



**ADOPTED BUDGET**  
**FOR THE FISCAL YEAR ENDING**  
**JUNE 30, 2010**





# City Of Winder

George "Chip" Thompson  
Mayor

## Letter of Transmittal

**City Council:** June 1, 2009

Sonny Morris  
Mayor Pro-Tem  
Ward 1

The Honorable Mayor and City Council  
City of Winder  
Winder, Georgia 30680

Charlie Eberhart  
Ward 2

We are pleased to present the balanced Annual Budget for the Fiscal Year Ending June 30, 2010.

Ridley Parrish  
Ward 3

The budget constitutes the annual plan of financial operation for the City embodying an estimate of proposed expenditures during the fiscal year and the anticipated means of financing them. Budgetary control is maintained at the departmental level for each operating fund.

Frank Dunagan  
Ward 4

Mike Mings  
At Large

The budget is prepared on a basis consistent with generally accepted accounting principles. Information necessary for the development of the budget was obtained by consulting with department heads concerning personnel and equipment needs, reviewing data from the previous year, meeting with the Mayor and council members and from the general public. Our goal is to provide services at a reasonable cost, anticipate growing infrastructure needs, maintain existing capital investments and minimize the cost of all governmental operations.

David Maynard  
At Large

Bob Beck  
City Administrator

The preparation of the annual budget could not have been accomplished without the efficient and dedicated services of the entire staff at City Hall and the support and assistance from the department heads and their staffs. We wish to express our appreciation to all who assisted and contributed to its preparation.

Sabrina Wall  
City Clerk

Leslie Ginn  
Finance Director

We would like to thank the Mayor and City Council for their interest and support in planning and conducting the financial affairs of the City in a responsible, professional, and progressive manner.

Ambrose Jackson  
Purchasing Director

Respectfully Submitted,

John E. Stell  
City Attorney

Bob Beck,  
City Administrator

Leslie Ginn  
Finance Director

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## **READER'S GUIDE**

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### **ORGANIZATION OF THE BUDGET DOCUMENT**

The City of Winder operates on a fiscal year beginning July 1 and ending the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs.

The budget document describes how the City of Winder's government plans to meet the needs of the community and is a resource for citizens interested in learning more about the operations of their city government, and is divided into six major sections as shown. The budget comparisons shown in this document may not include approved budget amendments for the current Fiscal Year since required amendments could be approved after this budget document has been issued.

#### **Reader's Guide**

The Reader's Guide section contains the City's budget policies and describes the basis of budgeting for 2009-10. It also provides a description of the budget amendment procedures that the City follows.

#### **Fund Summaries**

The City's budget is organized on the basis of funds, and each is considered a separate accounting entity. This section includes a series of charts analyzing revenue and expenditure trends, and summaries by fund.

#### **Program Revenues**

The fund revenue section provides summary and detail information about program operating revenues.

#### **Program Expenditures**

Departmental program objectives and funding issues for 2009-10, are provided. This section also includes prior year actuals, current year adopted, and the next year's adopted expenditures for each department within each program.

#### **Capital Projects**

This section includes narrative descriptions as well as budgeted revenue and expenditure information regarding the City's major capital projects. It is segregated into two sub-sections: *Governmental Fund and Enterprise Fund Projects*.

#### **Debt & Other**

This section details the City's outstanding debts together with the FY 2009-10 principal and interest requirements.

### **BUDGET POLICIES**

When developing the budget, departments are guided by the following policies that govern the assumptions made by major appropriation category.

#### **Personal Services**

Personal Services budgets reflect wage and benefit packages together with no pay increases.

Health insurance benefits are expected to increase by 5%. The City estimated that the updated retirement policy reduced costs by \$250,000. The City has a hiring freeze in place except for essential positions in Public Safety. Any new hires are assumed eligible for the full benefits package from 90 days from the date of hire.

## **Materials and Services**

Adopted decreases for materials and services are targeted at 10-15 percent decrease over the current year budget. Significant variances from current year budget are explained in the Statement of Funding Issues for each program.

## **Capital Outlay**

Capital outlay is reviewed on a case-by-case basis. Equipment requests are explained in the Statement of Funding Issues for 2009-10 for each program.

## **Debt Service**

Debt service for scheduled principal and interest payments is included; debt service on new issues is estimated and included in the appropriate fund. All debt is within legal debt margins set by the state.

## **Revenue**

Revenue estimates are based upon historic trends, estimates provided by outside sources and independent analysis by city staff. Every attempt is made to limit or reduce appropriations prior to increasing fees or charges. However, to avoid a degradation of service, increases in fees and charges are adopted when necessary. Budgeted increases in fees and charges are presented in the Program Revenue Section.

## **BASIS OF BUDGETING**

The basis of budgeting used for all Governmental Fund Types (all funds except those associated with Proprietary Funds - Water, Natural Gas, Solid Waste, Broadband, Special Facilities, Utility Service, and Fleet Maintenance funds) is the same as that used for accounting purposes – the modified accrual basis except as noted. Under this basis revenues are estimated when they are both 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. Expenditures are budgeted when the related fund liability is incurred. Principal and interest on long-term debt is budgeted when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year. One exception to the modified accrual basis is for interfund loans which state law requires be budgeted by both the lending and receiving fund. Proprietary Fund Types are budgeted under the accrual basis of accounting except as noted. Under this method, revenues are estimated when earned and expenditures budgeted at the time liabilities are incurred. Exceptions from the accrual basis are collections on notes receivable as revenue in the year received; payment of debt principal is budgeted as expenditure when paid; capitalized assets are budgeted when incurred; and depreciation is not budgeted.

Indirect expenses of general government and administrative support are fully allocated to the City’s operational departments and funds. The purpose of the indirect cost allocations is to charge the operating departments and funds for administrative support services. Costs are allocated based on actual expenditures by functional activity.

## **BUDGET PROCESS**

The annual budget serves as the foundation for the City of Winder's financial planning and control. The annual budget process begins with the City Administrator, Finance staff and department heads working together to analyze funding needs. Prior to May 1, the Finance Department prepares a draft budget for the City Administrator. After reviewing the draft budget and meeting with the departments, the City Administrator and Finance staff prepares a Proposed Budget as well as a five year Capital Improvement Plan. The Mayor presents both to City Council in May. The Council conducts public hearings in May and June, and adopts budgeted revenues and appropriations for the upcoming fiscal year by ordinance no later than June 30, the close of the City's fiscal year. The budget is prepared both by fund, function (e.g. public safety) and department (e.g. police). The City Administrator is permitted to transfer appropriations within a department. Transfers between functions and subsequent budgetary amendments require the approval of the City Council. The process followed in the preparation of this budget complies with the State of Georgia.

## **BUDGET AMENDMENT PROCESS**

The adopted budget appropriates certain amounts to each fund to be used at the discretion of the governing body. However, during the fiscal year special appropriations may be made for specific unforeseen events by approval of a resolution by the City Council. Specific appropriations may include funding for service level policy changes, unforeseen catastrophic events, or redirection of resources.

Most budget changes are adopted during the year by the City Council at a regularly scheduled meeting. Annually, when the next year's budget is adopted, City Council passes a resolution recognizing the various budget amendments made during the year.

## TREND INFORMATION

User charges include fees paid by citizens and businesses for City services such as natural gas, water, sewer, special facilities, street lighting, etc. Fees should cover all or part of the cost of providing the services. Operating costs include personal services, materials and services, and capital equipment. Below is a table of estimated fair values of homes in Winder. There has been a drastic decline in the number of homes being built in Barrow County and across the country. The number of foreclosures in Barrow County will have a direct affect on the fair values of the property.

One factor in measuring the economic condition of a community is its overall property fair value. Over the last ten years the value has increased by 147%. Much of this was driven by new development, however, all new housing development has come to a standstill and only commercial development has continued in Barrow County. Even with the downturn in the economy, the City continues to operate without a property tax assessment and has not assessed a maintenance and operations property tax since 1977. The growth rate of the City with respect to fair values is shown below.

<b>ESTIMATED FAIR VALUES</b>		
<b>Includes Exempt Property</b>		
<b>(IN MILLIONS)</b>		
<b>YEAR</b>	<b>FAIR VALUES</b>	<b>PERCENT CHANGE</b>
1999	\$ 411.5	6.88%
2000	\$ 433.7	5.40%
2001	\$ 499.2	15.09%
2002	\$ 525.2	5.20%
2003	\$ 552.8	5.26%
2004	\$ 683.1	23.60%
2005	\$ 814.4	19.22%
2006	\$ 883.1	8.44%
2007	\$ 964.1	9.17%
2008	\$ 1,016.2	5.40%

*Source: Barrow County Tax Commissioner*



## **FUND SUMMARIES**

The City's financial operations are budgeted and accounted for in the funds listed on the following pages. The funds are grouped by major types, as set forth by the Governmental Accounting Standards Board (GASB).



# FUND DESCRIPTIONS

## GENERAL FUND

The General Fund accounts for resources devoted to support the services associated with local government. Programs resident in the General Fund are building and facilities maintenance, general administration, public safety, streets and any other activity for which a special fund has not been created.

## Special Revenue Fund

Special revenue funds are used to account for the proceeds of specific revenue sources that are restricted legally to expenditures for specified purposes. The City utilizes four funds of this type, which are the Hotel/Motel Tax Fund, the Community Television Station, the Grant Fund, and the Police Escrow Fund.

## Capital Projects Funds

The Capital Projects Funds account for financial resources to be used for the acquisition or construction of major capital projects. The City maintains a Road Capital Project Fund to account for the receipt and use of Special Purpose Local Option Sales Tax (SPLOST) proceeds.

## Agency Fund – Municipal Court

The Municipal Court Fund is used to account for the monies received for fees collected and owed to other agencies within the State of Georgia and Barrow County. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

## ENTERPRISE FUNDS

Enterprise funds account for goods and services provided on a continuing basis to the general public and are structured to be self-supporting.

### Water and Sewer Fund

The Water and Sewer Fund is the largest of the seven proprietary funds operated by the City. The Water and Sewer Fund accounts for the operations of the water and sewer systems of the City. The system supplies water and sewer service to area residents and to industrial and commercial users in the City and County.

### Gas Fund

The Gas Fund is the second largest of the seven proprietary funds and accounts for the distribution and sale of natural gas in the City of Winder and the counties of Barrow, Walton, and Oconee. Natural gas sales are very seasonal in nature and are the highest during the colder months of the year.

### Solid Waste Management Fund

The Solid Waste Management Fund accounts for the contract costs of solid waste collection, disposal, and recycling. During FY 2008, the City entered into a contract with Robertson's to collect and dispose of the business and residence solid waste.

### Special Facilities Fund

The Special Facilities Fund is used to account for the rents and other income and the related costs (including depreciation) of operating the City's Community Center, Adult Education Center, Historic Train Station, and the Cultural Arts Center.

### Broadband Fund

The Broadband Fund is used to account for the fiber infrastructure installed that the City is leasing to businesses in the City of Winder.

**Internal Service Fund**

The Internal Service Funds account for goods and services provided by one department to other departments or funds on a cost-reimbursement basis. In addition, certain services are supplied to outside agencies for a fee. The Utility Service Fund accounts for the utility billing, meter reading, and cash collections for the all of the other utility funds. The Fleet Maintenance Fund accounts for the repair and maintenance of City vehicles.

**COMPONENT UNIT FUND**

The Component Unit Fund is used for the discretely presented Component Units of the City. The only discretely presented Component Unit the City has at the present time in the Downtown Development Authority.

## SUMMARY OF RESOURCES AND REQUIREMENTS

The table below summarizes the major resources and expenditures for all City funds. It also contains highlights for major revenue and expenditure categories, comparing the Adopted FY 2008-09 budget with the Adopted FY 2009-10 budget. This financial data is intended to provide the reader with a broad overview of the City's budget.

### BUDGET SUMMARY – ALL CITY FUNDS COMBINED

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>RESOURCES</b>					
Taxes	\$ 3,742,484	\$ 4,109,283	\$ 4,189,051	\$ 4,005,000	\$ 4,173,000
Licenses, Franchise Fees & Permits	1,017,226	991,371	1,133,606	1,107,900	986,000
Investment Income	346,519	428,367	352,029	175,000	80,000
Charges for Services	25,704,070	24,526,044	27,043,574	29,040,360	23,765,870
Federal Government Grants	175,734	-	16,842	-	-
State Government Grants	108,689	483,910	48,058	50,000	35,000
Municipal Court	536,128	693,520	648,811	550,000	565,000
Miscellaneous	191,433	1,831,695	5,037,615	110,000	-
Interfund Transfers/Proceeds from Debt	286,376	-	1,645,000	11,088,500	13,394,475
<b>Total Resources</b>	<b>\$ 32,108,659</b>	<b>\$ 33,064,190</b>	<b>\$ 40,114,586</b>	<b>\$ 46,126,760</b>	<b>\$ 42,999,345</b>
<b>REQUIREMENTS</b>					
Personal Services	\$ 6,390,564	\$ 7,298,630	\$ 8,173,578	\$ 9,588,100	\$ 7,332,000
Benefits	1,953,065	2,388,120	2,999,621	3,373,000	3,174,500
Materials and Services	19,176,908	18,308,915	20,780,815	17,996,860	14,725,320
Capital Outlay	869,985	1,008,490	1,170,747	11,388,500	13,694,475
Debt Service	855,904	883,755	973,475	3,780,300	3,573,050
<b>Total Expenditures</b>	<b>\$ 29,246,426</b>	<b>\$ 29,887,910</b>	<b>\$ 34,098,236</b>	<b>\$ 46,126,760</b>	<b>\$ 42,999,345</b>
Resources over Expenditures	<b>\$ 2,862,233</b>	<b>\$ 3,176,280</b>	<b>\$ 6,016,350</b>		
Unappropriated Ending Balance				<b>\$ -</b>	<b>\$ -</b>

## SUMMARY OF OPERATING AND CAPITAL BUDGET

	GENERAL	WATER FUND	GAS FUND	SOLID WASTE FUND	POLICE ESCROW	CAPITAL PROJECTS
<b>REVENUES:</b>						
TAXES	\$ 3,803,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
LICENSES, FRANCHISE FEES & PERMITS	986,000	-	-	-	-	-
OTHER GOVERNMENTS	-	-	-	-	-	-
INVESTMENT INCOME	80,000	-	-	-	-	-
MUNICIPAL COURT	560,000	-	-	-	5,000	-
MISCELLANEOUS	-	-	-	-	-	-
CHARGES FOR SERVICES	120,000	12,469,100	9,698,320	1,012,800	-	-
INTERFUND TRANSFERS	3,677,911	(2,846,442)	(1,365,840)	(7,316)	-	-
<b>TOTAL RESOURCES</b>	<b>9,226,911</b>	<b>9,622,658</b>	<b>8,332,480</b>	<b>1,005,484</b>	<b>5,000</b>	<b>300,000</b>
<b>REQUIREMENTS</b>						
PERSONAL SERVICES	7,859,300	817,100	635,600	-	-	-
MATERIALS AND SUPPLIES	2,768,370	3,798,700	6,544,750	996,000	5,000	-
INDIRECT COSTS	(1,850,909)	1,480,358	1,073,930	9,484	-	-
DEBT SERVICE	450,150	3,026,500	78,200	-	-	-
ALLOCATIONS	-	500,000	-	-	-	-
<b>Total Requirements</b>	<b>9,226,911</b>	<b>9,622,658</b>	<b>8,332,480</b>	<b>1,005,484</b>	<b>5,000</b>	<b>-</b>
<b>RESOURCES OVER (UNDER) REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>
<b>REVENUES FROM OTHER SOURCES</b>	<b>\$ 748,500</b>	<b>\$ 11,965,975</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL EXPENDITURES</b>						
BUILDINGS	157,000	-	-	-	-	-
INFRASTRUCTURE	200,000	11,965,975	650,000	-	-	300,000
EQUIPMENT	-	-	-	-	-	-
VEHICLES	316,500	-	-	-	-	-
FURNITURE	-	-	-	-	-	-
TECHNOLOGY	75,000	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>748,500</b>	<b>11,965,975</b>	<b>650,000</b>	<b>-</b>	<b>-</b>	<b>300,000</b>
<b>OTHER REV SOURCES OVER/UNDER CAPITAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(300,000)</b>
<b>TOTAL REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

GRANT FUNDS	UTILITY SECTION	BROADBAND FUND	SPECIAL FACILITIES	COMPONENT UNITS	FLEET MAINTENANCE	SPECIAL REVENUE	HOTEL MOTEL	TOTAL
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 4,173,000
-	-	-	-	-	-	-	-	986,000
35,000	-	-	-	-	-	-	-	35,000
-	-	-	-	-	-	-	-	80,000
-	-	-	-	-	-	-	-	565,000
-	-	-	-	-	-	-	-	-
-	-	12,000	123,000	-	330,650	-	-	23,765,870
32,832	-	(12,000)	326,583	25,000	-	169,272	-	-
<b>67,832</b>	-	-	<b>449,583</b>	<b>25,000</b>	<b>330,650</b>	<b>169,272</b>	<b>70,000</b>	<b>29,604,870</b>
60,600	593,400	-	212,700	-	220,600	107,200	-	10,506,500
-	179,675	-	188,950	25,000	104,850	44,025	70,000	14,725,320
7,232	(786,075)	-	47,933	-	-	18,047	-	-
-	13,000	-	-	-	5,200	-	-	3,573,050
-	-	-	-	-	-	-	-	500,000
<b>67,832</b>	-	-	<b>449,583</b>	<b>25,000</b>	<b>330,650</b>	<b>169,272</b>	<b>70,000</b>	<b>29,304,870</b>
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 13,394,475
-	-	-	-	-	-	-	-	157,000
-	-	-	-	-	-	-	-	13,115,975
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	316,500
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	30,000	-	105,000
-	-	-	-	-	-	<b>30,000</b>	-	<b>13,694,475</b>
-	-	-	-	-	-	-	-	<b>(300,000)</b>
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





## **PROGRAM REVENUES**

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## PROGRAM REVENUES

### General Fund

Within the General Fund, principal sources of revenue are fire district taxes, Local Option Sales Tax (LOST), licenses and franchise fees, state and county shared revenues, and charges for administrative services from other funds.

#### Taxes

**Fire District Taxes** – Fire District Taxes are currently 3.00 mills of assessed value of taxable property within the City. The current tax is estimated to cover approximately 46% of the budgeted expenditures for the Winder Fire Department.

**Street Lighting** – This tax is assessed at the rate of \$15 per year for each taxable parcel of real property within the City. This tax is necessary to cover the increasing costs of electrical power. The current tax covers approximately 40% of the cost to the City for street lighting.

**LOST (Local Option Sales Tax)** – The LOST are expected to be similar to the FY 2005-06 actual revenues. Commercial developments are continuing in Winder and Barrow County even though the housing market has slowed. The sales tax millage rollback for the FY 2009-2010 is 4.2715.

**Beer, Liquor, and Wine Excise Tax** – The increase in revenues budgeted is due to the 3% excise tax by the liquor drink per the new ordinance enacted during FY 2009.

**Insurance Premium Tax** – The insurance premium tax collected in 2008-09 was more than anticipated so the 2009-10 budget reflects an increase over the 2008-09 budget.

The following Table presents the historical actuals together with the FY 2008-09 Adopted Budget and the FY 2009-10 Adopted Budget.

	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 ADOPTED</b>	<b>2009-2010 ADOPTED</b>
Fire District Taxes	\$ 637,044	\$ 650,530	\$ 704,844	\$ 795,000	\$ 1,000,000
Street Lighting	63,829	79,449	78,313	80,000	125,000
LOST	1,764,368	1,866,221	1,848,646	1,885,000	1,718,000
Beer, Liquor, & Wine Excise Tax	318,671	346,715	349,244	315,000	395,000
Insurance Premium Tax	510,902	534,531	557,575	560,000	565,000
<b>TOTAL TAXES</b>	<b>\$ 3,294,814</b>	<b>\$ 3,477,446</b>	<b>\$ 3,538,622</b>	<b>\$ 3,635,000</b>	<b>\$ 3,803,000</b>

#### Licenses, Franchise Fees and Permits

These revenue sources are expected to remain flat or decline especially building permit revenues. During FY 2009 the revenues from building permits are 50% less than budgeted so the City has reduced expected revenues by 77% for the upcoming budget year.

The following table presents the historical data together with the Adopted Budget for FY 2009-10.

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
Electric Franchise	\$ 398,035	\$ 450,651	\$ 554,977	\$ 550,000	\$ 550,000
Cable Franchise	90,956	63,442	112,357	70,000	90,000
Telephone Franchise	74,955	79,349	79,989	85,000	85,000
Business Licenses & Permits	194,806	211,949	221,005	259,400	228,500
Building, Zoning, & Land Use Permits	255,776	175,866	158,442	143,500	32,500
<b>TOTAL FEES</b>	<b>\$ 1,014,528</b>	<b>\$ 981,257</b>	<b>\$ 1,126,770</b>	<b>\$ 1,107,900</b>	<b>\$ 986,000</b>

### Municipal Court

Fines and Forfeitures are reviewed annually by the judge and the court staff. Any changes in the fines are made effective July 1 of each year, however, there are no changes recommended for the upcoming fiscal year. Probation continues to be handled by the City of Winder instead of being outsourced as it has been in the past.

The following table presents the historical revenue data and Adopted Revenue Budget for the Municipal Court Fund.

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
Fines and Forfeitures	\$ 493,669	\$ 622,450	\$ 551,655	\$ 500,000	\$ 500,000
Probation Fees	42,237	71,070	47,744	50,000	60,000
<b>TOTAL FEES</b>	<b>\$ 535,906</b>	<b>\$ 693,520</b>	<b>\$ 599,399</b>	<b>\$ 550,000</b>	<b>\$ 560,000</b>

### **Water and Sewer Fund**

**The primary source of revenue is user charges based on monthly water consumption and sewer charges based on 80% of the monthly water consumption.**

The Water and Sewer Fund records revenues and expenditures associated with operation and maintenance of the City's water and sewer systems. Revenues collected maintain the water system operations, including water supply, treatment, storage, and sewer system operations including wastewater collection and treatment, as well as compliance with EPA and Georgia EPD requirements. Additionally, Water and Sewer Fund revenues are used to fund the general operations of the City including fire, police, streets, and general administration. Charges for services are billed based on actual water consumed. Sewer is billed based on 80% of actual water consumed for customers inside the city and on 100% of actual water consumed for customers outside the city.

The current water and sewer rates are as follows:

<b>WATER AVAILABILITY RATES</b>	<b>INSIDE THE CITY</b>	<b>OUTSIDE THE CITY</b>
5/8"-1" RESIDENTIAL	12.60	22.58
5/8"-3/4" BUSINESS	30.00	30.00
1" BUSINESS	50.00	50.00
1.5" BUSINESS	80.00	80.00
2" BUSINESS	120.00	120.00
3" BUSINESS	140.00	140.00
4" BUSINESS	170.00	170.00
6" BUSINESS	190.00	190.00
8" BUSINESS	220.00	220.00
10"-12" BUSINESS	250.00	250.00

**FIRE FLOW AVAILABILITY RATES**

5/8"-3/4" BUSINESS	15.00	15.00
1" BUSINESS	25.00	25.00
1.5" BUSINESS	40.00	40.00
2" BUSINESS	60.00	60.00
3" BUSINESS	70.00	70.00
4" BUSINESS	85.00	85.00
6" BUSINESS	95.00	95.00
8" BUSINESS	110.00	110.00
10"-12" BUSINESS	125.00	125.00

<b>USAGE</b>	<b>INSIDE THE CITY</b>	<b>OUTSIDE THE CITY</b>
<b>RESIDENTIAL</b>		
UP TO 7,000	4.15	5.09
7,000 TO 10,000	4.99	5.57
<i>*SEASONAL WATER SURCHARGE</i>		
<b>BUSINESS</b>		
UP TO 7,000	5.57	5.57
7,000 TO 10,000	5.57	5.57
<i>*SEASONAL WATER SURCHARGE</i>		

**INDUSTRIAL CUSTOMERS**

Any customer who uses more than 100,000 gallons per day may obtain contracted rates.

**FIRE FLOW USAGE**

Any usage from a fire flow line that is not used to extinguish a fire will be charged \$10.00 per 1000 gallons.

**\*SEASONAL WATER SURCHARGE**

The Water Conservation Surcharge will apply to all retail accounts as follows for the billings in the months of June, July, August, September, and October:

For usage greater than 10,000 gallons and which exceeds average winter (January, February, March) usage as follows:

First Tier: Greater than 125% but less than 200% of average winter usage: \$6.00 per 1000 gallons.

Second Tier: Equal to and greater than 200% of average winter usage: \$8.00 per 1000 gallons.

The current connection and tap fees are as follows:

**WATER CONNECTION FEES BASED ON METER SIZE**

<b>5/8"-3/4"</b>	\$	3,500
<b>1"</b>	\$	5,000
<b>1+1/2"</b>	\$	6,500
<b>2"</b>	\$	10,500
<b>3"</b>	\$	15,000
<b>4"</b>	\$	20,000
<b>6"</b>	\$	25,000
<b>8"</b>	\$	50,000
<b>10"-12"</b>	\$	110,000

**SEWER CONNECTION FEES -**

4" SEWER CONNECTION, FEES PER UNIT	\$	3,500
------------------------------------	----	-------

**NOTE: SOME TYPES OF COMMERCIAL OPERATIONS ARE REQUIRED TO PAY A SEWER CAPACITY CHARGE. BUSINESSES SUCH AS RESTAURANTS, CARWASHES, LAUNDRIES, ETC. THE BASE CHARGE IS FOR A 4" CONNECTION. LARGER CONNECTIONS WILL BE AT A HIGHER RATE BASED ON THE HOUSE HOLD EQUIVALENT OF 300 GALLONS PER DAY.**

The following table presents the water and sewer revenues historically and adopted.

	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 ADOPTED</b>	<b>2009-2010 ADOPTED</b>
Water Charges	\$ 7,680,199	\$ 8,663,833	\$ 9,244,545	\$ 11,500,000	\$ 10,180,000
Sewer Charges	1,709,744	1,800,101	1,703,717	1,830,000	1,655,000
Penalties & Restoration Fees	276,931	327,998	453,474	225,000	394,100
Water Connection Fees	1,868,761	1,825,289	1,734,430	1,440,000	180,000
Sewer Connection fees	387,925	234,541	407,422	150,000	60,000
EIP Grant	-	391,311	-	-	-
Special Item-Barrow Co Purchase	-	1,166,400	4,665,600	-	-
<b>TOTAL FEES</b>	<b>\$ 11,923,560</b>	<b>\$ 14,409,473</b>	<b>\$ 18,209,188</b>	<b>\$ 15,145,000</b>	<b>\$ 12,469,100</b>

The City has two inter-governmental agreements with Barrow County. One is for the City to bill and collect the usage of the County's sewer customers who have City of Winder water. Also in this agreement, the City collects the County's sewer taps for customers who are in the Winder Water District and the Barrow County Sewer District.

The other agreement is for the County to purchase one million gallons per day of capacity in the new sewer treatment facility which is near completion. The monies collected from Barrow County for this capacity will partially offset the debt that the City is incurring to construct this sewer treatment facility.

## **Gas Fund**

**The primary source of revenue is user charges based on monthly natural gas consumption.**

The Gas Fund records revenues and expenditures associated with operation and maintenance of the City's natural gas system. Revenues collected maintain the gas system operations, and distribution infrastructures.

The City purchases gas through the Municipal Gas Authority of Georgia (MGAG). MGAG also assists in marketing gas to new potential residential and commercial customers. The City's rates for gas will not increase for the FY 2010 Budget. These rates are \$3.50 per MCF for residential customers and 3.90 per MCF for commercial customers. The cost of gas is passed through to the customers.

The price of gas has declined over the last several months and is anticipated to remain lower for FY 2010 than previous years. The price of gas for the City during FY 2009 has varied from \$9.67 per MCF to \$15.20 per MCF. The City also will benefit from the new landfill gas that is being transformed into usable natural gas and being used by the City of Winder and the City of Buford.

MGAG provides us with a budget forecast for FY 2010 based on the futures market and estimated supply needed by our customers. The following table presents the historical revenue data and Adopted Revenue Budget for the Gas Fund.

	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 ADOPTED</b>	<b>2009-2010 ADOPTED</b>
Gas Charges	\$ 12,340,965	\$ 10,496,257	\$ 11,492,607	\$ 11,954,010	\$ 9,598,320
Penalties & Restoration Fees	117,884	115,794	108,447	142,000	100,000
Other Charges/Tap Fees	47,750	48,753	171,230	-	-
<b>TOTAL FEES</b>	<b>\$ 12,506,599</b>	<b>\$ 10,660,804</b>	<b>\$ 11,772,284</b>	<b>\$ 12,096,010</b>	<b>\$ 9,698,320</b>

### **Solid Waste Management Fund**

**The primary source of revenue is based on fixed monthly charges for solid waste collection.**

The City of Winder has contracted solid waste collection with Robertson United Sanitation. The budget should remain the same because no rate increase is anticipated. During the current fiscal year, the actual revenues collected are less than expected so the anticipated revenues for FY 2009-10 have been reduced to reflect this decrease.

The following table presents the historical revenue data and Adopted Revenue Budget for the Solid Waste Management Fund.

	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 ADOPTED</b>	<b>2009-2010 ADOPTED</b>
Refuse Collection Charges	\$ 1,000,301	\$ 1,011,920	\$ 1,038,445	\$ 1,239,000	\$ 1,012,800
Other Charges	23,471	55,350	49,962	-	-
<b>TOTAL FEES</b>	<b>\$ 1,023,772</b>	<b>\$ 1,067,270</b>	<b>\$ 1,088,407</b>	<b>\$ 1,239,000</b>	<b>\$ 1,012,800</b>

### **Special Facilities Fund**

**The primary source of revenue is rental of the Winder Community Center, rental of the Cultural Arts Facility, and a portion of the Hotel/Motel Tax collections.**

The City's Community Center and new Cultural Arts Facility give many people access to these facilities for weddings, receptions, parties, and different cultural events. Besides being able to rent these facilities for private functions, the Winder Barrow Community Theatre, the local schools, and many not-for-profit organizations host events that enhance this community.

The following table presents the historical revenue data and Adopted Revenue Budget for the Special Facilities Fund.

	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 ADOPTED</b>	<b>2009-2010 ADOPTED</b>
Special Facility Rentals	\$ 88,584	\$ 126,662	\$ 129,816	\$ 120,000	\$ 123,000
<b>TOTAL FEES</b>	<b>\$ 88,584</b>	<b>\$ 126,662</b>	<b>\$ 129,816</b>	<b>\$ 120,000</b>	<b>\$ 123,000</b>

### **Capital Projects - Roads Fund**

**The primary source of revenue is SPLOST (Special Purpose Local Option Sales Tax).**

These funds are limited for use on streets, sidewalk, and roads improvement. The citizens passed a new SPLOST which was effective July 1, 2006.

The following table presents the historical revenue data and Adopted Revenue Budget for the Capital Projects – Roads Fund.

	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 ADOPTED</b>	<b>2009-2010 ADOPTED</b>
SPLOST	\$ 373,370	\$ 503,141	\$ 515,848	\$ 300,000	\$ 300,000
<b>TOTAL FEES</b>	<b>\$ 373,370</b>	<b>\$ 503,141</b>	<b>\$ 515,848</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>

### **Hotel/Motel Tax Fund**

**The primary source of revenue is the 7% Hotel/Motel tax levied on hotel/motel room rental charges.**

The Hotel/Motel Fund is a special revenue fund that is used to account for the proceeds of a specific revenue source that is restricted legally to expenditures for specified purposes. The tax is used to promote tourism and trade through the Barrow County Chamber of Commerce, the Community Center and Cultural Arts Facility.

The following table presents the historical revenue data and Adopted Revenue Budget for the Hotel/Motel Tax Fund.

	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 ADOPTED</b>	<b>2009-2010 ADOPTED</b>
Hotel/Motel Tax	\$ 84,622	\$ 94,861	\$ 92,658	\$ 70,000	\$ 70,000
TOTAL FEES	<u>\$ 84,622</u>	<u>\$ 94,861</u>	<u>\$ 92,658</u>	<u>\$ 70,000</u>	<u>\$ 70,000</u>

### **Grant Fund**

**The primary source of revenue is a HEAT Grant from the Governor's Office of Highway Safety to fund a police officer that will enable the City to lower the number of DUI's.**

The GOHS awarded the Winder Police Department with a grant in the amount of \$35,000 during FY 2009. The grant is used to pay 60% of the salary of an officer designated as the HEAT officer and some operating expenses for the HEAT officer. We anticipate receiving this grant again in FY 2010.

### **Broadband Fund**

**The primary source of revenue is from charges for access on the City's fiber network.**

The City has installed a fiber network to connect its facilities to the City's local area network. The City is receiving revenue from businesses which need bandwidth.

### **Police Escrow Fund**

**The primary source of revenue is from confiscated assets.**

The Winder Police Department, during its normal course of business, will confiscate assets and federal and state laws dictate that the courts can release the assets to the applicable agency.





## **PROGRAM EXPENDITURES**

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# PROGRAM BUDGET ORGANIZATION

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The bulk of the budget is made up of expenditure appropriations that are legal spending limits adopted by the City Council for each program. Transfers are reported in the Fund Summary section. The program budget detail contains a program summary, an identification of each related department, and an explanation of the functions and activities for each department. Sources of funding for each operating program are summarized in the Budget Summary. Each program is an aggregation of budget units/departments that are similar in nature or function, and are organized into following operating programs.

<b>Policy &amp; Administration</b>	<b>Page</b>	<b>Public Safety</b>	<b>Page</b>
Legislative	28	Police	41
Administration	29	Fire	42
Finance	30	Municipal Court	43
Information Technology	31	Probation	44
<b>Community Development</b>		<b>Public Works</b>	
Licenses and Permits	32	Street	45
Planning & Development	33		
Main Street	34	<b>Special Facilities</b>	
Community Television Station	35	Community Center and Cultural Arts Facility	46
<b>Utility Services</b>		<b>Internal Service</b>	
Water Distribution	36	Facilities Maint.	47
Wastewater	37	Maint. Shop	48
Gas Operations	38	<b>Component Unit</b>	
Solid Waste Management	39	DDA	49
Utility Service Section	40		

In addition to these operating programs, two other categories comprise the balance of the City's budget. These categories are:

**Capital Projects** includes large dollar expenditures for buildings and infrastructure. The detail for capital projects is provided in a separate section of the budget document. This section begins on page 50.

**Debt Service** includes appropriations for interest and principal on all types of debt. This section begins on page 53.

# POLICY & ADMINISTRATION

legislative

## STATEMENT OF PURPOSE

The City of Winder, incorporated in 1894, operates under a Mayor-Council form of government. The legislative section includes the expenditures directly related to the Mayor and Council including such items as salary and benefits, costs of meetings and related expenses together with those funds designated for the support of other organizations. The elected Mayor is the Chief Operating Officer, as well as, the Chief Executive Officer of the City. He is responsible for the day-to-day activities of the City. The six Council members are elected to four years with the terms staggered representing the four Wards of the City with two members at-large.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Mayor	1.00
Council	6.00
	<u>7.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 25,800	\$ 26,400	\$ 36,300	\$ 46,200	\$ 57,000
Benefits	51,056	72,823	78,418	72,300	143,100
Materials and Services	133,538	205,201	412,419	303,220	317,220
Indirect Costs	(210,394)	(304,424)	(552,137)	(421,720)	(517,320)
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (25,000)</u>	<u>\$ -</u>	<u>\$ -</u>

# POLICY & ADMINISTRATION

## administration

### STATEMENT OF PURPOSE

The City Administrator, who works for and at the pleasure of the Mayor and the City Council, carries out their policy direction, and provides overall supervision of the City's operations. The City Administrator is responsible for translating the City Council's goals into budgetary priorities. The City Clerk serves as secretary for the City Council and is responsible for records management and elections, as well as, provides the information link between the citizenry, the business community, and the elected and appointed officials of the City. The Human Resources Director is responsible for all personnel matters. The Treasurer is also Director of Purchasing, as well as, taking on more special projects as assigned by the City Administrator.

### PROGRAM OBJECTIVES

1. Seek public involvement and support for City services through effective communication and responsiveness to citizen concerns.
  - Encourage citizen involvement and respond to citizen's concerns.
  - Develop and encourage the use of the City's web site.
  - Provide opportunities for the public to interact with the Council and City staff.
2. Facilitate City Council and community decision making concerning the future growth and development of Winder and funding infrastructure improvements.
3. Guide implementation of City Council policies.
4. Work on public policy issues that impact the City at regional, state, and federal levels.
5. Support a work environment that promotes customer service and fully utilizes the talents of the City staff by reinforcing their knowledge, competence, and creativity.
6. Continue council commitment to training and practice relating to our common goals, values, and vision.

### FULL TIME EQUIVALENT POSITIONS

	FTE
City Administrator	1.00
City Clerk	1.00
Assistant to City Clerk	1.00
Purchasing Director/Treasurer	0.75
HR Director	1.00
Personnel Technician	1.00
Records Clerk	1.00
Receptionist/Clerical	1.00
Safety & Loss Coordinator	1.00
	8.75

### OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 410,749	\$ 445,962	\$ 442,850	\$ 521,800	\$ 460,200
Benefits	95,682	122,843	162,785	141,900	165,700
Materials and Services	710,649	565,213	596,152	686,400	411,565
Capital Outlay	53,623	46,959	10,118	235,000	-
Debt Service	162,685	181,607	229,793	187,400	56,900
Indirect Costs	(1,430,263)	(1,362,260)	(1,441,698)	(1,772,500)	(1,094,365)
<b>Total Expenditures</b>	\$ 3,125	\$ 324	\$ -	\$ -	\$ -

# POLICY & ADMINISTRATION

finance

## STATEMENT OF PURPOSE

The Strategic Mission of finance is to clearly define and flawlessly execute common financial processes and to provide expert financial systems and reporting to the City's operating business units and the Mayor and Council, thereby allowing them to provide superior services to our customers and citizens.

Primary functions include accounting, budgeting, managing and investing cash, managing debt, paying invoices, executing payroll, billing receivables, and collections (utilities, business licenses, transit taxes, local improvement districts, hotel/motel taxes, miscellaneous). The department is responsible for the financial reporting, and the purchasing. Although budgeted separately, the department also oversees municipal court administration and customer service.

## PROGRAM OBJECTIVES

1. Update the City's five-year financial plan.
2. Prepare the FY 2008-09 Comprehensive Annual Financial Report (CAFR) in a format that qualifies for submittal to the Government Finance Officer's Association (GFOA) Certificate of Achievement in Financial Reporting program.
3. Prepare the FY 2009-10 adopted budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award program.
4. Prepare the Citizens' Report in a format that qualifies for submittal to the GFOA Popular Annual Financial Report (PAFR) program.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Finance Director	1.00
Staff Accountant	1.00
	<u>2.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 149,944	\$ 184,384	\$ 207,540	\$ 232,100	\$ 153,000
Benefits	19,664	25,695	37,856	40,850	48,200
Materials and Services	176,493	140,581	165,552	125,050	116,200
Capital Outlay	-			10,000	-
Indirect Costs	(346,101)	(350,660)	(410,948)	(408,000)	(317,400)
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# POLICY & ADMINISTRATION

## information technology

### STATEMENT OF PURPOSE

To effectively manage the City's information and communications technologies. IT maintains the City's network, phone system, desktop equipment, web sites, and applications as well as providing training, technology consulting, and special project assistance to all City departments.

### PROGRAM OBJECTIVES

1. Utilize current and emerging technologies to reduce costs and improve efficiencies wherever possible.
2. Oversee installation and implementation of new systems and technologies City wide.
3. Maintain accurate current inventory of hardware, software, and network systems City wide.
4. Develop and test business continuity and disaster recovery plans for City information systems.
5. Continually enhance City website to increase its ability to deliver timely and accurate information and services to the public while reducing costs to the City.

### FULL TIME EQUIVALENT POSITIONS

	FTE
IT Director	1.00
Operations IT Manager	1.00
Public Safety IT Manager	1.00
	<u>3.00</u>

### OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 47,911	\$ 81,338	\$ 112,024	\$ 156,100	\$ 144,200
Benefits	7,938	15,347	29,611	33,500	55,400
Materials and Services	72,246	101,603	100,229	94,350	42,600
Capital Outlay	49,932	16,725	8,947	225,500	75,000
Indirect Costs	(178,027)	(215,013)	(250,811)	(509,450)	(317,200)
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# COMMUNITY DEVELOPMENT

## license & permitting

### STATEMENT OF PURPOSE

To provide overall management and administrative support for the City's development-related functions. The department includes administration, building inspections, planning, and storm water/erosion control.

### PROGRAM OBJECTIVES

1. Review and process business license applications, re-zoning requests, variance and annexation requests.
2. Implement recommendations for the downtown streetscape projects.
3. To write and administer grant applications and grant-funded projects.

### FULL TIME EQUIVALENT POSITIONS

	FTE
Planning Director	1.00
Customer Service	1.00
	<u>2.00</u>

### OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 173,543	\$ 197,548	\$ 219,668	\$ 241,600	\$ 118,900
Benefits	38,885	47,867	70,373	75,200	29,600
Materials and Services	16,981	23,678	29,333	35,850	34,200
Capital Outlay	-	-	-	20,000	-
Indirect Costs	36,173	29,827	37,610	48,820	21,816
<b>Total Expenditures</b>	<u>\$ 265,582</u>	<u>\$ 298,920</u>	<u>\$ 356,984</u>	<u>\$ 421,470</u>	<u>\$ 204,516</u>



# COMMUNITY DEVELOPMENT

# planning & development

## STATEMENT OF PURPOSE

To provide support to all City departments and the general public. GIS (Geographic Information System) integrates geographical information from a variety of sources, including GPS, to create maps for all City departments, including, but not limited to, public utilities (*water, natural gas, stormwater and sewer*), public works, public safety (*police and fire*), administration and the general public.

## PROGRAM OBJECTIVES

1. To create and maintain many different mapping layers with the integration of data from various applications into spatially referenced information.
2. To provide assistance in creating maps for publication and distribution throughout the City.

## FULL TIME EQUIVALENT POSITIONS

	FTE
GIS Section Manager	1.00
GIS Locator	1.00
	<u>2.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ 71,400
Benefits	-	-	-	-	39,900
Materials and Services	-	-	-	-	43,100
Indirect Costs	-	-	-	-	(154,400)
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# COMMUNITY DEVELOPMENT

main street

## STATEMENT OF PURPOSE

To maintain a healthy, viable Downtown commercial district symbolizing community caring and a high quality of life plus fill existing space within the city limits of Winder. The Main Street Board serves as a liaison between the city of Winder and the Chamber of Commerce, Economic Development agencies, non-profit groups and other governmental agencies.

## PROGRAM OBJECTIVES

1. To maintain and improve the organizational structure of the Main Street program.
2. To market Downtown through promotions, advertising, and public awareness.
3. To enhance Downtown's physical appearance by encouraging façade improvements of Downtown buildings and encouraging new businesses within the Downtown area.
4. To produce successful events and the Jug Tavern festival every year.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Director	<u>1.00</u>
	<u>1.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 36,947	\$ 38,915	\$ 43,402	\$ 46,500	\$ 40,000
Benefits	7,589	8,727	12,545	13,650	13,500
Materials and Services	-	6,117	44,240	25,700	18,100
Indirect Costs	-	5,959	11,798	11,250	9,142
<b>Total Expenditures</b>	<u>\$ 44,536</u>	<u>\$ 59,718</u>	<u>\$ 111,985</u>	<u>\$ 97,100</u>	<u>\$ 80,742</u>

# COMMUNITY DEVELOPMENT

# community television station

## STATEMENT OF PURPOSE

To enhance community awareness of local government activities and services and to promote the City of Winder and surrounding communities as a whole.

## PROGRAM OBJECTIVES

1. To provide quality programming that educates, entertains and informs viewers.
2. To provide comprehensive, in-depth coverage of the operations and services provided by the City of Winder.
3. To improve emergency communications in the event of a disaster, pandemic outbreak, or other event requiring widespread communications.
4. To provide gavel-to-gavel coverage of Barrow County Board of Commissioners meetings so citizens may see their local government in action.
5. To highlight the individuals, businesses and organizations that make this community a better place to live.
6. To promote a better sense of community by producing programs that star the people and places viewers know.
7. To provide a positive, family-friendly alternative to other programming currently available on television.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Manager	1.00
Lead Technician	1.00
Entry Level Technician	1.00
	<u>3.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 3,395	\$ 66,975	\$ 76,908	\$ 117,100	\$ 78,100
Benefits	636	12,436	19,761	38,400	29,100
Materials and Services	93	78,696	62,716	54,750	44,025
Capital Outlay	39,822	28,294	11,613	-	30,000
Indirect Costs	-	20,661	20,137	27,550	18,047
<b>Total Expenditures</b>	<u>\$ 43,946</u>	<u>\$ 207,062</u>	<u>\$ 191,135</u>	<u>\$ 237,800</u>	<u>\$ 199,272</u>

# UTILITY SERVICES

water

## STATEMENT OF PURPOSE

Store and distribute clean, safe drinking water in sufficient volume and pressure to meet demand for residential, commercial, industrial, and fire-fighting purposes.

## PROGRAM OBJECTIVES

1. Assure that the work of the department is adequately scheduled, documented, and evaluated.
2. Actively implement and enforce the City's water conservation ordinances and drought contingency plan.
3. Participate in the City's emergency preparedness program.
4. Effective operation and maintenance of the water supply/distribution system.
5. Maintain investment in infrastructure system.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Director	1.00
Supervisor	1.00
Administrative Asst	1.00
Customer Service Rep	1.00
Foreman	2.00
Crew Leaders	3.00
Service Technician	1.00
Lead Man/Operator	4.00
Laborers	2.00
	<u>16.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 530,214	\$ 595,917	\$ 716,109	\$ 844,700	\$ 547,300
Benefits	162,878	184,971	226,359	281,300	269,800
Materials and Services	744,646	1,019,647	827,573	1,222,200	995,300
Capital Outlay	-	-	-	7,303,500	11,560,500
Indirect Costs	177,718	419,334	427,165	647,040	351,763
<b>Total Expenditures</b>	<u>\$ 1,615,456</u>	<u>\$ 2,219,869</u>	<u>\$ 2,197,206</u>	<u>\$ 10,298,740</u>	<u>\$ 13,724,663</u>

## OPERATING NOTES

The water treatment plant is operated by HS Feldman, Inc. under contract. The City is obligated by agreement to purchase no less than \$12,000 of water per month from The Bear Creek Reservoir Authority.

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Water Supply	\$ 224,265	\$ 250,394	\$ 455,159	\$ 401,800	\$ 253,817
Water Treatment	1,100,854	1,298,257	1,332,277	1,492,010	1,356,005
	<u>\$ 1,325,119</u>	<u>\$ 1,548,651</u>	<u>\$ 1,787,436</u>	<u>\$ 1,893,810</u>	<u>\$ 1,609,822</u>

## DEBT PAYMENTS

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Debt Service	\$ 650,151	\$ 667,142	\$ 658,264	\$ 3,163,400	\$ 3,026,500
Indirect Costs	720,559	238,561	809,376	871,670	587,404
	<u>\$ 1,370,710</u>	<u>\$ 905,703</u>	<u>\$ 1,467,640</u>	<u>\$ 4,035,070</u>	<u>\$ 3,613,904</u>

# UTILITY SERVICES

wastewater

## STATEMENT OF PURPOSE

To provide sanitary sewer service in the most efficient and cost effective manner possible to the citizens of Winder. Strive to reduce environmental pollution by promoting the use of properly operated treatment facilities.

## PROGRAM OBJECTIVES

1. To emphasize compliance with all federal, state, and local environmental regulatory requirements.
2. Maintain investment in infrastructure system.
3. To emphasize customer service, cost effectiveness, communication and teamwork to meet the sewer needs of the City of Winder and its citizens.
4. Effective operation and maintenance of the sewer system.

## FULL TIME EQUIVALENT POSITIONS

All wastewater operations are contracted with HS Feldman, Inc.

## OPERATING SUMMARY

	<b>2005-2006 ACTUAL</b>	<b>2006-2007 ACTUAL</b>	<b>2007-2008 ACTUAL</b>	<b>2008-2009 ADOPTED</b>	<b>2009-2010 ADOPTED</b>
<b>APPROPRIATION/EXPENDITURES</b>					
Wastewater Collection	\$ 723,381	\$ 693,321	\$ 746,356	\$ 817,200	\$ 730,700
Sewage Treatment Plant	777,260	860,725	1,190,973	836,300	722,100
Capital Outlay	-	-	-	-	26,500
	<u>\$ 1,500,641</u>	<u>\$ 1,554,046</u>	<u>\$ 1,937,329</u>	<u>\$ 1,653,500</u>	<u>\$ 1,479,300</u>

# UTILITY SERVICES

gas

## STATEMENT OF PURPOSE

Distribute natural gas to residential, commercial, and industrial customers. The City distributes gas to its citizens that has been purchased from the Municipal Gas Authority of Georgia (MGAG).

## PROGRAM OBJECTIVES

1. Assure that the work of the department is adequately scheduled, documented, and evaluated.
2. Participate in the City's emergency preparedness program.
4. Effective operation and maintenance of the gas system.
5. Maintain investment in infrastructure system.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Director	1.00
Administrative Asst.	1.00
Foreman	1.00
Crew Leaders	2.00
Service Technician	1.00
Lead Man/Operator	4.00
Laborers	2.00
	<u>12.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 294,155	\$ 317,975	\$ 389,037	\$ 513,700	\$ 448,300
Benefits	71,896	108,571	136,882	159,350	187,300
Materials and Services	10,168,124	8,627,810	8,804,532	8,581,360	6,544,750
Capital Outlay	-	-	-	1,325,000	650,000
Debt Service	-	-	863	78,700	78,200
Indirect Costs	1,253,557	1,230,197	1,482,788	1,685,770	1,073,930
<b>Total Expenditures</b>	<u>\$ 11,787,732</u>	<u>\$ 10,284,553</u>	<u>\$ 10,814,102</u>	<u>\$ 12,343,880</u>	<u>\$ 8,982,480</u>

# UTILITY SERVICES

## solid waste management

### STATEMENT OF PURPOSE

The Solid Waste Department provides curbside garbage, yard waste, and recycling collection to all single-family residences within the City limits. The Department provides dumpster service for the businesses and apartments within the City.

### PROGRAM OBJECTIVES

1. To provide the citizens, businesses, and industry of Winder with efficient, cost effective solid waste collection and recycling services supporting the infrastructure demands of our growing community.
2. To deliver high quality services with an emphasis on employee safety, public health and the image of the City of Winder.

### FULL TIME EQUIVALENT POSITIONS

The solid waste collection is contracted with Robertson's United.

### OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 386,294	\$ 261,470	\$ -	\$ -	\$ -
Benefits	179,580	164,927	30,734	-	-
Materials and Services	664,564	704,230	983,391	996,000	996,000
Debt Service	15	-	-	-	-
Indirect Costs	337,943	375,966	24,188	228,100	9,484
<b>Total Expenditures</b>	<b>\$ 1,568,396</b>	<b>\$ 1,506,593</b>	<b>\$ 1,038,313</b>	<b>\$ 1,224,100</b>	<b>\$ 1,005,484</b>

# UTILITY SERVICES

utility service section

## STATEMENT OF PURPOSE

To provide billing and collection services, and meter reading for all the city's utilities.

## PROGRAM OBJECTIVES

1. Assure that the work of the department is adequately scheduled, documented, and evaluated.
2. Provide quality customer service by assisting walk-in customers or through our meter reading processes.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Utility Billing	1.00
Meter Readers	5.00
Utility Service Section	<u>5.00</u>
	<u>11.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 597,995	\$ 707,540	\$ 800,934	\$ 1,081,900	\$ 409,200
Benefits	217,019	253,950	330,168	411,850	184,200
Materials and Services	202,769	217,668	315,568	315,850	179,675
Capital Outlay	-	-	-	60,000	-
Debt Service	-	-	142	12,950	13,000
Indirect Costs	(1,017,783)	(1,181,254)	(1,446,658)	(1,822,550)	(786,075)
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ (2,096)</u>	<u>\$ 154</u>	<u>\$ 60,000</u>	<u>\$ -</u>



# PUBLIC SAFETY

# police

## STATEMENT OF PURPOSE

To carry us through this new century we reinforce our vow to protect and serve our community while ensuring the basic rights and quality of life are held to the highest proven standards of excellence.

The Winder Police Department's mission is to enhance the quality of life in our community, working cooperatively with the public to prevent crime; preserve the peace; enforce laws with respect to the constitutional rights of all citizens; reduce fear; and provide for a safer community environment.

The end result is an efficient and professional Department that represents and works for the common good of all the citizens of Winder.

## PROGRAM OBJECTIVES

1. Uphold and enforce the laws of the state and city through professional law enforcement.
2. Deploy traffic enforcement assets to target high accident and neighborhood locations for directed traffic enforcement efforts to further reduce collisions.
3. Assign officers to specific areas and community organizations.
4. Expand and enhance the use of crime analysis data to better understand crime trends in the community and inform citizens of activity in their neighborhoods.
5. Develop empirically based staffing plan and funding alternatives to make sure the department's presence in Winder keeps pace with population and crime activity growth in the community.
6. Complete and maintain a five-year strategic plan for the department.
7. Effectively review and investigate crimes against persons and property.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Police Administration	5.00
Crime Control	10.00
Police Patrol	29.00
GOHS Grant	1.00
School Resource Officers	3.00
Jail Transporters	1.00
Police Communications	5.00
	<u>54.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 1,726,510	\$ 2,179,041	\$ 2,273,069	\$ 2,517,900	\$ 2,394,800
Benefits	466,154	615,925	801,914	891,950	984,600
Materials and Services	471,336	491,282	586,884	601,025	523,675
Capital Outlay	97,783	282,653	269,883	511,800	268,000
Debt Service	-	-	30,397	182,900	182,600
Indirect Costs	384,403	341,023	404,498	456,180	404,557
<b>Total Expenditures</b>	<u>\$ 3,146,186</u>	<u>\$ 3,909,924</u>	<u>\$ 4,366,645</u>	<u>\$ 5,161,755</u>	<u>\$ 4,758,232</u>

# PUBLIC SAFETY

fire

## STATEMENT OF PURPOSE

To constantly provide a superior level of fire prevention, fire safety education, fire suppression, rescue and customer service to our citizens and business community.

To constantly provide support to the Chamber of Commerce, Downtown Development Authority, Industrial Authority, Partners in Education and other community and public safety agencies when called upon.

To constantly understand and foster with a vigilant attitude and understanding, when government, citizens and business share in a vision, success is created.

## PROGRAM OBJECTIVES

1. Complete phase three of training center – Live Burn Module.
2. Continue to provide outstanding customer service through smoke detector installation, battery replacement for seniors, blood pressure screening, CPR, fire extinguisher classes, and personnel to maintain the city’s ISO Class 3 Insurance rate.
3. Continue to update fire equipment, communication system, and fire apparatus .
4. Provide funding for firefighters to attend National Fire Academy, Georgia Fire Academy, and other classes of interest and programs that will promote safety, health, and morale.
5. Plan and inform citizens and firefighters in this department’s commitment regarding emergency preparedness.
6. Provide outstanding Fire Prevention, Fire Safety Education, Fire Inspections, and Fire Investigations for our citizens and business community.
7. Maintain and operate the City’s Early Warning System.
8. Maintain our 17 year record of no fire fatality within the city limits (last fatality December 25, 1992).
9. Daily complete our mission of protecting lives and property with pride and professionalism: “Together is Better.”

## FULL TIME EQUIVALENT POSITIONS

	FTE	Actual
Fire Administration	4.00	
Fire Fighters	<u>24.00</u>	
	<u>28.00</u>	
Part Paid Fire Fighters		<u>21.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 873,974	\$ 1,001,725	\$ 1,216,950	\$ 1,412,400	\$ 1,128,000
Benefits	270,801	314,504	441,892	484,150	470,400
Materials and Services	165,887	175,103	220,023	243,980	196,685
Capital Outlay	20,768	136,245	41,031	48,200	57,000
Debt Service	43,053	35,006	35,721	39,850	101,050
Indirect Costs	141,271	184,282	230,294	283,300	226,276
<b>Total Expenditures</b>	<u>\$ 1,515,754</u>	<u>\$ 1,846,865</u>	<u>\$ 2,185,911</u>	<u>\$ 2,511,880</u>	<u>\$ 2,179,411</u>

# PUBLIC SAFETY

## municipal court

### STATEMENT OF PURPOSE

Our Strategic Mission is to flawlessly execute the legal processes related to enforcing city ordinances and traffic laws and to coordinate our efforts with other agencies within the criminal justice system. Provide court administration to guarantee that all persons coming before the Court are treated equally and have protected rights afforded them under the United States Constitution, the Georgia Constitution, and applicable ordinances and statutes.

### PROGRAM OBJECTIVES

1. Maximize collection efforts for fines and fees levied.
2. Strengthen policy and procedures to ensure efficient collections and customer service.

### FULL TIME EQUIVALENT POSITIONS

	FTE
Court Clerk	<u>1.00</u>
	<u>1.00</u>

### OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 49,013	\$ 48,776	\$ 63,154	\$ 56,100	\$ 50,700
Benefits	9,137	7,771	-	11,350	13,300
Materials and Services	48,817	82,116	59,069	60,800	58,100
Indirect Costs	44,478	21,024	21,012	22,870	20,431
<b>Total Expenditures</b>	<u>\$ 151,445</u>	<u>\$ 159,687</u>	<u>\$ 143,235</u>	<u>\$ 151,120</u>	<u>\$ 142,531</u>

# PUBLIC SAFETY

# probation

## STATEMENT OF PURPOSE

Provide evaluation, investigation, and supervision services for persons within the jurisdiction of the courts; and collect the fines and fees applicable to these persons.

## PROGRAM OBJECTIVES

1. Maximize collection efforts for fines and fees placed on probation.
2. Strengthen policy and procedures to ensure efficient collections and customer service.
3. Supervise offenders and making sure that they follow community sentences imposed by the court.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Probation Officer	<u>1.00</u>
	<u>1.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 29,191	\$ 44,548	\$ 51,126	\$ 37,100	\$ 36,900
Benefits	3,322	6,295	-	8,950	12,200
Materials and Services	143	168	5,077	250	-
<b>Total Expenditures</b>	<u>\$ 32,656</u>	<u>\$ 51,011</u>	<u>\$ 56,203</u>	<u>\$ 46,300</u>	<u>\$ 49,100</u>

# PUBLIC WORKS

street/cemetery

## STATEMENT OF PURPOSE

Assure safe operation of the City's street system. This department's primary functions are installation and maintenance of street and traffic signs, maintenance of off-street paths, installation and maintenance of pavement markings, and coordination with contractors hired to repair/maintain pavement surfaces. The Street Department also maintains the City's cemetery.

The Roads program is also involved in various efforts associated with public rights-of-way, such as:

- Management of City signs.
- Maintenance of guardrails, bikeways and pedestrian paths.
- Maintenance of all publicly owned parking areas.
- Maintenance of street trees, litter control and vegetation control.
- Installation of handicapped accessible ramps at intersections.
- Sanding streets during inclement weather.
- Graffiti removal.

## PROGRAM OBJECTIVES

1. Effective, efficient maintenance of road surfaces and signage through a systematic approach that quickly corrects damaged signs and roadway/pathway surfaces, including maintaining clear markings on roadways and crosswalks to promote safety.
2. Effective, efficient maintenance of road rights-of-way resulting in an attractive community free of sign clutter and obstructions to traffic flow.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Street Administration	2.00
Street Operations	18.00
Cemetery	3.00
	<u>23.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 490,282	\$ 546,612	\$ 721,076	\$ 871,000	\$ 615,200
Benefits	182,948	203,928	341,566	412,100	318,600
Materials and Services	478,302	558,171	609,783	1,001,950	943,900
Capital Outlay	133,284	272,686	450,258	660,000	348,500
Debt Service	-	-	16,450	99,000	98,800
Indirect Costs	205,209	173,443	251,904	312,340	235,879
<b>Total Expenditures</b>	<u>\$ 1,490,025</u>	<u>\$ 1,754,840</u>	<u>\$ 2,391,037</u>	<u>\$ 3,356,390</u>	<u>\$ 2,560,879</u>

## SPECIAL FACILITIES

## special facilities

### STATEMENT OF PURPOSE

The Community Center and the Cultural Arts Facility are available for rent by any group or organization that needs to use a meeting room, a board room, theater, and/or a banquet room. These facilities offer a food preparation area for caterers to organize and serve food for any event held. Our mission is to provide our guests with professional and courteous customer service.

### PROGRAM OBJECTIVES

1. Increase the awareness of the Winder Community Center and Cultural Arts Facilities.
2. To make the Winder Community Center become the number one rental facility in Barrow County.
3. To make a positive difference in the quality of life within our city, county, and region by providing affordable access to a range of the arts, to allow all citizens the opportunity to experience and enjoy all facets of the visual, literary, and performing arts, and to facilitate growth of the arts through performances, festivals, shows, workshops, and education.

### FULL TIME EQUIVALENT POSITIONS

	FTE
Community Center	2.50
Cultural Arts	2.00
	<u>4.50</u>

### OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 75,497	\$ 102,505	\$ 158,727	\$ 172,100	\$ 157,200
Benefits	15,860	26,277	40,024	41,650	55,500
Materials and Services	118,185	207,733	344,862	180,200	188,950
Capital Outlay	-	-	-	600,000	-
Indirect Costs	16,901	31,460	64,016	51,620	47,933
<b>Total Expenditures</b>	<u>\$ 226,443</u>	<u>\$ 367,975</u>	<u>\$ 607,629</u>	<u>\$ 1,045,570</u>	<u>\$ 449,583</u>

# INTERNAL SERVICES

## facilities maintenance

### STATEMENT OF PURPOSE

The Facilities Maintenance program is responsible for maintenance and repair of all public buildings throughout the City. All skilled maintenance disciplines are included: plumbing, electrical, HVAC, and general building maintenance and repair including carpentry, millwork, exterior and interior paint and cabinetry. This program also performs preventative maintenance on all facilities to protect the City's investment in its infrastructure and to avoid significant cost as a result of an unplanned system failure.

### PROGRAM OBJECTIVES

1. Perform scheduled maintenance of City facilities and grounds.
2. Prompt repairs as needed.
3. Ongoing improvements to City facilities and grounds as opportunities arise.

### FULL TIME EQUIVALENT POSITIONS

	FTE
Facilities Maintenance Director	1.00
Receptionist/Clerical	0.63
Facilities Maintenance	4.00
	<u>5.63</u>

### OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 183,504	\$ 151,554	\$ 340,587	\$ 349,400	\$ 214,100
Benefits	71,399	114,759	130,380	133,800	80,400
Materials and Services	42,195	46,047	51,941	70,250	58,025
Capital Outlay	-	-	-	50,000	-
Debt Service	-	-	1,788	10,850	10,800
Indirect Costs	(297,098)	(312,360)	(524,696)	(614,300)	(363,325)
<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

# INTERNAL SERVICES

**fleet**

## STATEMENT OF PURPOSE

Maintain and repair vehicles and equipment, and provide support services to user departments.

Fleet personnel also manage the fuel for these vehicles and equipment; fabricate structures and accessories needed by other staff; purchase, license, and equip vehicles according to a replacement schedule; assure vehicles are properly equipped (chains, etc.) during inclement weather; and provide immediate roadside response in the event of emergencies.

## PROGRAM OBJECTIVES

1. Effective, efficient operation and maintenance of the City's fleet inventory and equipment.
2. Quality customer service.

## FULL TIME EQUIVALENT POSITIONS

	FTE
Director	1.00
Customer Service	1.00
Foreman	1.00
Mechanic	1.00
	<u>4.00</u>

## OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Personal Services	\$ 190,841	\$ 191,459	\$ 156,772	\$ 205,300	\$ 161,900
Benefits	54,157	63,313	64,586	66,450	58,700
Materials and Services	244,487	190,073	163,485	151,350	104,850
Capital Outlay	-	-	-	24,000	-
Debt Service	-	-	57	5,250	5,200
Indirect Costs	(225,865)	-	-	-	-
<b>Total Expenditures</b>	<u>\$ 263,620</u>	<u>\$ 444,845</u>	<u>\$ 384,900</u>	<u>\$ 452,350</u>	<u>\$ 330,650</u>



## COMPONENT UNIT

downtown development authority

### STATEMENT OF PURPOSE

To maintain a healthy, viable Downtown commercial district symbolizing community caring and a high quality of life plus fill existing space within the city limits of Winder. The DDA serves as a liaison between the city of Winder and the Chamber of Commerce, Economic Development agencies, non-profit groups and other governmental agencies.

### PROGRAM OBJECTIVES

1. To market Downtown through promotions, advertising, and public awareness.
2. To enhance Downtown's physical appearance by encouraging façade improvements of Downtown buildings and encouraging new businesses within the Downtown area.

### FULL TIME EQUIVALENT POSITIONS

Not Applicable

### OPERATING SUMMARY

	2005-2006 ACTUAL	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 ADOPTED	2009-2010 ADOPTED
<b>APPROPRIATION/EXPENDITURES</b>					
Materials and Services	\$ 49,897	\$ 30,452	\$ 210,022	\$ 25,000	\$ 25,000
<b>Total Expenditures</b>	<u>\$ 49,897</u>	<u>\$ 30,452</u>	<u>\$ 210,022</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>

# CAPITAL PROJECTS

The City budgets its major construction activities in one department responsible for the project. Projects are generally of large dollar (\$5,000 minimum), nonrecurring and have a useful life of many years. Master Plans are included as capital projects because they identify the projects to be budgeted in later years. The funds and key projects budgeted for FY 2009-10 are presented below.

DESCRIPTION	BUILDINGS	INFRA- STRUCTURE	EQUIPMENT	VEHICLES	FURNITURE	TECHNOLOGY	TOTAL
<b>GENERAL FUND</b>							
ADMINISTRATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
POLICE DEPARTMENT							
ADMINISTRATION	-	-	-	-	-	-	-
INVESTIGATION	-	-	-	-	-	-	-
PATROL	-	-	-	168,000	-	-	168,000
POLICE STATIONS	100,000	-	-	-	-	-	100,000
COMMUNICATIONS	-	-	-	-	-	-	-
FIRE DEPARTMENT	57,000	-	-	-	-	-	57,000
STREET DEPARTMENT	-	500,000	-	148,500	-	-	648,500
FACILITY MAINTENANCE	-	-	-	-	-	-	-
SPECIAL REVENUE	-	-	-	-	-	30,000	30,000
<b>WATER FUND</b>							
WATER DISTRIBUTION(CONSTRUCTION)	-	11,560,500	-	-	-	-	11,560,500
WASTE WATER	-	26,500	-	-	-	-	26,500
WATER TREATMENT	-	378,975	-	-	-	-	378,975
SEWAGE PLANT	-	-	-	-	-	-	-
<b>SOLID WASTE FUND</b>							
GAS DEPARTMENT	-	650,000	-	-	-	-	650,000
SPECIAL FACILITIES	-	-	-	-	-	-	-
FIBER	-	-	-	-	-	-	-
VEHICLE MAINTENANCE	-	-	-	-	-	-	-
<b>UTILITY SERVICE FUND</b>							
UTILITY ADMINISTRATION	-	-	-	-	-	-	-
UTILITY BILLING	-	-	-	-	-	-	-
METER READERS	-	-	-	-	-	-	-
UTILITY SERVICE SECTION	-	-	-	-	-	-	-
<b>FLEET MAINTENANCE</b>							
	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 157,000</b>	<b>\$ 13,115,975</b>	<b>\$ -</b>	<b>\$ 316,500</b>	<b>\$ -</b>	<b>\$ 105,000</b>	<b>\$ 13,694,475</b>

## GOVERNMENTAL FUNDS PROJECTS

	<b>administration</b>
City Works for GPS	\$ 40,000
Computer Replacement Program	\$ 25,000
Backup Replacement Project	\$ 10,000
	<u>\$ 75,000</u>
	<b>police</b>
4 Marked Patrol Vehicles	168,000
Lobby/Building Remodel	100,000
	<u>\$ 268,000</u>
	<b>fire</b>
Training Center	\$ 17,000
Refurbish Stations 1 & 2	40,000
	<u>\$ 57,000</u>

## GOVERNMENTAL FUNDS PROJECTS

		<b>street</b>
Athens/Center Street Widening	\$	200,000
Geotech		23,500
New Brush Truck		125,000
SPLOST Street Paving		300,000
	<u>\$</u>	<u>648,500</u>
		<b>tv station</b>
Mobile Studio	\$	30,000
	<u>\$</u>	<u>30,000</u>

## ENTERPRISE FUNDS PROJECTS

		<b>water distribution</b>
5 Million Gallon Storage Tank	\$	1,715,000
500,000 Elevated Storage Tank		2,170,000
Dredging City Pond		3,000,000
Upgrade Yargo Water Line		800,000
Fort Yargo-Beulah St Phase II		2,000,000
Fort Yargo-Line Phase IIA Pump St		1,200,000
Athens Street/Horton Intersection Improvement		375,000
Candler Rd Main Extension		214,500
Large Meter Replacement		86,000
	<u>\$</u>	<u>11,560,500</u>
		<b>wastewater collection</b>
Rebuild Pump Station at Glenwood	\$	5,000
Rebuild Pump Station at Clay Howard	\$	10,000
Replace Pump at Lake Dr & Walmart	\$	6,500
Rebuild Pump at Dreamland	\$	5,000
	<u>\$</u>	<u>26,500</u>
		<b>water treatment</b>
Add Larger Drains to #1 & #2		25,000
Install a Larger Crossover		16,000
Telemetry from Laurel Lane Reservoir		15,000
Liquid Lime System		50,975
OSHA Compliant Handrails		125,000
Online PH & Flouride Meter		11,000
Install Variable Speed Drives		80,000
Convert Mulberry Pump		13,000
Add Antracite to all Filters		25,000
Rebuild #3 River Pump		8,000
Rebuild #1 Laurel Lane Pump		10,000
	<u>\$</u>	<u>378,975</u>

**ENTERPRISE FUNDS PROJECTS**

		<b>gas operations</b>
Hwy 211 North/Pierce Rd 4" Tie in	\$	36,000
Mulberry Road		56,000
Misc System Loops		30,000
Hwy 81 Main		55,250
Midland Ave Streetscape Relocate		25,000
West Athens Relocation		32,000
Glenwood Estates Replacement		32,000
Woodland Estates Replacement		29,000
Barrow County NE Expansion		150,000
Large Meter Replacement		30,000
Regulator Station Upgrades		45,000
New Subdivisions		50,000
Electronic Correctors Commercial		35,000
Misc Projects		44,750
	<u>\$</u>	<u>650,000</u>

# DEBT SERVICE

## LONG TERM DEBT

Long-term debt information is presented separately for governmental and business-type activities. The table below presents the budgeted figures for Fiscal Year ending June 30, 2010.

	July 2009 Beg Bal	Increase	Decrease	June 2010 End Bal	Interest	Principal	Due in 10
<b>GOVERNMENTAL ACTIVITIES</b>							
<b>General Fund</b>							
CAPITAL LEASES							
2005 FIRE TRUCK	185,485.26	-	(27,781.12)	157,704.14	7,225.08	27,781.12	35,006.20
2009 Fire Truck	476,078.85		(44,338.20)	431,740.65	17,141.64	44,338.20	61,479.84
2008/2009 EQUIPMENT FINANCING	1,252,768.81		(320,889.71)	1,252,768.81	32,067.38	320,889.71	352,957.09
<b>Governmental Activities Totals</b>	<b>1,914,332.92</b>	<b>-</b>	<b>(393,009.03)</b>	<b>1,842,213.60</b>	<b>56,434.10</b>	<b>393,009.03</b>	<b>449,443.13</b>
<b>BUSINESS-TYPE ACTIVITIES</b>							
<b>Water Fund</b>							
SERIES 1998	735,369.00	-	(199,913.00)	535,456.00	140,086.80	199,913.00	339,999.80
SERIES 2005	5,133,000.00	-	(349,000.00)	4,784,000.00	183,960.35	349,000.00	532,960.35
SERIES 2009	4,550,000.00		(303,000.00)	4,247,000.00	144,710.65	303,000.00	447,710.65
New Cedar Creek WW Treatment Plant	15,228,011.20	-	(483,140.49)	14,744,870.71	615,371.76	483,140.49	1,098,512.25
1991 GEFA Sewer Treatment	182,850.28	-	(85,003.72)	97,846.56	8,373.56	85,003.72	93,377.28
1992 GEFA Sewer Treatment	220,933.21	-	(84,338.47)	136,594.73	11,332.73	84,338.47	95,671.20
1997 GEFA Water Tank & Lines	239,171.36	-	(27,805.19)	211,366.17	12,008.77	27,805.19	39,813.96
2002 GEFA Water Tank & Lines	103,329.95	-	(19,506.99)	83,822.96	1,888.77	19,506.99	21,395.76
2003 GEFA Water Tank & Lines	514,459.25	-	(23,589.98)	490,869.27	21,964.30	23,589.98	45,554.28
State of Georgia Revolving	360,688.30	-	(171,264.51)	189,423.79	5,652.33	171,264.51	176,916.84
BB&T	-	-	-	-	-	-	-
2008/2009 EQUIPMENT FINANCING	471,025.84		(120,650.63)	350,375.21	12,056.95	120,650.63	132,707.58
<b>Water Fund Totals</b>	<b>27,738,838.39</b>	<b>-</b>	<b>(1,867,212.98)</b>	<b>25,871,625.41</b>	<b>1,157,406.97</b>	<b>1,867,212.98</b>	<b>3,024,619.95</b>
<b>Gas Fund</b>							
2008/2009 EQUIPMENT FINANCING	277,208.42		(71,005.38)	206,203.04	7,095.76	71,005.38	78,101.14
<b>2008/2009 EQUIPMENT FINANCING</b>	<b>277,208.42</b>	<b>-</b>	<b>(71,005.38)</b>	<b>206,203.04</b>	<b>7,095.76</b>	<b>71,005.38</b>	<b>78,101.14</b>
<b>Utility Service Fund</b>							
2008/2009 EQUIPMENT FINANCING	45,693.70		(11,704.18)	33,989.52	1,169.63	11,704.18	12,873.81
<b>2008/2009 EQUIPMENT FINANCING</b>	<b>45,693.70</b>	<b>-</b>	<b>(11,704.18)</b>	<b>33,989.52</b>	<b>1,169.63</b>	<b>11,704.18</b>	<b>12,873.81</b>
<b>Fleet Maintenance</b>							
2008/2009 EQUIPMENT FINANCING	18,277.48		(4,681.67)	18,277.48	467.85	4,681.67	5,149.52
<b>2008/2009 EQUIPMENT FINANCING</b>	<b>18,277.48</b>	<b>-</b>	<b>(4,681.67)</b>	<b>18,277.48</b>	<b>467.85</b>	<b>4,681.67</b>	<b>5,149.52</b>
<b>BUSINESS-TYPE FUND TOTALS</b>	<b>28,080,017.99</b>	<b>-</b>	<b>(1,954,604.21)</b>	<b>26,130,095.45</b>	<b>1,166,140.21</b>	<b>1,954,604.21</b>	<b>3,120,744.42</b>
<b>CITY OF WINDER TOTALS</b>	<b>29,994,350.91</b>	<b>-</b>	<b>(2,347,613.24)</b>	<b>27,972,309.05</b>	<b>1,222,574.31</b>	<b>2,347,613.24</b>	<b>3,570,187.56</b>

