
Total Expenditures	**$396,913**	**$357,246**	**$392,070**	**$381,441**	**$350,699**
Charges to Other Departments					
Net Expenditures	**$396,913**	**$357,246**	**$392,070**	**$381,441**	**$350,699**
Positions					
Full Time	7	7	7	7	6
Temporary	0	0	0	0	0
Total Positions	**7**	**7**	**7**	**7**	**6**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Public Works	***DEPT/UNIT:***	Garage

Please list your Goals for your department here:

1. Enclose shelter where old fueling system was located to move Heavy Equipment repairs inside out of weather

2. Explore ways to reduce fuel consumption thru new technology

3. Install Paint booth to allow for better ventilation due to new regulations with oil based paint

Please list your Long-Term Goal or Goals here:

1. Build new Garage bays at Armory and relocate Garage operations to new location

2. Purchase and install portable Heavy equipment 30 ton lift to increase productivity.

Please list your Significant Prior Year Accomplishments:

Public Service vehicles were serviced in a timely manner, no complaints were filed

Two (2) semi loads of tires were disposed of

All Heavy equipment was maintained

Data Processing Fund Summary

Data Processing Fund

The Data Processing Fund is supervised by the Finance Director. The responsibility of this department is to carry out all accounting and general ledger entries, balancing bank statements, utility billing functions, and fixed asset requirements.

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
All Funds Contributions	332,017	321,814	278,848	278,848	291,234
All Funds Reimb-IT Exp	33,073	33,073	33,120	33,120	33,120
Miscellaneous Revenue					
Total Revenues	**$365,090**	**$354,887**	**$311,968**	**$311,968**	**$324,354**
Reimb from Other Departments					
Net Revenues	**$365,090**	**$354,887**	**$311,968**	**$311,968**	**$324,354**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	219,980	191,340	200,737	199,810	211,755
Contractual Services		36,943	0	0	0
Travel & Training	2,152	1,797	2,000	1,443	2,000
Other Operating Expenses	106,750	100,173	103,231	92,240	104,599
Capital Outlay	8,659	4,466	6,000	3,588	6,000
Total Expenditures	**$337,541**	**$334,720**	**$311,968**	**$297,080**	**$324,354**
Charges to Other Departments					
Net Expenditures	**$337,541**	**$334,720**	**$311,968**	**$297,080**	**$324,354**
Positions					
Full Time	5	4	4	4	4
Temporary	0	0	0	0	0
Total Positions	**5**	**4**	**4**	**4**	**4**

GOALS, LONG-TERM GOALS AND SIGNIFICANT PRIOR YEAR ACCOMPLISHMENTS FOR FISCAL YEAR 2013

DIVISION:	Finance	***DEPT/UNIT:***	Data Processing

Please list your Goals for your department here:

1. Focus on Cross-Training on Fund Management, Utility Billing and Budget Software
2. Train and upgrade to the new web Fund Management software with ADG.

Please list your Long-Term Goal or Goals here:

1. Completely upgrade all applications we currently have with our software vendor (ADG) to their new web versions.
2. Purchase the On-Line Requisition software to eliminate our paper needs.
3. Purchase the On-Line Payment software so customers can pay Utility Bill, Permits, and Business License on-line.

Please list your Significant Prior Year Accomplishments:

1. Migrated the old web server over to a new server to improve security.
2. Received the GFOA Budget Distingushed Budget Award for Budget Year 2012.
3. Upgraded the Utility Billing software to the new Web Version with ADG.

Public Buildings Fund Summary

Public Buildings Fund

The Public Buildings Fund is supervised by the City Engineer. The responsibility of this department is to maintain and upkeep of all buildings and facilities used by the City. This department also assist the Traffic Engineering Department when needed to block roads or assist with unexpected circumstances.

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
All Funds Contributions	100,699	98,125	100,340	100,340	102,469
Miscellaneous Revenue					
Total Revenues	**$100,699**	**$98,125**	**$100,340**	**$100,340**	**$102,469**
Reimb from Other Departments					
Net Revenues	**$100,699**	**$98,125**	**$100,340**	**$100,340**	**$102,469**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Personal Services	70,899	71,217	81,213	79,642	83,992
Contractual Services					
Travel & Training	358	60	560	0	560
Other Operating Expenses	14,884	16,773	18,567	17,596	17,917
Capital Outlay	0	0	0	0	0
Total Expenditures	**$86,142**	**$88,050**	**$100,340**	**$97,238**	**$102,469**
Charges to Other Departments					
Net Expenditures	**$86,142**	**$88,050**	**$100,340**	**$97,238**	**$102,469**
Positions					
Full Time	2	2	2	2	2
Temporary					
Total Positions	**2**	**2**	**2**	**2**	**2**

Liability Insurance Fund Summary

Liability Insurance Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
All Funds Contributions	237,441	204,998	205,000	206,104	206,000
Miscellaneous Revenue	0	0	0	0	0
Total Revenues	**$237,441**	**$204,998**	**$205,000**	**$206,104**	**$206,000**
Reimb from Other Departments					
Net Revenues	**$237,441**	**$204,998**	**$205,000**	**$206,104**	**$206,000**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Premium Auto	41,994	40,468	45,000	41,572	45,000
Premium Liability	97,546	96,197	100,000	102,385	103,000
Premium Property	15,067	16,799	20,000	22,132	23,000
Claims Payment	4,699	38,584	40,000	28,099	35,000
Reserve					
Total Expenditures	**$159,306**	**$192,048**	**$205,000**	**$194,188**	**$206,000**
Charges to Other Departments					
Net Expenditures	**$159,306**	**$192,048**	**$205,000**	**$194,188**	**$206,000**
Positions					
Full Time					
Temporary					
Total Positions					

Health Insurance Fund Summary

Health Insurance Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
City Premium	1,078,983	1,050,878	1,313,886	1,313,786	1,360,626
Interest	738	0	0	0	0
Miscellaneous Revenue	113	274	0	0	0
Employee Premiums	408,860	401,864	390,000	382,701	390,000
Retired Premiums	19,138	19,293	21,180	20,071	20,000
Group Life	18,541	19,773	19,286	19,430	22,000
Reserve for Claims					
Total Revenues	**$1,526,374**	**$1,492,081**	**$1,744,352**	**$1,735,988**	**$1,792,626**
Reimb from Other Departments					
Net Revenues	**$1,526,374**	**$1,492,081**	**$1,744,352**	**$1,735,988**	**$1,792,626**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Health Claims	1,561,420	1,456,594	1,425,289	1,773,370	1,460,256
Administration Fees	265,341	282,700	300,000	349,136	312,000
Life Insurance	18,542	20,318	19,063	19,123	20,370
Total Expenditures	**$1,845,303**	**$1,759,612**	**$1,744,352**	**$2,141,630**	**$1,792,626**
Charges to Other Departments					
Net Expenditures	**$1,845,303**	**$1,759,612**	**$1,744,352**	**$2,141,630**	**$1,792,626**
Positions					
Full Time					
Temporary					
Total Positions					

Retirement Fund Summary

Retirement Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Interest					
Retirement Contribution	859,614	924,059	1,123,227	937,978	1,327,895
Miscellaneous Revenue					
Total Revenues	**$859,614**	**$924,059**	**$1,123,227**	**$937,978**	**$1,327,895**
Reimb from Other Departments					
Net Revenues	**$859,614**	**$924,059**	**$1,123,227**	**$937,978**	**$1,327,895**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Retirement Payments	859,337	881,932	1,123,227	932,995	1,327,895
Fund Balance					
Total Expenditures	**$859,337**	**$881,932**	**$1,123,227**	**$932,995**	**$1,327,895**
Charges to Other Departments					
Net Expenditures	**$859,337**	**$881,932**	**$1,123,227**	**$932,995**	**$1,327,895**
Positions					
Full Time					
Temporary					
Total Positions					

Worker's Compensation Fund Summary

Worker's Compensation Fund

Revenues

Revenue Summary:

Categories of Revenues	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
All Funds Contributions	357,695	458,091	294,982	426,039	300,000
Miscellaneous Revenue					
Total Revenues	**$357,695**	**$458,091**	**$294,982**	**$426,039**	**$300,000**
Reimb from Other Departments					
Net Revenues	**$357,695**	**$458,091**	**$294,982**	**$426,039**	**$300,000**

Expenditures

Expenditure Summary:

Categories of Divisions	FY 2010 Actual	FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget
Expenditure for Claims	185,828	349,398	209,982	449,615	215,000
Administration Cost	74,273	56,463	85,000	65,030	85,000
Reserve for Claims	0	0	0	0	0
Total Expenditures	**$260,101**	**$405,861**	**$294,982**	**$514,645**	**$300,000**
Charges to Other Departments					
Net Expenditures	**$260,101**	**$405,861**	**$294,982**	**$514,645**	**$300,000**
Positions					
Full Time					
Temporary					
Total Positions					

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DETAIL BY LINE ITEM and DEPARTMENT DUTIES

General Fund Revenue

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-31-1100	Current Year Adv Tax	2,673,027	2,870,421	3,100,000	2,883,575	3,100,000
100-31-1120	Timber Tax	151	470	0	0	0
100-31-1200	Prior Year Adv Tax (1)	97,242	189,884	113,000	81,417	100,000
100-31-1201	Prior Year Adv Tax (2)	12,846	37,272	15,000	13,159	15,000
100-31-1202	Prior Year Adv Tax (3)	5,174	11,892	5,000	1,586	5,000
100-31-1203	Prior Year Adv Tax (4)	1,203	14,620	5,000	808	5,000
100-31-1204	Prior Year Adv Tax (5)	1,134	227,263	1,200	388	1,200
100-31-1205	All Prior Year Taxes	21,222	0	500	0	500
100-31-1310	Motor Vehicle/Mobile Homes	208,920	242,940	243,000	225,985	243,000
100-31-1350	Railroad Equipment Tax	55,833	64,346	64,000	68,591	64,000
100-31-1600	Real Estate Tax-Intangible	14,973	13,377	15,000	13,416	15,000
100-31-1700	Utility Franchise Tax	1,218,501	1,286,507	1,300,000	1,327,145	1,350,000
100-31-3100	Local Option Sales Tax	3,099,140	3,225,746	3,347,400	3,451,968	3,480,000
100-31-4100	Hotel/Motel Tax	142,578	181,605	180,000	170,380	180,000
100-31-4300	Mixed Drink Tax	13,807	16,669	15,000	15,361	16,000
100-31-6100	Business License	639,055	677,526	755,000	717,810	755,000
100-31-6200	Insurance Tax	850,109	825,403	850,000	687,100	690,000
100-31-9100	Current Year Adv Tax Interest	25,157	187,063	24,000	29,148	24,000
	Total City Taxes	**9,080,073**	**10,073,004**	**10,033,100**	**9,687,836**	**10,043,700**
100-32-1100	Liquor & Wine Tax	31,732	36,988	36,600	35,642	36,600
100-32-1110	Beer Tax	222,470	223,469	219,261	214,006	220,000
	Alcohol Wbolesale Tax	**254,202**	**260,457**	**255,861**	**249,648**	**256,600**
100-32-2120	Building Permits	48,488	50,996	43,000	31,895	42,000
100-32-2125	Fire Inspections Permits	858	246	1,300	100	1,000
100-32-2130	Plumbing Permits	4,345	3,492	3,600	3,225	3,000
100-32-2140	Electrical Permits	7,821	9,487	7,000	9,070	9,000
100-32-2160	Mechanical Permits	4,299	6,734	6,000	3,572	6,000
100-32-2175	Manufactured Home Permit	200	598	1,000	558	500
100-32-2190	County Inspection Fees	0	0	0	0	0
100-32-2220	House Moving Permits	75	75	300	305	300
100-32-2230	Signs Permits	485	0	1,000	3,870	1,000
100-32-2990	Miscellaneous Permits	0	0	300	0	300
	Total Code Enforcement	**66,571**	**71,629**	**63,500**	**52,596**	**63,100**
100-33-3000	Housing Authority in Lieu of Taxes	25,818	29,710	30,000	25,857	26,000
	Total Intragovernmental	**25,818**	**29,710**	**30,000**	**25,857**	**26,000**

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-34-1300	Planning & Development	800	0	1,000	0	0
100-34-1390	Variance Fees	2,105	360	1,300	960	1,300
100-34-1391	Special Exception Fees	0	0	500	0	500
100-34-1392	Rezoning Fees	450	1,062	500	720	700
100-34-1393	Administrative Review Fee	0	0	0	0	0
100-34-1395	Sub-Division Fees	0	0	100	0	100
100-34-1396	Miscellaneous Permits & Fees	4,380	3,313	3,500	3,387	5,000
100-34-1397	Demolition Permits	625	1,275	2,500	825	2,500
100-34-1398	Vacancy Inspection Fees	3,620	4,180	3,500	3,891	3,500
100-34-1400	Printing/Duplication Code, Zoning, etc.	136	170	500	146	500
100-34-1910	Election Qualifying Fee	720	0	0	1,020	0
100-34-3110	Driveways & Culverts Revenue	1,939	461	3,000	439	3,000
	Total Miscellaneous Fees	**14,775**	**10,820**	**16,400**	**11,388**	**17,100**
100-34-2000	Reimb: Housing Authority	62,207	13,840	0	0	0
100-34-2101	Reimb: Board of Education SRO	153,255	117,545	110,000	91,626	110,000
100-34-2102	Fire and Burglar Alarms Fees	-140	0	0	0	0
100-34-2901	Miscellaneous Police Fees	32,842	31,110	30,000	26,751	30,000
	Total Miscellaneous Police Revenue	**248,164**	**162,495**	**140,000**	**118,378**	**140,000**
100-34-9901	Channel 42 Broadcasting Fees	606	389	0	177	500
100-34-9902	Channel 42 City Revenue	18,552	20,299	18,000	18,831	19,000
100-34-9903	Channel 42 Split Revenue	42	30	1,000	0	0
100-34-9906	Channel 42 Video Tape Copies	30	0	0	28	0
	Total Channel 42 Revenue	**19,230**	**20,718**	**19,000**	**19,036**	**19,500**
100-35-1170	Municipal Court Fines & Forfeitures	541,378	423,752	520,000	538,158	520,000
100-35-1171	Municipal Court Probationary Fees	9,114	8,554	10,000	11,935	10,000
100-35-1172	Municipal Court Attorney Fees	1,722	19,414	20,000	20,129	20,000
	Total Fines & Forfeiture Revenue	**552,214**	**451,719**	**550,000**	**570,222**	**550,000**
100-36-1000	Cash-in-Bank Interest Earned	0	586	0	5	0
100-36-1011	Bond Deposit Interest	796	552	1,000	482	1,000
100-36-1500	Interest Public Funds	4,458	2,216	4,000	1,006	4,000
	Total Interest Income	**5,254**	**3,354**	**5,000**	**1,493**	**5,000**
100-38-1000	Rental Income	13	0	100	0	100
100-38-9000	Miscellaneous Receipts	9,609	654	10,000	1,201	10,000
100-38-9010	Misc. GEMA Reimbursements	0	0	0	0	0
100-38-9900	Surplus Property Sales	24,102	30,358	40,000	21,491	40,000
	Total Miscellaneous Revenue	**33,724**	**31,011**	**50,100**	**22,692**	**50,100**
100-39-1200	Reimb: Water & Sewer Fund	871,822	863,733	963,733	963,733	1,130,973
100-39-1201	Reimb: Special Purpose Sales Tax Fd	106,120	84,111	250,000	53,905	250,000
100-39-1202	Reimb: Cemetery Fund	25,845	25,845	25,845	25,845	25,845
100-39-1207	Reimb: Waste Management	197,218	197,218	222,218	222,218	291,620
100-39-1209	Reimb: Community Improvement	46,618	0	55,000	0	55,000
100-39-1210	Fund Balance	0	0	40,936	0	36,715
	Total Reimbursements	**1,247,623**	**1,170,907**	**1,557,732**	**1,265,701**	**1,790,153**
TOTAL GENERAL FUND REVENUES		**11,547,648**	**12,285,825**	**12,720,693**	**12,024,848**	**12,961,253**

General Fund Expenditures

Executive Division

Mayor

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-1-310-30-1100	Salaries	8,102	8,102	8,102	8,102	8,102
100-51-1-310-30-2200	Social Security	620	620	620	620	620
100-51-1-310-30-2400	Retirement	988	1,092	1,305	1,305	1,529
100-51-1-310-30-2700	Worker's Comp	1,690	1,690	1,398	1,398	1,422
	Personal Services	**11,399**	**11,503**	**11,425**	**11,424**	**11,673**
100-52-1-310-30-3100	Liability Insurance	1,233	1,107	1,104	1,104	1,087
100-52-1-310-30-3200	Communication	659	337	480	247	480
100-52-1-310-30-3500	Business Travel	3,000	4,068	3,500	2,310	3,500
100-52-1-310-30-3600	Dues & Subscription	30	713	700	735	735
100-52-1-310-30-3700	Business Training	1,131	1,935	2,500	585	2,500
100-53-1-310-30-1100	General Operating	1,010	1,940	1,770	2,684	3,980
100-53-1-310-30-1270	Gas	500	0	0	0	0
100-57-1-310-30-9000	Contingency	657	391	1,000	456	1,000
	Operating Expenses	**8,219**	**10,490**	**11,054**	**8,121**	**13,282**
TOTAL MAYOR		**19,618**	**21,993**	**22,479**	**19,545**	**24,955**

Commissioners

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-1-110-31-1100	Salaries	30,066	30,066	30,000	30,297	30,000
100-51-1-110-31-2200	Social Security	2,300	2,300	2,295	2,318	2,295
100-51-1-110-31-2400	Retirement	3,657	4,044	4,833	4,833	5,666
100-51-1-110-31-2700	Worker's Comp	8,448	8,448	6,990	6,990	7,109
	Personal Services	**44,472**	**44,859**	**44,118**	**44,438**	**45,070**
100-52-1-110-31-3100	Liability Insurance	3,860	3,382	3,382	3,382	3,270
100-52-1-110-31-3200	Communication	1,750	0	0	0	0
100-52-1-110-31-3500	Business Travel	6,746	9,114	0	0	0
100-52-1-110-31-3510	Travel/Train Dist#1			5,000	3,882	5,000
100-52-1-110-31-3520	Travel/Train Dist#2			5,000	3,843	5,000
100-52-1-110-31-3530	Travel/Train Dist#3			5,000	4,798	5,000
100-52-1-110-31-3540	Travel/Train Dist#4			5,000	1,881	5,000
100-52-1-110-31-3550	Travel/Train Dist#5			5,000	4,220	5,000
100-52-1-110-31-3600	Dues & Subscription	2,532	4,064	4,000	3,576	4,000
100-52-1-110-31-3700	Business Training	6,417	10,298	0	0	0
100-53-1-110-31-1100	General Operating	4,804	10,228	10,500	9,208	20,400
100-53-1-110-31-1270	Gas	2,500	0	0	0	0
100-57-1-110-31-9000	Contingency	860	2,337	5,000	1,328	5,000
	Operating Expenses	**29,470**	**39,423**	**47,882**	**36,116**	**57,670**
TOTAL COMMISSIONERS		**73,942**	**84,282**	**92,000**	**80,554**	**102,740**

Elections

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-52-1-530-73-1200	Professional Services	11,730	161	21,710	21,879	1,500
100-53-1-530-73-1100	General Operating	75	0	200	31	
TOTAL ELECTIONS		**11,805**	**161**	**21,910**	**21,909**	**1,500**

City Attorney

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-52-1-530-74-1200	Professional Services	59,664	59,951	60,356	60,656	62,469
100-52-1-530-74-3500	Business Travel	0	0	0	0	
TOTAL CITY ATTORNEY		**59,664**	**59,951**	**60,356**	**60,656**	**62,469**

City Auditor

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-52-1-560-75-1200	Professional Services	47,500	47,500	47,500	47,500	47,500
TOTAL CITY AUDITOR		**47,500**	**47,500**	**47,500**	**47,500**	**47,500**

Municipal Court Judge

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-52-2-650-76-1200	Professional Services	75,252	71,998	73,600	74,213	73,600
TOTAL MUNICIPAL COURT JUDGE		**75,252**	**71,998**	**73,600**	**74,213**	**73,600**

City Manager

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-1-320-32-1100	Salaries	156,292	134,878	148,048	147,948	154,781
100-51-1-320-32-2100	Health Insurance	12,023	10,723	13,139	13,139	13,272
100-51-1-320-32-2101	Life Insurance	415	407	411	411	449
100-51-1-320-32-2200	Social Security	11,580	9,514	11,326	11,191	11,841
100-51-1-320-32-2400	Retirement	19,161	19,889	23,851	23,851	29,234
100-51-1-320-32-2700	Workers' Comp. Ins.	3,379	3,379	2,796	2,796	2,844
	Personal Services	**202,850**	**178,790**	**199,570**	**199,336**	**212,421**
100-52-1-320-32-1200	Professional Services	0	67	3,000	0	3,000
100-52-1-320-32-1300	Maint./Tech. Service	198	0	250	200	0
100-52-1-320-32-2320	Lease Purchase			1,125	592	1,125
100-52-1-320-32-3100	Liability Insurance	1,544	1,353	1,353	1,353	1,308
100-52-1-320-32-3200	Communication	2,776	2,257	3,000	2,303	2,500
100-52-1-320-32-3500	Business Travel	550	2,738	3,000	4,871	3,500
100-52-1-320-32-3600	Dues & Subscriptions	540	1,384	1,000	1,125	1,500
100-52-1-320-32-3700	Business Training	4,350	2,337	3,500	675	3,500
100-53-1-320-32-1100	General Operating	2,480	2,673	2,500	3,626	3,000
100-53-1-320-32-1270	Gas	0	0	0	0	0
100-53-1-320-32-1300	Employee Appreciatio	0	0	0	0	0
100-53-1-320-32-1600	Small Equipment	0	0	0	0	0
100-55-1-320-32-1200	Reimb: DP IT Expens	2,516	716	662	662	662
100-57-1-320-32-9000	Contingency	716	2,346	9,783	9,132	4,000
	Operating Expenses	**15,670**	**15,870**	**29,173**	**24,540**	**24,095**
TOTAL CITY MANAGER		**218,519**	**194,660**	**228,743**	**223,876**	**236,516**

Channel 42

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-1-570-33-1100	Salaries	2,091	3,035	52,939	52,351	68,862
100-51-1-570-33-1300	Overtime			0	0	1,000
100-51-1-570-33-2100	Health Insurance			6,569	6,569	6,821
100-51-1-570-33-2101	Life Insurance			164	164	176
100-51-1-570-33-2200	Social Security	160	231	5,205	3,762	5,344
100-51-1-570-33-2400	Retirement			9,597	9,597	11,409
100-51-1-570-33-2700	Workers' Comp. Ins.	1,690	1,690	2,796	2,796	2,844
	Personal Services	**3,940**	**4,956**	**77,270**	**75,239**	**96,457**
100-52-1-570-33-1200	Professional Services			8,494	8,493	0
100-52-1-570-33-1300	Maint./Tech. Service			1,000	18	1,000
100-52-1-570-33-2320	Lease Payments			7,912	0	0
100-52-1-570-33-3100	Liability Insurance	1,233	430	1,200	1,104	1,741
100-52-1-570-33-3200	Communication	937	1,018	1,100	1,006	1,500
100-52-1-570-33-3500	Business Travel			1,000		500
100-52-1-570-33-3600	Dues & Subscriptions			0	0	500
100-52-1-570-33-3700	Business Training			1,000	0	500
100-52-1-570-33-3850	Contract Labor	29,568	29,331	10,661	10,661	0
100-53-1-570-33-1100	General Operating	169	56	2,500	1,153	2,500
100-53-1-570-33-1270	Gas			1,000	0	1,000
100-53-1-570-33-1600	Small Equipment	178	145	1,500	1,328	1,000
100-55-1-570-33-1200	Reimb: DP IT Expens	358	358	331	331	331
100-55-1-570-33-1300	Garage M & R			1,000	0	2,000
100-57-1-570-33-9000	Contingency			1,000	0	1,000
	Operating Expense	**32,443**	**31,338**	**39,698**	**24,095**	**13,572**
100-54-1-570-33-2200	Vehicle Purchase			0	0	0
100-54-1-570-33-2400	Computers/Printers			1,200	1,200	0
100-54-1-570-33-2500	Equipment			5,000	3,615	8,000
	Capital Outlay	**0**	**0**	**6,200**	**4,815**	**8,000**
TOTAL CHANNEL 42/IT OPERATION		**36,383**	**36,294**	**123,168**	**104,149**	**118,029**
TOTAL EXECUTIVE DIVISION		**542,683**	**516,840**	**669,756**	**632,403**	**667,310**

Finance

Finance Administration

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-1-515-34-1100	Salaries	169,610	176,649	178,489	170,232	162,408
100-51-1-515-34-1300	Overtime	205	348	300	410	300
100-51-1-515-34-2100	Health Insurance	21,446	21,447	26,278	26,278	27,285
100-51-1-515-34-2101	Life Insurance	448	469	500	500	475
100-51-1-515-34-2200	Social Security	12,443	12,950	13,677	12,769	12,447
100-51-1-515-34-2400	Retirement	20,690	22,928	28,755	28,755	30,675
100-51-1-515-34-2700	Worker's Comp. Ins.	6,759	6,759	5,592	5,592	5,687
	Personal Services	**231,600**	**241,549**	**253,590**	**244,537**	**239,278**
100-52-1-515-34-1300	Maint./Tech. Service	0	0	500	423	1,000
100-52-1-515-34-2320	Lease Purchase	1,403	1,530	510	383	0
100-52-1-515-34-3100	Liability Insurance	3,088	2,705	2,705	2,705	2,616
100-52-1-515-34-3200	Communication	2,662	2,607	3,000	2,652	3,000
100-52-1-515-34-3400	Municipal Code Supp.	4,479	4,999	5,000	2,467	5,000
100-52-1-515-34-3500	Business Travel	1,000	1,397	2,000	1,234	1,500
100-52-1-515-34-3600	Dues & Subscriptions	192	418	750	222	750
100-52-1-515-34-3700	Business Training	1,136	310	1,000	747	1,000
100-53-1-515-34-1100	General Operating	2,489	2,859	3,950	4,346	3,000
100-53-1-515-34-1600	Small Equipment	0	0	0	0	0
100-53-1-580-34-1100	Record Management	1,500	1,500	1,500	1,500	1,500
100-55-1-515-34-1200	Reimb:DP IT Expense	2,504	2,504	1,656	1,656	1,656
100-57-1-515-34-9000	Contingency	0	0	300	14	300
	Operating Expenses	**20,453**	**20,829**	**22,871**	**18,348**	**21,322**
100-54-1-515-34-2300	Furniture & Equipment		0	0	0	0
100-54-1-515-34-2400	Computer/Printers		0	0		1,200
100-54-1-515-34-2500	Equipment		0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**1,200**
TOTAL ADMINISTRATION		**252,053**	**262,379**	**276,461**	**262,885**	**261,800**

Purchasing

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-1-517-49-1100	Salaries	119,423	119,235	119,829	119,570	123,254
100-51-1-517-49-1300	Overtime	129	171	200	115	200
100-51-1-517-49-2100	Health Insurance	21,446	21,447	26,278	26,278	27,285
100-51-1-517-49-2101	Life Insurance	315	329	339	339	360
100-51-1-517-49-2200	Social Security	8,524	8,543	9,182	8,428	9,444
100-51-1-517-49-2400	Retirement	14,543	16,080	19,304	19,304	23,280
100-51-1-517-49-2700	Workers' Comp. Ins.	6,759	6,759	5,592	5,592	5,687
	Personal Services	**171,139**	**172,563**	**180,725**	**179,625**	**189,509**
100-52-1-517-49-1300	Maint./Tech. Service	0	0	0	0	0
100-52-1-517-49-2200	Repairs/Maint. Bldg.	10,127	11,176	26,000	18,635	15,000
100-52-1-517-49-2320	Lease Purchase	1,700	1,946	3,020	2,365	3,020
100-52-1-517-49-3100	Liability Insurance	3,088	2,705	2,705	2,705	2,616
100-52-1-517-49-3200	Communication	16,319	10,463	14,000	14,404	14,000
100-52-1-517-49-3300	Advertising	901	621	500	1,123	1,000
100-52-1-517-49-3500	Business Travels	1,919	1,982	3,000	3,000	2,500
100-52-1-517-49-3600	Dues & Subscriptions	610	548	650	543	650
100-52-1-517-49-3700	Business Training	476	875	1,500	1,334	1,000
100-53-1-517-49-1100	General Operating	2,632	2,061	2,450	2,614	2,200
100-53-1-517-49-1120	General Op-City Hall	2,022	2,019	2,000	1,996	2,300
100-53-1-517-49-1230	Utilities - City Hall	29,164	34,946	37,000	32,029	35,000
100-53-1-517-49-1235	Utlities - Other Bldgs			0	13,752	8,000
100-53-1-517-49-1270	Gas	146	130	200	43	100
100-53-1-517-49-1600	Small Equipment	22	0	0	0	0
100-53-1-517-49-1700	Uniforms	127	143	200	188	200
100-55-1-517-49-1200	Reimb: DP IT Expenses	1,073	1,073	994	994	994
100-55-1-517-49-1300	Garage M & R	0	77	1,000	43	0
100-57-1-517-49-9000	Contingency	257	190	0	0	0
	Operating Expenses	**70,585**	**70,955**	**95,219**	**95,767**	**88,580**
100-54-1-517-49-2300	Furniture/Fixtures	0	0	0	0	0
100-54-1-517-49-2400	Computer/Printer	40	1,119	600	100	500
100-54-1-517-49-2500	Equipment	0	0	0	0	0
	Capital Outlay	**40**	**1,119**	**600**	**100**	**500**
TOTAL PURCHASING		**241,764**	**244,637**	**276,544**	**275,493**	**278,589**
TOTAL FINANCE		**493,816**	**507,015**	**553,005**	**538,378**	**540,389**

NOTES: FY 2013

100-52-1-517-49-2200	Repairs/Bldg Maint	
	Repairs for City Hall Bldg	$15,000
100-53-1-517-49-1235	Utilities - Other Bldgs	
	Armory & City Auditorium	$8,000

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Purchasing/City Hall

The Purchasing Department provides a centralized Purchasing Department, Warehouse, Accounts Payable, Surplus Property Control and Custodian/Mail Clerk.

The Centralized Purchasing Department provides all equipment, supplies, goods and services necessary to operate the City, including the disposal of Surplus Property.

The Purchasing Warehouse supplies all departments with office products, janitorial products, hardware and water/sewer repair materials.

Accounts Payable processes all requisitions, purchase orders, invoices and all monthly bills for payment.

City Hall Building includes the Custodian/Mail Clerk whose duties include keeping City Hall clean, picking up and delivering mail to post office daily and processing mail and UPS in-house.

City Hall building responsibilities include: maintenance, elevator, phone system, copy machines, postage and postage machines.

Human Resources

Administration

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-1-540-36-1100	Salaries	86,439	92,473	89,484	87,494	90,746
100-51-1-540-36-2100	Health Insurance	10,723	13,404	16,424	16,424	17,053
100-51-1-540-36-2101	Life Insurance	261	207	254	254	215
100-51-1-540-36-2200	Social Security	6,333	6,935	6,846	6,328	5,560
100-51-1-540-36-2400	Retirement	12,053	12,535	14,416	14,416	17,140
100-51-1-540-36-2700	Worker's Comp. Ins.	3,379	4,224	3,495	3,495	3,555
100-51-1-540-36-2910	Wellness Program	7,778	15,099	20,800	21,055	18,000
100-51-1-540-36-2920	Employee Incentive	2,381	3,752	4,646	4,723	5,000
100-51-1-540-36-2930	Stay In School Program	500	500	500	500	500
	Personal Services	**129,847**	**149,128**	**156,863**	**154,689**	**157,768**
100-52-1-540-36-1200	Professional Services	2,592	1,320	2,854	6,557	10,900
100-52-1-540-36-1300	Maint./Tech. Service	0	982	400	219	400
100-52-1-540-36-2320	Lease Payments	173	328	1,225	669	1,225
100-52-1-540-36-3100	Liability Insurance	2,316	1,353	1,691	1,691	1,962
100-52-1-540-36-3200	Communication	2,194	2,641	2,500	1,965	2,500
100-52-1-540-36-3300	Advertising	846	3,000	2,500	3,236	2,300
100-52-1-540-36-3500	Business Travel	1,320	2,000	2,500	3,095	2,000
100-52-1-540-36-3600	Dues & Subscriptions	550	778	800	593	750
100-52-1-540-36-3700	Business Training	660	4,134	2,500	1,035	2,500
100-53-1-540-36-1100	General Operating	3,351	4,352	4,500	4,561	6,000
100-53-1-540-36-1120	General Op-Public Rel	2,232	2,087	2,000	1,718	3,000
100-53-1-540-36-1600	Small Equipment	0	0	0	0	0
100-55-1-540-36-1200	Reimb: DP IT Expense	1,073	1,073	1,325	1,325	1,325
100-57-1-540-36-9000	Contingency	4,567	8,800	1,500	1,717	1,000
	Operating Expenses	**21,874**	**32,847**	**26,295**	**28,381**	**35,862**
100-54-1-540-36-2300	Furniture/Fixtures	0	0	0	0	0
100-54-1-540-36-2400	Computer/Printers	0	0	0	0	0
100-54-1-540-36-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL HUMAN RESOURCES		**151,720**	**181,975**	**183,158**	**183,070**	**193,630**

NOTES: FY 2013

100-52-1-540-36-1200	Professional Services
	Training for employees

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit:

The Human Resources Department is responsible for all human resources functions for all City Departments, including but not limited to:

Recruitment, Selection, Placement, Orientation and Training of Employees

Benefit Administration (Health, Wellnes, Insurance Coverage)

Compensation/Payroll

Revision of Personnel Policies and Procedures

Risk Management, Safety Training, Worker's Compensation and Liability

City Wide Public Relations

Employee Relations and Incentives

Police Division

Administration

	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-210-38-1100	Salaries	369,276	363,540	368,434	367,930	330,836
100-51-3-210-38-1300	Overtime	1,446	1,383	4,000	1,745	2,000
100-51-3-210-38-2100	Health Insurance	37,531	37,531	45,986	45,986	40,927
100-51-3-210-38-2101	Life Insurance	968	1,007	1,027	1,027	962
100-51-3-210-38-2200	Social Security	26,927	26,355	28,491	26,602	25,462
100-51-3-210-38-2400	Retirement	44,708	49,202	59,355	59,355	62,487
100-51-3-210-38-2700	Workers' Comp. Ins.	11,828	11,828	9,786	9,786	8,531
	Personal Services	**492,683**	**490,846**	**517,078**	**512,431**	**471,204**
100-52-3-210-38-1200	Professional Services	8,269	8,545	4,830	3,950	4,800
100-52-3-210-38-1300	Maint./Tech. Service	437	563	1,588	207	1,588
100-52-3-210-38-2200	Repairs/Maint. Bldg.	4,013	2,686	5,000	3,405	5,000
100-52-3-210-38-2320	Lease Payments	0	0	0	0	0
100-52-3-210-38-3100	Liability Insurance	8,628	7,747	7,300	7,300	6,956
100-52-3-210-38-3200	Communication	3,295	2,618	2,800	2,571	3,235
100-52-3-210-38-3500	Business Travel	3,500	1,886	5,327	2,686	6,000
100-52-3-210-38-3600	Dues & Subscriptions	1,494	2,187	2,615	1,685	1,390
100-52-3-210-38-3700	Business Training	2,938	1,557	5,000	675	4,000
100-53-3-210-38-1100	General Operating	1,356	367	1,500	1,278	1,500
100-53-3-210-38-1110	Chemicals	0	0	0	0	0
100-53-3-210-38-1230	Utilities	0	0	0	0	0
100-53-3-210-38-1270	Gas	4,666	6,237	6,958	7,123	6,598
100-53-3-210-38-1600	Small Equipment	0	0	0	0	0
100-53-3-210-38-1700	Uniforms	1,987	1,876	2,200	1,686	2,200
100-55-3-210-38-1200	Reimb:DP IT Expense	2,147	2,147	2,318	2,318	2,318
100-55-3-210-38-1300	Garage M & R	3,545	3,977	4,000	3,352	4,000
100-57-3-210-38-9000	Contingency	503	902	2,000	1,728	2,500
	Operating Expenses	**46,778**	**43,293**	**53,436**	**39,965**	**52,085**
100-54-3-210-38-2200	Vehicle Purchase	0	0	0	0	0
100-54-3-210-38-2300	Furniture & Fixture	0	0	0	0	0
100-54-3-210-38-2400	Computers/Printers	0	0	0	0	0
100-54-3-210-38-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL ADMINISTRATION		**539,461**	**534,139**	**570,515**	**552,396**	**523,289**

NOTES: FY 2013

100-51-3-210-38-1100	Salaries	
	Transferred Sergeant position to Patrol	
100-52-3-210-38-1200	Professional Services	
	Promotional Testing	**$ 4,800**

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Administration

The Waycross Police Department serves the citizens of Waycross as well as those visiting or working in our city. Employees of the Police Department work professionally as a team to keep our city safe. Our main duty is to serve and protect the lives and property of all people in our jurisdiction. The Police Department has specialized units to enusre these goals are met. The units are: Uniform Patrol, Criminal Investigations, Support Services, Municipal Court Services, Training & Personnel, S.W.A.T., Administration, and School Resource Officers.

Criminal Investigation

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-221-39-1100	Salaries	326,277	359,392	382,153	367,489	381,657
100-51-3-221-39-1300	Overtime	8,655	4,697	5,000	4,496	8,000
100-51-3-221-39-2100	Health Insurance	48,255	48,255	65,594	65,594	68,212
100-51-3-221-39-2101	Life Insurance	943	993	1,065	1,065	1,115
100-51-3-221-39-2200	Social Security	24,701	26,593	29,617	27,002	29,809
100-51-3-221-39-2400	Retirement	43,526	48,506	61,565	61,565	72,086
100-51-3-221-39-2700	Workers' Comp. Ins.	15,207	15,207	13,980	13,980	14,218
	Personal Services	**467,565**	**503,643**	**558,975**	**541,192**	**575,096**
100-52-3-221-39-1200	Professional Services	2,984	2,998	4,000	2,848	4,000
100-52-3-221-39-1300	Maint./Tech. Service	3,651	3,500	4,500	4,091	4,500
100-52-3-221-39-2200	Repairs/Maint. Bldg.	811	211	1,500	216	1,500
100-52-3-221-39-2320	Lease Payments	16,404	6,499	10,543	6,499	6,667
100-52-3-221-39-3100	Liability Insurance	11,554	10,392	10,184	10,184	10,872
100-52-3-221-39-3200	Communication	8,334	8,764	9,000	8,503	9,000
100-52-3-221-39-3500	Business Travel	4,034	4,350	5,000	4,529	5,945
100-52-3-221-39-3600	Dues & Subscriptions	0	248	333	281	600
100-52-3-221-39-3700	Business Training	2,033	3,974	4,500	4,488	4,500
100-53-3-221-39-1100	General Operating	3,520	3,624	4,500	2,701	4,500
100-53-3-221-39-1110	Chemicals	989	420	1,000	475	1,000
100-53-3-221-39-1230	Utilities	4,869	5,344	6,000	5,141	6,000
100-53-3-221-39-1270	Gas	13,267	15,670	13,014	16,943	18,000
100-53-3-221-39-1600	Small Equipment	638	951	1,000	848	500
100-53-3-221-39-1700	Uniforms	2,160	2,500	2,750	2,598	2,750
100-55-3-221-39-1200	Reimb:DP IT Expense	591	729	2,981	2,981	3,180
100-55-3-221-39-1300	Garage M & R	3,220	3,180	4,000	5,579	4,000
100-57-3-221-39-9000	Contingency	5,086	3,852	2,000	1,000	2,000
	Operating Expenses	**84,145**	**77,205**	**86,805**	**79,905**	**89,513**
100-54-3-221-39-2200	Vehicle Purchase	0	0	0		
100-54-3-221-39-2300	Furniture /Fixtures	0	0	0		
100-54-3-221-39-2400	Computers/Printers	0	0	0		
100-54-3-221-39-2500	Equipment	0	0	0		
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL CRIMINAL INVESTIGATION		**551,710**	**580,848**	**645,780**	**621,097**	**664,609**

100-52-3-221-39-2320 Note: (1)Lease Payments - (1) 2012 Impala @ 19,500
Monthly Payment $555.52 x 12 = $6,666.24 @ 2.31% Paid in Full 5/2015 3 yrs.

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit:

The Criminal Investigations Unit of the Department is responsible for the investigation of crimes reported to the Department. CIU also engages in proactive operations aimed at preventing and deterring criminal activity. The investigators within the Unite are responsible for the identification and apprehension of perpetrators as well as the processing of crime scenes and evidence and the overall preparation of their cases for presentation before the courts of competent jurisdiction.

The Waycross/Ware Drug Squad is responsible for identification and prosecution of drug crime offenders within Waycross and Ware County, their apprehension and successful prosecution in courts of competent jurisdiction.

CIU Investigators provide a resource to the community in the form of expert advice in the areas of protection from crime, recognizing scams, target hardening and what to do when victimized. CIU also provides investigative resources to assist citizens in recognizing when criminal activities are being perpetrated against them.

CIU and Drug Squad Investigators actively assist all prosecutorial agencies, I.e. U.S. Attorney's' Office, District Attorney's Office, County Solicitor, Juvenile court, Magistrate court and Recorders court in preparation of cases for prosecution, preparations of evidentiary exhibits and location of witnesses.

Uniform Patrol

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-223-40-1100	Salaries	1,312,433	1,256,166	1,269,466	1,271,603	1,260,572
100-51-3-223-40-1300	Overtime	64,857	66,774	80,000	70,568	70,000
100-51-3-223-40-1350	Overtime-Housing Auth	35,343	9,311	0	0	0
100-51-3-223-40-2100	Health Insurance	209,103	203,742	256,208	256,208	272,846
100-51-3-223-40-2101	Life Insurance	3,401	3,404	3,549	3,549	3,637
100-51-3-223-40-2200	Social Security	102,282	96,365	103,234	96,959	101,789
100-51-3-223-40-2400	Retirement	157,057	166,261	204,511	204,511	238,092
100-51-3-223-40-2700	Workers' Comp. Ins.	65,898	64,209	54,523	54,523	56,872
	Personal Services	**1,950,374**	**1,866,231**	**1,971,491**	**1,957,921**	**2,003,808**
100-52-3-223-40-1200	Professional Services	4,045	3,625	5,000	2,082	5,000
100-52-3-223-40-1300	Maint./Tech. Service	3,700	3,717	5,000	3,323	5,000
100-52-3-223-40-2320	Lease Payments	151,169	79,193	168,622	121,207	141,817
100-52-3-223-40-3100	Liability Insurance	52,677	47,469	49,469	49,469	49,550
100-52-3-223-40-3200	Communication	2,028	2,260	2,500	2,181	2,500
100-52-3-223-40-3500	Business Travel	2,747	1,912	5,000	3,156	3,000
100-52-3-223-40-3600	Dues & Subscriptions	40	246	255	135	135
100-52-3-223-40-3700	Business Training	1,450	3,718	5,000	3,458	5,000
100-53-3-223-40-1100	General Operating	6,002	4,000	5,000	4,257	4,000
100-53-3-223-40-1110	Chemicals	2,307	786	3,500	2,608	3,500
100-53-3-223-40-1270	Gas	101,473	119,938	133,168	134,765	140,000
100-53-3-223-40-1600	Small Equipment	2,770	4,318	5,000	4,603	5,000
100-53-3-223-40-1700	Uniforms	13,734	20,000	21,000	20,458	21,000
100-55-3-223-40-1200	Reimb:DP IT Expense	6,600	6,600	7,618	7,618	7,618
100-55-3-223-40-1300	Garage M & R	46,336	38,838	40,000	42,116	40,000
100-57-3-223-40-9000	Contingency	0	0	0	0	0
	Operating Expenses	**397,079**	**336,620**	**456,131**	**401,434**	**433,119**
100-54-3-223-40-2200	Vehicle Purchase	0	0	0	0	0
100-54-3-223-40-2400	Computers/Printers	0	0	0	0	0
100-54-3-223-40-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL UNIFORM PATROL		**2,347,453**	**2,202,851**	**2,427,623**	**2,359,355**	**2,436,927**

100-52-3-223-40-2320 Note: (1) Motorcycle Leases 2 @ $274.97 x 2 x 12 (Yearly $6,599.28)
Note: (2) 2010 (5) Impala's @ $24,164.87 w/equip = $120,824.35
Monhtly Pmnt $3,508.93 @ 2.91% x 12 =$42,107.16 Paid in Full 11/2013 3yrs.
Note: (3) 2011 (5) Impala's @ $98,089.15 = $98,089.15
Monthly Pmnt $2,853.60 @ 2.970% x 12 =$34,243.20 Paid in Full 8/2014 3yrs.
Note: (4) 2012 (5) Impala's & Equip = $116,674.38 (3 Admin & 2 B/W)
Monthly Pmnt $3,491.38 X 12 = $41,896.56 @ 2.31% Paid in Full 5/1/2015

NOTES: FY 2013

100-51-3-223-40-1100	Salaries	
	Transferred Sergeant position from Administration to Patrol	
100-54-3-223-40-2200	Vehicle Purchase	
	(4) New Patrol Vehicles @ $19,500 ea. + equipment	**$98,000**
	Monthly est payment $2,828.41 x 6 months = $16,970.46 @ 2.5% 3 yrs	

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit:

The Uniform Patrol Unit is the most visible of all the units of the police department. This Unit's primary responsibility is to provide police protection to the citizen's of Waycross and visitors to our City. This comes in the forms for first responder service to all calls for service through the 911 communications center as well as personal contact with the individual police officers themselves. They are assigned to geographical patrol zones within the city limits to detect and deter criminal activity and traffic violations. The officers conduct preliminary investigations into all incidents and accidents, apprehend, arrest, and process offenders and fugitives from the law. They give aide to other law enforcement agencies within our boundaries. They provide emergency first aide and CPR to victims, direct traffic for funerals, schools, ball games, and special events such as parades, etc. They assist stranded and lost motorist, homeless, and the needy. The officers transport inmates, testify in both civil and criminal proceedings and trials. They complete forms, tickets, reports, as well as prepare, secure, and serve arrest warrants. The officers are responsible for knowing and applying Federal, State and Local laws and ordinances. They must be able to use a variety of both lethal and non-lethal force weapons and options to bring violent and nonviolent suspects into lawful custody without physical harm when possible. They are required to complete 11 weeks of basic mandate of P.O.S.T. updated training annually as well as qualifying quarterly with their issued firearms and completing a physical agility course.

Support Services

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-224-41-1100	Salaries	218,622	212,329	232,461	209,810	237,500
100-51-3-224-41-1300	Overtime	6,093	6,826	6,055	5,763	6,000
100-51-3-224-41-2100	Health Insurance	48,255	42,893	59,125	59,125	61,390
100-51-3-224-41-2101	Life Insurance	630	580	632	632	671
100-51-3-224-41-2200	Social Security	16,478	16,089	18,246	15,873	18,628
100-51-3-224-41-2400	Retirement	29,115	28,347	36,089	36,089	43,263
100-51-3-224-41-2700	Workers' Comp. Ins.	16,897	15,207	13,980	13,980	14,218
	Personal Services	**336,090**	**322,271**	**366,588**	**341,273**	**381,670**
100-52-3-224-41-1200	Professional Services	4,928	5,251	5,000	4,591	5,000
100-52-3-224-41-1300	Maint./Tech. Service	6,189	5,813	6,078	4,645	5,000
100-52-3-224-41-2200	Repairs/Maint. Bldg.	0	0	0	0	0
100-52-3-224-41-2320	Lease Payments	5,030	2,707	3,500	2,653	4,000
100-52-3-224-41-3100	Liability Insurance	7,721	6,763	6,763	6,763	6,540
100-52-3-224-41-3200	Communication	14,826	15,354	14,000	13,270	15,000
100-52-3-224-41-3500	Business Travel	0	0	0	0	0
100-52-3-224-41-3600	Dues & Subscriptions	110	35	310	303	310
100-52-3-224-41-3700	Business Training	1,471	1,460	2,000	1,696	2,800
100-53-3-224-41-1100	General Operating	20,000	20,261	21,000	21,688	19,000
100-53-3-224-41-1110	Chemicals	0	0	0	0	0
100-53-3-224-41-1230	Utilities	32,891	36,375	34,000	27,387	24,000
100-53-3-224-41-1270	Gas	0	0	0	0	0
100-53-3-224-41-1600	Small Equipment	565	1,400	6,256	4,053	2,500
100-53-3-224-41-1700	Uniforms	1,086	931	1,500	1,641	1,500
100-55-3-224-41-1200	Reimb:DP IT Expense	2,147	2,147	2,318	2,318	2,318
100-55-3-224-41-1300	Garage M & R	0	0	0	0	0
100-57-3-224-41-9000	Contingency	946	0	0	0	0
	Operating Expenses	**97,910**	**98,497**	**102,726**	**91,009**	**87,968**
100-54-3-224-41-2200	Vehicle Purchase	0	0	0	0	0
100-54-3-224-41-2300	Furniture /Fixtures	0	0	0	0	0
100-54-3-224-41-2400	Computers/Printers	0	0	0	0	0
100-54-3-224-41-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL SUPPORT SERVICES		**433,999**	**420,769**	**469,314**	**432,282**	**469,638**

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Police / Support Services

The Support Services Unit of the Waycross Police Department provides administrative support to the Field Operations Section of the department. This unit manages the flow of paperwork generated by the other units of the department. This unit keeps current on laws, rules, and policies for records retention. This unit maintains the accuracy of all citations, reports, and other paperwork on all cases handled by the department. The ordering of supplies, uniforms, and any other items needed by the department are handled by this unit. This unit handles payroll information for employees of this department. This unit handles all GCIC/NCIC entries and removals as needed. This includes wanted persons entries as well as stolen property entries.

Training & Personnel

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-240-42-1100	Salaries	25,331	52,635	52,907	52,907	53,745
100-51-3-240-42-2100	Health Insurance	5,362	5,362	6,569	6,569	6,821
100-51-3-240-42-2101	Life Insurance	149	130	146	146	156
100-51-3-240-42-2200	Social Security	1,690	3,927	4,047	3,948	4,112
100-51-3-240-42-2400	Retirement	6,874	6,329	8,523	8,523	10,151
100-51-3-240-42-2700	Workers' Comp. Ins.	1,690	1,690	1,398	1,398	1,422
	Personal Services	**41,096**	**70,072**	**73,592**	**73,491**	**76,406**
100-52-3-240-42-1200	Professional Services	4,999	122	4,000	3,577	4,000
100-52-3-240-42-1300	Maint./Tech. Service	69	0	200	0	200
100-52-3-240-42-2200	Repairs/Bldg Maint.	0	0	0	0	5,000
100-52-3-240-42-2320	Lease Payments	0	0	0	0	0
100-52-3-240-42-3100	Liability Insurance	1,233	1,107	1,104	1,104	1,087
100-52-3-240-42-3200	Communication	1,003	934	1,945	988	1,945
100-52-3-240-42-3500	Business Travel	8,227	9,998	12,000	11,978	12,000
100-52-3-240-42-3600	Dues & Subscriptions	39	0	0	0	0
100-52-3-240-42-3700	Business Training	8,095	14,914	15,500	14,889	15,500
100-53-3-240-42-1100	General Operating	3,000	2,912	3,000	1,696	3,000
100-53-3-240-42-1110	Chemicals	388	1,000	384	378	400
100-53-3-240-42-1270	Gas	937	1,376	1,446	1,543	2,000
100-53-3-240-42-1600	Small Equipment	84	782	1,500	1,338	1,500
100-53-3-240-42-1700	Uniforms	135	345	500	411	500
100-55-3-240-42-1200	Reimb:DP IT Expense	358	358	331	331	331
100-55-3-240-42-1300	Garage M & R	37	29	1,400	0	500
	Operating Expenses	**28,603**	**33,875**	**43,310**	**38,234**	**47,963**
100-54-3-240-42-2200	Vehicle Purchase	0	0	0	0	0
100-54-3-240-42-2400	Computers & Printers	0	0	0	0	0
100-54-3-240-42-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL TRAINING & PERSONNEL		**69,699**	**103,948**	**116,902**	**111,725**	**124,369**

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Police/Personnel & Training

The Personnel and Training Unit has the duties of seeing the Waycross Police Department recruits qualified applicants and places them in a timely manner. The unit is also charged to see all departmental personnel are trained: Both new personnel and in-service personnel. The training received has to meet the needs of the city and follow the guidelines set by the Police Operations Manual. The training unit works in a way to see it is a help to Field Operations and Administrative Services.

The recruitment duties are focused on seeing the department's needs for placement of qualified and protected class applicants are meet. Training is geared to see that personnel receive the updates needed to do a good job and follow guidelines set by currently law. The training and personnel unit works to see that expense is kept in line to receive quality without over spending.

S.W.A.T.

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-229-46-1100	Salaries					
100-51-3-229-46-1300	Overtime	9,852	9,521	10,000	9,070	10,000
100-51-3-229-46-2100	Health Insurance					
100-51-3-229-46-2101	Life Insurance					
100-51-3-229-46-2200	Social Security	0	0	765	0	765
100-51-3-229-46-2400	Retirement					
100-51-3-229-46-2700	Workers' Comp. Ins.					
	Personal Services	**9,852**	**9,521**	**10,765**	**9,070**	**10,765**
100-52-3-229-46-1300	Maint./Tech. Service	397	4,040	4,800	0	4,800
100-52-3-229-46-3100	Liability Insurance	2,303	2,152	2,138	2,138	2,166
100-52-3-229-46-3200	Communication	1,537	2,243	2,477	2,196	2,610
100-52-3-229-46-3500	Business Travel	1,807	3,066	4,000	3,728	4,200
100-52-3-229-46-3600	Dues & Subscriptions	300	375	400	150	400
100-52-3-229-46-3700	Business Training	2,025	1,089	3,500	2,500	3,500
100-53-3-229-46-1100	General Operating	256	1,269	3,000	2,460	3,500
100-53-3-229-46-1110	Chemicals	0	0	1,000	0	500
100-53-3-229-46-1270	Gas	796	718	3,691	1,230	2,000
100-53-3-229-46-1600	Small Equipment	115	799	1,500	1,422	1,000
100-53-3-229-46-1700	Uniforms	0	575	1,000	270	1,700
100-55-3-229-46-1300	Garage M & R	1,642	380	4,000	1,485	4,000
	Operating Expenses	**11,177**	**16,708**	**31,506**	**17,579**	**30,376**
100-54-3-229-46-2200	Vehicle Purchase	0	0	0	0	0
100-54-3-229-46-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL S.W.A.T.		**21,029**	**26,228**	**42,271**	**26,649**	**41,141**

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Police / SWAT

To see that the citizens of Waycross through the Waycross Police Department, has a specialized unit trained and equipped to deal with unusual occurrences which may arise and where there is great danger to the citizens of Waycross.

School Resource Officers (SRO)

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-291-47-1100	Salaries	153,273	129,295	102,214	98,047	103,091
100-51-3-291-47-1300	Overtime	25,093	3,022	10,000	7,315	10,000
100-51-3-291-47-2100	Health Insurance	21,446	21,447	19,708	19,708	20,463
100-51-3-291-47-2101	Life Insurance	383	402	287	287	302
100-51-3-291-47-2200	Social Security	13,097	9,667	8,584	7,599	8,652
100-51-3-291-47-2400	Retirement	17,702	19,655	16,467	16,467	19,472
100-51-3-291-47-2700	Workers' Comp. Ins.	6,759	6,759	4,194	4,194	4,265
	Personal Services	**237,752**	**190,247**	**161,454**	**153,618**	**166,246**
100-52-3-291-47-1200	Professional Services	325	325	300	175	300
100-52-3-291-47-1300	Maint./Tech. Service	0	0	300	0	300
100-52-3-291-47-3100	Liability Insurance	3,860	2,705	2,029	2,029	1,962
100-53-3-291-47-3200	Communication	0	0	270	0	630
100-52-3-291-47-3500	Business Travel	304	210	1,000	117	1,000
100-52-3-291-47-3700	Business Training	600	1,379	1,500	350	1,500
100-53-3-291-47-1100	General Operating	304	0	500	110	500
100-53-3-291-47-1270	Gas	0	0	0	0	0
100-53-3-291-47-1600	Small Equipment	0	0	0	0	330
100-53-3-291-47-1700	Uniforms	661	658	1,500	1,213	1,500
100-55-3-291-47-1300	Garage M & R	0	0	0	0	0
100-57-3-291-47-9000	Contingency	0	0	0	0	0
	Operating Expenses	**6,055**	**5,277**	**7,399**	**3,993**	**8,022**
100-54-3-291-47-2200	Vehicle Purchase	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL SCHOOL RESOURCE OFFICER		**243,807**	**195,524**	**168,853**	**157,611**	**174,268**
TOTAL POLICE DEPARTMENT		**4,207,159**	**4,064,306**	**4,441,257**	**4,261,114**	**4,434,242**

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit:	**Police / School Resource Officers**

The purpose for the School Resource Officer is to provide police protection to the students, faculty, and staff members of the Ware County Schools. The officers provide on campus police presence to the Ware County High School, Waycross Middle School, and Ware County Middle School. Additionally they handle all of the Elementary Schools for the Ware County School Board. The SRO officer is instrumental in establishing an open line of communication with the students so they can establish a feeling of confidence to communicate to the SRO Officer any perceived threats, gang affiliation, criminal acts (past and future), or relate any social concerns they may have about themselves. The SRO officers act as a liaison between the school administration and the police department in concerning law enforcement activity such as searches, arrest, detention of suspects, wanted individuals of school age, interviews, and all other aspects of law enforcement nature in the school settings. The SRO officers also use the presence in the educational setting to instruct the children in various fields of concern from teen driving dangers, safe streets, to role models for those interested in a career in the occupational fields of the criminal justice system.

Fire Division

Fire

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-500-48-1100	Salaries	1,993,895	2,001,020	2,036,311	1,957,160	2,081,770
100-51-3-500-48-1300	Overtime	72,266	99,336	79,500	111,868	79,000
100-51-3-500-48-2100	Health Insurance	289,527	289,527	354,749	354,749	368,342
100-51-3-500-48-2101	Life Insurance	5,348	5,681	5,675	5,675	6,071
100-51-3-500-48-2200	Social Security	147,921	149,956	161,860	148,140	165,299
100-51-3-500-48-2400	Retirement	246,982	277,481	328,050	328,050	393,196
100-51-3-500-48-2700	Workers' Comp. Ins.	91,244	91,244	75,493	75,493	76,777
	Personal Services	**2,847,183**	**2,914,246**	**3,041,637**	**2,981,134**	**3,170,455**
100-52-3-500-48-1200	Professional Services	2,078	1,599	3,000	2,177	3,000
100-52-3-500-48-1300	Maint./Tech. Service	4,367	8,411	14,000	12,276	14,000
100-52-3-500-48-2200	Repairs/Maint. Bldg.	10,042	10,329	10,000	6,828	9,000
100-52-3-500-48-2320	Lease Purchase	32,713	30,480	35,982	33,032	36,172
100-52-3-500-48-3100	Liability Insurance	47,829	43,409	42,936	42,936	41,814
100-53-3-500-48-3200	Communication	10,723	12,293	11,700	10,465	11,000
100-52-3-500-48-3500	Business Travels	1,389	2,426	8,500	7,359	7,500
100-52-3-500-48-3600	Dues & Subscriptions	1,931	2,829	3,000	2,405	3,000
100-52-3-500-48-3700	Business Training	7,144	8,500	2,500	2,354	2,500
100-53-3-500-48-1000	Gen Oper-Fire Prevention	2,311	2,864	3,000	2,723	3,000
100-53-3-500-48-1100	General Operating	11,677	13,697	13,500	11,870	12,000
100-53-3-500-48-1110	Chemicals	0	0	1,000	979	1,000
100-53-3-500-48-1230	Utilities	40,235	41,436	47,000	39,272	41,000
100-53-3-500-48-1270	Gas	18,644	23,926	30,000	28,182	33,000
100-53-3-500-48-1300	Food	40	628	800	481	800
100-53-3-500-48-1600	Small Equipment	7,644	8,005	7,000	6,823	7,000
100-53-3-500-48-1700	Uniforms	14,526	17,400	16,800	15,884	16,500
100-55-3-500-48-1200	Reimb: DP IT Expense	4,293	4,293	3,974	3,974	3,974
100-55-3-500-48-1300	Garage M & R	14,604	19,329	15,000	19,240	20,000
100-57-3-500-48-9000	Contingency	0	0	500	0	0
	Operating Expense	**232,190**	**251,856**	**270,192**	**249,260**	**266,260**
100-54-3-500-48-2300	Furniture & Fixtures	1,599	2,194	1,000	983	1,000
100-54-3-500-48-2400	Computer/Printer	1,526	2,630	2,000	1,809	0
100-54-3-500-48-2500	Equipment	0	0	0	0	14,315
100-54-3-500-48-2510	Equip-Homeland Grant	1,394	812	3,650	1,195	2,500
	Capital Outlay	**4,519**	**5,636**	**6,650**	**3,987**	**17,815**
TOTAL FIRE DEPARTMENT		**3,083,892**	**3,171,737**	**3,318,479**	**3,234,381**	**3,454,530**

100-52-3-500-48-2320 Lease Purchase

Note: (1) 2007 Fire Pumper 1500 GPM $185,030 @ 4.70% for 7 yrs
Monthly pmnt = $2,523.10 (Yearly $30,277.20)

Note: (2) Truck 2010/2011 $16,000 Finance 5yrs @ 3.16%
Monthly pmnt = $275.52 (Yearly $3,306.24) pd in full 8/1/16

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Fire

The Waycross Fire Department provides protection for the lives and property of those within the City of Waycross, Georgia 24 hours a day 7 days a week. This is accomplished through fire prevention and public education, on-going employee training and education, business inspections and pre-fire planning. In the event of an emergency situation, whether man-made or natural disaster, the Waycross Fire Department will respond promptly in order to provide the necessary services or assistance for the mitigation of the emergency.

Public Works Division

Public Works Administration

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-4-100-51-1100	Salaries	87,541	89,350	89,340	88,245	95,251
100-51-4-100-51-1300	Overtime	166	173	200	130	200
100-51-4-100-51-2100	Health Insurance	10,723	10,723	13,139	13,139	13,642
100-51-4-100-51-2101	Life Insurance	236	247	248	248	276
100-51-4-100-51-2200	Social Security	6,287	6,395	6,850	6,275	7,302
100-51-4-100-51-2400	Retirement	10,892	12,043	14,393	14,393	17,991
100-51-4-100-51-2700	Workers' Comp. Ins.	3,379	3,379	2,796	2,796	2,844
	Personal Services	**119,225**	**122,310**	**126,966**	**125,226**	**137,507**
100-52-4-100-51-1200	Professional Services	0	0	0	0	0
100-52-4-100-51-1300	Maint./Tech. Service	0	0	0	0	0
100-52-4-100-51-2320	Lease Purchase	0	0	1,125	592	1,000
100-52-4-100-51-3100	Liability Insurance	1,544	1,353	1,353	1,353	1,308
100-52-4-100-51-3200	Communication	2,172	2,339	2,600	2,405	2,200
100-52-4-100-51-3500	Business Travels	495	766	700	698	800
100-52-4-100-51-3600	Dues & Subscriptions	248	191	0	0	150
100-52-4-100-51-3700	Business Training	755	960	1,000	789	1,000
100-53-4-100-51-1100	General Operating	1,470	1,605	1,500	1,447	1,500
100-53-4-100-51-1270	Gas	0	0		0	0
100-53-4-100-51-1600	Small Equipment	0	0		0	0
100-53-4-100-51-1700	Uniforms	0	0	100	62	100
100-55-4-100-51-1200	Reimb: DP IT Expense	1,073	1,073	662	662	662
100-57-4-100-51-9000	Contingency	244	231	250	120	250
	Operating Expenses	**8,000**	**8,518**	**9,290**	**8,128**	**8,970**
100-54-4-100-51-2300	Furniture/Fixtures	0	0	0	0	600
100-54-4-100-51-2400	Computer/Printer	1,182	0	0	0	0
100-54-4-100-51-2500	Equipment	0	0	0	0	0
	Capital Outlay	**1,182**	**0**	**0**	**0**	**600**
TOTAL PUBLIC WORKS OFFICE		**128,407**	**130,829**	**136,256**	**133,353**	**147,077**

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Public Work / Administration

Responsibilities: To insure proper billing and records for the Public Work Division
Duties: Maintain Cemetery records, Maintain Roll out container records, Maintain and report to Southland Waste handicap designees, Send letters of violations for roll outs, special collections, tree removal letters.

Highways & Streets

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-4-200-52-1100	Salaries	466,841	470,780	475,915	469,930	484,132
100-51-4-200-52-1300	Overtime	764	2,135	2,000	3,720	2,500
100-51-4-200-52-2100	Health Insurance	101,871	107,232	131,389	131,389	136,423
100-51-4-200-52-2101	Life Insurance	1,188	1,287	1,322	1,322	1,400
100-51-4-200-52-2200	Social Security	32,902	33,571	36,561	33,799	37,227
100-51-4-200-52-2400	Retirement	53,985	62,833	75,519	75,519	90,091
100-51-4-200-52-2700	Workers' Comp. Ins.	35,484	37,173	30,756	30,756	31,280
	Personal Services	**693,035**	**715,011**	**753,462**	**746,436**	**783,053**
100-52-4-200-52-1200	Professional Services	0	0	0	0	0
100-52-4-200-52-1300	Maint./Tech. Service	98	101	125	125	0
100-52-4-200-52-2200	Repairs/Maint. Bldg.	0	492	500	474	500
100-52-4-200-52-2320	Lease Purchase	46,262	46,262	75,537	61,209	96,997
100-52-4-200-52-3100	Liability Insurance	25,424	23,488	23,859	23,859	23,484
100-52-4-200-52-3200	Communication	1,777	1,935	3,125	3,100	3,125
100-52-4-200-52-3500	Business Travels	655	718	672	671	1,300
100-52-4-200-52-3600	Dues & Subscriptions	110	50	0	0	100
100-52-4-200-52-3700	Business Training	799	955	1,328	1,240	1,000
100-52-4-200-52-3850	Contract Labor	72,417	79,000	80,000	79,000	80,000
100-53-4-200-52-1100	General Operating	15,936	18,027	17,546	13,510	20,000
100-53-4-200-52-1110	Chemicals	2,065	1,389	4,000	1,189	3,000
100-53-4-200-52-1120	Chemicals-Mosquito	15,000	14,966	19,954	19,954	20,000
100-53-4-200-52-1230	Utilities	8,160	10,767	8,000	9,235	8,000
100-53-4-200-52-1270	Gas	78,270	95,536	90,000	115,506	90,000
100-53-4-200-52-1600	Small Equipment	1,937	4,490	2,500	1,718	4,000
100-53-4-200-52-1700	Uniforms	2,820	2,977	3,000	2,841	3,000
100-55-4-200-52-1200	Reimb: DP IT Expense			1,325	1,325	1,325
100-55-4-200-52-1300	Garage M & R	98,452	100,858	90,000	94,720	90,000
100-57-4-200-52-9000	Contingency	35	226	100	101	200
	Operating Expenses	**370,216**	**402,235**	**421,572**	**429,778**	**446,031**
100-54-4-200-52-2200	Vehicle Purchase	0	0	0	0	0
100-54-4-200-52-2400	Computer/Printer	0	0	0	0	0
100-54-4-200-52-2500	Equipment	6,899	9,499	0	0	0
	Capital Outlay	**6,899**	**9,499**	**0**	**0**	**0**
TOTAL HIGHWAYS & STREETS		**1,070,150**	**1,126,746**	**1,175,033**	**1,176,214**	**1,229,084**
TOTAL PUBLIC WORKS DIVISION		**1,198,557**	**1,257,574**	**1,311,289**	**1,309,568**	**1,376,161**

100-52-4-200-52-2320 Note: (1) Lease Purchase (1) 2007 St Sweeper $123,995 7 yrs @ 3.929%
Monthly pmnt of $1,690.81 x 12 = $20,289.72 Paid in full 4/2014
Note: (2) 2008 Track Hoe Excavator @ $142,760
Monthly pmnt $1,902.46 x 12 = $22,829.52 @ 3.25% Paid in Full 2/2015
Note: (3) 2009 1/2 Ton Truck est. @ $14,341
Monthly pmnt $261.86 x 12 = $3,142.32 @ 3.58% Paid in Full 6/2014 5yrs.
Note: (4) 2011 Dump Truck $82,878 @ 3.16% 5 yrs
Monthly pmnt $1,494.72 x 12 = $17,936.64 pd in full 8/1/16
Note: (5) 2012 St Sweeper $152,105 @ 2.31% 5 yrs
Monthly pmnt est $2,733.20 x 12 = $32,798.40 Paid in Full 5/1/2017

DEPARTMENTAL RESPONSIBILITIES AND DUTIES
Departmental Budget Overview: To be completed for all departments or units within you division
Division and Department / Unit: Public Works / Highways & Streets
This department is responsible for the following responsibilities:
Maintaining all City Right-of-ways within the City of Waycross
Maintenance of canel system
Maintaining all remaining dirt roads
Maintain flower beds
Trim Bushes and flower beds
Maintain fountains and parks
Repair playground equipment
Sweep all City Streets
Edge Curbs and remove dirt
Maintain City Parks
Pickup trash and litter
Mow overgrowth with side are mower
Dig pits to suppy City dirt needs
Haul sand from sand pit to town
Spray for Mosquitos

Community Improvement Division

Animal Control

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-3-910-56-1100	Salaries			23,732	15,337	26,308
100-51-3-910-56-1300	Overtime			0	1,000	650
100-51-3-910-56-2100	Health Insurance			0	0	6,821
100-51-3-910-56-2101	Life Insurance			0	0	78
100-51-3-910-56-2200	Social Security			1,815	1,078	2,062
100-51-3-910-56-2400	Retirement			0	0	4,969
100-51-3-910-56-2700	Workers' Comp. Ins.			0	0	1,422
	Personal Services	**0**	**0**	**25,547**	**17,415**	**42,310**
100-52-3-910-56-2320	Lease Purchase			0	0	4,631
100-52-3-910-56-3100	Liability Insurance			0	0	1,087
100-52-3-910-56-3200	Communication			300	262	500
100-52-3-910-56-3500	Business Travels			1,000	998	1,500
100-52-3-910-56-3600	Dues & Subscriptions			0	0	350
100-52-3-910-56-3700	Business Training			600	0	750
100-53-3-910-56-1100	General Operating			300	416	500
100-53-3-910-56-1120	Gen Op - Furry Friend Day			0	0	0
100-53-3-910-56-1270	Gas			3,000	1,778	2,500
100-53-3-910-56-1600	Small Equipment			500	115	1,000
100-53-3-910-56-1700	Uniforms			0	0	750
100-55-3-910-56-1200	Reimb: DP IT Expense			0	0	0
100-55-3-910-56-1300	Garage M & R			0	121	1,000
100-57-3-910-56-9000	Contingency			0		0
	Operating Expenses	**0**	**0**	**5,700**	**3,689**	**14,568**
100-54-3-910-56-2200	Vehicle Purchase			0	0	0
100-54-3-910-56-2300	Furniture/Fixtures			0	0	0
100-54-3-910-56-2400	Computer/Printer			0	0	1,000
100-54-3-910-56-2500	Equipment			2,000	1,698	1,000
	Capital Expenditure	**0**	**0**	**2,000**	**1,698**	**2,000**
TOTAL ANIMAL CONTROL		**0**	**0**	**33,247**	**22,802**	**58,878**
100-52-7-310-57-2320	Lease Purchase					

Note: (1) 2012 Ford 150 & Equip $21,475.25
Monthly Payment $385.89 x 12 = $4,630.68 @ 2.31$ Paid in Full 5/1/2017

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Community Improvement

The Department of Community Improvement consists of three divisions; Animal Control, Inspections and Administrations. The inspections division consists of a building and code inspector, and three code enforcement officers. Within in the Administration division, all grant procedures for the City of Waycross are handled, as well as all the housing programs for the City, including the CHIP program, and Main Street responsibilities. Within the DCI all inspections, planning and zoning, permits, code enforcement, animal control, grants, Main Street activities, business licensing and housing programs for the City of Waycross take place on a daily basis.

Inspections Department

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-7-210-57-1100	Salaries	90,254	86,597	118,581	109,543	134,432
100-51-7-210-57-1300	Overtime	981	836	1,000	2,189	2,000
100-51-7-210-57-2100	Health Insurance	21,446	16,085	19,708	19,708	27,285
100-51-7-210-57-2101	Life Insurance	364	253	257	257	395
100-51-7-210-57-2200	Social Security	6,482	6,213	9,580	7,844	10,437
100-51-7-210-57-2400	Retirement	16,820	12,354	14,764	14,764	25,391
100-51-7-210-57-2700	Workers' Comp. Ins.	6,759	5,069	4,194	4,194	5,687
	Personal Services	**143,106**	**127,407**	**168,084**	**158,499**	**205,626**
100-52-7-210-57-1200	Professional Services	330	884	1,000	673	500
100-52-7-210-57-1300	Maint./Tech. Service	0	0	0	0	0
100-52-7-210-57-2320	Lease Purchase	22,410	0	0	0	0
100-52-7-210-57-3100	Liability Insurance	4,470	3,320	3,312	3,312	3,915
100-52-7-210-57-3200	Communication	1,984	2,249	2,500	2,614	3,000
100-52-7-210-57-3300	Advertisement	943	431	3,000	2,128	3,000
100-52-7-210-57-3500	Business Travels	1,385	2,107	3,000	860	3,000
100-52-7-210-57-3600	Dues & Subscriptions	872	274	1,000	580	500
100-52-7-210-57-3700	Business Training	1,752	1,809	3,000	1,157	3,000
100-53-7-210-57-1100	General Operating	1,743	1,354	2,000	1,618	2,000
100-53-7-210-57-1270	Gas	2,462	2,326	3,250	4,184	3,500
100-53-7-210-57-1600	Small Equipment	84	40	250	170	500
100-53-7-210-57-1700	Uniforms	829	0	1,000	586	1,000
100-55-7-210-57-1200	Reimb: DP IT Expense	1,431	1,431	1,325	1,325	1,325
100-55-7-210-57-1300	Garage M & R	128	195	1,500	1,884	1,600
100-57-7-210-57-9000	Contingency	0	0	0	0	0
100-57-7-210-57-9030	Permit Refund	20	20	200	90	200
	Operating Expenses	**40,843**	**16,440**	**26,337**	**21,179**	**27,040**
100-54-7-210-57-2200	Vehicle Purchase	0	0	0	0	0
100-54-7-210-57-2300	Furniture/Fixtures	630	0	0	0	0
100-54-7-210-57-2400	Computer/Printer	75	2,041	0	0	0
100-54-7-210-57-2500	Equipment	0	0	0	0	0
	Capital Expenditure	**705**	**2,041**	**0**	**0**	**0**
TOTAL INSPECTIONS DEPARTMENT		**184,654**	**145,887**	**194,421**	**179,678**	**232,666**

Administration/Grants

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-7-310-57-1100	Salaries	105,498	109,042	89,235	89,309	93,733
100-51-7-310-57-1300	Overtime	388	272	500	96	500
100-51-7-310-57-2100	Health Insurance	26,808	18,766	29,562	29,562	17,053
100-51-7-310-57-2101	Life Insurance	478	288	408	408	223
100-51-7-310-57-2200	Social Security	7,788	8,122	6,866	6,700	5,826
100-51-7-310-57-2400	Retirement	22,090	14,047	23,450	23,450	16,875
100-51-7-310-57-2700	Workers' Comp. Ins.	8,448	5,914	6,291	6,291	3,555
	Personal Services	**171,498**	**156,450**	**156,313**	**155,816**	**137,765**
100-52-7-310-57-1200	Professional Services	0	0	0	0	0
100-52-7-310-57-1300	Maint./Tech. Service	0	0	1,998	986	0
100-52-7-310-57-2320	Lease Purchase	2,988	249	0	0	0
100-52-7-310-57-3100	Liability Insurance	3,860	2,053	2,367	2,367	1,308
100-52-7-310-57-3200	Communication	1,800	1,467	1,700	1,354	1,200
100-52-7-310-57-3300	Advertisement	640	3,940	2,400	2,497	2,500
100-52-7-310-57-3500	Business Travels	845	1,454	2,000	948	2,000
100-52-7-310-57-3600	Dues & Subscriptions	525	493	1,200	647	1,200
100-52-7-310-57-3700	Business Training	818	1,663	1,900	1,380	2,000
100-52-7-310-57-3850	Demolitions	11,301	0	0	0	0
100-53-7-310-57-1100	General Operating	2,584	4,053	3,700	2,538	2,500
100-53-7-310-57-1270	Gas	0	-89	0	0	0
100-53-7-310-57-1600	Small Equipment	0	478	0	0	0
100-53-7-310-57-1700	Uniforms	256	82	500	138	0
100-55-7-310-57-1200	Reimb: DP IT Expenses	1,431	1,431	1,325	1,325	1,325
100-57-7-310-57-9000	Contingency	0	499	1,600	1,417	1,000
	Operating Expenses	**27,048**	**17,773**	**20,690**	**15,597**	**15,033**
100-54-7-310-57-2200	Vehicle Purchase			0	0	0
100-54-7-310-57-2300	Furniture/Fixtures	0	0	0	0	0
100-54-7-310-57-2400	Computer/Printer	0	2,692	0	0	0
100-54-7-310-57-2500	Equipment	0	0	0	0	
	Capital Expenditure	**0**	**2,692**	**0**	**0**	**0**
TOTAL ADMINISTRATION		**198,547**	**176,915**	**177,003**	**171,413**	**152,798**
TOTAL COMMUNITY IMPROVEMENT		**383,200**	**322,803**	**404,670**	**373,893**	**444,342**

Engineering Division

Administration

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-1-575-58-1100	Salaries	284,989	289,382	292,030	284,878	296,364
100-51-1-575-58-1300	Overtime	644	427	900	804	900
100-51-1-575-58-2100	Health Insurance	32,170	32,170	39,417	39,417	40,927
100-51-1-575-58-2101	Life Insurance	747	790	800	800	850
100-51-1-575-58-2200	Social Security	21,235	21,643	22,409	21,444	22,741
100-51-1-575-58-2400	Retirement	34,492	39,178	46,350	46,350	55,160
100-51-1-575-58-2700	Workers' Comp. Ins.	10,138	11,828	9,786	9,786	9,953
	Personal Services	**384,416**	**395,418**	**411,692**	**403,479**	**426,894**
100-52-1-575-58-1200	Professional Services	5,554	20,405	50,000	38,947	40,000
100-52-1-575-58-1300	Maint./Tech. Service	3,921	4,580	4,500	4,500	5,300
100-52-1-575-58-2320	Lease Purchase	8,010	249	0	0	0
100-52-1-575-58-3100	Liability Insurance	5,554	4,919	4,913	4,913	5,444
100-52-1-575-58-3200	Communication	3,739	3,747	4,500	4,120	4,000
100-52-1-575-58-3500	Business Travels	13	455	2,000	1,892	2,500
100-52-1-575-58-3600	Dues & Subscriptions	1,067	1,642	1,500	1,512	1,900
100-52-1-575-58-3700	Business Training	1,223	860	2,000	1,980	2,000
100-53-1-575-58-1100	General Operating	3,686	3,800	4,100	3,283	4,100
100-53-1-575-58-1270	Gas	1,573	2,145	3,000	2,433	3,000
100-53-1-575-58-1600	Small Equipment	0	7	0	0	0
100-53-1-575-58-1700	Uniforms	96	0	0	0	250
100-55-1-575-58-1200	Reimb: DP IT Expenses	2,146	2,146	2,318	2,318	2,318
100-55-1-575-58-1300	Garage M & R	704	726	1,000	654	500
100-57-1-575-58-9000	Contingency	0	0	0	0	0
	Operating Expenses	**37,286**	**45,680**	**79,832**	**66,552**	**71,312**
100-54-1-575-58-2200	Vehicle Purchase	0	0	0	0	0
100-54-1-575-58-2300	Furniture/Fixtures	0	0	0	0	0
100-54-1-575-58-2400	Computers & Printers	0	2,438	1,500	1,244	2,000
100-54-1-575-58-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**2,438**	**1,500**	**1,244**	**2,000**
TOTAL ENGINEER		**421,701**	**443,536**	**493,023**	**471,275**	**500,206**

NOTES: FY 2013

100-52-1-575-58-1200	Professional Services			
	Multiuse Trail & Trailhead jB+a Services	$	17,000	
	Storm Drainage/Box Culvert Project Design	$	15,000	
	Misc Design/Survey ($8.5K place-holder for unspecified professic	$	8,000	
	TOTAL	$	40,000	
100-52-1-575-58-1300	Maint./Tech. Service			
	GIS / ESRI Licenses	$	1,750	
	AutoCAD Licenses	$	1,710	
	Annual Maintenance Cannon Plotter	$	583	Increase from FY12
	Annual Copier Maintenance / Overage / Color Copies (div share)	$	600	Increase from FY12
	Annual Maintenance Scanner (excluding computer)	$	589	Increase from FY12
	TOTAL	$	5,232	

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Engineering Division

Engineering Division is responsible for programming, design, construction, operations and maintenance of the city's primary infrastructure including but not limited to city pavements and sidewalks, storm drainage, water production and distribution, wastewater collection and treatment, traffic signals, signage and public buildings. The Engineering Division also provides technical support to other city departments and citizens to include environmental permitting, traffic engineering, street lighting, street/alley closings, annexations, computer-aided drafting, mapping and geographical information system development. Engineering Division Consists of 3 departments: Engineering and Environmental Management; Water and Sewer; Traffic and Building Maintenance

Division and Department / Unit: Engineering & Environmental Management

Engineering and Environmental Management Department is responsible for planning, oversight and inspection of construction, improvement and development projects; maintenance of streets, sidewalks and drainage structures, local environmental permitting and enforcement; computer-aided drafting, database and mapping work related to development and maintenance of city's Geographical Information System; and a variety of related field and technical engineering services for the City of Waycross

Division and Department / Unit: Water & Sewer Department

Water and Sewer Department is responsible for production and distribution of drinking water and the collection and treatment wastewater for the City of Waycross. Water distribution responsibility includes maintenance and repair of all water mains, service lines, valves and fire hydrants within the City limits. Wastewater collection and treatment responsibility includes operation and maintenance of sewer mains, service lines, manholes, pumping stations and treatment facilities. Department also implements city's industrial pretreatment program and supports comprehensive planning for future needs.

Division and Department / Unit: Traffic and Building Maintenance

Traffic and Building Maintenance Department is responsible for safe and efficient movement of traffic including installation and maintenance of traffic signs and signals. This department is also responsible for maintenance and repair of city public buildings.

Infrastructure Construction

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-4-220-53-1100	Salaries	107,688	92,461	110,323	82,961	104,260
100-51-4-220-53-1300	Overtime	1,910	264	1,400	720	1,490
100-51-4-220-53-2100	Health Insurance	21,446	21,447	26,278	26,278	27,285
100-51-4-220-53-2101	Life Insurance	284	301	312	312	305
100-51-4-220-53-2200	Social Security	7,757	6,574	8,547	5,978	8,090
100-51-4-220-53-2400	Retirement	13,127	14,717	17,773	17,773	19,692
100-51-4-220-53-2700	Workers' Comp. Ins.	6,759	6,759	5,592	5,592	5,687
	Personal Services	**158,972**	**142,523**	**170,225**	**139,614**	**166,809**
100-52-4-220-53-2320	Lease Purchase	15,228	15,228	15,228	15,228	15,228
100-52-4-220-53-3100	Liability Insurance	3,549	3,136	3,133	3,133	3,049
100-52-4-220-53-3200	Communication	182	207	250	195	250
100-52-4-220-53-3500	Business Travels	9	0	0	0	0
100-52-4-220-53-3600	Dues & Subscriptions	0	0	0	0	0
100-52-4-220-53-3700	Business Training	0	45	0	0	0
100-53-4-220-53-1100	General Operating	1,686	1,480	2,500	1,610	1,000
100-53-4-220-53-1230	Utilities	0	0	0	0	0
100-53-4-220-53-1270	Gas	6,861	8,052	8,500	9,360	9,500
100-53-4-220-53-1600	Small Equipment	431	879	1,000	187	1,000
100-53-4-220-53-1700	Uniforms	454	650	750	539	750
100-55-4-220-53-1300	Garage M & R	1,500	811	1,500	926	1,500
100-57-4-220-53-9000	Contingency	0	0	0	0	0
	Operating Expenses	**29,900**	**30,489**	**32,861**	**31,178**	**32,277**
100-54-4-220-53-1400	Infrastructure(Sidewalks)	35,069	24,802	20,000	19,807	25,000
100-54-4-220-53-1410	Infrastructure(Patching)	20,000	20,849	15,000	12,739	10,000
100-54-4-220-53-1420	Infrastructure(Culverts)	11,788	9,315	15,000	13,300	10,000
100-54-4-220-53-1430	Contract Drainage Project					0
100-54-4-220-53-2200	Vehicle Purchase	0	0	0	0	0
100-54-4-220-53-2500	Equipment	3,860	0	0	0	0
	Capital Outlay	**70,718**	**54,966**	**50,000**	**45,846**	**45,000**
TOTAL INFRASTRUCTURE CONSTRUCTION		**259,589**	**227,977**	**253,086**	**216,637**	**244,086**

100-52-4-220-53-2320 Lease Purchase

Note: (1) 2009 Backhoe @ $69,500

Monthly Pmnt $1,269.02 x 12 = $15,228.24 @ 3.61% Paid in Full 6/2014 5 yrs

Traffic

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-51-4-270-54-1100	Salaries	82,673	77,472	91,478	84,226	94,889
100-51-4-270-54-1300	Overtime	3,231	3,217	4,000	2,228	4,000
100-51-4-270-54-2100	Health Insurance	16,085	16,085	19,708	19,708	20,463
100-51-4-270-54-2101	Life Insurance	232	241	257	257	276
100-51-4-270-54-2200	Social Security	5,990	5,664	7,029	6,133	7,565
100-51-4-270-54-2400	Retirement	10,706	11,768	14,737	14,737	17,922
100-51-4-270-54-2700	Workers' Comp. Ins.	5,069	5,069	4,194	4,194	4,265
	Personal Services	**123,985**	**119,515**	**141,403**	**131,483**	**149,381**
100-52-4-270-54-1300	Maint./Tech. Service	0	0	500	0	500
100-52-4-270-54-2200	Repairs/Maint. Bldg.	322	1,446	3,000	803	3,000
100-52-4-270-54-2320	Lease Purchase	0	0	0	0	0
100-52-4-270-54-3100	Liability Insurance	2,777	2,459	2,457	2,457	2,395
100-52-4-270-54-3200	Communication	1,500	1,672	1,700	1,750	1,700
100-52-4-270-54-3500	Business Travels	983	602	1,300	495	1,300
100-52-4-270-54-3600	Dues & Subscriptions	0	0	0	0	0
100-52-4-270-54-3700	Business Training	0	0	0	0	600
100-53-4-270-54-1100	General Operating	1,493	945	2,500	2,551	2,500
100-53-4-270-54-1230	Utilities	10,522	11,328	13,000	11,327	13,000
100-53-4-270-54-1270	Gas	4,002	4,907	5,500	5,203	5,500
100-53-4-270-54-1600	Small Equipment	1,342	5,987	1,500	1,500	1,500
100-53-4-270-54-1610	Signs & Markings	23,480	18,499	25,000	23,386	25,000
100-53-4-270-54-1700	Uniforms	191	299	500	473	500
100-55-4-270-54-1200	Reimb: DP IT Expense	716	716	662	662	662
100-55-4-270-54-1300	Garage M & R	1,300	1,739	2,000	1,952	2,000
100-57-4-270-54-9000	Contingency	0	0	0	0	
	Operating Expenses	**48,628**	**50,598**	**59,619**	**52,559**	**60,157**
100-54-4-270-54-2200	Vehicle Purchase	0	0	0	0	0
100-54-4-270-54-2300	Furniture/Fixtures	0	0	0	0	0
100-54-4-270-54-2400	Computer/Printer	0	0	0	0	0
100-54-4-270-54-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL TRAFFIC ENGINEER		**172,613**	**170,113**	**201,022**	**184,043**	**209,538**
TOTAL ENGINEERING DIVISION		**853,903**	**841,627**	**947,132**	**871,955**	**953,831**

NOTES: FY 2013

100-53-4-270-54-1610	Signs & Markings **Includes programmed replacement of signage to meet state & federal retroreflectivity standards ($25K)**
100-54-4-270-54-2200	Repairs/Maint. Bldg. **Additional capital funding will need to be programmed for repair & maintenance of Colley St. building if it remains occupied beyond FY13**

Street Lights

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-53-4-260-77-1230	Utilities	307,930	336,343	350,000	356,642	360,000
TOTAL STREET LIGHTS		**307,930**	**336,343**	**350,000**	**356,642**	**360,000**

General Fund Non-Operating

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-55-4-860-10-1110	Data Processing Oper.	79,680	80,453	69,712	69,712	71,310
100-55-4-860-10-1120	Public Buildings Oper.	50,350	49,063	50,170	50,170	51,234
100-55-4-860-10-1130	City Garage Oper.	296,875	282,767	290,132	290,132	210,420
100-55-4-900-10-1040	Reimburse Cemetery					60,572
Total Non-Operating Internal Funds		**426,905**	**412,283**	**410,014**	**410,014**	**393,536**

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-57-4-900-10-2030	Drug Coordinator	15,000	15,000	15,000	15,000	15,000
100-57-4-900-10-2040	Heritage Center			5,000	5,000	5,000
100-57-4-900-10-2080	Concerted Services Inc			2,400	2,400	2,400
100-57-4-900-10-2090	J-Fly Foundation			5,000	5,000	5,000
100-57-7-520-10-2000	WWC Dev Auth.	8,333	0	0	0	0
100-57-7-520-10-2005	OADA		25,000	25,000	25,000	25,000
100-57-7-520-10-2010	SE Area Planning Comm.	18,467	18,485	20,000	18,690	20,000
Total Non-Operating Contributions		**41,801**	**58,485**	**72,400**	**71,090**	**72,400**

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
100-52-3-920-10-3900	Region 8HazMat-City of Douglas	1,533	1,533	1,533	1,533	1,533
100-52-3-920-10-4000	Code Red				0	11,250
100-57-4-900-10-1050	Hotel/Motel Tax Prom.	2,500	3,000	6,000	6,000	3,000
100-57-7-520-10-1800	SGRC-Comprehensive Study		15,639	0	0	0
100-57-7-520-10-1900	CVIOG Rate Study				0	16,500
100-57-4-900-10-2600	Unemployment Comp.	26,162	18,228	10,000	8,821	5,000
100-57-4-900-10-2700	Reimburse Postage	-173	-367		-85	0
100-57-4-900-10-2800	Retention Pond (BC Waycross)	7,500	30,000	30,000	30,000	30,000
100-61-9-030-10-8010	Misc Bank Stmt Charges	8,244	12,086	12,000	12,866	3,600
Total Non-Operating Other		**45,766**	**80,119**	**59,533**	**59,135**	**70,883**
TOTAL NON-OPERATING		**514,472**	**550,888**	**541,947**	**540,240**	**536,819**
TOTAL GENERAL FUND		**11,737,333**	**11,751,109**	**12,720,693**	**12,301,644**	**12,961,253**

Enterprise Funds

Water and Sewer Fund Revenues

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
505-34-4210	Water Service Fees	2,377,279	2,426,037	2,459,000	2,455,726	2,494,512
505-34-4230	Sewer Service Fees	2,412,765	2,394,334	2,460,300	2,731,670	2,769,672
505-34-4245	Surcharge WWTP Fee	351,687	348,001	352,000	297	0
	Total Utility Service Fees	**5,141,730**	**5,168,372**	**5,271,300**	**5,187,692**	**5,264,184**
505-34-4212	Water Taps	19,978	8,618	10,000	18,092	10,000
505-34-4240	Sewer Taps	2,250	4,584	5,000	1,325	5,000
	Total Water/Sewer Taps	**22,228**	**13,201**	**15,000**	**19,417**	**15,000**
505-34-4214	Contract Extensions	250	450	1,000	-255	500
505-34-4215	Reinstatement Charges	117,721	121,860	110,000	125,934	120,000
505-34-4216	Miscellaneous Revenue	5,804	41,392	3,000	3,838	3,000
505-34-4217	Cash in Bank Interest	1,984	4,241	2,000	2,003	1,000
505-34-4218	Loads to Disposal	201,472	183,903	130,000	219,503	150,000
505-34-4219	Disconnect Fee	63,630	63,009	55,000	58,459	55,000
505-34-4220	Account Set Up Fee	19,995	20,025	20,000	19,650	20,000
505-34-4221	Laboratory Analysis Fee	0	50	100	0	0
505-34-4225	MBB Collections Revenue	5,040	4,259	1,500	5,841	4,000
505-34-4250	Sewer Fees-Satilla W/S Auth	250,870	258,371	275,000	273,631	345,000
505-34-9300	Returned Check Fees	6,615	6,120	6,000	6,195	6,000
505-38-1000	Utility Site Rental Fees	73,251	75,567	75,000	81,717	82,000
	Total Miscellaneous Revenue	**746,632**	**779,245**	**678,600**	**796,516**	**786,500**
505-39-1200	Reimb: Capital Project Fund	0	0	0	0	0
505-39-1210	Fund Balance			223,753	0	
505-39-1300	Reimb: General Fund	0	0	0	0	0
	Total Reimbursements	**0**	**0**	**223,753**	**0**	**0**
TOTAL WATER & SEWER FUND		**5,910,590**	**5,960,819**	**6,188,653**	**6,003,625**	**6,065,684**

Notes: Sewer Fees-Satilla W/S Auth will increase by 25.8% per agreement (from $1.78 to $2.24 July 1, 2012)

Note: Water and Sewer Services Fees includes a 1.5% CPI increase for all water and sewer rates.

Water & Sewer Operations

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
505-52-4-430-59-1200	Professional Services	23,015	10,459	25,000	1,782	30,000
505-52-4-430-59-2200	Repairs & Maint. Building	0	0		0	0
505-52-4-430-59-2320	Lease Purchase	35,854	35,854	35,855	35,854	35,855
505-52-4-430-59-3100	Liability Insurance	6,908	6,457	6,414	6,414	6,497
505-52-4-430-59-3850	Contract Labor	2,366,299	2,427,780	2,474,220	2,440,566	2,499,300
505-53-4-430-59-1100	General Operating	211	346	400	552	500
505-53-4-430-59-1230	Utilities	328,620	326,649	340,000	337,628	349,007
505-55-4-430-59-1200	Reimb: DP IT Expenses	1,431	1,470	662	662	662
505-55-4-430-59-1300	Garage M & R	15,692	12,261	20,000	10,508	15,000
505-55-4-430-59-1500	ESG Whse/Phone/Supplies	-6,033	-831		-3,360	0
	Operating Expenses	**2,771,997**	**2,820,444**	**2,902,552**	**2,830,607**	**2,936,821**
505-54-4-430-59-2500	Equipment			0	0	12,000
505-54-4-430-59-2540	Debt Service Capital Projects	456,620	327,353	796,246	615,096	502,405
505-54-4-430-59-2550	Water Meters			0	0	6,000
505-54-4-430-59-2560	Tank Maintenance Program	158,298	106,020	107,440	107,439	116,032
	Capital Outlay	**614,918**	**433,372**	**903,686**	**722,535**	**636,437**
TOTAL WATER & SEWER OPERATIONS		**3,386,915**	**3,253,816**	**3,806,238**	**3,553,143**	**3,573,258**

505-52-4-430-59-2320 Lease Purchase Payments = (1) 2007 Vac-con Truck @ $224,208.00
Monthly pmnt $2,987.86 x 12 = $35,855 @ 3.25% Paid in full 2/2015

NOTES: FY2013

505-52-4-430-59-1200 Professional Services
- Professional services related to terms of new EPD discharge permit renewal

505-52-4-430-59-3850 Contract Labor
- Proposed ESG contract price increase of 1% ($25,000) yielding total annual cost of $2,499,300 or $208,275 per month.
-- Proposed increase compares favorably with 3.46% CPI change (Feb 11 to Feb 12) and accounts for labor/benefits, and processing cost increases (principal cost drivers are health-insurance, sludge disposal, fuel, and chemicals.)
Proposed increase continues to lag actual cost escalation (W&S costs are up more than 5.7%, Feb 11 to Feb 12)
-- Repairs Budget remains unchanged at $224,440 (prior year refund amts will be off-set by water meter cost increases)

505-54-4-430-59-2500 Equipment
- Programmed funding for Roller ($8500) and boring machine ($3500).
Equipment will result in street cut and roller rental cost avoidance (otherwise expensed out of repair budget).
Roller will also be available for infrastructure crew patching reducing General Fund rental costs

505-53-4-430-59-1230 Utilities
- Includes 4% place-holder increase to account for possible GA Power rate escalation

505-54-4-430-59-2550 Water Meters
- Due to impending regulatory changes we will have to resume the meter replacement program with new EPA compliant meters the technicians have been rebuilding the meters, but as of Jan 2013 this will not be an option any longer ($6,000)

505-54-4-430-59-2560 Tank Maintenance Program
- City completed initial 10-year contract tank rehab/maintenance term through 2012
- After 2012 tank maintenance cost under existing contract can vary +/- 5% per year

Water & Sewer Non-Operating

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
505-55-4-400-10-1110	Data Processing Oper.	252,337	241,361	209,136	209,136	219,924
505-55-4-400-10-1120	Public Building Oper.	50,349	49,062	50,170	50,170	51,235
505-55-4-400-10-1130	City Garage Operations	54,160	52,648	52,929	52,929	47,344
505-55-4-400-10-1140	Reimb: General Fd. Opr.	871,822	863,733	963,733	963,733	1,130,973
505-57-4-400-10-9050	Refunds & Reimbursement	1,396	781	1,500	1	1,500
505-58-4-300-10-1300	GEFA Principle	143,015	148,462	152,718	152,645	159,999
505-58-4-300-10-2000	GEFA Interest	131,028	123,080	117,533	117,606	107,460
505-58-4-400-10-1325	GEFA CW00-020	82,423	84,923	87,500	87,500	90,155
505-58-4-400-10-1300	SRF Payments	600,344	612,526	624,783	624,606	573,717
505-58-4-400-10-1400	GEFA CW09071PF60-Bar Scre	893	5,145	4,131	4,131	4,267
505-58-4-400-10-2000	SRF Interest	142,721	130,539	118,282	118,459	105,851
505-61-4-400-10-1000	Revenue Bonds Sinking Fd.	0	0	0	0	0
TOTAL NON-OPERATING		**2,330,488**	**2,312,261**	**2,382,415**	**2,380,916**	**2,492,426**
TOTAL W&S FUND EXPENDITURES		**5,717,403**	**5,566,077**	**6,188,653**	**5,934,058**	**6,065,684**

Waste Management Fund Revenues

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
540-34-4110	Residential Garbage Fees	885,039	872,883	878,736	861,420	878,736
540-34-4115	Trash Collection Fees	506,358	499,013	505,065	493,100	505,065
540-34-4190	Reinstatement Fees	35,797	37,492	37,000	38,681	37,000
540-34-4191	Garbage Container Violation	165	0	100	0	100
540-34-4192	Cash In Bank Interest	571	0	0	0	0
540-34-4193	Container Deposit	3,835	4,600	4,000	5,600	5,000
540-34-4195	Special Collections	5,745	6,385	5,000	6,094	5,000
540-34-4200	Disconnect/Connect Fee	21,210	21,026	20,000	19,486	20,000
TOTAL WASTE MANAGEMENT REVENUES		**1,458,719**	**1,441,399**	**1,449,901**	**1,424,382**	**1,450,901**

Note: The Reinstatement Fees and Disconnection Fees are 25% of collected revenue received in the Water/Sewer Fd.

Garbage & Yard Trash Collections

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
540-51-4-530-65-1100	Salaries	181,278	179,059	168,959	162,477	191,389
540-51-4-530-65-1300	Overtime	468	1,561	2,000	2,097	2,000
540-51-4-530-65-2100	Health Insurance	42,893	37,531	45,986	45,986	46,451
540-51-4-530-65-2101	Life Insurance	471	527	541	541	559
540-51-4-530-65-2200	Social Security	13,060	12,924	14,897	11,612	14,794
540-51-4-530-65-2400	Retirement	22,512	25,717	31,049	31,049	35,981
540-51-4-530-65-2700	Workers' Comp Ins.	13,518	11,828	9,786	9,786	9,953
	Personal Services	**274,200**	**269,147**	**273,218**	**263,547**	**301,127**
540-52-4-530-65-1200	Professional Services			28,974	27,603	60,000
540-52-4-530-65-2320	Lease Purchase Pymts.	38,757	38,757	38,757	38,757	38,757
540-52-4-530-65-3100	Liability Insurance	12,326	8,178	8,155	8,155	8,043
540-52-4-530-65-3200	Communication	791	514	1,000	1,005	1,000
540-52-4-530-65-3500	Business Travel	0	0	0	0	0
540-52-4-530-65-3700	Business Training	0	0	0	0	0
540-52-4-530-65-3850	Contract Labor	713,844	714,025	728,112	728,112	520,800
540-53-4-530-65-1100	General Operating	4,685	5,775	4,650	4,460	4,000
540-53-4-530-65-1110	Chemicals	0	0	300	300	300
540-53-4-530-65-1230	Utilities	5,491	3,510	4,500	3,928	4,000
540-53-4-530-65-1270	Gas	31,623	40,880	37,000	51,461	37,000
540-53-4-530-65-1600	Small Equipment	90	0	500	0	0
540-53-4-530-65-1700	Uniforms	1,228	1,132	2,000	1,352	1,500
540-55-4-530-65-1000	Reimb:Gen. Fd. Opr.	197,218	197,218	222,218	222,218	291,620
540-55-4-530-65-1300	Garage M & R	19,865	24,012	25,000	30,980	25,000
540-57-4-530-65-9000	Contingency	0	0	350	227	0
	Operating Expenses	**1,025,918**	**1,034,002**	**1,101,517**	**1,118,558**	**992,020**
540-54-4-530-65-2200	Vehicles Purchase	0	0	0	0	0
540-54-4-530-65-2300	Furniture & Fixtures	0	0	0	0	0
540-54-4-530-65-2400	Computers & Printers	0	0	0	0	0
540-54-4-530-65-2500	Equipment	2,770	4,380	9,800	-76	15,000
	Capital Outlay	**2,770**	**4,380**	**9,800**	**-76**	**15,000**
TOTAL GARBAGE & TRASH COLLECTIONS		**1,302,888**	**1,307,529**	**1,384,535**	**1,382,029**	**1,308,147**

540-52-4-530-65-2320 Lease Purchase

Note: (1) Knuckle Boom Loader $94,250 @ 3.929% 7yrs

Monthly pmnt = $1,285.21 x 12 = $15,422.52 will be paid in full 4/2014

Note: (2) 2009 Knuckle Boom Loader $103,900 @ 3.920% 5yrs

Monthly pmnt = $1,944.58 x 12 = $23,334.96 will be paid in full 9/2013

NOTES: FY 2013

540-52-4-530-65-1200 Professional Services

Grinding Services for 3 Times Next Budget Year

540-52-4-530-65-3850 Contract Labor

Currently paying $60,676 monthly-New agreement $43,400 (Yearly $520,800)

540-54-4-530-65-2500 Equipment

Roll Out Cans **$15,000**

Brown/White Goods

Account #	Description	2010 Budget	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
540-52-4-530-70-3850	Contract Labor Brown/White Goo	12,000					43,600
540-57-4-530-70-2000	Transfer Station Tipping		7,212	4,929	10,000	7,864	5,000
TOTAL BROWN/WHITE GOODS		**12,000**	**7,212**	**4,929**	**10,000**	**7,864**	**48,600**

NOTES: FY 2013

540-52-4-530-70-3850	**Contract Labor Brown/White Goods** **Contract for Brown/White Goods est. Monthly ($3,633)** **Yearly $43,600**

Recyclable Collections

Account #	Description	2010 Budget	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
540-52-4-540-71-2110	Collection & Delivery	0	0	0	0	0	0
TOTAL RECYCLABLE COLLECTION		**0**	**0**	**0**	**0**	**0**	**0**

Landfill Closure

Account #	Description	2010 Budget	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
540-52-4-560-72-1200	Professional Services	15,000	7,000	12,825	15,000	13,810	12,000
540-52-4-560-72-1300	Technical Services	15,000	11,455	2,100	9,000	100	5,000
TOTAL LANDFILL CLOSURE		**30,000**	**18,455**	**14,925**	**24,000**	**13,910**	**17,000**

Non-Operating

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
540-55-4-400-10-1130	City Garage Operations	32,095	31,199	31,366	31,366	77,154
540-61-9-000-10-5000	Fund Balance		0	0	0	0
TOTAL NON-OPERATING		**32,095**	**31,199**	**31,366**	**31,366**	**77,154**
TOTAL WASTE MGMT. EXPENDITURES		**1,360,650**	**1,358,583**	**1,449,901**	**1,435,169**	**1,450,901**

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within your division

Division and Department / Unit: Public Works / Waste Management

Our responsibilities in Waste Management include: 1) removal of yard trash generated within the City Limits of Waycross 2) Scheduled special collections which include removal of mattresses, furniture, carpet, clothing, etc. these items are then transported to Southland Waste transfer station for disposal 3) Yearly Spring Cleanups 4) Delivery and pickup of roll out garbage cans 5) Removal and disposal of dead animals 6) Christmas Tree recycling

Special Revenue Funds

Cemetery Fund

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
203-34-9100	Sales: Cemetery Lots	42,450	37,250	50,000	51,000	50,000
203-34-9101	Interment Fees	60,650	64,892	65,000	60,775	60,000
203-34-9102	Monument & Transfer Fee	9,163	8,937	10,000	10,979	10,000
203-34-9103	Reimb: General Funds	0	0	0	0	60,572
203-34-9104	Cash In Bank Interest	236	0	0	0	0
203-34-9105	Reimb: Cemetery Trust	0	0	21,373		25,960
Total Revenues		**112,499**	**111,079**	**146,373**	**122,754**	**206,532**

Cemetery Fund Expenditures

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
203-51-4-850-66-1100	Salaries	24,976	24,985	25,584	25,334	66,522
203-51-4-850-66-1300	Overtime	26	93	100	91	100
203-51-4-850-66-2100	Health Insurance	5,362	5,362	6,569	6,569	13,272
203-51-4-850-66-2101	Life Insurance	66	69	72	72	193
203-51-4-850-66-2200	Social Security	1,837	1,843	1,965	1,869	5,089
203-51-4-850-66-2400	Retirement	3,043	3,365	4,122	4,122	12,506
203-51-4-850-66-2700	Workers' Comp Insurance	1,690	1,690	1,398	1,398	2,844
	Personal Services	**37,000**	**37,405**	**39,810**	**39,455**	**100,525**
203-52-4-850-66-2200	Repairs & Maint. Building	942	417	520	99	500
203-52-4-850-66-2320	Lease Purchase Payments	0	0	0	0	0
203-52-4-850-66-3100	Liability Insurance	3,386	2,398	2,387	2,387	3,041
203-52-4-850-66-3200	Communication	900	779	1,958	1,636	1,400
203-52-4-850-66-3850	Contract Labor	20,204	34,079	40,000	28,428	40,000
203-53-4-850-66-1100	General Operating	3,315	4,019	4,042	3,943	4,000
203-53-4-850-66-1110	Chemicals	200	60	200	180	200
203-53-4-850-66-1230	Utilities	5,206	6,280	6,000	5,612	6,000
203-53-4-850-66-1270	Gas	5,316	6,286	7,000	7,854	7,500
203-53-4-850-66-1600	Small Equipment	941	289	500	500	500
203-53-4-850-66-1700	Uniforms	275	199	350	350	500
203-55-4-850-66-1000	Reimb: General Fund Opr.	25,845	25,845	25,845	25,845	25,845
203-55-4-850-66-1130	Reimb: Garage Operations	12,035	11,700	11,762	11,762	10,521
203-55-4-850-66-1300	Garage M & R	11,135	6,114	6,000	5,914	6,000
203-57-4-850-66-9000	Contingency	0	0	0	0	0
	Operating Expenses	**89,700**	**98,464**	**106,564**	**94,511**	**106,007**
203-54-4-850-66-2200	Vehicles	0	0	0	0	0
203-54-4-850-66-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
Total Expenditures		**126,700**	**135,869**	**146,373**	**133,966**	**206,532**

NOTES: FY 2013

203-54-4-850-66-2500	Equipment **Moved Cemetery Foreman position from Garage Fund to Cemetery Fund**

WPD Information Technology Fund

Account #	Revenue Source	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
205-38-1050	IT Revenue Fee	26,384	21,973	28,000	20,581	18,000
	TOTAL	**26,384**	**21,973**	**28,000**	**20,581**	**18,000**

WPD Information Technology Fund Expenditures

Account #	Account Number	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
205-53-9-034-80-2500	Computers/Equipment	22,883	24,736	28,000	23,105	18,000
	TOTAL	**22,883**	**24,736**	**28,000**	**23,105**	**18,000**

Hotel/Motel Fund

Account #	Revenue Source	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
275-31-4100	Hotel/Motel Revenue	237,631	305,442	300,000	283,118	300,000
	TOTAL	**237,631**	**305,442**	**300,000**	**283,118**	**300,000**

Hotel/Motel Fund Expenditures

Expenditures	Account Number	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
275-57-7-540-10-2000	Chamber of Comm T & C Bureau	94,916	121,070	120,000	113,587	0
275-57-7-540-10-5000	Tourism/Promotional Exp					120,000
275-57-7-540-10-9300	Reimburse General Fund	142,578	181,605	180,000	170,380	180,000
	TOTAL	**237,495**	**302,675**	**300,000**	**283,967**	**300,000**

Note:
General Fund will receive 60% and the remaining 40% will allocated for Tourism/Promotional account.

Special Purpose Local Option Sales Tax 2008 (SPLOST)

Account #	Revenue Source	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
435-33-7100	Special Purpose Sales Tax	1,641,776	1,916,059	1,692,000	2,110,404	1,900,000
435-36-1000	Interest Earned	3,709	5,129	0	2,015	0
435-39-1210	Fund Balance					875,000
	TOTAL	**1,645,485**	**1,921,188**	**1,692,000**	**2,112,419**	**2,775,000**

Special Purpose Local Option Sales Tax 2008 Expenditures

Expenditures	Account Number	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
435-55-9-033-17-1000	Engineering Roads and Streets	241,599	972,987	782,000	672,117	750,000
435-55-9-033-17-2000	Police Department Project	13,168	607,361	293,626	293,626	
435-55-9-033-17-3000	Fire Dept Projects	0	28,541	0	0	300,000
435-55-9-033-17-4000	Property Acq & Demolition		0	75,000	396	75,000
435-55-9-033-17-5000	Water/Sewer Rehab & Expan		30,483	0	0	
435-55-9-033-17-6000	Information Technology	50,142	2,480	15,000	2,980	
435-55-9-033-17-7000	DWDA Projects			0	0	
435-55-9-033-17-8000	Public Works Facility/Armory			426,374	0	150,000
435-55-9-033-17-9000	Rehab City Auditorium	19,500	124,478	100,000	65,465	1,500,000
	TOTAL	**324,410**	**1,766,329**	**1,692,000**	**1,034,582**	**2,775,000**

Internal Service Funds

Garage Fund

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
606-34-9200	All Funds Contributions	401,183	384,164	392,070	392,074	350,699
TOTAL CITY GARAGE		**401,183**	**384,164**	**392,070**	**392,074**	**350,699**

City Garage Fund Expenditures

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
606-51-4-800-68-1100	Salaries	224,442	219,790	227,510	222,570	195,039
606-51-4-800-68-1300	Overtime	913	1,492	1,500	677	1,500
606-51-4-800-68-2100	Health Insurance	37,531	37,531	45,986	45,986	39,815
606-51-4-800-68-2101	Life Insurance	587	624	640	640	573
606-51-4-800-68-2200	Social Security	16,084	15,876	17,519	15,984	15,035
606-51-4-800-68-2400	Retirement	27,098	30,489	36,652	36,652	36,667
606-51-4-800-68-2700	Workers' Comp Insurance	11,828	11,828	9,786	9,786	8,531
	Personal Services	**318,483**	**317,631**	**339,594**	**332,294**	**297,161**
606-52-4-800-68-1200	Professional Services	0	2,000	2,000	1,291	2,000
606-52-4-800-68-1300	Maint. & Technical Serv.	1,109	1,897	2,200	870	2,200
606-52-4-800-68-2200	Repairs/Maint. Building	379	62	1,000	880	1,000
606-52-4-800-68-2320	Lease Purchase Payments	14,443	0	0	0	0
606-52-4-800-68-3100	Liability Insurance	7,247	6,456	6,445	6,445	5,657
606-52-4-800-68-3200	Communication	1,134	1,099	1,300	1,281	2,000
606-52-4-800-68-3500	Business Travel	0	30	105	0	150
606-52-4-800-68-3600	Dues & Subscriptions	1,695	2,090	2,500	2,499	2,500
606-52-4-800-68-3700	Business Training	931	85	1,000	0	900
606-53-4-800-68-1100	General Operating	13,767	11,706	10,000	10,375	10,000
606-53-4-800-68-1110	Chemicals	890	1,449	1,500	684	1,500
606-53-4-800-68-1115	Fleet Cost-Warehouse	7,014	-11,868	0	-1,751	0
606-53-4-800-68-1230	Utilities	11,466	12,510	9,500	11,046	9,500
606-53-4-800-68-1270	Gas	3,192	4,925	4,500	4,621	4,500
606-53-4-800-68-1600	Small Equipment	701	1,020	5,395	4,958	5,400
606-53-4-800-68-1700	Uniforms	3,292	3,097	2,000	1,971	3,300
606-55-4-800-68-1000	Reimb: General Fund Opr.	0	0	0	0	0
606-55-4-800-68-1200	Reimb: DP IT Expense	358	358	331	331	331
606-55-4-800-68-1300	Garage M & R	1,094	2,699	2,200	3,505	2,200
606-57-4-800-68-9000	Contingency	218	0	500	141	400
	Operating Expenses	**68,931**	**39,615**	**52,476**	**49,147**	**53,538**
606-54-4-800-68-2300	Furniture & Fixtures	0	0	0	0	0
606-54-4-800-68-2400	Computers & Printers	0	0	0	0	0
606-54-4-800-68-2500	Equipment	9,499	0	0	0	0
	Capital Outlay	**9,499**	**0**	**0**	**0**	**0**
TOTAL CITY GARAGE		**396,913**	**357,246**	**392,070**	**381,441**	**350,699**

NOTES: FY 2013

606-51-4-800-68-1100 Salaries

Moved Cemetery Foreman position to Cemetery Fund

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Public Works / Garage

The Garage Responsibilities and duties include;
Provide timely vehicle repairs to all City Departments as they relates to their vehicles
Vehicle Repairs: Engine repairs, electrical repairs, brake repairs, diagnostic
Heavy Equipment: Hydraulic hoses, tires, tracks
Preventative Maintenance: Oil changes, tire repairs, grease and lubrication
Welding Repairs: Heavy equipment including excavators, tractors, fire trucks

Data Processing Fund

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
607-34-9200	All Funds Contributions	332,017	321,814	278,848	278,848	291,234
607-34-9210	All Funds Contrib-IT Exp	33,073	33,073	33,120	33,120	33,120
TOTAL DATA PROCESSING		**365,090**	**354,887**	**311,968**	**311,968**	**324,354**

Data Processing Fund Expenditures

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
607-51-1-535-67-1100	Salaries	151,368	134,402	135,533	135,627	141,094
607-51-1-535-67-1300	Overtime	660	632	700	422	700
607-51-1-535-67-2100	Health Insurance	26,808	21,447	26,278	26,278	26,543
607-51-1-535-67-2101	Life Insurance	462	374	378	378	412
607-51-1-535-67-2200	Social Security	10,895	9,481	10,422	9,679	10,794
607-51-1-535-67-2400	Retirement	21,338	18,247	21,834	21,834	26,526
607-51-1-535-67-2700	Workers' Comp Insurance	8,448	6,759	5,592	5,592	5,687
	Personal Services	**219,980**	**191,340**	**200,737**	**199,810**	**211,755**
607-52-1-535-67-1200	Professional Services		36,943	0	0	0
607-52-1-535-67-1300	Maint, & Technical Serv.	64,679	52,345	56,086	48,230	56,769
607-52-1-535-67-2320	Lease Purchase Payments	1,491	1,690	0	0	0
607-52-1-535-67-3100	Liability Insurance	3,860	3,382	2,705	2,705	2,616
607-52-1-535-67-3200	Communication	23,733	29,033	30,440	28,984	30,440
607-52-1-535-67-3500	Business Travel	1,456	1,688	1,000	930	1,000
607-52-1-535-67-3600	Dues & Subscriptions	350	350	0	0	400
607-52-1-535-67-3700	Business Training	696	109	1,000	513	1,000
607-53-1-535-67-1100	General Operating	12,225	13,374	14,000	12,320	14,374
607-53-1-535-67-1270	Gas	113	0	0	0	0
607-53-1-535-67-1600	Small Equipment	297	0	0	0	0
607-57-1-535-67-9000	Contingency	0	0	0	0	0
	Operating Expenses	**108,902**	**138,913**	**105,231**	**93,682**	**106,599**
607-54-1-535-67-2400	Computers & Printers	3,685	2,936	4,000	1,853	4,000
607-54-1-535-67-2500	Equipment	4,974	1,530	2,000	1,735	2,000
	Capital Outlay	**8,659**	**4,466**	**6,000**	**3,588**	**6,000**
TOTAL DATA PROCESSING		**337,541**	**334,720**	**311,968**	**297,080**	**324,354**

DEPARTMENTAL RESPONSIBILITIES AND DUTIES

Departmental Budget Overview: To be completed for all departments or units within you division

Division and Department / Unit: Finance / Data Processing

The Data Processing Department is responsible for several different functions:

Accounting Responsibilities: This department's responsibilities are updating and balancing the general ledger for each fund, which includes, accounts payable check runs, daily cash receipts, monthly reimbursements, accounting receivable billing, daily journal postings, updating payroll general ledger, collection of return checks, monthly and yearly reporting, and reconciling all bank statements, and assisting auditors with year end audit. Monitoring all Fixed Assets additions, deletions and depreciations.

Utility Billing Responsibilities: This department's responsibilities are mailing out the Utility Billing statements on a monthly basis, which includes all billings functions including loading and unloading handhelds, opening and closing of accounts, issuing daily maintenance work orders to meter department, posting adjustments, collections of delinquent accounts, handles customer inquiries and complaints.

Information Technology Responsibilities: This department's responsibilities are monitors and maintains computer networks to ensure smooth and uninterrupted service to city and connected systems, provides technical support and assistance to all network users, maintains network security and integrity, troubleshoots all computers connected to the city network and repairs damaged, disabled and malfunctioning systems, computer, software and related hardware, researches, tests and evaluates new technologies, systems, hardware for future integration. Another responsibility includes hosting and maintaining the City's own Website and Intranet (COWnet).

Budget Officer Responsibilities: This department's responsibilities are to distributes budget related forms and worksheets to city departments and enter responses into automated database, balance the city budget, prepares budget books for disbursement, distributes monthly financial and budget overview reports.

Public Buildings Fund

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
608-34-9200	All Funds Contributions	100,699	98,125	100,340	100,340	102,469
TOTAL PUBLIC BUILDINGS		**100,699**	**98,125**	**100,340**	**100,340**	**102,469**

Public Buildings Fund Expenditures

Account #	Description	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
608-51-1-565-71-1100	Salaries	46,138	45,446	51,584	49,756	52,536
608-51-1-565-71-1300	Overtime	882	1,141	1,200	1,836	1,200
608-51-1-565-71-2100	Health Insurance	10,723	10,723	13,139	13,139	13,272
608-51-1-565-71-2101	Life Insurance	134	142	146	146	153
608-51-1-565-71-2200	Social Security	3,466	3,431	4,038	3,659	4,111
608-51-1-565-71-2400	Retirement	6,177	6,954	8,310	8,310	9,877
608-51-1-565-71-2700	Workers' Comp Insurance	3,379	3,379	2,796	2,796	2,844
	Personal Services	**70,899**	**71,217**	**81,213**	**79,642**	**83,992**
608-52-1-565-71-1300	Maint. & Technical Serv.	0	0	500	0	500
608-52-1-565-71-2200	Repairs & Maint. Building	0	602	1,000	1,008	1,000
608-52-1-565-71-2320	Lease Purchase Payments	0	0	0	0	0
608-52-1-565-71-3100	Liability Insurance	2,926	2,644	2,636	2,636	2,607
608-52-1-565-71-3200	Communication	832	915	1,150	943	1,150
608-52-1-565-71-3500	Business Travel	0	0	160	0	160
608-52-1-565-71-3600	Dues & Subscriptions	0	0	0	0	0
608-52-1-565-71-3700	Business Training	358	60	400	0	400
608-53-1-565-71-1100	General Operating	3,372	4,894	4,000	4,173	4,000
608-53-1-565-71-1270	Gas	712	1,579	2,000	2,140	2,000
608-53-1-565-71-1600	Small Equipment	324	0	500	500	500
608-53-1-565-71-1700	Uniforms	177	213	400	116	400
608-55-1-565-71-1130	Reimb: Garage Operat	6,018	5,850	5,881	5,881	5,260
608-55-1-565-71-1300	Garage M & R	523	75	500	200	500
608-57-1-565-71-9000	Contingency	0		0	0	0
	Operating Expenses	**15,242**	**16,833**	**19,127**	**17,596**	**18,477**
608-54-1-565-71-2200	Vehicles	0	0	0	0	0
608-54-1-565-71-2300	Furniture & Fixtures	0	0	0	0	0
608-54-1-565-71-2400	Computers & Printers	0	0	0	0	0
608-54-1-565-71-2500	Equipment	0	0	0	0	0
	Capital Outlay	**0**	**0**	**0**	**0**	**0**
TOTAL PUBLIC BUILDINGS		**86,142**	**88,050**	**100,340**	**97,238**	**102,469**

Liability Insurance Fund

Revenues

Account #	Revenue Source	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
600-34-9200	All Funds Contribution	235,999	204,998	205,000	206,104	206,000
600-36-1000	CIB Interest	735	0	0	0	0
600-38-9000	Liability Misc Revenue	708	0	0	0	0
	TOTAL	**237,441**	**204,998**	**205,000**	**206,104**	**206,000**

Expenditures	Account Number	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
600-52-9-020-11-3100	Premium Auto	41,994	40,468	45,000	41,572	45,000
600-52-9-021-11-3100	Premium Liability	97,546	96,197	100,000	102,385	103,000
600-52-9-022-11-3100	Premium Property	15,067	16,799	20,000	22,132	23,000
600-52-9-023-11-3100	Claims Payment	4,699	38,584	40,000	28,099	35,000
	TOTAL	**159,306**	**192,048**	**205,000**	**194,188**	**206,000**

Health Insurance Fund

Revenues

Account #	Revenue Source	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
601-36-1000	CIB Interest	682	0	0	0	0
601-36-1010	Reserve CIB Interest	57	0	0	0	0
601-38-9000	City Premium	1,078,983	1,050,878	1,313,886	1,313,786	1,360,626
601-38-9001	Miscellaneous Revenue	113	274	0	0	0
601-38-9010	Employee Premiums	408,860	401,864	390,000	382,701	390,000
601-38-9020	Retired Premiums	19,138	19,293	21,180	20,071	20,000
601-38-9030	Group Life	18,541	19,773	19,286	19,430	22,000
	TOTAL	**1,526,374**	**1,492,081**	**1,744,352**	**1,735,988**	**1,792,626**

Expenditures	Account Number	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
601-52-9-024-12-1010	Group Resource Claims	1,561,420	1,456,594	1,425,289	1,773,370	1,460,256
601-52-9-024-12-1020	Administration Fees	265,341	282,700	300,000	349,136	312,000
601-52-9-025-12-3100	Ins - Miscellaneous	18,542	20,318	19,063	19,123	20,370
	TOTAL	**1,845,303**	**1,759,612**	**1,744,352**	**2,141,630**	**1,792,626**

Retirement Fund

Revenues

Account #	Revenue Source	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
602-36-1000	CIB Interest	278	0	0	0	0
602-38-9000	Retirement Contribution	859,336	924,059	1,123,227	1,125,574	1,327,895
	TOTAL	**859,614**	**924,059**	**1,123,227**	**1,125,574**	**1,327,895**

Expenditures	Account Number	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
602-57-9-023-15-3000	Retirement Payments	859,337	881,932	1,123,227	1,118,533	1,327,895
602-61-9-000-15-5000	Fund Balance	0	0	0	0	0
	TOTAL	**859,337**	**881,932**	**1,123,227**	**1,118,533**	**1,327,895**

Worker's Compensation Fund

Revenues

Account #	Revenue Source	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
603-36-1000	Workers Comp Int	1,168	0	0	0	0
603-38-9000	Miscellaneous Revenue	0	108,323	0	131,057	0
603-39-1000	General Fund Contrib	317,664	314,284	265,624	265,624	270,142
603-39-1020	Cemetery Fd Contrib	1,690	1,690	1,398	1,398	2,844
603-39-1030	Waste Manag Contrib	13,518	11,828	9,786	9,786	9,953
603-39-1070	City Garage Contrib	11,828	11,828	9,786	9,786	8,531
603-39-1080	Data Processing Contrib	8,448	6,759	5,592	5,592	5,687
603-39-1090	Public Buildings Contrib	3,379	3,379	2,796	2,796	2,844
	TOTAL	**357,695**	**458,091**	**294,982**	**426,039**	**300,000**

Expenditures	Account Number	2010 Actual	2011 Actual	2012 Budget	2012 Actual	2013 Budget
603-52-9-023-18-3100	Expend for all Claims	185,828	349,398	209,982	449,615	215,000
603-52-9-027-18-1100	Administration Cost	74,273	56,463	85,000	65,030	85,000
603-52-9-028-18-3100	Reserve for Claims	0	0		0	
	TOTAL	**260,101**	**405,861**	**294,982**	**514,645**	**300,000**

PERFORMANCE MEASURES

City Manager

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Council Agendas Prepared	n/a	72	72	72
Number of Staff Reports Reviewed for Agendas	n/a	72	72	72
Number of Council Directives Processed	n/a	312	312	303
Number of Council Requests Processed	n/a	312	312	303
Number of Citizen Requests/Complaints Received	n/a	2500	2500	2300
Budget Impact				
FTE's per 1,000 Citizens	0.546	0.546	0.546	0.546
Net Cost of Services per Citizen	$35	$37	$37	$37
Effectiveness & Strategic Plan				

Finance

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Council Meetings Recorded	24	24	24	24
Number of Resolutions Processed	13	20	35	35
Number of Ordinances Processed	11	10	9	10
Number of Employee's Retired	4	8	45	40
Number of New Business License Issued	29	25	22	25
Number of Budget Amendments	6	10	41	30
Open Records Request	n/a	n/a	45	45
Budget Impact				
FTE's per 1,000 Citizens	0.273	0.273	0.273	0.273
Net Cost of Services per Citizen	$18	$19	$19	$18
Effectiveness & Strategic Plan				
Number of Findings from External Auditors	0	0	0	0
Points out of 324 GFOA Distingushed Budget Award	263	261	270	250

Purchasing

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Purchase Orders Issued	2,892	2,900	3,252	3,200
Number of Formal Bids/Proposals Solicited	17	20	22	25
Number of Work Orders Issued	1,800	1,800	2,800	2,800
Surplus Property Sold (Exclude PD)	35,000	30,000	20,000	30,000
Budget Impact				
FTE's per 1,000 Citizens	0.273	0.273	0.273	0.273
Net Cost of Services per Citizen	$17	$19	$19	$19
Effectiveness & Strategic Plan				
Inventory Accuracy Rate	99.37%	99.47%	99.30%	99.16%
% of PO's Created within 3 Days of Requistion	No Data	98%	99%	99%

Data Processing

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Accounts Payable Checks Processed	2,678	2,650	2,604	2,646
Number of Utility Bills Printed	77,800	74,736	74,749	74,750
Number of Work Orders Processed	14,135	12,905	12,982	13,105
Number of Meter Readings Performed Monthly	7,451	7,470	7,480	7,492
Average of Gallons Billed Monthly	67,365,441	67,671,654	64,648,799	65,618,230
Budget Impact				
FTE's per 1,000 Citizens	0.260	0.273	0.273	0.273
Net Cost of Services per Citizen	$22	$24	$21	$21
Effectiveness & Strategic Plan				
% of Meters Read Correctly on 1st Reading	99%	99%	99%	99%
% of Accounts Utilizing Direct Payment	0.91	0.90	0.70	0.80
% of Current Year Amount Written Off	0.99	0.99	0.99%	0.99%
% of Current Year Amount Billed sent to Collection Agency	0.99	1.12	3.08%	3.12%

Human Resources

PERFORMANCE MEASURES				
Workload				
	Actual		*YTD thru 6/30*	*Budget (Estimates)*
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Employment Applications Processed	n/a	643	700	735
Number of New Hires Processed	n/a	20	20	22
Number of Employees Complaints Received	n/a	3	2	3
Number of Grievances Processed	n/a	2	1	1
Number of Employee Newsletters Prepared	n/a	4	4	12
Number of Safety Classes Held	n/a	3	6	6
Number of Employee Accidents With Injuries	n/a	8	5	5
Number of Worker's Comp Claims Processed	n/a	15	10	15
Number of Liability Claims Processed	n/a	13	10	17
Payroll Checks/Direct Deposit Processed	n/a	3,835	3,850	3,865
Number of Employee's Retired	4	8	12	10
Budget Impact				
FTE's per 1,000 Citizens	0.163	0.204	0.204	0.204
Net Cost of Services per Citizen	$10	$14	$12	$13
Effectiveness & Strategic Plan				

Police Department

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of High Priority Call Responses	3,058	611	3,200	3,100
Number of Medium/Low Priority Responses	41,388	38,993	44,000	44,000
Number of Arrests Made	2,161	1,201	2,150	2,100
Number of Traffic Citations Issued	4,968	2,584	5,463	4,400
Number of Accident Reports Written	961	645	973	1,100
Number of Offenses Cleared	3,126	1,944	3,210	3,400
Number of Investigations Completed	888	463	850	800
Number of Graduates from Citizens Police Academy	20	13	20	20
Neighborhood Watch Meetings	6	1	6	6
Number of SWAT Team Call Responses	1	2	2	2
Budget Impact				
FTE's per 1,000 Citizens	4.744	4.607	4.744	4.744
Sworn Officers per 1,000 Citizens	3.959	3.822	3.959	3.959
Net Cost of Services per Citizen	$274	$275	$290	$303
Effectiveness & Strategic Plan				
Avg Emergency Response Time (in minutes)	4:35	4:56	4:56	4:54

Fire Department

PERFORMANCE MEASURES				
Workload				
	Actual		*YTD thru 6/30*	*Budget (Estimates)*
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Fire Calls Received	132	103	160	225
Number of Other Calls Received	969	729	1,000	1,000
Number of Commercial Structure Inspections	397	526	950	950
Number of Other Inspections(Fire Alarm,Sprinkler)	10	18	40	40
Number of Fire Hydrants Inspections	1,948	1,948	1,948	2,000
Budget Impact				
FTE's per 1,000 Citizens	3.521	3.686	3.686	3.686
Firefighters per 1,000 Citizens	3.456	3.617	3.617	3.617
Net Cost of Services per Citizen	$201	$221	$227	$236
Effectiveness & Strategic Plan				
Fire Response Time (minutes)	4:18	4:22	4:22	4:32

Public Works

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Violation Letters	21	26	25	20
Cut off list removal of can	103	135	130	155
Bags dispinsed to downtown customers	779	1,038	1,000	1,000
Special Collections	109	170	160	140
Customer request 2nd can	67	76	75	60
Budget Impact				
FTE's per 1,000 Citizens	0.130	0.136	0.136	0.136
Net Cost of Services per Citizen	$8	$9	$9	$10
Effectiveness & Strategic Plan				

Highway & Streets Department

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Dirt Drive ways repaired	168	230	200	56
Miles Sweeping City Streets	12,354	12,146	12,000	11,500
Hours of Maintaining City Parks	2,041	2,064	2,000	2,000
Stumps Removed	n/a	43	40	22
Trees Removed	n/a	144	100	63
Hours Litter P/U Downtown	154	142	150	160
Hours maintaing canals	68	55	50	50
Prisioners P/U litter (hours)	304	299	300	350
Prisioners edging curbs (hours)	872	870	900	800
Keep Wayx/Ware Beautiful clean up days	3	4	4	0
Budget Impact				
FTE's per 1,000 Citizens	1.630	1.500	1.500	1.500
Net Cost of Services per Citizen	$78	$86	$90	$94
Effectiveness & Strategic Plan				
% of Paved Roads in Good Working Condition	n/a	n/a	94.60%	94.60%

Cemetery Fund

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Vault Burials	101	96	100	110
Number of Cemetery Lot Sales	60	34	60	55
Contract Hours Mowing of Cemeteries	n/a	621	600	650
Budget Impact				
FTE's per 1,000 Citizens	0.065	0.068	0.068	0.137
Net Cost of Services per Citizen	$8	$10	$10	$14
Effectiveness & Strategic Plan				
Acres of Undeveloped Land	10	10	10	10

Waste Management Fund

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Tons of Yard Trash Collected	2,674	2,424	2,500	2,500
Tons of White & Brown Goods Collected	174.63	155.14	160	165
Number of Garbage Container Repairs (Lids & Wheels)	568	700	750	700
Special Collections scheduled	109	170	160	140
Cans delivered to new / re-estabilished customers	1,038	1,672	1,600	1,500
Trash cans removed	930	1,460	1,200	1,100
Cans cleaned & washed	n/a	1,173	1,200	1,300
Picked up dead animals	202	218	200	150
Customer requested 2nd can	67	76	75	60
Budget Impact				
FTE's per 1,000 Citizens	0.521	0.682	0.682	0.682
Net Cost of Services per Citizen	$89	$99	$99	$99
Effectiveness & Strategic Plan				
% of Residential Collections Completed as Scheduled	100%	100%	100%	100%
% of Commercial Collections Completed as Scheduled	100%	100%	100%	100%

Garage Fund

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Preventive Maintatance	915	860	900	880
Engine Repairs	75	97	110	82
Transmission Repairs / service	54	49	50	45
Brake Repairs	118	105	110	120
Front Suspension	36	24	25	28
Electrical (wiring, breakers, cranking)	333	315	320	315
Tire Repair	118	98	110	140
Tires Replaced	292	281	300	310
Body Repairs and paint	100	84	100	90
Fuel System (filters, gas lines)	47	55	50	55
Air Conditioning	37	35	40	45
Wrecker Calls	77	52	55	55
Miss Repairs	228	221	200	225
Budget Impact				
FTE's per 1,000 Citizens	0.456	0.477	0.477	0.410
Net Cost of Services per Citizen	$26	$26	$27	$24
Effectiveness & Strategic Plan				

Community Improvement – Animal Control

PERFORMANCE MEASURES				
Workload				
	Actual		*YTD thru 6/30*	*Budget (Estimates)*
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of calls received for stray animals	n/a	n/a	440	660
Budget Impact				
FTE's per 1,000 Citizens	n/a	n/a	0.070	0.070
Net Cost of Services per Citizen	n/a	n/a	$3	$4
Effectiveness & Strategic Plan				
% of Service Calls Completed in Time Estimated	n/a	n/a	80-90%	80-90%

Community Improvement – Inspections

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Building Inspections Issued	761	157	400	650
Number of Plumbing Inspections Issued	802	158	300	500
Number of Electrical Inspections Issued	922	201	350	700
Number of Mechanical Inspections Issued	676	134	400	500
Number of Mobile Home Inspections Issued	4	3	5	8
Number of Public Hearing/Notice Signs Posted	17	83	60	55
Total Number of Code Enforcement Cases	3,182	736	1,515	2,500
Budget Impact				
FTE's per 1,000 Citizens	0.260	0.273	0.273	0.273
Net Cost of Services per Citizen	$12	$11	$14	$16
Effectiveness & Strategic Plan				
Avg. Permit Issuance Time (days)	n/a	1-2 Days	1-2 Days	1-2 Days
Avg. Residential Plan Review Time (days)	n/a	7 Days	7 Days	7 Days
Avg Commercial Plan Review Time (days)	n/a	14 Days	14 Days	14 Days
% of Code Violations Complaints Resolved	n/a	80%	80%	80%
Avg. Days to Abate Code Violations (days)	n/a	30-45 Days	30-45 Days	30-45 Days

Community Improvement – Administration

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Grants Awarded	0	0	4	0
Number of Grants Completed	1	2	4	1
Number of Homes Rehabilitated with CHIP Funds	0	5	5	0
Number of Main Street Special Events Held	5	7	12	7
Number of Down Payment assistance CHIP	0	4	5	0
Budget Impact				
FTE's per 1,000 Citizens	0.326	0.205	0.205	0.205
Net Cost of Services per Citizen	$25	$13	$12	$10
Effectiveness & Strategic Plan				
% of Citizen Applications Able to be Funded	n/a	98%	98%	0%
% of Grant Funding Spent in Year Received	n/a	96%	98%	0%

Engineering

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Site Plan Reviews	6	10	10	12
Number of Flood Zone Inquiries	4	10	7	5
Number of Drawings Prepared	70	51	70	50
Number of Drawings Prepared for Other Departments	17+	9+	15	20
Number of Requests to Annex Land	1	0	5	3
Number of Requests to Rezone Land	1	0	1	3
Budget Impact				
FTE's per 1,000 Citizens	0.42	0.44	0.44	0.44
Net Cost of Services per Citizen	$28	$31	$34	$34
Effectiveness & Strategic Plan				
% of Streets Accurately Included in GIS System	100%	100%	100%	100%
% of Water/Sewer Structures Accurately Inc/GIS System	n/a	n/a	n/a	n/a
% of Storm Drainage Accurately Included inc/GIS System	99%	99%	99%	99%
Avg. Site Plan Review Time (days)	n/a	3-4 days	3-4 days	3-4 days

Engineering – Infrastructure Construction

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Linear Feet of Repaired/Replaced Curb	444	469	508	550
Linear Feet of Repaired/Replaced Sidewalk	1974	2412	2669	3000
Square Yards Asphalt Street Patches	816	431	479	750
Potholes Repaired	567	506	453	400
Number of Hours Spent to Repair Potholes	187	170	150	132
Storm Drain Pipe Replaced/Installed	1033	706	1025	1000
Catch Basins Repaired	9	5	6	5
Catch Basins/Storm Drains Cleaned	57	76	60	65
Grates Cleaned	108	146	138	200
Miles of Sidewalk Maintained	458	655	731	700
Budget Impact				
FTE's per 1,000 Citizens	0.260	0.273	0.273	0.273
Net Cost of Services per Citizen	$17	$17	$17	$17
Effectiveness & Strategic Plan				

Engineering – Traffic

PERFORMANCE MEASURES				
Workload				
	Actual		***YTD thru 6/30***	***Budget (Estimates)***
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Hours to Support Special Events	n/a	n/a	1%	1%
Hours to Replace Street Signs	n/a	n/a	30%	30%
Number of Signs Fabricated and Installed	n/a	n/a	40%	40%
Number of Sign Malfunction Complaints Resolved	n/a	n/a	25	20
Number for Traffic Signal Repairs	n/a	n/a	50	60
Budget Impact				
FTE's per 1,000 Citizens	0.195	0.204	0.204	0.204
Net Cost of Services per Citizen	$11	$13	$14	$14
Effectiveness & Strategic Plan				
% of Service Requests Completed in Time Estimated	n/a	n/a	100%	100%
% of Work Orders Completed within 5 Days	n/a	n/a	99%	99%
% Repair Accuracy - 1st Attempt	n/a	n/a	99%	99%

Water and Sewer Fund

PERFORMANCE MEASURES				
Workload				
	Actual		*YTD thru 6/30*	*Budget (Estimates)*
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Water				
Millon Gallons of Water Pumped	897,962,000	1,007,733,000	918,696,000	1,000,000,000
Millon Gallons of Water Billed	808,385,292	797,089,744	781,171,057	785,000,000
Miles of Water Mains	145	145	145	150
Number of Water Connections	7,421	7,433	7,440	7,460
Daily Average Consumption in Gallons	2,300,000	2,300,000	2,300,000	2,300,000
Sewer				
Maximum Daily Capacity of Plant in Gallons	3,400,000	3,400,000	3,400,000	3,400,000
Miles of Sewer Main Maintained	120	120	120	120
Miles of Storm Sewers	60	60	60	60
Number of Sewer Connections	6,885	6,893	7,000	7,000
Daily Average Treatment in Gallons	3,000,000	3,000,000	3,000,000	3,000,000
Maximum Daily Capacity of Plant in Gallons	12,000,000	12,000,000	12,000,000	12,000,000
Budget Impact				
Cost of Providing Potable Water (per million gallons)	$2.06	$2.12	$2.13	$2.15
Cost of Sewer Collection (per million gallons)	$3.66	$3.77	$3.84	$3.87
Effectiveness & Strategic Plan				
% of Water Unbilled due to Testing/Leaks	10%	24%	16%	18%
% of Sewer Lines In Good Working Condition	n/a	n/a	n/a	n/a
% of Sewer Stop-Ups Cleared within 24 Hours	95%	98%	99%	99%

Public Buildings Fund

PERFORMANCE MEASURES				
Workload				
	Actual		*YTD thru 6/30*	*Budget (Estimates)*
Measure	**FY-10**	**FY-11**	**FY-12**	**FY-13**
Number of Work Orders Received	125	160	180	200
Number of Facilities to Maintain	12	12	13	14
Number of Hours Assisting Traffic Department	15	20	25	30
Hours to Support Special Events	15	20	25	30
Budget Impact				
FTE's per 1,000 Citizens	0.130	0.136	0.136	0.136
Net Cost of Services per Citizen	$6	$7	$7	$7
Effectiveness & Strategic Plan				
% of Service Requests Completed in Time Estimated	98%	98%	98%	99%
% of Work Orders Completed within 5 Days	96%	97%	98%	99%

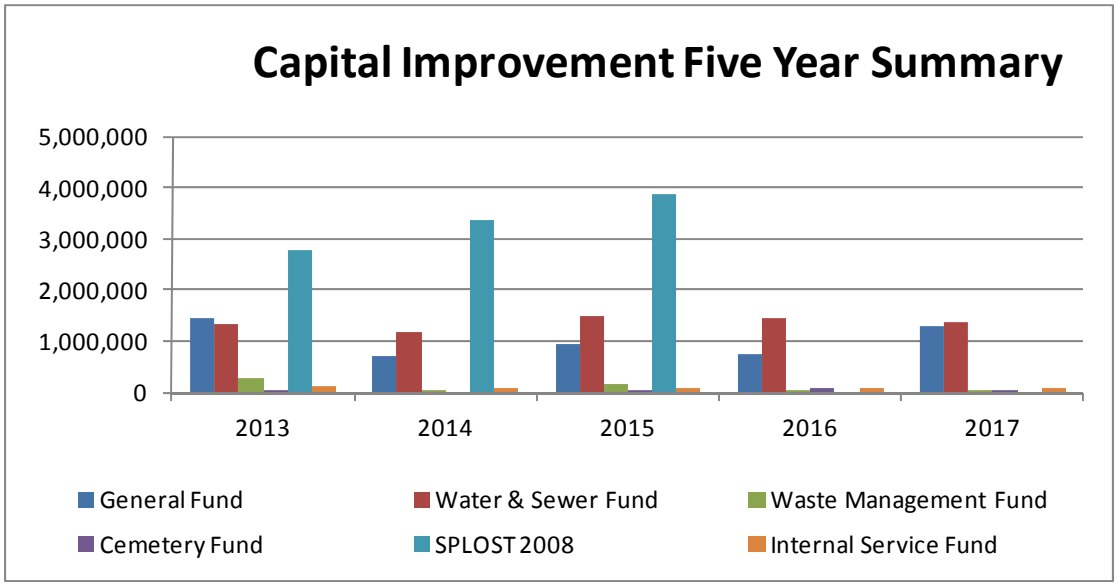
CAPITAL IMPROVEMENT PLAN

This plan is used as a tool in projecting and planning the city's needs for improvements within different areas of the city. These include infrastructure development and improvements, purchasing of software and various equipment to improve the quality of service, and upkeep and repairs on city buildings. A Special Purpose Local Option Sales Tax of 1% was approved by the voters in February 2008. This opportunity will allow the city to make many improvements and reach goals that will benefit not only the City of Waycross, but taxpayers as well.

The capital improvement plan is reviewed and updated annually in order to maintain a current and viable program of ongoing capital programs and activities.

The capital projects approved for the fiscal year 2013 are budgeted within each department's individual budget. These projects will be funded by each funds revenue source and/or grants. The city continues to search for grants to supplement the cost of all capital projects.

The graph below illustrates each fund's Capital Improvement expenditures for the next five years. The Special Purpose Local Option Sales Tax (SPLOST) capital plan for the next five years accumulates to $10,020,000. The Water and Sewer Fund has the next largest capital improvement cost of $6,813,465, and the General Fund has a total of $5,138,237.



MAJOR CAPITAL PROJECTS FOR FISCAL YEAR 2013

Following is a listing of major capital projects planned for the city. The projects are listed below on the following pages. Also shown, is the impact that the project will have on the operating funds once the project is completed. The amount of impact is referred to in the following terms: Positive, Negligible, Slight, Moderate and High. Examples of what might have an impact on the operating budget due to a capital project are new staff, maintenance, and daily operations (utilities, supplies).

Positive – The project will either generate some revenue to offset expenses or will actually reduce operating costs.

Negligible – The impact will be very small. It will generate less than $10,000 per year in increased operating expenditures.

Slight – The impact will be between $10,000 - $50,000 in increased operating expenditures.

Moderate – The impact will be between $50,001 - $100,000 in increased in operating expenditures.

High – This project will cause an increase in operating expenditures of $100,001 or more annually.

MAJOR CAPITAL PROJECT: **Replacing failing Sewer Main**

IMPACT ON OPERATING BUDGET: Positive

At the beginning of FY 2008, a Water/Sewer revenue bond was paid in full. Most of the water distribution (140 miles) and sewer collection (164 miles) infrastructure has never been replaced. Annual maintenance has been limited to stop gap repairs and in recent years the occurrence of catastrophic failures has increased. In FY 2008 the city begin replacing the failing sewer main and a total of over $1,500,000 has been spent on construction cost. This project will be on going for the next 10 years. The total estimated cost of this project will be $9,000,000.

Water and Sewer Fund FY 2013		
Engineering	$	30,000
Construction	$	502,405
TOTAL	$	532,405

MAJOR CAPITAL PROJECT: **Resurfacing Streets**

IMPACT ON OPERATING BUDGET: Negligible < $10,000

This capital project will be funded by the Special Local Option Sales Tax (SPLOST) that was approved in February 2008. A total of $3,541,835 has been budgeted for roads and street improvements for the duration of 2009-2013.

SPLOST Fund FY 2013		
Engineering		$ 40,000
Construction		$ 710,000
	TOTAL	$ 750,000

MAJOR CAPITAL PROJECT: **New Public Works Facility**

IMPACT ON OPERATING BUDGET: Positive

This capital project will be funded by the Special Local Option Sales Tax (SPLOST) that was approved in February 2008. A total of $1,700,000 has been budgeted for a New Public Works Facility building. For this budget year the city will focus on starting this major capital project with the engineering stage.

SPLOST Fund FY 2013		
Engineering		$ 150,000
Construction		$ -
	TOTAL	$ 150,000

MAJOR CAPITAL PROJECT: **Renovate City Auditorium**

IMPACT ON OPERATING BUDGET: Positive

This capital project will be funded by the Special Local Option Sales Tax (SPLOST) that was approved in February 2008. A total of $1,500,000 has been budgeted for a New Public Works Facility building. For this budget year the city will focus completing this major capital project.

SPLOST Fund FY 2013		
Engineering		$ 150,000
Construction		$ 875,000
	TOTAL	$ 1,025,000

Capital Improvement 5 Year Summary

	FY2013	FY2014	FY2015	FY2016	FY2017
Executive					
Channel 42	$ 38,248	$ 6,648	$ 6,648	$ 6,648	$ 12,648
Total	**$ 38,248**	**$ 6,648**	**$ 6,648**	**$ 6,648**	**$ 12,648**
Finance					
Administration	$ -	$ -	$ -	$ -	$ -
Puchasing	$ -	$ -	$ -	$ -	$ -
Data Processing	$ 6,000	$ 7,000	$ 7,000	$ -	$ -
Total	**$ 6,000**	**$ 7,000**	**$ 7,000**	**$ -**	**$ -**
Human Resources					
Human Resources	$ -	$ -	$ -	$ -	$ -
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Police Department					
WPD IT Fund	$ -	$ -	$ -	$ -	$ -
Administration	$ 53,000	$ 22,000	$ 22,000	$ -	$ -
CIU	$ 264,500	$ 22,000	$ 22,000	$ 25,000	$ 25,000
Uniform	$ 178,000	$ 178,000	$ 249,200	$ 213,600	$ 178,000
Support	$ 64,000	$ 9,000	$ 8,000	$ 5,000	$ 5,000
Training	$ 33,000	$ -	$ -	$ -	$ -
S.W.A.T.	$ 70,640	$ -	$ -	$ -	$ -
SRO	$ -	$ -	$ -	$ -	$ -
Total	**$ 663,140**	**$ 231,000**	**$ 301,200**	**$ 243,600**	**$ 208,000**
Fire Department					
Fire	$ 30,915	$ 4,200	$ 7,300	$ 3,100	$ 41,242
Total	**$ 30,915**	**$ 4,200**	**$ 7,300**	**$ 3,100**	**$ 41,242**
Public Works					
Administration	$ -	$ -	$ -	$ -	$ -
Highway & Streets	$ 268,900	$ 33,900	$ 261,200	$ 124,200	$ 189,500
Waste Management	$ 255,000	$ 34,000	$ 161,000	$ 38,000	$ 40,000
Cemetery	$ 8,900	$ -	$ 9,200	$ 60,000	$ 9,500
Garage	$ 49,000	$ 18,500	$ -	$ -	$ -
Total	**$ 581,800**	**$ 86,400**	**$ 431,400**	**$ 222,200**	**$ 239,000**

	FY2013	FY2014	FY2015	FY2016	FY2017
Community Improvement					
Inspections	$ 18,000	$ -	$ -	$ -	$ -
Administration	$ -	$ -	$ -	$ -	$ -
Total	**$ 18,000**	**$ -**	**$ -**	**$ -**	**$ -**
Engineering					
Administration	$ 53,000	$ 22,000	$ 22,000	$ -	$ -
Infrastructure Construction	$ 311,000	$ 325,000	$ 320,000	$ 320,000	$ 820,000
Traffic	$ 65,000	$ 90,000	$ 30,000	$ 30,000	$ 30,000
Water/Sewer Operations	$ 1,311,893	$ 1,188,893	$ 1,490,893	$ 1,455,893	$ 1,365,893
Public Building	$ 66,200	$ 66,200	$ 66,200	$ 66,200	$ 66,200
Total	**$ 1,807,093**	**$ 1,692,093**	**$ 1,929,093**	**$ 1,872,093**	**$ 2,282,093**
SPLOST					
SPLOST Projects	$ 2,775,000	$ 3,365,000	$ 3,880,000	$ -	$ -
Total	**$ 2,775,000**	**$ 3,365,000**	**$ 3,880,000**	**$ -**	**$ -**

Summary By Fund

General Fund	$ 1,448,203	$ 712,748	$ 948,348	$ 727,548	$ 1,301,390
Water & Sewer Fund	$ 1,311,893	$ 1,188,893	$ 1,490,893	$ 1,455,893	$ 1,365,893
Waste Management Fund	$ 255,000	$ 34,000	$ 161,000	$ 38,000	$ 40,000
Cemetery Fund	$ 8,900	$ -	$ 9,200	$ 60,000	$ 9,500
SPLOST 2008-2013	$ 2,775,000	$ 3,365,000	$ 3,880,000	$ -	$ -
Total	**$ 5,798,996**	**$ 5,300,641**	**$ 6,489,441**	**$ 2,281,441**	**$ 2,716,783**
Internal Service Funds	$ 121,200	$ 91,700	$ 73,200	$ 66,200	$ 66,200
Total	**$ 121,200**	**$ 91,700**	**$ 73,200**	**$ 66,200**	**$ 66,200**
Grand Total	**$ 5,920,196**	**$ 5,392,341**	**$ 6,562,641**	**$ 2,347,641**	**$ 2,782,983**

Capital Vehicles and Equipment Listing

General Fund	Estimated Cost	Budgeted or Financing
Police Department		
Criminal Investigation Unit		
(1) Chevy Impala Unmarked (Replacement)	$0	$0
Uniform Patrol		
(4) Chevy 2012 Impala's @ $19,500	$78,000	$16,970
	$78,000	$16,970
Fire Department		
Replace Self Contained Breathing Equipment	$9,315	$9,315
Replace Personal Protective Equipment	$5,000	$5,000
Pickup Truck for Department	$24,000	$2,588
	$38,315	$16,903
TOTAL GENERAL FUND	**$116,315**	**$33,873**
Waste Management Fund		
Garbage Cans (25)	$15,000	$15,000
TOTAL WASTE MANAGEMENT FUND	**$15,000**	**$15,000**
Grand Total	**$131,315**	**$48,873**

Note: Above amounts are included in each budget as
lease payments reflecting the financing of most items for 6 months.

Capital Improvement Plan by Division

Executive Division

Channel 42

FUND: (100) General Fund	DIVISION: Executive					Department: Channel 42/Information Technology												
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Car (Ch42 Production)	1	$ 22,000									$ 22,000	Budget	$ -
Agenda Software	1	$ 9,648	1	$ 6,648	1	$ 6,648	1	$ 6,648	1	$ 6,648	$ 36,240	Budget	$ -
Tablet (Agenda Software)	#	$ 6,600									$ 6,600	Budget	$ -
VM-Server									1	$6,000	$ 6,000	Budget	$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 38,248		$ 6,648		$ 6,648		$ 6,648		$ 12,648	$ 70,840		$ -

Notes:

Car - This vehicle is needed to assist the Channel 42 Production Manager

Software - Paperless Agenda Management Software for Commission Chambers

Tablets - For Mayor and Commissioners and staff to interact with agenda software

Server - VM-Server to provide more redundancy and expansion to vm environment

Finance Division

Purchasing

FUND: (100) General Fund	DIVISION: FINANCE					Department: Purchasing/City Hall												
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
None											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ -		$ -		$ -		$ -		$ -	$ -		$ -

Notes:

Data Processing

FUND: (607) DATA PROCESSING		DIVISION: FINANCE														
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
On-Line Requisition Software-ADG						$ 7,000					$ 7,000	Budget	$ -
On-Line Payment Software-ADG				$ 7,000							$ 7,000	Budget	$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ -		$ 7,000		$ 7,000		$ -		$ -	$ 14,000		$ -

Notes:

FY2015 - On-Line Requisition Software - This software would eliminate the shuffling of paper around to several different departments. Sometimes the requisitions get misplaced and this would save time and eliminate paper cost.

FY2014 - On-Line Payament Software - This software would be available for customers who would like to pay online for different services such as Permits, Utility Bills, and Business License. Each year the amount of customers that ask about this payment option is increasing. Many customers travel from other cities just to pay Utility Bills, Permits or Business Licenses.

Police Division

Administration

FUND: (100) General Fund		DIVISION: POLICE			Department: Administration											
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Police Vehicles	2	$ 44,000	1	$ 22,000	1	$ 22,000					$ 88,000	Budget	$ -
Replace Repeater/Voter Pagers	8	$ 9,000									$ 9,000	Budget	$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 53,000		$ 22,000		$ 22,000		$ -		$ -	$ 97,000		$ -

Notes:

Police Vehicles - Replaces a 1998 (5416) and 1999 (5427) Ford Crown Victoras

Replace Repeater/Voter Pagers - Voter Pager towers must be replaced to meet 2013 narrow band communications requirements

Criminal Investigations Unit

FUND: (100) General Fund	DIVISION: POLICE				Department: Crimminal Investigation Unit							
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Unmarked Police Vehicles	1	$ 22,000	1	$ 22,000	1	$ 22,000	1	$ 25,000	1	$ 26,000	$117,000	Budget	$ -
Building Renovations/Repair		$ 150,000									$150,000	SPLOST	$ -
AFIS Fingerprint System	1	$ 85,000									$ 85,000	Budget	$ -
CIU Vehicle Equipment	1	$ 2,500									$ 2,500	Budget	$ -
Copier/Printer	1	$ 5,000									$ 5,000	Budget	$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 264,500		$ 22,000		$ 22,000		$ 25,000		$ 26,000	$359,500		$ -

Notes:

Unmarked Police Vehicles - Will replace 1 that was wrecked in FY11. That vehicle was replaced with a used 2006 with high mileage which will need to be replaced. This still leaves (2) 2004 vehicles which will need to be replaced due to mileage and repair concerns. Includes the purchase of another vehicle to replace a vehicle that was wrecked/totaled in FY12 the replacement will be used for an undercover drug investigator who is currently operating a marked patrol vehicle. Increase in price from FY2015 to FY2016 and forward in vehicle purchases attributed to estimated 5% increase in purchase price.

Building Renovations/ Repairs - at 407 Pendleton CIU Building - This project is to renovate the façade of the building which is currently in poor condition, replace the carpeting and renovate the interior space and plumbing to more effectively utiliize the building.

AFIS Fingerprint System - This project would provide for the installation of GBI Alone AFIS Fingerpirnt Workstation for live scan fingerprinting, latent print identification from the state data base and would be a GBI specific system including all hardware, software and licensing.

CIU Vehicle equipment - for 2 vehicles consisting of undercover lighting, siren, new mobile radio, etc..

Uniform Patrol

FUND: (100) General Fund	DIVISION: POLICE				Department: Uniform Patrol							
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
New Patrol Vehicles	5	$ 115,000	5	$ 115,000	7	$161,000	6	$ 138,000	5	$115,000	$ 644,000	Budget	$ 78,000
Patrol Vehicle Equipment	5	$ 33,000	5	$ 33,000	7	$ 46,200	6	$ 39,600	5	$ 33,000	$ 184,800	Budget	$ 20,000
In Car Digital Camera	5	$ 30,000	5	$ 30,000	7	$ 42,000	6	$ 36,000	5	$ 30,000	$ 168,000	Budget	$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 178,000		$ 178,000		$249,200		$ 213,600		$178,000	$ 996,800		$ 98,000

Notes:

New Patrol Vehicles - Replacement of 5 worn out patrol vehicles with a purchase price of $23,000 each. The new vehicles requested are 5 Cheverolet Impalas at a purchase price of $23,000 for each. The vehicles will be replacing vehicles that are unsafe to operate as emergency response vehicles due to their age, miles and everyday wear and tear placed on them.

Patrol Vehicle Equipment - will be needed to place in the new patrol vehicles.

In-Car Digital Camera System

Support Services

FUND: (100) General Fund	DIVISION: POLICE				Department: Support Services							
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Resurface Parking Lot		$ 20,000									$ 20,000	Budget	$ -
Shelter for Impound Lot		$ 35,000									$ 35,000	Budget	$ -
Refurnish One Office		$ 5,000		$ 5,000		$ 5,000		$ 5,000		$ 5,000	$ 25,000	Budget	$ -
Copier / Printer		$ 4,000		$ 4,000		$ 3,000					$ 9,000	Budget	$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 64,000		$ 9,000		$ 8,000		$ 5,000		$ 5,000	$ 89,000		$ -

Notes:

Resurface Parking Lot - The police department parking lot needs to be resurfaced due to cracks and spots from old repairs.

Shelter for Impound Lot - Need to purchase a metal shelter for half of the impound lot to provide protection for vehicles and other property from weather. This will increase security of the items placed in the impound lot.

Refurnish One Office- Replace furniture for offices and repair floors where necessary.

Copier / Printer- The copier/printer is worn out and is constantly needed repair.

Training & Personnel

FUND: (100) General Fund	DIVISION: POLICE				Department: Training & Personnel							
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Police SUV		$ 28,000									$ 28,000	Budget	$ -
Repairs to Training Center		$ 5,000									$ 5,000	Budget	$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 33,000		$ -		$ -		$ -		$ -	$ 33,000		$ -

Notes:

Police SUV - will be a replacement for 1997 Ford Expendition with over 148,000 miles and to reduce monthly repairs. The new vehicle requested is 1- Ford Expedition at a total purchase price of $28,000 with 155,000 miles.

Repairs to Training Center- will include range equipment, classroom upgrades, and turning targets at the J. E. Blackburn Public Safety Training Center.

S.W.A.T.

FUND: (100) General Fund	DIVISION: POLICE				Deparment: S.W.A.T.										
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Negotiator Throw Phone	1	$ 6,000									$ 6,000	Budget	$ -
Negotiator Van	1	$ 28,000									$ 28,000	Budget	$ -
Ar-15 Rifle	3	$ 5,400									$ 5,400	Budget	$ -
Portable digital radio	20	$ 14,240									$ 14,240	Budget	$ -
Stationary digital radio	6	$ 9,000									$ 9,000	Budget	$ -
Recon Robot	1	$ 8,000									$ 8,000	Budget	$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 70,640		$ -		$ -		$ -		$ -	$ 70,640		$ -

Notes:

Negotiator Throw Phone- is capable to record all conversation with suspect. Will replace old phone that is obsolete and can not be repaired due to the fact parts are no longer manufactured.

Negotiator Van - will replace the worn out 1989 Model Chevrolet Van.

AR-15 Rifles - will provide the S.W.A.T. Team with enough rifles to totally equip all S.W.A.T. team members which is used as a primary entry weapon. This price includes purchase of a a light source and a sighting system.

Portable digital radios - are needed for Chief, Capt., Lt, 11 SWAT/CBRNE members, 4 negotiators, 1 medic, and 1 back-up.

Stationary digital radio - for Mobile S.W.A.T. Command Bus

Recon Robot - for SWAT / CBRNE for intel gathering during HazMat situations

School Resource Officers

FUND: (100) General Fund	DIVISION: POLICE				Department: School Resource Office										
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
NONE											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ -		$ -		$ -		$ -		$ -	$ -		$ -

Fire Division

FUND: (100) General Fund	DIVISON: FIRE											
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Fire Safety House		$ 48,000									$ 48,000	FP&S Grai	$ -
City's Match 5%		$ 2,500									$ 2,500	Budget	$ 2,500
Station 3 engine concrete pad and driv		$ 14,000									$ 14,000	SPLOST	$ -
Replace personal protective equipment		$ 5,100		$ 4,200		$ 4,200				$ 41,242	$ 54,742	Budget	$ 5,000
Replace Self Contained Breathing		$ 9,315				$ 3,100		$ 3,100			$ 15,515	SPLOST	$ 9,315
Apparatus (SCBA) Air Cylinders											$ -		$ -
													$ -
TOTALS BY YEAR		**$ 30,915**		**$ 4,200**		**$ 7,300**		**$ 3,100**		**$ 41,242**	**$ 134,757**		**$ 16,815**

Notes:

New Fire Engine - To replace 1984 E-One Engine. The 1984 E-One no longer passes the annual NFPA and ISO required pump testing and will cost the department ISO points. This is a SPLOST funded project however due to Federally mandated items the price will be more.

Fire Safety House - Apply for a Fire Prevention Grant to purchase a Fire Safety House to educate area children and adults about fire safety.

Station 3 Engine concrete pad and drive - Replace concrete in front of Engine Bay and around the drive around the station at Fire Station # 3. Funded through SPLOST Station Renovations. Estimated cost can be reduced by at least 50% if done in-house.

Personal protective equipment - Replace equipment to stay in compliance with NFPA 1851 (no more than 10 years of service)
A replacement plan needs to be implemented that does not require changing out all at one time. Prices given are at the current market price and are subject to increase. We are not eligible for a grant for personal protective equipment until after 2017.

Self Contained Breathing Apparatus (SCBA) Air Cylinders - Replace self contained breathing apparatus that are out of date. The cylinders we currently use have a 15 year service life. We have 18 cylinders that need to be replaced by the end of 2013. This is an ISO item.
We are not grant eligible.

NOTE: All prices are based on current market prices.

Public Works Division

Highway & Streets

FUND: (100) General Fund	DIVISION: PUBLIC WORKS				Department: Highways & Streets							
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Side Arm Mower		$ 75,000									$ 75,000	Budget	$ -
1/2 Ton P/U Truck		$ 18,500									$ 18,500	Budget	$ -
Backhoe		$ 90,000									$ 90,000	Budget	$ -
Rear Discharge Mower 60"		$ 8,900		$ 8,900	#	$ 9,200		$ 9,200		$ 9,500	$ 45,700	Budget	$ -
Street Sweeper						$ 165,000				180,000	$ 345,000	Budget	$ -
Small P/U Truck (Mosquito Trucks)		$ 16,500				$ 17,000					$ 33,500	Budget	$ -
F-600 Flat Bed Dump Truck		$ 60,000				$ 60,000					$ 120,000	Budget	$ -
P/U Truck 1/2 ton								$ 20,000			$ 20,000	Budget	$ -
Dump Truck								$ 95,000			$ 95,000	Budget	$ -
4" Diaphragm Pond Pump				$ 25,000							$ 25,000	Budget	$ -
Bat Wing Mower						$ 10,000					$ 10,000	Budget	$ -
											$ -		$ -
TOTALS BY YEAR		**$ 268,900**		**$ 33,900**		**$ 261,200**		**$ 124,200**		**$ 189,500**	**$ 877,700**		**$ -**

Notes:

Side Arm Mower: Current 1997 tractor is in decent condition but side arm is worn out. We would keep the tractor to replace a 1986 tractor with multiple issues this tractor is completely worn out

Dodge P/U (23 years old) has a multitude of problems including leaking transmission fluid & oil, odometer hasn't worked in years,

Backhoe: To replace existing 1987 John Deere backhoe. Transmission slips, hyd.system weak, compression is low, electrical problems

Mower replacement: Replace 2004 Gravely 44" mower with larger mower

Street Sweeper(s): Vacuum bodys are in poor condition due to excessive S. GA sand, Main vacuum heads are badly worn, Main blower needs replacing, side are brooms need replacement

Mosquito Trucks: Both trucks are in poor condition due to constant contact with corrosive materials

F-600 Dump Trucks: Both trucks are 1990 (22 yrs old) various problems, flat bed dump trucks Mileage #6209-107,612 (hasn't worked for several years) ~ #6207 - mileage 96,670

Ford P/U (1995 model) Current Mileage 105,257, leaks transmission fluid,

Dump Truck F-800 #6205 (1995 model/17 yrs.) Current Mileage 187,757.3 miles Will increase productivity, will help in hauling mulch

Diaphragm Pond Pump (1980 model) Used to keep ponds pumped while digging, emer. Backup for lift stations, Used during culvert replacement

Bat Wing Mower Triple deck mower, Current mower purchased on Fed Surplus, deck rusting through, Used to cut ROW's and landfill

Waste Management

FUND: (540) WASTE MANAGEMENT	DIVISION: PUBLIC WORKS							
EQUIPMENT	# FY 2013	# FY 2014	# FY 2015	# FY 2016	# FY 2017	TOTAL	Source	FY 2013 Approved
Front End Loader 4X4	$ 155,000					$ 155,000	Budget	$ -
Pickup Truck	$ 18,000					$ 18,000	Budget	$ -
Roll Out Cans	$ 32,000	$ 34,000	$ 36,000	$ 38,000	$ 40,000	$ 180,000	Budget	$ 15,000
Bull Dozer 550 or 650 (Used)	$ 50,000					$ 50,000	Budget	$ -
Pac-Mac Claw Truck			$ 125,000			$ 125,000	Budget	$ -
						$ -		$ -
						$ -		$ -
TOTALS BY YEAR	$ 255,000	$ 34,000	$ 161,000	$ 38,000	$ 40,000	$ 528,000		$ 15,000

Notes:

Loader: Replace 1995 John Deere Loader, currently working but front wheel drive part of 4X4 not working. Used regularly at mulch yard

Pickup: Replace truck with 206,543 miles, this was the last truck purchased to pull garbage trains, Truck is in poor condition. Uses one (1) quart of oil per day

Roll out cans: Yearly replacement, currently 4960 cans remain of the 1997 original purchase…. Purchased 190 in 2011

Bulldozer: Current dozer 34 years old, hydraulics very weak, used on landfill, canal banks, pond banks

Pac-Mac Truck: Replace first claw truck purchased in 2006, currently has 53,327 miles

Cemetery Fund

FUND: (203) CEMETERY	DIVISION: PUBLIC WORKS							
EQUIPMENT	# FY 2013	# FY 2014	# FY 2015	# FY 2016	# FY 2017	TOTAL	Source	FY 2013 Approved
F-600 Flat Bed Dump Truck				$ 60,000		$ 60,000	Budget	$ -
60" zero turn rear discharge mower	$ 8,900		$ 9,200		$ 9,500	$ 27,600	Budget	$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
TOTALS BY YEAR	$ 8,900	$ -	$ 9,200	$ 60,000	$ 9,500	$ 87,600		$ -

Notes:

FY2016 **- F-600 flat bed dump** - 1988 (24 years old) used in cemeteries to transport dirt, trimmings, flower removal, **currently** has 55,641 miles the odometer hasn't worked in years (est. mileage 165,000)

Mowers - One mower is 18 years old the other is 14 years old both have very badly worn decks, MR's use these daily.

Garage

FUND: (606) GARAGE		DEPARTMENT: GARAGE										
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
30 ton lift system		$ 27,000									$ 27,000	Budget	$ -
Pickup Truck				$ 18,500							$ 18,500	Budget	$ -
Paint Booth		$ 22,000									$ 22,000	Budget	$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 49,000		$ 18,500		$ -		$ -		$ -	$ 67,500		$ -

Notes:

Lift System: Would be used to lift heavy equiment such as fire trucks, dump trucks, grader, front end loader, etc. Could be relocated to new PW facility

Pickup: 1993 Ford Ranger mileage 121,241, used to p/u parts, light duty service calls, burns oil, transmission slips, A/C no longer works

Paint Booth: New EPD regulations require additional ventalization for oil based paints, we are out of compliance

Community Improvement

Animal Control

FUND: (100) General Fund		DIVISON: COMMUNITY IMPROVEMENT								Department: Animal Control			
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
None											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ -		$ -		$ -		$ -		$ -	$ -		$ -

Inspections

FUND: (100) General Fund		DIVISON: COMMUNITY IMPROVEMENT								Department: Inspections			
EQUIPMENT	#	FY 2013	#	FY 2014	#	FY 2015	#	FY 2016	#	FY 2017	TOTAL	Source	FY 2013 Approved
Truck		$ 18,000									$ 18,000	Budget	$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
											$ -		$ -
TOTALS BY YEAR		$ 18,000		$ -		$ -		$ -		$ -	$ 18,000		$ -

Notes:

Truck - will be for new Code Enforcement Officer position that was approved in FY2012.

Engineering Division

Administration

FUND: (100) General Fund	DIVISON: ENGINEERING				Department: Administration			
EQUIPMENT	# FY 2013	# FY 2014	# FY 2015	# FY 2016	# FY 2017	TOTAL	Source	FY 2013 Approved
General Purpose Vehicle	$ 20,000					$ 20,000	Budget	$ -
Total Station Theodolite		$ 5,000				$ 5,000	Budget	$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
TOTALS BY YEAR	$ 20,000	$ 5,000	$ -	$ -	$ -	$ 25,000		$ -

Notes:

General Purpose Vehicle small pick-up truck for construction management and field work by engineering staff.

Computerized transit to collect survey/elevation data efficiently.

Infrastructure Construction

FUND: (100) General Fund	DIVISION: ENGINEERING				Department: Infrastructure Construction			
EQUIPMENT	# FY 2013	# FY 2014	# FY 2015	# FY 2016	# FY 2017	TOTAL	Source	FY 2013 Approved
Infrastructure (Sidewalks)	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 150,000	Budget	$ 25,000
Infrastructure (Street Patching)	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000	Budget	$ 10,000
Infrastructure (Culverts)	$ 21,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 101,000	Budget	$ 10,000
Infrastructure (Drainage Projects)	$ 210,000	$ 210,000	$250,000	$ 250,000	$ 750,000	$1,670,000	Budget	$ -
Infrastructure (Equipment)	$ 30,000	$ 45,000				$ 75,000	Budget	$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
TOTALS BY YEAR	$ 311,000	$ 325,000	$320,000	$ 320,000	$ 820,000	$2,096,000		$ 45,000

Notes:

Infrastructure (Sidewalks): for yearly in-house sidewalk, driveway, curb repairs and "Safe Sidewalk Project".

Infrastructure (Street Patching): for yearly in-house street patches and asphalt repairs.

Infrastructure (Culverts): for yearly in-house storm drain repairs

Infrastructure (Drainage Projects): Requirement for contract replacement of failed drain pipe/concrete box-culverts. Current priorities include: 2013 Summit Street and Cedar Street Storm Drain ($71K), Brunel Steet Storm Drain ($60K), James Street Canal Stabilization ($21K); 2014 Dewey Street Box Culvert ($110K), Storm Drain ($30K); 2015 Long Bewick and L Street Storm Drain ($110K plus Retention Rasin); 2016 Hicks Street Box Culvert ($120K); 2017 Hunter, Rhoda, and Brad Street Drainage with Retention Basin ($700K); All Years Budget $50K for unforeseen emergency contract culvert/drainage failures

If this magnitude of capital project funding is not available in FY2013, recommend Larger-Scope Contract Drainage Projects be executed in conjunction with SPLOST Street Rehabilitation Projects

Infrastructure (Equipment): FY2013 Crew Truck Replacement; FY2014 Flatbed Dump Truck

Traffic

FUND: (100) General Fund	DIVISION: ENGINEERING			Department: Traffic					
EQUIPMENT	# FY 2013	# FY 2014	# FY 2015	# FY 2016	# FY 2017	TOTAL	Source	FY 2013 Approved
Sign Replacement	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$150,000	Budget	$ 25,000
Replace Work Truck	$ 35,000					$ 35,000	Budget	$ -
Replace Bucket Truck		$ 60,000				$ 60,000	Budget	$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
TOTALS BY YEAR	$ 65,000	$ 90,000	$ 30,000	$ 30,000	$ 30,000	$245,000		$ 25,000

Notes:

Sign Replacement: Required by the Federal Highway Administration (FHWA) regulations pertaining to the new Manual on Uniform Traffic Control Devices (MUTCD) standards.

Replace Work Truck: New work truck needed to carry additional tools and equipment to job sites

Replace Bucket Truck: Need to replace bucket truck to comply with di-electric standards, etc.

Public Buildings

FUND: (608) PUBLIC BUILDINGS	DIVISION: ENGINEERING							
EQUIPMENT	# FY 2013	# FY 2014	# FY 2015	# FY 2016	# FY 2017	TOTAL	Source	FY 2013 Approved
Re-Roof Colley St Building	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 250,000	Budget	$ -
A/C--HVAC Replacement	$ 7,600	$ 7,600	$ 7,600	$ 7,600	$ 7,600	$ 38,000	Budget	$ -
Plumbing Upgrade	$ 3,600	$ 3,600	$ 3,600	$ 3,600	$ 3,600	$ 18,000	Budget	$ -
Drop Ceiling Repair	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 5,000	Budget	$ -
Interior/Exterior Maintenance	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 20,000	Budget	$ -
						$ -		$ -
						$ -		$ -
						$ -		$ -
TOTALS BY YEAR	$ 66,200	$ 66,200	$ 66,200	$ 66,200	$ 66,200	$ 331,000		$ -

Notes:

Repairing Building to safe conditions

Water and Sewer

FUND: (505) WATER SEWER	DIVISION: ENGINEERING							
EQUIPMENT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL	Source	FY 2013 Approved
Tank Maintenance Program (recurring)	$116,032	$116,032	$117,000	$120,000	$120,000	$ 589,064	Budget	$ 116,032
Capital Projects							Budget	$ 502,405
Water								$ -
Phased Hydrant Replacement - Programmed replacement of unse	$20,000	$20,000	$20,000	$20,000	$20,000	$ 100,000	Budget	$ -
Design, Deep Well Water Supply	$15,000					$ 15,000	Budget	$ -
Water Valve Insertion Equipment		$100,000				$ 100,000	Budget	$ -
Deep Well Water Supply with Chemical Feed and Aeration	$450,000					$ 450,000	Budget	$ -
Well Inspection & Repair (main water plant well #2)		$75,000				$ 75,000	Budget	$ -
Well Inspection & Repair (main water plant well #3)			$75,000			$ 75,000	Budget	$ -
Clear Well Cleaning		$10,000				$ 10,000	Budget	$ -
Retrofit Industrial Park Well with Chlorine System		$20,000				$ 20,000	Budget	$ -
Abandon Well #1 - Required per EPD. Includes equipment removal, sealing, & certification				$100,000		$ 100,000	Budget	$ -
Abandon Alice Street Well		$100,000				$ 100,000	Budget	$ -
Design W&S 2012 Ph1 (water portion)	$3,000					$ 3,000	Budget	$ -
Jasmine Cir. Water Repl; Morningside to Camelia to Morningside	$50,000					$ 50,000	Budget	$ -
Design W&S 2012 Ph2 (water portion)	$5,000					$ 5,000	Budget	$ -
Roosevelt St Water Repl; 4" main, fire protection needs {W&S 2012, Ph2}	$50,000					$ 50,000	Budget	$ -
Izlar St Water Repl; .75" & 1.25" mains 19 services {W&S 2012, Ph2}	$40,000					$ 40,000	Budget	$ -
Owens St. Main, Brunswick Ave to Roosevelt St 1" main 9 services	$20,000					$ 20,000	Budget	$ -
Walker St. Main, Brunswick Ave to Roosevelt St 1.25" main 8 servic	$25,000					$ 25,000	Budget	$ -
Design W&S 2013 Program (water portion)	$10,000					$ 10,000	Budget	$ -
Replace Alice St main from Preston to Riverside **{W&S 2013}**		$95,000				$ 95,000	Budget	$ -
Design W&S 2014 Program (water portion)		$14,000				$ 14,000	Budget	$ -
Morton Ave Water Repl; Howe to S Ga Pkwy 4" C.I. Crossing abandon **{W&S 2014}**			$35,000			$ 35,000	Budget	$ -
Sweat St Water Repl; Howe to S Ga Pkwy 4" C.I. Crossing abandon, 1.25" & 2" Main **{W&S 2014}**			$35,000			$ 35,000	Budget	$ -
Extend Mary St. Main (6"DI stub ~ 20ft) **{W&S 2014}**			$5,000			$ 5,000	Budget	$ -
Replace Elizabeth St main from Garlington to Columbus **{W&S 2014}**			$60,000			$ 60,000	Budget	$ -
Phased Water Main Replacement	$50,000	$50,000	$100,000	$100,000	$100,000	$ 400,000	Budget	$ -
ISO-related Improvements (i.e. Mitigate Water Supply Restrictions)		$50,000	$200,000	$200,000	$100,000	$ 550,000	Budget	$ -
Extend 10" Water Main, Gus Karle Pkwy					$200,000	$ 200,000	Budget	$ -
WATER SUBTOTAL	$738,000	$534,000	$530,000	$420,000	$420,000	$2,642,000		$ -
Purple Pipe								$ -
Design Water Re-Use Hydropneumatic distribution system		$25,000				$25,000	Budget	$ -
Water Re-Use distribution Pilot Project			$200,000			$200,000	Budget	$ -
Extend Purple Pipe distribution network					$275,000	$275,000	Budget	$ -
Sewer								$ -
Litter Trap Financed through GEFA Loan	$5,893	$5,893	$5,893	$5,893	$5,893	$29,465	Budget	$ -
Lift Station/Pump Re-hab	$15,000	$15,000	$15,000	$15,000	$15,000	$75,000	Budget	$ -
Design W&S 2012, Ph1 (sewer portion)	$10,000					$10,000	Budget	$ -
Suwannee Dr. Sewer Repl Ph III; Seminole Tr to Cherokee Cir {W&S 2012, Ph1}						$0	Budget	$ -
Plantation Dr. to Seminole Trail {W&S 2012, Ph1}	$45,000					$45,000	Budget	$ -
Jasmine Cir. Sewer Repl; Camelia Dr to Morningside Dr {W&S 2012	$80,000					$80,000	Budget	$ -
Design W&S 2012 Ph2 (sewer portion)	$8,000					$8,000	Budget	$ -
Roosevelt St Sewer Repl; Seaman to Nicholls {W&S 2012, Ph2}	$80,000					$80,000	Budget	$ -
Izlar St Sewer Repl; Brunswick Ave to Carswell Ave {W&S 2012, Ph2	$80,000					$80,000	Budget	$ -
Walker St Sewer Repl; Brunswick Ave to Roosevelt St. {W&S 2012,	$50,000					$50,000	Budget	$ -
Owens St Sewer Repl; Brunswick Ave to Roosevelt St {W&S 2012,	$50,000					$50,000	Budget	$ -
Design W&S 2013 Program (sewer portion)	$50,000					$50,000	Budget	$ -
Alice St from Bibb St to Pineview Dr **{W&S 2013}**		$95,000				$95,000	Budget	$ -
Alice St from Preston St to Quarterman St **{W&S 2013}**		$170,000				$170,000	Budget	$ -
Quarterman St. from Pendleton St to Plant Ave **{W&S 2013}**		$180,000		$180,000		$360,000	Budget	$ -
Design W&S 2014 Program (sewer portion)		$64,000				$64,000	Budget	$ -
Morton Ave Sewer Repl; Marion St to S Ga Pkwy			$95,000			$95,000	Budget	$ -
Morton Ave Sewer Repl; Virgil St to Congress St			$80,000			$80,000	Budget	$ -
Howe St Sewer Repl; Morton Ave to Sweat St **{W&S 2014}**			$25,000			$25,000	Budget	$ -
Sweat St Sewer Repl; Howe St to Miller St **{W&S 2014}**			$130,000			$130,000	Budget	$ -
Miller St Sewer Repl: Clay St east across Canal to trunk line **{W&S 2014}**			$75,000			$75,000	Budget	$ -
Mary St. from Garlington Ave to the dead end **{W&S 2014}**			$85,000			$85,000	Budget	$ -
Roosevelt St. from Garlington Ave to Crawford St **{W&S 2014}**			$40,000			$40,000	Budget	$ -
Ketterer St. from Garlington Ave to Crawford St **{W&S 2014}**			$40,000			$40,000	Budget	$ -
Crawford St from Ketterer to Carswell Ave **{W&S 2014}**			$70,000			$70,000	Budget	$ -
Albany Ave. from McDonald St to Nicholls St				$30,000		$30,000	Budget	$ -
Arnold McKinney Dr from McDonald St to Folks St				$40,000		$40,000	Budget	$ -
Lee Ave from Marion St. to trunk main				$20,000		$20,000	Budget	$ -
Hazzard St from Reynolds St to Wadley St				$40,000		$40,000	Budget	$ -
Wadley St. from Samuel St. to Blackwell St.				$35,000		$35,000	Budget	$ -
Senate St from Emerson St to Sweat St				$70,000		$70,000	Budget	$ -
Wastewater Treatment Plant Retrofit to meet possible future phosphorous guidelines				$50,000		$50,000	Budget	$ -
Tebeau St from Butler St to Jones St				$300,000		$300,000	Budget	$ -
Phased Sewer main rehab / replacement	$100,000	$100,000	$100,000	$250,000	$650,000	$1,200,000	Budget	$ -
WASTEWATER SUBTOTAL	$573,893	$654,893	$960,893	$1,035,893	$945,893	$4,171,465		$ -
TOTALS BY YEAR (Water & Wastewater)	**$1,311,893**	**$1,188,893**	**$1,490,893**	**$1,455,893**	**$1,365,893**	**$ 6,813,465**		**$ 618,437**

Notes:

W&S 2012 Ph1 Companion Paving SPLOST allocation	$125,000					$125,000
W&S 2012 Ph2 Companion Paving SPLOST allocation	$120,000					$120,000
W&S 2013 Companion Paving SPLOST allocation		**$350,000**				$350,000
***Resurface Alice Street from State to Pinehurst**						
W&S 2014 Companion Paving SPLOST allocation			**$175,000**			$175,000
Phased W&S main rehab/replacement Companion Paving SPLOST allocation				$200,000	$200,000	$400,000
W&S Companion SPLOST Total	$245,000	$350,000	$175,000	$200,000	$200,000	$1,170,000

Interconnect Industrial Park and City Water Systems (20,000 LF, 12" main) (prog outyear @ $800K)
New Master Lift Station & Force Main - Pafford Lake Area (prog long-range > ~2025 @ $1M)

SPLOST 2008

FUND: SPLOST EQUIPMENT	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	TOTAL	Source	FY 2013 Approved
Engineering Projects								
Unpaved Streets		$ 600,000	$ 500,000			**$ 1,100,000**	SPLOST	**$ -**
Resurfacing	$ 750,000	$ 650,000	$ 800,000			**$ 2,200,000**	SPLOST	**$ 750,000**
Sidewalk Improvements		$ -	$ 100,000			**$ 100,000**	SPLOST	**$ -**
Traffic Improvements		$ 100,000	$ 100,000			**$ 200,000**	SPLOST	**$ -**
Water and Sewer								**$ -**
Water and Sewer Expansion		$ 750,000	$ 600,000			**$ 1,350,000**	SPLOST	**$ -**
Infrastructure Improvements		$ 350,000	$ 350,000			**$ 700,000**	SPLOST	**$ -**
Fire Department								**$ -**
Purchase One Pumper Truck	$ 300,000	$ 250,000				**$ 550,000**	SPLOST	**$ 300,000**
75 Ft. Aerial Platform Truck						**$ -**	SPLOST	**$ -**
Remote Fire Station #4			$ 395,000			**$ 395,000**	SPLOST	**$ -**
Station Renovations		$ 65,000				**$ 65,000**	SPLOST	**$ -**
Police Department								
Building Renovations						**$ -**	SPLOST	**$ -**
Training facility Improvements		$ 25,000	$ 25,000			**$ 50,000**	SPLOST	**$ -**
Public Works								
New Public Works Facility	$ 150,000	$ 475,000	$ 400,000			**$ 1,025,000**	SPLOST	**$ 150,000**
Administration								
Software and Hardware			$ 10,000			**$ 10,000**	SPLOST	**$ -**
Community Improvement								
Demolition/land acquisition of of Public Buildings	$ 75,000	$ 100,000	$ 100,000			**$ 275,000**	SPLOST	**$ 75,000**
Auditorium Renovation	$1,500,000					**$ 1,500,000**	SPLOST	**$ 1,500,000**
DownTown Development Auth			$ 500,000			**$ 500,000**	SPLOST	**$ -**
TOTALS BY YEAR	**$2,775,000**	**$3,365,000**	**$ 3,880,000**	**$ -**	**$ -**	**$ 10,020,000**		**$ 2,775,000**

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GLOSSARY

Account Group	A self-balancing set of accounts which are not a fund or a fiscal entity. General Fixed Assts Account Group and General Long-Term Debt Account Group are such examples.
Accounting System	The total structure of records and procedures that identify, record, classify, summarize and report information on the financial position and results of operations of a governmental unit or any of its funds.
Accrual Basis Accounting	A method of accounting in which revenues are recorded when measurable and earned, and expenses are recognized when a good or service is used.
Ad Valorem Taxes	According to value; an assessment such as Taxes or insurance based on the value of the commodity (real or personal property) involved.
Appropriation	An authorization made by the City Commission that permits the city to set aside money or materials for a specific purpose.
Assessed Value	A determination of the estimated value of property as prescribed by the Ware County Tax Assessors office.
Assets	Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events.
Balanced Budget	A budget in which the estimated current expenditures are equal to or less than the estimated current revenues.
Base Budget	The base budget consists of personal services only. Price and quantity changes are reflected in the base budget but only to the extent that they are in support of personal services. Program and/or capital improvements are not included in the base budget.
Beverage Tax	Taxes on alcoholic beverages (beer, wine, liquor) sold within the City.

Bond A written promise to pay a specified sum of money, called the per value or principal, at a specified date or dates in the future, together with periodic interest at a specified rate.

Bonded Debt Payments on bonds sold by the city to spread over a long term.

Budget A financial plan for a specific period of time (fiscal year) that matches all planned revenues and expenditures with various city services.

Budget Adjustment A revision to the adopted budget that occurs during the affected fiscal year.

Budget Calendar The schedule of key dates or milestones that the City follows in the preparation, adoption, and administration of the budget.

Budget Message The instrument used by the City Manager in presenting a Comprehensive financial program to the City Commission and the Citizens of Waycross.

Budget Resolution The official enactment by the City Commission legally Authorizing the City Manager to obligate and spend resources.

Budget Transfer Intra Division Transfer: A transfer from one departmental account in a division to an account in a different division.

Budgetary Control The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenue.

Capital Expenditures Capital outlay of two thousand five hundred ($2,500) or more that has a useful life in excess of one year.

Capital Improvement Plan This is a multi-year planning instrument used by governments to identify needed capital projects and to coordinate the financial and timing of such improvements in a way that maximizes the return to the public.

Capital Project Fund
A fund used to account for financial resources used for the acquisition or construction of major capital equipment or facilities.

Capital Outlay
Expenditures that result in the acquisition of/or addition to fixed assets.

Debt Service
Expenditures for principle and interest payments on loans, notes and bonds.

Debt Service Requirements
The amount of money necessary for scheduled payment of outstanding debt, both principal and interest becoming due during the fiscal year, and contributions required to accumulate money for the future retirement of term bonds.

Department
Departments are the major functional sub-divisions and correspond roughly to functional hierarchy used by the City. Each department has been assigned to one of the functions according to the type of activity it performs.

Depreciation
(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) The portion of the cost of a capital asset which is charged as an expense during a fiscal period.

Encumbrance
The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

Enterprise Fund
A governmental accounting fund in which the services provide are financed and operated similarity to those of a private business. The rate schedules for these services were established to insure that revenues are adequate to meet all necessary expenditures.

Equipment or Vehicle Purchase
Line items listed in the Capital Outlay expenditures within each individual department for equipment and vehicle replacement cost. If an amount is shown in these budgeted line items, no financing will be needed. All financed items will be accounted for under Lease Purchase Payments within each department.

Expenditures
This term refers to the outflow of funds paid, or to be paid for assets, goods, or services obtained regardless of when the expenses are actually paid.

Fiscal Year — A twelve (12) month period between settlements of financial accounts. This fiscal year for the City of Waycross begins July 1, and ends June 30, of each.

Fixed Assets — Assets of a long-term character which are not intended to be sold for profit, but which are to be used in an organization's normal course of business, such as land, buildings, improvements other than building, machinery, and equipment.

Franchise Tax — Fees levied on a corporation in return for granting a privilege sanctioning a monopoly or permitting the use of public property, usually subject to regulation set by the governing body.

Fund — A fiscal and accounting entity that is composed of a self balancing set of accounts that reflects all assets, liabilities, equity, revenue, and expenditures (or expenses) necessary to disclose position and the results of operations. Funds are established as individual records for purposes of legal compliance, difference natures of the activities performed, measurement of difference objectives, and to facilitate management control.

Fund Balance — Refer to the net of unrestricted money remaining in a fund after the year's expenditures and revenues are tallied, and is therefore also known as surplus funds.

Fund Equity — The excess of assets over liabilities. A portion of the equity may be reserved or designated; the remainder is Fund Balance.

GAAP — Generally Accepted Accounting Principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standards setting bodies.

General Fixed Assets Account Group — A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit.

General Fund — This fund is used to account for all revenues and expenditures of the City of Waycross not accounted for in any other fund; and is an operating fund from which most of current operations of the city are financed.

Governmental Fund A generic classification adopted by the National Council on Governmental Accounting to refer to all funds other than proprietary and fiduciary funds. General fund, special revenue funds and capital projects funds are all examples of governmental fund types.

Grant A contribution by one governmental unit to another unit. The contribution is usually made to aid in the support of a specified function, activity or for the acquisition or construction of fixed assets.

Infrastructure The basic installations and facilities on which the continuance and growth of a community depend upon. Examples include water and sewer improvements, roads and street paving, and public buildings.

Insurance Tax Tax paid by insurance companies for premiums collected inside the city.

Interfund Reimbursement Transfer A planned movement of money between funds to offset expenses incurred in the receiving fund due to operation of the sending fund. This is also referred to as an overhead transfer.

Intergovernmental Revenue Revenue from other governments in the form of entitlements, grants, shared revenues or payments in lieu of taxes.

Internal Service Funds Funds used to account for the financing of goods or services provided by one department of the government to other government departments on a cost reimbursement basis.

Lease Purchase Payments Expenditures for leasing or renting equipment or vehicles for both temporary and long-tem use by the government. These expenditures include bus and other vehicle rental when operated by local government, capital lease arrangements and other rental agreements.

Levy The assessment and collection of tax or other fees.

Line Item Budget A budget that lists each expenditure category (personnel services, supplies, travel, training, etc.) separately, along with the dollar amount budgeted for each specified category.

Local Option Sales Tax — Sales tax collected from local businesses for the purpose of reducing property taxes and maintaining governmental operations. Ongoing after referendum.

Long-Term Debt — Debt with a maturity of more than one year after the date of issuance.

Maintenance & Repair — Expenses resulting from the purchase of labor and materials for the repair or maintenance of city property by an outside vendor.

Millage Rate — The ad Valorem tax rate expressed in terms of the levy per thousand dollars of taxable assessed value.

Modified Accrual Basis — Governmental funds us the modified accrual basis of accounting. Revenues are cognized in the period in which they become both available and measurable. Expenditures are recognized at the time a liability is incurred.

Motor Vehicle & Mobile Home Tax — Taxes collected from license plate sales inside the city.

Operating Budget — The portion of the budget pertaining to daily operations and/or maintenance of city services, programs, facilities or fixed assets incurred in a fiscal year.

Operating Transfer — Legally authorized Interfund transfers from a fund receiving revenue to the fund that makes expenditures.

Paying Agent — The expenses incurred in the issuance and management of Bond Issues.

Personal Services — Expenditures directly attributable to the city employees, including salaries, overtime, and the city's contribution to social security, health insurance, workers' compensation insurance and retirement.

Professional Services — Expenditures incurred by the city to obtain the services of recognized license professionals such as doctors, lawyers, engineers, certified public accountants, and consultants.

Proprietary Fund — A fund that is used to account for business-type activities of a government. The basis of accounting for this type of fund is the accrual basis which means most transactions are measured when they occur, regardless of when cash his received or disbursed.

Real Estate Tax — Taxes collected by Ware County on real estate transfers (deed fees) within the city.

Reserve — An account used to indicate a portion of a fund balance legally restricted for a specific purpose and in therefore not available to general appropriations.

Retained Earnings — A fund equity account that reflects accumulated net earning or losses of proprietary fund. As in the case of fund balance, retained earnings may include certain reservations of fund equity.

Revenue — Funds that the city receives as income. It includes such items as taxes, license, permits, fines, forfeitures, user fees, service charge, and grants.

Revenue Bonds — Revenue bonds are issued to finance industrial and commercial growth projects. Projects can include land acquisition, new-facility construction, improvements to existing facilities, and purchase and renovation of existing structures.

Small Tools — For purchase of small hand tools and small equipment and having a life expectancy or not more than three (3) years.

Special Revenue Fund — A fund established to account for revenues from specific taxes or other earmarked revenue sources that by law are designated to finance particular functions or activities of government.

State Revolving Loan (SRF) — State of Georgia loan pool for sewer improvements by local governments. This is a two (2) percentage loan rate, with twenty (20) year term.

Street Assessments — Street improvement cost assessed against landowner's property and due to the city.

Taxes	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. Taxes levied by the City of Waycross are approved by the Commission and are within their limits determined by the State of Georgia.
Training	Expenditures incurred as a result of city approved instructional courses.
Travel	Expenditures incurred in the conduct of city business and/or schools. This includes subsistence, transportation, mileage (private vehicle), and hotel cost.
Unreserved Fund Balance	The amount remaining in a fund that is not designated for some future use and which is available for further appropriation or expenditure.
User Charges	The payment of a fee for direct receipt of a public service by the party benefiting from the service.
Utility Franchise Tax	Tax levied against utility companies doing business with the city (electricity, cable television, gas, telephones, etc.) for the use of city rights-of-way.