



**FY 2013  
Approved  
Budget**

**ROSWELL**  
GEORGIA  
SINCE 1854



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**City of Roswell**  
**FISCAL YEAR 2013 APPROVED BUDGET**  
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# Introduction

The Introduction section contains the budget calendar, Principal City Officials, Budget Message from the Mayor, Budget Message from the City Administrator, the City organizational chart, and position control history.

# FY 2013 BUDGET CALENDAR

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7

- City Staff Meeting/City Staff Milestone Date
- Mayor & City Council Meetings
- Council Committee Meetings
- Holidays
- Advertising Deadline/Ad Run Date

December: Finalize FY 2013 Budget Calendar and any changes for FY 2012 Budget Process (Internal Service Funds, Reorganization, forms, etc.)

12/12 - FY 12 Preliminary Expenditure Estimate and FY 13 Preliminary Revenue Estimate info sent to Departments  
 12/30 - FY 12 Preliminary Expenditure Estimates and FY 13 Preliminary Revenue Estimates due from Departments

01/23 - Mayor & City Council Work Session 1)-Economic Update, 2)-FY 13 Preliminary Budget Principles / Priorities / Strategic Goals, 3)-Pro Forma, 4)-Fleet Internal Service Fund

01/24 - Budget Meeting with Department liaisons

01/26 - Budget Kickoff for Staff

01/31 - Budget Meeting with Department liaisons

02/7 and 02/9 - meet with HR to discuss FY 2013 preliminary benefit estimates (Group Benefit, Retirement, Risk & Liability and Worker's Comp)

02/07 - Budget Meeting with Department liaisons

02/14 - Budget Meeting with Department liaisons

02/17 - FY 13 Budget Requests due from Departments

02/23, 02/27, 02/28, 02/29 - Budget Staff Meetings with Departments (clarification/refinement of information before review with City Administrator)

02/27 - Mayor & City Council Budget Work Session: 1)-Revenue by Fund 2)-Personnel / Benefits / Retirement 3)-Capital Update, next steps, etc.

03/05 - Preliminary Budget Information presented to City Administrator

03/09 - 03/20 - Department Budget Review Meetings with City Administrator and Budget

03/21 - Management Team Budget Review with Prioritization

03/26 - Mayor & City Council Budget Work Session: 1)-Staff Guidance on Capital/Bonds, 2)-FY 13 Preliminary Revenue, 3)-Structural Changes, next steps, etc.

04/02 - Finalize all advertising for FY 13 Budget

04/20 - FY 13 Budget Workbook to Mayor

04/24 - 04/27 - Meetings with Council: Budget Review (2/2/2 or 3/3)

04/30 - FY 13 Proposed Budget presented to Council / Mayor & City Council Budget Work Session

05/14 - Budget Reading/Millage Rate Hearing

05/30 - Budget Reading/Millage Rate Hearing (Special Called Public Hearing - 7:00 pm)

07/01 - FY 13 begins



Pictured from left: Councilmember Dr. Betty Price, Councilmember Nancy Diamond, Councilmember Jerry Orleans, Mayor Jere Wood, Councilmember Rich Dippolito, Councilmember Becky Wynn, and Councilmember Kent Igleheart

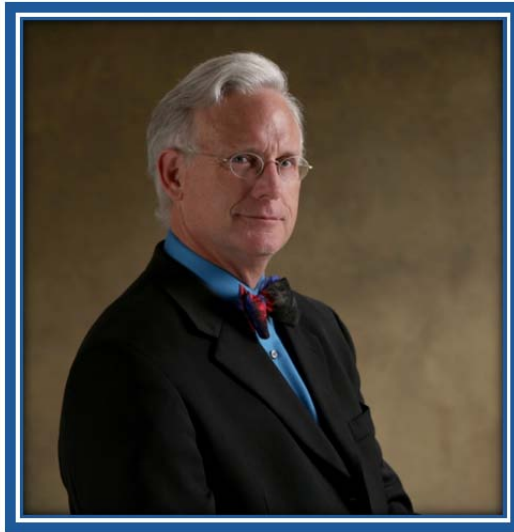
City Administrator  
Deputy City Administrator

Kay Love  
Michael Fischer

Department Heads

Alice Wakefield  
M O  
Ricky Spencer  
Dwayne Orrick  
Stuart Moring  
Joe Glover  
Steve Acenbrak


Community Development  
Finance  
Fire  
Police  
Public Works/Environmental  
Recreation and Parks  
Transportation



**Message from the Mayor**  
**FY 2013 Budget**

The City of Roswell is steadfast in its commitment to offer our residents the highest level of service in a fiscally responsible manner. We continually do this each and every year, and our 2013 Budget continues with that tradition. Roswell's 2013 Budget adds 10 new police officers, three new employees to maintain our stormwater infrastructure, and three new turf fields for football, soccer and lacrosse games. In addition, we are budgeting a well-deserved 2% wage increase for our employees after four years with no raise. We are able to do this and balance the budget without raising your taxes because of cost savings in this year's budget, including out-sourcing building inspections, code enforcement, and long-term jail terms. The biggest cost savings is achieved by reducing the total number of full-time employees from 608 to 594.

The most exciting new program in this year's budget is the Roswell Business Alliance, which will create jobs and generate economic development for our community in 2013. I'm proud that Roswell continues to have the lowest operating property tax rate in the north metro area and the most efficiently run local government in the State of Georgia.



*Jere Wood*  
Mayor Jere Wood



## Message from the City Administrator

### Fiscal Year (FY) 2013 Budget

The City of Roswell's commitment to ensuring the highest quality of life for our citizens is reflected throughout the Fiscal Year (FY) 2013 Approved Budget. The City's history of practicing strong fiscal responsibility provides the resources to weather the recent economic downturn while continuing to invest in a family-oriented, safe and attractive community. During the past year, the citizens and business community have provided significant input in many planning processes and as a result the city is strategically aligning investments to achieve our goals of a livable Roswell, protecting and maintaining our resources, improving services, celebrating our culture and history, as well as maintaining a safe and secure environment for citizens and visitors. Roswell's Approved FY 2013 Budget continues to provide for the delivery of exceptional services, capital investments to maintain infrastructure and funding for improvements to current operations.

The City has an active residential and business community which has guided the development of studies related to neighborhoods, economic development, transportation, as well as a 2030 comprehensive plan. These studies and plans are intended to support and enhance the already outstanding livability of Roswell. With the finalization of the Imagine Roswell 2030 Plan, the City now has a plan that fully encompasses transportation, recreation, economic development and neighborhood identities. The plan would not have been possible without the coordinated studies of the Groveway Community, Holcomb Bridge Corridor Study and the ongoing Strategic Economic Development Plan.

Kay Love



Kay Love was appointed City Administrator by Mayor and Council in February 2007. Prior to her appointment, she served as Roswell's Deputy City Administrator for three years. Kay has more than twenty years experience in local government management.



## Roswell Business Alliance

The Roswell Business Alliance (RBA) was formed for the purpose of encouraging a strong business community in Roswell. The RBA works through a contract with the City of Roswell to promote, assist and encourage development of new businesses in the City of Roswell, guided by the Strategic Economic Development Plan, and works to assist, sustain and expand existing businesses. A dynamic business community adds to the quality of life for Roswell residents and attracts visitors to the area. RBA is a 501 (c) (6) organization of businesses and concerned individuals and professionals. We are action-oriented and give a united voice to the Roswell business community, as RBA positions Roswell as one of the best places in Georgia and the Southeast to do business.

These plans are coming alive with this Approved FY 2013 Budget. On the economic front, the City has already engaged the Roswell Business Alliance (RBA) to promote and interact with the Business Community .

This Budget is a reflection of continued efforts to align resources with the needs of our citizens such that services are provided in a professional, timely and courteous manner. In order to provide better service to our citizens we have improved the following:

- The court system by modifying the case flow and using arraignment dates as decision points;
- Permitting processes for quicker reviews; and
- Expanded the offerings of the recycling center to include paper shredding as well as provided a high level of service for yard waste and recycling collection.

It is not possible to implement services, studies and plans without the dedication and commitment of the Roswell Staff in delivering services in a fiscally responsible manner. This Budget proposes significant employee investments. The Mayor and City Council, Administrator and Department Heads are appreciative of our employee's proactive approach to improving services and long term commitment to customer delight. This Budget reflects funding for a merit increase of an average of two percent for employees along with the following:

- Funding for employee training through the City's training program, "Roswell University";
- Funding for wellness initiatives to maintain and improve the health of our employees; and
- Funding for career development training programs for leadership positions.

Coordinating our plans for the future along with the needs of today requires a commitment to strategically balancing the maintenance of City assets and successful implementation of change. Much of that work is the result of our dedicated staff, which seeks innovative ways to be efficient and organize our assets in responding to



today's needs, such that we meet our future obligations. Through these efficiencies the city is adding sworn officers to the Police Force, increasing staffing for coverage at the City's seven fire stations, responding to increased demands in our Community Development Department and adding staff in critical areas for employee relations and development. As a result of planning efforts, the City's workforce is being reduced by 14 positions which is slightly more than two percent. This reduction is a reflection of many years of organizational improvement, technological investments and strategic partnerships.

As the City continues to refine its workforce, it is critical to point out the state of the local economy. The City is experiencing a 6.5 percent unemployment which is less than the state's unemployment

*"It is not possible to implement services, studies and plans without the dedication and commitment of the Roswell Staff to deliver services in a fiscally responsible manner."*

rate of 9.0 percent and the national rate of 8.2 percent. Not only are our local employment conditions better than the region, our economy is performing well. Elastic revenues such as Hotel / Motel Tax, sales tax and permitting fees are continuing to improve. Each of these revenue sources provides an indication of an expanding economy in our area.

These growing revenues allow the City to cover the ongoing Maintenance Capital costs related to facilities, vehicles and equipment. Further, there are funds available for FY 2013 to appropriate towards improvements and services such as park equipment, facility maintenance and road maintenance. Additionally, the City is able to fund the capital requirements for the proposed police officer positions, additional security measure at local parks and road system improvements as we maintain a safe and secure environment for Roswell's Citizens.

These improvements can be accomplished even as the City is experiencing a real property digest decline and while maintaining the same millage rate of 5.455 mills. This equates to \$5.45 per \$1,000 of assessed value. In Fiscal Year 2006 the City had a millage rate of 6.087. The overall reduction from FY 2006 to present is 0.632 mills or a 10.4 percent reduction. The City prides itself in delivering exceptional services in a fiscally responsible manner.

To continue to provide an exceptional Fleet Services Program, the City is creating a new fund for FY



### Roundabout

This unique design adds a fifth leg to the intersection which brings Melody Lane into proper alignment while allowing traffic to move freely through the intersection without signalization.

The construction contract for \$579,198.60 was awarded to CMES Inc. Construction. The project was completed as traffic moved through the intersection and only required one lane closure/detour route during the construction phase. The project includes pedestrian crossing islands, landscaping and decorative lighting.



2013, which is the Fleet Services Fund. This internal service fund will provide the dedicated funding to support the maintenance and repair of the City's fleet. In order to fund the program, a base vehicle charge as well as a mechanics rate will be established. These charge rates will allow the City to fully allocate the costs of this program across the entire organization and will provide additional reporting tools to best manage the City's fleet.

## ACCOMPLISHMENTS

In the past year, the City made many strides toward the realization of our strategic goals. The City completed its initial implementation of the Enterprise Resource Planning (ERP) software by "going live" with Financials and Court Services. Additionally, the City chose to partner with OSSI to deliver the Public Safety technology solution. These resources will enhance our ability to represent and respond to our citizens by improving citizen access to information, vendor communication, local business registration and internal process improvement. These projects have included a review of business practices and provide a transition for improvements based on best business practice guidelines.

The City has completed an "Imagine Roswell 2030" plan. This project engaged our citizens and business community in the City's planning and decision-making process. The outcome of this plan will guide the future growth and development of the City of Roswell.

The City has continued to work on transportation and connectivity projects such as sidewalk improvements around Marta Bus Stops and along Holcomb Bridge Road. We have improved pedestrian access on Oak Street and opened the first roundabout at the intersection of Norcross and Grimes Bridge Road. These types of improvements build on the success of our residential neighborhoods and enhance the access to our business areas as we work to maintain the high quality of life enjoyed by our citizens.



We have focused on increasing efficiencies in cost and service to the citizens with the reorganization of the departments and aligning of resources at the request of our citizens. Our achievements support our core values and are discussed in more detail at the Department and Cost Center level sections of this budget document.

## CHALLENGES

Once again, the State has invested significant time in crafting legislation that impacts local revenues. The City of Roswell has been faced with no reassessments for the past three years for proper-

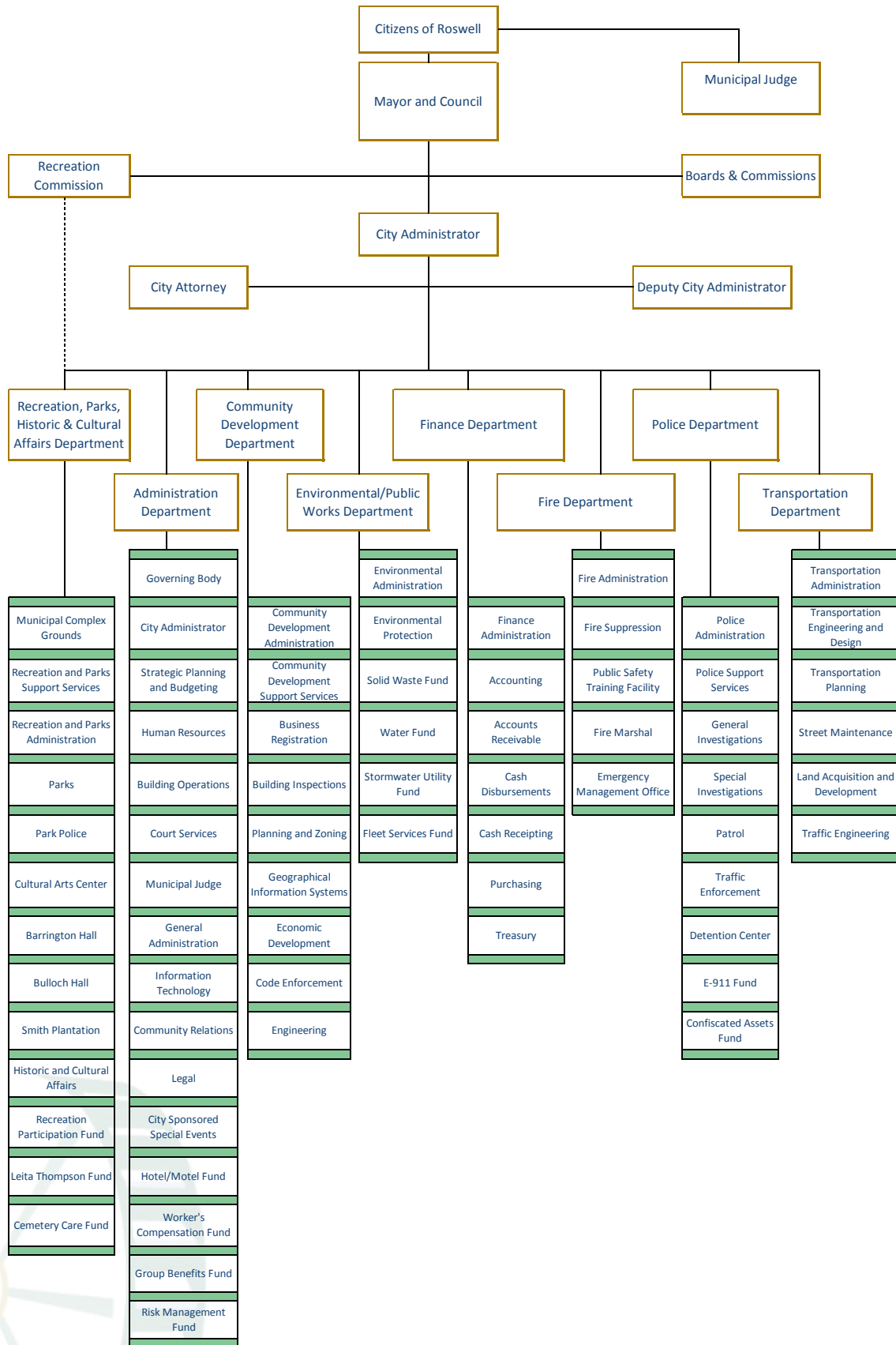
*"Our accomplishments, challenges and plans are a clear indication of the City's commitment to the quality of life for the Citizens of Roswell."*

ty on the tax digest, market forces that are limiting new growth and an aging commercial infrastructure. Those challenges are impacted by a new law, which eliminates the local taxing authority for newly titled motor vehicles, reduces the local sales tax distributions, and requires the implementation of local excise taxes. This law which goes into effect in March 2013 has a significant impact on the City's planning efforts as we continue to manage our resources in a fiscally responsible manner.

The FY 2013 Budget continues to build on the hard work that has been done over the last few years. As the City looks ahead at our potential for economic growth, our ability to maintain a diversified revenue base is critical. The City of Roswell remains committed to providing high quality services. Our accomplishments, challenges and plans are a clear indication of the City's commitment to quality of life for the citizens of Roswell.



# Organizational Chart



**Position Control Sheet**  
**FY 2013 Approved**  
**City of Roswell, Georgia**

<b>General Fund (100)</b>	FY 2009 Approved Positions	FY 2010 Approved Positions	FY 2011 Approved Positions	FY 2012 Approved Positions	FY 2012 Mid-Year Changes	FY 2012 Amended Positions	FY 2013 Proposed Changes	FY 2013 Approved Positions
<b>Administration</b>								
Building Operations (10015651)	9.00	8.00	8.00	9.00		9.00		9.00
City Administrator (10013200)	3.00	3.00	3.00	3.00		3.00		3.00
City Clerk (10013300) new org unit in FY 13	0.00	0.00	0.00	0.00		0.00	2.00	2.00
Community Relations (10015700)	4.00	4.00	4.00	4.00		4.00		4.00
Court Services (10026501)	20.00	20.00	16.00	16.00	1.00	17.00	(1.00)	16.00
General Administration (10015000)	6.00	6.00	5.00	5.00		5.00	(3.00)	2.00
Information Technology (IT) (10015351)	8.00	8.00	9.00	9.00		9.00		9.00
Governing Body (10011100)	2.00	2.00	2.00	2.00		2.00		2.00
Human Resources (10015400)	4.00	4.00	3.00	3.00		3.00	1.00	4.00
Legal (10015300)	3.00	3.00	3.00	3.00		3.00		3.00
Risk Management (10015550)	2.00	2.00	0.00	0.00		0.00		0.00
Strategic Planning & Budget (10015300)	3.00	3.00	3.00	3.00		3.00		3.00
<b>Administration General Fund</b>	<b>64.00</b>	<b>63.00</b>	<b>56.00</b>	<b>57.00</b>	<b>1.00</b>	<b>58.00</b>	<b>(1.00)</b>	<b>57.00</b>
<b>Community Development</b>								
Building Inspections (10072200)	5.00	4.00	0.00	4.00	1.00	5.00	(5.00)	0.00
Business Registration (10015160)	2.00	2.00	0.00	1.00		1.00		1.00
Code Enforcement (10074500)	6.00	6.00	0.00	7.00		7.00	(7.00)	0.00
Com Dev Support Services (10070102)	7.00	6.00	2.00	3.00	(1.00)	2.00		2.00
Community Develop Admin (10070101)	3.00	3.00	3.00	2.00		2.00	2.00	4.00
Development Services (was-Bldg Insp & Engin)	0.00	0.00	11.00	0.00		0.00		0.00
Economic Development (10075100)	2.00	2.00	4.00	3.00		3.00	(3.00)	0.00
Engineering (10015750)	8.00	7.00	0.00	6.00		6.00	1.00	7.00
Geographic Information Services (GIS) (10015352)	3.00	3.00	3.00	4.00		4.00		4.00
Planning and Zoning (10074100)	11.00	9.00	13.00	6.00		6.00	1.00	7.00
<b>Community Development General Fund</b>	<b>47.00</b>	<b>42.00</b>	<b>36.00</b>	<b>36.00</b>	<b>0.00</b>	<b>36.00</b>	<b>(11.00)</b>	<b>25.00</b>
<b>Environmental/Public Works</b>								
Environmental/PW Administration (10041000)	2.00	2.00	2.15	2.15		2.15	(0.15)	2.00
Environmental Protection (10071100)	3.00	3.00	3.00	3.00		3.00		3.00
Water Resources	4.50	4.50	1.50	0.00		0.00		0.00
Garage	7.00	7.00	7.00	7.00		7.00	(7.00)	0.00
Stormwater Management	4.00	4.00	6.75	0.00		0.00		0.00
<b>Environmental/Public Works General Fund</b>	<b>20.50</b>	<b>20.50</b>	<b>20.40</b>	<b>12.15</b>	<b>0.00</b>	<b>12.15</b>	<b>(7.15)</b>	<b>5.00</b>
<b>Finance</b>								
Accounting (10016121)	8.00	5.00	4.00	4.00		4.00		4.00
Accounts Receivable (10016122)	0.00	0.00	6.00	6.00		6.00		6.00
Cash Disbursements (10016123)	0.00	0.00	3.00	3.00		3.00		3.00
Cash Receipting (10016152)	0.00	0.00	3.00	3.00		3.00		3.00
Finance Administration (10016100)	2.00	2.00	3.00	3.00		3.00		3.00
Purchasing (10016170)	4.00	4.00	3.00	3.00		3.00		3.00
Taxes	5.00	5.00	0.00	0.00		0.00		0.00
Treasury (10016151)	0.00	0.00	1.00	1.00		1.00		1.00
Accounts Payable	0.00	3.00	0.00	0.00		0.00		0.00
Utility Billing	5.00	5.00	0.00	0.00		0.00		0.00
<b>Finance General Fund</b>	<b>24.00</b>	<b>24.00</b>	<b>23.00</b>	<b>23.00</b>	<b>0.00</b>	<b>23.00</b>	<b>0.00</b>	<b>23.00</b>
<b>Fire</b>								
Fire Administration (10035101)	2.00	2.00	2.00	2.00		2.00		2.00
Fire Marshall (10035102)	9.00	9.00	9.00	9.00		9.00		9.00
Fire Suppression (10035200)	4.00	4.00	6.00	6.00		6.00		6.00
Public Safety Training Facility (10035400)	1.00	1.00	1.00	1.00		1.00		1.00
<b>Fire General Fund</b>	<b>16.00</b>	<b>16.00</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>	<b>18.00</b>	<b>0.00</b>	<b>18.00</b>
<b>Police</b>								
General Investigations (10032200)	21.00	21.00	21.00	20.00	2.00	22.00		22.00
Jail / Detention (10032260)	34.00	34.00	34.00	33.00		33.00	(15.00)	18.00
Patrol (10032230)	90.00	90.00	85.00	83.00	(6.00)	77.00	10.00	87.00
Police - Admin Services (10032101)	2.00	2.00	3.00	3.00		3.00		3.00
Police - Support Services (10032102)	24.00	24.00	23.00	23.00	4.00	27.00		27.00
Special Investigations (10032500)	10.00	10.00	13.00	15.00	(2.00)	13.00		13.00
Traffic Enforcement Unit (10032300)	9.00	9.00	10.00	10.00	2.00	12.00		12.00
<b>Police General Fund</b>	<b>190.00</b>	<b>190.00</b>	<b>189.00</b>	<b>187.00</b>	<b>0.00</b>	<b>187.00</b>	<b>(5.00)</b>	<b>182.00</b>

**Position Control Sheet  
FY 2013 Approved  
City of Roswell, Georgia**

	FY 2009 Approved Positions	FY 2010 Approved Positions	FY 2011 Approved Positions	FY 2012 Approved Positions	FY 2012 Mid-Year Changes	FY 2012 Amended Positions	FY 2013 New Initiatives	FY 2013 Approved Positions
<b>Recreation and Parks</b>								
Barrington Hall (10061751)	1.00	1.00	1.00	1.00		1.00		1.00
Bulloch Hall (10061752)	1.00	1.00	1.00	1.00		1.00		1.00
Cultural Arts (10061753)	2.00	2.00	2.00	2.00		2.00		2.00
Historic & Cultural Affairs (10061700)	1.00	1.00	1.00	1.00		1.00		1.00
Municipal Complex Grounds (10062201)	2.00	2.00	2.00	2.00		2.00		2.00
Parks (10062000)	54.00	54.00	51.00	51.00		51.00		51.00
Park Police (10062500)	0.00	0.00	5.00	5.00		5.00		5.00
Recreation and Parks - Administration (10061101)	2.00	2.00	2.00	2.00		2.00		2.00
Recreation and Parks Support Services (10061102)	43.00	43.00	21.00	21.00		21.00		21.00
Smith Plantation (10061754)	1.00	1.00	1.00	1.00		1.00		1.00
<b>Recreation and Parks General Fund</b>	<b>107.00</b>	<b>107.00</b>	<b>87.00</b>	<b>87.00</b>	<b>0.00</b>	<b>87.00</b>	<b>0.00</b>	<b>87.00</b>
<b>Transportation</b>								
Transportation Engineering & Design (10042102)	11.00	11.00	8.00	6.00	(1.00)	5.00		5.00
Transportation Planning (10042103)	0.00	0.00	3.00	3.00		3.00		3.00
Land Acquisition and Development (10042104)	0.00	0.00	0.00	2.00	1.00	3.00		3.00
Street Maintenance (10042200)	31.00	31.00	31.00	31.00		31.00		31.00
Traffic Engineering (10042700)	20.00	20.00	18.00	18.00		18.00		18.00
Transportation Administration (10042101)	3.00	3.00	4.00	4.00		4.00		4.00
<b>Transportation General Fund</b>	<b>65.00</b>	<b>65.00</b>	<b>64.00</b>	<b>64.00</b>	<b>0.00</b>	<b>64.00</b>	<b>0.00</b>	<b>64.00</b>
<b>General Fund (100)</b>	<b>533.50</b>	<b>527.50</b>	<b>493.40</b>	<b>484.15</b>	<b>1.00</b>	<b>485.15</b>	<b>(24.15)</b>	<b>461.00</b>
<b>E-911 Fund (21538000)</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>21.00</b>	<b>1.00</b>	<b>22.00</b>		<b>22.00</b>
<b>Water and Sewer Fund (505)</b>								
<i>Environmental/Public Works</i>								
Water Administration (50544100)	0.90	0.90	1.30	2.05		2.05		2.05
Water Distribution (50544400)	10.00	10.00	9.00	8.50		8.50		8.50
Water Plant (50544300)	7.00	7.00	7.00	7.00		7.00		7.00
<b>Water and Sewer Fund (505)</b>	<b>17.90</b>	<b>17.90</b>	<b>17.30</b>	<b>17.55</b>	<b>0.00</b>	<b>17.55</b>	<b>0.00</b>	<b>17.55</b>
<b>Stormwater Utility Fund Fund (50743200)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>1.00</b>	<b>9.00</b>	<b>3.00</b>	<b>12.00</b>
<b>Solid Waste and Recycling Fund (540)</b>								
<i>Environmental/Public Works</i>								
Solid Waste and Recycling Admin. (54045100)	4.85	4.85	4.50	4.50		4.50	(0.15)	4.35
Solid Waste Public Education (54045800)	0.75	0.75	0.55	0.55		0.55		0.55
Residential Collection (54045201)	34.00	34.00	34.00	34.00		34.00		34.00
Commercial Collection (54045202)	8.00	8.00	8.00	8.00		8.00		8.00
Recycling Center (54045500)	6.00	6.00	6.25	6.25		6.25		6.25
<b>Solid Waste and Recycling Fund (540)</b>	<b>53.60</b>	<b>53.60</b>	<b>53.30</b>	<b>53.30</b>	<b>0.00</b>	<b>53.30</b>	<b>(0.15)</b>	<b>53.15</b>
<b>Fleet Services Fund (60449000)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.30</b>	<b>7.30</b>
<b>Participant Recreation Fund (55561200)</b>	<b>0.00</b>	<b>0.00</b>	<b>19.00</b>	<b>17.00</b>	<b>0.00</b>	<b>17.00</b>	<b>0.00</b>	<b>17.00</b>
<b>CDBG Grant Fund (22570010)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>
<b>Worker's Compensation Fund (60115401)</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>
<b>Group Health Insurance (60215402)</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>
<b>Risk and Liability Fund (60315550)</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>624.00</b>	<b>618.00</b>	<b>605.00</b>	<b>604.00</b>	<b>4.00</b>	<b>608.00</b>	<b>(14.00)</b>	<b>594.00</b>



# Position Crosswalk From FY 2012 to FY 2013 Approved Full Time Employees

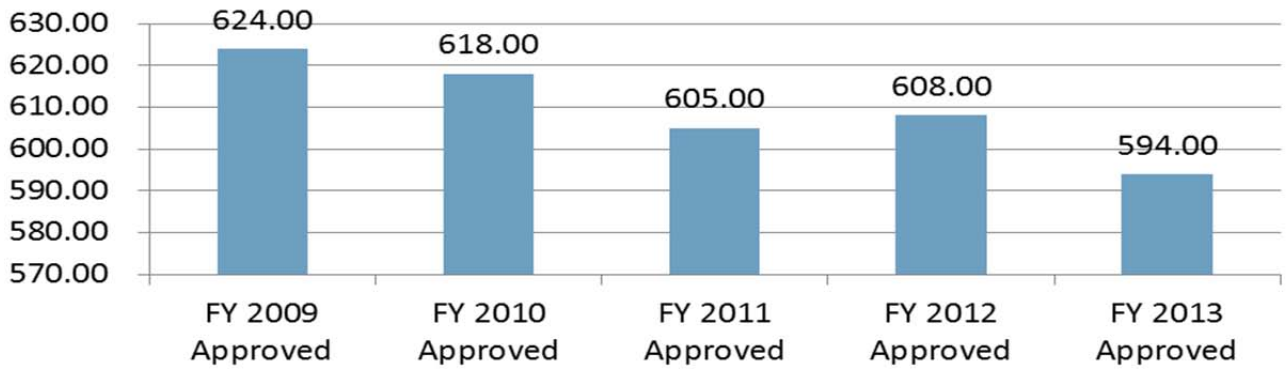
**FY 2012 APPROVED FULL-TIME POSITIONS: 608**

**PERSONNEL CHANGES APPROVED FOR FY 2013:**

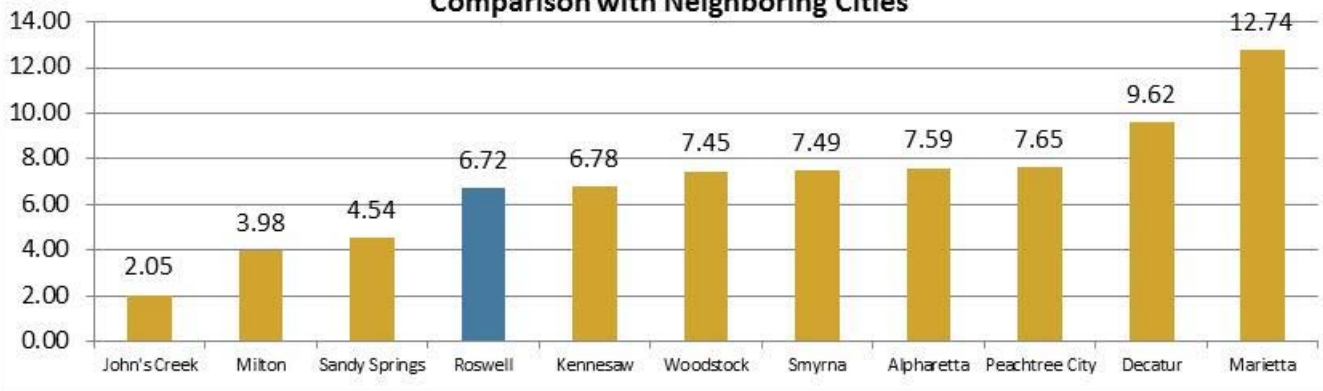
Administration	(1)	(\$48,630)	Elimination of a Court Clerk I position
Administration	(1)	(\$9,250)	Elimination of an Administrative Specialist position (to be converted to part-time) Transfer overtime from Police Department to Building Operations to pay for officer for after hours meetings
Administration	0	\$10,000	
Administration	1	\$79,500	Add an Employee Relations and Organizational Development Manager
Citywide	0	\$583,040	2% Merit and Salary Adjustments (Merit and Salary Adjustments - All Funds Total = \$757,730)
Community Development	(6)	(\$474,177)	Eliminating Code Enforcement (6 positions)
Community Development	0	\$420,000	Outsourcing Code Enforcement
Community Development	(5)	(\$377,717)	Eliminating Building Inspections (5 positions)
Community Development	0	\$280,894	Outsourcing Building Inspections
Community Development	(1)	(\$94,417)	Elimination of the Economic Development Manager position
Community Development	1	\$67,405	Add a Land Development Inspector III
Fire	0	\$59,000	2% Merit: General Fund Firefighters Increase Firefighter staffing from 23 to 25 personnel: The current staffing level provides for two rescue units (4), five engines (3 each), and two engines (2 each) for a total of 23. Increasing staffing to 25 allows for (3) personnel on all seven engines resulting in the ability to mount a fast attack on fires with the first engine company on scene and provides for increased firefighter safety.
Fire	0	\$270,835	
Police	(15)	(\$424,000)	Elimination of (15) full-time positions. Jail Reorganization as a short term (72 hour) holding facility and outsource housing of sentenced inmates to a long term jail in Pelham, Georgia.
Police	10	\$246,000	(10) additional Police Officers
Police	0	\$2,500	(1) Traffic Sergeant upgrade
Police	0	\$2,500	(1) CID Sergeant upgrade
Police	0	(\$10,000)	Transfer overtime to Bldg Ops to pay for officer for after hours meetings Career Development Plan (12 employees: (11) from Recreation Supervisor I to II and (1) from Park Police I to II)
Recreation and Parks	0	\$11,478	
Transportation	0	\$0	Traffic Control Center Operator position (currently unfunded - \$64,575)
Transportation	0	\$0	Bike/Pedestrian Coordinator position (currently unfunded - \$64,575)
<b>General Fund Subtotal:</b>	<b>(17)</b>	<b>\$594,961</b>	
Police	0	\$22,792	Reclass an E-911 Fund Dispatcher position to E-911 Center Manager position
Police	0	\$17,930	2% Merit and Salary Adjustments
<b>E-911 Fund Subtotal:</b>	<b>0</b>	<b>\$40,722</b>	
Environmental	0	\$37,780	2% Merit and Salary Adjustments
<b>Water Fund Subtotal:</b>	<b>0</b>	<b>\$37,780</b>	
Environmental	0	\$9,060	2% Merit and Salary Adjustments
Environmental	3	\$227,124	Add three (3) positions for Stormwater - Heavy Maintenance Crew
<b>Stormwater Utility Fund Subtotal:</b>	<b>3</b>	<b>\$236,184</b>	
Environmental	0	\$40,290	2% Merit and Salary Adjustments
<b>Solid Waste Fund Subtotal:</b>	<b>0</b>	<b>\$40,290</b>	
Recreation and Parks	0	\$29,936	Career Development Plan (12 employees: (11) from Recreation Supervisor I to II and (1) from Park Police I to II) Raise for part-time, temporary, seasonal staff and increase in official contract fees. Staff have not had raises in over 4 years. \$20,000 of requested amount is due to the opening of spraygrounds and personnel needed to staff these facilities.
Recreation and Parks	0	\$72,754	
<b>Recreation Participation Fund Subtotal:</b>	<b>0</b>	<b>\$102,690</b>	
Citywide	0	\$870	2% Merit and Salary Adjustments
<b>Workers Comp Fund Subtotal:</b>	<b>0</b>	<b>\$870</b>	
Citywide	0	\$1,450	2% Merit and Salary Adjustments
Community Development	0	\$200,000	Transition Costs for Outsourcing Code Enforcement and Building Inspections
<b>Group Benefits Fund Subtotal:</b>	<b>0</b>	<b>\$201,450</b>	
Citywide	0	\$1,320	2% Merit and Salary Adjustments
<b>Risk and Liability Fund Subtotal:</b>	<b>0</b>	<b>\$1,320</b>	
Environmental	0	\$6,990	2% Merit and Salary Adjustments
<b>Fleet Services Fund Subtotal:</b>	<b>0</b>	<b>\$6,990</b>	

**FY 2013 APPROVED FULL-TIME POSITIONS: 594 \$1,263,257**

### City of Roswell - Full-Time Employee History



### Full-Time Employees per 1,000 Residents - Comparison with Neighboring Cities



# Strategic Goals

The Strategic Goals section contains the City of Roswell's Vision and Mission Statements, Core Values and Strategic Goals for FY 2013. The Goals are set by Mayor and Council at an annual retreat. The Mayor and Council review the goals for the future vision of the City and formulate a plan to address the challenges that face our city and its citizens.



## Vision Statement

“We are a family oriented, safe and inviting community that embraces the natural environment and the arts, celebrates its historic treasures, and supports a thriving business environment.”



## Mission Statement

“To provide our citizens with responsive, high-quality services in a fiscally sound manner to ensure Roswell continues to be a vibrant community.”





## Core Values

### **OPEN GOVERNMENT**

The City of Roswell's elected officials and staff believe in honest and open government. We are dedicated to the highest standards of integrity, openness, and fairness in all that we do in serving our citizens.

### **RESPONSIVE GOVERNMENT**

We are passionate about representing the citizens of Roswell. We believe in listening to our citizens and being responsive to their needs. We believe a government that is receptive to citizen input and quick to respond can better serve its citizens.

### **SERVICE TO OUR CITIZENS**

The City of Roswell exists to serve our citizens. We believe we have an obligation to ensure that City services are delivered to our citizens in a professional, timely, and courteous manner.

### **COMMUNITY PARTNERSHIPS**

We are committed to encouraging our citizens and businesses to participate in the City's planning and decision-making process. We believe by creating strong partnerships within our community, we will make Roswell a better place to live for current and future generations.

### **CITY STAFF**

We believe City of Roswell employees are our most important resource. Through them, the City's vision and mission will be accomplished. We believe in treating City staff with fairness, dignity and respect.

### **QUALITY OF LIFE**

We believe in maintaining the high quality of life enjoyed by our citizens by adapting to changing economies and demographics. Roswell's prosperity is founded in its residential neighborhoods, protecting and enhancing them is paramount in every decision the City makes. We are committed to safeguarding the City's financial as well as physical resources for current and future generations.





## Strategic Goals

### **PROMOTE A WELL DESIGNED COMMUNITY**

The City will identify and implement solutions which support and balance Roswell's Livability.

### **SUSTAIN AND PROTECT THE CITY'S RESOURCES**

The City will maintain and protect Roswell's Resources including the City's infrastructure to meet the current and future needs of our community.

### **EMPHASIZE A RESPONSIVE DELIVERY OF QUALITY SERVICES**

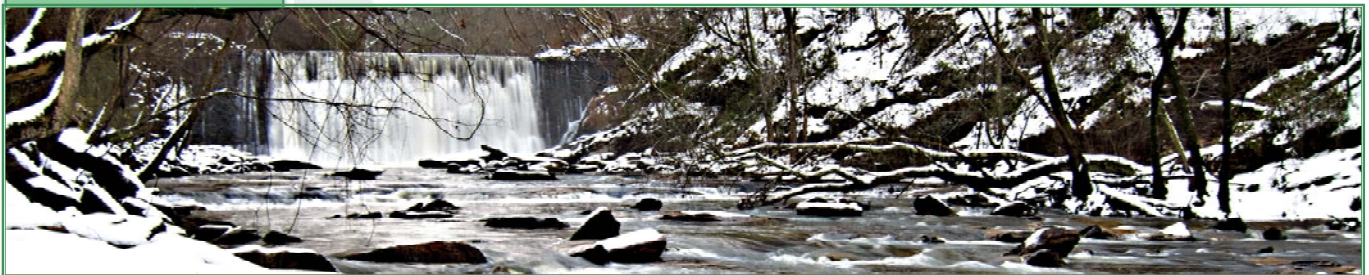
The City will take a proactive approach to improve services.

### **CELEBRATE OUR HISTORY, CULTURE, HERITAGE AND CHARACTER**

The City will provide opportunities to enjoy Roswell's distinct and unique quality of life.

### **MAINTAIN A SAFE AND SECURE ENVIRONMENT FOR PEOPLE AND PROPERTY, AND PROVIDE A PREPARED RESPONSE TO ALL EMERGENCIES**

The City will be prepared to act in the event of an emergency to protect and render aid to all individuals in need of assistance.



## Aligning Strategic Goals with Outcome Measures

Department	Measurement	I. PROMOTE A WELL DESIGNED COMMUNITY	II. SUSTAIN AND PROTECT THE CITY'S RESOURCES	III. EMPHASIZE A RESPONSIVE DELIVERY OF QUALITY SERVICES	IV. CELEBRATE OUR HISTORY, CULTURE, HERITAGE AND CHARACTER	V. MAINTAIN A SAFE AND SECURE ENVIRONMENT FOR PEOPLE AND PROPERTY, AND PROVIDE A PREPARED RESPONSE TO ALL EMERGENCIES
Administration	Percent of GFOA Distinguished Budget Award Criteria ratings proficient or better			X		
Administration	Percent of total available work hours to sick leave hours			X		
Administration	Percent of work orders completed by due date		X			
Administration	Average age of case/ticket when adjudicated			X		
Administration	Percent of Open Records requests processed within two days of request			X		
Administration	Percent of legal issues and matters handled		X			
Community Development	Percent of total calls seeking permit information	X				
Community Development	Percent of total businesses registered as home businesses	X				
Community Development	Percent of building permits issued for new residential units	X				
Community Development	Percent of inspections resulting in issuance of warnings/citations		X			
Community Development	Percent of customers seeking planning and zoning assistance	X				
Community Development	Percent of Code Enforcement actions which were proactive and not complaint driven		X			
Community Development	Percent of lots verified on GIS Database	X				
Community Development	# of new businesses resulting from new e-newsletter and web site			X		
Environmental / PW	# of vehicle maintenance jobs performed annually		X			
Environmental / PW	Keep Roswell Beautiful volunteer hours in dollars		X			
Environmental / PW	Percent of water system valves located and added to GIS system					X
Environmental / PW	Total amount of water produced annually		X			
Environmental / PW	Total estimated water loss due to leaks		X			
Environmental / PW	Percent of missed sanitation accounts resolved within 24 hours			X		
Environmental / PW	Percent of schools participating in the EverGreen School program				X	
Environmental / PW	Percent of households participating in the curbside recycling program		X			
Environmental / PW	Total projects from the Stormwater Work Order List completed		X			
Finance	Percent of time monthly numbers finalized by the 18th of the following month		X			
Finance	Average number of days to process invoice to payment		X			
Finance	Percent of all bank reconciliations completed by 18th of each month		X			
Finance	Percent of deposits made within 24 hours of receipt of funds		X			
Finance	Percent of office supplies that are recycled products		X			
Fire	Fire Station staffing			X		
Fire	Average Fire and Rescue response time					X

## Aligning Strategic Goals with Outcome Measures

Department	Measurement	I. PROMOTE A WELL DESIGNED COMMUNITY	II. SUSTAIN AND PROTECT THE CITY'S RESOURCES	III. EMPHASIZE A RESPONSIVE DELIVERY OF QUALITY SERVICES	IV. CELEBRATE OUR HISTORY, CULTURE, HERITAGE AND CHARACTER	V. MAINTAIN A SAFE AND SECURE ENVIRONMENT FOR PEOPLE AND PROPERTY, AND PROVIDE A PREPARED RESPONSE TO ALL EMERGENCIES
Fire	Number of student instructional hours - RAPSTC					X
Fire	Number of fire inspections					X
Fire	Number of times Emergency Operations Center is mobilized					X
Police	Maintain CALEA accreditation and State Certification					X
Police	Number of General Investigations cases initiated					X
Police	Number of Special Operations cases initiated					X
Police	Number of Uniform Patrol calls for service completed					X
Police	Number of Traffic Enforcement operations					X
Police	Number of Detention Center inmates booked					X
Police	Percent of E-911 calls answered by 3rd ring (5 seconds or less)					X
Recreation and Parks	Memorial Day Celebration attendance				X	
Recreation and Parks	Total number of registered recreation participants			X		
Recreation and Parks	Percent of citizens rating recreation services as satisfactory			X		
Recreation and Parks	Total number of parks visitors				X	
Recreation and Parks	Number of park visitor contacts - Park Police					X
Recreation and Parks	Puppet Show attendance				X	
Recreation and Parks	Annual Visitors - Barrington Hall				X	
Recreation and Parks	Annual Visitors - Bulloch Hall				X	
Recreation and Parks	Annual Visitors - Smith Plantation				X	
Recreation and Parks	Riverside Sounds concert series attendance				X	
Transportation	Percent of contract invoices processed within 30 days of receipt		X			
Transportation	Percent of plans reviewed	X				
Transportation	Linear feet of sidewalks completed in house	X				
Transportation	Miles of connectivity	X				
Transportation	Percent of traffic signals maintained quarterly			X		

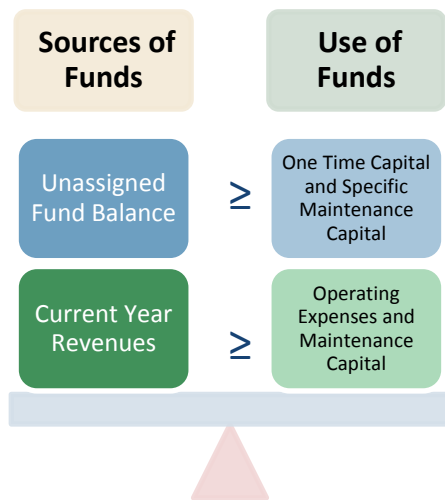


# Financial Policies and Procedures

The Financial Policies and Procedures Section contains the policies and procedures of the City of Roswell.

## **Balanced Budget**

The development and management of the City of Roswell's Annual Budget and Program for Services is governed by formal policies, accepted practices, and the City of Roswell's budget principles. The principles that guide the development of the City of Roswell's budget is a balanced budget where current year revenue is equal to or is greater than operating expenses and maintenance capital; unassigned fund balance is used for one-time capital, road resurfacing/reconstruction, and specific maintenance capital only. A number of the other pertinent policies and practices are outlined in this section.



## **Budget Development and Adoption**

In December 2011, departments were asked to review revenue projections for the next year and provide year end estimates on the current year. This review of the revenue and expenditures evaluates the City of Roswell's trends and how the economy is affecting the City. The revenue projections are estimated by the departments and are refined later in the budget process as more information becomes available on current year actuals.

A Budget Overview and Economic Update were presented to Mayor and Council. The presentation reported the economic trends,

impacts on City revenues and expenditures as well as a review of existing budget principles and standards.

A budget kickoff meeting was held with department heads and staff. The budget kickoff displayed the information presented previously to Mayor and Council and reviewed the budget process. The departments were made aware of the effects the economic trends have had on the City's revenue and expenditures. The department liaisons also reviewed the forms and submittal process.

The Department's developed their requests and submitted the requests on February 17, 2012. The Departments identified the strategic goals or plan supported by their requests.

Department Submissions also included each department achievements for FY 2012 and what they expect to accomplish in the FY 2013 year. Departments also identified their customers and the list of services provided. Performance measures were identified to show how the department is doing.

The requests are reviewed for the next three months by Departments, City Administrator, City's Management Team, Mayor and City Council.

Mayor and City Council Work Sessions, open to the public, were held on January 23, February 27, March 26, and April 30, 2012 to review and prioritize requests.

The Mayor presented the FY 2013 Proposed Budget at the April 30, 2012 Special Called Council Meeting. The FY 2013 Budget Ordinance was then presented in a public hearing and voted on May 14 and May 30, 2012.

## **Other Planning Processes**

The Strategic Goals are set by Mayor and Council at an annual retreat. In FY 2012 instead of an annual retreat the Mayor and City Council, key

## FINANCIAL POLICIES AND PROCEDURES

department employees, along with members of the business community attended a Community Building trip to Greenville, South Carolina to study successful revitalization efforts through a leadership exchange program. This program exposed participants to innovative ideas, leadership models and solutions to similar challenges faced by Greenville. Program elements included Economic Development, Economic Security and Multi-modal Transportation.



Revitalizing Roswell is a major focus and this past year tools were put in place that will help the community redevelop depressed areas in the city. Roswell citizens approved the Redevelopment Powers Law and the City now has the option to create a tax allocation district or TAD. The City was also designated an Opportunity Zone by the Georgia Department of Community Affairs. This designation is a very important tool for the City and its redevelopment goals. The Opportunity Zone Tax Credit Program offers the highest and most user-friendly job tax credit in the state.

The City also began planning for the next 20 years, with Imagine Roswell 2030, the City's Comprehensive Plan update and road map for the future. It provides the City with long-range policy direction for land use, transportation, economic development, housing, public facilities, and intergovernmental agreements along with its natural and cultural resources. The City takes great pride in making sound decisions for the community by exploring opportunities and getting

citizen input before developing and implementing a final plan of action. The City held a series of community input meetings giving residents a chance to roll up their sleeves and dive into planning Roswell's future.

Some of the plans used in development of the FY 2013 Budget include the City's Comprehensive Plan, Strategic Economic Development Plan, Transportation Master Plan, Recreation & Parks Master Plan, and the Water Supply Master Plan.

### Budget Management Process

The City Administrator and the Office of Strategic Planning and Budgeting work throughout the year to monitor the City's budget. Each month a monthly budget report is submitted to the Administration, Finance, and Recreation & Parks committee as an update on the budget. The Office of Strategic Planning and Budgeting also review and approve all check requests and requisitions for accuracy. Departments are not allowed to exceed expenditures at the department by fund level.

### Basis of Budgeting/Accounting

All budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). Our budget is balanced, where Revenues meet or exceed Expenditures. Revenues and Expenditures for budgetary purposes are recognized on the modified accrual basis to include encumbrances, which measures cash and all other financial assets that can readily be converted to cash. The basis of accounting for the governmental funds is modified accrual and the basis of accounting for the proprietary funds is full accrual. Full accrual recognizes economic events regardless of when cash transactions occur. So the differences in proprietary funds are events which the cash is received before or after the event. Full accrual only requires reasonable assurance that the cash will be collected, while modified accrual accounting provides greater assurance that the

## FINANCIAL POLICIES AND PROCEDURES

cash will be available to pay liabilities when they come due.

### Financial Policies and Procedures

The Roswell City Council has adopted a set of financial policies to govern the financial management of the various City funds. The practice of these policies has enabled the City to maintain an AAA uninsured rating with Moody's and Standard and Poor's. These policies cover 1) Budget Amendments for Expenditures, 2) Budget Amendments for Revenues, 3) Budget Transfers for Expenditures, 4) Budget Transfers for Revenues, and 5) City's Investment Policy. The City of Roswell has also established procedures for 1) Deposits, 2) Deferred Revenue, 3) Disposal of Assets, 4) Purchasing, 5) Petty Cash, 6) Acceptance of Checks, 7) Change Drawer Fund 8) Purchasing Card, 9) Contracts, and 10) returned checks.

The City has developed financial policies to ensure that the City's financial resources are managed in a prudent manner. The City maintains the goal of a structurally balanced budget to achieve long-term financial stability for the community. Current revenue will be sufficient to support current operating expenditures plus recurring capital (defined as "balanced budget"). Unreserved fund balances of three months operating expenditures will be maintained in the General Fund. Additional fund balance can be used for nonrecurring capital expenses. However, if projected revenue in future years is not sufficient to support projected requirements, an unreserved ending balance may be budgeted to achieve structural balance. This year's budget is also reviewed in respect to how the decisions made this year will affect the City's revenues and expenditures in the following years.

### Revenue and Expenditure Policies

Current expenditures (both operating and recurring capital) are to be financed with current revenues. This is the City's definition of a balanced budget, current revenues equal

operating expenditures and recurring capital. Fund balance in excess of authorized reserves will be used for one time capital purchases. The City shall avoid budgetary procedures that balance current expenditures through the obligation of future resources, or which finance on-going expenditures with one-time revenues. The City shall strive to avoid short-term borrowing to meet operational budget requirements. Nevertheless, this policy shall not prohibit short-term borrowing should a critical need arise.

Revenue estimates are based on historical trends and current information. The two largest revenue sources of property tax and sales tax are based upon historical data. User fees such as water and sewer, solid waste, and participant recreation rates are based on current number of users and historical trends.

### Debt Service Policy

The City of Roswell has not established a formal debt service policy, but its debt service practices have been governed by State of Georgia restrictions on local government debt. The Constitution for the State of Georgia states that "The debt incurred by any county, municipality, or other political subdivision of this state, including debt incurred on behalf of any special district, shall never exceed 10% of the assessed value of all taxable property within such county, municipality, or political subdivision; and no such county, municipality, or other political subdivision shall incur any new debt without the assent of a majority of the qualified voters of such county, municipality, or political subdivision voting in an election held for that purpose as provided by law."<sup>1</sup> The City of Roswell currently has a 0.96% ratio of bonded debt to assessed value, well below the State of Georgia constitutional threshold of 10%.

Specifically, the City of Roswell has utilized both general obligation and revenue bonds to finance

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<sup>1</sup> State of Georgia Constitution, Article IX, Section V

## FINANCIAL POLICIES AND PROCEDURES

capital improvements too large to be financed from current revenues. The most recent bond issues sold April 2008 with an uninsured AAA rating.

A bond package is planned to be brought in front of the voters in the future, but the approved budget placed an emphasis on a “pay as you go” approach.

### Budget Transfers and Amendments

Since a budget is an estimate of revenues and expenditures, the budget management process does allow for transfers and amendments to the budget. The City of Roswell Budget Amendment/Budget Transfer process is regulated by the Official Code of Georgia Annotated and local policies. The level of control, the level at which budgeted expenditures may not legally exceed budget revenues plus allocated fund balance, is set at a minimum at the department level for each fund. Any increase in appropriation in any fund for a Department of local government, whether accomplished through a change in anticipated revenues in any fund or through a transfer of appropriations among Departments, shall require the approval of the governing authority.

Budget Transfers of less than \$1,000 that do not change the total department allocation require approval of the appropriate Department Head. Departments may transfer a maximum of \$5,000 per year in this manner. Budget Transfers of \$1,000 or more require approval of the City Administrator. Budget Transfers cannot increase the appropriation to any Department unless revenues to fund expenditures are from Deferred Revenue and/or State or Federal reimbursement grant funds. Budget Transfers cannot exceed \$25,000 and shall not be used to fund new capital projects that have not been previously approved by the governing authority.

Budget Amendments require approval of the governing authority. Any increase in

appropriation in any fund for a Department that does not qualify as a Budget Transfer, shall qualify as a Budget Amendment and require approval of Council at any regular or special meeting of Mayor and Council.

### Capital Improvement Program

The Capital Improvement Program (CIP) is a five-year program and details anticipated expenditures as well as the approved sources of funding. Capital requests are funded through fund balance, bond proceeds, grants, impact fees or other specially designated revenue sources.

The first year of the CIP is incorporated into the Annual Budget and Program for Services and is commonly known as the Capital Budget for the fiscal year. The Capital Budget is the governing body’s annual appropriation for capital spending and authorizes specific projects and appropriates specific funding for these projects. The subsequent or outlying years of the CIP are updated and revised each year to reflect the changing needs and priorities of the City. Projects and financing sources listed in the CIP for years other than the first year are not authorized until the Annual Budget and Program for Services for those years is legally adopted. The outlying years serve only as a guide for future planning and are subject to further review and modification in subsequent years. Funding decisions are based upon the type of project. Recurring or maintenance projects are funded using operating revenues just like an operating expense. One time projects can use undesignated unreserved fund balance as a funding source. Other funding sources include federal and state grants, impact fees, bond issues, hotel/motel tax funding for trails, and enterprise funds.

Capital Assets are those things the City owns that cost a considerable amount of money and are intended to last a long time, such as buildings, land, roads, and vehicles. For an item or project to be considered a capital asset by the city, the project or purchase must have an initial purchase

## FINANCIAL POLICIES AND PROCEDURES

cost of \$5,000 or more and last more than two years. However, the Capital Budget may have items in it that are not considered Capital Assets.

In order to effectively manage and track these items and projects, the capital projects fund has been created. With the exception of enterprise funds and E-911 fund, acquisition of all capital assets including all capital projects will be conducted through the capital projects fund.

After the annual audit has been completed the unspent and unencumbered balances of each capital project approved in the current year's budget will be re-allocated in the following fiscal year to their respective projects.

### Accounting Policies

The budgeting and basis of accounting policies of the City of Roswell conform to Generally Accepted Accounting Principles (GAAP) as applicable to governments. The basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. At the fund level, government funds use the modified accrual basis of accounting. All government fund types, expendable trust funds and agency funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become 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 in the current period. The City considers revenues as available if they are collected within 60 days after year-end. Those revenues considered susceptible to accrual are property taxes, charges for services, sales taxes, fines, forfeitures, interest income, and intergovernmental grants. Revenues from

licenses and permits and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received.

In applying the susceptible-to-accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used for guidance. There are, however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the City; therefore, revenues are recognized based on the expenditures recorded. In the other type, monies are virtually unrestricted as to purpose of expenditure and are nearly irrevocable (i.e., revocable only for failure to comply with prescribed compliance requirements, such as equal employment opportunity.) These resources are reflected as revenues at the time of receipt or earlier if they meet the criteria for availability.

Expenditures are generally recognized under the modified accrual basis of accounting when the related liabilities are incurred. Exceptions to this general rule include: 1) accumulated unpaid vacation, judgments, and claims which are not expected to be paid out of "available spendable resources", 2) principal and interest on general obligation long-term debt which are recognized when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year, and 3) inventory of materials and supplies which are recorded as expenditures when they are consumed.

Enterprise funds utilize the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The following is a summary of the more significant policies:

### Fund Accounting

The accounts of the City are organized on the basis of funds and account groups, each of which

## FINANCIAL POLICIES AND PROCEDURES

is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equities, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds in this budget are grouped into generic fund types and two broad fund categories as follows:

### Governmental Funds

**General Fund:** The general operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.

**Special Revenue Funds:** Used to account for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes. Special Revenue Funds currently used are: *Cemetery Care Fund, Leita Thompson Rental Fund, Confiscated Assets Fund, E-911 Fund, State Grant Fund, Federal Grant Fund, Tree Bank Fund, Soil and Erosion Fund, County/Local Grant Fund, and Hotel/Motel Revenue Fund.*

**Debt Service Fund:** Debt Service Funds are used to account for debt service transactions for bonds and other debts issued by the City.

**Capital Projects Funds:** Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, E-911 funds, or sponsored operations) and capital outlay. The Capital Project Funds are divided into two funds: *Impact Fee Fund and Capital Projects Fund.*

### Proprietary Funds

**Enterprise Funds:** Enterprise Funds are used to account for operations: 1) that are financed and operated in a manner similar to private business

enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis are to be financed or recovered primarily through user charges; or 2) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, or accountability or other purposes. The City currently operates four enterprise funds: *Solid Waste Fund, Water and Sewer Fund, Stormwater Utility Fund, and Recreation Participation Fund.*

**Internal Service Funds:** A type of Proprietary Funds used to account for the financing of goods or services provided on a cost reimbursement basis by one department to other departments. The City has three internal service funds: *Risk/Liability Fund, Worker's Compensation Fund, and the Group Benefits Fund.*

### Fund Equity Policy

In a government there are two major classes of funds, Governmental and Proprietary. The Proprietary funds operate very similar to private-sector businesses. How much an individual customer pays typically will vary depending upon the quantity of goods or services. For the Proprietary Funds the focus is the inflows and outflows of economic resources (changes in net assets). Changes in net asset are recognized as soon as the cause of the change occurs, regardless of the timing of the related cash flows. Another way of looking at this is revenues are recognized as soon as they are earned, and expenses are recognized as soon as a liability is incurred. Equity of the Proprietary Funds is reflected with the terminology "Net Assets."

### Net Assets

The term Net Assets is the terminology used for the equity of the Proprietary Fund and will also be in the Government-wide financial statements. Net Assets are also broken into three classes; invested

## FINANCIAL POLICIES AND PROCEDURES

in capital net of related debt, restricted, and unrestricted.

### Invested In Capital Net Of Related Debt

Invested in capital net of related debt is equal to the capital assets minus any outstanding balance of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the government.

### Restricted Net Assets

Restricted net assets include net assets that are not subject solely to the government's own discretion. This category would include resources subject to externally imposed restrictions (creditors, grantors, contributors, laws/regulation of other governments, constitutional provisions.) Restricted net assets cannot report a negative balance. If the liabilities exceed those assets, the excess is to be reported as reduction of unrestricted net assets.

### Unrestricted Net Assets

Any remaining balance of net assets is reported as unrestricted net assets.

Most functions of a typical government however are supported by taxes rather than by user charges. These tax-supported or governmental functions operate quite differently from the business model just described. Normally, there is no direct relationship between how much an individual taxpayer pays and the quantity of goods and services that same taxpayer receives. For example, the City does not charge every time the fire truck is sent to a call, likewise we do not charge the victim for the Police to make an arrest. Because of these differences the governmental funds measurement focus is based on inflows and outflows of the current financial resources (changes in net expendable assets). Further, changes in net expendable assets must have a near-term impact. Thus inflows are recognized only if they are available to liquidate liabilities of the current period within sixty days of yearend. Similarly, future outflows typically are recognized

only if they are a drain on current financial resources. Equity of the Governmental Funds is reflected with the terminology of "Fund Balance".

### Fund Balance

The Governmental Accounting Standards Board Statement Number 54 (GASB 54) requires five components of fund balance; non-expendable, restricted, committed, assigned, and unassigned.

### Non-Spendable Fund Balance

Non-spendable fund balance includes the value of the City's assets that will never be converted to cash. These include but are not limited to prepaid items and inventories. This will also include assets that will not convert to cash soon enough to affect the current period such as long-term receivables and the non-cash assets held for resale such as land.

### Restricted Fund Balance

Restricted fund balance includes the value of resources that are limited in how they may be used by external enforceable legal restrictions. This may be the result of other governments through laws and regulations, grantors or contributions through agreements, creditors through debt covenants or other contracts, and enabling legislation that limits how revenue can be used.

### Committed Fund Balance

Committed fund balance includes the value of resources that are limited by the Mayor and Council. Further the limitation that has been placed on the resources can only be removed by similar action that committed these resources in the fund balance.

### Assigned Fund Balance

Assigned fund balance includes resources that the government has intentions for use but are not externally restricted or committed through formal action by the Mayor and Council. The Mayor and Council approve who has the authority to assign these resource values. Examples would be the purchasing buyers issuing purchase orders for



# FINANCIAL POLICIES AND PROCEDURES

goods or services which are under the dollar threshold for Mayor and Council’s approval.

## Unassigned Fund Balance

Unassigned fund balance includes the remaining resources that have not been classified in the above categories. Only the General Fund may have a positive fund balance in this category. All other governmental funds will only have this classification if the remaining resources are negative to balance the fund,

## Stabilization Funds

Adequate fund balance in the governmental funds and net assets in the proprietary funds are a necessary component of the City’s overall financial management strategy and a key factor in the external agencies’ measurement of the City’s financial strength.

Maintenance of fund balance and net assets assures adequate resources for cash flow and to mitigate short-term effects of revenue shortages.

The City shall maintain stabilization funds required by ordinance and/or bond covenants. The stabilization fund in the General Fund shall be 25% of budgeted expenditures, in the Enterprise Funds shall be 16.67% of budgeted expenditures. The use of the stabilization fund will only be used to:

- Strengthen the City’s position in response to self-insurance,
- Provide funds in the event unplanned expenditures the City could face as a result of natural disaster or terrorist attack.

All expenditures drawn from stabilization funds shall require prior Council approval.

When a new Enterprise Fund is established the target reserve will be built by committing a minimum of 3.33% of budgeted expenditures until the 16.67% threshold is established. If stabilization funds fall below required levels as set by this policy, the Mayor and Council must approve and adopt a plan to restore this balance to the target

level within 24 months. If restoration of the reserve cannot be accomplished within such period without severe hardship to the City, then the Mayor and Council will establish a different time period.

The table below shows that General Fund, Solid Waste Fund and Water Fund are all in compliance with this policy. Recreation Participation Fund and Stormwater Utility Fund will both need to build up to 16.67%. Stormwater Utility Fund is new and will have 5 years to build the fund balance required. Recreation Participation Fund will have 24 months to build up to the 16.67%.

	General Fund	Solid Waste Fund	Water Fund	Recreation Participation Fund	Stormwater Utility Fund
FY 2013 Estimated Beginning Fund Balance	\$23,436,892	\$9,559,253	\$2,130,210	\$1,168,294	\$0
FY 2013 Approved Revenue	\$59,963,146	\$9,807,779	\$3,353,893	\$4,897,798	\$2,902,000
FY 2013 Approved Operating Expenditures	\$53,945,156	\$9,807,779	\$3,353,893	\$4,829,852	\$2,640,301
FY 2013 Stabilization Fund Reserve by Policy	25%	16.67%	16.67%	16.67%	6.67% *
FY 2013 Estimated Required Threshold	\$13,486,289	\$1,634,957	\$559,094	\$805,136	\$176,021
FY 2013 Estimated Above/(Below) Required Threshold	\$7,506,979	\$6,797,017	\$1,508,723	\$363,158	\$261,699

\*When a new Enterprise Fund is established the target reserve will be built by a minimum of 3.33% of budgeted expenditures until the 16.67% threshold is reached.

Funds not otherwise non-spendable, restricted, committed, and assigned represent balances available for appropriation at the discretion of the Mayor and Council. However, the Mayor and Council will make every effort to use the unassigned funds for the following purposes:

- To provide pay-as-you go financing for capital projects,
- To provide for revenue shortfalls resulting from unexpected economic changes or recessionary periods

Funds in excess of the policy plus non-spendable, restricted, committed, and assigned may be authorized by the Mayor and Council for expenditure within the City’s annual budget.

# FINANCIAL POLICIES AND PROCEDURES

## Investment Policy

The City's Investment Policy is to invest public funds in a manner which will provide the maximum security with the best investment return, while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds. This policy applies to all funds under the control of the City of Roswell which are eligible to be invested, exclusive of pension obligations. The City's investment objectives are:

- Safety: To insure that losses are avoided to the principal of the City's investments and deposits.
- Compliance: To conform to the requirements of Federal and State law.
- Liquidity: To generate sufficient cash to meet all operating requirements and pay obligations as they become due.
- Income: To maximize the amount of interest income within the constraints of the objectives.

## Purchasing Policy

The City Charter and State law set forth requirements for the expenditure of local

government funds for the purchase of goods and services. Per the City of Roswell Code of Ordinances, the City Administrator shall have the responsibilities and powers of the Purchasing Agent for the City and may delegate some or all of the responsibilities to the Purchasing Manager.

The Purchasing Manager shall establish procedures for purchases of goods and services involving the estimated expenditures of \$10,000 or less. These procedures determine the thresholds at which the number and type of quotes are required. Purchases with anticipated amount of \$10,000 or over require sealed bids or proposals.

The City has a partially decentralized purchasing process. Departments are authorized to obtain quotes for items under \$1,000. Quotes on items over \$1,000 are to be obtained by the Purchasing Division.

Some purchasing activities of the Recreation and Parks Department are conducted by the Recreation and Parks Department and do not fall under the auspices of the Purchasing Division of the City, however the City's purchasing policies apply.

# All Funds Summary



The All Funds Summary contains an overview of Roswell's Source of Funds and Use of Funds. This section includes "Schedule A" from the FY 2013 Budget Ordinance.

**FY 2013 Approved**

	General/Special Revenue Funds								
<b>FY 13 Estimated Beginning Available Fund Balance:</b>	<b>\$23,436,892</b>	<b>\$349,165</b>	<b>\$913,315</b>	<b>\$169,553</b>	<b>\$79,624</b>	<b>\$120,633</b>	<b>\$0</b>	<b>\$884,141</b>	<b>\$9,559,253</b>
<b>Source of Funds Revenues</b>	General Fund	Confiscated Assets Fund	E-911 Fund	Soil Erosion Fund	Cemetery Care Fund	Leita Thompson Fund	CDBG Grant Funds	Hotel / Motel Fund	Solid Waste Fund
Property Tax	\$18,558,000								
Sales Tax	\$19,700,000								
Franchise, Alcohol, Business / Insurance Taxes	\$12,071,000							\$650,000	
Licenses & Permits	\$1,287,686			\$8,670					
Intergovernmental	\$112,000						\$83,516		
Charges for Service - External	\$651,350	\$5,000	\$1,580,000						\$8,665,500
Charges for Service - Internal	\$1,640,386								
Fines & Forfeitures	\$2,894,000	\$55,000							
Interest Income	\$300,000	\$5,000	\$2,000					\$5,000	\$15,000
Miscellaneous Revenues	\$105,100					\$82,000			
Transfers In	\$200,000							\$75,000	
Employee Contribution	\$0								
Employer Contribution	\$0								
<b>Total Revenues</b>	<b>\$57,519,522</b>	<b>\$65,000</b>	<b>\$1,582,000</b>	<b>\$8,670</b>	<b>\$0</b>	<b>\$82,000</b>	<b>\$83,516</b>	<b>\$730,000</b>	<b>\$8,680,500</b>
Budgeted Use of Reserves (prior yr revenues)	\$2,443,624	\$348,493	\$485,054		\$23,500			\$309,024	\$1,127,279
Proceeds from Other Financing Options									
<b>Total Source of Funds</b>	<b>\$59,963,146</b>	<b>\$413,493</b>	<b>\$2,067,054</b>	<b>\$8,670</b>	<b>\$23,500</b>	<b>\$82,000</b>	<b>\$83,516</b>	<b>\$1,039,024</b>	<b>\$9,807,779</b>
	General/Special Revenue Funds								

	General/Special Revenue Funds								
<b>Use of Funds Expenditures</b>	General Fund	Confiscated Assets Fund	E - 911 Fund	Soil Erosion Fund	Cemetery Care Fund	Leita Thompson Fund	CDBG Grant Funds	Hotel / Motel Fund	Solid Waste Fund
Administration	\$7,967,325						\$60,090	\$878,874	
Community Development	\$3,039,739								
Environmental/ Public Works	\$398,594								\$9,807,779
Finance	\$2,213,804								
Fire	\$6,723,159								
Police	\$15,689,951	\$335,493	\$2,067,054						
Recreation and Parks	\$10,005,609				\$23,500	\$73,192			
Transportation	\$7,311,289								
City-Wide Costs	\$595,686								
Transfer to Capital	\$6,017,990	\$78,000						\$160,150	
Internal Service Funds	\$0								
Contingency/Other	\$0								
<b>Total Use of Funds</b>	<b>\$59,963,146</b>	<b>\$413,493</b>	<b>\$2,067,054</b>	<b>\$0</b>	<b>\$23,500</b>	<b>\$73,192</b>	<b>\$60,090</b>	<b>\$1,039,024</b>	<b>\$9,807,779</b>
<b>Excess (Deficiency) of revenues vs expenditures</b>	<b>(\$2,443,624)</b>	<b>(\$348,493)</b>	<b>(\$485,054)</b>	<b>\$8,670</b>	<b>(\$23,500)</b>	<b>\$8,808</b>	<b>\$23,426</b>	<b>(\$309,024)</b>	<b>(\$1,127,279)</b>
<b>Total Balanced Budget</b>	<b>\$57,519,522</b>	<b>\$65,000</b>	<b>\$1,582,000</b>	<b>\$8,670</b>	<b>\$0</b>	<b>\$82,000</b>	<b>\$83,516</b>	<b>\$730,000</b>	<b>\$8,680,500</b>
<b>FY 13 Fund Balance Reserve by Policy:</b>	<b>\$13,486,289</b>								<b>\$1,634,957</b>
<b>FY 13 Estimated Ending Fund Balance Available over the Reserve by Policy:</b>	<b>\$7,506,979</b>	<b>\$672</b>	<b>\$428,261</b>	<b>\$169,553</b>	<b>\$56,124</b>	<b>\$120,633</b>	<b>\$0</b>	<b>\$575,117</b>	<b>\$6,797,017</b>
<b>FY 13 Total Estimated Ending Available Fund Balance:</b>	<b>\$20,993,268</b>	<b>\$672</b>	<b>\$428,261</b>	<b>\$169,553</b>	<b>\$56,124</b>	<b>\$120,633</b>	<b>\$0</b>	<b>\$575,117</b>	<b>\$8,431,974</b>
<b>FY 13 Estimated Increase / (Decrease) in Fund Balance:</b>	<b>(\$2,443,624)</b>	<b>(\$348,493)</b>	<b>(\$485,054)</b>	<b>\$0</b>	<b>(\$23,500)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$309,024)</b>	<b>(\$1,127,279)</b>
	General/Special Revenue Funds								

## Budget - "Schedule A"

Enterprise Funds			Internal Service Funds				Capital Project Funds		Debt Service Fund	Totals
\$2,130,210	\$0	\$1,168,294	\$1,748,737	\$1,735,997	\$2,888,937	\$0	\$343,000	\$638,677	\$1,519,376	\$48,129,905
Water and Sewer Fund	Stormwater Utility Fund	Recreation Participation and Special Events Fund	Group Benefits Fund	Risk / Liability Fund	Worker's Comp Fund	Fleet Services Fund	Impact Fee Fund	Capital Project Fund	Debt Service Fund	Total Revenues
									\$5,892,800	\$24,450,800
										\$19,700,000
										\$12,721,000
										\$1,296,356
										\$195,516
\$3,286,500	\$2,902,000	\$4,326,407					\$134,000			\$21,550,757
				\$1,027,417	\$446,350	\$613,159				\$3,727,312
										\$2,949,000
\$5,000	\$0	\$0			\$10,000		\$10,000			\$352,000
			\$1,500							\$188,600
		\$571,391						\$6,443,140		\$7,289,531
			\$838,000							\$838,000
			\$5,463,181							\$5,463,181
\$3,291,500	\$2,902,000	\$4,897,798	\$6,302,681	\$1,027,417	\$456,350	\$613,159	\$144,000	\$6,443,140	\$5,892,800	\$100,722,053
\$62,393			\$445,846						\$609,775	\$5,854,988
								\$3,150,000		\$3,150,000
\$3,353,893	\$2,902,000	\$4,897,798	\$6,748,527	\$1,027,417	\$456,350	\$613,159	\$144,000	\$9,593,140	\$6,502,575	\$109,727,041
Enterprise Funds			Internal Service Funds				Capital Project Funds		Debt Service Fund	

Enterprise Funds			Internal Service Funds				Capital Project Funds		Debt Service Fund	Total Expenditures
Water and Sewer Fund	Stormwater Utility Fund	Recreation Participation and Special Events Fund	Group Benefits Fund	Risk / Liability Fund	Worker's Comp Fund	Fleet Services Fund	Impact Fee Fund	Capital Project Fund	Debt Service Fund	Total Expenditures
			\$6,548,527	\$1,023,722	\$447,254					\$16,925,792
								\$30,000		\$3,069,739
\$3,353,893	\$2,640,301					\$609,296				\$16,809,863
									\$6,366,575	\$8,580,379
								\$1,992,378		\$8,715,537
								\$535,000		\$18,627,498
		\$4,829,852					\$125,000	\$2,294,650		\$17,351,803
							\$3,000	\$1,390,000		\$8,704,289
								\$3,351,112		\$3,946,798
									\$136,000	\$6,392,140
										\$0
			\$200,000							\$200,000
\$3,353,893	\$2,640,301	\$4,829,852	\$6,748,527	\$1,023,722	\$447,254	\$609,296	\$128,000	\$9,593,140	\$6,502,575	\$109,323,838
(\$62,393)	\$261,699	\$67,946	(\$445,846)	\$3,695	\$9,096	\$3,863	\$16,000	\$0	(\$609,775)	(\$5,451,785)
\$3,291,500	\$2,902,000	\$4,897,798	\$6,302,681	\$1,027,417	\$456,350	\$613,159	\$144,000	\$9,593,140	\$5,892,800	\$103,872,053
\$559,094	\$440,138	\$805,136								\$16,925,614
\$1,508,723	(\$440,138)	\$363,158	\$1,302,891	\$1,735,997	\$2,888,937	\$0	\$343,000	\$638,677	\$909,601	\$25,349,303
\$2,067,817	\$0	\$1,168,294	\$1,302,891	\$1,735,997	\$2,888,937	\$0	\$343,000	\$638,677	\$909,601	\$42,274,917
(\$62,393)	\$0	\$0	(\$445,846)	\$0	\$0	\$0	\$0	\$0	(\$609,775)	(\$5,854,988)
Enterprise Funds			Internal Service Funds				Capital Project Funds		Debt Service Fund	Totals

## City Wide Revenues and Expenditures by Fiscal Year

	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget
Property Tax	\$26,711,273	\$25,850,802	\$25,625,000	\$24,450,800
Sales Tax	\$18,905,248	\$18,808,121	\$19,000,000	\$19,700,000
Franchise, Alcohol, Business / Insurance Taxes	\$12,351,013	\$12,982,090	\$12,426,000	\$12,721,000
Licenses & Permits	\$1,190,263	\$1,274,618	\$1,173,500	\$1,296,356
Intergovernmental	\$1,812,844	\$4,725,189	\$2,238,911	\$195,516
Charges for Service - External	\$19,885,273	\$20,089,385	\$21,119,400	\$21,550,757
Charges for Service - Internal	\$3,788,571	\$3,050,483	\$2,939,582	\$3,727,312
Fines & Forfeitures	\$3,329,226	\$3,390,941	\$3,050,000	\$2,949,000
Interest Income	\$714,629	\$580,733	\$400,750	\$352,000
Miscellaneous Revenues	\$691,337	\$223,262	\$138,073	\$188,600
Transfers In	\$11,069,947	\$9,427,985	\$11,666,797	\$7,289,531
Employee Contribution	\$0	\$1,520,987	\$837,870	\$838,000
Employer Contribution	\$5,737,997	\$6,040,059	\$5,967,000	\$5,463,181
Other Financing Options	\$0	\$0	\$0	\$3,150,000
Fund Balance Appropriations - Use of Reserves	\$7,215,405	\$3,856,753	\$11,544,671	\$5,854,988
<b>Total Source of Funds</b>	<b>\$113,403,026</b>	<b>\$111,821,407</b>	<b>\$118,127,553</b>	<b>\$109,727,041</b>

	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Budget	FY 2013 Approved Budget
100 - General Fund	\$60,950,768	\$60,452,435	\$63,424,039	\$59,963,146
210 - Confiscated Assets Fund	\$277,646	\$531,847	\$715,588	\$413,493
215 - E911 Fund	\$1,750,891	\$1,470,666	\$1,690,384	\$2,067,054
225 - CDBG Grant Fund	\$0	\$0	\$0	\$60,090
230 - Impact Fee Fund	\$2,137,164	\$1,022,779	\$2,324,477	\$128,000
235 - Cemetery Fund	\$18,675	\$13,359	\$23,500	\$23,500
240 - Soil Erosion Fund	\$0	\$40,681	\$0	\$0
245 - Tree Bank Fund	\$33,717	\$0	\$0	\$0
275 - Hotel/Motel Fund	\$515,351	\$435,984	\$826,587	\$1,039,024
290 - Leita Thompson Rental Fund	\$54,652	\$81,219	\$63,192	\$73,192
310 - 1995 Bond	\$32,934	\$0	\$0	\$0
311 - 2000 Bond Fund	\$66,544	\$31,828	\$0	\$0
350 - Capital Projects Fund	\$7,112,205	\$4,914,823	\$8,264,920	\$9,593,140
410 - Debt Service Fund	\$6,186,685	\$6,404,984	\$6,699,933	\$6,502,575
505 - Water/Sewer Fund	\$3,056,759	\$2,894,261	\$3,456,884	\$3,353,893
507 - Stormwater Fund	\$0	\$0	\$2,682,828	\$2,640,301
540 - Solid Waste Fund	\$8,984,982	\$8,931,694	\$9,801,368	\$9,807,779
555 - Recreation Participation Fund	\$3,883,389	\$4,802,417	\$4,624,468	\$4,829,852
601 - Worker's Compensation Fund	\$465,164	\$537,902	\$446,331	\$447,254
602 - Group Benefit Fund	\$7,345,229	\$7,359,517	\$7,312,870	\$6,748,527
603 - Risk and Liability Fund	\$1,006,770	\$745,615	\$863,393	\$1,023,722
604 - Fleet Services Fund	\$219,448	\$202,355	\$224,908	\$609,296
Grant	\$2,633,712	\$3,597,351	\$0	\$0
<b>Total Use of Funds by Fund</b>	<b>\$106,732,683</b>	<b>\$104,471,715</b>	<b>\$113,445,670</b>	<b>\$109,323,838</b>

	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures
Finance	\$8,510,344	\$8,608,529	\$8,935,954	\$8,716,379
Fire	\$7,136,646	\$5,848,553	\$8,985,384	\$8,715,537
Police	\$18,664,777	\$18,300,467	\$20,197,118	\$18,705,498
Administration	\$8,204,499	\$7,936,458	\$8,525,612	\$8,906,289
Citywide	\$16,146,612	\$17,312,153	\$18,600,068	\$18,184,291
Community Development	\$4,332,648	\$5,443,728	\$2,956,897	\$3,069,739
Environmental Public Works	\$15,353,094	\$14,330,130	\$17,829,505	\$16,809,863
Recreation and Parks	\$16,018,440	\$15,560,230	\$15,971,737	\$17,511,953
Transportation	\$12,365,622	\$11,131,468	\$11,443,395	\$8,704,289
<b>Total Use of Funds by Department</b>	<b>\$106,732,683</b>	<b>\$104,471,715</b>	<b>\$113,445,670</b>	<b>\$109,323,838</b>

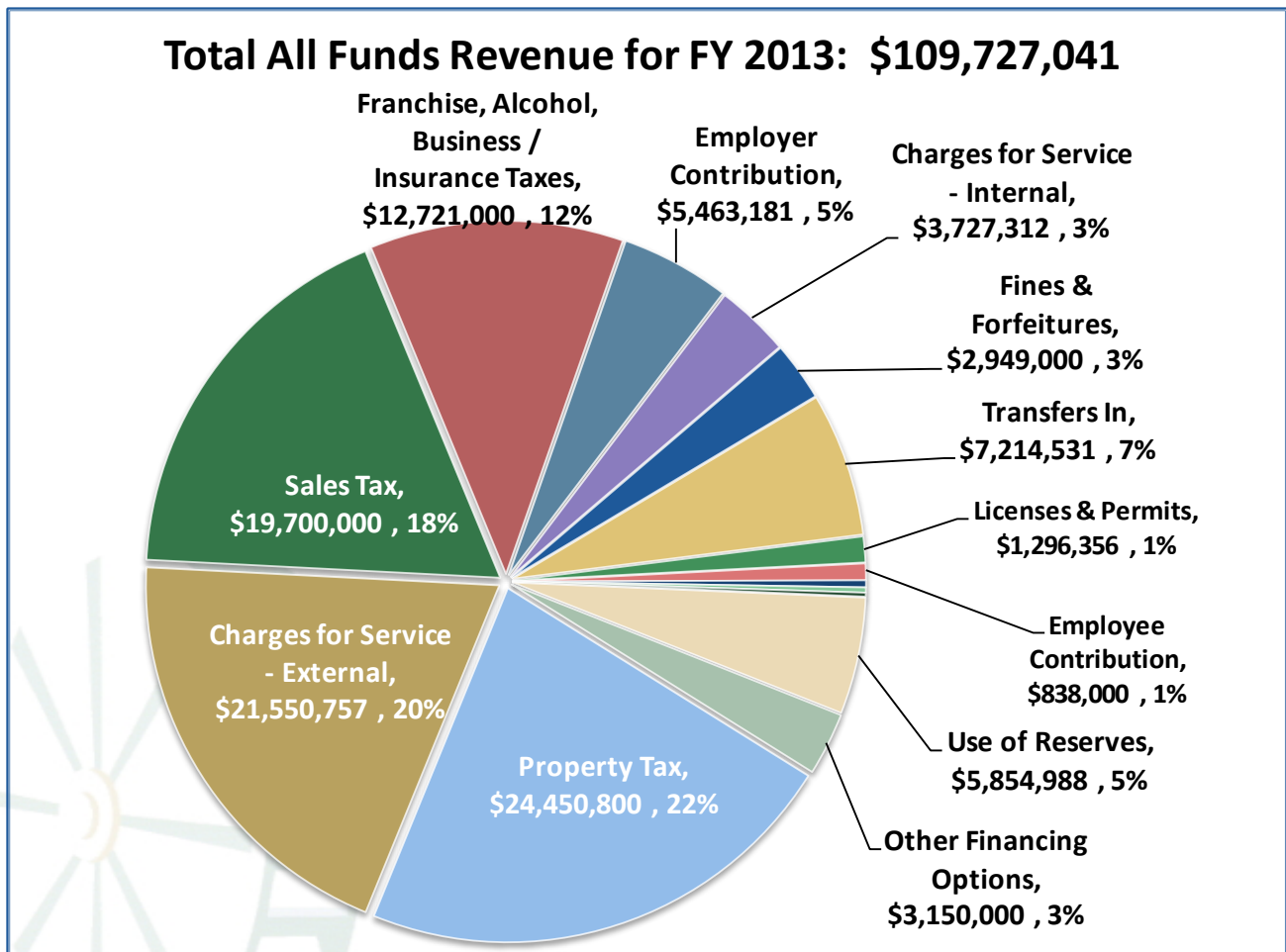
# City Wide Source of Funds

The City of Roswell's operations are funded through a variety of revenue sources. Basic services such as police and fire protection, recreation and parks, and roads are provided in large part by Property Tax and Sales Tax. Charges for Services provide services including recreation participation, water, stormwater management, and solid waste. The fourth largest revenue source is Franchise, Alcohol, and Business/Insurance Taxes. These taxes are collected as part of doing business in Roswell and go to fund General Fund services, such as police, fire, and parks. The fifth largest revenue source is the Transfers In which is the moving of revenue from one fund to another for the provision of services.

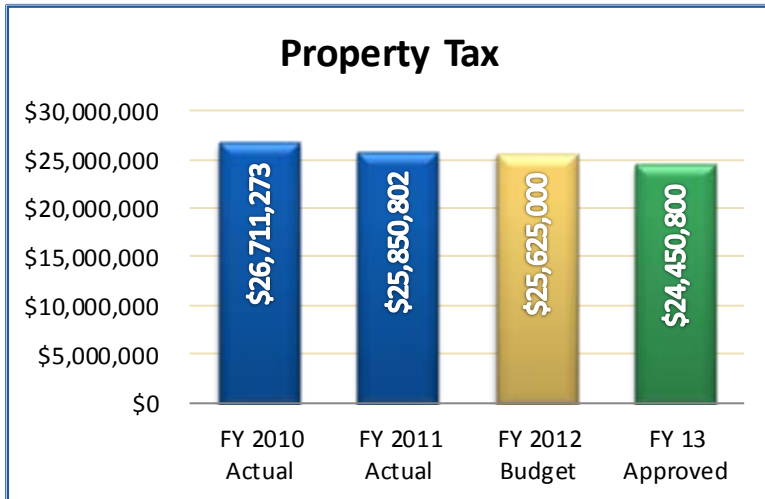
The City of Roswell has historically experienced strong financial strength and sound financial management. This is exhibited by the fact that Roswell is one of two large cities in the State of Georgia to have an uninsured AAA bond rating. This strong financial history will allow the city to react to the economy and still have fund balance that will allow the city to complete capital projects.

Revenue Projections for All Funds for Fiscal Year 2013 total \$109,727,041 which is a decrease of (-\$7,196,121) or 6% from the total revenue amount of \$115,857,270 in the original approved budget for FY 2012. The change in Transfers In of (-\$4,452,266) is due primarily to the decrease in the amount of funded capital from FY 2012. Property Tax has decreased by (-\$1,174,200) to reflect the estimated decrease in the value of the property tax digest from Fulton County. Other decreases include (-\$503,819) in Employer Contributions to group benefits fund due to a decrease in the number of full time employees as well as allocations in the City contribution per employee.

Revenue increases for FY 2013 include \$700,000 in Sales Tax revenue which is attributable to Sales Tax revenue stabilizing and showing slight increases in FY 2012, \$431,357 in Charges for Services – External, and \$787,730 in Charges for Services –



Internal anticipated from the creation of the Fleet Services Fund and the fees associated with this service. The fee will pay to maintain and improve the City's Fleet of vehicles. Roswell residents will see no changes in the rates for City Water, Sanitation or Stormwater for FY 2013. Recreation Participation rates are expected remain the same or with some slight increases in cost of the class. Revenues were estimated by trend analysis using historical data from the City of Roswell and factoring the current economic conditions.



**Property Taxes:**

The primary source of revenue for the City represents 22% of the total budget. Revenue projections for Fiscal Year 2013 amount to \$24,450,800 which is (-\$1,174,200) decrease from the FY 2012 budgeted amount of \$25,625,000.

Fulton County maintains the digest for FY 2013 shows a decrease. Due to a continued reassessment of property, a drop in the property tax values is expected for FY 2013.

For FY 2013 the millage rate is approved to remain at 5.455 mills. The millage rate has remained at 5.455 mills from FY 2009 to FY 2013. The FY 2009

Budget included a decrease of .202 mills (from 5.657 to 5.455) and the refunding of existing debt during FY 2008 allowed the City to move 0.148 mills from debt service to the General Fund in FY 2009. The FY 2013 approved budget will hold the millage rate stable at 5.455.

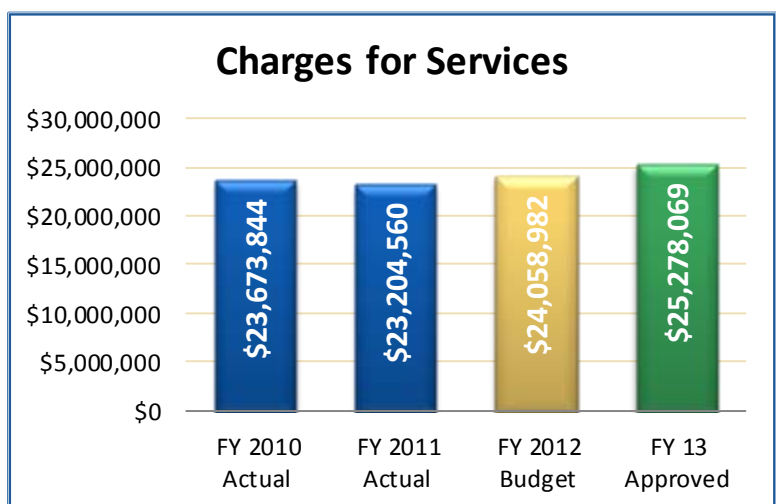
The capital needs for the City show that decisions will need to be made in future budget years for funding capital projects to maintain the current designated fund balance policy, which states the city will maintain at a minimum 25% of budgeted operating expenditures for the General Fund within fund balance at the end of each fiscal year. The City has a healthy available fund balance of \$23,436,892 at the end of FY 2012 for the general fund. However the capital requests continue to climb and the City continues to evaluate the funding sources to meet this demand including debt, available fund balance or other funding sources (i.e. grants, bonds).

**Charges for Service (Internal and External):**

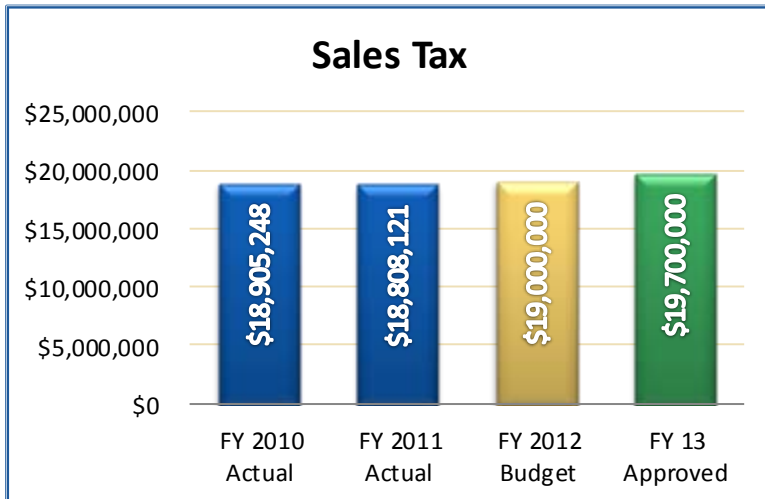
The second largest source of revenue for the City, Charges for Service, represents 20% of the total budget. Revenue projections are \$25,278,069 for Fiscal Year 2013 amount. This is an increase of \$1,219,087 from the previous fiscal year amount of \$24,058,982.

The increase in Charges for Services of \$700,000 is due to the creation of the Fleet Services Fund and the charges associated with that service. This is internal to the city and will not affect the citizens.

Charges for services include, but are not limited to: contributions to the internal service funds, receipts from hotel/motel taxes, recreation participation fees, sanitation fees, stormwater utility fees, water billing revenue, indirect cost charges, and other similar revenue sources.







#### Local Option Sales Tax:

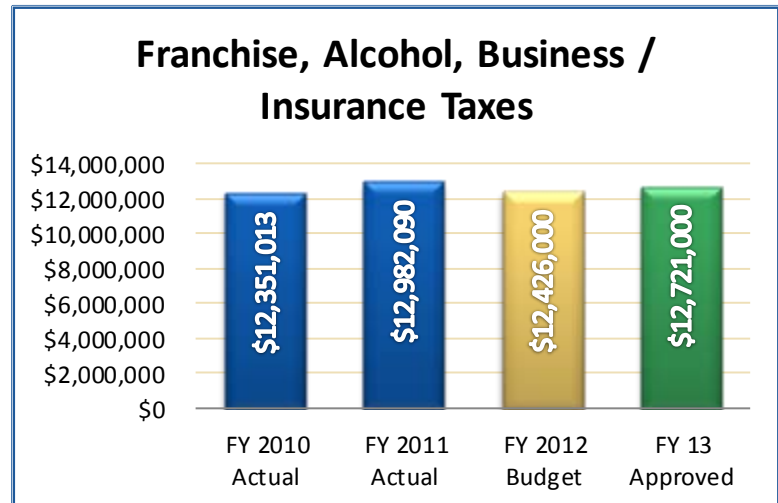
The third largest source of revenue for the City represents 18% of the total budget. The revenue projection for FY 2013 is \$19,700,000 which is an increase of \$700,000 over the previous fiscal year budgeted amount of \$19,000,000.

The increase is based on the current distribution of sales tax from the Department of Revenue and continued stabilization and increase from FY 2012 of this revenue source. The economy continues to show signs of recovery in this revenue.

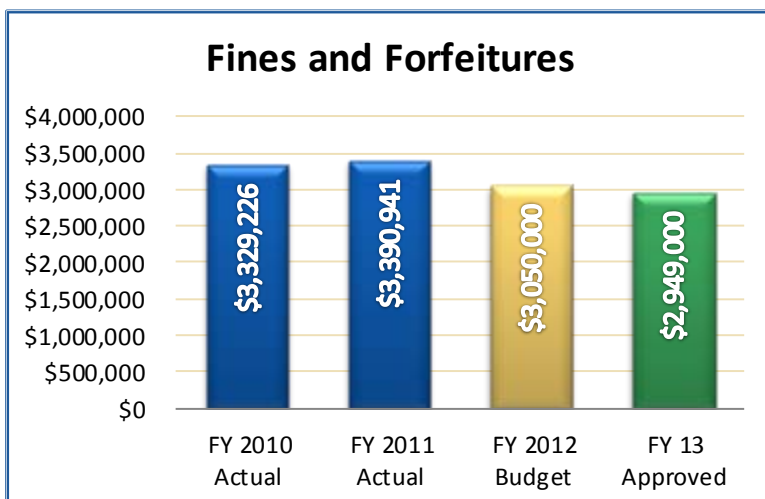
#### Franchise, Alcohol, Business/Insurance Taxes:

Another large source of revenue for the City, accounting for 12% of total revenues with a projected collection of \$12,721,000 for FY 2013 is Franchise, Alcohol, Business/Insurance Taxes. The FY 2012 Approved amount represents an increase of \$295,000 from the FY 2012 Approved amount of \$12,426,000. Most of the increase is Electric Franchise Taxes due to increases in the Electric rates in FY 2011 and FY 2012. The other Franchise fees were adjusted based on historical. Hotel/Motel Fees are also showing an increase due to the economy.

These revenues were estimated using historical trends and economic effects on the current year.



Revenues falling into this category include Franchise Taxes, Beverage Taxes, and other similar sources of revenue. This revenue source results from the cost of operating a business in the City of Roswell.



#### Fines and Forfeitures:

This revenue source represents the fines collected by the court system and the fines collected through the safe light camera system.

The projected revenue for FY 2013 is \$2,949,000 which is \$101,000 or 11% less than FY 2012 approved amount of \$3,050,000. The decrease is due to projected decrease in court fines and fees collected. The projected revenue is based on historical trends.

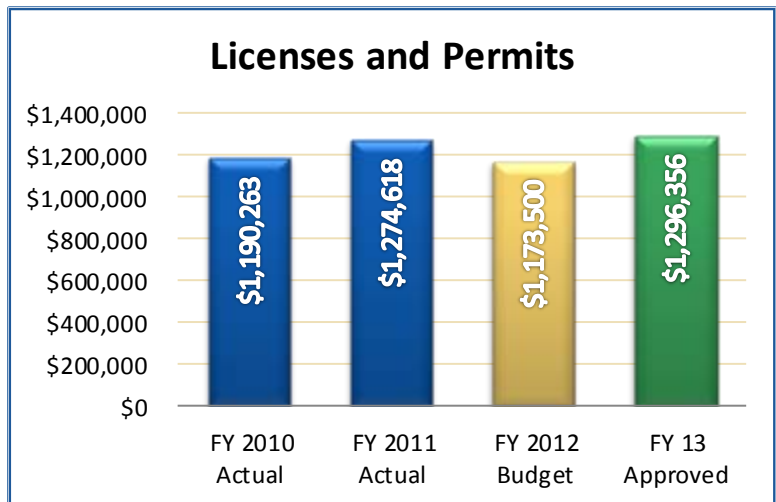
**Interfund Transfers:**

The items included in this category include \$6,443,140 from General Fund, Confiscated Assets, and Hotel / Motel Fund to the Capital Projects Fund for capital projects, and a transfer of operating funds of \$858,445. These items are specific to each fiscal year and do not use any historical trends.

**Licenses and Permits:**

Revenue from this source comes from licenses to conduct business in the City of Roswell. These licenses include alcohol and liquor pouring. The permits in this category include building, grading, zoning, signs, and taxi cabs. The projected revenue for FY 2013 is \$1,296,356 which is \$122,856 or 10% more than FY 2012 approved amount of \$1,173,500.

This revenue source is budgeted conservatively given the volatility of the revenue stream. As with other revenue sources, the City looks to previous year’s actual to estimate future revenues. Drastic changes in the economy have had a direct impact on this revenue source.



**Intergovernmental Revenues:**

\$83,516 in intergovernmental revenues is expected for FY 2013; \$112,000 for the City of Alpharetta’s portion of the Roswell/Alpharetta Pubic Safety Training Facility operations and \$83,516 in Community Development Block Grant revenue from Fulton County.

**Miscellaneous/Investment:**

The miscellaneous revenue budget of \$263,600 includes rent from the apartments at Leita Thompson and other properties at \$126,500; private donations and miscellaneous; telephone commissions; tree bank funds; and sale of assets.

The City is projecting collections of \$352,000 in investment income in the FY 2013 fiscal year.

## City Wide Revenues by Account

Account Number	Account Name	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Revenue Budget	FY 2013 Approved Revenue Budget
311101	REAL PROPERTY TAX - CURRENT YEAR	\$24,313,406	\$23,212,348	\$23,043,000	\$21,916,000
311110	PUBLIC UTILITY	\$0	\$154,303	\$155,000	\$145,000
311200	REAL PROPERTY TAX - PRIOR	\$102,960	\$193,706	\$180,000	\$90,000
311310	MOTOR VEHICLE	\$1,590,314	\$1,639,923	\$1,560,000	\$1,582,800
311340	INTANGIBLES (REG & RECRD)	\$459,801	\$410,492	\$480,000	\$480,000
311600	REAL ESTATE TRANS(INTANG)	\$89,965	\$69,231	\$65,000	\$100,000
319110	GEN PROP: PEN & INT : REAL	\$152,573	\$168,066	\$140,000	\$135,000
319500	FIFA	\$2,254	\$2,733	\$2,000	\$2,000
<b>Property Tax Total</b>		<b>\$26,711,273</b>	<b>\$25,850,802</b>	<b>\$25,625,000</b>	<b>\$24,450,800</b>
313100	LOCAL OPTION SALES TAX	\$18,905,248	\$18,808,121	\$19,000,000	\$19,700,000
<b>Sales Tax Total</b>		<b>\$18,905,248</b>	<b>\$18,808,121</b>	<b>\$19,000,000</b>	<b>\$19,700,000</b>
311710	ELECTRIC FRANCHISE TAXES	\$3,367,784	\$3,815,613	\$3,750,000	\$3,900,000
311730	GAS FRANCHISE TAXES	\$615,081	\$638,497	\$613,000	\$636,000
311750	TV CABLE FRANCHISE TAXES	\$968,408	\$1,140,559	\$821,000	\$900,000
311760	TELEPHONE FRANCHISE TAXES	\$368,497	\$113,107	\$345,000	\$345,000
314101	H/M TAX : TRAILS 16.67%	\$100,383	\$120,171	\$105,000	\$108,355
314102	H/M TAX : 40.00%	\$240,891	\$293,421	\$250,000	\$260,000
314103	H/M TAX : 43.33%	\$260,924	\$307,288	\$271,000	\$281,645
314200	WHOLESALE ALCOHOLIC EXCIS	\$974,130	\$975,036	\$968,000	\$975,000
314300	RETAIL ALCOHOLIC EXCISE	\$207,038	\$234,013	\$200,000	\$200,000
316101	BUSINESS & OCCUPATION TAX	\$760,884	\$817,698	\$750,000	\$815,000
316200	INSURANCE PREMIUM TAXES	\$4,397,138	\$4,269,346	\$4,253,000	\$4,150,000
316300	FINANCIAL INSTIT. TAXES	\$89,855	\$257,341	\$100,000	\$150,000
<b>Franchise, Alcohol, Business / Insurance Taxes Total</b>		<b>\$12,351,013</b>	<b>\$12,982,090</b>	<b>\$12,426,000</b>	<b>\$12,721,000</b>
321110	ALCOHOL, BEER, WINE LIC	\$573,226	\$567,937	\$570,000	\$570,000
321130	LIQUOR POURING LICENSE	\$28,906	\$34,347	\$29,000	\$29,000
321140	BAR CARDS (LIQ HANDL LIC)	\$5,725	\$11,350	\$5,000	\$5,000
321220	INSURANCE	\$72,555	\$69,853	\$61,750	\$70,000
321292	SOLICITOR FEES	\$275	\$525	\$250	\$400
322210	ZONING AND LAND USE	\$32,844	\$27,472	\$30,000	\$25,000
322230	SIGN PERMITS	\$54,115	\$48,650	\$52,000	\$45,000
322231	SPECIAL EVENTS FEE	\$9,070	\$16,751	\$15,000	\$20,000
322300	TAXI CAB PERMITS	\$40,165	\$52,050	\$35,000	\$40,000
323120	BLDNG & INSPECT FEES	\$344,564	\$396,662	\$342,500	\$411,286
323190	SOIL EROSION FEES	\$2,090	\$4,510	\$2,500	\$8,670
323196	GRADING PERMITS	\$26,214	\$40,087	\$30,000	\$60,000
323197	GRADING PERMITS - SOILER	\$514	\$574	\$500	\$0
322905	Photo and Film Fees	\$0	\$3,850	\$0	\$12,000
<b>Licenses &amp; Permits Total</b>		<b>\$1,190,263</b>	<b>\$1,274,618</b>	<b>\$1,173,500</b>	<b>\$1,296,356</b>
331360	ADMIN FEDERAL GRANTS	\$7,147	\$822,471	\$0	\$0
331362	COM DEV FEDERAL GRANTS	\$9,438	\$13,490	\$30,000	\$0
331363	R & P FEDERAL GRANTS	\$9,730	\$4,500	\$0	\$0
331364	FIRE FEDERAL GRANTS	\$260,554	\$0	\$0	\$0
331365	POLICE FEDERAL GRANTS	\$17,550	\$54,280	\$60,653	\$0
331366	ENV & PW FEDERAL GRANTS	\$20,250	\$751,919	\$0	\$0
331367	TRANS FEDERAL GRANTS	\$927,170	\$1,086,398	\$1,434,923	\$0
331368	MATCH-FEDERAL GRANTS	\$8,840	\$140,745	\$60,000	\$0
331369	CDBG REVENUE	\$401,742	\$1,471,566	\$573,834	\$83,516
333100	HOUSING AUTHORITY	\$9,829	\$0	\$9,500	\$0
334367	TRANS STATE GRANTS	\$0	\$304,587	\$0	\$0
336010	ALPHARETTA FIRE PAYMENTS	\$64,005	\$68,584	\$70,000	\$112,000
336012	INTERGOVT-BARRINGTON FARM	\$65,000	\$0	\$0	\$0
336104	R&P COUNTY/LOCAL GRANTS	\$11,590	\$1,650	\$0	\$0
336106	POLICE COUNTY/LOCAL GRANT	\$0	\$5,000	\$0	\$0
<b>Intergovernmental Total</b>		<b>\$1,812,844</b>	<b>\$4,725,189</b>	<b>\$2,238,911</b>	<b>\$195,516</b>

## City Wide Revenues by Account

Account Number	Account Name	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Revnue Budget	FY 2013 Approved Revenue Budget
341200	RECORDING FEES	\$0	\$117	\$0	\$0
341330	RECREATION IMPACT FEES	\$52,117	\$143,322	\$75,000	\$75,000
341331	TRANS IMPACT FEES	\$17,315	\$66,730	\$50,000	\$15,000
341332	PUBLIC SAFETY IMPACT FEES	\$25,612	\$65,668	\$40,000	\$40,000
341333	3% ADMIN IMPACT FEES	\$2,851	\$8,272	\$4,600	\$8,000
341400	PRINTING AND DUP FEES	\$2,541	\$1,859	\$200	\$1,000
341905	OTHER/MISC. FEES	\$83,061	\$35,851	\$35,000	\$20,000
341910	ELECTION QUALIFY FEES	\$8,470	\$0	\$0	\$0
342101	SPECIAL POLICE SER- OT	\$62,489	\$33,831	\$1,600	\$5,000
342120	ACCIDENT REPORTS	\$19,806	\$16,196	\$15,000	\$15,000
342130	FALSE ALARM FEES	\$61,368	\$55,800	\$60,000	\$60,000
342131	FIRE ALARM FEES	\$900	\$3,100	\$2,000	\$3,400
342140	EXPUNGEMENT FEES	\$5,849	\$5,955	\$5,500	\$5,500
342310	FINGERPRINTING FEES	\$11,295	\$10,940	\$11,000	\$13,000
342501	E-911 CHARGES - LANDLINES	\$719,986	\$663,916	\$675,000	\$640,000
342502	E-911 CHARGES - WIRELESS	\$897,449	\$930,620	\$925,000	\$940,000
342920	MOUNTAIN PARK	\$27,000	\$37,282	\$35,000	\$35,000
342925	RAPSTC TRAINING	\$1,162	\$10,346	\$12,000	\$1,000
343210	LAKE CHARLES -SPEC ASSESS	\$21,000	\$18,000	\$21,000	\$19,000
344111	RESIDENTIAL REFUSE COLECT	\$6,234,081	\$6,336,939	\$5,117,000	\$5,200,000
344112	COMMERCIAL REFUSE COLECT	\$3,122,512	\$2,813,114	\$2,954,500	\$2,900,000
344113	REF COLL RES PREM SVC	\$185,531	\$177,160	\$160,000	\$175,000
344114	REF COLL RES PREM-CURBEXE	\$8,703	\$7,882	\$7,000	\$7,000
344160	SOLID WASTE RECYCLING FES	\$209,697	\$255,847	\$200,000	\$200,000
344162	LARGE ITEM FEES	\$31,985	\$32,530	\$31,000	\$0
344191	DUMPSTER SET UP FEES	\$3,809	\$3,053	\$2,500	\$2,500
344210	WATER CHARGES	\$2,922,583	\$3,038,013	\$2,900,000	\$2,900,000
344215	RECONNECT FEES	(\$308)	(\$44)	\$0	\$0
344216	METER FEES	\$6,536	\$46,613	\$25,000	\$40,000
344217	WATER SERVICE STOP FEES	\$32,043	\$13,485	\$30,000	\$30,000
344255	SEWERAGE CHARGES	\$285,085	\$154,446	\$275,000	\$275,000
344301	UTILITY BILL LATE CHARGES	\$184,351	\$191,886	\$180,000	\$180,000
344302	UTILITY BILL PENALTIES	\$46,723	\$48,691	\$40,000	\$40,000
345610	TELECOMMUNICATION CHARGES	\$329,885	\$372,085	\$319,050	\$325,000
346400	BACKGROUND CHECK FEES	\$14,409	\$15,210	\$15,000	\$15,000
347201	AUDITORIUM RENTAL FEES	\$105,465	\$101,936	\$100,000	\$113,000
347202	OTHER RENTAL FEES	\$131,955	\$249,494	\$130,250	\$240,250
347501	GENERAL PROGRAMS	\$622,773	\$604,189	\$620,000	\$769,707
347502	SPECIAL EVENTS	\$25,333	\$15,272	\$20,000	\$20,000
347503	ATHLETICS	\$953,758	\$1,004,846	\$950,000	\$965,000
347504	TENNIS	\$117,092	\$118,800	\$100,000	\$100,000
347505	SWIMMING	\$155,054	\$232,835	\$150,000	\$200,000
347506	GYM & PHYSICAL FITNESS	\$885,074	\$903,633	\$875,000	\$900,000
347507	DANCE, DRAMA, & MUSIC	\$320,649	\$349,581	\$300,000	\$310,000
347508	ARTS & CRAFTS	\$241,658	\$249,891	\$225,000	\$225,000
347509	GENERAL INSTRCTION PROGS	\$398,754	\$397,339	\$390,000	\$390,000
347510	REC & PARKS CONTRIBUTIONS	\$88,984	\$60,080	\$46,700	\$46,700
347512	REC & PARKS MISCELLANEOUS	\$23,968	\$21,900	\$20,000	\$20,000
347513	SENIOR ADULT CENTER	\$170,983	\$158,550	\$160,000	\$160,000
349171	PAYMENT OF LIENS	\$737	\$2,112	\$1,000	\$1,000
349300	BAD CHECK FEES	\$4,940	\$3,861	\$4,300	\$2,500
349920	VIETNAM MEMORIAL BRICKS	\$200	\$350	\$200	\$200
344261	STORMWATER UTILITY	\$0	\$0	\$2,800,000	\$2,900,000
344303	STORMWATER LATE CHARGES	\$0	\$0	\$0	\$2,000
<b>Charges for Service - External Total</b>		<b>\$19,885,273</b>	<b>\$20,089,385</b>	<b>\$21,119,400</b>	<b>\$21,550,757</b>
341701	INDIRECT COST CONFISCATED ASSETS	\$15,920	\$13,142	\$14,058	\$33,976
341702	INDIRECT COST E911	\$0	\$0	\$0	\$108,711
341703	INDIRECT COST WATER FUND	\$309,641	\$269,981	\$233,651	\$226,029
341704	INDIRECT COST SOLID WASTE	\$1,153,114	\$1,177,019	\$938,725	\$805,165
341705	INDIRECT COST PARTIC REC	\$236,846	\$280,598	\$0	\$0
341706	INDIRECT COST STORMWATER	\$0	\$0	\$443,405	\$466,505
341805	RISK CLAIMS PAYMENTS	\$1,050,000	\$863,393	\$863,393	\$1,027,417
341810	TRANSFERS IN - WORK COMP	\$1,023,050	\$446,350	\$446,350	\$446,350
344210	Base Vehicle Rates	\$0	\$0	\$0	\$292,741
	Mechanics Fees	\$0	\$0	\$0	\$320,418
<b>Charges for Service - Internal Total</b>		<b>\$3,788,571</b>	<b>\$3,050,483</b>	<b>\$2,939,582</b>	<b>\$3,727,312</b>

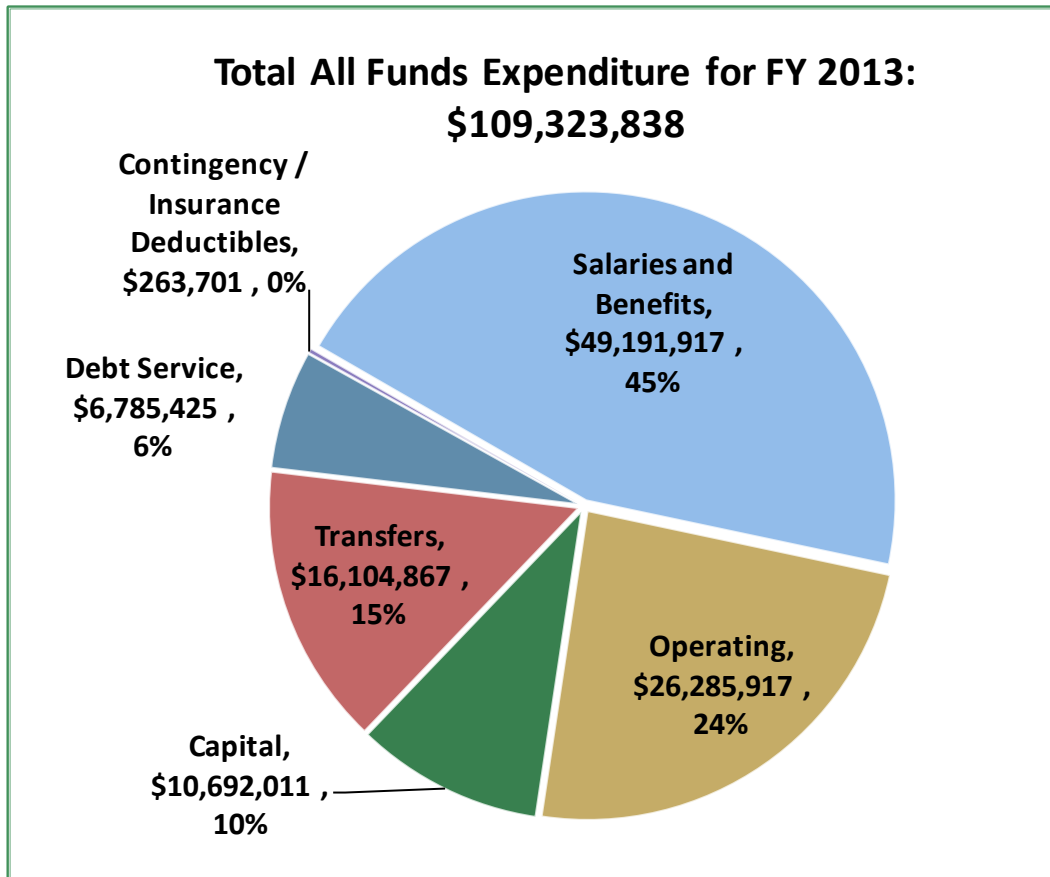
## City Wide Revenues by Account

Account Number	Account Name	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Revenue Budget	FY 2013 Approved Revenue Budget
351171	MUNICIPAL COURT FINES	\$1,794,747	\$2,030,341	\$2,100,000	\$2,050,000
351172	MUNICIPAL COURT PROBATION	\$136,382	\$112,212	\$110,000	\$60,000
351174	COURTWARE ADMIN FEE	\$8,955	\$10,771	\$10,000	\$30,000
351175	COURT RELATED - OTHER	\$319,215	\$320,813	\$300,000	\$200,000
351300	CONFISCATION	\$564	\$13,564	\$0	\$0
351310	D.E.A. FUNDS	\$532,626	\$328,958	\$50,000	\$50,000
351315	STATE DRUG FORFEITURE	\$0	\$0	\$0	\$5,000
351920	RED LIGHT FINES	\$536,737	\$574,282	\$480,000	\$500,000
351176	DIVERSION FEES	\$0	\$0	\$0	\$54,000
<b>Fines &amp; Forfeitures Total</b>		<b>\$3,329,226</b>	<b>\$3,390,941</b>	<b>\$3,050,000</b>	<b>\$2,949,000</b>
361000	INTEREST REVENUES	\$859,110	\$559,171	\$410,750	\$352,000
361010	UNREALIZED INVEST GAINS	(\$144,481)	\$21,561	(\$10,000)	\$0
<b>Interest Income Total</b>		<b>\$714,629</b>	<b>\$580,733</b>	<b>\$400,750</b>	<b>\$352,000</b>
371005	PRIVATE DONATIONS/CONTRIB	\$0	\$5,290	\$500	\$2,000
381105	RENT OF PROPERTY	\$35,700	\$34,300	\$33,900	\$33,900
381110	LEITA T. - RENT INCOME	\$80,700	\$83,050	\$79,200	\$82,000
382000	TELEPHONE COMMISSIONS	\$8,771	\$6,541	\$6,500	\$6,100
383100	REIMBURSEMENT FROM INSURANCE	\$449,091	\$85,735	\$13,373	\$2,500
383800	CITY- FRAUD REIMBURSE	(\$10)	(\$810)	\$0	\$0
389105	TREE BANK FUNDS	\$50	\$0	\$1,000	\$0
389110	RECOVERY OF BAD DEBT	(\$2,051)	\$0	\$0	\$0
389205	SALE FA PROPERTY	\$10,383	\$0	\$0	\$0
389400	MISCELLANEOUS	\$326	\$7,097	\$50	\$50
389999	OVER AND SHORT	\$290	\$140	\$50	\$50
392100	SALE OF ASSETS	\$26,212	\$41	\$3,500	\$60,000
392200	GAIN/LOSS ON PROPERTY SALE	\$78,361	\$0	\$0	\$0
392300	SALE OF ABANDONED PROPERTY	\$3,514	\$2,506	\$0	\$2,000
389998	AGA CLEARING	\$0	(\$628)	\$0	\$0
<b>Miscellaneous Revenues Total</b>		<b>\$691,337</b>	<b>\$223,262</b>	<b>\$138,073</b>	<b>\$188,600</b>
391205	OPERATING TRANSFER IN	\$0	\$0	\$0	\$75,000
<b>Transfers In Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
391201	OPERATING TRANSFER IN	\$1,742,980	\$1,747,499	\$658,445	\$771,391
391250	CAPITAL TRANSFER IN	\$8,483,381	\$7,680,486	\$10,768,352	\$6,443,140
391251	CAPITAL CONTRIBUTION	\$843,586	\$0	\$0	\$0
<b>Transfers In Total</b>		<b>\$11,069,947</b>	<b>\$9,427,985</b>	<b>\$11,666,797</b>	<b>\$7,214,531</b>
389500	EMPLOYEE HC CONTRIBUTION	\$0	\$0	\$837,870	\$838,000
341801	Employee Contribution	\$0	\$335,028	\$0	\$0
341802	Employee Contribution	\$0	\$104,765	\$0	\$0
341803	Employee Contribution	\$0	\$75,541	\$0	\$0
341804	Employee Contribution	\$0	\$174,967	\$0	\$0
341808	Employee Contribution	\$0	\$139,045	\$0	\$0
341809	Employee Contribution	\$0	\$5,867	\$0	\$0
341811	Employee Contribution	\$0	\$6,888	\$0	\$0
341812	Employee Contribution	\$0	\$198,319	\$0	\$0
341816	Employee Contribution	\$0	\$480,567	\$0	\$0
<b>Employee Contribution Total</b>		<b>\$0</b>	<b>\$1,520,987</b>	<b>\$837,870</b>	<b>\$838,000</b>
341815	GROUP HEALTH PAYMENTS	\$5,737,997	\$6,040,059	\$5,967,000	\$5,463,181
<b>Employer Contribution Total</b>		<b>\$5,737,997</b>	<b>\$6,040,059</b>	<b>\$5,967,000</b>	<b>\$5,463,181</b>
393500	CAPITAL LEASE PROGRAM	\$0	\$0	\$0	\$3,150,000
<b>Other Financing Options Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,150,000</b>
<b>Total Current Year Revenues</b>		<b>\$106,187,621</b>	<b>\$107,964,654</b>	<b>\$106,582,882</b>	<b>\$103,872,053</b>
Total Prior Year Revenues		\$7,215,405	\$3,856,753	\$11,544,671	\$5,854,988
<b>Grand Total of Revenues</b>		<b>\$113,403,026</b>	<b>\$111,821,407</b>	<b>\$118,127,553</b>	<b>\$109,727,041</b>

# City Wide Use of Funds

This annual budget and program for services represents months of intensive effort by all those involved in the budget process. Our goal is to satisfy the City's ongoing commitment to provide our community with the highest levels of service attainable within the resources available. It is important that we continue our vigilant pursuit of finding ways to minimize costs and maximize our resources.

The approved expenditures for all funds for Fiscal Year 2013 total \$109,323,838, which is a decrease of (\$6,300,356) or 5% from the original approved expenditure budget for Fiscal Year 2012 of \$115,624,194. The largest area of expenditure for the City is personnel costs including salary, benefits, and other related costs.



## City Wide Expenditures by Account

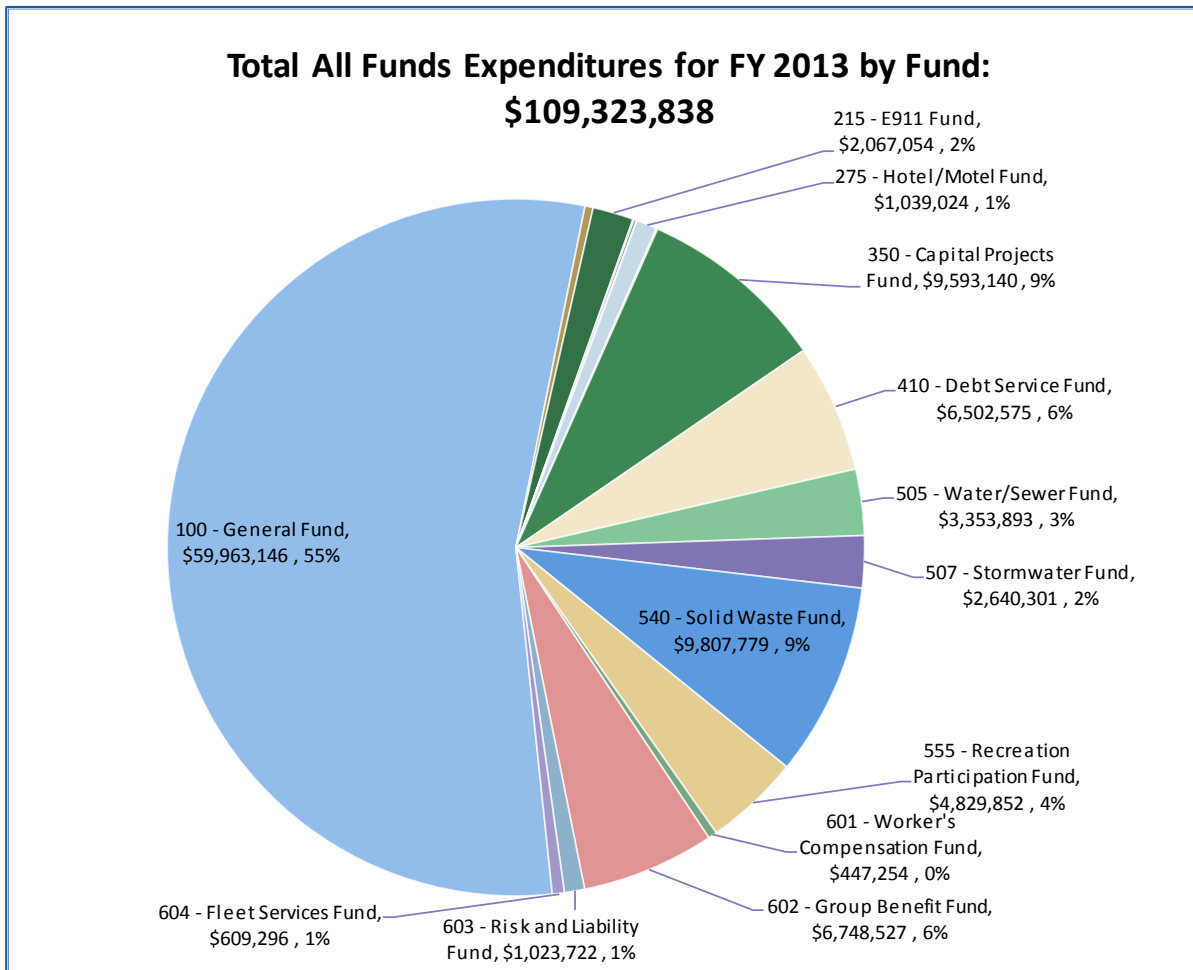
Account	Account Title	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditure Budget	FY 2013 Approved Expenditure Budget
511100	Regular Employees	\$28,748,173	\$28,632,188	\$28,347,726	\$28,890,112
511105	Part Time Employees	\$888,692	\$814,102	\$896,461	\$930,061
511110	Elected Officials	\$233,146	\$237,575	\$239,634	\$239,634
511115	Firefighter's Fees	\$2,943,767	\$2,947,888	\$3,009,000	\$3,338,835
511200	Temporary Employees	\$1,362,045	\$1,392,527	\$1,404,110	\$1,439,064
511250	Seasonal Employees	\$190,169	\$213,407	\$193,419	\$198,419
511300	Overtime	\$1,138,670	\$886,473	\$992,227	\$811,210
511400	Other Compensation	\$7,800	\$7,800	\$7,200	\$7,200
512100	Group Insurance	\$5,635,197	\$4,985,342	\$6,667,150	\$6,338,331
512200	Social Security (FICA) Contributions	\$2,155,556	\$2,122,943	\$2,197,811	\$2,122,985
512300	Medicare	\$506,637	\$498,887	\$513,573	\$496,442
512400	Retirement Contributions	\$2,974,642	\$3,532,413	\$3,831,930	\$3,849,818
512401	Deferred Compensation	\$152,962	\$151,112	\$156,680	\$168,800
512500	Tuition Reimbursements	\$47,580	\$48,532	\$50,000	\$50,000
512600	Unemployment Insurance	\$46,517	\$38,538	\$35,000	\$0
512700	Workers' Compensation	\$378,272	\$394,229	\$296,006	\$296,006
512901	Employee Moving Expenses	\$0	\$2,990	\$0	\$0
512920	Other Benefits	\$16,795	\$22,781	\$15,000	\$15,000
512940	IRS Penalties	\$0	\$0	\$0	\$0
<b>Salaries and Benefits Total</b>		<b>\$47,426,618</b>	<b>\$46,929,728</b>	<b>\$48,852,927</b>	<b>\$49,191,917</b>
521201	Professional Services	\$994,379	\$937,133	\$1,226,288	\$1,193,371
521202	Legal	\$46,559	\$85,207	\$97,500	\$70,000
521203	Animal Control	\$66,638	\$65,570	\$78,000	\$70,000
521204	E-911 Fund Reserve Expenditures	\$127,088	\$85,367	\$127,000	\$127,000
521300	Technical Services	\$147,815	\$134,628	\$226,488	\$279,073
521400	Contract Services	\$4,260,137	\$4,180,500	\$4,160,915	\$4,998,229
522110	Disposal	\$1,450,844	\$1,370,259	\$1,762,250	\$1,768,675
522130	Custodial	\$169,885	\$171,976	\$177,749	\$177,749
522140	Repairs And Maintenance - Grounds	\$170,364	\$127,403	\$134,833	\$144,163
522205	Repairs And Maintenance	\$3,947,116	\$3,348,214	\$3,661,998	\$2,092,340
522210	Vehicle Repair	\$209,577	\$191,260	\$231,149	\$226,291
522215	Garage Base Rate	\$0	\$0	\$0	\$286,531
522216	Mechanics Rate	\$0	\$0	\$0	\$317,277
522310	Rental Of Land And Buildings	\$21,296	\$24,865	\$43,100	\$48,200
522320	Rental Of Equipment And Vehicles	\$467,297	\$455,008	\$541,341	\$518,646
523100	Property And Liability Insurance	\$620,017	\$528,780	\$551,950	\$661,947
523210	Communication Services	\$917,421	\$1,056,052	\$1,138,907	\$927,982
523220	Postage	\$122,541	\$128,041	\$158,373	\$156,365
523300	Advertising	\$69,116	\$62,274	\$89,875	\$85,275
523400	Printing And Binding	\$127,401	\$96,906	\$156,895	\$148,635
523500	Travel	\$79,418	\$76,022	\$137,875	\$156,406
523600	Dues And Fees	\$74,913	\$85,976	\$786,692	\$133,157
523700	Education And Training	\$98,774	\$109,589	\$186,448	\$271,329
523800	Licenses	\$966	\$1,368	\$5,106	\$6,112
523851	Contracted Temporary Labor	\$48,089	\$51,454	\$2,500	\$2,500
523852	Instruction Fees	\$696,166	\$685,135	\$717,975	\$737,975
523853	Contracted Interns	\$0	\$0	\$1,000	\$0
523901	Bank Fees / Charges	\$255,457	\$285,721	\$340,705	\$318,450
523902	Sanitation Services	\$121,269	\$95,575	\$120,800	\$121,050
531101	Police Public Contribution Exp			\$0	\$0
531105	Supplies	\$1,587,879	\$1,327,162	\$1,706,416	\$1,564,050
531110	Inmate Supplies	\$15,936	\$10,449	\$19,975	\$14,975
531115	Recreation Supplies	\$960,699	\$973,597	\$923,250	\$962,350
531120	Vehicle Parts And Supplies	\$587,593	\$695,386	\$711,192	\$704,550
531130	Officials Expenses	\$3,000	\$3,000	\$3,000	\$3,000
531131	Mayor's Expenses	\$3,690	\$136	\$7,000	\$7,000
531140	Water Line Maintenance & Supplies	\$208,306	\$208,756	\$198,000	\$190,000
531210	Water / Sewerage	\$650,440	\$586,844	\$810,262	\$760,361
531215	Stormwater Utility Fee	\$0	\$0	\$0	\$658,625
531220	Natural Gas	\$189,878	\$155,317	\$201,323	\$198,823
531230	Electricity	\$2,228,874	\$2,280,791	\$2,595,020	\$2,611,653
531240	Bottled Gas	\$8,701	\$8,970	\$14,826	\$14,826
531250	Oil	\$25,797	\$22,876	\$34,570	\$33,195
531270	Gasoline/ Diesel	\$888,597	\$1,012,261	\$1,262,772	\$1,358,747
531310	Hospitality And Events	\$6,563	\$8,937	\$10,000	\$11,000

## City Wide Expenditures by Account

Account	Account Title	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditure Budget	FY 2013 Approved Expenditure Budget
531320	Inmate Meals	\$97,313	\$66,582	\$93,000	\$53,000
531400	Books And Periodicals	\$45,353	\$38,343	\$67,899	\$60,374
531605	Machinery And Equipment-Operating	\$218,834	\$331,261	\$328,206	\$299,190
531610	Furniture/Fixtures-Operating	\$35,283	\$17,222	\$29,206	\$26,656
531615	Computer Equipment-Operating	\$93,698	\$135,298	\$83,657	\$229,607
531620	Communication Equipment-Operating	\$10,784	\$11,511	\$23,247	\$25,897
531625	Dumpster Replacement	\$75,090	\$82,851	\$70,873	\$70,873
531710	Vietnam Memorial Bricks	\$104	\$255	\$400	\$400
531720	Uniforms	\$249,404	\$238,161	\$296,403	\$322,037
531730	Miscellaneous	\$0	(\$48,560)	\$0	\$0
539999	Special Events Contra Account	\$0	(\$0)	\$55,000	\$60,000
<b>Operating Total</b>		<b>\$23,502,357</b>	<b>\$22,607,686</b>	<b>\$26,409,209</b>	<b>\$26,285,917</b>
541100	Sites (land)	\$703,949	\$722,333	\$0	\$0
541200	Site Improvements	\$1,739,424	\$741,724	\$1,215,500	\$488,650
541210	Recreation Facilities	\$1,182,065	\$712,312	\$412,000	\$1,873,000
541300	Buildings	\$207,709	\$290,767	\$2,815,000	\$2,203,512
541415	Road Improvements/ Sidewalks	\$3,170,769	\$3,698,375	\$2,569,477	\$1,058,000
541420	Water Lines	\$403,175	\$2,777,850	\$364,160	\$172,800
542100	Machinery	\$599,275	\$610,421	\$764,020	\$723,078
542200	Vehicles	\$2,173,605	\$477,411	\$1,102,888	\$4,067,971
542300	Furniture And Fixtures	\$60,281	\$50,000	\$6,000	\$17,000
542400	Computer Equipment	\$106,310	\$36,175	\$187,000	\$48,000
542500	Communication Equipment	\$23,643	\$14,748	\$1,066,400	\$10,000
543000	Consulting Contracts	\$46,115	\$84,183	\$0	\$30,000
549999	Contra- Capital Expense Account	(\$1,981,193)	(\$3,376,604)	\$0	\$0
551110	Indirect Costs	\$1,552,136	\$1,560,718	\$1,450,524	\$1,640,386
551115	Interfund Transfer - Garage	\$163,385	\$180,022	\$179,315	\$0
552400	Risk/Liability Contribution	\$1,050,000	\$863,393	\$863,393	\$1,025,417
553100	Group Insurance Contribution	\$5,785,498	\$6,108,309	\$5,996,250	\$5,463,181
553200	Employee Health Deduction (Employee)	\$0	\$480,244	\$0	\$0
553300	Group Benefits Surcharge (Employee)	\$0	\$104,677	\$0	\$0
553400	Dental (Employee)	\$0	\$174,861	\$0	\$0
553500	Supplemental Life (Employee)	\$0	\$139,546	\$0	\$0
553600	Colonial (Employee)	\$0	\$5,867	\$0	\$0
553700	AFLAC (Employee)	\$0	\$5,876	\$0	\$0
553800	Flexible Spending Account (Employee)	\$0	\$77,786	\$0	\$0
553900	Cobra (Employee)	\$0	\$83,600	\$0	\$0
554000	Basic Life (City)	\$0	\$84,226	\$0	\$0
554100	Workers Comp Contribution	\$1,023,050	\$446,350	\$446,350	\$446,352
554200	Disability Insurance (City)	\$0	\$102,602	\$0	\$0
554300	HSA Contributions (City)	\$0	\$350,890	\$0	\$0
561001	Building- Depreciation	\$34,436	\$29,635	\$0	\$0
561002	Infrastructure- Depreciation	\$334,233	\$283,350	\$0	\$0
561003	Site Improvement- Depreciation	\$13,773	\$13,971	\$0	\$0
561004	Machinery & Equipment- Depreciation	\$95,316	\$96,991	\$0	\$0
561005	Vehicles-Depreciation	\$250,465	\$253,850	\$0	\$0
572010	Payments To Local Nonprofits	\$0	\$0	\$0	\$0
573100	Low Flow Rebate Program	\$11,329	\$9,834	\$10,000	\$10,000
575000	Loss On Disposition of Asset	\$0	\$0	\$0	\$0
579001	Operating Contingency	(\$42,980)	\$0	\$159,542	\$21,646
579003	Contingency - Tree Program	\$24,114	\$2,796	\$0	\$0
579020	Matching Grant Fund Contingency	\$0	\$0	\$0	\$0
579025	Insurance Deductibles	\$178,481	\$138,953	\$232,055	\$232,055
581100	Principal- Long Term Debt	\$5,218,485	\$5,165,000	\$5,675,000	\$6,267,000
582100	Interest - Long Term Debt	\$1,439,923	\$1,243,860	\$1,096,863	\$513,425
583000	Fiscal Agent Fees	\$1,705	\$13,205	\$5,000	\$5,000
584000	Debt Issuance Costs	\$0	\$0	\$0	\$0
585000	Advance Refunding Escrow	\$0	\$0	\$0	\$0
611350	Operating Transfers Out - Cap Projects	\$8,483,381	\$9,012,339	\$10,668,352	\$6,256,140
	Transfer Out - Capital Projects Fund	\$30	\$0	\$0	\$187,000
611351	Operating Transfer Out - Fed Grant	\$51,820	\$0	\$0	\$0
611353	Operating Transfer Out - Solid Waste	\$0	\$0	\$0	\$0
611355	Operating Transfer Out - Participant Rec	\$0	\$1,061,854	\$658,445	\$571,391
611356	Operating Transfer Out - County Grants	\$0	\$0	\$0	\$0
611357	Operating Transfers Out - General Fund	\$1,700,000	\$0	\$240,000	\$440,000
611358	Operating Transfer Out - Hotel/Motel	\$0	\$0	\$0	\$75,000
<b>Transfers, Capital, Other Total</b>		<b>\$35,803,708</b>	<b>\$34,934,301</b>	<b>\$38,183,534</b>	<b>\$33,846,004</b>
<b>Total Use of Funds by Account</b>		<b>\$106,732,683</b>	<b>\$104,471,715</b>	<b>\$113,445,670</b>	<b>\$109,323,838</b>



# City Wide Expenditure Budget by Fund



Sum of FY 2013 Approved Budget				
	Salaries and Benefits	Operating	Transfers, Capital, Other	Grand Total
100 - General Fund	\$33,634,478	\$13,985,624	\$12,343,044	\$59,963,146
210 - Confiscated Assets Fund	\$66,280	\$235,237	\$111,976	\$413,493
215 - E911 Fund	\$1,117,541	\$509,628	\$439,885	\$2,067,054
230 - Impact Fee Fund	\$0	\$3,000	\$125,000	\$128,000
235 - Cemetery Fund	\$0	\$23,500	\$0	\$23,500
275 - Hotel/Motel Fund	\$0	\$867,482	\$171,542	\$1,039,024
290 - Leita Thompson Rental Fund	\$0	\$73,192	\$0	\$73,192
350 - Capital Projects Fund	\$0	\$459,600	\$9,133,540	\$9,593,140
410 - Debt Service Fund	\$0	\$150	\$6,502,425	\$6,502,575
505 - Water/Sewer Fund	\$1,045,517	\$1,392,616	\$915,760	\$3,353,893
507 - Stormwater Fund	\$748,524	\$560,605	\$1,331,172	\$2,640,301
540 - Solid Waste Fund	\$2,429,767	\$5,436,654	\$1,941,358	\$9,807,779
555 - Recreation Participation Fund	\$2,827,884	\$1,761,570	\$240,398	\$4,829,852
601 - Worker's Compensation Fund	\$345,544	\$92,460	\$9,250	\$447,254
602 - Group Benefit Fund	\$6,421,777	\$117,500	\$209,250	\$6,748,527
603 - Risk and Liability Fund	\$76,042	\$706,375	\$241,305	\$1,023,722
225 - CDBG Grant Fund	\$50,840	\$0	\$9,250	\$60,090
604 - Fleet Services Fund	\$427,723	\$60,724	\$120,849	\$609,296
<b>Grand Total</b>	<b>\$49,191,917</b>	<b>\$26,285,917</b>	<b>\$33,846,004</b>	<b>\$109,323,838</b>

# General Fund

The General Fund is the general operating fund of the City and accounts for all financial resources, except those required to be accounted for in another fund. Accounting for 55% of the City's total expenditure budget, the General Fund is the largest of the City's funds. The General Fund approved expenditure budget for Fiscal Year 2013 totals \$59,572,554, a decrease of (\$3,851,485) or 6% from the previous fiscal year's approved budget amount of \$63,424,039.

Revenues for the General Fund include sales tax, property tax, franchise, alcohol, business/insurance taxes, licenses, charges for services, fines, interest, miscellaneous, interfund transfers and use of reserves. The total General Fund revenue budget approved for FY 2013 is \$57,519,522 and use of reserves \$2,443,624 for a total General Fund source of funds of \$59,963,146. Property tax is \$18,558,000 or 31% of the total General Fund revenue and is based on the estimated digest received from Fulton County. Sales tax for FY 2012 is approved at \$19,700,000 or 33% of the General Fund revenue. This is an increase of \$700,000 from the FY 2012 Approved Budget and is based upon collections becoming stable with a slight increase. The third largest revenue source is franchise, alcohol, business/insurance tax with projected revenue of \$12,071,000 or 20% of the General Fund revenue. These taxes come from electric, gas, cable and phone utilities paying for the use of right of way in the City of Roswell. Other taxes in this category come from alcohol excise taxes paid by the restaurants to serve alcohol in Roswell, licenses to conduct business in the City of Roswell and premiums from insurance policies.

Expenditures in the General Fund are approved at \$59,963,146. Personnel expenditures are approved at \$33,634,478 or 56% of General Fund expenditures. These expenditures include salaries of full time and part time employees, temporary employees, fireman's fees, overtime, and benefits. Operating costs including professional services, technical services, supplies, repairs and maintenance are approved at \$13,985,624 or 23% of the FY 2013 General Fund budget. The final category is capital/transfers approved at \$12,343,044 or 20%. Capital includes such items as maintenance on parks and buildings.

# General Fund

The General Fund is the general operating fund of the City and is used to account for all financial resources, except those required to be accounted for in another fund (Fund 100).

Estimated Beginning Fund Balance for FY 2013:					\$23,436,892
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Property Tax	\$20,114,127	\$19,256,027	\$19,250,000	↓	\$18,558,000
Sales Tax	\$18,905,248	\$18,808,121	\$19,000,000	↑	\$19,700,000
Franchise, Alcohol, Business / Insurance Taxes	\$11,748,815	\$12,261,210	\$11,800,000	↑	\$12,071,000
Licenses & Permits	\$1,187,149	\$1,268,394	\$1,170,000	↑	\$1,287,686
Intergovernmental	\$73,834	\$68,584	\$79,500	↑	\$112,000
Charges for Service - External	\$698,726	\$701,946	\$660,000	↓	\$651,350
Charges for Service - Internal	\$1,715,521	\$1,740,740	\$1,629,839	↑	\$1,640,386
Fines & Forfeitures	\$2,796,036	\$3,048,419	\$3,000,000	↓	\$2,894,000
Interest Income	\$336,115	\$296,082	\$300,000	→	\$300,000
Miscellaneous Revenues	\$82,934	\$107,259	\$47,000	↑	\$105,100
Transfers In	\$0	\$0	\$240,000	↓	\$200,000
<b>Current Year Revenues</b>	<b>\$57,658,505</b>	<b>\$57,556,782</b>	<b>\$57,176,339</b>	<b>↑</b>	<b>\$57,519,522</b>
Prior Year Revenues	\$3,455,815	\$2,895,653	\$6,247,700	↓	\$2,443,624
<b>Total of Fund 100 - General Fund Source of Funds</b>	<b>\$61,114,320</b>	<b>\$60,452,435</b>	<b>\$63,424,039</b>	<b>↓</b>	<b>\$59,963,146</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Administration	\$7,764,148	\$7,500,474	\$8,076,025	↓	\$7,967,325
Citywide	\$7,532,023	\$8,669,119	\$9,977,474	↓	\$6,613,676
Community Development	\$3,589,322	\$3,208,895	\$2,956,897	↑	\$3,039,739
Environmental Public Works	\$2,063,895	\$1,708,987	\$1,654,217	↓	\$398,594
Finance	\$2,323,659	\$2,203,545	\$2,236,021	↓	\$2,213,804
Fire	\$5,669,987	\$5,775,786	\$6,173,584	↑	\$6,723,159
Police	\$16,238,087	\$15,663,481	\$16,075,326	↓	\$15,689,951
Recreation and Parks	\$9,919,890	\$9,801,924	\$9,786,577	↑	\$10,005,609
Transportation	\$5,849,757	\$5,920,224	\$6,487,918	↑	\$7,311,289
<b>Total of Fund 100 - General Fund Use of Funds</b>	<b>\$60,950,768</b>	<b>\$60,452,435</b>	<b>\$63,424,039</b>	<b>↓</b>	<b>\$59,963,146</b>
Estimated Ending Fund Balance for FY 2013:					\$20,993,268

\*The fund balance will decrease by more than 10% due to planned use of fund balance for one-time capital projects. This use of fund balance is consistent with the FY 13 Budget Principles and the City's policy to draw upon unreserved, undesignated General Fund, fund balance to provide pay-as-you-go financing for capital projects.

## Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes. The City operates several Special Revenue Funds. Special Revenue Funds include: Confiscated Assets, E-911, Tree Bank, Soil Erosion, Leita Thompson Rental, Cemetery Care and Hotel/Motel.

**Confiscated Assets:** Revenues are projected to be \$65,000 in FY 2013 and \$348,493 use of reserves. Expenditures are approved to be \$413,493 in FY 2013. The fund balance is projected to decrease by (-99%). This fund receives revenue based upon assets seized in criminal activity and it is difficult to forecast potential revenues. Expenditures in one year are funded from revenues collected in the previous year. Typically revenues have exceeded the forecasted amount.

**E-911:** Revenues for Fiscal Year FY 2013 are projected to be \$1,582,000 and \$485,054 use of reserves. Expenditures are approved at \$2,067,054. This fund provides the Emergency 911 call center function.

**Tree Bank:** Revenues are projected at \$0 and expenditures at \$0. Expenditures may be approved by action of Mayor and Council throughout the fiscal year as specific needs are identified.

**Soil Erosion:** Revenues are projected at \$8,670 and expenditures at \$0. Additional expenditures may be budgeted as specific needs are identified.

**Cemetery Care:** No new revenues are projected for FY 2013. Expenditures are approved at \$23,500 and will be funded through use of reserves. The fund balance will decrease by more than (-30%). This fund is using existing fund balance currently and may in the future require funding from another source.

**Leita Thompson Rental:** Includes the cost center for maintenance of the rental property at the Leita Thompson property. Revenues are approved at \$82,000 and expenditures are approved at \$73,192.

**Hotel-Motel:** Includes cost centers for Historic Trails, and the Historic Roswell Convention and Visitors Bureau. Revenues are projected to be \$730,000 and \$309,024 use of reserves. Expenditures are approved at \$1,039,024 for FY 2013.

# Confiscated Assets Fund

The Confiscated Assets Fund is a special revenue fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures from the sale of confiscated assets (Fund 210).

Estimated Beginning Fund Balance for FY 2013:					\$349,165
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Charges for Service - External	\$62,489	\$33,831	\$1,600	↑	\$5,000
Fines & Forfeitures	\$533,190	\$342,522	\$50,000	↑	\$55,000
Interest Income	\$6,109	\$13,828	\$1,500	↑	\$5,000
<b>Current Year Revenues</b>	<b>\$601,788</b>	<b>\$390,181</b>	<b>\$53,100</b>	<b>↑</b>	<b>\$65,000</b>
Prior Year Revenues	\$0	\$141,666	\$662,448	↓	\$348,493
<b>Total of Fund 210 - Confiscated Assets Fund Source of Funds</b>	<b>\$601,788</b>	<b>\$531,847</b>	<b>\$715,548</b>	<b>↓</b>	<b>\$413,493</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Police	\$277,646	\$531,847	\$715,588	↓	\$413,493
<b>Total of Fund 210 - Confiscated Assets Fund Use of Funds</b>	<b>\$277,646</b>	<b>\$531,847</b>	<b>\$715,588</b>	<b>↓</b>	<b>\$413,493</b>
Estimated Ending Fund Balance for FY 2013:					\$672

\*The fund balance will decrease by more than 10% due to planned use of fund balance. Due to the unpredictable nature of this revenue source, the expenditure budget for each year is funded primarily through actual revenues received in prior years.

# E-911 Fund

The E-911 Fund is a special revenue fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for E-911 expenditures (Fund 215).

Estimated Beginning Fund Balance for FY 2013:					\$913,315
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Charges for Service - External	\$1,617,435	\$1,594,536	\$1,600,000	↓	\$1,580,000
Interest Income	\$9,292	\$8,843	\$11,000	↓	\$2,000
<b>Current Year Revenues</b>	<b>\$1,626,727</b>	<b>\$1,603,379</b>	<b>\$1,611,000</b>	<b>↓</b>	<b>\$1,582,000</b>
Prior Year Revenues	\$124,164	\$0	\$79,384	↑	\$485,054
<b>Total of Fund 215 - E911 Fund Source of Funds</b>	<b>\$1,750,891</b>	<b>\$1,603,379</b>	<b>\$1,690,384</b>	<b>↑</b>	<b>\$2,067,054</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Police	\$1,750,891	\$1,470,666	\$1,690,384	↑	\$2,067,054
<b>Total of Fund 215 - E911 Fund Use of Funds</b>	<b>\$1,750,891</b>	<b>\$1,470,666</b>	<b>\$1,690,384</b>	<b>↑</b>	<b>\$2,067,054</b>
Estimated Ending Fund Balance for FY 2013:					\$428,261

\*The fund balance will decrease by more than 10% due to planned use of fund balance for one-time capital projects and costs associated with implementation of E-911 Plan adopted by Mayor and City Council.

## Tree Bank Fund

The Tree Bank Fund is a special revenue fund used to account for the proceeds of developers' payment in order to cut down specimen trees so as to be able to build. The money is to be used to replace trees in the City (Fund 245).

Estimated Beginning Fund Balance for FY 2013:				\$444,101
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	Sum of FY 2013 Approved
Interest Income	\$3,747	\$6,428	\$3,000 ↓	\$0
Miscellaneous Revenues	\$50	\$0	\$1,000 ↓	\$0
<b>Current Year Revenues</b>	<b>\$3,797</b>	<b>\$6,428</b>	<b>\$4,000 ↓</b>	<b>\$0</b>
Prior Year Revenues	\$29,920	\$0	\$0 →	\$0
<b>Total of Fund 245 - Tree Bank Fund Source of Funds</b>	<b>\$33,717</b>	<b>\$6,428</b>	<b>\$4,000 ↓</b>	<b>\$0</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures
Community Development	\$33,717	\$0	\$0 →	\$0
<b>Total of Fund 245 - Tree Bank Fund Use of Funds</b>	<b>\$33,717</b>	<b>\$0</b>	<b>\$0 →</b>	<b>\$0</b>
Estimated Ending Fund Balance for FY 2013:				\$444,101

## Soil and Erosion Fund

The Soil and Erosion Fund is a special revenue fund used to account for the fee for the issuance of a land disturbance permit. This fee is to prevent excessive soil erosion from occurring as building is taking place. Several Inspections take place throughout the building phase and there is a plan pre-inspection as well (Fund 240).

Estimated Beginning Fund Balance for FY 2013:				\$169,553
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget
Licenses & Permits	\$2,604	\$5,084	\$3,000 ↑	\$8,670
Interest Income	\$3,241	\$7,512	\$0 →	\$0
<b>Current Year Revenues</b>	<b>\$5,845</b>	<b>\$12,596</b>	<b>\$3,000 ↑</b>	<b>\$8,670</b>
Prior Year Revenues	\$0	\$28,085	\$0 →	\$0
<b>Total of Fund 240 - Soil Erosion Fund Source of Funds</b>	<b>\$5,845</b>	<b>\$40,681</b>	<b>\$3,000 ↑</b>	<b>\$8,670</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures
Environmental Public Works	\$0	\$40,681	\$0 →	\$0
<b>Total of Fund 240 - Soil Erosion Fund Use of Funds</b>	<b>\$0</b>	<b>\$40,681</b>	<b>\$0 →</b>	<b>\$0</b>
Estimated Ending Fund Balance for FY 2013:				\$178,223

# Cemetery Care Fund

The Cemetery Care Fund is a special revenue fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for cemetery care (Fund 235).

Estimated Beginning Fund Balance for FY 2013:					\$79,624
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Interest Income	\$981	\$284	\$750	↓	\$0
<b>Current Year Revenues</b>	<b>\$981</b>	<b>\$284</b>	<b>\$750</b>	<b>↓</b>	<b>\$0</b>
Prior Year Revenues	\$17,694	\$13,075	\$22,750	↑	\$23,500
<b>Total of Fund 235 - Cemetery Fund Source of Funds</b>	<b>\$18,675</b>	<b>\$13,359</b>	<b>\$23,500</b>	<b>→</b>	<b>\$23,500</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Recreation and Parks	\$18,675	\$13,359	\$23,500	→	\$23,500
<b>Total of Fund 235 - Cemetery Fund Use of Funds</b>	<b>\$18,675</b>	<b>\$13,359</b>	<b>\$23,500</b>	<b>→</b>	<b>\$23,500</b>
Estimated Ending Fund Balance for FY 2013:					\$56,124

\*The fund balance will decrease by more than 10% due to planned use of fund balance. This fund is utilizing available fund balance and may in the future require General Fund funding.

# Leita Thompson Rental Property Fund

The Leita Thompson Rental Property Fund is a special revenue fund used to account for the proceeds of specific revenue sources that are restricted to expenditures for the rental property at the Leita Thompson Park (Fund 290).

Estimated Beginning Fund Balance for FY 2013:					\$120,633
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Interest Income	\$434	\$196	\$0	→	\$0
Miscellaneous Revenues	\$80,700	\$83,050	\$79,200	↑	\$82,000
<b>Current Year Revenues</b>	<b>\$81,134</b>	<b>\$83,246</b>	<b>\$79,200</b>	<b>↑</b>	<b>\$82,000</b>
Prior Year Revenues	\$0	\$0	\$0	→	\$0
<b>Total of Fund 290 - Leita Thompson Rental Fund Source of Fund:</b>	<b>\$81,134</b>	<b>\$83,246</b>	<b>\$79,200</b>	<b>↑</b>	<b>\$82,000</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Recreation and Parks	\$54,652	\$81,219	\$63,192	↑	\$73,192
<b>Total of Fund 290 - Leita Thompson Rental Fund Use of Funds</b>	<b>\$54,652</b>	<b>\$81,219</b>	<b>\$63,192</b>	<b>↑</b>	<b>\$73,192</b>
Estimated Ending Fund Balance for FY 2013:					\$129,441

# Hotel/Motel Fund

The Hotel/Motel Fund is a special revenue fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for the promotion of tourism and trails as stated under State law (Fund 275).

Estimated Beginning Fund Balance for FY 2013:					\$884,141
	<b>FY 2010 Actual Revenue</b>	<b>FY 2011 Actual Revenue</b>	<b>FY 2012 Approved Budget</b>		<b>FY 2013 Approved Budget</b>
Franchise, Alcohol, Business / Insurance Taxes	\$602,198	\$720,880	\$626,000	↑	\$650,000
Interest Income	\$7,399	\$7,949	\$0	↑	\$5,000
Transfers In	\$0	\$0	\$0	↑	\$75,000
<b>Current Year Revenues</b>	<b>\$609,597</b>	<b>\$728,829</b>	<b>\$626,000</b>	<b>↑</b>	<b>\$730,000</b>
Prior Year Revenues	\$0	\$0	\$200,587	↑	\$309,024
<b>Total of Fund 275 - Hotel/Motel Fund Source of Funds</b>	<b>\$609,597</b>	<b>\$728,829</b>	<b>\$826,587</b>	<b>↑</b>	<b>\$1,039,024</b>
	<b>FY 2010 Actual Expenditures</b>	<b>FY 2011 Actual Expenditures</b>	<b>FY 2012 Approved Expenditures</b>		<b>FY 2013 Approved Expenditures</b>
Administration	\$440,351	\$435,984	\$449,587	↑	\$878,874
Recreation and Parks	\$75,000	\$0	\$377,000	↓	\$160,150
<b>Total of Fund 275 - Hotel/Motel Fund Use of Funds</b>	<b>\$515,351</b>	<b>\$435,984</b>	<b>\$826,587</b>	<b>↑</b>	<b>\$1,039,024</b>
Estimated Ending Fund Balance for FY 2013:					\$575,117

\*The fund balance will decrease by more than 10% due to planned use of fund balance for capital projects. This use of fund balance is consistent with the FY 12 Budget Principles and the City's policy to draw upon fund balance to provide pay-as-you-go financing for capital projects.



# Enterprise Funds

Enterprise Funds are proprietary funds that are financed and operated in a manner similar to private business enterprises. The individual funds are to be self-supporting and generate enough revenue to cover their costs. The City operates four Enterprise Funds: Solid Waste, Water / Sewer, Recreation Participation, and FY 2012 included the creation of Stormwater Utility Fund. These funds maintain stabilization funds of 16.67% of budgeted expenditures to assure adequate resources and to mitigate short-term effects of revenue shortage. Unassigned fund balance may be used for capital expenditures.

Water Fund: FY 2013 revenues are approved at \$3,291,500 for the Water Fund. The fund is also approved to use \$62,393 of unassigned fund balance for capital expenditures. Expenditures for FY 2013 are approved at \$3,353,893.

Stormwater Utility Fund: FY 2012 included the creation of this fund which will provide for stormwater management. Revenue comes from the stormwater utility fees. Revenues are approved at \$2,902,000 in FY 2013. Expenditures are approved at \$2,640,301 for FY 2013.

Solid Waste Fund: Includes: Sanitation (Residential, Commercial, and Yard Waste), Solid Waste Disposal and Recycling (Collection and Recycling Center). Revenues come from the rates charged to residential and commercial property owners. FY 2013 revenues are approved at \$8,680,500 for the Solid Waste Fund. The fund is also approved to use \$1,127,279 of unassigned fund balance for capital expenditures. Expenditures are approved at \$9,807,779 for FY 2013. Rates were decreased in FY 2012.

Recreation Participation Fund: Includes cost center for participant recreation program. Revenue comes from the participants' fees and a transfer from General Fund to subsidize the full time employee costs. Revenues are approved at \$4,326,407 for participant fees and \$571,391 as a transfer from general fund in FY 2013. Expenditures for FY 2013 are approved at \$4,829,852. Personnel expenditures of \$2,827,884 are approved, with operating expenditures at \$1,761,570 and capital/other costs approved at \$1,895,398 for FY 2012.

# Water / Sewer Fund

The Water Fund is an enterprise fund used to account for the proceeds of payment and expenditures for water and sewer services (Fund 505).

Estimated Beginning Fund Balance for FY 2013:					\$2,130,210
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Licenses & Permits	\$510	\$1,140	\$500	\$0	↓
Charges for Service - External	\$3,295,903	\$3,303,721	\$3,272,500	\$3,286,500	↑
Interest Income	\$28,540	\$52,583	\$25,000	\$5,000	↓
Miscellaneous Revenues	\$17,509	\$159	\$0	\$0	→
Transfers In	\$0	\$685,645	\$0	\$0	→
<b>Current Year Revenues</b>	<b>\$3,342,462</b>	<b>\$4,043,249</b>	<b>\$3,298,000</b>	<b>\$3,291,500</b>	↓
Prior Year Revenues	\$0	\$0	\$158,884	\$62,393	↓
<b>Total of Fund 505 - Water/Sewer Fund Source of Funds</b>	<b>\$3,342,462</b>	<b>\$4,043,249</b>	<b>\$3,456,884</b>	<b>\$3,353,893</b>	↓
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Environmental Public Works	\$3,056,759	\$2,894,261	\$3,456,884	\$3,353,893	↓
<b>Total of Fund 505 - Water/Sewer Fund Use of Funds</b>	<b>\$3,056,759</b>	<b>\$2,894,261</b>	<b>\$3,456,884</b>	<b>\$3,353,893</b>	↓
Estimated Ending Fund Balance for FY 2013:					\$2,067,817

# Stormwater Utility Fund

The Stormwater Management Fund is an enterprise fund used to account for the proceeds of payment for Stormwater management services (Fund 507).

Estimated Beginning Fund Balance for FY 2013:					\$0
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Charges for Service - External	\$0	\$0	\$2,800,000	\$2,902,000	↑
<b>Current Year Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,800,000</b>	<b>\$2,902,000</b>	↑
Prior Year Revenues	\$0	\$0	\$0	\$0	→
<b>Total of Fund 507 - Stormwater Fund Source of Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,800,000</b>	<b>\$2,902,000</b>	↑
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Environmental Public Works	\$0	\$0	\$2,682,828	\$2,640,301	↓
<b>Total of Fund 507 - Stormwater Fund Use of Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,682,828</b>	<b>\$2,640,301</b>	↓
Estimated Ending Fund Balance for FY 2013:					\$261,699

# Solid Waste Fund

The Solid Waste Fund is an enterprise fund used to account for the proceeds of payment for sanitation services. This includes residential and commercial collection, recycling, large pickup fees and dumpster setup (Fund 540).

Estimated Beginning Fund Balance for FY 2013:					\$9,559,253
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Charges for Service - External	\$9,981,406	\$9,820,523	\$8,653,000	↑	\$8,665,500
Interest Income	\$82,078	\$21,515	\$20,000	↓	\$15,000
Miscellaneous Revenues	\$71,653	\$0	\$0	→	\$0
Transfers In	\$843,586	\$0	\$0	→	\$0
<b>Current Year Revenues</b>	<b>\$10,978,723</b>	<b>\$9,842,038</b>	<b>\$8,673,000</b>	<b>↑</b>	<b>\$8,680,500</b>
Prior Year Revenues	\$0	\$0	\$1,128,368	↓	\$1,127,279
<b>Total of Fund 540 - Solid Waste Fund Source of Funds</b>	<b>\$10,978,723</b>	<b>\$9,842,038</b>	<b>\$9,801,368</b>	<b>↑</b>	<b>\$9,807,779</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Environmental Public Works	\$8,984,982	\$8,931,694	\$9,801,368	↑	\$9,807,779
<b>Total of Fund 540 - Solid Waste Fund Use of Funds</b>	<b>\$8,984,982</b>	<b>\$8,931,694</b>	<b>\$9,801,368</b>	<b>↑</b>	<b>\$9,807,779</b>
Estimated Ending Fund Balance for FY 2013:					\$8,431,974

\*The fund balance will decrease by more than 10% due to planned use of fund balance for capital projects. This use of fund balance is consistent with the FY 12 Budget Principles and the City's policy to draw upon fund balance to provide pay-as-you-go financing for capital projects.

# Recreation Participation Fund

The Recreation Participation Fund is an enterprise fund used to account for the proceeds of user fees to pay for program participation (Fund 555).

Estimated Beginning Fund Balance for FY 2013:					\$1,168,294
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Charges for Service - External	\$4,125,957	\$4,359,107	\$3,966,700	↑	4326407
Interest Income	\$11,536	\$3,486	\$0	→	0
Transfers In	\$0	\$1,061,854	\$658,445	↓	571391
<b>Current Year Revenues</b>	<b>\$4,137,493</b>	<b>\$5,424,447</b>	<b>\$4,625,145</b>	<b>↑</b>	<b>\$4,897,798</b>
Proceeds from Other Financing Options	\$0	\$0	\$0	→	\$0
<b>Total of Fund 555 - Recreation Participation Fund Source of Funds</b>	<b>\$4,137,493</b>	<b>\$5,424,447</b>	<b>\$4,625,145</b>	<b>↑</b>	<b>\$4,897,798</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Recreation and Parks	\$3,883,389	\$4,802,417	\$4,624,468	↑	\$4,829,852
<b>Total of Fund 555 - Recreation Participation Fund Use of Funds</b>	<b>\$3,883,389</b>	<b>\$4,802,417</b>	<b>\$4,624,468</b>	<b>↑</b>	<b>\$4,829,852</b>
Estimated Ending Fund Balance for FY 2013:					\$1,236,240

## Internal Service Funds

The Internal Service Funds are proprietary funds that track expenditures of services provided to departments, typically on a cost reimbursement basis. For the City of Roswell these funds include: Group Benefits Fund, Risk/Liability Fund, Worker's Compensation Fund and the Fleet Services Fund.

**Group Benefit Fund:** Revenues from the Group Benefit fund come from \$5,463,181 in City contributions and \$838,000 in employee contributions. Expenditures will go toward premiums for health, dental, life and other benefits. This fund is budgeted at \$6,748,527 for revenues and \$6,748,527 for group benefit expenses. FY 2012 approved budget uses \$445,846 of the fund balance.

**Risk/Liability Fund:** Revenues for the Risk/Liability fund come from transfers in from other departments and fund the liability premiums paid by the City. This fund is budgeted at \$1,027,417 for revenues and \$1,023,722 for expenditures.

**Worker's Compensation Fund:** Revenues for the Worker's Compensation Fund come from transfers in from other departments and fund the City's self insurance of worker's comp claims. This fund is budgeted at \$456,350 for revenues and \$447,254 expenditures.

**Fleet Services Fund:** Revenues for the Fleet Services Fund come from transfers in from other departments and fund the City's fleet services program. This fund is budgeted at \$613,159 for revenues and \$609,296 expenditures.

## Group Benefit Fund

The Group Benefit Fund is an internal service fund used to account for the contributions and insurance payments for the employee health care (Fund 602).

Estimated Beginning Fund Balance for FY 2013:					\$1,748,737
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Employee Contribution	\$0	\$1,520,987	\$837,870	↑	\$838,000
Employer Contribution	\$5,737,997	\$6,040,059	\$5,967,000	↓	\$5,463,181
Interest Income	\$7,006	\$877	\$5,000	↓	\$0
Miscellaneous Revenues	\$0	\$2,575	\$0	↑	\$1,500
<b>Current Year Revenues</b>	<b>\$5,745,003</b>	<b>\$7,564,498</b>	<b>\$6,809,870</b>	↓	<b>\$6,302,681</b>
Prior Year Revenues	\$1,600,226	\$0	\$503,000	↓	\$445,846
<b>Total of Fund 602 - Group Benefit Fund Source of Funds</b>	<b>\$7,345,229</b>	<b>\$7,564,498</b>	<b>\$7,312,870</b>	↓	<b>\$6,748,527</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Citywide	\$7,345,229	\$7,359,517	\$7,312,870	↓	\$6,748,527
<b>Total of Fund 602 - Group Benefit Fund Use of Funds</b>	<b>\$7,345,229</b>	<b>\$7,359,517</b>	<b>\$7,312,870</b>	↓	<b>\$6,748,527</b>
Estimated Ending Fund Balance for FY 2013:					\$1,302,891

\*The fund balance will decrease by more than 10% due to planned use of fund balance. This fund is utilizing available fund balance for Pension plan transition costs and training and \$35,000 for a pay plan, benefit and job classification study.

## Risk and Liability Fund

The Risk/Liability Fund is an internal service fund used to account for the transfers in from other funds and the risk and liability payments and deductibles paid by the City (Fund 603).

Estimated Beginning Fund Balance for FY 2013:					\$1,735,997
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Charges for Service - Internal	\$1,050,000	\$863,393	\$863,393	↑	\$1,027,417
Interest Income	\$8,435	\$3,116	\$0	→	\$0
Miscellaneous Revenues	\$211,266	\$0	\$10,873	↓	\$0
Transfers In	\$700,000	\$0	\$0	→	\$0
<b>Current Year Revenues</b>	<b>\$1,969,701</b>	<b>\$866,509</b>	<b>\$874,266</b>	↑	<b>\$1,027,417</b>
Prior Year Revenues	\$0	\$0	\$0	→	\$0
<b>Total of Fund 603 - Risk and Liability Fund Source of Funds</b>	<b>\$1,969,701</b>	<b>\$866,509</b>	<b>\$874,266</b>	↑	<b>\$1,027,417</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Citywide	\$804,197	\$745,615	\$863,393	↑	\$1,023,722
Fire	\$202,573	\$0	\$0	→	\$0
<b>Total of Fund 603 - Risk and Liability Fund Use of Funds</b>	<b>\$1,006,770</b>	<b>\$745,615</b>	<b>\$863,393</b>	↑	<b>\$1,023,722</b>
Estimated Ending Fund Balance for FY 2013:					\$1,739,692

# Workers Compensation Fund

The Workers Compensation Fund is an internal service fund used to account for the employer's contribution and payments made on behalf of worker's compensation (Fund 601).

Estimated Beginning Fund Balance for FY 2013:					\$2,888,937
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Charges for Service - Internal	\$1,023,050	\$446,350	\$446,350		\$446,350
Interest Income	\$8,931	\$22,064	\$9,500	↑	\$10,000
Miscellaneous Revenues	\$212,923	\$6,330	\$0	→	\$0
Transfers In	\$1,000,000	\$0	\$0	→	\$0
<b>Current Year Revenues</b>	<b>\$2,244,904</b>	<b>\$474,744</b>	<b>\$455,850</b>	<b>↑</b>	<b>\$456,350</b>
Prior Year Revenues	\$0	\$63,158	\$0	→	\$0
<b>Total of Fund 601 - Worker's Compensation Fund Source of Funds</b>	<b>\$2,244,904</b>	<b>\$537,902</b>	<b>\$455,850</b>	<b>↑</b>	<b>\$456,350</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Citywide	\$465,164	\$537,902	\$446,331	↑	\$447,254
<b>Total of Fund 601 - Worker's Compensation Fund Use of Funds</b>	<b>\$465,164</b>	<b>\$537,902</b>	<b>\$446,331</b>	<b>↑</b>	<b>\$447,254</b>
Estimated Ending Fund Balance for FY 2013:					\$2,898,033

# Fleet Services Fund

The Fleet Services Fund is an internal services fund used to account for the City's fleet services program.

Estimated Beginning Fund Balance for FY 2013:					\$0
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Charges for Service - Internal	\$0	\$0	\$0	↑	\$613,159
<b>Current Year Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>↑</b>	<b>\$613,159</b>
Prior Year Revenues	\$0	\$0	\$0	→	\$0
<b>Total of Fund 604 - Fleet Services Fund Source of Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>↑</b>	<b>\$613,159</b>
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Environmental Public Works	\$219,448	\$202,355	\$224,908	↑	\$609,296
<b>Total of Fund 604 - Fleet Services Fund Use of Funds</b>	<b>\$219,448</b>	<b>\$202,355</b>	<b>\$224,908</b>	<b>↑</b>	<b>\$609,296</b>
Estimated Ending Fund Balance for FY 2013:					\$3,863

# Capital Project Funds

The Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds) and capital outlay. The Capital Project Funds are separated into two funds specifically for capital projects: Impact Fee Fund and Capital Projects Fund.

Impact Fee Fund: Revenues come from developments to offset the cost to the City for provision of services and are estimated to be \$144,000 in FY 2013. The City understands this revenue source depends on the annual increases and decreases in development. Expenditures of \$128,000 are approved.

Capital Projects Fund: Revenues of \$6,133,140 are transfers from general fund, confiscated assets fund, and hotel/motel fund to fund capital. Another \$1,650,000 in proceeds from other financing options such as leases and loans are also anticipated for FY 2013. Expenditures are budgeted at \$7,783,140 for specific projects funds.

# Impact Fee Fund

The Impact Fee Fund is a capital projects fund used to offset cost to City for provision of Capital items to serve the new development. Cost depends on type of development. These funds must be spent within five years of receipt (Fund 230).

Estimated Beginning Fund Balance for FY 2013:					\$343,000
	<b>FY 2010 Actual Revenue</b>	<b>FY 2011 Actual Revenue</b>	<b>FY 2012 Approved Budget</b>	<b>FY 2013 Approved Budget</b>	
Charges for Service - External	\$95,044	\$275,720	\$165,600	\$134,000	↓
Interest Income	\$54,533	\$31,943	\$10,000	\$10,000	→
<b>Current Year Revenues</b>	<b>\$149,577</b>	<b>\$307,663</b>	<b>\$175,600</b>	<b>\$144,000</b>	↓
Prior Year Revenues	\$1,987,587	\$715,116	\$2,148,877	\$0	↓
<b>Total of Fund 230 - Impact Fee Fund Source of Funds</b>	<b>\$2,137,164</b>	<b>\$1,022,779</b>	<b>\$2,324,477</b>	<b>\$144,000</b>	↓
	<b>FY 2010 Actual Expenditures</b>	<b>FY 2011 Actual Expenditures</b>	<b>FY 2012 Approved Expenditures</b>	<b>FY 2013 Approved Expenditures</b>	
Fire	\$0	\$0	\$1,500,000	\$0	↓
Recreation and Parks	\$400,021	\$260,407	\$225,000	\$125,000	↓
Transportation	\$1,737,143	\$762,372	\$599,477	\$3,000	↓
<b>Total of Fund 230 - Impact Fee Fund Use of Funds</b>	<b>\$2,137,164</b>	<b>\$1,022,779</b>	<b>\$2,324,477</b>	<b>\$128,000</b>	↓
Estimated Ending Fund Balance for FY 2013:					\$359,000



# Capital Projects Fund

The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities and capital outlay (Fund 350).

Estimated Beginning Fund Balance for FY 2013:					\$638,677
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Intergovernmental	\$65,000	\$0	\$0	\$0	→
Interest Income	\$116,683	\$87,306	\$0	\$0	→
Miscellaneous Revenues	\$14,302	\$23,889	\$0	\$0	→
Transfers In	\$8,483,381	\$7,680,486	\$10,768,352	\$6,443,140	↓
Other Financing Options	\$0	\$0	\$0	\$3,150,000	↑
<b>Current Year Revenues</b>	<b>\$8,679,366</b>	<b>\$7,791,681</b>	<b>\$10,768,352</b>	<b>\$9,593,140</b>	↓
Prior Year Revenues	\$0	\$0	\$0	\$0	→
<b>Total of Fund 350 - Capital Projects Fund Source of Funds</b>	<b>\$8,679,366</b>	<b>\$7,791,681</b>	<b>\$10,768,352</b>	<b>\$9,593,140</b>	↓
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Citywide	\$0	\$0	\$0	\$3,351,112	↑
Community Development	\$64,813	\$293,534	\$0	\$30,000	↑
Environmental Public Works	\$985,850	\$419,632	\$9,300	\$0	↓
Fire	\$869,476	\$72,767	\$1,311,800	\$1,992,378	↑
Police	\$387,089	\$570,807	\$1,715,820	\$535,000	↓
Recreation and Parks	\$1,606,953	\$564,437	\$872,000	\$2,294,650	↑
Transportation	\$3,198,024	\$2,993,646	\$4,356,000	\$1,390,000	↓
<b>Total of Fund 350 - Capital Projects Fund Use of Funds</b>	<b>\$7,112,205</b>	<b>\$4,914,823</b>	<b>\$8,264,920</b>	<b>\$9,593,140</b>	↑
Estimated Ending Fund Balance for FY 2013:					\$638,677

## Debt Service Fund

The Debt Service Fund is used to account for debt transactions for bonds and other debts issued by the City. The funding comes from the percentage of the millage rate that is designated for retirement of general obligation bond indebtedness. The revenue projected is \$5,892,800 for FY 2012. The amount due to bond holders is \$6,502,575 during FY 2012.

The balance in this fund will be reduced by (\$609,775). This will reduce the fund balance by (-40%). The City maintains a one year payment fund balance. The ending estimated fund balance of \$909,601 will maintain that policy. The City expects to use fund balance for the next 2 fiscal years. The existing debt could be paid off in FY 2014 using the fund balance to pay the debt owed in 2015. The City has also considered issuing debt to pay for capital in the coming years.

# Debt Service Fund

The Debt Service Fund is used to account for debt transactions for bonds and other debts issued by the City. The funding comes from the percentage of the millage rate that is designated for retirement of general obligation bond indebtedness (Fund 410).

Estimated Beginning Fund Balance for FY 2013:					\$1,519,376
	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Budget	FY 2013 Approved Budget	
Property Tax	\$6,597,146	\$6,594,775	\$6,375,000	\$5,892,800	↓
Charges for Service - External	\$8,313	\$0	\$0	\$0	→
Interest Income	\$26,625	\$14,837	\$15,000	\$0	↓
<b>Current Year Revenues</b>	<b>\$6,632,084</b>	<b>\$6,609,612</b>	<b>\$6,390,000</b>	<b>\$5,892,800</b>	↓
Prior Year Revenues	\$0	\$0	\$309,933	\$609,775	↑
<b>Total of Fund 410 - Debt Service Fund Source of Funds</b>	<b>\$6,632,084</b>	<b>\$6,609,612</b>	<b>\$6,699,933</b>	<b>\$6,502,575</b>	↓
	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditures	FY 2013 Approved Expenditures	
Finance	\$6,186,685	\$6,404,984	\$6,699,933	\$6,502,575	↓
<b>Total of Fund 410 - Debt Service Fund Use of Funds</b>	<b>\$6,186,685</b>	<b>\$6,404,984</b>	<b>\$6,699,933</b>	<b>\$6,502,575</b>	↓
Estimated Ending Fund Balance for FY 2013:					\$909,601

## Federal, State, and Local/County Funds

Grants are placed into a separate fund for each type of granting organization; The Federal Government, State Government, and County Government and/or Local Organizations. The grants allow the city to do more for its citizens than it would be able to do itself. The grants will not appear on the All Funds Summary. Grants in the City of Roswell require Council approval prior to acceptance and are budgeted at the time of acceptance by our City Council.

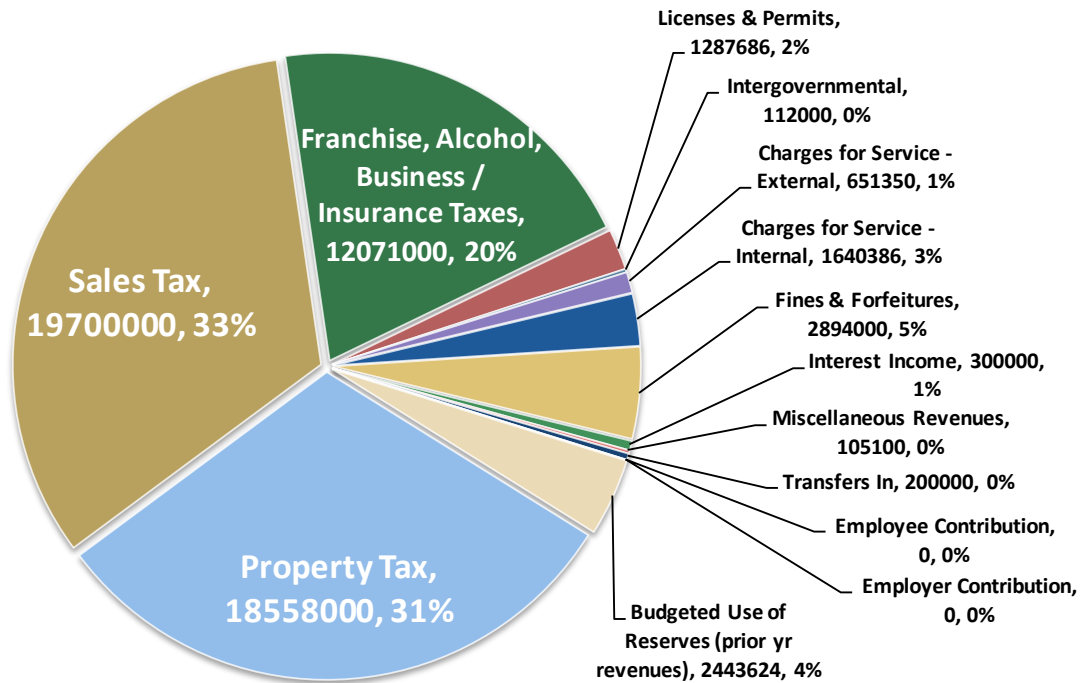
# General Fund

(Fund 100)

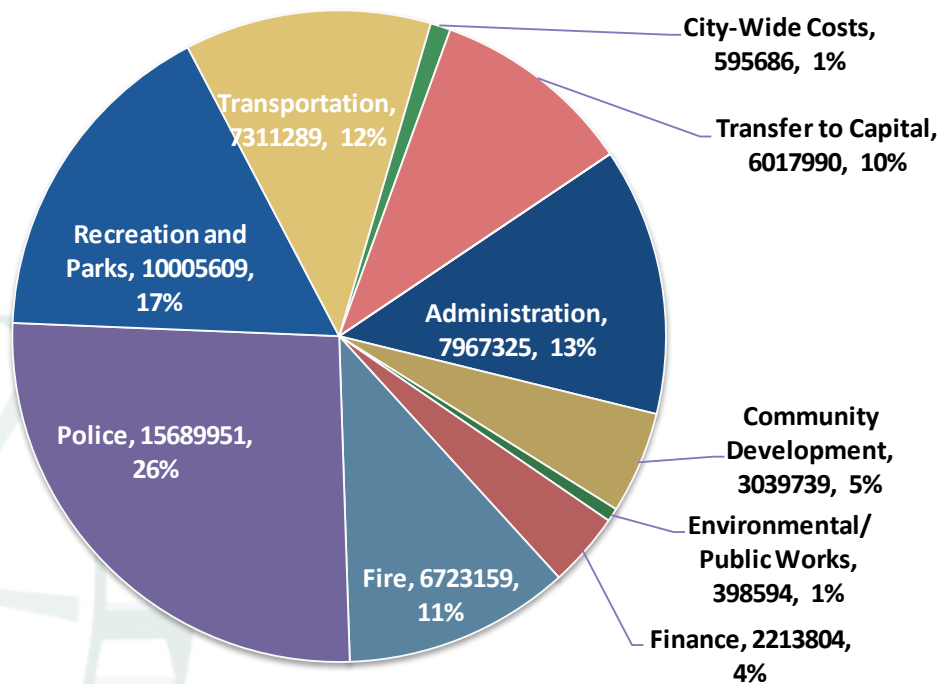
The General Fund is the general operating fund of the City and is used to account for all financial resources, except those required to be accounted for in another fund. The eight City Departments are Administration, Community Development, Environmental/Public Works, Finance, Fire, Police, Recreation, Parks, Historic and Cultural Affairs and Transportation.

# General Fund Revenue and Expenditures

**FY 2013 General Fund Revenue: \$59,653,146**



**Total General Fund Expenditures for FY 2013: \$59,963,146**



## General Fund Summary of Changes

<b>FY 2013 Preliminary Revenue:</b>	<b>\$57,519,522</b>	
FY 12 Approved Operating Budget:	\$53,597,107	
FY 12 One-Time Expends removed:	(\$491,042)	
FY 12 Mid-Year Adjustments to continue:	\$47,250	
<b>FY 2013 Expenditure Base Budget:</b>	<b>\$53,153,315</b>	
<b>Revenues Over/ (Under) Expenditures:</b>		<b>\$4,366,207</b>
Department Reductions to Base Budget:	(\$173,392)	
Group Benefits Adjustment (reducing contribution @ \$9,250):	(\$215,213)	
Retirement Adjustment (based on DB only, DC transition costs to be carried forward):	\$105,004	
Deferred Comp Adjustment (based on actual participation):	\$16,900	
Risk and Liability Adjustment:	\$113,616	
Workers Comp Adjustment:	(\$2,734)	
City Stormwater Fee Adjustment:	(\$41,146)	
Bank Fee Adjustments:	(\$20,000)	
Fleet Services Fund (impact to GF):	(\$65,475)	
Salary Adjustments based on current Roster:	\$45,145	
HTE Contract from Police:	(\$130,000)	
Unemployment Insurance Adjustment:	(\$35,000)	
Reduce General Fund subsidy to Recreation Participation Fund:	(\$87,054)	
Overtime Reduction:	(\$137,700)	
<b>FY 2013 Adjusted Expenditure Base Budget:</b>	<b>\$52,526,266</b>	
<b>Preliminary Available to Program for New Initiatives and Maintenance Capital:</b>		<b>\$4,993,256</b>
<b>FY 2013 Approved New Initiative Requests:</b>		
Administration:	\$141,876	
Citywide:	\$12,646	
Community Development:	\$99,938	
Finance:	\$0	
Fire:	\$470,862	
Police:	(\$177,950)	
PW/Environmental:	\$0	
Recreation and Parks:	\$191,478	
Transportation:	\$97,000	
2% Merit, (\$502,040) MAG to Minimum (\$56,000), Salary Adjustments (\$25,000):	\$583,040	
<b>FY 2013 Approved New Initiatives:</b>		<b>\$1,418,890</b>
<b>FY 2013 Approved Maintenance Capital:</b>		<b>\$3,574,366</b>
Administration:	\$0	
Citywide:	\$3,328,712	
Community Development:	\$0	
Finance:	\$0	
Fire:	\$70,654	
Police:	\$0	
PW/Environmental:	\$0	
Recreation and Parks:	\$175,000	
Transportation:	\$0	
<b>FY 13 Available funds over FY13 Requests:</b>	<b>\$1,418,890</b>	
<b>FY 2013 Approved One-Time Capital:</b>		<b>\$2,443,624</b>
Administration:	\$0	
Citywide:	\$22,400	
Community Development:	\$30,000	
Finance:	\$0	
Fire:	\$84,724	
Police:	\$457,000	
PW/Environmental:	\$0	
Recreation and Parks:	\$459,500	
Transportation:	\$1,390,000	
<b>FY 2013 APPROVED GENERAL FUND BUDGET:</b>		<b>\$59,963,146</b>

**General Fund  
Revenues by Account**

Account Number	Account Name	FY 2010 Actual Revenue	FY 2011 Actual Revenue	FY 2012 Approved Revenue Budget	FY 2013 Approved Revenue Budget
311101	REAL PROPERTY TAX - CURRENT YEAR	\$18,111,864	\$17,084,821	\$17,068,000	\$16,416,000
311110	PUBLIC UTILITY	\$0	\$154,303	\$155,000	\$145,000
311200	REAL PROPERTY TAX - PRIOR	\$87,559	\$146,278	\$140,000	\$50,000
311310	MOTOR VEHICLE	\$1,210,111	\$1,220,103	\$1,200,000	\$1,230,000
311340	INTANGIBLES (REG & RECRD)	\$459,801	\$410,492	\$480,000	\$480,000
311600	REAL ESTATE TRANS(INTANG)	\$89,965	\$69,231	\$65,000	\$100,000
319110	GEN PROP: PEN & INT : REAL	\$152,573	\$168,066	\$140,000	\$135,000
319500	FIFA	\$2,254	\$2,733	\$2,000	\$2,000
<b>Property Tax Total</b>		<b>\$20,114,127</b>	<b>\$19,256,027</b>	<b>\$19,250,000</b>	<b>\$18,558,000</b>
313100	LOCAL OPTION SALES TAX	\$18,905,248	\$18,808,121	\$19,000,000	\$19,700,000
<b>Sales Tax Total</b>		<b>\$18,905,248</b>	<b>\$18,808,121</b>	<b>\$19,000,000</b>	<b>\$19,700,000</b>
311710	ELECTRIC FRANCHISE TAXES	\$3,367,784	\$3,815,613	\$3,750,000	\$3,900,000
311730	GAS FRANCHISE TAXES	\$615,081	\$638,497	\$613,000	\$636,000
311750	TV CABLE FRANCHISE TAXES	\$968,408	\$1,140,559	\$821,000	\$900,000
311760	TELEPHONE FRANCHISE TAXES	\$368,497	\$113,107	\$345,000	\$345,000
314200	WHOLESALE ALCOHOLIC EXCIS	\$974,130	\$975,036	\$968,000	\$975,000
314300	RETAIL ALCOHOLIC EXCISE	\$207,038	\$234,013	\$200,000	\$200,000
316101	BUSINESS & OCCUPATION TAX	\$760,884	\$817,698	\$750,000	\$815,000
316200	INSURANCE PREMIUM TAXES	\$4,397,138	\$4,269,346	\$4,253,000	\$4,150,000
316300	FINANCIAL INSTIT. TAXES	\$89,855	\$257,341	\$100,000	\$150,000
<b>Franchise, Alcohol, Business / Insurance Taxes Total</b>		<b>\$11,748,815</b>	<b>\$12,261,210</b>	<b>\$11,800,000</b>	<b>\$12,071,000</b>
321110	ALCOHOL, BEER, WINE LIC	\$573,226	\$567,937	\$570,000	\$570,000
321130	LIQUOR POURING LICENSE	\$28,906	\$34,347	\$29,000	\$29,000
321140	BAR CARDS (LIQ HANDL LIC)	\$5,725	\$11,350	\$5,000	\$5,000
321220	INSURANCE	\$72,555	\$69,853	\$61,750	\$70,000
321292	SOLICITOR FEES	\$275	\$525	\$250	\$400
322210	ZONING AND LAND USE	\$32,844	\$27,472	\$30,000	\$25,000
322230	SIGN PERMITS	\$54,115	\$48,650	\$52,000	\$45,000
322231	SPECIAL EVENTS FEE	\$9,070	\$16,751	\$15,000	\$20,000
322300	TAXI CAB PERMITS	\$40,165	\$52,050	\$35,000	\$40,000
323120	BLDNG & INSPECT FEES	\$344,054	\$395,522	\$342,000	\$411,286
323196	GRADING PERMITS	\$26,214	\$40,087	\$30,000	\$60,000
322905	Photo and Film Fees	\$0	\$3,850	\$0	\$12,000
<b>Licenses &amp; Permits Total</b>		<b>\$1,187,149</b>	<b>\$1,268,394</b>	<b>\$1,170,000</b>	<b>\$1,287,686</b>
333100	HOUSING AUTHORITY	\$9,829	\$0	\$9,500	\$0
335100	HOMEOWNER TAX RELIEF GRAN	\$0	\$0	\$0	\$0
336010	ALPHARETTA FIRE PAYMENTS	\$64,005	\$68,584	\$70,000	\$112,000
337300	FULTON CO. SHARED REV	\$0	\$0	\$0	\$0
<b>Intergovernmental Total</b>		<b>\$73,834</b>	<b>\$68,584</b>	<b>\$79,500</b>	<b>\$112,000</b>
341200	RECORDING FEES	\$0	\$117	\$0	\$0
341333	3% ADMIN IMPACT FEES	\$2,851	\$8,272	\$4,000	\$4,000
341400	PRINTING AND DUP FEES	\$2,541	\$1,859	\$200	\$1,000
341905	OTHER/MISC. FEES	\$64,430	\$22,808	\$35,000	\$20,000
341910	ELECTION QUALIFY FEES	\$8,470	\$0	\$0	\$0
342120	ACCIDENT REPORTS	\$19,806	\$16,196	\$15,000	\$15,000
342130	FALSE ALARM FEES	\$61,368	\$55,800	\$60,000	\$60,000
342131	FIRE ALARM FEES	\$900	\$3,100	\$2,000	\$3,400
342140	EXPUNGEMENT FEES	\$5,849	\$5,955	\$5,500	\$5,500
342310	FINGERPRINTING FEES	\$11,295	\$10,940	\$11,000	\$13,000
342910	FIRE TRAINING FACILITY	\$0	\$0	\$0	\$0
342920	MOUNTAIN PARK	\$27,000	\$37,282	\$35,000	\$35,000
342925	RAPSTC TRAINING	\$1,162	\$10,346	\$12,000	\$1,000
343101	SIDEWALK ASSESSMENTS	\$0	\$0	\$0	\$0
343210	LAKE CHARLES -SPEC ASSESS	\$21,000	\$18,000	\$21,000	\$19,000
345610	TELECOMMUNICATION CHARGES	\$329,885	\$372,085	\$319,050	\$325,000
346400	BACKGROUND CHECK FEES	\$14,409	\$15,210	\$15,000	\$15,000
347201	AUDITORIUM RENTAL FEES	\$105,465	\$101,936	\$100,000	\$113,000
347202	OTHER RENTAL FEES	\$20,250	\$20,250	\$20,250	\$20,250
347301	AUDITORIUM TICKET RECEIPT	\$0	\$0	\$3,000	\$0
347502	SPECIAL EVENTS	\$0	\$0	\$0	\$0
347701	CITY HOSTED CONFERENCE FE	\$0	\$0	\$0	\$0
349300	BAD CHECK FEES	\$1,845	\$1,440	\$1,800	\$1,000
349920	VIETNAM MEMORIAL BRICKS	\$200	\$350	\$200	\$200
<b>Charges for Service - External Total</b>		<b>\$698,726</b>	<b>\$701,946</b>	<b>\$660,000</b>	<b>\$651,350</b>



**General Fund**  
**Revenues by Account, continued**

Account		FY 2010 Actual	FY 2011 Actual	FY 2012 Approved	FY 2013 Approved
Number	Account Name	Revenue	Revenue	Revenue Budget	Revenue Budget
341701	INDIRECT COST CONFISCATED ASSETS	\$15,920	\$13,142	\$14,058	\$33,976
341702	INDIRECT COST E911	\$0	\$0	\$0	\$108,711
341703	INDIRECT COST WATER FUND	\$309,641	\$269,981	\$233,651	\$226,029
341704	INDIRECT COST SOLID WASTE	\$1,153,114	\$1,177,019	\$938,725	\$805,165
341705	INDIRECT COST PARTIC REC	\$236,846	\$280,598	\$0	\$0
341706	INDIRECT COST STORMWATER	\$0	\$0	\$443,405	\$466,505
<b>Charges for Service - Internal Total</b>		<b>\$1,715,521</b>	<b>\$1,740,740</b>	<b>\$1,629,839</b>	<b>\$1,640,386</b>
351171	MUNICIPAL COURT FINES	\$1,794,747	\$2,030,341	\$2,100,000	\$2,050,000
351172	MUNICIPAL COURT PROBATION	\$136,382	\$112,212	\$110,000	\$60,000
351173	JAIL FEES	\$0	\$0	\$0	\$0
351174	COURTWARE ADMIN FEE	\$8,955	\$10,771	\$10,000	\$30,000
351175	COURT RELATED - OTHER	\$319,215	\$320,813	\$300,000	\$200,000
351920	RED LIGHT FINES	\$536,737	\$574,282	\$480,000	\$500,000
351176	DIVERSION FEES	\$0	\$0	\$0	\$54,000
<b>Fines &amp; Forfeitures Total</b>		<b>\$2,796,036</b>	<b>\$3,048,419</b>	<b>\$3,000,000</b>	<b>\$2,894,000</b>
361000	INTEREST REVENUES	\$419,381	\$299,700	\$300,000	\$300,000
361010	UNREALIZED INVEST GAINS	(\$83,266)	(\$3,618)	\$0	\$0
361015	BANK INTEREST EARNED	\$0	\$0	\$0	\$0
361016	INVEST.INTEREST EARNED	\$0	\$0	\$0	\$0
<b>Interest Income Total</b>		<b>\$336,115</b>	<b>\$296,082</b>	<b>\$300,000</b>	<b>\$300,000</b>
371004	CONTRI/DONATION R&P	\$0	\$0	\$0	\$0
371005	PRIVATE DONATIONS/CONTRIB	\$0	\$2,715	\$500	\$500
381105	RENT OF PROPERTY	\$35,700	\$34,300	\$33,900	\$33,900
382000	TELEPHONE COMMISSIONS	\$8,771	\$6,541	\$6,500	\$6,100
383100	REIMBURSEMENT FROM INSURANCE	\$10,182	\$55,357	\$2,500	\$2,500
383800	CITY- FRAUD REIMBURSE	(\$10)	(\$810)	\$0	\$0
389110	RECOVERY OF BAD DEBT	(\$2,051)	\$0	\$0	\$0
389400	MISCELLANEOUS	\$326	\$7,097	\$50	\$50
389999	OVER AND SHORT	\$290	\$140	\$50	\$50
392100	SALE OF ASSETS	\$26,212	\$41	\$3,500	\$60,000
392300	SALE OF ABANDONED PROPERTY	\$3,514	\$2,506	\$0	\$2,000
389998	AGA CLEARING	\$0	(\$628)	\$0	\$0
<b>Miscellaneous Revenues Total</b>		<b>\$82,934</b>	<b>\$107,259</b>	<b>\$47,000</b>	<b>\$105,100</b>
391201	OPERATING TRANSFER IN	\$0	\$0	\$0	\$200,000
391250	REPAYMENT FROM STORMWATER UTILITY FUND	\$0	\$0	\$240,000	\$0
<b>Transfers In Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>	<b>\$200,000</b>
<b>Total Current Year Revenues</b>		<b>\$57,658,505</b>	<b>\$57,556,782</b>	<b>\$57,176,339</b>	<b>\$57,519,522</b>

Budget Use of Reserves (Prior yr Revenue)

\$2,443,624

**Total Source of Funds for General Fund**

**\$59,963,146**

**General Fund  
Expenditures by Account**

Account	Account Title	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditure Budget	FY 2013 Approved Expenditure Budget
511100	Regular Employees	\$25,344,056	\$23,839,238	\$23,547,602	\$23,250,060
511105	Part Time Employees	\$782,359	\$715,895	\$770,961	\$800,561
511110	Elected Officials	\$233,146	\$237,575	\$239,634	\$239,634
511115	Firefighter's Fees	\$2,943,767	\$2,947,888	\$3,009,000	\$3,338,835
511200	Temporary Employees	\$25,197	\$29,401	\$56,822	\$48,022
511300	Overtime	\$774,607	\$584,100	\$707,129	\$535,790
511400	Other Compensation	\$7,800	\$7,800	\$7,200	\$7,200
512200	Social Security (FICA) Contributions	\$1,810,278	\$1,699,963	\$1,759,536	\$1,679,960
512300	Medicare	\$425,737	\$399,659	\$411,183	\$392,102
512400	Retirement Contributions	\$2,568,441	\$2,961,472	\$3,133,550	\$3,128,214
512401	Deferred Compensation	\$144,006	\$136,738	\$137,400	\$149,100
512500	Tuition Reimbursements	\$47,580	\$48,532	\$50,000	\$50,000
512600	Unemployment Insurance	\$46,517	\$38,538	\$35,000	\$0
512901	Employee Moving Expenses	\$0	\$2,990	\$0	\$0
512920	Other Benefits	\$16,795	\$22,781	\$15,000	\$15,000
<b>Salaries and Benefits Total</b>		<b>\$35,170,286</b>	<b>\$33,672,571</b>	<b>\$33,880,017</b>	<b>\$33,634,478</b>
521201	Professional Services	\$842,203	\$753,535	\$564,438	\$530,321
521202	Legal	\$46,559	\$85,207	\$85,000	\$60,000
521203	Animal Control	\$66,638	\$65,570	\$78,000	\$70,000
521300	Technical Services	\$101,033	\$114,049	\$131,883	\$118,263
521400	Contract Services	\$1,033,023	\$492,421	\$682,609	\$1,514,290
522110	Disposal	\$18,074	\$28,966	\$30,575	\$27,000
522130	Custodial	\$166,513	\$168,160	\$169,949	\$169,949
522140	Repairs And Maintenance - Grounds	\$101,303	\$92,666	\$87,753	\$96,033
522205	Repairs And Maintenance	\$1,385,242	\$1,370,776	\$1,540,418	\$1,489,202
522210	Vehicle Repair	\$191,314	\$176,095	\$207,199	\$201,499
522215	Garage Base Rate	\$0	\$0	\$0	\$240,991
522216	Mechanics Rate	\$0	\$0	\$0	\$214,081
522310	Rental Of Land And Buildings	\$11,624	\$16,082	\$34,100	\$48,200
522320	Rental Of Equipment And Vehicles	\$429,741	\$417,029	\$478,811	\$455,586
523100	Property And Liability Insurance	\$176	\$8,502	\$11,947	\$11,947
523210	Communication Services	\$631,562	\$632,075	\$838,430	\$665,151
523220	Postage	\$101,829	\$123,421	\$149,048	\$147,008
523300	Advertising	\$66,380	\$59,005	\$82,275	\$77,675
523400	Printing And Binding	\$81,660	\$77,873	\$113,000	\$108,390
523500	Travel	\$62,698	\$52,558	\$100,363	\$112,416
523600	Dues And Fees	\$62,325	\$72,188	\$771,972	\$89,181
523700	Education And Training	\$76,876	\$68,405	\$111,058	\$141,599
523800	Licenses	\$721	\$585	\$2,960	\$3,850
523851	Contracted Temporary Labor	\$48,089	\$49,548	\$0	\$0
523852	Instruction Fees	\$0	\$12,000	\$17,975	\$17,975
523901	Bank Fees / Charges	\$118,762	\$161,302	\$125,000	\$105,000
523902	Sanitation Services	\$116,553	\$90,859	\$115,600	\$115,600
531105	Supplies	\$1,276,751	\$1,066,587	\$1,133,583	\$1,117,065
531110	Inmate Supplies	\$15,936	\$10,449	\$19,975	\$14,975
531115	Recreation Supplies	\$182,247	\$308,402	\$290,500	\$249,600
531120	Vehicle Parts And Supplies	\$342,192	\$415,794	\$418,192	\$415,450
531130	Officials Expenses	\$3,000	\$3,000	\$3,000	\$3,000
531131	Mayor's Expenses	\$3,690	\$136	\$7,000	\$7,000
531210	Water / Sewerage	\$209,548	\$188,160	\$256,072	\$256,072
531215	Stormwater Utility Fee	\$0	\$0	\$0	\$658,625

**General Fund  
Expenditures by Account, continued**

Account	Account Title	FY 2010 Actual Expenditures	FY 2011 Actual Expenditures	FY 2012 Approved Expenditure Budget	FY 2013 Approved Expenditure Budget
531220	Natural Gas	\$179,438	\$148,317	\$186,323	\$184,823
531230	Electricity	\$2,137,651	\$2,190,652	\$2,475,477	\$2,494,760
531240	Bottled Gas	\$6,465	\$6,118	\$12,076	\$12,076
531250	Oil	\$20,048	\$17,203	\$22,712	\$21,337
531270	Gasoline/ Diesel	\$720,454	\$822,235	\$985,471	\$1,011,734
531310	Hospitality And Events	\$6,563	\$8,937	\$10,000	\$11,000
531320	Inmate Meals	\$97,313	\$66,582	\$93,000	\$53,000
531400	Books And Periodicals	\$43,256	\$36,983	\$65,299	\$57,774
531605	Machinery And Equipment-Operating	\$138,576	\$142,203	\$145,416	\$170,111
531610	Furniture/Fixtures-Operating	\$30,357	\$16,159	\$21,206	\$18,656
531615	Computer Equipment-Operating	\$54,763	\$106,474	\$46,747	\$67,497
531620	Communication Equipment-Operating	\$10,647	\$10,241	\$19,847	\$17,897
531710	Vietnam Memorial Bricks	\$104	\$255	\$400	\$400
531720	Uniforms	\$204,626	\$196,233	\$242,029	\$251,565
539999	Special Events Contra Account	\$0	(\$0)	\$55,000	\$60,000
<b>Operating Total</b>		<b>\$11,444,523</b>	<b>\$10,949,995</b>	<b>\$13,040,688</b>	<b>\$13,985,624</b>
542100	Machinery	\$44,620		\$0	\$0
542400	Computer Equipment	\$25,938		\$0	\$0
552400	Risk/Liability Contribution	\$927,058	\$762,302	\$736,608	\$850,224
553100	Group Insurance Contribution	\$4,903,298	\$4,950,334	\$4,778,963	\$4,260,683
554100	Workers Comp Contribution	\$878,908	\$383,464	\$351,844	\$349,110
579001	Operating Contingency	(\$42,980)	\$0	\$150,542	\$12,646
579003	Contingency - Tree Program	\$24,114	\$2,796	\$0	\$0
581100	Principal- Long Term Debt	\$0	\$0	\$0	\$155,000
611350	Operating Transfers Out - Cap Projects	\$7,523,183	\$8,669,119	\$9,826,932	\$6,017,990
	Transfer Out - Capital Projects Fund				\$51,000
611351	Operating Transfer Out - Fed Grant	\$51,820	\$0	\$0	\$0
611355	Operating Transfer Out - Participant Rec	\$0	\$1,061,854	\$658,445	\$571,391
611358	Operating Transfer Out - Hotel/Motel	\$0		\$0	\$75,000
<b>Transfers, Capital, Other Total</b>		<b>\$14,335,959</b>	<b>\$15,829,869</b>	<b>\$16,503,334</b>	<b>\$12,343,044</b>
<b>Total Use of Funds by Account</b>		<b>\$60,950,768</b>	<b>\$60,452,435</b>	<b>\$63,424,039</b>	<b>\$59,963,146</b>



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# Administration Department

Mission Statement...  
Providing result-oriented  
communication, service,  
and innovation to our  
customers.

## Who We Are...

The Administration Department is made up of many different offices and divisions. They include the Governing Body, City Administrator's Office, the City Clerk, Grants Office, Strategic Planning and Budgeting, Human Resources, Building Operations, Court Services, Municipal Judge, Community Relations, Legal, City Sponsored Special Events and Information Technology. The Administration Department provides policy direction and guidance, provides accurate and timely information to all customers, supports the mission and goals of the other City Departments and manages the day-to-day operations of the City.

# Administration Department

## What We Have Accomplished...

During FY 2012 the Administration Department accomplishments supported all of the City's Strategic Goals.

- The new citywide Enterprise Resource Planning (ERP) system has gone live for many of the modules within the City Government. The ERP project continues to promote a well-designed community with technological efficiencies, sustainability (green) initiatives and increased communication throughout the local government business. Financials, Community Development and Human Resources functions all take advantage of this technology for sustained future efficient government operations.
- The Administration Department continues to manage and administer the Facilities Condition Assessment (FCA) plan. By having an organized and verified plan to maintain the many physical buildings and facilities the City operates, the Citizens are assured their valuable capital resources will be fully functional and usable for the intended life cycle of the facility. The responsibility of sustaining and protecting the city resources will provide lasting value to the capital investments made by the City.
- The product of the Administration Department is service. To emphasize a responsive delivery of quality services the Administration Department is building a process of Cross Functional Training to provide service for our Citizens without gaps or disruptions. By having quality trained personnel in the varying Administration Divisions, the Department is better enabled to provide complete service to Citizen requests. This training expands the utilization of internal staff while maintaining the highest level of service to our Citizens.
- The City of Roswell received the Clean Air Campaign PACE award for being a Government Champion for offering its employees telecommute options, flexible work arrangements/compressed work week and carpool options with designated parking spaces at City facilities.

## What We Expect to Accomplish...

The Administration Department objectives for FY 2013 will continue to support all of the City's Strategic Goals.

- The City of Roswell has a tremendous technology infrastructure and the Administration Department works to manage and continuously improve our technology to Sustain and Protect the City's Resources for efficiencies and business development. Through the Information Technology Division an audit will be completed of the fiber technology in the City. Many City facilities have fiber cable extended to them and the possibilities of using the fiber for new development and re-development of business within the City for the future will be studied and planned.
- Customer Delight to our Citizens and Citizen Groups is vitally important to the Administration Department. Through the Grants Division the Strategic Goal of Responsive Delivery of Quality Services will be met through the administration of the Community Development Block Grant (CDBG) funding. The Grants Division will work directly with the Department of Housing and Urban Development (HUD) to provide funding opportunities to many of the non-profit agencies in the City as well as City projects, to expand and improve the quality of life for low to moderate income families and individuals.
- Proactively communicate City services, programs and projects with Roswell residents with the addition of a part-time public relations specialist position in the Community Relations Division.

# Administration Department

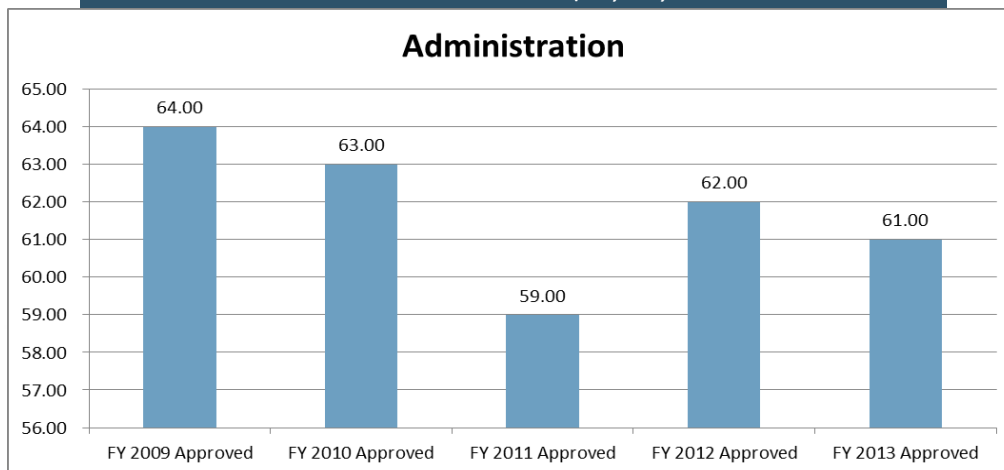
## Opportunities...

The Administration Department has a great opportunity to increase, expand and improve the communications with our citizens this next year. From providing video recordings of Council Meetings on the City Web page, to early notification to citizens during emergencies through Nixle, city communications is advancing. By developing the functional use of social media like Twitter and Facebook, the City has instant lines of two way communication with Citizens. The City of Roswell's website is full of detailed information regarding facts, fun and functions for all citizens to learn about. The opportunities for better, more efficient communications to reach all citizens are an expanding area of opportunity for FY 2013.

## Challenges...

Change management will be a key issue for the Administration department again in FY 2013. As we embrace new technology through the Enterprise Resource Planning (ERP) project and learn to work with new efficiencies to allow technology and automation to work for us, new attitudes and ways of doing business will be applied. The shift in how services from the Administration department are provided to our citizens will take management and care to allow the changes made to be a positive difference in how our services and delivered.

Fund	FY 2013 Approved Budget	Full Time Positions
100 - Admin General Fund	\$7,967,325	57
100 - Citywide General Fund	\$6,613,676	0
225 - CDBG Grant Fund	\$60,090	1
275 - Hotel/Motel Fund	\$878,874	0
601 - Worker's Compensation Fund	\$447,254	1
602 - Group Benefit Fund	\$6,548,527	1
603 - Risk and Liability Fund	\$1,023,722	1
<b>Grand Total</b>	<b>\$23,641,141</b>	<b>61</b>



## Personnel Changes:

**FY 2010:** Eliminated (1) Full-Time Mail Clerk position. Position re-organized into a part-time position.

**FY 2011:** Eliminated (4) Full-Time positions in Court Services through the ERIP and Restructuring: (1) Chief Marshal, (1) GCIC Coordinator, (1) Probation Officer and (1) Deputy Court Clerk II. Also, eliminated (1) Administrative Assistant and created (1) IT Program Coordinator. (1) Part-Time Administrative Assistant in Community Relations was eliminated and (2) Part-Time Security Officers for Court Services were added.

**FY 2012:** Added (1) Municipal Complex Officer (a transfer of position from the Police Department).

**FY 2013:** Eliminated (1) Court Services Clerk I and (1) Administrative Specialist position. Added an Employee Relations and Organizational Development Manager position.

# Administration Department

## General Fund

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012		FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
					Estimate Expenditures					
<b>100 - General Fund</b>	<b>511100</b>	Regular Employees	\$3,234,226	\$3,194,000	\$2,918,443	\$3,194,000	\$41,000	\$270	\$3,235,270	
	<b>511105</b>	Part Time Employees	\$125,872	\$156,640	\$153,215	\$156,640	\$0	\$30,600	\$187,240	
	<b>511110</b>	Elected Officials	\$237,575	\$239,634	\$239,141	\$239,634	\$0	\$0	\$239,634	
	<b>511200</b>	Temporary Employees	\$22,993	\$12,000	\$24,295	\$12,000	\$12,000	\$0	\$24,000	
	<b>511300</b>	Overtime	\$1,551	\$1,000	\$1,819	\$1,000	\$10,000	\$0	\$11,000	
	<b>511400</b>	Other Compensation	\$7,800	\$7,200	\$7,774	\$7,200	\$0	\$0	\$7,200	
	<b>512200</b>	Social Security (FICA) Contributions	\$211,962	\$223,900	\$188,700	\$223,900	\$2,500	\$0	\$226,400	
	<b>512300</b>	Medicare	\$50,843	\$52,300	\$45,505	\$52,300	\$600	\$0	\$52,900	
	<b>512400</b>	Retirement Contributions	\$403,192	\$425,400	\$424,358	\$425,400	\$19,086	\$0	\$444,486	
	<b>512401</b>	Deferred Compensation	\$22,050	\$23,000	\$18,754	\$23,000	\$2,500	\$0	\$25,500	
	<b>512500</b>	Tuition Reimbursements	\$48,532	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000	
	<b>512600</b>	Unemployment Insurance	\$38,538	\$35,000	\$35,000	\$35,000	(\$35,000)	\$0	\$0	
	<b>512920</b>	Other Benefits	\$22,781	\$15,000	\$12,500	\$15,000	\$0	\$0	\$15,000	
	<b>521201</b>	Professional Services	\$133,991	\$109,300	\$104,932	\$109,300	\$3,048	\$29,000	\$141,348	
	<b>521202</b>	Legal	\$85,207	\$85,000	\$96,893	\$85,000	(\$25,000)	\$0	\$60,000	
	<b>521300</b>	Technical Services	\$10,739	\$20,000	\$9,750	\$20,000	(\$250)	\$0	\$19,750	
	<b>521400</b>	Contract Services	\$32,244	\$365,000	\$741,879	\$365,000	(\$307,500)	\$4,000	\$61,500	
	<b>522130</b>	Custodial	\$140,642	\$140,249	\$141,000	\$140,249	\$0	\$0	\$140,249	
	<b>522205</b>	Repairs And Maintenance	\$597,292	\$657,474	\$675,950	\$657,474	(\$2,000)	\$64,456	\$719,930	
	<b>522210</b>	Vehicle Repair	\$587	\$1,250	\$6,699	\$1,250	(\$250)	\$0	\$1,000	
	<b>522215</b>	Garage Base Rate	\$0	\$0	\$0	\$0	\$5,520	\$0	\$5,520	
	<b>522216</b>	Mechanics Rate	\$0	\$0	\$0	\$0	\$2,552	\$0	\$2,552	
	<b>522310</b>	Rental Of Land And Buildings	\$12,932	\$12,000	\$12,638	\$12,000	\$0	\$0	\$12,000	
	<b>522320</b>	Rental Of Equipment And Vehicles	\$36,749	\$51,786	\$40,024	\$51,786	(\$1,000)	\$0	\$50,786	
	<b>523210</b>	Communication Services	\$347,321	\$315,658	\$307,256	\$315,658	\$250	\$0	\$315,908	
	<b>523220</b>	Postage	\$6,981	\$10,678	\$8,200	\$10,678	\$0	\$0	\$10,678	
	<b>523300</b>	Advertising	\$11,122	\$20,000	\$6,472	\$20,000	(\$1,500)	\$0	\$18,500	
	<b>523400</b>	Printing And Binding	\$9,547	\$16,750	\$4,700	\$16,750	(\$1,010)	\$0	\$15,740	
	<b>523500</b>	Travel	\$11,984	\$29,978	\$17,417	\$29,978	\$11,806	\$0	\$41,784	
	<b>523600</b>	Dues And Fees	\$41,505	\$39,175	\$89,170	\$39,175	\$1,100	\$0	\$40,275	
	<b>523700</b>	Education And Training	\$21,480	\$44,353	\$44,087	\$44,353	\$8,156	\$0	\$52,509	
	<b>523800</b>	Licenses	\$109	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>523851</b>	Contracted Temporary Labor	\$24,995	\$0	\$1,794	\$0	\$0	\$0	\$0	
	<b>523902</b>	Sanitation Services	\$45,193	\$60,000	\$45,000	\$60,000	\$0	\$0	\$60,000	
	<b>531105</b>	Supplies	\$90,549	\$103,970	\$95,713	\$103,970	\$0	\$7,800	\$111,770	
	<b>531120</b>	Vehicle Parts And Supplies	\$1,055	\$2,900	\$1,977	\$2,900	\$0	\$0	\$2,900	
	<b>531130</b>	Officials Expenses	\$3,000	\$3,000	\$2,990	\$3,000	\$0	\$0	\$3,000	
	<b>531131</b>	Mayor's Expenses	\$136	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000	
	<b>531210</b>	Water / Sewerage	\$32,569	\$46,000	\$52,000	\$46,000	\$0	\$0	\$46,000	
	<b>531215</b>	Stormwater Utility Fee	\$0	\$0	\$14,000	\$0	\$14,000	\$0	\$14,000	
	<b>531220</b>	Natural Gas	\$55,957	\$74,748	\$74,000	\$74,748	\$0	\$0	\$74,748	
	<b>531230</b>	Electricity	\$448,673	\$515,477	\$265,138	\$515,477	\$0	\$0	\$515,477	
	<b>531250</b>	Oil	\$173	\$430	\$334	\$430	\$0	\$0	\$430	
	<b>531270</b>	Gasoline/ Diesel	\$10,848	\$12,226	\$12,573	\$12,226	\$0	\$0	\$12,226	
	<b>531310</b>	Hospitality And Events	\$8,937	\$10,000	\$3,670	\$10,000	\$0	\$0	\$10,000	
	<b>531400</b>	Books And Periodicals	\$24,725	\$47,750	\$29,940	\$47,750	(\$7,500)	\$0	\$40,250	
	<b>531605</b>	Machinery And Equipment-Operating	\$7,451	\$5,500	\$20,820	\$5,500	\$0	\$0	\$5,500	
	<b>531610</b>	Furniture/Fixtures-Operating	\$4,161	\$4,475	\$18,800	\$4,475	\$0	\$0	\$4,475	
	<b>531615</b>	Computer Equipment-Operating	\$22,982	\$28,650	\$68,990	\$28,650	\$0	\$0	\$28,650	
	<b>531620</b>	Communication Equipment-Operating	\$2,570	\$7,500	\$41,855	\$7,500	(\$1,000)	\$0	\$6,500	
	<b>531720</b>	Uniforms	\$4,539	\$4,500	\$3,500	\$4,500	\$0	\$0	\$4,500	
	<b>539999</b>	Special Events Contra Account	\$17,462	\$55,000	\$0	\$55,000	\$0	\$5,000	\$60,000	
	<b>552400</b>	Risk/Liability Contribution	\$76,516	\$88,556	\$88,261	\$88,556	\$30,566	\$0	\$119,122	
	<b>553100</b>	Group Insurance Contribution	\$643,320	\$633,750	\$632,288	\$633,750	(\$23,250)	(\$9,250)	\$601,250	
	<b>554100</b>	Workers Comp Contribution	\$43,524	\$10,868	\$10,832	\$10,868	\$0	\$0	\$10,868	
	<b>579003</b>	Contingency - Tree Program	\$2,796	\$0	\$0	\$0	\$0	\$0	\$0	
<b>100 - General Fund Total</b>			<b>\$7,500,474</b>	<b>\$8,076,025</b>	<b>\$7,911,043</b>	<b>\$8,076,025</b>	<b>(\$240,576)</b>	<b>\$131,876</b>	<b>\$7,967,325</b>	



# Administration Department

## General Fund

### Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$8,076,025.00</b>
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One-Time Costs Removed	(\$335,000.00)
Mid-Year Additions (temp labor to videotape M&CC meetings)	\$12,000.00
Department Changes	\$12,350.00
Salary and Benefit Adjustments	\$7,436.00
Risk and Liability Adjustments	\$30,566.00
Fleet Services Fund	\$8,072.00
Stormwater Fees Adjustment	\$14,000.00

<b>FY 2013 Approved Base Budget</b>	<b>\$7,825,449.00</b>
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Professional Services - additional arraignment session - Associate Judge fees	\$9,000.00
Professional Services - additional arraignment session - Associate Solicitor and Court Appointed Attorney fees	\$20,000.00
Bond Referendum Election Fees	\$4,000.00
Drug testing supplies	\$7,800.00
Citywide IT Maintenance contract increases	\$64,456.00

Transfer overtime to Administration (Bldg Ops) for after hour meeting security	\$10,000.00
Elimination of a Court Clerk I position	(\$48,630.00)
Elimination of an Admin Specialist position (to be converted to part-time)	(\$9,250.00)
Increase Special Events from \$55,000 to \$60,000	\$5,000.00
Add an Employee Relations and Organizational Development Manager	\$79,500.00
Add a part-time Public Relations Specialist for Community Relations using FY 2012 available funds	\$0.00

<b>FY 2013 Total Approved Budget</b>	<b>\$7,967,325.00</b>
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## Governing Body Program 10011100

*Mission Statement... To provide the vision and policy necessary to meet the needs of the citizens of Roswell*

*Services Provided... Policy direction, sound fiscal management, strategic planning*

*Customers... Citizens; City Boards; City Management; City wide staff; Elected Officials; Government Entities; Homeowner Associations; Media; Organizations; Public; Visitors*

### What We Have Accomplished...

- Discussed short-term and long-term needs of the organization by department.
- Demonstrated sound fiscal management through diligent involvement in the budget process.
- Attended successful Community Building trip to Greenville, SC to study successful revitalization efforts through a leadership exchange program.

### What We Expect to Accomplish...

- Discuss short-term and long-term needs of the organization by department.
- Demonstrate sound fiscal management through diligent involvement in the budget process.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10011100</b>									
	511100	Regular Employees	\$97,287	\$96,000	\$77,243	\$96,000	(\$7,000)	\$0	\$89,000
	511105	Part Time Employees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	511110	Elected Officials	\$148,000	\$148,000	\$147,507	\$148,000	\$0	\$0	\$148,000
	511200	Temporary Employees	\$11,008	\$0	\$12,295	\$0	\$0	\$0	\$0
	511300	Overtime	\$480	\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$14,570	\$15,200	\$13,481	\$15,200	(\$450)	\$0	\$14,750
	512300	Medicare	\$3,407	\$3,540	\$3,153	\$3,540	(\$100)	\$0	\$3,440
	512400	Retirement Contributions	\$12,697	\$12,890	\$12,846	\$12,890	(\$739)	\$0	\$12,151
	512401	Deferred Compensation	\$1,577	\$2,300	\$1,198	\$2,300	(\$800)	\$0	\$1,500
	521201	Professional Services	\$0	\$400	\$0	\$400	\$0	\$0	\$400
	523210	Communication Services	\$3,770	\$3,120	\$2,806	\$3,120	\$0	\$0	\$3,120
	523220	Postage	\$392	\$500	\$258	\$500	\$0	\$0	\$500
	523300	Advertising	\$54	\$0	\$0	\$0	\$0	\$0	\$0
	523500	Travel	\$3,150	\$8,500	\$3,393	\$8,500	\$0	\$0	\$8,500
	523600	Dues And Fees	\$370	\$500	\$0	\$500	\$0	\$0	\$500
	523700	Education And Training	\$2,575	\$8,500	\$643	\$8,500	\$0	\$0	\$8,500
	531105	Supplies	\$3,531	\$400	\$4,737	\$400	\$0	\$0	\$400
	531130	Officials Expenses	\$3,000	\$3,000	\$2,990	\$3,000	\$0	\$0	\$3,000
	531131	Mayor's Expenses	\$136	\$7,000	\$0	\$7,000	\$0	\$0	\$7,000
	531310	Hospitality And Events	\$5,420	\$5,000	\$2,993	\$5,000	\$0	\$0	\$5,000
	531400	Books And Periodicals	\$180	\$350	\$427	\$350	\$0	\$0	\$350
	531610	Furniture/Fixtures-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$15	\$350	\$4,522	\$350	\$0	\$0	\$350
	531620	Communication Equipment-Operating	\$1,058	\$250	\$731	\$250	\$0	\$0	\$250
	531720	Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$87,750	\$87,750	\$87,458	\$87,750	(\$4,500)	\$0	\$83,250
	579003	Contingency - Tree Program	\$2,796	\$0	\$0	\$0	\$0	\$0	\$0
<b>10011100</b>	<b>Total</b>		<b>\$403,224</b>	<b>\$403,550</b>	<b>\$378,680</b>	<b>\$403,550</b>	<b>(\$13,589)</b>	<b>\$0</b>	<b>\$389,961</b>

**City Administrator Program  
10013200**

*Mission Statement... To provide policy guidance and fiscally responsible direction to support the mission, goals and strategic plans of the City of Roswell*

*Services Provided... City administration, special projects, management development*

*Customers... Citizens; City Boards; City Management; City wide staff; Court Officials, Defendants; Attorneys; Elected Officials; Government Entities; Homeowner Associations; Local Businesses; Media*

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10013200</b>									
	511100	Regular Employees	\$321,530	\$325,000	\$282,141	\$325,000	\$0	\$0	\$325,000
	511400	Other Compensation	\$7,800	\$7,200	\$7,774	\$7,200	\$0	\$0	\$7,200
	512200	Social Security (FICA) Contributions	\$16,195	\$20,200	\$11,848	\$20,200	\$0	\$0	\$20,200
	512300	Medicare	\$4,747	\$4,720	\$4,150	\$4,720	\$0	\$0	\$4,720
	512400	Retirement Contributions	\$36,654	\$43,220	\$43,072	\$43,220	\$1,464	\$0	\$44,684
	512401	Deferred Compensation	\$3,250	\$3,200	\$2,821	\$3,200	\$600	\$0	\$3,800
	521201	Professional Services	\$16,684	\$3,500	\$0	\$3,500	\$0	\$0	\$3,500
	522210	Vehicle Repair		\$0	\$0	\$0	\$0	\$0	\$0
	523210	Communication Services	\$902	\$1,600	\$468	\$1,600	\$0	\$0	\$1,600
	523220	Postage	\$232	\$200	\$7	\$200	\$0	\$0	\$200
	523500	Travel	\$20	\$1,380	\$496	\$1,380	\$8,725	\$0	\$10,105
	523600	Dues And Fees	\$3,253	\$4,000	\$5,304	\$4,000	\$0	\$0	\$4,000
	523700	Education And Training	\$3,566	\$12,945	\$15,774	\$12,945	\$4,700	\$0	\$17,645
	531105	Supplies	\$605	\$1,000	\$132	\$1,000	\$0	\$0	\$1,000
	531120	Vehicle Parts And Supplies		\$0	\$0	\$0	\$0	\$0	\$0
	531250	Oil		\$0	\$0	\$0	\$0	\$0	\$0
	531270	Gasoline/ Diesel		\$0	\$0	\$0	\$0	\$0	\$0
	531310	Hospitality And Events	\$3,455	\$5,000	\$677	\$5,000	\$0	\$0	\$5,000
	531400	Books And Periodicals	\$102	\$250	\$0	\$250	\$0	\$0	\$250
	531610	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$249	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$29,250	\$29,250	\$29,153	\$29,250	(\$1,500)	\$0	\$27,750
<b>10013200 Total</b>			<b>\$448,496</b>	<b>\$462,665</b>	<b>\$403,816</b>	<b>\$462,665</b>	<b>\$13,989</b>	<b>\$0</b>	<b>\$476,654</b>

**Strategic Planning & Budgeting Program  
10015130**

**Mission Statement...** To provide elected officials, citizens and city staff a program based budget that allocates resources based on City strategic goals and department strategic plans

**Services Provided...** Budget Document, Budget Development, Financial Monitoring, Council Agenda Review, Strategic Planning, Fiscal Impact Analysis, Financial Planning

**Customers...** Citizens; City Management; City wide staff; Elected Officials

<b>Outcome Measure...</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Approved</b>
Percent of GFOA Distinguished Budget Award Criteria Ratings of proficient or better	100%	100%	100%

**What We Have Accomplished...**

- Received the Government Officers Association "Distinguished Budget Presentation Award" for the seventh consecutive year.
- Continued to implement budget process changes that allowed the City to fund priority requests and maintenance capital without raising taxes or cutting back on city services.
- Coordinated Bond discussions and presentations to provide the Elected Officials and Public with a long-term Capital Improvement Plan for consideration.

**What We Expect to Accomplish...**

- Receive the Government Officers Association "Distinguished Budget Presentation Award" for the eighth consecutive year.
- Continue to implement budget process changes that allow the city to fund priority requests and maintenance capital without raising taxes or cutting back on city services.
- Provide support and training in implementing the Budget Module in the new citywide Enterprise Resource Planning (ERP) system.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10015130</b>									
	511100	Regular Employees	\$187,755	\$188,000	\$163,376	\$188,000	\$0	\$0	\$188,000
	512200	Social Security (FICA) Contributions	\$11,229	\$11,700	\$9,805	\$11,700	\$0	\$0	\$11,700
	512300	Medicare	\$2,626	\$2,730	\$2,293	\$2,730	\$0	\$0	\$2,730
	512400	Retirement Contributions	\$24,915	\$25,030	\$24,944	\$25,030	\$840	\$0	\$25,870
	512401	Deferred Compensation	\$1,725	\$2,000	\$753	\$2,000	(\$500)	\$0	\$1,500
	522320	Rental Of Equipment And Vehicles	\$5,200	\$6,500	\$5,705	\$6,500	\$0	\$0	\$6,500
	523220	Postage	\$16	\$30	\$38	\$30	\$0	\$0	\$30
	523500	Travel	\$18	\$240	\$78	\$240	\$0	\$0	\$240
	523600	Dues And Fees	\$1,363	\$1,350	\$449	\$1,350	\$0	\$0	\$1,350
	523700	Education And Training	\$265	\$2,660	\$3,568	\$2,660	\$0	\$0	\$2,660
	531105	Supplies	\$1,438	\$2,000	\$261	\$2,000	\$0	\$0	\$2,000
	531310	Hospitality And Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$0	\$200	\$0	\$200	\$0	\$0	\$200
	531615	Computer Equipment-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$29,250	\$29,250	\$29,153	\$29,250	(\$1,500)	\$0	\$27,750
<b>10015130</b>	<b>Total</b>		<b>\$265,800</b>	<b>\$271,690</b>	<b>\$240,422</b>	<b>\$271,690</b>	<b>(\$1,160)</b>	<b>\$0</b>	<b>\$270,530</b>

**City Clerk Program  
10013300**

**Mission Statement...** To maintain and act as custodian of the official records of the City, provide election services, perform all Municipal statutory duties and provide all these services with efficiency and professional manner

**Services Provided...** Agenda preparation, meeting minutes, administrative services, record retention and management, municipal elections, open records requests, custodian of contracts, agreements, and other official documents

**Customers...** Citizens; City Boards; City Management; City wide staff; Attorneys; Developers; Elected Officials; Government Entities; Media; Organizations; Public

<b>Outcome Measure...</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Approved</b>
Percent of Open Records Requests processed within two (2) days of request. The Open Records Act provides 3 days but the goal for many requests is 2 days.	50%	75%	75%

**What We Have Accomplished...**

- Performed all duties required as elections superintendent for the City and built a very strong rapport with the candidates and the Fulton County Registration and Elections Office and the Secretary of the State's office.
- Fulfilled most Open Records Requests within the 3 day requirement under the State's Open Records Act.
- Began scanning all ordinances and resolutions for citywide access.

**What We Expect to Accomplish...**

- Keep working on steps to make the Open Records process even more efficient. Keep working with city employees to understand the importance of the efficiency of these requests.
- Keep working with Municode, the online library, where City of Roswell Ordinances and meeting minutes are found to make searching more efficient and user friendly. The search engine needs to be made more helpful so the program is more effective for anyone that uses this service - both staff and the public.
- Continue to review local, state and federal legislation pertaining to City retention to make sure the retention schedule stays updated.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10013300</b>									
	511100	Regular Employees		\$0	\$0	\$0	\$103,000	\$0	\$103,000
	512200	Social Security (FICA) Contributions		\$0	\$0	\$0	\$6,400	\$0	\$6,400
	512300	Medicare		\$0	\$0	\$0	\$1,500	\$0	\$1,500
	512400	Retirement Contributions		\$0	\$0	\$0	\$14,111	\$0	\$14,111
	512401	Deferred Compensation		\$0	\$0	\$0	\$800	\$0	\$800
	521201	Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	521202	Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	521400	Contract Services	\$0	\$0	\$0	\$0	\$0	\$4,000	\$4,000
	522205	Repairs And Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	522210	Vehicle Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	522310	Rental Of Land And Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523210	Communication Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523220	Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523300	Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523400	Printing And Binding	\$0	\$0	\$0	\$0	\$500	\$0	\$500
	523500	Travel	\$0	\$0	\$0	\$0	\$1,590	\$0	\$1,590
	523600	Dues And Fees	\$0	\$0	\$0	\$0	\$200	\$0	\$200
	523700	Education And Training	\$0	\$0	\$0	\$0	\$1,440	\$0	\$1,440
	523800	Licenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531720	Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution		\$0	\$0	\$0	\$18,500	\$0	\$18,500
<b>10013300 Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$148,041</b>	<b>\$4,000</b>	<b>\$152,041</b>

**Human Resources Program  
10015400**

**Mission Statement...** To support the creation and maintenance of a workplace environment that distinguishes the City of Roswell as an Employer of Choice in the labor market, through the recruitment, development and retention of a qualified, motivated workforce dedicated to the citizens of Roswell

**Services Provided...** Recruitment and retention, payroll administration, benefits administration, performance appraisal, training and development opportunities, policies and procedures administration, employee relations, drug-free workplace requirements, conflict resolution, records compliance and ensuring legal compliance with state and federal regulations

**Customers...** Citizens; City Boards; City Management; City wide staff; Attorneys; Elected Officials; Government Entities; Law Enforcement; Media; Medical Providers; Public; Vendors; Visitors

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percent of Total Available Work Hours (1,245,920) to Sick Leave Hours (43,070)	4.0%	4.0%	3.0%

**What We Have Accomplished...**

- Development and maintenance of comprehensive documented business practices to support the division's conversion to the Enterprise Resource Planning (ERP) system.
- Interim and/or final resolution of a variety of employee relations matters.
- Development and launch of the first phase of Roswell University, an employee personal/career development program. Phase one classes focusing on management and supervisory development training.

**What We Expect to Accomplish...**

- Expansion of Roswell University course offerings, to include personal development and enrichment, financial management, wellness, software skills and customer service skills training.
- Complete 50% review of Human Resources Policies and Procedures Manual, focusing on City compliance with relevant laws, rules and regulations. Review will also incorporate enhancements in employee relations climate issues.
- Implement improvements in recruitment and selection activities, while enhancing services to departmental hiring authorities.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10015400</b>									
	511100	Regular Employees	\$216,587	\$228,000	\$228,000	\$228,000	\$0	\$70,250	\$298,250
	511105	Part Time Employees	\$17,824	\$25,700	\$32,380	\$25,700	\$0	\$0	\$25,700
	511300	Overtime	\$121	\$0	\$500	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$14,303	\$15,800	\$15,800	\$15,800	\$0	\$0	\$15,800
	512300	Medicare	\$3,345	\$3,680	\$3,690	\$3,680	\$0	\$0	\$3,680
	512400	Retirement Contributions	\$27,071	\$30,330	\$30,330	\$30,330	\$1,027	\$0	\$31,357
	512401	Deferred Compensation	\$1,874	\$1,600	\$2,195	\$1,600	\$1,000	\$0	\$2,600
	512500	Tuition Reimbursements	\$48,532	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000
	512600	Unemployment Insurance	\$38,538	\$35,000	\$35,000	\$35,000	(\$35,000)	\$0	\$0
	512920	Other Benefits	\$22,781	\$15,000	\$12,500	\$15,000	\$0	\$0	\$15,000
	512940	IRS Penalties		\$0	\$0	\$0	\$0	\$0	\$0
	521201	Professional Services	\$228	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
	521300	Technical Services	\$10,118	\$11,000	\$9,000	\$11,000	\$0	\$0	\$11,000
	522205	Repairs And Maintenance	\$1,905	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
	522320	Rental Of Equipment And Vehicles	\$3,364	\$3,900	\$4,500	\$3,900	\$0	\$0	\$3,900
	523210	Communication Services		\$0	\$514	\$0	\$0	\$0	\$0
	523220	Postage	\$2,016	\$3,000	\$2,000	\$3,000	\$0	\$0	\$3,000
	523300	Advertising	\$3,073	\$5,000	\$2,000	\$5,000	\$0	\$0	\$5,000
	523400	Printing And Binding	\$459	\$500	\$500	\$500	\$0	\$0	\$500
	523500	Travel	\$384	\$1,350	\$250	\$1,350	\$0	\$0	\$1,350
	523600	Dues And Fees	\$783	\$1,250	\$1,250	\$1,250	\$0	\$0	\$1,250
	523700	Education And Training	\$309	\$2,190	\$2,190	\$2,190	\$0	\$0	\$2,190
	523851	Contracted Temporary Labor	\$10,719	\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$5,791	\$6,500	\$3,000	\$6,500	\$0	\$0	\$6,500
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$452	\$500	\$500	\$500	\$0	\$0	\$500
	531605	Machinery And Equipment-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating	\$1,592	\$225	\$1,500	\$225	\$0	\$0	\$225
	553100	Group Insurance Contribution	\$29,250	\$29,250	\$29,250	\$29,250	(\$1,500)	\$9,250	\$37,000
<b>10015400</b>	<b>Total</b>		<b>\$461,418</b>	<b>\$479,275</b>	<b>\$476,349</b>	<b>\$479,275</b>	<b>(\$34,473)</b>	<b>\$79,500</b>	<b>\$524,302</b>

## Building Operations Program 10015651

*Mission Statement... To provide lasting facilities, the foundation for quality government*

*Services Provided... Building, equipment and system maintenance and operation; custodial services, security services, building construction services, special event services, interdepartmental project management, and mail services*

*Customers... Citizens; City Boards; City Management; City wide staff; Elected Officials; Law Enforcement; Organizations; Public; Visitors*

Outcome Measure...	FY 2010 <u>Actual</u>	FY 2011 <u>Estimated</u>	FY 2012 <u>Approved</u>
Percent of Work Orders Completed by Due Date	95%	95%	95%

### What We Have Accomplished...

- Completed building interior lighting upgrades in 5 facilities utilizing the Energy Efficiency Conservation Block Grant (EECBG).
- Managed Citywide facilities maintenance projects identified in year 3 of the assessment.

### What We Expect to Accomplish...

- Complete total Energy Efficiency Conservation Block Grant (EECBG) project, including interior lighting retrofit (completed FY12) and exterior lighting retrofit at municipal complex.
- Continue to manage and refine Standby Trades Bid Contract.
- Management of Citywide Facilities Maintenance projects identified in year 4 of the assessment.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10015651</b>									
	511100	Regular Employees	\$340,835	\$358,000	\$301,432	\$358,000	(\$2,000)	\$0	\$356,000
	511105	Part Time Employees	\$21,260	\$30,240	\$23,538	\$30,240	\$0	\$0	\$30,240
	511300	Overtime	\$951	\$1,000	\$1,000	\$1,000	\$10,000	\$0	\$11,000
	512200	Social Security (FICA) Contributions	\$21,549	\$24,200	\$19,161	\$24,200	(\$150)	\$0	\$24,050
	512300	Medicare	\$5,040	\$5,650	\$4,482	\$5,650	(\$50)	\$0	\$5,600
	512400	Retirement Contributions	\$39,169	\$47,770	\$47,606	\$47,770	\$1,225	\$0	\$48,995
	512401	Deferred Compensation	\$2,674	\$2,700	\$2,258	\$2,700	\$300	\$0	\$3,000
	521201	Professional Services	\$508	\$0	\$0	\$0	\$0	\$0	\$0
	521400	Contract Services	\$9,983	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
	522130	Custodial	\$140,642	\$140,249	\$141,000	\$140,249	\$0	\$0	\$140,249
	522205	Repairs And Maintenance	\$188,145	\$189,814	\$200,000	\$189,814	\$0	\$0	\$189,814
	522210	Vehicle Repair	\$93	\$0	\$255	\$0	\$0	\$0	\$0
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$2,760	\$0	\$2,760
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$1,040	\$0	\$1,040
	522320	Rental Of Equipment And Vehicles	\$7,236	\$7,236	\$8,772	\$7,236	\$0	\$0	\$7,236
	523210	Communication Services	\$4,559	\$5,738	\$5,000	\$5,738	\$0	\$0	\$5,738
	523220	Postage	\$34	\$98	\$50	\$98	\$0	\$0	\$98
	523500	Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523600	Dues And Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523700	Education And Training	\$117	\$0	\$155	\$0	\$0	\$0	\$0
	523902	Sanitation Services	\$45,193	\$60,000	\$45,000	\$60,000	\$0	\$0	\$60,000
	531105	Supplies	\$43,098	\$53,640	\$50,000	\$53,640	\$0	\$0	\$53,640
	531120	Vehicle Parts And Supplies	\$321	\$1,650	\$1,200	\$1,650	\$0	\$0	\$1,650
	531210	Water / Sewerage	\$32,569	\$46,000	\$52,000	\$46,000	\$0	\$0	\$46,000
	531215	Stormwater Utility Fee	\$0	\$0	\$14,000	\$0	\$14,000	\$0	\$14,000
	531220	Natural Gas	\$55,957	\$74,748	\$74,000	\$74,748	\$0	\$0	\$74,748
	531230	Electricity	\$448,673	\$515,477	\$265,138	\$515,477	\$0	\$0	\$515,477
	531250	Oil	\$41	\$80	\$80	\$80	\$0	\$0	\$80
	531270	Gasoline/ Diesel	\$5,277	\$5,711	\$5,831	\$5,711	\$0	\$0	\$5,711
	531605	Machinery And Equipment-Operating	\$3,986	\$0	\$8,970	\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating	\$952	\$1,500	\$16,000	\$1,500	\$0	\$0	\$1,500
	531615	Computer Equipment-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531620	Communication Equipment-Operating	\$0	\$250	\$3,200	\$250	\$0	\$0	\$250
	531720	Uniforms	\$2,497	\$3,500	\$2,500	\$3,500	\$0	\$0	\$3,500
	553100	Group Insurance Contribution	\$78,000	\$87,750	\$87,458	\$87,750	(\$4,500)	\$0	\$83,250
<b>10015651</b>	<b>Total</b>		<b>\$1,499,358</b>	<b>\$1,673,001</b>	<b>\$1,390,086</b>	<b>\$1,673,001</b>	<b>\$22,625</b>	<b>\$0</b>	<b>\$1,695,626</b>

## Court Services Program 10026501

**Mission Statement...** To accurately maintain all Court records, collect and disburse all monies as directed by legal mandate and dispose of all Municipal Court cases in an expedient and positive manner

**Services Provided...** Clerk administration, court administration, solicitor services, probation services, marshal services

**Customers...** Citizens; City Management; City wide staff; Court Officials, Defendants; Attorneys; Elected Officials; Government Entities; Law Enforcement; Public; Visitors

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Average age of case/ticket when adjudicated	61 Days	75.0 Days	65.0 Days

### What We Have Accomplished...

- Reorganized the flow of case through the Municipal Court system by utilizing arraignment dates as a decision point for future action i.e.. plea, trial, conference or compliance. This has eliminated confusing multipurpose calendars.
- Reduced Municipal Court trial calendars from 3 per week to 1 per week through effective calendar management and scheduling.
- Implementation of InCode court software as part of the citywide Enterprise Resource Planning (ERP) system.

### What We Expect to Accomplish...

- Develop a desktop user manual for the newly implemented Court management software.
- Complete the application and approval process with the Georgia Indigent Council to locally retain 50% of funding submitted to State of Georgia for the Georgia Indigent Defense Fund. Under authority of OCGA 15-21-74
- "Develop a plan in accordance with the Municipal Court Records Retention policy that will control the purging of Court Records that are eligible for destruction under the state retention guidelines.
- (NOTE: Generally most municipal court records must be retained for a period of 7-10 years. Currently the court retains records that are 25+ years old.)"

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10026501</b>									
	511100	Regular Employees	\$788,050	\$684,000	\$684,000	\$684,000	\$43,000	(\$39,380)	\$687,620
	511105	Part Time Employees	\$46,472	\$67,300	\$67,300	\$67,300	\$0	\$0	\$67,300
	511300	Overtime	\$0	\$0	\$319	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$49,968	\$46,600	\$46,600	\$46,600	\$2,700	\$0	\$49,300
	512300	Medicare	\$11,686	\$10,900	\$10,900	\$10,900	\$650	\$0	\$11,550
	512400	Retirement Contributions	\$106,727	\$90,990	\$90,990	\$90,990	\$8,960	\$0	\$99,950
	512401	Deferred Compensation	\$2,440	\$2,100	\$2,100	\$2,100	\$1,300	\$0	\$3,400
	521201	Professional Services	\$95,148	\$75,000	\$85,682	\$75,000	\$3,048	\$20,000	\$98,048
	521300	Technical Services	\$621	\$1,000	\$750	\$1,000	(\$250)	\$0	\$750
	522205	Repairs And Maintenance	\$1,743	\$4,500	\$1,800	\$4,500	(\$2,000)	\$0	\$2,500
	522210	Vehicle Repair	\$57	\$750	\$300	\$750	(\$250)	\$0	\$500
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$2,070	\$0	\$2,070
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$315	\$0	\$315
	522310	Rental Of Land And Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$6,195	\$6,600	\$6,885	\$6,600	\$0	\$0	\$6,600
	523210	Communication Services	\$3,111	\$3,500	\$3,600	\$3,500	\$250	\$0	\$3,750
	523220	Postage	\$3,330	\$4,250	\$4,000	\$4,250	\$0	\$0	\$4,250
	523400	Printing And Binding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523500	Travel	\$3,110	\$7,530	\$5,000	\$7,530	(\$345)	\$0	\$7,185
	523600	Dues And Fees	\$1,335	\$800	\$900	\$800	\$100	\$0	\$900
	523700	Education And Training	\$2,074	\$1,703	\$1,200	\$1,703	\$1,947	\$0	\$3,650
	523851	Contracted Temporary Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$14,996	\$16,000	\$15,000	\$16,000	\$0	\$7,800	\$23,800
	531120	Vehicle Parts And Supplies	\$134	\$500	\$600	\$500	\$0	\$0	\$500
	531250	Oil	\$57	\$150	\$75	\$150	\$0	\$0	\$150
	531270	Gasoline/ Diesel	\$2,197	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	531310	Hospitality And Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$1,485	\$4,500	\$3,000	\$4,500	(\$1,500)	\$0	\$3,000
	531605	Machinery And Equipment-Operating	\$605	\$1,500	\$1,400	\$1,500	\$0	\$0	\$1,500
	531610	Furniture/Fixtures-Operating	\$1,617	\$1,500	\$1,300	\$1,500	\$0	\$0	\$1,500
	531615	Computer Equipment-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531620	Communication Equipment-Operating	\$0	\$2,000	\$1,000	\$2,000	(\$1,000)	\$0	\$1,000
	531720	Uniforms	\$2,042	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	553100	Group Insurance Contribution	\$174,688	\$156,000	\$156,000	\$156,000	\$1,250	(\$9,250)	\$148,000
<b>10026501 Total</b>			<b>\$1,319,890</b>	<b>\$1,193,673</b>	<b>\$1,194,701</b>	<b>\$1,193,673</b>	<b>\$60,245</b>	<b>(\$20,830)</b>	<b>\$1,233,088</b>



**Municipal Judge Program  
10026502**

*Mission Statement...To administer justice in a fair and equal manner as accorded under each person's constitutional rights*

*Services Provided... Judicial services*

*Customers... Citizens, Defendants, Witnesses, Police, Attorneys, Other Government Agencies, Bonding Companies, Elected Officials, Other Local and State Courts*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of cases appealed to Fulton County Superior Court.	0	0	0

**What We Have Accomplished...**

- Continued to be a respected member of the Georgia Municipal Court Community.

**What We Expect to Accomplish...**

- Continue to be a respected member of the Georgia Municipal Court Community.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10026502</b>									
	511110	Elected Officials	\$89,575	\$91,634	\$91,634	\$91,634	\$0	\$0	\$91,634
	512200	Social Security (FICA) Contributions	\$5,407	\$5,700	\$5,700	\$5,700	\$0	\$0	\$5,700
	512300	Medicare	\$1,265	\$1,330	\$1,330	\$1,330	\$0	\$0	\$1,330
	521201	Professional Services	\$7,600	\$11,250	\$11,250	\$11,250	\$0	\$9,000	\$20,250
	523210	Communication Services	\$1,051	\$1,200	\$1,378	\$1,200	\$0	\$0	\$1,200
	523500	Travel	\$0	\$100	\$100	\$100	\$0	\$0	\$100
	523600	Dues And Fees	\$624	\$400	\$400	\$400	\$0	\$0	\$400
	523700	Education And Training	\$505	\$300	\$300	\$300	\$0	\$0	\$300
	531310	Hospitality And Events	\$61	\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$264	\$700	\$700	\$700	\$0	\$0	\$700
	553100	Group Insurance Contribution	\$9,750	\$9,750	\$9,750	\$9,750	(\$500)	\$0	\$9,250
<b>10026502</b>	<b>Total</b>		<b>\$116,102</b>	<b>\$122,364</b>	<b>\$122,542</b>	<b>\$122,364</b>	<b>(\$500)</b>	<b>\$9,000</b>	<b>\$130,864</b>

**General Administration Program  
10015000**

*Mission Statement...To maintain accurate records, provide accessible information and effectively administer public funds*

*Services Provided... Administrative services, support services, grant services, community outreach*

*Customers... Citizens; City Boards; City Management; City wide staff; Court Officials, Defendants; Attorneys; Government Entities; Homeowner Associations; Local Businesses; Media; Organizations; Public; Visitors*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
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**What We Have Accomplished...**

- Ensured that the city remained in compliance with new or amended State and Federal grant procedures, rules and regulations.
- Crosswalked existing grant data from current financial system to Grant master ledger in new Enterprise Resource Planning (ERP) system.
- Established grants division for workflow approvals on grant projects within new Enterprise Resource Planning (ERP) system.

**What We Expect to Accomplish...**

- Increase communications with Department contact persons, Finance staff and the Grants Division via initial grant project setup meetings.
- Ensure that the city remains in compliance with new or amended State and Federal grant procedures, rules and regulations.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$274,866	\$250,000	\$213,211	\$250,000	(\$104,000)	(\$30,600)	\$115,400
	511105	Part Time Employees	\$24,374	\$18,400	\$15,907	\$18,400	\$0	\$30,600	\$49,000
	511200	Temporary Employees	(\$160)	\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime		\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$18,080	\$16,700	\$13,738	\$16,700	(\$6,500)	\$0	\$10,200
	512300	Medicare	\$4,229	\$3,900	\$3,213	\$3,900	(\$1,500)	\$0	\$2,400
	512400	Retirement Contributions	\$36,654	\$33,370	\$33,256	\$33,370	(\$13,380)	\$0	\$19,990
	512401	Deferred Compensation	\$2,058	\$2,600	\$1,553	\$2,600	(\$800)	\$0	\$1,800
	521201	Professional Services		\$0	\$0	\$0	\$0	\$0	\$0
	521202	Legal		\$0	\$0	\$0	\$0	\$0	\$0
	521400	Contract Services		\$310,000	\$679,899	\$310,000	(\$310,000)	\$0	\$0
	522205	Repairs And Maintenance	\$5,074	\$1,750	\$0	\$1,750	\$0	\$0	\$1,750
	522210	Vehicle Repair	\$437	\$500	\$6,144	\$500	\$0	\$0	\$500
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$690	\$0	\$690
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$1,197	\$0	\$1,197
	522310	Rental Of Land And Buildings	\$12,932	\$12,000	\$12,638	\$12,000	\$0	\$0	\$12,000
	522320	Rental Of Equipment And Vehicles	\$6,757	\$18,000	\$3,749	\$18,000	\$0	\$0	\$18,000
	523210	Communication Services	\$678	\$500	\$464	\$500	\$0	\$0	\$500
	523220	Postage	\$78	\$500	\$132	\$500	\$0	\$0	\$500
	523300	Advertising	\$0	\$500	\$0	\$500	\$0	\$0	\$500
	523400	Printing And Binding	\$37	\$500	\$4,200	\$500	(\$500)	\$0	\$0
	523500	Travel	\$2,045	\$5,132	\$4,000	\$5,132	(\$1,812)	\$0	\$3,320
	523600	Dues And Fees	\$28,895	\$26,000	\$74,868	\$26,000	(\$200)	\$0	\$25,800
	523700	Education And Training	\$4,866	\$3,935	\$3,457	\$3,935	(\$1,256)	\$0	\$2,679
	523800	Licenses		\$0	\$0	\$0	\$0	\$0	\$0
	523851	Contracted Temporary Labor	\$14,276	\$0	\$1,794	\$0	\$0	\$0	\$0
	531105	Supplies	\$13,104	\$14,930	\$14,000	\$14,930	\$0	\$0	\$14,930
	531120	Vehicle Parts And Supplies	\$600	\$750	\$177	\$750	\$0	\$0	\$750
	531250	Oil	\$75	\$200	\$179	\$200	\$0	\$0	\$200
	531270	Gasoline/ Diesel	\$3,373	\$3,515	\$3,742	\$3,515	\$0	\$0	\$3,515
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$0	\$250	\$0	\$250	\$0	\$0	\$250
	531605	Machinery And Equipment-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating	\$0	\$500	\$0	\$500	\$0	\$0	\$500
	531615	Computer Equipment-Operating	\$0	\$500	\$0	\$500	\$0	\$0	\$500
	531720	Uniforms		\$0	\$0	\$0	\$0	\$0	\$0
	539999	Special Events Contra Account	(\$280)	\$0	\$0	\$0	\$0	\$0	\$0
	552400	Risk/Liability Contribution	\$76,516	\$88,556	\$88,261	\$88,556	\$30,566	\$0	\$119,122
	553100	Group Insurance Contribution	\$53,445	\$48,750	\$48,588	\$48,750	(\$21,000)	(\$9,250)	\$18,500
	554100	Workers Comp Contribution	\$43,524	\$10,868	\$10,832	\$10,868	\$0	\$0	\$10,868
10015000	Total		\$626,532	\$873,106	\$1,238,003	\$873,106	(\$428,495)	(\$9,250)	\$435,361

## Information Technology (IT) Program 10015351

**Mission Statement...** To provide the highest quality technology based services in a cost-effective and environmentally friendly manner, be a leader in customer service, establish systems, processes, and solutions based on best practices and industry standards

**Services Provided...** Data and Voice Technology, Help Desk Infrastructure, and Disaster Recovery

**Customers...** Citizens; City Management; City wide staff; Court Officials, Defendants; Elected Officials; Government Entities; Law Enforcement

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
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### What We Have Accomplished...

- Enterprise Resource Planning (ERP) system - Court Services software/hardware install, implementation and training.
- Enterprise Resource Planning (ERP) system - Financials; Community Development; HR / Payroll hardware/software installs.
- Enterprise Resource Planning (ERP) system - Financials software implementation and training.

### What We Expect to Accomplish...

- Enterprise Resource Planning (ERP) system - Permits & Code implementation and training.
- Enterprise Resource Planning (ERP) system - HR/Payroll implementation and training.
- Enterprise Resource Planning (ERP) system - Taxes and Utility Billing implementation and training.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10015351</b>									
	511100	Regular Employees	\$495,007	\$550,000	\$490,000	\$550,000	\$8,000	\$0	\$558,000
	511105	Part Time Employees	\$608	\$0	\$502	\$0	\$0	\$0	\$0
	511200	Temporary Employees		\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime		\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$29,440	\$34,100	\$24,200	\$34,100	\$500	\$0	\$34,600
	512300	Medicare	\$6,885	\$7,980	\$5,660	\$7,980	\$100	\$0	\$8,080
	512400	Retirement Contributions	\$57,616	\$73,170	\$72,919	\$73,170	\$3,654	\$0	\$76,824
	512401	Deferred Compensation	\$2,605	\$2,600	\$2,242	\$2,600	\$0	\$0	\$2,600
	512920	Other Benefits		\$0	\$0	\$0	\$0	\$0	\$0
	521201	Professional Services	\$420	\$0	\$0	\$0	\$0	\$0	\$0
	521300	Technical Services	\$0	\$8,000	\$0	\$8,000	\$0	\$0	\$8,000
	522205	Repairs And Maintenance	\$400,120	\$457,410	\$472,650	\$457,410	\$0	\$64,456	\$521,866
	522320	Rental Of Equipment And Vehicles	\$949	\$1,050	\$1,813	\$1,050	\$0	\$0	\$1,050
	523210	Communication Services	\$333,132	\$300,000	\$293,026	\$300,000	\$0	\$0	\$300,000
	523220	Postage	\$0	\$100	\$0	\$100	\$0	\$0	\$100
	523400	Printing And Binding		\$0	\$0	\$0	\$0	\$0	\$0
	523500	Travel	\$404	\$1,156	\$0	\$1,156	(\$752)	\$0	\$404
	523600	Dues And Fees	\$0	\$250	\$0	\$250	\$0	\$0	\$250
	523700	Education And Training	\$2,669	\$3,480	\$8,447	\$3,480	(\$285)	\$0	\$3,195
	523800	Licenses	\$109	\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$1,714	\$1,500	\$734	\$1,500	\$0	\$0	\$1,500
	531270	Gasoline/ Diesel		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$0	\$500	\$0	\$500	\$0	\$0	\$500
	531605	Machinery And Equipment-Operating		\$0	\$10,450	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$20,569	\$25,000	\$61,691	\$25,000	\$0	\$0	\$25,000
	531620	Communication Equipment-Operating	\$1,512	\$5,000	\$36,924	\$5,000	\$0	\$0	\$5,000
	542400	Computer Equipment		\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$83,687	\$87,750	\$87,458	\$87,750	(\$4,500)	\$0	\$83,250
<b>10015351</b>	<b>Total</b>		<b>\$1,437,446</b>	<b>\$1,559,046</b>	<b>\$1,568,715</b>	<b>\$1,559,046</b>	<b>\$6,717</b>	<b>\$64,456</b>	<b>\$1,630,219</b>

**Community Relations Program  
10015700**

*Mission Statement... To promote the City and its services and provide accurate and timely information to the public and City employees*

*Services Provided... Website, RCTV, Internal Communications, External Communications, Media Relations, Public Outreach*

*Customers... Citizens; City Boards; City Management; City wide staff; Court Officials, Defendants; Attorneys; Developers; Elected Officials; Government Entities; Homeowner Associations; Law Enforcement; Local Businesses; Media; Medical Providers; Organizations; Publi*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Web Page Views	2,167,920	2,165,000	2,100,000

**What We Have Accomplished...**

- Increased the number of subscribers to the City's electronic media from approximately 8,000 to 25,000.
- Video recorded City Council meetings for playback on roswellgov.com and RCTV.
- Worked on the Brand Roswell project which included a proposed new logo and a new tagline for the City.

**What We Expect to Accomplish...**

- Work with Henderson Shapiro Peck to finalize the City of Roswell's new logo.
- Launch a new electronic citizen participation software on www.roswellgov.com.
- Educate our citizens on the bond referendum.
- Proactively communicate City services, programs and projects with Roswell residents with the addition of a part-time public relations specialist position in the Community Relations Division.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10015700</b>									
	511100	Regular Employees	\$237,757	\$240,000	\$240,000	\$240,000	\$0	\$0	\$240,000
	511105	Part Time Employees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	511200	Temporary Employees	\$12,145	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$24,000
	512200	Social Security (FICA) Contributions	\$14,811	\$15,700	\$12,989	\$15,700	\$0	\$0	\$15,700
	512300	Medicare	\$3,488	\$3,660	\$3,038	\$3,660	\$0	\$0	\$3,660
	512400	Retirement Contributions	\$28,748	\$31,850	\$31,741	\$31,850	\$1,075	\$0	\$32,925
	512401	Deferred Compensation	\$1,948	\$2,000	\$2,000	\$2,000	\$300	\$0	\$2,300
	521201	Professional Services	\$12,242	\$0	\$0	\$0	\$0	\$0	\$0
	521400	Contract Services	\$22,261	\$45,000	\$51,980	\$45,000	\$2,500	\$0	\$47,500
	522205	Repairs And Maintenance	\$306	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
	522320	Rental Of Equipment And Vehicles	\$4,472	\$6,000	\$6,000	\$6,000	(\$1,000)	\$0	\$5,000
	523210	Communication Services	\$118	\$0	\$0	\$0	\$0	\$0	\$0
	523220	Postage	\$105	\$1,000	\$137	\$1,000	\$0	\$0	\$1,000
	523300	Advertising	\$4,998	\$7,000	\$0	\$7,000	(\$1,500)	\$0	\$5,500
	523400	Printing And Binding	\$9,051	\$15,500	\$0	\$15,500	(\$1,010)	\$0	\$14,490
	523500	Travel	\$1,581	\$1,800	\$1,800	\$1,800	\$900	\$0	\$2,700
	523600	Dues And Fees	\$2,559	\$2,125	\$3,000	\$2,125	\$0	\$0	\$2,125
	523700	Education And Training	\$2,296	\$5,190	\$5,190	\$5,190	\$110	\$0	\$5,300
	531105	Supplies	\$4,261	\$5,000	\$4,850	\$5,000	\$0	\$0	\$5,000
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$442	\$500	\$1,056	\$500	\$0	\$0	\$500
	531605	Machinery And Equipment-Operating	\$2,860	\$4,000	\$0	\$4,000	\$0	\$0	\$4,000
	531610	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$2,148	\$2,300	\$2,778	\$2,300	\$0	\$0	\$2,300
	531620	Communication Equipment-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$39,000	\$39,000	\$38,870	\$39,000	(\$2,000)	\$0	\$37,000
<b>10015700</b>	<b>Total</b>		<b>\$407,597</b>	<b>\$442,125</b>	<b>\$417,429</b>	<b>\$442,125</b>	<b>\$11,375</b>	<b>\$0</b>	<b>\$453,500</b>

**Legal Program  
10015300**

***Mission Statement...**Communication of legal guidance and counsel to support the objectives of the City of Roswell by recommending innovative solutions for initiatives of Mayor and Council that lead to enhanced services for citizens and employees of the City while minimizing the City's exposure to liability*

***Services Provided...** Legal opinions, legal documents, legal representation and support, contract review and negotiation, alcoholic beverage license issuance*

***Customers...** Citizens; City Boards; City Management; City wide staff; Court Officials, Defendants; Attorneys; Developers; Elected Officials; Government Entities; Law Enforcement; Local Businesses; Media; Organizations; Public; Vendors*

<b>Outcome Measure...</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Approved</b>
Percent of legal issues and matters handled	80%	80%	85%

**What We Have Accomplished...**

- Mediated Service Delivery Strategy between Fulton County and all cities within the county. Brought all cities together to oppose use of county general fund dollars for road construction and maintenance solely within the South Fulton Special Service District.
- Revised and oversaw implementation of new Systematic Alien Verification procedures and forms for compliance with new State laws.
- Handled or oversaw litigation and/or appeals on over 15 cases with 9 being resolved; no losses for City.

**What We Expect to Accomplish...**

- Increase the level of service provided to citizens, elected officials and staff by continuing to reduce dependence on external legal assistance.
- Minimize exposure of City to liability while effectively assisting Mayor and Council and city staff in reaching their goals.
- Renegotiate the Local Option Sales Tax and complete renegotiation of Service Delivery Strategy.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10015300</b>									
	511100	Regular Employees	\$274,551	\$275,000	\$239,038	\$275,000	\$0	\$0	\$275,000
	511105	Part Time Employees	\$15,333	\$15,000	\$13,587	\$15,000	\$0	\$0	\$15,000
	511300	Overtime		\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$16,409	\$18,000	\$15,378	\$18,000	\$0	\$0	\$18,000
	512300	Medicare	\$4,126	\$4,210	\$3,596	\$4,210	\$0	\$0	\$4,210
	512400	Retirement Contributions	\$32,941	\$36,780	\$36,654	\$36,780	\$849	\$0	\$37,629
	512401	Deferred Compensation	\$1,897	\$1,900	\$1,633	\$1,900	\$300	\$0	\$2,200
	521201	Professional Services	\$1,162	\$11,150	\$0	\$11,150	\$0	\$0	\$11,150
	521202	Legal	\$85,207	\$85,000	\$96,893	\$85,000	(\$25,000)	\$0	\$60,000
	522205	Repairs And Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$2,576	\$2,500	\$2,600	\$2,500	\$0	\$0	\$2,500
	523220	Postage	\$778	\$1,000	\$1,578	\$1,000	\$0	\$0	\$1,000
	523300	Advertising	\$2,997	\$7,500	\$4,472	\$7,500	\$0	\$0	\$7,500
	523400	Printing And Binding	\$0	\$250	\$0	\$250	\$0	\$0	\$250
	523500	Travel	\$1,272	\$2,790	\$2,300	\$2,790	\$3,500	\$0	\$6,290
	523600	Dues And Fees	\$2,323	\$2,500	\$3,000	\$2,500	\$1,000	\$0	\$3,500
	523700	Education And Training	\$2,238	\$3,450	\$3,163	\$3,450	\$1,500	\$0	\$4,950
	531105	Supplies	\$2,010	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$21,800	\$40,000	\$24,256	\$40,000	(\$6,000)	\$0	\$34,000
	531610	Furniture/Fixtures-Operating	\$0	\$750	\$0	\$750	\$0	\$0	\$750
	531615	Computer Equipment-Operating	\$0	\$500	\$0	\$500	\$0	\$0	\$500
	553100	Group Insurance Contribution	\$29,250	\$29,250	\$29,153	\$29,250	(\$1,500)	\$0	\$27,750
<b>10015300</b>	<b>Total</b>		<b>\$496,870</b>	<b>\$540,530</b>	<b>\$480,302</b>	<b>\$540,530</b>	<b>(\$25,351)</b>	<b>\$0</b>	<b>\$515,179</b>

## City Sponsored Special Events Program 10061701

**Mission Statement...** To provide a mechanism in which promotion of special events within the City can receive funding sponsorship

**Services Provided...** Financial sponsorship of special events held within the City. Sponsorship may include any of the following: personnel costs, cleaning costs, traffic control and costs, use of City facilities and supply costs

**Customers...** Citizens, non-profit organizations, local schools, churches and volunteer organizations

### What we have accomplished...

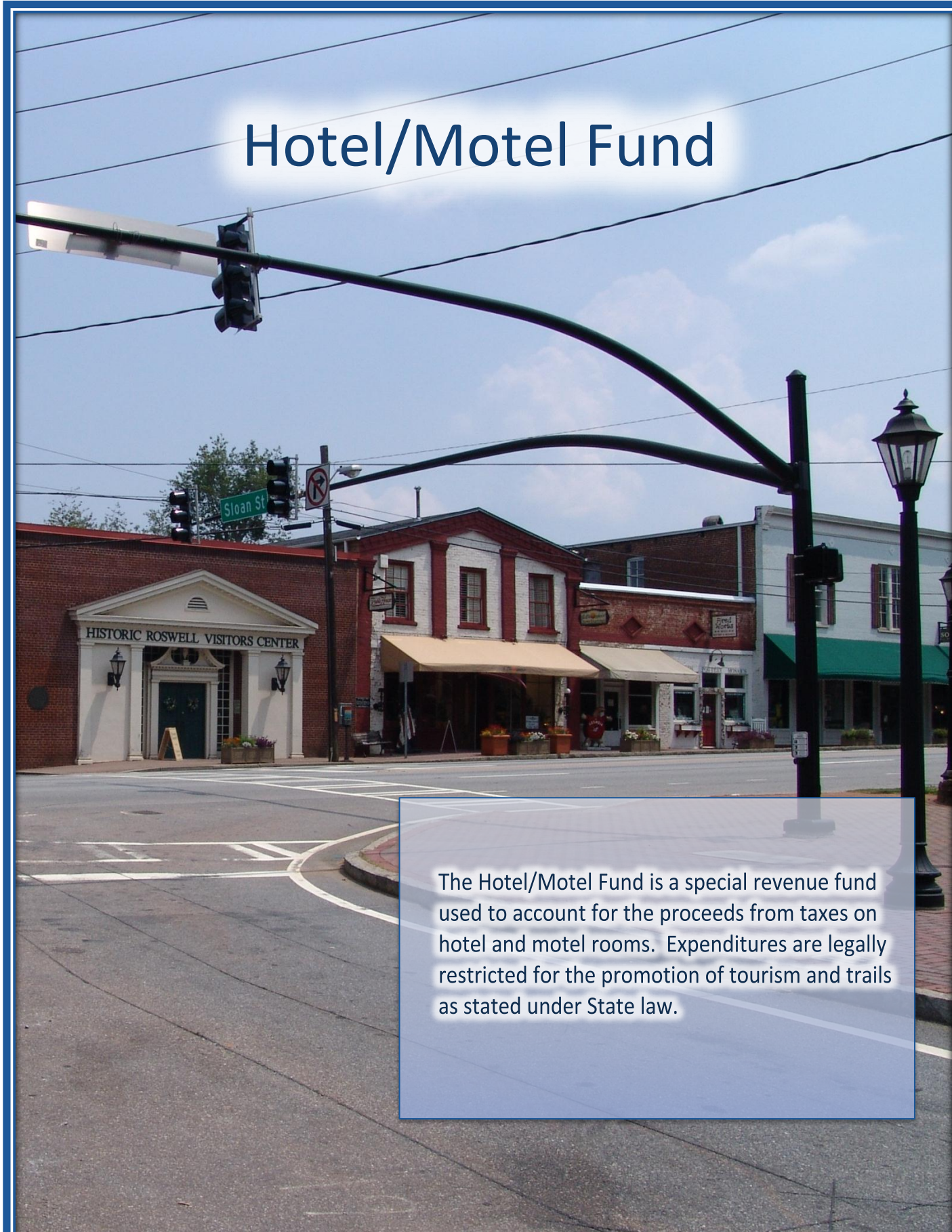
- Improved means and methods in which special event costs can be tracked and recorded.
- Measurement of the impacts of these events in meeting the City's goals and mission.

### Special Events...

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Hospitality Highway</li> <li>• 11th Annual Flying Colors Butterfly Festival</li> <li>• 9/11 Memorial Ride</li> <li>• Big Pumpkin 5K</li> <li>• Chattahoochee Challenge</li> <li>• Georgia Rides to the Capital</li> <li>• Kiwanis Club 10K Run</li> <li>• Home Stretch 10K Run</li> <li>• Roswell Day of Hope</li> </ul> | <ul style="list-style-type: none"> <li>• Earth Day Kids Fest</li> <li>• March for Babies</li> <li>• Roswell Mayors Ride</li> <li>• Roswell Criterium</li> <li>• Rocking on the River</li> <li>• Possum Trot</li> </ul> |
|---|--|

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
<b>10061701</b>									
	531105	Supplies		\$0	\$0	\$0	\$0	\$0	\$0
	539999	Special Events Contra Account	\$17,742	\$55,000	\$0	\$55,000	\$0	\$5,000	\$60,000
<b>10061701</b>	<b>Total</b>		<b>\$17,742</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$60,000</b>

# Hotel/Motel Fund



The Hotel/Motel Fund is a special revenue fund used to account for the proceeds from taxes on hotel and motel rooms. Expenditures are legally restricted for the promotion of tourism and trails as stated under State law.

## Hotel/Motel Fund Fund 275

### What We Have Accomplished...

The Hotel/Motel Fund receives revenue from taxes on hotel and motel rooms. Revenue may be used in three areas: 16.67% must be used for trails; 43.33% is restricted and must be used to fund the promotion of tourism and 40% is unrestricted and can be used for any purpose that the Mayor and City Council may authorize. The promotion of tourism includes the establishment and running of a Convention and Visitors Bureau and costs associated with Bulloch Hall (due to date of acquisition). In FY 2012 the Hotel/Motel Fund had approved revenues of \$626,000, utilized \$375,587 of fund balance and had approved expenditures of \$1,001,587. The unrestricted funds and unrestricted fund balance was utilized to supplement the restricted funds given to the Historic Roswell Convention and Visitors Bureau (CVB), establish startup funding for the newly created "Roswell Business Alliance" and fund capital projects for Barrington Hall, Bulloch Hall, Smith Plantation and the Cultural Arts Center.

### What We Expect to Accomplish...

The Hotel/Motel Fund is approved to have revenues of \$730,000, will utilize \$309,024 of fund balance and have approved expenditures of \$1,039,024 in FY 2013. For FY 2013 all of the restricted funds (\$281,645) will be used to fund the Historic Roswell Convention and Visitors Bureau (CVB). The unrestricted funds and unrestricted fund balance will be utilized to supplement the restricted funds given to the Historic Roswell Convention and Visitors Bureau (CVB)(\$170,637), provide second year startup funding for the newly created "Roswell Business Alliance" (\$410,000) and fund capital projects for Barrington Hall, Bulloch Hall, Smith Plantation and the Cultural Arts Center (\$93,650).

### Hotel/Motel Revenue by Line Item...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Approved
275	314101	H/M TAX : TRAILS 16.67%	\$120,171.00	\$105,000	\$108,000	\$105,000	\$3,355	\$108,355
	314102	H/M TAX : 40.00%	\$293,421.00	\$250,000	\$258,000	\$250,000	\$10,000	\$260,000
	314103	H/M TAX : 43.33%	\$307,288.00	\$271,000	\$275,000	\$271,000	\$10,645	\$281,645
	361000	INTEREST REVENUES	\$7,557.00	\$0	\$2,000	\$0	\$5,000	\$5,000
	361010	UNREALIZED INVEST GAINS	\$392.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$664	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$550	\$0	\$0	\$0
	391205	OPERATING TRANSFER IN	\$0.00	\$0		\$0	\$75,000	\$75,000
<b>275 Total</b>			<b>\$728,829.00</b>	<b>\$626,000</b>	<b>\$644,214</b>	<b>\$626,000</b>	<b>\$104,000</b>	<b>\$730,000</b>

### Hotel/Motel Expenditure by Line Item...

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
	521201	Professional Services		\$0	\$0	\$0	\$335,000	\$75,000	\$410,000
	521400	Contract Services	\$431,109	\$431,109	\$431,109	\$431,109	\$0	\$21,173	\$452,282
	523901	Bank Fees	\$4,833	\$7,500	\$5,372	\$7,500	(\$2,500)	\$0	\$5,000
	531210	Water / Sewerage	\$42	\$200	\$42	\$200	\$0	\$0	\$200
	552400	Risk/Liability Contribution		\$1,778	\$1,778	\$1,778	\$614	\$0	\$2,392
	579001	Operating Contingency	\$0	\$9,000	\$9,000	\$9,000	\$0	\$0	\$9,000
	611350	Capital Transfers Out - Historic I	\$0	\$188,000	\$188,000	\$188,000	(\$188,000)	\$93,650	\$93,650
	611350	Capital Transfers Out - Trails	\$0	\$189,000	\$189,000	\$189,000	(\$189,000)	\$66,500	\$66,500
<b>275 - Hotel/Motel Fund Total</b>			<b>\$431,151</b>	<b>\$442,087</b>	<b>\$441,929</b>	<b>\$442,087</b>	<b>\$614</b>	<b>\$21,173</b>	<b>\$1,039,024</b>



## Hotel/Motel Fund Fund 275

<b>FY 2012 Approved Budget</b>	<b>\$449,587.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions - Roswell Business Alliance FY13 funding	\$335,000.00
Department Changes	
Salary and Benefit Adjustments	
Stormwater Fees Adjustment	
Risk and Liability Adjustments	\$614.00
Fleet Services Fund	
Bank Fees Adjustment	(\$2,500.00)
Indirect Cost Adjustment	
<b>FY 2013 Approved Base Budget</b>	<b>\$782,701.00</b>
Additional funding for CVB - (Communications/Travel Writers/Press & Media Weddings/Reunions/ Photo Library-\$9,105, Increased visibility at trade shows & through FAMS (familiarizations), Special Event attendance-\$ 4,068, CVB phases out our marketing program so that all memberships come through the RBA and the CVB income would be reduced by approximately 11,000 per year -\$8,000).	\$21,173.00
Additional funding for RBA - (in addition to the \$335,000 contract - funding from the elimination of Economic Development Manager)	\$75,000.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$878,874.00</b>
Emergency Phones - Roswell River Walk and Big Creek Greenway	\$60,000.00
Trail Counters for parks	\$6,500.00
Bulloch Hall porch repair	\$25,000.00
Cultural Arts Center (CAC) Marquee Replacement (additional funds, \$30,000 currently approved for 2 marquees)	\$35,000.00
Remove unsafe asphalt & Resurface front drive and walkways at Smith House	\$28,650.00
Replace pit cover floor panels - Cultural Arts Center	\$5,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$1,039,024.00</b>

**Historic Roswell Convention & Visitors Bureau  
27575402**

**Mission Statement...** To serve as The Destination Marketing Organization for the City to Roswell; to work with partners throughout the city to increase economic impact and quality of life. To put Heads in Beds and Faces in Places

**Services Provided...** Market, advertise, and promote the city of Roswell as a destination, focusing on attractions, history, nature, shopping, biking, arts & culture, festivals, events, weddings, reunions, and meetings, creating printed materials, websites and social media efforts

**Customers...** Citizens; City Boards; City Management; City wide staff; Elected Officials; Homeowner Associations; Media; Organizations; Public; Vendors; Visitors

**Some highlights of What We Have Accomplished...**

- The Convention & Visitors Bureau (CVB) set up Roswell exhibits/displays at the Georgia State Welcome Centers in Ringgold and Augusta (Total viewers for 2 exhibits: 318,000).
- To encourage more overnight stays the Convention & Visitors Bureau presented Family Reunion Workshops and the Roswell Wedding Showcase.
- The CVB worked with the Historical Society to coordinate the Georgia Trust Ramble.
- The CVB served on the organizing committee for BRAG (Bike Ride Across Georgia)
- The CVB held the annual Taste of Roswell
- The CVB held in partnership with the RJWC the Colors Festival of Arts
- The CVB served on the organizing committee for numerous events sponsored by other organizations.
- The Roswell CVB also coordinated the efforts to produce 100,000 of the annual Roswell Maps supported by Advertising sales.
- The Roswell CVB coordinated the Official Guide to Roswell - a Tourism Economic Development and Community Resource publication.

**Some highlights of What We Expect to Accomplish...**

- Understanding the profile and preferences of the traveling consumer and Roswell visitors in order to make effective marketing decisions and gather economic impact. We will conduct surveys through the Visitors Center and all its programs, partnering with other entities in the community (I.E. Recreation & Parks, festivals and events) to collect visitor spending information. Some of the areas we will specifically target: Weddings & Reunions, Tours, Sports, Corporate, Leisure and Groups.
- We will continue to work with Smith Travel Research for historical overview of hotel statistics including occupancy, average daily rate and competitive standing.
- Partner with other North Fulton CVBs as appropriate to gain more information about travel patterns to our region.
- Work closely with Southeast Tourism Society to be aware of trends and needs.
- Provide support as needed to help ensure the success of the Roswell Business Alliance (RBA).

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
	521201	Professional Services		\$0	\$0	\$0	\$0	\$0	\$0
	521400	Contract Services	\$431,109	\$431,109	\$431,109	\$431,109	\$0	\$21,173	\$452,282
	531210	Water / Sewerage	\$42	\$200	\$42	\$200	\$0	\$0	\$200
	552400	Risk/Liability Contribution		\$1,778	\$1,778	\$1,778	\$614	\$0	\$2,392
	579001	Operating Contingency	\$0	\$9,000	\$9,000	\$9,000	\$0	\$0	\$9,000
<b>27575402 Total</b>			<b>\$431,151</b>	<b>\$442,087</b>	<b>\$441,929</b>	<b>\$442,087</b>	<b>\$614</b>	<b>\$21,173</b>	<b>\$463,874</b>

**New Initiatives...**

- Communications/Travel Writers/Press & Media Weddings/Reunions/ Photo Library: \$ 9,105
  - Increased visibility at trade shows & through FAMS (familiarizations), Special Event attendance: \$ 4,068
  - CVB phases out our marketing program so that all memberships come through the RBA and the CVB income would be reduced by approximately 11,000 per year: \$ 8,000
- TOTAL: \$21,173

**Roswell Business Alliance  
27575404**

***Vision Statement...** An engaged citizenry and staff who leverage and promote Roswell's resources and reputation for excellence to attract and keep businesses that enhance the City*

***Goal...** Working with the resources established through an active Board that represents the breath of City interests, the organization's staff, and members, emphasis would be devoted to attracting, promoting, marketing and giving a voice to business in Roswell.*

Fund	FY 11 Actual	FY 12 Budget	FY 2012 Estimate Expenditures	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
Roswell Business Alliance	\$0	\$175,000	\$175,000	\$335,000	\$0	\$75,000	\$410,000
<b>275 - Hotel/Motel Fund Total</b>	<b>\$0</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$335,000</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$410,000</b>

Roswell Business Alliance  
Projected Budget FY 2012-2016

Revenue	2012*	2013	2014	2015	2016
Membership Dues - Tiered system	\$18,500	\$86,000	\$150,000	\$210,000	\$264,000
Miscellaneous Promotions	\$2,984	\$5,284	\$12,500	\$12,000	\$12,000
Start up Funding - City	\$175,000	\$335,000	\$252,250	\$92,000	\$0
City of Roswell Client Fee	\$0	\$0	\$0	\$110,000	\$150,000
<b>Total Income</b>	<b>\$196,484</b>	<b>\$426,284</b>	<b>\$414,750</b>	<b>\$424,000</b>	<b>\$426,000</b>

Expenses	2012*	2013	2014	2015	2016
Salaries & Benefits	\$102,350	\$204,700	\$206,700	\$212,700	\$214,700
Rent (when space available)	\$3,000	\$12,000	\$12,000	\$12,000	\$12,000
Contractual Services	\$13,500	\$27,000	\$20,000	\$20,850	\$20,850
Advertising, Printing, Promotion	\$57,200	\$143,000	\$141,450	\$143,000	\$143,000
Operating Materials & Supplies	\$13,434	\$33,584	\$34,600	\$35,450	\$35,450
One Time Expenses - Furniture	\$7,000	\$6,000	\$0	\$0	\$0
<b>Total Income</b>	<b>\$196,484</b>	<b>\$426,284</b>	<b>\$414,750</b>	<b>\$424,000</b>	<b>\$426,000</b>

\* 6 months (Jan 1 to June 30)

**Hotel/Motel Trails – Recreation and Parks  
35075403**

*Mission Statement... Connectivity of Trails in the City of Roswell*

**What We Have Accomplished...**

- Old Mill Ruins Trail
- Roswell area Park Trail culvert repair
- Historic Mill Restrooms
- Asphalt East Roswell Park Trail Extension from Fouts to Eves
- Riverside Park Trail and Overlook

**What We Expect to Accomplish...**

- Emergency Phones for Trail System - \$60,000
- Trail Counters - \$6,500

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
611350		Operating Transfers Out - Cap Projects		\$189,000		\$189,000	(\$189,000)	\$66,500	\$66,500
<b>27575403</b>		<b>Total</b>		<b>\$189,000</b>		<b>\$189,000</b>	<b>(\$189,000)</b>	<b>\$66,500</b>	<b>\$66,500</b>

**Unrestricted Hotel/Motel Capital**  
**35061751, 35061752, 35061753, 35061754**

**What We Have Accomplished...**

- Barrington Hall: Painting
- Bulloch Hall: ADA Parking, Driveway/Drainage improvements, Driveway resurfacing, Sidewalk/Pavilion walkway improvements
- Cultural Arts Center: Seat cushion replacement, Electric stage wench replacement, Security upgrades
- Smith Plantation: HVAC replacement, Sidewalk repair, Painting

**What We Expect to Accomplish...**

- Bulloch Hall: Porch repair - \$25,000
- Cultural Arts Center: additional funds for Marquee replacement - \$35,000, Replace pit cover floor panels - \$5,000
- Smith Plantation: Resurface front driveway and walkways - \$28,650

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Budget	Sum of All Base Changes	Requests for NI and Capital	FY 2013 Approved Budget
611350		Operating Transfers Out - Cap Projects	\$0	\$188,000		\$188,000	(\$188,000)	\$93,650	\$93,650
27575401		<b>Total</b>	<b>\$0</b>	<b>\$188,000</b>		<b>\$188,000</b>	<b>(\$188,000)</b>	<b>\$93,650</b>	<b>\$93,650</b>



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# City-wide Expenditures

## Who We Are...

The “City-wide” designation is used to account for funding that is not specifically associated with any single department. Internal Service Funds, contingencies, unspecified grant match, subsidies to other funds and contribution to Capital are all accounted for in “City-wide Expenditures.”

## Internal Service Funds

Internal Service Funds track the city-wide costs for group benefits, risk and liability and worker’s compensation.

## City-wide Expenditures – General Fund (10015850)

### Expenditures by Account...

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10015850</b>									
	511100	Regular Employees		\$0		\$0	\$0	\$583,040	\$583,040
	512200	Social Security (FICA) Contributions		\$0		\$0	\$0	\$0	\$0
	512300	Medicare		\$0		\$0	\$0	\$0	\$0
	579001	Operating Contingency	\$0	\$150,542	\$0	\$150,542	(\$150,542)	\$0	\$0
	579020	Matching Grant Fund Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	611350	Operating Transfers Out - Cap Projects	\$8,669,119	\$9,826,932	\$9,826,932	\$9,826,932	(\$9,826,932)	\$6,017,990	\$6,017,990
	611351	Operating Transfer Out - Fed Grant	\$0	\$0		\$0	\$0	\$0	\$0
	611356	Operating Transfer Out - County Grants		\$0		\$0	\$0	\$0	\$0
<b>10015850 Total</b>			<b>\$8,669,119</b>	<b>\$9,977,474</b>	<b>\$9,826,932</b>	<b>\$9,977,474</b>	<b>(\$9,977,474)</b>	<b>\$6,601,030</b>	<b>\$6,601,030</b>

### What is Included:

- 10015850-511100: 2% Merit for full-time employees: \$ 502,040
  - 10015850-511100: MAG to minimum: \$ 56,000
  - 10015850-511100: Salary adjustments \$ 25,000
  - 10015850-611350: Contribution from General Fund to Capital Projects Fund: \$ \*6,017,990
- Total: \$ 6,591,030**

\*Contribution from General Fund to Capital Projects Fund (\$3,574,366 in maintenance capital and \$2,443,624 in one-time capital).



## Group Benefits Fund (60215402)

The Group Benefits Fund is approved to have revenues of \$6,302,681, will utilize \$445,846 of fund balance and have approved expenditures of \$6,748,527 in FY 2013. The Group Benefit Fund "charges" each fund a constant dollar amount for each authorized full-time employee. Budgeted contributions for vacant positions are used to offset any catastrophic charges or to even out large fluctuations in the cost of benefits. Benefits included in this fund are Group Health, Dental and Life, short-term and long-term disability and the Employee Assistance Program. The FY 2013 approved budget includes \$175,000 for wellness and cost containment initiatives, \$100,000 for an insurance consultant and \$200,000 for re-organization transition costs for the Community Development Department.

The employer contribution for group insurance for FY 2013 is approved at \$5,463,181 (\$9,250 per employee) and the employee contribution for group insurance premiums for FY 2013 is estimated at \$838,000 (\$1,394 per employee).

### Group Benefits Fund Revenues...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Approved
602	341801	Employee Contribution	\$335,028.09	\$0		\$0	\$0	
	341802	Employee Contribution	\$104,765.12	\$0		\$0	\$0	
	341803	Employee Contribution	\$75,540.66	\$0		\$0	\$0	
	341804	Employee Contribution	\$174,966.69	\$0		\$0	\$0	
	341806	Employee Contribution	\$0.00	\$0		\$0	\$0	
	341807	Employee Contribution	\$0.00	\$0		\$0	\$0	
	341808	Employee Contribution	\$139,045.49	\$0		\$0	\$0	
	341809	Employee Contribution	\$5,866.52	\$0		\$0	\$0	
	341811	Employee Contribution	\$6,887.98	\$0		\$0	\$0	
	341812	Employee Contribution	\$198,319.30	\$0		\$0	\$0	
	341815	GROUP HEALTH PAYMENTS	\$6,040,059.00	\$5,967,000	\$5,928,000	\$5,967,000	(\$503,819)	\$5,463,181
	341816	Employee Contribution	\$480,566.93	\$0		\$0	\$0	
	341817	VISION INS DED	\$0.00	\$0		\$0	\$0	
	361000	INTEREST REVENUES	\$877.42	\$5,000		\$5,000	(\$5,000)	
	361010	UNREALIZED INVEST GAINS	\$0.00	\$0		\$0	\$0	
	361015	BANK INTEREST EARNED	\$0.00	\$0		\$0	\$0	
	361016	INVEST.INTEREST EARNED	\$0.00	\$0		\$0	\$0	
	371005	PRIVATE DONATIONS/CONTRIB	\$2,575.00	\$0	\$2,150	\$0	\$1,500	\$1,500
	389500	EMPLOYEE HC CONTRIBUTION	\$0.00	\$837,870	\$837,870	\$837,870	\$130	\$838,000
	391260	EMPLOYER HC CONTRIBUTION	\$0.00	\$0		\$0	\$0	
602 Total			\$7,564,498.20	\$6,809,870	\$6,768,020	\$6,809,870	(\$507,189)	\$6,302,681

### Group Benefits Fund Expenditures...

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013		Approved New Capital	FY 2013 Approved Budget
						Initial Base Budget	Changes to Base Budget		
511100		Regular Employees	\$546,382	\$67,000	\$66,186	\$67,000	\$0	\$1,450	\$68,450
512100		Group Insurance	\$4,985,342	\$6,667,150	\$5,900,000	\$6,667,150	(\$287,500)	(\$41,319)	\$6,338,331
512200		Social Security (FICA) Contributions	\$32,817	\$4,200	\$4,104	\$4,200	\$0	\$0	\$4,200
512300		Medicare	\$7,898	\$980	\$960	\$980	\$0	\$0	\$980
512400		Retirement Contributions	\$8,026	\$9,100	\$9,100	\$9,100	(\$84)	\$0	\$9,016
512401		Deferred Compensation	\$665	\$690	\$662	\$690	\$110	\$0	\$800
521201		Professional Services	\$54,430	\$553,000	\$553,000	\$553,000	(\$538,000)	\$100,000	\$115,000
523220		Postage		\$400	\$300	\$400	\$0	\$0	\$400
523500		Travel	\$473	\$100	\$400	\$100	\$0	\$0	\$100
523700		Education And Training		\$500	\$200	\$500	\$0	\$0	\$500
531105		Supplies	\$429	\$0	\$0	\$0	\$1,500	\$0	\$1,500
531300		Group Insurance Contribution	\$9,750	\$9,750	\$9,750	\$9,750	(\$500)	\$0	\$9,250
532200		Employee Health Deduction (Employee)	\$480,244	\$0	(\$500,000)	\$0	\$0	\$0	\$0
533300		Group Benefits Surcharge (Employee)	\$104,677	\$0	(\$100,000)	\$0	\$0	\$0	\$0
533400		Dental (Employee)	\$174,861	\$0	(\$175,000)	\$0	\$0	\$0	\$0
533500		Supplemental Life (Employee)	\$139,546	\$0	\$0	\$0	\$0	\$0	\$0
533600		Colonial (Employee)	\$5,867	\$0	\$0	\$0	\$0	\$0	\$0
533700		AFLAC (Employee)	\$5,876	\$0	\$0	\$0	\$0	\$0	\$0
533800		Flexible Spending Account (Employee)	\$77,786	\$0	\$0	\$0	\$0	\$0	\$0
533900		Cobra (Employee)	\$83,600	\$0	\$0	\$0	\$0	\$0	\$0
534000		Basic Life (City)	\$84,226	\$0	\$0	\$0	\$0	\$0	\$0
534100		Workers Comp Contribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0
534200		Disability Insurance (City)	\$102,602	\$0	\$0	\$0	\$0	\$0	\$0
534300		HSA Contributions (City)	\$350,890	\$0	\$500,000	\$0	\$0	\$0	\$0
611357		Operating Transfers Out - General Fund	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
(blank)	(blank)		\$103,128	\$0	(\$233,591)	\$0	\$0	\$0	\$0
tal			\$7,359,517	\$7,312,870	\$6,036,071	\$7,312,870	(\$824,474)	\$260,131	\$6,748,527

**Group Benefits Fund (60215402)**

<b>FY 2012 Approved Budget</b>	<b>\$7,312,870.00</b>
One-Time Costs Removed (Pension Plan transition costs and pay plan, benefit and job classification study)	(\$536,500.00)
Mid-Year Additions	
Department Changes - reduced Employer contribution from \$9,750 to \$9,250	(\$287,500.00)
Salary and Benefit Adjustments	(\$474.00)
Bank Fees Adjustment	
Risk and Liability Adjustments	
Fleet Services Fund	
Indirect Cost Adjustment	
<b>FY 2013 Approved Base Budget</b>	<b>\$6,488,396.00</b>
2% Merit	\$1,450.00
Decrease in Transfers In and offsetting Group Insurance expenditures due to proposed Department re-orgs	(\$216,319.00)
Wellness and Cost Containment Initiatives	\$175,000.00
Insurance Consultant	\$100,000.00
Community Development re-org transition costs	\$200,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$6,748,527.00</b>

## Risk and Liability Fund (60315550)

The Risk and Liability Fund is approved to have \$1,027,417 in revenues and \$1,023,722 in expenditures for FY 2013. This fund was created to enable the City to better track the cost of the City's Risk and Liability Insurance. The fund "charges" each fund an appropriate amount based on its relative risk. The FY 2013 Approved Expenditure Budget is \$650,000 for Risk and Liability insurance premiums, which includes Flood Insurance, \$232,055 for deductibles and claims, \$50,000 for "Roswell University" - a wide ranging employee professional development initiative, and \$91,667 for the Risk Manager and related Risk Management program costs.

### Risk and Liability Fund Revenues...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Approved
603	341805	RISK CLAIMS PAYMENTS	\$863,393.00	\$863,393	\$863,392	\$863,393	\$164,024	\$1,027,417
	361000	INTEREST REVENUES	\$3,116.00	\$0	\$0	\$0	\$0	\$0
	361010	UNREALIZED INVEST GAINS	\$0.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	383100	REIMBURSEMENT FROM INSURANCE	\$0.00	\$10,873		\$10,873	(\$10,873)	
	391201	OPERATING TRANSFER IN	\$0.00	\$0		\$0	\$0	
<b>603 Total</b>			<b>\$866,509.00</b>	<b>\$874,266</b>	<b>\$863,392</b>	<b>\$874,266</b>	<b>\$153,151</b>	<b>\$1,027,417</b>

### Risk and Liability Fund Expenditures...

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	512200	Social Security (FICA) Contributions	\$3,597	\$3,800	\$3,800	\$3,800	\$0	\$0	\$3,800
	512300	Medicare	\$829	\$890	\$890	\$890	\$0	\$0	\$890
	512400	Retirement Contributions	\$7,307	\$7,970	\$7,970	\$7,970	\$262	\$0	\$8,232
	512401	Deferred Compensation	\$608	\$590	\$590	\$590	\$210	\$0	\$800
	521300	Technical Services		\$2,200	\$2,200	\$2,200	\$0	\$0	\$2,200
	523100	Property And Liability Insurance	\$520,278	\$540,003	\$540,003	\$540,003	\$109,997	\$0	\$650,000
	523210	Communication Services	\$453	\$1,100	\$0	\$1,100	(\$1,100)	\$0	\$0
	523220	Postage	\$11	\$50	\$25	\$50	\$0	\$0	\$50
	523500	Travel	\$77	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
	523600	Dues And Fees	\$594	\$355	\$840	\$355	\$90	\$0	\$445
	523700	Education And Training	\$345	\$600	\$600	\$600	\$250	\$50,000	\$50,850
	523901	Bank Fees / Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$1,756	\$1,250	\$1,250	\$1,250	(\$200)	\$0	\$1,050
	531400	Books And Periodicals	\$0	\$280	\$280	\$280	\$0	\$0	\$280
	553100	Group Insurance Contribution	\$9,750	\$9,750	\$9,750	\$9,750	(\$500)	\$0	\$9,250
	579025	Insurance Deductibles	\$138,953	\$232,055	\$232,055	\$232,055	\$0	\$0	\$232,055
<b>60315550 Total</b>			<b>\$745,615</b>	<b>\$863,393</b>	<b>\$807,853</b>	<b>\$863,393</b>	<b>\$109,009</b>	<b>\$51,320</b>	<b>\$1,023,722</b>

**Risk and Liability Fund (60315550)**

<b>FY 2012 Approved Budget</b>	<b>\$863,393.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes -increase in premium	\$109,037.00
Salary and Benefit Adjustments	(\$28.00)
Bank Fees Adjustment	
Risk and Liability Adjustments	
Fleet Services Fund	
Indirect Cost Adjustment	
<b>FY 2013 Approved Base Budget</b>	<b>\$972,402.00</b>
2% Merit	\$1,320.00
Roswell University - a wide ranging employee professional development initiative. The \$50,000 Proposed for FY 2013 will support learning resources, external instructor fees, and related costs. Roswell University will bring supervisory and management development, project management, customer service, computer skills, financial management, and other professional training to Roswell employees.	\$50,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$1,023,722.00</b>

## Worker's Compensation Fund (60115401)

The Workers' Compensation Fund is approved to have revenues of \$456,350 and expenditures of \$447,254 in FY 2013. This fund was created to better track the City's liability for future workers' compensation claims. The fund "charges" each fund an appropriate amount based on its relative risk. The FY 2013 Approved Expenditure Budget includes \$296,006 for worker's compensation claims, \$91,350 for the annual third party catastrophic insurance premiums and \$59,898 for the Worker's Compensation Coordinator and related program costs.

### Worker's Compensation Fund Revenues...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Approved
601	341810	TRANSFERS IN - WORK COMP	\$446,350.00	\$446,350	\$446,350	\$446,350	\$0	\$446,350
	361000	INTEREST REVENUES	\$18,085.00	\$9,500	\$0	\$9,500	\$500	\$10,000
	361010	UNREALIZED INVEST GAINS	\$3,979.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$1,000	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$11,604	\$0	\$0	\$0
	383100	REIMBURSEMENT FROM INSURANCE	\$6,329.76	\$0	\$0	\$0	\$0	\$0
	391201	OPERATING TRANSFER IN	\$0.00	\$0	\$0	\$0	\$0	\$0
<b>601 Total</b>			<b>\$474,743.76</b>	<b>\$455,850</b>	<b>\$458,954</b>	<b>\$455,850</b>	<b>\$500</b>	<b>\$456,350</b>

### Worker's Compensation Fund Expenditures...

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	512200	Social Security (FICA) Contributions	\$2,267	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
	512300	Medicare	\$530	\$580	\$580	\$580	\$0	\$0	\$580
	512400	Retirement Contributions	\$4,911	\$5,310	\$5,310	\$5,310	\$178	\$0	\$5,488
	512401	Deferred Compensation	\$42	\$100	\$100	\$100	\$0	\$0	\$100
	512700	Workers' Compensation	\$394,229	\$296,006	\$296,006	\$296,006	\$0	\$0	\$296,006
	521201	Professional Services	\$84,782	\$91,350	\$91,350	\$91,350	\$0	\$0	\$91,350
	523220	Postage		\$0	\$14	\$0	\$0	\$0	\$0
	523600	Dues And Fees	\$991	\$295	\$295	\$295	\$0	\$0	\$295
	523700	Education And Training	\$23	\$195	\$445	\$195	\$250	\$0	\$445
	523851	Contracted Temporary Labor	\$1,907	\$0	\$0	\$0	\$0	\$0	\$0
	523901	Bank Fees / Charges	\$7	\$25	\$57	\$25	\$125	\$0	\$150
	531400	Books And Periodicals		\$220	\$220	\$220	\$0	\$0	\$220
	553100	Group Insurance Contribution	\$9,750	\$9,750	\$9,718	\$9,750	(\$500)	\$0	\$9,250
<b>60115401 Total</b>			<b>\$537,902</b>	<b>\$446,331</b>	<b>\$446,595</b>	<b>\$446,331</b>	<b>\$53</b>	<b>\$870</b>	<b>\$447,254</b>

**Worker's Compensation Fund (60115401)**

<b>FY 2012 Approved Budget</b>	<b>\$446,331.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	\$250.00
Salary and Benefit Adjustments	(\$322.00)
Bank Fees Adjustment	\$125.00
Risk and Liability Adjustments	
Fleet Services Fund	
Indirect Cost Adjustment	
<b>FY 2013 Approved Base Budget</b>	<b>\$446,384.00</b>
2% Merit	\$870.00
<b>FY 2013 Total Approved Budget</b>	<b>\$447,254.00</b>

# Community Development Department

## Mission Statement...

To improve and sustain the City of Roswell with quality development, to provide community support services, guiding citizens in the best practices for enhancing the livability of our community, to promote sustainable growth through strategic partnerships protecting resources while supporting the City and its values through implementation of the City's plan and priorities.

## Who We Are...

The Community Development Department is responsible for current and long range planning, promoting economic development, enforcing the zoning regulations and issuing building and land disturbance permits. The Department is also responsible for the registration of businesses and for providing a geographic information system on a citywide basis.

# Community Development Department

## What We Have Accomplished...

- Completed the 2030 "Imagine Roswell" Comprehensive Plan.
- Completed the City's first Strategic Economic Development Plan.
- Initiated the Unified Development Code (UDC).
- Initiated the Gateway Master Plan.
- Received the Georgia Planning Association (GPA) "2011 Great Places in Georgia - Great Street" Award for Canton Street.
- Facilitated the adoption of the Groveway Hybrid Form-Based Zoning Districts.
- Revamped the special events process completely, from application to issuance.

## What We Expect to Accomplish...

- Department re-organization to include outsourcing of the Code Enforcement and Building Inspections functions eliminating (11) full-time positions.
- Develop written Standard Operating Procedures on all business processes department wide.
- Provide funding for the Downtown Development Authority and Roswell Business Alliance in support of redevelopment and economic development.
- Improve the permitting work-flow processes department-wide. Implementation of the citywide Enterprise Resource System (ERP) will be a catalyst in this review.
- Continue with development of the Unified Development Code (UDC) and move toward implementation.
- Implement the Strategic Economic Development Plan (SEDP).
- Complete the Historic Gateway Master Plan in August 2012.



# Community Development Department

## Opportunities...

The approval of the 2030 Comprehensive Plan in FY 2012 represented the shared vision of the City for the next 20 years. That vision becomes closer to reality with the approval of the Strategic Economic Development Plan (SEDP). The SEDP establishes strategies to maintain, enhance and attract businesses and to market the City. These efforts will be enhanced through the establishment in FY 2012 of the Roswell Business Alliance and the Downtown Development Authority.

A transforming opportunity will be the complete re-write of the City's Zoning Ordinance as a Unified Development Code (UDC). This 18 month effort, which will be initiated in FY 2012, will result in a document that establishes clear, responsible development regulations with appropriate design criteria that will provide opportunities for innovative and creative approaches to development while supporting an economically viable and sustainable community. In addition, the UDC will address contemporary development and zoning practices; be easily understood by administrators, the public, and the development community; and positions the City for redevelopment.

The "Go-Live" of ERP will provide the opportunity to improve communication across all levels and improve the development and permitting process. This will allow the department to not only maintain the high level of services but increase "customer delight".

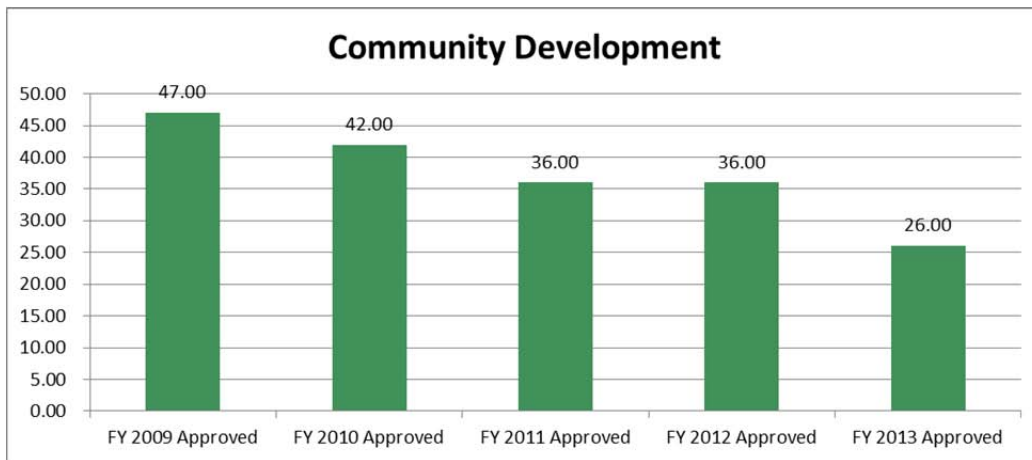
## Challenges...

It will be a challenge to manage the expectations related to the Strategic Economic Development Plan and the Unified Development Code. Immediate changes and improvements may not happen; success should be measured in the long term and marked progress will take time.

The department has also seen an increase in development activities over the past few years. The department will have to continue to develop creative solutions to reallocate staff and resources as the economy improves and the work load increases. The implementation of ERP will assist in improving the processes.

# Community Development Department

Fund	FY 2013 Approved	Full Time Positions
100 - General Fund	\$3,039,739	26
245 - Tree Bank Fund	\$0	
350 - Capital Projects Fund	\$30,000	
Grant	\$0	
<b>Grand Total</b>	<b>\$3,069,739</b>	<b>26</b>



## Personnel Changes:

**FY 2010:** Eliminated (5) Full-Time positions: (1) Arborist, (1) Administrative Specialist II, (1) Building Inspector, (1) Planner I and (1) Land Development Inspector.

**FY 2011:** Eliminated (6) Full-Time positions: (1) Land Development Inspector, (1) Building Inspector, (1) Planner, (1) GIS Analyst, (1) Deputy Director and (1) Erosion Control Officer. Also, eliminated (1) Administrative Specialist II position and created (1) Assistant to the Director position.

**FY 2012:** Eliminate (1) Administrative Assistant position and create (1) GIS Technician position, eliminate (1) Administrative Assistant position and create (1) Administrative Specialist II position and eliminate (2) Administrative Specialist II positions and create (2) Permit Technician positions.

**FY 2013:** Eliminate (11) position through outsourcing the Building Inspections and Code Enforcement functions. Add (1) Land Development Inspector III position and eliminate (1) Economic Development Manager position.

# Community Development Department

## General Fund

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013		Approved New Initiatives and Capital	FY 2013 Approved Budget
						Initial Base Budget	Changes to Base Budget		
<b>100 - General Fund</b>									
	511100	Regular Employees	\$1,887,065	\$1,855,000	\$1,628,800	\$1,855,000	(\$94,000)	(\$257,730)	\$1,503,270
	511105	Part Time Employees	\$20,888	\$23,787	\$13,500	\$23,787	\$0	\$0	\$23,787
	511200	Temporary Employees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime	\$7,072	\$6,100	\$6,300	\$6,100	\$0	(\$5,000)	\$1,100
	512200	Social Security (FICA) Contributions	\$114,195	\$117,200	\$84,075	\$117,200	(\$5,410)	(\$28,621)	\$83,169
	512300	Medicare	\$26,926	\$27,360	\$23,305	\$27,360	(\$1,842)	(\$6,676)	\$18,842
	512400	Retirement Contributions	\$260,169	\$246,840	\$245,530	\$246,840	\$4,019	(\$69,770)	\$181,089
	512401	Deferred Compensation	\$13,171	\$13,800	\$10,793	\$13,800	\$1,200	(\$4,200)	\$10,800
	512920	Other Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	521201	Professional Services	\$117,294	\$28,665	\$179,210	\$28,665	(\$9,665)	\$0	\$19,000
	521300	Technical Services	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	521400	Contract Services	\$57,504	\$60,000	\$360,300	\$60,000	\$0	\$640,894	\$700,894
	522205	Repairs And Maintenance	\$282	\$1,500	\$1,000	\$1,500	\$0	\$0	\$1,500
	522210	Vehicle Repair	\$1,320	\$1,130	\$930	\$1,130	\$0	(\$650)	\$480
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$10,350	(\$6,210)	\$4,140
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$6,207	(\$3,151)	\$3,056
	522310	Rental Of Land And Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$11,667	\$13,676	\$14,973	\$13,676	\$0	\$0	\$13,676
	523210	Communication Services	\$10,488	\$10,950	\$12,550	\$10,950	\$0	(\$5,550)	\$5,400
	523220	Postage	\$8,059	\$9,800	\$7,800	\$9,800	\$0	\$0	\$9,800
	523300	Advertising	\$20,304	\$28,000	\$18,000	\$28,000	(\$3,000)	\$0	\$25,000
	523400	Printing And Binding	\$2,483	\$6,850	\$8,630	\$6,850	(\$1,350)	\$0	\$5,500
	523500	Travel	\$8,949	\$15,080	\$19,386	\$15,080	(\$3,235)	(\$2,630)	\$9,215
	523600	Dues And Fees	\$7,390	\$8,506	\$6,406	\$8,506	\$375	(\$395)	\$8,486
	523700	Education And Training	\$12,935	\$18,195	\$25,575	\$18,195	\$560	(\$288)	\$18,467
	523851	Contracted Temporary Labor	\$7,677	\$0	\$36,000	\$0	\$0	\$0	\$0
	531105	Supplies	\$44,687	\$25,157	\$27,965	\$25,157	\$4,460	(\$1,250)	\$28,367
	531120	Vehicle Parts And Supplies	\$5,619	\$7,330	\$4,530	\$7,330	\$0	(\$4,500)	\$2,830
	531250	Oil	\$440	\$520	\$545	\$520	\$0	(\$250)	\$270
	531270	Gasoline/ Diesel	\$25,779	\$43,730	\$17,900	\$43,730	\$0	(\$23,823)	\$19,907
	531310	Hospitality And Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$839	\$1,615	\$1,675	\$1,615	\$0	(\$745)	\$870
	531605	Machinery And Equipment-Operating	\$0	\$1,000	\$1,000	\$1,000	\$0	(\$500)	\$500
	531610	Furniture/Fixtures-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$50,000	\$400	\$400	\$400	\$0	\$2,700	\$3,100
	531620	Communication Equipment-Operating	\$10	\$1,100	\$650	\$1,100	\$0	(\$550)	\$550
	531720	Uniforms	\$0	\$2,100	\$1,800	\$2,100	\$0	\$0	\$2,100
	552400	Risk/Liability Contribution	\$82,084	\$20,477	\$20,477	\$20,477	\$7,068	\$0	\$27,545
	553100	Group Insurance Contribution	\$371,800	\$351,000	\$270,250	\$351,000	(\$27,250)	(\$101,750)	\$222,000
	554100	Workers Comp Contribution	\$31,801	\$9,029	\$9,029	\$9,029	\$0	\$0	\$9,029
	611358	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
<b>100 - General Fund Total</b>			<b>\$3,208,895</b>	<b>\$2,956,897</b>	<b>\$3,060,284</b>	<b>\$2,956,897</b>	<b>(\$111,513)</b>	<b>\$194,355</b>	<b>\$3,039,739</b>

# Community Development Department

General Fund

## Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$2,956,897.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	\$0.00
Salary and Benefit Adjustments	(\$40,721.00)
Risk and Liability Adjustments	\$7,068.00
Fleet Services Fund	\$16,557.00
Stormwater Fees Adjustment	\$0.00
<b>FY 2013 Approved Base Budget</b>	<b>\$2,939,801.00</b>
Eliminating Code Enforcement (6 positions)	(\$474,177.00)
Outsourcing Code Enforcement	\$420,000.00
Eliminating Building Inspections (5 positions)	(\$377,717.00)
Outsourcing Building Inspections	\$280,894.00
Transition costs for Outsourcing Code Enforcement and Building Inspections	\$200,000.00
Add a Land Development Inspector III	\$67,405.00
Education and Training (GIS)	\$2,000.00
Communication Services	\$950.00
Elimination of the Economic Development Manager position	(\$94,417.00)
Fund the Roswell Business Alliance an additional amount from the elimination of the Economic Development Manager position and the Economic Development function (transfer out to the Hotel/Motel Fund - where the \$335,000 contract is budgeted)	\$75,000.00
Downtown Development Authority Funding (will reprogram \$75,925 of current wayfinding signage funds and carryover \$7,000 of DDA training funds from FY12). Total funding proposed = \$82,925	\$0.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$3,039,739.00</b>
2013 Aerial Imagery Update	\$30,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$3,069,739.00</b>

**Community Development Administration  
10070101**

*Mission Statement...To facilitate the implementation of the programs, responsibilities and regulations of the department in a fiscally responsible manner*

*Services Provided... Department Administration, Continuing Education, Customer Service*

*Customers... Citizens; City Boards; City Management; Developers; Elected Officials; Government Entities; Local Businesses; Public*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percent increase of web based inquiries over prior year	173%	180%	210%

**What We Have Accomplished...**

- Completed the 2030 Comprehensive Plan, including the Short Term Work Program (STWP).
- Enhanced the Community Development segment of the CORE presentation.
- Initiated the Strategic Economic Development Plan (SEDP) and developed an implementation strategy for potential recommendations.

**What We Expect to Accomplish...**

- Continue to hold quarterly workshops and/or training sessions for new and existing businesses.
- Continue to publish and distribute the Economic Development Newsletter "Corner Piece" as a vehicle to better communicate with and educate the business community on resources available and as an outreach to educate businesses on the City processes and pro
- Successfully "Go Live" with various applications of the new citywide Enterprise Resource Planning (ERP) system to be utilized by Community Development both internally and externally.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	FY 2013 Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10070101</b>									
	<b>511100</b>	Regular Employees	\$196,770	\$188,000	\$145,000	\$188,000	\$61,000	\$0	\$249,000
	<b>511300</b>	Overtime	\$155	\$0	\$0	\$0	\$0	\$0	\$0
	<b>512200</b>	Social Security (FICA) Contributions	\$11,164	\$11,700	\$9,000	\$11,700	\$3,748	\$0	\$15,448
	<b>512300</b>	Medicare	\$2,818	\$2,730	\$2,200	\$2,730	\$883	\$0	\$3,613
	<b>512400</b>	Retirement Contributions	\$29,467	\$25,030	\$25,030	\$25,030	\$13,966	\$0	\$38,996
	<b>512401</b>	Deferred Compensation	\$1,659	\$2,200	\$1,400	\$2,200	\$700	\$0	\$2,900
	<b>521201</b>	Professional Services	\$93,638	\$10,000	\$20,000	\$10,000	\$0	\$0	\$10,000
	<b>522210</b>	Vehicle Repair	\$19	\$50	\$50	\$50	\$0	\$0	\$50
	<b>522215</b>	Garage Base Rate	\$0	\$0	\$0	\$0	\$690	\$0	\$690
	<b>522216</b>	Mechanics Rate	\$0	\$0	\$0	\$0	\$158	\$0	\$158
	<b>523210</b>	Communication Services	\$894	\$1,100	\$800	\$1,100	\$0	\$0	\$1,100
	<b>523220</b>	Postage	\$3,695	\$4,000	\$2,000	\$4,000	\$0	\$0	\$4,000
	<b>523500</b>	Travel	\$729	\$1,950	\$1,950	\$1,950	\$730	\$0	\$2,680
	<b>523600</b>	Dues And Fees	\$1,474	\$1,470	\$1,200	\$1,470	\$2,220	\$0	\$3,690
	<b>523700</b>	Education And Training	\$1,405	\$5,375	\$5,200	\$5,375	\$2,205	\$0	\$7,580
	<b>531105</b>	Supplies	\$19,603	\$19,815	\$19,815	\$19,815	\$4,460	\$0	\$24,275
	<b>531120</b>	Vehicle Parts And Supplies	\$12	\$280	\$280	\$280	\$0	\$0	\$280
	<b>531250</b>	Oil	\$8	\$20	\$20	\$20	\$0	\$0	\$20
	<b>531270</b>	Gasoline/ Diesel	\$393	\$267	\$400	\$267	\$0	\$0	\$267
	<b>531400</b>	Books And Periodicals	\$217	\$350	\$350	\$350	\$150	\$0	\$500
	<b>552400</b>	Risk/Liability Contribution	\$82,084	\$20,477	\$20,477	\$20,477	\$7,068	\$0	\$27,545
	<b>553100</b>	Group Insurance Contribution	\$29,250	\$19,500	\$19,500	\$19,500	\$8,250	\$0	\$27,750
	<b>554100</b>	Workers Comp Contribution	\$31,801	\$9,029	\$9,029	\$9,029	\$0	\$0	\$9,029
	<b>611358</b>	Operating Transfers Out		\$0	\$0	\$0	\$0	\$75,000	\$75,000
	<b>10070101 Total</b>		<b>\$507,256</b>	<b>\$323,343</b>	<b>\$283,701</b>	<b>\$323,343</b>	<b>\$106,228</b>	<b>\$75,000</b>	<b>\$504,571</b>

**Community Development Support Services Program  
10070102**

*Mission Statement... Assist in the implementation of the department programs, assist customers and increase the efficiency of the department*

*Services Provided... Department Support, Customer Service*

*Customers... Citizens; City wide staff; Developers; Homeowner Associations; Local Businesses; Public; Visitors*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percent of total calls seeking permit information	40%	42%	42%

**What We Have Accomplished...**

- Reorganized support staff to improve service to both our visiting customers and calling customers. Duties reassigned and staff cross trained to allow reallocation of staff to meet changing needs.
- Began developing a Code Enforcement Guide to assist with educating the public on those ordinances which homeowners need to be familiar with to help ensure their property and neighborhoods are in compliance.
- Successful training and implementation of the new business registration module in the new citywide Enterprise Resource Planning (ERP) system.

**What We Expect to Accomplish...**

- Continue training to enhance customer service skills and ensure the full functionality provided by the new business registration module in the new citywide Enterprise Resource Planning (ERP) to improve both efficiency and communications/coordination with other departments city-wide.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10070102</b>									
	511100	Regular Employees	\$102,375	\$143,000	\$115,000	\$143,000	(\$40,000)	\$0	\$103,000
	511105	Part Time Employees	\$11,745	\$10,500	\$10,500	\$10,500	\$0	\$0	\$10,500
	511300	Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$6,956	\$9,600	\$7,500	\$9,600	(\$1,100)	\$0	\$8,500
	512300	Medicare	\$1,629	\$2,230	\$1,200	\$2,230	(\$830)	\$0	\$1,400
	512400	Retirement Contributions	\$30,305	\$18,960	\$19,000	\$18,960	(\$4,849)	\$0	\$14,111
	512401	Deferred Compensation	\$632	\$700	\$300	\$700	(\$400)	\$0	\$300
	522205	Repairs And Maintenance	\$282	\$1,500	\$1,000	\$1,500	\$0	\$0	\$1,500
	522310	Rental Of Land And Buildings		\$0	\$0	\$0	\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$6,816	\$8,500	\$9,797	\$8,500	\$0	\$0	\$8,500
	523500	Travel	\$21	\$50	\$50	\$50	\$0	\$0	\$50
	523600	Dues And Fees	\$0	\$0	\$15	\$0	\$0	\$0	\$0
	523700	Education And Training	\$70	\$500	\$450	\$500	\$0	\$0	\$500
	531610	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$0	\$400	\$400	\$400	\$0	\$0	\$400
	531720	Uniforms	\$0	\$2,100	\$1,800	\$2,100	\$0	\$0	\$2,100
	553100	Group Insurance Contribution	\$19,500	\$29,250	\$19,500	\$29,250	(\$10,750)	\$0	\$18,500
<b>10070102 Total</b>			<b>\$180,332</b>	<b>\$227,290</b>	<b>\$186,512</b>	<b>\$227,290</b>	<b>(\$57,929)</b>	<b>\$0</b>	<b>\$169,361</b>

## Business Registration Program 10015160

**Mission Statement...** To ensure all Roswell businesses are properly registered and compliant with City and State rules and regulations which govern license specific business activities

**Services Provided...** Occupation Tax Certificates and Roswell Business Database

**Customers...** Citizens; City wide staff; Law Enforcement; Local Businesses; Public

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percent of total businesses registered as home businesses	35%	33%	31%

### What We Have Accomplished...

- Updated our website with a link to the North American Standard Classification System (NAICS) codes to assist businesses with identifying their proper business category when completing the business application and educating them on the need for the information.
- Streamlined our business renewal process eliminating confusion and saving approximately \$3,000 in billing fees.
- Successful training and implementation of the new business registration module in the new citywide Enterprise Resource Planning (ERP) system.

### What We Expect to Accomplish...

- Continue to review applications, processes and procedures to consider improvements in efficiency and enhance the delivery of services.
- Assess the on-line functionality provided by the new business registration module in the new citywide Enterprise Resource Planning (ERP) system to ensure features are being fully maximized.
- Continue the effort to maintain the business registration database and files with the highest level of accuracy for ease of access and retrieval.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10015160</b>									
	511100	Regular Employees	\$3,864	\$34,000	\$30,000	\$34,000	\$0	\$0	\$34,000
	511300	Overtime	\$0	\$400	\$600	\$400	\$0	\$0	\$400
	512200	Social Security (FICA) Contributions	\$235	\$2,200	\$1,800	\$2,200	\$0	\$0	\$2,200
	512300	Medicare	\$55	\$500	\$350	\$500	\$0	\$0	\$500
	512400	Retirement Contributions	\$9,822	\$4,550	\$3,200	\$4,550	\$154	\$0	\$4,704
	512401	Deferred Compensation		\$0	(\$147)	\$0	\$500	\$0	\$500
	522210	Vehicle Repair	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523210	Communication Services	\$312	\$0	\$0	\$0	\$0	\$0	\$0
	523220	Postage	\$4,364	\$5,800	\$5,800	\$5,800	\$0	\$0	\$5,800
	523400	Printing And Binding	\$2,372	\$5,500	\$7,280	\$5,500	\$0	\$0	\$5,500
	523500	Travel	\$0	\$250	\$250	\$250	\$0	\$0	\$250
	523600	Dues And Fees	\$60	\$100	\$100	\$100	\$0	\$0	\$100
	523700	Education And Training	\$450	\$225	\$225	\$225	\$0	\$0	\$225
	531120	Vehicle Parts And Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531250	Oil	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531270	Gasoline/ Diesel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$9,750	\$9,750	\$7,000	\$9,750	(\$500)	\$0	\$9,250
	<b>10015160 Total</b>		<b>\$31,284</b>	<b>\$63,275</b>	<b>\$56,458</b>	<b>\$63,275</b>	<b>\$154</b>	<b>\$0</b>	<b>\$63,429</b>

## Building Inspections 10072200

**Mission Statement...** Ensure public safety with the enforcement of building codes with the permitting, plan review and inspection process

**Services Provided...** Building plan review, permitting and inspection services for the public while providing training and certification for the inspectors to ensure competency

**Customers...** Citizens; City wide staff; Developers; Government Entities; Local Businesses; Public; architects, engineers and general contractors

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percent of building permits issued for new residential units	13%	13%	14%

### What We Have Accomplished...

- Completed 4 ACE sweeps which resulted in property cleanup and a higher level of code compliance.
- Maintained same level of service for same day inspections, building plan reviews, and participation in FOCUS preconstruction meetings.
- Maintained certifications through continuing education training for building inspections personnel.

### What We Expect to Accomplish...

- Outsource the Building Inspections function.
- Continue with ACE sweeps to ensure properties are properly maintained and meet the minimum standards of the building safety code.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10072200</b>									
	511100	Regular Employees	\$0	\$215,000	\$195,000	\$215,000	\$40,000	(\$150,000)	\$105,000
	511300	Overtime		\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$1,415	\$13,400	\$12,090	\$13,400	\$2,400	(\$15,800)	\$0
	512300	Medicare	\$0	\$3,120	\$2,900	\$3,120	\$600	(\$3,720)	\$0
	512400	Retirement Contributions		\$28,440	\$28,440	\$28,440	\$6,445	(\$34,885)	\$0
	512401	Deferred Compensation	\$72	\$2,300	\$1,900	\$2,300	\$700	(\$3,000)	\$0
	521400	Contract Services					\$0	\$280,894	\$280,894
	522210	Vehicle Repair		\$250	\$250	\$250	\$0	(\$250)	\$0
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$2,070	(\$2,070)	\$0
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$2,237	(\$2,237)	\$0
	523210	Communication Services		\$2,000	\$2,000	\$2,000	\$0	(\$2,000)	\$0
	523500	Travel		\$210	\$210	\$210	\$0	(\$210)	\$0
	523600	Dues And Fees		\$250	\$250	\$250	\$0	(\$250)	\$0
	523700	Education And Training	\$20	\$1,125	\$1,000	\$1,125	\$0	(\$1,125)	\$0
	531120	Vehicle Parts And Supplies		\$1,700	\$700	\$1,700	\$0	(\$1,700)	\$0
	531250	Oil		\$150	\$150	\$150	\$0	(\$150)	\$0
	531270	Gasoline/ Diesel		\$8,000	\$2,000	\$8,000	\$0	(\$8,000)	\$0
	531400	Books And Periodicals		\$370	\$355	\$370	\$0	(\$370)	\$0
	531605	Machinery And Equipment-Operating		\$500	\$500	\$500	\$0	(\$500)	\$0
	531620	Communication Equipment-Operating		\$200	\$200	\$200	\$0	(\$200)	\$0
	553100	Group Insurance Contribution		\$39,000		\$39,000	\$7,250	(\$46,250)	\$0
	<b>10072200 Total</b>		<b>\$1,507</b>	<b>\$316,015</b>	<b>\$247,945</b>	<b>\$316,015</b>	<b>\$61,702</b>	<b>\$8,177</b>	<b>\$385,894</b>



## Engineering 10015750

**Mission Statement...** Assisting citizens and developers in the use of best practices in land development with the goal of protecting the environment during construction activities, while creating and maintaining a sustainable community by efficiently providing the highest level of permitting and inspection services

**Services Provided...** Development plan, land development, plan review, review team administration, permitting, inspections and erosion control for the public while providing training and certification for the inspectors to ensure competency

**Customers...** Citizens; City Boards; City wide staff; Court Officials, Defendants; Attorneys; Developers; Government Entities; Homeowner Associations; Local Businesses; Public; Visitors; commercial general contractors, residential builders, engineers

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percent of inspections resulting in issuance of warnings/citations	5.0	3.0	3.0

### What We Have Accomplished...

- New procedures were implemented at the front desk for better communication and quicker reviews through the scanning of documents and attaching them electronically to permits. Ensure that all applicants receive instructions on how to obtain review comments via the city website.
- Achieved a rating of "Exceptional" during the 2011 overview of the City's erosion and sediment control program by the Georgia Soil and Water Conservation Commission.
- In the last 20 months, Engineering Inspectors issued 25% fewer stop work orders per total number of inspections by utilizing failed inspections as a tool to reduce the need for stop work orders. Two land development inspectors have been sworn in as officers of the court to fill in the gap left by the loss of the Erosion Control Officer due to early retirement.

### What We Expect to Accomplish...

- Update Engineering Website for Land Development and Permitting Process.
- Implement improved permitting and review processes and complaint/violation tracking with the new citywide Enterprise Resource Planning (ERP) system.
- Draft retaining wall construction specifications for homeowners.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10015750</b>									
	511100	Regular Employees	\$0	\$333,000	\$310,000	\$333,000	\$0	\$51,270	\$384,270
	511105	Part Time Employees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	511200	Temporary Employees		\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime		\$700	\$700	\$700	\$0	\$0	\$700
	512200	Social Security (FICA) Contributions	\$0	\$20,700	\$1,925	\$20,700	\$0	\$3,179	\$23,879
	512300	Medicare	\$0	\$4,840	\$4,500	\$4,840	\$0	\$744	\$5,584
	512400	Retirement Contributions		\$44,360	\$44,360	\$44,360	\$1,500	\$0	\$45,860
	512401	Deferred Compensation	\$0	\$2,300	\$1,950	\$2,300	\$200	\$0	\$2,500
	521201	Professional Services		\$0	\$0	\$0	\$0	\$0	\$0
	521300	Technical Services		\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	522210	Vehicle Repair		\$330	\$330	\$330	\$0	\$0	\$330
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$2,760	\$0	\$2,760
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$63	\$0	\$63
	523210	Communication Services		\$3,300	\$2,200	\$3,300	\$0	\$0	\$3,300
	523500	Travel		\$225	\$236	\$225	\$0	\$0	\$225
	523600	Dues And Fees		\$1,976	\$1,976	\$1,976	\$0	\$225	\$2,201
	523700	Education And Training		\$4,190	\$3,500	\$4,190	\$0	\$737	\$4,927
	531120	Vehicle Parts And Supplies		\$2,500	\$1,500	\$2,500	\$0	\$0	\$2,500
	531250	Oil		\$225	\$225	\$225	\$0	\$0	\$225
	531270	Gasoline/ Diesel		\$18,340	\$2,500	\$18,340	\$0	\$0	\$18,340
	531400	Books And Periodicals		\$370	\$370	\$370	\$0	\$0	\$370
	531605	Machinery And Equipment-Operating		\$500	\$500	\$500	\$0	\$0	\$500
	531615	Computer Equipment-Operating		\$0	\$0	\$0	\$0	\$1,750	\$1,750
	531620	Communication Equipment-Operating		\$300	\$150	\$300	\$0	\$250	\$550
	553100	Group Insurance Contribution		\$58,500	\$58,500	\$58,500	(\$3,000)	\$9,250	\$64,750
	<b>10015750 Total</b>		<b>\$0</b>	<b>\$497,656</b>	<b>\$436,422</b>	<b>\$497,656</b>	<b>\$1,523</b>	<b>\$67,405</b>	<b>\$566,584</b>

## Planning and Zoning Program 10074100

***Mission Statement...** To administer the Zoning Ordinance and assist various Boards and Commissions, the general public, and the development community*

***Services Provided...** Administration of zoning ordinance, staffing services to Boards and Commissions, and Planner of the Day services*

***Customers...** Citizens; City Boards; City Management; City wide staff; Attorneys; Developers; Elected Officials; Homeowner Associations; Local Businesses; Public; Visitors*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percent of total visitors seeking planning and zoning assistance	12%	12%	13%

### What We Have Accomplished...

- Completed the 2030 Comprehensive Plan.
- Completed the Groveway Hybrid Form-Based Code
- Amended text relating to movie theater signage.

### What We Expect to Accomplish...

- Begin developing the Unified Development Code (UDC) which includes a detailed review of all of the development codes for the City.
- Local Government PLAN 2040 implementation as required by the Atlanta Regional Commission.
- Process annual update to the Short Term Work Program (STWP) of the 2030 Comprehensive Plan.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10074100</b>									
	<b>511100</b>	Regular Employees	\$593,315	\$307,000	\$275,000	\$307,000	\$37,000	\$0	\$344,000
	<b>511105</b>	Part Time Employees		\$0	\$0	\$0	\$0	\$0	\$0
	<b>511300</b>	Overtime	\$5,486	\$0	\$0	\$0	\$0	\$0	\$0
	<b>512200</b>	Social Security (FICA) Contributions	\$35,530	\$19,058	\$17,050	\$19,058	\$2,284	\$0	\$21,342
	<b>512300</b>	Medicare	\$8,310	\$4,533	\$4,000	\$4,533	\$462	\$0	\$4,995
	<b>512400</b>	Retirement Contributions	\$85,525	\$39,430	\$39,430	\$39,430	\$12,118	\$0	\$51,548
	<b>512401</b>	Deferred Compensation	\$3,519	\$1,850	\$1,850	\$1,850	\$950	\$0	\$2,800
	<b>521201</b>	Professional Services	\$0	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	<b>521400</b>	Contract Services	\$57,504	\$0	\$300,300	\$0	\$0	\$0	\$0
	<b>522210</b>	Vehicle Repair	\$934	\$100	\$100	\$100	\$0	\$0	\$100
	<b>522215</b>	Garage Base Rate	\$0	\$0	\$0	\$0	\$690	\$0	\$690
	<b>522216</b>	Mechanics Rate	\$0	\$0	\$0	\$0	\$2,835	\$0	\$2,835
	<b>522320</b>	Rental Of Equipment And Vehicles	\$4,851	\$5,176	\$5,176	\$5,176	\$0	\$0	\$5,176
	<b>523210</b>	Communication Services	\$4,150	\$1,000	\$3,600	\$1,000	\$0	\$0	\$1,000
	<b>523300</b>	Advertising	\$17,554	\$25,000	\$15,000	\$25,000	\$0	\$0	\$25,000
	<b>523500</b>	Travel	\$3,143	\$5,660	\$4,500	\$5,660	\$0	\$0	\$5,660
	<b>523600</b>	Dues And Fees	\$3,051	\$1,995	\$1,995	\$1,995	\$0	\$0	\$1,995
	<b>523700</b>	Education And Training	\$5,681	\$1,700	\$1,700	\$1,700	\$0	\$0	\$1,700
	<b>523851</b>	Contracted Temporary Labor	\$7,677	\$0	\$36,000	\$0	\$0	\$0	\$0
	<b>531105</b>	Supplies	\$954	\$0	\$0	\$0	\$0	\$0	\$0
	<b>531120</b>	Vehicle Parts And Supplies	\$3,519	\$50	\$850	\$50	\$0	\$0	\$50
	<b>531250</b>	Oil	\$275	\$25	\$50	\$25	\$0	\$0	\$25
	<b>531270</b>	Gasoline/ Diesel	\$15,046	\$1,300	\$5,000	\$1,300	\$0	\$0	\$1,300
	<b>531400</b>	Books And Periodicals	\$221	\$0	\$0	\$0	\$0	\$0	\$0
	<b>531620</b>	Communication Equipment-Operating	\$10	\$0	\$0	\$0	\$0	\$0	\$0
	<b>553100</b>	Group Insurance Contribution	\$139,587	\$58,500	\$58,500	\$58,500	\$6,250	\$0	\$64,750
	<b>10074100 Total</b>		<b>\$995,841</b>	<b>\$475,377</b>	<b>\$773,101</b>	<b>\$475,377</b>	<b>\$62,589</b>	<b>\$0</b>	<b>\$537,966</b>

**Code Enforcement  
10074500**

*Mission Statement...* Protect the welfare of the citizens and businesses of Roswell through the enforcement of the Zoning Ordinance and the City's Code of Ordinances

*Services Provided...* Enforcement of City Code & Zoning Ordinance, Citizen Deputy Program, and Action Code Enforcement (ACE) Sweep Program

*Customers...* Citizens; City wide staff; Court Officials, Defendants; Homeowner Associations; Local Businesses; Public

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percent of Code Enforcement actions which were proactive and not complaint driven	25%	27%	28%

**What We Have Accomplished...**

- Completed 4 ACE sweeps which resulted in property cleanup and a higher level of code compliance.
- Met with 4 homeowners groups as an outreach to educate homeowners and property owners on City ordinances to ensure a higher level of compliance.
- Provided professional development training necessary for Code Enforcement personnel to pursue higher level certifications.

**What We Expect to Accomplish...**

- Outsource the Code Enforcement function.
- Continue with ACE sweeps of multi-family properties. We anticipate we will conduct 4 sweeps in FY 2013 to ensure a higher level compliance with our City Codes and Life Safety Codes.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10074500</b>									
	511100	Regular Employees	\$0	\$286,000	\$238,000	\$286,000	(\$32,000)	(\$159,000)	\$95,000
	511300	Overtime	\$0	\$5,000	\$5,000	\$5,000	\$0	(\$5,000)	\$0
	512200	Social Security (FICA) Contributions	\$0	\$18,042	\$14,800	\$18,042	(\$2,042)	(\$16,000)	\$0
	512300	Medicare	\$0	\$4,147	\$3,500	\$4,147	(\$447)	(\$3,700)	\$0
	512400	Retirement Contributions		\$39,430	\$39,430	\$39,430	(\$4,545)	(\$34,885)	\$0
	512401	Deferred Compensation	\$0	\$1,850	\$1,000	\$1,850	(\$650)	(\$1,200)	\$0
	521400	Contract Services		\$60,000	\$60,000	\$60,000	\$0	\$360,000	\$420,000
	522210	Vehicle Repair		\$400	\$200	\$400	\$0	(\$400)	\$0
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$4,140	(\$4,140)	\$0
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$914	(\$914)	\$0
	523210	Communication Services		\$3,550	\$3,550	\$3,550	\$0	(\$3,550)	\$0
	523500	Travel		\$2,420	\$2,000	\$2,420	\$0	(\$2,420)	\$0
	523600	Dues And Fees		\$370	\$370	\$370	\$0	(\$370)	\$0
	523700	Education And Training		\$1,900	\$1,500	\$1,900	\$0	(\$1,900)	\$0
	531105	Supplies		\$1,250	\$1,250	\$1,250	\$0	(\$1,250)	\$0
	531120	Vehicle Parts And Supplies		\$2,800	\$1,200	\$2,800	\$0	(\$2,800)	\$0
	531250	Oil		\$100	\$100	\$100	\$0	(\$100)	\$0
	531270	Gasoline/ Diesel		\$15,823	\$8,000	\$15,823	\$0	(\$15,823)	\$0
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals		\$375	\$600	\$375	\$0	(\$375)	\$0
	531605	Machinery And Equipment-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531620	Communication Equipment-Operating		\$600	\$300	\$600	\$0	(\$600)	\$0
	553100	Group Insurance Contribution		\$68,250	\$68,250	\$68,250	(\$3,500)	(\$64,750)	\$0
	<b>10074500 Total</b>		<b>\$0</b>	<b>\$512,307</b>	<b>\$449,050</b>	<b>\$512,307</b>	<b>(\$38,130)</b>	<b>\$40,823</b>	<b>\$515,000</b>

## Geographic Information Services (GIS) Program 10015352

**Mission Statement...** To support the activities of the City of Roswell and its citizens by maintaining and disseminating accurate, current and complete geospatial data

**Services Provided...** Geographic Information Systems, Computer Support, Addressing, Interactive Web-Based Mapping, and Document Management Systems

**Customers...** Citizens; City wide staff; Developers; Elected Officials; Government Entities; Homeowner Associations; Local Businesses; Public

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percent of lots verified on GIS database	91%	94%	96%

### What We Have Accomplished...

- Resolved addressing issues and conflicts identified in the master address database in preparation for data conversion to the citywide Enterprise Resource Planning (ERP) system.
- Completed process of conflating land use, future land use, and zoning data layers into the City basemap.
- Provided timely response to open records requests while staying current on scanning and linking to documents to the filenet storage/repository.

### What We Expect to Accomplish...

- Continue to revise, edit and build GIS data and layers for input and update of the Central Property Master module of the citywide Enterprise Resource Planning (ERP) system.
- Update, edit and maintain street centerline geometry and attributes for continued compliance with OSSI specifications for construction of maps/ graphics for the E-911 CAD system.
- Reinitiate researching, scanning and logging of all building plans physically archived in dry storage which will greatly enhance the efficiency of retrieving documents for open records requests.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10015352</b>									
	511100	Regular Employees	\$170,067	\$185,000	\$175,500	\$185,000	\$4,000	\$0	\$189,000
	511105	Part Time Employees	\$7,775	\$13,287	\$3,000	\$13,287	\$0	\$0	\$13,287
	511300	Overtime		\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$10,724	\$12,300	\$10,900	\$12,300	(\$500)	\$0	\$11,800
	512300	Medicare	\$2,517	\$2,880	\$2,545	\$2,880	(\$130)	\$0	\$2,750
	512400	Retirement Contributions	\$20,243	\$24,650	\$24,650	\$24,650	\$1,220	\$0	\$25,870
	512401	Deferred Compensation	\$1,217	\$1,300	\$1,340	\$1,300	\$500	\$0	\$1,800
	521201	Professional Services	\$8,885	\$6,000	\$27,210	\$6,000	\$0	\$0	\$6,000
	523210	Communication Services	\$628	\$0	\$400	\$0	\$0	\$0	\$0
	523500	Travel	\$2,869	\$1,885	\$7,500	\$1,885	(\$1,535)	\$0	\$350
	523600	Dues And Fees	\$230	\$500	\$500	\$500	\$0	\$0	\$500
	523700	Education And Training	\$1,870	\$0	\$0	\$0	\$1,535	\$2,000	\$3,535
	531105	Supplies	\$2,807	\$4,092	\$6,900	\$4,092	\$0	\$0	\$4,092
	531610	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$50,000	\$0	\$0	\$0	\$0	\$950	\$950
	553100	Group Insurance Contribution	\$42,087	\$39,000	\$39,000	\$39,000	(\$2,000)	\$0	\$37,000
	<b>10015352 Total</b>		<b>\$321,919</b>	<b>\$290,894</b>	<b>\$299,445</b>	<b>\$290,894</b>	<b>\$3,090</b>	<b>\$2,950</b>	<b>\$296,934</b>

## Economic Development Program 10075100

**Mission Statement...** To retain Roswell's existing businesses and recruit new businesses that contribute to Roswell's goal of maintaining a healthy, balanced economy which provides quality jobs, goods and services for Roswell's citizens

**Services Provided...** Development of incentives and resources for existing businesses, incoming businesses, redevelopment projects and home-based businesses; marketing to existing and prospective businesses. Administer Community Development (CDBG) and HOME Investment Partnership Program projects. Implement the City's ADA Title II Transition Plan

**Customers...** Citizens; City Management; Developers; Local Businesses; Prospective Businesses

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Number of new business expansions resulting from the new e-newsletter and new web site as determined from their direct contact with our office.	20	25	30

### What We Have Accomplished...

- Completed the City's first Strategic Economic Development Plan (SEDP).
- Expanded the Roswell Opportunity Zone.
- Re-activated the Roswell Downtown Development Authority approved new boundaries.

### What We Expect to Accomplish...

- Beginning in FY 2013 the Economic Development cost center will be eliminated and the economic development function will be assumed by the Roswell Business Alliance. The City will support the Roswell Business Alliance through annual funding.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10075100</b>									
	511100	Regular Employees	\$196,251	\$164,000	\$145,300	\$164,000	(\$164,000)	\$0	\$0
	512200	Social Security (FICA) Contributions	\$11,785	\$10,200	\$9,010	\$10,200	(\$10,200)	\$0	\$0
	512300	Medicare	\$2,756	\$2,380	\$2,110	\$2,380	(\$2,380)	\$0	\$0
	512400	Retirement Contributions	\$14,614	\$21,990	\$21,990	\$21,990	(\$21,990)	\$0	\$0
	512401	Deferred Compensation	\$1,484	\$1,300	\$1,200	\$1,300	(\$1,300)	\$0	\$0
	512920	Other Benefits		\$0	\$0	\$0	\$0	\$0	\$0
	521201	Professional Services	\$14,771	\$9,665	\$129,000	\$9,665	(\$9,665)	\$0	\$0
	523300	Advertising	\$2,750	\$3,000	\$3,000	\$3,000	(\$3,000)	\$0	\$0
	523400	Printing And Binding	\$111	\$1,350	\$1,350	\$1,350	(\$1,350)	\$0	\$0
	523500	Travel	\$1,811	\$2,430	\$2,690	\$2,430	(\$2,430)	\$0	\$0
	523600	Dues And Fees	\$1,153	\$1,845		\$1,845	(\$1,845)	\$0	\$0
	523700	Education And Training	\$1,864	\$3,180	\$12,000	\$3,180	(\$3,180)	\$0	\$0
	531105	Supplies	\$21,323	\$0		\$0	\$0	\$0	\$0
	531310	Hospitality And Events		\$0		\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$129	\$150		\$150	(\$150)	\$0	\$0
	531610	Furniture/Fixtures-Operating		\$0		\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$29,250	\$29,250		\$29,250	(\$29,250)	\$0	\$0
	<b>10075100 Total</b>		<b>\$300,052</b>	<b>\$250,740</b>	<b>\$327,650</b>	<b>\$250,740</b>	<b>(\$250,740)</b>	<b>\$0</b>	<b>\$0</b>



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# Environmental / Public Works Department

## Mission Statement

We protect and enhance the environment for our community, as we strive to exceed expectations every day with caring and efficient responsiveness.

## Who We Are...

The Environmental / Public Works Department is responsible for a range of environmental services for the City and its citizens, including solid waste management, environmental education and enforcement, stormwater management, watershed protection, and production and distribution of water for a portion of the City. The Department provides vehicle and equipment repairs for the City's fleet and administers the fueling system. The Department also provides staff liaison and support for Keep Roswell Beautiful, a community service organization.

# Environmental/Public Works Department

## What We Have Accomplished...

- The Water Resources Division received a 2.8 million gallon per day (MGD) water withdrawal permit from the Georgia Environmental Protection Division.
- The Water Resources Division began conceptual planning and environmental studies for water plant expansion.
- At the Recycling Center, paper shredding and fluorescent bulb recycling were added as new services.
- For residential and commercial sanitation trucks, new software was implemented to improve efficiency in tracking and planning routes.
- In Water Distribution, installation was completed of the Automated Metering Infrastructure (AMI) system which reads meters automatically and sends data directly to financial database.
- Construction of the new groundwater well project in partnership with the US Army Corps of Engineers began.

## What We Expect to Accomplish...

- The Stormwater Utility plans to enhance and update the Capital Improvement Plan (CIP) matrix for stormwater projects.
- The Stormwater Utility expects to increase staff and complete all budget-approved CIP projects within FY 2013.
- The Recycling Center expects to add latex-based paint recycling as a service to its customers.
- The Public Works Division will continue to explore alternative services and routing to implement more efficient residential and commercial sanitation operations.
- Solid Waste operations expect to continue to use the automated scale system at the transfer station as a means to enhance efficiency and accountability.



# Environmental/Public Works Department

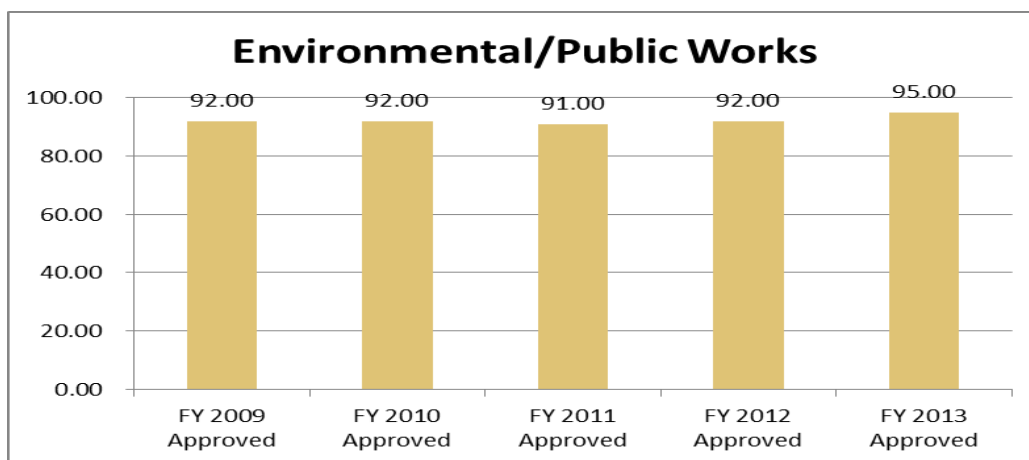
## Opportunities...

The Department will continue its hard work to provide quality service both internally and to the citizens and businesses of Roswell. The Fleet Services Fund will be implemented in FY 2013 and will allow assessment of efficiencies and best practices to be explored in the management of the City garage. The full implementation of the Stormwater Management Program through the funding of the Stormwater Utility will allow for an improvement of customer service by reducing the time required to respond to routine maintenance calls. The additional services offered and proximity of the Recycling Center to neighboring cities will provide opportunities for partnerships.

## Challenges...

During FY 2013, the Environmental / Public Works Department will continue to maintain a high level of service across all of its divisions. The implementation of the Fleet Services Fund will present new challenges as efficiencies and reporting tools are used in serving the user Departments' missions. Fleet Services will also be challenged with the effects of rising maintenance, parts, and fuel costs. The Environmental Division will continue to explore recycling trends and methods as part of the effort to best serve the customers of the Recycling Center. Budget planning and staff development must be balanced with the need to repair and maintain the City Stormwater and Water infrastructure. We will continue to educate our customers and position the City for future water demands. The issue of collecting construction and demolition debris is an ongoing challenge which will continue to be explored.

Fund	FY 13 Approved Budget	Full Time Positions
100 - General Fund	\$398,594	5
604 - Fleet Services Fund	\$609,296	7.3
505 - Water/Sewer Fund	\$3,353,893	17.55
507 - Stormwater Fund	\$2,640,301	12
540 - Solid Waste Fund	\$9,807,779	53.15
<b>Grand Total</b>	<b>\$16,809,863</b>	<b>95</b>



## Personnel Changes:

**FY 2011:** Eliminated (1) Full-Time position: (1) Utility locator position in the Water Fund.

**FY 2012:** Added a Stormwater Project Manager position mid-year.

**FY 2013:** Added a (3) positions for Stormwater Heavy Maintenance Crew.

# Environmental/Public Works Department

## General Fund

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
100 - General Fund	511100	Regular Employees	\$961,398	\$576,000	\$550,400	\$576,000	(\$319,000)	\$0	\$257,000
	511200	Temporary Employees		\$0		\$0	\$0	\$0	\$0
	511300	Overtime	\$25,323	\$26,389	\$26,250	\$26,389	(\$26,139)	\$0	\$250
	512200	Social Security (FICA) Contributions	\$59,549	\$37,500	\$35,300	\$37,500	(\$21,300)	\$0	\$16,200
	512300	Medicare	\$14,036	\$8,750	\$8,068	\$8,750	(\$4,950)	\$0	\$3,800
	512400	Retirement Contributions	\$116,310	\$76,590	\$73,108	\$76,590	(\$41,312)	\$0	\$35,278
	512401	Deferred Compensation	\$4,208	\$2,600	\$2,430	\$2,600	(\$500)	\$0	\$2,100
	521201	Professional Services		\$3,500	\$3,500	\$3,500	(\$3,500)	\$0	\$0
	521300	Technical Services	\$4,290	\$5,405	\$5,405	\$5,405	(\$5,405)	\$0	\$0
	521400	Contract Services	\$107,733	\$0	\$67,805	\$0	\$0	\$0	\$0
	522130	Custodial	\$4,056	\$0	\$0	\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance	\$3,801	\$9,750	\$10,400	\$9,750	(\$9,750)	\$0	\$0
	522210	Vehicle Repair	\$1,171	\$2,550	\$2,300	\$2,550	(\$1,000)	\$0	\$1,550
	522215	Garage Base Rate					\$2,070	\$0	\$2,070
	522216	Mechanics Rate					\$725	\$0	\$725
	522320	Rental Of Equipment And Vehicles	\$11,432	\$9,000	\$7,575	\$9,000	(\$3,500)	\$0	\$5,500
	523210	Communication Services	\$5,840	\$4,260	\$5,094	\$4,260	(\$1,875)	\$0	\$2,385
	523220	Postage	\$874	\$180	\$149	\$180	(\$50)	\$0	\$130
	523300	Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523400	Printing And Binding	\$1,935	\$500	\$300	\$500	\$0	\$0	\$500
	523500	Travel	\$5,135	\$3,650	\$3,650	\$3,650	\$250	\$0	\$3,900
	523600	Dues And Fees	\$2,255	\$700,900	\$1,289	\$700,900	(\$699,771)	\$0	\$1,129
	523700	Education And Training	\$2,443	\$3,505	\$3,505	\$3,505	(\$505)	\$0	\$3,000
	523800	Licenses	\$300	\$0	\$0	\$0	\$0	\$0	\$0
	523851	Contracted Temporary Labor		\$0		\$0	\$0	\$0	\$0
	531105	Supplies	\$91,399	\$38,800	\$39,900	\$38,800	(\$31,975)	\$0	\$6,825
	531120	Vehicle Parts And Supplies	\$5,818	\$4,900	\$5,375	\$4,900	(\$2,300)	\$0	\$2,600
	531220	Natural Gas	\$1,919	\$0	\$2,000	\$0	\$0	\$0	\$0
	531230	Electricity	\$5,462	\$0	\$158	\$0	\$0	\$0	\$0
	531250	Oil	\$279	\$425	\$435	\$425	(\$225)	\$0	\$200
	531270	Gasoline/ Diesel	\$16,547	\$4,766	\$7,693	\$4,766	(\$2,880)	\$0	\$1,886
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$215	\$200	\$250	\$200	\$0	\$0	\$200
	531610	Furniture/Fixtures-Operating		\$0		\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$3,287	\$0	\$0	\$0	\$0	\$0	\$0
	531720	Uniforms	\$5,755	\$3,894	\$6,594	\$3,894	(\$3,484)	\$0	\$410
	552400	Risk/Liability Contribution	\$35,238	\$5,514	\$5,500	\$5,514	(\$2,727)	\$0	\$2,787
	553100	Group Insurance Contribution	\$198,901	\$118,463	\$112,650	\$118,463	(\$72,213)	\$0	\$46,250
	554100	Workers Comp Contribution	\$9,498	\$4,651	\$4,700	\$4,651	(\$2,732)	\$0	\$1,919
	522110	Disposal	\$2,581	\$1,575	\$2,690	\$1,575	(\$1,575)	\$0	\$0
	542100	Machinery		\$0		\$0	\$0	\$0	\$0
100 - General Fund Total			\$1,708,987	\$1,654,217	\$994,473	\$1,654,217	(\$1,255,623)	\$0	\$398,594

In the FY 2012 Budget, Account 523600 contained the City's charges for the Stormwater Utility fees associated with City assets. For FY 2013, this charge is distributed to each department and shown in account 531215-Stormwater Fees.

# Environmental/Public Works Department

General Fund

## Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$1,654,217.00</b>
One-Time Costs Removed	(\$3,500.00)
Mid-Year Additions	\$0.00
Department Changes	(\$735.00)
Salary and Benefit Adjustments	(\$21,777.00)
Stormwater Fees Adjustment	(\$699,771.00)
Risk and Liability Adjustments	(\$2,727.00)
Fleet Services Fund	(\$527,113.00)
<b>FY 2013 Approved Base Budget</b>	<b>\$398,594.00</b>
<b>FY 2013 Total Approved Budget</b>	<b>\$398,594.00</b>

## Environmental/Public Works Administration Program 10041000

*Mission Statement... To provide management, leadership, and administrative support to the Environmental / Public Works Department*

*Services Provided... Administrative support*

*Customers... Citizens; Elected Officials; Homeowner Associations; Local Businesses; Public; Environmental / Public Works Staff*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of residents reached through the Department's monthly information newsletter to Homeowner's Associations via e-mail.	19,000	24,000	29,000

### What We Have Accomplished...

- Completed development of Local Energy Assurance Plan (LEAP) which inventories the City's energy resources and identifies vulnerabilities in the event of an energy emergency.
- Completed feasibility study of collecting, producing, and using biodiesel to fuel City fleet vehicles.

### What We Expect to Accomplish...

- Develop and implement a training module and plan for Department staff related to disaster preparedness.
- Establish a Department Operations Manual as a step toward achieving American Public Works Association (APWA) accreditation.
- Establish a Department Operations Manual as a step toward achieving American Public Works Association (APWA) accreditation.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10041000</b>									
	511100	Regular Employees	\$142,170	\$143,000	\$143,000	\$143,000	(\$11,000)	\$0	\$132,000
	511300	Overtime		\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$8,995	\$8,900	\$8,900	\$8,900	(\$600)	\$0	\$8,300
	512300	Medicare	\$2,213	\$2,080	\$2,080	\$2,080	(\$100)	\$0	\$1,980
	512400	Retirement Contributions	\$17,129	\$18,960	\$18,960	\$18,960	(\$929)	\$0	\$18,031
	512401	Deferred Compensation	\$990	\$1,000	\$1,000	\$1,000	\$600	\$0	\$1,600
	521201	Professional Services		\$3,500	\$3,500	\$3,500	(\$3,500)	\$0	\$0
	522210	Vehicle Repair	\$67	\$350	\$350	\$350	\$0	\$0	\$350
	522215	Garage Base Rate					\$690	\$0	\$690
	522216	Mechanics Rate					\$126	\$0	\$126
	522320	Rental Of Equipment And Vehicles	\$5,277	\$6,000	\$4,000	\$6,000	(\$500)	\$0	\$5,500
	523210	Communication Services	\$1,210	\$1,300	\$1,400	\$1,300	\$0	\$0	\$1,300
	523220	Postage	\$49	\$30	\$30	\$30	\$0	\$0	\$30
	523500	Travel	\$2,696	\$2,900	\$2,900	\$2,900	\$0	\$0	\$2,900
	523600	Dues And Fees	\$131	\$700,225	\$150	\$700,225	(\$699,771)	\$0	\$454
	523700	Education And Training	\$444	\$2,250	\$2,250	\$2,250	(\$250)	\$0	\$2,000
	523851	Contracted Temporary Labor		\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$2,888	\$2,700	\$2,500	\$2,700	\$0	\$0	\$2,700
	531120	Vehicle Parts And Supplies	\$0	\$0	\$0	\$0	\$100	\$0	\$100
	531250	Oil	\$0	\$155	\$155	\$155	(\$85)	\$0	\$70
	531270	Gasoline/ Diesel	\$641	\$819	\$500	\$819	\$0	\$0	\$819
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$215	\$200	\$250	\$200	\$0	\$0	\$200
	531720	Uniforms		\$0	\$0	\$0	\$0	\$0	\$0
	552400	Risk/Liability Contribution	\$35,238	\$5,514	\$5,500	\$5,514	(\$2,727)	\$0	\$2,787
	553100	Group Insurance Contribution	\$20,963	\$20,963	\$21,000	\$20,963	(\$2,463)	\$0	\$18,500
	554100	Workers Comp Contribution	\$9,498	\$4,651	\$4,700	\$4,651	(\$2,732)	\$0	\$1,919
<b>10041000</b>	<b>Total</b>		<b>\$250,812</b>	<b>\$925,497</b>	<b>\$223,125</b>	<b>\$925,497</b>	<b>(\$723,141)</b>	<b>\$0</b>	<b>\$202,356</b>

## Environmental Protection Program 10071100

**Mission Statement...** To provide environmental education programs, volunteer opportunities and environmental enforcement to create a better community

**Services Provided...** Volunteer program coordination, liaison with environmental and community service organizations providing enhanced quality of life for Roswell citizens, environmental education, and enforcement of environmental policies and programs

**Customers...** Citizens, Civic organizations, Youth organizations, Schools, Volunteers, Elected Officials, City Departments, Businesses, Construction sites

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Keep Roswell Beautiful Volunteer Hours	\$55,000	\$57,000	\$57,000

### What We Have Accomplished...

- In partnership with Keep Roswell Beautiful, successfully launched the Green Business Designation Program.
- Environmental Enforcement Officer received his Level 2 GACE (Georgia Association of Code Enforcement) Certification.
- Keep Roswell Beautiful received 2nd Place in the Keep Georgia Beautiful Affiliate Awards Programs.

### What We Expect to Accomplish...

- Working with Keep Roswell Beautiful, to hold the first annual Roswell Green Life Expo in October of 2011.
- Continue to utilize social media as a way to increase volunteers at environmental events.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10071100</b>									
	511100	Regular Employees	\$123,594	\$128,000	\$102,400	\$128,000	(\$3,000)	\$0	\$125,000
	511200	Temporary Employees		\$0		\$0	\$0	\$0	\$0
	511300	Overtime	\$0	\$250	\$250	\$250	\$0	\$0	\$250
	512200	Social Security (FICA) Contributions	\$7,460	\$8,000	\$6,400	\$8,000	(\$100)	\$0	\$7,900
	512300	Medicare	\$1,745	\$1,860	\$1,488	\$1,860	(\$40)	\$0	\$1,820
	512400	Retirement Contributions	\$14,973	\$17,060	\$13,648	\$17,060	\$187	\$0	\$17,247
	512401	Deferred Compensation	\$606	\$600	\$480	\$600	(\$100)	\$0	\$500
	522205	Repairs And Maintenance		\$0		\$0	\$0	\$0	\$0
	522210	Vehicle Repair	\$79	\$1,200	\$1,200	\$1,200	\$0	\$0	\$1,200
	522215	Garage Base Rate					\$1,380	\$0	\$1,380
	522216	Mechanics Rate					\$599	\$0	\$599
	523210	Communication Services	\$983	\$1,085	\$1,242	\$1,085	\$0	\$0	\$1,085
	523220	Postage	\$27	\$150	\$75	\$150	(\$50)	\$0	\$100
	523400	Printing And Binding	\$0	\$500	\$300	\$500	\$0	\$0	\$500
	523500	Travel	\$738	\$750	\$750	\$750	\$250	\$0	\$1,000
	523600	Dues And Fees	\$733	\$675	\$675	\$675	\$0	\$0	\$675
	523700	Education And Training	\$720	\$925	\$925	\$925	\$75	\$0	\$1,000
	523851	Contracted Temporary Labor		\$0		\$0	\$0	\$0	\$0
	531105	Supplies	\$5,733	\$4,400	\$4,400	\$4,400	(\$275)	\$0	\$4,125
	531120	Vehicle Parts And Supplies	\$1,454	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
	531250	Oil	\$0	\$130	\$130	\$130	\$0	\$0	\$130
	531270	Gasoline/ Diesel	\$1,017	\$1,067	\$1,067	\$1,067	\$0	\$0	\$1,067
	531615	Computer Equipment-Operating		\$0		\$0	\$0	\$0	\$0
	531720	Uniforms	\$418	\$410	\$410	\$410	\$0	\$0	\$410
	553100	Group Insurance Contribution	\$29,250	\$29,250	\$23,400	\$29,250	(\$1,500)	\$0	\$27,750
<b>10071100</b>	<b>Total</b>		<b>\$189,529</b>	<b>\$198,812</b>	<b>\$161,740</b>	<b>\$198,812</b>	<b>(\$2,574)</b>	<b>\$0</b>	<b>\$196,238</b>



## Environmental / Public Works Department

# Water / Sewer Fund

### Mission Statement...

The mission of the Roswell Water Utility is to produce and distribute the highest quality of drinking water to our customers.

### Who We Are...

There are approximately 5,000 Roswell Water Utility customers; the remaining citizens in Roswell receive their water service from the Fulton County water system. The City operates the Cecil B. Wood Water Treatment Plant that produces 1.2 million gallons per day (MGD) and maintains 201 miles of distribution waterline mains in order to get the highest quality water delivered to the customer. The City has been the recipient, for 5 years in a row of the Platinum Award, given to treatment plants, which meet all of the state standards for water production. The City also purchases water from Fulton County to supplement what is produced at the Cecil B. Wood Plant in order to meet the full daily demand of our customers.

# Environmental/Public Works Department

## Water Fund – Fund 505

### What We Have Accomplished...

- Received a 2.8 MGD water withdrawal permit from the Georgia Environmental Protection Division.
- Began conceptual planning and environmental studies for water plant expansion.
- Began construction of the groundwater well project in partnership with the US Army Corps of Engineers.
- Completed installation of the replacement of the 70-year old water main on South Atlanta Street.
- Completed installation of the Automated Metering Infrastructure (AMI) system which reads meters automatically and sends data directly to financial database.
- Successfully participated in the Metropolitan North Georgia Water Planning District (MNGWPD) Conservation Plan activities such as the Toilet Rebate Program and Water conservation education and drinking water week festivities.

### What We Expect to Accomplish...

- Complete the construction of the groundwater well project.
- Replace 4-inch water line on Valley Ridge Drive with new 8-inch ductile iron water main.
- Begin design of a new surface water treatment plant.
- Continue active participation and completion of required MNGWPD water conservation efforts.
- Fully implement the Automated Metering Infrastructure technology for customer service as well as lowering nonrevenue water.
- Meet 100% of both State and Federal Safe Drinking Water Act Regulations.

### Opportunities...

The Roswell Water Utility strives to be a leader in water supply and water conservation in the region. Roswell has completed a Water System Supply Master Plan and has identified future growth potential and system improvements to meet future water needs. In addition, the City of Roswell is part of the Metropolitan North Georgia Water Planning District whose primary purpose is to provide plans for the management of supply and conservation within the District. Roswell is prepared to fully comply with these plans while meeting the demands of our customers.

### Challenges...

The vision for water supply for the City and region is forecast for 50 years. We need to continue to educate our customers about the vision and position the City for future water demands. The Roswell Water Utility has received a water withdrawal permit from the Georgia Environmental Protection Division and is poised to implement the expansion of a new water plant that will bring to its customers the latest technology to deliver the highest service in water production and treatment and distribution. We will strive to continue to secure safe water supplies for generations to come.

# Environmental/Public Works Department

## Water Fund – Fund 505

### Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$2,836,224.00</b>
One-Time Costs Removed	(\$3,500.00)
Mid-Year Additions	\$0.00
Department Changes	\$32,318.00
Salary and Benefit Adjustments	(\$2,528.00)
Stormwater Fees Adjustment	\$0.00
Risk and Liability Adjustments	\$10,089.00
Fleet Services Fund	\$18,632.00
Bank Fees Adjustment	\$42,000.00
Indirect Cost Adjustment	(\$7,622.00)
<b>FY 2013 Approved Base Budget</b>	<b>\$2,925,613.00</b>
Asphalt for repairing streets due to water line repairs	\$20,000.00
2% Merit	\$17,780.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$2,963,393.00</b>
Valley Ridge Water Line Replacement - replace 4" Waterline with a 8" Ductile Line to provide a better flow to meet code	\$172,800.00
Replace Floats in Backwash Basins - project can be deferred if new Water Plant is approved	\$11,200.00
Replace Floats in Backwash Sump - project can be deferred if new Water Plant is approved	\$6,500.00
Replace Actuators on Four Filters and Raw Water Line - project can be deferred if new Water Plant is approved	\$65,000.00
Replace Backhoe	\$80,000.00
Replace Fork Lift	\$30,000.00
Ford Ranger Vehicle Replacement - meets vehicle replacement criteria; 2001 model in fair to poor condition	\$25,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$3,353,893.00</b>



# Environmental/Public Works Department

## Water Fund – Fund 505

### Revenues by Line Item ...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012		FY 2013 Changes	FY 2013 Approved
					Estimate	FY 2012 Budget		
505	323120	BLDNG & INSPECT FEES	\$1,140.00	\$500		\$500	(\$500)	
	341400	PRINTING AND DUP FEES	\$0.00	\$0	\$0	\$0	\$0	\$0
	341905	OTHER/MISC. FEES	\$96.00	\$0	\$0	\$0	\$0	\$0
	344210	WATER CHARGES	\$3,016,142.00	\$2,900,000	\$2,900,000	\$2,900,000	\$0	\$2,900,000
	344215	RECONNECT FEES	(\$44.00)	\$0	\$250	\$0	\$0	\$0
	344216	METER FEES	\$46,613.00	\$25,000	\$45,000	\$25,000	\$15,000	\$40,000
	344217	WATER SERVICE STOP FEES	\$13,485.00	\$30,000	\$20,000	\$30,000	\$0	\$30,000
	344255	SEWERAGE CHARGES	\$241,010.00	\$275,000	\$275,000	\$275,000	\$0	\$275,000
	344301	UTILITY BILL LATE CHARGES	\$0.00	\$0	\$0	\$0	\$0	\$0
	344302	UTILITY BILL PENALTIES	\$48,691.00	\$40,000	\$40,000	\$40,000	\$0	\$40,000
	349300	BAD CHECK FEES	\$2,421.00	\$2,500	\$1,200	\$2,500	(\$1,000)	\$1,500
	361000	INTEREST REVENUES	\$19,242.00	\$25,000	\$0	\$25,000	(\$20,000)	\$5,000
	361010	UNREALIZED INVEST GAINS	\$10,962.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	383100	REIMBURSEMENT FROM INSURANCE	\$159.48	\$0		\$0	\$0	\$0
	389205	SALE FA PROPERTY	\$0.00	\$0	\$0	\$0	\$0	\$0
	391201	OPERATING TRANSFER IN	\$0.00	\$0		\$0	\$0	\$0
	391251	CAPITAL CONTRIBUTION	\$0.00	\$0		\$0	\$0	\$0
	392100	SALE OF ASSETS	\$0.00	\$0	\$0	\$0	\$0	\$0
	392200	GAIN/LOSS ON PROPERTY SALE	\$0.00	\$0	\$0	\$0	\$0	\$0
	393000	PROCEEDS - LONG-TERM LIABILITY	\$0.00	\$0	\$0	\$0	\$0	\$0
505	Total		\$3,399,917.48	\$3,298,000	\$3,281,450	\$3,298,000	(\$6,500)	\$3,291,500

# Environmental/Public Works Department

## Water Fund – Fund 505

### Expenditures by Line Item ...

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
505 - Water/Sewer	511100	Regular Employees	\$793,951	\$822,000	\$822,000	\$822,000	\$2,000	\$17,780	\$841,780
	511105	Part Time Employees		\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime	\$20,085	\$20,000	\$20,000	\$20,000	\$3,000	\$0	\$23,000
	512200	Social Security (FICA) Contributions	\$48,918	\$52,400	\$52,400	\$52,400	\$200	\$0	\$52,600
	512300	Medicare	\$11,487	\$12,220	\$12,220	\$12,220	\$40	\$0	\$12,260
	512400	Retirement Contributions	\$100,978	\$109,570	\$109,570	\$109,570	\$3,707	\$0	\$113,277
	512401	Deferred Compensation	\$2,447	\$2,300	\$2,300	\$2,300	\$300	\$0	\$2,600
	521201	Professional Services	\$2,072	\$11,500	\$11,500	\$11,500	(\$3,500)	\$0	\$8,000
	521300	Technical Services	\$16,289	\$32,000	\$35,204	\$32,000	\$8,000	\$0	\$40,000
	521400	Contract Services	\$81,507	\$81,965	\$83,793	\$81,965	\$460	\$0	\$82,425
	522130	Custodial	\$2,028	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	522205	Repairs And Maintenance	\$51,291	\$56,000	\$82,270	\$56,000	\$23,000	\$20,000	\$99,000
	522210	Vehicle Repair	\$585	\$1,850	\$1,850	\$1,850	\$1,000	\$0	\$2,850
	522215	Garage Base Rate					\$11,040	\$0	\$11,040
	522216	Mechanics Rate					\$7,592	\$0	\$7,592
	522320	Rental Of Equipment And Vehicles		\$2,330	\$2,330	\$2,330	\$2,330	\$0	\$4,660
	523210	Communication Services	\$3,663	\$5,850	\$6,537	\$5,850	\$900	\$0	\$6,750
	523220	Postage	\$2,422	\$850	\$850	\$850	\$150	\$0	\$1,000
	523300	Advertising	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	523400	Printing And Binding	\$1,998	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	523500	Travel	\$3,417	\$5,383	\$3,936	\$5,383	\$2,627	\$0	\$8,010
	523600	Dues And Fees	\$5,164	\$6,100	\$6,100	\$6,100	\$2,646	\$0	\$8,746
	523700	Education And Training	\$3,307	\$7,705	\$8,060	\$7,705	\$1,090	\$0	\$8,795
	523800	Licenses	\$671	\$1,850	\$1,850	\$1,850	\$220	\$0	\$2,070
	523901	Bank Fees / Charges	\$21,257	\$18,000	\$18,000	\$18,000	\$42,000	\$0	\$60,000
	523902	Sanitation Services	\$2,736	\$2,250	\$2,250	\$2,250	\$250	\$0	\$2,500
	531105	Supplies	\$93,125	\$112,600	\$117,882	\$112,600	\$16,235	\$0	\$128,835
	531120	Vehicle Parts And Supplies	\$10,639	\$12,800	\$12,918	\$12,800	\$700	\$0	\$13,500
	531210	Water / Sewerage	\$393,427	\$550,000	\$507,300	\$550,000	(\$50,000)	\$0	\$500,000
	531220	Natural Gas	\$6,693	\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
	531230	Electricity	\$73,626	\$91,047	\$91,050	\$91,047	(\$2,650)	\$0	\$88,397
	531250	Oil	\$372	\$550	\$550	\$550	\$0	\$0	\$550
	531270	Gasoline/ Diesel	\$21,481	\$22,026	\$22,026	\$22,026	\$1,012	\$0	\$23,038
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$142	\$600	\$400	\$600	\$0	\$0	\$600
	531605	Machinery And Equipment-Operating	\$8,150	\$23,600	\$26,484	\$23,600	\$16,100	\$0	\$39,700
	531610	Furniture/Fixtures-Operating	\$111	\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$11,107	\$15,900	\$14,121	\$15,900	\$11,600	\$0	\$27,500
	531620	Communication Equipment-Operating	\$0	\$400	\$400	\$400	\$0	\$0	\$400
	531720	Uniforms	\$5,256	\$4,960	\$4,879	\$4,960	\$598	\$0	\$5,558
	552400	Risk/Liability Contribution	\$23,272	\$29,229	\$29,229	\$29,229	\$10,089	\$0	\$39,318
	553100	Group Insurance Contribution	\$170,300	\$171,112	\$171,150	\$171,112	(\$8,775)	\$0	\$162,337
	554100	Workers Comp Contribution	\$10,375	\$10,576	\$10,500	\$10,576	\$0	\$0	\$10,576
	541300	Buildings	\$125,010	\$0	\$0	\$0	\$0	\$0	\$0
	542200	Vehicles	\$52,266	\$0	\$0	\$0	\$0	\$25,000	\$25,000
	522110	Disposal	\$0	\$1,000	\$9,600	\$1,000	\$0	\$0	\$1,000
	542100	Machinery	\$99,173	\$101,000	\$85,000	\$101,000	(\$101,000)	\$192,700	\$192,700
	541420	Water Lines	\$2,390,386	\$364,160	\$817,757	\$364,160	(\$364,160)	\$172,800	\$172,800
	541200	Site Improvements	\$53,978	\$155,500	\$210,417	\$155,500	(\$155,500)	\$0	\$0
	522140	Repairs And Maintenance - Grounds	\$6,465	\$6,050	\$24,540	\$6,050	\$1,050	\$0	\$7,100
	549999	Contra- Capital Expense Account	(\$2,720,812)	\$0	\$0	\$0	\$0	\$0	\$0
	561001	Building- Depreciation	\$1,297	\$0	\$500	\$0	\$0	\$0	\$0
	561002	Infrastructure- Depreciation	\$283,350	\$0	\$94,450	\$0	\$0	\$0	\$0
	561003	Site Improvement- Depreciation	\$7,642	\$0	\$5,000	\$0	\$0	\$0	\$0
	561004	Machinery & Equipment- Depreciation	\$64,597	\$0	\$21,707	\$0	\$0	\$0	\$0
	561005	Vehicles-Depreciation	\$20,692	\$0	\$6,354	\$0	\$0	\$0	\$0
	573100	Low Flow Rebate Program	\$9,834	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
	611353	Operating Transfer Out - Solid Waste		\$0	\$0	\$0	\$0	\$0	\$0
551110	Indirect Costs	\$263,927	\$227,916	\$227,916	\$227,916	(\$1,887)	\$0	\$226,029	
551115	Interfund Transfer - Garage	\$6,054	\$5,735	\$5,735	\$5,735	(\$5,735)	\$0	\$0	
531140	Water Line Maintenance & Supplies	\$208,756	\$198,000	\$215,908	\$198,000	(\$8,000)	\$0	\$190,000	
575000	Loss On Disposition of Asset		\$0	\$0	\$0	\$0	\$0	\$0	
582100	Interest - Long Term Debt	\$7,297	\$77,000	\$0	\$77,000	\$0	\$0	\$77,000	
583000	Fiscal Agent Fees	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	
505 - Water/Sewer Fund Total			\$2,894,261	\$3,456,884	\$4,039,793	\$3,456,884	(\$531,271)	\$428,280	\$3,353,893

**Water Administration Program  
50544100**

*Mission Statement... To provide management and administrative support for the water fund*

*Services Provided... Administrative support, customer service, logistical and materials management support, information systems support, system planning*

*Customers... Water Service Customers, Elected Officials, and Water Division employees*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Locate & electronically record valve locations	46%	65%	100%

**What We Have Accomplished...**

- Replaced Melody Lane, Elaine Drive, Warsaw Road, Thomas Drive, Opal Drive, Charles Place, and Nancy Trail waterline mains.
- Replaced 500 water meters that were over 15 years old.
- Began recording valve locations in water system to include in the GIS system.
- Completed conversion of wells to production wells.
- Continued Ground Water Exploration Study.
- Held 1st Annual Clean Water Week Festival Open House at Water Plant (75 attendees).

**What We Expect to Accomplish...**

- Fully implement the Automated Metering Infrastructure project.
- Replace lines on Thomas Circle and Lisa Drive and connect Lisa Drive's new main to Nancy Trail to provide a loop in the system.
- Conduct 2nd Annual Clean Water Week Festival and Water Plant Open House (plans to double attendance).

**Water Administration Program  
50544100**

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>50544100</b>									
	511100	Regular Employees	\$94,755	\$147,000	\$147,000	\$147,000	\$1,000	\$17,780	\$165,780
	511300	Overtime		\$0		\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$5,537	\$9,200	\$9,200	\$9,200	\$100	\$0	\$9,300
	512300	Medicare	\$1,341	\$2,140	\$2,140	\$2,140	\$20	\$0	\$2,160
	512400	Retirement Contributions	\$11,499	\$19,720	\$19,720	\$19,720	\$662	\$0	\$20,382
	512401	Deferred Compensation	\$689	\$1,000	\$1,000	\$1,000	\$200	\$0	\$1,200
	521201	Professional Services	\$0	\$3,500	\$3,500	\$3,500	(\$3,500)	\$0	\$0
	521400	Contract Services		\$225	\$225	\$225	\$200	\$0	\$425
	522130	Custodial		\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	522205	Repairs And Maintenance	\$3,935	\$12,000	\$12,000	\$12,000	\$0	\$0	\$12,000
	522210	Vehicle Repair		\$100	\$100	\$100	\$0	\$0	\$100
	522215	Garage Base Rate					\$690	\$0	\$690
	522216	Mechanics Rate					\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles		\$2,330	\$2,330	\$2,330	\$2,330	\$0	\$4,660
	523210	Communication Services		\$900	\$900	\$900	\$300	\$0	\$1,200
	523220	Postage		\$100	\$100	\$100	\$0	\$0	\$100
	523500	Travel		\$1,137	\$1,200	\$1,137	(\$847)	\$0	\$290
	523600	Dues And Fees		\$900	\$900	\$900	(\$104)	\$0	\$796
	523700	Education And Training		\$645	\$1,000	\$645	\$165	\$0	\$810
	523800	Licenses		\$0		\$0	\$0	\$0	\$0
	523901	Bank Fees / Charges	\$21,257	\$18,000	\$18,000	\$18,000	\$42,000	\$0	\$60,000
	523902	Sanitation Services		\$750	\$750	\$750	\$250	\$0	\$1,000
	531105	Supplies	\$10,581	\$7,500	\$10,117	\$7,500	\$2,000	\$0	\$9,500
	531120	Vehicle Parts And Supplies		\$100	\$100	\$100	\$0	\$0	\$100
	531220	Natural Gas		\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
	531230	Electricity		\$7,950	\$7,950	\$7,950	(\$2,650)	\$0	\$5,300
	531250	Oil		\$100	\$100	\$100	\$0	\$0	\$100
	531270	Gasoline/ Diesel		\$0		\$0	\$500	\$0	\$500
	531610	Furniture/Fixtures-Operating	\$111	\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$4,500	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	552400	Risk/Liability Contribution	\$23,272	\$29,229	\$29,229	\$29,229	\$10,089	\$0	\$39,318
	553100	Group Insurance Contribution	\$12,675	\$19,987	\$20,000	\$19,987	(\$1,025)	\$0	\$18,962
	554100	Workers Comp Contribution	\$10,375	\$10,576	\$10,500	\$10,576	\$0	\$0	\$10,576
	541300	Buildings	\$51,013	\$0	\$0	\$0	\$0	\$0	\$0
	542100	Machinery		\$11,000		\$11,000	(\$11,000)	\$0	\$0
	522140	Repairs And Maintenance - Grounds		\$1,050	\$1,050	\$1,050	\$1,050	\$0	\$2,100
	549999	Contra- Capital Expense Account	(\$180,764)	\$0	\$0	\$0	\$0	\$0	\$0
	561001	Building- Depreciation	\$1,297	\$0	\$500	\$0	\$0	\$0	\$0
	561002	Infrastructure- Depreciation	\$283,350	\$0	\$94,450	\$0	\$0	\$0	\$0
	561003	Site Improvement- Depreciation	\$7,642	\$0	\$5,000	\$0	\$0	\$0	\$0
	561004	Machinery & Equipment- Depreciation	\$64,597	\$0	\$21,707	\$0	\$0	\$0	\$0
	561005	Vehicles-Depreciation	\$20,692	\$0	\$6,354	\$0	\$0	\$0	\$0
	573100	Low Flow Rebate Program	\$9,834	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
	611353	Operating Transfer Out - Solid Waste		\$0		\$0	\$0	\$0	\$0
	551110	Indirect Costs	\$263,927	\$227,916	\$227,916	\$227,916	(\$1,887)	\$0	\$226,029
	551115	Interfund Transfer - Garage	\$6,054	\$5,735	\$5,735	\$5,735	(\$5,735)	\$0	\$0
<b>50544100 Total</b>			<b>\$728,169</b>	<b>\$562,790</b>	<b>\$682,773</b>	<b>\$562,790</b>	<b>\$34,808</b>	<b>\$17,780</b>	<b>\$615,378</b>

**Water Plant Program  
50544300**

*Mission Statement... To produce high-quality water in an efficient, secure, and customer oriented manner*

*Services Provided... Water treatment, water supply security, laboratory analysis*

*Customers... Water Service Customers, Elected Officials, Georgia Environmental Protection Division and Environmental Protection Agency*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Total amount of water produced annually	354.58 MG	365.00 MG	400.00 MG

**What We Have Accomplished...**

- Maintained above 98% of satisfactory drinking water quality tests.
- Maintained above 95% of allowable drinking water production.
- Converted one ground water test well into full production drinking water well.
- Made critical equipment replacements to water plant; control systems, pneumatic actuator valves, air compressor system, laboratory equipment, and chemical feeder.
- Submitted 3.0 MGD water withdrawal permit to State EPD.
- Began design feasibility study for increasing water plant withdrawal permit form 1.2 MDG to 3.0 MGD.
- Completed Water Supply Master Planning effort.

**What We Expect to Accomplish...**

- Maintain 100% of satisfactory drinking water quality tests.
- Maintain above 95% of allowable drinking water production.
- Make critical equipment replacements to water plant; control systems, laboratory equipment, upgrade filter controls.
- Receive 3.0 MGD permit from the State EPD and begin design of a new 3.0 MDG water treatment plant, raw water intake, 10 MG raw water storage tank, and 1 MG finished water storage tank.
- Complete the construction of the groundwater well, pump house; chemical feed systems, Supervisory Control and Data Acquisition (SCADA) systems, and connection to our distribution system.

**Water Plant Program  
50544300**

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>50544300</b>									
	511100	Regular Employees	\$355,898	\$352,000	\$352,000	\$352,000	\$0	\$0	\$352,000
	511105	Part Time Employees		\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime	\$6,712	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
	512200	Social Security (FICA) Contributions	\$22,122	\$22,500	\$22,500	\$22,500	\$0	\$0	\$22,500
	512300	Medicare	\$5,174	\$5,250	\$5,250	\$5,250	\$0	\$0	\$5,250
	512400	Retirement Contributions	\$42,164	\$47,010	\$47,010	\$47,010	\$1,844	\$0	\$48,854
	512401	Deferred Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	521201	Professional Services	\$2,072	\$8,000	\$8,000	\$8,000	\$0	\$0	\$8,000
	521300	Technical Services	\$16,289	\$32,000	\$35,204	\$32,000	\$8,000	\$0	\$40,000
	521400	Contract Services	\$59,285	\$65,000	\$66,828	\$65,000	\$0	\$0	\$65,000
	522130	Custodial		\$0	\$0	\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance	\$41,795	\$40,000	\$40,000	\$40,000	\$10,000	\$0	\$50,000
	522210	Vehicle Repair	\$19	\$250	\$250	\$250	\$0	\$0	\$250
	522215	Garage Base Rate					\$1,380	\$0	\$1,380
	522216	Mechanics Rate					\$252	\$0	\$252
	523210	Communication Services	\$554	\$750	\$925	\$750	\$0	\$0	\$750
	523220	Postage	\$1,562	\$150	\$150	\$150	\$150	\$0	\$300
	523300	Advertising	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	523400	Printing And Binding	\$988	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
	523500	Travel	\$1,455	\$1,510	\$0	\$1,510	\$26	\$0	\$1,536
	523600	Dues And Fees	\$141	\$600	\$600	\$600	\$0	\$0	\$600
	523700	Education And Training	\$1,355	\$2,195	\$2,195	\$2,195	(\$1,030)	\$0	\$1,165
	523800	Licenses	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	523902	Sanitation Services	\$1,326	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
	531105	Supplies	\$67,881	\$85,000	\$87,000	\$85,000	\$10,000	\$0	\$95,000
	531120	Vehicle Parts And Supplies	\$22	\$200	\$200	\$200	\$200	\$0	\$400
	531230	Electricity	\$66,534	\$80,197	\$80,200	\$80,197	\$0	\$0	\$80,197
	531250	Oil	\$75	\$200	\$200	\$200	\$0	\$0	\$200
	531270	Gasoline/ Diesel	\$2,887	\$2,988	\$2,988	\$2,988	\$512	\$0	\$3,500
	531400	Books And Periodicals	\$0	\$200	\$0	\$200	\$0	\$0	\$200
	531605	Machinery And Equipment-Operating	\$0	\$14,500	\$14,500	\$14,500	\$0	\$0	\$14,500
	531615	Computer Equipment-Operating		\$3,200	\$1,421	\$3,200	(\$1,700)	\$0	\$1,500
	531720	Uniforms	\$545	\$1,000	\$919	\$1,000	\$0	\$0	\$1,000
	553100	Group Insurance Contribution	\$68,250	\$68,250	\$68,250	\$68,250	(\$4,250)	\$0	\$64,000
	541300	Buildings	\$73,997	\$0	\$0	\$0	\$0	\$0	\$0
	542200	Vehicles		\$0	\$0	\$0	\$0	\$0	\$0
	542100	Machinery	\$99,173	\$90,000	\$85,000	\$90,000	(\$90,000)	\$82,700	\$82,700
	541420	Water Lines		\$0	\$0	\$0	\$0	\$0	\$0
	541200	Site Improvements	\$53,978	\$155,500	\$210,417	\$155,500	(\$155,500)	\$0	\$0
	522140	Repairs And Maintenance - Grounds	\$3,780	\$5,000	\$5,315	\$5,000	\$0	\$0	\$5,000
	549999	Contra- Capital Expense Account	(\$221,914)	\$0	\$0	\$0	\$0	\$0	\$0
<b>50544300 Total</b>			<b>\$774,119</b>	<b>\$1,098,950</b>	<b>\$1,152,822</b>	<b>\$1,098,950</b>	<b>(\$220,116)</b>	<b>\$82,700</b>	<b>\$961,534</b>

**Water Distribution Program  
50544400**

***Mission Statement...** To distribute high-quality water in an efficient, secure, and customer oriented manner*

***Services Provided...** Water system infrastructure maintenance, water meter reading, backflow prevention, work order execution, emergency repairs*

***Customers...** Water Service Customers, Elected Officials, Georgia EPD and EPA*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Total estimated water lost due to leaks	12%	9%	9%

**What We Have Accomplished...**

- Replaced Melody Lane, Elaine Drive, Warsaw Road, Thomas Drive, Opal Drive, Charles Place, and Nancy Trail waterline mains.
- Replaced 500 water meters that are over 15 years old.
- Continued to GPS and exercise valves in system using new Valve locator equipment.
- Reduced Unaccounted for Water to below 10%.
- Replaced 6-inch water main on S. Atlanta Street with a 12-inch ductile iron line.

**What We Expect to Accomplish...**

- Fully implement the Automated Metering Infrastructure project.
- Reduce unaccounted for water to 9%.
- Replace the lines on Thomas Circle and Lisa Drive and connect Lisa Drive’s new main to Nancy Trail to provide a loop in the system.
- Complete the work orders requested by the Fire Department that hydrants be raised to the minimum height required.

## Water Distribution Program 50544400

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>50544400</b>									
	511100	Regular Employees	\$343,297	\$323,000	\$323,000	\$323,000	\$1,000	\$0	\$324,000
	511300	Overtime	\$13,373	\$10,000	\$10,000	\$10,000	\$3,000	\$0	\$13,000
	512200	Social Security (FICA) Contributions	\$21,259	\$20,700	\$20,700	\$20,700	\$100	\$0	\$20,800
	512300	Medicare	\$4,972	\$4,830	\$4,830	\$4,830	\$20	\$0	\$4,850
	512400	Retirement Contributions	\$47,315	\$42,840	\$42,840	\$42,840	\$1,201	\$0	\$44,041
	512401	Deferred Compensation	\$1,758	\$1,300	\$1,300	\$1,300	\$100	\$0	\$1,400
	521201	Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	521400	Contract Services	\$22,222	\$16,740	\$16,740	\$16,740	\$260	\$0	\$17,000
	522130	Custodial	\$2,028	\$0	\$0	\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance	\$5,561	\$4,000	\$30,270	\$4,000	\$13,000	\$20,000	\$37,000
	522210	Vehicle Repair	\$566	\$1,500	\$1,500	\$1,500	\$1,000	\$0	\$2,500
	522215	Garage Base Rate					\$8,970	\$0	\$8,970
	522216	Mechanics Rate					\$7,340	\$0	\$7,340
	523210	Communication Services	\$3,109	\$4,200	\$4,712	\$4,200	\$600	\$0	\$4,800
	523220	Postage	\$860	\$600	\$600	\$600	\$0	\$0	\$600
	523300	Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523400	Printing And Binding	\$1,010	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	523500	Travel	\$1,962	\$2,736	\$2,736	\$2,736	\$3,448	\$0	\$6,184
	523600	Dues And Fees	\$5,023	\$4,600	\$4,600	\$4,600	\$2,750	\$0	\$7,350
	523700	Education And Training	\$1,952	\$4,865	\$4,865	\$4,865	\$1,955	\$0	\$6,820
	523800	Licenses	\$671	\$850	\$850	\$850	\$220	\$0	\$1,070
	523902	Sanitation Services	\$1,410	\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$14,663	\$20,100	\$20,765	\$20,100	\$4,235	\$0	\$24,335
	531120	Vehicle Parts And Supplies	\$10,617	\$12,500	\$12,618	\$12,500	\$500	\$0	\$13,000
	531210	Water / Sewerage	\$393,427	\$550,000	\$507,300	\$550,000	(\$50,000)	\$0	\$500,000
	531220	Natural Gas	\$6,693	\$0	\$0	\$0	\$0	\$0	\$0
	531230	Electricity	\$7,092	\$2,900	\$2,900	\$2,900	\$0	\$0	\$2,900
	531250	Oil	\$297	\$250	\$250	\$250	\$0	\$0	\$250
	531270	Gasoline/ Diesel	\$18,594	\$19,038	\$19,038	\$19,038	\$0	\$0	\$19,038
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$142	\$400	\$400	\$400	\$0	\$0	\$400
	531605	Machinery And Equipment-Operating	\$8,150	\$9,100	\$11,984	\$9,100	\$16,100	\$0	\$25,200
	531615	Computer Equipment-Operating	\$6,607	\$9,700	\$9,700	\$9,700	\$13,300	\$0	\$23,000
	531620	Communication Equipment-Operating	\$0	\$400	\$400	\$400	\$0	\$0	\$400
	531720	Uniforms	\$4,711	\$3,960	\$3,960	\$3,960	\$598	\$0	\$4,558
	553100	Group Insurance Contribution	\$89,375	\$82,875	\$82,900	\$82,875	(\$3,500)	\$0	\$79,375
	542200	Vehicles	\$52,266	\$0	\$0	\$0	\$0	\$25,000	\$25,000
	522110	Disposal	\$0	\$1,000	\$9,600	\$1,000	\$0	\$0	\$1,000
	542100	Machinery		\$0	\$0	\$0	\$0	\$110,000	\$110,000
	541420	Water Lines	\$2,390,386	\$364,160	\$817,757	\$364,160	(\$364,160)	\$172,800	\$172,800
	541200	Site Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	522140	Repairs And Maintenance - Grounds	\$2,685	\$0	\$18,175	\$0	\$0	\$0	\$0
	549999	Contra- Capital Expense Account	(\$2,318,134)	\$0	\$0	\$0	\$0	\$0	\$0
	531140	Water Line Maintenance & Supplies	\$208,756	\$198,000	\$215,908	\$198,000	(\$8,000)	\$0	\$190,000
	575000	Loss On Disposition of Asset		\$0	\$0	\$0	\$0	\$0	\$0
	582100	Interest - Long Term Debt	\$7,297	\$0	\$0	\$0	\$0	\$0	\$0
	583000	Fiscal Agent Fees	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>50544400 Total</b>			<b>\$1,391,972</b>	<b>\$1,718,144</b>	<b>\$2,204,198</b>	<b>\$1,718,144</b>	<b>(\$345,963)</b>	<b>\$327,800</b>	<b>\$1,699,981</b>





## Environmental / Public Works Department

# Stormwater Utility Fund

### Mission Statement...

To deliver outstanding customer service while providing maintenance and quality assurance to all stormwater structures and stormwater that leaves the municipal system and reaches waters of the State.

### Who We Are...

The City of Roswell Stormwater Management staff has implemented the Stormwater Utility in accordance with the FY 12 approved budget. Stormwater Management staff is responsible to maintain and inspect over 12,000 individual structures, as well as over 138 miles of gravity flow pipe. The City Stormwater management staff responds to citizen calls and inquiries involving nuisance flooding, system failure or collapse, stream and ditch erosion as well as illicit discharge and illegal dumping calls throughout the City.

# Environmental/Public Works Department

## Stormwater Utility Fund – Fund 507

**Mission Statement...** *To protect the community from flooding and the pollutants caused by stormwater runoff and their harmful effects. To deliver outstanding customer service in providing maintenance and quality assurance to all stormwater structures and stormwater that leaves the municipal system and reaches waters of the State*

**Services Provided...** *Inspections, maintenance and repairs, including the capital improvement project plan, to the City's publicly-maintained stormwater system, floodplain management, watershed protection, illicit discharge and illicit connection detection, pollution prevention/good housekeeping for City operations, water quality long-term monitoring, local education and public awareness program, impaired streams monitoring, and watershed improvement projects*

**Customers....:** *Citizens, City Management, City Departments, Elected Officials*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Total Projects from Master Stormwater Work Order List Completed	50%	50%	60%

### What We Have Accomplished...

- Fully implemented the Stormwater Utility Fee.
- Completed an overall assessment of data, including flood data, to evaluate and review the capital improvement list. This will be aided by the updated floodplain information now available to staff.
- Improved customer service by reducing response time to routine maintenance calls. This is achievable with the addition of staff and/or contract work.
- Completed culvert replacement projects and a portion of cured-in-place-pipe (CIPP) lining projects per the priority matrix.
- Reduced the paper utilized within the division by utilizing available laptop computers.
- Inspected the required 20% of City stormwater system.

### What We Expect to Accomplish...

- Continue to achieve the goals of the Stormwater Utility by adding required staff.
- Enhance and update the Capital Improvement Plan (CIP) matrix.
- Improve the response quality to citizen calls and inquires by utilizing portable communication devices designed to allow access to GIS maps of the stormwater system.
- Full completion of all budget approved CIP projects within the budget year. This goal is achievable if additional staff is hired.
- Increase the focus of Stormwater Management public education to involve more citizen groups such as Homeowners Associations and civic groups.
- Inspect the required 20% of City stormwater system.

### Opportunities:

The full implementation of the Stormwater Management Program through the funding of the Stormwater Utility will allow for an improvement of customer service by reducing the time required to respond to routine maintenance calls. The Utility also provides funding for a greater level of compliance with Federal and State clean water mandates. Furthermore, the Plan consolidates the various portions of Stormwater Management Program into one manageable configuration which will ensure compliance and greater success of all aspects of the Program, such as maintenance, capital improvement projects, water quality monitoring and asset management.

### Challenges:

Existing staff must work to ensure efficiency and fiscal responsibility while continuing to provide superior customer service, and will use project outsourcing as well as an improved capital improvement matrix to achieve those objectives. Staff development and training must remain a focus while implementation of the Plan is ongoing, ensuring appropriate use of technology and innovations such as portable communication devices. Future budget planning for capital equipment purchases must be balanced with the need to repair and maintain the City stormwater infrastructure.

# Environmental/Public Works Department Stormwater Utility Fund – Fund 507

## Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$1,832,828.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	(\$21,384.00)
Salary and Benefit Adjustments	\$56,828.00
Stormwater Fees Adjustment	\$0.00
Risk and Liability Adjustments	\$3,067.00
Fleet Services Fund	\$9,678.00
Bank Fees Adjustment	(\$25,000.00)
Indirect Cost Adjustment	\$23,100.00
<b>FY 2013 Approved Base Budget</b>	<b>\$1,879,117.00</b>
(3) positions - Stormwater Heavy maintenance crew	\$227,124.00
2% Merit	\$9,060.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$2,115,301.00</b>
Replace Fork Lift	\$30,000.00
Vehicle Replacement for Ford F150	\$25,000.00
Mid size trackhoe for use by Crew 2 for Heavy Maintenance	\$90,000.00
Prospect Street pipe replacement - replace collapsed Storm Drain Pipe	\$180,000.00
Shelli Lane Stormwater Improvements - replace/upgrade undersized infrastructure that causes water to back up into the street and flow over the curb.	\$180,000.00
Trailer Purchase for new Trackhoe	\$20,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$2,640,301.00</b>

# Environmental/Public Works Department

## Stormwater Utility Fund – Fund 507

### Revenue by Line Item...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012		FY 2013 Changes	FY 2013 Approved
					Estimate	FY 2012 Budget		
507	341905	OTHER/MISC. FEES	\$0.00	\$0	\$0	\$0	\$0	\$0
	344260	STORMWATER FEES	\$0.00	\$0	\$0	\$0	\$0	\$0
	344261	STORMWATER UTILITY	\$0.00	\$2,800,000	\$2,380,000	\$2,800,000	\$100,000	\$2,900,000
	344301	UTILITY BILL LATE CHARGES	\$0.00	\$0	\$0	\$0	\$0	\$0
	344302	UTILITY BILL PENALTIES	\$0.00	\$0	\$0	\$0	\$0	\$0
	344303	STORMWATER LATE CHARGES	\$0.00	\$0	\$2,000	\$0	\$2,000	\$2,000
	349171	PAYMENT OF LIENS	\$0.00	\$0	\$0	\$0	\$0	\$0
	349300	BAD CHECK FEES	\$0.00	\$0	\$0	\$0	\$0	\$0
	361000	INTEREST REVENUES	\$0.00	\$0	\$0	\$0	\$0	\$0
	361010	UNREALIZED INVEST GAINS	\$0.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	391202	WATER INTERFUND TRANSFER	\$0.00	\$0		\$0	\$0	
	391251	CAPITAL CONTRIBUTION	\$0.00	\$0		\$0	\$0	
	392100	SALE OF ASSETS	\$0.00	\$0	\$0	\$0	\$0	\$0
	392200	GAIN/LOSS ON PROPERTY SALE	\$0.00	\$0	\$0	\$0	\$0	\$0
<b>507 Total</b>			<b>\$0.00</b>	<b>\$2,800,000</b>	<b>\$2,382,000</b>	<b>\$2,800,000</b>	<b>\$102,000</b>	<b>\$2,902,000</b>

# Environmental/Public Works Department

## Stormwater Utility Fund – Fund 507

### Expenditures by Line Item...

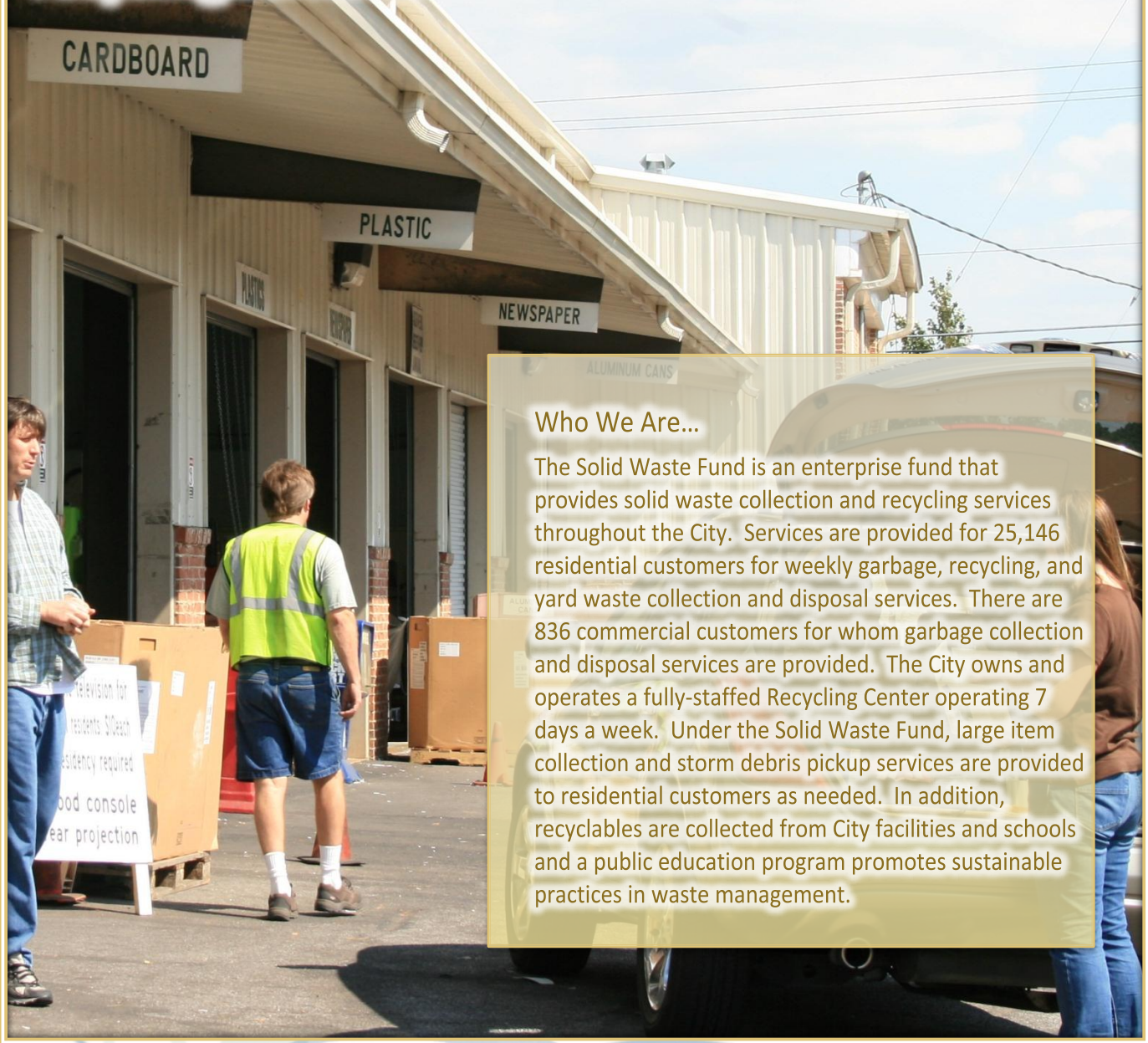
Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New	FY 2013 Approved Budget
								Initiatives and Capital	
	511100	Regular Employees		\$364,000	\$364,000	\$364,000	\$56,000	\$234,184	\$654,184
	511300	Overtime		\$2,200	\$2,200	\$2,200	(\$700)	\$0	\$1,500
	512200	Social Security (FICA) Contributions		\$22,700	\$22,700	\$22,700	\$3,500	\$0	\$26,200
	512300	Medicare		\$5,310	\$5,310	\$5,310	\$820	\$0	\$6,130
	512400	Retirement Contributions		\$65,210	\$65,210	\$65,210	(\$7,200)	\$0	\$58,010
	512401	Deferred Compensation		\$4,100	\$4,100	\$4,100	(\$1,600)	\$0	\$2,500
	521202	Legal		\$12,500	\$12,500	\$12,500	(\$2,500)	\$0	\$10,000
	521300	Technical Services		\$50,000	\$50,000	\$50,000	\$30,000	\$0	\$80,000
	521400	Contract Services		\$216,000	\$216,000	\$216,000	(\$16,000)	\$0	\$200,000
	522130	Custodial		\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	522205	Repairs And Maintenance		\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000
	522210	Vehicle Repair		\$2,100	\$2,100	\$2,100	\$400	\$0	\$2,500
	522215	Garage Base Rate					\$5,520	\$0	\$5,520
	522216	Mechanics Rate					\$4,158	\$0	\$4,158
	522320	Rental Of Equipment And Vehicles		\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000
	523210	Communication Services		\$3,900	\$3,900	\$3,900	\$2,600	\$0	\$6,500
	523220	Postage		\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
	523300	Advertising		\$1,100	\$1,100	\$1,100	\$0	\$0	\$1,100
	523400	Printing And Binding		\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	523500	Travel		\$684	\$684	\$684	\$1,316	\$0	\$2,000
	523600	Dues And Fees		\$850	\$850	\$850	\$0	\$0	\$850
	523700	Education And Training		\$2,930	\$2,930	\$2,930	\$1,200	\$0	\$4,130
	523800	Licenses		\$100	\$100	\$100	\$0	\$0	\$100
	523901	Bank Fees / Charges		\$45,000	\$45,000	\$45,000	(\$25,000)	\$0	\$20,000
	523902	Sanitation Services		\$750	\$750	\$750	\$0	\$0	\$750
	531105	Supplies		\$160,000	\$160,000	\$160,000	(\$50,000)	\$0	\$110,000
	531120	Vehicle Parts And Supplies		\$6,100	\$6,100	\$6,100	\$0	\$0	\$6,100
	531220	Natural Gas		\$6,000	\$6,000	\$6,000	\$0	\$0	\$6,000
	531230	Electricity		\$7,950	\$7,950	\$7,950	\$0	\$0	\$7,950
	531250	Oil		\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
	531270	Gasoline/ Diesel		\$28,897	\$28,897	\$28,897	\$0	\$0	\$28,897
	531615	Computer Equipment-Operating		\$200	\$200	\$200	\$5,700	\$0	\$5,900
	531620	Communication Equipment-Operating					\$4,600	\$0	\$4,600
	531720	Uniforms		\$4,500	\$4,500	\$4,500	\$2,000	\$2,000	\$8,500
	552400	Risk/Liability Contribution		\$8,886	\$8,886	\$8,886	\$3,067	\$0	\$11,953
	553100	Group Insurance Contribution		\$78,000	\$78,000	\$78,000	\$5,250	\$0	\$83,250
	554100	Workers Comp Contribution		\$4,406	\$4,406	\$4,406	\$58	\$0	\$4,464
	611350	Operating Transfers Out - Cap Projects		\$0	\$0	\$0	\$0	\$0	\$0
	611357	Operating Transfers Out - General Fund		\$240,000	\$240,000	\$240,000	\$0	\$0	\$240,000
	542200	Vehicles		\$61,000	\$61,000	\$61,000	(\$61,000)	\$115,000	\$115,000
	522110	Disposal		\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
	542100	Machinery		\$0	\$0	\$0	\$0	\$50,000	\$50,000
	541200	Site Improvements		\$789,000	\$789,000	\$789,000	(\$789,000)	\$360,000	\$360,000
	522140	Repairs And Maintenance - Grounds		\$1,050	\$1,050	\$1,050	\$0	\$0	\$1,050
	551110	Indirect Costs		\$438,594	\$438,594	\$438,594	\$27,911	\$0	\$466,505
	551115	Interfund Transfer - Garage		\$4,811	\$4,811	\$4,811	(\$4,811)	\$0	\$0
<b>50743200</b>	<b>Total</b>			<b>\$2,682,828</b>	<b>\$2,682,822</b>	<b>\$2,682,828</b>	<b>(\$803,711)</b>	<b>\$761,184</b>	<b>\$2,640,301</b>

# Environmental / Public Works Department

## Solid Waste Fund

### Mission Statement...

To provide efficient and effective solid waste management and recycling services.



### Who We Are...

The Solid Waste Fund is an enterprise fund that provides solid waste collection and recycling services throughout the City. Services are provided for 25,146 residential customers for weekly garbage, recycling, and yard waste collection and disposal services. There are 836 commercial customers for whom garbage collection and disposal services are provided. The City owns and operates a fully-staffed Recycling Center operating 7 days a week. Under the Solid Waste Fund, large item collection and storm debris pickup services are provided to residential customers as needed. In addition, recyclables are collected from City facilities and schools and a public education program promotes sustainable practices in waste management.

# Environmental/Public Works Department

## Solid Waste Fund – Fund 540

### What We Have Accomplished...

- During FY 2012, the Solid Waste Fund accomplishments supported City Strategic Goal II. - Sustain and Protect the City's Resources - by promotion of a clean, safe environment and the responsible management and handling of the City's solid waste.
- The Solid Waste Fund supported City Strategic Goal III - Emphasize a Responsive Delivery of Quality Services - through continued excellent customer service as part of the recycling, environmental, and solid waste programs.
- New software, Comet Tracker, was implemented to improve efficiency in tracking and planning routes for residential and commercial sanitation trucks.
- At the Recycling Center paper shredding and fluorescent bulb recycling were added as new services.
- In partnership with the Roswell Police Department and the Drug Enforcement Agency, the Recycling Center held two Drug Take Back collection events.
- For FY 2012, residential sanitation rates were reduced by \$3.95 monthly from \$22.00 to \$18.05. Commercial rates were reduced by \$11.95 per month. The purpose of the reduction was to minimize the impact to customers for implementing the Stormwater Utility Fee.

### What We Expect to Accomplish...

- In FY 2013, the objectives of the Solid Waste Fund will continue to support City Strategic Goals II and III.
- The Public Works Division will continue to explore alternative services and routing to implement more efficient residential and commercial sanitation operations.
- The Recycling Center expects to add latex-based paint recycling as a service to its customers.
- In FY 2013, we expect to continue to provide public education on what types of items can be accepted as part of our recycling and solid waste programs.
- We expect to continue to use the automated scale system at the transfer station as a means to enhance efficiency and accountability.

### Opportunities...

The Solid Waste Fund continues to operate in the most cost-efficient manner. There are several opportunities identified by the operational centers under the fund which would provide improved and additional services to residents and businesses of Roswell. The Recycling Center plans to offer paint recycling as an additional service. The proximity of the Recycling Center to neighboring cities and continued addition of services will provide opportunities for partnerships. Across all operating centers of the fund, we will continue to look for opportunities to educate residents and businesses on solid waste issues. In an attempt to reduce the City's overall waste stream, information will be distributed regarding proper and environmentally-friendly disposal of waste materials.

### Challenges...

Several challenges to the Solid Waste Fund are expected to be encountered in FY 2013. Revenues of the Recycling Center continue to be variable and subject to current economic conditions. Finally, attention must be paid to ensuring that sanitation trucks are properly maintained for a maximum life and implementing a proper replacement program to ensure efficient sanitation service.

# Environmental/Public Works Department Solid Waste Fund – Fund 540

## Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$9,222,080.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	(\$9,121.00)
Salary and Benefit Adjustments	(\$30,381.00)
Stormwater Fees Adjustment	\$0.00
Risk and Liability Adjustments	\$12,055.00
Fleet Services Fund	\$117,946.00
Bank Fees Adjustment	(\$15,000.00)
Indirect Cost Adjustment	(\$133,560.00)
<b>FY 2013 Approved Base Budget</b>	<b>\$9,164,019.00</b>
Gasoline/Diesel - cost increase	\$60,000.00
2% Merit	\$40,290.00
Disposal - addition of Latex Paint to the Recycling Center program	\$10,000.00
Replacement of hoppers used to collect recyclables	\$1,499.00
Dump body replacement	\$8,000.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$9,283,808.00</b>
Commercial Front-Loader Garbage Truck replacement	\$262,123.00
Pickup Truck and Dump Body Replacement (Scout Truck)	\$40,000.00
Replacement Pickup Truck at Recycling Center	\$18,000.00
Residential Rear-Loader Garbage Truck replacement	\$178,848.00
Biodiesel Production & Storage Equipment - to produce biodiesel from waste vegetable oil. Biodiesel would be used to supplement fueling needs of selected vehicles in City fleet.	\$25,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$9,807,779.00</b>



# Environmental/Public Works Department

## Solid Waste Fund – Fund 540

### Revenues by Line Item...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012		FY 2013 Changes	FY 2013 Approved
					Estimate	FY 2012 Budget		
540	341905	OTHER/MISC. FEES	\$0.00	\$0	\$0	\$0	\$0	\$0
	344111	RESIDENTIAL REFUSE COLECT	\$6,336,939.00	\$5,117,000	\$5,117,000	\$5,117,000	\$83,000	\$5,200,000
	344112	COMMERCIAL REFUSE COLECT	\$2,813,114.00	\$2,954,500	\$2,900,000	\$2,954,500	(\$54,500)	\$2,900,000
	344113	REF COLL RES PREM SVC	\$177,160.00	\$160,000	\$160,000	\$160,000	\$15,000	\$175,000
	344114	REF COLL RES PREM-CURBEHE	\$7,882.00	\$7,000	\$7,000	\$7,000	\$0	\$7,000
	344160	SOLID WASTE RECYCLING FES	\$255,847.00	\$200,000	\$200,000	\$200,000	\$0	\$200,000
	344162	LARGE ITEM FEES	\$32,530.00	\$31,000		\$31,000	(\$31,000)	
	344191	DUMPSTER SET UP FEES	\$3,053.00	\$2,500	\$2,500	\$2,500	\$0	\$2,500
	344301	UTILITY BILL LATE CHARGES	\$191,886.00	\$180,000	\$180,000	\$180,000	\$0	\$180,000
	344302	UTILITY BILL PENALTIES	\$0.00	\$0	\$0	\$0	\$0	\$0
	349171	PAYMENT OF LIENS	\$2,112.00	\$1,000	\$0	\$1,000	\$0	\$1,000
	349300	BAD CHECK FEES	\$0.00	\$0	\$0	\$0	\$0	\$0
	361000	INTEREST REVENUES	\$40,056.00	\$20,000	\$0	\$20,000	(\$5,000)	\$15,000
	361010	UNREALIZED INVEST GAINS	(\$18,541.00)	\$0	\$750	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$10,147	\$0	\$0	\$0
	371005	PRIVATE DONATIONS/CONTRIB	\$0.00	\$0	\$0	\$0	\$0	\$0
	391201	OPERATING TRANSFER IN	\$0.00	\$0		\$0	\$0	
	391202	WATER INTERFUND TRANSFER	\$0.00	\$0		\$0	\$0	
	391251	CAPITAL CONTRIBUTION	\$0.00	\$0		\$0	\$0	
	391300	Miscellaneous Revenues	\$0.00	\$0		\$0	\$0	
	392100	SALE OF ASSETS	\$0.00	\$0	\$0	\$0	\$0	\$0
	392200	GAIN/LOSS ON PROPERTY SALE	\$0.00	\$0	\$0	\$0	\$0	\$0
<b>540 Total</b>			<b>\$9,842,038.00</b>	<b>\$8,673,000</b>	<b>\$8,577,397</b>	<b>\$8,673,000</b>	<b>\$7,500</b>	<b>\$8,680,500</b>

Beginning in FY 2012, Residential Sanitation Rates were reduced by \$3.95 monthly from \$22.00 to \$18.05 and Commercial Rates were reduced by \$11.95 per month. This adjustment was intended to minimize the impact to customers with the implementation of the Stormwater Utility Fee that same year.

# Environmental/Public Works Department

## Solid Waste Fund – Fund 540

### Expenditures by Line Item...

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
540 - Solid Waste	511100	Regular Employees	\$1,868,643	\$1,879,000	\$1,539,000	\$1,879,000	(\$10,000)	\$40,290	\$1,909,290
	511105	Part Time Employees		\$0		\$0	\$0	\$0	\$0
	511200	Temporary Employees		\$0		\$0	\$0	\$0	\$0
	511300	Overtime	\$124,298	\$106,269	\$106,062	\$106,269	\$0	\$0	\$106,269
	512200	Social Security (FICA) Contributions	\$118,676	\$123,400	\$123,400	\$123,400	(\$500)	\$0	\$122,900
	512300	Medicare	\$27,801	\$28,810	\$28,810	\$28,810	(\$130)	\$0	\$28,680
	512400	Retirement Contributions	\$224,834	\$250,240	\$250,240	\$250,240	\$6,888	\$0	\$257,128
	512401	Deferred Compensation	\$4,143	\$4,100	\$4,100	\$4,100	\$1,400	\$0	\$5,500
	521201	Professional Services		\$3,500	\$3,500	\$3,500	(\$3,500)	\$0	\$0
	521400	Contract Services	\$2,435,210	\$2,682,232	\$3,086,910	\$2,682,232	\$0	\$0	\$2,682,232
	522130	Custodial	\$1,788	\$1,800	\$1,800	\$1,800	\$0	\$0	\$1,800
	522205	Repairs And Maintenance	\$5,803	\$5,530	\$5,530	\$5,530	(\$580)	\$0	\$4,950
	522210	Vehicle Repair	\$14,080	\$19,000	\$19,821	\$19,000	\$0	\$0	\$19,000
	522215	Garage Base Rate					\$26,910	\$0	\$26,910
	522216	Mechanics Rate					\$91,036	\$0	\$91,036
	522320	Rental Of Equipment And Vehicles	\$1,805	\$3,100	\$3,145	\$3,100	\$0	\$0	\$3,100
	523210	Communication Services	\$19,255	\$25,600	\$28,735	\$25,600	(\$2,000)	\$0	\$23,600
	523220	Postage	\$543	\$1,525	\$1,260	\$1,525	(\$118)	\$0	\$1,407
	523300	Advertising	\$0	\$500	\$500	\$500	\$0	\$0	\$500
	523400	Printing And Binding	\$0	\$2,895	\$2,895	\$2,895	\$0	\$0	\$2,895
	523500	Travel	\$422	\$1,475	\$1,475	\$1,475	\$375	\$0	\$1,850
	523600	Dues And Fees	\$225	\$225	\$225	\$225	\$0	\$0	\$225
	523700	Education And Training	\$1,551	\$1,710	\$1,710	\$1,710	\$100	\$0	\$1,810
	523800	Licenses	\$112	\$196	\$112	\$196	(\$104)	\$0	\$92
	523851	Contracted Temporary Labor	\$0	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
	523901	Bank Fees / Charges	\$52,580	\$80,000	\$80,000	\$80,000	(\$15,000)	\$0	\$65,000
	523902	Sanitation Services	\$1,584	\$1,700	\$1,700	\$1,700	\$0	\$0	\$1,700
	531105	Supplies	\$46,507	\$63,283	\$53,969	\$63,283	(\$12,183)	\$0	\$51,100
	531120	Vehicle Parts And Supplies	\$268,518	\$271,700	\$284,522	\$271,700	(\$4,000)	\$0	\$267,700
	531210	Water / Sewerage	\$1,404	\$990	\$990	\$990	\$99	\$0	\$1,089
	531220	Natural Gas	\$355	\$1,000	\$1,000	\$1,000	(\$1,000)	\$0	\$0
	531230	Electricity	\$8,326	\$8,980	\$8,980	\$8,980	\$0	\$0	\$8,980
	531250	Oil	\$5,244	\$9,468	\$8,968	\$9,468	\$0	\$0	\$9,468
	531270	Gasoline/ Diesel	\$166,794	\$223,498	\$200,649	\$223,498	\$2,000	\$60,000	\$285,498
	531310	Hospitality And Events		\$0		\$0	\$0	\$0	\$0
	531400	Books And Periodicals		\$0		\$0	\$0	\$0	\$0
	531605	Machinery And Equipment-Operating	\$17,918	\$13,390	\$10,390	\$13,390	\$9,390	\$1,499	\$24,279
	531615	Computer Equipment-Operating	\$0	\$13,000	\$13,000	\$13,000	(\$2,000)	\$0	\$11,000
	531720	Uniforms	\$26,082	\$30,730	\$7,680	\$30,730	\$0	\$0	\$30,730
	552400	Risk/Liability Contribution	\$60,041	\$34,925	\$35,000	\$34,925	\$12,055	\$0	\$46,980
	553100	Group Insurance Contribution	\$519,675	\$519,675	\$519,675	\$519,675	(\$28,039)	\$0	\$491,636
	554100	Workers Comp Contribution	\$27,571	\$65,606	\$65,600	\$65,606	\$0	\$0	\$65,606
	541300	Buildings	\$22,781	\$115,000	\$115,000	\$115,000	(\$115,000)	\$0	\$0
	542200	Vehicles	\$248,921	\$436,888	\$364,733	\$436,888	(\$436,888)	\$458,971	\$458,971
	522110	Disposal	\$1,340,318	\$1,724,100	\$1,534,100	\$1,724,100	\$0	\$10,000	\$1,734,100
	542100	Machinery	\$64,246	\$23,000	\$24,594	\$23,000	(\$23,000)	\$73,000	\$73,000
	541200	Site Improvements	\$157,624	\$0		\$0	\$0	\$0	\$0
	522140	Repairs And Maintenance - Grounds	\$7,813	\$8,480	\$8,730	\$8,480	\$0	\$0	\$8,480
	549999	Contra- Capital Expense Account	(\$493,254)	\$0	\$0	\$0	\$0	\$0	\$0
	561001	Building- Depreciation	\$28,338	\$0	\$0	\$0	\$0	\$0	\$0
	561003	Site Improvement- Depreciation	\$6,329	\$0	\$0	\$0	\$0	\$0	\$0
	561004	Machinery & Equipment- Depreciation	\$9,347	\$0	\$0	\$0	\$0	\$0	\$0
	561005	Vehicles-Depreciation	\$224,722	\$0	\$0	\$0	\$0	\$0	\$0
551110	Indirect Costs	\$1,003,213	\$770,109	\$770,109	\$770,109	\$35,056	\$0	\$805,165	
551115	Interfund Transfer - Garage	\$173,806	\$168,616	\$168,616	\$168,616	(\$168,616)	\$0	\$0	
531625	Dumpster Replacement	\$82,851	\$70,873	\$88,548	\$70,873	\$0	\$0	\$70,873	
531240	Bottled Gas	\$2,852	\$2,750	\$2,750	\$2,750	\$0	\$0	\$2,750	
<b>540 - Solid Waste Fund Total</b>			<b>\$8,931,694</b>	<b>\$9,801,368</b>	<b>\$9,578,533</b>	<b>\$9,801,368</b>	<b>(\$637,349)</b>	<b>\$643,760</b>	<b>\$9,807,779</b>

## Solid Waste and Recycling Administration Program 54045100

*Mission Statement... To provide management and administrative support for the solid waste fund*

*Services Provided... Administrative support, customer service, logistical, and materials management support*

*Customers... Citizens; Local Businesses; Solid Waste Employees*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percentage of missed sanitation accounts which are resolved within 24 hours	100%	100%	100%

### What We Have Accomplished...

- Continued use of newspaper, website, mass mailings, and Homeowners Association blast to notify our residents of the Annual Solid Waste Holiday Brochure schedule of pickup date changes.
- Revised the Curbside Exemption for Residential Sanitation Services form which notifies the applicant of their responsibilities regarding (Right of Entry).

### What We Expect to Accomplish...

- Continue to increase the residents' awareness of what large items the City will pick up and the items that are not accepted in the residential curbside collection service (i.e. construction material).
- Continue to resolve all missed Solid Waste accounts within 24 hours.
- Educate the residents with what types of items which are accepted as part of the Bulky Trash Day program.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>54045100</b>									
	511100	Regular Employees	\$268,782	\$274,000	\$274,000	\$274,000	(\$11,000)	\$40,290	\$303,290
	511300	Overtime	\$15,504	\$30,000	\$30,000	\$30,000	\$0	\$0	\$30,000
	512200	Social Security (FICA) Contributions	\$16,785	\$18,900	\$18,900	\$18,900	(\$600)	\$0	\$18,300
	512300	Medicare	\$3,972	\$4,410	\$4,410	\$4,410	(\$150)	\$0	\$4,260
	512400	Retirement Contributions	\$32,821	\$36,400	\$36,400	\$36,400	\$53	\$0	\$36,453
	512401	Deferred Compensation	\$1,158	\$1,200	\$1,200	\$1,200	\$400	\$0	\$1,600
	521201	Professional Services		\$0	\$0	\$0	\$0	\$0	\$0
	522210	Vehicle Repair	\$38	\$500	\$500	\$500	\$0	\$0	\$500
	522215	Garage Base Rate					\$690	\$0	\$690
	522216	Mechanics Rate					\$126	\$0	\$126
	522320	Rental Of Equipment And Vehicles	\$1,205	\$1,200	\$1,245	\$1,200	\$0	\$0	\$1,200
	523210	Communication Services	\$11,992	\$15,000	\$17,000	\$15,000	\$0	\$0	\$15,000
	523220	Postage		\$0	\$10	\$0	\$0	\$0	\$0
	523901	Bank Fees / Charges	\$52,580	\$80,000	\$80,000	\$80,000	(\$15,000)	\$0	\$65,000
	531105	Supplies	\$1,141	\$1,400	\$1,460	\$1,400	\$0	\$0	\$1,400
	531120	Vehicle Parts And Supplies	\$1,204	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	531250	Oil	\$8	\$280	\$280	\$280	\$0	\$0	\$280
	531270	Gasoline/ Diesel	\$2,346	\$2,767	\$2,861	\$2,767	\$2,000	\$0	\$4,767
	531615	Computer Equipment-Operating	\$0	\$13,000	\$13,000	\$13,000	(\$2,000)	\$0	\$11,000
	531720	Uniforms	\$153	\$450	\$400	\$450	\$0	\$0	\$450
	552400	Risk/Liability Contribution	\$60,041	\$34,925	\$35,000	\$34,925	\$12,055	\$0	\$46,980
	553100	Group Insurance Contribution	\$43,875	\$43,875	\$43,875	\$43,875	(\$3,638)	\$0	\$40,237
	554100	Workers Comp Contribution	\$27,571	\$65,606	\$65,600	\$65,606	\$0	\$0	\$65,606
	542100	Machinery	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
	549999	Contra- Capital Expense Account	(\$35,629)	\$0	\$0	\$0	\$0	\$0	\$0
	551110	Indirect Costs	\$1,003,213	\$770,109	\$770,109	\$770,109	\$35,056	\$0	\$805,165
	551115	Interfund Transfer - Garage	\$173,806	\$168,616	\$168,616	\$168,616	(\$168,616)	\$0	\$0
<b>54045100</b>	<b>Total</b>		<b>\$1,682,566</b>	<b>\$1,565,638</b>	<b>\$1,567,866</b>	<b>\$1,565,638</b>	<b>(\$150,624)</b>	<b>\$65,290</b>	<b>\$1,480,304</b>

## Solid Waste and Recycling Education Program 54045800

*Mission Statement...To provide educational information on solid waste and recycling issues to the public*

*Services Provided... Workshops are conducted for schools and other organizations to educate students and the general public on environmental issues. Educational materials are developed and distributed as part of the education program*

*Customers... Residents, Schools, Civic Organization*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Ratio of Roswell schools participating in the EverGreen School program to non-participating schools	12/14	7/14	14/14

### What We Have Accomplished...

- In partnership with Keep Roswell Beautiful and the Recreation and Park Department, we completed an educational tree labeling program in Roswell Area Park.
- Continued the EverGreen School Program in partnership with the cities of Alpharetta, Johns Creek, Milton and Sandy Springs.
- Began certification process by the National Wildlife Federation in their Wildlife Habitat Certification program.

### What We Expect to Accomplish...

- Complete the certification process to become a Community Wildlife Habitat through the National Wildlife Federation.
- In partnership with Keep Roswell Beautiful, we will support the 2nd Annual Roswell Green Expo.
- Continue to re-vamp the EverGreen School program so that more schools in the Roswell area take part in it.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>54045800</b>									
	511100	Regular Employees	\$27,209	\$28,000	\$28,000	\$28,000	\$1,000	\$0	\$29,000
	512200	Social Security (FICA) Contributions	\$1,672	\$1,800	\$1,800	\$1,800	\$100	\$0	\$1,900
	512300	Medicare	\$391	\$410	\$410	\$410	\$20	\$0	\$430
	512400	Retirement Contributions	\$3,354	\$3,800	\$3,800	\$3,800	\$120	\$0	\$3,920
	512401	Deferred Compensation	\$244	\$300	\$300	\$300	(\$100)	\$0	\$200
	523220	Postage	\$61	\$1,000	\$750	\$1,000	(\$250)	\$0	\$750
	523400	Printing And Binding	\$0	\$2,895	\$2,895	\$2,895	\$0	\$0	\$2,895
	523500	Travel	\$18	\$825	\$825	\$825	\$375	\$0	\$1,200
	523700	Education And Training	\$326	\$525	\$525	\$525	\$100	\$0	\$625
	531105	Supplies	\$6,886	\$9,145	\$9,911	\$9,145	(\$845)	\$0	\$8,300
	531400	Books And Periodicals	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$5,362	\$5,362	\$5,300	\$5,362	(\$275)	\$0	\$5,087
	522110	Disposal	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>54045800</b>	<b>Total</b>		<b>\$45,524</b>	<b>\$54,062</b>	<b>\$54,516</b>	<b>\$54,062</b>	<b>\$245</b>	<b>\$0</b>	<b>\$54,307</b>

## Residential Solid Waste Collection Program 54045201

*Mission Statement...To provide household garbage and large item collection services to residential property owners*

*Services Provided... Standard household garbage collection, premium household garbage collection, "curbside exempt" household garbage collection for qualified applicants, large item collection*

*Customers... Citizens; Public*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Total # of items collected for Special pick up/large items services quarterly	879	1,024	1,126

### What We Have Accomplished...

- Continued to replace current solid waste rear loader trucks to ensure our residents were provided with efficient service.
- Continued to monitor our Solid Waste GPS system to provide more efficient service in our Solid Waste operations and routes.
- Tracked the amount of Solid Waste disposed by our residential trucks with the use of our automated scale system.

### What We Expect to Accomplish...

- Replace Scout Truck 2000 Ford F150 and 3 yard dump body.
- Replace residential rear loader truck and packer body unit 1998 Ford LNT-8501 with 25 yard packer body.
- Replace current hand tools on each truck

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>54045201</b>									
	511100	Regular Employees	\$1,015,984	\$1,019,000	\$1,019,000	\$1,019,000	\$0	\$0	\$1,019,000
	511300	Overtime	\$56,202	\$43,207	\$43,000	\$43,207	\$0	\$0	\$43,207
	512200	Social Security (FICA) Contributions	\$64,204	\$65,900	\$65,900	\$65,900	\$0	\$0	\$65,900
	512300	Medicare	\$15,016	\$15,410	\$15,410	\$15,410	\$0	\$0	\$15,410
	512400	Retirement Contributions	\$120,143	\$135,720	\$135,720	\$135,720	\$4,602	\$0	\$140,322
	512401	Deferred Compensation	\$992	\$1,000	\$1,000	\$1,000	\$200	\$0	\$1,200
	522205	Repairs And Maintenance	\$1,200	\$1,080	\$1,080	\$1,080	(\$580)	\$0	\$500
	522210	Vehicle Repair	\$9,971	\$11,500	\$11,500	\$11,500	\$0	\$0	\$11,500
	522215	Garage Base Rate					\$15,870	\$0	\$15,870
	522216	Mechanics Rate					\$57,488	\$0	\$57,488
	523210	Communication Services	\$4,727	\$7,000	\$7,650	\$7,000	(\$2,000)	\$0	\$5,000
	523220	Postage	\$457	\$500	\$450	\$500	\$132	\$0	\$632
	523700	Education And Training		\$0	\$0	\$0	\$0	\$0	\$0
	523800	Licenses	\$112	\$84	\$0	\$84	\$8	\$0	\$92
	523851	Contracted Temporary Labor	\$0	\$2,500	\$0	\$2,500	\$0	\$0	\$2,500
	531105	Supplies	\$19,989	\$16,140	\$16,000	\$16,140	\$5,000	\$0	\$21,140
	531120	Vehicle Parts And Supplies	\$143,844	\$139,200	\$145,000	\$139,200	(\$2,500)	\$0	\$136,700
	531250	Oil	\$1,267	\$4,000	\$4,000	\$4,000	\$0	\$0	\$4,000
	531270	Gasoline/ Diesel	\$86,827	\$119,314	\$128,000	\$119,314	\$0	\$30,000	\$149,314
	531605	Machinery And Equipment-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531720	Uniforms	\$21,440	\$23,000		\$23,000	\$0	\$0	\$23,000
	553100	Group Insurance Contribution	\$331,500	\$331,500	\$331,500	\$331,500	(\$17,000)	\$0	\$314,500
	542200	Vehicles	\$35,758	\$170,331	\$141,033	\$170,331	(\$170,331)	\$178,848	\$178,848
	542100	Machinery	\$0	\$0	\$0	\$0	\$0	\$48,000	\$48,000
	549999	Contra- Capital Expense Account	(\$129)	\$0	\$0	\$0	\$0	\$0	\$0
<b>54045201 Total</b>			<b>\$1,929,502</b>	<b>\$2,106,386</b>	<b>\$2,066,243</b>	<b>\$2,106,386</b>	<b>(\$109,111)</b>	<b>\$256,848</b>	<b>\$2,254,123</b>

**Commercial Solid Waste Collection Program  
54045202**

*Mission Statement... To provide garbage collection services to commercial businesses*

*Services Provided...Dumpster service collection, small commercial (can) garbage collection*

*Customers... Citizens; Government Entities; Public*

Outcome Measure...	FY 2011 Actual	FY 2011 Estimated	FY 2013 Approved
Number of dumpsters in service	1,014	1,068	1,175

**What We Have Accomplished...**

- Reporting of commercial dumpsters sites with code violations that prohibit our trucks from servicing those locations and resolving those violations within two weeks.
- Monitored the new Solid Waste GPS system to provide more efficient service in our Solid Waste operations and routes.
- Tracked the amount of Solid Waste disposed of by our commercial trucks with our new automated scale system.

**What We Expect to Accomplish...**

- Update our fleet of commercial front loader trucks with the purchase of a new truck for FY 2013.
- Inspect our inventory of commercial containers throughout the City and make repairs within two weeks.
- Coordinate placement of dumpster pads with new property managers and business owners, and make sure our trucks have ample ability to service the location.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>54045202</b>									
	511100	Regular Employees	\$342,029	\$340,000	\$0	\$340,000	\$0	\$0	\$340,000
	511300	Overtime	\$52,570	\$31,462	\$31,462	\$31,462	\$0	\$0	\$31,462
	512200	Social Security (FICA) Contributions	\$23,735	\$23,100	\$23,100	\$23,100	\$0	\$0	\$23,100
	512300	Medicare	\$5,551	\$5,390	\$5,390	\$5,390	\$0	\$0	\$5,390
	512400	Retirement Contributions	\$42,763	\$45,120	\$45,120	\$45,120	\$1,524	\$0	\$46,644
	512401	Deferred Compensation	\$467	\$500	\$500	\$500	\$100	\$0	\$600
	522210	Vehicle Repair	\$2,852	\$4,000	\$4,821	\$4,000	\$0	\$0	\$4,000
	522215	Garage Base Rate					\$6,900	\$0	\$6,900
	522216	Mechanics Rate					\$30,272	\$0	\$30,272
	523210	Communication Services	\$2,284	\$3,000	\$3,450	\$3,000	\$0	\$0	\$3,000
	523220	Postage		\$0	\$0	\$0	\$0	\$0	\$0
	523700	Education And Training		\$0	\$0	\$0	\$0	\$0	\$0
	523800	Licenses		\$112	\$112	\$112	(\$112)	\$0	\$0
	531105	Supplies	\$3,862	\$3,888	\$3,888	\$3,888	\$1,612	\$0	\$5,500
	531120	Vehicle Parts And Supplies	\$121,913	\$125,000	\$132,000	\$125,000	(\$1,500)	\$0	\$123,500
	531250	Oil	\$3,858	\$5,000	\$4,500	\$5,000	\$0	\$0	\$5,000
	531270	Gasoline/ Diesel	\$75,025	\$97,126	\$65,000	\$97,126	\$0	\$30,000	\$127,126
	531605	Machinery And Equipment-Operating	\$773	\$0	\$0	\$0	\$0	\$0	\$0
	531720	Uniforms	\$2,921	\$4,455	\$4,455	\$4,455	\$0	\$0	\$4,455
	553100	Group Insurance Contribution	\$78,000	\$78,000	\$78,000	\$78,000	(\$4,000)	\$0	\$74,000
	542200	Vehicles	\$213,163	\$266,557	\$223,700	\$266,557	(\$266,557)	\$262,123	\$262,123
	542100	Machinery	\$1,200	\$23,000	\$23,000	\$23,000	(\$23,000)	\$0	\$0
	549999	Contra- Capital Expense Account	(\$214,363)	\$0	\$0	\$0	\$0	\$0	\$0
	561001	Building- Depreciation	\$28,338	\$0	\$0	\$0	\$0	\$0	\$0
	561003	Site Improvement- Depreciation	\$6,329	\$0	\$0	\$0	\$0	\$0	\$0
	561004	Machinery & Equipment- Depreciation	\$9,347	\$0	\$0	\$0	\$0	\$0	\$0
	561005	Vehicles-Depreciation	\$224,722	\$0	\$0	\$0	\$0	\$0	\$0
	531625	Dumpster Replacement	\$82,851	\$70,873	\$88,548	\$70,873	\$0	\$0	\$70,873
<b>54045202 Total</b>			<b>\$1,110,188</b>	<b>\$1,126,583</b>	<b>\$737,046</b>	<b>\$1,126,583</b>	<b>(\$254,761)</b>	<b>\$292,123</b>	<b>\$1,163,945</b>

**Yard Waste and Recycling Collection Program  
54045850**

*Mission Statement...To oversee the contracted service to collect the residential property owners' curbside yard waste and recycling*

*Services Provided...Weekly yard waste and recycling collection and disposal, storm debris collection and disposal*

*Customers...Residential property owners*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2011 <u>Estimated</u>	FY 2013 <u>Approved</u>
% of residential households participating in the curbside program	70%	65%	70%

**What We Have Accomplished...**

- Continued to manage and monitor Community Waste Services Contract (CWS) for a high level of service to our residents.

**What We Expect to Accomplish...**

- Continue to work with CWS to improve curbside recycling through an application to Coca-Cola Recycling for grant funds.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>54045850</b>									
	<b>521400</b>	Contract Services	\$2,434,280	\$2,635,852	\$3,040,280	\$2,635,852	\$0	\$0	\$2,635,852
<b>54045850 Total</b>			<b>\$2,434,280</b>	<b>\$2,635,852</b>	<b>\$3,040,280</b>	<b>\$2,635,852</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,635,852</b>

**Solid Waste Disposal Program  
54045300**

**Mission Statement...** To oversee the City's transfer station and ensure the proper disposal of the solid waste collected in the community

**Services Provided...** Solid waste disposal and large item disposal. Disposal of items collected during Bulky Trash Amnesty days and contract funding for Household Hazardous Waste Collection days

**Customers...** Solid Waste Customers - commercial and residential

Outcome Measure...	FY 2011 Actual	FY 2011 Estimated	FY 2013 Approved
Annual cost, in dollars, for the disposal of solid waste.	\$1,311,000	\$1,520,000	\$1,600,000

**What We Have Accomplished...**

- Added two Bulky Trash Amnesty days bringing the total to four.
- Added one Household Hazardous Waste Disposal day bringing the total to two.

**What We Expect to Accomplish...**

- Continuation of Bulky Trash Amnesty days and Household Hazardous Waste Collection events.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>54045300</b>									
	521400	Contract Services		\$45,500	\$45,500	\$45,500	\$0	\$0	\$45,500
	522110	Disposal	\$1,322,528	\$1,690,000	\$1,500,000	\$1,690,000	\$0	\$0	\$1,690,000
	541200	Site Improvements	\$73,575	\$0	\$0	\$0	\$0	\$0	\$0
	549999	Contra- Capital Expense Account	(\$84,498)	\$0	\$0	\$0	\$0	\$0	\$0
<b>54045300</b>	<b>Total</b>		<b>\$1,311,605</b>	<b>\$1,735,500</b>	<b>\$1,545,500</b>	<b>\$1,735,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,735,500</b>



## Recycling Program 54045500

*Mission Statement... To provide the community with a variety of recycling opportunities*

*Services Provided... Public recycling center operation, public and private school recycling collection and City facility recycling collection*

*Customers... Citizens; City wide staff; Homeowner Associations; Local Businesses; Public; Roswell public and private schools*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of events utilizing Away From Home Recycling Trailer	14	14	20

### What We Have Accomplished...

- Successfully added paper shredding for Roswell residents.
- In partnership with the Roswell Police Department and the Drug Enforcement Agency, held two Drug Take Back collection events.
- Completed the construction of the second level at the Recycling Center to provide office space and storage space.

### What We Expect to Accomplish...

- Add paint collection and recycling to the programs offered at the Recycling Center.
- To begin using the Re-TRAC system for reporting tonnage and for marketing purposes.
- Continuation of recycling collection at City facilities and Roswell public and private schools.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>54045500</b>									
	511100	Regular Employees	\$214,639	\$218,000	\$218,000	\$218,000	\$0	\$0	\$218,000
	511105	Part Time Employees		\$0	\$0	\$0	\$0	\$0	\$0
	511200	Temporary Employees		\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime	\$22	\$1,600	\$1,600	\$1,600	\$0	\$0	\$1,600
	512200	Social Security (FICA) Contributions	\$12,280	\$13,700	\$13,700	\$13,700	\$0	\$0	\$13,700
	512300	Medicare	\$2,872	\$3,190	\$3,190	\$3,190	\$0	\$0	\$3,190
	512400	Retirement Contributions	\$25,753	\$29,200	\$29,200	\$29,200	\$589	\$0	\$29,789
	512401	Deferred Compensation	\$1,282	\$1,100	\$1,100	\$1,100	\$800	\$0	\$1,900
	521201	Professional Services		\$3,500	\$3,500	\$3,500	(\$3,500)	\$0	\$0
	521400	Contract Services	\$930	\$880	\$1,130	\$880	\$0	\$0	\$880
	522130	Custodial	\$1,788	\$1,800	\$1,800	\$1,800	\$0	\$0	\$1,800
	522205	Repairs And Maintenance	\$4,603	\$4,450	\$4,450	\$4,450	\$0	\$0	\$4,450
	522210	Vehicle Repair	\$1,219	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	522215	Garage Base Rate					\$3,450	\$0	\$3,450
	522216	Mechanics Rate					\$3,150	\$0	\$3,150
	522320	Rental Of Equipment And Vehicles	\$600	\$1,900	\$1,900	\$1,900	\$0	\$0	\$1,900
	523210	Communication Services	\$252	\$600	\$635	\$600	\$0	\$0	\$600
	523220	Postage	\$25	\$25	\$50	\$25	\$0	\$0	\$25
	523300	Advertising	\$0	\$500	\$500	\$500	\$0	\$0	\$500
	523500	Travel	\$404	\$650	\$650	\$650	\$0	\$0	\$650
	523600	Dues And Fees	\$225	\$225	\$225	\$225	\$0	\$0	\$225
	523700	Education And Training	\$1,225	\$1,185	\$1,185	\$1,185	\$0	\$0	\$1,185
	523851	Contracted Temporary Labor		\$0	\$0	\$0	\$0	\$0	\$0
	523902	Sanitation Services	\$1,584	\$1,700	\$1,700	\$1,700	\$0	\$0	\$1,700
	531105	Supplies	\$14,629	\$32,710	\$22,710	\$32,710	(\$17,950)	\$0	\$14,760
	531120	Vehicle Parts And Supplies	\$1,557	\$4,500	\$4,522	\$4,500	\$0	\$0	\$4,500
	531210	Water / Sewerage	\$1,404	\$990	\$990	\$990	\$99	\$0	\$1,089
	531220	Natural Gas	\$355	\$1,000	\$1,000	\$1,000	(\$1,000)	\$0	\$0
	531230	Electricity	\$8,326	\$8,980	\$8,980	\$8,980	\$0	\$0	\$8,980
	531250	Oil	\$111	\$188	\$188	\$188	\$0	\$0	\$188
	531270	Gasoline/ Diesel	\$2,596	\$4,291	\$4,788	\$4,291	\$0	\$0	\$4,291
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531605	Machinery And Equipment-Operating	\$17,145	\$13,390	\$10,390	\$13,390	\$9,390	\$1,499	\$24,279
	531720	Uniforms	\$1,568	\$2,825	\$2,825	\$2,825	\$0	\$0	\$2,825
	553100	Group Insurance Contribution	\$60,938	\$60,938	\$61,000	\$60,938	(\$3,126)	\$0	\$57,812
	541300	Buildings	\$22,781	\$115,000	\$115,000	\$115,000	(\$115,000)	\$0	\$0
	542200	Vehicles		\$0	\$0	\$0	\$0	\$18,000	\$18,000
	522110	Disposal	\$17,790	\$34,100	\$34,100	\$34,100	\$0	\$10,000	\$44,100
	542100	Machinery	\$63,046	\$0	\$1,594	\$0	\$0	\$0	\$0
	541200	Site Improvements	\$84,049	\$0	\$0	\$0	\$0	\$0	\$0
	522140	Repairs And Maintenance - Grounds	\$7,813	\$8,480	\$8,730	\$8,480	\$0	\$0	\$8,480
	549999	Contra- Capital Expense Account	(\$158,635)	\$0	\$0	\$0	\$0	\$0	\$0
	531240	Bottled Gas	\$2,852	\$2,750	\$2,750	\$2,750	\$0	\$0	\$2,750
<b>54045500</b>	<b>Total</b>		<b>\$418,029</b>	<b>\$577,347</b>	<b>\$567,082</b>	<b>\$577,347</b>	<b>(\$123,098)</b>	<b>\$29,499</b>	<b>\$483,748</b>



## Environmental / Public Works Department

# Fleet Services Fund

### Mission Statement...

To provide safe, dependable equipment and fueling services in support of user Departments' missions at a competitive maintenance cost in the most effective and efficient manner possible.

### Who We Are...

The Fleet Services Fund maintains the City's fleet and fuel systems. Fleet Services is responsible for preventative maintenance services, auto parts inventory, vehicle towing, tire repair and replacements, and vehicle and equipment repairs. All vehicle records are comprehensively maintained by Fleet Services including permits, licensing and emissions records. Fleet Services is also responsible for maintaining the City's fuel tanks and the administration of fueling contracts. Fleet Services works diligently to provide these and other services efficiently, effectively, and competitively in support of the missions of the user Departments.

# Environmental/Public Works Department Fleet Services Fund – Fund 604

**Mission Statement...** *To provide safe, dependable equipment and fueling services in support of user Departments' missions at a competitive maintenance cost in the most effective and efficient manner possible*

**Services Provided...** *Provide vehicle repairs and maintenance, vehicle and equipment inspections, education, parts and tire disposal, and rental of equipment*

**Customers...** *City Management; City wide staff; Public*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of Fleet Maintenance hours of City vehicle repairs	5,086	6,357	7,946

### What We Have Accomplished...

- Fleet mechanics updated ASE certifications.
- Added the replacement criteria for police motorcycles of five years and /or 38,000 miles.
- Continued assessment of City Fleet vehicles for replacement.

### What We Expect to Accomplish...

- Look into more alternative fuels such as ethanol, biodiesel, compressed natural gas, etc. to reduce fuel costs, reduce emissions, and improve fuel source reliability.
- Successfully implement the Fleet Service Fund.
- Continue with ASE recertifications to keep the garage mechanics updated on current automotive changes.

### Opportunities...

There is a wide range of opportunities associated with the rollout of the new Fleet Services Fund. The ultimate goal is to have a fleet management function that benefits and supports the missions of all user Departments and the City as a whole. The development of the new Fund will give us an opportunity to review garage practices, formal and informal policies and procedures, and address needs that will help in providing efficient, reliable and consistent service. The new Fund will also provide opportunities to educate and train staff on fleet management and basic vehicle maintenance and safety.

### Challenges...

There are expected to be as many challenges as opportunities with the introduction of the Fleet Services Fund. The new Fund represents a new way of the City doing business internally. The structure of the base vehicle and mechanic rates is intended to be equitable to user Departments and recover garage-operating costs, but may need to be adjusted. There will be expectations from the user Departments for higher levels of service and efficiencies at the garage.

# Environmental/Public Works Department

## Fleet Services Fund – Fund 604

### Revenues by Line Item...

Fund	Account	Account Name	FY 2012				FY 2013 Approved	
			FY 2011 Actual	FY 2012 Budget	Estimate	FY 2012 Budget		FY 2013 Changes
604	344210	Base Vehicle Rates	\$0.00	\$0	\$0	\$0	\$292,741	\$292,741
		Mechanics Fees	\$0.00	\$0	\$0	\$0	\$320,418	\$320,418
<b>604 Total</b>			<b>\$0.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$613,159</b>	<b>\$613,159</b>

### Expenditures by Line Item...

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012			Approved New Initiatives and Capital	FY 2013 Approved Budget
					Estimate	FY 2013 Initial Base Budget	Changes to Base Budget		
<b>60449000</b>									
	511100	Regular Employees	\$301,308	\$305,000	\$305,000	\$305,000	\$19,000	\$6,990	\$330,990
	511300	Overtime	\$24,767	\$26,139	\$26,000	\$26,139	\$0	\$0	\$26,139
	512200	Social Security (FICA) Contributions	\$19,514	\$20,600	\$20,000	\$20,600	(\$500)	\$0	\$20,100
	512300	Medicare	\$4,564	\$4,810	\$4,500	\$4,810	\$0	\$0	\$4,810
	512400	Retirement Contributions	\$37,133	\$40,570	\$40,500	\$40,570	\$4,114	\$0	\$44,684
	512401	Deferred Compensation	\$1,313	\$1,000	\$950	\$1,000	\$0	\$0	\$1,000
	521300	Technical Services	\$4,290	\$5,405	\$5,405	\$5,405	(\$795)	\$4,000	\$8,610
	522205	Repairs And Maintenance	\$3,362	\$9,750	\$10,400	\$9,750	(\$7,342)	\$0	\$2,408
	522210	Vehicle Repair	\$500	\$1,000	\$750	\$1,000	(\$558)	\$0	\$442
	522215	Garage Base Rate					\$2,070	\$0	\$2,070
	522216	Mechanics Rate					\$410	\$0	\$410
	522320	Rental Of Equipment And Vehicles	\$2,125	\$3,000	\$3,300	\$3,000	\$0	\$0	\$3,000
	523210	Communication Services	\$965	\$1,875	\$2,000	\$1,875	\$0	\$0	\$1,875
	523700	Education And Training	\$226	\$330	\$330	\$330	\$0	\$0	\$330
	531105	Supplies	\$28,998	\$31,700	\$32,000	\$31,700	(\$1,700)	\$0	\$30,000
	531120	Vehicle Parts And Supplies	\$435	\$2,400	\$1,875	\$2,400	(\$600)	\$0	\$1,800
	531230	Electricity		\$0		\$0	\$0	\$0	\$0
	531250	Oil	\$57	\$140	\$100	\$140	\$0	\$0	\$140
	531270	Gasoline/ Diesel	\$1,751	\$2,880	\$3,000	\$2,880	\$1,700	\$0	\$4,580
	531720	Uniforms	\$3,130	\$3,484	\$3,484	\$3,484	\$0	\$0	\$3,484
	552400	Risk/Liability Contribution		\$0		\$0	\$4,646	\$0	\$4,646
	553100	Group Insurance Contribution	\$68,250	\$68,250	\$68,250	\$68,250	(\$725)	\$0	\$67,525
	554100	Workers Comp Contribution		\$0		\$0	\$2,678	\$0	\$2,678
	542200	Vehicles		\$0		\$0	\$0	\$40,000	\$40,000
	522110	Disposal	\$975	\$1,575	\$1,575	\$1,575	\$0	\$0	\$1,575
	542100	Machinery		\$0		\$0	\$0	\$6,000	\$6,000
<b>60449000 Total</b>			<b>\$503,663</b>	<b>\$529,908</b>	<b>\$529,419</b>	<b>\$529,908</b>	<b>\$22,398</b>	<b>\$56,990</b>	<b>\$609,296</b>

# Finance Department

## Mission Statement...

Provide excellent and accurate service to our customers, financial stewardship for the City's resources, and professional financial services to City departments.

## Who We Are...

The Finance Department is responsible for the financial aspects of Roswell's government. The Department is comprised of Administration, Accounting, Accounts Receivable, Cash Disbursements, Treasury, Cash Receipting, and Purchasing. These offices work together to ensure the City is managing its funds appropriately and in a cost effective manner.

# Finance Department

## What We Have Accomplished...

- ERP Go-Live March 1, 2012 - Core Financials - General Ledger, Miscellaneous Cash Receipting, Purchasing (Requisitions, Purchase Orders, Bids/Contracts), Cash Disbursements.
- Transitioned to new bank.
- Red Flag Training for the detection of identity theft.
- Completed the Request for Proposal process for bond counsel.

## What We Expect to Accomplish...

- ERP Go-Live - Property Tax, Utility Billing, General Billing.
- Provide customer service training to staff.
- Approval of a Debt Policy for the City of Roswell.
- Hold semi-annual Cash Handling Training for employees handling checks, credit cards and cash.
- Present the Certified Annual Financial Report (CAFR) by the second meeting in December 2012.

# Finance Department

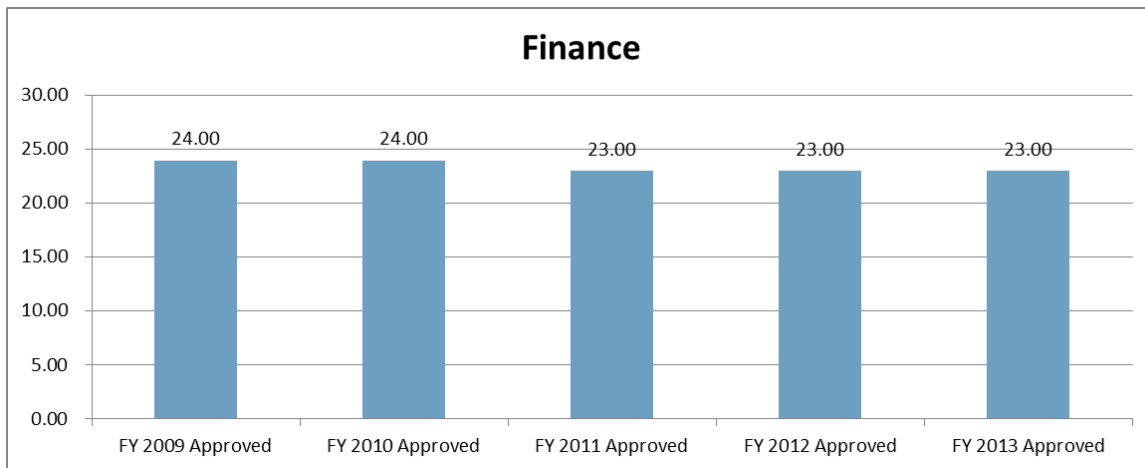
## Opportunities...

The Finance Department strives to be a leader in financial policies and procedures. With the implementation of the new financial software will Finance Department will have many opportunities as well as challenges. The software will provide an opportunity to improve business and financial procedures, be able to provide more timely information to departments, and allow financial decisions to be make faster and with better information. The mixture of the long-term and newer employees is an asset to the department because of the sharing of ideas and information.

## Challenges...

The challenges for the Finance Department will be greater than in previous fiscal years. The economy remains sluggish which is challenge to investment earnings. The implementation of the new software will bring changes in how the Finance Department performs their work and assimilating to new financial and business processes. These financial and business processes must be documented and learned.

Fund	FY 13 Total Budget	Full Time Positions
100 - General Fund	\$2,213,804	23
410 - Debt Service Fund	\$6,502,575	
<b>Grand Total</b>	<b>\$8,716,379</b>	<b>23</b>



## Personnel Changes:

**FY 2011:** Eliminated (1) net Full-Time position through the ERIP and Restructuring. (1) Financial Services Rep I, (1) Accounts Payable Supervisor, (1) Purchasing Manager and (1) Buyer II positions were eliminated. (1) Buyer III, (1) Deputy Director/Treasurer and (1) Treasury Analyst positions were created. In addition, (2) Part-Time positions were eliminated: (1) Part-Time Purchasing Assistant and (1) Part-Time P-Card Coordinator.

# Finance Department

## General Fund

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimated Expenditures	FY 13 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 13 Approved Budget
<b>100 - General Fund</b>									
	511100	Regular Employees	\$1,088,650	\$1,142,000		\$1,142,000	(\$14,000)	\$1,128,000	\$1,128,000
	511105	Part Time Employees	\$34,030	\$0	\$17,250	\$17,250	\$20,800	\$38,050	\$38,050
	511200	Temporary Employees	\$6,408	\$34,676		\$34,676	(\$20,800)	\$13,876	\$13,876
	511300	Overtime	\$15	\$0		\$0		\$0	\$0
	512200	Social Security (FICA) Contributions	\$67,567	\$73,400		\$73,400	(\$810)	\$72,590	\$72,590
	512300	Medicare	\$15,803	\$17,090		\$17,090	(\$190)	\$16,900	\$16,900
	512400	Retirement Contributions	\$143,980	\$151,300		\$151,300	\$3,135	\$154,435	\$154,435
	512401	Deferred Compensation	\$7,799	\$7,900		\$7,900	\$1,100	\$9,000	\$9,000
	521201	Professional Services	\$108,186	\$172,000		\$172,000		\$172,000	\$172,000
	521300	Technical Services	\$9,016	\$0		\$0		\$0	\$0
	521400	Contract Services	\$7,940	\$0		\$0		\$0	\$0
	522205	Repairs And Maintenance	\$10,681	\$12,590		\$12,590		\$12,190	\$12,190
	522310	Rental Of Land And Buildings		\$0		\$0		\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$12,245	\$10,400		\$10,400		\$11,376	\$11,376
	523210	Communication Services	\$1,307	\$2,400		\$2,400		\$2,400	\$2,400
	523220	Postage	\$100,721	\$115,730		\$115,730		\$115,740	\$115,740
	523300	Advertising	\$3,260	\$4,500		\$4,500		\$4,500	\$4,500
	523400	Printing And Binding	\$54,087	\$69,450		\$69,450		\$67,200	\$67,200
	523500	Travel	\$2,136	\$10,711		\$10,711		\$11,920	\$11,920
	523600	Dues And Fees	\$4,243	\$5,336		\$5,336		\$5,261	\$5,261
	523700	Education And Training	\$10,590	\$8,898		\$8,898		\$8,833	\$8,833
	523800	Licenses	\$0	\$0		\$0		\$0	\$0
	523851	Contracted Temporary Labor	\$13,026	\$0		\$0		\$0	\$0
	523901	Bank Fees / Charges	\$161,302	\$125,000		\$125,000	(\$20,000)	\$105,000	\$105,000
	531105	Supplies	\$30,357	\$35,000		\$35,000		\$35,000	\$35,000
	531230	Electricity	\$139	\$664		\$664		\$664	\$664
	531270	Gasoline/ Diesel	\$25	\$0		\$0		\$0	\$0
	531310	Hospitality And Events		\$0		\$0		\$0	\$0
	531400	Books And Periodicals	\$2,381	\$3,803		\$3,803		\$4,398	\$4,398
	531605	Machinery And Equipment-Operating		\$0		\$0		\$0	\$0
	531610	Furniture/Fixtures-Operating		\$0		\$0		\$0	\$0
	531615	Computer Equipment-Operating	\$2,844	\$0		\$0		\$0	\$0
	531720	Uniforms	\$0	\$0		\$0		\$0	\$0
	531730	Miscellaneous		\$0		\$0		\$0	\$0
	552400	Risk/Liability Contribution	\$58,279	\$8,107		\$8,107	\$2,798	\$10,905	\$10,905
	553100	Group Insurance Contribution	\$224,432	\$224,250		\$224,250	(\$11,500)	\$212,750	\$212,750
	554100	Workers Comp Contribution	\$22,097	\$816		\$816		\$816	\$816
<b>100 - General Fund Total</b>			<b>\$2,203,545</b>	<b>\$2,236,021</b>	<b>\$17,250</b>	<b>\$2,253,271</b>	<b>(\$39,467)</b>	<b>\$2,213,804</b>	<b>\$2,213,804</b>



# Finance Department

General Fund

## Summary of Changes from FY 2011 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$2,236,021.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions (reinstatement of part-time P-Card Coordinator position)	\$17,250.00
Department Changes	\$0.00
Salary and Benefit Adjustments	(\$22,265.00)
Risk and Liability Adjustments	\$2,798.00
Bank Fees Adjustment	(\$20,000.00)
Stormwater Fees Adjustment	\$0.00
<b>FY 2013 Approved Base Budget</b>	<b>\$2,213,804.00</b>
<b>FY 2013 Total Approved Budget</b>	<b>\$2,213,804.00</b>

**Finance Administration  
10016100**

***Mission Statement...** To develop an organization that effectively builds and uses skills and talents of each Finance team member in achieving departmental goals and objectives*

***Services Provided...** Plan, organize, lead, and monitor the six finance programs*

***Customers...** Citizens; City Management; City wide staff; Attorneys; Elected Officials; Organizations; Public; Bankers, Investment Brokers, and Bonding Agencies*

<b>Outcome Measure...</b>	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Exceed Investment Benchmark by	50 basis pt	50 basis pt	55 basis pt

**What We Have Accomplished...**

- Completed transition to new bank for banking services
- Go-Live in the new citywide Enterprise Resource Planning (ERP) system.

**What We Expect to Accomplish...**

- Improve customer service through professional development and training.
- Provide Cash Handling Training for all employees handling cash and checks.
- Document and implement new business processes in the new citywide Enterprise Resource Planning (ERP) system.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	<b>511100</b>	Regular Employees	\$158,569	\$241,000	\$237,162	\$241,000	(\$3,000)	\$0	\$238,000
	<b>511200</b>	Temporary Employees	\$6,408	\$13,876	\$4,100	\$13,876	\$0	\$0	\$13,876
	<b>511300</b>	Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>512200</b>	Social Security (FICA) Contributions	\$9,948	\$15,900	\$14,315	\$15,900	(\$150)	\$0	\$15,750
	<b>512300</b>	Medicare	\$2,351	\$3,700	\$3,348	\$3,700	(\$40)	\$0	\$3,660
	<b>512400</b>	Retirement Contributions	\$18,806	\$32,230	\$32,227	\$32,230	\$303	\$0	\$32,533
	<b>512401</b>	Deferred Compensation	\$1,114	\$1,100	\$1,083	\$1,100	\$200	\$0	\$1,300
	<b>521201</b>	Professional Services	\$3,248	\$30,000	\$10,000	\$30,000	\$0	\$0	\$30,000
	<b>521300</b>	Technical Services		\$0	\$4,500	\$0	\$0	\$0	\$0
	<b>522205</b>	Repairs And Maintenance	\$108	\$0	\$0	\$0	\$0	\$0	\$0
	<b>522320</b>	Rental Of Equipment And Vehicles	\$2,139	\$2,700	\$3,000	\$2,700	\$0	\$0	\$2,700
	<b>523210</b>	Communication Services	\$1,182	\$2,400	\$2,450	\$2,400	\$0	\$0	\$2,400
	<b>523220</b>	Postage		\$0	\$50	\$0	\$0	\$0	\$0
	<b>523500</b>	Travel	\$91	\$3,315	\$3,886	\$3,315	\$279	\$0	\$3,594
	<b>523600</b>	Dues And Fees	\$728	\$921	\$1,074	\$921	\$0	\$0	\$921
	<b>523700</b>	Education And Training	\$7,120	\$2,699	\$828	\$2,699	(\$65)	\$0	\$2,634
	<b>531105</b>	Supplies	\$29,577	\$35,000	\$33,000	\$35,000	\$0	\$0	\$35,000
	<b>531310</b>	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	<b>531400</b>	Books And Periodicals	\$1,087	\$1,000	\$1,000	\$1,000	(\$155)	\$0	\$845
	<b>531605</b>	Machinery And Equipment-Operating		\$0	\$2,950	\$0	\$0	\$0	\$0
	<b>531610</b>	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	<b>531615</b>	Computer Equipment-Operating	\$2,801	\$0	\$0	\$0	\$0	\$0	\$0
	<b>552400</b>	Risk/Liability Contribution	\$58,279	\$8,107	\$8,107	\$8,107	\$2,798	\$0	\$10,905
	<b>553100</b>	Group Insurance Contribution	\$25,187	\$29,250	\$29,250	\$29,250	(\$1,500)	\$0	\$27,750
	<b>554100</b>	Workers Comp Contribution	\$22,097	\$816	\$816	\$816	\$0	\$0	\$816
	<b>10016100 Total</b>		<b>\$350,839</b>	<b>\$424,014</b>	<b>\$393,146</b>	<b>\$424,014</b>	<b>(\$1,330)</b>	<b>\$0</b>	<b>\$422,684</b>

**Accounting**  
**10016121**

***Mission Statement...** To provide timely, accurate, and consistent financial information and solutions for the purpose of informing and assisting the City of Roswell's elected officials and citizens*

***Services Provided...** Coordinates preparation of the City's Comprehensive Financial Report and issues interim financial reports*

***Customers...** Citizens; City Boards; City Management; City wide staff; Elected Officials; Government Entities; Homeowner Associations; Law Enforcement; Local Businesses; Organizations; Public; Vendors; Visitors; Auditors, bonding agencies*

<b>Outcome Measure...</b>	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Awarded Governmental Finance Officers Association's (GFOA) Certificate of Excellence in Financial Reporting	1	1	1

**What We Have Accomplished...**

- Completed training personnel in new duties after reorganization.
- Finalized changes to workflow processes for capital asset tracking and reporting.

**What We Expect to Accomplish...**

- Transition to new citywide Enterprise Resource Planning (ERP) system.
- Automate monthly and annual financial reports via the new citywide Enterprise Resource Planning (ERP) system.
- Create a Popular Annual Financial Report.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$280,046	\$240,000	\$242,118	\$240,000	\$0	\$0	\$240,000
	511105	Part Time Employees		\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime		\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$16,661	\$14,900	\$14,555	\$14,900	\$0	\$0	\$14,900
	512300	Medicare	\$3,897	\$3,480	\$3,404	\$3,480	\$0	\$0	\$3,480
	512400	Retirement Contributions	\$37,133	\$31,850	\$31,847	\$31,850	\$1,075	\$0	\$32,925
	512401	Deferred Compensation	\$2,481	\$2,400	\$2,345	\$2,400	\$400	\$0	\$2,800
	521201	Professional Services	\$103,010	\$130,000	\$171,000	\$130,000	\$0	\$0	\$130,000
	521300	Technical Services	\$7,416	\$0	\$0	\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
	522310	Rental Of Land And Buildings		\$0	\$0	\$0	\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$3,973	\$3,500	\$3,676	\$3,500	\$976	\$0	\$4,476
	523210	Communication Services	\$79	\$0	\$0	\$0	\$0	\$0	\$0
	523220	Postage	\$719	\$350	\$350	\$350	\$10	\$0	\$360
	523400	Printing And Binding	\$1,994	\$3,700	\$2,200	\$3,700	(\$1,000)	\$0	\$2,700
	523500	Travel	\$1,279	\$4,672	\$390	\$4,672	(\$488)	\$0	\$4,184
	523600	Dues And Fees	\$1,631	\$2,740	\$1,675	\$2,740	\$0	\$0	\$2,740
	523700	Education And Training	\$1,481	\$3,238	\$1,082	\$3,238	(\$375)	\$0	\$2,863
	523800	Licenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523851	Contracted Temporary Labor		\$0	\$0	\$0	\$0	\$0	\$0
	523901	Bank Fees / Charges	\$27,432	\$0	\$0	\$0	\$0	\$0	\$0
	531270	Gasoline/ Diesel	\$25	\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$215	\$1,800	\$1,800	\$1,800	\$0	\$0	\$1,800
	531610	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531730	Miscellaneous		\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$53,806	\$39,000	\$39,000	\$39,000	(\$2,000)	\$0	\$37,000
	<b>10016121 Total</b>		<b>\$543,279</b>	<b>\$481,630</b>	<b>\$515,442</b>	<b>\$481,630</b>	<b>(\$1,402)</b>	<b>\$0</b>	<b>\$480,228</b>

**Accounts Receivable  
10016122**

*Mission Statement... To manage and maintain the billings of the City while providing quality customer service*

*Services Provided... Property Tax, Utility Billing, False Alarms, Fire Alarms, Storm Water, and various other billings for the City*

*Customers... Citizens; City Management; Attorneys; Developers; Government Entities; Homeowner Associations; Local Businesses; Organizations; Public*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Reduced Abandoned Calls	0%	8%	7%

**What We Have Accomplished...**

- Improved our method of finding unbilled accounts for increased revenue.
- Completed department reorganization including re-assignment and training of position job duties.

**What We Expect to Accomplish...**

- Continue to improve our method of evaluating the tax digest for increased assessments to enable us to supplemental bill and increase revenue.
- Training for Property Tax Module in the new citywide Enterprise Resource Planning (ERP) system.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$293,574	\$242,000	\$243,499	\$242,000	(\$5,000)	\$0	\$237,000
	511105	Part Time Employees	\$7,519	\$0		\$0	\$0	\$0	\$0
	511200	Temporary Employees	\$0	\$0		\$0	\$0	\$0	\$0
	511300	Overtime	\$0	\$0		\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$17,993	\$15,100	\$14,673	\$15,100	(\$300)	\$0	\$14,800
	512300	Medicare	\$4,208	\$3,510	\$3,423	\$3,510	(\$70)	\$0	\$3,440
	512400	Retirement Contributions	\$48,153	\$27,300	\$27,297	\$27,300	\$5,233	\$0	\$32,533
	512401	Deferred Compensation	\$2,103	\$1,500	\$2,964	\$1,500	\$300	\$0	\$1,800
	521201	Professional Services	\$1,537	\$0		\$0	\$0	\$0	\$0
	521300	Technical Services	\$1,600	\$0	\$1,600	\$0	\$0	\$0	\$0
	521400	Contract Services	\$4,541	\$0		\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance	\$6,845	\$0		\$0	\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$4,294	\$0	\$500	\$0	\$0	\$0	\$0
	523210	Communication Services	\$0	\$0	\$10,500	\$0	\$0	\$0	\$0
	523220	Postage	\$95,248	\$110,000	\$95,000	\$110,000	\$0	\$0	\$110,000
	523300	Advertising		\$0		\$0	\$0	\$0	\$0
	523400	Printing And Binding	\$50,987	\$64,000	\$64,000	\$64,000	\$0	\$0	\$64,000
	523500	Travel	\$655	\$975	\$300	\$975	\$0	\$0	\$975
	523600	Dues And Fees	\$81	\$55	\$63	\$55	\$0	\$0	\$55
	523700	Education And Training	\$785	\$685	\$400	\$685	\$0	\$0	\$685
	523851	Contracted Temporary Labor	\$13,026	\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$319	\$500	\$500	\$500	\$0	\$0	\$500
	531605	Machinery And Equipment-Operating		\$0		\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating		\$0		\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating		\$0		\$0	\$0	\$0	\$0
	531720	Uniforms		\$0		\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$68,656	\$58,500	\$58,500	\$58,500	(\$3,000)	\$0	\$55,500
	<b>10016122 Total</b>		<b>\$622,124</b>	<b>\$524,125</b>	<b>\$523,219</b>	<b>\$524,125</b>	<b>(\$2,837)</b>	<b>\$0</b>	<b>\$521,288</b>

## Cash Disbursements 10016123

**Mission Statement...** To provide timely and accurate payments to vendors of the City and accurate reporting of payments for 1099 and unclaimed property

**Services Provided...** Issuance of checks for all departments to pay city obligations; stop payments and void and issue 1099s annually

**Customers...** City wide staff; Elected Officials; Government Entities; Vendors; Auditors and Banking Representatives

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Average number of days to process invoice to payment	14	10	10

### What We Have Accomplished...

- Successful transition to new Accounts Payable module in the new citywide Enterprise Resource Planning (ERP) system.
- Processed 1099 forms in a timely manner.

### What We Expect to Accomplish...

- Process check runs more efficiently on terms of invoices.
- Continue training and implementation of new business processes in the new citywide Enterprise Resource Planning (ERP) system.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$120,007	\$107,000	\$111,117	\$107,000	(\$1,000)	\$0	\$106,000
	511105	Part Time Employees	\$6,192	\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime	\$15	\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$7,601	\$6,700	\$6,843	\$6,700	(\$60)	\$0	\$6,640
	512300	Medicare	\$1,755	\$1,560	\$1,600	\$1,560	(\$10)	\$0	\$1,550
	512400	Retirement Contributions	\$15,692	\$14,410	\$14,410	\$14,410	\$93	\$0	\$14,503
	512401	Deferred Compensation	\$885	\$800	\$722	\$800	\$100	\$0	\$900
	522205	Repairs And Maintenance	\$774	\$1,025	\$609	\$1,025	(\$400)	\$0	\$625
	522320	Rental Of Equipment And Vehicles	\$596	\$1,500	\$880	\$1,500	\$0	\$0	\$1,500
	523220	Postage	\$3,671	\$4,880	\$4,850	\$4,880	\$0	\$0	\$4,880
	523400	Printing And Binding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523500	Travel	\$48	\$0	\$0	\$0	\$0	\$0	\$0
	523600	Dues And Fees	\$349	\$175	\$80	\$175	\$0	\$0	\$175
	523700	Education And Training	\$805	\$600	\$550	\$600	(\$300)	\$0	\$300
	531105	Supplies	\$780	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$23,563	\$29,250	\$29,250	\$29,250	(\$1,500)	\$0	\$27,750
	<b>10016123 Total</b>		<b>\$182,733</b>	<b>\$167,900</b>	<b>\$170,911</b>	<b>\$167,900</b>	<b>(\$3,077)</b>	<b>\$0</b>	<b>\$164,823</b>

**Treasury  
10016151**

**Mission Statement...** To ensure effective cash management and provide timely cash flow analysis in order to maximize earnings on the investment portfolio

**Services Provided...** monthly investment reports, track/purchases/sales of investments, monitor all bank transaction and service charges/fees, reconciliation of all City bank accounts, manage department surplus item requests, monitor various contract agreements, vehicle registration for tag/title, debt service payments

**Customers...** Citizens; City wide staff; Government Entities; Organizations; Bankers, auditors, bonding agencies and investment brokers

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percent of all bank reconciliations completed prior to 18th of each month	65%	75%	85%

**What We Have Accomplished...**

- Issued monthly investment reports.
- Improved timeliness of bank reconciliations.
- Processed surplus property timely and according to the procedures

**What We Expect to Accomplish...**

- Utilize Bank Reconciliation Module in the new citywide Enterprise Resource Planning (ERP) system to prepare bank reconciliations.
- Provide a cash flow analysis for effective cash management.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	FY 2013 Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$22,914	\$51,000	\$47,132	\$51,000	(\$5,000)	\$0	\$46,000
	511200	Temporary Employees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$1,406	\$3,200	\$2,824	\$3,200	(\$300)	\$0	\$2,900
	512300	Medicare	\$329	\$740	\$660	\$740	(\$70)	\$0	\$670
	512400	Retirement Contributions		\$6,070	\$6,069	\$6,070	\$202	\$0	\$6,272
	512401	Deferred Compensation		\$600	\$0	\$600	(\$200)	\$0	\$400
	521201	Professional Services	\$0	\$3,500	\$3,250	\$3,500	\$0	\$0	\$3,500
	521400	Contract Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	522320	Rental Of Equipment And Vehicles	\$34	\$1,200	\$821	\$1,200	\$0	\$0	\$1,200
	523220	Postage	\$31	\$0	\$175	\$0	\$0	\$0	\$0
	523400	Printing And Binding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523500	Travel	\$64	\$0	\$64	\$0	\$1,418	\$0	\$1,418
	523600	Dues And Fees	\$183	\$340	\$340	\$340	\$0	\$0	\$340
	523700	Education And Training	\$145	\$162	\$162	\$162	\$675	\$0	\$837
	523901	Bank Fees / Charges	\$133,870	\$125,000	\$119,000	\$125,000	(\$20,000)	\$0	\$105,000
	531230	Electricity	\$0	\$664	\$664	\$664	\$0	\$0	\$664
	531270	Gasoline/ Diesel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$383	\$100	\$50	\$100	\$0	\$0	\$100
	531615	Computer Equipment-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution		\$9,750	\$9,750	\$9,750	(\$500)	\$0	\$9,250
	<b>10016151 Total</b>		<b>\$159,359</b>	<b>\$202,326</b>	<b>\$190,961</b>	<b>\$202,326</b>	<b>(\$23,775)</b>	<b>\$0</b>	<b>\$178,551</b>

## Cash Receipting 10016152

*Mission Statement...To provide timely receipting, posting, and depositing of funds received*

*Services Provided... Receipt and process all funds received by the City*

*Customers... Citizens; City wide staff; Government Entities; Bankers*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Receipts posted same day of deposits	95%	98%	98%

### What We Have Accomplished...

- Reduced number of deposit adjustments.
- Go-Live with Miscellaneous Cash Receipting Module in the new citywide Enterprise Resource Planning (ERP) system.

### What We Expect to Accomplish...

- Preparing to Go-Live with Taxes Module.
- More efficient time from receiving of payment to posting to customer account.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$58,092	\$109,000	\$120,484	\$109,000	\$0	\$0	\$109,000
	511105	Part Time Employees	\$9,351	\$0	\$19,661	\$0	\$20,800	\$0	\$20,800
	511200	Temporary Employees	\$0	\$20,800	\$0	\$20,800	(\$20,800)	\$0	\$0
	511300	Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$3,990	\$8,100	\$8,361	\$8,100	\$0	\$0	\$8,100
	512300	Medicare	\$933	\$1,890	\$1,934	\$1,890	\$0	\$0	\$1,890
	512400	Retirement Contributions	\$0	\$19,340	\$19,340	\$19,340	(\$4,445)	\$0	\$14,895
	512401	Deferred Compensation	\$200	\$400	\$404	\$400	\$100	\$0	\$500
	521201	Professional Services	\$391	\$3,500	\$750	\$3,500	\$0	\$0	\$3,500
	521400	Contract Services	\$3,400	\$0	\$11,550	\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance	\$2,765	\$11,065	\$12,173	\$11,065	\$0	\$0	\$11,065
	523200	Rental Of Equipment And Vehicles	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0
	523220	Postage	\$813	\$0	\$350	\$0	\$0	\$0	\$0
	523400	Printing And Binding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	523500	Travel	\$0	\$50	\$50	\$50	\$0	\$0	\$50
	523600	Dues And Fees	\$0	\$0	\$15	\$0	\$0	\$0	\$0
	523700	Education And Training	\$0	\$199	\$199	\$199	\$0	\$0	\$199
	531400	Books And Periodicals	\$204	\$0	\$468	\$0	\$750	\$0	\$750
	531615	Computer Equipment-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$19,907	\$29,250	\$29,250	\$29,250	(\$1,500)	\$0	\$27,750
	<b>10016152 Total</b>		<b>\$100,045</b>	<b>\$203,594</b>	<b>\$225,989</b>	<b>\$203,594</b>	<b>(\$5,095)</b>	<b>\$0</b>	<b>\$198,499</b>

**Purchasing  
10016170**

***Mission Statement...** To obtain needed goods and services by the most efficient and effective methods while providing the highest level of service and courtesy to our customers*

***Services Provided...** Procurement Management, Contract Management and Purchasing of Construction, Equipment, Services, and Supplies*

***Customers...** Citizens; City wide staff; Attorneys; Elected Officials; Government Entities; Vendors; Auditors*

<b>Outcome Measure...</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Approved</b>
% of Office Supplies to be Recycled	40%	40%	42%

**What We Have Accomplished...**

- Hold the second annual "Vendor Orientation" to educate vendors in how to do business with the City of Roswell.
- Received the "Achievement in Excellence in Procurement" Award from the National Purchasing Institute for the seventh consecutive year.
- Transitioned to new Purchasing Module in the new citywide Enterprise Resource Planning (ERP) system.

**What We Expect to Accomplish...**

- Earn the "Achievement in Excellence in Procurement" Award from the National Purchasing Institute for the eighth consecutive year.
- E-Commerce and E-Procurement initiatives, to include electronic approvals and processing, vendor self-maintained registration database, on-line receipt of bids, and issuance of electronic purchasing orders to vendors.
- Strive to achieve full functionality of the new citywide Enterprise Resource Planning (ERP) system pertaining to using the National Institute of Governmental Purchasing (NGIP) commodity and service codes in order to provide spend analysis including "green" initiatives.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$155,449	\$152,000	\$152,425	\$152,000	\$0	\$0	\$152,000
	511105	Part Time Employees	\$10,969	\$0	\$14,662	\$0	\$17,250	\$0	\$17,250
	511300	Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$9,967	\$9,500	\$10,394	\$9,500	\$0	\$0	\$9,500
	512300	Medicare	\$2,331	\$2,210	\$2,391	\$2,210	\$0	\$0	\$2,210
	512400	Retirement Contributions	\$24,196	\$20,100	\$20,100	\$20,100	\$674	\$0	\$20,774
	512401	Deferred Compensation	\$1,016	\$1,100	\$1,124	\$1,100	\$200	\$0	\$1,300
	521201	Professional Services	\$0	\$5,000	\$12,500	\$5,000	\$0	\$0	\$5,000
	522205	Repairs And Maintenance	\$189	\$500	\$475	\$500	\$0	\$0	\$500
	522320	Rental Of Equipment And Vehicles	\$1,207	\$1,500	\$1,377	\$1,500	\$0	\$0	\$1,500
	523210	Communication Services	\$46	\$0	\$0	\$0	\$0	\$0	\$0
	523220	Postage	\$238	\$500	\$500	\$500	\$0	\$0	\$500
	523300	Advertising	\$3,260	\$4,500	\$4,250	\$4,500	\$0	\$0	\$4,500
	523400	Printing And Binding	\$1,105	\$1,750	\$1,410	\$1,750	(\$1,250)	\$0	\$500
	523500	Travel	\$0	\$1,699	\$1,625	\$1,699	\$0	\$0	\$1,699
	523600	Dues And Fees	\$1,270	\$1,105	\$800	\$1,105	(\$75)	\$0	\$1,030
	523700	Education And Training	\$255	\$1,315	\$1,395	\$1,315	\$0	\$0	\$1,315
	523851	Contracted Temporary Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531230	Electricity	\$139	\$0	\$304	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$173	\$403	\$376	\$403	\$0	\$0	\$403
	531615	Computer Equipment-Operating	\$43	\$0	\$0	\$0	\$0	\$0	\$0
	531720	Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$33,313	\$29,250	\$29,250	\$29,250	(\$1,500)	\$0	\$27,750
<b>10016170</b>	<b>Total</b>		<b>\$245,166</b>	<b>\$232,432</b>	<b>\$255,358</b>	<b>\$232,432</b>	<b>\$15,299</b>	<b>\$0</b>	<b>\$247,731</b>





# Fire Department

## Mission Statement

To protect the lives and property of all individuals throughout the City of Roswell.

### Who we are...

The Roswell Fire Department employs 18 full time and 143 part time personnel dedicated to providing fire protection and emergency medical services to the citizens of Roswell. These highly trained men and women staff seven fire stations on a 24 hour basis and respond to approximately 30 emergency calls a day. In addition the department maintains an aggressive fire prevention program recognized as one of the premiere programs in Georgia.

# Fire Department

## What We Have Accomplished...

- Upgraded outdated cardiac monitors and fire apparatus.
- Expanded station staffing on some shifts, some days from 23 to 25 without increasing budgetary funding by utilizing firemen fees surpluses each pay period and reallocating those funds to the next pay period to pay for the additional staffing.
- Initiated a study to track utility costs at all fire stations and RAPSTC to identify cost savings and consolidated all station supply depots to improve distribution controls.
- Recognition of the Roswell Fire Department for the top award in the Georgia Burn Foundation Fundraiser.

## What We Expect to Accomplish...

- Continue to seek ways to improve the average response time to emergencies by reviewing policies and procedures, while maintaining due regard for the safety of the firefighters and others using the roadways.
- Finalize location and plans to replace the existing Station 4 with a new Leadership in Energy & Environmental Design (LEED) Certified structure to provide better service to the Station 4 Response District and surrounding districts.
- Increase staffing from 23 to 25 to allow all shifts, all days to be assigned (3) personnel on all seven engines. This will provide us the ability to mount a fast attack on fires with the first engine company on scene and provide for increased firefighter safety.

# Fire Department

## Opportunities...

Over the past couple years the Department command staff worked on the development of a long term plan to transform the department from a fire department staffed with part time firefighters to a full time department. The initial phase of this plan was implemented in FY 2011 with the hiring of three full time Battalion Chiefs to provide constant, 24 hour management of all fire department emergency and day to day activities. The next phase is Increasing staffing from 23 to 25 to allow for (3) personnel on all seven engines resulting in the ability to mount a fast attack on fires with the first engine company on scene and provides for increased firefighter safety.

The department has created opportunities to reduce operation costs by re-organizing the manner in which it purchases, stocks, distributes, tracks, and reclaims all department supplies; and has established new preventative maintenance guidelines for all vehicles, buildings, and major assets thereby resulting in proactive spending instead of reactive spending. The department revamped all aspects of the distribution of medical supplies, pharmaceuticals, and medications not only to ensure compliance with State law but also to take advantage of rebates for returning expired medications to the supplier.

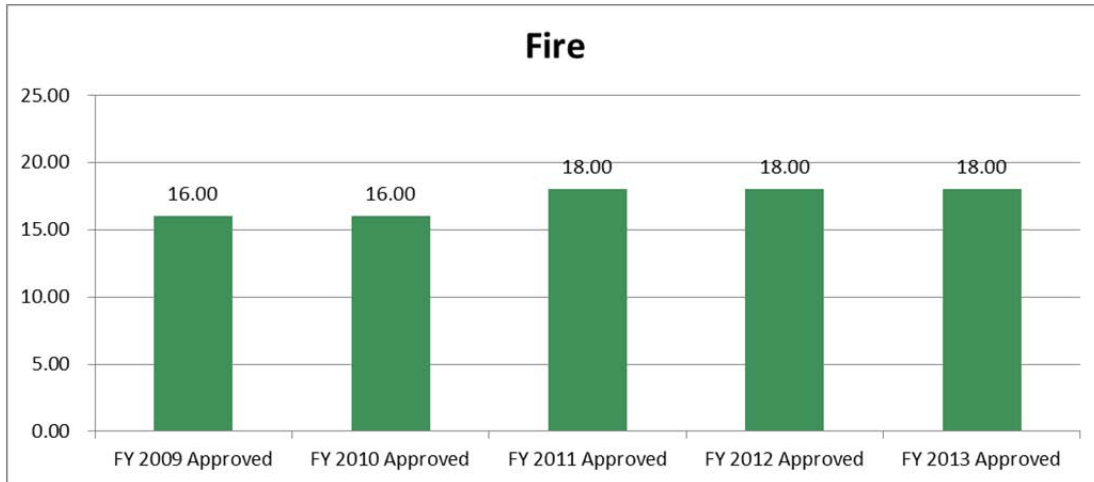
## Challenges...

The department projects the call volume to increase above 7,000 calls for service this fiscal year. While this may pose a challenge to the department, statistics show the greatest call volume is on Tuesdays and Fridays, with Thursday a close third. Call volume peaks between 11 AM and 1 PM during these days and again at 5PM. The Command Staff will look at ways to meet this challenge by maximizing personnel during higher call volume days and times.

Another challenge facing the department in FY 2013 is the projected increase in energy costs and fuel. The department has been tracking the fuel costs for each vehicle and the energy costs for each station. The Command Staff is analyzing ways to lessen the impact of these costs by implementing cost saving measures such as replacing conventional lights with LED lights, installing motion sensor light switches, reducing non-emergency vehicle usage, and installing programmable thermostats in Heating, Ventilation and Cooling systems.

# Fire Department

Fund	FY 13 Total	
	Approved	Full Time Positions
100 - General Fund	\$6,723,159	18
350 - Capital Projects Fund	\$1,992,378	
<b>Grand Total</b>	<b>\$8,715,537</b>	<b>18</b>



**Personnel Changes:**

**FY 2011:** Net (2) Full-Time positions through the ERIP and Restructuring: (1) Deputy Chief of Logistics position was eliminated and (3) Battalion Commanders were added as Phase 1 of Department re-organization into a Hybrid Fire Department. Also, (1) Fire Marshal position was upgraded to (1) Deputy Fire Chief of Fire Prevention.

# Fire Department

## General Fund

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>100 - General Fund</b>									
	511100	Regular Employees	\$1,034,198	\$1,069,000	\$1,069,000	\$1,069,000	\$4,000	\$0	\$1,073,000
	511300	Overtime	\$43,501	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000
	512200	Social Security (FICA) Contributions	\$247,295	\$256,100	\$256,100	\$256,100	\$200	\$0	\$256,300
	512300	Medicare	\$57,852	\$59,870	\$59,870	\$59,870	\$60	\$0	\$59,930
	512400	Retirement Contributions	\$115,711	\$141,800	\$123,220	\$141,800	\$5,579	\$0	\$147,379
	512401	Deferred Compensation	\$5,888	\$6,100	\$6,100	\$6,100	\$1,400	\$0	\$7,500
	521201	Professional Services	\$215	\$500	\$500	\$500	\$0	\$0	\$500
	521300	Technical Services	\$44,765	\$41,228	\$41,228	\$41,228	(\$15,960)	\$14,995	\$40,263
	521400	Contract Services	\$132,250	\$136,218	\$136,218	\$136,218	\$0	\$4,087	\$140,305
	522140	Repairs And Maintenance - Grounds	\$13,330	\$18,753	\$29,265	\$18,753	\$0	\$8,280	\$27,033
	522205	Repairs And Maintenance	\$156,760	\$147,485	\$159,539	\$147,485	\$15,960	\$11,068	\$174,513
	522210	Vehicle Repair	\$39,129	\$50,250	\$56,946	\$50,250	\$0	\$0	\$50,250
	522215	Garage Base Rate					\$26,220	\$0	\$26,220
	522216	Mechanics Rate					\$30,524	\$0	\$30,524
	522310	Rental Of Land And Buildings	\$0	\$1,200	\$0	\$1,200	\$0	\$15,000	\$16,200
	522320	Rental Of Equipment And Vehicles	\$12,305	\$15,309	\$18,081	\$15,309	(\$1)	\$0	\$15,308
	523210	Communication Services	\$26,539	\$36,750	\$39,366	\$36,750	\$380	\$0	\$37,130
	523220	Postage	\$1,392	\$2,250	\$2,250	\$2,250	\$0	\$0	\$2,250
	523300	Advertising	\$0	\$900	\$200	\$900	\$0	\$0	\$900
	523400	Printing And Binding	\$1,715	\$3,500	\$3,500	\$3,500	\$0	\$0	\$3,500
	523500	Travel	\$4,389	\$5,902	\$5,902	\$5,902	\$0	\$2,008	\$7,910
	523600	Dues And Fees	\$3,423	\$3,700	\$3,700	\$3,700	\$0	\$0	\$3,700
	523700	Education And Training	\$2,141	\$2,990	\$2,990	\$2,990	\$0	\$4,556	\$7,546
	531105	Supplies	\$123,987	\$132,669	\$140,864	\$132,669	(\$2,117)	\$0	\$130,552
	531120	Vehicle Parts And Supplies	\$65,639	\$77,712	\$81,079	\$77,712	(\$292)	\$0	\$77,420
	531250	Oil	\$1,375	\$1,020	\$1,287	\$1,020	\$0	\$0	\$1,020
	531270	Gasoline/ Diesel	\$90,026	\$118,996	\$124,363	\$118,996	\$1	\$28,233	\$147,230
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$3,908	\$6,006	\$6,112	\$6,006	\$0	\$0	\$6,006
	531605	Machinery And Equipment-Operating	\$71,079	\$114,616	\$140,135	\$114,616	(\$130)	\$1,800	\$116,286
	531610	Furniture/Fixtures-Operating	\$2,332	\$9,356	\$9,356	\$9,356	\$0	\$0	\$9,356
	531615	Computer Equipment-Operating	\$118	\$7,197	\$7,197	\$7,197	\$0	\$0	\$7,197
	531620	Communication Equipment-Operating	\$1,276	\$8,247	\$8,247	\$8,247	\$0	\$0	\$8,247
	531720	Uniforms	\$36,877	\$51,325	\$62,706	\$51,325	(\$1,830)	\$0	\$49,495
	542100	Machinery		\$0	\$0	\$0	\$0	\$0	\$0
	542200	Vehicles		\$0	\$0	\$0	\$0	\$0	\$0
	552400	Risk/Liability Contribution	\$90,677	\$63,293	\$63,293	\$63,293	\$21,846	\$0	\$85,139
	553100	Group Insurance Contribution	\$185,400	\$175,500	\$175,500	\$175,500	(\$9,000)	\$0	\$166,500
	554100	Workers Comp Contribution	\$49,925	\$142,488	\$142,488	\$142,488	(\$2)	\$0	\$142,486
	523800	Licenses	\$53	\$2,450	\$2,450	\$2,450	(\$25)	\$0	\$2,425
	539999	Special Events Contra Account	(\$3,932)	\$0	\$0	\$0	\$0	\$0	\$0
	531210	Water / Sewerage	\$7,753	\$10,675	\$11,427	\$10,675	\$0	\$0	\$10,675
	531230	Electricity	\$81,441	\$86,256	\$86,779	\$86,256	\$1,500	\$0	\$87,756
	531240	Bottled Gas	\$5,549	\$11,376	\$14,128	\$11,376	\$0	\$0	\$11,376
	611350	Operating Transfers Out - Capital Projects Fund					\$0	\$51,000	\$51,000
	531215	Stormwater Utility Fee	\$0	\$0	\$1,900	\$0	\$1,900	\$0	\$1,900
	511115	Firefighter's Fees	\$2,947,888	\$3,009,000	\$3,009,000	\$3,009,000	\$0	\$329,835	\$3,338,835
	523100	Property And Liability Insurance	\$8,502	\$11,947	\$11,947	\$11,947	\$0	\$0	\$11,947
	523852	Instruction Fees	\$12,000	\$17,975	\$17,975	\$17,975	\$0	\$0	\$17,975
	531220	Natural Gas	\$33,011	\$46,575	\$46,075	\$46,575	(\$1,500)	\$0	\$45,075
	523902	Sanitation Services	\$1,410	\$1,600	\$1,600	\$1,600	\$0	\$0	\$1,600
	522130	Custodial	\$16,695	\$17,500	\$1,800	\$17,500	\$0	\$0	\$17,500
<b>100 - General Fund Total</b>			<b>\$5,775,786</b>	<b>\$6,173,584</b>	<b>\$6,231,683</b>	<b>\$6,173,584</b>	<b>\$78,713</b>	<b>\$470,862</b>	<b>\$6,723,159</b>

# Fire Department

## General Fund

### Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$6,173,584.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	(\$4,014.00)
Salary and Benefit Adjustments	\$2,237.00
Risk and Liability Adjustments	\$21,846.00
Fleet Services Fund	\$56,744.00
Stormwater Fees Adjustment	\$1,900.00
<b>FY 2013 Approved Base Budget</b>	<b>\$6,252,297.00</b>
Increase station staffing from 23 to 25 personnel	\$270,835.00
Hydrostatic testing for (180) SCBA bottles, (3) Aerial ladder bottles, and (16) Air Cascade bottles required by NFPA Standards	\$8,280.00
E Pro Staffing Service used by firefighters to submit their 28 day work schedule	\$4,200.00
Rural Metro Ambulance contract (3% annual increase)	\$4,087.00
Merit of \$.25 an hour for firefighter's fees	\$59,000.00
Property Lease for Station 4.	\$15,000.00
Firehouse Software and licenses (7)	\$2,100.00
Repair and Maintenance increases to contracts and Trade Vendor prices	\$19,763.00
Education and Training	\$6,564.00
Replace the existing LCD projectors with Epson Interactive Projector. Replacement program would include one projector each year for four years	\$1,800.00
Transfer out to Capital Projects Fund for Fire Truck Lease payment	\$51,000.00
Fuel increases	\$28,233.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$6,723,159.00</b>
Cardiac Monitor Replacement program	\$62,654.00
Advanced CPR Manikin	\$8,000.00
Backup repeaters for Police and Fire	\$75,000.00
RAPSTC Gun Lockers	\$9,724.00
Fire Apparatus Replacement - Lease Payment	\$51,000.00
Fire Apparatus Replacement (Ladder) - Lease Payment	\$136,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$7,065,537.00</b>

## Fire Administration Division 10035101

*Mission Statement... Provide the necessary resources for the Fire Department to complete their mission and respond to requests from our customers*

*Services Provided... Ensure firefighters have the appropriate resources to complete their mission through efficient management of the department's funding; develop and validate a budget that reflects the needs of the department; and answer questions and requests from citizens and elected officials*

*Customers... Citizens; City wide staff; Elected Officials; Government Entities; and Firefighters*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percentage of reports quality checked	100%	100%	100%

### What We Have Accomplished...

- Completed a joint study with the Police Department to determine the feasibility of eliminating the Roswell 911 Center and contracting emergency communications through Chattcom.
- Remodeled the methods for purchasing, inventorying, tracking, and destroying all narcotics, medications, and IV solutions carried on the Advanced Cardiac Life Support units reducing overall costs and complying with State and Federal regulations.
- Expanded station staffing from 23 to 25 on some shifts, some days, without increasing budgetary funding by monitoring firemen fees surpluses each pay period and reallocating those funds to the next pay period to pay for the additional staffing.

### What We Expect to Accomplish...

- Modify existing box alarm assignments to leverage all aspects of the new 911 dispatching software and the automatic vehicle location software.

Org	Account	Account Title	FY 11 Acutal	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10035101</b>									
	511100	Regular Employees	\$149,695	\$141,000	\$141,000	\$141,000	\$0	\$0	\$141,000
	512200	Social Security (FICA) Contributions	\$9,064	\$8,800	\$8,800	\$8,800	\$0	\$0	\$8,800
	512300	Medicare	\$2,137	\$2,050	\$2,050	\$2,050	\$0	\$0	\$2,050
	512400	Retirement Contributions	\$19,165	\$18,580	\$0	\$18,580	\$626	\$0	\$19,206
	512401	Deferred Compensation	\$1,187	\$1,300	\$1,300	\$1,300	\$200	\$0	\$1,500
	522205	Repairs And Maintenance	\$0	\$250	\$250	\$250	\$0	\$0	\$250
	522210	Vehicle Repair	\$33	\$600	\$600	\$600	\$0	\$0	\$600
	522215	Garage Base Rate					\$690	\$0	\$690
	522216	Mechanics Rate					\$252	\$0	\$252
	522310	Rental Of Land And Buildings	\$0	\$1,200	\$0	\$1,200	\$0	\$0	\$1,200
	522320	Rental Of Equipment And Vehicles	\$6,030	\$7,541	\$8,977	\$7,541	(\$1)	\$0	\$7,540
	523210	Communication Services	\$1,276	\$1,848	\$1,600	\$1,848	\$0	\$0	\$1,848
	523220	Postage	\$1,155	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
	523500	Travel	\$908	\$886	\$886	\$886	\$0	\$432	\$1,318
	523600	Dues And Fees	\$601	\$560	\$560	\$560	\$0	\$0	\$560
	523700	Education And Training	\$224	\$475	\$475	\$475	\$0	\$0	\$475
	531105	Supplies	\$2,617	\$8,857	\$8,800	\$8,857	\$0	\$0	\$8,857
	531120	Vehicle Parts And Supplies	\$267	\$1,075	\$1,000	\$1,075	\$0	\$0	\$1,075
	531250	Oil	\$67	\$25	\$50	\$25	\$0	\$0	\$25
	531270	Gasoline/ Diesel	\$1,891	\$2,667	\$2,600	\$2,667	\$1	\$0	\$2,668
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals		\$0	\$0	\$0	\$0	\$0	\$0
	531605	Machinery And Equipment-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531620	Communication Equipment-Operating	\$0	\$1,132	\$1,132	\$1,132	\$0	\$0	\$1,132
	531720	Uniforms	\$983	\$2,120	\$2,120	\$2,120	\$0	\$0	\$2,120
	552400	Risk/Liability Contribution	\$90,677	\$63,293	\$63,293	\$63,293	\$21,846	\$0	\$85,139
	553100	Group Insurance Contribution	\$19,500	\$19,500	\$19,500	\$19,500	(\$1,000)	\$0	\$18,500
	554100	Workers Comp Contribution	\$49,925	\$142,488	\$142,488	\$142,488	(\$2)	\$0	\$142,486
	523800	Licenses	\$0	\$100	\$100	\$100	\$0	\$0	\$100
	539999	Special Events Contra Account	(\$3,932)	\$0	\$0	\$0	\$0	\$0	\$0
	611350	Operating Transfers Out - Capital Projects Fund					\$0	\$51,000	\$51,000
<b>10035101 Total</b>			<b>\$353,470</b>	<b>\$428,347</b>	<b>\$409,581</b>	<b>\$428,347</b>	<b>\$22,612</b>	<b>\$51,432</b>	<b>\$502,391</b>

**Fire Suppression Division  
10035200**

***Mission Statement...** Respond to emergency situations for the purpose of life safety, incident stabilization, and property conservation*

***Services Provided...** Respond to emergencies involving fire, medical, rescue, hazardous materials, and acts of terrorism; provide mutual aid resources to neighboring jurisdictions; perform public relations functions; and perform commercial site surveys for pre-fire planning purposes*

***Customers...** Citizens; Government Entities; Law Enforcement; Local Businesses; Medical Providers; Public*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Staffing fire stations is a critical function in the ability to respond to emergency calls for service and conduct public relations details.	21 per shift	23 per shift	25 per shift

**What We Have Accomplished...**

- Responded to 6,795 calls for emergency service and conducted 98 public relations details (108 customer contact hours) in FY 2011; current trends in call volume forecast over 7,000 calls for emergency services in FY2012.
- The average fire station staffing for FY11 was 21.4 personnel and increased to 23 personnel in the first half of FY2012.

**What We Expect to Accomplish...**

- Based on seven years of statistical data we are forecasting a 4% increase in the total number of calls for emergency services over the next year.



**Fire Suppression Division  
10035200**

Org	Account	Account Title	FY 11 Acutal	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10035200</b>									
	511100	Regular Employees	\$371,622	\$405,000	\$405,000	\$405,000	\$0	\$0	\$405,000
	511300	Overtime	\$43,501	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000
	512200	Social Security (FICA) Contributions	\$208,123	\$214,800	\$214,800	\$214,800	\$0	\$0	\$214,800
	512300	Medicare	\$48,674	\$50,230	\$50,230	\$50,230	\$0	\$0	\$50,230
	512400	Retirement Contributions	\$34,019	\$53,840	\$53,840	\$53,840	\$1,819	\$0	\$55,659
	512401	Deferred Compensation	\$1,885	\$1,800	\$1,800	\$1,800	\$600	\$0	\$2,400
	521300	Technical Services	\$42,011	\$38,343	\$38,343	\$38,343	(\$15,960)	\$13,865	\$36,248
	521400	Contract Services	\$132,250	\$136,218	\$136,218	\$136,218	\$0	\$4,087	\$140,305
	522140	Repairs And Maintenance - Grounds	\$10,832	\$12,408	\$20,880	\$12,408	\$0	\$8,280	\$20,688
	522205	Repairs And Maintenance	\$126,700	\$100,060	\$106,256	\$100,060	\$15,960	\$8,590	\$124,610
	522210	Vehicle Repair	\$34,673	\$45,300	\$51,996	\$45,300	\$0	\$0	\$45,300
	522215	Garage Base Rate					\$20,010	\$0	\$20,010
	522216	Mechanics Rate					\$26,807	\$0	\$26,807
	522310	Rental Of Land And Buildings		\$0	\$0	\$0	\$0	\$30,000	\$30,000
	522320	Rental Of Equipment And Vehicles		\$0	\$0	\$0	\$0	\$0	\$0
	523210	Communication Services	\$19,354	\$26,972	\$28,881	\$26,972	\$380	\$0	\$27,352
	523300	Advertising	\$0	\$700	\$0	\$700	\$0	\$0	\$700
	523400	Printing And Binding	\$462	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
	523500	Travel	\$1,307	\$2,642	\$2,642	\$2,642	\$0	\$1,576	\$4,218
	523600	Dues And Fees	\$1,141	\$1,680	\$1,680	\$1,680	\$0	\$0	\$1,680
	523700	Education And Training	\$1,305	\$1,775	\$1,775	\$1,775	\$0	\$1,650	\$3,425
	531105	Supplies	\$88,763	\$86,179	\$94,931	\$86,179	(\$2,117)	\$0	\$84,062
	531120	Vehicle Parts And Supplies	\$61,902	\$69,142	\$72,285	\$69,142	(\$292)	\$0	\$68,850
	531250	Oil	\$1,102	\$808	\$1,050	\$808	\$0	\$0	\$808
	531270	Gasoline/ Diesel	\$75,070	\$94,972	\$98,482	\$94,972	\$0	\$24,095	\$119,067
	531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$509	\$219	\$325	\$219	\$0	\$0	\$219
	531605	Machinery And Equipment-Operating	\$57,385	\$102,417	\$126,184	\$102,417	(\$130)	\$0	\$102,287
	531610	Furniture/Fixtures-Operating	\$2,332	\$8,356	\$8,356	\$8,356	\$0	\$0	\$8,356
	531615	Computer Equipment-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	531620	Communication Equipment-Operating	\$1,276	\$7,115	\$7,115	\$7,115	\$0	\$0	\$7,115
	531720	Uniforms	\$31,574	\$43,898	\$55,279	\$43,898	(\$1,830)	\$0	\$42,068
	542100	Machinery		\$0	\$0	\$0	\$0	\$0	\$0
	542200	Vehicles		\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$68,400	\$58,500	\$58,500	\$58,500	(\$3,000)	\$0	\$55,500
	523800	Licenses	\$53	\$1,850	\$1,850	\$1,850	\$0	\$0	\$1,850
	531210	Water / Sewerage	\$6,096	\$7,175	\$7,175	\$7,175	\$0	\$0	\$7,175
	531230	Electricity	\$60,296	\$65,279	\$65,279	\$65,279	\$0	\$0	\$65,279
	531240	Bottled Gas	\$1,760	\$2,240	\$2,240	\$2,240	\$0	\$0	\$2,240
	511115	Firefighter's Fees	\$2,947,888	\$3,009,000	\$3,009,000	\$3,009,000	\$0	\$329,835	\$3,338,835
	523100	Property And Liability Insurance	\$8,502	\$9,947	\$9,947	\$9,947	\$0	\$0	\$9,947
	523852	Instruction Fees	\$0	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
	531220	Natural Gas	\$31,231	\$43,575	\$43,575	\$43,575	\$0	\$0	\$43,575
<b>10035200 Total</b>			<b>\$4,521,998</b>	<b>\$4,758,940</b>	<b>\$4,832,414</b>	<b>\$4,758,940</b>	<b>\$42,247</b>	<b>\$421,978</b>	<b>\$5,223,165</b>

**Public Safety Training Facility Program  
10035400**

*Mission Statement...To provide professional training for public safety personnel*

*Services Provided... Provide continuing education, qualification, and certification courses for public safety personnel; curriculum research and development for all subject matter associated with public safety; maintain a public safety learning resource center; maintain training records of all students; and provide for facility maintenance*

*Customers... Government Entities; Law Enforcement; Medical Providers; All public safety employees*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Number of student instructional hours	40,277	45,600	50,600

**What We Have Accomplished...**

- Combined Roswell and Alpharetta students in core competency classes for Fire, Police, and Emergency Medical Services certifications.
- Established a Joint Training Committee with Sandy Springs, Milton, Roswell, Alpharetta, and Johns Creek to share topic expert instructors and certification classes.
- Completed the painting of the outside stucco of the Roswell Alpharetta Public Safety Training Center.

Accomplishments for the Roswell Fire Training Division (separate from RAPSTC) include:

- Completed all State required firefighter training by April to ensure full compliance with State law.
- Provided 530 hours of Fire and Emergency Medical Services training hours for Roswell Fire Department Personnel by the Training Division, including training all personnel on water rescue and emergency boating techniques on the Chattahoochee River.
- Successfully satisfied a training record audit conducted by the Georgia Firefighters Standards and Training Council.

**What We Expect to Accomplish...**

- Ensure all firefighters meet the minimum state standards for training to include fire, Emergency Medical Services, rescue, and Peace Officer Standards and Training (POST) training.
- Continue to offer Emergency Medical Training Certification courses with outside students paying tuition.
- Initiate energy cost savings procedures and policies.
- Decrease the cost per student instructional hour by increasing student instructional hours.
- Complete painting of several classrooms and replace broken or worn furniture.

**Public Safety Training Facility Program  
10035400**

Org	Account	Account Title	FY 11 Acutal	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10035400</b>									
	511100	Regular Employees	\$45,226	\$46,000	\$46,000	\$46,000	\$0	\$0	\$46,000
	512200	Social Security (FICA) Contributions	\$2,597	\$2,900	\$2,900	\$2,900	\$0	\$0	\$2,900
	512300	Medicare	\$607	\$670	\$670	\$670	\$0	\$0	\$670
	512400	Retirement Contributions	\$5,510	\$6,070	\$6,070	\$6,070	\$202	\$0	\$6,272
	512401	Deferred Compensation	\$458	\$500	\$500	\$500	\$100	\$0	\$600
	521300	Technical Services	\$2,379	\$1,135	\$1,135	\$1,135	\$0	\$1,130	\$2,265
	522140	Repairs And Maintenance - Grounds	\$2,498	\$6,345	\$8,385	\$6,345	\$0	\$0	\$6,345
	522205	Repairs And Maintenance	\$18,339	\$28,775	\$33,935	\$28,775	\$0	\$378	\$29,153
	522320	Rental Of Equipment And Vehicles	\$6,275	\$7,768	\$9,104	\$7,768	\$0	\$0	\$7,768
	523220	Postage	\$237	\$250	\$250	\$250	\$0	\$0	\$250
	523300	Advertising	\$0	\$200	\$200	\$200	\$0	\$0	\$200
	523400	Printing And Binding	\$0	\$200	\$200	\$200	\$0	\$0	\$200
	523500	Travel	\$0	\$100	\$100	\$100	\$0	\$0	\$100
	523600	Dues And Fees	\$25	\$150	\$150	\$150	\$0	\$0	\$150
	523700	Education And Training	\$0	\$100	\$100	\$100	\$0	\$0	\$100
	531105	Supplies	\$23,343	\$22,958	\$22,958	\$22,958	\$0	\$0	\$22,958
	531270	Gasoline/ Diesel	\$0	\$1,800	\$1,800	\$1,800	\$0	\$0	\$1,800
	531400	Books And Periodicals	\$833	\$2,550	\$2,550	\$2,550	\$0	\$0	\$2,550
	531605	Machinery And Equipment-Operating	\$3,362	\$5,149	\$6,401	\$5,149	\$0	\$1,800	\$6,949
	531610	Furniture/Fixtures-Operating	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	531615	Computer Equipment-Operating	\$118	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	531720	Uniforms	\$0	\$500	\$500	\$500	\$0	\$0	\$500
	553100	Group Insurance Contribution	\$9,750	\$9,750	\$9,750	\$9,750	(\$500)	\$0	\$9,250
	531210	Water / Sewerage	\$1,657	\$3,500	\$4,252	\$3,500	\$0	\$0	\$3,500
	531230	Electricity	\$21,145	\$20,977	\$21,500	\$20,977	\$1,500	\$0	\$22,477
	531240	Bottled Gas	\$3,275	\$8,190	\$10,942	\$8,190	\$0	\$0	\$8,190
	531215	Stormwater Utility Fee	\$0	\$0	\$1,900	\$0	\$1,900	\$0	\$1,900
	523100	Property And Liability Insurance	\$0	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
	523852	Instruction Fees	\$12,000	\$12,975	\$12,975	\$12,975	\$0	\$0	\$12,975
	531220	Natural Gas	\$1,780	\$3,000	\$2,500	\$3,000	(\$1,500)	\$0	\$1,500
	523902	Sanitation Services	\$1,410	\$1,600	\$1,600	\$1,600	\$0	\$0	\$1,600
	522130	Custodial	\$16,695	\$17,500	\$1,800	\$17,500	\$0	\$0	\$17,500
<b>10035400 Total</b>			<b>\$179,519</b>	<b>\$217,612</b>	<b>\$217,127</b>	<b>\$217,612</b>	<b>\$1,702</b>	<b>\$3,308</b>	<b>\$222,622</b>

**Fire Marshal Division  
10035102**

**Mission Statement...** Reduce the probability of fire through effective fire and life safety code enforcement and fire safety education

**Services Provided...** Fire and life safety code enforcement, fire safety education, fire investigations, and construction plan review

**Customers...** Citizens; City Boards; City wide staff; Court Officials, Defendants; Developers; Elected Officials; Government Entities; Homeowner Associations; Law Enforcement; Local Businesses; Public; School children

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of fire inspections	9,402	9,450	9,450

**What We Have Accomplished...**

The Fire Prevention Division has been the silent force behind Roswell’s low fire injury/death rate and fire property loss rate over the past 30 years. Accomplishments this past year include:

- Expanded the Fire Safety Education Program to include Child Safety Seat inspections and Parents Reducing Injuries in Driver Error (PRIDE) curriculum.
- Provided CPR Training to City employees.
- Maintained current levels of service with regards to inspections, pre-fire plans, hydrant maintenance, etc.
- Developed a Fire Department Facebook page.

**What We Expect to Accomplish...**

- Maintain current levels of fire prevention activities with regards to inspections, public safety education programs, plan review, and hydrant inspections.
- Raise citizen awareness of the Child Safety Seat Inspection program and the Parents Reducing Injuries in Driver Error (PRIDE) curriculum using social networking sites to increase participation.
- Participate in the State Fire Safety Blitz.
- Coordinate passage of three new fire safety ordinances with regards to false fire alarms, Knox Box gate switch requirements, and fire sprinkler requirement for commercial buildings.

**Fire Marshal Division  
10035102**

Org	Account	Account Title	FY 11 Acutal	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10035102</b>									
	<b>511100</b>	Regular Employees	\$467,655	\$477,000	\$477,000	\$477,000	\$4,000	\$0	\$481,000
	<b>511300</b>	Overtime		\$0	\$0	\$0	\$0	\$0	\$0
	<b>512200</b>	Social Security (FICA) Contributions	\$27,511	\$29,600	\$29,600	\$29,600	\$200	\$0	\$29,800
	<b>512300</b>	Medicare	\$6,434	\$6,920	\$6,920	\$6,920	\$60	\$0	\$6,980
	<b>512400</b>	Retirement Contributions	\$57,017	\$63,310	\$63,310	\$63,310	\$2,932	\$0	\$66,242
	<b>512401</b>	Deferred Compensation	\$2,358	\$2,500	\$2,500	\$2,500	\$500	\$0	\$3,000
	<b>521201</b>	Professional Services	\$215	\$500	\$500	\$500	\$0	\$0	\$500
	<b>521300</b>	Technical Services	\$375	\$750	\$750	\$750	\$0	\$0	\$750
	<b>522205</b>	Repairs And Maintenance	\$1,242	\$1,900	\$2,598	\$1,900	\$0	\$2,100	\$4,000
	<b>522210</b>	Vehicle Repair	\$4,423	\$4,350	\$4,350	\$4,350	\$0	\$0	\$4,350
	<b>522215</b>	Garage Base Rate					\$5,520	\$0	\$5,520
	<b>522216</b>	Mechanics Rate					\$3,465	\$0	\$3,465
	<b>523210</b>	Communication Services	\$5,909	\$7,930	\$8,885	\$7,930	\$0	\$0	\$7,930
	<b>523400</b>	Printing And Binding	\$1,253	\$1,800	\$1,800	\$1,800	\$0	\$0	\$1,800
	<b>523500</b>	Travel	\$2,174	\$2,274	\$2,274	\$2,274	\$0	\$0	\$2,274
	<b>523600</b>	Dues And Fees	\$1,656	\$1,310	\$1,310	\$1,310	\$0	\$0	\$1,310
	<b>523700</b>	Education And Training	\$612	\$640	\$640	\$640	\$0	\$2,906	\$3,546
	<b>531105</b>	Supplies	\$6,866	\$8,250	\$8,250	\$8,250	\$0	\$0	\$8,250
	<b>531120</b>	Vehicle Parts And Supplies	\$3,470	\$7,495	\$7,794	\$7,495	\$0	\$0	\$7,495
	<b>531250</b>	Oil	\$206	\$187	\$187	\$187	\$0	\$0	\$187
	<b>531270</b>	Gasoline/ Diesel	\$13,065	\$19,557	\$21,481	\$19,557	\$0	\$4,138	\$23,695
	<b>531400</b>	Books And Periodicals	\$2,566	\$3,237	\$3,237	\$3,237	\$0	\$0	\$3,237
	<b>531605</b>	Machinery And Equipment-Operating	\$2,027	\$2,300	\$2,300	\$2,300	\$0	\$0	\$2,300
	<b>531610</b>	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	<b>531720</b>	Uniforms	\$4,320	\$4,807	\$4,807	\$4,807	\$0	\$0	\$4,807
	<b>553100</b>	Group Insurance Contribution	\$87,750	\$87,750	\$87,750	\$87,750	(\$4,500)	\$0	\$83,250
	<b>523800</b>	Licenses		\$500	\$500	\$500	(\$25)	\$0	\$475
	<b>531240</b>	Bottled Gas	\$514	\$946	\$946	\$946	\$0	\$0	\$946
	<b>10035102 Total</b>		<b>\$699,617</b>	<b>\$735,813</b>	<b>\$739,689</b>	<b>\$735,813</b>	<b>\$12,152</b>	<b>\$9,144</b>	<b>\$757,109</b>

**Emergency Management Office  
10039200**

**Mission Statement...** To identify all possible disasters that can affect the City, develop a plan for the response and recovery of each, and implement those plans utilizing the National Incident Management System (NIMS) concepts and protocols

**Services Provided...** Management of City's emergency operations plan and continuity of operations plan, dissemination of emergency information, maintenance of weather alert system

**Customers...** Citizens; City Management; City wide staff; Elected Officials; Government Entities; Homeowner Associations; Law Enforcement; Local Businesses; Media; Medical Providers; Public

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of times Emergency Operations Center is mobilized	1	1	1

**What We Have Accomplished...**

- The Roswell Emergency Management Office activated the Emergency Operations Center on January 10, 2011 for the severe weather event that resulted in the closing of City Hall for three days. The Emergency Management Office, with the help of staff members from Transportation, Public Works, Police, and Administration Departments, successfully captured storm related expenses, documented those expenses, and submitted them to Atlanta – Fulton County Emergency management Agency so Georgia Emergency Management Agency could determine the cost of the event.
- Expanded the operational capabilities of the Emergency Operations Center and establish a backup Emergency Operations Center in the City.
- Maintained the Emergency Operations Plan by making adjustments as needed to ensure quick and efficient response.
- Increased Emergency Operations Center resources such as additional TV monitors, and projectors which enhance the flow of information.
- Completed the revision of the Emergency Operations Plan.

**What We Expect to Accomplish...**

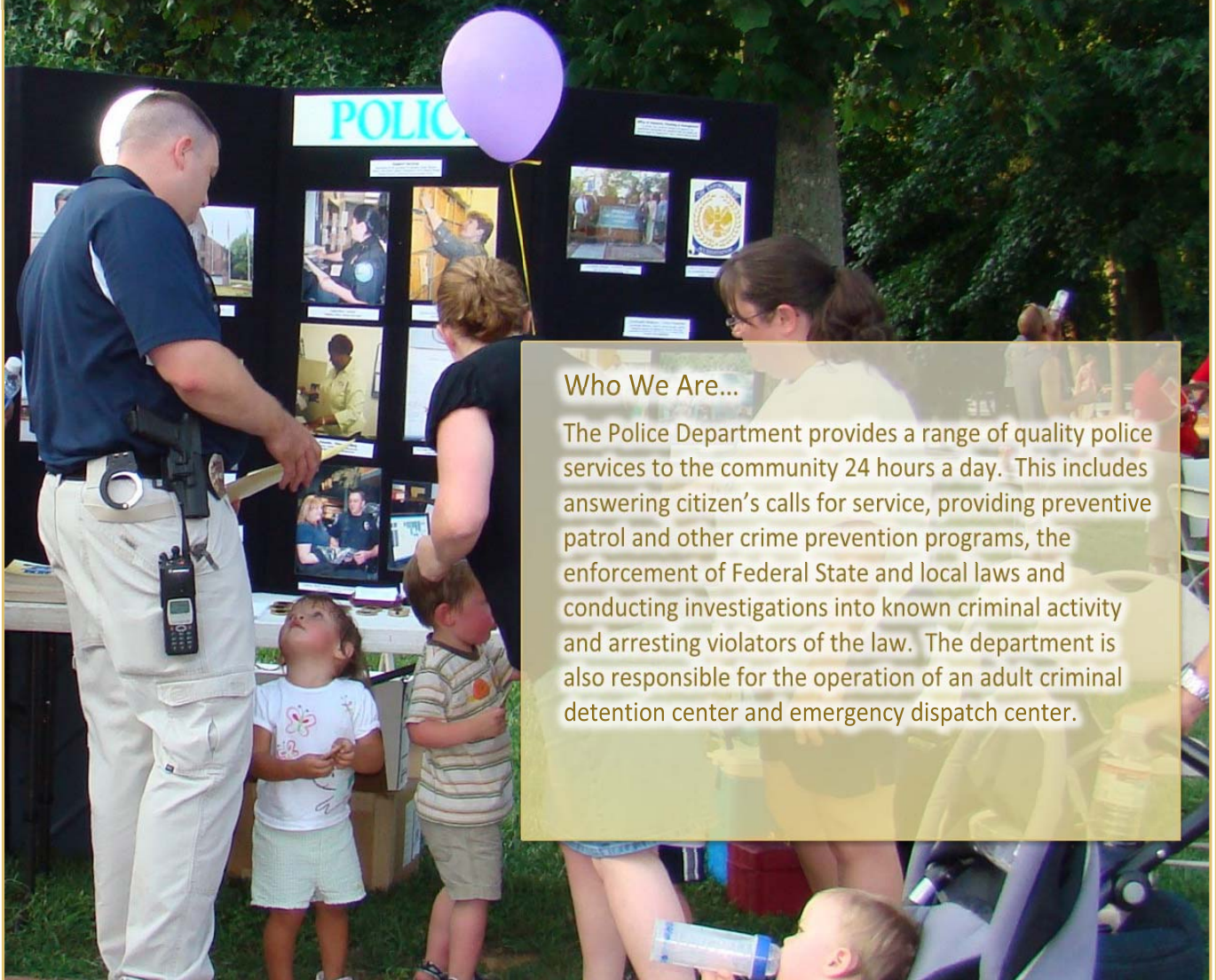
- Review and revise the current Continuity of Operation Plan.
- Review and revise the Emergency Operations Plan.
- Conduct an Emergency Management Agency drill to test the Emergency Operations Plan and Continuity of Operation Plan.
- Continue to increase resources available at the Emergency Operations Center.
- Purchase basic equipment and supplies to house employees that must remain in the City for emergency response purposes.

Org	Account	Account Title	FY 11 Acutal	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10039200</b>									
	<b>521300</b>	Technical Services	\$0	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	<b>522205</b>	Repairs And Maintenance	\$10,480	\$16,500	\$16,500	\$16,500	\$0	\$0	\$16,500
	<b>523500</b>	Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>523700</b>	Education And Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>531105</b>	Supplies	\$2,398	\$6,425	\$5,925	\$6,425	\$0	\$0	\$6,425
	<b>531605</b>	Machinery And Equipment-Operating	\$8,305	\$4,750	\$5,250	\$4,750	\$0	\$0	\$4,750
	<b>531615</b>	Computer Equipment-Operating	\$4,197	\$4,197	\$4,197	\$4,197	\$0	\$0	\$4,197
	<b>531620</b>	Communication Equipment-Operating	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>10039200 Total</b>		<b>\$21,182</b>	<b>\$32,872</b>	<b>\$32,872</b>	<b>\$32,872</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,872</b>

# Police Department

## Mission Statement...

The Roswell Police Department protects life and property, preserves the peace and strives to prevent crime and disorder in the City of Roswell on behalf of all who live, work and travel through the city.



## Who We Are...

The Police Department provides a range of quality police services to the community 24 hours a day. This includes answering citizen's calls for service, providing preventive patrol and other crime prevention programs, the enforcement of Federal State and local laws and conducting investigations into known criminal activity and arresting violators of the law. The department is also responsible for the operation of an adult criminal detention center and emergency dispatch center.

# Police Department

## What We Have Accomplished...

The Police Department's expectations are consistent with City Goal V "Maintain a safe and secure environment for people and property, and provide a prepared response to all emergencies."

- Implemented a Data Driven Approach to Crime and Traffic Safety (DDACTS) program. DDACTS ensures accountability and provides a dynamic evidence based problem solving approach to crime and vehicle accidents.
- Conducted an organizational review and strategic plan for the E911 Emergency Dispatch Center.
- Completed construction of the Evidence Storage rooms which create sufficient and appropriate space for storing and maintaining evidence required for criminal prosecutions.
- Implemented a Public Safety specific software solution to track the training and accreditation process.

## What We Expect to Accomplish...

The Police Department's expectations are consistent with City Goal V "Maintain a safe and secure environment for people and property, and provide a prepared response to all emergencies."

- Implement of a New Computer Aided Dispatch/Records Management System.
- Reorganize the Detention Center to a short term holding facility while providing for secure housing for sentenced inmates. This will create substantial reductions in annual operating costs.
- As a result of the Detention Center re-organization, add (10) additional Police Officer positions while still reducing overall annual operating costs for the Department.
- Complete migration to the Digital radio system (UASI) allowing for improved interoperability among agencies in the metro area.



# Police Department

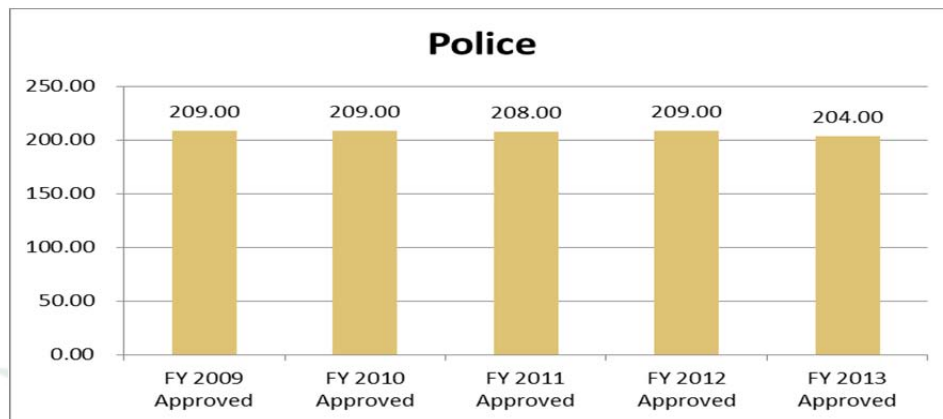
## Opportunities...

The department is at a unique position to make a significant long-term impact on the organizational culture. A positive change to the culture will result in a corresponding change in the service delivery strategy, as well as the development and retention of staff. This will require continued changes in the selection, training, and development of staff in a more organized and deliberate manner.

## Challenges...

There are a number of external potential threats that can adversely impact the department's operations and its ability to satisfy the strategies identified in this project. The most obvious is the depressed economy and community's ability to fund proposed initiatives. If the economic conditions do not rebound or there is a double-dip in the recovery, the ability to reach the strategic goals will be severely reduced. Second, loss of public support from a major negative event could cause a loss of public trust or support. Similarly a change in the community's population and demographics would require changes in our service delivery strategy. Currently, the city is composed of a very stable population that possesses a high socio-economic status. Changes may require changes in our prioritization of activities. In addition, it may influence the city's ability to fund proposed strategies.

Fund	FY 13 Approved	
	Budget	Full Time Positions
100 - General Fund	\$15,689,951	182
210 - Confiscated Assets Fund	\$413,493	
215 - E911 Fund	\$2,067,054	22
Grant	\$0	
350 - Capital Projects Fund	\$535,000	
<b>Grand Total</b>	<b>\$18,705,498</b>	<b>204</b>



## Personnel Changes:

**FY 2011:** Eliminated (1) Full-Time position through the ERIP. (1) Administrative Specialist II position and (1) Major position eliminated, (1) Assistant Police Chief or position to be determined created but unfunded.

**FY 2012:** Eliminated (2) Full-Time positions: (1) Municipal Complex Officer (a transfer of position to the Administration Department) and (1) Cook position. The Cook position is funded through part-time employees in FY 2012. Other changes include the elimination of (1) Records Clerk to be replaced with (1) Evidence Technician position and the addition of (2) E-911 Dispatcher positions.

**FY 2013:** Eliminated (5) Full-time positions: Jail re-org to include the phase-out elimination of (15) Full-Time positions in the jail and the phase-in of (10) additional Police Officer positions. Also, (1) dispatcher position re-classified to re-instate the E-911 Manager position.

# Police Department

## General Fund

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012	FY 2013 Initial	Changes to	Requests for	FY 2013
					Estimate	Base	Base Budget	NI and Capital	Approved Budget
511100	Regular Employees		\$8,806,526	\$8,752,902	\$8,660,434	\$8,752,902	\$51,100	(\$312,000)	\$8,492,002
511105	Part Time Employees		\$169,267	\$153,050	\$167,500	\$153,050	\$2,000	(\$41,050)	\$114,000
511300	Overtime		\$332,889	\$442,620	\$175,200	\$442,620	(\$137,700)	(\$10,000)	\$294,920
512200	Social Security (FICA) Contributions		\$557,215	\$580,186	\$571,400	\$580,186	(\$4,430)	(\$22,195)	\$553,561
512300	Medicare		\$130,506	\$135,713	\$134,450	\$135,713	(\$1,015)	(\$5,188)	\$129,510
512400	Retirement Contributions		\$1,091,589	\$1,165,770	\$1,157,400	\$1,165,770	\$43,389	\$0	\$1,209,159
512401	Deferred Compensation		\$46,776	\$47,400	\$47,100	\$47,400	\$4,500	\$0	\$51,900
512920	Other Benefits		\$0	\$0	\$0	\$0	\$0	\$0	\$0
521201	Professional Services		\$336,030	\$181,000	\$308,840	\$181,000	(\$2,500)	(\$50,000)	\$128,500
521300	Technical Services		\$45,239	\$64,050	\$63,500	\$64,050	(\$9,000)	\$2,000	\$57,050
521400	Contract Services		\$0	\$0	\$0	\$0	\$0	\$345,000	\$345,000
522130	Custodial		\$0	\$0	\$0	\$0	\$0	\$0	\$0
522205	Repairs And Maintenance		\$269,186	\$287,385	\$296,105	\$287,385	(\$130,550)	\$0	\$156,835
522210	Vehicle Repair		\$64,211	\$74,820	\$68,800	\$74,820	(\$3,800)	\$0	\$71,020
522215	Garage Base Rate		\$0	\$0	\$0	\$0	\$107,990	\$0	\$107,990
522216	Mechanics Rate		\$0	\$0	\$0	\$0	\$95,543	\$0	\$95,543
522310	Rental Of Land And Buildings		\$3,150	\$20,900	\$19,811	\$20,900	(\$900)	\$0	\$20,000
522320	Rental Of Equipment And Vehicles		\$307,921	\$351,400	\$287,200	\$351,400	(\$19,700)	\$0	\$331,700
523210	Communication Services		\$205,824	\$424,912	\$232,149	\$424,912	(\$174,984)	\$5,600	\$255,528
523220	Postage		\$4,351	\$6,000	\$5,000	\$6,000	(\$1,000)	\$0	\$5,000
523300	Advertising		\$400	\$500	\$240	\$500	(\$100)	\$0	\$400
523400	Printing And Binding		\$0	\$700	\$700	\$700	\$0	\$0	\$700
523500	Travel		\$10,073	\$22,295	\$22,305	\$22,295	(\$1,672)	\$0	\$20,623
523600	Dues And Fees		\$7,111	\$7,955	\$7,620	\$7,955	\$775	\$0	\$8,730
523700	Education And Training		\$7,189	\$12,770	\$13,670	\$12,770	\$15,600	\$0	\$28,370
523800	Licenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0
523851	Contracted Temporary Labor		\$0	\$0	\$0	\$0	\$0	\$0	\$0
531105	Supplies		\$138,287	\$159,011	\$189,806	\$159,011	\$10,510	(\$3,000)	\$166,521
531120	Vehicle Parts And Supplies		\$162,105	\$155,900	\$162,950	\$155,900	\$4,350	\$0	\$160,250
531230	Electricity		\$1,433	\$2,317	\$1,500	\$2,317	(\$217)	\$0	\$2,100
531250	Oil		\$8,935	\$12,925	\$11,200	\$12,925	(\$900)	\$0	\$12,025
531270	Gasoline/ Diesel		\$443,953	\$518,586	\$547,200	\$518,586	\$14,732	\$10,000	\$543,318
531310	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0	\$0
531400	Books And Periodicals		\$4,541	\$5,425	\$5,120	\$5,425	(\$75)	\$0	\$5,350
531605	Machinery And Equipment-Operating		\$54,270	\$17,300	\$50,081	\$17,300	(\$525)	\$26,050	\$42,825
531610	Furniture/Fixtures-Operating		\$8,926	\$4,600	\$5,605	\$4,600	(\$500)	\$0	\$4,100
531615	Computer Equipment-Operating		\$16,530	\$3,550	\$11,218	\$3,550	\$3,150	\$15,400	\$22,100
531620	Communication Equipment-Operating		\$6,385	\$3,000	\$3,100	\$3,000	(\$400)	\$0	\$2,600
531720	Uniforms		\$100,322	\$123,050	\$123,696	\$123,050	(\$6,150)	\$21,000	\$137,900
539999	Special Events Contra Account		(\$11,726)	\$0	(\$11,000)	\$0	\$0	\$0	\$0
552400	Risk/Liability Contribution		\$225,149	\$266,697	\$266,697	\$266,697	\$17,054	\$0	\$283,751
553100	Group Insurance Contribution		\$1,837,981	\$1,803,750	\$1,803,750	\$1,803,750	(\$74,000)	(\$114,567)	\$1,615,183
554100	Workers Comp Contribution		\$125,346	\$75,912	\$75,912	\$75,912	\$0	\$0	\$75,912
531320	Inmate Meals		\$66,582	\$93,000	\$70,000	\$93,000	\$0	(\$40,000)	\$53,000
512901	Employee Moving Expenses		\$2,990	\$0	\$0	\$0	\$0	\$0	\$0
531101	Police Public Contribution Exp		\$0	\$0	\$0	\$0	\$0	\$0	\$0
521203	Animal Control		\$65,570	\$78,000	\$63,360	\$78,000	(\$8,000)	\$0	\$70,000
542300	Furniture And Fixtures		\$0	\$0	\$0	\$0	\$0	\$0	\$0
531110	Inmate Supplies		\$10,449	\$19,975	\$15,000	\$19,975	\$0	(\$5,000)	\$14,975
542100	Machinery		\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>tal</b>			<b>\$15,663,481</b>	<b>\$16,075,326</b>	<b>\$15,634,619</b>	<b>\$16,075,326</b>	<b>(\$207,425)</b>	<b>(\$177,950)</b>	<b>\$15,689,951</b>

# Police Department

## General Fund

### Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$16,075,326.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	(\$179,856.00)
Salary and Benefit Adjustments	\$19,544.00
Overtime Reductions	(\$137,700.00)
Risk and Liability Adjustments	\$17,054.00
Fleet Services Fund	\$203,533.00
Elimination of HTE Contract	(\$130,000.00)
<b>FY 2013 Approved Base Budget</b>	<b>\$15,867,901.00</b>
Jail Reorganization as a short term ( 72 hour) holding facility and outsource housing of sentenced inmates to a long term Jail in Pelham Georgia. Re-org includes the elimination of (15) full-time positions	(\$424,000.00)
(10) additional Police Officers	\$246,000.00
(1) Traffic Sergeant upgrade	\$2,500.00
(1) CID Sergeant upgrade	\$2,500.00
Transfer overtime to Administration (Bldg Ops) for after hour meeting security	(\$10,000.00)
Community Relations/Training presentation equipment	\$5,050.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$15,689,951.00</b>
Additional Mobile Data Terminals for additional Police Officers	\$48,000.00
Patrol Vehicles for additional Police Officers	\$384,000.00
Tasers	\$25,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$16,146,951.00</b>

**Police Administration Program  
10032101**

*Mission Statement... The Office of the Chief of Police provides effective and efficient management and direction of the Department*

*Services... Department management and administration*

*Customers... Officers, Detectives, Support Staff, Elected Officials, City Management, Media, Citizens of Roswell*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Maintain CALEA accreditation & State certification	Yes	Yes	Yes

**What We Have Accomplished...**

- Maintained compliance with Commission on Accreditation of Law Enforcement Agencies (CALEA) and State certification standards.
- Proactively increased patrol presence in zones with highest crime activity.

**What We Expect to Accomplish...**

- Conduct comprehensive review of training program and provide for increased specialized and management development training as required.
- Maintain compliance with Commission on Accreditation of Law Enforcement Agencies (CALEA) and State certification standards.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$191,047	\$275,902	\$165,000	\$275,902	(\$23,900)	\$0	\$252,002
	511300	Overtime	\$0	\$400	\$200	\$400	(\$200)	\$0	\$200
	512200	Social Security (FICA) Contributions	\$10,947	\$17,266	\$11,000	\$17,266	(\$1,480)	\$0	\$15,786
	512300	Medicare	\$2,750	\$4,123	\$3,000	\$4,123	(\$340)	\$0	\$3,783
	512400	Retirement Contributions	\$20,363	\$33,370	\$25,000	\$33,370	\$1,123	\$0	\$34,493
	512401	Deferred Compensation	\$765	\$1,000	\$700	\$1,000	(\$400)	\$0	\$600
	512920	Other Benefits		\$0		\$0	\$0	\$0	\$0
	521201	Professional Services		\$0		\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance	\$225	\$0	\$40	\$0	\$0	\$0	\$0
	522210	Vehicle Repair	\$19	\$450	\$300	\$450	\$0	\$0	\$450
	522215	Garage Base Rate					\$690	\$0	\$690
	522216	Mechanics Rate					\$221	\$0	\$221
	523210	Communication Services	\$104,244	\$301,500	\$106,000	\$301,500	(\$178,500)	\$0	\$123,000
	523220	Postage	\$4,351	\$6,000	\$5,000	\$6,000	(\$1,000)	\$0	\$5,000
	523300	Advertising	\$320	\$500	\$240	\$500	(\$100)	\$0	\$400
	523500	Travel	\$1,479	\$3,990	\$4,000	\$3,990	\$232	\$0	\$4,222
	523600	Dues And Fees	(\$13)	\$200	\$100	\$200	\$0	\$0	\$200
	523700	Education And Training	\$1,803	\$1,100	\$1,500	\$1,100	\$855	\$0	\$1,955
	523851	Contracted Temporary Labor		\$0		\$0	\$0	\$0	\$0
	531105	Supplies	\$33,958	\$39,921	\$41,406	\$39,921	\$0	\$0	\$39,921
	531120	Vehicle Parts And Supplies	\$98	\$400	\$250	\$400	\$150	\$0	\$550
	531250	Oil	\$8	\$75	\$100	\$75	\$100	\$0	\$175
	531270	Gasoline/ Diesel	\$929	\$1,174	\$2,200	\$1,174	\$2,000	\$0	\$3,174
	531310	Hospitality And Events		\$0		\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$0	\$25	\$0	\$25	\$25	\$0	\$50
	531605	Machinery And Equipment-Operating		\$0		\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating	\$176	\$0	\$0	\$0	\$0	\$0	\$0
	531615	Computer Equipment-Operating	\$8,416	\$0	\$0	\$0	\$0	\$0	\$0
	531720	Uniforms	\$1,007	\$600	\$800	\$600	\$1,000	\$0	\$1,600
	539999	Special Events Contra Account	(\$11,726)	\$0	(\$11,000)	\$0	\$0	\$0	\$0
	552400	Risk/Liability Contribution	\$225,149	\$266,697	\$266,697	\$266,697	\$17,054	\$0	\$283,751
	553100	Group Insurance Contribution	\$19,500	\$19,500	\$19,500	\$19,500	\$8,250	\$0	\$27,750
	554100	Workers Comp Contribution	\$125,346	\$75,912	\$75,912	\$75,912	\$0	\$0	\$75,912
	531320	Inmate Meals		\$0		\$0	\$0	\$0	\$0
	512901	Employee Moving Expenses	\$2,990	\$0		\$0	\$0	\$0	\$0
	531101	Police Public Contribution Exp		\$0		\$0	\$0	\$0	\$0
10032101	Total		\$744,151	\$1,050,105	\$717,945	\$1,050,105	(\$174,220)	\$0	\$875,885

**Police Support Services Program  
10032102**

*Mission Statement... Provide logistical and administrative support to the operating units of the department*

*Services Provided... Staff training, accreditation, records management and distribution, inventory control and distribution, permits and licensing, community affairs, internal investigations, recruiting and pre-employment services, research and planning, budget preparation and analysis, Information systems and Police help desk, Property and Evidence, Administrative Support*

*Customers... Officers, detectives, traffic enforcement supervisors, staff, policy makers, and public*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of formal Open Records Requests responded to within three days	751	750	750

**What We Have Accomplished...**

- Provided high level of logistical support and information to Field Services Division.
- Continued crime prevention and community outreach programs.
- Upgraded facilities and material handling processes for Evidence and Property functions.

**What We Expect to Accomplish...**

- Continue level of service to Field Services Division.
- Continuing programs for crime prevention and community outreach.
- Implementation of upgraded Records Management System.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$1,062,403	\$1,069,000	\$1,223,659	\$1,069,000	\$224,000	\$0	\$1,293,000
	511105	Part Time Employees	\$2,354	\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime	\$12,124	\$14,000	\$12,000	\$14,000	\$0	\$0	\$14,000
	512200	Social Security (FICA) Contributions	\$63,929	\$67,200	\$76,000	\$67,200	\$13,900	\$0	\$81,100
	512300	Medicare	\$14,951	\$15,700	\$17,500	\$15,700	\$3,250	\$0	\$18,950
	512400	Retirement Contributions	\$134,517	\$142,170	\$142,170	\$142,170	\$35,388	\$0	\$177,558
	512401	Deferred Compensation	\$7,885	\$7,900	\$7,900	\$7,900	\$3,100	\$0	\$11,000
	521201	Professional Services	\$3,901	\$10,000	\$7,500	\$10,000	(\$2,500)	\$0	\$7,500
	521300	Technical Services	\$28,144	\$33,000	\$32,000	\$33,000	(\$9,000)	\$0	\$24,000
	522205	Repairs And Maintenance	\$226,427	\$237,085	\$240,815	\$237,085	(\$117,000)	\$0	\$120,085
	522210	Vehicle Repair	\$451	\$800	\$2,000	\$800	\$200	\$0	\$1,000
	522215	Garage Base Rate					\$5,520	\$0	\$5,520
	522216	Mechanics Rate					\$2,048	\$0	\$2,048
	522310	Rental Of Land And Buildings	\$1,513	\$20,900	\$20,700	\$20,900	(\$900)	\$0	\$20,000
	522320	Rental Of Equipment And Vehicles	\$5,942	\$7,000	\$7,200	\$7,000	(\$500)	\$0	\$6,500
	523210	Communication Services	\$4,700	\$7,000	\$6,549	\$7,000	\$0	\$0	\$7,000
	523300	Advertising	\$80	\$0	\$0	\$0	\$0	\$0	\$0
	523400	Printing And Binding	\$0	\$700	\$700	\$700	\$0	\$0	\$700
	523500	Travel	\$4,443	\$8,475	\$8,475	\$8,475	(\$3,000)	\$0	\$5,475
	523600	Dues And Fees	\$5,940	\$5,935	\$5,700	\$5,935	\$700	\$0	\$6,635
	523700	Education And Training	\$3,068	\$3,095	\$3,095	\$3,095	\$13,305	\$0	\$16,400
	523851	Contracted Temporary Labor		\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$14,480	\$14,900	\$35,900	\$14,900	\$7,200	\$0	\$22,100
	531120	Vehicle Parts And Supplies	\$2,839	\$2,300	\$4,000	\$2,300	\$1,200	\$0	\$3,500
	531250	Oil	\$274	\$300	\$300	\$300	\$0	\$0	\$300
	531270	Gasoline/ Diesel	\$9,327	\$14,634	\$18,000	\$14,634	\$2,000	\$0	\$16,634
	531400	Books And Periodicals	\$168	\$200	\$420	\$200	\$0	\$0	\$200
	531605	Machinery And Equipment-Operating		\$0	\$6,100	\$0	\$4,575	\$5,050	\$9,625
	531610	Furniture/Fixtures-Operating	\$1,198	\$500	\$1,305	\$500	(\$500)	\$0	\$0
	531615	Computer Equipment-Operating	\$2,379	\$850	\$7,518	\$850	\$4,850	\$0	\$5,700
	531620	Communication Equipment-Operating	\$0	\$100	\$100	\$100	\$0	\$0	\$100
	531720	Uniforms	\$3,227	\$3,600	\$6,246	\$3,600	\$2,400	\$0	\$6,000
	553100	Group Insurance Contribution	\$225,875	\$224,250	\$224,250	\$224,250	\$25,500	\$0	\$249,750
	521203	Animal Control	\$65,570	\$78,000	\$63,360	\$78,000	(\$8,000)	\$0	\$70,000
	542300	Furniture And Fixtures		\$0	\$0	\$0	\$0	\$0	\$0
	<b>10032102 Total</b>		<b>\$1,908,109</b>	<b>\$1,989,594</b>	<b>\$2,181,462</b>	<b>\$1,989,594</b>	<b>\$207,736</b>	<b>\$5,050</b>	<b>\$2,202,380</b>

## General Investigations Section Program 10032200

***Mission Statement...** The General Investigations Section of the Field Services Division investigates reports of criminal activity, and apprehends and prosecutes those responsible*

***Services Provided...** Criminal investigations, intelligence gathering, property and evidence collecting and processing, arresting offenders, preparing case files, and testifying in court*

***Customers...** Victims/ reporters of crime, other Law Enforcement/Government Agencies, Prosecutor's Office, Courts, and Public*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Number of cases initiated	4,237	4,718	5,000

### What We Have Accomplished...

- Continued monthly intelligence sharing and networking with other law enforcement agencies.
- Continued to train and equip investigators to improve job performance.
- Continued to use all resources available to clear assigned cases.

### What We Expect to Accomplish...

- Continue intelligence sharing and networking with other law enforcement agencies.
- Continue to train and equip investigators to improve job performance.
- Continue to use all resources available to clear assigned cases.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
511100	Regular Employees		\$1,078,297	\$972,000	\$1,160,000	\$972,000	\$156,000	\$2,500	\$1,130,500
511300	Overtime		\$42,071	\$55,000	\$25,000	\$55,000	(\$20,000)	\$0	\$35,000
512200	Social Security (FICA) Contributions		\$66,365	\$63,700	\$74,000	\$63,700	\$8,460	\$0	\$72,160
512300	Medicare		\$15,521	\$16,510	\$17,000	\$16,510	\$1,980	\$0	\$18,490
512400	Retirement Contributions		\$137,991	\$129,280	\$129,280	\$129,280	\$25,544	\$0	\$154,824
512401	Deferred Compensation		\$4,758	\$5,100	\$5,100	\$5,100	\$500	\$0	\$5,600
521201	Professional Services			\$0	\$340	\$0	\$0	\$0	\$0
521300	Technical Services		\$9,187	\$18,300	\$21,000	\$18,300	\$0	\$0	\$18,300
522205	Repairs And Maintenance		\$1,825	\$3,550	\$2,000	\$3,550	(\$550)	\$0	\$3,000
522210	Vehicle Repair		\$1,361	\$7,000	\$4,000	\$7,000	(\$4,000)	\$0	\$3,000
522215	Garage Base Rate						\$16,560	\$0	\$16,560
522216	Mechanics Rate						\$9,356	\$0	\$9,356
522310	Rental Of Land And Buildings		\$65	\$0	(\$889)	\$0	\$0	\$0	\$0
522320	Rental Of Equipment And Vehicles		\$6,457	\$6,200	\$7,000	\$6,200	\$800	\$0	\$7,000
523210	Communication Services		\$19,435	\$26,712	\$26,000	\$26,712	\$0	\$0	\$26,712
523220	Postage			\$0	\$0	\$0	\$0	\$0	\$0
523500	Travel		\$556	\$4,170	\$4,170	\$4,170	\$1,106	\$0	\$5,276
523600	Dues And Fees		\$335	\$770	\$770	\$770	\$0	\$0	\$770
523700	Education And Training		(\$121)	\$2,975	\$2,975	\$2,975	\$1,250	\$0	\$4,225
531105	Supplies		\$16,911	\$18,500	\$18,500	\$18,500	\$0	\$0	\$18,500
531120	Vehicle Parts And Supplies		\$9,622	\$9,000	\$10,500	\$9,000	\$0	\$0	\$9,000
531250	Oil		\$1,243	\$2,500	\$1,500	\$2,500	(\$1,000)	\$0	\$1,500
531270	Gasoline/ Diesel		\$45,912	\$56,136	\$59,000	\$56,136	\$3,864	\$0	\$60,000
531400	Books And Periodicals		\$1,500	\$2,000	\$1,500	\$2,000	\$0	\$0	\$2,000
531605	Machinery And Equipment-Operating		\$7,702	\$4,500	\$10,756	\$4,500	(\$1,300)	\$0	\$3,200
531610	Furniture/Fixtures-Operating		\$339	\$0	\$200	\$0	\$0	\$0	\$0
531615	Computer Equipment-Operating		\$4,248	\$0	\$0	\$0	\$0	\$0	\$0
531620	Communication Equipment-Operating		\$1,619	\$400	\$400	\$400	(\$400)	\$0	\$0
531720	Uniforms		\$12,431	\$16,250	\$16,250	\$16,250	(\$1,750)	\$0	\$14,500
553100	Group Insurance Contribution		\$204,750	\$195,000	\$195,000	\$195,000	\$8,500	\$0	\$203,500
542100	Machinery			\$0	\$0	\$0	\$0	\$0	\$0
<b>tal</b>			<b>\$1,690,380</b>	<b>\$1,615,553</b>	<b>\$1,791,352</b>	<b>\$1,615,553</b>	<b>\$204,920</b>	<b>\$2,500</b>	<b>\$1,822,973</b>

## Special Operations Section Program 10032500

**Mission Statement...** The Special Operations Section of the Field Services Division investigates narcotics and vice activity, apprehends and prosecutes those responsible, and responds to unusual high-risk situations that require special equipment and tactics

**Services Provided...** Narcotics and vice investigations, intelligence gathering, property and evidence collecting and processing, emergency tactical response, arresting offenders and testifying in court

**Customers...** Victims/ reporters of crime, other Law Enforcement/Government Agencies, Prosecutor's Office, Courts, and Public

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Number of operations initiated	2,482	1,600	2,000

### What We Have Accomplished...

- Participated in both Drug Enforcement Agency (DEA) and High Intensity Drug Trafficking Area (HIDTA) task forces.
- Continued to target specific crimes and high criminal activity areas with added patrols and surveillance.
- Conducted regular training for Special Weapons and Tactics (SWAT) and Crisis Intervention team members for response to high risk situations.

### What We Expect to Accomplish...

- Continue to participate in Drug Enforcement Agency (DEA) and High Intensity Drug Trafficking Area (HIDTA) task forces.
- Continue to target specific crimes and high criminal activity areas with added patrols and surveillance.
- Continue to conduct regular training for Special Weapons and Tactics (SWAT) and Crisis Intervention team members for response to high risk situations.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
511100	Regular Employees		\$696,250	\$822,000	\$594,000	\$822,000	(\$112,000)	\$0	\$710,000
511300	Overtime		\$15,812	\$25,000	\$8,000	\$25,000	(\$12,500)	\$0	\$12,500
512200	Social Security (FICA) Contributions		\$45,199	\$52,600	\$40,000	\$52,600	(\$6,900)	\$0	\$45,700
512300	Medicare		\$10,571	\$9,140	\$8,500	\$9,140	(\$1,600)	\$0	\$7,540
512400	Retirement Contributions		\$84,807	\$109,560	\$109,560	\$109,560	(\$11,962)	\$0	\$97,598
512401	Deferred Compensation		\$3,611	\$3,800	\$3,800	\$3,800	\$500	\$0	\$4,300
521201	Professional Services		\$760	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
521300	Technical Services		\$2,091	\$4,000	\$3,000	\$4,000	\$0	\$0	\$4,000
522205	Repairs And Maintenance		\$186	\$250	\$250	\$250	\$0	\$0	\$250
522210	Vehicle Repair		\$8,490	\$7,200	\$6,000	\$7,200	\$0	\$0	\$7,200
522215	Garage Base Rate						\$14,490	\$0	\$14,490
522216	Mechanics Rate						\$8,348	\$0	\$8,348
523210	Communication Services		\$1,240	\$10,248	\$9,000	\$10,248	\$3,972	\$0	\$14,220
523220	Postage			\$0	\$0	\$0	\$0	\$0	\$0
523500	Travel		\$1,798	\$400	\$400	\$400	\$0	\$0	\$400
523600	Dues And Fees		\$607	\$550	\$550	\$550	\$75	\$0	\$625
523700	Education And Training		\$925	\$0	\$0	\$0	\$190	\$0	\$190
531105	Supplies		\$13,032	\$14,900	\$20,000	\$14,900	\$1,600	\$0	\$16,500
531120	Vehicle Parts And Supplies		\$14,636	\$11,000	\$7,000	\$11,000	\$0	\$0	\$11,000
531250	Oil		\$516	\$1,000	\$900	\$1,000	\$0	\$0	\$1,000
531270	Gasoline/ Diesel		\$28,657	\$33,176	\$36,000	\$33,176	\$4,824	\$0	\$38,000
531605	Machinery And Equipment-Operating		\$719	\$1,200	\$1,200	\$1,200	\$0	\$0	\$1,200
531720	Uniforms		\$4,479	\$5,400	\$4,400	\$5,400	\$1,600	\$0	\$7,000
553100	Group Insurance Contribution		\$126,750	\$146,250	\$146,250	\$146,250	(\$26,000)	\$0	\$120,250
<b>tal</b>			<b>\$1,061,135</b>	<b>\$1,258,674</b>	<b>\$999,810</b>	<b>\$1,258,674</b>	<b>(\$135,363)</b>	<b>\$0</b>	<b>\$1,123,311</b>

**Uniform Patrol Section Program  
10032230**

**Mission Statement...** The Uniform Patrol Section of the Roswell Police Department provides a safe environment for all who live and travel through the city. The officers respond to calls for service, enforce city ordinance, state and federal law, and conduct patrols to detect criminal behavior and apprehend those responsible

**Services Provided...** Law enforcement, Criminal investigations, Property and evidence, Apprehend offenders, Traffic accident investigations, and Calls for service

**Customers...** General Public, Residents, Business Owners/Operators, Motorists, Visitors, Victims, Witnesses, Law Enforcement Agencies, Prosecutor's Offices, Courts

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of calls for service completed	108,864	105,000	105,000

**What We Have Accomplished...**

- Conducted 27,323 traffic stops to apprehend violators of traffic laws.
- Responded to 108,864 calls for service.
- Investigated 3,057 motor vehicle accidents.
- Detected and apprehended violators of traffic law, conducting traffic stops.
- Continued to provide training to prepare Patrol Section officers for effective response to calls for service.

**What We Expect to Accomplish...**

- Respond to all calls for police service and provide initial investigation for reported crimes, vehicle accidents, and maintain a safe community.
- Utilize available technology to identify areas to conduct directed patrols in attempt to deter criminal activity and apprehend those participating in such activity.
- Detect and apprehend violators of traffic law, by conducting traffic stops.
- Continue to provide training to prepare Patrol Section Officers for effective response to calls for service.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
511100	Regular Employees		\$3,984,333	\$3,841,000	\$3,704,000	\$3,841,000	(\$243,000)	\$128,000	\$3,726,000
511105	Part Time Employees		\$53,659	\$0	\$53,500	\$0	\$0	\$0	\$0
511300	Overtime		\$160,354	\$225,220	\$75,000	\$225,220	(\$105,000)	(\$10,000)	\$110,220
512200	Social Security (FICA) Contributions		\$250,995	\$252,250	\$250,000	\$252,250	(\$21,510)	\$7,940	\$238,680
512300	Medicare		\$58,701	\$60,440	\$60,000	\$60,440	(\$5,025)	\$1,860	\$57,275
512400	Retirement Contributions		\$503,690	\$511,410	\$511,410	\$511,410	(\$16,795)	\$0	\$494,615
512401	Deferred Compensation		\$20,208	\$20,000	\$20,000	\$20,000	\$100	\$0	\$20,100
521300	Technical Services		\$324	\$1,500	\$1,000	\$1,500	\$0	\$2,000	\$3,500
522130	Custodial			\$0		\$0	\$0	\$0	\$0
522205	Repairs And Maintenance		\$6,659	\$9,000	\$8,000	\$9,000	\$0	\$0	\$9,000
522210	Vehicle Repair		\$36,249	\$33,370	\$31,000	\$33,370	\$0	\$0	\$33,370
522215	Garage Base Rate						\$54,860	\$0	\$54,860
522216	Mechanics Rate						\$64,796	\$0	\$64,796
522310	Rental Of Land And Buildings			\$0		\$0	\$0	\$0	\$0
522320	Rental Of Equipment And Vehicles			\$0		\$0	\$0	\$0	\$0
523210	Communication Services		\$66,221	\$64,932	\$72,000	\$64,932	\$0	\$5,600	\$70,532
523400	Printing And Binding			\$0		\$0	\$0	\$0	\$0
523500	Travel		\$537	\$2,550	\$2,550	\$2,550	\$0	\$0	\$2,550
523600	Dues And Fees		\$218	\$200	\$200	\$200	\$0	\$0	\$200
523700	Education And Training		\$1,274	\$3,500	\$3,500	\$3,500	\$0	\$0	\$3,500
523800	Licenses			\$0		\$0	\$0	\$0	\$0
531105	Supplies		\$32,929	\$41,290	\$45,000	\$41,290	\$1,710	\$2,000	\$45,000
531120	Vehicle Parts And Supplies		\$125,333	\$117,000	\$130,000	\$117,000	\$8,000	\$0	\$125,000
531250	Oil		\$6,518	\$8,500	\$8,000	\$8,500	\$0	\$0	\$8,500
531270	Gasoline/ Diesel		\$334,346	\$377,956	\$380,000	\$377,956	\$2,044	\$10,000	\$390,000
531400	Books And Periodicals		\$1,979	\$2,500	\$2,500	\$2,500	\$0	\$0	\$2,500
531605	Machinery And Equipment-Operating		\$33,040	\$11,600	\$32,025	\$11,600	(\$9,800)	\$21,000	\$22,800
531610	Furniture/Fixtures-Operating		\$109	\$0		\$0	\$0	\$0	\$0
531615	Computer Equipment-Operating		\$648	\$1,000	\$2,000	\$1,000	\$0	\$15,400	\$16,400
531620	Communication Equipment-Operating		\$292	\$500	\$600	\$500	\$0	\$0	\$500
531720	Uniforms		\$67,361	\$66,000	\$68,000	\$66,000	(\$4,400)	\$25,000	\$86,600
553100	Group Insurance Contribution		\$832,106	\$799,500	\$799,500	\$799,500	(\$87,250)	\$27,200	\$739,450
<b>tal</b>			<b>\$6,578,083</b>	<b>\$6,451,218</b>	<b>\$6,259,785</b>	<b>\$6,451,218</b>	<b>(\$361,270)</b>	<b>\$236,000</b>	<b>\$6,325,948</b>



## Traffic Enforcement Unit Program 10032300

**Mission Statement...** The Traffic Enforcement Unit of the Field Services Division analyzes traffic patterns and problems strategically enforces traffic laws and responds to all serious injury/fatality accidents and those involving city owned or operated vehicles

**Services Provided...** Law enforcement, complainant area patrol, traffic accident investigations, special events, and commercial vehicle inspections

**Customers...** General Public, Residents, Business Owners/Operators, Motorists, Visitors, Victims, Witnesses, Law Enforcement Agencies, Prosecutor's Offices, Courts

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Number of traffic enforcement operations	3,410	3,500	3,500

### What We Have Accomplished...

- Continued coordinated traffic enforcement activities with area law enforcement agencies.
- Enforced traffic laws, targeting citizen complaint areas and high accident areas.
- Provided thorough investigation of all city vehicle (fatality and serious injury) accidents occurring in the city.
- Conducted training to prepare officers for more effective services.

### What We Expect to Accomplish...

- Continue coordinated traffic enforcement activities with area law enforcement agencies.
- Enforce traffic laws, targeting citizen complaint areas and high accident areas.
- Provide thorough investigation of all city vehicle, fatality and serious injury accidents occurring in the city.
- Conduct of training to prepare officers for more effective services.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
511100	Regular Employees		\$598,990	\$588,000	\$605,000	\$588,000	\$21,000	\$2,500	\$611,500
511105	Part Time Employees		\$113,254	\$112,000	\$114,000	\$112,000	\$2,000	\$0	\$114,000
511300	Overtime		\$15,764	\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000
512200	Social Security (FICA) Contributions		\$43,597	\$44,400	\$44,400	\$44,400	\$1,300	\$0	\$45,700
512300	Medicare		\$10,196	\$10,450	\$10,450	\$10,450	\$300	\$0	\$10,750
512400	Retirement Contributions		\$63,246	\$78,100	\$78,100	\$78,100	\$5,388	\$0	\$83,488
512401	Deferred Compensation		\$5,953	\$5,900	\$5,900	\$5,900	\$500	\$0	\$6,400
521300	Technical Services		\$5,493	\$7,250	\$6,500	\$7,250	\$0	\$0	\$7,250
522205	Repairs And Maintenance		\$3,086	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
522210	Vehicle Repair		\$17,622	\$25,000	\$25,000	\$25,000	\$0	\$0	\$25,000
522215	Garage Base Rate						\$15,180	\$0	\$15,180
522216	Mechanics Rate						\$10,490	\$0	\$10,490
522320	Rental Of Equipment And Vehicles		\$289,766	\$330,000	\$265,000	\$330,000	(\$20,000)	\$0	\$310,000
523210	Communication Services		\$6,768	\$10,020	\$7,500	\$10,020	(\$456)	\$0	\$9,564
523400	Printing And Binding			\$0		\$0	\$0	\$0	\$0
523500	Travel		\$1,251	\$2,310	\$2,310	\$2,310	(\$10)	\$0	\$2,300
523600	Dues And Fees			\$0		\$0	\$0	\$0	\$0
523700	Education And Training		\$240	\$2,100	\$2,100	\$2,100	\$0	\$0	\$2,100
531105	Supplies		\$8,654	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
531120	Vehicle Parts And Supplies		\$9,506	\$15,000	\$10,000	\$15,000	(\$5,000)	\$0	\$10,000
531230	Electricity		\$1,433	\$2,317	\$1,500	\$2,317	(\$217)	\$0	\$2,100
531250	Oil		\$327	\$400	\$300	\$400	\$0	\$0	\$400
531270	Gasoline/ Diesel		\$22,718	\$35,366	\$47,000	\$35,366	\$0	\$0	\$35,366
531400	Books And Periodicals		\$625	\$400	\$400	\$400	(\$100)	\$0	\$300
531605	Machinery And Equipment-Operating		\$12,809	\$0	\$0	\$0	\$6,000	\$0	\$6,000
531615	Computer Equipment-Operating		\$839	\$1,700	\$1,700	\$1,700	(\$1,700)	\$0	\$0
531620	Communication Equipment-Operating		\$4,474	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
531720	Uniforms		\$8,117	\$15,000	\$15,000	\$15,000	(\$5,000)	\$0	\$10,000
553100	Group Insurance Contribution		\$97,500	\$97,500	\$97,500	\$97,500	\$13,500	\$0	\$111,000
<b>tal</b>			<b>\$1,342,229</b>	<b>\$1,415,213</b>	<b>\$1,371,660</b>	<b>\$1,415,213</b>	<b>\$43,175</b>	<b>\$2,500</b>	<b>\$1,460,888</b>

## Detention Center Program 10032260

*Mission Statement... The Detention Center of the Police Department provides a healthy and secure environment for processing and housing accused and convicted violators of the law*

*Services Provided... Inmate Processing, Inmate Housing, and Detention Center Administration*

*Customers... Inmates, Court Services, Roswell, and the U.S. Marshals*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Number of inmates booked	5,209	4,500	4,540

### What We Have Accomplished...

- Implement updated camera systems and technologies with funds received from SCAAP grant award.
- Replace outdated kitchen equipment.

### What We Expect to Accomplish...

- Develop plan for moving operations to first floor of building and realigning the jail operations to be a short term (72 hour) holding facility.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
511100	Regular Employees		\$1,195,206	\$1,185,000	\$1,208,775	\$1,185,000	\$29,000	(\$445,000)	\$769,000
511105	Part Time Employees			\$41,050	\$0	\$41,050	\$0	(\$41,050)	\$0
511300	Overtime		\$86,764	\$108,000	\$40,000	\$108,000	\$0	\$0	\$108,000
512200	Social Security (FICA) Contributions		\$76,183	\$82,770	\$76,000	\$82,770	\$1,800	(\$30,135)	\$54,435
512300	Medicare		\$17,817	\$19,350	\$18,000	\$19,350	\$420	(\$7,048)	\$12,722
512400	Retirement Contributions		\$146,975	\$161,880	\$161,880	\$161,880	\$4,703	\$0	\$166,583
512401	Deferred Compensation		\$3,595	\$3,700	\$3,700	\$3,700	\$200	\$0	\$3,900
521201	Professional Services		\$331,369	\$170,000	\$300,000	\$170,000	\$0	(\$50,000)	\$120,000
521300	Technical Services			\$0	\$0	\$0	\$0	\$0	\$0
521400	Contract Services						\$0	\$345,000	\$345,000
522205	Repairs And Maintenance		\$30,778	\$32,500	\$40,000	\$32,500	(\$13,000)	\$0	\$19,500
522210	Vehicle Repair		\$19	\$1,000	\$500	\$1,000	\$0	\$0	\$1,000
522215	Garage Base Rate						\$690	\$0	\$690
522216	Mechanics Rate						\$284	\$0	\$284
522310	Rental Of Land And Buildings		\$1,572	\$0	\$0	\$0	\$0	\$0	\$0
522320	Rental Of Equipment And Vehicles		\$5,756	\$8,200	\$8,000	\$8,200	\$0	\$0	\$8,200
523210	Communication Services		\$3,216	\$4,500	\$5,100	\$4,500	\$0	\$0	\$4,500
523500	Travel		\$9	\$400	\$400	\$400	\$0	\$0	\$400
523600	Dues And Fees		\$24	\$300	\$300	\$300	\$0	\$0	\$300
523700	Education And Training			\$0	\$500	\$0	\$0	\$0	\$0
531105	Supplies		\$18,323	\$19,500	\$19,000	\$19,500	\$0	(\$5,000)	\$14,500
531120	Vehicle Parts And Supplies		\$71	\$1,200	\$1,200	\$1,200	\$0	\$0	\$1,200
531250	Oil		\$49	\$150	\$100	\$150	\$0	\$0	\$150
531270	Gasoline/ Diesel		\$2,064	\$144	\$5,000	\$144	\$0	\$0	\$144
531400	Books And Periodicals		\$269	\$300	\$300	\$300	\$0	\$0	\$300
531605	Machinery And Equipment-Operating			\$0	\$0	\$0	\$0	\$0	\$0
531610	Furniture/Fixtures-Operating		\$7,104	\$4,100	\$4,100	\$4,100	\$0	\$0	\$4,100
531615	Computer Equipment-Operating			\$0	\$0	\$0	\$0	\$0	\$0
531620	Communication Equipment-Operating			\$0	\$0	\$0	\$0	\$0	\$0
531720	Uniforms		\$3,700	\$16,200	\$13,000	\$16,200	\$0	(\$4,000)	\$12,200
553100	Group Insurance Contribution		\$331,500	\$321,750	\$321,750	\$321,750	(\$16,500)	(\$141,767)	\$163,483
531320	Inmate Meals		\$66,582	\$93,000	\$70,000	\$93,000	\$0	(\$40,000)	\$53,000
531110	Inmate Supplies		\$10,449	\$19,975	\$15,000	\$19,975	\$0	(\$5,000)	\$14,975
<b>tal</b>			<b>\$2,339,394</b>	<b>\$2,294,969</b>	<b>\$2,312,605</b>	<b>\$2,294,969</b>	<b>\$7,597</b>	<b>(\$424,000)</b>	<b>\$1,878,566</b>

## Police Department

# E-911 Fund

### Who We Are...

The E-911 Fund is designed to implement and update all aspects of the 24 hour public safety answering point. The 911 center is responsible for all non-emergency and emergency calls for all persons requiring police, fire or medical assistance within the city limits of the City of Roswell. The 911 center also handles all after hour emergency calls for water, streets, and public works. We are responsible for maintaining GCIC/NCIC entries and cancellations. All employees are GCIC, Emergency Medical Dispatch and POST certified.

**E-911 Program  
21538000**

**Mission Statement...** Emergency Communications Division receives, prioritizes, transmits, and coordinates all requests for emergency and non-emergency services, and maintains all related supporting equipment

**Services Provided...** 24 hour answering service for 911 and non-emergency calls. Pre-Arrival Medical Instructions, Background Checks, and General Information. Dispatch of Police, Fire, and medical assistance to anyone within the City limits of Roswell as well as mutual aid to surrounding agencies

**Customers...** General Public

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percentage of 911 calls answered by three ring (five seconds or less)	98%	98%	98%

**What We Have Accomplished...**

- Conducted an organizational review and strategic plan for the E911 Center. Mid-year funding requested and approved to improve operation and correct deficiencies.
- Identified immediate need to fill 911 Center Manager position and new position for Quality Control/ Training supervisor. New personnel should give clear direction and emphasize the department’s commitment to train communication operators to a very high level.
- Identified areas of potential cost savings of 911 funds. Reduced phone system costs to save \$60,000 annually.

**What We Expect to Accomplish...**

- Replace/upgrade all Computer Aided Dispatch hardware and software systems. New systems will improve reliability; provide increased functionality and response of police, fire and medical personnel.
- Implement quality control system to review individual calls for service in dispatch center. System will identify performance statistics and when compared against industry best practices, will identify areas needing improvement. Training improvements will focus on these deficiencies ultimately improving our ability to provide the best possible service to our citizens.
- Standardize GPS equipment in Police and Fire vehicles integrated with mapping software in dispatch center. New software will recommend closest unit to an incident and greatly improve response time of street units.

**E-911 Program  
21538000**

**Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget**

<b>FY 2012 Approved Budget</b>	<b>\$1,672,384.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$5,884.00
Department Changes	
Salary and Benefit Adjustments	\$76,428.00
Bank Fees Adjustment	\$25.00
Risk and Liability Adjustments	
Fleet Services Fund	
Indirect Cost Adjustment	\$108,711.00
<b>FY 2013 Approved Base Budget</b>	<b>\$1,863,432.00</b>
2% Merit	\$17,930.00
Upgrade (1) E-911 Dispatcher to E-911 Center Manager	\$22,792.00
Annual maintenance on UPS for E-911 Center - \$7,000, generator repairs - \$2,000, recording system - \$2,000	\$11,000.00
Weather radar	\$7,000.00
Gasoline for new vehicle for E-911 Fund Manager	\$5,000.00
E-911 Center computers -new desktop computer for E-911 Manager and Training Coordinator	\$4,700.00
CALEA E-911 Center Certification fees and costs	\$8,200.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$1,940,054.00</b>
Cubicle workstations for new positions in E-911 Center	\$12,000.00
Refurbish E-911 Break Room -redesign and replace cabinets, sink and vending for better functionality	\$15,000.00
Upgrade Communications Building -move 911 microwave equipment, Police and Fire transmitters into secure grounded facility. AT&T recently donated structure designed for housing communications equipment. This project will connect new building into existing generator, upgrade to R56 ground standard, bring air conditioning back to specifications and connect to existing generator powered circuit.	\$65,000.00
Vehicle for E-911 Manager	\$35,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$2,067,054.00</b>

## E-911 Program 3800

### Revenues by Line Item...

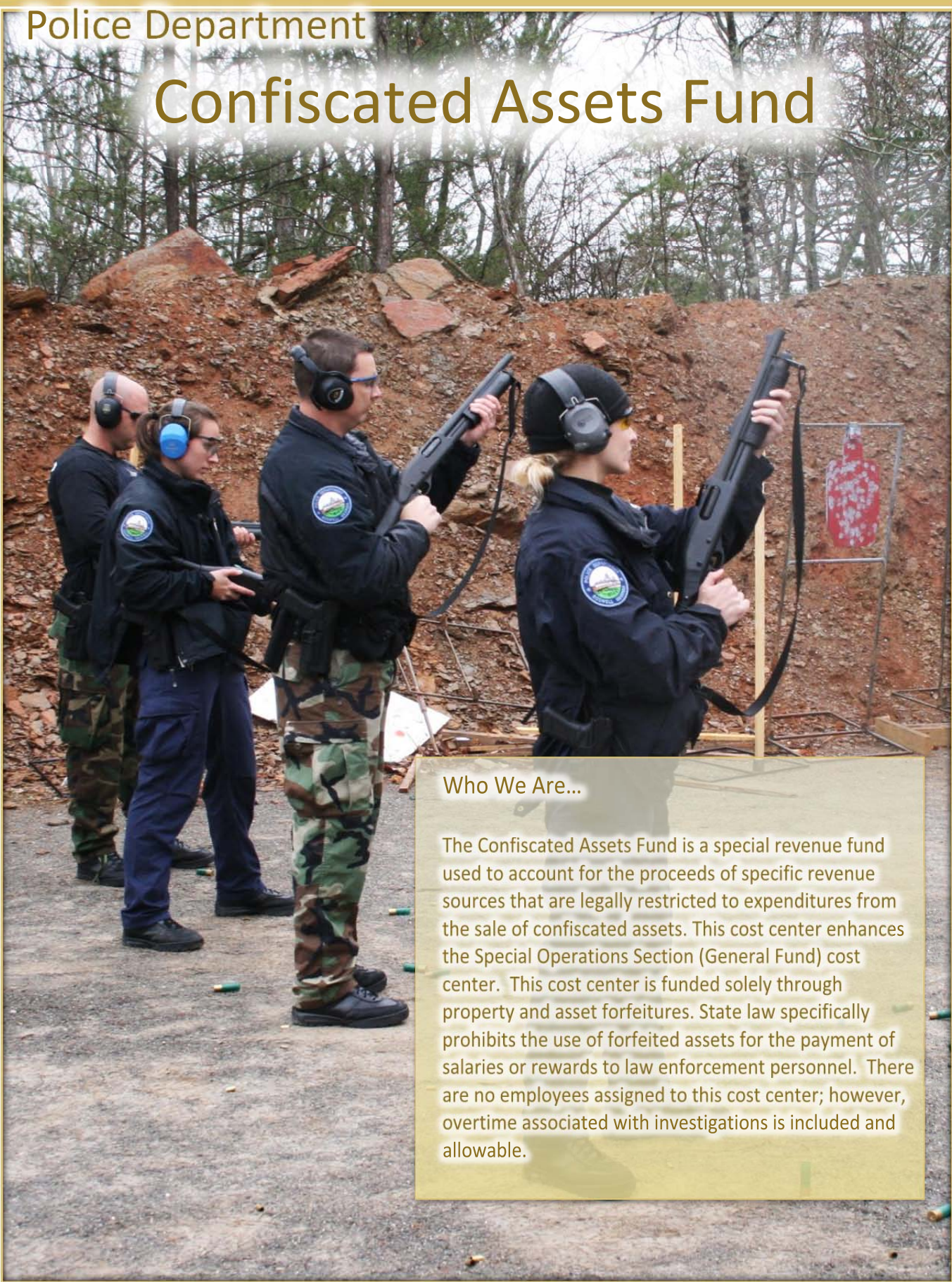
Fund	Account	Account Name	FY 2012				FY 2013 Changes	FY 2013 Approved
			FY 2011 Actual	FY 2012 Budget	Estimate	FY 2012 Budget		
215	342501	E-911 CHARGES - LANDLINES	\$663,916.00	\$675,000	\$660,000	\$675,000	(\$35,000)	\$640,000
	342502	E-911 CHARGES - WIRELESS	\$930,620.00	\$925,000	\$925,000	\$925,000	\$15,000	\$940,000
	361000	INTEREST REVENUES	\$8,451.00	\$11,000	\$33	\$11,000	(\$9,000)	\$2,000
	361010	UNREALIZED INVEST GAINS	\$392.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$625	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$486	\$0	\$0	\$0
	391250	CAPITAL TRANSFER IN	\$0.00	\$0	\$0	\$0	\$0	\$0
	392100	SALE OF ASSETS	\$0.00	\$0	\$0	\$0	\$0	\$0
<b>215 Total</b>			<b>\$1,603,379.00</b>	<b>\$1,611,000</b>	<b>\$1,586,144</b>	<b>\$1,611,000</b>	<b>(\$29,000)</b>	<b>\$1,582,000</b>

### Expenditures by Line Item...

Org	Account	Account Title	FY 2012				Requests for		FY 2013 Approved Budget
			FY 11 Actual	FY 12 Budget	Estimate	FY 2013 Initial Base	Changes to Base Budget	NI and Capital	
511100		Regular Employees	\$663,842	\$794,124	\$700,000	\$794,124	\$37,876	\$40,722	\$872,722
511105		Part Time Employees	\$1,846	\$500	\$3,000	\$500	\$0	\$0	\$500
511300		Overtime	\$81,521	\$58,512	\$78,000	\$58,512	\$0	\$0	\$58,512
512200		Social Security (FICA) Contributions	\$44,825	\$52,975	\$50,000	\$52,975	\$2,350	\$0	\$55,325
512300		Medicare	\$10,483	\$12,380	\$11,500	\$12,380	\$550	\$0	\$12,930
512400		Retirement Contributions	\$89,478	\$97,050	\$90,000	\$97,050	\$17,402	\$0	\$114,452
512401		Deferred Compensation	\$2,152	\$3,100	\$3,100	\$3,100	\$0	\$0	\$3,100
521201		Professional Services	\$0	\$2,500	\$76,000	\$2,500	\$0	\$8,200	\$10,700
521300		Technical Services	\$0	\$0	\$0	\$0	\$0	\$7,000	\$7,000
522205		Repairs And Maintenance	\$54,729	\$62,000	\$75,000	\$62,000	\$2,880	\$11,000	\$75,880
522310		Rental Of Land And Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
522320		Rental Of Equipment And Vehicles	\$2,877	\$3,600	\$9,000	\$3,600	\$0	\$0	\$3,600
523210		Communication Services	\$210,141	\$240,000	\$210,000	\$240,000	(\$41,696)	\$0	\$198,304
523220		Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
523300		Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
523400		Printing And Binding	\$0	\$0	\$0	\$0	\$0	\$0	\$0
523500		Travel	\$987	\$2,400	\$2,400	\$2,400	\$0	\$0	\$2,400
523600		Dues And Fees	\$0	\$1,395	\$1,300	\$1,395	\$0	\$0	\$1,395
523700		Education And Training	\$3,710	\$0	\$2,000	\$0	\$36,000	\$0	\$36,000
523901		Bank Fees / Charges	\$518	\$50	\$75	\$50	\$25	\$0	\$75
531105		Supplies	\$3,479	\$4,000	\$3,500	\$4,000	\$0	\$0	\$4,000
531210		Water / Sewerage	\$0	\$500	\$0	\$500	\$0	\$0	\$500
531220		Natural Gas	\$0	\$500	\$0	\$500	\$0	\$0	\$500
531230		Electricity	\$6,959	\$6,874	\$6,900	\$6,874	\$0	\$0	\$6,874
531250		Oil	\$0	\$200	\$0	\$200	\$0	\$0	\$200
531270		Gasoline/ Diesel	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
531400		Books And Periodicals	\$481	\$1,000	\$200	\$1,000	\$0	\$0	\$1,000
531605		Machinery And Equipment-Operating	\$0	\$2,300	\$2,000	\$2,300	\$7,300	\$0	\$9,600
531610		Furniture/Fixtures-Operating	\$544	\$2,000	\$1,000	\$2,000	\$0	\$0	\$2,000
531615		Computer Equipment-Operating	\$5,304	\$2,500	\$2,000	\$2,500	\$0	\$4,700	\$7,200
531620		Communication Equipment-Operating	\$990	\$2,500	\$1,000	\$2,500	\$0	\$0	\$2,500
531720		Uniforms	\$4,031	\$6,500	\$6,000	\$6,500	\$1,400	\$0	\$7,900
542400		Computer Equipment	\$0	\$18,000	\$0	\$18,000	(\$18,000)	\$35,000	\$35,000
553100		Group Insurance Contribution	\$185,250	\$185,250	\$185,250	\$185,250	\$18,250	\$0	\$203,500
554100		Workers Comp Contribution	\$11,151	\$674	\$674	\$674	\$0	\$0	\$674
611350		Operating Transfers Out - Cap Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0
541300		Buildings	\$0	\$0	\$0	\$0	\$0	\$80,000	\$80,000
542300		Furniture And Fixtures	\$0	\$14,400	\$0	\$0	\$0	\$12,000	\$12,000
542100		Machinery	\$0	\$86,500	\$0	\$0	\$0	\$0	\$0
551110		Indirect Costs	\$0	\$0	\$0	\$0	\$108,711	\$0	\$108,711
521204		E-911 Fund Reserve Expenditures	\$85,367	\$127,000	\$127,000	\$127,000	\$0	\$0	\$127,000
542500		Communication Equipment	\$0	\$0	\$166,300	\$0	\$0	\$0	\$0
<b>tal</b>			<b>\$1,470,666</b>	<b>\$1,690,384</b>	<b>\$1,914,099</b>	<b>\$1,690,384</b>	<b>\$173,048</b>	<b>\$203,622</b>	<b>\$2,067,054</b>

## Police Department

# Confiscated Assets Fund



### Who We Are...

The Confiscated Assets Fund is a special revenue fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures from the sale of confiscated assets. This cost center enhances the Special Operations Section (General Fund) cost center. This cost center is funded solely through property and asset forfeitures. State law specifically prohibits the use of forfeited assets for the payment of salaries or rewards to law enforcement personnel. There are no employees assigned to this cost center; however, overtime associated with investigations is included and allowable.

## Confiscated Assets Program 21032500

*Services Provided... Narcotics and vice investigations, Intelligence gathering, Property and Evidence, Emergency response, Arrest and testify*

*Customers... Victims/Reporters of Crime, Other Law Enforcement/Government Agencies, Prosecutor's Office, Courts, and Public*

### What We Have Accomplished...

- Continued participation with personnel assigned in federal drug task forces (High Intensity Drug Trafficking Area and Drug Enforcement Agency).
- Continued monthly and advanced training for Crisis Negotiation Team Personnel. All team members completed first 2 phases of training required for certification as negotiators.
- Continued training for SWAT personnel for over 200 hours of regular and specialized training. Began monthly joint training with Alpharetta SWAT.

### What We Expect to Accomplish...

- Continue with assignment of personnel to drug task forces.
- Finalize merger of SWAT and Crisis Negotiation teams with Alpharetta to form North Fulton SWAT. This team will provide tactical response to the cities of Roswell, Alpharetta and Milton.
- Develop improved delivery of services by funding leadership and supervision training for department personnel.



**Confiscated Assets Program  
3250**

**Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget**

<b>FY 2012 Approved Budget</b>	<b>\$251,168.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	(\$12,048.00)
Salary and Benefit Adjustments	\$740.00
Bank Fees Adjustment	\$15.00
Risk and Liability Adjustments	
Fleet Services Fund	
Indirect Cost Adjustment	\$19,918.00
<b>FY 2013 Approved Base Budget</b>	<b>\$259,793.00</b>
Mobile Field Force -crowd control equipment to outfit a "Mobile Field Force" of 30 personnel @ \$750.00 each	\$22,500.00
Riverbend Gun Club -with the creation of the North Fulton SWAT team a bigger facility was needed for firearms training for the team. The facility selected was the Riverbend Gun Club which Alpharetta SWAT already utilized. The quote for Roswell's portion of the monthly use of the facility is \$7500.00. That provides for 20 SWAT personnel at \$ 375 annually	\$7,500.00
Ammunition - increase in ammunition to provide sworn personnel with 50 rounds of ammunition per month to perform firearms training	\$20,500.00
Sergeant Assessment	\$18,000.00
Uniforms for Explorers - "Duty" and training uniforms as well as gun belts & accessories for 12 explorers @ \$600.00 each	\$7,200.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$335,493.00</b>
Crisis Negotiation Communication System - includes command console for negotiators, deployable phone with hidden cameras and remote viewing console for tactical commanders	\$10,000.00
Crime Suppression Unit - (2) unmarked vehicles	\$60,000.00
HVAC for Quartermaster - replace HVAC system in area of Ripley Building	\$8,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$413,493.00</b>

**Confiscated Assets Program  
21032500**

**Revenues by Line Item...**

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012		FY 2013 Changes	FY 2013 Approved
					Estimate	FY 2012 Budget		
210	342101	SPECIAL POLICE SER- OT	\$33,831.00	\$1,600	\$20,000	\$1,600	\$3,400	\$5,000
	351300	CONFISCATION	\$13,563.98	\$0		\$0	\$0	
	351310	D.E.A. FUNDS	\$328,958.00	\$50,000	\$100,000	\$50,000	\$0	\$50,000
	351315	STATE DRUG FORFEITURE	\$0.00	\$0	\$0	\$0	\$5,000	\$5,000
	351360	SALE OF CONFIS PROPERTY	\$0.00	\$0		\$0	\$0	
	361000	INTEREST REVENUES	\$8,280.00	\$1,500	\$0	\$1,500	\$3,500	\$5,000
	361010	UNREALIZED INVEST GAINS	\$5,548.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$2,040	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$7,500	\$0	\$0	\$0
	392100	SALE OF ASSETS	\$0.00	\$0		\$0	\$0	
<b>210 Total</b>			<b>\$390,180.98</b>	<b>\$53,100</b>	<b>\$129,540</b>	<b>\$53,100</b>	<b>\$11,900</b>	<b>\$65,000</b>

**Expenditures by Line Item...**

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New	FY 2013
								Initiatives and Capital	Approved Budget
511300	Overtime		\$51,702	\$71,978	\$59,000	\$71,978	(\$11,978)	\$0	\$60,000
512200	Social Security (FICA) Contributions		\$0	\$4,500	\$0	\$4,500	\$0	\$0	\$4,500
512300	Medicare		\$0	\$1,040	\$0	\$1,040	\$740	\$0	\$1,780
512401	Deferred Compensation			\$0		\$0	\$0	\$0	\$0
521201	Professional Services						\$28,000	\$0	\$28,000
521300	Technical Services			\$5,000	\$4,788	\$5,000	\$0	\$18,000	\$23,000
522205	Repairs And Maintenance		\$1,173	\$7,300	\$7,000	\$7,300	\$8,200	\$0	\$15,500
522210	Vehicle Repair			\$0		\$0	\$0	\$0	\$0
522310	Rental Of Land And Buildings		\$8,783	\$9,000	\$154	\$9,000	(\$9,000)	\$0	\$0
522320	Rental Of Equipment And Vehicles		\$11,999	\$10,000	\$15,000	\$10,000	(\$1,800)	\$0	\$8,200
523210	Communication Services		\$22,348	\$4,652	\$11,440	\$4,652	\$0	\$0	\$4,652
523300	Advertising		(\$101)	\$0	\$0	\$0	\$0	\$0	\$0
523500	Travel		\$6,066	\$21,930	\$21,930	\$21,930	(\$9,620)	\$0	\$12,310
523600	Dues And Fees		\$1,580	\$0	\$75	\$0	\$16,320	\$7,500	\$23,820
523700	Education And Training		\$14,986	\$55,640	\$68,460	\$55,640	(\$35,070)	\$0	\$20,570
523901	Bank Fees / Charges		\$36	\$60	\$60	\$60	\$15	\$0	\$75
531105	Supplies		\$20,202	\$19,000	\$12,000	\$19,000	\$0	\$20,500	\$39,500
531120	Vehicle Parts And Supplies			\$0		\$0	\$0	\$0	\$0
531270	Gasoline/ Diesel			\$0		\$0	\$0	\$0	\$0
531400	Books And Periodicals		\$0	\$0		\$0	\$0	\$0	\$0
531605	Machinery And Equipment-Operating		\$19,161	\$17,000	\$23,153	\$17,000	\$0	\$22,500	\$39,500
531615	Computer Equipment-Operating		\$12,413	\$5,310	\$5,310	\$5,310	\$0	\$0	\$5,310
531620	Communication Equipment-Operating		\$280	\$500	\$500	\$500	\$0	\$0	\$500
531720	Uniforms		\$3,429	\$4,200	\$4,000	\$4,200	\$2,900	\$7,200	\$14,300
552400	Risk/Liability Contribution		\$1,428	\$0		\$0	\$0	\$0	\$0
611350	Operating Transfers Out - Cap Projects		\$343,220	\$464,420	\$464,420	\$464,420	(\$464,420)	\$78,000	\$78,000
551110	Indirect Costs		\$12,980	\$13,905	\$13,905	\$13,905	\$20,071	\$0	\$33,976
551115	Interfund Transfer - Garage		\$162	\$153	\$153	\$153	(\$153)	\$0	\$0
<b>tal</b>			<b>\$531,847</b>	<b>\$715,588</b>	<b>\$711,348</b>	<b>\$715,588</b>	<b>(\$455,795)</b>	<b>\$153,700</b>	<b>\$413,493</b>

# Recreation, Parks, Historic and Cultural Affairs Department

## Mission Statement...

The Department continues to strive to meet the leisure needs of the Citizens of Roswell by providing quality, comprehensive, recreational opportunities, parks and facilities.

## Who We Are...

The Recreation, Parks, Historic & Cultural Affairs Department is responsible for providing for the leisure needs of the Citizens of Roswell by offering many diverse opportunities to engage in recreational, historical, and cultural programs and activities, and by providing a host of parks, historical sites, open space and facilities for all to enjoy.

# Recreation, Parks, Historic & Cultural Affairs Department

## What We Have Accomplished...

The Recreation, Parks, Historic & Cultural Affairs Department continued to support the goals of the City of Roswell, specifically the goal: IV. Celebrate our History, Culture, Heritage and Character.

- Finalist in the National Recreation and Parks Association's Gold Medal Award.
- Awarded Agency of the Year by the Georgia Recreation and Parks Association for an unprecedented 9th time.
- The Comprehensive 5-year Strategic Plan was approved by Mayor and Council
- The first strategic plan for the Cultural Arts Center was adopted by Mayor and City Council
- Constructed roof system for Riverside Park pavilion/stage
- Opened second Sprayground at East Roswell Park.
- Placed shaded structures at both spraygrounds and numerous playgrounds throughout the system.

## What We Expect to Accomplish...

The Recreation, Parks, Historic & Cultural Affairs Department will continue to support the goals of the City of Roswell, specifically the goal: IV. Celebrate our History, Culture, Heritage and Character.

- Continue to maintain standards that reflect on our status as a finalist of the Gold Medal Award from the National Recreation and Park Association.
- Complete all necessary tasks to be re-accredited by the National Recreation and Park Association.
- Open Art Center East at East Roswell Park.
- Completion of Roswell River Walk from Azalea Drive to Chattahoochee Nature Center.
- Construct restrooms at Old Mill Park.
- Expand the current fitness room to include additional fitness equipment, showers, and lockers.
- Reconstruction of the Slave Cabin at Bulloch Hall.

# Recreation, Parks, Historic & Cultural Affairs Department

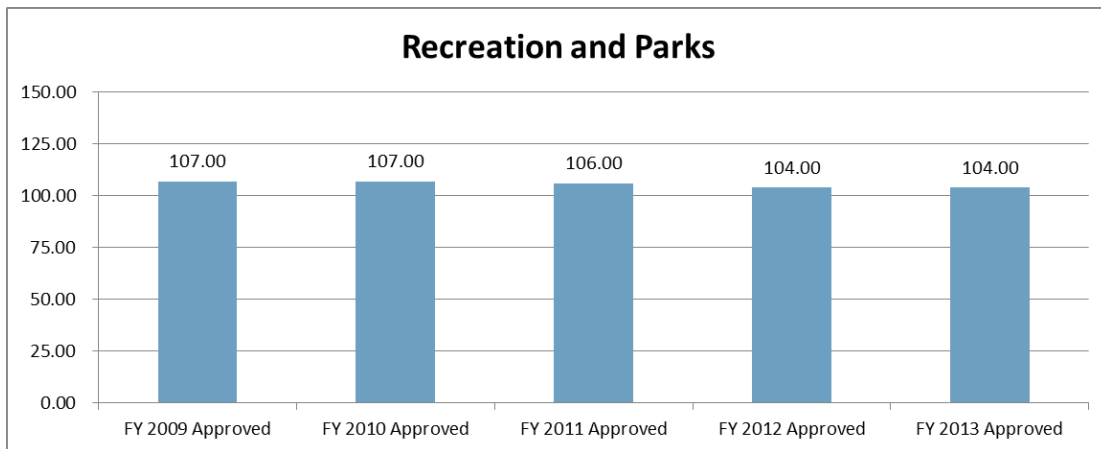
## Opportunities...

The biggest opportunity the Department has will be to continue to offer high quality programs, services and facilities.

## Challenges...

To continue to increase registered participants without increasing expenditures and to maintain existing building and facilities with limited resources.

Fund	FY 13 Approved	Full Time Positions
100 - General Fund	\$9,937,663	87
230 - Impact Fee Fund	\$125,000	
235 - Cemetery Fund	\$23,500	
275 - Hotel/Motel Fund	\$160,150	
290 - Leita Thompson Rental Fund	\$73,192	
350 - Capital Projects Fund	\$794,650	
555 - Recreation Participation Fund	\$6,484,852	17
<b>Grand Total</b>	<b>\$17,599,007</b>	<b>104</b>



## Personnel Changes:

**FY 2011:** Eliminated (1) Administrative Supervisor position.

**FY 2012:** Eliminated (1) Recreation Program Supervisor I position and (1) Administrative Specialist II position.

# Recreation, Parks, Historic & Cultural Affairs Department

## General Fund

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 12 Estimate	FY 13 Initial Base	Changes to Base	Approved New Initiatives and Capital	FY 13 Approved
<b>100 - General Fund</b>									
	511100	Regular Employees	\$4,044,195	\$4,075,700	\$4,075,700	\$4,075,700	\$6,300	\$11,478	\$4,093,478
	511105	Part Time Employees	\$341,147	\$411,870	\$417,070	\$411,870		\$0	\$411,870
	511300	Overtime	\$121,530	\$131,021	\$129,021	\$131,021		\$0	\$128,521
	512200	Social Security (FICA) Contributions	\$270,878	\$286,850	\$286,850	\$286,850	\$390	\$0	\$287,240
	512300	Medicare	\$63,552	\$67,010	\$67,010	\$67,010	\$100	\$0	\$67,110
	512400	Retirement Contributions	\$498,960	\$542,170	\$542,170	\$542,170	\$18,337	\$0	\$560,507
	512401	Deferred Compensation	\$23,265	\$23,300	\$23,300	\$23,300	\$2,700	\$0	\$26,000
	521201	Professional Services	\$28,897	\$29,473	\$32,204	\$29,473		\$0	\$28,973
	521300	Technical Services	\$0	\$200	\$200	\$200		\$0	\$200
	521400	Contract Services	\$154,750	\$121,391	\$168,726	\$121,391		\$25,000	\$186,591
	522205	Repairs And Maintenance	\$303,128	\$331,534	\$421,229	\$331,534		\$0	\$331,534
	522320	Rental Of Equipment And Vehicles	\$17,148	\$12,940	\$13,122	\$12,940		\$0	\$12,940
	523210	Communication Services	\$17,638	\$22,000	\$26,113	\$22,000		\$0	\$22,000
	523220	Postage	\$933	\$4,210	\$2,610	\$4,210		\$0	\$3,210
	523300	Advertising	\$23,919	\$28,375	\$31,766	\$28,375		\$0	\$28,375
	523400	Printing And Binding	\$8,071	\$14,650	\$15,792	\$14,650		\$0	\$14,650
	523500	Travel	\$2,682	\$3,280	\$3,835	\$3,280		\$0	\$6,915
	523600	Dues And Fees	\$2,711	\$2,675	\$2,670	\$2,675		\$0	\$2,675
	523700	Education And Training	\$814	\$1,439	\$2,700	\$1,439		\$0	\$3,000
	531105	Supplies	\$302,198	\$302,976	\$304,291	\$302,976		\$0	\$305,030
	531230	Electricity	\$531,806	\$560,081	\$560,081	\$560,081		\$0	\$560,081
	531270	Gasoline/ Diesel	\$112,966	\$128,000	\$128,891	\$128,000		\$0	\$128,000
	531310	Hospitality And Events		\$0	\$0	\$0		\$0	\$1,000
	531400	Books And Periodicals	\$191	\$300	\$300	\$300		\$0	\$300
	531605	Machinery And Equipment-Operating	\$9,403	\$5,000	\$8,780	\$5,000		\$0	\$5,000
	531610	Furniture/Fixtures-Operating	\$600	\$2,575	\$2,575	\$2,575		\$0	\$525
	531615	Computer Equipment-Operating	\$1,503	\$5,850	\$5,121	\$5,850		\$0	\$5,350
	531720	Uniforms	\$39,046	\$47,160	\$50,758	\$47,160		\$0	\$47,160
	552400	Risk/Liability Contribution	\$85,464	\$210,910	\$210,910	\$210,910	\$22,798	\$0	\$233,708
	553100	Group Insurance Contribution	\$849,063	\$848,250	\$848,250	\$848,250	(\$43,500)	\$0	\$804,750
	554100	Workers Comp Contribution	\$71,358	\$36,446	\$36,446	\$36,446		\$0	\$36,446
	581100	Principal- Long Term Debt				\$0		\$155,000	\$155,000
	522140	Repairs And Maintenance - Grounds	\$79,336	\$69,000	\$77,245	\$69,000		\$0	\$69,000
	522210	Vehicle Repair	\$53,771	\$61,299	\$61,299	\$61,299		\$0	\$61,299
	531710	Vietnam Memorial Bricks	\$255	\$400	\$400	\$400		\$0	\$400
	611355	Operating Transfer Out - Participant Rec	\$1,061,854	\$658,445	\$658,445	\$658,445		(\$87,054)	\$571,391
	531115	Recreation Supplies	\$308,402	\$290,500	\$291,735	\$290,500		\$0	\$249,600
	539999	Special Events Contra Account		\$0		\$0		\$0	\$0
	522110	Disposal	\$8,630	\$11,000	\$11,000	\$11,000		\$0	\$11,000
	523902	Sanitation Services	\$44,256	\$54,000	\$54,000	\$54,000		\$0	\$54,000
	531120	Vehicle Parts And Supplies	\$101,290	\$101,500	\$102,182	\$101,500		\$0	\$101,500
	531210	Water / Sewerage	\$147,830	\$199,397	\$200,397	\$199,397		\$0	\$199,397
	531220	Natural Gas	\$57,430	\$65,000	\$64,000	\$65,000		\$0	\$65,000
	531240	Bottled Gas	\$569	\$700	\$700	\$700		\$0	\$700
	531250	Oil	\$3,716	\$4,500	\$4,500	\$4,500		\$0	\$4,500
	523853	Contracted Interns	\$0	\$1,000	\$1,000	\$1,000		\$0	\$0
	522130	Custodial	\$6,767	\$12,200	\$7,000	\$12,200		\$0	\$12,200
	531215	Stormwater Utility Fee	\$0		\$36,150	\$0	\$36,150	\$0	\$36,150
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$24,413	\$0	\$24,413
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$46,920	\$0	\$46,920
<b>100 - General Fund Total</b>			<b>\$9,801,924</b>	<b>\$9,786,577</b>	<b>\$9,988,544</b>	<b>\$9,786,577</b>	<b>\$114,608</b>	<b>\$104,424</b>	<b>\$10,005,609</b>

# Recreation, Parks, Historic & Cultural Affairs Department

## General Fund

### Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$9,786,577.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	\$0.00
Salary and Benefit Adjustments	(\$15,673.00)
Stormwater Fees Adjustment	\$36,150.00
Risk and Liability Adjustments	\$22,798.00
Fleet Services Fund	\$71,333.00
<b>FY 2013 Approved Base Budget</b>	
<b>\$9,901,185.00</b>	
The Cultural Arts Board request for a city-wide "Contracts for Services" program to provide funding to nonprofit arts and cultural organizations	\$25,000.00
Career Development Plan	\$11,478.00
Turf Fields Lease payment	\$155,000.00
Reduce General Fund Subsidy to Recreation Participation Fund	(\$87,054.00)
<b>FY 2013 Approved Operating Budget</b>	
<b>\$10,005,609.00</b>	
Athletic Field Improvements - (4) concrete light poles at \$8,000. (2) at Roswell Area Park Football Field #2 and (2) at Roswell North Baseball Field. Athletic field backstop fencing is becoming safety issue for spectators.	\$32,000.00
Floor Renovation - large gymnasium, Bill Johnson Community Activity Building	\$85,000.00
Small Equipment Replacement Program - Replacement of aged commercial mowers and gators at Leita Thompson Memorial Park and Roswell Area Park.	\$40,000.00
Tennis Court Resurfacing - Roswell Area Park Tennis Courts 5-8 and East Roswell Park Tennis Courts 1 & 2.	\$18,000.00
Asphalt Big Creek Park Drive	\$145,000.00
Athletic Facility Equipment - Aged scoreboards and wiring are in need of replacing and Coke has discontinued their replacement and service program. The locations are Bill Johnson Community Activity Building, East Roswell Recreation Center, and Waller Park Recreation Center.	\$55,000.00
Big Creek Greenway Repairs	\$18,000.00
HVAC Installation - Dobbs Drive	\$19,500.00
Outdoor Security Cameras - (5) Security cameras for parking lots and trail entrances and exits at Old Mill Park.	\$32,000.00
Recreation Center Solar Lighting Panels - East Roswell Recreation Center	\$90,000.00
Founders Cemetery Improvements - 1/2 of estimated cost	\$60,000.00
City Hall Municipal Complex Lighting Plan Phase II	\$40,000.00
<b>FY 2013 Total Approved Budget</b>	
<b>\$10,640,109.00</b>	

**Municipal Complex Program  
10062201**

*Mission Statement... Provide safe, clean park like setting for the purpose of conducting City business and enjoying special events*

*Services Provided... Grounds Maintenance*

*Customers... Citizens; City Boards; City Management; City wide staff; Court Officials, Defendants; Attorneys; Developers; Elected Officials; Government Entities; Law Enforcement; Local Businesses; Media; Organizations; Public; Vendors; Visitors*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Memorial Day Celebration attendance	5,000	5,200	5,300

**What We Have Accomplished...**

- Provided a clean environment for our citizens and visitors as they visited City Hall.
- Served as the site of several special events such as the Memorial Day Celebration, Day of Hope and the March of Dimes WalkAmerica.
- Raised the landscaping canopy behind City Hall so that it is more visible from South Atlanta Street and Norcross Street.

**What We Expect to Accomplish...**

- Continue to provide daily maintenance of the grounds of the Municipal Complex to include trash removal and disposal, lawn care, and landscape services.
- Provide a positive first impression for citizens and visitors to City Hall and the Municipal Complex.
- Prepare grounds for special events and activities such as Memorial Day and the Boy Scout Jamboree.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved	
								Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$87,198	\$87,000	\$87,000	\$87,000	\$0	\$0	\$87,000
	511300	Overtime	\$0	\$1,507	\$1,507	\$1,507	\$0	\$0	\$1,507
	512200	Social Security (FICA) Contributions	\$5,158	\$5,500	\$5,500	\$5,500	\$0	\$0	\$5,500
	512300	Medicare	\$1,206	\$1,290	\$1,290	\$1,290	\$0	\$0	\$1,290
	512400	Retirement Contributions	\$10,421	\$11,760	\$11,760	\$11,760	(\$1)	\$0	\$11,759
	512401	Deferred Compensation	\$451	\$500	\$500	\$500	\$100	\$0	\$600
	531105	Supplies	\$11,093	\$11,300	\$11,300	\$11,300	\$0	\$0	\$11,300
	531270	Gasoline/ Diesel	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
	531720	Uniforms	\$1,418	\$2,000	\$2,000	\$2,000	\$0	\$0	\$2,000
	553100	Group Insurance Contribution	\$19,500	\$19,500	\$19,500	\$19,500	(\$1,000)	\$0	\$18,500
	522140	Repairs And Maintenance - Grounds	\$11,837	\$12,000	\$12,000	\$12,000	\$0	\$0	\$12,000
	522210	Vehicle Repair	\$1,299	\$1,299	\$1,299	\$1,299	\$0	\$0	\$1,299
	531710	Vietnam Memorial Bricks	\$255	\$400	\$400	\$400	\$0	\$0	\$400
<b>10062201</b>	<b>Total</b>		<b>\$151,836</b>	<b>\$156,056</b>	<b>\$156,056</b>	<b>\$156,056</b>	<b>(\$901)</b>	<b>\$0</b>	<b>\$155,155</b>



## Recreation Support Services Program 10061102

*Mission Statement...The Recreation Support Services provides quality recreation personnel to enhance leisure services for the Citizens of Roswell*

*Services Provided... Administration and Administration Support*

*Customers... Citizens; City Boards; City wide staff; Local Businesses; Organizations; Public; Visitors*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percentage of on-line registration.	74	77	79

### What We Have Accomplished...

- Expanded services and increased participation while reducing the number of full time staff members by two (2).
- The Department was named a finalist in the National Recreation and Parks Association's Gold Medal Award.
- The Department boasts its largest number of professional certified individuals including certified recreation professionals, certified gymnastics instructors, certified aquatic managers, and certified fitness instructors.

### What We Expect to Accomplish...

- Continue to maintain professional's standards that reflect on our status as a finalist in the National Recreation and Park Association Gold Medal Award.
- Maintain National Accreditation through the National Recreation and Parks Association by complying with the 144 standards as outlined by the Commission of Accreditation of Park and Recreation Agencies.
- Engage Roswell residents to ensure that expectations are being met and the services and programs offered are well received.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$1,207,519	\$1,224,000	\$1,224,000	\$1,224,000	\$0	\$7,733	\$1,231,733
	511300	Overtime		\$0		\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$73,210	\$75,900	\$75,900	\$75,900	\$0	\$0	\$75,900
	512300	Medicare	\$17,122	\$17,750	\$17,750	\$17,750	\$0	\$0	\$17,750
	512400	Retirement Contributions	\$153,024	\$163,020	\$163,020	\$163,020	\$5,131	\$0	\$168,151
	512401	Deferred Compensation	\$9,471	\$9,500	\$9,500	\$9,500	\$300	\$0	\$9,800
	553100	Group Insurance Contribution	\$205,563	\$204,750	\$204,750	\$204,750	(\$10,500)	\$0	\$194,250
	611355	Operating Transfer Out - Participant Rec	\$1,061,854	\$658,445	\$658,445	\$658,445	\$0	(\$87,054)	\$571,391
	<b>10061102 Total</b>		<b>\$2,727,763</b>	<b>\$2,353,365</b>	<b>\$2,353,365</b>	<b>\$2,353,365</b>	<b>(\$5,069)</b>	<b>(\$79,321)</b>	<b>\$2,268,975</b>

**Recreation Administration Program  
10061101**

*Mission Statement...The Recreation Administration provides quality recreation personnel to ensure and enhance leisure services for the Citizens of Roswell*

*Services Provided... Administration and Administration Support, and city-wide special events*

*Customers... Citizens; City Boards; City Management; City wide staff; Elected Officials; Homeowner Associations; Local Businesses; Organizations; Public; Visitors*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percentage of Citizens rating services or goods as satisfactory	98%	98%	98%

**What We Have Accomplished...**

- Successfully conducted major community special events including July 4th, End of Summer, Youth Day, Egg Hunt and Holiday on the Square.
- Mayor and City Council adopted the 5-year Strategic Plan for Recreation and Parks.
- Awarded as a finalist for the National Recreation and Parks Association Gold Medal Award.

**What We Expect to Accomplish...**

- Continue to maintain standards that reflect on our status as a finalist in the National Recreation and Parks Association Gold Medal Award.
- Provide sufficient documentation to ensure re-accreditation through the National Recreation and Parks Association.
- Engage Roswell businesses for sponsorship and involvement in City-wide Special Events.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10061101</b>									
	511100	Regular Employees	\$148,979	\$167,700	\$167,700	\$167,700	\$7,300	\$0	\$175,000
	511105	Part Time Employees	\$18,019	\$20,000	\$20,000	\$20,000	\$0	\$0	\$20,000
	512200	Social Security (FICA) Contributions	\$9,253	\$11,750	\$11,750	\$11,750	\$450	\$0	\$12,200
	512300	Medicare	\$2,375	\$2,730	\$2,730	\$2,730	\$110	\$0	\$2,840
	512400	Retirement Contributions	\$20,962	\$21,990	\$21,990	\$21,990	\$1,920	\$0	\$23,910
	512401	Deferred Compensation	\$1,387	\$1,300	\$1,300	\$1,300	\$700	\$0	\$2,000
	521400	Contract Services	\$49,775	\$0	\$40,900	\$0	\$40,900	\$0	\$40,900
	523700	Education And Training		\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$80	\$0	\$0	\$0	\$0	\$0	\$0
	552400	Risk/Liability Contribution	\$85,464	\$210,910	\$210,910	\$210,910	\$22,798	\$0	\$233,708
	553100	Group Insurance Contribution	\$19,500	\$19,500	\$19,500	\$19,500	(\$1,000)	\$0	\$18,500
	554100	Workers Comp Contribution	\$71,358	\$36,446	\$36,446	\$36,446	\$0	\$0	\$36,446
	581100	Principal- Long Term Debt					\$0	\$155,000	\$155,000
	531115	Recreation Supplies	\$31,995	\$98,500	\$75,640	\$98,500	(\$40,900)	\$0	\$57,600
	539999	Special Events Contra Account		\$0		\$0	\$0	\$0	\$0
	<b>10061101 Total</b>		<b>\$459,146</b>	<b>\$590,826</b>	<b>\$608,866</b>	<b>\$590,826</b>	<b>\$32,278</b>	<b>\$155,000</b>	<b>\$778,104</b>

**Parks Program  
10062000**

*Mission Statement...To provide and maintain safe, clean, attractive buildings, facilities, parks and grounds, while preserving Greenspace and offering recreational opportunities to our passive parklands, while protecting its character and natural assets*

*Services Provided... Building Maintenance and Parkland Grounds Maintenance*

*Customers... Citizens; Elected Officials; Homeowner Associations; Local Businesses; Organizations; Public; Visitors*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Total number of parks visits	2,081,220	2,100,000	2,250,000

**What We Have Accomplished...**

- Opened Sprayground at East Roswell Park in May, 2011.
- Family/ADA restroom installed at the Bill Johnson Community Activity Building in the pool hallway.
- New flooring and carpet installed at the Bill Johnson Community Activity Building, Visual Arts Center Rowell Area Park Tennis Center, and the Azalea Park Canoe/Kayak rental building.

**What We Expect to Accomplish...**

- Maintain a safe and clean environment for our parklands and recreational centers.
- To maintain high level of safety standards for park equipment, playgrounds, park amenities, and facilities.
- Investigate opportunities to develop, expand, and enhance new and existing parklands and facilities, based on budgetary allocations.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10062000</b>									
	511100	Regular Employees	\$2,000,145	\$1,998,000	\$1,998,000	\$1,998,000	(\$1,000)	\$0	\$1,997,000
	511105	Part Time Employees	\$128,300	\$200,000	\$200,000	\$200,000	\$0	\$0	\$200,000
	511300	Overtime	\$114,552	\$118,514	\$118,514	\$118,514	\$0	\$0	\$118,514
	512200	Social Security (FICA) Contributions	\$134,050	\$143,700	\$143,700	\$143,700	(\$60)	\$0	\$143,640
	512300	Medicare	\$31,341	\$33,590	\$33,590	\$33,590	(\$10)	\$0	\$33,580
	512400	Retirement Contributions	\$241,484	\$265,750	\$265,750	\$265,750	\$9,014	\$0	\$274,764
	512401	Deferred Compensation	\$7,377	\$7,300	\$7,300	\$7,300	\$700	\$0	\$8,000
	521201	Professional Services	\$12,251	\$11,000	\$11,000	\$11,000	\$0	\$0	\$11,000
	521400	Contract Services	\$16,945	\$27,100	\$32,314	\$27,100	\$0	\$0	\$27,100
	522205	Repairs And Maintenance	\$242,696	\$263,699	\$301,815	\$263,699	\$0	\$0	\$263,699
	522320	Rental Of Equipment And Vehicles	\$14,989	\$10,000	\$10,000	\$10,000	\$0	\$0	\$10,000
	523210	Communication Services	\$17,125	\$20,000	\$24,042	\$20,000	\$0	\$0	\$20,000
	531105	Supplies	\$261,099	\$259,500	\$259,957	\$259,500	\$0	\$0	\$259,500
	531230	Electricity	\$509,363	\$536,529	\$536,529	\$536,529	\$0	\$0	\$536,529
	531270	Gasoline/ Diesel	\$110,966	\$126,000	\$126,891	\$126,000	\$0	\$0	\$126,000
	531605	Machinery And Equipment-Operating	\$9,403	\$5,000	\$8,780	\$5,000	\$0	\$0	\$5,000
	531615	Computer Equipment-Operating		\$0		\$0	\$0	\$0	\$0
	531720	Uniforms	\$28,098	\$34,610	\$36,026	\$34,610	\$0	\$0	\$34,610
	553100	Group Insurance Contribution	\$497,250	\$497,250	\$497,250	\$497,250	(\$25,500)	\$0	\$471,750
	522140	Repairs And Maintenance - Grounds		\$0		\$0	\$0	\$0	\$0
	522210	Vehicle Repair	\$52,472	\$60,000	\$60,000	\$60,000	\$0	\$0	\$60,000
	531115	Recreation Supplies	\$276,407	\$192,000	\$216,095	\$192,000	\$0	\$0	\$192,000
	522110	Disposal	\$8,630	\$11,000	\$11,000	\$11,000	\$0	\$0	\$11,000
	523902	Sanitation Services	\$40,728	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000
	531120	Vehicle Parts And Supplies	\$101,290	\$101,500	\$102,182	\$101,500	\$0	\$0	\$101,500
	531210	Water / Sewerage	\$137,277	\$173,000	\$173,000	\$173,000	\$0	\$0	\$173,000
	531220	Natural Gas	\$46,292	\$50,000	\$50,000	\$50,000	\$0	\$0	\$50,000
	531240	Bottled Gas	\$569	\$700	\$700	\$700	\$0	\$0	\$700
	531250	Oil	\$3,716	\$4,500	\$4,500	\$4,500	\$0	\$0	\$4,500
	531215	Stormwater Utility Fee	\$0		\$36,150		\$36,150	\$0	\$36,150
	522216	Mechanics Rate	\$0	\$0	\$0	\$0	\$24,413	\$0	\$24,413
	522215	Garage Base Rate	\$0	\$0	\$0	\$0	\$46,920	\$0	\$46,920
<b>10062000</b>	<b>Total</b>		<b>\$5,044,814</b>	<b>\$5,200,242</b>	<b>\$5,315,085</b>	<b>\$5,200,242</b>	<b>\$90,627</b>	<b>\$0</b>	<b>\$5,290,869</b>

**Park Police Program  
10062500**

*Mission Statement... To ensure each visit to a City of Roswell Park is safe and enjoyable*

*Services Provided... Daily patrol of all parks*

*Customers... Citizens; City wide staff; Public; Visitors*

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Number of visitor contacts	3,950	4,000	4,100

**What We Have Accomplished...**

- Provided daily patrols of all parks.
- Assisted staff at various programs and events.

**What We Expect to Accomplish...**

- Continue to patrol all parks on a daily basis to ensure that visitors and guest have a pleasant and safe experience.
- Respond to safety and security needs within the park system.
- Assist Roswell Police Department as requested.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10062500</b>									
	511100	Regular Employees	\$256,182	\$258,000	\$258,000	\$258,000	\$0	\$3,745	\$261,745
	511300	Overtime	\$6,727	\$10,000	\$8,000	\$10,000	(\$2,500)	\$0	\$7,500
	512200	Social Security (FICA) Contributions	\$15,801	\$16,700	\$16,700	\$16,700	\$0	\$0	\$16,700
	512300	Medicare	\$3,695	\$3,890	\$3,890	\$3,890	\$0	\$0	\$3,890
	512400	Retirement Contributions	\$30,545	\$34,500	\$34,500	\$34,500	\$777	\$0	\$35,277
	512401	Deferred Compensation	\$1,476	\$1,500	\$1,500	\$1,500	\$200	\$0	\$1,700
	531105	Supplies	\$4,010	\$3,500	\$3,500	\$3,500	\$2,500	\$0	\$6,000
	531720	Uniforms	\$9,160	\$10,000	\$12,182	\$10,000	\$0	\$0	\$10,000
	553100	Group Insurance Contribution	\$48,750	\$48,750	\$48,750	\$48,750	(\$2,500)	\$0	\$46,250
	<b>10062500 Total</b>		<b>\$376,346</b>	<b>\$386,840</b>	<b>\$387,022</b>	<b>\$386,840</b>	<b>(\$1,523)</b>	<b>\$3,745</b>	<b>\$389,062</b>

**Cultural Arts Center  
10061753**

*Mission Statement...To bring a broad spectrum of performing and visual arts and diverse audiences together to enrich the cultural life of the community*

*Services Provided... Facility management, stage production, and rental and event coordination*

*Customers... City Departments, Not-for-profit organizations, Corporations, Small Businesses, anyone requiring a stage for a presentation or performance with seating capacity of 600*

<b>Outcome Measure...</b>	<b>FY 2011 Actual</b>	<b>FY 2012 Estimated</b>	<b>FY 2013 Approved</b>
Number of Patrons in attendance at events, programs and exhibits.	73,250	75,000	77,000

**What We Have Accomplished...**

- Puppet Program continued to grow due to the superior quality of its shows and affordable costs to patrons.
- Presented professional entertainment in Roswell, including the puppet shows and the Nuttin' But Stringz concert on February 10, 2011.
- Provided a professional, first class facility for quality performing arts programs to enrich the cultural life of the community.

**What We Expect to Accomplish...**

- Continue to heighten the level of professional entertainment available to the community at a reasonable price.
- Continue to provide a professional, first class facility for quality performing arts programs to enrich the cultural life of the community.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10061753</b>									
	511100	Regular Employees	\$89,542	\$85,000	\$85,000	\$85,000	\$0	\$0	\$85,000
	511105	Part Time Employees	\$23,262	\$29,945	\$29,945	\$29,945	\$0	\$0	\$29,945
	511300	Overtime	\$251	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	512200	Social Security (FICA) Contributions	\$6,980	\$7,200	\$7,200	\$7,200	\$0	\$0	\$7,200
	512300	Medicare	\$1,632	\$1,690	\$1,690	\$1,690	\$0	\$0	\$1,690
	512400	Retirement Contributions	\$11,859	\$11,380	\$11,380	\$11,380	\$379	\$0	\$11,759
	512401	Deferred Compensation	\$529	\$500	\$500	\$500	\$300	\$0	\$800
	521201	Professional Services	\$0	\$600	\$600	\$600	\$0	\$0	\$600
	521300	Technical Services	\$0	\$200	\$200	\$200	\$0	\$0	\$200
	521400	Contract Services	\$6,426	\$5,800	\$7,021	\$5,800	\$0	\$0	\$5,800
	522205	Repairs And Maintenance	\$8,662	\$8,305	\$8,305	\$8,305	\$0	\$0	\$8,305
	522320	Rental Of Equipment And Vehicles	\$2,159	\$2,940	\$3,122	\$2,940	\$0	\$0	\$2,940
	523210	Communication Services	\$513	\$2,000	\$2,071	\$2,000	\$0	\$0	\$2,000
	523220	Postage	\$182	\$400	\$400	\$400	\$0	\$0	\$400
	523300	Advertising	\$2,811	\$3,525	\$3,525	\$3,525	\$0	\$0	\$3,525
	523400	Printing And Binding	\$37	\$1,200	\$1,200	\$1,200	\$0	\$0	\$1,200
	523500	Travel	\$0	\$0	\$0	\$0	\$1,600	\$0	\$1,600
	523600	Dues And Fees	\$1,303	\$735	\$915	\$735	\$0	\$0	\$735
	523700	Education And Training	\$0	\$0	\$0	\$0	\$450	\$0	\$450
	531105	Supplies	\$10,415	\$10,475	\$10,295	\$10,475	\$0	\$0	\$10,475
	531310	Hospitality And Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating	\$200	\$2,175	\$2,175	\$2,175	(\$2,050)	\$0	\$125
	531615	Computer Equipment-Operating	\$0	\$250	\$250	\$250	\$0	\$0	\$250
	531720	Uniforms	\$370	\$550	\$550	\$550	\$0	\$0	\$550
	553100	Group Insurance Contribution	\$19,500	\$19,500	\$19,500	\$19,500	(\$1,000)	\$0	\$18,500
	523902	Sanitation Services	\$1,410	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
	531210	Water / Sewerage	\$3,856	\$15,476	\$15,476	\$15,476	\$0	\$0	\$15,476
<b>10061753 Total</b>			<b>\$191,901</b>	<b>\$212,346</b>	<b>\$213,820</b>	<b>\$212,346</b>	<b>(\$321)</b>	<b>\$0</b>	<b>\$212,025</b>

**Barrington Hall  
10061751**

*Mission Statement... To conserve and communicate the multi-generational history of the site and its residents through the preservation, interpretation and promotion of the property and collections*

*Services Provided... Preservation, Education, Community Events, and Management*

*Customers... Citizens; City Boards; City Management; City wide staff; Elected Officials; Local Businesses; Organizations; Public; Visitors*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of visitors to the site for tours, programs and events.	13,342	14,500	16,000

**What We Have Accomplished...**

- Completed Phase One of the West Garden restoration with grant funding awarded to the Friends of Barrington Hall from the Garden Club of Georgia.
- Partnered with the Roswell Historical Society to establish a five year plan of rotating exhibits at Barrington Hall using numerous artifacts original to the King Family.
- Partnered with the Teaching Museum North to present a series of first person narrative historical interpretive programs, served over 1,200 middle school students.

**What We Expect to Accomplish...**

- Move donated 1880's house to the southeast corner of the property to serve as space for meetings, summer camps, lectures, and other programming.
- Install new permanent site signage to complement style of recently installed street signs.
- Complete Phase Two of the West Garden restoration with grant funding awarded to the Friends of Barrington Hall from the Garden Club of Georgia.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10061751</b>								
	511100	Regular Employees	\$60,719	\$61,000	\$61,000	\$61,000	\$0	\$61,000
	511105	Part Time Employees	\$59,155	\$53,975	\$53,975	\$53,975	\$0	\$53,975
	512200	Social Security (FICA) Contributions	\$7,429	\$7,200	\$7,200	\$7,200	\$0	\$7,200
	512300	Medicare	\$1,737	\$1,670	\$1,670	\$1,670	\$0	\$1,670
	512400	Retirement Contributions	\$7,307	\$7,970	\$7,970	\$7,970	\$262	\$8,232
	512401	Deferred Compensation	\$614	\$700	\$700	\$700	\$0	\$700
	521201	Professional Services	\$5,263	\$6,656	\$6,656	\$6,656	(\$500)	\$6,156
	521400	Contract Services	\$11,387	\$15,000	\$15,000	\$15,000	\$0	\$15,000
	522205	Repairs And Maintenance	\$20,073	\$15,000	\$15,000	\$15,000	\$0	\$15,000
	523220	Postage	\$61	\$500	\$500	\$500	\$0	\$500
	523300	Advertising	\$2,079	\$5,000	\$6,048	\$5,000	\$0	\$5,000
	523400	Printing And Binding	\$1,632	\$5,000	\$4,847	\$5,000	\$0	\$5,000
	523500	Travel	\$0	\$0	\$0	\$0	\$1,350	\$1,350
	523600	Dues And Fees	\$501	\$600	\$753	\$600	\$0	\$600
	523700	Education And Training	\$0	\$0	\$0	\$0	\$650	\$650
	531105	Supplies	\$3,140	\$4,500	\$4,500	\$4,500	\$0	\$4,500
	531230	Electricity	\$6,770	\$6,971	\$6,971	\$6,971	\$0	\$6,971
	531310	Hospitality And Events	\$0	\$0	\$0	\$0	\$0	\$0
	531400	Books And Periodicals	\$191	\$300	\$300	\$300	\$0	\$300
	531615	Computer Equipment-Operating	\$0	\$2,000	\$2,000	\$2,000	(\$500)	\$1,500
	553100	Group Insurance Contribution	\$9,750	\$9,750	\$9,750	\$9,750	(\$500)	\$9,250
	522140	Repairs And Maintenance - Grounds	\$25,820	\$24,000	\$25,600	\$24,000	\$0	\$24,000
	523902	Sanitation Services	\$396	\$500	\$500	\$500	\$0	\$500
	531210	Water / Sewerage	\$1,775	\$5,500	\$5,500	\$5,500	\$0	\$5,500
	531220	Natural Gas	\$3,078	\$4,000	\$4,000	\$4,000	\$0	\$4,000
	523853	Contracted Interns	\$0	\$1,000	\$1,000	\$1,000	(\$1,000)	\$0
	<b>10061751 Total</b>		<b>\$228,877</b>	<b>\$238,792</b>	<b>\$241,440</b>	<b>\$238,792</b>	<b>(\$238)</b>	<b>\$238,554</b>

**Bulloch Hall  
10061752**

**Mission Statement...** "The mission of Bulloch Hall is to accurately restore, preserve and interpret this nationally significant c. 1840s historic site and to present an authentic interpretation to all Roswell citizens and visitors through quality tours, educational programs, community outreach and events"

**Services Provided...** Preservation, Education, Community Events, and Management

**Customers...** Citizens; City Boards; City Management; City wide staff; Elected Officials; Local Businesses; Organizations; Public; Visitors

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of visitors to the site for tours, programs and special events.	19,683	18,683	20,500

**What We Have Accomplished...**

- Completed the 20'x 50' pavilion and retaining wall.
- "Constructed the second known slave cabin which houses the Administrative offices and a special events space known as the "Osage Room".
- Completed "Memorial Patio" on back side of slave cabin.

**What We Expect to Accomplish...**

- Rebuild back porch of Bulloch Hall for support to back wall.
- Raise funds through the Friends of Bulloch to reconstruct carriage House which will house public restrooms.
- Completion of historical booklet for Bulloch Hall. New and updated pictorial history of Bulloch Hall and the family.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10061752</b>									
	511100	Regular Employees	\$57,796	\$58,000	\$58,000	\$58,000	\$0	\$0	\$58,000
	511105	Part Time Employees	\$59,076	\$53,975	\$59,175	\$53,975	\$0	\$0	\$53,975
	512200	Social Security (FICA) Contributions	\$7,252	\$7,000	\$7,000	\$7,000	\$0	\$0	\$7,000
	512300	Medicare	\$1,696	\$1,630	\$1,630	\$1,630	\$0	\$0	\$1,630
	512400	Retirement Contributions	\$6,947	\$7,590	\$7,590	\$7,590	\$250	\$0	\$7,840
	512401	Deferred Compensation	\$585	\$600	\$600	\$600	\$100	\$0	\$700
	521201	Professional Services	\$4,814	\$2,217	\$3,048	\$2,217	\$0	\$0	\$2,217
	521400	Contract Services	\$2,450	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
	522205	Repairs And Maintenance	\$16,109	\$29,000	\$80,390	\$29,000	\$0	\$0	\$29,000
	523220	Postage	\$86	\$1,000	\$1,000	\$1,000	\$0	\$0	\$1,000
	523300	Advertising	\$2,473	\$1,500	\$2,653	\$1,500	\$0	\$0	\$1,500
	523500	Travel	\$74	\$1,000	\$955	\$1,000	\$350	\$0	\$1,350
	523600	Dues And Fees	\$597	\$600	\$262	\$600	\$0	\$0	\$600
	523700	Education And Training	\$200	\$554	\$0	\$554	\$96	\$0	\$650
	531105	Supplies	\$5,734	\$4,500	\$5,229	\$4,500	(\$446)	\$0	\$4,054
	531230	Electricity	\$9,584	\$10,709	\$10,709	\$10,709	\$0	\$0	\$10,709
	531615	Computer Equipment-Operating	\$762	\$1,800	\$1,071	\$1,800	\$0	\$0	\$1,800
	553100	Group Insurance Contribution	\$9,750	\$9,750	\$9,750	\$9,750	(\$500)	\$0	\$9,250
	522140	Repairs And Maintenance - Grounds	\$28,097	\$19,500	\$24,945	\$19,500	\$0	\$0	\$19,500
	523902	Sanitation Services	\$1,326	\$1,500	\$1,500	\$1,500	\$0	\$0	\$1,500
	531210	Water / Sewerage	\$4,480	\$4,421	\$4,421	\$4,421	\$0	\$0	\$4,421
	531220	Natural Gas	\$3,582	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
	522130	Custodial	\$0	\$5,200	\$0	\$5,200	\$0	\$0	\$5,200
<b>10061752</b>	<b>Total</b>		<b>\$223,469</b>	<b>\$232,046</b>	<b>\$289,928</b>	<b>\$232,046</b>	<b>(\$150)</b>	<b>\$0</b>	<b>\$231,896</b>

**Smith Plantation  
10061754**

**Mission Statement...** *The mission of the Smith Plantation is to conserve and communicate the multi-generational history of the site and its residents through the preservation, interpretation and promotion of the property and collections*

**Services Provided...** *Preservation, Education, Community Events, and Management*

**Customers...** *Citizens; City Boards; City Management; City wide staff; Organizations; Public; Visitors*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of visitors to the site for tours, events, programs and exhibits.	8,446	9,450	10,500

**What We Have Accomplished...**

- Pursuant to Master Site Plan specifications, created curb cut off Norcross St., enhanced existing gravel service driveway and added gravel parking areas.
- Pursuant to Master Site Plan specifications, removed asphalt and concrete (including concrete pad next to Office) and installed brick drive, handicapped parking spaces and walkways behind the Main Smith House.
- Pursuant to Historic Structures Report, continued ongoing painting maintenance plan (painted 3 buildings) and HVAC maintenance and replacement plan (replaced 2 old HVAC systems).

**What We Expect to Accomplish...**

- Pursuant to Master Site Plan, continued enhancement and improvement of grounds, including placing grass, and shrubs in the Norcross Street entrance area to eliminate parking in this area and enhancement of signage to improve both directional and interpretation purposes.
- Pursuant to Master Site Plan, bury Utility Lines on site in rear yard.
- Pursuant to Master Site Plan, remove existing front asphalt drive and resurface with new material (asphalt in numerous places has become very uneven and has created a safety hazard).

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10061754</b>									
	<b>511100</b>	Regular Employees	\$56,710	\$57,000	\$57,000	\$57,000	\$0	\$0	\$57,000
	<b>511105</b>	Part Time Employees	\$53,335	\$53,975	\$53,975	\$53,975	\$0	\$0	\$53,975
	<b>512200</b>	Social Security (FICA) Contributions	\$6,822	\$6,900	\$6,900	\$6,900	\$0	\$0	\$6,900
	<b>512300</b>	Medicare	\$1,595	\$1,610	\$1,610	\$1,610	\$0	\$0	\$1,610
	<b>512400</b>	Retirement Contributions	\$6,828	\$7,590	\$7,590	\$7,590	\$250	\$0	\$7,840
	<b>512401</b>	Deferred Compensation	\$574	\$600	\$600	\$600	\$100	\$0	\$700
	<b>521201</b>	Professional Services	\$3,000	\$3,000	\$3,000	\$3,000	\$0	\$0	\$3,000
	<b>521400</b>	Contract Services	\$32,727	\$32,741	\$32,741	\$32,741	(\$700)	\$0	\$32,041
	<b>522205</b>	Repairs And Maintenance	\$15,588	\$15,530	\$15,719	\$15,530	\$0	\$0	\$15,530
	<b>523220</b>	Postage	\$308	\$310	\$310	\$310	\$0	\$0	\$310
	<b>523300</b>	Advertising	\$1,491	\$1,500	\$1,390	\$1,500	\$0	\$0	\$1,500
	<b>523400</b>	Printing And Binding	\$904	\$450	\$560	\$450	\$0	\$0	\$450
	<b>523500</b>	Travel	\$1,015	\$1,015	\$1,015	\$1,015	\$335	\$0	\$1,350
	<b>523600</b>	Dues And Fees	\$160	\$440	\$440	\$440	\$0	\$0	\$440
	<b>523700</b>	Education And Training	\$189	\$285	\$285	\$285	\$365	\$0	\$650
	<b>531105</b>	Supplies	\$4,115	\$4,001	\$4,001	\$4,001	\$0	\$0	\$4,001
	<b>531230</b>	Electricity	\$6,089	\$5,872	\$5,872	\$5,872	\$0	\$0	\$5,872
	<b>531310</b>	Hospitality And Events		\$0	\$0	\$0	\$0	\$0	\$0
	<b>531610</b>	Furniture/Fixtures-Operating	\$400	\$400	\$400	\$400	\$0	\$0	\$400
	<b>531615</b>	Computer Equipment-Operating	\$741	\$1,800	\$1,800	\$1,800	\$0	\$0	\$1,800
	<b>553100</b>	Group Insurance Contribution	\$9,750	\$9,750	\$9,750	\$9,750	(\$500)	\$0	\$9,250
	<b>522140</b>	Repairs And Maintenance - Grounds	\$13,582	\$13,500	\$14,700	\$13,500	\$0	\$0	\$13,500
	<b>523902</b>	Sanitation Services	\$396	\$500	\$500	\$500	\$0	\$0	\$500
	<b>531210</b>	Water / Sewerage	\$442	\$1,000	\$2,000	\$1,000	\$0	\$0	\$1,000
	<b>531220</b>	Natural Gas	\$4,478	\$6,000	\$5,000	\$6,000	\$0	\$0	\$6,000
	<b>522130</b>	Custodial	\$6,767	\$7,000	\$7,000	\$7,000	\$0	\$0	\$7,000
<b>10061754</b>	<b>Total</b>		<b>\$228,006</b>	<b>\$232,769</b>	<b>\$234,158</b>	<b>\$232,769</b>	<b>(\$150)</b>	<b>\$0</b>	<b>\$232,619</b>



## Historic & Cultural Affairs Program 10061700

**Mission Statement...** To enhance the overall quality of life in Roswell by strengthening the community's cultural environment through support of the arts, preservation of its unique historic resources, and facilitation of access for all

**Services Provided...** Facilities management, community events, arts and cultural programs, program administration and community outreach

**Customers...** Citizens; City Boards; City Management; City wide staff; Elected Officials; Local Businesses; Media; Organizations; Public; Vendors; Visitors

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of volunteer committee meetings, Cultural Arts Board meetings and events staffed (primarily outside of normal working hours).	51	56	63

### What We Have Accomplished...

- Completion of Cultural Arts Center Strategic Plan with adoption by Mayor & Council.
- Executed successful leadership transition at the Cultural Arts Center with the hire of new Cultural Affairs Coordinator, Jess Wells.
- Successful execution of numerous community cultural programs and events including Roswell Roots, Roswell Reads, Riverside Sounds, Heritage Days in May, and the Trilogy Trolley Crawl. Worked in collaboration with numerous community organizations, volunteers and corporate sponsors to enhance and grow these programs.

### What We Expect to Accomplish...

- Development of new "Ambassadors" program to assist with the promotion of all events, programs, tours available from our division working to inform local "front-line" staff, hotel staff, etc.
- Increase participation at all Historic and Cultural Affairs division sponsored community cultural events through enhanced marketing including social media, sponsorships, earned media and advertising.
- Pursue the establishment of a "Friends of the Cultural Arts Center" as recommended in the adopted Roswell Cultural Arts Center Strategic Plan.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10061700</b>									
	511100	Regular Employees	\$79,407	\$80,000	\$80,000	\$80,000	\$0	\$0	\$80,000
	512200	Social Security (FICA) Contributions	\$4,924	\$5,000	\$5,000	\$5,000	\$0	\$0	\$5,000
	512300	Medicare	\$1,152	\$1,160	\$1,160	\$1,160	\$0	\$0	\$1,160
	512400	Retirement Contributions	\$9,583	\$10,620	\$10,620	\$10,620	\$355	\$0	\$10,975
	512401	Deferred Compensation	\$803	\$800	\$800	\$800	\$200	\$0	\$1,000
	521201	Professional Services	\$3,569	\$6,000	\$7,900	\$6,000	\$0	\$0	\$6,000
	521400	Contract Services	\$35,040	\$35,750	\$35,750	\$35,750	\$0	\$25,000	\$60,750
	522205	Repairs And Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
	523220	Postage	\$296	\$2,000	\$400	\$2,000	(\$1,000)	\$0	\$1,000
	523300	Advertising	\$15,065	\$16,850	\$18,150	\$16,850	\$0	\$0	\$16,850
	523400	Printing And Binding	\$5,498	\$8,000	\$9,185	\$8,000	\$0	\$0	\$8,000
	523500	Travel	\$1,593	\$1,265	\$1,865	\$1,265	\$0	\$0	\$1,265
	523600	Dues And Fees	\$150	\$300	\$300	\$300	\$0	\$0	\$300
	523700	Education And Training	\$425	\$600	\$2,415	\$600	\$0	\$0	\$600
	531105	Supplies	\$2,512	\$5,200	\$5,509	\$5,200	\$0	\$0	\$5,200
	531310	Hospitality And Events		\$0	\$0	\$0	\$1,000	\$0	\$1,000
	531400	Books And Periodicals		\$0	\$0	\$0	\$0	\$0	\$0
	531610	Furniture/Fixtures-Operating		\$0	\$0	\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$9,750	\$9,750	\$9,750	\$9,750	(\$500)	\$0	\$9,250
	<b>10061700 Total</b>		<b>\$169,766</b>	<b>\$183,295</b>	<b>\$188,804</b>	<b>\$183,295</b>	<b>\$55</b>	<b>\$25,000</b>	<b>\$208,350</b>

Recreation, Parks, Historic & Cultural Affairs Department

# Recreation Participation Fund

## Mission Statement

To offer quality fee-based programs, activities and special events that meet the present and future leisure needs of all Roswell Citizens.

## Who We Are...

The Recreation Participation and Special Events Fund is an enterprise fund that provides recreation programs and Special Events throughout the city.

# Recreation, Parks, Historic & Cultural Affairs Department

## Recreation Participation Fund – Fund 555

### What We Have Accomplished...

- Established a monthly e-newsletter to help keep our citizens current with updated information.
- Opened a new sprayground at East Roswell Park.
- Received the Georgia Recreation and Parks Association's Agency of the Year for an unprecedented 9th time.
- Recorded the lowest number of complaint calls during Spring Registration, while increasing registration by 43% when comparing the first week of FY12 to FY 11.

### What We Expect to Accomplish...

- Continue to maintain standards that reflect our status as a finalist for the National Recreation and Parks Association's Gold Medal Award.
- Continue to offer quality programs to ensure the Department is re-accredited by the Council on Accreditation for Parks and Recreation Agencies.
- Expand art classes in east Roswell by opening Art Center East at East Roswell Park.
- Continue to offer excellent community service by evaluating the Department's largest single marketing tool, our program brochure.

### Opportunities...

To continue to show the citizens of Roswell the level of excellence that our Department provides by maintaining our accreditation through NRPA's Council for Accreditation for Park and Recreation Agencies.

### Challenges...

During the current economic times, to expand opportunities, maintain a high level of quality service and meet the present and future leisure needs of our citizens.

**Participant Recreation Program  
55561200**

**Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget**

<b>FY 2012 Approved Budget</b>	<b>\$4,624,468.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions	\$0.00
Department Changes	\$0.00
Salary and Benefit Adjustments	(\$21,793.00)
Stormwater Fees Adjustment	\$0.00
Risk and Liability Adjustments	\$17,937.00
Fleet Services Fund	\$0.00
Bank Fees Adjustment	(\$5,000.00)
Indirect Cost Adjustment	\$0.00
<b>FY 2013 Approved Base Budget</b>	<b>\$4,615,612.00</b>
Education and Training, Dues and Fees: reaccreditation costs and National conference in California	\$15,000.00
Recreation Supplies: pool/sprayground chemical/supplies needed to operate sprayground since opening last fiscal year. Included in this figure is one time cost for new scoreboards at the BJCAB and WPRC; replace wall mats in gyms at ERRC; new sound system for ERRC Community room; ARC fitness equipment replacement and to purchase lightweight tables and chairs for various recreation facilities. Increased program fees to cover these costs and also charge an admission fee to spraygrounds.	\$80,000.00
Raise for part-time, temporary, seasonal staff and increase in official contract fees. Staff have not had raises in over 4 years. \$20,000 of requested amount is due to the opening of spraygrounds and personnel needed to staff these positions.	\$72,754.00
Career Development Plan	\$29,936.00
2% Merit	\$16,550.00
<b>FY 2013 Total Approved Budget</b>	<b>\$4,829,852.00</b>

**Participant Recreation Program  
55561200**

*Services Provided... Athletic Programs and Recreation Programs*

*Customers... Registered Participants*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Number of total registered participants	191,448	192,500	193,000

**What we have accomplished...**

- Expanded program offerings in all areas of programming and throughout the park system.
- Expanded programs at East Roswell Park, Riverside Park and Adult Recreation Center.
- Youth Basketball program increased 10%.
- New programs included Chili Cook Off at Art Center West, eight new art classes at the Adult Recreation Center, two USTA Junior Tennis Tournaments at the Roswell Area Park, Camp COOK at East Roswell Park, and Tree Climbing was offered at Riverside Park.
- Girls Gymnastics Level 5 and 6 were USA Gymnastics State Champions.
- Riverside Park Sprayground experienced over 30,000 visits during the summer season.

**What we expect to accomplish...**

- Provide a diversified list of program activities for all citizens of Roswell.
- Continue to develop new program areas and activities.
- Evaluate and enhance the existing programs and services to ensure the highest level of excellence.
- Open Sprayground at East Roswell Park.
- Revamp operation of the Roswell Skate Park.

**Revenue by Line Item...**

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Approved
555	341905	OTHER/MISC. FEES	\$12,947.25	\$0		\$0	\$0	
	347202	OTHER RENTAL FEES	\$229,244.00	\$110,000	\$220,000	\$110,000	\$110,000	\$220,000
	347501	GENERAL PROGRAMS	\$604,189.00	\$620,000	\$620,000	\$620,000	\$149,707	\$769,707
	347502	SPECIAL EVENTS	\$15,272.00	\$20,000	\$20,000	\$20,000	\$0	\$20,000
	347503	ATHLETICS	\$1,004,846.00	\$950,000	\$950,000	\$950,000	\$15,000	\$965,000
	347504	TENNIS	\$118,800.00	\$100,000	\$100,000	\$100,000	\$0	\$100,000
	347505	SWIMMING	\$232,835.00	\$150,000	\$200,000	\$150,000	\$50,000	\$200,000
	347506	GYM & PHYSICAL FITNESS	\$903,633.00	\$875,000	\$875,000	\$875,000	\$25,000	\$900,000
	347507	DANCE, DRAMA, & MUSIC	\$349,581.00	\$300,000	\$300,000	\$300,000	\$10,000	\$310,000
	347508	ARTS & CRAFTS	\$249,891.00	\$225,000	\$225,000	\$225,000	\$0	\$225,000
	347509	GENERAL INSTRUCTION PROGS	\$397,339.00	\$390,000	\$390,000	\$390,000	\$0	\$390,000
	347510	REC & PARKS CONTRIBUTIONS	\$60,080.00	\$46,700	\$46,700	\$46,700	\$0	\$46,700
	347512	REC & PARKS MISCELLANEOUS	\$21,900.00	\$20,000	\$20,000	\$20,000	\$0	\$20,000
	347513	SENIOR ADULT CENTER	\$158,550.00	\$160,000	\$160,000	\$160,000	\$0	\$160,000
	361000	INTEREST REVENUES	\$9,038.00	\$0	\$0	\$0	\$0	\$0
	361010	UNREALIZED INVEST GAINS	(\$5,552.00)	\$0	(\$208)	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$764	\$0	\$0	\$0
	391201	OPERATING TRANSFER IN	\$1,061,854.00	\$658,445	\$658,445	\$658,445	\$0	\$658,445
	392200	GAIN/LOSS ON PROPERTY SALE	\$0.00	\$0	\$0	\$0	\$0	\$0
	393500	CAPITAL LEASE PROGRAM	\$0.00	\$0	\$0	\$0	\$1,500,000	\$1,500,000
555 Total			\$5,424,447.25	\$4,625,145	\$4,785,701	\$4,625,145	\$1,859,707	\$6,484,852

**Participant Recreation Program  
55561200**

**Expenditures by Line Item...**

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$820,612	\$773,000		\$773,000		(\$5,000)	\$814,486
	511105	Part Time Employees	\$96,362	\$125,000		\$125,000			\$129,000
	511200	Temporary Employees	\$1,351,088	\$1,347,288		\$1,347,288			\$1,391,042
	512200	Social Security (FICA) Contributions	\$152,365	\$151,200		\$151,200		(\$300)	\$150,900
	512300	Medicare	\$35,635	\$35,370		\$35,370		(\$70)	\$35,300
	512400	Retirement Contributions	\$98,274	\$113,360		\$113,360		(\$7,923)	\$105,437
	512401	Deferred Compensation	\$3,006	\$3,300		\$3,300		\$0	\$3,300
	521201	Professional Services	\$0	\$0		\$0			\$0
	521400	Contract Services	\$37,564	\$43,000		\$43,000	\$0		\$43,000
	522205	Repairs And Maintenance	\$8,657	\$10,000		\$10,000	\$0		\$10,000
	522320	Rental Of Equipment And Vehicles	\$19,173	\$25,500		\$25,500	\$0		\$25,500
	523210	Communication Services	\$15,464	\$17,500		\$17,500	\$3,650		\$21,150
	523220	Postage	\$1,644	\$5,000		\$5,000	\$0		\$5,000
	523300	Advertising	\$2,490	\$5,000		\$5,000	\$0		\$5,000
	523400	Printing And Binding	\$17,035	\$35,000		\$35,000	(\$3,650)		\$31,350
	523500	Travel	\$6,486	\$4,040		\$4,040	\$0		\$15,820
	523600	Dues And Fees	\$5,234	\$5,500		\$5,500	\$0		\$8,200
	523700	Education And Training	\$2,147	\$5,780		\$5,780	\$0		\$6,300
	523901	Bank Fees / Charges	\$43,220	\$65,000		\$65,000	\$0	(\$5,000)	\$60,000
	531105	Supplies	\$39,399	\$75,000		\$75,000	\$0		\$75,000
	531310	Hospitality And Events		\$0		\$0	\$0		\$0
	531400	Books And Periodicals	\$69	\$500		\$500	\$0		\$500
	531605	Machinery And Equipment-Operating	\$2,560	\$16,000		\$16,000	\$0		\$16,000
	531610	Furniture/Fixtures-Operating	\$408	\$6,000		\$6,000	\$0		\$6,000
	552400	Risk/Liability Contribution	\$16,350	\$51,967		\$51,967		\$17,937	\$69,904
	553100	Group Insurance Contribution	\$185,250	\$165,750		\$165,750		(\$8,500)	\$157,250
	554100	Workers Comp Contribution	\$13,789	\$13,244		\$13,244			\$13,244
	581100	Capital Lease Payment	\$0	\$0		\$0			\$0
	531115	Recreation Supplies	\$665,195	\$632,750	\$0	\$632,750	\$0	\$0	\$712,750
	541210	Recreation Facilities	\$126,857	\$0		\$0			\$0
	542200	Vehicles		\$0		\$0			\$0
	542400	Computer Equipment		\$0		\$0			\$0
	511250	Seasonal Employees	\$213,407	\$193,419		\$193,419			\$198,419
	523100	Property And Liability Insurance	\$0	\$0		\$0	\$0		\$0
	523852	Instruction Fees	\$673,135	\$700,000		\$700,000	\$0		\$720,000
	549999	Contra- Capital Expense Account	(\$162,538)	\$0		\$0			\$0
	561003	Site Improvement- Depreciation	\$0	\$0		\$0			\$0
	561004	Machinery & Equipment- Depreciation	\$23,047	\$0		\$0			\$0
	561005	Vehicles-Depreciation	\$8,436	\$0		\$0			\$0
	611351	Operating Transfer Out - Fed Grant		\$0		\$0			\$0
	551110	Indirect Costs	\$280,598	\$0		\$0		\$0	\$0
	<b>555 - Recreation Participation Fund Total</b>		<b>\$4,802,417</b>	<b>\$4,624,468</b>	<b>\$0</b>	<b>\$4,624,468</b>	<b>\$0</b>	<b>(\$8,856)</b>	<b>\$4,829,852</b>

Recreation, Parks, Historic & Cultural Affairs Department

# Leita Thompson Rental Property

## Fund



### Who we are...

The Leita Thompson Rental Property Fund is utilized to account for revenues and expenditures associated with the apartments located on the donated 107 acres of property known as the Leita Thompson property. In accordance with an agreement between the City of Roswell and the Leitalift Foundation for the acceptance of the donated land and its assets in May, 2001, the City provided a safe, clean, and comfortable quality of lifestyle for the elderly retired residents who live in the apartments on the property for a period of five years. The City continues to operate the rental property today.

**Leita Thompson Rental Property  
29073450**

*Mission Statement...Provide a safe, clean, and comfortable quality of lifestyle for the residents who live in the apartments on the property*

*Services Provided... Apartment Rental*

*Customers...Renters*

**What We Have Accomplished...**

- Maintained a safe, clean and comfortable environment for the residents who live in the apartments on the property.

**What We Expect to Accomplish...**

- Maintain a safe, clean and comfortable environment for the residents who live in the apartments on the property.

**Revenue by Line Item...**

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Approved
290	361000	INTEREST REVENUES	\$196.00	\$0	\$0	\$0	\$0	\$0
	361010	UNREALIZED INVEST GAINS	\$0.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	381105	RENT OF PROPERTY	\$0.00	\$0	\$0	\$0	\$0	\$0
	381110	LEITA T. - RENT INCOME	\$83,050.00	\$79,200	\$80,000	\$79,200	\$2,800	\$82,000
	399290	LEITA T. - USE OF FUND BALANCE	\$0.00	\$0	\$0	\$0	\$0	\$0
<b>290 Total</b>			<b>\$83,246.00</b>	<b>\$79,200</b>	<b>\$80,000</b>	<b>\$79,200</b>	<b>\$2,800</b>	<b>\$82,000</b>

**Expenditures by Line Item...**

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	521400	Contract Services	\$20,964	\$24,000		\$24,000			\$24,000
	522205	Repairs And Maintenance	\$21,088	\$16,000		\$16,000			\$26,000
	531105	Supplies	\$26,680	\$6,000		\$6,000			\$6,000
	531230	Electricity	\$1,228	\$4,692		\$4,692			\$4,692
	522140	Repairs And Maintenance - Grounds	\$7,100	\$8,000		\$8,000			\$8,000
	523902	Sanitation Services	\$396	\$500		\$500			\$500
	531210	Water / Sewerage	\$3,811	\$2,500		\$2,500			\$2,500
	531220	Natural Gas	(\$48)	\$1,500		\$1,500			\$1,500
<b>290 - Leita Thompson Rental Fund Total</b>			<b>\$81,219</b>	<b>\$63,192</b>		<b>\$63,192</b>			<b>\$73,192</b>





Recreation, Parks, Historic & Cultural Affairs Department

# Cemetery Care Fund

## Who we are...

The Cemetery Care Fund is utilized to account for funds designated for the maintenance and care of the Old Roswell Cemetery. In accordance with an agreement between the City of Roswell and the Historic Cemetery Care Association for the acceptance of the Associations' assets in April, 1997, the City assumed responsibility for maintenance and care of the property.

**Cemetery Care Program  
23549500**

*Services Provided... Cemetery Care*

*Customers... Citizens*

**What We Have Accomplished...**

- Maintained and cared for the Old Roswell Cemetery property in accordance with the agreement between the City of Roswell and the Historic Cemetery Care Association.

**What We Expect to Accomplish...**

- Maintain and care for the Old Roswell Cemetery property in accordance with the agreement between the City of Roswell and the Historic Cemetery Care Association.

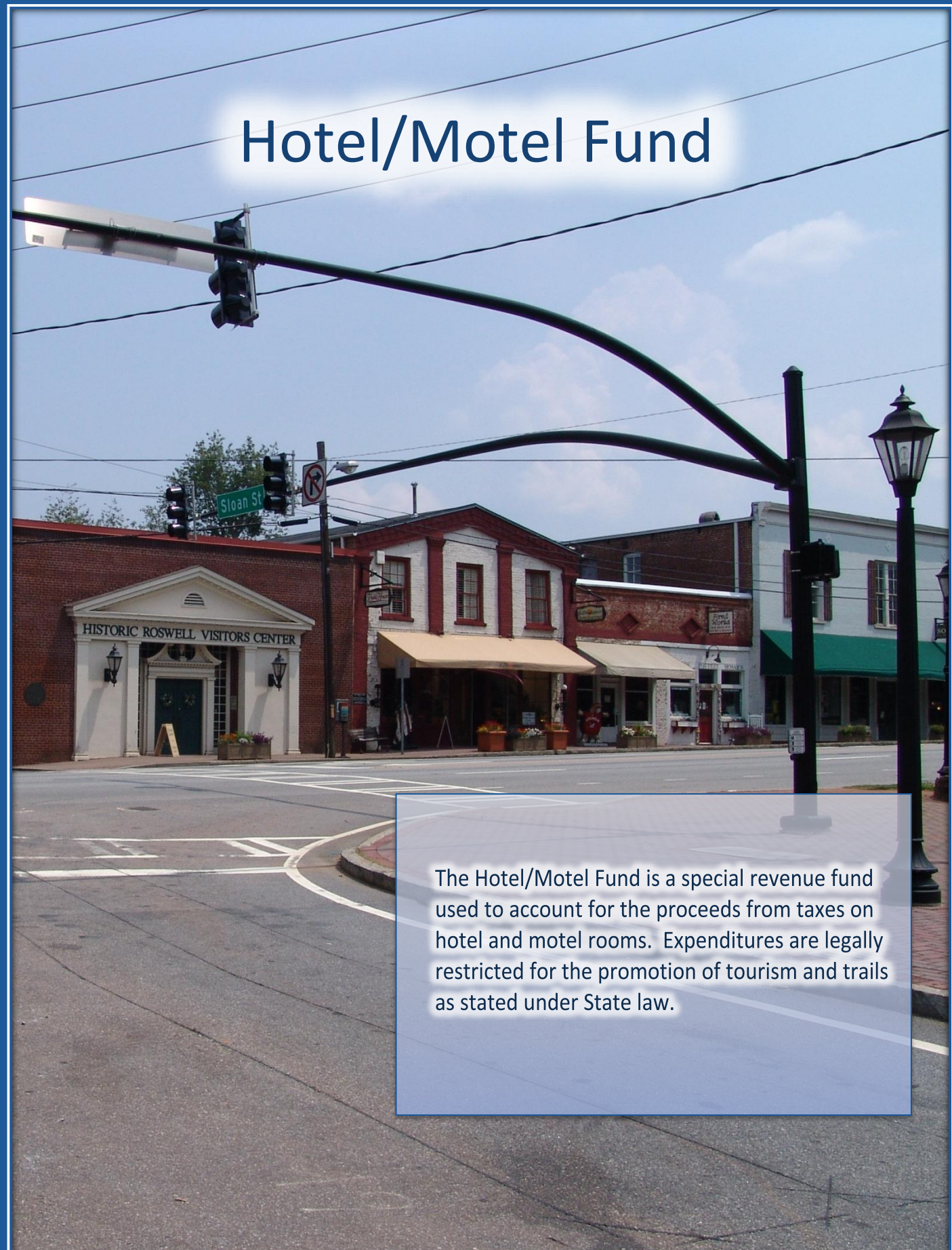
**Revenue by Line Item...**

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Approved
235	349100	CEMETERY FEES	\$0.00	\$0	\$0	\$0	\$0	\$0
	361000	INTEREST REVENUES	\$284.00	\$750	\$0	\$750	(\$750)	\$0
	361010	UNREALIZED INVEST GAINS	\$0.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$0	\$0	\$0	\$0
	399235	USE OF RESERVES - CEMETERY OPER	\$0.00	\$0		\$0	\$0	\$0
<b>235 Total</b>			<b>\$284.00</b>	<b>\$750</b>	<b>\$0</b>	<b>\$750</b>	<b>(\$750)</b>	<b>\$0</b>

**Expenditures by Line Item...**

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	522140	Repairs And Maintenance - Grounds	\$13,359	\$23,500		\$23,500			\$23,500
	531210	Water / Sewerage		\$0		\$0			\$0
<b>235 - Cemetery Fund Total</b>			<b>\$13,359</b>	<b>\$23,500</b>		<b>\$23,500</b>			<b>\$23,500</b>

# Hotel/Motel Fund



The Hotel/Motel Fund is a special revenue fund used to account for the proceeds from taxes on hotel and motel rooms. Expenditures are legally restricted for the promotion of tourism and trails as stated under State law.

## Hotel/Motel Fund Fund 275

### What We Have Accomplished...

The Hotel/Motel Fund receives revenue from taxes on hotel and motel rooms. Revenue may be used in three areas: 16.67% must be used for trails; 43.33% is restricted and must be used to fund the promotion of tourism and 40% is unrestricted and can be used for any purpose that the Mayor and City Council may authorize. The promotion of tourism includes the establishment and running of a Convention and Visitors Bureau and costs associated with Bulloch Hall (due to date of acquisition). In FY 2012 the Hotel/Motel Fund had approved revenues of \$626,000, utilized \$375,587 of fund balance and had approved expenditures of \$1,001,587. The unrestricted funds and unrestricted fund balance was utilized to supplement the restricted funds given to the Historic Roswell Convention and Visitors Bureau (CVB), establish startup funding for the newly created "Roswell Business Alliance" and fund capital projects for Barrington Hall, Bulloch Hall, Smith Plantation and the Cultural Arts Center.

### What We Expect to Accomplish...

The Hotel/Motel Fund is approved to have revenues of \$730,000, will utilize \$309,024 of fund balance and have approved expenditures of \$1,039,024 in FY 2013. For FY 2013 all of the restricted funds (\$281,645) will be used to fund the Historic Roswell Convention and Visitors Bureau (CVB). The unrestricted funds and unrestricted fund balance will be utilized to supplement the restricted funds given to the Historic Roswell Convention and Visitors Bureau (CVB)(\$170,637), provide second year startup funding for the newly created "Roswell Business Alliance" (\$410,000) and fund capital projects for Barrington Hall, Bulloch Hall, Smith Plantation and the Cultural Arts Center (\$93,650).

### Hotel/Motel Revenue by Line Item...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Request
275	314101	H/M TAX : TRAILS 16.67%	\$120,171.00	\$105,000	\$108,000	\$105,000	\$3,355	\$108,355
	314102	H/M TAX : 40.00%	\$293,421.00	\$250,000	\$258,000	\$250,000	\$10,000	\$260,000
	314103	H/M TAX : 43.33%	\$307,288.00	\$271,000	\$275,000	\$271,000	\$10,645	\$281,645
	361000	INTEREST REVENUES	\$7,557.00	\$0	\$2,000	\$0	\$5,000	\$5,000
	361010	UNREALIZED INVEST GAINS	\$392.00	\$0	\$0	\$0	\$0	\$0
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$664	\$0	\$0	\$0
	361016	INVEST.INTEREST EARNED	\$0.00	\$0	\$550	\$0	\$0	\$0
	391205	OPERATING TRANSFER IN	\$0.00	\$0	\$0	\$0	\$75,000	\$75,000
<b>275 Total</b>			<b>\$728,829.00</b>	<b>\$626,000</b>	<b>\$644,214</b>	<b>\$626,000</b>	<b>\$104,000</b>	<b>\$730,000</b>

### Hotel/Motel Expenditure by Line Item...

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	521201	Professional Services		\$0	\$0	\$0	\$335,000	\$75,000	\$410,000
	521400	Contract Services	\$431,109	\$431,109	\$431,109	\$431,109	\$0	\$21,173	\$452,282
	523901	Bank Fees	\$4,833	\$7,500	\$5,372	\$7,500	(\$2,500)	\$0	\$5,000
	531210	Water / Sewerage	\$42	\$200	\$42	\$200	\$0	\$0	\$200
	552400	Risk/Liability Contribution		\$1,778	\$1,778	\$1,778	\$614	\$0	\$2,392
	579001	Operating Contingency	\$0	\$9,000	\$9,000	\$9,000	\$0	\$0	\$9,000
	611350	Capital Transfers Out - Historic I	\$0	\$188,000	\$188,000	\$188,000	(\$188,000)	\$93,650	\$93,650
	611350	Capital Transfers Out - Trails	\$0	\$189,000	\$189,000	\$189,000	(\$189,000)	\$66,500	\$66,500
<b>275 - Hotel/Motel Fund Total</b>			<b>\$431,151</b>	<b>\$442,087</b>	<b>\$441,929</b>	<b>\$442,087</b>	<b>\$614</b>	<b>\$21,173</b>	<b>\$1,039,024</b>

## Hotel/Motel Fund Fund 275

<b>FY 2012 Approved Budget</b>	<b>\$449,587.00</b>
One-Time Costs Removed	\$0.00
Mid-Year Additions - Roswell Business Alliance FY13 funding	\$335,000.00
Department Changes	
Salary and Benefit Adjustments	
Stormwater Fees Adjustment	
Risk and Liability Adjustments	\$614.00
Fleet Services Fund	
Bank Fees Adjustment	(\$2,500.00)
Indirect Cost Adjustment	
<b>FY 2013 Approved Base Budget</b>	<b>\$782,701.00</b>
<p>Additional funding for CVB - (Communications/Travel Writers/Press &amp; Media Weddings/Reunions/ Photo Library-\$9,105, Increased visibility at trade shows &amp; through FAMS (familiarizations), Special Event attendance-\$ 4,068, CVB phases out our marketing program so that all memberships come through the RBA and the CVB income would be reduced by approximately 11,000 per year -\$8,000).</p>	
	\$21,173.00
<p>Additional funding for RBA - (in addition to the \$335,000 contract - funding from the elimination of Economic Development Manager)</p>	
	\$75,000.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$878,874.00</b>
Emergency Phones - Roswell River Walk and Big Creek Greenway	\$60,000.00
Trail Counters for parks	\$6,500.00
Bulloch Hall porch repair	\$25,000.00
Cultural Arts Center (CAC) Marquee Replacement (additional funds, \$30,000 currently approved for 2 marquees)	\$35,000.00
Remove unsafe asphalt & Resurface front drive and walkways at Smith House	\$28,650.00
Replace pit cover floor panels - Cultural Arts Center	\$5,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$1,039,024.00</b>

**Hotel/Motel Trails – Recreation and Parks  
35075403**

*Mission Statement... Connectivity of Trails in the City of Roswell*

**What We Have Accomplished...**

- Old Mill Ruins Trail
- Roswell area Park Trail culvert repair
- Historic Mill Restrooms
- Asphalt East Roswell Park Trail Extension from Fouts to Eves
- Riverside Park Trail and Overlook

**What We Expect to Accomplish...**

- Emergency Phones for Trail System - \$60,000
- Trail Counters - \$6,500

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	611350	Operating Transfers Out - Cap Projects		\$189,000		\$189,000	(\$189,000)	\$66,500	\$66,500
	<b>27575403 Total</b>			<b>\$189,000</b>		<b>\$189,000</b>	<b>(\$189,000)</b>	<b>\$66,500</b>	<b>\$66,500</b>

**Unrestricted Hotel/Motel Capital**  
**35061751, 35061752, 35061753, 35061754**

**What We Have Accomplished...**

- Barrington Hall: Painting
- Bulloch Hall: ADA Parking, Driveway/Drainage improvements, Driveway resurfacing, Sidewalk/Pavilion walkway improvements
- Cultural Arts Center: Seat cushion replacement, Electric stage wench replacement, Security upgrades
- Smith Plantation: HVAC replacement, Sidewalk repair, Painting

**What We Expect to Accomplish...**

- Bulloch Hall: Porch repair - \$25,000
- Cultural Arts Center: additional funds for Marquee replacement - \$35,000, Replace pit cover floor panels - \$5,000
- Smith Plantation: Resurface front driveway and walkways - \$28,650

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	611350	Operating Transfers Out - Cap Projects	\$0	\$188,000		\$188,000	(\$188,000)	\$93,650	\$93,650
	27575401	<b>Total</b>	<b>\$0</b>	<b>\$188,000</b>		<b>\$188,000</b>	<b>(\$188,000)</b>	<b>\$93,650</b>	<b>\$93,650</b>



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# Transportation Department

Mission Statement...  
We Keep Roswell Moving!

## Who We Are...

The Transportation Department (RDOT) is responsible for the Roswell transportation system. This includes the safe and efficient movement of pedestrian, bicycle, vehicular traffic, and freight. RDOT responsibilities include planning, design, and construction of major and minor multi-modal transportation facilities; maintaining 374 miles of roads and 102 traffic signals; all traffic signs and pavement markings; maintaining the City's rights-of-way; and responding to emergencies 24 hours/7 days a week.

# Transportation Department

## What We Have Accomplished...

- Completed construction of Midtown Streetscape, MARTA Bus Shelters and Simme Seats, MARTA Finish the Connection Improvements across SR 400, and HBR at SR 9 Intersection Improvements
- Resurfaced \$1.8 million of City streets, experimented with reclaimite to reduce asphalt cracking and also with double surface treatment on unpaved roads
- Awarded the Georgia Department of Transportation (GDOT) Best Innovative Solutions Award and the Georgia Engineering Alliance Honor Award for the Grimes Bridge Road at Norcross Street/Warsaw Road Roundabout.
- Provided public outreach through public meetings, responses to citizen requests, continuing website updates, social networking and local media sources
- Renewal of the Bicycle Friendly Community Award given by The League of American Bicyclists.
- Made progress on the American Public Works Association Accreditation Self Assessment; American Society of Civil Engineers Peer Review, and Professional Development of staff through training programs.
- Completed design of MARTA Sidewalk Improvements, Warsaw-Sun Valley Connector Phase, SR 120 Lane Diet, Historic gateway
- 

## What We Expect to Accomplish...

- Make progress on Big Creek Parkway, Warsaw-Sun Valley connector Phase 1, SR 9/120 at Oxbo Road, Eves Road Complete Street, SR 120 Lane Diet, Hardscrabble Green Loop, HBR Corridor Study, SR 9 Chattahoochee River Multiuse Trail Bridge, Historic Gateway.
- Aesthetic Improvements at signalized intersections and Design HBR/SR 400 Landscaping Plan
- Continue to resurface and maintain our City streets
- Make significant progress toward Accreditation through the American Public Works Association by completing Self Assessment
- Identify and mitigate high accident locations; Implement a speed management program on Collector and Minor Arterial Roads
- Develop a Congestion Management System; Construction of SR 9 ATMS

# Transportation Department

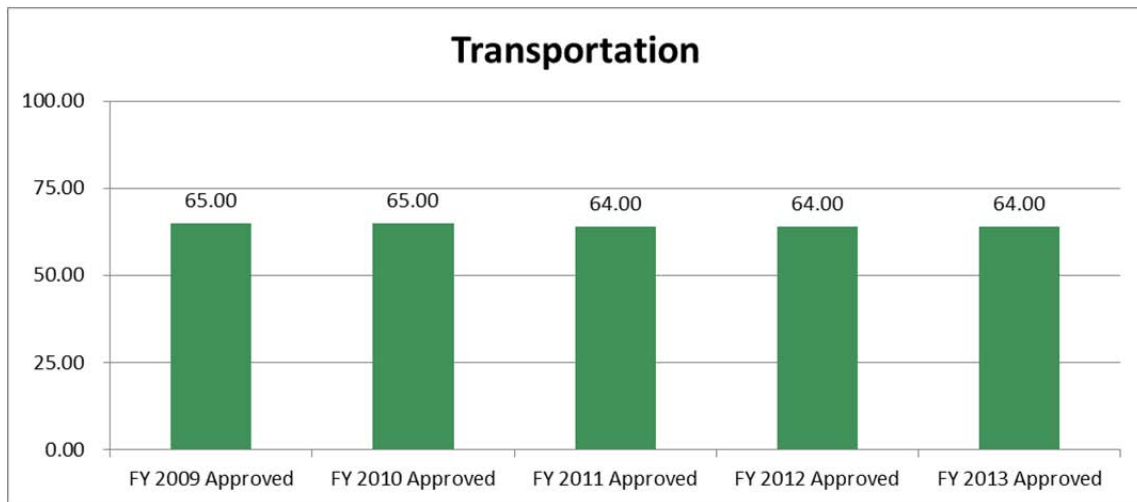
## Opportunities...

- Potential funding through Transportation Investment Act vote either in July or November 2012
- Potential City Bond Referendum in November or July 2012
- Talented staff is capable of performing some studies and designing some projects in house
- Weak economy provides favorable bid climate
- Collaboration with other North Fulton cities (i.e. trail connections)

## Challenges...

- Weak economy means limited property tax revenue and no City funding for Capital Projects
- Extremely limited funding through Georgia DOT
- Lack of passage of National Surface Transportation Reauthorization
- Transportation Impact Fees are relatively low compared to Recreation and parks, yet many transportation improvements are needed.
- Residents want relief from congestion

Fund	FY 13 Total Approved	Full Time Positions
100 - General Fund	\$7,311,289	64
350 - Capital Projects Fund	\$1,390,000	
230 - Impact Fee Fund	\$3,000	
<b>Grand Total</b>	<b>\$8,704,289</b>	<b>64</b>



## Personnel Changes:

**FY 2011:** Eliminated (1) Traffic Analyst I position, (1) Utility Coordinator position, and created (1) Land Development Manager.

# Transportation Department

## General Fund

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013	Changes to Base Budget	Approved	FY 2013 Approved Budget
						Initial Base Budget		New Initiatives and Capital	
<b>100 - General Fund</b>									
511100		Regular Employees	\$2,782,980	\$2,883,000	\$2,942,210	\$2,883,000	\$2,000	\$0	\$2,885,000
511105		Part Time Employees	\$24,691	\$25,614	\$25,614	\$25,614	\$0	\$0	\$25,614
511200		Temporary Employees	\$0	\$10,146	\$12,277	\$10,146	\$0	\$0	\$10,146
511300		Overtime	\$52,219	\$49,999	\$49,000	\$49,999	\$0	\$0	\$49,999
512200		Social Security (FICA) Contributions	\$171,304	\$184,400	\$181,930	\$184,400	\$100	\$0	\$184,500
512300		Medicare	\$40,141	\$43,090	\$42,513	\$43,090	\$20	\$0	\$43,110
512400		Retirement Contributions	\$331,561	\$383,680	\$383,680	\$383,680	\$12,201	\$0	\$395,881
512401		Deferred Compensation	\$13,581	\$13,300	\$13,140	\$13,300	\$3,000	\$0	\$16,300
521201		Professional Services	\$28,922	\$40,000	\$40,000	\$40,000	\$0	\$0	\$40,000
521400		Contract Services	\$0	\$0	\$0	\$0	\$0	\$80,000	\$80,000
522205		Repairs And Maintenance	\$29,645	\$92,700	\$88,944	\$92,700	\$0	\$0	\$92,700
522210		Vehicle Repair	\$15,907	\$15,900	\$21,350	\$15,900	\$0	\$0	\$15,900
522215		Garage Base Rate	\$18	\$0	\$0	\$0	\$48,131	\$0	\$48,131
522216		Mechanics Rate	\$18	\$0	\$0	\$0	\$57,268	\$0	\$57,268
522320		Rental Of Equipment And Vehicles	\$7,562	\$14,300	\$14,422	\$14,300	\$0	\$0	\$14,300
523210		Communication Services	\$17,119	\$21,500	\$21,050	\$21,500	\$2,900	\$0	\$24,400
523220		Postage	\$110	\$200	\$175	\$200	\$0	\$0	\$200
523300		Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0
523400		Printing And Binding	\$36	\$600	\$450	\$600	\$0	\$0	\$600
523500		Travel	\$7,209	\$9,467	\$8,990	\$9,467	\$682	\$0	\$10,149
523600		Dues And Fees	\$3,550	\$3,725	\$3,078	\$3,725	\$200	\$15,000	\$18,925
523700		Education And Training	\$10,813	\$18,908	\$17,890	\$18,908	(\$1,034)	\$2,000	\$19,874
523851		Contracted Temporary Labor	\$3,850	\$0	\$0	\$0	\$0	\$0	\$0
531105		Supplies	\$245,124	\$336,000	\$385,000	\$336,000	(\$3,000)	\$0	\$333,000
531120		Vehicle Parts And Supplies	\$74,269	\$67,950	\$71,900	\$67,950	\$0	\$0	\$67,950
531250		Oil	\$2,286	\$2,892	\$2,772	\$2,892	\$0	\$0	\$2,892
531270		Gasoline/ Diesel	\$122,091	\$159,167	\$164,400	\$159,167	\$0	\$0	\$159,167
531310		Hospitality And Events	\$0	\$0	\$0	\$0	\$0	\$0	\$0
531400		Books And Periodicals	\$183	\$200	\$207	\$200	\$200	\$0	\$400
531605		Machinery And Equipment-Operating	\$0	\$2,000	\$1,900	\$2,000	(\$2,000)	\$0	\$0
531610		Furniture/Fixtures-Operating	\$140	\$200	\$200	\$200	\$0	\$0	\$200
531615		Computer Equipment-Operating	\$9,210	\$1,100	\$1,500	\$1,100	\$0	\$0	\$1,100
531720		Uniforms	\$9,694	\$10,000	\$13,352	\$10,000	\$0	\$0	\$10,000
541415		Road Improvements/ Sidewalks	\$0	\$0	\$0	\$0	\$0	\$0	\$0
542100		Machinery	\$0	\$0	\$0	\$0	\$0	\$0	\$0
552400		Risk/Liability Contribution	\$108,895	\$73,054	\$73,054	\$73,054	\$14,213	\$0	\$87,267
553100		Group Insurance Contribution	\$639,437	\$624,000	\$624,000	\$624,000	(\$32,000)	\$0	\$592,000
554100		Workers Comp Contribution	\$29,915	\$71,634	\$71,634	\$71,634	\$0	\$0	\$71,634
523800		Licenses	\$123	\$510	\$649	\$510	\$915	\$0	\$1,425
539999		Special Events Contra Account	(\$1,804)	\$0	\$0	\$0	\$0	\$0	\$0
572010		Payments To Local Nonprofits	\$0	\$0	\$0	\$0	\$0	\$0	\$0
531210		Water / Sewerage	\$8	\$0	\$63	\$0	\$0	\$0	\$0
522110		Disposal	\$17,755	\$18,000	\$15,500	\$18,000	(\$2,000)	\$0	\$16,000
531230		Electricity	\$1,121,698	\$1,310,682	\$1,300,000	\$1,310,682	\$18,000	\$0	\$1,328,682
531240		Bottled Gas	\$0	\$0	\$0	\$0	\$0	\$0	\$0
531215		Stormwater Utility Fee	\$0	\$0	\$606,575	\$606,575	\$606,575	\$0	\$606,575
<b>100 - General Fund Total</b>			<b>\$5,920,260</b>	<b>\$6,487,918</b>	<b>\$7,199,417</b>	<b>\$6,487,918</b>	<b>\$726,371</b>	<b>\$97,000</b>	<b>\$7,311,289</b>

# Transportation Department

General Fund

## Summary of Changes from FY 2012 Approved Budget to FY 2013 Budget

<b>FY 2012 Approved Budget</b>	<b>\$6,487,918.00</b>
One-Time Costs Removed	(\$2,000.00)
Mid-Year Additions (electricity for added streetlights)	\$18,000.00
Department Changes	(\$1,137.00)
Salary and Benefit Adjustments	(\$14,679.00)
Stormwater Fees Adjustment	\$606,575.00
Risk and Liability Adjustments	\$14,213.00
Fleet Services Fund	\$105,399.00
<b>FY 2013 Approved Base Budget</b>	<b>\$7,214,289.00</b>
American Public Works Association (APWA) Accreditation	\$15,000.00
Landscaping Maintenance	\$80,000.00
Bicycle Education program	\$2,000.00
<b>FY 2013 Approved Operating Budget</b>	<b>\$7,311,289.00</b>
Citywide Resurfacing and Reconstruction	\$1,000,000.00
Leita Thompson Turn Lane (Construction)	\$80,000.00
Sidewalk Connectivity Program	\$300,000.00
Replace Guardrail on Azalea Drive	\$10,000.00
<b>FY 2013 Total Approved Budget</b>	<b>\$8,701,289.00</b>

## Transportation Administration Program 10042101

*Mission Statement... To provide leadership, management, and financial control of the Transportation Department*

*Services Provided... Administrative support*

*Customers... Citizens; City wide staff; Elected Officials; Homeowner Associations; Local Businesses; Media; Public; Visitors; GDOT, Fulton County*

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Percentage of contract invoices processed within 30 days of receipt			

### What We Have Accomplished...

- Made progress on several projects: Midtown Streetscape, HBR at SR 9 Intersection Improvement, MARTA Bus Shelters and Simme Seats, MARTA Sidewalk Improvements, MARTA Finish the Connection Improvements Across SR 400, Warsaw-Sun Valley Connector Phase 1, SR 9/120 at Oxbo Road, SR 120 Lane Diet, Hardscrabble Green Loop, SR 9 Chattahoochee River Multiuse Trail Bridge, SR 120 Sidepath, HBR Corridor Study, Houze/Hembree Roundabout, Historic Gateway
- Professional Development: Made progress on American Public Works Association Accreditation Self Assessment; American Society of Civil Engineers Peer Review; and Professional Development of staff through training programs
- Public outreach through continuing website updates, social networking and local media sources

### What We Expect to Accomplish...

- Make progress on several projects: Big Creek Parkway, Warsaw-Sun Valley Connector Phase 1, SR 9/120 at Oxbo Road, Eves Road Complete Street, SR 120 Lane Diet, Hardscrabble Green Loop, SR 9 Chattahoochee River Multiuse Trail Bridge, SR 120 Sidepath, HBR Corridor Study, HBR/SR 400 Short Range Improvements, Houze/Hembree Roundabout, Historic Gateway
- Aesthetic Improvements at Signalized Intersections and Design HBR/SR 400 Landscaping Plan
- Make significant progress toward Accreditation from the American Public Works Association

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	Approved			FY 2013 Approved Budget
						FY 2013 Initial Base Budget	Changes to Base Budget	New Initiatives and Capital	
511100	Regular Employees		\$309,964	\$289,000	\$291,165	\$289,000	\$0	\$0	\$289,000
511300	Overtime			\$0		\$0	\$0	\$0	\$0
512200	Social Security (FICA) Contributions		\$18,431	\$18,000	\$18,000	\$18,000	\$0	\$0	\$18,000
512300	Medicare		\$4,388	\$4,200	\$4,200	\$4,200	\$0	\$0	\$4,200
512400	Retirement Contributions		\$29,706	\$32,990	\$32,990	\$32,990	\$6,598	\$0	\$39,588
512401	Deferred Compensation		\$2,508	\$1,700	\$1,700	\$1,700	\$1,200	\$0	\$2,900
522215	Garage Base Rate		\$18	\$0		\$0	\$1,380	\$0	\$1,380
522216	Mechanics Rate		\$18	\$0		\$0	\$441	\$0	\$441
522320	Rental Of Equipment And Vehicles		\$18	\$0		\$0	\$0	\$0	\$0
523220	Postage		\$110	\$200	\$175	\$200	\$0	\$0	\$200
523500	Travel		\$2,235	\$2,290	\$2,100	\$2,290	(\$68)	\$0	\$2,222
523600	Dues And Fees		\$704	\$835	\$835	\$835	(\$300)	\$15,000	\$15,535
523700	Education And Training		\$2,002	\$2,670	\$2,500	\$2,670	(\$220)	\$2,000	\$4,450
523851	Contracted Temporary Labor			\$0		\$0	\$0	\$0	\$0
531105	Supplies		\$11,438	\$15,000	\$15,000	\$15,000	\$0	\$0	\$15,000
531310	Hospitality And Events			\$0		\$0	\$0	\$0	\$0
531720	Uniforms			\$0		\$0	\$0	\$0	\$0
552400	Risk/Liability Contribution		\$108,895	\$73,054	\$73,054	\$73,054	\$14,213	\$0	\$87,267
553100	Group Insurance Contribution		\$34,937	\$29,250	\$29,250	\$29,250	\$7,750	\$0	\$37,000
554100	Workers Comp Contribution		\$29,915	\$71,634	\$71,634	\$71,634	\$0	\$0	\$71,634
523800	Licenses		\$86	\$170	\$234	\$170	\$10	\$0	\$180
539999	Special Events Contra Account		(\$1,804)	\$0		\$0	\$0	\$0	\$0
572010	Payments To Local Nonprofits		\$0	\$0		\$0	\$0	\$0	\$0
<b>10042101</b>	<b>Total</b>		<b>\$553,569</b>	<b>\$540,993</b>	<b>\$542,837</b>	<b>\$540,993</b>	<b>\$31,004</b>	<b>\$17,000</b>	<b>\$588,997</b>

## Transportation Engineering and Design Program 10042102

**Mission Statement...** To manage and relentlessly advance capital projects through concept and design, up to construction and to manage the Development Review Process for the Transportation Department

**Services Provided...** Program management,; project programming; contract administration

**Customers...** Citizens; Elected Officials; Homeowner Associations

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percentage of Plans Reviewed			

### What We Have Accomplished...

- Began construction of SR 9/SR 120 Intersection Improvements & MARTA Sidewalks
- Begin design of Big Creek Parkway
- Begin design of Eves Road Complete Street project

### What We Expect to Accomplish...

- Continue design of Chattahoochee River Bridge Bike/Pedestrian Improvements, Sun Valley/Warsaw/Old Ellis Connector, and Big Creek Parkway
- Begin Right-of-way acquisition on Hardscrabble Green Loop Phase 1
- Obtain an approved concept for Historic Gateway and Houze at Hembree Intersection projects

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>10042102</b>									
	511100	Regular Employees	\$425,232	\$342,000	\$298,550	\$342,000	(\$47,000)	\$0	\$295,000
	511200	Temporary Employees	\$0	\$5,000	\$2,500	\$5,000	\$0	\$0	\$5,000
	511300	Overtime		\$0		\$0	\$0	\$0	\$0
	512200	Social Security (FICA) Contributions	\$25,828	\$21,600	\$18,853	\$21,600	(\$2,900)	\$0	\$18,700
	512300	Medicare	\$6,040	\$5,040	\$4,397	\$5,040	(\$680)	\$0	\$4,360
	512400	Retirement Contributions	\$48,752	\$50,800	\$50,800	\$50,800	(\$10,428)	\$0	\$40,372
	512401	Deferred Compensation	\$3,154	\$2,800	\$2,355	\$2,800	(\$200)	\$0	\$2,600
	521201	Professional Services	\$28,922	\$40,000	\$40,000	\$40,000	\$0	\$0	\$40,000
	521400	Contract Services		\$0		\$0	\$0	\$0	\$0
	522205	Repairs And Maintenance	\$2,209	\$700	\$500	\$700	\$0	\$0	\$700
	522210	Vehicle Repair	\$38	\$500	\$350	\$500	\$0	\$0	\$500
	522320	Rental Of Equipment And Vehicles	\$5,113	\$6,500	\$7,000	\$6,500	\$0	\$0	\$6,500
	523210	Communication Services	\$2,696	\$4,500	\$2,800	\$4,500	\$0	\$0	\$4,500
	523300	Advertising		\$0		\$0	\$0	\$0	\$0
	523400	Printing And Binding	\$36	\$600	\$450	\$600	\$0	\$0	\$600
	523500	Travel	\$1,360	\$330	\$330	\$330	\$330	\$0	\$660
	523600	Dues And Fees	\$713	\$575	\$575	\$575	(\$270)	\$0	\$305
	523700	Education And Training	\$1,660	\$2,050	\$1,500	\$2,050	(\$650)	\$0	\$1,400
	523851	Contracted Temporary Labor		\$0		\$0	\$0	\$0	\$0
	531120	Vehicle Parts And Supplies	\$40	\$950	\$900	\$950	\$0	\$0	\$950
	531250	Oil	\$267	\$225	\$275	\$225	\$0	\$0	\$225
	531270	Gasoline/ Diesel	\$1,660	\$1,826	\$1,900	\$1,826	\$0	\$0	\$1,826
	531400	Books And Periodicals	\$183	\$200	\$207	\$200	\$200	\$0	\$400
	531610	Furniture/Fixtures-Operating	\$140	\$200	\$200	\$200	\$0	\$0	\$200
	531615	Computer Equipment-Operating	\$9,210	\$800	\$1,200	\$800	\$0	\$0	\$800
	541415	Road Improvements/ Sidewalks		\$0		\$0	\$0	\$0	\$0
	553100	Group Insurance Contribution	\$78,000	\$68,250	\$68,250	\$68,250	(\$22,000)	\$0	\$46,250
	523800	Licenses	\$25	\$0	\$50	\$0	\$250	\$0	\$250
<b>10042102 Total</b>			<b>\$641,278</b>	<b>\$555,446</b>	<b>\$503,942</b>	<b>\$555,446</b>	<b>(\$83,348)</b>	<b>\$0</b>	<b>\$472,098</b>

## Transportation Planning Program 10042103

**Mission Statement...** The planning division serves the public by continuously coordinating with surrounding city and county governments, regional agencies and transit providers. In addition, the division maintains and updates the City's Transportation Master Plan

**Services Provided...** Program management; project programming; contract administration; coordination with GDOT, ARC, GRGA, NFCID, MARTA, USDOT, Fulton County, and surrounding jurisdictions; Fulton County Schools; administrative support

**Customers...** Citizens; City wide staff; Elected Officials; Homeowner Associations; Public

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
*No Measure - First year of this program.			

### What We Have Accomplished...

- Completed the Holcomb Bridge Road Corridor Study
- Led the efforts to design and construct MARTA Offset projects
- Amended the Transportation Master Plan

### What We Expect to Accomplish...

- Continued coordination with ARC related to Roswell projects in the Transportation Investment Act List
- Work closely with Strategic Budget & Planning to develop potential projects for City Bond Program
- Coordinate with ARC related to a TIP Update and Project Submission

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved	
								Initiatives and Capital	FY 2013 Approved Budget
511100	Regular Employees		\$184,015	\$185,000	\$186,310	\$185,000	\$0	\$0	\$185,000
512200	Social Security (FICA) Contributions		\$10,989	\$11,500	\$11,500	\$11,500	\$0	\$0	\$11,500
512300	Medicare		\$2,570	\$2,690	\$2,690	\$2,690	\$0	\$0	\$2,690
512400	Retirement Contributions		\$21,681	\$24,650	\$24,650	\$24,650	\$828	\$0	\$25,478
512401	Deferred Compensation		\$1,840	\$1,800	\$1,800	\$1,800	\$300	\$0	\$2,100
523210	Communication Services		\$601	\$2,000	\$1,000	\$2,000	(\$200)	\$0	\$1,800
523500	Travel		\$1,470	\$1,700	\$1,650	\$1,700	\$0	\$0	\$1,700
523600	Dues And Fees		\$564	\$425	\$425	\$425	\$70	\$0	\$495
523700	Education And Training		\$1,430	\$1,500	\$1,500	\$1,500	\$10	\$0	\$1,510
553100	Group Insurance Contribution		\$29,250	\$29,250	\$29,250	\$29,250	(\$1,500)	\$0	\$27,750
523800	Licenses		\$0	\$0	\$0	\$0	\$50	\$0	\$50
<b>10042103 Total</b>			<b>\$254,411</b>	<b>\$260,515</b>	<b>\$260,775</b>	<b>\$260,515</b>	<b>(\$442)</b>	<b>\$0</b>	<b>\$260,073</b>



## Street Maintenance Program 10042200

**Mission Statement...** We are specialists in Roadway Construction, Roadway Maintenance, Right of Way Maintenance, Utility Coordination, Contract inspection, and management

**Services Provided...** Construction management, road maintenance and improvements, right-of-way maintenance, sidewalk installation and maintenance, utility permits and coordination, emergency response

**Customers...** Citizens; City wide staff; Elected Officials; Local Businesses; Public; Visitors; GDOT, Schools

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Linear feet of sidewalks completed by contract			
Linear feet of sidewalks completed in house			

### What We Have Accomplished...

- Completed 5 cycles of sweeping arterial, collector and residential streets resulting in over 1500 tons of waste being removed from roadways.
- Increased the output of our asphalt operations.
- Performed yearly inspection of all city streets in pavement management system with a current inventory of 1200 city streets.

### What We Expect to Accomplish...

- Respond to emergency calls as quickly as possible.
- Monitor utility work for various contractors working on city streets including work done by our own Water Department
- Provide street sweeping on arterial, collector and residential streets a minimum four (4) cycles.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
	511100	Regular Employees	\$1,130,352	\$1,157,000	\$1,185,070	\$1,157,000	(\$6,000)	\$0	\$1,151,000
	511105	Part Time Employees	\$24,691	\$25,614	\$25,614	\$25,614	\$0	\$0	\$25,614
	511200	Temporary Employees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	511300	Overtime	\$28,400	\$30,000	\$30,000	\$30,000	\$0	\$0	\$30,000
	512200	Social Security (FICA) Contributions	\$70,276	\$75,200	\$75,200	\$75,200	(\$370)	\$0	\$74,830
	512300	Medicare	\$16,436	\$17,590	\$17,590	\$17,590	(\$80)	\$0	\$17,510
	512400	Retirement Contributions	\$136,913	\$153,920	\$153,920	\$153,920	\$4,040	\$0	\$157,960
	512401	Deferred Compensation	\$2,639	\$2,600	\$2,600	\$2,600	\$400	\$0	\$3,000
	521400	Contract Services	\$0	\$0	\$0	\$0	\$0	\$80,000	\$80,000
	522205	Repairs And Maintenance	\$25,772	\$40,000	\$25,000	\$40,000	\$0	\$0	\$40,000
	522210	Vehicle Repair	\$9,278	\$10,000	\$14,000	\$10,000	\$0	\$0	\$10,000
	522215	Garage Base Rate		\$0		\$0	\$32,261	\$0	\$32,261
	522216	Mechanics Rate		\$0		\$0	\$45,581	\$0	\$45,581
	522320	Rental Of Equipment And Vehicles	\$0	\$5,000	\$4,500	\$5,000	\$0	\$0	\$5,000
	523210	Communication Services	\$10,468	\$7,900	\$10,000	\$7,900	\$2,500	\$0	\$10,400
	523500	Travel	\$651	\$944	\$850	\$944	\$276	\$0	\$1,220
	523600	Dues And Fees	\$135	\$250	\$250	\$250	\$0	\$0	\$250
	523700	Education And Training	\$47	\$2,370	\$2,000	\$2,370	(\$276)	\$0	\$2,094
	523851	Contracted Temporary Labor	\$3,850	\$0	\$0	\$0	\$0	\$0	\$0
	531105	Supplies	\$133,990	\$175,000	\$178,000	\$175,000	(\$1,500)	\$0	\$173,500
	531120	Vehicle Parts And Supplies	\$64,923	\$57,000	\$60,000	\$57,000	\$0	\$0	\$57,000
	531250	Oil	\$1,529	\$1,512	\$1,400	\$1,512	\$0	\$0	\$1,512
	531270	Gasoline/ Diesel	\$98,528	\$131,107	\$135,000	\$131,107	\$0	\$0	\$131,107
	531605	Machinery And Equipment-Operating		\$0		\$0	\$0	\$0	\$0
	531720	Uniforms	\$7,109	\$7,000	\$8,000	\$7,000	\$0	\$0	\$7,000
	553100	Group Insurance Contribution	\$302,250	\$302,250	\$302,250	\$302,250	(\$15,500)	\$0	\$286,750
	523800	Licenses	\$12	\$0	\$25	\$0	\$50	\$0	\$50
	531210	Water / Sewerage	\$8	\$0	\$63	\$0	\$0	\$0	\$0
	522110	Disposal	\$17,755	\$18,000	\$15,500	\$18,000	(\$2,000)	\$0	\$16,000
	531215	Stormwater Utility Fee	\$0		\$606,575		\$606,575	\$0	\$606,575
	<b>10042200 Total</b>		<b>\$2,086,012</b>	<b>\$2,220,257</b>	<b>\$2,853,407</b>	<b>\$2,220,257</b>	<b>\$665,957</b>	<b>\$80,000</b>	<b>\$2,966,214</b>

## Transportation Land Acquisition & Development 10042104

**Mission Statement...** To sustain and enhance Roswell's transportation system, improve safety and connectivity through acquisition and installation

**Services Provided...** Rights of way opportunity identification and land acquisition for trail connections, road connections, and other construction projects.

**Customers...** Citizens; City Management; City wide staff; Elected Officials; Local Businesses; Public; Visitors; GDOT, Schools

Outcome Measure...	FY 2011 <u>Actual</u>	FY 2012 <u>Estimated</u>	FY 2013 <u>Approved</u>
Miles of Connectivity, which is the total distance in miles without crossing a highway provided by a road or trail connection			

### What We Have Accomplished...

- Presented connectivity concepts, projects and map for Transportation Master Plan.
- Acquired right of way on Oak Street, Grimes Bridge Roundabout, Warsaw Street, Holcomb Bridge Road and the Taimen on the River Subdivision.
- Negotiated rights of way on Sway Branch Drive, Green Street, Extension of Elm Street to Oxbo Road, and at Dotsie Garner Mills Park.

### What We Expect to Accomplish...

- Negotiate right of way on Oxbo Road, Mimosa Street, Pleasant Hill Street, Pine Grove Road, Hembree Road and Grove Way.
- Working with downtown owners for connectivity along Green Street, Canton Street, Cherry Street, and Norcross Streets.
- Working to extend Forest Street, Taimen on the River, and River Walk.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved	FY 2013 Approved Budget
								New Initiatives and Capital	
	511100	Regular Employees		\$139,000	\$193,115	\$139,000	\$52,000	\$0	\$191,000
	512200	Social Security (FICA) Contributions		\$8,700	\$11,447	\$8,700	\$3,250	\$0	\$11,950
	512300	Medicare		\$2,020	\$2,663	\$2,020	\$750	\$0	\$2,770
	512400	Retirement Contributions		\$18,580	\$18,580	\$18,580	\$7,682	\$0	\$26,262
	512401	Deferred Compensation		\$1,200	\$1,645	\$1,200	(\$100)	\$0	\$1,100
	523210	Communication Services		\$1,200	\$1,000	\$1,200	(\$400)	\$0	\$800
	523500	Travel		\$1,330	\$1,330	\$1,330	(\$200)	\$0	\$1,130
	523600	Dues And Fees		\$975	\$363	\$975	(\$150)	\$0	\$825
	523700	Education And Training		\$2,750	\$3,200	\$2,750	\$395	\$0	\$3,145
	553100	Group Insurance Contribution		\$19,500	\$19,500	\$19,500	\$8,250	\$0	\$27,750
	523800	Licenses		\$0	\$0	\$0	\$125	\$0	\$125
<b>10042104 Total</b>				<b>\$195,255</b>	<b>\$252,843</b>	<b>\$195,255</b>	<b>\$71,602</b>	<b>\$0</b>	<b>\$266,857</b>

## Traffic Engineering Program 10042700

**Mission Statement...** To apply technology, science, and human factors to the planning, design, operations, and management of the road network, terminals, and abutting lands to provide for the safe, efficient, and convenient movement of people, goods, and services

**Services Provided...** Traffic control device installation, maintenance, and upgrades including geometric design, traffic accident analysis, roadway lighting, traffic signage, pavement markings, traffic signalization, and timing, traffic safety, and other traffic engineering functions; traffic studies; traffic control for emergencies and special events; customer service; emergency response

**Customers...** Citizens; City Management; City wide staff; Elected Officials; Homeowner Associations; Local Businesses; Public; Visitors; GDOT, Schools

Outcome Measure...	FY 2011 Actual	FY 2012 Estimated	FY 2013 Approved
Percentage of signals maintained quarterly			

### What We Have Accomplished...

- Began construction of SR9 ATMS (Advanced Transportation Management System)
- Made significant progress on design of HBR/SR92 ATMS Project
- Installed 21 traffic monitoring devices on HBR/SR92 through RTOP (Regional Traffic Operations Program)

### What We Expect to Accomplish...

- Establish remote communications to 25 additional traffic signals
- Complete design and begin construction of HBR/SR92 ATMS
- Complete construction of SR9 ATMS to establish remote communications to 7 additional traffic signals, install adaptive signal control and traffic monitoring devices along the corridor and establish a Traffic Control Center at our Hembree location.

Org	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
511100	Regular Employees		\$733,417	\$771,000	\$788,000	\$771,000	\$3,000	\$0	\$774,000
511200	Temporary Employees		\$0	\$5,146	\$9,777	\$5,146	\$0	\$0	\$5,146
511300	Overtime		\$23,819	\$19,999	\$19,000	\$19,999	\$0	\$0	\$19,999
512200	Social Security (FICA) Contributions		\$45,779	\$49,400	\$46,930	\$49,400	\$120	\$0	\$49,520
512300	Medicare		\$10,706	\$11,550	\$10,973	\$11,550	\$30	\$0	\$11,580
512400	Retirement Contributions		\$94,509	\$102,740	\$102,740	\$102,740	\$3,481	\$0	\$106,221
512401	Deferred Compensation		\$3,439	\$3,200	\$3,040	\$3,200	\$1,400	\$0	\$4,600
522205	Repairs And Maintenance		\$1,665	\$52,000	\$63,444	\$52,000	\$0	\$0	\$52,000
522210	Vehicle Repair		\$6,591	\$5,400	\$7,000	\$5,400	\$0	\$0	\$5,400
522215	Garage Base Rate			\$0		\$0	\$14,490	\$0	\$14,490
522216	Mechanics Rate			\$0		\$0	\$11,246	\$0	\$11,246
522320	Rental Of Equipment And Vehicles		\$2,431	\$2,800	\$2,922	\$2,800	\$0	\$0	\$2,800
523210	Communication Services		\$3,354	\$5,900	\$6,250	\$5,900	\$1,000	\$0	\$6,900
523500	Travel		\$1,493	\$2,873	\$2,730	\$2,873	\$344	\$0	\$3,217
523600	Dues And Fees		\$1,434	\$665	\$630	\$665	\$850	\$0	\$1,515
523700	Education And Training		\$5,674	\$7,568	\$7,190	\$7,568	(\$293)	\$0	\$7,275
523851	Contracted Temporary Labor			\$0		\$0	\$0	\$0	\$0
531105	Supplies		\$99,696	\$146,000	\$192,000	\$146,000	(\$1,500)	\$0	\$144,500
531120	Vehicle Parts And Supplies		\$9,306	\$10,000	\$11,000	\$10,000	\$0	\$0	\$10,000
531250	Oil		\$490	\$1,155	\$1,097	\$1,155	\$0	\$0	\$1,155
531270	Gasoline/ Diesel		\$21,903	\$26,234	\$27,500	\$26,234	\$0	\$0	\$26,234
531605	Machinery And Equipment-Operating			\$2,000	\$1,900	\$2,000	(\$2,000)	\$0	\$0
531615	Computer Equipment-Operating		\$0	\$300	\$300	\$300	\$0	\$0	\$300
531720	Uniforms		\$2,585	\$3,000	\$5,352	\$3,000	\$0	\$0	\$3,000
542100	Machinery			\$0		\$0	\$0	\$0	\$0
553100	Group Insurance Contribution		\$195,000	\$175,500	\$175,500	\$175,500	(\$9,000)	\$0	\$166,500
523800	Licenses		\$0	\$340	\$340	\$340	\$430	\$0	\$770
531230	Electricity		\$1,121,698	\$1,310,682	\$1,300,000	\$1,310,682	\$18,000	\$0	\$1,328,682
531240	Bottled Gas			\$0		\$0	\$0	\$0	\$0
<b>10042700</b>	<b>Total</b>		<b>\$2,384,989</b>	<b>\$2,715,452</b>	<b>\$2,785,615</b>	<b>\$2,715,452</b>	<b>\$41,598</b>	<b>\$0</b>	<b>\$2,757,050</b>



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# Capital Improvement Program



A five-year Capital Improvement Program (CIP) is developed and updated annually. The capital budget is the first year of the CIP and provides the basis for control of expenditures for the acquisition of significant City assets and construction of all capital facilities. As capital improvement projects are completed they are capitalized and the operations and maintenance are funded in the annual operating budget.

# Capital Improvement Program

## The FY 2013-FY 2017 Approved Capital Improvement Program

The FY 2013–FY 2017 Approved Capital Improvement Program totals \$51,854,383. A summary of the plan is as follows:

	FY 2013 Approved	FY 2014 Proposed	FY 2015 Proposed	FY 2016 Proposed	FY 2017 Proposed	Total
350 - Capital Projects Fund	\$6,204,990	\$6,427,437	\$6,076,826	\$5,149,185	\$2,197,000	\$26,055,438
Capital Lease program	\$3,150,000	\$130,000	\$0	\$0	\$0	\$3,280,000
540 - Solid Waste Fund	\$523,971	\$1,464,036	\$539,035	\$566,600	\$699,833	\$3,793,475
604 - Fleet Services Fund	\$46,000	\$29,500	\$13,500	\$13,500	\$13,500	\$116,000
505 - Water/Sewer Fund	\$390,500	\$11,590,920	\$338,400	\$338,400	\$277,600	\$12,935,820
507 - Stormwater Utility Fund	\$525,000	\$550,000	\$550,000	\$550,000	\$550,000	\$2,725,000
210 - Confiscated Assets Fund	\$78,000	\$302,500	\$350,000	\$0	\$50,000	\$780,500
215 - E911 Fund	\$127,000	\$0	\$0	\$800,000	\$20,000	\$947,000
230 - Impact Fee Fund - Trans	\$0	\$225,000	\$0	\$0	\$0	\$225,000
230 - Impact Fee Fund - REC/PKS	\$125,000	\$190,000	\$0	\$0	\$0	\$315,000
275 - Historic Trails	\$66,500	\$145,000	\$120,000	\$120,000	\$120,000	\$571,500
275 - Hotel/Motel Fund	\$93,650	\$0	\$0	\$6,000	\$10,000	\$109,650
<b>Projects Proposed to be Funded:</b>	<b>\$11,330,611</b>	<b>\$21,054,393</b>	<b>\$7,987,761</b>	<b>\$7,543,685</b>	<b>\$3,937,933</b>	<b>\$51,854,383</b>

## FY 2013 –FY 2017 CIP

### General Fund Maintenance Capital:

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
1	Citywide Facilities Maintenance (FCA)	35015651	541300	10001	\$ 1,923,512	\$ 2,239,673	\$ 2,038,095	\$ 1,093,428	
1	Citywide Vehicle Replacement Program	35015850	542200	14001	\$ 1,300,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000	
2	Citywide Computer Replacement Program	35015351	531615	11001	\$ 105,200	\$ 155,200	\$ 155,200	\$ 155,200	
	Flatbed Scanner Replacement - GIS				\$ 10,000				
	Large Format Plotter Replacement - GIS				\$ 22,000				
	Small Format Plotter Replacement - GIS					\$ 9,000			
	Wide Format Scanner Replacement - GIS				\$ 20,000				
2	Advanced CPR Manikin	35035400	542100	50006	\$ 8,000				
	Cardiac Monitor replacement program	35035101	542100	50004	\$ 62,654	\$ 65,564	\$ 67,531	\$ 69,557	
	Small Equipment Replacement Program - Replacement of aged commercial mowers and gators for Leita Thompson Park and Roswell Area Park	35062000	542100	60003	\$ 40,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
1	Athletic Field Improvements - (4) concrete light poles at \$8,000. (2) at Roswell Area Park Football Field #2 and (2) at Roswell North Baseball Field.								
2	Athletic field backstop fencing is becoming safety issue for spectators	35062000	541210	60033	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
	Tennis Court Resurfacing - Roswell Area Park Tennis Courts 5-8 and East Roswell Park Tennis Courts 1 & 2	35062000	541210	60004	\$ 18,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
3	Floor Renovation - large gymnasium at the Bill Johnson Community Activity Building	35062000	541300	60032	\$ 85,000				
4	Restroom Upgrades Roswell Area Park Football/Lacrosse					\$ 106,000			
5	Repair/replace 30 yr old water and irrigation lines in Roswell Area Park								\$ 30,000
6	Playground Replacement - Riverside Park						\$ 54,000		
	Asphalt Resurfacing/Restriping: park Drives and parking lots in								
7	Azalea Park & Willeo Park						\$ 40,000		
10	Leak Repair - Roswell Area Park Pool							\$ 30,000	
12	Replace front doors at the Bill Johnson Community Activity Building							\$ 15,500	
13	Replace security cameras at the Bill Johnson Community Activity Building								\$ 12,000
14	Sidewalk Repair - Repair existing sidewalks that are uneven at the playground and trail entrances, and the Physical Activity Center in Roswell Area Park							\$ 12,500	\$ 14,000
15	Recreation Center Building Renovations -Commercial appliances and kitchen flooring replacements that are used during rentals at the East Roswell Recreation Center							\$ 42,000	
16	Skid Steer Loader								\$ 52,000
<b>TOTALS:</b>					<b>\$ 3,574,366</b>	<b>\$ 4,287,437</b>	<b>\$ 4,044,826</b>	<b>\$ 3,087,185</b>	<b>\$ 165,000</b>

**FY 2013 –FY 2017 CIP**

**General Fund One-Time Capital:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
	American with Disabilities Act (ADA) Compliance City Buildings	35015850	522205	33001	\$ 22,400				
1	2013 Aerial Imagery (Update) - GIS	35015352	543000	31001	\$ 30,000			\$ 30,000	
1	RAPSTC Gun Lockers	35035400	542100	51001	\$ 9,724				
1	Backup repeaters for Police and Fire	35035101	542100	50005	\$ 75,000				
1	Patrol Vehicles for new officers	35032101	542200	70004	\$ 384,000	\$ 96,000			
2	Additional Mobile Data Terminals for new officers	35032101	542400	70003	\$ 48,000	\$ 12,000			
4	Police Tasers	35032500	542100	75004	\$ 25,000				
8	Outdoor Security Cameras - (5) security cameras for parking lots and trail entrances/exits at Old Mill Park	35062000	542100	60034	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
9	Big Creek Greenway Repairs	35062000	541210	60024	\$ 18,000				
11	City Hall Municipal Complex Lighting Plan Phase II	35062201	541200	61001	\$ 40,000				
17	Founders Cemetery Improvements - 1/2 of Estimated cost	35062000	541200	60025	\$ 60,000				
20	Asphalt Big Creek Park Drive	35062000	541210	60026	\$ 145,000				
21	HVAC Installation - Dobbs Drive	35062000	542100	60027	\$ 19,500				
23	Athletic Facility Equipment - Aged scoreboards and wiring need replacing and Coke has discontinued their replacement and service program. Locations are Bill Johnson Community Activity Building, East Roswell Recreation Center and Waller Park Recreation Center	35062000	542100	60028	\$ 55,000				
33	Recreation Center Solar Lighting Panels - East Roswell Recreation Center	35062000	541300	60029	\$ 90,000				
	Citywide Resurfacing and Reconstruction	35042200	541415	90001	\$ 668,000	\$ 668,000	\$ 668,000	\$ 668,000	\$ 668,000
	Citywide Resurfacing and Reconstruction	35042200	522205	90001	\$ 332,000	\$ 1,332,000	\$ 1,332,000	\$ 1,332,000	\$ 1,332,000
	Leita Thompson Turn Lane (Construction)	35042200	541415	90011	\$ 80,000				
	Sidewalk Connectivity Program	35042200	541415	92003	\$ 300,000				
	Replacement of Guardrail on Azalea Drive	35042200	541415	90010	\$ 10,000				
	Fire Apparatus Replacement - Lease Payment	35035101	581100	50001	\$ 51,000				
	Fire Apparatus Replacement (Ladder) - Lease Payment	35035101	581100	50008	\$ 136,000				
<b>TOTALS:</b>					<b>\$ 2,630,624</b>	<b>\$ 2,140,000</b>	<b>\$ 2,032,000</b>	<b>\$ 2,062,000</b>	<b>\$ 2,032,000</b>

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Total
GENERAL FUND CAPITAL	Approved	Proposed	Proposed	Proposed	Proposed	
Maintenance Capital	\$3,574,366	\$4,287,437	\$4,044,826	\$3,087,185	\$165,000	\$15,158,814
One Time Capital	\$2,630,624	\$2,140,000	\$2,032,000	\$2,062,000	\$2,032,000	\$10,896,624
General Fund CIP:	\$6,204,990	\$6,427,437	\$6,076,826	\$5,149,185	\$2,197,000	\$26,055,438

**Capital Lease program:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
	(2-3) Turf Fields - 1)-Football/Lacrosse field in the Roswell Area Park, 2)-Waller Park Extension Soccer field and 3) - Football/Lacrosse field no 2 in the back of Roswell Area Park.	35062000	541210	60030	\$ 1,500,000				
	Fire Apparatus Replacement	35035101	542200	50001	\$ 450,000				
	Fire Apparatus Replacement (Ladder)	35035101	542200	50008	\$ 1,200,000				
2	Motorcycle Replacement	35032101	542200		\$ -	\$ 130,000			
<b>TOTALS:</b>					<b>\$ 3,150,000</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FY 2013 –FY 2017 CIP**

**Solid Waste Fund:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
1	Biodiesel Production & Storage Equipment	54045100	542100	81013	\$ 25,000				
1	Residential Rear-Loader Garbage Truck replacement	54045201	542200	81002	\$ 178,848	\$ 187,990	\$ 197,180	\$ 207,039	\$ 258,799
2	Commercial Front-Loader Garbage Truck replacement	54045202	542200	81001	\$ 262,123	\$ 275,229	\$ 288,990	\$ 303,440	\$ 379,300
3	Pickup Truck and Dump Body Replacement (Scout Truck)	54045201	542100	81008	\$ 40,000	\$ -	\$ -	\$ -	\$ -
4	Replacement Pickup Truck at Recycling Center	54045500	542200	81014	\$ 18,000				
5	Commercial Hydraulic Cylinder replacement				\$ -	\$ 17,850	\$ 18,250	\$ 19,775	\$ 21,753
	Solid Waste Vehicles - Engine replace program				\$ -	\$ 32,967	\$ 34,615	\$ 36,346	\$ 39,981
	Renovation/expansion of Recycling Center				\$ -	\$ 950,000			
<b>TOTALS:</b>					<b>\$ 523,971</b>	<b>\$ 1,464,036</b>	<b>\$ 539,035</b>	<b>\$ 566,600</b>	<b>\$ 699,833</b>

**Fleet Services Fund:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
1	Fleet Maintenance Truck Replacement Program	60449000	542200	83002	\$ 40,000	\$ -	\$ -	\$ -	\$ -
1	Fleet Maintenance Automotive Repair Equipment Program	60449000	542100	83001	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	(1) 12-ton Vehicle Lift				\$ -	\$ 16,000			
	Fleet Maintenance Tool Replacement Program				\$ -	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
<b>TOTALS:</b>					<b>\$ 46,000</b>	<b>\$ 29,500</b>	<b>\$ 13,500</b>	<b>\$ 13,500</b>	<b>\$ 13,500</b>

**Water Fund:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
1	Replace Backhoe	50544400	542100	80034	\$ 80,000				
1	Valley Ridge Water Line Replacement	50544400	541420	80028	\$ 172,800				
2	Ford Ranger Vehicle Replacement	50544400	542200	80029	\$ 25,000				
2	Replace Actuators on Four Filters and Raw Water Line	50544300	522205	80030	\$ 65,000				
3	Replace Fork Lift	50544400	542100	80031	\$ 30,000				
3	Replace Floats in Backwash Basins	50544300	522205	80032	\$ 11,200				
4	Replace Floats in Backwash Sump	50544300	522205	80033	\$ 6,500				
	Replace Skid Steer				\$ -	\$ 60,000			
	Prospect Street Water Line Replacement Project								\$ 277,600
	Replace Water Line on Hill Crest Drive				\$ -	\$ 281,920			
	Spring Drive Water Line Replacement Project						\$ 338,400	\$ 338,400	
	Phase II - New 2.5MGD Water Plant				\$ -	\$ 7,392,000			
	Raw Water Intake Upgrade and Raw Waterline Transmission				\$ -	\$ 3,857,000			
<b>TOTALS:</b>					<b>\$ 390,500</b>	<b>\$ 11,590,920</b>	<b>\$ 338,400</b>	<b>\$ 338,400</b>	<b>\$ 277,600</b>



**FY 2013 –FY 2017 CIP**

**Stormwater Utility Fund:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
1	Vehicle Replacement for Ford F150	50743200	542200	82002	\$ 25,000				
1	Prospect Street pipe replacement	50743200	541200	82007	\$ 180,000				
2	Replace Fork Lift	50743200	542100	82008	\$ 30,000				
2	Shelli Lane stormwater improvements	50743200	541200	82009	\$ 180,000				
3	Mid size trackhoe for use by Crew 2 for Heavy Maintenance	50743200	542200	82010	\$ 90,000				
4	Trailer Purchase for new Trackhoe	50743200	542100	82011	\$ 20,000				
2	Stormwater Projects - TBD	50743200	541200		\$ -	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000
<b>TOTALS:</b>					<b>\$ 525,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>

**Confiscated Assets Fund:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
2	HVAC for Quartermaster	35032500	542100	74010	\$ 8,000				
3	Crime Suppression Unit - unmarked vehicles	35032500	542200	75005	\$ 60,000				
5	Crisis Negotiation Communication System	35032500	542500	74011	\$ 10,000				
	Surveillance Platform- replacement of current covert surveillance system				\$ 15,000				
	Mobile Command Post					\$ 350,000			
	Polygraph Equipment - replacement equipment and software				\$ 7,500				
	Armored Vehicle				\$ -	\$ 250,000			
	covert cameras	35032500	542100	74002	\$ -	\$ 30,000			
	Special Weapons and Tactics team (SWAT) vests							\$ 50,000	
<b>TOTALS:</b>					<b>\$ 78,000</b>	<b>\$ 302,500</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>

**E-911 Fund:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
1	Cubicle workstations for new positions in E-911 Center	21538000	542300	76003	\$ 12,000				
2	Upgrade Communications Building	21538000	541300	76004	\$ 65,000				
3	Vehicle for E-911 Manager	21538000	542200	76005	\$ 35,000				
4	Refurbish E-911 Break Room	21538000	541300	76006	\$ 15,000				
	Upgrade Motorola radio Dispatch Consoles with newer technology						\$ 800,000		
	Computer Aided Dispatch (CAD) computer Replacement for E-911							\$ 20,000	
<b>TOTALS:</b>					<b>\$ 127,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>\$ 20,000</b>

**Impact Fee Fund:**

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
1	New Restroom Facility - Roswell Area Park Trails	23062000	541210	60031	\$ 125,000	\$ 125,000			
2	Picnic Shelters - Don White/ACE Sand				\$ 65,000				
<b>TOTALS:</b>					<b>\$ 125,000</b>	<b>\$ 190,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FY 2013 –FY 2017 CIP**

***Hotel/Motel Fund:***

FY 13									
Priority	ProjectName	Org	Object	Project	FY2013	FY2014	FY2015	FY2016	FY2017
1	Trail Counters for Parks	35075403	542100	66008	\$ 6,500				
2	Emergency Phones - Roswell River Walk and Big Creek Greenway	35075403	542100	66009	\$ 60,000				
3	Fitness Trail - Roswell River Walk					\$ 35,000			
1	Replace pit cover floor panels - Cultural Arts Center	35061753	542300	62005	\$ 5,000				
	Remove unsafe asphalt & Resurface front drive and walkways at								
3	Smith House	35061754	541200	65006	\$ 28,650				
4	Bulloch Hall Porch Repair	35061752	541300	64006	\$ 25,000				
5	Cultural Arts Center Seat Cushion Replacement						\$ 6,000		
6	Smith Plantation Painting							\$ 10,000	
2	Hotel/Motel -Trails Projects - TBD	35075403	542100		\$ 110,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
7	Cultural Arts Center (CAC) Marquee Replacement	35061753	541210	62004	\$ 35,000				
<b>TOTALS:</b>					<b>\$ 160,150</b>	<b>\$ 145,000</b>	<b>\$ 120,000</b>	<b>\$ 126,000</b>	<b>\$ 130,000</b>

**Capital Projects Fund Reprogramming...**

Project				FY 2012 Current Available	Approved re-programming	FY 2013 Approved
Windows 7 Upgrades	35015351	542400	11006	\$40,000	(\$40,000)	\$0
Complete Citywide Technology System (ERP)	35015351	542400	11003	\$1,868,856	(\$30,000)	\$1,838,856
Exchange Server Upgrade	35015351	542400	11007	\$0	\$70,000	\$70,000
Wayfinding Signage	35042102	541200	30004	\$75,925	(\$75,925)	\$0
Downtown Development Authority Training	10070101	523700		\$7,000	(\$7,000)	\$0
Downtown Development Authority funding for FY 2013	10070101	521400		\$0	\$82,925	\$82,925
Mansell Extension (Design)	23042102	541415	90003	\$476,101	(\$250,000)	\$226,101
Old Roswell Road at Warsaw Road (Design)	23042102	541415	90009	\$0	\$250,000	\$250,000
<b>TOTAL:</b>				<b>\$2,467,882</b>	<b>\$0</b>	<b>\$2,467,882</b>

**Estimated Operating Budget Impact of FY 13 Approved Capital:**

<b>Project</b>	<b>Summary of Impact</b>	<b>Estimated Operating Impact</b>
(10) Patrol Vehicles for new officers	increase in annual gasoline and fleet services fund costs (\$3,135 ea.)	\$31,350
(10) Tasers for new officers	increase in annual maintenance (\$500 ea.)	\$5,000
(10) Mobile Data Terminals for new officers	increase in air card charges	\$12,000
(5) Outdoor Security Cameras for trail entrances/exits and parking lot at Old Mill Park	increase in annual electricity costs	\$3,000
City Hall Municipal Complex Lighting Plan Phase II	increase in annual electricity costs	\$4,000
Asphalt Big Creek Drive	decrease in annual maintenance costs from eliminating a gravel road	(\$2,000)
Recreation Center Solar Lighting Panels - East Roswell Recreation Center	decrease in annual electricity costs	(\$6,000)
Install (3) Turf Fields - (2) Football/Lacrosse fields in Roswell Area Park, (1) Soccer Field in Waller Park Extension	decrease in annual maintenance costs from eliminating sodded fields	(\$35,000)
Biodiesel Production & Storage Equipment	decrease in annual fuel costs	(\$5,000)
HVAC System for Quartermaster	increase in annual electricity costs	\$2,000
Crisis Negotiation System	increase in annual maintenance	\$2,500
Citywide Facilities Maintenance (FCA)	avoided general repairs and maintenance from proactive maintenance program for facilities	(\$100,000)
Citywide Vehicle Replacement Program	avoided vehicle repairs and maintenance from proactive vehicle replacement program	(\$25,000)
Additional Vehicle for E-911 Fund Manager	increase in annual gasoline and fleet services fund costs	\$1,800
New Restroom Facility - Roswell Area Park Trails	increase in annual utility and facility maintenance costs	\$2,000
<b>Total Annual Impact:</b>		<b>(\$109,350)</b>



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# Debt Service Fund

This fund tracks the costs of debt service for the City of Roswell.

# Debt Service

## Revenue and Expenditures

### Debt Service Fund Revenues...

Fund	Account	Account Name	FY 2011 Actual	FY 2012 Budget	FY 2012 Estimate	FY 2012 Budget	FY 2013 Changes	FY 2013 Approved
410	311101	REAL PROPERTY TAX - CURRENT YEAR	\$6,127,527.00	\$5,975,000	\$5,975,000	\$5,975,000	(\$475,000)	\$5,500,000.00
	311110	PUBLIC UTILITY	\$0.00	\$0	\$0	\$0	\$0	\$0.00
	311200	REAL PROPERTY TAX - PRIOR	\$47,428.00	\$40,000	\$40,000	\$40,000	\$0	\$40,000.00
	311310	MOTOR VEHICLE	\$419,820.00	\$360,000	\$360,000	\$360,000	(\$7,200)	\$352,800.00
	319110	GEN PROP: PEN & INT : REAL	\$0.00	\$0	\$0	\$0	\$0	\$0.00
	341905	OTHER/MISC. FEES	\$0.00	\$0	\$0	\$0	\$0	\$0.00
	361000	INTEREST REVENUES	\$15,457.00	\$20,000	\$0	\$20,000	(\$20,000)	\$0.00
	361010	UNREALIZED INVEST GAINS	(\$620.00)	(\$5,000)	\$0	(\$5,000)	\$5,000	\$0.00
	361015	BANK INTEREST EARNED	\$0.00	\$0	\$2,024	\$0	\$0	\$0.00
	361016	INVEST. INTEREST EARNED	\$0.00	\$0	\$1,811	\$0	\$0	\$0.00
	393300	REFUNDING BOND PROCEEDS	\$0.00	\$0	\$0	\$0	\$0	\$0.00
	393400	PREMIUMS ON BONDS SOLD	\$0.00	\$0	\$0	\$0	\$0	\$0.00
<b>410 Total</b>			<b>\$6,609,612.00</b>	<b>\$6,390,000</b>	<b>\$6,378,835</b>	<b>\$6,390,000</b>	<b>(\$497,200)</b>	<b>\$5,892,800.00</b>

### Debt Service Fund Expenditures...

Fund	Account	Account Title	FY 11 Actual	FY 12 Budget	FY 2012 Estimate Expenditures	FY 2013 Initial Base Budget	Changes to Base Budget	Approved New Initiatives and Capital	FY 2013 Approved Budget
<b>410 - Debt Service Fund</b>									
	523901	Bank Fees / Charges	\$216	\$70		\$70	\$0	\$80	\$150
	581100	Principal- Long Term Debt	\$5,165,000	\$5,675,000		\$5,675,000	\$250,000		\$5,925,000
	582100	Interest - Long Term Debt	\$1,236,563	\$1,019,863		\$1,019,863	(\$583,438)		\$436,425
	583000	Fiscal Agent Fees	\$3,205	\$5,000		\$5,000	\$0		\$5,000
	584000	Debt Issuance Costs		\$0	\$0	\$0	\$0	\$0	\$0
	585000	Advance Refunding Escrow		\$0		\$0	\$0		\$0
<b>410 - Debt Service Fund Total</b>			<b>\$6,404,984</b>	<b>\$6,699,933</b>	<b>\$0</b>	<b>\$6,699,933</b>	<b>(\$333,438)</b>	<b>\$80</b>	<b>\$6,366,575</b>

# Debt Service

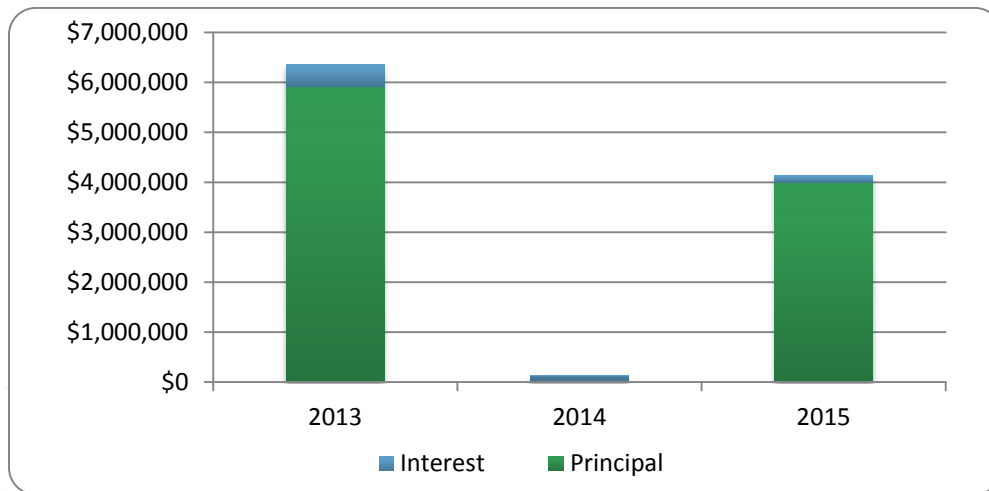
## DEBT AND TAX DIGEST INFORMATION

This section provides financial data on the City's long term financial obligation, current debt obligation, debt levels and legal limits.

### Principal and Interest Requirements on City's General Obligation Debt

Following are the estimated principal and interest requirements on the City's outstanding general obligation bonds and the previously issued outstanding general obligation bonds of the City for the fiscal years ending June 30, 2006 and thereafter.

FYE June 30th	Principal	Interest	Total
2013	\$5,925,000	\$436,425	\$6,361,425
2014	\$0	\$140,175	\$140,175
2015	\$4,005,000	\$140,175	\$4,145,175
Total	\$9,930,000	\$716,775	\$10,646,775



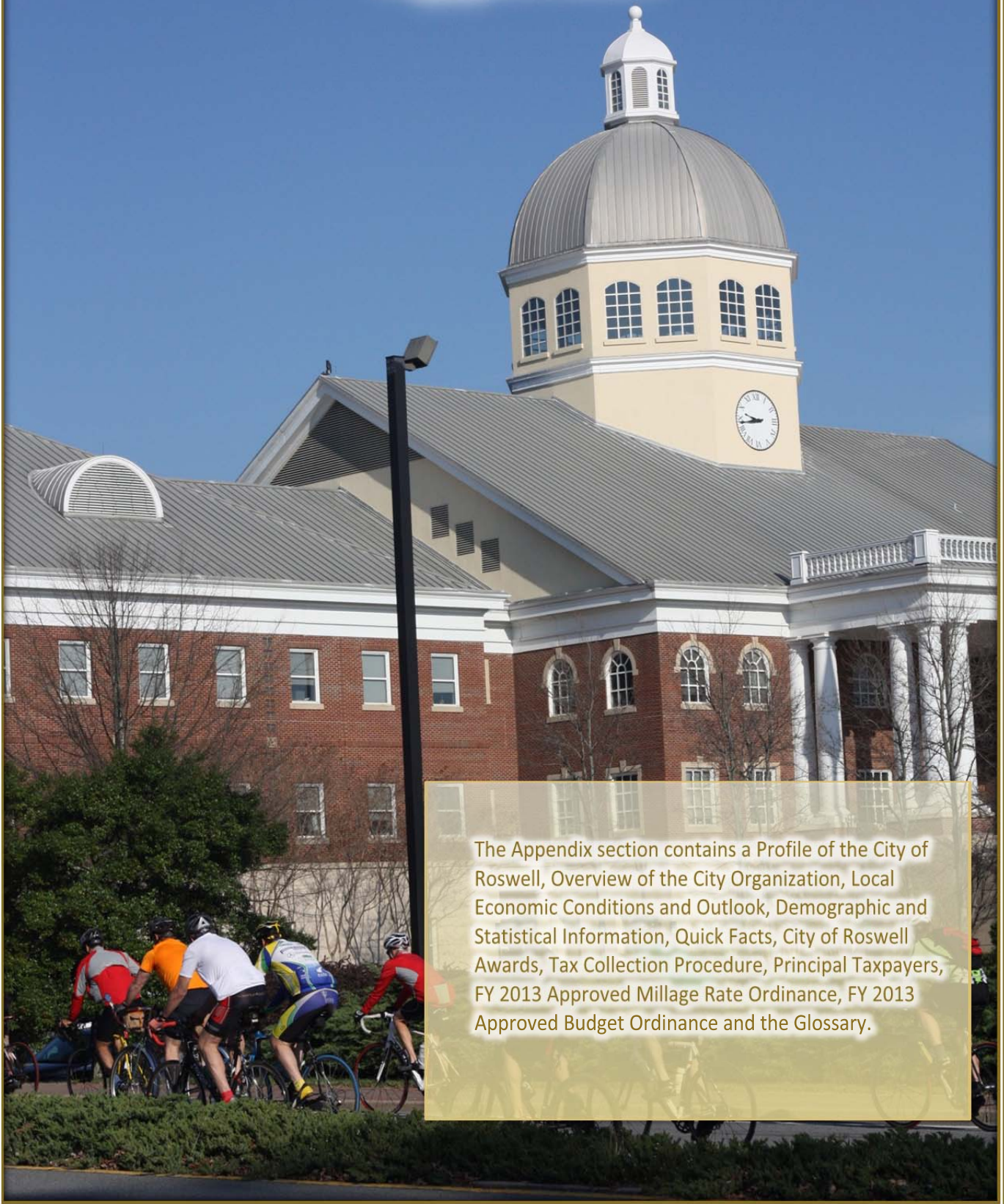
**Legal Debt Margin Calculation**  
**Comprehensive Annual Financial Report (CAFR) Fiscal Year 2011**  
**City of Roswell, Georgia**

The City of Roswell has not established a formal debt service policy, but its debt service practices have been governed by State of Georgia restrictions on local government debt. The Constitution for the State of Georgia states that “The debt incurred by any county, municipality, or other political subdivision of this state, including debt incurred on behalf of any special district, shall never exceed 10% of the assessed value of all taxable property within such county, municipality, or political subdivision; and no such county, municipality, or other political subdivision shall incur any new debt without the assent of a majority of the qualified voters of such county, municipality, or political subdivision voting in an election held for that purpose as provided by law” (State of Georgia Constitution, Article IX, Section V). The City of Roswell currently has a 0.37% ratio of bonded debt to assessed value, well below the State of Georgia constitutional threshold of 10%.

	<u>Amount</u>	<u>Percent</u>
Assessed value	\$4,310,000,000	
Add back tax exempt property	<u>\$250,000,000</u>	
Total assessed value	\$4,560,000,000	
Debt limit (10% of assessed value)	\$456,000,000	
Debt applicable to limit:		
General obligation bonds	\$10,935,075	
Less: Amount set aside for repayment of general obligation debt	<u>(\$6,579,638)</u>	
Total net debt applicable to limit	\$4,355,437	0.96%
Legal debt margin	\$451,644,563	9.04%



# Appendix



The Appendix section contains a Profile of the City of Roswell, Overview of the City Organization, Local Economic Conditions and Outlook, Demographic and Statistical Information, Quick Facts, City of Roswell Awards, Tax Collection Procedure, Principal Taxpayers, FY 2013 Approved Millage Rate Ordinance, FY 2013 Approved Budget Ordinance and the Glossary.



## *Roswell...Yesterday and Today*

The City of Roswell, Georgia was incorporated over 150 years ago in 1854, and is located in northern Fulton County, 20 miles north of the City of Atlanta. The City of Roswell has a land area of 42.02 square miles and has an unparalleled quality of life for its 88,346 residents (per the U.S. Census Bureau, 2010).



Roswell's historical chronology begins around 1830 with founder Roswell King arriving on horseback from Darien, Georgia. On February 16, 1854, the Georgia General Assembly incorporated the City of Roswell. Roswell was a manufacturing village comprised of a cotton factory and later, a woolen mill run with waterpower from Vickery Creek, now known as Big Creek. Homes were large columned structures of the mill owners, smaller homes, and even apartments of the mill employees. Roswell was to be affected by the Civil War early in July, 1864. Brigadier General Kenner Garrard's cavalry corps occupied the town. General Garrard and troops destroyed the factories and mills by fire, at General Sherman's order. General Garrard arrested the owners and employees for treason, and sent women and children north. Roswell's prominent families had refugeed to other parts of Georgia. The Presbyterian Church was used as a hospital. Barrington Hall and Great Oaks were used as headquarters, and Holly Hill as a garrison. The occupation of Roswell by thousands of

troops is why so much of the original Roswell survived the war. After the war and the return of Roswell's leaders, the Roswell Manufacturing Company was rebuilt, and prospered until 1892. The major buildings were destroyed by lightning and never rebuilt. The ruins remain to remind us of what the town was like when incorporated in 1854. In the Historic District, many of the old homes remain from the hardworking village supported by an economy based on textiles.

Today, Roswell continues to be a prosperous municipality. The City of Roswell earned an uninsured "AAA" bond rating, the highest possible rating. Fiscally prudent practices on behalf of the elected officials and the city administration contribute to this superior rating and the City's excellent financial strength.

As of 2010, the Population Division of the U.S. Census Bureau determined that the annual estimated population of Roswell, Georgia was 88,346. The average household



size is an estimated 2.59 persons with a median annual household income of \$87,080. The per capita income in Roswell is \$43,286. In Roswell 94.9% of the population

has a high school degree or above with 65.2% having obtained a college degree. Of the residents of Roswell 58.7% own their own home and the median value is \$199,430. (2010 census)



Roswell is nestled beneath a canopy of trees alongside the Chattahoochee River. The City is rich in heritage and preserves its past with a 640-acre Historic District. The Historic District has adopted a trend toward “new urbanism” where pedestrians are encouraged to get out of their cars to stroll along brick-paved, tree-lined sidewalks. Tourists and day visitors, drawn to Roswell’s many historical homes and churches, often stay to shop in a number of popular restaurants, trendy art galleries, shops, and offices. The City’s three historic house museums, Barrington Hall, Bulloch Hall, and Smith Plantation host thousands of visitors annually through the numerous tours and special events offered throughout the year. According to a Georgia Tech

revenue model, tourism, and tourism-related activities bring an excess of \$76 million annually to the Roswell community.

City of Roswell essential services meet the highest customer service standards and the Mayor and Council are committed to maintaining a high quality of life for Roswell’s citizens. The City of Roswell provides a full range of services to its citizens. These services include police and fire protection; public works; court system; detention facility; the construction and maintenance of recreational pathways, streets, and infrastructure; solid waste collection and recycling; planning and zoning; building inspections; recreation activities and cultural events; water and storm water management; and inherent administrative and support activities. The City also operates a web site, citizen newsletter, and broadcasts a government access channel.

The Fulton County Board of Education provides public education for all of Fulton County, including Roswell. Within Roswell City limits there are 9 elementary schools, 2 middle schools, 3 high schools, and 11 private schools.

Cultural facilities include Roswell’s Cultural Arts Center and many historic properties including Barrington Hall, Bulloch Hall, and Smith Plantation. Roswell is served by the Atlanta-Fulton County Library System.

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## **City Organization**

The City operates under a charter adopted in 1854 and revised on April 19, 2000, which provides for a Mayor-Council form of government with a city administrator. The Mayor and six council members are part-time employees.

Each Council member is elected by the entire City and serves “at large” with post assignments. An election for one half of the council occurs every two years. While all six Council Members are elected at large, all must reside within the City of Roswell. The Mayor is elected to a term of four years to serve on a part-time basis. It is the duty of the Council members, in general, to set policy, set millage rates, to approve budgets, to pass ordinances, and to hear and act on requests for rezoning and annexation.

The Chief Administrative and Operational Officer of the City is the City Administrator, who is appointed by the City of Roswell Mayor and Council to: implement Council policies; oversee the daily activities of the City; and supervise the City’s department heads.

## **Local Economic Conditions and Outlook**

The City of Roswell has earned an “AAA” bond rating, the highest possible rating, consistently each year since 2000. The City is also a great place to do business. New business starts continue to increase in Roswell, with the largest increase in the home-based business sector. The City is fortunate to have a stable list of large employers

such as Kimberly Clark and North Fulton Regional Hospital. Given Roswell's access to GA 400 and proximity to Perimeter Center, Buckhead, Midtown and Downtown Atlanta, the City is well situated to capitalize on future expansion and relocation.

Office development continues to expand throughout Roswell. Companies including Royal Oaks Enterprises, the UPS Innoplex, Witness Systems, and the Accu-Tech Corporation have joined other firms that have chosen Roswell as the ideal location for their corporate offices.

High-tech firms are attracted to the city's high quality of life, which makes it easy to recruit and retain a well-educated workforce. Roswell is part of the award-winning Fulton County School system.

The City of Roswell enhances its family-oriented focus by sponsoring major special events that are open and free to the general public. They include an annual 4th of July Fireworks Extravaganza, Memorial Day Celebration,



Annual Egg Hunt Extravaganza, Annual Tree Lighting at Town Square, the Historic Roswell Criterium Bike Race, an annual Youth Day Parade, and Festival in the Historic District, annual Arts Festival at Town Square, annual End of Summer Celebration with Fireworks, annual Back to the Chattahoochee Kayak Race, and a Special Populations Fair.

## Demographic and Statistical Information

Date of Incorporation:	1854
Date First Charter Adopted:	1854
Date Present Charter Adopted:	January 3, 2000
Location:	20 minutes north of Atlanta
Total Estimated Population (2010 Census):	88,346
Number of Full-Time Employees - 2012:	594
Form of Government:	Mayor and City Council

Median age (2010 Census):	37.6
Median family income (2010 Census):	\$87,080
Area - square miles:	42.02
Median Housing Value - 2010:	\$199,430
2010 Total Taxable Assessed Valuation:	\$4,863,655
City Bond Rating:	AAA

The City of Roswell government is a Mayor/Council style of government with a City Administrator. The Mayor and six Council Members are part time employees.

Each Councilmember is elected by the entire City and serves "at large" with post assignments. Elections for one half the council occur every two years. It is the duty of Council members, in general, to set policy, set millage rates, to approve budgets, to pass ordinances and to hear and act on requests for rezoning and annexation.

Council meetings are held the second and the fourth Monday of each month in Council Chambers of the Roswell City Hall, 38 Hill Street at 7:00 pm. Work Sessions are scheduled, and advertised, as needed. The fifth Monday of a month, when it occurs, is an open forum meeting where citizens may address Mayor and Council on any concern.

In addition to Mayor and Council, various boards and commissions assist in carrying out established policies.

Cultural Arts Board	Meets the 1st Tuesday of the month, 7PM, City Hall
Design Review Board	6:30PM, Council Chambers. Second meetings are held the 3rd Thursday as needed.
Board of Zoning Appeals	Meets the 2nd Tuesday of the month, 7:00PM, Council Chambers
Historic Preservation Commission	Meets the 2nd Wednesday of the month, 7:30PM, Council Chambers
Planning Commission	Meets the 3rd Tuesday of the month, 7:30PM, Council Chambers
Recreation Commission	Meets the last Thursday of the month, 7:00PM, Room 220-City Hall

### *Transportation*

Streets - Paved:	373 miles
Traffic Signals:	145

### *Fire Protection*

Number of Stations:	7
Number of Full-Time Employees - 2013:	18
Number of Part-Time - 2013:	143

### *Police Protection*

Number of Employees - 2013:	204
Number of Stations:	1

### *Recreation*

Number of Parks and Playgrounds:	19
Acreage in Parks and Playgrounds:	917
Number of Swimming Pools:	1
Number of Spraygrounds:	2
Number of Tennis Courts:	34
Number of Athletic Fields:	44
Number of Recreation Buildings:	9

### *Municipal Water System*

Miles of Water Mains:	201
Number of Fire Hydrants:	4,452
Water Production Annually:	438 million gallons

### *Municipal Sanitation Service*

Number of Residential Consumers:	25,146
Number of Commercial Consumers:	836
Number of Employees - 2013:	53.3

## Quick Facts

- The City of Roswell was founded by Roswell King who came from St. Simons Island, GA in 1836.
- He established the Roswell Manufacturing Company. He built a mill to harness the power of the local rivers to make textiles.
- Roswell was incorporated, officially became a city, on February 16, 1854.
- Union Soldiers occupied Roswell from July 5 – July 17, 1864 on their march to Atlanta.
- The Roswell Manufacturing Company mill was destroyed by fire twice. In 1864 Union General W.T. Sherman ordered soldiers to torch the mill. Lightening caused the second fire.
- Telephone service came to Roswell in 1901. All phone numbers were one digit.
- The very first traffic signal was installed in 1949 at the intersection of Sloan and Atlanta streets for \$436.40. Today there are 103 traffic signals in the City.
- President Theodore Roosevelt’s family tree branches back to Roswell. Teddy’s mother, Martha (Mittie) Bulloch was the daughter of one of Roswell’s first families.
- Dr. Francis Goulding, an early Roswell resident and author of children’s books, invented the sewing machine. Unfortunately, this machine is not associated with his name because he failed to obtain a patent.

- Mittie’s other son, Elliot, became the father of Eleanor Roosevelt who would later marry President Franklin D. Roosevelt (a distant cousin).
- Roswell is now Georgia’s sixth largest city, but its major growth has just happened in the last twenty years.

<b>1870</b>	479
<b>1880</b>	1,180
<b>1920</b>	1,316
<b>1940</b>	1,622
<b>1950</b>	2,123
<b>1980</b>	23,337
<b>1990</b>	48,257
<b>2000</b>	79,334
<b>2010</b>	<b>88,346</b>

- The City of Roswell has 19 parks with over 917 acres of active and passive parkland and facilities.
- The City Hall building was completed in 1991 at a cost of \$12 million.
- The City has been chosen twice by Atlanta Magazine as the best place to live in the Metro-Atlanta area.
- The Georgia Municipal Association awarded the City of Roswell the City of Excellence Award in 2003.
- The City of Roswell has been ranked one of the safest cities to live in the United States according to City Crime Rankings.

Source: <http://www.roswellgov.com/index.php/p/76/t/Quick%20Facts>

## City of Roswell Awards

### **Green Business Designation - 2011**

**Named One of the Best Affordable Suburbs in U.S.** Roswell was added to the 25 Best Affordable Suburbs in the U.S. by BusinessWeek.com and Sperling's Best Places. The list is comprised of suburbs of the nation's largest metro areas and focuses on median home prices, cost of living, crime rates, and education systems.

**Named One of the Top Three Cities in the Nation to Raise Your Family.** Roswell was listed third in the book, *Best Places to Raise Your Family*, released by Frommer's.

**Sixth Best Place in America to Retire** (*Black Enterprise Magazine, September 2008*)

**Ranked the 18th Safest City in the United States** – City Crime Rankings

**ARC Green Communities Silver Certification 2009** - Roswell is the first municipality to be certified Silver. Certified Green Communities set an example by conserving energy, investing in renewable energy, conserving water, conserving fuel, reducing waste, and protecting and restoring the community's natural resources.

**Georgia Trendsetter Award 2006** - Georgia Municipal Association - Roswell received the award for the Big Creek Wetlands demonstration project.

**Create Community Award 2005** - The Atlanta Regional Commission's most prestigious award. Roswell was honored for its efforts in environmental sustainability.

**City of Excellence 2003** – Georgia Municipal Association's most prestigious award. Only 50 cities in the state have been honored with the designation.

**Designation as a Bicycle Friendly Community 2006** – League of American Bicyclists

**Money Magazine's 19th Best City to Live in the Eastern US** – Roswell was ranked 19th for cities with populations under 100,000.

**Atlanta Magazine's Best Place to Live in Metro Atlanta**– Roswell was honored twice by Atlanta Magazine as the best place to live in the metro area.

**Internationally Accredited Police Department** - Commission on Accreditation of Law Enforcement Agencies (CALEA).

**Gold Award** for the City of Roswell Cecil Wood Water Processing Plant from the Georgia Association of Water Professionals.

**Tree City USA Award** from the National Arbor Day Foundation

**Nationally Accredited Recreation and Parks Department** – Commission for Accreditation of Park and Recreation Agencies

**2007 Gold Award for the City's Website** from the Association of Marketing & Communication Professionals

**Achievement of Excellence in Procurement – 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011** – The National Institute of Governmental Purchasing

**GFOA Distinguished Budget Presentation Award – 2005, 2006, 2007, 2008, 2009, 2010, 2011:** Government Finance Officer's Association

**Certificate of Achievement for Excellence in Financial Reporting (CAFR) – 19 consecutive years:** Government Finance Officer's Association

**Georgia Recreation and Parks Agency of the Year** – 1974, 1979, 1984, 1988, 1990, 2000, 2005

**Georgia Department of Transportation (GDOT) Best Innovative Solutions Award** for the Grimes Bridge Road at Norcross Street/Warsaw Road Roundabout.

**Georgia Engineering Alliance Honor Award** for the Grimes Bridge Road at Norcross Street/Warsaw Road Roundabout.

**Georgia Planning Association (GPA) Award** - "2011 Great Places in Georgia - Great Street" Award for Canton Street.

**Clean Air Campaign PACE award** for being a Government Champion for offering its employees telecommute options, flexible work arrangements/compressed work week and carpool options with designated parking spaces at City facilities.

## **Tax Collection Procedure**

The City of Roswell levies and collects ad valorem taxes. Real and personal taxes are generally billed in October of each year and are due in December. The City's tax collection rate has averaged 97.00% over the last five years.

### **Principal Taxpayers**

**City of Roswell, Georgia  
Principal Property Tax Payers  
2011**

(amounts expressed in thousands)

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total City Taxable Assessed Value
Northmeadow Investors, LLC	\$32,122	1	0.69%
Kimberly-Clark Corp.	\$23,356	2	0.50%
A Colonial Three Hundred	\$22,993	3	0.50%
WLI IV Roswell, LLC	\$20,187	4	0.44%
AMIREIT	\$19,181	5	0.41%
Orion Roswell Associates	\$18,312	6	0.39%
Sanctuary Park Realty Holdings	\$16,700	7	0.36%
BHR Landing, LLC	\$11,363	8	0.24%
Jefferson at Champions Parkway	\$11,329	9	0.24%
DRA Grande Oaks LLC	\$10,627	10	0.23%
Total	\$186,170		4.01%

Source: Financial Services Division within the Finance Department



STATE OF GEORGIA

FULTON COUNTY

1<sup>st</sup> Reading: May 14, 2012

2<sup>nd</sup> Reading: May 30, 2012

**ORDINANCE TO ADOPT MILLAGE RATE**

**WHEREAS**, the Mayor and Council of the City of Roswell are the governing authority of the City of Roswell; and

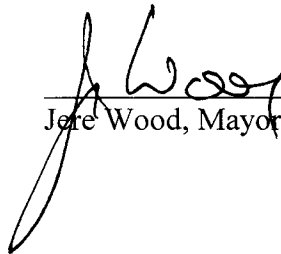
**WHEREAS**, the governing authority of the City of Roswell is authorized by State Law at O.C.G.A. § 48-5-32 to set the millage rate for the collection of ad valorem taxes; and

**WHEREAS**, all required notices have been published or are scheduled to be published in a newspaper of general circulation throughout the jurisdiction pursuant to such statute:

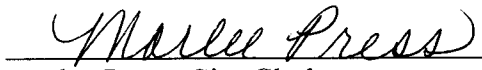
**NOW, THEREFORE**, the Mayor and Council of the City of Roswell wish to establish a millage rate of 5.455. The millage rate has a component of 4.059 for the general fund, operating and capital improvements budget, and a 1.396 mills component for servicing bonded indebtedness. The millage rate may require adjustment upon approval of a certified Tax Digest for the year 2012.


The above Ordinance was read and approved by the Mayor and Council of the City of Roswell, Georgia on the 14<sup>th</sup> day of May and 30<sup>th</sup> day of May, 2012.

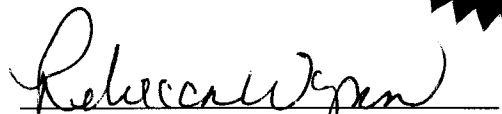
Attest:

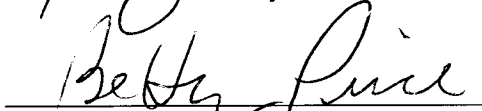
  
Jere Wood, Mayor

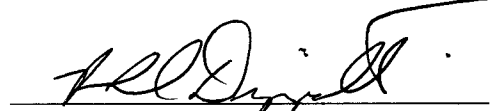


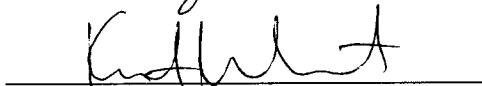
  
Marlee Press, City Clerk  
(Seal)

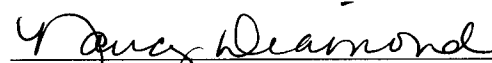
  
Councilmember Jerry Orleans

  
Councilmember Rebecca Wynn

  
Councilmember Betty Price

  
Councilmember Richard Dippolito

  
Councilmember Kent Igleheart

  
Councilmember Nancy Diamond

STATE OF GEORGIA

1<sup>st</sup> Reading: May 14, 2012

COUNTY OF FULTON

2<sup>nd</sup> Reading: May 30, 2012

AN ORDINANCE ADOPTING A BUDGET FOR THE FISCAL YEAR 2013 FOR EACH FUND OF THE CITY OF ROSWELL, GEORGIA, PURSUANT TO ARTICLE VI, CHAPTER 6 OF THE CHARTER OF THE CITY, BEGINNING JULY 1, 2012, AND ENDING JUNE 30, 2013, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES, ADOPTING THE ITEM OF ANTICIPATED FUNDING SOURCES, PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS, AND PROHIBITING EXPENDITURES FROM EXCEEDING ACTUAL FUNDING SOURCES AND AMENDING THE CODE OF ORDINANCES TO EFFECTUATE SUCH ADOPTION.

**Whereas**, a proposed budget for each of the various funds of the city has been presented to the Mayor and City Council; and

**Whereas**, appropriate advertised public hearings have been held on the proposed budget, as required by law and regulations; and

**Whereas**, the Mayor and City Council have reviewed the proposed budget and have made certain amendments to funding sources or appropriations; and

**Whereas**, each of the funds has a balanced budget, such that anticipated funding sources equal or exceed proposed expenditures; and

**Whereas**, the Mayor and City Council intend to adopt an annual budget for the Fiscal Year 2013 and a Capital Improvement Plan for the Fiscal Years 2013 through 2017:

**Now, Therefore**, the Mayor and Council of the City of Roswell, pursuant to their authority, do hereby adopt the following Ordinance:

1.

The City of Roswell, Georgia hereby adopts an expenditure budget for Fiscal Year 2013, said budget being described below and shown on Schedule "A" for each fund of the City of Roswell, Georgia:

	FY 2013 Approved Expenditure Budget
100 - General Fund	\$59,963,146
210 - Confiscated Assets Fund	\$413,493
215 - E911 Fund	\$2,067,054
230 - Impact Fee Fund	\$128,000
235 - Cemetery Fund	\$23,500
275 - Hotel/Motel Fund	\$1,039,024
290 - Leita Thompson Rental Fund	\$73,192
350 - Capital Projects Fund	\$9,593,140

	<b>FY 2013 Approved Expenditure Budget</b>
410 - Debt Service Fund	<b>\$6,502,575</b>
505 - Water/Sewer Fund	<b>\$3,353,893</b>
507 - Stormwater Fund	<b>\$2,640,301</b>
540 - Solid Waste Fund	<b>\$9,807,779</b>
555 - Recreation Participation Fund	<b>\$4,829,852</b>
601 - Worker's Compensation Fund	<b>\$447,254</b>
602 - Group Benefit Fund	<b>\$6,748,527</b>
603 - Risk and Liability Fund	<b>\$1,023,722</b>
225 - CDBG Grant Fund	<b>\$60,090</b>
604 - Fleet Services Fund	<b>\$609,296</b>
<b>FY 2013 Approved Expenditure Budget:</b>	<b>\$109,323,838</b>

2.

Any increase or decrease in appropriations or revenue of any fund or for any department; the establishment of new capital projects; or the establishment of new grant projects other than those exceptions provided for herein, shall require approval of Mayor and City Council.

3.

A millage rate of 5.455 mills is hereby established as part of the approved budget based on the estimated digest of Fulton County. The millage rate has a component of 4.059 for the General Fund and a 1.396 component for the General Obligation Bond Debt Fund. This millage rate may be adjusted at a future date based on receipt of a certified digest.

4.

This budget fixes the number of budgeted full-time positions of the City at 594. This number may only be increased or decreased through approval of the Mayor and City Council. The City Administrator or his/her designee is authorized to create policies and procedures for the number, pay grade, classification, and/or cost center location, which may be changed throughout the year.

5.

Mayor and Council further also adopt a Capital Improvement Plan for Fiscal Years 2013 through 2017 as attached hereto and incorporated herein as Schedule "B." This plan does not indicate any promise of appropriations for future years. This plan may only be modified through action of Mayor and City Council.

6.

Mayor and Council further approve the re-appropriation of all available funds for FY 2012 approved capital projects that have not been completed as of June 30, 2012.

7.

Mayor and Council further approve the re-appropriation of the \$468,000 approved in FY 2012 for Pension Plan transition costs.

8.

The City Administrator and his/her designee may promulgate all necessary internal rules, regulations, and policies to ensure that this Budget Ordinance is followed.

The above Ordinance was read and approved by the Mayor and Council of the City of Roswell, Georgia on the 14<sup>th</sup> day of May and the 30<sup>th</sup> day of May, 2012.

Attest:

Marlee Press  
Marlee Press, City Clerk  
(Seal)



Jere Wood  
Jere Wood, Mayor

Jerry Orlans  
Councilmember Jerry Orlans

Rebecca Wynn  
Councilmember Rebecca Wynn

Betty Price  
Councilmember Betty Price

Richard Dippolito  
Councilmember Richard Dippolito

Kent Igleheart  
Councilmember Kent Igleheart

Nancy Diamond  
Councilmember Nancy Diamond

# Glossary

The following is an abbreviated list of the specialized governmental budgeting and accounting terms used in this budget:

**ACCOUNT NUMBER** - A line item code defining an appropriation.

**ACCRUAL ACCOUNTING** - A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they occur.

**AD VALOREM TAXES** - Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

**AMORTIZATION** - The reduction of debt by regular payments of principal and interest sufficient to retire the debt by maturity.

**APPROPRIATION** - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**ASSESSED VALUATION** - A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSET** - Resources owned or held by a government, which has monetary value.

**BALANCED BUDGET** - A budget in which planned revenues available equals planned expenditures.

**BASE BUDGET** - The on-going expense for personnel, operating services, supplies, and equipment to maintain service levels.

**BASIS OF ACCOUNTING** - A system used by an individual government to determine when revenues have been realized and when expenditures have been incurred. The City uses the modified accrual method.

**BASIS OF BUDGETING** - A system used by an individual government to determine when budgetary revenues have been realized and when budgetary expenditures have been incurred. The City uses the modified accrual method.

**BOND** - A written promise to pay a specified sum of money, called the par value or principal, at a specified date or

dates in the future, together with periodic interest at a specified rate.

**BONDED DEBT** - That portion of indebtedness represented by outstanding bonds.

**BUDGET** - A service plan for a given period embodying estimated expenditures for providing services and the approved means of financing them. A balanced budget limits expenditures to available resources.

**BUDGET AMENDMENT** - A revision of the adopted budget that, when approved, replaces the original provision and increases or decreases the budget appropriation.

**BUDGET CALENDAR** - The schedule of key dates that a government follows in preparation and adoption of the budget.

**BUDGET ORDINANCE** - The governmental action which appropriates revenues and fund balances for specified purposes, functions, or activities for a budget period.

**BUDGET PERIOD** - The period for which a budget is approved or a budget ordinance is adopted. Normally coincides with the fiscal year.

**BUDGET TRANSFER** - A procedure utilized by City Departments to revise budget appropriations within the departmental operating budget accounts. Transfers monies from one account to another and does not increase or decrease the overall budget appropriation for the department.

**BUDGETARY CONTROL** - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**CAPITAL ASSETS** - Assets of significant value and having a useful life of several years. Capital assets for the City of Roswell have a purchase cost of \$5,000.00 or over and have a useful life of more than one year. See also Fixed Assets.

**CAPITAL IMPROVEMENT PROGRAM (CIP)** - A comprehensive five year plan, updated annually, of Capital projects for the City. Project costs, funding

sources and future fiscal year funding needs are identified.

**CAPITAL OUTLAY** – Expenditures for the acquisition of capital assets.

**CAPITAL PROJECT** – A project that results in the purchase or construction of capital assets. Capital projects may encompass the purchase of land, construction of a building or facility, or purchase of a major piece of equipment.

**CAPITAL PROJECTS FUND** – A fund used to account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by resources from enterprise fund activities.

**CHART OF ACCOUNTS** – A numbering system that assigns a unique number to each type of transaction and to each budgetary unit in the organization. The City of Roswell utilizes the Uniform Chart of Accounts for Local Governments in Georgia as mandated by the Georgia Department of Community Affairs (DCA).

**COGNOS** - A report generating software used with the financial management software.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)** – U. S. Department of Housing and Urban Development (HUD) program where grants are awarded to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Grantees must give maximum feasible priority to activities which benefit low and moderate income persons, or where community development needs have a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and where other financial resources are not available to meet such needs.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)**  
- The report that summarizes financial data for the previous fiscal year in a standardized format.

**CONTINGENCY** - Those funds included in the budget for the purpose of providing a means to cover unexpected costs during the budget year.

**COST CENTER** – An organizational budget/operating unit within each City department.

**DEBT** - An obligation resulting from the borrowing of money or from the purchase of goods and services over a

period of time. Debts of government include bonds, time warrants, notes, and floating debts.

A. General Obligation Debt is secured by the pledge of the issuer's full faith, credit, and taxing power.

B. Revenue Debt is a bond, debt, or obligation for which principal and interest are payable exclusively for the earnings of a government enterprise. This term can refer more broadly to any state or local government debt that is not a general obligation.

**DEBT LIMIT** - The maximum amounts of gross or net debt that is legally outstanding debt.

**DEBT SERVICE** - Payment of principal and interest to lenders or creditors on outstanding debt.

**DEBT SERVICE FUND** - A fund that is used to account for the accumulation of resources for the payment of general long-term debt principal and interest.

**DEFICIT** - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**DEPRECIATION** - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

**EFFECTIVENESS** - Depicts the degree to which performance objectives are being achieved or otherwise reflects the quality of local government performance.

**EFFICIENCY** - Reflects the relationship between work performed and the resources required performing it. Compares outputs to input.

**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** - Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprise where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed primarily through user charges. Services accounted for in enterprise funds are tangible, and it is possible to determine the extent to which they benefit individual service consumers.

**EXPENDITURES** - Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.

**EXPENSES** - Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**FIDUCIARY FUND** – Those trust and agency funds used to account for assets held by a local government in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds.

**FINANCIAL INDICATORS** - Comparison of planned vs. actual expenditures, cost, obligations, receipts, allocations or losses.

**FISCAL YEAR** - The accounting period for which an organization's budget is termed the fiscal year. In Roswell, the fiscal year runs from July 1 to June 30 of the following year.

**FIXED ASSETS** – Assets owned by the City with a purchase cost of less than \$5,000.00 each and usually have a useful life of one to three years. See also Capital Assets.

**FUND** - A fund is an independent financial and accounting entity. It has a balanced set of accounts and records, cash and other resources together with all related liabilities and residual equities or balances which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Though funds are independent entities with the financial records of a government, there need not be physical segregation of assets.

**FUND ACCOUNTS** - All accounts necessary to set forth the financial position and results of operations of a fund.

**FUND BALANCE** - The excess of a fund's revenues and other financing sources (assets) over the expenditures/expenses and other uses (liabilities).

**GENERAL FUND** - This fund accounts for the revenues and activities not required by law or administrative decision to be accounted for in a special fund. Ordinarily, the General Fund has a great variety of revenues and is used to finance many more activities than any other fund. The General Fund provides general-purpose governmental services.

**GENERAL OBLIGATION (GO) BONDS** – Bonds that are secured by the issuer's full faith and credit pledge. Most GO bonds are backed by the issuer's ability to level an ad valorem tax in an amount sufficient to meet debt service requirements.

**GENERAL REVENUE** - The revenue of a government other than those derived from and retained in an enterprise. If a portion of the net income in a Proprietary or Enterprise Fund is contributed to another non-enterprise fund, such as the General Fund, the amount transferred constitutes general revenue to the government.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)** - Uniform minimum, standards used by state and local governments for financial accounting, recording, and reporting, encompassing the conventions, rules, and procedures that define accepted accounting principles; established by the Governmental Accounting Standards Board (GASB).

**GEORGIA INTERLOCAL RISK MANAGEMENT AGENCY (GIRMA)** – Intergovernmental risk sharing fund created in 1987 to provide property and liability coverage to local government entities in Georgia. GIRMA is administered by GMA.

**GEORGIA MUNICIPAL ASSOCIATION (GMA)** – Organization representing municipal governments in Georgia.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** – The body that sets accounting standards specifically for governmental entities at the state and local level.

**GOVERNMENTAL FINANCE OFFICERS ASSOCIATION (GFOA)** – Professional association of state/provincial and local finance officers in the United States and Canada dedicated to the sound management of government financial resources.

**GRANTS** – A financial gift, donation or award that is made from a funding source, usually a governmental unity, to the City for the acquisition of goods, services or land. The grant award agreement defines the City's responsibilities and duties to be exchanged for the grant. Grants are often earmarked for a specific purpose of program.

**INDIRECT COSTS** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned, such as administrative support,

information technology, human resources, budget and purchasing.

**INTERNAL SERVICE FUNDS** - A fund used to account for the financing of goods or services provided by one department to other departments within the City on a cost-reimbursement basis.

**INVESTMENTS** - Securities and real estate held for production of revenue in the form of interest, dividend, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**LEVY** - To impose taxes, special assessments of service charges for the support of governmental activities.

**LINE-ITEM BUDGET** - A budget format in which departmental outlays are grouped according to the items that will be purchased, with one item or group of items on each line.

**LONG-TERM DEBT** - Debt with a maturity of more than one year after the date of issuance.

**MILLAGE RATE** - The rate used in calculating taxes based upon the value of property, expressed in mills per dollar of property value.

**MISSION** - The reason or purpose for the organizational unit's existence.

**NET INCOME** - Enterprise Fund in excess of operating revenues, non-operating revenues, and operating transfers-in over operating expenses, non-operating transfers-out.

**OBJECTIVES** - The specified end result expected and can include the time at which it will be achieved.

**OPERATING EXPENSES** - Enterprise Fund expenses that are directly related to the fund's primary service activities.

**OPERATING INCOME** - The excess of Enterprise Fund operating revenues over operating expenses.

**OPERATING REVENUES** - Enterprise Fund revenues that are directly related to the fund's primary service activities. They consist of user charges for services.

**PROPRIETARY FUND** - Used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities - where net income and capital maintenance are measured - are accounted for through proprietary funds.

**REVENUES** - Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers.

**SINKING FUND** - Schedule of annual payments required on General Obligation Bonds Payable. Principal and interest are payable from an ad valorem tax upon all property of the City.

**SPECIAL REVENUE** - A fund used to account for revenues earmarked for a particular purpose.

**TAX DIGEST** - The total assessed value of all real estate property, motor vehicles, mobile homes, timber, and heavy-duty equipment in the city of Roswell, Georgia.

**TAX RATE LIMIT** - The maximum rate at which a government may levy a tax. Overall tax rate limits usually restrict levies for all purposes and of all governments, state or local, having jurisdiction in a given area. Taxes are levied via a Tax Levy Ordinance.

**TAXES** - Compulsory charges levied by a government for the purpose of financing services performed for a common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments.

**TIMELINESS OF PRODUCT OR SERVICE** - Measures of timeliness, which may be based on specific standards or past trends.

**UNIFORM CHART OF ACCOUNTS** - State mandated financial reporting format for governments. See "Chart of Accounts".



The following is an abbreviated list of the Acronyms used in this budget:

- ACE** – Action Code Enforcement  
**ACLS** - Advanced Cardiac Life Support  
**ADA** – Americans with Disabilities Act  
**ADT** – Average Daily Traffic  
**AED** – Automatic External Defibrillator  
**AFIS** – Automated Fingerprint Identification System  
**AGA** - Association of Government Accountants  
**ARC** – Atlanta Regional Commission  
**ASCAP** – American Society of Cultural Arts Professionals  
**ASCE** – American Society of Civil Engineers  
**ASE** - Automotive Service Excellence  
**ATMS** – Advanced Traffic Management System  
**AWWA** – American Water Works Association
- BEST** – Building Excellence through Strategic Teams  
**BTA** - Bulky Trash Amnesty Days
- CAB** – Cultural Arts Board  
**CABY** - Cultural Arts Board Award Show  
**CAC** – Cultural Arts Center  
**CAD** – Computer Aided Dispatch  
**CAFR** – Comprehensive Annual Financial Report  
**CALEA** – Commission on Accreditation of Law Enforcement Agencies  
**CBRN** – Chemical, Biological, Radiological, Nuclear  
**CC** – Cost Center  
**CDBG** – Community Development Block Grant  
**CFFP** – Clean Fueled Fleet Program  
**CFS** – Calls For Service  
**CIP** – Capital Improvement Program  
**CORE** - City of Roswell Enrichment Academy  
**CPPO** - Certified Public Purchasing Officer  
**CSU** – Crime Suppression Unit  
**CVB** – Convention and Visitors Bureau  
**CWS** – Community Waste Services
- DCA** - Georgia’s Department of Community Affairs  
**DEA** – Drug Enforcement Agency  
**DO** – Detention Officer
- EMT** – Emergency Medical Technician  
**EPA** – Environmental Protection Agency  
**EPD** – Environmental Protection Division  
**ERP** – Enterprise Resource Project
- FATS** – Fire Arms Training Simulator  
**FB** – Fund Balance  
**FEMA** – Federal Emergency Management Agency  
**FICA** -Federal Insurance Contributions Act
- FTE** – Full-Time Employee  
**FY** – Fiscal Year
- GAWP** – Georgia Association of Water Professionals  
**GCCMA** – Georgia City County Managers Association  
**GCIC** – Georgia Crime Information Center  
**GDOT** – Georgia Department of Transportation  
**GF** – General Fund  
**GFOA** – Government Finance Officers Association  
**GGFOA** – Georgia Government Finance Officers Association  
**GIS** – Geographic Information Services  
**GMA** – Georgia Municipal Association  
**GPS** – Global Positioning System  
**GRTA** – Georgia Regional Transportation Authority
- HBR** – Holcomb Bridge Road  
**HHW** – Household Hazardous Waste  
**HIDTA** – High Intensity Drug Trafficking Area Task Force  
**HOA** – Home Owners Association  
**HVAC** – Heating Ventilation and Cooling
- ICC** - International Code Congress  
**ICMA** – International County Managers Association  
**ICS** - Incident Command System  
**ISO** – Insurance Services Office  
**IT** – Information Technology
- KRB** – Keep Roswell Beautiful
- LCI** – Livable Centers Initiative  
**LEC** – Law Enforcement Center
- MAG** – Management Advisory Group  
**MC** – Maintenance Capital  
**MDT** – Mobile Data Terminal  
**MGD** – Million Gallons per Day  
**MNGWPD** - Metropolitan North Georgia Water Planning District
- NCIC** – National Crime Information Center  
**NFCID** – North Fulton Community Improvement District  
**NFPA** – National Fire Protection Association  
**NIMS** - National Incident Management System  
**NPI** – National Purchasing Institute  
**NPDES** - National Pollutant Discharge Elimination System  
**NRPA** – National Recreation and Parks Association  
**NS** – New Service

**OSHA** – Occupational Safety and Health Administration

**OT** – Overtime

**OTC** – One Time Capital

**PEPI** – Paid Evidence Paid Information

**PIMS** – Project Information Management System

**PM** – Preventative Maintenance

**POST** – Peace Officer Standards and Training Council

**PT** – Part-Time

**PW** – Public Works

**RAP** – Roswell Area Park

**RAPSTC** – Roswell Alpharetta Public Safety Training Center

**RCTV** – Roswell City Television

**RDOT** – Roswell Department of Transportation

**RO** – Repair Order

**ROW** – Right-of-Way

**SAFE** - Safety Awareness For Everyone Team

**SI** – Cost of Service Increase

**SIS** – Special Investigations Section

**SOU** – Special Operations Unit

**SR** – State Route

**SWAT** - Special Weapons and Tactics

**UPS** – Uninterruptible Power Supply